



# Regular Meeting of the Council of the District of Port Edward

Tuesday, February 27, 2024

7:00 PM

District of Port Edward Council Chambers

Zoom Link Join: <https://us06web.zoom.us/j/86202378890>

Meeting ID: 862 0237 8890

## AGENDA

**We respectfully acknowledge we are meeting on the traditional unceded homeland and territories of the Tsimshian Peoples**

### 1. Adoption of Agenda

**Recommendation:**

THAT the Agenda for the Regular Council Meeting of February 27, 2024 be adopted as presented.

### 2. Adoption of Minutes

**Recommendation:** THAT the minutes of the Regular Council on February 13, 2024 be adopted as presented.

### 3. Business Arising

### 4. Petitions & Delegation

### 5. Correspondence

a) **Charles Hays Secondary School**

RE: Grant in Aid- Yearbook Ad

b) **Nisga'a North JANT**

RE: Grant in Aid- JR All Native Basketball Tournament

### 6. Reports

a) **Waterline - Right of Way**

**Recommendation:** THAT Council approves the cost of \$20,000 to register the waterline from Spruce to Kristoff Trucking and the funds will be transferred from Reserves.

**b) 2023 Financial Report Update**

**Recommendation:** THAT Council accept this report for information only.

**c) 2024 Budget Schedule**

**Recommendation:** THAT Council accept this report for information only.

**7. Bylaws**

**8. New Business**

**9. Reports on Council Activities**

**a) RE: North Coast Regional District – February 2024**

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

**11. Adjournment**

**RE: Motion to move to In-Camera at the end of Regular Council meeting as per  
Community Charter Section 90(1):**

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

2a

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF  
PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY FEBRUARY 13,  
2024**

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**PRESENT:**

**COUNCIL:**

Mayor Knut Bjorndal, Chair  
Councillors: Christine MacKenzie, Colleen McDonald and  
James Brown  
**Zoom:** Councillor Dan Franzen

**ADMINISTRATION:**

Todd Francis, Chief Administrative Officer  
Polly Pereira, Director of Corporate Administrative Services  
and Strategic Projects  
Lorraine Page, Director of Financial Services

**CALL TO ORDER**

Mayor Knut Bjorndal called the meeting to order at 7:00 pm on Tuesday February 13, 2024.

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

**AGENDA:**

24-021            Moved by: Councillor MacKenzie  
                      Seconded by: Councillor McDonald

**THAT the Agenda for the Regular Council Meeting of February 13, 2024 be adopted  
as presented.**

Carried Unanimously

**MINUTES:**

24-022            Moved by: Councillor McDonald  
                      Seconded by: Councillor MacKenzie

**THAT the minutes of the Regular Meeting of Council dated January 23, 2024 be  
adopted as presented.**

Carried Unanimously

**BUSINESS ARISING:**

**PETITIONS AND/OR DELEGATION:**

- a)     CN  
       RE: CN Rail's Emergency Plan

Representatives from CN, mostly Tyler Banick, Public Affairs and Mike Linder, Environmental Field, provided Council an update on CN over Zoom. They provided Council an overview of CN's current state and provided Council an update on their training and spill exercises. Council had an opportunity for Q&A.

**CORRESPONDENCE:**

- a) **Skeena Taxi Ltd.**  
**RE: Letter of Support**

24-023            Moved by: Councillor McDonald  
                      Seconded by: Councillor Brown

**THAT the letter dated January 27, 2024 requesting a letter of support for Skeena Taxi to add an additional Wheelchair Accessible Vehicle License to their fleet to serve the North Coast be received and filed; and**

**FURTHER THAT Council provide a letter of support.**

Carried Unanimously

- b) **Ministry of Forest**  
**RE: Draft Forest Stewardship Plan (FSP) Amendment1 2023-2028 for BC Timber Sales (BCTS) Skeena Business Area Operations with the Coast Mountains Natural Resources District**

24-024            Moved by: Councillor McDonald  
                      Seconded by: Councillor MacKenzie

**THAT the letter dated January 11, 2024 from BC Timber Sales regarding the mandatory amendment to the Coast Mountains Natural Resource District Forest Stewardship Plan 2023-2028 be received and filed; and**

**FURTHER THAT Council has requested that staff arrange to BC Timber make a presentation to Council on this project.**

Carried Unanimously

- c) **Prince Rupert Gas Transmission Project**  
**RE: Notification Regarding the Prince Rupert Gas Transmission Marine Route Alternative Amendment #6**

24-025            Moved by: Councillor Brown  
                      Seconded by: Councillor McDonald

**THAT the email dated February 5, 2024 regarding Prince Rupert Gas Transmission Ltd. (PRGT) alternative marine route which requires this amendment be received and filed; and**

**FURTHER THAT Council has requested that staff arrange to have Prince Rupert Gas Transmission make a presentation to Council on this project.**

Carried Unanimously

- d) **Prince Rupert Special Events Society**  
**RE: Grant in Aid- 31<sup>st</sup> Children's Festival**

24-026 Moved by: Councillor Brown  
Seconded by: Councillor MacKenzie

**THAT the Grant in Aid dated February 1<sup>st</sup>, 2024 request from Prince Rupert Special Events Society, to support the 31<sup>st</sup> Children's Festival be received and filed; and**

**FURTHER THAT Council will contribute five hundred dollars towards this event.**

Carried Unanimously

- e) **BC Hydro**  
**RE: North Coast BC Electrification – Expression of Interest (EOI)**

24-027 Moved by: Councillor Brown  
Seconded by: Councillor Franzen

**THAT the letter dated January 22, 2024 from BC Hydro regarding their proposed expansion and upgrade of their transmission system be received and filed; and**

**FURTHER THAT Council send a letter of support.**

Carried Unanimously

- f) **Regional District of Nanaimo**  
**RE: Legislative Reform Initiative Update**

24-028 Moved by: Councillor McDonald  
Seconded by: Councillor Brown

**THAT the email dated January 19, 2024 from the Regional District of Nanaimo regarding this groups focus on the reform of the Local Government Act be received and filed; and**

**FURTHER THAT Council requested that this item be table to the next Council meeting.**

Carried Unanimously

**REPORTS:**

- a) **Local Government Infrastructure Planning- Operating, Maintenance & Surveillance Plan**

Council was provided a report dated February 13, 2024 from Polly Pereira, Director of Corporate Administrative Services, regarding a grant opportunity through the Local Government Infrastructure Planning to apply for an Operating, Maintenance and Surveillance Plan for the Alwyn Lake & Wolf Creek Dams. An audit completed in September 2023 identified some concerns. We anticipate that the cost of this project to be \$20,000 and matching funding is required for this project.

24-029            Moved by: Councillor MacKenzie  
                      Seconded by: Councillor Brown

**THAT Council support the Local Government Infrastructure Planning grant application to create an Alwyn Lake & Wolf Creek Dam Operating, Maintenance and Surveillance Plan and contribute \$10,000 towards this project.**

Carried Unanimously

**b) Local Government Infrastructure Planning- Dam Emergency Plan**

Council was provided a report dated February 13, 2024 from Polly Pereira, Director of Corporate Administrative Services, regarding a grant opportunity through the Local Government Infrastructure Planning to apply for an Emergency Plan for the Alwyn Lake & Wolf Creek Dams. An audit completed in September 2023 identified concerns of the lack of an Emergency Plan not being in place for these dams. We anticipate that the cost of this project to be \$20,000 and matching funding is required for this project.

24-030            Moved by: Councillor Brown  
                      Seconded by: Councillor Franzen

**THAT Council support the Local Government Infrastructure Planning grant application to create an Alwyn Lake & Wolf Creek Dam Emergency Plan and contribute \$10,000 towards this project.**

Carried Unanimously

**c) Waterfront Park- Crown Land**

Council was provided a report dated February 13, 2024 from Polly Pereira, Director of Corporate Administrative Services, regarding a crown land application that has been submitted for the entire area of the proposed Waterfront Park. The plan is to secure a nominal rent tenure. As part of the application requirements a resolution from Council is required.

24-031            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

**THAT Council supports staff's application to Crown Lands to secure the land proposed for the Waterfront Park.**

Carried Unanimously

**d) Northern Development Trust Initiative- Community Place Funding**

Council was provided a report dated February 13, 2024 from Polly Pereira, Director of Corporate Administrative Services, regarding a grant application to Northern Development Trust Initiative- Community Places to rehabilitate the Port Edward Boat Launch. The application deadline was January 31, 2024 and a resolution from Council is required as part of the grant application. Pending the condition assessment of the asset, this project may be facilitated through additional grant applications, industry support, or utilizing District of Port Edward reserve funds.

24-032            Moved by: Councillor McDonald  
                      Seconded by: Councillor Brown

**THAT Council approves the grant application to NDIT- Community Places for the rehabilitation of the Port Edward Boat Launch.**

Carried Unanimously

**e) Building Inspection Agreement with Prince Rupert**

Council was provided a report dated February 13, 2024 from Polly Pereira, Director of Corporate Administrative Services, regarding the proposed agreement with the City of Prince Rupert taking over our Building Inspections as of March 1, 2024. Bernie Zimmer our current building inspector does not wish to renew his contract since he wishes to retire. This new agreement will be a two-year term at a rate of \$57.47/ hour plus mileage. We anticipate the fees charged for permits will cover the cost of this agreement.

24-033            Moved by: Councillor Franzen  
                      Seconded by: Councillor McDonald

**THAT Council approves staff to sign the agreement with the City of Prince Rupert to provide Building Inspection services to residents of Port Edward.**

Carried Unanimously

**f) Fire Hall Washrooms/Shower**

Council was provided a report dated February 13, 2024 from Todd Francis, Chief Administrator Officer, regarding the need to install new washrooms at the Fire Hall and the additional costs for this project. This project's overall costs, including a contingency of \$12,000, will cost \$129,500. The dedicated washrooms with showers are not only a proactive step in ensuring the health and safety of our firefighters but also aligns with the legislative requirements set forth by the Province of British Columbia.

24-034            Moved by: Councillor McDonald  
                      Seconded by: Councillor MacKenzie

**THAT Council approves the proposed budget increase of \$29,500 plus GST for the installation of the new washroom with a shower at the Fire Hall as an addition to the existing Fire Hall renovation project.**

Carried Unanimously

**g) Climate Action Plan**

Council was provided a report dated February 13, 2024 from Todd Francis, Chief Administrator Officer, regarding a proposal from Urban Systems to develop a comprehensive Climate Change Action Plan for the District of Port Edward. The District has an opportunity to utilize a portion of the funding received from the Local Government Climate Action Program (LGCAP) to address climate change challenges. The rationale for single source is the timing of the project and the timelines associated with the program, if RFP is issued, strong possibility of not meeting timelines.

24-035            Moved by: Councillor Brown  
                      Seconded by: Councillor McDonald

**THAT Council approves this “Single Source Request” for a Climate Action Plan by Urban Systems for \$97,000, funding will come from the Climate Action funding from the Province (LGCAP).**

Carried Unanimously

**h) OCP and Zoning Bylaw Update**

Council was provided a report dated February 13, 2024 from Todd Francis, Chief Administrator Officer, in response to the recent legislative changes introduced by the Province of BC and a proposal that outlines a comprehensive work program and budget by Urban Systems for updating the District of Port Edward’s Official Community Plan (OCP) and Zoning Bylaw. The focus is on bringing these bylaws into compliance with Bill 44, which mandates amendments to accommodate Small scale, Multi-Unit (SSMUH) requirements.

24-036            Moved by: Councillor Brown  
                      Seconded by: Councillor MacKenzie

**THAT Council approves this “Single Source Request” for an OCP and Zoning Bylaw by Urban Systems for \$ 87,500, funding will come from the Capital Funding for Local Government Housing Initiatives.**

Carried Unanimously

**i) White House Renovation Project**

Council was provided a report dated February 13, 2024 from Todd Francis, Chief Administrator Officer, that provided Council an overview and options regarding the White House which included the renovation of this property with an estimated cost of \$ 700,000.



Another option to consider is the demolition, backfill and the installation of a concrete slab on grade and the consideration of a prefabricated or modular-style home as an alternative to traditional renovation.

24-037            Moved by: Councillor Franzen  
                      Seconded by: Councillor MacKenzie

**THAT Council accepted the recommendation to direct staff to explore options.**

Carried Unanimously

**REPORTS FROM  
IN-CAMERA:**

**BYLAWS:**

**NEW BUSINESS:**

**REPORTS ON COUNCIL ACTIVITIES:**

**RE: North Coast Regional District – January 2024**

**Councillor Franzen**

- Attended the North Coast Regional District meeting
- Attended the Trigon Reception

**Mayor Knut Bjorndal**

- Attended the Trigon Reception
- Attended the Chamber of Commerce Business after Business

**Mayor & Council**

- Attended a meeting with the City of Prince Rupert

**QUESTIONS FROM THE AUDIENCE:**

**ADJOURNMENT:**

24-038            Moved by: Councillor Brown  
                      Seconded by: Councillor McDonald

**RE: Motion to move to In-Camera at the end of Regular Council as per  
Community Charter Section 90(1):**

- (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.

**NOW THEREFORE BE IT RESOLVED THAT** at 8:38 pm the February 13, 2024 Regular Meeting of Council be adjourned and move to the In-camera meeting.

Carried Unanimously

**CERTIFIED CORRECT**

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Knut Bjorndal, Mayor

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Polly Pereira, Director Corporate  
Administrative Services and Strategic  
Projects



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

5a

Name of Organization: Charles Hays Secondary School

Date: February 20, 2024

Contact Person: Melissa Cada

Phone Number: 250.624.5031

Amount of grant requested: \$120 (1/4 page ad) or \$150 (1/2 page ad) or \$250 (full page ad)

Briefly describe the purpose for which you are requesting this grant: CHSS is looking for local donors to buy yearbook ads in the 2023-24 yearbook.

Please demonstrate how this project or event meets the criteria of the District of Port Edward Grant in Aid Policy: The District of Port Edward has purchased yearbook ads in the past. Your ad would assist in the celebration of graduating students from CHSS (some who live in Port Ed or will work in Port Ed in the future). The ad would not only advertise Port Edward as a community and show Port Edward's support by providing a personal message to the grads. By purchasing an ad, Port Edward is demonstrating its commitment and support of our youth. Donor support helps supplement the yearbook cost for all our students. Thank-you for your consideration.



DISTRICT OF PORT EDWARD

# District of Port Edward

POLICY AND PROCEDURES

POLICY # 2020-1

**TOPIC:** Grant in Aid Policy

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

**POLICY:**

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

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

Prepared February 19, 2020

Approved by Council on February 25, 2020

RECEIVED  
FEB 20 2024

February 1, 2024

Dear Sir or Madam,

DISTRICT OF PORT EDWARD



**Charles Hays  
Secondary School**

**Mailing Address:**

P.O. Box 520  
Prince Rupert, BC  
V8J 3R7

**Location:**

201 Prince Rupert Blvd.  
Prince Rupert, BC  
V8J 4N7

**Tel:** (250) 624-5031

**Fax:** (250) 624-2418

<http://chss.rupertschools.ca/>

**Principal**

Carla Rourke

**Vice-Principal**

Aja Lihou

The yearbook is an important part of a student's school experience. Please consider purchasing an advertisement in our yearbook to help cover some of the printing costs, therefore, lowering the purchase price for students. You also benefit by advertising your business to hundreds of teachers, students and their relatives and friends. If you wish to place an ad, please submit a hard copy or electronic copy to Melissa Cada at CHSS. We can also design your advertisement for you for free if you prefer. The ads will be in full colour and are available in 4 sizes.

If you wish to purchase an advertisement, please complete the following below and forward to: Melissa Cada at [melissa.cada@sd52.bca.ca](mailto:melissa.cada@sd52.bca.ca)

**Name of Business:** District of Port Edward

**Your Name** \_\_\_\_\_

**Email** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_

**Ad sizes and costs are as follows [mark your choice below]:**

\_\_\_\_\_ Business card – 3.5" wide x 2" high; Price \$50.00

\_\_\_\_\_ 1/4 Page – 4.25" wide x 4.5" high; Price \$120.00

\_\_\_\_\_ 1/2 Page – 8" wide x 5" high; Price \$150.00

\_\_\_\_\_ Full Page – 8.5" wide x 11" high; Price \$250.00

\_\_\_\_\_ Please use my ad from last year

The deadline for advertisements is **April 1, 2024**. If you have any questions or would like to discuss your ad, please contact Melissa Cada at CHSS. Thank-you for supporting the efforts of the Charles Hays students!

Yours truly,

**Yearbook Staff of CHSS**

e-mail: [melissa.cada@sd52.bc.ca](mailto:melissa.cada@sd52.bc.ca)

Phone: (250)-624-5031

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**District of Port Edward**

Grant in Aid Application Form  
POLICY #2020-1

Name of Organization: NISGA'A North JANT

Date:

Feb 22 2024

Contact Person: Michele Stevens

Phone Number: 250-975-0982

Amount of grant requested: 500.00

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

NISGA'A Nation is hosting JR All Native Basketball Tournament In Terrace, BC on March 17-22, 2024. This event is one of the largest Youth sporting events in BC. We are welcoming 90 teams, with a total of 1080 athletes.

The use for this grant would aide in areas that are needed to run the event.

Example: Volunteer food and drink is needed for the volunteers that will run this event over a 7 day period.

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

Our event is considered a health and wellness initiative for youth, adults and elders that participate. We have many areas for citizens to get involved. Volunteering, cultural event of opening ceremonies, youth engagement event for players and networking amongst many First Nations and citizens from Northern BC.



**November 11, 2023**

**EVENT:**

Please accept the following as our request for sponsorship or a donation to our organization "Nisga'a North JANT" as hosts to the upcoming Jr. All Native Basketball Tournament held in Terrace, BC on March 17 – 22, 2023.

This year, the Nisga'a Nation was successful in the winning the bid to host the 2024 Junior All Native Basketball Tournament. The Nisga'a JANT Committee has selected to host these games in Terrace, BC.

In total, we expect 84 teams of youth athletes to attend the games ranging in ages from 10 – 17 years of age. This event is one of the largest sporting events for BC and we expect 1100 athletes in addition to coaches, managers and most importantly, their fans.

**TEAMS:**

For youth participation, we have 2 divisions of games. Under 13 division is a fun tournament which provides a round robin tournament for the up-and-coming players that are working toward playing in the 17U Division. We expect 20 boys and 20 girls teams to enter.

For the 17U division, we expect a total of 22 boys and 22 girls teams to enter. This division is a double knock-out where the winning teams will take the Championship trophy for 2024.

We expect teams to come from Vancouver Island, Vancouver Coast, Okanagan, Central Interior and Northern BC to participate in this week long sporting event. Parents and fans attend and support their athletes to encourage them to remain active in sports and wellness activities.

**OBJECTIVE:**

The Nisga'a Nation has always strived for representation in sports. Our strongest show of interest in the Communities is basketball. Each Community has a sports club that is governed by an elected committee.

Our bid to host the Nisga'a Nation 2024 JANT is a time for us to share with the surrounding communities our love for the game and for them to experience hospitality of the Nisga'a people.

We choose to host these games in Terrace, BC as it is a hub for a lot of First Nations communities in the North Coast. We have many families and athletes that reside in Terrace and participate in various sport leagues throughout the season.

It is our goal to bring together the four Nisga'a Communities to host these games in Terrace, BC using 5 facilities.

**FACILITIES:**

The Junior All Native Basketball Tournament will be held in 5 facilities:

1. Terrace Sportsplex Arena
2. Caledonia Sr. Secondary School
3. Skeena Middle School
4. Thornhill Gymnasium
5. MESS Gymnasium

**BUDGET:**

Our budget to host 84 teams over a period of 6 days:

Host Junior All Native Tournament      270,550.00

**FUNDRAISING:**

Our committee will be hosting 50/50 ticket sales to contribute toward our event.

We also welcome donations from our Cultural gatherings.

**COMMITTEE:**

Chairperson: Rod Davis  
Co-Chairperson: Stephen Johnson  
Manager: Mike Davis  
Co-Manager: Loretta Nisyok  
Treasurer: Michele Stevens  
Assistant: Renee Clayton

Any donations can be made to:

**Nisga'a North JANT**

Contact person: Michele Stevens

[NisgaaJANT2024@gmail.com](mailto:NisgaaJANT2024@gmail.com)

**SPONSORSHIP RECOGNITION:**

Each year, we appreciate the sponsorship that is provided to our teams. We recognize sponsors in various ways. Please see our Sponsorship Opportunities.

**On behalf of the Nisga'a North JANT Committee;**



Michele Stevens, Treasurer





# DISTRICT OF PORT EDWARD

Director of Corporate  
Administrative Services

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## COUNCIL REPORT FOR CONSIDERATION

**Date:** February 27, 2024  
**To:** Todd Francis, Chief Administrative Officer  
**From:** Polly Pereira, Director of Corporate Administrative Services  
**Subject:** **Waterline- Right of Way**

**RECOMMENDATION:** That Council approves the cost of \$20,000 to register the waterline from Spruce to Kristoff Trucking and the funds will be transferred from Reserves.

### Background

It has been brought to our attention that the Crown Land Tenure the District has for the waterline that connects Kristoff trucking since early 1990s has not been registered as a right of way (ROW). We have looked into the costs to register the ROW and between surveying and legal costs we estimate approximately \$20,000.

The recommendation is that the cost of registering this ROW should come from Reserves to Operations.

**Prepared By:**

Polly Pereira, DCAS

**Approved for Submission to Council**

Todd Francis, CAO

### Strategic Plan Priority Aligned With:

- Well Planned Finances
- Well Planned, Maintained, Financed Public Works & Infrastructure
- Growing & Progressive Economic Development
- High Quality of Life & Community Development
- Strong District Organization

- *Attachment*



February 14, 2024

Our File: P0001-3674

**District of Port Edward**  
770 Pacific Ave, PO Box 1100  
Port Edward, BC V0V 1G0

Sent via email to: ppereira@portedward.ca

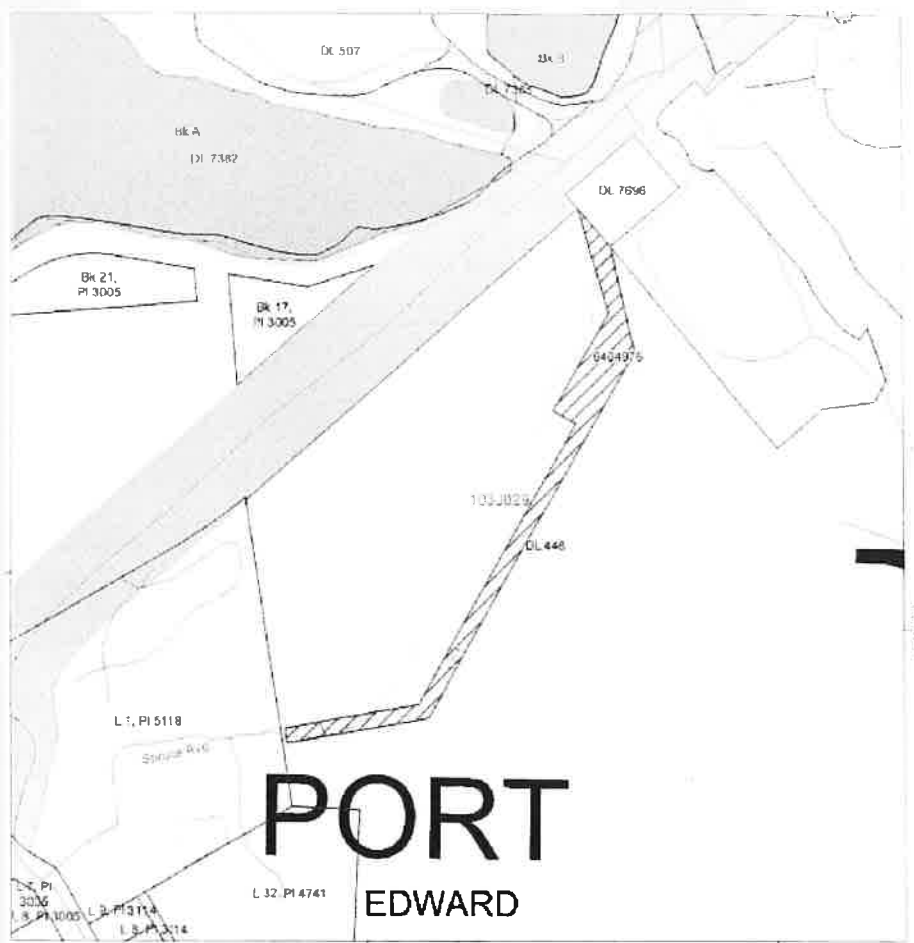
Attention: Polly Pereira, Director of Corporate Administrative Services

**RE: Proposed Right of Way Survey Over Part of The Remainder of District Lot 446, Range 5, Coast District**

**1. Project Understanding**

McElhanney Associates Land Surveying Ltd. is pleased to offer our professional surveying services to you on your proposed survey of the above noted area as shown in red in the figure below.

Based on the information provided it is understood that the purpose of the survey is to create a Right of Way Over Part of The Remainder of District Lot 446, Range 5, Coast District for an existing lease area for a water line.





# DISTRICT OF PORT EDWARD

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## COUNCIL REPORT

**Date:** February 27, 2024  
**To:** Todd Francis, CAO  
**From:** Lorraine Page, Director of Finance  
**Subject:** **2023 Financial Report Update**

**RECOMMENDATION:** That Council accept this report for information only.

**BACKGROUND:** Please find attached the Project Update and Statement of Financial Activities as of December 31, 2023. This report provides Council with the status of projects approved during 2023. This also provides Council with the Operating Budget financial results and demonstrates how that aligns with the 2023 Financial Plan bylaw. This report may not reflect all of the year-end adjustments and an audit has not been completed at this time.

Submitted by: Lorraine Page, Director of Finance

**District of Port Edward**  
**Project Update December 31, 2023**

<b>Capital Expenditures</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>Remaining Budget</b>	<b>Comments</b>
<b>ROADS</b>				
Oceanview/Sunset Drive Rehabilitation	2,335,000	1,838,622	496,378	Project completing in 2024
Sunset Dr. sidewalks	100,000		100,000	
Hillcrest Storm Engineering	50,000		50,000	
Boundary Dr.	500,000		500,000	
<b>ROADS TOTAL</b>	<b>2,985,000</b>	<b>1,838,622</b>	<b>1,146,378</b>	
<b>UTILITY</b>				
Spot Repairs to storm	35,000		35,000	
Wolf Creek Reservoir Intake	25,000		25,000	Carry forward
RAS WAS Repair	15,000		15,000	Carry forward
PRPA water meter	15,000	5,226	9,774	Delayed
<b>UTILITY TOTAL</b>	<b>90,000</b>	<b>5,226</b>	<b>84,774</b>	
<b>PARKS/REC</b>				
Memorial Wall drainage repair	25,000	3,850	21,150	
Ballfield drainage	25,000		25,000	
Ballfield outhouse screen	5,000	2,340	2,660	Complete
NP tank removal	50,000	2,819	47,181	Undecided
<b>PARKS/REC TOTAL</b>	<b>105,000</b>	<b>9,009</b>	<b>95,991</b>	
<b>BUILDINGS</b>				
Public Works shop doors	12,000	8,407	3,593	Complete
White House		6,563	-6,563	
<b>BUILDINGS TOTAL</b>	<b>12,000</b>	<b>14,970</b>	<b>-2,970</b>	
<b>FLEET/EQUIPMENT</b>				
Mower	75,000	77,356	-2,356	Purchased
Skid Steer Loader	110,000	108,027	1,973	Purchased
Fire Truck	140,000		140,000	Delayed
<b>FLEET TOTAL</b>	<b>325,000</b>	<b>185,383</b>	<b>139,617</b>	
<b>DEVELOPMENT &amp; PLANNING</b>				
Surveying works for land development	30,000		30,000	
<b>DEVELOPMENT &amp; PLANNING TOTAL</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	
<b>Total</b>	<b>3,547,000</b>	<b>2,053,209</b>	<b>1,493,791</b>	

## STATEMENT OF FINANCIAL ACTIVITIES

## ACTIVITIES

For Period Ending 31-Dec-2023



	2023	2023	% OF
	ACTUAL	BUDGET	BUDGET
<b>GENERAL OPERATING FUND</b>			
<b>REVENUE</b>			
PROPERTY TAXES	(1,103,452.94)	(1,113,226.00)	0.99
RIDLEY ISLAND TAX SHARE	(953,497.25)	(950,000.00)	1.00
GRANTS IN LIEU & REVENUE FEES	(306,009.32)	(260,000.00)	1.18
GOVERNMENT TRANSFERS	(558,015.73)	(363,000.00)	1.54
PENALTIES AND INTEREST	(28,631.67)	(16,000.00)	1.79
SALE OF SERVICES	(230,863.51)	(211,800.00)	1.09
INVESTMENT INCOME	(106,059.89)	(50,000.00)	2.12
Total REVENUE	(3,286,530.31)	(2,964,026.00)	1.11
<b>EXPENDITURES</b>			
LEGISLATIVE	93,909.13	111,160.00	0.84
ADMINISTRATION	898,872.71	771,700.00	1.16
GENERAL PUBLIC WORKS	734,463.27	775,634.00	0.95
PARKS & RECREATION	98,620.44	162,500.00	0.61
PROTECTIVE SERVICES	93,165.69	99,543.00	0.94
TRANSPORTATION & ROADS	238,120.93	258,000.00	0.92
Total EXPENDITURES	2,157,152.17	2,178,537.00	0.99
Surplus/Deficit	(1,129,378.14)	(785,489.00)	1.44
Total GENERAL OPERATING FUND	(1,129,378.14)	(785,489.00)	1.44

**STATEMENT OF FINANCIAL ACTIVITIES**

**ACTIVITIES**

For Period Ending 31-Dec-2023



	2023	2023	% OF
	ACTUAL	BUDGET	BUDGET
<b>SEWER OPERATING FUND</b>			
<b>REVENUE</b>			
PENALTIES AND INTEREST	(974.83)	(1,000.00)	0.97
USER FEES	(91,765.80)	(148,000.00)	0.62
Total REVENUE	(92,740.63)	(149,000.00)	0.62
<b>EXPENDITURES</b>			
WASTE MANAGEMENT	102,579.03	142,735.00	0.72
Total EXPENDITURES	102,579.03	142,735.00	0.72
Surplus/Deficit	9,838.40	(6,265.00)	(1.57)
Total SEWER OPERATING FUND	9,838.40	(6,265.00)	(1.57)

**STATEMENT OF FINANCIAL ACTIVITIES**

**ACTIVITIES**

For Period Ending 31-Dec-2023



	2023	2023	% OF
	ACTUAL	BUDGET	BUDGET
<b>WATER OPERATING FUND</b>			
<b>REVENUE</b>			
PENALTIES AND INTEREST	(1,988.22)	(2,000.00)	0.99
USER FEES	(253,413.27)	(200,000.00)	1.27
Total REVENUE	(255,401.49)	(202,000.00)	1.26
<b>EXPENDITURES</b>			
WATER SERVICES	304,575.43	344,625.00	0.88
Total EXPENDITURES	304,575.43	344,625.00	0.88
Surplus/Deficit	49,173.94	142,625.00	0.34
Total WATER OPERATING FUND	49,173.94	142,625.00	0.34

**STATEMENT OF FINANCIAL ACTIVITIES**

**ACTIVITIES**

For Period Ending 31-Dec-2023



	2023	2023	% OF
	ACTUAL	BUDGET	BUDGET
<b>RESERVE FUND</b>			
<b>REVENUE</b>			
INVESTMENT INCOME	(87,774.86)	0.00	0.00
Total REVENUE	(87,774.86)	0.00	0.00
Surplus/Deficit	(87,774.86)	0.00	0.00
Total RESERVE FUND	(87,774.86)	0.00	0.00
<b>Total Surplus (-)/Deficit</b>	(1,158,140.66)	(649,129.00)	1.78





# DISTRICT OF PORT EDWARD

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## COUNCIL REPORT

**Date:** February 27, 2024  
**To:** Todd Francis, CAO  
**From:** Lorraine Page, Director of Finance  
**Subject:** **2024 Budget Schedule**

**RECOMMENDATION:** That Council accept this report for information only.

**BACKGROUND:** This report is to provide Council with the schedule for Budgeting in 2024.

**March 26<sup>th</sup>, 2024** Regular meeting of Council – Budget discussion

**April 9<sup>th</sup>, 2024** Regular meeting of Council – First three readings of 2024 Financial Plan Bylaw

**April 23<sup>rd</sup>, 2024** Regular meeting of Council – Final reading and adoption of Financial Plan Bylaw

Submitted by: Lorraine Page, Director of Finance

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## Board Highlights

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February 2024

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### Board Business:

1. The Board resolved to send a letter to the Minister of Housing regarding expanding the Secondary Suite Incentive Program (SSIP) to include all regional districts and that, if possible, the letter be a joint letter from all remaining regional districts currently not a part of the SSIP launch in April 2024.
2. The Board resolved to provide a letter of support to the City of Prince Rupert and Urban Systems regarding their application to the Planning Institute of B.C. and Yukon's Excellence in Planning – Rural and Small Town Award for their Transportation Plan – Connect Rupert.
3. The Board scheduled a Parcel Tax Roll Review panel meeting for March 15, 2024 at 1:45 p.m. to review the Sandspit Water Parcel Tax Roll. The parcel tax roll will be available at the NCRD administration office and on the NCRD website starting on Tuesday, February 20, 2024.
4. The Board resolved to apply for the Union of British Columbia Municipalities Emergency Operations Centres Equipment and Training grant for back-up generators for the Sandspit Volunteer Fire Department and Tlell Volunteer Fire Department. The Board resolved to provide overall grant management for the project.
5. On February 9, 2024, the Board held its Round 2 Budget meeting to consider the NCRD's 2024-2028 Five-Year Financial Plan. The Round 3 Budget meeting is scheduled for March 6, 2024 at 7:00 P.M. To learn more about the NCRD's financial planning visit the [2024-2028 NCRD Financial Plan Consultation](#) webpage.
6. The Board has included a proposal to interfund borrow between NCRD capital reserves to fund renovations to a new administration building in 2024. The proposed borrowing will be included in the 2024-2028 Financial Plan.
7. The Board resolved to hold a special meeting on March 6, 2024, immediately following the NCRD Special Board Meeting (Round 3 Budget) to consider the updated Solid Waste Management Plan.

***For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at [www.ncrdbc.com](http://www.ncrdbc.com).***