

**MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE MUNICIPAL COUNCIL CHAMBERS ON
MONDAY, JANUARY 14, 2019 AT 7:30 P.M.**

Mayor C. Leclerc presided. Councillors present were S. Bujtas, J. Cordeiro, L. Christiansen, B. Downie, J. McCallum-Miller, and E. Ramsay. Also in attendance were H. Avison, Chief Administrative Officer, D. Block, Director of Development Services, R. Schibli, Director of Public Works, D. Myles, Economic Development Manager, A. Thompson, Clerk, and A. Poole, Executive Assistant.

**MOVE TO IN-CAMERA
SPECIAL COUNCIL:**

***Meeting Called to Order at
6:30 p.m. – Move to In-
Camera Special Council***

(No. 001)

MOVED/SECONDED to move In-Camera and close the meeting to the public pursuant to Division 3, Sections 90(1) (a) and (k) and 90(2) (b) of the Community Charter (to discuss matters relating to personnel, negotiations of a municipal service that is at the preliminary stage, and negotiations with the Provincial Government).

Carried Unanimously.

REGULAR MEETING:

Mayor Leclerc acknowledged that the meeting was being held on the traditional unceded homelands and territory of the Tsimshian First Nation. She also advised that Council agendas and minutes are available for viewing on the City's home page at www.terrace.ca, Council meetings are webcast on the City's website, and the past minutes have been archived.

ADDENDUM:

There was no Addendum.

DELEGATIONS & GUESTS:

***Kim Haworth, Terrace
Community Forest – 2018
Grant Cheque Presentations***

Mayor Leclerc welcomed Mr. Haworth of Terrace Community Forest to the Council meeting.

The Terrace Community Forest provided a number of community groups and organizations with grant funds in 2018. Each group was called upon and provided a brief description of what initiative or purchase their grant funds went towards.

The Terrace Off Road Cycling Association received \$6,110 from the Terrace Community Forest in 2018. The grant money was used to create 4 new kilometres of biking trail in the Spring Creek area. They also added a beginners trail that will be opening in spring 2019.

The Snow Valley Nordic Ski Club received \$9,200 from the Terrace Community Forest. The funds were used to update and improve the Troll Trail which is designed for kids but open to all ages. The Snow Valley Nordic Ski Club installed solar motion-censored lights for night skiing. The funds also enabled the Snow Valley Nordic Ski Club to buy a new snow mobile to help out with trail grooming. The Snow Valley Nordic Ski Club plans to build a new rental shop in 2019. They have 409 members this year so far.

My Mountain Co-op received \$9,000 from the Terrace Community Forest. The funds were used to replace the bullwheel, which is a vital component of the chairlift at the ski hill. The funds help leverage donations from other organizations as well. My Mountain Co-op is doing well. They are seeing increased revenues, seasons passes sales, and memberships purchases. The ski hill helps attract and retain professionals to the community.

The Chief Administrative Officer explained the partnership between the City and the Terrace Community Forest. The City provided approval to the Terrace Community Forest to grant out \$50,000 in 2018.

The Skeena Valley Golf & Country Club received \$5,000 from the Terrace Community Forest. The funds were used to purchase a new greens mower.

The Terrace Rod & Gun Club received \$5,000 from the Terrace Community Forest. The funds were used to increase infrastructure and upgrade the rifle range which is where the majority of the members spend their time. Their memberships have continued to increase. They have made a commitment to make all future upgrades wheelchair accessible.

Terrace Search & Rescue (SAR) received \$8,110 from the Terrace Community Forest. Mr. Jephson acknowledged the Terrace Community Forest and their Board members for officially recognizing Terrace SAR as a donor. The funds were put towards drilling for the seismic foundation of their future building.

The Caledonia Outdoor Recreation Program received \$4,000 from the Terrace Community Forest. The funds were used to purchase 8 canoes and a trailer. Parkside Secondary School, Skeena Middle School, and other groups/organizations also utilize the canoes.

The Lakelse Watershed Stewards Society received \$3,000 from the Terrace Community Forest. Their mandate is to look after, monitor, enhance, educate, and enhance the value of Lakelse Lake. The funds were used to create signage for the Clearwater hiking trails.

Skeena Salmon Art Fest received \$3,220 from the Terrace Community Forest. The funds were used to create the mural on the side of the Stantec building. Skeena Salmon Art Fest has been approached by several businesses regarding art on their buildings. They will continue to use funds any grants from the Terrace Community Forest towards art and murals in the community.

Mayor Leclerc thanked Mr. Haworth and all of the guests for their presentations and advised that the matter would be further dealt with under the "Correspondence" portion of this meeting's Agenda (See Resolution No. 009).

***Norm Parry, Terrace
Community Foundation –
Terrace Community
Foundation Update***

Mayor Leclerc welcomed Mr. Parry of the Terrace Community Foundation to the Council meeting.

The Terrace Community Foundation (the Foundation) exists to improve the quality of life in the community and to grow their endowment fund to enable them to do so. The Foundation has the ability to fund initiatives at a broad range throughout the community. The Foundation gives grants from the interest of the endowment fund.

The Foundation was created in 2011 by City Council. They provide grants to qualified recipients. In 2011, the Foundation had an agreement with the Prince George Foundation to use them for support services and extension services. The Prince George Foundation is responsible for the investment of the endowment fund and issuing tax receipts for anyone who makes a donation.

When there is a sufficient amount of money in the endowment fund, the Foundation provides grants to qualified groups and/or organizations. The Foundation has a volunteer Board that looks at the community priorities and assess the grants that are received to make a decision on will qualify and receive funding.

In 2017, the Foundation's Board was down to 2 members. Due to successful recruitment the Board currently sits at 7 members. Council asked if the foundation would take on reviewing and issuing of the Community Grants to which they agreed. In 2017, the Foundation began granting out the \$50,000 annual Community Grant as well as money from the endowment fund interest.

In 2018 the Foundation completed 2 granting cycles. There were 14 grant recipients last year totalling \$81,000 in funds provided through the endowment fund, the City Community Grant, and funds from LNG Canada. The Foundation also created a Strategic Plan.

In 2019 the Foundation will implement their Strategic Plan, continue with endowment grants (approximately \$45,000 to grant out in 2019), continue with the Community Grant of \$50,000, as well as sending two directors to attend the National Conference of Community Foundations of Canada in Victoria this June.

The Strategic Plan has three main focuses which include fundraising, communications, and governance. The Foundation's goal is to grow the endowment to \$1,000,000 within the next 5 years. To help increase the endowment fund, the Foundation will be more active in soliciting donations. They hope to raise their profile, and continue to update their website and Facebook page.

The Foundation asked Council to consider:

- Increasing their \$10,000 annual contribution to the endowment fund;*
- Providing support from Council and staff with their fundraising initiatives. They would like the Mayor to accompany them to some of the meetings with their significant corporate donors. They asked staff to continue to provide administrative assistance;*
- Participation in the "vital signs" process. This is a document that is used to talk to community groups and gather information regarding the community's needs to help the Foundation make a more informed decision on there the funds would be best allocated. In order to take on this initiative they would need support from Council and City staff;*
- Participation with NDITs grant writer program which Council has to sponsor; and*
- Funding to help cover some of the Foundations administrative costs.*

Mr. Parry acknowledged and thanked the Terrace Community Foundation's Board of Directors.

Mayor Leclerc thanked Mr. Parry for his update and advised that the matter would be further dealt with under the "Correspondence" portion of this meeting's Agenda (See Resolution No. 010).

Kirsten Middleton and Tarea Laton, We Got You Vehicle Transportation Services – New Business Presentation

This item was struck from the Agenda.

***Anne Hill, North West Watch
– Vopak Project and Rail
Safety***

Mayor Leclerc welcomed Ms. Hill of North West Watch to the Council meeting.

Mayor Leclerc left the Chambers at this time and Deputy Mayor Bujtas assumed the Chair.

Ms. Hill provided the mission statement for North West Watch. Ms. Hill expressed that she was not an expert on rail safety but was presenting as a concerned citizen. She thought that the lack of information from Vopak regarding their proposal ship dangerous materials via railway was concerning.

The Prince Rupert AltaGas project and proposed Kitimat Pacific Traverse Energy propane terminal will each add approximately 50-60 rail cars per day on top of what is already passing through the community.

The BC Environmental Assessment for this project was limited in scope. It did not include information regarding any ancillary activities such as transportation of goods by rail or information regarding the impacts to the Skeena estuary. It also did not consider emergency preparedness of communities, impacts to communities, or climate change.

Based on existing rail traffic, it was estimated that there is approximately one derailment per year in the Skeena region. North West Watch believes that this number is most likely higher based on reporting requirements for derailment and lack of access to data.

The Lac-Mégantic Rail Disaster was Canada's deadliest rail accident since confederation. The rail disaster increased public awareness of the risk of shipping dangerous good via rail as 47 people died.

Bruce Campbell, author of "The Lac-Mégantic Rail Disaster: Public Betrayal, Justice Denied", will be doing a speaking tour and presenting in Terrace on Thursday, January 24, 2019 presenting at the Knox United Church at 7:00 p.m.

Vopaks proposed terminal will increase the amount of rail cars by approximately 240 cars per day. The public has no access to information regarding how many cars are currently carrying dangerous goods through the community each day. Without this information the public can not accurately assess the risks.

There is heavy reliance on municipal governments to be proactive in emergency planning and preparedness.

Skeena Wild Conservation Trust wrote a letter to CN in 2018 inquiring about information on the volume of dangerous goods being shipped and to be shipped in the future. CN responded by saying that the requested information is kept confidential to minimize the risks of dissemination of the information and that the information could only be used for emergency preparedness and response purposes and only by those mandated to be involved. Transport Canada said that emergency response and evacuations are within municipal jurisdiction; therefore, the onus is on the City to work with CN to mitigate the risks and to prepare for disasters.

Maps were displayed which showed spill and fire evacuation zones for diesel, methanol, and propane. The City's key emergency response services were all within the evacuation zones.

Ms. Hill asked what the municipal government's level of preparedness to deal with the potential for disasters on an unprecedented scale was, what alternative plans existed to deal with a Lac-Mégantic type disaster due to the railyard geographically dividing emergency services, what level of information was the City willing to share with the public, and what the City's action plan to be prepared and stay prepared was.

Ms. Hill asked that the City consider sharing its emergency response plans with the public to allow for public involvement and to voice any concerns to the Province regarding the limited scope of the BC Environmental Assessment process for the Vopak project.

Deputy Mayor Bujtas thanked Ms. Hill for her presentation and advised that the matter would be further dealt with under the "Correspondence" portion of this meeting's Agenda (See Resolution No. 011).

Mayor Leclerc returned to the meeting and assumed the Chair.

MINUTES:

***Regular Council Minutes,
December 10, 2018***

(No. 008)

MOVED/SECONDED that the Regular Council Minutes of December 10, 2018 be adopted as read on this day and that such Minutes as read set out all the business before Council that day and fully and properly record all of the resolutions and bylaws passed and adopted by Council at that meeting.

Carried Unanimously.

**BUSINESS ARISING FROM
THE MINUTES (OLD
BUSINESS):**

There was no Old Business.

CORRESPONDENCE:

***Kim Haworth, Terrace
Community Forest – 2018
Grant Cheque Presentations***

(No. 009)

MOVED/SECONDED that the presentation from the Terrace Community Forest be received for information.

Carried Unanimously.

***Norm Parry, Terrace
Community Foundation –
Terrace Community
Foundation Update***

(No. 010)

MOVED/SECONDED that the presentation from the Terrace Community Foundation be received for information and that the requests in the presentation be referred to staff.

Carried Unanimously.

***Kirsten Middleton and Tarea
Laton, We Got You Vehicle
Transportation Services –
New Business Presentation***

This item was struck from the Agenda.

**Anne Hill, North West Watch
– Vopak Project and Rail
Safety**

MOVED/SECONDED that the presentation from North West Watch be received for information and that the requests in the presentation be referred to staff.

(No. 011)

Carried Unanimously.

**Snow Valley Nordic Ski Club
– Request for Letter of
Support**

MOVED/SECONDED that the City of Terrace write a letter of support for Snow Valley Nordic Ski Club in their grant application to Northern Development Initiative Trust to build an expanded rental shop.

(No. 012)

Carried Unanimously.

**Coast Mountain College –
Request for Resolution of
Support**

MOVED/SECONDED that the City of Terrace supports Coast Mountain College’s grant application to Northern Development Initiative Trust to build the Coast Mountain College and Community Health & Wellness Centre.

(No. 013)

Carried Unanimously.

**CONVENE INTO COMMITTEE
OF THE WHOLE:**

MOVED/SECONDED that the January 14, 2019 Regular Council Meeting convene into Committee of the Whole.

(No. 014)

Carried Unanimously.

**Committee of the Whole
Development Services
Component**

The following items were discussed at the January 14, 2019 Development Services Component of the Committee of the Whole:

➤ **January 14, 2019**

**1. CANNABIS RETAIL STORE APPLICATION – LIQUOR
DISTRIBUTION BRANCH (103-4761 LAKELSE
AVENUE – SKEENA MALL)**

**2. DEVELOPMENT VARIANCE PERMIT NO. 01-2019 –
MANN (3606 CORY DRIVE)**

COMMITTEE REPORTS:

***Committee of the Whole
Development Services
Component***

➤ January 14, 2019

(No. 015)

It was recommended that the Committee now rise and report.

MOVED/SECONDED that the January 14, 2019 Development Services Component of the Committee of the Whole verbal report be adopted with the following recommendations:

1. CANNABIS RETAIL STORE APPLICATION – LIQUOR DISTRIBUTION BRANCH (103-4761 LAKELSE AVENUE – SKEENA MALL)

It was recommended that Council pass the following resolution:

Be it resolved that:

1. The City of Terrace Council recommends the approval of the license for the following reasons:

- a) There were no responses received from adjacent property owners;*
- b) The R.C.M.P. has stated only minor concerns with regard to the increased traffic flows along Eby Street, as a result of the application;*
- c) The impact on the community if the application is approved is expected to be negligible; and*
- d) The application is in accordance with City of Terrace Policy No. 83 – Liquor and Cannabis Licensing Application Process.*

2. A public notice of hearing was sent out to the owners of all properties within 100 metres of the subject property and a notice was placed in the local newspaper. The notices gave the date, time and location of the public input hearing to give the public an opportunity to voice their opinions. The hearing was held at the Council meeting on December 10, 2018.

There were no comments from residents and no concerns raised over this application.

**2. DEVELOPMENT VARIANCE PERMIT NO. 01-2019 –
MANN (3606 CORY DRIVE)**

It was recommended that the City issue Development Variance Permit No. 01-2019 for the property located at 3606 Cory Drive (Lot 2, District Lot 983, Range 5, Coast District, Plan EPP24818), including the following variances:

- *To vary Section 3.5.3 of Zoning Bylaw 2069-2014 and amendments thereto to allow for the development of two (2) accessory buildings (Carriage House & Shop) in the front yard of the subject property;*
- *To vary Section 11.1.3.10 of Zoning Bylaw 2069-2014 and amendments thereto to increase the maximum footprint for an accessory building (Carriage House) from 55 m² to 99.2 m²;*
- *To vary Section 11.1.3.11.b of Zoning Bylaw 2069-2014 and amendments thereto to increase the maximum gross floor area of an accessory building with secondary suite (Carriage House) from 90 m² to 178.2 m²;*
- *To vary Section 11.1.3.4.a of Zoning Bylaw 2069-2014 and amendments thereto to reduce the required front parcel line setback for an accessory building (Shop) from 7.5 metres to 2.4 metres; and*
- *To vary Section 11.1.3.6.b of Zoning Bylaw 2069-2014 and amendments thereto to allow for the development of a second accessory building (shop) with a footprint larger than 30 m² to a maximum of 53.7 m²*

Carried Unanimously.

**Committee of the Whole
Finance, Personnel &
Administration Component**
➤ **December 12, 2018**

(No. 016)

MOVED/SECONDED that the December 12, 2018 Finance, Personnel & Administration Component of the Committee of the Whole report be adopted with the following recommendations:

1. 2019 – 2023 PROVISIONAL BUDGET

It was recommended that the 2019-2023 Provisional Budget be approved and Administration proceed with the Capital plan with following additions:

- *\$3,000 be added to the Emergency Support Services budget, within the Fire Department budget, on an ongoing basis;*
- *\$12,000 be incorporated into the Leisure Services budget to support REM Lee Theatre operations on an ongoing basis; and*
- *\$10,000 be incorporated into the Development Services budget to establish a Downtown Safety/Security Funding Program.*

It was recommended that staff be directed to further investigate signage for the SIDP.

Carried Unanimously.

COMMITTEE REPORTS (FOR INFORMATION ONLY):

**Committee of the Whole
Development Services
Component**
➤ **December 10, 2018**

(No. 017)

MOVED/SECONDED that the December 10, 2018 Development Services Component of the Committee of the Whole report be received for information.

Carried Unanimously

SPECIAL REPORTS:

Memo – Director of Public Works, Investing in Canada Infrastructure Program Rural and Northern Communities – Terrace Bench Access

(No. 018)

MOVED/SECONDED that the City submit an application to the Canada, British Columbia Rural and Northern Communities (RNC) Program for the Terrace Bench Access Improvements Project and, if successful, commit to funding the City of Terrace's share of the funding.

Carried Unanimously.

Memo – Economic Development Manager, Update on the RFP’s for Sale of City Owned Lands at Kenney Street/Keith Avenue and the Former Co-op Site

MOVED/SECONDED that the report regarding the RFP’s for the sale of City owned lands at Kenney Street/Keith Avenue and the former Co-op site be received for information.

Carried Unanimously.

(No. 019)

Memo – Economic Development Manager, Update on the Terrace Transloading Facility Feasibility Study

MOVED/SECONDED that the report regarding the Terrace Transloading Facility Feasibility Study be receive for information.

Carried Unanimously.

(No. 020)

Memo – Corporate Administrator, City of Terrace Policy No. 94 Council Remuneration and Benefits

MOVED/SECONDED that effective retroactively from 2019 pay period 1, Council's remuneration be increased by 13% to compensate for the end of the 1/3 tax free status by the Federal Government and there be no CPI adjustment to Council remuneration for 2019, and

That Policy No. 94 Council Remuneration & Benefits be amended to remove Section 1.c. pertaining to the expense allowance.

Carried Unanimously.

(No. 021)

Memo – Corporate Administrator, Policy No. 13 – Travel Allowance

MOVED/SECONDED that City of Terrace Policy No. 13 Travel Allowance be amended to further define the times when a meal allowance is to be provided, and that the Director of Finance be the final arbiter when the Travel Allowance policy requires interpretation.

Carried Unanimously.

(No. 022)

Memo – Executive Assistant, Mayor Approval for Travel – 2019 BC Vision Zero Summit

MOVED/SECONDED that Council approve the Mayor’s travel to the 2019 BC Vision Zero Summit, at a cost not to exceed \$256.76 and that the funds come from Council Unbudgeted Travel.

Carried Unanimously.

(No. 023)

**Memo – Building Inspector,
November 2018 Building
Synopsis**

(No. 024)

*MOVED/SECONDED that the November 2018
Building Synopsis be received.*

Carried Unanimously.

**Memo – Building Inspector,
December 2018 Building
Synopsis**

(No. 025)

*MOVED/SECONDED that the December 2018
Building Synopsis be received.*

Carried Unanimously.

**Housing Committee Minutes,
November 13, 2018**

(No. 026)

*MOVED/SECONDED that the November 13, 2018
Housing Committee minutes be received.*

Carried Unanimously.

**Safe Needle Disposal Task
Force Minutes, November
16, 2018**

(No. 027)

*MOVED/SECONDED that the November 16, 2018
Safe Needle Disposal Task Force minutes be
received.*

Carried Unanimously.

**December 10, 2018 Public
Hearing Report (For
Information Only)**

(No. 028)

*MOVED/SECONDED that the December 10, 2018
Public Hearing Report be received for information
only.*

Carried Unanimously.

**Oral Report, January 14,
2019 Public Hearing**

(No. 029)

MOVED/SECONDED that the Oral Report from the January 14, 2019 Public Hearing be adopted with the following recommendation:

1. AMENDMENT TO ZONING BYLAW NO. 2069-2014

It was recommended that following the holding of a Public Hearing a bylaw to amend Zoning Bylaw No. 2069-2014, and amendments thereto, by changing the permitted uses and regulations of the R3 – Low Density Multi-Family Residential zone by adding Single Detached Dwelling, only when constructed within a Phased Strata Subdivision with 10 or more dwelling units; as a site specific permitted use for the property legally described as Lot B, District Lot 361, Range 5, Coast District, Plan EPP79448 (4645 Graham Avenue) proceed to Council for consideration of third reading and adoption.

Carried Unanimously.

BYLAWS:

**Zoning Amendment (3800
Jack Talstra Way) Bylaw,
Project No. ADP-02-1812
(Adoption)**

(No. 030)

MOVED/SECONDED that the Zoning Amendment (3800 Jack Talstra Way) Bylaw, Project No. ADP-02-1812 be read by title only and adopted.

Carried Unanimously.

**Zoning Amendment (4645
Graham Avenue) Bylaw,
Project No. ADP-02-1815
(Third Reading)**

(No. 031)

MOVED/SECONDED that the Zoning Amendment (4645 Graham Avenue) Bylaw, Project No. ADP-02-1815 be read by title only and passed in its third reading.

Carried Unanimously.

**Zoning Amendment (4645
Graham Avenue) Bylaw,
Project No. ADP-02-1815
(Adoption)**

(No. 032)

MOVED/SECONDED that the Zoning Amendment (4645 Graham Avenue) Bylaw, Project No. ADP-02-1815 be read by title only and adopted.

Carried Unanimously.

NEW BUSINESS FROM COUNCIL:

***Chief Administrative Officer
– Letter of Support for the
Crime Reduction Crime
Prevention Grant***

(No. 033)

***Regional District of Kitimat-
Stikine Report***

*MOVED/SECONDED that the letter of support for the
Crime Reduction Crime Prevention Grant application
be received.*

Carried Unanimously.

*Councillor Bujtas reported on the Regional District of
Kitimat-Stikine.*

**REPORTS ON COUNCIL
ACTIVITIES:**

Councillor Ramsay

*Councillor Ramsay reported on the various business
open houses throughout December 2018.*

Councillor McCallum-Miller

*Councillor McCallum-Miller reported on the Greater
Terrace Beautification Society Board meeting.*

Councillor Downie

*Councillor Downie reported on the Ministry of
Forests, Lands, Natural Resource Operations and
Rural Development’s webinar on January 10, 2019.*

REPORT FROM IN-CAMERA:

There were no items released from In-Camera status.

**QUESTIONS/COMMENTS
FROM THE MEDIA &
AUDIENCE:**

*There was one comment and one question from the
Media and one question from the Audience.*

ADJOURNMENT

(No. 034)

*MOVED/SECONDED that the January 14, 2019
Regular Meeting of Council be now adjourned.*

Carried Unanimously.

The meeting adjourned at 9:20 p.m.

CERTIFIED CORRECT:

Mayor

Clerk