

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



Tuesday, May 11, 2021

7:00 PM

District of Port Edward Council Chambers

Zoom Invite Link:

<https://zoom.us/j/97270201668>

Meeting ID: 972 7020 1668

<b>Type of meeting:</b>	Regular
<b>Chair:</b>	Mayor Knut Bjorndal
<b>Councillors:</b>	Dan Franzen, James Brown, Murray Kristoff and Christine Mackenzie
<b>Chief Administrative Officer</b>	Danielle Myles Wilson
<b>Director of Corporate Administrative Services &amp; Strategic Projects</b>	Polly Pereira
<b>Director of Finance</b>	Lorraine Page

## Agenda Topics

**6:00PM MOTION TO MOVE INTO IN-CAMERA AND CLOSE THE MEETING TO THE PUBLIC AS PER COMMUNITY CHARTER SECTION 90 (1)(m)**

**1. Adoption of Agenda**

Agenda dated May 11, 2021



**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT  
OF PORT EDWARD, HELD VIA ZOOM ON TUESDAY, APRIL 27, 2021**

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**PRESENT:**

**COUNCIL**

Mayor Knut Bjorndal, Chair  
Councillor: James Brown, Dan Franzen and Murray  
Kristoff  
**Absent:** Councillor Christine MacKenzie

**ADMINISTRATION:**

Danielle Myles Wilson, Chief Administrative Officer  
Polly Pereira, Director of Corporate Administrative  
Services and Strategic Projects  
Lorraine Page, Director of Financial Services

**MEDIA IN ATTENDANCE:**

**OTHER:**

Ketan Vohora, Accountant, Vohora & Company

**MOVED TO IN-CAMERA  
SPECIAL COUNCIL**

**An In-Camera Meeting was called to order at 6:15 pm and closed to the public as per  
Community Charter Section 90(1)(m).**

**CALL TO ORDER:**

Mayor Knut Bjorndal called the Regular Meeting to order at 7:01 pm on Tuesday, April 27,  
2021.

**AGENDA:**

21-062 Moved by: Councillor Franzen  
Seconded by: Councillor Kristoff

**THAT** the Agenda dated April 27, 2021 be adopted as presented.

Carried Unanimously

**MINUTES:**

21-063 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

**THAT** the minutes of the Regular Meeting of Council dated April 13, 2021 be  
adopted as presented.

Carried Unanimously

**BUSINESS ARISING:**

**PETITIONS AND/OR DELEGATION:**

- a) **Ketan Vohora, Accountant, Vohora & Company**  
**RE: 2020 Audited Financial Statements**

**Ketan Vohora joined the meeting at 7:06 pm and Councillor Kristoff left briefly and joined the meeting again at 7:07 pm.**

Mr. Vohora had an opportunity to go over the main sections of the financial statements, he mentioned the information is fairly presented and they did not see any concerns with the information provided to them. Council also had an opportunity for Q&A.

**Ketan Vohora left the meeting at 7:19 pm**

21-064 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

**NOW THEREFORE BE IT RESOLVED** that Council approves the 2020 Audited Financial Statements as presented.

Carried Unanimously

**CORRESPONDENCE:**

- a) **Tour De Cure (BC Cancer Foundation)**  
**RE: Grant in Aid Request**

21-065 Moved by: Councillor Brown  
Seconded by: Councillor Kristoff

**THAT** the Grant in Aid application requesting support for the Tour De Cure (BC Cancer Foundation) be received and filed; and

**FURTHER THAT** Council made a motion to support this cause and contribute five hundred dollars towards this fundraising.

Carried Unanimously

**b) Jackie Touchet, President, Prince Rupert Gymnastics Association  
RE: Thank You**

21-066 Moved by: Councillor Franzen  
Seconded by: Councillor Brown

**THAT** the letter dated April 9<sup>th</sup>, 2021 thanking Council for supporting the Prince Rupert Gymnastics Association be received and filed.

Carried Unanimously

**REPORTS:**

**a) Polly Pereira, Director of Corporate Administrative Services and Strategic Projects  
RE: Wampler Way Road South**

Council was provided a report explaining why staff is proposing to move the current gate to a new location. Staff have been working on cleaning up the community and in order to prevent transfer of vessels, derelict vehicles, etc from moving around in the community it was proposed moving the gate from its current location to Skeena Drive. It was also discussed that a new gate be installed by the adjacent property owner and leave the existing one in its current location. The decommission of the road was also suggested.

21-067 Moved by: Councillor Kristoff  
Seconded by: Councillor Franzen

**NOW THEREFORE BE IT RESOLVED** that Council approves the relocation of the gate to Skeena Drive.

Carried Unanimously

**b) Danielle Myles Wilson, Chief Administrative Officer  
RE: Amendment to CN lease for Porpoise Drive**

Council was provided a report outlining the required work that needs to be done before the whistling cessation can happen, which includes the installation of fencing along Porpoise Drive. Staff has obtained a quote for the fencing and will be managing this contract – full costs will be covered by CN. The estimated timeline to complete this project will be 4-6 weeks. Additional work needs to be completed but is not required for whistling cessation.

21-068 Moved by: Councillor Franzen  
Seconded by: Councillor Kirstoff

**NOW THEREFORE BE IT RESOLVED** that Council approves to have the CAO sign the amendment to the CN lease agreement for Porpoise Drive that would result in the District taking responsibility and ownership of a new safety fence required for whistling cessation.

Carried Unanimously

**BYLAWS:**

- a) **Polly Pereira, Director of Corporate Administrative Services and Strategic Projects**  
**RE: District of Port Edward Official Community Plan Bylaw # 712, 2020**

21-069 Moved by: Councillor Franzen  
Seconded by: Councillor Brown

**THAT** the proposed bylaw be received as submitted; and

**WHEREAS** this bylaw received first on September 8, 2020 changes were made to remove the emphasis on the proposed Pacific Northwest LNG and incorporate Council's current strategic plan priorities. Also the new Neighbourhood Plan for Harbourview has been added to this bylaw.

**NOW THEREFORE BE IT RESOLVED THAT** the District of Port Edward Official Community Plan Bylaw # 712, 2020 be given second reading.

Carried Unanimously

- b) **Polly Pereira, Director of Corporate Administrative Services and Strategic Projects**  
**RE: District of Port Edward Zoning Bylaw # 713, 2020**

21-070 Moved by: Councillor Franzen  
Seconded by: Councillor Kristoff

**THAT** the proposed bylaw be received as submitted; and

**WHEREAS** this bylaw received first on September 8, 2020 changes were made to remove the emphasis on the proposed Pacific Northwest LNG and incorporate Council's current strategic plan priorities. Updated language and requirements for manufactured homes, outdoor storage, temporary buildings/structures and parking on residential properties. New zoning for the former trailer court property to R1, update other properties including several rezoning so that all maps are current and updated. Added a new classification "Quarry" to this bylaw and removed Junk Yards from M3 zoning.

**NOW THEREFORE BE IT RESOLVED THAT** the District of Port Edward Zoning Bylaw # 713, 2020 be given second reading.

Carried Unanimously

- c) **Lorraine Page, Director of Finance**  
**RE: District of Port Edward 5-Year Financial Plan Bylaw # 721, 2021**

21-071 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

**THAT** the proposed bylaw be received as submitted; and

**WHEREAS** annually a financial plan is required as well as a proposed budget, this information was provided to residents on April 13, 2021 and posted online on our website and social media. No comments or inquiries from the public to date were received; and

**NOW THEREFORE BE IT RESOLVED THAT** the District of Port Edward 5-Year Financial Plan Bylaw # 721, 2021 be given first, second and third reading as presented.

Carried Unanimously

- d) **Lorraine Page, Director of Finance**  
**RE: District of Port Edward Tax Rate Bylaw # 722, 2021**

21-072 Moved by: Councillor Franzen  
Seconded by: Councillor Kristoff

**THAT** the proposed bylaw be received as submitted; and

**WHEREAS** annually Council must impose property value taxes for the year by establishing a tax rate before May 15<sup>th</sup> each year. This year the budget does not impose a tax increase for 2021; and

**NOW THEREFORE BE IT RESOLVED THAT** the District of Port Edward Tax Rate Bylaw # 722, 2021 be given first, second and third reading as presented.

Carried Unanimously

**NEW BUSINESS:**

**a) Council  
RE: Spring Clean Up**

Council inquired if we were having the annual Spring Clean up. Staff informed Council that we have some projects that have been assign to our Public Works staff that have a high priority and we may be able to accommodate a clean up in the fall.

21-073 Moved by: Councillor Brown  
Seconded by: Councillor Kristoff

**THAT** Council made a motion to move the Spring Clean up to the fall, September 2021.

Carried Unanimously

**b) Rainbow Lake Road**

Council was updated by our CAO on the state of the road at Rainbow Lake, its in bad condition. This area is crown land and its not our responsibility to maintain.

21-074 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

**THAT** staff get a quote on the cost of fixing the road and potential options on how to fund this project and that this item be brought to Council for consideration and possible support of this project.

Carried Unanimously

**REPORTS ON  
COUNCIL ACTIVITIES:**

**Councillor Franzen**

Reported on the North Coast Regional District Board meeting.

**Mayor Bjorndal**

Reported on a meeting with Jennifer Rice, North Coast MLA  
Reported on a meeting with Metlakatla Chief Harold Leighton



**ADJOURNMENT:**

21-075            On a motion by Councillor Kristoff the meeting was adjourned at 8:37 pm on  
Tuesday, April 27, 2021.

Carried Unanimously

**CERTIFIED CORRECT**

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Mayor

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Director of Corporate Administrative  
Services

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## DISTRICT OF PORT EDWARD FINANCIAL PLAN BYLAW NO. 721, 2021

### A BYLAW OF THE DISTRICT OF PORT EDWARD RESPECTING THE 5 YEAR FINANCIAL PLAN 2021 – 2025

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 Financial Plan of the District of Port Edward, for the years ending December 31, 2021, 2022, 2023, 2024 and 2025.
2. This bylaw may be cited for all purposes as the "District of Port Edward 5-Year Financial Plan Bylaw No. 721, 2021."

READ a first time this 27<sup>th</sup> day of April, 2021;  
READ a second time this 27<sup>th</sup> day of April, 2021;  
READ a third time this 27<sup>th</sup> day of April, 2021;

RECONSIDERED AND ADOPTED this <sup>th</sup> day of May, 2021.

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Knut Bjorndal  
Mayor

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Polly Pereira  
Director of Corporate Administrative Services

Certified a true copy of Bylaw 721, 2021  
cited as "5 Year Financial Plan Bylaw No. 721, 2021 "

**Schedule "A"**  
**"District of Port Edward 5-Year Financial Plan Bylaw No. 721, 2021"**

	2021		2022		2023		2024		2025	
<b>REVENUES:</b>										
<b>TAXES:</b>										
RESIDENTIAL, CLASS 1	187,172	5%	189,044	5%	190,935	6%	192,844	6%	194,772	6%
UTILITY, CLASS 2	544,469	15%	549,913	15%	555,412	18%	560,967	18%	566,576	18%
MAJOR INDUSTRY, CLASS 4	-	0%	-	0%	-	0%	-	0%	-	0%
LIGHT INDUSTRY, CLASS 5	17,034	0%	17,205	0%	17,377	1%	17,550	1%	17,726	1%
BUSINESS/OTHER, CLASS 6	183,613	5%	185,449	5%	187,303	6%	189,176	6%	191,068	6%
RECREATION/NON-PROFIT, CLASS 8	2,073	0%	2,093	0%	2,114	0%	2,136	0%	2,157	0%
FRONTAGE & PARCEL TAXES	101,992	3%	103,012	3%	104,042	3%	105,083	3%	106,133	3%
WATER & SEWER USER RATES	290,000	8%	292,900	8%	295,829	9%	298,787	9%	301,775	10%
GRANTS IN LIEU OF TAXES	86,000	2%	86,000	2%	86,860	3%	87,729	3%	88,606	3%
RIDLEY ISLAND TAX SHARE	825,000	23%	800,000	23%	808,000	26%	816,080	26%	824,241	27%
FRANCHISE FEES	120,000	3%	121,200	3%	122,412	4%	123,636	4%	124,872	4%
SALE OF SERVICES & OWN SOURCES	184,800	5%	201,548	6%	203,563	6%	205,599	6%	207,655	7%
COMMUNITY PROTECTION GRANT	305,000	9%	308,050	9%	311,131	10%	314,242	10%	317,384	10%
OTHER GRANTS	58,000	2%	58,000	2%	58,000	2%	58,000	2%	58,000	2%
INTEREST & PENALTIES	94,500	3%	94,745	3%	84,992	3%	85,842	3%	86,701	3%
TRANSFER FROM OTHER FUNDS	533,500	15%	515,000	15%	137,000	4%	125,000	4%	20,000	1%
<b>TOTAL REVENUES</b>	<b>\$ 3,533,153</b>	<b>100%</b>	<b>\$ 3,524,159</b>	<b>100%</b>	<b>\$ 3,164,971</b>	<b>100%</b>	<b>\$ 3,182,671</b>	<b>100%</b>	<b>\$ 3,107,667</b>	<b>100%</b>
<b>EXPENDITURES:</b>										
DEBT INTEREST	57,750	2%	57,750	2%	57,750	2%	57,750	2%	57,750	2%
DEBT PRINCIPAL	74,912	2%	74,912	2%	74,912	2%	74,912	2%	74,912	3%
GENERAL GOVERNMENT SERVICES	906,450	26%	921,079	26%	942,608	30%	953,019	30%	968,545	33%
BC TRANSIT	54,000	2%	54,540	2%	55,085	2%	55,636	2%	56,193	2%
PUBLIC WORKS SERVICES	820,700	24%	833,811	24%	843,915	27%	858,066	27%	870,602	29%
PROTECTIVE SERVICES	94,918	3%	96,156	3%	97,341	3%	98,481	3%	99,678	3%
SEWER SERVICES	131,985	4%	118,997	3%	120,634	4%	122,295	4%	124,447	4%
WATER SERVICES	244,125	7%	243,693	7%	246,743	8%	249,836	8%	253,610	9%
TRANSFER TO RESERVES	550,000	16%	550,000	16%	550,000	18%	550,000	17%	450,000	15%
CAPITAL EXPENDITURES	533,500	15%	515,000	15%	137,000	4%	125,000	4%	20,000	1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,468,340</b>	<b>100%</b>	<b>\$ 3,465,938</b>	<b>100%</b>	<b>\$ 3,125,988</b>	<b>100%</b>	<b>\$ 3,144,996</b>	<b>100%</b>	<b>\$ 2,975,736</b>	<b>100%</b>
<b>BUDGETED SURPLUS (-) or DEFICIT</b>	<b>\$ (64,813)</b>		<b>\$ (58,221)</b>		<b>\$ (38,983)</b>		<b>\$ (37,675)</b>		<b>\$ (131,931)</b>	
<b>TOTAL</b>	<b>\$ 3,533,153</b>	<b>100%</b>	<b>\$ 3,524,159</b>	<b>100%</b>	<b>\$ 3,164,971</b>	<b>100%</b>	<b>\$ 3,182,671</b>	<b>100%</b>	<b>\$ 3,107,667</b>	<b>100%</b>

Permissive Tax Exemption:  
 Anglican Synod Diocese of Caledonia

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## DISTRICT OF PORT EDWARD TAX RATES BYLAW NO. 722, 2021

### A BYLAW FOR THE LEVYING OF RATES FOR MUNICIPAL, HOSPITAL, AND REGIONAL DISTRICT PURPOSES FOR THE YEAR 2021

As per the Community Charter, Part 7 – Financial Management Section 197, the Council of the District of Port Edward, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2021.
  - a) For all lawful general purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of the Schedule attached hereto and forming a part hereof.
  - b) For the purposes of the North Coast Regional District on the value of land and improvements taxable for North Coast Regional District purposes, rates appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
  - c) For Hospital purposes on the value of land and improvements taxable for the North West Regional Hospital District purposes, rates appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00)
3. This bylaw may be cited for all purposes as "Tax Rates Bylaw No. 722, 2021".

READ a first time this 27<sup>th</sup> day of April, 2021;  
READ a second time this 27<sup>th</sup> day of April, 2021;  
READ a third time this 27<sup>th</sup> day of April, 2021;

RECONSIDERED AND ADOPTED THIS <sup>th</sup> day of May 2021.

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Knut Bjorndal  
Mayor

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Polly Pereira  
Director of Corporate Administrative Services

Certified a true copy of Bylaw 722, 2021  
cited as "Tax Rates Bylaw No. 722, 2021"

SCHEDULE "A"

2021 PROPERTY TAX RATE SCHEDULE

TAX RATES BYLAW NO. 722, 2021

(DOLLARS OF TAX PER \$1,000 TAXABLE VALUE)

	General Municipal		North Coast Regional District		Northwest Regional Hospital District	
	Column "A"		Column "B"		Column "C"	
	2021	2020	2021	2020	2021	2020
1 Residential	3.4989	3.6425	0.6636	0.5679	0.5722	0.5862
2 Utility	40.0000	40.0000	2.3226	1.9878	2.0025	2.0517
5 Light Industrial	18.2634	21.0585	2.2563	1.9310	1.9453	1.9931
6 Business	13.7128	12.7264	1.6258	1.3915	1.4018	1.4362
8 Recreational	4.2002	4.3102	0.6636	0.5679	0.5722	0.5862
<b>Totals</b>	<b>79.6753</b>	<b>81.7375</b>	<b>7.5319</b>	<b>6.4461</b>	<b>6.4940</b>	<b>6.6535</b>