



REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, December 9, 2024, immediately following the Committee of the Whole Meeting, taking place at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of December 9, 2024, be adopted as presented.

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes for approval

- i. Minutes of the Special Meeting of January 22, February 12, February 26, March 11, March 25, April 8, May 27, June 17, June 24, July 22, August 19, October 15, October 25 and November 25, 2024;
- ii. Minutes of the Committee of the Whole Meeting of February 26 and November 25, 2024;
- iii. Minutes of the Regular Meeting of November 25, 2024;

b) Reports for approval

- iv. Kitimat/Terrace/Thornhill/Prince Rupert Mutual Aid Agreement 2024;
- v. Report from the Director of Economic Development & Transportation Re: Business Façade Improvement;

c) Reports for receipt

- vi. Report from the Planning Re: November 2024 Development Activity;
- vii. Report from the Director of Corporate & Legislative Services Re: Bylaw stats to October 2024;
- viii. Proposed 2025 Council Meeting Schedule;
- ix. Report from the Fire Chief Re: November 2024 Monthly Fire / Rescue information;
- x. Report from the Chief Financial Officer Re: September 2024 Financial Report;
- xi. Report from the Director of Development Services & City Planner Re:

Interim Housing Needs Report Update;

d) Correspondence for receipt

- xii. North Coast Regional District Re: November 2024 Board Highlights; and
- xiii. Letter from the Village of Nakusp to Honorable Josie Osborne, Minister of Health Re: BC Alert-Ready Program to include Health Services for notification of Emergency Room Closures.

Recommendation:

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

6. REPORTS

a) Report from the Chief Financial Officer Re: 2025 Five Year Financial Plan Bylaw No. 3554, 2024.

Recommendation:

THAT Council proceed with consideration of the City of Prince Rupert 2025 Five Year Financial Plan Bylaw No. 3554, 2024;

AND THAT Council directs staff to proceed with 2025 spending as proposed.

b) Report from the Chief Financial Officer Re: Authorization to Borrow for Digby Island Ferry Refit.

Recommendation:

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

WHEREAS Council adopted the 2024 Five Year Financial Plan Amendment Bylaw 3529, 2024 on May 6th, 2024;

THEREFORE BE IT RESOLVED THAT Council, gives authorization to borrow from the Municipal Finance Authority (MFA) \$670,000 (Six hundred seventy thousand dollars) for funding the Digby Island Ferry Refit. Repayment of which to be made over five (5) years with no provisions for renewal.

c) Report from the Planning Re: Development Variance Permit #24-10 – 974 Saskatoon Avenue.

Recommendation:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-10.

d) Report from the Deputy City Manager Re: Water/Solid Waste & Subdivision & Servicing Bylaws.

Recommendation:

THAT Council considers Fourth and Final Readings on the Water Utility Management Bylaw - BYLAW NO. 3549, 2024 (Fee Schedule option 3);

AND THAT Council considers Fourth and Final Readings on the Collection and Disposal of Solid Wastes Bylaw - BYLAW NO. 3550, 2024 (Fee Schedule option 2);

AND THAT Council considers Fourth and Final Readings on the Subdivision and Servicing Bylaw - BYLAW NO. 3546, 2024.

e) Report from the Deputy City Manager Re: Sanitary & Storm Sewer Utility Management Bylaw.

Recommendation:

THAT Council considers the Provision and Use of Sanitary and Storm Sewer Utility Management Bylaw – Bylaw No. 3548, 2024 (Fee Schedule option 5).

f) Report from the Planning Re: Complete Communities Plan.

Recommendation:

THAT Council adopt the Complete Communities Plan as indicated in Attachment 1 and direct staff to begin actioning policy statements as budget and resources permit.

7. BYLAWS

a) City of Prince Rupert Subdivision and Servicing Standard Bylaw No. 3546, 2024.

Recommendation:

THAT Council give Fourth and Final reading to the City of Prince Rupert Subdivision and Servicing Standard Bylaw No. 3546, 2024.

b) City of Prince Rupert Sanitary & Storm Sewer Utility Management Bylaw No. 3548, 2024.

Recommendation:

THAT Council give First, Second, and Third reading to the City of Prince Rupert Sanitary & Storm Sewer Utility Management Bylaw No. 3548, 2024.

c) City of Prince Rupert Water Utility Management Bylaw No. 3549, 2024.

Recommendation:

THAT Council give Fourth and Final reading to the City of Prince Rupert Water Utility Management Bylaw No. 3549, 2024.

d) City of Prince Rupert Solid Waste Management Bylaw No. 3550, 2024.

Recommendation:

THAT Council give Fourth and Final reading to the City of Prince Rupert Solid Waste Management Bylaw No. 3550, 2024.

- e) City of Prince Rupert 2024 Five Year Financial Plan Amendment Bylaw No. 3552, 2024.**

Recommendation:

THAT Council give Fourth and Final reading to the City of Prince Rupert 2024 Five Year Financial Plan Amendment Bylaw No. 3552, 2024.

- f) City of Prince Rupert Revitalization Tax Exemption Program Bylaw No. 3553, 2024.**

Recommendation:

THAT Council give Fourth and Final reading to the City of Prince Rupert Revitalization Tax Exemption Program Bylaw No. 3553, 2024.

- g) City of Prince Rupert 2025 Five Year Financial Plan Bylaw No. 3554, 2024.**

Recommendation:

THAT Council give First, Second, and Third reading to the City of Prince Rupert 2025 Five Year Financial Plan Bylaw No. 3554, 2024.

8. COUNCIL ROUND TABLE

9. ADJOURNMENT



MINUTES

For the **SPECIAL MEETING** of Council held on January 22, 2024, at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor Pond
Councillor N. Adey
Councillor B. Cunningham
Councillor N. Adey
Councillor W. Niesh

ABSENT: Councillor T. Forster
Councillor R. Skelton-Morven

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

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 5:00 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (g) litigation or potential litigation affecting the municipality; and;
(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure, under section 21 of the *Freedom of Information and Protection of Privacy Act*.

3. ADJOURNMENT TO CLOSED MEETING

CARRIED

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES



SPECIAL AGENDA to Close

For the **SPECIAL MEETING** of Council to be held on February 12, 2024, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

ABSENT: Councillor T. Forster

STAFF: R. Miller, Director of Corporate & Legislative Services / Corp. Officer
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 5:00pm

2. RESOLUTION TO EXCLUDE THE PUBLIC

Recommendation:

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (c) labour relations or other employee relations; and,
(e) the acquisition, disposition, or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

3. ADJOURNMENT TO CLOSED MEETING

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **SPECIAL MEETING** of Council held on February 26, 2024, at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

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

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 5:00 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality; and,
(g) litigation or potential litigation affecting the municipality.

CARRIED

3. ADJOURNMENT TO CLOSED MEETING

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES



MINUTES

For the **SPECIAL MEETING** of Council held on March 11, 2024, at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor Pond
Councillor T. Forster
Councillor N. Adey
Councillor B. Cunningham
Councillor N. Adey
Councillor R. Skelton-Morven

ABSENT: Councillor W. Niesh

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

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 5:00 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and;
- (l) the receipt of advice that is subject to solicitor-client privilege, including communications for that purpose.

3. ADJOURNMENT TO CLOSED MEETING

CARRIED

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES



MINUTES

For the **SPECIAL MEETING** of Council held on March 25, 2024, at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Councillor W. Niesh
Councillor N. Adey
Councillor B. Cunningham
Councillor N. Adey
Councillor R. Skelton-Morven

ABSENT: Mayor H. Pond
Councillor T. Forster

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

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 5:00 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality; and;
- (g) litigation or potential litigation affecting the municipality.

3. ADJOURNMENT TO CLOSED MEETING

CARRIED

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES



MINUTES

For the **SPECIAL MEETING** of Council held on April 8, 2024, at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond
Councillor N. Adey
Councillor B. Cunningham
Councillor W. Niesh
Councillor N. Adey
Councillor R. Skelton-Morven

ABSENT: Councillor T. Forster
Councillor G. Randhawa

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

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 5:00 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

3. ADJOURNMENT TO CLOSED MEETING

CARRIED

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES



SPECIAL AGENDA to Close MINUTES

For the **SPECIAL MEETING** of Council to be held on May 27, 2024, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

ABSENT: Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager (Remote)
R. Miller, Director of Corporate & Legislative Services / Corporate Officer
C. Bomben, Chief Financial Officer
R. Pucci, Director of Operations & Intergovernmental Relations (Remote)
V. Stewart, Manager of Communications, Engagement & Social Development (Left at 5:06 pm)

1. CALL TO ORDER

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

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality; and,

(c) labour relations or other employee relations.

3. ADJOURNMENT TO CLOSED MEETING

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



SPECIAL AGENDA to Close MINUTES

For the **SPECIAL MEETING** of Council to be held on June 17, 2024, at 5:30 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Buchan, City Manager
R. Pucci, Deputy City Manager
R. Miller, Director of Corporate & Legislative Services / Corporate Officer
C. Bomben, Chief Financial Officer

1. CALL TO ORDER

The Mayor called the Special Meeting of Council to order at 5:30pm.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (c) labour relations or other employee relations; and,
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

3. ADJOURNMENT TO CLOSED MEETING

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



MINUTES

For the **SPECIAL MEETING** of Council held on June 24, 2024, at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Buchan, City Manager
R. Miller, Director of Corporate & Legislative Services (Remote)

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 5:00 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Forster THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the community; and,
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

3. ADJOURNMENT TO CLOSED MEETING

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES



SPECIAL AGENDA to Close MINUTES

For the **SPECIAL MEETING** of Council to be held on July 22, 2024, at 4:30 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

ABSENT: Councillor W. Niesh
Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager
R. Pucci, Deputy City Manager
R. Miller, Director of Corporate & Legislative Services / Corporate Officer
C. Bomben, Chief Financial Officer

1. CALL TO ORDER

The Mayor called the Special Meeting of Council to order at 4:30pm.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Cunningham and seconded by Councillor Randhawa
THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

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

3. ADJOURNMENT TO CLOSED MEETING

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



SPECIAL AGENDA to Close MINUTES

For the **SPECIAL MEETING** of Council to be held on August 19, 2024, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

ABSENT: Councillor T. Forster

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

1. CALL TO ORDER

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

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one of the following:

- 90.1 (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

3. ADJOURNMENT TO CLOSED MEETING

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



SPECIAL AGENDA to Close MINUTES

For the **SPECIAL MEETING** of Council to be held on October 15, 2024, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Buchan, City Manager
R. Pucci, Deputy City Manager
R. Miller, Director of Corporate & Legislative Services / Corporate Officer
C. Bomben, Chief Financial Officer

1. CALL TO ORDER

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

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one of the following:

- 90.1 (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (e) the acquisition, disposition, or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality; and,
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

3. ADJOURNMENT TO CLOSED MEETING

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT the meeting be adjourned to a Closed Meeting of Council.

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



SPECIAL AGENDA to Close MINUTES

For the **SPECIAL MEETING** of Council to be held on October 28, 2024, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

ABSENT: Councillor R. Skelton-Morven

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

1. CALL TO ORDER

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

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Forster and seconded by Councillor Adey THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one of the following:

90.1 (c) labour relations or other employee relations.

3. ADJOURNMENT TO CLOSED MEETING

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the meeting be adjourned to a Closed Meeting of Council.

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



SPECIAL AGENDA to Close MINUTES

For the **SPECIAL MEETING** of Council to be held on November 25, 2024, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Pucci, Deputy City Manager
R. Miller, Director of Corporate & Legislative Services / Corporate Officer
C. Bomben, Chief Financial Officer

1. CALL TO ORDER

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

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one of the following:

90.1 (g) litigation or potential litigation affecting the municipality.

3. ADJOURNMENT TO CLOSED MEETING

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on February 26, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Buchan, City Manager
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services
V. Stewart, Manager of Communications, Engagement & Social Development

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

Recommendation:

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the Agenda for the Committee of the Whole Meeting of February 26, 2024, be adopted as circulated.

CARRIED

3. PETITIONS & DELEGATIONS

- I. Susan Crowley (Prince Rupert & District Hospice Society) Re: "This is Us."

4. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

5. ADJOURNMENT to Regular Council Meeting

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the

meeting be adjourned at 7:21 p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Tuesday, November 25, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Pucci, Deputy City Manager
R. Miller, Director of Corporate & Legislative Services /
Corporate Officer
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services
V. Steward, Manager of Communications, Engagement and
Social Development

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 Forster and seconded by Councillor Randhawa THAT the Agenda for the Committee of the Whole Meeting of Tuesday, November 25, 2024, be adopted as circulated.

CARRIED

3. PRESENTATIONS

- i. **Presentation from the Prince Rupert RCMP Staff Sergeant Dave Uppal Re: Peace Officers (Community Safety Officers)**

4. REPORTS

- i. **Report from the Deputy City Manager Re: Water/Sewer/Solid Waste/Subdivision & Servicing Bylaws**

MOVED by Councillor Forster and seconded by Councillor Skelton-

Morven THAT Council considers repealing Bylaw 3401, 2016 and introduce and give First, Second and Third Readings to a Bylaw to regulate the provision of use of water works – Bylaw No. 3549, 2024 (Fee schedule option 3);

CARRIED

AND MOVED by Councillor Adey and seconded by Councillor Forster THAT Council considers applying the full 9.5 million dollars to sewer funds and repealing Bylaw 3402, 2016, and any amendments thereto, and introduce and give First, Second and Third Readings of a Bylaw to regulate the provision and use of sewer works – Bylaw No. 3548, 2024 (Fee schedule option 1, 2, 3 or 4);

3 IN-FAVOUR

3 OPPOSED

DEFEATED

AND MOVED by Councillor Adey and seconded by Councillor Forster THAT Council considers repealing Bylaw 3480, 2021 and introduce and give First, Second and Third Readings to a Bylaw regulate the collection and disposal of solid wastes – Bylaw No. 3550, 2024 (Fee schedule option 2);

CARRIED

AND MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council considers repealing Bylaw 3486, 2022 and introduce and give First, Second and Third Readings of a Bylaw to regulate subdivision and services – Bylaw No. 3546, 2024 (Option 1);

AND THAT Council's Committee of the Whole resolution(s) directing utility bylaw options be recommended to the Regular Meeting of Council for November 25, 2024.

CARRIED

ii. Report from the Chief Financial Officer Re: 2025 Budget Direction.

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council receives the information in this report;

AND THAT Council directs staff to prepare the Five-Year Financial Plan Bylaw using the recommendations presented in Attachment 3 with the removal of the Capital Reserve Transfer and the 3rd & Fulton street light repair;

AND THAT the funding from the 3rd & Fulton street light repair be allocated to fund the City Hall Envelope Repairs and top floor offices and the Pool Filtration replacement and Pool Exterior Wall repairs;

AND THAT Council directs staff to include in the Five-Year Financial Plan Bylaw the Indigenous Relations Committee request and the staff increase to Bylaw for the Community Safety Officer program;

AND THAT Council directs staff to incorporate the proposed Water Utility and Sanitary and Storm Sewer Utility rate increases resolved at the Committee of the Whole November 25, 2024 into the Five-Year Financial Plan Bylaw;

AND THAT Council's Committee of the Whole resolution directing the preparation of the Five-Year Financial Plan be recommended to the Regular Meeting of Council November 25, 2024.

CARRIED

5. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

6. ADJOURNMENT to Regular Council Meeting

MOVED by Councillor Adey and seconded by Councillor Forster THAT the meeting be adjourned to Regular Council Meeting at 9:22 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



MINUTES

For the **REGULAR MEETING** of Council to be held on Monday, November 25, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Pucci, Deputy City Manager
R. Miller, Director of Corporate & Legislative Services /
Corporate Officer
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services
V. Steward, Manager of Communications, Engagement and Social
Development

1. CALL TO ORDER

The Mayor called the regular meeting to order at 9:22 pm.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

MOVED by Councillor Forster and seconded by Councillor Adey THAT the Agenda for the Regular Council Meeting of November 25, 2024 be adopted as presented.

CARRIED

4. RESOLUTIONS AND/OR RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE

MOVED by Councillor Forster and seconded by Councillor Skelton-Morven THAT Council considers repealing Bylaw 3401, 2016 and introduce and give First, Second and Third Readings to a Bylaw to regulate the provision of use of water works – Bylaw No. 3549, 2024 (Fee schedule option 3);

CARRIED

AND MOVED by Councillor Adey and seconded by Councillor Forster THAT Council considers applying the full 9.5 million dollars to sewer funds and repealing Bylaw 3402, 2016, and any amendments thereto, and introduce and give First, Second and Third Readings of a Bylaw to regulate the provision and use of sewer works – Bylaw No. 3548, 2024 (Fee schedule option 1, 2, 3 or 4);

3 IN-FAVOUR

3 OPPOSED

DEFEATED

AND MOVED by Councillor Adey and seconded by Councillor Forster THAT Council considers repealing Bylaw 3480, 2021 and introduce and give First, Second and Third Readings to a Bylaw regulate the collection and disposal of solid wastes – Bylaw No. 3550, 2024 (Fee schedule option 2);

CARRIED

AND MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council considers repealing Bylaw 3486, 2022 and introduce and give First, Second and Third Readings of a Bylaw to regulate subdivision and services – Bylaw No. 3546, 2024 (Option 1);

AND THAT Council's Committee of the Whole resolution(s) directing utility bylaw options be recommended to the Regular Meeting of Council for November 25, 2024.

CARRIED

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council receives the information in this report;

AND THAT Council directs staff to prepare the Five-Year Financial Plan Bylaw using the recommendations presented in Attachment 3 with the removal of the Capital Reserve Transfer and the 3rd & Fulton street light repair;

AND THAT the funding from the 3rd & Fulton street light repair be allocated to fund the City Hall Envelope Repairs and top floor offices and the Pool Filtration replacement and Pool Exterior Wall repairs;

AND THAT Council directs staff to include in the Five-Year Financial Plan Bylaw the Indigenous Relations Committee request and the staff increase to Bylaw for the Community Safety Officer program;

AND THAT Council directs staff to incorporate the proposed Water Utility and Sanitary and Storm Sewer Utility rate increases resolved at the Committee of the Whole November 25, 2024 into the Five-Year Financial Plan Bylaw;

AND THAT Council's Committee of the Whole resolution directing the preparation of the Five-Year Financial Plan be recommended to the Regular Meeting of Council November 25, 2024.

CARRIED

5. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

Terry Sawka, Prince Rupert – Re: Request for Civic Bylaw Officer

6. CONSENT AGENDA

a) Council minutes for approval

- i. Minutes of the Special Meeting of November 12, 2024;
- ii. Minutes of the Committee of the Whole Meeting of November 12, 2024;
- iii. Minutes of the Regular Meeting of November 12, 2024

b) Correspondence for receipt

- iv. Northern Health News Release Re: New Terrace Hospital Gifted Tsimshian Name;
- v. Letter to Mayor Pond on behalf of the Westac Board of Directors;
- vi. Email from Brian Denton Re: Intersection of 3rd Avenue and Fulton Street; and,
- vii. Letter from Brian Roberts Re: Intersection of 3rd Avenue and Fulton Street and Playground Equipment for Odd Eidsvik Park.

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

CARRIED

7. REPORTS

a) Report from the Director of Corporate & Legislative Services Re: Creation of a Good Neighbour Bylaw.

MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT Council direct Staff to create a "Good Neighbour Bylaw" to assist with the protection of the Quality of Life for its citizens and endeavor to promote the civic responsibility and further strive to encourage good relations between neighbours and the community overall.

CARRIED

b) Report from the Director of Corporate & Legislative Services Re: Port City Spirits Liquor License Amendment Request.

MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT Council direct Staff to provide a Letter of Support to the BC Liquor and Cannabis Licensing Branch with respect to the application for Port City Spirits for an application to amend their Hours of Liquor Service to Sunday through Saturday from 10 am through to 2 am.

CARRIED

c) Report from the Director of Corporate & Legislative Services Re: Retail Cannabis Application for 719 – 2nd Avenue West.

MOVED by Councillor Cunningham and seconded by Councillor Forster THAT Council direct Staff to provide a Letter of Support to the BC Liquor and Cannabis Licensing Branch with respect to the application for 1456412 BC Ltd. in accordance with the City of Prince Rupert's Retail Cannabis Retail Application Policy.

CARRIED

d) Report from the Chief Financial Officer Re: 2024 Five Year Financial Plan Amendment Bylaw No. 3552, 2024.

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council proceed with consideration of the City of Prince Rupert 2024 Five Year Financial Plan Amendment Bylaw No. 3552, 2024.

CARRIED

e) Report from the Chief Financial Officer and the Director of Development Services Re: Extension of Development Incentives

MOVED by Councillor Niesh and seconded by Councillor Forster THAT Council waive application fees for residential Rezoning, Development Permit and Building Permit applications outside of the City Core that result in net new housing units until December 31, 2029, while maintaining fees for any permit renewals;

AND THAT Council waive application initial fees for all Development Permits, Building Permits, and Rezoning in the City Core until December 31, 2029, while maintaining fees for any permit renewals;

AND THAT Council direct staff to bring annual reports on the effectiveness and opportunity cost of these incentives in December of each year of this program for their consideration;

AND THAT Council consider this report in regards to the City of Prince Rupert Revitalization Tax Exemption Bylaw No. 3553, 2024.

CARRIED

8. BYLAWS

a) City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council give Fourth and Final Reading to the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024.

CARRIED

b) City of Prince Rupert Zoning Amendment Bylaw No. 3543, 2024.

MOVED by Councillor Adey and seconded by Councillor Forster THAT Council give Fourth & Final Reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3543, 2024.

CARRIED

c) City of Prince Rupert 2024 Five Year Financial Plan Amendment Bylaw No. 3552, 2024.

MOVED by Councillor Adey and seconded by Councillor Forster THAT Council give First, Second, and Third reading to the City of Prince Rupert 2024 Five Year Financial Plan Amendment Bylaw No. 3552, 2024.

CARRIED

d) City of Prince Rupert Revitalization Tax Exemption Program Bylaw No. 3553, 2024.

MOVED by Councillor Forster and seconded by Councillor Niesh THAT Council give First, Second, and Third reading to the City of Prince Rupert Revitalization Tax Exemption Program Bylaw No. 3553, 2024.

CARRIED

e) City of Prince Rupert Subdivision and Servicing Standard Bylaw No. 3546, 2024.

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council give First, Second, and Third reading to the City of Prince Rupert Subdivision and Servicing Standard Bylaw No. 3546, 2024.

CARRIED

f) City of Prince Rupert Sanitary and Storm Sewer Utility Management Bylaw No. 3548, 2024.

Council postpone the City of Prince Rupert Sanitary and Storm Sewer Utility Management Bylaw No. 3548, 2024 to the next Council Meeting.

g) City of Prince Rupert Water Utility Management Bylaw No. 3549, 2024.

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council give First, Second, and Third reading to the Option 3 of the City of Prince Rupert Water Utility Management Bylaw No. 3549, 2024.

CARRIED

h) City of Prince Rupert Solid Waste Management Bylaw No. 3550, 2024.

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council give First, Second, and Third reading to the Option 2 of the City of

Prince Rupert Solid Waste Management Bylaw No. 3550, 2024.

CARRIED

9. COUNCIL ROUND TABLE

10. ADJOURNMENT

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the meeting be adjourned to close at 9:50 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER

Kitimat/Terrace/Thornhill/Prince Rupert Mutual Aid Agreement 2024

THIS AGREEMENT dated, for reference, this 29th day of May 2024.

BETWEEN:

THE DISTRICT OF KITIMAT, 270 City Centre, Kitimat, British Columbia, V8C 1T6;

(hereinafter called "the District")

OF THE FIRST PART:

AND:

THE CITY OF TERRACE, 3215 Eby Street Terrace, British Columbia, V8G 2X8;

(hereinafter called "the City of Terrace")

OF THE SECOND PART:

AND:

THE REGIONAL DISTRICT OF KITIMAT-STIKINE (for the Fire Protection District of Thornhill), 300-4545 Lazelle Avenue, Terrace, British Columbia, V8G 4E1;

(hereinafter called "Thornhill")

OF THE THIRD PART:

AND:

THE CITY OF PRINCE RUPERT, 424 3rd Avenue West, Prince Rupert, British Columbia, V8J 1L7;

(hereinafter called "City of Prince Rupert")

OF THE FOURTH PART:

MUTUAL AID FIRE FIGHTING ASSISTANCE AGREEMENT

WHEREAS: "Part 3, Division 1, Section 23 (1) (...) of the community Charter" empowers local Governments to enter into mutual aid firefighting assistance agreements with other jurisdictions. A council may make agreements with a public authority respecting (a) activities and services within the powers of a party to the agreement, including agreements respecting the undertaking, provision and operation of activities and services.

AND WHEREAS there would be benefits in the form of improved safety and fire protection for area residents, in the event of a major incident, from such an agreement between the District, the City of Terrace, Thornhill and the City of Prince Rupert.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

Kitimat/Terrace/Thornhill/Prince Rupert Mutual Aid Agreement 2024

1. Mutual aid fire protection services shall be provided by the respective fire departments on an "as available" basis upon request by the City of Terrace Fire Chief, the Thornhill Fire Chief, the City of Prince Rupert Fire Chief, or the District of Kitimat Fire Chief, or their delegates.
2. Indemnity: The inability on the part of any fire department to provide such mutual aid fire protection services, when requested, in accordance with the provisions of this agreement, shall not create any financial or legal liability for the parties unable to provide the fire protection services requested.

Each party to this Agreement agrees to indemnify, defend, and hold harmless the other parties, their agents, officers, employees, and volunteers from and against any and all claims, demands, losses, damages, actions, and liabilities (including all related costs and expenses, including reasonable legal fees) arising out of or resulting from their own negligent acts or omissions in the performance or non-performance of their duties under this Agreement. This indemnity shall apply regardless of any active or passive negligent act or omission of the indemnified parties, except for claims arising out of the sole negligence or willful misconduct of the indemnified party.

3. Fire Protection Personnel & Equipment: Upon the request of the incident commander of the fire department in which the emergency occurs, the assisting fire department(s) will respond or standby as appropriate, for the emergency.
4. Command of Incident: The senior on-duty officer of the fire department that has an emergency within its own response boundaries shall be responsible for the overall direction and control of the emergency.
5. Command of Personnel & Equipment: It is understood and agreed by and between the parties hereto that the responding fire department's personnel and equipment will remain under the control of the responding fire department's senior on-duty officer.
6. Equipment Insurance: Each fire department shall maintain insurance coverage on its own fire fighting equipment for response both inside and outside their respective fire protection boundaries.
7. Personnel Insurance: Each fire department must maintain life and accident insurance, workers' compensation coverage and other required coverage, for the personnel of their own fire department, whether fighting fires inside or outside their respective fire protection boundaries.
8. Boundaries: It is understood and agreed by and between the parties hereto that each fire department will only respond to areas within designated fire protection boundaries or municipal boundaries within their fire Operations communications centre mapping.

Kitimat/Terrace/Thornhill/Prince Rupert Mutual Aid Agreement 2024

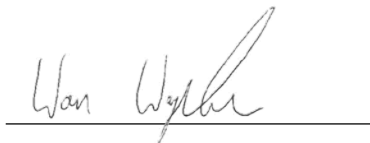
9. Costs Incurred Born by Fire Departments: It is further understood and agreed by and between the parties hereto that no money payments will be made between parties for costs incurred regarding activities under this agreement.
10. Liability: It is further understood and agreed by and between the parties hereto, that liability claims arising out of activities under this agreement shall be the responsibility of the jurisdiction in which they occur. Each party is required to hold liability insurance to cover the losses that occur in their jurisdiction.
11. Scope of Emergencies: It is further understood and agreed by and between the parties hereto that the services rendered pursuant to this Agreement shall also include incidents involving hazardous materials and incidents requiring additional rescue or emergency personnel and equipment for one (12) twelve hour working period.
12. Radio Frequency: Shall be established by the incident commander, and it is further understood and agreed by and between the parties, to provide an updated frequency list as needed.
13. Duration of Agreement: This agreement will be in full force and effect from after the date of signing, with no expiry date, and shall remain in effect unless terminated following the 90-day notice requirement. The Agreement shall be reviewed annually, and any changes must be mutually agreed upon by all parties. Any party may withdraw from the agreement by providing at least ninety (90) days' written notice to the other parties.

THE CORPORATE SEAL of the DISTRICT OF KITIMAT

was hereunto affixed on the 03 day of July, 2024 in the presence of:



Mayor



Administrator

Kitimat/Terrace/Thornhill/Prince Rupert Mutual Aid Agreement 2024

THE CORPORATE SEAL of the CITY OF TERRACE

was hereunto affixed on the _____ day of _____, 2024 in the presence of:



Mayor



City Manager

THE CORPORATE SEAL of the REGIONAL DISTRICT OF KITIMAT-STIKINE

was hereunto affixed on the 21 day of June, 2024 in the presence of:



Chairman of the Board



Administrator

Kitimat/Terrace/Thornhill/Prince Rupert Mutual Aid Agreement 2024

THE CORPORATE SEAL of the CITY OF PRINCE RUPERT

was hereunto affixed on the _____ day of _____, 2024 in the presence of:

Mayor

City Manager



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 9, 2024
TO: Robert Buchan, City Manager
FROM: Paul Vendittelli, Director of Economic Development & Transportation
SUBJECT: Business Façade Improvement

RECOMMENDATION:

THAT Mayor and Council supports the application to Northern Development Initiative Trust from The City of Prince Rupert for a grant of up to \$20,000 for the Business Façade Improvement Program.

REASON FOR REPORT:

The City of Prince Rupert intends to provide property owners and business owners grant money for façade improvement. This application with Northern Development Initiative Trust requires a resolution of support from Mayor and Council

BACKGROUND:

The Business Façade Improvement program provides annual grant funding for municipalities and regional districts. Annual funding of \$20,000 is available to each municipality and regional district to enhance economic development by encouraging private sector investment in businesses façade improvements. The Program is managed and administered by the City of Prince Rupert Economic Development Office.

ANALYSIS:

The Program is designed to assist property and business owners with rehabilitating the commercial façades of their properties for the purpose of creating a positive visual impact, stimulating private investment, and complementing other community revitalization efforts

COST:

There are no Cost or Budget Implications associated.

CONCLUSION:

That Mayor and Council supports the recommendations of the Economic Development Officer and provide a resolution of support for the application to Northern Development Initiative Trust.

Report Prepared By:

Report Reviewed By:

Paul Vendittelli,
Director of Economic Development &
Transportation

Robert Buchan,
City Manager

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 9, 2024
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner I

SUBJECT: DEVELOPMENT ACTIVITY REPORT NOVEMBER 2024.

RECOMMENDATION

THAT Council Receive and File the attached Development Activity Report in Attachment 1.

REASON FOR REPORT:

This report summarizes development application activity in the City of Prince Rupert for November 2024. This report is intended to inform the Council on applications that have been received and their status to date.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras,
Urban Planner I

Robert Buchan,
City Manager

Originally signed available upon request

Attachments:

1. Development Activity Report

Development Activity Report – November 2024

Planning and Zoning

File No.	Location	Proposal Description	Date Received	Status	Date of Decision
ZLBA-24-03	Seal Cove Quarry	Proposal to rezone to allow a 62-unit residential building.	May 14, 2024	Nov. 25, 2024	Nov. 25, 2024
OCPA – 24-02	Seal Cove Quarry	OCP Amendment to the land use to accommodate a 62-unit residential building. Associated with ZBLA-24-03.	May 14, 2024	Nov. 25, 2024	Nov. 25, 2024
ZBLA-24-04	100 1 st Avenue E	Zoning amendment of property with existing building	Oct. 28, 2024	In Progress	N/A
DVP-23 -20	200 Sherbrooke Avenue	Proposed smaller parking stall size and request for parking electrification exemption.	Sep. 27, 2023	On Hold* *Missing Information	N/A
DP-24-25	2345 Seal Cove Rd	Development Permit for exterior improvements, including a wheelchair ramp.	Oct. 31, 2024	Approved	Nov. 18, 2024
DP-24-26	150 3 rd Ave E	Exterior improvements in the City Core DP Area	Nov. 15, 2024	Approved	Nov. 25, 2024
DP-24-27	801 2 nd Avenue W	Exterior improvements in the City Core DP Area	Nov. 25, 2024	In Progress	N/A
DP-24-28	719 2nd Avenue W	Exterior improvements in the City Core DP Area	Nov. 29, 2024	In Progress	N/A
DVP-24-10	975 Saskatoon	Height Variance for an accessory building	Nov. 27, 2024	In Progress	N/A
DVP-24-11	801 2 nd Avenue W	Minor Variance for signs – Related to DP-24-27	Nov. 25, 2024	Approved	Nov. 27, 2024

Building Department Permits - Summary November 2024

Number of Building Permits approved during the month:	30
Number of Housing Units Approved during the month	0
City Core Revitalization Incentive recipients during the month	7
Housing Units approved so far in 2024	87



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 9, 2024
TO: Robert Buchan, City Manager
FROM: Rosamaria Miller, Director of Corporate & Legislative Services

SUBJECT: Bylaw stats to October 2024

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

To keep Council apprised and informed of Bylaw Enforcement within the municipality, the following statistics are provided for your information.

Open Bylaw Files January - October 2024:	561
<i>Bylaw files for 2023 (January – December):</i>	<i>610</i>
Fines/tickets issued to October 2024:	953
<i>Fines/tickets issued for 2023 (January – December):</i>	<i>1294</i>

The files and fines/tickets issued to October 2024 correlate to mostly to vehicle & traffic, animal control, noise infractions and unsightly property. The balance of the files and fines/tickets relate to building permits, business licenses, illegal occupancy, nuisance, unlawful dumping, rental protection and zoning.

Report Prepared By:

Report Reviewed By:

Rosa Miller,
Director of Corporate & Legislative
Services/Corporate Officer

Robert Buchan,
City Manager

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 9, 2024
TO: Robert Buchan, City Manager
FROM: Rosamaria Miller, Director of Corporate & Legislative Services

SUBJECT: 2025 Council Meeting Schedule

RECOMMENDATION:

THAT Council approves the 2025 Council Meeting Schedule as presented.

REASON FOR REPORT:

Council must, as per Sections 127 and 94 of the *Community Charter* and the City of Prince Rupert's Council Procedure Bylaw, publish a meeting schedule of the date, time and place of Regular Council Meetings.

BACKGROUND:

Meetings are scheduled under the City of Prince Rupert Council Procedure Bylaw.

Regular Council meetings typically begin at 7:00 p.m. and the public is welcome to attend. Committee of the Whole Meetings are scheduled as part of the 2nd Regular meeting of the month and will be conducted following the City of Prince Rupert Council Procedure Bylaw.

All Regular Council Meetings take place in Council Chambers on the Second floor at City Hall, 424-3rd Avenue West unless otherwise stated.

Report Prepared By:

Report Reviewed By:

Rosa Miller,
Director of Corporate & Legislative
Services/Corporate Officer

Robert Buchan,
City Manager

Originally signed available upon request

Attachment:

- Council Meeting Schedule for 2025



	Council Meeting				
	Statutory Holiday				
	NCLGA				
	FCM				
	UBCM				

2025

Council Calendar

January						
S	M	T	W	T	F	S
			1	2	3	4
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						31

June						
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29	30					

July						
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27	28	29	30	31		

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24	25	26	27	28	29	30
						31

September						
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28	29	30				

October						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
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						30

December						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



REPORT

December 1, 2024

TO: ROB BUCHAN, City Manager

FROM: JEFF BECKWITH, Fire Chief

SUBJECT: Monthly Fire / Rescue Report – November 2024

During the month of November, the Prince Rupert Fire Rescue Department responded to 110 emergency incidents. Of these incidents, no properties sustained significant damage due to fire this month. The Fire Department attended 9 small fire incidents, 6 MVI's, 1 Gas investigation, 1 Marine fire and numerous medical responses.

Location	Property Value	Property Loss
Totals:	0	0

INCIDENT COMPARISON

November	2024	110 Incidents
November	2023	76 Incidents
November	2022	65 Incidents
November	2021	139 Incidents
November	2020	94 Incidents

FIRE SERVICE ACT INSPECTIONS

During the month of November Fire Rescue Department personnel conducted Fire/Life safety inspections within 23 public buildings in Prince Rupert.

INSPECTION COMPARISON

November	2024	23 Public Building Inspections
November	2023	23 Public Building Inspection
November	2022	1 Public Building Inspections
November	2021	2 Public Building Inspections
November	2020	97 Public Building Inspections

DEPARTMENT ACTIVITIES AND PROGRAMS

Fire Prevention and Public Education:

One hall tour was completed during the month of November.

Training & Upgrading:

During the month of November Fire Fighters completed 37 in house training sessions. These training sessions consisted of the following; EMR training, SCBA Training, Entanglement and Door Prop, Webbing Rescue, Power Tools, MSA Packs, Hydrant Skills, Bottle Fills, Ladders and Hauling Tools, Auto EX Pt Extrication, Size ups, Pump Ops, Initial Command Procedures, High Rise Supply and Attack, Building Familiarization, Dock Familiarization, Standpipe, Rope/Knots and Lifting, Health and Fitness Review, Near Misses, Commercial Fire Review. Fire Fighters also attended and toured Coast Guard Vessel McIntyre Bay, to become familiar with its capabilities. PTSD workshop was held at Civic Center and attended.

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	408
PR FIRE	14
PR AMB	165
PR EHS	83
PR RCMP	143
PR ALARM	15

PED ADMIN	1
PED FIRE	5
PED AMB	1
PED EHS	0
PED RCMP	1
PED ALARM	0

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

CITY	132
H/U	94
WRONG #	31
R.C.C.	6
CITYWEST	5

Total: 1107

Respectfully Submitted,



JEFF BECKWITH, Fire Chief



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 9, 2024
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: SEPTEMBER 2024 FINANCIAL VARIANCE REPORT

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

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

OPERATING BUDGET

Operating revenues and expenses remain on track with expectations at this time of year with no significant variances of note.

UTILITIES BUDGET

Sewer and Solid Waste Utilities are tracking close to budget for this time of the year. Water utilities' operating expenditure, however is trending higher than budget mainly due to higher than normal emergency repairs of service connections. This is offset by the higher than normal interest earned on the grant funds received in advance of the BIG project.

CAPITAL & SPECIAL PROJECTS

Capital projects will be finalizing for the year with incomplete items rolling into 2025. Costs will continue to accumulate as invoices attributable to various projects are received.

LINK TO STRATEGIC PLAN

Supports the City’s overall strategic goals.

Report Prepared By:

Report Reviewed By:

Corinne Bomben
Chief Financial Officer

Robert Buchan,
City Manager

Originally signed available upon request

Attachments:

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

CITY OF PRINCE RUPERT- GENERAL OPERATING FUND	YTD 2023	YTD 2024	2024	Budgeted	
Budget Variance for Period Ending September 2024	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
REVENUES					
Airport Ferry	851,556	883,468	1,180,000	(296,532)	(25.13)
Bylaw Enforcement	116,682	109,075	151,000	(41,925)	(27.76)
Cemetery	71,880	95,552	139,000	(43,448)	(31.26)
Civic Properties	173,703	188,851	252,000	(63,149)	(25.06)
Corporate Administration	-	8,500	84,000	(75,500)	(89.88)
Cow Bay Marina	379,009	370,726	455,000	(84,274)	(18.52)
Development Services	310,787	293,393	303,000	(9,607)	(3.17)
Economic Development	25,000	-	70,000	(70,000)	(100.00)
Fire 911 Services	53,436	55,599	79,000	(23,401)	(29.62)
Fire Protective Services	7,871	1,135	5,000	(3,865)	(77.30)
FD Emergency Measures	-	3,030	-	3,030	-
Finance	14,626	12,358	15,000	(2,642)	(17.61)
Fiscal Revenues	11,705,793	14,673,295	10,554,000	4,119,295	39.03
Information Technology	-	-	1,000	(1,000)	(100.00)
Parks	910	-	-	-	-
PW Engineering	3,781	3,350	5,000	(1,650)	(33.00)
PW Common Costs	36,623	56,186	70,000	(13,814)	(19.73)
RCMP	105,554	96,672	147,000	(50,328)	(34.24)
Rec - Arena	156,273	147,574	261,000	(113,426)	(43.46)
Rec - Civic Centre	281,962	357,600	362,000	(4,400)	(1.22)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	378,398	368,558	523,000	(154,442)	(29.53)
Transit	161,997	217,296	201,000	16,296	8.11
Victim Services	57,236	80,824	113,000	(32,176)	(28.47)
Watson Island	-	613,471	400,000	213,471	53.37
Subtotal	14,893,075	18,636,514	15,373,000	3,263,514	21.23
Property Taxes	26,008,528	28,448,944	28,459,000	(10,056)	(0.04)
Total Operating Revenues	40,901,603	47,085,458	43,832,000	3,253,458	7.42
PR Legacy Inc Contributions- Capital Works	21,854	81,240	178,000	(96,760)	(54.36)
PR Legacy Inc Contributions- Capital Purchases	203,590	418,871	837,000	(418,129)	(49.96)
Conditional Project Grants- Capital Purchases	672,216	1,203,027	11,268,000	(10,064,973)	(89.32)
Conditional Project Grants- Capital Works	-	(5,250)	-	-	-
Appropriated Reserves- Capital Works	53,470	829,296	2,105,000	(1,275,704)	(60.60)
Appropriated Reserves- Capital Purchases	3,269,853	1,667,967	3,852,000	(2,184,033)	(56.70)
Community Works Fund (Gas Tax)- Capital Purchases	3,000	321,000	321,000	-	-
Appropriated Surplus- Capital Purchase	39,680	104,541	195,000	(90,459)	(46.39)
Appropriated Surplus- Capital Works	10,332	35,637	35,000	637	1.82
PR Legacy Inc Contributions- Special Projects	71,454	5,000	188,000	(183,000)	(97.34)
Appropriated Surplus- Special Projects	77,641	4,186	80,000	(75,814)	(94.77)
Condition Project Grants- Special Projects	109,582	344,630	694,000	(349,370)	(50.34)
Loans from MFA- Capital Purchases	5,408,274	10,351,235	15,620,000	(5,268,766)	(33.73)
Total Capital Revenues	9,940,944	15,361,379	35,373,000	(20,006,371)	(56.56)
Total General Operating Fund Revenues	50,842,548	62,446,837	79,205,000	(16,752,913)	(21.15)

CITY OF PRINCE RUPERT- GENERAL OPERATING FUND	YTD 2023	YTD 2024	2024	Budgeted	
Budget Variance for Period Ending September 2024	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
EXPENDITURES					
Airport Ferry	1,860,531	1,673,985	2,375,000	701,015	29.52
Bylaw Enforcement	206,842	266,264	476,000	209,736	44.06
Cemetery	187,485	146,257	323,000	176,743	54.72
Civic Properties	454,401	555,352	742,000	186,648	25.15
Corporate Administration	883,267	820,283	1,153,000	332,717	28.86
Cow Bay Marina	338,060	337,268	450,000	112,732	25.05
Development Services	676,967	690,780	1,015,000	324,220	31.94
Economic Development	172,643	197,882	254,000	56,118	22.09
FD 911 Services	495,633	524,501	675,000	150,499	22.30
FD Fire Protective Services	3,796,615	4,193,127	5,578,000	1,384,873	24.83
FD Emergency Measures	21,780	28,847	31,000	2,153	6.94
Finance	884,330	1,020,289	1,362,000	341,711	25.09
Finance Cost Allocation	(470,000)	(471,000)	(471,000)	-	-
Fiscal Expenses	2,410,490	2,729,151	3,666,000	936,849	25.56
Governance	312,449	356,812	432,000	75,188	17.40
Grants in Aid to Community Partners	1,630,821	1,804,125	1,889,000	84,875	4.49
Human Resources	241,259	333,864	488,000	154,136	31.59
Information Technology	476,573	588,945	805,000	216,055	26.84
Parks	795,907	750,968	1,323,000	572,032	43.24
PW Engineering	527,778	542,358	847,000	304,642	35.97
PW Common Cost	3,918,454	4,181,969	5,493,000	1,311,031	23.87
Allocation of PW Common Cost	(3,346,419)	(3,560,043)	(5,351,000)	(1,790,957)	33.47
PW Vehicles	933,165	949,796	1,778,000	828,204	46.58
Allocation of PW Vehicles	(1,289,828)	(1,364,267)	(1,778,000)	(413,733)	23.27
RCMP	5,197,139	5,564,700	7,355,000	1,790,300	24.34
Rec. Centre- Arena	359,502	375,190	589,600	214,410	36.37
Rec. Centre- Civic Centre	1,409,942	1,473,871	2,123,400	649,529	30.59
Rec. Centre- Community Services	497	541	4,000	3,459	86.47
Rec. Centre- Pool	1,124,969	1,076,990	1,550,000	473,010	30.52
Roads	2,015,497	1,413,416	2,534,000	1,120,584	44.22
Transit	498,244	701,963	854,000	152,037	17.80
Victim Services	111,779	136,828	222,000	85,172	38.37
Watson Island	201,142	390,468	400,000	9,532	2.38
Transfer to Reserves (Interest, RCMP Loan)	356,314	1,727,406	2,780,000	1,052,594	37.86
Transfer to General Capital Reserves	4,068,000	6,860,171	-	-	-
Total Operating Expenses	31,462,227	37,019,058	41,967,000	11,808,113	28.14
Provision for Special Projects	274,177	353,889	987,000	633,111	64.14
Provision for Capital Purchases	9,593,563	15,463,214	32,833,000	17,369,786	52.90
Provision for Capital Works	1,135,390	2,047,761	3,418,000	1,370,239	40.09
Total Capital Expenses	11,003,130	17,864,864	37,238,000	19,373,136	52.03
Total Operating Fund Expenditures	42,465,356	54,883,922	79,205,000	31,181,249	39.37

CITY OF PRINCE RUPERT- UTILITY OPERATING FUND	YTD 2023	YTD 2024	2024	Budgeted	
Budget Variance for Period Ending September 2024	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
Sanitary and Storm Sewer					
Operating Revenue	2,620,354	2,658,074	2,872,000	(213,926)	(7.45)
Grants	-	326,018	8,300,000	(7,973,982)	(96.07)
Appropriated Surplus- Cap Works	1,414,556	1,565,454	3,163,000	(1,597,546)	(50.51)
Loans from MFA	-	-	6,400,000	(6,400,000)	(100.00)
Funding from Reserves	313,818	20,385	150,000	(129,615)	(86.41)
Capital Works	(2,485,534)	(2,670,244)	(19,313,000)	16,642,756	86.17
Revenue for operations	1,863,194	1,899,687	1,572,000	327,687	20.85
Operating Expenditure	949,955	1,076,812	1,572,000	495,188	31.50
Surplus /(Deficit)	913,239	822,875	-	822,875	-
Water					
Operating Revenue	4,681,911	5,921,202	4,328,000	1,593,202	36.81
PR Legacy Inc Contributions - Debenture Pmts	718,575	713,131	1,159,000	(445,869)	(38.47)
Grants- Capital Works	692,986	5,129,834	28,000,000	(22,870,166)	(81.68)
Funding from PR Legacy Inc - Cap Works	306,931	2,136	500,000	(497,864)	(99.57)
Loans from MFA	26,674	56,461	2,000,000	(1,943,539)	(97.18)
Funding from Reserves	1,755,254	2,731,697	4,590,000	(1,858,303)	(40.49)
Capital Purchases	-	-	(190,000)	190,000	(100.00)
Capital Works	(3,619,294)	(8,979,315)	(35,900,000)	26,920,685	(74.99)
Net Revenue	4,563,037	5,575,146	4,487,000	1,088,146	24.25
Operating Expenditure	2,726,245	3,610,911	4,487,000	876,089	19.53
Surplus/(Deficit)	1,836,791	1,964,234	-	1,964,234	-
Solid Waste					
Operating Revenue	8,216,478	4,385,799	4,792,000	(406,201)	(8.48)
Appropriated Surplus- Cap Works	-	21,441	300,000	(278,559)	100.00
Funding from Accruals- Cap Works	101,437	2,254,045	2,880,000	(625,955)	100.00
Funding from Long Term Loan MFA	1,317,235	-	-	-	100.00
Funding from Reserves	-	1,797,825	2,260,000	(462,175)	100.00
Community Works Fund (Gas Tax)	-	-	1,000,000	(1,000,000)	100.00
Capital Purchases	(1,337,235)	(297,825)	(310,000)	12,175	100.00
Capital Works	(165,645)	(3,784,852)	(6,175,000)	2,390,148	(38.71)
Revenue for operations	8,132,271	4,376,434	4,747,000	(370,566)	(7.81)
Appropriated Surplus for Rate Stabilization	-	1,029,000	1,029,000	-	-
Operating Expenditure	4,015,669	3,882,427	5,776,000	1,893,573	32.78
Surplus /(Deficit)	4,116,601	1,523,006	-	1,523,006	-

CITY OF PRINCE RUPERT - CAPITAL PURCHASES Budget Variance for Period Ending September 2024	Budget \$	Actual \$	Variance \$
Special Projects	987,000	353,889	633,111
Waterfront Landing	10,000,000	851,977	9,148,023
Ferry Refit	1,470,000	2,135,291	(665,291)
Recreation	302,000	26,777	275,223
RCMP Bulding	17,100,000	10,124,838	6,975,162
Civic Properties	1,816,000	1,364,460	451,540
Fire Department & 911	1,157,000	668,785	488,215
Land Acquisition	260,000	-	260,000
Watson Island	285,000	162,451	122,549
Public Works	275,000	128,636	146,364
Transit	168,000	-	168,000
Water Utility	190,000	-	190,000
Solid Waste Utility	310,000	297,825	12,175
Total	34,320,000	16,114,928	18,205,072

CITY OF PRINCE RUPERT - CAPITAL WORKS Budget Variance for Period Ending September 2024	Budget \$	Actual \$	Variance \$
General Operating	3,418,000	2,047,761	1,370,239
Water Utility	35,900,000	8,979,315	26,920,685
Sewer Utility	19,313,000	2,670,244	16,642,756
Solid Waste Utility	6,175,000	3,784,852	2,390,148
Total	64,806,000	17,482,172	47,323,828



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 9, 2024
TO: Robert Buchan, City Manager
FROM: Myfannwy Pope, Director of Development Services & City Planner

SUBJECT: INTERIM HOUSING NEEDS REPORT UPDATE

RECOMMENDATION:

THAT Council receive and file the report attached as Schedule 1 and direct staff to ensure it's available to the public.

REASON FOR REPORT:

In 2023, the Province passed a suite of amendments to the local government act, including a new requirement that all BC local governments complete an Interim Housing Needs Report by January 1, 2025. Schedule 1 is that Interim Report.

BACKGROUND:

The City completed a Housing Needs Report in 2022, which followed the requirements laid out in the Local Government Act at the time. The Interim Report required the addition as the following:

- The number of housing units required to meet current and anticipated need for the next five and 20 years, as calculated using the HNR Method provided in the [Regulation](#);
- A statement about the need for housing near transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation; and
- A description of the actions taken by the local government since receiving the most recent HNR to reduce housing needs.

This interim update therefore focuses on outlining the City's actions since 2021 and updating the projected numbers for a 5-year and 20-year timeline using the required methodology and data. Areas of housing needs are expanded on since 2022 report using data collected since 2022 focused around housing (e.g. Social Needs Assessment), but largely assume that the areas of need found in the 2022 Report

remain consistent. The City will be required to complete a full, new housing needs report in 2028.

LINK TO STRATEGIC PLAN:

This Report meets the following Strategic Direction from council:

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

Action: Update to Housing Needs Assessment to comply with Provincial directive.

ANALYSIS:

The housing projections in the report are notably different from those found in the 2022 Housing Needs Report due to the constrained methodology required by the Province, including a reliance on 2021 census data and no consideration of anticipated growth. The caveats to the projections are outlined in the report and identify a potential margin of error of several hundred housing units considering more recent data and trends, as well as anticipated growth from the Port.

COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS & LINKS TO COUNCIL PLANS AND POLICY DIRECTION:

While projections do look different from the needed 5000 units by 2031 identified in the 2022 housing needs report, there is still clearly significant need for housing across the spectrum. This report continues to support policy related to increasing housing as outlined in the Housing Acceleration Plan, with focus on housing needed for those experiencing housing precarity and on increasing market housing.

COST:

No budgetary impacts from the receiving and filing Schedule 1.

CONCLUSION:

Council should receive and file the Interim Housing Needs Report.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Director Development Services,
City Planner

Robert Buchan,
City Manager

Originally signed available upon request

Attachment(s):

- Interim Housing Needs Report



**CITY OF
PRINCE RUPERT**

**INTERIM HOUSING NEEDS
REPORT**

2024



1. INTRODUCTION

In 2023, the Province announced amendments to the *Local Government Act* requiring municipalities to prepare Interim Housing Needs Reports (HNR), which must include the following:

- The number of housing units required to meet current and anticipated need for the next five and 20 years, as calculated using the HNR Method provided in the [Regulation](#);
- A statement about the need for housing near transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation; and
- A description of the actions taken by the local government since receiving the most recent HNR to reduce housing needs.

This report fulfills the provincial requirements for an Interim HNR. By the end of 2025, the City is also required to review and update its Official Community Plan (OCP) and Zoning Bylaw to ensure there is enough capacity to accommodate the housing need identified in this Interim HNR. The next full HNR will be completed by December 31, 2028, and every five years thereafter.

This report is divided into three sections:

- **Summary of Housing Action:** This section provides an overview of the actions Prince Rupert has taken to reduce housing needs and its plans to continue this work.
- **Housing Needs: 2021-2024:** This section outlines the City's five and 20-year housing need, as calculated using the HNR method.
- **Key Areas of Local Need:** This section outlines the City's updated statements of need, including a new statement of need related to housing near transit and active transportation infrastructure.

For a more complete understanding of the City's housing needs, including a more in-depth look at core housing need and extreme core housing need, readers should refer to the previous 2022 HNR. This interim report updates the estimated number of housing units required and revises statements of need where more recent data is available.



2. SUMMARY OF HOUSING ACTION

City Action to Address Housing Needs

Following the adoption of the Housing Strategy in 2021, the City has carried out a number of recommendations - including the adoption of a Revitalization Tax Exemption Bylaw for the downtown, the removal of permitting and development fees for construction resulting in the creation of new units, and the adoption of a Rental Licensing and Maintenance Standards Bylaw intended to reduce potential future loss of rental housing.

In 2022, Council adopted its 2022-2026 Strategic Plan, which identified housing as a priority goal, along with several specific housing-related actions.

In 2023, a Housing Acceleration Action Plan was developed to support the City of Prince Rupert's Federal Housing Accelerator Fund application. An update to the Plan was adopted in October 2024 to accompany the City's second application to the Housing Accelerator Fund.

Overall, the City has undertaken the following actions to support housing development in Prince Rupert:

- Reduction of parking requirements in the downtown core, including for mixed-use properties;
- Approved zoning amendment permitting up to 4 units in flexible formations in the former R-1 and R-2 zones, removing any zones that previously limited density to fewer than four units and opening up the possibility of detached and attached accessory dwelling units;
- Adoption of a Revitalization Tax Exemption Bylaw for downtown development;
- Temporary removal of permitting and development fees for construction, resulting in the creation of new residential units;
- Placement of a number of City held lots for sale and disposal of multi-family lots to our Development Corporation for residential development;
- Approved changes to the City's Zoning Bylaw to allow housing to be built from modular units on permanent foundations;
- Direction to staff to pursue potential short-term market housing investments for Council's consideration;
- Encouraged BC Housing to invest in additional and existing affordable rental stock in Prince Rupert;

- Enabled mixed-use neighbourhoods and infill development in its OCP and zoning bylaw;
- Adopted a Master Transportation Plan that includes active transportation to reduce reliance on cars to leave more income and space for housing;
- Legalizing Secondary Suites;
- Reducing parking requirements for small-scale housing developments; and,
- Adoption of a Rental Licensing and Maintenance Standards Bylaw.

Next Steps For the City:

- Streamlining the development approval processes;
- Adoption of a Complete Communities lens to support evidence-based housing decisions;
- Carrying out of actions within the Housing Acceleration Plan as resources permit; and,
- Continuing to partner and support housing development opportunities within the community.



3. HOUSING NEEDS: 2021-2041

In June 2024, the Province released a standardized methodology, HNR Method, that outlines how local governments must calculate their total housing need (outlined in Table 1 below). Using this methodology, the Province estimates Prince Rupert will need 1,289 new housing units to address its current and future housing needs.

The HNR Method estimates the City's housing needs by combining six components:

Component A

Refers to the number of housing units needed to address extreme core housing need, defined as households spending 50% or more of their total pre-tax income on housing.

Component B

Represents the supply of permanent housing units needed to accommodate individuals currently experiencing homelessness.

Component C

Captures households that were not able to form due to the constrained housing environment; for example, young people may have difficulty moving out of their parents' homes to form households of their own.

Component D

Reflects the additional households needed to accommodate for the projected population growth over the twenty years.

Component E

Refers to surplus rental units needed to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market (3% - 5%).

Component F

Represents the additional housing demand within a community that exceeds the minimum units needed to adequately house current and projected residents. It includes the number of units required to maintain a "healthy" market demand in Prince Rupert.

Table 1. Total 5-Year and 20-Year Housing Need, City of Prince Rupert, 2021-2041

	5-Year Need	20-Year Need
	2021-2026	2021-2041
Component A: Supply of Units to Reduce Extreme Core Housing Need	43	171
Component B: Supply of Units to Reduce Homelessness	67	135
Component C: Supply of Units to Reduce Suppressed Household Formation	62	246
Component D: Supply of Units to Meet Household Growth Over the Next 5 and 20 Years	293	467
Component E: Supply of Units Needed to Meet at Least a 3% Vacancy Rate	0	0
Component F: Supply of Units Needed to Meet Local Demand (Demand Buffer)	67	269
Total Units Needed	532	1,289

Source: Housing Assessment Resource Tools, 2024

Potential Data Gaps

The HNR Method developed by the Province likely underrepresents the total housing need in Prince Rupert. Given changes to homelessness counts and vacancy data since 2021, as well as the lack of consideration for any anticipated changes to population growth patterns despite major investment and expansion of the Port industries, the Provincial methodology for estimating housing need over the next five and 20 years could underestimate actual housing need by over 200 units with existing data, and likely another several hundred with anticipated growth from the Prince Rupert Port.

RELIANCE ON CMHC RENTAL VACANCY DATA

The rental data used to generate Component E represents less than 45% of the City's total rental stock. This data is based on Canada Mortgage Housing Corporation's (CMHC) Rental Market Survey, which only includes privately developed buildings with at least three rental units that have been on the market for at least three months. The latest estimates from 2021 suggest that the secondary rental market may include as many as 1,048 units¹. This

¹ This estimate is based on comparing the number of renter households recorded in the 2021 Census with the primary rental housing stock estimate recorded in the 2021 Rental Market Survey.

would mean that the vacancy rate may be even lower than 1.7% given local input from housing service providers and rental resources.

The most recent data on the primary rental market in Prince Rupert (October 2023), based on 967 units, found a vacancy rate of 1.7%. This is much lower than the 5.5% vacancy rate used by the HNR methodology. Using HNR provincial methodology and the 1.7% vacancy rate as an input to predict the number of units needed to raise the vacancy rate to 3%, there is a projected need for an additional 26 dedicated rental units.

Undercounting Extreme Core Housing Need:

The data for Component A is based on the 2021 Census, which likely underestimates the current number of households experiencing extreme core housing need. The 2021 Census figures for core and extreme core housing need were temporarily lowered due to the Canada Emergency Response Benefit (CERB), which provided short-term financial relief to households during the COVID-19 pandemic.

Underestimating Household Growth:

The HNR Method does not incorporate the growth projections from the Prince Rupert Port Authority, which anticipates 1,910 new full-time jobs by 2030²³. This increase in demand is expected to intensify existing housing needs and potentially raise the demand for more market-rate housing.

Undercounting People Experiencing Homelessness:

The data for Component B is based on British Columbia's Integrated Data Project from 2021. The most recent data available through this initiative is from 2022, which shows a jump in the number of people counted from 199 (in 2021) for the Skeena-Queen Charlotte census Division to 256, putting the anticipated needed units for Prince Rupert for 2041 at 173 using Provincial methodology. A more recent report from the Province's 2023 Point-in-Time count shows that the number of people counted as experiencing homelessness doubled since 2020. The rapid increase in homelessness in Prince Rupert since the last census count indicates a likely undercounting of anticipated need for housing units within the Province's methodology.

² Redesign Rupert. (2019). Labour Market Study. [Labour Market Study – Redesign Rupert](#)

³ Anecdotal reports show that these projections may be lower than originally established in 2019, but no new formal projections have been released.

Current Progress

Since 2021, the City has seen a steady increase in development interest, with a notable rise in the number of permitted and planned units in the development pipeline. These projects include a mix of affordable, median-income, and market-rate housing. The City is undertaking actions to increase the speed and supply of new housing construction through its Housing Acceleration Action Plan. There are currently 239 new units in the development pipeline, with approximately 100 of these receiving preliminary funding from BC Housing, ensuring that much of this new stock will be affordable.

Despite this progress, several barriers continue to limit new housing construction. Key challenges include the City's infrastructure deficit and the local building environment's complexities (see Section 4 for further details). Since 2021, Prince Rupert has lost 134 housing units due to demolition, disrepair, or fire. Over the same period, only 161 new units have been developed, resulting in a net gain of just 27 units—well below the five-year target of 532 units. Addressing this gap will require further efforts to address the barriers to creating new housing supply.



4. KEY AREAS OF LOCAL NEED

This section highlights the key areas of local housing need in Prince Rupert based on the statements drafted for the 2022 HNR. These statements have been updated when new information was available, including updated data and more recent engagement with community partners. This section also includes a new statement of need related to housing near transit and active transportation infrastructure.

Housing Need Summary Statements

1 Affordable Housing

- **The cost of housing has continued to increase in Prince Rupert since the 2022 HNR.** The average sales price in the last five years increased by 34%, from \$296,685 in 2019 to \$447,867 in 2023. Feedback from the 2022 HNR engagement included concern that middle-income households can no longer afford homeownership, and with limited rental housing availability, there are not many housing options for those earning median wages. Historically, Prince Rupert was a more affordable community than other cities in the northwest, yet that dynamic has begun to shift with rising housing prices.
- **Interviews for the 2022 HNR with neighbouring First Nations highlighted the impacts of affordability challenges in communities close to Prince Rupert.** Members are moving back to reserve because of the rising cost of housing in Prince Rupert, yet there is limited availability on reserve. As the central hub for business and employment in the northwest, growing affordability concerns in Prince Rupert have cascading impacts beyond the city.
- **Housing was highlighted as a critical community need in the 2024 Social Development Assessment.** Engagement for this assessment highlighted how the City's housing crisis is affecting everyone in the community, including families struggling to find affordable homes, the lack of affordable housing pushing many people into homelessness, and how international students are living in unsuitable housing due to the lack of housing options. This engagement also highlighted how the City's housing issues were making it difficult for local social service agencies to hire and retain staff.
- Census data illustrates the proportion of households experiencing core housing need declined from 2016 to 2021, from 12.2% to 7.3%. This trend was evident across Canada and indicative of the impact of government income supports in reducing poverty. Core housing need expressed in the 2021 Census was temporarily reduced due to the impact of the temporary Canada Emergency Response Benefit (CERB) supports which provided temporary financial relief to households during the Covid-

19 pandemic. Given most pandemic benefit programs have since ended, it will be important to assess how core housing need changes over the coming years, as recent improvements were principally driven by a reduction in the proportion of households spending 30% or more of their after-tax income on rent.

- **Action is being taken to build more affordable housing in Prince Rupert.** The Lax Kw'alaams Band recently broke ground on a 70-unit housing development. An additional two housing projects received approval under the most recent round of the Indigenous Housing Fund, totalling 62 units and 38 units, respectively.

2

Rental Housing

- **The cost and availability of rental housing is a source of concern.** During engagement for the 2022 HNR, housing providers, First Nations, social service agencies, and other interested and affected groups referenced the challenges residents were experiencing trying to find safe and affordable rental housing.
- Many participants during the 2022 HNR engagement process highlighted that the rising cost of rental housing is a barrier to finding new housing that meets their needs, and others focused on the limited supply and concerns related to the condition and quality of the housing available.
- **Reliable and comprehensive data on rental housing is lacking in many small to mid-sized Canadian communities.** CMHC data excludes secondary market rentals, which form a significant component of Prince Rupert's rental housing supply. The lack of rental housing has impacted recruitment for the Health Authority, local businesses, and social service agencies.
 - Data from CMHC indicates that over the last five years, the median rent of secured rental units in the City increased by 53%, from \$850 in October 2018 to \$1,300 in October 2023.
 - Engagement for the 2022 HNR indicates prices in the secondary rental market increased substantially, from \$800 in 2018 to \$2,000 in 2022, with this trend likely continuing in the future.
- **During engagement for the 2022 HNR, participants noted that new rental housing projects are out of reach for moderate-income households.** Participants referenced "industry people" as the target market for new construction but also acknowledged that people moving to Prince Rupert for employment are not exclusively working in high-paying positions. There was a need for more rental housing options for moderate-income households and non-market housing for low-income households.

3 Housing for People with Disabilities

- **Housing for persons with disabilities and mental health needs continues to be in demand.** In 2021, 74% of households in core housing need (270 households) had at least one person with an activity limitation⁴. Needs for this population could be accommodated through new units that meet accessible/adaptable guidelines, through a variety of in-home services, and dedicated special needs housing.
- In 2023, Prince Rupert was home to 46 non-market special needs housing units. In 2022, there were ten or less people⁵ with disabilities on the non-market housing waitlist. Engagement for the 2022 HNR indicated there is a need for additional housing with support services to accommodate the needs of different population groups. Currently, adults with acquired brain injuries have limited housing options and can only access housing with support through long-term care. This is not an appropriate option, and greater diversity is needed to provide dignified support and care for people living with brain injuries.
- **The connection between health care and housing is important to highlight,** as many people requiring housing with support services also need regular access to medical professionals. During engagement for the 2022 HNR, Health Authority staff indicated the need to explore a variety of “levels” of housing with support services, as people recovering from illness or trauma unable to live alone require light support, distinct from the higher levels of care currently offered in supportive housing facilities. This form of housing is not currently available in Prince Rupert, and there was a desire to explore alternate models of care to ensure people can access the assistance required.
- The Province has taken several steps to improve accessibility, including updating the 2024 BC Building Code, that includes new accessibility requirements that help make new buildings more accessible for all people. The City, as required by the Province, has also established an Accessibility Committee working on an Accessibility Plan for the City that was adopted in October of 2024.

4 Housing for Seniors

- Throughout engagement for the 2022 HN, numerous participants emphasized the need for additional seniors housing, including accessible housing, independent seniors housing, and assisted living facilities. **Approximately 33% of households**

⁴ Activity limitations refer to difficulties that people have in carrying out daily activities such as hearing, seeing, communicating, or walking. Difficulties could arise from physical or mental conditions or health problem

⁵ BC Housing suppresses values of less than 10 for privacy.

in core housing need (120 households) had at least one senior (65 or older) in 2021.

- In 2021, 56% of Prince Rupert's housing comprised of single-detached dwellings. There are limited options for seniors looking to downsize and stay in the community. Engagement for the 2022 HNR highlighted the challenges seniors experience in maintaining larger detached dwellings and older units in need of major repair. For these households, smaller accessible units are needed, such as one- or two-bedroom units in single-storey buildings or apartment buildings with elevators.
- During the 2022 HNR engagement, Cedar Village, a seniors housing project built by BC Housing in partnership with Metlakatla First Nation, was referenced by many as an important new addition to the city's housing stock. Participants during engagement indicated "more Cedar Villages" are needed, as there are 31 seniors remaining on BC Housing's waitlist for non-market seniors housing. As of 2023, there were 51 supportive seniors housing units in Prince Rupert. The Lax Kw'alaams Band recently broke ground on a new housing development, which will include 12 units dedicated to seniors housing.
- **The prevalence of seniors among people experiencing homelessness and accessing the Unemployment Action Centre is increasing**, which suggests there is a need for more affordable seniors' housing that could be facilitated through BC Housing's SAFER rent subsidy.
- Engagement for the 2022 HNR highlighted the **housing meant to accommodate seniors should be within close walking distance to transit and services, single-level or include an elevator in a multi-unit development, and adaptable to ensure it meets the needs of seniors as they continue to age-in-place.**

5 Housing for Families

- From 2016 to 2021, Prince Rupert's demographic profile remained relatively static, with many people of working age comprising most of the city's population. Given the port expansion and associated economic opportunities, it is anticipated Prince Rupert will continue to attract young families relocating for employment. **With the median price of a single-detached home reaching \$533,378 in 2023, it is difficult for moderate-income families to afford housing in Prince Rupert.** Engagement for the 2022 HNR highlighted most new builds are for the top third of income earners unless subsidies or other incentives are provided by senior government.
- Engagement for the 2022 HNR highlighted that many felt the existing housing options may not be adequate given the extent of repairs required on most units. Participants highlighted that there has been very little new construction in the last 30 years. Given the challenging construction context, it is increasingly difficult to

make new projects work in Prince Rupert. With cost escalations, supply chain issues, and rising interest rates, the current market conditions are not conducive to new development.

- Participants during the 2022 HNR engagement highlighted the need for housing with multiple bedrooms to accommodate large families. Feedback received also indicated young adults cannot afford to live on their own, and, as a result, it is becoming increasingly common for several generations to live together. Intergenerational living arrangements are also common among Indigenous families. To ensure culturally safe housing options are available, it may be beneficial to explore a family-friendly housing policy that encourages larger units in new multi-unit development.

6 Housing For Singles

- Single people living in Rupert do not have many housing options as there are few multi-unit apartment buildings with affordable one-bedroom units. With very little new construction over the past few decades, available housing options are often limited to older post-war bungalows in inadequate condition. Renovation requirements can be substantial, which can be costly and usually out-of-reach for single people earning median income.

7 Housing For People Experiencing Or At-Risk Of Experiencing Homelessness

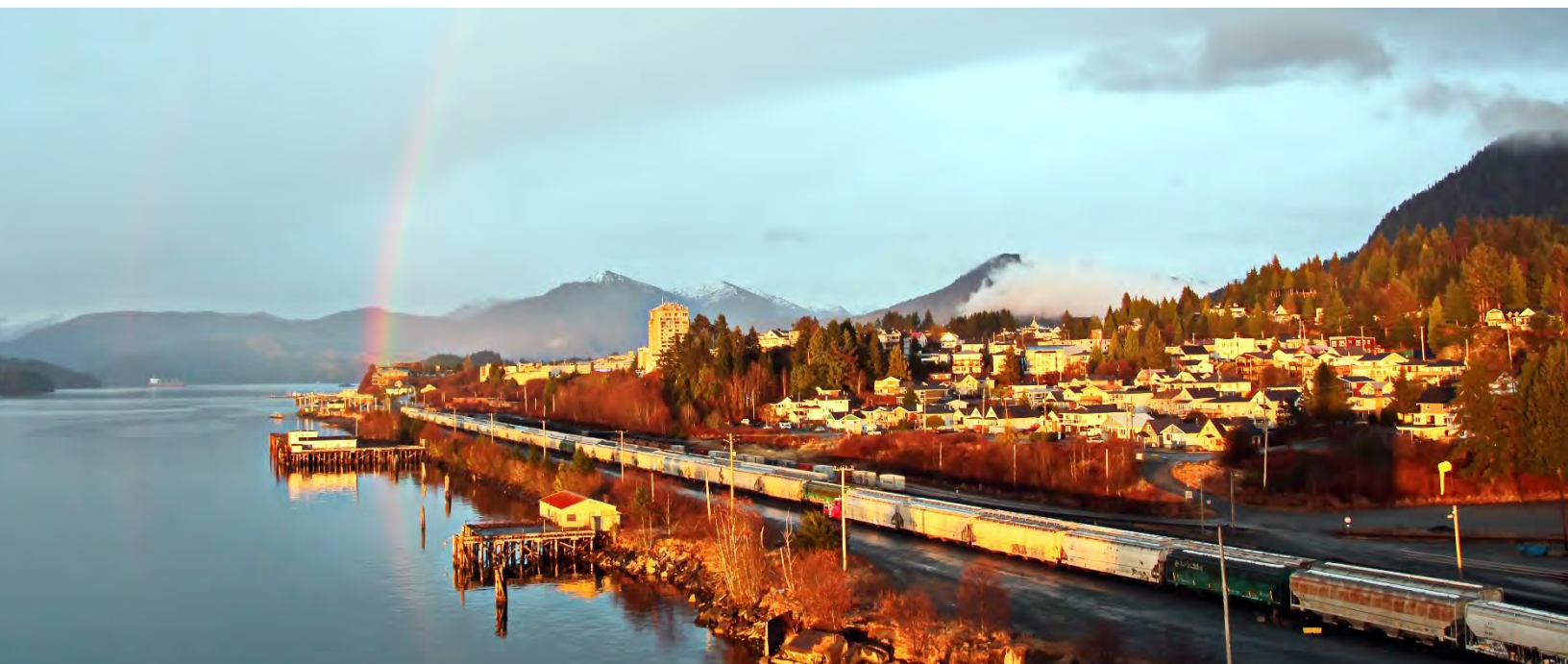
- **The number of people counted during the City's Point-in-Time (PiT) Counts has been growing since 2018.** From 2018 to 2023, the number of people counted grew by 106%, from 71 to 146 individuals. During this time, several trends have occurred, including an increasing number and share of seniors, youth, and people who have experienced homelessness for more than one year.
- There has been recent investment in the non-market housing sector, as older buildings have been replaced and new projects have come forward with the support of BC Housing. Feedback during the 2022 HNR and the 2024 Social Development Assessment demonstrates the **need for additional non-market housing remains as recently opened projects already have waitlists.**
- As housing solutions are explored, it will be important to employ an equity lens to understand how to address structural barriers like racism and ableism that result in an over-representation of Indigenous people and people with disabilities among people experiencing homelessness. Indigenous-led housing options, such as Git Lach M'oon, are key examples of culturally safe housing options. There is an opportunity for the City to continue to explore partnerships with senior levels of

government and First Nations to provide additional non-market housing options in Prince Rupert.

8

Housing Near Transit and Active Transportation Infrastructure

- Transportation is essential to our everyday lives and directly impacts how safe, affordable, and equitable our communities are. The mobility choices our built environments enable affect the physical, mental, and financial health of individuals and the broader community. It is important that the City approaches transportation through a people-first lens that prioritizes active transportation and sustainability to address broader social, environmental, and economic objectives.
- Engagement for the 2022 HNR highlighted the **need for housing meant to accommodate seniors and people with mobility issues to be located within walking distance to transit and services.**
- The City should review its Complete Communities Assessment and Transportation Plan when identifying future areas for housing development. These documents can highlight areas with existing or planned access to transit and active transportation infrastructure.
 - The City's Complete Community Assessment highlighted areas within the City that are easy, safe, and comfortable for someone to use the existing street and pedestrian network to move around.
 - The City's Transportation Plan establishes a strategic vision that will guide the City's transportation and land use decisions and public investments over the next 5-10 years and beyond.



Additional Housing Challenges

In addition to housing needs and gaps, other related factors must be considered to understand the current Prince Rupert housing context:

Infrastructure Deficit

For many years, there was limited private and public investment in Prince Rupert, meaning critical infrastructure was not updated and is now in need of major repair. Feedback from engagement during the 2022 HNR indicated that the City's infrastructure (e.g., water mains, sewer pipes) is reaching a point of critical failure and may limit the extent to which the City can accommodate projected growth. The City does not have sufficient resources to tackle this challenge and has required some support from senior levels of government, explicitly for water and sewer infrastructure, but a substantial deficit remains. The urgency and extent of the infrastructure deficit also means it is difficult for the City to invest in housing-related initiatives.



Remote Location

For many communities in the northwest, Prince Rupert is a hub and service centre, yet its remote location at the end of Highway 16 makes it hard to access from major urban areas. Engagement participants for the 2022 HNR indicated the challenges of securing tradespeople and materials in such a remote location. Contractors driving on Highway 16 from Prince George would have little reason to continue to Rupert when other construction projects in Terrace and Smithers need tradespeople. It is difficult to attract skilled workers to Prince Rupert to build new housing, and the lack of new development in recent years reflects this reality.



Challenging Building Context

In addition to being at “the end of the road,” Prince Rupert is a challenging place to build new housing due to distinctly high costs. These costs include the northern factor of higher costs of shipping materials and lack of local skilled labour, as well as the geotechnical conditions (e.g., muskeg, rock) of the land. With natural urban boundaries, not much easily developable land is available for new construction. With cost escalations, supply chain issues, and rising interest rates, the current market conditions are not conducive to new development. One participant expressed, “Prince Rupert has to be by far one of the most expensive places to build.”

Compounding these costs, the lack of development in the last 30 years has resulted in a lack of local building industry and no financing precedence for market housing. This means that developers in Prince Rupert struggle to get financing in place, as there are limited new developments that can serve as comparisons to satisfy bank conditions.



Given the limited number of units that have come online in recent years, the City is hesitant to impose affordability requirements at risk of disincentivizing new construction. The City is undertaking actions to increase the speed and supply of new housing construction through its Housing Acceleration Action Plan. The Plan outlines several bold steps, including providing City-owned land for new affordable housing projects, removing development barriers, and partnering with First Nations and Indigenous organizations to develop housing.

Board Highlights

November 2024

Delegations:

Maddy From provided an update on the FoodCycler Pilot Program. The Chair of the Board thanked Ms. From for her delegation.

Board Business:

1. The Board elected Director Barry Pages as Chair and Director Evan Putterill as Vice Chair to the North Coast Regional District Board for 2025.
2. The Board resolved to sign the North Central Local Government Association's Mental Health and Addictions Accord.
3. The Board resolved to nominate Neil Carey, Des Nobels, Peter Grundmann, and Mike Richardson for the King Charles III Coronation Medal.
4. The Board resolved to support establishing a Grant-in-Aid Haida Gwaii service for the purposes of providing grant-in-aid to the Haida Gwaii Animal Helpline Society.
5. The Board resolved to approve and endorse the submission of a joint application with the District of Port Edward and the City of Prince Rupert for funding to support the Cultural Safety and Humility Training Program.
6. The Board adopted [Bylaw 695, 2024, a bylaw to repeal Mainland Zoning Bylaw 7, 1976](#).
7. The Board adopted bylaw [No. 618.1, 2024, a bylaw to amend the Tlell Fire Protection and Rescue Service Area Establishment Bylaw No. 618, 2017](#).
8. The Board passed three readings to [Bylaw No. 635.1, 2024, Electoral Area "A" Recreation Service Establishment Amendment Bylaw](#).
9. The Board passed three readings to [Bylaw No. 636.1, Electoral Area "C" Recreation Service Establishment Amendment Bylaw](#).
10. The Board resolved to support advocacy to onboard First Nations to Recycle BC's residential recycling programming.

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.



November 21, 2024

Honourable Josie Osborne
Minister of Health
PO Box 9050
STN PROV GOVT
Victoria BC, V8W 9E2
HLTH.Minister@gov.bc.ca

To Honorable Josie Osborne, Minister of Health,

RE: BC Alert-Ready Program to include Health Services for notification of Emergency Room Closures

Citizens within our small rural community are outraged by the Health Authority's lack of communication when the Emergency Room at our local hospital unexpectedly closes. Rural communities are left in life-or-death situations when an ER is unexpectedly closed and effective notification is not issued. If our residents serviced by the Arrow Lakes Hospital arrive to find the ER closed, the next closest ER is two and a half (2.5) hours away. Knowing ahead of time the Arrow Lakes Hospital ER is closed allows people to respond appropriately in a time of crisis. Knowing they must travel to another hospital will save valuable time when it matters most.

We know we are not the only community in BC affected by sudden ER closures that occur without adequate public notice. However, we acknowledge that the province already has a tool to provide the public with the necessary notifications. The Province's Alert-Ready system can notify citizens and other emergency service providers about ER closures. This will save lives and ensure people are not wasting valuable time by travelling to an ER that is temporarily closed.

The Province's Alert-Ready program states that the alert must meet the following criteria before proceeding:

- There is a threat to human life
- The threat is immediate
- There are recommended actions that may save lives.

An emergency room closure, whether planned or unplanned, threatens human life. The threat is immediate, and there is a recommended action that can save lives.

On October 16, 2024, Council for the Village of Nakusp resolved the following R232/24:

THAT staff be directed to write a letter to the Provincial Government requesting they include the Provincial Health Services in their Alert Ready program to communicate with the public and advise of Emergency Room closures.



With best regards,

A handwritten signature in blue ink, appearing to read 'Tom Zeleznik'. The signature is fluid and cursive.

Tom Zeleznik
Village of Nakusp, Mayor

Cc:
Honourable Garry Begg, Minister of Public Safety and Solicitor General
MLA Brittny Anderson
All BC Municipalities



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 9, 2024
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: 2025 FIVE YEAR FINANCIAL PLAN BYLAW NO. 3554, 2024

RECOMMENDATION:

THAT Council proceed with consideration of the City of Prince Rupert 2025 Five Year Financial Plan Bylaw No. 3554, 2024;

AND,

THAT Council directs staff to proceed with 2025 spending as proposed.

REASON FOR REPORT:

Under the *Community Charter*, Council is required to pass a Five Year Financial Plan Bylaw on an annual basis to approve the organizations budgeted expenditures and funding of those expenditures.

BACKGROUND:

Council directed staff on November 25, 2024 to prepare the Five Year Financial Plan for the years 2025 through 2029 using the information presented at the Committee of the Whole on November 25th. The attached bylaw has been prepared as directed.

ANALYSIS:

The Five Year Financial Plan bylaw incorporates the direction received to undertake City operations, inclusive of capital and special projects identified by City departments. It also includes the revenues and expenditures necessary to balance the utilities funds (water, sewer, solid waste) with the inclusion of the Growing Communities Fund offsetting the initial debt funding for the sewer portion of the BIG project.

The estimated increase in property taxes needed to balance the general operations budget deficit is now near \$1.2M. The original proposed deficit was \$1.628M, however after redistribution of capital funding, cancellation of an asset management

allocation, the addition of Bylaw staff, and budget towards the Indigenous Relations Committee, the net effect was a decrease in the deficit originally proposed to be funded by taxation.

The tax rate bylaw necessary to fund the general operations deficit will be prepared in Spring 2025 once final BC Assessment values are known.

LINK TO STRATEGIC PLAN:

This bylaw is required in accordance with section 165 of the *Community Charter* and supports Council’s objectives for good governance by enabling Departments to proceed with purchasing for 2025 in an efficient manner.

CONCLUSION:

The introduction of the Five Year Financial Plan in December and resolution to proceed as proposed enables the organization to continue operations and projects with budgets ascertained in advance. It will also provide the public with greater certainty of the anticipated financial impact on property tax and utility fees necessary to fund services at the levels set by Council. Final reading of the Five Year Financial Plan is expected at the end of April 2025.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer

Robert Buchan,
City Manager

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 9, 2024
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: AUTHORIZATION TO BORROW FOR DIGBY ISLAND FERRY REFIT

RECOMMENDATION:

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

WHEREAS Council adopted the 2024 Five Year Financial Plan Amendment Bylaw 3529, 2024 on May 6th, 2024,

THEREFORE BE IT RESOLVED THAT Council, gives authorization to borrow from the Municipal Finance Authority (MFA) \$670,000 (Six hundred seventy thousand dollars) for funding the Digby Island Ferry Refit. Repayment of which to be made over five (5) years with no provisions for renewal.

REASON FOR REPORT:

In the 2024 Five Year Financial Plan, Council approved the Digby Island Ferry Refit. Funding for the \$1,470,000 refit project was through reserves of \$650,000 and short-term debt of \$670,000. In order to finance the debt funding component through borrowing, the MFA requires this resolution which makes up one of the loan application documents.

CONCLUSION:

This resolution gives authority to borrow \$670,000 from the MFA to finance the borrowing component of the Digby Island Ferry Refit project completed in 2024.

Report Prepared By:

Report Reviewed By:

Corinne Bomben
Chief Financial Officer

Robert Buchan
City Manager

Originally signed available upon request



REPORT TO COUNCIL
Regular Meeting of Council

DATE: December 9, 2024
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner 1

SUBJECT: DEVELOPMENT VARIANCE PERMIT #24-10 – 975 SASKATOON AVENUE

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-10.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property with the property located at 975 Saskatoon Avenue, with the legal description: LOT 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 11719.

The application involves:

1. A variance of 2.6 metres (8'6") to the City of Prince Rupert Zoning Bylaw, a. Section 8.1.0 M1: Light Industrial Zone - Maximum Building Height (b) to build two accessory buildings, one proposed structure with a height of 5.6 metres (18'3") and the second with a proposed height of 4.9 metres (16'3"). The maximum building height for accessory buildings in the M1 Zone (Light Industrial Zone) is 3.6 metres.

The Architectural Drawings are included in Attachment 2.

BACKGROUND & ANALYSIS:

The applicant requests the proposed variances to allow for the addition of two accessory buildings intended for the storage of vehicles. The maximum building height mandated by the zoning Bylaw for accessory buildings in the Light Industrial Zone is 3.6 metres, and the proposed buildings are 5.6 and 4.9 metres (18'3, and 16'3", respectively; please refer to the attached drawings for more detail).

The use of the property will not change with this variance. the proposed buildings are designed for vehicle storage. Currently, vehicles are stored on the premises, but this variance will enable their enclosure. The increased height of the buildings is not expected to negatively impact residential areas since the property is surrounded by Light Industrial Land uses. Moreover, neighbours and the public will be able to provide input during the public notification period. The proposed variance has no other known negative impacts on the surrounding neighbourhood.

The Draft Development Variance Permit is included as Attachment 1.

COST:

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

CONCLUSION:

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

Report Prepared By:

Report Reviewed By:

Rodolfo Paras,
Urban Planner I

Robert Buchan,
City Manager

Attachment(s):

- Attachment 1: Draft Development Variance Permit
- Attachment 2: Architectural Drawings

Originally signed available upon request



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-24-10

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

PERMIT ISSUED TO OWNER(S): A & G AUTO BODY REPAIR (2002) LTD.,

APPLICANT: ADOLFO PAOLINELLI

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

LEGAL DESCRIPTION:

LOT 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 11719

STREET ADDRESS

975 Saskatoon Avenue

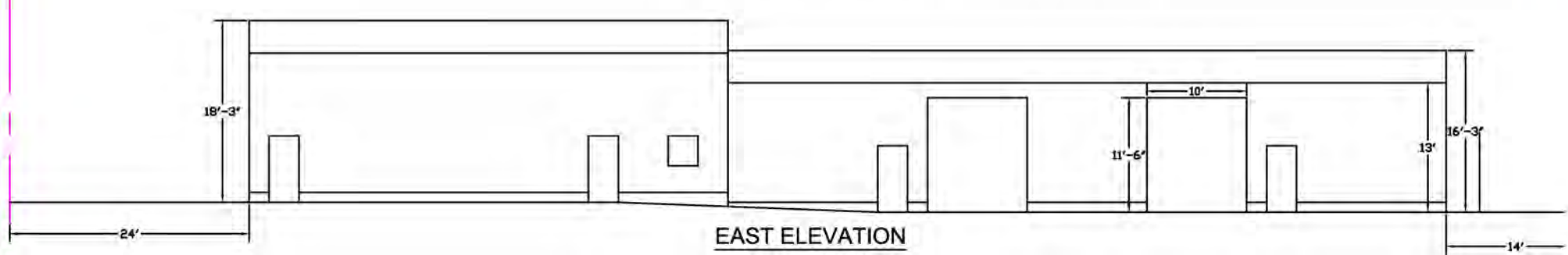
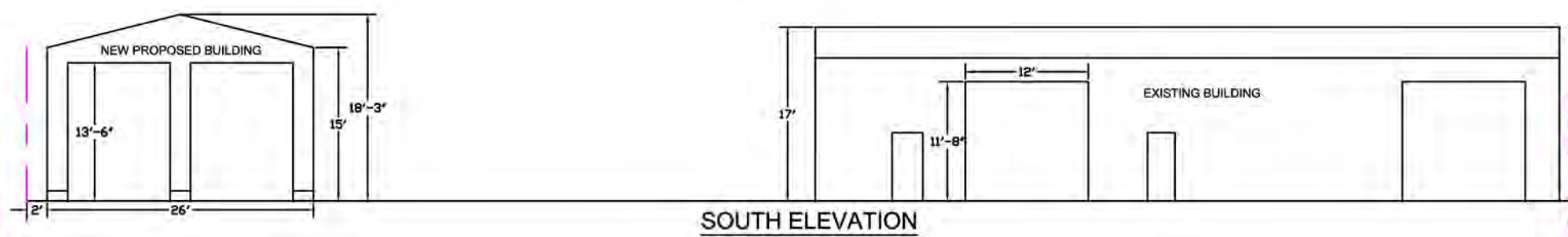
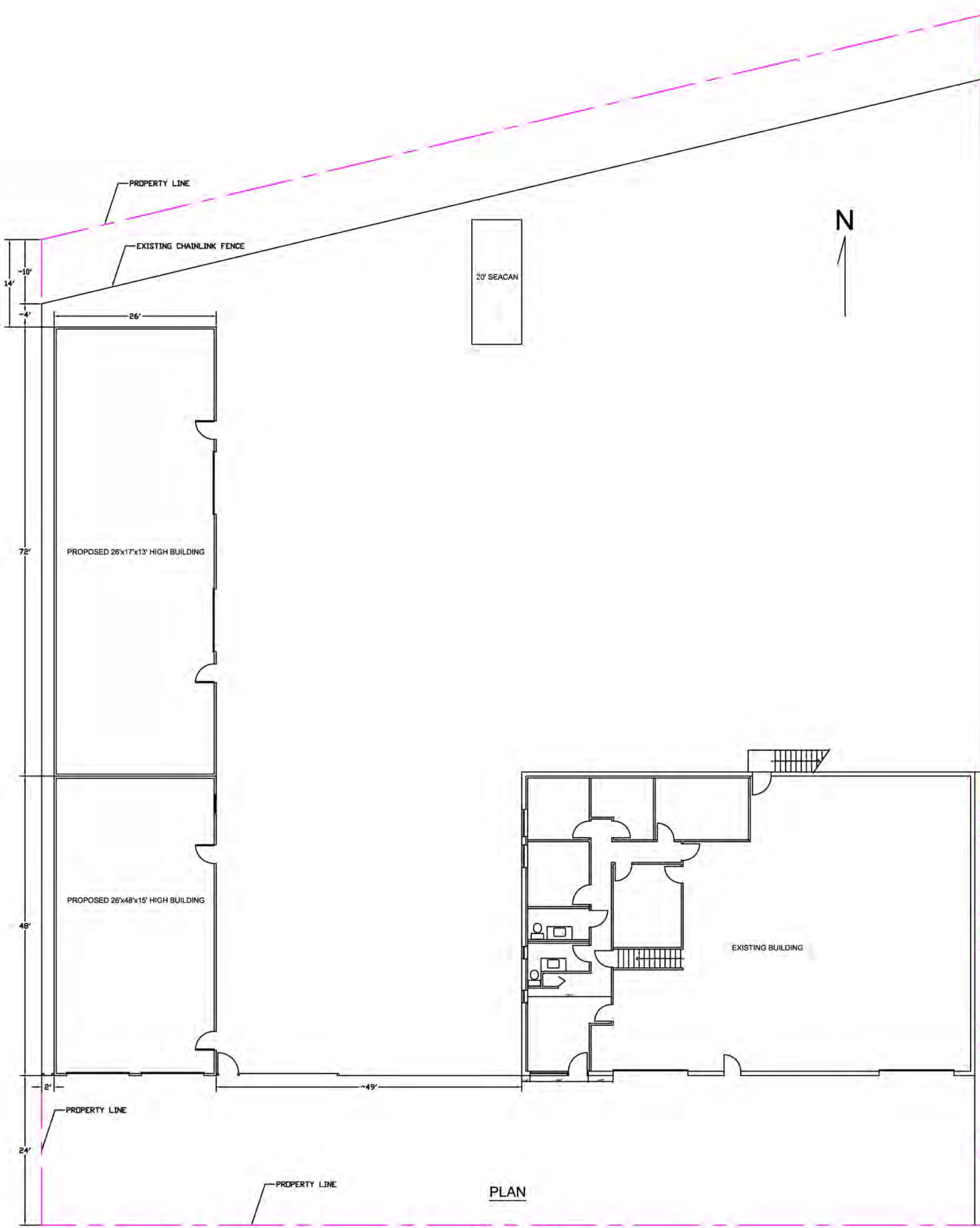
2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 8.1.0 M1: Light Industrial Zone Maximum Building Height. Varies from 3.6 metres to 5.6 metres (18' 3").
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the architectural drawings attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
 - c. Prior to the issuance of a Building Permit, the proponent(s) shall seek a Development Permit from the Planning Department of the City of Prince Rupert to ensure compliance with the Industrial Areas Development Permit Guidelines.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.

6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or deposit or removal or fill requires the written consent of the owner of such adjacent property.
7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Architectural Drawings

ISSUED ON THIS ____ DAY OF _____, 2024.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate &
Legislative Services





- Civic Addresses
- Zoning
- Assessment Fabric
- Roads
- Prince Rupert Municipal Boundary

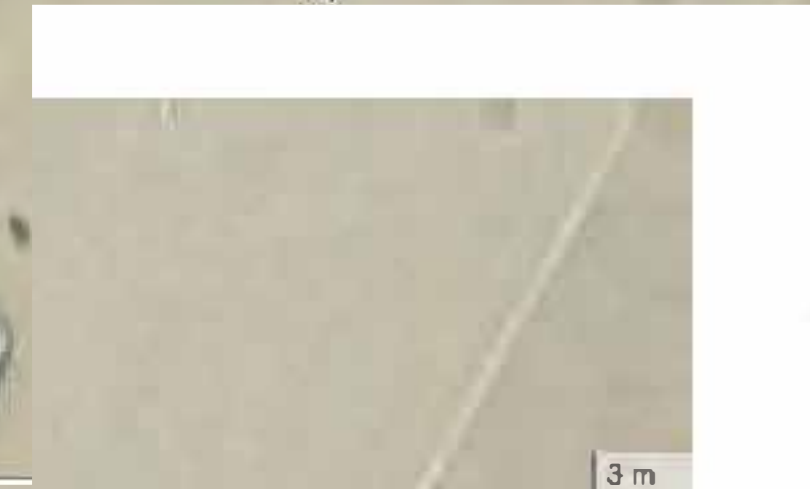


975

26' x 72' x 10' High Building

26' x 48' x 14' High Building

Saskatoon Avenue



3 m
10 ft



REPORT TO COUNCIL

Meeting of Council

DATE: December 9th, 2024
TO: Robert Buchan, City Manager
FROM: Richard Pucci, Deputy City Manager
SUBJECT: **WATER/SOLID WASTE & SUBDIVISION & SERVICING BYLAWS**

RECOMMENDATION:

THAT Council considers Fourth and Final Readings on the Water Works Bylaw - BYLAW NO. 3549, 2024 (Fee Schedule option 3);

AND THAT Council considers Fourth and Final Readings on the Collection and Disposal of Solid Wastes Bylaw - BYLAW NO. 3550, 2024 (Fee Schedule option 2);

THAT Council considers Fourth and Final Readings on the Subdivision and Servicing Bylaw - BYLAW NO. 3546, 2024.

REASON FOR REPORT:

This Report is submitted for consideration as a result of the Committee of the Whole meeting on November 25th, 2024, associated with the Water, Solid Waste, and Subdivision and Servicing Bylaws.

ANALYSIS:

On November 25th, 2024, the Staff presented their recommended Water, Solid Waste, and Subdivision and Servicing Bylaws to the Council for consideration. As a result, the Council gave First, Second and Third Readings to the aforementioned Bylaws with the following rate and language considerations.

Water:

- **Option 3 – 4.5% in 2025/6 with 5%,6%;**
- Water Service Fees are held at \$4,500 for the term of the Bylaws; and,
- A small fee to turn the water on and off.

Solid Waste:

- **Option 2 – 6% increase over the life of the Bylaw;**
- Maintain the minimum tipping fees (\$10/\$12, res/non-res);
- Liquid Waste Fee increased from \$75.50 to 80.00 per tonne;
- Staff have rectified the Bin return credit calculation;
- Staff revised language in 7.4(e), removing “*on the day of the collection*” to “*as per applicable regulations or the next business day,*” and,

- Staff have reviewed the Liquid Waste Application provided in *Schedule G* and revised it so that haulers can dispose of combined loads. Combined loads will be allowed if the applicant signs a declaration of responsibility for the liquid waste disposal.

Subdivision & Servicing Bylaw:

- **As presented with no rate implications.**

Staff appreciate and know that rate reduction and tax stabilization are the Council's top priorities. Staff are committed to increasing existing revenues, finding new and alternative revenues, and working with industry and government partners to correct long-standing legislated barriers to reducing increases post-2026.

COSTS AND BUDGET IMPACT:

Each of the options provided has different costs and budget implications.

CONCLUSION:

THAT Council receives this Report for direction on Fourth and Final Bylaw Readings.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Deputy City Manager

Dr. Robert Buchan
City Manager

Originally signed available upon request



REPORT TO COUNCIL

Meeting of Council

DATE: December 9th, 2024
TO: Robert Buchan, City Manager
FROM: Richard Pucci, Deputy City Manager

SUBJECT: SANITARY AND STORM SEWER UTILITY MANAGEMENT BYLAW

RECOMMENDATION:

THAT Council considers the Provision and Use of SANITARY AND STORM SEWER UTILITY MANAGEMENT BYLAW - BYLAW NO. 3548, 2024 (Fee Schedule option 5).

REASON FOR REPORT:

This Report is submitted for consideration as a result of the Committee of the Whole meeting on November 25th, 2024, associated with the Sanitary and Storm Sewer Bylaw review.

ANALYSIS:

On November 25th, 2024, the Staff submitted several rate options for the Sanitary and Storm Sewer Bylaw to the Council for consideration. As a result, the Council requested a 5th Option be presented as follows:

Option 5 Bylaw and Rates are summarized below:

Option 5 considers the Council's request for an additional option, whereas the value of the *Growing Communities Fund* is applied to payments of infrastructure that would directly relieve the borrowing burden on the Sanitary and Storm Sewer Utility.

Therefore, Option 5 considers the Sewer Utility Rate increased by 16% annually from 2025 to 2028, which is 2% less annually than Option 1 with no reduction in borrowing.

Other notable changes in fees were as follows:

- Sewer/Storm Fees increased from \$2,782 to \$4,500 each and held for the term of the Bylaw;
- A small fee for sewer call out; and,
- Inspection chamber installation increased from \$658 to \$1,500.

Staff appreciate and know that rate reduction and tax stabilization are the Council's top priorities. Staff are committed to increasing existing revenues, finding new and alternative revenues, and working with industry and government partners to correct long-standing legislated barriers to reducing increases post-2026.

COSTS AND BUDGET IMPACT:

Each of the options provided has different costs and budget implications.

CONCLUSION:

THAT Council receives this Report for consideration and direction.

Report Prepared By:

Reviewed By:

Richard Pucci,
Deputy City Manager

Dr. Robert Buchan
City Manager

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 9th, 2024
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras Diaz, Urban Planner I

SUBJECT: Complete Communities Plan

RECOMMENDATION:

THAT Council adopt the Complete Communities Plan as indicated in Attachment 1 and direct staff to begin actioning policy statements as budget and resources permit.

REASON FOR REPORT:

BACKGROUND:

The City of Prince Rupert successfully secured funding from UBCM (Union of BC Municipalities) to support our local government in conducting assessments. These assessments provide valuable information for making decisions about land use, with the goal of creating more complete communities.

This plan is based on the findings from the Transportation Plan of 2023 and the Road and Sidewalk Condition Assessment completed in September 2023. This sidewalk condition assessment included gathering footage from a vehicle and mobility device of the majority of the community (images which now provide the Street View function on Google maps). It was used to assess factors impacting walkability within the community, including state of roads and sidewalks, access to services and amenities and housing. Community engagement included an Open House event at the Jim Ciccone Civic Center on May 29th, 2024, as well as a survey and information distributed through the Rupert Talks page.

This work has created a metric for assessing walkability and complete streets to evaluate areas for improvement and to identify opportunities for the development of existing and future networks, as well as for housing developments, access to community services, infrastructure and transportation improvements, and general public realm development.

ANALYSIS:

The adoption of the Complete Communities Assessment and Plan will assist the City in identifying priorities for future accessibility improvements, densification opportunities, improved connectivity to existing and new multi-family developments, active transportation network implementation, as well as recreational amenities. The metric and data provided will allow the City to make evidence-based decisions in their prioritization and policy-making.

Alignment with the 2023-2026 Council Strategic Plan

By adopting this plan, the city will complete one of the actions to achieve the goal of “The City of Prince Rupert will encourage, support, and undertake community renewal to ensure it becomes a world-class port city” (Goal D, 2023-2026 Council Strategic Plan). Specifically, Action E. 7. Develop Complete Communities Plan.

Alignment with Connect Rupert – Prince Rupert Transportation Plan

The Transportation Plan (2023) as adopted by the City Council, recommended assessing existing road and sidewalk networks, to help the City plan for future infrastructure and policy improvements that will enable community members to live healthier lifestyles on walkable and safe streets. The metric and data gathered through the Complete Communities Assessment will allow the City to operationalize the recommendation through a tool for evidence-based decision- and policy-making.

Alignment with the Official Communities Plan (OCP)

Complete Communities is one of the planning principles that informed the drafting of the official Community Plan. Complete Communities as adopted in the OCP, promotes community densification, mixed land uses, and the inclusion of various transportation options to residents. This plan built upon some of the ideas laid out in the Official Community Plan and by assessing the different metrics of a complete community gives us tools to make decisions that will bring us closer to the vision of the OCP.

COST:

There are no budget impacts to this recommendation.

CONCLUSION:

Staff recommends that council proceed with the adoption of the Complete Communities Plan, as indicated in Attachment 1, and direct staff to begin actioning policy statements as budget and resources permit.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras Diaz,
Urban Planner I

Robert Buchan,
City Manager

Attachment(s):

- Complete Communities Assessment Document

Originally signed available upon request

City of Prince Rupert
COMPLETE COMMUNITY
ASSESSMENT





City of Prince Rupert
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Prince Rupert,
BC V8L 1L7

Urban Systems
344 2nd Avenue West
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October 2024

All images provided by
the City of Prince Rupert
or Urban Systems unless
noted otherwise.

URBAN
SYSTEMS

TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that what is now known as Prince Rupert is the traditional, ancestral, unceded territory of the Sm'algyax speaking peoples. There are recommendations in this plan that can be undertaken by the City as part of the process of Indigenous reconciliation. This plan is by no means the answer to meaningful reconciliation, but it is intended to promote and support the continued dialogue to learn from and engage with Indigenous partners.



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1.0 Executive Summary



In 2023, the City of Prince Rupert adopted a new transportation plan for the community. The plan is its first comprehensive transportation planning document created in more than three decades and presents a vision for how the transportation system can evolve in the years to come. Historically, the city has been in a constant state of change and has seen significant shifts that have altered the face of the community and the focus of the economy. Now, the City is emerging from a period of low economic growth and recuperation from the curtailment of some significant primary employers. New investment in port facilities and the attraction of new employers are changing the community landscape once again, and the City is primed to take advantage of the new growth. The key to taking advantage of this new wave of investment is ensuring that Prince Rupert is a great place to live and enticing new residents to make their homes in the community.

Since the community's last period of growth and wealth in the 1980s and 1990s, the services and amenities people seek in a community have shifted. People seek communities supported by a safe and accessible transportation network. In addition, new residents are seeking good access to recreation amenities and parks, good schools, and access to a variety of commercial services. Prince Rupert already has many of these things and has a head start in providing these services. However, the City's ability to invest in these amenities is hampered by its current infrastructure challenges, characterized by the Big Infrastructure Gap (BIG) project.

The City is focused on renewing critical water and other subsurface infrastructure. In recent years, the City has struggled with boil water advisories and the need to perform emergency road reconstruction due to catastrophic failures of the existing network. The Provincial and Federal governments recognize the City's challenges and have provided over \$140 million dollars in funding to support infrastructure replacement. This funding creates a unique opportunity to align infrastructure repair with transportation improvements outlined in the City's recent transportation plan.

The Prince Rupert Complete Community Assessment (CCA) builds on this context and highlights ways the current infrastructure replacement efforts can help achieve other City objectives for community completeness. The assessment starts from the lens of transportation and accessibility but also considers how community completeness can be enhanced through housing and access to daily needs and services.

A complete community is designed to meet the diverse needs of its residents, enhancing their quality of life through accessible services, amenities, and infrastructure that encourage social interaction, economic opportunities, and environmental sustainability. From a transportation lens, walkability is a key element that ties the elements of a complete community together. Walkability refers to the ease with which residents can walk to essential services and amenities and is a crucial factor in creating livable and healthy communities.

This assessment includes a great deal of spatial analysis from various City, provincial and other agency data sets, including the Integrated Cadastral Information Society, BC Assessment and others. Stakeholder interviews, site visits, in-field data collection, workshops, and a walkabout with key members of the accessibility community also supported the process.

Several key insights emerged from the analysis:

- Infrastructure upgrades are needed to support safer and more convenient pedestrian pathways.
- Improved transportation options can enhance connectivity within the community.
- Access to daily needs must be prioritized to ensure all residents can reach essential services easily.
- Housing developments should be planned to support a diverse and inclusive population.

Based on the insights, the report makes several key recommendations:

- Invest in infrastructure that supports walkability and accessibility.
- Develop a comprehensive transportation plan that includes public transit, cycling, and pedestrian pathways.
- Ensure daily needs facilities are evenly distributed and accessible to all community members.
- Promote housing policies that encourage diversity and affordability.

Each of these insights and recommendations is discussed in further detail in the body of this report. The Prince Rupert Complete Community Assessment presents a comprehensive analysis of creating complete communities focusing on walkability in Prince Rupert. Funded by the Union of British Columbia Municipalities (UBCM), the project seeks to enhance local infrastructure, transportation, daily needs accessibility, and housing through strategic planning and action.

2.0 Setting the Stage

2.1 PROJECT PURPOSE

The City of Prince Rupert (the City) is committed to creating a complete community supported by an active mobility network that connects residents to the amenities and services they need, as described in the City's OCP. The Complete Community Assessment: Enhancing Connections (CCA) enables the City to make informed decisions on prioritizing and investing in safe and accessible pedestrian infrastructure. The CCA analyzes the City through four key community lenses (Infrastructure, Transportation, Access to Daily Needs, and Housing) to measure community completeness and walkability levels. This comprehensive study builds on the recently adopted Connect Rupert (2022), the City's Transportation Master Plan and the Official Community Plan.

Over the past few years, the City has been grappling with persistent waterline failures, for which it called a state of emergency in Winter 2022. This ongoing issue requires much of the City's operating budget, reducing capital opportunities for other projects, such as enhancing walkability. The City's recent Infrastructure Replacement Strategy (2023) recommended and prioritized the replacement of significant portions of the City's road network. Replacing roadways presents an opportunity to rebuild them in a way that better enables people to walk for

everyday activities. Enhancing walkability at scale requires significant investment in on- and off-street infrastructure, which can be done most cost-effectively when incorporated into broader roadway projects or when building new streets.

Anticipated population growth will further strain the City's current infrastructure maintenance deficit. The Redesign Rupert initiative, 2030 Vision, and the City's OCP imagined the City's population would grow by 12,000 residents from 2022 to 2030. Between 2016 and 2021, Statistics Canada recorded that the City grew by 0.7%, much lower than the OCP vision. However, to maintain and enhance current walkability levels across the city, any level of growth will require strategic action in enhancing pedestrian infrastructure and updating land use plans to enable higher-density mixed-use neighbourhoods.

The CCA intends to assess and analyze the components of a complete community and the specific factors, such as transportation, infrastructure, daily needs, and housing, that contribute to a walkable community. This enables the City to make data-driven decisions on implementing the pedestrian network for all ages and abilities envisioned in Connect Rupert.

2.1 UBCM COMPLETE COMMUNITIES PROGRAM

In 2023, the Union of BC Municipalities (UBCM) launched the Complete Communities program to support local governments and modern treaty First Nations in advancing identified community goals by creating more complete communities. In Fall 2023, the City was awarded a grant through the UBCM Complete Communities program to undertake an assessment to inform land-use decision-making, considering housing need, supply, and location; provide transportation options including increased walkability; and make connections to infrastructure investment and servicing decisions. The Complete Community Programs focuses on four key components of community completeness: transportation equity and infrastructure, access to daily needs, and housing.

WHAT IS A COMPLETE COMMUNITY?

A 'complete community' provides diverse housing to meet identified community needs, accommodate people at all stages of life and abilities, and provide a wider range of employment opportunities, amenities, and services within a walkable distance. Creating a more complete community can support a range of identified community goals and offer many interrelated benefits, including more housing and transportation options, increased walkability, accessibility, age-friendliness, and equity, greater efficiency with servicing and infrastructure, environmental sustainability, and preservation of the natural environment by reducing urban sprawl. This assessment focuses on four key aspects contributing to community completeness, as described on the following page.



INFRASTRUCTURE: Smart land use and compact infrastructure provision enable the creation of complete and sustainable communities. The infrastructure lens was used to provide a high-level assessment of the existing and future available infrastructure required to deliver services such as water, sanitary, and stormwater to the community.



TRANSPORTATION: Complete communities prioritize a people-first mobility system that supports walking, cycling, micromobility and transit.

Creating a more accessible, safe, and connected multi-modal transportation network provides people with various options to meet their daily needs. This can reduce reliance on motor vehicles, supporting mode shift and environmental goals.



ACCESS TO DAILY NEEDS: Complete communities support people where they live by providing greater proximity to daily needs. This means that local governments may want to ensure that their community or communities include a mix of land uses, including residential, so that it is easier for people to choose walking, cycling or transit to access those destinations.



HOUSING: Housing is an essential human need. A more complete community can better support the housing needs of everyone who chooses to live there through varied housing types and tenures for people of different incomes, family sizes, and ages and at all stages of life.

2.2 PROJECT PROCESS

PHASE 1 – PREPARE

Phase 1 involved the collection of data relating to community completeness. This included gathering data from several sources, including Statistics Canada, BC Assessment, ICBC, existing municipal data, Environics, and on-site surveying. The data gathered included transportation network and infrastructure, trail network connections, housing density, tenure and mix, tree canopy coverage, retail spending habits and the location of various public and private amenities. To further improve the City's data catalogue, the project also conducted in-field City-wide site analysis to determine the condition of existing pedestrian infrastructure, focusing on accessibility. Phase 1 also included a literature review to understand how to measure walkability across the City.

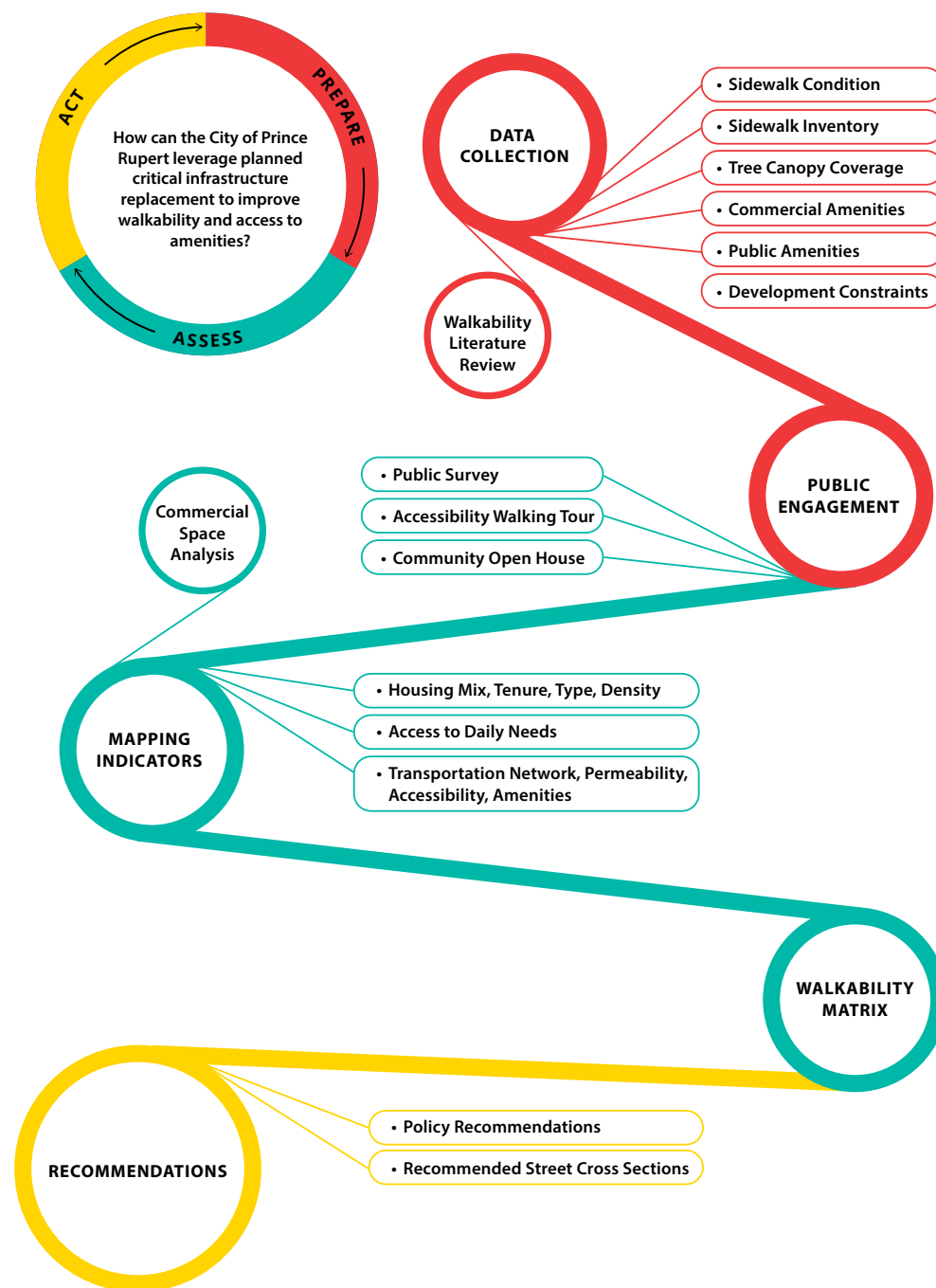
PHASE 2 – ASSESS

Phase 2 involved the analysis of each complete community lens and included several community and staff engagement events. This phase involved significant intersectional geospatial analysis to establish an understanding of the City’s existing community completeness. Community engagement bolstered this understanding by examining where, why, and how often people walk, the existing barriers to walking, and how these experiences differ for people with physical and cognitive limitations.

The outcome of Phase 2 was the development of a Prince Rupert-specific walkability index that approximates relative walkability levels. The index is a synthesis of the relationship between key lenses. It is informed by feedback from the community through an open-house event and a community survey that included information from 15 and 28 people, respectively. A community walking tour co-led by the City’s Accessibility Committee also provided valuable information on experiential differences for mobility and cognitive considerations. The results of Phase 1 and Phase 2 are summarized in Appendix A: Technical Report.

PHASE 3 – ACT

Phase 3 included refining the walkability index to develop targeted recommendations to enhance connections through pedestrian infrastructure, high-level design guidance for collector and local street designs, and other recommendations for the City as it works to enhance community completeness.



3.0 Community Context

Prince Rupert is the largest community on the northwest coast of British Columbia. Compared to other northern communities, it has a compact urban area and well-designed street grid structure, inherently increasing walkability potential. Infrastructure in the City has posed a challenge over recent years with the necessary replacement of many of the City's under-road infrastructure. The City's current

population is approximately 30% smaller than its peak in the 1990s, meaning that infrastructure was planned and built for a significantly larger population and tax base. Based on employment and growth projections provided by the Port of Prince Rupert during the Redesign Rupert Process, a population of 22,000 was projected by 2030. However, recorded population growth has been much more moderate



(0.7% between 2016 and 2021). Current housing needs also do not reflect potential population growth spurred by new Provincial legislation on Small-Scale Multi-Unit Housing, which requires municipalities (Prince Rupert included) to permit at least four units on most single-family properties. As of Fall 2024, the City is updating its Housing Needs Assessment to better reflect these conditions.

Separate from the City's population projections, the local economy has seen significant investments in port and goods movement infrastructure, which is a strong signal that the City may be on the verge of a new period of growth and change. During this period, the City will need to make evidence-based and cost-effective investment decisions to enhance community resilience through infrastructure investment and renewal, including investments in accessible pedestrian infrastructure. This also includes planning housing and commercial land uses to create walkable neighbourhoods that enable residents to access employment and commercial and recreational opportunities by foot, mobility aid, or bicycle. Directing future growth, particularly that of multi-family developments, to areas that enhance community completeness and support a demographic that wishes to age in place and remain socially connected will be a key consideration.

Creating a complete community that provides an age-friendly pedestrian realm is crucial to the City's development as it is home to a significant youth and senior demographic. Nearly one-quarter (22.8%) of the population is under 19 years old, and 16.3% is over 65, a proportion that is

projected to increase. These two unique demographics typically benefit from similar investments in safe, accessible, convenient, and connected pedestrian infrastructure. While youth, seniors, and those with limitations benefit the most from a walkable community, all other residents stand to benefit from a more complete community.

Despite the sidewalk network's gaps and condition issues, the City of Prince Rupert is already a highly walkable community. Approximately 10% of all residents already walk to school or work for their daily commute, which rivals the walking rates of much denser urban cities like Vancouver (12%) and North Vancouver (10%). Connect Rupert identified the lack, or poor condition, of sidewalks and pathways as the most significant barriers to walking and using a mobility aid.

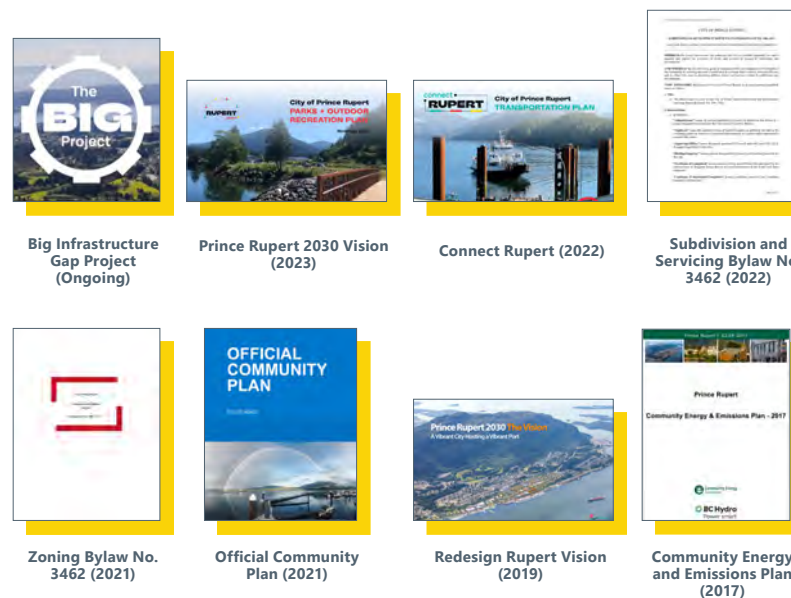
Many residents and visitors in Prince Rupert will continue to drive to the City for various specific needs and lifestyles. This is particularly true for neighbouring communities that use Prince Rupert as a service centre, including Port Edward, Metlakatla, Lax Kw'alaams, Gitxaala, Dodge Cove, and other smaller North Coast Regional District communities. Each of these communities must make unique transportation choices to reach the City, many involving vehicles. Enhancing safety for people once they reach the City will benefit residents and visitors.

3.1 PLANNING FRAMEWORK

The CCA primarily builds on Connect Rupert (2022) and is closely linked to several other plans and policies at the local, regional, provincial, and federal levels. These documents set the overarching goals, visions, and objectives for the City’s land use, transportation, and other key long-term planning considerations that the CCA seeks to align with and enhance.

The CCA is also informed by Provincial and Federal government policy, which has both established a vision to increase active transportation and take bold action on climate change. The federal government has set a target to cut GHG emissions by 40-45% below 2005 levels by 2030, while the Province’s CleanBC plan includes targets to reduce GHGs to 40% below 2007 levels by 2030, 60% by 2040, and 80% by 2050. To support the implementation of active transportation infrastructure, the Province developed the B.C. Active Transportation Design Guide (BACTDG) to ensure consistent active transportation facility design across the province.

Much of the City’s waterfront land falls under federal jurisdiction through the Prince Rupert Port Authority. The land is primarily reserved for transportation and industrial use. However, this makes the Prince Rupert Port Authority an important partner for delivering community projects that provide recreational and commercial opportunities near the waterfront.



4.0 Community Completeness – Existing Conditions

This section provides an overview of the existing conditions for each community lens: infrastructure, transportation, daily needs, and housing. The assessment and comparison of each community lens highlight unique strengths, opportunities, and challenges related to the built environment and existing policy framework.



INFRASTRUCTURE



ACCESS TO
DAILY NEEDS



TRANSPORTATION



HOUSING



4.1 METHODOLOGY

STUDY AREA

The CCA focuses on the City's urban areas where residents are most likely to walk, illustrated through the spatial extent in Figure 1. The analysis is presented at two scales, largely dependent on the data source. Analysis relating to housing data is shown at the census dissemination scale. In contrast, more granular data relating to daily needs and transportation is shown using hexagons, each individually accounting for one hectare of land. Hexagons, rather than a grid, were used to reduce sampling bias associated with grid edge effects and their preferable ability to illustrate street corridors.

The study area was also designed to remove areas where people are unlikely to walk due to known constraints like steep slopes, certain environmentally sensitive areas and other lands with known constraints such as certain Crown lands and Reserve properties.



FIGURE 1 STUDY AREA MAP



STUDY AREA

- Commercial / Mixed use
- Park / Open Space / Forested Area
- School
- First Nation Reserve
- Study Area





4.2 INFRASTRUCTURE LENS

WHY INFRASTRUCTURE MATTERS

Prince Rupert is currently managing a critical infrastructure emergency. The emergency is primarily centred on waterline failures but extends to essential roadway and pedestrian facilities and other infrastructure systems. Ensuring people of all ages and abilities can safely and comfortably walk and roll with a mobility aid is critical to creating an equitable and complete community. This is especially important for those with physical or cognitive limitations that restrict their ability to drive and those who choose not to drive either permanently or situationally.

Without safe pedestrian infrastructure, moving about the City safely can be challenging, especially for youth and seniors. The CCA evaluates how the City can prioritize walkability enhancements through planned and future infrastructure projects.

Infrastructure also plays a key role in municipal finance. Prioritizing anticipated growth via land use planning in areas with existing infrastructure reduces the capital and developer-driven costs to build, maintain, and replace critical infrastructure such as water and sewer.

HOW IT WAS MEASURED

The ongoing Big Infrastructure Gap (BIG) Project – the City's plan to upgrade and replace the most critical and aged water and sewer infrastructure – is a significant consideration for this assessment. The BIG Project identifies 26 kilometres of at-risk water main, much of which is underneath roadways. The necessary replacement of these roadway sections provides an opportunity to enhance and refurbish the transportation network; as streets are dug up to repair subsurface systems, the road and sidewalk surfaces will be replaced. This will likely result in similar infrastructure being built back in most cases. However, there is potential to apply for additional funding for key areas to make further enhancements. The CCA identifies recommendations for where strategic investments in accessible pedestrian infrastructure are most needed.

FIGURE 2 INFRASTRUCTURE REPLACEMENT PRIORITY



WATER MAINS - TRIAGED AREAS: HIGH LIKELIHOOD OF FAILURE OR HIGH RISK OF FAILURE

Status

- | | |
|-------------------------|-----------------------------------|
| Replacement Completed | Commercial / Mixed Use |
| Additional Replacement | Park / Open Space / Forested Area |
| High LOF or ROF Removed | School |
| High LOF or ROF | First Nation Reserve |
| Existing | |
| Abandoned | |





4.3 TRANSPORTATION LENS

WHY TRANSPORTATION MATTERS

Transportation is essential to our everyday lives and directly impacts how safe, affordable, and equitable our communities are. The mobility choices our built environments enable affect individuals' physical, mental, and financial health and the broader community. It is important that the City approaches transportation through a people-first lens that prioritizes active transportation and sustainability to address broader social, environmental, and economic objectives.

HOW IT WAS MEASURED

The transportation network was measured through field collection and data assembly from different city departments to develop a robust and complete data set for Prince Rupert's transportation system. This dataset made it possible to assess the transportation system in several key ways.

PERMEABILITY

Permeability describes how easy it is for someone to use the existing street and pedestrian network to move around the City. A key component of permeability is the connectivity

and density of the City's street and trail network, which include the density of intersections, the number of legs at intersections, and the presence of dead ends. The density and connectivity of the City streets establish the long-term transportation network, at which significant changes are often cost-prohibitive and take place over decades. Average block size is also a function of the overall street network and describes how far one would have to walk before reaching an opportunity to change direction. Smaller block sizes typically enable easier movement.

The CCA also analyzed the City's sidewalk and crosswalk network density. Infrastructure investment in new and upgraded sidewalks and crosswalks can be cost-effective measures to significantly enhance walkability.

ACCESSIBILITY

Accessibility describes how safe and comfortable the experience of using the City's pedestrian network is. In a highly accessible network, few to no barriers limit an individual's access to key destinations, irrespective of individual physical or cognitive limitations. In a less accessible network, only people without limitations, such as healthy young adults, can safely access their daily needs by walking. In a less accessible network, individuals with limitations may need to drive to access their daily needs,

which can create barriers to fully participating in society and maintaining good health. Creating an accessible pedestrian network supports those with limitations and, more broadly, equity-deserving groups at higher risk of discrimination and health complications.

Accessibility was measured through several infrastructure considerations. The CCA included a comprehensive site visit to evaluate the City's sidewalk network, including sidewalk

condition and the presence of curb cuts, to create an accessibility score. The accessibility score also integrates community feedback heard through engagement. Other components of the accessibility analysis included ranking bus stop accessibility by amenities provided (shelter and benches) and the percent slope of roadways. The locations of roadway collisions, as reported by ICBC, were also incorporated.



TRANSPORTATION ASSESSMENT

SIDEWALK CONDITION

INTERPRETATION

Figure 3 Illustrates the condition of sidewalks across the City. In areas without sidewalks, the map is gray.

Most sidewalks across the City are either in poor or fair condition. The McBride, Summit, Fairview, and Westview neighbourhoods typically have the poorest sidewalk conditions.

Portions of the Downtown core and Hays Cove have areas with sidewalks in good condition; however, very few areas have sidewalks in excellent condition.



FIGURE 3 SIDEWALK CONDITION



SIDEWALK CONDITION

- 4 - Excellent
- 3 - Good
- 2 - Fair
- 1 - Poor
- N/A





SIDEWALK DENSITY AND CROSSWALK DENSITY

INTERPRETATION

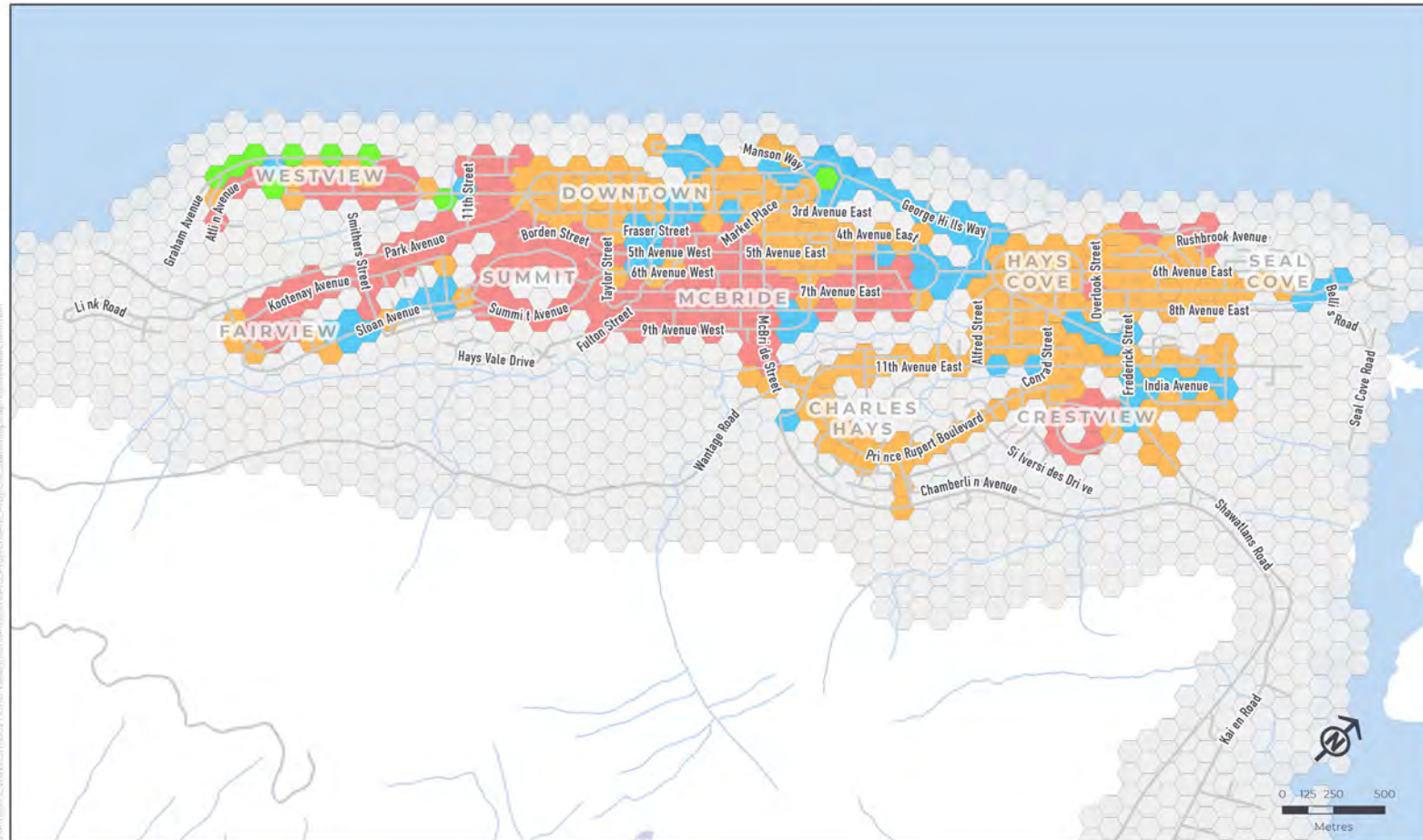
Figure 4 shows the City-wide density of sidewalks and crosswalks.

Areas with high sidewalk but low crosswalk densities indicate either low street connectivity or a lack of crosswalks at intersections and mid-block crossings.

Outside of the Downtown core, many intersections have a high density of connecting sidewalks and a low density of crosswalks. In these areas, especially along collector streets, there is likely an opportunity to build new crosswalks.

Areas with high crosswalk and low sidewalk densities indicate the presence of trails and pedestrian cut-throughs that do not connect to sidewalks.

FIGURE 4 SIDEWALK DENSITY AND CROSSWALK DENSITY



SIDEWALK CONDITION

- Sidewalk Condition
- 4 - Excellent
 - 3 - Good
 - 2 - Fair
 - 1 - Poor
 - N/A





4.4 DAILY NEEDS LENS

WHY DAILY NEEDS MATTER

Living and working within walking distance of amenities like grocery stores, health services, parks, and others is integral to Prince Rupert’s completeness and can contribute to residents’ quality of life and well-being. Ideally, most residents are within walking distance of key amenities and services used frequently. By the co-location of residential, employment, amenity, and recreational spaces, walkability is enhanced through shorter distance trips and the concentration of infrastructure investment.

HOW IT WAS MEASURED

Several analyses were conducted to measure access to daily needs. The daily need lens also evaluated anticipated demand for commercial space to identify what amenities and services the city needs the most over the next 20 years. Daily needs data were collected through desktop analysis and BC Assessment data, which provided information on a property’s actual use (commercial, residential, etc.).

Parks and outdoor spaces are typically considered an essential daily need and a component of overall community completeness. In addition to designated parks, local governments typically monitor and strive to increase tree canopy cover. In the case of Prince Rupert, the City has recent high-quality municipal LiDAR data on tree canopy cover. A high percentage of tree canopy provides many

benefits, such as filtering air pollution, reducing heat in urban areas, protecting from wind, and creating more aesthetically vibrant communities. Many municipalities target a tree canopy cover of around 30%.

ACCESS TO DAILY NEEDS ANALYSIS

The access to daily needs analysis evaluated access to 12 different types of public and private amenities. The amenities and services can be broken down by whether or not they are typically public or private. The City may have more direct control over where investment in public amenities is located. For private amenities, municipalities typically influence development over the long term through the Official Community Plan and zoning bylaw. Table 1 details the categories of amenities that are included in the analysis.

TABLE 1 PUBLIC AND PRIVATE AMENITIES AND SERVICES (DAILY NEEDS)

Public	Private
<ul style="list-style-type: none"> • Parks • Trails • Community Facility • Schools • Childcare • Health Care • Post Office 	<ul style="list-style-type: none"> • Pharmacies • Food and Beverage • Convenience Store • Bank

PUBLIC AMENITIES

INTERPRETATION

Figure 5 shows the locations of public amenities spread across the City, with a concentration in Downtown, which reduces in density as the distance from Downtown grows. There are pockets of daily needs near Seal Cove, the Civic Centre, and the Regional Hospital.

PRIVATE AMENITIES

INTERPRETATION

Figure 6 shows the locations of private amenities or local businesses that contribute to meeting residents' daily needs, such as access to food and entertainment.

Most privately owned businesses are located Downtown. However, a few restaurants and convenience stores are located outside of downtown. These existing locations of commercial uses outside of Downtown may represent opportunities for expanded commercial nodes.

ACCESS TO PARKS AND RECREATION

INTERPRETATION

Figure 7 illustrates the access to parks and recreation. The analysis includes the location of parks, trails, community facilities, and schools. Schools are included because of the

important role they play as community facilities outside of school hours.

The findings indicate that the western portion of Downtown and the Mcbride neighbourhood have the highest access to and clustering of parks and recreation amenities. Portions of the Fairview, Charles Hays, and Hays Cove also have higher access.

Westview, Seal Cove, and Crestview have limited access to parks and recreation. It is important that these neighbourhoods have safe and comfortable walking and cycling routes to where amenities are.

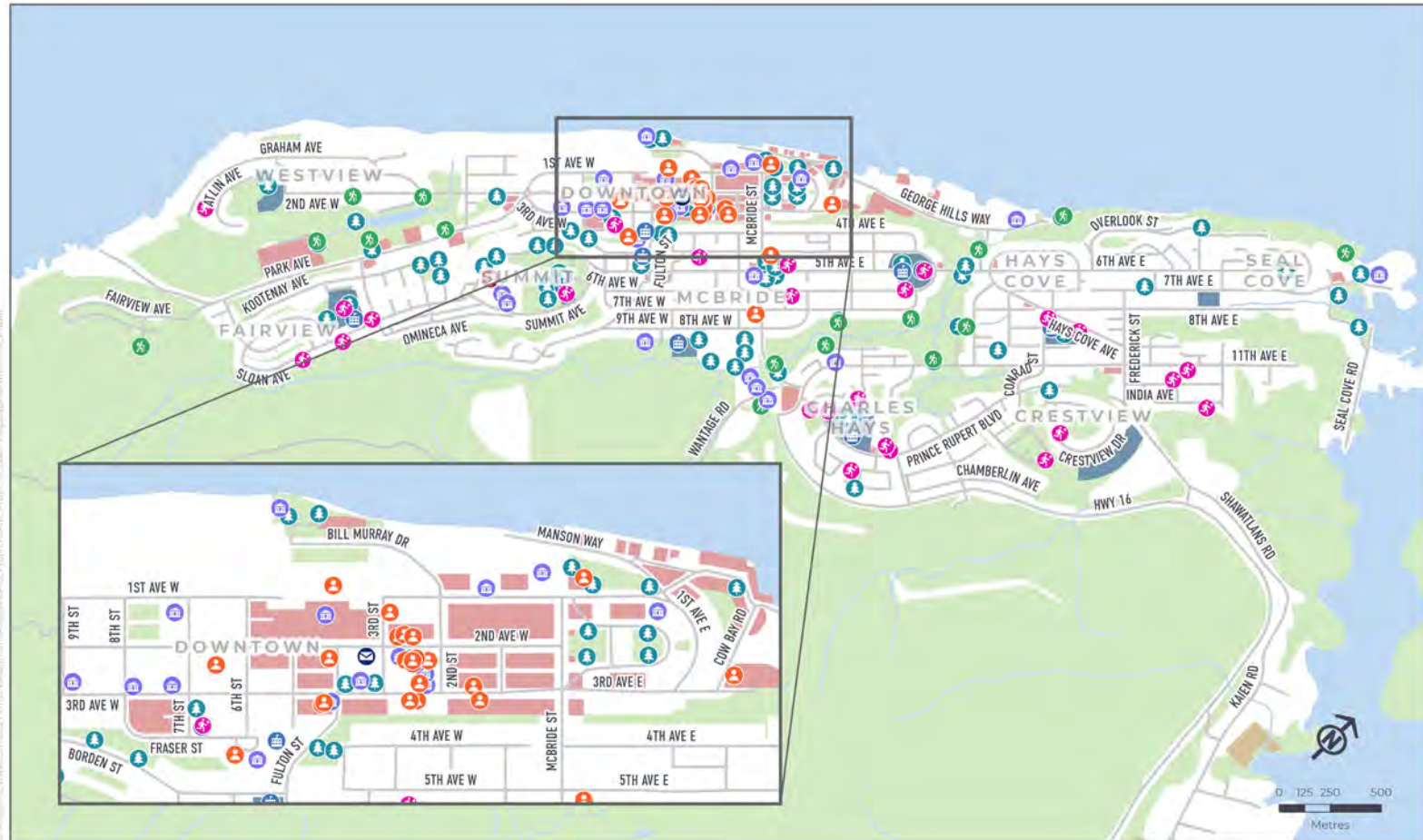
TREE CANOPY COVERAGE

INTERPRETATION

Figure 8 illustrates the tree canopy coverage across the City. A higher tree canopy coverage can help manage stormwater runoff, create a more attractive urban environment, and support heat dissipation.

A 30% canopy cover target is typical across a municipality. Across Prince Rupert, higher-density areas equate to lower tree canopy cover, particularly near Downtown and McBride. To increase canopy coverage, the City should plant more trees within municipal rights-of-way and explore requiring more trees via development.

FIGURE 5 LOCATION OF PUBLIC DAILY NEEDS

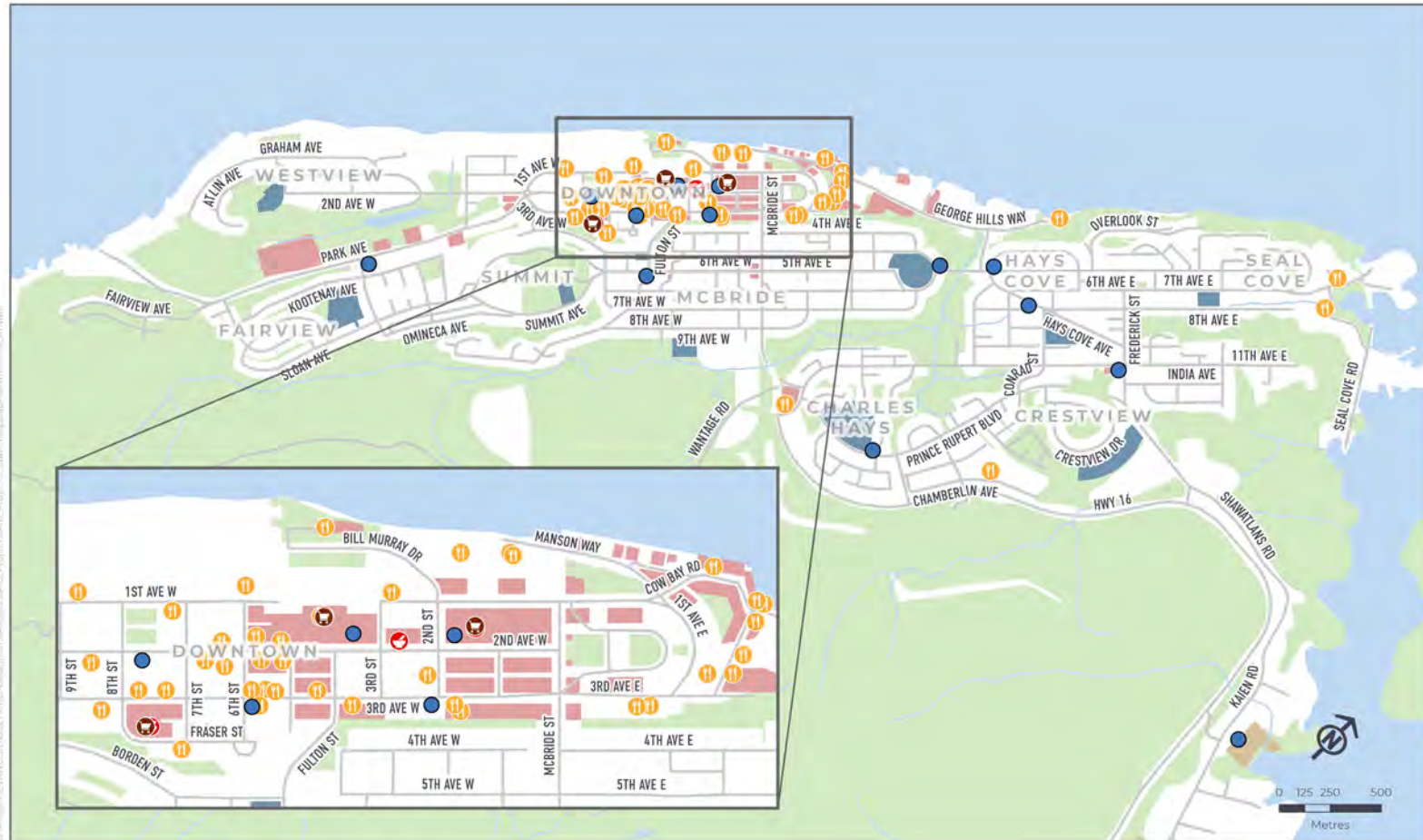


AMENITIES - PUBLIC

- | | | |
|--------------------|-------------|-----------------------------------|
| Parks | Health Care | Commercial / Mixed Use |
| Trailhead | Hospital | Park / Open Space / Forested Area |
| Community Facility | Post Office | School |
| Schools | Childcare | First Nation Reserve |



FIGURE 6 LOCATION OF PRIVATE DAILY NEEDS

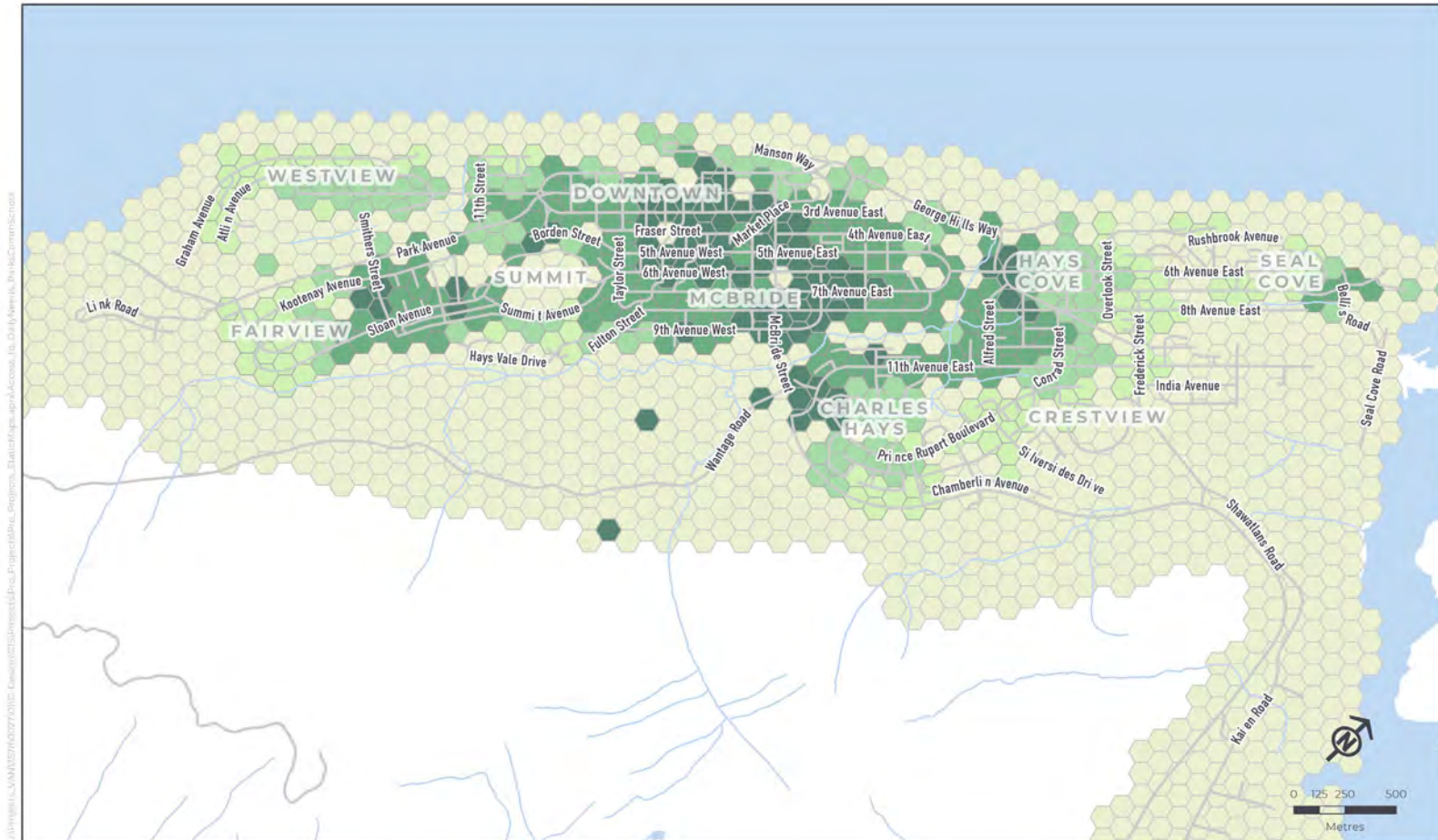


AMENITIES - PRIVATE

- Grocery Store
- Convenience Store
- Pharmacy
- Restaurant
- Commercial / Mixed Use
- Park / Open Space / Forested Area
- School
- First Nation Reserve



FIGURE 7 ACCESS TO PARKS AND RECREATION

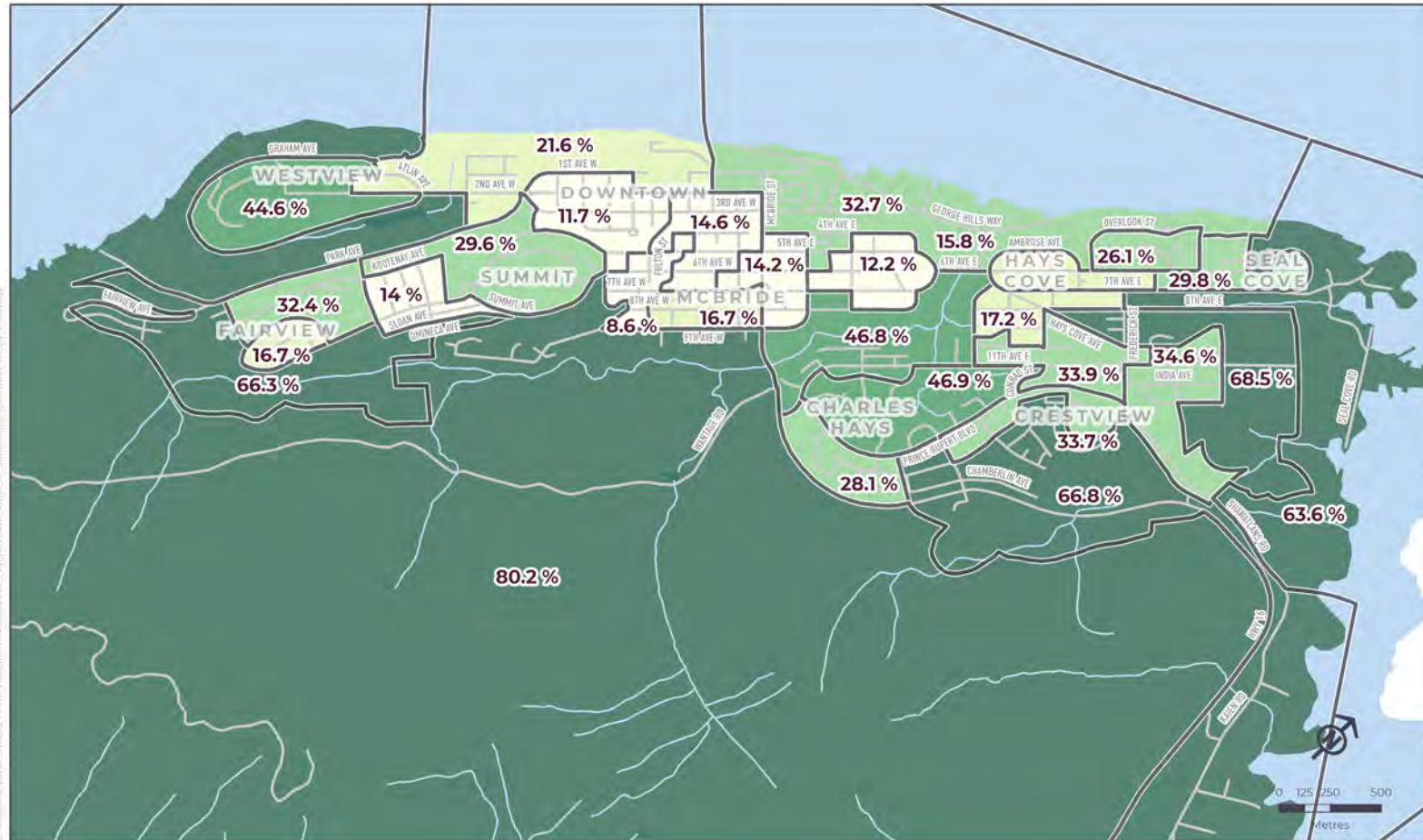


ACCESS TO DAILY NEEDS - PARKS, TRAILS, COMMUNITY FACILITIES, AND SCHOOLS

- Highest Access
- High Access
- Moderate Access
- Low Access
- Lowest Access



FIGURE 8 TREE CANOPY COVER



TREE CANOPY COVERAGE



COMMERCIAL SPACE ANALYSIS

The City's existing commercial space and resident spending habits were analyzed to project anticipated capacities for increased retail space. The commercial space analysis provides key information about the future incremental demand for specific daily needs, which helps quantify the proportion of commercial land use required city-wide.

A realistic category-by-category forecast of net additional resident spending on commercial uses enables each category to approximate the market-supportable additional commercial floor areas. The resulting growth relative to 2024 in market-supportable floor area (sq. ft.) in the City of Prince Rupert is summarized in Table 3.

The results of the commercial demand analysis can then be used to provide market growth insights that relate directly to the current land use capacities. Highlights of this market-supportable floor area by category are described in Table 2.

Section 4.0 of the Technical Background Report in Appendix A provides a more detailed breakdown of the commercial space analysis.

TABLE 2 COMMERCIAL SPACE ANALYSIS FINDINGS

Category	Net Demand (sq. ft.)	Typical Store Size (sq. ft.)	Potential Demand for New Stores	Comment
Supermarkets and Other Grocery	4,900	5,000 - 35,000	0 - 1	Could take the form of a single neighbourhood grocery or the grocery portion of a larger department store (e.g., General Merchandise)
Liquor Stores	7,000	1,500 - 2,500	2 - 4	Small liquor stores.
General Merchandise Stores	24,100	2,500 - 25,000	1 - 9	Several smaller stores or one general merchant.
Health and Personal Care	8,800	2,200 - 4,400	2 - 4	Small- to medium-sized pharmacies.
Food and Beverage	18,600	1,500 - 5,000	3 - 7	A few full-service restaurants or several smaller quick-service establishments.

TABLE 3 NET NEW FLOOR AREA SUPPORTABLE, INCLUDING INFLOW

Retail Commercial Category	2024 - 2031	2024 - 2036	2024 - 2041	2024 - 2046
Furniture and Home Furnishing Stores	600 sq. ft.	1,000 sq. ft.	1,400 sq. ft.	1,700 sq. ft.
Electronics and Appliances	(100) sq. ft.	(300) sq. ft.	(400) sq. ft.	(600) sq. ft.
Building Materials, Garden Equipment, Supplies	3,800 sq. ft.	6,700 sq. ft.	9,800 sq. ft.	12,700 sq. ft.
Supermarkets and Other Grocery	1,600 sq. ft.	2,800 sq. ft.	4,000 sq. ft.	4,900 sq. ft.
Convenience Stores	100 sq. ft.	300 sq. ft.	400 sq. ft.	500 sq. ft.
Speciality Food Stores	200 sq. ft.	300 sq. ft.	500 sq. ft.	600 sq. ft.
Liquor Stores	2,100 sq. ft.	3,700 sq. ft.	5,400 sq. ft.	7,000 sq. ft.
Clothing Stores	1,300 sq. ft.	2,400 sq. ft.	3,500 sq. ft.	4,500 sq. ft.
Shoe Stores	100 sq. ft.	100 sq. ft.	200 sq. ft.	200 sq. ft.
Jewellery, Luggage, Leather Goods Stores	200 sq. ft.	300 sq. ft.	400 sq. ft.	500 sq. ft.
Sporting Goods, Hobby, Book and Music Stores	100 sq. ft.	200 sq. ft.	300 sq. ft.	400 sq. ft.
General Merchandise	7,200 sq. ft.	12,800 sq. ft.	18,700 sq. ft.	24,100 sq. ft.
Miscellaneous Stores, Retailers	2,800 sq. ft.	5,000 sq. ft.	7,300 sq. ft.	9,500 sq. ft.
Motor Vehicles Sales	10,500 sq. ft.	18,500 sq. ft.	27,200 sq. ft.	35,200 sq. ft.
Auto Parts, Accessories, Tires	1,400 sq. ft.	2,500 sq. ft.	3,700 sq. ft.	4,900 sq. ft.
Health and Personal Care	2,600 sq. ft.	4,600 sq. ft.	6,800 sq. ft.	8,800 sq. ft.
Gasoline	2,400 sq. ft.	4,100 sq. ft.	6,000 sq. ft.	7,700 sq. ft.
Food and Beverage	5,500 sq. ft.	9,800 sq. ft.	14,300 sq. ft.	18,600 sq. ft.
Total	42,400 sq. ft.	74,800 sq. ft.	109,500 sq. ft.	141,200 sq. ft.

Source: Urban Systems Retail Demand Analysis



4.5 HOUSING LENS

WHY HOUSING MATTERS

A diverse mix of housing types and tenures can enhance community completeness by accommodating people's needs across all stages of life and supporting aging in place. Concentrating housing near amenity nodes can enhance community vibrancy, support the local economy, and enhance people's ability to walk and cycle. The housing lens was used to provide a more comprehensive understanding of community completeness and identify opportunities to better support the needs of everyone through the delivery of varied housing types.

HOW IT WAS MEASURED

Data from the 2021 national census was used to help assess housing opportunities across the community. In addition, more detailed information from BC Assessment was reviewed, which included data such as housing types and number of units. The analysis presented in this section illustrates how the 2021 Census and attributes in the BC Assessment parcel fabric and building information report were used to understand the spatial relationship between housing and walkability, including density, tenure, and mix.

HOUSING DENSITY

INTERPRETATION

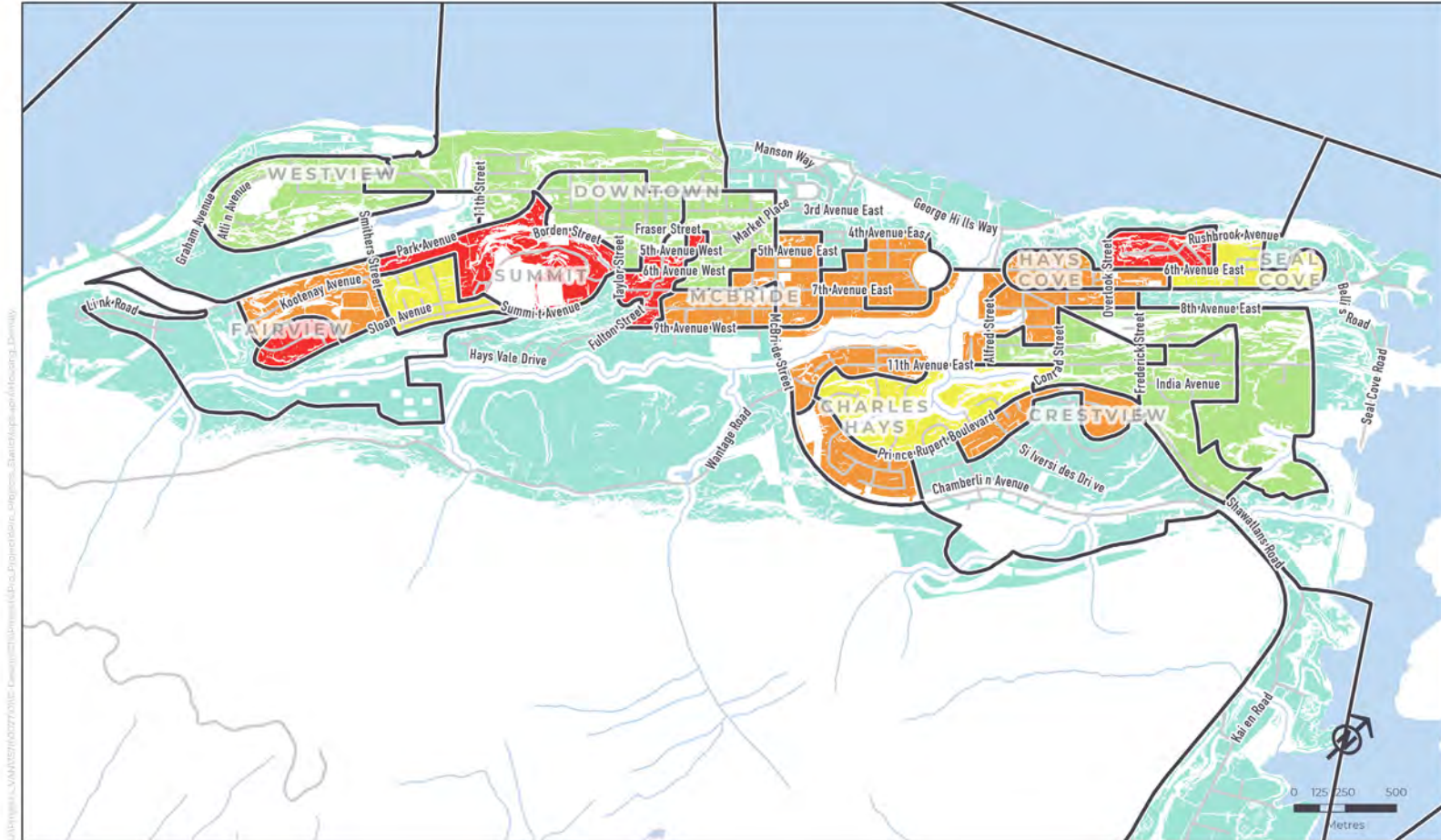
Figure 9 illustrates the highest density of housing units by census dissemination area across the city.

There is a very low housing density within and near Downtown.

The lower-density areas also include Crestview, Seal Cove, and Westview. The area around Charles Hays Secondary School clearly illustrates how transportation can influence housing density, as disconnected cul-de-sacs primarily characterize the surrounding area.

Overall, the city's highest-density areas are near the 6th Avenue corridor that cuts across the city.

FIGURE 9 HOUSING DENSITY SCORE



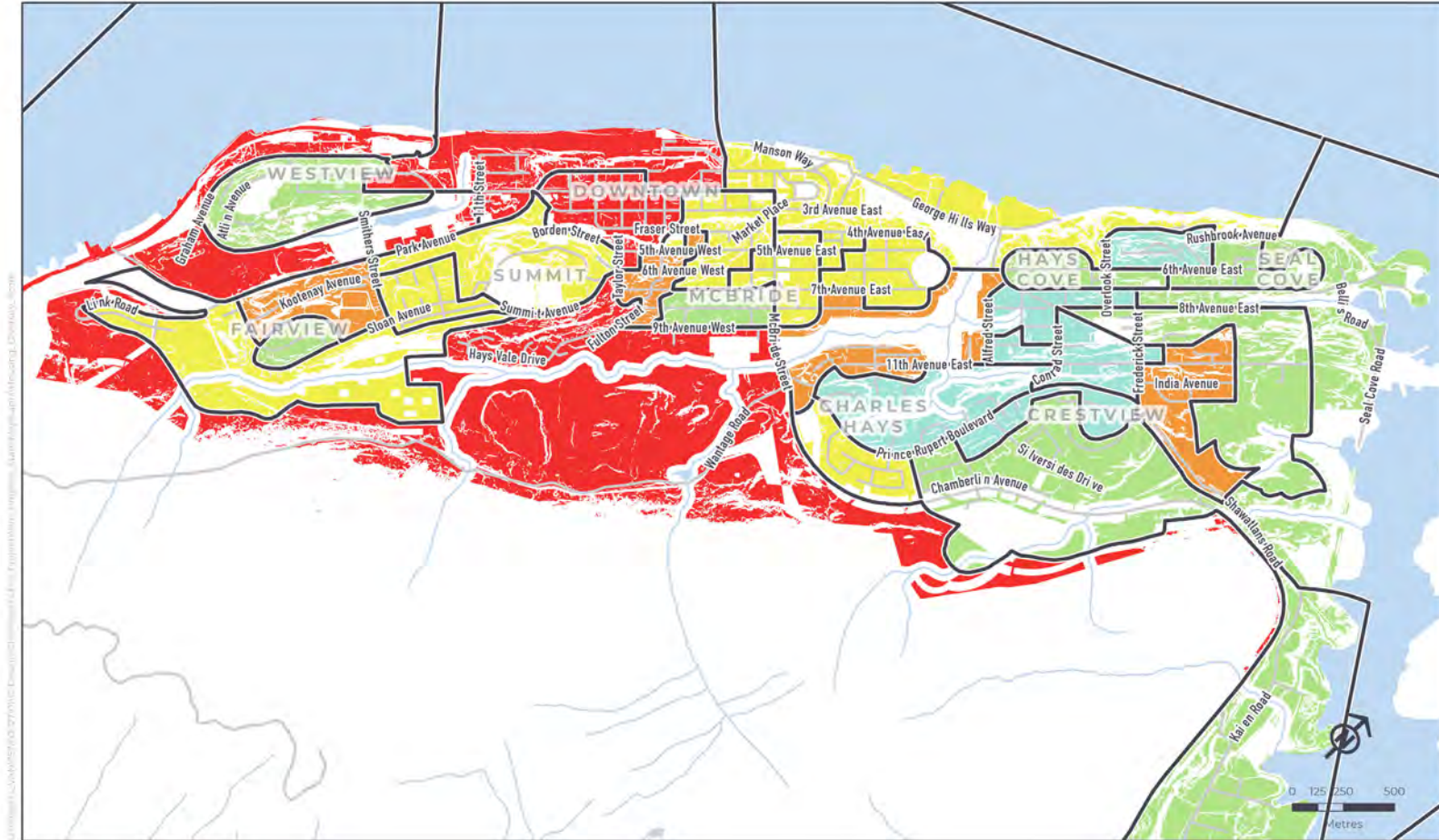
HOUSING DENSITY

Housing Density (# of Housing Units / Acre) Dissemination Area Boundaries

- 8 - 10
- 6 - 7
- 5 - 5
- 3 - 4
- 0 - 2



FIGURE 10 HOUSING DIVERSITY SCORE



HOUSING DIVERSITY SCORE

Housing Mix Score

- 5
- 4
- 3
- 2
- 1

Dissemination Area Boundaries



HOUSING MIX SCORE

INTERPRETATION

Figure 10 shows the relative mix of housing across the City.

Housing mix describes the degree to which the area includes different types of housing (e.g., single-family homes, townhouses, and apartments). A greater mix of housing has the potential to accommodate people of all ages, abilities, and income levels.

The greatest mix of housing is in Downtown and certain portions of Fairview, Summit, McBride, and Crestview.

Hays Cove, Seal Cove, Charles Hays, and portions of Crestview have the lowest housing mix.

PROPORTION OF RENTAL UNITS VS PROPORTION OF MULTI-FAMILY UNITS

INTERPRETATION

Figure 11 shows the relationship between the proportion of multi-family units and the proportion of rental units.

Directly to the east of Downtown, in Cow Bay, and along the northeast waterfront, there are high proportions of rental units but low portions of multi-family developments. This indicates there may be an opportunity to develop more purpose-built rental projects in these areas.

It also illustrates that many multifamily areas are still predominantly privately owned.

The only area with a high proportion of multifamily and low rental is around Summit Avenue. These areas provide a good mix of housing and are relatively close to key amenities.

MUNICIPALLY OWNED OPPORTUNITY SITES

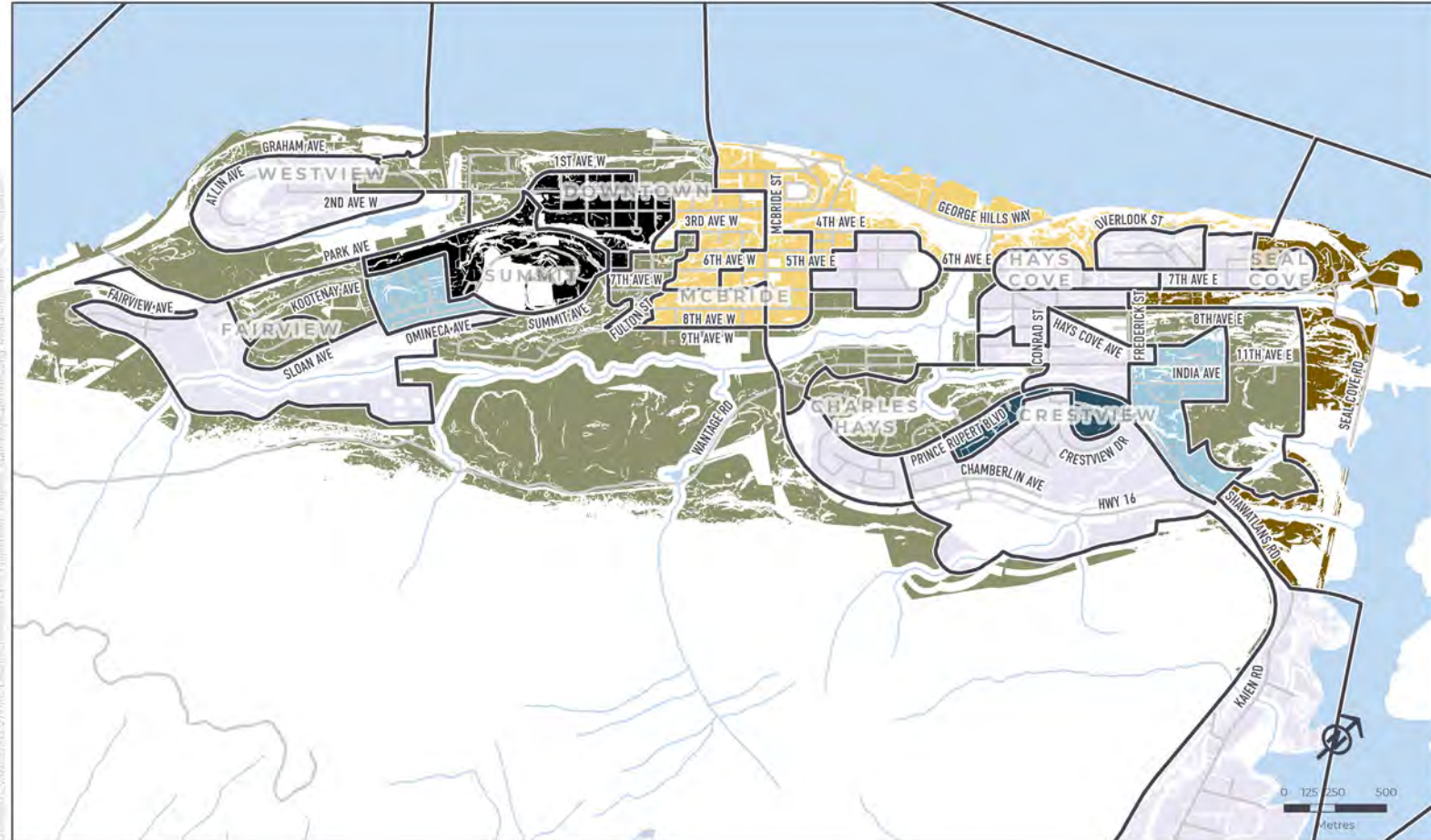
INTERPRETATION

Figure 12 shows municipally owned parcels around the City that are not parkland and have 30% less of their total area encumbered by geographic development constraints. These sites hold opportunities for housing and transportation network improvements. The nature of the opportunity will be site-dependent, as certain utilities or other city functions already occupy some of them.

Development constraints were defined as sites where more than 30% of the parcel is considered a steep slope, an environmentally sensitive area or a park.

These sites hold several different opportunities for the city. Their ability to be developed for housing is already known, as several lots are for sale on the City's website. However, these sites can also play an important role in improving transportation connectivity throughout the community. Additionally, new subdivisions of these lands should consider their potential role in improving connectivity and contain directions for including walkways and sidewalks when they are developed.

FIGURE 11 PROPORTION OF MULTI-FAMILY UNITS



PROPORTION OF RENTAL UNITS VS PROPORTION OF MULTI-FAMILY UNITS



FIGURE 12 MUNICIPALLY OWNED PROPERTIES WITH LOW CONSTRAINTS



MUNICIPALLY OWNED PROPERTIES WITH LOW CONSTRAINTS

- Municipally Owned Property
- School
- First Nation Reserve
- Commercial / Mixed use
- Parks
- Natural Area
- Study Area



5.0 Community Completeness Summary

This section synthesizes the analysis presented in Section 4.0 in overall community completeness by lens. Assessing the existing conditions by lens and overall community completeness enables the City to gain insight into its built environment’s strengths, opportunities, and challenges and subsequently take action to enhance connections between all four lenses.

The four lenses provide a snapshot of the current state of community completeness in Prince Rupert. This section synthesizes the components of each lens (Section 4.0) into composite scores to generalize each lens across the City. Cross-comparison analysis of lenses reveals further opportunities to enhance walkability, including housing density compared to access to daily needs.

The following composite scores and comparison figures are illustrated at right:

TABLE 4 COMPOSITE SCORES

Composite Score	Component
Permeability	<ul style="list-style-type: none"> • Street And Trail Connectivity • Street And Trail Density • Block Size • Sidewalk Density
Accessibility	<ul style="list-style-type: none"> • Steep Slopes • Sidewalk Condition • Sidewalk Curb Cuts • Bus Stop Amenities • ICBC Crash Data
Access to Daily Needs	<ul style="list-style-type: none"> • Access to Daily Needs • Commercial Land Use Density • Land Use Mix
Housing Density Versus Access to Daily Needs	<ul style="list-style-type: none"> • Housing Density Compared to Access to Daily Needs

PERMEABILITY COMPOSITE SCORE

INTERPRETATION

Permeability illustrates the degree of ease to which a person can walk across the City, irrespective of accessibility.

The composite score measures street and trail connectivity, street and trail density, block size, and sidewalk density.

Permeability is highest within Downtown and McBride and along select corridors on the City's northeast side.

Permeability is the lowest in Summit, Westview, Fairview, and Charles Hays.

Permeability is lowest where City-owned undeveloped parcels are orphaned between neighbourhoods. Some of these are topographical challenges, while others are reserved for other forms of development. Many of these lots could be re-evaluated to provide greater connectivity if and when used for other purposes.

ACCESSIBILITY COMPOSITE SCORE

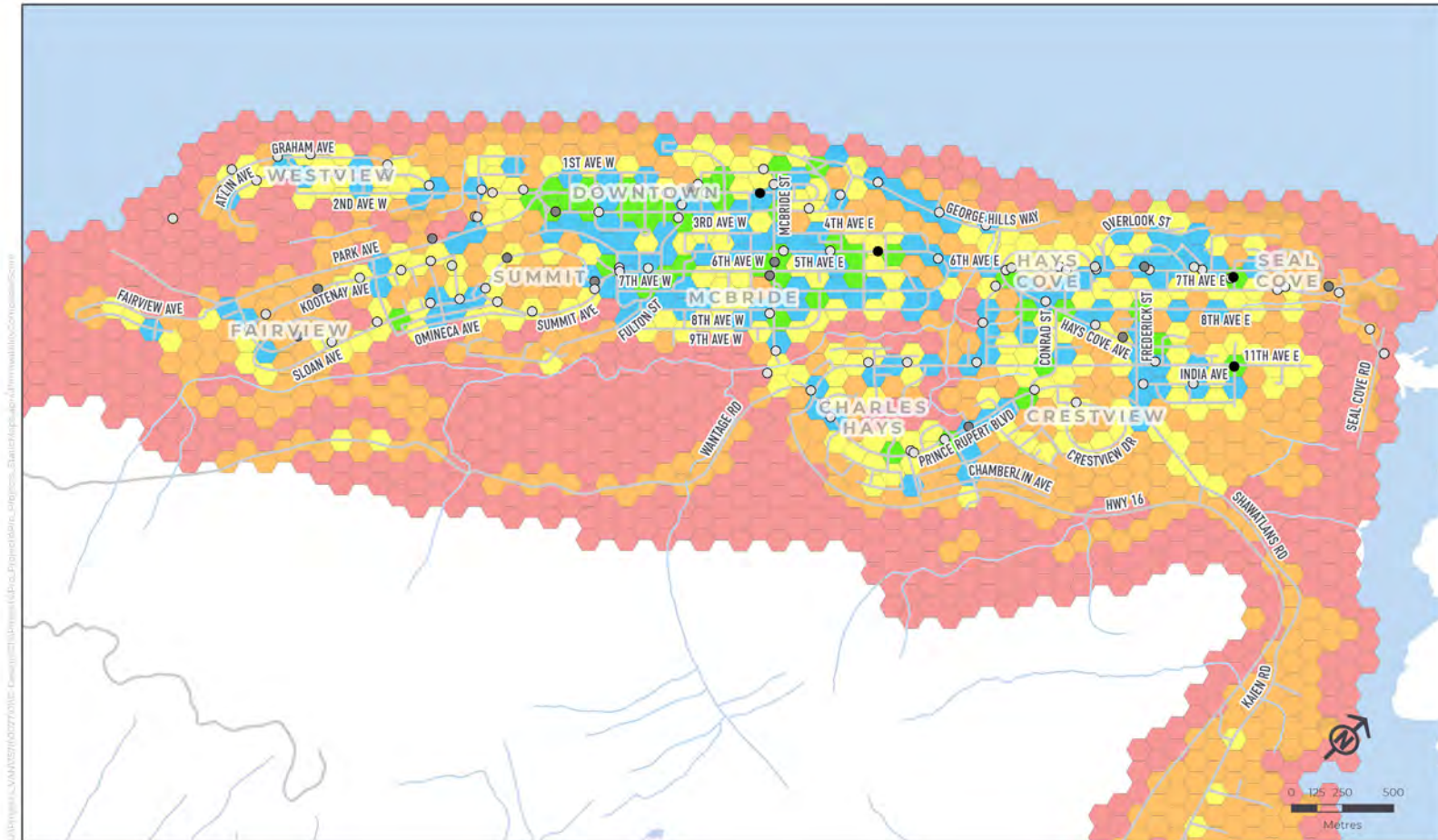
INTERPRETATION

The accessibility composite score measures the accessibility of pedestrian infrastructure across the City. The score includes consideration for sidewalk condition, curb cuts, steep slopes, bus stop amenities, and the locations of reported vehicle collisions.

Accessibility is highest in Downtown, Cow Bay, and along George Hills Way. Accessibility is also high along specific corridors such as portions of Sloan Avenue, Graham Avenue, 4th Avenue, and Prince Rupert Boulevard.

Accessibility is lowest near Seal Cove, Fairview, McBride, behind Charles Hays, Crestview, and Hays Cove. Again, undeveloped City-owned lots may play a role in enhancing the permeability and accessibility of the community.

FIGURE 13 PERMEABILITY COMPOSITE SCORE

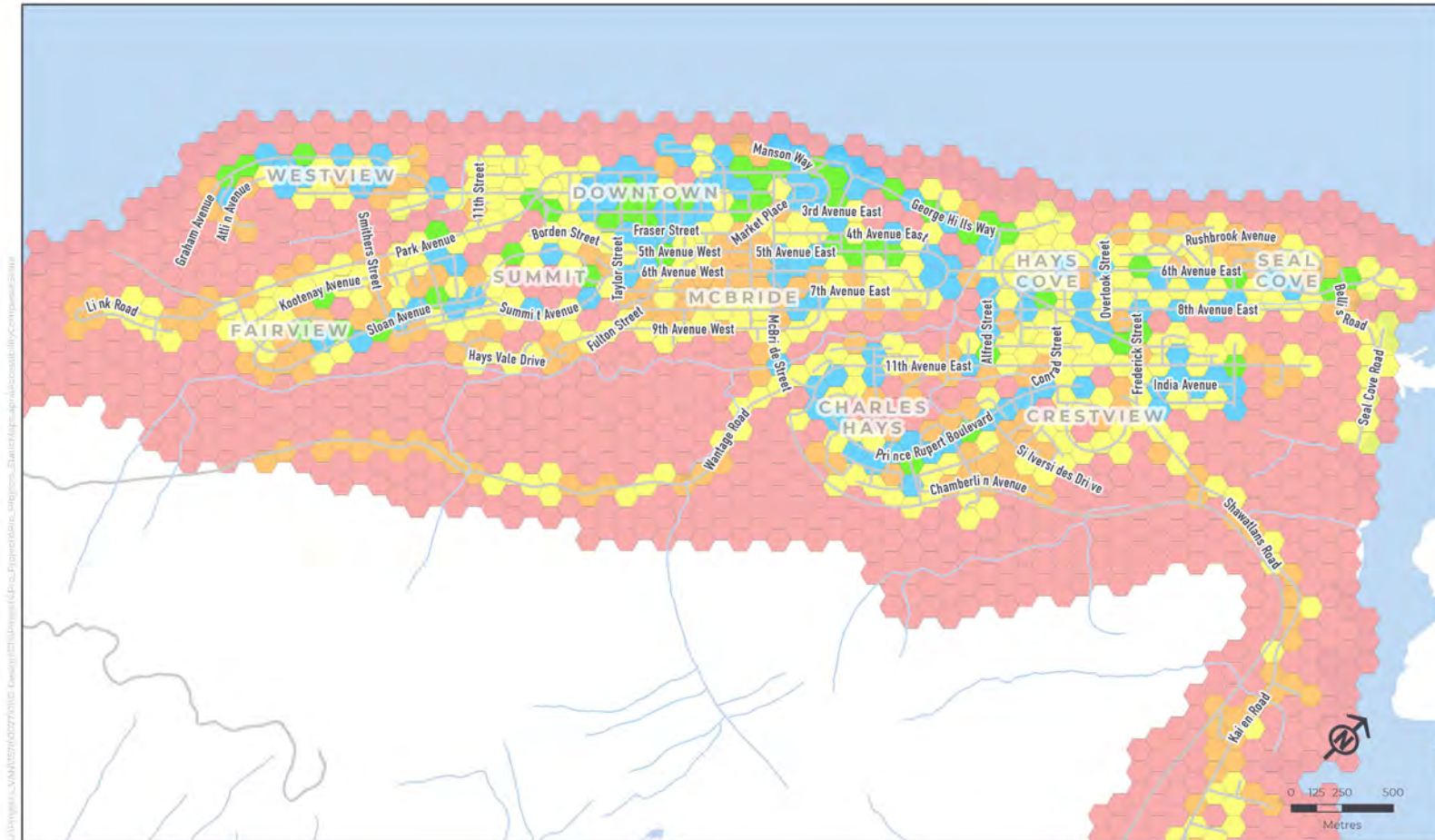


PERMEABILITY COMPOSITE SCORE

- Shelter and Bench Present
 - Only Shelter Present
 - No Amenities Present
- Highest Permeability
 - High Permeability
 - Moderate Permeability
 - Low Permeability
 - Lowest Permeability



FIGURE 14 ACCESSIBILITY COMPOSITE SCORE



ACCESSIBILITY COMPOSITE SCORE

- Highest Accessibility
- High Accessibility
- Moderate Accessibility
- Low Accessibility
- Lowest Accessibility



ACCESS TO DAILY NEEDS COMPOSITE SCORE

INTERPRETATION

The daily needs composite score measures residents' access to amenities. The composite score includes considerations for the density of public and private amenities, the density of commercial land uses, and the land use mix.

Unsurprisingly, the analysis indicates the highest density of daily needs is located Downtown and gradually thins out as you move further away.

The analysis was conducted on a pedestrian network distance basis rather than through direct distance measurement to ensure the results reflect access via walking and rolling.

HOUSING DENSITY COMPARED WITH ACCESS TO DAILY NEEDS

INTERPRETATION

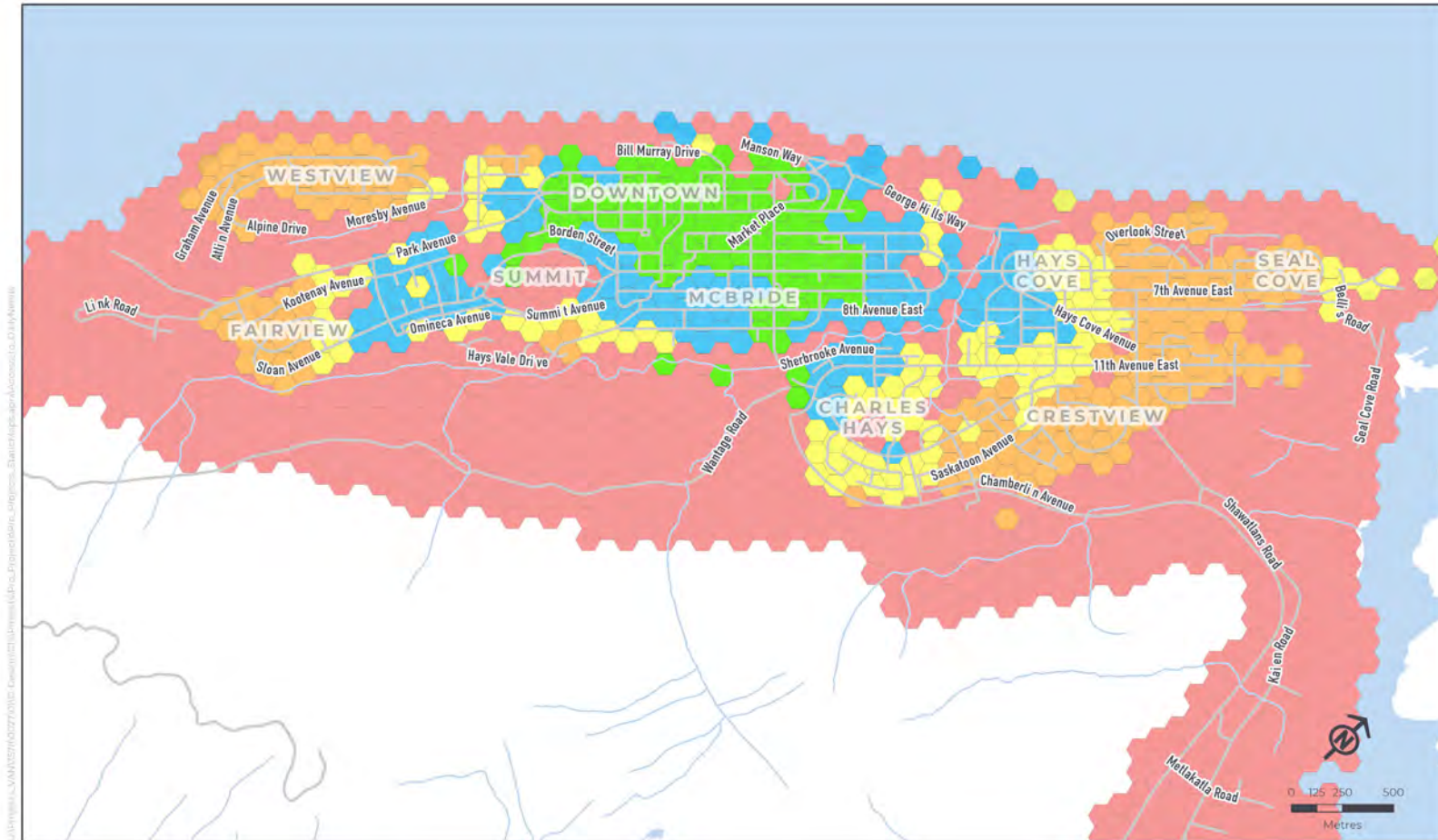
Figure 16 shows the relationship between housing and daily needs. High residential densities in an ideal complete community correlate closely to high access to daily needs.

Portions of Hays Cove and Seal Cove have high housing density but low access to daily needs, indicating poor walkability.

Downtown includes high access to daily needs but low housing density.

Where these factors are unbalanced, there is an opportunity to balance the mix of housing and daily needs densities to create more walkable neighbourhoods.

FIGURE 15 ACCESS TO DAILY NEEDS COMPOSITE SCORE

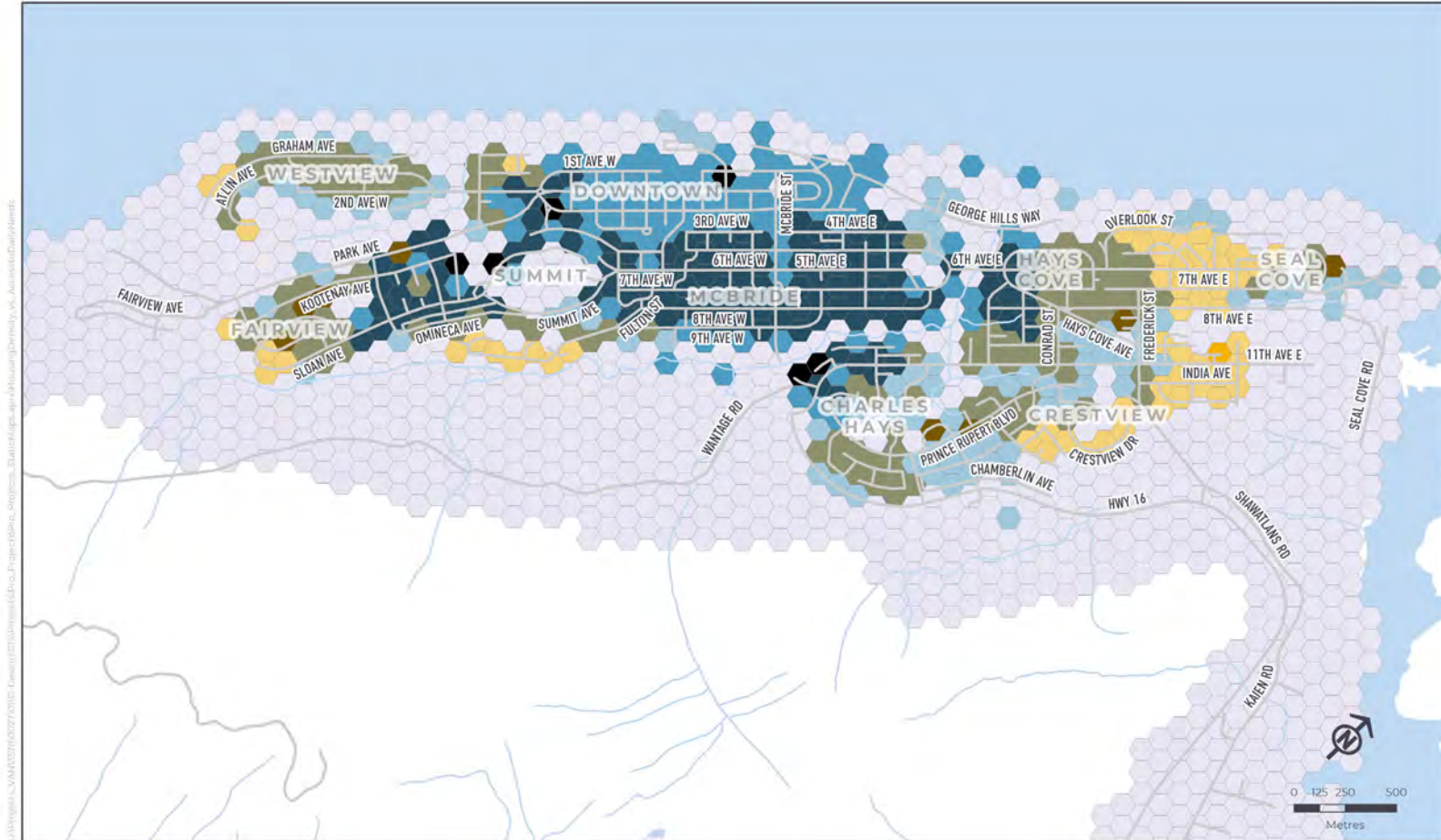


ACCESS TO DAILY NEEDS COMPOSITE SCORE

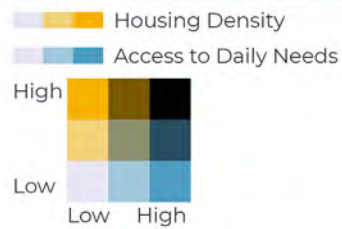
- Highest Access
- High Access
- Moderate Access
- Low Access
- Lowest Access



FIGURE 16 HOUSING DENSITY COMPARED WITH ACCESS TO DAILY NEEDS



HOUSING DENSITY VS ACCESS TO DAILY NEEDS



6.0 Walkability Analysis

This section reviews the findings of the CCA through the synthesis of the preceding analysis to measure overall walkability levels across the City. A walkability index was developed as part of the CCA to provide a high-level snapshot of existing strengths and opportunities by area to enhance walkability. A walkability index measures indicators that relate to the relative quality of walking experience by area. While mode share data is available through the 2021 census by dissemination area, this data only speaks to residents' commuting habits at a certain point in time (e.g., during a trip to or from work or school). A walkability index showcases how walkable an area is for all types of trips. It includes consideration of detailed infrastructure components, current land uses and access to daily needs, and where housing is located.

Walkability indices are commonly developed at a larger geographic scale, such as a regional metropolitan area

or on a national scale. Indices of this scale typically only include consideration for Land Use Mix, Street Connectivity, Commercial Density, and Housing Density due to cross-jurisdictional data reliability issues. The Complete Community Assessment has enabled the development of a walkability index that provides a far more accurate picture of walkability by using highly detailed information that is only feasible at a municipal scale.

The CCA developed a weighted geospatial walkability model based on the complete community assessment lenses presented in Sections 4.0 and 5.0. The model incorporates specific components of each complete community lens (transportation, infrastructure, daily needs, and housing) as proxies for how walkable an area is. Figure 17: Walkability Model describes how the walkability index is weighted.

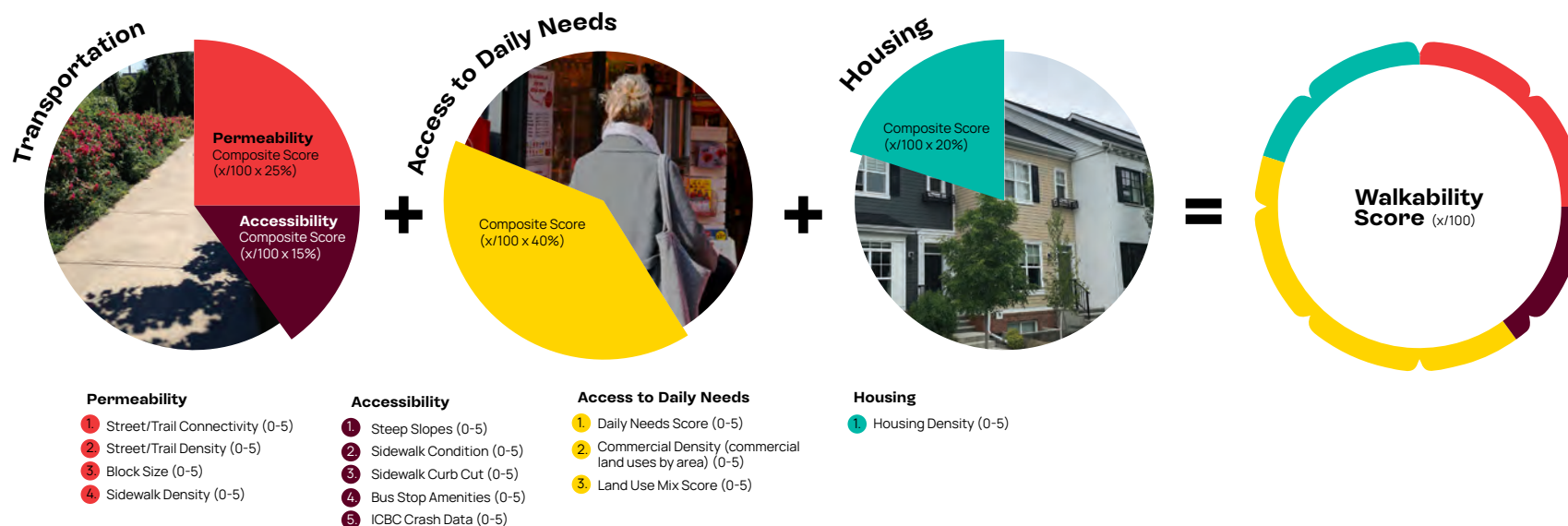


6.1 WALKABILITY METHODOLOGY

The model includes four key components, including Permeability (Figure 13), Accessibility (Figure 14), Access to Daily Needs (Figure 15), and Housing Density (Figure 16). While related to community completeness, walkability refers directly to how convenient, enjoyable, and accessible the relative walking experience is. For this reason, each complete community lens is weighted differently to prioritize a focus on the pedestrian experience based on best practices for measuring walkability (See Appendix A: Technical Report). The transportation-related components of permeability and accessibility are cumulatively weighed at 40%, equal to access to daily needs, while housing density is weighted at 20%.

Within each of the four components, each indicator is weighted equally. For the daily needs score indicator within the access to daily needs component, the distance to each amenity type is weighted differently based on community feedback, staff input, and best practice research: 50% of the score measures access to health care, grocery stores, community facilities, parks and trails, childcare, and schools; 33% of the score measures access to discretionary spending categories such as restaurants, cafes, and convenience stores; the remaining 17% measures access to amenities that typically are not needed daily or even weekly, including post offices, pharmacies, and banks.

FIGURE 17 WALKABILITY MODEL



6.2 WALKABILITY FINDING

Downtown and the McBride neighbourhoods are shown to be the most walkable. Hays Cove and certain portions of Summit, Charles Hays, and Crestview have high and moderate levels of walkability.

Fairview, Charles Hays, and Seal Cove have the lowest relative walkability score.

Investments to enhance walkability should be prioritized in an equitable manner to meet the needs of most people.

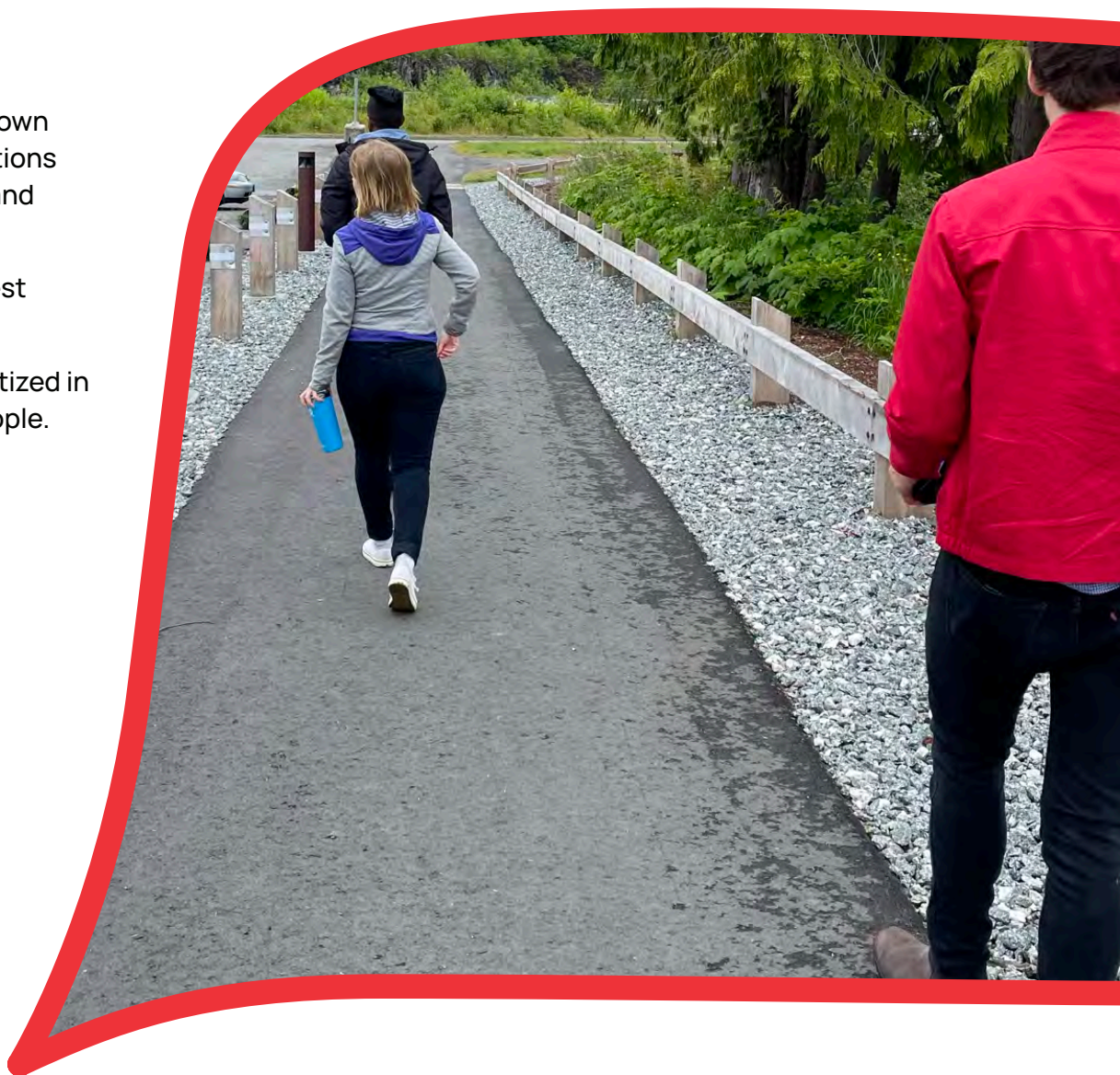
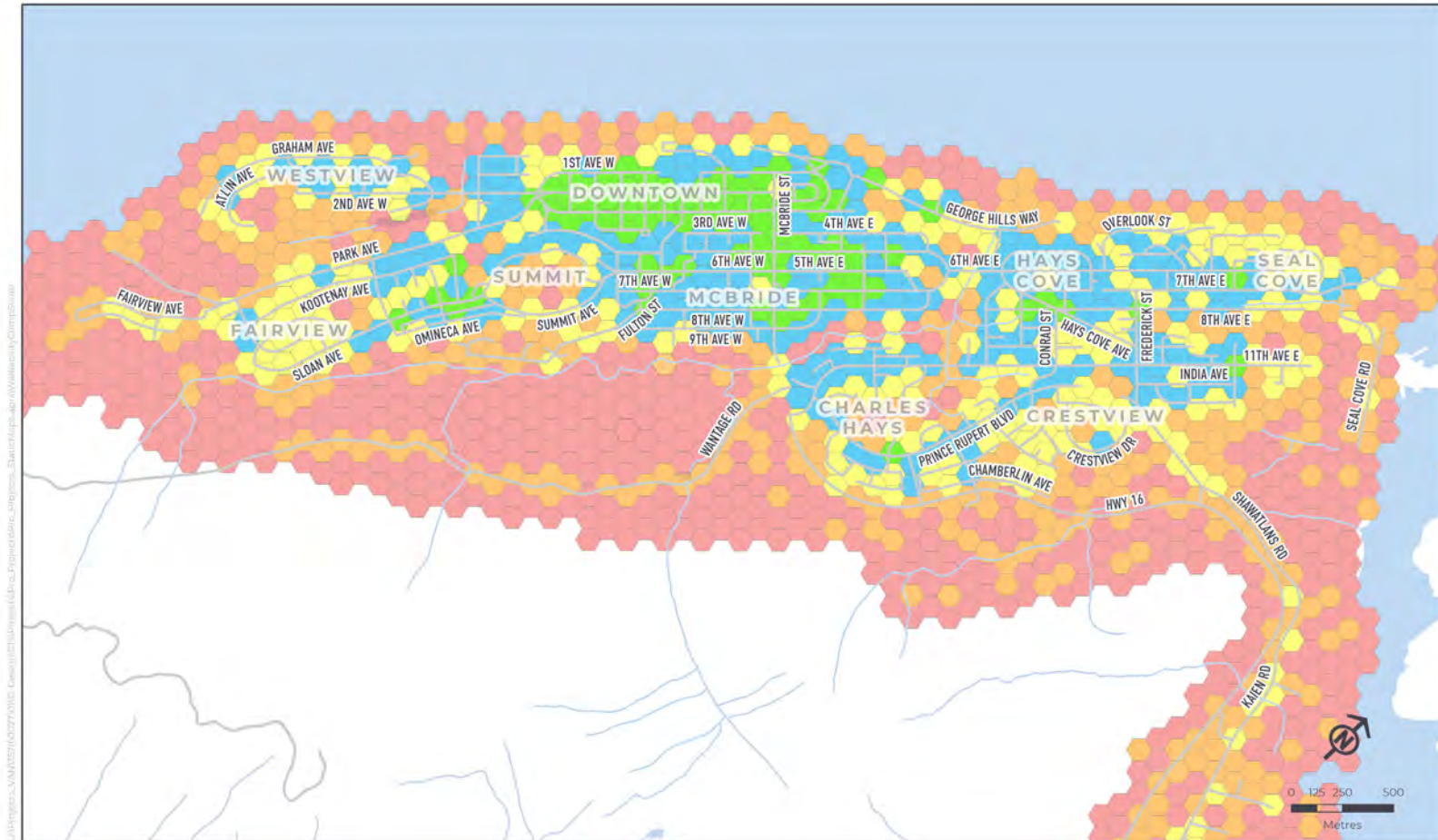


FIGURE 18 WALKABILITY INDEX ILLUSTRATES THE WALKABILITY LEVELS ACROSS THE CITY.



WALKABILITY COMPOSITE SCORE

- Highest Walkability
- High Walkability
- Moderate Walkability
- Low Walkability
- Lowest Walkability



7.0 Opportunities and Constraints for a More Complete Prince Rupert

The results from the Complete Communities Assessment highlight several key opportunities and constraints, which inform the recommendations and key action items outlined in Section 8. Below are the identified opportunities and constraints, organized by the complete community lens.



7.1 INFRASTRUCTURE



OPPORTUNITIES

Pursue Critical Infrastructure Replacement

Implement new road and sidewalk surfacing in areas designated for critical infrastructure replacement. This will address existing infrastructure deficits and enhance overall road quality and pedestrian accessibility in these key locations, contributing to improved safety and functionality.

Enhance Accessibility

Improve accessibility across the transportation network by adding more sidewalks to address barriers and ensure all amenities are easily accessible. This includes updating sidewalk infrastructure to meet accessibility standards and enhancing wayfinding to create an inclusive environment for all residents.

Implement New Street Designs

Implement the updated street cross-section design (see Section 8.2) to enhance the walkability, functionality and safety of the street network. This new design incorporates features such as improved sidewalks, green infrastructure, and parking and driving lanes, contributing to a more user-friendly network.

Seek Funding for Accessibility Improvements

Existing funding conditions related to the BIG project stipulate that road surfaces must be replaced “like-for-like,” meaning that a version of the same condition will be returned once repairs are completed. In key areas, there is an opportunity to seek additional funding for improvements to enhance the street condition when it is replaced following subsurface repairs.

CONTRAIINTS

Existing Infrastructure Network

The current infrastructure network exceeds the needs of the existing population and places a financial burden on the municipality, making it challenging to maintain and upgrade these assets effectively. This mismatch between infrastructure capacity and budget constraints limits the ability to invest in necessary improvements and may impact overall service quality.

Competing Funding Priorities

Critical infrastructure failures divert attention and resources from other long-term planning and funding priorities. This immediate need for water and sewer infrastructure repairs makes it difficult to allocate funds for other long-term projects and strategic development, potentially impacting progress on broader community goals.

‘Like-for-like’

Funding currently only permits the replacement of street and sidewalk surfaces to their original condition. This is a challenge in areas where the current street or sidewalk configuration needs to be improved to address walkability and accessibility concerns.



7.2 TRANSPORTATION

OPPORTUNITIES

Connect the Pedestrian Network

- Build sidewalks where crosswalks connect to two cut-throughs to improve pedestrian connectivity and safety. Currently, select locations have a high density of crosswalks but no apparent sidewalks.
- Improve sidewalk and street connectivity to the trail network to create seamless links between urban areas and natural spaces. Enhancing these connections will encourage active transportation, increase accessibility for residents, and promote the use of the trail network for recreational and commuting purposes.
- Increase the number of sidewalks and crosswalks in areas with amenities but low accessibility and pedestrian infrastructure. Enhancing pedestrian facilities in these locations will improve safety, support walkability, and ensure that residents can easily access key amenities such as shops, parks, and community services.
- Explore using City-owned properties to add pathway connections between neighbourhoods.

Improve Safety at Intersections

- Ensure curb cuts are smooth and aligned with the road, ensuring accessibility for all users, including those with mobility challenges.
- Repaint intersection markings with reflective paint to enhance visibility and ensure that lines and crosswalks are clear and easy to follow.
- Install additional signage to improve safety for all road users.
- Upgrade lighting at intersections to improve nighttime visibility and reduce the risk of accidents during low-light conditions.

Invest in Pedestrian Infrastructure

- Improve sidewalk conditions, especially in areas with high walkability, such as Downtown, to support pedestrian comfort, safety, and accessibility.
- Prioritize pedestrian infrastructure investments in areas with low accessibility but high walkability scores, ensuring underserved locations receive the necessary improvements.
- Ensure that infrastructure in priority corridors is replaced at a minimum like-for-like standard, maintaining or improving the quality of pedestrian facilities in highly walkable areas.



CONSTRAINTS

Topography

- Steep, hilly terrain in parts of Prince Rupert can make it challenging for residents, especially those with mobility challenges, to choose active transportation, such as walking or cycling, as their primary mode of travel.
- Prince Rupert's constrained location on Kaien Island, with one through access over the Trestle Bridge on Highway 16, presents vulnerability to the community. In the event of a disaster or earthquake, bridge damage could result in a loss of connectivity to the mainland, heavily impacting transportation and emergency response.
- Trestle bridges across the community pose a connectivity constraint and a safety hazard in the event of an earthquake.

Competing Investment Priorities

Municipal infrastructure investment primarily focuses on replacing essential services like water and sewer systems. This prioritization limits funding for other infrastructure improvements, such as transportation network improvements.

Low Connectivity in Existing Network

- The west side of Prince Rupert, where there is a low housing density, has low street connectivity and limits the development of a more integrated transportation network.
- Residential incursions on rights-of-way further hinder the expansion of streets and pathways, restricting opportunities to improve connectivity.
- Pathway closures have reduced access and walkability, making it difficult to navigate certain areas and weakening overall network connections.
- A high prevalence of roll-over curbs creates challenges for accessibility. Although they appear accessible, many are too steep and act as a barrier to those with mobility aids. In addition, they are mountable by vehicles, which leads to parking encroachment on sidewalks.



7.3 DAILY NEEDS

OPPORTUNITIES

Improve Access to Daily Needs

Plan for additional amenities that meet people's daily needs on the east side of the City, where Figure 15 indicates low access. This residential area lacks sufficient access to these critical resources, and by locating more amenities in this neighbourhood, residents will experience reduced travel time to meet essential needs and services.

Create New Micro-Neighbourhood Hubs

Establish new micro-neighbourhood centers within existing residential areas centred around neighbourhood grocery/convenience stores. This will create more availability for daily needs around existing convenience stores, particularly in areas with a higher housing density. This approach will enhance accessibility, reduce the need for longer travel times, and promote vibrant, self-sufficient micro-communities within Prince Rupert. Ensure the City's land use plans and policies allow for these changes.

Bolster the Tree Canopy

Increase the number of trees in road cross-sections to enhance the urban environment. This will improve air quality and provide shade and contribute to adding greenery to streetscapes, promoting biodiversity, and creating a more pleasant user experience.

CONSTRAINTS

Lack of Daily Needs Outside Downtown

Amenities outside the Downtown area are limited, affecting residents' access to essential services and daily needs. This lack of amenities may require residents to travel further distances to reach essential services, such as health care and community facilities.

Parks and Recreation Funding

Funding to upgrade parks and recreation is limited due to the prioritization of municipal funds for essential water and sewer infrastructure upgrades. This financial constraint restricts the ability to invest in and improve parks and recreational facilities, potentially affecting the quality and availability of these community resources.

Limited Space for Trees

The narrow widths of rights-of-way restrict the space available for planting and accommodating trees. This limitation may impact efforts to expand and bolster the tree canopy.



7.4 HOUSING

OPPORTUNITIES

Diversify and Add to Housing Stock

- Increase options for adding housing in the Downtown area to support a variety of residential needs.
- Expand housing development in areas with low-density housing but high walkability, such as the Downtown area, to utilize existing infrastructure and amenities while promoting more sustainable and accessible living.

Increase the Number of Rental Units

- Increase the overall supply of rental units, focusing on low-density areas to provide more affordable and accessible housing options for a diverse range of residents.
- Expand existing Multiple Family Residential (MFR) Zones to enable and incentivize multifamily rental tenure residential in more areas. This includes exploring the feasibility of up-zoning portions of the City's Small-Scale Residential Zones to MFR zones.
- Focus on expanding multi-family housing in areas where rental units are currently present but in low proportions to enhance housing availability and support a more balanced rental market.

Match Daily Needs to Existing Residential Areas

Increase housing density in areas with high access to daily needs to better align residential growth with the availability of essential services. This approach will enhance convenience for residents, reduce travel distances to amenities, and promote more sustainable communities in Prince Rupert.

Reduce Barriers to Housing Development

The City's Housing Acceleration Action Plan includes several specific actions for reducing barriers to housing development, including using City-owned land, pre-zoning, reducing parking requirements, developing incentives for new housing, and improving development approval processes.



CONSTRAINTS

High Supply of Single-Detached Housing

The high proportion of current single-detached housing with a lack of accessory dwellings limits housing diversity and flexibility. This situation may constrain options for accommodating different household sizes and income levels, reducing the ability to meet varied housing needs within the community.

Low Housing Density and Network Connectivity

The existing street network's low connectivity and low housing density present challenges in providing diverse housing options. This limited connectivity and density restrict the efficient use of land and infrastructure, making it challenging to develop a varied and accessible housing stock.

Cost of Development and Perceived Development Complexity

Development in Prince Rupert is expensive due to the need to remove overburden and deal with bedrock. The cost of the development approval process can also significantly impact a project's financial viability. The City's Housing Acceleration Action Plan highlights these challenges in more detail.

8.0 Recommendations and Implementation

This section translates the findings of the CCA into actionable recommendations that the City can take to enhance community completeness and overall walkability.

Several municipal policy and regulatory documents, including Connect Rupert, the Subdivision and Servicing Bylaw, the Official Community Plan, the Land Use Bylaw, and the Housing Acceleration Action Plan are highlighted. This section also provides a high-level overview of recommended accessibility considerations and updated street cross-sections for collector and local streets.



8.1 ACCESSIBILITY

Accessibility is a key component of walkability. Accessibility describes the extent to which the built environment supports walking or rolling with an assistive device, such as a wheelchair, walker, cane, crutches, etc. The accessibility of pedestrian infrastructure determines one's ability to safely and comfortably access daily needs in a given area. The level of accessibility within a given area either enables or restricts individuals with varying degrees of mobility or cognitive limitations to fully participate in daily life by walking.

In Prince Rupert, accessibility is highly variable across different areas, depending on the presence of pedestrian infrastructure, the age of and implementation, and the degree to which the infrastructure provides for those with limitations. Through onsite surveying, community feedback, and the additional analysis of accessibility indicators, the CCA found several key accessibility issues, including sidewalk condition and utility clutter, lack of or condition of sidewalk curb cuts, intersection safety, and closed pathways. Below are recommendations to improve accessibility based on community feedback, component analysis, on-site surveying, and alignment with the British Columbia Active Transportation Design Guide (BCATDG).

INTERSECTION SAFETY

Providing safe and accessible pedestrian crossings is crucial to ensuring that people of all ages and abilities can access their daily needs on foot. At intersections, pedestrians are exposed to conflicts with motor vehicles, bicycle users, and other road users. Geometric design elements, signals, signage, and pavement markings can all prioritize pedestrians and mitigate conflicts.

See Section 8.3.1 (Table 5: Actions for Infrastructure) for recommended actions related to intersection safety.

SIDEWALK CONDITION AND UTILITY CLUTTER

Sidewalk conditions across the city were considered fair but with few areas rated as good or excellent. Across the City, sidewalks are also impeded by the placement of signs, utility boxes and other items, which reduce the effective travel width.

See Section 8.3.1 (Table 5: Actions for Infrastructure) and Section 8.3.2 (Table 6: Actions for Transportation) for recommended actions related to sidewalk conditions and utility clutter.

CURB CUTS AND RAMPS

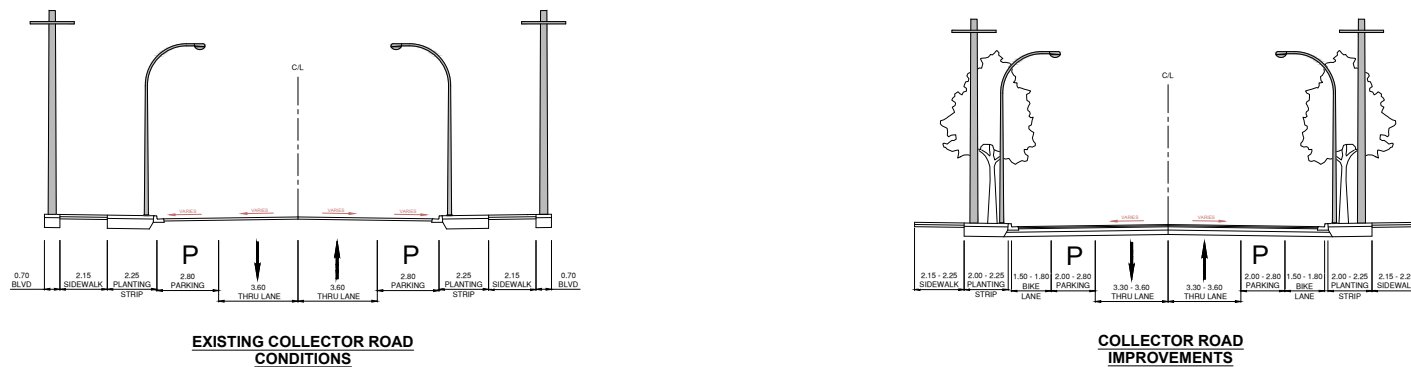
The lack of, or the condition of, curb cuts was identified to be a key accessibility concern, especially in the Downtown area. Common issues included no curb cuts in key commercial areas, the direction of curb cuts leading users to the centre of intersections, pooling water, and low-quality installation resulting in abrupt grade changes.

See Section 8.3.1 (Table 5: Actions for Infrastructure) for recommended actions related to curb cuts and ramps.

8.2 ENHANCED WALKABILITY ROAD STANDARDS

The City's Infrastructure Replacement Strategy identified significant portions of the City's Street network as having a high risk of failure. Many of these streets are designated as collector streets and local streets. With municipal cost-efficiency in mind, the CCA updated street cross sections for collector and local streets to enhance overall walkability and accessibility. The City also has room for new development via subdivision on privately owned and municipal properties. The updated cross-section designs provide design guidance for developing new roadways through subdivisions. The revised standards may also guide existing roadway reallocation where conditions and funding opportunities make sense. The updated cross sections may also be used to support grant funding opportunities. See Appendix B for cross sections.

FIGURE 19 EXISTING AND RECOMMENDED COLLECTOR STREET CROSS-SECTIONS



COLLECTOR STREETS

Figure 24 illustrates the recommended changes to the City's current typical cross-section for a collector street. The key changes are highlighted below:

- New 1.8 metre uni-directional bike lanes buffered from vehicle travel by a parking lane.
- Increased sidewalk width by 0.1 metres.
- Utility poles moved to the planting strip.
- Reduced travel lanes from 3.6 metres to 3.3 metres to deter speeding.
- Reduced parking lanes from 2.8 metres to 2.0 metres to deter speeding.
- Trees are recommended to be planted in the planting strip to increase overall canopy coverage. A minimum 2.0 metre width is required for the healthy growth of trees.
- Additional width required for curb and gutters is assumed to be included in the parking lane width.
- Where feasible, utility poles can be located within the planting strip to ensure the sidewalk is clear of obstacles. The utility poles can remain in the boulevard if there is sufficient right-of-way width.

FIGURE 20 EXISTING AND RECOMMENDED LOCAL STREET CROSS-SECTIONS



LOCAL STREETS

Figure 25 illustrates the recommended changes to the City's current typical cross-section for a local street. The key changes are highlighted below:

- Increased sidewalk width by 0.3 metres to exceed the desired multi-family-local street sidewalk width of 2.1 metres (BCAT, Section C.2).
- Trees are recommended to be planted in the planting strip to increase overall canopy coverage. A minimum 2.0-metre width is required for the healthy growth of trees.
- Reduced Parking Lane width by 0.15 metres to provide space for wider sidewalks.
- Reduced Boulevard width by 0.1 metres to provide space for wider sidewalks.
- Reduced Planting strip by 0.05 metres to provide space for wider sidewalks.
- Additional width required for curb and gutters is assumed to be included in the parking lane width.

8.3 KEY DIRECTIONS AND ACTIONS

Building on the opportunities and constraints identified for each of the four lenses and feedback from the community, a series of key directions and actions have been developed to address the gaps and needs identified in the City of Prince Rupert's Complete Communities Assessment. Key directions, actions, implementation, and recommended timeframe have been outlined for each direction and action type.

Each key action can be implemented in a range of ways, including as a (i) capital project, (ii) through ongoing operations and maintenance, (iii) as a policy or programming initiative, or (iv) through a combination of the above. This assessment is a guiding document and does not commit the City to any project nor limit future opportunities. Recommended actions will need to be confirmed and implemented on an ongoing basis through capital funding, grants, development contributions, and effective partnerships.

The recommended timeframe is categorized as follows:

ONGOING Tasks that are implemented over time as needed

QUICK WINS Investments that can reasonably be made within one to two years

SHORT-TERM IMPROVEMENTS Investments that can reasonably be made within three to five years

MEDIUM-TERM IMPROVEMENTS Investments intended for six to 10 years

LONG-TERM IMPROVEMENTS Investments that are intended for over 10 years

KEY DIRECTION 1: INFRASTRUCTURE

As the City of Prince Rupert faces a critical and ongoing infrastructure challenge, the key direction for infrastructure is primarily to upgrade essential roadway and pedestrian facilities in alignment with water and sewer advancements. Safe and accessible pedestrian infrastructure is critical for ensuring all residents, including those with mobility challenges, youth, and seniors, can move around the city safely and participate fully in community life.

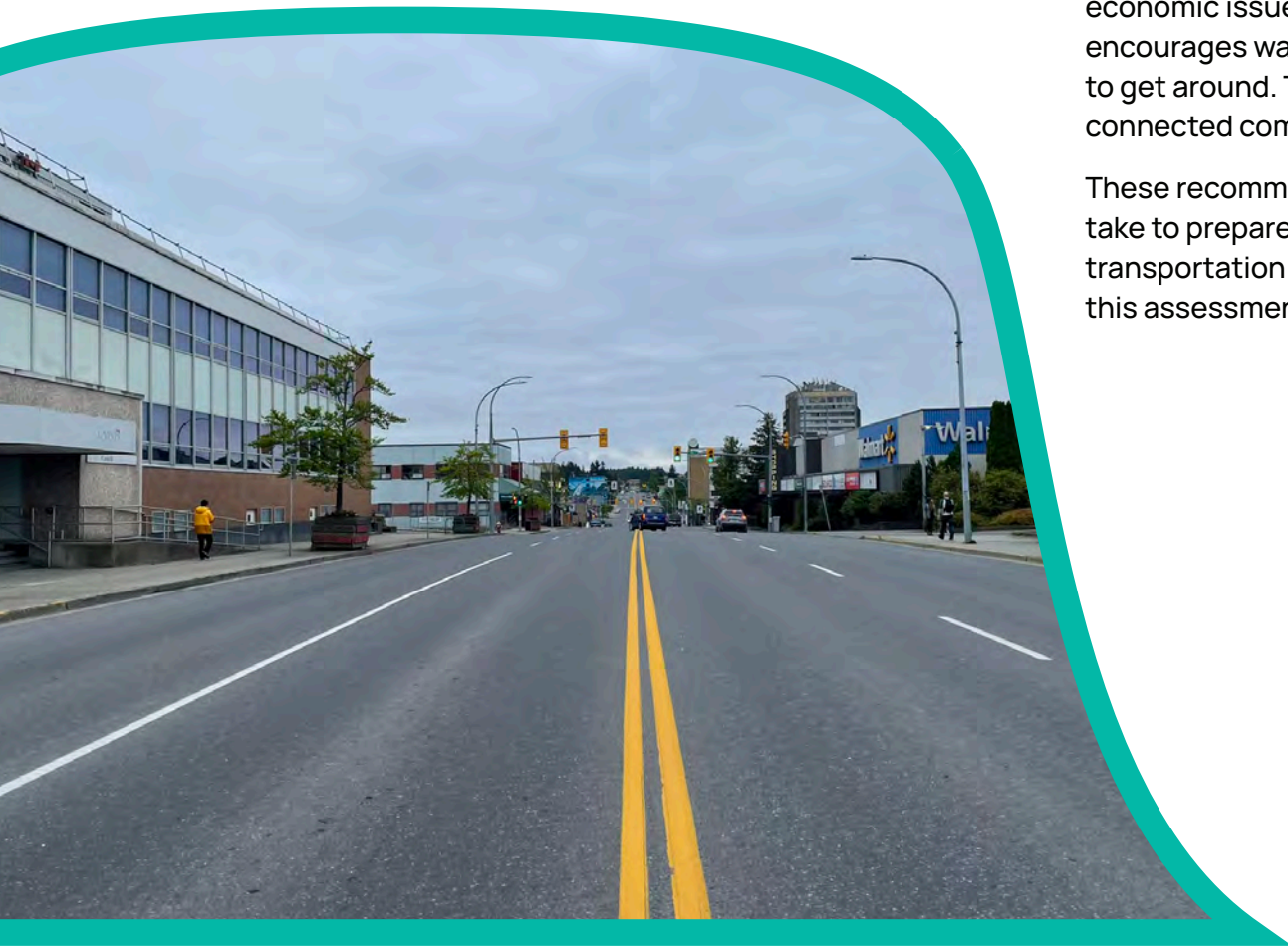
These recommendations outline the steps the City can take to prepare itself for completing the community under the infrastructure lens. Fourteen actions have been identified from this assessment:

TABLE 5 ACTIONS FOR INFRASTRUCTURE

Action	Timeframe	Implementation	Key Document(s)
Action 1A: Fix curb cuts to ensure they are seamless and aligned with the road. Improvements should be prioritized in areas with Low or Moderate Accessibility scores, (see Section 5.1.2).	Short-Term	Capital Project Operation & Maintenance	Five Year Financial Plan
Action 1B: Update the Subdivision and Servicing Bylaw to require curb cuts at all new and updated intersections with adjoining sidewalks.	Quick Win	Policy & Programming	Subdivision and Development Servicing Standards Bylaw
Action 1C: Where feasible, require accessible ramps where stairs are present in the pedestrian network.	Ongoing	Capital Project Operation & Maintenance	Five Year Financial Plan Connect Rupert (Transportation Plan)
Action 1D: Where feasible at intersections, each corner should provide double curb ramps, as outlined in Section G.3 of the British Columbia Active Transportation Design Guide.	Medium-Term	Capital Project Operation & Maintenance	Five Year Financial Plan Connect Rupert (Transportation Plan) British Columbia Active Transportation Design Guide

Action	Timeframe	Implementation	Key Document(s)
Action 1E: Enhance and repaint roadway markings with reflective paint to improve visibility and safety, including at intersections, accessible parking stalls, fire lanes, and other street markings.	Quick Win	Operation & Maintenance	Five Year Financial Plan
Action 1F: Upgrade lighting at intersections on collector streets to improve nighttime visibility and safety and at local street intersections with visibility concerns.	Medium-Term	Capital Project Operation & Maintenance	Five Year Financial Plan
Action 1G: Improve sidewalk conditions, especially in areas with high walkability and daily needs, such as Downtown, or high housing density, such as Summit, McBride, or Hays Cove, to support pedestrian comfort, safety, and accessibility.	Medium-Term	Capital Project Operation & Maintenance	Five Year Financial Plan
Action 1H: Update the Subdivision and Servicing Bylaw with the updated street cross-section design (see Section 8.2), incorporating improved sidewalks, green infrastructure, and parking and driving lanes.	Quick Win	Policy & Programming Capital Project	Subdivision and Development Servicing Standards Bylaw
Action 1I: Update the Subdivision and Servicing Bylaw to align with the best practices outlined in Section G.3 of the BCATDG (see Section 8.1), specifically integrating the following accessibility elements: <ul style="list-style-type: none"> • Curb ramp placement • Signalized crossings • Mid-block pedestrian crossing, especially where trail connections exist • Curb extensions to shorten crossing distances and calm traffic 	Quick Win	Policy & Programming	Subdivision and Development Servicing Standards Bylaw British Columbia Active Transportation Design Guide

Action	Timeframe	Implementation	Key Document(s)
Action 1J: Implement the updated street cross-section designs in new subdivisions to ensure the pedestrian through-zone (the sidewalk) is clear of permanent and temporary objects and provides sufficient width for the expected pedestrian volumes, including people using mobility aids (in alignment with Chapter C.2 BCAT). Where feasible, necessary obstacles should be located in furnishing zones, boulevards and planting strips. If obstacles must be situated on the sidewalk, they should be as close to the roadway or property line as possible. The combination of signage and utilities should also be considered (e.g., using utility poles for lighting and roadway signage or a single pole for multiple signs).	Medium-Term	Policy & Programming	Subdivision and Development Servicing Standards Bylaw British Columbia Active Transportation Design Guide
Action 1K: Ensure that infrastructure in priority corridors is replaced at a minimum like-for-like standard, maintaining or improving the quality of pedestrian facilities in highly walkable areas.	Ongoing	Capital Project Operation & Maintenance	Five Year Financial Plan
Action 1L: Seek additional funding to go beyond like-for-like improvements related to the BIG project to enhance street conditions when infrastructure is replaced.	Short- to Medium-Term	Capital Project	Five Year Financial Plan
Action 1M: Build sidewalks where there are current gaps in the network (as identified in Action 2B).	Medium-Term	Capital Project Operation & Maintenance	Five Year Financial Plan
Action 1N: Inspect the implementation of curb cuts and other pedestrian infrastructure for issues, and hold contractors accountable for any installation errors.	Ongoing	Operation & Maintenance	Incorporate into Construction Contracts



KEY DIRECTION 2: TRANSPORTATION

The main goal for transportation in Prince Rupert is to put pedestrians and micromobility (e.g., scooters, etc.) users first. This means making sure roads and paths are safe and fair for everyone. The transportation options available to people impact their physical and mental well-being. Prince Rupert can tackle important social, environmental, and economic issues by building a transportation system that encourages walking, cycling, and other sustainable ways to get around. This will help create a healthier and more connected community for all residents.

These recommendations outline the steps the City can take to prepare for completing the community under the transportation lens. Ten actions have been identified from this assessment:

TABLE 6 ACTIONS FOR TRANSPORTATION

Action	Timeframe	Implementation	Key Document (s)
Action 2A: Review and revise the sidewalk network in the Transportation Plan to guide future investment for higher priority sidewalks.	Quick Win	Policy & Programming	Connect Rupert (Transportation Plan)
Action 2B: Identify gaps in the network where crosswalks exist but lack connecting sidewalks to improve pedestrian connectivity and safety.	Quick Win	Policy & Programming	Connect Rupert (Transportation Plan)
Action 2C: Improve sidewalk coverage in areas with high daily needs and amenities.	Medium-Term	Policy & Programming	Connect Rupert (Transportation Plan)
Action 2D: Explore and identify City-owned vacant properties that can be used as pathway connections between neighbourhoods.	Short-Term	Policy & Programming	Connect Rupert (Transportation Plan)
Action 2E: Prioritize pedestrian infrastructure investments in areas with low accessibility but high walkability scores, which include Seal Cove, Hays Cove, Charles Hays, and Fairview.	Medium-Term	Policy & Programming	Connect Rupert (Transportation Plan)
Action 2F: Explore the development of more pedestrian cut-throughs and trails through development and existing underutilized rights-of-way, parks, and natural areas.	Long-Term	Policy & Programming	Connect Rupert (Transportation Plan)
Action 2G: Fix steep roll-over curbs at crossings to improve accessibility for those using mobility aids. When feasible, this should occur during roadway replacement associated with the BIG Infrastructure Project.	Short- to Medium-Term	Policy & Programming	Connect Rupert (Transportation Plan)
Action 2H: Where existing and new rollover curbs are used, install signage indicating no parking on the sidewalk.	Quick Win	Operation & Maintenance	Connect Rupert (Transportation Plan)
Action 2I: Install additional safety and wayfinding signage to improve safety for all road users.	Short-Term	Operation & Maintenance	Connect Rupert (Transportation Plan)
Action 2J: Fix and re-open closed pathways.	Short- to Medium-Term	Capital Projects Operation & Maintenance	Connect Rupert (Transportation Plan) Rupert Plays (Parks Plan)

KEY DIRECTION 3: DAILY NEEDS

The key direction for daily needs is to ensure that residents can live and work within walking distance of essential amenities, contributing to community completeness and individual well-being. By increasing the range of housing options near amenity areas and adding amenities to residential neighbourhoods, the City can enhance accessibility and convenience. Ensuring that most residents are within walking distance of frequently used services will

support a higher quality of life, reduce reliance on vehicles, and foster a more vibrant, sustainable community.

These recommendations outline the steps the City can take to prepare itself for completing the community under the lens of daily needs. Nine actions have been identified from this assessment:

TABLE 7 ACTIONS FOR DAILY NEEDS

Action	Timeframe	Implementation	Key Document(s)
Action 3A: Implement the standards from the updated street cross-section design (see Section 8.2) in new subdivisions and where site conditions and funding allow to enhance the walkability, functionality and safety of the street network.	Quick Win	Policy & Programming	Subdivision and Development Servicing Standards Bylaw
Action 3B: Increase the number of trees in rights-of-way by implementing updated cross-sections to enhance the urban environment, focusing on areas with less than 30% tree canopy cover, as shown in Figure 9: Tree Canopy Cover. This should be explored in new subdivisions and established areas.	Quick Win	Capital Projects Policy & Programming	Subdivision and Development Servicing Standards Bylaw Outdoor Parks & Recreation Plan
Action 3C: Improve accessibility across the infrastructure network by adding more sidewalks to address barriers and ensure all amenities are easily accessible.	Medium-Term	Capital Projects Policy & Programming	Connect Rupert (Transportation Plan)
Action 3D: Establish new micro-neighbourhood centers with mixed-use and commercial zoning within existing residential areas, creating more availability of daily needs around existing convenience stores and residential areas.	Short-Term	Policy & Programming	Official Community Plan

Action	Timeframe	Implementation	Key Document(s)
Action: 3D: Support new micro-neighbourhood centres in existing residential areas through programming of community facilities, schools and other public buildings through partnerships with community organizations to enhance social services, recreation, education and food security.	Medium- to Long-Term	Policy & Programming	Official Community Plan
Action 3F: Enable neighbourhoods outside Downtown to develop additional daily needs (e.g., zoning for commercial, professional services, etc.). Leverage existing commercial use locations as nodes for development.	Short-Term	Policy & Programming	Official Community Plan
Action 3G: Explore the development of a more refined grid structure, notably for Westview and Fairview, through development and existing underutilized rights-of-way through the OCP update process or the development of detailed neighbourhood plans.	Medium-Term	Policy & Programming	Official Community Plan
Action 3H: Implement findings from the City's recently completed Accessibility Plan to improve community access to buildings and other civic amenities.	Medium Term	Capital Project Policy & Programming	Accessibility Plan
Action 3I: Incorporate an appropriate amount of daily needs services within new areas where the City is leveraging City-owned land. This may involve the development of comprehensive zoning or neighbourhood scale plans that detail the appropriate scale and type of commercial and recreational development.	Quick Win	Policy & Programming Real Estate	Subdivision and Development Servicing Standards Bylaw Official Community Plan

KEY DIRECTION 4: HOUSING

The key direction for housing is to promote a diverse mix of housing types and tenures that support the community’s completeness and accommodate the needs of residents at all stages of life. By offering a variety of housing options, the City can better support aging in place and provide inclusive, flexible living arrangements for all.

These recommendations outline the steps the City can take to prepare for completing the community under the housing lens. Seven actions have been identified from this assessment:

TABLE 8 ACTIONS FOR DAILY NEEDS

Action	Timeframe	w	Key Document(s)
Action 4A: Increase the suite of permitted housing options in Downtown to support a variety of residential needs.	Short-Term	Policy & Programming	Housing Acceleration Action Plan Official Community Plan
Action 4B: Increase permitted housing density in areas with high access to daily needs to better align residential growth with the availability of essential services.	Medium-Term	Policy & Programming	Housing Acceleration Action Plan
Action 4C: Expand housing development in areas with low-density housing but high walkability, such as Downtown.	Medium-Term	Policy & Programming	Housing Acceleration Action Plan Official Community Plan
Action 4D: Increase the overall supply of rental units, with a particular focus on low-density areas like Downtown, Westview, and Crestview, through incentivizing secondary suites and accessory dwellings.	Short-Term	Policy & Programming	Housing Acceleration Action Plan
Action 4E: Expand multi-family housing in areas with a high proportion of rental units but a low portion of multifamily units. This will enhance rental housing availability and options in neighbourhoods where renters reside.	Medium-Term	Policy & Programming	Housing Acceleration Action Plan Official Community Plan
Action 4F: Review the City’s Housing Acceleration Plan to implement actions for reducing barriers to housing (e.g., pre-zoning, reducing parking requirements, developing incentives for new housing, and improving development approval processes, etc.).	Quick Win	Policy & Programming	Housing Acceleration Action Plan
Action 4G: Leverage City-owned land to help incentivize housing development.	Short-Term	Policy & Programming Real Estate	Housing Acceleration Action Plan Official Community Plan

9.0 Conclusion

The UBCM Complete Communities Fund has provided the City of Prince Rupert with a unique opportunity to reflect on its current context and identify ways to enhance residents' livability. The assessment extends the City's Connect Rupert Transportation Plan, which focuses on providing an equitable transportation system. This focused analysis of overall walkability allowed for the assessment of not only how easy it is for people to move around the community but also tied that one aspect to other key elements of a complete community, including how residents can access daily needs, housing, and the implications and opportunities afforded by infrastructure replacement. The actions are driven by quantifiable data and act as a starting point to jump-start the effort of enhancing the livability of Prince Rupert. They also act as a framework for how to assess progress in the future.



APPENDIX A: TECHNICAL REPORT





Technical Background Report

COMMUNITY COMPLETE ASSESSMENT: ENHANCING CONNECTIONS



June 2024

PREPARED FOR:

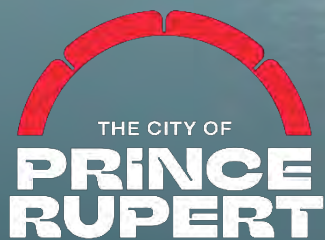
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INTRODUCTION

The City of Prince Rupert is conducting a Complete Community Assessment (CCA) to identify avenues for enhancing community completeness while identifying ways to make City Streets safer for walking and rolling. The CCA project is assessing the City’s road, sidewalk, and trail network to measure current levels of walkability. This assessment is an extension of Connect Rupert (2022), the City’s recently adopted transportation plan, and will help the City prioritize infrastructure investments and policy to enhance walkability. The assessment is well timed to plan walkability



Figure 1 Connect Rupert – The City’s Transportation Plan

enhancements to align with The Big Infrastructure Gap (BIG) Project, the City’s plan to upgrade and replace the most critical and aged water and sewer infrastructure. The BIG Project will result in the replacement of a significant proportion of the city’s road infrastructure and presents an opportunity to build them back to be better than before. The CCA will strategically identify where investment in accessible pedestrian facilities is most needed.

The CCA is funded by the Union of British Columbia Municipalities’ Complete Communities Initiative. The initiative provides municipalities with up to \$150,000 to develop a comprehensive data-driven study to better understand the current context of the community. Each municipality is required to focus their CCA analysis through the following four key lenses:



Housing



Access to Daily Needs



Transportation



Infrastructure

The Prince Rupert CCA uses these four lenses and detailed indicators to create a Walkability Index that illustrates accessibility gaps, barriers, and opportunities in the City’s pedestrian network.

PROJECT CONTEXT

Prince Rupert, located on Kaien Island, is the largest community on the northwest coast of British Columbia. The City is on the cusp of realizing its long-term vision of becoming a prosperous port city. The once fishing and forestry-dominated city is transitioning to a key and bustling port servicing the Pacific Trade Region. The community has experienced a significant decline in population since the mid-1990s, losing approximately one-third of the population base. However, the City's population decline has halted and even increased slightly from 2016 to 2021. According to the City's recent Housing Needs Report, The City is expected to increase by approximately 79% by 2030 to a total population of 22,000. The anticipated population increase is projected to include a significant increase in those aged 65 and older, indicating that an accessible and walkable transportation system will become even more important in the years to come.

The Port of Prince Rupert, which is expected to undergo rapid expansion, shows promise for the City to realize its development potential. While that transition is well underway, conducting a Complete Communities Assessment is well-timed to respond to the expected increase in population and denser housing typologies. The CCA has been crafted to collect and analyze community data through four key lenses and assess overall community completeness, with a primary focus on enhancing walkability. The outcomes of this analysis will be used to enrich planning processes and provide the City with an updated suite of data that can be used to guide future operations, policy, and capital investments.

PROJECT OBJECTIVES

This assessment builds upon information gathered during the development of Connect Rupert to better understand how, why, and where people can safely walk in the City, including pedestrian facilities, key daily needs amenities, and residential housing characteristics.

The CCA will help illustrate key data related to community completeness today through all four 'lenses' identified in the Provincial Complete Communities Guide to better understand strengths, opportunities, and challenges regarding growth and walkability in Prince Rupert.

This project is being developed through a phased approach, with the following three key phases, as illustrated below (**Figure 2**). The project is currently in Phase 2, which consists of analyzing data and developing the Walkability Index. Phase 3 will use the findings from Phase 2 to develop a final report and implementation plan.

Key tasks and objectives of the project include the following:

- Data collection and analysis of Prince Rupert's public realm, transportation infrastructure, commercial space, and urban tree canopy, among others.
- Development of a walkable matrix and score mode.
- Conduct community engagement on walkability.
- Provide high-level design guidelines for future infrastructure projects.
- A final report including recommendations and an implementation plan.

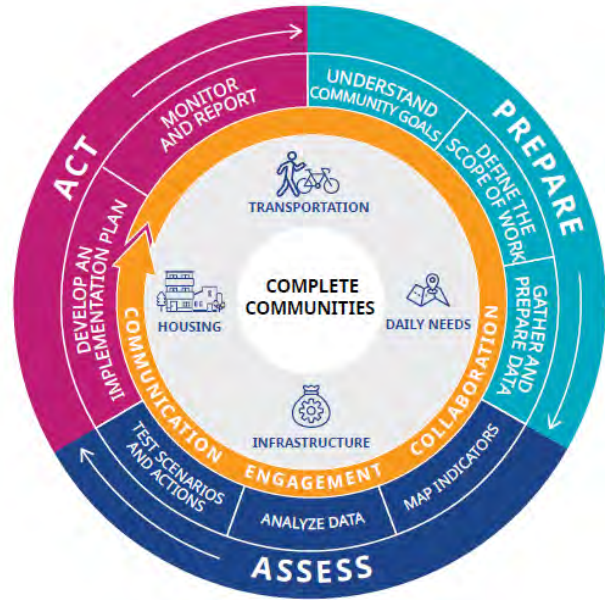


Figure 2 Complete Community Assessment Timeline

1.0 FIELD WORK

In Fall 2023, a road and sidewalk Inspection visit was completed to collect data on the pedestrian network, including 360-degree video. The Inspection occurred between September 11th and September 15th, 2023 and included a detailed condition assessment of 47.5 kilometres (47%) of all City roads, while 360-degree video was captured for the remainder. The purpose of the Inspection was to establish a baseline understanding of existing pedestrian infrastructure and collect 360-degree video that could be referenced throughout the development of the project and serve as a valuable resource for staff in the future. The video has now been uploaded to Google Street View for an updated community resource that will extend beyond the life of the CCA project. Four key infrastructure items were examined during the road and safety inspection, including an in-situ data collection and a detailed desktop review of the 360-degree video.

Sidewalk condition

The condition of the City sidewalks was inspected and ranked based on accessibility. The information will enable the CCA’s Walkability Index to account for the current condition of sidewalks and prioritize where investments should be made. Sidewalks that were not included in the road and sidewalk inspection, the age of sidewalks can be used as a proxy for approximate conditions.

Letdowns

The inspection confirmed where letdowns exist, enabling the calculation of letdown density, expressed as the total number of letdowns in a given area.

Sidewalk Presence

The inspection confirmed the extent of the sidewalk network, enabling the calculation of sidewalk density, expressed as the total sidewalk length in a given area, and identifying where gaps in the sidewalk network exist.

Roll-over curbs

The presence of roll-over curbs was collected across the city. While roll-over curbs may provide continuous access along a sidewalk for people rolling, they also enable vehicles to mount the curb easily. This can be a safety issue for moving vehicles and drivers choosing to park on the sidewalk, consequently blocking safe access for pedestrians.



Letdown with a tactical walking surface indicator



Sidewalk



Let down



Damaged sidewalk



Narrow and obstructed sidewalk



Rollover curb

DRAFT

2.0 SUPPORTING BACKGROUND POLICY

The CAA is building on Connect Rupert (2022), the City Transportation Plan and is closely linked to several other plans and policies at the local, regional, provincial, and federal levels. These documents set the overarching goals, visions, and objectives for the City's land use, transportation, and other key long-term planning considerations.

2.1 CITY PLANS AND POLICIES

There are several overarching plans and policies that will inform the CCA. The City's Connect Rupert (2022) and the Official Community Plan (2021) provide guidance for the city's pedestrian network and set the framework for growth and development, as well as several policies related to transportation. The CCA will seek to align with and move forward with the vision and actions established in Connect Rupert the OCP, as well as the other plans and policies.

- Subdivision and Development Servicing Standards Bylaw (2022)
- Zoning Bylaw (2021)
- Labour Market Study (2019)
- Prince Rupert 2030 Vision (2019)
- Downtown Revitalization Consultation Survey Results (2019)
- Transportation Trade Network Analysis Study (2019 – MoTI)
- Small Business Development Action Plan (2018)
- 2030 Sustainable City Policy Objectives (2018)
- Community Energy and Emissions Plan (2017)
- Kaien Island Trail Network Plan (2017)
- Redesign Rupert Recharge (2016)
- Infrastructure Report (2015)
- Hays 2.0 Vision Statement (2015)
- Various Traffic Impact Assessments (TIAs)

2.2 EXTERNAL PLANS AND POLICIES

The provincial and federal governments have established bold targets to reduce greenhouse gas (GHG) emissions. Canada has set a target to cut its GHG emissions by 40-45% below 2005 levels by 2030, while the Province's **CleanBC** plan includes targets to reduce GHGs to 40% below 2007 levels by 2030, 60% by 2040, and 80% by 2050. The Province released **Move. Commute. Connect.** — B.C.'s Active Transportation Strategy in 2019. The strategy sets bold targets to double the percentage of trips taken with active transportation by 2030 to help the province meet its GHG emissions targets. To support the implementation of active transportation infrastructure, the Province released the B.C. **Active Transportation Design Guide** to ensure consistent active transportation facility design across the province.

The Province also administers the **Active Transportation Infrastructure Grant** to support active transportation investments across British Columbia. These provincial initiatives, along with Canada’s new federal **National Active Transportation Strategy**, represent new partnership opportunities to help finance transformational active transportation infrastructure programs for communities with shovel-ready projects that meet the goals of making active transportation safe, comfortable, and connected.

BC Transit provides transit service in Prince Rupert and has developed the 2012 **Prince Rupert Transit Service Review** and 2022 **Prince Rupert and Port Edward Transit Future Service Plan**.

Prince Rupert is a service centre for several neighbouring and water-access only communities, including Port Edward, Metlakatla, Lax Kw’alaams, Gitxaala, Dodge Cove, and other smaller communities in the North Coast Regional District. Each of these communities has its own plans and policies that identify how it interfaces with the City and its own plans for increasing community resilience in the form of housing and other services.

In addition, the Prince Rupert Port Authority has federal jurisdiction over a significant amount of land along the city’s waterfront that is primarily reserved for transportation and industrial use. However, the Prince Rupert Port Authority is also an important partner for delivering community projects.



Let down and crosswalk

3.0 MEASURING WALKABILITY

A Walkability Index is a tool that can be used to enhance decision-making processes for transportation and land use planning. By establishing an understanding of walkability across a community based on a quantitative assessment of various built environment characteristics, local governments can identify areas of a community that have varying degrees of walkability, ranking each area on a scale from high to low. By doing so, local governments can strategically prioritize land use and transportation decisions and investments to best enhance neighbourhood walkability.

This section summarizes best practices for measuring walkability across different geospatial scales. Section 1.0 includes a high-level scan of several walkability indices to determine common indicators used. Section 2.0 includes a detailed analysis of three prominent walkability indices to evaluate overall walkability measurement and relevant weighting and scoring methodologies. The case studies include an example from Metro Vancouver and two international examples from the United States of America and the Netherlands.

A Walkability Index is based on measuring indicators of walkability in defined areas to generate a comparison between these areas. Accurate walking mode share data for defined areas is the ideal indicator of walkability based on actual use. However, mode share data only assesses outcomes to walkability, as opposed to inputs to walkability. In addition, mode share data is limited and typically is based on national Census data, which is only collected once every five years, only includes commute trips to work and school (as opposed to all types of trips), and only includes “typical” trip on one day of the year. As such, a Walkability Index can be used as an input to assess built environment characteristics based on indicators such as intersection density and residential density, among others, to approximate the walkability potential of each area. The Walkability Index can then be compared with mode share data to identify any trends or correlations.

High levels of residential and commercial density and street network connectivity are commonly associated with walkable neighbourhoods and can be used to approximate walkability. However, they cannot measure the accessibility or experience of walking in specific areas. More complex Walkability Indices can use additional indicators to accurately capture the experience of walking in defined areas. These additional indicators quantify the presence of pedestrian facilities that are associated with more accessible, safe, and interesting places to walk.

It is noted that the term “walkability” is narrow in scope and may not properly capture other considerations, such as accessibility, including other users, such as people using mobility aids. As such, it is suggested that for the purposes of this study, the term “Walkability and Accessibility Index” be used.

3.1 WALKABILITY INDICATORS

A high-level international scan was conducted to identify indicators that can be used to measure walkability. Four indicators were consistently applied in each reviewed study: Residential Density, Commercial Density, Land Use Mix, and Street Network Connectivity.

Residential Density

Residential Density is the number of residential units in an area designed for residential users within a buffer area. Higher densities indicate more people live in the area.

Commercial Density

Commercial Density (or retail Floor Area Ratio) is the amount of area designated for commercial use within a buffer area, using a ratio of commercial floor area to commercial land area. Higher ratios indicate higher commercial densities.

Land Use Mix

Land Use Mix is the evenness of square footage distinction across residential, commercial (including retail and services), entertainment, and office development within a neighbourhood buffer. A higher value in this measure indicates a more even distribution of land between land use types.

Street Network Connectivity

Street network connectivity is measured by the number of street intersections in a buffer area. More intersections suggest greater network connectivity, enabling more direct travel between two points using existing streets and pathways. A higher density of intersections is thought to be correlated with more walking through, increasing the number of choices for getting to a destination on foot.

Table 1 Lists the common indicators used in Walkability Indices.

Table 1: Common Walkability Indicators and Associated Walkability Indices

Jurisdiction or Entity	Components Used
Metro Vancouver Walkability Index (2011) & 2019 update	<ol style="list-style-type: none"> 1. Residential density 2. Commercial density 3. Land use mix 4. Street connectivity 5. Access to parks 6. Regional accessibility
Netherlands Walkability Index (2022)	<ol style="list-style-type: none"> 1. Population density 2. Retail and service density 3. Land use mix 4. Street connectivity 5. Green space 6. Sidewalk density 7. Public transport density.
US National Walkability Index (USNWI)	<ol style="list-style-type: none"> 1. Street intersection density 2. Proximity to transit stops 3. Diversity of land use
Australian Urban Observatory	<ol style="list-style-type: none"> 1. Land use mix and services of daily living 2. Street connectivity 4. Dwelling density
Walk score ®	<ol style="list-style-type: none"> 1. Distance to amenities by amenity category 2. Population density 3. Block Length 4. Intersection density

A scan of prominent literature¹²³ regarding the measuring techniques of walkability indicators revealed that many walkability indices often list more indicators that could be used if better data availability and quality assurance were possible. The reason for this is most walkability indices are conducted at a national or regional scale and require comparable datasets over diverse geographic contexts. The result is that more contextual indicators, such as street and public realm characteristics, are not able to be included in geographically large indices. A municipal-specific Walkability Index presents an opportunity to use more granular data to measure walkability.

¹ Microscale walkability indicators for fifty-nine European central urban areas: An open-access tabular dataset and a geospatial web-based platform. (Bartzokas-Tsiompras, et al., 2021),

² The development of a walkability index: application to the Neighborhood Quality of Life Study (Frank, et al, 2009).

³ Contextualizing Walkability: Do Relationships Between Built Environments and Walking Vary by Socioeconomic Context. (Adkins, et al, 2017).

Other measures that may be indicative of walkability include:

- Sidewalk presence
- Sidewalk width
- Sidewalk maintenance
- Sidewalk buffer
- Street lighting
- Crossings
- Pedestrian signals
- Curb ramps
- Traffic Character (Road Type)
- Public seating
- Public park/plaza
- Weather protection
- Building maintenance
- Graffiti
- Slope
- Building setbacks
- Store frontage length
- Walkway characteristic
- Obstacles walking
- Sense of safety
- Sense of security
- Comfort
- Visual interest
- Imageability
- Visual enclosure
- Human-scale design

3.2 CALCULATING WALKABILITY

This section provides an overview of the best practice methods for measuring walkability. Three case studies, including walkability indices in Metro Vancouver, the Netherlands, and the United States, are used to demonstrate different methods of measuring walkability. Below is a description of the indicators used in each of the examples and how the indicators were ranked to create a final walkability composite score.

3.2.1 METRO VANCOUVER

The (MVWI) uses a scoring method developed in the paper *The Development of Walkability Index: Application to the Neighborhood Quality of Life Study* (L. Frank et al., 2009). The method uses a composite score based on the following four walkability components: Residential Density, Land Use Mix, Connectivity, and Retail Floor Area Ratio. By using a composite score, problems relating to collinearity are minimized compared to factor analysis. The composite score is applied to a 1-kilometre network buffer from the **centre of postal code areas**. A network buffer, rather than a Euclidian buffer, measures walkability along real walkable distances rather than a by-the-crow-flies approach.



Figure 3 1-Kilometre Pedestrian Network Buffer

Source: *Where Matters*, UBC - Health and Community Design Lab. (2019).

Index Components:

The four components and each specific calculation is described below (**Table 2**).

Table 2: Metro Vancouver Walkability Index - Model Components

Walkability Component	Calculation
Residential Density	The ratio of residential units to the land area zone for residential use.
Land Use Mix	The mix of all five land use types: residential, entertainment, office, institutional, and retail (excluding big box: ≥ 300,000 sqft). Values are normalized between 0 and 1, with 0.0 being single use and 1.0 indicating a completely even distribution across all five land uses.
Connectivity	The ratio between the number of true intersections (3 or more legs) to the land areas of the block groups in acres
Retail Floor Area Ratio	The retail building square footage divided by retail land square footage.
Access to parks and regional accessibility were not included in the Metro Vancouver analysis.	

Composite Score:

To calculate the composite walkability score, each component score is normalized using a z-score. For example, a normalized residential density score of 1.0 would indicate that the raw value was one standard deviation above the mean value for the category. Intersection density has been shown to strongly influence non-motorized travel choices as it is weighted by a factor of two.⁴ The following equation illustrates how the component score was calculated. An example output of this method is shown below.

$$\text{Walkability} = [(2 * z - \text{Connectivity}) + (z - \text{Residential Density}) + (z - \text{Retail FAR}) + (z - \text{Land Use Mix})]$$

⁴ Sallis, J. F., Frank, L. D., Saelens, B. E., & Kraft, M. K. Active transportation, and physical activity: opportunities for collaboration on transportation and public health research. *Transportation Research Part A: Policy and Practice*, 38, 249-268. 2004.

Neighbourhood Profiles

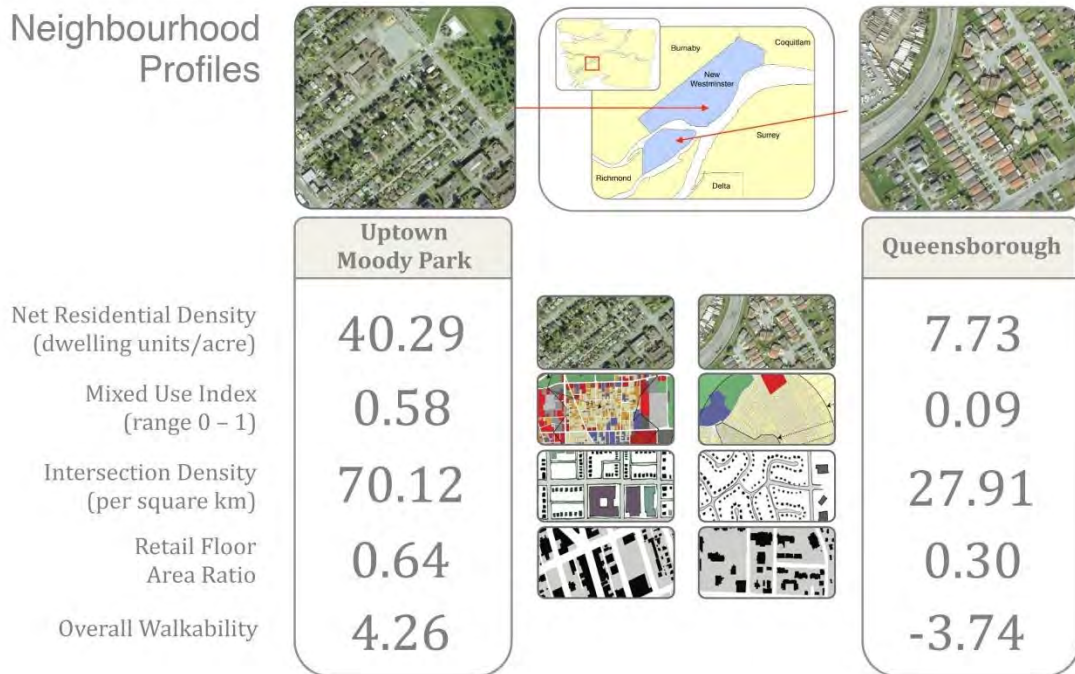


Figure 4 Metro Vancouver Walkability Index - Neighbourhood Profiles

Source: *Neighbourhood Design, Travel, and Health in Metro Vancouver*, UBC Active Transportation Collaboratory, 2010

3.2.2 NETHERLANDS – OBJECTIVELY MEASURED WALKABILITY INDEX STUDY

The report *Development of an Objectively Measured Walkability Index for the Netherlands*⁵ (OMWIN) builds upon studies such as the MVWI by including additional components to estimate neighbourhood walkability. The OMWIN employed three additional components: green space, sidewalk density, and public transport density. The study identified potential additional components that were considered for inclusion but did not have adequate data across all regions, including pedestrian safety, street aesthetics, blue space, and distance to food outlets.



Figure 5 Netherlands Walkability Index - Amsterdam

Source: *Objectively Measured Walkability Index Study*, T, Lam, et al, 2022).

⁵ Lam, T.M., Wang, Z., Vaartjes, I. et al. Development of an objectively measured walkability index for the Netherlands. *Int J Behav Nutr Phys Act* **19**, 50 (2022). <https://doi.org/10.1186/s12966-022-01270-8>

Euclidian Buffer

Each component was calculated for three Euclidean buffers: 150 m, 500 m, and 1000 m around every postal code location and for every administrative neighbourhood. Componential z-scores were averaged, and final indices were normalized between 0 and 100. Euclidian buffer sizes were used for three reasons: first, a comparative Dutch study with green space suggested that Euclidian buffers result in more consistent associations with physical activity. Second, Euclidian buffers do not require street network details and can thus be easily applied and adapted to other settings. Third, circular buffers were to be consistent with previous Dutch walkability studies.

Index Components

The seven components and each specific calculation are described below (**Table 3**).

Table 3 Netherlands Walkability Index Components

Component	Metric
Population Density	The number of inhabitants per units of area
Retail and Service Density	The proportion of land uses by area of commercial and socio-cultural services (schools, universities, hospitals and medical services, museums, and concert halls)
Land use Mix	The mix of all five land use types: commercial (retail and catering), socio-cultural services, residential areas, offices and public services, green space and recreation (parks and recreation areas, sports and leisure activity areas). Values are normalized between 0 and 1, with 0.0 being single use and 1.0 indicating a completely even distribution across all five land uses.
Intersection Density	The point density of true intersections (3 or more legs) on road segments that are accessible for pedestrians.
Green Space	The proportion of land devoted to parks, public gardens, forests, and graveyards
Sidewalk Density	The area proportion of the sidewalk
Public Transport Density	The point density of all trams, buses, metros and ferries for short-range transport combined with the density of train stations for long-distance transport.

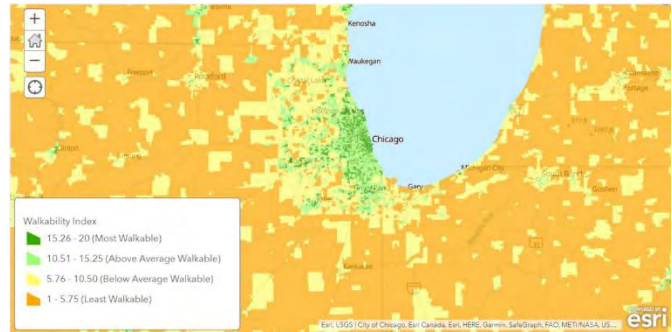
Composite Score:

To calculate the composite walkability score, the study uses an average of each of the normalized z-scores of each of the components. The average score is normalized from 0 to 100. The equation used is as follows:

$$\text{Walkability} = [(z - \text{Population Density}) + (z - \text{Retail and Service Density}) + (z - \text{Land Use Mix}) + (z - \text{Intersection Density}) + (z - \text{Green Space}) + (z - \text{Sidewalk Density})] / 7$$

3.2.3 US NATIONAL WALKABILITY INDEX

The US National Walkability Index (USNWI) calculates an overall walkability score using four key components: intersection density, proximity to transit stops, employment mix, and employment and household mix. The components were selected from the US Environmental Protection Agency’s Smart Location Database due to its national coverage, data availability, and consistency. The index is calculated at the census block group level, which is smaller than census tracts and larger than census blocks.



Index Component

The seven components and each specific calculation are described below.

Table 4 UN National Walkability Index Components

Component	Metric
Intersection Density	Pedestrian-oriented intersections per square mile Intersections that include major highways or other facilities that exclude pedestrian passage were not connected.
Proximity to Transit Stops	Distance from the centre of the population area to the nearest transit stop
Employment Mix*	The mix of employment types in a block group (such as retail, office, or industrial). Higher values correlate with more walk trips. The ratio of employment types and occupied housing
Employment and Household Mix*	The mix of employment types and occupied housing. A block group with a diverse set of employment types (such as office, retail, and service) plus a large quantity of occupied housing units will have a relatively high value. Higher values correlate with more walk trips.
<i>*Exact measurement method not publicly available</i>	

Composite Score:

The USNWI assigns four individual component scores to each census block group to determine the overall walkability score. Each census block group is then placed into 20 quantiles by component score and assigned a rank from 1 to 20 depending on their quantile position. A score of 1 indicates a very low relative influence on walkability, and a score of 20 indicates a high relative influence on walkability. The quantile scores are combined using the following weighting system to determine overall walkability.

$$\text{Walkability} = \text{Intersection Density} + \text{Proximity to Transit} + \text{Employment Mix}(0.5) + \text{Employment and Household Mix}$$

3.3 MEASURING WALKABILITY SUMMARY & RECOMMENDATION

This section summarizes the evaluation process of walkability indices at different scales, including a regional government scale and two significantly different national scales, the Netherlands and the United States of America. Based on the findings, walkability indices, at a basic level, include consideration for land use density and diversity as well as intersection density and connectivity. More detailed analysis depends on the availability and comparability of data. It is recommended that the Prince Rupert Walkability Index, at a minimum, incorporate the following indicators:

- Residential Density
- Commercial Density
- Land Use Mix
- Intersection Density
- Proximity to Parks
- Sidewalk Density
- Transit Stop and Route Density

The scale of a single municipality (Prince Rupert) enables further analysis of indicators that do not typically have comparable data at the national or even regional scale, including metrics relating to the accessibility of the built environment, proximity to daily needs, and transit frequency, among others. The Prince Rupert Walkability Index also has the opportunity to incorporate some of the additional indicators below. Due to some indicators being similar, the scoring model can combine multiple indicators into composite scores, such as sidewalk condition and steep slopes, to an accessibility composite score in order to reduce overlap.

- Trail density
- Block size
- Crosswalk density
- Sidewalk condition and density
- Accessibility
- Steep slopes
- Proximity to key destinations
- Other dependent on available data.

4.0 COMMERCIAL SPACE ANALYSIS

To provide a fuller context for the CCA, an evaluation of the anticipated retail market and spending growth implications on the potential need for additional retail facilities over the next 20+ years. Having a fuller understanding of the demographic and spending habits of Prince Rupert residents can help determine the incremental demand for certain retail categories. For the purposes of this assessment, the commercial space analysis provides key information about the future demand for certain daily needs, which helps to quantify the proportion of space that will be required city-wide.

This analysis was created using Environics SiteWise data, which provides detailed and consolidated data that can be tailored by location and timeframe. SiteWise also provides population and other projections for inter-census years, which can result in slight demographic discrepancies from official sources.

This section summarizes a high-level analysis which comprises the following:

- Summary of anticipated Prince Rupert CMA population growth and related demographic indicators
- Quantification of growth in gross annual spending potential for Prince Rupert CMA residents over the 2026 to 2046 period
- Estimates of reasonable market shares on a category-by-category basis – share of gross annual CMA spending potential likely to be captured within the City of Prince Rupert
- Likely degree of inflow spending (spending by non-residents of the Prince Rupert CMA) on a category-by-category basis
- Anticipated growth in annual net spending (dollar sales volume) within the City of Prince Rupert over the study period (select categories)
- Determination of incremental market-supportable floor area (select categories) within the City of Prince Rupert to 2046

4.1 PRINCE RUPERT CMA POPULATION GROWTH

The current (2024) population within the Prince Rupert CMA is estimated at roughly 14,738 residents. This CMA population is expected to reach 15,610 residents by 2031 and 16,945 residents by 2041. An anticipated year-over-year growth rate, for planning purposes, is expected to average roughly 0.8% per year over the forecast study period.

4.2 PRINCE RUPERT CMA DEMOGRAPHIC CHARACTERISTICS

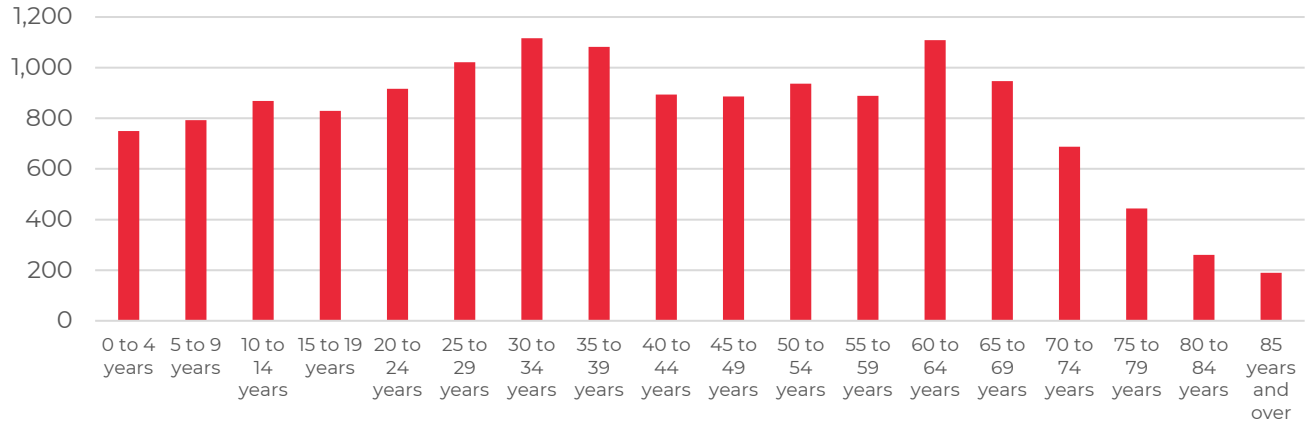
This section provides a more in-depth analysis of Prince Rupert's demographic characteristics. The data was pulled through the 2023 Environics Analytics report on Prince Rupert and accessed through the Sitewise platform.



4.2.1 PRINCE RUPERT CMA AGE PROFILE

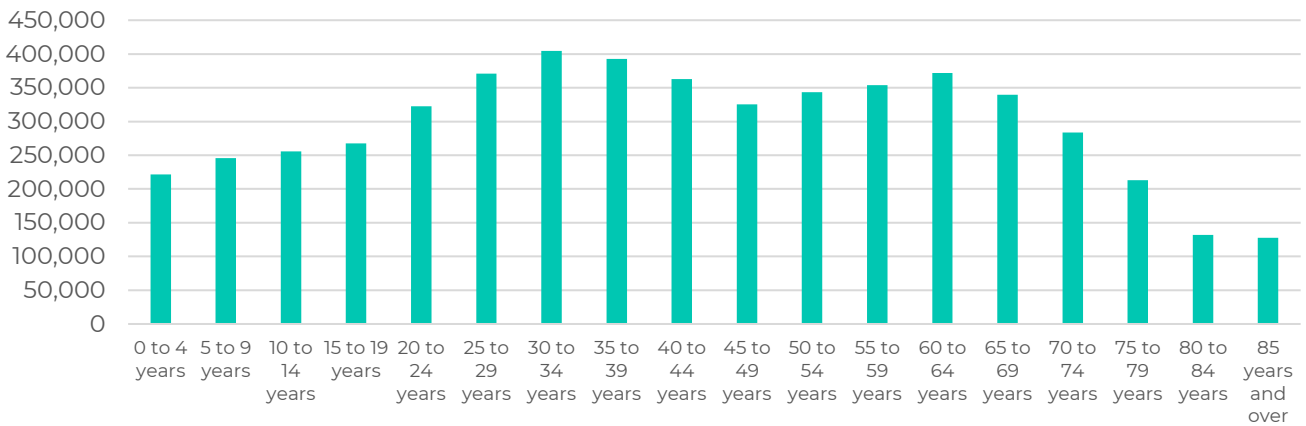
A chart of the Prince Rupert CMA and British Columbia Age Profile is outlined below:

Figure 6 Prince Rupert CMA Age Profile Histogram



Source (both figures): Envirionics, Sitewise Profile

Figure 7 British Columbia Age Profile Histogram



Source: Envirionics, Sitewise Profile

Both charts exhibit roughly similar behaviour. For Prince Rupert, there is a higher base % centred around the left tail of the distribution (ages 0-29) compared to the rest of the province. As a result, Prince Rupert's median age is lower than the province's by about 3 years (39.7 years vs 42.6 years).

4.2.2 PRINCE RUPERT CMA HOUSEHOLD SIZE PROFILE

A profile of the Prince Rupert CMA and comparative British Columbia Household size characteristics is outlined below:

Table 5 Prince Rupert CMA Household Size Profile

2023 Estimates Households and Dwellings	Prince Rupert, BC		British Columbia	
		%		%
2023 Households by Size of Household	5,953	% base	2,123,342	% base
1 person	1,863	31.3%	629,198	29.6%
2 persons	1,965	33.0%	748,231	35.2%
3 persons	903	15.2%	306,715	14.4%
4 persons	687	11.5%	265,087	12.5%
5 or more persons	535	9.0%	174,111	8.2%
2023 Persons in Households	14,462		5,246,562	
Persons per household	2.43		2.47	

Source: Environics, Sitewise Profile

Highlights are as follows:

- The percentages by household size category are similar between Prince Rupert and the rest of the province, with the majority being comprised of 1 and 2 person households.
- The average persons per household size between Prince Rupert and the province is roughly equal (2.43 vs 2.47, respectively).

4.2.3 PRINCE RUPERT CMA HOUSING TENURE AND TYPE PROFILE

A profile of the Prince Rupert CMA and British Columbia comparative housing tenure and housing type mix are outlined in the table below for reference:

Table 6 Prince Rupert CMA Housing Tenure and Type Profile

2023 Estimates Households and Dwellings	Prince Rupert, BC		British Columbia	
		%		%
2023 Occupied Private Dwellings by Tenure	5,953	% base	2,123,342	% base
Owned	3,795	63.7%	1,403,904	66.1%
Rented	2,097	35.2%	708,200	33.4%
Band housing	61	1.0%	11,238	0.5%
2023 Occupied Private Dwellings by Structure Type	5,953	% base	2,123,342	% base
Houses	4,084	68.6%	1,133,875	53.4%
Single-detached house	3,511	59.0%	890,264	41.9%
Semi-detached house	252	4.2%	66,024	3.1%
Row house	321	5.4%	177,587	8.4%
Apartment, building low and high rise	1,746	29.3%	933,298	44.0%
Less than five	995	16.7%	437,247	20.6%
Five or more floors	61	1.0%	236,319	11.1%
Detached duplex	690	11.6%	259,732	12.2%
Other Dwelling Types	123	2.1%	56,169	2.6%
Other single-attached house	12	0.2%	3,842	0.2%
Movable dwelling	111	1.9%	52,327	2.5%

Source: EnviroNics, Sitewise Profile

Highlights are as follows:

- There is a slightly higher percentage of rental and band housing units within the Prince Rupert CMA, compared to the province.
- There is a much higher percentage of single-detached houses in Prince Rupert compared to the provincial level (59% vs. 42%).
- Multi-family apartment housing accounts for a significantly smaller proportion of the overall housing stock in the Prince Rupert CMA (29%) relative to the province of BC (44%).

4.2.4 PRINCE RUPERT CMA INCOME PROFILE

A profile of comparative Prince Rupert CMA and British Columbia household incomes is outlined in the table below:

Table 7 Prince Rupert CMA Income Profile

2023 Estimates Household Income	Prince Rupert, BC		British Columbia	
		%		%
2023 Households by Income (Current Year \$)	5,953	% base	2,123,342	% base
Under \$20,000	222	3.7%	89,764	4.2%
\$ 20,000 - \$39,999	649	10.9%	263,465	12.4%
\$ 40,000 - \$59,999	712	12.0%	279,676	13.2%
\$ 60,000 - \$79,999	675	11.3%	265,260	12.5%
\$ 80,000 - \$99,999	581	9.8%	235,470	11.1%
\$ 100,000 and over	3,114	52.3%	989,707	46.6%
\$ 100,000 - \$ 124,999	685	11.5%	246,085	11.6%
\$ 125,000 - \$ 149,999	578	9.7%	195,319	9.2%
\$ 150,000 - \$199,999	829	13.9%	256,247	12.1%
\$ 200,000 and over	1,022	17.2%	292,056	13.8%
\$ 200,000 - \$ 299,999	846	14.2%	197,697	9.3%
\$ 300,000 and over	176	3.0%	94,359	4.4%
Average income	\$ 121,316		\$ 119,172	
Median Income	\$ 105,018		\$ 93,888	

Source – Environics, Sitewise Profile

Relative income levels are key determinants of likely spending, especially in retail categories driven by more discretionary spending (i.e. non-essentials comparative goods such as clothing, electronics, etc.).

Highlights are as follows:

- There is a significantly higher proportion of household incomes > \$100,000 in the Prince Rupert CMA compared to the province (52.3% vs 46.6%). This is due primarily to the significantly higher proportion of high income-earning households (household incomes > \$200,000), which accounts for 17.2% of Prince Rupert CMA households, but only 13.8% at the BC level.
- There is a lower percentage of household incomes < \$100,000 in the Prince Rupert CMA compared to the province (47.7% vs 53.4%).
- As a result of the income percentages, Prince Rupert has a higher median household income of \$105,018 compared to the province median household income of \$93,888.

4.2.5 PRINCE RUPERT CMA HOUSEHOLD SPENDING PROFILE

A profile of comparative Prince Rupert CMA and British Columbia household spending⁶ is outlined in the table below:

Table 8 Prince Rupert CMA Household Spending Profile

2023 Household Spend Summary	Prince Rupert, BC			British Columbia		
	Total Expenditure	Expenditure per Household	%	Total Expenditure	Expenditure per Household	%
Total Expenditure	\$ 831,808,004	\$ 139,729		\$ 282,485,112,024	\$ 133,038	
Total current consumption	\$ 574,193,215	\$ 96,454	69%	\$ 198,595,657,802	\$ 93,530	70%
Shelter	\$ 143,881,121	\$ 24,170	17%	\$ 53,998,522,579	\$ 25,431	19%
Food	\$ 107,989,628	\$ 18,140	13%	\$ 32,682,535,720	\$ 15,392	12%
Household operation	\$ 35,023,478	\$ 5,883	4%	\$ 12,852,103,157	\$ 6,053	5%
Health care	\$ 22,350,045	\$ 3,754	3%	\$ 11,640,367,152	\$ 5,482	4%
Household furnishings and equipment	\$ 51,002,071	\$ 8,567	6%	\$ 10,700,142,787	\$ 5,039	4%
Transportation	\$ 82,754,215	\$ 13,901	10%	\$ 28,764,660,392	\$ 13,547	10%
Recreation	\$ 27,534,577	\$ 4,625	3%	\$ 11,456,690,870	\$ 5,396	4%
Personal care	\$ 13,739,163	\$ 2,308	2%	\$ 4,681,853,009	\$ 2,205	2%
Clothing	\$ 30,226,704	\$ 5,078	4%	\$ 9,172,564,318	\$ 4,320	3%
Education	\$ 6,160,763	\$ 1,035	1%	\$ 4,739,822,062	\$ 2,232	2%
Reading materials and other printed matter	\$ 688,351	\$ 116	0%	\$ 394,157,560	\$ 186	0%
Tobacco products and alcoholic beverages	\$ 33,556,315	\$ 5,637	4%	\$ 9,344,275,526	\$ 4,401	3%
Games of chance	\$ 5,590,569	\$ 939	1%	\$ 2,918,611,918	\$ 1,375	1%
Miscellaneous expenditures	\$ 13,696,212	\$ 2,301	2%	\$ 5,249,350,752	\$ 2,472	2%

Source – Environics, Sitewise Profile

Highlights of this comparative household spending are as follows:

- The total current consumption per household (across all household survey categories) in Prince Rupert compared to the province is higher (\$96,454 vs 93,530\$).
- Prince Rupert households spend relatively more on food, household furnishings, clothing, tobacco products & alcoholic beverages compared to the rest of the province.
- Prince Rupert households spend relatively less on shelter, health care, recreation, and education compared to the rest of the province.

⁶ As tracked by Statistics Canada in its annual household spending survey and more focused geographic estimates (Prince Rupert CMA) as compiled by Environics Analytics through its Sitewise Pro platform.

4.3 PRINCE RUPERT RETAIL DEMAND ANALYSIS

This section presents the results of Urban Systems' retail demand model, which leverages key local population and demographic characteristics, as well as provincial trends in category-specific retail trade spending volumes, to forecast anticipated growth in Prince Rupert retail market demand and support for new facilities.

4.3.1 ANTICIPATED GROWTH IN GROSS ANNUAL SPENDING (2024 TO 2046)

Urban Systems' retail demand model leverages historical population growth (in this case, for the Prince Rupert CMA) and per capita annual expenditures in relevant retail categories to project total annual spending potential by category. A table summarizing this anticipated total annual spending potential by retail category over the 2024-46 period is presented in the table below:

Table 9 Gross Expenditure Forecast (Prince Rupert CMA)

Gross Expenditure Forecast (Ref. Year \$, x1,000)						
Retail Commercial Category	2024	2031	2036	2041	2046	2024-46
Retail trade - All categories	\$ 259,632	\$ 289,935	\$ 313,890	\$ 339,971	\$ 365,361	\$ 105,729
Furniture and home furnishings stores	\$ 7,711	\$ 8,308	\$ 8,767	\$ 9,257	\$ 9,698	\$ 1,988
Electronics and appliances	\$ 5,761	\$ 5,626	\$ 5,485	\$ 5,303	\$ 5,033	\$ (728)
Building materials, garden equipment, supplies	\$ 17,757	\$ 20,321	\$ 22,368	\$ 24,614	\$ 26,858	\$ 9,101
Supermarkets and Other Grocery	\$ 37,170	\$ 39,839	\$ 41,880	\$ 44,041	\$ 45,953	\$ 8,783
Convenience Stores	\$ 1,989	\$ 2,174	\$ 2,319	\$ 2,474	\$ 2,620	\$ 631
Specialty Food Stores	\$ 3,120	\$ 3,424	\$ 3,662	\$ 3,919	\$ 4,161	\$ 1,041
Liquor stores	\$ 15,334	\$ 17,465	\$ 19,164	\$ 21,026	\$ 22,878	\$ 7,544
Clothing Stores	\$ 12,894	\$ 14,596	\$ 15,949	\$ 17,430	\$ 18,894	\$ 6,000
Shoe Stores	\$ 1,369	\$ 1,466	\$ 1,541	\$ 1,619	\$ 1,688	\$ 319
Jewellery, Luggage, Leather Goods Stores	\$ 2,042	\$ 2,345	\$ 2,588	\$ 2,854	\$ 3,121	\$ 1,079
Sporting goods, hobby, book, and music stores	\$ 5,430	\$ 5,731	\$ 5,955	\$ 6,187	\$ 6,375	\$ 944
General merchandise stores	\$ 30,196	\$ 34,015	\$ 37,047	\$ 40,358	\$ 43,616	\$ 13,420
Miscellaneous store retailers	\$ 9,216	\$ 10,650	\$ 11,798	\$ 13,061	\$ 14,332	\$ 5,116
Motor vehicle sales	\$ 57,683	\$ 65,660	\$ 72,018	\$ 78,986	\$ 85,912	\$ 28,229
Auto parts, accessories, tires	\$ 5,964	\$ 6,879	\$ 7,611	\$ 8,416	\$ 9,225	\$ 3,262
Health and personal care	\$ 19,018	\$ 21,740	\$ 23,913	\$ 26,296	\$ 28,675	\$ 9,657
Gasoline	\$ 26,979	\$ 29,696	\$ 31,826	\$ 34,129	\$ 36,322	\$ 9,343

Source – Urban Systems retail demand model, Statistics Canada retail trade data.

Total annual retail expenditure potential for all of Prince Rupert's defined trade areas and for all retail categories is estimated at roughly \$259.6 million in 2024. This annual expenditure potential is expected to grow by more than \$105.7 million by 2046.

Restaurant food & beverage spending is evaluated by leveraging Statistics Canada's National Household Survey data, as compiled and packaged by Environics Analytics for more local levels of geography. As this category is not captured as part of Statistics Canada's retail trade tracking, the household survey categories of "meals served at restaurants" and "alcoholic beverages served on licensed premises" together serve as a proxy for restaurant food and beverage spending. Per capita annual household spending in these categories were estimated as \$5,410 and \$423 respectively. These restaurant-focused spending estimates are then used to quantify

total annual resident spending potential using the retail demand model, as excerpted below:

Table 10 Anticipated Gross Annual Spending Potential - Prince Rupert CMA Restaurant Food & Beverage

FB Spending (Ref. Year \$, x1,000)						
	2024	2031	2036	2041	2046	2024-2046
Gross	\$ 37,397	\$42,467	\$46,504	\$50,925	\$55,309	\$17,912

Source – Urban Systems retail demand model, Sitewise Pro base household spending estimates.

4.3.2 ANTICIPATED TRADE AREA RESIDENT MARKET CAPTURE & INFLOW SPENDING

A profile of achievable City of Prince Rupert market shares (of annual CMA potential) and likely market Inflow spending factors is outlined in the table below:

Table 11 Achievable Prince Rupert Market Shares and Projected Inflow by Category

Capture Rates		
Retail Commercial Category	Market Capture	Inflow
Furniture and home furnishings stores	70%	0%
Electronics and appliances	80%	5%
Building materials, garden equipment, supplies	70%	5%
Supermarkets and Other Grocery	80%	10%
Convenience Stores	85%	20%
Specialty Food Stores	95%	15%
Liquor stores	90%	15%
Clothing Stores	50%	5%
Shoe Stores	50%	5%
Jewellery, Luggage, Leather Goods Stores	50%	5%
Sporting goods, hobby, book, and music stores	70%	10%
General merchandise stores	80%	10%
Miscellaneous store retailers	85%	15%
Motor vehicle sales	60%	0%
Auto parts, accessories, tires	70%	0%
Health and personal care	90%	15%
Gasoline	90%	10%
Food & Beverage	80%	40%

Source – Urban Systems

Focusing on a key category – Supermarket and Other Grocery – market capture and inflow spending have been determined for the Prince Rupert CMA trade area. These market shares can be interpreted as follows:

- **Prince Rupert Supermarket Market Share of 80%:** 80% of growth in annual Prince Rupert CMA resident spending potential in the supermarket category

is likely to be captured by new supermarket facilities in the City of Prince Rupert. 20% of annual spending potential is, therefore, likely to flow to facilities outside the City.

- **Prince Rupert Supermarket Inflow share of 10%:** 10% of total annual supermarket sales likely to be captured by businesses located in the City of Prince Rupert are likely to be generated by visitors residing outside the Prince Rupert CMA.

These market capture figures are reasonable, as they allow for the natural flow of spending to other larger centres and trip-related spending, and support projecting a reasonable net capture of growth in total annual gross spending that is likely to remain in the City of Prince Rupert.

4.3.3 ANTICIPATED NET INCREMENTAL SPENDING CAPTURE IN PRINCE RUPERT (2024 TO 2046)

Conversion of gross annual trade area expenditure potential to net Prince Rupert CMA sales volume is accomplished by applying market share capture rates to gross annual expenditure potential and then focusing attention on incremental growth in net spending from 2024-2046 to determine likely need for new retail-commercial businesses. A table of the summarized results is shown below:

Table 12 Growth in Anticipated Net Annual Prince Rupert CMA Expenditure Potential (2024-46)

Net Expenditure Forecast (Ref. Year \$, x1,000)						
Retail-Commercial Category	2024	2031	2036	2041	2046	2024 - 46
Furniture and home furnishings stores	\$ 5,397	\$ 5,815	\$ 6,137	\$ 6,480	\$ 6,789	\$ 1,391
Electronics and appliances	\$ 4,609	\$ 4,500	\$ 4,388	\$ 4,243	\$ 4,026	\$ (583)
Building materials, garden equipment, supplies	\$ 12,430	\$ 14,224	\$ 15,657	\$ 17,230	\$ 18,800	\$ 6,371
Supermarkets and Other Grocery	\$ 29,736	\$ 31,871	\$ 33,504	\$ 35,233	\$ 36,763	\$ 7,027
Convenience Stores	\$ 1,691	\$ 1,848	\$ 1,971	\$ 2,103	\$ 2,227	\$ 536
Specialty Food Stores	\$ 2,964	\$ 3,253	\$ 3,479	\$ 3,723	\$ 3,953	\$ 989
Liquor stores	\$ 13,800	\$ 15,718	\$ 17,247	\$ 18,923	\$ 20,590	\$ 6,790
Clothing Stores	\$ 6,447	\$ 7,298	\$ 7,975	\$ 8,715	\$ 9,447	\$ 3,000
Shoe Stores	\$ 685	\$ 733	\$ 770	\$ 810	\$ 844	\$ 160
Jewellery, Luggage, Leather Goods Stores	\$ 1,021	\$ 1,173	\$ 1,294	\$ 1,427	\$ 1,560	\$ 539
Sporting goods, hobby, book, and music stores	\$ 3,801	\$ 4,012	\$ 4,169	\$ 4,331	\$ 4,462	\$ 661
General merchandise stores	\$ 24,157	\$ 27,212	\$ 29,638	\$ 32,287	\$ 34,893	\$ 10,736
Miscellaneous store retailers	\$ 7,833	\$ 9,052	\$ 10,028	\$ 11,102	\$ 12,182	\$ 4,349
Motor vehicle sales	\$ 34,610	\$ 39,396	\$ 43,211	\$ 47,391	\$ 51,547	\$ 16,938
Auto parts, accessories, tires	\$ 4,175	\$ 4,815	\$ 5,328	\$ 5,891	\$ 6,458	\$ 2,283
Health and personal care	\$ 17,116	\$ 19,566	\$ 21,521	\$ 23,667	\$ 25,807	\$ 8,691
Gasoline	\$ 24,281	\$ 26,726	\$ 28,643	\$ 30,716	\$ 32,690	\$ 8,409
Food & Beverage	\$ 29,917	\$ 33,973	\$ 37,203	\$ 40,740	\$ 44,248	\$ 14,330

Source: Urban Systems retail demand model

Some notable highlights for select categories include:

- Supermarkets and other grocery stores: anticipated annual net spending growth of roughly \$7 million over the 2024-46 period
- Liquor stores: expected growth in annual spending of about \$6.8 million
- Restaurant food and beverage: anticipated spending growth of approximately \$14.3 million over the study period

With these anticipated net spending figures quantified, anticipated incremental net sales volume capture is then converted into market-supportable floor area, which can provide insights into likely new facility needs over time.

4.3.4 MARKET SUPPORTABLE INCREMENTAL FLOOR AREA BY CATEGORY (2024 TO 2046)

With a realistic category-by-category forecast of net additional Prince Rupert retail and restaurant food & beverage sales now quantified over the study period, market-supportable new retail/commercial floor area (sq.ft.) can be derived by applying reasonable target sales per sq. ft. performance rates for the 2024-2046 period. The resulting growth (relative to 2024) in market-supportable floor area (sq. ft.) in the City of Prince Rupert is summarized in the table below:

Table 13 Projected Support for Additional Prince Rupert CMA Retail-Commercial Floor Area by Category

Net New Floor Area Supportable, Including Inflow, Base 2024				
Retail Commercial Category	2024-31	2024-36	2024-41	2024-46
Furniture and home furnishings stores	600	1,000	1,400	1,700
Electronics and appliances	(100)	(300)	(400)	(600)
Building materials, garden equipment, supplies	3,800	6,700	9,800	12,700
Supermarkets and Other Grocery	1,600	2,800	4,000	4,900
Convenience Stores	100	300	400	500
Specialty Food Stores	200	300	500	600
Liquor stores	2,100	3,700	5,400	7,000
Clothing Stores	1,300	2,400	3,500	4,500
Shoe Stores	100	100	200	200
Jewellery, Luggage, Leather Goods Stores	200	300	400	500
Sporting goods, hobby, book, and music stores	100	200	300	400
General merchandise stores	7,200	12,800	18,700	24,100
Miscellaneous store retailers	2,800	5,000	7,300	9,500
Motor vehicle sales	10,500	18,500	27,200	35,200
Auto parts, accessories, tires	1,400	2,500	3,700	4,900
Health and personal care	2,600	4,600	6,800	8,800
Gasoline	2,400	4,100	6,000	7,700
Food & Beverage	5,500	9,800	14,300	18,600
Total	42,400	74,800	109,500	141,200

Source: Urban Systems retail demand analysis

Highlights of this market-supportable floor area by category are as follows:

- Growth in floor area market support for additional supermarket/grocery (retail food) space in the City of Prince Rupert is modest and expected to reach roughly 5,000 sq. ft. by the end of the study period;
 - Given that most modern supermarkets also include a significant component of other general merchandise, it worth noting that some portion of demand in the general merchandise category (which will see additional demand for between 7,000 and 24,000 sq. ft. over the study period) could be absorbed into a multi-purpose supermarket/general store concept.
- Anticipated growth in liquor store demand is expected to result in market support for up to 7,000 sq. ft. over the study period.
- Growth in demand for health and personal care stores is expected to reach 8,800 sq. ft. by 2046. This is sufficient to support the addition of 3 to 4 small-scale pharmacies or 1 to 2 medium sized.
- Increased market support in the restaurant food and beverage category is expected to reach nearly 10,000 sq. ft. by 2036 and 19,000 sq. ft. by 2046. This level of incremental support is likely to support a wide range of additional business types, including local cafés (1,500 to 2,500 sq. ft.). grab & go quick-service restaurants (800 to 1,200 sq. ft.), and more full-service restaurants (3,500 to 5,000 sq. ft.).

4.4 PRINCE RUPERT RETAIL DEMAND ANALYSIS - CONCLUSIONS

The results of this incremental market-focused retail demand analysis can then be used to provide market growth insights that relate directly to the current local inventory of relevant facilities in select retail-commercial categories. More complex trade area analysis, which may involve exploration of the City's current geographic drawing power, may be considered to develop a more refined understanding of the City of Prince Rupert's trade area.

5.0 ENGAGEMENT SUMMARY

Phases 1 and 2 included engagement with the public, the accessibility committee and City staff members through several activities. The purpose of the engagement was to better understand the experiences of residents while walking or rolling in the City and to understand where accessibility issues exist. The specific objectives of engaging the community were as follows:

- Where do people walk and roll?
- How often do people walk or roll?
- What barriers do people face when walking or rolling?
- How might these experiences differ for people with a range of physical and mental limitations?

5.1 ENGAGEMENT ACTIVITIES

Below is a list of the engagement activities that have occurred to date.

Staff Workshop(s)

Three staff workshops have been completed to date. The purpose and date of each workshop is described below:

- Staff Workshop #1 – October 3rd, 2023
 - Purpose: Scope the scale of analysis for the CCA.
- Staff Workshop #2 – April 8th, 2024
 - Purpose: Review collected geospatial data and walkability model approaches.
- Staff Workshop #3 – June 2nd, 2024
 - Purpose: Review preliminary walkability analysis and findings.

Community Open House

A community open house was held on Wednesday, May 29th, 2024, from 4:00 pm to 7:00 pm at the Jim Ciccone Civic Centre. The community open house was the public's first in-person introduction to the CCA-Enhancing Connections project, and the event was used to introduce the project and its objectives and goals. The project team presented the walkability analysis that has been conducted to date, including data on all complete community lenses, transportation access to daily needs, infrastructure, and housing.



Community members and the project team at the May 29th Community Open House.

The open house also included an interactive mapping exercise where community members could identify the location of specific accessibility issues and barriers to walking or rolling.

In total, 15 community members were engaged during the open house.

The information collected during the open will be used in conjunction with the community survey data to inform the future development of a Walkability Index in Phase 3 and future decision-making for infrastructure investment.



Information Boards at the May 29th Community Open House

5.1.1 COMMUNITY SURVEY

From May 27th to June 18th, 2024, a community survey was available for residents to complete. The survey was hosted on the City's project webpage and received a total of 28 responses. The intent of the survey was to better understand.

- Where people most need to walk or roll to.
- How far people are willing to walk for different types of amenities.
- How often do people currently walk to different types of amenities?

5.1.2 ACCESSIBILITY-TOUR

The accessibility tour took place on May 30, 2024. It allowed residents with limitations and local organizations that advocate for or work with people with limitations to communicate what they see as physical barriers to walking and rolling. The following organizations were invited to attend.

- Prince Rupert Accessibility Committee
- Acropolis Manor - Activity Coordinator
- Thompson Community Services
- Prince Rupert Senior Centre
- Better at Home Prince Rupert
- Friendship House Prince Rupert
- Metlakatla First Nation
- Lax Kw'alaams First Nation



Participants on the accessibility tour.

5.2 WHAT WE HEARD

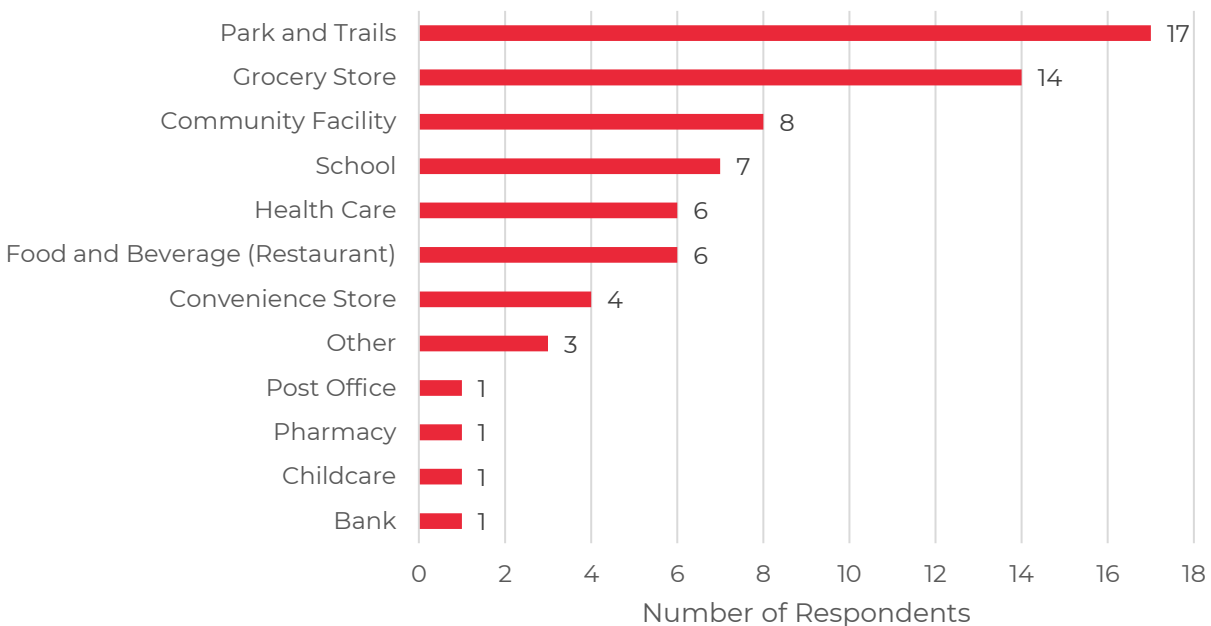
This section provides a summary of the feedback and community contributions from the community survey, the community open house, and the accessibility tour.

5.2.1 COMMUNITY SURVEY RESULTS

The community survey was intended to capture participants' current and potential walking habits in relation to different types of amenities. In total, participants were asked five questions, including two open-ended questions. From May 27th to June 18th, 2024, the survey received 28 total responses.

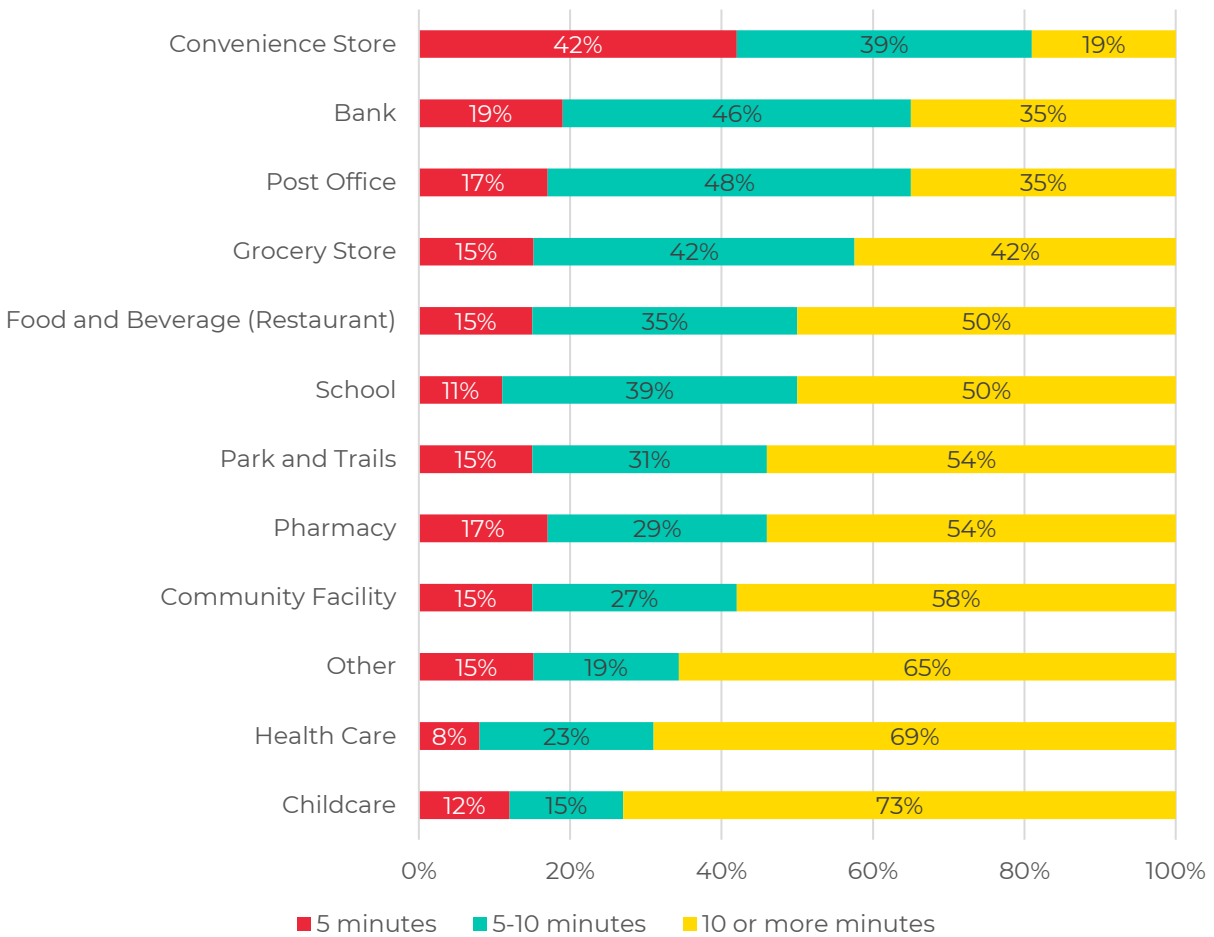
Participants were asked to provide the top three amenities they think are important to have within walking distance. Having access to parks and trails was identified as important by most people (x17), followed by grocery stores (x14) and community facilities (x8). Schools, health care, and food and beverages were identified by many as also being important to have within walking distance. Interestingly, only four (x4) participants chose a convenience store. Services such as a post office, bank, childcare, and pharmacy were not identified by multiple participants as being among their top three amenities to have within walking distance.

Figure 8 Most important amenities to have within walking distance.



The survey asked participants how far they consider a convenient walk to different types of amenities. According to the survey, more than 50% of participants are willing to walk ten minutes or longer to essential services and recreation destinations, including childcare, health care, community facilities, pharmacies, and parks and trails. For amenities such as grocery stores, post offices, and banks, 58% to 65% of participants indicated they don't consider the trip convenient walking if it is longer than ten minutes. Convenience stores were found to need to be closest to all amenities to be considered within a convenient walking distance; only 42% of participants thought a walk of five minutes or under was convenient for a convenience store.

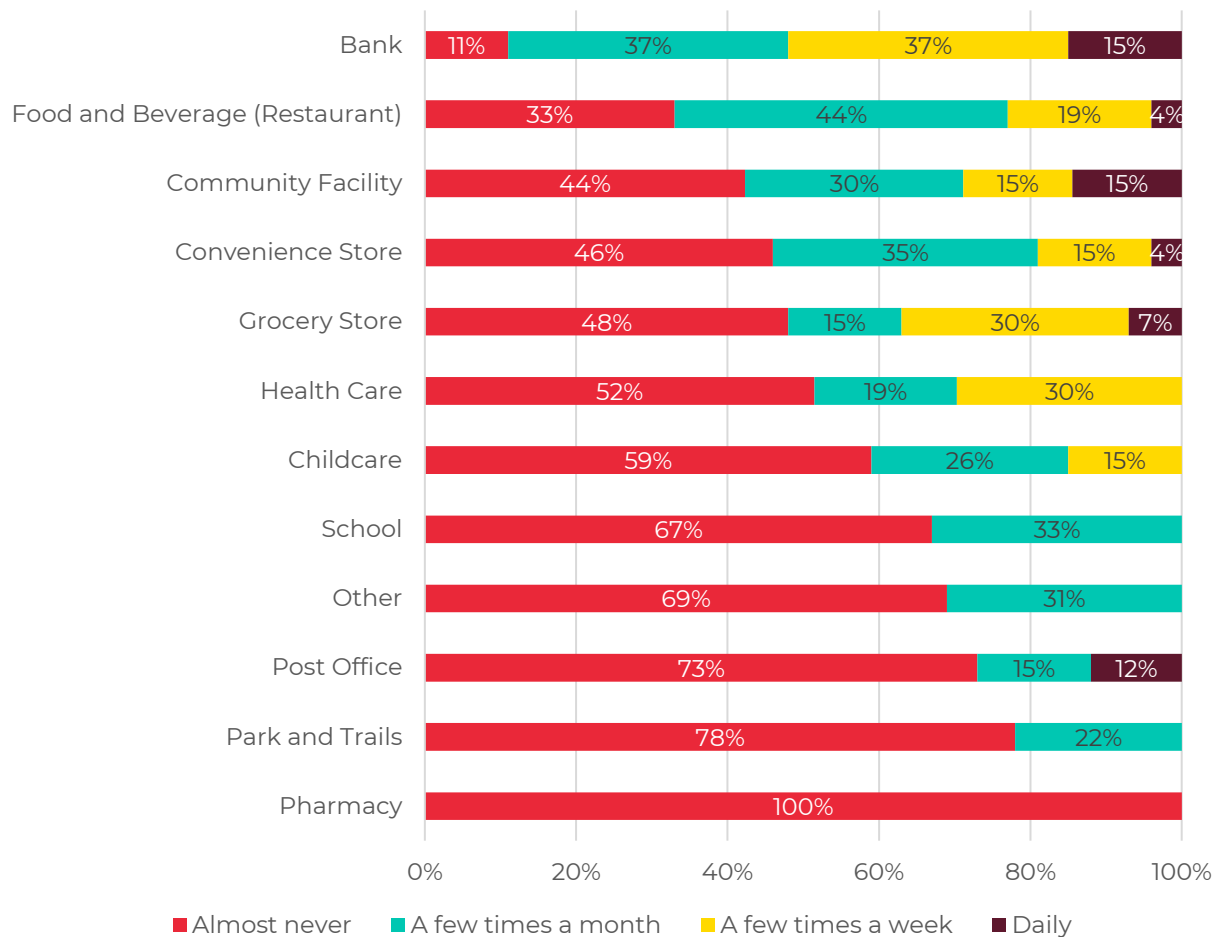
Figure 9 How far of a walk is convenient for the different amenity types?



The survey findings suggest that the majority of respondents (57%) almost never walk to any amenity type. The amenities that respondents walk to the most daily, a few times a week, and a few times a month are banks (89%), food and beverage (restaurant) (67%), community facilities (56%), convenience stores (54%), and grocery stores (52%). It is interesting that the participants indicated that parks and trails are the most important amenities to have within walking distance, but 78% of participants almost never walk to parks or trails. This may indicate a lack of ready access to outdoor recreation opportunities for many residents.

Banks, grocery stores, community facilities, and health care services were found to be the most common amenities for participants to walk to either daily or a few times a week.

Figure 10 How often do you currently walk to each amenity type?



Participants were asked if there were any other types of amenities they thought were important to consider in the CCA. We heard that the following amenities are also important (the number indicates how many times the same response was provided):

- Transit stops (2)
- Place of Employment (2)
- Access to Water (1)
- Specific types of parks and trails
 - Dog parks (1)
 - Playgrounds (1)
 - Covered outdoor spaces, including basketball courts and sitting/gathering areas (2)
 - Trails and pathways that act as shortcuts to amenities (1)
- Free community facilities (1)
- Fitness centres (1)

When asked what participants think the City should change to enhance connections and walkability in general, the following responses were provided:

- Enhance the sidewalk network
 - Improve the quality of sidewalks (8)
 - Widen sidewalks (2)
 - Construct sidewalks in neighbourhoods (1)
 - Create covered sidewalks downtown (1)
 - Level sidewalks (1)
 - Fill cracks (1)
 - Create more sidewalk letdowns (1)
 - Improve existing sidewalk letdowns, as many are in disrepair (1)
 - Improve the sidewalks around the Senior's Center (1)
- Enhance Crossings
 - Improve crosswalk safety (2)
 - Create more controlled intersections downtown (1)
- Remove debris and vegetation (4)
- Maintain and fix the trails between streets (1)
- Improve bus service downtown (2)
- Reduce speed limit downtown (1)
- Construct public washrooms (1)
- Construct more amenities near apartment buildings (1)

5.2.2 COMMENT SUMMARY AND MAP

Residents who attended the community open provided their input through a tabletop mapping exercise and discussion with the project team. This feedback has been consolidated with feedback heard during the accessibility tour in

Figure 11 illustrates where issues exist, including intersection safety improvements, letdowns, other sidewalk issues, closed pathways, and others.

In total, we heard 31 issues relating to other sidewalk issues, 12 issues regarding specific letdown locations, five (5) issues relating to intersection safety, four (4) issues with closed pathways, and 17 other issues. Other issues included accessibility concerns near bus stops, lack of accessible parking spaces, damaged accessible ramps, and poor sightlines, among others. Although it is unclear whether representation in the community feedback was community-wide, a higher number of issues were identified on the east side of the City. The accessibility tour occurred downtown, which is one reason why there is a concentration of identified issues in the downtown area, in addition to the downtown having the most walkable amenities.

Figure 11 Identified Issues - open house and accessibility tour



OPEN HOUSE COMMENTS

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> ● Intersection Safety Improvements ● Closed Pathways ● Letdowns | <ul style="list-style-type: none"> ● Other Sidewalk Issues ● Other Issue Commercial / Mixed Use Park / Open Space / Forested Area | <ul style="list-style-type: none"> School First Nation Reserve Municipal Boundary |
|---|---|---|



Intersection Safety Improvements

We heard that unsafe intersections are a significant safety issue. Participants identified five (5) safety issues at intersections; however, there are likely substantially more. Common issues that were identified at intersections included:

- A need for overhead flashing lights;
- A need for pedestrian-controlled signals;
- Lack of or insufficient lighting;
- Letdowns leading into the middle of the intersection; and
- Poor sightlines, among others.
- Closed Pathways



An intersection with poor drainage

Letdowns

We heard that the orientation or poor construction of letdowns pose accessibility issues, particularly for those rolling in a wheelchair or using an assistance device. The lack of letdowns creates significant issues for those rolling as they can become stuck with no way off a sidewalk. Many of the existing letdowns direct users to the middle of an intersection rather than parallel to moving traffic. There are also existing letdowns that were constructed with large differences in elevation between the bottom of the letdown and the road.



A Letdown that directs users into traffic

Other sidewalk Issues

Issues relating to sidewalks were heard to be widespread across the city. Many of the sidewalk issues identified involved the poor condition of the sidewalks, uneven surfaces, large elevation changes, too narrow widths, and obstacles blocking movement, among others.



Uneven and cracked sidewalk on 2nd Avenue West

Closed Pathways

Several residents raised concerns about closed pathways that may lead to commercial and recreational areas. Closed pathways, such as staircases, trails, sidewalks, and closures associated with construction create barriers for people by creating a gap in the pedestrian network, forcing users to take a different route or, in some cases, may eliminate a trip. While many of these locations may be closed either temporarily or for maintenance, the gap that is left can significantly affect those who need accessible routes the most.



Closed staircase on 3rd Avenue West

Other issues

Residents indicated that there are several other issues, either issues with specific types of pedestrian facilities or locations with specific issues. For example, a damaged accessible ramp at the seniors centre, insufficient accessible parking at the Mall, poor sightlines on several roads, poor or deteriorating road paint, and inaccessible bus stops, among others.

In summary, we heard that there are many accessible concerns relating to walking and rolling in the City. Pedestrian infrastructure, including sidewalks, signage and wayfinding, letdowns, network gaps, and unsafe conditions, are putting people of all ages and abilities at risk while walking or rolling.

6.0 KEY TAKEAWAYS

The Technical Background provides a summary of the work completed to date on the CCA: Enhancing Connections project, including completed fieldwork, supporting policy analysis, best practices in measuring walkability, commercial space analysis, and a summary of community engagement. The feedback collected and analysis included in this report will meaningfully impact how the CCA project will measure- and create recommendations for enhancing walkability.

Measuring Walkability

Section 3.0 Measuring Walkability summarizes the best practices in measuring walkability and creating a Walkability Index. Based on the review of other walkability measurement methodologies., a Walkability Index should include the following minimum criteria:

- Residential Density
- Commercial Density
- Land Use Mix
- Intersection Density
- Proximity to Parks
- Sidewalk Density
- Transit Stop and Route Density

In the case of the Prince Rupert CCA, there is an opportunity to include additional metrics relating to the accessibility of the built environment, proximity to different types of amenities, and transit accessibility. Additional indicators that the CCA should consider include:

- Trail density
- Block size
- Crosswalk density
- Sidewalk condition and density
- Accessibility
- Steep slopes
- Proximity to key destinations

Commercial Space Analysis

The commercial space analysis (Section 4.0) highlights the expected increase in spending and demand for floor areas for different types of commercial offerings. Notably, the analysis showed that between 2024 and 2046, there is an expected 31,000 sq. ft. increase in floor area demand for supermarkets (the equivalent of 1 moderate size grocery store) and general-purpose retail space, 29,000 sq. ft. of food and beverage space (could be served by several establishments of varying sizes), and 8,800 sq. ft. of health and personal care stores.

Grocery stores, food and beverage, and health care services were three (3) of the top six (6) most important amenities to have within walking distance, as indicated by the community survey. Phase 3 of the CCA will develop recommendations for where these types of amenities are most needed to enhance walkability.

Community Engagement

During the engagement events associated with Phase 2 of the CCA several concerns regarding pedestrian safety and infrastructure were identified. The full list of these issues is in Section 5.0 of this report, but the top items include:

- Sidewalk issues (Lack of sidewalks, poor condition, connectivity, other)
- Lack of letdowns
- Closed pathways
- Crossing concerns

These issues were reported as significant barriers to walkability in the City, especially for people with limitations.

The community feedback will inform Phase 3 of the CCA by directly influencing the Walkability Index and informing high-level design guidance for street cross sections.

The community feedback will be used to help rank the relative walkability experience across the city, which will be a critical input to the Walkability Index. The Walkability Index will highlight areas where future transportation investments should be prioritized.

- Existing barriers mapped by the community (Figure 11) will support the development of the accessibility ranking inputs to the Walkability Index.
- The desired amenities and services highlighted by the community will inform how different daily needs are ranked based on the importance for overall walkability.

The community's insights will also inform the development of high-level design guidance for future street enhancement projects via street cross-sections and accessibility recommendations. Wa

APPENDIX B: CROSS SECTIONS



CITY OF PRINCE RUPERT

SUBDIVISION AND DEVELOPMENT SERVICING STANDARD BYLAW NO. 3546, 2024

A BYLAW REGULATING THE SERVICING OF SUBDIVISION AND DEVELOPMENTS

WHEREAS the *Local Government Act* authorizes the City to establish standards for and to regulate and require the provision of works and services in respect of subdivision and development;

AND WHEREAS the City desires to guide development within its boundaries for the benefit of the community by ensuring that land is subdivided in a manner that is orderly, safe and efficient, and to offset City costs in providing utilities, works, and services related to subdivision and development,

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

1. Title

- a) This Bylaw may be cited as the City of Prince Rupert Subdivision and Development Servicing Standards Bylaw No. 3546, 2024.

2. Interpretation

- a) In this bylaw:

“Administrator” means the person appointed by Council to administer this Bylaw or a person designated or retained by the City to act in his or her absence;

“Alternative Water System” means a system of waterworks which is owned, operated and maintained by a person other than the City, but does not include a system supplied by a well, water tank or reservoir that is located on the same parcel it serves;

“Alternative Sanitary Sewer System” means a system owned, operated and maintained by a person other than the City for the collection, treatment and disposal of sanitary sewage, which may consist of a septic tank and associated structures, pipes, fittings and pumps located on a parcel and owned, operated or maintained by the owner or occupier of the parcel;

“Alternative Drainage and Stormwater System” means a system of drainage works for the collection and discharge of stormwaters that does not involve a connection to a sewer operated by the City;

“Applicant” means the registered owner of land who applies to subdivide the land or for a building permit in relation to a proposed development, or a person duly authorized to represent the owner;

“Approving Officer” means the person appointed by Council under the *Land Title Act* as the approving officer for the City;

“Building Inspector” means a person designated by Council as the building inspector for the City;

“Certificate of Completion” means notice in writing issued by the City and signed by the Administrator or designate stating that all or a specified portion of the works have been completed;

“Certificate of Substantial Completion” means a certificate issued by the Consulting Engineer certifying that:

- i. works required under this Bylaw are completed to the extent that they are ready for use for their intended purpose; or
- ii. the total of any incomplete, defective or deficient work can be completed at an estimated cost of no more than 3 percent of the total value of the work.

“Certificate of Final Acceptance” means a certificate issued by the Administrator or designate confirming that no defects or deficiencies remain to be complete or corrected and the works are fully operative and have been constructed and function in accordance with this Bylaw and any Development Agreement between the owner and the City;

“City” means the City of Prince Rupert;

“City Engineer” means a person designated by Council as the Director of Operations or City Engineer for the City;

“Community Sanitary Sewer System” means a system owned, operated and maintained by the City for the collection, treatment and disposal of sanitary sewage;

“Community Water System” means a system of waterworks which is owned, operated and maintained by the City;

“Consulting Engineer” means a professional engineer, certified for practice in British Columbia, experienced in municipal engineering and land development, and who is retained by the Applicant to undertake the design, inspection, testing and record keeping for works;

“Developer” means the owner or agent of the owner of land in respect of which a subdivision or development application has been submitted to the City;

“Development” means the construction, alteration, repair or extension of a building or structure for which a building permit from the City is required;

“Development Agreement” means an agreement between the City and a developer, setting out servicing requirements, construction completion dates, fees and security to be provided by the Developer;

“Final Approval” means the approval of a subdivision by the Approving Officer when all relevant requirements of this Bylaw, the *Land Title Act*, the *Local Government Act*, *Community Charter* and any other relevant enactments have been fulfilled and when all conditions of preliminary approval have been fulfilled;

“Legal Survey” means a document prepared by a qualified B.C. Land Surveyor (ABCLS) showing where the building(s), structure(s), tree(s) and infrastructure are located on a property, showing the property’s boundary lines, together with the building footprint within those lines

“MMCD” means the latest edition of the Master Municipal Construction Document (MMCD) Design Guideline Manual and the MMCD Construction Specifications;

“Owner” has the same meaning as defined in the *Land Title Act*;

“Parking Plan” means a drawing illustrating the proposed off-street parking spaces including dimensions of the parking space and drive aisles. If parking spaces for persons with disabilities or small car spaces are proposed, they need to be clearly marked in the plan. A synopsis of the number of parking spaces must be included, and any variances from the zoning bylaw identified;

“Parking Study” means a report from a registered professional engineer that recommends a reduced number of parking spaces for a proposed development or a shared on-site parking for two or more uses within a proposed development. The report will analyze the proposed amount of parking in relation to the parking demand generated by proposed development and provide detail on any recommended transportation demand management measures;

“Preliminary Layout Review” means the written, conditional approval of a subdivision plan by the Approving Officer;

“Professional Engineer” means a person who is registered or duly licensed to practice in British Columbia under the *Engineers Governance Act*;

“Public Utility” means any community water system, sewer system, stormwater system, or other public infrastructure administered, operated, and/or maintained by the City of Prince Rupert;

“Professional Geoscientist” means a person who is registered or duly licensed to practise as a professional geoscientist in British Columbia under the *Professional Governance Act*;

“Qualified Contractor” means a professional with appropriate education, training and experience, fully insured and in good standing with the relevant association and includes, but not limited to, licenced builder, landscape architect, and an architect;

“Right of Way” means a document/agreement registered on title with the B.C. Land Title and Survey Authority in which a property owner permits the City or a public utility company such as BC Hydro or PNG, the right to use a portion of the owner’s property to install pipes, cables, etc. for the delivery of a particular service;

“Security” means a certified cheque or a clean, unconditional, irrevocable and automatically renewing letter of credit drawn on a chartered bank or credit union having a branch in the Province of British Columbia at which demand may be made on the letter of credit;

“Statutory Right of Way” means a right of way registered under section 218 of the *Land Title Act*;

“Subdivision” means a division of land into 2 or more parcels, whether by plan, apt descriptive words or otherwise;

“Traffic Study” means a report that outlines the impacts on existing and future traffic conditions resulting from the proposed developments, as well as on-site parking, loading, turning movements, and related matters, in accordance with the specifications provided by the City’s Engineering and Operations Department;

“Works” means any work, service or utility required to be designed, constructed and installed as a condition of subdivision or other development approval, and without limitation, includes highways, highway lighting, underground wiring and civil ductworks, curbs, gutters, sidewalks, boulevards, boulevard crossings, transit bays, landscaping, water supply and distribution, fire hydrants, collection and disposal of sewage and stormwater, and systems for controlling drainage, erosion and sediment related to construction of any of these; and,

“Works Inspector” means the Municipal employee authorized by the Director of Operations who shall, from time to time, make such inspections and tests of any work being carried out as he considers necessary and shall coordinate works being carried out within the municipality.

- b) This Bylaw is to be interpreted consistently with the *Local Government Act*, *Land Title Act*, *Community Charter* and other applicable enactments as the context and circumstances may require, and words and phrases in this Bylaw have the same

meanings as in those acts except as otherwise defined or described herein. A reference to a statute refers to a statute of the Province of British Columbia unless otherwise indicated, and a reference to any statute, regulation, code or bylaw refers to that enactment as amended or replaced from time to time. Headings that appear in this Bylaw are for convenience only. Words in the singular include the plural and words in the plural include the singular. Reference to a person includes a corporation, partnership, or party and their personal or other legal representatives. If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion is severed without effecting the remaining portions;

- c) The Master Municipal Construction Documents MMCD are endorsed as the City's General Conditions, Standard Specifications, Design Guidelines, and Standard Detail Drawings and form part of this Bylaw.

3. Compliance

- a) A person must not subdivide or develop land within the City except in conformity with this Bylaw.
- b) Every Applicant must:
 - i. comply with all applicable provisions of this Bylaw and all other bylaws of the City as well as provincial and federal enactments; and
 - ii. obtain any and all required consents and approvals of any government ministry, agency or regulatory authority having jurisdiction in respect to the proposed Development.
- c) No person shall construct a building or structure in the City for which a building permit is required unless any and all of the works required by this Bylaw have been provided by the Developer, or the Developer has entered into a Development Agreement with the City to construct and install the required works by a date specified in the agreement, and provided to the City security in the amount determined by the Director of Operations in consultation with the Administrator, having regard to the cost of installing and paying for the required works.

4. Requirements for Subdivisions and Developments

- a) The works required for a subdivision or development within the City include the works and services specified in Schedule 1 to this Bylaw as identified by the Approving Officer.
- b) Where works are required under this Bylaw, the applicant must engage a Professional Engineer to carry out all necessary field reviews and inspections during the construction of works required. The Professional Engineer must submit

a 'letter of commitment by engineer' certifying that the works will be carried out in compliance with this Bylaw and the approved plans, drawings and supporting documents submitted in support of the development application.

- c) Every owner of land to be subdivided or developed must, at the owner's expense, provide and grant to the City, and register in the Land Title Office, such statutory rights of way over the land as are required by the Administrator or Approving Officer for the proper operation and maintenance of the works to be provided under this Bylaw.

5. Application for Subdivision

- a) Every application for a subdivision must be in writing and submitted to the Approving Officer in a form approved by the Approving Officer for such purpose, and must include, as applicable, the following information and documentation:
- i. full legal description of the parcel proposed to be subdivided and all adjacent properties;
 - ii. sketch or survey plan of the parcel to be subdivided, showing the scale of the plan, the direction of North, and showing clearly the proposed method of subdivision;
 - iii. a statement as to the existing and intended uses of the subdivided lands;
 - iv. topographic survey including location of any watercourses, ravines, steep slopes, spot elevations; break point elevations;
 - v. location and dimensions of any existing structures on the property and adjoining properties and their setbacks from existing and proposed property lines;
 - vi. utility and other rights of way located and identified;
 - vii. the boundaries of each phase of development if the proposed subdivision is to be completed in phases;
 - viii. the name and usual address of the Applicant and of the Owner if different from the Applicant;
 - ix. proof of ownership of the land proposed to be subdivided and if the Applicant is different from the owner, proof of authority to represent the owner;
 - x. a current copy of the Certificate of Title of the property proposed for subdivision;
 - xi. copies of all charges registered against the title of the property proposed for subdivision, including without limitation any and all covenants, rights of way, and easements; and,
 - xii. certificate that all taxes assessed on the subdivided land have been paid, and if local service taxes are payable by instalments, that all instalments owing at the date of the certificate have been paid.

- b) At the discretion of the Approving Officer an application for a subdivision may include, as applicable, the following information and documentation:
- i. a Legal Survey Plan showing that the parcels into which the land is subdivided can conveniently be further subdivided into smaller parcels;
 - ii. A geodetic survey identifying a contour interval of 2.0m, existing hydrological features, steep slopes (over 30%), and the geodetic elevations of the road(s) adjacent the property. For clarity, all geodetic elevations shall conform to the NAD83 Coordinates;
 - iii. profiles of every new highway shown on the plan and such topographical details as many indicate engineering problems to be dealt with in opening up the highways, including environmental impact or planning studies;
 - iv. copies of the approved development permit applicable to the development;
 - v. such other information, appearing in the City's Subdivision and Development Servicing Standards, as the Approving Officer may require in the circumstances;
 - vi. a report by a professional engineer or professional geoscientist with experience or training in geotechnical study and geohazard assessments:
 1. the effect on soil stability of disturbing natural grades or natural growth, or of changing the moisture content of the soil by developing, using or occupying land;
 2. groundwater levels and conditions; and,
 3. the risk and effects of flooding, mud flows, debris flows, debris torrents, erosion, land slip, rockfalls, or avalanche, or any combination of these.
 - vii. A tree survey plan including a windthrow assessment, hazard assessment, and species at risk assessment.
- c) In considering a subdivision the Approving Officer may request that additional information be provided by a registered professional in regards to natural and or geotechnical hazards, both on-site and off-site, which may impact the subdivision (as noted in s.86 of the *Land Title Act*). These may include but are not limited to: avalanche, debris torrent, earthquake, erosion, flooding, fire, rock fall, land slippage and unstable soils and tsunamis.
- d) The registered professional preparing the reports noted in Section 5. shall provide a statement in that report that the report in question may be relied upon by the City for the purpose of confirming the feasibility of the subdivision.
- e) An Applicant must pay all fees that apply to the application for subdivision. The Application Fee is \$500.00 for subdivision of the first Lot created and \$100.00 for every additional Lot created.

- f) The acceptance of a proposed subdivision for review by the Approving Officer must not be construed as either preliminary approval or final approval for the purposes of the *Land Title Act*.

6. Preliminary Layout Review, Final Approval and Acceptance

- a) Preliminary layout review of a proposed subdivision is effective for a period of one year, following which time the subdivision application must be re-submitted along with all applicable fees.
- b) The Approving Officer may accept or reject a preliminary review or proposal and shall advise the applicant in writing of the decision and include the reasons for rejection.
- c) Upon request by an Applicant, the Approving Officer may grant an extension of time for preliminary review where, in the Officer's opinion, there has been an unavoidable delay or other special circumstances exist that would justify the extension of time.
 - i. The Approving Officer may only grant one extension for a period of up to one year; and,
 - ii. Where an extension has been previously issued and expired a new application must be re-submitted along with all applicable fees.
- d) Preliminary review of a proposed subdivision must not be construed as final approval of such subdivision for the purposes of the *Land Title Act*. The Approving Officer may revoke the preliminary review at any time.
- e) Final approval of a subdivision shall only be effective upon the signing of the subdivision plan by the Approving Officer.
- f) In applying for a Certificate of Final Acceptance of the works, the Applicant must include, as applicable or as required by the Approving Officer or Administrator:
 - i. Certificate of Completion;
 - ii. Record drawings;
 - iii. Service cards, in PDF, hard copy, AutoCAD drawing file and compatible DXF file;
 - iv. Copies of all permits and approvals from Provincial or other regulatory bodies;
 - v. Copies of materials and quality control test reports;
 - vi. Copies of infrastructure test reports confirming compliance with standards established in this Bylaw;

- vii. Copies of inspection reports including digital video of sanitary and storm sewers;
 - viii. Copies of approved shop drawings; and
 - ix. Operation and maintenance manuals.
- g) The record drawings package must be submitted within six (6) weeks of the completion of works and include the following:
- i. 2 sets of sealed paper prints;
 - ii. 1 set of AutoCAD files; and
 - iii. 1 set of digital Adobe (.pdf) files.

7. Subdivision or Development Abutting an Existing Road

- a) In accordance with Section 506.03 of the *Local Government Act*, as a condition of approval of a subdivision or a condition of a building permit for a development abutting an existing road, the developer must provide works in accordance with this Bylaw up to the centreline of the Highway.
- b) At the discretion of the Approving Officer, the developer may be required to pay the City the estimated cost of the required works as described herein to be held by the City in a reserve account for construction at a future date.

8. 10% Frontage Requirement

- a) Council delegates to the Approving Officer, determination of highway (road) frontage requirements and exemption of conformance to the minimum 10% frontage to perimeter requirement prescribed under s. 512 of the *Local Government Act*.

9. Service Updates

- a) If works are already in existence on or in a highway, lane or right-of-way adjacent to a parcel being subdivided or on which a building is proposed to be constructed, and the works do not comply with the standards specified in the MMCD, the Developer must take all steps necessary to bring the works into compliance with the MMCD standards, and all other provisions of this Bylaw. All requirements for servicing agreements and security as set out in this Bylaw shall apply for service upgrades.

10. Works and Services

- a) Every Applicant for approval of a subdivision or building permit must provide works for such development on the land being developed and where required, on the highway adjacent to that land, in accordance with this Bylaw and without limitation, using MMCD Standards.

- b) Within the bounds of a proposed subdivision or other development, all works must be provided, designed, constructed and installed by the owner at the owner's cost, to the satisfaction of the Approving Officer, Works Inspector, Director of Operations or Building Inspector, as applicable.
- c) Every Applicant must submit a detailed landscape design with a cost estimate for the supply and installation of frontage (off-site) landscape works prepared by a landscape architect or other qualified person. Cost estimates shall include supply and installation.
 - i. If in the assessment of the Approving Officer, the landscape design cannot be accomplished without compromising sound arboricultural practices, due to the size or other characteristics of the frontage, the developer shall pay cash-in-lieu to the City in the amount of 75% of total cost estimate; and,
 - ii. Root barriers shall be installed for all trees that are planted adjacent to an existing or proposed sidewalk, road, lane, storm sewer, or driveway access point
- d) Every Owner of lands to be subdivided or developed must, at the Owner's sole cost:
 - i. provide works for that subdivision or development in accordance with applicable provisions of this Bylaw; and
 - ii. design, construct and install such works to the applicable MMCD standards and specifications prescribed in this Bylaw.

11. Standards and Specifications

- a) Works required by this bylaw must:
 - i. be designed in accordance with MMCD and with sound engineering principles;
 - ii. where installed by a Developer, be designed by a professional engineer licensed to practice in the Province of British Columbia;
 - iii. extend through or along the full frontage of a parcel being subdivided or built upon under a building permit, in order to facilitate service to parcels or buildings beyond;
 - iv. meet the requirements set out in the MMCD;
 - v. If the standards and specifications of other agencies having jurisdiction conflict with this bylaw, the more stringent standards and specifications shall apply; and,
 - vi. In the absence of a related guideline in this Bylaw, other manuals as specified by the Approving Officer, such as the latest edition of the Traffic

Control Devices Manual, Transportation Association of Canada (TAC), shall apply.

12. Alternative Water and Sewer Systems

- b) The Approving Officer may exempt an applicant from a requirement to provide waterworks, sewage collection and disposal works and drainage and stormwater collection works required under this Bylaw where:
- i. the land to be developed is capable of being served by an Alternative Water System, Alternative Sanitary Sewer System and Alternative Drainage and Stormwater System of a design satisfactory to the Approving Officer and the City Engineer;
 - ii. the Owner grants to the City a covenant under section 219 of the *Land Title Act*, by which the Owner covenants that, with the exception of the construction of the Alternative Water System, Alternative Sanitary Sewer System and Alternative Drainage and Stormwater System themselves:
 - iii. the land, or a building on or to be erected on the land, is not to be used;
 - iv. the land is not to be built on; and,
 - v. the land is not to be further subdivided except where the land is and remains served by an Alternative Water System, Alternative Sanitary Sewer System and Alternative Drainage and Stormwater System of a design satisfactory to the Approving Officer and the City Engineer.

13. Excess or Extended Services

- a) The City may:
- i. require a Developer to construct excess or extended services as defined in section 507 of the *Local Government Act*;
 - ii. determine whether the cost to the City to provide the excess or extended services would be excessive and, in that event, require the cost to be paid by the Developer;
 - iii. determine the benefit of the excess or extended service that may be attributed to each of the parcels of land that will be served by the services; and,
 - iv. impose latecomer charges under section 508 of the *Local Government Act*, including interest on the costs of providing the excess or extended services, calculated annually at 4 percent from the date when the services were completed to the date that the parcel connection is made.

14. Engineer and Contractors

- a) An Applicant must:
 - i. employ and retain a Consulting Engineer to undertake the design, inspection, testing, certification and record keeping for works related to a subdivision or development;
 - ii. engage qualified contractors to undertake construction and installation of works; and
 - iii. ensure that all contractors, sub-contractors and individuals responsible for aspects or components of works are insured appropriately and perform their work in accordance with this Bylaw and drawings approved by the Director of Operations, Administrator or designate.

15. Inspection Fee

- a) An inspection fee for a subdivision is payable on issuance by the City for design approval or for a development, and on issuance of a building permit, and/or engineering permit. The Developer must pay the applicable inspection fees established by the Operations Department.

16. Park Land

- a) The Approving Officer will determine whether, pursuant to section 510 of the *Local Government Act*, park land or a payment in lieu of land is to be provided by an Applicant as a condition of subdivision approval.

17. No Work Prior to Design Approval of Building Permit Issuance

- a) No person shall commence construction of any works required or regulated by this Bylaw, whether on private property or on public road, unless:
 - i. for a subdivision, the person has first received approval by the Approving Officer of design drawings and written authorization to proceed; and
 - ii. for a development, the person has first been issued a building permit by the Building Inspector and the design record drawings have been approved by the Director of Operations, Administrator or designate.

18. Maintenance Security and Obligations

- a) On construction completion and prior to subdivision or development final approval:
 - i. Maintenance security shall be provided to the City in the amount of 5% of the constructed costs of works to be owned and operated by the City including but not specifically limited to roads, water, sanitary sewer, stormwater management and street lighting; and,

- ii. Maintenance security will be retained by the City for a period of 1 year from the date of final completion as certified by the developer's engineer.
- b) The Owner, at the Owner's expense, must ensure that works provided under this Bylaw are properly maintained for a period of 1 year from the date that a Certificate of Completion is issued in respect of those works, or until a Certificate of Final Acceptance has been issued by the Works Inspector, Director of Operations, or Administrator, whichever period is longer.
- c) The Owner, at the Owner's expense, must repair, modify, replace or reconstruct the works if, in the opinion of the Works Inspector, Director of Operations, or Administrator, the works are in any way defective or non-compliant with this Bylaw.
- d) Any failure to maintain, repair, modify, replace or reconstruct may be remedied by an undertaking of the City at the direction of the Works Inspector, Director of Operations, or Administrator, who may draw upon the security provided in relation to remedying the defective or non-compliant condition.

19. Development Agreement

- a) All works required under this Bylaw shall be constructed and installed by the Developer before the Approving Officer approves the subdivision or the Building Inspector issues final inspection certification. Alternatively, a developer may enter into a Development Agreement with the City. The Development Agreement must include:
 - i. provision of Security in the amount of 125% of the estimated costs of the required works as determined by the Consulting Engineer and as approved by the City;
 - ii. a specified completion date, after which the City may utilize the security to complete any uncompleted works; and
 - iii. maintenance security in accordance with item 17.
- b) Partial refunds of the security will be made based on the proportion of the works completed, inspected, and if required, tested all in accordance with certified, detailed progress reports submitted by the Consulting Engineer and approved by the Approving Officer. Partial refunds will not be made more frequently than once per month and will only be permitted to a maximum of 90 percent of the value of the works completed. Any costs incurred by the City that are recoverable from the Owner will be deducted from any partial refund regardless of whether the recoverable amount relates to the same works as the partial refund.

- c) Despite any other provision of this Bylaw, the Owner shall be responsible for the actual cost of the works, regardless of the adequacy of any security deposited with the City.

20. Damage to City Property

- a) If, in the course of construction or installation of the works required under this Bylaw, or otherwise in relation to a subdivision or development, property owned or held by the City is damaged or destroyed as a result of such construction, installation or works or services, the owner must, at the Owner's sole expense, restore that property to the satisfaction of the Director of Operations.

21. Violation

- a) Every person who:
 - i. violates any of the provisions of the Bylaw;
 - ii. causes or permits any act or thing to be done in contravention or violation of any of the provisions of this Bylaw;
 - iii. neglects or omits to do anything required under this Bylaw;
 - iv. carries out, causes or permits to be carried out any subdivision or development in a manner prohibited by or contrary to any of the provisions of this Bylaw;
 - v. fails to comply with an order, direction or notice given under this Bylaw; or
 - vi. prevents or obstructs or attempts to prevent or obstruct the authorized entry of City staff onto property,

shall be deemed to be guilty upon summary conviction of an offence under this Bylaw.

22. Offence and Penalty

- a) Every person who:
 - i. contravenes or violates any provision of this Bylaw;
 - ii. causes, suffers or permits any act or thing to be done in contravention or violation of this Bylaw; or
 - iii. who neglects to do, or refrains from doing anything required to be done by any provision of this Bylaw,

commits an offence and, upon conviction, shall be liable to pay a fine of not exceeding FIFTY THOUSAND DOLLARS (\$50,000) together with the cost of prosecution; and where the offence is a continuing one, each day the offence continues shall amount to a separate offence.

23. Supplementals

- a) The latest edition of the Master Municipal Construction Document (MMCD) Design Guideline Manual and the MMCD Construction Specifications is a supplemental and form part of this Bylaw.

24. Severability

- a) If any section, subsection, clause, sub clause, or phase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, it shall be severable from the remaining parts of this Bylaw.

25. Repeal

- a) The “City of Prince Rupert Subdivision Regulation Bylaw No. 3486, 2022”, and any amendments thereto, is hereby repealed.

READ A FIRST TIME this ____ day of _____, 2024.

READ A SECOND TIME this this ____ day of _____, 2024.

READ A THIRD TIME this ____ day of _____, 2024

READ A FOURHT & FINAL TIME this ____ day of _____, 2024.

Mayor

Corporate Officer

SCHEDULE 1
STANDARD WORKS AND SERVICES

WORK OR SERVICE	Standard
Highway	
Road Surface	MMCD
Lighting	MMCD
Curb	MMCD
Sidewalk	MMCD
Boulevard	MMCD
Boulevard Crossing	MMCD
Waterworks	
Water Main	Water Utility Management Bylaw, No. ____, 20____; as Amended MMCD
Sewage Collection and Disposal	
Sanitary Sewer Main	Sewer Regulations and Rates Bylaw, No. ____, 20____; as Amended MMCD
Drainage and Storm Water Collection	
Storm Sewer Main	Sewer Regulations and Rates Bylaw, No. ____, 20____; as Amended MMCD
Gutters	MMCD

CITY OF PRINCE RUPERT

SANITARY & STORM SEWER UTILITY MANAGEMENT BYLAW NO. 3548, 2024

A BYLAW TO REGULATE THE PROVISION AND USE OF THE SEWER SYSTEM OF THE CITY

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

PART 1 – INTERPRETATION

Title

1.1. This Bylaw may be cited as “Sanitary & Storm Sewer Utility Management Bylaw, No. 3548, 2024”.

Definitions

1.2. In this Bylaw:

“**actual cost**” means all charges incurred by the City with respect to the work performed, including, but not limited to invoiced costs for wages, overhead, equipment, materials, contracted services and other miscellaneous charges and including, where applicable, the cost of using City employees and equipment charged at the hourly rates specified in Schedule "A" of this Bylaw, plus a 15% administration fee;

“**applicant**” means an owner making application for sanitary sewer or storm sewer service.

“**Building Inspector**” means the Building Inspector of the City and the Building Inspector’s duly authorized representatives.

“**building sewer**” means a sanitary sewer or storm sewer located between a building or structure and the property line of the parcel of land on which it sits.

“**business premises**” means a bank, store, office, service outlet or other undertaking, whether or not it is situated in a commercial zone, not otherwise classified in section 2 of Schedule A of this Bylaw.

“**capable of connection**” means that a parcel of land abuts a street, lane, public right-of way or easement that contains a storm sewer main or a sanitary sewer main as the context requires.

“**City**” means the City of Prince Rupert.

“**Council**” means the municipal council of the City.

“**dwelling unit**” means one or more rooms constituting a unit of living accommodation, used or intended to be used for living and sleeping purposes and containing a sink and cooking facilities.

“**employee**” includes management personnel of the City.

“Engineer” means the Director of Operations of the City, or any person appointed by Council to serve in that capacity, and the Director of Operations’ duly authorized representatives.

“industrial waste” means liquid waste from commercial, manufacturing and industrial processes, trade or business.

“main” means a pipe, including valves, fittings, manholes, cleanouts and other appurtenances thereto other than a service connection, pumping station, treatment plant or lagoon.

“owner” has the same meaning as in the *Community Charter* and includes an owner’s agent.

“person” means a natural person, an association, a partnership or a corporation, acting in its own capacity or through a servant, agent or employee.

“properly comminuted food waste” means solid waste from the domestic and commercial preparation, cooking and dispensing of food and from the handling, storage and sale of produce that is shredded such that all particles will be carried freely under the flow conditions normally prevailing in a sanitary sewer, with no particle greater than one quarter (1/4) inch in any dimension.

“sanitary sewage” means sewage other than industrial waste.

“sanitary sewer” means a sewer intended to carry sewage and, for the purposes of section 2.1 of this Bylaw, includes a combined sewer constructed prior to the adoption of this Bylaw.

“service connection” means a pipe, which may include a cleanout, and the connections and other components necessary to connect any part of a building sewer to a main.

“sewage” means water-carried waste and includes industrial waste and sanitary sewage.

“sewer” means a pipe, including valves, fittings, manholes, cleanouts and other appurtenances thereto for carrying storm water and sewage other than a service connection.

“sewer system” means all sanitary sewers, storm sewers and natural watercourses serving as part of the drainage system, and all appurtenances thereto, including sewers, service connections, pumping stations, treatment plants, lagoons and outfalls within a highway, municipal right-of-way or easement or on municipal property.

“storm sewer” means a sewer that carries storm water and surface drainage, and for the purposes of section 2.2 of this Bylaw includes a combined sewer constructed prior to the adoption of this Bylaw.

“user” means a person whose building, structure or premises is connected to the sewer system.

Interpretation

- 1.3. If any portion of this Bylaw is held to be invalid or illegal, that portion is severed from this Bylaw, and the remaining portion is to be read and construed as separate and distinct from the severed portion.

Schedules

- 1.4. The schedules attached to this Bylaw form part of this Bylaw and any fee or charge described in a schedule is hereby imposed under this Bylaw.

PART 2 – SERVICE CONNECTIONS

General

- 2.1. The *owner* of a parcel of land *capable of connection* to a *sanitary sewer main* and which contains a building or structure shall connect the plumbing system of each building or structure to the *sanitary sewer main* by means of a *service connection*.
- 2.2. The *owner* of a parcel of land *capable of connection* to a *storm sewer main* and who constructs:
- (a) a roof area;
 - (b) a storm water drainage system for an existing roof area;
 - (c) a perimeter drainage system for a building or structure; or
 - (d) a drainage system;
- on or for a parcel of land shall connect the drainage system to the *storm sewer main* by means of a *service connection*.
- 2.3. The *owner* of a parcel of land that is not *capable of connection* to a *storm sewer main* but is *capable of connection* to a *sanitary sewer main* that contains a combined sewer and who constructs:
- (a) a roof area;
 - (b) a storm water drainage system for an existing roof area;
 - (c) a perimeter drainage system for a building or structure; or
 - (d) a drainage system;
- on or for a parcel of land shall connect the drainage system to the *sanitary sewer main* by means of a *service connection* and shall also, notwithstanding section 3.3 of this Bylaw, construct drainage works to enable future connection to a *storm sewer main*.

Connection Application

- 2.4. An *owner* may apply to establish one or more *service connections* to the *owner's* parcel of land by completing the form prescribed by the *Engineer* and paying the applicable fees or charges in Schedule "A" of this Bylaw.
- 2.5. If establishment of a *service connection* is practicable, the *Engineer* shall construct a *service connection* to the *applicant's* parcel of land.
- 2.6. If establishment of a *service connection* is not practicable, the *Engineer* shall notify the *applicant* and the *City* shall refund any charges or fees paid by the *applicant*.
- 2.7. No *person* shall construct a *service connection* other than:
- a) an *employee*; or
 - b) a contractor with the written consent of the *Engineer* whose work is inspected by an *employee*.

Individual Connections

- 2.8. A *service connection* shall not serve, directly or indirectly, more than one parcel, except with the written consent of the *Engineer*.
- 2.9. Where two or more buildings are situate on a parcel and the parcel is permitted by bylaw to be subdivided such that at least one building would be situate on each resulting parcel, each building shall have a separate *service connection*.

Connection Location

- 2.10. Where possible, the *City* shall construct a *service connection* at a location requested by the *applicant*. Where the *applicant's* preferred location is not practicable due to conflict with existing improvements or utilities, the *Engineer* shall determine the location of the *service connection*.

Size of Connection

- 2.11. The minimum inside diameter of a new residential *service connection* to a *sanitary sewer main* is one hundred (100) millimetres.
- 2.12. The minimum inside diameter of a new residential *service connection* to a *storm sewer main* is one hundred fifty (150) millimetres.
- 2.13. The minimum inside diameter of a new commercial or industrial *service connection* to a *sanitary sewer main* is one hundred fifty (150) millimetres, unless, in respect of a *sanitary sewer force main*, the *Engineer* authorizes otherwise.
- 2.14. The minimum inside diameter of a new commercial or industrial *service connection* to a *storm sewer main* is two hundred (200) millimetres.

Depth of Bury

- 2.15. Where the depth of the *sewer main* permits, the minimum depth of bury of a *service connection* below finished ground elevation is ninety (90) centimetres. Except where the relative elevation of the lowest floor of a building or structure does not permit, the *service connection* is to be sufficiently deep to provide natural drainage from the lowest floor of a building or structure to the *sewer main*.

PART 3 – BUILDING SEWERS

Standard and Approval

- 3.1. The *owner* shall construct a *building sewer* in accordance with the B.C. Plumbing Code and B.C. Building Code and at the *owner's* expense. The *owner* shall not connect the *building sewer* to the *service connection* without the *Engineer's* approval.

Occupancy Permits

- 3.2. The *Building Inspector* may withhold an occupancy permit until the *building sewer* has been inspected and connected to the *service connection*.

Connection to Service Connection

- 3.3. An *owner* shall not construct a *building sewer* prior to construction of a *service connection*. The *City* is not responsible for meeting the elevation of or connecting to a *building sewer* installed by an *owner* prior to installation of the *service connection*.

Failure to Connect

- 3.4. The *Engineer* may, in writing, order an *owner* to connect the *owner's* plumbing system or drainage system to the *sewer system*. Where the *owner* fails to do so within thirty (30) days of receiving notice of the order, the *Engineer* may connect the *owner's* plumbing system or drainage system to the *sewer system* at the *owner's* expense and the *City* shall charge the *owner* the cost thereof. In addition, an *owner* who fails to connect the *owner's* plumbing system or drainage system to the *sewer system* within thirty (30) days of receiving notice of an order commits an offence.

PART 4 – USE OF SEWER SYSTEM

Tampering

- 4.1. No *person* shall connect to the *sewer system* or in any way tamper with, remove or make any alteration to a *sewer*, cleanout, drain, manhole, inspection chamber or other fixture or appurtenance connected with the *sewer system*, except with the prior written consent of the *Engineer*, such consent to be provided only in exceptional circumstances.
- 4.2. No *person* shall discharge, deposit or throw or cause, allow or permit to be discharged, deposited or thrown into a *sewer*, plumbing fixture connected thereto, cleanout, drain, manhole, inspection chamber or any other part of the *sewer system* a substance of any kind whatsoever tending to obstruct or injure the *sewer system* or to cause a nuisance, or which will in any manner interfere with the proper functioning, maintenance or repair of the *sewer system*.
- 4.3. No *person* shall, without lawful excuse, break, damage, destroy, uncover, deface, mar or tamper with a part of the *sewer system*.

Open Discharge

- 4.4. No *person* shall discharge or cause to be discharged into a ditch, drain, creek, stream or other water course sanitary sewage, other contaminated waters, industrial waste, petroleum products, coal tar or any refuse or substance arising from the manufacture of processing of gas or petroleum or other material and products, except with the prior written consent of the *Engineer*.

Restricted Waste

- 4.5. No *person* shall discharge or cause to be discharged storm water or unpolluted drainage water or cooling water into a *sanitary sewer*.
- 4.6. No *person* shall discharge or cause to be discharged into a *storm sewer* any substance other than storm water, unpolluted drainage water and cooling water.

Prohibited Waste

- 4.7. No *person* shall discharge or cause to be discharged into a *sanitary sewer*, a *storm sewer*, a plumbing fixture connected thereto, cleanout, drain, manhole, inspection chamber or any other part of the *sewer system* the following substances, except with the prior written consent of the *Engineer*, such consent to be provided only in exceptional circumstances:
- (a) gasoline, benzene, naphtha, alcohols and any other flammable or explosive liquids, solids or gases;
 - (b) the contents of liquid waste trucks;

- (c) the contents of a septic tank;
- (d) any solid or viscous substance capable of obstructing sewage flow or interfering with the operation of the *sewer system*, including but not limited to, ashes, cinders, sand, mud, straw, grass clippings, insoluble shavings, metal, glass, rags, feathers, tar, asphalt, creosote, plastics, wood, animal paunch contents, offal, blood, bones, meat trimmings and waste, fish or fowl head, shrimp, crab or clam shells, entrails, lard, tallow, baking dough, chemical residues, cannery waste, bulk solids, hair and fleshings, spent grain and hops, whole or ground paper dishes and cups, whole or ground plastic dishes and cups, whole or ground food and beverage containers, garbage and paint residues;
- (e) any noxious or malodorous gas or substance that either singly, or by interaction with other waste, is capable of creating a public nuisance or hazard to life or preventing entry into a *sewer* or pump station;
- (f) radioactive material, except as permitted under a licence issued by the Canadian Nuclear Safety Commission; and
- (g) any material from a cesspool or septic tank, except at authorized receiving stations.

4.8. No *person* shall discharge or cause to be discharged into a *sanitary sewer* the following substances, except with the prior written consent of the *Engineer*, such consent to be provided only in exceptional circumstances:

- (a) food waste not comminuted to one quarter (1/4) inch or less in any dimension;
- (b) liquids or vapours having a temperature higher than sixty (60) degrees Celsius;
- (c) water or waste containing grease, fats, waxes, oils, or any other non-volatile material extracted by hexane from an acidified sample of the water or waste, whether or not emulsified, whose all-inclusive concentration exceeds one hundred fifty (150) milligrams per litre or which contains more than fifteen (15) milligrams per litre of substances derived from petroleum sources, or which contains any substance that may solidify or become discernibly viscous at temperatures above zero (0) degrees Celsius;
- (d) water or waste whose suspended solids content exceeds six hundred (600) milligrams per litre;
- (e) water or waste having a pH lower than 5.3 or higher than 9.5 or having any other corrosive property that could reasonably be expected to cause damage or injury to structures, equipment or personnel engaged in the operation or maintenance of the *sewage system* or to harm or disrupt biological *sewage* treatment processes, including but not limited to, battery acid or plating acid and waste, copper sulfate, chromium salts and compounds, and salt brine;
- (f) water or waste containing a toxic or poisonous substance in sufficient quantity to injure or interfere with a *sewage* treatment process or constitute a hazard to humans, animals, fish or other marine life;
- (g) any material that causes the discharge to suffer or contain:
 - (i) unusual concentrations of inert suspended solids, including but not limited to, fuller's earth, lime slurries and lime residue;

- (ii) unusual concentrations of dissolved solids, including but not limited to, sodium chloride, calcium chloride and sodium sulfate;
 - (iii) excessive discolouration, including but not limited to, dye waste and vegetable tanning solutions;
 - (iv) unusual biochemical oxygen demand;
- (h) water or waste that, by itself or with other water or waste in the *sewer system*, releases noxious gases, develops colour of undesirable intensity or forms suspended solids in objectionable concentration; and
- (i) water or waste containing substances in concentrations that makes it unamenable to treatment or reduction by the *City's sewage* treatment processes or unamenable to the degree that a *sewage* treatment plant's effluent cannot meet the requirements of another agency with jurisdiction over discharge to receiving waters.

Unpolluted Discharges

- 4.9. No *person* shall discharge or cause to be discharged unpolluted industrial waters into the *sewer system*, a ditch or a natural outlet, except with the prior written consent of the *Engineer*.
- 4.10. Notwithstanding section 4.9:
- (a) industrial cooling water may be discharged into a storm sewer, ditch or approved natural outlet or water course if the industrial cooling water is pre-treated to remove pollutants, insoluble oils and greases and insoluble suspended using a method designed by a qualified profession; and
 - (b) water from air conditioning, cooling or condensing systems may be discharged into a storm sewer, ditch or approved natural outlet or water course.

Exceptions

- 4.11. Where there exists the possibility that *sewage* or a substance or matter described in sections 4.5, 4.6, 4.7 or 4.8 of this Bylaw will be discharged from a building, structure or premises in contravention of this Bylaw, the *Engineer* may issue a permit authorizing connection of the plumbing system or drainage system of the building, structure or premises to the *sewer system* and discharge of the *sewage* or substance or matter subject to conditions as to quality, treatment and rate of discharge.
- 4.12. The *Engineer* may require the *owner* or occupier to install, maintain and operate primary treatment or protective devices that will, in the opinion of the *Engineer* and the Medical Health Officer, prevent discharge of or neutralize *sewage* or a substance or matter described in sections 4.5, 4.6, 4.7 or 4.8 of this Bylaw. The permit remains valid so long as, in the opinion of the *Engineer* and the Medical Health Officer, the primary treatment or protective devices remain sufficient to prevent discharge of or neutralize *sewage* or a substance or matter described in sections 4.5, 4.6, 4.7 or 4.8 of this Bylaw. Where the permit lapses, the *Engineer* may, at the *owner's expense*, disconnect, stop up and close a *building sewer* or *service connection* to prevent discharge of the *sewage* or substance or matter described in sections 4.5, 4.6, 4.7 or 4.8 of this Bylaw.

Rate of Discharge

- 4.13. If extra capacity has been added to the *sewer system* to accommodate a *user* that is a trade, business or industry, the rate or rates of discharge by the *user* over a twenty-four (24) hour period may not exceed that extra capacity and the *Engineer* may require a

user to install, maintain and operate holding facilities, pumps, valves or flow-regulating or flow-measuring devices that will, in the opinion of the *Engineer*, prevent the *user* from exceeding a specified rate of discharge.

Interceptors

- 4.14. Where the *owner* or occupier of a parcel of land operates a garage, gasoline service station, vehicle or equipment washing establishment, parking lot or other use that the *Engineer* determines will result in or is likely to result in discharge of liquid waste containing grease in excessive amounts, flammable wastes, sand, grit, or other harmful substances, the *owner* or occupier shall install and maintain in continuously efficient operation at all times, at the *owner* or occupier's expense, grease, oil and sand interceptors. Interceptors are to be located so as to be safely and readily accessible for cleaning and inspection.

Commercial and Industrial Service Connection Sampling Chamber

- 4.15. Where the *owner* or occupier of a parcel of land operates an industrial or commercial establishment discharging *industrial waste*, the *owner* shall, at the *owner's* expense, install and maintain a chamber on the *service connection* suitable for inspection, sampling and measurement of the discharged waste and of a design approved by the *Engineer*. The chamber is to be located so as to be safely and readily accessible.

Sampling Procedure and Analysis

- 4.16. All measurements, tests and analyses are to be performed in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater", published by the American Public Health Association, American Water Works Association and Water Environment Federation. Samples are to be collected in accordance with customarily accepted methods at a sampling chamber described in section 4.15 of this Bylaw. Where no sampling chamber exists, samples are to be collected from the nearest manhole in the *sewer system* downstream from the *service connection*.

Abandonment

- 4.17. Where an *owner* wishes to permanently remove a *building sewer* serving the *owner's* land, the *owner* shall make an application to the *Engineer* and pay the applicable fees in Schedule "A" of this Bylaw.

PART 5 – MAINTENANCE

Owner Obligations

- 5.1. The *owner* shall maintain the *building sewer* and the plumbing system or drainage system connected to the *building sewer*.
- 5.2. Where an *owner* suspects there to be an obstruction or defect in the *building sewer* or the *service connection*, the *owner* shall immediately notify the *City* and the *Engineer* shall determine whether the obstruction or defect exists in the *building sewer* or the *service connection*.
- 5.3. If the obstruction or defect exists in the *building sewer*, the *owner* shall pay the call out fee specified in Schedule "A" of this Bylaw and remove the obstruction or repair the defect at the *owner's* expense within ten (10) days. If the obstruction or defect exists in the *service connection*, the *City* shall remove the obstruction or repair the defect at the *City's* expense, unless the obstruction or defect was caused, either through deliberate

action or neglect, by the *owner* or occupier, in which case the *City* shall remove the obstruction or repair the defect at the *owner's* expense.

- 5.4. Where the *owner* refuses or neglects to remove an obstruction or repair a defect in the *building sewer* within ten (10) days, the *Engineer* may repair the defect at the *owner's* expense and the *City* shall charge the *owner* the cost thereof.
- 5.5. Where an obstruction or defect results from the build-up of grease or other material caused, either through deliberate action or neglect, by the *owner* or occupier, the *owner* shall install a cleanout in the *building sewer* at the *owner's* expense and pay the cleanout installation fee in Schedule "A" of this Bylaw.
- 5.6. The *Engineer* may remove an obstruction or repair a defect in a *service connection* or *sewer main* at the *owner's* expense where the obstruction or defect is caused by tree roots from trees on the *owner's* parcel of land, and the *City* may charge the *owner* the cost thereof.

Illegal Connections and Prohibited Discharges

- 5.7. The *Engineer* may, at the *owner's* expense, disconnect, stop up and close a *building sewer* connected to a *service connection* without authorization or otherwise in contravention of this Bylaw or a *service connection* discharging into the *sewage system sewage* or a substance or matter prohibited by this Bylaw.

PART 6 – CHARGES

Rates

- 6.1. The *owner* or occupier of a parcel of land shall pay the applicable rates and charges in Schedule "A" of this Bylaw.

Extra Treatment Charges

- 6.2. Where the discharge of *sewage*, water or waste exceeds the limits for suspended solids or biochemical oxygen demand in sections 4.7 or 4.8 of this Bylaw, or where in the opinion of the *Engineer* the discharge of grease is excessive, and where these discharges are authorized by a permit under section 4.11 of this Bylaw, the *owner* or occupant shall pay the extra treatment charge in Schedule "A".

Outstanding Fees and Charges Added to Taxes

- 6.3. All fees, charges, rents and rates, including charges for works or repairs undertaken by the *City* due to an *owner* or occupier's failure to carry out necessary works or repairs, not paid on or before the thirty-first (31st) day of December in any year are subject to the late fee in Schedule "A" and are deemed to be taxes in arrears in respect of the parcel(s) of land concerned, such amounts to be recovered, with interest, in the same manner as ordinary municipal taxes upon land in accordance with the *Community Charter* and *Local Government Act*.

PART 7 – ACCESS AND INSPECTION

General

- 7.1. The *Engineer*, *Building Inspector* and an *employee* authorized by the *Engineer* or *Building Inspector* may, at all reasonable times, enter onto any property to ascertain whether a *person* is in compliance with this Bylaw and any order, direction or notice given under this Bylaw.

PART 8 – LIABILITY

General

- 8.1. The *City* is not liable for injury or damage to a *person* or property arising or occurring from the use of the *sewer system*.

Failure of Sewer System

- 8.2. The *City* is not liable for failure of the *sewer system*, whether from natural causes or accident or from any other causes whatsoever, and the *City* is not liable for injury or damage arising from or occurring as a result of such failure.

PART 9 – OFFENCES

General

- 9.1. A *person* who contravenes a provision of this Bylaw, or who causes, suffers, or permits any act or thing to be done in contravention of a provision of this Bylaw, or who neglects or refrains from doing anything required to be done by a provision of this Bylaw or who fails to comply with an order, direction or notice given under this Bylaw commits an offence and is liable on conviction to a fine not exceeding FIFTY THOUSAND DOLLARS (\$50,000.00).
- 9.2. Where an offence under this Bylaw is of a continuing nature, each day that the offence continues or is permitted to exist constitutes a separate offence.
- 9.3. Nothing in sections 9.1 and 9.2 of this Bylaw affects any other right or remedy of the *City* in respect of a violation of a provision of this Bylaw.

PART 10 – ADMINISTRATION

Reference to Other Bylaws or Enactments

- 10.1. Reference to any bylaw or enactment is a reference to that bylaw or enactment as consolidated, revised, amended, re-enacted or replaced unless otherwise expressly provided.

Notice

- 10.2. Where the *Engineer* is required to give notice, notice is sufficiently given if it is sent to the *owner* by mail, left with the *owner* or deposited in the mailbox at the *owner's* residence or place of business.

Commencement

- 10.3. This Bylaw comes into force on adoption.
- 10.4. Despite section 10.3 and Schedule “A” of this Bylaw, during 2024 the fees set out in Schedule “A” of Sewer Regulations and Rates Bylaw No. 3067, 1998 are deemed to apply to this Bylaw notwithstanding the repeal of Sewer Regulations and Rates Bylaw No. 3067, 1998.

Repeal

10.5. Sanitary and Storm Sewer Utility Management Bylaw No. 3402, 2016, and any amendments thereto, is repealed.

READ A FIRST TIME this ____ day of _____, 2024.

READ A SECOND TIME this this ____ day of _____, 2024.

READ A THIRD TIME this ____ day of _____, 2024

READ A FOURHT & FINAL TIME this ____ day of _____, 2024.

Mayor

Corporate Officer

SCHEDULE “A”

Sanitary & Storm Sewer Utility Management Bylaw No. 3548, 2024

FEES AND CHARGES

The fees, rates, and charges listed in items 1 through 4 of this Schedule include a 2% Asset Management Reserve Fee.

	2024	2025	2026	2027	2028
1. Metered Sewer Rates – Billed Monthly					
Sewer User Fee based on Water Consumption Ratio	94%	104%	116%	128%	111%
Minimum charge to any metered customer	\$47.62	\$55.24	\$64.08	\$74.33	\$86.22
Restaurants & Liquor Establishment will be a minimum charge of	\$68.78	\$79.78	\$92.54	\$107.35	\$124.53
Except for hotels/motels, which will pay a minimum charge of	\$79.37	\$92.07	\$106.80	\$123.89	\$143.71

2. Fixed Rate Approved Sewer Users with Metered Water – Billed Quarterly					
Municipal Recreation Centre	\$1,879.10	\$2,179.76	\$2,528.52	\$2,933.08	\$3,402.37
Industrial	\$942.80	\$1,093.65	\$1,268.63	\$1,471.61	\$1,707.07
Business under 10 employees	\$110.40	\$128.06	\$148.55	\$172.32	\$199.89
Business over 10 employees	\$379.93	\$440.72	\$511.24	\$593.04	\$687.93
Light Industry	\$190.51	\$220.99	\$256.35	\$297.37	\$344.95

Where sewer waste is filtered by means of a septic tank approved by the City, the user charges set out above will be reduced by fifty percent.

3. Residential Sewer Rates – Billed Annually					
Residential House Per Dwelling	\$529.32	\$614.01	\$712.25	\$826.21	\$958.40

4. User Rates Non Metered – Billed Quarterly					
Residential Building with single Owner/Strata for greater than 20 Dwellings – per dwelling	\$132.32	\$153.50	\$178.06	\$206.55	\$239.60
Apartment Building – per unit	\$196.50	\$227.94	\$264.41	\$306.72	\$355.80
Bank	\$454.02	\$526.66	\$610.93	\$708.68	\$822.07
Business Under 10 employees	\$363.84	\$422.05	\$489.58	\$567.91	\$658.78
Business Over 10 employees	\$454.02	\$526.66	\$610.93	\$708.68	\$822.07
Church/Religious Meeting Place	\$188.82	\$219.03	\$254.07	\$294.72	\$341.88
Day Care Centre	\$454.02	\$526.66	\$610.93	\$708.68	\$822.07
Licensed Premises	\$992.90	\$1,151.76	\$1,336.04	\$1,549.81	\$1,797.78
Multi family dwelling, greater than 3 units - per unit	\$196.25	\$227.65	\$264.07	\$306.32	\$355.33

5. Service Connection Fees					
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Residential Storm Connection (or actual cost if lower than this fee)	\$2,782.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
Residential Sewer Connection (or actual cost if lower than this fee)	\$2,782.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
Non-Residential Storm Connection	actual cost	actual cost	actual cost	actual cost	actual cost
Non-Residential Sewer Connection	actual cost	actual cost	actual cost	actual cost	actual cost

6. Inspection Fees					
In addition to the connection fees, a separate inspection fee will be levied for each connection.	\$277.00	\$289.00	\$302.00	\$317.00	\$425.00
If both storm and sanitary connections are inspected at the same time and in the same trench, then only one connection fee will be charged.					

7. Abandonment Fees					
Abandon service to the Sanitary main	actual cost	actual cost	actual cost	actual cost	actual cost
Abandon service to the Storm main	actual cost	actual cost	actual cost	actual cost	actual cost

If both Storm and Sanitary are combined then only one abandonment fee will apply.

8. Inspection Chamber					
Residential Inspection Chamber – Sanitary Sewer	\$1,500.00	\$750.00	\$900.00	\$1,000.00	\$1,300.00
Non-Residential Inspection Chamber – Sanitary Sewer	actual cost	actual cost	actual cost	actual cost	actual cost
Residential Inspection Chamber – Storm Sewer	\$1,500.00	\$750.00	\$900.00	\$1,000.00	\$1,300.00
Non-Residential Inspection Chamber – Storm Sewer	actual cost	actual cost	actual cost	actual cost	actual cost

9. Sanitary Sewer or Storm Sewer Call Out Fees					
During regular working hours (8:00 AM to 4:00 PM Monday to Friday except Statutory holidays) and regular working days	\$53.00	\$53.00	\$55.00	\$58.00	\$78.00
Outside regular working hours – per occurrence	\$300.00	\$314.00	\$328.00	\$344.00	\$461.00

10. Actual Cost Hourly Rates					
Clerical & First Aid Attendant	\$96.00	\$96.00			

Engineering Technologist	\$94.00	\$94.00	These hourly rates are subject to change annually, starting 2026, based in part on Collective Agreement Bargaining.
Equipment Operator I	\$91.00	\$91.00	
Equipment Operator II	\$103.00	\$103.00	
Foreman	\$106.00	\$106.00	
Labourer	\$91.00	\$91.00	
Mechanic/Welder	\$118.00	\$118.00	
Utility Foreman	\$113.00	\$113.00	
Other	\$91.00	\$91.00	
City Vehicles and Equipment	The hourly rental rate for the vehicle or equipment as specified in the current year's Blue Book Rental Rate Guide as published by BC Road Builders and Heavy Construction Association in partnership with the MOTI		

10. Other Work

Any work carried out by the *City* at the request of an *owner* and with the approval of the *Engineer* in relation to the *service connection* and not otherwise provided in this Schedule "A", such as relocating or altering existing services, installing a different type of equipment, device or service box, raising a manhole, or other modifications to *City* utilities on or near the *owner's* parcel of land shall be charged to the *owner* at *actual costs*.

11. Billing and Early Payment Reward

Accounts paid in full by the due date on the Billing Statement may be entitled to receive a ten percent (10%) reduction. Any payments received after the close of business day at Prince Rupert City Hall on the due date are not eligible for the discount. Payments made at a Financial Institution must be received by the City on or before the applicable due dates in order for the customer to qualify for the discount. Non receipt of the utility bill will not be recognized as a valid excuse for failure to pay the rates when due.

12. Unpaid Fees and Charges

Any amounts imposed under this Schedule remaining unpaid on the thirty-first (31st) day of December in any year shall be deemed to be taxes in arrears in respect of the parcels of land concerned and such sums shall be recovered with interest, in the same manner as ordinary municipal taxes upon land in accordance with the applicable provisions of the Community Charter and Local Government Act.

CITY OF PRINCE RUPERT

WATER UTILITY MANAGEMENT BYLAW NO. 3549, 2024

A BYLAW TO REGULATE THE PROVISION AND USE OF THE WATER WORKS OF THE CITY

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

PART 1 – INTERPRETATION

Title

1.1. This Bylaw may be cited as “Water Utility Management Bylaw, No. 3549, 2024”.

Definitions

1.2. In this Bylaw:

“**actual cost**” means all charges incurred by the City with respect to the work performed, including, but not limited to invoiced costs for wages, overhead, equipment, materials, contracted services and other miscellaneous charges and including, where applicable, the cost of using City employees and equipment charged at the hourly rates specified in Schedule "A" of this Bylaw, plus a 15% administration fee.

“**applicant**” means an owner making application for a service connection.

“**Asset Management Reserve Fee**” means a surcharge collected to repair and replace the service infrastructure assets for present and future needs of the system.

“**Building Inspector**” means the Building Inspector of the City and the Building Inspector’s duly authorized representatives.

“**capable of connection**” means that a parcel of land abuts a street, lane, public right-of-way or easement upon or under which there is a water main having a minimum calculated static pressure of 170 kPa and the parcel of land is not already served by a service connection.

“**City**” means the City of Prince Rupert.

“**consumer**” means a person to whom water is supplied by the City.

“**Council**” means the Municipal Council of the City.

“**cross-connection**” means a connection whereby the water works are connected, directly or indirectly, to a device or source that may result in backflow or contaminants entering into plumbing connected to the water works, including bypass arrangements, jumper connections, removable sections, swivel or changeover devices and any other temporary or permanent connecting arrangements.

“**curb stop**” means a shut-off valve installed by the City on a service connection, with a protective housing to the ground surface and located on the main side of a property line.

“**distribution system**” means all mains and appurtenances thereto, including fire hydrants, pumping stations, reservoirs, pressure reducing stations, meters and service connections installed within a highway, municipal right-of-way or easement or on municipal property.

“employee” includes management personnel of the City.

“Engineer” means the Director of Operations of the City, or any person appointed by the Council to serve in that capacity, and the Director of Operations’ duly authorized representatives.

“Financial Administrator” means the Chief Financial Officer of the City, or any person appointed by the Council to serve in that capacity, and the Chief Financial Officer’s duly authorized representatives.

“Fire Chief” means the Fire Chief of the City and the Fire Chief’s duly authorized representative.

“fire hydrant” means a device equipped with special threaded connections to supply water for fire protection purposes that is installed by the City within a highway, municipal right-of-way or easement or on municipal property and connected to a water main.

“fire protection system” includes:

- a) an automatic sprinkler system;
- b) a fire main loop with hydrant;
- c) a connected hose standpipe located inside or outside of a building;
- d) fire protection monitors; and
- e) any other equipment used solely for emergency fire protection and suppression and approved by the Fire Chief.

“improvements” means enhancements made on municipal property, including, but not limited to, retaining walls, landscaping, driveways, sidewalks and walkways.

“main” means a pipe, including valves, fittings and other appurtenances thereto other than a service connection or water service and includes a pumping station, a water treatment plant or a reservoir.

“meter” means a device owned and supplied by the City used to measure and indicate the volume of water passing through the device, including remote reading accessories.

“owner” has the same meaning as in the *Community Charter* and includes an owner’s agent.

“person” means a natural person, an association, a partnership or a corporation, acting in its own capacity or through a servant, agent or employee.

“service connection” means a pipe and the valves, protective boxes, connections, and all other material necessary and used to connect a water main to a curb stop.

“water service” means a pipe and all valves, connections and taps connecting a curb stop to a house or other building, including the tail nut of the curb stop, regardless of the side of a property line on which it falls.

“water works” means the entire water works system of the City, including the distribution system, reservoirs, intakes and water treatment plant.

Interpretation

- 1.3. If any portion of this Bylaw is held to be invalid or illegal, that portion is severed from this Bylaw, and the remaining portion is to be read and construed as separate and distinct from the severed portion.

Schedules

- 1.4. The schedules attached to this Bylaw form part of this Bylaw and any fee or charge described in a schedule is hereby imposed under this Bylaw.

PART 2 – SERVICE CONNECTIONS

General

- 2.1. The *owner* of a parcel of land *capable of connection* that contains a building or structure must connect the water system of each building or structure to the *water works* by means of a *service connection*.

Connection Application

- 2.2. An *owner* may apply to establish one or more *service connections* to the *owner's* parcel of land by completing the form prescribed by the *Engineer* and paying the applicable fees or charges in Schedule "A" of this Bylaw.
- 2.3. If establishment of a *service connection* is practicable, the *Engineer* shall construct a *service connection* to the *applicant's* parcel of land.
- 2.4. If establishment of a *service connection* is not practicable, the *Engineer* shall notify the *applicant* and the *City* shall refund any charges or fees paid by the *applicant*.
- 2.5. No *person* other than an *employee* may construct a *service connection*, except with the prior written consent of the *Engineer*.

Individual Connections

- 2.6. A *service connection* is not to serve, directly or indirectly, more than one parcel.
- 2.7. Where two or more buildings are situate on a parcel of land and the parcel is capable of being subdivided such that at least one building would be situate on each resulting parcel, each building is to have a separate *service connection*.

Connection Location

- 2.8. Where possible, the *City* shall construct a *service connection* at a location requested by the *applicant*. Where the *applicant's* preferred location is not practicable due to conflict with existing *improvements* or utilities, the *Engineer* shall determine the location of the *service connection*.

Compulsory Service Connections

- 2.9. Where the *City* has scheduled installation of surface *improvements* on a street during a current budget year, the *Engineer* shall construct a *service connection* to each parcel of land abutting the street *capable of connection*, whether or not a building or structure exists on the parcel of land, and shall charge the *owner* the same fees that would be chargeable under section 2.2 of this Bylaw if the owner applied for the *service connection*, such amount payable on demand.

Size of Connection

- 2.10. The minimum inside diameter of a new *service connection* is twenty-five (25) millimetres. In all cases, the diameter of a new *service connection* is subject to approval by the *Engineer* and the *Engineer* may limit the diameter of a new *service connection* if the *Engineer* determines that it exceeds the available capacity of the *water works*.

Materials and Workmanship

- 2.11. All *service connections* shall be constructed in accordance with the current Master Municipal Construction Documents standards.

Depth of Bury

- 2.12. The minimum depth of bury of a *service connection* below finished ground elevation is ninety (90) centimetres unless the *Engineer* authorizes otherwise.

Additional or Larger Service Connection Costs

- 2.13. The *applicant* shall pay the *actual cost*, including any applicable inspection fees, for constructing any additional *service connection* or increasing the size of a *service connection* to comply with the *Engineer's* requirements.

Fire Protection Connection

- 2.14. Where an *owner* applies to establish a *service connection* solely to supply water to a *fire protection system*, the *owner* shall pay the *actual cost* of constructing the *service connection*. The *Engineer* may permit the *service connection* to be unmetered.

Use of Fire Hydrant

- 2.15. The *owner* or occupier of a parcel of land may apply to use a *fire hydrant* for a temporary purpose and shall pay the applicable fees or charges in Schedule "A" of this Bylaw.

PART 3 – WATER SERVICES

General

- 3.1. Individual *water services* are not to have a *cross-connection*.

Standard and approval

- 3.2. The *owner* shall construct a *water service* in accordance with the B.C. Plumbing Code and at the *owner's* expense. The *owner* shall not connect the *water service* to the *service connection* without the *Engineer's* approval.
- 3.3. The *owner* shall not cover any part of the *water service* or the *service connection* until the *Building Inspector* inspects the *water service* and its connection to the *service connection*.

Occupancy Permits

- 3.4. Including for the purpose of ensuring a supply of potable water, the *Building Inspector* may withhold an occupancy permit until the *water service* has been inspected and connected to the *service connection*.

PART 4 – METERS

Application and Installation

- 4.1. The *owner* of a parcel of land that:
- a) is in an industrial, commercial, or institutional zone and contains a building; or
 - b) contains four or more dwelling units within a single building shall:
 - i. install a *water meter* in a location approved by the *Engineer*, which except in exceptional circumstances, shall be outside the building and not within a driveway;

- ii. install a strainer, locking bypass and isolation valves; and
 - iii. pay the water *meter* installation fee specified in Schedule “A” of this Bylaw.
- 4.2. Despite the requirements under section 4.1 of this Bylaw, the Engineer may require the *owner* of a parcel of land install a water *meter* if a use on the parcel consumes an inordinate amount of water.
- 4.3. Every *service connection* is to have a water *meter* that is of a type and size determined by the *Engineer* and installed in accordance with the specifications prescribed by the *Engineer*.

Fees and Costs

- 4.4. The *owner* shall pay the applicable monthly *meter* rental fee and rate for metered water used set out in Schedule “A” of this Bylaw.
- 4.5. The *City* may charge the owner the cost of repairing or replacing a *meter* if the need to repair or replace the *meter* is the result of conduct by the *owner* that contravenes section 10.4 or another provision of this Bylaw.

Meter Accuracy

- 4.6. An *owner* may request, in writing, that the *City* verify the accuracy of the record of a water *meter* and shall pay the applicable fee in Schedule “A” of this Bylaw, upon receipt of which, the *City* shall remove and test the water *meter* at the *owner’s* expense.

PART 5 – MAINTENANCE

Owner Obligations

- 5.1. The *owner* shall maintain the *water service* from the *curb stop* complete to the building or structure for which connection is provided. The *owner* shall at all times maintain the *curb stop* in an accessible condition. Where the *owner* has not maintained the *curb stop* in an accessible condition, the *owner* bears all costs of the *City* to acquire access to the *curb stop* for any reason. In the absence of a *curb stop*, the *owner* shall maintain the *water service* from the property line to the building or structure for which connection is provided.
- 5.2. Where an *owner* suspects there to be a defect in the *service connection* or *water service*, the *owner* shall immediately notify the *City* and the *Engineer* shall, as soon as practicable, operate the *curb stop* and determine whether the defect exists in the *water service* or in the *service connection*. If the defect exists in the *water service*, the *owner* shall pay the call out fee specified in Schedule “A” of this Bylaw and repair the defect at the *owner’s* expense within ten (10) days. If the defect exists in the *service connection*, the *City* shall repair the defect at the *City’s* expense.
- 5.3. Where the *owner* refuses or neglects to repair a defect within ten (10) days, the *Engineer* may repair the defect at the *owner’s* expense and the *City* shall charge the *owner* the cost thereof.

PART 6 – USE OF WATER SYSTEM

Backflow Prevention

- 6.4. The *Engineer* may require a *consumer* to install a backflow prevention device where the *Engineer* determines that backflow or back pressure may result in a health hazard or nuisance.

- 6.5. Unless otherwise authorized by the *Engineer*, the backflow prevention device is to be a reduced pressure backflow preventer.
- 6.6. A backflow prevention device is mandatory for all of the following buildings, structures and facilities:
- (a) facilities with more than one *service connection* or an alternative source of water;
 - (b) buildings that are over three storeys tall or that use a pump to elevate water;
 - (c) buildings containing a use other than a single-family dwelling or duplex;
 - (d) facilities with irrigation or sprinkler systems;
 - (e) facilities utilizing radioactive materials;
 - (f) facilities closed to public inspection;
 - (g) sand, gravel, concrete and asphalt plants;
 - (h) sewage facilities;
 - (i) waterfront facilities; and
 - (j) any other facility the *Engineer* determines may pose a hazard to the water supply.
- 6.7. A *consumer* shall cause a qualified inspector to inspect and certify the backflow prevention device annually.

Turn-on and Shut-off

- 6.8. An *owner* may request that the *City* operate the *owner's* curb stop to turn on or shut off the *owner's* supply of water and shall pay the applicable fees in Schedule "A" of this Bylaw, upon receipt of which, the *City* shall operate the curb stop at the *City's* convenience.

Abandonment

- 6.9. Where an *owner* wishes to permanently remove a *water service* serving their land, the *owner* shall make an application to the *Engineer* and pay the applicable fees in Schedule "A" of this Bylaw.

Water Use Restriction

- 6.10. In the event of a water supply shortage for any reason, the *Engineer* may issue a notice prohibiting, restricting or limiting the use of water by one or more *consumers*. Notice is sufficient if it is delivered in writing, broadcast by a local radio or television station or advertised in two consecutive issues of a newspaper.
- 6.11. No *person* shall use or consume water in contravention of the terms of a notice issued under section 6.10 of this Bylaw.

Termination of Water Supply for Non-Payment

- 6.12. The *Engineer* may order that supply of water to a *consumer* be terminated and shall provide at least thirty (30) days' notice, in writing, to the *consumer*, where the *consumer* fails to pay rates fees, charges or rents when due.

Termination of Water Supply for Noncompliance

- 6.13. The *Engineer* may order that supply of water to a *consumer* be terminated and shall provide at least fourteen (14) days' notice, in writing, to the *consumer*, where the *consumer*.

- (a) violates one of more of the provisions of this Bylaw;
 - (b) fails to maintain a *water service* in good condition and without any leaks;
 - (d) fails to install a *water meter*; or
 - (e) fails to install a backflow prevention device or to cause a qualified inspector to inspect and certify the backflow prevention device annually.
- 6.14. A *consumer* who receives notice in respect of an order that supply of water to the *consumer* be terminated under section 6.13 of this Bylaw may, within fourteen (14) days of receipt of that notice, request an opportunity to make representations to *Council*, in which case the *Engineer* shall not make the order unless, having heard the *consumer*, or the *consumer* having failed to make representations after requesting to do so, *Council* directs the *Engineer* to make the order.
- 6.15. Notwithstanding sections 6.13 and 6.14 of this Bylaw, the *Engineer* may order that supply of water to a *consumer* be terminated immediately, with notice provided at time of termination, where the *Engineer* determines that continuing the supply of water will result in significant loss of water or a potential hazard to the public.

PART 7 – CHARGES

Rates

- 7.1. The *owner* or occupier of a parcel of land shall pay the applicable water rates and user rates in Schedule “A” of this Bylaw.
- 7.2. Rates apply as of the date the *City* turns on the supply of water and cease to apply on the date the *City* shuts off the supply of water.

Outstanding Fees and Charges Added to Taxes

- 7.3. All fees, charges, rents and rates, including charges for works or repairs undertaken by the *City* due to an *owner* or occupier’s failure to carry out necessary works or repairs, not paid on or before the thirty-first (31st) day of December in any year are subject to the late fee in Schedule “A” of this Bylaw and are deemed to be taxes in arrears in respect of the parcel(s) of land concerned, such amounts to be recovered, with interest, in the same manner as ordinary municipal taxes upon land in accordance with the *Community Charter* and *Local Government Act*.

PART 8 – ACCESS AND INSPECTION

General

- 8.1. The *Engineer*, *Building Inspector* and an *employee* authorized by the *Engineer* or *Building Inspector* may, at all reasonable times and in accordance with section 16 of the *Community Charter*, enter onto any land to ascertain compliance with this Bylaw and any order, direction or notice given under this Bylaw.

Water Meters

- 8.2. The *owner* or occupier of a parcel of land supplied with water from the *water works* and on which a *meter* is located shall at all times maintain convenient access to the *meter* for reading, repair and removal.

Private Hydrants

8.3 An *owner* may request that the *City* inspect and maintain a private hydrant that:

- a) is located on the *owner's* parcel;
- b) is located outside of a building;
- c) conforms to *City* standards as determined by the Engineer; and
- d) is used solely for fire protection and suppression purposes to the same standard as the *City* applies to *fire hydrants*;

and if the *City*, at the discretion of the *Engineer*, agrees to inspect and maintain the private hydrant then the owner shall pay the applicable annual fees in Schedule "A" of this Bylaw, upon receipt of which, the *City* shall inspect and maintain the *fire hydrant* at the *City's* convenience.

PART 9 – LIABILITY

General

- 9.1. The *City* is not liable for injury or damage to a *person* or property arising or occurring from the use of water from the *water works*.
- 9.2. The *City* does not guarantee that water it supplies is free of any impurity that could affect a manufacturing process.

Failure of Water Supply

- 9.3. The *City* is not liable for failure of the water supply as a consequence of an accident or damage to the *water works*, excessive pressure or lack of pressure or temporary stoppage on account of alterations or repairs, whether the failure arises from the negligence of an *employee* or any other *person* or from natural deterioration or obsolescence of the *water works* or otherwise.

Improvements

- 9.4. The *City* is not liable for damage or destruction of an *improvement* that impedes access to the *distribution system*. The *City* shall not replace or compensate for damage or destruction of an *improvement* by an *employee* installing, maintaining, repairing or replacing a *service connection* or *main*.

PART 10 – OFFENCES

General

- 10.1. A *person* who contravenes a provision of this Bylaw, or who causes, suffers, or permits any act or thing to be done in contravention of a provision of this Bylaw, or who neglects or refrains from doing anything required to be done by a provision of this Bylaw or who fails to comply with an order, direction or notice given under this Bylaw commits an offence and is liable on conviction to a fine not exceeding FIFTY THOUSAND DOLLARS (\$50,000.00).
- 10.2. Where an offence under this Bylaw is of a continuing nature, each day that the offence continues or is permitted to exist constitutes a separate offence.
- 10.3. Nothing in sections 10.1 and 10.2 of this Bylaw affects any other right or remedy of the City in respect of a violation of a provision of this Bylaw.

Tampering

- 10.4. No *person* shall connect to the *water works* or in any way tamper with, operate, remove or make any alteration to a *fire hydrant, meter, curb stop, valve, pumping station, reservoir, inspection chamber* or other fixture or appurtenance connected with the *water works*, except with the prior written consent of the *Engineer*, such consent to be provided only in exceptional circumstances.
- 10.5. No *person* shall, without lawful excuse, break, damage, destroy, uncover, deface, mar or tamper with a part of the *water works*.

PART 11 – ADMINISTRATION

Reference to Other Bylaws or Enactments

- 11.1. Reference to any bylaw or enactment is a reference to that bylaw or enactment as consolidated, revised, amended, re-enacted or replaced unless otherwise expressly provided.

Notice

- 11.2. Where the *Engineer* is required to give notice, notice is sufficiently given if it is sent to the *owner* by mail, left with the *owner* or deposited in the mailbox at the *owner’s* residence or place of business.

Commencement

- 11.3. This Bylaw comes into force on adoption.
- 11.4. Despite section 11.3 and Schedule “A” of this Bylaw, during 2024 the fees set out in Schedule “A” of Water Utility Management Bylaw No. 3401, 2016 are deemed to apply to this Bylaw notwithstanding the repeal of Water Utility Management Bylaw No. 3401, 2016.

Repeal

- 11.5. Water Utility Management Bylaw No. 3401, 2016 is repealed.

READ A FIRST TIME this ____ day of _____, 2024.

READ A SECOND TIME this this ____ day of _____, 2024.

READ A THIRD TIME this ____ day of _____, 2024

READ A FOURHT & FINAL TIME this ____ day of _____, 2024.

Mayor

Corporate Officer

SCHEDULE “A”

Water Works Bylaw No. 3549, 2024

FEES AND CHARGES

The fees, rates, and charges listed in items 1 through 6 of this Schedule include a 2% Asset Management Reserve Fee.

	2024	2025	2026	2027	2028
1. Water Meter Rentals – Billed Monthly					
Up to and including 19 mm	\$9.46	\$10.03	\$10.63	\$11.27	\$11.95
25 mm	\$14.64	\$15.52	\$16.45	\$17.44	\$18.49
38 mm	\$23.64	\$25.06	\$26.56	\$28.15	\$29.84
50 mm	\$29.05	\$30.79	\$32.64	\$34.60	\$36.68
75 mm	\$88.82	\$94.15	\$99.80	\$105.79	\$112.14
100 mm	\$134.30	\$142.36	\$150.90	\$159.95	\$169.55
150 mm	\$257.68	\$273.14	\$289.53	\$306.90	\$325.31
200 mm	\$315.41	\$334.33	\$354.39	\$375.65	\$398.19
2. Meter Reading Charges					
Each call after the first one of each month if access has not been provided.	\$64.00	\$68.00	\$72.00	\$76.00	\$81.00
3. Meter Rates – Billed Monthly					
Water consumption up to 2,800 cubic metres –per cubic metre	\$1.10	\$1.17	\$1.24	\$1.31	\$1.39
Water consumption in excess of 2,800 cubic metres –per cubic metre	\$0.80	\$0.85	\$0.90	\$0.95	\$1.01
4. Minimum Meter Charges – Billed Monthly					
Minimum charge to any metered customer	\$50.65	\$53.69	\$56.91	\$60.32	\$63.94

Restaurants & Liquor Establishment will be a minimum charge of	\$73.17	\$77.56	\$82.21	\$87.14	\$92.37
Except for hotels/motels, which will pay a minimum charge of	\$84.43	\$89.50	\$94.87	\$100.56	\$106.59
5. Residential Water Rates – Billed Annually					
Residential House Per Dwelling	\$562.87	\$596.64	\$632.44	\$670.39	\$710.61
6. User Rates Non Metered – Billed Quarterly					
Residential Building with single Owner/Strata for greater than 20 Dwellings – per dwelling	\$140.72	\$149.16	\$158.11	\$167.60	\$177.65
Apartment Building – per unit	\$208.26	\$220.76	\$234.01	\$248.05	\$262.93
Bank	\$481.81	\$510.72	\$541.36	\$573.84	\$608.27
Business Under 10 employees	\$386.12	\$409.29	\$433.85	\$459.88	\$487.47
Business Over 10 employees	\$481.81	\$510.72	\$541.36	\$573.84	\$608.27
Church/Religious Meeting Place	\$200.38	\$212.40	\$225.14	\$238.65	\$252.97
Day Care Centre	\$481.81	\$510.72	\$541.36	\$573.84	\$608.27
Licenced Premises	\$1,053.69	\$1,16.91	\$1,183.92	\$1,254.96	\$1,330.26
Multi family dwelling, greater than 3 units - per unit	\$208.26	\$220.76	\$234.01	\$248.05	\$262.93
7. Water Service Connection Fees					
Residential one (1) inch service (or actual cost if lower than this fee)	\$7,600.00	\$8,100.00	\$8,600.00	\$9,100.00	\$9,600.00
Non-residential services	actual cost	actual cost	actual cost	actual cost	actual cost
8. Inspection Fees					
In addition to the connection fees, a separate inspection fee will be levied for each connection.	\$277.00	\$294.00	\$312.00	\$331.00	\$351.00

9. Water On and Off Fees					
During regular working hours (8:00 am to 4:00 pm, Monday to Friday except Statutory holidays) and regular working days	\$52.00	\$55.00	\$58.00	\$61.00	\$65.00
Outside regular working hours – per occurrence	\$300.00	\$318.00	\$337.00	\$357.00	\$378.00
10. Actual Cost Hourly Rates					
Clerical & First Aid Attendant		\$96.00	These hourly rates are subject to change annually, starting 2026, based in part on Collective Agreement Bargaining.		
Engineering Technologist		\$94.00			
Equipment Operator I		\$91.00			
Equipment Operator II		\$103.00			
Foreman		\$106.00			
Labourer		\$91.00			
Mechanic/Welder		\$118.00			
Utility Foreman		\$113.00			
Other		\$91.00			
City Vehicles and Equipment	The hourly rental rate for the vehicle or equipment as specified in the current year's Blue Book Rental Rate Guide as published by BC Road Builders and Heavy Construction Association in partnership with the Ministry of Transportation				
11. Abandonment Fees					
Abandon service to the water main	actual cost	actual cost	actual cost	actual cost	actual cost
12. Hydrants					
Use of the Fire Hydrant – first day	\$376.00	\$399.00	\$423.00	\$448.00	\$475.00
For each additional day	\$159.00	\$169.00	\$179.00	\$190.00	\$201.00
Private Fire Hydrant Maintenance	\$656.00	\$695.00	\$737.00	\$781.00	\$828.00
13. Meter Testing Charges					
Owner requested additional testing	actual cost	actual cost	actual cost	actual cost	actual cost

14. Other Work

Any work carried out by the *City* at the request of an *owner* and with the approval of the *Engineer* in relation to the *service connection* and not otherwise provided in this Schedule "A", such as relocating or altering existing services, installing a different type of equipment, device or service box, raising a manhole, or other modifications to *City* utilities on or near the *owner's* parcel of land shall be charged to the *owner* at *actual costs*.

15. Billing and Early Payment Reward

Accounts paid in full by the due date on the Billing Statement may be entitled to receive a ten percent (10%) reduction. Any payments received after the close of business day at Prince Rupert City Hall on the due date are not eligible for the discount. Payments made at a Financial Institution must be received by the City on or before the applicable due dates in order for the customer to qualify for the discount. Non receipt of the utility bill will not be recognized as a valid excuse for failure to pay the rates when due.

16. Unpaid Fees and Charges

Any amounts imposed under this Schedule remaining unpaid on the thirty-first (31st) day of December in any year shall be deemed to be taxes in arrears in respect of the parcels of land concerned and such sums shall be recovered with interest, in the same manner as ordinary municipal taxes upon land in accordance with the applicable provisions of the Community Charter and Local Government Act.

GST is applicable on the fees and charges.

CITY OF PRINCE RUPERT

COLLECTION AND DISPOSAL OF SOLID WASTES BYLAW NO. 3550, 2024

A BYLAW REGULATING THE COLLECTION AND DISPOSAL OF SOLID WASTES

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

PART 1 – INTERPRETATION

Title

1.1. This Bylaw may be cited as “Solid Waste Management Bylaw No. 3550, 2024”.

Definitions

1.2. In this **Bylaw**:

“**active face**” means the area of the *disposal site* that is currently being filled with *solid waste*;

“**actual cost**” means all charges incurred by the *City* with respect to the work performed, including, but not limited to, invoiced costs for wages, overhead, equipment, materials, contracted services and other miscellaneous charges and including, where applicable, the cost of using *City* employees and equipment charged at the hourly rates specified in Schedule “F” of this Bylaw, plus a 15% administration fee;

“**approved disposal site**” means a site for the deposit and disposal of *solid waste*, *special materials*, or both, which is either owned or operated by the *City* or authorized by the *City* as a disposal site;

“**attendant**” means a *person* authorized to direct and control access to a *Landfill Site*;

“**bin**” means a vessel used to hold *waste* and subject to the regulations under Part 6 of this Bylaw;

“**City**” means the City of Prince Rupert;

“**controlled waste**” means *waste* that is approved for disposal at a *Disposal Site* that, because of its inherent nature or quantity, requires special handling and disposal techniques to avoid creating health hazards, nuisances, or environmental pollution, and which includes those *wastes* listed in Schedule “C” of this Bylaw;

“**curbside collection service**” means the service provided under this Bylaw by the *City* for the collection and removal of *solid waste*;

“**curbside recyclable materials**” means those materials accepted by the *City’s curbside collection service* and listed in Schedule “D” of this Bylaw;

“**Director of Operations**” means the person holding the title of “Director of Operations” at the *City*, or their designate;

“**Disposal Site**” means that area of a *Landfill Site* which accepts *solid wastes* other than certain *special materials*;

“**dwelling unit**” means any building, or one or more rooms connected together within a building, for residential occupancy as a single housekeeping unit with cooking, eating, living,

sleeping, and sanitary facilities and having a separate entrance, but does not include a unit within any building containing a store, or a *multiple family premises*;

“**Landfill Site**” means any landfill or other area for the disposal of *waste* operated by the *City* and includes an area of land located off Ridley Island Road that contains a *Disposal Site*, a *Special Materials Site* and a *Septic Disposal Site*;

“**liquid waste**” means wastewater, fats, and oil products or any other *waste* material that is in liquid form at the time of disposal and includes stormwater, sewer and *septic wastes*, sludge products, waste cooking oil, liquid hydrocarbon products or lubricants;

“**multiple family premises**” means a building or part thereof that is, or is intended to be, for residential occupancy, usually with cooking, eating, living, sleeping, and sanitary facilities, and having a common entrance to four or more such *dwelling units*, and includes apartment buildings, hotels, motels, tenement houses, lodging houses, rooming houses, boarding houses, or any business block that is, or is intended to be, occupied by four or more *persons* in individual rooms or *dwelling units*, or where there are any number of *dwelling units* situated above or behind a *trade premises* within that block;

“**owner**” includes:

- (a) the registered owner of any lands and *premises* situated within the *City*, and their agent, heir, executor, or administrator; and
- (b) the lessee or occupier of the lands and *premises*;

“**person**” includes natural persons of either sex, associations, co-partnerships and corporations, whether acting by themselves or by a servant, agent or employee;

“**premises**” means land composed of one or more parcels along with any building or group of buildings which may be located thereon and includes buildings located on land under common ownership or management;

“**prohibited waste**” means *solid waste* that is not acceptable at the *Landfill Site* and includes those *wastes* listed in Schedule “B” of this Bylaw;

“**Recycle BC**” means the provincial organization responsible for residential recycling throughout the province of British Columbia;

“**recycling bin**” means the *bin* designated by the *City* for the curbside collection of *curbside recyclable material*;

“**refuse bin**” means the *bin* designated by the *City* for the curbside collection of *solid waste*, excluding *curbside recyclable material*;

“**resident**” means an owner of lands and *premises* situated within the boundaries of the *City*;

“**Septic Disposal Site**” means an area of a Landfill Site which accepts septic waste.

“**septic waste**” means the liquid and water borne wastes derived from the ordinary living processes, free from *prohibited waste* and *controlled waste*, including industrial wastes and cooking oil;

“**service period**” means the period of time between scheduled *solid waste* collection services;

“**solid waste**” means any *waste* that originates from residential, commercial, industrial, institutional, demolition, land clearing, or construction sources or activities, or any other source, including *curbside recyclable materials* and *special materials* but excluding *liquid waste* or effluent;

“**sorted building debris**” means construction or building demolition materials that have been manually or mechanically separated into products of clean wood, metals, and masonry materials, with no amounts of other mixed contaminants (e.g., very small pieces of drywall, gypsum, tar paper, wiring);

“**special materials**” means the materials described in Schedule “E” of this Bylaw;

“**Special Materials Site**” means an area of a *Landfill Site* which accepts *special materials*;

“**temporary worker residence**” means residences, including related facilities and infrastructure, used for workers' temporary accommodation to support a project within or outside the geographical boundaries of the *City*;

“**trade premises**” means any commercial or industrial *premises*, including a shop, café, restaurant, eating house, club, drive-in lunch counter, wholesale or retail business place, office block, or a *premises* containing a building other than a *dwelling unit* or a *multiple family premises*;

“**trade waste**” means *waste* resulting from the operation of a *trade premises*;

“**unacceptable waste**” means those materials listed in Schedule “A” of this Bylaw;

“**waste**” means discarded, rejected or abandoned materials, substances or objects, including both *liquid waste* and *solid waste* products.

- 1.3. Wherever the singular or masculine is used in the Bylaw the names shall be deemed to include the plural or the feminine or the body politic or corporate, and also their respective heirs, executors, administrators, successors and assigns.

Interpretation

- 1.4. If any portion of this Bylaw is held to be invalid or illegal, that portion is to be severed from this Bylaw, and the remaining portions must be read and construed as being separate and distinct from the severed portion.

PART 2 APPLICATION AND ADMINISTRATION

- 2.1. This Bylaw applies to *waste* generated or disposed of within the *City's* boundaries or at a *Landfill Site*.
- 2.2. The *City* hereby establishes and continues the following services, which services are to be administered by the *Director of Operations*:
- (a) a *curbside collection service*; and
 - (b) a *Landfill Site*.

Entry onto Property

- 2.3. The *City*, its employees, and its authorized agents and contractors may enter property:
- (a) for the purpose of collecting, removing and disposing of *waste* at reasonable times during any day of the week; or
 - (b) to conduct an inspection or to take action as authorized by section 16 of the *Community Charter*.

Schedules

- 2.4. The schedules attached to this Bylaw form part of this Bylaw and any fee or charge described in a schedule is hereby imposed under this Bylaw.

PART 3 PROHIBITIONS

3.1. No *person* shall:

- (a) dispose of any type of *waste*, except in accordance with this Bylaw, and all other applicable municipal, provincial and federal laws;
- (b) cause, allow or permit any *waste* to collect, accumulate or remain on *premises*, unless it is securely contained in a *bin* or container provided by a private collector meeting the specifications of this Bylaw;
- (c) cause or allow a noxious, offensive, or unwholesome *waste*, odour, matter or substance to remain or accumulate upon their *premises* or be left for collection through the *curbside collection service*
- (d) deliver, place, bury or dump, or cause or allow to be delivered, placed, buried or dumped, any *waste* anywhere in the *City* other than at a *Landfill Site* or an *approved disposal site*;
- (e) place *solid waste* on or in front of another *person's premises* without the permission of that *person*;
- (f) place *solid waste* in another *person's bin* or in a container used by private contractors without the permission of that *person* or private contractor, as the case may be;
- (g) deposit *solid waste* from a residential property, *trade premises* or institutional *premises* into a *City* garbage receptacle located in a public area.
- (h) cause, allow or permit any *bin* to be filled above the top of the *bin*, or any plastic bag, in such a way that the lid or cover cannot be closely fitted or the plastic bag cannot be securely fastened;
- (i) deposit or leave any *waste* or other discarded material on any highway, public place or *premises* other than the *premises* on which the *solid waste* was generated, and no *person* shall remove *solid waste* from a *premises* except for the purpose of disposal in accordance with this Bylaw;
- (j) transport any *waste* without securing the load in an enclosure, under a cover or such other methods to ensure that all of the *waste* material will reach the *Disposal Site* without spillage;
- (k) place, or allow to be placed, any *unacceptable waste* at curbside for collection by the *City*;
- (l) place, or allow to be placed, *waste* generated outside the geographical boundaries of the *City* for collection under the *curbside collection service*, unless the collection of such *waste* is expressly permitted under this Bylaw;
- (m) place, or allow to be placed, any material other than *curbside recyclable materials* in a *recycling bin* designated for the curbside collection of those materials by the *City*;
- (n) cause, allow or permit *curbside recyclable materials* or *special materials* to be discarded as *waste*;
- (o) remove, take, salvage or convert for their own purpose, any *solid waste* placed at any curbside collection location as part of the *curbside collection service* unless the *person* is:

- i. the *person* who initially placed the material at curbside for collection by the *City*; or
 - ii. an employee or agent of the *City* authorized to provide the *curbside collection service*;
- (p) interfere with, threaten or in any way obstruct any employee or agent of the *City*, including an employee or agent engaged in the provision of a *curbside collection service*;
- (q) cause, allow or permit any *waste* which could reasonably be expected to attract wildlife or does attract wildlife, including but not limited to kitchen *waste*, food products, pet food, bird feed, compost, grease, fruit, honey, salt, or chemical products to be deposited or kept outdoors on any *premises*;
- (r) place wet *waste* in any *bin* unless it is drained of excess moisture and wrapped in waterproof material;
- (s) place in, allow to run into, or to accumulate in a *bin*, any *liquid waste*;
- (t) throw, sweep, or place any *solid waste* onto any *premises*, street, lane, walkway, sidewalk, or other public place in the *City*;
- (u) deposit or dispose of in a *Landfill Site* any of the materials outlined in Schedule “B” (*prohibited wastes*), attached to and forming part of this Bylaw;
- (v) allow refuse of any kind to drop from or be blown from any vehicle or *premises* onto any other *premises*, street, lane, walkway, sidewalk, or other public place in the *City*; and
- (w) dispose of *waste* if the vehicle used to transport the *waste* exceeds the weight restrictions of the weigh scale. Split-weighing is not permitted.

PART 4 DUTIES OF OWNERS

Duty to Remove Waste

- 4.1 Every *owner* of *premises* shall, at least once each applicable *service period*, dispose of any *waste* produced on such *premises* through any of the following means:
- a) by the *City's curbside collection service* and in accordance with Part 5 of this Bylaw;
 - b) by a private *waste collection service* licensed by the *City*;
 - c) by otherwise removing or arranging for the removal of the *waste* to an *approved disposal site* for the *waste* being deposited.
- 4.2 *Owners* of *premises* listed in section 5.2 of this Bylaw shall, at their cost, make arrangements for *waste* collection by a private *waste collection service* provider approved and licensed by the *City* that disposes of *waste* at an *approved disposal site*.
- 4.3 The *City* shall not provide for the collection and disposal by means of the *curbside collection service* of any *wastes* other than *solid waste* and *curbside recyclable materials*. Every *owner* of a *premises* must provide for the legal collection and disposal of all other *waste* products not eligible for collection under the *curbside collection service*.
- 4.4 An *owner* of any *solid waste* that cannot be placed in a *bin* or that may cause harm to the collector must arrange to have the *solid waste* disposed of at a *Landfill Site* in designated locations, or as directed by an *attendant*, and must pay the designated disposal fee.

PART 5 CURBSIDE WASTE COLLECTION SERVICE

Collection Service

- 5.1 The *curbside collection service* consists of:
- a) collection of approved residential *solid waste* from any *dwelling unit*, and
 - b) collection of commercial *solid waste* from any *trade premises* or *institutional premises* comprising of two (2) or fewer *bins* in total per collection day.
- 5.2 Despite section 5.1 of this Bylaw, the *City* shall not be required to collect *solid waste* from:
- a) a *multiple family premises*;
 - b) a *trade premises* that has placed more than two (2) *bins* for collection;
 - c) an industrial *premises*;
 - d) any *premises* to which access from a street is inadequate for collection service as determined by the Director of Operations;
 - e) any *premises* outside the urban containment boundary which by its lack of proximity to other *premises* being provided collection service would result in excessively high costs or time being allocated to service as determined by the Director of Operations; or
 - f) any *premises* the Director of Operations determines is unsafe to service;

Frequency of Collection

- 5.3 The *service period* for the purposes of this Bylaw is:
- a) in the case of *waste* to be collected by a *curbside collection service*, every three weeks or such shorter period determined by the collection schedule published on the *City's* website; and
 - b) in the case of *waste* to be collected by a private waste collection service or otherwise disposed of by an *owner*, one week.
- 5.4 The *City* shall prepare and make available to all *residents* an annual schedule for *curbside collection service* prior to the beginning of each calendar year.
- 5.5 Unless otherwise approved by the *Director of Operations* and scheduled accordingly, residential *solid waste* shall be collected once during each *service period*.
- 5.6 Where a collection day falls on a statutory holiday observed by the *City*, the schedule for residential collection will be adjusted to account according to the annual schedule prepared each year.
- 5.7 Unless otherwise approved by the *Director of Operations* and scheduled accordingly, commercial *solid waste* shall be collected twice during each *service period*, on Monday and Thursday (other than on holidays recognized by the *City*).

Quantity of Collection

- 5.8 The service included in the basic residential collection charge is for the collection of one 120 litre *refuse bin* and one 240 litre *recycling bin* per *dwelling unit* each *service period*.
- 5.9 An *owner* may request that they be provided with a 240 litre *refuse bin*, and upon making

such a request will be charged for both the exchange fee and annual fee for service for the larger collection volume specified in Schedule “F” of this Bylaw;

- 5.10 An *owner* who has been issued a 240 litre *refuse bin* may request that their *bin* be exchanged for a 120 litre *refuse bin* and upon doing so will be charged the applicable exchange fee and will have their annual fee for service as described in Schedule “F” of this Bylaw reduced on a pro-rated basis for the remainder of the year.
- 5.11 An *owner* may only receive a change to the size of their *refuse bin* in accordance with sections 5.9 and 5.10 of this Bylaw once per calendar year.

General Conditions of Service

- 5.12 The *City* may refuse to collect any *waste* which is not acceptable at a *Landfill Site* or which does not comply with the provisions of this Bylaw or any other material deemed by the *Director of Operations* to be unacceptable.
- 5.13 The *City* does not guarantee the provision of any service under this Bylaw to anyone and shall not be liable for any damages suffered or costs incurred by any *person* by reason of the failure of the *City* to supply *curbside collection service*.
- 5.14 No *person* is relieved of the obligation to observe the requirements of all applicable municipal, provincial and federal laws by reason of the services provided by the *City*.
- 5.15 The *City* will not be responsible for damaged *bins* or the accidental collection of goods not intended to be placed for collection in the event that such goods are left in garbage bags or *bins*.

PART 6 REFUSE AND RECYCLING BINS

General Specifications

- 6.1 All residential *bins* shall be inventoried and assigned to the address of each *dwelling unit* and must be retained in a sanitary condition at the assigned address.
- 6.2 All residential *bins* remain the property of the *City*, and shall not be intentionally discarded, lost, tampered with, or damaged in any way.
- 6.3 The *City* shall provide a new *dwelling unit* with a 120 litre *refuse bin* and a 240 litre *recycling bin* upon issuance of an Occupancy Permit and shall charge the *owner* the fee for such *bins* set out in Schedule “F” of this Bylaw.
- 6.4 The *owner* of any *dwelling unit* may request a different sized *bin* in accordance with section 5.9 and 5.10 of this Bylaw.

Placement of Bins

- 6.5 *Bins* must be stored in a location that does not encroach upon or project over any highway or other public place except during times that the *bins* are put out for collection in accordance with this Bylaw.
- 6.6 A *person* placing a *bin* out for *City* collection shall ensure:
- a) the *bin* is only placed out for collection on a scheduled day for collection;
 - b) *solid waste* placed in the *refuse bin* is contained within durable plastic bags that are properly fastened and closed;
 - c) *Curbside recyclable materials* are placed loose within the recycling *bin* and that the recycling *bin* contains no plastic bags of any kind;

- d) *solid waste* within the *refuse bin* is loaded to a height not less than 5 centimeters (2 inches) from the top rim of the *bin*;
- e) where *premises* are serviced by street collection, that the *bin* is set out not more than 1.2 metres (4 feet) back from the curb or traveled portion, whichever is applicable, of the collection roadway in a location clearly visible to collection workers;
- f) where *premises* are served by a lane collection, that the *bin* is easily accessible at the lane;
- g) that no *bin* is placed next to another person's *bin*, placed otherwise with the garbage of others, or placed on the inside of a fence or hedge on collection day;
- h) that no *bin* is placed so as to obstruct vehicles or pedestrians;
- i) that pathways used to access the *bin* are cleared of all snow, ice, and other hazards; and
- j) no *bin*, together with its contents, weighs more than 45kg.

6.7 In the event there is more than one possible collection roadway for *solid waste collection*, the *Director of Operations* shall specify the location of collection.

Collection Time

6.8 Every *owner* of a *dwelling unit* served by *City* collection services shall, on the regular collection day for that *dwelling unit*, ensure that all *solid waste* is placed at curbside for collection by 7:00 am. All *bins* shall be removed from the curb by 11:59pm on collection day.

6.9 Every *owner* of a *trade premises* served by *City* collection services shall, on the regular collection day for that *premises*, ensure that all *solid waste* is placed at curbside for collection by 9:00 am. All emptied *bins* shall be removed from the curb by 11:59pm on collection day.

6.10 *City* collectors **will not**:

- a) return for *solid waste* that was not placed at curbside for collection at the times designated in Sections 6.8 and 6.9 of this Bylaw; and
- b) collect *solid waste* that is not accessible by a safe, cleared pathway.

Repair and Replacement

6.11 A *person* may request the repair or replacement of a *bin* by paying the applicable fee set out in Schedule "F" of this Bylaw.

6.12 If a *bin* provided by the *City* are damaged through regular use, and where the damage is not attributable to intent or neglect on the part of the *owner*, the *owner* of a *premise* may request that a *bin* be repaired or replaced without charge.

6.13 The *Director of Operations* may refuse to repair or replace a *bin* at no charge, if the *Director of Operations* finds that the damage was the result of intent or neglect.

PART 7 PRIVATE WASTE COLLECTION SERVICE

Private Collection

7.1 Any *person* may collect *waste* within the *City's* boundaries, provided that the *person* obtains the necessary licences and comply with all applicable municipal, provincial and federal laws and do not interfere with the *City waste collection service* or the recycling system operated by the North Coast Regional District.

- 7.2 Every *owner* of a *premises* that is not eligible for *curbside collection service* shall arrange to rent receptacles from a private *waste* collection firm and shall, on the regular collection day for that *premises*, cause to be removed all *waste* from all *premises* of the *owner*.

Private Containers

- 7.3 Every *person* who engages with a licensed contractor for the removal of *solid waste* or *liquid waste* shall:
- a) use only those containers supplied or specified by the contractor; and,
 - b) keep the container(s) and the area around them in a condition that is not noxious, offensive, objectionable, or dangerous to the public or to public health.

Responsibilities of Private Contractors

- 7.4 All private contractors operating within the *City* must comply with the following regulations:
- a) Containers provided by the contractor must at all times be:
 - i. kept in good repair; and
 - ii. designed and maintained so as to prevent the intrusion of rain water or wildlife into the container and so as to contain any and all liquids comprising part of, or which escape from, the *solid waste*; and
 - iii. approved by the *Director of Operations*;
 - b) All vehicles used by the contractor for the collection of *solid waste* that is prone to rot or putrefy must be of a closed metal type, suitably designed to contain the liquid by-products of any rotting or putrefaction;
 - c) Subject to the provisions of the *City's* Noise Control Bylaw, the contractor must only do collections in and adjacent to residential areas between 7:00 a.m. and 9:00 p.m.;
 - d) All collecting, transporting, processing, converting or salvaging of any *solid waste* by the contractor must be carried out in a manner that is not offensive or objectionable to neighbours, and shall include the prompt delivery of the *solid waste* to an *approved disposal site*;
 - e) Any *solid waste* that is collected by the contractor and will not immediately be processed, converted or salvaged, must be transported as directly as possible on the day of collection to an *approved disposal site*;
 - f) No *waste* collected by the contractor shall be disposed of outside of the *City's* boundaries unless:
 - i. The *waste* is of a nature that it cannot be safely disposed of at an *approved disposal site*; or
 - ii. The contractor has the written permission of the *Director of Operations*;
 - g) All containers used by the contractor or their customers must be kept on private *premises* at all times, unless approved by the *Director of Operations* to occupy a street, lane, walkway, sidewalk, or other public place;
 - h) The contractor must provide its customers with suitable, and a sufficient number of, containers so that the containers themselves, and the area around the containers, remains in a condition not noxious, offensive, objectionable, or dangerous to the public or

to public health;

- i) The contractor must ensure that areas around containers must be kept clean of all *solid waste* deposited outside of the container, whether the container is used by the private contractor or its customers; and
- j) The contractor must deposit all septic wastewater collected by it at the *Landfill Site*. Collected septic wastewater is not permitted to be dumped at any other location within the municipality.

PART 8 CONSTRUCTION WASTE

8.1 No *person* carrying out building construction, maintenance, renovation, or demolition within the *City* shall:

- a) place or dump the *waste* accumulating from such construction or other operations on any lane, street, walkway, sidewalk or any public place; or
- b) accumulate such *waste* on the *premises* where such construction or operations are being carried out without disposing of the *waste* at an *approved disposal site* within a reasonable time.

PART 9 LANDFILL SITE REGULATIONS

Permitted and Prohibited Waste at Landfill:

9.1 The following *solid wastes* are permitted at the *disposal site*:

- a) *controlled wastes* listed on Schedule “C” of this Bylaw, but subject to section 9.8 of this Bylaw;
- b) cover, being material that is gravel or soil, compactable and does not contain large pieces of debris;
- c) low risk and high risk garbage offloaded from foreign vessels which has written approval from the Canadian Food Inspection Agency in the form of a “Certificate for Disposal of Low Risk International Garbage”; and
- d) all other *solid waste* that may be accepted under the City’s operational permits and does not contain *prohibited waste, curbside recyclable materials, special materials* or is otherwise prohibited under this Bylaw.

9.2 The following is permitted at the *Special Materials Site*:

- a) *special materials* listed in Schedule “E” of this Bylaw; and
- b) *sorted building debris*, that does not include large pieces, is comingled or is otherwise rejected by an *attendant*.

9.3 The following is permitted at the *Septic Disposal Site*:

- a) Septic wastewater that does not contain any other material, including *prohibited waste* or food grease or oils.

9.4 Despite sections 9.1 to 9.3 of this Bylaw:

- a) all loads for the *Special Materials Site* that are delivered on Saturday must have prior written approval from the *Director of Operations* before being accepted and pay the additional fee specified in Schedule “F” of this Bylaw.
- b) the *City* may ban, refuse, or otherwise control the type and nature of *waste* which is to be

deposited at the *Landfill Site*, and the *attendant* on duty or the *Director of Operations* may refuse any *waste* material that they consider unacceptable.

General Disposal Regulations:

9.5 No *person* attending or using the *Landfill Site* shall:

- a) Deposit any *waste* without completing all forms required by the attendant for the purpose of confirming the source and nature of *waste*.
- b) deposit *solid waste* or *liquid waste* without first having it weighed on the scales at the *Landfill Site*;
- c) deposit *liquid waste* without first advising the *attendant* the location of collection;
- d) deposit or dispose of any *controlled waste* contrary to the special handling or disposal rules posted at the *Landfill Site* or communicated by the *attendant* or the *Director of Operations*;
- e) cause or allow *waste* to be spilled at the *Landfill Site*;
- f) drive a vehicle anywhere on the *Landfill Site* except on roads provided by the *City* for that purpose unless otherwise instructed;
- g) act in a manner contrary to the posted *Landfill Site* regulations;
- h) fail to pay the applicable disposal fee prescribed by this Bylaw for the deposit of *waste*;
- i) deposit any *solid waste* at the *Landfill Site* until any outstanding disposal fees and/or scale use charges and interest owing thereon have been paid in full;
- j) enter the *Landfill Site* in a vehicle if the vehicle's load exceeds the permitted weight limits set out in the regulations passed pursuant to the *Motor Vehicle Act*, or the *Commercial Transport Act*;
- k) exceed the posted speed limits;
- l) enter the *Landfill Site* with a load that has not been secured to, or confined within, a vehicle in such a manner that it cannot fall from or blow out of the vehicle while the vehicle is in transit;
- m) enter the *Landfill Site* with a commercial vehicle that has an uncovered load;
- n) deposit *waste* in any place or manner other than as directed by the *attendant* or *Landfill Site* staff;
- o) remove *waste* from the *Landfill Site* except with prior written approval of the *Director of Operations*;
- p) loiter on the *Landfill Site*. All vehicles must proceed directly to the designated dumping area and leave the *Landfill Site* as soon as possible after unloading;
- q) use the wash down facility to wash out the interior of truck boxes unless they have been granted access to deposit *waste* at the *active face*;
- r) smoke within the *Landfill Site*; or
- s) deposit *waste* containing an invasive plant listed in the *Invasive Plants Regulation*, B.C. Reg. 18/2004 except with the express permission of the *Director of Operations*.

Wash Down Facility:

9.6 When the wash down facility is operational, the tires and undercarriages of vehicles permitted

access to the *active face* for the disposal of *waste* must be washed down at the wash down facility prior to leaving the *Landfill Site*.

Material Ownership:

9.7 All materials accepted by the *City* at the *Special Materials Site*, unless unlawfully deposited, shall become the property of the *City*, and may be sold or otherwise disposed of at the *City's* discretion.

Buildings, Mobile Homes, Boats & Trailer Demolitions:

9.8 *Controlled waste* that is scrap and debris from residential house, mobile home, boats and trailer demolitions may be deposited at the *Landfill Site*, if the load:

- a) is screened;
- b) is scrap and debris-no whole unit mobile homes, boats or trailers will be permitted on the scale;
- c) contains no *prohibited waste*;
- d) has asphalt roofing separated, weighed at the scale house, and unloaded in accordance with the directions of the *attendant* for unloading at the *Disposal Site*;
- e) has all *sorted building debris* remaining after separation of asphalt roofing weighed at the scale house and unloaded at the *Special Materials Site* in accordance with the directions of the *attendant*;
- f) has all other large pieces or amounts of asphalt roofing disposed of as general *waste* at the *Disposal Site* shall apply; and,
- g) has all wood or metal roofing materials be separated and transported to the *Recyclable Site*;
- h) has steel trailer frames separated and taken to the *Special Materials Site*;
- i) contains no tires, including tires attached to rims;
- j) contains no fuel tanks, engines, oils and fluids.

Disposal by Non-profit Organizations:

9.9 An incorporated non-profit organization or society which exists for educational, recreational or charitable reasons may make a written application to the Director of Operations requesting that it pay the “non-profit organization” disposal rate for using the *Landfill Site* and the Director of Operations may require the organization or society to provide any further information that they require to determine the application.

PART 10 SUSPENSION AND REMEDIAL CLEAN UP

Suspension and additional fees

10.1 If a *person* deposits, disposes of or discharges *waste* or other material at the *Landfill Site* in contravention of this Bylaw or otherwise contravenes section 9.5 of this Bylaw, the *City* may:

- a) take all steps necessary to remedy the contravention, including to remove and properly dispose of the *prohibited waste* and material as applicable;
- b) invoice and recover from the *person* the actual cost of removal and the cost of remedying any damage caused by the prohibited conduct.

10.2 If the *owner* of a *premises* places *waste* out for collection and:

- a) uses a vessel that is not an approved *bin*;
- b) overfills a *bin*;
- c) places materials other than *curbside recyclable materials* in a *recycling bin*;
- d) places more than the two bins permitted under section 5.1(b) of this Bylaw;
- e) places *waste* in an unsecure manner such that the *waste* is spread by animals, birds or wind onto *City* property; or
- f) otherwise fails to comply with a requirement of this Bylaw;

the *City* may:

- i) decline to collect the *waste* and may place a notice of non-compliance on the *waste*;
- ii) remove the *waste* or other material and charge the applicable fee under Schedule “F” of this Bylaw; and
- iii) suspend *curbside collection service* by delivering a notice of suspension to the *premises* advising of the period of the suspension or the steps that the *owner* must take before the suspension will be lifted.

10.3 If an *owner* contravenes a provision of this Bylaw, including section 3.1 or 8.1, the Director of Operations may order the *owner* to remedy the contravention within such time as the *Director of Operations* deems reasonable.

10.4 If an *owner* fails to comply with an order made under section 10.3 of this Bylaw, the *City* may, by its employees agents and contractor enter the *premises* containing the contravention and remove the *waste* or take such other action that is necessary to remedy the contravention and may charge and invoice the *owner* the actual cost of such action with a minimum charge of \$400.00.

PART 11 FEES AND CHARGES

11.1 The collection and disposal rates set out in Schedule “F” of this Bylaw are hereby imposed for *City* residential and commercial collection services and for general disposal of *solid wastes* at the *Landfill Site*, which rates are payable by the *owner* of the *premises* receiving the services or the *person* using the *Landfill Site*.

Mandatory Service

11.2 Subject to section 10.3 of this Bylaw, the rates set out in Schedule “F” of this Bylaw for residential collection services are due and payable regardless of whether:

- a) the *dwelling unit* or *units* on the *premises* are occupied;
- b) the *owner* makes use of the service; or
- c) the service is interrupted or altered in any manner.

11.3 An *owner* may request in writing to be exempted from charges for residential *solid waste* collection for a *dwelling unit* if any of the following applies:

- a) the *dwelling unit* is temporarily rendered uninhabitable because of fire or other similar disaster; or

- b) the *dwelling unit* is serviced by an approved alternate service and the *owner* has provided the name of the collection service to be used and the date private collection service will start; or
 - c) the *dwelling unit* will be unoccupied for a period of no less than three months.
- 11.4 The *City* may require an *owner* requesting an exemption under section 11.3 of this Bylaw to enter into an agreement with the *City* regarding the discontinuation of collection service to the *premises* and requiring the *owner* to notify the *City* if the *dwelling unit* becomes occupied.
- 11.5 Should the *City* become aware that the *dwelling unit* has been occupied without prior notification, or that the private collection service has been terminated without reinstating *curbside collection service*, the *City* shall cancel the grant of exemption and shall back charge all fees as if no exemption was given, plus a 10% late payment penalty.
- 11.6 Payment of Accounts:
- a) **Residential Accounts** shall be paid on an annual basis. Instalment payments can be made for any amount at any time. Interest shall be paid on these payments at the discretion of the Financial Administrator.
 - b) **Commercial Accounts** shall be rendered monthly or quarterly and shall be due and payable at the designated *City* Collection Office on or before the last working day of the month or quarter. Quarter means any three-month period ending on the last day of March, June, September, or December.
 - c) **Landfill Site Disposal Charges** will be rendered monthly for those *persons* with an established credit account with the *City* and shall be due and payable on or before the 30th day after the invoice date. Where a *person* liable for disposal fees does not have an established credit account, the fee payment must be made in cash to the *Landfill Site* staff prior to leaving the *Landfill Site*.
- 11.7 Failure to receive mail will not be recognized as valid excuse for failure to pay rates when due.

Outstanding Fees and Charges Added to Taxes:

- 11.8 Any charge or fee payable by the *owner* in relation to a *premises*, if unpaid after December 31, shall be added to the taxes to the *premises* as taxes in arrears and shall be subject to interest and recovered in the same manner as municipal property taxes.

PART 12 OFFENCES AND PENALTIES

Bylaw Contravention:

- 12.2 Any *person* who contravenes any provision of this Bylaw for which a specific penalty has not otherwise been specified commits an offence of this Bylaw.
- 12.3 Every *person* who commits an offence punishable on summary conviction shall be liable to pay a fine of not less than \$1,000 and not more than \$50,000.
- 12.4 Where an offence under this Bylaw is of a continuing nature, each day that the offence continues or is permitted to exist shall constitute a separate offence.
- 12.5 This Bylaw may be enforced under the *Offence Act*, R.S.B.C. 1996, chapter 338, or the *City of Prince Rupert Ticket Information Bylaw No. 2783, 1992*, as may be amended or replaced from time to time.

12.6 Nothing in this Part affects any other right or remedy of the *City* in respect of any violation of any provision of this Bylaw.

PART 13 REPEAL

Repeal

13.1 Solid Waste Management Bylaw No. 3480, 2021 is hereby repealed.

READ A FIRST TIME this ____ day of _____, 2024.

READ A SECOND TIME this this ____ day of _____, 2024.

READ A THIRD TIME this ____ day of _____, 2024

READ A FOURHT & FINAL TIME this ____ day of _____, 2024.

Mayor

Corporate Officer

SCHEDULE “A”
Collection and Disposal of Solid Wastes Bylaw No. 3550, 2024

UNACCEPTABLE WASTES FOR CITY COLLECTION SERVICE

The following *waste* materials will not be collected by *City* collection forces and shall not be placed by any *person* in any *bin* or other location for collection by the *City*:

1. *prohibited waste*
2. *controlled waste*
3. *liquid waste*
4. *trade waste* to be collected from residential *premises*
5. *industrial wastes*
6. *dead animals*
7. *oversized items of any kind*
8. *demolition or construction waste*
9. *wood or wood waste*
10. *garden waste, grass and leaves*
11. *trees*
12. *hedge clippings*
13. *an invasive plant listed in the Invasive Plants Regulation, B.C. Reg. 18/2004*
14. *rocks*
15. *discarded furniture or appliances*
16. *metal scraps*
17. *cardboard*
18. *Any other waste material determined by the Director of Operations to be unacceptable*

SCHEDULE “B”
Collection and Disposal of Solid Wastes Bylaw No. 3550, 2024

PROHIBITED WASTES

The following *wastes* are prohibited from disposal at the Landfill Site:

1. hazardous (including pathogenic and radioactive) *wastes*
2. “hazardous wastes” as defined by the *Environmental Management Act* (BC).
3. any substance prescribed as “waste” by regulation under the *Environmental Management Act* (BC), unless such substance is expressly permitted as a *controlled waste*
4. biomedical *waste*, other than non-anatomical waste generated by hospitals, laboratories, doctors’ offices, clinics, veterinarians and similar facilities which has been sterilized, and clearly identified as being sterilized, in a ‘Certified Sterilization Facility’ and as defined in the CCME Draft Code of Practice for the Management of Biomedical Waste in Canada (June 1991)
5. explosive substances
6. chemicals or other materials which may create hazardous working conditions
7. inflammable materials
8. hot ashes or other materials hot enough to start combustion
9. waste vegetable oil, petroleum, petroleum by-products including oil, used oil filters or equipment lubricant filters
10. contaminated water waste, being water which contains more than a minor trace, as determined by the Director of Operations, of a petroleum/grease product and includes wastewater from facilities where maintenance or lubrication of vehicle/equipment components are washed or where solvents are used for removal of paint, grease or oils
11. water or waste having a pH lower than 5.3 or higher than 9.5 or having any other corrosive property that could reasonably be expected to cause damage or injury to structures, equipment or personnel engaged in the operation or maintenance of the sewage system or to harm or disrupt biological sewage treatment processes, including but not limited to, battery acid or plating acid and waste, copper sulfate, chromium salts and compounds, and salt brine
12. *solid waste* containing excrement other than small amounts of domestic pet *waste*
13. tanks, barrels, drums, pails, and other large liquid vessels that are not empty, unless authorized by the Director of Operations
14. creosote painted/pressure treated material
15. contaminated soils, unless authorized by the Director of Operations
16. tires
17. batteries
18. corrugated cardboard from commercial sources

19. appliances containing metal, including refrigerators, freezers, washing machines, dishwashers, clothes dryers, ranges, stoves, furnaces, air conditioners and hot water tanks
20. wire rope
21. any other material deemed by the Director of Operations or the Medical Health Officer as hazardous, unacceptable, or unsuitable for disposal at the Landfill Site

SCHEDULE “C”
Collection and Disposal of Solid Wastes Bylaw No. 3550, 2024

CONTROLLED WASTES

The following *waste* materials may be accepted at the *Landfill Site* upon approval from the *Director of Operations*, but because of their inherent nature or quantity may be subject to special handling and disposal techniques to avoid creating health hazards, nuisances, or environmental pollution:

1. asbestos
2. *liquid waste* and sludges including sewage
3. dead animals and animal parts (including bones, feathers, skin, hair, nails and teeth)
4. invasive plants listed in the *Invasive Plants Regulation*, B.C. Reg. 18/2004
5. contaminated soils acceptable to the Director of Operations
6. non-contaminated wastewater acceptable to the Director of Operations
7. soot
8. mobile homes
9. automobile bodies, automobile parts, or boat hulls.
10. tanks, barrels, drums, pails and other large liquid vessels, that are empty.
11. gypsum
12. lumber, timber, logs, etc., longer than 3.6 metres (12 ft)
13. grain
14. sandblast sand
15. non-processed Fish Waste (salmon, crab, sea urchins, etc.)

SCHEDULE “D”
Collection and Disposal of Solid Wastes Bylaw No. 3550, 2024

CURBSIDE RECYCLABLE MATERIALS

Waste materials accepted for curbside collection when placed in the designated curbside *recycling bins* are defined by *Recycle BC*, as may be amended or altered by *Recycle BC* from time to time, but generally include:

1. Printed Papers, examples of which include newspapers, newspaper inserts, magazines, catalogues, telephone directories, envelopes and greeting cards
2. Old Corrugated cardboard, examples of which include but are not strictly limited to grocery store boxes, liquor store boxes, and clean pizza boxes
3. Other Paper Packaging (containing liquids when sold), examples of which include but are not limited to non-foam paper cups, milk and juice cartons, soup and broth cartons, paper soup bowls, and microwaveable paper containers
4. Other Paper Packaging (not containing liquids when sold), examples of which include but are not limited to cereal boxes, shoe boxes, paper towel and toilet paper tubes, soft drink boxes, egg cartons, cardboard drink trays, paper bags and paper frozen food packaging
5. Rigid Plastic, examples of which include plastic jugs with caps (for milk, cooking oil, fabric softener, etc.) plastic bottles with screw caps (for food, dish soap, mouthwash, pills and vitamins, etc.), plastic jars with wide mouths and screw lids (for peanut butter, jam, condiments, vitamins, etc.), plastic cannabis packaging, plastic clamshells (for baked goods, fruit, produce, etc.) plastic tubs and lids (for margarine, yogurt, cottage cheese, ice cream, etc.) plastic take-out cups with lids, plastic garden pots and trays, plastic pails less than 25L (for laundry detergent, ice cream, pet food, etc.), microwavable bowls and cups, empty plastic single-use coffee and tea pods, and rigid plastic packaging with paper removed (for toys, toothbrushes, batteries, etc.)
6. Steel and aluminum containers, examples of which include aluminum and steel cans and lids, aluminum foil wrap and take out containers, empty aluminum aerosol containers (for air fresheners, shaving cream, deodorant, foam insulation, etc.), and food tins.

All materials listed above must be cleaned of any food or other product and be dry before placing in a *recycling bin* for collection. Any material listed above contaminated with food or other product will not be accepted for collection.

SCHEDULE “E”
Collection and Disposal of Solid Wastes Bylaw No. 3550, 2024

WASTES ACCEPTED AT THE SPECIAL MATERIALS SITE

The following *waste* materials only are accepted for disposal at the *Special Materials Site*:

1. muskeg, berm material, and overburden, (including grass and branches).
2. cement products (including protruding rebar).
3. metal products (no allowable contamination).
4. approved *sorted building debris* such as clean wood, but excluding drywall or gypsum.
5. clean wood (pallet boards, etc.). No treated wood products.
6. steel frames from mobile homes.
7. tin, steel and aluminum.

The foregoing accepted materials exclude any leachable material or any loose material that can be wind swept.

SCHEDULE “F”

Collection & Disposal of Solid Wastes Bylaw No. 3550, 2024

FEES AND CHARGES

All fees, rates, and charges in this Schedule include a 2% Asset Management Reserve Fee, being a surcharge collected to repair, replace and upgrade the waste and recyclable service infrastructure assets

	2024	2025	2026	2027	2028
CITY COLLECTION FEES					
Residential Collection Service (Section 5.1 (a))					
Per <i>dwelling unit</i> , minimum annual charge for collection of <i>solid waste</i>	\$538.97	\$571.31	\$605.59	\$641.93	\$680.45
Per <i>dwelling unit</i> , additional annual charge for 240L refuse collection	\$104.04	\$220.00	\$233.20	\$247.19	\$262.02
For <i>dwelling units</i> situated above or behind trade premises or for single Owner with >20 dwellings, per <i>dwelling unit</i> minimum quarterly charge for collection of <i>solid waste</i>	\$134.74	\$142.82	\$151.39	\$160.47	\$170.10
Commercial Collection Service (Section 5.1 (b))					
Minimum quarterly charge for two (2) bins picked up twice per week.	\$415.46	\$440.39	\$466.81	\$494.82	\$524.51
Charge for each additional garbage bin above two (2)	\$11.46	\$24.30	\$25.75	\$27.30	\$28.94
Bin Fees (Sections 5.9 and 6.11)					
Exchange fee to change 120 litre to 240 litre bin or vice versa		\$25.00	\$26.50	\$28.09	\$29.78
Repair of bin wheels, handle, or lid	\$25.00	\$27.00	\$29.00	\$31.00	\$33.00
Replacement of 120 litre bin	\$50.00	\$53.00	\$56.00	\$59.00	\$63.00
Replacement of 240 litre bin	\$70.00	\$74.00	\$78.00	\$83.00	\$88.00
Credit for bin returned after replacement	(40.00)	(\$42.00)	(\$45.00)	(\$47.00)	(\$50.00)
Additional Fees (Section 10.2(f)(ii))					
Failure to use approved bin for curbside collection of solid waste	\$50.00	\$53.00	\$56.00	\$90.00	\$63.00

Overfilling of bin beyond lid height causing materials to spill		\$50.00	\$53.00	\$56.00	\$59.00	\$63.00
Contaminating materials in curbside		\$50.00	\$53.00	\$56.00	\$59.00	\$63.00
Clean up of City property		Actual cost (\$150.00 Minimum)	Actual cost (\$186.00 Minimum)	Actual cost (\$197.00 Minimum)	Actual cost (\$209.00 Minimum)	Actual cost (\$222.00 Minimum)
Actual Cost Hourly Rates (Section 10.1 and 10.4)						
Clerical & First Aid Attendant			\$96.00	These hourly rates are subject to change annually, starting 2026, based in part on Collective Agreement Bargaining.		
Engineering Technologist			\$94.00			
Equipment Operator I			\$91.00			
Equipment Operator II			\$103.00			
Foreman			\$106.00			
Labourer			\$91.00			
Mechanic/Welder			\$118.00			
Utility Foreman			\$113.00			
Other			\$91.00			
City Vehicles and Equipment	The hourly rental rate for the vehicle or equipment as specified in the current year's Blue Book Rental Rate Guide as published by BC Road Builders and Heavy Construction Association in partnership with the Ministry of Transportation					
USE OF DISPOSAL SITE – CASH RATES						
Fees for disposing of <i>waste</i> at the <i>Disposal Site</i> is measured by weight (tonne) on the scale provided at the site unless otherwise stated. All rates are per tonne unless otherwise stated. Cash rates include debit and credit cards. Minimum rates apply per load.						
General Waste Disposal						
Regular Tipping Fees	Resident	183.00	\$194.00	\$206.00	\$218.00	\$231.00
	Minimum	11.00	\$12.00	\$12.00	\$12.00	\$12.00
	Non-Res	255.00	\$270.00	\$286.00	\$303.00	\$321.00
	Minimum	12.00	\$17.00	\$17.00	\$17.00	\$17.00
Temporary Worker's Residence (upon approval)	Resident	465.00	\$493.00	\$523.00	\$554.00	\$587.00
	Non-Res	651.00	\$690.00	\$731.00	\$775.00	\$822.00
Controlled Waste Weekdays						
Non-processed fish waste	Resident	612.00	\$649.00	\$688.00	\$729.00	\$773.00
	Non-Res	857.00	\$908.00	\$962.00	\$1,020.00	\$1,081.00
Non-contaminated Water Waste (upon approval)	Resident	228.00	\$242.00	\$257.00	\$272.00	\$288.00
	Non-Res	320.00	\$339.00	\$359.00	\$381.00	\$404.00

Liquid Waste and Sludge includes sewage	Resident	75.50	\$150.00	\$159.00	\$169.00	\$179.00
	Non-Res	113.40	\$210.00	\$223.00	\$236.00	\$250.00
Waste that requires immediate burial	Resident	430.00	\$456.00	\$483.00	\$512.00	\$543.00
	Non-Res	604.00	\$640.00	\$678.00	\$719.00	\$762.00
Controlled Waste After Hours, Weekends & Holidays						
Regular tipping fees plus additional charge per load of:	Resident	446.00	\$473.00	\$501.00	\$531.00	\$563.00
	Non-Res	625.00	\$663.00	\$703.00	\$745.00	\$790.00
Any Controlled Waste without a specified disposal charge shall be charged the general disposal rate for the particular site (General or Recycle) that is directed to by staff						
Non-Operational Scale Fees						
In the event that the Landfill Site scales provided are not operational, all <i>solid waste</i> delivered to the Landfill Site shall be subject to the following charges, according to the type of vehicle delivering the <i>waste</i> and without taking into consideration the volume or weight of the <i>waste</i> contained in the vehicle.						
Standard size garbage bags up to 6 bags	Resident	\$8.50	\$12.00	\$12.00	\$12.00	\$12.00
	Non-Res	\$11.90	\$17.00	\$17.00	\$17.00	\$17.00
Automobiles including cars, vans, SUVs, small trucks and single axle trailer with tire inner diameter of less than 10" (25 cm)	Resident	\$13.40	\$18.00	\$18.00	\$18.00	\$18.00
	Non-Res	\$18.70	\$25.50	\$25.50	\$25.50	\$25.50
Tandem trailer with sides more than 1 metre (3 ft)	Resident	\$37.80	\$40.10	\$42.50	\$45.10	\$47.80
	Non-Res	\$52.40	\$55.50	\$58.80	\$62.30	\$66.00
One (1) ton units	Resident	\$41.20	\$43.70	\$46.30	\$49.10	\$52.00
	Non-Res	\$56.10	\$59.50	\$63.10	\$66.90	\$70.90
Single axle dump truck	Resident	\$497.40	\$527.20	\$558.80	\$592.30	\$627.80
	Non-Res	\$697.20	\$739.00	\$783.30	\$830.30	\$880.10
Tandem dump truck	Resident	\$814.80	\$863.70	\$915.50	\$970.40	\$1,028.60
	Non-Res	\$1,142.80	\$1,211.40	\$1,284.10	\$1,361.10	\$1,442.80
Single axle side load 20 yd Refuse Truck (low compaction)	Resident	\$873.50	\$925.90	\$981.50	\$1,040.40	\$1,102.80
	Non-Res	\$1,225.10	\$1,298.60	\$1,376.50	\$1,459.10	\$1,546.60
Single axle side load 20 yd Refuse Truck (mid-high compaction)	Resident	\$1,406.10	\$1,490.50	\$1,579.90	\$1,674.70	\$1,775.20
	Non-Res	\$1,968.00	\$2,086.10	\$2,211.30	\$2,344.00	\$2,484.60
	Resident	\$1,751.70	\$1,856.80	\$1,968.20	\$2,086.30	\$2,211.50

Tandem side load 30 yd Refuse Truck (mid-high compaction)	Non-Res	\$2,450.00	\$2,597.00	\$2,752.80	\$2,918.00	\$3,093.10
Front load Refuse Truck	Resident	\$1,490.70	\$1,580.10	\$1,674.90	\$1,775.40	\$1,881.90
	Non-Res	\$2,086.80	\$2,212.00	\$2,344.70	\$2,485.40	\$2,634.50
Roll on/off Tandem with open container	Resident	\$1,020.40	\$1,081.60	\$1,146.50	\$1,215.30	\$1,288.20
	Non-Res	\$1,428.50	\$1,514.20	\$1,605.10	\$1,701.40	\$1,803.50
Roll on/off Tandem with compactor style container	Resident	\$1,607.10	\$1,703.50	\$1,805.70	\$1,914.00	\$2,028.80
	Non-Res	\$2,251.40	\$2,386.50	\$2,529.70	\$2,681.50	\$2,842.40

USE OF SPECIAL MATERIALS SITE – CASH RATES

Recycling under one tonne – minimum charge	Resident	\$5.00	\$6.00	\$6.00	\$6.00	\$6.00
	Non-Res	\$7.00	\$8.00	\$8.00	\$8.00	\$8.00
Recycling above one tonne	Resident	\$17.70	\$18.80	\$19.90	\$21.10	\$22.40
	Non-Res	\$24.60	\$26.10	\$27.70	\$29.40	\$31.20
Muskeg	Resident	\$57.20	\$55.00	\$58.30	\$61.80	\$65.50
	Non-Res	\$80.10	\$77.00	\$81.60	\$86.50	\$91.70
Automobiles for recycling (as authorized)	Resident	\$57.30	\$60.70	\$64.30	\$68.20	\$72.30
	Non-Res	\$78.90	\$83.60	\$88.60	\$93.90	\$99.50

OTHER LANDFILL SITE CHARGES – CASH RATES

Use of Scale	Resident	\$32.40	\$34.30	\$36.40	\$38.60	\$40.90
	Non-Res	\$43.60	\$46.20	\$49.00	\$51.90	\$55.00
Clean Cover Material	Resident	\$32.40	\$34.30	\$36.40	\$38.60	\$40.90
	Non-Res	\$43.60	\$46.20	\$49.00	\$51.90	\$55.00
Sand (as authorized)	Resident	\$161.30	\$171.00	\$181.30	\$192.20	\$203.70
	Non-Res	\$225.70	\$239.20	\$253.60	\$268.80	\$284.90
Tipping fees plus Disposal of Controlled or Prohibited Waste without prior approval (per item).	Resident	\$680.00	\$720.00	\$760.00	\$810.00	\$860.00
	Non-Res	\$970.00	\$1,030.00	\$1,090.00	\$1,160.00	\$1,230.00

UNCOVERED OR INSECURE LOADS

General Waste Disposal fees will be doubled when Commercial Vehicles attend the disposal site with an uncovered or an insecure load, such that matter can fall from or blow out of the vehicle.

NON-PROFIT ORGANIZATIONS FEE

Non-profit groups may apply to have a 50% reduction in their landfill tipping fees to a maximum of \$3,000 annually when authorized by the Director of Operations or their designate. This approval must be granted prior

to attending the disposal site. Any other requests for financial assistance must be directed to City Council.

INVOICE RATES – LANDFILL SITE

Invoice rates will be 12% higher than the cash rate identified in this Schedule.

BILLING AND EARLY PAYMENT REWARD

Accounts paid in full by the due date on the Billing Statement may be entitled to receive a ten percent (10%) reduction. Any payments received after the close of business day at Prince Rupert City Hall on the due date are not eligible for the discount. Payments made at a Financial Institution must be received by the *City* on or before the application due dates in order for the customer to qualify for the discount. Non-receipt of the utility bill will not be recognized as a valid excuse for failure to pay the rates when due. Early payment reductions do not apply to fees charged under the Bin Fees and Specific Penalties categories described above.

UNPAID FEES AND CHARGES

Any amounts imposed under this Schedule remaining unpaid on the thirty-first (31st) day of December in any year shall be deemed to be taxes in arrears in respect of the parcels of land concerned and such sums shall be recovered with interest, in the same manner as ordinary municipal taxes upon land in accordance with the applicable provisions of the Community Charter and Local Government Act. Furthermore, these accounts will also be subject to a late fee of ten percent (10%).

GST is applicable on the fees and charges.

CITY OF PRINCE RUPERT

2024 FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW NO. 3552, 2024

A BYLAW FOR THE CITY OF PRINCE RUPERT TO AMEND THE 2024
FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW NO. 3529, 2024

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

1. **Schedule “A”** attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the City of Prince Rupert for the period ending December 31st, 2028.
2. This Bylaw may be cited as **“2024 Five Year Financial Plan Amendment Bylaw No. 3552, 2024”**.

READ A FIRST TIME THIS ___ day of _____, 2024.

READ A SECOND TIME THIS ___ day of _____, 2024.

READ A THIRD TIME THIS ___ day of _____, 2024.

READ A FORTH AND FINAL TIME THIS ___ day of _____, 2024.

Mayor

Corporate Officer

Schedule “A”

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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

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

Table One (1) shows the proportion and value of the total revenue proposed to be raised from each funding source in 2024. Grants and other miscellaneous revenues form the largest portion of planned revenue as the City is undertaking many large Capital projects (for example, Water Line renewal, Sewer Line renewal, Waterfront Development) for which large grants have been secured.

New debt to be advanced forms the second largest non-tax funding source in 2024 as the City is borrowing to complete the new RCMP Detachment, fund a portion of the Airport Ferry refit/repower, design Water Capital projects, and replace Sewer lines in tandem with Water line Renewal. Property value taxes are the largest revenue source to support City operations. The property taxation system is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries, and street maintenance. For these reasons, property value taxation will continue to be a major source of municipal revenue.

Table 1

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	18%	28,459,000
Payment in Lieu of Taxes & Prov. Grants	2%	3,626,000
User Fees & Charges	9%	14,966,000
Accruals	2%	2,880,000
Reserves	9%	14,137,000
Accumulated General Operating Surplus	0%	320,000
Accumulated Utilities Operating Surplus	3%	4,656,000
Grants and Other Miscellaneous Revenue	39%	63,116,000
Dividend- Prince Rupert Legacy	3%	4,161,000
Debt Financing	15%	24,020,000
Total	100%	160,341,000

Schedule “A”

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Objective

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

Policy

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

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

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

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

Table (2) shows the current property tax revenues of each classification except those classes with zero tax revenue, based on the 2024 Revised Assessment Roll (which is subject to change):

Table 2

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

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Objective

- Council will encourage economic development by minimizing tax increases.

Policy

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

3. Use of Permissive and Revitalization Tax Exemptions (Section 165 (3.1)(c) and Section 226)

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

Objectives

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

Policy

- Permissive tax exemptions will be considered in conjunction with:
 - a. The value of other assistance being provided by the Community;
 - b. The amount of revenue that the City will lose or forgo if the exemption is granted;
 - c. City of Prince Rupert Permissive Tax Exemption Bylaw 3521, 2023
 - d. The Permissive Property Tax Exemption Policy
 - e. Downtown Core Revitalization Tax Exemption Program Bylaw 3466, 2020.

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

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Table 3

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

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Table 3 (continued)

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

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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

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

Table 4

Proposed Expenditures	Amount (\$)
Operating Fund	86,454,000
Sewer Utility Fund	21,049,000
Solid Waste Fund	12,261,000
Water Utility Fund	40,577,000
Total	160,341,000

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

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

Table 5

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	18%	28,459,000
Payment in Lieu of Taxes & Provincial Grants	2%	3,626,000
User Fees & Charges	9%	14,966,000
Accruals	2%	2,880,000
Reserves	9%	14,137,000
Accumulated General Operating Surplus	0%	320,000
Accumulated Utilities Operating Surplus	3%	4,656,000
Grants and Other Miscellaneous Revenue	39%	63,116,000
Dividend- Prince Rupert Legacy	3%	4,161,000
Debt Financing	15%	24,020,000
Total	100%	160,341,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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

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

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

The amount required to pay interest and principal on municipal debt is approximately \$3,530,000

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

Capital Purchases

Table 6 shows the 2024 Capital Purchases:

Table 6

Department	Amount (\$)
Fire Protection	1,222,000
Building	2,826,000
Policing	17,100,000
Recreation	302,000
Real Estate	545,000
Civic Improvements	10,275,000
Transportation	2,398,000
Vehicles & Mobile Equipment (General)	200,000
Vehicles & Mobile Equipment (Water)	190,000
Vehicles & Mobile Equipment (Solid Waste)	475,000
Total	35,533,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Capital Works

Table 7 shows the 2024 Capital Works:

Table 7

Fund	Amount (\$)
Water Utility	35,900,000
Sewer Utility	19,477,000
Solid Waste Utility	6,175,000
Civic Improvements	138,000
Transportation	3,280,000
Total	64,970,000

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

Nil

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

Expenditures for other municipal purposes are \$56,308,000 which is the total from Table 4 of \$160,341,000 less the amounts under Items 7 and 9 (\$3,530,000 and Nil) and the totals from Tables 6 and 7 (\$35,533,000 and \$64,970,000).

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

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

Table 8a

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

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Table 8b proposes the following transfers:

Table 8b

Transfer of Reserves	Amount (\$)
From:	
RCMP Reserve	(2,150,000)
General Capital Reserve	(1,550,000)
NW BC Regional Funding Agreement Reserve	(2,845,000)
Public Works Equipment Reserve	(880,000)
Ferry Maint. & Capital Replacement Reserve	(650,000)
Parking Reserve	(210,000)
Land Reserve	(50,000)
Water Treatment Grant Reserve	(3,212,000)
Northern Capital and Planning Grant Reserve	(2,440,000)
Duncan Road Improvements Reserve	(150,000)
General Operating Fund	(8,309,000)
Water Operating Fund	(918,000)
Sewer Operating Fund	(167,000)
Solid Waste Operating Fund	(93,000)
Total	(23,624,000)
To:	
RCMP Reserve	335,000
Miscellaneous Reserves (interest)	200,000
Rushbrook Parking Program Reserve	80,000
Recreation Asset Management Reserve	57,000
Water Capital Program Reserve	918,000
Sewer Capital Program Reserve	167,000
Solid Waste Capital Program Reserve	93,000
General Capital Reserve	459,000
NW BC Regional Funding Agreement Reserve	6,860,000
Public Works Equipment Reserve	318,000
General Operating Fund loan payments	180,000
General Operating Fund Capital Works	2,105,000
General Operating Fund Capital Purchases	4,852,000
Water Fund Capital Works	4,400,000
Water Fund Capital Purchases	190,000
Solid Waste Fund Capital Works	1,950,000
Solid Waste Fund Capital Purchases	310,000
Sewer Fund Capital Works	150,000
Total	23,624,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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

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

Table 9

Transfers of Accumulated Surplus	Amount (\$)
From:	
General Operating Fund Surplus	(320,000)
Solid Waste Utility Fund Surplus	(1,329,000)
Sewer Utility Fund Surplus	(3,327,000)
Total	(4,976,000)
To:	
General Operating Fund Special Projects	80,000
General Operating Fund Capital Purchases	205,000
General Operating Fund Capital Works	35,000
Solid Waste Utility Fund Operations	1,029,000
Solid Waste Utility Fund Capital Works	300,000
Sewer Utility Fund Capital Works	3,327,000
Total	4,976,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

General Operating Fund Departmental Budgets

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

Table 10(a)

GENERAL OPERATING FUND	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues by Department					
Airport Ferry	1,180,000	1,556,000	1,626,000	1,691,000	1,759,000
Bylaw Enforcement	151,000	154,000	157,000	160,000	160,000
Cemetery	139,000	159,000	164,000	170,000	177,000
Civic Properties	252,000	257,000	82,000	84,000	84,000
Corporate Administration	84,000	84,000	84,000	84,000	84,000
Cow Bay Marina	455,000	501,000	551,000	606,000	626,000
Development Services	303,000	309,000	316,000	323,000	323,000
Economic Development	70,000	70,000	70,000	70,000	70,000
FD 911 Services	79,000	78,000	77,000	76,000	75,000
FD Fire Protective Services	5,000	6,000	6,000	6,000	6,000
Finance	15,000	15,000	15,000	15,000	15,000
Fiscal Revenues	16,536,000	8,524,000	8,321,000	8,314,000	8,445,000
Information Technology	1,000	1,000	1,000	1,000	1,000
PW Engineering	5,000	5,000	5,000	5,000	5,000
PW Common Costs	70,000	71,000	72,000	73,000	74,000
RCMP	147,000	149,000	151,000	153,000	156,000
Rec. Centre Arena	261,000	265,000	269,000	273,000	277,000
Rec. Centre Civic Centre	362,000	377,000	386,000	403,000	421,000
Rec. Centre Community Services	3,000	15,000	15,000	15,000	15,000
Rec. Centre Pool	523,000	533,000	543,000	553,000	563,000
Transit	201,000	207,000	213,000	219,000	226,000
Victim Services	113,000	77,000	77,000	77,000	77,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Subtotal	21,355,000	13,813,000	13,601,000	13,771,000	14,039,000
Property Taxes (existing)	26,025,000	28,459,000	29,593,000	30,361,000	31,114,000
Property Tax Increase (Decrease) - Non-market change	700,000	-	-	-	-
Property Tax Increase (Decrease)	1,734,000	1,134,000	768,000	753,000	666,000
Total Operating Revenues	49,814,000	43,406,000	43,962,000	44,885,000	45,819,000
PR Legacy Inc contributions- Capital Works	178,000	-	-	-	-
PR Legacy Inc contributions- Capital Purchases	837,000	-	-	-	-
Conditional Project Grants - Capital Purchases	11,468,000	-	-	-	-
Appropriated Reserves - Capital Works	2,105,000	-	-	-	-
Appropriated Reserves - Capital Purchases	4,852,000	-	-	-	-
Community Works Fund (Gas Tax) - Capital Purchases	321,000	-	-	-	-
Appropriated Surplus - Capital Purchases	205,000	-	-	-	-
Appropriated Surplus - Capital Works	35,000	-	-	-	-
PR Legacy Inc contributions- Special Projects	188,000	-	-	-	-
Appropriated Surplus - Special Projects	80,000	-	-	-	-
Conditional Project Grants - Special Projects	751,000	-	-	-	-
Loans from MFA - Capital Purchases	15,620,000	1,300,000	-	-	-
Total Capital Revenues	36,640,000	1,300,000	-	-	-
Total General Operating Fund Revenues	86,454,000	44,706,000	43,962,000	44,885,000	45,819,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Table 10(b)

GENERAL OPERATING FUND	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
<u>Expenditures by Department</u>					
Airport Ferry	2,375,000	2,830,000	2,898,000	3,008,000	3,132,000
Bylaw Enforcement	476,000	482,000	488,000	495,000	502,000
Cemetery	323,000	329,000	334,000	340,000	345,000
Civic Properties	742,000	753,000	764,000	775,000	786,000
Corporate Administration	1,153,000	1,165,000	1,189,000	1,213,000	1,237,000
Cow Bay Marina	450,000	468,000	488,000	508,000	527,000
Development Services	1,015,000	1,035,000	1,053,000	1,073,000	1,105,000
Economic Development	254,000	262,000	267,000	272,000	276,000
FD 911 Services	675,000	688,000	702,000	715,000	730,000
FD Fire Protective Services	5,578,000	5,529,000	5,666,000	5,807,000	5,947,000
FD Emergency Measures	31,000	31,000	31,000	31,000	31,000
Finance	1,362,000	1,214,000	1,237,000	1,261,000	1,286,000
Finance Cost Allocation	(471,000)	(524,000)	(575,000)	(629,000)	(660,000)
Fiscal Expenditures	3,666,000	4,620,000	4,317,000	4,342,000	4,368,000
Governance	432,000	452,000	468,000	484,000	501,000
Grants in Aid to Community Partners	1,889,000	1,936,000	1,985,000	2,035,000	2,087,000
Human Resources	488,000	498,000	509,000	520,000	531,000
Information Technology	805,000	818,000	831,000	844,000	857,000
Parks	1,323,000	1,346,000	1,369,000	1,392,000	1,415,000
PW Engineering	782,000	878,000	897,000	915,000	932,000
PW Common Costs	5,493,000	5,643,000	5,799,000	5,961,000	6,129,000
Allocation of PW Common Cost	(5,351,000)	(5,487,000)	(5,619,000)	(5,745,000)	(5,887,000)
PW Vehicles	1,778,000	1,848,000	1,879,000	1,911,000	1,942,000
Allocation of PW Vehicles	(1,778,000)	(1,848,000)	(1,879,000)	(1,911,000)	(1,942,000)
RCMP	7,355,000	7,509,000	7,692,000	7,880,000	8,065,000
Rec. Centre Arena	589,600	574,000	583,000	596,000	606,000
Rec. Centre Civic Centre	2,123,400	2,191,000	2,242,000	2,292,000	2,327,000
Rec. Centre Community Services	4,000	4,000	4,000	4,000	4,000
Rec. Centre Pool	1,550,000	1,593,000	1,634,000	1,668,000	1,690,000
Roads	2,534,000	2,655,000	2,780,000	2,855,000	2,934,000
Transit	854,000	974,000	985,000	1,025,000	1,064,000
Victim Services	222,000	225,000	229,000	233,000	237,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Transfer to Reserves (Interest, RCMP Loan)	535,000	200,000	200,000	200,000	200,000
Transfer to General Capital Reserves	7,260,000	400,000	400,000	400,000	400,000
Total Operating Expenses	46,917,000	41,691,000	42,247,000	43,170,000	44,104,000
Provision for Special Projects	1,251,000	25,000	25,000	25,000	25,000
Provision for Capital Purchases	34,868,000	1,890,000	590,000	590,000	590,000
Provision for Capital Works	3,418,000	1,100,000	1,100,000	1,100,000	1,100,000
Total Capital Expenses	39,537,000	3,015,000	1,715,000	1,715,000	1,715,000
Total Operating Fund Expenditures	86,454,000	44,706,000	43,962,000	44,885,000	45,819,000
Surplus(Deficit)	-	-	-	-	-

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

13. Utility Funds Revenue & Expenditure Budgets

Table 11 shows the Utility Operating Funds proposed budgets.

Table 11

UTILITY OPERATING FUNDS	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Sanitary and Storm Sewer					
Operating Revenues	2,872,000	3,240,000	4,422,000	5,071,000	5,694,000
Grants	8,300,000	11,695,000	2,810,000	696,000	-
PR Legacy Inc contributions	-	2,500,000	-	-	-
Appropriated Surplus - Cap Works	3,327,000	1,400,000	-	-	-
Loans from MFA	6,400,000	13,000,000	17,190,000	5,410,000	-
Funding from Reserves	150,000	-	-	-	-
Capital Works	(19,477,000)	(29,775,000)	(21,275,000)	(6,685,000)	(750,000)
Revenue for operations	1,572,000	2,060,000	3,147,000	4,492,000	4,944,000
Expenditures	1,572,000	2,060,000	3,147,000	4,492,000	4,944,000
Surplus (Deficit)	-	-	-	-	-
Water					
Operating Revenues	5,487,000	4,583,000	4,939,000	5,325,000	5,598,000
Grants	28,000,000	50,000,000	50,000,000	5,500,000	-
PR Legacy Inc contributions	500,000	-	-	-	-
Loans from MFA	2,000,000	4,000,000	1,000,000	18,000,000	15,000,000
Funding from Reserves	4,590,000	2,000,000	6,000,000	-	-
Capital Purchases	(190,000)	-	-	-	-
Capital Works	(35,900,000)	(56,750,000)	(57,750,000)	(24,250,000)	(15,750,000)
Revenue for operations	4,487,000	3,833,000	4,189,000	4,575,000	4,848,000
Expenditures	4,487,000	3,833,000	4,189,000	4,575,000	4,848,000
Surplus (Deficit)	-	-	-	-	-
Solid Waste					
Operating Revenues	4,792,000	5,177,000	5,485,000	5,811,000	6,156,000
Appropriated Surplus - Cap Works	300,000	-	-	-	-
Funding from Accruals - CW	2,880,000	-	-	-	-
Funding from Reserves	2,260,000	-	-	-	-
Community Works Fund (Gas Tax)	1,000,000	-	-	-	-
Capital Purchases	(475,000)	-	-	-	-
Capital Works	(6,175,000)	(45,000)	(48,000)	(51,000)	(54,000)
Revenue for operations	4,582,000	5,132,000	5,437,000	5,760,000	6,102,000
Appropriated Surplus for Rate Stabilization	1,029,000	783,000	571,000	343,000	109,000
Expenditures	5,611,000	5,915,000	6,008,000	6,103,000	6,211,000
Surplus (Deficit)	-	-	-	-	-

CITY OF PRINCE RUPERT

REVITALIZATION TAX EXEMPTION PROGRAM BYLAW NO. 3553, 2024

A BYLAW TO ESTABLISH A REVITALIZATION TAX EXEMPTION PROGRAM

WHEREAS Section 226 of the *Community Charter* provides that a Council may by bylaw adopt a tax exemption program for the purpose of encouraging revitalization in areas within the municipality;

AND WHEREAS Council wishes to encourage revitalization in certain areas of the City through incentives;

AND WHEREAS Council has considered this bylaw in conjunction with the objectives and policies set out under Section 165 of the *Community Charter*;

AND WHEREAS Council has given notice of its intention to adopt this revitalization tax exemption program bylaw in accordance with Section 227 of the *Community Charter*;

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

Title

1. This Bylaw may be cited for all purposes as **“Revitalization Tax Exemption Program Bylaw No. 3553, 2024”**.

Objectives

2. The revitalization tax exemption program established under this Bylaw is intended to generate economic growth, new investment, community redevelopment and revitalization as well as encourage multi-family residences as described in the revitalization area.
3. The following Schedules are attached hereto and form part of this bylaw:
 - (1) Schedule A1 – Downtown Core Revitalization Area
 - (2) Schedule A2 – Industrial Revitalization Area
 - (3) Schedule B – Application for Revitalization Tax Exemption
 - (4) Schedule C – Revitalization Tax Exemption Agreement
 - (5) Schedule D – Revitalization Tax Exemption Certificate

Definitions

4. In this Bylaw, the following terms are defined as:

“agreement” means a Revitalization Tax Agreement, between the Owner of a Property and the City, pursuant to this Bylaw and section 226(7) of the *Community Charter*, in the form attached to and forming part of this Bylaw as Schedule C;

“application” means a Revitalization Tax Exemption Application, in the form attached hereto and forming part of this Bylaw as Schedule B;

“Assessed Value” has the same meaning as set out in the *Assessment Act* of British Columbia;

“Assessment Authority” means the British Columbia Assessment Authority that provides property assessments on an annual basis for all property owners in the province.;

“Building” means a building that is used for an eligible use;

“Complete” means:

- a) That the work carried out by the Owner is completed within the conditions set out by the *Builders Lien Act*; and,
- b) That an occupancy permit has been issued by the City’s building inspector for an Eligible Improvement.

“Construction Value” means the estimated total value of all construction work related to an eligible improvement, acceptable to the City’s building inspector and using the methodology for determining the value of construction on a building permit pursuant to the City’s Building Bylaw, and, if required by the building inspector, must be determined by an estimate prepared by the Owner’s design professional, architect or engineer;

“Council” means the Council of the City;

“City” means the City of Prince Rupert;

“Downtown Core Revitalization Area” means that area of land in the City of Prince Rupert shown outlined on Schedule A1;

“Eligible Improvement” means:

- a) A new Building that is constructed in the Revitalization Area; or
- b) An existing Building on Eligible Land that is being redeveloped and has exterior building improvements valued at \$50,000 or more.

“Eligible Land” means a Parcel within the Downtown Core Revitalization Area or the Industrial Revitalization Area identified in Schedule A1 or A2;

“Eligible Use” means a commercial use, a light industrial use, or a residential use comprising a multiple family dwelling, as those terms are used in the City’s Zoning Bylaw;

“Industrial Revitalization Area” means that area of land in the City of Prince Rupert shown outlined on Schedule A2;

“Municipal Property Taxes” mean such portion of property value taxes that are imposed or levied pursuant to Section 197(1)(a) of the *Community Charter*, on all taxable land and improvements, which for clarity, as of the date of this Bylaw, includes without limitation, general municipal, debt and transit purposes of the City, and do not include taxes pursuant to Section 197(1)(b) of the *Community Charter* or taxes collected for other authorities including, but not limited to Northwest Hospital District, school, Municipal Finance Authority, North Coast Regional District, and BC Assessment Authority taxes;

“Net Increase Resulting from Non-Market Change” means the increase in the assessment of improvements existing on the property prior to the commencement of constructing the eligible improvement;

“Non-Market Change” means the change as determined by the Assessment Authority under the *Assessment Act*, to the improvements portion of a property’s assessed value, after issuance of a building permit for construction that is not due to real estate market fluctuations;

“Owner” means the registered owner of Eligible Land;

“Parcel(s)” means any lot, block or other area in which land is held or into which it is subdivided;

“Property” means the legally described land and improvements located in a particular Revitalization Area with respect to which a Revitalization Tax Exemption is applied for and as legally described in the Agreement and the Certificate;

“Redevelopment” means the alteration or addition to an existing Building that results in the Net Increase Resulting from Non-Market Change;

“Revitalization Area” means the Downtown Core Revitalization Area or the Industrial Revitalization Area and **“Revitalization Areas”** means all of those areas together;

“Revitalization Tax Exemption Program” means the revitalization tax exemption program established under this Bylaw for eligible improvements;

“Schedule” means a schedule attached to this Bylaw;

“Tax Exemption” means a revitalization tax exemption for which a Tax Exemption Certificate has been issued;

“Tax Exemption Certificate” or **“Certificate”** means a revitalization tax exemption certificate issued by the City pursuant to this Bylaw and pursuant to the provisions of Section 226 of the *Community Charter*, substantially in the form attached to, and forming part of, this Bylaw as Schedule D;

“**Tax Year**” means the calendar year from January 01 to December 31;

“**Term of bylaw**” means the effective date the bylaw is in force;

Establishment of Revitalization Areas and Revitalization Tax Exemption Program

- 5. There is hereby established the Downtown Core Revitalization Area and the Industrial Revitalization Area.
- 6. Pursuant to the *Community Charter*, there is hereby established a revitalization tax exemption program providing for the Tax Exemption for eligible improvements located within the Revitalization Areas.

Term of bylaw

- 7. This bylaw and the program established by it will be in force between January 1, 2025 and December 31, 2029.
- 8. Applications for the Revitalization Tax Exemption program will be received between January 1, 2025 through December 31, 2029.
- 9. The Tax Exemption program established herein does not apply retroactively.
- 10. Tax exemption certificates issued under this program will survive the expiration of this bylaw.

Eligible Lands

- 11. For a property to be eligible for a tax exemption in the relevant tax year:
 - a) the property must be located within either the Downtown Core Revitalization Area or the Industrial Revitalization area,
 - b) the property must be used for an eligible use, and
 - c) an application for a revitalization tax exemption must be received prior to any construction of a new improvement being undertaken.

Tax Exemption Amounts

- 12. The tax exemption for construction of a new eligible improvement is as follows:
 - a) Tax exemption for a term of ten (10) years as follows:

Year’s 1 – 5	100% municipal property tax exemption
Year 6	80% municipal property tax exemption
Year 7	60% municipal property tax exemption
Year 8	40% municipal property tax exemption
Year 9	20% municipal property tax exemption

Year 10 10% municipal property tax exemption

13. Tax exemption for redevelopment of an eligible improvement is as follows:

a) Tax exemption for a term of five (5) years:

Year's 1 – 5 100% municipal property tax exemption.

Application Process

14. An owner of a property who wishes to apply for a Tax Exemption under this bylaw must, prior to the issuance of a building permit for the eligible improvement, submit to the City a completed application in writing as shown as Schedule B accompanied by:

a) Proof that all taxes assessed and rates, charges, and fees imposed on the property have been paid.

b) A description of the eligible improvement and a certificate from the owner's design professional/architect/engineer in a form satisfactory to the Chief Financial Officer certifying that the construction value of the eligible improvement exceeds the minimum construction value threshold applicable as stated within this bylaw.

c) An application fee in the amount of \$200.00.

d) A copy of the agreement substantially in the form and with the content of the agreement attached to this bylaw as Schedule C, duly executed by and on behalf of the owner.

15. Should the applicant meet the requirements above and the City determines that the owner qualifies for the revitalization application program, the City will enter into the agreement referenced at 14 d) above subsequent to the owner obtaining a building permit.

Revitalization Taxation Certificate

16. After all the provisions, terms, and conditions of this Bylaw and the Agreement are met, the Chief Financial Officer will issue a Revitalization Tax Exemption Certificate for the property.

17. For a Tax Exemption to commence in any given year, the Owner must submit a Revitalization Tax Exemption application to the City by July 31 of the preceding year in order to receive a certificate by October 31.

Conditions

18. The following conditions must be met before the City will issue a certificate to the owner of the property
 - a) Delivery to the City of the application package as detailed in section 14;
 - b) The owner has not allowed the property taxes for the property to go into arrears or to become delinquent;
 - c) Execution of the agreement by both the owner and the City by December 31, 2029;
 - d) The Owner has not sold all or any portion of their equitable or legal fee simple interest in the property without the transferee taking an assignment of the Agreement and agreeing to be bound by it;
 - e) Proof of Occupancy permit issued to be submitted by the owner to the Chief Financial Officer.

Cancellation of Certificate

19. A certificate may be cancelled by the City at the request of the owner or if any of the following occur:
 - a) The owner breaches any covenant or condition of this Bylaw, the agreement, or the certificate;
 - b) The owner allows the property taxes to go into arrears; or
 - c) The property is put to a use that is not permitted or fails to meet the eligible use requirements in the defined revitalization area.
20. If a Revitalization Tax Exemption Certificate is cancelled:
 - a) the Chief Financial Officer will notify the owner as soon as is practicable; and
 - b) the owner will remit to the City, no later than 30 days after the date of the cancellation of the certificate, the prorated amount of the tax exemption received for the balance of the tax year remaining from the cancellation date.

Severability

21. If any section, subsection or phrase of this bylaw is for any reason held to be invalid by a Court of competent jurisdiction, the section, subsection or phrase may be severed from the bylaw without affecting the validity of the remainder of the bylaw.

- 22. Any enactments referred to herein is a reference to an enactment of British Columbia and regulation thereto, as amended, revised, consolidated or replaced from time to time.

Repeal

- 23. The City of Prince Rupert Downtown Core Revitalization Tax Exemption Program Bylaw No. 3466, 2020 and all schedules and any amendments thereto is hereby repealed.
- 24. The City of Prince Rupert Revitalization Tax Exemption Program Bylaw No. 3481, 2021 and all schedules and any amendments thereto is hereby repealed.

READ THE FIRST TIME this ____ day of _____, 2024.

READ THE SECOND TIME this ____ day of _____, 2024.

READ THE THIRD TIME this ____ day of _____, 2024.

READ A FOURTH AND FINAL TIME this ____ day of _____, 2024.

MAYOR

CORPROATE OFFICER

CITY OF PRINCE RUPERT

2025 FIVE YEAR FINANCIAL PLAN BYLAW NO. 3554, 2024

A BYLAW FOR THE CITY OF PRINCE RUPERT RESPECTING THE FIVE YEAR FINANCIAL PLAN FOR THE PERIOD 2025 - 2029

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

1. **Schedule “A”** attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the City of Prince Rupert for the period ending December 31st, 2029.
2. This Bylaw may be cited as **“2025 Five Year Financial Plan Bylaw No. 3554, 2024”**.

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

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

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

Read and Fourth & Final time this ___ day of _____, ____.

Mayor

Corporate Administrator

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

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

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

Table One (1) shows the proportion and value of the total revenue proposed to be raised from each funding source in 2025. Grants and other miscellaneous revenues form the largest portion of planned revenue as the City is undertaking many large Capital projects (for example, Water Line renewal, Sewer Line renewal, Waterfront Development) for which large grants have either been received or are proposed.

Property value taxes are the largest revenue source to support City *operations*. The property taxation system is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries, and street maintenance. For these reasons, property value taxation will continue to be the major source of municipal revenue.

New debt to be advanced forms the third largest funding source in 2025 as the City is borrowing to purchase a new reserve Pumper Truck for the Fire Department, provide contributory funds for grants received for Water Capital projects, and replace Sewer lines in tandem with Water Line Renewal.

Table 1

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	15%	29,649,000
Payment in Lieu of Taxes & Prov. Grants	2%	4,265,000
User Fees & Charges	7%	14,692,000
Reserves	10%	20,650,000
Accumulated General Operating Surplus	0%	280,000
Accumulated Utilities Operating Surplus	2%	4,964,000
Grants and Other Miscellaneous Revenue	51%	101,284,000
Dividend- Prince Rupert Legacy	2%	3,237,000
Debt Financing	11%	21,104,000
Total	100%	200,125,000

Schedule “A”

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

Objective

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

Policy

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

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

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

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

Table (2) shows the current property tax revenues of each classification except those classes with zero tax revenue, based on the 2024 Preview Assessment Roll (which is subject to change):

Table 2

Property Class	% of Tax Revenue	Amount (\$)
Residential	32%	9,398,000
Utility	1%	373,000
Major Industry	26%	7,814,000
Major Industry Port Property Tax Act	14%	4,212,000
Light Industry	3%	839,000
Business	24%	6,988,000
Recreation	0%	25,000
Total	100%	29,649,000

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

Objective

- Council will encourage economic development by minimizing tax increases.

Policy

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

3. Use of Permissive and Revitalization Tax Exemptions (Section 165 (3.1)(c) and Section 226)

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

Objectives

- Council will continue to provide permissive tax exemptions;
- Council will permit exemptions according to the Permissive Tax Exemption Policy;
- Council will permit exemptions to revitalize the downtown core and a targeted light industrial area.

Policy

- Permissive tax exemptions will be considered in conjunction with:
 - a. The value of other assistance being provided by the Community;
 - b. The amount of revenue that the City will lose or forgo if the exemption is granted;
 - c. City of Prince Rupert Permissive Tax Exemption Bylaw No. 3521, 2023
 - d. The Permissive Property Tax Exemption Policy 180-02
 - e. Revitalization Tax Exemption Program Bylaw No. 3553, 2024

Table 3 shows the properties which are approved to receive permissive tax exemptions for 2025. The approximate amount of Municipal Tax exempted is \$-486,000.

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

Table 3

Registered Owner/ Occupier Identity/ Facility	Estimated annual Permissive Tax Exemption based on 2024 Rates/Values
<u>Places of Worship (Excluding Statutory Exempt Portion)</u>	
Bishop of New Caledonia (Anglican Cathedral)	\$ 535.55
Prince Rupert Congregation of Jehovah's Witnesses	442.94
Church of Jesus Christ of Latter Day Saints Church	721.58
Cornerstone Mennonite Brethren Church	317.30
Fellowship Baptist Church	503.34
The Salvation Army	1,562.36
Harvest Time United Pentecostal Church	217.44
Indo-Canadian Sikh Association Temple	172.75
Prince Rupert Church of Christ Church	140.93
Prince Rupert Native Pentecostal Revival Church	402.67
Prince Rupert Sikh Missionary Society Temple	876.21
First United Church	36.24
First United Church (parking lot)	821.89
First United Church (parking lot)	821.89
St. Paul's Lutheran Church of Prince Rupert	201.34
Sub-total Places of Worship	\$ 7,774.43

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

Table 3 (continued)

<u>Other Properties</u>	
School District No. 52 (Prince Rupert) (Pacific Coast School)	\$ 8,077.43
School District No. 52 (Prince Rupert) (Pacific Coast School)	143.72
Prince Rupert Senior Citizen's Housing Society	2,856.42
Kaien Senior Citizen's Housing	83.60
Prince Rupert Loyal Order of Moose/Moose Lodge	726.42
Prince Rupert Salmon Enhancement Society	3,455.98
BC Society for the Prevention of Cruelty to Animals	3,929.80
BC Society for the Prevention of Cruelty to Animals	16,909.38
BC Society for the Prevention of Cruelty to Animals	2,357.88
Prince Rupert Curling Club	21,782.33
Prince Rupert Racquet Association	5,724.13
Prince Rupert Performing Arts Centre Society	156,630.67
Prince Rupert Rod & Gun Club	2,953.61
Cultural Dance Centre & Carving House	15,539.56
Museum of Northern BC	46,955.52
Prince Rupert Golf Club	26,487.22
Prince Rupert Golf Club	6,242.08
Prince Rupert Golf Club	1,693.18
Prince Rupert Golf Club	503.01
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)	41,777.16
Prince Rupert Gymnastics Association	8,367.11
North Coast Community Services Society	6,983.82
Friendship House Association of Prince Rupert	18,566.57
Prince Rupert Senior Centre Association	1,087.21
Kaien Island Daycare Services Family Resource Centre	1,313.76
Prince Rupert Aboriginal Community Services Society	2,850.95
The Royal Canadian Legion Branch 27 (Only area used by Legion)	972.85
Navy League Prince Rupert Branch	1,103.32
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	19,766.06
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	3,370.35
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	13,734.73
1279608 BC LTD (Municipal Public Works Facility)	35,255.94
Sub-total other Properties	\$ 478,201.75
Estimated Annual Total Permissive Property Tax Exemptions	\$ 485,976.18

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

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

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

Table 4

Proposed Expenditures	Amount (\$)
General Fund	70,773,000
Sewer Utility Fund	43,861,000
Solid Waste Fund	7,507,000
Water Utility Fund	77,984,000
Total	200,125,000

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

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

Table 5

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	15%	29,649,000
Payment in Lieu of Taxes & Provincial Grants	2%	4,265,000
User Fees & Charges	7%	14,692,000
Reserves	10%	20,650,000
Accumulated General Operating Surplus	0%	280,000
Accumulated Utilities Operating Surplus	2%	4,964,000
Grants and Other Miscellaneous Revenue	51%	101,284,000
Dividend- Prince Rupert Legacy	2%	3,237,000
Debt Financing	11%	21,104,000
Total	100%	200,125,000

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

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

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

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

The amount required to pay interest and principal on municipal debt is approximately \$3,979,000

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

Capital Purchases

Table 6 shows the 2025 Capital Purchases:

Table 6

Department	Amount (\$)
Fire Protection	2,012,000
Building	6,110,000
Recreation	340,000
Real Estate	410,000
Civic Improvements	9,983,000
Transportation	45,000
Vehicles & Mobile Equipment (General)	800,000
Total	19,700,000

Capital Works

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

Table 7 shows the 2025 Capital Works:

Table 7

Fund	Amount (\$)
Water Utility	74,150,000
Sewer Utility	41,850,000
Solid Waste Utility	1,620,000
Parks	432,000
Transportation	1,300,000
Total	119,352,000

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

Nil

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

Expenditures for other municipal purposes are \$57,094,000 which is the total from Table 4 of \$200,125,000 less the amounts under Items 7 and 9 (\$3,979,000 and Nil) and the totals from Tables 6 and 7 (\$19,700,000 and \$119,352,000).

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

There is no proposed interfund borrowing in 2025

Table 8 proposes the following transfers:

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

Table 8

	Transfer of Reserves	Amount (\$)
From:	General Capital Reserve	(200,000)
	Recreation Asset Management Reserve	(45,000)
	Public Works Equipment Reserve	(994,000)
	Land Acquisition and Disposal Reserve Fund	(125,000)
	Water Treatment Grant Reserve	(2,574,000)
	Duncan Road Improvements Reserve	(4,731,000)
	NWBC Regional Funding Reserve (RBA)	(11,626,000)
	General Operating Fund	(8,331,000)
	Water Utility Operating Fund	(190,000)
	Sewer Utility Operating Fund	(525,000)
	Solid Waste Utility Operating Fund	(98,000)
	Total	(29,439,000)
To:	Miscellaneous Reserves (interest)	200,000
	Rushbrook Parking Program Reserve	61,000
	Recreation Asset Management Reserve	62,000
	Ferry Maint. & Capital Replacement Reserve	175,000
	Water Capital Program Reserve	190,000
	Sewer Capital Program Reserve	525,000
	Solid Waste Capital Program Reserve	98,000
	NWBC Regional Funding Reserve (RBA)	6,860,000
	General Capital Reserve	459,000
	Public Works Equipment Reserve	514,000
	General Operating Fund loan payments	194,000
	General Operating Fund Capital Works	50,000
	General Operating Fund Special Projects	250,000
	General Operating Fund Capital Purchases	7,390,000
	Water Fund Capital Works	4,680,000
	Sewer Fund Capital Works	7,731,000
	Total	29,439,000

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

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

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

Table 9

Transfers of Accumulated Surplus	Amount (\$)
From:	
General Operating Fund Surplus	(280,000)
Solid Waste Utility Fund Surplus	(2,469,000)
Sewer Utility Fund Surplus	(2,495,000)
Total	(5,244,000)
To:	
General Operating Fund Special Projects	50,000
General Operating Fund Capital Purchases	30,000
General Operating Fund Capital Works	200,000
Solid Waste Utility Fund Operations	849,000
Solid Waste Utility Fund Capital Works	1,620,000
Sewer Utility Fund Capital Works	2,495,000
Total	5,244,000

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

General Operating Fund Departmental Budgets

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

Table 10(a)

GENERAL OPERATING FUND	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029
<u>Revenues by Department</u>					
Airport Ferry	1,185,000	1,562,000	1,632,000	1,698,000	1,766,000
Bylaw Enforcement	133,000	136,000	139,000	142,000	142,000
Cemetery	144,000	164,000	170,000	177,000	184,000
Civic Properties	252,000	257,000	82,000	84,000	84,000
Corporate Administration	24,000	24,000	24,000	24,000	24,000
Cow Bay Marina	455,000	455,000	455,000	455,000	474,000
Development Services	313,000	319,000	316,000	323,000	323,000
Economic Development	70,000	70,000	70,000	70,000	70,000
FD 911 Services	73,000	72,000	71,000	70,000	69,000
FD Fire Protective Services	5,000	6,000	6,000	6,000	6,000
Finance	15,000	15,000	15,000	15,000	15,000
Fiscal Revenues	15,479,000	8,518,000	8,510,000	8,504,000	8,635,000
Information Technology	1,000	1,000	1,000	1,000	1,000
PW Engineering	5,000	5,000	5,000	5,000	5,000
PW Common Costs	70,000	71,000	72,000	73,000	74,000
RCMP	147,000	149,000	151,000	153,000	156,000
Rec. Centre Arena	276,000	280,000	284,000	288,000	293,000
Rec. Centre Civic Centre	423,000	440,000	449,000	467,000	487,000
Rec. Centre Community Services	3,000	15,000	15,000	15,000	15,000
Rec. Centre Pool	536,000	547,000	558,000	569,000	580,000
Transit	211,000	217,000	224,000	231,000	238,000
Victim Services	96,000	77,000	77,000	77,000	77,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Subtotal	20,316,000	13,800,000	13,726,000	13,847,000	14,118,000
Property Taxes (existing)	28,457,000	29,649,000	30,880,000	31,608,000	32,385,000
Property Tax Increase (Decrease) - Non-market change	-	-	-	-	-
Property Tax Increase (Increase)	1,192,000	1,231,000	728,000	777,000	647,000
Total Operating Revenues	49,965,000	44,680,000	45,334,000	46,232,000	47,150,000
PR Legacy Inc contributions- Capital Purchases	285,000	-	-	-	-
Conditional Project Grants - Capital Works	382,000	-	-	-	-
Conditional Project Grants - Capital Purchases	9,995,000	-	-	-	-
Appropriated Reserves - Capital Works	50,000	-	-	-	-
Appropriated Reserves - Capital Purchases	7,745,000	-	-	-	-
Appropriated Surplus - Capital Purchases	30,000	-	-	-	-
Appropriated Surplus - Capital Works	200,000	-	-	-	-
PR Legacy Inc contributions- Special Projects	135,000	-	-	-	-
Appropriated Surplus - Special Projects	50,000	-	-	-	-
Conditional Project Grants - Special Projects	276,000	-	-	-	-
Appropriated Reserves - Special Projects	250,000	-	-	-	-
Loans from MFA - Capital Purchases	1,410,000	-	-	-	-
Total Capital Revenues	20,808,000	-	-	-	-
Total General Operating Fund Revenues	70,773,000	44,680,000	45,334,000	46,232,000	47,150,000

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

Table 10(b)

GENERAL OPERATING FUND	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029
<u>Expenditures by Department</u>					
Airport Ferry	2,543,000	2,777,000	2,867,000	2,975,000	3,070,000
Bylaw Enforcement	574,000	582,000	591,000	599,000	607,000
Cemetery	327,000	332,000	338,000	344,000	348,000
Civic Properties	768,000	780,000	791,000	802,000	813,000
Corporate Administration	1,241,000	1,257,000	1,282,000	1,307,000	1,332,000
Cow Bay Marina	455,000	463,000	472,000	481,000	491,000
Development Services	1,045,000	1,066,000	1,086,000	1,106,000	1,139,000
Economic Development	225,000	228,000	231,000	235,000	239,000
FD 911 Services	692,000	706,000	719,000	734,000	748,000
FD Fire Protective Services	5,996,000	6,052,000	6,201,000	6,355,000	6,507,000
FD Emergency Measures	31,000	31,000	31,000	31,000	31,000
Finance	1,433,000	1,462,000	1,313,000	1,339,000	1,366,000
Finance Cost Allocation	(519,000)	(577,000)	(631,000)	(690,000)	(724,000)
Fiscal Expenditures	4,022,000	4,331,000	4,389,000	4,421,000	4,457,000
Governance	355,000	380,000	392,000	405,000	418,000
Grants in Aid to Community Partners	1,900,000	1,933,000	1,964,000	1,996,000	2,029,000
Human Resources	507,000	517,000	528,000	541,000	554,000
Information Technology	843,000	856,000	869,000	882,000	895,000
Parks	1,343,000	1,366,000	1,389,000	1,412,000	1,434,000
PW Engineering	867,000	892,000	911,000	930,000	949,000
PW Common Costs	5,512,000	5,664,000	5,823,000	5,989,000	6,162,000
Allocation of PW Common Cost	(5,442,000)	(5,567,000)	(5,685,000)	(5,804,000)	(5,913,000)
PW Vehicles	1,995,000	2,061,000	2,088,000	2,115,000	2,142,000
Allocation of PW Vehicles	(1,995,000)	(2,061,000)	(2,088,000)	(2,115,000)	(2,142,000)
RCMP	7,756,000	7,919,000	8,113,000	8,311,000	8,507,000
Rec. Centre Arena	611,000	582,000	596,000	608,000	619,000
Rec. Centre Civic Centre	2,152,000	2,212,000	2,257,000	2,307,000	2,343,000
Rec. Centre Community Services	4,000	4,000	4,000	4,000	4,000
Rec. Centre Pool	1,601,000	1,635,000	1,673,000	1,701,000	1,724,000
Roads	2,699,000	2,792,000	2,886,000	2,933,000	2,980,000
Transit	1,008,000	1,092,000	1,018,000	1,059,000	1,099,000
Victim Services	196,000	198,000	201,000	204,000	207,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Transfer to Reserves (Interest, RCMP Loan)	200,000	200,000	200,000	200,000	200,000
Transfer to General Capital Reserves	7,260,000	400,000	400,000	400,000	400,000
Total Operating Expenses	48,605,000	42,965,000	43,619,000	44,517,000	45,435,000
Provision for Special Projects	736,000	25,000	25,000	25,000	25,000
Provision for Capital Purchases	19,700,000	590,000	590,000	590,000	590,000
Provision for Capital Works	1,732,000	1,100,000	1,100,000	1,100,000	1,100,000
Total Capital Expenses	22,168,000	1,715,000	1,715,000	1,715,000	1,715,000
Total Operating Fund Expenditures	70,773,000	44,680,000	45,334,000	46,232,000	47,150,000
Surplus(Deficit)	-	-	-	-	-

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

13. Utility Funds Revenue & Expenditure Budgets

Table 11 shows the Utility Operating Funds proposed budgets.

Table 11

UTILTY OPERATING FUNDS	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029
Sanitary and Storm Sewer					
Operating Revenues	3,261,000	3,777,000	4,380,000	5,079,000	5,180,000
Grants	13,680,000	12,810,000	30,000,000	20,000,000	40,000,000
PR Legacy Inc contributions	-	700,000	200,000	700,000	200,000
Appropriated Surplus - Cap Works	2,495,000	25,000	25,000	25,000	25,000
Loans from MFA	16,694,000	17,190,000	5,410,000	-	-
Funding from Reserves	7,731,000	7,750,000	-	-	-
Capital Works	(41,850,000)	(33,725,000)	(36,635,000)	(21,725,000)	(41,225,000)
Revenue for operations	2,011,000	8,527,000	3,380,000	4,079,000	4,180,000
Expenditures	2,011,000	8,527,000	3,380,000	4,079,000	4,180,000
Surplus (Deficit)	-	-	-	-	-
Water					
Operating Revenues	4,834,000	4,745,000	4,754,000	4,835,000	5,944,000
Grants	65,120,000	52,000,000	8,000,000	10,000,000	10,000,000
PR Legacy Inc contributions	350,000	-	-	-	-
Loans from MFA	3,000,000	-	2,500,000	10,000,000	10,000,000
Funding from Reserves	4,680,000	3,000,000	-	-	-
Capital Works	(74,150,000)	(56,000,000)	(11,500,000)	(21,000,000)	(21,000,000)
Revenue for operations	3,834,000	3,745,000	3,754,000	3,835,000	4,944,000
Expenditures	3,834,000	3,745,000	3,754,000	3,835,000	4,944,000
Surplus (Deficit)	-	-	-	-	-
Solid Waste					
Operating Revenues	5,038,000	5,252,000	5,565,000	5,895,000	6,246,000
Appropriated Surplus - Cap Works	1,620,000	-	-	-	-
Community Works Fund (Gas Tax)	-	1,620,000	-	-	-
Capital Works	(1,620,000)	(1,620,000)	-	-	-
Revenue for operations	5,038,000	5,252,000	5,565,000	5,895,000	6,246,000
Appropriated Surplus for Rate Stabilization	849,000	785,000	580,000	361,000	123,000
Expenditures	5,887,000	6,037,000	6,145,000	6,256,000	6,369,000
Surplus (Deficit)	-	-	-	-	-