



Regular Meeting of the Council of the District of Port Edward

Tuesday, October 11, 2022

7:00 PM

District of Port Edward Council Chambers

Zoom Link: <https://us06web.zoom.us/j/89206167844>

Meeting ID: 892 0616 7844

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

Agenda Topics

- 1. Adoption of Agenda** Agenda dated October 11, 2022
- 2. Adoption of Minutes** Minutes of the September 6, 2022 Regular Meeting
- 3. Business Arising**

4. Petitions & Delegation

5. Correspondence a) Prince Rupert Community Hallowe'en Fest Society
RE: Grant in Aid Request

b) David Mio, Former Port Edward Resident
RE: Gift

6. Reports a) Polly Pereira, Director of Corporate Administrative Officer
RE: Signing Authority

b) Polly Pereira, Director of Corporate Administrative Officer
RE: UBCM- Community Emergency Preparedness Fund

7. Bylaws

8. New Business

9. Reports on Council Activities **RE: North Coast Regional District –September 2022 Board Highlights**

10. Reports from In-Camera

11. Questions from Audience -Regarding Listed Agenda Items Only

12. Adjournment a) Polly Pereira, Director of Corporate Administrative Officer
RE: Motion to move to In-Camera at the end of Regular Council as per Community Charter Section 90(1)(g) &(m)

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**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT
OF PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY,
SEPTEMBER 6, 2022**

PRESENT:

COUNCIL

Mayor Knut Bjorndal, Chair
Councillors: Christine Mackenzie, Murray Kristoff,
Dan Franzen and James Brown

ADMINISTRATION:

Danielle Myles Wilson, Chief Administrative Officer,
Lorraine Page, Director of Financial Services

Absent: Polly Pereira, Director of Corporate
Administrative Services and Strategic Projects

ATTENDANCE IN PERSON:

Allen Johnson, Port Edward property owner

MEDIA IN ATTENDANCE:

none

OTHER VIA ZOOM:

none

CALL TO ORDER:

Mayor Knut Bjorndal called the meeting to order at 7:00 pm on Tuesday, September 6, 2022.

AGENDA:

22-091 Moved by: Councillor MacKenzie
Seconded by: Councillor Brown

THAT the agenda dated September 6, 2022 be adopted as presented.

Carried Unanimously

MINUTES:

22-092 Moved by: Councillor Franzen
Seconded by: Councillor MacKenzie

THAT the minutes of the Regular Meeting of Council dated August 9, 2022
be adopted as presented.

Carried Unanimously



BUSINESS ARISING:

PETITIONS AND/OR DELEGATION:

CORRESPONDENCE:

- a) **Prince Rupert Minor Basketball**
RE: Grant in Aid Request

22-093 Moved by: Councillor Brown
Seconded by: Councillor Franzen

THAT the Grant in Aid application dated August 9, 2022 from the Prince Rupert Minor Basketball be received and filed; and

FURTHER THAT Council support the Prince Rupert Minor Basketball Association with a contribution of \$250.00.

Carried Unanimously

- b) **Prince Rupert Harbour Debris Society**
RE: Grant in Aid Request

22-094 Moved by: Councillor Franzen
Seconded by: Councillor MacKenzie

THAT the Grant in Aid application dated August 23, 2022 from the Prince Rupert Harbour Debris Society be received and filed; and

FURTHER THAT Council will support this society with a contribution of \$500.00.

Carried Unanimously

REPORTS:

- a) **Polly Pereira, Director of Corporate Administrative Officer**
RE: Municipal Insurance Association of BC – Voting Delegates

Council was provided a report from the Corporate Officer advising Council that the Municipal Insurance Association, Annual General Meeting, will be taking place during the UBCM on September 13th, 2022. Currently the delegates are Mayor Knut Bjorndal and Alternate # 1 Council Dan Franzen. Councillor Franzen will not be attending the conference this year.

22-095 Moved by: Councillor Franzen
Seconded by: Councillor Mackenzie

NOW THEREFORE BE IT RESOLVED THAT Council made a motion to designate Mayor Bjorndal to be the voting delegate and designate Councillor Brown the Alternate # 1.

Carried Unanimously

- b) **Polly Pereira, Director of Corporate Administrative Officer**
RE: Appointment Deputy Chief Election Officer for 2022 General Election

Council was provided a report from the Corporate Officer advising Council that due to the resignation of the District's CAO we require another person to be the Deputy Chief Election Officer.

22-096 Moved by: Councillor Brown
Seconded by: Councillor Franzen

NOW THEREFORE BE IT RESOLVED THAT Council made a motion to appoint Lorraine Page as the Deputy Chief Election Officer.

Carried Unanimously

- c) **Danielle Myles Wilson, Chief Administrative Officer**
RE: Update regarding schedule UBCM meeting

Council was provided a report from the Chief Administrative Officer updating Council of the UBCM meetings scheduled.

22-097 Moved by: Councillor Franzen
Seconded by: Councillor Mackenzie

NOW THEREFORE BE IT RESOLVED THAT Council made a motion to accept the report as presented.

Carried Unanimously

BYLAWS:

NEW BUSINESS:

**REPORTS ON
COUNCIL ACTIVITIES:**

Mayor

Reported on the Northwest Regional Hospital meeting in Terrace.

Attended a meeting at North Pacific Cannery with Minister of International Development of Canada, Harjit Sajjan, MP, Taylor Bachrach, and the Port Edward Historical Society, Board Chair, Mona Izumi.

Attended the Health Seminar hosted by Jennifer Rice local MLA at the Prince Rupert Lester Center of the Arts.

**REPORTS FROM
IN-CAMERA:**

QUESTIONS FROM AUDIENCE:

ADJOURNMENT:

- a) **Polly Pereira, Director of Corporate Administrative Officer**
RE: Motion to move to In-Camera at the end of the Special Council per Community Charter Section 90(1)(c)(g) & (m)

22-098 Moved by: Councillor Franzen
Seconded by: Councillor Kristoff

THAT as per Community Charter Section 90(1) “A part of Council Meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following sections 90(1)(c)(g) & (m); and

NOW THEREFORE BE IT RESOLVED THAT at the close of the September 6, 2022 Regular Meeting of Council an In-camera meeting will be held.

Carried Unanimously

22-99 On a motion by Councillor Kristoff the meeting was adjourned at 7:30 pm on Tuesday, September 6, 2022.

Carried Unanimously

CERTIFIED CORRECT

Mayor

Polly Pereira, Director Corporate
Administrative Services and Strategic Projects



Prince Rupert Community Hallowe'en Fest Society
c/o 1218 - 7th Ave East
Prince Rupert, BC V8J 4N2

Rec'd Date: Sep. 15/22 Council Meeting Date:
By: me Re:
Dist To: Council Recom:.....

September 12th, 2022

On Monday, October 31st, 2022 Prince Rupert will be celebrating the 35th Annual Community Hallowe'en Fest organized by the Prince Rupert Community Hallowe'en Fest Society volunteers. After a 2-year hiatus, due to Covid, we are happy to announce we will be having our in-person Hallowe'en Fest at the Jim Ciccone Civic Centre. A venue that is a safe and easily accessible outlet where children and families can participate in fun-filled games, activities, and collect treats.

In 2020 and 2021 the Hallowe'en Fest committee prepared and delivered treat bags for the elementary schools, middle school and schools in the outlying communities. Your support aided us in preparing over 1700 treat bags to be distributed by the schools. Remaining candy was given to CHSS for the students to have their Hallowe'en treats.

To organize our in-person event the committee requires between \$12,000 and \$15,000. After expenses money remaining will be used as start up capital for the following year. The Committee recognizes that Hallowe'en Fest would not even be possible without the generosity and sponsorship of Prince Rupert's residents; service organizations; local businesses; the City of Prince Rupert for the continued Services in Kind donation of the Civic Centre; and the many dedicated volunteers.

As in the past our community event will provide the children of Prince Rupert, Port Edward and outlying communities with opportunities to play our themed games; participate in our popular costume parade; enter our prize raffles; and receive the much-anticipated Hallowe'en Treats! At the door volunteers will hand out a ticket for a hot dog and a drink (until our supply runs out) in addition to providing our Hallowe'en Fest bags for those who require something to gather up their treats. As in previous years a firework display, with funding and weather permitting, by our pyrotechnical volunteers will close out the event.

Please contact us by email (bbkillbery@citywest.ca) or by phone at 62-GHOST (624-4678) should you have any questions or wish to participate in our community event by supplying donations of cash, candy, or prizes.

Once again, we would like to express our gratitude for past contributions and your continued support in helping us provide a safe and successful Community Hallowe'en Fest night.

Sincerely,
Bev. Killbery, On behalf of the 2022 Hallowe'en Fest Committee





District of Port Edward

Grant in Aid Application Form
POLICY #2020-1

Name of Organization: Prince Rupert Community Hallowe'en Fest Society

Date: Sep 12th, 2022

Contact Person: Bev. Killbery

Phone Number: 250-624-8565 res/250-622-8684 cell

Amount of grant requested: Donation to be used towards candy, prizes and operations

Briefly describe the purpose for which you are requesting this

grant: We are having our 35th Hallowe'en Fest on Monday, October 31st, 2022 and it will be the first in-person community event we have had in two years, due to Covid. The event will be held at the Jim Ciccone Civic Centre, a venue that can handle the number of residents and is a venue that is easily accessible to all. Attached to this application is a copy of our 2022 sponsorship letter which has been mailed to local businesses and service organizations. We are hopeful to receive donations of cash, candy or prizes to assist the committee in the organizing of this year's event. The letter outlines a budget to successfully operate a fun-filled, safe Hallowe'en where children and families can get together to celebrate the evening.

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

We believe that we meet the criteria of the District of Port Edward Grant in Aid Policy as our event is open to all residents of Prince Rupert and the outlying communities. Our event is operated by volunteers, many who are students in high school. This allows the students the opportunity to give back to the communities by volunteering, to collect volunteer hours required for grade 12 graduation, to help make the event a joy for the younger children and perhaps remember what it was like when they themselves were young. It is an event where families can participate in activities, enjoy the festivities and children can collect the much anticipated Hallowe'en Treats.

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September 2022

DISTRICT OF PORT EDWARD
CORRESPONDENCE

Regular
IC

Port Edward District Office

770 Pacific Avenue

Port Edward, B. C. V0V 1G0

Rec'd Date: sep 22/22 Council Meeting Date:
By: In person Re:
Dist To: Council Recom:.....

Dear Sir:

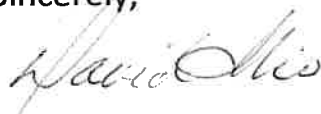
I grew up in Port Edward in the early 1950's when the village was segregated into the Indian, Japanese and White areas with the additions of the Chinese and Japanese bunkhouses. Regardless of the separations – it was a wonderful place to grow up with most of the residence playing and working together side by side in harmony.

Once I graduated, I moved to Kitimat, then back to Prince Rupert and then Smithers where I am retired. In my retirement, I took art lessons and painted what the Port Edward docks and North Pacific looked like in the early 50's and 60's and I would like to donate the paintings and I would hope that they would be displayed on the office walls.

I am truly impressed with the Lion's Memorial Park with the plaques of the residents who have passed over the years. All of my direct family have a plaque on the wall. It is a wonderful tribute and it is always so well kept. I am thankful.

I see that Port Edward will be experiencing growth in the near future and I wish the village continues to prosper.

Sincerely,



David Mio

Box 4320, Smithers, B.C. V0J 2N0



DISTRICT OF PORT EDWARD

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Director of Corporate Administrative Services

MEMORANDUM

DATE: October 11, 2022
TO: Mayor and Council
FROM: Polly Pereira, Director of Corporate Administrative Services
SUBJECT: Signing Authority

RECOMMENDATION: That Council appoints and authorizes Elsie Lemke as an authorized signee on behalf of the District of Port Edward as well as the Approving Officer.

BACKGROUND

The CAO position has become vacant with Danielle Myles Wilson's departure and a new interim CAO has been hired, Elsie Lemke.

As part of her position the District of Port Edward Council must, as part of her role, authorize her to sign legal agreements or contracts on behalf of the District of Port Edward; and

Council also must appoint Elsie Lemke as the Approving Officer for the District of Port Edward.

Respectfully submitted,

Polly Pereira,
Director of Corporate Administrative Services

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

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Director of Corporate Administrative Services

MEMORANDUM

Date: October 11, 2022

To: Mayor and Council

From: Polly Pereira, Director of Corporate Administrative Services

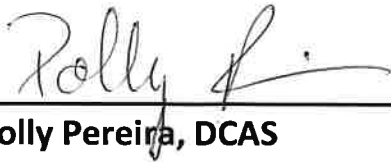
Subject: **UBCM Community Emergency Preparedness Fund -Volunteer & Composite Fire Dept. Equipment & Training (VCFDET)**

RECOMMENDATION: That Council authorize staff to submit a grant application to the UBCM Volunteer & Composite Fire Dept. Equipment & Training Program.

BACKGROUND

The District of Port Edward has an opportunity to apply for a grant through the UBCM (VCFDET) to support the Port Edward Volunteer Fire Dept. to replace old equipment. The funding request will be for \$30,000 and no matched funding is required. The deadline for this grant opportunity is October 21, 2022.

Prepared By:



Polly Pereira, DCAS

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

Board Highlights

September 22, 2022

Board Business:

1. The Board resolved to appoint Mysti Bateham, Peter Fleck, Civa Gauthier, and Kelsey Kircheldorf to the Moresby Island Advisory Planning Commission.
2. The Board resolved to enter into a Last Mile Network Infrastructure Partnering Agreement with Citywest.
3. The Board resolved to allocate \$49,500 in gas tax funds toward the Citywest Partnering Agreement for connectivity in Oona River.
4. The Board resolved to allocate \$10,000 towards the Civic Address signage rebate program in Electoral Area D.
5. The Board resolved to write a letter of support for the Old Massett Village Council's Zero Waste Management Program funding application to Gwaii Trust.
6. The Board approved the draft solid waste management plan to be released for public consultation. Consultation will take place this fall. Please see the NCRD website for more information: www.ncrdbc.com/swmp.
7. The Board authorized \$10,000 in reserve funds to be used to complete well drilling in Sandspit.

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.