



ANNUAL REPORT

FOR THE YEAR ENDED:
December 31, 2024

(250) 628-3667
info@portedward.ca
www.portedward.ca



2024



We would like to begin by acknowledging that the land on which we gather is the traditional, ancestral, and unceded territory of the Tsimshian Peoples. We recognize their ongoing stewardship and cultural contributions to this land. We also acknowledge that Port Edward is a vital gateway for 22 First Nations villages to access coastal resources. We are grateful for the opportunity to live, work, and learn on these lands and are committed to building respectful relationships with all First Nations in the area.



Photo Credit: Tourism Prince Rupert and photographer Don Ponolo



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Our Council

The District of Port Edward is responsible for governing the municipality under the authority of the Local Government Act and the Community Charter. The District operates under a Council/Municipal Manager system; an elected Council provides policy direction to staff, who then implement Council policy and manage the day-to-day operations of the District. Here are the members of Council who were elected in 2022 and will hold office until October 2026.



Dan Franzen
Councillor



Knut Bjorndal
Mayor



Colleen McDonald
Councillor



Christine MacKenzie
Councillor



James Brown
Councillor



Message from Mayor Knut Bjorndal



On behalf of Council, I am pleased to present the District of Port Edward's Financial Statements for the fiscal year ended December 31, 2024.

This has been another year of growth and progress for our community — one that demonstrated our continued commitment to advancing key initiatives while maintaining a strong foundation of fiscal responsibility and long-term financial stability. In the face of both opportunities and challenges, we stayed focused on our strategic goals and ensured that every decision was made with the best interests of our residents in mind. Among the many highlights of 2024, we made important strides in strengthening our partnerships with neighbouring municipalities, First Nations communities, community groups and private sector collaborators. These connections remain critical to the economic, social and cultural vitality of Port Edward and are essential as we plan for the future — they help ensure that Port Edward becomes a place where opportunity and community go hand in hand.

We recognize that there is still much work to be done. As we look toward 2025, we are optimistic about the opportunities that lie ahead, and we remain committed to engaging with residents and partners through ongoing dialogue and cooperation. Your participation is essential in building a future that reflects the values and priorities of our community.

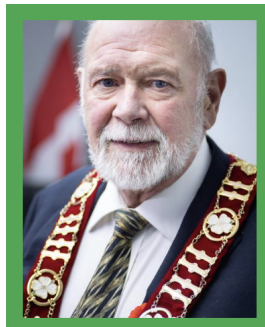
It is an honour and a privilege to serve this community. I am grateful for the dedication and hard work of Council members - Councillor Brown, Councillor Franzen, Councillor McDonald and Councillor McKenzie – and our exceptional District staff.

Sincerely,

A handwritten signature in black ink that reads "Knut Bjorndal".

Knut Bjorndal

Mayor, District of Port Edward



Our Vision

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



Our Values

1

Working together for the District.

2

Welcoming and open to community input.

3

The small community feel of Port Edward.

4

The diversity of views and cultures in Port Edward.

5

The uniqueness of the community.

Core Services

Core Services are the foundation of the District's work and represent the primary focus of the District's resources. Ensuring the smooth and effective delivery of these essential services is central to the District's role in serving its citizens.

The District of Port Edward is committed to excellence in the delivery of core services, including:

- good governance, administration, financial management, and community engagement;
- public safety;
- community planning and development services;
- public works, infrastructure, and engineering;
- parks and recreation; and
- community economic development.





Council Strategic Priorities

Key Focus Areas

For the 2023–2026 term, Council identified five strategic focus areas to guide the District’s work. Throughout 2024, Council and District staff remained committed to advancing these priorities:



Council Strategic Priorities

Key Focus Areas

Well-Planned District Finances

- Operate within budget and maintain financial prudence.
- Develop a long-term financial plan to provide clarity and direction for future decision-making.
- Leverage grant opportunities to enhance services for residents and businesses.
- Protect Port Edward’s tax base and support the attraction and retention of residents and businesses.

Well-Planned, Maintained & Financed Public Works & Infrastructure

- Plan, maintain, and invest in District infrastructure.
- Ensure infrastructure capacity supports current needs and future growth.
- Uphold our “Clean, Neat, and Green” motto through diligent care of parks, District properties, and roads.
- Enhance parks, fields, and roads as finances permit.
- Continue paving and upgrading roads within the community.
- Maintain high-quality drinking water and effective sewage treatment services.



Council Strategic Priorities

Key Focus Areas Continued

Growing and Progressive Economic Development

- Position Port Edward as “open for business and industry.”
- Collaborate with partners and investors on upcoming projects.
- Enhance visitor experiences and promote tourism.

High Quality of Life & Community Development

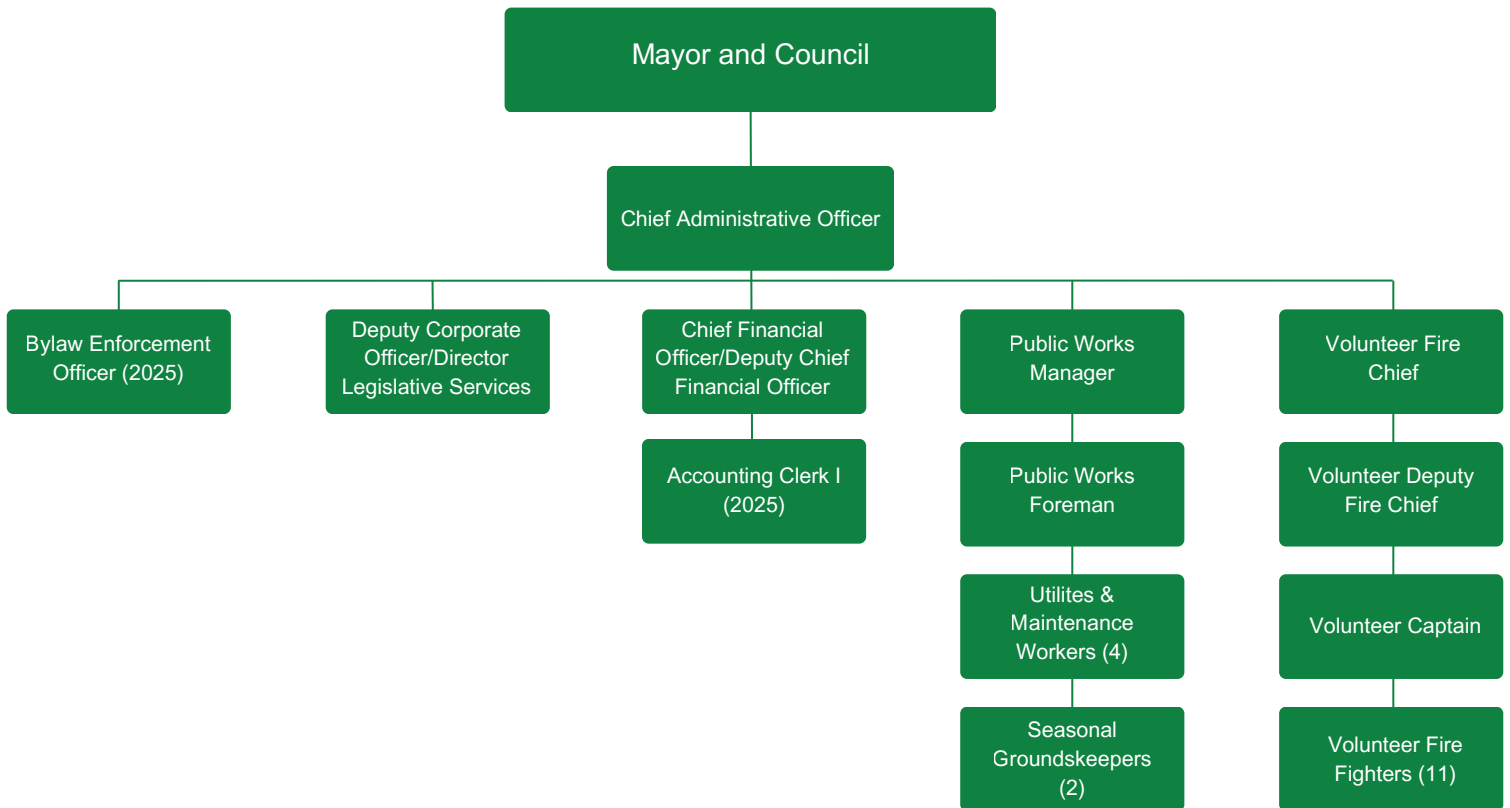
- Foster a vibrant, self-sufficient, and growing complete community.
- Enhance quality of life for all residents.
- Promote active, healthy lifestyles.
- Build and sustain a family-friendly community.
- Support the development of both market and non-market housing options.

Organizational Excellence

- Build a sustainable, efficient, and forward-thinking local government.
- Maximize the impact of District resources.
- Ensure the smooth and reliable delivery of District services.



Organizational Chart





2024 Achievements

In addition to the delivery of core services, the District completed the following significant projects:

- Major roads and drainage upgrades, including the Oceanview Drive rehabilitation project.
- Interim Housing Needs Report.
- Fire Hall Building Upgrades.
- Purchase of a new Fire Truck.

The District continued to make progress on the following projects:

- Official Community Plan Update.
- Records Management migration to best practices structure.
- Water and Wastewater Standard Operating Procedures.
- Capital Asset Management Planning.
- Community engagement and outreach.

We continued to focus on improving the efficiency of service delivery to residents by implementing best practices across the organization and enhancing long-term resiliency and sustainability of the organization through the following areas:

- Emergency management and preparedness plans.
- Occupational health and safety measures and protocols.
- Community relationships across the region, with First Nations communities and other levels of government and private sector partners.
- Economic development initiatives.



Message from the Interim Chief Financial Officer

“

I am pleased to present the 2024 Financial Statements for the District of Port Edward for the year ended December 31, 2024.

The preparation and presentation of the annual financial statements is the responsibility of the District's Finance Department. These financial statements were prepared in accordance with Canadian Generally Accepted Accounting Principles (GAAP) as prescribed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada (CPA Canada).



”

Role of the Auditors

The District's independent auditors, Vohora LLP, have been engaged to express an opinion as to whether these financial statements present fairly, in all material respects, the District's financial position, financial activities, and cash flows in accordance with Canadian public sector accounting standards.



Vohora LLP has been given unrestricted access to all District records, financial and otherwise. Their opinion, which is attached to the financial statements in this report, is based on the disclosure of all information and the completion of all procedures they consider necessary and sufficient to support their audit opinion.

Internal Controls & Cyber Security



The District has a fiduciary duty to maintain and improve its comprehensive system of internal controls to safeguard District assets and to provide reliable financial information.

We took the opportunity to review and revise internal controls to ensure the integrity of business systems was maintained and efficiencies were improved, with the support of the Information Technology Services staff.

The District has an effective system of internal controls for the prevention of fraud, which has been tested by the auditors.

Additionally, we have controls in place for purchasing, payables, and cash, as well as controls over inventory and other physical assets.



Financial Overview

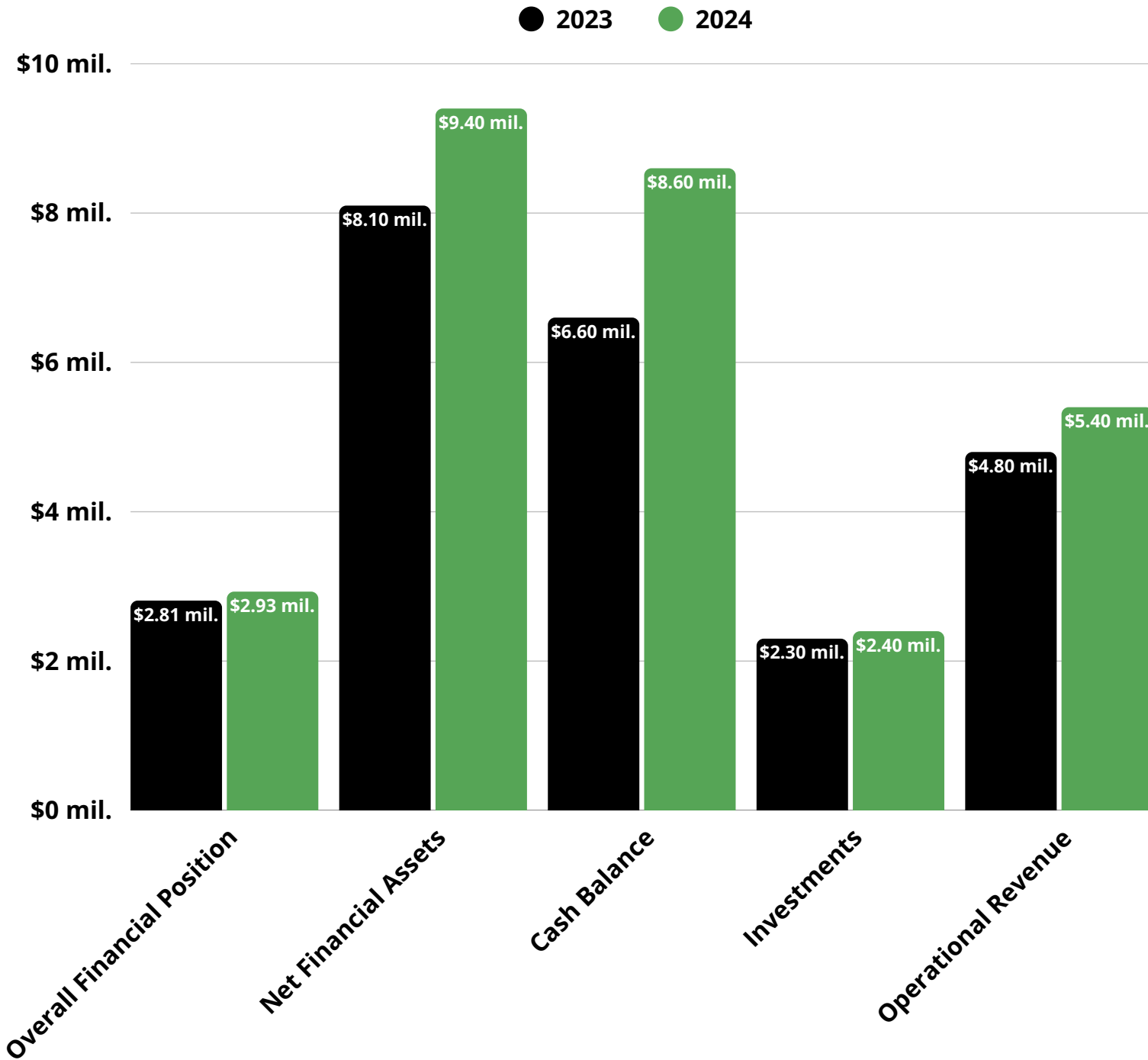
The financial statements presented reflect the combined results for 2024 of the following District services:

- General operations, including Financial Services, Administrative Services, and Legislative Services
- Water, sewer, and drainage utilities
- Roads and parks maintenance
- Garbage collection
- Volunteer Fire and Rescue Services

The notes to the financial statements are an integral part of the District's financial information. They outline accounting policies and provide full disclosure of significant financial items and commitments.



2024 Financial Growth Overview



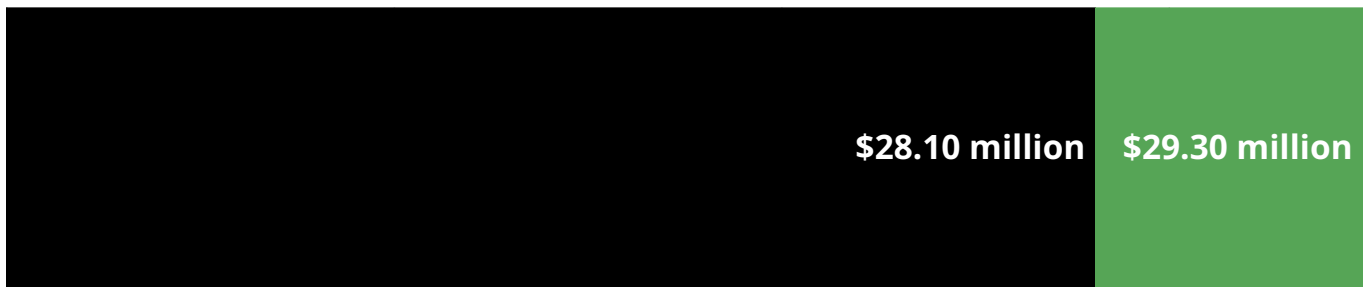


2024 Financial Growth

Overall Financial Position

The District’s financial position continued to strengthen in 2024, with a \$1.2 million increase in the year-end accumulated surplus. This surplus indicates that the District owns more in financial and non-financial assets than it owes.

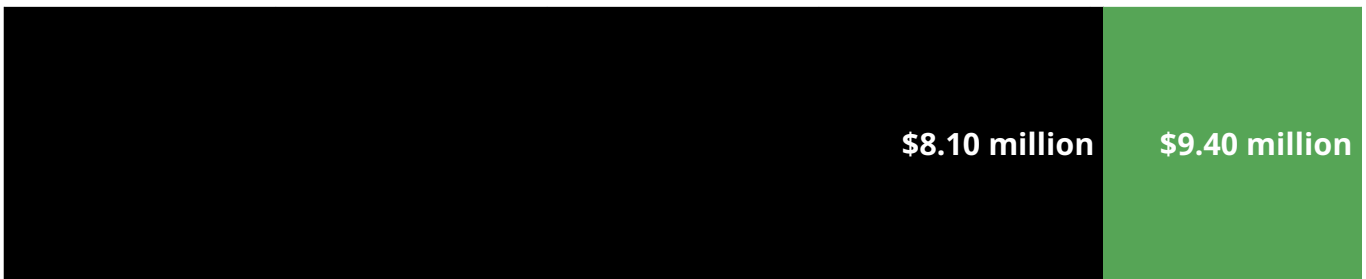
● 2023 ● 2024



Net Financial Assets

This increase supports the District’s capacity to address deferred maintenance and reduce the infrastructure deficit.

● 2023 ● 2024





2024 Financial Growth

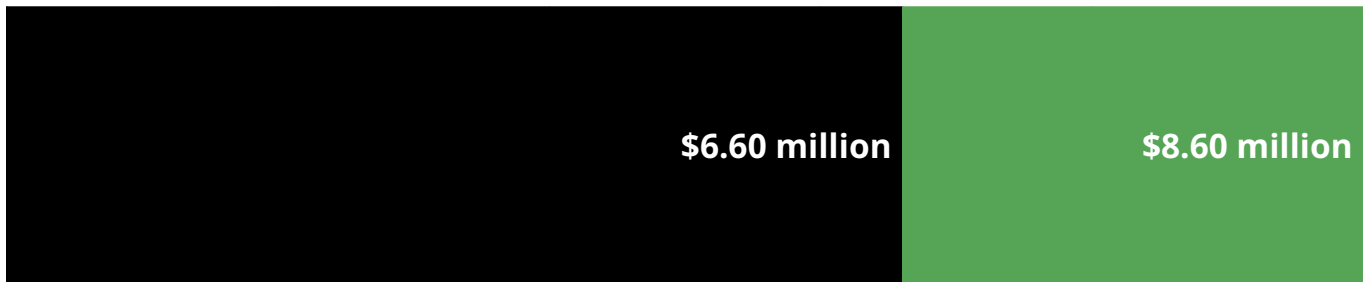
Cash Balance

The \$2.0 million increase in the cash balance was largely due to additional grant funding—particularly the Northwest B.C. Regional Funding Grant (\$947,906)—and external donations received to be applied toward the 2025 fire truck purchase.



The new fire truck purchased in 2025.

● 2023 ● 2024



Investments

This growth is primarily attributed to interest revenue earned over the year.

● 2023 ● 2024



Operational Revenues



The increase of \$0.6 million in revenues is mainly due to interest income revenue and taxation levy adjustments.

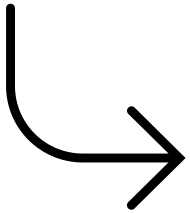
Operational Expenses

The increase in operational expenses of \$0.6 million is mainly due to higher labour and material costs influenced by inflation and supply chain pressures.

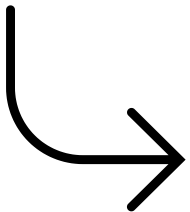


Summary of Budget Variances and Financial Performance

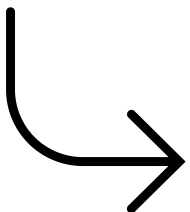
were \$0.5 million above budget mainly due to increased labour and sub-contractor expenses related to the implementation of some programs and initiatives.



REVENUES exceeded budget by \$1.8 million mainly due to higher-than-anticipated grant contributions from the Province of B.C. and higher than anticipated interest income revenue.



EXPENSES



RESERVES increased from \$1.9 million to \$2.6 million largely due to the Northwest B.C. Regional Funding Grant, various smaller grants and interest allocations.



Conclusion



I would like to express my gratitude to all District staff for their hard work and dedication. Their commitment has been instrumental in advancing the District's continued progress toward financial resilience and excellence in service delivery.

The accompanying financial statements are the responsibility of District management and have been prepared in accordance with Canadian Public Sector Accounting Standards (PSAS), as established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

A summary of significant accounting policies is provided in the notes to the financial statements. The preparation of these statements requires management to make informed estimates, especially for transactions that were not finalized within the reporting period.

The District maintains robust internal controls to ensure that assets are safeguarded, transactions are authorized and accurately recorded, and financial information is both reliable and timely. These controls are regularly monitored and assessed for effectiveness.

Council has reviewed the financial statements in consultation with management and the external auditors, addressing any financial reporting and internal control matters prior to approval.

The financial statements have been audited by Vohora LLP, the District's independent external auditors. Their Independent Auditor's Report details their audit responsibilities, scope, and opinion on the District's financial statements.

A handwritten signature in black ink, appearing to read 'Nina Leemhuis'.

Nina Leemhuis, Interim Chief Financial Officer



Appendix Overview



→ **2024 Audited Financial Statements**

Prepared by Vohora LLP.

→ **2024 Financial Plan Bylaw**

Approved by Council.

→ **Permissive Tax Exemption Bylaw**

Approved by Council.

→ **2024 Tax Rate Bylaw**

Approved by Council.

“
Neat,
clean
and
green
year-
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DISTRICT
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EDWARD**