



Regular Meeting of the Council of the District of Port Edward

Tuesday, March 12, 2024

7:00 PM

District of Port Edward Council Chambers

Zoom Link Join: <https://us06web.zoom.us/j/89225325093>

Meeting ID: 892 2532 5093

AGENDA

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

1. Adoption of Agenda

Recommendation:

THAT the Agenda for the Regular Council Meeting of March 12, 2024 be adopted as presented.

2. Adoption of Minutes

Recommendation: THAT the minutes of the Regular Council on February 27, 2024 be adopted as presented.

3. Business Arising

4. Petitions & Delegation

- a) Jennifer Osmar, Senior Director, External Affairs & Indigenous Relations
Mel Garner, Director, Indigenous & Community Relations
Caylie Boucher, Senior Advisor, Indigenous Relations & Community Relations
RE: AltaGas Update/Vopak Ridley Island Energy Export Facility

5. Correspondence

- a) Union of British Columbia Municipalities
RE: Update on the Canada Community-Building Fund Renewal
- b) Port Edward Harbour Authority
RE: Letter of Support

c) Port Edward Historical Society

RE: Letter of Support

6. Reports

a) Prince Rupert Port Authority - Appointment

RE: Port Edward Committee

b) Building Inspector Service Liability Insurance

Recommendation #1: That Council approves to have a Service Provider Agreement signed between the City of Prince Rupert and the District of Port Edward until December 31, 2026; and

Recommendation #2: That Council approves to continue providing the Municipal Insurance Association Member Program so that coverage can be provided for the Building Inspectors services.

c) Northern Development Trust Initiative- Community Place Funding

Recommendation: That Council agrees to contribute \$10,650 towards the upgrades of the Port Edward Boat Launch.

7. Bylaws

8. New Business

a) Committee of the Whole

RE: 2024 Budget meeting

9. Reports on Council Activities

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

11. Adjournment

29

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY FEBRUARY 27, 2024

PRESENT:

COUNCIL:

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

ADMINISTRATION:

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

CALL TO ORDER

Mayor Knut Bjorndal called the meeting to order at 7:04 pm on Tuesday February 27, 2024.

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

AGENDA:

24-039 Moved by: Councillor McDonald
 Seconded by: Councillor MacKenzie

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

Carried Unanimously

MINUTES:

24-040 Moved by: Councillor Brown
 Seconded by: Councillor MacKenzie

THAT the minutes of the Regular Meeting of Council dated February 13, 2024 be adopted as presented.

Carried Unanimously

BUSINESS ARISING:

PETITIONS AND/OR DELEGATION:

CORRESPONDENCE:

- a) **Charles Hays Secondary School
RE: Grant in Aid- Yearbook Ad**

24-041 Moved by: Councillor Brown
Seconded by: Councillor McDonald

THAT the grant in aid application from Charles Hays Secondary School requesting the purchase of an ad in the yearbook be received and filed; and

FURTHER THAT Council agreed to purchase a full page ad for two hundred and fifty dollars.

Carried Unanimously

b) **Nisga'a North JANT**
RE: Grant in Aid- JR Native Basketball Tournament

24-042 Moved by: Councillor Brown
Seconded by: Councillor MacKenzie

THAT the grant in aid application requesting support in hosting the March 17-22, 2024 Tournament in Terrace, BC be received and filed; and

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

Carried Unanimously

REPORTS:

a) **Waterline- Right of Way**

Council was provided a report dated February 27, 2024 from Polly Pereira, Director of Corporate Administrative Services, regarding a Crown Land Tenure for the waterline that supplies water to the property known as Kristoff trucking since early 1990s. This waterline has not been registered as a right of way (ROW). The costs to register the ROW will be approximately \$ 20,000 and we recommend that these costs be covered from Reserves to Operations.

24-043 Moved by: Councillor McDonald
Seconded by: Councillor Brown

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

Carried Unanimously

b) **2023 Financial Report Update**

Council was provided a report dated February 27, 2024 from Lorraine Page, Director of Finance, that provided Council the current status of projects approved in 2023. This report also provides information pertain to the Operating Budget and how it aligns with the 2023

Financial Plan bylaw. This report may not reflect all of the year-end adjustments as the audit has not been completed at this time.

24-044 Moved by: Councillor McDonald
Seconded by: Councillor MacKenzie

THAT Council accept this report for information only.

Carried Unanimously

c) 2024 Budget Schedule

Council was provided a report dated February 27, 2024 from Lorraine Page, Director of Finance, that provided Council the schedule for the 2024 budget. Council inquired if there was going to be a workshop to go over the 2024 Budget.

24-045 Moved by: Councillor MacKenzie
Seconded by: Councillor Brown

THAT Council accept this report for information only.

Carried Unanimously

24-046 Moved by: Councillor MacKenzie
Seconded by: Councillor McDonald

FURTHER THAT a workshop be scheduled to go over the 2024 budget.

Carried Unanimously

**REPORTS FROM
IN-CAMERA:**

BYLAWS:

NEW BUSINESS:

Re: CN Rail Cars along Highway 16 near old Kwinitsa Station

Councillor Brown brought up the rail cars along Highway 16 near the old Kwinitsa Station, that derailed and have been left there for some time now.

24-047 Moved by: Councillor MacKenzie
Seconded by: Councillor Brown

THAT staff contact CN to inquire about the plan to remove the above rail cars.

Carried Unanimously

Re: RBA Funding Announcement

Councillor Brown suggested that the District send a thank you letter to the Province thanking them for the RBA funding.

24-048 Moved by: Councillor Brown
 Seconded by: Councillor McDonald

THAT Council send a thank you letter to the Province for the RBA funding.

Carried Unanimously

Re: Signs

Councillor Brown expressed concerns with people speeding in Port Edward and suggested that the District look into “Slow Down” signs.

24-049 Moved by: Councillor Brown
 Seconded by: Councillor McDonald

THAT staff look into options available and costs of these signs.

Carried Unanimously

Re: Digital sign on Skeena Drive

24-050 Moved by: Councillor McDonald
 Seconded by: Councillor Brown

THAT Council requested that staff inquire about the reason the digital signs are not working.

Carried Unanimously

REPORTS ON COUNCIL ACTIVITIES:

RE: North Coast Regional District – February 2024

Mayor

Attended a meeting with City of Prince Rupert Mayor
Attended a Port Edward Harbour Authority meeting

QUESTIONS FROM THE AUDIENCE:

ADJOURNMENT:

24-051 Moved by: Councillor Brown
 Seconded by: Councillor MacKenzie

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

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

NOW THEREFORE BE IT RESOLVED THAT at 8: 06 pm the February 27, 2024
Regular Meeting of Council be adjourned and move to the In-camera meeting.

Carried Unanimously

CERTIFIED CORRECT

Knut Bjorndal, Mayor

Polly Pereira, Director Corporate
Administrative Services and Strategic
Projects

4a



District of Port Edward
Council Meeting Delegation
March 12, 2024

AltaGas

Forward-Looking Information

FORWARD-LOOKING INFORMATION

This presentation contains forward-looking information (forward-looking statements). Words such as "may", "can", "would", "could", "should", "will", "intend", "plan", "anticipate", "believe", "aim", "seek", "propose", "contemplate", "estimate", "focus", "strive", "forecast", "expect", "project", "target", "potential", "objective", "continue", "outlook", "vision", "opportunity" and similar expressions suggesting future events or future performance, as they relate to the Corporation or any affiliate of the Corporation, are intended to identify forward-looking statements. In particular, this presentation contains forward-looking statements with respect to, among other things, business objectives, expected growth, results of operations, performance, business projects and opportunities and financial results. Specifically, such forward-looking statements included in this document include, but are not limited to, statements with respect to the following: Utilities and Midstream strategies; expected timing and closing of the Alaskan Utilities transaction; expectation that consolidated Utilities rate base will achieve high single digit growth 2022 - 2026; AltaGas' ESG priorities and integration into AltaGas' business; ability to achieve select ESG goals, including related to climate, diversity and inclusion and safety; Midstream platform and strategy, including anticipated processing, extraction and fractionation, storage and exporting capacity at AltaGas' facilities; AltaGas' ability to export efficiently and create energy security for Asian customers; AltaGas' prospective ESG projects, including the Rolling Hills Hub, the Midstream Emissions Reduction Strategy, FSK LPG Logistics and Supply Hub and the Ferndale Green H2 Hub and the expected timing and impact on carbon emissions and the environment; anticipated global exports through 2027 and associated facility and product expansions; AltaGas' ability to provide unique and diverse market access solutions on a global platform to support the export of new energy in the future; AltaGas' strategy and role in the energy transition and expected timing and outcomes therefrom; AltaGas' TRIF goal for 2023; and AltaGas' commitment to partnerships and Indigenous engagement. These statements involve known and unknown risks, uncertainties and other factors that may cause actual results, events and achievements to differ materially from those expressed or implied by such statements. Such statements reflect AltaGas' current expectations, estimates, and projections based on certain material factors and assumptions at the time the statement was made. Material assumptions include: current forward curves, effective tax rates, the U.S./Canadian dollar exchange rate, the impact of the COVID-19 pandemic, financing initiatives, propane price differentials, degree day variance from normal, pension discount rate, the performance of the businesses underlying each sector, impacts of the hedging program, commodity prices, weather, frac spread, access to capital, timing and receipt of regulatory approvals, planned and unplanned plant outages, timing of in-service dates of new projects and acquisition and divestiture activities, operational expenses, returns on investments, and dividend levels.

AltaGas' forward-looking statements are subject to certain risks and uncertainties which could cause results or events to differ from current expectations, including, without limitation: the risks and impact of COVID-19; civil unrest and political uncertainty; health and safety risks; operating risks; infrastructure risks; service interruptions; regulatory risks; litigation risk; decommissioning, abandonment and reclamation costs; climate and carbon tax risks; reputation risk; weather data; Indigenous land and rights claims; crown duty to consult with Indigenous peoples; changes in laws; capital market and liquidity risks; general economic conditions; internal credit risk; foreign exchange risk; debt financing, refinancing, and debt service risk; interest rates; cyber security, information, and control systems; technical systems and processes incidents; dependence on certain partners; growth strategy risk; construction and development; RIPET rail and marine transport; impact of competition in AltaGas' Midstream and Power businesses; commitments associated with regulatory approvals for the acquisition of WGL; counterparty credit risk; composition risk; collateral; regulatory agreements; non-controlling interests in investments; delays in U.S. federal government budget appropriations; consumption risk; market risk; market value of common shares and other securities; variability of dividends; potential sales of additional shares; volume throughput; natural gas supply risk; risk management costs and limitations; underinsured and uninsured losses; Cook Inlet gas supply; securities class action suits and derivative suits; electricity and resource adequacy prices; cost of providing retirement plan benefits; labor relations; key personnel; failure of service providers; compliance with Section 404(a) of Sarbanes-Oxley Act; and the other factors discussed under the heading "Risk Factors" in the Corporation's Annual Information Form for the year ended December 31, 2021 (AIF) and set out in AltaGas' other continuous disclosure documents.

Many factors could cause AltaGas' or any particular business segment's actual results, performance or achievements to vary from those described in this presentation, including, without limitation, those listed above and the assumptions upon which they are based proving incorrect. These factors should not be construed as exhaustive. Should one or more of these risks or uncertainties materialize, or should assumptions underlying forward-looking statements prove incorrect, actual results may vary materially from those described in this presentation as intended, planned, anticipated, believed, sought, proposed, estimated, forecasted, expected, projected or targeted and such forward-looking statements included in this presentation, should not be unduly relied upon. The impact of any one assumption, risk, uncertainty, or other factor on a particular forward-looking statement cannot be determined with certainty because they are interdependent and AltaGas' future decisions and actions will depend on management's assessment of all information at the relevant time. Such statements speak only as of the date of this presentation. AltaGas does not intend, and does not assume any obligation, to update these forward-looking statements except as required by law. The forward-looking statements contained in this presentation are expressly qualified by these cautionary statements.

Financial outlook information contained in this presentation about prospective financial performance, financial position, or cash flows is based on assumptions about future events, including economic conditions and proposed courses of action, based on AltaGas management's (Management) assessment of the relevant information currently available. Readers are cautioned that such financial outlook information contained in this presentation should not be used for purposes other than for which it is disclosed herein.

Additional information relating to AltaGas, including its quarterly and annual MD&A and Consolidated Financial Statements, AIF, and press releases are available through AltaGas' website at www.altagas.ca or through SEDAR at www.sedar.com.

NON-GAAP MEASURES

This presentation contains references to certain financial measures that do not have a standardized meaning prescribed by US GAAP and may not be comparable to similar measures presented by other entities. The non-GAAP measures and their reconciliation to US GAAP financial measures are shown in AltaGas' Management's Discussion and Analysis (MD&A) as at and for the period ended September 30, 2022. These non-GAAP measures provide additional information that management believes is meaningful regarding AltaGas' operational performance, liquidity and capacity to fund dividends, capital expenditures, and other investing activities. Readers are cautioned that these non-GAAP measures should not be construed as alternatives to other measures of financial performance calculated in accordance with US GAAP.

EBITDA is a measure of AltaGas' operating profitability prior to how business activities are financed, assets are amortized, or earnings are taxed. EBITDA is calculated from the Consolidated Statements of Income (Loss) using net income (loss) adjusted for pre-tax depreciation and amortization, interest expense, and income tax expense (recovery). Normalized EBITDA includes additional adjustments for transaction costs related to acquisitions and dispositions, unrealized losses (gains) on risk management contracts, gains on investments, gains on sale of assets, restructuring costs, dilution loss on equity investment, COVID-19 related costs, provisions (reversal of provisions) on assets, provisions on investments accounted for by the equity method, foreign exchange gains, and accretion expenses related to asset retirement obligations. AltaGas presents normalized EBITDA as a supplemental measure. Normalized EBITDA is used by Management to enhance the understanding of AltaGas' earnings over periods. The metric is frequently used by analysts and investors in the evaluation of entities within the industry as it excludes items that can vary substantially between entities depending on the accounting policies chosen, the book value of assets, and the capital structure.

Normalized EPS is calculated as normalized net income divided by the average number of shares outstanding during the period. Normalized net income is calculated from the Consolidated Statements of Income (Loss) using net income (loss) applicable to common shares adjusted for transaction costs related to acquisitions and dispositions, unrealized losses (gains) on risk management contracts, non-controlling interest portion of non-GAAP adjustments, gains on investments, gains on sale of assets, provisions on assets, restructuring costs, dilution loss on equity investment, COVID-19 related costs, and provisions on investments accounted for by the equity method. Normalized net income per share is used by Management to enhance the comparability of AltaGas' earnings, as these metrics reflect the underlying performance of AltaGas' business activities.

World-Class Operations

Our mission is to improve quality of life by safely and reliably connecting customers to affordable sources of energy for today and tomorrow.

Our Utilities strategy is to operate a safety-focused, digitally-enabled and high-growth utility that exceeds our customers' expectations and excels in the emerging energy ecosystem.



Our Midstream strategy is to operate a world-class Midstream platform that safely connects producers to domestic and global markets and is positioned for the energy evolution.



Utilities
 Midstream
 Export
 Power

\$14.1B
Revenue

\$1B
Capital Investments

\$24.0B
Assets

\$6.6B
Market Cap

297MM
Dekatherms Delivered (Utilities)

-1.5MM²
Utility Customers

4
Utility Jurisdictions

2
West Coast Export Terminals

-150MBbls/d
Export Capacity (Midstream)

-100MBbls/d
Average Export Delivery

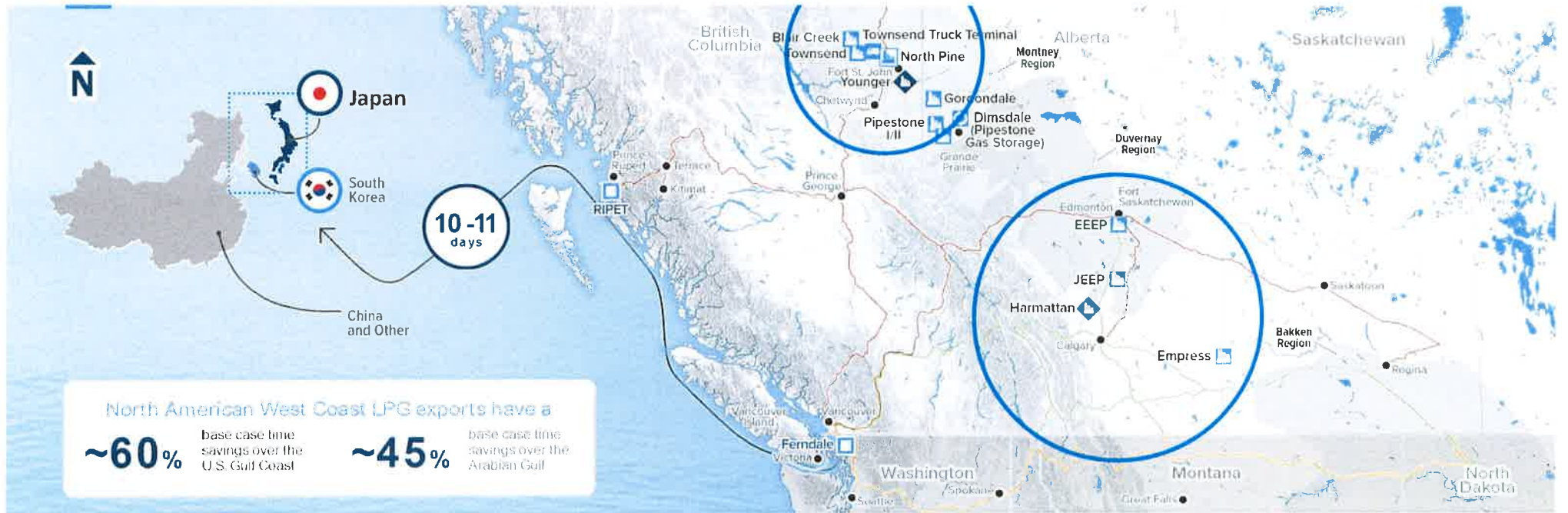
24%
Canadian Employees

76%
U.S. Employees

2,800 Employees in North America

AltaGas' Energy Export Value Chain

Sharing Our Energy with the World



19%
of Japan's total
LPG imports¹

13%
of South Korea's
total LPG imports²

3
dual-fuel time
chartered vessels

150K
bbls/d export
capacity²

750⁺
employees
in Canada

50.2K
Rail cars offloaded
in 2023¹

73
total marine
cargoes in 2023

~24B
Total Assets

RIPET

Ridley Island Propane Export Terminal



AltaGas

RIPET Overview

Canada's 1st LPG Export Facility

- **Ownership:** 70% AltaGas & 30% Vopak
- **Location:** Ridley Island
- **Operational:** May 2019
- **Workforce:** 42 employees (88% local)
- **Export Product:** LPG (propane)
- **Transportation:** CN Rail
- **Throughput Capacity:** 80,000 BBls/d
- **Export Destination:** Japan and South Korea



Community Informed Partnership Programs

Putting our Project Development Approach to Work for the Life of our Operations



AltaGas RIPET Operator Training Program

Prince Rupert and Terrace Based Training, Building Long-Term Local Employment



- ✓ 80% graduation rate
- ✓ 65% of graduates from local Indigenous communities
- ✓ 100% graduates hired full-time

"The coolest thing about the operator training program was we really **supported each other in learning and growing** together."

Jae Crosby-Ratte

RIPET OTP Graduate, Tech 2 Operator

"I really value the discussion around the Indigenous training program because I think it's really important to show that we're interested in improving lives in the north coast where **we're committed to building relationships.**"

David Leask

RIPET OTP Graduate, Tech 2 Operator

AltaGas Rail Safety Program

Partnering in Community Emergency Response Preparedness



- ✓ Annual northern corridor community **LPG Firefighting Training**
- ✓ Brought training, equipment and support to over **16 Communities in B.C.** for more than **110 Local First Responders**
- ✓ Invested **\$200,000** in emergency **response equipment** in Prince George and Prince Rupert
- ✓ Supported new **Port Edward Fire Truck**

AltaGas Community Investment Program

Partnering in Community Growth and Sustainability

Community Investment in Port Edward over the years.....

- ✓ Supported **Port Edward 50th Anniversary** (2016)
- ✓ Supported new **Port Edward Boat Launch** (2017)
- ✓ Supported funding towards **Port Edward Fire Department Services** (2021)
- ✓ Supported **Port Edward Recycling Program** (2023)
- ✓ Supported **Conrad Elementary School and Port Edward Community School** (2023)
- ✓ Supported **North Pacific Cannery New Signage** (2023)



REEF

Ridley Island Energy Export Facility



AltaGas

REEF

Project Overview

AltaGas/Vopak Joint Venture

- Formed REEF partnership in April, 2023
- AltaGas leading project development, construction, operation
- FID expected in Q2 2024
- Develop in Phases: Phase 1 LPG (propane & butane)

Key Attributes

- ~190-acre site under a long-term lease with the Prince Rupert Port Authority
- Key permits for received from Federal and Provincial governments

Marine Infrastructure

- Multi-buoy mooring configuration
- ~1.2 km jetty infrastructure
- Supports vessels up to ~14.5-meter draft

Upland Infrastructure

- Total permitted storage of nearly ~600,000 M3
- ~8 km rail loop existing + significant expansion ability



REEF Project and Community Update

Maintaining our Commitment to Partner with Indigenous and Local Communities

Regulatory

- Received Provincial & Federal Environmental Determinations (On-Shore: Rail, Storage and Processing and Off-Shore: Jetty)
- Permitted to store and export LPG's, Methanol, Clean Petroleum Products

Environmental

- Credible Net Zero Plan by 2050
- GHG Emissions Reduction Plan
- Wetland Function Compensation Plan

Indigenous and Local Communities

- Capacity Funding Agreements and long-term Mutual Benefit Agreements with all six local First Nations
- Indigenous Procurement Plan
- Indigenous and Local Training and Employment Plan
- Community Services and Infrastructure Committee (CSIC)

REEF Early Works

Completed Pre-Construction activities:

- Archaeology assessment, harvested and catalogued CMT's
- Sediment and erosion control mitigation
- Tree clearing and merchantable timber salvage

Current Pre-Construction activities:

- Burning of waste wood
- Beginning site drainage, installing finger drains (pumping, excavation)
- Currently assessing the site development to verify any additional clearing requirements



Next Steps

Advancing toward a Final Investment Decision on REEF

- Continue advancing technical activities to advance toward a Final Investment Decision (FID) in Q2, 2024
- Continue advancing Early Works
- Dialogue with Coast Mountain College on REEF Operator Training Program
- Continue engaging with Local and Indigenous Communities





Thank you for your time and we welcome your questions

5a



Date: March 6, 2024
To: CAO's
From: Union of BC Municipalities
RE: Update on the Canada Community-Building Fund Renewal

Dear Todd Francis,

The current 10-year Canada Community-Building Fund program is set to expire on March 31, 2024. Over the past year, UBCM, the Province and the Government of Canada have been actively engaged in discussions on a long-term renewal of the CCBF. UBCM's goal has been to ensure that local governments in BC continue to receive the funds in a dedicated, flexible and predictable manner and that there be no disruption to the timing of future payments.

Status of negotiation:

In 2023, UBCM conducted a member survey on elements of the current agreement as the basis of our advocacy position for the renewed agreement. The results of that survey indicated broad support for the current model which included the direct allocation Community Works Fund program with a funding floor, the application-based Strategic Priorities Fund, and a pooled public transit fund for Metro Vancouver.

In September 2023, UBCM and the Province formalized a joint advocacy approach to renewal discussions with the Government of Canada noting several key areas of alignment. This advocacy position included:

- A long-term predictable source of funding for local governments
- A flexible and effective funding and programming
- A doubling of the fund
- Removal of the current stacking provision
- A review and increase of the indexing model
- Continue to enhance and improve local government capacity to implement asset management best practices

In the winter, the Government of Canada distributed a CCBF position paper identifying three key areas of focus for a renewed agreement. These include: new reporting conditions for both signatories and recipients; new housing requirements for communities over 30,000; and reporting on housing outputs on a project level.

UBCM and the Province have identified concerns with these proposed reporting and housing conditions. We have communicated these concerns to the Government of Canada both formally and informally throughout the renegotiation process. The continuing discussions remain positive and we anticipate reaching effective and workable solutions.

Next Community Works Fund payment:

Although we do not expect the federal government will commit to doubling the CCBF at this time, we do anticipate that the program will continue at current funding levels with indexing. The expected Community Works Fund payment for the District of Port Edward in the 2024/25 reporting year is: \$82,081.55

Please note that any change to this payment amount from last year is the result of incorporating the most current Canada census populations for British Columbia (2021) in the program's allocation formula.

2023 Annual Expenditure Reporting

On April 15, UBCM will be opening the CCBF reporting for the 2023 calendar year. This will be the final report under the 2014-2024 agreement and will include additional reporting to identify and provide timelines for the use of remaining unspent Community Works Funds. The report will also highlight local communications activities and use of signage for active projects. This report will be due June 1, 2024 and will be a pre-condition of future CCBF funding.

Instructions on how to submit your 2023 AER will be provided in advance of April 15.

Next steps:

UBCM, the Province and the Government of Canada continue to have positive discussions on the terms of a renewed long-term agreement. We will continue to raise the above-mentioned concerns and aim to be in a position to have a 10-year Agreement signed in advance of the first expected Community Works Fund payment in July. Until that Agreement is signed, the program will continue to operate under the terms and conditions of the existing CCBF Agreement.

We will continue to provide updates on the progress of CCBF discussions through our online Compass.

Sincerely,



Brant Felker
Manager, Gas Tax Program Services, UBCM

CC: Lorraine Page

56

[District Port Edward Letterhead]

Date:

**Re: Port Edward Harbour Authority Application to Green Shipping Corridor Program
Clean Ports Stream for Shore Power Infrastructure.**

To whom it may concern,

I am writing on behalf of the District of Port Edward, a coastal community located southeast of Prince Rupert. Our community thrives on fishing, which is deeply ingrained in our heritage and way of life. Access to the coastline and essential coastal amenities is crucial for our residents.

The Port Edward Harbour Authority (PEHA) plays a pivotal role in serving our community members and Indigenous communities. Their dock facility is the primary hub for local small craft and fishing vessels. However, we recognize the need for sustainable development and environmental responsibility.

With this in mind, we wholeheartedly support PEHA's application for funding to establish shore power infrastructure for tugboats operating from their facilities. Shore power will not only enhance operational efficiency but also reduce emissions and promote cleaner energy practices.

We kindly request that you consider Port Edward Harbour Authority's application favorably. Your support will contribute significantly to our community's well-being and the preservation of our coastal environment.

Sincerely,

Knut Bjorndal

Mayor

District of Port Edward

5c

From: Andrew Hudson
Sent: March 8, 2024 8:56 AM
To: Polly Pereira
Cc: mathmayeda@gmail.com
Subject: Re: FW: North Pacific Cannery

Hi Polly,

The Port Edward Historical Society is seeking a letter of support from council for a grant application to the Japanese Canadian Legacies Society's BC Heritage Sites program.

The PEHS is proposing to restore and renovate a triplex building at the North Pacific Cannery that was originally built to house Japanese Canadian workers. One unit will be restored to its original state, and will house new interpretive displays for people touring the cannery. Another will be renovated inside and made available for overnight tourist accommodation. The PEHS is applying for a \$399,882 BC Heritage Sites grant towards the restoration project, which has an estimated total cost of \$420,822.

For further information, attached below is a project summary and a project budget for the proposed Japanese Canadian Housing Restoration project.

Thank you,
Andrew

Andrew Hudson

Grant writer, Misty Isles Economic Development Society (MIEDS)
250-626-9150

MIEDS.ca | GoHaidaGwaii.ca | LoveHaidaGwaii.com

Facebook: [@misty.isles.ec.dev](https://www.facebook.com/misty.isles.ec.dev) Instagram: [@gohaidagwaii](https://www.instagram.com/gohaidagwaii) YouTube: [@hgtourism](https://www.youtube.com/@hgtourism)

On Thu, Mar 7, 2024 at 16:24 Polly Pereira <ppereira@portedward.ca> wrote:

If I don't get it by 9am, it will not be part of the Agenda.

Polly Pereira,

Project title

Japanese Canadian Housing Restoration at North Pacific Cannery

Location of heritage site

North Pacific Cannery

1889 Skeena Drive

Port Edward, British Columbia

Project summary

Include how the project will increase awareness or understanding of Japanese Canadian history

The project will restore and renovate two of the three units in a triplex originally built in 1964-65 for Japanese Canadians at the North Pacific Cannery.

Subject to a review by professional heritage consultants, one unit in the triplex will have its exterior and interior restored to its original state for interpretive display. This unit will become part of the guided tour of the Japanese section of North Pacific Cannery, which also includes a second triplex as well as the Shikitani House and Miki House, both built between 1937-39.

Heritage consultants will also review the renovation of a second unit in the triplex, which will retain its original exterior but feature some interior updates so that guests can stay overnight in the unit and experience firsthand what it was like to live at the site.

The project will include new interpretative displays along the boardwalk that connects the triplex, and in the interior of the restored unit. Featuring interviews with Japanese Canadians who lived and worked there as well as archival photos and documents, these displays and the guided tours at the North Pacific Cannery will increase visitors' understanding of the post-Internment Era fishing industry on the northwest coast. Visitors will learn how after April 1949, when Japanese Canadians were finally permitted to move freely again, fishing companies such as the ABC Packing Company began to actively recruit Japanese Canadian fishermen who had been forcibly uprooted and dispossessed. They will see firsthand what daily life was like for the Japanese Canadian fishermen at the North Pacific Cannery, where they were finally allowed to return to their trade.

Scope of work

Site preparation

- Clearing, widening, landscape and drainage improvements for triplex firelane

Building restoration and renovation

- Remove all and replace all asbestos flooring in both units
- Replace windows and exterior doors in both units
- Build one 56' x 6' wooden rear deck, according to original building design
- Remove, where appropriate, existing cabinets, sinks, toilets, interior door jambs, plywood paneling and existing insulation
- Install, as appropriate, new wall and ceiling insulation, wall studs, pocket door frames, bedroom door openings, exterior door openings, and hot water tank
- Install, as appropriate, painted plywood sheathing on walls and ceilings
- Install, as appropriate, new cabinets and countertops
- Remove and replace, as appropriate, chimney flashings, fill-in roof sheathing, and laydown roofing membrane
- Install a new 52' gutter system along length of building, and two downspouts

Electrical

- Replace all receptacles and switches
- Install hard-wired smoke detectors
- Where appropriate, replace lighting with surface-mounted LED fixtures
- Where appropriate, replace baseboard heaters
- Replace electrical panel and circuit breakers
- Supply and install new feeder cables to triplex electrical room
- Remove exterior disconnects and splitter box

Plumbing

- Remove and replace, as appropriate, all plumbing and fixtures

Heritage review

- Professional heritage review of restoration/renovation drawings and plans according to 2015 Heritage Conservation Plan and the Standards and Guidelines for the Conservation of Historic Places in Canada
- Preparation of a heritage memo on the planned interventions
- Participation by professional heritage consultants in pre-construction meetings

Heritage interpretation

- Heritage advisors to research and develop a Japanese zone interpretation plan
- Heritage advisors to design and install interior exhibits, up to six interpretative panels and produce a video for display inside the restored triplex unit interior



DISTRICT OF PORT EDWARD

Director of Corporate
Administrative Services

6a

COUNCIL REPORT FOR CONSIDERATION

Date: March 12, 2024
To: Todd Francis, Chief Administrative Officer
From: Polly Pereira, Director of Corporate Administrative Services
Subject: **PRINCE RUPERT PORT AUTHORITY - APPOINTMENT**

RECOMMENDATION: That Council appoint two Council members to be part of the short list selection committee to appoint the PRPA Board member representing the City of Prince Rupert & Port Edward.

Background

The City of Prince Rupert and District of Port Edward appoint a representative to the PRPA every three years. An individual can serve a total of 9 consecutive years on the Board before they can be replaced. That is the current situation with John Farrell that has served for nine years as of March 2024.

The deadline for submission was March 6, 2024 at 4:30pm. Council has received all the submission. The City will have the Mayor and another Councillor be their reps and Port Edward needs to select our reps as well. The selection committee (PR and PE) will be meeting on Wednesday, **March 13, 2024 at 9:30 am** at City Hall to short list the candidates.

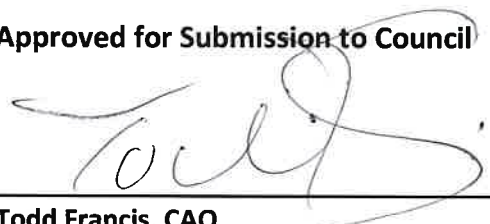
Soon after both Council from Prince Rupert and Port Edward will meet to select the new representative, date **TBD**.

At this time, Council needs to select two representatives that will be to be part of the short list selection team for Port Edward.

Prepared By:


Polly Pereira, DCAS

Approved for Submission to Council


Todd Francis, CAO

Strategic Plan Priority Aligned With:

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



DISTRICT OF PORT EDWARD

Director of Corporate Administrative Services

66

COUNCIL REPORT FOR CONSIDERATION

Date: March 12, 2024
To: Todd Francis, Chief Administrative Officer
From: Polly Pereira, Director of Corporate Administrative Services
Subject: **Building Inspector Services Liability Insurance**

RECOMMENDATION # 1: That Council approves to have a Service Provider Agreement signed between the City of Prince Rupert and the District of Port Edward until December 31, 2026; and

RECOMMENDATION # 2: That Council approves to continue providing the Municipal Insurance Association Associate Member Program so that coverage can be provided for the Building Inspectors services.

Reason for Report: The District requires a qualified building inspector to approve all building permits and with Bernie Zimmer retirement as of the end of February 2024 we have engaged the City of Prince Rupert to provide this service going forward. The service agreement that was presented to Council on February 14, 2024 had to be changed due to the proper liability insurance.

Background

We have contacted Municipal Insurance Association (MIA) to ensure we have the appropriate liability insurance to protect all parties and an option is to add the City of Prince Rupert under the Associate Member Program of the MIA.

The limitation period for building inspection insurance claims is 15 years, and so coverage would need to be continued for this length of time as long as the service is provided through this agreement with the City of Prince Rupert. The annual premium is currently \$250 per year with a \$2,500 deductible.

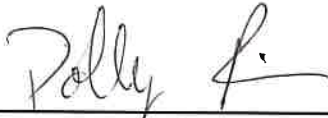
Municipal Insurance Association will insure them although they require a commitment of fifteen years of coverage (the fifteen years represent the timeline a new building can claim for damage).

BUDGET IMPACT: Annual fee of \$250 with a \$2,500 deductible

CONCLUSION: That Council approves a Service Provider Agreement to be signed between the City of Prince Rupert and the District of Port Edward until December 31, 2026; and

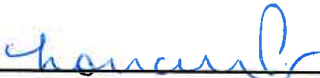
RECOMMENDATION # 2: That Council approves to continue providing the Municipal Insurance Association Associate Member Program so that coverage can be provided for the Building Inspectors services.

Prepared By:



Polly Pereira, DCAS

Budget Impact: \$250/year plus
\$2,5000 deductible



Lorraine Page, Director of Finance

Approved for Submission to Council

Todd Francis, CAO

Strategic Plan Priority Aligned With:

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



DISTRICT OF PORT EDWARD

Director of Corporate
Administrative Services

60

COUNCIL REPORT FOR CONSIDERATION

Date: March 12, 2024
To: Todd Francis, Chief Administrative Officer
From: Polly Pereira, Director of Corporate Administrative Services
Subject: Northern Development Trust Initiative- Community Place Funding

RECOMMENDATION: That Council agrees to contribute \$10,650 towards the upgrades of the Port Edward Boat Launch.

Background

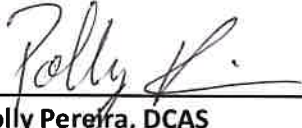
A grant application has been submitted to NDIT- Community Places to upgrade the Port Edward Boat Launch. Council passed a motion to submit the grant a few weeks ago and we were waiting for an assessment report to provide us information on the condition of the boat launch and estimated costs.

We anticipate our budget to be \$35,500, the NDIT grant will cover \$24,850 and the District will have to contribute the remaining amount of \$ 10,650 if NDIT approves our grant application.

Our request is that Council contribute the matching funding to upgrade the Port Edward Boat Launch as part of this year's budget.

Prepared By:

Approved for Submission to Council


Polly Pereira, DCAS


Todd Francis, CAO

Budgetary Impact: \$10,650


Lorraine Page, Director of Finance

Strategic Plan Priority Aligned With:

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