

Regular Meeting of the Council of the District of Port Edward



Tuesday, October 12, 2021

7:00 PM

District of Port Edward Council Chambers
Zoom Invite Link:

<https://us06web.zoom.us/j/85915688060>

Meeting ID: 859 1568 8060

Type of meeting:	Regular
Chair:	Mayor Knut Bjomdal
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)(m)**

1. Adoption of Agenda

Agenda dated October 12, 2021

2. **Adoption of Minutes** a) Minutes of the September 14, 2021 Regular Meeting

3. **Business Arising**

4. **Petitions & Delegation**

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

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

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

b) Polly Pereira, Director of Corporate Administrative Services & Strategic Projects
RE: Shipping Containers-Tabled

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, SEPTEMBER 14, 2021

PRESENT:

COUNCIL

Mayor Knut Bjomdal, Chair
Councillor: Franzen
Zoom: Councillor Brown
Absent: Councillors MacKenzie and Kristoff

ADMINISTRATION:

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

MEDIA IN ATTENDANCE:

KJ Millar, The Northern View

OTHER:

Zoom: Debbie and Clint Thompson, Port Edward Resident

**MOVED TO IN-CAMERA
SPECIAL COUNCIL**

An In-Camera Meeting was called to order at 6:01 pm and closed to the public as per Community Charter Section 90(1)(k) &(m).

CALL TO ORDER:

Mayor Knut Bjomdal called the Regular Meeting to order at 7:25 pm on Tuesday, September 14, 2021.

AGENDA:

21-116 Moved by: Councillor Franzen
Seconded by: Councillor Brown

THAT the Agenda dated September 14, 2021 be amended to include item 6f; and

FURTHER THAT the agenda be adopted as amended.

Carried Unanimously

MINUTES:

21-117 Moved by: Councillor Franzen
Seconded by: Councillor Brown

THAT the minutes of the Regular Meeting of Council dated August 10, 2021 be adopted as presented.

Carried Unanimously

BUSINESS ARISING:

PETITIONS AND/OR DELEGATION:

- a) **Avi Salb, Chairman &CEO, PE LNG**
Chris Hilliard, President, PE LNG
RE: PE LNG Update

Mr. Hillard provided Council an update on the project, photos were shown of what the site would look like once built. They have just recently received approval from the Oil & Gas Commission for their LNG facility permit.

This project will have a tree berm surrounding the site, this site is 37.5 acres and only 22 will be developed at this time (10 acres to build the facility and 10 acres of storage area).

There was also an opportunity for Q&A.

CORRESPONDENCE:

- a) **Jessica Friesen, Community Paramedicine- Prince Rupert**
RE: Funding Request

21-118 Moved by: Councillor Franzen
Seconded by: Councillor Brown

THAT the letter dated August 3, 2021 requesting Council create a bylaw in regards to the size of house address and that the District fund this program with no additional cost to households in Port Edward be received and filed; and

FURTHER THAT this item be referred to staff to assess costs and other information.

Carried Unanimously

REPORTS:

- a) **Danielle Myles Wilson, Chief Administrative Officer**
RE: COVID 19 Health Orders & Public Access to Municipal Facilities

THAT Council was presented a report that outlined the new Provincial orders which included:

1 hosting Council meetings via Zoom

- 2 Meetings will be made electronically to avoid travel and in person contact when possible
- 3 The Community Center will be closed to the public due to enhanced cleaning requirements and current regular used of the facility by the elementary school
- 4 Staff and Council are encouraged to tune into the Council meetings by zoom to reduce exposure, if in Council Chambers, will be required to wear a mask, as required by the Health Order
- 5 Staff will update Council of any changes as per the Health Order

21-119 Moved by: Councillor Brown
Seconded by: Councillor Franzen

THAT Council accept the report as presented.

Carried Unanimously

b) **Danielle Myles Wilson, Chief Administrative Officer**
RE: Shipping Containers

THAT Council was presented with a report outlining suggestions on approaches to use to address the issue of growing use of shipping containers.

21-120 Moved by: Councillor Franzen
Seconded by: Councillor Brown

THAT this item be tabled until the next Council meeting.

Carried Unanimously

c) **Danielle Myles Wilson, Chief Administrative Officer**
RE: PE LNG – Development Variance Permit

THAT Council was provided with a report outlining the rationale for the variance to conduct early site works at this stage. There were also two conditions proposed: to have a security of \$500,000 as a condition of the permit and that PE LNG have a LNG facility permit from the Oil and Gas Commission before any site works commence.

21-121 Moved by: Councillor Franzen

Seconded by: Councillor Brown

NOW THEREFORE BE IT RESOLVED THAT Council approve the proposed Development Variance Permit as per the proposed conditions.

Carried Unanimously

- d) **Danielle Myles Wilson, Chief Administrative Officer**
RE: Canadian Mortgage and Housing Corporation (CMHC) Seed Funding Application

THAT Council was provided with a report outlining a funding opportunity to fund the initial phase of the business case development for the old school property on sunset. The funding request would be for \$150,000 to fund site planning and schematic design works, feasibility assessment, building conditions assessment, environment site assessment and other studies to inform a business case and future funding applications to BC Housing.

21-122 Moved by: Councillor Franzen
Seconded by: Councillor Brown

NOW THEREFORE BE IT RESOLVED THAT Council approves the submission to the CMHC for a grant for the business case to develop an affordable housing project for the old school property on Sunset Drive.

Carried Unanimously

- e) **Danielle Myles Wilson, Chief Administrative Officer**
RE: Daycare

THAT Council was provided with a report outlining the results of a survey that staff conducted to assess the need of a daycare in Port Edward.

21-123 Moved by: Councillor Franzen
Seconded by: Councillor MacKenzie

NOW THEREFORE BE IT RESOLVED THAT Council accept the report as presented and that staff continue supporting this project in moving forward.

Carried Unanimously

- f) **Danielle Myles Wilson, Chief Administrative Officer**
RE: Prince Rupert Port Authority Air Quality Monitoring Station

THAT Council was provided with a report outlining the installation of a new Air Quality Monitoring station in Port Edward need the new dog park. A copy of the Licence of Occupation Agreement was included.

21-124 Moved by: Councillor Franzen
Seconded by: Councillor Brown

NOW THEREFORE BE IT RESOLVED THAT Council approves the Licence of Occupation agreement as presented.

Carried Unanimously

BYLAWS:

NEW BUSINESS:

Councillor Brown
Inquired about the completion of the dog park

We are waiting for a new gate and installation of tires and old fire hydrant to complete the park

Inquired about the work that needs to happen to our Dam

This project will be part of our Capital projects for next year

Inquired on the development of the Bass Pit Property

The owners have conducted early work and are in the process of submitting development plans for this stie

REPORTS ON
COUNCIL ACTIVITIES:

Councillor Franzen

Reported on the North Coast Regional District Board meeting.

QUESTIONS FROM AUDIENCE:

ADJOURNMENT:

21-125 On a motion by Councillor Franzen the meeting was adjourned at 8:37 pm on
Tuesday, September 14, 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: Prince Rupert Community Hallowe'en Fest Society

Contact Person: Bev. Killbery

Phone Number: 250-622-8684 cell

Amount of grant requested: Donation towards the purchase of candy

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

Once again due to Covid-19 restrictions the Annual Community Hallowe'en Fest will not proceed as in previous years with a community event. We will put in place our alternate plan we used in 2020. The Society will purchase Hallowe'en candy, accept candy donations (as long as unopened and in the original box) and prepare "treat bags" for the schools in School District 52 and the outlying communities. The prepared bags will be boxed and delivered to the elementary schools and middle school where the teachers and staff will distribute the bags to the children for Friday, October 29th.

Letters of sponsorship requesting financial and candy donations have been sent to all our previous sponsors in the hope they can assist us achieve our goal of preparing a large number of "treat bags" for the children.

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

We believe we meet the District of Port Edward criteria as our event is open to all elementary and middle school aged children in Prince Rupert, Port Edward and the outlying communities. Volunteers from the Rainmakers Interact Club of CHSS and the Rotary Club of Prince Rupert will assist in the preparation of the "treat bags" meeting all the mandatory requirements of Covid-19 restrictions.

The Community Hallowe'en Fest Society decided this year was again too risky to hold a community event with the uncertainty of vaccinations, being able to adapt to the restrictions as well as prevent the spread of the virus. However, we wanted to give the spirit of Hallowe'en by providing the children with a "treat bag of Hallowe'en goodies".



District of Port Edward

POLICY AND PROCEDURES

POLICY # 2020-1

TOPIC: Grant in Aid Policy

OBJECTIVE: To establish a policy governing Council's consideration and evaluation of requests for Grants in Aid to financially assist community groups.

POLICY:

The District of Port Edward deems it appropriate to approve grants in aid to groups, organizations, and individuals for activities, events, and programs that are considered beneficial to the community. Decisions regarding requests for grants in aid will be governed by the following guidelines:

1. Council shall set an annual grant in aid budget that shall not be exceeded in any given year.
2. Eligible applications (form attached) will only be considered and accepted from non-profit or charitable organizations that demonstrate:
 - a. A broad benefit to the community of Port Edward; or
 - b. Contribute to the general interest, health or welfare of the community; or
 - c. Assist in the celebration of an event of public interest; or
 - d. Promote volunteer participation and citizen involvement; or
 - e. Promote culture, recreational and social understanding.
3. The applicant must demonstrate a financial need for a specific program or project. Grants will not be given for the sole purpose of building reserves.
4. The maximum grant in aid will not exceed \$500.

Prepared February 19, 2020
Approved by Council on February 25, 2020



District of Port Edward
Grant in Aid Application Form
POLICY #2020-1

56

Name of Organization: Prince Rupert Minor Basketball Association

Date: September 24, 2021

Contact Person: Kyle Clifton

Phone Number: (778) 884-5262

Amount of grant requested: \$250 (team sponsorship)

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

We are contacting you today on behalf of the Prince Rupert Minor Basketball Association. Our league supports the development of players across 3 divisions of kids from Grade 3 to Grade 8. We have had as many as 160 kids in the program in previous years.

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

Our league depends on the support of the generous partners in the Prince Rupert area. The PRMBA would not be able to sustain itself if it weren't for the generous contributions from sponsors like you and the many volunteers that promote the health and development of our youth.

The District of Port Edward has been a consistent sponsor of our league and we hope we can count on your support again in 2021.

6a



DISTRICT OF PORT EDWARD

COUNCIL REPORT FOR INFORMATION

Date: October 12, 2021

To: Mayor and Council

From: Danielle Myles Wilson, Chief Administrative Officer

Subject: Port Edward School Repair and Monitoring

RECOMMENDATION 1: That Council accept this report for information.

BACKGROUND:

In June, 2020 the School District contacted District of Port Edward staff to discuss issues and concerns with the nine year old school addition. McElhenney was commissioned to complete a structural assessment, to document any issues present and recommend a course of action.

The assessment confirmed cracking in drywall, corridors, floor slabs and ceilings with significant heaving in hallways. The issue is most likely due to swelling of the structural fill with aggregates imported from the area being a common cause of this type of foundation problem with other local buildings.

The assessment recommended that the District establish a maintenance budget to address and monitor the issue. In August, 2021 a follow up structural assessment was completed by McElhenney due to worsening of some cracks in materials—although the main structural elements of the school continue to be safe, the following actions are recommended and will be completed:

- It is recommended that the false ceiling supports be removed from walls and hung from the ceiling to allow for building shifting and avoid any over head hazards;
- Measurements were taken to establish a baseline for heaving of the building and will be checked quarterly by Public Works staff and reviewed by a structural engineer if heaving exceeded a recommended amount.

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



DISTRICT OF PORT EDWARD

66

COUNCIL REPORT FOR DIRECTION

Date: September 14, 2021
To: Mayor and Council
From: Polly Pereira, Director of Corporate Administrative Services
Subject: **Shipping Containers on Residential Property**

RECOMMENDATION: That Council provide direction to staff regarding enforcement of new storage requirements in updated Zoning Bylaw regarding use of containers.

BACKGROUND:

At the August 10, 2021 Council meeting staff presented Council with a letter during the regular Council meeting for information regarding staff's implementation of Council's prior direction to enforce the updated Zoning Bylaw that now bans the use of shipping containers on properties that are not industrial zoned. 16 shipping containers were identified by staff and each property owner was proposed to be sent a letter outlining how they can come into compliance with our bylaws, including applying for a building permit or removing the container from the property.

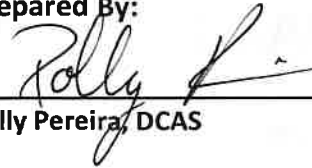
Staff research has determined that shipping containers may be unsafe if not properly retrofitted to be in compliance with BC Building Code requirements. As per Community Charter section 73 (2) Council may impose remedial action requirements if (b) the matter or thing contravenes the Provincial building regulations or a bylaw. In the case of the container ships in residential property they are violating the new zoning bylaw and may be in violation of the BC Building Code.

Staff research has also suggested that in other communities' various approaches are used to address the issue of growing use of shipping containers including:

- 1) Strict enforcement and requirement for removal;
- 2) Allowance for retrofitting to be in compliance with BC Building Code safety requirements;
- 3) Public education;
- 4) Bylaw enforcement proactively or based on a complaints driven process, or
- 5) No action taken.

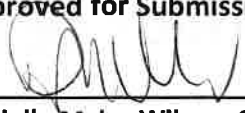
Appendix: *DRAFT Shipping Container Guide adopted from City of Nelson and City of Maple Ridge.*

Prepared By:



Polly Pereira, DCAS

Approved for Submission to Council



Danielle Myles Wilson, CAO

Budgetary Impact:

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
- Well Planned Finance



District of Port Edward

Shipping Container Guide

This purpose of this guide is to provide assistance on the use and placement of shipping containers.

Staff has researched shipping containers, they are designed for overseas storage and shipping of material, equipment and hazardous material. If their use is to be changed retrofits are required and may require an engineer to sign off on it. Shipping containers are poorly vented and can build internal pressure creating a hazard to your neighbourhood and yourself. **A BC Fire fighter was killed as a result of a catastrophic failure of a shipping container exposed to an external fire back in 2013. One of the doors struck the fire fighter standing about 10 meters away. (see article link below)**

Retrofit Requirements are:

Code Compliance: The container must meet, or exceed as indicated, all relevant requirements of BC Safety Codes such as, but not limited to:

- Division B – Part 3 & Division B – Part 4 of the BC Fire Code will apply in all cases
- There will be no electrical service to the container unless it exceeds all requirements of the BC Building, Fire and Electrical Codes for explosive/moist/wet environments.
- No smoking shall be allowed in shipping containers.
- No flammable liquids or products are to be stored in the container
- Compressed gases shall not be stored in the shipping containers. Limited amounts of aerosols shall be stored in the shipping containers
- Shipping containers shall not be installed under power lines.

Location: The container must be positioned such that:

- The zoning accessory building requirement must be applied (provide a lot certificate or legal survey of your property)
- There is a minimum separation of 1.5-3m between any non-combustible structure and the container to allow for firefighting access to the exposed structures.
- The shipping container must be located at least 6 meters from exits, windows or unprotected openings in the exposed building
- Greater separation distances will be required based upon exposure to any combustible materials or structure
- The container doors are positioned such that they face away from any other structure
- The container doors must be positioned such that they face away from any road access to the container – fire safety
- No combustible materials may be placed near the container

Safety Features to be added: The container must have the following safety features in place prior to any use for storage:

- One ventilation opening must be added within 150 mm of the floor in the container door primarily used for opening
 - One ventilation opening must be added within 150 mm from the top of the container on the opposite end from the doors for cross ventilation
 - The high ventilation opening cannot be directly venting toward a structure
 - Neither ventilation opening can be obstructed by stored materials at any time and must be kept clean of internal and external debris
 - The additional ventilation openings must be constructed based upon the following minimums:
 - Two – 0.3 m X 0.3 m openings for containers 6 meters or less
 - Two – 0.5 m X 0.5 m openings for containers over 6 meters
 - Both openings will be covered by open grate wire mesh with greater than 50% free area
 - Higher opening will also have a wind vent device, designed to generate a venturi effect during low wind speeds
 - No flammable materials are permitted to be stored in containers
-

We also recommend that you watch the videos below:

[WATCH: Enderby fire fighter's death ruled accidental | Globalnews.ca](#)

[Shipping Container Explodes, Injuring Worker - YouTube](#)

[Shipping Container Explodes, Killing Firefighter - YouTube](#)