

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



Tuesday, May 25, 2021

7:00 PM

District of Port Edward Council Chambers  
Zoom Invite Link: <https://zoom.us/j/94467609888>

Meeting ID: 944 6760 9888

<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

**5:00PM MOTION TO MOVE INTO IN-CAMERA AND CLOSE THE MEETING TO THE PUBLIC AS PER COMMUNITY CHARTER SECTION 90 (1)(e) & (k)**

1. Adoption of

Agenda dated May 25, 2021

## Agenda

2. **Adoption of Minutes** Minutes of the May 11, 2021 Regular Meeting
3. **Business Arising**
4. **Petitions & Delegation**
5. **Correspondence**
6. **Reports**
  - a) Lorrain Page, Director of Finance  
RE: **Increase Capital Budget**
7. **Bylaws**
  - a) Polly Pereira Director of Corporate Administrative Services  
RE: **District of Port Edward Official Community Plan Bylaw # 712, 202-3rd Reading**
  - b) Polly Pereira Director of Corporate Administrative Services  
RE: **District of Port Edward Zoning Bylaw # 713, 2020- 3<sup>rd</sup> Reading**
8. **New Business**
9. **Reports on Council Activities**
10. **Reports from In-Camera**
11. **Questions from Audience**
12. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF PORT EDWARD, HELD VIA ZOOM ON TUESDAY, MAY 11, 2021**

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**PRESENT:**

**COUNCIL**

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

**ADMINISTRATION:**

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

**MEDIA IN ATTENDANCE:**

**OTHER:**

**MOVED TO IN-CAMERA SPECIAL COUNCIL**

**An In-Camera Meeting was called to order at 3:00 pm and closed to the public as per Community Charter Section 90(1)(m).**

**Also a second In-Camera Meeting was called to order at 6:00 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 7:00 pm on Tuesday, May 11, 2021.

**AGENDA:**

21-076      Moved by: Councillor Franzen  
                  Seconded by: Councillor Brown

**THAT** the Agenda dated May 11, 2021 be adopted as presented.

Carried Unanimously

**MINUTES:**

21-077      Moved by: Councillor Franzen  
                  Seconded by: Councillor Brown

**THAT** the minutes of the Regular Meeting of Council dated April 27, 2021 be adopted as presented.

Carried Unanimously

**BUSINESS ARISING:**

**PETITIONS AND/OR DELEGATION:**

**CORRESPONDENCE:**

**BYLAWS:**

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

21-078 Moved by: Councillor Brown  
Seconded by: Councillor MacKenzie

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

**WHEREAS** this bylaw was presented to Council at the April 27, 2021 Council meeting and was given first, second and third reading; and

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

Carried Unanimously

- b) **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** this bylaw was presented to Council at the April 27, 2021 Council meeting and was given first, second and third reading; and

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

Carried Unanimously

**NEW BUSINESS:**

**REPORTS ON  
COUNCIL ACTIVITIES:**

**Mayor Bjorndal**

Reported on a meeting with Northern Health

**ADJOURNMENT:**

21-080      On a motion by Councillor Franzen the meeting was adjourned at 7:11 pm on  
Tuesday, May 11, 2021.

Carried Unanimously

**CERTIFIED CORRECT**

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Mayor

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Director of Corporate Administrative  
Services



6a

## DISTRICT OF PORT EDWARD

### COUNCIL REPORT FOR DECISION

**Date:** May 25, 2021  
**To:** Mayor and Council  
**From:** Danielle Myles Wilson, Chief Administrative Officer

**Subject:** Increase in capital budget for new forklift purchase

**RECOMMENDATION 1:** That Council approve an increase to the capital budget from \$15,000 to \$43,500 for a new forklift purchase.

**BACKGROUND:**

The 2021 approved capital budget earmarked \$15,000 for a used forklift. The current forklift owned by the District is used primarily for water treatment supplies, but also in the Public Works yard for various cargo loading and unloading. The current forklift is a 1985 unit and is now needing to be aged out of service. In 2020, there were used pieces of equipment in the regional market that staff were interested in securing and at this point in time little used stock is available at lower cost; after cost benefit analysis it is apparent that for long term cost effectiveness it would be more prudent to purchase a new forklift with warrantee.

Therefore, it is requested that Council approve an increase in the capital budget of \$28,500 with funds to come from our existing machinery and equipment reserve funds so that a new forklift can be purchased as soon as possible.

**Reviewed By:**

Lorraine Page, Director of Finance

**Approved for Submission to Council :**

Danielle Myles Wilson, 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:** \$43,500 from equipment capital reserve. 2021 end balance previously projected at \$601,547.



7a

**DISTRICT OF PORT EDWARD  
OFFICIAL COMMUNITY PLAN BYLAW NO. 712, 2020**

**WHEREAS** the Council, under the authority of the Local Government Act, wishes to adopt an Official Community Plan;

**AND WHEREAS** Council may adopt an Official Community Plan by Bylaw, and each reading of the Bylaw must receive an affirmative vote of a majority of all members of Council;

**AND WHEREAS** the District has provided opportunities they consider appropriate for consultation with persons, organizations and authorities they consider will be affected.

**NOW THEREFORE**, the Council of the District of Port Edward, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. This bylaw may be cited as the **“District of Port Edward Official Community Plan Bylaw No. 712, 2020.”**

**Schedules**

2. The following schedules attached hereto form an integral part of this Official Community Plan Bylaw.
  - (1) Schedule A – Official Community Plan Bylaw Text
  - (2) Schedule B – Long Range Land Use District Map
  - (3) Schedule C – Long Range Land Use Townsite Map
  - (4) Schedule D1 – Servicing (Water)
  - (5) Schedule D2 – Servicing (Sanitary Sewer)
  - (6) Schedule E – Sensitive Natural Features
  - (7) Schedule F – Aerial Mapping

**Repeal**

3. District of Official Community Plan Bylaw No. 539, 2013, and amendments thereto are hereby repealed.

**Severability**

4. If any provisions of this Official Community Plan Bylaw is found invalid by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Official Community Plan Bylaw.

**READ** a first time by Council this 8<sup>th</sup> day of September, 2020

**READ** a second time by Council this 27<sup>th</sup> day of April, 2021

**NOTICE** of a Public Hearing published on 14<sup>th</sup> of May, 2021 and 21<sup>st</sup> of May, 2021

**RECEIVED** a Public Hearing this    day of May, 2021

**READ** a third time by Council this    day of May, 2021

Approved Pursuant to the *Transportation Act*, this \_19<sup>th</sup>\_ day of \_\_May \_\_, 2021 on behalf of the District Manager, Ministry of Transportation and Infrastructure.

Corinne Ellermann, Senior Development Officer, on behalf of  
District Manager, Ministry of Transportation and Infrastructure

**RECONSIDERED** and **ADOPTED** by Council this    day of June, 2021

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Knut Bjorndal, Mayor

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Polly Pereira, Director of Corporate Administrative Services





**DISTRICT OF PORT EDWARD  
ZONING BYLAW NO. 713, 2020**

7b

**WHEREAS** the Council, under the authority of the Local Government Act, wishes to adopt a Zoning Bylaw;

**AND WHEREAS** this Zoning Bylaw has been created to be consistent with and as a companion document to the District of Port Edward Official Community Plan by Bylaw No. 712, 2020;

**AND WHEREAS** the Council pursuant to Section 906 of the Local Government Act may require the provision of off-street parking and loading spaces for any building or structure;

**AND WHEREAS** the Council pursuant to Section 908 of the Local Government Act may regulate the number, size, type, form, appearance and location of any signs;

**AND WHEREAS** the Council pursuant to Section 910 of the Local Government Act may require buildings setback and elevation requirements whereas it is considered flooding may occur on land;

**AND WHEREAS** the District has held a public hearing as required by Section 890 of the Local Government Act.

**NOW THEREFORE**, the Council of the District of Port Edward, in open meeting lawfully assembled, enacts the following:

1. This bylaw may be cited for all purposes the **“District of Port Edward Zoning Bylaw No. 713, 2020.”**

**Applicability**

2. This Bylaw shall be applicable to the land, water, building and structures within the jurisdiction of the District of Port Edward as shown on Schedule B and C, the Official Zoning Maps, which form an integral part of this Bylaw.

**Repeal**

3. District of Official Zoning Bylaw No. 540, 2013, and amendments thereto are hereby repealed.

**Severability**

4. If any provisions of this Zoning Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Zoning Bylaw.

## Schedules

5. The following schedules attached hereto form an integral part of this Zoning Bylaw.

- (1) Schedule A – Zoning Bylaw Text
- (2) Schedule B – Zoning District Map
- (3) Schedule C – Zoning Townsite Map

## Official Zoning Maps

6.

- (1) The location of the zones established by this Bylaw are shown on Schedule B and Schedule C, the Official Zoning Maps of the District of Port Edward
- (2) The regulations for each zone, as set out in Part 5 of this Bylaw, shall be applied to areas designed on the Official Zoning Maps as following a road allowance, waterway or right-of-way, the centre line of such road allowance, waterway or right-of-way shall be the zone boundary.
- (3) When the zone boundary is designated on the Official Zoning Maps as following a road allowance, waterway or right-of-way shall be the zone boundary.
- (4) Where a zone boundary does not follow a legally defined line, and where the distances are not specifically indicated, the location of the boundary shall be determined by scaling for the Official Zoning Maps.

**READ** a first time by Council this 8<sup>th</sup> day of September, 2020

**READ** a second time by Council this 27<sup>th</sup> day of April, 2021

**NOTICE** of a Public Hearing published on 14<sup>th</sup> of May, 2021 and 21<sup>st</sup> of May, 2021

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**READ** a third time by Council this    day of May, 2021

Approved Pursuant to the *Transportation Act*, this   19<sup>th</sup>   day of   May  , 2021 on behalf of the District Manager, Ministry of Transportation and Infrastructure.

  Corinne Ellermann, Senior Development Officer, on behalf of    
District Manager, Ministry of Transportation and Infrastructure

**RECONSIDERED** and **ADOPTED** by Council this    day of June, 2021

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Knut Bjorndal, Mayor

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Polly Pereira, Director of Corporate Administrative  
Services

I hereby certify that the foregoing is a true and correct copy of Bylaw No.713, 2020 cited as "**District of Port Edward Zoning Bylaw No. 713, 2020**" as read a third time by Council for the District of Port Edward on September ,2020.