



## **REGULAR MEETING**

### **Amended**

For the **REGULAR MEETING** of Council to be held on Monday, May 6, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

#### **1. CALL TO ORDER**

#### **2. INTRODUCTION OF LATE ITEMS**

- a) 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**

#### **3. APPROVAL OF AGENDA**

##### **Recommendation:**

THAT the Agenda for the Regular Council Meeting of May 6, 2024 be adopted as presented.

#### **4. PRESENTATION**

- a) Presentation from the Director of Operations and Intergovernmental Relations Re: Infrastructure Replacement Program – Y1 Corridors**

#### **5. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS**

#### **6. CONSENT AGENDA**

##### **a) Council minutes**

- i. Minutes of the Regular Meeting of April 22, 2024;
- ii. Minutes of the Committee of the Whole Meeting of April 22, 2024;
- iii. Minutes of the Special Regular Meeting of April 29, 2024;

##### **b) Reports**

- iv. Report from Director of Development Services Re: Gitmaxma'kay Nisga's Society – Request for Letter of Support in Principle;
- v. Report from Director of Development Services Re: Key Corp & M'akola Development Services – Request for Letter of Support in Principle;
- vi. Report from Director of Development Services Re: Waap Housing

- Society– Request for Letter of Support in Principle;
- vii. Report from Director of Operations & Intergovernmental Relations Re: Asset Management Planning Program Fund Application;

**c) Correspondence**

- viii. Request for proclamation about National Nurses Week; and,
- ix. Request for proclamation for May 16, 2024, for Moose Hide Campaign Day.

**Recommendation:**

THAT all items on the Consent Agenda be approved as requested.

**7. REPORTS**

- a) Report from Planning Re: City of Prince Rupert Rezoning Application ZBLA-24-01 for Lots 11 – 14, Block 24, Section 1, District Lot 251, Range 5, Coast District Plan 923 (Zoning Amendment Bylaw No. 3531).**

**Recommendation:**

THAT Council proceed with consideration.

- b) Report from Planning Re: City of Prince Rupert Trade Licensing Bylaw No. 3532, 2024.**

**Recommendation:**

THAT Council proceed with consideration.

- c) Report from Planning Re: City of Prince Rupert Development Procedures Bylaw No. 3533, 2024.**

**Recommendation:**

THAT Council proceed with consideration.

- d) Report from Planning Re: City of Prince Rupert Municipal Ticketing Information Bylaw No. 3534, 2024.**

**Recommendation:**

THAT Council proceed with consideration.

- e) Report from Planning Re: City of Prince Rupert Zoning Amendment Bylaw No. 3535.**

**Recommendation:**

THAT Council proceed with consideration.

**f) Report from the Chief Financial Officer Re: 2023 Audited Financial Statements.**

**Recommendation:**

THAT Council accepts the 2023 Audited Financial Statements as presented.  
(Report to be provided once received.)

**8. BYLAWS**

**a) City of Prince Rupert Rezoning Amendment Bylaw No. 3531, 2024.**

**Recommendation:**

THAT Council give First and Second Readings to the City of Prince Rupert Zoning Bylaw Amendment Bylaw No. 3531, 2024;

AND THAT Council proceed to the Public Hearing.

**b) City of Prince Rupert Trade and Licencing Bylaw No. 3532, 2024.**

**Recommendation:**

THAT Council give First, Second and Third Reading to the City of Prince Rupert Trade or Business Licence No. 3532, 2024.

**c) City of Prince Rupert Development Procedures Bylaw No, 3533, 2024.**

**Recommendation:**

THAT Council give First, Second and Third Reading to the City of Prince Rupert Development Procedures Bylaw no. 3533, 2024.

**d) City of Prince Rupert Municipal Ticketing Information Amendment Bylaw No. 3534, 2024.**

**Recommendation:**

THAT Council give First, Second and Third Reading to the City of Prince Rupert Municipal Ticketing Information Amendment Bylaw No. 3534, 2024.

**e) City of Prince Rupert Rezoning Amendment Bylaw No. 3535, 2024.**

**Recommendation:**

THAT Council give First and Second Readings to the City of Prince Rupert Zoning Bylaw Amendment Bylaw No. 3535, 2024;

AND THAT Council proceed to the Public Hearing.

**9. COUNCIL ROUND TABLE**

**10. ADJOURNMENT to Closed Meeting**



## MINUTES

For the **REGULAR MEETING** of Council to be held on April 22, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor H. Pond  
Councillor W. Niesh  
Councillor G. Randhawa (Remote – joined at 7:26 pm)  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor T. Forster  
Councillor R. Skelton-Morven

**STAFF:** R. Buchan, City Manager (Remote)  
R. Miller, Director of Corporate & Legislative Services / Corp. Officer  
C. Bomben, Chief Financial Officer  
M. Pope, Director of Development Services  
R. Paras, Planner  
V. Stewart, Manager of Communications, Engagement & Social Development

### 1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 7:01 pm.

### 2. INTRODUCTION OF LATE ITEMS

Item 6. n) Report from Director of Corporate & Legislative Services / Corporate Officer Re: Liquor License Amendment.

### 3. APPROVAL OF AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT the Agenda for the Regular Council Meeting of April 22, 2024, be adopted as presented.

CARRIED

### 4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

### 5. CONSENT AGENDA

#### a) Council minutes

- i. Minutes of the Regular Meeting of April 8, 2024;

#### b) Reports

- ii. Development Activity Report for March 2024;
- iii. Monthly Fire / Rescue Report for March 2024;

- iv. Report from Director of Operations & Intergovernmental Relations Re: Prince Rupert Major Project Update;

**c) Correspondence**

- v. City of Port Alberni: Resolution for Consideration by Delegates at the AVICC 2024 AGM & Convention;
- vi. Provincial Snow Survey and Water Supply Bulletin – April 1<sup>st</sup>, 2024;
- vii. LCRB Liquor Policy Re: Bulletin 24 – 02, 03, 04: Improved Visitor Experience at Manufacturing Sites;

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT all items on the Consent Agenda be accepted as noted and filed.

CARRIED

**6. REPORTS**

**a) Report from Director of Operations & Intergovernmental Relations Re: 6<sup>th</sup> Avenue Bridge Project – Project Award – RFT-23-0089.**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council directs Staff to Award the 6<sup>th</sup> Avenue Bridge Project to Surespan Construction Ltd.

CARRIED

**b) Report from City Manager Re: City Health Care Improvement Strategy.**

MOVED by Councillor Adey and seconded by Councillor Cunningham THAT Council approve the proposed City Health Care Improvement Strategy.

CARRIED

MOVED by Councillor Forster and seconded by Councillor Adey THAT the meeting be adjourned to the COTW Council Meeting at 7:19 pm; and reconvened at 7:45 pm.

CARRIED

**c) Report from from Director of Planning and Development Services & Manager of Communications, Engagement and Social Development Re: Proposed Expanded Scope for Japanese Canadian Legacies Project.**

MOVED by Councillor Skelton-Morven and seconded by Councillor Forster THAT Council direct staff to proceed with an application to the JCLS Fund for up to \$400,000 towards a memorial project in Mariners Park; and;

THAT Council approve moving forward in the application with both approved sites in Mariners Park, with the selection of the current memorial wall site pending secured funding for removal and replacement of the existing Mariners Memorial wall, AND

THAT If no funding is available for the removal and replacement of the existing Mariners Memorial wall, that the project proceed on the secondary site in Mariners Park.

CARRIED

MOVED by Councillor Forster and seconded by Councillor Forster that the Proposed Expanded Scope for Japanese Canadian Legacies Project needs amendment.

CARRIED

**d) Report from Planner Re: Development Variance Permit #24-01 – PID 031-690-823, located on Seal Cove Circle:**

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council proceed with final approval for Development Variance Permit (DVP) #24-01 – PID 031-690-823, located on Seal Cove Circle.

**e) Report from Chief Financial Officer Re: Hall Society, ILWU Local 505 Revitalization Tax Exemption Agreement.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council authorize a municipal property tax exemption for ten years for Hall Society, ILWU Local 505 and direct staff to enter into a Downtown Core Area Revitalization Tax Exemption Agreement.

CARRIED

**f) Report from Director of Corporate & Legislative Services Re: 333 – 3<sup>rd</sup> Avenue West: Remedial Action Order.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council direct staff to proceed with a Remedial Action Order under Section 74 of the *Community Charter* whereby the City of Prince Rupert will proceed with the clean-up of the property located at 333 – 3<sup>rd</sup> Avenue West (the “Property”) with the costs of clean-up placed on the property taxes for the said Property;

AND THAT Council direct staff to provide notice to the Property owner in accordance with Section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14 days of the notice provided under Section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14 days of the notice provided Staff are directed to proceed with the Remedial Action Orders immediately as requested.

CARRIED

**g) Report from Director of Corporate & Legislative Services Re: 337 – 3<sup>rd</sup> Avenue West: Remedial Action Order.**

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council direct staff to proceed with a Remedial Action Order under Section 74 of the *Community Charter* whereby the City of Prince Rupert will proceed with the clean-up of the

property located at 337 – 3<sup>rd</sup> Avenue West (the “Property”) with the costs of removal placed on the property taxes for the said Property;

AND THAT Council direct staff to provide notice to the Property owner in accordance with Section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14 days of the notice provided under Section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14 days of the notice provided Staff are directed to proceed with the Remedial Action Orders immediately as requested.

CARRIED

**h) Report from Director of Corporate & Legislative Services Re: 240 – 6<sup>th</sup> Avenue West: Remedial Action Order.**

MOVED by Councillor Forster and seconded by Councillor Niesh THAT Council direct staff to proceed with a Remedial Action Order under Section 74 of the *Community Charter* whereby the City of Prince Rupert will proceed with the clean-up of the property located at 240 – 6<sup>th</sup> Avenue West (the “Property”) with the costs of removal placed on the property taxes for the said Property;

AND THAT Council direct staff to provide notice to the Property owner in accordance with Section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14 days of the notice provided under Section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14 days of the notice provided Staff are directed to proceed with the Remedial Action Orders immediately as requested.

CARRIED

**i) Report from Director of Corporate & Legislative Services Re: 200 – 3<sup>rd</sup> Avenue West: Remedial Action Order.**

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council direct staff to proceed with a Remedial Action Order under Section 74 of the *Community Charter* whereby the City of Prince Rupert will proceed with the clean-up of the property located at 200 – 3<sup>rd</sup> Avenue West (the “Property”) with the costs of removal placed on the property taxes for the said Property;

AND THAT Council direct staff to provide notice to the Property owner in accordance with Section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14 days of the notice provided under Section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14 days of the notice provided Staff are directed to proceed with the Remedial Action Orders immediately as requested.

CARRIED

**j) Report from Director of Corporate & Legislative Services Re: 711 – 5<sup>th</sup> Avenue East: Remedial Action Order.**

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT Council direct staff to proceed with a Remedial Action Order under Section 74 of the *Community Charter* whereby the City of Prince Rupert will proceed with the clean-up of the property located at 711 – 5<sup>th</sup> Avenue East (the “Property”) with the costs of removal placed on the property taxes for the said Property;

AND THAT Council direct staff to provide notice to the Property owner in accordance with Section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14 days of the notice provided under Section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14 days of the notice provided Staff are directed to proceed with the Remedial Action Orders immediately as requested.

CARRIED

**k) Report from Director of Corporate & Legislative Services Re: 728 Lotbiniere Street: Remedial Action Order.**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council direct staff to proceed with a Remedial Action Order under Section 74 of the *Community Charter* whereby the City of Prince Rupert will proceed with the clean-up of the property located at 728 Lotbiniere Street (the “Property”) with the costs of removal placed on the property taxes for the said Property;

AND THAT Council direct staff to provide notice to the Property owner in accordance with Section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14 days of the notice provided under Section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14 days of the notice provided Staff are directed to proceed with the Remedial Action Orders immediately as requested.

CARRIED

**l) Report from Director of Corporate & Legislative Services Re: 1040 – 2<sup>nd</sup> Avenue West: Remedial Action Order.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council direct staff to proceed with a Remedial Action Order under Section 74 of the *Community Charter* whereby the City of Prince Rupert will proceed with the clean-up of the property located at 1040 – 2<sup>nd</sup> Avenue West (the “Property”) with the costs of removal placed on the property taxes for the said Property;

AND THAT Council direct staff to provide notice to the Property owner in accordance with Section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14 days of the notice provided under Section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14 days of the notice provided Staff are directed to proceed with the Remedial Action Orders immediately as requested.

CARRIED

**m) Report from Director of Corporate & Legislative Services Re: 1614 Sloan Avenue: Remedial Action Order.**

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council direct staff to proceed with a Remedial Action Order under Section 74 of the *Community Charter* whereby the City of Prince Rupert will proceed with the clean-up of the property located at 1614 Sloan Avenue (the “Property”) with the costs of removal placed on the property taxes for the said Property;

AND THAT Council direct staff to provide notice to the Property owner in accordance with Section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14 days of the notice provided under Section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14 days of the notice provided Staff are directed to proceed with the Remedial Action Orders immediately as requested.

CARRIED

**n) Report from Director of Corporate & Legislative Services / Corporate Officer Re: Liquor License Amendment.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council amend its resolution to support the Liquor License Amendment to enable a lounge area endorsement for 801 Fraser Street, as requested.

CARRIED

**7. COUNCIL ROUND TABLE**

**8. ADJOURNMENT**

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven  
THAT the meeting be adjourned at 9:09 p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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DIRECTOR OF CORPORATE  
& LEGISLATIVE SERVICES/ CORP. OFFICER



## COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on April 22, 2024, at 7:01 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor H. Pond  
Councillor W. Niesh  
Councillor G. Randhawa (Remote – joined at 7:26 pm)  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor T. Forster  
Councillor R. Skelton-Morven

**STAFF:** R. Buchan, City Manager (Remote)  
R. Miller, Director of Corporate & Legislative Services  
C. Bomben, Chief Financial Officer  
M. Pope, Director of Development Services  
R. Paras, Planner  
V. Stewart, Manager of Communications, Engagement & Social Development

### 1. CALL TO ORDER

The Mayor called the Committee of the Whole Meeting to order at 7:01 p.m.

### 2. ADOPTION OF THE AGENDA

MOVED by Councillor Forster and seconded by Councillor Adey THAT the Agenda for the Committee of the Whole Meeting of Monday, April 22, 2024, be adopted as circulated.

CARRIED

### 3. PETITIONS & DELEGATIONS

- a. Presentation from the Japanese Canadian Legacies Society (Linda Kawamoto Reid and Susan Hidaka) on their funding program, which the City has been invited to apply to for a proposed project in Mariner's Park.

### 4. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

### 5. ADJOURNMENT to Regular Council Meeting

The meeting be reconvened at 7:19 p.m.

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven  
THAT the meeting be adjourned at 7:44 p.m.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

\_\_\_\_\_  
CORPORATE ADMINISTRATOR



## MINUTES

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 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**STAFF:** R. Buchan, City Manager (Remote)  
R. Miller, Director of Corporate & Legislative Services / Corp. Officer  
C. Bomben, Chief Financial Officer  
R. Pucci, Director of Operations & Intergovernmental Relations

### 1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 5:00 pm.

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Forster THAT the Agenda for the Special Regular Council Meeting of April 29, 2024, be adopted as presented.

CARRIED

### 4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

### 5. REPORTS

#### a) Report from Manager of Communications, Engagement and Social Development Re: Request to Declare May 5<sup>th</sup>, 2024 National Day of Awareness for MMIWG2S.

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven THAT Council declare May 5<sup>th</sup>, 2024 National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People (MMIWG2S).

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council directs the Chief Financial Officer to execute the Attestation Letter associated with the Disaster Mitigation and Adaptation Fund Award.

CARRIED

**6. BYLAWS**

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

MOVED by Councillor Skelton-Morven and seconded by Councillor Forster 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.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council introduces and gives First, Second, and Third Readings to the City of Prince Rupert 2024 Property Tax Bylaw No. 3530, 2024.

CARRIED

**7. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

**8. ADJOURNMENT**

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT the meeting be adjourned at 5:37 p.m.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

\_\_\_\_\_  
DIRECTOR OF CORPORATE  
& LEGISLATIVE SERVICES/ CORP. OFFICER



## REPORT TO COUNCIL

Regular Meeting of Council

**DATE:** May 6 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director Development Services  
**SUBJECT:** **GITMAXMA'KAY NISGA'A SOCIETY - REQUEST FOR LETTER OF SUPPORT IN PRINCIPLE**

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### **RECOMMENDATION:**

**THAT Council approve a letter of support in principle for Gitmaxma'kay Nisga'a Society's application to BC Housing Indigenous Housing Fund.**

### **REASON FOR REPORT:**

Gitmaxma'kay Nisga'a Society (GNS) is proposing a developing in the City Core for a proposed 40 unit housing development. The applicants have requested a letter for support in principle from the City of Prince Rupert Council to support their application.

### **BACKGROUND:**

Gitmaxma'kay Nisga'a Society runs several businesses in Prince Rupert, and provides a variety of services to Nisga'a citizens living in Prince Rupert and Port Edward. They have previously worked with the City of Prince Rupert as a proposed operator on the City's application to the Rapid Housing Fund. After that proposal was unsuccessful, they have continued to pursue opportunities to bring forward a housing project. They are interested in investing further in housing for the community and their members, as well as revitalizing the downtown.

The proposed project location will require a zoning amendment. Council's approval of a letter of support in principle in no way binds their decisions on this processe.

### **LINKS TO PLANS AND POLICIES:**

1. *Housing Acceleration Plan*

This proposal supports actions identified in the Housing Acceleration plan related to supporting Indigenous Housing, Affordable Housing, and supporting housing projects that help revitalize the downtown core.

1. *Framework for Reconciliation Policy*

Supporting this proposal in principle would also meet two actions identified under the Council Adopted Framework for Reconciliation, including:

4.2 The City commits to continuing to seek opportunities to partner with neighbouring Indigenous communities on housing efforts, with specific collaborative housing actions to be put forward as part of the City's Housing Action Plans.

4.3 The City commits to continued support for advocacy efforts and funding applications by Indigenous governments and Indigenous-led organizations, which has occurred historically.

**LINK TO STRATEGIC PLAN**

This proposal links to Council's Strategic Plan by supporting the following goals:

1. The City of Prince Rupert will encourage, support, and undertake community renewal to ensure it becomes a world class port city.

The proposed development would support revitalizing midtown area of the City Core, aligning with the OCP land-use vision for the area.

2. The City of Prince Rupert will support and encourage new and renewed housing working with industry, senior government and First Nations.

The proposal is a housing development by GNS and BC Housing, meeting key needs identified within the Housing Needs Assessment area for low and median-income, seniors, and family-housing.

**COST:**

Providing a Letter of Support in principle has no budgetary impacts.

**CONCLUSION:**

Council should approve a letter of support in principle for Gitmaxma'kay Nisga'a Society's application to BC Housing Indigenous Housing Fund.

**Report Prepared By:**

**Report Reviewed By:**

\_\_\_\_\_  
Myfannwy Pope,  
Director of Development Services

\_\_\_\_\_  
Robert Buchan,  
City Manager

Originally signed available on request

Attachment(s):

- Request for Letter of Support form Project Manager

## Myfannwy Pope

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**From:** Mustafa Kulkhan <mustafa@relativityprojects.com>  
**Sent:** Monday, April 29, 2024 4:30 PM  
**To:** Myfannwy Pope  
**Subject:** Letter of Support for BC Housing Projects

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

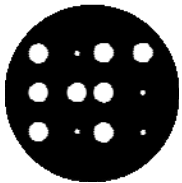
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Myfannwy,

Thanks for taking the time to meet with us today. as you are aware, our development team is applying to the BC Housing Indigenous Housing Fund to develop two separate affordable rental housing projects. The projects will target seniors, couples, families, and peoples with disabilities. Like the Lax 70 development, these projects will be indigenous owned and operated under the BC Housing IHF program.

Can the City provide us a letter of support for each project ? I am aware we must submit separate rezoning applications and the applications would require council approval.

Thank you again for your support.



Mustafa Kulkhan (He/Him)  
Principal | Relativity Projects Inc.

C: 778.388.2671 | E: [mustafa@relativityprojects.com](mailto:mustafa@relativityprojects.com)

I respectfully acknowledge that I live and work on the traditional territory of the ǵíçǵý (Katzie) First Nation



## REPORT TO COUNCIL

Regular Meeting of Council

**DATE:** May 6 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director Development Services

**SUBJECT: KEY CORP & M'AKOLA DEVELOPMENT SERVICES - REQUEST FOR LETTER OF SUPPORT IN PRINCIPLE**

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### **RECOMMENDATION:**

**THAT Council approve a letter of support in principle for KeyCorp and M'akola Development Services' application to BC Housing Indigenous Housing Fund.**

### **REASON FOR REPORT:**

KeyCorp have partnered with M'akola Development Services to build a proposed 60 unit housing development in Seal Cove. The applicants previously received a letter of support from Council for their application to the BC Housing community Housing Fund. They were unsuccessful and are now seeking funds through BC Housing's Indigenous Housing Fund. They have requested a new letter for support in principle from the City of Prince Rupert Council to support their application.

### **BACKGROUND:**

KeyCorp had previously signed an MOU with the City of Prince Rupert to undertake development of around 300 units within the Seal Cove Area in a phased approach. They have partnered with M'akola Housing Development Services for their first phase and will be applying to BC Housing for funding.

The proposed project location will require an OCP and zoning amendment. Council's approval of a letter of support in principle in no way binds their decisions on these processes.

### **LINKS TO PLANS AND POLICIES:**

#### *1. Housing Acceleration Plan*

This proposal supports actions identified in the Housing Acceleration plan related to supporting Indigenous Housing, and Affordable Housing.

#### *2. Framework for Reconciliation Policy*

Supporting this proposal in principle would also meet one action identified under the Council Adopted Framework for Reconciliation, including:

4.3 The City commits to continued support for advocacy efforts and funding applications by Indigenous governments and Indigenous-led organizations, which has occurred historically

**LINK TO STRATEGIC PLAN**

1. *The City of Prince Rupert will support and encourage new and renewed housing working with industry, senior government and First Nations.*

The proposal is a housing development by M’akola Development Services and BC Housing, supporting new and diverse housing within the Seal Cove area.

**COST:**

Providing a Letter of Support in principle has no budgetary impacts.

**CONCLUSION:**

Council should approve a letter of support in principle for KeyCorp and M’akola Development Services’ application to BC Housing Indigenous Housing Fund.

**Report Prepared By:**

**Report Reviewed By:**

\_\_\_\_\_  
Myfannwy Pope  
Director Development Services

\_\_\_\_\_  
Robert Buchan,  
City Manager

Originally signed available on request

Attachment(s):

- Request for Letter of Support from KeyCorp

## Myfannwy Pope

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**From:** Malcolm McNaughton <Malcolm@keycorp.ca>  
**Sent:** Tuesday, April 30, 2024 8:04 AM  
**To:** Myfannwy Pope  
**Cc:** Robert Buchan; Lindsay Monk  
**Subject:** Letter of support  
**Attachments:** Appendix N- Letter of Support City Council.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi there,

We are requesting a letter of support for our proposal with M'akola Housing on Bellis Road in Seal Cove. We are applying to the Indigenous Housing Fund Call from BC Housing. Can we please note in the letter that it will be a partnership with M'akola? Thank you.

Malcolm McNaughton  
Director of Business Development and Planning  
604-505-2535





## REPORT TO COUNCIL

Regular Meeting of Council

**DATE:** May 6 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director Development Services  
**SUBJECT: WAAP HOUSING SOCIETY - REQUEST FOR LETTER OF SUPPORT IN PRINCIPLE**

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### **RECOMMENDATION:**

**THAT Council approve a letter of support in principle for Lax Kw'alaams WAAP Housing Society's application to BC Housing Indigenous Housing Fund.**

### **REASON FOR REPORT:**

Lax Kw'alaams WAAP Housing Society is proposing a 38 unit housing development in the City Core. The applicants have requested a letter for support in principle from the City of Prince Rupert Council to include in their application for May 15.

### **BACKGROUND:**

Lax Kw'alaams WAAP Housing Society has previously worked with the City of Prince Rupert and BC Housing to develop the 70-unit housing project currently under construction on 11<sup>th</sup> Avenue. They are interested in investing further in housing for the community and their members, as well as revitalizing the downtown.

The proposed project location will require an OCP amendment and development variance application. Council's approval of a letter of support in principle in no way binds their decisions on these processes.

### **LINKS TO PLANS AND POLICIES:**

#### *1. Housing Acceleration Plan*

This proposal supports actions identified in the Housing Acceleration plan related to supporting Indigenous Housing, Affordable Housing, and supporting housing projects that help revitalize the downtown core.

#### *2. Framework for Reconciliation Policy*

Supporting this proposal in principle would also meet two actions identified under the Council Adopted Framework for Reconciliation, including:

4.2 The City commits to continuing to seek opportunities to partner with neighbouring Indigenous communities on housing efforts, with specific collaborative housing actions to be put forward as part of the City's Housing Action Plans.

4.3 The City commits to continued support for advocacy efforts and funding applications by Indigenous governments and Indigenous-led organizations, which has occurred historically

**LINK TO STRATEGIC PLAN**

This proposal links to Council's Strategic Plan by supporting the following goals:

1. The City of Prince Rupert will encourage, support, and undertake community renewal to ensure it becomes a world class port city.

The proposed development would support revitalizing midtown area of the City Core, aligning with the OCP land-use vision for the area.

2. The City of Prince Rupert will support and encourage new and renewed housing working with industry, senior government and First Nations.

The proposal is a housing development by Lax Kw'alaams First Nation and BC Housing, meeting key needs identified within the Housing Needs Assessment area for median-income, affordable housing, and single-person housing.

**COST:**

Providing a Letter of Support in principle has no budgetary impacts.

**CONCLUSION:**

Council approve a letter of support in principle for Lax Kw'alaams WAAP Housing Society's application to BC Housing Indigenous Housing Fund.

**Report Prepared By:**

**Report Reviewed By:**

\_\_\_\_\_  
Myfannwy Pope  
Director Development Services

\_\_\_\_\_  
Robert Buchan,  
City Manager

Originally signed available on request

Attachment(s):

- Request for Letter of Support from Project Manager

## Myfannwy Pope

---

**From:** Mustafa Kulkhan <mustafa@relativityprojects.com>  
**Sent:** Monday, April 29, 2024 4:30 PM  
**To:** Myfannwy Pope  
**Subject:** Letter of Support for BC Housing Projects

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

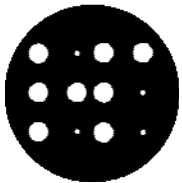
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Myfannwy,

Thanks for taking the time to meet with us today. as you are aware, our development team is applying to the BC Housing Indigenous Housing Fund to develop two separate affordable rental housing projects. The projects will target seniors, couples, families, and peoples with disabilities. Like the Lax 70 development, these projects will be indigenous owned and operated under the BC Housing IHF program.

Can the City provide us a letter of support for each project ? I am aware we must submit separate rezoning applications and the applications would require council approval.

Thank you again for your support.



Mustafa Kulkhan (He/Him)  
Principal | Relativity Projects Inc.

C: 778.388.2671 | E: [mustafa@relativityprojects.com](mailto:mustafa@relativityprojects.com)

I respectfully acknowledge that I live and work on the traditional territory of the ǵíçǵý (Katzie) First Nation



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 6<sup>th</sup>, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Richard Pucci, Director of Operations and Intergovernmental Relations

**SUBJECT: ASSET MANAGEMENT PLANNING PROGRAM FUND APPLICATION**

---

#### **RECOMMENDATION:**

**THAT Council directs staff to apply to the UBCM Asset Management Planning Program Fund.**

#### **REASON FOR REPORT:**

In recent years, the City has focused efforts on the development of sound asset management practices, including an assets management investment plan, an asset management strategy, and an Infrastructure Replacement Strategy, with a focus on the City's core assets, including water, sanitary and storm networks. These guiding documents have supported the City in making informed infrastructure investment decisions based on stronger asset management practices. Through the Union for BC Municipalities, the Province is providing funding to communities to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations. Staff are requesting authorization to apply for the grant funding to advance its' asset management program by developing an asset management investment plan for municipal buildings, to better integrate this asset class into the City's existing asset management practices.

#### **ANALYSIS:**

With the success of the City's asset management plan for core infrastructure, the next step in the Asset Management Strategy is to integrate other municipal assets into the plan, including municipal buildings. Developing an asset management investment plan for municipal buildings will further strengthen the City's ability to make informed investment decisions based on strong asset management practices.

#### **LINK TO STRATEGIC PLAN:**

This work will advance the Asset Management Strategy, which was a priority identified in the City's current Strategic Plan.

**COST:**

The cost of this asset management project is estimated to be \$50,000 with 50% funded through the grant program. The remaining \$25,000 will be paid for through the City's current special project budget with no increase required.

**CONCLUSION:**

Staff recommends that the Council support an application from the City to the UBCM Asset Management Planning Program Fund.

**Report Prepared By:**

**Report Reviewed By:**

\_\_\_\_\_  
Richard Pucci,  
Director of Operations &  
Intergovernmental Relations

\_\_\_\_\_  
Robert Buchan,  
City Manager

Originally signed available on request

## Olena Moshko

---

**From:** Teri Forster <teriforster@bcnu.org>  
**Sent:** Friday, April 26, 2024 8:30 AM  
**To:** Mayor-Council; Gladys Atrill; cityhall@terrace.ca; office@daajinggiids.ca; general@villageofgranisle.ca; info@hazelton.ca; doh@houston.ca; districtofkitimat@kitimat.ca; cao@masset.ca; info@newhazelton.ca; cao@portclements.ca; info@portedward.ca; City Hall; general@smithers.ca; info@districtofstewart.com; info@telkwa.ca  
**Cc:** NW Regional Executives  
**Subject:** National Nurses Week 2024

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello;

My name is Teri Forster, and I am the Regional Council Member for the British Columbia Nurses Union for the North West Region. This large region spans through all of our communities and supports approximately 700 nurses within the Northern Health Authority.

Nurses play a critical role in health care. Each year, a week in May is dedicated to these hard-working professionals, in 2024, this takes place May 6-12 and has a theme of "Changing Lives. Shaping tomorrow." This Nationally recognized week draws attention to nurses with an aim of increasing the awareness of the public, policy-makers and governments of the many contributions of nursing to the well-being of Canadians.

Despite the challenging circumstances nurses face, we strive to provide high-quality, ethical patient care.

Locally in BC, work is being done to explore and implement Minimum Nurse to Patient (mNPR) ratios which were announced in 2023 by the Provincial Government. BCNU will have a presence at the upcoming NCLGA in Smithers, and look forward to exploring ideas around how mNPR will save lives.

Please join leaders across Canada in celebrating the hard work of nurses by considering making a proclamation about National Nurses Week, or acknowledging these incredible community members in a public show of support and gratitude.

If you have questions, please reach out at any time.

Kindly,

Teri Forster

Sent from my iPhone

**Teri Forster**

Regional Council Member, North West Region

BC Nurses' Union

Pronouns: She, her, hers

**P:** 604 433 2268 | 1 800 663 9991

**F:** 604 433 7945 | 1 888 284 2222

**C:** 250 615 8077

**E:** [teriforster@bcnu.org](mailto:teriforster@bcnu.org)

4060 Regent St | Burnaby, BC V5C 6P5

[www.bcnu.org](http://www.bcnu.org)

## Olena Moshko

---

**From:** A Macleod <amac292@gmail.com>  
**Sent:** Tuesday, April 30, 2024 2:37 PM  
**To:** City Hall  
**Subject:** Moose Hide Campaign Day Proclamation Request- May 16, 2024  
**Attachments:** 2024 MHC Proclamation- Prince Rupert BC.docx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Thank you for calling me back. As discussed, the Moose Hide Campaign Team is hoping to have Prince Rupert join many other municipalities across Canada in proclaiming May 16, 2024 as Moose Hide Campaign Day to solidify the importance of the date and willingness to stand up against gender-based violence.

The Moose Hide Campaign is an indigenous-led, grassroots organisation that aims to bring awareness to, and hopefully end, gender based violence. Participants wear the moosehide pin as an acknowledgement that they are standing up against gender-based violence.

Our hope is that Prince Rupert will proclaim May 16th as Moose Hide Campaign Day and share the proclamation through your communication channels.

Please find the proclamation request to be read or submitted as attached.

Please feel free to contact me if you have any other questions.

Here is the link to our website as well:

<https://moosehidecampaign.ca/campaignday/>

If you could please let me know if you choose to join us in the proclamation or if not. It would be deeply appreciated!

Kindest regards,  
Asha MacLeod

DATE: April 30, 2024

**TITLE: MOOSE HIDE CAMPAIGN DAY**

FROM: Moose Hide Campaign Development Society

WHEREAS, the Moose Hide Campaign is an Indigenous-led, grassroots movement of men, boys and all Canadians standing up to end violence against women, children and all those along the gender continuum and;

WHEREAS, the Moose Hide Campaign was founded along the 'Highway of Tears' in British Columbia in response to the injustices and violence faced by many women and children in Canada, particularly those who are Indigenous;

WHEREAS, Intimate Partner Violence (IPV) is at epidemic proportions across Canada with more than 4 in 10 women having experienced it in their lifetime, and this reality is worse for Indigenous women who are twice as likely to experience violence from their current or former partners;

WHEREAS, the Moose Hide Campaign has distributed over five million moose hide pins that each spark five conversations about issues of violence against women, children and all those along the gender continuum;

WHEREAS, wearing the moose hide pin demonstrates a commitment to honour, respect and protect the women and children in your life, end gender-based violence and take meaningful action towards reconciliation with Indigenous peoples;

WHEREAS, participation in the Moose Hide Campaign is a concrete action for all citizens to address the legacies of colonization, residential schools and the reality of more than 1,200 missing or murdered women in Canada;

WHEREAS, engagement with the Moose Hide Campaign aligns with the United Nations Declaration on the Right of Indigenous Peoples (UNDRIP), the Truth and Reconciliation Commission's Calls to Action, and the Calls for Justice of the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG2S+)

**It is therefore requested:**

1. That Prince Rupert, British Columbia, proclaims May 16, 2024, as Moose Hide Campaign Day
2. That the City's Corporate and Strategic Communications department promote the passage of this resolution on the appropriate corporate communications channels.



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 6, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras Diaz, Planner I

**SUBJECT:** **REZONING APPLICATION ZBLA-24-01**

---

#### **Recommendation:**

THAT Council proceed with consideration.

#### **REASON FOR REPORT:**

This Prince Rupert Zoning Bylaw Amendment No. 3531, 2024 is to allow a site-specific amendment which would permit the use of Retail Liquor Sales at the parcels legally described as LOTS 11 THROUGH 14 OF BLOCK 24 SECTION 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923.

#### **BACKGROUND:**

The City has received a site-specific textual zoning bylaw amendment application for the subject property 801 2<sup>nd</sup> Avenue West. The applicant, the Belrupert company, wants to relocate their existing liquor store from their previous location, which was substantially damaged by fire, and reestablish the business at a different location within the City of Prince Rupert.

The Belmont Liquor Store was an established business in the community which, after years of operation, was substantially damaged by a fire on May of 2022. Due to this extraordinary circumstance, the applicants have been granted a Preliminary Site Approval from the Liquor and Cannabis Regulator Board to relocate to a different location within the City's Core of Prince Rupert that is within 1km of other Liquor outlets. The Province's legislation also generally prohibits liquor outlets to be within one kilometre of each other.

The current zoning bylaw dictates that no retail liquor store can be within one kilometre of another liquor establishment. This bylaw inhibits establishing this business at the desired location due to other liquor stores within the mandated one-kilometre radius. This site-specific amendment to the city's bylaw would align with the Province's exemption.

The proposed Liquor Store will be subject to the Liquor and Cannabis Regulator Board for licensing and meeting safety requirements under the BC Building and Fire Code. A

Development Permit and Building permits will be required before operations if this zoning bylaw amendment is approved. The building department has indicated to the applicant that an Alternative Solution that would allow BC Building and Fire Codes safety requirements to be met will be required to obtain permits.

## **ANALYSIS:**

### Link to Strategic Plan

One of the goals in the Strategic Plan was for the City of Prince Rupert to "encourage, support, and undertake community renewal to ensure it becomes a world class port city." This proposal offers the potential to aid in the downtown renewal by economically activating an existing building and bring vibrancy to the area.

### Alignment with Official Community Plan

One of the planning principles that helped guide the Official Community Plan (OCP) is the concept of Smart Growth, which promotes walkable communities, compact development, and mixed land uses. By approving this development, the City Council will allow a well-established local commercial enterprise to revitalize an existing building in the core of the City, which is served by public transit and promotes the walkability of the area.

The interest in maintaining the mix of uses, characteristic of the Midtown District, was included in the OCP. The proposed location has had commercial uses in the past. By allowing this amendment, the City Council will allow the opportunity to renew the area's vibrancy while maintaining its character.

### Zoning and Land Uses

C1 : Core Commercial Zone currently permits Retail use, meaning the "sale and display of goods and services, including food and beverage services to consumers".

The location will remain for commercial land use. Given that the nearby land uses include similar uses, such as restaurants and stores, this business is unlikely to impact the area significantly. Although negative impacts are not foreseen, City staff recommend that this application go to a public hearing where the general public can express any concerns.

## **COST:**

There are no budget impacts to this recommendation.

## **Report Prepared By:**

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Rodolfo Paras Diaz,  
Urban Planner I

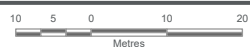
## **Report Reviewed By:**

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Robert Buchan,  
City Manager






Project #: ZBLA-24-01  
 Author: RB  
 Checked: -  
 Status: FINAL  
 Revision: A  
 Date: 2024 / 4 / 25  
 Scale: 1:1,000



Coordinate System:  
 NAD 1983 UTM Zone 9N  
 Data Sources:  
 Integrated Cadastral Information Society (ICIS)  
 City of Prince Rupert  
 2021 Orthophoto



# ZBLA-24-01 CONTEXT MAP 801 2ND AVENUE WEST

-  Assessment Fabric
-  Cadastral Fabric
-  Subject Property



OPERATIONS DEPARTMENT



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 6, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director of Development Services

**SUBJECT: Trade and Licensing Bylaw No. 3532, 2024**

---

#### **Recommendation:**

THAT Council proceed with consideration.

#### **REASON FOR REPORT:**

As of May 1, 2024, the Province of British Columbia no longer permits short-term rental sites, such as Airbnb, to allow postings without a verified Business License number. Our current Trade or Business License Bylaw No. 2486 did not contemplate Airbnb style short-term rentals, and therefore has no licensing mechanism for these types of businesses beyond Bed and Breakfasts. This change restructures the building rental section and links it to relevant bylaws and policies related to rental maintenance and zoning.

This new legislation has precipitated a review of our licensing bylaw, which identified a number of changes, including those related to archaic language and business types, unenforceable requirements, and reformatting for easier administration.

This Bylaw complements the associated Zoning amendment to short-term rentals, which aligns with the restrictions outlined by Provincial requirements and maintains the existing ban on allowing short-term rentals in non-principle dwelling units in residential zones to maintain a long-term rental stock. Given the number of changes to the existing legislation, this is a recommendation to replace and repeal the existing Trade and/or Business Licensing Bylaw.

#### **BACKGROUND:**

The current Trade and Business License Bylaw was originally written in 1982, and largely reflects the business and community landscape at the time. Therefore, in addition to general house-keeping changes, the new Bylaw includes, without limitation:

1. The addition of the short-term rental licence and regulations for building rentals to align with newer regulation and policy from the City, as well as short-term rental regulations from the Province;
2. Changing Contractor language to match and encompass all forms of contracting services within the community;
3. Align language and definitions where required with the Zoning Bylaw;
4. Simplifying administration of certain licences, such as Hotels, to increase consistency in how fees are charged;
5. Introducing a more wholistic language to encompass not for profit businesses, including charities, societies, and other non-profits;
6. Increasing ability to suspend licences for unpaid renewal fees, as following up with businesses who haven't paid fees takes up significant staff time; and,
7. Removing archaic and unenforceable language where applicable.

**ANALYSIS:**

The addition of a short-term rental license, paired with maintaining restrictions in residential areas on the use of accessory dwelling units for short-term rental, helps maintain the use of separate dwelling units for homes, rather than income generators or tourism accommodation. This aligns with the City's policy direction on housing, and the need for more housing stock dedicated to long-term rentals and diverse homeowner options.

The Province's changes introduce more restrictive regulation, as well as more tools for enforcement, including adding a provincial enforcement team. Additionally, the Province can require Platforms to remove listings that do not include valid local government business licences when requested by local governments. The City has the opportunity to enter into a data sharing agreement with the Province to share short-term rental listing information with municipalities for enforcement purposes. To enable the City to take advantage of the new enforcement tools provided by the Province, the City must be able to provide business license for short-term rentals so they can be displayed on the platform.

Additionally, the City currently allows short-term rentals within the same unit as the primary residence. For example, if someone is away from their home for a short period, or has extra bedrooms within their primary residence, they are permitted to place their residence or sleeping units on Airbnb or other platforms. To enable this to continue, the City must have a licensing scheme for those residents to place postings, which in turn will allow staff to ensure zoning and rental maintenance standards are followed.

**LINK TO STRATEGIC PLAN:**

This Bylaw links to the following strategic plan goals and actions:

1. Goal A: The City of Prince Rupert will provide appropriate laws and services to cost effectively provide for the needs of residents in in their use and enjoyment of private and public lands; and,
2. Goal F: Support and encourage new and renewed housing working with industry, senior government and First nations.
  - a. Action 4: Align policies and bylaws with Provincial legislation on short-term rentals.

**COST:**

The new licencing will fit under the City’s current licencing process, adding incremental administrative labour that will be compensated for through Business licencing fees.

**Report Prepared By:**

**Report Reviewed By:**

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Myfannwy Pope,  
Director of Development Services

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Robert Buchan,  
City Manager

Originally signed available on request



## REPORT TO COUNCIL

Regular Meeting of Council

**DATE:** May 6, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director of Development Services

**SUBJECT:** Development Procedures Bylaw No. 3533

---

### **Recommendation:**

THAT Council proceed with consideration.

### **REASON FOR REPORT:**

This report outlines proposed changes to the City of Prince Rupert Development Procedures Bylaw No. 3533, which changes some elements of the 2021 Development Procedures Bylaw. These changes include the following:

1. Defines and delegates Minor Variances to staff;
2. Delegates Development Permits with a Minor Variance to staff;
3. Adds parameters for consideration for approval on development-related permits by staff;
4. Updates the procedural process to align with new Provincial regulation on Public Hearings regarding zoning amendments related to housing;
5. Clearly defines processes by which members of the public can still provide input to council or staff on variances, as well as zoning amendments where public hearings are prohibited from being held; and,
6. Clarifies existing language within the Bylaw.

### **BACKGROUND:**

#### Shipping Containers

Council recently approved a Zoning Amendment to allow shipping containers under specific circumstances to be registered with the City without requiring a Temporary Use Permit in non-industrial zones. To accompany this change, the development procedures bylaw is proposed to be amended to include an application fee to cover, in part, the administrative costs associated with the labour of reviewing and registering the shipping containers.

### Removal of Public Hearing Option for Zoning Amendments related to Housing

In November 2023, the Province made amendments to the Local Government Act which, along with several other amendments related to housing density, removed the option for local governments to hold a public hearing for zoning amendments related to housing that are already aligned with the Official Community Plan. The proposed Bylaw aligns with these changes and clarifies opportunities for Council to still receive feedback through written or oral submissions before the 3<sup>rd</sup> Reading. The goal of this change at the provincial level is to remove barriers to increasing housing density and shift the opportunity for public input into the Official Community Plan processes, which are now required to be updated every 5-years.

### Delegating Minor Variances

Development and renovations in Prince Rupert often require variances to the zoning bylaw due to the average lot size and the age of the existing housing stock, placing the number of variances proportionately higher than in other municipalities. As many residents attempt to revitalize older homes or fit into difficult geography, the number of variances required will increase. When a variance is needed, the timeline until construction can begin grows by on average two months, as these permits need to be presented to council twice and are therefore dependent on council meeting schedules and internal timelines associated with them.

The Province has encouraged local governments in British Columbia to find ways to streamline development processes to be more efficient and timelier, especially with the provision of housing. As a result, additional legislative tools were provided. In 2019, the Province considered the Development Approvals Process Review (DAPR)<sup>1</sup> and introduced the Municipal Affairs Statutes Amendments Act (No. 2) in late 2021. The amendments enable municipalities to delegate decisions on minor Development Variance Permits to local government staff with the goal of decreasing the amount of time it takes for approvals. Section 498.1 of the Local Government Act allows delegation of power to issue Development Variance Permits only when the variance is considered minor and only to the following provisions:

- a) Development regulations specifying the siting, size, and dimensions of buildings, structures, and permitted uses;
- b) Off-street parking and loading space requirements;
- c) Regulations of signs;
- d) Regulations for screening and landscaping provisions.

The delegation within the proposed Development Procedures Bylaw defines Minor Variances as such:

- a) It is consistent with the City of Prince Rupert Official Community Plan Bylaw No. 3460 and its amendments.
- b) It is less than a 25% reduction in off-street parking space requirements.
- c) It is equal to or less than 25% reduction in lot coverage;
- d) It is equal to or less than 35% reduction in yard requirements.
- e) The lesser of 10% or one storey for building height;
- f) Any variance related to patios and decks; and
- g) Any variance related to signs.

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<sup>1</sup> Province of BC, Development Approvals Process Review (2019). [https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/planning-land-use/dapr\\_2019\\_report.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/planning-land-use/dapr_2019_report.pdf)

In 2023, 50% of all the DVP's processed would constitute a minor variance by this definition. For these types of permits, which often would otherwise only require a Building Permit, what might take a week before being able to proceed to construction/implementation becomes a two-months process.

The proposed Bylaw would also constrain staff decisions with a clear set of considerations for approving minor variance permits, including:

- a) If the proposed variance is consistent with the general purpose and intent of the zone;
- b) If the proposed variance addresses a physical or legal constraint associated with the site (e.g. unusual parcel shape, topographical feature, statutory right-of-way, etc.);
- c) Impacts to neighbouring properties;
- d) If the proposed variance would unduly impact the character of the streetscape or surrounding neighbourhood;
- e) Comments received from the public, if any;
- f) Input from referrals; and
- g) If strict compliance with the zoning regulation would be unreasonable.

In Prince Rupert, the average time for a Development Variance Permit, provided no issues put the permit on hold, is 51 days (2023 Data). This is largely due to the need to bring the permit to council twice. From intake of a complete package, there are several procedural elements that add to the timeline. During the summer months, a time in which the majority of construction in Prince Rupert takes place, council meetings are one month apart. Figure 1 outlines the steps and timelines required.

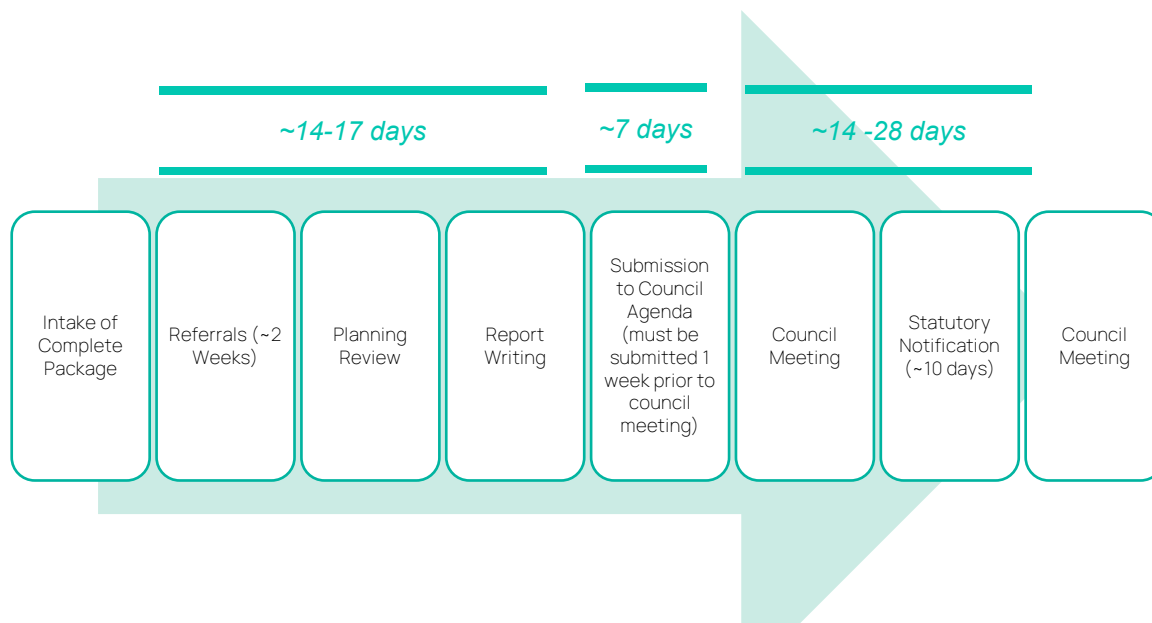


Figure 1 Development Variance Process for Undelegated Permits

In contrast, Development Permits are currently delegated. In 2023, the average development permit took 17 days for approval. While variances may require public notice if delegated,

delegation would reduce the overall timeline to less than a month independent of the time of year, in line with the process for development permits.

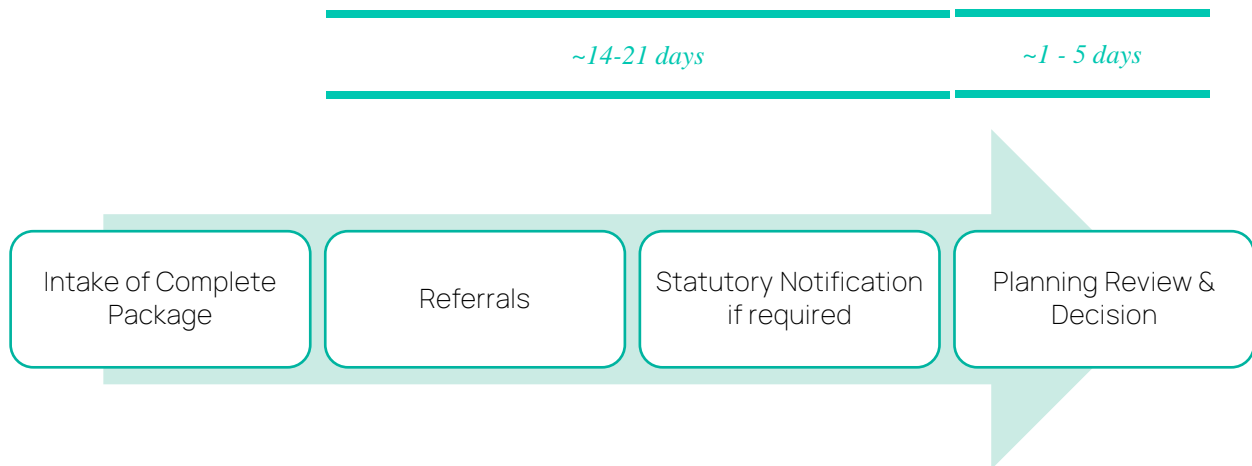


Figure 2 Development Variance Permit Process for Delegated Permits

**ANALYSIS:**

**LINKS TO PLANS & POLICY**

*Housing Plans*

Delegating minor development variance permits reduces the timelines and uncertainty associated with the Council meeting requirements, reducing barriers to development that can often discourage homeowners’ ambitions to revitalize older houses or delay time-sensitive housing projects for funding deadlines. The clear set of considerations stated in the Bylaw can ensure that proponents understand what will be considered and offer them the opportunity to mitigate negative impacts.

Projects with potential for larger impacts (non-minor variances) would still remain with council for decision-making.

**LINK TO STRATEGIC PLAN**

The proposed changes link to the Strategic Plan in several ways:

*The City of Prince Rupert will encourage, support, and undertake community renewal to ensure it becomes a world class port city.*

Reducing timelines and uncertainty for development offer fewer barriers to redevelopment of both downtown and residential areas. This step signals further to developers and homeowner’s council’s commitment to supporting their efforts to revitalize their homes and community.

*The City of Prince Rupert will support and encourage new and renewed housing working with industry, senior government and First Nations. Specifically, the Action to “Align local policies and bylaws with Provincial legislation on housing density (in line with implementation of Housing Acceleration Plan + Affordability initiatives)”*

Updating the procedural information to align with the amendments to the Local Government Act ensures that the City’s legislation is not out of date, or in contradiction to the Province’s which would ultimately override it. Delegating minor variances also aligns with previous changes from the Province, and the spirit of the change to the Public Hearing Process in its goal to provide more certainty and reduced timelines to housing development.

*The City of Prince Rupert will provide appropriate laws and services to cost effectively provide for the needs of residents in their use and enjoyment of private and public lands.*

The proposed changes provide reduced administrative costs, in the case of delegation of minor variances and not holding public hearings, while also adding partial cost-recovery for shipping container registration. These changes ensure that the City is cost-effectively and efficiently providing these services to the public.

**COST:**

This amended bylaw may reduce administrative costs associated with the development procedures process.

**Report Prepared By:**

**Report Reviewed By:**

\_\_\_\_\_  
Myfannwy Pope  
Director of Development Services

\_\_\_\_\_  
Robert Buchan,  
City Manager

Originally signed available on request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 6, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director of Development Services

**SUBJECT: CITY OF PRINCE RUPERT MUNICIPAL TICKETING INFORMATION AMENDMENT BYLAW NO. 3534, 2024**

---

#### **Recommendation:**

THAT Council proceed with consideration.

#### **REASON FOR REPORT:**

This Bylaw amendment is intended to add the Zoning Bylaw to the City of Prince Rupert Ticketing Information Bylaw to allow enforcement through municipal ticketing on zoning-related violations, including the land-use of short-term rentals in non-compliant zones.

#### **BACKGROUND:**

The Province has introduced a number of new regulations and enforcement tools for local governments to regulate short term rentals, in addition to establishing a Provincial enforcement unit. One enforcement tool is allowing municipalities to use higher municipal ticketing penalties, specifically raising the maximum amount from \$2,000 to \$3,000.

The proposed amendment to the Ticketing Information Bylaw includes a penalty of \$500, and \$1000 for continued non-compliance after the first penalty being issued. Each day that a violation continues is considered a new violation, and therefore penalties may be applied each new day at the City's discretion. Previously, the zoning bylaw was enforceable only through Summary Conviction, which can be more resource-intensive to pursue. This now gives the City both options depending on the severity of the violation.

#### **ANALYSIS:**

This Bylaw amendment is an opportunity to use additional enforcement tools available to the City, which were previously not able to be used against any zoning bylaw

May 6, 2024

Page 2

violation. The ability to enforce through municipal ticketing will provide more flexibility and quick application to address zoning violations, while retaining the option for pursuing summary conviction. Enforcement will allow the City to better ensure safety and alignment with policy when it comes to land-use.

While bylaw enforcement continues to be complaint-driven, there may be more opportunities for regular surveillance regarding short-term rentals with the new provincial registry and tools if the City chooses. This will be one tool in the toolbox for addressing short-term rentals in violation of the zoning or business licensing bylaws, as the Province will also be enforcing their own legislation through their registry and new enforcement branch.

### **LINK TO STRATEGIC PLAN:**

This Bylaw links to the following strategic plan goals and actions:

1. Goal F: Support and encourage new and renewed housing working with industry, senior government and First nations.
  - a. Action 4: Align policies and bylaws with Provincial legislation on short-term rentals.
2. Goal: The City of Prince Rupert will provide appropriate laws and services to cost effectively provide for the needs of residents in their use and enjoyment of private and public lands.

### **COST:**

Enforcement processes will fit under the City's current bylaw enforcement process, adding incremental administrative labour.

**Report Prepared By:**

**Report Reviewed By:**

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Myfannwy Pope,  
Director of Development Services

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Robert Buchan,  
City Manager

Originally signed available on request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 6, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director of Development Services

**SUBJECT: CITY OF PRINCE RUPERT ZONING AMENDMENT BYLAW No. 3535**

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#### **Recommendation:**

THAT Council proceed with consideration.

#### **REASON FOR REPORT:**

As of May 1, 2024, the Province of British Columbia has rolled out a number of regulations and enforcement tools regarding Short-term Rental Regulations. Local governments are required to ensure their legislation meets the “floor” set by the Province on this front, and therefore this amendment is intended to align the City’s regulation with the Provinces in terms of definition of Short-term Rental and recognition that the Province does not differentiate between zoning. This amendment maintains the existing restrictions that the City has in place regarding short-term rentals in non-principle dwelling units, as this is more restrictive than provincial legislation and supports policy goals of maintaining rental housing stock.

#### **BACKGROUND:**

The Province has introduced a number of new regulations and enforcement tools for local governments to regulate short term rentals, in addition to establishing a Provincial enforcement unit. Most notably these changes include the principle residence requirement, introducing a requirement for listings on various platforms to display local government business licenses, and having platforms remove listings that do not have current, valid business licenses at local government’s request. The associated amendments to the business license and municipal information ticketing bylaw address the necessary local regulation amendments required for use of these enforcement tools. This amendment is intended to align with the new regulations and definitions from the Province on land-use.

The following table identifies how the proposed Zoning Amendment Bylaw would match the provincial legislation and where it will continue to differ in more restrictive capacities.

	Provincial	City of Prince Rupert
Short Term Rental Definition	Service of accommodation for less than 90 consecutive days.	Previously defined as 30 days or shorter, and has changed to align with 90 days.
Accommodation Type	Principle residence, plus one secondary suite or accessory dwelling unit, where applicable.	Principle residence only. Not permitted in secondary suites or accessory dwelling units.
Bed & Breakfasts	Must be in host's principle residence; no restriction on the allowable number of bedrooms but nor more than one secondary suite or accessory dwelling unit.	Must be in host's principle residence. Restriction of number of sleeping units to two (2).
Commercially Zoned Short-term Accommodation on Properties	Provincial enforcement will apply to the entire jurisdiction and will not be zone specific.	Previously short-term rental licenses were considered "Traveler Accommodation" in commercial zones, and consequently permitted. The proposed change will align with the Province's jurisdiction-wide approach. Therefore, apartments in commercial zones used for short-term rental will no longer be permitted unless it is the principle resident of the host or qualifies as exempted.
Principle Resident Restrictions	Host's principle resident and/or one secondary suite or accessory dwelling unit on the property. Hotels, motels, RVS, tents, or other temporary shelters are exempt. Strata hotels, timeshares, fractional ownership agreements, home exchanges, hosts that are also operators of outdoor recreational activities, and formal student accommodations are exempt.	Host's principle residence only. Exemptions apply for temporary shelters, timeshares, fractional ownership agreements that prevent principle residency, units in commercial buildings that are part of outdoor recreational tourism operations, and formal student accommodation.

Otherwise amendments include clarifying definitions and the relationship between short-term rentals and Bed and Breakfasts. Section 2 is amended to allow Municipal Ticketing for Zoning Bylaw violations, and complements the Ticketing Information bylaw amendment that adds the Zoning Bylaw as eligible for ticketing.

**ANALYSIS:**

This Bylaw amendment matches the spirit of the Provincial legislation and the City’s policy direction to maintain the use of separate dwelling units for homes, rather than income generators or tourism accommodation. This also supports existing tourism industry, as short-term rentals have historically taken business away from hotels, motels, hostels, and other forms of tourist accommodation that contribute to the Municipal and Regional District Tax Program, which is intended to grow tourism and jobs in the region.

The 2022 Housing Needs Assessment identifies the need for both an increase in owner-occupied and rental housing in the City, as well as a diversity in options and sizes. The Housing Acceleration Plan recommends meeting this need in one way through gentle density, including permitting suites across housing types and zones. Maintaining restriction on the use of secondary suites as short-term rentals will prevent the loss of these units to the rental stock.

Upon hearing public input at the Public Hearing, Council may wish to consider whether they would like to keep restriction on use of secondary suites.

**LINK TO STRATEGIC PLAN:**

This Bylaw links to the following strategic plan goals and actions:

- 1. Goal F: Support and encourage new and renewed housing working with industry, senior government and First nations.
  - a. Action 4: Align policies and bylaws with Provincial legislation on short-term rentals.

**COST:**

There are no budget impacts associated with the proposed Bylaw Amendment.

**Report Prepared By:**

**Report Reviewed By:**

\_\_\_\_\_  
Myfannwy Pope  
Director of Development Services

\_\_\_\_\_  
Robert Buchan,  
City Manager

Originally signed available on request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 6<sup>th</sup>, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: 2023 AUDITED FINANCIAL STATEMENTS (THE “STATEMENTS”)**

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#### **RECOMMENDATION:**

**THAT Council accepts the 2023 Audited Financial Statements as presented.**

#### **REASON FOR REPORT:**

Pursuant to the *Community Charter*, the City of Prince Rupert must prepare Audited Annual Financial Statements and the Statements must be accepted by Council. The Statements (Attachment 1) have been prepared by staff and audited by the City’s auditor. The auditor intends to append an unqualified opinion to the Statements after they have been accepted by Council.

#### **FINANCIAL HIGHLIGHTS:**

##### Statement “A” Consolidated Statement of Financial Position

##### Financial Assets

*Cash and Cash Equivalents* - Increase of \$75 million primarily due to receiving the Provincial grant for the infrastructure replacement program and the Growing Communities grant.

##### Liabilities

*Accounts Payable and Accrued Liabilities* - Increase of nearly \$5 million due to construction invoices related to the RCMP building and water and sewer repairs.

*Deferred Revenue* – Increase of nearly \$70 million primarily relating to grants received for projects not started by the end of December.

*Loans Payable* – Increase of nearly \$9.5 million due to short term financing the RCMP detachment construction and equipment loans taken for heavy equipment.

#### Non-Financial Assets

*Tangible Capital Assets* - Increase of \$22 million largely due to the RCMP detachment, completion of the CN Station, water and sewer works on 1<sup>st</sup> avenue and Crestview, roadwork and landfill improvements. This was net of amortization costs of \$4 million. Amortization is a way of recognizing the declining value and lessening lifespan of assets.

*Investment in City West Cable & Telephone Corp.* – Increase recorded is the net income of City West during the year less the loan repayment made.

#### City Position

*Accumulated Operating Surplus* - Decrease of \$1.3 million largely due to planned use of surplus to fund Capital Works.

*Bylaw and Statutory Reserve Funds* – Increase of \$1 million mainly due to interest earned on reserve balances with the transfer to reserves of the Growing Communities Fund offsetting the transfers out from other reserves to fund planned Capital projects.

*Investment in Tangible Capital Assets* – Increase due to expenditures on capital assets (mentioned above) and repayment of debenture and lease debt. Partially offsetting the increase was amortization of assets.

#### Statement “B” Consolidated Statement of Operations

Revenues were below budget by nearly \$33 million mainly as a result of not utilizing grants for the waterfront and water projects in 2023 as originally planned. These funds continue to remain in deferred revenue and reserves and will be taken into income once the works commence.

Expenses overall were on target once the waterfront and water works projects are taken into consideration and adding in the unexpected water main breaks.

Asset Retirement Obligations – there was a new significant public accounting standard brought in that requires any government organization to recognize on the financial statements any legal obligation to decommission assets at the end of their useful life. The financial statements have been prepared recognizing this new standard using the modified retroactive method which restates the previous year's financial information to improve comparability between years. Simply put, this standard recognizes the liability created by a legal obligation to retire an asset in the future and considers it a part of the total cost of ownership. The positive of this standard is it aids the City in planning the management of public assets and provides the true cost of assets used today. The value of the future liability is discounted to the value in today's dollars and variances from year to year will be recognized as non-cash increases/decreases in annual operations depending on changes in inflation.

### Budget Variance

The City's budget is not prepared in the same manner as the Statements which are prepared in accordance with Canada Public Sector Accounting Guidelines. Rather the budget identifies expected capital and non-capital expenditures and identifies sources of funding for those outflows, with the use of surplus, reserves, and new debt presented as revenue and capital expenditures presented as expenses, resulting in a balanced budget. During the year the City's results are compared to the budget through monthly variance reports. Attachment 2 presents the actual results for the year compared to budget. This variance report does not make up a part of the audited statements and is provided for information purposes only.

The General Operating fund presents a surplus of \$1.4 million. Although some departments, such as fire protection, have negative variances, other departments such as parks and recreation experienced positive variances. These results combined with the longer than expected high interest rate accounts for the operating surplus.

The Water Utility ended the year with a minimal deficit. Solid Waste closed out the year with a surplus driven mainly through the intake of dredgeate from an industrial customer. Sanitary and storm sewer ended the year with a moderate surplus.

### Prince Rupert Legacy Inc. Financial Statements

This is Legacy's tenth year of operations. The audited financial data has been consolidated into the parent organization (the City of Prince Rupert). Although the data has been consolidated, the statements of the corporation are attached for review by the shareholder (Attachment 3). The company has retained earnings of \$10M of which nearly \$2 million is appropriated for projects in 2024, mostly as a contribution to the capital works in the City's water utility and the leasehold improvements to the Public Works building.

#### **LINK TO STRATEGIC PLAN:**

Acceptance of the financial statements is required in accordance with *Section 167* of the *Community Charter*.

#### **CONCLUSION:**

Council accepting the Statements will complete the 2023 Financial Statement approval process and satisfy the City's legislative requirements.

**Report Prepared By:**

**Report Reviewed By:**

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Corinne Bomben,  
Chief Financial Officer

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Robert Buchan,  
City Manager

**Originally signed available on request**

Attachments:

- Attachment 1 – City of Prince Rupert 2023 Audited Financial Statements
- Attachment 2 – Budget Variance Reports - Operating Departments & Utilities
- Attachment 3 – Prince Rupert Legacy Inc. Financial Statements

**ATTACHMENT #1**

# **City of Prince Rupert**

## **2023 Audited Financial Statements**

## City of Prince Rupert

### Consolidated Statement of Financial Position December 31

	2023	2022 (restated)
<b>Financial Assets</b>		
Cash and Cash Equivalents	\$ 135,213,999	\$ 59,429,659
Taxes Receivable (Note 3a)	1,865,538	1,350,732
General Receivables (Note 3b)	2,557,647	2,979,066
Deposit-Municipal Finance Authority (Note 4)	420,867	408,181
Land Inventory Held for Resale (Note 5)	9,618,106	9,618,106
Loans to Prince Rupert Airport Authority (Note 6)	6,510,751	6,861,311
	\$ 156,186,908	\$ 80,647,055
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities (Note 7a)	19,080,872	14,506,189
Deposits and Prepayments	1,159,668	641,107
Deferred Revenue (Note 7b)	82,074,078	12,746,702
Asset Retirement Obligations (Note 8)	11,964,260	11,833,038
Reserves - Municipal Finance Authority (Note 4)	87,956	85,304
Loans Payable (Schedule 11 and Note 9)	11,290,215	1,820,916
Debenture Debt (Schedule 12 and Note 9)	23,660,935	24,840,713
	\$ 149,317,984	\$ 66,473,969
<b>Net Financial Assets</b> (Statement C)	\$ 6,868,924	\$ 14,173,086
<b>Non-financial Assets</b>		
Tangible Capital Assets (Schedule 3 and Note 1c)	157,290,300	134,695,480
Inventories of Supplies (Note 1d)	2,031,604	1,598,313
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 10)	48,950,763	47,452,763
	\$ 208,272,667	\$ 183,746,556
<b>Surplus and Equity</b> (Statement B)	\$ 215,141,591	\$ 197,919,642
<b>City Position</b>		
Accumulated Operating Surplus (Schedule 1)	21,513,908	22,852,688
Bylaw and Statutory Reserve Funds (Schedule 2)	26,250,748	25,197,437
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 10)	48,950,763	47,452,763
Investment in Tangible Capital Assets (Schedule 5)	118,426,172	102,416,754
	\$ 215,141,591	\$ 197,919,642

Corinne Bomben, CPA, CA  
Chief Financial Officer

## City of Prince Rupert

### Consolidated Statement of Operations For The Year Ended December 31

	Unaudited 2023 Budget	2023 Actual	2022 Actual (restated)
<b>Revenues</b>			
Taxes (Net) (Schedule 6)	\$ 28,805,000	\$ 28,734,725	\$ 26,800,843
Sale of Services (Schedule 7)	17,898,000	18,177,897	13,259,124
Services Provided to Other Governments	120,000	165,092	135,338
Government Transfers (Schedule 8)	48,389,000	7,074,982	4,088,766
Fees, Permits, Licenses and Fines (Schedule 9)	419,000	420,236	442,955
Investment Income	3,120,000	5,405,491	1,208,652
City West Cable & Tel. Corp.	-	1,998,000	993,000
Prince Rupert Legacy Inc.	-	3,353,927	3,690,532
Miscellaneous (Schedule 9)	1,447,000	1,620,210	1,356,341
<b>Total Revenue</b>	<b>\$ 100,198,000</b>	<b>\$ 66,950,560</b>	<b>\$ 51,975,551</b>
<b>Expenses</b>			
Protection to Persons and Property	\$ 13,098,500	\$ 13,250,900	\$ 12,821,423
Water, Sewage and Solid Waste	16,821,100	12,616,520	9,618,305
Roadways and Transportation	6,812,300	7,003,632	7,198,641
Recreation and Culture	6,609,900	6,208,985	6,351,805
General Government	8,883,600	7,518,964	5,965,652
Other	339,700	284,309	345,611
<b>Total Expenses (Schedule 10)</b>	<b>\$ 52,565,100</b>	<b>\$ 46,883,310</b>	<b>\$ 42,301,437</b>
<b>Revenue Over Expenditure Before Amortization</b>	<b>\$ 47,632,900</b>	<b>\$ 20,067,250</b>	<b>\$ 9,674,114</b>
<b>Amortization of Tangible Capital Assets</b>	<b>-</b>	<b>(4,136,485)</b>	<b>(3,950,352)</b>
<b>Accretion of Asset Retirement Obligations</b>	<b>-</b>	<b>(351,952)</b>	<b>(365,171)</b>
<b>Transfer of ARO from Unfunded to Funded</b>	<b>-</b>	<b>2,166,305</b>	<b>-</b>
<b>Gain on Disposition of Land Held for Resale</b>	<b>-</b>	<b>70,727</b>	<b>66,410</b>
<b>Net Gains (Losses/Write downs) on Tangible Capital Assets</b>	<b>-</b>	<b>(593,896)</b>	<b>7,000</b>
<b>Revenue Over Expenditure</b>	<b>\$ 47,632,900</b>	<b>\$ 17,221,949</b>	<b>\$ 5,432,001</b>
<b>Opening City Position (restated)</b>	<b>\$ 197,919,642</b>	<b>\$ 197,919,642</b>	<b>\$ 192,487,641</b>
<b>Closing City Position (Statement A)</b>	<b>\$ 245,552,542</b>	<b>\$ 215,141,591</b>	<b>\$ 197,919,642</b>

## City of Prince Rupert

### Consolidated Statement of Changes in Net Financial Assets For The Year Ended December 31

	<b>2023</b>	<b>2022</b>
	<b>Actual</b>	<b>Actual (restated)</b>
Revenue Over Expenditure (Statement B)	\$ 17,221,949	\$ 5,432,001
Acquisition of Tangible Capital Assets (Schedule 1 & 3)	(27,565,931)	(23,214,589)
Amortization of Tangible Capital Assets	4,136,485	3,950,352
Disposals/Writedowns of Tangible Capital Assets	613,896	-
Adjustments to Estimates of ARO underlying asset cost	220,730	-
City West Cable and Tel. Corp. (Increase)/Decrease in Equity	(1,498,000)	(993,000)
Change in Inventories of Supplies	(433,291)	(826,439)
Change in Net Financial Assets	<u>\$ (7,304,162)</u>	<u>\$ (15,651,675)</u>
Net Financial Assets at Beginning of Year	<u>\$ 14,173,086</u>	<u>\$ 29,824,761</u>
Net Financial Assets at End of Year	<u><u>\$ 6,868,924</u></u>	<u><u>\$ 14,173,086</u></u>

## City of Prince Rupert

### Consolidated Statement of Cash Flows For The Year Ended December 31

	<b>2023</b>	<b>2022</b> <b>(restated)</b>
<b>Operating Activities</b>		
Revenue Over Expenditure	\$ 17,221,949	\$ 5,432,001
Non-cash Items		
Amortization	4,136,485	3,950,352
Accretion of Asset Retirement Obligations	351,952	365,171
City West Cable & Tel. Corp	(1,998,000)	(993,000)
Taxes Receivable	(514,806)	(442,375)
General Receivables	421,419	(714,124)
Inventories of Supplies	(433,291)	(239,362)
Accounts Payable and Accrued Liabilities	4,574,683	(4,636,511)
Deposits and Prepayments	518,561	-
Deferred Revenue	69,327,376	2,785,905
Cash Provided by Operating Activities	<u>\$ 93,606,328</u>	<u>\$ 5,508,057</u>
<b>Financing Activities</b>		
Equipment and Short Term Loans	\$ 10,117,235	\$ 850,000
MFA Deposits and Reserves	(10,034)	6,953
Repayment (Loans) from Prince Rupert Airport Authority	350,560	(32,148)
Principal Repayments	(1,827,714)	(1,786,267)
Cash provided by/(applied to) Financing Activities	<u>\$ 8,630,047</u>	<u>\$ (961,462)</u>
<b>Capital and Investing Activities</b>		
Tangible Capital Assets Additions	\$ (27,565,931)	\$ (23,214,589)
Tangible Capital Assets Net Write Downs/Disposals	613,896	-
City West Cable & Tel. Corp. Loan Repayment	500,000	-
Cash Provided by/(applied to) Investing Activities	<u>\$ (26,452,035)</u>	<u>\$ (23,214,589)</u>
Increase/(Decrease) in Cash and Cash Equivalents	\$ 75,784,340	\$ (18,667,994)
Cash and Cash Equivalents at Beginning of Year	59,429,659	78,097,653
Cash and Cash Equivalents at End of Year	<u>\$ 135,213,999</u>	<u>\$ 59,429,659</u>

# City of Prince Rupert

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## Notes to the Consolidated Financial Statements December 31, 2023

### 1) Significant accounting policies

#### a) *Basis of presentation*

It is the Municipality's policy to follow accounting principles generally accepted for British Columbia Municipalities and to apply such principles consistently. These consolidated statements include the operations of the General, Water, Sewer, Solid Waste, Capital and Reserve Funds, Prince Rupert Legacy Inc. and City West Cable & Telephone Corp. They have been prepared using guidelines issued in the CPA Canada Public Sector Accounting Handbook.

#### b) *Revenue and expenses recognition*

The accrual method for reporting revenues and expenditures has been used. Revenues are normally recognized in the year in which they are earned and measurable.

Government transfers are recognized in the financial statements as revenue in the period in which the eligibility criteria have been met and reasonable estimates of the amounts can be made. Transfers received for which the expenditures have not yet been incurred are reported as deferred revenue.

Deferred revenue includes grants, contributions and other amounts received from third parties which are specifically designated and the expenditures have not yet been incurred.

#### c) *Tangible capital assets*

Tangible capital assets are reported at cost. Donated assets are reported at fair market value at the time of donation. Tangible capital assets are amortized using the straight-line method as follows:

	<u>Years</u>
Buildings and Improvements	5 to 50 years
Equipment	5 to 20 years
Infrastructure	25 to 100 years

Assets under construction having a value of \$16,283,632 (2022 - 6,458,898) have not been amortized. Amortization on these assets will commence when the asset is put into service.

#### d) *Inventory*

Inventory is reported at average cost.

#### e) *Estimates*

The preparation of financial statements in accordance with CPA Canada Public Sector Accounting Standards requires management to make estimates and assumptions that affect the amounts reported. Estimates include the amortization rate of tangible capital assets, accrued liabilities, and asset retirement obligations. Actual results could differ from those estimates.

# City of Prince Rupert

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## Notes to the Consolidated Financial Statements December 31, 2023

### 1) Significant accounting policies (continued)

#### f) Reporting entity

The City's reporting entity includes the municipal government and entities that are either controlled or owned by it. All controlled entities are fully consolidated on a line-by-line basis except for government business enterprises.

Government business enterprises are consolidated on a modified equity basis. Under the modified equity basis, accounting policies are not adjusted to conform to the City's, inter-organizational transactions and balances are not eliminated and the City recognises annual earnings or losses in its statement of operations with a corresponding increase or decrease in the investment. Any distributions reduce the carrying value of the investment.

The City's reporting entities include:

Prince Rupert Legacy Inc.	Controlled Entity	100%
City West Cable & Telephone Corp.	Government Business Enterprise	100%

#### g) Financial instruments

The City's financial instruments consist of cash, taxes and accounts receivable, accounts payable, accruals and deferred revenue, equipment and short term financing debt, and debenture debt. It is management's opinion that the City is not exposed to significant interest, currency or credit risk arising from these financial instruments. The fair value of these financial instruments approximate their carrying value.

#### h) Asset Retirement Obligations

Asset Retirement Obligations ("ARO") represent the legal obligations associated with the retirement of a tangible capital asset that result from its acquisition, construction, development, or normal use. The tangible capital assets ("TCA") include but are not limited to assets in productive use, assets no longer in productive use, leased tangible capital assets.

The liability associated with an asset retirement obligation is measured with reference to the best estimate of the amount required to ultimately remediate the liability at the financial statement date to the extent that all recognition criteria are met. Asset retirement obligations are only recognized when there is a legal obligation for the City to incur costs in relation to a specific TCA, when the past transaction or event causing the liability has already occurred, when economic benefits will need to be given up in order to remediate the liability and when a reasonable estimate of such amount can be made. The best estimate of the liability includes all costs directly attributable to the remediation of the asset retirement obligation, based on the most reliable information that is available as at the applicable reporting date. Where cash flows are expected over future periods, the liability is recognized using a present value technique.

# City of Prince Rupert

## Notes to the Consolidated Financial Statements December 31, 2023

### 1) Significant accounting policies (continued)

#### h) Asset Retirement Obligations

When a liability for an asset retirement obligation is initially recognized, a corresponding adjustment to the related TCA is also recognized for underlying assets that have been recorded and reported within the TCA values presented in the financial statements. Through the passage of time in subsequent reporting periods, the carrying value of the liability is adjusted to reflect accretion expenses incurred in the current period. This expense ensures that the time value of money is considered when recognizing outstanding liabilities at each reporting date. The capitalized asset retirement cost within tangible capital assets is also simultaneously depreciated on the same basis as the underlying asset to which it relates. In circumstances when the underlying asset is fully depreciated, the ARO will be amortized over the estimated future life until the cash disbursement is made in the future to settle the obligation.

At remediation, the City derecognizes the liability that was established. In some circumstances, gains or losses may be incurred upon settlement related to the ongoing measurement of the liability and corresponding estimates that were made and are recognized in the statement of operations.

### 2) Prior Year Adjustment

During the year, the City adopted PS 3280 Asset Retirement Obligations, a new standard establishing guidance on the accounting and reporting of legal obligations associated with the retirement of tangible capital assets controlled by a government or government organization. A liability for a retirement obligation can apply to tangible capital assets either in productive use or no longer in productive use. As this standard includes solid waste landfill sites active and post-closing obligations, upon adoption of this new standard, existing Solid Waste Landfill Closure and Post-Closure Liability section PS 3270 will be withdrawn, which was the City's previous policy.

The City believes the new policy provides a fair presentation of the results and the financial position of the municipality.

This change in policy has been applied on a modified retroactive basis with restatement of prior period comparative amounts. Comparative figures for the year ended December 31, 2022 have been adjusted for this adoption as below:

	<u>As Originally Stated</u>	<u>As Restated</u>	<u>Net</u>
<b>Statement of Financial Position</b>			
Landfill Closure Cost	3,445,852	-	3,445,852
Asset Retirement Obligations	-	11,833,038	(11,833,038)
Tangible Capital Assets	133,914,306	134,695,480	781,174
Investment in Tangible Capital Assets	109,744,367	102,416,754	7,327,613
Accumulated Operating Surplus	23,131,087	22,852,688	278,399

## City of Prince Rupert

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### Notes to the Consolidated Financial Statements December 31, 2023

#### 3) Receivables

	<u>2023</u>	<u>2022</u>
<b>a) Taxes receivable</b>		
Current	\$ 1,108,641	\$ 756,551
Arrears	405,059	281,910
Tax sale properties	351,838	312,271
Net taxes receivable	<u>\$ 1,865,538</u>	<u>\$ 1,350,732</u>
<b>b) General receivables</b>		
General receivables	\$ 2,574,604	\$ 3,017,076
Allowance for doubtful accounts	(16,957)	(38,010)
Net general receivables	<u>\$ 2,557,647</u>	<u>\$ 2,979,066</u>

#### 4) Municipal Finance Authority reserve and deposit

The City issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the Municipality may be required to loan certain amounts to the Municipal Finance Authority.

#### 5) Land inventory held for resale

The Watson Island land property value is reported at the gross value of the property taxes owing when it was acquired through tax sale in 2008 plus \$3.7 million of remediation costs incurred to prepare the island for resale, less \$1.2 million for 35 acres leased out. Management believes current market value exceeds net book value. There is approximately \$1.6 million owing to the Ministry of Education that is included in accounts payable.

## City of Prince Rupert

### Notes to the Consolidated Financial Statements December 31, 2023

#### 6) Loans to Prince Rupert Airport Authority

	<u>2023</u>	<u>2022</u>
From Municipal Finance Authority (MFA)	\$ 4,439,414	\$ 4,770,378
Rescheduled payments	1,051,717	1,051,717
	\$ 5,491,131	\$ 5,822,095

(Details per Schedule 12. Due to COVID 19 disruption, the annual combination principal and interest repayment for 2020, 2021, and 2022 from Prince Rupert Airport are rescheduled to the end of the term. Normal payments resumed in 2023.)

From Prince Rupert Legacy

Payments include interest at 2.5% per annum, secured by mortgage on Airport Lands.

\$24,080 due January 28 and July 28 each year with a final payment on January 28, 2033.	\$ 405,312	\$ 405,312
\$16,054 due April 6 and October 6 each year with a final payment on April 6, 2033.	270,208	282,750
\$9,030 due June 20 and December 20 each year with a final payment on June 20, 2033.	151,992	159,046
\$10,033 due February 28 and August 28 each year with a final payment on August 28, 2034.	192,108	192,108
	\$ 1,019,620	\$ 1,039,216
Total loans to Prince Rupert Airport Authority	\$ 6,510,751	\$ 6,861,311

#### 7) Accounts payable, accrued liabilities and deferred revenue

	<u>2023</u>	<u>2022</u>
<b>a) Accounts payable and accrued liabilities</b>		
Trade payables	\$ 12,280,982	\$ 6,068,835
Accrued liabilities	35,000	33,000
Accrued interest payable - MFA	141,156	141,156
Taxes due to other governments	2,055,392	2,314,812
Salaries, wages, other payroll payables	4,568,342	5,948,386
	\$ 19,080,872	\$ 14,506,189
<b>b) Deferred revenue</b>		
Prepaid taxes	\$ 1,369,029	\$ 1,280,982
Deferred revenue - PR Legacy	2,165,240	2,572,284
Other deferred revenue	78,539,809	8,893,436
	\$ 82,074,078	\$ 12,746,702

## City of Prince Rupert

### Notes to the Consolidated Financial Statements December 31, 2023

#### 8) Asset Retirement Obligations

	<u>2023</u>	<u>2022</u> <u>(restated)</u>
Funded		
Balance, beginning of the year	\$ 3,445,852	\$ 3,724,251
Liabilities settled	(232,157)	(278,399)
Change in estimate	<u>2,166,305</u>	<u>                    </u>
Balance, end of the year	\$ 5,380,000	\$ 3,445,852
Unfunded		
Balance, beginning of the year	8,387,186	7,743,616
Change in estimate	232,157	278,399
Transfer from (to) Funded	(2,166,305)	
Accretion expense	378,662	365,171
Changes in estimated cash flows	<u>(247,440)</u>	<u>-</u>
Balance, end of the year	\$ 6,584,260	\$ 8,387,186
<b>Estimated total liability</b>	<u><u>\$ 11,964,260</u></u>	<u><u>\$ 11,833,038</u></u>

#### Asbestos and Lead

The City owns and operates assets which contain asbestos and/or lead paint, and therefore, the City is legally required to perform abatement activities upon renovation or demolition of the assets. Abatement activities include handling and disposing of the asbestos in a prescribed manner when it is disturbed. Undiscounted future cash flows expected are an abatement cost in 2028 through 2043 of \$9.94 million. The estimated total liability of \$5.01 million (2022- \$5.25 million) is based on the sum of discounted future cash flows for abatement activities using a discount rate of 4.56% and assuming annual inflation of 3%. The municipality has not designated funds for settling the abatement activities.

## City of Prince Rupert

### Notes to the Consolidated Financial Statements December 31, 2023

#### 8) Asset Retirement Obligations (continued)

##### Landfill - Ridley Island Road

Landfill closure and post-closure care requirements have been defined in accordance with the Environmental Management Act and include final covering and landscaping of the landfill, pumping of ground water, methane gas and leachate management, and ongoing environmental monitoring, site inspection and maintenance. The reported liability is based on estimates and assumptions with respect to events extending over a 102-year period using the best information available to management. Future events may result in significant changes to the estimated total expense, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

The estimates in the table below of Net Phase Capacity are taken from the 2021 Design, Operations, and Closure Plan (DOCP). Estimated remaining capacity is also presented in cubic meters and percentage.

Phase	Net Phase Capacity (m <sup>3</sup> )	Capacity Utilitized (m <sup>3</sup> )	Capacity Remaining (m <sup>3</sup> )	Capacity Utilitized (%)	Capacity Remaining (%)
<b>Developed Phases</b>					
Phase 1 – West	95,369	95,369	0	100%	0%
Phase 2 – North	170,877	1,709	169,168	1%	99%
Total - developed	266,246	97,078	169,168	36%	64%
<b>Undeveloped Phases</b>					
Phase 2 – South	444,369	0	444,369	0%	100%
Phase 3	577,359	0	577,359	0%	100%
Total - undeveloped	1,021,728	0	1,021,728	0%	200%
<b>Grand Total</b>	<b>1,287,974</b>	<b>97,078</b>	<b>1,190,896</b>	<b>8%</b>	<b>92%</b>

Phase 1 - West is fully utilized and closure will be completed in 2024. Only "Phase 2 - North" is currently operational. Before "Phase 2 South" and "Phase 3" can be utilized, they must be developed at estimated costs of \$3.6 million and \$4.3 million (2021 dollars), respectively. The estimated remaining capacity of the landfill without this development is 64% – 169,168 cubic metres of its total estimated useable capacity of 266,246 cubic metres and its estimated remaining life is 13 years (2022 – 14 years).

The estimated remaining capacity of the landfill with development of "Phase 2 - South" and "Phase 3" is 92% – 1,190,896 cubic metres of its total estimated capacity of 1,287,974 cubic metres and its estimated useful life would be extended to 53 years. The period for post-closure care is estimated to be 50 years, beginning after closure is completed in 2076.

The unfunded liability for the landfill will be paid for by increases to user fees and grants. Any unfunded portion still remaining will have to be borrowed, with the debt servicing being funded by increases to user fees or taxation in the years following closure.

##### Landfills - Wantage Road and Watson Island

The City owns two landfills that are already closed; one on Wantage Road and one on Watson Island. The Ministry of Environment has informed the City that further monitoring and remediation actions will be required, but as of yet, the extent, plans, and cost are not known so a reasonable estimate cannot be made and no Asset Retirement Obligation has been Required.

# City of Prince Rupert

## Notes to the Consolidated Financial Statements December 31, 2023

### 9) Debenture debt and loans payable

Debenture debt and loans are with the Municipal Finance Authority and are being repaid in accordance with approved bylaws and agreements.

### 10) Investment in City West Cable & Telephone Corp.

Financial information for the Company as at December 31 is as follows

	<u>2023</u>	<u>2022</u>
Assets	\$ 83,456,000	\$ 81,260,000
Liabilities to arms-length parties	\$ 34,506,000	\$ 33,808,000
Net income	\$ 1,998,000	\$ 993,000

### 11) Commitments and contingencies:

#### a) Pension information

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The City of Prince Rupert paid \$1,562,767 (2022 - \$1,420,985) for employer contributions while employees contributed \$1,373,798 (2022 - \$1,247,286) to the plan in fiscal 2023.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

# City of Prince Rupert

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## Notes to the Consolidated Financial Statements December 31, 2023

### 11) Commitments and contingencies: (continued)

#### b) *Third party claims*

The City has various lawsuits and claims pending by and against it. It is the opinion of management that the determination of these claims will not materially affect the financial position or the operating results of the City.

#### c) *Payments in lieu of taxes*

Payments in lieu of taxes are recorded as revenue based on managements' best estimates of taxes due. Property assessment values are subject to dispute and the Dispute Advisory Panel is being asked to provide advice in a matter spanning multiple years. The impact of any future settlement agreement is as yet unknown.

## City of Prince Rupert

### Operating Funds and Surplus Allocation For The Year Ended December 31

Fund	General	Water	Sewer	Solid Waste	Prince Rupert Legacy Inc.	2023 Total	2022 Total (restated)
<b>Operating Results</b>							
Revenue	\$ 45,261,123	\$ 6,591,641	\$ 2,835,414	\$ 8,908,455	\$ 3,353,927	\$ 66,950,560	\$ 51,975,551
Expenditure (Exclude Tangible capital assets)	34,266,790	3,827,062	1,457,491	7,331,967	-	46,883,310	42,301,437
	<u>\$ 10,994,333</u>	<u>\$ 2,764,579</u>	<u>\$ 1,377,923</u>	<u>\$ 1,576,488</u>	<u>\$ 3,353,927</u>	<u>\$ 20,067,250</u>	<u>\$ 9,674,114</u>
Add /(Less)							
Additions to Tangible capital assets	\$ (14,815,008)	\$ (7,448,659)	\$ (3,300,845)	\$ (1,392,669)	\$ (608,750)	\$ (27,565,931)	\$ (23,214,589)
Gain on Disposition of Land Held for Resale	70,727	-	-	-	-	70,727	66,410
Gain on disposition of Tangible Capital Assets	-	-	-	20,000	-	20,000	7,000
New Loans from MFA	8,800,000	-	-	1,317,235	-	10,117,235	850,000
Debt payment and Actuarial Adjustments	(681,736)	(481,363)	(22,688)	(310,963)	-	(1,496,750)	(1,467,843)
Bylaw and Statutory Reserve Interest Income	(1,017,454)	(440,563)	(17,169)	(2,655)	-	(1,477,841)	(790,276)
Prince Rupert Legacy Dividend	1,840,570	2,359,430	-	-	(4,200,000)	-	-
City West Cable & Tel. Corp Loan Repayment	500,000	-	-	-	-	500,000	-
City West Cable & Tel. Corp (Income)/Loss	(1,998,000)	-	-	-	-	(1,998,000)	(993,000)
Transfer (to)/ from Reserves (Schedule 2)	(2,879,719)	3,217,669	260,922	(174,342)	-	424,530	7,415,608
	<u>\$ (10,180,620)</u>	<u>\$ (2,793,486)</u>	<u>\$ (3,079,780)</u>	<u>\$ (543,394)</u>	<u>\$ (4,808,750)</u>	<u>\$ (21,406,030)</u>	<u>\$ (18,126,690)</u>
Total Operating Surplus/(Deficit)	\$ 813,713	\$ (28,907)	\$ (1,701,857)	\$ 1,033,094	\$ (1,454,823)	\$ (1,338,780)	\$ (8,452,576)
Balance forward Surplus/(Deficit)	10,478,770	116,955	4,985,126	(564,818)	7,836,655	22,852,688	31,305,264
Accumulated Surplus/(Deficit)	<u>\$ 11,292,483</u>	<u>\$ 88,048</u>	<u>\$ 3,283,269</u>	<u>\$ 468,276</u>	<u>\$ 6,381,832</u>	<u>\$ 21,513,908</u>	<u>\$ 22,852,688</u>
<b>Surplus Allocation</b>							
Unappropriated Surplus (deficit)	\$ 2,987,660	\$ 88,048	\$ 120,269	\$ (860,724)	\$ 4,678,832	\$ 7,014,085	\$ 4,849,865
Restricted Land Surplus	7,994,823	-	-	-	-	7,994,823	7,994,823
2024 Appropriated Surplus	310,000	-	3,163,000	1,329,000	1,703,000	6,505,000	10,008,000
	<u>\$ 11,292,483</u>	<u>\$ 88,048</u>	<u>\$ 3,283,269</u>	<u>\$ 468,276</u>	<u>\$ 6,381,832</u>	<u>\$ 21,513,908</u>	<u>\$ 22,852,688</u>

**City of Prince Rupert**

**Schedule of Bylaw and Statutory Reserve Fund Balances  
December 31, 2023**

	<u>Opening Balance</u>	<u>Interest/Income</u>	<u>Transfer (to)/from Other Funds</u>	<u>Year End Balance</u>	<b>RESERVE ALLOCATION</b>		
					<u>2024 Budget Appropriation</u>	<u>Unappropriated Reserve</u>	<u>Year End Balance</u>
<b>BYLAW &amp; OTHER RESERVES</b>							
General Reserves	\$ 7,853,532	\$ 414,274	\$ 487,903	\$ 8,755,709	\$ 5,695,000	\$ 3,060,709	\$ 8,755,709
Public Work Equipment Reserves	1,877,862	97,475	138,948	\$ 2,114,285	880,000	1,234,285	2,114,285
Ferry Maintenance Reserves	476,939	25,159	150,000	\$ 652,098	650,000	2,098	652,098
NCPG Reserve (Schedule 13)	4,337,561	228,806	(2,121,230)	\$ 2,445,137	2,440,000	5,137	2,445,137
Growing Communities Fund	-	160,940	4,068,000	\$ 4,228,940	-	4,228,940	4,228,940
Water Asset Management Reserve	8,351,915	440,563	(3,217,669)	\$ 5,574,809	3,212,000	2,362,809	5,574,809
Sewer Asset Management Reserve	325,482	17,169	(250,376)	\$ 92,275	-	92,275	92,275
Solid Waste Asset Management Res.	50,327	2,655	174,342	\$ 227,324	-	227,324	227,324
<b>Total Bylaw &amp; Other Reserves</b>	<b>\$ 23,273,618</b>	<b>\$ 1,387,041</b>	<b>\$ (570,082)</b>	<b>\$ 24,090,577</b>	<b>\$ 12,877,000</b>	<b>\$ 11,213,577</b>	<b>\$ 24,090,577</b>
<b>STATUTORY RESERVES</b>							
Capital Assets & Land Acquisition	\$ 1,507,648	\$ 79,528	\$ 70,727	\$ 1,657,903	\$ 50,000	\$ 1,607,903	\$ 1,657,903
Parkland Reserves	7,227	381		\$ 7,608	-	7,608	7,608
Parking Space Requirements	151,067	7,969	50,000	\$ 209,036	210,000	(964)	209,036
Cemetery Care Trust	257,877	2,922	24,825	\$ 285,624	-	285,624	285,624
<b>Total Statutory Reserves</b>	<b>\$ 1,923,819</b>	<b>\$ 90,800</b>	<b>\$ 145,552</b>	<b>\$ 2,160,171</b>	<b>\$ 260,000</b>	<b>\$ 1,900,171</b>	<b>\$ 2,160,171</b>
<b>TOTAL RESERVES</b>	<b>\$ 25,197,437</b>	<b>\$ 1,477,841</b>	<b>\$ (424,530)</b>	<b>\$ 26,250,748</b>	<b>\$ 13,137,000</b>	<b>\$ 13,113,748</b>	<b>\$ 26,250,748</b>

## City of Prince Rupert

### Consolidated Schedule of Tangible Capital Assets December 31

	Land	Buildings	Equipment	Infrastructure	Assets under construction	2023	2022 (restated)
<b>Historical Cost:</b>							
Opening Balance	\$ 12,423,654	\$ 14,766,765	\$ 10,653,951	\$ 167,302,326	\$ 6,458,898	\$ 211,605,594	\$ 189,248,783
Additions	252,501	2,429,213	1,843,621	8,603,296	14,437,300	27,565,931	23,214,589
Transfer of completed assets, previously under construction		3,994,790		617,776	(4,612,566)	-	-
Additions (adjustments) to Asset Retirement Obligation Cost		(370,470)		149,740		(220,730)	-
Disposals/Write-Downs	(7,500)	-	(183,506)	(979,803)	-	(1,170,809)	(857,778)
<b>Closing Balance</b>	<b>12,668,655</b>	<b>20,820,298</b>	<b>12,314,066</b>	<b>175,693,335</b>	<b>16,283,632</b>	<b>237,779,986</b>	<b>211,605,594</b>
<b>Accumulated Amortization:</b>							
Opening Balance	-	10,139,169	7,098,867	59,672,078	-	76,910,114	73,817,540
Amortization Expense	-	524,508	862,609	2,749,368	-	4,136,485	3,950,352
Disposals/ Write-Downs	-	-	(183,506)	(373,407)	-	(556,913)	(857,778)
<b>Closing Balance</b>	<b>-</b>	<b>10,663,677</b>	<b>7,777,970</b>	<b>62,048,039</b>	<b>-</b>	<b>80,489,686</b>	<b>76,910,114</b>
<b>Net Book Value</b>	<b>\$ 12,668,655</b>	<b>\$ 10,156,621</b>	<b>\$ 4,536,096</b>	<b>\$ 113,645,296</b>	<b>\$ 16,283,632</b>	<b>\$ 157,290,300</b>	<b>\$ 134,695,480</b>

## City of Prince Rupert

### City West Cable & Telephone Corporation Statement of Financial Position December 31

	2023	2022
<b>ASSETS</b>		
City West Cable & Telephone Corporation		
Investment	\$ 1	\$ 1
Loan	16,632,762	17,132,762
Equity	32,318,000	30,320,000
	\$ 48,950,763	\$ 47,452,763
<b>LIABILITIES AND EQUITY</b>		
Equity, Beginning of Year	\$ 47,452,763	\$ 46,459,763
Net Income of Corporation	1,998,000	993,000
Repayment of loan	(500,000)	-
Equity, End of Year	\$ 48,950,763	\$ 47,452,763

**City of Prince Rupert**

**Schedule of Changes in Investment in Tangible Capital Assets  
December 31**

	<u>2023</u>	<u>2022 (restated)</u>
Opening Balance	\$ 102,416,754	\$ 82,899,844
Tangible Capital Assets Purchased By Operations	17,448,696	22,364,589
Debenture Debt Repayment	732,652	732,653
Actuarial Additions	116,162	94,887
Loan Repayment	647,936	640,304
Disposals/Writedowns of Tangible Capital Assets	(613,896)	-
Transfer from unfunded to funded ARO	2,166,305	
Accretion	(351,952)	(365,171)
Amortization	<u>(4,136,485)</u>	<u>(3,950,352)</u>
Closing Balance	<u>\$ 118,426,172</u>	<u>\$ 102,416,754</u>

## City of Prince Rupert

### Schedule of Tax Revenues For The Year Ended December 31

	Unaudited 2023 Budget	2023 Actual	2022 Actual
<b>Real Property Taxes</b>			
Municipal Property Tax			
Residential	\$ 8,295,000	\$ 8,293,526	\$ 7,370,484
Utilities	330,000	328,986	298,485
Major Industry	10,810,000	10,810,252	10,117,624
Light Industry	741,000	741,260	670,833
Business	5,801,000	5,831,356	5,143,748
Recreational	22,000	22,133	20,287
	<u>\$ 25,999,000</u>	<u>\$ 26,027,513</u>	<u>\$ 23,621,461</u>
Less: Tax Sharing with District of Port Edward	(953,000)	(953,497)	(945,698)
Less: Provision for Assessment Appeals	<u>(20,000)</u>	<u>(40,000)</u>	<u>-</u>
	<u>\$ 25,026,000</u>	<u>\$ 25,034,016</u>	<u>\$ 22,675,763</u>
<b>Special Payments</b>			
Port Competitiveness Tax Grant	\$ 1,973,000	\$ 1,972,876	\$ 1,845,534
Revenue Tax	\$ 333,000	\$ 317,803	\$ 327,651
Payments in Lieu of Tax			
Federal Government Properties	\$ 181,000	\$ 220,970	\$ 161,667
Prince Rupert Port Authority	739,000	639,557	1,299,370
	<u>\$ 920,000</u>	<u>\$ 860,527</u>	<u>\$ 1,461,037</u>
Grants in Lieu of Tax			
Provincial Government Properties	\$ 302,000	\$ 311,297	\$ 268,279
BC Buildings Corp.	49,000	47,312	43,628
BC Housing Commission	108,000	97,448	95,848
BC Hydro and Power Authority	83,000	82,618	73,687
Insurance Corporation of BC	11,000	10,828	9,416
	<u>\$ 553,000</u>	<u>\$ 549,503</u>	<u>\$ 490,858</u>
	<u>\$ 3,779,000</u>	<u>\$ 3,700,709</u>	<u>\$ 4,125,080</u>
<b>Net Tax Revenue</b>	<u>\$ 28,805,000</u>	<u>\$ 28,734,725</u>	<u>\$ 26,800,843</u>

## City of Prince Rupert

### Schedule of Sale of Service Revenues For The Year Ended December 31

	Unaudited 2023 Budget	2023 Actual	2022 Actual
<b>GENERAL FUND</b>			
<b>Protective Services (RCMP)</b>	\$ 25,000	\$ 28,028	\$ 25,217
<b>Transportation Services</b>			
Public Transit	\$ 175,000	\$ 213,891	\$ 179,556
Airport Ferry	1,157,000	\$ 1,129,282	1,016,156
	<u>\$ 1,332,000</u>	<u>\$ 1,343,173</u>	<u>\$ 1,195,712</u>
<b>Other</b>			
Rezoning / Subdivision Services		\$ 11,405	\$ 5,780
Parking	110,000	93,822	91,274
Franchise Fees	245,000	282,416	243,749
	<u>\$ 355,000</u>	<u>\$ 387,643</u>	<u>\$ 340,803</u>
<b>Public Health (Cemetery)</b>	<u>\$ 149,000</u>	<u>\$ 84,762</u>	<u>\$ 144,823</u>
<b>Recreation and Cultural Services</b>			
Civic Centre Rentals & Programs	\$ 298,000	\$ 343,782	\$ 286,600
Swimming Pool	409,000	\$ 529,416	393,862
Arena	242,000	\$ 276,147	237,987
	<u>\$ 949,000</u>	<u>\$ 1,149,345</u>	<u>\$ 918,449</u>
<b>Cow Bay Marina</b>	<u>\$ 413,000</u>	<u>\$ 436,388</u>	<u>\$ 415,076</u>
<b>TOTAL GENERAL OPERATING FUND</b>	<u>\$ 3,223,000</u>	<u>\$ 3,429,339</u>	<u>\$ 3,040,080</u>
<b>SOLID WASTE FUND</b>	<u>\$ 8,864,000</u>	<u>\$ 8,897,197</u>	<u>\$ 4,469,469</u>
<b>WATER FUND</b>	<u>\$ 3,047,000</u>	<u>\$ 3,043,011</u>	<u>\$ 2,984,516</u>
<b>SEWER FUND</b>	<u>\$ 2,764,000</u>	<u>\$ 2,808,350</u>	<u>\$ 2,765,059</u>
	<u><u>\$ 17,898,000</u></u>	<u><u>\$ 18,177,897</u></u>	<u><u>\$ 13,259,124</u></u>

## City of Prince Rupert

### Schedule of Government Transfers For The Year Ended December 31

	Unaudited 2023 Budget	2023 Actual	2022 Actual
<b>Federal Grant- Conditional</b>			
General Fund			
Canada Summer Jobs	\$ -	\$ -	\$ 9,772
Active Transportation Strategy - Infrastructure Canada	-	9,000	20,000
Recreation Washrooms Accessibility	143,000	-	-
	<u>\$ 143,000</u>	<u>\$ 9,000</u>	<u>\$ 29,772</u>
<b>Provincial Grants</b>			
<b>Unconditional</b>			
General Fund - Small Community	\$ 356,000	\$ 350,000	\$ 454,000
- Traffic Fines	250,000	214,000	219,522
Total Unconditional	<u>\$ 606,000</u>	<u>\$ 564,000</u>	<u>\$ 673,522</u>
<b>Conditional</b>			
General Fund			
Victim Services	\$ 74,000	\$ 79,839	\$ 70,729
Casino Revenue	583,000	540,120	582,887
Two Percent (2%) Hotel Tax	348,000	340,349	332,449
Situation Tables	43,000	27,411	7,500
Downtown Revitalization & Asset Management	50,000	-	-
Waterfront Rupert's Landing & Ferry Development	10,890,000	1,000,000	10,188
LGCAP - City Hall Boiler	123,000	-	-
CN Building Revitalization - ICIP	-	-	1,000,000
Wind storm claim - EMBC	-	-	44,969
Growing Communities Fund	-	4,068,000	-
Water Fund			
Shawatlans Road Water Line	20,000,000	-	-
Woodworth Dam Design & Construction	-	9,400	-
Submarine & Overland Line Construction	9,869,000	288,314	-
Total Conditional	<u>\$ 41,980,000</u>	<u>\$ 6,353,433</u>	<u>\$ 2,048,722</u>
<b>Regional and Other External Transfers - Conditional</b>			
General Fund			
FCM - Asset Management Strategy Development	\$ -	\$ (12,340)	\$ 56,750
FCM - Community Efficiency Financing Feasibility Study	60,000	60,000	-
NDIT- Economic Development	50,000	50,000	50,000
NDIT- Business Façade	20,000	-	20,000
UBCM- Community Works Fund - City Hall Boiler	327,000	5,703	-
UBCM - Climate Action Plan	93,000	22,543	-
UBCM - Social Development Plan	25,000	5,900	-
UBCM - Housing Needs Assessment	-	-	10,000

UBCM - Complete Communities Assessment	-	16,743	-
New Firehall Building Design - Fire Department	175,000	-	-
UHF Radio system - Fire Department	160,000	-	-
Sewer Fund			
FCM- Liquid Waste Management Plan	4,750,000	-	200,000
Solid Waste Fund			
UBCM- Community Works Fund - New Landfill Cell	-	-	1,000,000
	<u>\$ 5,660,000</u>	<u>\$ 148,549</u>	<u>\$ 1,336,750</u>
<b>Total Government Transfer</b>	<u><u>\$ 48,389,000</u></u>	<u><u>\$ 7,074,982</u></u>	<u><u>\$ 4,088,766</u></u>

## City of Prince Rupert

### Schedule of Revenue from Own Sources For The Year Ended December 31

	Unaudited 2023 Budget	2023 Actual	2022 Actual
Licenses and Permits	\$ 303,000	\$ 320,512	\$ 337,861
Fines	32,000	27,261	18,950
911 Service Fee	84,000	72,463	86,144
	<u>\$ 419,000</u>	<u>\$ 420,236</u>	<u>\$ 442,955</u>
Miscellaneous revenues			
Actuarial Additions	\$ -	\$ 212,054	\$ 178,238
Cemetery Care Fund		24,825	12,143
Miscellaneous - General Fund	640,000	585,146	585,167
Miscellaneous Grants - General Fund	77,000	91,116	39,516
Penalties and Interest on Taxes	-	264,509	212,411
Property Rentals	190,000	252,498	189,488
Parking Space Requirement	-	50,000	
Disposal of scrap materials	400,000	-	-
Water Meter Rentals	140,000	140,062	139,378
Total Miscellaneous Revenues	<u>\$ 1,447,000</u>	<u>\$ 1,620,210</u>	<u>\$ 1,356,341</u>

## City of Prince Rupert

### Schedule of Expenditure by Objects of Expense For The Year Ended December 31

	Unaudited 2023 Budget	2023 Actual	2022 Actual (restated)
Wages	\$ 18,876,000	\$ 18,124,894	\$ 17,240,437
Benefits	4,685,000	4,692,485	4,309,182
Professional Fees	2,083,000	2,114,836	1,810,904
Supplies	2,436,000	3,166,150	2,700,020
Services	4,825,500	4,905,260	4,931,073
Energy	1,502,000	1,380,610	1,527,555
Fiscal Expenses	3,783,000	5,004,300	3,306,004
Grants in Aid to Community Partners	1,833,000	1,824,105	1,679,062
Contracts	6,030,500	6,042,983	5,731,410
	<u>\$ 46,054,000</u>	<u>\$ 47,255,623</u>	<u>\$ 43,235,647</u>
Capital Purchases & Capital Works (Per budget)	120,446,000	28,932,961	23,888,934
Wages & Vehicle cost allocated to Capital Works	(250,000)	(358,755)	(235,599)
Less:			
Investments in Tangible Capital Assets	(112,031,000)	(27,565,931)	(23,214,589)
Debt Repayment	(1,653,900)	(1,380,588)	(1,372,956)
Total Expenses (Statement B)	<u>\$ 52,565,100</u>	<u>\$ 46,883,310</u>	<u>\$ 42,301,437</u>

## City of Prince Rupert

### Schedule of Equipment / Short Term Financing Debt December 31

Loan No.	Purpose	New/ Renewal	Amount of Issue	2022 Balance	Additions	Principal Payments	2023 Balance
<b>Equipment Financing</b>							
0003-0	Vactor Truck	2019	450,000	\$ 173,090	\$ -	\$ (90,414)	\$ 82,676
0004-0	Garbage Truck	2020	850,000	510,476	-	(157,082)	353,394
0005-0	Single Axle Dump Truck	2023	300,000	-	300,000	-	300,000
0006-0	Solid Waste Dozer, Excavator and Garabge Truc	2023	1,317,235	-	1,317,235	-	1,317,235
				\$ 683,566	\$ 1,617,235	\$ (247,496)	\$ 2,053,305
<b>Short Term / Temporary Financing</b>							
0695-0001	2018 Cell Block Reno and PW Buildings	2019	1,150,000	\$ 287,350	\$ -	\$ (230,040)	\$ 57,310
0695-0003	2022 McBride Street Water Main Repair	2022	850,000	850,000	-	(170,400)	679,600
0695-0004	2023-2024 New RCMP Detachment	2023	8,500,000	-	8,500,000	-	8,500,000
				\$ 1,137,350	\$ 8,500,000	\$ (400,440)	\$ 9,236,910
				\$ 1,820,916	\$ 10,117,235	\$ (647,936)	\$ 11,290,215

## City of Prince Rupert

### Schedule of Debenture Debt December 31

Bylaw No.	No.	Maturity Date	Amount of Issue	2022 Balance	Additions	Principal Payment	2022 Accrued Actuarial	2023 Actuarial	2023 Accrued Actuarial	2023 Balance	
<b>General Fund</b>											
3201	Cruise Ship Dock	94	2025	3,133,056	\$ 610,738	\$ -	\$ (115,139)	\$ 18,957	\$ (87,582)	\$ (20,436)	\$ 406,538
3333	Airport Upgrade	127	2034	7,000,000	4,770,378	-	(235,072)	63,613	(86,640)	(72,865)	4,439,414
				<u>\$ 5,381,116</u>	<u>\$ -</u>	<u>\$ (350,211)</u>	<u>\$ 82,570</u>	<u>\$ (174,222)</u>	<u>\$ (93,301)</u>	<u>\$ 4,845,952</u>	
<b>Water Fund</b>											
3433	Woodworth Dam	156	2046	\$ 10,000,000	\$ 9,695,869	\$ -	\$ (302,360)	\$ 1,771	\$ (6,803)	\$ (3,571)	\$ 9,384,906
<b>Sewer Fund</b>											
3201	Moresby Sewer Upgrade	94	2025	\$ 346,970	\$ 67,859	\$ -	\$ (12,793)	\$ 2,106	\$ (9,731)	\$ (2,270)	\$ 45,171
<b>Solid Waste Fund</b>											
3454	New Landfill Cell	156	2046	\$ 10,000,000	\$ 9,695,869	\$ -	\$ (302,360)	\$ 1,771	\$ (6,803)	\$ (3,571)	\$ 9,384,906
				<u>\$ 24,840,713</u>	<u>\$ -</u>	<u>\$ (967,724)</u>	<u>\$ 88,218</u>	<u>\$ (197,559)</u>	<u>\$ (102,713)</u>	<u>\$ 23,660,935</u>	

## City of Prince Rupert

### Schedule of Northern Capital and Planning Grant For Year Ended December 31, 2023

Grant Balance as at Jan 1, 2023	\$	<b>4,337,561</b>
Interest earned in 2023		228,806
CN Heritage Building Revitalization Project		(2,040,000)
2nd Avenue Bridge Assessment		(81,230)
Grant Balance as at Dec 31, 2023 (Schedule 2)	<b>\$</b>	<b>2,445,137</b>

This money is used at the discretion of the municipality for capital and long term planning purposes in accordance with S.32 of the Local Government Grants Regulation (BC Reg. 221/95) which cross-references with S.4(1)(a) & (c) of the Local Government Grants Act.

## City of Prince Rupert

### Schedule of COVID-19 Safe Restart Grant for Local Governments For Year Ended December 31, 2023

Grant Balance as at Jan 1, 2023	\$ 403,000
Use of funds in 2023:	
Reduction in City of Prince Rupert airport ferry revenue	(403,000)
Grant Balance as at Dec 31, 2023	\$ -

This money is used at the discretion of the municipality to address increased operating costs and lower revenue due to COVID-19 accordance with section 36 of the Local Government Grants Regulation and this schedule is attached to the Financial Statements as per section 167 of the Community Charter.

## City of Prince Rupert

### Budget Variance Report General Operating Departments For The Year Ended December 31

REVENUES	2023 Budget	2023 Actual	Budget Variance	Variance (%)
Airport Ferry	\$ 1,157,000	\$ 1,129,282	\$ (27,718)	(2.40)
Cemetery	134,000	84,762	(49,238)	(36.74)
Cow Bay Marina	413,000	436,388	23,388	5.66
Development Services	626,000	675,763	49,763	7.95
Economic Development	70,000	50,051	(19,949)	(28.50)
Fire 911 Services	84,000	72,463	(11,537)	(13.73)
Fire Protective Services	5,000	7,871	2,871	57.42
Finance	15,000	19,669	4,669	31.13
Fiscal Revenue	8,044,000	15,159,126	7,115,126	88.45
Information Technology	1,000	-	(1,000)	(100.00)
Parks	-	5,972	5,972	NA
Engineering Services	5,000	4,596	(404)	(8.08)
PW Common Cost	70,000	42,221	(27,779)	(39.68)
RCMP	145,000	193,120	48,120	33.19
Rec - Arena	242,000	276,147	34,147	14.11
Rec - Civic Centre	298,000	343,782	45,782	15.36
Rec - Community Services	3,000	-	(3,000)	(100.00)
Rec - Pool	409,000	529,416	120,416	29.44
Transit	175,000	213,891	38,891	22.22
Victim Services	84,000	109,924	25,924	30.86
Watson Island	400,000	20,000	(380,000)	(95.00)
	12,464,000	19,377,090	6,913,090	55.46
Property Taxes	25,999,000	26,027,513	28,513	0.11
Appropriated Surplus- COVID 19 Restart Grant	403,000	403,000	-	-
Capital Works- Funding from PR Legacy	178,000	25,237	(152,763)	(85.82)
Capital Works- Funding from Appr. Surplus	85,000	30,528	(54,472)	(64.08)
Capital Works- Funding from Reserves	510,000	81,231	(428,769)	(84.07)
Capital Purchases-Funding from PR Legacy	2,472,000	316,794	(2,155,206)	(87.18)
Capital Purchases- Funding from Grant	11,700,000	1,045,293	(10,654,707)	(91.07)
Capital Purchases- Funding from Appr. Surplus	315,000	52,763	(262,237)	(83.25)
Capital Purchases- Funding from Reserves	3,335,000	3,249,160	(85,840)	(2.57)
Capital Purchases-Funding from Borrowing	26,600,000	8,800,000	(17,800,000)	(66.92)
Special Projects- Funding from PR Legacy	272,000	153,010	(118,990)	(43.75)
Special Projects- Funding from Grant	456,000	150,647	(305,353)	(66.96)
Special Projects- Funding from Appr. Surplus	203,000	104,439	(98,561)	(48.55)
	\$ 84,992,000	\$ 59,816,705	\$ (25,175,295)	(29.62)

## City of Prince Rupert

### Budget Variance Report General Operating Departments For The Year Ended December 31

EXPENDITURES	2023 Budget	2023 Actual	Budget Variance	Variance (%)
Airport Ferry	\$ 2,519,000	\$ 2,534,261	\$ (15,261)	(0.61)
Cemetery	313,000	236,464	76,536	24.45
Civic Properties	451,000	411,279	39,721	8.81
Corporate Administration	1,557,000	1,557,767	(767)	(0.05)
Cow Bay Marina	403,000	405,869	(2,869)	(0.71)
Development Services	1,526,000	1,441,390	84,610	5.54
Economic Development	226,000	240,258	(14,258)	(6.31)
FD 911	651,000	654,490	(3,490)	(0.54)
FD Fire Protective Services	4,479,000	5,049,730	(570,730)	(12.74)
FD Emergency Measures	29,000	28,799	201	0.69
Finance	1,144,000	1,198,683	(54,683)	(4.78)
Finance Cost Allocation	(470,000)	(470,000)	-	-
Fiscal Expenditures	4,140,000	3,015,458	1,124,542	27.16
Governance	414,000	373,657	40,343	9.74
Grants	1,841,000	1,824,105	16,895	0.92
Information Technology	667,000	595,160	71,840	10.77
Parks	1,303,000	929,134	373,866	28.69
Engineering	611,000	727,715	(116,715)	(19.10)
PW Common Costs	5,222,000	5,166,826	55,174	1.06
Allocation of Common Cost	(4,915,000)	(4,432,537)	(482,463)	9.82
PW Vehicles	1,746,000	1,724,974	21,026	1.20
PW Net Vehicle Cost & Allocation	(1,746,000)	(1,724,718)	(21,282)	1.22
RCMP	6,907,000	6,911,912	(4,912)	(0.07)
Rec. Centre Arena	473,000	506,360	(33,360)	(7.05)
Rec. Centre Civic Centre	1,908,000	1,837,578	70,422	3.69
Rec. Centre Community Services	3,000	1,492	1,508	50.27
Rec. Centre Pool	1,460,000	1,500,334	(40,334)	(2.76)
Roads	2,407,000	2,661,700	(254,700)	(10.58)
Transit	719,000	664,144	54,856	7.63
Victim Services	174,000	178,844	(4,844)	(2.78)
Watson Island	400,000	422,280	(22,280)	(5.57)
Transfer to Reserves	1,079,000	6,689,573	(5,610,573)	(519.98)
Special Projects	931,000	430,436	500,564	53.77
Capital Purchases	44,547,000	13,932,115	30,614,885	68.72
Capital Works	1,873,000	1,186,730	686,270	36.64
	\$ 84,992,000	\$ 58,412,262	\$ 26,579,738	31.27
Surplus/(Deficit)	\$ -	\$ 1,404,443	\$ 1,404,443	-

## City of Prince Rupert

### Budget Variance Report of Utilities For The Year Ended December 31

UTILITIES	2023 Budget	2023 Actual	Budget Variance	Variance %
<b>Sanitary and Storm Sewer</b>				
Revenues	\$ 2,764,000	\$ 2,825,519	\$ 61,519	2.23
Capital Works- Grants	4,750,000	-	(4,750,000)	(100.00)
Capital Works- Appropriated Surplus	4,980,000	1,976,094	(3,003,906)	(60.32)
Capital Works- Borrowing	12,000,000	-	(12,000,000)	(100.00)
Capital Works- Reserves	450,000	317,090	(132,910)	(29.54)
Capital Works	(23,555,000)	(3,540,649)	20,014,351	(84.97)
Net Revenue	1,389,000	1,578,054	189,054	13.61
Expenditures	1,389,000	1,303,817	85,183	6.13
Surplus /(Deficit)	\$ -	\$ 274,237	\$ 274,237	-
<b>Water</b>				
Revenues	\$ 5,887,000	\$ 6,285,324	\$ 398,324	6.77
Debenture Payments- PR Legacy	1,280,000	1,150,000	(130,000)	(10.16)
Capital Works- Grants	29,869,000	9,400	(29,859,600)	-
Capital Works- PR Legacy	1,100,000	1,209,430	109,430	9.95
Capital Works- Borrowing	3,000,000	-	(3,000,000)	(100.00)
Capital Works- Reserves	9,666,000	3,569,645	(6,096,355)	(63.07)
Capital Purchases	(165,000)	(32,743)	132,257	(80.16)
Capital Works	(46,920,000)	(8,205,732)	38,714,268	(82.51)
Net Revenue	\$ 3,717,000	\$ 3,985,324	\$ 268,324	7.22
Expenditures	3,717,000	4,014,231	(297,231)	(8.00)
Surplus/(Deficit)	\$ -	\$ (28,907)	\$ (28,907)	-
<b>Solid Waste</b>				
Revenues	\$ 8,864,000	\$ 8,919,851	\$ 55,851	0.63
Capital Works- Accruals	2,400,000	232,157	(2,167,843)	(90.33)
Capital Works- Borrowing	1,489,000	1,317,235	(171,765)	(11.54)
Capital Works- Reserves	1,797,000	-	(1,797,000)	(100.00)
Capital Purchases	(1,786,000)	(1,337,235)	448,765	(25.13)
Capital Works	(4,000,000)	(321,164)	3,678,836	(91.97)
Net Revenue	\$ 8,764,000	\$ 8,810,844	\$ 46,844	0.53
Expenditures	8,764,000	7,777,750	986,250	11.25
Surplus /(Deficit)	\$ -	\$ 1,033,094	\$ 1,033,094	-

**ATTACHMENT #2**

## City of Prince Rupert

### Budget Variance Report General Operating Departments For The Year Ended December 31

REVENUES	2023 Budget	2023 Actual	Budget Variance	Variance (%)
Airport Ferry	\$ 1,157,000	\$ 1,129,282	\$ (27,718)	(2.40)
Cemetery	134,000	84,762	(49,238)	(36.74)
Cow Bay Marina	413,000	436,388	23,388	5.66
Development Services	626,000	675,763	49,763	7.95
Economic Development	70,000	50,051	(19,949)	(28.50)
Fire 911 Services	84,000	72,463	(11,537)	(13.73)
Fire Protective Services	5,000	7,871	2,871	57.42
Finance	15,000	19,669	4,669	31.13
Fiscal Revenue	8,044,000	15,159,126	7,115,126	88.45
Information Technology	1,000	-	(1,000)	(100.00)
Parks	-	5,972	5,972	NA
Engineering Services	5,000	4,596	(404)	(8.08)
PW Common Cost	70,000	42,221	(27,779)	(39.68)
RCMP	145,000	193,120	48,120	33.19
Rec - Arena	242,000	276,147	34,147	14.11
Rec - Civic Centre	298,000	343,782	45,782	15.36
Rec - Community Services	3,000	-	(3,000)	(100.00)
Rec - Pool	409,000	529,416	120,416	29.44
Transit	175,000	213,891	38,891	22.22
Victim Services	84,000	109,924	25,924	30.86
Watson Island	400,000	20,000	(380,000)	(95.00)
	12,464,000	19,377,090	6,913,090	55.46
Property Taxes	25,999,000	26,027,513	28,513	0.11
Appropriated Surplus- COVID 19 Restart Gra	403,000	403,000	-	-
Capital Works- Funding from PR Legacy	178,000	25,237	(152,763)	(85.82)
Capital Works- Funding from Appr. Surplus	85,000	30,528	(54,472)	(64.08)
Capital Works- Funding from Reserves	510,000	81,231	(428,769)	(84.07)
Capital Purchases-Funding from PR Legacy	2,472,000	316,794	(2,155,206)	(87.18)
Capital Purchases- Funding from Grant	11,700,000	1,045,293	(10,654,707)	(91.07)
Capital Purchases- Funding from Appr. Surp	315,000	52,763	(262,237)	(83.25)
Capital Purchases- Funding from Reserves	3,335,000	3,249,160	(85,840)	(2.57)
Capital Purchases-Funding from Borrowing	26,600,000	8,800,000	(17,800,000)	(66.92)
Special Projects- Funding from PR Legacy	272,000	153,010	(118,990)	(43.75)
Special Projects- Funding from Grant	456,000	150,647	(305,353)	(66.96)
Special Projects- Funding from Appr. Surplus	203,000	104,439	(98,561)	(48.55)
	\$ 84,992,000	\$ 59,816,705	\$ (25,175,295)	(29.62)

## City of Prince Rupert

### Budget Variance Report General Operating Departments For The Year Ended December 31

EXPENDITURES	2023 Budget	2023 Actual	Budget Variance	Variance (%)
Airport Ferry	\$ 2,519,000	\$ 2,534,261	\$ (15,261)	(0.61)
Cemetery	313,000	236,464	76,536	24.45
Civic Properties	451,000	411,279	39,721	8.81
Corporate Administration	1,557,000	1,557,767	(767)	(0.05)
Cow Bay Marina	403,000	405,869	(2,869)	(0.71)
Development Services	1,526,000	1,441,390	84,610	5.54
Economic Development	226,000	240,258	(14,258)	(6.31)
FD 911	651,000	654,490	(3,490)	(0.54)
FD Fire Protective Services	4,479,000	5,049,730	(570,730)	(12.74)
FD Emergency Measures	29,000	28,799	201	0.69
Finance	1,144,000	1,198,683	(54,683)	(4.78)
Finance Cost Allocation	(470,000)	(470,000)	-	-
Fiscal Expenditures	4,140,000	3,015,458	1,124,542	27.16
Governance	414,000	373,657	40,343	9.74
Grants	1,841,000	1,824,105	16,895	0.92
Information Technology	667,000	595,160	71,840	10.77
Parks	1,303,000	929,134	373,866	28.69
Engineering	611,000	727,715	(116,715)	(19.10)
PW Common Costs	5,222,000	5,166,826	55,174	1.06
Allocation of Common Cost	(4,915,000)	(4,432,537)	(482,463)	9.82
PW Vehicles	1,746,000	1,724,974	21,026	1.20
PW Net Vehicle Cost & Allocation	(1,746,000)	(1,724,718)	(21,282)	1.22
RCMP	6,907,000	6,911,912	(4,912)	(0.07)
Rec. Centre Arena	473,000	506,360	(33,360)	(7.05)
Rec. Centre Civic Centre	1,908,000	1,837,578	70,422	3.69
Rec. Centre Community Services	3,000	1,492	1,508	50.27
Rec. Centre Pool	1,460,000	1,500,334	(40,334)	(2.76)
Roads	2,407,000	2,661,700	(254,700)	(10.58)
Transit	719,000	664,144	54,856	7.63
Victim Services	174,000	178,844	(4,844)	(2.78)
Watson Island	400,000	422,280	(22,280)	(5.57)
Transfer to Reserves	1,079,000	6,689,573	(5,610,573)	(519.98)
Special Projects	931,000	430,436	500,564	53.77
Capital Purchases	44,547,000	13,932,115	30,614,885	68.72
Capital Works	1,873,000	1,186,730	686,270	36.64
	\$ 84,992,000	\$ 58,412,262	\$ 26,579,738	31.27
Surplus/(Deficit)	\$ -	\$ 1,404,443	\$ 1,404,443	-

## City of Prince Rupert

### Budget Variance Report of Utilities For The Year Ended December 31

UTILITIES	2023 Budget	2023 Actual	Budget Variance	Variance %
<b>Sanitary and Storm Sewer</b>				
Revenues	\$ 2,764,000	\$ 2,825,519	\$ 61,519	2.23
Capital Works- Grants	4,750,000	-	(4,750,000)	(100.00)
Capital Works- Appropriated Surplus	4,980,000	1,976,094	(3,003,906)	(60.32)
Capital Works- Borrowing	12,000,000	-	(12,000,000)	(100.00)
Capital Works- Reserves	450,000	317,090	(132,910)	(29.54)
Capital Works	(23,555,000)	(3,540,649)	20,014,351	(84.97)
Net Revenue	1,389,000	1,578,054	189,054	13.61
Expenditures	1,389,000	1,303,817	85,183	6.13
Surplus /(Deficit)	\$ -	\$ 274,237	\$ 274,237	-
<b>Water</b>				
Revenues	\$ 5,887,000	\$ 6,285,324	\$ 398,324	6.77
Debt Payments- PR Legacy	1,280,000	1,150,000	(130,000)	(10.16)
Capital Works- Grants	29,869,000	9,400	(29,859,600)	-
Capital Works- PR Legacy	1,100,000	1,209,430	109,430	9.95
Capital Works- Borrowing	3,000,000	-	(3,000,000)	(100.00)
Capital Works- Reserves	9,666,000	3,569,645	(6,096,355)	(63.07)
Capital Purchases	(165,000)	(32,743)	132,257	(80.16)
Capital Works	(46,920,000)	(8,205,732)	38,714,268	(82.51)
Net Revenue	\$ 3,717,000	\$ 3,985,324	\$ 268,324	7.22
Expenditures	3,717,000	4,014,231	(297,231)	(8.00)
Surplus/(Deficit)	\$ -	\$ (28,907)	\$ (28,907)	-
<b>Solid Waste</b>				
Revenues	\$ 8,864,000	\$ 8,919,851	\$ 55,851	0.63
Capital Works- Accruals	2,400,000	232,157	(2,167,843)	(90.33)
Capital Works- Borrowing	1,489,000	1,317,235	(171,765)	(11.54)
Capital Works- Reserves	1,797,000	-	(1,797,000)	(100.00)
Capital Purchases	(1,786,000)	(1,337,235)	448,765	(25.13)
Capital Works	(4,000,000)	(321,164)	3,678,836	(91.97)
Net Revenue	\$ 8,764,000	\$ 8,810,844	\$ 46,844	0.53
Expenditures	8,764,000	7,777,750	986,250	11.25
Surplus /(Deficit)	\$ -	\$ 1,033,094	\$ 1,033,094	-

**ATTACHMENT #3**



**Vohora** LLP  
*CPAs & Business Advisors*

**PRINCE RUPERT LEGACY INC.**  
**Financial Statements**  
**Year Ended December 31, 2023**



**Vohora** LLP  
*CPAs & Business Advisors*

**PRINCE RUPERT LEGACY INC.**  
**Index to Financial Statements**  
**Year Ended December 31, 2023**

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	Page
INDEPENDENT AUDITOR'S REPORT	1 - 3
FINANCIAL STATEMENTS	
Balance Sheet	4
Statement of Retained Earnings	5
Statement of Income	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 9



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## INDEPENDENT AUDITOR'S REPORT

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To the Shareholders of Prince Rupert Legacy Inc.

### *Opinion*

We have audited the financial statements of Prince Rupert Legacy Inc. (the Company), which comprise the balance sheet as at December 31, 2023, and the statements of retained earnings, income and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for private enterprises (ASPE).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Company in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Emphasis of Matter*

We draw attention to Note 1 of the financial statements which describes the applicable financial reporting framework. The financial statements are prepared only for management purposes and the shareholder's oversight of the company regarding its financial performance, in accordance with Canadian accounting standards for private enterprises. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect to this matter.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASPE, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

(continues)





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**INDEPENDENT AUDITOR'S REPORT (continued)**

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*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



**Vohora** LLP  
*CPAs & Business Advisors*

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**INDEPENDENT AUDITOR'S REPORT *(continued)***

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We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince Rupert, BC  
April 11, 2024

*Vohora LLP*  
Chartered Professional Accountants

**PRINCE RUPERT LEGACY INC.**

**Balance Sheet  
December 31, 2023**

	2023	2022
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 9,467,665	\$ 14,445,209
Accounts receivable	158,869	94,278
Loan receivable, current portion <i>(Note 3)</i>	93,641	19,595
	9,720,175	14,559,082
PROPERTY <i>(Note 2)</i>	6,553,500	5,998,792
LOANS <i>(Note 3)</i>	925,980	1,019,621
	<b>\$ 17,199,655</b>	<b>\$ 21,577,495</b>
 <b>LIABILITIES AND SHAREHOLDERS' EQUITY</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 94,206	\$ 28,626
Deferred income, current portion	521,461	700,636
Due to City of Prince Rupert	4,284,566	7,420,627
	4,900,233	8,149,889
DEFERRED INCOME <i>(Note 4)</i>	1,643,779	1,871,648
	6,544,012	10,021,537
 <b>SHAREHOLDERS' EQUITY</b>		
Share capital <i>(Note 5)</i>	1	1
Contributed surplus <i>(Note 6)</i>	1,088,810	1,088,810
Retained earnings	9,566,832	10,467,147
	10,655,643	11,555,958
	<b>\$ 17,199,655</b>	<b>\$ 21,577,495</b>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ *Director*

\_\_\_\_\_ *Director*

See notes to financial statements

**PRINCE RUPERT LEGACY INC.**  
**Statement of Retained Earnings**  
**Year Ended December 31, 2023**

	2023	2022
<b>RETAINED EARNINGS - BEGINNING OF YEAR</b>	<b>\$ 10,467,147</b>	<b>\$ 14,115,368</b>
NET INCOME	<u>3,299,685</u>	<u>3,651,779</u>
	13,766,832	17,767,147
DIVIDEND DECLARED	<u>(4,200,000)</u>	<u>(7,300,000)</u>
<b>RETAINED EARNINGS - END OF YEAR</b>	<b><u>\$ 9,566,832</u></b>	<b><u>\$ 10,467,147</u></b>

See notes to financial statements

**PRINCE RUPERT LEGACY INC.**  
**Statement of Income**  
**Year Ended December 31, 2023**

	2023	2022
<b>INCOME</b>		
Rental	\$ 2,418,755	\$ 2,639,060
Interest	135,990	83,681
Throughput	1,287,326	1,403,760
Expense recoveries	-	7,698
Grant of options to lease	-	50,000
	<u>3,842,071</u>	<u>4,184,199</u>
<b>EXPENSES</b>		
Amortization	54,042	38,553
Contract services	207,131	245,223
Bad debts	1,500	-
Lease costs	97,970	93,953
Professional services	17,349	18,912
Repairs and maintenance	116,699	105,292
Travel	47,695	30,487
	<u>542,386</u>	<u>532,420</u>
<b>NET INCOME</b>	<u>\$ 3,299,685</u>	<u>\$ 3,651,779</u>

See notes to financial statements

**PRINCE RUPERT LEGACY INC.**  
**Statement of Cash Flows**  
**Year Ended December 31, 2023**

	2023	2022
<b>OPERATING ACTIVITIES</b>		
Net income	\$ 3,299,685	\$ 3,651,779
Item not affecting cash:		
Amortization	54,042	38,553
	<u>3,353,727</u>	<u>3,690,332</u>
Changes in non-cash working capital:		
Accounts receivable	(64,591)	316,828
Accounts payable and accrued liabilities	65,577	10,416
Deferred Income	(407,042)	(788)
	<u>(406,056)</u>	<u>326,456</u>
Cash flow from operating activities	<u>2,947,671</u>	<u>4,016,788</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property	(608,749)	(933,651)
Repayment of loans	19,595	-
Cash flow used by investing activities	<u>(589,154)</u>	<u>(933,651)</u>
<b>FINANCING ACTIVITIES</b>		
Dividend	(4,200,000)	(7,300,000)
Due to City of Prince Rupert	(3,136,061)	5,545,643
Cash flow used by financing activities	<u>(7,336,061)</u>	<u>(1,754,357)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(4,977,544)</b>	<b>1,328,780</b>
Cash - beginning of year	<u>14,445,209</u>	<u>13,116,429</u>
<b>CASH - END OF YEAR</b>	<b>\$ 9,467,665</b>	<b>\$ 14,445,209</b>

See notes to financial statements

**PRINCE RUPERT LEGACY INC.**  
**Notes to Financial Statements**  
**Year Ended December 31, 2023**

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for private enterprises and are not prepared, in all material respects, within the applicable financial reporting framework. Under Public Sector Accounting Standards, international financial reporting standards would normally be applied, but management is of the opinion that special purpose framework financial statements are appropriate under Part II of the Chartered Professional Accountants Canada Handbook.

Cash comprise demand accounts and term deposits with maturity dates of less than eighteen months.

Property are reported at market value at acquisition date. Leasehold improvements are amortized over 25 years.

Income and expenses are reported on an accrual basis. Income is recognized when the service is delivered and the value of the transaction can be measured. Income received in advance of a service being delivered is deferred until the conditions for recognition have been met.

The preparation of financial statements in accordance with Canadian accounting standards for private enterprises requires management to make estimates and assumptions that affect the amounts reported. Estimates include the useful life of property and accrued liabilities. Actual results could differ from those estimates.

The company measures financial assets and liabilities at market value at the date of acquisition. It is management's opinion that the company's financial instruments are not exposed to significant interest rate, liquidity, market or other price risks.

The company is exempt from income taxes under section 149 of the Income Tax Act.

2. PROPERTY

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Land	\$ 1,816,230	\$ -	\$ 1,816,230	\$ 1,806,275
Land improvements	3,548,347	-	3,548,347	3,305,801
Leasehold improvements	1,307,244	118,321	1,188,923	886,716
	<u>\$ 6,671,821</u>	<u>\$ 118,321</u>	<u>\$ 6,553,500</u>	<u>\$ 5,998,792</u>

3. LOANS

	2023	2022
Prince Rupert Airport Authority; payments include interest at 2.5% per annum, secured by mortgage on Airport Lands.		
\$24,080 due January 28 and July 28 each year with a final payment on January 28, 2033.	\$ 405,312	\$ 405,312
\$16,054 due April 6 and October 6 each year with a final payment on April 6, 2033.	270,209	282,750

*(continues)*

**PRINCE RUPERT LEGACY INC.**  
**Notes to Financial Statements**  
**Year Ended December 31, 2023**

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3. LOANS <i>(continued)</i>	<u>2023</u>	<u>2022</u>
\$9,030 due June 20 and December 20 each year with a final payment on June 20, 2033.	151,992	159,046
\$10,033 due February 28 and \$7,742 due August 28 each year with a final payment on August 28, 2034.	<u>192,108</u>	<u>192,108</u>
Amounts receivable within one year	1,019,621 <u>(93,641)</u>	1,039,216 <u>(19,595)</u>
	<u>\$ 925,980</u>	<u>\$ 1,019,621</u>

Principal repayment terms are approximately:

2024	\$ 93,641
2025	95,981
2026	98,381
2027	100,840
2028	<u>103,361</u>
	<u>\$ 492,204</u>

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4. DEFERRED INCOME	<u>2023</u>
Rental	\$ 2,165,240
Current portion	<u>(521,461)</u>
Non-current portion	<u>\$ 1,643,779</u>

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5. SHARE CAPITAL  
 Issued 100 Common shares without par value.

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6. CONTRIBUTED SURPLUS  
 Contributed surplus is the market value of land transferred by the City of Prince Rupert to the company on June 14, 2014 less transfer costs.

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## CITY OF PRINCE RUPERT

### ZONING BYLAW AMENDMENT BYLAW NO. 3531, 2024

A BYLAW TO AMEND CITY OF PRINCE RUPERT ZONING BYLAW NO. 3462, 2021

---

**WHEREAS** the Council of the City of Prince Rupert has enacted Zoning Bylaw No. 3462, 2021 for the City of Prince Rupert;

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

1. Remove Section 3 – *General Provisions*: Section 3.15 Retail Liquor Sales of the Zoning Bylaw exclusively at the lots legally described as LOT 11 of BLOCK 24 SECTION 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923, LOT 12 of BLOCK 24 SECTION 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923, LOT 13 of BLOCK 24 SECTION 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923, AND LOT 14 of BLOCK 24 SECTION 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923.

2. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3531, 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.

READ A FOURTH AND FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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MAYOR

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CORPORATE OFFICER



# CITY OF PRINCE RUPERT

## TRADE AND LICENCING BYLAW NO. 3532, 2024

### A BYLAW RESPECTING LICENCES FOR CARRYING ON BUSINESSES WITHIN THE CITY OF PRINCE RUPERT AND FOR FIXING FEES FOR SUCH LICENCES

---

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

1. This Bylaw may be cited for all purposes as “**TRADE AND LICENCING BYLAW NO. 3532, 2024**”
2. That the “Schedule A – Trade or Business Licencing Regulations” attached to and forming part of this Bylaw comes into force upon final consideration and adoption.
3. That the “Schedule B – Fee Schedule”, attached to and forming part of this Bylaw comes into force upon final consideration and adoption.
4. That the City of Prince Rupert Zoning Bylaw 2426, 1982 and any amendments thereto are repealed.

READ A FIRST TIME this \_\_\_ day of \_\_\_\_\_, 2024.

READ A SECOND TIME this this \_\_\_ day of \_\_\_\_\_, 2024.

PUBLIC HEARING this \_\_\_ day of \_\_\_\_\_, 2024.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024

MINISTRY OF TRANSPORTATION APPROVAL this \_\_\_\_\_ day of \_\_\_\_\_, 2024

READ A FOURHT & FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Mayor

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Corporate Officer

## SCHEDULE A – TRADE OR BUSINESS LICENCING REGULATION

### **DIVISION I - DEFINITIONS**

1.01 In this Bylaw, unless the context otherwise requires, the following words or terms include the meaning hereby assigned to them and each definition represents a separate and distinct business classification.

Adult Entertainment Service includes any person who carries on the business of providing, or offering to provide, services intended for adults, including but not limited to; back or body rubs or massage, lingerie modelling, exotic dancing or escorts for dining, dancing, conversation and companionship.

Agent includes a person who is the local appointed representative of a company not licensed to do business within the City of Prince Rupert who sells or offers for sale, solicits, or takes orders for any such company.

Airline includes transportation or air passenger and freight service with scheduled or charter flights.

Amusement Centre includes any premises which are used for the entertainment of the public including poolrooms, billiard rooms, or any building containing pinball or video game machines (or electronic machines) or other Group B vending machines numbering independently or together five (5) or greater.

Assembly Hall includes any premises occupied or used by a gathering of persons for civic, political, travel, social, religious, educational, recreational or like purposes, but does not include any other use or premises otherwise defined in this Bylaw.

Automobile Sales and Service includes automobile repairs, sales of new and used cars, trucks, campers, recreational vehicles, tourist trailers, parts or other automobile supplies of any kind, gasoline service station, self-serve, car wash and polish, tire and body shop and muffler shop.

Auto Body Shop includes any premises which repair the framework and or body of any automobile.

Automobile Tow Truck includes the operation of a motor vehicle equipped for hoisting and/or towing of other motor vehicles, trailers, machinery or other equipment.

Automobile Tow Truck Compound includes any premises used for storing or storage or sale of inoperable motor vehicles, trailers or parts of any such, but specifically excludes any business defined herein.

Bank: includes premises which receive, lend and otherwise take care of money, and are governed by the "Bank Act".

Banquet Hall: includes any premises not defined herein as a restaurant wherein catering service is available.

Barber Shop or Beauty Parlour: includes any premises where barbering, hairdressing, manicuring, massaging, cleansing or beautifying of the scalp is carried on.

Bingo Hall: includes any premises which is used for the purpose of holding or providing space for Bingo Games.

Boat Rental and Charter: includes the leasing or hiring of boats by the day or week, or any other specified rate.

Boat Work and Repair: includes building and repair of boats.

Boat Sales: includes any premises which are used for the sale of boats.

Bowling Alley: includes any premises which are used for the game of bowling.

Building Rental:

- a) Apartment Houses: includes any premises containing long-term rental dwelling units designed, used or occupied as a home of persons living independent of each other. This excludes lodging house, hotel or motel as defined herein, and exemptions outlined under the City of Prince Rupert Business Regulation and Licencing Bylaw as amended from time to time.
- b) Hotels - Motels: includes any premises other than apartment or lodging houses as defined herein comprising of not less than four sleeping units normally occupied temporarily by tourists or transients.
- c) Lodging Houses: includes boarding and rooming houses, and any premises whether completely or partially furnished, used or designed for the purposes of accommodating for consideration, boarders or lodgers.
- d) Office - Commercial Warehouse: includes the letting or rental of offices, warehouses, suites or rooms for commercial purposes in any premises where two or more non-dwelling rental units are available for rental purposes.
- e) Short-term Rental includes the letting or rental of a dwelling unit or sleeping unit for less than 90 days.
- f) Bed and Breakfast: includes any premises containing no more than two (2) sleeping units used within a principle residence, or intended to be used, for short-term rental to tourists or other transient guests with a breakfast meal being provided.

Building Supply: includes any premises which sell building material, either by way of wholesale or retail.

Business: includes the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit.

Cannabis has the same meaning as in the Cannabis Act, SC 2018, c. 16, subject to any prescribed modifications.

Cannabis Retail Store includes any business subject to the regulations of the Cannabis Control and Licensing Act and where the principal business is the retail sale of cannabis for consumption off-site, and includes both government-operated and private establishments.

Carrying on Business: without restricting the generality of the term includes any person who advertises themselves by newspaper publicity or otherwise, as open for business of any kind, or who deals in, or buys, sells, barter or displays or offers by advertisement or otherwise, to buy, sell or barter commodities or other things of any kind, either on behalf of themselves or of any other person or who advertises themselves as open to render professional or other services to any other person.

Catering Service: includes the business of providing, off the premises at which the licensee is licensed to carry on business, of prepared food and beverages to a group of people for consumption.

Circus and Carnival: includes exhibiting a public circus, menagerie or hippodrome or operating any carnival or show having mechanical riding devices or games of skill or chance.

City: means the City of Prince Rupert.

Clubs: includes all persons united for a common purpose of mutual benefit; or premises occupied by such persons, provided however that this clause shall not apply to any organization incorporated under the "Society Act."

Commercial Office: includes any premises which is used for the purpose of offering services of a clerical, business and administrative nature.

Council: means the City of Prince Rupert Council.

Contracting Services:

General Contractor includes a person or company primarily engaged in the business of general building construction or general engineering construction in the sense that contracts are entered into to provide substantially complete services involving responsibility for a number of recognized building or engineering trades under one contract, and shall include such person carrying out general building construction whether such construction is carried out for themselves or others.

Contractor includes a person primarily engaged in the provision of trade or general construction services directly to a client.

Sub-Contractor: includes a person contracted by a general contractor and primarily engaged in one of the following trades, of which each require a separate fee:

- |    |                 |     |                                   |
|----|-----------------|-----|-----------------------------------|
| 1. | Acoustics       | 24. | Land Clearing                     |
| 2. | Alteration      | 25. | Landscaper                        |
| 3. | Blasting        | 26. | Lather                            |
| 4. | Brick           | 27. | Mechanical Equipment Installation |
| 5. | Building        | 28. | Metal Worker                      |
| 6. | Building Movers | 29. | Oil Worker                        |

- |     |                    |     |                      |
|-----|--------------------|-----|----------------------|
| 7.  | Bulldozing         | 30. | Painter              |
| 8.  | Cabinet-maker      | 31. | Paver                |
| 9.  | Carpenter          | 32. | Pipeline             |
| 10. | Concrete           | 33. | Plumber              |
| 11. | Demolition         | 34. | Roofing              |
| 12. | Diving Contractor  | 35. | Sand Blaster         |
| 13. | Drilling           | 36. | Sanitary Engineer    |
| 14. | Drywall/Plasterers | 37. | Sewer and Drains     |
| 15. | Electrical         | 38. | Shingler             |
| 16. | Excavating         | 39. | Tile Setter          |
| 17. | Floor layer        | 40. | Tree Surgeon         |
| 18. | Gas Fitter         | 41. | Truck Driver         |
| 19. | Glazing            | 42. | Welder               |
| 20. | Heating            | 43. | Other                |
| 21. | Insulation         | 44. | Heavy Duty Mechanic  |
| 22. | Interior Decorator | 45. | Boat/Marine Mechanic |
| 23. | Iron Worker        |     |                      |

Child Care Service includes any person in the business of caring for, during the day, three (3) or more children not related by blood or marriage to the person carrying on the business.

Delivery Service includes the local transportation of merchandise or other articles from a commercial premise to a residential premise.

Express or Freight Company includes the transportation and storage of goods, other than defined under delivery service.

Financial Institution: includes all Trust Companies, Credit Union, Mortgage Broker or any other General Finance Company, except for Banks, which are defined herein.

Fishing Company: includes fish processing plant, canning and storage of fish.

Fitness Centre: any premises in which facilities are provided for recreational athletic activities including but not limited to body-building and exercise classes and shall include associated facilities such as a sauna and solarium (tanning apparatus).

Floor Space: means the floor area used for the carrying on of a business, and shall include any ground area or outdoor area used for display or storage of goods or other wares.

Fuel Service: includes the business of storage of fuels, oils, etc. or other petroleum products for eventual use or sale, whether or not the service delivers to the retail outlet.

Funeral Home: includes any premises designed for the purpose of furnishing funeral supplies and service to the public and includes facilities intended for the preparation of the dead human body for interment or cremation.

Gaming or Gambling Establishment: any premises or portion thereof wherein or whereon gaming is carried out.

- a) Games Areas: includes any premises where in addition to a licenced business there is provided therein more than one (1) but less than five (5) Group B vending machines for the entertainment of the public, including pool tables, billiard tables, pinball or videogame machines or any other amusement - vending mechanical, electrical, automatic or computerized game machines.

Garden Supplies includes the selling of plants, shrubs or other garden material either by retail or wholesale.

General Building Construction includes the erection, finishing, alteration and addition to buildings and structures wherein more than one recognized building trade is involved at any one time.

General Engineering includes consulting or engineering of construction on towers, bridges, wharves, pipeline works and the like, wherein more than one recognized engineering trade is involved at any one time.

Ground Area means the ground used for the purpose of carrying on of the business.

Group Care Home includes the business of providing care, food or lodging to three (3) or more persons not related by blood or marriage to the person carrying on the business.

Home Occupation means any permitted business, trade or profession carried on within a dwelling unit or accessory building to a dwelling unit. A home occupation must clearly be an ancillary use to the residential use of the dwelling unit or to the residential use of the lot occupied by the dwelling unit. A home occupation may be one of two types: 1) home office; 2) home business and must conform in all respects with the provisions of the Zoning Bylaw of the City of Prince Rupert.

Janitorial Service includes the providing of services pertaining to the cleaning or commercial or residential premises.

Laundry and Dry-Cleaning Establishment includes any premises where pressing, cleaning, dyeing or washing of clothing or other fabrics is carried on and includes premises where the business of linen supply is carried on.

Laundromat includes coin operated or operator operated laundry or dry-cleaning establishments.

Liquor Outlet includes operating as a business one of the following: liquor primary establishments (including public houses, clubs, and lounges), liquor retail stores, and U-Brew or UVin establishments and is further classified as follows:

- a) Commercial Liquor Outlet - the business of operating a liquor outlet primarily for gain or profit.
- b) Societal Liquor Outlet - means a liquor outlet operated by community organizations whose carrying on of such business is incidental to their general activities.

Log Scaling and Booming includes log scaling and booming grounds.

Licence Inspector means the person appointed as Licence Inspector by the Council of the City of Prince Rupert to administer and enforce the provisions of this Bylaw.

Machinery and Equipment Rental includes rental and/or sales of machinery or equipment.

Manufacture includes assembling, manufacturing, producing or finishing goods, substances of things or any part thereof, and includes asphalt or concrete Batching Plants.

Mobile Sales and Service includes a person who uses a motor vehicle to go from place to place offering for sale merchandise or service other than a delivery vehicle owned and operated by a licensed retailer or wholesaler within the City of Prince Rupert.

Newspaper Publisher includes newspaper which is printed and published within the City of Prince Rupert.

Non-Resident Business means a business, other than a resident business, carried on within the City of Prince Rupert or with respect to which any work or service is performed within the City.

Not-for-Profit means an organization operated on a cost-recovery basis and not seeking profit, and can include Registered Non-profits, Charities, and Societies.

Pawn Broker includes any premises used for buying used goods for resale purposes, or loaning money against goods or chattels.

Peddler includes a person who, being either resident or non-resident, is engaged in the business of selling direct to the public by calling from premises to premises, or by setting up a temporary business on property in order to expose samples, take orders, offer for sale goods, wares, or merchandise of any kind.

Person in addition to its usual connotation, includes a firm or partnership, association, company, society, or body corporate.

Personal Grooming Establishment any premises, other than a barber shop or beauty parlour, providing forms of personal grooming including make-up, manicure, pedicure, facials, tanning, electrolysis and including counselling in respect of such grooming.

Pet Shop any premises where animals or birds for use as pets are sold, kept for sale or groomed, but does not include a place for the breeding or overnight boarding of pets.

Photo Studio includes any premises used for the taking of photographic portraits and for the sale by retail of photographic materials.

Premises includes a store, office, warehouse, factory building, enclosure, yard, house or other place or any part thereof occupied or used by any person for the purpose of any business, trade or occupation, and also includes any area situated within any of the foregoing where more than one separate and/or distinct class or classification of business is carried on.

Print Shop any premises that provides duplicating services using photocopy, blueprint, and offset printing equipment, including collating of booklets and reports.

Garbage Collection and Service includes providing for the contracting by a person for the collection and removal of garbage and/or effluent.

Professional includes a person practising any profession governed by federal or provincial statutes, and includes the following:

- |   |                             |
|---|-----------------------------|
| 1. Accountant   | 16. Librarian               |
| 2. Architect  | 17. Medical Specialist      |
| 3. Agrologist   | 18. Physician               |
| 4. Appraiser  | 19. Optician                |
| 5. Auctioneer   | 20. Physiotherapist         |
| 6. Business Consultant                                      | 21. Psychologist            |
| 7. Chiropractor   | 22. Psychiatrist            |
| 8. Chemical   | 23. Public Relations        |
| 9. Dental laboratories                                      | 24. Agent                   |
| 10. Dental Mechanic   | 25. Real Estate Agent       |
| 11. Dental Surgeon  | 26. Refractionist           |
| 12. Design and Drafting                                     | 27. Solicitor/Barrister     |
| 13. Engineer – civil, forest, marine,<br>mining, electrical | 28. Surveyor                |
| 14. Forester  | 29. Broker                  |
| 15. Insurance Agent   | 30. Insurance Salesperson   |
|   | 31. Real Estate Salesperson |

Professional Office means a business providing professional services which employs more than one person classified as a professional.

Public Utility includes telephone company, electric company, waterworks company or gas company.

Radio and T.V. Broadcasting includes radio or television broadcasting and soliciting of business and advertising therefore.

Resident Business means a business carried on, in or from premises within the City of Prince Rupert.

Restaurant, Café includes any premise where prepared food and/or beverages are provided and served to the public primarily for consumption on the premises, in exchange for money.

Retail Sales includes any dealing in commodities for resale to the general public for personal or household consumption, excluding anything otherwise defined herein.

Services from Business Area includes the provision of miscellaneous services and minor sales of merchandise or equipment parts. Without limiting the generality of the foregoing, may include the following, but excludes anything else defined herein:

- |                           |   |
|---------------------------|---|
| 1. Carpet Laying/Cleaning | 16. Mechanical Repair (other than automotive) |
| 2. Credit Reporting       | 17. Office Machine Repair                     |
| 3. Coffee Service         | 18. Parking Lots                              |
| 4. Computer Service       | 19. Pest Control                              |

- |                          |   |
|--------------------------|---|
| 5. Consulting            | 20. Refrigeration Rental Business       |
| 6. Electrical Service    | 21. Research                            |
| 7. Furnace Repair        | 22. Shoe Repair                         |
| 8. Health Spa            | 23. Sign Painting                       |
| 9. Hearing Aid           | 24. Storage Locker Rental               |
| 10. Janitor Service      | 25. Scrap Metal                         |
| 11. Job Printing         | 26. Security Service                    |
| 12. Kennels              | 27. Telephone Answering Service         |
| 13. Landscaping and Lawn | 28. Tax Service (other than Accountant) |
| 14. Lab testing Service  | 29. Travel Agent                        |
| 15. Lock Specialist      | 30. Upholstery                          |

Service or Repair Shop an establishment for servicing, repairing, installing or renting things and equipment, including but without limiting the generality of the foregoing, the following: radio, television or computer service or repair shops, locksmith shops, small appliance service or repair shops.

Service Shop, Heavy an establishment for servicing or repairing any of the following: tires, including vulcanizing or retreading, batteries, brakes or radiators, automotive ignition, exhaust or electrical systems, outboard motors, furnaces or oil burners, water or air coolers or domestic water heaters, fixtures or equipment pertaining to any of the above or any like articles.

Sleeping unit means a unit primarily used for sleeping, containing sleeping and sanitary facilities, but no kitchen as defined within the City of Prince Rupert Zoning Bylaw.

Storage Area includes buildings and ground area used for storing of commodities.

Taxi Stand includes any premises used for dispatching of taxis.

Telemarketing the business of soliciting sales, services or donations through the use of telephones

Theatre includes any premises which are used for the showing of theatrical, operatic or vaudeville performances or moving pictures or for similar purposes.

Tire Marshalling Yard means a facility for the temporary storage of scrap tires en route from tire retailers to scrap tire processors.

Trailer Court includes any land used for the parking of mobile homes, recreational vehicles, and campers.

Transportation Marine Company includes transporting freight and passengers.

Unclassified includes carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal, or other services for the purpose of gain or profit, not otherwise defined in this Bylaw.

U-Drives means a motor vehicle which may be rented or leased by the hour, day, week, or month, without a driver and includes cars, trucks, and recreational vehicles.

Vehicles for Hire means a vehicle used for the carrying, transportation or conveyance of persons and their property for hire with a driver.

Vending Machine: - Group "A" includes any device operated by the insertion of a slug or coin and operated mechanically which dispenses goods. No separate licence is required if the vending machine(s) is owned and operated by a holder of a valid licence, when situated within the area licensed.

Vending Machine: - Group "B" includes any device operated mechanically or electronically which does not dispense any goods but is used for entertainment purposes. No separate licence is required where the machine(s) is owned and operated by the holder of a valid amusement center licence, or games areas licence when situated within the area licensed.

Vending Machine Agency includes the business of renting, leasing, selling or otherwise placing vending machines in any premises within the City for purposes of gain or profit.

Warehouse includes the storage of goods, etc. for which payment is usually made.

Wholesale includes dealing in any commodity by selling such commodity to retail dealers or to other manufacturers for resale or for use in their businesses.

Yacht Club: includes any premises used as the meeting place for an association of persons united by a common interest in boating and shall include provisions for the land and/or water storage of marine crafts."

- 1.02 In this Bylaw, where the context requires the singular includes the plural and the neutral includes the feminine and the masculine.

## **DIVISION II - GENERAL REGULATIONS**

### **2.01 Licence Required**

No person shall carry on business within the City of Prince Rupert any business defined in the definition section of this Bylaw without having first obtained a City of Prince Rupert Trade Licence, and paid a licence fee as provided for such business under Schedule B of this Bylaw.

#### **2.01.1 Compliance with Other Laws**

No person shall be entitled to receive a Trade Licence unless they meet the lawful requirements to carry on that business under all applicable Municipal, Provincial and Federal laws pertaining to that business.

## 2.02 **Licensing**

- a) **Licence** - Every licence granted pursuant to this Bylaw shall state that the holder is licensed to carry on the business stipulated therein in a lawful manner for the period specified at the premises therein stated.
- b) **Additional Business** - Any person who carries on more than one business in or from any one premises shall obtain a separate licence for each business.
- c) **Separate Licence** - For the purpose of this Bylaw, where a business is carried on, in or from, more than one premises in the City of Prince Rupert, the business carried on in or from each premises shall be deemed a separate business.
- d) **Transfer** - A licensee may make application to the Licence Inspector to have a licence in respect of premises transferred from the premises to other business premises to be occupied by the licensee, and on the making of the application and payment of the sum of \$10.00, and on proof to the satisfaction of the Licence Inspector that the premises to which the applicant wishes to transfer the licence comply with the requirements of the Bylaws of the City regulating building, zoning, health, sanitation and business, the Licence Inspector shall approve the transfer.
- e) **Display Licence** - The licence holder or person in charge or control of premises where the business is carried on or practised shall at all times keep the licence or licences prominently displayed in the sales or reception area of the premises to which the public have access.
- f) **Notify Changes** - Every holder of a licence shall notify the Licence Inspector of any changes in the mailing or business address, the classification of the business, area of premises, the number of people or machines used in operation of the business or any alteration of the premises in which the business is carried out, and upon termination of the business, shall notify the Licence Inspector that the licence is no longer required and shall surrender the licence to the Licence Inspector.
- g) **Fee Changes** - Where the licence fee for any business licensed herein is based on the number of chairs, seats, units, tables, apartments, rooms or the capacity of accommodation available or area of premises, every person shall, immediately after the completion of any change in number of chairs, seats, units, tables, apartments, rooms or the capacity of accommodation available or area of premises or any other condition upon which the said licence fee is based, notify the Licence Inspector and pay the additional fee which may be payable under this Bylaw as a result of this change.
- h) **Persons Employed** - Every person carrying on a business under this Bylaw, in which the licence fee is based upon the number of persons employed or engaged in the business, shall, before the first day of January of each and every year, advise the Licence Inspector as to the number of persons engaged in their respective businesses and the names and addresses of such persons.
- g) **Period** - Except as hereinafter provided, licences shall be granted for a one-year period, to commence on the first day of January and to terminate on the thirty-first day of December in each and every year unless otherwise noted in this section. The licence fee prescribed in this Bylaw shall be reduced by one-half in respect of

a person who becomes liable to be licenced after the thirty-first day of July in any year. No licence fee paid hereunder shall be refundable.

- b) Show - The period for a licence in respect of and including a carnival or circus shall be for one day.

### 2.03 **Application**

- a) Form - Every person applying for a licence shall complete the form(s) supplied by the City for such purpose.
- b) Payment - No licence shall be issued until the fee therefore, as set out in Schedule B of this Bylaw, has been paid to the City.

### 2.04 **Enforcement**

The Licence Inspector is hereby authorized to enter at all reasonable times, upon any premises in order to ascertain whether the provisions of the Bylaw are being obeyed.

### 2.05 **Suspension**

- a) The Licence Inspector may grant a licence where they are satisfied that the applicant therefore has complied with the requirements of the Bylaws of the City regulating building, zoning, health, sanitation and business, and may suspend for such period they may determine any licence if the holder of the licence;
  - i) is convicted of any offence under any municipal Bylaw or Statute of the Province in respect of the business for which they are licenced or with respect to the premises named in this licence;
  - ii) has ceased to meet the lawful requirements to carry on business for which they are licensed or with respect to the premises named in the licence.
  - iii) has failed to pay their renewal fee or application fee within the specified time period for renewal.
- b) Appeal - Any person whose licence has been suspended under this section may appeal to the Council by submitting a written request to appear before Council by the next regular Council Meeting, and upon notification of the meeting time and place, they shall appear before Council and present their reasons for the appeal, and upon such appeal the Council may confirm or set aside such suspension on such terms as it may deem fit.
- c) Revoke - The Council may revoke a licence for reasonable cause after giving notice to the licensee and after giving the licensee an opportunity to be heard.
- d) The notice and opportunity to be heard referred to in subsection (c) of this section is not required in respect of the licensee who by reasonable efforts cannot be found.
- e) The suspension of a licence by the Licence Inspector shall be made in writing, signed by the Inspector and served on the person holding such licence or delivered to the holder of such licence by registered mail to the address given by the licensee

in the application of the licence. A notice of such revocation or suspension of licence may be posted by the Licence Inspector upon the premises for which the licence was issued and such notice shall not be removed until the licence is reinstated, the former licensee ceases to occupy the premises, or a new business other than the one carried on by former licensee is started on the premises.

### **DIVISION III - REGULATIONS OF BUSINESS**

#### **3.00 Adult Entertainment Service**

Every person carrying on the business of, or operating, an Adult entertainment Service shall:

- a) supply the License Inspector with the name, age, address and general description of every person proposed to be employed in said business;
- b) notify the License Inspector within forty-eight (48) hours of any change in the personnel employed in the said business;
- c) not have been convicted of any criminal offence pertaining to the operation of an Adult Entertainment Service; and,
- d) not hire or employ any person who has been convicted of any criminal offence pertaining to the operation of an Adult Entertainment Service.

#### **3.01 Advertising**

No person or their representative shall advertise the carrying on of a business in any publication, general circular, by radio or any other media without first obtaining a Trade Licence.

#### **3.02 Building Rentals**

- a) For the purpose of this Bylaw persons occupying space in a building of which they are the owners shall not be deemed to be carrying on the business of "Building Rental" in respect of that space which the person occupies, with the exception of Bed and Breakfast and Short-Term Rentals.
- b) Any person carrying on the business of Short-Term Rentals shall, prior to being issued a Trade License for any licensing period, demonstrate compliance with the City of Prince Rupert Zoning Bylaw, as amended from time to time.
- c) Any person carrying on the business of a "Bed and Breakfast" shall, prior to being issued a Trade License for any licensing period, demonstrate compliance with the following:
  - i.) Regulations contained in the Food Premises Regulations and Swimming Pool Regulations pursuant to the Health Act, and in accordance with any

regulations of the Office of the Fire Commissioner.

- ii.) The guest rooms shall be inspected and approved by the City Fire Department, the City Building Inspector and the Provincial Electrical Inspector.
- iii.) No sale of alcoholic beverages will take place on site.
- d) Any person carrying on the business of "Apartment Rental" shall, prior to being issued a Trade License for any licensing period, demonstrate compliance with the City of Prince Rupert Business Regulations & Licensing Bylaw, as amended from time to time.
- e) Any building rental for short-term accommodation, including without limitation Short Term Rentals, Bed and Breakfasts, and Hotels/Motels, are subject to the Municipal and Regional District Tax program.

### 3.03 **Carnival or Circus**

- a) A circus or carnival shall maintain a Comprehensive Liability Policy of Insurance for five million dollars (\$5,000,000.00) inclusive limits, covering bodily injury, death and property damage including loss thereof and shall produce proof of such insurance to the Licence Inspector when asked to do so.
- b) A circus or carnival representative shall ensure that each carnival ride has the elevator inspection plate showing the last inspection of the ride.

### 3.04 **Delivery Service**

Every vehicle used in delivery service shall have the name of the licensed operator thereof printed in letters at least five (5) centimetres in height upon both sides of the vehicle.

### 3.05 **Highways**

No person shall offer for permanent sale any goods or merchandise except newspapers, on the highways within the boundaries of the City of Prince Rupert, unless they first obtain appropriate permits from City of Prince Rupert for that purpose.

### 3.06 **Occupancy Permit**

No person shall occupy or permit occupancy of a new or remodelled premise for the purpose of carrying on a business unless an Occupancy Permit has been issued for such a premise by the Building Inspector.

3.07 **Peddler**

- a) No peddlers shall sell merchandise or take orders for merchandise door-to-door within the City after the hour of six (6:00) p.m. Monday to Thursday inclusive or on Saturday, or after nine (9:00) p.m. on Friday.
- b) Any peddler shall, when conducting or attempting to conduct business;
  - i) state to any person with whom they are conducting or attempting to conduct business the name of the business or other organization with whom they are associated, affiliated or representing.
  - ii) state to any person with whom they are conducting or attempting to conduct business their full legal name, consisting of all personal names and surname.
  - iii) have affixed to their clothes and clearly visible to the public, an identification card on which is printed their full legal name, and on which is affixed their photograph.
  - iv) display to any person enquiring a copy of the business licence displayed hereunder.
  - v) have a letter of permission from a property owner when setting up business on private property.

3.08 **Retail Sales**

Any business licensed for retail sales must have all of the commodities totally enclosed within the building and not have any permanent outdoor storage yards, excluding anything otherwise defined herein.

3.09 **Second-Hand Dealers and Tow Truck Compounds**

- a) Every licensed Second-hand Dealer shall keep a record on sheets or forms approved by the Licence Inspector to be known as the "The Second-Hand Dealer's Registration" in which shall be entered in the English language, written in legible hand or typewritten, a record of goods received, purchased or taken in exchange, and shall include in addition to the date of purchase, receipt or exchange, a full description of the article or articles. This Register shall include the name of the maker and the serial number, if known or can be ascertained, and the name, address and general description of the person from who the purchase was made.
- b) The Second-hand Dealer's record forms shall be a permanent record and the Dealer shall be responsible that the permanent record is not mutilated or destroyed. It shall be open to inspection by members of the Police Force and the Licence Inspector at all times during regular business hours and may be removed at any time by members of the Police Force for inspection, or use in Courts if necessary.
- c) For the purpose of this section, it shall apply to Second-hand Stores and Towing Truck Compounds.

### 3.10 **Home Occupation**

No person shall carry on a business from a residence unless it meets all requirements of Home Occupations with the City of Prince Rupert Zoning Bylaw.

#### 3.10.5 **Tire Marshalling Yards**

Carrying on the business of, or operating a tire marshalling yards is subject to the following regulations:

- a) the maximum number of tires accumulated and retained at any time shall not exceed 5,000;
- b) no tires or stockpiles of tires shall be visible from any public street or road;
- c) there shall be no less than 6 metres of clear and unobstructed space between any stockpile and all other stockpiles and all other aggregations of products, substances or materials, and there shall be no less than 6 metres of clear and unobstructed space between any stockpile and any buildings and structures, and all property lines.
- d) all tires shall be enclosed within a minimum 1.8-metre-high, non-transparent fence or other suitable barrier to prevent unauthorized entry, gated with a minimum 3.6-metre-wide gate. The gate shall be locked whenever the yard is unattended;
- e) no stockpile shall exceed:
  - i) 300 cubic metres in volume;
  - ii) 100 square metres in area; and,
  - iii) 3 metres in height.
- f) tires stored for more than 90 days and in piles of more than 90 cubic metres shall be ricked unless otherwise shredded, cut, ground, or otherwise broken down;
- g) stockpiles shall not be located under any power lines; and
- h) approval of any site proposed as a tire marshalling yard is subject to the approval of the City of Prince Rupert Fire Chief.

### 3.11 **Vehicles for Hire**

Vehicle for Hire Operation Licences will be issued and regulated in accordance with the City of Prince Rupert "**VEHICLES FOR HIRE REGULATION BYLAW**" as amended from time to time.

### 3.12 **Vending Machines**

- a) No person shall own, keep or maintain any vending or amusement machines unless there has been imprinted thereon, the name, address and telephone number, of one or more of the following:

- i) The owner, if a resident of the City.
  - ii) An agent of the owner, who is a resident of the City, provided that this provision shall not apply to vending machines owned by, and operated within, an amusement centre, or if the machine dispenses to or services only the owner of such a machine or their employees.
- b) Every person who is the owner or operator of any vending machines shall notify the Licence Inspector before the first day of January in each and every year as to the number of machines in operation.

### 3.13 **Manufacturers**

No person manufacturing, processing or maintaining other industrial premises shall allow the waste from their plants to accumulate around their premises.

### 3.14 **Amusement Centres and Games Areas**

- a) Application

Any person who keeps four (4) or less Group "B" vending machines is, for the purposes of this section, the operator of a "Games Area" and the premises in which such machines are kept is, for the purpose of this section, a "Games Area".

- b) Licencing

No person shall operate a Games Area, nor shall any person be licenced to carry on the business of a Games Area or Amusement Centre unless they has provided confirmation in writing from the Building Inspector, the Fire Chief, the Public Health Inspector and the district Electrical Inspector that the premises meets the requirements of all applicable statutes, regulations and Bylaws.

- c) Hours of Operation

No Amusement Centre shall remain open between the hour of one o'clock in the morning and the hour of eight o'clock in the following morning.

- d) Maintenance

Every operator of an Amusement Centre or Games Area shall keep the premises well lit and in a clean and sanitary condition and shall not cover up any windows in a manner so as to prevent a clear view of the interior of the premises.

- f) Exemptions

The provisions of this section shall not apply to premises forming part of a circus or carnival while it is licenced to be in progress or to a Public House as defined in this Bylaw.

3.15 **Cannabis Retail Store**

- a) Applicants for a license to operate a Cannabis Retail Store must supply the Licence Inspector with the following:
  - i) a detailed security plan for the premises to be implemented at all times;
  - ii) written confirmation from the Fire Chief that the premises meet all applicable fire safety regulations; and,
  - iii) an application fee of \$5,000, \$4,500 of which is refundable should the applicant fail to receive a business licence or a provincial retail store licence.
- b) Approval of a license to operate a Cannabis Retail Store is contingent upon satisfying the above requirements and the successful receipt of a provincial licencing agency and in accordance with Policy 100-17-02 “Council Policy for Consideration of Cannabis Retail Applications”, as amended from time to time.
- c) All persons carrying on the business of or operating a Cannabis Retail Store must comply with the following regulations:
  - i) operation of the Cannabis Retail Store must be conducted in accordance with the security plan;
  - ii) changes to the security plan must receive written approval from the local RCMP detachment, and a copy of the altered plan and approval provided to the Licence Inspector;
  - iii) no person may be employed by a Cannabis Retail Store without first providing the Licence Inspector with a criminal record check confirming the employee is free of convictions under the Controlled Drugs and Substances Act, SC 1996, c. 19, for a period of at least ten years;
  - iv) the exterior of the premises must be well-lit at all times;
  - v) operators of a Cannabis Retail Store must ensure that no persons consume cannabis onsite and;
  - vi) operators of a Cannabis Retail Store are prohibited from cultivating cannabis on the premises, or providing drive-through or delivery sales of cannabis products.

3.16 **Not for Profit Organization**

Any person carrying on the business of “Not-for-Profit” shall, prior to issuing a Trade License for any licensing period, demonstrate proof of provincial or extra- provincial registration as a Society, Charity, or other recognized non-profit entity.

3.17 **Liquor Licences**

Applicants for a license to operate a Liquor Outlet, Licenced Restaurant, or manufacturer of liquor products must supply the Licence Inspector with proof of the appropriate liquor licence or permit from the Provincial Liquor and Cannabis Regulation Branch or proof of application to the Branch.

**DIVISION IV - DUTIES AND ADMINISTRATION:**

- 4.01 The Council herein delegates the following to the Licence Inspector(s), whose duty it shall be to carry out and administer the provisions of this Bylaw.
- a) The Licence Inspector(s) is hereby authorized and empowered to inspect, compel and require that all regulations and provisions prescribed in this Bylaw and any such regulations and provisions which may from time to time be appended to this Bylaw, are carried out.
  - b) The Licence Inspector (s) shall maintain and keep records of all Licences issued.
  - c) The Licence Inspector(s) is hereby authorized and empowered to enter upon, at all reasonable times, any property in order to ascertain whether the provisions of this Bylaw are being obeyed.

**DIVISION V - OFFENCES - PENALTY**

5.01 **Offence**

Any person who:

- a) carries on a business for which a Licence is required pursuant to the provisions of this bylaw, without holding a valid and subsisting Licence for the business, or
- b) tenders a cheque or other negotiable instrument in full or partial payment of any Licence Fee payable hereunder, if such cheque or negotiable instrument are fraud, or
- c) fails to display a valid and subsisting Licence as required by the provisions of this Bylaw, or
- d) fails to furnish any information or documentation as required by the provisions of this Bylaw, or
- e) carries on or remains open for business after receiving notice that their Licence has been suspended or revoked, or
- f) fails to comply with the regulations of this Bylaw, or
- g) violates, or performs any act or thing which violates, any provision of this Bylaw, or
- h) suffers or permits any act or thing to be performed in violation of this Bylaw, or

- i) neglects or refrains from doing anything required to be done by any of the provisions of this Bylaw,

is guilty of an offence.

5.02 **Penalty**

- a) A person who commits an offence against this bylaw is liable on conviction to a fine of not less than \$25.00 and not more than \$2,000.00.
- b) Where conviction is for failure to obtain and pay the Licence Fee required, then the amount which should have been paid for such a Licence shall be added to the said penalty and shall form part of this penalty.
- c) Notwithstanding anything herein contained, the amount of any and every Licence payable by any person pursuant to the provisions of this Bylaw shall be debt due by that person to the City of Prince Rupert which shall be recoverable, together with costs, in any court of competent jurisdiction.

## SCHEDULE B - FEE SCHEDULE

The following are fees payable for the Classifications and Definitions in Division I:

<u>Code</u>	<u>Classification</u>	<u>Fee Payable</u>
50	<b>ADULT ENTERTAINMENT SERVICE</b>	\$2,200.00
100	<b>AGENT</b> per agent	\$115.00
200	<b>AIRLINES</b>	\$310.00
	<b>AMUSEMENT CENTRES</b>	
300	0 - 232 sq. metres floor space	\$230.00
301	233 - 465 sq. metres floor space	\$385.00
302	over- 465 sq. metres floor space	\$695.00
	<b>AUTOBODY SHOP</b>	
400	0 - 139 sq. metres floor space	\$85.00
401	140 - 278 sq. metres floor space	\$155.00
402	279 - 464 sq. metres floor space	\$310.00
403	over 464 sq. metres floor space	\$615.00
	<b>AUTOMOBILE SALES AND SERVICE</b>	
500	0 - 139 sq. metres floor space	\$85.00
501	140 - 278 sq. metres floor space	\$155.00
502	279 - 464 sq. metres floor space	\$310.00
503	over 464 sq. metres floor space	\$615.00
600	<b>AUTOMOBILE TOW TRUCK</b> per truck	\$115.00
	<b>AUTOMOBILE TOW TRUCK COMPOUND</b>	
700	0- 1 hectares ground area	\$115.00
701	2 - 3 hectares ground area	\$155.00
702	over 3 hectares ground area	\$310.00
800	<b>BANKS</b>	\$615.00
900	<b>BANQUET HALL</b>	\$155.00
	<b>BARBER SHOP OR BEAUTY PARLOUR</b>	
1000	1 chair	\$85.00
1001	2 to 5 chairs	\$115.00
1002	6 or more chairs	\$155.00
1024	<b>BED &amp; BREAKFAST ACCOMMODATION</b>	\$105.00
1025	<b>BED AND BREAKFAST</b>	\$85.00
1050	<b>BINGO HALL</b>	\$155.00

<u>Code</u>	<u>Classification</u>	<u>Fee Payable</u>
<b>BOAT RENTALS AND CHARTERS</b>		
1100	1 boat	\$85.00
1101	2 boats	\$115.00
1102	3 boats	\$155.00
1103	4 or more boats	\$310.00
<b>BOAT WORKS AND REPAIRS</b>		
1200	0 - 1 hectares ground area	\$155.00
1201	1 - 3 hectares ground area	\$310.00
1202	over 3 hectares ground area	\$615.00
<b>BOAT SALES</b>		
1300	0 - 139 sq. metres floor space	\$85.00
1301	140 - 278 sq. metres floor space	\$155.00
1302	279 - 464 sq. metres floor space	\$310.00
1303	over 464 sq. metres floor space	\$615.00
1400	<b>BOWLING ALLEY</b> per lane	\$15.00
<b>BUILDING RENTALS</b>		
1501	Apartments per unit	\$17.00
1502	Hotels/Motels per unit	\$6.00
1503	Lodging Houses per unit	\$6.00
1504	Office, Warehouse, Commercial per 93 sq. metres	\$17.00
1505	Short Term Rental	
<b>BUILDING SUPPLY</b>		
1600	0 - 139 sq. metres floor space	\$85.00
1601	140 - 278 sq. metres floor space	\$155.00
1602	279 - 464 sq. metres floor space	\$310.00
1603	over 464 sq. metres floor space	\$615.00
1650	<b>BUS TERMINAL</b>	\$310.00
<b>CANNABIS RETAIL STORE</b>		
1660	Application Fee	\$5,000.00
1661	Annual Renewal Fee	\$2,500.00
1700	<b>CATERING SERVICE</b>	\$85.00
<b>CIRCUS AND CARNIVAL</b>		
1800	Sponsored per day	\$155.00
1801	Unsponsored per day	\$615.00
1900	<b>CLUBS</b>	\$310.00
<b>COMMERCIAL OFFICE</b>		
1920	0 - 93 sq. metres floor space	\$85.00
1921	94 - 186 sq. metres floor space	\$115.00

<u>Code</u>	<u>Classification</u>	<u>Fee Payable</u>
1922	187 - 279 sq. metres floor space	\$155.00
1923	280 - 464 sq. metres floor space	\$310.00
1924	465 - 929 sq. metres floor space	\$475.00
1925	over 929 sq. metres floor space	\$615.00
1945	<b>DANCE STUDIO</b>	\$85.00
1950	<b>DAY CARE SERVICE</b>	\$85.00
2000	<b>DELIVERY SERVICE</b> per vehicle	\$85.00
2001	<b>DELIVERY SERVICE</b> max 6 vehicles or over	\$475.00
2050	<b>ELECTROLYSIS</b>	\$85.00
	<b>EXPRESS AND FREIGHTWAY COMPANY</b>	
2100	1 - 139 sq. metres floor space	\$85.00
2101	140 - 186 sq. metres floor space	\$115.00
2102	187 - 279 sq. metres floor space	\$155.00
2103	280 - 557 sq. metres floor space	\$310.00
2104	over 557 sq. metres floor space	\$615.00
2200	<b>FINANCIAL INSTITUTION</b>	\$615.00
	<b>FISHING COMPANY</b>	
2300	0 - 464 sq. metres floor space	\$155.00
2301	465 - 930 sq. metres floor space	\$310.00
2302	931 - 1858 sq. metres floor space	\$615.00
2303	over 1858 sq. metres floor space	\$1,210.00
	<b>FITNESS CENTRE</b>	
2320	0 - 93 sq. metres floor space	\$85.00
2321	94 - 186 sq. metres floor space	\$115.00
2322	187 - 279 sq. metres floor space	\$155.00
2323	280 - 464 sq. metres floor space	\$310.00
2324	465 - 929 sq. metres floor space	\$475.00
2325	over 929 sq. metres floor space	\$615.00
	<b>FUEL SERVICE</b>	
2400	1 - 4 hectares	\$310.00
2401	over 4 hectares	\$615.00
2500	<b>FUNERAL HOME</b>	\$230.00
2600	<b>GAMES AREA</b>	\$127.00
2650	<b>GAMING OR GAMBLING ESTABLISHMENT</b>	\$615.00
2700	<b>GARDEN SUPPLIES</b>	\$115.00
	<b>GAS BAR/CONVENIENCE STORE</b>	

<u>Code</u>	<u>Classification</u>	<u>Fee Payable</u>
2750	0 - 139 sq. metres floor space	\$155.00
2751	140 - 278 sq. metres floor space	\$230.00
2752	279 - 464 sq. metres floor space	\$385.00
2753	over 464 sq. metres floor space	\$693.00

2800 **GENERAL CONTRACTOR** \$515.00

<u>Code</u>	<u>Classification</u>	<u>Fee</u>	<u>Code</u>	<u>Classification</u>	<u>Fee Payable</u>
<b><u>SUB CONTRACTORS</u></b>					
2901	Acoustics	\$155.00	2924	Land Clearing	\$155.00
2902	Alteration	\$155.00	2925	Landscaper	\$155.00
2903	Blasting	\$155.00	2926	Lather	\$155.00
2904	Brick	\$155.00	2927	Mechanical Equipment Installation	\$155.00
2905	Building	\$155.00	2930	Metal Worker	\$155.00
2906	Building Movers	\$155.00	2929	Oil Worker	\$155.00
2907	Bulldozing	\$155.00	2930	Painter	\$155.00
2908	Cabinet-maker	\$155.00	2931	Paver	\$155.00
2909	Carpenter	\$155.00	2932	Pipeline	\$155.00
2910	Concrete	\$155.00	2933	Plumber	\$155.00
2911	Demolition	\$155.00	2934	Roofing	\$155.00
2912	Diving Contractor	\$155.00	2935	Sand Blaster	\$155.00
2913	Drilling	\$155.00	2936	Sanitary Engineer	\$155.00
2914	Drywall/Plasterers	\$155.00	2937	Sewer and Drains	\$155.00
2915	Electrical	\$155.00	2938	Shingler	\$155.00
2916	Excavating	\$155.00	2939	Tile Setter	\$155.00
2917	Floorlayer	\$155.00	2940	Tree Surgeon	\$155.00
2918	Gas Fitter	\$155.00	2941	Truck Driver	\$155.00
2919	Glazing	\$155.00	2942	Welder	\$155.00
2920	Heating	\$155.00	2943	Other	\$155.00
2921	Insulation	\$155.00	2944	Heavy Duty Mechanic	\$155.00
2922	Interior Decorator	\$155.00	2945	Boat/Marine Mechanic	\$155.00
2923	Iron Worker	\$155.00			

3000 **CONTRACTOR** \$255.00

3025 **GROUP CARE HOME** \$85.00

3100 **INVESTMENT OR HOLDING COMPANY** \$155.00

3150 **JANITORIAL SERVICE** \$85.00

**LAUNDRY AND DRY CLEANING ESTABLISHMENT**

3200	0 – 93 sq. metres floor space	\$85.00
3201	94 – 186 sq. metres floor space	\$115.00
3202	187 – 279 sq. metres floor space	\$155.00
3203	280 – 464 sq. metres floor space	\$230.00
3204	465 – 929 sq. metres floor space	\$310.00

3205	over 929 sq. metres floor space	\$615.00
	<b>LIQUOR OUTLET</b>	
3301	Commercial Outlet per outlet	\$1,210.00
3302	Societal Liquor Outlet per outlet	\$245.00
3400	<b>LOG SCALING AND BOOMING</b>	\$115.00
3500	<b>MACHINERY AND EQUIPMENT RENTALS</b>	\$115.00
	<b>MANUFACTURING</b>	
3600	0 – 232 sq. metres floor space	\$155.00
3601	233 – 464sq. metres floor space	\$310.00
3602	465 – 929 sq. metres floor space	\$615.00
3603	930 – 1858 sq. metres floor space	\$1,210.00
3604	over 1858 sq. metres floor space	\$2,200.00
3630	<b>MARINE FUEL SALES</b>	\$155.00
3700	<b>MOBILE SALES SERVICE</b> per vehicle	\$85.00
3800	<b>NEWSPAPER PUBLISHER</b>	\$310.00
	<b>PAWN BROKER AND SECOND HAND DEALER</b>	
3900	0 – 93 sq. metres floor space	\$85.00
3901	94 – 186 sq. metres floor space	\$115.00
3902	187 – 279 sq. metres floor space	\$155.00
3903	280 – 464sq. metres floor space	\$230.00
3904	465 – 929 sq. metres floor space	\$310.00
3905	over 929 sq. metres floor space	\$615.00
4000	<b>PEDDLER – DOOR TO DOOR SALES</b>	\$85.00
4001	<b>PEDDLER – STATIONARY LOCATION</b>	\$155.00
	<b>PERSONAL GROOMING ESTABLISHMENT</b>	
4020	0 – 93 sq. metres floor space	\$85.00
4021	94 – 186 sq. metres floor space	\$115.00
4022	187 – 279 sq. metres floor space	\$155.00
4023	over 279 sq. metres floor space	\$310.00
	<b>PET SHOP</b>	
4040	0 – 93 sq. metres floor space	\$85.00
4041	94 – 186 sq. metres floor space	\$115.00
4042	187 – 279 sq. metres floor space	\$155.00
4043	280 – 464 sq. metres floor space	\$310.00
4044	465 – 929 sq. metres floor space	\$475.00
4045	over 929 sq. metres floor space	\$615.00
	<b>PHOTO STUDIO</b>	
4100	0 – 93 sq. metres floor space	\$85.00
4101	94 – 186 sq. metres floor space	\$115.00

4102	187 – 279 sq. metres floor space	\$155.00
4103	280 – 464 sq. metres floor space	\$230.00
4104	465 – 929 sq. metres floor space	\$310.00
4105	over 929 sq. metres floor space	\$615.00

4200 **PRIVATE GARBAGE COLLECTION AND SERVICES** per truck \$85.00

**PROFESSIONAL**

4301	Accountant	\$155.00	4315	Forester	\$155.00
4302	Architect	\$155.00	4316	Insurance Agent	\$155.00
4303	Agrologist	\$155.00	4317	Insurance Salesperson	\$155.00
4304	Appraiser	\$155.00	4318	Librarian	\$155.00
4305	Auctioneer	\$155.00	4319	Medical Specialist	\$155.00
4306	Broker	\$155.00	4320	Optician	\$155.00
4307	Business Consultant	\$155.00	4321	Optometrist	\$155.00
4310	Chiropractor	\$155.00	4322	Physician	\$155.00
4309	Chemical	\$155.00	4323	Physiotherapist	\$155.00
4310	Dental laboratories	\$155.00	4324	Psychiatrist	\$155.00
4311	Dental Mechanic	\$155.00	4325	Psychologist	\$155.00
4312	Dental Surgeon	\$155.00	4326	Public Relations Agent	\$155.00
4313	Design and Drafting	\$155.00	4327	Real Estate Agent	\$155.00
4314	Engineer (including)	\$155.00	4330	Real Estate Salesperson	\$155.00
	- civil		4329	Refractionist	\$155.00
	- forest		4330	Solicitor/Barrister	\$155.00
	- marine		4331	Surveyor	\$155.00
	- mining		4332	Ships Chandler	\$155.00
	- electrical		4333	Other	\$155.00

4350 **PROFESSIONAL OFFICE** \$155.00

**PRINT SHOP**

4370	0 – 93 sq. metres floor space	\$85.00
4371	94 – 186 sq. metres floor space	\$115.00
4372	187 – 279 sq. metres floor space	\$155.00
4373	280 – 464 sq. metres floor space	\$310.00
4374	465 – 929 sq. metres floor space	\$475.00
4375	over 929 sq. metres floor space	\$615.00

4400 **PUBLIC UTILITY COMPANY** \$615.00

**RADIO AND T.V. BROADCASTING**

4500	Radio Station	\$310.00
4501	T.V. Station	\$310.00

<b><u>Code</u></b>	<b>RESTAURANT, CAFE</b>	<b>Non Licenced</b>	<b>Licenced</b>
4601/4602	1 - 30 seats	\$85.00	\$210.00
4603/4604	31 - 50 seats	\$115.00	\$245.00
4605/4606	51 - 70 seats	\$155.00	\$280.00
4607/4608	71 - 100 seats	\$230.00	\$360.00
4609/4610	over 100 seats	\$310.00	\$440.00

<b>RETAIL SALES</b>		
4700	0 - 93 sq. metres floor space	\$85.00
4701	94 - 186 sq. metres floor space	\$115.00
4702	187 - 279 sq. metres floor space	\$155.00
4703	280 - 464 sq. metres floor space	\$310.00
4704	465 - 929 sq. metres floor space	\$475.00
4705	over 929 sq. metres floor space	\$615.00
<b>SERVICE FROM A BUSINESS AREA</b>		
4800	0 - 93 sq. metres floor space	\$85.00
4801	94 - 186 sq. metres floor space	\$115.00
4802	187 - 279 sq. metres floor space	\$155.00
4803	280 - 464 sq. metres floor space	\$310.00
4804	465 - 929 sq. metres floor space	\$475.00
4805	over 929 sq. metres floor space	\$615.00
4850	<b>SERVICE FROM NONRESIDENT BUSINESS</b>	\$155.00
4900	<b>HOME OCCUPATION</b>	\$85.00
<b>SERVICE OR REPAIR SHOP</b>		
4950	0 - 93 sq. metres floor space	\$85.00
4951	94 - 186 sq. metres floor space	\$115.00
4952	187 - 279 sq. metres floor space	\$155.00
4953	280 - 464 sq. metres floor space	\$310.00
4954	465 - 929 sq. metres floor space	\$475.00
4955	over 929 sq. metres floor space	\$615.00
<b>SERVICE SHOP, HEAVY</b>		
4960	0 - 93 sq. metres floor space	\$85.00
4961	94 - 186 sq. metres floor space	\$115.00
4962	187 - 279 sq. metres floor space	\$155.00
4963	280 - 464 sq. metres floor space	\$310.00
4964	465 - 929 sq. metres floor space	\$475.00
4965	over 929 sq. metres floor space	\$615.00
4970	<b>EXPORT/IMPORT COMPANY</b>	\$155.00
<b>STORAGE AREA</b>		
5000	0 - 232 sq. metres floor space	\$85.00
5001	233 - 464 sq. metres floor space	\$155.00
5002	465 - 929 sq. metres floor space	\$615.00
5003	930 - 1858 sq. metres floor space	\$1,210.00
5004	over 1858 sq. metres floor space	\$2,200.00
<b>TAXIS &amp; VEHICLES FOR HIRE</b>		
5100	Taxi per unit	\$85.00
5101	Charter Bus per unit	\$85.00
5102	Charter Limousine per unit	\$85.00
5103	Tour Bus per unit	\$85.00
5200	<b>TAXI STAND</b>	\$44.00

5250	<b>TELEMARKETING SERVICE</b> per person		\$85.00
5300	<b>THEATRES</b>		\$515.00
5315	<b>TIRE MARSHALLING YARD</b>		\$75.00
5400	<b>TRAILER COURT</b> per trailer space		\$5.00
5500	<b>TRANSPORTATION COMPANY - MARINE</b> per unit		\$85.00
		maximum	\$635.00
	<b>UNCLASSIFIED</b>		
5600	1 - 3 employees		\$85.00
5601	4 - 7 employees		\$115.00
5602	8 or more employees		\$155.00
	<b>U-DRIVES</b>		
5700	1 - 3 vehicles		\$115.00
5701	4 - 7 vehicles		\$155.00
5702	8 - 20 vehicles		\$310.00
5703	over 20 vehicles		\$615.00
	<b>VENDING MACHINE AGENCY</b>		
5800	Group "A" Vending Machines	per machine	\$30.00
		maximum	\$345.00
5801	Group "B" Vending Machines	per machine	\$65.00
		maximum	\$725.00
	<b>WHOLESALE</b>		
5900	0 - 232 sq. metres floor space		\$85.00
5901	233 - 464 sq. metres floor space		\$115.00
5902	465 - 929 sq. metres floor space		\$155.00
5903	930 - 1858 sq. metres floor space		\$310.00
5904	over 1858 sq. metres floor space		\$615.00
6000	<b>YACHT CLUB</b>		\$155.00
6100	<b>NOT FOR PROFIT</b>		\$2.00



THE CITY OF PRINCE RUPERT

**DEVELOPMENT PROCEDURES BYLAW  
BYLAW No. 3533, 2024**

A BYLAW TO ESTABLISH PROCEDURES FOR PROCESSING LAND DEVELOPMENT APPLICATIONS AND ENABLE PERIODIC AMENDMENTS TO THE CITY'S DEVELOPMENT APPLICATION FORMS, PERMIT FORMS AND ADMINISTRATIVE FORMS NECESSARY TO CARRY OUT THE PROCEDURES UNDER THIS BYLAW.

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This Bylaw may be cited as "Development Procedures Bylaw No. 3533, 2024".

**WHEREAS** the Council of the City of Prince Rupert has adopted the Official Community Plan and Zoning Bylaw;

**NOW THEREFORE** the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

1. That the Schedule "A" – Development Procedures Bylaw and its appendices, attached to and forming part of this bylaw comes into force upon final consideration and adoption.
2. That the City of Prince Rupert DEVELOPMENT PROCEDURES BYLAW 3469, 2024 and any amendments thereto is repealed.

READ A FIRST TIME THIS \_\_\_\_ day of \_\_\_\_\_, 2024.

READ A FIRST TIME THIS \_\_\_\_ day of \_\_\_\_\_, 2024.

READ A FIRST TIME THIS \_\_\_\_ day of \_\_\_\_\_, 2024.

READ A FOURTH & FINAL TIME THIS \_\_\_\_ day of \_\_\_\_\_, 2024.

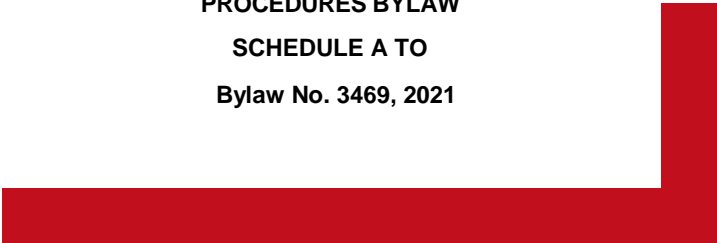
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



**City of Prince Rupert**

**DEVELOPMENT  
PROCEDURES BYLAW  
SCHEDULE A TO  
Bylaw No. 3469, 2021**



## Table of contents:

Section 1 – Definitions.....	3
Section 2 – General Requirements .....	3
Section 3 – Official Community Plan and Zoning Bylaw Amendment .....	6
Section 4 – Permits .....	7
Section 5 – Process .....	8

## 1.0 Definitions

This bylaw includes a number of words that have specific meanings with respect to development procedures. These words and phrases are defined in this section.

**APPLICANT** means the Owner or a representative of the owner duly authorized to act on the Owner's behalf in relation to an application.

**APPLICATION** means a written request by an Applicant to amend the Official Community Plan, Zoning Bylaw or for the issuance of a Permit.

**CITY** means the City of Prince Rupert.

**CITY MANAGER** means the professional appointed by the Council of the City of Prince Rupert as the City Manager.

**CITY PLANNER** means the planning professional appointed by the Council of the City of Prince Rupert as the City Planner.

**COMMUNITY INFORMATION MEETING** means a meeting conducted by the Applicant to provide information about an application under this bylaw in order to obtain comments from the public prior to a Public Hearing on the application.

**COUNCIL** means the elected Council of the City of Prince Rupert.

**DIRECTOR OF OPERATIONS** means the professional appointed by the Council of the City of Prince Rupert as the Director of Operations.

**INTAKE** means the process of receiving a complete application including applicable fees.

**MINOR DEVELOPMENT PERMIT** means a Development Permit application with a total value of works under \$10,000.

**MINOR DEVELOPMENT VARIANCE PERMIT** means a Development Variance Permit for a variance to the Prince Rupert Zoning Bylaw No. 3462 that meets the following criteria:

- a) It is consistent with the City of Prince Rupert Official Community Plan Bylaw No. 3460 and its amendments.
- b) It is less than a 25% reduction in off-street parking space requirements.
- c) It is equal to or less than 25% reduction in lot coverage;
- d) It is equal to or less than 35% reduction in yard requirements.
- e) The lesser of 10% or one storey for building height;
- f) Any variance related to patios and decks; and
- g) Any variance related to signs.

**OWNER** means a person listed in the Land Title Office as the Owner of a parcel.

**PERMIT** means a Development Permit, Development Variance Permit and Temporary Use Permit.

**QUALIFIED PROFESSIONAL** means an accredited professional engineer, geoscientist, architect, biologist, planner or other professional with experience and certificates relevant to the applicable matter.

## 2.0 General Requirements

### 2.1 Application Requirements

Applications must include supporting documentation and attachments obtained at the Applicant's expense, as required by the City Planner.

- (a) Applications that are deficient of required supporting documentation and attachments may be refused.
- (b) When refusing to accept an application under Paragraph (a), the City Planner must inform the Applicant of the requirements that must be met for the application to comply with this Bylaw.
- (c) Council may require further supporting documentation.

### 2.2 Owner's Consent

No application shall be accepted except from the Owner of land involved, or from an Applicant with written authorization of the Owner to act on their behalf.

### 2.3 Application Fees

No application shall be accepted or deemed complete until an application fee has been paid in full as prescribed in Appendix A – Fees.

### 2.4 Site Disclosure Statement

Site Disclosure Statement shall be submitted in accordance with Ministry of Environment Guidance on Contaminated Sites to the City Planner for review.

A checklist provided by the Ministry of Environment will be completed and submitted with the application. If there are any "YES" answers in the checklist the City shall forward the Site Profile to the Director of Waste Management, Land Remediation Section, Ministry of Environment.

### 2.5 Pre-Application Meeting

A pre-application meeting with staff and the applicant is strongly encouraged.

### 2.6 Process

Every application for an amendment to the Zoning Bylaw or OCP shall be processed by the City Planner, who shall present a report to Council for consideration. Every application for a permit shall be processed and either approved or rejected by the City Manager, City Planner, or the Director of Operations.

### 2.7 Public Consultation & Referrals

- (a) The City Planner will implement the public consultation requirements which may be composed of:
  - i. the Applicant, at their cost, convening an advertised Community Information Meeting;
  - ii. the Applicant preparing and distributing public information packages and feedback opportunity;
  - iii. the Applicant providing online information and feedback opportunities; and
  - iv. the Applicant providing a summary report of the consultation methods taken.
- (b) The City Planner will consider the size and scale of an application when determining the form of public consultation. For example, a proposal with only a few residential units may only need to provide a public information package to the residents within 50 metres of the development site.
- (c) The City Planner will circulate referrals to local, regional and provincial agencies whose interests may be affected.

## 2.8 Other Considerations

Notwithstanding any provisions of this Bylaw, and excepting any incomplete and/or unpaid applications, no person shall be prevented from submitting, or Council considering, any development application under Part 14 of the *Local Government Act*.

## 2.9 Delegation of Authority

In Accordance with Section 154 of the Community Charter,

- i. Council herein delegates the following to the City Manager, City Planner, and Director of Operations:
  - (a) The power to require Development Approval Information;
  - (b) The power to require security for works;
  - (c) The power to determine the form of permits issued under this bylaw;
  - (d) The power to determine the form and content of application forms;
  - (e) The power to issue or amend all permits created under Section 488(1)(f) of the Local Government Act (Form and Character of Commercial, Industrial or Multi-Family Residential Development);
  - (f) The power to issue or amend all Development Permits within Development Permit Areas created under Section 488(1)(a) of the Local Government Act for protection of the natural environment;
  - (g) The power to issue and amend all Minor Development Variance Permits, pursuant to s.498.1 of the Local Government Act, subject to guidelines set out in Section 4.7 of this Bylaw.

## 2.10 Council Reconsideration of a Staff Decision

- i. Within 30 days of being notified in writing of the decision of the City Manager, City Planner, or Director of Operations, the Applicant may request Council to reconsider the decision regarding a Development Permit Application.
- ii. The Applicant must give written notice to City Clerk and include the following information:
  - (a) The Applicant's address for receiving correspondence related to the request for reconsideration;
  - (b) A copy of the written specific decision;
  - (c) Reasons why the Applicant wishes the specific decision to be reconsidered by Council;
  - (d) The decision which the Applicant requests be made by Council as a substitute to staff decision;
  - (e) Reasons in support of the decision requested from Council; and
  - (f) A copy of any documents which support the Applicant's request for reconsideration by Council
- iii. The City Clerk will notify the City Planner of the request(s) for reconsideration and the staff will, prior to the date of the meeting at which the reconsideration will occur provide a written report to Council setting out the rationale for their decision.
- iv. The City Clerk will place the request(s) for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible.
- v. The City Clerk will notify the Applicant of the date of the meeting at which reconsideration will occur.
- vi. Council will review the information provided by the Applicant and staff, and either confirm the decision made by staff, or substitute its own decision including Development Permit conditions.

## 2.11 Re-Application

Subject to Section 460 of the Local Government Act a re-application for an amendment or permit that has been refused by Council shall not be considered within a six (6) month period immediately following the date of refusal. Re-application will require the payment of a new application fee.

## 2.12 Lapse in Application

Commencing with intake and during the entire application process if at any time any Applicant does not comply with a request from the City Planner for supporting information for longer than six (6) months but not to exceed 24 months from the application date, the application has lapsed.

## 2.13 Refunds

All application fees are non-refundable.

## 2.14 Severability

If a portion of this bylaw is held invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to be adopted without the severed section.

## 3.0 Official Community Plan and Zoning Bylaw Amendments

<b>3.1 Application Review &amp; Consultation</b>	<p>The City Planner shall examine the application for completeness and if complete shall:</p> <ol style="list-style-type: none"> <li>1) Request the Applicant proceed with public consultation;</li> <li>2) Send referrals to internal departments and external agencies; and</li> <li>3) The Applicant must install a sign in accordance with Appendix C which is attached and forms part of this Bylaw; this will be completed at the Applicant's expense.</li> </ol>
<b>3.2 Report to Council</b>	<p>The City Planner will review the application and prepare a report that contains:</p> <ol style="list-style-type: none"> <li>(a) A summary of the application;</li> <li>(b) An assessment of the potential impact of the activity or development on the community;</li> <li>(c) A review of the application with reference to City bylaws and policies;</li> <li>(d) A summary of relevant referral responses; and</li> <li>(e) Any other matters the City Planner considers relevant.</li> </ol>
<b>3.3 Council's Initial Considerations</b>	<p>For complex proposals, the application proceeds to Committee of the Whole or, for a time sensitive or minor application, to Council for initial consideration. The Committee of the Whole may recommend proceeding to 1st and 2nd reading at next Council meeting. Council may waive the Public Hearing in accordance with the Local Government Act, subject to:</p> <ol style="list-style-type: none"> <li>(i) compliance with the Official Community Plan Policies; and</li> <li>(ii) as determined by Council, no significant objections or issues raised or received at the Public Consultation period.</li> </ol> <p>For zoning proposals meeting requirements under the Local Government Act Division 3 Section 464 (3) &amp; (4), Council is prohibited from holding a Public Hearing. In these circumstances, a notice must be prepared and distributed by the City in accordance with Section 467 of the Local Government Act or the City of Prince Rupert Public Notice Bylaw as applicable.</p>
<b>3.4 Notice of Public Hearing</b>	<p>A Notice of Public Hearing shall be prepared by the City as follows:</p> <ol style="list-style-type: none"> <li>(a) Individual notices shall be mailed or otherwise delivered to the owner on the assessment roll as at the date of the application and to the tenants within a distance of 100 m (330 ft.) of any property line of the property subject of the bylaw amendment. The notification area may be expanded by Council when development proposals are deemed to have a significant impact;</li> <li>(b) The advertisement shall be published in a local newspaper in accordance with City of Prince Rupert Public Notice Bylaw;</li> <li>(c) Notice of Public Hearing shall be posted on the City notice board; and</li> <li>(d) A copy of all pertinent correspondence received prior to the Public Hearing shall be available for public viewing.</li> </ol>

<b>3.5 Public Hearing</b>	<p>The order of business at the Public Hearing shall be generally as follows:</p> <ul style="list-style-type: none"> <li>(a) The Chair of the Public Hearing shall read a statement setting out its purpose and rules of conduct;</li> <li>(b) The Applicant shall be given the opportunity to be heard;</li> <li>(c) Any correspondence received during the Public Hearing must be included in the minutes;</li> <li>(d) Any persons wishing to speak to the Bylaw shall be heard;</li> <li>(e) Only members of Council may put questions to any person who has been heard;</li> <li>(f) No person, after being heard, may make a reply or rebuttal or further submission without permission of the Chair; and</li> <li>(g) The Chair will call three times for further submissions, and if no one comes forward, shall close the Public Hearing.</li> </ul>
<b>3.6 No Public Hearing Held</b>	<p>When no Public Hearing is held, submissions can still be heard from residents as follows:</p> <ul style="list-style-type: none"> <li>(a) Written submissions may be submitted to the City Planner or Corporate Administrator up to one (1) business day before 3<sup>rd</sup> Reading.</li> <li>(b) Council may still receive new information or submissions up until one (1) business day before 3<sup>rd</sup> Reading. Council cannot receive or consider any further input from residents regarding the application after this time.</li> </ul>
<b>3.7 Council Decision</b>	<ul style="list-style-type: none"> <li>1) The application proceeds to Council for consideration of 3<sup>rd</sup> reading.</li> <li>2) If a rezoning application is for property located within 800 metres of an intersection of a controlled access highway, the Ministry of Transportation Infrastructure must approve the Bylaw prior to adoption.</li> <li>3) Prior to final reading, any approval conditions must be secured prior to consideration of final (4<sup>th</sup>) reading;</li> <li>4) The Council will make one of the following decisions: <ul style="list-style-type: none"> <li>(a) Give final reading;</li> <li>(b) Reject; or</li> <li>(c) Defer or otherwise deal with the application or amending Bylaw.</li> </ul> </li> <li>5) If the Bylaw does not require MOTI approval, and if all approval conditions have been secured, Council can consider 3<sup>rd</sup> and final reading at the same meeting.</li> </ul>

## 4.0 Permit Applications

<b>4.1 Application Review</b>	<p>Upon receipt of a complete application for any Permit in Section 4 the City will review the application and provide comments for the Applicant:</p>
<b>4.2 Referrals</b>	<p>Referrals shall be in accordance of Section 2.7</p>
<b>4.3 Notice</b>	<p>No notification is required for a Development Permit.</p> <p>The obligation to give notice to affected property owners and tenants under Section 499 of the Local Government Act does not apply to Minor Development Variance Permits, however the Delegated Official may, if they determine that it is in the public interest, notify the owners and tenants of the subject property and neighbouring properties, including those properties across dedicated rights-of-way and highways, prior to issuing the variance. The notice shall describe in general terms the variance applied for and instructions on how recipients of the notice may provide comments to the City. The Delegated Official will consider the size and scale of an application when determining the form of public consultation.</p> <p>Prior to final consideration of an application for a Development Variance Permit or Temporary Use Permit, the City shall deliver notification as follows:</p> <ul style="list-style-type: none"> <li>(a) To all Owners and tenants of the land(s) subject to the proposed Permit; and</li> <li>(b) To all Owners and tenants of lands of which any portion is within 50 metres of the land that is subject to the proposed Permit.</li> </ul>

	(c) In the case of a Temporary Use Permit, a notice must be published in a local newspaper.
<b>4.4 Public Comments</b>	Prior to final consideration of an application for a Development Variance Permit or Temporary Use Permit and only after notification has been carried out, all persons who believe their interests are affected by the proposed Permit may be afforded reasonable opportunity to be heard and to present oral and/or written submissions respecting matters relating to the Permit.
<b>4.5 Permit</b>	<p>The City Council may approve the following permits:</p> <ul style="list-style-type: none"> <li>i. Development Variance Permits; and</li> <li>ii. Temporary Use Permits.</li> </ul> <p>As delegated by Council, the City Manager, City Planner, or the Director of Operations may approve the following permits:</p> <ul style="list-style-type: none"> <li>i. Development Permits;</li> <li>ii. Minor Development Permits;</li> <li>iii. Development Permits with a Minor Variance, and</li> <li>iv. Minor Development Variance Permits.</li> </ul>
<b>4.6 Criteria for Consideration of Approval</b>	<p>As delegated by Council, the City Manager, City Planner, and Director of Operations must consider the following criteria in approval of permits.</p> <ul style="list-style-type: none"> <li>i. Development Permits and Minor Development Permits <ul style="list-style-type: none"> <li>a. Development Permit Guidelines for relevant Development Permit Areas as outlined in the City of Prince Rupert Official Community Plan Bylaw No. 3460, 2021 and its amendments; and</li> <li>b. Input from referrals.</li> </ul> </li> <li>ii. Development Permits with a Variance <ul style="list-style-type: none"> <li>a. Impacts to neighbouring properties and neighbourhood character;</li> <li>b. Comments received from the public, if any; and</li> <li>c. Input from referrals.</li> </ul> </li> <li>iii. Minor Development Variance Permits <ul style="list-style-type: none"> <li>a. If the proposed variance is consistent with the general purpose and intent of the zone;</li> <li>b. If the proposed variance addresses a physical or legal constraint associated with the site (e.g. unusual parcel shape, topographical feature, statutory right-of-way, etc.);</li> <li>c. Impacts to neighbouring properties;</li> <li>d. If the proposed variance would unduly impact the character of the streetscape or surrounding neighbourhood;</li> <li>e. Comments received from the public, if any;</li> <li>f. Input from referrals; and</li> <li>g. If strict compliance with the zoning regulation would be unreasonable.</li> </ul> </li> </ul>

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CITY OF **PRINCE RUPERT**  
**Development Services**

424 3<sup>rd</sup> Avenue West  
 Prince Rupert, BC, V8J1L7  
**Phone:** (250)-627-0996 **Fax:** (250)-627-0979  
 Email: [planning@princerupert.ca](mailto:planning@princerupert.ca)

<b>Appendix A</b>
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**APPLICATION FEES FOR AMENDMENT AND PERMITS**

Amendment to Official Community Plan	\$1,100.00
Amendment to Zoning Bylaw	\$1,100.00
Amendment to Official Community Plan & Zoning Bylaw	\$1,400.00
Development Variance Permit	\$330.00
Development Permit Area (value of works over \$10,000)	\$225.00
Development Permit Area (value of works under \$10,000)	\$60.00
Reconsideration of a staff decision regarding a DP application or a DAI request	\$60.00
Temporary Use Permit	\$630.00
Copy of Title Certificate (within 30 days of date of Application)	\$20.00
Copy of BC Company Summary or equivalent (within 30 days of date of Application)	\$20.00

**Note:** Each regulation for which there is an application for a variance shall be subject to a separate fee but processed in a single application.



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**Email:** [planning@princerupert.ca](mailto:planning@princerupert.ca)

Appendix B

### OCP AND/OR ZONING AMENDMENT SIGN

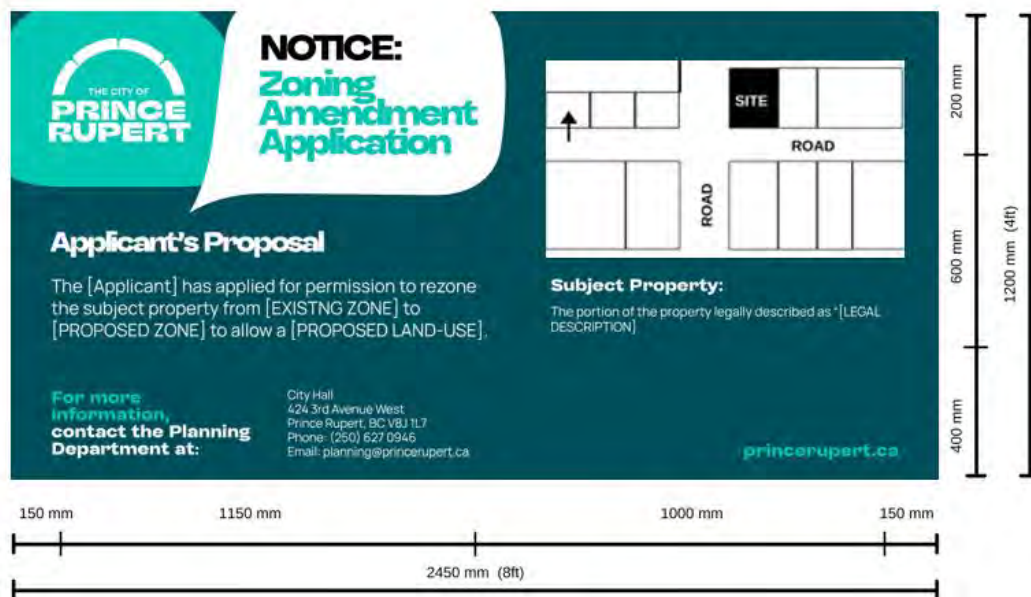
#### SPECIFICATIONS:

1. Dark Teal background (PMS 3165c CMYK 100/12/28/59 RGB 0/80/92 HEX 00505C) with white (CMYK 0/0/0/0 RGB 255/255/255 HEX FFFFFFF) and Teal (PMS 3265c CMYK 75/0/43/0 RGB 0/199/177 HEX 00C7B2) text and call-out boxes.
2. Manrope lettering
3. Please identify in the title of the sign whether it is solely for a Zoning Application, or combined OCP Amendment and Zoning Application.
4. Sign to include site map with white background and black lines (see sample below).
5. The map will show the project location, adjoining roads (labelled) and properties, address of the affected properties, and a north directional arrow.
6. All measurements described below are in millimeters (mm). A variance of 5% is permitted in specified signage dimensions.
7. The sign is to be constructed with 5/8" thick plywood with supporting/anchor posts that raise the sign at least 36" from the ground.

#### PLACEMENT:

In every case, a sign shall be located to the front property line. Where the subject property also abuts a separate, but unconnected improved public road, a like sign shall also be located adjacent to the second public road.

**NOTE: DRAWING IS NOT TO SCALE**





## CITY OF PRINCE RUPERT

### CITY OF PRINCE RUPERT TICKET INFORMATION AMENDMENT BYLAW NO. 3534, 2024

#### A BYLAW TO AMEND THE TICKET INFORMATION BYLAW NO. 2783, 1992

---

The Community Charter, SBC 2003, Chapter 26, authorizes Council to adopt and amend bylaws relating to the providing of services or the exercise of its authority to regulate, prohibit or impose requirements;

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

1. Schedule "A" of the Ticket Information Bylaw No. 2783, 1992 is amended as indicated in Attachment 1 of this bylaw to include the City of Prince Rupert Bylaw No. 3463, 2021.
2. Addition of Schedule "K" as indicated in Attachment 2 of this Bylaw to add municipal ticket penalties for violation of the Zoning Bylaw No. 3476, 2021.
3. This Bylaw may be cited as "**City of Prince Rupert Ticket Information Amendment Bylaw No. 3534, 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.

Read and Fourth & Final time \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

ATTACHMENT 1

SCHEDULE "A"

**Add:**

Column 1

**Designated Bylaws**

11. City of Prince Rupert Zoning Bylaw No.  
3462, 2021

Column 2

**Designated Bylaw Enforcement Officers**

Building Inspector  
License Inspector  
City Planner  
Bylaw Officer  
Approving Officer  
Public Works Director  
Corporate Administrator  
Chief Administrative Officer

ATTACHMENT 2

SCHEDULE "L"

City of Prince Rupert  
Zoning Bylaw

Column 1

Column 2

Column 3

**OFFENCE COMMITTED**

**BYLAW SECTION NO.**

**FINE**

Failure to comply with a written notice  
requirement issued by the Inspector by a  
time specified in the notice.

All Sections

First Offence

\$500

Subsequent Offences

\$1000



## CITY OF PRINCE RUPERT

### ZONING BYLAW AMENDMENT BYLAW NO. 3535, 2024

A BYLAW TO AMEND CITY OF PRINCE RUPERT ZONING BYLAW NO. 3462, 2021

---

The Council of the City of Prince Rupert has enacted Zoning Bylaw No. 3462, 2021 for the City of Prince Rupert; AND,

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

1. Amend City of Prince Rupert Zoning Bylaw Schedule "A" Section 1 as indicated in Attachment 1 of this Bylaw.
2. Amend City of Prince Rupert Zoning Bylaw Schedule "A" Section 2 as indicated in Attachment 2 of this Bylaw.
3. Amend City of Prince Rupert Zoning Bylaw Schedule "A" Section 3 as indicated in Attachment 3 of this Bylaw.
4. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3531, 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.

READ A FOURTH & FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

<p><b>SHORT TERM RENTAL ACCOMODATION</b> means an accessory use of a dwelling unit that is used for a temporary commercial accommodation for short term use of any paying guests within a period of 30 days or less. This includes but is not restricted to bed &amp; breakfast accommodations; however, this is not a home occupation and it does not include tourist accommodation.</p>	<p><b>SHORT TERM RENTAL ACCOMODATION</b> means a use of dwelling or sleeping unit that is used for a temporary commercial accommodation for short term use of any paying guests within a period of ninety (90) consecutive days or less. This includes but is not restricted to Bed &amp; Breakfast accommodations. Short Term rentals are subject to Municipal and Regional District Tax.</p>
<p><b>TRAVELER ACCOMMODATION</b> means a use providing for the accommodation of a transient public in a permanent structure, with individual dwelling units or sleeping units (each with private washrooms) such as a hotel, short term accommodation or motel, or providing space for such lodging. It also includes hostels; and may include dining and beverage facilities. This does not include tents, trailers, or recreational vehicles.</p>	<p><b>TRAVELER ACCOMMODATION</b> means a use providing for the accommodation of a transient public in a permanent structure, with individual sleeping units such as a hotel or motel, or providing space for such lodging. It also includes hostels; and may include dining and beverage facilities. This does not include tents, trailers, or recreational vehicles.</p>

**ATTACHMENT 1**

**AMEND:**

**ADD:**

**FRACTIONAL OWNERSHIP** refers to a situation where a host owns a part or fraction of a property with the right to use it for an equal fraction of the year.

**ADD:**

**SLEEPING UNIT** means a unit primarily used for sleeping, containing sleeping and sanitary facilities, but no kitchen as defined within the City of Prince Rupert Zoning Bylaw.

## **ATTACHMENT 2**

Add the following to Section 2.5:

2.5.0

d) Fines for a violation of this Bylaw may also be set out in the City of Prince Rupert Ticket Information Bylaw.

### **ATTACHMENT 3**

Amend Section 3.9 and 3.12.1 to align with the following:

#### **3.9.0 Short Term Rental Accommodation:**

The following requirements apply to all short-term rental accommodations:

- a)** Short term rental accommodations are permitted in all residential and commercial zones.
- b)** No person may operate a short-term rental accommodation unless the dwelling is a portion or entirety of the principal residence of that person.
- c)** Section 3.9.0 a) does not apply in the following instances:
  - i.** Where a fractional ownership agreement is on Title that prevents principal occupancy as defined in this Bylaw;
  - ii.** Timeshare properties;
  - iii.** Accommodation in commercial buildings that is a component of an of an outdoor recreation operation with a valid business licence, including fishing and water sports, and is provided and operated only for that purpose.
  - iv.** Formal Home Exchange arrangements.
  - v.** Living accommodation primarily for students or employees of an educational institution that is owned or operated by the educational institution or a non-profit organization.
- d)** A short term rental accommodation is not permitted in a mobile home, structure without a permanent foundation, or any structure or shelter that is not a dwelling unit.
- e)** A short term rental accommodation must comply with the parking regulations on bed and breakfasts in this Bylaw.

#### **3.12.0 Bed & Breakfast Accommodation**

In addition to the regulations under section 3.9, a Bed & Breakfast, where permitted, must comply with the following general guideline

##### **3.12.1 General Guidelines**

- a)** Be limited to no more than two (2) sleeping units.
- b)** Be located within a single detached single family dwelling only.
- c)** The minimum permitted floor area for any guest room is nine (9) square metres
- d)** The maximum permitted gross floor area for any guest room is twenty two (22) square metres.
- e)** No boarders or lodgers shall be permitted within a dwelling where a Bed & Breakfast Accommodation is operated.

# 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 31<sup>st</sup>, 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**

<b>Funding Source</b>	<b>Percentage (%) of Revenue</b>	<b>Amount (\$)</b>
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
<b>Total</b>	<b>100%</b>	<b>152,928,000</b>

**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**

<b>Property Class</b>	<b>% of Tax Revenue</b>	<b>Amount (\$)</b>
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
<b>Total</b>	<b>100%</b>	<b>28,459,000</b>

## 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**

<b><u>Places of Worship (Excluding Statutory Exempt Portion)</u></b>	
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
<b><u>Other Properties</u></b>	
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
<b>Estimated Annual Total Permissive Property Tax Exemptions</b>	<b>\$ 485,976.18</b>

**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**

<b>Proposed Expenditures</b>	<b>Amount (\$)</b>
Operating Fund	79,205,000
Sewer Utility Fund	20,885,000
Solid Waste Fund	12,261,000
Water Utility Fund	40,577,000
<b>Total</b>	<b>152,928,000</b>

**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**

<b>Funding Source</b>	<b>Percentage (%) of Revenue</b>	<b>Amount (\$)</b>
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
<b>Total</b>	<b>100%</b>	<b>152,928,000</b>

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**

<b>Department</b>	<b>Amount (\$)</b>
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
<b>Total</b>	<b>33,333,000</b>

**Schedule "A"**

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Capital Works

Table 7 shows the 2024 Capital Works:

**Table 7**

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

**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**

<b>Interfund Borrowing of Reserves</b>	<b>Amount (\$)</b>
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**

<b>Transfer of Reserves</b>	<b>Amount (\$)</b>
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)
<b>Total</b>	<b>(17,609,000)</b>

**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
<b>Total</b>	<b>17,609,000</b>

**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**

<b>Transfers of Accumulated Surplus</b>	<b>Amount (\$)</b>
From:	
General Operating Fund Surplus	(310,000)
Solid Waste Utility Fund Surplus	(1,329,000)
Sewer Utility Fund Surplus	(3,163,000)
<b>Total</b>	<b>(4,802,000)</b>
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
<b>Total</b>	<b>4,802,000</b>

**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)**

<b>GENERAL OPERATING FUND</b>	<b>Budget 2024</b>	<b>Budget 2025</b>	<b>Budget 2026</b>	<b>Budget 2027</b>	<b>Budget 2028</b>
<b><u>Revenues by Department</u></b>					
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
<b>Subtotal</b>	<b>15,373,000</b>	<b>13,813,000</b>	<b>13,601,000</b>	<b>13,771,000</b>	<b>14,039,000</b>
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
<b>Total Operating Revenues</b>	<b>43,832,000</b>	<b>43,406,000</b>	<b>43,962,000</b>	<b>44,885,000</b>	<b>45,819,000</b>
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	-	-	-
<b>Total Capital Revenues</b>	<b>35,373,000</b>	<b>1,300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total General Operating Fund Revenues</b>	<b>79,205,000</b>	<b>44,706,000</b>	<b>43,962,000</b>	<b>44,885,000</b>	<b>45,819,000</b>

**Schedule "A"**

**CITY OF PRINCE RUPERT**

**2024 Five Year Financial Plan**

**Table 10(b)**

<b>GENERAL OPERATING FUND</b>	<b>Budget 2024</b>	<b>Budget 2025</b>	<b>Budget 2026</b>	<b>Budget 2027</b>	<b>Budget 2028</b>
<b><u>Expenditures by Department</u></b>					
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
<b>Total Operating Expenses</b>	<b>41,967,000</b>	<b>41,691,000</b>	<b>42,247,000</b>	<b>43,170,000</b>	<b>44,104,000</b>
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
<b>Total Capital Expenses</b>	<b>37,238,000</b>	<b>3,015,000</b>	<b>1,715,000</b>	<b>1,715,000</b>	<b>1,715,000</b>
<b>Total Operating Fund Expenditures</b>	<b>79,205,000</b>	<b>44,706,000</b>	<b>43,962,000</b>	<b>44,885,000</b>	<b>45,819,000</b>
<b>Surplus(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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
<b>Sanitary and Storm Sewer</b>					
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)	-	-	-	-	-
<b>Water</b>					
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
<b>Solid Waste</b>					
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)	-	-	-	-	-

# CITY OF PRINCE RUPERT

## 2024 PROPERTY TAX BYLAW NO. 3530, 2024

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

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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.

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Mayor

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Corporate Administrator

**Schedule "A"**

**City of Prince Rupert**

**2024 Property Tax Rates**

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

**May \_\_, 2024**

<b>Classification</b>	<b>Residential</b>	<b>Utility</b>	<b>Supportive Housing</b>	<b>Major Industry</b>	<b>Major Industry Port ("Old")</b>	<b>Major Industry Port ("New")</b>	<b>Light Industry</b>	<b>Business</b>	<b>Managed Forest Land</b>	<b>Recreation/ Non Profit</b>	<b>Farm</b>
<b>Class No.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>4a</b>	<b>4b</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
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
<b>Rate Total</b>	<b>5.61760</b>	<b>59.42560</b>	<b>23.56700</b>	<b>68.39063</b>	<b>30.97171</b>	<b>25.97171</b>	<b>21.02639</b>	<b>24.30276</b>	<b>24.58184</b>	<b>4.64252</b>	<b>23.56700</b>