



# Regular Meeting of the Council of the District of Port Edward

Tuesday, September 12, 2023

7:00 PM

District of Port Edward Council Chambers

Zoom Link Join: <https://us06web.zoom.us/j/81843794142>

Meeting ID: 818 4379 4142

## 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 September 12, 2023 be adopted as presented.

**2. Adoption of Minutes**

**Recommendation:**

THAT the minutes of the August 8, 2023 Regular Council and August 16<sup>th</sup>, 2023 and August 28<sup>th</sup>, 2023 Special Council meeting be adopted as presented.

**3. Business Arising**

**4. Petitions & Delegation**

- a) Clint & Debbie Thompson, Port Edward Residents  
RE: Fire Regulation

**5. Correspondence**

- a) North Coast Community Services  
RE: Thank You Card

## 6. Reports

### a) Director of Corporate Administrative Services & Strategic Projects – Development Variance Permit N0. 03-2023

**Recommendation:** To proceed to public notification

## 7. Bylaws

### b) Director of Finance – District of Port Edward 5-Year Financial Plan Amendment Bylaw # 746, 2023

**Recommendation:** THAT Council gives final reading and adopts the District of Port Edward 5-Year Financial Plan Amendment Bylaw # 746, 2023.

## 8. New Business

## 9. Reports on Council Activities

**RE: North Coast Regional District – August 2023**

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

## 11. Adjournment

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

(c) Labour relations or other employee relations

(k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were in public.

2a

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY AUGUST 8, 2023**

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**PRESENT:**

**COUNCIL**

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

**ADMINISTRATION:**

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

**CALL TO ORDER:**

Acting Mayor Colleen McDonald called the meeting to order at 7:00 pm on Tuesday August 8, 2023.

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

**AGENDA:**

23-121 Moved by: Councillor Franzen  
Seconded by: Councillor Brown

**THAT** the Agenda for the Regular Council Meeting of August 8, 2023 be adopted as presented.

Carried Unanimously

**MINUTES:**

23-122 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

**THAT** the minutes of the Regular Meeting of Council dated July 11, 2023 and the Special Council meeting dated July 31, 2023 be adopted as presented.

Carried Unanimously

**BUSINESS ARISING:**

**PETITIONS AND/OR DELEGATION:**

**CORRESPONDENCE:**

**a) Melissa Ash, Black Press Media  
RE: Request for Support**

23-123 Moved by: Councillor Franzen  
Seconded by: Councillor Brown

**THAT** the letter dated July 14, 2023 requesting to show support for local news media by stopping all advertising with Meta platforms be received and filed.

Carried Unanimously

**b) Prince Rupert Minor Basketball  
RE: Grant in Aid**

23-124 Moved by: Councillor Franzen  
Seconded by: Councillor Brown

**THAT** the grant in aid requesting sponsorship toward the minor basketball league be received and filed; and

**FURTHER THAT** Council contribute two hundred and fifty dollars as a sponsorship.

Carried Unanimously

**c) Peace River Regional District  
RE: BC Wildfire Service Fire Fighting Equipment**

23-125 Moved by: Councillor Franzen  
Seconded by: Councillor Brown

**THAT** the letter dated July 31, 2023 requesting UBCM members to support, “ a resolution regarding BC Wildfire Service Fire Fighting Equipment” during the UBCM conference be received and filed.

Carried Unanimously

**d) Roman Brochu, Prince Rupert and District Chamber of Commerce  
RE: Golf Scramble Sponsorship**

23-126 Moved by: Councillor Franzen  
Seconded by: Councillor Brown

**THAT** the email dated July 13, 2023 inviting the District to become a sponsor of the upcoming golf scramble be received and filed; and

**FURTHER THAT** Council will support this event by sponsoring the “hole in one” level for five hundred dollars.

Carried Unanimously

**REPORTS:**

**REPORTS FROM  
IN-CAMERA:**

**Release from In-Camera:**

The Oceanview Drive Rehabilitation project and mill and pave a portion of Sunset Drive has been awarded to Terus Construction (Adventure Paving). This project will cost approximately 2,256,626 dollars and it will commence soon.

**BYLAWS:**

**a) Director of Finance- District of Port Edward 5- Year Financial Plan  
Amendment Bylaw # 746, 2023**

Council received a report from the Director of Finance that explained that, as per the Community Charter, an amendment has to be made to the budget to support Capital projects. The total costs of road work was unknown when the initial Financial Plan was adopted in April 25, 2023 and requires an amendment at this time. The additional funds needed, of \$760,000, will be drawn from reserves and will not result in any changes to the approved operating budget. A copy of the District of Port Edward 5-Year Financial Plan Amendment Bylaw # 746, 2023 is attached to this report.

23-127            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

**RECOMMENDATION:** That the District of Port Edward 5-Year Financial Plan Amendment Bylaw # 746,2023 be given three readings.

Carried Unanimously

**NEW BUSINESS:**

**Councillor Brown**

Expressed concerns regarding parking for residents on Oceanview and Sunset Drive, when road work starts. He also brought up drainage issues on Evergreen.

Councillor Brown also requested that a feasibility study proposal be requested from McElhanney to explore whether a landfill site to be used for muskeg and other organic materials is possible on District owned property.

**RE: Drainage Issues**

23-128 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

**RECOMMENDATION:** Council passed a motion to have our Engineers look at new drainage system for the section of Evergreen where water is not draining and other areas that need attention.

Carried Unanimously

**REPORTS ON COUNCIL ACTIVITIES:**

**Councillor Brown & Mayor Bjorndal**

Attended the greeting of the “Canoe Journey Group”

**Councillor McDonald and CAO**

Attended the CN mock Training at North Pacific Cannery

**ADJOURNMENT:**

23-129 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

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

- (e) the acquisition, disposition or expropriation of land or improvement, if the Council that disclosure could reasonably be expected to harm the interest of the municipality;
- (k) negotiations and related discussions respecting the proposed provisions of the municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and

**NOW THEREFORE BE IT RESOLVED THAT** at 7:47 pm the August 8, 2023 Regular Meeting of Council be adjournment and move to the In-camera meeting.

Carried Unanimously

Councillor Brown also requested that a feasibility study proposal be requested from McElhanney to explore whether a landfill site to be used for muskeg and other organic materials is possible on District owned property.

**RE: Drainage Issues**

23-128 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

**RECOMMENDATION:** Council passed a motion to have our Engineers look at new drainage system for the section of Evergreen where water is not draining and other areas that need attention.

Carried Unanimously

**REPORTS ON COUNCIL ACTIVITIES:**

**Councillor Brown & Mayor Bjorndal**

Attended the greeting of the “Canoe Journey Group”

**Councillor McDonald and CAO**

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**ADJOURNMENT:**

23-129 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

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

- (e) the acquisition, disposition or expropriation of land or improvement, if the Council that disclosure could reasonably be expected to harm the interest of the municipality;
- (k) negotiations and related discussions respecting the proposed provisions of the municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and

**NOW THEREFORE BE IT RESOLVED THAT** at 7:47 pm the August 8, 2023 Regular Meeting of Council be adjournment and move to the In-camera meeting.

Carried Unanimously

**CERTIFIED CORRECT**

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Colleen McDonald, Acting Mayor

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Polly Pereira, Director Corporate  
Administrative Services and  
Strategic Projects



2b

**MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE DISTRICT OF PORT EDWARD, HELD IN COUNCIL CHAMBERS ON WEDNESDAY, AUGUST 16, 2023**

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**PRESENT:**

**COUNCIL:**

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

**ADMINISTRATION:**

Robert Grodecki, Chief Administrative Officer  
Lorraine Page, Director of Finance  
**Absent:** Polly Pereira, Director of Corporate Administrative Services and Strategic Projects

**OTHERS:**

Bob Thompson, Consultant

**CALL TO ORDER:**

Mayor Knut Bjorndal called the Special meeting to order at 7:01 pm on Wednesday August 16, 2023.

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

**AGENDA:**

**1. RESOLUTION TO EXCLUDE THE PUBLIC**

23-130            Moved by: Councillor Brown  
                      Seconded by: Councillor Franzen

**RECOMMENDATION:** That the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (c) labour relations or employee relations.
- (g) litigation or potential litigation affecting the municipality;
- (k) negotiation and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, Council reasonably be expected to harm the interests of the municipality if they were held in public.

ds

**ADJOURNMENT:**

**NOW THEREFORE BE IT RESOLVED THAT** at 7:02 pm the August 16, 2023 Special Meeting of Council be adjourned and move to an In-camera meeting.

Carried Unanimously

**CERTIFIED CORRECT**

\_\_\_\_\_  
Knut Bjorndal, Mayor

\_\_\_\_\_  
Lorraine Page, Director of Finance

2C

**MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE DISTRICT OF PORT EDWARD, HELD IN COUNCIL CHAMBERS ON MONDAY, AUGUST 28, 2023**

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**PRESENT:**

**COUNCIL:**

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

**ADMINISTRATION:**

Polly Pereira, Director of Corporate Administrative Services and Strategic Projects

**OTHERS:**

**CALL TO ORDER:**

Mayor Knut Bjorndal called the Special meeting to order at 7:00 pm on Monday August 28, 2023.

**AGENDA:**

**1. RESOLUTION TO EXCLUDE THE PUBLIC**

23-131            Moved by: Councillor Franzen  
                      Seconded by: Councillor McDonald

**RECOMMENDATION:** That the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

90.1 (c) labour relations or employee relations.

**ADJOURNMENT:**

**NOW THEREFORE BE IT RESOLVED THAT** at 7:01 pm the August 28, 2023 Special Meeting of Council be adjourned and move to an In-camera meeting.

Carried Unanimously

**CERTIFIED CORRECT**

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Knut Bjorndal, Mayor

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Polly Pereira, Director Corporate Administrative Services and Strategic Projects



5a



# **NORTH COAST COMMUNITY SERVICES**

Thankyou!  
Daf

Thanks  
Sarah

Thankyou!  
Kels

Thank You!  
Mel

Thank you  
Jennifer

So grateful!  
Jackie P

Much appreciated  
Jen

District of  
Port Edward

Thankyou!  
-nancy

Much  
appreciated

Sherry & Beal

Thank You!

We are so grateful for  
your support of the

Kaien Fishing Derby 2023

Thank you!  
Crystal



6a

**DATE:** September 12, 2023

**FROM:** Polly Pereira, Director of Corporate Administrative Services & Strategic Projects

**SUBJECT:** Development Variance Permit for Lot 1; District Lot 446; Range 5; Coastal District Plan EPP 129613

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**RECOMMENDATION:** To proceed to public notification

**REASON FOR REPORT:** On August 25, 2023 staff received an application from Mr. Clint Thompson for a Variance Permit.

**BACKGROUND:** the property is located on Spruce Avenue.

The applicant proposes to build seven (7) modular units, the rear setback of 3.0 m are required as per Zoning Bylaw No. 713, 2020; the owner is requesting a variance Section 5.9.5(a)ii to 0.75m for Unit # 7 and 2.50m for Unit # 4. The proposed variance is illustrated in the attached **C102** drawing. In considering this request Council must be aware that a spatial separation of 2.4m is required for fire safety. **What this means is that in the adjacent property, 333 Skeena Drive (Kinnikinnick Campground), there needs to be a “no build” zone on this property of approximately .15m along Unit# 7 and approximately 1.9m along Unit# 4.**

Kinnikinnick Campground is zoned C2 (Tourist Commercial) and required setbacks in the rear and sides of 3m.

**ANALYSIS:** The applicant also owns the adjoining property (Kinnikinnick Campground) and is aware of the “no build” zone required of 2.4m for spatial fire safety. Bernie Zimmer, our Building Official has provided a Memo to support this variance (see attachment). A copy of the Memo will be file on both property files for future staff reference.

**BUDGET IMPACT:** None

**CONCLUSION:** Application merits proceeding to the public notification.

Signed by Author

Attachments:

- Attachment #1 – Application & Drawing C102
- Attachment #2 – Memo Building Official
- Attachment # 3- Draft Development Permit Form



# District of Port Edward

RECEIVED  
25 2023

## VARIANCE APPLICATION FORM

DISTRICT OF PORT EDWARD

Date of Application: Aug. 25/23

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

VARIANCE APPLICATION FEE

\$100 Paid pp

Applicant Information (Owner or Agent as applicable)

Applicant's Name: Clint Thompson  
Corporation (if applicable): Port Ed Holdings Ltd  
Address: 333 Skeenadrive Box 157 Port Edward BC Postal Code: VOV 1G0  
Telephone: Business: 250 600 0860 Home: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: portedholdingsinc@gmail.com

Property Information

Civic Address: \_\_\_\_\_  
Parcel Identifier(s): Lot 1, district Lot 446, Range 5, Plan EPP 129613  
Legal Description(s): PID # 032-012-292  
Existing Zoning: C2 (Tourist Commercial)

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

Variance Request is to reduce the rear yard setback requirement from 3.0 m to 0.5 m at Unit #4 to reduce the rear yard setback requirement from 3.0 m to 0.75 m @ Unit #7. As per attached Map

C-102

Variance Request	Zoning Bylaw Section:
Example: principal building front line setback from required 6 metres to 1 meter	Section: 5.12.6

**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

N / A

**Required Documents**

Legal Survey	
Building Elevation (if applicable only for high variances)	

**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: Clint Thompson Owner's Signature: [Signature] Date: Aug 25 / 23

Registered Owner's Name: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_







# District of Port Edward

August 25, 2023

## MEMO

TO: Robert Grodecki CAO  
FROM: Bernie Zimmer Building Official

**RE: NO BUILD ZONE - 333 Skeena Drive**

### BACKGROUND:

The owners of 333 Skeena Drive are also owners of the adjacent property on Spruce Avenue. Their intention is to place 7 modular units for tourist accommodation on the Spruce Avenue property. BC Building Code requirements for spatial separation between units affects where they hope to locate the units, and they are unable to meet the 3m setback limit from a rear lot line required by Port Edward Zoning Bylaw # 713, 2020.

A variance is required to reduce the rear yard setback to place these units in such a manner to comply with building code requirements for spatial separation for fire safety.

The variance affects the adjacent Skeena Drive property, in that a 2.4m distance required for spatial separation of the Spruce Avenue units encroaches into the Skeena Drive property by approximately 1.9 m pertaining to Unity # 4.

**This means portions of the Skeena property must become a “NO BUILD” zone.**

### ANALYSIS:

One option to achieve these “NO BUILD” zones is by a covenant on title.

Alternatively, Port Edward Zoning Bylaw # 713, 2020, requires a 3m setback to the rear lot line and any construction on 333 Skeena is limited by the bylaw.

Further, the spatial separation for similar structures, if installed in that area, is 2.4m thus fire exposure is limited and meets the BC Building Code requirements.

### CONCLUSION:

The rear lot line setback of 3m in the Zoning Bylaw# 713, 2020 limits the ability to build on 333 Skeena in that area, satisfying building code requirements for spatial separation for fire exposure.

### RECOMMENDATION:

**It is recommended that the owners of 333 Skeena in their request for a Variance, not be required to also register a “NO BUILD” covenant on title.**

Bernie Zimmer  
Building Official  
cc Polly Pereira  
Zeno Krekic



# District of Port Edward

## SCHEDULE F

### DEVELOPMENT PERMIT FORM

DEVELOPMENT PERMIT NO. 03-2023

1. This Development Permit is issued to:

Name: Port Edward Holdings Ltd

Address: PO Box 157, Port Edward, BC V0V 1G0

2. This Development Permit applies to:

Address: Spruce Avenue, Port Edward BC

Legal Description: Lot 1, District Lot 446, Range 5, Plan EPP 129613, PID# 032-012-292

3. Development Permit Area: C2- Tourist Commercial

4. This Development Permit imposes conditions as follows:

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 5.9.5(a)ii of Zoning Bylaw # 713, 2020 as follows:

**Setbacks of 0.75 meters for Unit # 7 and 2.50 meters for Unit # 4.**

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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
Chief Administrative Officer



# DISTRICT OF PORT EDWARD

7

## REPORT FOR COUNCIL

**Date:** September 12<sup>th</sup>, 2023  
**To:** CAO  
**From:** Lorraine Page, Director of Finance  
**Subject:** Financial Plan Amendment Bylaw No. 746, 2023

**RECOMMENDATION:** That Council give final reading and adoption to Financial Plan Amendment Bylaw No. 746.

### BACKGROUND:

At the last Council meeting on August 8<sup>th</sup>, Council gave 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings to the attached bylaw, FINANCIAL PLAN AMENDMENT BYLAW NO. 746, 2023. These changes are to address road work costs that were unknown when the initial Financial Plan was adopted on April 25<sup>th</sup>, 2023. These changes will draw from reserves and will not result in any changes to the approved operating budget.

Amendment to the 2023 Financial Plan:

An additional \$760,000 Transfer from General Capital Reserve to fund the Oceanview Drive Road Rehabilitation project including an addendum to mill and pave a portion of Sunset Drive.

**Submitted by**

**Approved for submission to Council**

  
\_\_\_\_\_  
**Lorraine Page, Director of Finance**

\_\_\_\_\_  
**Chief Administrative Officer**



## **DISTRICT OF PORT EDWARD FINANCIAL PLAN AMENDMENT BYLAW NO. 746, 2023**

### **A BYLAW OF THE DISTRICT OF PORT EDWARD AMENDING THE 5 YEAR FINANCIAL PLAN 2023 – 2027**

As per the Community Charter, Part 6 – Financial Management Section 165 and 166, the Council of the District of Port Edward, in open meeting assembled, enacts as follows:

1. That Schedule "A" attached hereto and made a part of this bylaw is hereby declared to be the 5-year Amended Financial Plan of the District of Port Edward, for the years ending December 31, 2023, 2024, 2025, 2026 and 2027.
2. This bylaw may be cited for all purposes as the "District of Port Edward 5-Year Financial Plan Amendment Bylaw No. 746, 2023."

READ a first time this 8<sup>th</sup> day of August, 2023;

READ a second time this 8<sup>th</sup> day of August, 2023;

READ a third time this 8<sup>th</sup> day of August, 2023;

RECONSIDERED AND ADOPTED this <sup>th</sup> day of September, 2023.

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Knut Bjorndal  
Mayor

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Polly Pereira  
Director of Corporate Administrative Services

Certified a true copy of Bylaw 746, 2023  
cited as "5 Year Financial Plan Amendment Bylaw No. 746, 2023 "



## Board Highlights

August 2023

### Delegations:

Jennifer Rutt provided an update of the Misty Isles Economic Development Society. Dale Richardson of Pacific Economic Development Canada provided an introduction to PacifiCan. The Chair of the Board thanked the delegations.

### Board Business:

1. The Board resolved to request meetings at the 2023 UBCM Convention with the Minister of Municipal Affairs and Northern Health.
2. The Board resolved to support co-hosting NCLGA 2025 with the City of Prince Rupert and the District of Port Edward.
3. The Board resolved to use the Local Government Climate Action Program funding and the Growing Communities funding to support needed equipment purchases for the Islands Solid Waste landfill operations.
4. The Board received an informational update on the Coastal Flood and Erosion Study Workshop for Sandspit, Tlell, and Tow Hill. This workshop is scheduled for Tuesday, September 12, 2023 at 7 p.m. via Zoom. Please see [website](#) for more information.
5. The Board adopted [Bylaw No. 280.3, 2023 – A bylaw to Amend the North Pacific Cannery Village Museum Grant-in-Aid Local Service Establishment Bylaw No. 280-1995.](#)
6. The Board adopted [Bylaw No. 683, 2023 – Mainland Arts and Culture Contribution Bylaw.](#)
7. The Board resolved to support an application to the Canada Mortgage and Housing Corporation's Housing Accelerator Fund program.
8. The Board directed staff to reach out to Fisheries and Oceans Canada (DFO) to invite a DFO delegation to a future meeting of the Board of the North Coast Regional District to discuss the invasive green crab issue and crab fisheries management.

***For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at [www.ncrdbc.com](http://www.ncrdbc.com).***