



Regular Meeting of the Council of the District of Port Edward

Tuesday, June 25, 2024

7:00 PM

District of Port Edward Council Chambers

Zoom Link: <https://us06web.zoom.us/j/85028083360>

Meeting ID: 850 2808 3360

AGENDA

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

1. **Adoption of Agenda**
Recommendation:
THAT the Agenda for the Regular Council Meeting of June 25, 2024 be adopted as presented.
2. **Adoption of Minutes**
Recommendation: THAT the minutes of the Regular Council Meeting on June 11, 2024 be adopted as presented.
 - a) **Standing Committee -Accessibility Committee Minutes May 21, 2024**
RE: That Council receives the Accessibility Committee Minutes.
3. **Business Arising**
4. **Petitions & Delegation**
 - b) **Joseph Fry and Lauren Isaac, Representatives, Hapa Collaborative**
RE: Waterfront Park
5. **Correspondence**
 - a) **Rupert Runners**
RE: Grant in Aid
 - b) **Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy**
RE: Regulations for Housing Needs Reports & Amenity Cost Charges: Webinar Invitation

6. Reports

a) 2023 Annual Report

Recommendation: THAT Council accept the 2023 Annual Report as presented.

b) 6-Month Workplan Update

Recommendation: THAT Council accept the report as presented.

c) Upgrade, On Call, Call Out and Overtime Policy

Recommendation: THAT Council approves to rescind Policy # 607 “On Call and Overtime” and approves new Policy ADM # 615 “Upgrade, On Call, Call Out and Overtime Policy”.

d) Council Computer Policy

Recommendation: THAT Council approves the Council Computer Policy ADM # 616 as presented.

e) 2024-205 BC Transit Annual Operating Agreement

Recommendation: THAT Council approves the 2024-2025 Annual Operating Agreement of BC Transit Services.

f) June 2024 Financial Update

Recommendation: THAT Council receives the June 2024 Financial Update for information purposes only.

g) 2023 Statement of Financial Information

Recommendation: THAT Council receives the June 2024 Financial Update for information purposes only.

h) Mayor’s Golf Tournament (PE/PR)

Recommendation: THAT Council supports the Joint Golf Tournament between Port Edward and Prince Rupert, to be known as the “Mayor’s Golf Tournament”.

i) RFP- Financial Review- Reallocation of Funds

Recommendation: THAT Council approves funding of a Financial Review RFP by reallocating funds in the 2024 5-Year Financial Plan, \$40,000 for the development of an Operating and Emergency Plan for the Alwyn Lake and Wolf Creek Dams.

7. Bylaws

8. Reports on Council Activities

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

10. New Business

11. Adjournment

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

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**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF
PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY JUNE 11, 2024**

PRESENT:

COUNCIL:

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

ADMINISTRATION:

Lorraine Page, Director of Finance

Absent: Todd Francis, Chief Administrative Officer &
Polly Pereira, Director of Corporate Administrative
Services and Strategic Projects

CALL TO ORDER

Mayor Knut Bjorndal called the meeting to order at 7:01 pm on Tuesday June 11, 2024.

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

AGENDA:

24-132 Moved by: Councillor Franzen
 Seconded by: Councillor MacKenzie

THAT the Agenda for the Regular Council Meeting of June 11, 2024 be amended to include item 6b, and

FURTHER THAT the Agenda be adopted as amended.

Carried Unanimously

MINUTES:

24-133 Moved by: Councillor Franzen
 Seconded by: Councillor MacKenzie

THAT the minutes of the Regular Meeting of Council dated May 28, 2024 and Special Council Meeting on June 4, 2024 be adopted as presented.

Carried Unanimously

BUSINESS ARISING:

PETITIONS AND/OR DELEGATION:

Port Edward Harbour Authority, Keri Dybhavn, Chief Executive Officer
RE: Update

Kery Dybhavn, CEO, provided Council with an update on the Port Edward Harbour Authority (PEHB). Two Directors have resigned and new members need to be appointed to the PEHA. An overview was provided on the proposed new members.

CORRESPONDENCE:

a) National Aboriginal Day Committee
RE: Grant in Aid

24-134 Moved by: Councillor MacKenzie
 Seconded by: Councillor Franzen

THAT the Grant in Aid application dated May 13, 2024 regarding the upcoming National Indigenous Peoples Day Celebration on June 21, 2024 be received and filed; and

FURTHER THAT Council will contribute \$500 to this event.

Carried Unanimously

b) Keri Dybhavn, CEO, Port Edward Harbour Authority
RE: Appointment of Directors

24-135 Moved by: Councillor Franzen
 Seconded by: Councillor MacKenzie

THAT the letter dated May 31, 2024 sent via email regarding the appointment of Board Directors be received and filed; and

FURTHER THAT Council approves the appointments of Ryan Leighton and Shawn White to the Board of Directors of the Port Edward Harbour Authority.

Carried Unanimously

c) Devon Trask, AltaGas
RE: 2024 Pembina AltaGas Propane Cup

24-136 Moved by: Councillor Franzen
 Seconded by: Councillor MacKenzie

THAT the email dated June 4, 2024 regarding Sponsorship opportunities for the 2024 Pembina AltaGas Propane Cup golf tournament be received and filed; and

FURTHER THAT Council will contribute \$300 toward this event.

Carried Unanimously

d) North Coast Regional District
RE: May Board Highlights

24-137 Moved by: Councillor Franzen
 Seconded by: Councillor MacKenzie

THAT the email from the North Coast Regional District Board regarding the Highlights for May 2024 be received and filed.

Carried Unanimously

REPORTS:

a) Demolition White House 569 Sunset Drive, Port Edward

Council was provided a report dated June 11, 2024 from Todd Francis, CAO, regarding issuing a Request for Proposals to demolish the District owned White House at 569 Sunset Drive in Port Edward.

24-138 Moved by: Councillor Franzen
 Seconded by: Councillor MacKenzie

THAT Council receives this report for information purposes only.

Carried Unanimously

b) North Pacific Cannery

Council was provided a report dated June 11, 2024 from Lorraine Page, Director of Finance regarding donating four toilets to the North Pacific Cannery to complete renovations to three existing buildings at the North Pacific Cannery site.

24-139 Moved by: Councillor Franzen
 Seconded by: Councillor MacKenzie

THAT Council approves the donation of four low flush toilets to North Pacific Cannery.

Carried Unanimously

BYLAWS:

REPORTS ON COUNCIL ACTIVITIES:

Councillor Franzen & MacKenzie

Attended the Port Edward community barbeque and flag raising

Mayor Bjorndal

Attended the Port Edward community barbeque and flag raising

Attended the AltaGas ceremony at the Port Interpretive Centre

QUESTIONS FROM THE AUDIENCE:

NEW BUSINESS:

**REPORTS FROM
IN-CAMERA:**

ADJOURNMENT:

24-140 Moved by: Councillor MacKenzie
 Seconded by: Councillor Franzen

NOW THEREFORE BE IT RESOLVED THAT at 7:29 pm the June 11, 2024 Regular Meeting of Council was adjourned.

Carried Unanimously

CERTIFIED CORRECT

Knut Bjorndal, Mayor

Polly Pereira, Director Corporate
Administrative Services and Strategic
Projects



2a.1

Accessibility Committee – Minutes
Tuesday, May 21, 2024 7:00 PM
Prestige Hotel Prince Rupert (118 6 St, Prince Rupert BC)

Chair: V. Stewart, City of Prince Rupert

Members: A. Falvo
E. Skelton
G. Barthe
V. Wiley
E. Landrath
K. Kowall (pending Port Ed appointee)

Regrets: H. Tsang, North Coast Regional District
E. Kivisild

Staff: M. Taylor, Prince Rupert Library

Public Media: 0

1. CALL TO ORDER / INTRODUCTIONS

1.1. *The Prince Rupert & Area Accessibility Committee acknowledges the traditional territory of the Ts'msyen on which this meeting takes place.*

1.2. Call to Order at 7:01 p.m.

**2. CONSIDERATION OF AGENDA
(ADDITIONS/DELETIONS)**

2.1. Adoption of Agenda

That the Prince Rupert & Area Accessibility Committee resolves to adopt the May 21, 2024 Prince Rupert & Area Accessibility Committee agenda as presented.

3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES

3.1. Adoption of Minutes

That the Prince Rupert & Area Accessibility Committee resolves to adopt the April 16, 2024 Prince Rupert & Area Accessibility Committee minutes as presented.

**Falvo/Landrath
CARRIED**

016-2024

4. PRESENTATION FROM URBAN SYSTEMS ON CITY OF PRINCE RUPERT COMPLETE COMMUNITIES PLAN

4.1. Jack De Sante provided an update on the Prince Rupert & Area Accessibility Committee on the ongoing Complete Communities Plan, including the identification of opportunities for public input via an accessibility tour of downtown, next Thursday (May 29th) from 9:30 am – 11:00 am,

and an open house on Wednesday (May 28th) at the Civic Centre from 4:00 pm – 7:00 pm. Input was sought on overall feedback on downtown sidewalk accessibility to inform the tour, as well as input on who else should be contacted to participate. V. Stewart will provide the slide deck to the Committee members.

5. UPDATE ON ACCESSIBILITY SURVEY

5.1 Presentation to Seniors Centre – V.

Stewart provided an update that information shared on the plan and committee work the morning of May 16th. Feedback collected included input on challenging sidewalk condition, limited transit schedules and lack of service on Sundays.

5.2 Port Ed engagement – looking to schedule something in the evening over the next month. V. Stewart to reach out to Port Edward to determine best day/time, as well as to follow up with the Committee with additional potential in-person engagement activities.

5.3 Update on Survey responses – V. Stewart provided an update that as of May 17th, 31 online responses received, 4-5 paper surveys.

6. CURLING RINK RAMP

- 6.1. The City of Prince Rupert has provided a Letter of Support for a Curling Club application to AltaGas for a ramp. The Prince Rupert & Area Accessibility Committee has also asked the North Coast Regional District and V. Stewart will put in a request with the District of Port Edward and Library for Letters of Support as well. A. Falvo to connect V. Stewart with Special Olympics BC to potentially use their charitable number if required by the application.

7. INFORMATION FROM NORTHERN BC TOURISM

- 7.1 Accessibility Coordinator from NBC Tourism provided two checklists from Destination BC for Attractions and Accommodations (attached to Agenda) that could be deployed locally to businesses – listings are updated in Hello BC and we can link from there. Will inquire about stickering program with them.

That the Prince Rupert & Area Accessibility Committee contact Tourism Prince Rupert regarding the inclusion of accessibility-related questions in their visitor surveys to cruise passengers, and that information is shared to help inform future efforts.

017-2024

**Barthe/Skelton
CARRIED**

8. UPDATE ON POOL SHOWERS

8.1 V. Stewart provided an update that the City is currently finalizing the request for quotes (had waited for input from new Rec Director). Fold down seats as well as lengthwise grab bars, removable showers for sauna area as well as both changerooms. (Following BC Building Code). The intent is to make the upgrades during the scheduled summer pool closure.

9. UPDATE ON ENHANCED MOBILITY PROGRAM

9.1 V. Stewart and A. Falvo provided an update on the Enhanced Mobility Program at various locations in the community, in partnership with several community providers and funded through a grant from Northern Health.

10. FALLS PREVENTION GRANT

10.1 Northern Health has released a Falls Prevention grant for up to \$10,000. V. Stewart requested the Committee consider potential projects that might qualify, and will review the Accessibility Plan as well.

11. SPARC GRANT FOR UP TO \$25,000

10.1 Discussion if there are any additional priorities from the committee for this grant, Lester Centre upgrades identified as potential priority.

That the Prince Rupert & Area Accessibility Committee contact the Lester Centre regarding the potential to consider accessibility upgrades, including accessible seating, improvements to parking markings, as well as an interior or exterior ramp to improve access to lower seating areas; and,

That the letter include reference to available grants to support the work, and offer of capacity support to apply for funds.

018-2024

**Skelton/Wiley
CARRIED**

11. ADDITIONAL ITEMS

- 11.1 A. Falvo brought forward the opportunity to have a table at Seafest to share the Accessibility survey and engage with the community.

That the Prince Rupert & Area Accessibility Committee contact Prince Rupert Special Events to request to have a table outside of City Hall during Seafest, and that V. Stewart look into ordering a banner and preparing engagement materials.

019-2024

**Wiley/Barthe
CARRIED**

- 11.2 A. Falvo brought forward the opportunity to have a table at the Fraser Street Block Party to share the Accessibility survey and engage with the community.

That the Prince Rupert & Area Accessibility Committee contact the Friendship House to request to have a table at the Fraser St Block Party, and that V. Stewart look into opportunities to include enhanced mobility activity.

- 11.3 A. Falvo brought forward the opportunity to reach out to the Tom Rooney theatre regarding potentially having a ramp installed to access the stage for performers of all abilities.

That the Prince Rupert & Area Accessibility Committee contact Harbour Theatre to seek interest in partnering to apply for funds to develop a (potentially removable) ramp to improve access to the stage.

020-2024

**Falvo/Taylor
CARRIED**

12. NEXT MEETING DATE

- 12.1 The Prince Rupert & Area Accessibility Committee will meet on Tuesday, June 18th, 2024.

13. ADJOURNMENT

13.1. Adjournment

That the Prince Rupert & Area Accessibility Committee adjourns the Prince Rupert & Area Accessibility Committee meeting held May 21, 2024, the time being 8:55 p.m.

Approved and adopted:

Certified correct:

Chair

Secretary

4a



COMMUNITY WATERFRONT PARK CONCEPTUAL DESIGN

JUNE 25, 2024





INTRODUCTION

The District of Port Edward is embarking on a project to establish a fresh waterfront access point for local residents and prospective tourists. This development will feature water access with seating and a picnic area, an open lawn space, walking paths, short-term parking, and a kayak/canoe launch area.

Situated 3.3 kilometers from Port Edward and 12 kilometers from Price Rupert, the proposed park and kayak launch site is conveniently located adjacent to Highway 16, nestled within a densely wooded area that slopes down to the water's edge.



LANDSCAPE PRINCIPLES



NAVIGATING NATURE'S ELEVATION

The design elevates both experience and awareness. Mindful of sea level rise, it navigates natural topography for accessibility and sustainability, offering an immersive journey harmonized with nature. The intervention is small and focused, immersed in the larger landscape of Port Edward. The proposed trail is integrated in the larger landscape emerging from it rather than against it and is only meant for observation.



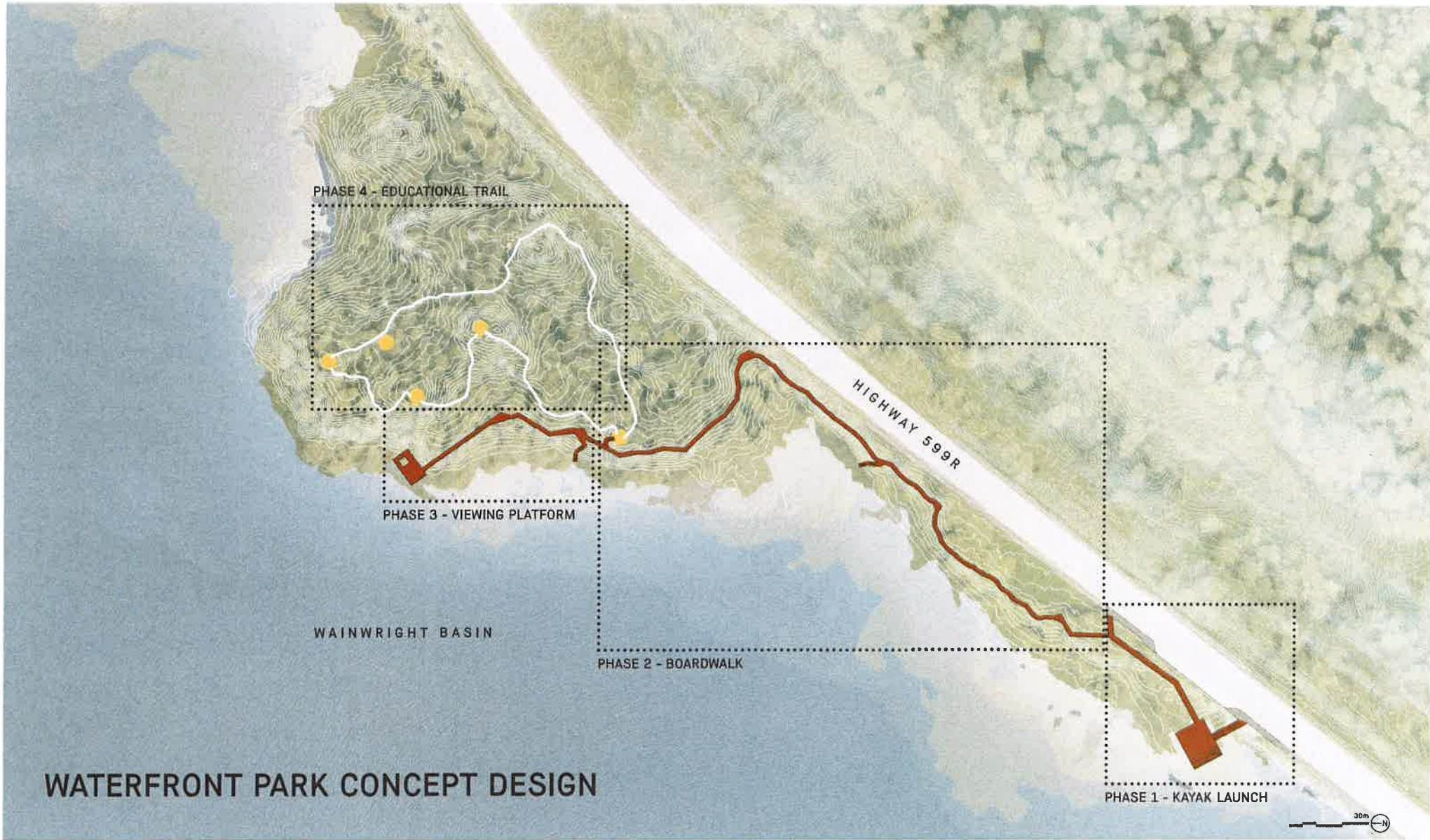
A CURATED JOURNEY

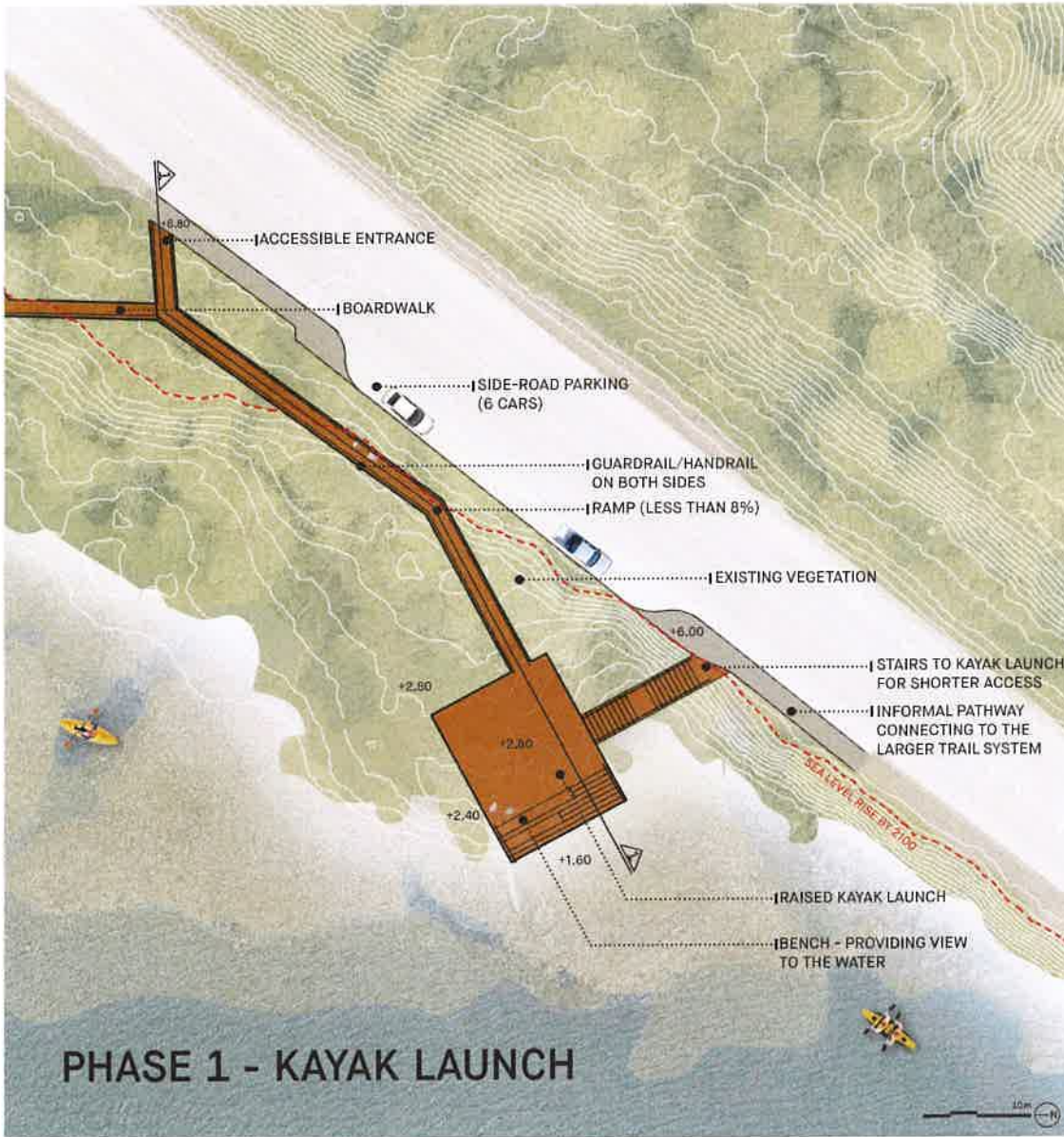
The design provides effortless water access for kayakers and an adventure for visitors, discovering hidden beach access, and a scenic destination platform with panoramic views of the water. Additionally, a connected forest trail system enriches the experience with educational opportunities and rest spots along the way, focusing on creating a sense of exploration and places for discovery.



OBSCURE AND REVEAL

The boardwalk showcase a variety of views. From hidden spots to open vistas, every step offers a different experience, creating a journey that balances both mystery and discovery.





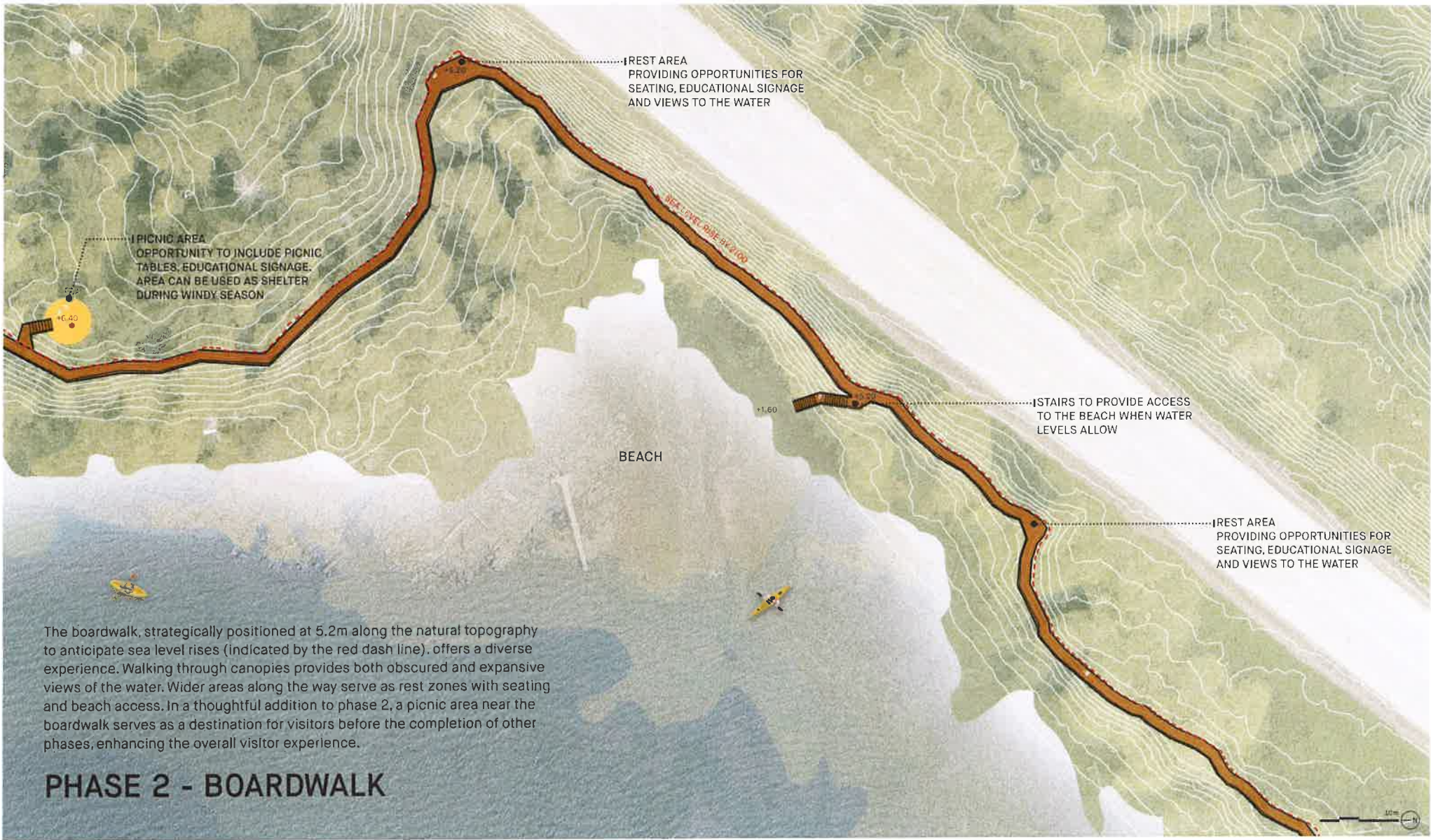
This design approach will prioritize minimal intervention to preserve the innate beauty of the site, striking a delicate balance between functionality and environmental mindfulness. The addition of a modest side road parking, accommodating a limited number of cars, reflects the commitment to keeping the landscape as unspoiled as possible.

The proposed ramp ensures accessibility but also considers the potential impact of sea level rises. By elevating the kayak launch, we aim to enhance the site's durability and resilience in the face of environmental changes, while still maintaining the integrity of the natural surroundings.

Looking ahead to the future stages of design development, we are actively exploring innovative solutions, such as a fluctuating boat launch that can adapt seamlessly to sea level rises. Regardless of this adaptation, the boardwalk is thoughtfully designed to run parallel to the natural topography and water edge. This strategic approach ensures continued access to the water, harmonizing with the evolving landscape and allowing people to connect with the site regardless of changes in water levels.

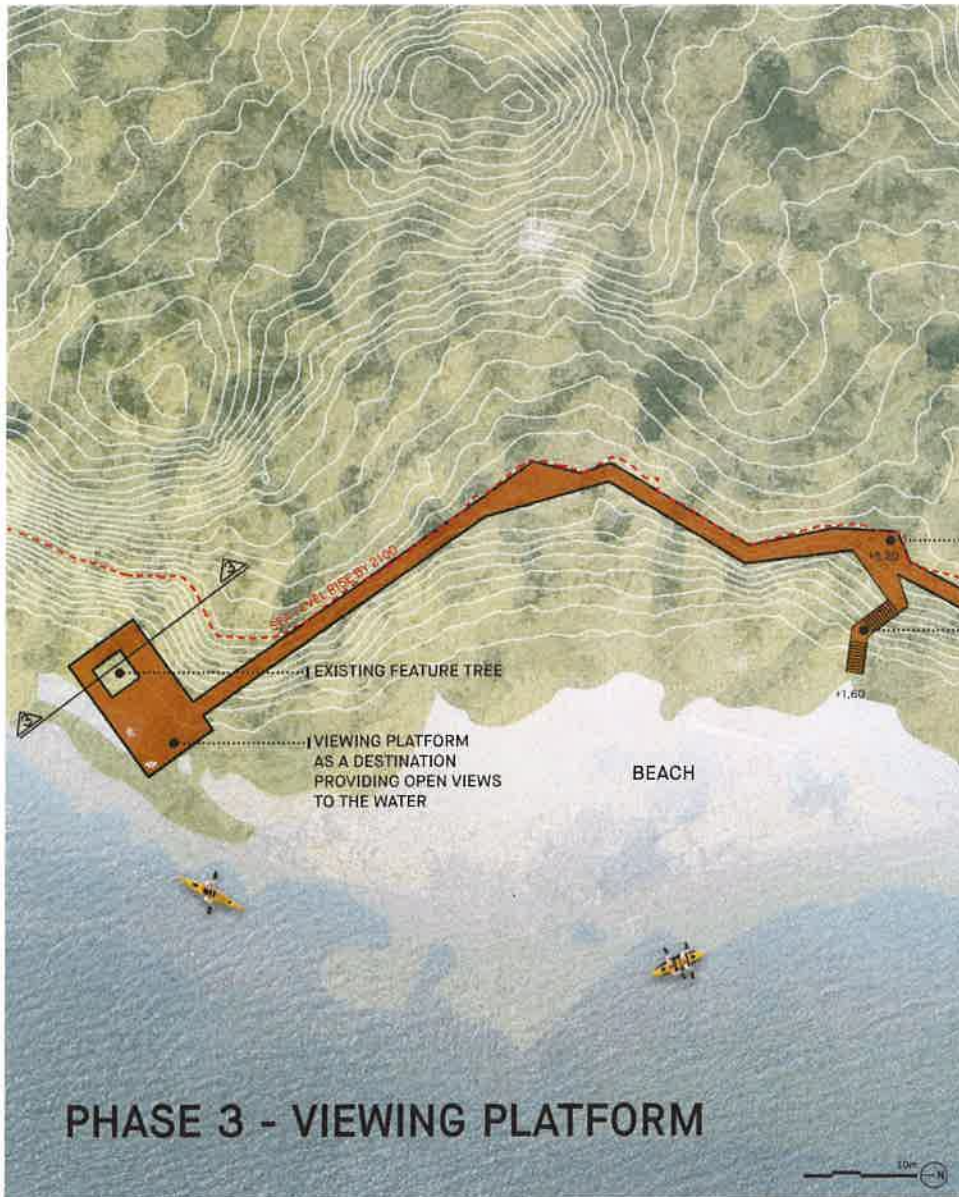


SECTION 1-1
NOT TO SCALE

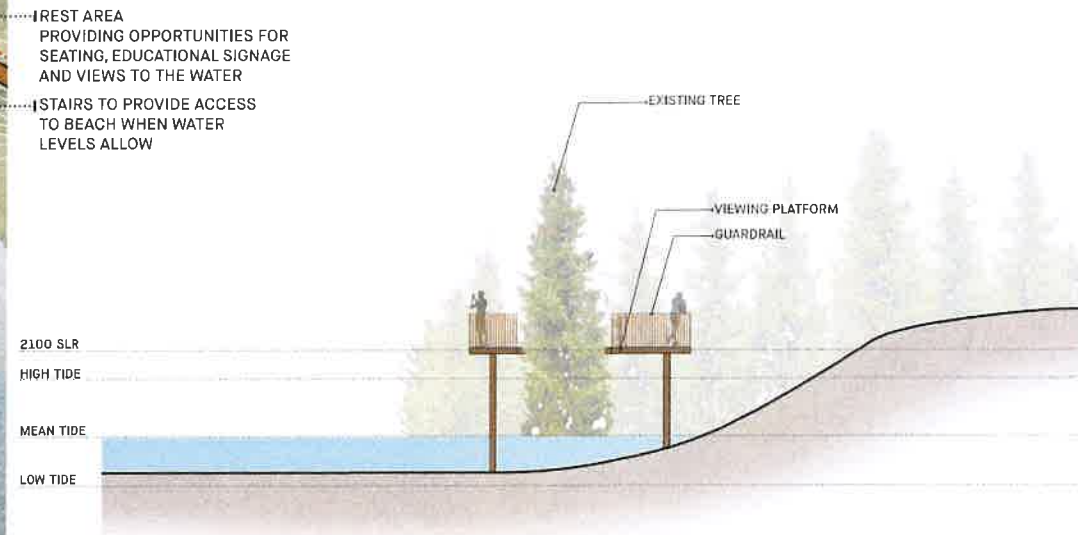


The boardwalk, strategically positioned at 5.2m along the natural topography to anticipate sea level rises (indicated by the red dash line), offers a diverse experience. Walking through canopies provides both obscured and expansive views of the water. Wider areas along the way serve as rest zones with seating and beach access. In a thoughtful addition to phase 2, a picnic area near the boardwalk serves as a destination for visitors before the completion of other phases, enhancing the overall visitor experience.

PHASE 2 - BOARDWALK



As the ultimate destination of the boardwalk, the viewing platform is elevated in response to sea level rise predictions. This elevated platform not only offers scenic views of the water, framing an existing tree at its center but also provides an excellent opportunity to incorporate educational signage for environmental awareness, further enhancing the overall visitor experience.



In Phase 4, we propose an interconnected educational trail, providing an opportunity to integrate interpretive signage on the diverse ecosystems and a wide variety of plant and animal species present in the area. Along the trail, strategically located on high points as a response to sea level rises and to maximize viewing opportunities, we plan to incorporate rest areas that double as informal picnic spots. These spaces will serve both recreational and educational purposes, offering visitors opportunities to relax and learn more about the surrounding environment.



PHASE 4 - EDUCATIONAL TRAIL

5a



District of Port Edward

Grant in Aid Application Form
POLICY #2020-1

Name of Organization: Rupert Runners

Date: August 17th 2024

Contact Person: Jolie Amante / Araya Bartlett

Phone Number: 778-884-6170 / 778-884-6173

Amount of grant requested: \$500.00

Briefly describe the purpose for which you are requesting this grant: we are requesting this grant on behalf of the Rupert Runners for the cannery Road Race in August. The race is open to all ages and includes a half marathon, 10km, 5km and free 1km kids run, starting at the North Pacific Cannery Travelling along the road to Port Ed.

The \$500.00 will be used to help lower the registration cost and help supply prizes for the Runners.

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

Rupert Runners works to encourage a healthy lifestyle within our community and believe it is important to keep our community healthy and strong. Rupert Runners encourages volunteer opportunities bringing together high school students, supportive individuals and businesses within our area. With the race taking place at a historic site it is a great opportunity for community members to learn about our history.



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



June 6, 2024

District of Port Edward

On behalf of the Rupert Runners, I wish to solicit a \$500 grant in aid from the District of Port Edward for the Cannery Road Race, which will be held on August 17th 2024. The event will start at the North Pacific Cannery National Historic Site in Port Edward and run along the side of the road. Events include a 21km half-marathon, 10km, 5km and 1km fun run for kids. The half-marathon route will travel along rolling hills with views of the cannery, lush temperate rain forest, the Skeena River, Lelu Island, and the Pacific Ocean through the community of Port Edward and out to Galloway Rapids bridge and back. The 10km route will follow the same road. There will be an awards ceremony and door prizes for participants on the working dock at the cannery after the event.

This is the 17th year that Rupert Runners is hosting the Cannery Road Race. It is a unique experience for locals and visitors to participate at an event at the oldest remaining intact salmon cannery on the West Coast of North America. Rupert Runners is seeking grant funding to help with the cost of the event. Rupert Runners tries to keep our entrance fees low to reduce barriers to participate in our events. The kids 1 km fun run is also free each year with kids receiving t-shirts, medals, and door prizes.

The purpose of Rupert Runners has always been to encourage recreational and competitive running in the community. It is well recognized that a healthy community helps build a strong community. Our not-for profit organization encourages community volunteering, supports local high school graduates, partners with other community organizations, and believes in sourcing products and services from local businesses.

We are grateful for any support that can be provided. Please contact me if the District of Port Edward is interested in providing a grant and if you'd like further information regarding Rupert Runners or this event.

Thank you for your consideration.

Sincerely,

Jolie Amante, Araya Bartlette

Rupert Runners members

P.O Box 22093 RPO Downtown
Prince Rupert, BC V8J 4P8
778-884-1342
RupertRunners.ca



Photos from 2018 and 2019 events

P.O Box 22093 RPO Downtown
Prince Rupert, BC V8J 4P8
778-884-1342
RupertRunners.ca



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June 19, 2024

Todd Francis
District of Port Edward
cao@portedward.ca

RE: Regulations for Housing Needs Reports and Amenity Cost Charges; Webinar Invitation

Dear Todd Francis:

I am writing to let you know about new and amended regulations related to Housing Needs Reports (HNR) and Amenity Cost Charges (ACC) which will standardize and improve community planning throughout the province, making it easier to get more homes built faster.

Housing Needs Reports

The *Housing Needs Reports Regulation* and *Vancouver Housing Needs Reports Regulation* (HNR Regulations) have been amended to better support local government planning and zoning for housing. The amendments include establishing the new HNR Method, a standardized way for local governments to calculate the total number of homes they need. The amendments also set out additional content requirements for HNRs, the timing requirements for completing interim HNRs and the timing of future updates to municipal official community plans (OCPs) and zoning bylaws, as well as streamlined HNR information collection requirements. An overview of the new requirements can be found in Attachment 1.

To support local governments in applying the HNR Method, University of British Columbia's (UBC) Housing Assessment Resource Tools (HART) is developing an HNR Calculator. The calculator will automatically pull in relevant data for each component of the HNR Method, and show each step used to calculate the total number of housing units needed over 5 and 20 years.



UBC is designing the HNR Calculator to be user-friendly and efficient; and it will be available in July 2024. Provincial guidance on the new HNR requirements is posted [here](#).

The capacity funding you received earlier this year to support implementing new housing legislation can be used to update HNRs, OCPs and zoning bylaws to meet the new requirements.

I appreciate your patience as we worked to ensure we are rolling out a robust method for calculating housing needs that will support better planning and zoning and, ultimately, getting much needed housing built in the future.

Amenity Cost Charges

New regulations under the *Local Government Act* and the *Vancouver Charter* now exempt certain types of affordable housing from paying ACCs. The *Prescribed Classes of Affordable Housing (Local Government Act/Vancouver Charter) Regulation* exempts the following kinds of non-market housing from paying ACCs:

- Rental and supportive housing units owned/leased and operated by government entities or non-profit housing providers that have received government funding or other support;
- Non-profit co-operative housing;
- Transitional housing, and;
- Emergency shelters.

These regulations support affordable housing programs by ensuring that projects developed or funded by governments have consistent and predictable financial relief from ACCs, contributing to achieving greater affordability and an increased likelihood these homes will be built.

The amended *Development Cost Charge and Amenity Cost Charge (Instalments) Regulation* will also provide developers with the option to pay ACCs in instalments to help with administrative efficiency and support the viability of projects by giving them the option to spread out costs over a longer period.

The [Interim Guidance on Development Finance Tools](#) is being updated to include more information on the new ACC regulations.

Local government staff are invited to attend one of two webinars (June 25 and June 26) that will include an overview of the new HNR requirements, guidance materials and the ACC regulations, as well as an overview of the new tools in Bill 16 (inclusionary zoning, tenant protection bylaws, works and services, and transportation demand management). Please encourage staff from the planning and finance departments of your local government to attend these webinars. To find out more or to register, visit the local government staff webinar page [here](#).

I appreciate the amount of work your local government faces in meeting these requirements, and on these timelines. If you have any questions about the new housing legislation and its requirements, please contact Ministry of Housing staff at PLUM@gov.bc.ca.

Sincerely,



Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy

pc: Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs

Links:

Housing Needs Reports: gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/policy-and-planning-tools-for-housing/housing-needs-reports

Webinar series for local governments: gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-initiatives/webinars

Attachment: Overview of Housing Needs Report Requirements

Attachment 1: Overview of Housing Needs Report Requirements

Interim HNR Requirements

All local governments must complete an interim HNR by **January 1, 2025**. Please note, local governments have two options for completing an interim HNR:

A) *Update your most recent HNR to add the following new required content:*

1. The number of housing units needed over the next 5 years and the next 20 years, calculated using the HNR Method as provided in the Regulation;
2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation; and,
3. A description of the actions taken by the local government, since receiving the most recent housing needs report, to reduce housing needs.

Note in addition to the requirements mentioned above, local governments can also choose to make additional updates.

B) *Develop an entirely new HNR, which meets all the existing requirements, including the new content requirements above:* Local governments may wish to develop a new HNR, especially in cases where the previous HNR is already 4 or 5 years old. The decision depends on the extent of updates needed and desired level of community engagement.

The HNR Method – a standardized method for calculating housing need

The HNR Method, provided in the HNR Regulations, will calculate the total number of housing units to address current and anticipated needs over 5 and 20 years. Designed with expert input to ensure a robust, consistent and comparable calculation of current and anticipated local housing needs, the HNR Method includes six components, which are added together to provide the total number of housing units needed in a municipality of regional district electoral area. The six components include:

1. Supply of units to reduce extreme core housing need (those paying more than 50% of income for housing);

2. Supply of units to reduce homelessness;
3. Supply of units to address suppressed household formation;
4. Supply of units needed to meet household growth over the next 5 or 20 years;
5. Supply of units needed to meet at least a 3% vacancy rate; and,
6. Supply of units needed to meet local demand. This component is only included for municipalities.

Local governments have two options for applying the HNR Method: using the HNR Calculator or undertaking the calculations themselves (e.g. with Excel). The HNR Calculator, which UBC plans to make available in July 2024, is designed to be user-friendly and efficient, automatically pulling in relevant data and showing users each step. Alternatively, the HNR Method Technical Guidelines posted [here](#) offer comprehensive support for calculating housing numbers using Excel, including formulas, data sources, step-by-step guidance, and examples.

Updated timing cycle for completing HNRs

Previously, local governments were required to complete an HNR by April 2022, and then subsequently every five years thereafter. This resulted in staggered completion of HNRs across different local governments.

To align better with Census data releases and ensure that HNRs are consistently based on the most recently available Census data, local governments will now be on the following HNR timelines:

- Interim HNR – due by January 1, 2025
- Regular HNR – due by end of December 2028
- Subsequent HNRs every five years thereafter – December 2033, 2037, etc.

Proactive Planning - review and update of OCP and zoning bylaw

Once the interim HNR is completed, *municipalities* (not regional districts) are required to then review and, if necessary, update their OCPs and zoning bylaws to ensure that they permit the number of housing units necessary over 20 years, as determined by the HNR Method. **This review and update must be complete by December 31, 2025.** Subsequent

OCP and zoning updates are required every five years thereafter – December 2030, 2035, etc.

Note: Regional districts are exempt from proactive planning requirements. Further communication on this step will follow in the coming months.

**DISTRICT of Port Edward
REPORT TO COUNCIL**

6a

DATE: June 25, 2024
FROM: Polly Pereira, Director of Corporate Adm. Services & Strategic Projects
TO: Todd Francis - Chief Administrative Officer
SUBJECT: **2023 Annual Report**

RECOMMENDATION: That Council accept the 2023 Annual Report as presented.

REASON FOR REPORT:

Each year an annual report must be available for public inspection before June 30. The report includes the municipality's progress from the previous year. The 2023 Annual Report was made available to the public as of June 10, 2024 on the District's website and a copy was made available at the front counter.

BACKGROUND:

As per the Community Charter section 98 the annual report is to include the audited Financial Statements, any tax exemptions, report on municipal services and operations from the previous year and the progress regarding previous year objectives (*Council's Strategic Plan*). Including any declarations of disqualifications.

DISCUSSION:

The annual report was completed in the same format as in the previous years.

OCP/STRATEGIC PLAN:

- Well Planned Finances
- Organizational Excellence

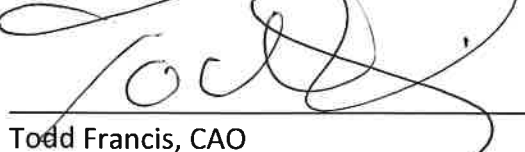
BUDGET IMPLICATIONS:

None

Prepared By:


Polly Pereira, DCAS

Approved for Submission to Council


Todd Francis, 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

2023 Annual Report

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

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Financial Section Appendixes



Message from The Mayor

I'm delighted to present the 2023 annual municipal report, marking this my fifth report as Mayor. Our financial standing remains robust, strengthened by our commitment to preserving and enhancing our assets. Sustaining our infrastructure, equipment, and buildings for the long haul requires diligent effort rather than a quick fix, and our Council and staff are dedicated to executing a comprehensive strategy to achieve this goal.

Throughout the year, we successfully completed two significant road projects: the comprehensive reconstruction of Oceanview Drive and Sunset Drive. These endeavors were prioritized based on our Asset Management assessments, ensuring our vital transportation routes meet modern standards. Looking ahead, we anticipate conducting a thorough Asset Management review by late 2024, laying the groundwork for future infrastructure enhancements.

Notably, the refurbishment of the Fire Hall commenced in late 2023 and concluded in spring 2024, extending the building's lifespan by two decades.

In December, we welcomed Todd Francis as our new Chief Administrative Officer (CAO), bringing with him a wealth of experience in public administration. His appointment strengthens our leadership team as we navigate the challenges ahead.

As we confront the myriad challenges on the horizon, our Council remains steadfast in its commitment to addressing these issues over the next two years.

I pledge to keep you informed of our progress through my monthly Mayor's message. Together, we will continue to shape a prosperous future for our community.

Knut Bjorndal

Mayor & Council



**Top Left: Councilors: James Brown, Colleen McDonald, Christine MacKenzie and Dan Franzen
Center: Mayor Knut Bjorndal**

Council was elected October 15, 2022 and have been focusing on implementing the 2023-2024 Strategic Plan to enhance and promote;

- Well planned District finances;
- A high quality of life and community development;
- Growing and progressive economic development;
- Well planned, maintained and financed public works and infrastructure, and
- Organizational Excellence

Council meetings are held at 7:00 pm every second and fourth Tuesday of the month except for the months of July, August, September and December. All meetings are public with the exception of closed meetings where topics are limited to sensitive matters related to legal, land, or labour issues. Specific requirements and limitations of decisions that can be made within a closed meeting are outlined in Section 90 of the Community Charter.

The Union of British Columbia Municipalities meeting took place in Vancouver as well as Minister meetings.

Currently the Mayor represents the District on most various Boards, committees and organizations.

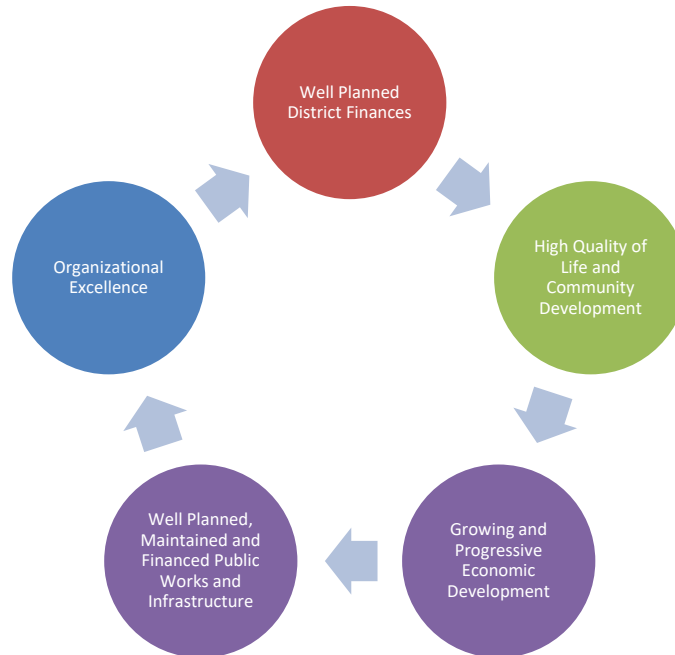
- Port Edward Harbour Authority
- Northern Development Initiative Trust- Regional Advisory Committee
- Northwest Hospital Board Committee
- Prince Rupert Airport Authority
- Port Edward Historical Society
- North Coast Regional District



Council Strategic Priorities

Key focus areas 2023-2026

In this term Council will focus on five key areas as illustrated below and detailed in the following tables.



“Port Edward will be a healthy natural beautiful coastal community that priorities the well-being of its citizens.”

Strategic Focus Area # 1: Well Planned District Finances

Goals:

- Operate within our budget and continue to be financially prudent.
- Develop a long-term financial plan to create a clear financial picture for the future.
- Take advantage of grant opportunities to improve services for our residents and businesses.
- Protect Port Edward’s tax base and retain and attract new residents and businesses.

Strategic Focus Area # 2: Well Planned, Maintained and Financed Public Works and Infrastructure

Goals:

- Plan, maintain, and finance District infrastructure.
- Ensure there is adequate infrastructure capacity with room to grow.
- Continue to keep our motto “Clean, neat and green” by looking after our parks, District properties, and roads.
- Enhance our parks, fields, and roads as finances allow.
- Continue our efforts to upgrade and pave more roads in our community.
- Continue to provide our community with quality drinking water and sewage treatment.



Strategic Focus Area # 3: Growing and Progressive Economic Development

Goals:

- To promote Port Edward as “open for business and Industry.”
- To work collaboratively with partners and investors on projects coming to our community.
- Enhance visitor experiences (Diana Lake & other recreational areas.)



Strategic Focus Area # 4: High Quality of Life and Community Development

Goals:

- Be a vibrant, self-sufficient, growing complete community.
- Create a high quality of life for Port Edward residents.
- Support active lifestyles.
- Continue to focus on building a family oriented community.
- Develop market and non-market housing.



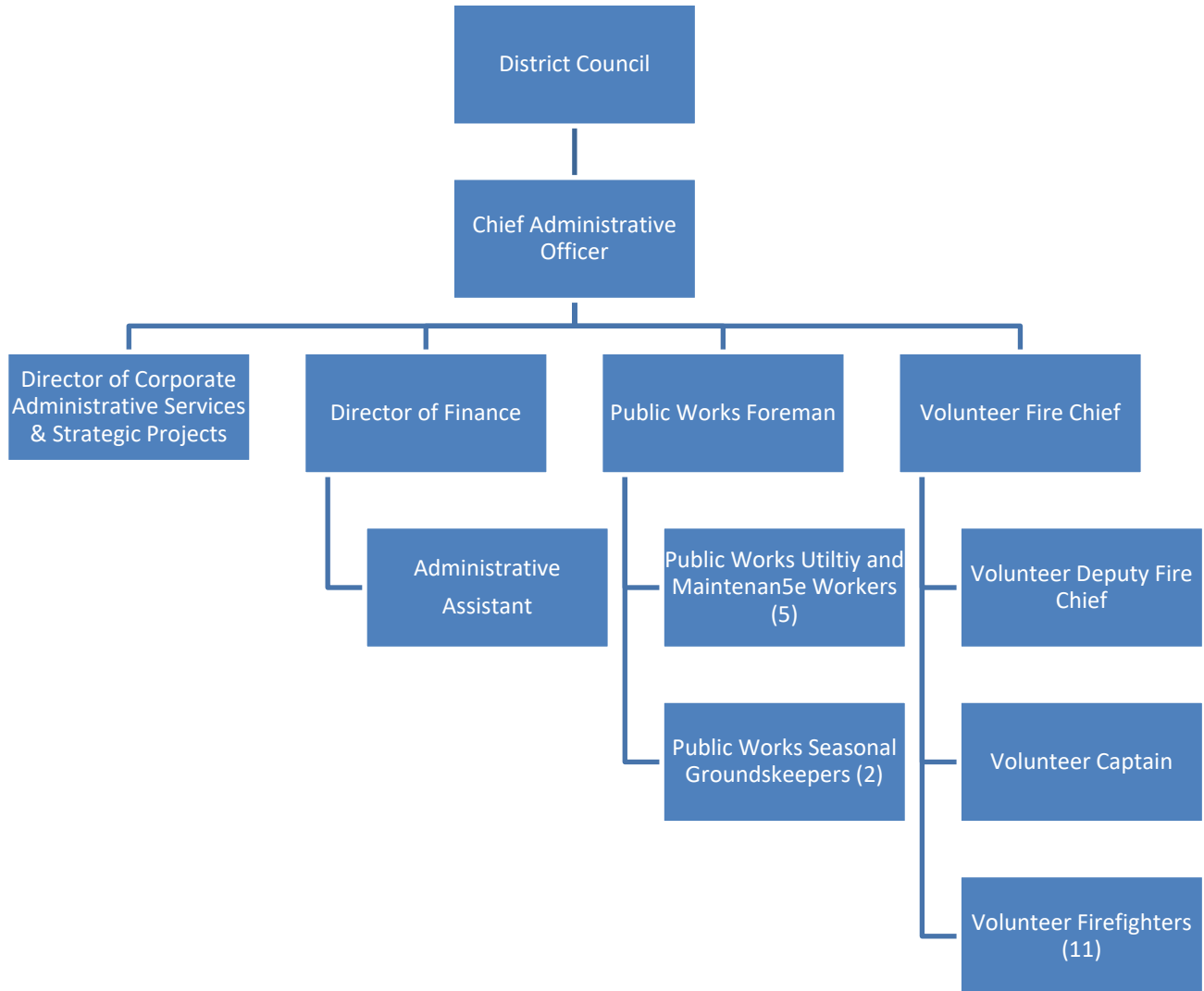
Strategic Focus Area #5: Organizational Excellence

Goals:

- Be a sustainable, efficient, and progressive local government organization.
- Use District resources to their greatest benefit.
- Ensure the smooth operation of District services.



District of Port Edward Organizational Structure



Administration Department



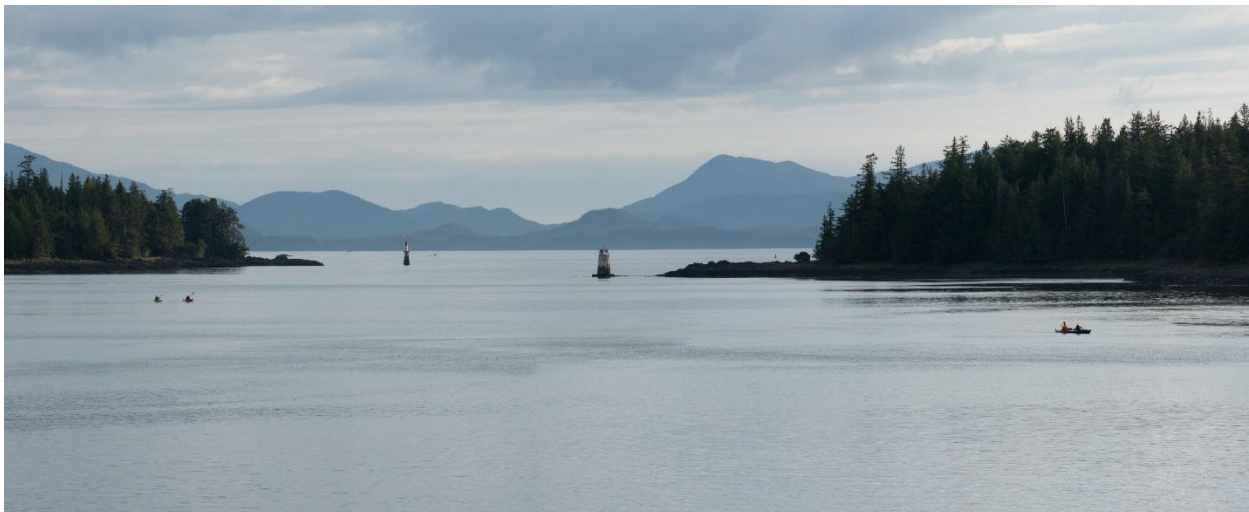
Highlights

- New Council Remuneration Bylaw & Amendment
- New Fire Department Service Level Policy was established
- Fire Protection & Regulations Bylaw Amendment
- Fireworks Amendment Bylaw
- New Chief Administrative Officer was hired in March of 2023
- The District joined the City of Prince Rupert and the North Coast Regional District Accessibility Committee
- An updated Corporate Strategic Plan was adopted
- Fire Service Mutual Aid Agreement with City of Prince Rupert
- Several development projects have started in Port Edward (Ocean Trailers, Seven New Small Cabins started to be built, some home renovations.
- Staff have been working on a Waterfront Park concept plan for the community and other recreational improvements
- Interim Chief Administrative Officer was hired in October 2023

Finance Department

Highlights

- Applied for and received several Grants (Northern Development Trust Initiative- Economic Development Capacity Building and Grant Writing Grant, Prince Rupert Port Authority, NextGen Grant)
- Water & Sewer Rates Bylaw was updated-water rates was increase by \$10 per quarter in 2024
- New Growing Communities Fund Reserve Bylaw
- Water Rates Amendment Bylaw
- Sewer Rates & Regulations Amendment Bylaw
- New Business Licence Bylaw
- New Water supply Agreement for Watson Island
- Renewal of Lease Agreement with School District# 52
- MOU-Interim Water Supply to Ridley Island Agreement





The attached District of Port Edward financial statements have been prepared in accordance with Canadian generally accepted auditing standards. The District of Port Edward controls the Port Edward Historical Society. The financial statements have been audited by Vohora LLP, Chartered Professional Accountants. The attached independent Auditors' Report outlines their responsibilities,

the scope of their examination and their opinion on the District's financial statements.

Municipal Insurance Association:

The District of Port Edward is insured with the Municipal Insurance Association. There were no claims outstanding for 2023.

Year	Total Assessment	Residential Property Taxes Collected	Business Property Taxes Collected	Other Property Class Taxes Collected
2023	\$106,625,150	\$279,296	\$204,386	\$619,771
Tax Rates		3.7885	12.6705	59.0205

Financial Appendices at the end of this report you will find:

The following documents:

- Bylaw # 746, 2023 -5 Year Financial Plan Amendment
- Bylaw # 745, 2023 Tax Rates
- Bylaw # 696 and Bylaw # 556 Permissive Tax Exemption
- Audited Financial Statements 2023

Public Works

Highlights

- Oceanview Drive Rehabilitation project was completed in 2023
- Sidewalks on north section of Sunset Drive
- The District purchase a riding lawn mower and skid-steer loader



Maintenance and Utility Operations: *What does our crew focus on?*

- Operating the water and sewer plants
- Inspecting, maintaining, and repairing municipal buildings
- Road maintenance and winter snow removal
- Community lawns and grounds maintenance
- Maintenance of all playgrounds and parks in the townsite
- Weekly garbage collection and seasonal yard waste clean up

Our Public Works staff have various certifications to run the Water Treatment Plant as well as the Sewer Treatment Plant, which is the major focus of our municipal operations.

District of Port Edward Volunteer Fire Department



Highlights

- The Fire Chief is Mr. Jason Giesbrecht
- Secured funding for the New Fire Truck (Trigon funding of \$25K over 3yrs) & Prince Rupert Port Authority (\$155K)
- Awarded a grant through UBCM for \$ 30K for equipment and training
- We have maintained 11 Fire Fighter Volunteers
- Our Fire Department in 2023 responded to 36 Emergency Calls of these calls 13 Moter Vehicle incidents; 3 Fire Alarms; 3 Lift Assists; 15 First Responders Calls; 1 Vehicle Fire and 1 Structure Fire.
- The New Fire Truck has been ordered and we have secured \$345,000 of funding to offset the cost to residents.

The Port Edward Fire Department Volunteers attend practices every Tuesday night 6:30 pm -9:00. We also meet the 3rd Thursday of each month for support and maintenance night.

Thank you to all our firefighters for helping to keep our community safe.

Emergency Management and Planning

Highlights

- Emergency Plan for our Community is in place
- A Tsunami Evacuation Map and guide is posted on our website



Photos above of the Community Center/PE Elementary School Gym/ Emergency Response Center and photo below of the Port Edward Community School





DISTRICT OF PORT EDWARD FINANCIAL PLAN AMENDMENT BYLAW NO. 746, 2023

A BYLAW OF THE DISTRICT OF PORT EDWARD AMENDING THE 5 YEAR FINANCIAL PLAN 2023 – 2027

As per the Community Charter, Part 6 – Financial Management Section 165 and 166, the Council of the District of Port Edward, in open meeting assembled, enacts as follows:

1. That Schedule "A" attached hereto and made a part of this bylaw is hereby declared to be the 5-year Amended Financial Plan of the District of Port Edward, for the years ending December 31, 2023, 2024, 2025, 2026 and 2027.
2. This bylaw may be cited for all purposes as the "District of Port Edward 5-Year Financial Plan Amendment Bylaw No. 746, 2023."

READ a first time this 8th day of August, 2023;
READ a second time this 8th day of August, 2023;
READ a third time this 8th day of August, 2023;

RECONSIDERED AND ADOPTED this 12th day of September, 2023.

Knut Bjordal
Mayor

Polly Pereira
Director of Corporate Administrative Services

Certified a true copy of Bylaw 746, 2023
cited as "5 Year Financial Plan Amendment Bylaw No. 746, 2023 "



DISTRICT OF PORT EDWARD TAX RATES BYLAW NO. 745, 2023


A BYLAW FOR THE LEVYING OF RATES FOR MUNICIPAL, HOSPITAL, AND REGIONAL DISTRICT PURPOSES FOR THE YEAR 2023

As per the Community Charter, Part 7 – Financial Management Section 197, the Council of the District of Port Edward, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2023.
 - a) For all lawful general purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of the Schedule attached hereto and forming a part hereof.
 - b) For the purposes of the North Coast Regional District on the value of land and improvements taxable for North Coast Regional District purposes, rates appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
 - c) For Hospital purposes on the value of land and improvements taxable for the North West Regional Hospital District purposes, rates appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00)
3. This bylaw may be cited for all purposes as "Tax Rates Bylaw No. 745, 2023".

READ a first time this 11th day of April, 2023;
READ a second time this 11th day of April, 2023;
READ a third time this 25th day of April, 2023;

RECONSIDERED AND ADOPTED THIS 25th day of April, 2023.



Knut Bjorndal
Mayor



Polly Pereira
Director of Corporate Administrative Services

Certified a true copy of Bylaw 745, 2023
cited as "Tax Rates Bylaw No. 745, 2023"

SCHEDULE "A"

2023 PROPERTY TAX RATE SCHEDULE

TAX RATES BYLAW NO. 745, 2023

(DOLLARS OF TAX PER \$1,000 TAXABLE VALUE)

		General Municipal		North Coast Regional District		Northwest Regional Hospital District	
		Column "A"		Column "B"		Column "C"	
		2023	2022	2023	2022	2023	2022
1	Residential	3.7885	3.9510	0.6276	0.6312	0.5045	0.5176
2	Utility	40.0000	40.0000	2.1967	2.2093	1.7659	1.8115
5	Light Industrial	15.7739	15.6077	2.1339	2.1462	1.7154	1.7597
6	Business	12.6705	13.4954	1.5377	1.5465	1.2361	1.2680
8	Recreational	3.2466	3.4449	0.6276	0.6312	0.5045	0.5176
	Totals	75.4795	76.4990	7.1235	7.1645	5.7265	5.8743



**DISTRICT OF PORT EDWARD
BYLAW NO. 696**

PERMISSIVE EXEMPTION FOR CN CROSSING LEASES BYLAW NO. 696, 2019

A BYLAW TO APPLY A PERMISSIVE TAX EXEMPTION TO ALL LAND RAIL CROSSINGS LEASED TO THE DISTRICT OF PORT EDWARD BY CANADIAN NATIONAL RAILWAY COMPANY.

WHEREAS the District of Port Edward in an open meeting assembled in the Council Chambers of the District of Port Edward enacts as follows:

1. That this Bylaw may be cited for all purposes as the “**District of Port Edward Permissive Exemption Bylaw # 696, 2019**”.
2. That the land for CNR Lease – Access Roadway Site (Mile 85.14-85.25) and Utility/Encroachment (Mile 81.75-82.01) CNR 11192, is for the benefit of the District of Port Edward and is considered to meet the criteria under section 224 of the Community Charter.
3. That the property named is hereby given a “permissive tax exemption” from all levies against the land associated with the registered property.
4. That this bylaw remains in effect for the term of the Leases which is five years.

READ a first time by Council this 8th day of October, 2019

READ a second time by Council this 8th day of October, 2019

READ a third time by Council this 8th day of October, 2019

RECONSIDERED and **ADOPTED** by Council this 22nd day of October, 2019

Knut Bjorndal, Mayor

Polly Pereira, Director of Corporate Administrative Services



**DISTRICT OF PORT EDWARD
PERMISSIVE EXEMPTION**

BYLAW NO. 556, 2014

**A BYLAW TO EXEMPT CERTAIN LANDS AND IMPROVEMENTS FROM
TAXATION**

WHEREAS section 224 of the Community Charter provides specific exemptions for certain type of uses of property;

NOW THEREFORE, Council of the District of Port Edward in an open meeting of council, enacts as follows:

1. CITATION

This bylaw may be cited as "District of Port Edward Permissive Exemption Bylaw # 556, 2014".

2. REPEALS

That "Permissive Exemption Bylaw # 464, 2004" and its amendments be repealed in its entirety.

3. EXEMPTED PROPERTY

That the land and all improvements registered to the "Anglican Synod Diocese of Caledonia" located at 470 Evergreen Drive, within the boundaries of the District of Port Edward and legally described as Plan 3005, Lot 14, Block 1, District Lot 446, is hereby given a "permissive tax exemption".

That this bylaw remains in effect for the term of ten years **2014 to 2024**.

READ a first time this 14th day of October 2014.
READ a second time this 14th day of October 2014
READ a third time this 14th day of October 2014


RECONSIDERED AND ADOPTED this 28th day of October 2014



Mayor

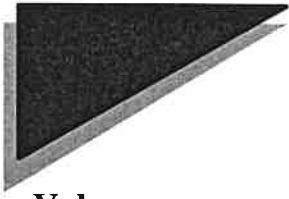


Clerk

**Certified a true copy of Bylaw No. 556, 2014
cited as "District of Port Edward
Permissive Exemption Bylaw # 556".**


Clerk

Financial Section
Appendices



Vohora LLP
CPAs & Business Advisors

DISTRICT OF PORT EDWARD
Financial Statements
Year Ended December 31, 2023



Vohora LLP
CPAs & Business Advisors

DISTRICT OF PORT EDWARD
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Year Ended December 31, 2023

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INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councillors of District of Port Edward

Report on the Financial Statements

Opinion

We have audited the financial statements of District of Port Edward (the District), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the District in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

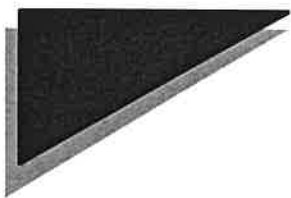
Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.





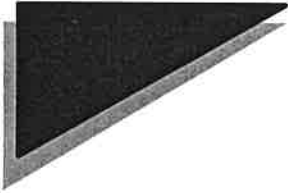
INDEPENDENT AUDITOR'S REPORT (*continued*)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.



Vohora LLP
CPAs & Business Advisors

INDEPENDENT AUDITOR'S REPORT *(continued)*

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Vancouver, BC
April 30, 2024

Vohora LLP
Chartered Professional Accountants

DISTRICT OF PORT EDWARD
Statement of Financial Position
December 31, 2023

	2023	2022 <i>(Restated)</i>
FINANCIAL ASSETS		
Cash and cash equivalents <i>(Note 2)</i>	\$ 6,623,477	\$ 6,664,889
Short term investments <i>(Note 3)</i>	2,329,476	2,291,195
Accounts receivable <i>(Note 4)</i>	173,535	119,918
Property taxes receivable <i>(Note 5)</i>	192,650	136,155
Investment in Port Edward Historical Society <i>(Note 6)</i>	557,656	605,404
Municipal Finance Authority demand notes <i>(Note 8)</i>	51,331	51,331
	9,928,125	9,868,892
LIABILITIES		
Accounts payable and accruals <i>(Note 7)</i>	224,386	302,749
Municipal Finance Authority debt reserve fund demand notes <i>(Note 8)</i>	51,331	51,331
Municipal Finance Authority debentures payable <i>(Note 9)</i>	600,603	707,225
Asset retirement obligation <i>(Note 10)</i>	69,320	66,750
Deferred income <i>(Notes 11, 12)</i>	1,665,828	2,835,449
Deferred capital contribution <i>(Notes 12, 13)</i>	1,792,656	-
	4,404,124	3,963,504
NET FINANCIAL ASSETS	5,524,001	5,905,388
NON-FINANCIAL ASSETS		
Inventory	152,147	144,792
Prepaid expenses	518	518
Tangible capital assets <i>(Note 14)</i>	19,796,688	18,754,172
	19,949,353	18,899,482
ACCUMULATED SURPLUS	\$ 25,473,354	\$ 24,804,870

ON BEHALF OF COUNCIL

Kurt Brundel Mayor

SIGN HERE

James Brown Councillor

SIGN HERE

See notes to financial statements

DISTRICT OF PORT EDWARD
Statement of Operations
Year Ended December 31, 2023

	Budget 2023 <i>(Unaudited)</i>	2023	2022 <i>(Restated)</i>
REVENUES			
Property taxes <i>(Note 15)</i>	\$ 2,053,452	\$ 2,056,950	\$ 1,985,484
Grants	623,000	1,172,991	935,162
Water service and connection fees	202,000	255,401	199,753
Interest income	50,000	232,115	113,882
Interest and penalties	16,000	163,538	67,821
Other revenue	114,300	132,605	114,190
Sewer service and connection fees	149,000	92,741	146,635
Garbage collection	85,000	84,522	84,650
Licences and permits	12,500	23,415	33,196
	<u>3,305,252</u>	<u>4,214,278</u>	<u>3,680,773</u>
EXPENSES			
Advertising and promotion	630	-	-
Administration	349,100	302,969	292,984
Amortization of tangible assets	-	984,447	940,600
Discounts	2,700	2,897	2,012
Interest on line of credit	137,162	61,507	61,878
Legislative - Indemnities	81,160	76,012	71,493
Operating expenses, repair and maintenance	1,655,025	1,673,981	1,800,964
Payments on debentures	-	74,912	74,912
Salaries and related costs	437,700	427,559	418,157
Water rights lease	1,000	385	1,863
	<u>2,664,477</u>	<u>3,604,669</u>	<u>3,664,863</u>
SURPLUS FROM OPERATIONS	<u>640,775</u>	<u>609,609</u>	<u>15,910</u>
OTHER INCOME (EXPENSES)			
Actuarial adjustment	-	31,711	27,610
Debt principal repayments	-	74,912	74,912
Loss on investment in Port Edward Historical Society <i>(Note 6)</i>	-	(47,748)	(2,043)
	<u>-</u>	<u>58,875</u>	<u>100,479</u>
ANNUAL SURPLUS	<u>\$ 640,775</u>	<u>\$ 668,484</u>	<u>\$ 116,389</u>

See notes to financial statements

DISTRICT OF PORT EDWARD
Statement of Changes in Accumulated Surplus
Year Ended December 31, 2023

	2023	2022 <i>(Restated)</i>
ACCUMULATED SURPLUS - BEGINNING OF YEAR		
As previously reported	\$ 24,870,941	\$ 24,751,852
Prior period adjustments <i>(Note 10)</i>	(66,071)	(63,371)
As restated	24,804,870	24,688,481
ANNUAL SURPLUS	668,484	116,389
ACCUMULATED SURPLUS - END OF YEAR	\$ 25,473,354	\$ 24,804,870

See notes to financial statements

DISTRICT OF PORT EDWARD
Statement of Changes in Net Financial Assets
Year Ended December 31, 2023

	Budget 2023 <i>(Unaudited)</i>	2023	2022 <i>(Restated)</i>
ANNUAL SURPLUS	\$ 640,775	\$ 668,484	\$ 116,389
Amortization of tangible capital assets	-	984,447	940,600
Purchase of tangible capital assets	(2,787,000)	(2,026,963)	(1,065,430)
Decrease (increase) in inventory	-	(7,355)	10,700
	<u>(2,787,000)</u>	<u>(1,049,871)</u>	<u>(114,130)</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(2,146,225)	(381,387)	2,259
NET FINANCIAL ASSETS - BEGINNING OF YEAR	5,905,388	5,905,388	5,903,129
NET FINANCIAL ASSETS - END OF YEAR	<u>\$ 3,759,163</u>	<u>\$ 5,524,001</u>	<u>\$ 5,905,388</u>

See notes to financial statements

DISTRICT OF PORT EDWARD
Statement of Cash Flows
Year Ended December 31, 2023

	2023	2022 <i>(Restated)</i>
OPERATING ACTIVITIES		
Cash receipts from customers and residents	\$ 4,833,824	\$ 3,699,180
Cash paid to suppliers and employees	(2,871,935)	(2,819,208)
Interest and penalties received	232,115	113,882
Interest paid	(61,507)	(61,878)
Cash flow from operating activities	<u>2,132,497</u>	<u>931,976</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets	(2,026,963)	(1,065,430)
Short term investments	(38,281)	(30,371)
Proceeds on disposal of tangible capital assets	(2,043)	-
Cash flow used by investing activities	<u>(2,067,287)</u>	<u>(1,095,801)</u>
FINANCING ACTIVITY		
Municipal Finance Authority debentures payable	(106,622)	(102,522)
Cash flow used by financing activity	<u>(106,622)</u>	<u>(102,522)</u>
DECREASE IN CASH FLOW	(41,412)	(266,347)
Cash - beginning of year	<u>6,664,889</u>	<u>6,931,236</u>
CASH - END OF YEAR	\$ 6,623,477	\$ 6,664,889

See notes to financial statements

DISTRICT OF PORT EDWARD
Notes to Financial Statements
Year Ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian public sector accounting standards (GAAP). All figures are presented in Canadian dollars.

Fund accounting

The resources and operations of the District have been segregated for accounting purposes into the following funds:

a) General operating and revenue fund

The purpose of the general operating revenue fund is to reflect the operating activities, administration and debt servicing functions of the District, not including sewer and water.

b) Waterworks utility fund

The purpose of the water operating fund is to reflect the operating activities, administration and debt servicing functions of the District, related to the water system.

c) Sewer operating fund

The purpose of the sewer operating fund is to reflect the operating activities, administration and debt servicing functions of the District, related to the sewer system.

d) Capital and loan funds

The purpose of the capital and loan fund is to reflect tangible capital assets and the related financing and equity therein. There are three separate funds for general, waterworks and sewer.

e) Reserve funds

The purpose of the reserve fund is to reflect the operating activities, administration and debt servicing functions of the District, related to reserves.

Revenue and expenditure recognition

Revenue is recorded on the accrual basis and is recognized when it is earned.

Tax revenue is recognized when the tax has been authorized by bylaw and the taxable event has occurred.

All other non-tax revenue is recognized when the exchange and non-exchange transaction has occurred and the amount can be reasonably measured and collected.

Unearned revenue is reported on the statement of financial position as deferred revenue

Government grants and transfers are recognized in the financial statements as revenue in the period in which eligibility criteria have been met and reasonable estimates of the amounts can be made. Transfers received for which the expenditures have not yet been incurred are reported as deferred revenue.

Expenditures are recognized on an accrual basis by the receipt of goods and services or the creation of an obligation to pay.

(continues)

DISTRICT OF PORT EDWARD
Notes to Financial Statements
Year Ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are considered to be any term deposits with a maturity of three months or less that the District may hold. When the aggregate of the District's various bank accounts is in an overdraft position or the value of outstanding cheques exceeds the bank balance, the net balance is presented as a current liability.

Short term investments

Short term investments include marketable securities and term deposits with a maturity of greater than three months are also included in short term investments.

Investments in Government Business Enterprises (GBEs)

Investments subject to control or significant influence and considered government business enterprises have been accounted for on the modified equity basis. The investment balance represents investment in, and accumulated earnings and advances to the companies net of repayments to the District.

Other taxing jurisdictions

The assets, liabilities, taxation, other revenues and expenses with respect to the operations of other taxing jurisdictions are not reelected in these financial statements.

Liability for contaminated sites

Under PS3260 governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, when contamination exceeds the standard, when the government has responsibility for remediation, when future economic benefits will be given up, and when a reasonable estimate can be made. Management has assessed its potential liabilities under the standard for contaminated sites that are owned by the District and/or for which the District accepts responsibility. Per management's assessment, there were no sites that had contamination in excess of an environmental standard which required remediation at this time, therefore no liabilities for contaminated sites have been recognized or recorded in these financial statements.

(continues)

DISTRICT OF PORT EDWARD
Notes to Financial Statements
Year Ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Asset retirement obligations

A liability will be recognized when, as at the financial reporting date:

- (a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (b) the past transaction or event giving rise to the liability has occurred;
- (c) it is expected that future economic benefits will be given up; and
- (d) a reasonable estimate of the amount can be made.

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

Financial instruments

Measurement of financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized costs.

Financial assets measured at fair value include cash and short term investments.

Financial assets measured at amortized cost include accounts receivable and demand notes from Municipal Finance Authority.

Financial liabilities measured at amortized cost include accounts payable and accruals, Municipal Finance Authority debt reserve fund demand notes payable and Municipal Finance Authority debentures payable.

Impairment

Financial assets measured at amortized cost are measured for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

Transaction costs

The District recognizes its transaction costs in the statement of operations in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

(continues)

DISTRICT OF PORT EDWARD
Notes to Financial Statements
Year Ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

a) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest is capitalized whenever external debt is issued to finance the construction of tangible capital assets. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives shown below. Land is not amortized as it is deemed to have a permanent value.

Land	N/A	non-amortizable
Buildings	25 years	straight-line method
Automotive and other equipment	10 years	straight-line method
Fire department equipment	20 years	straight-line method
Infrastructure	40 years	straight-line method

Assets under construction are not amortized until the asset is available for productive use. Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.

Contributed tangible capital assets are recorded at their fair value on the date of contribution. When fair value of a contributed asset cannot be reliably determined, the asset is recorded at nominal value.

b) Works of art and historic assets

Works of art and historic assets are not recorded as assets in these financial statements.

c) Leased tangible capital assets

Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

d) Inventories held for consumption

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost. Cost includes the original purchase cost, plus shipping and applicable duties. Replacement cost is the estimated current price to replace the items.

(continues)

DISTRICT OF PORT EDWARD
Notes to Financial Statements
Year Ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Measurement uncertainty

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period.

Certain amounts in the financial statements are subject to measurement uncertainty and are based on the District's best information and judgment, including:

1. the estimated useful lives of tangible capital assets;
2. the collectability of accounts and taxes receivable;
3. the cost of borrowing in determining asset retirement obligation.

Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Budget figures

Budget figures have been provided for comparative purposes and have been derived from the District's Fiscal five-year financial plan, approved by the Council of the District on April 25, 2023. The budget is reflected in the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Financial Assets.

2. CASH AND CASH EQUIVALENTS

	2023	2022
Unrestricted cash	\$ 3,205,370	\$ 2,798,504
Restricted cash	3,418,107	3,866,385
	\$ 6,623,477	\$ 6,664,889

Restricted cash is comprised of cash deposit holdbacks held for externally restricted purposes as required by the Regional District and the Province of BC. The restricted cash is related to the water main replacement project and Northern Capital and Planning Grant program (Note 12).

3. SHORT TERM INVESTMENTS

	2023	2022
3 Year Redeemable Term Deposit earns interest at 3.00% per annum and matures on October 8, 2026. Interest is paid annually	\$ 1,149,785	\$ 1,137,463
3 Year Redeemable Term Deposit earns interest at 3.25% per annum and matures on October 1, 2025. Interest is paid annually	1,179,691	1,153,732
	\$ 2,329,476	\$ 2,291,195

DISTRICT OF PORT EDWARD
Notes to Financial Statements
Year Ended December 31, 2023

4. ACCOUNTS RECEIVABLE

	2023	2022
Grants receivables	\$ 48,000	\$ 25,000
GST receivable	97,677	48,020
Other receivables	3,018	23,217
Garbage collection	9,223	7,082
Water service and connection	10,301	10,954
Sewer service and connection	5,316	5,645
	\$ 173,535	\$ 119,918

5. PROPERTY TAXES RECEIVABLE

	2023	2022
Current	\$ 66,255	\$ 24,047
Arrears	18,411	19,062
Delinquent	107,984	93,046
	\$ 192,650	\$ 136,155

6. INVESTMENT IN PORT EDWARD HISTORICAL SOCIETY

The District meets the criteria of control of the Society under the requirements in PS 1300. The Society also meets the definition of a Government Business Enterprise. The District reports the investment in the Society using the modified equity method. The value of the District's investment in the Society is equal to \$557,656 (2022 - \$605,404) which is equal to the Society's total fund balance.

A summary of the Society's financial statements is found below:

	2023	2022
<u>STATEMENT OF FINANCIAL POSITION</u>		
Total Assets	\$ 562,372	\$ 687,307
Total Liabilities	(4,716)	(81,903)
Fund balances	\$ 557,656	\$ 605,404
 <u>STATEMENT OF REVENUES AND EXPENDITURES</u>		
Total Revenues	\$ 377,702	\$ 417,325
Less: Total Expenses	(425,450)	(419,368)
Excess of Revenue over expenses	\$ (47,748)	\$ (2,043)

DISTRICT OF PORT EDWARD
Notes to Financial Statements
Year Ended December 31, 2023

7. ACCOUNTS PAYABLE AND ACCRUALS

	2023	2022
Trade accounts payable	\$ 63,022	\$ 92,040
Collection for other governments	47,671	69,501
Accrued retirement benefit	59,758	86,657
Accrued overtime	2,576	3,851
Accrued sick time	42,617	33,912
Accrued vacation	8,742	16,788
	\$ 224,386	\$ 302,749

8. MUNICIPAL FINANCE AUTHORITY DEBT RESERVE FUND DEMAND NOTES

On September 26, 2013, the Skeena-Queen Charlotte Regional District loaned the District the sum of \$1,500,000 through the Municipal Finance Authority. The current balance and terms of the debenture can be seen in Note 9. In order to secure the balance of the liability, a demand promissory note was issued by the District in the amount of \$51,331. The Municipal Finance Authority debt reserve fund demand notes are due on demand and are non-interest bearing.

9. MUNICIPAL FINANCE AUTHORITY DEBENTURES PAYABLE

	2023	2022
School - Municipal Finance Authority debenture payable for school is interest bearing at 3.85% per annum. The minimum principal payment on the outstanding school debenture on an annual basis is \$74,912.	\$ 600,603	\$ 707,225

10. ASSET RETIREMENT OBLIGATION

The District's asset retirement obligation represents management's best estimate of the present value of costs expected for the remediation of asbestos in the District's buildings. Management has used the District cost of borrowing of 3.85% as the discount rate.

The asset retirement costs are included in the cost of the building and amortized over its useful life.

	2023	2022
Asset retirement obligation, beginning of year	\$ 66,750	\$ 64,275
Accretion expense	2,570	2,475
Asset retirement obligation, end of year	\$ 69,320	\$ 66,750

The District has elected to use the modified retroactive application method to account for the transitional provisions for the asset retirement obligation and the associated amortization for the previous years.

DISTRICT OF PORT EDWARD
Notes to Financial Statements
Year Ended December 31, 2023

11. DEFERRED REVENUE

Deferred revenue consists of grants and other funding restricted for the funding of expenses to be incurred in the future. As at December 31, the following grants and other funding have been listed as deferred:

	2023	2022
Northern Capital and Planning Grant (<i>Note 12</i>)	\$ 720,968	\$ 2,559,589
Growing Communities Fund	669,000	-
COVID-19 Safe Restart Grant for Local Governments	243,513	243,513
Community 2 Community Forum	17,947	17,947
Ridley Terminals Inc.: Diana Lake Enhancement	14,400	14,400
	\$ 1,665,828	\$ 2,835,449

12. NORTHERN CAPITAL AND PLANNING GRANT PROGRAM

The District received grant funding from the Northern Capital and Planning Grant Program ("NCPG") starting in 2019. The funds received are to be used at the discretion of the municipality, however they may only be used for capital and long-term planning purposes. The following summarizes the funding received and expenditures incurred during the year:

	2023	2022
Grant received	\$ 2,517,000	\$ 2,517,000
Accrued interests	42,589	42,589
Amount spent on capital projects (<i>Note 13</i>)	(1,838,621)	-
	\$ 720,968	\$ 2,559,589

13. DEFERRED CAPITAL CONTRIBUTION

	2023	2022
<u>Northern Capital and Planning Grant Program</u>		
Opening Balance	\$ -	\$ -
Amount spent on capital projects	1,838,621	-
Amount recognized into revenue	(45,965)	-
	\$ 1,792,656	\$ -

DISTRICT OF PORT EDWARD
Notes to Financial Statements
Year Ended December 31, 2023

14. TANGIBLE CAPITAL ASSETS

	General Operating & North Pacific Cannery Musuem				Water		Sewer	Totals		
	Land and Land Improvements	Buildings	Vehicles and Equipment	Parks and recreation	Roads	Engineered Structures	Equipment	Collection System and treatment	2023	2022
Cost										
Opening costs	3,669,351	4,657,397	3,261,783	10,566,968	127,363	4,098,644	404,291	5,199,984	31,985,781	30,920,351
Additions during the year	-	8,407	185,383	1,838,622	-	-	-	-	2,032,412	1,065,430
Transfer during the year	-	-	-	-	-	-	-	-	-	-
Disposals and write downs	(5,450)	-	-	-	-	-	-	-	(5,450)	-
Closing costs	3,663,901	4,665,804	3,447,166	12,405,590	127,363	4,098,644	404,291	5,199,984	34,012,743	31,985,781
Accumulated Amortization										
Opening accum'd amortization	58,052	2,626,353	2,611,610	2,629,378	63,442	2,925,335	238,477	2,078,962	13,231,609	12,291,009
Amortization	3,079	186,456	127,072	309,640	3,184	197,819	27,086	130,110	984,446	940,600
Disposals and write downs	-	-	-	-	-	-	-	-	-	-
Closing accum'd amortization	61,131	2,812,809	2,738,682	2,939,018	66,626	3,123,154	265,563	2,209,072	14,216,055	13,231,609
Net Book Value of Tangible Capital Assets	3,602,770	1,852,995	708,484	9,466,572	60,737	975,490	138,728	2,990,912	19,796,688	18,754,172

DISTRICT OF PORT EDWARD
Notes to Financial Statements
Year Ended December 31, 2023

15. COLLECTION OF TAXES FOR OTHER GOVERNMENTS

The District acts as a collection agency for the other government agencies. The taxes collected on their behalf are not shown as revenue in the statement of revenue and expenditures of the District. This is in accordance with the Public Sector Accounting recommendations subsection PS 1300.44. The amount collected for other governments are as follows:

	2023	2022
School District	\$ 528,836	\$ 522,596
B.C. Assessment Authority	11,192	11,303
Skeena-Queen Charlotte Regional District	106,814	112,015
Northwest Regional Hospital District	86,658	90,013
Police Taxes	32,495	28,921
Municipal Finance Authority	34	33
	\$ 766,029	\$ 764,881

16. HOMEOWNER'S GRANTS

Provincial Home Owners' Grants of \$106,761 (2022 - \$106,761) were claimed during the year.

17. PENSION LIABILITY

The District and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory defined benefit pension plan with about 150,000 active members and approximately 54,000 retired members.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of plan funding. The most recent valuation as at December 31, 2021 indicated a surplus of \$3,761 million for basic pension benefits. \$277 million is required to maintain the contribution rate at the current average rate of 15.08% and the balance of \$3,185 million is to be transferred to a contribution Rate Stabilisation Account (RSA) within the Basic Account. The next valuation will be as at December 31, 2024.

The District paid \$55,130 (2022 - \$53,419) for employer contributions to the Plan.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

18. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

DISTRICT OF PORT EDWARD
Statement of Financial Activities - General Operating Revenue Fund (Schedule 1)
Year Ended December 31, 2023

	Budget 2023 <i>(Unaudited)</i>	2023	2022 <i>(Restated)</i>
REVENUE			
Property Taxes			
General purpose	\$ 1,103,452	\$ 1,103,453	\$ 1,039,785
Ridley Island Tax Sharing	950,000	953,497	945,698
Grants			
Grants in lieu of taxes	130,000	139,071	132,082
Provincial government, basic and unconditional	493,000	1,033,920	803,081
General			
Garbage collection	85,000	84,522	84,650
Licenses and permits	12,500	23,415	33,196
Interest and penalties	16,000	163,538	67,821
	<u>2,789,952</u>	<u>3,501,416</u>	<u>3,106,313</u>
OTHER REVENUE			
Bank interest			
General	30,000	106,060	46,899
Reserve fund	-	87,775	36,613
Guaranteed income certificates	20,000	38,280	30,371
Other general			
Rentals	36,000	36,515	36,527
Bus transit fares	40,000	31,589	39,589
Admin fee recovery	2,800	2,575	2,535
Miscellaneous	35,500	61,926	35,539
Gain (loss) in investment in Port Edward Historical Society	-	(47,748)	(2,043)
Actuarial adjustment	-	31,711	27,610
	<u>164,300</u>	<u>348,683</u>	<u>253,640</u>
EXPENSES			
Total Expenditures	<u>2,178,492</u>	<u>3,116,659</u>	<u>3,174,244</u>
INCOME FROM OPERATIONS	<u>\$ 775,760</u>	<u>\$ 733,440</u>	<u>\$ 185,709</u>

See notes to financial statements

DISTRICT OF PORT EDWARD
Statement of Expenditures - General Operating Revenue Fund (Schedule 2)
Year Ended December 31, 2023

	Budget 2023 <i>(Unaudited)</i>	2023	2022 <i>(Restated)</i>
EXPENDITURES			
Administrative			
Council Indemnities	\$ 81,160	\$ 76,012	\$ 71,493
Advertising and economic development	14,000	35,798	18,009
Audit	20,000	20,000	19,049
Dues and subscriptions	90,000	69,002	50,160
Grants in AID	10,000	9,450	6,000
Insurance	72,000	83,689	71,563
Interest	137,162	61,507	61,878
Legal	75,000	119,366	60,008
Miscellaneous	13,500	11,539	10,183
Office	23,688	15,091	13,051
Outside professional services	50,000	146,460	28,659
Salaries and related costs	378,200	382,289	376,218
Travel, Seminars, and conferences	30,000	18,060	13,332
Telephone and fax	20,000	17,122	16,830
Amortization of tangible assets	-	984,447	940,600
Accretion expense	-	2,570	2,475
	1,014,710	2,052,402	1,759,508
Protective services			
Dog control	5,300	1,605	2,071
Emergency phone services	8,500	4,937	8,337
Fire protection	89,143	88,034	53,396
	102,943	94,576	63,804
Public works			
Administration	33,100	35,077	28,652
Admin salaries & related costs	316,000	267,892	264,331
Beautification	84,500	61,065	44,989
Building operating	105,100	135,277	114,919
Bus service	110,000	126,317	100,995
Roads and sidewalks	100,000	71,399	519,304
Street lighting	33,000	23,590	25,894
Storm sewer	28,500	24,149	20,406
	810,200	744,766	1,119,490
Public works equipment			
Equipment operating	103,964	94,525	65,946
Less: Amounts charged to other funds	(49,700)	(19,698)	(42,741)
	54,264	74,827	23,205

(continues)

DISTRICT OF PORT EDWARD
Statement of Expenditures - General Operating Revenue Fund (continued) (Schedule 2)
Year Ended December 31, 2023

	Budget 2023 <i>(Unaudited)</i>	2023	2022 <i>(Restated)</i>
Garbage collection			
Garbage collection	118,375	99,817	104,985
Recreation and community services			
Civic properties, recreation, and tourism	78,000	50,271	103,252
TOTAL EXPENDITURES	\$ 2,178,492	\$ 3,116,659	\$ 3,174,244

DISTRICT OF PORT EDWARD
Statement of Financial Activities - Waterworks Utility Revenue Fund (Schedule 3)
Year Ended December 31, 2023

	Budget 2023 <i>(Unaudited)</i>	2023	2022 <i>(Restated)</i>
REVENUES			
Water service and connection fees	\$ 202,000	\$ 255,401	\$ 199,753
EXPENDITURES			
Administration	132,250	112,780	133,381
Discounts	1,500	1,888	1,222
Operating expenses, repairs and maintenance	198,500	181,581	154,565
Small equipment	10,000	14,066	4,021
Water rights lease	1,000	385	1,863
	<u>343,250</u>	<u>310,700</u>	<u>295,052</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	<u>\$ (141,250)</u>	<u>\$ (55,299)</u>	<u>\$ (95,299)</u>

DISTRICT OF PORT EDWARD
Statement of Financial Activities - Sewer Revenue Fund (Schedule 4)
Year Ended December 31, 2023

	Budget 2023 <i>(Unaudited)</i>	2023	2022 <i>(Restated)</i>
REVENUES			
Sewer service and connection fees	\$ 149,000	\$ 92,741	\$ 146,635
EXPENDITURES			
Administration	52,500	45,271	41,939
Operating expenses, repairs and maintenance	89,035	56,118	77,926
Discounts	1,200	1,009	791
	<u>142,735</u>	<u>102,398</u>	<u>120,656</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>\$ 6,265</u>	<u>\$ (9,657)</u>	<u>\$ 25,979</u>

See notes to financial statements

DISTRICT of Port Edward
REPORT TO COUNCIL

6b

DATE: June 25th, 2024
FROM: Todd Francis - Chief Administrative Officer
SUBJECT: **6-MONTH WORKPLAN UPDATE**

RECOMMENDATION: Motion to Receive

REASON FOR REPORT:

This is a report to the Council to provide an update on the CAO 3-6-12 Month WorkPlan progress.

BACKGROUND:

This report provides an update on the Chief Administrative Officer (CAO) 3-6-12 Work Plan, specifically focusing on the tasks outlined for the 6-month timeline. The update includes the status and progress of each task to ensure transparency and accountability in the execution of the work plan.

DISCUSSION:

6-Month Work Plan Update

1. Review and Update the Emergency Plan

Status: The Request for Proposal (RFP) for the Emergency Plan has been awarded, and work has commenced on this project.

The project is progressing as scheduled with no anticipated delays.

2. Implement the GIS Mapping Infrastructure Plan

Status: The GIS mapping for the District of Port Edward Asset Management Plan has been incorporated into the scope of work for the consultant responsible for this project.

The implementation is on schedule and proceeding as planned.

3. Implement the Financial Assessment Plan

Status: The RFP for the Financial Assessment Plan will be posted this month. A detailed report on the progress of this project is expected to be presented to the Council in August.

This timeline is on track with no expected delays.

4. Implement the WorkHub Employee Training Program

Status: Implementation of the WorkHub training software is scheduled to begin in July. WorkHub will collaborate with Administration staff to conduct training sessions and upload necessary documents into the system.

The software will track and monitor all training completed by staff and produce comprehensive reports on the status of training for all employees.

Additionally, WorkHub will manage policies, training, and facility safety inspections.

5. Review Options and Develop a Plan for Work Order Management

Status: The review and development of a plan for Work Order Management to enhance the efficiency of the Asset Management Program is in progress.

However, the implementation of work order software will be delayed until the completion of the Asset Management report towards the end of the 12-month plan.

6. Develop a Plan to Improve the Efficiency of Work Order Processing

Status: The plan to improve the efficiency of work order processing is linked to the Asset Management report.

As mentioned, the implementation of the Work Order software is delayed until the Asset Management report is finalized.

This approach ensures that the improvements are based on comprehensive and accurate data.

Conclusion

The 6-month work plan is progressing well, with key projects on schedule and RFPs being issued as planned.

The delay in the implementation of work order software is strategic, ensuring that it aligns with the findings of the Asset Management report.

Continued monitoring and timely updates will be provided to Council to maintain transparency and effective governance.

Recommendations

Continue Monitoring Progress: Regular updates should be provided to ensure Council is informed of any changes or challenges.

Ensure Alignment with Strategic Goals: All tasks should be reviewed to ensure they align with the overall strategic goals of the District.

Prepare for Future Phases: Begin preparatory work for the 9-month and 12-month tasks to maintain momentum and continuity.

This report aims to provide a clear and concise update on the 6-month timeline tasks of the CAO 3-6-12 Work Plan.

Progress is on track, with strategic decisions made to optimize the efficiency and effectiveness of the District's operations.

OCP/STRATEGIC PLAN:

**Good Governance
Well Planned Finance
Organizational Excellence**

BUDGET IMPLICATIONS:

There are no budget implications at this time.

Respectfully Submitted,

Todd Francis
Chief Administrative Officer

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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**

6C

DATE: June 25th, 2024
FROM: Todd Francis - Chief Administrative Officer
SUBJECT: UPGRADE, ON CALL, CALL OUT AND OVERTIME POLICY

RECOMMENDATION:

1. Motion to approve rescinding Policy #607 "On Call and Overtime".
2. Motion to approve new Policy #615 "Upgrade, On Call, Call Out and Overtime".

REASON FOR REPORT:

The purpose of this report is to provide the District of Port Edward Council with a comprehensive analysis and recommendation regarding the rescindment of Policy #607 "On Call and Overtime" and its replacement with Policy #615 "Upgrade, On Call, Call Out, and Overtime."

This recommendation arises from the need to streamline decision-making processes and ensure financial impact decisions are appropriately managed by the management team rather than unionized staff.

BACKGROUND:

Policy #607 currently governs the procedures and guidelines for on-call and overtime work within the District of Port Edward.

It includes provisions that allow unionized foreman staff to make decisions regarding upgrades to higher positions, on-call schedules, and overtime callouts.

While this policy has served its purpose, it has become apparent that the delegation of these financial-impacting decisions to unionized staff may not align with the overall strategic management and budgetary controls of the District.

DISCUSSION:

Issues with Policy #607

Decision-Making Authority: Policy #607 places significant decision-making authority in the hands of unionized foreman staff.

This includes decisions on upgrades to higher positions, on-call schedules, and overtime callouts, which can have substantial financial implications.

Financial Impact: Allowing unionized staff to make decisions that affect the District's budget can lead to inconsistencies and potential overspending.

Financial impact decisions should be centralized to ensure they align with the District's financial strategy and budgetary constraints.

Management Oversight: Effective management and oversight of budgets and expenses, including labour costs, require that all financial decisions be made by the management team.

This ensures accountability, consistency, and alignment with the District's financial goals.

Proposed Policy #615

Policy #615 "Upgrade, On Call, Call Out, and Overtime" aims to address the issues identified with Policy #607 by centralizing decision-making authority regarding upgrades, on-call schedules, callouts, and overtime within the management team.

Key features of Policy #615

Management Authority: All decisions regarding upgrades to higher positions, on-call schedules, and overtime callouts will be made by the management team.

This ensures that such decisions are made within the context of the District's overall financial strategy and budgetary constraints.

Budget Management: Management will create, monitor, and manage all budgets and expenses, including labor costs.

This centralized approach ensures consistency and alignment with the District's financial objectives.

Clear Guidelines: Policy #615 will provide clear guidelines and procedures for handling upgrades, on-call schedules, callouts, and overtime.

This will ensure transparency and fairness while maintaining financial discipline.

Financial Impact

The implementation of Policy #615 is expected to have a positive financial impact on the District. By centralizing financial impact decisions within the management team, the District can achieve better budget control, reduce the risk of overspending, and ensure that all labor-related expenses align with the District's financial goals and constraints.

Recommendation

Based on the analysis provided, it is recommended that the District of Port Edward Council rescind Policy #607 "On Call and Overtime" and replace it with Policy #615 "Upgrade, On Call, Call Out, and Overtime."

This change will enhance the District's financial management, ensure consistency in decision-making, and align labour-related expenses with the District's overall financial strategy.

Conclusion

The rescindment of Policy #607 and the adoption of Policy #615 is a strategic move to centralize financial impact decisions within the management team, thereby ensuring better budget control and alignment with the District's financial goals.

It is recommended that the Council approve the motion to rescind Policy #607 and replace it with Policy #615 to enhance the efficiency and effectiveness of the District's financial management practices.

OCP/STRATEGIC PLAN:

BUDGET IMPLICATIONS:

Respectfully Submitted,

Todd Francis
Chief Administrative Officer

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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

POLICY AND PROCEDURES

ADM# 615

Effective Date:	Authorized By:	Replaces: ADM# 607
------------------------	-----------------------	-------------------------------------

TOPIC: Upgrade, On Call, Call Out and Overtime Policy

OBJECTIVE: To establish a policy governing Acting Foreman, On Call assignments, Call Outs, and Overtime for District employees.

POLICY:

Management retains sole authority for approving upgrades to Acting Foreman positions. On Call rotations list will be posted for all staff to see and review.

When an upgrade to Acting Foreman is approved, Management will promptly communicate this via email to all staff.

Lists will also be maintained for both Call Outs and Overtime to ensure compliance with the Collective Bargainin Agreement and seniority rules. Unionized employees are not authorized to make decisions or approvals regarding Call Outs or Overtime.

Any and all Call Outs and Overtime must receive prior approval from Management (CAO or Acting CAO).

Additional Specifics Regarding On Call:

Employees on the On Call roster must be willing and agree to being on the list. Must be a unionized employee and accumulate Direct Responsible Charge hours as per Environmental Operators Certification Program guidelines.

On Call staff must notify the CAO of any potential overtime situations, where the following will be confirmed:

- Necessity of overtime.
- Specific duties to be performed.
- Feasibility of performing the work during regular hours.
- Agreed check-in time if mobilized for overtime work alone.

CAO will monitor overtime usage, encouraging staff feedback for improvements in equipment, resourcing, or scheduling to manage District costs effectively and maintain appropriate workloads during regular hours.

**DISTRICT of Port Edward
REPORT TO COUNCIL**

6d

DATE: June 25, 2024
FROM: Polly Pereira, Director of Corporate Adm. Services & Strategic Projects
TO: Todd Francis - Chief Administrative Officer
SUBJECT: Council Computer Policy

RECOMMENDATION: That Council approves the Council Computer Policy ADM# 616 as presented.

REASON FOR REPORT:

The District has purchased laptops for the District Council members and the attached new policy outlines the appropriate use of their computers.

BACKGROUND:

It is best practice to have a policy that outlines what is the appropriate use of a District owned device. The policy sets out what is acceptable and not acceptable as well as what is expected if Council members term in office has ended. This policy requires Council members to sign an agreement any computer that is issued to them.

DISCUSSION:

Best practice for good governance

OCP/STRATEGIC PLAN:

- Organizational Excellence

BUDGET IMPLICATIONS:

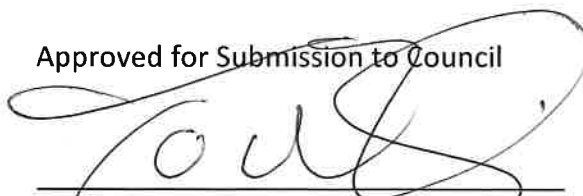
None

Prepared By:



Polly Pereira, DCAS

Approved for Submission to Council



Todd Francis, 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

POLICY AND PROCEDURES

ADM# 616

Effective Date:	Authorized By:	Replaces:
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TOPIC: **Council Computer Policy**

PURPOSE

The District acknowledges and agrees that the provision of computers to members of Council of the District of Port Edward will assist them in the efficient performance of their duties. This policy is adopted by the District and constitutes its mutual statement of what are, and are not, appropriate uses for these important technology tools. The explicit privileges and restrictions set forth in this policy do not attempt to every situation that may arise in connection with the use of such computers, and District Council shall also comply with all other relevant District policies.

POLICY

A. Receipt of Computer by Council Members

The District will issue each District Council Member a computer, **a charging cable/adapter, a pen and a protective laptop carrying case** (collectively, " District computer), which shall at all times remain District property. The District computer will serve as each Council Member's sole source of meeting packets. Before being authorized to access and utilize the District computer for internet and e-mail communication, a District Council Member shall sign this policy.

B. Care of Computer

Each District Council Member is responsible for the general care of his or her District computer.

Each District Council Member shall take reasonable steps to prevent his or her District computer from being stolen.

District computers that malfunction or are damaged must be reported to the District Manager. The District will be responsible for repairing District computers that malfunction. District computers that have been damaged accidentally or lost will be repaired or replaced by the District once with the cost borne by the District. Any Council Member to which the applicable District computer was issued. Likewise, repair or

replacement costs related to damage from misuse or neglect shall be paid by the responsible Council Member. By signing this policy, a District Council Member expressly agrees to be bound by the provisions of this Section.

C. Software on Laptop

The software and applications installed by the District must remain in the District Laptop in usable condition and be readily accessible at all times. From time to time, the District may add or upgrade software applications for use by District Council Members such that individuals under this policy may be required to check in their District Laptop with the District Manager for a periodic update and syncing. Any software, email messages or files downloaded via the internet into the District systems, including District Laptops, become the property of the District and may only be used in ways that are consistent with the applicable licenses, trademarks or copyrights. Files from sources that a District Council Member may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to email transmissions be opened and read unless the District Council Member has knowledge that they originate from a trustworthy source. Downloaded file and attachments may contain viruses or hostile applications that could damage the District's information systems. If technical difficulties occur or illegal software is discovered, the District Laptop will be restored by the District and certain information on the device may be lost. The District shall not be responsible for the loss of any software or documents deleted due to a re-format and re-image.

A District Council Member shall not do anything to gain root access to the Laptop operating system because this can make the device less secure. Further, the illegal installation of copyrighted materials on a District Laptop is strictly forbidden, as is the illegal transmission of copyrighted materials.

D. Acceptable Use

The District Laptop, internet and email access provided by the District are tools for conducting District business. Thus, District Council Members shall use such tools primarily for District business-related purposes. All of the District's computer systems, including the District Laptop, are public property. All documents, files and email messages created, received and stored in, or sent from any District Laptop are governed by the **Information Management Act, and Freedom of Information and Protection Act** and other relevant District policies regarding data storage and electronic communications.

Each District Laptop will be issued a passcode which will be provided to each District Council Member.

District Council Members may not use email or other messaging software/applications during the course of any public meeting. Under no circumstances shall any District computer be used for political campaign purposes.

Council Members using the District's electronic communication systems are acting as representatives of the District and inappropriate communications can give rise to claims of discrimination, harassment, defamation and copyright infringement. Such as, Council Members must act in such a way not to damage the reputation of the District by creating,

reviewing, storing, transmitting or intentionally receiving communications, files or documents that are or could be interpreted as being intimidating, harassing, unlawful, or containing hostile, degrading, sexually explicit, pornographic, discriminatory, or otherwise offensive references. Any communication that violates applicable laws and regulations is not allowed.

Council Members shall have no expectation of privacy in connection with electronic communications occurring on a District computer and shall use the devices accordingly. Users expressly waive any right of privacy in anything they create, store, send, or receive using District computer may be disclosed within or outside the District without the permission of the individual at any time deemed necessary by the District and for any purpose not specifically prohibited by law. The District reserves the right to randomly monitor all electronic communication occurring on District computers.

Incidental and occasional personal use of the District's electronic communication systems via the District computer is acceptable, provided such does not:

- Interfere with the business of the District.
- Violate open meeting law.
- Result in an expense for the District.
- Include abusive, profane or often offensive language.
- Involve criminal activities.
- Involve online gambling websites
- Involve the viewing or distributing of pornographic or sexually related material.
- Involve sending or viewing inappropriate material, as outlined in this policy, through the use of technology (e-mail, text, internet, etc.)
- Relate to political campaigns.
- Get used by the Council Member's family member or third party.

E. Return of the District Computer

A District Council Member shall return his or her District computer to the District Manager in good condition (reasonable wear and tear excepted) when his or her term of service ends on the District Council. At such time, the District will delete all information on each returned District computer; including restoring the device's original settings.

DISTRICT COMPUTER AGREEMENT FOR DISTRICT COUNCIL MEMBERS

I, the undersigned District Council Member of the District of Port Edward, have been provided a copy of the District of Port Edward “**Council Computer Policy**” and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained in it.

District Council Member’s Name

District Council Member’s Signature

Date

For Internal Use
Hardware Assigned
Serial Number Identification

**DISTRICT OF PORT EDWARD
REPORT TO COUNCIL**

6e

DATE: June 25, 2024
FROM: Lorraine Page, Director of Finance
TO: Todd Francis - Chief Administrative Officer
SUBJECT: 2024-2025 BC Transit Annual Operating Agreement

RECOMMENDATION: That Council approve the 2024-2025 Annual Operating Agreement for BC Transit Services.

REASON FOR REPORT: Each year the Annual Operating Agreement (AOA) must be approved by Council by June 30.

BACKGROUND: The Annual Operating Agreement is attached. Bus service in Port Edward will continue at the same level of service as last year (five round trips on weekdays, four round trips on Saturday, no service on Sunday and Statutory Holidays). The fares have not increased in 2024.

DISCUSSION:

OCP/STRATEGIC PLAN:

Well Planned Finances

Well Planned, Maintained, Financed Public Works & Infrastructure

BUDGET IMPLICATIONS:


The AOA term is from April 1, 2024 to March 31, 2025 and our revenue and expenditures are recorded per calendar year. This AOA includes:

- Total revenue \$46,010
- Total operating costs and lease fees \$281,680
- Total Port Edward share \$118,487

Prepared By:

Lorraine Page, Director of Finance

Approved for Submission to Council



Todd Francis, CAO

Strategic Plan Priority Aligned With:

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

ANNUAL OPERATING AGREEMENT

between

District of Port Edward

and

British Columbia Transit

Effective
April 1, 2024

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ANNUAL OPERATING AGREEMENT

April 1, 2024 – March 31, 2025

BETWEEN: District of Port Edward
(the "Municipality")

AND: British Columbia Transit
(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

SECTION 1: DEFINITIONS

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "*Annual Operating Agreement*" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "*Transit Service Agreement*" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) "*Incurred*" means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter, the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2024, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2025, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
 - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA, including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For *Conventional Transit Service*:
 - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
 - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- b) For *Custom and Paratransit Transit Service*:
 - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - ii. the amount of any operating lease costs of the Authority for Custom Transit Service;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and
 - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

Reserve Funds

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a) **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
 - i. Any expenditure of monies from the Local Transit Fund will:
 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
 2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
 - ii. The Local Transit Fund may be used towards lease fees.
 - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart Program, the federal and provincial governments provided joint, non-recurring contributions to transit systems in British Columbia (the "Safe Restart Contribution") in 2020/21 and 2021/22.

The Authority applied the Safe Restart Contributions as follows:

- a) As an allocation towards the Municipality's share of eligible operating expenses in the fiscal year of the contribution;
- b) After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- c) The Authority will apply the remaining Local Transit Fund balance to reduce 2022/23 and future municipal invoices at the discretion of the Municipality as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution, the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to an average of 2.3% from April 1, 2020 through March 31, 2025.

SECTION 10: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

SECTION 11: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 12: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit
c/o Executive Assistant, Strategy and Public Affairs
PO Box 9861
520 Gorge Road East
Victoria, BC V8W 9T5

and to the Municipality at:

District of Port Edward
770 Pacific Avenue
Port Edward, BC V0V 1G0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2024.

District of Port Edward

British Columbia Transit

Vice President, Strategy and Public Affairs

Vice President, Finance and Chief Financial Officer

SCHEDULE A: TARIFF AND FARES

PRIOR TO UMO IMPLEMENTATION:

Fare Zones:

The boundary of this fare zone for this tariff is described as follows:

Zone 1 -"The District of Port Edward and the City of Prince Rupert"

This zone encompasses the corporate boundaries of the District of Port Edward and the City of Prince Rupert.

Conventional Transit Service Fares:

Effective as of September 1, 2021

Type	Fares
Adult Fares	
Cash Fare	\$3.00
10 Tickets	\$27.00
Day Pass	-
Monthly Pass	\$72.00
Senior (65+)	
Cash Fare	\$2.50
10 Tickets	\$22.50
Day Pass	-
Monthly Pass	\$60.00
Annual Pass	\$30.00
Students (K to 12)	
Cash Fare	\$2.50
10 Tickets	\$22.50
Day Pass	-
Monthly Pass	\$60.00
Children 12 and Under	
Free	

- a) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.
- b) CNIB Identification Card available from the local office of the CNIB.
- c) BC Transit Employee Bus Pass

POST UMO IMPLEMENTATION:

Fare Zones:

The boundary of this fare zone for this tariff is described as follows:

Zone 1 -"The District of Port Edward and the City of Prince Rupert"

This zone encompasses the corporate boundaries of the District of Port Edward and the City of Prince Rupert.

Conventional Transit Service Fares:

Effective as of September 1, 2021

Type	Fares
Adult Fares	
Cash Fare	\$3.00
10 Tickets	\$27.00
Day Pass	-
30-Day Pass	\$72.00
Senior (65+)	
Cash Fare	\$2.50
10 Tickets	\$22.50
Day Pass	-
30-Day Pass	\$60.00
Annual Pass	\$30.00
Students (K to 12)	
Cash Fare	\$2.50
10 Tickets	\$22.50
Day Pass	-
30-Day Pass	\$60.00
Children 12 and Under	
Free	

- a) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.
- b) CNIB Identification Card available from the local office of the CNIB.
- c) BC Transit Employee Bus Pass

SCHEDULE B: SERVICE SPECIFICATIONS

The Local Transit Service Area for the boundaries of the Port Edward Transit Service Area shall be the corporate boundaries of the District of Port Edward.

The Annual Service Level for Port Edward Transit Service shall be **1,000** Revenue Service Hours.

The Exception Days recognized annually for the Port Edward Transit Service are:

Exception Day	Service Level
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Truth and Reconciliation Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Year's Day	No Service
Family Day	No Service

SCHEDULE C: BUDGET

PORT EDWARD PARA TRANSIT

	OFFICIAL AOA 2024/25
TOTAL REVENUE	46,010
TOTAL OPERATING COSTS	253,775
TOTAL COSTS (including Local Government Share of Lease Fees)	281,680
NET LOCAL GOVERNMENT SHARE OF COSTS	113,424

**DISTRICT OF PORT EDWARD
REPORT TO COUNCIL**

6f

DATE: June 25, 2024
FROM: Lorraine Page, Director of Finance
TO: Todd Francis - Chief Administrative Officer
SUBJECT: June 2024 Financial Update

RECOMMENDATION: Motion to Receive

That Council receive this report for information purposes only.

REASON FOR REPORT: To report on Financial Activities up to June 2024.

BACKGROUND: Please find attached the Project Update and Statement of Financial Activities as of June 19, 2024. This report provides Council with the status of projects approved during 2024. This also provides Council with the Operating Budget financial results and demonstrates how that aligns with the 2024 Financial Plan bylaw.

DISCUSSION: Reviewing revenue projections, expenditure analysis and assessing budget allocations.

OCP/STRATEGIC PLAN:

Well Planned Finances

Well Planned, Maintained, Financed Public Works & Infrastructure

BUDGET IMPLICATIONS:

No budget implications at this time.

Prepared By:

Approved for Submission to Council

Lorraine Page, Director of Finance



Todd Francis, CAO

Strategic Plan Priority Aligned With:

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

Capital Expenditures	2023 Carry Forward	2024 Budget	Actual	2024 Grant
ROADS				
Hillcrest Storm Engineering		50,000		
Harbourview Engineering		50,000		
Sunset Dr. sidewalks	100,000	0		
OV Dr Rehab Sunset addition	421,378	0	67,090	
UTILITY				
Wolf Creek Reservoir Intake		25,000		
RAS WAS Repair		15,000		
Isolation Valves (Jubilee)		30,000		
PARKS/REC				
Memorial Wall drainage repair	21,150			
Ballfield drainage	25,000	5,000		
Playground repairs		20,000		
Boat ramp		35,500		
BUILDINGS				
Fire Hall		120,000	125,862	
Store/Post Office		0		0
Building Alarm System Upgrade		12,000	11,477	
FLEET/EQUIPMENT				
Fire Truck	140,000			25,000
PW Equipment		65,000		
ADMIN/OTHER				
IT Upgrade		70,000	71,640	
Asset Management		78,000	24,541	75,000
C2C meeting		2,000		2,000
DEVELOPMENT & PLANNING				
Surveying works		30,000	3,700	
Alwyn Lake Maintenance Plan		20,000		10,000
Dam Emergency Plan		20,000		10,000
Climate Action Plan		97,000	19,795	97,000
OCP/Zoning Update		87,500	2,214	87,500
Waterfront Park		100,000		100,000
Total	607,528	932,000		406,500

Grants Received/Approved

Capacity Funding	152,151
Gas Tax	82,309
Climate Action	86,164
Covid 19	243,513
Fire Truck grants	320,000
Emergency Plan & Indigenous Engagement	40,000
	<u>924,137</u>

STATEMENT OF FINANCIAL ACTIVITIES

ACTIVITIES

For Period Ending 30-Jun-2024



	2024	2024	% OF
	ACTUAL	BUDGET	BUDGET
GENERAL OPERATING FUND			
REVENUE			
PROPERTY TAXES	(1,191,421.22)	(1,191,422.00)	1.00
RIDLEY ISLAND TAX SHARE	0.00	(955,000.00)	0.00
GRANTS IN LIEU & REVENUE FEES	(153,548.58)	(430,000.00)	0.36
GOVERNMENT TRANSFERS	(60,500.00)	(393,000.00)	0.15
PENALTIES AND INTEREST	(1,485.35)	(19,400.00)	0.08
SALE OF SERVICES	(85,097.93)	(206,250.00)	0.41
INVESTMENT INCOME	(28,576.32)	(32,000.00)	0.89
Total REVENUE	(1,520,629.40)	(3,227,072.00)	0.47
EXPENDITURES			
LEGISLATIVE	44,311.27	114,300.00	0.39
ADMINISTRATION	346,621.89	886,600.00	0.39
GENERAL PUBLIC WORKS	268,888.38	744,963.00	0.36
PARKS & RECREATION	29,090.88	151,250.00	0.19
PROTECTIVE SERVICES	48,057.49	116,168.00	0.41
TRANSPORTATION & ROADS	96,389.43	325,250.00	0.30
Total EXPENDITURES	833,359.34	2,338,531.00	0.36
Surplus/Deficit	(687,270.06)	(888,541.00)	0.77
Total GENERAL OPERATING FUND	(687,270.06)	(888,541.00)	0.77

STATEMENT OF FINANCIAL ACTIVITIES

ACTIVITIES

For Period Ending 30-Jun-2024



	2024	2024	% OF
	ACTUAL	BUDGET	BUDGET
SEWER OPERATING FUND			
REVENUE			
PENALTIES AND INTEREST	(500.42)	(1,000.00)	0.50
USER FEES	(114,502.72)	(148,000.00)	0.77
Total REVENUE	(115,003.14)	(149,000.00)	0.77
EXPENDITURES			
WASTE MANAGEMENT	100,144.02	121,225.00	0.83
Total EXPENDITURES	100,144.02	121,225.00	0.83
Surplus/Deficit	(14,859.12)	(27,775.00)	0.53
Total SEWER OPERATING FUND	(14,859.12)	(27,775.00)	0.53

STATEMENT OF FINANCIAL ACTIVITIES

ACTIVITIES

For Period Ending 30-Jun-2024



	2024	2024	% OF
	ACTUAL	BUDGET	BUDGET
WATER OPERATING FUND			
REVENUE			
PENALTIES AND INTEREST	(1,068.54)	(2,000.00)	0.53
USER FEES	(86,194.62)	(250,000.00)	0.34
Total REVENUE	(87,263.16)	(252,000.00)	0.35
EXPENDITURES			
WATER SERVICES	130,357.64	330,000.00	0.40
Total EXPENDITURES	130,357.64	330,000.00	0.40
Surplus/Deficit	43,094.48	78,000.00	0.55
Total WATER OPERATING FUND	43,094.48	78,000.00	0.55

STATEMENT OF FINANCIAL ACTIVITIES

ACTIVITIES

For Period Ending 30-Jun-2024



	2024	2024	% OF
	ACTUAL	BUDGET	BUDGET
RESERVE FUND			
REVENUE			
INVESTMENT INCOME	(26,631.46)	0.00	0.00
Total REVENUE	(26,631.46)	0.00	0.00
Surplus/Deficit	(26,631.46)	0.00	0.00
Total RESERVE FUND	(26,631.46)	0.00	0.00
Total Surplus (-)/Deficit	(685,666.16)	(838,316.00)	0.82

**DISTRICT OF PORT EDWARD
REPORT TO COUNCIL**

69

DATE: June 25, 2024
FROM: Lorraine Page, Director of Finance
TO: Todd Francis - Chief Administrative Officer
SUBJECT: **2023 Statement of Financial Information**

RECOMMENDATION: That Council accepts and approves the attached schedules as presented.

REASON FOR REPORT: Under the Financial Information Act, a "Statement of Financial Information" must be completed and sent to the Ministry of Municipal Affairs and Housing along with a copy of our Audited Financial Statements that were approved by Resolution # 24-109 at the April 30, 2024 Regular Meeting of Council.

BACKGROUND: The report must be approved by Council and the Officer assigned the responsibility for financial administration. They must also be made available to the public for viewing.

The additional schedules to the Audited Financial Statements that must be provided are as follows:

"Exhibit A" – Schedule of Remuneration & Expenses Paid to or on Behalf of Employees:

This schedule shows the total amount of remuneration and expenses paid to individuals, elected officials and any staff with a yearly salary over \$75,000. It also illustrates the total amount of remuneration and expenses paid for all other employees.

"Exhibit B" – Schedule of Debt:

This schedule shows the total amount of debt the District had at December 31, 2023.

"Exhibit C" – Schedule of Suppliers of Goods & Services who Received Aggregate Payments Exceeding \$25,000:

This schedule shows aggregate payments over \$25,000 to suppliers including Receiver General for mandatory employment related costs (MERC's) such as employer portion of EI and CPP.

DISCUSSION:

OCP/STRATEGIC PLAN:

Well Planned Finances

Well Planned, Maintained, Financed Public Works & Infrastructure

BUDGET IMPLICATIONS:

Prepared By:

Lorraine Page, Director of Finance

Approved for Submission to Council



Todd Francis, CAO



DISTRICT OF PORT EDWARD
2023 Statement of Financial Information
FIR Schedule 1, Sections 1 to 4

EXHIBIT "A"

Council Member	Remuneration	Expenses Paid on their behalf
Bjorndal, Knut (Mayor)	20,425	9,000.50
Brown, James (Councillor)	11,935	5,061.17
Franzen, Dan (Councillor)	11,935	201.97
MacKenzie, Christine (Councillor)	11,935	2,293.79
McDonald, Colleen (Councillor)	11,935	438.22
Other Council's Expenses		4,403.38
Total Mayor and Council	68,165.00	21,399.03

Employee	Salary & Benefits	Expenses Paid on their behalf
Adams, Trent Maintenance Utility I	76,579	
Danroth, Jason Maintenance Utility III	103,882	4,062.06
Harding, James Public Works Foreman	96,129	
Page, Lorraine Director of Finance	101,324	
Pereira, Polly Director of Corp. Adm. Services	99,766	6,623.13
All Other Employees	312,958	9,280.84
Total Employees	790,637.42	19,966.03

Total Salary/Benefits and Expenses Paid on Employees Behalf	790,637.42	41,365.06
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Reconciliation	Salary
Total Remuneration - Elected Officials	\$ 68,165.00
Total Remuneration - Other Employees	\$ 790,637.42
Total	\$ 858,802.42
Total per Statement of Revenue and Expenditure	\$ 858,802.42
Variance	



DISTRICT OF PORT EDWARD
2023 Statement of Financial Information
FIR Schedule 1, Section 6

EXHIBIT "B"

SCHEDULE OF DEBT

Municipal Finance Authority - (Note 8 - Financial Statements) **\$600,603**
School Debenture bearing interest at 3.85% per annum.
Minimum annual payment of \$ 74,912

TOTAL INDEBTEDNESS	\$600,603
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DISTRICT OF PORT EDWARD
2023 Statement of Financial Information
FIR Schedule 1, Section 7

EXHIBIT "C"

2023 SCHEDULE OF SUPPLIERS OF GOODS AND SERVICES

ACERA INSURANCE	\$	70,998
BC HYDRO	\$	128,924
BC TRANSIT	\$	125,855
CITY OF PRINCE RUPERT	\$	46,953
CIVIC LEGAL LLP	\$	27,070
CLEARTECH INDUSTRIES	\$	79,762
HUBER FARM EQUIPMENT	\$	80,970
J&J CONSTRUCTION	\$	34,952
LEMKE ELSIE	\$	92,864
LEX PACIFICA LAW CORPORATION	\$	72,935
MCELHANNEY CONSULTING SERVICES LTD.	\$	161,011
MINISTRY OF FINANCE - SCHOOL TAX	\$	476,042
NORTH COAST REGIONAL DISTRICT	\$	263,744
NORTHWEST FUELS	\$	41,204
NORTHWEST REGIONAL HOSPITAL DISTRICT	\$	101,938
PACIFIC BLUE CROSS	\$	35,572
RECEIVER GENERAL	\$	273,685
TERUS CONSTRUCTION	\$	1,802,655
TST - CF EXPRESS	\$	44,809
WILLIAMS MACHINERY LP	\$	114,440

TOTAL SUPPLIERS EXCEEDING \$25,000. \$ 4,005,383.14

SUPPLIERS OF GOODS AND SERVICES WHO RECEIVED AGGREGATE PAYMENTS UNDER \$25,000. \$ 773,739.06

TOTAL OF ALL SUPPLIERS \$ 4,779,122.20



DISTRICT OF PORT EDWARD
2023 Statement of Financial Information
Permissive Tax Exemption - Foregone Tax Revenue

EXHIBIT "D"

ANGLICAN SYNOD DIOCESE

Classification	Assessment		2023 Tax Rate Recreational/ Non-Profit 8	Value of Taxes Exempted
	Land	Buildings		
General Municipal	90,100	252,300	3.2466	\$ 1,111.64
NC Regional District	90,100	252,300	0.6276	\$ 214.89
NW Regional Hospital District	90,100	252,300	0.5045	\$ 172.74
BC Assessment Authority	90,100	252,300	0.0336	\$ 11.50
Municipal Finance Authority	90,100	252,300	0.0002	\$ 0.07
Basic School	90,100	252,300	1.9900	\$ 681.38
Police	90,100	252,300	0.1892	\$ 64.78
Totals			6.5917	\$ 2,257.00



DISTRICT OF PORT EDWARD
2023 Statement of Financial Information
Building Permit Summary Report

EXHIBIT "E"

Major Construction Projects	
New Residential	1
Residential - Impr./ Additions	4
New Industrial/ Agricultural	
Industrial - Impr./ Additions	
New Commercial	1
Commercial - Impr./ Additions	
New Institutional	
Institutional- Impr./ Additions	
Other	1
Total Permits	7
Total Building Permit Value	\$ 4,031
Total Building Permit Construction Value	\$ 620,000
Total # of Business Licenses	43



DISTRICT OF PORT EDWARD
2023 Statement of Financial Information
Statement of Severance Agreements

EXHIBIT "F"

There were no severance agreements made between the District of Port Edward and its non-unionized employees during the fiscal year 2023



DISTRICT OF PORT EDWARD
2023 Statement of Financial Information

**Statement of Guarantee and
Indemnity Agreements**

EXHIBIT "G"

Nil



DISTRICT of Port Edward
REPORT TO COUNCIL

Gh

DATE: June 25th, 2024
FROM: Todd Francis - Chief Administrative Officer
SUBJECT: **MAYOR'S GOLF TOURNAMENT (PE/PR)**

RECOMMENDATION:

Motion to support the Joint Golf tournament between Port Edward and Prince Rupert, to be known as the "Mayors Golf Tournament".

REASON FOR REPORT:

We are proposing the organization of a joint "Mayor's Golf Tournament" in collaboration with the City of Prince Rupert. This event aims to foster stronger relationships between our communities, local industries, and partners through a day of friendly competition and networking.

BACKGROUND:

Event Details

Date: August 23rd, 2024

Location: Prince Rupert Golf Club

Format: 18-hole scramble style tournament

Sponsorship and Support

We are pleased to announce that AltaGas has committed to being the major (Platinum) sponsor for this event.

Additionally, we will be seeking further sponsorships from local industries and partners.

All proceeds from the event will be donated to a charity chosen by the organizing committee.

Logistics and Organization

The tournament will be managed by a dedicated committee consisting of representatives from both Port Edward and Prince Rupert staff. This committee will oversee all logistical aspects of the event, ensuring a smooth and enjoyable experience for all participants.

Financial Impact

There will be no financial burden on the municipalities. All costs associated with the tournament, including organizational expenses, will be covered through registration fees, corporate donations, and sponsorships.

Benefits

Networking Opportunities: The tournament will provide an excellent platform for networking, allowing participants to strengthen relationships and build new connections with industry leaders and local partners.

Community Engagement: This event will enhance community engagement and promote collaboration between Port Edward and Prince Rupert.

Charitable Contribution: The proceeds from the tournament will support a local charity, demonstrating our commitment to social responsibility and community support.

DISCUSSION:

Request for Council Support

We request the support of the District of Port Edward Municipal Council for the joint "Mayor's Golf Tournament." Your endorsement will be instrumental in the success of this event and will contribute to the positive impact on our communities.

Conclusion

The "Mayor's Golf Tournament" represents a unique opportunity to enhance relationships, support a good cause, and promote collaboration between Port Edward and Prince Rupert. We are confident that this event will be a resounding success and look forward to your favorable consideration.

Thank you for your support.

OCP/STRATEGIC PLAN:

Organizational Excellence
High Quality of life and Community Engagement

BUDGET IMPLICATIONS:

There are budget implications.

Respectfully Submitted,

Todd Francis
Chief Administrative Officer

A handwritten signature in black ink, appearing to read 'Todd Francis', written over a horizontal line. The signature is stylized and cursive.

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

6 i

DATE: June 25th, 2024
FROM: Todd Francis - Chief Administrative Officer
SUBJECT: **RFP - FINANCIAL REVIEW- REALLOCATION OF FUNDS**

RECOMMENDATION:

Motion to approve funding of a Financial Review RFP by reallocating funds in the 2024 5-year Financial Plan, \$40,000 for the development of an Operating and Emergency Plan for the Alwyn Lake and Wolfe Creek Dams.

REASON FOR REPORT:

The funds approved by Council for the Operating and Emergency Plans for the Alwyn Lake and Wolfe Creek Dams \$40,000 (\$20,00/each) was not used, staff submitted and were approved for a grant to cover the cost of these projects.

This financial review report presents a comprehensive analysis of the District of Port Edward's financial operations, focusing on key areas such as reserve funds, internal financial processes, payroll, financial software, staffing levels, accounting practices, key performance indicators (KPIs), and risk management.

The objective is to identify areas for improvement, enhance compliance, efficiency, and transparency, and ensure the District's long-term financial sustainability.

BACKGROUND:

The local economy is driven by industries, contributing to the District's annual budget of \$ 3.2M. Recent changes in staffing, structure and the ability to delivery a transparent look at the Districts finances and processes, have impacted the District's finances, necessitating a comprehensive review.

DISCUSSION:

Processes and Procedures

Assessment of Financial Management Processes

The District's budgeting, expenditure control, revenue collection, and financial reporting processes were assessed.

While the existing framework is robust, there are opportunities for streamlining and automation to enhance efficiency and accuracy.



Internal Controls Evaluation

Current internal controls are generally effective in preventing fraud, errors, and mismanagement. However, specific areas require strengthening to mitigate potential risks and improve oversight.

Identified Weaknesses

- Lack of standardized procedures across departments.
- Insufficient automation in financial processes.
- Need for enhanced internal audit mechanisms.

Staffing Levels

Staffing Analysis

The finance department and related departments were analyzed for staffing adequacy, qualifications, experience, and training.

The current staffing levels are adequate but could benefit from targeted training programs to enhance skills and productivity.

Recommendations

- Implement training programs for finance staff.
- Consider restructuring to optimize resource allocation.
- Enhance collaboration between departments to improve financial management.

Accounting Practices

Review of Accounting Policies and Procedures

The District adheres to relevant accounting standards and regulations.

However, there is room for improvement in the accuracy and reliability of financial records.

Compliance Assessment

Regular updates and adherence to accounting standards are recommended to ensure continued compliance and accuracy in financial reporting.

Accounting Software

Software Evaluation

The current accounting software was assessed for functionality, suitability, and efficiency. While generally effective, the software could benefit from upgrades to incorporate advanced features and improve data security.

Recommendations

- Upgrade the current accounting software.
- Ensure compatibility with other financial management tools.
- Provide training for staff on new software functionalities.

Financial Performance

Performance Analysis

The District's financial performance over the past twelve months was analyzed, focusing on key indicators such as revenue, expenditures, reserves, debt levels, and liquidity.

Findings

Revenue growth is stable but could be optimized.

Expenditures are within budgeted projections but require monitoring to avoid overruns.

Reserves are adequate but should be re-evaluated for future needs.

Debt levels are manageable, with room for improvement in liquidity management.

Risk Management

Risk Identification

Financial risks such as revenue volatility, cost overruns, and liquidity issues were identified. Current strategies to mitigate these risks were assessed.

Recommendations

- Enhance risk management practices.
- Implement regular risk assessments and updates.
- Develop contingency plans for potential financial shocks.

Conclusion

This financial review has identified several areas for improvement in the District of Port Edward's financial management practices.

Key recommendations include enhancing reserve fund allocations, streamlining internal processes, ensuring payroll accuracy, upgrading financial software, optimizing staffing levels, improving accounting practices, defining relevant KPIs, and strengthening risk management measures.

Implementing these recommendations will promote efficiency, compliance, transparency, and long-term sustainability.

Acknowledgments

By approving this financial review, the District of Port Edward Council will take a significant step towards enhancing the District's financial management and ensuring its long-term sustainability.

Recommended Next Steps

1. Approve the financial review and its recommendations.
2. Implement an action plan based on the prioritized recommendations.
3. Schedule follow-up reviews to monitor progress and make necessary adjustments.

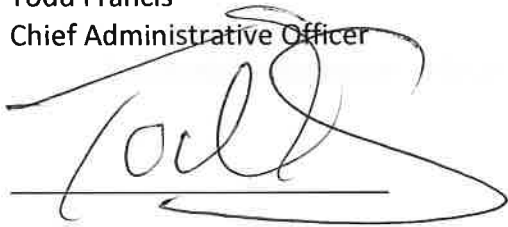
OCP/STRATEGIC PLAN:

Well Planned District Finance

BUDGET IMPLICATIONS:

Respectfully Submitted,

Todd Francis
Chief Administrative Officer

A handwritten signature in black ink, appearing to read 'Todd Francis', written over a horizontal line.

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