

Regular Meeting of the Council of the District of Port Edward



Tuesday, November 9, 2021

7:00 PM

District of Port Edward Council Chambers

Zoom Invite Link:

<https://us06web.zoom.us/j/83210596096>

Meeting ID: 832 1059 6096

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

Agenda Topics

**6:30 PM MOTION TO MOVE INTO IN-CAMERA AND CLOSE THE MEETING
TO THE PUBLIC AS PER COMMUNITY CHARTER SECTION 90
(1)(c)**

1. Adoption of Agenda

Agenda dated November 9, 2021

2. **Adoption of Minutes** a) Minutes of the October 12, 2021 Regular Meeting

3. **Business Arising**

4. **Petitions & Delegation**

5. **Correspondence** a) Ellen Witherly, Rotary Club of Prince Rupert
RE: Grant in Aid Request

6. **Reports** a) Polly Pereira, Director of Corporate Administrative Services & Strategic Projects
RE: Fireworks Bylaw and Permitting

b) Polly Pereira, Director of Corporate Administrative Services & Strategic Projects
RE: BC Ambulance & Volunteer Fire Department

7. **Bylaws**

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 IN COUNCIL CHAMBERS, MUNICIPAL HALL ON TUESDAY, OCTOBER 12, 2021

PRESENT:

COUNCIL

Mayor Knut Bjorndal, Chair
Councillor: Franzen, Kristoff and Mackenzie
Zoom: Councillor Brown

Note: Councillor Brown was having technical issues during the meeting.

ADMINISTRATION:

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

MEDIA IN ATTENDANCE:

KJ Millar, The Northern View

OTHER:

**MOVED TO IN-CAMERA
SPECIAL COUNCIL**

An In-Camera Meeting was called to order at 6:30 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, October 12, 2021.

AGENDA:

21-126 Moved by: Councillor MacKenzie
Seconded by: Councillor Kristoff

THAT the Agenda dated October 12, 2021 be adopted as presented.

Carried Unanimously

MINUTES:

21-127 Moved by: Councillor MacKenzie
Seconded by: Councillor Franzen

THAT the minutes of the Regular Meeting of Council dated September 14, 2021 be adopted as presented.

Carried Unanimously

BUSINESS ARISING:

PETITIONS AND/OR DELEGATION:

CORRESPONDENCE:

- a) **Bev Killbery, Prince Rupert Hallowe'en Fest Society**
RE: Grant in Aid Request

21-128 Moved by: Councillor MacKenzie
Seconded by: Councillor Kristoff

THAT the Grant in Aid application requesting Council to support the Annual Hallowe'en Fest be received and filed; and

FURTHER THAT Council contribute five hundred dollars towards this event.

Carried Unanimously

- b) **Kyle Clifton, Prince Rupert Minor Basketball**
RE: Grant in Aid Request

21-129 Moved by: Councillor MacKenzie
Seconded by: Councillor Kristoff

THAT the Grant in Aid application requesting Council to support the Minor Basketball Association be received and filed; and

FURTHER THAT Council contribute two hundred and fifty dollars towards the Prince Rupert Minor Basketball Association.

Carried Unanimously

REPORTS:

- a) **Danielle Myles Wilson, Chief Administrative Officer**
RE: Port Edward School Repair and Monitoring

THAT Council received a report from the CAO regarding a recent structural assessment of the elementary school, which is experiencing some heaving of fill. The school continues to be safe and going forwards Public Works will be taking measurements and monitoring any building movement.

21-130 Moved by: Councillor MacKenzie
Seconded by: Councillor Kristoff

THAT Council accept the report for information as presented.

Carried Unanimously

b) Polly Pereira, Director of Corporate Administrative Services & Strategic Programs

RE: Shipping Containers- Tabled

THAT Council was presented with a report outlining suggestions on approaches to use to address the issue of growing use of shipping containers at the last Council meeting. Council had an opportunity to discuss staff's suggested approaches.

21-131 Moved by: Councillor MacKenzie
Seconded by: Councillor Kristoff

THAT Council accept staff's recommendation to make all efforts to have the containers removed or retrofit to comply with our bylaws within a reasonable timeline.

Carried Unanimously

BYLAWS:

NEW BUSINESS:

Councillor Franzen

To mention in the upcoming newsletter a reminder to have residents pick up after their dogs at all times especially in the Ballfield.

Councillor Kristoff

Concerned with the condition of the road at the bottom of Nelson Drive- staff to provide report at next meeting

Mayor

Concern with speeding on Skeena Drive especially in the morning. Also the road condition towards North Pacific Cannery in poor shape after the CN siding project- staff to follow up with MOTI.

**REPORTS ON
COUNCIL ACTIVITIES:**

Councillor Franzen

Reported on the North Coast Regional District Board meeting.

Mayor

Attended a Regional Hospital meeting
Announced the resignation of the Prince Rupert Airport Manager

QUESTIONS FROM AUDIENCE:

KJ Miller requested clarification on Council's resolution regarding the shipping containers.

ADJOURNMENT:

21-132 On a motion by Councillor Franzen the meeting was adjourned at 7:36 pm on
Tuesday, October 12, 2021.

Carried Unanimously

CERTIFIED CORRECT

Mayor

Director of Corporate Administrative
Services

5a



District of Port Edward

Grant in Aid Application Form

POLICY #2020-1

Name of Organization: *ROTARY CLUB OF PRINCE RUPERT*

Date: *OCT. 08/21*

Contact Person: *ELLEN WITHERLY*

Phone Number: *778-884-5171*

Amount of grant requested: *500.⁰⁰*

Briefly describe the purpose for which you are requesting this grant: *The grant or donation is requested for our annual auction. The auction is our major fundraiser and is used to fund projects in our local communities. Examples include Coats for Kids program that supports all SD 52 schools. Events include the annual Easter Egg Hunt and Polar Bear Swim. Local community groups can apply to receive funding for local projects.*

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

All projects come together as a result of Rotarians and supporters donating their time and talents. Our club motto is "service above self."



DISTRICT OF PORT EDWARD

COUNCIL REPORT FOR DIRECTION

6a

Date: November 9, 2021
To: Mayor and Council
From: Polly Pereira, Director of Corporate Administrative Services
Subject: **Fireworks Bylaw and Permitting**

RECOMMENDATION 1: That Council direct staff to update the Fireworks bylaw and application, incorporating increased safety considerations and best practices.

BACKGROUND:

The discharge of fireworks in Port Edward is governed by Bylaw #384 which came into force in 1979 and was amended in 1996. This bylaw is outdated and it is recommended that it be updated.

The current bylaw:

- prohibits the sale or disposal of fireworks in the community;
- restricts the discharge of fireworks on public or private property outside the requirements of the bylaw;
- requires an application for fireworks to be discharged and issuance of a permit;
- Outlines that a maximum fine will be \$2000 for bylaw violations.
- Does not require a permit fee.

Further permit requirements specify that:

- Permits are non-transferable and only given to those 18 years of age and older;
- That only authorized persons may discharge the fireworks and those persons must have care and control of the fireworks;
- That the applicant has read and follows the Fireworks Manual issues by Natural Resources Canada.

Fireworks Permits are usually issued during Halloween and New Years, although in Port Edward they are not currently prohibited throughout the year, with authorized permits.

Proposed changes to the fireworks bylaw:


- Display of Fireworks on District property and in public spaces will require a written letter of authorization from Council. Other communities do not allow individuals to receive these permits and instead only organizations may apply –there are a number of safety hazards and requirements for public displays that need to be considered and abided by.

- Require a permit fee and review appropriateness of fines.
- Provide consumer fireworks Permit holders safety guidelines from Natural Resources Canada for displays that are permitted.
- Develop requirements and a distinct permitting process for high hazard fireworks displays to ensure and enforce compliance with the Explosives Act and Regulations and the NRCAN Display Fireworks Manual (2010).

Prepared By:


Polly Pereira, DCAS

Approved for Submission to Council


Danielle Myles Wilson, CAO

Budgetary Impact:

TBD

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

Appendices:

- 1) NRCAN Consumer Fireworks Safety Factsheet



Consumer Fireworks Safety

Consumer Fireworks are not toys. Consumer Fireworks are, in fact, powerful pyrotechnic articles and, for this reason, both their sale and purchase are regulated. The Explosives Safety and Security Branch of Natural Resources Canada routinely tests fireworks and approves those that are safe to transport, store, handle, and use.

To ensure a fun but safe family fireworks display, it is important that the simple safety procedures outlined below are followed.



PEOPLE UNDER 18 YEARS OLD who use fireworks must be supervised by an adult.



NEVER try to light a firework or hold a lit firework in your hand unless the manufacturer's instructions indicate that they are designed to be hand-held.



CHOOSE a wide, clear site away from all obstacles. Refer to the safety instructions on the fireworks label for minimum distances from spectators.



LIGHT CAREFULLY: Always light the fuse at its tip.



DO NOT FIRE IN WINDY CONDITIONS.



KEEP WATER NEARBY: Dispose of used fireworks (including debris) in a pail of water.



READ all instructions on the fireworks. **PLAN** the order of firing before you begin.



WAIT at least 30 minutes before approaching a firework that did not go off. **NEVER** try to **RELIGHT** a firework that did not go off. **NEVER** try to fix a firework that is defective.



USE A GOOD FIRING BASE such as a pail filled with earth or sand.



KEEP fireworks in a cool, dry, ventilated place, out of the reach of children.



BURY fireworks that do not have a base **HALFWAY** in a container of earth or sand (such as a pail, box or wheelbarrow) unless the label on the firework indicates otherwise. Set them at a 10-degree angle, pointing away from people.



IT IS RECOMMENDED that safety glasses be worn.

Visit nrcan.gc.ca/explosives for more information



DISTRICT OF PORT EDWARD

COUNCIL REPORT FOR DIRECTION

66

Date: November 9, 2021

To: Mayor and Council

From: Polly Pereira, Director of Corporate Administrative Services

Subject: BC Ambulance & Volunteer Fire Department

RECOMMENDATION 1: That Council direct staff to educate community residents regarding the importance of house number visibility for emergency services.

BACKGROUND:

On September 14, 2021 a request was made to Mayor and Council by a staff member of the BC Ambulance Service, to create a bylaw that would specify the size of house addresses, coloration and visibility requirements so that emergency service providers could quickly and easily identify houses in need of service. In addition, it was requested that compliance with the bylaw be at no cost to the community members, which would require a financial contribution by the District for any alterations. **(Original request attached)**

Staff have consulted with the Port Edward Fire Department and were informed that there is an issue with visibility of house numbers in Port Edward this is more related to poor or low lighting. It was estimated that in approximately 30 % of calls to homes in Port Edward is this an issue.

Council referred this request to staff for assessment of options, with a summary provided below:

- A new bylaw or bylaw amendment would be needed to enforce requirements, requiring research and drafting (staff time estimated at 20 hrs. in house).
- Enforcing of bylaw once adopted – currently staff are at capacity for bylaw enforcement, and this would require additional resources.
- Since lighting is suggested to be the issue in Port Edward, wiring and purchase of light fixtures are improvements that would be required. Cost of materials & supplies to comply with new standards in approximately 75 households could be between \$7500 and \$15,000 (\$100-200 per household).

Recommended Actions:

- Staff have spoken to the BC Ambulance Service and have provided them with a copy of our townsite map that identifies the addresses and corresponding house number to be shared with emergency service providers.

- The BC Ambulance Service has advised that they are working with the City of Prince Rupert on drafting a bylaw, which may be able to be shared with Port Edward as work progresses.
- It is recommended that the District educate residents through our community newsletter and other media with information provided by the BC Ambulance Service, to encourage improvement of house address visibility.
- It is recommended that staff follow up with BC Ambulance Service by mid 2022 to discuss whether consideration of a bylaw and further action by the District is necessary.

Prepared By:



Polly Pereira, DCAS

Approved for Submission to Council



Danielle Myles Wilson, CAO

Budgetary Impact:

TBD

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

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District of Port Edward
Mayor and Council
PO Box 1100
Port Edward, BC
V0V 1G0
770 Pacific Avenue

DISTRICT OF PORT EDWARD
CORRESPONDENCE

Regular
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August 3, 2021

Rec'd Date:
AUG 10/21

Council Meeting Date:

By:
E-MAIL

Re:

Dist To:
COUNCIL

Recom:

Jessica Friesen
BC Ambulance Service
1301 summit Ave
Prince Rupert, BC
V8J 4K5

Hello, I, Jessica Friesen, am wanting to present a request to mayor and council on behalf of BC Ambulance and the volunteer fire department on September 14. I would like to request that the district of Port Edward place a bylaw in regards to size of house addresses. I would like to propose a minimum size of 4-6 inches in height and 0.5 inches in width and that they must be in contrast with the color of the house and at minimum 3 feet off the ground with no visibility restrictions. I would also like to request that the district fund a project that allows the community members to abide by this bylaw with no additional cost to the household. This project would allow all members of the community to have equal accessibility to this resource and allow the community to all get equal services provided BC Ambulance and other first responders. This also allows first responders to minimize our response time and allow for visibility during all hours of the day as we respond at night.

Thank you again,

Jessica Friesen

Community Paramedicine – Prince Rupert STN 684

BC Emergency Health Services

Provincial Health Services Authority

E:jessica.friesen@bcehs.ca | C: 778.884.1598