



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

Tuesday, March 14, 2023

7:00 PM

District of Port Edward Council Chambers

Zoom Link Join: <https://us06web.zoom.us/j/82597361485>

Meeting ID: 825 9736 1485

Type of meeting:	Regular
Chair:	Mayor Knut Bjorndal
Councillors:	Dan Franzen, James Brown, Colleen McDonald and Christine Mackenzie
Chief Administrative Officer	Robert Grodecki
Director of Corporate Administrative Services & Strategic Projects	Polly Pereira Lorraine Page
Director of Finance	

## Agenda Topics

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

1. Adoption of Agenda  
Agenda dated March 14, 2023
2. Adoption of Minutes  
Minutes of the February 28, 2023 Regular Meeting
3. Business Arising

**4. Petitions & Delegation**

- 5. Correspondence**
- a) Niki Kristoff, Port Edward Event Planners  
**RE: Grant in Aid**
  - b) Lee Brain, VP- Community & Stakeholder Relations  
**RE: Citywest- Letter of Support**

**6. Reports**

- 7. Bylaws**
- a) Polly Pereira, Director of Corporate Administrative Officer  
**RE: Council Remuneration Amendment Bylaw # 742, 2023**

**8. New Business**

- 9. Reports on Council Activities**
- RE: North Coast Regional District –February 2023 Board Highlights - (*for Information*)**

- 10. Reports from In-Camera**
- RE: Property Update**

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

**12. In-Camera**

**13. Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT  
OF PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY FEBRUARY  
28, 2023**

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**PRESENT:**

**COUNCIL**

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

**ADMINISTRATION:**

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

**CALL TO ORDER:**

Mayor Knut Bjorndal called the meeting to order at 7:02 pm on Tuesday, February 28, 2023.

**AGENDA:**

23-041 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

**THAT** the agenda dated February 28, 2023 be amended to include item 5d  
(Ts'ap Basketball Team request for support); and

**FURTHER THAT** the Agenda be adopted as amended.

Carried Unanimously

**MINUTES:**

23-042 Moved by: Councillor Franzen  
Seconded by: Councillor MacKenzie

**THAT** the minutes of the Public Hering and Regular Meeting of Council  
dated February 14, 2023 be adopted as presented.

Carried Unanimously

**BUSINESS ARISING:**

**PETITIONS AND/OR DELEGATION:**

**CORRESPONDENCE:**

a) **Charles Hays Secondary School**  
**RE: Advertisement**

23-043 Moved by: Councillor Brown  
Seconded by: Councillor McDonald

**THAT** the email dated February 6, 2023 requesting to purchase an ad in Charles Hays Secondary School yearbook be received and filed; and

**FURTHER THAT** Council made a motion to purchase ½ page ad for one hundred and fifty dollars.

Carried Unanimously

**b) Alisa Thompson, Executive Director, North West Regional Hospital District**

**RE: Letter of Support**

23-044 Moved by: Councillor McDonald  
Seconded by: Councillor Brown

**THAT** the email dated February 21, 2023 requesting a letter of support towards the replacement of the Bulkley Valley District Hospital in Smithers be received and filed; and

**FURTHER THAT** Council send a letter of support.

Carried Unanimously

**c) Sherry Beal, North Coast Community Services Society**  
**RE: Grant in Aid**

23-045 Moved by: Councillor Franzen  
Seconded by: Councillor MacKenzie

**THAT** the email grant application dated February 22, 2023 requesting support towards the Kaieen Fishing Derby fundraiser be received and filed; and

**FURTHER THAT** Council will contribute five hundred dollars towards this event and that staff request that any signs used to advertise this event in Port Edward be removed after the event.

Carried Unanimously

**d) Natash Brown, Team Manager, Ts'ap Basketball Team**  
**RE: Financial Support**

23-046 Moved by: Councillor Brown  
Seconded by: Councillor McDonald

**THAT** the emailed letter requesting financial support towards the u17 First Nations basketball team be received and filed; and

**FURTHER THAT** Council will contribute two hundred dollars towards their tournament.

Carried Unanimously

**REPORTS:**

- a) **Polly Pereira, Director of Corporate Administrative Officer**  
**RE: Robert Grodecki Appointments**

23-047 Moved by: Councillor MacKenzie  
Seconded by: Councillor Brown

Council was provided a report from the Director of Corporate Administrative Services dated February 28, 2023 requesting that Council appoint Robert Grodecki as the new Chief Administrative Officer. Council must also authorize Mr. Grodecki to sign legal agreements or contracts on behalf of the District of Port Edward. Council also must appoint Robert Grodecki as the Approving Officer for the District of Port Edward.

**THEREFORE BE IT RESOLVED THAT** Council appoints Robert Grodecki as the District of Port Edward Chief Administrative Officer, Approving Officer and an authorized signee on behalf of the District of Port Edward.

Carried Unanimously

**BYLAWS:**

- a) **Polly Pereira, Director of Corporate Administrative Officer**  
**RE: OCP Amendment Bylaw # 738, 2023**

23-048 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

Council was provided a report from the Corporate Officer dated February 28, 2023, this bylaw received first and second reading on January 24, 2023. A public hearing was held on February 14, 2023 along with third reading. The Ministry of Transportation and Infrastructure approval was given on February 16, 2023 and is now presented for fourth reading and adoption.

**NOW THEREFORE BE IT RESOLVED THAT** Council gives OCP Amendment Bylaw # 738, 2023 fourth reading and adoption.

Carried Unanimously

**b) Polly Pereira, Director of Corporate Administrative Officer  
RE: Zoning Amendment Bylaw # 739, 2023**

23-049 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

Council was provided a report from the Corporate Officer dated February 28, 2023, this bylaw received first and second reading on January 24, 2023. A public hearing was held on February 14, 2023 along with third reading. The Ministry of Transportation and Infrastructure approval was given on February 16, 2023 and is now presented for fourth reading and adoption.

**NOW THEREFORE BE IT RESOLVED THAT** Council gives Zoning Amendment Bylaw # 739, 2023 fourth reading and adoption.

Carried Unanimously

**c) Polly Pereira, Director of Corporate Administrative Officer  
RE: Council Remuneration Amendment Bylaw # 742, 2023**

23-050 Moved by: Councillor Franzen  
Seconded by: Councillor MacKenzie

Council was provided a report from the Corporate Officer dated February 28, 2023, Council Remuneration Bylaw # 740, 2023 was adopted on February 14, 2023 and a mistake was made to Schedule A. Council remuneration table was not correct, we are now presenting to Council an amendment to Schedule A to correct the mistake.

**NOW THEREFORE BE IT RESOLVED THAT** Council gives Council Remuneration Amendment Bylaw # 742, 2023 first, second and third reading.

Carried Unanimously

**NEW BUSINESS:**

**REPORTS ON  
COUNCIL ACTIVITIES:**

**Mayor**

Attended the Port Edward Historical Society Strategic Planning Workshop  
Attended the District of Port Edward Strategic Planning Workshop along with all the Councillors and senior staff  
Attended the Resource Benefit Alliance meeting

**REPORTS FROM**

**IN-CAMERA:**

**QUESTIONS FROM AUDIENCE:**

**IN- CAMERA:**

An inquire was made regarding the fish in the lake above the rezoned property above.

**ADJOURNMENT:**

23-051      On a motion by Councillor Franzen the meeting was adjourned at 7:40 pm on Tuesday, February 28<sup>th</sup>, 2023.

Carried Unanimously

**CERTIFIED CORRECT**

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Mayor

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Polly Pereira, Director Corporate  
Administrative Services and Strategic Projects

5a

**From:** Niki Kristoff  
**Sent:** March 6, 2023 3:07 PM  
**To:** Polly Pereira  
**Subject:** Grant In Aid Application

Hi Polly,

Please find attached a Grant In Aid Application.

The Port Edward Event Planners is organizing 3 events this year and would like to ask council if they would be willing to waive the fee for the use of the Community Center and the required insurance for these events.

We will be holding the following events :

May 6, 2023 – Port Edward Clean Up Day

June 17, 2023 – Kick Off to Summer BBQ

November 4, 2023 – Craft Fair / Garage Sale

In addition we would also like to ask council if the District of Port Edward Public Works department could supply their garbage truck and a driver to assist on May 6<sup>th</sup> for the Port Edward Clean Up Day as they had done in the past.

Thank you for taking the time to consider our request,

**Niki Kristoff**

***PORT EDWARD EVENT PLANNERS***

Mailing Address: Box 1106, Port Edward, B.C., V0V 1G0

Ph: (250) 628-9281

Fax: (250) 628-9282

Email: nikik@kristofftransport.com



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## **District of Port Edward**

### **Grant in Aid Application Form**

**POLICY #2020-1**

**Name of Organization:** Port Edward Event Planners

**Date:** March 6, 2023

**Contact Person:** Niki Kristoff

**Phone Number:** 250-628-9281

**Amount of grant requested:** \$500.00

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

The Port Edward Event Planners is requesting this grant to assist with our annual Port Edward Clean Up Day and BBQ on May 6, 2023

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

The PEEP's is a non profit organization. We are holding our annual garbage clean up day to help keep our community Clean, Neat and Green, while bringing its citizens together to promote community spirt and pride in where we live. After the clean up we will be hosting a free BBQ and door prizes for the participants.

February 21, 2022<sup>3</sup>

5b

**Robert Grodecki, CAO**  
PO Box 1100, Port Edward, BC V0V 1G0  
info@portedward.ca  
250.628.3667

Dear Robert Grodecki,

**Re: Proposed project, to build/upgrade broadband Internet infrastructure by CityWest**

We are writing to notify you that we are planning to propose a project, Resiliency for Haida Gwaii, for funding from the Canadian Radio-television and Telecommunications Commission's (CRTC) Broadband Fund.

The CRTC's Broadband Fund was established to distribute funding to projects that will involve building or upgrading broadband Internet and mobile wireless infrastructure to improve access to these services in underserved areas in Canada. The CRTC has issued a call for applications for funding, and the application deadline is 18 April 2023.

If selected for funding, the proposed project will provide a redundant subsea fibre optic link to Haida Gwaii from a geographically diverse locations (Hartley Bay to Skidegate, via Sandspit) on the Connected Coast Network. This new subsea link will compliment the recently activated link between Bonilla Island and Tlell by providing one-to-one redundancy on the island in the event of damage to the existing fibre optic cable or equipment. Currently the island relies on ~1.5G of microwave as the only alternative to the Connected Coast network, which is significantly undersized compared to the existing fibre optic system.

In addition to Haida Gwaii, the proposed link would also enhance resiliency for other north coast communities such as Kitkatla, Oona River, Lax Kw'alaams, Prince Rupert (and strengthen the entire highway 16 telecom corridor) by providing an alternative network path in the event of damage to Connected Coast between Oona River and Hartley Bay.

The CRTC will be evaluating the quality of our consultation with affected communities. The project will be considered to be of higher quality based on the demonstrated level of engagement and the evidence of support from the affected community.

If you support our proposed project, we ask that you provide us with a letter of support. Our project will have a greater chance of being selected to receive funding if we provide the CRTC with evidence of your support.

We invite you to contact us at your earliest convenience should you wish to discuss our proposed project, ask any questions, or express any concerns.

If possible, we would appreciate receiving a response, preferably in writing, by Tuesday, March 17, 2023, although the CRTC has stated that community consultation documents can be submitted after the application deadline has passed. Should you require more time, or if you would prefer to discuss by phone or in person, please let us know. We may be contacted at:

**Attn: Lee Brain**  
VP - Community & Stakeholder Relations  
[lee.brain@cwct.ca](mailto:lee.brain@cwct.ca)  
250.600.4533

RE: [Resiliency for Haida Gwaii, Community Consultation]

Alternatively, you may also submit documents directly to the CRTC Broadband Fund team at [FLB-BBF@crtc.gc.ca](mailto:FLB-BBF@crtc.gc.ca) or by mail at 1 Promenade du Portage, Gatineau, QC, J8X 4B1. Any documents submitted directly to the CRTC should also be submitted to the applicant.

We look forward to receiving your response and engaging in further discussions with you with regards to our proposed project.

With kind regards,

**Lee Brain**



# MEMORANDUM

**DATE:** February 15, 2022  
**SUBJECT:** Resiliency for Haida Gwaii & Northern BC Project

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**Purpose:**

The following is a summary that contextualizes the current state, rationale, scope, and benefits for a proposed project that would see a second (redundant) link to Haida Gwaii.

The goal of this memorandum is to gain written support letters from local government and First Nations to compliment a funding request through CRTC's "Broadband Fund" program's 3<sup>rd</sup> intake.

**Current State & Rationale:**

CityWest, via it's Connected Coast network, provides bandwidth through a subsea fibre-optic cable that stretches from Bonilla Island to Tlell, across the Hecate Strait. This fibre-optic cable is capable of providing enough bandwidth to Haida Gwaii, but there is no suitable redundant (back-up) link if the cable is damaged.

By bringing a secondary cable to Haida Gwaii, we minimize the chance of the island losing connectivity. Redundancy in any network is essential to provide a seamless, uninterrupted user experience and continuity of essential services.

The current failsafe for Haida Gwaii is a microwave radio link from Prince Rupert with a capacity of only 1.3Gbps for the entire island. The current requests for transport service from internet providers for Haida Gwaii totals 50Gbps. Our current Connected Coast link can provide more bandwidth to a single last-mile residential customer than the entire microwave radio link.

There is no redundant solution with comparable bandwidth if the existing subsea cable is damaged and in the event of damage, critical services (including 911, emergency services, and Early Earthquake warning) and overall user experience would be severely impacted.

**Project Scope Summary:**

The proposed project includes laying approximately 230km of new subsea cable between the existing Connected Coast site in Hartley Bay and new landings at Block Islands (passive landing / splice point), Sandspit and Skidegate. From Skidegate it would then connect to existing fibre between Skidegate and Tlell, interconnecting again with Connected Coast and 'closing' the network ring (see accompanying map).

The electronics / networking components would match the equipment used under Connected Coast, allowing for a 1:1 failover of total bandwidth, thereby ensuring that in the event of damage to one of the links, services would continue with no impact. The equipment provides for 100Gbps of transport at inception and easily scales beyond that as demand increases.

The expected budget for this project is approximately 5.8M.

**Benefits:**

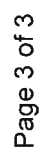
Although primarily a direct benefit for the 5000 residents Haida Gwaii the proposed system would also provide additional critical resiliency for:

- Kitkatla;

- Oona River;
- Lax Kw'alaams; and
- enhance resiliency for Prince Rupert and the entire northwest of BC (along Highway 16) as this new link would also provide alternative traffic routing should Connected Coast be damaged between Oona River and Hartley Bay.

In addition to resiliency to the region described above, the system would provide:

- new open access locations for Internet Service Providers to connect to (at Sandspit and Skidegate).
- a future proof, scalable network platform that can grow with the regions needs





# DISTRICT OF PORT EDWARD

Director of Corporate  
Administrative Services

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## COUNCIL REPORT FOR CONSIDERATION

**Date:** March 14, 2023

**To:** Robert Grodecki, Chief Administrative Officer

**From:** Polly Pereira, Director of Corporate Administrative Services

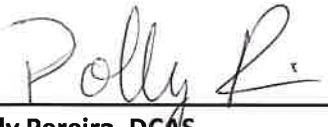
**Subject:** Council Remuneration Amendment Bylaw # 742, 2023

**RECOMMENDATION:** That Council gives "Council Remuneration Amendment Bylaw #. 742, 2023" be given fourth reading and adoption.

### Background

Council Remuneration Amendment bylaw #742, 2023 received first, second and third reading at the last Council meeting on February 28, 2023. It is now presented to Council for fourth reading and adoption.

**Prepared By:**

  
Polly Pereira, DCAS

  
Robert Grodecki, CAO

#### Strategic Plan Priority Aligned With:

- ☒ Well Planned Finances
- ☐ Well Planned, Maintained, Financed Public Works & Infrastructure
- ☐ Growing & Progressive Economic Development
- ☐ High Quality of Life & Community Development
- ☐ Strong District Organization

**Budgetary Impact:**



## **DISTRICT OF PORT EDWARD COUNCIL REMUNERATION AMENDMENT BYLAW NO. 742, 2023**

**WHEREAS** Pursuant to the Community Charter which provides for the payment of remuneration to Council members a correction is necessary to amend Council Remuneration Bylaw No. 740, 2023  
“Schedule A”

1. This bylaw may be cited for all purposes as the "Council Remuneration Amendment Bylaw No. 742, 2023.”

READ a first time this 28<sup>th</sup> day of February, 2023;  
READ a second time this 28<sup>th</sup> day of February, 2023;  
READ a third time this 28<sup>th</sup> day of February, 2023;

RECONSIDERED AND ADOPTED this    day of March, 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 No. 742  
cited as “District of Port Edward Council  
Remuneration Amendment No. 742, 2023.”



**SCHEDULE "A"**

**ANNUAL INDEMNITIES AND ALLOWANCE FOR MAYOR AND COUNCILLORS**

	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>MAYOR</b>	\$18,390	\$19,053	\$20,425
<b>COUNCILLORS</b>	\$10,746	\$11,133	\$11,935

**CAR ALLOWANCE FOR THE USE OF PERSONAL VEHICLE TO ATTEND COUNCIL BUSINESS WITHIN THE  
PRINCE RUPERT AND PORT EDWARD AREA**

	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>MAYOR</b>	\$150	\$150	\$150
<b>COUNCILLORS</b>	\$150	\$150	\$150

**CELL PHONE ALLOWANCE FOR THE USE OF PERSONAL CELL PHONE TO FACILITATE COMMUNICATION  
WITH STAFF AND TO CONDUCT COUNCIL BUSINESS IF NECESSARY**

	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>COUNCILLORS</b>	\$180	\$180	\$180

## **Board Highlights**

February 2023

### **Delegations:**

Gary Coons, Director, BC Ferry Authority Board, provided an update as the BC Ferry Authority's Northern Coastal and North Vancouver Island Appointment Area Representative. Mr. Coons discussed BC Ferries' governance, executive compensation, and performance term 6. Mr. Coons also requested that the North Coast Regional District (NCRD) keep him apprised of any relevant discussions or meetings pertaining to BC Ferries so he is able to advocate on behalf of the NCRD. The Chair of the Board thanked Mr. Coons.

### **Board Business:**

1. The Parcel Tax Roll Review Panel authenticated the 2023 Parcel Tax Roll.
2. The Board passed a third reading and adopted the Islands Solid Waste Management Amendment Bylaw No. 271.2, 2023.
3. The Board supported BC Hydro's License of Occupation for the installation of two helipads on the east bank of the Ecstall River.
4. Taylor Bachrach, Member of Parliament attended the February 10, 2023 Regular Board Meeting and expressed that it was great to be back in the North Coast Regional District. Mr. Bachrach provided an update on federal initiatives.
5. On February 11, 2023, the Board held its Round 2 Budget meeting to consider the NCRD's 2023-2027 Five-Year Financial Plan. The Round 3 Budget meeting is scheduled for March 8, 2022 at 7:00 P.M. To learn more about the NCRD's financial planning visit the 2023-2027 NCRD Financial Plan Consultation webpage.

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