

**MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE MUNICIPAL COUNCIL CHAMBERS
ON TUESDAY, NOVEMBER 12, 2019 AT 7:30 P.M.**

Mayor C. Leclerc presided. Councillors present were S. Bujtas, J. Cordeiro, B. Downie, and J. McCallum-Miller. Members L. Christiansen and E. Ramsay were absent. Also in attendance were H. Avison, Chief Administrative Officer, D. Block, Director of Development Services, T. Irwin, City Planner, L. Greenlaw, Director of Finance, J. Klie, Fire Chief, J. Lucash, Terrace RCMP Detachment OIC, and A. Poole, Executive Assistant and Deputy Clerk.

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

**Meeting Called to Order at
7:00 p.m. – Move to In-
Camera Special Council**

(No. 462)

MOVED/SECONDED to move In-Camera and close the meeting to the public pursuant to Division 3, Section 90 (1) (c) and (k) of the Community Charter (to discuss matters relating to labour relations and negotiations for Municipal services).

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. The past minutes have been archived.

ADDENDUM:

There was no Addendum.

DELEGATIONS & GUESTS:

**Amy Klepetar and Finlay
Beedle – Active
Transportation Presentation**

Mayor Leclerc welcomed Ms. Klepetar and Mr. Beedle to the Council meeting.

The objective of Ms. Klepetar's presentation was to create a renewed interest in the Active Transportation Plan (ATP) upon its 10-year anniversary, follow-up on the presentation made to Council in June 2019 where safety concerns about cycling in Terrace were brought forward by youth in the community, present information about two specific barriers to active transportation in Terrace (safe crossing of the railroad tracks and Lanfear Hill), and to request that Council create a task force to prioritize funding these projects with the help of partners.

Ms. Klepetar is a resident of Terrace, a nurse, an educator, and a year-round bicycle commuter.

Councillors found the students of Skeena Middle School's presentation regarding safe cycling in Terrace interesting and informative. The presentation was referred to staff. Ms. Klepetar felt disheartened that there is not more cycling infrastructure in the community. There are many other non-vehicle owning families and individuals in the community.

Recently, there have been noticeable and worsening delays for both motorized and non-motorized users at the Kenney Street crossing. Population growth and a booming economy mean that there will be busier roads, increased truck traffic, and an increasingly dangerous overpass.

A video of school children waiting to cross at the Kenney Street crossing was played.

Motor vehicles that are unable to cross at Kenney Street due to trains are able to turn around and go safely over the Sande Overpass. Cyclists have this choice as well, but the Sande overpass has many hazards for cyclists. In the ATP the Sande Overpass was identified as one of the most dangerous crossing points for pedestrians and cyclists, especially for those living in the Southside neighborhood.

The majority of people will choose the safer and easier mode of transportation, and currently that is by way of motor vehicle. Ms. Klepetar would like to see more people choose cycling because it's the safest and easiest mode of transportation in our community.

Although there are still many conflict areas and dangerous intersections for pedestrians and cyclists throughout the community, Ms. Klepetar acknowledged the increase in bike lanes and bike racks throughout the City.

Another major area of concern is Lanfear Hill. As there is no crosswalk at the bottom of the hill, citizens wait for traffic to pass before running across the street when they feel safe to do so. This is unsafe and unsustainable

Ms. Klepetar requested that Council prioritize active transportation in the community and that they consider creating an Active Transportation Task Force to implement items within the ATP.

Ms. Klepetar would like to see “complete streets” in Terrace. A complete street is a piece of roadway that takes all users into consideration when being replaced or rebuilt.

Mayor Leclerc thanked Ms. Klepetar 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. 468).

**Jeffrey Minhinnick,
International Association of
Fire Fighters, Local 2685 –
Fire Ops 101 Helmet
Presentation**

Mayor Leclerc welcomed Jeffrey Minhinnick of the International Association of Fire Fighters (IAFF) Local 2685 to the Council meeting.

Mr. Minhinnick is the President of the IAFF Local 2685. The IAFF Local 2685 recognized and congratulated Councillor Bujtas for participating in the Fire Ops 101 event in Vancouver during the Union of BC Municipalities (UBCM) conference.

This is the second time the City of Terrace has had a representative at this event. Fire Ops 101 gives elected and unelected officials a chance to see what a day in the life of a Fire Fighter is like.

Photos of Councillor Bujtas during the event were displayed.

The IAFF presented Councillor Bujtas with a personalized Fire Ops 101 helmet in appreciation for his participation in the event.

Mayor Leclerc thanked the IAFF Local 2685 for their presentation and advised that the matter would be further dealt with under the “Correspondence” portion of this meeting’s Agenda (See Resolution No. 469).

**Liz Smaha, Kermodei
Tourism Society – 2020
Budget Request**

Mayor Leclerc welcomed Liz Smaha, Executive Director of Kermodei Tourism Society (the Society) to the Council meeting.

The Society strives to be the leading outdoor adventure and cultural destination in northwest BC.

The Society is governed by a volunteer Board of Directors made up of 10 members representing various tourism and business sectors in the community.

The Society had 5 summer students this year, including one returning student from last year. They were very engaged in the community and had a great sense of pride in their jobs.

The Society's objectives include:

- *Acting as the official destination marketing organization (DMO) for Terrace as well as providing visitor services to tourists and guests,*
- *Evaluating, developing, and implementing marketing programs, and*
- *Increasing visitation numbers to Terrace and educating tourists about the many day trips that can be taken from Terrace (Greater Terrace Area, Kitimat, Prince Rupert, Nass Valley, Stewart, and the Hazeltons).*

They added additional collaborative marketing projects this year. Prince George has continued to lead on most of these projects. With their larger budget they have supported the smaller DMOs.

The Society participated and promoted many local events, festivals, and activities. They also promoted local events via their social media platforms. They created a friendly, inviting environment at the Visitor Information Centre (VIC) by way of adding colorful bistro tables outside that were used daily.

In 2019 the Society concentrated on their social media presence. Their Instagram and Facebook followers grew daily.

They were committed to garbage clean up in the downtown core. They set aside 3 hours every Monday throughout the summer months for street clean up. Ms. Smaha acknowledged the students for a job well done.

They continued to offer free bikes and fishing rods for visitors to borrow.

They took full advantage of the Chevrolet Equinox that was donated by MacCarthy Motors and Prevost RV & Marine. They used the “Kermodei Cruiser” to participate in parades in Terrace, Prince Rupert, and Kitimat. They made as many appearances as possible at various events during Riverboat Days.

The summer students engaged with people at the local campgrounds, Farmers’ Market, and Northwest Regional Airport via the information desk.

The Society was successful in getting their guide into the Horizon North Lodge and Sitka Lodge in Kitimat.

They continued to participate in collaborative marketing throughout 2019. Their collaborative marketing projects included:

- *Route 16 Motorcycle Touring Initiative,*
- *BC Bike Ride North,*
- *BC Ale Trail,*
- *Golf Northern BC,*
- *Travel Northwest BC, and*
- *Ride the North – Mountain Bike.*

The consumer shows that the Society attended included:

- *Vancouver Outdoor Adventure Show,*
- *Calgary Outdoor Adventure Show,*
- *Abbotsford Motorcycle Show,*
- *Spokane Washington – Motorcycle Show ,*
- *Round Up – Vancouver, and*
- *BC Natural Resource Forum – Prince George.*

The Society along with the Regional District of Kitimat-Stikine (RDKS), Northern BC Tourism, and Destination BC hosted a content marketing workshop for local stakeholders. They also held two stakeholder engagement sessions, an education seminar at the airport in partnership with Destination BC and Northern BC Tourism, and a Municipal and Regional District Tax (MRDT) information session, with another in the near future.

The VIC has seen an increase in numbers this year over the past two years.

Airport advertising proved to be helpful in increasing the Society's budget. They will continue to work with the ad sales at the Northwest Regional Airport. They recently added the ad sales for the Smithers Airport as well.

The Society recently presented to Council on their efforts thus far to re-implement the MRDT in the community. They have hired a consultant to help out and will continue with these efforts.

The Society requested a 2% increase to their budget. This increase would take them from \$130,000 in previous years to \$132,600 for 2020.

The Society is projecting \$268,340 in total revenues in 2020, an increase from \$238,140 in 2019. The increase is due to ad sales in the travel guide, airport advertising, and VIC merchandise.

The Society's expenses were broken into operating, marketing, and wages. Marketing and wages saw the greatest increase. It is increasingly more difficult for the Society to attract summer students and keep their one employee with a minimum wage when the industry is paying substantially more than they are able to. They need to be able to offer a more attractive salary in order to get employees with the qualifications to do the job successfully.

Initiatives coming for 2020 include:

- Consumer/Leisure Marketing,*
- Collaborative Marketing,*
- Meetings & Events Tourism,*
- Enhanced Community Engagement,*
- Relationship Building with the Media,*
- Relationship Building with Hoteliers and Special Interest Groups in the northwest,*
- Industry Conferences and Trade Shows, and*
- MRDT Vote.*

Ms. Smaha thanked the City for their continued support.

Mayor Leclerc thanked Ms. Smaha 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. 470).

MINUTES:

**Regular Council Minutes,
October 28, 2019**

(No. 467)

MOVED/SECONDED that the Regular Council Minutes of October 28, 2019 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:

**Amy Klepetar and Finlay
Beedle – Active
Transportation Presentation**

(No. 468)

MOVED/SECONDED that the active transportation presentation from Ms. Klepetar and Mr. Beedle be referred to staff.

Carried Unanimously.

**Jeffrey Minhinnick,
International Association of
Fire Fighters, Local 2685 –
Fire Ops 101 Helmet
Presentation**

(No. 469)

MOVED/SECONDED that the presentation from the IAFF be received for information.

Carried Unanimously.

**Liz Smaha, Kermodei
Tourism Society – 2020
Budget Request**

(No. 470)

MOVED/SECONDED that the presentation from the Kermodei Tourism Society be referred to staff to include in the budget process.

Carried Unanimously.

**CONVENE INTO
COMMITTEE OF THE
WHOLE:**

(No. 471)

MOVED/SECONDED that the November 12, 2019 Regular Council Meeting convene into Committee of the Whole.

Carried Unanimously.

**Committee of the Whole
Development Services
Component**

➤ **November 12, 2019**

The following items were discussed at the November 12, 2019 Development Services Component of the Committee of the Whole:

- 1. TEMPORARY USE PERMIT NO. 02-2019 – SMS EQUIPMENT INC. (5317 KEITH AVENUE)**
- 2. TEMPORARY USE PERMIT NO. 03-2019 – MONSTER INDUSTRIES LTD. (5412 & 5414 HIGHWAY 16 WEST)**
- 3. APPLICATION TO AMEND LIQUOR PRIMARY LICENSE – THE SKEENA HOTEL (4529 GREIG AVENUE)**

COMMITTEE REPORTS:

It was recommended that the Committee now rise and report.

**Committee of the Whole
Development Services
Component**

➤ **November 12, 2019**

Division was requested.

Items No. 1 & 2

MOVED/SECONDED that Items No. 1 and 2 of the November 12, 2019 Development Services Component of the Committee of the Whole verbal report be adopted with the following recommendations:

(No. 472)

- 1. TEMPORARY USE PERMIT NO. 02-2019 – SMS EQUIPMENT INC. (5317 KEITH AVENUE)**

It was recommended that Temporary Use Permit No. 02-2019 be issued to SMS Equipment Inc. for the property legally described as Lot 26, District Lot 615, Range 5, Coast District, Plan 4490 [5317 Keith Avenue] to permit the following use until November 15, 2020, with no option for renewal:

- *To temporarily locate four 3.7 metre by 18.3 metre mobile units together to form a single 14.6 metre by 18.3 metre structure on the subject property to be used as temporary office space, until November 15, 2020.*

2. TEMPORARY USE PERMIT NO. 03-2019 – MONSTER INDUSTRIES LTD. (5412 & 5414 HIGHWAY 16 WEST)

It was recommended that Temporary Use Permit No. 03-2019 be issued to Monster Industries Ltd. , for the properties legally described as Lots 3 and 6 of District Lot 1745, Range 5, Coast District, Plan 1016 [5412 & 5414 Highway 16 West} to permit the following use with an expiry date of October 31, 2021:

- *To operate a light industrial business activity for the specific uses of light manufacturing, welding, machine or metal fabrication, trade contracting, and outdoor storage of industrial materials and equipment related to the operations of a construction and maintenance company, Monster Industries Ltd., until October 31, 2021.*

Carried Unanimously.

Item No. 3

(No. 473)

MOVED/SECONDED that Item No. 3 of the November 12, 2019 Development Services Component of the Committee of the Whole verbal report be adopted with the following recommendation:

3. APPLICATION TO AMEND LIQUOR PRIMARY LICENSE – THE SKEENA HOTEL (4529 GREIG AVENUE)

It was recommended that Council pass the following resolution:

At the City of Terrace Council meeting held on November 12th, 2019, Council considered the report prepared by Staff which addressed LCRB criteria and passed the following resolution with respect to the above named application.

Be it resolved that:

1. *The City of Terrace Council recommends the amendment of the license for the following reasons:*
 - a) *There were no responses received from adjacent property owners;*
 - b) *The amendment is in accordance with City of Terrace Policy No. 83; and*

- c) *The R.C.M.P. has stated no concerns with the proposed amendment.*
- 2. *The Council's comments on the prescribed considerations are as follows:*
 - a) *The impact on the community, including traffic volumes and patterns will be negligible given the establishment already exists and this application does not represent a significant change in operations.*
 - b) *The potential for noise impacts, if the application is approved, will be negligible.*
- 3. *A public notice of hearing was sent out to the owners of all properties within 50 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 October 28, 2019.*

There were no concerns raised over this application.

Carried.

Mayor Leclerc wished to be recorded as opposed.

**Committee of the Whole
(Finance, Personnel and
Administration Component)
➤ October 29, 2019**

MOVED/SECONDED that the October 29, 2019 Finance, Personnel and Administration Component of the Committee of the Whole report be adopted with the following recommendations:

(No. 474)

1. TERRACE & DISTRICT MUSEUM SOCIETY – 2020 BUDGET REQUEST

There were no recommendations.

2. KERMODEI TOURISM SOCIETY – MRDT UPDATE

There were no recommendations.

Carried Unanimously.

**Committee of the Whole
(Finance, Personnel and
Administration Component)**
➤ **October 30, 2019**

(No. 475)

MOVED/SECONDED that the October 30, 2019 Finance, Personnel and Administration Component of the Committee of the Whole report be adopted with the following recommendation:

1. TERRACE PUBLIC LIBRARY – 2020 BUDGET REQUEST

There were no recommendations.

Carried Unanimously.

Committee of the Whole
➤ **November 1, 2019**

(No. 476)

MOVED/SECONDED that the October 10, 2019 Committee of the Whole report be adopted with the following recommendations:

1. SENIORS TASK FORCE/COMMITTEE DISCUSSION

It was recommended that the City write a letter to the Ministry of Municipal Affairs and Housing requesting that seniors and individuals with mental health and addictions issues not be grouped into one mixed category.

It was recommended that the Housing Committee be directed to focus on seniors housing needs.

It was recommended that BC Housing be invited to a meeting to discuss seniors housing issues.

It was recommended that Northern Health be invited to a meeting regarding how home support is handled in their organization.

It was recommended that the City request information from the MLA's office regarding seniors input they have received.

Carried Unanimously.

COMMITTEE REPORTS
(FOR INFORMATION ONLY):

**Committee of the Whole
Development Services
Component**
➤ **October 28, 2019**

(No. 477)

MOVED/SECONDED that the October 28, 2019 Development Services Component of the Committee of the Whole report be received for information.

Carried Unanimously.

SPECIAL REPORTS:

**Memo – City Planner,
Northern Development
Initiative Trust – 2020
Business Façade
Improvement
Program Funding
Application**

MOVED/SECONDED that Council support an application to Northern Development Initiative Trust (NDIT) for the 2020 Business Façade Improvement Program.

Carried Unanimously.

(No. 478)

**Memo – Director of
Development Services,
Northern Development
Initiative Trust – Application
for Grant Funding to
Complete a Housing Needs
Assessment in 2020**

MOVED/SECONDED that Council support an application to Northern Development Initiative Trust (NDIT) for a grant in the amount of \$10,000 to support the completion of a Housing Needs Assessment.

Carried Unanimously.

(No. 479)

**Memo – Director of
Development Services,
Union of BC Municipalities
(UBCM) – Application for
Grant Funding Through the
Housing Needs Report
Program to Complete a
Housing Needs Assessment
in 2020**

MOVED/SECONDED that Council support an application to the Union of BC Municipalities (UBCM) for a grant in the amount of \$20,000 to support the completion of a Housing Needs Assessment.

Carried Unanimously.

(No. 480)

**Memo – Corporate
Administrator, Terrace
Public Library Liaison
Appointments**

MOVED/SECONDED that Councillor J. McCallum-Miller be appointed as the liaison to the Terrace Public Library, and that Councillor E. Ramsay be appointed as alternate liaison for a one-year term to November 2020.

Carried Unanimously.

(No. 481)

**Memo – Director of Finance,
BC Transit 2020/2021 Fleet
Contingency Vehicle**

MOVED/SECONDED that the City of Terrace replace the current light duty contingency vehicle with a medium duty Vicinity bus.

Carried Unanimously.

(No. 482)

**Memo – Fire Chief, 2019
Community Emergency
Preparedness Fund –
Volunteer and Composite
Fire Department Equipment
and Training**

MOVED/SECONDED that Council support an application for the 2019 Community Emergency Preparedness Fund – Volunteer and Composite Fire Departments Equipment and Training.

Carried Unanimously.

(No. 483)

**Memo – Deputy Director of
Finance, Policy No. 13 -
Travel Allowance**

MOVED/SECONDED that Section 4.a.iv. of Policy No. 13 – Travel Allowance be removed.

Carried Unanimously.

(No. 484)

**Memo – RCMP Officer In
Charge, Terrace Detachment
3rd Quarter Report**

MOVED/SECONDED that the Terrace Detachment 3rd Quarter Report be received for information.

Carried Unanimously.

(No. 485)

BYLAWS:

There were no Bylaws.

**NEW BUSINESS FROM
COUNCIL:**

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

There was no report on the Regional District of Kitimat-Stikine.

**REPORTS ON COUNCIL
ACTIVITIES:**

Councillor Downie

Councillor Downie reported on the Provincial Accessibility and Inclusion Workshop.

Councillor Bujtas

Councillor Bujtas reported on a meeting with City of Fort St. John Mayor Lori Ackerman regarding the Peace River Agreement.

Mayor Leclerc

Mayor Leclerc participated in promoting pedestrian safety awareness in Terrace by handing out reflectors downtown.

REPORT FROM IN-CAMERA:

There were no items released from In-Camera status.

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

There were no questions from the Media and one comment from the Audience.

ADJOURNMENT

(No. 486)

MOVED/SECONDED that the November 12, 2019 Regular Meeting of Council be now adjourned.

Carried Unanimously.

The meeting adjourned at 9:55 p.m.

CERTIFIED CORRECT:

Mayor

Deputy Clerk