



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on November 27, 2023, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of November 27, 2023, be adopted as presented.

4. PUBLIC COMMENTS REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes

- i. Minutes of the Regular Meeting of Nov 14, 2023;
- ii. Minutes of the Special Regular Meeting of Nov 14, 2023;

b) Reports

- iii. Report from Chief Financial Officer Re: September 2023 Financial Variance Report;

c.) Correspondence

- iv. Memorandum from Manager of Communications, Engagement and Social Development & Chair of Prince Rupert and Area Accessibility Committee Re: Update on Accessibility Committee;

Recommendation:

THAT all items on the Consent Agenda be accepted as noted and filed.

6. REPORTS

a) Report from Chief Financial Officer Re: Authorization to Borrow for Heavy Equipment Purchase

Recommendation:

WHEREAS under Section 175 of the Community Charter, a council may incur a liability; and;

WHEREAS Council adopted the 2023 Five Year Financial Plan Bylaw 3517, 2023 on 8th May, 2023,

THEREFORE BE IT RESOLVED THAT Council gives authorization to borrow from the Municipal Finance Authority (MFA) \$1,617,235.27 (One million, six hundred seventeen thousand, two hundred thirty-five dollars and twenty-seven cents) for the purchase of a Gravel Truck, a Garbage Truck, a Dozer, and an Excavator.

b) Report from Planning Re: Development Variance Permit #23-23 – 1439 Overlook Street

Recommendation:

THAT Council gives final approval Development Variance Permit (DVP) #23-23 for 1439 Overlook Street.

c) Report from Planning Re: Development Variance Permit #23-25 – 807 Alfred Street

Recommendation:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-25 for 807 Alfred Street.

d) Report from the Director of Corporate & Legislative Services Re: Resolution from the Committee of the Whole

Recommendation:

THAT Council directs Staff to Prepare the Five-Year Financial Plan Bylaw using the recommendations presented in Attachment 3 of the 2024 Budget Direction Report to Council provided during the November 27, 2023, Committee of the Whole Meeting.

7. BYLAWS

a) City of Prince Rupert 2023 Five Year Financial Plan Amendment Bylaw No. 3525, 2023

Recommendation:

THAT Council introduces and gives First, Second, and Third Readings to the City of Prince Rupert 2023 Five Year Financial Plan Amendment Bylaw No. 3525, 2023.

8. COUNCIL ROUND TABLE

9. ADJOURNMENT



MINUTES

For the **REGULAR MEETING** of Council held on November 14, 2023, at 7:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond
Councillor G. Randhawa
Councillor B. Cunningham
Councillor N. Adey
Councillor T. Forster (Remote)
Councillor W. Niesh

ABSENT: Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager
R. Miller, Director of Corporate & Legislative Services
C. Bomben, Chief Financial Officer
R. Pucci, Director of Operations & Intergovernmental Relations (Remote)
J. Beckwith, Fire Chief
M. Pope, Director of Development Services
R. Paras, Planner

1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 7:00 p.m.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Agenda for the Regular Council Meeting of November 14, 2023, be adopted as presented and amended.

CARRIED

4. PRESENTATION

1. Catherine Berris (Urban Systems) Re: Prince Rupert's Parks and Outdoor Recreation Plan
2. Chief Financial Officer Re: 2024 Draft Budget ([available online](#))

5. PUBLIC COMMENTS REGARDING AGENDA ITEMS (Including comments on the 2024 Draft Budget)

- a) Teresa Lee – Re: TUP-23-01
- b) Val Sutter – Re: TUP-23-01

6. CONSENT AGENDA

- a) **Council minutes**
 - i. Minutes of the Regular Meeting of October 23, 2023;
 - ii. Minutes of the Special Regular Meeting of October 23, 2023.

b) **Reports**

- iii. Report from the Fire Chief Re: Monthly Fire / Rescue Report – October 2023;
- iv. Report from the Planning Re: Development Activity Report – October 2023;
- v. Report from the Planning Re: Community Planning Activity Report – October 2023;
- vi. Report from the Director of Corporate & Legislative Services Re: KeyCorp Letter of Support;

c) **Correspondence**

- vii. North Coast Regional District Board Highlights – October 2023;
- viii. Letter from the Mayor of Surrey Re: Police Transition;
- ix. Major events Municipal and Regional District Tax (MRDT) Consultation;
- x. Letter from Honourable Mitzi Dean, Minister of Children and Family Development Re: Adoption Awareness Month;
- xi. Memorandum from Fisheries and Oceans Canada /Canadian Coast Guard Re: Langara Point Lightstation;
- xii. Letter from Okanagan Basin Water Board Re: Call for Immediate Action to Prevent Invasive Mussel Introduction to B.C.;
- xiii. Letter of Request for Support from Community Futures Pacific Northwest Re: Support for Paramedic PCP Training Funding and application to Columbia Paramedic Academy; and,
- xiv. Skeena Roundtable Newsletter – November 2023.

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT all items on the Consent Agenda be accepted as noted and filed.

CARRIED

- b.) vii. Report from the Director of Corporate & Legislative Services Re: Port Edward – Watson Island Water Supply Agreement & Fire Services Mutual Aid Agreement.

MOVED by Councillor Adey and seconded by Councillor Niesh THAT direct Staff to execute the Watson Island Water Supply Agreement and the Fire Service Mutual Aid Agreement between the City of Prince Rupert and the District of Port Edward.

CARRIED

7. REPORTS

- a) **Report from Director Development Services Re: Rupert Plays: Prince Rupert's Parks and Outdoor Amenities Plan**

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council approve the Prince Rupert Parks and Outdoor Recreation Plan, titled "Rupert Plays" as attached in Attachment 1;

AND THAT Council direct Staff to advance the actions identified in Attachment 1 through the mechanisms described in the report as budget and resources allow.

CARRIED

b) **Report from Planning Re: Development Variance Permit #23-23 – 1439 Overlook Street**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #23-23 for 1439 Overlook Street.

CARRIED

c) **Report from Planning Re: Development Variance Permit #23-19 – 1609 11th Avenue East**

MOVED by Councillor Randhawa and seconded by Councillor Niesh THAT Council proceed with final approval for Development Variance Permit (DVP) #23-19 for 1609 – 11th Avenue East.

CARRIED

d) **Report from Planning Re: Development Variance Permit #23-22 – 212 9th Avenue East**

Moved by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with final approval for Development Variance Permit (DVP) #23-22 for 212 – 9th Avenue East.

CARRIED

e) **Report from Planning Re: Temporary Use Permit #23-01 – 935 2nd Avenue West**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council proceed with the statutory notification process for Temporary Use Permit (TUP) #23-01 for 935 – 2nd Avenue West.

CARRIED

f) **Report from Director of Corporate & Legislative Services Re: Port Edward - Watson Island Water Supply Agreement & Fire Service Mutual Aid Agreement**

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council direct Staff to execute and finalize the Watson Island Water Supply Agreement and the Fire Service Aid Agreement between the City of Prince Rupert and the District of Port Edward.

CARRIED

8. BYLAWS

a) **City of Prince Rupert Zoning Bylaw Amendment 3504, 2022**

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT Council gives Fourth & Final Reading for the Parking Specified Area Zoning Bylaw Amendment 3504, 2022.

CARRIED

b) **City of Prince Rupert Zoning Bylaw Amendment 3506, 2023**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council repeal and replace Third Reading, amending the City of Prince Rupert Zoning

Bylaw Amendment No. 3506, 2023, to remove the parking requirements stipulation.

CARRIED

9. COUNCIL ROUND TABLE

10. ADJOURNMENT

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the meeting be adjourned at 8:02 p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **SPECIAL MEETING** of Council held on November 14, 2023, at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

- PRESENT:** Mayor H. Pond
Councillor B. Cunningham
Councillor W. Niesh
Councillor N. Adey
Councillor R. Skelton-Morven (Electronic)
- ABSENT:** Councillor G. Randhawa
Councillor T. Forster
- STAFF:** R. Buchan, City Manager
R. Miller, Director of Corporate & Legislative Services
C. Bomben, Chief Financial Officer
J. Beckwith, Fire Chief

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 7:00 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Cunningham and seconded by Councillor Adey 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 (e) the acquisition, disposition, or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

3. ADJOURNMENT TO CLOSED MEETING

CARRIED

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES



REPORT TO COUNCIL

Regular Meeting of Council

DATE: Nov 27, 2023
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: NOVEMBER 2023 FINANCIAL VARIANCE REPORT

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

This report is to apprise Council of the City's current financial experience versus the approved budget for the period ending September 30, 2023.

OPERATING BUDGET

Operating revenues and expenses are in line with the budget and there are no variances of significance to report outside of those previously reported to Council.

UTILITIES BUDGET

As at September, the significant number of water main and service line break repair costs have been received. These are included as is the interest earned on the grant from the Province that has not been utilized as of yet while we await word on our Federal grant request. The result is a \$100,000 deficit in the water fund. Revenue and expenses in the other funds are within budget, with revenues in solid waste exceeding budget as a result of the intake of permissible waste not previously budgeted.

CAPITAL & SPECIAL PROJECTS

Capital projects will be finalizing for the year with incomplete items rolling into 2024. Costs will continue to accumulate as invoices attributable to various projects are received.

LINK TO STRATEGIC PLAN

Supports the City's overall strategic goals.

Report Prepared By:

Corinne Bomben
Chief Financial Officer

Report Reviewed By:

Robert Buchan,
City Manager

Attachments:

- Department Variance Report;
- Utilities Variance Report;
- Capital Purchases and Capital Works Report

CITY OF PRINCE RUPERT					
September 2023 Departmental Report					
	YTD 2022	YTD 2023	2023	Budgeted	
REVENUES	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
Airport Ferry	728,306	851,351	1,157,000	(305,649)	(26.42)
Cemetery	129,859	71,880	134,000	(62,120)	(46.36)
Corporate Administration	-	-	84,000	(84,000)	(100.00)
Cow Bay Marina	171,974	381,453	413,000	(31,547)	(7.64)
Development Services	542,171	601,171	626,000	(24,829)	(3.97)
Economic Development	25,000	25,000	70,000	(45,000)	(64.29)
Fire 911 Services	58,357	53,436	84,000	(30,564)	(36.39)
Fire Protective Services	7,873	7,871	5,000	2,871	57.42
Finance	15,255	14,626	15,000	(374)	(2.49)
Fiscal Revenue	6,471,995	11,705,793	8,044,000	3,661,793	45.52
Information Technology	-	-	1,000	(1,000)	(100.00)
Parks	5,400	910	-	910	N.A.
Engineering Services	2,269	3,781	5,000	(1,219)	(24.38)
PW Common Cost	63,944	36,623	70,000	(33,377)	(47.68)
RCMP	92,604	105,553	145,000	(39,447)	(27.20)
Rec - Arena	140,775	156,273	242,000	(85,727)	(35.42)
Rec - Civic Centre	234,509	281,962	298,000	(16,038)	(5.38)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	293,089	378,398	409,000	(30,602)	(7.48)
Transit	131,366	161,147	175,000	(13,853)	(7.92)
Victim Services	53,374	57,236	84,000	(26,764)	(31.86)
Watson Island	-	-	400,000	(400,000)	(100.00)
	9,168,120	14,894,464	12,464,000	2,430,464	19.50
Property Taxes	23,627,142	26,008,528	25,999,000	9,528	0.04
Appropriated Surplus- COVID 19 Safe Restart Grant	-	-	403,000	(403,000)	(100.00)
Capital Works- Funding from PR Legacy	56,372	-	140,000	(140,000)	(100.00)
Capital Works- Funding from Grants	20,000	-	-	-	-
Capital Works- Funding from Appr. Surplus	-	32,186	123,000	(90,814)	(73.83)
Capital Works- Funding from Reserves	-	53,469	510,000	(456,531)	(89.52)
Capital Purchases- Funding from PR Legacy	34,391	203,590	2,472,000	(2,268,410)	(91.76)
Capital Purchases- Funding from Grants	1,009,352	675,216	11,700,000	(11,024,784)	(94.23)
Capital Purchases- Funding from Appr. Surplus	53,500	39,680	315,000	(275,320)	(87.40)
Capital Purchases- Funding from Reserves	962,264	3,269,853	3,335,000	(65,147)	(1.95)
Capital Purchases- Funding from Borrowing	-	5,408,274	26,600,000	(21,191,726)	(79.67)
Special Projects- Funding from PR Legacy	38,727	71,454	272,000	(200,546)	(73.73)
Special Projects- Funding from Grants	86,750	114,704	456,000	(341,296)	(74.85)
Special Projects- Funding from Appr. Surplus	129,004	77,641	203,000	(125,359)	(61.75)
	35,185,622	50,849,059	84,992,000	(34,142,941)	(40.17)

CITY OF PRINCE RUPERT					
September 2023 Departmental Report					
	YTD 2022	YTD 2023	2023	Budgeted	
EXPENDITURES	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
Airport Ferry	1,736,651	1,860,326	2,519,000	658,674	26.15
Cemetery	222,621	186,987	313,000	126,013	40.26
Civic Properties	232,221	313,939	451,000	137,061	30.39
Corporate Administration	849,896	911,145	1,347,000	435,855	32.36
Cow Bay Marina	250,423	271,060	403,000	131,940	32.74
Development Services	829,085	1,001,644	1,526,000	524,356	34.36
Economic Development	164,688	172,643	226,000	53,357	23.61
FD 911 Services	428,524	498,633	651,000	152,367	23.41
FD Fire Protective Services	3,368,085	3,819,288	4,479,000	659,712	14.73
FD Emergency Measures	22,332	21,781	29,000	7,219	24.89
Finance	776,050	884,330	1,144,000	259,670	22.70
Finance Cost Allocation	(465,000)	(470,000)	(470,000)	-	-
Fiscal Expenses	2,629,661	2,623,872	4,350,000	1,726,128	39.68
Governance	275,095	312,449	414,000	101,551	24.53
Grants in Aid to Community Partners	1,467,735	1,630,821	1,841,000	210,179	11.42
Information Technology	450,290	476,573	667,000	190,427	28.55
Parks	797,883	795,907	1,303,000	507,093	38.92
Engineering	396,116	527,778	611,000	83,222	13.62
PW Common Cost	3,398,802	3,917,942	5,222,000	1,304,058	24.97
PW Net Vehicle Cost & Allocation	(3,065,290)	(3,346,419)	(4,915,000)	(1,568,581)	31.91
PW Vehicles	909,213	931,462	1,746,000	814,538	46.65
Allocation of PW Vehicles	(1,206,391)	(1,289,828)	(1,746,000)	(456,172)	26.13
RCMP	4,830,063	5,197,139	6,907,000	1,709,861	24.76
Rec- Arena	322,895	359,502	473,000	113,498	24.00
Rec- Civic Centre	1,304,500	1,409,942	1,908,000	498,058	26.10
Rec- Community Services	752	497	3,000	2,503	83.43
Rec- Pool	1,057,126	1,124,969	1,460,000	335,031	22.95
Roads	1,625,246	2,013,040	2,407,000	393,960	16.37
Transit	541,473	498,244	719,000	220,756	30.70
Victim Services	108,711	111,779	174,000	62,221	35.76
Watson Island	282,922	235,873	400,000	164,127	41.03
Transfer to Reserves	787,500	4,356,314	1,079,000	(3,277,314)	(303.74)
Special Projects	339,604	269,299	931,000	661,701	71.07
Capital Purchases	2,158,117	9,593,202	44,547,000	34,953,798	78.46
Capital Works	1,138,645	1,128,980	1,873,000	744,020	39.72
	28,966,244	42,351,113	84,992,000	42,640,887	50.17

CITY OF PRINCE RUPERT					
September 2023 Utilities Report					
Utilities	YTD 2022 Actual (\$)	YTD 2023 Actual (\$)	2023 Budget (\$)	Budgeted Amount Left (\$)	% Left
Water					
Operating Revenue	2,864,218	4,681,911	3,187,000	1,494,911	46.91
Capital Works- Funding from Grants	194,598	692,986	31,269,000	(30,576,014)	(97.78)
Capital Works- Funding from PR Legacy	5,300,000	306,931	1,100,000	(793,069)	(72.10)
Debt- Funding from PR Legacy	-	718,575	1,280,000	(561,425)	(43.86)
Capital Works- Funding from Debt (MFA)	1,275,659	26,674	3,000,000	(2,973,326)	(99.11)
Capital Works- Funding from Reserves	2,968,947	1,755,254	8,365,000	(6,609,746)	(79.02)
Less: Capital Purchases	-	-	(165,000)	165,000	(100.00)
Less: Capital Works	(9,739,204)	(5,569,755)	(44,319,000)	38,749,245	87.43
Net Revenue	2,864,218	2,612,576	3,717,000	(1,104,424)	(29.71)
Operating Expenditure	2,487,564	2,715,578	3,717,000	1,001,422	26.94
Surplus /(Deficit)	376,654	(103,002)	-	(103,002)	-
Sewer					
Operating Revenue	2,562,087	2,620,354	2,764,000	(143,646)	(5.20)
Capital Works- Funding from Grants	200,000	-	4,750,000	(4,750,000)	100.00
Capital Works- Funding from Appropriated Surplus	34,468	1,414,556	4,980,000	(3,565,444)	100.00
Capital Works- Funding from Debt (MFA)	-	-	12,000,000	(12,000,000)	100.00
Capital Works- Funding from Reserves	1,302	313,818	450,000	-	100.00
Less: Capital Works	(769,214)	(2,485,844)	(23,555,000)	21,069,156	89.45
Net Revenue	2,028,643	1,862,884	1,389,000	473,884	34.12
Operating Expenditure	990,776	948,726	1,389,000	440,274	31.70
Surplus/(Deficit)	1,037,867	914,158	-	914,158	-
Solid Waste					
Operating Revenue	3,989,046	8,204,352	8,864,000	(659,648)	(7.44)
Capital Works- Funding from Accruals	603,360	101,437	2,400,000	(2,298,563)	100.00
Capital Works- Funding from Debt (MFA)	-	1,317,235	1,489,000	(171,765)	100.00
Capital Works- CWF	1,000,000	-	-	-	-
Capital Works- Funding from Reserves	2,466,477	-	1,797,000	(1,797,000)	100.00
Less: Capital Purchases	-	(1,337,235)	(1,786,000)	448,765	100.00
Less: Capital Works	(4,069,837)	(165,645)	(4,000,000)	3,834,355	(95.86)
Net Revenue	3,989,046	8,120,144	8,764,000	(643,856)	(7.35)
Operating Expenditure	3,420,182	4,014,376	8,764,000	4,749,624	54.19
Surplus /(Deficit)	568,864	4,105,768	-	4,105,768	-

CITY OF PRINCE RUPERT September 2023 Capital Purchases Budget Variance Report	Budget	Actual	Variance
Special Projects	931,000	269,299	661,701
Waterfront Landing	10,890,000	629,216	10,260,784
Victim Services Vehicle	42,000	39,590	2,410
Recreation	255,000	-	255,000
RCMP Bulding	26,100,000	6,208,274	19,891,726
Civic Properties	4,710,000	2,257,325	2,452,675
Fire Department	1,650,000	-	1,650,000
Land Acquisition	50,000	-	50,000
Watson Island	135,000	6,415	128,585
Public Works	715,000	452,382	262,618
Water Utility	165,000	-	165,000
Solid Waste Utility	1,786,000	1,337,235	448,765
Total	\$ 47,429,000	\$ 11,199,736	\$ 36,229,264

CITY OF PRINCE RUPERT September 2023 Capital Works Budget Variance Report	Budget	Actual	Variance
General Operating	\$ 1,873,000	\$ 1,128,980	\$ 744,020
Water Utility	\$ 44,319,000	\$ 5,569,755	\$ 38,749,245
Sewer Utility	\$ 23,555,000	\$ 2,485,844	\$ 21,069,156
Solid Waste Utility	\$ 4,000,000	\$ 165,645	\$ 3,834,355
Total	\$ 73,747,000	\$ 9,350,224	\$ 64,396,776

MEMORANDUM TO GOVERNING BODIES OF THE ACCESSIBILITY COMMITTEE

DATE: November 27th, 2023
TO: Robert Buchan, City Manager; Daniel Fish, Chief Administrative Officer, North Coast Regional District; Joe Zelwietro, Chief Librarian; and, Polly Pereira,
FROM: Veronika Stewart, Manager of Communications, Engagement and Social Development; Chair, Prince Rupert and Area Accessibility Committee;
SUBJECT: UPDATE ON ACCESSIBILITY COMMITTEE

The Prince Rupert and Area Accessibility Committee, established in the Spring, has been gradually working on the development of an Accessibility Plan and feedback mechanism, as per Provincial mandate. The Committee includes the City of Prince Rupert, North Coast Regional District, Prince Rupert Library and District of Port Edward, and has 7 community members as well as staff representation from the respective organizations who attend.

The Disability Alliance of BC has provided a guide for BC's prescribed organizations to support capacity for developing an Accessibility Plan, which staff have used to guide the workshopping process with the Committee to develop actions, and also to inform the principles that will guide the plan. Since May, the Committee has identified their own guiding principles, as well as key priorities in the different areas where the removal and prevention of barriers is recommended by legislation that align with partner services—employment, delivery of services, the built environment, information and communications, and transportation.

The next steps in development of the Accessibility Plan are to send to relevant community partners and stakeholders such as Northern Health, Thompson Community Services Society and others, and also to conduct public engagement on the Plan. The intent is to present a Plan for adoption to our respective organizations in 2024 following public engagement and input.

In the interim, to begin to address accessibility priorities, the Committee has been looking for funding to implement some of the lower-cost items as quickly as possible. For instance, one key priority identified in the plan were some simple upgrades to our pool showers as well as the purchase of a narrow-profile water wheelchair, and a grant has been applied to with Northern Health to complete that work. In updating the City's

website this summer, the City also ensured that new site is compliant with WCAG2 (accessibility) standards.

From the City's perspective, in 2024 Prince Rupert has a number of proposed capital and special project requests that will contribute to some of the draft priorities identified by the Committee. Namely the following:

- Accessibility Upgrades to the second-floor washroom of the Rec Centre (contingent on grant funding);
- The above-noted project to make minor accessibility improvements at the pool;
- Complete Communities assessment that will develop a walkability/complete streets metric to support prioritization of accessibility in transportation corridor upgrades;
- Installation of three new or replacement bus shelters in the community, built to accessible standard;
- Upgrades to the light at Fulton St and 3rd Avenue West that will include accessibility chirps;
- Completion of the Social Development Assessment that will also include the development of a poverty reduction/equity policy lens toolkit that can be used internally to assess City policy making.

These City projects are all confirmed or proposed to be funded primarily through grants, to alleviate the potential cost to taxpayers.

Meanwhile, the North Coast Regional District will use Universal Design to inform the development of the NCRD's new administration building, a recently announced project.

In addition to the above listed priorities, our community partners on the Committee will also be bringing forward the Draft of the Accessibility Plan as it is developed to ensure that community priorities for their respective services and assets are understood and can be integrated into planned upgrades.

Thank you for your time and consideration, and we look forward to providing an additional update regarding planned community engagement in the near future.

Regards,



Veronika Stewart,
 Manager of Communications, Engagement and Social Development
 Chair of Prince Rupert and Area Accessibility Committee



REPORT TO COUNCIL

Regular Meeting of Council

DATE: November 27, 2023
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: AUTHORIZATION TO BORROW FOR HEAVY EQUIPMENT PURCHASE

RECOMMENDATION:

WHEREAS under Section 175 of the Community Charter, a council may incur a liability; and,

WHEREAS Council adopted the 2023 Five Year Financial Plan Bylaw 3517, 2023 on 8th May, 2023,

THEREFORE, BE IT RESOLVED THAT Council gives authorization to borrow from the Municipal Finance Authority (MFA) \$1,617,235.27 (One million, six hundred seventeen thousand, two hundred thirty-five dollars and twenty-seven cents) for the purchase of a Gravel Truck, a Garbage Truck, a Dozer, and an Excavator.

REASON FOR REPORT:

In the 2023 Five-Year Financial Plan, Council approved the purchase of the above-noted vehicles through equipment borrowing available through the MFA. In order to finance the purchases through borrowing, MFA requires this resolution which makes up one of the loan application documents.

CONCLUSION:

This resolution gives authority to borrow \$1,617,235.27 from the MFA to finance the purchase of the Gravel Truck, the Garbage Truck, the Dozer, and the Excavator.

Report Prepared By:

Report Reviewed By:

Corinne Bomben
Chief Financial Officer

Robert Buchan,
City Manager

Originally signed available on request



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-23

PERMIT ISSUED BY: The City of Prince Rupert (the City), a municipality incorporated under the *Local Government Act*, 424 3rd Avenue, Prince Rupert, BC, V8J 1L7

PERMIT ISSUED TO OWNER(S): ARNE KOLGA

APPLICANT: ARNE KOLGA

1. This Development Variance Permit applies to those lands within the City of Prince Rupert that are described below, and any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:

LOT B DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN EPP28735

CIVIC ADDRESS(ES):

1439 Overlook Street

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Minimum Dimensions Required for Yards (c) varies from 1.2 metres to 0.62 metres (24") setback from the side property line.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Site and Building Plan attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.

7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site and Building Plan

ISSUED ON THIS ____ DAY OF _____, 2023.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate &
Legislative Services

DRAFT

**From Prior Meeting &
For Reference Purposes Only.**



ABO 10
12-2 PM.

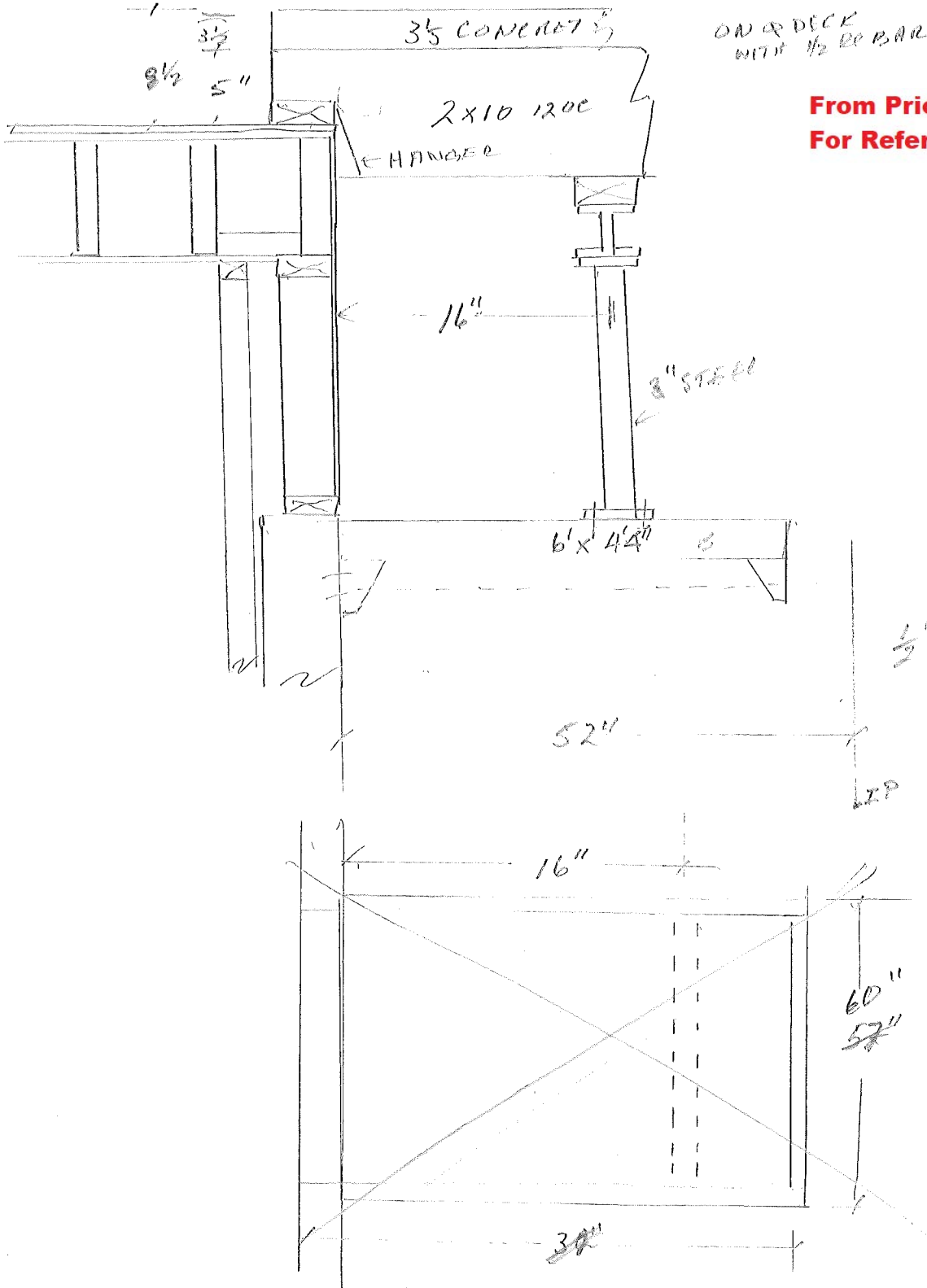
4'4" = 52"

1439 OVERLOOK

1 of 4

ON DECK
WITH 1/2" REBAR

**From Prior Meeting &
For Reference Purposes Only.**



APPROX
10" x 10"

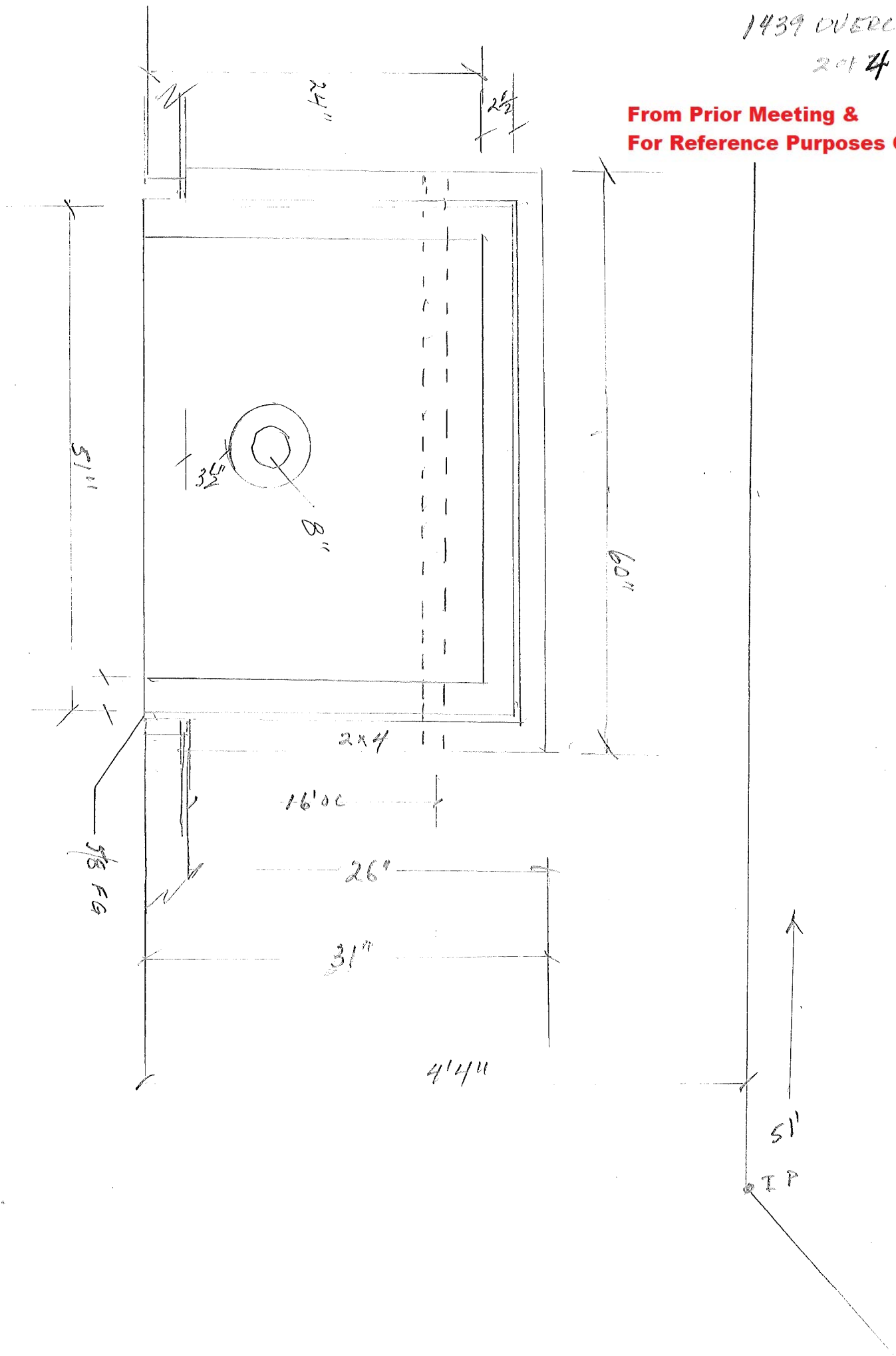


1/2" 12x12" OC

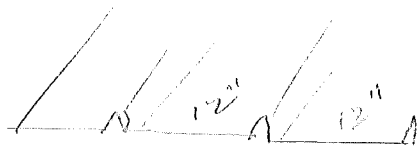
1439 OVERLOOK

2014

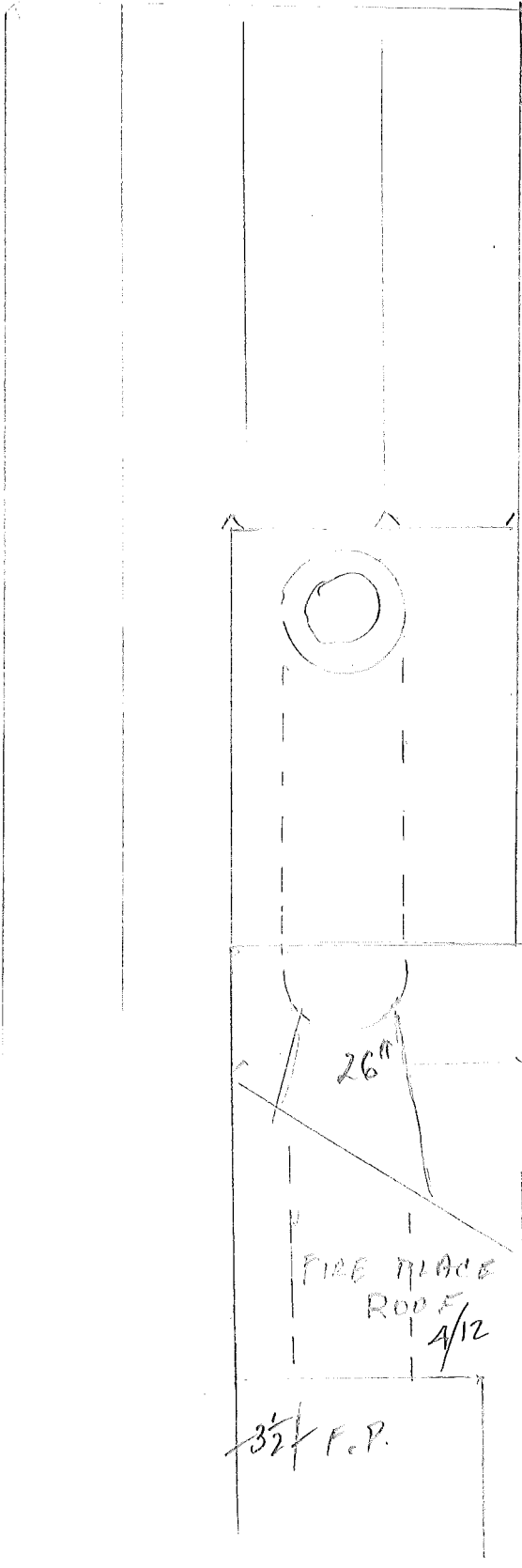
**From Prior Meeting &
For Reference Purposes Only.**



**From Prior Meeting &
For Reference Purposes Only.**



METAL ROOF



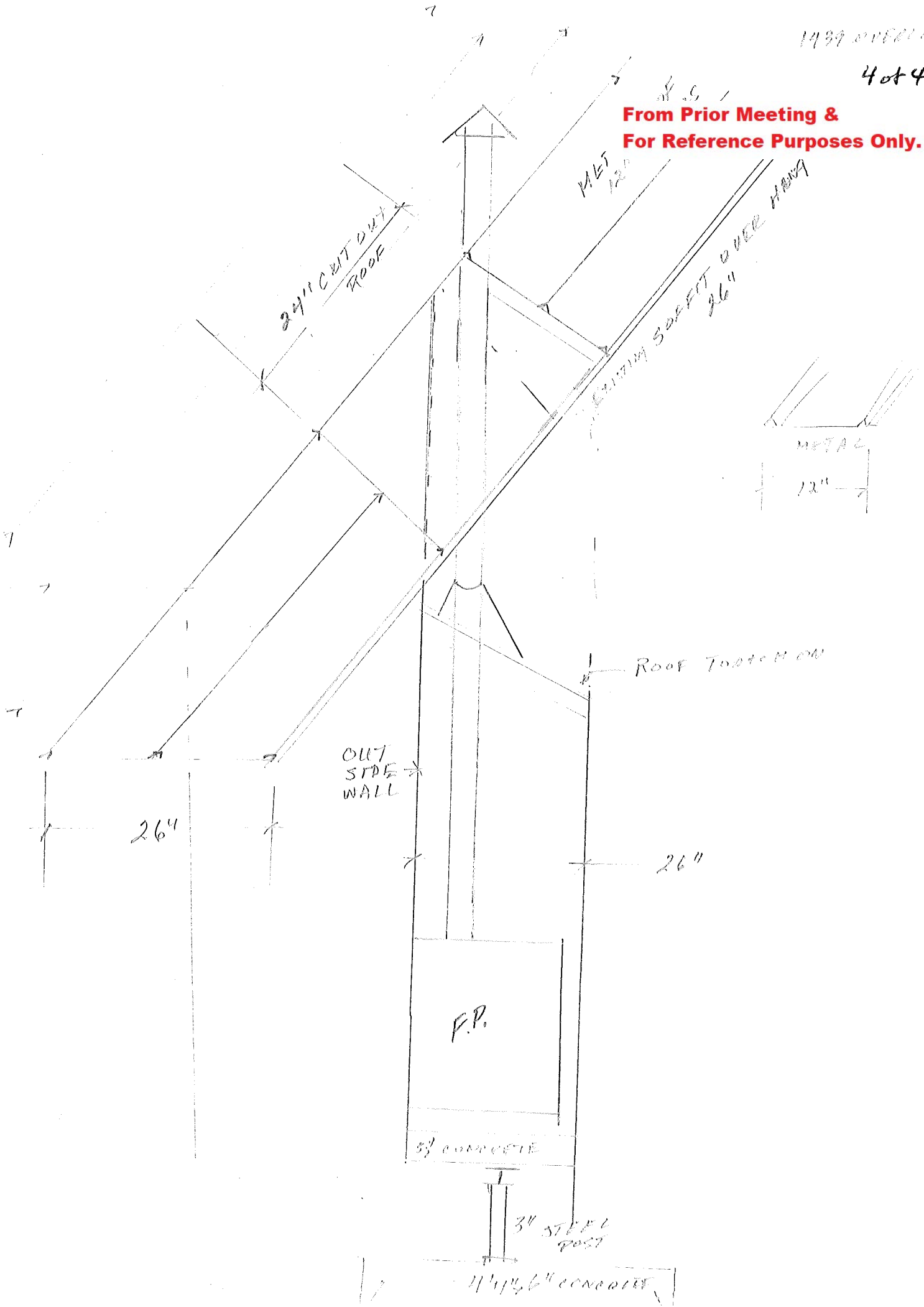
24" ROOF OPENING

SOFFIT ROOF OVERHANG

FIRE PLACE ROOF 4/12

3 1/2' F.P.

From Prior Meeting & For Reference Purposes Only.





REPORT TO COUNCIL

Regular Meeting of Council

DATE: November 27, 2023
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner 1

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-25 – 807 ALFRED STREET.

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-25.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 807 Alfred Street.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2 Minimum Dimensions Required for Yards (b), to build a garage 2.46 metres (8 ft) into the rear setback. The required rear setback for a building in an R2 zone is 3.0 metres (9'10"). The applicant is requesting a variance of 0.54 metres (1'9") to the rear setback.

The Site and Building Plans are included as Attachment 3.

BACKGROUND & ANALYSIS:

The applicant requests the proposed variance to the rear property setback, to the northwest property line to accommodate a proposed car garage intended for personal use by the property owners. The applicant intends to build a garage attached to the house currently under construction to maximize the space on the lot. The distance from the proposed garage to the rear property line would be 2.46 metres (8'), and the zoning code establishes a minimum setback to the rear of 3 metres (9'10") This means that the garage would be encroaching the rear setback by 0.5 metres (1'10").

The encroachment into the rear property line setback may affect the perceived views of the neighbours in a minor manner; however, neighbours and the public will have the opportunity to provide input during the public notification period. There are no other known negative impacts of the proposed variance on the surrounding neighbourhood.

The Draft Development Variance Permit is included as Attachment 1.

COST:

There are no costs or budget impacts to the City from granting, or not granting, the variance.

CONCLUSION:

This Development Variance Permit application is recommended to proceed to public notification.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras,
Urban Planner I

Robert Buchan,
City Manager

Attachment(s):

- Attachment 1: Draft Development Variance Permit
- Attachment 2: Proposed Site Plan and Building Plan

Originally signed available on request



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-25

PERMIT ISSUED BY: The City of Prince Rupert (the City), a municipality incorporated under the *Local Government Act*, 424 3rd Avenue, Prince Rupert, BC, V8J 1L7

PERMIT ISSUED TO OWNER(S): BRENNNA ALEXANDRA BOYLE AND JASON PARRY

APPLICANT: BRENNNA ALEXANDRA BOYLE AND JASON PARRY

1. This Development Variance Permit applies to those lands within the City of Prince Rupert that are described below, and any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:

PARCEL 1 (BEING A CONSOLIDATION OF LOTS A AND B, SEE CB440175)
BLOCK 38 DISTRICT LOT251 RANGE 5 COAST DISTRICT PLAN 1899

CIVIC ADDRESS(ES):

807 Alfred Street

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Minimum Dimensions Required for Yards (b) varies from 3.0 metres to 2.46 metres (8') setback from the rear property line.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Site and Building Plan attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.

7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site and Building Plan

ISSUED ON THIS ____ DAY OF _____, 2023.

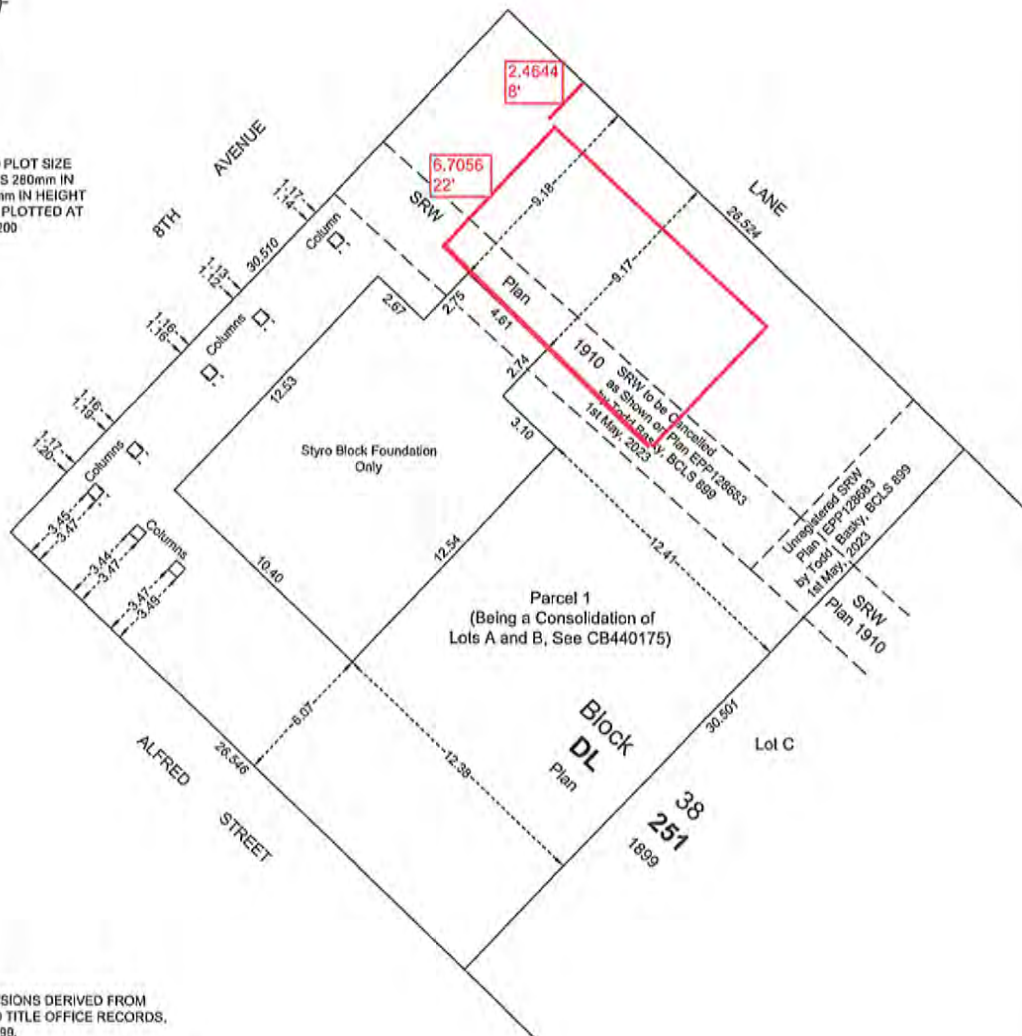
CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate &
Legislative Services

DRAFT



THE INTENDED PLOT SIZE OF THIS PLAN IS 280mm IN WIDTH BY 432mm IN HEIGHT (B-SIZE) WHEN PLOTTED AT A SCALE OF 1:200



NOTES:

PARCEL DIMENSIONS DERIVED FROM EXISTING LAND TITLE OFFICE RECORDS, BEING PLAN 1899.

ALL MEASUREMENTS SHOWN ARE IN METRES. OFFSET DIMENSIONS ARE TO EXTERIOR OF STYRO BLOCK FOUNDATION WALL AND ARE PERPENDICULAR TO PROPERTY LINES, UNLESS OTHERWISE SHOWN. COLUMNS ARE MEASURED FROM THE EDGE.

PID No: 031-881-886

PROPERTY TITLE SUBJECT TO:
RIGHT OF WAY - 7047D
SEE TITLE FOR ALL OTHER CHARGES.

BRITISH COLUMBIA LAND SURVEYOR'S CERTIFICATE OF LOCATION SHOWING BUILDING FOUNDATION ON PARCEL 1 (BEING A CONSOLIDATION OF LOTS A AND B, SEE CB440175), BLOCK 38, DISTRICT LOT 251, RANGE 5 COAST DISTRICT PLAN 1899

© 2023 McELHANNEY ASSOCIATES LAND SURVEYING LTD. ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF THE SIGNATORY.

PREPARED FOR: PARRY, BRENNIA
CIVIC ADDRESS: 801 ALFRED ST, PRINCE RUPERT, BC, BC
DATE OF FIELD SURVEY: SEPTEMBER 20th, 2023
PLAN ID: 23215020008-V-PROP-001

THIS BUILDING LOCATION CERTIFICATE HAS BEEN PREPARED IN ACCORDANCE WITH THE PROFESSIONAL REFERENCE MANUAL AND IS CERTIFIED CORRECT ACCORDING TO LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED. THIS CERTIFICATE IS NOT FOR MORTGAGE PURPOSES.

Shauna Goertzen D7J58F
Digitally signed by Shauna Goertzen DN: cn=Shauna Goertzen, o=McElhanney Associates Land Surveying Ltd., email=shauna@mc-elhanney.com, c=CA

SHAUNA C. GOERTZEN, BCL.S #798
THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED

THIS PLAN IS PREPARED SOLELY FOR A LIMITED CONTRACTUAL USE BETWEEN McELHANNEY ASSOCIATES AND OUR CLIENT.
THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.
THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.


McElhanney
McElhanney Associates
Land Surveying Ltd.
1 - 5008 Pohls Avenue,
Terrace BC V8G 4S8
Tel. 250-635-7163

CITY OF PRINCE RUPERT

2023 FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW NO. 3525, 2023

BEING A BYLAW TO AMEND THE FIVE YEAR FINANCIAL PLAN BYLAW
NO. 3517,2023 FOR THE PERIOD 2023 - 2027

The Council of the City of Prince Rupert in an open meeting assembled, enacts as follows:

1. **Schedule “A”** attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the City of Prince Rupert for the period ending December 31st, 2027.
2. This Bylaw may be cited as **“2023 Five Year Financial Plan Amendment Bylaw No. 3525, 2023”**.

Read a First time this ____ day of November, 2023.

Read a Second time this ____ day of November, 2023.

Read a Third time this ____ day of November, 2023.

Final Consideration and Adopted this ____ day of December, 2023.

Mayor

Director of Corporate
& Legislative Services

Schedule "A"

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan Amendment
November 27, 2023

The *Community Charter* requires certain information be presented as part of the Five Year Financial Plan. The following Section citations reference the *Community Charter*:

1. Portion of Funding from Revenue Sources (Section 165 (3.1)a)

Table One (1) shows the proportion and value of the total revenue proposed to be raised from each funding source in 2023. Grants and other miscellaneous revenues form the largest portion of planned revenue as the City is undertaking many large Capital projects (for example Water Treatment/Transmission, Water Line renewal, Waterfront Development) for which large grants have been received.

New debt to be advanced forms the second largest funding source in 2023 as the City is borrowing to build the new RCMP Detachment, provide contributory funds for grants received for Water Capital projects, and replace Sewer lines in tandem with Water line Renewal. Property value taxes are the largest revenue source to support City operations. The property taxation system is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries, and street maintenance. For these reasons, property value taxation will continue to be the major source of municipal revenue.

Table 1

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	15%	25,999,000
Payment in Lieu of Taxes & Prov. Grants	2%	3,446,000
User Fees & Charges	11%	18,961,000
Accruals	1%	2,400,000
Reserves	9%	15,638,000
Accumulated General Operating Surplus	1%	1,006,000
Accumulated Utilities Operating Surplus	3%	4,980,000
Grants and Other Miscellaneous Revenue	30%	53,530,000
Dividend- Prince Rupert Legacy	4%	6,239,000
Debt Financing	24%	43,089,000
Total	100%	175,288,000

Schedule “A”

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan Amendment
November 27, 2023

Objective

- Council will attempt to increase the proportion of City revenue that is derived from sources other than property taxes.

Policy

- Council reviews the fees charged for various services to ensure that the users of the service are paying a fair portion of the operating and capital cost of the service;
- Council will supplement infrastructure expenditures by aggressively pursuing federal and provincial grants; and,
- Council will encourage staff to develop new revenue sources.

2. Distribution of Property Value Taxes (Section 165 (3.1)(b))

The City of Prince Rupert determines the current tax rate for each property class by first adjusting the prior year’s tax rate by the BC Assessment generated statistic for *Change in Property Assessment Market Value* for that property classification. The adjusted tax rate is then increased or decreased by the percentage tax increase that Council has set for the current Financial Year.

By providing this consistency, taxpayers in the various classes have stability and confidence in knowing how their future tax bills will be calculated. The City also is required to follow the Provincial Regulation which sets the maximum rates for Port Property Taxes at \$27.50/\$1,000, and \$22.50/\$1,000 for property and improvements that are listed in the Regulation.

Table (2) shows the current property tax revenues of each classification except those classes with zero tax revenue:

Table 2

Property Class	% of Tax Revenue	Amount (\$)
Residential	32%	8,295,000
Utility	1%	330,000
Major Industry	27%	7,031,000
Major Industry Port Property Tax Act	15%	3,779,000
Light Industry	3%	741,000
Business	22%	5,801,000
Recreation	0%	22,000
Total	100%	25,999,000

Schedule "A"

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan Amendment
November 27, 2023

Objective

- Council will encourage economic development by minimizing tax increases.

Policy

- Council will review user fees to ensure that they are appropriate;
- Council will rely primarily on new development and grant opportunities to fund infrastructure and new amenities;
- Council will encourage economic development by providing the stability of using a consistent methodology for calculating property tax levies;
- Council will continue to review its existing permissive property tax exemption practices;

3. Use of Permissive Tax Exemptions (Section 165 (3.1)(c))

Each year the City of Prince Rupert approves partial or full permissive tax exemptions for properties within the community.

Objectives

- Council will continue to provide permissive tax exemptions;
- Council will permit exemptions according to the Permissive Tax Exemption Policy;
- Council will permit exemptions to revitalize the downtown core

Policy

- Permissive tax exemptions will be considered in conjunction with:
 - a. The value of other assistance being provided by the Community;
 - b. The amount of revenue that the City will lose or forgo if the exemption is granted;
 - c. City of Prince Rupert Permissive Tax Exemption Bylaw 3501, 2022
 - d. Downtown Core Revitalization Tax Exemption Program Bylaw 3466, 2020.

Table 3 shows the properties which received permissive tax exemptions for 2023. The approximate amount of Municipal Tax exempted is \$406,000.

Schedule "A"

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan Amendment
November 27, 2023

Table 3

Places of Worship (Exclude Statutory Exempt Portion) - Exempt for the years 2023 to 2027		
Bishop of New Caledonia (Anglican Cathedral)	\$	556.55 0001839.000
Prince Rupert Congregation of Jehovah's Witnesses		583.36 0002772.050
Church of Jesus Christ of Latter Day Saints Church		745.47 0091420.000
Cornerstone Mennonite Brethren Church		333.54 0002000.000
Fellowship Baptist Church		525.98 0003323.000
The Salvation Army		1,544.24 0001041.000
Harvest Time United Pentecostal Church		226.15 0003175.000
Indo-Canadian Sikh Association Temple		189.31 0002980.000
Prince Rupert Church of Christ Church		1,062.55 0009855.000
Prince Rupert Native Pentecostal Revival Church		391.94 0001038.000
Prince Rupert Sikh Missionary Society Temple		831.69 0006391.000
First United Church		38.02 0002099.000
First United Church (parking lot)		911.72 0002098.000
First United Church (parking lot)		911.72 0002097.000
St. Paul's Lutheran Church of Prince Rupert		195.97 0001958.000
Sub-total Places of Worship	\$	9,048.20

Schedule "A"

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan Amendment
November 27, 2023

Table 3 (continued)

<u>Other Properties - Exempt for the year 2023</u>		
School District No. 52 (Prince Rupert) (Pacific Coast School)	\$ 7,959.10	0000525.000
School District No. 52 (Prince Rupert) (Pacific Coast School)	143.25	0000300.000
Prince Rupert Senior Citizen's Housing Society	2,480.35	9000089.000
Kaien Senior Citizen's Housing	61.36	0003150.000
Prince Rupert Loyal Order of Moose/Moose Lodge	642.00	0000261.000
Prince Rupert Salmon Enhancement Society	4,970.70	9000323.001
BC Society for the Prevention of Cruelty to Animals	3,131.15	0093225.000
BC Society for the Prevention of Cruelty to Animals	14,826.90	0093227.000
BC Society for the Prevention of Cruelty to Animals	1,890.20	0093230.000
Prince Rupert Curling Club	16,968.05	9000299.000
Prince Rupert Racquet Association	5,600.57	9000322.002
Prince Rupert Performing Arts Centre Society	140,740.45	9000363.000
Prince Rupert Rod & Gun Club	2,752.22	9000416.000
Cultural Dance Centre & Carving House	15,885.97	0000382.000
Museum of Northern BC	48,141.39	9000165.002
Prince Rupert Golf Club	24,113.84	9000322.000
Prince Rupert Golf Club	6,222.75	9000322.001
Prince Rupert Golf Club	1,996.11	9000322.003
Prince Rupert Golf Club	651.55	9000322.004
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)	33,498.67	9000246.000
North Coast Community Services Society (Previously Prince Rupert Community Enrichment Society)	6,515.55	0000906.000
Friendship House Association of Prince Rupert	19,055.50	0000914.000
Prince Rupert Senior Centre Association	1,026.88	0001044.000
Kaien Island Daycare Services Family Resource Centre	1,041.40	0005167.002
Prince Rupert Aboriginal Community Services Society	2,672.64	0009504.000
The Royal Canadian Legion Branch 27 (Only area used by Legion)	864.62	0000641.000
Navy League Prince Rupert Branch	842.67	9000299.001
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	17,219.82	0003411.000
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	2,586.80	9000214.100
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	11,995.54	0040511.050
Sub-total other Properties	\$ 396,497.98	
Estimated Annual Total Permissive Property Tax Exemptions	\$ 405,546.18	

Schedule "A"

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan Amendment
November 27, 2023

4. Proposed Expenditures (Section 165(4)(a))

Table 4 shows the proposed expenditures for the current year by Fund:

Table 4

Proposed Expenditures	Amount (\$)
Operating Fund	84,992,000
Sewer Utility Fund	24,944,000
Solid Waste Fund	14,550,000
Water Utility Fund	50,802,000
Total	175,288,000

5. Proposed Funding Sources (Section 165(4)(b) & Section 165(7)(a-e))

Table 5 shows the proposed funding sources for the current year:

Table 5

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	15%	25,999,000
Payment in Lieu of Taxes & Provincial Grants	2%	3,446,000
User Fees & Charges	11%	18,961,000
Accruals	1%	2,400,000
Reserves	9%	15,638,000
Accumulated General Operating Surplus	1%	1,006,000
Accumulated Utilities Operating Surplus	3%	4,980,000
Grants and Other Miscellaneous Revenue	30%	53,530,000
Dividend- Prince Rupert Legacy	4%	6,239,000
Debt Financing	24%	43,089,000
Total	100%	175,288,000

Schedule "A"

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan Amendment
November 27, 2023

6. Proposed Transfers Between Funds (Section 165(4)(c))

See items 11 and 12 (including Tables 8 and 9) of this Schedule.

7. Amount Required to Pay Interest & Principal on Municipal Debt (Section 165(6)(a))

The amount required to pay interest and principal on municipal debt is approximately \$3,234,000

8. Amount Required for Capital Purposes (Section 165(6)(b))

Capital Purchases

Table 6 shows the 2023 Capital Purchases:

Table 6

Department	Amount (\$)
Fire Protection	1,650,000
Building	4,710,000
Policing	26,142,000
Recreation	255,000
Real Estate	185,000
Civic Improvements	11,090,000
Vehicles & Mobile Equipment (General)	515,000
Vehicles & Mobile Equipment (Water)	165,000
Vehicles & Mobile Equipment (Solid Waste)	1,786,000
Total	46,498,000

Schedule "A"

CITY OF PRINCE RUPERT

**2023 Five Year Financial Plan Amendment
November 27, 2023**

Capital Works

Table 7 shows the 2023 Capital Works:

Table 7

Fund	Amount (\$)
Water Utility	46,920,000
Sewer Utility	23,555,000
Solid Waste Utility	4,000,000
Civic Improvements	123,000
Transportation	1,750,000
Total	76,348,000

9. The Amount Required for a Deficiency (Section 165(6)(c) & Section (165(9))

Nil

10. The Amount Required for Other Municipal Purposes (Section 165(6)(d))

Expenditures for other municipal purposes are \$49,208,000 which is the total from Table 4 of \$175,288,000 less the amounts under Items 7 and 9 (\$3,234,000 and Nil) and the totals from Tables 6 and 7 (\$46,498,000 and \$76,348,000).

Schedule "A"

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan Amendment
November 27, 2023

11. Proposed Interfund borrowing and Transfers of Reserves (Section 165(8)(a) and 180)

Funding is needed for the financial shortfall of \$1,301,000 on capital water main replacement. It is proposed that interfund borrowing will be used to fund a portion of this shortfall, with the remainder being funded by the Water Capital Program Reserve Fund. The Land Acquisition and Disposal Reserve Fund will lend \$845,000 to the Water Capital Program Reserve Fund which will be repaid with interest in 2024 before it is required for land acquisition or disposal. Repayment in 2024 will be funded using interest revenue earned in the Water Fund. Table 8a proposes this borrowing:

Table 8a

Interfund Borrowing of Reserves	Amount (\$)
From:	
Land Acquisition and Disposal Reserve Fund	(845,000)
To:	
Water Capital Program Reserve Fund	845,000

Table 8b proposes the following transfers of Reserves:

Table 8b

Transfer of Reserves	Amount (\$)
From:	
Public Works Equipment Reserve	(807,000)
Land Acquisition and Disposal Reserve Fund	(50,000)
Water Treatment Grant Reserve	(8,200,000)
Northern Capital and Planning Grant Reserve	(3,730,000)
RCMP Reserve	(1,100,000)
Duncan Road Improvements Reserve	(150,000)
Sewer Asset Management Reserve	(300,000)
General Operating Fund	(1,648,000)
Water Capital Program Reserve Fund	(1,301,000)
Total	(17,286,000)
To:	
RCMP Reserve	479,000
Miscellaneous Reserves (interest)	200,000
Rushbrook Parking Program Reserve	88,000
General Capital Works Reserve	400,000
Public Works Equipment Reserve	331,000

Schedule "A"

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan Amendment
November 27, 2023

Ferry Maint. & Capital Replacement Reserve	150,000
General Operating Fund loan payments	180,000
General Operating Fund Capital Works	510,000
General Operating Fund Capital Purchases	3,035,000
Water Fund Capital Works	9,501,000
Water Fund Capital Purchases	165,000
Solid Waste Fund Capital Works	1,500,000
Solid Waste Fund Capital Purchases	297,000
Sewer Fund Capital Works	450,000
Total	17,286,000

12. Proposed Transfers of Accumulated Surplus (Section 165(8)(b))

Table 9 shows the Accumulated Operating and Utility Fund Surpluses being used this year to fund operating activities, Special Projects and Capital expenditures.

Table 9

Transfers of Accumulated Surplus	Amount (\$)
From:	
General Operating Fund Surplus	(1,006,000)
Sewer Utility Fund Surplus	(4,980,000)
Total	(5,986,000)
To:	
General Operating Fund Operations	403,000
General Operating Fund Special Projects	203,000
General Operating Fund Capital Purchases	315,000
General Operating Fund Capital Works	85,000
Sewer Utility Fund Capital Works	4,980,000
Total	5,986,000

Schedule "A"

CITY OF PRINCE RUPERT

**2023 Five Year Financial Plan Amendment
November 27, 2023**

General Operating Fund Departmental Budgets

Tables 10(a) & 10(b) show the General Operating Fund Budgets.

Table 10(a)

GENERAL OPERATING FUND	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027
<u>Revenues by Department</u>					
Airport Ferry	1,157,000	1,180,000	1,556,000	1,626,000	1,691,000
Bylaw Enforcement	145,000	151,000	154,000	157,000	160,000
Cemetery	134,000	139,000	159,000	164,000	170,000
Corporate Administration	84,000	84,000	84,000	84,000	84,000
Cow Bay Marina	413,000	455,000	501,000	551,000	606,000
Development Services	481,000	555,000	566,000	579,000	592,000
Economic Development	70,000	70,000	70,000	70,000	70,000
FD 911 Services	84,000	79,000	78,000	77,000	76,000
FD Fire Protective Services	5,000	5,000	6,000	6,000	6,000
Finance	15,000	15,000	15,000	15,000	15,000
Fiscal Revenues	8,044,000	9,566,000	8,368,000	8,164,000	8,157,000
Information Technology	1,000	1,000	1,000	1,000	1,000
PW Engineering	5,000	5,000	5,000	5,000	5,000
PW Common Costs	70,000	70,000	71,000	72,000	73,000
RCMP	145,000	145,000	147,000	149,000	151,000
Rec. Centre Arena	242,000	261,000	265,000	269,000	273,000
Rec. Centre Civic Centre	298,000	362,000	377,000	386,000	403,000
Rec. Centre Community Services	3,000	3,000	15,000	15,000	15,000
Rec. Centre Pool	409,000	523,000	533,000	543,000	553,000
Transit	175,000	201,000	207,000	213,000	219,000
Victim Services	84,000	113,000	77,000	77,000	77,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Subtotal	12,464,000	14,383,000	13,655,000	13,623,000	13,797,000
Property Taxes (existing)	23,621,000	26,007,000	27,797,000	29,352,000	29,947,000
Property Tax Increase (Decrease) - Non-market change	(91,000)	73,000	-	-	-
Property Tax Increase (Decrease)	2,469,000	1,717,000	1,555,000	595,000	762,000
Appropriated Surplus - COVID 19 Safe Restart Grant	403,000	-	-	-	-
Total Operating Revenues	38,866,000	42,180,000	43,007,000	43,570,000	44,506,000
PR Legacy Inc contributions- Capital Works	178,000	178,000	-	-	-
PR Legacy Inc contributions- Capital Purchases	2,472,000	547,000	-	-	-
Conditional Project Grants - Capital Purchases	11,673,000	10,783,000	-	-	-
Appropriated Reserves - Capital Works	510,000	2,105,000	-	-	-
Appropriated Reserves - Capital Purchases	3,035,000	3,902,000	-	-	-
Community Works Fund (Gas Tax) - Capital Purchases	327,000	-	-	-	-
Appropriated Surplus - Capital Purchases	315,000	145,000	-	-	-
Appropriated Surplus - Capital Works	85,000	35,000	-	-	-
PR Legacy Inc contributions- Special Projects	272,000	147,000	-	-	-
Appropriated Surplus - Special Projects	203,000	80,000	-	-	-
Conditional Project Grants - Special Projects	456,000	385,000	-	-	-
Loans from MFA - Capital Purchases	26,600,000	16,920,000	1,300,000	-	-
Total Capital Revenues	46,126,000	35,227,000	1,300,000	-	-
Total General Operating Fund Revenues	84,992,000	77,407,000	44,307,000	43,570,000	44,506,000

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CITY OF PRINCE RUPERT

**2023 Five Year Financial Plan Amendment
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Table 10(b)

GENERAL OPERATING FUND	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027
<u>Expenditures by Department</u>					
Airport Ferry	2,519,000	2,375,000	2,830,000	2,898,000	3,008,000
Bylaw Enforcement	363,300	445,000	441,000	446,000	452,000
Cemetery	313,000	323,000	329,000	334,000	340,000
Civic Properties	451,000	520,000	528,000	536,000	544,000
Corporate Administration	1,347,000	1,193,000	1,213,000	1,237,000	1,261,000
Cow Bay Marina	403,000	450,000	468,000	487,000	507,000
Development Services	1,162,700	1,195,000	1,217,000	1,237,000	1,259,000
Economic Development	226,000	254,000	262,000	267,000	272,000
FD 911 Services	651,000	673,000	686,000	700,000	713,000
FD Fire Protective Services	4,479,000	5,447,000	5,589,000	5,727,000	5,870,000
FD Emergency Measures	29,000	31,000	31,000	31,000	31,000
Finance	1,144,000	1,346,000	1,198,000	1,221,000	1,245,000
Finance Cost Allocation	(470,000)	(470,000)	(522,000)	(573,000)	(627,000)
Fiscal Expenditures	4,350,000	3,524,000	4,620,000	4,315,000	4,341,000
Governance	414,000	432,000	452,000	468,000	484,000
Grants in Aid to Community Partners	1,841,000	1,868,000	1,937,000	1,986,000	2,036,000
Human Resources	-	492,000	502,000	513,000	524,000
Information Technology	667,000	802,000	815,000	828,000	841,000
Parks	1,303,000	1,323,000	1,327,000	1,349,000	1,371,000
PW Engineering	611,000	850,000	877,000	895,000	913,000
PW Common Costs	5,222,000	5,395,000	5,544,000	5,699,000	5,859,000
Allocation of PW Common Cost	(4,915,000)	(5,341,000)	(5,307,000)	(5,423,000)	(5,534,000)
PW Vehicles	1,746,000	1,778,000	1,839,000	1,870,000	1,902,000
Allocation of PW Vehicles	(1,746,000)	(1,778,000)	(1,839,000)	(1,870,000)	(1,902,000)
RCMP	6,907,000	7,355,000	7,509,000	7,692,000	7,880,000
Rec. Centre Arena	473,000	573,000	572,000	581,000	594,000
Rec. Centre Civic Centre	1,908,000	2,135,000	2,195,000	2,246,000	2,296,000
Rec. Centre Community Services	3,000	4,000	4,000	4,000	4,000
Rec. Centre Pool	1,460,000	1,550,000	1,593,000	1,634,000	1,668,000
Roads	2,407,000	2,534,000	2,624,000	2,747,000	2,822,000
Transit	719,000	854,000	974,000	985,000	1,025,000
Victim Services	174,000	221,000	224,000	228,000	232,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Transfer to Reserves (Interest, RCMP Loan)	679,000	535,000	200,000	200,000	200,000
Transfer to General Capital Reserves	400,000	1,517,000	400,000	400,000	400,000
Total Operating Expenses	37,641,000	40,805,000	41,732,000	42,295,000	43,231,000
Provision for Special Projects	931,000	637,000	25,000	25,000	25,000
Provision for Capital Purchases	44,547,000	32,547,000	1,400,000	100,000	100,000
Provision for Capital Works	1,873,000	3,418,000	1,150,000	1,150,000	1,150,000
Total Capital Expenses	47,351,000	36,602,000	2,575,000	1,275,000	1,275,000
Total Operating Fund Expenditures	84,992,000	77,407,000	44,307,000	43,570,000	44,506,000
Surplus(Deficit)	-	-	-	-	-

Schedule "A"

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan Amendment
November 27, 2023

13. Utility Funds Revenue & Expenditure Budgets

Table 11 shows the Utility Operating Funds proposed budgets.

Table 11

UTILITY OPERATING FUNDS	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Budget 2027
Sewer					
Operating Revenues	2,764,000	2,872,000	3,240,000	4,772,000	5,071,000
Grants	4,750,000	12,700,000	15,120,000	7,500,000	456,000
Appropriated Surplus - Cap Works	4,980,000	3,938,000	1,400,000	-	-
Loans from MFA	12,000,000	13,000,000	13,000,000	16,000,000	-
Funding from Reserves	450,000	150,000	-	-	-
Capital Works	(23,555,000)	(31,088,000)	(30,275,000)	(24,775,000)	(775,000)
Revenue for operations	1,389,000	1,572,000	2,485,000	3,497,000	4,752,000
Expenditures	1,389,000	1,572,000	2,485,000	3,497,000	4,752,000
Surplus (Deficit)	-	-	-	-	-
Water					
Operating Revenues	7,167,000	5,574,000	4,689,000	5,058,000	5,455,000
Grants	29,869,000	50,000,000	50,000,000	23,410,000	7,440,000
PR Legacy Inc contributions	1,100,000	500,000	-	-	-
Loans from MFA	3,000,000	5,750,000	1,250,000	-	10,560,000
Funding from Reserves	9,666,000	12,590,000	-	-	-
Capital Purchases	(165,000)	(190,000)	-	-	-
Capital Works	(46,920,000)	(69,650,000)	(52,000,000)	(24,160,000)	(18,750,000)
Revenue for operations	3,717,000	4,574,000	3,939,000	4,308,000	4,705,000
Expenditures	3,717,000	4,574,000	3,939,000	4,308,000	4,705,000
Surplus (Deficit)	-	-	-	-	-
Solid Waste					
Operating Revenues	8,864,000	5,767,000	5,854,000	5,949,000	6,046,000
Appropriated Surplus - Cap Works	-	125,000	-	-	-
Funding from Accruals - CW	2,400,000	2,750,000	-	-	-
Loans from MFA	1,489,000	-	-	-	-
Funding from Reserves	1,797,000	1,760,000	-	-	-
Capital Purchases	(1,786,000)	(310,000)	-	-	-
Capital Works	(4,000,000)	(4,370,000)	(45,000)	(48,000)	(51,000)
Revenue for operations	8,764,000	5,722,000	5,809,000	5,901,000	5,995,000
Expenditures	8,764,000	5,722,000	5,809,000	5,901,000	5,995,000
Surplus (Deficit)	-	-	-	-	-