

**Regular Meeting of the Council of the District of Port Edward
Tuesday, November 12, 2024
7:00 PM
District of Port Edward Council Chambers**

[Zoom Link](#)

Meeting ID: 792 144 4026



AGENDA

We respectfully acknowledge that we are meeting on the traditional, ancestral, and unceded territories of the Tsimshian Peoples. This land has been stewarded by the Tsimshian for generations, and we honor their continuing connection to it. We also recognize their rich cultural heritage, ongoing contributions to our community, and their continued efforts to preserve their traditions and language. The District of Port Edward aims to elevate the voices and lived experiences of Tsimshian peoples through active inclusion and consultation on matters which impact Tsimshian peoples and lifeway

1. Adoption of Agenda

Recommendation: THAT the Agenda for the Regular Council Meeting November 12, 2024 be adopted as presented

2. Approval of Minutes

Recommendation: THAT the minutes of the Regular Council Meeting of October 22, 2024 be approved as presented.

A. Minutes of the October 22, 2024 Council Meeting

3. Business arising from the Minutes and Unfinished Businesses – Release from In-Camera

4. Petitions & Delegation

A. PRPA – Community Update on CANXPORT project

1. **Speaker: Ken Veldman**

B. Urban Systems – Completion of Housing Needs Assessment

1. **Speaker – Alison Rustand**

5. Correspondence

A. Prince Rupert Rotary Club – Grant in Aid Application

B. Prince Rupert Hallowe'en Fest 2024 – Grant in Aid Application

C. NCRD October Update

D. Port Edward Store Closure and Its Impact on the Port Edward Community

6. Reports

- A. Council Remuneration, Expenses and Benefits
- B. SOP's for the Water Treatment and Wastewater Treatment Plant
- C. Emergency Training Host Application
- D. Horizon North – Development Permits
- E. Firework Display Permit – October 31
- F. FOIPPA Compliance Assessment
- G. New District of Port Edward Website Report and Demo
- H. GHG Pathway Feasibility Grant Application
- I. Branding Policy Report
- J. Staff Report
- K. BC Housing – Social Housing Grant Application
- L. Finance Software Update

7. Bylaws

- A. Council Remuneration, Expenses and Benefits Bylaw No. 763, 2024

8. Reports on Council Activities

9. Questions from Audience – *Regarding Listed Agenda Items Only*

10. New Business

A. Resolution to Exclude the Public

Recommendation: That the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

90.1 (c) labour relations or other employee relations

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting

11. Adjournment

2. Adoption of the Minutes

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY OCTOBER 22, 2024

PRESENT:

COUNCIL:

Mayor Knut Bjorndal, Chair

Councillors: Dan Franzen, James Brown, Christine Mackenzie and Colleen McDonald

Absent:

ADMINISTRATION:

Mark Brown, Chief Administrative Officer

Pat Sibilleau, Chief Financial Officer

Daphne Thomson, Deputy Corporate Officer

Absent: Polly Pereira, Director of Corporate Administrative Services

CALL TO ORDER

Mayor Knut Bjorndal called the meeting to order at 7:02PM on October 22, 2024.

The Mayor opened the meeting by respectfully acknowledging we are meeting on the traditional unceded homeland and territories of the Tsimshian Peoples.

1. AGENDA:

24-208

Moved by: Councillor Franzen

Seconded by: Councillor Mackenzie

THAT the Agenda for the Regular Council Meeting of October 22, 2024 be adopted as presented.

Carried Unanimously

2. MINUTES:

24-209

Moved by: Councillor Franzen

Seconded by: Councillor Brown

THAT the minutes of the Regular Meeting of Council dated October 8, 2024 be approved as presented.

Carried Unanimously

3. BUSINESS ARISING -NIL

4. PETITIONS AND/OR DELEGATION: NIL

5. CORRESPONDENCE:

North Pacific Cannery Halloween Event – October 26, 2024

24-210

Moved by: Councillor Brown

Seconded by: Councillor Mackenzie

THAT the District of Port Edward Council approves a donation of \$500 to support the North Pacific Cannery's Halloween event on October 26, 2024.

Carried Unanimously

5. REPORTS:

A. Truth and Reconciliation Full Day Workshop – November 29, 2024 at Inn on the Harbour

For information purpose only

B. Urban Systems – Truth and Reconciliation Additional Grant Applications

Date: October 22, 2024

By: Deputy Corporate Officer

File: B Report to Council - Urban System Additional Truth and Reconciliation Grant Application

24-211 Moved by Councillor Franzen
Seconded by Councillor Mackenzie

THAT Council approves Urban Systems' application to the following two funding programs in support of the ongoing Truth and Reconciliation plan:

- 1. UBCM Community to Community Program (C2C)**
- 2. UBCM Indigenous Cultural Safety and Cultural Humility Training**

Carried Unanimously

C. AB Consulting – UBCM Fire Equipment Grant

Date: October 22, 2024

By: Deputy Corporate Officer

File: C Report to Council - AB Consulting - Fire Equipment Grant Application

24-212 Moved by Councillor Mackenzie
Seconded by Councillor Brown

THAT Council supports AB Consulting in submitting the grant application to the UBCM Community Emergency Preparedness Fund for additional fire equipment.

Carried Unanimously

D. PRPA Community Fund Application – Boat Launch

Date: October 22, 2024

By: Deputy Corporate Officer

File: D Report to Council - PRPA Community Fund Application – Boat Launch

24 – 213

Moved by: Councillor Franzen
Seconded by: Councillor Mackenzie

THAT Council supports the submission of the PRPA Community Fund application for the Boat Launch Project, which will enhance local infrastructure and recreational opportunities.

Carried Unanimously

E. Urban System – Rural Economic Diversification and Infrastructure Program

Date: October 22, 2024

By: Deputy Corporate Officer

File: E Report to Council - Economic Development Plan, along with the appointment of Urban Systems as the consultant

24– 214

Moved by: Councillor Mackenzie
Seconded by: Councillor Franzen

THAT Council supports the submission of the REDIP grant application for the Economic Development Plan, with Urban Systems appointed as the consultant to apply on behalf of the District of Port Edward.

Carried Unanimously

F. October Staff Report

Date: October 22, 2024

By: Deputy Corporate Officer

File: F Report to Council - October Staff Report

24– 215

Moved by: Councillor McDonald
Seconded by: Councillor Mackenzie

THAT Council receives this report for information purposes regarding staff activities and training during October 2024, including the submission of the Alwyn Lake and Wolf Creek Dam OMS to the Province.

Carried Unanimously

G. Adoption of Accessibility Plan

Date: October 22, 2024

By: Deputy Corporate Officer

File: G Adoption of Accessibility Plan

24– 216

Moved by: Councillor Mackenzie
Seconded by: Councillor McDonald

THAT Council adopts the Prince Rupert and Area Accessibility Plan as presented and directs staff to include the actioning of priorities from the Plan as part of the next iteration of Council's Strategic Plan.

Carried Unanimously

8. BYLAWS:

A. Permissive Tax Statutory #756

24-217 Moved by Councillor Franzen
 Seconded by Councillor McDonald

THAT Permissive Tax Statutory Exemption Bylaw #756, having been introduced and given three readings, be adopted and implemented effective October 22, 2024
Carried Unanimously

B. Permissive Tax CN #757

24-218 Moved by Councillor Franzen
 Seconded by Councillor Brown

THAT Permissive Tax Statutory Exemption Bylaw #757, having been introduced and given three readings, be adopted and implemented effective October 22, 2024.
Carried Unanimously

9. REPORTS ON COUNCIL ACTIVITIES:

Mayor Knut Bjorndal

The Mayor met with the Port Edward Harbour Authority and also held discussions with AltaGas. During the meeting, AltaGas announced a donation of \$2,000 towards the local school.

Councillor Franzen

Councillor Franzen attended the North Coast Regional District board meeting and provided updates on regional initiatives and developments.

24-219 Moved by Councillor Franzen
 Seconded by Councillor Brown

THAT Council receives the reports presented by Councillor Franzen and the Mayor regarding their recent meetings and activities.

Carried Unanimously

10. QUESTIONS FROM THE AUDIENCE – *Regarding Listed Agenda Items Only*

- A. (The minutes do not indicate the first and last names of the members of the public who asked the following questions as they were not provided by the speakers.)
- B. A question was asked whether the reports from Council would be published on the website. Councillor Franzen explained that documentation from the North Coast Regional District is available on their website, and the Mayor further clarified that Council reports are mostly verbal.
- C. Another question inquired if reports to Council included on the agenda would be published on the website. It was explained that while previous individual reports may be requested, future reports will be added to the agendas on the website.
- D. A question arose about the new CAO, Mark Brown. CAO Brown introduced himself, and a follow-up question was asked regarding the Deputy Corporate Officer's role and whether the position is full-time. CAO Brown explained the role and responsibilities, stating that the position is currently on contract.

- E. A question was raised regarding the petition submitted by residents. The Mayor reiterated that discussions on this matter fall under section 90 of the Community Charter and are therefore, not public as confidentiality must be maintained by the District.
- F. A suggestion was made that details of the upcoming town hall meeting, including rules, date, time, regulations, and format, be included on a flyer and placed in every resident's mailbox, as well as distributed digitally.

24-220 Moved by Councillor Mackenzie
 Seconded by Councillor Brown

THAT Council approves the distribution of a flyer outlining the rules, date, time, regulations, and format for the upcoming town hall meeting. The flyer will be placed in every resident's mailbox and distributed digitally to ensure all residents are informed.

Carried Unanimously

NEW BUSINESS:

- A. Congratulatory Letter to Tamara Davidson**
- B. Congratulatory Letter to Cassiar Cannery**

24-221 Moved by: Councillor McDonald
 Seconded by: Councillor Franzen

THAT Council approves sending a letter of congratulations to Tamara Davidson on her election as the representative for North Coast-Haida Gwaii, extending best wishes for her success and expressing our eagerness to collaborate on future initiatives that benefit our region.

FURTHER, Council approves sending a letter of congratulations to Cassiar Cannery for winning the award for Best Wilderness and Scientific Retreat in Western Canada 2024 from the North American Business Awards, recognizing their outstanding achievement and contribution to our community.

Carried Unanimously

C. Closed Meeting Session

24-222 Moved by: Councillor Brown
 Seconded by: Councillor Franzen

Resolution to Exclude the Public

Recommendation: That the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

90.1 A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(c) labour relations or other employee relations:

(m) a matter that under another enactment, is such the public may be excluded from the meeting.

NOW THEREFORE BE IT RESOLVED THAT the meeting be moved to the In-camera meeting.

Carried Unanimously

ADJOURNMENT:

24-223 Moved by: Councillor Franzen
 Seconded by: Councillor Brown

NOW THEREFORE BE IT RESOLVED THAT at 7:38 PM October 22, 2024 Regular Meeting of Council was adjourned.

CERTIFIED CORRECT

Knut Bjorndal, Mayor

Daphne Thomson, Deputy Corporate Officer

5 . Correspondence



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

Name of Organization: ROTARY CLUB OF PRINCE RUPERT
Date: October 21, 2024
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:

This grant is applied for to defray the costs of running our annual auction. The auction has been running for 60 years and is the Rotary Club of Prince Rupert's major fundraiser. Monies raised from the annual auction are used to fund projects and to sponsor events in our communities.

Rotary Programs

Rotary Apple Program in SD 52 schools, PAC 10 Tutoring and Civic Centre. Apples provided free of charge to students.
Co-sponsors are Trigon and Kxeen Community Services Society
Dress for Success. New warm outerwear and clothing provided to all SD 52 schools.
Partners are Kxeen Community Services Society and the school professionals who identify student needs.

Rotary Events and Community Project Funding

Annual Easter Egg Hunt
Annual Polar Bear Swim
Annual Boat Races on 3rd Ave Seafest Event
Local community groups can apply to receive funding for projects that they put forward that benefit our communities.
Ex: PR Swim Club – new starting blocks.

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 member Rotarians and supporters donating their time and talents in our community.

Our club motto is "Service Above Self"



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

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

Date: August 7th, 2024

Contact Person: Bev. Killbery

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

Amount of grant requested: Donation request of \$500, to go towards purchase of candy, prizes and decorations

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

We are holding our 37th annual Hallowe'en Fest on Thursday, Oct 31st, 2024 at the Jim Ciccone Civic Centre. This selected venue is easily accessible by Public Transportation in addition to being large enough to accommodate the 1500 to 2000 individuals who attend the 2 hr event. A sponsorship letter is included with this application to the District of Port Edward for consideration. We are hopeful to receive donations of cash, candy or prizes to assist the committee in the organization of this year's event. The sponsorship letter outlines a budget to operate the successful event and provide a fun-filled, safe Hallowe'en where children and families can attend and celebrate the evening.

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

The Hallowe'en Fest Society committee believes 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, Port Edward and the outlying communities. Our event is operated by volunteers, many who are student in high school who must meet their criteria of scheduled volunteer work. It is an event where families can participate in activities, enjoy the festivities and children can collect the anticipated Hallowe'en Treats.



District of Port Edward

POLICY AND PROCEDURES

RECEIVED
AUG 09 2024

POLICY # 2020-1

DISTRICT OF PORT EDWARD

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



Board Highlights

October 2024

Board Business:

1. The Board resolved to send a letter to Parliamentary Secretary Turnbull indicating the Board's willingness to meet regarding consultation on the draft Salmon Aquaculture Transition Plan for B.C.
2. The Board adopted a Northwest B.C. Resource Benefit Alliance (RBA) Funding Allocation Policy.
3. The Board amended its Community Works Fund Allocation Policy with a referral-based process initiated by Directors.
4. The Board signed a Memorandum of Understanding for 2025 NCLGA AGM & Convention Planning and appointed Chair Pages, and Director Putterill as Alternate, to the NCGLA 2025 AGM & Convention Organizing Committee.
5. The Board committed to offering the Business Façade Improvement Program in 2025. More news will be shared in the coming months.
6. The Board resolved to send follow-up correspondence summarizing meetings that occurred between the North Coast Regional District (NCRD) and various Ministers, Northern Health, and BC Hydro at the 2024 UBCM Convention & AGM in Vancouver, B.C.
7. The Board passed three readings to [Bylaw 618.1, 2024, Tlell Fire Protection and Rescue Service Area Establishment Amendment Bylaw](#).

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

To Whom It May Concern,

I hope this message finds you well. I would like to request the addition of the topic "**Port Edward Store Closure and Its Impact on the Port Edward Community**" to the agenda for the upcoming meeting on **November 12, 2024**.

The key points I would like to address are:

- **The impact of the store closure on our community**, including the increased rural isolation this creates for residents.
- **Support options for the community during this transition**, such as enhancing transportation services (e.g., more buses) and gathering community feedback to better understand the needs.
- **The lack of access to essential services**, including gas, emergency goods, and medication, and potential solutions to address these gaps.

Thank you for considering this important issue. I look forward to the opportunity to speak on behalf of our community and hope this topic will be approved for discussion.

Sincerely,
Destiny

6 . Reports



**DISTRICT of Port Edward
REPORT TO COUNCIL**

DATE: November 12, 2024

FROM: Pat Sibilleau – Chief Financial Officer

TO: Mark Brown - Chief Administrative Officer

SUBJECT: Council Remuneration, Expenses and Benefits

RECOMMENDATION:

That Council receive this report

AND THAT Council Remuneration Bylaw No. 740, 2023 be repealed in its entirety

AND THAT Council give three readings to Council Remuneration, Expenses and Benefits Bylaw 763, 2024

REASON FOR REPORT:

The District of Port Edward has set rates for expense reimbursement rates in Bylaw 740, 2023, in February 14, 2023, for Council only. I have not been able to locate a report that sets rates for staff travel expenses. Also, it is recommended that the Council Remuneration, Expenses and Benefits bylaw provide for the payment of expenses in accordance with the Canada Revenue Agency (CRA) meal, incidental and mileage rates.

BACKGROUND:

The goal of a bylaw for expense reimbursement is to ensure that the amount reimbursed to Council is a realistic amount, to reduce the cost to the individual Council member, while travelling on District business. Ideally, there is no actual cost to the individual Council member.

To ensure that the reimbursement amount is reasonable there are three alternatives:

1. Claims would require submission of original receipts for all costs, including meals, incidental, etc.
2. Establish set rates for meals and incidentals, which are reviewed on a regular basis. All other expenses would require original receipts.
3. Create a bylaw that allows the meal, incidental and mileage rates to follow the Canada Revenue Agency (CRA) rates.

Past history indicates that rates for the District were changed on an irregular basis once in 2011 in Bylaw 516 and again in February 2023 in Bylaw 740.

CRA sets meal allowance and incidental rates every April 1 and October 1 and mileage rates on January 1.

If the District approves a bylaw to follow the CRA rates and schedule of rate changes a bylaw would not need to be rescinded and replaced with a new bylaw for an extended period of time, but Council would be reimbursed at a realistic updated rate.

Current CRA rates are:

Daily meal allowance:

If all 3 meals are taken away from home is \$111.95

If fewer than 3 meals are taken away from home the individual rates are:

Breakfast \$24.90

Lunch \$25.20

Dinner \$61.85

If any meals are included and/or paid for by the conference or meeting host etc. the Council member cannot claim an allowance for those meals.

Incidental Allowance payable for each 24 hours that the recipient is away from home is \$17.50. The incidental rate is intended buying a coffee, soft drink or snack outside of mealtime.

Mileage \$.70 for the first 5000 km claimed in a calendar year and \$.64 for km claimed over 5000 km.

If the unusual happens and travel is outside of Canada, the rates would be the same but would convert to funds of the country of travel using the exchange rate in effect on the last day of travel.

All other expenses claims must be supported by original receipts.

All airfare, hotel accommodation are to be booked by the District and paid directly by the District.

At no point in time will alcohol receipts be reimbursed.

At no point in time will traffic tickets, parking fines etc. be reimbursed.

If an advance is requested it must be approved and submitted to the Finance department, 10 working days in advance of the travel date. The advance amount will be deducted from the expense claim submitted.

All expense claims must be submitted on the approved form in Excel format, approved by the appropriate authority and forwarded to Finance within 10 working days of return to the person's residence. This is to ensure that expenses are recorded in the appropriate accounting period.

Per diem (Latin for "per day") a specified amount of money that an organization gives an individual, typically an employee, per day to cover living expenses when travelling on the employer's business.

DISCUSSION:

To consider the attached Travel Expense Policy for implementation the day after the Bylaw is adopted or January 1, 2025.

The portion of Bylaw 740,2023, related to Council remuneration would remain unchanged in Bylaw 763, 2024 reading as "On and after the 1st day of January each year, the remuneration

paid to the Mayor and Councillors of the District of Port Edward shall be as shown in Schedule "A".

OCP/STRATEGIC PLAN:

BUDGET IMPLICATIONS:

No budget implications at this time.

Prepared By:

Approved for Submission to Council

Pat Sibilleau CFO

Mark Brown, CAO

Strategic Plan Priority Aligned With:

- Well Planned Finances .
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works & Infrastructure
- Organizational Excellence



**DISTRICT of Port Edward
REPORT TO COUNCIL**

DATE: November 12, 2024
FROM: Daphne Thomson – Deputy Corporate Officer
TO: Mark Brown – Chief Administrative Officer

**SUBJECT: SOP'S FOR WATER TREATMENT AND WASTE WATER
TREATMENT**

RECOMMENDATION:

THAT Council award the tender to WSP as the consultant for the development of Standard Operating Procedures (SOP) for the District's Water Treatment Plant (WTP) and Wastewater Treatment Plant (WWTP), with a fee estimate of \$31,056 including training to be funded in the 2025 budget.

BACKGROUND:

The District of Port Edward requires comprehensive Standard Operating Procedures (SOPs) for its Level 3 (L3) Water Treatment Plant and Level 2 (L2) Wastewater Treatment Plant. These SOPs are essential to ensure the effective operation, maintenance, and regulatory compliance of both plants. WSP, an experienced firm familiar with both the WTP and WWTP, has previously supported the District on related projects and possesses detailed knowledge of our infrastructure and operational requirements.

In response to the Request for Proposal (RFP) issued earlier this year, **WSP submitted a detailed proposal** that includes developing SOPs for daily, weekly, monthly, quarterly, and annual tasks, alongside efficient record-keeping protocols. Their familiarity with the District's facilities and local operational conditions makes them an ideal partner for this project.

We have also received a proposal from McElhanney, priced at **\$80,600**, which covers similar SOP development needs for the Water and Wastewater Treatment Plants, including optional services for plant assessment, condition reports, and additional training.

DISCUSSION:

WSP's proposal includes a structured approach to develop SOPs that meet operational and regulatory requirements. Key components of their scope of work include:

1. **Project Management and Background Review:** Initial setup, project management, and a thorough review of the existing WTP and WWTP facilities.
2. **SOP Development:** Creation of SOPs for all routine tasks and necessary maintenance activities, organized by frequency.
3. **Operator Training:** On-site training sessions to ensure that staff fully understand and can implement the SOPs effectively.

In reference to the McElhanney Engineering Proposal, their submission outlined a total project cost of **\$80,600**. By hiring WSP at **\$31,056**, the District will benefit from their local expertise, past project involvement, and established relationship with Port Edward.

OCP/STRATEGIC PLAN:

The SOP development aligns with the Strategic Plan priorities, including:

- **Organizational Excellence:** Enhancing operational efficiency and staff training ensures reliable service and compliance.
- **Sustainable Infrastructure:** Standardized procedures contribute to the long-term sustainability and performance of critical infrastructure.

BUDGET IMPLICATIONS:

The proposed project will require a budget allocation of **\$31,056 from the 2025 fiscal year**. Allocating these funds in advance ensures that we can promptly engage WSP and initiate the SOP development process at the start of the 2025 fiscal year.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administrative Officer

Pat Sibilleau
Chief Financial Officer

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works and Infrastructure
- Organizational Excellence



**DISTRICT of Port Edward
REPORT TO COUNCIL**

DATE: November 12, 2024

FROM: Daphne Thomson – Deputy Corporate Officer

TO: Mark Brown – Chief Administrative Officer

SUBJECT: HOST EMERGENCY TRAINING BY EMCR APPLICATION

RECOMMENDATION:

THAT the District retain the services of AB Consulting to support the District's emergency planning initiatives and to formally endorse the application for Port Edward to act as a host community for Emergency Training delivered by Emergency Management BC (EMCR).

BACKGROUND:

To strengthen the District of Port Edward's emergency preparedness, an application has been submitted to EMCR for the community to act as a host for emergency training sessions. This training is tentatively scheduled for April or May 2025, depending on the number and types of applications EMCR receives. Hosting this training aligns with the District's ongoing efforts to enhance emergency planning and will offer valuable skills and knowledge to both Port Edward staff and participants from neighboring communities.

The training will be delivered at no cost to the District; however, the community will be responsible for providing a suitable host location and ensuring a minimum of 24 participants. The training sessions will be open for registration to municipalities throughout the region, including Prince Rupert and the District of Port Edward.

DISCUSSION:

AB Consulting, with expertise in emergency planning and training coordination, is recommended to support the District's efforts in organizing and executing this training program. Their role will involve coordinating logistics, promoting the training to ensure adequate registration, and acting as a liaison with EMCR.

The application has been submitted with confirmation number **67558D89**, and the District should receive an official acknowledgment and follow-up from EMCR shortly. AB Consulting will continue to provide support throughout this process to maximize the benefits of this training for the District's emergency planning initiatives.

OCP/STRATEGIC PLAN:

This training opportunity aligns with the Strategic Plan priorities, including:

- **Community Safety and Preparedness:** Ensuring the District and its residents are prepared for emergencies through structured training.
- **Organizational Excellence:** Enhancing the capacity and readiness of staff to respond effectively to emergencies.

BUDGET IMPLICATIONS:

The emergency training will be provided at no cost to the District. Any logistical costs, including securing a host location, are anticipated to be minimal and can be accommodated within the existing budget.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administrative Officer

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works and Infrastructure
- Organizational Excellence



**DISTRICT of Port Edward
REPORT TO COUNCIL**

DATE: November 4, 2024
FROM: Daphne Thomson – Deputy Corporate Officer
TO: Mark Brown – Chief Administration Officer

SUBJECT: HORIZON NORTH DEVELOPMENT PERMIT

RECOMMENDATION:

1. THAT Council approve the issuance of a development permit for the 9-unit, 36-bed configuration to address immediate accommodation needs for Altagas.
2. THAT Council approve the issuance of a development permit for the Horizon North Wolf Creek Lodge long-term accommodation project.

BACKGROUND:

The District of Port Edward is evaluating development applications from Horizon North for both long-term and short-term accommodation solutions on Watson Island, designed to meet growing demands from regional industrial projects. The long-term Wolf Creek Lodge project will provide comprehensive executive and worker accommodations. To address urgent needs for Altagas, a separate, temporary development is proposed: a 9-unit, 36-bed solution utilizing "Side x Side" units, a plug-and-play configuration that provides rapid deployment.

Horizon North's Side x Side units are fully electric and self-contained, with water and sewer stored and hauled as needed. This solution meets the immediate housing requirements without extensive infrastructure installation, aligning with the anticipated timeline for the main lodge's construction.

DISCUSSION:

1. Horizon North Wolf Creek Lodge – Long-Term Development

The Wolf Creek Lodge is a long-term accommodation solution strategically planned to serve industrial projects on Watson Island, including worker dormitories, executive units, and amenities. This development aligns with the community's goals for supporting regional industrial growth and providing essential workforce housing.

Key Features:

- **Accommodation Facilities:** The development includes six 30-person executive dormitories, one 23-person dormitory, with additional space for future expansion.
- **Amenities:** Recreational areas, luggage storage, and other facilities are included to ensure a comfortable living environment for residents.

- **Site Layout and Accessibility:** The design provides direct access to main roads and transportation options, including a bus turning lane and over 100 parking stalls to accommodate residents and visitors.

The Wolf Creek Lodge project reflects a well-structured plan that aligns with the District's strategic objectives for economic development and infrastructure support.

2. Temporary 9-Unit, 36-Bed Side x Side Solution for Altagas

To meet Altagas's immediate accommodation needs, Horizon North proposes the use of two Side x Side units on the same property. These units offer a quick and flexible solution, enabling the District to avoid a special council meeting and meet the deployment target of November 20th, contingent on council approval by November 12th or 13th.

Key Features:

- **Plug-and-Play Configuration:** The Side x Side units are fully electric and self-contained, simplifying installation and minimizing environmental impact.
- **Temporary Setup:** The units will be removed once the main Wolf Creek Lodge project is operational, providing a seamless transition from temporary to permanent accommodations.
- **Self-Contained Utilities:** Water and sewer will be hauled to and from the site, reducing the need for extensive utility hookups and infrastructure investment.

Justification for Separate Permits

Given the different timelines and nature of each project, separate development permits will allow for efficient management and compliance with regulatory requirements. The long-term Wolf Creek Lodge project will support sustained regional growth, while the temporary Side x Side units meet immediate needs in a cost-effective manner.

OCP/STRATEGIC PLAN:

These developments align with the District's Strategic Plan priorities of:

- **Economic Development:** Supporting regional industrial projects by providing accessible workforce housing.
- **Organizational Excellence:** Efficiently utilizing resources to address immediate and long-term accommodation needs.
- **Community Resilience:** Expanding infrastructure to meet housing demands, supporting local employment, and fostering regional partnerships.

BUDGET IMPLICATIONS:

The development costs for both the long-term and temporary projects are fully funded by Horizon North, requiring no direct financial commitment from the District. By approving these permits, the District supports indirect economic growth and potential increases in tax revenue.

Respectfully Submitted, 

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administrative Officer

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works and Infrastructure
- Organizational Excellence



District of Port Edward Fireworks Display Application

Fireworks Guidelines and Fireworks Bylaw # 723:

Fireworks that have been designed as allowable for use may be used only with a permit. Low hazard fireworks are for consumers and designed for recreational use, and high hazard fireworks are for professionals and are used in large displays.

Permit Requirements:

1. The applicant must be the person supervising the fireworks. DW (initial)
2. The applicant must be at least 19 years of age. DW (initial)
3. The applicant must have read, understood and agreed to follow the safety rules and recommendations defined in the FIREWORKS MANUAL issued by Natural Resources Canada. DW (initial)

Name of Applicant: Darlene, Charles Wilson

Mailing Address: PO BOX 186

Telephone: 778 645 0442 Email: charwillwilson@gmail.com

Reason for Display: Halloween

Place of Display: 785 Sunset Dr Time: 7:15 Duration: 30 min

Public Property (requires Council Resolution) _____

Fire Chief or Officer of the District of Port Edward- approval _____

Registered owner of place of display Yes NO If no requires owner's permission

Type of Fireworks:

Low Hazard Fireworks - Aerial Display 30mx30m - Ground Display 20mx20m
(Federal Explosives Guidelines)

High Hazard Fireworks Certificate (Federal Explosives Acts and Explosives Regulations)

- High Hazard Fireworks must provide copy of current Fireworks identification card issued by the Chief Inspector of Explosives (Canada) and follow all guidelines
- Site Plan and layout must be included

Applicant's Signature: Darlene Wilson Date: Oct 30 2024



**DISTRICT of Port Edward
REPORT TO COUNCIL**

DATE: November 12, 2024
FROM: Daphne Thomson – Deputy Corporate Officer
TO: Mark Brown – Chief Administrative Officer

SUBJECT: FOIPPA Compliance Assessment

RECOMMENDATION:

THAT Council receive the staff report dated November 12, 2024 concerning the FOIPPA Compliance Assessment and FURTHER THAT Council approve the hiring of FY Information Management Consulting to conduct a FOIPPA Compliance Assessment for the District of Port Edward, with a project budget of \$14,175.

BACKGROUND:

The District of Port Edward is committed to maintaining compliance with the BC Freedom of Information and Protection of Privacy Act (FOIPPA). A comprehensive assessment of current practices, policies, and documentation is essential to ensure adherence to FOIPPA standards. FY Information Management Consulting, led by Michelle Barroca, has submitted a proposal that includes a detailed FOIPPA compliance assessment, training sessions for District staff and elected officials, and ongoing support.

The assessment will identify any gaps in compliance, offer actionable recommendations, and enhance the District's information privacy and management practices. Additionally, FY Information will provide FOIPPA training sessions to ensure all staff and elected officials are informed and prepared to handle privacy-related responsibilities effectively.

DISCUSSION:

The FOIPPA Compliance Assessment proposal from FY Information includes the following key deliverables:

1. **FOIPPA Compliance Assessment:** A review of the District's privacy-related documentation, interviews with staff, and a report identifying compliance gaps and improvement recommendations.
2. **Training for District Staff and Elected Officials:** Virtual training sessions to introduce FOIPPA requirements and best practices for privacy management.
3. **Ongoing Support:** Post-training support to address any additional questions or implementation needs.

The project will span from January 2025 to June 2025, with training scheduled for April. This timeline provides sufficient time for assessment, training, and follow-up, ensuring a comprehensive approach to FOIPPA compliance.

OCP/STRATEGIC PLAN:

This project aligns with the District's Strategic Plan goals of:

- **Organizational Excellence:** Strengthening our privacy management framework to protect residents' information.
- **Accountability and Transparency:** Ensuring the District complies with legislative requirements, enhancing public trust.

BUDGET IMPLICATIONS:

FY Information has proposed a total project cost of \$14,175, including GST, based on an estimated 100 hours at a rate of \$135 per hour. This budget allocation will be necessary to cover the compliance assessment, training, and support services.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administrative Officer

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works and Infrastructure
- Organizational Excellence



DISTRICT of Port Edward REPORT TO COUNCIL

DATE: November 12, 2024
FROM: Daphne Thomson – Deputy Corporate Officer
TO: Mark Brown – Chief Administrative Officer

SUBJECT: NEW WEBSITE DEMO

RECOMMENDATION:

THAT Council receive the staff report dated November 12, 2024 regarding the new website demo and acknowledge the completion of recent website upgrades and support continued digital service expansion efforts.

BACKGROUND:

The District of Port Edward has upgraded its website to enhance accessibility and interactivity for residents. Previously a static information resource, the website now offers dynamic functionality, allowing residents to access and submit various forms and services directly online. This transformation supports the District's goals of improving public accessibility and providing streamlined, user-friendly services.

DISCUSSION:

Key upgrades and ongoing projects for the District's website include:

1. **Form and Service Access:** All essential forms and services are now accessible for online submission, enabling residents to interact with the District efficiently and at their convenience.
2. **Searchable Document Integration:** In progress is the integration of a system allowing users to search for bylaws, policies, agendas, and minutes directly through the website. This feature is expected to be fully operational by mid-December.
3. **Online Payment Capabilities:** Soon, the website will also support online payments, furthering its functionality as a comprehensive public service platform.

These enhancements represent a shift toward providing more interactive and accessible online services, making the District's website a valuable tool for residents and reducing the need for in-person visits for routine services.

OCP/STRATEGIC PLAN:

The website upgrade aligns with the Strategic Plan's commitment to:

- **Organizational Excellence:** Leveraging technology to enhance service delivery and increase operational efficiency.
- **Community Engagement:** Improving public access to District services and resources fosters a more informed and connected community.

BUDGET IMPLICATIONS:

The website upgrades and ongoing integrations have been managed within the current budget allocations. Any future costs associated with maintenance or additional features will be evaluated in the upcoming fiscal planning.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administrative Officer

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works and Infrastructure
- Organizational Excellence



**DISTRICT of Port Edward
REPORT TO COUNCIL**

DATE: November 12, 2024
FROM: Daphne Thomson – Deputy Corporate Officer
TO: Mark Brown – Chief Administrative Officer

SUBJECT: GHG PATHWAY FEASIBILITY GRANT APPLICATION

RECOMMENDATION:

THAT Council approve the application to the Green Municipal Fund for the GHG Reduction Pathway Feasibility Study and to authorize a municipal contribution of \$28,040.

BACKGROUND:

The District of Port Edward is undertaking significant efforts to align with our Climate Action Plan (CAP) by identifying and implementing strategies to reduce greenhouse gas (GHG) emissions. In partnership with Hummingbird Energy & Sustainable Projects Group (SPG), a GHG Reduction Pathway Feasibility Study has been proposed to examine five key community buildings: the Community Centre, Municipal Office, Public Works Building, Water Treatment Plant, and Sewer Treatment Plant.

This study, funded in part by the Green Municipal Fund (GMF) from the Federation of Canadian Municipalities, will assess each facility's energy usage and provide actionable recommendations for reducing GHG emissions by up to 80% over 20 years

DISCUSSION:

The feasibility study will include energy audits, building condition assessments, and stakeholder workshops to establish a GHG baseline and develop multiple pathways for reducing emissions. SPG's proposal outlines detailed scenarios such as a Minimum Performance scenario (50% GHG reduction over 10 years) and a Short-Term Deep Retrofit scenario (80% GHG reduction within 5 years with additional funding). These scenarios will support informed decision-making for future capital improvements.

The District's contribution of \$28,040, aligns with our commitment to enhancing sustainability while leveraging external funding to mitigate costs. Approval of this resolution will allow the application process to move forward, securing funding for this critical project.

OCP/STRATEGIC PLAN:

The project supports the Strategic Plan's pillars, including:

- **Well Planned, Financed Public Works and Infrastructure:** Ensuring long-term sustainability and efficiency.
- **Growing & Progressive Economic Development:** Reducing operational costs while attracting environmentally conscious growth.
- **Organizational Excellence:** Utilizing best practices in environmental management and sustainability.

BUDGET IMPLICATIONS:

The study's total estimated cost is \$140,200, with 80% expected to be covered by the GMF grant, reducing the District's portion to \$28,040. Approval of this financial commitment is necessary to complete the application process.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administrative Officer

Pat Sibilleau
Chief Financial Officer

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works and Infrastructure
- Organizational Excellence



DISTRICT of Port Edward REPORT TO COUNCIL

DATE: November 12, 2024
FROM: Daphne Thomson – Deputy Corporate Officer
TO: Mark Brown – Chief Administrative Officer

SUBJECT: BRANDING POLICY

RECOMMENDATION: Motion to Receive

THAT Council adopt the District of Port Edward Brand Style Policy to ensure standardized, consistent branding across all District correspondence and materials.

BACKGROUND:

The District of Port Edward recognizes the importance of presenting a unified and professional brand image to build trust and enhance the community's recognition and reputation. A cohesive brand helps to reinforce our identity and values, ensuring that all communications effectively represent Port Edward. The Brand Style Policy provides clear guidelines on visual elements such as logo usage, color palette, and typography, ensuring uniformity in all public-facing materials and communications.

DISCUSSION:

The Brand Style Policy outlines the specific standards for designing and producing materials that represent the District. These include:

1. **Logo Usage:** Guidelines for primary, reverse, and minimum logo sizes to maintain logo clarity and visual impact.
2. **Color Palette:** Defined primary and secondary colors to maintain a recognizable and consistent aesthetic.
3. **Typography:** Standardized fonts for readability and professionalism.
4. **Application Examples:** Templates for minutes, reports, agendas, public notices, press releases, letterhead, email signatures, and other official documents.

By adopting this policy, all District staff and partners will have a standardized framework to ensure that Port Edward's brand identity is consistently represented in communications and materials across all platforms.

OCP/STRATEGIC PLAN:

The Brand Style Policy aligns with the Strategic Plan objectives, including:

- **Organizational Excellence:** Establishing a unified and professional brand enhances transparency and communication with residents and stakeholders.
- **High Quality of Life & Community Development:** A consistent brand fosters community pride and engagement, strengthening the District's connection with its residents.

BUDGET IMPLICATIONS:

There are no immediate budget implications for adopting this policy. Implementation may involve minimal costs for updating templates and document formats, which can be accommodated within the current budget.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administrative Officer

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works and Infrastructure
- Organizational Excellence



DISTRICT of Port Edward REPORT TO COUNCIL

DATE: November 12, 2024
FROM: Daphne Thomson – Deputy Corporate Officer
TO: Mark Brown – Chief Administrative Officer

SUBJECT: STAFF REPORT

RECOMMENDATION:

THAT Council receive the staff report dated November 12, 2024 that provides an update on recent initiatives within the District, emphasizing ongoing projects and improvements in technology integration, policy updates, and organizational capacity building.

BACKGROUND:

The District of Port Edward has prioritized a series of initiatives in 2024 to enhance operational efficiency, leverage technology, and ensure policies and procedures are current. These actions reflect the District's commitment to modernized, responsive service delivery aligned with best practices. This report also serves as a final update on behalf of Joe Soares, Public Works Manager, whose last day with the District was November 6, 2024.

DISCUSSION:

1. Microsoft 365 Training and Implementation

Staff recently completed comprehensive training in Microsoft 365, including OneDrive, SharePoint, and Teams, through a multi-day, hands-on workshop. This training covered essential aspects of digital file management, collaboration, and document sharing, enabling staff to enhance productivity and cross-departmental communication. The skills gained will continue to support efficient operations and streamline project collaboration across the District.

2. Website Upgrades and Systems Integration

The District's website has been upgraded to provide enhanced public access, enabling online form submissions and soon, online payment processing. Additionally, a systems integration is underway to make bylaws, policies, agendas, and minutes fully searchable online, with anticipated launch by mid-December. These updates create a more accessible platform for residents, transforming the website from a static resource to an interactive public service tool.

3. Policy and Bylaw Review and Updates

As part of our commitment to organizational excellence, we are actively reviewing and modernizing outdated policies and bylaws. This ongoing review process aims to align our regulatory framework with current standards and best practices. Upon completion, these updates will enhance governance transparency and improve responsiveness to community needs.

4. Process Improvements and Capacity Building

The implementation of new technology and process improvements enables the District to reduce manual workloads, automate routine tasks, and build overall capacity. Each

of these initiatives contributes to more efficient resource use, supporting the District's adaptability and effectiveness in managing future growth and demands.

OCP/STRATEGIC PLAN:

These initiatives align with the Strategic Plan's objectives of:

- **Organizational Excellence:** Enhancing staff skills and adopting new technologies supports continuous improvement and efficient service delivery.
- **Community Engagement and Transparency:** Improved access to information and services fosters a more informed and connected community.
- **Capacity Building:** Streamlined processes and modernized policies enable staff to focus on strategic priorities and long-term service enhancements.

BUDGET IMPLICATIONS:

These initiatives, including training, website upgrades, and policy reviews, have been managed within the current budget. Future enhancements may require additional budget considerations.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administrative Officer

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works and Infrastructure
- Organizational Excellence



DISTRICT of Port Edward
REPORT TO COUNCIL

DATE: November 12, 2024
FROM: Daphne Thomson – Deputy Corporate Officer
TO: Mark Brown – Chief Administrative Officer

SUBJECT: BC ASSESSMENT SOCIAL HOUSING

RECOMMENDATION:

THAT Council approve the hiring of Mustafa Kulkhan from Relativity Projects to apply for the BC Housing Project Development Funding grant of \$250,000 to support the District's affordable housing project.

BACKGROUND:

The District of Port Edward is committed to advancing affordable housing to meet the needs of the community. The BC Housing Project Development Funding (PDF) program provides financial assistance to local governments for the planning and development stages of affordable housing projects. Securing this \$250,000 in funding will help cover costs associated with initial project planning, permitting, and other pre-construction activities.

To optimize the chances of a successful application, the District seeks to engage an experienced consultant to lead this effort. Mustafa Kulkhan, Principal of Relativity Projects, brings a proven track record in obtaining BC Housing and Canada Mortgage and Housing Corporation (CMHC) funding, along with specialized knowledge in the field of affordable housing.

DISCUSSION:

Mustafa Kulkhan's expertise in social housing development and funding acquisition includes:

- **Extensive Funding Experience:** Mustafa has successfully secured substantial funding from BC Housing, CMHC, and other funding bodies for affordable housing projects, including grant applications similar to the Project Development Funding.
- **Project Management in Affordable Housing:** With over a decade of experience, Mustafa has led projects from inception through to construction, managing budgets, planning, and stakeholder coordination.
- **Regional and Indigenous Collaboration:** His existing work with Indigenous communities in the region, including the Nisga'a Nation, supports a smooth, culturally aware approach to the application process and aligns with regional housing needs.

Scope of Work

If hired, Mustafa Kulkhan's responsibilities will include:

1. **Funding Application Development:** Drafting and submitting the application for the \$250,000 BC Housing Project Development Funding, including gathering necessary documentation and ensuring compliance with funding criteria.
2. **Project Planning and Budgeting:** Developing a detailed budget and project plan that aligns with BC Housing's funding requirements and the District's affordable housing objectives.

3. **Stakeholder Coordination:** Collaborating with key stakeholders, including BC Housing, local government officials, and Indigenous partners, to ensure a comprehensive and competitive application.
4. **Reporting and Compliance:** Overseeing compliance with BC Housing requirements, including reporting obligations, should the funding application be approved.

JUSTIFICATION FOR HIRING MUSTAFA KULKHAN

Mustafa Kulkhan's background with Relativity Projects makes him uniquely qualified to support this funding application. His experience with BC Housing applications and established relationships in the housing sector will maximize the District's potential to secure the \$250,000 grant. Mustafa's knowledge of regulatory and funding requirements will ensure that the application process is thorough, timely, and aligned with BC Housing's expectations.

OCP/STRATEGIC PLAN:

This project aligns with the District's goals of:

- **Efficient Asset Management:** By ensuring accurate land boundaries, the District supports sustainable and transparent property management.
- **Community Development:** This boundary adjustment supports the long-term viability of senior housing by maintaining clear and compliant land records.

BUDGET IMPLICATIONS:

There are no budget implications to the District for this application. The consultant fee of \$10,000 for hiring Mustafa Kulkhan from Relativity Projects is included within the \$250,000 grant amount and will only be payable upon a successful application. If the Project Development Funding application is approved, the full grant amount will support the District's affordable housing project development.

Respectfully Submitted,

Daphne Thomson
Deputy Corporate Officer

Mark Brown
Chief Administrative Officer

Pat Sibilleau
Chief Financial Officer

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works and Infrastructure
- Organizational Excellence

REPORT TO COUNCIL



DATE: November 12, 2024
FROM: Pat Sibilleau – Chief Financial Officer
TO: Mark Brown - Chief Administrative Officer - Interim

SUBJECT: FINANCIAL ACCOUNTING SOFTWARE

RECOMMENDATION:

That Council receive this report for information

AND THAT

Council approves a motion for the District of Port Edward to proceed with the transition to Amiga Management Information System (AM AIS) financial software.

BACKGROUND:

The District of Port Edward is at a point where an upgrade to the financial software that is being used needs to be implemented. To consider whether the District should continue using Vadim or move to Amiga Municipal Accounting Information Software (AM AIS).

The District of Port Edward currently uses Vadim/iCity accounting software. The software has been the software of choice for the District, at least as far back as 2006. The contract between CentralSquare, the organization that hosts Vadim, and the District cannot be located by either party.

The computer software, Vadim, was developed in 1975, in Kelowna. The current CAO of the Town of Oliver was involved in the development of the product. At one time Vadim was a very Canadian organization. Currently, CentralSquare is the organization who provides the service for Vadim. CentralSquare is a US company based in Florida.

Vadim is used quite extensively by municipalities across Canada. However, the grapevine tells me that several are unhappy and are considering moving to other software. City of Prince Rupert currently uses Vadim.

AM AIS is a Canadian owned company based in North Vancouver. AM AIS has existed for over 30 years. They combine decades of experience in core accounting, municipal application & processes. The software is designed specifically for complex municipal day-to-day operations.

There are over 60 municipalities and regional districts using AM AIS. Some of the municipalities that use AM AIS are the Town of Golden, Town of Comox, District of Taylor, District of Metchosin.

DISCUSSION:

One of the main concerns with Vadim (CentralSquare) is the response time. Currently, if the District has an issue with Vadim, I.T. Partners must be contacted, who in turn will contact CentralSquare, who will eventually provide a response to I.T Partners, who will then provide, hopefully, a solution to the District. It usually takes several days to get the response.

In my experience with AMAIS, the District will contact AMAIS directly and will usually receive a response within a couple of hours. Customer service is a priority with the team at AMAIS.

Due to the District not having updated the general ledger in several years, it is difficult to generate usable reports. If the District opts to stay with Vadim, the general ledger will need to be completely recreated. With the poor customer service currently provided by CentralSquare, this could be a long, arduous process.

For 2025, with no changes to the contract, CentralSquare is billing the District \$15,022.18 before GST. This is for basic service.

I have been working with CentralSquare to determine what it would cost the District to add the modules that are a basic requirement to be fully functional. Asset Management, Work Management, Scanning etc. I have had requests for information into CentralSquare since early September, but to date, I have not received a firm answer as to whether or not the modules are available, and if they are, what the cost to the District would be. I have been advised that the District is using a version of Vadim that is two years out of date. Again, I have been unable to obtain information on cost and an implementation schedule, to bring the version of Vadim that the District is using to a current level.

AMAIS provided a quote within 2 working days and an interactive presentation with District staff. District staff were impressed with the software and what it could do.

The current quote from CentralSquare for the basic support is \$18,658, plus other services (which I have not received confirmation of what the services cover) quote of \$97,290 for a total of \$115,948 plus PST. **Plus**, Purchasing/Purchase Orders module \$1800 annually plus \$3925 one-time licence, **plus** Payroll module \$2500 annually plus \$8750 one- time licence, **plus** iCity Online \$2000 annually plus 1 time \$14,625, plus maintenance and subscription annually \$12,818. Total estimated annual support and maintenance fee of \$37,776 plus PST. This does not include training at an estimated \$23,550.

The current quote from AMIGA for all modules is \$70,000 plus PST for licensing (one time). The quote for annual support and maintenance is \$32,400 plus PST. The transition of data from Vadim to AMAIS will be transferred by AMAIS at no additional cost to the District. Training is provided at a cost of \$1000/per day. Dependent on staff knowledge/comfort, between 5 and 10 days is recommended.

Summary of costs:

	CentralSquare/Vadim	AMAIS
One Time Licence Fee	\$124,590 Estimate	\$70,000 Quote
Annual Fees	\$37,776 Estimate	\$32,400 Quote
Training	\$23,550 Estimate	\$10,000 Quote

As indicated previously, whatever software the District moves forward with, the general ledger will need to be recreated. I do not know what it would cost if the general ledger is to be recreated in Vadim and how much support CentralSquare will provide or at what cost.

Additional requirements that the District needs:

is to be able to provide on-line financial statements which are currently prepared manually, using Excel or other software

to be able to pull the data for the annual LGDE report for the provincial government

to be able to scan all invoices, purchase orders and other backup into the system

other ongoing reporting that currently the District does not do, but would provide beneficial information to staff, Council and residents.

The benefit of scanning documents into the financial software is that in most cases if someone is looking at an entry into the financial accounting software, they will be able to see the document on their screen, rather than having to go back into the file room and find the paper copy. This would reduce if not eliminate the time that auditors would be on site. If there are positions filled remotely, the CFO, as an example, would not have to request on site staff to pull the hard copy, scan and email it. The benefit is reduced staff time, that could be better utilized. Hard copies are still required to be retained, but once they are scanned, they may not have to be pulled again.

Further consideration is that AMAIS is stored on a Canadian cloud. I have not received reassurance from CentralSquare, that the current Vadim data, or any new data will be stored on a server or cloud in Canada. Although, as of 2022, storage of data within Canada is not a legislated requirement, it is still preferred. Some municipalities are creating bylaws/policies that specify that their data be stored on a server or cloud in Canada.

If conversion to AMAIS is the approved decision, approval will need to be submitted to AMAIS immediately to ensure that the conversion can fit into their schedule. The current plan would be a go live date of April 1, 2024, or earlier.

If updates to Vadim is the approved decision, there have not been any dates provided by CentralSquare.

OCP/STRATEGIC PLAN:

BUDGET IMPLICATIONS:

All costs will be part of the 2025 budget.

However, a commitment as to which software the District moves forward with will need to be made in the next few days in order to get agreements in place and work scheduled. AMAIS is holding their quote until November 14, 2024. CentralSquare has not submitted firm quotes, only estimates, and as such we do not know how long the numbers will be honoured.

For 2025 there will be a one-time charge for licence fees regardless of which option is selected. The licence fees will be a capital purchase and will be amortized over five to seven years.

For 2025 there will be an increase in subscription fees regardless of which option is selected. Subscription fees will be operating costs and expensed annually.

If an upgrade to the financial system is not approved, there will be an increase in staff time to prepare appropriate reporting and potential for errors due to manual input.

Respectfully Submitted,

Mark Brown
Chief Administrative Officer

Pat Sibilleau
Chief Financial Officer

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works and Infrastructure
- Organizational Excellence

7 Bylaw

**DISTRICT OF PORT EDWARD
BYLAW NO. 763, 2024**

**A BYLAW TO PROVIDE FOR THE PAYMENT OF REMUNERATION, EXPENSES AND
BENEFITS TO COUNCIL MEMBERS**

WHEREAS Pursuant to section 165 of the *Community Charter* Council is authorized to establish the remuneration, expenses and benefits for the Mayor and Councillors.

NOW THEREFORE the Council of the District of Port Edward in open meeting assembled enacts as follows:

1. **CITATION**

This bylaw may be cited as "Council Remuneration, Expenses and Benefits Bylaw No. 763, 2024."

2. **REPEALS**

That "Council Remuneration Bylaw No. 740, 2023" be repealed in its entirety.

3. **REMUNERATION**

- a. On and after the 1st day of January each year, the remuneration paid to the Mayor and Councillors of the District of Port Edward shall be as shown in Schedule "A".
- b. On the 1st day of January each year, the annual remuneration set out in Schedule "A" of this bylaw shall be increased by the same percentage as the Consumer Price Index for British Columbia published by Statistics Canada for the period January 1st to December 31st of the previous year.
- c. A review of the remuneration and expenses may be conducted prior to June 30th of the calendar year in which a general local election is to be held.

4. **EXPENSES**

The Mayor and Councillors shall be reimbursed for reasonable travel, food, accommodation and miscellaneous expenses while representing the municipality; engaging in municipal business; and/or attending a meeting, course or convention, as follows:

- (a) Accommodations shall be reimbursed at actual cost as provided by receipts. In all cases, the reservations will be made by District staff in advance of travel. The government rate will be requested at the time of booking. In cases where accommodation is provided in non-commercial residences, accommodations shall be reimbursed Canada Revenue Agency (CRA) rates in effect at the date of the accommodation.
- (b) Meals shall be reimbursed at CRA rates in effect at the date of the cost incurred. If meals are included are included and/or paid for by the conference or meeting host etc. the Council members cannot claim an allowance for those meals. Meal

reimbursement can only be claimed for meals that are taken away from home. There is a full day rate and an individual meal rate. The rate will be the CRA rate in effect on the date(s) the Council member is away from home.

- (c) Incidental Allowance is payable for each 24-hour period that the Council member is away from home. The rate will be the CRA rate in effect on the date(s) the Council member is away from home.
- (d) Travel by air shall be paid at actual cost, with all arrangements to be made by the District and fares to be billed directly to the District. Changes to airfare due to changes in meeting schedules will be billed directly to the District. Changes due to personal reasons shall be paid by the individuals.
- (e) Travel by private vehicle mileage will be reimbursed at the CRA rate in effect on the date of travel. There is a rate for the first 5000 km. traveled in the calendar year and a lesser rate for km. over 5000 travelled in the calendar year. The per/km rate will be the rate in effect on the date(s) travelled. Travel in Port Edward, Prince Rupert is covered by the Car Allowance that is paid to Council members on an annual basis. See item 4(k).
- (f) Travel by District vehicle shall be reimbursed at the actual cost of fuel as provided by receipts, unless purchased via the District's fuel credit cards.
- (g) Travel by taxi, bus, ferry, car rental or other means will be reimbursed at actual cost as provided by receipts.
- (h) Travel outside of Canada, the rates would be the same but would be converted to currency of location outside of Canada at the exchange rate in effect on the date the expense was incurred.
- (i) At no point in time will alcohol receipts be reimbursed.
- (j) At no point in time will traffic tickets, parking fines etc. be reimbursed.
- (k) Car Allowances, on an annual basis each member of Council will be paid \$150 car allowance for the use of personal vehicle to attend council business within the Prince Rupert and Port Edward area. Payment will be made in January of each year.
- (l) Cell Phone Allowances, on an annual basis each Councillor will be paid \$180 cell phone allowance for the use of their personal cell phone to facilitate communication with staff and conduct council business as necessary. Payment will be made in January of each year. The Mayor has a District issued cell phone and will not be eligible for the cell phone allowance.

If an advance is requested, it must be approved and submitted to the Finance department 10 working days in advance of the travel date. The advance amount will be deducted from the expense claim submitted.

All expense claims must be submitted on the approved form provided by the appropriate authority and forwarded to Finance within 10 working days of return to the person's residence.

REPORTING OF REMUNERATION AND EXPENSES

As per Section 168 (1) of the *Community Charter*, council must have prepared a report separately listing for each Council member by name

- (c) the total amount of remuneration paid to the Council member under Section 168(1) (a), including any amount specified as an expense allowance, and,
- (c) the total amount of expense payments for the Council member made under Section 168(1) (b), (c) and (d).
- (c) The report will be considered by the Council once per year at a public meeting of the Council and a copy of the report will be available for public inspection.

READ a first time this 12th day of November, 2024

READ a second time this 12th day of November, 2024

READ a third time this 12th day of November, 2024

RECONSIDERED and ADOPTED this day of , 2024

Mayor

Director of Corporate Services

Certified a true copy of Bylaw No. 763

cited as "Council Remuneration, Expenses and Benefits Bylaw No. 763, 2024."

ANNUAL INDEMNITIES AND ALLOWANCE FOR MAYOR AND COUNCILLORS

	2023	2024	2025
MAYOR	\$20,425.00	\$21,037.75	2024 salary plus CPI
COUNCILLORS	\$ 11,035.00	\$12,293.05	2024 salary plus CPI

- Consumer Price Index in BC