



AGENDA

Regular Council Meeting

7:30 PM - Monday, June 8, 2026
Municipal Council Chambers/MS Teams

Please participate in the meeting by observing or listening in one of the following ways:

1. Attend in person at City Hall (Council Chambers) – 3215 Eby Street
2. [Watch through our website](#)
3. [Watch through Facebook](#)
4. Join Teams by Desktop Computer or Mobile Device
 - o [Click here to join on Teams](#)

Page

1. 7:15 PM - MOVE TO IN-CAMERA SPECIAL COUNCIL

- 1.1. Resolution to move In-Camera and close the meeting to the public pursuant to Division 3, Section 90(1) (a) of the *Community Charter* (to discuss matters relating to personal information).

2. CALL MEETING TO ORDER

3. LAND ACKNOWLEDGEMENT

4. APPROVAL OF THE AGENDA

5. DELEGATIONS OR GUESTS

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17. **QUESTIONS FROM THE MEDIA AND AUDIENCE**
18. **ADJOURNMENT**

R. Mattiuz
Corporate Officer



MINUTES

Regular Council Meeting

7:30 PM - Monday, May 25, 2026

Municipal Council Chambers

The Regular Council meeting of the City of Terrace was called to order on Monday, May 25, 2026, at 7:30 PM, in the Municipal Council Chambers, with the following members present:

Council Present: Mayor Sean Bujtas, Councillor Chris Apps, Councillor James Cordeiro, Councillor Inder Dhillon, Councillor Brian Downie, Councillor Dave Gordon, and Councillor Sarah Zimmerman. Councillor Apps attended the meeting virtually.

Council Absent:

Also Present: Maggie Arruda, City Manager, David Block, Director of Development Services, Ken Newman, Planning Manager, Rachel Mattiuz, Director of Administration/Corporate Officer, Cristina Fleischbein, Legislative Clerk, and Tatiana Block, Executive Assistant

1. 6:45 PM - MOVE TO IN-CAMERA SPECIAL COUNCIL

1.1 Resolution to move In-Camera and close the meeting to the public pursuant to Division 3, Section 90(1) (e) of the *Community Charter* (to discuss matters relating to land).

No. 208

MOVED/SECONDED to move In-Camera and close the meeting to the public pursuant to Division 3, Section 90(1) (e) of the *Community Charter* (to discuss matters relating to land).

Carried Unanimously.

2. CALL MEETING TO ORDER

The Chair advised that Council agendas and minutes were available for viewing at www.terrace.ca, and that the past minutes have been archived.

Deputy Mayor Downie also acknowledged that the public was welcome to attend meetings in person. The use of Microsoft Teams to allow the media and members of the public to take part in the meetings is also available. Information on how to take part in the question portion of the meeting can be found at terrace.ca/participate.

3. LAND ACKNOWLEDGEMENT

Deputy Mayor Downie acknowledged that the meeting was being held on the traditional unceded homelands and territories of the Kitsumkalum and Kitselas people.

4. APPROVAL OF THE AGENDA**5. DELEGATIONS OR GUESTS****5.1** Teresa Waddington, Deputy Chief of Operations and Tara Barnett, Chief Corporate Relations Officer – LNG Canada Presentation

Mayor Bujtas joined the meeting at 7:35 p.m. at which time Deputy Mayor Downie ceded the Chair.

The Chair welcomed Teresa Waddington and Tara Barnett, on behalf of LNG Canada, to the meeting.

Ms. Waddington informed that the purpose of the delegation is to provide Council with an update on LNG Canada's flaring activity, air-quality impacts, monitoring results, and corrective actions at the facility.

In-house monitoring shows that air quality remains within applicable limits even during periods of very high flaring, and the flared gas is very clean. There were no increases in BTEX or other hydrocarbons detected, and these compounds are not considered contaminants of concern at the measured levels. Monitoring data from the Terrace Airshed and on-site stack measurements are consistent, and community watering stations showed no detections. Stack outputs were reported to be very low. Only a small amount of materials enter the process feed, which is incinerated either through the acid gas removal unit or via the flare stack.

Council asked why the flare tip is being replaced and what improvements are expected. Ms. Waddington explained that the new tip and pilot system will improve ignition reliability and overall combustion efficiency compared with the previous configuration.

Council asked whether flare volumes are rising. Ms. Waddington stated that volumes were elevated in late 2025 and early 2026 due to the first transport of cargo, but the trend is now decreasing as operational improvements are implemented. Council also inquired about emissions, including BTEX. Ms. Waddington confirmed that all measurements are within provincial mandated limits and that no significant increases have been observed.

Council asked how LNG Canada plans to keep the public informed and Ms. Waddington stated LNG Canada's commitment to ongoing briefings with Council, sharing validated monitoring data, and responding promptly to community concerns.

Council requested that the delegation return to future meetings to continue keeping Council informed and updated.

Regular Council
May 25, 2026

The Mayor thanked Ms. Waddington and Ms. Barnett for their presentation and advised that the matter would be further dealt with under the Correspondence section of the Agenda (see Resolution No. 215).

6. MINUTES

6.1 Minutes of the Regular Council Meeting May 11, 2026

No. 214

MOVED/SECONDED that the Regular Council Minutes of April 27, 2026 be adopted.

Carried Unanimously.

7. BUSINESS ARISING FROM THE MINUTES

There was no Old Business.

8. CORRESPONDENCE

8.1 Teresa Waddington, Deputy Chief of Operations and Tara Barnett, Chief Corporate Relations Officer – LNG Canada

No. 215

MOVED/SECONDED that the Emissions and Air Quality presentation from LNG Canada be received for information.

Carried Unanimously.

8.2 Ross Siemens, Mayor of Abbotsford – Letter to the Honourable Brenda Bailey, Minister of Finance – Provincial Sales Tax Expansion

No. 216

MOVED/SECONDED that the letter from Ross Siemens, Mayor of Abbotsford, regarding Provincial Sales Tax Expansion be received for information.

Carried Unanimously.

8.3 Cori Ramsay, Union of British Columbia Municipalities President – Provincial Response to 2025 Resolutions

No. 217

MOVED/SECONDED that the letter from Cori Ramsey, UBCM President, regarding Provincial response to 2025 Resolutions be received for information.

Carried Unanimously.

- 8.4 Bettina Johnson, Communications Support, North Central Local Government Association – Request for Joint Advocacy for NCLGA Resolution R12 Improved Access to Publicly Funded Mental Health Services

No. 218

MOVED/SECONDED that the letter from Bettina Johnson, NCLGA, regarding Request for Joint Advocacy for NCLGA Resolution R12 be received for information.

Carried Unanimously.

- 8.5 Dean Murdock, Mayor of the District of Saanich – Local Government Climate Action Program Funding Continuation

No. 219

MOVED/SECONDED that Council, through the Mayor, send a letter to the Province, outlining the need for continued Local Government Climate Action Program (LGCAP) funding.

Carried Unanimously.

- 8.6 Ryan Windsor, Mayor of the District of Central Saanich – Request for Provincial Funding to Support Municipalities That Achieve Provincially Mandated Housing Targets

No. 220

MOVED/SECONDED that the letter from Ryan Windsor, Mayor of the District of Central Saanich, regarding Provincial Funding to Support Municipalities That Achieve Provincially Mandated Housing Targets be received for information.

Carried Unanimously.

9. RESOLVE INTO COMMITTEE OF THE WHOLE

- 9.1 Convene into Committee of the Whole

No. 221

MOVED/SECONDED that the May 25, 2026 Regular Council Meeting convene into Committee of the Whole.

Carried Unanimously.

10. RISE AND REPORT

It was recommended that the Committee now rise and report.

10.1 Committee of the Whole (Development Services Component), May 25, 2026 (verbal)

The following item was discussed at the May 25, 2026 Development Services Component of the Committee of the Whole:

1. DEVELOPMENT PERMIT NO. 05-2026 – 201 Beam Station Road

No. 222

MOVED/SECONDED that Council issue Development Permit No. 05 – 2026 for an area covering 36 hectares of the properties legally described as District Lots 930 and 997, Range 5, Coast District (201 Beam Station Road) to permit the construction of a mobile explosives manufacturing facility.

Carried Unanimously.

11. COMMITTEE OF THE WHOLE REPORTS

11.1 Committee of the Whole (Development Services Component) Report, May 11, 2026 (for information only).

No. 223

MOVED/SECONDED that the May 11, 2026 Committee of the Whole (Development Services Component) report be received for information only.

Carried Unanimously.

12. STAFF REPORTS

12.1 Corporate Officer – 2026 UBCM Resolutions

No. 224

MOVED/SECONDED that Council direct staff to submit any 2026 UBCM resolutions endorsed by Council directly to UBCM in advance of the June 15, 2026 submission deadline.

Carried Unanimously.

12.2 Planning Manager – April 2026 Building Synopsis

No. 225

MOVED/SECONDED that Council receive the April 2026 Building Synopsis for

information.

Carried Unanimously.

13. BYLAWS

There were no Bylaws.

14. NEW BUSINESS FROM COUNCIL

14.1 Regional District of Kitimat-Stikine Report

There was no Regional District of Kitimat-Stikine Report.

14.2 Notice of Motion

Councilor Cordeiro gave notice that at the next Regular Council Meeting he will introduce a motion that Council direct Administration to report back on the feasibility, implications, and options for amending the Zoning Bylaw to regulate data centre use, including the potential to permit data centres only within the Skeena Industrial Development Park (SIDP) and exclude data centre use from other industrial zones.

15. REPORTS ON COUNCIL ACTIVITIES

Councillors Gordon and Dhillon reported on the Room For All: Housing Conference. Councillors Zimmerman and Downie reported on North Central Local Government Association Conference.

Councillors Zimmerman and Cordeiro reported on the recent fire at the bowling alley. Councillor Downie reported on the annual meeting of the Northern Medical Program Trust.

Councillor Dhillon reported on the third anniversary celebration of the Northwest British Columbia Cricket Association and opening of the new batting cage facility.

16. REPORT FROM CLOSED MEETING

There was no report from Closed Meeting

17. QUESTIONS FROM THE MEDIA AND AUDIENCE

Mayor Bujtas asked if there was anyone from the media or audience dialed in to ask a question.

There were no questions from the Media and two questions from the Audience.

18. ADJOURNMENT

No. 226

MOVED/SECONDED that the May 25, 2026 Regular Meeting of Council be now adjourned.

Carried Unanimously.

The meeting adjourned at 9:00 p.m.

CERTIFIED CORRECT:

Mayor

Corporate Officer



MINUTES

Special (Pre-Closed) Council Meeting

11:00 AM - Thursday, May 14, 2026

Municipal Council Chambers

The Special (Pre-Closed) Council meeting of the City of Terrace was called to order on Thursday, May 14, 2026, at 11:00 AM, in the Municipal Council Chambers, with the following members present:

Council Present: Mayor Sean Bujtas, Councillor Chris Apps, Councillor James Cordeiro, Councillor Inder Dhillon, Councillor Brian Downie, and Councillor Dave Gordon. Councillors Apps and Cordeiro attended via MS Teams.

Council Absent: Councillor Sarah Zimmerman.

Also Present: Maggie Arruda, City Manager and Rachel Mattiuz, Director of Administration/Corporate Officer

1. CALL TO ORDER

Mayor Bujtas acknowledged that the meeting was being held on the traditional unceded homelands and territories of the Kitsumkalum and Kitselas people.

The Chair advised that Council agendas and minutes were available for viewing at www.terrace.ca, and that the past minutes have been archived. Mayor Bujtas also acknowledged that the public was welcome to attend meetings in person. The use of Microsoft Teams to allow the media and members of the public to take part in the meetings is also available. Information on how to take part in the question portion of the meeting can be found at terrace.ca/participate.

2. RESOLUTION TO MOVE TO IN-CAMERA SPECIAL COUNCIL

2.1 Resolution to move In-Camera and close the meeting to the public pursuant to Division 3, Section 90(1) (a) of the *Community Charter* (to discuss matters relating to personal information about an identifiable individual).

No. 199

MOVED/SECONDED to move In-Camera and close the meeting to the public pursuant Division 3, Section 90(1) (a) of the *Community Charter* (to discuss matters relating to personal information about an identifiable individual).

Carried Unanimously.

3. ADJOURN TO IN-CAMERA SPECIAL COUNCIL

No. 200

MOVED/SECONDED that the May 14, 2026 Special Pre-Closed Meeting of Council be now adjourned.

Carried Unanimously.

The meeting adjourned at 11:00 a.m.

CERTIFIED CORRECT:

Mayor

Corporate Officer



MINUTES

Special (Pre-Closed) Council Meeting

12:00 PM - Monday, June 1, 2026

Municipal Council Chambers

The Special (Pre-Closed) Council meeting of the City of Terrace was called to order on Monday, June 1, 2026, at 12:00 PM, in the Municipal Council Chambers, with the following members present:

Council Present: Mayor Sean Bujtas, Councillor Chris Apps, Councillor James Cordeiro, Councillor Inder Dhillon, Councillor Dave Gordon, and Councillor Sarah Zimmerman. Councillor Apps and Councillor Zimmerman attended the meeting virtually via MS Teams.

Council Absent: Councillor Brian Downie.

Also Present: Maggie Arruda, City Manager, David Block, Director of Development Services, Joel Brousson, Fire Chief, Ben Reinbolt, Director of Engineering & Public Works, Michael Pucci, Lands and Economic Development Manager, Rachel Mattiuz, Director of Administration/Corporate Officer, Cristina Fleischbein, Legislative Clerk, and Tatiana Block, Executive Assistant.

Hatha Callis of Progressive Ventures was also in attendance.

1. CALL TO ORDER

2. RESOLUTION TO MOVE TO IN-CAMERA SPECIAL COUNCIL

2.1 Resolution to move In-Camera and close the meeting to the public pursuant to Division 3, Section 90(1) (j) of the *Community Charter* (to discuss matters relating to information prohibited from disclosure under section 21 of *Freedom of Information and Protection of Privacy Act*).

No. 227

MOVED/SECONDED to move In-Camera and close the meeting to the public pursuant to Division 3, Section 90(1) (j) of the *Community Charter* (to discuss matters relating to information prohibited from disclosure under section 21 of *Freedom of Information and Protection of Privacy Act*).

Carried Unanimously.

3. ADJOURN TO IN-CAMERA COMMITTEE OF THE WHOLE

No. 228

MOVED/SECONDED that the June 1, 2026 Special Pre-Closed Meeting of Council be now adjourned.

Carried Unanimously.

CERTIFIED CORRECT:

Mayor

Corporate Officer

Rachel Mattiuz

From: City of Terrace <no-reply@web-response.com>
Sent: May 28, 2026 3:36 PM
To: Cityhall@terrace.ca
Subject: [EXTERNAL] Webform submission from: Request to Appear as a Delegation > Content rows

Submitted on Thu, 05/28/2026 - 15:35

Submitted by: Anonymous

Submitted values are:

Preferred Council Meeting Date for Delegation 2026

June 8, 2026

Alternate Council Meeting Date for Delegation 2026

June 22, 2026

Are you Requesting to Present In-Person or Online?

In-Person

Applicant Name

Victoria Dozzi

Title/Organization

Administration/ Terrace & District Chamber of Commerce

Contact Phone Number

[2506352063](tel:2506352063)

Contact E-Mail Address

admin@terracechamber.com

Name of Presenter(s)

Terrace & District Chamber of Commerce

Purpose of Presentation

Requesting a Letter of Support

Briefly describe the topic and reason for the delegation:

The Terrace & District Chamber of Commerce will be presenting information regarding our commitment to host Minerals North 2027 in Terrace. As both the Chamber and the City of Terrace celebrate their centennial years in 2027, we are excited about the opportunity to showcase our community and region through this major Northern BC industry conference. The delegation will outline the anticipated economic and community benefits, including opportunities for local businesses, tourism, and the

hospitality sector.

What action will you be asking Council to take?

We will be requesting a formal letter of support from the City of Terrace for the Terrace & District Chamber of Commerce's bid to host Minerals North 2027.

Have you spoken with City of Terrace staff about this request?

No

Will the Delegation require electronic equipment?

No



[EXTERNAL] Cost to Access to Health Care in Rural and Remote BC

From Alisa Thompson <admin@nwrhd.com>

Date Tue 2026-06-02 1:16 PM

To Alisa Thompson <admin@nwrhd.com>

1 attachment (383 KB)

03 06 26 - VDG to Prime Minister Carney Premier Eby re Heathcare Equality.pdf;

Warning! This message was sent from outside your organization and we are unable to verify the sender.

[Allow sender](#) | [Block sender](#)

Please find attached a letter from the Village of Daajing Giids regarding the burden of accessing healthcare that is carried by rural and remote British Columbians. The letter, addressed to Prime Minister Carney, the Federal Auditor General and the Provincial Auditor General requests a study be undertaken to quantify the costs of accessing health services for residents in rural and remote communities.

The North West Regional Hospital District received this letter at the May 16, 2026 regular board meeting. I am sending you a copy of this letter with a request that your organization send a letter in support of the request to examine the burden of health care access for residents in rural and remote communities. If you choose to send a letter, please copy the Village of Daajing Giids office@daajinggiids.ca. Thank you.

Sincerely,

Alisa Thompson

Executive Director

North West Regional Hospital District

300-4545 Lazelle Avenue

Terrace, BC V8G 4E1

Gratefully acknowledging our office is located on the traditional and unceded territories of Laxyuubm Ts'msyen.

Phone: 250-615-6125



Village of Daajing Giids

March 6, 2026

Honourable Mark Carney
Prime Minister
House of Commons
Ottawa, Ontario
K1A 0A6
BY EMAIL: mark.carney@parl.gc.ca

Honourable Premier David Eby
Office of the Premier
PO BOX 9041 STN Prov. Govt.
Victoria, BC
V8W 9E1
BY EMAIL: Premier@gov.bc.ca

Auditor General Canada
240 Sparks Street,
Ottawa, ON
K1A 0G6
BY EMAIL: communications@oag-bvg.gc.ca

Auditor General of British Columbia
PO BOX 9036 STN PROV GOVT,
Victoria BC
V8W 9A2
BY EMAIL: bcauditor@bcauditor.com

Re: Health Care Equality – Daajing Giids, Haida Gwaii and Rural and Remote British Columbia

Thank you both for your extraordinary words and leadership during the aftermath of the recent tragedy in Tumbler Ridge. The thoughtful and genuine way you both steered the Country and the Province were greatly appreciated at a very difficult time for all of us. While in this period of recovery and evaluation, I am writing to request that **Health Care equality be reconsidered** for those living in geographical service gaps that require travel to access routine and specialized health care.

My constituents and others routinely travel long distances and endure large expenses for medical services that most British Columbians' (Canadians') take access for granted in their local areas. **I am writing to request a focused effort be undertaken to calculate this inequity, such as the cost of living has been studied with BC's Living Wage Study, specifically for health care to gauge services not available to all British Columbians (Canadians) locally and the real costs to those individuals accessing needed services.**

Village Of Daajing Giids

Haida Gwaii residents do not have access locally to health care such as

- Psychological and most Mental Health Services
- Addictions Facilities
- most diagnostics (the lack of availability of diagnostic tools such as CT fosters delayed diagnoses for critical conditions such as stroke, trauma, and cancer)
- Surgery
- most Cancer Care and Treatment
- many Eye Care and Dental procedures

For the residents of Haida Gwaii, and others living in parts of the regional catchment area with reduced Health Care Services, often the best-case scenario is a travel day on each side of a medical appointment, meaning a minimum of 3 days away from home. While portions of their BC Ferries transportation fees are provincially covered under MSP, most do not receive taxable travel benefits from employers to benefit fully from the Northern Residents Deductions medical travel, and the Medical Expense Tax Credit (METC) available to all Canadians is easily exceeded. Expenses such as accommodations, childcare and lost wages, costs that patients must cover out of pocket, add up quickly and substantially. Travel to larger centers such as Terrace, Prince George or Vancouver can take a week or longer for a single appointment. Often treatments are prolonged, may require multiple appointments, and/or trips are unexpected as with medivacs. **This can leave patients with both a health and a financial crisis.** It is not uncommon for island residents not to proceed with the off-island appointments and procedures simply because of affordability. Medical fundraising for individuals requiring travel to access health care is a regular occurrence in every community here. Quite the opposite of BC's stated purpose of "*access to necessary medical care is based on need and not an individual's ability to pay.*"

Health equity is created when individuals have fair opportunity to reach their fullest health potential. Achieving health equity requires reducing unnecessary and avoidable differences that are unfair and unjust and one group paying more per capita for healthcare because it is not reasonably accessible is unjust.

I am requesting the Canadian and British Columbia governments

- ensure ***The Working Together Plan*** recognizes and examines the inequity that requires substantial travel for some Canadians to obtain health care services, reviews service delivery gaps, length of travel required to obtain Health Care, and the associated costs and impact for individuals.
- define *reasonable access* and establish provincial standards of health care accessibility to ensure equitable access for those living in rural and remote communities in British Columbia.
- amend the *Canada Health Act* to add clear language under Accessibility Section 12 to address reasonable access geographically for all Canadians.
- enable a regional Health Care Service Delivery Study, modeled from *BC's Living Wage Study*, to identify service gaps and the costs endured by some British Columbians.
- pledge to address systemic challenges and harmonize health care service delivery throughout entire catchment areas.

Village Of Daajing Giids

I am requesting the Auditor General, and the Auditor specific to British Columbia undertake a comprehensive audit and review of the real costs of health care for rural and remote British Columbian's requiring onerous and unreasonable travel to access services including

- to review the inequity endured by my constituents, and those in other rural and remote areas, for failing to meet the guiding principles of the *Canada Health Act* and the *Medicare Protection Act (MPA)*.
- review the process or selection criteria that designates and allocates the locations of health care services and/or equipment, including diagnostic imaging.
- for an accounting of how the constitutional equity provisions are met in the current Canada Health Transfer Payments and provincial healthcare model.
- to evaluate the trend of downloading, even onto disadvantaged rural and remote communities, fundraising expectations to effect needed health care services and/or equipment locally, where there is a clear failure to consider socioeconomic and per capita impacts.
- reasonableness of expansive additional health care access costs only born by some.
- review of *Income Tax Reimbursements for Medical Travel* being directly tied to income for equity to all rural and remote British Columbian's and for the disproportionate burdening to groups who often face lower incomes such as women, seniors and those with prolonged medical issues.

It was clear to all Canadians during the recent heartbreaking tragedy in Tumbler Ridge, how you both were able to put yourself in their shoes. Prime Minister Carney and Premier Eby please do it again for rural and remote communities in British Columbia and consider the status quo of geographical inequity for those disadvantaged by living with a model of health care that does not meet rural and remote needs. Right in front of all our eyes is an unjust obstacle to access the health services we all need and value as a fundamental part of our Canadian National Identity.

Respectfully,



Her Worship,

Mayor Lisa Pineault

Village of Daajing Giids

PO Box 580, 903A Oceanview Drive V0T1S0

Office Phone: 250 559 4765 | Cell: 250 637 1339

Email: mayor@daajinggiids.ca | Web: <https://daajinggiids.ca/>

CC Mr. Ellis Ross, MP
Honourable Josee Osborne, Minister of Health
Honourable Tamara Davidson, MLA North Coast
President Gaagwiis and Council of the Haida Nation
North West Regional Hospital Board
All Islands Protocol Table
Aidan McLaren-Caux, UBCM Small Communities Group
Laurie Hopfl, Rural Mayors Health Group
Medical Services Commission MSC
BC Ombudsperson



MINUTES

Committee of the Whole Meeting

11:05 - Friday, March 13, 2026

Municipal Council Chambers

The Committee of the Whole was called to order on Friday, March 13, 2026, at 11:05 AM, in the Municipal Council Chambers, with the following members present:

Council Present: Mayor Sean Bujtas, Councillor Chris Apps, Councillor James Cordeiro, Councillor Inder Dhillon, Councillor Brian Downie, Councillor Dave Gordon, and Councillor Sarah Zimmerman. Councillor James Cordeiro, Councillor Brian Downie, Councillor Dave Gordon, and Councillor Sarah Zimmerman attended the meeting virtually.

Council Absent:

Also Present: Lori Greenlaw, Interim City Manager, Randi Fraser, Communications Advisor, Rachel Mattiuz, Director of Administration/Corporate Officer, Mikala Gordon, Executive Assistant, and Cristina Fleischbein, Legislative Clerk.

Don Lidstone, Senior Partner and Marcela Zeballos, Legal Administrative Assistant of Lidstone & Company Barristers and Solicitors were also in attendance.

1. COMMITTEE OF THE WHOLE

Mayor Bujtas acknowledged that the meeting was being held on the traditional unceded homelands and territories of the Kitsumkalum and Kitselas people. He also acknowledged that the public and media are welcome to attend and take part meetings in person or to use Microsoft Teams. Information regarding how to take part in the meeting could be found at terrace.ca/participate.

1.1 Director of Administration/Corporate Officer – Council Code of Conduct Bylaw

The Chair welcomed Don Lidstone, Senior Partner with Lidstone & Company Barristers and Solicitors, to the meeting.

The Committee received a presentation regarding the development and implementation of a Council Code of Conduct from Don Lidstone.

The presenter outlined the purpose of a Council Code of Conduct, noting that it establishes standards of behaviour expected of Council members, supplements existing requirements under the Community Charter, and supports the development of an ethical and accountable organizational culture. The presentation referenced the foundational principles identified by the Union of British Columbia Municipalities, including leadership and collaboration,

integrity, respect, and accountability, and noted that a municipal Code of Conduct may be tailored to reflect local values and priorities.

The Committee received information regarding the legal authority for a Council Code of Conduct, including provisions of the Community Charter and relevant case law recognizing Council's authority to regulate member conduct and impose discipline where appropriate.

Member James Cordeiro joined the meeting at 11:15 a.m.

The presenter reviewed principles of procedural fairness that apply to complaint processes and investigations under a Code of Conduct, including notice, opportunity to be heard, legal representation where appropriate, and the provision of reasons for decisions.

The Committee received information regarding potential sanctions that may be considered where a breach of a Code of Conduct is substantiated. Examples discussed included warning letters, training requirements, letters of reprimand, requests for apologies, public disclosure, restrictions on committee participation, and motions of censure. The presenter noted that certain sanctions may be limited by statutory authority and constitutional considerations.

Information was provided regarding the potential role of legal counsel, investigators, and ethics commissioners in administering a Code of Conduct. The presenter explained that an ethics commissioner may investigate complaints, provide education and advisory services to Council, and make recommendations regarding sanctions where warranted.

The Committee received information regarding best practices for Code of Conduct implementation, including complaint procedures, investigative processes, procedural fairness requirements, privacy considerations, and options for resolving complaints.

The respective roles of Council and Administration were reviewed. Council members would be responsible for complying with the Code and Administration, through the City Manager, would support the process by maintaining confidential records, protecting participants from reprisal, and assisting with resolution processes as appropriate.

The presenter also reviewed privacy obligations applicable to Code of Conduct matters, noting that complaint, investigation, and resolution processes are subject to privacy legislation and related requirements regarding the handling and disclosure of personal information.

The Committee received information regarding potential steps to resolution, including informal resolution, formal review, investigation, and fairness

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procedures. Information was also provided regarding factors that may be considered when determining an appropriate response to a substantiated breach of a Code of Conduct.

Member Apps left the meeting at 11:50 a.m.

Discussion took place regarding the complaint provisions of the proposed Code of Conduct. Mr. Lidstone clarified that, under the draft Code of Conduct, complaints may be submitted by Council members and staff, and that members of the public have access to other complaint mechanisms, including the Inspector of Municipalities, the Office of the Ombudsperson, the RCMP, and the Office of the Information and Privacy Commissioner, as applicable.

Member Apps returned to the meeting at 11:55 a.m.

The Committee discussed the scope and application of the Code of Conduct, including its applicability to matters related to City business and conduct occurring through social media. Clarification was provided that the Code may apply where City business is being discussed or referenced.

Mr. Lidstone reviewed the definitions contained within the proposed Code of Conduct, including provisions relating to bullying, harassment, respect, and defamation. Discussion occurred regarding the wording of certain definitions, the inclusion of protected characteristics, and consistency with the British Columbia Human Rights Code.

The Committee discussed the process for addressing complaints involving Council members and staff. Mr. Lidstone advised that such matters are subject to principles of procedural fairness, investigation processes, confidentiality requirements, and applicable WorkSafeBC guidelines.

Discussion also occurred regarding the interpretation of respectful conduct provisions and the assessment of complaints based on the circumstances of each situation. The Committee received clarification regarding provisions related to gifts and potential conflicts of interest, with Mr. Lidstone noting that gifts between Council members may give rise to concerns regarding influence and should be approached with caution.

The Committee further discussed restrictions applicable during election periods, including participation in civic events and conferences. Mr. Lidstone advised that caution should be exercised to avoid any inappropriate use of such opportunities during the election period.

It was recommended that the Committee of the Whole review the draft Council Code of Conduct Bylaw and direct staff to bring the bylaw forward to a future Regular Council meeting for consideration of first, second, and third readings.

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1.2 Director of Administration/Corporate Officer – Indemnification Bylaw

Mr. Lidstone provided an overview of the proposed Indemnification Bylaw.

A Committee member inquired about the City's discretion in applying the provisions of the bylaw, including circumstances involving indemnification of Council members. Mr. Lidstone advised that the bylaw is not a regulatory bylaw and that, once adopted, it would apply in accordance with its terms. He noted that the matter concerns the legal effect of the bylaw rather than discretionary enforcement.

It was recommended that the Committee of the Whole review the draft Indemnification Bylaw and direct staff to bring the bylaw forward to a future Regular Council meeting for consideration of first, second, and third readings.

The meeting adjourned at 12:55 p.m.

CERTIFIED CORRECT:

Mayor

Corporate Officer



MINUTES

Committee of the Whole Meeting

12:00 PM - Wednesday, April 1, 2026

Municipal Council Chambers

The Committee of the Whole was called to order on Wednesday, April 1, 2026, at 12:07, in the Municipal Council Chambers, with the following members present:

Council Present: Mayor Sean Bujtas, Councillor Chris Apps, Councillor Inder Dhillon, Councillor Brian Downie, Councillor Dave Gordon, and Councillor Sarah Zimmerman. Councillor Chris Apps, Councillor Dave Gordon, and Councillor Sarah Zimmerman attended the meeting virtually.

Council Absent: Councillor James Cordeiro

Also Present: Lori Greenlaw, Interim City Manager, Tara Irwin, Director of Parks, Recreation & Culture, Monty Gill, Manager of Facilities and Operations Parks, Recreation & Culture, Randi Fraser, Communications Advisor, Rachel Mattiuz, Director of Administration/Corporate Officer, and Cristina Fleischbein, Legislative Clerk

1. COMMITTEE OF THE WHOLE

Mayor Bujtas acknowledged that the meeting was being held on the traditional unceded homelands and territories of the Kitsumkalum and Kitselas people. He also acknowledged that the public and media are welcome to attend and take part meetings in person or to use Microsoft Teams. Information regarding how to take part in the meeting could be found at terrace.ca/participate.

1.1 Director of Parks, Recreation & Culture – Terrace Skatepark - Project Update (Site Selection)

In June 2025, the City of Terrace retained New Line Skateparks to complete a feasibility study and lead the public engagement process related to the development of a proposed new skatepark facility for the community. To date, this process has confirmed strong community support for modernizing and expanding skatepark infrastructure in Terrace. The study has also highlighted the immediate need to remediate the existing skatepark, ensuring that wheeled-sport users continue to have access to a safe and inclusive space while the planning and potential construction of a new facility progresses.

In 2025, staff originally proposed the Sportsplex overflow parking area as the site for a new facility. However, a preliminary geotechnical analysis indicated that the gravel portion of the site is likely underlain by poor-quality subgrade material, meaning substantial earthworks would be required to prepare the area for a new park, significantly increasing overall project cost and complexity.

Based on this analysis, the paved parking area appeared to be a more viable option within the Sportsplex overflow area. However, utilizing this space would directly reduce existing parking capacity, and there are safety and access considerations that would need to be addressed.

In consultation with Terrace Skateparks Association and New Line Skateparks, staff recognized the need for further investigation of other site options. On February 9, 2026, staff provided a project update requesting Council's support to proceed with exploring other location options for the proposed skatepark, including an analysis of Skeena View Park. Council directed staff to report back to Council with findings, recommendations, and next steps.

New Line Skateparks and Terrace Skatepark Association have independently completed a Site Selection Analyses, working with staff to determine initial potential sites. These documents consider slightly differing but similar criteria. Both analyses use a matrix scoring approach and consider four main site options: Sportsplex Overflow (two site locations), George Little Park (one location), and Skeena View Park (New Line considered two site locations).

Staff worked closely with both New Line and Terrace Skatepark Association to review the analyses that were completed. Skeena View Park was identified as the preferred site for proposed skatepark development by both New Line Skateparks and Terrace Skatepark Association. New Line Skateparks identified and rated two different potential build sites at Skeena View Park with the preferred site being directly south of the existing pickleball courts. The Director of Parks, Recreation & Culture noted that there were other park locations considered but those didn't make the final analyses primarily due to lack of amenities.

New Line Skateparks, in its analysis, sees Skeena View Park emerging as a multi-generational active recreation destination with the proposed "Location A" having good accessibility, appropriate off-sets from housing, and adequate parking, as well as supportive amenities including washrooms at the site. This site would also allow for the scale of development required to service the community of Terrace and its visitors.

At the Council meeting on February 9, 2026, concerns were raised by Council in regard to proximity from the downtown and southside. While it is not the most centrally located site when compared with the Sportsplex overflow site, public transit routes as well as options for safe trails and separated sidewalks serve the site. Staff also feel that the work being done to mitigate safety concerns with the existing skatepark will continue to serve the community of users that currently access the existing skatepark, specifically youth and those unable to access areas outside of the downtown. The existing skatepark currently serves as an extension of the pump track is popular with families and heavily utilized by City programming including the Before and After School Program.

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Mitigation work on the existing skatepark is progressing as planned. A Request for Proposals is currently open for qualified contractors and will close on April 10, 2026. This work will address the most critical areas of concern and make the existing skatepark safe and more accessible for families and all wheeled users for years into the future.

The Committee welcomed Everett Tetz, New Line Skateparks, who outlined findings from further investigation of the existing skatepark site. Significant remediation requirements and cost implications were identified, leading staff to consider alternative locations.

Three sites were presented. Skeena View Park (location "A") was identified as the preferred option based on accessibility, amenities, parking, and development potential. Other locations presented constraints, including geotechnical issues, limited footprint, or impacts to existing uses.

The Committee noted the absence of an impact assessment and raised considerations regarding surrounding users, events, and proximity to Terraceview Lodge.

Staff advised external consultation had not yet occurred and that expected impacts are relatively limited.

Catherine Simms, Terrace Skatepark Association, confirmed support for Skeena View Park as the preferred location and for development of a 10,000–12,000 square foot facility. The Association's evaluation considered accessibility, cost, infrastructure, safety, environmental factors, and long-term value.

Mr. Tetz advised the site is approximately 50 metres from Terraceview Lodge and that anticipated noise impacts are comparable to or less than existing recreational uses.

Chair Bujtas left the meeting at 12:48 p.m. and returned at 12:50 p.m.

Members expressed general support for Skeena View Park and requested further review of parking, traffic, and neighbourhood impacts. Concerns were also noted regarding accessibility and site location. A Committee member suggested that options such as angled parking on Halliwell Avenue be explored and asked that staff return with recommendations for consideration.

Staff advised remediation of the existing skatepark is underway, supported by approved funding, and that the long-term plan is to maintain the existing facility while developing a second, higher-level park.

The Committee supported maintaining the existing facility and noted the limited

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availability of suitable alternative sites.

It was recommended that Council direct staff to finalize a concept plan and detailed budget for the Skeena View Park location (proposed location "A"), as identified in the Site Selection Analysis from New Line Skateparks, to support next steps for this project.

The meeting adjourned at 12:55 p.m.

CERTIFIED CORRECT:

Mayor

Corporate Officer



MINUTES

Committee of the Whole Meeting

12:00 PM - Tuesday, April 14, 2026

Municipal Council Chambers

The Committee of the Whole was called to order on Tuesday, April 14, 2026, at 12:00 PM, in the Municipal Council Chambers, with the following members present:

Council Present: Mayor Sean Bujtas, Councillor Chris Apps, Councillor James Cordeiro, Councillor Inder Dhillon, Councillor Brian Downie, Councillor Dave Gordon, and Councillor Sarah Zimmerman. Mayor Bujtas, Councillor Chris Apps, and Councillor James Cordeiro attended the meeting virtually.

Council Absent:

Also Present: Maggie Arruda, City Manager, Lori Greenlaw, Director of Finance, Tara Irwin, Director of Parks, Recreation & Culture, Ben Reinbolt, Director of Engineering & Public Works, Meredith Skimson, 100-Year Vision Specialist, Randi Fraser, Communications Advisor, Rachel Mattiuz, Director of Administration/Corporate Officer, and Cristina Fleischbein, Legislative Clerk

1. COMMITTEE OF THE WHOLE

Councillor Zimmerman acknowledged that the meeting was being held on the traditional unceded homelands and territories of the Kitsumkalum and Kitselas people. She also acknowledged that the public and media are welcome to attend and take part meetings in person or to use Microsoft Teams. Information regarding how to take part in the meeting could be found at terrace.ca/participate.

1.1 100-Year Specialist – Centennial Update and Legacy Choices (verbal)

The Corporate Officer advised that the Centennial Committee is seeking Council's endorsement and direction to proceed with Centennial planning, specifically regarding the proposed legacy component of the project.

The Centennial Committee has been actively developing a unifying theme and exploring opportunities for the City to commemorate this significant milestone in a meaningful and lasting way.

Council has previously allocated \$150,000 in seed funding for this initiative, with the objective of delivering a meaningful, community-focused centennial project, including a legacy component, by the end of 2027.

With Council's direction it will enable staff to move forward with the planning, implementation, and delivery of the Centennial project in collaboration from the

Centennial Committee in an advisory capacity.

With Council's direction, staff will be able to proceed with the planning, implementation, and delivery of the Centennial project, in collaboration with the Centennial Committee acting in an advisory capacity.

The Committee welcomed Meredith Skimson, the Chair of the Centennial Committee to the meeting.

Ms. Skimson provided an overview of the Committee's activities, including its establishment, positive community engagement, Indigenous representation, and plans to re-engage underrepresented groups once the theme and legacy component are selected.

The Centennial Committee Chair shared that preliminary steps include launching a logo contest and initiating planning for banners, horticulture, the art gallery, advertising, and local events such as Heritage Day, the Business Expo, and the Farmers Market.

Ms. Skimson advised that the Committee has selected "Storytelling" as the centennial theme, with the tagline "Our Stories Continue – Together," and the supporting statement: "On this land, stories have been shared for generations. In celebration of the centennial, we listen, reflect, and carry them forward."

Additionally, stories reflecting Terrace's identity, history, and diversity will be incorporated into a year-long community experience intended to create a lasting legacy. Further, community groups will be supported through bursaries, performances, exhibits, gatherings, cultural storytelling, music, and youth projects.

The Centennial Chair presented Legacy Option 1, "Storytelling Distribution," which would incorporate QR-coded stories throughout the City, integrated into benches or gathering spaces, and noted that the concept is flexible and scalable.

Legacy Option 2, "Gateway Feature," was presented as an enhancement to the entry point into Terrace, incorporating beautification, lighting, wayfinding, and a landmark feature to create a strong sense of arrival.

Legacy Option 3, "Public Art," was presented as a signature artwork aligned with the storytelling theme, requiring an established budget, an artist request for proposals process, and site selection.

Legacy Option 4, "Skatepark", with storytelling integrated into skatepark design, recreation, youth-focused, and inclusive. Future-Oriented legacy, "Terrace, a place where everyone can be home."

The Committee inquired about Indigenous representation on the Centennial Committee prior to advancing project selection. Ms. Skimson advised that efforts were made to secure representation during the Committee's formation, and that further engagement will occur following project selection.

A member proposed an additional legacy option for the Kalum Street location near George Little House, consisting of an art pedestal, landscaping, and a mural.

The Committee noted that the primary objective of the legacy project is to ensure it is enduring and sustainable.

A member requested that staff investigate the feasibility of establishing a trail of 100 trees on Metis Nation BC property.

The Committee inquired about the wayfinding concept, including staff capacity and maintenance costs. The City Manager advised that wayfinding could range from a single sign to multiple signs, noting the potential range in scale. The Chair clarified that the Centennial Committee has not identified a large-scale wayfinding project.

The theme of "Storytelling" was well received by the Committee.

The City Manager stated that, following Council's review and direction, staff will proceed with feasibility assessment and present a plan to the Centennial Committee and Council for endorsement.

Member Zimmerman inquired whether a hybrid legacy option incorporating elements from other options could be considered.

Ms. Skimson requested clarification on the roles and responsibilities of the Centennial Committee and staff. The City Manager responded that, following Council direction, staff and the Committee will define roles and report back to Council.

The Committee discussed the longevity and maintenance of QR codes and noted the absence of local industry representation in current murals. Ms. Skimson added that the mural concept remains a strong option and could be referred to the Skeena Salmon Arts group.

A member requested that staff identify City-owned walls suitable for mural installations.

The City Manager reported that staff will review all options and feasibility, consider Centennial Committee recommendations, and report back to Council.

The meeting adjourned at 12:50 p.m.

CERTIFIED CORRECT:

Mayor

Corporate Officer



MINUTES

Committee of the Whole - Development Services Meeting

7:30 PM - Monday, March 23, 2026

Municipal Council Chambers

The Committee of the Whole - Development Services Component was called to order on Monday, March 23, 2026, at 7:30 PM, in the Municipal Council Chambers, with the following members present:

Council Present: Mayor Sean Bujtas, Councillor Chris Apps, Councillor James Cordeiro, Councillor Inder Dhillon, Councillor Brian Downie, and Councillor Sarah Zimmerman. Mayor Sean Bujtas and Councillor Chris Apps attended the meeting virtually.

Council Absent: Councillor Dave Gordon

Also Present: Lori Greenlaw, Interim City Manager, David Block, Director of Development Services, Randi Fraser, Communications Advisor, Rachel Mattiuz, Director of Administration/Corporate Officer, and Cristina Fleischbein, Legislative Clerk

1. COMMITTEE OF THE WHOLE

1.1 Director of Development Services – Temporary Use Permit No. 01-2026 – Langeri Holdings Inc. (5119 Keith Avenue)

Paul More, property owner and owner of Langeri Holdings Inc., has applied for a Temporary Use Permit for the subject property. This 0.44-hectare parcel is zoned M1 – Light Industrial and designated Industrial in the Official Community Plan. The property is located between Braun Street and Kenney Street on Keith Avenue. It is bordered by other M1-zoned parcels to the east and west, an M2-zone parcel to the north, and a large R1-zoned parcel that fronts on Agar Avenue to the south.

A Temporary Use Permit allows a use to be carried out on a property that is not permitted in the zoning bylaw for a temporary period. The Local Government Act allows a local government to issue Temporary Use Permits under certain circumstances. Zoning Bylaw 2069-2014 provides guidelines (Section 7.4) for issuing a Temporary Use Permit. Within a Temporary Use Permit, the City can include conditions under which a temporary use can be carried out, including term length, undertakings, performance, and security deposit.

Langeri Holdings Inc. purchased 5119 Keith Avenue in October 2025. The prior owner had received a Temporary Use Permit in February 2019 to store industrial equipment on the property without first establishing a primary use. This permit expired in 2022, and the owner did not apply for a renewal of the

permit until May 2025. At that point, the temporary use had already been established for over six years – longer than the combined initial term and renewal terms permitted in the Local Government Act. Nevertheless, staff were in support of granting a non-renewable Temporary Use Permit for a further two years as the ongoing storage use had been unproblematic for surrounding residents and businesses, and in the interest of allowing the best economic use of an otherwise vacant property. However, the property sold before the permit could be processed for this extended Temporary Use Permit.

Langeri Holdings Inc, as the new property owners, have continued a pre-existing lease of 5119 Keith Avenue to United Rentals of Canada, whose primary business location is near the intersection of Keith Avenue and Kenney Street. United Rentals is using the property to store some of the surplus equipment they rent to industrial and commercial businesses and the public. The proposal is to use the property for outdoor storage only. They do not plan to build any structures on the property.

The Temporary Use Permit is required as outdoor storage is a secondary use in the M1 zone and only permitted in association with a primary use being established on the property. United Rentals conducts their business of commercial equipment sales, leasing, and service from a property approximately 400 metres east of the subject property and has no plans to establish a primary use at 5119 Keith Avenue.

Staff support this application for temporary outdoor storage as it allows an otherwise vacant property to be economically productive and it has thus far had no negative impact on neighbouring properties. However, because the long-term goal is for primary uses to be established on M1-zoned parcels, and considering the substantial time the use has already been operating, staff feel it is reasonable to limit this permit to a two-year period. Langeri Holdings Inc. were formally notified on November 5, 2025 that a Temporary Use Permit would be required. Counting two years out and giving the applicant until the end of the month results in a recommended expiration date of November 30, 2027.

Conditions of the Temporary Use Permit include that the property continue to be screened as required by Section 5.0 of the zoning bylaw, that it remain secured with a perimeter fence, and that a security deposit of \$5,000 be provided to guarantee compliance with the terms of the permit.

The Committee discussed the implications of the change in ownership of the subject property and the applicability of the Temporary Use Permit. The Director of Development Services advised that the permit applies to the use of the property rather than the property owner. Clarification was provided regarding the maximum term of a Temporary Use Permit and the renewal provisions available under the Local Government Act. It was noted that staff are recommending a two-year permit term in consideration of the change in

Committee of the Whole - Development Services
March 23, 2026

ownership.

Discussion took place regarding the effect of allowing a Temporary Use Permit to lapse and whether this could result in an extension of the permitted use beyond the maximum term. The Director of Development Services advised that, had the previous owner sought a renewal of the permit, staff would not have supported an extension beyond the allowable term for the same use.

The Committee discussed monitoring and enforcement of Temporary Use Permit conditions. Concerns were expressed regarding the City's ability to ensure compliance with approved permit conditions and permit expiry dates. The Director of Development Services acknowledged that enforcement resources are limited, but advised that property owners are contacted in advance of permit expiry and informed of the requirement to bring the property into compliance.

Discussion also occurred regarding the screening requirements associated with the original permit. The Director of Development Services confirmed that screening is required to be maintained and that a new security deposit will be required from the current owner. Clarification was provided that outdoor storage would no longer be permitted once the Temporary Use Permit expires, and that the security deposit may be retained and used to support enforcement efforts in the event of non-compliance.

It was recommended that Council grant Temporary Use Permit No. 01-2026 to be issued to Langeri Holdings Inc. for the property at 5119 Keith Avenue, legally described as Lot 16, Block 2, District Lot 611, Range 5, Coast District, Plan 1992, to permit the following use until November 30, 2027, with no option for renewal:

- To use the subject property for the outdoor storage of industrial equipment without first establishing a Primary Use on the property.

The meeting adjourned at 7:35 p.m.

CERTIFIED CORRECT:

Mayor

Corporate Officer



MINUTES

Committee of the Whole - Development Services Meeting

7:30 PM - Monday, April 13, 2026

Municipal Council Chambers

The Committee of the Whole - Development Services Component was called to order on Monday, April 13, 2026, at 7:30 PM, in the Municipal Council Chambers, with the following members present:

Council Present: Mayor Sean Bujtas, Councillor Chris Apps, Councillor James Cordeiro, Councillor Inder Dhillon, Councillor Brian Downie, Councillor Dave Gordon, and Councillor Sarah Zimmerman

Council Absent:

Also Present: Maggie Arruda, City Manager, David Block, Director of Development Services, Joel Brousson, Fire Chief, Lori Greenlaw, Interim City Manager, Tara Irwin, Director of Parks, Recreation & Culture, Ben Reinbolt, Director of Engineering & Public Works, Khalie Genereaux, Deputy Director of Finance, Monty Gill, Manager of Facilities and Operations Parks, Recreation & Culture, Ken Newman, Planning Manager, Randi Fraser, Communications Advisor, Rachel Mattiuz, Director of Administration/Corporate Officer, and Cristina Fleischbein, Legislative Clerk

1. COMMITTEE OF THE WHOLE

1.1 Planning Manager – Development Variance Permit No. 09-2025 – T-Chip Pack (4724 Park Avenue)

On August 14, 2025, staff received a Development Variance Permit application from Zee Architect, agent on behalf of T-chip Pack Vancouver Ltd., Inc., the owner of the property at 4724 Park Avenue. The subject property is a 1916.8 square metre parcel located on the north side of Park Avenue, between Eby Street and Sparks Street. The property is a vacant lot with no history of development.

The property is zoned R5 - High Density Multi-Family Residential and is designated Urban Residential in the Official Community Plan. The property is within Development Permit Area No. 4 - Downtown, is in the Park Avenue West Precinct as defined in the Downtown Action Plan and is subject to the Downtown Design Guidelines.

The applicant is seeking the variances to support a Development Permit (DP No. 13-2025) application submitted for the property that proposes the construction of a 10-unit townhouse development. Development Permit No. 13-

2025, will be on a Council Agenda for consideration.

Section 5.1 of the City of Terrace Zoning Bylaw No. 2069-2014 regulates the screening and landscaping requirements. Section 5.1.2 requires that development in all zones, except some downtown commercial zone, must provide a landscaping strip of a minimum of 2.5 metres in width along the parcel lines which are adjacent to a street. In order to provide for good function and access to the townhouse project's north (Davis Avenue) parking lot, a reduction in the minimum landscaping strip width from 2.5 metres to 1.5 metres is recommended.

Section 11.5 of the City of Terrace Zoning Bylaw No. 2069-2014 sets out the development regulations that apply to all parcels in R5 - High Density Multi-Family Residential zone. Section 11.5.3.3.b states that principal buildings are required to be setback a minimum of six metres from an interior side parcel line. During the application review process, it was suggested by the developer that the six metre setback would limit the building footprint, reducing flexibility in achieving appropriately sized and functional townhouse units. The proposed variance would enable more efficient building siting.

The intent of the minimum interior side parcel line setback and landscaping strip requirements is to promote safety and separation between adjacent uses, while providing a landscaped buffer that contributes to privacy, visual screening, and overall neighbourhood character.

Staff supports the variances as this proposal is not likely to negatively impact the safety, noise, or aesthetic appearance of the neighbourhood. Relaxing the side parcel line setback will result in the building being located closer to the neighbouring property to the west, but staff believe that the applicant has incorporated measures to mitigate potential impacts related to privacy, including fencing and a one metre wide landscape planting buffer along the side parcel line. The reduced landscaping strip width along the north parcel line adjacent to Davis Avenue is not expected to adversely affect the streetscape, as sufficient opportunities for landscaping and visual buffering are retained while achieving better function of the parking lot.

The Committee inquired whether the reduced landscaping along the north property line would be any impact on the property adjacent to East Sleeping Beauty Estates. The Planning Manager advised that no impacts were anticipated as this landscape area is a buffer between the street and the parking lot, not a reduction in landscaping along the east property line.

It was recommended that Council issue Development Variance Permit No. 09-2025 for the property at 4724 Park Avenue (Lot A, District Lot 361, Range 5, Coast District, Plan EPP132806), including the following variances:

To vary Section 5.1.2 of Zoning Bylaw No. 2069-2014 to reduce the minimum

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April 13, 2026

width of landscaping strip from 2.5 metres to 1.5 metres along the north parcel line.

To vary Section 11.5.3.3.b of Zoning Bylaw No. 2069-2014 to reduce the minimum setback for a principle building/structure from 6.0 metres to 5.0 metres along the west interior side parcel line.

1.2 Planning Manager – Development Permit No. 13-2025 – T-Chip Pack (4724 Park Avenue)

On August 14, 2025, staff received a Development Permit application from Zee architect, agent on behalf of T-Chip Pack Vancouver Ltd., owner of the property at 4724 Park Avenue. The subject property is a 1916.8 square metre lot located on the north side of Park Avenue extended through to Davis Avenue, between Eby Street and Sparks Street. The property is a vacant lot with no recent history of development.

4724 Park Avenue is located on the edge of the City's downtown area as defined in the Official Community Plan, in a neighbourhood with a mix of residential and commercial uses. The south side of Park Avenue includes properties zoned for commercial and medium-density residential uses. The north side of Park Avenue include properties that are primarily zoned high density residential with two smaller properties zoned for commercial. On Davis Avenue, north and west of the subject property, is an area of low-density residential uses. There are two townhouse developments under construction within 150 metres of property.

The subject property is zoned R5 - High Density Multi-Family Residential and is designated Urban Residential in the Official Community Plan. The property is within Development Permit Area No. 4 - Downtown, is in the Park Avenue West Precinct as defined in the Downtown Action Plan and is subject to the Downtown Design Guidelines. This Development Permit Area encourages new development or redevelopment to be of a high quality and attractive physical appearance in order to promote a vibrant, healthy, safe, and welcoming downtown.

The applicant is proposing to construct ten townhouse units, including six two-bedroom units and four three-bedroom units, as shown in the Development Permit attached to this report. The proposal is intended to provide family-oriented, affordable housing close to services and amenities.

The applicant has worked through multiple iterations of this proposal with staff, ensuring that it complies with the City's land use regulations applicable to the R5 zone and the Downtown Design Guidelines. The applicant has also engaged with relevant external agencies and service providers, including BC Hydro, Canada Post and waste collection providers, to coordinate servicing and operational requirements for the development.

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April 13, 2026

The proposed development meets all Zoning Bylaw requirements with the exception of the minimum landscaping strip width along the north parcel line which is adjacent to Davis Avenue, and the minimum required setback between the west interior side parcel line and a principal building. The applicant has applied for a Development Variance Permit to reduce the landscaping strip width along the north (Davis Avenue) parcel line and the west interior side parcel line setback. DVP No. 09-2025 will be on a Council Agenda for consideration and this permit will be issued only if the requested variances are approved.

The proposal as shown in the attached Development Permit schedules is consistent with the Downtown Design Guidelines and directly responds to precinct-specific guidelines that encourage infill developments of ground-oriented medium-density housing forms in this area.

The townhouse units will face interior side yards with parking and access located at both Park Avenue and Davis Avenue. Each unit will have a primary front access along the east interior parcel line with a rear yard along the western interior parcel line, contributing to private outdoor space for each unit. The building facades will use a range of durable materials that represent natural elements and colours with ascents, creating vibrancy and visual interest. The development also incorporates outdoor lighting, and a landscaping plan that provides planted buffers on the north and south parcel lines adjacent the parking areas but also landscaping at the entrance to each unit and along the east and west property lines.

The development further includes a range of environmentally sustainable design features and is intended to achieve a high level of energy performance, with the potential to function as a net-zero building. For these reasons, the proposed development is anticipated to be a positive contribution to the neighbourhood, providing high-quality multi-family housing units in the Downtown.

The Planning Department supports the proposal and recommends that Council consider issuing Development Permit No. 13-2025 for the property located at 4724 Park Avenue. As a proposed condition of the issuance of the permit, staff are recommending a security deposit in the amount of \$115,000 to guarantee performance of the terms of the permit. Should Council resolve to approve this Development Permit, next steps include Building Permit application review and issuance by a building official.

The Committee stated that the landscape plan prepared by a landscape architect has proposed many plants that are not suitable for the Terrace plant hardiness zone, therefore question the value of the landscape plan. Furthermore, a question was raised as to whether landscaping plans are required to be reviewed by staff as part of the application.

Committee of the Whole - Development Services
April 13, 2026

The Director of Development Services noted that staff are not landscape architects or horticulturalists, but they do review landscape plants but are limited in their expertise. The Planning Manager further stated that on occasion, while a landscaping plan may meet plant hardiness zones requirements, the proposed plants may not be available, and staff will work with local nurseries that will suggest alternatives.

Discussion followed regarding whether landscaping plans should be approved if they include plant species that are not viable, whether a local nursery could address such issues, and whether remediation could be required where plants don't survive.

The Director of Development Services noted that the City has bylaws to address nuisance properties, however, even suitable landscaping may become an issue if not maintained, but ultimately this remains the property owner's responsibility. These situations can be challenging, and staff has limited ability to enforce if the developer met the requirements of the landscape plan.

It was recommended that Council issue Development Permit No. 13-2025 for the property at 4724 Park Avenue (Lot A, District Lot 361, Range 5, Coast District, Plan EPP132806) to permit the development of a 10-unit townhouse.

1.3 Planning Manager – Development Variance Permit No. 05-2026 – 4812 Highway 16 West

On March 2, 2026, Ken Lee applied for a Development Variance Permit on behalf of the property owner, Sunshine Inn Executive Suites Inc. The Development Variance Permit was applied for after Sunshine Inn Executive Suites Inc. had submitted a sign permit for new signs that exceeded the maximum total signage area permitted on the property in Sign Bylaw No. 2101-2016. The property is located on the north side of Highway 16, approximately 120 metres west of Eby Street. The property is the site of an existing 5-storey hotel, Quality Inn Sunshine Suites. The property is zoned C3 - Service Commercial and designated General Commercial, and within the Commercial Development Permit Area in the Official Community Plan.

The signage for the Ricky's and Famoso restaurant were initially erected without a sign permit. Following submission of a sign permit application staff reviewed the new signage and existing signage for the property and determined the new signage exceeded the maximum total sign area permitted in the Sign Bylaw.

Sign Bylaw No. 2102-2016, permits a base maximum total sign area for all C3 zoned properties of 25 square metres. However, the combined total of the existing hotel signs with the new restaurant signs results in a total sign area on the property of almost 42 square metres. The owner, Sunshine Inn Executive

Committee of the Whole - Development Services
April 13, 2026

Suites Inc., is requesting a variance to permit a maximum total sign area of 42 square metres.

The maximum total signage permitted in the C3 Zone is intended to ensure that buildings on the smaller parcels are not cluttered with signage. The minimum parcel size in this zone is 1,500 square metres. The subject property is 8,401 square metres and is a long narrow property with two frontages extending from Highway 16 to Lazelle Avenue. Based on the lot size and building height and the property configuration, staff conclude that the property can accommodate the additional signage as requested.

Staff support the proposed variance request for the following reasons:

- This is a large commercial property of 8401 square metres. The minimum parcel size in the C3 Zone is 1500 square metres.
- There is a large hotel attached to the restaurant portion and the proposed signage will not appear out of context on this large commercial parcel and hotel/restaurant building.

A Committee member raised concern about the request being submitted after the sign had already been installed, noting it involved a large franchise, and should have known better. Further, questioning whether the application process had a tired application fee signs permit application received after signs were put in place or whether enforcement action would be taken for proceeding without a permit.

The Planning Manager noted there is no tiered application process and that staff may issue fines. In this situation staff give some warning and the applicant did eventually submit a sign permit application and a Development Variance Permit application.

The Chair noted that the company installing the signs should be aware of the applicable sign regulations, as they are responsible for the installation.

It was recommended that Council issue Development Permit No. 13-2025 for the property at 4724 Park Avenue (Lot A, District Lot 361, Range 5, Coast District, Plan EPP132806) to permit the development of a 10-unit townhouse.

CERTIFIED CORRECT:

Mayor

Corporate Officer

Committee of the Whole - Development Services
April 13, 2026



MINUTES

Committee of the Whole - Development Services Meeting

7:30 PM - Monday, April 27, 2026

Municipal Council Chambers

The Committee of the Whole - Development Services Component was called to order on Monday, April 27, 2026, at 7:30 PM, in the Municipal Council Chambers, with the following members present:

Council Present: Mayor Sean Bujtas, Councillor Chris Apps, Councillor James Cordeiro, Councillor Brian Downie, Councillor Dave Gordon, and Councillor Sarah Zimmerman

Council Absent: Councillor Inder Dhillon

Also Present: Maggie Arruda, City Manager, David Block, Director of Development Services, Tara Irwin, Director of Parks, Recreation & Culture, Lori Greenlaw, Interim City Manager, Monty Gill, Manager of Facilities and Operations Parks, Recreation & Culture, Ken Newman, Planning Manager, Randi Fraser, Communications Advisor, Rachel Mattiuz, Director of Administration/Corporate Officer, and Cristina Fleischbein, Legislative Clerk

1. COMMITTEE OF THE WHOLE

1.1 Planning Manager – Development Variance Permit No. 04-2026 – Parker (5325 Haugland)

On February 2, 2026, staff received a DVP application from the owners of the property at 5325 Haugland Avenue. The property is a 9247-square-metre (2.3-acre) lot on Haugland Avenue between Skeena Street and Braun Street. The property contains a two-storey residential building in the form of a dwelling over a garage. This building is currently considered the principal building on the property. It has a 77-square-metre footprint and a 154-square-metre gross floor area (GFA), and is set back approximately 50 metres from Haugland Avenue.

The subject property is zoned RS1 – Rural Suburban Residential and is designated “Rural Residential” in the Official Community Plan (OCP). The property is located outside of the OCP Urban Containment Boundary and within the designated floodplain. A small southern portion of the property is in Development Permit Area (DPA) #1: Environmentally Sensitive Areas.

The applicant is proposing to construct two new buildings on the property. A 101 square metre single-storey shop to be located behind (south of) the existing residential building, and an approximately 145 square metres single-

storey house near the front of the property.

In the RS1 zone only one principal residential dwelling is permitted but an accessory building with a dwelling unit is permitted to a maximum foot print and gross floor area of 90 square metres. Through the variance process, the new house proposed at the front of the property would become the principal building on the property, while the existing two-storey house would become an accessory building with a dwelling unit.

Regulations restricting the number, footprint, and GFA of large accessory buildings are primarily intended to maintain neighbourhood residential character and prevent accessory structures from becoming the dominant feature of a property.

The existing two storey house (garage with second floor dwelling) has existed on the property for over 10 years. It is set more than 50 metres back from Haugland Avenue, which places it naturally in the rear yard and provides plenty of space for the new house to be built at the front property. The existing dwelling, though slightly larger by gross floor area than the proposed new house, its footprint will be half the size and its location well back of Haugland and behind the new house, will make it appear subordinate to the new house.

In recent years several variances have been approved in the neighbourhood for both larger shops and accessory dwelling units. The proposed shop's size is proportional to existing accessory structures nearby, and its location toward the rear of the property, behind the existing two storey residential dwelling unit, will minimize its street visibility. The location of the proposed shop also serves to minimize the affect of having two accessory structures larger than 30 square metres.

Additionally, at over 9200 square meters the property is more than three times larger than the required minimum parcel size for RS1 zone. This size affords plenty of room for larger buildings and keeps the development proportional to the property. Finally, the proposed development is consistent with the neighbourhood character. For these reason staff is supportive of the variance application.

A public notice was sent to owners and occupiers of adjacent properties within 50 metres of the subject property and posted on the City's website and at City Hall. No responses were received.

In response to questions regarding development within the 200-year floodplain and measures to minimize potential flood damage to homes, the Planning Manager explained that any dwelling must be constructed above the 200-year floodplain and that no human habitation is permitted below that elevation. The Planning Manager further noted that certain utilities, including electrical panels and hot water tanks, must also be located above the 200-year floodplain.

Committee of the Whole - Development Services
April 27, 2026

It was recommended that Council issue Development Variance Permit No.04-2026 for the property at 5325 Haugland Avenue (Lot 1, District Lot 615, Range 5, Coast District, Plan PRP14501) including the following variances:

To vary Section 11.8.3.6.b of Zoning Bylaw No. 2069-2014 and amendments thereto to increase the maximum number of accessory buildings 30 square metres and larger in the RS1 Zone from 1 to 2.

To vary Section 11.8.3.10 of Zoning Bylaw No. 2069-2014 and amendments thereto to increase the maximum permitted footprint of an accessory building (“proposed shop” on the attached map) in the RS1 Zone from 55 square meters to 101 square metres.

To vary Section 11.8.3.10 of Zoning Bylaw No. 2069-2014 and amendments thereto to increase the maximum permitted footprint of an accessory building with a dwelling unit in the RS1 Zone from 55 square meters to 78 square metres.

To vary Section 11.8.3.11.b of Zoning Bylaw No. 2069-2014 and amendments thereto to increase the maximum permitted gross floor area of an accessory building with a dwelling unit in the RS1 Zone from 90 square meters to 155 square metres.

The meeting adjourned at 8:13 p.m..

CERTIFIED CORRECT:

Mayor

Corporate Officer



MINUTES

Committee of the Whole - Development Services Meeting

7:30 PM - Monday, May 25, 2026

Municipal Council Chambers

The Committee of the Whole - Development Services Component was called to order on Monday, May 25, 2026, at 7:30 PM, in the Municipal Council Chambers, with the following members present:

Council Present: Mayor Sean Bujtas, Councillor Chris Apps, Councillor James Cordeiro, Councillor Inder Dhillon, Councillor Brian Downie, Councillor Dave Gordon, and Councillor Sarah Zimmerman. Councillor Apps attended the meeting virtually via MS Teams.

Council Absent:

Also Present: Maggie Arruda, City Manager, David Block, Director of Development Services, Ken Newman, Planning Manager, Rachel Mattiuz, Director of Administration/Corporate Officer, Cristina Fleischbein, Legislative Clerk, and Tatiana Block, Executive Assistant

1. COMMITTEE OF THE WHOLE

1.1 Planning Manager – Development Permit No. 05-2026 – 201 Beam Station Road

On March 12, 2026, Richard Walker, Vice President of Consbec Inc., applied for a Development Permit on behalf of Consbec for a 36 hectare area of District Lots 930 and 997, Range 5, Coast District. These lands are located just inside the City of Terrace municipal boundary, south of the Northwest Regional Airport. They are Crown Land parcels for which Consbec has obtained a License of Occupation Natural and Lands Forest, of Resource the from 2037 March through Ministry Operations (FLNRO). They have also secured a Licence of Occupation and Statutory Right-of-Way on an existing logging road to access the site.

District Lots 930 and 997 are split-zoned AR1 (Agricultural) and M2 (Heavy Industrial). The 36 hectare area proposed for development by Consbec is primarily located within the AR1 zone. In 2017, the City of Terrace approved an application by Consbec for a site-specific zoning amendment for these two district lots to permit “Manufacturing, General and Outdoor Storage, limited to explosives to applied Consbec year, same and operations” related manufacturing the The Agriculture Land Commission to conduct a Non-farm Use on the Agriculture Land Reserve (ALR) portion of the property and was approved for 20 years to use up to 5 hectares of the ALR land.

This new DP application follows DP No. 15-2020 issued to Consbec in November 2020, which lapsed due to construction not progressing. The proposed location and development is unchanged from 2020.

Consbec is a drilling and blasting company with head offices in northern Ontario, providing services to a variety of industrial projects across Canada. The proposed facility includes a mobile bulk emulsions plant, an explosives storage magazine, and a steel Quonset building for maintenance and washing purposes. Consbec is anticipating it will clear only a portion of the 36 hectare site and will upgrade an existing logging road for use as access. This development will provide explosives on an as-needed basis for industrial developments in Northwest BC.

Consbec intends to drill a well for on-site water, and to bring in three-phase power to the site. Until overhead power is available, they will be using temporary power provided by portable generators.

The site will be primarily operated by one person on a part-time basis. Due to the infrequent use of the site, Consbec is proposing to use a porta-potty for sanitary waste. Wastewater from the washing of haul trucks will be contained in sealed on-site storage tanks that will be pumped out and hauled away by certified hazard waste haulers to an approved location.

The site will serve as a mixing facility where non-explosive materials are combined to form the explosive. The emulsion-based explosives Consbec will manufacture are more stable and safer than traditional ammonium nitrate/fuel oil explosives. The explosive and detonation systems are stored on-site in approved explosive storage magazines.

Facilities such as these are subject to the Explosives Regulatory Division of Natural Resources Canada (NRCAN). Consbec has been given approval in principle by NRCAN for a Division 1 Factory License for this site.

As per the Official Community Plan, Development Permits are required for all industrial developments. However, since the proposed facility is located well away from any other development, with limited access, and development is regulated by NRCAN, many of the Official Community Plan development permit guidelines associated with an industrial development do not apply. Therefore, staff recommend that this development be approved as per the site plan submitted by the applicant. Building permits will still be required for the construction of some buildings on site.

Despite the unique nature of this development, the proposal meets the intent of the Official Community Plan and Zoning Bylaw. The applicant has submitted all items required by staff for the assessment and processing of the application.

The Director of Development Services further provided that east of Beam

Committee of the Whole - Development Services
May 25, 2026

Station Road there are two storage sites for industrial explosives under land tenures. They are stored in container-like bunkers, and all transportation of the material is regulated under provincial transportation regulations.

It was recommended that Council issue Development Permit No. 05-2026 for an area covering 36 hectares of the properties legally described as District Lots 930 and 997, Range 5, Coast District (201 Beam Station Road) to permit the construction of a mobile explosives manufacturing facility.

The meeting was adjourned at 8:30 p.m.

CERTIFIED CORRECT:

Mayor

Corporate Officer



City of Terrace
COUNCIL REPORT
 Regular Council

MEETING: Regular Council - 08 Jun 2026

TO: Maggie Arruda, City Manager for Mayor and Council

FROM: Ben Reinbolt, Director of Engineering & Public Works

SUBJECT: **4807 Lazelle Avenue – Demolition and Site Remediation (Phase 1) Budget Request**

RECOMMENDATION(S):

That Council approve a budget of \$110,000 be allocated from General Surplus for Phase 1 demolition and hazardous materials removal at 4807 Lazelle Avenue; and that the 2026 Financial Plan be amended accordingly.

PURPOSE:

To obtain Council approval for funding to proceed with Phase 1 demolition and hazardous materials removal at 4807 Lazelle Avenue following fire damage.

BACKGROUND INFORMATION:

The City owns the property located at 4807 Lazelle Avenue, which was leased to a private operator for use as a bowling alley.

On May 21, 2026, the building sustained significant damage as a result of a fire. Following assessment, the structure has been deemed beyond repair and requires full demolition.

The City has previously completed a hazardous materials assessment of the building, which identified the presence of asbestos-containing materials and lead-based paint. As a result, specialized abatement, handling, and disposal procedures are required prior to and during demolition activities.

The City also maintains demolition insurance coverage on the building, which provides limited recovery toward eligible costs associated with demolition.

DISCUSSION AND ANALYSIS:

Due to the extent of fire damage and the presence of hazardous materials, the site remediation has been divided into two phases to better manage cost uncertainty and project risk.

Phase 1 includes:

- Removal and disposal of all above-grade building materials
- Hazardous materials abatement (asbestos and lead-containing materials)
- Transportation and disposal of contaminated waste to approved facilities

Phase 2 will include:

- Removal of the concrete foundation and basement structures
- Final site grading and restoration to a stabilized gravel surface

At this time, the quantity and condition of the concrete foundation and any basement structures are unknown due to the extent of fire debris covering the site. Separating the work into two phases allows the City to:

- Obtain more accurate information on subsurface conditions following debris removal;
- Reduce financial uncertainty associated with unknown quantities; and
- Explore opportunities to complete portions of the remaining work using City resources, where feasible, to reduce overall project costs.

Staff obtained quotes from local, qualified contractors for Phase 1 work. The project cost estimate is based on the lowest compliant quote received, with an added contingency to address potential unforeseen conditions typical for demolition projects of this nature.

FINANCIAL IMPLICATIONS:

Budgeted amount: \$0

Unbudgeted amount: \$110,000 from General Surplus

Asset Management Implications: The building is removed from our asset inventory.

The total estimated cost for Phase 1 is \$134,000, which includes:

- Base cost from the lowest qualified contractor;
- Costs incurred to date during the emergency response;
- A 20% contingency allowance to address uncertainties related to demolition and hazardous materials handling.

The City holds demolition insurance on the building with a limit of \$24,700, which has been factored into the project financing.

After accounting for the anticipated insurance recovery, the net funding requirement for Phase 1 is \$110,000, proposed to be allocated from General Surplus (rounded to the nearest \$1,000).

Costs associated with Phase 2 will be brought forward at a later date following completion of Phase 1 and further site investigation.

COUNCIL STRATEGIC FOCUS AREA(S):

- Livable Community
- Community Wellness

- Organizational Strength and Cultural Awareness
- Responsible Asset Management
- Grow Revenues and Economic Development
- Not Applicable

COMMUNICATIONS:

Due to the prominent downtown location of the site, the City will ensure that:

- Appropriate safety measures and site controls are maintained during the work; and
- Any necessary public notifications or traffic impacts are communicated in advance.

SUMMARY AND CONCLUSION:

The fire-damaged structure at 4807 Lazelle Avenue presents safety, environmental, and liability risks if left unaddressed.

Proceeding with Phase 1 demolition and hazardous materials removal will mitigate risks associated with contaminated materials and allow for improved cost certainty for subsequent remediation work.

Approval of the requested net budget will enable the City to proceed in a timely and responsible manner while offsetting costs through available insurance coverage.

RELEVANT GUIDING DOCUMENTS:

Prepared by:

Ben Reinbolt

Approved by

Ben Reinbolt, Director of Engineering & Public Works
Rachel Mattiuz, Director of Administration/Corporate Officer
Rachel Mattiuz, Director of Administration/Corporate Officer
Lori Greenlaw, Director of Finance
Maggie Arruda, City Manager

Status:

Approved - 05 Jun 2026
Approved - 05 Jun 2026
Approved - 05 Jun 2026
Approved - 05 Jun 2026
Approved - 05 Jun 2026



MINUTES
Housing Committee Meeting
 1:30 PM - Tuesday, January 20, 2026
 Municipal Council Chambers/Microsoft Teams

The Housing Committee meeting was called to order on Tuesday, January 20, 2026, at 1:30 PM, in the Municipal Council Chambers/Microsoft Teams, with the following members present:

- Present:** Saša Loggin (Chair)
 Mary Benson
 Dave Crawley
 Hugo Marceau (via videoconference)
 Amanda Owens
 Viv Steele
 Nikki Villeneuve
 Councillor Inder Dhillon
 David Block, Director of Development Services
 Mikala Gordon, Executive Assistant/Recording Secretary

Regrets: Councillor Dave Gordon

Guests:

ADOPTION OF AGENDA

MOVED/SECONDED that the January 20, 2026 Housing Committee meeting agenda be adopted as circulated.
 Carried.

REVIEW AND APPROVE PAST MINUTES

MOVED/SECONDED that the minutes of the December 2, 2025 Housing Committee meeting minutes be approved as presented.

BUSINESS ARISING FROM THE MINUTES (OLD BUSINESS)

There was no Old Business.

NEW BUSINESS

Membership Introductions

The members present introduced themselves.

2026 City of Terrace Council Liaison Appointments

The Committee received the letter from the City's Executive Assistant

regarding the appointment of Councillor Inder Dhillon and Councillor Dave Gordon as Council liaisons to the Housing Committee for information.

Appointment of Chair and Deputy Chair

Member Villeneuve nominated Member Loggin for the position of Chair, with Member Owens seconding the nomination. Member Loggin was appointed to the role of Chair by unanimous decision.

Member Villeneuve nominated Member Owens for the position of Vice Chair, with Member Crawley seconding the nomination. Member Owens was appointed to the role of Vice Chair by unanimous decision.

Northwest Regional Housing Conference Planning

The Chair provided an overview of the regional housing conference hosted by the Committee in Terrace in March 2024 and advised new members that a subsequent conference is being planned for May 28–29, 2026. An initial overview of proposed plans was shared, including a tentative venue at the Sportsplex.

The Committee discussed a potential conference theme of "Housing for All: Building Community and Partnerships for Better Housing". Staff will contact the Sportsplex to confirm venue availability. Program ideas included a potential keynote presentation by Thom Armstrong on co-operative housing, which could serve as a central theme. Members noted the success of community dialogue sessions at the previous conference and discussed hosting a similar dialogue focused on co-operative housing. It was suggested that part of the program could include an information session on co-operative housing and that opportunities be explored to open portions of the conference to the public.

An update from Gitlaxt'aamiks regarding tiny homes was suggested for inclusion in the program. Catering options discussed included K5T or Kasiks, and it was suggested that sports teams could assist with event setup in return for a contribution to their fundraising efforts.

Members noted that the conference coordinator who was hired for the previous conference contributed significantly to the event's overall success. Staff will reach out to the previous coordinator to confirm interest and review prior revenues and expenses to inform budget development. The City's Communications Advisor previously assisted with registration, and it was suggested that a "save the date" notice be sent to past participants and invited guests. Members also noted that sponsorships previously allowed for reduced registration rates, and it was suggested that communications support be engaged again to assist with this process.

It was suggested that past conference participants be contacted to provide

Housing Committee
January 20, 2026

feedback on desired content for the upcoming event. As the program is developed, members expressed interest in working more closely with the consultant and having them attend working group meetings.

Staff will contact representatives of housing-focused organizations who participated in the previous conference to raise awareness of the upcoming conference. Discussion also included issuing invitations from the Mayor to senior government representatives. Contact information from previous registrants will be used to distribute a save-the-date notice and potentially request feedback.

Booking hotel room blocks was discussed, with the expectation that the conference coordinator could assist with this task.

To advance planning, the Committee agreed to convene a working group meeting the following week.

Members also discussed an example from the BC Non-Profit Housing Association conference, where vendors showcased local art. It was noted that a tradeshow was held, and on the final day, the space was transitioned to accommodate local vendors in a market-style format.

UPDATE FROM THE DIRECTOR OF DEVELOPMENT SERVICES

The Director of Development Services provided an update on several housing-related projects across the community. Ongoing construction on a nine-unit market housing development near City Hall on Eby Street was noted.

The Ksan Society 39-unit supportive housing project on Kenney Street has resumed construction following the Christmas break.

BC Housing is advancing two supportive housing projects. One of these is the Tetrault project, for which the City is awaiting additional information regarding permitting requirements. While there are no plans to increase the number of units at the Tetrault site, the inclusion of additional support services for occupants is being considered.

The Terrace & District Community Services Society project is anticipated to achieve occupancy for the seniors' housing component later in 2026. The project includes 43 units of seniors' housing.

The Coachman Apartments project is nearing the start of construction, with interior demolition expected to begin in early February. The project requires full replacement of existing plumbing. The City is working with the proponent under the Northern Development Initiative Trust Northern Housing Incentive Program, which supports private market rental housing development with funding of up to \$10,000 per unit. The development will be renamed the Benchmark Apartments and is projected to offer rental rates below current new-build market rates. Completion is projected for spring 2027, with a total of 48 units.

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The Red Road North Recovery facility is underway and is expected to open sometime in February. In addition, Northern Health is actively seeking a property for a rehabilitation and recovery facility.

The Chair requested an update on the Planning Department's consultation process related to the Official Community Plan (OCP) update. The Director of Development Services indicated he would consult with staff and provide an update to the Housing Committee once all the relevant information could be compiled.

The Director of Development Services also advised that work is ongoing with Makola Development Services to incorporate housing needs projections and other required statistics from the completed Housing Needs Assessment into the Official Community Plan update.

NEXT MEETING DATE

The next Housing Committee Meeting will take place on February 17, 2026 at 1:30 p.m. in Council Chambers or virtually via Microsoft Teams.

ADJOURNMENT

The meeting adjourned at 2:25 p.m.

CERTIFIED CORRECT:



MINUTES

Housing Committee Meeting

1:30 - Tuesday, February 17, 2026
Municipal Council Chambers/Microsoft Teams

The Housing Committee meeting was called to order on Tuesday, February 17, 2026, at 1:32 PM, in the Municipal Council Chambers/Microsoft Teams, with the following members present:

Present: Saša Loggin (Chair)
Mary Benson
Dave Crawley
Hugo Marceau
Amanda Owens
Viv Steele
Nikki Villeneuve
David Block, Director of Development Services
Cristina Fleischbein, Legislative Clerk

Regrets: Councillor Inder Dhillon, Councillor Dave Gordon

Guests:

ADOPTION OF AGENDA

MOVED/SECONDED that the February 17, 2026 Housing Committee meeting agenda be adopted as circulated.

Carried.

REVIEW AND APPROVE PAST MINUTES

MOVED/SECONDED that the minutes of the January 20, 2026 Housing Committee meeting minutes be approved as amended.

BUSINESS ARISING FROM THE MINUTES (OLD BUSINESS)

There was no Old Business.

UPDATE FROM THE DIRECTOR OF DEVELOPMENT SERVICES

The Director of Development Services provided an update on the Ksan housing project on Kenney Street. A request to Council may be brought forward by the Ksan project builder to permit work on Sundays in order to expedite completion of the housing project.

A meeting has been scheduled between the Ministry of Housing and the Director of Development Services to discuss two supportive housing projects, including the project on Tetrault Street.

NEW BUSINESS**Terms of Reference Review**

The Committee reviewed the Terms of Reference that were recently updated in 2025.

The Housing Committee discussed the budget outlined in the Terms of Reference is used primarily to register and send a Committee member to the annual conference in Vancouver.

Committee Priorities:

1. This item was postponed until a future Committee meeting.

Regional Housing Conference Planning

The Committee reviewed the proposed dates for the upcoming Regional Housing Conference, taking into consideration Council availability, venue scheduling constraints, and the timing of other regional events, including the North Central Local Government Association conference occurring during the same period.

After discussion, the Committee confirmed May 21 and 22, 2026, as the conference dates.

The Sportsplex banquet room and McDaniel rooms were secured as the venue. The Committee also reviewed attendance figures from the previous year's conference, which hosted approximately 100 participants, and confirmed that the Sportsplex has sufficient capacity to accommodate the anticipated attendance for 2026.

The next Regional Conference subcommittee meeting was scheduled for Friday, February 27, 2026, at noon at the Skeena Diversity office. The City's Communications Advisor was invited to the meeting and will be collaborating on conference planning alongside consultant Jessica Hogg, who supported the Committee in facilitating the previous conference in 2024.

The budget for the previous Regional Housing Conference was reviewed, along with potential strategies to reduce costs. Hotel accommodations and catering were identified as the largest expenses. The estimated total cost of the previous event was in the low \$30,000 range, with approximately two-thirds of the budget allocated to hotel costs. The Committee also discussed pursuing sponsorship opportunities, considering local caterers as a cost-effective option, and exploring a partnership with a local hotel to secure a discounted room rate for conference attendees to further offset expenses.

The Committee noted that the previous event sponsorships helped offset registration fees for participants based on individual requests and need. It was also noted that a form was available for attendees who required financial

Housing Committee
February 17, 2026

assistance. In addition, honorariums were provided to speakers to help support travel costs. Last year's registration fee was \$200, which covered the venue and catering expenses; however, this amount did not fully cover all expenses, and the remaining costs were funded through the City's budget.

A budget has been established for this year's event, including the contract for the event planning consultant. The Committee will review sponsorship opportunities and catering quotes to help determine an appropriate registration fee for this year's conference, with the intention of maintaining or lowering the rate where possible.

The Chair noted that "save-the-date" communications and the conference theme will need to be discussed at the next subcommittee meeting in order to proceed with an early-March rollout. It was also suggested that last year's registrants receive the communication by email. The Communications Advisor suggested refining the conference theme to more clearly reflect that it is an industry event, which would also help convey the rationale behind associated costs.

The Communications Advisor also recommended that this year's communications include a LinkedIn post featuring the registration link, as well as an informational-only post on Facebook to ensure broader awareness of the event. The Committee expressed interest in hosting a community dialogue session again this year with no charge or registration fee.

Registration fee options were discussed, including the possibility of offering an early-bird rate. The Committee also considered setting a registration deadline, applying late surcharges, and confirming that attendance will not be permitted without payment. These measures are intended to support effective event planning.

The Committee discussed the possibility of arranging a delegation to Council to provide an update on the Housing Committee's work and preparations for the upcoming conference.

The meeting adjourned at 2:25 p.m.

NEXT MEETING DATE

The next Housing Committee Meeting will take place on March 17, 2026 at 1:30 p.m. in Council Chambers or virtually via Microsoft Teams.

ADJOURNMENT

The meeting adjourned at 2:25 p.m.

CERTIFIED CORRECT:

Housing Committee
February 17, 2026



MINUTES

Housing Committee Meeting

01:30 - Tuesday, March 24, 2026

Municipal Council Chambers/Microsoft Teams

The Housing Committee meeting was called to order on Tuesday, March 24, 2026, at 1:30 PM, in the Municipal Council Chambers/Microsoft Teams, with the following members present:

- Present:** Saša Loggin (Chair)
 Dave Crawley
 Amanda Owens (Attended the meeting virtually)
 Viv Steele
 David Block, Director of Development Services
 Randi Fraser, Communications Advisor
 Cristina Fleischbein, Legislative Clerk
- Regrets:** Councillor Dave Gordon, Councillor Inder Dhillon, Mary Benson, Hugo Marceau, Nikki Villeneuve
- Guests:** Jessica Hogg, Event Consultant

ADOPTION OF AGENDA

MOVED/SECONDED that the March 27, 2026 Housing Committee meeting agenda be adopted as circulated.

Carried.

REVIEW AND APPROVE PAST MINUTES

MOVED/SECONDED that the minutes of the February 17, 2026 Housing Committee meeting be approved.

Carried.

BUSINESS ARISING FROM THE MINUTES (OLD BUSINESS)

There was no Old Business.

UPDATE FROM THE DIRECTOR OF DEVELOPMENT SERVICES

There was no update from the Director of Development Services.

NEW BUSINESS

Dollars to the Door Program Policy - Northern Development Initiative Trust (Verbal Report)

The Director of Development presented a verbal report detailing the Northern

Development Initiative Trust grant and how it offers the Northern Housing Incentive Program, which provides funding to local governments to support multi-unit housing developments. Under the program, local governments may receive up to \$10,000 per dwelling unit, to a maximum of \$200,000 per intake, which is provided to developers upon completion of eligible projects.

To participate in the program, local governments are required to establish a local "Dollars to the Door" policy to evaluate and support applications to Northern Development Initiative Trust for funding consideration.

The Housing Committee is being presented with this policy for consideration and approval, with the intent of bringing it forward to Council for endorsement at the April 13, 2026 Council meeting.

The Chair asked whether the policy would be permanent. The Director of Development Services advised that it would be a permanent policy and noted that the program has been in place for approximately 10 years. The Director further explained that Council previously adopted a resolution for this program, but it was not an official policy. The policy may be reviewed and amended in the future if warranted.

The Director of Development Services stated that "The Benchmark" is the first project in Terrace to be deemed eligible under the program. Although the project involves the renovation of an existing residential building, it was approved by Northern Development Initiative Trust on the basis that it constitutes a substantial renovation or alteration of a building that has been unoccupiable for several years. The Committee reviewed the eligibility requirements of the program.

A member inquired about the status of the policy should the program change, and questioned whether the program is intended to vet projects and determine eligibility, noting that the policy appears to rely on factors outside the City's control, as project funding is administered by another organization. In response, the Director confirmed the City's policy must align with the Northern Development Initiative Trust program criteria. The Director advised that a resolution had initially been submitted, however, it was determined that a resolution was insufficient and that a formal policy was required to apply for the funding.

An inquiry was made regarding what the policy should look like. The Director of Development Services stated that a draft had not been provided by Northern Development Initiative Trust but it was recommended that staff reach out to other municipalities with an established policy for reference. Staff contacted the Town of Smithers and reviewed their adopted policy for this Northern Initiative Trust Program before drafting the policy.

MOVED/SECONDED that the Housing Committee recommends that Council

Housing Committee
March 24, 2026

adopt the "Dollars to the Door" Program Policy to support participation in the Northern Development Initiative Trust Northern Housing Incentive Program.

Carried.

NEXT MEETING DATE

The next Housing Committee Meeting will take place on April 14, 2026, at 1:30 p.m. in Council Chambers or virtually via Microsoft Teams.

ADJOURNMENT

The meeting adjourned at 2:35 p.m.

CERTIFIED CORRECT:



MINUTES

Housing Committee Meeting

1:30 PM - Tuesday, April 14, 2026

Municipal Council Chambers/Microsoft Teams

The Housing Committee meeting was called to order on Tuesday, April 14, 2026, at 1:30 PM, in the Municipal Council Chambers/Microsoft Teams, with the following members present:

- Present:** Saša Loggin (Chair)
 Dave Crawley
 Mary Benson
 Viv Steele
 Nikki Villeneuve
 Councillor Dave Gordon
 David Block, Director of Development Services
 Randi Fraser, Communications Advisor
 Cristina Fleischbein, Legislative Clerk
- Regrets:** Councillor Inder Dhillon, Hugo Lachapelle-Marceau, and Amanda Owens.
- Guests:** Jessica Hogg

ADOPTION OF AGENDA

MOVED/SECONDED that the April 14, 2026 Housing Committee meeting agenda be adopted as circulated.

Carried.

REVIEW AND APPROVE PAST MINUTES

MOVED/SECONDED that the minutes of the March 24, 2026 Housing Committee meeting be approved.

Carried.

BUSINESS ARISING FROM THE MINUTES (OLD BUSINESS)

The Chair reported on her April 13 delegation to Council regarding the progress of the Regional Housing Conference. Council resolved to extend the invitation to other municipalities, indigenous communities, relevant provincial and federal ministers involved in housing.

Director Block advised the Committee that Council approved the "Dollars to Door Program" policy at its April 13, 2026 meeting.

UPDATE FROM THE DIRECTOR OF DEVELOPMENT SERVICES

There was no update from the Director of Development Services.

NEW BUSINESS**1. Housing Conference Planning**

The Committee discussed the ability to livestream the conference. While recording capacity is limited, partial session recording may be possible. It was also noted that some speakers have requested to present virtually via Teams.

Confirmed sponsorships, and speakers for the Housing Conference were reviewed.

The Bavarian Inn was the Committee's confirmed location for the social event. Ms. Hogg, the event planner, will be looking into shuttle options.

Two rooms have been booked for the breakout sessions, the room at the Terrace and District Aquatic Centre, and Terrace Public Library.

Member Dave Crawley volunteered to be a facilitator for the conference.

The Committee identified building the conference program as the priority.

Attendance by Housing Committee members at the TDCSS and Foundry open house was encouraged. The Committee also considered potential presenters and speakers, corresponding breakout session topics, and identified the Tetrault Street project, the new TDCSS and Foundry building, and projects from other municipalities as potential conference highlights.

The Committee inquired about inviting the Deputy Mayor to provide opening remarks at the conference. Councillor Gordon volunteered to do so if the Deputy Mayor is unavailable.

Director Block proposed a coffee table discussion, facilitated by non-profit housing speakers, as a closing reflection for the conference, with consideration given to using an app-based poll to inform panel questions.

The Chair confirmed that the seniors' information session will be held on May 20, 2026 and the Co-op Housing session the following day May 21, 2026.

The next subcommittee meeting is planned for Wednesday April 22, at 12:00 p.m. at Skeena Diversity.

2. Volunteer Appreciation Dinner Invitation

Housing Committee
April 14, 2026

The Chair reminded the Committee of the invitation to the upcoming Volunteer Appreciation Dinner on May 5, 2026.

Committee Priorities:

1. Seniors Housing
2. Community Consultation
3. Support and Solutions for the Unhoused Community
4. Co-operative Housing

NEXT MEETING DATE

The next Housing Committee Meeting will take place on May 26, 2026 at 1:30 p.m. in Council Chambers or virtually via Microsoft Teams.

ADJOURNMENT

The meeting adjourned at 2:35 p.m.

CERTIFIED CORRECT:



MINUTES

Centennial Advisory Committee Meeting

1:30 PM - Wednesday, April 1, 2026

Municipal Council Chambers/Microsoft Teams

The Centennial Advisory Committee meeting was called to order on Wednesday, April 1, 2026, at 1:30 PM, in the Municipal Council Chambers/Microsoft Teams, with the following members present:

Present: Meredith Skimson, 100 Year Vision Specialist (Chair)
 Quinn Beblow
 Polly Rudderham
 Liz Smaha
 Larisa Tarwick
 Kim Woodd
 Councillor Brian Downie
 Councillor Dave Gordon (via videoconference)
 Councillor Sarah Zimmerman (via videoconference)
 Rachel Mattiuz, Corporate Officer (via videoconference)
 Cristina Fleischbein, Legislative Clerk

Regrets: Gurneet Singh Chadha, Suzanne Gleason

Guests:

ADOPTION OF AGENDA

MOVED/SECONDED that the April 1, 2026 Centennial Advisory Committee meeting agenda be adopted.

Carried.

REVIEW AND APPROVE PAST MINUTES

MOVED/SECONDED that the minutes of March 4, 2026 Centennial Advisory Committee meeting be approved as presented.

Carried.

BUSINESS ARISING FROM THE MINUTES (OLD BUSINESS)

There was no Old Business.

UPDATE FROM THE 100-YEAR VISION SPECIALIST

The Chair summarized discussion items from the previous meeting, including the Committee's introduction to the community. She also reported engaging with additional community members to gather ideas for the 100-year legacy project and advised that approximately four proposed legacy items will be presented to Council.

NEW BUSINESS

The Committee reviewed a site plan for the Greig Avenue and Sparks Avenue intersection. The proposal outlines a potential city gateway aligned with the Wayfinding Project, including conceptual elements such as a sculpture and enhanced landscaping. Members noted downtown access challenges, identified Greig Avenue as an area of interest for the Terrace Downtown Improvement Area, and indicated that further review is needed to confirm public and private land ownership.

Members considered incorporating a wave design, consistent with existing community wayfinding features, into a potential sculpture in the Sparks Street area. Impacts on loading and unloading access for nearby businesses were raised; it was confirmed that no impacts are anticipated.

The Terrace Downtown Improvement Area expressed interest in board-level collaboration to leverage partnerships with other special interest groups. The Chair emphasized the value of a coordinated approach to achieve stronger outcomes.

Alignment of the conceptual plan with the Storytelling theme was discussed, with the suggestion that this consideration be reflected in future proposals.

Clarification was sought regarding the definition and scope of a wayfinding project, along with examples of legacy projects previously completed in Terrace.

The potential alignment of the 4600 Block project with Centennial and Storytelling objectives was reviewed. While connections were identified, the project is currently proceeding as a standalone initiative.

Members supported incorporating forestry, fishing, and mining into the legacy project. It was noted that, in addition to visual appeal, installations should meaningfully convey Terrace's history.

The Xpilaxha – Charles and Emma Nelson Trail intersection was considered as a potential location. It was noted that Centennial-funded projects must align with Centennial objectives. Additional sites were suggested, and members expressed interest in reviewing an existing plan identifying potential locations.

A legacy project in the form of a new exhibit at the Heritage Park Museum was proposed.

The Chair reported that an application has been submitted for art gallery space to host a Centennial event and also further noted that several local organizations have expressed interest in hosting storytelling-themed events as part of the Centennial calendar.

An alternative approach was explored whereby Council could be asked to provide funding to support Centennial initiatives, with participating organizations developing and delivering programming throughout the year.

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Attendance at the Terrace & District Chamber of Commerce Tradeshow was considered by the Committee.

COMMITTEE PRIORITIES

MOVED/SECONDED that the Chair of the Centennial Committee present a project update as a delegation to Council at the April 13, 2026 Regular Council meeting.
Carried.

NEXT MEETING DATE

The next Centennial Committee Meeting will take place on May 6, 2026 at 1:30 p.m. in Council Chambers or virtually via Microsoft Teams.

ADJOURNMENT

The meeting adjourned at 2:30 p.m.

CERTIFIED CORRECT:



MINUTES

Centennial Advisory Committee Meeting

12:00 PM - Wednesday, May 6, 2026

Municipal Council Chambers/Microsoft Teams

The Centennial Advisory Committee meeting was called to order on Wednesday, May 6, 2026, at 12:00 PM, in the Municipal Council Chambers/Microsoft Teams, with the following members present:

Present: Meredith Skimson, 100 Year Vision Specialist (Chair)
 Gurneet Singh Chadha
 Suzanne Gleason
 Polly Rudderham
 Liz Smaha
 Kim Woodd
 Councillor Brian Downie
 Councillor Dave Gordon
 Councillor Sarah Zimmerman (via videoconference)
 Maggie Arruda, City Manager
 Ben Reinbolt, Public Works Director
 Tara Irwin, Park and Recreation & Culture Director
 Rachel Mattiuz, Corporate Officer/Administration Director
 Cristina Fleischbein, Legislative Clerk

Regrets: Quinn Beblow, and Larisa Tarwick.

Guests:

ADOPTION OF AGENDA

MOVED/SECONDED that the May 6, 2026 Centennial Advisory Committee meeting agenda be adopted as circulated.

Carried.

UPDATE FROM THE 100-YEAR VISION SPECIALIST

The 100 Year Specialist provided an update from the previous meeting, including information regarding her presentation to Council. She also noted that an application had been submitted to the Terrace Community Foundation for bursary funding to support community involvement through grants related to the Centennial.

NEW BUSINESS

Centennial Advisory Committee – Proposed Direction

At the April 14, 2026 Committee of the Whole meeting, several potential Centennial legacy project concepts were explored, including enhancements in

the George Little House area and along the Greig Avenue corridor.

Following further review, staff have identified several constraints with advancing a project in the George Little House area, including limited available City-owned land and limited opportunities for impactful wayfinding or feature installations.

As such, staff have refined the focus toward a more visible and impactful location at the intersection of Greig Avenue and Sparks Street.

George Little House Area

While initially considered, this area presents some limitations:

- Limited opportunity for meaningful wayfinding signage.
- Recent landscaping improvements have already been completed.
- Centennial elements in this area would be modest in scale.

Greig & Sparks Intersection - Proposed Direction

Staff are proposing a coordinated Centennial project at the intersection of Greig Avenue and Sparks Street that combines pedestrian safety improvements with placemaking elements to create a lasting legacy feature.

A key component of the proposed direction is the enhancement of walkability and pedestrian safety in the area. This would include:

- Installation of a new crosswalk.
- Construction of a cement pedestrian island with plantings.
- Associated curb letdowns and accessibility improvements.

In addition to these infrastructure improvements, the project would include the development of a feature corner element, consisting of:

- Enhanced landscaping and hardscape treatments.
- A signature public art/sculpture installation.
- Seating (benches) to support gathering and use of the space.
- Wayfinding signage consistent with the City's Wayfinding Strategy.

As a secondary Centennial initiative, staff will undertake modest beautification improvements at the George Little House area through the installation of planters and hanging baskets, with design guided by the Centennial colour palette to be developed by the Committee.

Together, these elements are intended to establish a meaningful Centennial legacy by creating a prominent public space that celebrates the community's history while enhancing the downtown experience.

The Committee expressed support for the addition of a pedestrian crosswalk and requested clarification on the design and appearance of the concrete island.

The Director of Public Works explained that a portion of the centre lane on Greig Avenue is currently not used for traffic. The proposed crosswalk would extend to a pedestrian island, with curb let-downs for roadway access and staging space on the island. The Committee also discussed the possibility of an installation of a solar pedestrian crosswalk sign with a push-button feature.

Members inquired how the proposal connects to the history of Terrace and whether this aspect would be addressed by City staff or the Committee. The City Manager advised that the City will work collaboratively with the Centennial Committee and public art groups to scope the overall project, ensure alignment with budget considerations, and explore the inclusion of a sculpture.

The Chair suggested that the Committee consider forming smaller working groups, aligned with members' areas of expertise, to help advance the project.

It was noted that, with the location now selected, the Committee can align the project with the theme of storytelling.

The Committee discussed grant timelines, noting that Council approval will be required prior to advancing the project.

The Committee requested a visual representation of the project for review. The City Manager advised that this would be difficult to provide at this stage without Council approval. The Director of Public Works further noted that, without an approved budget and given existing infrastructure constraints on the site, it is challenging to provide detailed site design sketches.

A member inquired about the accessibility of the sidewalk let-down, including whether it would accommodate wheelchairs and walkers, and raised concerns regarding safety given the busy location of the proposed crosswalk. The Director of Public Works confirmed that the design would be accessible and advised that safety considerations will be incorporated into the crosswalk's placement.

The Committee requested information from staff regarding land ownership of the area.

The Committee further inquired about what types of centennial-related information could be implemented at the proposed location. The City Manager stated that, in collaboration with the Committee, Staff could explore how centennial-related information could be incorporated into the proposed project.

Members examined the proposed branding colours.

The Committee discussed the formation of smaller groups with distinct areas of focus to improve time management, under staff direction. The Art Gallery will

Centennial Advisory Committee
May 6, 2026

issue a call for artists in October for works aligned with the storytelling theme, under direction from the Centennial Committee, for display in the gallery.

An inquiry was made regarding the Centennial calendar and whether it would proceed, the Chair confirmed it remains part of the plan and noted that a small committee group could be responsible for organizing the calendar content with a possible fall deadline.

A question was raised regarding banners and whether a budget has been established, it was noted that a logo contest will be launched in June, and a budget has not yet been finalized.

It was recommended that the Centennial Committee:

1. Endorse the proposed direction for the City's Centennial Project, focusing on enhancements at the Greig Avenue and Sparks Street intersection, including public realm improvements and a signature art feature; and
2. Provide feedback on landscaping and design elements to inform further development.

Carried Unanimously.

NEXT MEETING DATE

The next Centennial Committee Meeting will take place on June 3, 2026 at 12:00 p.m. in Council Chambers or virtually via Microsoft Teams.

ADJOURNMENT

The meeting adjourned at 1:00 p.m.

CERTIFIED CORRECT:



MINUTES

Council Remuneration Task Force Meeting

12:00 PM - Wednesday, April 29, 2026

Municipal Council Chambers/Microsoft Teams

The Council Remuneration Task Force meeting was called to order on Wednesday, April 29, 2026, at 12:00 PM, in the Municipal Council Chambers/Microsoft Teams, with the following members present:

Present: Carol Leclerc
 Cathy MacIntosh-Lambright
 Amanda Owens
 Jolene Wesley
 Maggie Arruda, City Manager
 Rachel Mattiuz Administration Director/Corporate Officer
 Cristina Fleischbein, Legislative Clerk

Regrets: Bruce Martindale

Guests:

APPROVAL OF THE AGENDA

MOVED/SECONDED that the April 29, 2026, Council Remuneration Task Force meeting agenda be adopted.

Carried.

INTRODUCTION OF MEMBERS

The Task Force and staff gave a round of introductions.

REPORTS

Terms of Reference and Community Selection – Council Remuneration Task Force

Staff provided an overview of the Terms of Reference and Council Remuneration Benefits Policy to the Task Force.

Member Leclerc was nominated to serve as Chair, and the Task Force voted unanimously in favour.

Discussion ensued and the following comparison communities were selected:

- Comox
- Dawson Creek
- Parksville
- Powell River

- Revelstoke
- Summerland
- Williams Lake

The Task Force asked staff to report back with comparison community remuneration related to the following:

- Whether the Mayor and Council positions are considered full-time or part-time;
- Property tax base information for each comparison community;
- Whether remuneration is based on annual salary or meeting/event attendance;
- The number of Council members within each municipality;
- Whether there are age-related limitations or changes associated with the UBCM Group Benefits for Elected Officials plan.

NEXT MEETING DATE:

The next Council Remuneration Task Force meeting will take place on May 13, 2026 at 12:00 p.m. in Council Chambers or virtually via Microsoft Teams.

ADJOURNMENT

The meeting adjourned at 12:40 p.m.

CERTIFIED CORRECT:



MINUTES

Public Hearing Meeting

7:00 PM - Monday, April 27, 2026

Municipal Council Chambers

The Public Hearing was called to order on Monday, April 27, 2026, at 7:00 PM, in the Municipal Council Chambers, with the following members present:

Council Present: Mayor Sean Bujtas, Councillor Chris Apps, Councillor James Cordeiro, Councillor Brian Downie, Councillor Dave Gordon, and Councillor Sarah Zimmerman

Council Absent:

Also Present: Maggie Arruda, City Manager, Lori Greenlaw, Interim City Manager, Ken Newman, Planning Manager, Rachel Mattiuz, Director of Administration/Corporate Officer, and Cristina Fleischbein, Legislative Clerk

1. PUBLIC HEARING

Mayor Bujtas acknowledged that the meeting was being held on the traditional unceded homelands and territories of the Kitsumkalum and Kitselas people. He explained the procedure regarding Public Hearings.

He further noted that a speakers list would be created as the meeting transpired, and that any guests joining virtually, wishing to speak, would need to use the “raise hand” feature. Participants would be required to state their name and residential address in order for their comments to become part of the public record. By participating, participants are consenting to sharing their personal information. Anonymous comments would not be considered.

1.1 Planning Manager – Amendment to Zoning Bylaw No. 2069-2014 (4404 Thomas Street)

Chair Bujtas explained that the purpose of the Public Hearing was to hear comments regarding the proposed Zoning Bylaw amendment for the property located at 4404 Thomas Street.

Fernando Medeiros, on behalf of his parents, Jacinto and Maria Medeiros, the owners of 4404 Thomas Street, applied to rezone the subject property to allow a proposed subdivision of the property. Mr. and Mrs. Medeiros desire to rezone their property to subdivide so that their son can build a house next door on a new parcel for long-term family use.

The property is a 1.8-hectare parcel zoned AR2 located on the east side of Thomas Street and north of a undeveloped Dairy Avenue road allowance. The

property is designated Rural in the Official Community Plan and it is located outside of the Urban Containment Boundary. All the lands in the immediate area are designated Rural in the Official Community Plan and the zoning of the lands in the immediate area include a mix of AR2 and RS1 zoning.

The property is serviced by community water but has an private on-site septic treatment system. It located approximately 250 metres north of Gair Avenue that is also the end of the community sanitary sewer. Conventional gravity sanitary sewer cannot be extended north beyond Gair Avenue due to the grade of Thomas Street. Beyond Gair Avenue, Thomas Street is a gravel road not meeting City of Terrace standards as per the City's Subdivision and Development Bylaw.

The AR2 zone requires a minimum parcel size of two hectares (20,000 square metres). The RS1 zone has a minimum parcel size of 2,700 square metres for a subdivision. The applicant proposes to subdivide the property, creating two parcels approximately 9,800 and 8,400 square metres in size. The Subdivision and Development Bylaw permits subdivisions where parcels will be serviced by private onsite septic only when community sanitary sewer is not available within 200 meters of the property.

In circumstances where a proposed subdivision of a parcel is fronting a road that does not meet City standards, owners(s) of the the property are required, at the discretion of the City's Subdivision Approving Officer, to either construct the road to standard or pay half of the cost to reconstruct the road for the portion fronting the property. In discussion with the applicants staff have relayed that a condition of subdivision will be to pay half cost of the future reconstruction of Thomas Street. They will also be required to provide a covenant that no further subdivision will be permitted until such time as community sewer is available to the property.

Rezoning this parcel to RS1 will not be out of character for the neighbourhood. The neighbouring parcels to south are zoned RS1, with AR2 parcels to the west. The neighbourhood is a collection of two-third acres to two hectare parcels. The applicants propose a subdivision in keeping with the neighbourhood character, they have verbally committed to no further subdivision and the property is more the 200 metres from community sewer permitting subdivision of parcels with private on-site septic. Therefore, staff are supportive of the application.

The Committee inquired whether upgrading Thomas Street is standard practice given other properties in the area. The Planning Manager advised that, through the subdivision process, applicants are typically required to construct roads to City standards or contribute to the cost of their portion where a partial road exists, this is enabled through the Local Government Act. In this case, staff have informed the property owner that at subdivision they will need to contribute to half of future road reconstruction.

A member inquired whether the project would be subject to a latecomers agreement. The Planning Manager advised that a latecomers agreement, whereby a developer who constructs infrastructure that may benefit another property may recover a portion of the costs in the future, would not apply in this case, as the applicant is not constructing the road but will only contribute the cost of the future construction the road for that portion of the road along their frontage.

A member noticed that the property owner’s fence is in the easement for Dairy Avenue and inquired whether the City in fact owns the easement. The Planning Manager clarified that the easement is a road dedication that belongs to the City for a future Dairy Avenue and the fence may be in the undeveloped road dedication.

Chair Bujtas asked if anyone wished to comment on the issue. There was no one from the public present in-person or virtually to speak to the issue.

It was recommended that following the holding of a Public Hearing, Council consider third reading and adoption of a bylaw to amend Zoning Bylaw No. 2069-2014 by changing the zoning from AR2 - Rural to RS1 - Rural Suburban Residential for the property with the civic address 4404 Thomas Street and legally described as Lot A, District Lot 977, Range 5, Coast District, Plan 12359.

The meeting adjourned at 7:10 p.m.

CERTIFIED CORRECT:

Mayor

Corporate Officer



Fw: [EXTERNAL] Motion

From James Cordeiro <jcordeiro@terrace.ca>

Date Tue 2026-06-02 9:39 AM

To Rachel Mattiuz <RMattiuz@terrace.ca>; Maggie Arruda <marruda@terrace.ca>

Motion:

"That Council direct Administration to report back on the feasibility, implications, and options for amending the Zoning Bylaw to define and regulate data centre use separately from other industrial uses, including whether data centres should require site-specific Council approval before being permitted within urban industrial zones."

The purpose of the report is not to determine if any one specific proposal is acceptable or not but rather to establish that data centres (DCs) have characteristics that may have impacts materially different from any conventional light-industrial uses and it is likely in the public interest for Council to require a case-by-case review before such a use is permitted within what is considered the urban boundaries of the City. Additionally while some of these impacts could be managed within the development permit requirements there would be a limitation on Council or public input regarding whether those impacts are sufficiently mitigated to justify such a development.

These impacts may include:

Noise – DCs can generate continuous noise from routine operations related to cooling, equipment, pumps, transformers, backup systems and related mechanical infrastructure. These facilities operate 24 hours a day and noise impacts may be more noticeable in the evening and overnight when ambient urban noise is reduced, impacting the quiet enjoyment of nearby residential properties and general compatibility of use with other potential developments.

Water Demand – Regardless of cooling system selection, DCs may require access to reliable water for cooling, make-up water, system maintenance, humidification, fire suppression, or other operational needs. A closed-loop system may not eliminate some reliance on shared municipal water supply and any additional draw should be assessed in relation to existing users, peak demand, water restrictions, fire-flow requirements and long-term system capacity.

Electrical Demand – DCs require substantial and continuous electrical power. With current limitations on existing BC Hydro capacity these requirements require additional power supply and may create additional land-use impacts including noise, visual impacts, back-up generation emissions, and emergency response considerations.

Lighting, Security, and Visual Impacts – DCs likely require secure perimeters, controlled access, and exterior lighting. These features may cause light spillover, visual impacts and compatibility concerns

for nearby residential and commercial zones.

Emergency Services and Fire Protection – DCs are likely to have high-voltage electrical systems, backup power systems, battery storage, fuel storage and specialized fire suppression systems. Council should have the opportunity to ensure any potential DC will not put undue strain on existing fire-fighting capacity.

Taxation Cost-Benefit Considerations – DCs may not necessarily be assessed as a heavy industrial user. If the municipal impacts resemble a major industrial development but the taxation benefit is classed as commercial or light-industrial use, Council should consider whether the cost-benefit balance is appropriate for the site.

The potential impacts suggest the DCs may be sufficiently distinct from conventional industrial uses and warrant separate definition and regulation within the Zoning Bylaw. The intent of the proposed motion is to ensure any future DC proposals within the urban area are subject to site-specific review, public input and Council approval. This will allow Council to weigh the specific costs, benefits, mitigation requirements, infrastructure demands, taxation implications, and land-use compatibility of an actual proposal to decide if such a project should or should not proceed.

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Cheers,
James Cordeiro