



SPECIAL REGULAR MEETING

For the **SPECIAL REGULAR MEETING** of Council to be held on April 29, 2024, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**

Recommendation:

THAT the Agenda for the Special Regular Council Meeting of April 29, 2024, be adopted as presented.

- 3. PUBLIC COMMENTS REGARDING AGENDA ITEMS**
- 4. REPORTS**

- a) **Report from Manager of Communications, Engagement and Social Development Re: Request to Declare May 5th, 2024 National Day of Awareness for MMIWG2S.**

THAT Council declare May 5th, 2024 National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People (MMIWG2S).

- b) **Report from Director of Operations & Intergovernmental Relations Re: Attestation Letter – DMAF Application.**

Recommendation:

THAT Council directs the Chief Financial Officer to execute the Attestation Letter associated with the Disaster Mitigation and Adaptation Fund Award.

- 5. BYLAWS**

- a) **City of Prince Rupert 2024 Five Year Financial Plan Amendment Bylaw No. 3529, 2024.**

Recommendation:

THAT Council introduces and gives First, Second, and Third Readings to the City of Prince Rupert 2024 Five Year Financial Plan Amendment Bylaw No. 3529, 2024.

b) City of Prince Rupert 2024 Property Tax Bylaw No. 3530, 2024.

Recommendation:

THAT Council introduces and gives First, Second, and Third Readings to the City of Prince Rupert 2024 Property Tax Bylaw No. 3530, 2024.

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

7. ADJOURNMENT



REPORT TO COUNCIL

DATE: April 29th, 2024
TO: Robert Buchan, City Manager
FROM: Veronika Stewart, Manager of Communications, Engagement and Social Development

SUBJECT: REQUEST TO DECLARE MAY 5TH, 2024 NATIONAL DAY OF AWARENESS FOR MMIWG2S

RECOMMENDATION:

THAT Council declare May 5th, 2024 National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People (MMIWG2S).

REASON FOR REPORT:

Through the Indigenous Relations Committee, the City has received the request declare May 5th, 2024 National Day of Awareness for MMIWG2S.

BACKGROUND:

May 5th is the National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People (MMIWG2S). It is also known as Red Dress Day, where people across Canada wear red or display red clothing to honor and commemorate missing and murdered Indigenous women, girls and two-spirit people. A community walk has been coordinated between Galloway Rapids and the Civic Centre, with a community art exhibition and additional activities planned at the Civic Centre this year to honour the day, remember those lost, and

ANALYSIS:

Declaration of this day aligns with the City's Framework Policy on Reconciliation as well as the overall broad goals to develop and support activities forwarded by the City's new indigenous relations committee.

LINK TO STRATEGIC PLAN:

The proposal directly speaks to City Council's strategic plan objective to implement the Reconciliation policy.

COST:

There is no cost to this request.

CONCLUSION:

Staff, at the request of the indigenous relations committee, have the following recommendations:

THAT Council declare May 5th, 2024 National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People (MMIWG2S).

Report Prepared By:

Report Reviewed By:

Veronika Stewart,
Manager of Communications,
Engagement and Social Development

Robert Buchan,
City Manager



REPORT TO COUNCIL

Meeting of Council

DATE: April 29th, 2024
TO: Robert Buchan, City Manager
FROM: Richard Pucci, Director of Operations & Intergovernmental Relations
SUBJECT: **Attestation Letter – DMAF Application**

RECOMMENDATION:

THAT Council directs the Chief Financial Officer to execute the Attestation Letter associated with the Disaster Mitigation and Adaptation Fund Award.

REASON FOR REPORT:

The Ministry of Housing, Infrastructure and Communities requires the City to attest to having the matching funds associated with the Federal Contribution. The matching funds required equate to \$50,800,000.00, broken down as follows: \$45,000,000 in approved City borrowing, \$4,000,000 through the Provincial Community Growth Fund Grant and 1,800,000 through the Northwest BC Resource Benefits Alliance Agreement Fund.

COST:

This Resolution supports the Council's Strategic Plan for infrastructure renewal.

CONCLUSION:

THAT Council directs the Chief Financial Officer to execute the Attestation Letter.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Robert Buchan,
City Manager



April 29, 2024

Jill Scott
Director, Climate Mitigation &
Adaptation Community

VIA: EMAIL

Dear Director Scott:

Re: Prince Rupert Watermain and Sewer Line Upgrades Project

I, Corinne Bomben, Chief Financial Officer for the City of Prince Rupert, who has delegated financial authority, attest that the remaining funds of \$50,800,000 have been secured for the Prince Rupert Watermain and Sewer Line Upgrades Project through the use of \$45,000,000 in approved City borrowing, \$4,000,000 through the Provincial Community Growth Fund Grant and \$1,800,000 through the Northwest BC Resource Benefits Alliance Agreement Fund.

The attached Council Resolution of April 29th, 2024, supports the authority to proceed with this Project.

Thank you for your support and efforts with the approval of our Disaster Mitigation and Adaptation Fund Application.

Yours truly,

Corinne Bomben,
Chief Financial Officer

ADMINISTRATION



REPORT TO COUNCIL

Regular Meeting of Council

DATE: April 29, 2024
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

**SUBJECT: 2024 FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW
NO. 3529, 2024**

RECOMMENDATION:

THAT Council give First, Second and Third reading to the 2024 Five Year Financial Plan Amendment Bylaw No. 3529, 2024

REASON FOR REPORT:

Under the Community Charter, a municipality must adopt a Five Year Financial Plan annually. A financial plan may also be amended by bylaw at any time. This report outlines the items included in the attached Financial Plan Amendment Bylaw.

BACKGROUND:

Council adopted the 2024 Five Year Financial Plan in December 2023 which provided staff with approval to provide services for the 2024 fiscal year. It also enabled staff to proceed with procurement for capital and special projects. It was noted in December that a budget amendment would be forthcoming in Spring of 2024 once estimates could be refined and 2024 assessment values became available.

ANALYSIS:

The attached financial plan amendment bylaw includes the incorporation of changes approved by resolution in the first quarter of 2024, changes in mandatory employment related costs (MERC), reallocation of revenues and costs to departments charged with their management (essentially a restructuring of department responsibility), and updates to the infrastructure replacement project. The attached summary of changes outlines the changes by fund along with the reasons for 2024. The remaining four years of the five-year financial plan have also been updated for changes to the expected funding and costs associated with the infrastructure replacement project.

The bulk of the changes are within grant funded projects with the MERC changes affecting property taxes negatively. However, the non-market change in property assessments brought in enough taxation from new properties to offset these cost increases. As a result, the property tax increase proposed in the fall of 2023 has not changed and remains at 7.7%.

Public Comment

To obtain public feedback, notice of the proposed amendment to the Five-Year Financial Plan has been posted on the City Hall notice board, the City’s website and on social media. Feedback received will be provided to Council to assist in deliberation on the Financial Plan amendment proposed.

LINK TO STRATEGIC PLAN:

This amendment to the Five-Year Financial Plan supports overall required service provision to the public.

CONCLUSION:

The Community Charter permits amendments to the financial plan. Council’s approval of the attached bylaw to amend the Five-Year Financial Plan will align the budget with revised expectations for 2024 through 2028.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer

Robert Buchan,
City Manager

Attachments:

- Summary of Changes 2024
- 2024 Five-Year Financial Plan Amendment Bylaw No. 3529, 2024

Summary of Changes 2024

General Fund Summary				
General Fund Proposed Funding Changes				
Funding Source	Existing Approved Budget	Proposed Amendment	Difference	Notes
Approved, incomplete projects from 2023 rolled over to 2024				
Specified Grant	\$0	\$50,000	\$50,000	Placemaking/Transportation Safety
Dividend	\$0	\$41,000	\$41,000	Placemaking/Transportation Safety
Community Works Fund	\$0	\$321,000	\$321,000	City Hall - Boiler replacement and HVAC
Local Government Climate Action Program	\$0	\$123,000	\$123,000	City Hall - Boiler replacement and HVAC
Appropriated Surplus	\$0	\$47,000	\$47,000	Recreation complex - fire alarm upgrade
Total Change Proposed			\$582,000	
Previously Approved by Resolution				
Specified Grant	\$0	\$40,000	\$40,000	Emergency Management Indigenous Engagement grant funding to budget
Specified Grant	\$0	\$210,000	\$210,000	Capacity Funding for Local Government Housing Initiatives to budget
Specified Grant	\$0	\$317,000	\$317,000	Postponing the 3rd and Fulton Street light replacement and reallocating funding the Lester Center Roof, pending a successful grant application for \$317k allows the City to complete the roof replacement for the entire building at a total cost of \$832k
Equipment Reserves	\$0	\$200,000	\$200,000	Replace Mini Hoe
Dividend	\$75,000	\$365,000	\$290,000	Design for renovation of MacCarthy building for Operations building, using Legacy dividend
Total Change Proposed			\$1,057,000	

General Fund Summary

General Fund Proposed Funding Changes Continued

Funding Source	Existing Approved Budget	Proposed Amendment	Difference	Notes
Additions to Budget/Changes in estimates				
Northwest BC Resource Benefit Alliance	\$0	\$1,845,000	\$1,845,000	The City will be receiving funding from the Province under the NWRBA. The actual amount is unknown at this time, but it will be more than budgeted here. The amendment proposes to transfer the funds received to reserve and then use \$1.845M in previously identified capital/special projects from this funding.
NG911 Grant	\$0	\$45,000	\$45,000	GIS Data for NextGen 911 - These funds are necessary to develop data for the NG911 implementation in 2025
Specified Grant	\$0	\$23,000	\$23,000	Indigenous Cultural Safety and Cultural Humility Training (UBCM)
Specified Grant	\$25,000	\$11,000	(\$14,000)	Placemaking/Transportation Safety - grant was less than expected, grant funds and expenditure have been reduced to \$11,000 from \$25,000
Appropriated Surplus	\$27,000	\$30,000	\$3,000	Additional funding was required to complete the Priority Bus Shelter project, including pouring
Capital Reserves	\$0	\$30,000	\$30,000	
NMC Property Taxes	\$0	\$700,000	\$700,000	The replacement of the SCBA for the firefighters was initially proposed to be funded by Capital Reserves. Since the reserves are dwindling, the funding source has been switched to the taxation generated by non-market change. The remainder of the NMC is used up by changes to estimates, primarily in MERCs and PW coverage.
Capital Reserves	\$0	(\$490,000)	(\$490,000)	Funds for purchase of property to add additional downtown parking.
Parking Reserve	\$0	\$210,000	\$210,000	
Equipment loan for pumper truck	\$1,300,000	\$0	(\$1,300,000)	The new pumper truck on order for the fire department will not be here until 2025, this project and the expected loan has been moved to 2025
Total Change Proposed			\$1,052,000	
Total Changes to Funding:			\$2,691,000	
General Fund Proposed Expenditure Changes				
Expenditure	Existing Approved Budget	Proposed Amendment	Difference	Notes
Transfer to General Capital Reserves			\$1,845,000	Transfer of NWRBA funding to Reserves
Change to the mandatory employment related costs (MERCs)			131,000	Pension and WCB premiums estimates are higher than originally budgeted.
Changes in other estimates			79,000	Changes to estimates of other various revenue and expenses in the General Fund combined
Capital Purchases	\$33,047,000	\$33,333,000	\$286,000	Combined Changes in Capital Purchases as detailed above
Special Projects	\$637,000	\$987,000	\$350,000	Combined Changes in Special Projects as detailed above
Total Changes to Expenditure:			\$2,691,000	
General Fund Changes Surplus/(Deficit)			\$0	

Water Utility Fund Summary
Water Utility Fund Proposed Funding Changes

Funding Source	Existing Approved Budget	Proposed Amendment	Difference	Notes
Specified Reserves	\$14,000,000	\$2,000,000	(\$12,000,000)	The Overland/Submarine Line portion of the Water Treatment and Transmission project originally budgeted at \$14M will now be split into 3 phases: \$2M of overland in 2024, remaining \$5M in 2025, and \$7M towards submarine line in 2026
Debt from MFA	\$1,500,000	\$1,750,000	\$250,000	The approved borrowing to fund the IRS project has not changed but the expectation now is that more will be spent in 2024 vs 2025
Specified Grants	\$50,000,000	\$28,000,000	(\$22,000,000)	The total amount of the IRS project has not changed, but it is expected that less will be completed in 2024 than previously expected, with construction now extended to 2027 instead of ending in 2026.
Net revenue for operations	\$4,574,000	\$4,487,000	(\$87,000)	Revenue from water fees is down slightly from estimates in the fall. This is offset by decreased expenditure, given that line/main repair costs should decrease as the IRS replaces old infrastructure with new.
Total Changes to Funding:			(\$33,837,000)	

Water Utility Fund Proposed Expenditure Changes

Expenditure	Existing Approved Budget	Proposed Amendment	Difference	Notes
Capital Works	\$69,650,000	\$35,900,000	(\$33,750,000)	Timelines have been pushed back on major projects, so less is expected to be spent in 2024.
Operations	\$4,574,000	\$4,487,000	(\$87,000)	Expenditures expected to be slightly less as old infrastructure being replaced
Total Changes to Expenditure:			(\$33,837,000)	

Water Fund Changes Surplus/(Deficit)

\$0

Sanitary and Storm Sewer Fund Summary

Sanitary and Storm Sewer Utility Fund Proposed Funding Changes

Funding Source	Existing Approved Budget	Proposed Amendment	Difference	Notes
Appropriated Surplus	\$650,000	\$0	(\$650,000)	The replacement of the Lift Station near Omineca Avenue has been postponed pending results from the approved pilot program in Moresby
Appropriated Surplus	\$125,000	\$0	(\$125,000)	The Hays Creek Replacement Study has been postponed due to lack of capacity as design and construction on the IRS begins
Debt from MFA	\$20,000,000	\$9,000,000	(\$11,000,000)	The total amount of the IRS project has not changed, but it is expected that less will be completed in 2024 than previously expected, with construction now extended to 2027 instead of ending in 2026.
Total Changes to Funding:			(\$11,775,000)	

Sanitary and Storm Sewer Utility Fund Proposed Expenditure Changes

Expenditure	Existing Approved Budget	Proposed Amendment	Difference	Notes
Capital Works	\$31,088,000	\$19,313,000	(\$11,775,000)	Timelines have been pushed back on major projects, so less is expected to be spent in 2024.
Total Changes to Expenditure:			(\$11,775,000)	
Sanitary and Storm Sewer Changes Surplus/(Deficit)			\$0	

Solid Waste Utility Fund Summary

Solid Waste Utility Fund Proposed Funding Changes

Funding Source	Existing Approved Budget	Proposed Amendment	Difference	Notes
Community Works Fund	\$0	\$1,000,000	\$1,000,000	Closure costs for Phase 1 of the Landfill are significantly higher than budgeted last fall. Additional funding from the NCPG, CWF, and accrued closure costs is proposed to cover the difference. Closure is a required obligation.
NCPG Reserve	\$0	\$1,500,000	\$1,500,000	
Landfill Closure Accrual	\$2,500,000	\$2,630,000	\$130,000	Some of the New Landfill Cell and Lagoon Upgrades are being postponed in order to provide funding for the closure costs of Phase 1 of the landfill. The proportion funded by the NCPG is reduced by \$1 million.
NCPG Reserve	\$1,450,000	\$450,000	(\$1,000,000)	Leachate Treatment Improvement Plan as per Environment Climate Change Canada Operating expense estimates are up slightly since the fall with additional funding coming from appropriated surplus.
Appropriated Surplus	\$0	\$175,000	\$175,000	
Net revenue for operations	\$5,722,000	\$5,776,000	\$54,000	
Total Changes to Funding:			\$1,859,000	

Solid Waste Utility Fund Proposed Expenditure Changes

Expenditure	Existing Approved Budget	Proposed Amendment	Difference	Notes
Capital Works	\$4,370,000	\$6,175,000	\$1,805,000	Closure costs have increased to \$5.38M from the previously communicated \$2.5M and the Federal Government has mandated additional works. These additions have been offset by postponing work on the new cell/lagoon.
Operations	\$5,722,000	\$5,776,000	\$54,000	Bank charges and other fiscal expenses are higher than initially estimated.
Total Changes to Expenditure:			\$1,859,000	
Surplus/(Deficit)			\$0	

CITY OF PRINCE RUPERT

2024 FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW NO. 3529, 2024

A BYLAW FOR THE CITY OF PRINCE RUPERT TO AMEND THE 2024 FIVE YEAR FINANCIAL PLAN BYLAW NO. 3526, 2023

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, 2028.
2. This Bylaw may be cited as **“2024 Five Year Financial Plan Amendment Bylaw No. 3529, 2024”**.

Read a First time this ___ day of _____, 2024.

Read a Second time this ___ day of _____, 2024.

Read a Third time this ___ day of _____, 2024.

Final Consideration and Adopted this ___ day of _____, 2024.

Mayor

Corporate Administrator

Schedule “A”

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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 2024. Grants and other miscellaneous revenues form the largest portion of planned revenue as the City is undertaking many large Capital projects (for example, Water Line renewal, Sewer Line renewal, Waterfront Development) for which large grants have been secured.

New debt to be advanced forms the second largest non-tax funding source in 2024 as the City is borrowing to complete the new RCMP Detachment, fund a portion of the Airport Ferry refit/repower, design 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 a major source of municipal revenue.

Table 1

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	19%	28,459,000
Payment in Lieu of Taxes & Prov. Grants	2%	3,626,000
User Fees & Charges	10%	14,966,000
Accruals	2%	2,880,000
Reserves	8%	13,137,000
Accumulated General Operating Surplus	0%	310,000
Accumulated Utilities Operating Surplus	3%	4,492,000
Grants and Other Miscellaneous Revenue	37%	56,877,000
Dividend- Prince Rupert Legacy	3%	4,161,000
Debt Financing	16%	24,020,000
Total	100%	152,928,000

Schedule “A”

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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, based on the 2024 Revised Assessment Roll (which is subject to change):

Table 2

Property Class	% of Tax Revenue	Amount (\$)
Residential	32%	8,959,000
Utility	1%	356,000
Major Industry	26%	7,448,000
Major Industry Port Property Tax Act	15%	4,212,000
Light Industry	3%	800,000
Business	23%	6,661,000
Recreation	0%	23,000
Total	100%	28,459,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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 and Revitalization Tax Exemptions (Section 165 (3.1)(c) and Section 226)

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 3521, 2023
 - d. The Permissive Property Tax Exemption Policy
 - e. Downtown Core Revitalization Tax Exemption Program Bylaw 3466, 2020.

Table 3 shows the properties which received permissive tax exemptions for 2024. The approximate amount of Municipal Tax exempted is \$486,000.

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Table 3

<u>Places of Worship (Excluding Statutory Exempt Portion)</u>	
Bishop of New Caledonia (Anglican Cathedral)	\$ 535.55
Prince Rupert Congregation of Jehovah's Witnesses	442.94
Church of Jesus Christ of Latter Day Saints Church	721.58
Cornerstone Mennonite Brethren Church	317.30
Fellowship Baptist Church	503.34
The Salvation Army	1,562.36
Harvest Time United Pentecostal Church	217.44
Indo-Canadian Sikh Association Temple	172.75
Prince Rupert Church of Christ Church	140.93
Prince Rupert Native Pentecostal Revival Church	402.67
Prince Rupert Sikh Missionary Society Temple	876.21
First United Church	36.24
First United Church (parking lot)	821.89
First United Church (parking lot)	821.89
St. Paul's Lutheran Church of Prince Rupert	201.34
Sub-total Places of Worship	\$ 7,774.43
<u>Other Properties</u>	
School District No. 52 (Prince Rupert) (Pacific Coast School)	\$ 8,077.43
School District No. 52 (Prince Rupert) (Pacific Coast School)	143.72
Prince Rupert Senior Citizen's Housing Society	2,856.42
Kaien Senior Citizen's Housing	83.60
Prince Rupert Loyal Order of Moose/Moose Lodge	726.42
Prince Rupert Salmon Enhancement Society	3,455.98
BC Society for the Prevention of Cruelty to Animals	3,929.80
BC Society for the Prevention of Cruelty to Animals	16,909.38
BC Society for the Prevention of Cruelty to Animals	2,357.88

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Table 3 (continued)

Prince Rupert Curling Club	21,782.33
Prince Rupert Racquet Association	5,724.13
Prince Rupert Performing Arts Centre Society	156,630.67
Prince Rupert Rod & Gun Club	2,953.61
Cultural Dance Centre & Carving House	15,539.56
Museum of Northern BC	46,955.52
Prince Rupert Golf Club	26,487.22
Prince Rupert Golf Club	6,242.08
Prince Rupert Golf Club	1,693.18
Prince Rupert Golf Club	503.01
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)	41,777.16
Prince Rupert Gymnastics Association	8,367.11
North Coast Community Services Society	6,983.82
Friendship House Association of Prince Rupert	18,566.57
Prince Rupert Senior Centre Association	1,087.21
Kaien Island Daycare Services Family Resource Centre	1,313.76
Prince Rupert Aboriginal Community Services Society	2,850.95
The Royal Canadian Legion Branch 27 (Only area used by Legion)	972.85
Navy League Prince Rupert Branch	1,103.32
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	19,766.06
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	3,370.35
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	13,734.73
1279608 BC LTD (Municipal Public Works Facility)	35,255.94
Sub-total other Properties	\$ 478,201.75
Estimated Annual Total Permissive Property Tax Exemptions	\$ 485,976.18

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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	79,205,000
Sewer Utility Fund	20,885,000
Solid Waste Fund	12,261,000
Water Utility Fund	40,577,000
Total	152,928,000

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	19%	28,459,000
Payment in Lieu of Taxes & Provincial Grants	2%	3,626,000
User Fees & Charges	10%	14,966,000
Accruals	2%	2,880,000
Reserves	8%	13,137,000
Accumulated General Operating Surplus	0%	310,000
Accumulated Utilities Operating Surplus	3%	4,492,000
Grants and Other Miscellaneous Revenue	37%	56,877,000
Dividend- Prince Rupert Legacy	3%	4,161,000
Debt Financing	16%	24,020,000
Total	100%	152,928,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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 \$3,530,000

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

Capital Purchases

Table 6 shows the 2024 Capital Purchases:

Table 6

Department	Amount (\$)
Fire Protection	1,157,000
Building	1,816,000
Policing	17,100,000
Recreation	302,000
Real Estate	545,000
Civic Improvements	10,075,000
Transportation	1,638,000
Vehicles & Mobile Equipment (General)	200,000
Vehicles & Mobile Equipment (Water)	190,000
Vehicles & Mobile Equipment (Solid Waste)	310,000
Total	33,333,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Capital Works

Table 7 shows the 2024 Capital Works:

Table 7

Fund	Amount (\$)
Water Utility	35,900,000
Sewer Utility	19,313,000
Solid Waste Utility	6,175,000
Civic Improvements	138,000
Transportation	3,280,000
Total	64,806,000

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 \$51,259,000 which is the total from Table 4 of \$152,928,000 less the amounts under Items 7 and 9 (\$3,530,000 and Nil) and the totals from Tables 6 and 7 (\$33,333,000 and \$64,806,000).

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

11. Proposed Interfund Borrowing and Transfers of Reserves (Sections 165(8)(a) and 180)

Funding was needed for the financial shortfall of \$1,301,000 on capital water main replacements in 2023, part of which was borrowed from the Land Acquisition and Disposal Reserve Fund. This reserve lent \$845,000 to the Water Capital Program Reserve Fund which is proposed to be repaid with interest in 2024. This repayment is funded by interest revenue earned in the Water Fund. Table 8a proposes this repayment, after which there is no outstanding internal borrowing between Reserve Funds:

Table 8a

Interfund Borrowing of Reserves	Amount (\$)
From:	
Water Capital Program Reserve Fund	(857,000)
To:	
Land Acquisition and Disposal Reserve Fund	857,000

Table 8b proposes the following transfers:

Table 8b

Transfer of Reserves	Amount (\$)
From:	
RCMP Reserve	(2,150,000)
General Capital Reserve	(3,395,000)
Public Works Equipment Reserve	(880,000)
Ferry Maint. & Capital Replacement Reserve	(650,000)
Parking Reserve	(210,000)
Land Reserve	(50,000)
Water Treatment Grant Reserve	(3,212,000)
Northern Capital and Planning Grant Reserve	(2,440,000)
Duncan Road Improvements Reserve	(150,000)
General Operating Fund	(3,294,000)
Water Operating Fund	(918,000)
Sewer Operating Fund	(167,000)
Solid Waste Operating Fund	(93,000)
Total	(17,609,000)

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

To:	
RCMP Reserve	335,000
Miscellaneous Reserves (interest)	200,000
Rushbrook Parking Program Reserve	80,000
Recreation Asset Management Reserve	57,000
Water Capital Program Reserve	918,000
Sewer Capital Program Reserve	167,000
Solid Waste Capital Program Reserve	93,000
General Capital Reserve	2,304,000
Public Works Equipment Reserve	318,000
General Operating Fund loan payments	180,000
General Operating Fund Capital Works	2,105,000
General Operating Fund Capital Purchases	3,852,000
Water Fund Capital Works	4,400,000
Water Fund Capital Purchases	190,000
Solid Waste Fund Capital Works	1,950,000
Solid Waste Fund Capital Purchases	310,000
Sewer Fund Capital Works	150,000
Total	17,609,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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

Table 9 shows the Accumulated General 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	(310,000)
Solid Waste Utility Fund Surplus	(1,329,000)
Sewer Utility Fund Surplus	(3,163,000)
Total	(4,802,000)
To:	
General Operating Fund Special Projects	80,000
General Operating Fund Capital Purchases	195,000
General Operating Fund Capital Works	35,000
Solid Waste Utility Fund Operations	1,029,000
Solid Waste Utility Fund Capital Works	300,000
Sewer Utility Fund Capital Works	3,163,000
Total	4,802,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

General Operating Fund Departmental Budgets

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

Table 10(a)

GENERAL OPERATING FUND	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
<u>Revenues by Department</u>					
Airport Ferry	1,180,000	1,556,000	1,626,000	1,691,000	1,759,000
Bylaw Enforcement	151,000	154,000	157,000	160,000	160,000
Cemetery	139,000	159,000	164,000	170,000	177,000
Civic Properties	252,000	257,000	82,000	84,000	84,000
Corporate Administration	84,000	84,000	84,000	84,000	84,000
Cow Bay Marina	455,000	501,000	551,000	606,000	626,000
Development Services	303,000	309,000	316,000	323,000	323,000
Economic Development	70,000	70,000	70,000	70,000	70,000
FD 911 Services	79,000	78,000	77,000	76,000	75,000
FD Fire Protective Services	5,000	6,000	6,000	6,000	6,000
Finance	15,000	15,000	15,000	15,000	15,000
Fiscal Revenues	10,554,000	8,524,000	8,321,000	8,314,000	8,445,000
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	71,000	72,000	73,000	74,000
RCMP	147,000	149,000	151,000	153,000	156,000
Rec. Centre Arena	261,000	265,000	269,000	273,000	277,000
Rec. Centre Civic Centre	362,000	377,000	386,000	403,000	421,000
Rec. Centre Community Services	3,000	15,000	15,000	15,000	15,000
Rec. Centre Pool	523,000	533,000	543,000	553,000	563,000
Transit	201,000	207,000	213,000	219,000	226,000
Victim Services	113,000	77,000	77,000	77,000	77,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Subtotal	15,373,000	13,813,000	13,601,000	13,771,000	14,039,000
Property Taxes (existing)	26,025,000	28,459,000	29,593,000	30,361,000	31,114,000
Property Tax Increase (Decrease) - Non-market change	700,000	-	-	-	-
Property Tax Increase (Decrease)	1,734,000	1,134,000	768,000	753,000	666,000
Total Operating Revenues	43,832,000	43,406,000	43,962,000	44,885,000	45,819,000
PR Legacy Inc contributions- Capital Works	178,000	-	-	-	-
PR Legacy Inc contributions- Capital Purchases	837,000	-	-	-	-
Conditional Project Grants - Capital Purchases	11,268,000	-	-	-	-
Appropriated Reserves - Capital Works	2,105,000	-	-	-	-
Appropriated Reserves - Capital Purchases	3,852,000	-	-	-	-
Community Works Fund (Gas Tax) - Capital Purchases	321,000	-	-	-	-
Appropriated Surplus - Capital Purchases	195,000	-	-	-	-
Appropriated Surplus - Capital Works	35,000	-	-	-	-
PR Legacy Inc contributions- Special Projects	188,000	-	-	-	-
Appropriated Surplus - Special Projects	80,000	-	-	-	-
Conditional Project Grants - Special Projects	694,000	-	-	-	-
Loans from MFA - Capital Purchases	15,620,000	1,300,000	-	-	-
Total Capital Revenues	35,373,000	1,300,000	-	-	-
Total General Operating Fund Revenues	79,205,000	44,706,000	43,962,000	44,885,000	45,819,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Table 10(b)

GENERAL OPERATING FUND	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
<u>Expenditures by Department</u>					
Airport Ferry	2,375,000	2,830,000	2,898,000	3,008,000	3,132,000
Bylaw Enforcement	476,000	482,000	488,000	495,000	502,000
Cemetery	323,000	329,000	334,000	340,000	345,000
Civic Properties	564,000	573,000	582,000	591,000	600,000
Corporate Administration	1,153,000	1,165,000	1,189,000	1,213,000	1,237,000
Cow Bay Marina	450,000	468,000	488,000	508,000	527,000
Development Services	1,193,000	1,215,000	1,235,000	1,257,000	1,291,000
Economic Development	254,000	262,000	267,000	272,000	276,000
FD 911 Services	675,000	688,000	702,000	715,000	730,000
FD Fire Protective Services	5,578,000	5,529,000	5,666,000	5,807,000	5,947,000
FD Emergency Measures	31,000	31,000	31,000	31,000	31,000
Finance	1,362,000	1,214,000	1,237,000	1,261,000	1,286,000
Finance Cost Allocation	(471,000)	(524,000)	(575,000)	(629,000)	(660,000)
Fiscal Expenditures	3,666,000	4,620,000	4,317,000	4,342,000	4,368,000
Governance	432,000	452,000	468,000	484,000	501,000
Grants in Aid to Community Partners	1,889,000	1,936,000	1,985,000	2,035,000	2,087,000
Human Resources	488,000	498,000	509,000	520,000	531,000
Information Technology	805,000	818,000	831,000	844,000	857,000
Parks	1,323,000	1,346,000	1,369,000	1,392,000	1,415,000
PW Engineering	847,000	878,000	897,000	915,000	932,000
PW Common Costs	5,493,000	5,643,000	5,799,000	5,961,000	6,129,000
Allocation of PW Common Cost	(5,351,000)	(5,487,000)	(5,619,000)	(5,745,000)	(5,887,000)
PW Vehicles	1,778,000	1,848,000	1,879,000	1,911,000	1,942,000
Allocation of PW Vehicles	(1,778,000)	(1,848,000)	(1,879,000)	(1,911,000)	(1,942,000)
RCMP	7,355,000	7,509,000	7,692,000	7,880,000	8,065,000
Rec. Centre Arena	582,000	574,000	583,000	596,000	606,000
Rec. Centre Civic Centre	2,131,000	2,191,000	2,242,000	2,292,000	2,327,000
Rec. Centre Community Services	4,000	4,000	4,000	4,000	4,000
Rec. Centre Pool	1,550,000	1,593,000	1,634,000	1,668,000	1,690,000
Roads	2,534,000	2,655,000	2,780,000	2,855,000	2,934,000
Transit	854,000	974,000	985,000	1,025,000	1,064,000
Victim Services	222,000	225,000	229,000	233,000	237,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Transfer to Reserves (Interest, RCMP Loan)	535,000	200,000	200,000	200,000	200,000
Transfer to General Capital Reserves	2,245,000	400,000	400,000	400,000	400,000
Total Operating Expenses	41,967,000	41,691,000	42,247,000	43,170,000	44,104,000
Provision for Special Projects	987,000	25,000	25,000	25,000	25,000
Provision for Capital Purchases	32,833,000	1,890,000	590,000	590,000	590,000
Provision for Capital Works	3,418,000	1,100,000	1,100,000	1,100,000	1,100,000
Total Capital Expenses	37,238,000	3,015,000	1,715,000	1,715,000	1,715,000
Total Operating Fund Expenditures	79,205,000	44,706,000	43,962,000	44,885,000	45,819,000
Surplus(Deficit)	-	-	-	-	-

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

13. Utility Funds Revenue & Expenditure Budgets

Table 11 shows the Utility Operating Funds proposed budgets.

Table 11

UTILITY OPERATING FUNDS	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Sanitary and Storm Sewer					
Operating Revenues	2,872,000	3,240,000	4,422,000	5,071,000	5,694,000
Grants	8,300,000	11,695,000	2,810,000	696,000	-
PR Legacy Inc contributions	-	2,500,000	-	-	-
Appropriated Surplus - Cap Works	3,163,000	1,400,000	-	-	-
Loans from MFA	6,400,000	13,000,000	17,190,000	5,410,000	-
Funding from Reserves	150,000	-	-	-	-
Capital Works	(19,313,000)	(29,775,000)	(21,275,000)	(6,685,000)	(750,000)
Revenue for operations	1,572,000	2,060,000	3,147,000	4,492,000	4,944,000
Expenditures	1,572,000	2,060,000	3,147,000	4,492,000	4,944,000
Surplus (Deficit)	-	-	-	-	-
Water					
Operating Revenues	5,487,000	4,583,000	4,939,000	5,325,000	5,598,000
Grants	28,000,000	50,000,000	50,000,000	5,500,000	-
PR Legacy Inc contributions	500,000	-	-	-	-
Loans from MFA	2,000,000	4,000,000	1,000,000	18,000,000	15,000,000
Funding from Reserves	4,590,000	2,000,000	6,000,000	-	-
Capital Purchases	(190,000)	-	-	-	-
Capital Works	(35,900,000)	(56,750,000)	(57,750,000)	(24,250,000)	(15,750,000)
Revenue for operations	4,487,000	3,833,000	4,189,000	4,575,000	4,848,000
Expenditures	4,487,000	3,833,000	4,189,000	4,575,000	4,754,000
Surplus (Deficit)	-	-	-	-	94,000
Solid Waste					
Operating Revenues	5,821,000	5,960,000	6,056,000	6,154,000	6,265,000
Appropriated Surplus - Cap Works	300,000	-	-	-	-
Funding from Accruals - CW	2,880,000	-	-	-	-
Funding from Reserves	2,260,000	-	-	-	-
Community Works Fund (Gas Tax)	1,000,000	-	-	-	-
Capital Purchases	(310,000)	-	-	-	-
Capital Works	(6,175,000)	(45,000)	(48,000)	(51,000)	(54,000)
Revenue for operations	5,776,000	5,915,000	6,008,000	6,103,000	6,211,000
Appropriated Surplus for Rate Stabilization	1,029,000	783,000	571,000	343,000	109,000
Expenditures	5,776,000	5,915,000	6,008,000	6,103,000	6,211,000
Surplus (Deficit)	-	-	-	-	-



REPORT TO COUNCIL

Regular Meeting of Council

DATE: April 29, 2024
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: 2024 PROPERTY TAX BYLAW NO. 3530, 2024

THAT Council Introduce and give First, Second, and Third Readings to the 2024 Property Tax Bylaw No. 3530, 2024.

BACKGROUND:

Pursuant to the *Community Charter*, the City of Prince Rupert must prepare a Five-Year Financial Plan Bylaw and an Annual Property Tax Bylaw. Both Bylaws must be adopted on or before May 14th of the current year.

The Five-Year Financial Plan describes the expenditures the City of Prince Rupert (“CPR”) contemplates to make during the year. The Annual Property Tax Bylaw sets the levies for the Municipal Property Taxes which the Five-Year Financial Plan is dependent upon for funding the proposed expenditures.

The Annual Property Tax Bylaw also sets the property tax levies for two other taxing authorities based on requisitions they send to the City:

- North Coast Regional District (“NCRD”)
- Northwest Regional Hospital District (“NWRHD”)

Table 1 shows the annual taxes these entities have raised during the past five years.

Year	NCRD	NWRHD	CPR
2024	925,155	1,855,277	28,459,000
2023	879,092	1,806,453	25,999,000
2022	810,646	1,681,391	23,638,000
2021	782,427	1,645,297	22,589,000
2020	752,309	1,575,014	21,594,000
Net Change 2024 to 2020	172,846	280,263	6,865,000
Net Percent Change	23%	18%	32%

CURRENT STATUS:

A Property Tax Bylaw that will set the property tax levies for 2024 has been prepared by staff (attached) and provides for a 7.7% increase in the municipal tax rate.

LINK TO STRATEGIC PLAN:

This bylaw is required in accordance with section 197 of the *Community Charter*.

CONCLUSION:

By Introducing and giving First, Second, and Third Reading to the 2024 Property Tax Bylaw No. 3530, 2024 Council will be furthering the process of complying with the *Community Charter* Property Tax Bylaw requirements.

Report Prepared By:

Report Reviewed By:

Corinne Bomben
Chief Financial Officer

Robert Buchan,
City Manager

Attachment:

- 2024 Property Tax Bylaw No. 3530, 2024

CITY OF PRINCE RUPERT

2024 PROPERTY TAX BYLAW NO. 3530, 2024

A BYLAW FOR THE LEVYING OF PROPERTY TAX RATES FOR FISCAL YEAR 2024

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

1. The property tax rates of **Schedule "A"** attached hereto and forming this Bylaw is hereby imposed and levied for the year 2024.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
3. This Bylaw may be cited as **"2024 Property Tax Bylaw No. 3530, 2024"**.

Read a First time this ___ day of April, 2024.

Read a Second time this ___ day of April, 2024.

Read a Third time this ___ day of April, 2024.

Final Consideration and Adopted this ____ day of May, 2024.

Mayor

Corporate Administrator

Schedule "A"

City of Prince Rupert

2024 Property Tax Rates

Dollar of Tax per \$1,000 of Taxable Value

May __, 2024

Classification	Residential	Utility	Supportive Housing	Major Industry	Major Industry Port ("Old")	Major Industry Port ("New")	Light Industry	Business	Managed Forest Land	Recreation/ Non Profit	Farm
Class No.	1	2	3	4	4a	4b	5	6	7	8	9
Municipal - General	4.82980	54.48671	21.79468	63.00706	26.69013	21.83738	18.24176	21.79468	21.79468	3.90811	21.79468
Library	0.14655	1.65332	0.66133	1.91186	0.80987	0.66262	0.55352	0.66133	0.66133	0.11859	0.66133
Total Municipal Levy	4.97635	56.14003	22.45601	64.91892	27.50000	22.50000	18.79528	22.45601	22.45601	4.02670	22.45601
NC Regional District	0.13383	1.50960	0.60357	1.74648	1.74648	1.74648	0.50588	0.60357	0.60357	0.10840	0.60357
NW Regional Hospital	0.50742	1.77597	0.50742	1.72523	1.72523	1.72523	1.72523	1.24318	1.52226	0.50742	0.50742
Rate Total	5.61760	59.42560	23.56700	68.39063	30.97171	25.97171	21.02639	24.30276	24.58184	4.64252	23.56700