



## REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, June 24, 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

### 3. APPROVAL OF AGENDA

#### Recommendation:

THAT the Agenda for the Regular Council Meeting of June 24, 2024, be adopted as presented.

### 4. LAX KW'ALAAMS HOUSING PROJECT (M. Kulkhan)

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

### 6. CONSENT AGENDA

#### a) Council minutes for approval

- i. Minutes of the Regular Meeting of May 27, 2024;
- ii. Minutes of the Committee of the Whole Meeting of May 27, 2024;
- iii. Minutes of the Public Hearing of May 22, 2024;
- iv. Minutes of the Public Hearing of May 27, 2024;

#### b) Reports for receipt

- v. Report from the Director of Recreation and Community Services Re: Recreation and Community Services Update;
- vi. Report from the Director of Operations & Intergovernmental Relations Re: Prince Rupert Major Project Update;
- vii. Report from the Chief Financial Officer Re: April 2024 Financial Budget Variance Report;
- viii. Report from the Fire Chief Re: Monthly Fire / Rescue Report – May 2024;

#### c) Correspondence for receipt

- ix. City of Kamloops Re: Support for Downloading Costs on Municipalities;
- x. Letter from Dodge Cove Improvement District to DP World regarding noise generated by the Fairview Container Port;
- xi. Letter from the City of Campbell River to Minister Bruce Ralston

- regarding the state of forestry in BC; and,
- xii. Letter from the City of Prince George to Minister Anne Kang regarding the proposed changes to the tax sale process.

**Recommendation:**

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

**7. RESOLUTIONS FROM THE COMMITTEE OF THE WHOLE  
(to be reported at Council)**

**8. REPORTS**

- a) **Report from the Chief Financial Re: 2023 Statement of Financial Information (SOFI).**

**Recommendation:**

THAT Council approves the 2023 Statement of Financial Information as presented.

- b) **Report from the Director of Operations & Intergovernmental Relations Re: Heart-Shaped Selfie Art – Installation on the Breakwater.**

**Recommendation:**

THAT Council receives this Report and directs staff to install the Heart-shaped Selfie Art Installation on the Cow Bay Marina Breakwater.

- c) **Report from the Manager of Communications, Engagement, and Social Development Re: Adoption of the 2023 Annual Municipal Report.**

**Recommendation:**

THAT following the opportunity for public comment at the Committee of the Whole, Council receive the 2023 Annual Report, inclusive of the previously-approved audited Financial Statements, as presented.

- d) **Report from the Manager of Communications, Engagement, Social Development and Director of Planning and Development Services Re: Presentation of Completed Social Development Assessment Report.**

**Recommendation:**

THAT Council receive and approve the attached Social Development Assessment.

- e) Report from Planning Re: Official Community Plan Amendment Bylaw No. 3541, 2024.**

**Recommendation:**

THAT Council consider the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3541, 2024.

- f) Report from Planning Re: Official Community Plan Amendment Bylaw No. 3542, 2024 and Rezoning Amendment Bylaw No. 3543, 2024.**

**Recommendation:**

THAT Council consider the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024 and the City of Prince Rupert Rezoning Amendment Bylaw No. 3543, 2024.

**9. BYLAWS**

- a) City of Prince Rupert Zoning Amendment Bylaw No. 3528, 2023**

**Recommendation:**

THAT Council give fourth and final reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3528, 2023

- b) City of Prince Rupert Zoning Amendment Bylaw No. 3538, 2024**

**Recommendation:**

THAT Council give fourth and final reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3538, 2024

- c) City of Prince Rupert Official Community Plan Amendment Bylaw No. 3541, 2024.**

**Recommendation:**

THAT Council give First and Second Readings to the Official Community Plan Amendment Bylaw No. 3541, 2024;

AND THAT Council consider the proposed Official Community Plan amendment in conjunction with its financial plan and any liquid waste management plans in effect;

AND THAT Council direct staff to proceed to Public Hearing.

- d) City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024.**

**Recommendation:**

THAT Council give First and Second Readings to the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024;

AND THAT Council consider City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024, in conjunction with its financial plan and any liquid waste management plans in effect;

AND THAT Council proceed to the Public Hearing.

**e) City of Prince Rupert's Zoning Bylaw Amendment Bylaw No. 3543, 2024.**

**Recommendation:**

THAT Council give First and Second Readings to the City of Prince Rupert's Zoning Bylaw Amendment No. 3543, 2024;

AND THAT Council proceed to the Public Hearing.

**f) City of Prince Rupert Officers Bylaw No. 3544, 2024.**

**Recommendation:**

THAT Council give First, Second and Third Readings to the City of Prince Rupert Officers Bylaw No. 3544, 2024.

**g) City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024.**

**Recommendation:**

THAT Council give First, Second and Third Readings to the City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024.

**10. COUNCIL ROUND TABLE**

**11. ADJOURNMENT**



## MINUTES

For the **REGULAR MEETING** of Council to be held on Monday, May 27, 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 G. Randhawa  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor T. Forster (Remote)  
Councillor W. Niesh  
Councillor R. Skelton-Morven (Remote)

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

### 1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:55 pm.

### 2. INTRODUCTION OF LATE ITEMS

- Item 7. b) iv. Report from Planning Re: Development Activity Report for April 1 – May 27, 2024
- Item 7. b) v. Report from the Director of Corporate & Legislative services Re: June 10<sup>th</sup> Regular meeting Cancellation
- Item 8. c) Report from the Manager of Communications, Engagement & Social Development re: Request for Letter re: Restrictive Eligibility for Councillor Supports for Residential School Survivors
- Item 8. d) Report from the City Manager re: housing Investment
- Item 9. h) City of Prince Rupert Zoning Amendment (Retail Liquor Sales) Bylaw No. 3531, 2024
- Item 9. i) Cit of Prince Rupert Zoning Amendment (Short-Term Rentals) Bylaw No. 3535, 2024

Item 9. j) City of Prince Rupert Zoning Amendment (Small Scale Housing) Bylaw No. 3536, 2024

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

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Agenda for the Regular Council Meeting of May 27, 2024 be adopted as presented and amended.

CARRIED

### **4. PRESENTATION**

a) Presentation from Blair Mirau from the Gitmaxmak'ay Nisga Society

### **5. RESOLUTIONS AND/OR RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE**

MOVED by Councillor Skelton-Morven and seconded by Councillor Randhawa THAT Council adopt City of Prince Rupert Corporate (Council) Policies GOV 03, 06, 10B, 15, 27 and 29 as presented.

MOVED by Councillor Niesh and seconded by Councillor Adey THAT Council Strike Policy GOV-24-2023 from the agenda and move this policy to be governed under Staff Administration rather than Council.

CARRIED

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

### **7. CONSENT AGENDA**

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

i. Minutes of the Regular Meeting of May 6, 2024;

#### **b) Reports**

- ii. Report from Fire Chief Jeff Beckwith Re: Monthly Fire / Rescue Report dated May 1, 2024;
- iii. Report from Urban Planner 1 Re: Community Planning Activity Report for April 2024;
- iv. Report from Planning Re: Development Activity Report for April 1 – May 27, 2024
- v. Report from the Director of Corporate & Legislative Services Re: June 10<sup>th</sup> Regular Meeting cancellation

**c) Correspondence**

- vi. Request for proclamation declaring June 17, 2024 Hope Air Day;
- vii. Request for Letter of Support from the Prince Rupert Salmon Enhancement Society; and,
  
- viii. Request for Letter of Support from the Regional District of Nanaimo Re: Legislative Reform Re: *Local Government Act*.

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT all items on the Consent Agenda be approved as requested.

CARRIED

**8. REPORTS**

**a) Report from the Director of Corporate & Legislative Services / Corporate Officer Re: Appointment of Alternate Voting Delegate – MIABC.**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council appoint Corinne Bomben as an alternate voting delegate on behalf of the City of Prince Rupert for the Municipal Insurance Association of BC.

CARRIED

**b) Report from Planning Re: Rezoning Application ZBLA-24-02 for Lots 21-23, Parcel A (See TD 10960), Lots 26-28, Block 10, Section 1, District Lot 1992, Range 5, Coast District Plan 923.**

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council proceed with consideration for City of Prince Rupert Zoning Amendment Bylaw No. 3538 (C1 to C6) and City of Prince Rupert Zoning Amendment Bylaw No. 3540 (Parking, Lots 21-23, A, 26-28);

AND THAT Council require a Section 219 Covenant to restrict the use of eight (8) residential units to senior housing.

CARRIED

**c) Report from the Manager of Communications, Engagement & Social Development re: Request for Letter re: Restrictive Eligibility for Councillor Supports for Residential School Survivors.**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council provide a Letter of Support requesting reconsideration of more restrictive eligibility requirements for access to mental health supports for Residential and Day school survivors through the First Nations Health Authority;

AND THAT Council Calls on the Provincial and Federal governments to fund the FNHA to ensure that the program can accommodate the national need for this important mental health support program.

CARRIED

**d) Report from the City Manager re: Housing Investment.**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council direct staff to pursue potential short-term market housing investments for Council's consideration.

CARRIED

**9. BYLAWS**

**a) City of Prince Rupert Official Community Plan Amendment (Waterfront) Bylaw No. 3527, 2023.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council give Third Reading to the City of Prince Rupert Official Community Plan Amendment (Waterfront) Bylaw No. 3527, 2023.

CARRIED

**b) City of Prince Rupert Zoning Amendment (Waterfront) Bylaw No. 3528, 2023.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council accept recommendation to change the definition from "marina" to "recreational vessel marina";

CARRIED

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council give Third Reading to the City of Prince Rupert Zoning Amendment (Waterfront) Bylaw No. 3528, 2023.

CARRIED

**c) City of Prince Rupert Trade & Licencing Bylaw No. 3532, 2024.**

MOVED by Councillor Niesh and seconded by Councillor Randhawa THAT Council give Fourth & Final Reading to the City of Prince Rupert Trade & Licensing Bylaw No. 3532, 2024.

CARRIED

**d) City of Prince Rupert Addressing Bylaw No. 3537, 2024.**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council give Fourth & Final Reading to the City of Prince Rupert Addressing

Bylaw No. 3537, 2024.

CARRIED

**e) City of Prince Rupert Zoning Amendment (C1 to C6) Bylaw No. 3538, 2024.**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council give First, Second & Third Readings to the City of Prince Rupert Zoning Amendment Bylaw No. 3538, 2024.

CARRIED

**f) City of Prince Rupert Zoning Amendment (SSMUH Parking) Bylaw No. 3539, 2024.**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council give Fourth & Final Reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3539, 2024.

CARRIED

**g) City of Prince Rupert Zoning Amendment (Parking – Lots 21-23, A, 26-28) Bylaw No. 3540, 2024.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council give First, Second & Third Readings to the City of Prince Rupert Zoning Amendment Bylaw No. 3540, 2024.

CARRIED

**h) City of Prince Rupert Zoning Amendment (Retail Liquor Sales) Bylaw No. 3531, 2024.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council give Fourth & Final Reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3531, 2024.

CARRIED

**i) City of Prince Rupert Zoning Amendment (Short Term Rentals) Bylaw No. 3535, 2024.**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council give Fourth & Final Reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3535, 2024.

CARRIED

**j) City of Prince Rupert Zoning Amendment (Small Scale Housing) Bylaw No. 3536, 2024.**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT

Council give Fourth & Final Reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3536, 2024.

CARRIED

**10. COUNCIL ROUND TABLE**

**11. ADJOURNMENT**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the meeting be adjourned at 9:09 pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER



## COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, May 27, 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  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor T. Forster (Remote – Joined at 7:13 pm)  
Councillor R. Skelton-Morven (Remote)

**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  
N. Beauregard, Director of Recreation & Community Services  
R. Pucci, Director of Operations & Intergovernmental Relations  
(Remote)

### 1. CALL TO ORDER

The Mayor called the Committee of the Whole Meeting to order at 7:00 pm.

### 2. ADOPTION OF THE AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the Agenda for the Committee of the Whole Meeting of Monday, May 27, 2024, be adopted as circulated.

CARRIED

### 3. PETITIONS & DELEGATIONS

- i. Kaien Island Trail Enhancement & Recreation Society;
- ii. Coast Mountain College; and,

- iii. Prince Rupert Special Events Society.

#### 4. REPORTS

Review and adoption of City of Prince Rupert Corporate (Council) Policies:

1. GOV-03-2023: Membership in Organizations
2. GOV-06-2023: Civic Recognition
3. GOV-10-2023: Proclamations
4. GOV-15-2023: Advertising and Promotions
- ~~5. GOV-24-2023: Employee Family Assistance Program~~
6. GOV-27-2023: Transit, Pool & Other types of Passes to Conferences & Events & to Non-Profits
7. GOV-29-2024: Standard of Conduct

**MOVED by Councillor Randhawa and seconded by Councillor Adey  
THAT Council Strike Policy GOV-24-2023 from the agenda and move this  
policy to be governed under Staff Administration rather than Council**

**MOVED by Councillor Randhawa and seconded by Councillor Adey  
THAT Council adopt City of Prince Rupert Corporate (Council) Policies  
GOV 03, 06, 10b, 15, 27 and 29 as presented.**

CARRIED

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

#### 6. ADJOURNMENT to Regular Council Meeting

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be adjourned at 7:55 pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER



## MINUTES

For the **PUBLIC HEARING MEETING** of Council held on May 22, 2024 at 5:30 p.m. in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**STAFF:** R. Buchan, City Manager  
R. Miller, Corporate Administrator  
R. Pucci, Director of Operations & Intergovernmental Relations  
M. Pope, Planning Manager

### 1. CALL TO ORDER

The Mayor called the Public Hearing to order at 5:30 p.m. and read the Statement of the Chair on the Procedures for the Public Hearing.

### 2. CITY OF PRINCE RUPERT ZONING AMENDMENT BYLAW NO. 3531, 2024

- a. Report from Planning
- b. Public comments
  - i. Susan MacKenzie (Belmont)
  - ii. Amber Sidhu, (Liquor Warehouse) 241 Cormorant Road, Prince Rupert B.C. OPPOSED

### 3. CITY OF PRINCE RUPERT ZONING AMENDMENT BYLAW NO. 3535, 2024

- a. Report from Planning
- b. Public comments

**2. ADJOURNMENT**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the meeting be adjourned at 5:41 p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER



## MINUTES

For the **PUBLIC HEARING MEETING** of Council held on May 27, 2024 at 6:00 p.m. in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**STAFF:** R. Buchan, City Manager (Remote)  
R. Miller, Corporate Administrator  
R. Pucci, Director of Operations & Intergovernmental Relations  
M. Pope, Planning Manager

### 1. CALL TO ORDER

The Chair called the Public Hearing to order at 6:00 p.m. and read the Statement of the Chair on the Procedures for the Public Hearing.

### 2. CITY OF PRINCE RUPERT ZONING AMENDMENT BYLAW NO. 3527, 2023

- a. Report from Planning
- b. Public comments

### 3. CITY OF PRINCE RUPERT ZONING AMENDMENT BYLAW NO. 3528, 2023

- a. Report from Planning
- b. Public comments
  - i. Steven Tao (Rupert Square Mall)

### 1. ADJOURNMENT

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT the meeting be adjourned at 6:06 p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER



## REPORT TO COUNCIL

**DATE:** June 14, 2024  
**TO:** Mayor and Council  
**FROM:** Nicole Beauregard, Director of Recreation and Community Services  
**SUBJECT:** Recreation and Community Services Activities Update

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### **RECOMMENDATION:**

**THAT Council receive the Recreation and Community Services Activities Update.**

### **REASON FOR REPORT:**

To provide an update to Council on the Recreation and Community Services Department's initiatives and activities for the second quarter.

### **BACKGROUND**

The recreation department provides indoor/outdoor health and wellness opportunities for our community by delivering programs and services for the Earl Mah Aquatic Centre, Jim Ciccone Civic Centre and Arena.

Recreation experiences foster physical literacy as the gateway to physical activity, fitness, leisure and sport. Physical literacy is the physical competence, motivation and confidence for a person to be active for life; research show that developed physical literacy reduces injury and increases ability to participate in recreation, vocation and community.

In partnership with many community organizations, the recreation team supports and facilitates opportunities for accessibility initiatives, socialization, creativity, as well as, participation in cultural or educational experiences.

In the second quarter (April – June) the Recreation Department engaged in the following projects:

## **Projects:**

### Pending Memorandum of Understanding (MOU) with Partners

- \$8000 from Trigon for a swim lesson bursary program and staff training to support participants with neurodiverse needs. This project is in partnership with North Coast Community Services, Autism BC and Trigon and will launch July 13, 2024.
- Three MOU's with Sport for Life Canada:
  - To facilitate three community and staff workshop training: Quality Sport for Communities and Clubs, Introduction to Physical Literacy and Introduction to Belonging
  - To received free training until March 31, 2025 in exchange for facilitation delivery of Developing Physical Literacy in Recreation Programs workshop
  - Joint commitment to a new, cooperative working relationship to support physical literacy for Equity Deserving Groups. Development of a community needs assessment, training, tools and resources.
- Joint MOU's with viaSport and Engage Sport North:
  - To facilitate workshop training to deliver National Coaching Certification Program – Fundamental Movement Skills

### Recreation and Community Services

- Wellness Works Committee: Establishment of a City of Prince Rupert employee wellness program
- Supporting the Prince Rupert Squash Association:
  - In-progress: Insurance project
  - Staff support to assist the Squash Association capital upgrades through granting
- Rotary Apple program expanded to provide apples at all times at the pool
- New Programs:
  - Cricket – Working in partnership with the Prince Rupert Cricket Club and the Northwest Cricket Association to establish regular community play
  - Swordplay program for children and youth
- In-process: A partnership with Tourism Prince Rupert the Civic Centre will be part of a Historical Walking Trail Project – coming summer 2024!

### **Facilities**

- Fire System upgrades secured and scheduled for annual pool shutdown
- RFQ on BC Bid for Accessible Showers (handrails, showerheads and benches) for the pool (Closes June 18)

- Submitted application for the Northern Health IMAGINE grant to develop accessible signage, adapted aquatics and recreation equipment and accessible parking stalls line painting
- General facility maintenance and repairs
  - Arena lighting upgrades from fluorescent lights to LED to support environmental sustainability and cost savings
  - Painting of the Civic Centre and arena dressing rooms
  - New counter top in the Auditorium kitchen concession
  - Creation of a staff and training room for lifeguards
  - End of ice season facility maintenance (pool, arena, civic centre)

### **New Recreation Administration Processes**

- Hosting or scheduled separate staff meetings for all recreation staff groups (clerks, lifeguards, recreation office admin, custodians and ice makers). To be completed July 18, 2024.
- Hosting or scheduled community User Group meetings (gymnasiums and rooms, ice, parks and fields, aquatics). To be completed Fall 2024.
- In-process: Development of an internal and external streamlined facility booking systems: Internal: [bookings@princerupert.ca](mailto:bookings@princerupert.ca) External: [rentals@princerupert.ca](mailto:rentals@princerupert.ca)
- Coming up! Hosting an All Staff meeting for the entire Recreation department Aug 21, 2024.

### **Staff and Community Training:**

- Sport for Life's Quality Sport for Communities and Clubs workshop was hosted in partnership with Indigenous Sport Physical Activity and Recreation Council (ISPARC): 10 participants certified (8 staff, 2 public)
- First Aid, CPR and AED training: 9 staff certified

### **Capacity Building on the Horizon!**

- Lifeguard training: To be provided during pool shutdown
  - Canucks Autism Network
  - Violence in the Workplace
  - BC Emergency Health Services - Naloxone kit training
- All recreation staff training: To be provided during our All Staff meeting
  - Sport for Life's Introduction to Physical Literacy
- Instructor training: To be provided for summer camp and program instructors
  - National Coaching Certification Program (NCCP): Fundamental Movement Skills workshop
- Applying for the Northern Health Falls Prevention and Healthy Aging grant to improve enhanced mobility for older adults. We are applying to update Lifeguard's Aqua Fit certification to provincial standards through British Columbia Recreation and Parks Association (BCRPA). We are also including automatic front door entry repairs and updated facility signage (Due June 30)

## **FINANCIAL IMPLICATIONS**

No financial implications, this report is for information and updates only.

## **CONCLUSION:**

This report has been prepared as an update to Council to share the initiatives and activities on how the recreation, sport and culture is a gateway to community health and wellness. The Recreation and Community Services department contributes to Council's Strategic Plan by developing community capacity building, improving citizens quality of life and supporting community renewal.

**Report Prepared By:**



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Nicole Beauregard, BKin  
Director of Recreation and Community Services

**Report Approved By:**

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Robert Buchan  
City Manager



REPORT TO COUNCIL  
Regular Meeting of Council

**DATE:** June 24, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Richard Pucci, Director of Operations & Intergovernmental Relations  
**SUBJECT:** **PRINCE RUPERT MAJOR PROJECT UPDATE**

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**RECOMMENDATION:**

**THAT Council receives this Report for information purposes.**

**REASON FOR REPORT:**

The City of Prince Rupert's Capital Budget has been passed, and the Operations Department Staff have committed to give the Council regular updates on progress.

**ANALYSIS:**

Please see below on our procurement status:

- **Paving Program** – Award under review;
  - The Staff received 2 bids; only one was on Budget.
  - The on-budget bid confirmed they could complete the program by the end of September, as the proposal mentioned.
- **Water Project Overland** – Awarded;
  - Construction is in process.
  - Completion is estimated for early October 2024.
- **6<sup>th</sup> Bridge Rehabilitation** – Awarded;
  - Some materials are on site, some are still in transit.
  - Construction will start July 2<sup>nd</sup> and require a full bridge closure.
- **Seal Cove Outfall Replacement**– Awarded;
  - New outfall in place and functional.
  - Completion is expected on July 15<sup>th</sup>.
- **New Public Works Building Design/Build** – Awarded;
  - Construction is expected to start in August of 2024.
  - Phased occupancy is expected to start in the winter of 2024.
  
- **McBride Sport Court** – Awarded;
  - Work is complete.
- **SCADA Communication Tower** – Awarded;
  - Both towers have been erected.
  - Working on the installation of hardware.
  - Commissioning set for July/August 2024.
- **Outfall J to I Design** – Awarded;
  - The design is under final review and will be completed within a few weeks.

- Construction is a 2025 budget item.
- **Downtown Revitalization Plan** – Awarded;
  - The conceptual design for the corridor is complete.
  - Working with the MOTI on detailed design.
  - Working with Planning and landscape architects to create renderings of the streetscape.
- **Landfill West Closure** – Awarded;
  - The contract has been signed.
  - Contractor is on site.
  - Current target schedule is achievable.
  - Current budget is achievable.
- **New Wetland Treatment Facility** – Posted on BCBid;
  - Working with the Consultant on an integrated project delivery (IDP) approach.
- **The Submarine Line**– Paused;
  - This Project has been paused due to staff and funding availability.
- **Woodworth Log Removal Works** – RFP is under review;
  - RFP is in process.
  - Estimated to start at the end of July.
- **Infrastructure Replacement Program** – Program initiated.
  - Shawatlans Rd. pipe is scheduled for delivery in June.
  - Shawatlans Rd. pipe installation starting in late July.
  - Year 1 Corridors awarded, and investigation work has started.
  - Planning of subsequent years is in progress.

**COST:**

There is no impact on the Annual Budget or Strategic Priorities. This Capital Program represents over 30 million dollars' worth of construction.

**Report Prepared By:****Report Reviewed By:**

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Richard Pucci,  
Director of Operations &  
Intergovernmental Relations

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Robert Buchan,  
City Manager



## **REPORT TO COUNCIL**

### Regular Meeting of Council

**DATE:** June 24, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: APRIL 2024 FINANCIAL BUDGET VARIANCE REPORT**

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#### **RECOMMENDATION:**

**THAT Council receive this report for information purposes.**

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

This report is to apprise Council of the City's current financial experience versus the approved budget for the period ending April 30, 2024.

#### **OPERATING BUDGET**

Revenues and expenses are currently in line with budget expectations at this time of year. Future reports will identify any variances not in line with expectations as we proceed through the year. Community enhancement grants had been mostly allocated to benefiting organizations with the balance being hotel tax not yet collected and in-kind contributions yet to be utilized.

#### **UTILITIES BUDGET**

Utilities operating revenues and expenses are tracking as expected for this time of year.

#### **CAPITAL & SPECIAL PROJECTS**

The capital and special projects programs for the year have begun or continued if not complete by year end, with the BIG project in planning by this time. The RCMP building is progressing well and on budget. Currently there are no variances to report.

**LINK TO STRATEGIC PLAN**

Supports the City’s overall strategic goals.

**Report Prepared By:**

**Report Reviewed By:**

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Corinne Bomben  
Chief Financial Officer

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Robert Buchan,  
City Manager

Attachments:

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

<b>CITY OF PRINCE RUPERT- GENERAL OPERATING FUND</b>	<b>YTD 2023</b>	<b>YTD 2024</b>	<b>2024</b>	<b>Budgeted</b>	
Budget Variance for Period Ending April 2024	<b>Actual (\$)</b>	<b>Actual (\$)</b>	<b>Budget (\$)</b>	<b>Amount Left (\$)</b>	<b>% Left</b>
<b>REVENUES</b>					
Airport Ferry	327,933	329,941	1,180,000	(850,059)	(72.04)
Bylaw Enforcement	34,316	33,096	151,000	(117,904)	(78.08)
Cemetery	42,682	46,319	139,000	(92,681)	(66.68)
Civic Properties	55,879	85,803	252,000	(166,197)	(65.95)
Corporate Administration	-	8,500	84,000	(75,500)	(89.88)
Cow Bay Marina	74,083	153,832	455,000	(301,168)	(66.19)
Development Services	251,237	259,330	303,000	(43,670)	(14.41)
Economic Development	25,000	-	70,000	(70,000)	(100.00)
Fire 911 Services	20,571	18,753	79,000	(60,247)	(76.26)
Fire Protective Services	4,042	455	5,000	(4,545)	(90.90)
Finance	6,155	5,275	15,000	(9,725)	(64.83)
Fiscal Revenues	7,332,111	3,735,848	10,554,000	(6,818,152)	(64.60)
Information Technology	-	-	1,000	(1,000)	(100.00)
Parks	910	-	-	-	-
PW Engineering	1,310	1,705	5,000	(3,295)	(65.90)
PW Common Costs	19,331	30,170	70,000	(39,830)	(56.90)
RCMP	21,786	7,944	147,000	(139,056)	(94.60)
Rec - Arena	126,337	123,931	261,000	(137,069)	(52.52)
Rec - Civic Centre	148,897	176,460	362,000	(185,540)	(51.25)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	189,399	185,082	523,000	(337,918)	(64.61)
Transit	74,554	85,432	201,000	(115,568)	(57.50)
Victim Services	17,355	43,990	113,000	(69,010)	(61.07)
Watson Island	-	-	400,000	(400,000)	(100.00)
Subtotal	8,773,888	5,331,866	15,373,000	(10,041,134)	(65.32)
Property Taxes	-	(7,559)	28,459,000	(28,466,559)	(100.03)
<b>Total Operating Revenues</b>	<b>8,773,888</b>	<b>5,324,307</b>	<b>43,832,000</b>	<b>(38,507,693)</b>	<b>(87.85)</b>
PR Legacy Inc Contributions- Capital Works	-	-	178,000	(178,000)	(100.00)
PR Legacy Inc Contributions- Capital Purchases	26,146	8,398	837,000	(828,602)	(99.00)
Conditional Project Grants- Capital Purchases	132,227	152,301	11,268,000	(11,115,699)	(98.65)
Appropriated Reserves- Capital Works	-	-	2,105,000	(2,105,000)	(100.00)
Appropriated Reserves- Capital Purchases	2,616,741	373,999	3,852,000	(3,478,001)	(90.29)
Community Works Fund (Gas Tax)- Capital Purchases	-	142,555	321,000	(178,445)	(55.59)
Appropriated Surplus- Capital Purchase	-	6,334	195,000	(188,666)	(96.75)
Appropriated Surplus- Capital Works	-	-	35,000	(35,000)	(100.00)
PR Legacy Inc Contributions- Special Projects	45,284	17,103	188,000	(170,897)	(90.90)
Appropriated Surplus- Special Projects	46,076	3,780	80,000	(76,220)	(95.28)
Condition Project Grants- Special Projects	29,660	84,664	694,000	(609,336)	(87.80)
Loans from MFA- Capital Purchases	1,133,620	5,351,244	15,620,000	(10,268,756)	(65.74)
<b>Total Capital Revenues</b>	<b>4,029,754</b>	<b>6,140,378</b>	<b>35,373,000</b>	<b>(29,232,622)</b>	<b>(82.64)</b>
<b>Total General Operating Fund Revenues</b>	<b>12,803,642</b>	<b>11,464,685</b>	<b>79,205,000</b>	<b>(67,740,315)</b>	<b>(85.53)</b>

<b>CITY OF PRINCE RUPERT- GENERAL OPERATING FUND</b>	<b>YTD 2023</b>	<b>YTD 2023</b>	<b>2024</b>	<b>Budgeted</b>	
Budget Variance for Period Ending April 2024	<b>Actual (\$)</b>	<b>Actual (\$)</b>	<b>Budget (\$)</b>	<b>Amount Left (\$)</b>	<b>% Left</b>
<b>EXPENDITURES</b>					
Airport Ferry	830,212	724,473	2,375,000	1,650,527	69.50
Bylaw Enforcement	90,068	110,026	476,000	365,974	76.89
Cemetery	53,610	30,854	323,000	292,146	90.45
Civic Properties	201,046	230,276	564,000	333,724	59.17
Corporate Administration	402,442	398,653	1,153,000	754,347	65.42
Cow Bay Marina	149,925	174,644	450,000	275,356	61.19
Development Services	296,558	330,881	1,193,000	862,119	72.26
Economic Development	76,590	102,032	254,000	151,968	59.83
FD 911 Services	199,577	226,067	675,000	448,933	66.51
FD Fire Protective Services	1,720,020	1,822,036	5,578,000	3,755,964	67.34
FD Emergency Measures	10,003	10,580	31,000	20,420	65.87
Finance	354,446	488,364	1,362,000	873,636	64.14
Finance Cost Allocation	(470,000)	(471,000)	(471,000)	-	-
Fiscal Expenses	900,472	1,166,260	3,666,000	2,499,740	68.19
Governance	148,307	127,517	432,000	304,483	70.48
Grants in Aid to Community Partners	1,440,649	1,529,146	1,889,000	359,854	19.05
Human Resources	88,273	153,233	488,000	334,767	68.60
Information Technology	284,605	333,311	805,000	471,689	58.59
Parks	216,966	217,717	1,323,000	1,105,283	83.54
PW Engineering	201,079	257,542	847,000	589,458	69.59
PW Common Cost	1,784,784	2,061,396	5,493,000	3,431,604	62.47
Allocation of PW Vehicles	(1,287,918)	(1,601,912)	(5,351,000)	(3,749,088)	70.06
PW Vehicles	439,254	438,196	1,778,000	1,339,804	75.35
PW Net Vehicle Cost & Allocation	(462,774)	(606,020)	(1,778,000)	(1,171,980)	65.92
RCMP	2,346,039	2,475,555	7,355,000	4,879,445	66.34
Rec. Centre- Arena	180,159	192,816	582,000	389,184	66.87
Rec. Centre- Civic Centre	667,513	702,282	2,131,000	1,428,718	67.04
Rec. Centre- Community Services	391	219	4,000	3,781	94.53
Rec. Centre- Pool	498,507	511,832	1,550,000	1,038,168	66.98
Roads	1,126,251	719,084	2,534,000	1,814,916	71.62
Transit	248,716	266,176	854,000	587,824	68.83
Victim Services	43,511	66,146	222,000	155,854	70.20
Watson Island	108,749	36,965	400,000	363,035	90.76
Transfer to Reserves (Interest, RCMP Loan)	4,068,000	178,000	535,000	357,000	66.73
Transfer to General Capital Reserves	99,145	-	2,245,000	2,245,000	100.00
<b>Total Operating Expenses</b>	<b>17,055,175</b>	<b>13,403,347</b>	<b>41,967,000</b>	<b>28,563,653</b>	<b>68.06</b>
Provision for Special Projects	-	105,017	987,000	881,983	89.36
Provision for Capital Purchases	3,905,733	6,050,179	32,833,000	26,782,821	81.57
Provision for Capital Works	900	23,869	3,418,000	3,394,131	99.30
<b>Total Capital Expenses</b>	<b>3,906,633</b>	<b>6,179,065</b>	<b>37,238,000</b>	<b>31,058,935</b>	<b>270.23</b>
<b>Total Operating Fund Expenditures</b>	<b>20,961,808</b>	<b>19,582,412</b>	<b>79,205,000</b>	<b>59,622,588</b>	<b>338.30</b>

<b>CITY OF PRINCE RUEPRT- UTILITY OPERATING FUND</b> Budget Variance for Period Ending April 2024	<b>YTD 2023</b> Actual (\$)	<b>YTD 2024</b> Actual (\$)	<b>2024</b> Budget (\$)	<b>Budgeted</b> Amount Left (\$)	<b>% Left</b>
<b>Sanitary and Storm Sewer</b>					
Operating Revenue	2,281,109	2,325,489	2,872,000	(546,511)	(19.03)
Grants	-	-	8,300,000	(8,300,000)	(100.00)
Appropriated Surplus- Cap Works	191,367	330,268	3,163,000	(2,832,732)	(89.56)
Loans from MFA	-	-	6,400,000	(6,400,000)	(100.00)
Funding from Reserves	310,546	11,361	150,000	(138,639)	(92.43)
Capital Works	(1,259,025)	(358,228)	(19,313,000)	18,954,772	98.15
Revenue for operations	1,523,997	2,308,890	1,572,000	736,890	46.88
Operating Expenditure	416,521	470,092	1,572,000	1,101,908	70.10
Surplus /(Deficit)	1,107,476	1,838,798	-	1,838,798	-
<b>Water</b>					
Operating Revenue	2,771,793	3,677,976	4,328,000	(650,024)	(15.02)
PR Legacy Inc contributions	199,326	68,828	1,159,000	(1,090,172)	(94.06)
Grants- Capital Works	-	443,630	28,000,000	(27,556,370)	(98.42)
Funding from P R Legacy Inc - Cap Works	-	-	500,000	(500,000)	(100.00)
Loans from MFA	-	-	2,000,000	(2,000,000)	(100.00)
Funding from Reserves	-	100,069	4,590,000	(4,489,931)	(97.82)
Capital Purchases	-	-	(190,000)	190,000	(100.00)
Capital Works	(972,538)	(1,225,553)	(35,900,000)	34,674,447	(96.59)
Net Revenue	1,998,581	3,064,950	4,487,000	(1,422,050)	(31.69)
Operating Expenditure	897,189	1,300,302	4,487,000	3,186,698	71.02
Surplus/(Deficit)	1,101,392	1,764,648	-	1,764,648	-
<b>Solid Waste</b>					
Operating Revenue	7,042,781	3,063,683	4,792,000	(1,728,317)	(36.07)
Appropriated Surplus- Cap Works	-	-	300,000	(300,000)	100.00
Funding from Accruals- Cap Works	13,839	199,525	2,880,000	(2,680,475)	100.00
Funding from Long Term Loan MFA	741,736	-	-	-	100.00
Funding from Reserves	-	-	2,260,000	(2,260,000)	100.00
Community Works Fund (Gas Tax)	-	-	1,000,000	(1,000,000)	100.00
Capital Purchases	(761,736)	-	(310,000)	310,000	100.00
Capital Works	(22,894)	(200,248)	(6,175,000)	5,974,752	(96.76)
Revenue for operations	7,013,726	3,062,960	4,747,000	(1,684,040)	(35.48)
Appropriated Surplus for Rate Stabilization	-	1,029,000	1,029,000	-	-
Operating Expenditure	1,752,375	1,764,000	5,776,000	4,012,000	69.46
Surplus /(Deficit)	5,261,351	2,327,960	-	2,327,960	-

<b>CITY OF PRINCE RUPERT- CAPITAL PURCHASES</b> Budget Variance for Period Ending April 2024	<b>Budget</b> \$	<b>Actual</b> \$	<b>Variance</b> \$
Special Projects	987,000	105,017	881,983
Waterfront Landing	10,000,000	152,301	9,847,699
Ferry Refit	1,470,000	426,825	1,043,175
Recreation	147,000	5,100	141,900
RCMP Bulding	17,100,000	5,191,499	11,908,501
Civic Properties	1,816,000	166,848	1,649,152
Fire Department & 911	1,157,000	-	1,157,000
Land Acquisition	250,000	-	250,000
Watson Island	250,000	8,398	241,602
Public Works	275,000	99,208	175,792
Transit	168,000	-	168,000
Water Utility	190,000	-	190,000
Solid Waste Utility	310,000	-	310,000
<b>Total</b>	<b>34,120,000</b>	<b>6,155,196</b>	<b>27,964,804</b>

<b>CITY OF PRINCE RUPERT- CAPITAL WORKS</b> Budget Variance for Period Ending April 2024	<b>Budget</b> \$	<b>Actual</b> \$	<b>Variance</b> \$
General Operating	3,418,000	23,869	3,394,131
Water Utility	35,900,000	1,225,553	34,674,447
Sewer Utility	19,313,000	358,228	18,954,772
Solid Waste Utility	6,175,000	200,248	5,974,752
<b>Total</b>	<b>64,806,000</b>	<b>1,807,898</b>	<b>62,998,102</b>



# REPORT

June 1, 2024

**TO:** City Manager Rob Buchan  
**FROM:** Fire Chief Jeff Beckwith  
**SUBJECT:** Monthly Fire / Rescue Report – May 2024

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During the month of May 2024, the Prince Rupert Fire Rescue Department responded to 40 emergency incidents. Of these incidents, there was 1 motor vehicle incident (MVI) and 2 fires, with 1 property sustaining significant damage due to fire.

Location	Property Value	Property Loss
2110 Ridley Island Road	\$7,663,000	\$15,000
<b>Totals:</b>	\$7,663,000	\$15,000

## INCIDENT COMPARISON

May	2024	40 incidents
May	2023	92 Incidents
May	2022	140 Incidents
May	2021	100 Incidents
May	2020	44 Incidents

## FIRE SERVICE ACT INSPECTIONS

During the month of May, Fire Rescue Department personnel conducted Fire Service Act inspections within 16 public buildings in Prince Rupert

## INSPECTION COMPARISON

May	2024	16 Public Building Inspections
May	2023	9 Public Building Inspections
May	2022	0 Public Building Inspections
May	2021	1 Public Building Inspections
May	2020	0 Public Building Inspections

## DEPARTMENT ACTIVITIES AND PROGRAMS

### **Fire Prevention, Public Education & Service:**

A number of public services were performed this month, including personally providing advice and information to residents regarding a faulty smoke detector, setting up chairs and tables for an event at the Senior's Centre, a hall tour for the students of the Port Ed school, and filling the pit at Charles Hayes Secondary with water in preparation for track and field.

### **Training & Upgrading:**

During the month of May, 23 in-house training sessions were conducted, covering topics such as elevator rescue, pediatric EMR, spinal EMR, drags, pumps & nozzles, hose work and size ups. Charlie company performed a site familiarization at Rupert Cleaners. Personnel also completed workplace cyber training provided by the IT department, & the Sanyas Cultural Course. Staff are conducting annual hose testing and hydrant flushing for the months of May to August.

### **Daily Apparatus & Equipment Maintenance:**

Daily inspections and maintenance was conducted on all equipment and apparatus and they remain in working condition.

### **911 DISPATCH SUMMARY**

The following is a summary of emergency calls received and handled by the 911 Operators/Dispatchers.

PR ADMIN	254
PR FIRE	11
PR AMB	179
PR EHS	27
PR RCMP	139
PR ALARM	9

PED ADMIN	0
PED FIRE	0
PED AMB	5
PED EHS	2
PED RCMP	4
PED ALARM	0

OTH FIRE	0
OTH AMB	1
OTH EHS	0
OTH RCMP	2

CITY	115
H/U	89
WRONG #	30
R.C.C.	1
CITYWEST	7
311	0

**Total: 875**

Respectfully submitted,



Jeff Beckwith, Fire Chief



June 11, 2024

B.C. Municipalities and Regional Districts

CR-6871

RE: Support for Downloading Costs on Municipalities

Dear Municipalities of BC,

Kamloops City Council recently received a report titled "The Financial Impacts of Higher-Level Government Policy Change" at a May 28, 2024, Council meeting. The report highlighted a number of significant costs that have been downloaded to the municipality due to changes in policies or lack of Provincial action. It is attached for your reference.

Next steps are necessary in order to create a call to action for all provincial party leaders in British Columbia as the election approaches.

It is also crucial that we bring these costs to the attention of our constituents as they grapple with significant increases to taxation at the local level and seek to bring responsibilities and associated costs back into appropriate scope for all levels of Canadian government. We are therefore urging fellow municipalities in British Columbia to perform a similar evaluation of the costs of higher-level government policy changes on your communities so that we can effectively bolster the advocacy already happening through UBCM in concrete terms.

Through our collective strength, and as one unified voice committed to seeing positive change in our communities, we can make a difference for the citizens who have chosen to make British Columbia home.

Sincerely,

Councillor Katie Neustaeter  
Deputy Mayor, City of Kamloops

cc: Council  
David Hallinan, Corporate Services Director, City of Kamloops

ADMINISTRATIVE REPORT TO COUNCIL

ON

**FINANCIAL IMPACTS OF HIGHER-LEVEL GOVERNMENT POLICY CHANGE**

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PURPOSE

The purpose of this report is to provide Council with information pertaining to the impact that various changes at senior levels of government have had on City operations and budgets over the past five years.

COUNCIL STRATEGIC PLAN

This report supports Council's strategic priorities and areas of focus regarding:

- **Safety and Security**
  - Safety: We prioritize the safety of our community for residents, businesses, and visitors.
  - Housing: We proactively create opportunities to increase the inventory of diverse housing supply so that residents can access and move throughout the housing continuum.
  - Social Supports: We intentionally collaborate with key partners to create innovative solutions that respond to and address the community's needs.
  - Emergency Preparedness and Response: We build community resiliency, mitigate the impacts of emergency events, streamline response, and ensure our protective services align with evolving needs.
- **Governance and Service Excellence**
  - Asset Management: We plan for the development, improvement, repair, and replacement of our infrastructure.
  - Fiscal Responsibility: We are accountable to Kamloops residents and businesses in providing effective management, best value, and responsible use of tax dollars.
  - Service Excellence: We promote the continuous development of staff and encourage innovation in process and service delivery.
- **Livability and Sustainability**
  - Healthy Community: We foster an environment that supports and promotes healthy living through community, recreation, and social connection.
  - Inclusivity: We reduce barriers for underrepresented groups to bring inclusivity, diversity, and fairness to our community.
  - Climate Action: We practice discipline in our environmental responsibility by enhancing the City's resiliency and capacity for mitigating climate change. We actively implement actions to reduce our environmental impacts.
- **Economic Health**
  - Business Development: We ensure our efforts and investments are measurable and accountable.
  - Economic Strength: We build strategies to increase our competitive advantage, cultivate growth, and support our residents.

## SUMMARY

On January 9, 2024, Council requested staff bring forward a summary of the City's costs associated with senior levels of government downloading services onto municipalities. The issue of downloading is complex and has become muddled by the impact of the various services that are expected to be provided by various levels of government. Services such as medical response become less clear when the interdependence between policing, fire, and ambulance services are called upon to address an emergency.

Other conditions are very clear and easily identified, as the relationship between federal and provincial responsibilities and those of local governments is easily distinguishable. Growing centres face increasing demands for service delivery to address growing social and health needs related to poverty, homelessness, and medical support. At the same time, the financial challenges facing all levels of government require alignment to provide services effectively. This report will focus on the different forms of downloading in six key focus areas:

- gaps in service delivery - areas where policy and/or service delivery should fall under federal or provincial jurisdiction
- senior government services shortfalls - areas where service is delivered by senior government and there are gaps in the service level addressed by the local government
- legislative and regulatory framework - changes to senior government legislative and regulatory framework that impacts municipal budgets
- property taxation policy and partnering - changes by senior government to property tax policy that impacts the City's ability to collect or increase taxes and partnering on infrastructure upgrades
- emerging service - areas of emerging service need that have resulted in an expanded mandate or increased cost on local governments
- future impacts - changes that are either known or are still in a phase of materializing with an impact on local governments

## RECOMMENDATION:

**For information only.**

## DISCUSSION

Senior levels of government have been shifting services or costs onto local governments for many years. The period of review of this report is from the beginning of 2019 through the end of 2023. As a starting point, since 2019, both levels of senior government have continued to introduce changes to policy, legislation, and regulatory compliance during a period of considerable challenges in the employment market, the social environment, and the economy. As these impacts ripple through municipalities across the province, the impact is being felt at the local government level in the delivery of services and the need to adapt to address these changes is being felt by City operations and residents.

Many of the impacts being felt at the local level are attributed to changes initiated by the federal or provincial governments and gaps in the ability to deliver the requested services are becoming increasingly evident.

Several of the policy changes in effect have yet to impact the City financially; however, these changes are expected to affect the organization's future financial position.

## Gaps in Service Delivery

### *Shelters, Social Housing, and Affordable Housing*

In support of responding to the housing crisis and increasing homelessness, the following is a list of City-owned properties currently being leased or previously leased at a nominal fee (\$1) to the Province to provide shelter services, social housing, or affordable housing.

- Shelter Services
  - Memorial Arena and Kamloops Curling Club - leased during the pandemic (2020/2021) to provide up to 90 temporary shelter beds (\$250,000 lost revenue).
  - Kamloops Yacht Club - leased to provide 20 temporary winter shelter beds winter 2021/2022 and 2022/2023 (\$24,000 lost revenue).
  - Stuart Wood School - leased through joint approvals by the City and Tk'emlúps te Secwépemc to provide temporary winter shelter in winter 2017/2018 and 2021/2022 and served as a temporary shelter on an ongoing basis since November 2022 with a current lease to April 2024 (likely to be further extended).
  - 600 Kingston Avenue - leased for \$1 in 2021 to provide a 41-bed temporary shelter (Moir House) through to end of 2026.
  
- Supportive Housing
  - Idle City property located at 785, 805, 807, and 809 Mission Flats Road - leased to BC Housing for \$1 in 2018 to provide 54 temporary supportive housing units (ongoing) (the City's cost to acquire adjacent property (773 Mission Flats Road) and demolish older dwelling to accommodate displaced public works operations - \$727,000).
  - 317 Tranquille Road - long-term (60 years) lease to provide 58 supportive housing units (Spero House) (City cost to acquire and demolish the existing building - \$1.4 million).
  
- Subsidized Affordable Housing:
  - City property located at 445 5th Avenue and 527, 533, and 537 St. Paul Street was provided under a long-term lease (60 years) to provide 60 subsidized affordable rental housing units (Diversity Flats) (City cost to acquire the property - \$1.41 million).
  - City property located at 975 Singh Street was provided under a long-term lease (60 years) to provide 31 housing units for Indigenous youths and Elders (Kikekyelc: A Place of Belonging).
  - City property located at 440 MacKenzie Avenue was provided under a long-term lease (60 years) to provide 43 housing units for seniors.

The City’s total expenditures to accommodate the housing projects identified above is approximately \$3.537 million.

*Housing Regulations (Bill 44 or 46)*

The City works in partnership with the provincial government and BC Housing through a memorandum of understanding to support the planning, development, operations, and communications for future shelter, social housing, and subsidized affordable housing sites.

In 2023, the Province began issuing non-market and market housing targets to municipalities, including the City of Kamloops. Non-market housing is primarily achieved through provincial and federal funds, and market housing relies on investment and development by private landowners and developers.

Zoning changes required under Bill 44 to allow increased densities in urban areas will require significant infrastructure upgrades, which have not been accounted for in the Development Cost Charges Bylaw.

The Province also looks to the City to cover the costs for servicing and off-site improvements to assist in moving specific Province-led housing projects forward.

In summary, the costs in areas where policy and/or service delivery should fall under federal or provincial jurisdiction and where current gaps exist have negatively impacted the municipality either from a reduction in revenue, or the City costs to acquire property to support these forms of initiatives, along with recognizing the impact due to the loss of access and revenues on assets that are held for other civic purposes.

<b>Gaps in Service Delivery</b>	
<b>Summary of Identified Costs</b>	
Lost Revenue	\$274,000
Costs	\$3,537,000
<b>Total</b>	<b>\$3,811,000</b>

**Senior Government Services Shortfall**

This category impacts City service delivery and costs but is also difficult to quantify because they impact services in different ways and can be difficult to track. Costs that can be identified have been indicated.

Many of these cost impacts had been experienced by the local government; however, the COVID-19 pandemic placed a brighter spotlight on the growing opioid epidemic and the challenges in overall access to housing access and market affordability. Senior levels of government’s response to these crises has been felt on the front lines of many municipalities, including Kamloops.

*Mental Health and the Toxic Drug Crisis*



### Kamloops Fire Rescue Medical Response

In addition to fire suppression, Kamloops Fire Rescue firefighters provide pre-hospital care as first responders to medical calls. Kamloops Fire Rescue's response to medical calls is approximately 66% of their annual calls for service. In the last three years, medical responses have increased by 57% between 2021 (4,600) and 2023 (7,200). Of the total annual medical calls, overdose/poisoning responses have increased by 57% between 2021 (540) and 2023 (845).

For 2023 medical responses, Kamloops Fire Rescue arrived on scene 75% of the time and an average of 4 minutes and 42 seconds before BC Emergency Health Services. Given an average call duration of 26 minutes for Kamloops Fire Rescue's medical responses, the 2,600 additional responses put significant pressure on existing crews and resources.

The 2023 budget for fire suppression and medical response was \$21.6 million. Given the large portion of response calls that are medical in nature, there is an implicit cost related to the increase in on-scene time due to delays in BC Emergency Health Services responses.

Overtime costs have increased by approximately 58% (\$180,000) since 2020, and sick leave hours have increased by 31% (4,800 hours) over the same period. Several factors contributed to these increases, but there is a correlation between the increased call volume, member fatigue, and rising leaves taken.

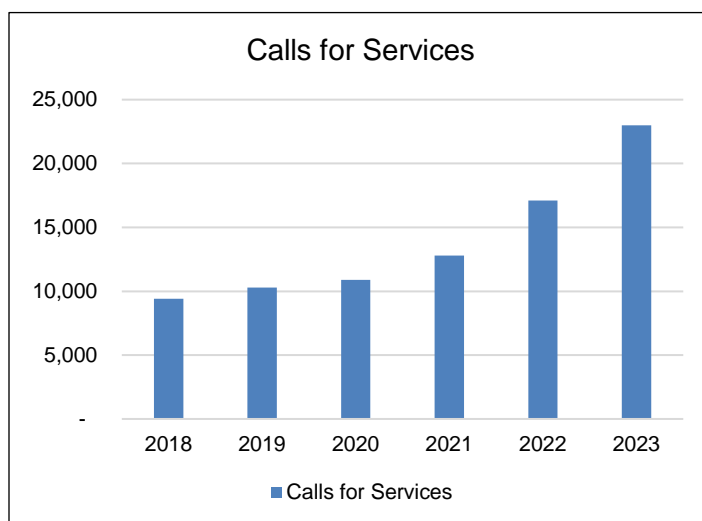
The City incurs a range of costs, including supplying medical supplies and Naloxone costs of about \$1,000 per year, as these supplies are consumed through these forms of Kamloops Fire Rescue responses.

In addition to the increase in overall operating costs, an additional complication is the potential risk of delayed responses to other calls or a future need for increased staffing to meet rising demand. Medical response is a value-added service that Kamloops Fire Rescue provides as the primary responsibility for pre-hospital care lies with the Province through BC Emergency Health Services.

### Community Services

Leading up to 2019, it became apparent that social issues were increasing at the community level, and traditional Bylaw Officers lacked the skills to respond to these types of incidents safely. In response, the division was rebranded to Community Services, and Bylaw Officer positions were transitioned to Community Service Officers. This reorganization was intended to provide augmented services to support bylaw enforcement and to partner with the RCMP to introduce a greater combined presence within the city.

In 2018, 9,400 bylaw-related calls for service were received. Under the Community Services model, this has sharply increased each year, with 23,000 calls for service received in 2023. Of these calls, 24% were classified as social related.



This growth in call volume is attributed to residents’ increased awareness of the supports provided by Community Services and a continuation of the rising social issues that precipitated the creation of the department in the first place.

To respond to this rising call volume, Community Services has added six new full-time equivalents over the past five years, with those additional salaries and wages adding approximately \$860,000 to the budget annually. Community Services Officers receive a higher level of training (up to \$20,000) and equipment profile (up to \$20,000) than previously required, and more vehicles (five at approximately \$90,000 once fully outfitted each plus operating costs) have been required to support the increased officer numbers and call volume. The cost for homeless camp cleanup is a specific cost that has increased \$140,000 from 2018 levels.

Community Services Budget and Staff Levels<sup>1</sup>

	2019	2020	2021	2022	2023
Salaries and Wages	\$2,581,000	\$2,851,000	\$2,975,000	\$2,775,000	\$3,788,000
Other	1,152,000	1,345,000	1,045,000	966,000	896,000
<b>Total</b>	<b>\$3,733,000</b>	<b>\$4,196,000</b>	<b>\$4,020,000</b>	<b>\$3,741,000</b>	<b>\$4,684,000</b>
Full-Time Equivalents	28.9	30.9	30.9	31.3	38.0

In fall 2022, BC’s Attorney General and the Minister of Public Safety and Solicitor General commissioned the Transforming Policing and Community Safety in British Columbia report. The report contained many recommendations to address the gaps in the system around the care of people with mental health and substance use needs involved in the criminal justice system. Central to this was the understanding of the need to increase non-police resources to address mental health and substance use issues.

An additional impact of the rising call volume and the resulting Community Service Officer resource constraints led to a temporarily reduced focus on parking enforcement in the key business corridors. Parking ticket revenues in 2021 decreased by approximately \$40,000 and by a further \$5,000 in 2022. Once additional Community Service Officer resources were added as part of the 2023 supplemental budget process, Community Services Officers were able to refocus on enforcement, and revenue returned to historical levels.

<sup>1</sup> Combined custody of prisoners, Community Services, and parking budgets. The salaries and wages decrease in 2022 is attributable to a realignment of budgets and positions to the new model.

On-Street and Off-Street Parking and Ticket Revenue

	2019	2020	2021	2022	2023
Parking Revenue	\$2,000,900	\$1,111,700	\$1,432,300	\$1,468,200	\$1,482,700
Ticket Revenue	166,400	105,900	62,500	56,300	113,100
<b>Total</b>	<b>\$2,167,300</b>	<b>\$1,217,600</b>	<b>\$1,494,800</b>	<b>\$1,524,500</b>	<b>\$1,595,800</b>

Parking revenue was significantly impacted by COVID-19 measures and has been slow to recover. This is partially a result of changes in demand due to an increase in remote office workers and the effects of reduced enforcement due to Community Service Officers' capacity constraints.

Contracted Security

During the transition period to the Community Services model, the need to supplement the emerging program with private security services was identified. These security firms were engaged to support and minimize community impacts brought on by an increase in social conditions caused by the COVID-19 pandemic, opioid crisis, and lack of safe and secure housing for marginalized people.

While the City implemented these supports, funding was provided received through provincial Strengthening Communities' Services Program grants provided for security services in the city's key commercial corridors. This funding package expired in summer 2023. To keep this important support in place, the City approved using \$450,000 from the Gaming Reserve to maintain this service until the end of 2023.

The costs for security services over the past three years were \$689,000 in 2021, \$1.023 million in 2022, and approximately \$1.177 million in 2023. These costs were offset by grant funding totalling \$1.650 million over the same period. Security is still utilized in park areas and overnight; however, Community Services now has capacity to reduce usage.

Continuing security costs for 2024 are estimated at \$75,000 per month to provide ongoing patrols at transit exchanges, parkades, and surface lots and to perform washroom lockups and night patrols in the parks.

Having initiatives being funded by non-taxation-based revenues (e.g. the Gaming Fund) creates a challenge for the organization in that these funds have traditionally been used to introduce specific projects or initiatives that are completed in a short-term period. With these funds being diverted, it limits the introduction of broader community-based amenities or initiatives that would be added with these non-taxation forms of funding.

Homelessness

On March 2, 2021, Council directed staff to create comprehensive short-, medium-, and long-term plans for preventing and alleviating street issues. One of the medium-term options proposed in the original Notice of Motion was to identify daytime space for street-involved



individuals. In July 2021, Council authorized Administration to enter into a short-term facility use permit with the Kamloops Aboriginal Friendship Society and The Mustard Seed to provide The Gathering Place, a seasonal outdoor day space for people experiencing homelessness that was operated in a City-owned parking lot at 48 Victoria Street West. Council authorized the seasonal day space for unhoused individuals at 48 Victoria Street West again in 2022, 2023 and 2024. This initiative operates from April or May to October and is funded through the federal Reaching Home program.

In March 2023, Council approved \$450,000 in funding from the Gaming Reserve to support social-related initiatives beyond the August 2023 conclusion of the Strengthening Communities' Services Program funding. This funding was to continue operating the Envision Outreach Shuttle, the Community Service Officers Outreach Response Program, and the Clean Team through the end of the year.

In November 2023, for the 2024 budget, Council approved \$682,000 in annual funding (the initial year from the Gaming Reserve) to support the Community Service Officers Outreach Response Program (\$422,000) and the Clean Team (\$260,000) on an ongoing basis. The Envision Outreach Shuttle is now supported by funding from the federal Reaching Home program.

#### Social and Community Development Section

In 2009, Council adopted the Kamloops Social Plan, which resulted in the creation of the Social and Community Development Section to address community needs through the provision of programs and services to support community well-being and an inclusive, accessible, healthy community.

This portfolio puts particular emphasis on supports for vulnerable demographic groups, including, among others, seniors, children and youth, low-income families, Indigenous people, people with disabilities, and people experiencing homelessness. All municipalities have undertaken a social planning and community development function.

For many years through this portfolio, the City has provided affordable access to recreation and transportation; programs for youth, seniors, people with disabilities, and low-income families; food security initiatives; engagement with neighbourhood associations and support for community development initiatives; social and community development grants to community -based programs in alignment with Council and community priorities; coordination and support for community partners in addressing social issues; and social plans in the areas of food security, youth homelessness, childcare, affordable housing, accessibility and inclusion, and housing needs.

Over the past decade, new and growing social issues and community needs have arisen that municipalities, government agencies, and community partners are responding to. These include, among others:

- the toxic drug supply crisis
- the housing crisis and an increasing scale of homelessness
- limited access to and availability of childcare spaces
- increasing food insecurity

These issues are compounded by strains on our health care system and social safety net, climate change impacts, and demographic transitions. While housing, childcare, health care, and social services fall under the jurisdiction of senior government, these emerging social and community needs require municipalities to respond to address gaps where provincial and federal partners are not meeting them. This has resulted in the growth of social planning and community development portfolios in municipalities across the province and the country.

Prior to 2021, the City's Social and Community Development Section included five staff: a supervisor, two union coordinators, one union coordinator specifically for the Emergency Support Services program, and a project manager to support administration of the federal Reaching Home program.

In 2021, with escalating social issues creating increased impacts in the community, a new management position was created to provide oversight, direction, and additional capacity to the portfolio and to support relationship-building and partnership development with senior government agencies, including BC Housing, Interior Health, the Ministry of Social Development and Poverty Reduction, and the Ministry of Mental Health and Addictions. An additional Reaching Home project manager position was also created to support the program's increasing scale.

In 2022, a new supervisor position, predominantly funded through the federal Reaching Home program, was created to provide oversight and management support for the expanding program and to address new responsibilities given to the City as the local administrator of the program, including the development of a coordinated access and assessment system and a homelessness information management system. This new supervisory role also increased capacity to support the Emergency Support Services program, which is being activated with increasing frequency and duration to support regional evacuees fleeing the increasing number and scale of wildfires and floods.

### Social and Community Development Section 2019–2023

The federal Reaching Home program funds the Social and Community Development Section. Most of the Reaching Home funds are provided to community programs and services to prevent and reduce homelessness in Kamloops, with the City utilizing an allocated portion for program administration, staffing, and specific projects like the Point-in-Time Count or extreme weather supplies for unhoused individuals.

The following table does not include salaries and wages for the Emergency Support Services program staff, which come from a different program. The federal government invested significant additional funds into the Reaching Home program during the COVID-19 pandemic.

	2019	2020	2021	2022	2023
Salaries and Wages	\$131,000	\$163,000	\$405,000	\$388,000	\$582,000
Community Programs and Services (Reaching Home, Service Agreements, Social and Community Development Grants)	1,219,000	2,211,000	4,664,000	2,258,000	2,577,000
Grant Funding	(569,000)	(1,426,000)	(4,036,000)	(1,640,000)	(1,874,000)
<b>Total</b>	<b>\$781,000</b>	<b>\$948,000</b>	<b>\$1,033,000</b>	<b>\$1,006,000</b>	<b>\$1,285,000</b>
Full-Time Equivalents (not including Reaching Home and Emergency Support Services program staff)	3.0	3.0	4.0	4.0	4.0
Full-Time Equivalents (including Reaching Home and Emergency Support Services program staff)	5.0	5.0	7.0	8.0	8.0

The ownership of the services identified under senior government services shortfalls can be described as shared between all three levels of government. These services, specifically the ability to clearly delineate where one level of government’s responsibility starts and another’s ends, are muddy at best. The service that best shows this is emergency/medical response. It is commonplace to see multiple first responders dealing with a situation, so while the local government incurs some of these costs, it is reasonable that those costs would be incurred regardless of the nature of the situation being responded to.

<b>Government Shortfalls</b>	
<b>Summary of Identified Costs</b>	
Overtime Costs	\$400,000
Medical Supplies	\$5,000
Camp Cleanup	\$210,000
Community Service Officers	\$813,000
Security	\$1,239,000
Community Programs	\$787,000
<b>Total</b>	<b>\$3,454,000</b>

## Legislative and Regulatory Framework

Municipalities are often impacted by senior government policy and legislation that result in increased spending by municipalities. While not directly considered downloading, these collectively require the City to increase its budgets or staffing. In a number of these circumstances, a stronger consultation process would improve coordination and help municipalities minimize additional costs.

### *Response to Emergency Situations*

Kamloops is centrally located in BC's Interior. In many circumstances, it becomes the destination for many other Interior residents during periods of local evacuation orders. Over the past number of years, Kamloops has been relied on as a host community for displaced residents from Merritt, Williams Lake, and Lytton.

With the changes to the *Emergency and Disaster Management Act* and a new potential requirement to be a host community, these services are necessary for evacuees, and supplying them is very impactful to the corporation's ability to maintain its brand of Canada's Tournament Capital.

Many City facilities become unavailable during host community activations to support many of the displaced residents or responding agencies. As these types of events become more frequent, the City is expected to experience a larger financial impact and that there will be less access for sports organizations and residents. In many circumstances, a number of these residents chose to remain in the city after many of the displaced people have returned home.

The Province covers some of these expenses; however, some costs, such as technology access and lost revenues, are not covered while the facility is unavailable. Potentially adding to the situation is the impact on reputation as the public becomes increasingly aware of the impacts that, for example, wildfires have on evacuation and air quality. Areas where these conditions exist become less desirable, and tourists and visitors are booked elsewhere where there is a greater level of comfort that these conditions will not impact their plans or events.

Adding to the delay in resuming normal City activities is that staff time is required to clean and prepare the facility to support program delivery.

### *Bail Reform*

Kamloops RCMP experienced an increase in calls for service from 45,000 in 2019 to almost 47,000 in 2022. Of those calls for service, criminal code offences increased by 3,500 over the same period. Many of these calls were related to mental health issues, addiction issues, and level of homelessness are a common theme with many missing person files. These investigations are challenging as those closest to these missing individuals are often difficult to locate. These investigations can be costly and resource intensive.

In response to rising case files per member, Council authorized an increase in the number of authorized RCMP members. For 2024, the budgeted target is 138 members, an increase of nine members over the previous budget level of 129. At the current estimated cost of \$225,000 per member, this equates to a \$2.0 million budget increase.

This increased amount does not account for the municipal support employees and facilities requirements needed to support a growing RCMP contingent. It should be noted that rapid population growth in Kamloops would have resulted in the need for additional policing resources regardless, but the timing was accelerated due to the rising caseload.

### *Changing Policies Towards Substance Use and Safe Supply Access*

These policies impact the overdose crisis and the overall community. They add to the cost of delivering City services across multiple departments, as outlined in the medical response section.

### *WorkSafeBC Regulation Changes*

#### Mental Health/Psychological

In 2012, WorkSafeBC introduced amendments to the *Workers Compensation Act* recognizing the impact of traumatic workplace events. These types of events have grown over the years as the impacts of mental health and psychological conditions are becoming more prevalent in the workplace, increasing psychological injuries.

The cost of a psychological injury in 2021 was \$220,270, which is five times more than a physical injury. As the number of accepted psychological injuries is increasing, the City has responded by providing various resources around mental health through benefits and an employee and family assistance program.

In support of these changing developments, the City has developed a wellness committee that focuses on mental and physical health. Through this committee, the City completes a Workplace Mental Health Essentials Canada to review where the city is currently at regarding mental health and to provide some guidance on the next steps to become a psychologically safe workplace.

#### Asbestos Certification and Licensing

WorkSafeBC introduced more stringent requirements for additional training with asbestos, which led to increased training for staff and contractors. These are all positive changes from a safety perspective but come with a cost to the City. The regulation changes required any City staff who handle asbestos or oversee contractors who handle asbestos to take additional training.

Of the staff who handle asbestos, 38 have achieved in level 1 certification at a total cost of \$4,500, and two staff have achieved level 3 certification at a total cost of \$3,000. Level 1 training is one full day, level 2 training is three full days, and level 3 training is one full day. Completion of levels 1 and 2 is a prerequisite for level 3.

In these circumstances, there is an additional cost to the City, either for employees who, while receiving training, are not available to deliver on City services or for contractors who, with training, pass this time on to the City as part of the overall cost to deliver the work that they are undertaking.

Traffic Control

The updated Traffic Management Manual (2020) required flashing arrow boards to be added to the tops of 25 City vehicles. Each of these arrow boards costs approximately \$3,000, for a total spend of \$75,000. Another requirement with the new regulations is the use of portable traffic signals. The City needed to purchase two portable traffic signals for \$57,500 each. In addition to these capital costs, any projects which require traffic control are seeing cost increases due to the new regulatory requirements.

Adding to overall safety awareness, in 2021, the change in requirements to provide a more stringent level of traffic control led to an increase in training requirements for training, staff time on site for assessments, and overall projects costs. These are all positive changes from a safety perspective but come with a cost to the City.

*Other Financial Impacts*

Employer Health Tax

Effective January 1, 2020, the provincial government introduced the employer health tax as a replacement for the previous premium-based BC Medical program. The BC Medical premium was a fixed amount per person, or couple as opposed to a percentage allocation based on total payroll. The City’s annual payroll is more than the \$1.5 million threshold that results in the provincially mandated tax rate of 1.95% of gross salaries and wages.

	2019	2020	2021	2022	2023
BC Medical	\$516,800				
Employer Health Tax	-	\$1,224,336	\$1,295,694	\$1,391,639	\$1,440,000
Difference Over 2019	-	\$707,536	\$778,894	\$874,839	\$923,200

When introduced in 2020, organizations with an annual payroll of less than \$500,000 were exempt from paying the employer health tax. As a result, many of the larger organizations, such as municipalities, were placed in the position of carrying the cost burden of these smaller businesses. This impact is expected to continue and to grow, proposed legislation changes for 2024 are expected to see the exemption limit double to organizations with an annual payroll of less than \$1.0 million.

Provincially Legislated Five Paid Sick Days

In addition to the number of sick days identified in the City of Kamloops collective agreement with CUPE Local 900, at the start of 2022, the Province legislated five sick days for staff who are not part of the union. The cost to the City in 2023 was \$24,467.

BC Carbon Tax

Since 2008, the provincial carbon tax has been applied to the purchase or use of fossil fuels, such as gasoline, diesel, natural gas, heating fuel, and propane. The carbon tax is collected at the fuel’s point of retail consumption. In 2008, the BC carbon tax rate was calculated based on



\$10 per tonne of carbon dioxide equivalent emissions (tCO<sub>2</sub>e) produced at combustion. In 2023, the rate used by the Province and the federal government is \$65/tCO<sub>2</sub>e.

**Carbon Tax Rate by Fuel Type by Year**

Fuel Type	2019	2020	2021	2022	2023
Gasoline (\$/L)	\$0.089	\$0.089	\$0.099	\$0.110	\$0.143
Diesel (\$/L)	\$0.102	\$0.102	\$0.117	\$0.130	\$0.169
Natural Gas (\$/GJ)	\$1.99	\$1.99	\$2.31	\$2.56	\$3.24

[Gov.BC.ca/Assets/Download/2B773FE65B2E4370A4369A92311CA780](http://Gov.BC.ca/Assets/Download/2B773FE65B2E4370A4369A92311CA780)

**Carbon Tax Cost on Operations by Fuel Type by Year**

Fuel Type	Average Consumption /Year*	2019	2020	2021	2022	2023
Gasoline \$/L	400,000 L	\$35,600	\$35,600	\$39,600	\$44,000	\$57,200
Diesel \$/L	930,000 L	\$94,860	\$94,860	\$108,810	\$120,900	\$157,170
Natural Gas \$/GJ	81,433 GJ	\$162,072	\$162,072	\$188,110	\$208,468	\$263,843
<b>Total Carbon Tax Estimate</b>		<b>\$292,532</b>	<b>\$292,532</b>	<b>\$336,520</b>	<b>\$373,368</b>	<b>\$483,213</b>

\*Average consumption volume has been kept flat to show the impacts of the change in the carbon tax on operations.

Based on the estimates in the table above, carbon tax represents \$483,213 of the \$3,329,400 paid for fossil fuels used in the delivery of municipal services in 2023. These carbon tax expenses are partially offset by the \$325,000 of revenue the City receives through the Local Government Climate Action Program.

The Local Government Climate Action Program replaced the former Climate Action Revenue Incentive Program that was retired in 2021 and effectively reimbursed 100% of the carbon tax paid by municipalities for publicly reporting their annual greenhouse gas emissions.

This taxation impact on the City is expected to grow and increase as planned increases have already been identified at the provincial and federal government levels. As of April 1, 2024, the carbon tax rate increased by 23.0% from \$65 to \$80 per tonne.

Various Permitting (or Licensing)

Part of the ongoing relationship between City staff and other ministries of both governments or other government agencies is working within the regulatory and compliance requirements that are in place. Many of the requirements result in the need to secure “permission” before performing specific project works.

In many of these situations, delays are encountered in securing the completed permit in a timely manner. In some instances, these delays extend over many months and even years and, as a result, increase the project’s costs due to these delays. In addition to this cost increase, there is a domino effect where the delay in one year will impact future years’ project timing, priorities, funding, and access to resources.



The financial impact of these forms of delays is difficult to measure as inflationary impact due to supply and demand, supply chain issues, and contractor availability all contribute to cost increase caused by permitting delays.

Regulations

Enhanced enforcement of regulations has led to higher project costs as we comply with building permitting, the *Heritage Conservation Act*, and the *Wildlife Act*.

Changes to existing regulations affect our ongoing operations, as staff need to ensure compliance with the regulations and change existing capital plans where they no longer fit the regulations. Changes in regulations for things like wastewater, organic matter, drinking water, and privacy require a lot of internal and external resources to ensure we are continually compliant. In cases such as the Commercial Vehicle Safety Enforcement hour of work regulation changes, it affects how we can meet our service level within our approved staffing.

While many of the regulatory changes are resulting in a positive impact on City operations, particularly those that help provide a safer working environment for the nearly 1,000 employees, others do not. Introduction of the employer health tax and the bc carbon tax add to the City's overall costs, and while they are intended to provide a greater value to the Province, they leave little being returned to the municipality.

<b>Legislative and Regulatory Framework</b>	
<b>Summary of Identified Costs</b>	
RCMP	\$2,030,000
Asbestos Training	\$185,000
Traffic Management	\$132,500
Employer Health Tax	\$3,284,469
Provincially Mandated Five Paid Sick Days	\$24,467
BC Carbon Tax	\$206,581
<b>Total</b>	<b>\$5,863,017</b>

**Property Taxation Policy and Partnering**

*Supportive Housing Exemption*

In addition to statutory and permissive exemptions, eligible properties designated as supportive housing (Class 3) are assessed at a nominal value and are effectively exempt from property taxes.

The Province created this property class pursuant to the *Small Business and Revenue Statutes Amendment Act, 2008*. This exemption is applied to 19 Class 3 properties. It is difficult to project what the assessed value and corresponding taxes of these properties would be.



### *Provincial Partnership in Municipal Upgrades*

In many instances when City infrastructure is being revitalized, such as work recently completed on the Victoria Street West corridor, partnerships with Crown agencies or private companies result in increased costs to the City. Many of these agencies benefit from activities like installing infrastructure underground instead of maintaining it overhead or relocating their infrastructure to provide easier access. In many of these situations, there is no fair consideration of the value the third party provides. In these situations, the City identifies an overall fully funded budget to deliver the project uninterrupted.

This situation also exists when Crown agencies upgrade their infrastructure and restore the location. However, rather than restoring the area to a preferred standard, these agencies restore to a like-for-like deliverable instead. For example, instead of installing curb, gutter and sidewalk to current design standards, they replace it to the same standard curb as the existing outdated infrastructure.

## **Emerging Services**

### *Implementation of Surrey Policing Service*

Kamloops is a large municipality in relation to the surrounding communities and as a result, the city has the largest comparative contingent of RCMP members in the Thompson region. This allows for additional specialty members, such as a dog team, identification and forensic specialists, and emergency response team members. The Kamloops RCMP Detachment also has two provincially funded forensic members.

These specialty members are expected to cover the entire Thompson region and are often tasked outside the community to support smaller municipalities and rural areas. There is currently no cost-sharing initiative to support this central resource, so the City bears an outsized portion of the carrying costs for these shared resources.

The City of Surrey is transitioning from the RCMP to a municipal police force. Surrey has had the largest RCMP contingent in the province, so its departure will have a significant, although currently unknown, impact on ongoing operations. For example, ticket revenue for the province is pooled and paid to member communities through a pro-rata allocation based on member full-time equivalents. Surrey's pending transition from the RCMP will decrease the RCMP's total full-time equivalents and likely reduce the total ticket revenue collected and distributed. The City has already experienced a \$100,000–\$150,000 per year reduction in ticket revenue.

On the contract cost side, the impacts of Surrey's departure on divisional overhead, recruitment, and training expenses remain unknown. These costs are also allocated based on the full-time equivalents model, with an expectation that with fewer province-wide full-time equivalents to allocate against, the City would see an increase in the cost per member.

## **Future Impacts**

### *Orphan Dikes*

During flooding, mainly in the 1970s, many dikes were constructed on an emergency basis and not to applicable standards. Responsibility for these dikes was never established, and they became known as orphan dikes. In 2020, the Province contracted a consultant to assess all orphan dikes in BC.

The estimated cost to upgrade the orphan dikes within Kamloops' jurisdiction was \$115 million. We can assume that the cost has drastically increased with the inflation of construction services. If the Province continues with the strategy of assigning responsibility for orphan dikes to local governments, the cost and liability of this assignment would be immense.

### **Dams (Inherited)**

During its amalgamation, the City of Kamloops inherited several small dams operated by the BC Fruitlands Irrigation District. The City has never used or operated these dams but is responsible for their liability.

The current cost estimate for decommissioning these dams is \$5 million, and this estimate is included in both the 2027 and 2028 water utility capital budgets. There are ongoing discussions with the Province and Tk'emlúps te Secwépemc to find more cost-effective and less environmentally disruptive options.

### **Childcare**

As the demand on working parents increases, local governments have started to be drawn into the area of childcare. As Kamloops continues to grow, there is a need to support current municipal employees, other residents, and future residents. This concern may materialize in several ways. Subsidized childcare services may be provided, property or venues may be identified and provided, or local government may take on the responsibility of filling the gaps in the marketplace. Any costs associated with childcare are unknown until the details and nature of the programs and responsibilities are known.

With the ChildCareBC New Spaces Fund, 100% of project costs are covered if the applicant and landowner is a local government, Indigenous organization or governing entity, or a public body such as a health authority, board of education, post-secondary institution, or Crown Corporation. However, only 90% of project costs are covered if the applicant and landowner is a non-profit entity or independent school. This places additional pressure on the City to sponsor applications and provide land.

### *Sustainability*

In March 2021, the Province redefined and introduced new 2030 emissions targets within four target sectors to meet provincial greenhouse gas targets. Many of these targets transcend the service activities of the municipality.

These changes to the provincial emissions targets align with the federal 2030 Emissions Reduction Plan. The plan reflects input from provinces, territories, Indigenous Peoples, the Net-Zero Advisory Body, and interested Canadians on what is needed to reach Canada's more ambitious climate target of 40%–45% emissions reductions by 2030.

In October 2023, amendments to the *Zero-Emission Vehicles Act* implemented accelerated sales targets for new light-duty vehicles sold in BC, which were initially announced in the CleanBC Roadmap to 2030, so that 26% of light-duty (cars and trucks) vehicle sales in the province are zero-emission vehicles, 90% by 2030, and 100% by 2035.

The *Canadian Net-Zero Emissions Accountability Act* sets out Canada's commitment to achieving net-zero emissions by 2050. The act ensures transparency and accountability as the government works to deliver on its targets and requires public participation and independent advice to guide the Government of Canada's efforts.

While there are currently revenue streams providing funding to either the federal or provincial governments through the carbon tax, the level of revenues that are anticipated to be collected is greatly outpacing the amount of funding being provided back to local governments to support the implementation of these program and help achieve the emissions targets. This shortfall in funding is going to be required to meet the targets, and unless there is a change in the funding allocation from higher levels of government, it is going to fall on the local governments to identify funding opportunities.

### BC Carbon Tax

In 2024, the BC carbon tax as a component to consumable fuels is expected to increase to \$0.1761 per litre for gasoline and \$0.1525 per m<sup>3</sup> of natural gas consumption. Under the current government, this form of taxation is expected to triple by 2030. For this impact, average consumption volume has been kept flat to show the impacts of the change in the carbon tax on operations.

#### BC Carbon Tax Rates

	2024	2025	2026	2027	2028
Gasoline \$/L	0.1761	0.2091	0.2422	0.2752	0.3082
Diesel \$/L	0.2074	0.2462	0.2851	0.3239	0.3628
Natural Gas \$/GJ	4.0951	4.8631	5.6311	6.3991	7.1671

#### BC Carbon Tax Cost on Operations

	Estimated Volumes	2024	2025	2026	2027	2028
Gasoline L	400,000	\$70,440	\$83,640	\$96,880	\$110,080	\$123,280
Diesel L	905,000	\$187,697	\$222,811	\$258,016	\$293,170	\$328,325
Natural Gas GJ	84,378	\$336,324	\$399,398	\$462,473	\$525,548	\$588,622
<b>Total Carbon Tax Estimate</b>		<b>\$664,901</b>	<b>\$789,489</b>	<b>\$914,248</b>	<b>\$1,038,878</b>	<b>\$1,163,507</b>

#### Occupational First Aid

The requirement for the number of staff trained in Level 1 and Level 2 first aid will change at the end of 2024. This change will require the City to train more staff in Level 1 first aid. In 2024,

there are 16 first aid courses scheduled, each costing \$1,200, for a total of \$19,200. The training requirements will continue in future years.

<b>Future Impacts</b>	
<b>Summary of Potential Costs</b>	
Orphan Dikes	\$115,000,000
Dams	\$5,000,000
BC Carbon Tax	\$2,194,548
First Aid	\$19,200
<b>Total</b>	<b>\$122,213,748</b>

**SUMMARY**

Policy changes at both senior levels of government over the past five years have resulted in many impacts on local governments. In addition to these changes, the overall social and economic environments have added new challenges that are needing to be addressed by local governments. In some situations, the relationship between cause and effect is apparent and obvious, while in other situations, the impact is more challenging to identify and quantify.

As local government service delivery is placed on the front line to address the community’s concerns, municipalities must find ways to meet new or changed regulatory requirements and address the growing gaps in services of other levels of government.

The following table summarizes the costs for each impact area from higher-level government policy changes or the expanded role that the City has had to undertake. The costs that the City has been able to quantify are included; however, as noted throughout the report, many significant impacts are not possible to quantify.

<b>Identified Costs</b>	
Gaps in Service Delivery	\$3,811,000
Senior Government Services Shortfalls	\$3,454,000
Legislative and Regulatory Framework	\$5,863,017
Property Taxation Policy and Partnering	Unknown
Emerging Service	Unknown
Future Impacts	\$122,213,748
<b>Total</b>	<b>\$135,341,765</b>

These costs have created and are likely going to continue to create an ongoing financial challenge for the City and provide opportunities to build partnerships with senior government to



explore improved co-operation and coordination and expand access to funding provide stable and predictable funding solution that does not lie solely on the municipal tax-payer.



D. Hallinan, FCPA, FCMA  
Corporate Services Director



Approved for Council

DR/kjm

Concurrence: J. Luison, Civic Operations Assistant  
Director  
C. Mazzotta, MA, Assistant Community and  
Culture Director  
M. Kwiatkowski, P. Eng. Development,  
Engineering and Sustainability Director

Author: D. Rutsatz, CPA, CGA, Financial Planning  
and Procurement Manager

Reviewed by: L. Hill, BCom, CPA, CMA, Financial  
Services Manager  
M. Helfrich, CPA, CA, Business Operations  
Manager

# Dodge Cove Improvement District

BOX 742 • PRINCE RUPERT, B.C. V8J 3S1

May 20<sup>th</sup> 2024

D.P. World Prince Rupert  
Scott Road, Prince Rupert B.C.  
V8J 4B1

Attention: Evan Deschant

The residents of Dodge Cove have become increasingly concerned about the noise generated by the Fairview Container Port, and the effect it is having on our day to day quality of life.

We understand that this is an important industrial operation and that this by its nature generates noise. We also appreciate that the port has in general responded to previous concerns, particularly regarding light pollution. However in the last year or so, we have become increasingly bothered by two particular alarm systems, both using sirens.

One is the alarm generated by high wind speeds. Obviously that on occurs mainly in the winter months, so it goes for long periods without being activated, but is very annoying day and night when it is. The other, and more commonly invasive, is generated we believe by the car loading cranes. It is our understanding that not all ports use sirens as a warning system. We understand that some form of warning system must be employed when the cranes are moving but feel there must be alternatives to the current system.

We would very much appreciate it if the Port would engage us regarding why this type of alarm is necessary and if there are alternatives that would provide you with the required warning system that would not carry for such a long distance and return us to the relatively peaceful lifestyle we have enjoyed for over 100 years.

Surely it is not only Dodge Cove residents who find this offensive. I'm sure the noise carries to the Graham Avenue area and certainly the Small Craft Harbour at Fairview.

We would appreciate a response to this request.

Sascha Gilbert,  
Chair of the Board of Trustees  
Dodge Cove Improvement District  
[ioturner@citywest.ca](mailto:ioturner@citywest.ca) or [rebekahleakey@hotmail.com](mailto:rebekahleakey@hotmail.com)

c.c.: Jennifer Rice, MLA  
Taylor Bachrach, MP  
The City of Prince Rupert  
North Coast Regional District  
Prince Rupert Port Authority  
Port Edward Harbour Authority



City of Campbell River  
From the Office of the Mayor

May 28, 2024

The Honorable Bruce Ralston  
Minister of Forests  
Room 138 Parliament Buildings  
Victoria, BC V8V 1X4

Via email: [FLNR.Minister@gov.bc.ca](mailto:FLNR.Minister@gov.bc.ca)

Dear Minister Ralston,

I am writing to express my deep concern regarding the provincial government's recent management of forest practices, which are having severe repercussions on local communities and the broader provincial economy. As you may be aware, two weeks ago, Canfor Corporation announced its decision to close a sawmill in Bear Lake, curtail production at a pulp mill in Prince George, and suspend plans for a new mill in Houston, BC. This announcement has sent shockwaves through these three BC communities, resulting in hundreds of job losses that support families and sustain local economies.

The forest sector in BC is facing significant challenges, compounded by uncertainties surrounding fibre supply and the BC Government's Forest policies and directives. Our forests have supported communities and families for generations, and it is essential to maintain this legacy.

According to the BC Council of Forest Industries' 2024 report, the forest industry in BC supports approximately 100,000 jobs across the province. The industry contributes \$17.4 billion in value-added activity, with significant portions derived from forestry, logging supported activities, wood products manufacturing, and pulp and paper manufacturing. Additionally, the sector generates approximately \$9.1 billion in labour income and contributes \$6.6 billion in government revenue, benefitting provincial, federal and municipal levels.

This decline in the forest sector is not just a statistic; it represents a real crisis affecting people and communities. It is imperative that all levels of government take immediate and decisive action to protect good forestry jobs and ensure a sustainable future for this vital industry.

Without significant change, announcements like the one Canfor made two weeks ago will become more frequent, affecting communities across BC, including Campbell River. It is vital that we prioritize the health and sustainability of our forest sector to protect our communities, families, and the economy. I urge you to consider the far-reaching impacts of current forest management practices and to work

collaboratively with industry stakeholders to develop policies that support the long-term viability of BC's Forest sector.

Sincerely,

A handwritten signature in blue ink, appearing to read "K Dahl". The signature is stylized and cursive.

Kermit Dahl  
Mayor



## OFFICE OF CITY COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | www.princegeorge.ca

14 June 2024

Honourable Anne Kang  
Minister of Municipal Affairs  
Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Kang,

On behalf of the City of Prince George, we write to express concern regarding the proposed changes to the tax sale process, as outlined in Parts 5 and 6 of Bills 3 – 2023 and 42 – 2023 respectively (the “Amendments”) and to request that you work with municipalities to address concerns.

As you know, the proposed Amendments are in response to recommendations from the Office of the Ombudsperson following a complaint regarding a property sold at tax sale in the City of Penticton. While perhaps well intentioned, the Amendments in their current form present a risk of non-compliance on the part of municipal governments, while failing to provide the safeguards sought by the BC Ombudsperson.

Our staff share the concerns expressed by other municipalities. Specifically, we believe that the obligation to notify property owners and charge holders that a property is subject to tax sale by means of registered mail or personal service, no less than 60 days prior to the tax sale is unworkable. The City is mandated to wait for several independent taxing authorities (e.g. BC Assessment as one example) to provide their collection requisitions or taxing rates before finalizing the tax notices and before identification of delinquent accounts can be verified. As the taxing authority information is generally not provided until April of the given year, this adds additional pressures to this process without a recognized benefit.

Additionally, based on past experience with providing post-sale notice, we anticipate a large number of applications for substitute service will be required to come before the Courts to complete service, due to the City’s inability to confirm receipt of registered mail or effect personal service. Not only does this impose an unbearable administrative and financial burden on the City of Prince George and other local governments, but it will also overwhelm the Court system with an enormous number of substitute service applications by local governments at a time when there is already pressure on court services. Moreover, work performed to try and meet these new requirements will in turn detract from existing efforts made by our staff to work with property owners to bring their accounts into good standing prior to tax sale.

Also, in our experience a significant number of property owners wait until shortly before the day of the annual tax sale before clearing their outstanding balances. It is also known that financial institutions regularly take action in response to tax sale notices and initiate foreclosure proceedings to avoid the risk of monetary loss in the event of a change in ownership as a result of a tax sale. By mandating that all charge holders are notified in advance of the tax sale, there is real risk that financial institutions may initiate foreclosure proceedings at this earlier stage, which could result in property owners losing their homes.

We believe that these changes are unworkable and do not guarantee improvements to an already well managed process. We believe a broader review of the entire tax sale process should take place. We strongly urge you to take our concerns into consideration and work in partnership with municipalities to build a process that is workable to achieve the original desired objectives of the BC Ombudsperson.

Sincerely,

Prince George City Council

Document Number: 719574



**REPORT TO COUNCIL**  
Regular Meeting of Council

**DATE:** June 24, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: 2023 STATEMENT OF FINANCIAL INFORMATION (SOFI)**

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**RECOMMENDATION:**

**THAT Council approves the 2023 Statement of Financial Information as presented.**

**REASON FOR REPORT:**

The *Financial Information Act* requires the City of Prince Rupert to prepare a document called the Statement of Financial Information (SOFI). This document provides information on the City's financial transactions that occurred during the past fiscal year. The SOFI must be approved by Council within six months after the end of the fiscal year.

**BACKGROUND:**

Most of the information that must be presented is contained in the annual Audited Financial Statements which have already been presented to Council. These are attached to the end of the SOFI to fulfil the legislative requirements. Additional information requirements include:

- A Schedule showing the remuneration and expenses incurred on behalf of all elected officials;
- A Schedule showing the remuneration and expenses incurred on behalf of all employees earning \$75,000 or more and;
- A Schedule showing the payments made to all vendors who were paid \$25,000 or more.

**CURRENT:**

The attached Statement of Financial Information has been prepared pursuant to the legislation.

**LINK TO STRATEGIC PLAN:**

Acceptance of the financial statements is required in accordance with *Section 2(3)* of the *Financial Information Act*.

**CONCLUSION:**

Council by approving the 2023 Statement of Financial Information will fulfill the requirements of the *Financial Information Act*.

**Report Prepared by:**

---

Corinne Bomben,  
Chief Financial Officer

**Report reviewed by:**

---

Robert Buchan,  
City Manager

Attachment:

- 2023 Statement of Financial Information

Originally signed available on request

**City of Prince Rupert**

**2023 Statement of Financial Information**

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2023**

**Table of Contents**

<b>Description</b>	<b>Page</b>
Statement of Financial Information Approval	3
Management Letter	4
Schedule of Elected Officials' Remuneration and Expenses	5
Schedule of Employees' Remuneration and Expenses	6
Schedule of Grants or Contributions	9
Schedule of Suppliers of Goods and Services	10
Schedule of Severance Agreements	16
Schedule of Guarantee and Indemnity Agreements	17
Schedule of Long-Term Debt	18
City of Prince Rupert Audited 2023 Financial Statements	19

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 9)

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2023**

**Statement of Financial Information Approval**

The undersigned, as authorized by the *Financial Information Regulation*, Schedule 1, Subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced as required by the *Financial Information Act*.

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Herb Pond  
Mayor on behalf of Council

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Corinne Bomben  
Chief Financial Officer

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 9)

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2023**

**Management Letter**

The Financial Statements contained in the Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian Public Sector accounting standards as recommended by the Public Sector Accounting Board of Chartered Professional Accountants Canada or stated accounting principles identified in the significant accounting policies in the notes to the financial statements. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Mayor and Council of the City of Prince Rupert is responsible for ensuring that management fulfils its responsibilities for financial reporting and maintaining internal controls and exercises this responsibility under the auspices of the *Local Government Act* and the *Community Charter*.

The external auditors, Vohora LLP Chartered Professional Accountants, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to additional schedules required by the Act. Their examination includes a review and evaluation of the municipality's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Mayor and Council.

On behalf of the City of Prince Rupert

---

Corinne Bomben  
Chief Financial Officer

---

Date

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 9)

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2023**

**Schedule of Elected Officials' Remuneration and Expenses**

		<b>Remuneration &amp; Taxable Benefits</b>	<b>Expenses</b>	<b>Total</b>
		<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Mayor</b>	POND, HERBERT	\$ 90,035	\$ 32,989	\$ 123,024
<b>Councillors</b>	ADEY, NICHOLAS	22,509	6,043	28,552
	CUNNINGHAM, BARRY	22,509	4,513	27,022
	FORSTER, TERESA	22,509	13,938	36,447
	NIESH, WADE	22,509	250	22,759
	RANDHAWA, GURVINDER	22,509	3,970	26,479
	SKELTON-MORVEN, REID	<u>22,509</u>	<u>7,757</u>	<u>30,266</u>
		<u>\$ 225,089</u>	<u>\$ 69,460</u>	<u>\$ 294,549</u>

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2023**

**Schedule of Employees' Remuneration and Expenses**

<b>Employee</b>	<b>Remuneration and Taxable Benefits</b>	<b>Other Remuneration (Note 1)</b>	<b>Total Remuneration</b>	<b>Training &amp; Related Travel Expenses</b>	<b>Business Travel &amp; Other Expenses</b>
ACETO, VINCE	\$ 120,918	\$ -	\$ 120,918	\$ 4,377	\$ 823
AHMAD, SIKANDAR	110,091	-	110,091	3,163	7,345
ARMSTRONG, BRENDA	78,806	4,043	82,850	-	758
BEATTIE, ROBIN	94,335	-	94,335	-	-
BECKWITH, JEFFERY	199,307	-	199,307	6,833	8,227
BISHOP, BRODY	151,897	-	151,897	2,500	6,128
BLACKMON, DONALD	78,109	-	78,109	-	943
BLAKE, CHRISTOPHER	91,627	-	91,627	-	800
BOMBEN, CORINNE	201,998	-	201,998	4,460	5,414
BRLECIC, LAURA	88,937	-	88,937	1,974	1,295
BROOKS, RHEANNON	92,720	-	92,720	2,624	-
BUCHAN, ROBERT	265,310	-	265,310	-	58,936
BULLOCK, RYAN	88,460	-	88,460	-	110
BUNKOWSKI, ANDREW	104,591	-	104,591	-	740
BURROWS, JORDAN	25,588	67,881	93,469	2,424	2,225
CAM, DANIEL	86,624	8,223	94,846	300	1,172
CARDOSO, FERNANDO	78,581	-	78,581	-	925
CARIGNAN, MATHIEU	75,875	155	76,030	-	741
CARTER, JARED	78,237	-	78,237	-	-
CHARLTON, JOYCE	81,094	-	81,094	1,366	-
COOLIN, SUNNI	83,146	-	83,146	-	-
COOPER, CHAD	89,949	6,783	96,731	3,445	3,756
COSTA, DAVID	77,216	-	77,216	170	720
DAIGLE, ASHLEY	95,661	-	95,661	8,164	-
DANIELE, JAMES	168,485	-	168,485	2,424	2,225
DAVIDSON, MICHAEL	146,726	-	146,726	-	287
DE LA NUEZ, CAMRON	79,950	-	79,950	2,369	206
DE RUYTER DE WILDT, HEIDI	92,522	-	92,522	-	-
DOPKO, TIMOTHY	157,765	-	157,765	739	164
DRURY, DONNA	75,826	44,017	119,843	-	107
DUTTON, TRYSTA	95,744	-	95,744	1,022	206
EASINGWOOD, JEFFREY	76,421	-	76,421	3,790	3,208
EDWARDS, STEPHANIE	84,765	-	84,765	1,768	-
ELLIS, LYNDSAY	93,356	-	93,356	-	-
ESO, STEVEN	104,217	-	104,217	170	1,172
FERGUSON, CRAIG	171,504	-	171,504	-	283
FODOR, STEPHEN	125,026	-	125,026	2,424	2,225
FOOTE, MICHAEL	76,083	-	76,083	-	-
FUZI, RYAN	158,190	-	158,190	2,424	2,853
Sub-total	\$ 4,245,655	\$ 131,102	\$ 4,376,757	\$ 58,928	\$ 113,992

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2023**

**Schedule of Employees' Remuneration and Expenses**

<b>Employee</b>	<b>Remuneration and Taxable Benefits</b>	<b>Other Remuneration (Note 1)</b>	<b>Total Remuneration</b>	<b>Training &amp; Related Travel Expenses</b>	<b>Business Travel &amp; Other Expenses</b>
GALE, DANIEL	\$ 151,500	\$ -	\$ 151,500	\$ -	\$ 459
GARDINER, CARRIE	81,299	-	81,299	-	-
GARDINER, GREGG	77,844	-	77,844	-	849
GERMAN, RON	101,979	-	101,979	-	119
GREEN, KASPER	123,042	-	123,042	2,852	2,692
GURNSEY, MATTHEW	121,365	-	121,365	2,424	3,605
HALDANE, NATHAN	80,844	-	80,844	1,155	-
HALDANE, TRACY	69,383	10,934	80,317	-	-
HALL, ROGER	84,334	-	84,334	-	70
HANSEN, KAREN	63,909	23,331	87,240	-	-
HANSEN, SHELDON	75,092	-	75,092	-	1,169
HASENBERGER, KARL	94,951	-	94,951	2,576	14,195
HAWKINS, KELLI	74,408	9,506	83,914	-	-
HIGGINSON, TRISTAN	136,320	-	136,320	4,662	1,267
HOFFMAN, JONATHAN	109,102	-	109,102	300	310
HORNE, WILLIAM	170,688	-	170,688	-	136
HUNT, ASHLEY	76,983	-	76,983	-	-
HURLBURT, PAUL	130,959	-	130,959	-	279
JAMES, DAVID	128,765	-	128,765	-	352
JARDIM, MARCUS	115,885	-	115,885	2,576	3,009
JOHNSON, DUSTIN	115,843	1,212	117,056	2,424	2,225
JOHNSON, HUNTER	83,572	-	83,572	909	1,093
JONES, REAL	138,805	-	138,805	-	-
KAWAGUCHI, GREGORY	48,284	26,967	75,250	-	39
KESSLER, MARKO	125,288	-	125,288	1,493	-
KIERCE, ROBYN	82,152	-	82,152	-	-
KLOEPPER, CAMILLA	85,283	-	85,283	350	685
KNOWLAN, AUSTIN	103,973	-	103,973	300	1,178
KORMENDY, DEREK	171,884	-	171,884	2,979	2,225
KRISTMANSON, MICHAEL	115,993	-	115,993	-	987
KRISTOFF, MARVIN	46,067	78,811	124,879	-	-
LAIDLAW, JONATHAN	111,089	-	111,089	3,807	3,895
LALONDE, JORDAN	78,915	-	78,915	-	609
LAWRENCE, STEPHEN	132,265	-	132,265	2,424	2,225
LEIGHTON, TROY	87,963	50,635	138,598	2,424	2,225
LEWIS, JACQUELINE	85,003	-	85,003	-	-
LOMBA, CARLOS	79,031	190	79,221	-	416
MACILROY, MOYNA	84,982	-	84,982	-	-
MCLAUGHLIN, JAMES	84,582	-	84,582	-	-
Sub-total	\$ 3,929,626	\$ 201,586	\$ 4,131,212	\$ 33,653	\$ 46,313

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2023**

**Schedule of Employees' Remuneration and Expenses**

<b>Employee</b>	<b>Remuneration and Taxable Benefits</b>	<b>Other Remuneration (Note 1)</b>	<b>Total Remuneration</b>	<b>Training &amp; Related Travel Expenses</b>	<b>Business Travel &amp; Other Expenses</b>
MEGGISON, JOEL	\$ 82,460	\$ -	\$ 82,460	\$ -	\$ 376
MELO, BAILEY	77,726	210	77,937	170	1,085
MILLER, ROSAMARIA	156,834	-	156,834	13,698	422
MUELLER, ILA	93,728	-	93,728	204	-
MURRAY, TINA	79,580	-	79,580	-	145
NEL, SEBASTIAN	106,769	-	106,769	-	831
NELSON, KRYSTAL	78,765	-	78,765	-	-
NETTLES, JAMIE	80,414	1,491	81,905	-	481
NICHOLLS, CRAIG	146,523	-	146,523	-	33
O'CONNOR, BRITTANNE	85,931	-	85,931	249	-
OSTROM, TANYA	140,075	-	140,075	1,414	-
PAOLO, ROCKY	110,414	67,552	177,967	233	3,519
PARKS, BRAXTON	107,195	-	107,195	4,035	2,884
PATERSON, TREENA	93,992	-	93,992	-	706
PELOQUIN, FLORIAN	99,068	-	99,068	170	476
POMPONIO, REMO	159,659	5,369	165,028	2,979	5,500
POPE, MYFANNWY	117,981	-	117,981	7,998	267
PROKSCH, GARY	91,921	-	91,921	2,039	692
PUCCI, RICHARD	205,283	-	205,283	24,365	59,452
ROBINSON, ADRIAN	75,486	-	75,486	170	928
ROBINSON, ALEXANDER	77,626	-	77,626	-	632
ROWSE, SEAN	95,264	-	95,264	76	692
SAMPSON, ROBERT	79,659	-	79,659	-	514
SCHMIDT, JORDAN	212,116	-	212,116	12,729	2,914
SEIDEL, MARK	194,498	-	194,498	1,282	949
SEKHON, GURLIVLEEN	84,431	-	84,431	599	37
SHAREEF, ASNA	102,797	-	102,797	-	-
SIDONI, DYLAN	183,978	-	183,978	2,424	2,354
SINGH, JASKARAN	79,649	-	79,649	444	1,309
SOARES, JOSE	45,592	41,318	86,911	1,282	-
SPRACKLIN, SIDNEY	93,650	-	93,650	-	900
STAVA, BRETT	88,079	-	88,079	-	504
STEWART, VERONIKA	111,074	-	111,074	3,709	-
TEO, KIM	136,370	-	136,370	567	1,000
TREE, JONI	121,046	-	121,046	-	314
TRETHEWEY, DREW	142,752	-	142,752	2,424	2,225
UPPAL, GUNEET	144,783	-	144,783	-	541
VAN DER MEER, ANN	76,051	-	76,051	-	-
VANDENBRINK, JON	79,313	-	79,313	8,301	-
Sub-total	\$ 4,338,532	\$ 115,941	\$ 4,454,473	\$ 91,558	\$ 92,678

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2023**

**Schedule of Employees' Remuneration and Expenses**

<b>Employee</b>	<b>Remuneration and Taxable Benefits</b>	<b>Other Remuneration (Note 1)</b>	<b>Total Remuneration</b>	<b>Training &amp; Related Travel Expenses</b>	<b>Business Travel &amp; Other Expenses</b>	
VENDITTELLI, JORDAN	\$ 154,433	\$ -	\$ 154,433	\$ 4,344	\$ 2,225	
VENDITTELLI, PAUL	164,043	-	164,043	-	58,589	
VERA, ANTONIO	129,705	-	129,705	1,070	-	
VICENTE, JOAO	83,593	413	84,006	-	673	
VICK, LEAH	81,288	-	81,288	-	-	
WARDILL, STEVEN	79,014	695	79,709	-	807	
WEICK, RALPH	94,623	20,015	114,639	-	-	
WEIR, JUSTIN	84,753	-	84,753	-	39	
WESTBROOK, TRAVIS	78,663	-	78,663	139	-	
WURST, CHARLES	89,183	-	89,183	-	1,215	
ZACHARIAS, KYLE	79,291	-	79,291	-	1,948	
ZIEBART, KRISTIN	87,752	-	87,752	263	4,762	
Sub-total	\$ 1,206,342	\$ 21,123	\$ 1,227,465	\$ 5,815	\$ 70,257	
			Employee (1st Page)	4,376,757	58,928	113,992
			Employee (2nd Page)	4,131,212	33,653	46,313
			Employee (3rd Page)	4,454,473	91,558	92,678
			Employee (4th Page)	1,227,465	5,815	70,257
			Total for employees earning more than \$75,000	\$ 14,189,906	\$ 189,954	\$ 323,240
			Total remuneration to Council members	225,089		
			Total remuneration to all other employees	4,793,300		
			Total employee remuneration and taxable benefits	\$ 19,208,295		

Note 1: "Other Remuneration" includes retirement allowances, tax-free payments, and payments in lieu of benefits

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2023**

**Schedule of Grants or Contributions**

AFFNO Sugar Shack Grant (in kind)	\$	1,116
BC SPCA		29,508
Guns N'Hoses Charity Game (in kind)		1,000
Halloween Festival (in kind)		4,408
National Indigenous Day (in kind)		2,500
Navy League of Canada (in kind)		4,044
Prince Rupert Racquet Association		9,000
Prince Rupert Arts Council		20,000
Prince Rupert Crime Stoppers		155
Prince Rupert Seniors Centre Association		1,000
Prince Rupert Skating Club (in kind)		1,600
Prince Rupert Special Events Society (in kind)		12,013
Prince Rupert Special Events Society (operating)		30,000
Prince Rupert Wildlife Rehab Shelter		6,600
CHSS Evergreen Program (operating)		1,000
Prince Rupert Golf Course (Operating)		160,000
Tourism Prince Rupert (Hotel Tax Only)		340,349
Tourism Prince Rupert (Visitors Information Centre)		17,000
Museum of Northern BC - Kwinsta Station Grant		15,000
Museum of Northern BC		159,494
Prince Rupert Library		811,000
Lester Centre of the Arts		158,500
		<hr/>
Total	\$	<u>1,785,287</u>

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7(2) b)

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2023**

**Schedule of Suppliers of Goods and Services  
Supplier Payments Over \$25,000**

1279608 B.C. LTD. (MACCARTHY GM TRUSTEE)	\$ 324,251
4 SEASON MAINTENANCE LTD	37,797
ACKLANDS-GRAINGER INC.	55,386
ADAMS DIVING AND MARINE SERVICES LTD.	34,058
ADVENTURE CONSTRUCTION	1,387,096
AIR CANADA	138,091
AIRTECH INC	30,984
ALLNORTH CONSULTANTS LIMITED	55,828
AMAZON.COM.CA	39,897
AQUILA SAFETY	138,075
ASSOCIATED ENGINEERING (B.C.) LTD.	674,646
ASSOCIATED FIRE SAFETY	84,199
B.C. HYDRO	764,633
B.C. TRANSIT	588,510
BANDSTRA TRANSPORTATION SYSTEMS LTD.	72,927
BBA ENGINEERING LTD.	69,674
BEAR CREEK CONTRACTING LTD.	125,951
BLACK PRESS GROUP LTD.	29,048
BONI-MADDISON ARCHITECTS	74,706
BRANDT TRACTOR LTD.	932,049
BRAUN INDUSTRIAL LTD	27,975
BRENNTAG CANADA INC.	93,696
BROADWATER INDUSTRIES (2011) LTD.	4,758,662
BYTOWN DIESEL SALES LIMITED	76,638
CANADA'S BIG TRUCK RENTAL	372,232
CANADIAN FISHING COMPANY	150,150
CENTRALSQUARE CANADA SOFTWARE INC.	52,615
CFDC OF THE PACIFIC NORTHWEST	46,000
CIMCO REFRIGERATION	51,804
CITYWEST CABLE & TELEPHONE CORP.	151,225
CIVIC LEGAL LLP	187,761
COAST ISLE ENGINEERING LTD.	33,947
	Sub-total \$ 11,660,511

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2023**

**Schedule of Suppliers of Goods and Services**  
**Supplier Payments Over \$25,000**

COASTALTEK	\$ 52,005
COLLIERS PROJECT LEADERS INC.	715,729
CORCOAT CONTRACTING LTD.	79,194
CT NORTHERN CONTRACTORS ALLIANCE LP	10,922,823
CUBEX LTD.	25,034
CULLEN DIESEL POWER LTD.	77,088
CUMMINS CANADA ULC	31,829
CWPC PROPERTY CONSULTANTS LTD.	31,052
DB PERKS & ASSOCIATES LTD	55,499
DECIBEL DIGITAL COMMUNICATIONS	38,186
EBY CONSTRUCTION GROUP	34,613
ECOTRUST CANADA	60,051
EIFFAGE INNOVATIVE CANADA INC.	206,600
EMCO CORPORATION	146,853
EMIL ANDERSON GROUP	167,983
EMPIRE TREE SERVICES	87,126
EXP SERVICES INC.	30,923
FALCON EQUIPMENT	328,295
FINEX PM SECURITY LTD	29,644
FINNING (CANADA)	44,892
FIORE GROUP TRAINING INC.	29,978
FLOCOR INC	283,573
FRED SURRIDGE LTD.	70,135
GITXAALA OPERATIONS LP	155,237
GLOBAL NETWORK FOR COMMUNITY SAFETY CANADA	25,830
GLOBAL PUBLIC AFFAIRS	38,880
GREAT PACIFIC CONSULTING LTD	390,321
GROSSO PRE-CAST SERVICE LTD.	66,231
GROUP MILLS LTD.	289,520
HARBOUR MACHINING WELDING & FABRICATING	81,652
HARBOUR WEST CONSULTING INC.	29,083
I.C.B.C	61,535
	<hr/>
Sub-total	\$ 14,687,394

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2023**

**Schedule of Suppliers of Goods and Services  
Supplier Payments Over \$25,000**

IDL PROJECTS	\$ 1,211,931
IMAGINIT TECHNOLOGIES	33,413
INSIGHT CANADA INC.	30,665
IT BLUEPRINT SOLUTIONS INC.	32,979
JEPSON PETROLEUM LTD. DBA NORTHWEST FUELS	604,952
JOHNNY'S MACHINE SHOP LTD.	125,591
KICKSTART MOTORSPORTS	34,273
L & M ENGINEERING LTD	308,430
LAWSON LUNDELL LLP	197,945
LIGHTEN UP ELECTRIC LTD.	185,928
LINDE CANADA INC.	45,087
LOCAL RENTAL SOLUTIONS	30,162
MAGNA ENGINEERING SERVICES INC.	280,867
MANULIFE FINANCIAL	642,146
MARCAN CONSTRUCTION LTD.	164,015
MASTER SWEEPER LTD.	45,399
MCELHANNEY LTD.	1,059,667
MIDWAY PURNEL SANITARY SUPPLY (PG) LTD.	48,654
MINISTER OF FINANCE - WATER MANAGEMENT BRANCH	53,145
MONT-LEON MASONRY CONSTRUCTION LTD.	26,828
MUNICIPAL FINANCE AUTHORITY VIA NCRD	1,747,242
MUNICIPAL INSURANCE ASSOCIATION OF B.C.	370,692
MUNICIPAL PENSION PLAN	1,517,870
NEILSON STRATEGIES INC.	40,281
NORTHERN LABORATORIES (2010) LTD.	34,185
NORTHLANDS WATER & SEWER SUPPLIES LTD.	185,105
OAKCREEK GOLF & TURF LP.	53,506
OCEAN DRY ENT. LTD. DBA SAANICH PLUMBING & HEATING	44,589
ODA ENTERPRISES LTD.	29,816
ORGANIZED CRIME AGENCY OF BC	48,968
PACIFIC NORTHERN GAS LTD.	381,807
PACIFIC NORTHWEST ELECTRIC AND CONTROLS	77,138
	Sub-total \$ 9,693,276

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2023**

**Schedule of Suppliers of Goods and Services  
Supplier Payments Over \$25,000**

PEMBINA INFRASTRUCTURE & LOGISTICS LP	\$ 1,708,110
PETERBILT PACIFIC INC.	66,823
PONZINI TOMMASO	32,481
PORT EDWARD HARBOUR AUTHORITY	27,931
PRESTIGE PRINCE RUPERT HOTEL	33,600
PW TRANSIT CANADA LTD.	427,506
RAINBOW CHRYSLER DODGE JEEP RAM LTD.	52,338
RECEIVER GENERAL FOR CANADA - PAYROLL (CITY PORTION ONLY)	979,883
RECEIVER GENERAL - GST	198,537
RECEIVER GENERAL FOR CANADA - RCMP "E" DIVISION	5,748,442
REVELSTOKE IRON GRIZZLY	80,350
REVENUE SERVICES OF B.C.	342,894
ROGERS	43,828
ROSE & BRODY LTD.	53,309
ROY NORTHERN ENVIRONMENTAL	26,184
RUPERT CLEANERS & LAUNDRY LTD.	84,037
RUPERT DISPOSAL LTD.	212,386
RUPERT WOOD 'N STEEL CONSTRUCTION LTD.	427,959
SEA-SPORT OUTBOARD MARINA LTD.	80,678
SECURIGUARD SERVICES LIMITED	156,020
SPERLING HANSEN ASSOCIATES	231,460
STOREY'S EXCAVATING	375,257
STUCK ON DESIGNS	36,682
SUMAS ENVIRONMENTAL SERVICES INC.	52,589
SYNOVIA SOLUTIONS	29,163
TENAQUIP LIMITED	70,563
TETRA TECH CANADA INC.	26,962
TREND DIESEL LTD.	169,453
URBAN SYSTEMS LTD.	163,438
VIMAR EQUIPMENT LTD	34,238
VOHORA LLP	40,835
WAINWRIGHT MARINE SERVICES LTD.	33,177
Sub-total	\$ 12,047,113

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2023**

**Schedule of Suppliers of Goods and Services**  
**Supplier Payments Over \$25,000**

WEST FRASER CONCRETE LTD.	\$	31,314
WESTERN EQUIPMENT LTD.		30,697
WESTERN TANK & LINING LTD.		160,594
WORKER'S COMPENSATION BOARD		837,227
YELLOWHEAD PAVEMENT MARKING INC.		92,190
YOUNG ANDERSON		<u>27,373</u>
Sub-total	\$	<u>1,179,395</u>
Suppliers (1st Page)	\$	11,660,511
Suppliers (2nd Page)		14,687,394
Suppliers (3rd Page)		9,693,276
Suppliers (4th Page)		12,047,113
Suppliers (5th Page)		<u>1,179,395</u>
Suppliers paid equal and over \$25,000		49,267,689
Other suppliers paid under \$25,000		<u>2,425,121</u>
Total paid to Suppliers in 2023		51,692,810
Grants to community partners		1,785,287
Council & employee remuneration		19,208,295
Council & employee expenses		<u>582,654</u>
		73,269,046
Less investment in tangible capital assets		(27,565,931)
Add back Legacy investment in tangible capital assets		608,750
Net change in accrued expenses		6,768,251
Less principal portion of loan payments made to NCRD/MFA		(1,380,588)
Net change in Inventory		433,291
Amounts billed back via accounts receivable		(850,904)
Refundable sales tax included in amounts paid to vendors		(1,950,250)
Less expense reported for Prince Rupert Legacy Inc.		<u>(2,448,356)</u>
Expenses as per audited financial statement "B"	\$	<u>46,883,310</u>

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2023**

**Schedule of Severance Agreements**

**Nil**

(Prepared as required by *Financial Information Regulation*, Schedule 1, Subsection 6(7))

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2023**

**Schedule of Guarantee and Indemnity Agreements**

**Nil**

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 5)

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2023**

**Schedule of Long-Term Debt**

Information on all long-term debt is included in the audited Financial Statements in Schedule 11 – Schedule of Equipment / Short Term Financing Debt and Schedule 12 – Schedule of Debenture Debt.

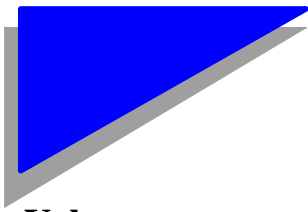
(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 4)

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2023**

**Audited 2023 Financial Statements  
(Attached)**

# **City of Prince Rupert**

## **2023 Audited Financial Statements**



**Vohora** LLP  
CPAs & Business Advisors

Unit 111 – 101 1<sup>st</sup> Avenue East  
Prince Rupert, BC V8J 3X4

Phone: (250) 624-2300  
Fax: (604) 541-9845  
Toll Free Phone: (800) 281-5214  
Email: [firm@vohora.ca](mailto:firm@vohora.ca)  
[www.vohora.ca](http://www.vohora.ca)

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## INDEPENDENT AUDITOR'S REPORT

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To the Mayor and Council of City of Prince Rupert

*Report on the Consolidated Financial Statements*

*Opinion*

We have audited the consolidated financial statements of City of Prince Rupert (the City), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

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

*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 City in accordance with ethical requirements that are relevant to our audit of the consolidated 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.

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

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

In preparing the consolidated financial statements, management is responsible for assessing the City'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 City or to cease operations, or has no realistic alternative but to do so.

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

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

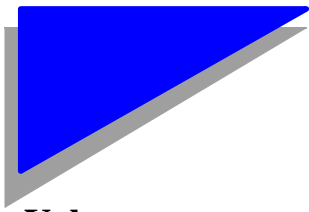
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### *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated 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 consolidated 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 consolidated 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 City'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 City'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 consolidated 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 City to cease to continue as a going concern.
- | Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated 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  
May 6, 2024

*Vohora LLP*  
Chartered Professional Accountants

## 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
<b>Net Position</b> (Statement B)	\$ 215,141,591	\$ 197,919,642

## 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

	<u>2023</u>	<u>2022 (restated)</u>
<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
				<u>\$ 683,566</u>	<u>\$ 1,617,235</u>	<u>\$ (247,496)</u>	<u>\$ 2,053,305</u>
<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	<u>8,500,000</u>	<u>8,500,000</u>	<u>-</u>	<u>8,500,000</u>
				<u>\$ 1,137,350</u>	<u>\$ 8,500,000</u>	<u>\$ (400,440)</u>	<u>\$ 9,236,910</u>
				<u>\$ 1,820,916</u>	<u>\$ 10,117,235</u>	<u>\$ (647,936)</u>	<u>\$ 11,290,215</u>

## 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

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

Grant Balance as at Jan 1, 2023	\$	4,337,561
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>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.



REPORT TO COUNCIL  
Regular Meeting of Council

**DATE:** June 24, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Richard Pucci, Director of Operations & Intergovernmental Relations  
**SUBJECT:** HEART-SHAPED SELFIE ART – INSTALLATION ON THE BREAKWATER

---

**RECOMMENDATION:**

**THAT Council receives this Report and directs staff to install the *Heart-shaped Selfie Art Installation* on the Cow Bay Marina Breakwater.**

**REASON FOR REPORT:**

Rupert Disposal and Teresa Lee, the owner of the Moby Dick Hotel, have teamed up to fabricate and donate a bright red heart-shaped selfie art installation to the City. Staff have looked at several places and agree that the Cow Bay Marina Breakwater location is perfect.

**ANALYSIS:**

Staff have reviewed several locations in and around the Cow Bay area and believe the best location is on the Cow Bay Marina Breakwater, orientated to create a selfie memory of either the cruise ship in the background or the ocean, depending on the pictured angle.

**COST:**

There is no impact on the Annual Budget as the Staff believes the installation of this donated art installation can be absorbed in the current Budget.

**Report Prepared By:**

**Report Reviewed By:**

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Richard Pucci,  
Director of Operations &  
Intergovernmental Relations

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Robert Buchan,  
City Manager

Originally signed available on request



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## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** June 24th, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Veronika Stewart, Manager of Communications, Engagement, and Social Development

**SUBJECT: ADOPTION OF THE 2023 ANNUAL MUNICIPAL REPORT**

---

#### **RECOMMENDATION:**

THAT following the opportunity for public comment at the Committee of the Whole, Council receive the 2023 Annual Report, inclusive of the previously-approved audited Financial Statements, as presented.

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

This Report is provided to the community and to Council as an annual update on our local goals and initiatives. The development and circulation of this Report is a statutory requirement of the *Community Charter*.

#### **BACKGROUND:**

Before June 30<sup>th</sup> of each year, municipalities must prepare an Annual Report and make it available for public inspection. Council must also hold an Annual Public Meeting where community members have an opportunity to speak to the contents of the Report. The Annual Report must include the following: the audited annual financial statements for the previous year; a list of permissive property tax exemptions; a report respecting municipal services and operations for the previous year; progress updates on municipal objectives, and any other information deemed worthy of inclusion.

The Report was available after June 7<sup>th</sup> with information on its availability circulated via the City's website, social media, advertisement in the newspaper, and paper copies made available at the Library, Recreation Complex and City Hall.

#### **ANALYSIS:**

Approval of this Report ensures that Council meets its reporting requirements under Section 98 of the *Community Charter*, and also supports community awareness of the City's progressed on planned programs and initiatives. It is also an opportunity outside of the Public Budget process for the community to speak to Council priorities.

**LINK TO STRATEGIC PLAN:**

This template for our Annual Report has been amended to reflect the City’s Strategic Plan and explicitly reports on the Plans objectives. This supports overall public transparency to the community about progress on projects and plans.

**LINKS TO COUNCIL PLANS AND POLICY DIRECTION:**

This is a statutory requirement and so not explicitly linked to a Council Plan, however it generally aligns with the City’s Communications Policy through the sharing of information on overall City objectives and goals.

**COST:**

The cost of this annual reporting requirement is roughly \$600 in advertising, incorporated into annual advertising budgets of the Administration department.

**Report Prepared By:**

**Report Reviewed By:**

---

Veronika Stewart,  
Manager of Communications,  
Engagement and Social Development

---

Robert Buchan,  
City Manager

Attachment:

- 2023 Annual Report

Originally signed available on request

# 2023 Annual Report



FOR THE YEAR ENDED DEC 31st, 2023





Welcome to Lax Kxeen/Prince Rupert  
**City of Rainbows**

Photo provided by City Staff

# WHAT'S INSIDE

The City of Prince Rupert 2023 Annual Report has been prepared in compliance with the Community Charter. The purpose of the report is to provide the citizens of the community with financial and non-financial information regarding the operations of the Municipality during the calendar year.

<b>A Message from the Mayor + City Manager</b>	<b>4-5</b>
<b>Mayor and Council Profiles</b>	<b>6</b>
<b>Council Schedule</b>	<b>6</b>
<b>City of Prince Rupert Organizational Chart</b>	<b>7</b>
<b>Departmental Overviews</b>	<b>8-9</b>
<b>2023 Community Snapshot</b>	<b>10-11</b>
<b>Strategic Plan Vision and Goals</b>	<b>12-13</b>
<b>Strategic Priorities Reporting—2023-2024</b>	<b>14 -20</b>
<b>Awards + Recognition</b>	<b>21</b>
<b>Departmental Facts + Stats</b>	<b>22-24</b>
<b>Key Project Updates</b>	<b>25-29</b>
<b>2023 in Photos</b>	<b>30</b>

## **Appendices**

• <b>Appendix “A” Excerpt from Community Charter</b>	<b>31</b>
• <b>Appendix “B” 2023 Audited Financial Statements</b>	<b>32-64</b>
• <b>Appendix “C” 2023 Permissive Tax Exemptions</b>	<b>65</b>
• <b>Appendix “D” 2023 Community Enhancement Grants to Community Groups</b>	<b>66</b>
• <b>Appendix “E” City of Prince Rupert Contact Information</b>	<b>67</b>

2023 – what a year! A late 2022 state of emergency driven by multiple watermain breaks launched the new year. By March we secured an unprecedented \$65 million from an extremely responsive Premier Eby and government.

We decided to maximize this once-in-a-lifetime opportunity by going BIG. (That’s what we’ve named it – the [Big Infrastructure Gap project](#)). With \$45 million in approved borrowing, and a \$77 million application to the Feds, (spoiler alert – the application was approved in 2024) and \$13 million worth of underground services tied to the Province’s roundabout announcement, the project scope reached a massive \$200 million!



The BIG project will span ~3 years and replace as much as possible of the City’s most critical water and sewer pipes –26.5 km in all. While disruptive, future generations will inherit newer infrastructure, fewer potholes and tax dollars focused on upkeep instead of expensive emergency repairs.

We’ve continued to advance other priorities – housing, wastewater treatment, RCMP station replacement, cleanup of our downtown and incentives for building owners to do the same.

Annual revenues were also a major focus. Expanding the tax base is critical – attracting development in the downtown core, on Watson Island, expanding existing port terminals while supporting new projects, resolving the PILT and Tax Cap, and pushing for the RBA (second spoiler alert – the Province agreed to fund the RBA in 2024).

2023 was filled with sizable challenges and massive successes. There is still much to be done. We push on, motivated by our shared connection to this beautiful place we all call home.

In your service

A handwritten signature in black ink, appearing to read 'Herb Pond', written in a cursive style.

Mayor Herb Pond

This year is my third at the administrative helm of the City of Prince Rupert, and I'm more optimistic than ever about the future of the community. Over the past two years we have gone from tending to the crisis in our water supply lines to securing the funding and support to be able to proactively address the issue. The old age of our infrastructure is not unique in Canadian communities, but state of our infrastructure is particularly poor.



Throughout this report we hope that you will see Staff and Council's ongoing commitment to the goals identified in Council's Strategic Plan. A main priority has been infrastructure; however, we have also been getting plans in place to make sure that as we undertake renewal that we do that work with liveability for residents in mind.

In addition to tackling infrastructure renewal, we are also working hard on securing funding and new revenues. This includes pursuing new, sustainable, economic growth on Watson Island and Lot 444 that will diversify our local economy and contribute to employment and our tax base.

We continue as well to push forward on the housing front—which we know is top of mind for the people who live here, and for employers hoping to attract new talent. We've updated numerous policies over the past few years to make it easier to build here, and we're looking to continue that work to align with similar efforts at the Provincial level.

As you read the following pages, we hope that you can see our commitment and dedication to the people and future of Prince Rupert.

Sincerely,

A handwritten signature in black ink that reads "Robert Buchan". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

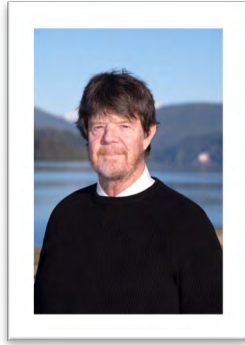
Robert Buchan, City Manager

# MAYOR & COUNCIL



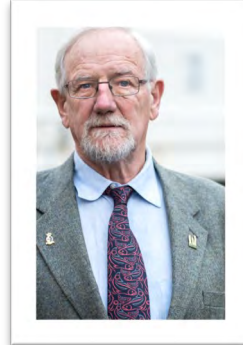
**Mayor  
Herb Pond**

**Email:**  
mayor  
@princerupert.ca



**Councillor  
Nick Adey**

**Email:**  
nick.adey  
@princerupert.ca



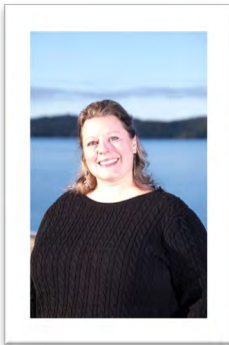
**Councillor  
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Cunningham**

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**Councillor  
Wade Niesh**

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**Councillor Reid  
Skelton-Morven**

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@princerupert.ca

## 2024 City Council Schedule

**January**  
8th Monday  
22nd Monday

**April**  
8th Monday  
22nd Monday

**July**  
22nd Monday

**October**  
15th Tuesday  
28th Monday

**February**  
13th Tuesday  
26th Monday

**May**  
6th Monday  
27th Monday

**August**  
19th Monday

**November**  
12th Tuesday  
25th Monday

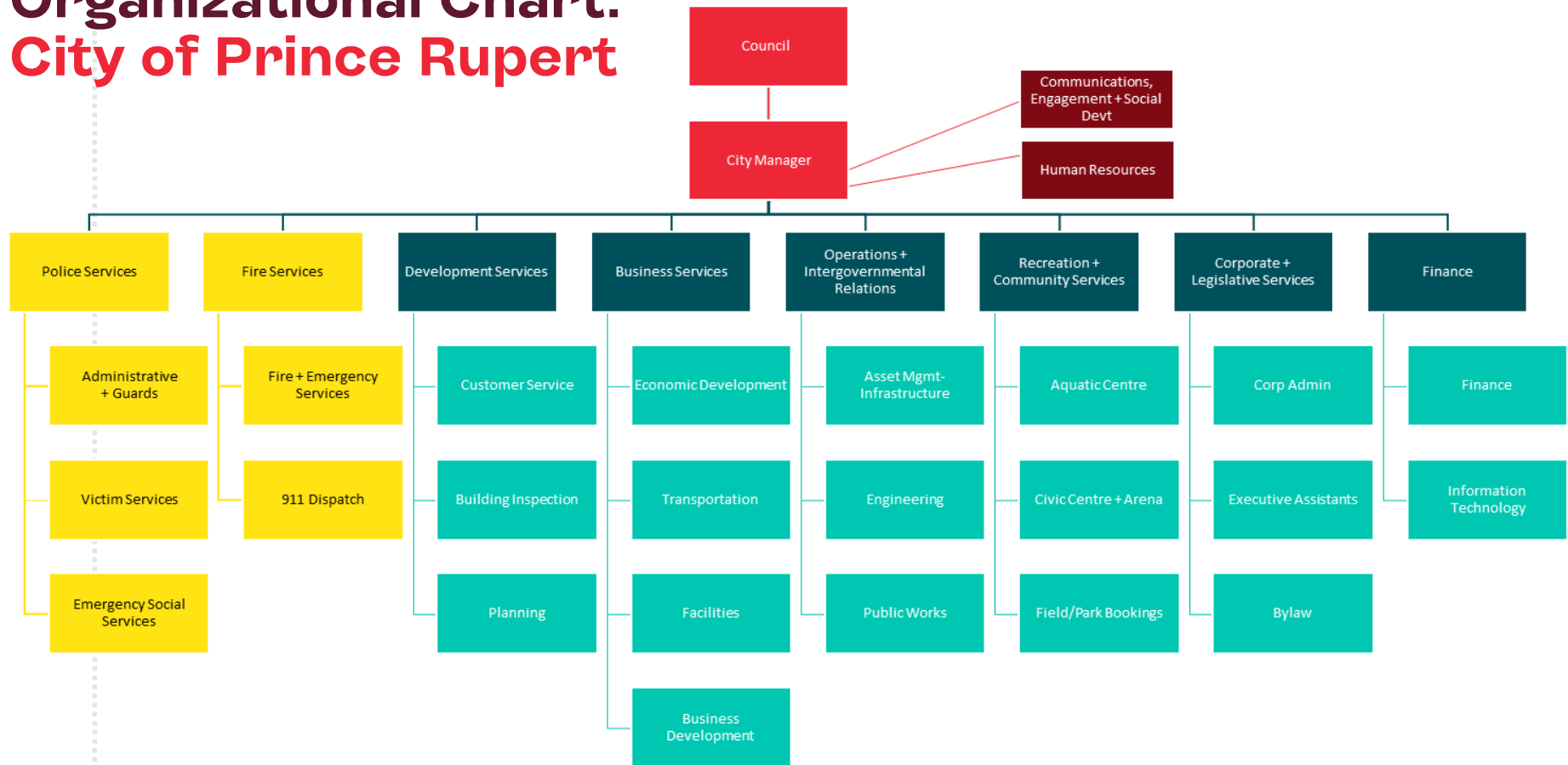
**March**  
11th Monday  
25th Monday

**June**  
10th Monday -  
(Cancelled)  
24th Monday

**September**  
9th Monday

**December**  
9th Monday

# Organizational Chart: City of Prince Rupert



The City of Prince Rupert has approximately 250 full and part time staff who perform a range of functions for our municipality. We pride ourselves on improving services in our community; we live here too!

**If you have any feedback** on the services you receive, please feel free to contact City Hall by:

**Phone:** (250) 627 1781

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

**Regular Mail:** 424 3rd Avenue West  
Prince Rupert, BC  
V8J 1L7

# Get to know us...

## Governance + Administration

In their roles as your Mayor and Council, our elected officials make policy decisions for the community based on both best practices and public input, and participate in a number of committees relating to important local issues.

The City's Administration Department ensures the continuity of service provision throughout Prince Rupert, and implements policy at the direction of Mayor and Council. In addition, Administration staff prepare bylaws, develop and review contracts, communicate to the community, provide human resources support to all departments, and advocate for local needs with other levels of Government.

In addition, the Administration Department also oversees bylaw enforcement for the City.

## Budget + Finance

The City of Prince Rupert's Finance department prepares and manages the City's budget and other financial matters, including support for City administration on policy matters, internal controls, contract negotiations, insurance and risk management. Finance staff also report to Council on any variances to the budget throughout the year, prepare financial reports, and oversee the preparation of the Annual Financial Report and Statements.

**Want to know more about what the future holds?** The City's Finance Department has developed a Financial Plan Document that addresses many of the details you may be looking for. This report is available online [on the City's website](#) or at City Hall.

## Operations (Engineering + Public Works)

The primary role of the City's Operations department is to plan for and oversee the maintenance and renewal of our infrastructure including:

- Major infrastructure projects
- The municipal roads and street network, including street lights, traffic signs, bridges, sidewalks and pathways
- The potable water supply and distribution system
- Liquid waste management
- Solid waste collection and disposal
- City parks and playgrounds
- The Fairview Cemetery

## Recreation + Community Services

The Recreation and Community Services department provides indoor and outdoor health and wellness opportunities for our community by delivering programs and services for the Earl Mah Aquatic Centre, Jim Ciccone Civic Centre and Arena.

Recreation experiences foster physical literacy as the gateway to physical activity, fitness, leisure and sport. In partnership with many community organizations, the recreation team supports and facilitates opportunities for accessibility initiatives, socialization, creativity, as well as, participation in cultural or educational experiences.

## Emergency, Police + Victim Services

The City's emergency services includes the City's Fire Department, RCMP and Victim Services. Each day, our community's first responders go to a variety of emergency and non emergency calls. Emergency 911 dispatch services are provided through the local Fire Department, which patches through calls for local fire, police and ambulance. In addition, emergency personnel provide a prevention-focused function – with programs like D.A.R.E, Fire Prevention Week, and domestic violence prevention and Emergency Social Services (ESS) programming through RCMP Victim Services.

## Planning, Building, + Development Services

The Planning and Development Services Departments at the City oversee building maintenance, building permits, land use applications (such as rezoning, variance, property information, and trade/business licenses), as well as the administration of cemetery services.

Alongside the work of our planning and development services staff are our building inspectors, who provide inspections to ensure that when work is done on the buildings where we live, work and play, it is done safely.

## Economic Development

The City's Economic Development Office works to make Prince Rupert and the surrounding area the premier location for new business ventures. As the community's lead economic development agency, staff work with businesses to facilitate growth, expedite local, national and international business investment opportunities, collaborate with all levels of government and promote sustainable economic growth.

A primary focus of the Economic Development Office in recent years has been the redevelopment of Watson Island, but also administration of programs to support small business, including Love Prince Rupert and the Business Façade Improvement Program.

**Want to know more?**

**To contact our City Departments and to learn more about available programs and services, check out:**

**[www.princerupert.ca](http://www.princerupert.ca)**



**And Like and Follow us on Facebook and Twitter**



Prince Rupert adopted an Outdoor Parks and Recreation Plan in 2023, [learn more here.](#)

# Prince Rupert at a Glance

**52**

development  
related permits  
issued

**720 m +**  
of watermain replaced

**534**

Newsletter subscribers  
to City's Rupert Talks  
engagement platform

**548**

Referrals to the  
Victim Services  
program

**295**

building permits  
issued

**674**

reservations  
booked at Cow  
Bay Marina

Information presented provided by various  
City Departments based on services  
provided in 2023.



**OUR  
VISION**

Prince Rupert, a World Class Port City, is:

Vibrant  
Resilient  
Sustainable  
Prosperous  
Active and Vital  
Safe and Beautiful  
Healthy and Active  
Proud of its Heritage  
Inclusive and Equitable  
Proud of its Community  
Nestled Carefully in Nature  
A Place That People Want to be

# Our Guide for Annual Objectives

In January of 2023, City Council adopted a **Strategic Plan for 2023–2026** that will guide priority-setting and budgeting for this term of Council. This Plan has also been amended in March of 2024 with progress update and new priorities. Below is a summary of the broad objectives identified. If you'd like to see the full version of the City's Strategic Plan, head to:

[princerupert.ca/city\\_hall/community\\_planning](https://princerupert.ca/city_hall/community_planning)

## Strategic Plan Goals

The following statements are the Strategic Plan goals intended to achieve the Strategic Plan Vision, described left.



The City of Prince Rupert will prioritize its actions to improve its **fiscal health**.



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 City of Prince Rupert will aggressively work towards **replacing and renewing its infrastructure** in a cost effective and strategic way working with Provincial and Federal ministries, departments and agencies to secure and mobilize resources and undertake improvements with haste.



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



The City of Prince Rupert will provide **good governance** by working with other governments, residents, neighbouring communities to ensure collaboration and open government.



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



The City of Prince Rupert will **foster its local economic, social, cultural and environmental well being** so its residents and businesses have a sustainable and prosperous future.

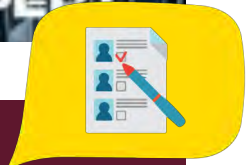
# Strategic Priorities Reporting 2023 + 2024



## Fiscal Health

Action	Project Status
Initiate dispute via Dispute Advisory Panel regarding the Payment in Lieu of Taxes to seek out a sustainable resolution for all parties	Ongoing
Continue to meet with Province and regional partners to advocate for Resource Benefits Agreement (RBA), new Mayor continuing to co-Chair Committee	Ongoing— Significant negotiations throughout 2023, 5 year RBA Signed in 2024
Support development of Watson Island and Lot 444	Ongoing—Request for Expressions of Interest launched in 2024
Continue advocacy with the Province to consider impacts and potential mitigations with respect to the Ports Property Tax Act, which limits the tax rate on port industrial properties.	Ongoing
Continue advocacy with the Province to fully subsidize the airport ferry system	Ongoing, Met with relevant Ministries at UBCM in 2023
<b>NEW</b> Pursue amendment to landfill authorization on Watson Island to allow us to accept soils and generate funds for closure accruals	To start in 2024





## Appropriate Laws + Services

Action	Project Status
Complete Transportation Plan	<b>COMPLETE in 2023</b>
Develop Bylaw Enforcement Policy	Adjudication processes updated through Municipal Ticket Information Bylaw update in 2023
Explore transfer of landfill operations to the North Coast Regional District	Initiated in 2022 with conversations continuing in 2023-2024
Continue to encourage review and amendments to Federal Medical Cannabis legislation	Ongoing
Review developer incentives for effectiveness	To start in 2024
Update Solid Waste Management Bylaw to improve waste disposal controls	To start in 2024
Update Fire Protection Bylaw	To start in 2024



# Strategic Priorities Reporting 2023 + 2024



## Replacing + Renewing Infrastructure

Action	Project Status
Initiate Infrastructure Replacement strategy for 26 km of priority water/ sewer mains	~\$200 Million in funding secured with project works beginning in the summer of 2024. Additional information available, <a href="#">here</a> .
Relocate Public Works/Operations yard	Planning and minor construction works occurred in 2023; Progressive Design-Build awarded in 2024, to be completed in late 2024/early 2025.
RCMP building replacement	Occupancy anticipated by Fall 2024
Continue to work to implement water treatment	In 2023, given the escalating costs of the project and loss of treated water within the system to ongoing water breaks, the difficult decision was made to delay the project.
Explore/pursue development of a new Fire Hall Building subject to securing adequate funding and priority review	Early design works continuing throughout 2023— still in feasibility review stage
Proceed with developing sanitary/ sewer treatment and securing sufficient funding	Construction beginning in 2024 on wetland treatment system adjacent to Moresby Pond



# Community Renewal

Activity	Project Status
Complete the Parks and Open Space Plan	<b>COMPLETE in 2023</b>
Undertake waterfront development (at future airport ferry dock location/ Kwinitza Stn area)	Ongoing—Paving and access improvements occurring in 2023-2024
Prepare a public realm (streetscape Plan)	Ongoing—designs for 2nd Avenue corridor streetscape continuing throughout 2023, to be delivered in 2024
Work with Tourism Prince Rupert on Mariners Park redesign and grant writing efforts	Tourism completed major consultation and broad design plans in 2023, however handed this project to the City due to capacity constraints. The City is working to connect with community partners to further the overall design and collaboration in the park.
Adopt Interim Parking Strategy and proposed Parking Specified Area to remove parking minimums from a section of the downtown core. For additional information on what is being proposed, see the <a href="#">project page on Rupert Talks</a> .	Parking Specified Area amendment adopted in 2023.  Other elements of the Parking Strategy are ongoing.
Complete a Placemaking Plan	Ongoing—staff slowly working on this project internally given lack of available funding
Develop community renewal/ maintenance strategy to complement infrastructure renewal	To start in 2024
Exploration of paid parking implementation with proceeds towards downtown renewal	To start in 2024
Develop Complete Communities Plan	Started in 2023 due to available grant funding, to be completed in 2024



# Strategic Priorities Reporting 2023 + 2024



## Good Governance

Activity	Project Status
Prepare Council Code of Conduct policy	Ongoing—to be complete in 2024
Complete cooperation agreement with Port Edward	<b>COMPLETE in 2023</b>
Develop long and short term strategic plans	<b>COMPLETE in 2023</b> , Updates planned annually for 2024 and beyond
Update Fire Service Agreement with Port Edward	<b>COMPLETE in 2023</b>
Update Council Procedure Bylaw to include opportunity for comment on agenda items at every meeting, remote participation, and the use of a consent agenda	<b>COMPLETE in 2023</b>
Further develop prosperity agreements with First Nations	Ongoing
Update Bylaw Enforcement policy and procedures. For additional information, <a href="#">go to our website</a> .	<b>COMPLETE in 2023</b>
Comprehensive review of City policies	Council Committee for review established, early 2024
Align local policies and programming with Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA), as per Provincial Directive (Section 55 of EDMA)	Starting in 2024; Mandated to be completed in 2025
Develop funding guide to assist with implementation of strategic goals.	Starting in 2024
Clarify roles/responsibilities with respect to Council Committee appointments	Starting in 2024
Address restrictive covenants on select City held properties (999 year leases).	Ongoing, reinitiated as priority in 2024
Develop City strategy to advocate for quality local health care services	Starting in 2024

**NEW**





## Encourage New + Renewed Housing

Activity	Project Status
Work to implement elements of Interim Housing Strategy adopted in 2021 through waiver of fees and adoption of revitalization tax exemption Bylaw	Ongoing with comprehensive plan underway in 2023
Dispose of City lands to Prince Rupert Legacy Inc and place several single family lots for sale for the purpose of accelerating housing development	Ongoing
Establish peat dump site (to support redevelopment given Prince Rupert's known terrain challenges)	<b>COMPLETE in 2023</b>
Develop comprehensive Housing Strategy + Action Plan based on Needs Assessment	<b>COMPLETE in 2023</b> — <a href="#">Housing Acceleration Action Plan</a> adopted
Complete two application to the Federal Rapid Housing initiative to meet severe housing need	<b>COMPLETE in 2023</b> — unfortunately not successful
Apply for funding from Federal Housing Accelerator fund	<b>COMPLETE in 2023</b> — unfortunately not successful
Develop an affordable housing strategy to complement Housing Acceleration Plan pursuant to new Provincial legislation	Starting in 2024
Align local policies and bylaws with Provincial legislation on housing density (in line with implementation of Housing Acceleration Plan + Affordability initiatives)	Starting in 2024 (Must be complete in 2024)
Align policies and bylaws with Provincial legislation on short-term rentals	Starting in 2024 (Must be complete in 2024)
Update to Housing Needs Assessment to comply with Provincial directives	Starting in 2024 (Must be complete by end of 2024)
Update to Official Community Plan to comply with Provincial directives	Starting in 2024 (Must be complete in 2025)

**NEW**

For the full Housing Needs Assessment, check out our website at: [princerupert.ca/housing](https://princerupert.ca/housing)

# Strategic Priorities Reporting 2023 + 2024



## Foster Local Economic, Social, Cultural, + Environmental Well-Being

Activity	Project Status
Implement Reconciliation Policy	Successfully achieved funding for Indigenous Relations Committee in 2023, Committee established in 2024 with work now ongoing
Establish Accessibility Committee and associated planning and feedback activities	Established in 2023, anticipated completion of Accessibility Plan in 2024
Update City website to accessible/universal design standard	<b>COMPLETE in 2023</b>
Continue to implement the recommendations of the City's Child Care Action Plan	Ongoing—zoning amendment brought forward in 2023 and passed in 2024
Prepare a Climate Action Plan	Ongoing, substantial completion in 2023, to be complete 2024
Prepare a Social Development Strategy (addressing mental health, addictions, homelessness)	Plan initiated in 2023, to be completed Summer 2024
Develop Diversity, Equity and Inclusion Policy	Ongoing
Seek resourcing to support a Social Development and Indigenous Relations Coordinator role to support above priorities	Grant applied for in 2023—unsuccessful due to funding parameters
Develop Food Strategy	City allocated funds in the 2024 Budget for this project; Work has now started with support from a MITACS student

# Awards & Recognition



*Pictured above, the dam was designed to be over-topped entirely during a flood event.*

## **Lieutenant Governor's Award at the ACEC-BC Awards for the Woodward Dam**

The City and our partners at BBA (formerly Austin Engineering) were awarded the Lieutenant Governor's Award and the Award of Excellence at the Association of Consulting Engineering Companies BC (ACEC-BC) for the dam construction project. The Lieutenant Governor of British Columbia, Janet Austin presented BBA, who was the lead engineering consultant on the monumental dam construction project, with the award, which is given to only one recipient each year.

The City would like to thank all of the many project partners who helped make the above success possible, who often lead the charge in terms of award applications. We appreciate your ongoing efforts toward the success of our community.

# Department Facts & Stats

## Communications



**8,600+** visits to Rupert Talks engagement site



**1,606** survey, poll and map interaction responses, and **7** in person engagements

## Funding Achievements



**\$65 Million** in Provincial Funding for water renewal, plus **\$450,000+** in various other grants



Over **\$78 Million** applied for in 2023, primarily comprised of the \$77 Million application to the Federal government for water and sewer lines

## Fire Department



Took in **13,238** calls to 911 Dispatch



Responded to **911** Emergency incidents (fires, vehicle incidents, ambulance, and more)



**\$527,800** recorded in property loss; **\$16,246,200** in property saved

## Policing + Victim Services



**548** Referrals to the Victim Services program



Emergency Social Services to **3** house fire incidents, **8** people supported



Responded to **8453** calls for service; **65** traffic stops; **1006** Traffic Contacts with **207** impaired offences

## There's an app for that!



The City of Prince Rupert has a mobile application where you can sign up for notifications on traffic disruptions and other service notifications, information on events, City policies, locations of interest in the community, and other information.

**Download it for free from your app store.**

Find it here:



# Promoting an Active, Healthy Community

Our recreation facilities were some of the worst hit services by the pandemic, but 2023 saw us coming back with a vengeance. We're here to share some highlights, but for more information on all that we have to offer, check out our [Active Living Guide](#), and give us a [“Like/Follow” on Facebook!](#)

## Supporting Healthy People



8713 participants in various programs

67 kids registrations covered by KidSport, 64 people in our Rec Access Program

43,606 annual visits to the Earl Mah Aquatic Centre

9 new lifeguards trained, 1 new icemaker apprentice, 1 new lifeguard instructor

## Pickleball has arrived!

In 2023 we worked with several keen volunteers to develop new Pickleball programs which now run daily with sessions that are highly attended. To

ensure the success of these programs we added proper pickleball lines to the gymnasium floor and retrofitted our existing badminton poles to allow them to be used with pickleball nets. In addition, we facilitated three levels of pickleball clinics with Callum Catto out of Terrace and held our first ever Pickleball Jamboree on December 30<sup>th</sup> with nine teams battling it out for bragging rights. We're excited about this new offering and how the program will grow in 2024.



## Enhanced Mobility + Accessibility Programming for 2024



Accessibility Plan in Action

The City along with partners from Prince Rupert Gymnastics, Special Olympics, Prince Rupert Library, Prince Rupert Seniors' Centre Association, Costa Yoga, and Prince Rupert + District Hospice offered mobility programming in the Spring/Summer of 2024, supported with funding from Northern Health.

In addition, sensory-friendly swims will also be launched in 2024 with the intent of providing a free and friendly space for neurodivergent kids to use the pool facility, in partnership with North Coast Community Services Society and funded by Trigon.

# Promoting Revitalization and Renewal


## Plans, Plans, Plans!

We know, it seems like the City is doing quite a lot of planning these days—and we know that you’re asking, ‘but what about the DOING?!’ Thankfully, we can plan and act simultaneously—which is just what we’re up to. Keep an eye out for chat bubble icons throughout this document to see our plans in action.


**Why so many plans?** Plans help to guide us towards shared objectives as a municipality, with manageable steps and priorities we can integrate into our budgets and work plans each year. This is more important than ever with the amount of renewal going on.

**Want an example?** When a pipe burst at the corner of 11th and Prince Rupert Blvd, staff took steps to implement a priority from our Transportation Plan—traffic calming measures. As we put back the sidewalk, we’re now doing it with a permanent curb bumpout to enhance pedestrian safety and slow traffic. It will also be painted in partnership with the art class at Charles Hays, with partial funding coming from the Northern Health Vision Zero grant.


### Development Stats



**19 DPs** (Development Permits), **and 22 DVPs** (Development Variance Permits) issued.



The Development Permits above represent approval of **110** new residential units



Building Permits were issued for **10** new residential units; **5** Accessory Dwelling Units and **2** commercial projects



## Facilitating Development: How do we measure up?

How Prince Rupert’s processing times for Development Permits compares with other Municipalities and Regional Districts? What about Variance Permits? See below for a cross-comparison with other communities that make their processing times available throughout BC.

We are continuing to improve our processes to get even faster turnarounds on application times. For example, in 2024 permits for minor variances have now been delegated to staff which previously went to Council and were subject to associated schedules.

Municipality or Regional District	Estimated Processing time for Development Permits
<b>Prince Rupert</b>	<b>Less than 4 weeks (18 days Average)</b>
<a href="#">Regional District of Central Okanagan</a>	8 to 10 weeks
<a href="#">Coquitlam</a>	3 to 4 months
<a href="#">District of North Vancouver</a>	4 to 6 months

Municipality or RD	Estimated Processing time for Development Variance Permits
<a href="#">Squamish-Lillooet Regional District</a>	<b>6 to 8 weeks</b>
<b>Prince Rupert</b>	<b>Less than 2 months (58 days Average)</b>
<a href="#">City of Victoria</a>	10 weeks
<a href="#">Town of Comox</a>	3 to 4 months
<a href="#">North Cowichan</a>	3 to 5 months
<a href="#">Columbia Shuswap Regional District</a>	3 to 5 months
<a href="#">District of North Vancouver</a>	About 4 months

# Key Project Updates



## Sewer Treatment Program Ongoing, Construction summer of 2024

The City is continuing to work with our partners in the Federal and Provincial governments to implement a sewage treatment plan that will bring us in line with Federal and Provincial environmental standards.

To avoid the expense of standard forms of treatment and look to a more sustainable approach, the City completed designs in 2022 to treat sewage with a wetland system small scale project, which is an innovative and environmentally friendly approach to treating community wastewater used elsewhere in the world. In addition, this is a low maintenance approach that will

reduce overall operating cost and capacity requirements for the future. This project will support a small number of homes in the area surrounding Moresby Pond. The project site being relocated away from the originally proposed Omineca area due to comparative ease of access to the Moresby location. This change of location delayed the initial start date planned for 2023.

### Did you know?

The City has developed a quick video explaining how this wetland system will work. **Check it out on our Youtube Channel @CityofPR**



## Installation of 3 new transit shelters to improve transit amenities



Transportation Plan in Action

This work was a recommendation of the City's newly adopted [Connect Rupert Transportation Plan](#) that provided the recommendation to improve overall amenities associated with transit for users. A grant was achieved in 2023 from the Local Transit Fund to install three new shelters at the Prince Rupert Hospital, Charles Hays High School, and the Kootenay and McKay areas. These areas were identified as high priority and/or equity deserving locations based on the Transportation Plan.

Installations of three shelters are planned for 2024-2025. Shelters are an all-weather model and will have seating as well as accessibility inclusive access. The City will also consider applying to the same grant program to continue to expand shelter offerings in areas of identified need in future years.



## Launch of the local Situation Table in partnership with community social service providers

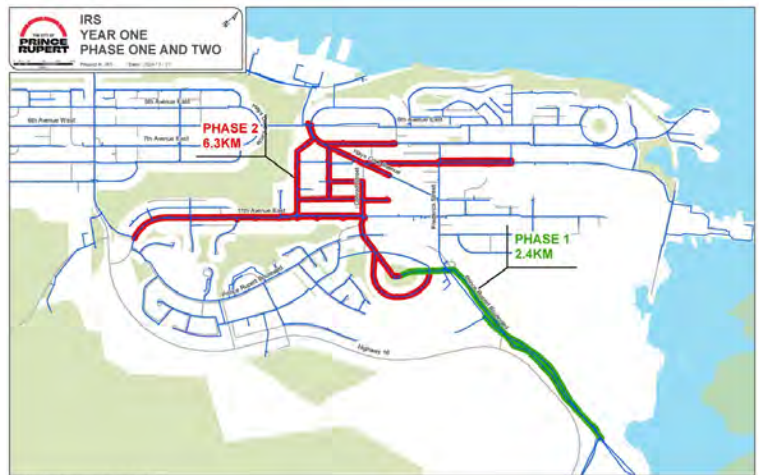
The Situation Table is an informal weekly meeting of social service sector providers who connect to provide rapid, collaborative support to people at acutely elevated risk in the community. This project is part of a Provincial network of Tables and was funded through a grant. It launched in the Fall of 2023 after up front training on operations from the Table Participants, and in 2024, training is being coordinated to support participants in providing culturally safe and trauma-informed care.

<b>Prince Rupert Situation Table</b>		<b>QUICK FACTS</b>
<b>What is it?</b>	The Situation Table is an informal weekly meeting of social service sector providers who connect to provide rapid, collaborative support to people at acutely elevated risk in the community.	
<b>Guiding Principles:</b>	Collaboration, Consent, Trauma-informed Practice, and Cultural Safety	
<b>How it works</b>	During the meeting, service providers will bring forward information on potential individuals or families experiencing what is called 'acutely identified risk' - where there is a significant interest at stake, a probability of harm occurring, severe intensity of the harm, and where the risk is multi-disciplinary in nature.	



## Secured \$65 Million in Provincial grant funds towards water distribution system, applied for Federal Funds

Following the critical replacement of our 100 year old dam, the City has been working on securing the funds necessary to go to work on our distribution system—which has experienced escalating failures over the past 5 years. To that end, the City commissioned an Infrastructure Replacement Strategy based on known age and condition of City infrastructure in the summer/fall of 2022. This strategy sets the trajectory and priority for future infrastructure spending over the next five years. This process had been initiated prior to the Local State of Emergency in December of 2022, because the City is keenly aware of the escalating need to address local infrastructure. Once the priority corridors were set, we got to work securing the substantial funds (\$200 M +) to be able to get to work. As of Spring 2024, we have now secured \$65 M from the Province (committed in 2023), \$45 M in municipal borrowing (approved in 2023), and \$77 M in Federal grant funding (approved in 2024) so that the work can now begin. This is going to be a massive project for our community, and work of this scale is going to be disruptive to residents. However, the long term benefit will be a 'hard reset' to our infrastructure that will get us out of 'firefighting mode' responding to breaks, and back into a place where we can conduct asset replacement and management in a more sustainable way.



*Above are the year 1 planned corridors for what we are calling the Big Infrastructure Gap (BIG) Project.*

A map identifying the City's priority 26 km slated for replacement, as well as Frequently Asked Questions and additional information is [available here](#). (Note that the map may be subject to amendment as additional data is collected through the course of the project).

Every effort will be made to communicate to residents in impacted areas through mailouts, signage and other methods, however we highly suggest subscribing to our [municipal app](#), email newsletter through a [Rupert Talks subscription](#), and following us on [social media](#) to keep up to date.



## Redevelopment of a new RCMP Station continuing, planned completion in Fall of 2024

In 2022, the City completed the borrowing process for the RCMP station, as well as associated road closures and rezoning processes. The existing RCMP station is no longer compliant to meet their needs, and the City is obligated to provide adequate accommodation as part of our municipal policing agreement. The detachment project is intended to take GHG emissions into account in construction, and will be an asset to serve the community for decades to come. Construction began in 2023, and occupancy is anticipated to occur in 2024. The City has also secured a design through a call for artists to have public art installed on the façade of the building. Local artist Nicholas Johns' submission was selected by a local panel.



## Site works started and lease executed on new Public Works facility



In 2023, the City continued early works on the former MacCarthy GM dealership site to begin the process of relocating staff from the existing Operations yard facilities. As the public is likely aware, the existing Operations buildings are failing, and require replacement in order for staff to have a safe and healthy workplace.

The City has awarded a progressive Design-Build of this facility early in 2024, with a budget amendment coming to Council in April to fund the design work through a dividend from Legacy Inc. From there, a funding recommendation for the actual construction of the facility will come to Council for approval.

Up to \$10 million inclusive of property purchase in anticipated costs for 3 phases of the project are being covered by a dividend from Prince Rupert Legacy Inc., the City's wholly owned Development Corporation.



## Continuation of Waterfront Development Project along George Hills Way

In 2023, construction began on the bump in and additional parking along George Hills Way, with lighting and fencing for safety to be installed in 2024. The next step will be to work with CN to improve the pedestrian and vehicle safety access of the crossing at the waterfront area.

In addition, paving outside the newly revitalized rail station was completed in 2023, which provides a fully accessible paved connection through to the Millennium Walkway.





## City continuing to support community-led effort to install new equipment at Odd Eidsvik Park



The City was approached in 2022 with requests to support the redevelopment of Odd Eidsvik park. In 2022 and continuing into 2023, the City assisted in completing a community consultation on the project and supporting grant applications in order to fundraise to support the work. This effort continued in 2023, and will be ongoing in 2024. Based on grant availability and award notice timing, we anticipate construction will not begin until 2025.



*Pictured above—detailed playground design provided for the purpose of fundraising*

This area has been identified as an underserved/in-need playground asset in the City’s Parks and Outdoor Recreation Plan, adopted in 2023.



## Completed Planning Work on Housing, Master Transportation and Parks



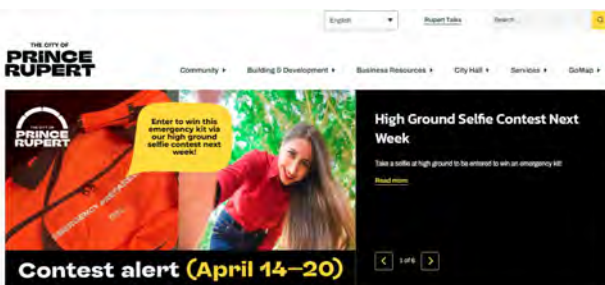
The City initiated a number of more detailed planning exercises in 2022, with both the Parks and Transportation Plans wrapping up in 2023 following public consultation that began in 2022 and carried into 2023 .

This work builds on the goals identified in the new Official Community Plan, and address priorities for policy development, investment, and infrastructure renewal heading into the future. Importantly, following the completion of the Housing Needs Assessment in 2022, the City also adopted a Housing Acceleration Action Plan as part of an application for Federal Funds to do what we can to inject life and energy into our local housing market. Although our grant application was unsuccessful, this Action Plan has a number of actions identified that were not contingent on receiving funding that the City is pursuing as capacity allows.

Actions from the Transportation, Parks and Housing plans will continue to be integrated into future budgets and staff workplans over the coming years.



## Launched New Website that meets Accessibility Standards



The City was able to relaunch our website in 2023 to match the new brand standard and also meet WCAG2 (website accessibility) standards. This project was completed at minimal cost and a simpler content management system on the site’s back end has enabled greater usability and engagement opportunities for more staff.



## City applying for funds to develop a space memorializing the impacts of Japanese Canadian internment



This project is proposed to be located in Mariners Memorial park, and the City is applying for a grant of up to \$400,000 to fund the project. The project aligns with plans for the park initiated by Tourism Prince Rupert that see the proposed location as a 'contemplative zone'.



*Sample rendering done in house by City Planning Staff, Rodolfo Paras. Please note eventual location may vary.*

The intent of the project is to provide a contemplative space that gives residents and visitors alike the opportunity to sit and reflect on the history of Japanese internment in Canada, as well as the specific contributions and stories of the Japanese Canadian population of Prince Rupert. There are many significant local contributions by Japanese Canadians to Prince Rupert that until recently have gone widely unrecognized, including the donation of 1500 cherry trees by Shotaru Shimizu following his release from internment. This project also supports broader efforts identified in the parks plan to develop it as a 'flagship' park.

At the same time, the City is supporting partner organizations in applying for grants to install a bandshell and public art in the park, as part of a broader redevelopment initiative.



## City Launched Request for Expressions of Interest for Innovative Energy Project on Lot 444 and Watson Island

Supported by grant funding applied for in 2023, in early 2024, the City launched an Expression of Interest for potential projects on Watson Island and/or Lot 444. For the Request, 'innovative' energy projects were requested, including, but not limited to:

- Hydrogen production and export
- Biomass production and export
- Wind generation
- Run-of-river or tidal energy production
- Innovative energy equipment manufacturers
- Other innovative energy technologies

The process is administered by the City's wholly owned development arm, Prince Rupert Legacy Inc. Two significant land parcels are included:

- Watson Island – 75 free acres, brownfield site well-suited for larger scale projects
- Lot 444 – 2200 free acres with waterfront access, greenfield site well suited for a range of energy initiatives

The deadline for submissions is the end of August, 2024. A targeted request for proposals (RFP) will follow in fall 2024 and formal lease agreements could be in place by end of the year.

# 2023 in Photos



*Trigon funded the Fire Departments mobile AED unit*



*Area reps gathered at the pole raising for MMWIG2S+ at Galloway Rapids*



*Roundabout announcement with MLA Jennifer Rice and Mayor Herb Pond—the roundabout will save the City ~\$13 M in replacement of underground water/ sewer lines*



*Director of Economic Development Paul Vendittelli attended a hydrogen energy conference in Houston to share information on Watson Island*



*City and area representatives gathered on the dock at Cow Bay Marina to welcome the canoe journey from Hawaii*

# APPENDIX A:

## Section 98 of Community Charter

### Excerpt from Community Charter

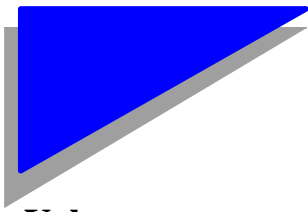
#### Annual municipal report

- 98** (1) Before June 30 in each year, a council must
- A) prepare an annual report;
  - B) make the report available for public inspection under section 97; and,
  - C) have the report available for public inspection at the meeting required under section 99.
- (2) The annual report must include the following:
- A) the audited annual financial statements referred to in section 167 (4) for the previous year;
  - B) for each tax exemption provided by a council under Division 7 *[Permissive Tax Exemptions]* of Part 7 *[Municipal Revenue]*, the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt for that year;
  - C) a report respecting municipal services and operations for the previous year;
  - D) a progress report respecting the previous year in relation to the objectives and measures established for that year under paragraph (F);
  - E) any declarations of disqualification made under section 111 *[application to court for declaration of disqualification]* in the previous year, including identification of the council member or former council member involved and the nature of the disqualification;
  - F) a statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year; and,
  - G) any other information the Council considers available.

# **APPENDIX B:** Audited Financial Statements

## **City of Prince Rupert**

### **2023 Audited Financial Statements**



**Vohora** LLP  
CPAs & Business Advisors

Unit 111 – 101 1<sup>st</sup> Avenue East  
Prince Rupert, BC V8J 3X4

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Toll Free Phone: (800) 281-5214  
Email: [firm@vohora.ca](mailto:firm@vohora.ca)  
[www.vohora.ca](http://www.vohora.ca)

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## INDEPENDENT AUDITOR'S REPORT

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To the Mayor and Council of City of Prince Rupert

*Report on the Consolidated Financial Statements*

*Opinion*

We have audited the consolidated financial statements of City of Prince Rupert (the City), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

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

*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 City in accordance with ethical requirements that are relevant to our audit of the consolidated 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.

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

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

In preparing the consolidated financial statements, management is responsible for assessing the City'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 City or to cease operations, or has no realistic alternative but to do so.

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

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

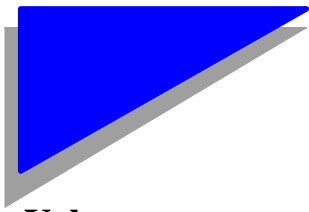
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### *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated 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 consolidated 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 consolidated 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 City'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 City'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 consolidated 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 City to cease to continue as a going concern.
- | Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated 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  
May 6, 2024

*Vohora LLP*  
Chartered Professional Accountants

## City of Prince Rupert

### Consolidated Statement of Financial Position December 31

	<b>2023</b>	<b>2022 (restated)</b>
<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)	<b>\$ 215,141,591</b>	<b>\$ 197,919,642</b>
<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
<b>Net Position</b> (Statement B)	<b>\$ 215,141,591</b>	<b>\$ 197,919,642</b>

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

	<u>2023</u>	<u>2022 (restated)</u>
<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>
<b>Funded</b>		
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
<b>Unfunded</b>		
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

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

Grant Balance as at Jan 1, 2023	\$	4,337,561
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>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

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### 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.

# APPENDIX C:

## 2023 Permissive Tax Exemptions

Registered Owner/ Occupier Identity/ Facility	2023 Exemption
<b>Places of Worship (Excluding Statutory Exempt Portion)</b>	
Bishop of New Caledonia (Anglican Cathedral)	\$ 556.55
Prince Rupert Congregation of Jehovah's Witnesses	583.36
Church of Jesus Christ of Latter Day Saints Church	745.47
Cornerstone Mennonite Brethren Church	333.54
Fellowship Baptist Church	525.98
The Salvation Army	1,544.24
Harvest Time United Pentecostal Church	226.15
Indo-Canadian Sikh Association Temple	189.31
Prince Rupert Church of Christ Church	1,062.55
Prince Rupert Native Pentecostal Revival Church	391.94
Prince Rupert Sikh Missionary Society Temple	831.69
First United Church	38.02
First United Church (parking lot)	911.72
First United Church (parking lot)	911.72
St. Paul's Lutheran Church of Prince Rupert	195.97
Sub-total Places of Worship	\$ 9,048.20
<b>Other Properties</b>	
School District No. 52 (Prince Rupert) (Pacific Coast School)	\$ 7,959.10
School District No. 52 (Prince Rupert) (Pacific Coast School)	143.25
Prince Rupert Senior Citizen's Housing Society	2,480.35
Kaien Senior Citizen's Housing	61.36
Prince Rupert Loyal Order of Moose/Moose Lodge	642.00
Prince Rupert Salmon Enhancement Society	4,970.70
BC Society for the Prevention of Cruelty to Animals	3,131.15
BC Society for the Prevention of Cruelty to Animals	14,826.90
BC Society for the Prevention of Cruelty to Animals	1,890.20
Prince Rupert Curling Club	16,968.05
Prince Rupert Racquet Association	5,600.57
Prince Rupert Performing Arts Centre Society	140,740.45
Prince Rupert Rod & Gun Club	2,752.22
Cultural Dance Centre & Carving House	15,885.97
Museum of Northern BC	48,141.39
Prince Rupert Golf Club	24,113.84
Prince Rupert Golf Club	6,222.75
Prince Rupert Golf Club	1,996.11
Prince Rupert Golf Club	651.55
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)	27,930.98
Prince Rupert Gymnastics Association	1,460.36
North Coast Community Services Society	6,515.55
Friendship House Association of Prince Rupert	19,055.50
Prince Rupert Senior Centre Association	1,026.88
Kaien Island Daycare Services Family Resource Centre	1,041.40
Prince Rupert Aboriginal Community Services Society	2,672.64
The Royal Canadian Legion Branch 27 (Only area used by Legion)	864.62
Navy League Prince Rupert Branch	842.67
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	17,219.82
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	2,586.80
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	11,995.54
1279608 BC LTD (Municipal Public Works Facility)	33,107.28
Sub-total other Properties	\$ 425,497.93
<b>Estimated Annual Total Permissive Property Tax Exemptions</b>	<b>\$ 434,546.12</b>

# APPENDIX D:

## Community Enhancement Grant Report

Community Enhancement Grant Recipient	Amount
AFFNO Sugar Shack Grant (in kind)	1,000
Guns N'Hoses Charity Game (in kind)	1,000
Halloween Festival (in kind)	6,000
National Aboriginal Day (in kind)	2,500
Navy League of Canada (in kind)	4,500
Prince Rupert Racquet Association	9,000
Prince Rupert Arts Council	20,000
Prince Rupert Skating Club (in kind)	1,600
Prince Rupert Special Events Society - (in kind)	12,000
Prince Rupert Special Events Society - Cash	30,000
Prince Rupert Wildlife Shelter	6,600
Prince Rupert Crime Stoppers (in kind)	500
Prince Rupert Seniors Centre	1,000
Visitors Information Centre	17,000
	<b>112,700</b>
<b>Contributions Under Agreement up for Renewal</b>	
Museum of Northern BC. - Kwinitza Station Grant	15,000
Museum of Northern BC - Museum Grant + Artifact insurance	161,000
Lester Centre	159,000
	<b>335,000</b>
<b>Total</b>	<b>447,700</b>
<b>Contributions Under Existing Agreement</b>	
BC SPCA	32,000
Tourism Prince Rupert (regulatory requirement)	348,000
Equipment for Golf Course	40,000
Prince Rupert Golf Course (Operating)	160,000
<b>Total</b>	<b>580,000</b>
<b>Contribution to Prince Rupert Library</b>	<b>811,000</b>
<b>Total 2023 Community Enhancement Grants and partner contribution</b>	<b>1,838,700</b>

# APPENDIX E:

## City Contact Information

### City of Prince Rupert

424 3rd Avenue West  
Prince Rupert, BC  
Canada V8J 1L7

**Tel:** 250-627-1781

**Fax:** 250-627-0999

**Website:** [www.princerupert.ca](http://www.princerupert.ca)

### Office Hours

9:30 am to 4:30 pm  
Monday through Friday

### Senior Management Team

**Dr. Robert Buchan**, City Manager  
250-627-0931  
[robert.buchan@princerupert.ca](mailto:robert.buchan@princerupert.ca)

**Corinne Bomben, CPA, CA**,  
Chief Financial Officer  
250-627-0935  
[corinne.bomben@princerupert.ca](mailto:corinne.bomben@princerupert.ca)

**Rosamaria Miller**, Director of  
Corporate and Legislative Services  
250-627-0963  
[rosamaria.miller@princerupert.ca](mailto:rosamaria.miller@princerupert.ca)

**Richard Pucci**, Director of Operations + Intergovernmental Relations  
250-627-0956  
[richard.pucci@princerupert.ca](mailto:richard.pucci@princerupert.ca)

**Paul Vendittelli**, Director of Economic Development + Transportation  
250-627-5138  
[paul.vendittelli@princerupert.ca](mailto:paul.vendittelli@princerupert.ca)

**Myfannwy Pope**, City Planner and Director of Development  
Services  
250-627-2822  
[myfannwy.pope@princerupert.ca](mailto:myfannwy.pope@princerupert.ca)

**Nicole Beauregard**, Director of Recreation  
and Community Services  
250-627-2866  
[nicole.beauregard@princerupert.ca](mailto:nicole.beauregard@princerupert.ca)

### City Services

#### Public Works

Water/Sewer/ Roads/Parks: 250-624-6795

Garbage Collection/Landfill: 250-624-5482

Streetlight Repair Reporting: 250-627-0988

#### Engineering

General Office Line: 250-627-0950

Can call for:

- Cemetery Arrangements
- Permits (City Property)
- Blasting Permits

#### Emergency Lines

After Hours: 250-624-3000

Weekends: 250-624-1037 (or 624-3000)

#### Non-Emergency Police & Fire

Fire Department: 250-627-1248

RCMP: 250-624-2136





Thanks for reading!





## REPORT TO COUNCIL

Regular Meeting of Council

**DATE:** June 24th, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Veronika Stewart, Manager of Communications, Engagement, and Social Development; Myfannwy Pope, Director of Planning and Development Services

**SUBJECT: PRESENTATION OF COMPLETED SOCIAL DEVELOPMENT ASSESSMENT REPORT**

---

### **RECOMMENDATION:**

THAT Council receive and approve the attached Social Development Assessment.

### **REASON FOR REPORT:**

The attached Social Development Assessment was developed following a successful application for \$25,000 in funding through the UBCM for Poverty Reduction Planning stream. This supports Council's identification of Social Development Planning as a priority both in the recent Strategic Plan, as well as the Official Community Plan.

### **BACKGROUND:**

City Council has identified a number of concerns with respect to conditions surrounding poverty, affordability, and mental health and addictions supports, in the community, and while outside the traditional realm of municipal responsibility, the UBCM funding opportunity presented an option for the City to play a supporting role in addressing these issues. The aims of the Assessment were as follows:

- Identifying existing supports and gaps so local service providers will be better equipped to advocate for improvements to social service provision in the community.
- Supporting the City and the social service sector to apply for additional funding that supports programming/activities that are directly informed by local data and experience.
- Supporting the City to improve its role as a facilitator and information-gatherer through a fulsome inventory of available programming that will enable the City to update an existing Community Resource Directory.
- With the Assessment is complete and local poverty-related barriers better understood, City staff are implementing an Equity Lens Policy that will be applied to municipal policies/programming and guide staff in community engagement to ensure

that local policy and practice consider potential social and equity related outcomes of our work.

Input was provided by a Community Advisory Group who provided feedback on the engagement approach and engagement findings.

- Tamara Maier – Northern Health
- Andy Klimach – Coast Mountain College
- Dawn Butt – Salvation Army
- Paul Lagace – Prince Rupert Unemployed Action Centre
- Miranda Kessler – Kxeen Community Services Society
- Grainne Barthe – North Coast Transition Society
- Karen Buchanan – Changemakers Education Society
- Joyce Charlton – RCMP Victim Services

Participants in the social services provider focus groups and the organizations that provided feedback on the service inventory included the following:

- Berry Patch Child Care Resource and Referral
- Coast Mountain College
- Change Makers' Education Society
- Friendship House Association of Prince Rupert
- Hecate Strait Employment Development Society
- Kxeen Community Services Society
- Lester Centre of the Arts
- Ministry of Children and Family Development
- North Coast Community Services Society
- North Coast Literacy Now
- North Coast Transition Society
- Northern Health
- Northwest International Family Services Society
- Prince Rupert Seniors Centre
- Prince Rupert Library
- Prince Rupert Unemployed Action Centre
- RCMP Victim Services
- Thompson Community Services
- Salvation Army

## **ANALYSIS:**

Overall, this Assessment has supported the City in identifying first steps that the municipality can take to support poverty reduction and social considerations in Prince Rupert. This will be in complement to existing policy changes that occurred as a result of the Child Care Assessment and Action Plan, as well as the City's collaboration with different local providers to provide land for affordable and supportive housing developments. Data and information collected can also support complementary activities and policy recommendations from the City's Accessibility and Indigenous Relations Committees. Finally, it provides local data that verifies many anecdotal reports from social service providers and supports funding requests of our external partners for programming supports.

**LINK TO STRATEGIC PLAN:**

The development of a “Social Development Plan” was identified by Council as a priority in the 2023-2024 in Council’s Strategic Plan.

**LINKS TO COUNCIL PLANS AND POLICY DIRECTION:**

Completion of this Assessment was identified as a policy directive of the Official Community Plan, and also co-supports objectives identified in the Reconciliation Policy Framework as well as the priorities of the Accessibility Committee.

**COST:**

Funding from UBCM covered 100% of costs up to \$25,000. Additional costs incurred were for staff time for overseeing the project and supporting engagement efforts. Potential future costs, should they arise, may arise for implementation of proposed plan objectives; however, completion of this plan also opens Prince Rupert up to additional eligibility for the Poverty Reduction Program funding stream, which could then be applied to by the City and/or our partner organizations to implement recommendations.

**Report Prepared By:**

**Report Reviewed By:**

---

Veronika Stewart,  
Manager of Communications,  
Engagement and Social Development

---

Robert Buchan,  
City Manager

Attachment:

- Social Development Assessment

Originally signed available on request



PRINCE RUPERT

# Social Development Assessment

JUNE 17, 2024



# Contents

<b>Acknowledgements</b>	<b>4</b>
<b>Introduction</b>	<b>4</b>
Understanding Systems and Trauma	
Methodology	
<b>Community Context</b>	<b>8</b>
Population and Demographics	
Labour and Income	
Children and Youth	
Housing	
Homelessness	
<b>Assessment of Community Strengths and Needs</b>	<b>14</b>
Summary of Lived Experience Interviews	
Summary of Service Provider Interviews and Focus Groups	
<b>Recommendations for Strategic Action</b>	<b>26</b>
City Actions	
City Advocacy and Partnerships	
Engaging Indigenous People	
<b>References</b>	<b>28</b>

The authors of the Prince Rupert Social Development Assessment respectfully acknowledge the Ts'msyen people on whose unceded traditional territory this work has been undertaken. This acknowledgement is a reminder of the discriminatory, racist, and colonial practices that have had a lasting legacy and continue to create barriers for Indigenous peoples and communities in Prince Rupert.

Prepared by:

This report is prepared for the sole use of the City of Prince Rupert.  
No representations of any kind are made by Urban Matters CCC Ltd.

urban  
**matters**

or its employees to any party with whom Urban Matters CCC Ltd.  
does not have a contract.

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## Acknowledgements

The City of Prince Rupert received funding from the Union of BC Municipalities for Poverty Reduction Planning & Action program. This program provides funding to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy.

We are grateful for the contribution of time, energy, and vital information from many individuals and organizations who participated in the development of this report. We wish to thank the people with lived experience of accessing social services in Prince Rupert who shared their experiences, knowledge, and ideas. Their contribution is the foundation of the findings and recommendations in this report. This report would not be possible without them.

We also wish to thank the members of the Community Advisory Group who took time out of their day to provide feedback on the engagement approach and engagement findings.

- Tamara Maier – Northern Health
- Andy Klimach – Coast Mountain College
- Dawn Butt – Salvation Army
- Paul Lagace – Prince Rupert Unemployed Action Centre
- Miranda Kessler – Kxeen Community Services Society
- Grainne Barthe – North Coast Transition Society
- Karen Buchanen – Changemakers Education Society
- Joyce Charlton – RCMP Victim Services

We also wish to thank the participants of the social services provider focus groups and the organizations that provided feedback on the service inventory. The participants were from the following organizations:

- Berry Patch Child Care Resource and Referral
- Coast Mountain College
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- Prince Rupert Library
- Prince Rupert Unemployed Action Centre
- RCMP Victim Services
- Thompson Community Services
- Salvation Army



# Introduction

In recent years, the City of Prince Rupert has experienced increasing social challenges including a growing income disparity, high household and child poverty rates, and increased visible homelessness and substance use. The COVID pandemic and worsening housing challenges have increased the barriers to supporting people experiencing poverty and overlapping experiences with mental health and addictions.

Social services include, income assistance, general social service supports for families, local food bank and food distribution programming, homelessness prevention supports, Indigenous-focused social service supports, as well as programs specific to mental health and addictions.

While social issues are felt most acutely at the local level, municipalities often do not have the powers, jurisdiction, or resources to address them. Under the Local Government Act, municipalities may include policies with respect to social, environmental and economic well-being as part of their planning efforts – however the vast burden of responsibility for providing social services falls to the Provincial and Federal governments. As such, the appropriate, practical and typical role for municipalities in supporting the social service sector is through the provision of information, advocacy to higher levels of government, and coordination between community partners. In some instances, policy adjustments to support social service activities or certain disadvantaged groups may also be possible. This can include implementing permissive zoning to allow for more child care spaces, allowing supportive housing developments in all zones, providing tax incentives or land for development of certain services such as affordable housing, and implementing of policy that allows low-income families to access recreation programs as examples.

The City undertook this Social Development Assessment as an initial step to better understand local social challenges and the City's role in supporting local solutions to those challenges. This Assessment works towards specific goals, including:

- 1 Identifying existing supports** and gaps so local service providers will be better equipped to advocate for improvements to social service provision in the community.
- 2 Supporting the City and the social service sector to apply for additional funding** that supports programming/activities that are directly informed by local data and experience.
- 3 Supporting the City to improve its role as a facilitator and information-gatherer** through a fulsome inventory of available programming that will enable the City to update an existing Community Resource Directory.

Once the Assessment is complete and local poverty-related barriers are better understood, City staff will **implement a Poverty Reduction/Social Impact Assessment Tool** that will be applied to municipal policies/programming to ensure that local policy applies a poverty reduction lens.

This Social Development Assessment is also being supported by other municipal-led initiatives including a food systems assessment and climate action plan as well as the establishment of committees on accessibility and Indigenous relations.

## Understanding Systems and Trauma

The challenges that Prince Rupert faces are related to much larger social, cultural, economic, and environmental systems. These systems directly inform and are impacted by the work undertaken by the City of Prince Rupert and its partners.

Engagement with service providers and People with Lived Experience and Living Experience (PWLE) has highlighted how many people seeking access to social supports carry trauma with them. These systems of support and care can unintentionally inflict further trauma. Work through the Collective Change Lab<sup>1</sup> acknowledges how social systems carry trauma through relationships between people within the system. They explain trauma as the invisible force contributing to the “stuckness” of virtually all social systems and acknowledge that we must focus on healing these social systems (the individuals and relationships within these systems) to solve social problems.

---

1. Calderon der la Barca, L., Milligan, K., Kania, J. (2024). Healing Systems. Stanford Social Innovation Review. Retrieved from: <https://ssir.org/articles/entry/healing-trauma-systems#>

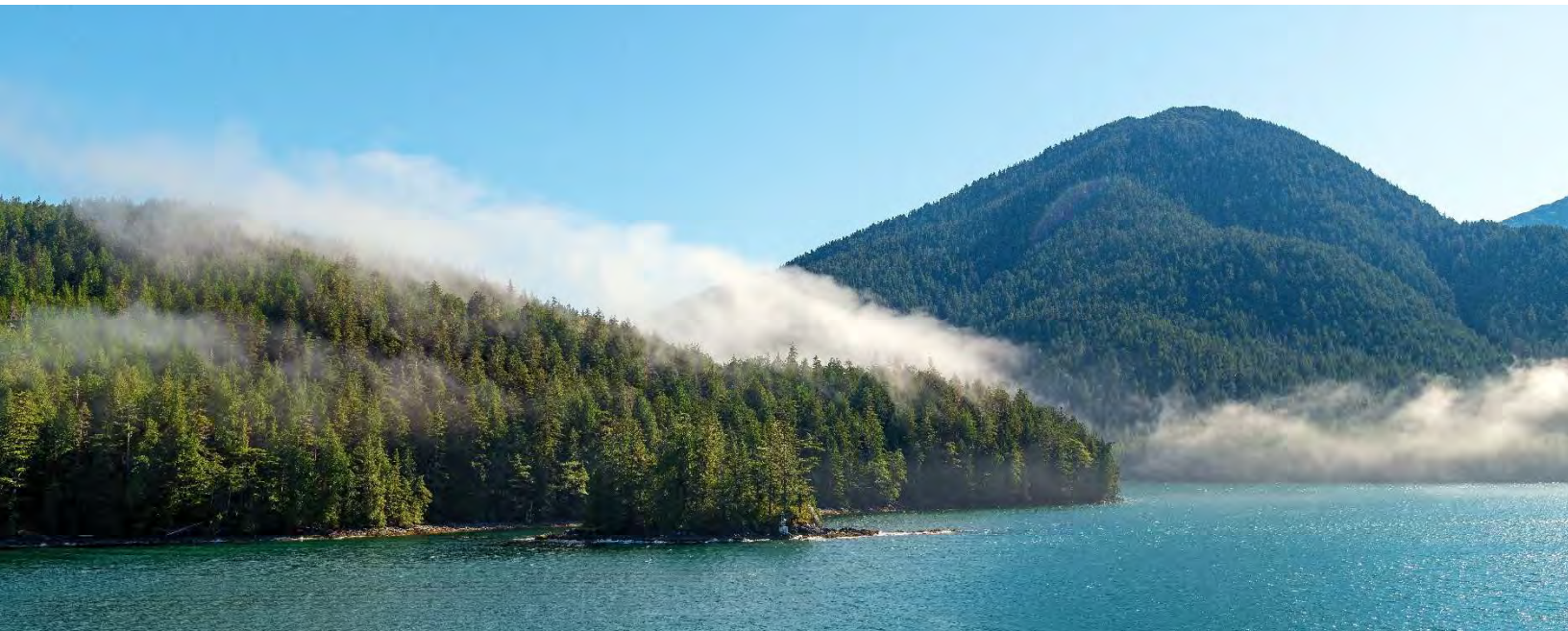
While this Assessment focuses on a defined aspect of social service needs and delivery in the City, understanding the influence of trauma can help Prince Rupert understand its role in the broader systems and the opportunities it has to support approaches that can help to heal these systems.

## Methodology

This Assessment draws on the following sources of information:

- 1) **Local Knowledge of People Accessing Social Services in Prince Rupert** - The project team held focus groups at Cranes Crossing and the Prince Rupert Salvation Army. Project team members were also available for individual discussions after these focus groups for people who felt more comfortable engaging one-on-one. Everyone who participated received a \$25 honorarium.
- 2) **Local Knowledge of Service Providers** – The project team held in-person and virtual workshops with local social service providers in Prince Rupert. This included a session with an Indigenous-focused social service provider. The project team was also guided by an Advisory Group that provided input on the project’s engagement approach and key findings.
- 3) **Federal and Provincial Datasets** – This includes Federal Census data, Provincial child poverty and homelessness data, and early childhood learning and vulnerability data from the University of British Columbia.

While this process was able to engage with Indigenous people living in Prince Rupert, it was not able to engage with Indigenous Nations who provide services to their people in Prince Rupert. Readers of this report should be mindful of this key information gap. Action coming from this Assessment by the City and its partners should work to ensure this engagement gap is addressed.





# Community Context

The City of Prince Rupert is located on the unceded traditional territory of the Ts'msyen people and the traditional keepers of their land. What's now called Prince Rupert Harbour had long been an intersection of trade and commerce for Indigenous people dating back to time immemorial.

The City of Prince Rupert is now a small but resilient community. The City has gone through several periods of economic expansion and decline. For many in the community, what makes the City strong is its diversity and ability for the community to come together to support one another. Over 40% of the population (according to Census data<sup>2</sup>) is Indigenous and the City is home to offices of many First Nations and Indigenous service organizations that offer local services to their members.

While the City of Prince Rupert has strong economic industries, community members have noted that this strong economic growth has not been directly reflected in the current circumstances of all residents. The City is experiencing an affordable housing crisis. Children and youth are experiencing some of the highest levels of poverty and vulnerability in the entire Province. The community is also seeing an increasing number of people experiencing homelessness and accessing services to meet their basic human needs.

Specific indicators of community well-being indicators are outlined in the sections below.

---

2. The Census likely underrepresents the number of Indigenous people in Prince Rupert.

## Population and Demographics<sup>3</sup>

**13,442**

**PEOPLE**

In 2021, there were 13,442 living in the Prince Rupert Census Agglomeration. Approximately 12,300 of those individuals lived in the City of Prince Rupert. This represents an increase from 12,220 in 2016.

**40.4**

**AVERAGE AGE**

The population in Prince Rupert is slightly younger than the Provincial average. In 2021, the average age of the population was 40.4, both in the Census Agglomeration and the City. This is lower than the Provincial average age of 42.3.

**40.5%**

**INDIGENOUS  
POPULATION**

In 2021, there were 5,390 Indigenous people in Prince Rupert Census Agglomeration, making up 40.5% of the population. In the City, 37.3% of the population were Indigenous. Of the Indigenous population in Census Agglomeration, 90.1% (4,855) were First Nations people, 7.1% (380) were Métis, and 0.2% (10) were Inuit. Due to the nature of Census data collection methods this is likely an underestimation.

**35.5**

**AVERAGE AGE OF  
INDIGENOUS  
POPULATION**

In 2021, the Indigenous population in Prince Rupert Census Agglomeration was much younger than the non-Indigenous population. The average age of the Indigenous population was 35.5 years in the Census Agglomeration and 34.8 years in the City.

**13%**

**FOREIGN-BORN  
POPULATION**

In 2021, 13% of the City of Prince Rupert population were foreign-born. Approximately 12.2% of the population in the wider Census Agglomeration were foreign-born. The top three places of birth among immigrants living in Prince Rupert were Vietnam, India, and the Philippines.

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3. Statistics Canada. (2023). Prince Rupert Census Profile. 2021 Census of Population. Retrieved from: [www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&DGUIDlist=2021A00055947012&GENDERlist=1&STATISTIClist=1&HEADERlist=0](http://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&DGUIDlist=2021A00055947012&GENDERlist=1&STATISTIClist=1&HEADERlist=0)

## Labour and Income<sup>4,5</sup>

### 9.8%

#### UNEMPLOYMENT RATE

In 2021, the unemployment rate in Prince Rupert was 9.5% compared to 8.4% across the province. Unemployment among the age groups varied. In the Census Agglomeration, the unemployment rate among people aged 15 to 24 was 17.1%, 8% for those aged 25 to 64, and 11% for those over 65. While there is no City-specific data for 2024, the North Coast and Nechako region has seen a 0.4% reduction in the unemployment rate from 2021 to 2024. The region's unemployment rate sits at 6.2% (as of January 2024).



#### MAIN SECTORS

The three main sectors by percentage of total employment for Prince Rupert and the surrounding area (based on the Census Agglomeration area) were transportation and warehousing, retail trade, and health care and social assistance.

### 12.1%

#### OF POPULATION WITH INCOME UNDER \$30,000

In 2020<sup>6</sup>, 12% of households in the Census Agglomeration people had incomes under \$30,000. This statistic differs from past Census years (2016 and 2011) and likely represents the introduction of the Canadian Child Benefit and the temporary pandemic benefits.

### 7.7%

#### OF POPULATION LIVING IN POVERTY

In 2020, approximately 7.7% of the population in Prince Rupert lived in poverty according to the Individual Market Basket Measure. This is likely an underestimation of need as this data was collected when many households were receiving temporary income supports during the pandemic.

## Children and Youth<sup>7,8,9</sup>

### 18.8%

#### CHILD POVERTY RATE

In 2022, the Prince Rupert Census Agglomeration had the third highest rate (18.8%) of child poverty in the Province.

### 42.6%

#### CHILD POVERTY RATES FOR LONE PARENT HOUSEHOLD

4. Statistics Canada. (2023). Prince Rupert Census Profile. 2021 Census of Population. Retrieved from: [www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&DGUIDlist=2021A00055947012&GENDERlist=1&STATISTIClist=1&HEADERlist=0](http://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&DGUIDlist=2021A00055947012&GENDERlist=1&STATISTIClist=1&HEADERlist=0)

5. Statistics Canada. (2022). Individual Market Basket Measure poverty status by demographic and economic family characteristics of persons: Canada, provinces and territories, census metropolitan areas and census agglomerations with parts. Retrieved from: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=9810011201&pickMembers%5B0%5D=1.160&pickMembers%5B1%5D=2.1&pickMembers%5B2%5D=3.1&pickMembers%5B3%5D=4.1>

6. For the 2021 Census, the reference period for income data is the calendar year 2020.

7. Human Early Learning Partnership. (2024a). EDI Dashboard. University of British Columbia. Retrieved from: [dashboard.earlylearning.ubc.ca/#demographics](http://dashboard.earlylearning.ubc.ca/#demographics)

8. Human Early Learning Partnership. (2024b). MDI Dashboard. University of British Columbia. Retrieved from: [mdi.dashboard.earlylearning.ubc.ca/](http://mdi.dashboard.earlylearning.ubc.ca/)

9. First Call. (2023). 2022 BC Child Poverty. Retrieved from: [baseline.bchumanrights.ca/wp-content/uploads/2023/07/2022-Child-Poverty-Report-Card.pdf](http://baseline.bchumanrights.ca/wp-content/uploads/2023/07/2022-Child-Poverty-Report-Card.pdf)

In 2022, 27.4% of children aged 0 to 14 in the Prince Rupert Census

**46%**

**STUDENT RATE OF LOW WELL BEING**

Agglomeration lived in a one-parent family. Child poverty rates for children in lone-parent families across 26 BC cities and towns were the highest in Prince Rupert at 42.6%.

Middle Years Development Instrument 2022-23 survey reported the following rates of low well-being among surveyed students in Prince Rupert: Grade 4 (45.8%), Grade 5 (45.2%), Grade 6 (49.1%), and Grade 7 (45.5%). This measure of well-being is based on a combined score of optimism, self-esteem, happiness, absence of sadness, and general health. Across all four grades, students in Prince Rupert reported higher rates of low well being compared to the Provincial average.

**43%**

**VULNERABLE ON MORE THAN ONCE SCALE**

According to the Early Development Instrument 2022-2023 survey of 119 children in Prince Rupert, 43% were vulnerable on at least one or more of the five scales of the EDI. These vulnerabilities include physical health and well-being, social competence, emotional maturity, language and cognitive development, and communication skills and general knowledge. The Provincial average was 33%.

## Housing<sup>10</sup>

# 4,840

**NEW HOMES BY 2030**

According to the 2022 Housing Needs Report, Prince Rupert will need an additional 4,840 new homes by 2030, with 35% needing to accommodate families with 3 or more bedrooms, and 47% needed to serve households earning less than \$60,000 per year.

# 7.3%

**HOUSEHOLDS IN CORE HOUSING NEED**

In 2021, the 7.3% of households in Prince Rupert were in core housing need. A household is in core housing need if its housing does not meet one or more of the adequacy, suitability, or affordability standards, and it would have to spend 30% or more of its before-tax income to access acceptable local housing. The number of households reported to be in Core Housing Need is likely lower than 2024 levels due to the pandemic-related income benefits that were available during the 2021 Census data collection.



**MANY HOUSING NEEDS**

The 2022 Housing Needs Report highlighted several areas of key housing need, including the growing need for seniors housing with varying levels of support, the need for housing with supports for people living with complex mental health challenges and acquired brain injuries, a need for 2+ bedroom units for larger families, and affordable rental and ownership housing in good condition.

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10. City Spaces. (2022). City of Prince Rupert – Housing Needs Report. Retrieved from: [www.princerupert.ca/sites/7/files/2023-06/221128\\_Final\\_PR\\_HNR.pdf](http://www.princerupert.ca/sites/7/files/2023-06/221128_Final_PR_HNR.pdf)

## Homelessness<sup>11,12</sup>

**146**

**INDIVIDUALS  
EXPERIENCING  
HOMELESSNESS**

In the 2023 Homeless Count, 146 people were identified as experiencing homelessness compared to 118 in 2021. These Point-in-time Counts are often under representation of homelessness, as they only capture visible homelessness.

**41%**

**UNSHELTERED**

Of the 41% unsheltered individuals identified in the 2023 Homeless Count, 68% were staying at someone else's place, 11% stayed outside, and 8% stayed in a makeshift shelter or tent.

**88%**

**INDIGENOUS  
RESPONDENTS**

Approximately 88% of the people experiencing homelessness in the 2023 Homeless Count identified as Indigenous. Approximately 94% of the Indigenous-identifying respondents have lived or had generational experience with residential schools.

**44%**

**LACKED INCOME TO  
MAINTAIN HOUSING**

Of the respondents in the 2023 Homeless Count, 44% of individuals noted a lack of income as their reason for housing loss.

Approximately 25% noted substance use, 15% noted conflict with their landlord, and 15% noted conflict with a partner or spouse.

**60%**

**MEN**

A majority (60%) of respondents to the 2023 Homelessness Count identified as male. Approximately 37% identified as female, and 3% identified with another gender identity.

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11. BC Housing. (2021). Prince Rupert – 2021 Homeless Count. Retrieved from: [bchousing.org/sites/default/files/media/documents/Homeless-Count-Prince-Rupert-2021.pdf](https://bchousing.org/sites/default/files/media/documents/Homeless-Count-Prince-Rupert-2021.pdf)

12. BC Housing. (2023). Prince Rupert – 2023 Homeless Count. Retrieved from: [bchousing.org/sites/default/files/media/documents/Homeless-Count-Prince-Rupert-2023.pdf](https://bchousing.org/sites/default/files/media/documents/Homeless-Count-Prince-Rupert-2023.pdf)

20%

2SLGBTQIA+

Approximately 20% of respondents identified as 2SLGBTQIA+, while approximately 5% of respondents identified trans experience.

58%

EXPERIENCED  
HOMELESSNESS LONG-  
TERM

Approximately 58% of respondents to the 2023 Homeless Count had experienced homelessness for more than one year.

91%

LONG-TERM RESIDENTS

Approximately 91% of respondents to the 2023 Homeless Count had been in the community for more than one year. 83% had been in the community for five years or more, and 45% had always been in the community.





# Assessment of Community Strengths and Needs

## Summary of Lived Experience Interviews

This section highlights the experiences, knowledge, and ideas of the participants who participated in the focus groups for people who have lived or living experience of accessing social services in Prince Rupert.

### **SERVICES THEY USE**

Participants noted that the services they use the most include the Salvation Army meals, Cranes Crossing housing, counselling, local transit, and the offices of the First Nations they belong to. While this is not a full list of services in Prince Rupert, it helps understand the focus of the feedback the project team received. The feedback in this section may not be fully reflective of the clients accessing services at other organizations in the City.

### **CURRENT CHALLENGES AND SERVICE GAPS**

#### **Challenging and Traumatic Experiences Living in the Community**

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People spoke to the difficult moments in their lives and trauma that has led to their mental health challenges and addictions, including recent deaths that have collectively impacted their communities. They also talked about feeling stuck, not hopeful about the future, and not happy with their lives right now.

#### **Difficulty Getting the Right Help**

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People mentioned it's tough to find and use services that could help them. They explained that they sometimes don't know what services are out there. Some people also mentioned being kicked out of specific programs/services, not being able to regularly attend sessions to receive training, and difficulty achieving practice hours for specific trades training.

**Not Much to Do During the Day**

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People said there's not a lot going on during the day, especially when the shelter is getting cleaned. In the winter, they mentioned there aren't many places to go to stay warm. They said having nothing to do, especially in winter, makes them more likely to turn to substance use to escape from their current experience.

**Finding the Right Place to Live is Tough**

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People living in the shelter said it's hard to go to appointments or other commitments because they have to sign in at a specific time every day to keep their bed. They also said it's tough to find an open spot in a permanent place to live, like at Cranes Crossing. Spaces in housing are so limited that they can't always access the service that might work best for them, such as finding sober housing when they need a sober space for recovery or vice versa.

**Not Enough Help After Treatment**

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People said there aren't enough support services for them after they get help for addiction. They have to leave the community for treatment, and when they come back, it's hard to stay sober because there's not enough support.

**Unequal Access to Services**

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There is a perception among some people that they receive unfair treatment when they try to use services or get training. Specifically, they didn't understand why certain people can access housing and training programs over others.

**OPPORTUNITIES TO IMPROVE THEIR SITUATION****Short-Term Jobs**

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People talked about problems they faced in keeping a steady job. They noted they would be looking for shorter-term and low-barrier opportunities to make money. They said this would help them make ends meet and build a sense of pride and respect within themselves.

**Low Barrier Training**

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People found it hard to access training programs in the community. Once they did access training they had difficulty getting the required hours for certain trade certifications.

**Wrap-Around and Peer Supports**

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People mentioned it would be useful if they had someone to check on them regularly, especially after going to treatment outside the city. One person said having someone who cares about them to guide their recovery would make a big difference.

### **Creative Outlets**

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People have hobbies like drawing, making crafts, and music, but they can't afford to do them. They think being able to pursue these hobbies would boost their self-esteem. Some said they'd like help to turn these hobbies into ways to make money, like selling art at a local market.

### **Connecting to Culture**

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Some Indigenous people talked about feeling disconnected from their culture. They said they need to connect with Elders and people who hold traditional knowledge to rebuild their ties to their community.

## **Summary of Service Provider Interviews and Focus Groups**

It is important to note that many of the community strengths are also highlighted as challenges. They exist in both spaces as there are services helping to fill a specific need in the community, but they are not enough to address worsening community challenges. Many if not all of the community organizations noted that the need in the community is increasing, services are stretched to capacity, and they require more resources and capacity to address these needs.

## **COMMUNITY STRENGTHS**

### **Advocacy and Justice Supports**

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Several organizations, including the Prince Rupert Unemployed Action Centre, Kxeen Community Services Society, North Coast Transition Society, and the Prince Rupert Indigenous Justice Centre are providing necessary supports to navigate legal and justice processes.

### **Children, Youth, and Family Support**

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There are several organizations in the City offering support for children, youth, and families including the Berry Patch Child Care Resource and Referral, Change Makers' Education Society, Friendship House Association of Prince Rupert, Kxeen Community Services Society, the local office of the Ministry of Children and Family Development, North Coast Community Services Society, North Coast Literacy Now, North Coast Transition Society, Northwest International Family Services Society, and the Prince Rupert Library.

### **Community Diversity**

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For a relatively small city in the north, Prince Rupert has a very diverse population. This is a strength for the community. Over 40% of the population is Indigenous and there are many people from around the world who have made the Prince Rupert their home.

### **Community Relationships and Support**

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Participants of this project have noted the sense of community connection. During focus groups, several initiatives were highlighted that speak to the community's ability to come together for a shared purpose. There were also several instances of local businesses supporting social service organizations.

### **Employment and Training Supports**

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Community members have access to several education and training opportunities through School District 52, Coast Mountain College, TRICORP, North Coast Community Services, and Hecate Straight Employment and Development Services.

### **Food Security Programs**

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The Salvation Army runs the local food bank which is seeing an increasing number of people needing its services. The Church of Annunciation also provides soup and sandwiches every Sunday and holidays. These services need more capacity and resources to advance this work. For Indigenous residents, there are also food distribution systems that share specific allotments of seafood with area band memberships if/when it is available. The Nisga'a society also provides their members with fresh produce distribution opportunities through their local greenhouse at Yaga.

### **Housing Supports**

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Housing remains one of the top challenges for the community. A limited number of organizations have been offering emergency shelter and supportive housing options to help people experiencing or at risk of homelessness and at-risk women and their children. Organizations providing this support include the North Coast Transition Society and Trinity Recovery House.

### **Indigenous-Specific Supports**

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In addition to local services offered by First Nations government offices to urban members, there are several organizations offering supports to meet the specific needs of Indigenous people in the City, including Kxeen Community Services, the Friendship House Association of Prince Rupert, and the Prince Rupert Indigenous Justice Centre (run by BC First Nations Justice Council), as well as support for Residential School and Day School program applications through the Unemployed Action Centre. These services need more capacity and resources to advance this work. Kxeen Community Services in particular runs a cultural connections program that offers creative and cultural connections at KCSS, and they try to integrate a variety of Indigenous cultural practices.

### **Partnerships Between Organizations**

Even with limited capacity and resources, organizations are working to break down silos and partner together to support the community. Quarterly meetings are being held to bring together local service providers and ensure the lines of communication stay open. There is a local Situation Table that is a resource for service providers to access multi agency supports for at-risk clients. Organizations outside of the social service delivery space, including the library, are also acting as key connection points for services.

### **Mental Health and Addiction Supports**

As the mental health crisis worsens in Prince Rupert, several organizations have worked to provide a high-quality of care for their community including Northern Health, the local Ministry of Children and Family Development office, North Coast Transition Society, the Trinity Recovery House, and the Friendship House Association of Prince Rupert.

### **Seniors Support**

Seniors in the community are supported by several programs offered by the Prince Rupert Seniors Centre, the Better at Home program through Kxeen Community Services Society, and the Friendship House Association of Prince Rupert. These services need more capacity and resources to advance this work.



**Transit for Size of Community**

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Participants noted that while transit is lacking, it is much more useful compared to other communities of a similar size. There is the HandyDart and the local public transit are all great resources for the community. The Northern Health Bus and Friendship House Shuttle to Terrace are also available to access services outside of the community.

**Upcoming Childcare Initiatives**

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In 2023, School District 52 received funding to add 111 childcare spaces. Childcare is currently being supported by several organizations in the community including Berry Patch Child Care Resource and Referral, Kxeen Community Services Society, and the Friendship House Association of Prince Rupert.

**Upcoming Housing Initiatives**

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The City and its partners are working to support new housing projects that will help address the community's current housing needs. Other partners are also exploring partnerships with the Province to develop housing projects. Indigenous organizations and governments are either actively building or applying for funding to build non-market housing.

**Upcoming Reconciliation Initiatives**

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The City and Kxeen Community Services have started an Indigenous Relations Committee and are actively working on group priorities, projects and policy recommendations to bring forward to City Council.

**Upcoming Safety Initiatives**

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The RCMP is launching a Car 68 program which will have a nurse in an RCMP vehicle to support mental health calls. The RCMP has recently reinitiated engagement with Kxeen community services Restorative Justice program.

## CRITICAL COMMUNITY NEEDS

### Service Delivery Issues/Opportunities to Address Multiple Needs

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There are three core issues that impact many local organisations' ability to deliver services. These issues are a foundational barrier to addressing the community's needs.

#### 1

##### **Housing**

The housing crisis is one of the main barriers to employment. Many staff leave the community due to the lack of affordable housing. It can also be hard to recruit new people who don't already live in the community.

The Housing crisis is also affecting everyone in the community. Families are struggling to find affordable homes. The lack of affordable housing is pushing many people into homelessness. Many international students are being taken advantage of due to the lack of housing options.

#### 2

##### **Staffing**

Hiring remains a challenge across the sector, but particularly in Prince Rupert. Many individuals don't want to live in a remote Northern small town. The people that do come to the community are often earlier in their careers and don't stay long. The staff that do stay often deal with compassion fatigue, burnout, and lack of adequate compensation for the role they take on. These staffing challenges lead to issues of coverage; if someone needs to go on leave, this can lead to temporarily shutting down a service.

#### 3

##### **Funding**

Funding is often short-term and inconsistent, which creates issues operating consistent and reliable programs for clients. The lack of suitable funding often means organisations can't provide the necessary stability that clients need to access support, leading to a lack of hope and trust. A lot of staff capacity is also spent searching for new funding sources and fitting their programs within a funding source's requirements.

## Community Needs

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### Families, Children, and Youth

Families across the City are struggling to keep things together, given rising cost of living, lack of housing, and other issues. There is a need to further support organizations who are providing services for families as a unit, including the Friendship House Association of Prince Rupert, the Ministry of Child & Family Services Office for Prince Rupert, North Coast Community Services, Northwest Inter-Nation Family and Community Services Society, and the Indian Residential School Survivors Society.

The North Coast Transition Society offers housing for women and children fleeing domestic violence, though spaces are extremely limited. There is no similar service for men in the community.

The City lacks services for youth, including:

- **Youth Experiencing Homelessness:** There are no options for youth experiencing homelessness in Prince Rupert as all existing emergency and supportive housing facilities have minimum age requirements.
- **Mental Health Services:** The existing mental health services provided by School District 52 and Northern Health are often at capacity.
- **2SLGBTQ+ Support:** There are no specific supports for 2SLGBTQ+ youth. Community members have witnessed a rise of anti-2SLGBTQ+ sentiment in the community leading many members of the community (including adults) to feel unsafe.

There is a lack of respite care for families who have children with special needs, people caring for family members, and foster parents. Community members believe the lack of respite care can partially explain the shortage of foster parents.

Current services for children with special needs are sometimes only offered virtually and do not have the capacity to meet the demand.



### Income and Employment Supports

Life in Prince Rupert is becoming increasingly unaffordable for many community members.

There are opportunities for employment. However, these opportunities do not work for everyone. People accessing services have noted a desire for employment, but they sometimes struggle to meet the reliability requirements.

Employment is especially hard for people who were recently incarcerated, people struggling with mental health and addictions, and single parents. Employment is made even more difficult due to the lack of childcare spaces.

The Prince Rupert Unemployed Action Centre does provide advocacy services for employment insurance, tenancy issues, income assistance, Canada Pension Plan, disability, and employment standards. However, it needs more capacity and resources to advance this work.

### Local Food Bank and Food Distribution Programming

Many households in Prince Rupert are food insecure given the rising number of people accessing food bank supports. The Food Bank isn't always able to meet the needs in the community – for example, some people noted that they receive ingredients for meals but have no place to prepare these meals.

The Salvation Army Soup Kitchen only operates Monday to Friday. The Annunciation Church offers meals on Sundays and holidays, but not during the summer so there are no meals available over the summer on weekends.

### Homelessness Prevention Supports

Community members have pointed to the larger housing crisis that has forced many people into homelessness. There is a shortage of both affordable market rental units and units with deeper subsidies which is forcing many people into homelessness. There is also a reported problem of 'bad-faith evictions' and people being displaced.

The waitlists for supportive housing are extremely long. When there is a spot available people are not always paired up with the type of housing support that would best meet their needs and they are not able to easily move through various types and stages depending on their life circumstances.

Much of the homelessness in the City is invisible and not counted in traditional point-in-time counts. Common populations of hidden homelessness in the City include youth and seniors.

### Indigenous-Focused Social Service Supports

Discriminatory, racist, and colonial practices and systems have had a lasting legacy and continue to create barriers for Indigenous peoples and communities in Prince Rupert.

Indigenous peoples accessing services report experiences issues of discrimination and racism.

The local Reaching Home grant, which offers funding to meet the needs of First Nations, Inuit, and Métis people who are experiencing homelessness or are at risk of homelessness, is undersubscribed.

There are very few services for Indigenous Peoples that are not connected with a specific Nation who have offices located in Prince Rupert.



### Mental Health and Addiction

Many community social events revolve around alcohol consumption. There are very few sober spaces for community socializing.

There is no medically supported detox service in the community. Clients would have to travel to Prince George, which is a major barrier for anyone without transportation or resources.

There are a very limited number of treatment spaces in the community. Across the province, treatment facilities have long waitlists. When a spot becomes available it often does not line up with when a person is feeling ready to access treatment.

In-community mental health supports are at capacity and individuals often have to wait months to access support. The waitlist for Northern Health mental health services is at least a couple of months.

People accessing substance use treatment services must leave the community. When they return, there are few support services to help them stay sober if Alcoholics Anonymous and Narcotics Anonymous doesn't work for them.

### Other General Social Supports Challenges

**After-Hours Services:** Many services are offered Monday to Friday, 9:00am to 5:00pm. This does not fit the schedules of many shift workers, especially those who work with the port and related industries who can be penalized if they miss or decline shifts.

**Transportation to Other Communities:** The bus to Terrace only runs twice a week and is expensive. People sometimes have to stay in Terrace for specific appointments that don't align with the bus schedule, which can add significant costs.

**Transportation Within the Community:** The bus does not run on Sundays, there is no bike infrastructure in the City, and the HandyDart doesn't run after 3:00 pm and doesn't go to Prince Edward.

**No Funeral Home:** The community lacks a funeral home which creates issues when there is a death in the community, as family members have to go to Terrace.

**Lack of Options and Second Chances:** Due to the size of the community, once someone is banned from a service, they do not have any alternatives to go to.

**Lack of Referral Options:** Every service has long waitlists, so it can be difficult to find places to refer people to specific services.



# Recommendations for Strategic Action

This Assessment is a step towards understanding and documenting the City's social needs. The City could benefit from undertaking the development of a Social Strategy that aims to understand opportunities to address the community's challenges and the role that the City and social service sector organizations will play in the solutions. The following recommendations are pieces that could be further explored in a Social Development Strategy.

## City Actions

- 1** Explore opportunities to better define the City of Prince Rupert's role in poverty reduction, social inclusion, and systems healing based on the existing assessment of strengths, challenges, and opportunities. This can include the development of a Social Development Strategy that clearly defines what is in and out of scope for the City's social development work. This Strategy can also support the City to prioritize the various opportunities.
- 2** Continue City's participations in the work being done by the Indigenous Relations Committee and Accessibility Committee.
- 3** Explore opportunities to develop incentive programs that would support the attraction of specific community services to address gaps, including youth programs or addiction services to the community.
- 4** communication and collaboration of social service organizations across the City, including the ongoing maintenance of the service inventory.  
Continue to support the
- 5** Develop a lens tool to support inclusion of poverty reduction and accessibility considerations in the development of policies and projects, as well as events.

## City Advocacy and Partnerships

- 1 Continue to work with partners to address the community's housing needs. This can involve several actions, including:
  - Implementing the Housing Acceleration Action Plan to increase the speed and supply of housing development.
  - Exploring opportunities for non-profit workforce housing to support staff hiring and retention.
  - Leveraging City-owned land to develop housing that will maintain affordability in perpetuity.
  - Supporting local non-profits to develop a range of housing projects that meets the diverse needs of the community.
- 2 Partner with local organizations, to explore opportunities to facilitate funding for and support development of new programs or retrofit existing programs that address the opportunities highlighted by people with lived experience of accessing service in Prince Rupert, including:
  - Programs to support short-term/low barrier employment, such as neighbourhood cleaning crews.
  - Activities offered during the day, including access to arts, culture, and community.
  - Programs that incorporate peer-navigation and peer support.
  - Support for placemaking activities that encourage the celebration of Indigenous culture and history and involvement of un-housed population, where possible
- 3 Continue to advocate for and support social service organizations across the City as outlined in Section 3 Assessment of Community Strengths and Needs.
- 4 Continue to support local social service organizations in their capacity-building and hiring processes. This includes supporting Community Future's work to attract Social Service Workers.
- 5 Continue to support Indigenous organizations that provide social services to Indigenous Peoples.

## Engaging Indigenous People

- 1 Continue work to engage Indigenous Nations who provide services to their people in Prince Rupert as the City moves forward with its social development work, recognizing that building trust and engaging in reconciliation will have social benefits.

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## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** June 24, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director Development Services

**SUBJECT: Official Community Plan Amendment Bylaw No. 3541**

---

#### **RECOMMENDATION:**

**THAT Council consider City of Prince Rupert Official Community Plan Amendment Bylaw No. 3541, 2024.**

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

Lax Kw'alaams WAAP Housing Society has applied to the City of Prince Rupert to amend the City's Building Heights Framework to allow a height variance at the proposed subject property in order to allow a 38-unit building, with commercial use on the ground floor, at 836 3<sup>rd</sup> Avenue West.

#### **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 project will require a height variance from 16 meters permitted in the current zone (C1: Core Commercial) to allow the proposed 20 meter building. The decision for council to approve a height variance in the City Core is constrained by the current building heights framework in the Official Community Plan (OCP), which limits buildings in the midtown to 1-2 storeys. Developers are allowed to build within existing zoning permissions when the zoning regulations are not necessary aligned with the OCP. However, Council is not permitted to allow a variance that is in direct collision with the OCP, and therefore in order for the proponents to apply for a variance they first need this OCP amendment.

#### **ENGAGEMENT & REFERRALS**

The proponents will hold a public information session on June 21 to gather input from neighbours and residents on design and other elements of the project that may be of concern. While preliminary designs have been developed, if the current OCP amendment application is

passed, the proponent will have plenty of opportunity to incorporate feedback into the design at the development variance and the development permit stages. As noted, the OCP amendment does not automatically allow a height of 20 meters, but it would permit council to approve a variance in height if requested.

City staff have undertaken both internal and external referrals. At the time of writing this report, no feedback has been received on the proposal and no issues have been raised. If feedback is received from targeted external referrals prior to public hearing, council will receive that communication or a summary of input prior.

### **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.

### **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

### **4. Official Community Plan**

The proposal supports principles of complete communities with the development of housing close to amenities, not adding any significant increase onto existing services, which can be the case for new greenfield developments. It helps fill out the City's midtown area of the City Core, which is identified for housing development.

**ANALYSIS:**

Approving an OCP amendment to the building heights framework for this proposal would enable the proponents to apply for a height variance to the existing zoning. Under current zoning regulations for C1 Zone, they are permitted to build up to 16 metres with no need for a variance. To make the project viable, and to support their application to BC Housing, the property needs to accommodate at least 38 units, which will require a 20 meter building (or 5-6 storey) at that location.

The project is likely to result in some impacts to views from neighbouring areas, as shown in Attachment 2. However, these impacts will not significantly obstruct the overall view of the ocean from residential areas behind the City Core, but simply appear as another taller building in that viewscape. The proposed designs, which incorporate Lax Kw'alaams cultural design elements and colours, would add cultural presence and visibility of Ts'msyen territory to the downtown.

The location on 3<sup>rd</sup> Avenue W and on 8<sup>th</sup> Street block also gives precedence to allowing a 20 metre building as the C2: General Commercial Zone, which extends along the south side of 3<sup>rd</sup> Avenue West, already allows a maximum height up to 20 metres. This means that a building going in right across the street from this proposal would be able to build to that height without any further approvals from council.

**COST:**

Approval of this OCP amendment would have no budget impacts to the City.

**CONCLUSION:**

Staff recommend that council do 1<sup>st</sup> and 2<sup>nd</sup> Reading of OCP Amendment Bylaw No. 3541 and proceed to the public hearing.

**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:** June 24, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras Diaz, Planner I

**SUBJECT: OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW No. 3542, 2024 & REZONING AMENDMENT BYLAW NO. 3543, 2024.**

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#### **RECOMMENDATION:**

**THAT** Council consider the City of Prince Rupert Official Community Plan Bylaw No. 3542, 2024 and the City of Prince Rupert Rezoning Amendment Bylaw No. 3543, 2024.

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

To consider proceeding with the OCP Amendment Bylaw No. 3542, 2024 and Zoning Amendment Bylaw No. 3543, 2024; to allow a multi-family residential development on a portion of the property legally described as LOT E DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 4693 EXCEPT PLANS 6331 9717 9830 12425 PRP12954 AND PRP12955, on the quarry site on Seal Cove Avenue, as shown on map in the attachments.

#### **BACKGROUND:**

The City has received a request for an Official Community Plan and a Zoning Bylaw amendments for the subject property shown on attachments 1 and 2. The applicants, M'akola Housing Society, an Indigenous organization dedicated to providing affordable housing for Indigenous people and families, and Keycorp Consulting Ltd., a real estate development company, propose an Indigenous-led 62-unit housing development on a portion of the former rock quarry by Bellis Road.

The project being proposed would fall under what is currently "Waterfront Industrial" zone (M3), which does not allow for the desired use of multifamily residential. The applicants hope to amend the current zoning of this property to Multifamily Residential (RM3). This proposed Multifamily Residential zoning would allow for the proposed land use.

In 2022, the City Council entered an MOU with KeyCorp to develop Housing on the subject site. KeyCorp is working with their partner M'akola Housing Society to continue with that plan. This proposal will require a subdivision of the lot in addition to the proposed Official Community Plan and Zoning Amendments. If all processes are successful, the applicant will need a development permit before seeking a building permit. This proposal will result in the closure of the quarry permit.

**ANALYSIS:****Link to Strategic Plan**

One of the goals of the Strategic Plan was for the City of Prince Rupert to "The City of Prince Rupert will support and encourage new and renewed housing working with industry, senior government and First Nations." This proposal offers the opportunity for the City of Prince Rupert to support a development being proposed by a First Nation's organization in collaboration with a private enterprise to create a development comprising one, two, three, and four-bedroom units, including accessible units.

**Link to the Housing Needs Report, 2022**

The Housing Needs Report (HNR) is a document aimed at providing the Council and staff with a better understanding of Prince Rupert's housing needs and opportunities. Three of the most significant needs in the community, as determined by this report, are:

- need for more non-market Housing
- unmet demand for Housing for families
- gap in Indigenous-Led Housing Projects

The Housing Needs Report (HNR) described how housing dynamics in Prince Rupert have changed over the past couple of decades due to the limited new residential construction in recent decades, with low and moderate-income households experiencing challenges finding affordable Housing. Another important finding in the HNR is a growing need for senior Housing in a variety of support levels. The report highlights how many older residents currently live in inaccessible single-detached homes that may require high maintenance. Because of these reasons, it was determined that there is a need for "accessible multi-unit development (e.g., apartment with an elevator, single-storey townhouses) for aging residents and singles looking for smaller units, as well as assisted living facilities with dedicated supports."

With close to 40% of the population identifying as Indigenous and with the recent non-market housing projects completed by First Nations and BC Housing, the report also determined an essential need in the community for Indigenous-Led Housing Projects.

By offering new housing options for Indigenous people, this collaborative project between M'akola Housing Society and Keycorp Consulting LTD. aims to shorten the gap in the need for culturally safe Housing. This development proposal includes Non-Market Rental Housing and Accessible & Adaptable Housing for seniors in an Indigenous-Led Housing Project.

The applicants intend to create 62 units to serve various housing needs in Prince Rupert, including non-market Housing and four accessible units.

**Link to Housing Acceleration Action Plan**

This plan builds on the findings and engagement of the housing needs assessment completed in December 2022. One of the programs in this Action Plan is Supporting Indigenous Housing; this program aims to formalize the commitment on providing equity, capacity, and certainty to Indigenous-led housing projects. By supporting this Indigenous-led housing project, the City will ensure that Indigenous community members benefit from the City's growth.

### **Link to Reconciliation Policy Framework**

The Reconciliation Policy Framework was adopted in 2022 by the Prince Rupert City Council with the intention of laying out actions to progress towards reconciliation within the City in a meaningful and impactful manner.

As part of the actions aimed toward relationship building, development and Housing (4.0), the City made commitments to continuing to seek opportunities to partner with neighbouring Indigenous communities on housing efforts and continue supporting Indigenous-led organizations in their advocacy efforts and funding applications.

This development being led by M'akola Housing Society, an organization committed to providing high-quality and affordable homes for Indigenous communities in British Columbia, is an opportunity for the City Council to reiterate their commitment towards reconciliation and supporting this proposal as they seek funding to create a development that could positively impact the Indigenous members of the community.

### **Alignment with Official Community Plan**

Although the Official Community Plan (OCP) recommends for this site be used for industrial purposes, the OCP mentions how the growth that the City is experiencing and is expected to continue experiencing, can have impacts on the community, and how the City needs to manage and direct changes so that the impacts felt by the community can be positive. This general concept is reinforced by some of the planning principles behind the plan. Healthy Communities is one of the planning principles in the OCP. Which can be defined as "a place where healthy built, social, economic, and natural environments give citizens the opportunity to live to their full potential" (Canadian Institute of Planners, 2019). A healthy community encourages affordable and accessible Housing to produce a cohesive community.

This proposed development would create affordable and accessible housing options in the City, at a site that benefits from being close to Seal Cove Salt Marsh park, Rushbrook trail and other natural amenities, thus aligning with the healthy communities principles laid out in the City's OCP.

### **Equity Considerations**

As the population of Prince Rupert grows and housing solutions are explored, it is essential to employ an equity lens to understand how to address structural barriers like racism and ableism that result in an overrepresentation of Indigenous people and people with disabilities among those experiencing housing insecurity.

This proposed development will benefit several community groups that have historically been disadvantaged and need more housing options. The applicants have received direct input from different local organizations. With this project, they seek to provide housing options to address the need within the community.

### **Referrals**

Staff undertook internal referrals with related departments (Engineering, Building, Operations, and Corporate & Legislative Services) and targeted engagement with governmental agencies that may be affected by the proposal (surrounding First Nations, BC Transit, and Local School District), as outlined in the Local Government Act.

During such referrals, city staff raised awareness of the processes that must be followed to "deactivate" the quarry for the sought purpose. Due to the area's natural geography, site constraints may require additional planning and pumping to connect to the water main.

Engineering staff also mentioned that a multi-family housing project near the ocean may require further permits from other government bodies.

BC Transit has completed a detailed review and determined this development to be "Transit Ready". In addition, their report offers recommendations such as improving the transit stop, "With the increase in density, the transit stop could be relocated in front of the site and improved by the development of an accessible pad, transit shelter, bench, bike racks, or other customer amenities." The Council may choose to amend the resolution to be contingent on the developer upgrading the existing transit stop.

The consultation has raised no issues to date of this report. Further input will be summarized for the Council prior to 3<sup>rd</sup> Reading or submitted through the Public process.

**COST:**

There are no budget impacts to this recommendation.

**CONCLUSION:**

It is recommended that the Council give first and second readings to Bylaws No. # 3542, 2024, and 3543, 2024, and proceed to public hearing. The Council may wish to amend the resolution to include the requirement for upgrading the bus stop as recommended by BC Transit, which ties to the City's Transportation plan. Given the costs associated with quarry closure and related development costs of the site, additional fees may be foreseen as additional barriers to housing.

**Report Prepared By:**

**Report Reviewed By:**

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Rodolfo Paras Diaz,  
Urban Planner I

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Robert Buchan,  
City Manager

**Attachment:**

- Preliminary Building Designs

Originally signed available on request

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# Bellis Road

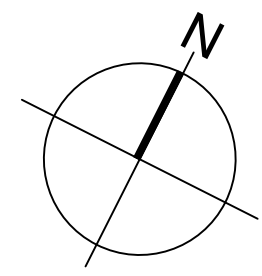
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PRINCE RUPERT | BC

Affordable Housing  
Community

2023 11 16 | Rezoning Submission



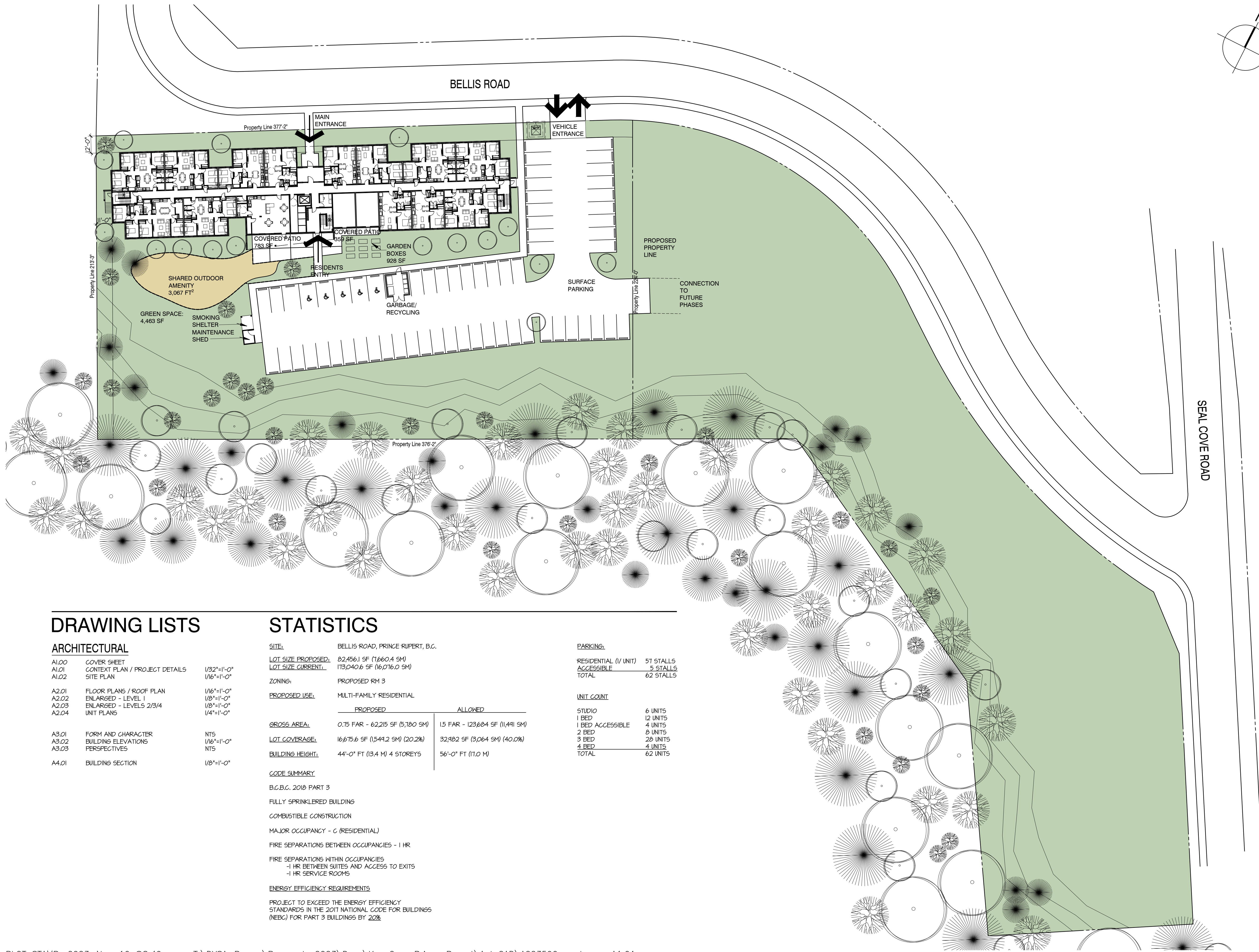


CLIENT

**KEYCORP CONSULTING LTD.  
M'AKOLA HOUSING SOCIETY**

NO. | DATE | ISSUE  
1 | 2023 11 16 | REZONING SUBMISSION

NO. | DATE | REVISION



## DRAWING LISTS

### ARCHITECTURAL

A1.00	COVER SHEET	
A1.01	CONTEXT PLAN / PROJECT DETAILS	1/32"=1'-0"
A1.02	SITE PLAN	1/16"=1'-0"
A2.01	FLOOR PLANS / ROOF PLAN	1/16"=1'-0"
A2.02	ENLARGED - LEVEL 1	1/8"=1'-0"
A2.03	ENLARGED - LEVELS 2/3/4	1/8"=1'-0"
A2.04	UNIT PLANS	1/4"=1'-0"
A3.01	FORM AND CHARACTER	NTS
A3.02	BUILDING ELEVATIONS	1/16"=1'-0"
A3.03	PERSPECTIVES	NTS
A4.01	BUILDING SECTION	1/8"=1'-0"

## STATISTICS

<b>SITE:</b>	BELLIS ROAD, PRINCE RUPERT, B.C.	
<b>LOT SIZE PROPOSED:</b>	82,456.1 SF (1,660.4 SM)	
<b>LOT SIZE CURRENT:</b>	119,040.6 SF (16,016.0 SM)	
<b>ZONING:</b>	PROPOSED RM 3	
<b>PROPOSED USE:</b>	MULTI-FAMILY RESIDENTIAL	
	<b>PROPOSED</b>	<b>ALLOWED</b>
<b>GROSS AREA:</b>	0.75 FAR - 62,215 SF (5,780 SM)	1.5 FAR - 123,684 SF (11,491 SM)
<b>LOT COVERAGE:</b>	16,615.6 SF (1,549.2 SM) (20.2%)	32,482 SF (3,064 SM) (40.0%)
<b>BUILDING HEIGHT:</b>	44'-0" FT (13.4 M) 4 STOREYS	56'-0" FT (17.0 M)

<b>PARKING:</b>	
RESIDENTIAL (1/ UNIT)	51 STALLS
ACCESSIBLE	5 STALLS
TOTAL	62 STALLS
<b>UNIT COUNT</b>	
STUDIO	6 UNITS
1 BED	12 UNITS
1 BED ACCESSIBLE	4 UNITS
2 BED	8 UNITS
3 BED	20 UNITS
4 BED	4 UNITS
TOTAL	62 UNITS

**CODE SUMMARY**  
B.C.B.C. 2018 PART 3  
FULLY SPRINKLERED BUILDING  
COMBUSTIBLE CONSTRUCTION  
MAJOR OCCUPANCY - C (RESIDENTIAL)  
FIRE SEPARATIONS BETWEEN OCCUPANCIES - 1 HR  
FIRE SEPARATIONS WITHIN OCCUPANCIES  
- 1 HR BETWEEN SUITES AND ACCESS TO EXITS  
- 1 HR SERVICE ROOMS  
**ENERGY EFFICIENCY REQUIREMENTS**  
PROJECT TO EXCEED THE ENERGY EFFICIENCY STANDARDS IN THE 2017 NATIONAL CODE FOR BUILDINGS (NECB) FOR PART 3 BUILDINGS BY 20%.



PROJECT

**BELLIS ROAD  
AFFORDABLE HOUSING**

BELLIS ROAD, PRINCE RUPERT, BC

**CONTEXT PLAN /  
PROJECT DETAILS**

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Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and dys architecture shall be informed of any variations from the dimensions and conditions shown on the drawings. Shop drawings shall be submitted to dys architecture for review before proceeding with fabrication.

PROJECT A223590  
DRAWN DI CHECKED DS

SCALE 1/32" = 1'-0"  
DATE NOV. 1, 2023

**A1.01**

CLIENT

**KEYCORP CONSULTING LTD.  
M'AKOLA HOUSING SOCIETY**

NO. | DATE | ISSUE

1 | 2023 11 16 | REZONING SUBMISSION

NO. | DATE | REVISION

PROJECT

**BELLIS ROAD  
AFFORDABLE HOUSING**

BELLIS ROAD, PRINCE RUPERT, BC

**SITE PLAN**

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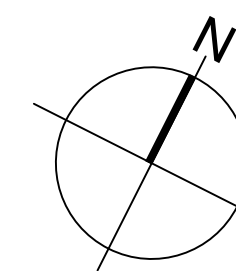
PROJECT A223590

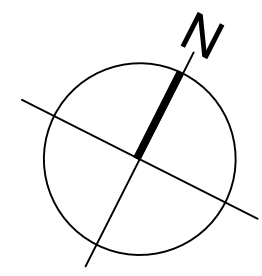
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SCALE 1/16" = 1'-0"

DATE NOV. 1, 2023

**A1.02**



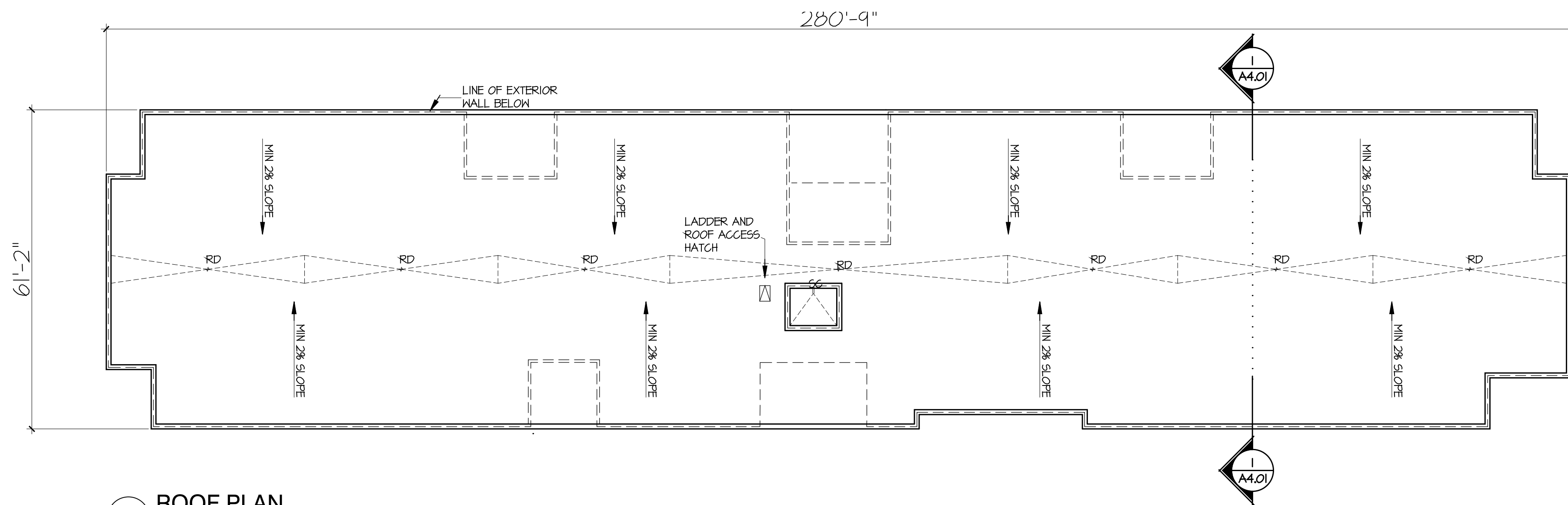


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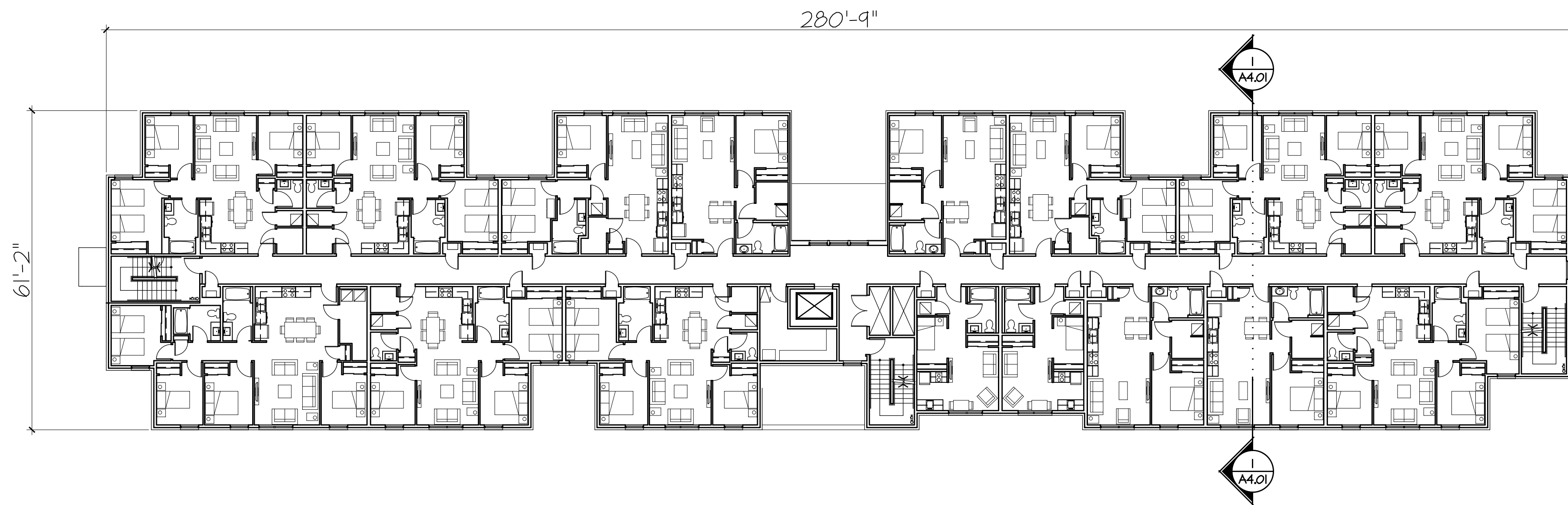
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M'AKOLA HOUSING SOCIETY**

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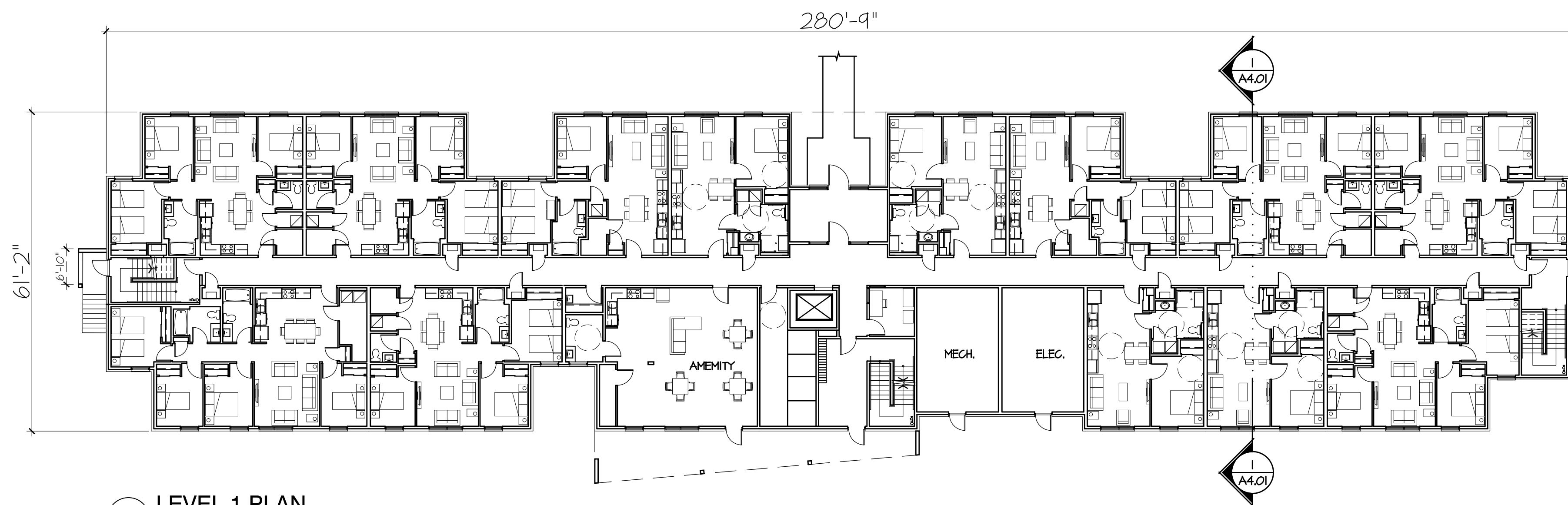
NO. | DATE | REVISION



ROOF PLAN



LEVEL 2 - 4 PLANS  
GROSS FLOOR PLATE: 15,444.2 SF



LEVEL 1 PLAN  
GROSS FLOOR PLATE: 15,882.9 SF



PROJECT

**BELLIS ROAD  
AFFORDABLE HOUSING**

BELLIS ROAD, PRINCE RUPERT, BC

**FLOOR PLANS  
AND ROOF PLAN**

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PROJECT A223590  
DRAWN DI CHECKED DS  
SCALE 1/16" = 1'-0"  
DATE NOV. 1, 2023

note: gross areas are measured to face of cladding.

**A2.01**

CLIENT

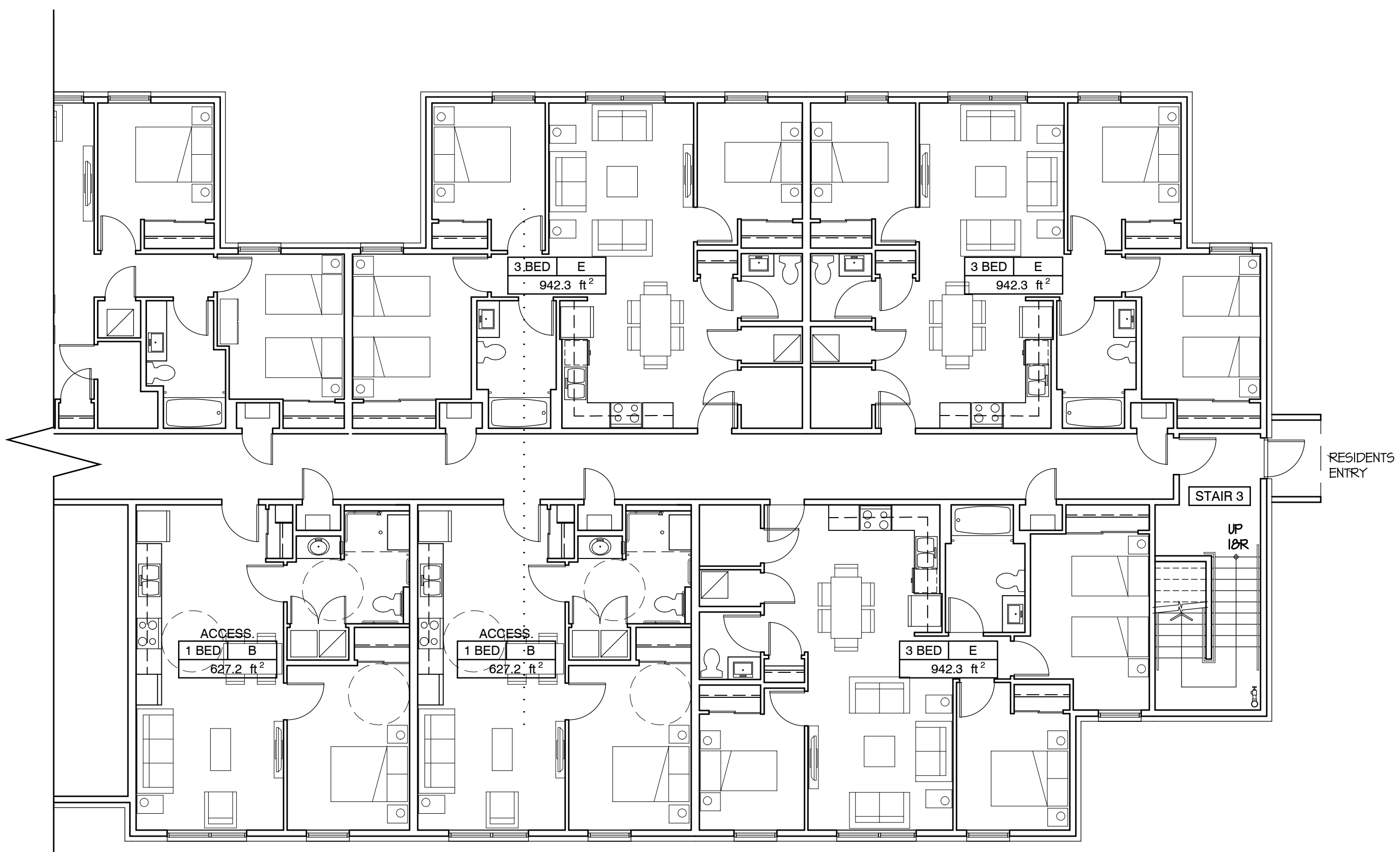
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M'AKOLA HOUSING SOCIETY**

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1 | 2023 11 16 | REZONING SUBMISSION

NO. | DATE | REVISION



LEVEL 1 WEST



LEVEL 1 EAST



PROJECT

**BELLIS ROAD  
AFFORDABLE HOUSING**

BELLIS ROAD, PRINCE RUPERT, BC

**ENLARGED  
LEVEL 1**

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PROJECT A223590  
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DATE NOV. 1, 2023

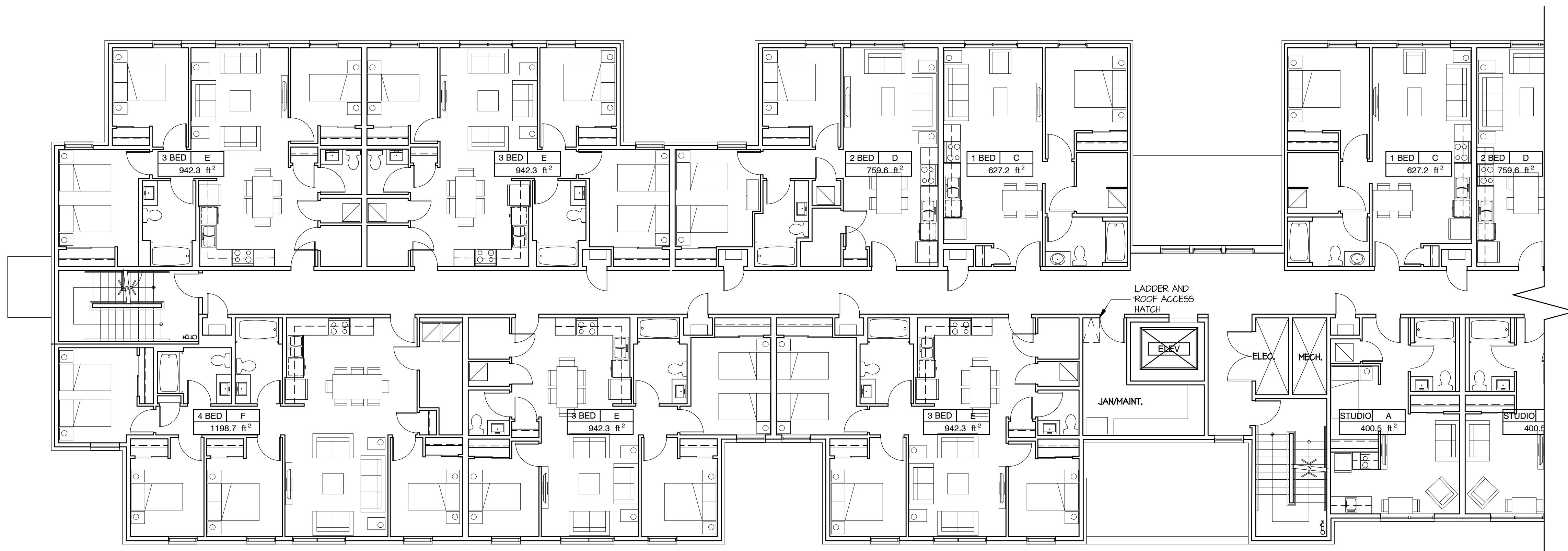
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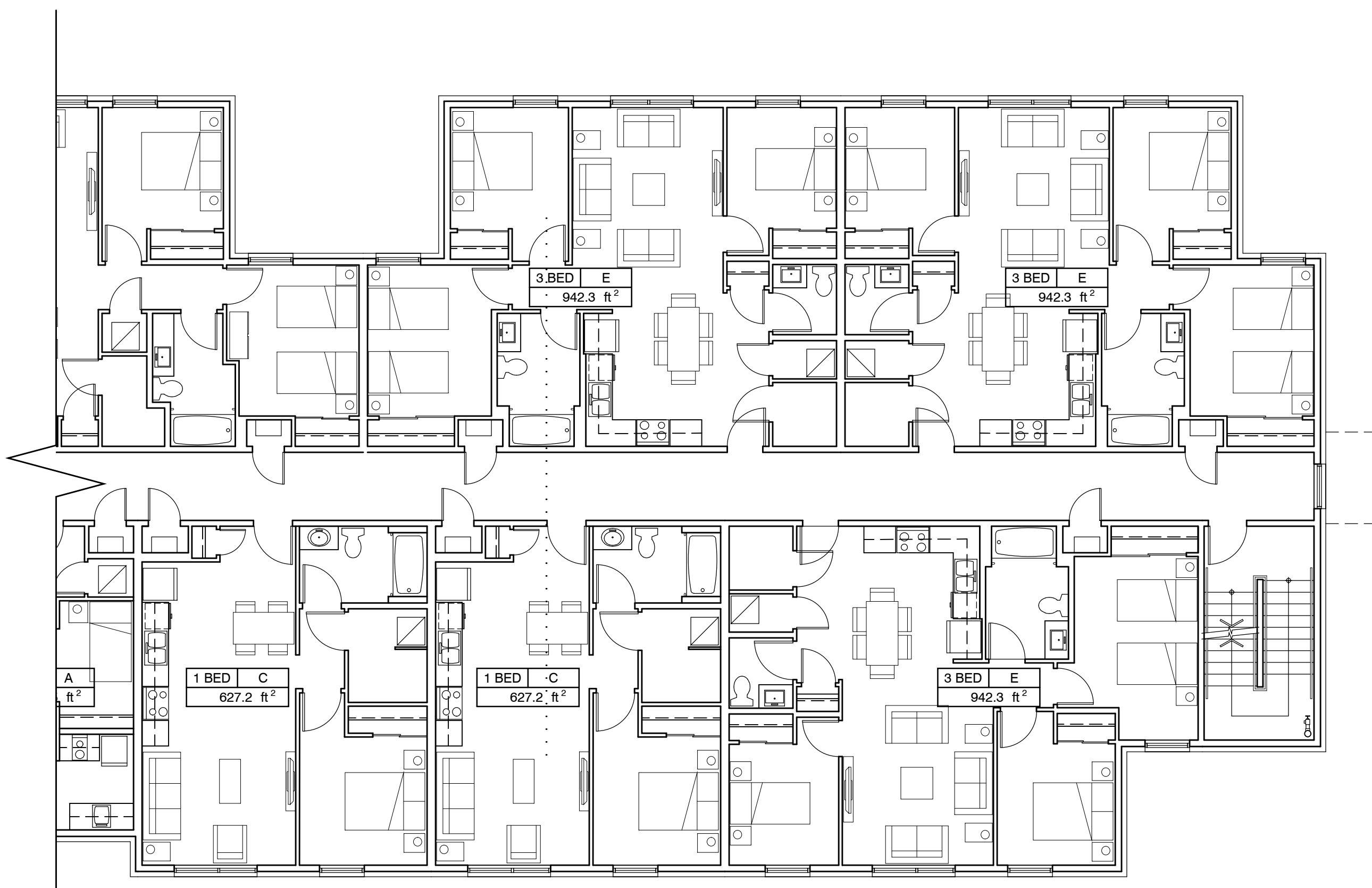
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M'AKOLA HOUSING SOCIETY**

NO. | DATE | ISSUE  
1 | 2023 11 16 | REZONING SUBMISSION

NO. | DATE | REVISION



○ LEVEL 2 - 4 WEST



○ LEVEL 2 - 4 EAST



PROJECT

**BELLIS ROAD PROJECT  
AFFORDABLE HOUSING**

BELLIS ROAD, PRINCE RUPERT, BC

**ENLARGED  
LEVELS 2 - 4**

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PROJECT A223590  
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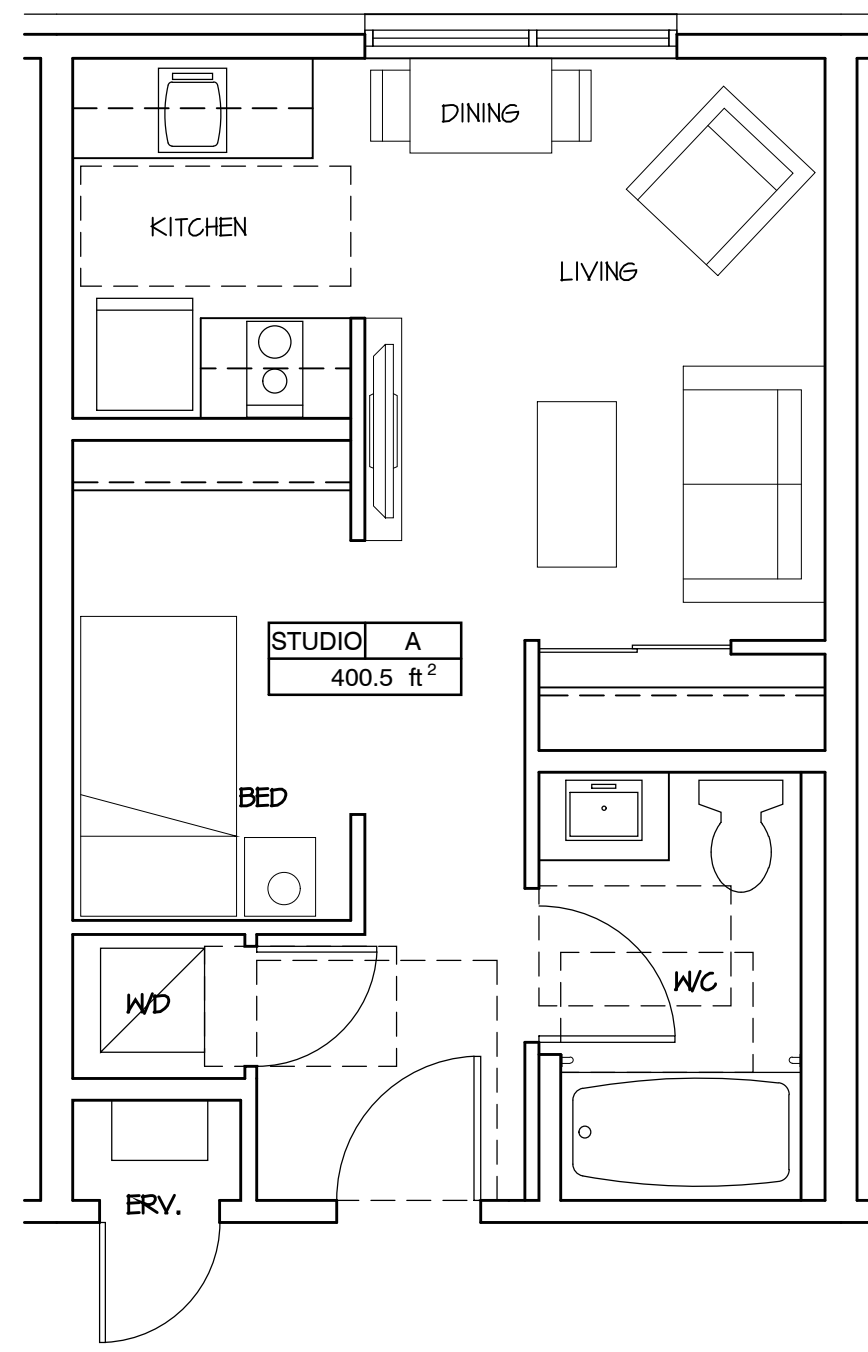
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DATE NOV. 1, 2023

**A2.03**

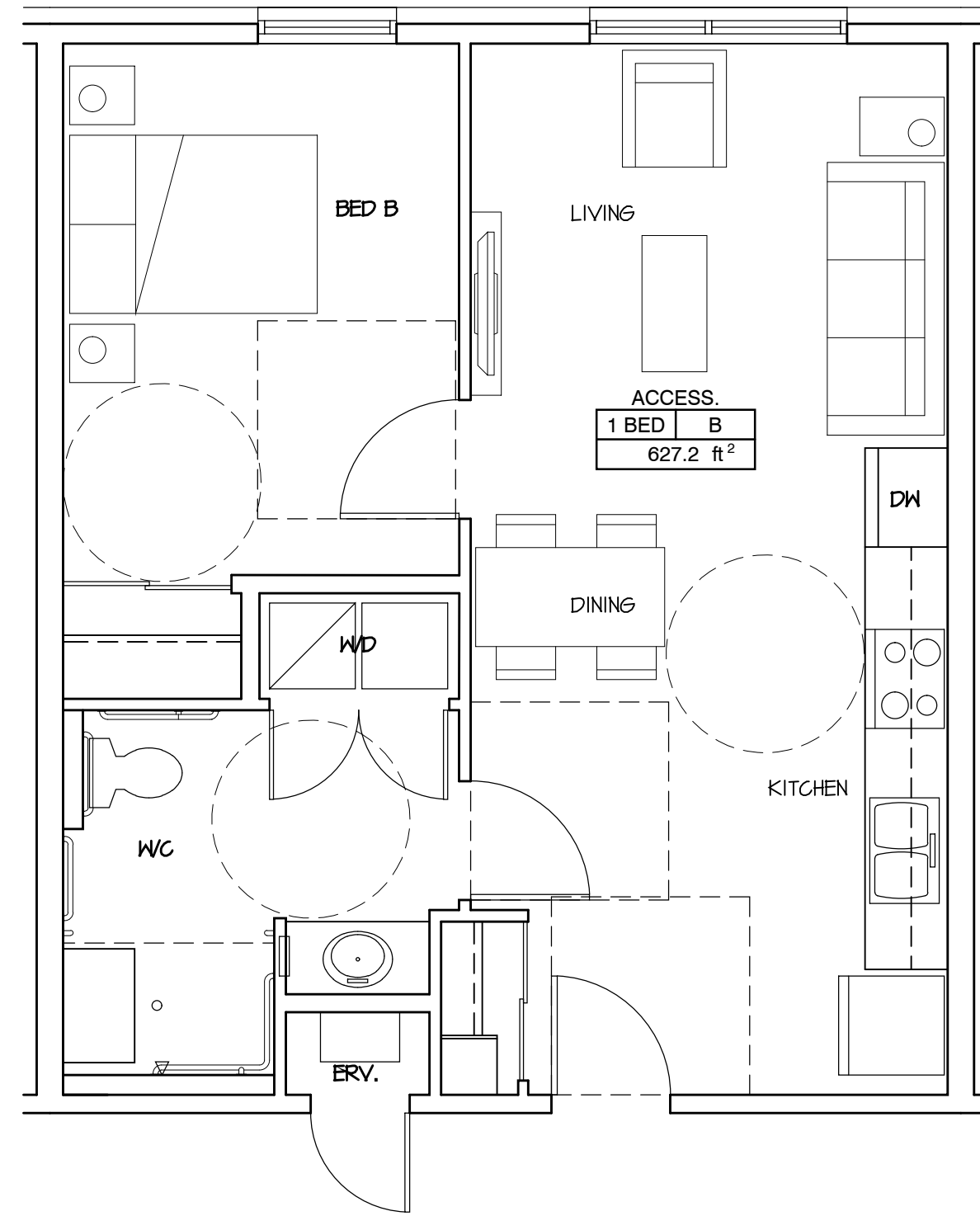
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**KEYCORP CONSULTING LTD.  
M'AKOLA HOUSING SOCIETY**

NO. | DATE | ISSUE  
1 | 2023 11 16 | REZONING SUBMISSION

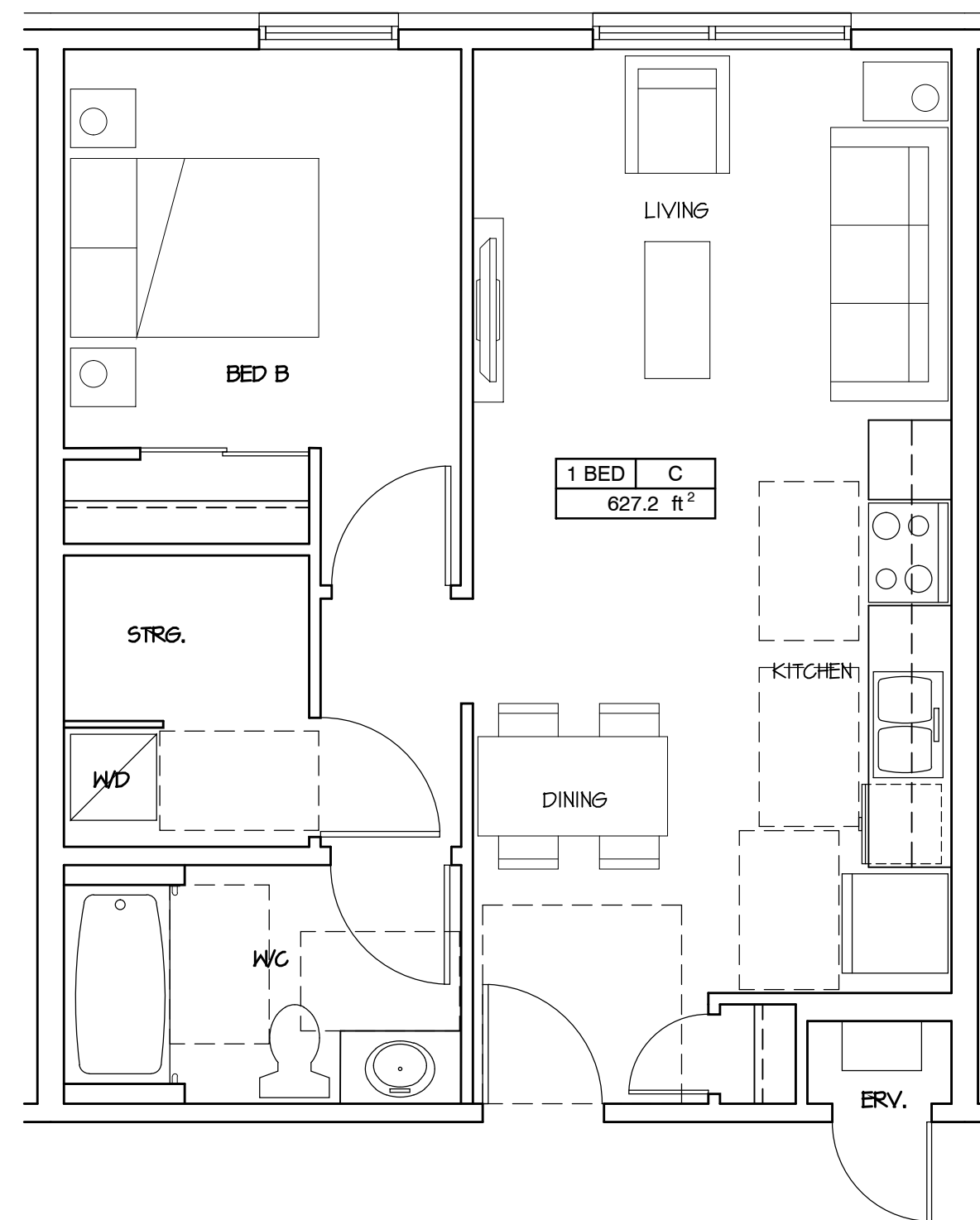
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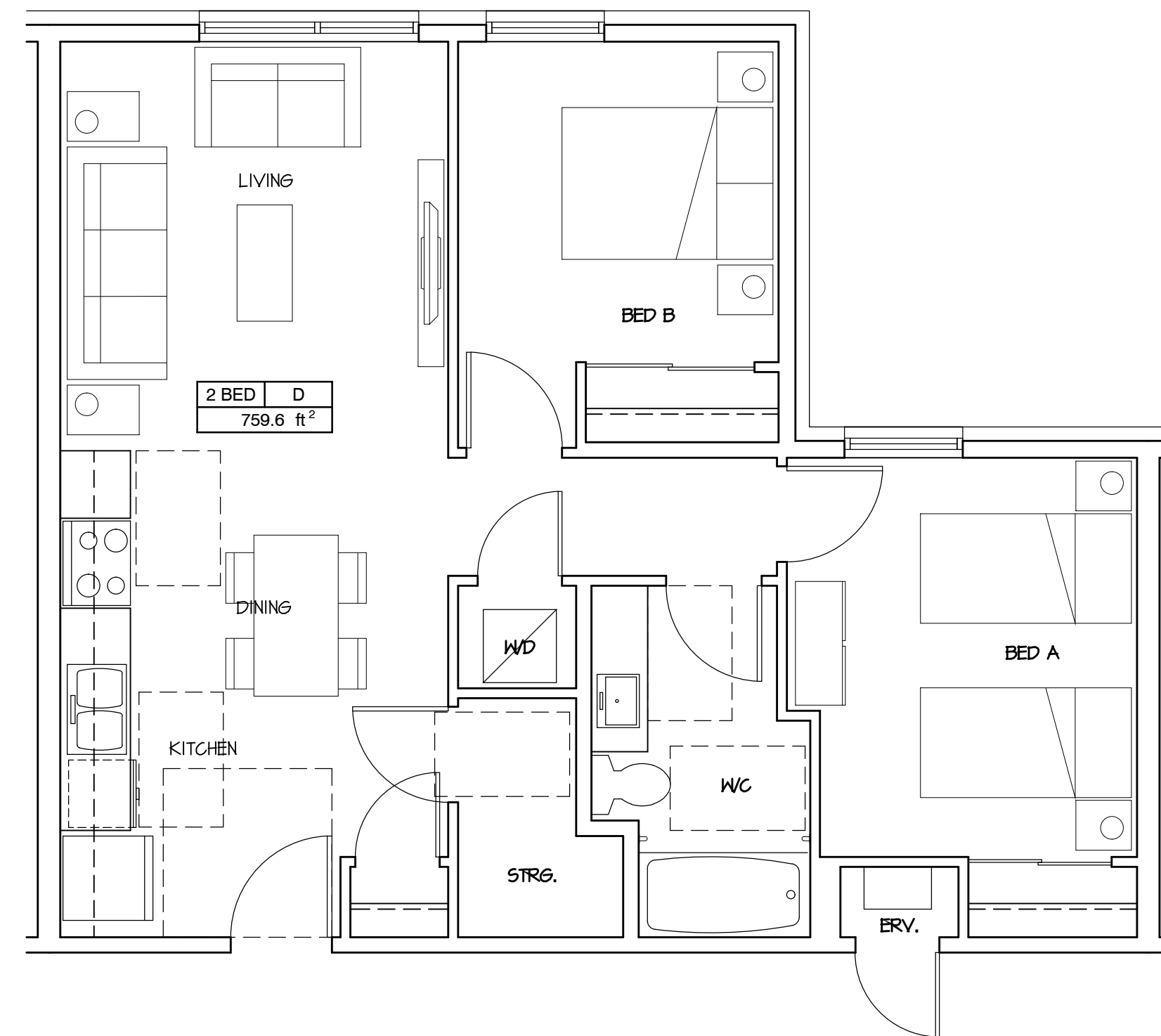
○ UNIT A - STUDIO (UNIVERSAL)  
400.5 SF



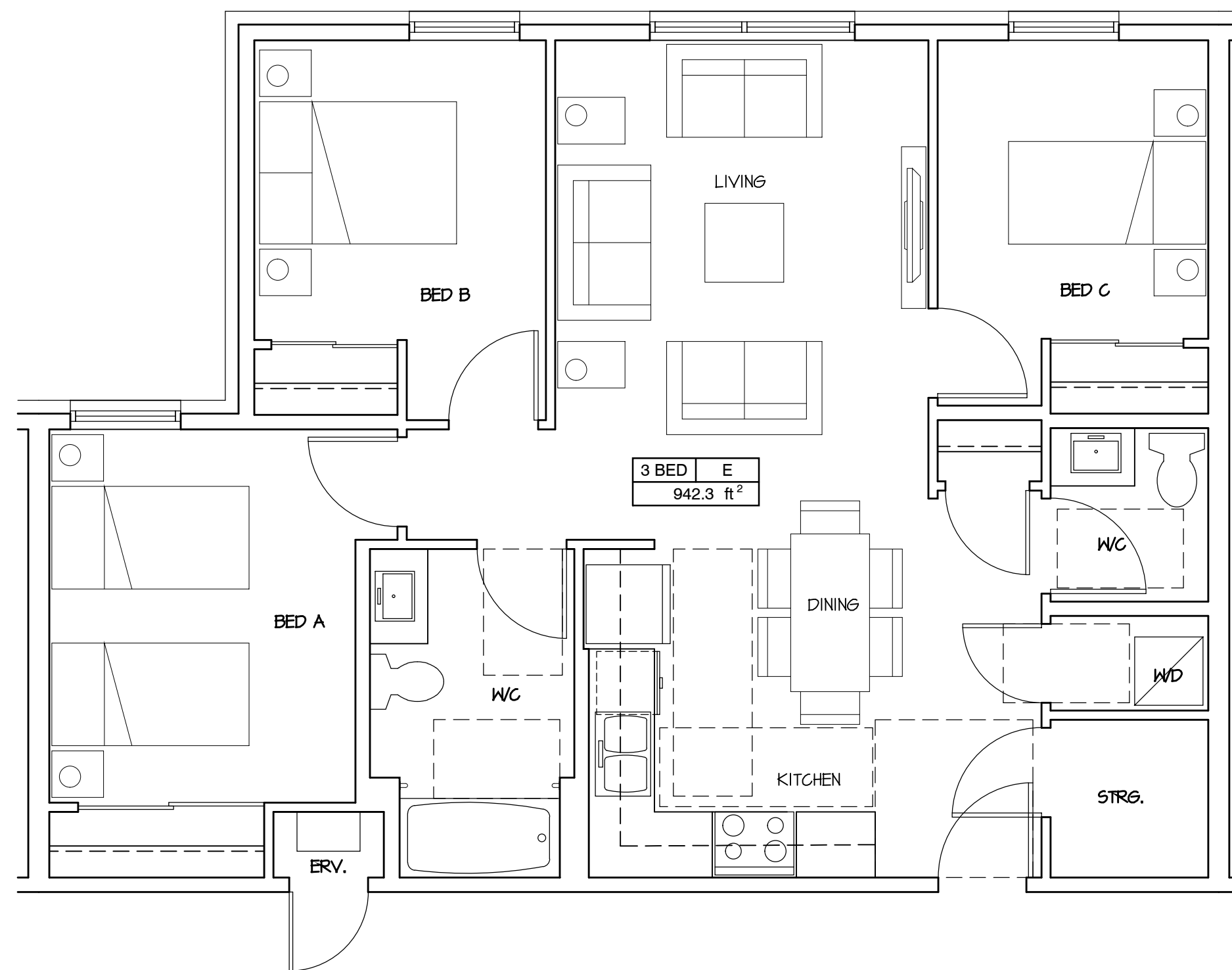
○ UNIT B - 1 BEDROOM (ACCESSIBLE)  
627.2 SF



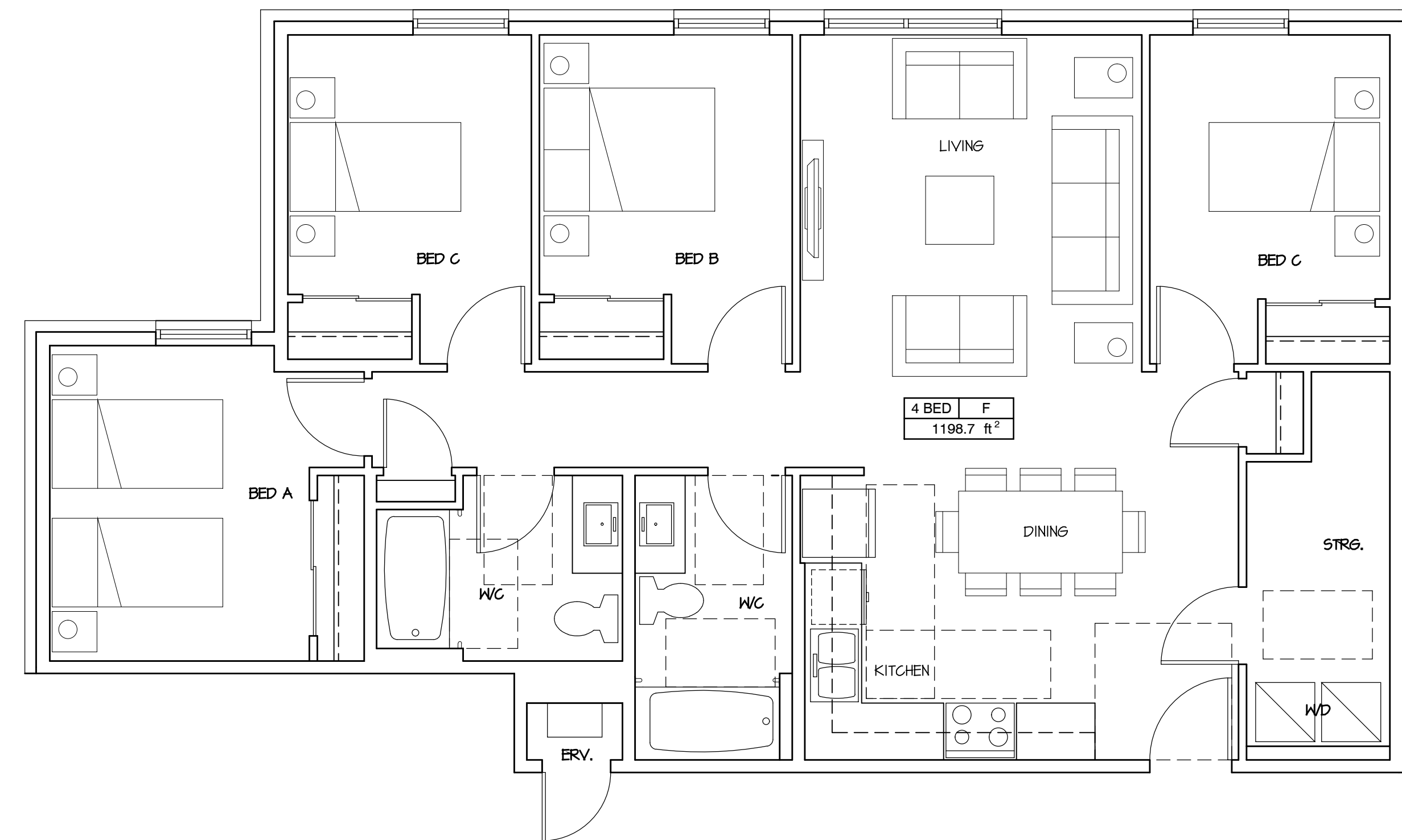
○ UNIT C - 1 BEDROOM (UNIVERSAL)  
627.2 SF



○ UNIT D - 2 BEDROOM (UNIVERSAL)  
759.6 SF



○ UNIT E - 3 BEDROOM (UNIVERSAL)  
942.3 SF



○ UNIT F - 4 BEDROOM (UNIVERSAL)  
1198.7 SF



PROJECT  
**BELLIS ROAD  
AFFORDABLE HOUSING**

BELLIS ROAD, PRINCE RUPERT, BC

**UNIT PLANS**

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PROJECT A223590  
DRAWN DI CHECKED DS

SCALE 1/4" = 1'-0"  
DATE NOV. 1, 2023

note: unit areas area measured to face of sheathing, centerline of party wall and centerline of corridor walls.

**A2.04**

CLIENT

**KEYCORP CONSULTING LTD.  
M'AKOLA HOUSING SOCIETY**

NO. | DATE | ISSUE

1 | 2023 11 16 | REZONING SUBMISSION

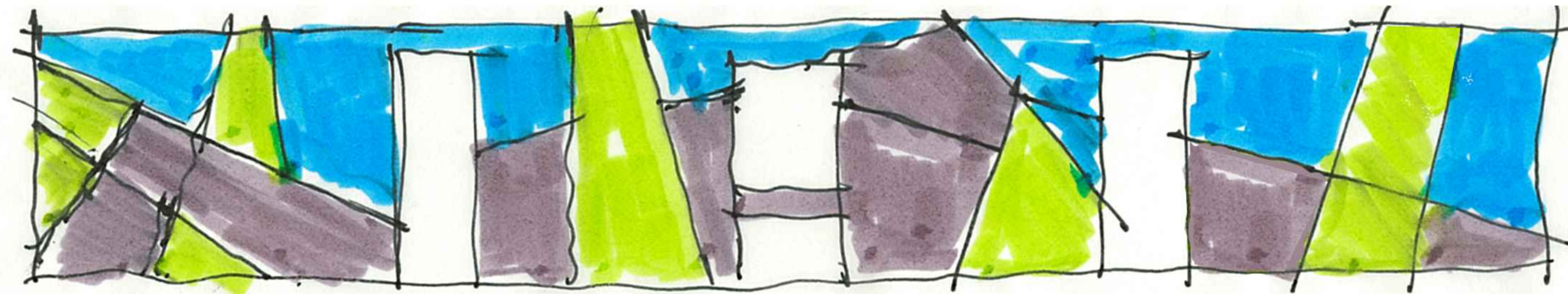
NO. | DATE | REVISION



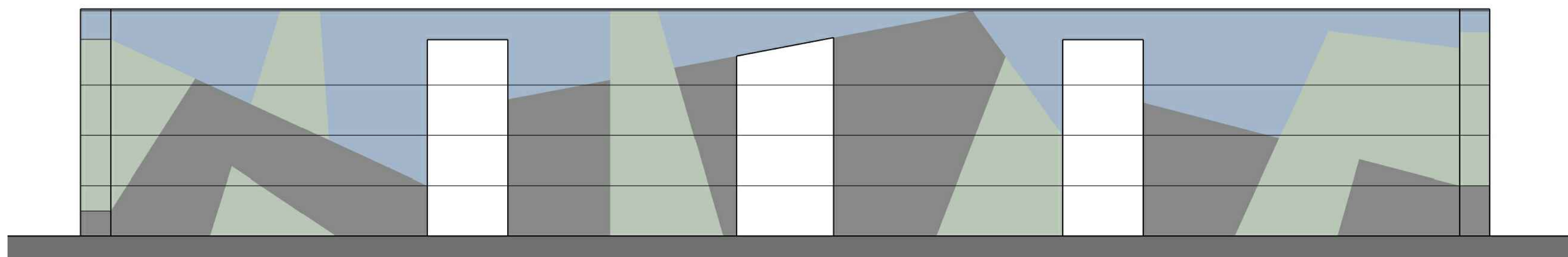
THE CHARACTER OF THE PLACE: TREE AND ROCKS



THE SITE: AERIAL VIEW



THE PATTERN OF THE BUILT FORM: TREES, ROCKS AND SKY



THE BUILT FORM



PROJECT

**BELLIS ROAD  
AFFORDABLE HOUSING**

BELLIS ROAD, PRINCE RUPERT, BC

**FORM AND CHARACTER**

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PROJECT A223590  
DRAWN DI CHECKED DS

SCALE NTS  
DATE NOV. 1, 2023

**A3.01**

CLIENT

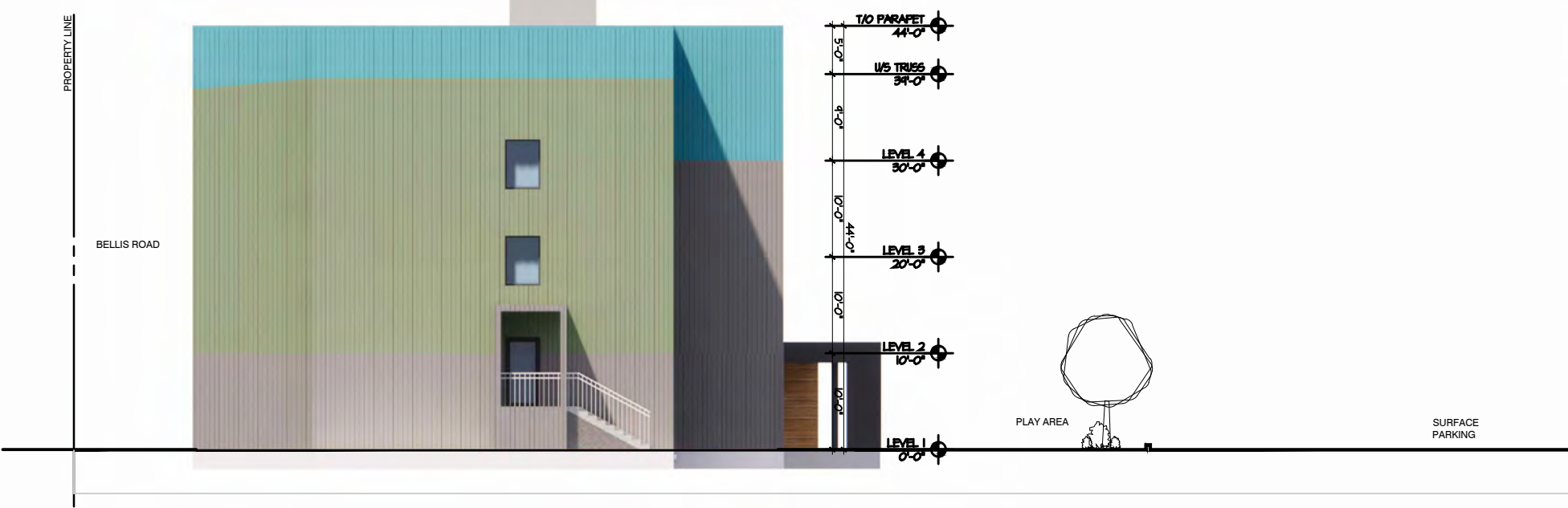
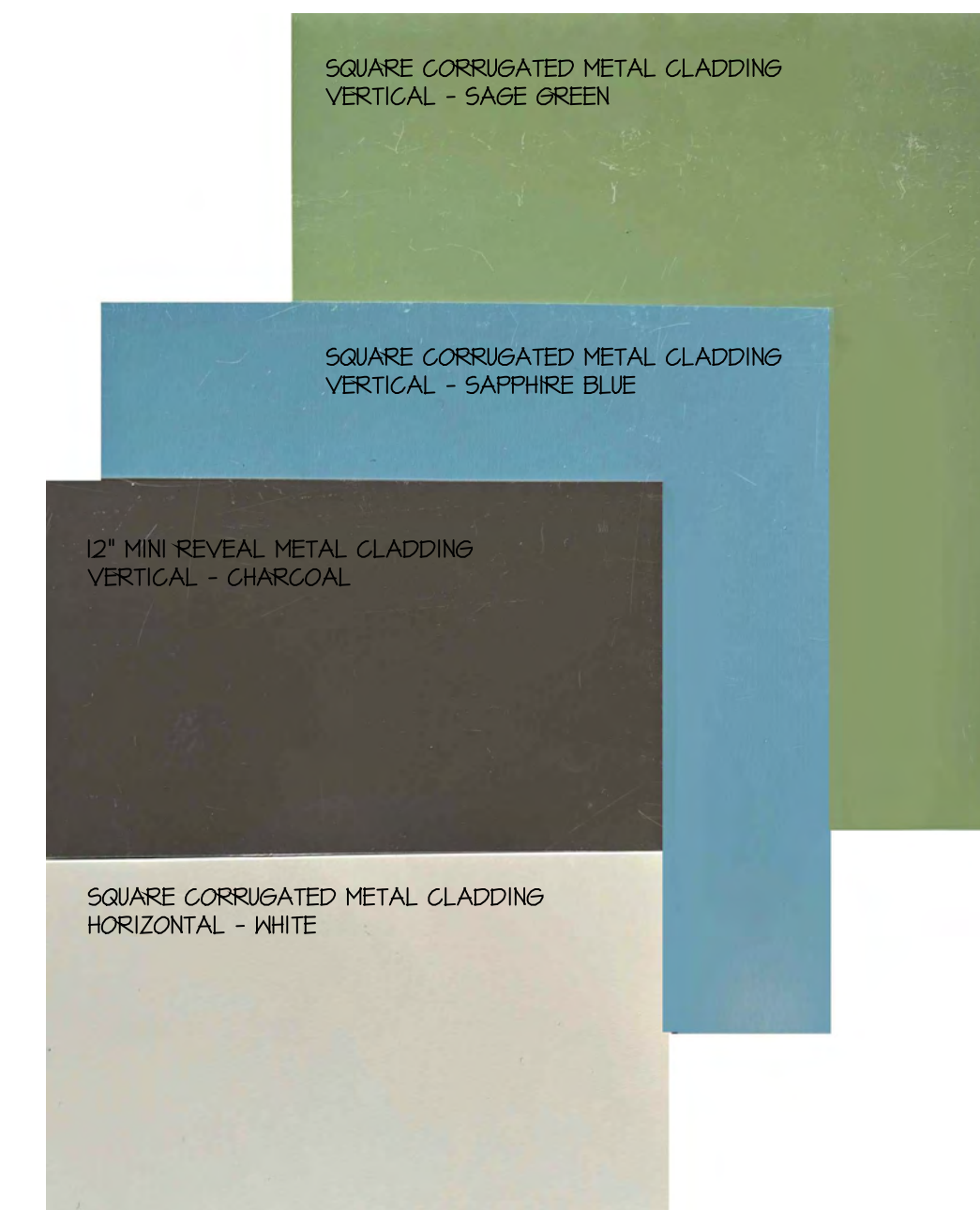
**KEYCORP CONSULTING LTD.  
M'AKOLA HOUSING SOCIETY**

NO. | DATE | ISSUE  
1 | 2023 11 16 | REZONING SUBMISSION

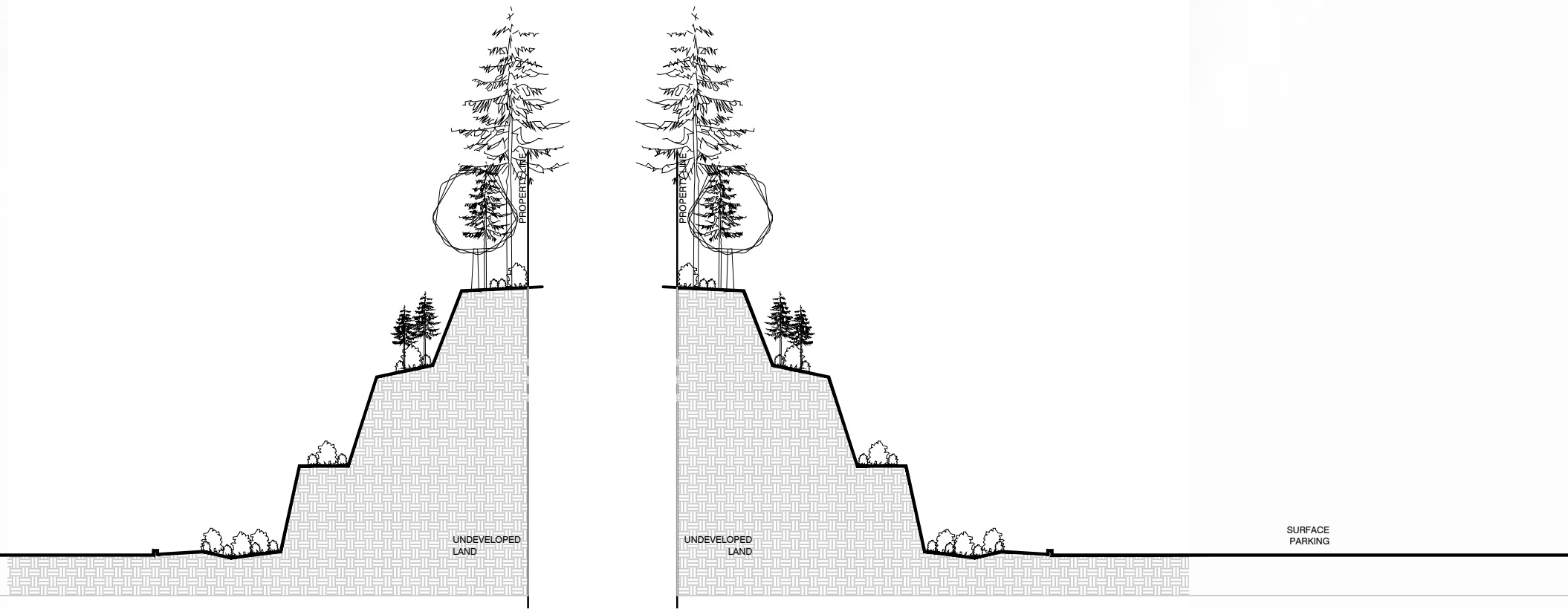
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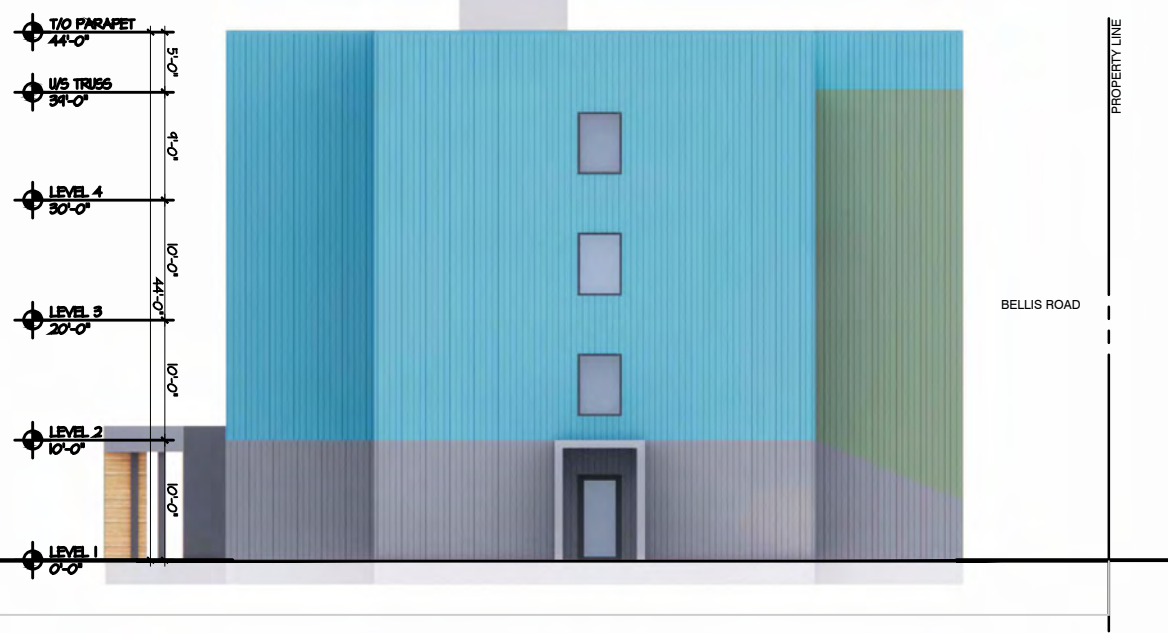
1 NORTH ELEVATION  
1/16" = 1'



3 WEST ELEVATION  
1/16" = 1'



4 EAST ELEVATION  
1/16" = 1'



2 SOUTH ELEVATION  
1/16" = 1'

MATERIAL LEGEND		
1	SQUARE CORRUGATED METAL CLADDING VERTICAL	SAGE GREEN (CASCADIA METALS)
2	SQUARE CORRUGATED METAL CLADDING VERTICAL	SAPPHIRE BLUE (CASCADIA METALS)
3	12" MINI REVEAL METAL CLADDING VERTICAL	CHARCOAL (CASCADIA METALS)
4	SQUARE CORRUGATED METAL CLADDING HORIZONTAL	WHITE (CASCADIA METALS)
5	DOUBLE GLAZED VINYL WINDOW SYSTEM	GREY
6	INSULATED STEEL DOOR ASSEMBLY	GREY



PROJECT

**BELLIS ROAD  
AFFORDABLE HOUSING**

BELLIS ROAD, PRINCE RUPERT, BC

**ELEVATIONS**

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PROJECT A223590  
DRAWN \_\_\_\_\_ CHECKED DS

SCALE 1/16" = 1'-0"  
DATE NOV. 1, 2023

**A3.02**

VIEW LOOKING SOUTHEAST



VIEW LOOKING SOUTH



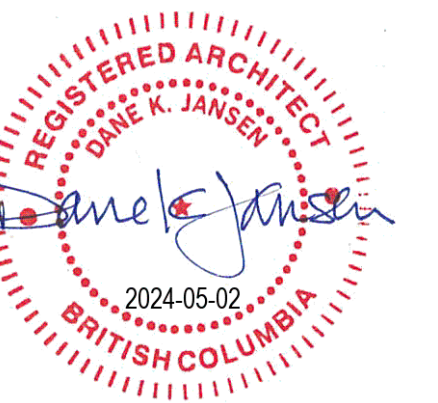
CLIENT

**KEYCORP CONSULTING LTD.  
M'AKOLA HOUSING SOCIETY**

NO. | DATE | ISSUE

1 | 2023 11 16 | REZONING SUBMISSION

NO. | DATE | REVISION



PROJECT

**BELLIS ROAD  
AFFORDABLE HOUSING**

BELLIS ROAD, PRINCE RUPERT, BC

**PERSPECTIVES**

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PROJECT A223590

DRAWN CHECKED DS

SCALE NTS  
DATE NOV. 1, 2023



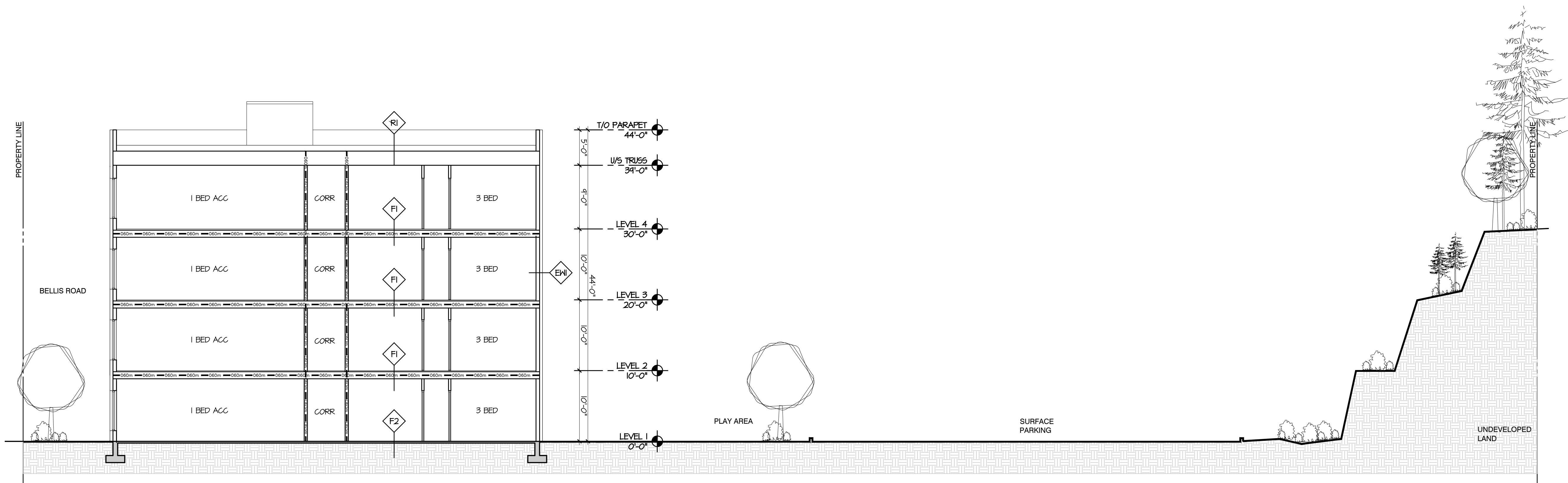
**A3.03**

CLIENT

KEYCORP CONSULTING LTD.  
M'AKOLA HOUSING SOCIETY

NO. | DATE | ISSUE  
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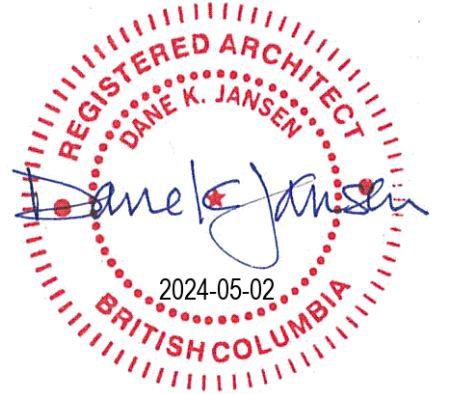
NO. | DATE | REVISION



1 CROSS SECTION - SITE

CONSTRUCTION ASSEMBLIES	FIRE RATINGS	STC RATINGS	ROOF ASSEMBLIES	FIRE RATINGS	STC RATINGS
<p><b>EW1</b> TYP. EXTERIOR WALL SIDING PER ELEVATIONS THERMALLY BROKEN ENGINEERED CLIP SYSTEM TO SUIT CLADDING DIRECTION 2" RIGID MINERAL WOOL INSULATION S.A. VAPOUR PERMEABLE AIR/ MOISTURE BARRIER MEMBRANE FLYWOOD SHEATHING PER STRUCTURAL 2" X 6" WOOD STUDS PER STRUCTURAL BATT INSULATION (R20) VAPOUR BARRIER MEMBRANE 1/2" GNB</p>			<p><b>RI</b> TYPICAL ROOF 2 PLY SBS ROOFING MEMBRANE ASPHALT PROTECTION BOARD 6" RIGID INSULATION (R30) AIR/ VAPOUR BARRIER (FULLY ADHERED TO SHEATHING AND AT PENETRATIONS, TYPICAL) PLYWOOD SHEATHING PER STRUCTURAL SLOPED WOOD TRUSSES PER STRUCTURAL 2 LAYERS 5/8" TYPE 'X' GNB</p>	1 HOUR BCBC 3.1,1.1.4 TABLE A 9.10.3.1-B	
<p><b>WI</b> TYP. INTERIOR WALL 1/2" GNB 2"x4" WOOD STUDS @ 16" OC - SEE STRUCTURAL 1/2" GNB</p>			<p><b>FI</b> CONCRETE SLAB ON GRADE FLOOR FINISH AS SPECIFIED CONCRETE SLAB PER STRUCTURAL 10 MIL POLY VAPOUR BARRIER (SEAL ALL JOINTS AND PENETRATIONS) APPROVED BEARING/ DRAINAGE MATERIAL PER CIVIL</p>		
<p><b>W2</b> TYP. INTERIOR WALL @ PLUMBING RISERS 1/2" GNB 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 1/2" GNB</p>			<p><b>F2</b> TYPICAL RATED TJI FLOOR FLOOR FINISH AS SPECIFIED 1 1/2" CONCRETE TOPPING FLYWOOD FLOOR SHEATHING PER STRUCTURAL 11 1/8" TJI FLOOR JOISTS PER STRUCTURAL 3 1/2" ABSORPTIVE MATERIAL RESILIENT CHANNELS @ 24" O.C. 2 LAYERS 5/8" TYPE 'X' GNB</p>	1 HOUR APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	69 TABLE 9.10.3.1.B F2id
<p><b>WB</b> TYP. 1 HR RATED WALL 5/8" TYPE 'X' GNB 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 5 1/2" THICK ABSORPTIVE MATERIAL 5/8" TYPE 'X' GNB</p>	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	30-34			
<p><b>WF1</b> FOUNDATION WALL CONC FOUNDATION WALL PER STRUCT. BELOW GRADE WATER-PROOFING 2" RIGID BELOW GRADE INSULATION (R10) FILTER DRAIN MAT</p>					
<p><b>FW1</b> RESIDENTIAL SUITE TO SUITE 5/8" TYPE 'X' GNB 2"x4" WOOD STUDS @ 16" OC - SEE STRUCTURAL 3 1/2" THICK ABSORPTIVE MATERIAL 1" AIRSPACE 2"x4" WOOD STUDS @ 16" OC - SEE STRUCTURAL 3 1/2" THICK ABSORPTIVE MATERIAL SHEAR WALL SHEATHING PER STRUCTURAL 5/8" TYPE 'X' GNB</p>	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	57 TABLE 9.10.3.1-A TYPE III3a			
<p><b>FW2</b> RESIDENTIAL SUITE TO COMMON AREA 5/8" TYPE 'X' GNB RESILIENT CHANNELS 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 5 1/2" THICK ABSORPTIVE MATERIAL SHEAR WALL SHEATHING - SEE STRUCTURAL 5/8" TYPE 'X' GNB</p>	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	50-54 NRCC TL-43-103			
<p><b>WF2</b> WALL FURRING CONCRETE OR STUD WALL 1/2" AIR SPACE (OR AS DIMENSIONED) 2"x4" WOOD STUDS @ 16" OC 1/2" GNB</p>					

- \* AT LOAD BEARING WALLS INSTALL 5/8" TYPE 'X' GNB IN LIEU OF 1/2" GNB
- \*\* INSTALL BATT INSULATION IN STUD CAVITY



PROJECT

BELLIS ROAD  
AFFORDABLE HOUSING

BELLIS ROAD, PRINCE RUPERT, BC

BUILDING SECTION

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PROJECT A223590

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"  
DATE NOV. 1, 2023

A4.01

# CITY OF PRINCE RUPERT

## ZONING AMENDMENT BYLAW NO. 3528, 2023

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

---

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

That the City of Prince Rupert Zoning Bylaw No. 3462, 2021 be amended as follows:

1. Add Section 7.2 WT: Waterfront Transportation Zone under Section 7: Marina District as outlined in Schedule A of this bylaw.
2. Amend "Schedule B" Zoning Map by rezoning the lots legally described in a-f below from M3 - Waterfront Industrial Zone to WT: Waterfront Terminal zone as indicated in Schedule B of this bylaw
  - a. LOT 1 WATERFRONT BLOCK E RANGE 5 COAST DISTRICT PLAN EPP117678
  - b. LOT 2 WATERFRONT BLOCK E DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN EPP117678
  - c. LOT 1 OF WATERFRONT BLOCK E DISTRICT LOT 251 AND OF WATER LOT IN FRONT OF WATERFRONT BLOCK E RANGE 5 COAST DISTRICT PLAN PRP13264 EXCEPT PLAN BCP42388
  - d. LOT 1 WATERFRONT BLOCK E DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN EPP128626
  - e. PORTION OF WATERLOT IN FRONT OF WATERFRONT BLOCK E RANGE 5 COAST DISTRICT SHOWN GREEN ON PLAN 1161 EXCEPT PLANS 1479 12385 PRP13264 PRP46310 PRP46329, PRP46986 AND EPP117678
  - f. PORTION OF WATERFRONT BLOCK E DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN 923 EXCEPT: PARCEL A (SEE 48486I), THE MOST WESTERLY 100 FEET, PLANS 1161, 1479, 1556, 1617, 1965, 3042, 4083, 5141, 5331, 10704, 12385, PRP13264 PRP14466 PRP41863 PRP46310 PRP4632
3. Amend "Schedule B" Zoning Map of City of Prince Rupert Zoning Bylaw No. 3462, 2021 by rezoning the lots legal described below a) – d) from C1 - Core Commercial Zone to WT - Waterfront Terminal Zone as indicated in Schedule B of this bylaw
  - a. LOT 2 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN PRP46986

Schedule A

- b. LOT A DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN BCP42388
  - c. LOT 1 DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN PRP46986 EXCEPT PLAN BCP42388
4. This Bylaw may be cited as "City of Prince Rupert Zoning Amendment Bylaw No. 3528, 2023".

Read a First time this 11th day of Dec., 2023.

Read a Second time this 11th day of Dec., 2023.

Public Hearing this 27th day of May, 2024.

Read a Third time this 27th day of May, 2024.

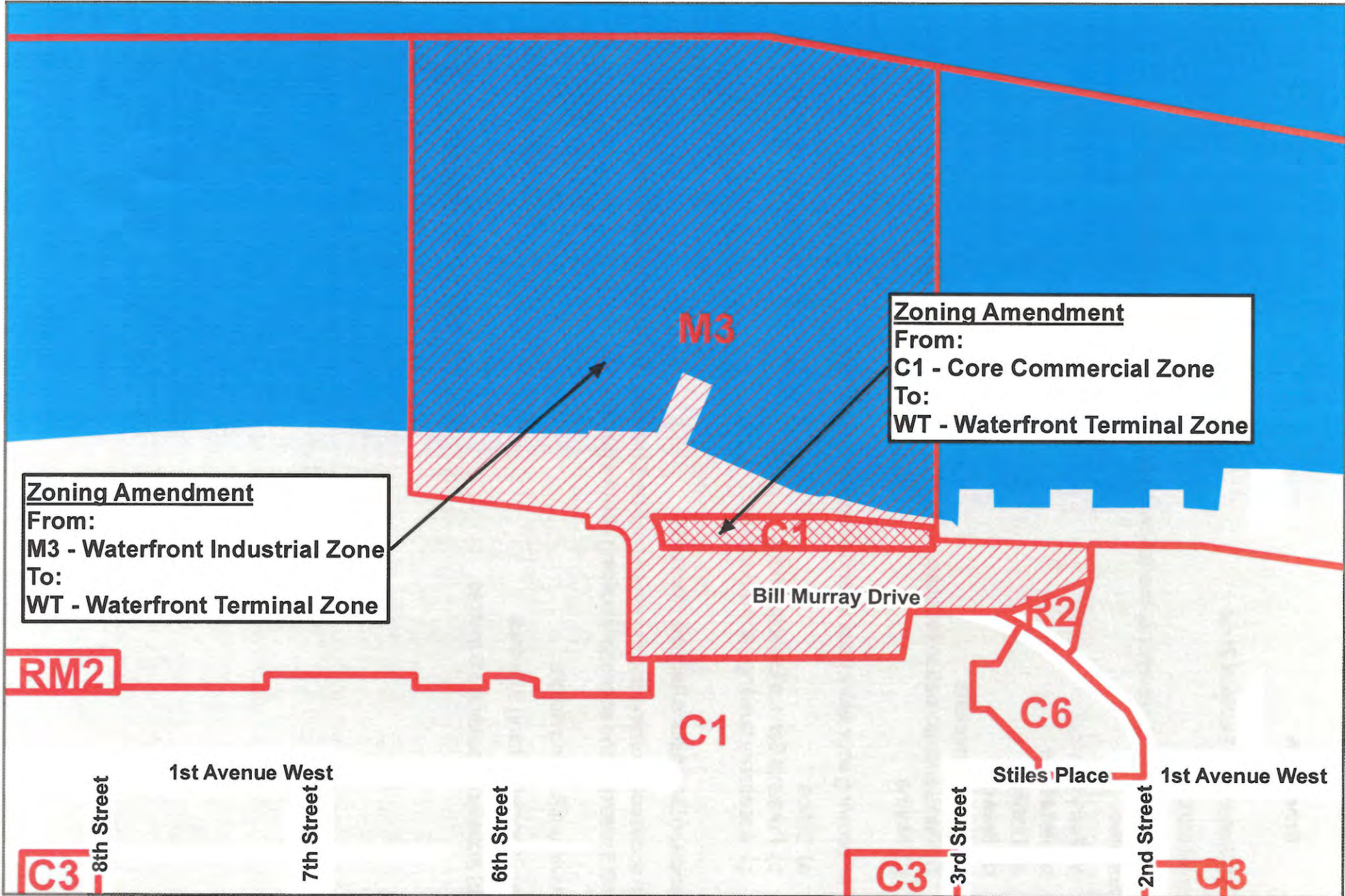
Final Consideration and Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF CORPORATE  
& LEGISLATIVE SERVICES

**Approved under the Transportation Act**  
this 18 day of June 20    
\_\_\_\_\_  
**Ministry of Transportation & Infrastructure**

TIFFANY VAN DER MEULEN



Project #:	ZBLA-23-03
Author:	RB
Checked:	-
Status:	FINAL
Revision:	
Date:	2023 / 12 / 4
Scale:	1:3,000
Coordinate System:	NAD 1983 UTM Zone 9N
Data Sources:	Integrated Cadastral Information Society (ICIS) City of Prince Rupert 2021 Orthophoto

## Schedule A - Zoning Amendment Amendment Bylaw No. 3528, 2023



Document Path: G:\Mapping\ARCGIS\_MAPS\Planning\ZBLA-23-03 Bylaw 3528 Zoning.mxd



**CITY OF PRINCE RUPERT**

**ZONING BYLAW AMENDMENT BYLAW NO. 3538, 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; AND,

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

1. Amend "Schedule B" Zoning Map by rezoning the lots legally described LOTS 21-23, PARCEL A (SEE TD10960) AND LOTS 26-28, BLOCK 10 SECTION 1 DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN 923, as indicated in "Attachment A" of this Bylaw from C1: Core Commercial Zone to C6: Downtown Highrise Zone;
2. Amend "Schedule A" Section 6.6 C6: Downtown Highrise Zone Maximum Building Height to 22 meters exclusively at the lots legal described as LOTS 21-23, PARCEL A (SEE TD10960) AND LOTS 26-28, BLOCK 10 SECTION 1 DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN 923; and,
3. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3538, 2024.

READ A FIRST TIME this 27th day of May, 2024.

READ A SECOND TIME this 27th day of May, 2024.

READ A THIRD TIME this 27th day of May, 2024.

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

\_\_\_\_\_  
MAYOR

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

Approved under the Transportation Act  
this 18 day of June 2024  
\_\_\_\_\_  
Ministry of Transportation & Infrastructure  
TIFFANY VAN DER MEULEN



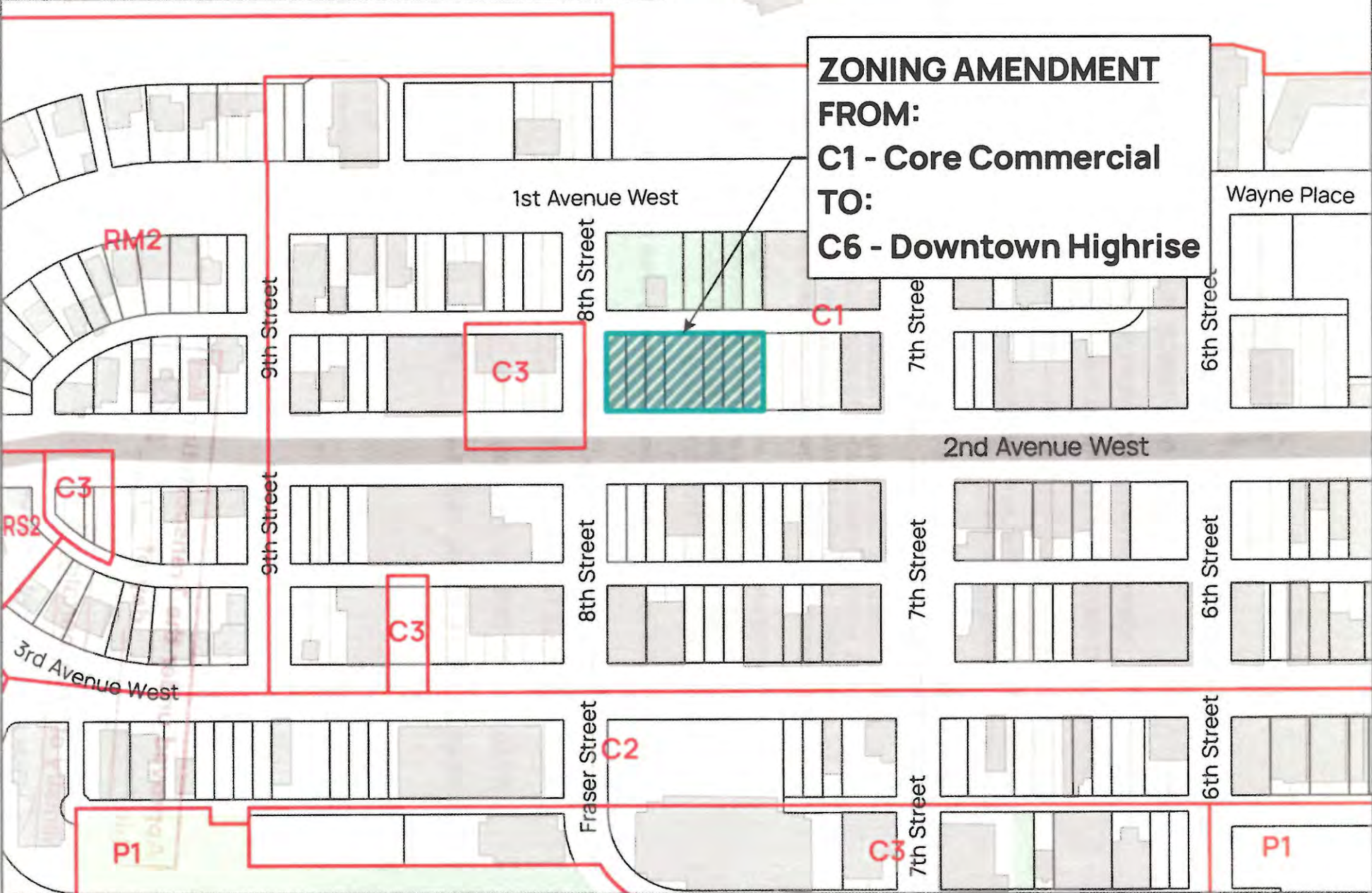
**ATTACHMENT A - ZONING AMENDMENT  
AMENDMENT BYLAW NO. 3538, 2024  
LOTS 21-23, A, 26-28, BLK 10, SECTION 1**

Project #: Z/LA 24 02 Date: 2024 / 5 / 23

M3



**ZONING AMENDMENT  
FROM:  
C1 - Core Commercial  
TO:  
C6 - Downtown Highrise**



## Schedule A

### 7.2.0 Waterfront Terminal Zone

#### Permitted Uses:

Subject to general provisions, the following principal uses and no others are permitted:

- a) Ferry terminal
- b) Retail use
- c) Distillery
- d) Brewery
- e) Outdoor markets
- f) Parks and recreation facilities
- g) Marina

The following accessory uses and no others are permitted:

- a) Office
- b) Personal Service Establishment
- c) Accessory buildings and structures.

#### Minimum Dimensions Required for Yards

An accessory building and structure shall be 3.0 metres from rear property line, or 0.3 metres if the accessory building abuts a public lane.

#### Maximum Building Height:

- (a) Principal building 9 metres.
- (b) Accessory building 3.6 metres.

CITY OF PRINCE RUPERT

**OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT BYLAW NO. 3541, 2024**

A BYLAW TO AMEND THE CITY OF PRINCE RUPERT OFFICIAL  
COMMUNITY PLAN BYLAW NO. 3460, 2021

---

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

That the City of Prince Rupert Official Community Plan No. 3460, 2021 be amended as follows:

1. Amend Map 2: City Core Building Heights Framework by changing lots legally described as LOTS 22-24 BLOCK 24 SECTION 1 DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN 923 from -2 Storeys to 5-6 Storeys at as indicated in Attachment 1 of this Bylaw.
2. This Bylaw may be cited as “City of Prince Rupert Official Community Plan Bylaw No. 3541, 2024”.

Read a First time this \_\_\_\_ day of \_\_\_\_\_, 2024.

Read a Second time this \_\_\_\_ day of \_\_\_\_\_, 2024

Public Hearing this \_\_\_\_ day of \_\_\_\_\_, 2024

Read a Third time this \_\_\_\_ day of \_\_\_\_\_, 2024

Fourth and Final Reading this \_\_\_\_ day of \_\_\_\_\_, 2024.

---

MAYOR

---

CORPORATE OFFICER



**ATTACHMENT A - OCP AMENDMENT  
AMENDMENT BYLAW NO. 3541, 2024  
LOTS 22-24 BLK 24 SEC 1 DL 1992**

Project #: OCP-24-01 Date: 2024 / 5 / 31

**BUILDING HEIGHTS  
FRAMEWORK AMENDMENT**  
**FROM:**  
**1-2 Storeys**  
**TO:**  
**5-6 Storeys**



**Legend**

Maximum Building Height

- 1-2 Storeys
- 3-4 Storeys
- 5-6 Storeys
- 7-8 Storeys
- Park/Open Space



## CITY OF PRINCE RUPERT

### OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT BYLAW NO. 3542, 2024

A BYLAW TO AMEND THE CITY OF PRINCE RUPERT OFFICIAL COMMUNITY PLAN BYLAW NO. 3460, 2021.

---

The Council of the City of Prince Rupert in public meeting, enacts as follows:

That the City of Prince Rupert Official Community Plan No. 3460, 2021 be amended as follows:

1. Amend Map 1A City Wide Land Use Framework, and Map 1B Townsite Land Use Framework, in accordance with the Attachment 1 of this Bylaw which identifies a portion of "LOT E DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 4693 EXCEPT PLANS 6331 9717 9830 12425 PRP12954 AND PRP12955";
2. This Bylaw may be cited as "City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024".

Read a First time this \_\_\_\_ day of \_\_\_\_\_, 2024.

Read a Second time this \_\_\_\_ day of \_\_\_\_\_, 2024.

Public Hearing this \_\_\_\_ day of \_\_\_\_\_, 2024.

Read a Third time this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

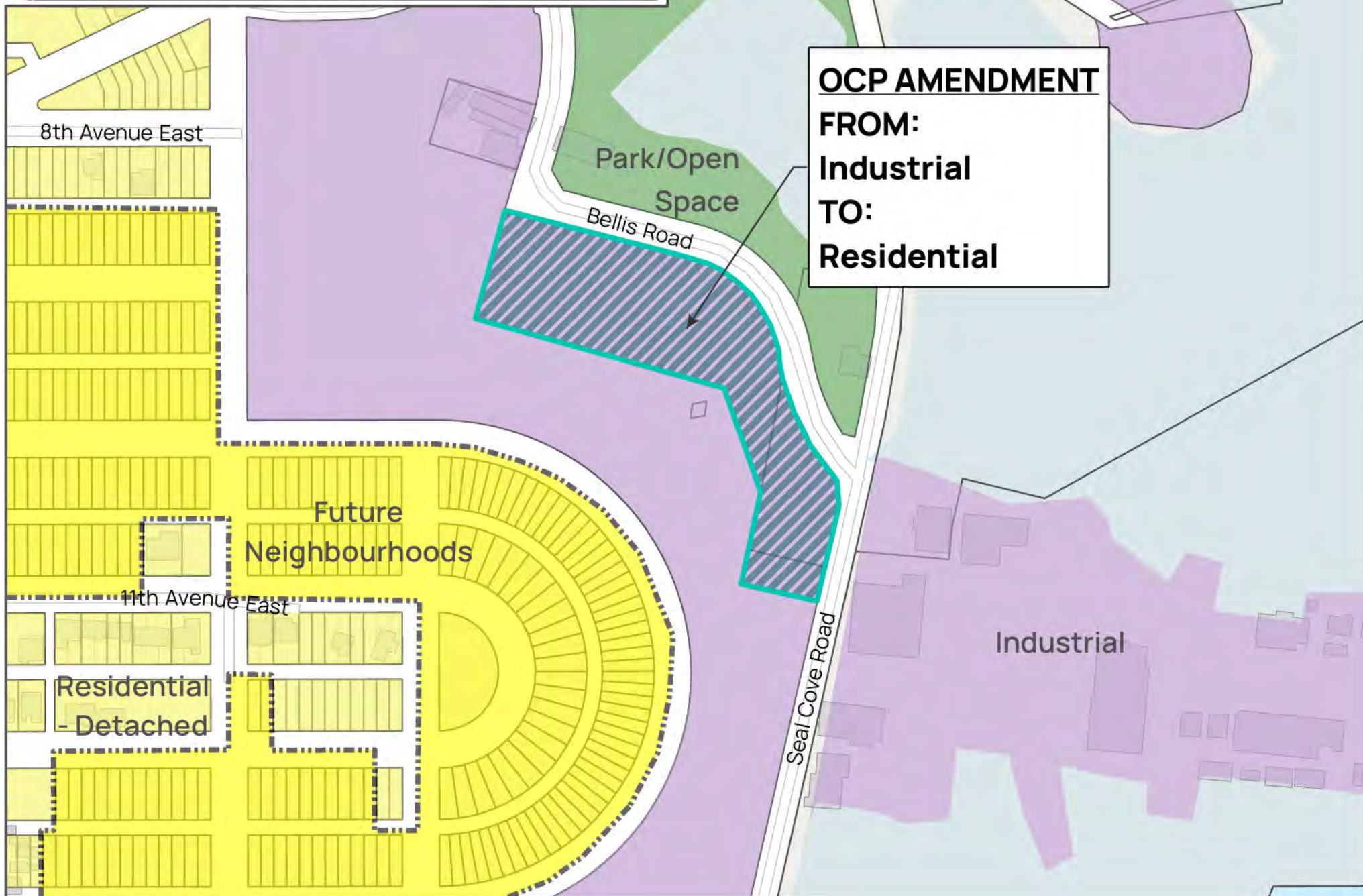
\_\_\_\_\_  
MAYOR

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



**ATTACHMENT A - OCP AMENDMENT  
AMENDMENT BYLAW NO. 3542, 2024  
PORTION OF LOT E - BELLIS ROAD**

Project #: OCP-24-02 Date: 2024/6/3



**OCP AMENDMENT  
FROM:  
Industrial  
TO:  
Residential**



## CITY OF PRINCE RUPERT

### ZONING BYLAW AMENDMENT BYLAW NO. 3543, 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; AND,

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

1. Amend "Schedule B" Zoning Map by rezoning the lots legally described as portion of "LOT E DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 4693 EXCEPT PLANS 6331 9717 9830 12425 PRP12954 AND PRP12955" from M3 - Waterfront Industrial Zone to RM3 - Multiple Family Residential Zones as indicated in Schedule B of this bylaw
2. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3543, 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.

Ministry of Transportation and Infrastructure Approval this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

---

MAYOR

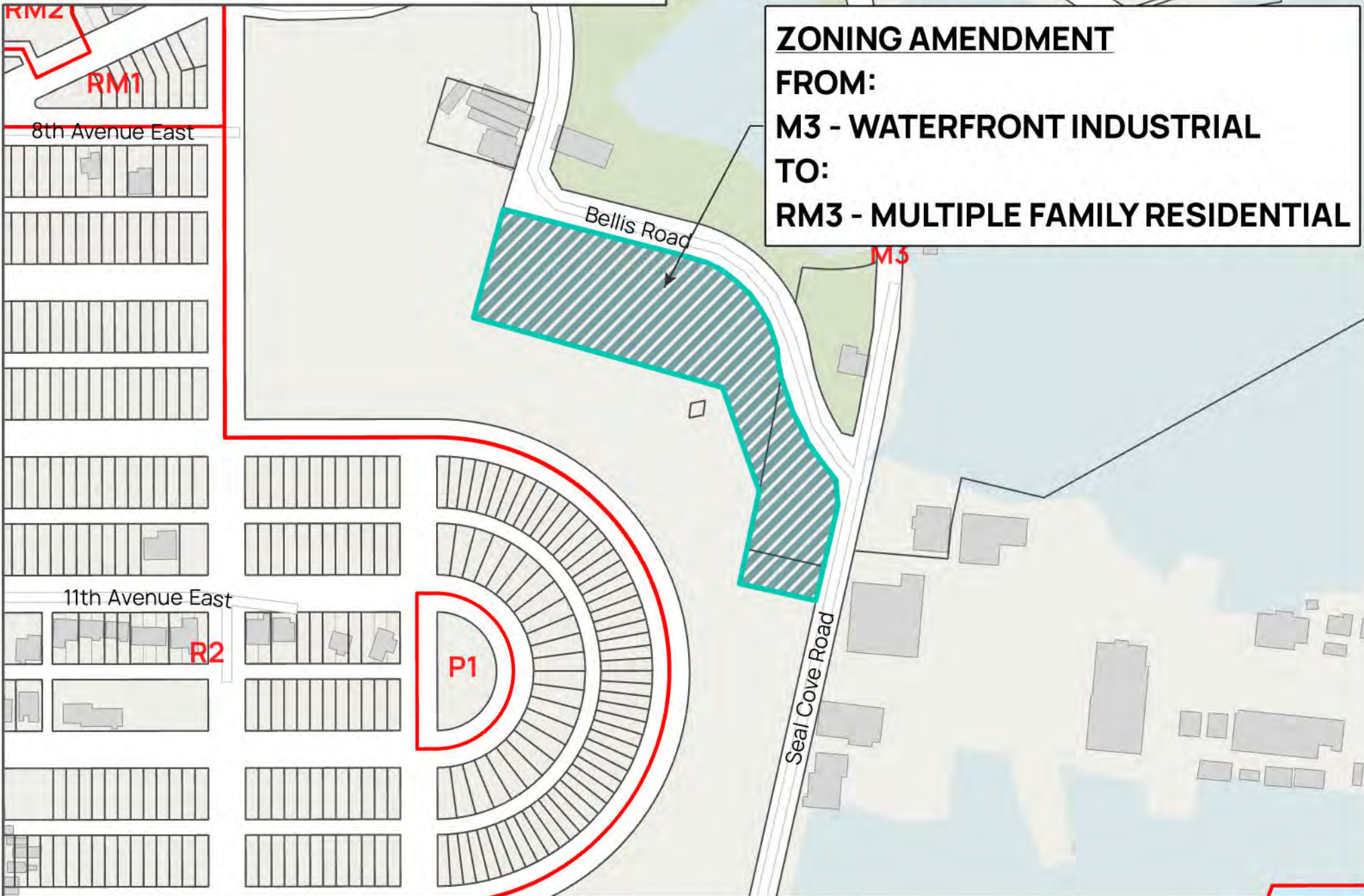
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CORPORATE OFFICER



**ATTACHMENT A - ZONING AMENDMENT  
AMENDMENT BYLAW NO. 3543, 2024  
PORTION OF LOT E - BELLIS ROAD**

Project #: OCP-24-02 Date: 2024/6/3





**CITY OF PRINCE RUPERT**  
**OFFICERS BYLAW NO. 3544, 2024**

A BYLAW TO ESTABLISH THE OFFICER POSITIONS OF THE CITY OF PRINCE RUPERT AND TO ESTABLISH THE POWERS, DUTIES AND RESPONSIBILITIES OF SUCH OFFICERS

---

**WHEREAS** the Council of the City of Prince Rupert is empowered to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

**NOW THEREFORE**, The Council of the City of Prince Rupert, in an open meeting assembled, **ENACTS AS FOLLOWS**:

**Citation**

1. This bylaw may be cited for all purposes as the “City of Prince Rupert Officers Bylaw No. 3544, 2024”;

**Definitions**

2. In this Bylaw:
  - (a) **Act** means the *Local Government Act* or *Community Charter*.
  - (b) **Bylaw** means the City of Prince Rupert Officers Bylaw No. 3544, 2024.
  - (c) **City** means the Corporation of the City of Prince Rupert, a municipality incorporated under the *City of Prince Rupert Incorporation Act 1910*.
  - (d) **City Manager** means the position of Chief Administrative Officer as designated under the *Act*.
  - (e) **Corporate Officer** means that position designated under the *Act* also known as the Corporate Administrator or City Clerk.
  - (f) **Chief Financial Officer** means that position designed under the *Act*.
  - (g) **Council** means the City of Prince Rupert Mayor and Council.

**(h) Department Head** means the head of a department whom manages the day-to-day running of said department.

**(i) Officer** means a person appointed as an “Officer” under the *Act*.

### **Officer Positions**

3. The following positions are hereby established as officer positions of the City:
  - a. City Manager;
  - b. Corporate Officer; and,
  - c. Chief Financial Officer.

Any Officer of the City, with the approval of Council, appointed as a Deputy who is afforded the same rights and protections as an Officer of the organization.

### **Department Heads**

4. Department Heads are as appointed by the City Manager from time to time for the City of Prince Rupert.

### **Powers, Duties and Responsibilities**

5. The powers, duties, and responsibilities of the City Manager are as set out in Schedule “A” attached hereto and forming a part of this Bylaw.
6. The powers, duties and responsibilities of the Corporate Officer are as set out in Schedule “B” attached hereto and forming part of this Bylaw.
7. The powers, duties and responsibilities of the Chief Financial Officer are as set out in Schedule “C” attached hereto and forming part of this Bylaw.
8. The powers, duties and responsibilities of Department Heads shall be designated and set by the City Manager from time to time.

### **Oath of Office**

9. The Oath of Office is as set out in Schedule D of this Bylaw and is hereby adopted as the Oath of Office for Officers of the City of Prince Rupert.

**Repeal**

10. That City of Prince Rupert Bylaw 3161, 2003, and any amendments thereto, be repealed.

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

## **SCHEDULE "A"**

### **Powers, Duties and Responsibilities of the City Manager (Chief Administrative Officer)**

#### **Human Resources**

1. Appoint, promote, discipline all Department Heads of the City;
2. Recommend to Council the appointment, promotion, demotion, suspension or termination of Officers of the City, being those employees who are designed Officers by this Bylaw;
3. Supervise all Officers and Department Heads of the City;
4. Set the terms, conditions, benefits and remuneration for the employment of all Department Heads and all other non-contract City employees;
5. Appoint Acting Department Heads to administer departments in case of illness or absence;
6. Supervise, implement and ratify all contract negotiations with employee unions, or associations of the City;
7. Act as arbitrator between an employee and that employee's director subject to the terms of any applicable collective agreement with an employee union or association;
8. Recommend to Council personnel requirements and labour relations for other City related organizations and operations managed on behalf of the City and Provincial/Federal boards delivering City services;
9. Under the direction of the Chair of Council Appointed boards having separate supervisor, supervise staff delivering City services;

#### **General Administration**

10. Supervise the operation of departments of the City and other related organizations, boards, societies and agencies delivering City services;
11. Supervise the implementation of Council directives;
12. Acts as the principal intermediary between the City of Prince Rupert and the administration of other governments and all of entities dealing with the City;

13. From time to time, re-organize the administrative structure to improve the efficient and effective operation of the City;
14. Ensure that policies are developed, updated and implemented respecting human resources, compensation, respectful workplace, communication, conduct and asset management.

### **Legal Advice and Proceedings**

15. Obtain legal advice;
16. Authorize lawyers to defend, or conduct any action of proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for on behalf of the City or any other City related organization delivering City services;
17. Authorize settlements of claims against the City as approved by Council;

### **Council**

18. Supervise the preparation of Council agendas;
19. Attend all meetings of Council, Committees of Council and other entities created by Council and relating to the City;
20. Provide advice and recommendation to Council on any matter within Council's jurisdiction;
21. Report to Council on any matter of importance to the City or other related organizations;

### **Contracts**

22. Authorize the use or budgeted purchase or sale of City facilities, equipment, and services and authorize the awarding of contracts of budgeted items;
23. Supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council in the budgets and financial plans of the City; and,

### **Additional Powers, Duties and Responsibilities**

24. Exercise whatever additional powers and discharge whatever additional duties and responsibilities from Council from to time may assign.

## **SCHEDULE "B"**

### **Powers, Duties and Responsibilities of the Corporate Officer (Corporate Administrator)**

#### **Statutory**

1. Ensuring that the minutes of the meetings of the City and its committees are prepared and the minutes, bylaws and other records of the business of the City and its committees are maintained and kept safe.
2. Ensuring that access is provided to records of the City and its committees, as required by law or authorized by Council.
3. Certifying copies of bylaws and other documents, as requested or required.
4. Administering oaths and taking affidavits, declarations and affidavits required to be taken under the *Local Government Act* and *Community Charter* in relation to municipal matters.
5. Accepting, on behalf of the City, notices and documents that required or permitted to be given, served on, or filed with or otherwise provided by the City.
6. Keeping the corporate seal and having it affixed to documents as required;

#### **Human Resources**

7. Recommend to the City Manager (Chief Administrative Officer), the appointment, promotion, discipline or dismissal of all employees within the Corporate Administration department.
8. Supervise all employees in the Corporate Administration department and other department designated by the City Manager (Chief Administrative Officer).
9. Be a member of the bargaining committee dealing with union/association contract negotiations for the City and other City related or appointed Boards delivering City services.

#### **General Administration**

10. Supervise the implementation of Council directives and directives of the City Manager.
11. Act as a contact between the Corporate Administration department and other departments under the supervision of the City Manager.

## **Council**

12. Attend all meetings of the Council, its committees, boards, commissions or other entities appointed by Council or Provincial statute that pertain to the City, for the purposes of minutes taking, except where otherwise directed by the City Manager.
13. Organize efficient and effective record-keeping for all corporate documents.
14. Provide copies of any documents serve on the City to the City Manager and to any insurers, as appropriate.

## **Risk Management**

15. Receive all insurance claims against the City or other City departments.
16. Prepare, process and approval all statutory rights of ways, license of occupation, encroachment agreements or other contracts for the City or other City operations.

## **SCHEDULE "C"**

### **Powers, Duties and Responsibilities of the Chief Financial Officer**

#### **Statutory**

1. Receiving all money paid to the City.
2. Ensuring the keeping of all funds and securities of the Municipality.
3. Expending and disbursing money in the manner authorized by Council.
4. Investing revenue funds, until required, in investments as permitted under the *Local Government Act* and *Community Charter*.
5. Ensuring that accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept safe.
6. Compiling and supplying information on the financial affairs of the City required by the inspector.

#### **Human Resources**

7. Recommend to the City Manager (Chief Administrative Officer), the appointment, promotion, discipline or dismissal of all employees within the Financial Services department.
8. Supervise the operation of the Financial Services department of the City.
9. Supervise all employees in the Financial Services department.
10. Be a member of the bargaining committee dealing with union/association contract negotiations for the City and other City related or appointed Boards delivering City services.

#### **General Administration**

11. Supervise the implementation of Council directives and directives of the City Manager.
12. Act as a contact between the Financial department and other departments under the supervision of the City Manager.

### **Legal Advice and Proceedings**

13. Supervise the obtaining of insurance as deemed necessary.
14. Supervise the provision of insurance matters.
15. Prepare and arrange for filing of any documentation necessary under the *Financial Disclosure Act* or otherwise.

### **Council**

16. Attend Council meetings as required by the City Manager.
17. Provide advice to the City Manager regarding any matter of a financial nature.
18. Prepare budgets and financial plans for the City and other organizations delivering services to the City services.
19. Liaise with the City's auditors in connection with the financial audit

## **SCHEDULE "D"**

### **Oath of Office**

I, **[insert name]**, having been appointed to the Office of **[insert name of Office]**, for the City of Prince Rupert to hereby promise and swear:

- (a) I will faithfully, honestly and impartially, and to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- (b) I will treat all matters of information that comes to my attention, as a result of my Office, in confidence;
- (c) I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and responsibilities, other than as permitted by the City of Prince Rupert;
- (d) I will not allow my personal interests to conflict with the duties of my Office; and,
- (e) I will comply with all policies and directives of the City and comply with all laws.



## CITY OF PRINCE RUPERT

### AUTHORIZED SIGNATORIES BYLAW NO. 3545, 2024

#### A BYLAW TO DELEGATE DEFINED AUTHORITIES TO OFFICERS OF THE CITY OF PRINCE RUPERT

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**WHEREAS** the Council of the City of Prince Rupert, by bylaw, may delegate certain defined authorities to Officers of the City of Prince Rupert under the *Local Government Act* and *Community Charter*;

**NOW THEREFORE**, The Council of the City of Prince Rupert, in an open meeting assembled, **ENACTS AS FOLLOWS**:

#### Citation

1. This bylaw may be cited for all purposes as the “City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024”;

#### Definitions

2. In this Bylaw:

- (a) **Act** means the *Local Government Act* or *Community Charter*.
- (b) **Authorized Designate** means an Employee or an Officer provided with the written authority to act on another person’s behalf.
- (c) **City** means the Corporation of the City of Prince Rupert, a municipality incorporated under the *City of Prince Rupert Incorporation Act 1910*.
- (d) **City Manager** means the person appointed by Council as City Manager or their delegate as defined in the City of Prince Rupert Officers Bylaw No. 3544, 2024.
- (e) **Corporate Officer** means the person appointed by Council as the Corporate Officer or their delegate as defined in the City of Prince Rupert Officers Bylaw No. 3544, 2024.
- (f) **Council** means the elected Council of the City of Prince Rupert.
- (g) **Employee** means an exempt or union employee of the City other than an Officer.

**(h) Officer** means the persons defined as Officers in the City of Prince Rupert Officers Bylaw No. 3544, 2024.

### **General**

3. All bylaws adopted by the Council and any contracts authorized by Council shall be signed by the Mayor and City Manager or Mayor and Corporate Officer.
4. All minutes of Council shall be signed by the Mayor or presiding member, and the Corporate Officer.
5. All minutes of Standing Committees of Council and all other administrative bodies in the City, shall be signed by the chairperson or presiding member.
6. All development permits, development variance permits and temporary use permits issued by Council shall be signed by the Corporate Officer and the City Planner.
7. All contracts made between the City and His Majesty the King in Right of Canada and his lawful agents or representatives of His Majesty the King in Right of the Province of British Columbia and his lawful agents shall be signed by the Mayor and Corporate Officer.
8. All documents to be registered in the Land Title Office shall be signed by the Corporate Officer and an Officer or Authorized Designate.
9. All documents initiated, generated or processed in any department other than those specified in this bylaw shall be signed by the Corporate Officer and an Officer or Authorized Designate when two signatories are required; for documents initiated, generated or processed in any department other than those specified in this bylaw whereby one may sign, an Officer or Authorized Designate may sign.
10. The authorization to sign herein are granted to the foregoing person provided that all necessary pre-requisites of the *Act*, as amended from time to time, or other statutes, City bylaws and City policies have been met.

### **Delegation of Purchasing Power**

11. Council hereby delegates to the City Manager all of the powers, duties and functions of Council under the *Act* to make agreements respecting the City's activities, works or services, and transact land, subject to the limitations on that delegated authority as set out in the City's purchasing policy.

### **Delegation To Persons Holding Position**

12. Where this Bylaw delegates a power, duty or function to a named position, the delegation of the power, duty or function is to the person who from time to time holds the position and to any person who from time to time is the deputy of that person so appointed by Council for Officers and by the City Manager for non-

Officers.

**Repeal**

13. That the City of Prince Rupert Bylaw No. 3162, 2003, and any amended thereto, be repealed.

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.

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MAYOR

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CORPORATE OFFICER