



Regular Meeting of the Council of the District of Port Edward

Tuesday, July 11, 2023

7:00 PM

District of Port Edward Council Chambers

Zoom Link Join: <https://us06web.zoom.us/j/85622512595>

Meeting ID: 856 2251 2595

AGENDA

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

1. Adoption of Agenda

Recommendation:

THAT the Agenda for the Regular Council Meeting of July 11, 2023 be adopted as presented.

2. Adoption of Minutes

Recommendation:

THAT the minutes of the June 27, 2023 Regular Council meeting and Special Council meeting of June 19, 2023 be adopted as presented.

3. Business Arising

4. Petitions & Delegation

5. Correspondence

a) Erin Mutrie, Rupert Runners

RE: Grant in Aid

b) National Aboriginal Day Committee

RE: Thank You Card

6. Reports

a) Development Variance Permit – 311 Spruce Ave.

Recommendation:

THAT Council approve the proposed request to change the setback on one side from 1.5 meters to .3 meters and that condition for approval be that a covenant be registered in the adjacent property (Lot 18) with a “no build zone” as illustrated in the drawing provided.

7. Bylaws

8. New Business

9. Reports on Council Activities

RE: North Coast Regional District – May 2023 Board Highlights

RE: North Coast Regional District – June 2023 Board Highlights

10. Reports from In-Camera

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

12. Adjournment

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

- (a)- personal information about an identified individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality**

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**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF
PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY JUNE 27, 2023**

PRESENT:

COUNCIL

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

ADMINISTRATION:

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

CALL TO ORDER:

Mayor Knut Bjorndal called the meeting to order at 7:00 pm on Tuesday June 27, 2023.

AGENDA:

23-104 Moved by: Councillor Brown
Seconded by: Councillor MacKenzie

THAT the agenda dated June 27, 2023 be adopted as presented.

Carried Unanimously

MINUTES:

23-105 Moved by: Councillor MacKenzie
Seconded by: Councillor McDonald

THAT the minutes of the Regular Meeting of Council dated June 13, 2023 and
Special Meeting of Council dated June 19, 2023 be adopted as presented.

Carried Unanimously

BUSINESS ARISING:

PETITIONS AND/OR DELEGATION:

CORRESPONDENCE:

REPORTS:

- a) **Lorraine Page, Director of Finance**
RE: 2023-2024 BC Transit Annual Operating Agreement

Council was provided a report from the Director of Finance dated June 27, 2023 regarding the annual Operating Agreement with BC Transit and the costs associated with the service. Council was also updated that the cost of the service is based on the current level of service.

23-106 Moved by: Councillor MacKenzie
Seconded by: Councillor McDonald

NOW THEREFORE BE IT RESOLVED THAT Council approve the 2023-2024 Annual Operating Agreement for BC Transit Services.

Carried Unanimously

- b) **Lorraine Page, Director of Finance**
RE: 2022 Statement of Financial Information

Council was provided a report from the Director of Finance dated June 27, 2023, that provided an overview of the requirements under the Financial Information Act, for the "Statement of Financial Information" and all the required schedules were provided to Council.

23-107 Moved by: Councillor MacKenzie
Seconded by: Councillor Brown

NOW THEREFORE BE IT RESOLVED THAT Council approves the 2022 Statement of Financial Information as presented.

Carried Unanimously

- c) **Polly Pereira, Director of Corporate Administrative Services**
RE: 2022 Annual Report

Council was provided a report from the Director of Corporate Administrative Services dated June 27, 2023, this report was presented to Council at the last Council meeting and was made available to the public for comment. No inquiries were made from the public.

23-108 Moved by: Councillor Brown
Seconded by: Councillor MacKenzie

NOW THEREFORE BE IT RESOLVED THAT Council approves the 2022 Annual Report as presented.

Carried Unanimously

BYLAWS:

NEW BUSINESS:

Diana Lake

23-109 Moved by: Councillor MacKenzie
Seconded by: Councillor Brown

THAT staff contact Parks to inquire how much money does Parks have to spend on a clean up of logs at Diana Lake. Also what are the protocols that need to be followed in order to have volunteers carry out some log clean up at Diana Lake.

Carried Unanimously

Highway 16 Road Condition

23-110 Moved by: Councillor Brown
Seconded by: Councillor MacKenzie

THAT a letter be sent to the Ministry of Transportation and Infrastructure acknowledging some recent work and remind them that more needs to be done to Highway 16 between Prince Rupert and Terrace.

Carried Unanimously

Coal Dust

23-111 Moved by: Councillor McDonald
Seconded by: Councillor MacKenzie

THAT a letter be sent to Trigon regarding coal dust that is blowing into Port Edward and what is being done to prevent it.

Carried Unanimously

REPORTS ON COUNCIL ACTIVITIES:

Councilor McDonald

Thanked Council for the contribution towards the Port Edward Community BBQ event.

Mayor

Attended a Northern Development Trust meeting in Terrace

Attended the BC Ferries meeting

Attended the North Coast Regional District Board meeting held at the Cannery

Met with City of Prince Rupert Mayor

**REPORTS FROM
IN-CAMERA:**

ADJOURNMENT:

23-112 Moved by: Councillor MacKenzie
 Seconded by: Councillor Brown

NOW THEREFORE BE IT RESOLVED THAT at 7:52 pm the June 27, 2023
Regular Meeting of Council be adjourned.

Carried Unanimously

CERTIFIED CORRECT

Knut Bjorndal, Mayor

Polly Pereira, Director Corporate
Administrative Services and Strategic
Projects

5a



District of Port Edward

Grant in Aid Application Form
POLICY #2020-1

Name of Organization: Rupert Runners
Date: July 5, 2023
Contact Person: Erin Mutrie
Phone Number: 778-884-1342

Amount of grant requested: 500\$

Briefly describe the purpose for which you are requesting this grant: Rupert Runners is hosting the 16th Cannery Rd. Race on September 16th 2023. Race distances will include a half marathon, 10km, 5km and kids 1km fun run. This race offers locals & visitors alike a chance to run along the rolling hills of Port Edward, with views of the canyon, lush temperate rainforest, Skeena River, Lelu Island & the Pacific Ocean. After the event there will be an awards ceremony at the North Pacific Cannery. This event is one of Rupert Runners' more expensive events, with the cost of the venue, the multiple races/distances, and the free entry kids fun run. Any financial support is appreciated to help offset costs. Rupert Runners tries to keep race fees low so that ~~for~~ the cost is not a barrier to participants. Please demonstrate how this project or event meets the criteria of the District of Port Edward Grant in Aid Policy:

The purpose of Rupert Runners has always been to encourage recreational & competitive running in the community. It is well recognized that a healthy community helps build a strong community. Our club encourages community volunteering (this event alone requires ~30 volunteers), supports local high school graduates, partners with other community organizations, and believes in sourcing products & services from local businesses.

- Rupert Runners is a not-for profit organization.
- this event is all ages
- this event promotes the cannery, volunteer participation, recreational activities/fitness & community building.

RECEIVED
JUL 06 2023



rupertrunners

July 5, 2023

District of Port Edward

On behalf of the Rupert Runners, I wish to solicit a \$500 grant in aid from the District of Port Edward for the Cannery Road Race, which will be held on September 16th, 2023. The event will start at the North Pacific Cannery National Historic Site in Port Edward and run along the side of the road. Events include a 21km half-marathon, 10km, 5km and 1km fun run for kids. The half-marathon route will travel along rolling hills with views of the cannery, lush temperate rain forest, the Skeena River, Lelu Island, and the Pacific Ocean through the community of Port Edward and out to Galloway Rapids bridge and back. The 10km and 5km route will follow the same road. There will be an awards ceremony and door prizes for participants on the working dock at the cannery after the event.

This is the 16th year that Rupert Runners is hosting the Cannery Road Race. It is a unique experience for locals and visitors to participate at an event at the oldest remaining intact salmon cannery on the West Coast of North America. Rupert Runners is seeking grant funding to help with the cost of the event. Rupert Runners tries to keep our entrance fees low to reduce barriers to participate in our events. The kids 1 km fun run is also free each year with kids receiving t-shirts, medals, and door prizes.

The purpose of Rupert Runners has always been to encourage recreational and competitive running in the community. It is well recognized that a healthy community helps build a strong community. Our not-for profit organization encourages community volunteering, supports local high school graduates, partners with other community organizations, and believes in sourcing products and services from local businesses.

We are grateful for any support that can be provided. Please contact me if the District of Port Edward is interested in providing a grant and if you'd like further information regarding Rupert Runners or this event.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Erin Mutrie". The signature is fluid and cursive.

Erin Mutrie
Treasurer, Rupert Runners

P.O Box 22093 RPO Downtown
Prince Rupert, BC V8J 4P8
778-884-1342
RupertRunners.ca



rupertrunners



Photos from 2018 and 2019 events

P.O Box 22093 RPO Downtown
Prince Rupert, BC V8J 4P8
778-884-1342
RupertRunners.ca





6a

DATE: July 11, 2023

FROM: Rob Grodecki, CAO

SUBJECT: Variance Permit for Lot 19, Plan PRP 7759, District Lot 446, Range 5, Coast Range 5 (311 Spruce Avenue)

RECOMMENDATION: THAT Council approve the proposed request to change the setback on one side from 1.5 meters to .3 meters and that a condition for approval be that a covenant be registered in the adjacent property (Lot 18) with a “no build zone” as illustrated in the drawing provided.

REASON FOR REPORT: An application for a Variance Permit for 311 Spruce Avenue was requested and it was presented at the Council meeting on June 13, 2023. A resolution was passed by Council to proceed to public notification.

BACKGROUND: Notices were provided to neighbouring properties and an opportunity for comments was given until June 29, 2023. As at the date of this report no comments were received.

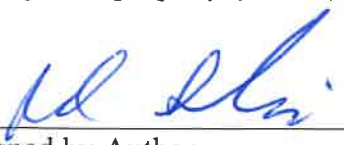
The applicant proposes to build a new dwelling, which will encroach onto the side setback, on one side of Lot 19, setback of 1.5m required by Bylaw No. 713, 2020; Section 5.3.5(a)iii to 0.3m. The proposed variance is illustrated in the variance plan.

ANALYSIS: The applicant also owns the adjoining lot at 309 Spruce Ave (Lot 18, Plan PRP 7759, District Lot 446, Range 5, Coast Range 5) which will be affected by reducing the setback, as per the attached drawing supplied by the applicant. A condition of a development variance being issued for subject lot will be that a “no build” covenant be registered on the adjacent lot.

If Council approves the Development Variance Permit, **Attachment # 5**, the permit will be issued to Mr. Gant.

BUDGET IMPACT: None

CONCLUSION: THAT Council approve the proposed request to change the setback on one side from 1.5 meters to .3 meters and that a condition for approval be that a covenant be registered in the adjacent property (Lot 18) with a “no build zone” as illustrated in the drawing provided.



Signed by Author

Attachments:

- Attachment #1 - Application
- Attachment #2 Location Map
- Attachment #3 Photos of Site
- Attachment #4 - Variance Plan
- Attachment # 5- Draft Development Permit Form



District of Port Edward

VARIANCE APPLICATION FORM

Date of Application: May 1, 2023

Application Fee (available payment options: cash, cheque, or debit)

VARIANCE APPLICATION FEE

\$ 100

Applicant Information (Owner or Agent as applicable)

Applicant's Name: Alen Grant

Corporation (if applicable): _____

Address: 305 Spruce Ave Postal Code: V0V 1G0

Telephone: Business: _____ Home: 780 280 0076 Fax: _____

Email: Alen.Grant@hotmail.com

Property Information

Civic Address: 311 Spruce Ave

Parcel Identifier(s): 008-745-048

Legal Description(s): Lot 19 Plan RP7759, District Lot 446, Range 5, Const Range 5

Existing Zoning: Single Family Residential R1

Description of Proposed Development (attach maps, plans and documents in support of application where applicable:

New single dwelling house

Variance Request	Zoning Bylaw Section:
Example: principal building front line setback from required 6 metres to 1 meter	Section: 5.12.6
Principal building south line setback from 5 ft to 1 ft	5.3.5.a.iii

Undue Hardship

Please detail the undue hardship that is the reason for the application. Be specific. Attach a separate sheet to the application if there is not enough space

the neighbouring lot is Pie Shaped' would not be
feasible to build where the front of the lot is.
therefore staggering the two houses on the two lots
makes most sense.

Required Documents

Legal Survey	<input checked="" type="checkbox"/>
Building Elevation (if applicable only for high variances)	<input type="checkbox"/>

Agent Designation (if applicable)

If you are not the Registered Owner of the property that requires Board of Variance approval, a letter signed by the Owner is required prior to the Board of Variance meeting allowing you to act as a representative on his/her behalf. Neither Board members nor the District of Port Edward staff are responsible for the completeness or accuracy of this Application. Please provide all necessary information so that the Board and staff can properly consider your request.

I hereby designate _____ to act as my agent in matters related to this application.

Registered Owner's Name: _____ Owner's Signature: _____

Registered Owner's Name: _____ Owner's Signature: _____

Signatures

I certify that the attached submission is complete and accurate, and includes all of the above items.

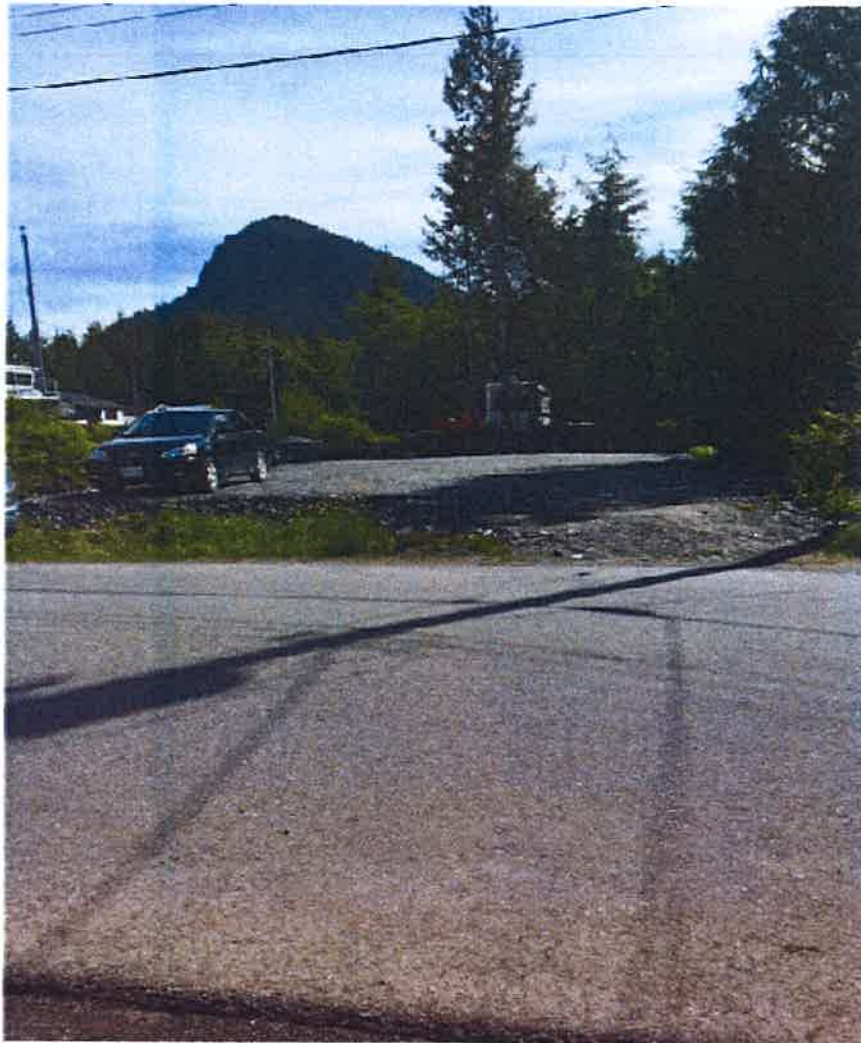
Registered Owner's Name: Glen Grant Owner's Signature: [Signature] Date: may/23

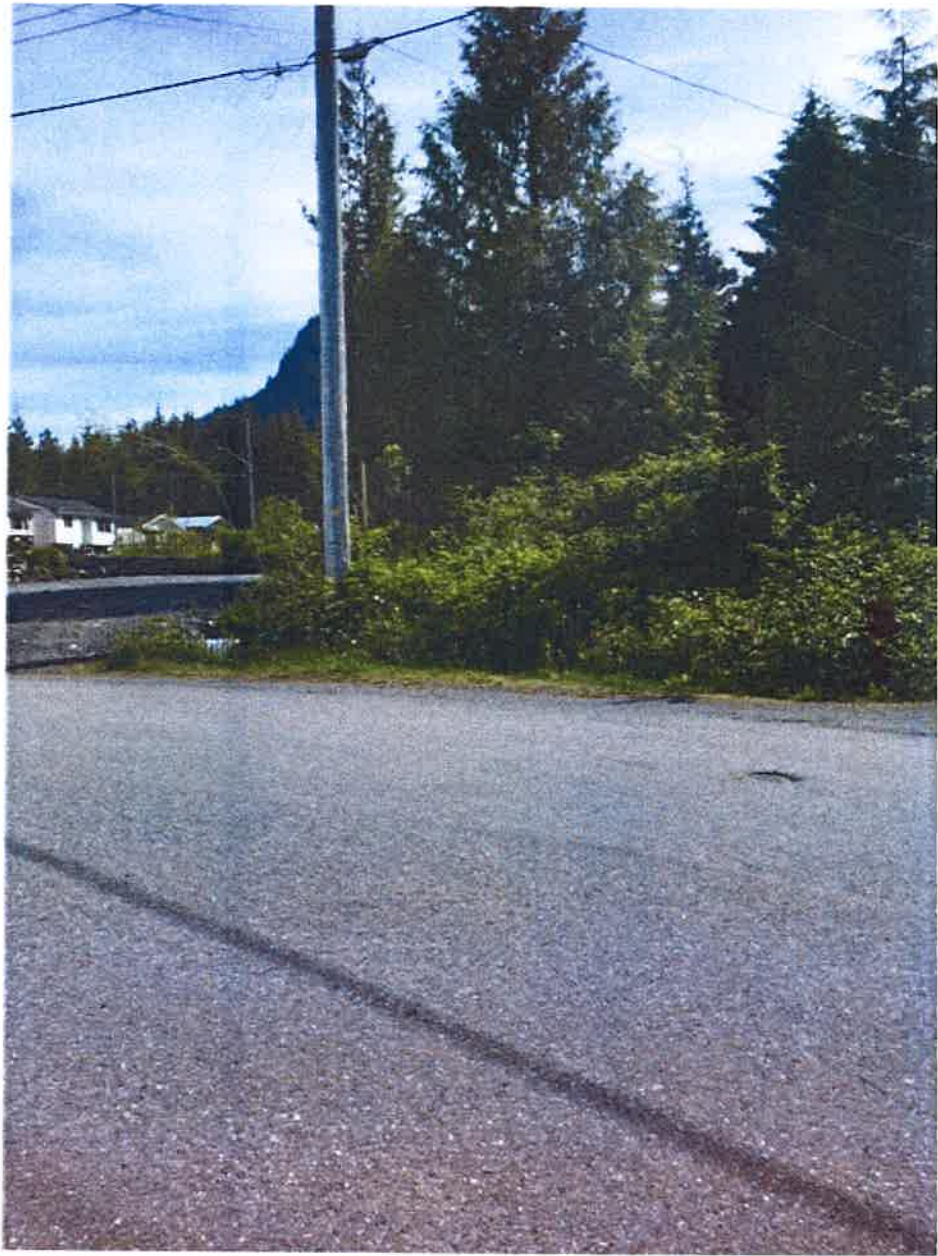
Registered Owner's Name: _____ Owner's Signature: _____ Date: _____

Location Map - 311 Spruce Avenue, Port Edward, BC

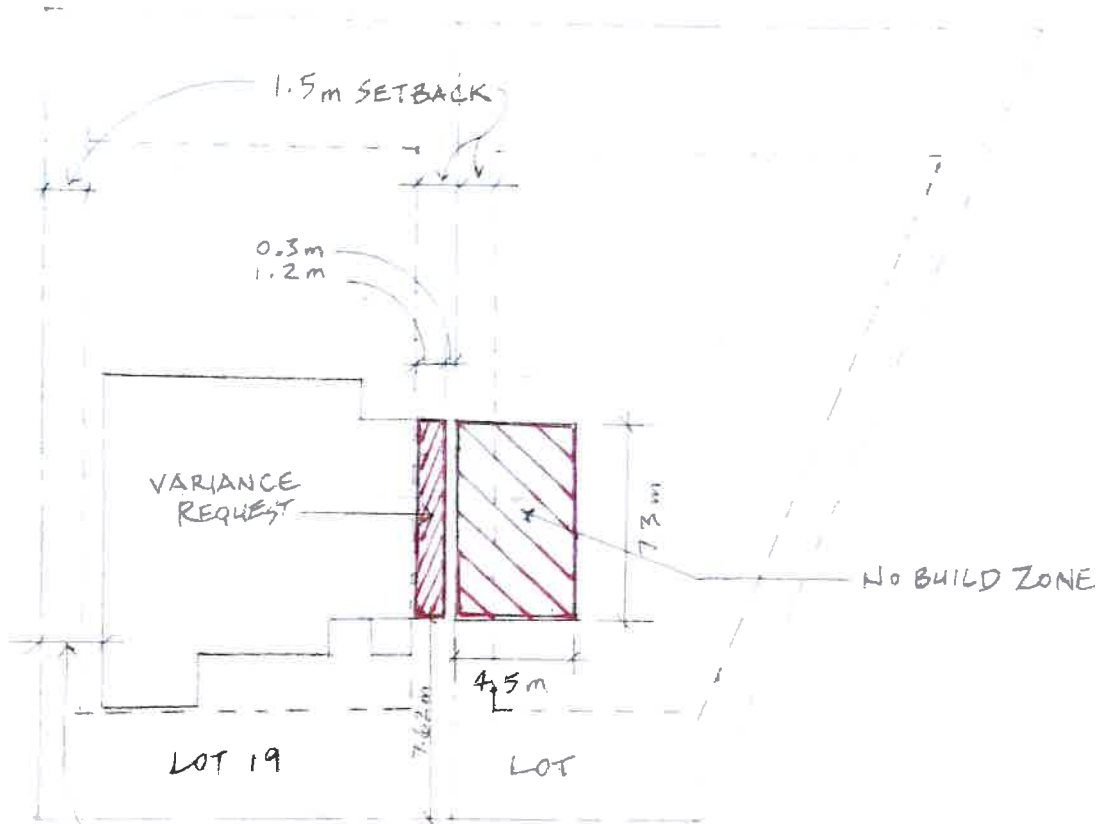


Photos of Site





Right Hand side of 311 Spruce Avenue



2.4m LIMITING DISTANCE B.C. BLDG CODE

311 SPRUCE AVENUE



District of Port Edward

SCHEDULE F

DEVELOPMENT PERMIT FORM

DEVELOPMENT PERMIT NO. 02-2023

1. This Development Permit is issued to:

Name: Glen Gant

Address: 305 Spruce Ave, Port Edward, BC V0V 1G0

2. This Development Permit applies to:

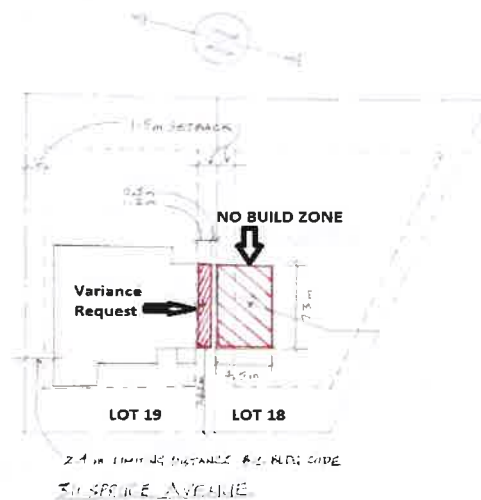
Address: 319 Spruce Avenue, Port Edward BC

Legal Description: Lot 19, Plan PRP 7759, District Lot 446, Range 5, PID# 008-745-048

3. Development Permit Area: R1- Single Family Residential

4. This Development Permit imposes conditions as follows:

That a covenant be registered in the adjacent property (Lot 18) with a “no build zone” as illustrated below:



5. This Development Permit is issued subject to compliance with all of the Bylaws of the District of Port Edward applicable thereto, except as specifically varied or supplemented by this Development Permit.

6. This Development Permit varies Section 5.3.5(a)iii of Zoning Bylaw # 713, 2020 as follows:

Setbacks of 1.5 meters on one side to .3 meters

7. If a Building Permit for the development permitted by this Development Permit has not been issued and construction has not substantially commenced within two years after the date of this Development Permit's issuance, this Development Permit shall lapse.

8. Minor changes in the development, that do not violate the development permit guidelines in accordance with which the Development Permit was originally issued, may be approved by the Chief Administrative Officer or his/her designat e.

9. **This Development Permit is not a Building Permit.**

This Development Permit No. ____ is hereby issued on this ____ day of _____, 20__.

Chief Administrative Officer

Board Highlights

May 2023

Delegations:

The Ministry of Indigenous Relations & Reconciliation provided an update on B.C.'s ongoing treaty and reconciliation negotiations with Kitselas First Nation, Kitsumkalum First Nation, and Metlakatla First Nation. The Chair of the Board thanked the delegation.

Adam Clarke provided an update on Privacy Management Program Direction. The Chair of the Board thanked Mr. Clarke for his delegation.

Board Business:

1. The Board resolved to approve the [Draft 2022 NCRD Audited Financial Statements](#).
2. The Board resolved to support sending a joint letter with the Village of Daajing Giids to request that the Province of B.C. fund forest service roads based on recreational and tourism values and request that the Ministry of Transportation and Infrastructure conduct repairs to the bridge on the Bill Brown forest service road.
3. The Board resolved to send a letter to Minister Popham, Minister of Tourism, Arts, and Culture and Sport requesting ongoing funding for the North Pacific Cannery Village Museum.
4. The Board provided a third reading to [Bylaw No. 683, 2023 – Mainland Arts and Culture Contribution](#).
5. The Board provided three readings to [Bylaw No. 280.3, 2023 – North Pacific Cannery Village Museum Grant-in-Aid Local Service Amendment](#).
6. The Board provided three readings and adopted [Bylaw No. 684, 2023 – A bylaw to authorize the expenditure of money for the Water Works Reserve Fund](#).
7. The Board provided three readings to [Bylaw No. 685, 2023 – Islands Solid Waste Management Regulation, Fees & Charges Amendment](#).
8. The Board resolved to publish the Haida Gwaii Coastal Flood and Erosion Study Planning for Sea-Level Rise and Tsunami Hazards [reports](#). The NCRD is in the process of planning for stakeholder engagement on the findings of the assessment reports. Please check this [web page](#) for updates around event planning.

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

Board Highlights

June 2023

Delegations:

McElhanney provided an overview of the Sandspit Water System – Condition Assessment and Infrastructure Capital Plan. Sperling Hansen Associates provided an overview of the North Coast Regional District Solid Waste Management Plan update. The Chair of the Board thanked the delegations.

Board Business:

1. The Board resolved to provide a letter of support for Rogers' Connectivity Project on Haida Gwaii.
2. The Board resolved to send a letter to request infrastructure upgrades to the land weather stations on Holland Rock and Lucy Islands.
3. The Board resolved to send a letter of support to the City of Prince Rupert for its application to the Federal Disaster Mitigation and Adaptation Fund in support of water infrastructure upgrades.
4. The Board directed staff to prepare a housing action plan for consideration.
5. The Board resolved to request meetings at the 2023 UBCM Convention with the Minister of Tourism, Arts, Culture and Sport; Minister of Environment and Climate Change Strategy; Minister of Transportation and Infrastructure; Minister of Forests; Minister of Indigenous Relations and Reconciliation; and the Minister of Health.
6. The Board resolved to adopt Bylaw No. 685, 2023 – Islands Solid Waste Management Regulation, Fees & Charges Amendment.
7. The Board authorized an alternative approval process be held to seek approval to provide financial contributions to the Museum of Northern B.C. and the Lester Centre of the Arts.
8. The Board authorized an alternative approval process be held to seek approval to provide financial contributions to the North Pacific Cannery Village Museum.

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