



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

Tuesday, March 26, 2024

7:00 PM

District of Port Edward Council Chambers

Zoom Link Join <https://us06web.zoom.us/j/85435587584>

Meeting ID: 854 3558 7584

## 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 March 26, 2024 be adopted as presented.

### 2. Adoption of Minutes

a) **Recommendation:** THAT the minutes of the Special Council Meeting on March 12, 2024 and Regular Council Meeting on March 12, 2024 be adopted as presented.

b) **Committee of the Whole**

**Recommendation:** THAT the minutes of the Committee of the Whole Meeting on March 19, 2024 be adopted as presented.

### 3. Business Arising

### 4. Petitions & Delegation

### 5. Correspondence

a) **Port Edward Event Planners**

RE: Support for Community Clean Up Day

### 6. Reports

a) **Council Resolutions/ Action Completed List**

**Recommendation:** That Council receives this report for information only.

**b) UBCM- Community Emergency Preparedness Fund- Disaster Risk Reduction**

**Recommendation:** That Council support the grant application to the UBCM- Community Emergency Preparedness – Disaster Risk Reduction Funding.

**c) 2024 Draft Budget**

**Recommendation:** That Council approve the draft 2024 Operating budget and capital items.

**d) 3-6-12 Month Work Plan Update**

**Recommendation:** Motion to Receive

**7. Bylaws**

**8. Reports on Council Activities**

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

**10. New Business**

**a) Health Care Services in Prince Rupert**

**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 (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and

(k) negotiations and related discussions respecting the proposed provisions of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expressed to harm the interest of the municipality if they were held in public.

2a.1

**MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE DISTRICT OF  
PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY MARCH 12, 2024**

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**PRESENT:**

**COUNCIL:**

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

**Absent:** Councillor Christine MacKenzie

**ADMINISTRATION:**

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

**CALL TO ORDER**

Mayor Knut Bjorndal called the meeting to order at 6:30 pm on Tuesday March 12, 2024.

**AGENDA:**

24-052          Moved by: Councillor Franzen  
                    Seconded by: Councillor McDonald

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

Carried Unanimously

**1. RESOLUTION TO EXCLUDE THE PUBLIC**

24-053          Moved by: Councillor Brown  
                    Seconded by: Councillor MacKenzie

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

90.1 (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

**NOW THEREFORE BE IT RESOLVED THAT** at 6:32 pm on March 12, 2024 Special Meeting of Council be adjourned and move to an In-camera meeting.

Carried Unanimously

**CERTIFIED CORRECT**

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Knut Bjorndal, Mayor

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Polly Pereira, Director Corporate  
Administrative Services and Strategic  
Projects

2a.ii

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF  
PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY MARCH 12, 2024**

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**PRESENT:**

**COUNCIL:**

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

**ADMINISTRATION:**

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

**CALL TO ORDER**

Mayor Knut Bjorndal called the meeting to order at 7:02 pm on Tuesday March 12, 2024.

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

**AGENDA:**

24-054            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

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

Carried Unanimously

**MINUTES:**

24-055            Moved by: Councillor McDonald  
                      Seconded by: Councillor Franzen

**THAT the minutes of the Regular Meeting of Council dated February 27, 2024 be adopted as presented.**

Carried Unanimously

**BUSINESS ARISING:**

**PETITIONS AND/OR 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**

Representatives of AltaGas, Jennifer Osmar, gave Council an overview of AltaGas over the past five years and an update on their future plans. AltaGas has joint venture with Vopak and their next project in our area is the Ridley Island Energy Export Facility (REEF), they anticipate to have FID sometime mid summer of 2024. An overview of this project was also provided to Council. There will be a community consultation tomorrow, March 13, 2024 from 7:00pm-9:00pm.

**The Delegates left the Council meeting.**

The Mayor proposed that a letter of support for the REEF project be sent to AltaGas.

24-056            Moved by: Mayor Bjorndal  
                      Seconded by: Councillor Brown

**THAT Council send a letter of support for the REEF project.**

Carried Unanimously

**CORRESPONDENCE:**

**a) Union of British Columbia Municipalities**

**RE: Update on the Canada Community-Building Fund Renewal**

24-057            Moved by: Councillor Franzen  
                      Seconded by: Councillor McDonald

**THAT the memo dated March 6, 2024 from the Union of BC Municipalities advising CAOs that the Canada Community- Building Fund is set to expire March 31, 2024 be received and filed.**

Carried Unanimously

**b) Port Edward Harbour Authority**

**RE: Letter of Support**

24-058            Moved by: Councillor McDonald  
                      Seconded by: Councillor Franzen

**THAT the request from the Port Edward Harbour Authority to support their grant application to the Green Shipping Corridor program be received and filed; and**

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

Carried Unanimously

**c) Port Edward Historical Society**

**RE: Letter of Support**

24-059            Moved by: Councillor Brown  
                      Seconded by: Councillor McDonald

**THAT the email dated March 8, 2024 requesting a letter of support toward the Port Edward Historical Society's grant application to the Japanese Canadian Legacies Society's, BC Heritage Site program, be received and filed; and**

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

Carried Unanimously

**REPORTS:**

**a) Prince Rupert Port Authority – Board Appointment**

Information to be released as part of the In-Camera meeting.

**b) Building Inspector Service Liability Insurance**

Council was provided a report dated March 12, 2024 from Polly Pereira, Director of Corporate Administrative Services, regarding liability insurance to have the City of Prince Rupert provide Building Inspection services to Port Edward. The plan is to add the City of Prince Rupert under the Associate Member Program through the Municipal Insurance Association (MIA). The limitation period for building inspection insurance claims is 15 years, 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.

24-060            Moved by: Councillor McDonald  
                      Seconded by: Councillor Franzen

**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.**

Carried Unanimously

24-061            Moved by: Councillor McDonald  
                      Seconded by: Councillor Franzen

**FURTHER THAT Council approves to continue providing the Municipal Insurance Association Member Program so that coverage can be provided for the Building Inspectors services.**

Carried Unanimously

**c) Northern Development Trust Initiative – Community Places Funding**

Council was provided a report dated March 12, 2024 from Polly Pereira, Director of Corporate Administrative Services, regarding a grant that has been submitted to Northern Development Trust Initiative (NDIT) for the Port Edward Boat Launch. We have received an assessment report on the condition of the boat launch and estimated costs. We anticipate our budget to be \$35,500, 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.

24-062            Moved by: Councillor Franzen  
                      Seconded by: Councillor McDonald

**THAT Council agrees to contribute \$10,650 towards the upgrade of the Port Edward Boat Launch.**

Carried Unanimously

**REPORTS FROM  
IN-CAMERA:****Prince Rupert Port Authority – Board Appointment**

The two Members of Council to be part of the short list selection Committee to appoint the Prince Rupert Port Authority Board member representing the City of Prince Rupert and Port Edward are Mayor Knut Bjorndal and Councillor James Brown.

**BYLAWS:****NEW BUSINESS:****a) Committee of the Whole  
RE: 2024 Budget meeting**

At the last Council meeting on February 27, 2024 Council requested a Committee of the Whole to discuss the 2024 Financial Budget.

24-063            Moved by: Councillor Franzen  
                      Seconded by: Councillor Brown

**THAT the Committee of the Whole has been scheduled for Tuesday, March 19<sup>th</sup>, 2024 at 4:30 pm.**

Carried Unanimously

**REPORTS ON COUNCIL ACTIVITIES:**



**Councillor Franzen**

Attended the North Coast Regional District meeting

**Mayor**

Attended a meeting with the AltaGas Board Members

**QUESTIONS FROM THE AUDIENCE:**

**ADJOURNMENT:**

24-064            Moved by: Councillor Franzen  
                      Seconded by: Councillor McDonald

**NOW THEREFORE BE IT RESOLVED THAT** at 8: 07 pm the March 12, 2024 Regular Meeting of Council was adjourned.

Carried Unanimously

**CERTIFIED CORRECT**

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Knut Bjorndal, Mayor

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Polly Pereira, Director Corporate  
Administrative Services and Strategic  
Projects

26

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE COUNCIL OF  
THE DISTRICT OF PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY  
MARCH 19, 2024**

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**PRESENT:**

**COUNCIL:**

Mayor Knut Bjorndal, Chair

Councillors: Colleen McDonald and James Brown

**Absent:** Councillor Christine MacKenzie and Dan Franzen

**ADMINISTRATION:**

Todd Francis, Chief Administrative Officer

Polly Pereira, Director of Corporate Administrative Services  
and Strategic Projects

Lorraine Page, Director of Financial Services

**CALL TO ORDER**

**Meeting was delayed until 4:47 due to lack of quorum**

Mayor Knut Bjorndal called the meeting to order at 4:47 pm on Tuesday March 19, 2024.

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

**AGENDA:**

24-065            Moved by: Councillor McDonald  
                      Seconded by: Councillor Brown

**THAT the Agenda for the Committee of the Whole Meeting of March 19, 2024 be adopted  
as presented.**

Carried Unanimously

**PETITIONS AND/OR DELEGATION:**

**REPORTS:**

**a) 2024 Financial Budget Discussion**

Director of Finance, Lorraine Page, provided Council and staff with a copy of the following:

1. Schedule A- 5 Year Financial Plan
2. 2024-2028- Five Year Capital Plan
3. Copy of the Budget Meeting notes from November 14, 2023
4. List of Reserve Account balances

Discussion took place mostly around the 2024-2028- 5 Year Capital Plan – 2024 Budget values and Budget meeting notes from November 14, 2023.

**Meeting notes:**

**2024-2028- 5 Year Capital Plan – 2024 Budget values**

Lorraine provided Council an overview of the report and provided clarification on the items listed below:

- values highlighted in dark green represented Council approved Resolutions
- values highlighted in pale green represented expenditures discussed at the November 14, 2023 workshop
- values highlighted in yellow items requiring further discussion

Inquire was made about NCPG- Northern Capital Planning Grant

**A recess took place at 4:55pm and meeting resumed at 4:56pm**

**Topics of discussion:**

Council was informed that the Asset Management Plan (AMP) for the District is being worked on and is not complete, therefore CAO has proposed that the District hold off on any major capital expenses until 2025.

**Emergency Preparedness** – set up Community Center to be able to run off a generator in case of an emergency. Generators for the various lift stations in case of an emergency.

**Boat Launch project**- funding was discussed

**Road projects**- Sunset, Evergreen South, sidewalks- it was recommended to wait until the AMP was updated to discuss road work. The best practice is to ensure that the water& sewer is upgraded along side any major road work.

**Waterfront Park funding** – Council should allocate funds toward this project and staff can see if local industry will fund this project.

**The following motions were proposed:**

**PW Equipment** – allocate \$65 K towards the list Lorraine mentioned

**Alarm System**- allocate \$12K to upgrade our system

**Ballfield**- allocate \$5K to assess the drainage issues

**Roads**- wait until Asset Management Plan is current and in place

**Storm Sewer Repairs**- allocate \$35K moved to Operating

**Isolation Valves watermains on Jubilee**- allocate \$ 30K

**Line Painting**- allocate \$20K moved to Operating

**Generators**- wait until our Emergency Plan is updated and complete and see what recommendations come out of it for the community.

**Porta Potty** – near Community Center

It was proposed that in the fall a survey be sent to Port Edward residents with what they feel the community needs/wants for the upcoming year and beyond.

**ADJOURNMENT:**

24-066            Moved by: Councillor Brown  
                      Seconded by: Councillor McDonald

**NOW THEREFORE BE IT RESOLVED THAT** at 6: 09 pm the March 19, 2024  
Committee of the Whole Meeting was adjourned.

Carried Unanimously

**CERTIFIED CORRECT**

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Knut Bjorndal, Mayor

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Polly Pereira, Director Corporate  
Administrative Services and Strategic  
Projects

5a

**From:** Niki  
**Sent:** March 8, 2024 10:46 AM  
**To:** Polly Pereira  
**Subject:** Grant In Aid Application

Hi Polly,

It's that time of year again when we are preparing to organize our annual Port Edward Clean Up Day & BBQ for April 21, 2024.

For assistance with the event I have attached a Grant In Aid Application.

The Port Edward Event Planners would also like to ask council if they would support this event by waiving the fee for the use of the community center and the required insurance, as well as supply a truck and driver from the District of Port Edward Public Works Department as council has done in the past.

Thank you for taking the time to consider our request.

Regards,

**Niki Kristoff**

***Port Edward Event Planners***

Mailing Address: Box 1106, Port Edward, B.C., V0V 1G0

Ph: (250) 628-9281

Fax: (250) 628-9282

Email: [nikik@kristofftransport.com](mailto:nikik@kristofftransport.com)

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## **District of Port Edward**

Grant in Aid Application Form

POLICY #2020-1

Name of Organization: Port Edward Event Planners

Date: March 7, 2024

Contact Person: Niki Kristoff

Phone Number: 250-628-9281

Amount of grant requested: \$500.00

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

The Port Edward Event Planners are requesting this grant to assist with our annual Port Edward Clean Up Day and BBQ scheduled to be held on April 21, 2024 in honour of Earth Day.

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

The PEEP's is a non profit organization. We are holding our annual garbage clean up day to help keep our community Clean, Neat and Green, while bringing it's citizens together to promote community spirit and pride in where we live. After the clean up we will be hosting a free BBQ and door prizes for the participants.



# DISTRICT OF PORT EDWARD

Director of Corporate  
Administrative Services

6a

## COUNCIL REPORT FOR INFORMATION

**Date:** March 26, 2024  
**To:** Todd Francis, Chief Administrative Officer  
**From:** Polly Pereira, Director of Corporate Administrative Services  
**Subject:** Council Resolutions/Action Completed List

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

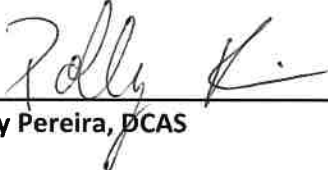
### Background

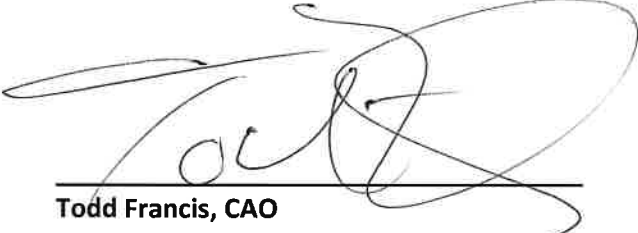
Since the beginning of 2024 Council has issued 39 Resolution/Action items to senior staff to be completed. The attached report provides details on Council's resolutions and the degree of completion. We have a 95% completion rate to date.

The purpose of this report is to provide Council an update on senior staff's progress to date on Council resolutions/Action items.

**Prepared By:**

**Approved for Submission to Council**

  
Polly Pereira, DCAS

  
Todd Francis, CAO

**Strategic Plan Priority Aligned With:**

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

- Attachment  
*Council Resolution/ Actions Completed List*





		<ul style="list-style-type: none"> <li>Northern Development Trust Initiative - Community Places for the Port Edward Boat Launch Grant Application- provided support for the grant application.</li> <li>Building Inspection Agreement with City of Prince Rupert- approved the agreement for services to have the City of Prince Rupert conduct building inspections for Port Edward.</li> <li>Fire Hall Bathrooms- Council approved the \$29,500 to install new bathrooms</li> <li>Urban Systems has been contracted to provide the District with a Climate Action Plan – Council approved \$97K</li> <li>Urban Systems has been contracted to update our OCP and Zoning Bylaws- \$87,500</li> <li>White House- staff to explore options to develop this property.</li> </ul>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p><b>WIP</b></p>
<b>Feb 27, 2024</b>	Regular	<ul style="list-style-type: none"> <li>Charles Hays Secondary School- approved a full page ad for \$250.</li> <li>Nisga'a North JANT- approved a contribution of \$500 towards this event.</li> <li>Waterline Right of Way- approved the registered a right of Way for a waterline for \$20K</li> <li>The 2024 Budget Schedule timeline was accepted and a workshop date needs to be determined.</li> <li>Staff follow ups- Digital signs along Skeena Drive not working</li> <li>CN Rail cars near the old Kwinitisa Station- staff to inquire about these railcars</li> <li>"Slow Down" signs - staff to look into options available and costs</li> <li>Resource Benefits Alliance – funding announcement of \$250 million over five years- send a thank you letter to the Province.</li> </ul>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p><b>WIP</b></p> <p>YES</p>
<b>Mar 12, 2024</b>	Regular	<ul style="list-style-type: none"> <li>AltaGas- REFF project send letter of support</li> <li>Port Edward Historical Society send letter of support for the grant from the Japanese Canadian Legacies funding</li> <li>Building Inspector Service Liability Insurance- MIA (add the City of PR as an Associate Member)</li> <li>NDIT grant- that the District contribute \$10,650 towards the PE Boat Launch project</li> <li>PRPA Board Appointment- establish a Committee</li> <li>Committee of the Whole -2024 Budget meeting – March 19, 2024 at 4:30pm</li> </ul>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>



# DISTRICT OF PORT EDWARD

6b

## Director of Corporate Administrative Services

### COUNCIL REPORT FOR CONSIDERATION

**Date:** March 26, 2024  
**To:** Todd Francis, Chief Administrative Officer  
**From:** Polly Pereira, Director of Corporate Administrative Services  
**Subject:** **UBCM – Community Emergency Preparedness Fund- Disaster Risk Reduction**

**RECOMMENDATION:** That Council support the grant application to the UBCM- Community Emergency Preparedness- Disaster Risk Reduction funding.

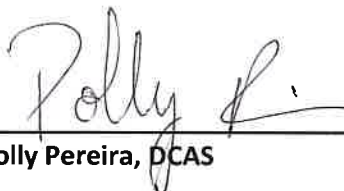
#### Background

The District has advertised a Requested for Proposal to update our Emergency Management Plan and we now have an opportunity to apply for the UBCM- Community Emergency Preparedness fund- Disaster Risk Reduction grant.

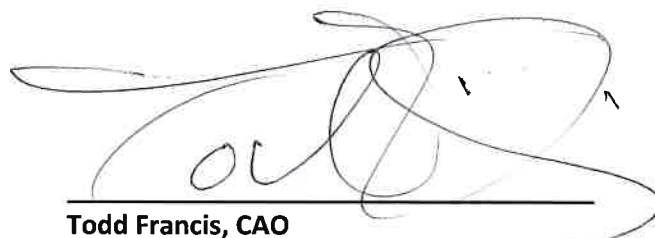
This grant will allow us to identify natural hazards, what can be done to reduce disaster risks and what climate adaptation goals, objectives and strategies can be implemented to ensure climate related risks are being addressed. This grant is for \$150,000 and is 100% funded.

This grant requires a Council resolution to support this grant application.

**Prepared By:**

  
Polly Pereira, DCAS

**Approved for Submission to Council**

  
Todd Francis, CAO

**Strategic Plan Priority Aligned With:**

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



# DISTRICT OF PORT EDWARD

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## COUNCIL REPORT

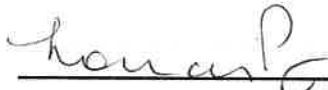
**Date:** March 26, 2024  
**To:** Todd Francis, CAO  
**From:** Lorraine Page, Director of Finance  
**Subject:** 2024 Draft Budget

**RECOMMENDATION:** That Council approve the draft 2024 operating budget and capital items.

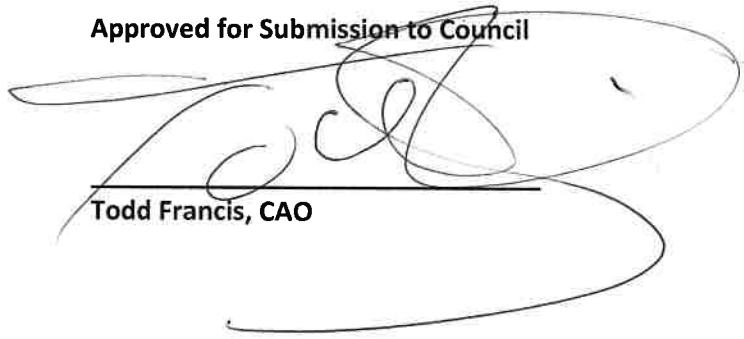
**BACKGROUND:** The 2024 draft Five Year Financial Plan outlining operational and capital budgets is attached. Council has previously considered a draft list of 2024 capital projects and the attached list incorporates direction and feedback received. The property taxation revenue is based on a 3% increase from 2023.

The next step in public consultation will be a Budget Information Package mailed to all residents, along with posting on the District's website and social media for public comment. The 2024-2028 Five Year Financial Plan Bylaw and the 2024 Tax Rate Bylaw will be brought to Council on the April 9th, 2024 Regular meeting of Council for first three readings and April 23rd, 2024 Regular meeting of Council for final readings and adoption.

**Submitted by:**

  
\_\_\_\_\_  
Lorraine Page, Director of Finance

**Approved for Submission to Council**

  
\_\_\_\_\_  
Todd Francis, CAO

**SCHEDULE "A"**  
**DISTRICT OF PORT EDWARD 5 YEAR FINANCIAL PLAN**  
**2024-2028**

<b>REVENUES:</b>	<b>2024</b>		<b>2025</b>		<b>2026</b>		<b>2027</b>		<b>2028</b>	
<b>TAXES:</b>										
RESIDENTIAL, CLASS 1	287,675	6%	294,867	6%	300,764	7%	306,780	7%	312,915	7%
UTILITY, CLASS 2	670,892	15%	687,664	14%	701,418	16%	715,446	17%	729,755	17%
LIGHT INDUSTRY, CLASS 5	18,072	0%	18,523	0%	18,894	0%	19,272	0%	19,657	0%
BUSINESS/OTHER, CLASS 6	210,518	5%	215,781	4%	220,096	5%	224,498	5%	228,988	5%
RECREATION/NON-PROFIT, CLASS 8	4,265	0%	4,371	0%	4,459	0%	4,548	0%	4,639	0%
WATER & SEWER USER RATES	398,000	9%	410,960	8%	424,179	10%	437,663	10%	451,416	10%
GRANTS IN LIEU OF TAXES	140,000	3%	141,400	3%	142,814	3%	144,242	3%	145,685	3%
RIDLEY ISLAND TAX SHARE	955,000	21%	964,550	20%	974,196	23%	983,937	23%	993,777	23%
FRANCHISE FEES	290,000	6%	140,000	3%	141,400	3%	142,814	3%	144,242	3%
SALE OF SERVICES & OWN SOURCES	206,250	4%	209,163	4%	212,121	5%	215,127	5%	218,180	5%
COMMUNITY PROTECTION GRANT	305,000	7%	308,050	6%	311,131	7%	314,242	7%	317,384	7%
OTHER GRANTS	88,000	2%	88,300	2%	58,000	1%	58,000	1%	58,000	1%
INTEREST & PENALTIES	102,400	2%	103,424	2%	104,458	2%	105,503	2%	106,558	2%
TRANSFER FROM OTHER FUNDS	931,000	20%	1,288,000	26%	700,000	16%	600,000	14%	600,000	14%
<b>TOTAL REVENUES</b>	<b>\$ 4,607,071</b>	<b>100%</b>	<b>\$ 4,875,053</b>	<b>100%</b>	<b>\$ 4,313,929</b>	<b>100%</b>	<b>\$ 4,272,071</b>	<b>100%</b>	<b>\$ 4,331,196</b>	<b>100%</b>
<b>EXPENDITURES:</b>										
DEBT INTEREST	57,750	1%	57,750	1%	57,750	1%	57,750	1%	57,750	1%
DEBT PRINCIPAL	74,912	2%	74,912	2%	74,912	2%	74,912	2%	74,912	2%
GENERAL GOVERNMENT SERVICES	1,000,900	23%	990,921	21%	1,013,118	25%	1,024,196	25%	1,040,449	26%
BC TRANSIT	130,000	3%	132,600	3%	110,000	3%	110,000	3%	110,000	3%
PUBLIC WORKS SERVICES	964,550	22%	980,404	21%	1,003,401	25%	1,029,523	26%	1,057,415	26%
PROTECTIVE SERVICES	116,168	3%	99,421	2%	100,624	2%	101,778	3%	102,965	3%
SEWER SERVICES	121,225	3%	122,919	3%	124,690	3%	126,489	3%	128,882	3%
WATER SERVICES	330,000	8%	334,615	7%	339,047	8%	343,546	9%	349,242	9%
TRANSFER TO RESERVES	650,000	15%	550,000	12%	550,000	14%	550,000	14%	550,000	14%
CAPITAL EXPENDITURES	932,000	21%	1,288,000	28%	700,000	17%	600,000	15%	600,000	15%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,377,505</b>	<b>100%</b>	<b>\$ 4,631,542</b>	<b>100%</b>	<b>\$ 4,073,541</b>	<b>100%</b>	<b>\$ 4,018,194</b>	<b>100%</b>	<b>\$ 4,071,614</b>	<b>100%</b>
<b>BUDGETED SURPLUS (-) or DEFICIT</b>	<b>\$ (229,566)</b>		<b>\$ (243,511)</b>		<b>\$ (240,388)</b>		<b>\$ (253,877)</b>		<b>\$ (259,582)</b>	
<b>TOTAL</b>	<b>\$ 4,607,071</b>	<b>100%</b>	<b>\$ 4,875,053</b>	<b>100%</b>	<b>\$ 4,313,929</b>	<b>100%</b>	<b>\$ 4,272,071</b>	<b>100%</b>	<b>\$ 4,331,196</b>	<b>100%</b>

Capital Expenditures	2023 Budget	2023 Actual	2023 Reserve Draw	2024 Budget	2024 Grant	2024 Reserve Draw
<b>ROADS</b>						
Evergreen finish paving				0		NCPG
Hillcrest Storm Engineering	50,000		NCPG	50,000		
Harbourview Engineering				50,000		NCPG
Boundary Dr.	500,000			0		NCPG
Cedar Ave. Engineering				0		
Nelson Drive Engineering				0		
Nelson Drive Rehabilitation				0		
Sunset Dr. sidewalks	100,000			0		2023 carry over
Sunset Dr. Engineering	50,000	50,000				
Oceanview Drive Engineering	25,000	25,000				
Oceanview Drive Rehabilitation	1,500,000	1,500,000	NCPG			
OV Dr Rehab Sunset addition	760,000	338,622	NCPG	0		2023 carry over
<b>UTILITY</b>						
Spot repairs to storm (moved to operating)	35,000					
Wolf Creek Reservoir Intake	25,000		NCPG	25,000		
RAS WAS Repair	15,000		NCPG	15,000		
PRPA water meter	15,000	5,226				
Isolation Valves (Jubilee)				30,000		
<b>PARKS/REC</b>						
Memorial Wall drainage repair	25,000	3,850				
Ballfield drainage	25,000			5,000		
Ballfield outhouse screen	5,000	2,340				
Playground repairs				20,000		
NP tank removal	50,000	2,819				
Boat ramp				35,500	24,850	
<b>BUILDINGS</b>						
Fire Hall				120,000		
Equipment Quonset				0		
White House		6,563		0		
Public Works shop doors	12,000	8,407				
Store/Post Office				0	0	
Building Alarm System Upgrade				12,000		Covid grant
<b>FLEET/EQUIPMENT</b>						
Mower	75,000	77,356	ER			
Skid Steer Loader	110,000	108,027	ER			
Fire Truck	140,000		ER		25,000	
PW Equipment				65,000		Equip. Res.
Fleet						
<b>ADMIN/OTHER</b>						
IT Upgrade				70,000		Covid grant
Asset Management				78,000	75,000	UBCM grant
C2C meeting				2,000	2,000	C2C
<b>DEVELOPMENT &amp; PLANNING</b>						
Surveying works	20,000			30,000		
Alwyn Lake Maintenance Plan				20,000	10,000	LC Infr Planning
Dam Emergency Plan				20,000	10,000	LC Infr Planning
Climate Action Plan				97,000	97,000	LGCAP
OCP/Zoning Update				87,500	87,500	LG Housing Init.
Waterfront Park				100,000	100,000	
<b>Total</b>	<b>2,817,000</b>	<b>2,078,210</b>		<b>932,000</b>	<b>431,350</b>	<b>500,650</b>



**DISTRICT of Port Edward  
REPORT TO COUNCIL**

6d

**DATE:** March 26th, 2024  
**FROM:** Todd Francis - Chief Administrative Officer  
**SUBJECT:** 3 - 6 – 12 MONTH WORK PLAN UPDATE

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**RECOMMENDATION: Motion to Receive**

That Council receive this report for information purposes only.

**REASON FOR REPORT:**

CAO has committed and presented a Work Plan for the 2024 Calendar year received by Council on January 23<sup>rd</sup>, 2024.

The following is an update on progress made on the Work Plan.

**BACKGROUND:**

**3-Month Work Plan Progress:**

- **Reviewed Port Edward Official Community Plan and Strategic Plan to identify focus areas.**  
Official Community Plan update awarded to consultant with draft report expected by December 2024.
- **Completed IT infrastructure assessment and approved an IT provider for upgrades.**  
I.T. provider has been secured and implementation of new system is on going.
- **Initiated research on funding options for First Nation Relationships strategy.**  
RFP issued for Truth and Reconciliation plan, ongoing through 2024 with public consultation.
- **Reviewed Emergency Plan and initiated improvements.**  
RFP has been issued with a heavy emphasis on First Nation consultation, which aligns with the Truth and Reconciliation Plan.
- **Launched Asset Management project and expedited long-range Capital Forecast for 2024 Financial Plan.**  
Implementing Asset Management Plan, starting with asset identification and assessment.
- **Explored options for financial process review, including Capital and Infrastructure Planning, utility fees, Council Renumeration, and Fire Department stipends.**  
Working with Director of Finance to determine scope of work to get quotes or issue an RFP.

Working with Director of Finance to determine scope of work to get quotes or issue an RFP.

- **Assessed employee training program for effectiveness.**  
Software program for staff training implementation will be in the 3rd quarter of 2024.
- **Explored options for Work Order System implementation.**  
Identifying Work Order system as part of Asset Management program in the 3rd or 4th quarter.

#### 6-Month Work Plan Progress:

- **Updated Emergency Plan based on initial review findings.**  
Emergency Plan currently out for RFP; staff to work with consultant on updates post-award, with a focus on First Nation consultation.
- **Implemented GIS mapping infrastructure plan.**  
Currently working with consultant to complete task as part of the Asset Management Plan.
- **Implemented Financial Assessment Plan.**  
Working with Director of Finance who will take the lead on this project.
- **Implemented Workhub Employee Training program.**  
Targeting 3rd quarter 2024 for implementation date.
- **Reviewed options and developed plan for Work Order Management.**  
Implement in 4th quarter 2024 as part of the Asset Management Plan.
- **Initiated plan to improve work order processing efficiency.**  
Working with Asset Management consultant to identify and implement.
- **GIS mapping integrated into completed Asset Management Plan.**  
Should be completed in 4th quarter 2024 when final draft report is presented to Council.
- **WorkHub software utilized for staff training requirements.**  
Software program for training staff completion in the 3rd quarter of 2024.

#### 12-Month Work Plan Progress:

- Evaluated effectiveness of IT upgrades, Emergency Plan updates, GIS mapping infrastructure, Financial Assessment Plan, and Workhub Employee Training program.
- Continued implementation of Asset Management and work order processing efficiency plans.
- Last quarter will involve monitoring and evaluation of the implemented tasks as it relates to the 2024 CAO 3-, 6- and 12-month Work Plan.

**Additional Updates:**

- RFP has been issued for Alder Avenue Development.
- RFP has been issued for Dam Maintenance and Dam Emergency Plan as per the directive from province.
- Monitoring and finalizing implemented Workplan; next update in 4th quarter of 2024.

This comprehensive progress report outlines the significant strides made in various areas of focus outlined in the 2024 Work Plan. Ongoing efforts include stakeholder engagement, evaluation of effectiveness, and continuous improvement as we move forward.

**DISCUSSION:**

Open Discussion/Questions.

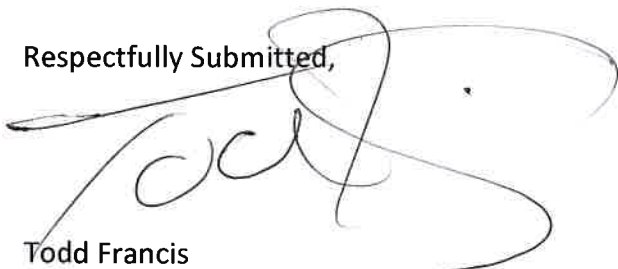
**OCP/STRATEGIC PLAN:**

All of the items and additional tasks relate to and align with the Port Edward OCP and Councils Strategic Plan 2024-2026.

**BUDGET IMPLICATIONS:**

No budget implications at this time.

Respectfully Submitted,



Todd Francis  
Chief Administrative Officer

**Strategic Plan Priority Aligned With:**

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