



## **REGULAR AGENDA**

For the **REGULAR MEETING** of Council to be held on Monday, June 9, 2025, taking place at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

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

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

#### **Recommendation:**

THAT the Agenda for the Regular Council Meeting of June 9, 2025, be adopted as presented.

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

### **5. CONSENT AGENDA**

#### **a) Council minutes for approval**

- i. Minutes of the Regular Meeting of May 26, 2025;

#### **b) Reports for receipt**

- ii. Report from the Director of Recreation and Community Services Re: Recreation and Community Services 2025 Activities Update;
- iii. Report from Planning Re: Development Activity Report May 2025; and,

#### **c) Correspondence for approval**

- iv. Request for proclamation for National Drowning Prevention Week – July 20 – 26, 2025.

#### **Recommendation:**

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

### **6. REPORTS**

#### **a) Report from the City Manager Re: Consideration of the 2024 Annual Report for Public Circulation**

#### **Recommendation:**

THAT Council approve the circulation of the 2024 Annual Report;

AND THAT Council set the date of June 23, 2025, for a public meeting on the Annual Report.

**b) Report from the City Manager Re: Strategic Plan Update**

**Recommendation:**

THAT Council adopt the mid-year Strategic Plan Status Update.

**c) Report from the Director of Development & Planning Services Re: Prince Rupert Middle School Development**

**Recommendation:**

THAT Council require under S. 506.3 (2)(b) of the Local Government Act that School District 52 complete the scope of sanitary main replacement as shown in Schedule A of this report at their cost and prior to receiving occupancy of the new middle school building;

AND THAT Council declines the request from School District 52 contractors to waive building permit fees for the new middle school and demolition of the current middle school.

**d) Report from Planning Re: Donation of Shelters for Picnic Tables – Seal Cove Salt Marsh Park**

**Recommendation:**

THAT Council approves of the donation from the Prince Rupert Rainmakers Interact Club with the condition that the prospective donors opt for metal roof.

**7. COUNCIL ROUND TABLE**

**a) Councillor Forster Re: Request for discussion regarding backyard chickens.**

**Recommendation:**

THAT Council direct Staff to conduct a review of how introducing a backyard chicken bylaw for the community may work including challenges and considerations including potential costs (addressing waste; bylaw enforcement; etc.) and report back to a future Council meeting.

**8. ADJOURNMENT**



## MINUTES

For the **REGULAR MEETING** of Council, held on Monday, May 26, 2025, at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**ABSENT:** R. Buchan, City Manager  
C. Bomben, CFO

**STAFF:** R. Pucci, Deputy City Manager (Remote)  
R. Miller, Director of Corporate & Legislative Services /  
Corporate Officer (Remote)  
A. Vera, Senior Manager of Human Resources  
M. Pope, Director of Development Services & Planning  
N. Beauregard, Director of Recreation & Community Services  
V. Steward, Manager of Communications, Engagement and Social  
Development (Remote)  
J. Schmidt, Director of Operations

### 1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:00 pm.

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the Agenda for the Regular Council Meeting of May 26, 2025, be adopted as presented.

CARRIED

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

### 5. PRESENTATIONS

a) Video Presentation Re: Development in Prince Rupert

## **6. CONSENT AGENDA**

### **a) Council minutes for approval**

- i. Minutes of the Regular Meeting of May 5, 2025;
- ii. Minutes of the Special Meeting to Close of May 5, 2025;
- iii. Minutes of the Special Regular Meeting of May 8, 2025;

### **b) Reports for receipt**

- iv. Report from Planning Re: Development Activity Report April 2025;
- v. Report from Manager of Communications, Engagement and Social Development Re: BIG Project Communications Review;
- vi. Report from Planning Re: Community Planning Activity Report – May 2025;
- vii. Report from Fire Chief Re: Monthly Fire / Rescue Report – April 2025;

### **c) Correspondence for approval**

- viii. Request for proclamation for Indigenous Survivors Day – National Blanket Ceremony Day – June 30, 2025;

### **d) Correspondence for receipt**

- ix. Letter from NCRD to BC Utilities Commission Re: Pacific Northern Gas Proposed Increase of Natural Gas Delivery Rates;
- x. BC Hydro EV Site Host Update;
- xi. Letter from the City of Enderby to MLA David Williams Re: Bill 7 – 2025: Economic Stabilization (Tariff Response) Act;
- xii. Indigenous Relations Committee Meeting Minutes – April 11, 2025; and,
- xiii. WESTAC Key Messages for Letters to Prime Minister Mark Carney;

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

CARRIED

## **7. REPORTS**

### **a) Report from the Chief Financial Officer Re: Security Issuing Resolution – Police Detachment**

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council approve the borrowing from the Municipal Finance Authority of British Columbia, as part of their 2025 fall issue, \$17,000,000 as authorized through Loan Authorization Bylaw No. 3484, 2022 (authorizing borrowing of funds for the purpose of funding the police detachment project) and that the North Coast



Regional District be requested to consent to this borrowing over a thirty (30) year term and include the borrowing in their security issuing bylaw.

CARRIED

**b) Report from the Director of Operations Re: RFQ 25-0005 Outfall J to I Relocation**

MOVED by Councillor Niesh and seconded by Councillor Randhawa THAT Council award RFQ 25-0005 Outfall J to I relocation to Progressive Ventures.

CARRIED

**8. COUNCIL ROUND TABLE**

**9. ADJOURNMENT**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be adjourned to close at 7:36 pm.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

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

Originally signed available upon request



## REPORT TO COUNCIL

**DATE:** May 30, 2025  
**TO:** Rob Buchan, City Manager  
**FROM:** Nicole Beauregard, Director of Recreation and Community Services

**SUBJECT: Recreation and Community Services 2025 Activities Update**

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### **RECOMMENDATION:**

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

### **REASON FOR REPORT:**

To provide an update to Council on the Recreation and Community Services Department's initiatives and activities for the first and second quarter of 2025.

### **BACKGROUND:**

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

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

In partnership with many community organizations, the recreation team facilitates opportunities for accessibility and equity through health and wellness initiatives. The recreation team also supports cultural and community education experiences.

**ANALYSIS:** This report highlights department activities in the first and second quarter (Jan – May 2025). Information provided below.

### **Capital Projects & Facilities**

- Arena Geotech Assessment completed April 2025: Summary report meeting scheduled in June

- 2<sup>nd</sup> Floor Bathroom and Shower at the Civic Centre: Completion in the third quarter
- Pool Filters: RFP awarded and contract signed. Installation will occur during pool shutdown in the third quarter
- Aquatic Centre Exterior Wall Cladding: RFP draft completed, scheduled to go out to tender by the end of June
- Auditorium Ceiling Investigation for Removal and Replacement: Scheduled for third and fourth quarter
- Noteworthy Recreation Complex Facility Maintenance
  - Installation of new flooring in changeroom three
  - Painting of bleachers
  - Installation of accessible handrails in the arena between section two and three
  - Regular maintenance Fitness Centre, Pool, Arena and Civic Centre
  - Power wash, maintenance and repairs of 1000 chairs and 130 tables

#### **Special Projects:**

- Recreation and Wellness Plan: RFP awarded, contract signed and engagement meeting scheduled
- Vision Zero Grant Award: \$20,000 towards Active Transportation. Discussion meetings with the Operations Department for activation and support.
- SPARC BC Grant Award: \$25,000 for low-impact cardio fitness equipment and accessible flooring, orders underway

#### **Community Engagement:**

- Annual User Group Meeting: Hosted a focused engagement session to support input for the Recreation and Wellness Plan
- Walking School Bus Pilot: Supporting Conrad Elementary and BC Society of Children and Youth to explore feasibility of a Walking School Bus program
- Spring Community Registration Night: Addition of a Spring registration evening for all sports, culture and recreation groups
- Participation on Provincial and National Community of Practices:
  - BC Healthy Communities – Age Friendly Communities (\$25,000 received towards the Recreation and Wellness Plan)
  - Green Communities Canada & School Streets – Active Transportation (\$10,000 funding received over 4 years)
- Board of Directors Appointment: Nicole Beauregard appointed to the British Columbia Recreation and Parks Association (BCPRA) Board of Directors for a two year term

#### **Recreation Complex – Community and Cultural Renewal**

- Raven Lounge Revitalization
  - Northern Savings Credit Union Monthly Collaboration – supporting supervision, free pizza and youth activities
  - SD#52 Ceiling Art Tile Project is underway, fall installation
- Window Displays:

- Small Display Case - Seasonal Cultural Displays
  - Main Display Case - Monthly Themed Displays
- Welcome Signs & Facility Use Guidelines:
  - Phase 1 (2025): Content development underway
  - Phase 2 (2026): Signs translations into Sm'algyax
- Collaboration with Prince Rupert Skate Club:
  - Arena Concourse Development is Underway: Introduction of a Kids' Corner to support a childminding area that will include a bench, TV, and physical literacy floor decals to support movement patterns and dry land training

### **New Programming:**

- **Community Events:**
  - Northern Savings Unplug and Play – FREE partnered activities during Family Literacy Week. (\$15000 funding received over 3 years)
  - Paint the Ice – FREE Celebration and painting of the ice on the last day of the season
  - ParticipACTION Community Better Challenge – FREE partnered activities for the month of June. \$1000 Grant received
- **Recreation, Fitness & Sport Programs:**
  - Wheelchair Basketball Try It Sessions
  - Turbo Circuit
  - Easter Egg Dying
  - Open climbing wall
  - Kaien Island Volleyball Camps
  - Return of the Fun Friday's for Youth
- **Aquatics:**
  - Free Lifeguard Training – resulted in 7 participants with National Lifeguarding Certification
  - Reopening of Public and Private Swimming Lessons
  - Reopening of Inclusive Swimming Lessons
  - Expansion of Pool Hours
- **Wellness Works – City of Prince Rupert Employee Wellness Program**
  - Quarterly Team Meeting
  - District of Port Edward representative joins the working group
  - Event Support - Hike to High Ground Tsunami Awareness

### **Staff Training:**

- Ice Maker Apprentice – Successful completion of course and exam, practicum hours underway (1)
- ISPARC & Sport for Life's - Indigenous Communities Active for Life Training (20)
- BCPRA's High Five - Principles of Healthy Child Development (10)
- Sport for Life's - Introduction to Belonging (39)
- National Lifeguard Pathway Courses (17)
- First Aid, CPR and AED (9)

## **COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:**

The role and goals of a municipal recreation and community services department is to support the physical, cognitive, cultural and social wellbeing of all residents in our community, with a further additional lens of equity, diversity, inclusion and accessibility.

In consultation with evidence-based designs and community best practices our primary focus is to support quality of life through departmental capital projects, programs and services. As a department we are the community connectors and can facilitate sustainable access models by reducing barriers through policy, community engagement and a cross-sectoral partnerships.

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

This department update meets the objectives or actions in the following plans or assessments:

- OCP
- Accessibility Plan
- Social Development Assessment
- Equity Lens Policy
- Connect Rupert
- Parks and Outdoor Plan
- Strategic Plan

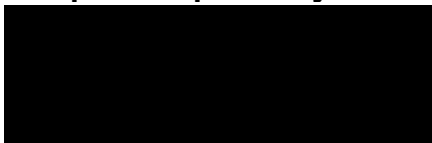
## **FINANCIAL IMPLICATIONS**

No financial implications, this report is for information only.

## **CONCLUSION:**

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

### **Report Prepared By:**



Nicole Beauregard, BKin  
Director of Recreation and  
Community Services

Originally signed available upon request

### **Report Approved by:**

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Robert Buchan, PhD, FCIP  
City Manager



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** June 9th, 2025  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras, Urban Planner

**SUBJECT: DEVELOPMENT ACTIVITY REPORT MAY 2025**

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#### 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 May 2025. 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:**

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Rodolfo Paras,  
Urban Planner

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Robert Buchan,  
City Manager

Originally signed available upon request

#### Attachments:

1. Development Activity Report

## Development Activity Report – May 2025

### Planning and Zoning

File No.	Location	Proposal Description	Date Received	Status	Date of Decision
<b>ZBLA-24-04</b>	100 1 <sup>st</sup> Avenue E	Zoning amendment of property with existing building	Oct. 28, 2024	Waiting on Conditions to be met before 4 <sup>th</sup> Reading.	N/A
<b>DP-25-08</b>	George Hills Way	Proposed development of a grocery store in City Core DPA	Apr. 22, 2025	Provisional Approval, Waiting on Provincial Approval	N/A
<b>DP-25-09</b>	1001 Chamberlin Ave	Proposed new Public Works building	May 07, 2025	Provisional Approval, Waiting on Provincial Approval	N/A
<b>DP-25-10</b>	Lots 8 to 12 2 <sup>nd</sup> Ave W (Lots on the south corner of 2 <sup>nd</sup> Ave W and McBride)	Demolition of Underground structure. Part of Roundabout construction.	May 9, 2025	Approved	May 13, 2025

### Building Department Permits - Summary May 2025

Number of Building Permits approved during the month:	41
Number of Housing Units Approved during the month	41
City Core Revitalization Incentive recipients during the month	7

### Building Department Permits – Summary 2025

Housing Units approved in 2025	48
City Core Revitalization Incentive recipients in 2025	25

## Heather MacRae

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**From:** Dany Rubbo <danyr@lifesaving.bc.ca>  
**Sent:** Friday, May 30, 2025 12:21 PM  
**Subject:** Proclamation Request - National Drowning Prevention Week  
**Attachments:** NDPW 2025 - Proclamation Template.docx

You don't often get email from danyr@lifesaving.bc.ca. [Learn why this is important](#)

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

Hello,

Canada faces a major problem – and a preventable one: over 450 people die every year from drowning. In fact, the drowning burden is so great around the world that the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25<sup>th</sup> of each year as World Drowning Prevention Day. On behalf of the Lifesaving Society - British Columbia & Yukon Branch, I am writing to ask that you proclaim July 20<sup>th</sup> - 26<sup>th</sup>, 2025 as **NATIONAL DROWNING PREVENTION WEEK** in your municipality. Please see a proclamation template attached.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, WaterSmart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from drinking alcoholic beverages while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate.

A proclamation from your office would give greater exposure to our lifesaving efforts to residents of British Columbia and Yukon. I hope you will consider our request.

If you have any questions, please do not hesitate to reach out.

Sincerely,

**DANY RUBBO**

Manager, Communications and Events

Lifesaving Society - BC & Yukon Branch  
#112-3989 Henning Drive, Burnaby, BC V5C 6N5  
604.299.5450 | @LifesavingBCYK  
[lifesaving.bc.ca](https://lifesaving.bc.ca)



## **NATIONAL DROWNING PREVENTION WEEK PROCLAMATION 2025**

WHEREAS the mission of Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in [province/territory] is one too many; and

WHEREAS most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we genuinely enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS the Lifesaving Society urges Canadians and residents of [city/municipality/province] to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to always wear a lifejacket when boating; and

WHEREAS the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25<sup>th</sup> of each year as World Drowning Prevention Day; and

WHEREAS Lifesaving Society Canada has declared July 20<sup>th</sup>-26<sup>th</sup>, 2025 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT, I, [Name and Title] do hereby proclaim July 20<sup>th</sup>-26<sup>th</sup>, 2025 **NATIONAL DROWNING PREVENTION WEEK** in [city/municipality/province] and do commend its thoughtful recognition to all citizens of our [city/municipality/province].



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** June 9<sup>th</sup>, 2025

**TO:** Prince Rupert City Council

**FROM:** Robert Buchan, City Manager

**SUBJECT: CONSIDERATION OF THE 2024 ANNUAL REPORT FOR PUBLIC CIRCULATION**

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#### **RECOMMENDATION:**

**THAT Council approve the circulation of the 2024 Annual Report;**

**AND THAT Council set the date of June 23, 2025, for the public meeting on the Annual Report.**

#### **BACKGROUND:**

Preparation of an Annual Report is a statutory requirement of the Community Charter. The scope of the report is specified in the Charter.

The City of Prince Rupert must also set the date, time and place of an Annual Public Meeting for consideration of the Report in accordance with the provisions of the Act regarding Public Notice. The meeting allows the public to make submissions and ask questions about the report.

The date of the Annual Meeting must be at least fourteen (14) days after the annual report is available for public inspection. The Annual report has been placed on the City's website under notices and printed copies made available for public inspection on Friday, June 6<sup>th</sup>, 2025. The Regular Council meeting scheduled for June 23<sup>rd</sup>, 2025 will enable adequate time for the public to review the report.

#### **ANALYSIS:**

The 2024 Annual Report has been completed and is attached. Updates have been provided following the goals identified in the Strategic Plan, with additional statistics, detailed project descriptions, reporting linked to different planning documents, and financial information also supplied.

## **COST AND BUDGET IMPLICATIONS:**

Preparation of the Annual Report is completed by City staff with Notice and the draft Report is posted on the City website. Notice of the Report is additionally posted in the local newspaper, at an approximate cost of \$300. A few paper copies are printed on our color photocopier. All photographs are taken by staff or donated.

## **Report Prepared By:**

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Robert Buchan,  
City Manager

Originally signed available upon request

Attachment(s):

- 2024 Annual Report for Circulation

# 2024 Annual Report



FOR THE YEAR ENDED DEC 31st, 2024





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



# WHAT'S INSIDE

The City of Prince Rupert 2024 Annual Report has been prepared in compliance with the Community Charter. The purpose of the report is to provide the citizens of the community with financial and non-financial information regarding the operations of the Municipality during the calendar year.

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# MESSAGE FROM THE MAYOR



Prince Rupert is on a long march toward renewed prosperity. It's been hard, slow, messy going – but we advance. Over the last 2 decades we've rebuilt our economy from scratch. The simultaneous collapse of all the industrial drivers of the last century left a crater. The birth of multiple new terminals, starting at Fairview, is filling the void. The statistics tell us that household incomes have never been higher.

At the same time, we know that the community has struggled to catch up. There is much work to do on many fronts – whether housing, tax fairness or basic infrastructure like water, sewer, roads and sidewalks.

It's my hope that as you read this Annual Report for 2024, you will be encouraged by all that we can achieve together. The City has moved forward with critical infrastructure renewal and financial sustainability. We are on the move. We are building a better future.

With record funding officially approved in 2024, the ~\$200 Million BIG Project got underway. Over the course of three years, we will replace the worst of the City's failing water and sewer infrastructure. Work started near the industrial site where our water lines emerge on the beach and carry water to our reservoirs. In 2025 we're moving to residential neighbourhoods. The discomfiting mess of a renovation zone will morph into a legacy of renewal for generations to come.

The City has also continued pushing for fairer distribution of government revenues from ever-expanding port industries. As these sectors grow and prosper, we are working to make sure the community can keep up. A major win on that front was the signing of the RBA in 2024, which provides us \$6.8 Million/year over the next five years towards much needed renewal.

We're constantly advocating for other community priorities – housing, wastewater treatment, secondary water treatment, cleanup of our downtown and incentives for building owners to do the same. Early 2025 will see the completion and occupancy of the new RCMP station – a Federally mandated, multi-decade project.

We continue to unlock revenue opportunities on Watson Island. In the Fall of 2024 we signed a lease option agreement with a Hy2gen to investigate the manufacture and export of renewable fuel. We've partnered with Prince George, Terrace and Kitimat, to develop a corridor of 'hydrogen hubs' throughout the Northwest to ensure that the North is a leader in growing the renewable sector.

We got lots done in 2024, and 2025 holds even more promise. Working closely with community partners and surrounding First Nations, we will continue to build the Prince Rupert of our dreams.

In your service,

Mayor Herb Pond

This is my final term as the City Manager for Prince Rupert, and I can say with confidence that I have seen significant progress on a number of fronts since I started during the pandemic. I came to the community as a consultant on your Official Community Plan, and was drawn in by the challenges but also the potential of Prince Rupert.

There is more interest than ever in developing innovative energy projects on Watson Island and Lot 444—which is another way that your municipality is working to diversify revenue streams and become more self-sustaining in a challenging economic environment.

Housing, too, has been a major push for me since I started with the City. There are currently 100 units that have received development permits, and 239 with building permits approved—and the City is doing all that we can in support of new units. This includes providing land for 110 units—70 of which are the Lax Kw'alaams development that is well under way, and 40 of which are on 9th Avenue West with groundbreaking occurring this spring.

We've made big strides in getting funding for critical infrastructure renewal of failing water and sewer lines, and in securing funds through a Resource Benefit Agreement to fund future renewal. We've developed multiple plans for transportation, infrastructure, parks, climate, and now our recreation facility, food systems, and relations with Indigenous residents that will guide us in the coming decades of growth and renewal.

This includes the adoption of Council's 2023-2026 Strategic Plan, which is now staff's guide and what you will see reporting metrics on throughout this document. When I retire in July, Richard Pucci, our current Deputy City Manager and long time staffer and resident will be taking my place. He has been a critical part of the team for many years, and I'm confident that you will find that work on the initiatives presented will continue with the same pace and urgency that we have seen over my time here.

Thank you for the opportunity to serve you.

Sincerely,



Robert Buchan, City Manager



**MESSAGE  
FROM THE  
CITY  
MANAGER**

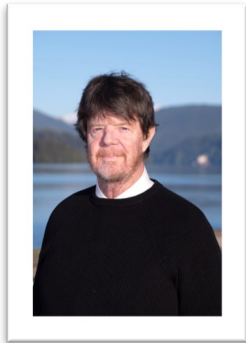


# MAYOR & COUNCIL



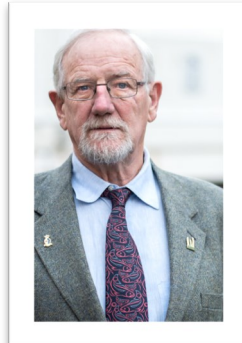
**Mayor  
Herb Pond**

**Email:**  
mayor  
@princerupert.ca



**Councillor  
Nick Adey**

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



**Councillor  
Barry  
Cunningham**

**Email:**  
barry.cunningham  
@princerupert.ca



**Councillor  
Wade Niesh**

**Email:**  
wade.niesh  
@princerupert.ca



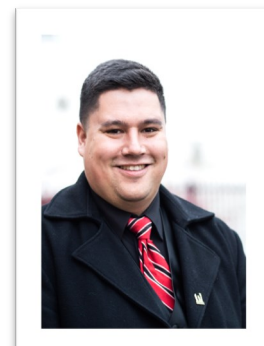
**Councillor  
Teri Forster**

**Email:** teri.forster  
@princerupert.ca



**Councillor Gurvinder  
Randhawa**

**Email:**  
gurvinder.randhawa  
@princerupert.ca



**Councillor Reid  
Skelton-Morven**

**Email:**  
reid.skelton-morven  
@princerupert.ca

## 2025 City Council Schedule

### January

13th Monday  
27th Monday

### February

10th Monday  
24th Monday

### March

10th Monday  
24th Monday

### April

14th Monday  
28th Monday

### May

5th Monday  
26th Monday

### June

9th Monday  
23rd Monday

### July

21st Monday

### August

18th Monday

### September

8th Monday

### October

14th Tuesday  
27th Monday

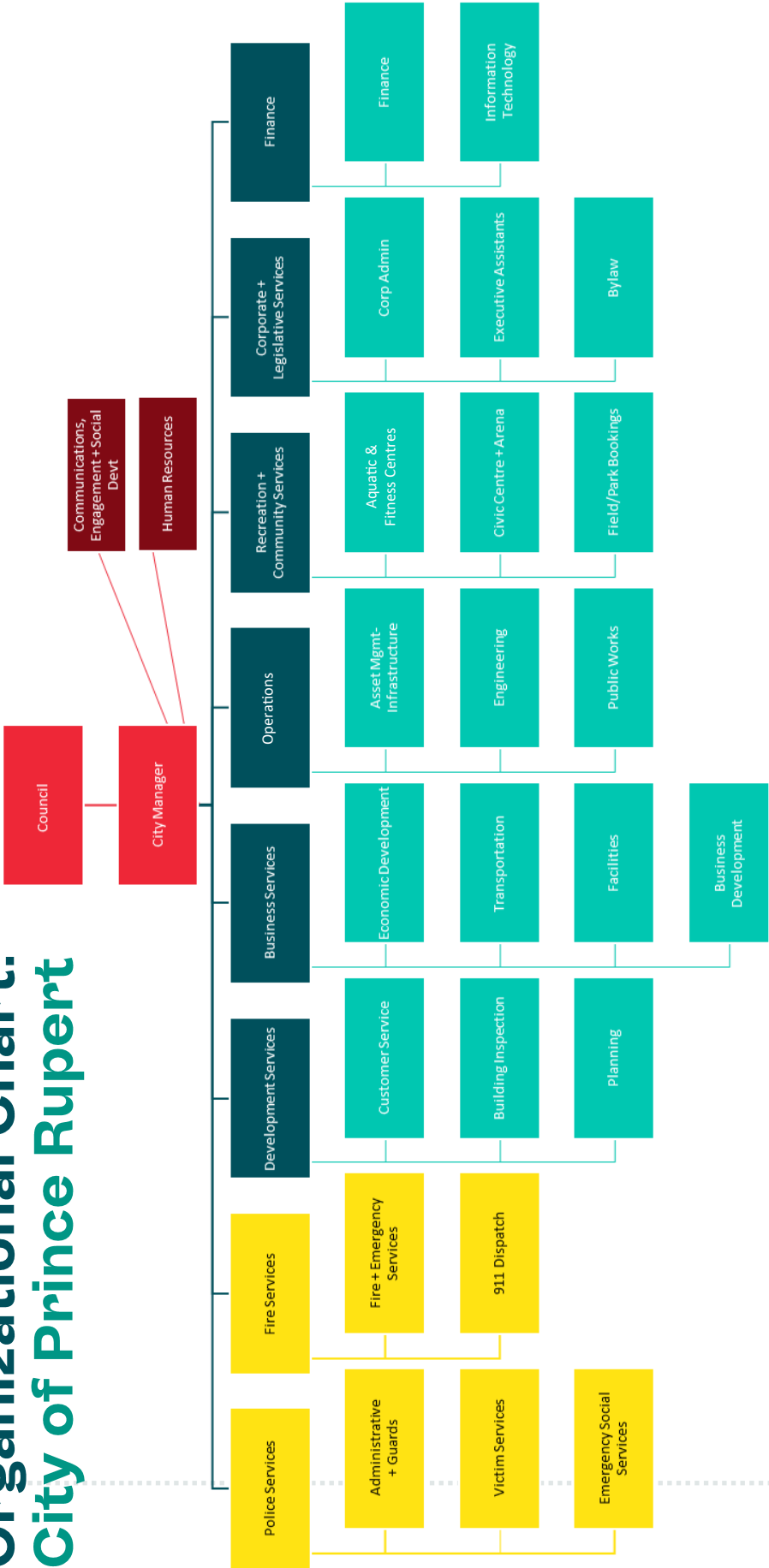
### November

10th Monday  
24th Monday

### December

8th Monday

# Organizational Chart: City of Prince Rupert



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

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

**Phone:** (250) 627 1781  
**Email:** [cityhall@princerupert.ca](mailto:cityhall@princerupert.ca)  
**Regular Mail:** 424 3rd Avenue West  
Prince Rupert, BC  
V8J 1L7



# Get to know us...

## Governance + Administration

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

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

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

## Budget + Finance

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

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

## Operations (Engineering + Public Works)

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

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

## Recreation + Community Services

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

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



## Emergency, Police + Victim Services

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

## Planning, Building, + Development Services

The Planning and Development Services Departments at the City oversee land development and permitting, including building, planning, engineering, business licensing. The department also provides customer services and community planning functions, as well as the administration of cemetery services.

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

## Economic Development

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

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

## Want to know more?

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

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



And Like and Follow us on Facebook and X





# OUR VISION

Prince Rupert, a World Class Port City, is:

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



# Our Guide for Annual Objectives

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

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

## Strategic Plan Goals

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



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



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



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



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



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



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



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



Prince Rupert adopted a Climate Adaptation Plan in early 2025, which was developed over 2023-2024.  
[Learn more here.](#)

# Strategic Priorities Reporting 2024 + 2025



(Pictured left) Mayor Pond announces the City's Request for Expressions of Interest at the 2024 GLOBE Forum on sustainability in Vancouver



## Fiscal Health

Action	Project Status
Continue to pursue negotiations and advocacy with the Federal and Provincial Government to ensure the City has the revenue sources required to run the city and service industry. This includes a focus on the Port Tax Cap, PILT, RBA, and Federal Stipend.	Ongoing discussions with Provincial and Federal Ministries of Finance. Continuing work on PILT appeals process.
Continue to meet with Province and regional partners to advocate for Resource Benefits Agreement (RBA), new Mayor continuing to co-Chair Committee	5 year RBA Signed in 2024, with funding plan adopted in 2025.
Support development of Watson Island and Lot 444	Ongoing discussions. Energy Conferences attended throughout 2024-early 2025 for both domestic and international opportunities. Site proposals to be submitted in May .
Explore and advocate for fully subsidized ferry agreement with the Province	Ongoing, met with relevant Ministries at UBCM in 2024.
Encourage and support development of renewable energy projects in Prince Rupert	Request for Expression of Interests process completed Fall, 2024. Lease option signed for feasibility investigations of hydrogen based project on Watson Island. Request for proposals initiated in 2025.
Pursue amendment to landfill authorization on Watson Island to allow us to accept soils and generate funds for closure accruals	Application is submitted and Ministry review in progress starting 2025.

NEW





## Appropriate Laws + Services

Action	Project Status
Develop Bylaw Enforcement Policy	To be provided to Council in 2025.
Explore transfer of landfill operations to the North Coast Regional District	Ongoing discussions. City Staff are proposing a NCRD Board meeting presentation in Oct/Nov 2025.
Continue to encourage review and amendments to Federal Medical Cannabis legislation	Continuing into 2025
Review developer incentives for effectiveness	Incentives extended, with update expected at the end of 2025. Development Approvals process review and interview identified that knowledge of incentives was low still. Updated statistics on use of incentives will be collected.  Advertisements of incentives to go out in Spring/Summer 2025, funded by grant.
Update Solid Waste Management Bylaw to improve waste disposal controls	<b>COMPLETE Winter 2024.</b>
Update Fire Protection Bylaw	In process, to be completed in 2025.
Develop Recreation and Wellness Plan	To start in 2025, and included in 2025 Budget. Funded in part by grant achieved in 2024. Engagement occurring throughout 2025.
Renew Recreation Fees Bylaw	To start in 2025 with review of regional and provincial fee schedules started.
Improvements to Community Safety Programming and Capacity	To start in 2025, with addition of Peace Officer in 2025 Budget.

NEW



### Stay Informed!

Scan the QR code, left, or go to [engage.princerupert.ca/recplan](https://engage.princerupert.ca/recplan) to learn about ongoing and future opportunities to provide input on the ongoing development of our Recreation and Wellness Plan.



# Strategic Priorities Reporting 2024 + 2025

(Pictured left) The new RCMP building reached substantial completion over 2024, with occupancy occurring in 2025. This \$25 million project is coming in under budget.



## Replacing + Renewing Infrastructure

Action	Project Status
Initiate Infrastructure Replacement strategy (BIG Project) for 26 km of priority water/sewer mains	~\$200 Million in funding secured with project works beginning in the summer of 2024. Movement into residential areas started in 2025. Additional information available, <a href="#">here</a> .
Relocate Public Works/Operations yard	In progress. Phased occupancy starting in May. Full move late 2025, early 2026.
RCMP building replacement	<b>COMPLETE in 2025. Substantial completion in 2024, with occupancy in April 2025.</b>
Continue to work to implement water treatment	Ongoing discussions with Federal/Provincial government on grant and funding opportunities .
Explore/pursue development of a new Fire Hall Building subject to securing adequate funding and priority review	Ongoing throughout 2024. Conceptual design (in partnership with the PRPA) to be presented to Council in 2025.
Proceed with developing sanitary/ sewer treatment and securing sufficient funding	Design work continuing throughout 2024, as well as public engagement. Park Ave project construction RFP issued April, 2025. Additional funding for implementation subject to ongoing discussions with Federal and Provincial governments.
<b>NEW</b> Advance commitment to Federal Collective Adherence on Wastewater	Work in progress. Discussions ongoing with the Federal Government on project timelines. Council adopted policy Q1 2025. Outfall amalgamation ongoing. Seal Cove Outfall L complete.



# Community Renewal

Activity	Project Status
Undertake waterfront development (at future airport ferry dock location/ Kwinitsa Stn area)	Ongoing—Paving and access improvements complete in 2024, design and potential construction work starting in 2025
Prepare a public realm (streetscape Plan)	Waiting for approval by MOTI for 2nd Ave designs completed in 2024. Reviewing funding options including the Housing Infrastructure Fund. Grant submitted to Housing Infrastructure Fund April 2025.
Support work initiated by Tourism Prince Rupert on Mariners Park redesign and grant writing efforts	The City has secured funding for a memorial to Japanese Canadians and is funding revitalization of the memorial wall in the same location for 2025. In addition, the Rotary Club is currently fundraising for a bandshell as part of broader renewal efforts.
Adopt Interim Parking Strategy and proposed Parking Specified Area to remove parking minimums from a section of the downtown core. For additional information on what has been proposed, see the <a href="#">project page on Rupert Talks</a> .	Parking Strategy adopted and ongoing parking actions include updates occurring to Rushbrook parking system, with additional exploratory work on paid parking implementation to follow in 2025.
Complete a Placemaking Plan	Best practices review completed Q4 2024. Piecemeal grant-funded student projects being used to support more comprehensive plan.
Exploration of paid parking implementation with proceeds towards downtown renewal	To start in 2025
Develop Complete Communities Plan	<b>Complete 2024</b>
Renew Memorial Programming	Direction received from Council in 2025, draft policy under way, replacement of Mariners Memorial Wall under way
Implement Transportation Improvements Program – Bus Shelters	3 Bus Shelters to be installed 2025 with grant funding, 1 additional applied for funding for 2025-2026.
Implement Transportation Improvements Program – Intersection safety	Reviewing grants for identified intersection upgrades in Transportation Plan.
Undertake community and cultural renewal at the Recreation Complex	For 2025 work on window displays, Raven Lounge improvements, art projects, signage enhancements and potential cultural plan under way.



# Strategic Priorities Reporting 2024 + 2025



## Good Governance

Activity	Project Status
Prepare Council Code of Conduct policy	<b>COMPLETE in 2024.</b>
Develop long and short term strategic plans	<b>Updates COMPLETE in 2024.</b>
Further develop prosperity agreements with First Nations	Ongoing.
Comprehensive review of City policies	Bulk of policy review completed and adopted Q4 2024 through Council Committee.
Align local policies and programming with Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA), as per Provincial Directive (Section 55 of EDMA)	MOU signed in partnership with NCRD, Port Ed in 2024 to collaborate on project; Contracts awarded for Cultural Safety training program development, communications protocol in 2025.
Develop funding guide to assist with implementation of strategic goals.	Draft developed in 2024 for Recreation Assets. Review to occur in 2025.
Clarify roles/responsibilities with respect to Council Committee appointments	<b>COMPLETE in 2024.</b>
Address restrictive covenants on select City held properties (999 year leases).	On going discussion with the Province on the process to remove the covenants in 2024 and ongoing into 2025.
Develop City strategy to advocate for quality local health care services	<b>COMPLETE in 2024, with continued advocacy through 2025.</b>

NEW





## Encourage New + Renewed Housing

Activity	Project Status
Pursue housing funding, partnerships and projects and when appropriate using municipally owned land	<p>HAF application in 2024 unsuccessful. HAF action plan update adopted in October 2024.</p> <p>Starting in 2024, working through development approvals and servicing for two projects with BC Housing Preliminary Funding.</p> <p>In 2024, approved permits for new 40-unit building on City-owned land.</p>
Develop an affordable housing strategy to complement Housing Acceleration Plan pursuant to new Provincial legislation	Anticipated start in Q3, 2025.
Align local policies and bylaws with Provincial legislation on housing density (in line with implementation of Housing Acceleration Plan + Affordability initiatives)	<p><b>Zoning amendment deadlines COMPLETE in 2024</b>, other policy review pending.</p> <p>Undertaking a Sanitary/ Storm Capacity Assessment to support implementing density starting 2025.</p>
Align policies and bylaws with Provincial legislation on short-term rentals	<b>Started in 2024 and COMPLETE in 2025</b>
Update to Housing Needs Assessment to comply with Provincial directives	<b>COMPLETE in Q4 2024</b>
Update to Official Community Plan to comply with Provincial directives	Started in 2024 and continuing into 2025

NEW



# Strategic Priorities Reporting 2024 + 2025



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

Activity	Project Status
Implement Reconciliation Policy	Committee established in 2024. Funding achieved for Action Plan, engagement planned for Summer/Fall 2025.
Establish Accessibility Committee and associated planning and feedback activities	Accessibility Plan <b>COMPLETE in 2024</b> . Implementation ongoing with Committee input .
Continue to implement the recommendations of the City's Child Care Action Plan	Permissive Zoning passed in 2024. Supporting lease of City property and development of Aboriginal Headstart Daycare. Looking at other policy support for childcare opportunities as outlined in the plan.
Prepare a Climate Action Plan	Ongoing in 2024, <b>COMPLETE Q1 2025</b> .
Prepare a Social Development Strategy (addressing mental health, addictions, homelessness)	<b>COMPLETE Summer 2024</b> .
Develop Diversity, Equity and Inclusion Policy	Administrative Equity Lens Policy <b>COMPLETE Winter 2024</b> .
Develop Food Strategy	Food asset review complete by SFU student; Engagement planning ongoing for Action plan with community partners in conjunction with supporting numerous other food projects .
Support for low barrier work program	Staff to provide policy brief to Sr Mgmt/ Council for review in 2025.

NEW

# Awards & Recognition

## Innovation Award for Wastewater Treatment Project from Environmental Operators Certification Program

Prince Rupert has won an Innovation Award from the Environmental Operators Certification Program for the design of its biofilter-based wetland wastewater system. Within the constructed wetlands, solids are removed from the influent within a confined system housed in an outbuilding, before the liquid waste is piped beneath layers of soil and plant-life. Here, the soils and plant roots create the perfect environment for microbes to live, the microbes digest the unwanted contents of the wastewater, and the plants receive a constant supply of water at their roots. Each element of the nature-based system acts as a part of a cyclical environment that treats wastewater naturally.



*Pictured above, the EOCP award in front of the project site, the former WWII fuel tank location adjacent to Moresby trail*

## BC Economic Development Association Award for Resilience for Watson Island Redevelopment

Prince Rupert also won an award for 'Community Resiliency' for its redevelopment efforts on Watson Island. The award is granted to communities that show a 'successful recovery initiative from natural and economic disasters, including the loss of a major employer, housing and labour shortages, as well as submissions that represent replicable measures undertaken to promote long term resiliency and/or sustainability from future disasters.'



*Pictured above, Paul Vendittelli (middle) accepted the award on behalf of the City at the 2024 BCEDA Awards ceremony*

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

# Department Facts & Stats

## Communications



**620 follows** on Facebook, up 7% from 2023



**19,500** interactions (comments, likes and shares) with users on Facebook + **5,200 link clicks** to information

## Funding Achievements



**\$6.8M /year** committed for 5 years through the Resource Benefits Agreement



**\$77 Million** in Federal Funding for water and sewer renewal + **\$1.078M** in various other grants achieved through 2024 applications

## Fire Department



Took in **12,062** calls to 911 Dispatch



Responded to **960** Emergency incidents (fires, vehicle incidents, ambulance, and more)



**\$925,234** recorded in property loss; **\$21,741,065** in property saved

## Development Stats



**31 DPs** (Development Permits), **and 11 DVPs** (Development Variance Permits) issued.



The Development Permits above represent approval of **100** new residential units



Building Permits were issued for **239** new residential units; **5** Accessory Dwelling Units and **24** commercial projects

## There's an app for that!



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

Find it here:







## Promoting an Active, Healthy + Accessible Community

We're here to share highlights of what we have gotten up to in 2024 at our Recreation and Community Services Department, and what's in store for 2025. For more information on all that we have to offer, check out our [Active Living Guide](#), and give us a ["Like/Follow" on Facebook!](#)

### Supporting Healthy People



15,498 participants in various programs

71 kids registrations covered by KidSport, 129 people in our Rec Access Program– up 50%

33,826 annual visits to the Earl Mah Aquatic Centre

9 Staff training workshops/ programs hosted to support enhanced safety, accessibility and professional development

## 2024 Department Wins

### Working with Partners and Enhancing Accessibility

- MOU with Trigon to support Neurodiverse swimming lessons – one time funding for bursary program of \$8,000 administered through North Coast Community Services Society
- MOU with Northern Savings to support Unplug and Play, Recreation Access Programming and programming during school breaks. A total \$15,000 commitment over the next three years (2025-2027)
- Accessibility upgrades to pool showers – seats and handrails installed in 2024 thanks to a Northern Health Imagine grant
- MOU with Sport for Life and Recreation Department to support training opportunities
- Autism sensitivity training for 11 Lifeguards with recording for future use



Accessibility  
Plan in Action

# Accessibility, Climate + Complete Communities Plans

Since 2019, the City has taken substantial steps forward to renew plans that help guide decision making around how the community develops over the decades to come. This includes:

- Redesign Rupert 2030 Vision (2019)
- Official Community Plan (2020)
- Zoning Bylaw (2021)
- Infrastructure Replacement Strategy (2022)
- Council Strategic Plan (2023-2026; updated annually)
- Connect Rupert Transportation Plan (2023)
- Rupert Plays Outdoor Parks and Recreation Plan (2023)
- Accessibility Plan (2024)
- Climate Action and Adaptation Plan (2024)
- Complete Communities Plan (2024)
- Recreation and Wellness Plan (starting 2025)

Generating these documents includes review processes and input from staff, Council and the community. Plans help to guide us towards shared objectives as a municipality, with manageable steps and priorities we can integrate into our budgets and work plans each year. This is more important than ever with the amount of renewal going on.

## Prince Rupert's 6 risk themes



*The above themes emerged as part of climate planning as being the greatest risks to our community as the climate changes*

**What plans were completed in 2024?** The Accessibility Plan, Climate Change Adaptation Plan, and Complete Communities Plans were all completed in 2024. *See below for details – >*



## Climate Change Adaptation Plan

The Climate Adaptation Plan took data on projected local temperature and environmental changes as well as public input through committee and engagement sessions together to identify the highest priority areas for municipal response to a changing climate. The plan identifies actions we can take in the short, medium and long term and will guide us in adapting to anticipated change in future years.



## Complete Communities Assessment + Plan

This plan and assessment gives a more concrete way for the City to measure it's progress towards becoming a "Complete Community".—which essentially means that community neighbourhoods are well connected and supported with amenities. The process involved an extensive data gathering and will help the City make informed decisions about development moving ahead.



## Accessibility Plan

This plan development was led by a regional Accessibility Committee, which is a collaboration committee between the City, District of Port Ed, North Coast Regional District and Library. The Plan identifies priorities based on key areas relating to accessibility and a suggested timeframe for implementation based on what the community said was most important, and also what is practically achievable.



# 2024 Reporting on Accessibility



Even before the adoption of the Accessibility Plan in October of 2024, the City and our partners began working on actioning several of the priorities identified by residents and our committee. **See below for a snapshot of some of the key actions that were initiated or completed – >**



**Recreation programming:** Neurodiverse swim lessons now available; Enhanced Mobility program in 2024, with kits available for check out at the Library.



**Accessibility service/support directory:** [Complete and available online](#), and accepting recommendations for additional directory additions.



**Accessibility upgrades to 2nd floor washroom at Rec Complex** – Funding achieved in 2024 and currently under construction, anticipated to be complete by Summer.



**Annual Trolley tour event:** Trolley tour for Acropolis residents and Special Olympics athletes completed in December, 2023 and 2024, with funding from the PRPA.



**Adoption of Equity Lens policy:** Adopted by the City in Fall of 2024, policy provides guidance for customer service to those with disabilities to front line staff, and integrates accessibility considerations into the City's template for Reports to Council.



**Bus shelters:** Grant approved in 2024 for 3 new bus shelters to be installed Summer 2025. Accessible designs selected (see next page for details).

2024 was the second year of trolley rides coordinated by the City's Accessibility Committee, Northern Health and Prince Rupert Special Olympics to take Acropolis residents, athletes and their caregivers on an annual tour of the holiday lights in December. Below is the crew from Special Olympics posing during a stop in front of the Crab Trap Christmas Tree last year. Many thanks to the Prince Rupert Port Authority for sponsoring this event!



# Key Project Updates



## Sewer Treatment Program Ongoing, Construction in 2025

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

To avoid the expense of standard forms of treatment and look to a more sustainable approach, the City completed designs in 2022 to treat sewage with a wetland system small scale project, which is an innovative and environmentally friendly approach to treating community wastewater used elsewhere in the world. In addition, this is a low maintenance approach that will reduce overall operating cost and capacity requirements for the future. This project will support a small number of homes in the area surrounding Park Avenue. The project site being relocated away from the originally proposed Omineca area due to comparative ease of access to the Moresby location. This change of location delayed the initial start date that had been planned for 2023-2024.

### Did you know?

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



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



Transportation Plan in Action

This work was a recommendation of the City's newly adopted [Connect Rupert Transportation Plan](#) that provided the recommendation to improve overall amenities associated with transit for users. In 2024 the pads were installed for three new shelters at the Prince Rupert Hospital, Charles Hays High School, and the Kootenay and McKay areas, with construction of the shelters completed in May, 2025. These areas were identified as high priority and/or equity deserving locations based on the Transportation Plan.

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



## Signing of MOU with Port Edward and Regional District to Work on Indigenous Cultural Safety Training and Emergency Communications Protocol

Following changes to the *Emergency and Disaster Management Act*, local municipalities have new requirements to ensure that emergency management planning is inclusive of Indigenous needs. As part of these changes, Indigenous Engagement Requirement (IER) Funding is available to First Nations, local authorities, and Indigenous Governing Bodies to meet those requirements. To reduce the burden of consultation on area Indigenous Nations and pool resources, the City of Prince Rupert, District of Port Edward and North Coast Regional District signed a Memorandum of Understanding to agree to combine funds and collaborate on shared objectives.

In 2024, this work was initiated and our local governments collectively applied for additional funding to develop a local Ts'msyen Indigenous Cultural Safety training program that we can deploy to emergency management staff, but also our respective staff cohorts.



## Secured \$77 Million in Federal grant funds, initiated project to replace failing water lines and sewer lines in areas that require storm and sewer separation

In 2022, the City commissioned an Infrastructure Replacement Strategy based on known age and condition of City infrastructure and has been working on generating funding and designs to implement that plan in the years following.

This strategy sets the trajectory and priority for future infrastructure spending over the next five years or more. Between 2023-2024 the City secured \$65 M from the Province (committed in 2023), and \$77 M from the Federal governments \$45 M in municipal borrowing. This enabled the work to start in earnest in 2024 on Shawatlan and Frederick Roads, alongside design work for other priority corridors.

This is going to be a massive project for our community, and work of this scale is going to be disruptive to residents. However, the long term benefit will be a 'hard reset' to our infrastructure that will get us out of 'firefighting mode' responding to breaks, and back into a place where we can conduct asset replacement and management in a more sustainable way.

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



(Pictured above) An Open House event was held in January of 2025 to share information on overall project planning and specific information with respect to impact to the Crestview neighbourhood.





## Redevelopment of a new RCMP substantial completion in 2024

The multi-year RCMP replacement project achieved substantial completion in 2024, with occupancy to occur Spring of 2025. The existing RCMP station is no longer compliant to meet their needs, and the City is obligated to provide adequate accommodation as part of our municipal policing agreement. The detachment project is takes GHG emissions into account in construction, and will be an asset to serve the community for decades to come. Construction began in 2023, and occupancy was pushed into early 2025 in order to meet all compliance requirements. The City also completed a Call for Artists to have public art installed on the façade of the building. Local artist Nicholas Johns' submission was selected by a local panel, and the art piece was developed and installed with lighting below in 2024.



*Council completed a tour of the facility early 2025*



## Designs approved, construction works started on new Public Works facility



The City awarded a progressive Design-Build of this facility early in 2024, with a budget amendment provided to Council in April to fund the design work through a dividend from Legacy Inc. The remainder of 2024 saw upgrades occurring to the existing building as well as design works on a separate detached building adjacent to the existing one. Works on the new building are continuing throughout 2025.

Costs of the project inclusive of property purchase in anticipated costs for 3 phases of the project are being covered by a dividend from Prince Rupert Legacy Inc., the City's wholly owned Development Corporation, and grant funds from the Resource Benefits Agreement-sources outside of property taxes.



## Continuation of Waterfront Development Project along Bill Murray Drive

Along Bill Murray Way, a bump in, additional parking, lighting and fencing for safety were installed in 2024. The City is continuing to work with CN to improve the pedestrian and vehicle safety access of the crossing at the waterfront area.

In addition, design work is anticipated to continue through 2025 that helps provide direction for future development of this key waterfront area, in partnership with Gitxaala Nation based on the original 2030 Vision, based on past public engagement and input.

connect •  
**RUPERT**  
Transportation  
Plan in Action



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

**RUPERT**  
plays  
Parks Plan  
in Action

In 2024, the City continued to work on fundraising efforts to support the renewal of Odd Eidsvik Park, and \$50,000 in funding was set aside in the 2025 Budget. Based on grant availability and award notice timing, we anticipate construction may not begin until 2026. Staff have continued to submit grant applications for the project throughout 2024 and that work is continuing into 2025.

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



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



## Substantial Completion of Climate Adaptation Plan



In 2022, the City successfully achieved funds from the Province of BC through the Union of BC Municipalities to complete a Climate Adaptation and Action Plan, with engagement occurring over 2023-2024. The plan received adoption by Council in January of 2025.

**For more information, check out the full plan, here:**

<https://www.princerupert.ca/building-development/community-planning/climate-action-planning>



## Start of Renovation on 2nd Floor Washrooms at Civic Centre



Accessibility  
Plan in Action



Following the achievement of grant funds from Economic and Social Development Canada, the City began design and procurement work on a new accessible and gender neutral washroom configuration on the 2nd floor of the Civic Centre. This project is anticipated to be complete in the Spring/Summer of 2025.



## Funding achieved for memorial on the impacts of Japanese Canadian internment, revitalization of Mariners Park walls

**RUPERT**  
plays

Parks Plan  
in Action

In 2024, the City applied for and received a grant of \$400,000 to fund a memorial to Japanese Canadians in Mariners Park. The project aligns with plans for the park initiated by Tourism Prince Rupert that see the proposed location as a 'contemplative zone'. To build off of the available funding, Council also allocated \$150,000 in the 2025 budget toward the reconceptualization and replacement of the existing memorial walls in the area, which are experiencing structural failures.



*Architecture design plans submitted to Council in May of 2025*

The project will give residents and visitors alike the opportunity to sit and reflect on the history of Japanese internment in Canada, as well as the specific contributions and stories of the Japanese Canadian population of Prince Rupert. In addition, the replacement of the memorial walls in the area will enable more spaces to be generated for the program and for greater accessibility of the existing names, which will all be carried forward.



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

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

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

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

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

The RFEOI completed in 2024 and throughout 2025, feasibility on potential projects on Watson Island is ongoing through an additional Request for Proposals process.





# 2024 in Photos



*Progressive Steel donates fitness equipment to the Rec Complex Fitness Centre*



*Signing of a 5 Year Resource Benefits Agreement was a major achievement, announced during the 2024 Budget*



*The CBC show Still Standing came to Prince Rupert and produced a feature on our little community*



*Rupert Disposal, Broadwater, and Theresa Lee donated the heart shaped selfie station on the Cow Bay Breakwater*



*The City and partners that supported funding applications gathered in the Fall to celebrate a groundbreaking of the BIG Project*

# APPENDIX A:

## Section 98 of Community Charter

### Excerpt from Community Charter

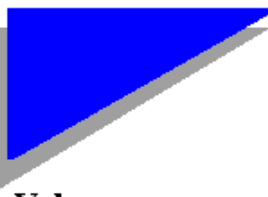
#### Annual municipal report

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



# APPENDIX B:

## Audited Financial Statements



**Vohora LLP**  
CPAs & Business Advisors

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

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[www.vohora.ca](http://www.vohora.ca)

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### INDEPENDENT AUDITOR'S REPORT

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To the Mayor and Council of City of Prince Rupert

*Report on the Consolidated Financial Statements*

#### *Opinion*

We have audited the consolidated financial statements of City of Prince Rupert (the City), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, changes in net financial assets/liabilities and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

#### *Basis for Opinion*

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

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

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

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

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



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

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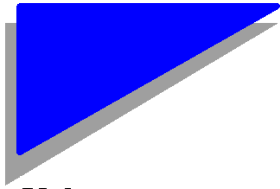
### *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements*

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

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

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

*(continues)*



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

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

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

Prince Rupert, BC  
May 8, 2025

*Vohora LLP*  
Chartered Professional Accountants

# **City of Prince Rupert**

## **2024 Audited Financial Statements**



## City of Prince Rupert

### Consolidated Statement of Financial Position

December 31

	2024	2023
<b>Financial Assets</b>		
Cash and Cash Equivalents	\$ 124,835,284	\$ 135,213,999
Taxes Receivable (Note 2a)	\$ 2,437,946	\$ 1,865,538
General Receivables (Note 2b)	\$ 8,983,738	\$ 2,557,647
Deposit-Municipal Finance Authority (Note 3)	\$ 435,523	\$ 420,867
Land Inventory Held for Resale (Note 4)	\$ -	\$ 9,618,106
Loans to Prince Rupert Airport Authority (Note 5)	\$ 6,090,096	\$ 6,510,751
	<u>\$ 142,782,587</u>	<u>\$ 156,186,908</u>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities (Note 6a)	\$ 16,050,431	\$ 19,080,872
Deposits and Prepayments	\$ 3,011,638	\$ 1,159,668
Deferred Revenue (Note 6b)	\$ 78,576,207	\$ 82,074,078
Asset Retirement Obligations (Note 7)	\$ 9,878,788	\$ 11,964,260
Reserves - Municipal Finance Authority (Note 3)	\$ 91,019	\$ 87,956
Loans Payable (Schedule 11 and Note 8)	\$ 24,987,626	\$ 11,290,215
Debenture Debt (Schedule 12 and Note 8)	\$ 22,455,773	\$ 23,660,935
	<u>\$ 155,051,482</u>	<u>\$ 149,317,984</u>
<b>Net Financial Assets</b> (Statement C)	<u>\$ (12,268,895)</u>	<u>\$ 6,868,924</u>
<b>Non-financial Assets</b>		
Tangible Capital Assets (Schedule 3 and Note 1c)	\$ 204,141,801	\$ 157,290,300
Inventories of Supplies (Note 1d)	\$ 1,916,071	\$ 2,031,604
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 9)	\$ 48,389,763	\$ 48,950,763
	<u>\$ 254,447,635</u>	<u>\$ 208,272,667</u>
<b>Surplus and Equity</b> (Statement B)	<u><b>\$ 242,178,740</b></u>	<u><b>\$ 215,141,591</b></u>
<b>City Position</b>		
Accumulated Operating Surplus (Schedule 1)	\$ 14,312,161	\$ 21,513,908
Bylaw and Statutory Reserve Funds (Schedule 2)	\$ 26,762,135	\$ 26,250,748
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 9)	\$ 48,389,763	\$ 48,950,763
Investment in Tangible Capital Assets (Schedule 5)	\$ 152,714,681	\$ 118,426,172
<b>Net Position</b> (Statement B)	<u><b>\$ 242,178,740</b></u>	<u><b>\$ 215,141,591</b></u>

Corinne Bomben, CPA, CA

Chief Financial Officer

## City of Prince Rupert

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

	Unaudited 2024 Budget	2024 Actual	2023 Actual
<b>Revenues</b>			
Taxes (Net) (Schedule 6)	\$ 31,421,000	\$ 31,276,603	\$ 28,734,725
Sale of Services (Schedule 7)	14,267,000	14,618,568	18,177,897
Services Provided to Other Governments	120,000	135,888	165,092
Government Transfers (Schedule 8)	57,243,000	20,257,411	7,074,982
Fees, Permits, Licenses and Fines (Schedule 9)	428,000	419,440	420,236
Investment Income	2,726,000	6,323,628	5,405,491
City West Cable & Tel. Corp. (Schedule 4)	-	(61,000)	1,998,000
Prince Rupert Legacy Inc.	-	3,265,813	3,353,927
Miscellaneous (Schedule 9)	2,514,000	2,804,863	1,620,210
<b>Total Revenue</b>	<b>\$ 108,719,000</b>	<b>\$ 79,041,214</b>	<b>\$ 66,950,560</b>
<b>Expenses</b>			
Protection to Persons and Property	\$ 14,679,200	\$ 14,604,757	\$ 13,250,900
Water, Sewage and Solid Waste	12,988,770	11,299,134	12,616,520
Roadways and Transportation	6,550,800	6,193,995	7,003,632
Recreation and Culture	7,057,100	6,436,681	6,208,985
General Government	9,559,700	9,688,972	7,518,964
Other	362,200	314,422	284,309
<b>Total Expenses (Schedule 10)</b>	<b>\$ 51,197,770</b>	<b>\$ 48,537,961</b>	<b>\$ 46,883,310</b>
<b>Revenue Over Expenditure Before Amortization</b>	<b>\$ 57,521,230</b>	<b>\$ 30,503,253</b>	<b>\$ 20,067,250</b>
<b>Amortization of Tangible Capital Assets</b>	<b>-</b>	<b>(4,954,465)</b>	<b>(4,136,485)</b>
<b>Accretion of Asset Retirement Obligations</b>	<b>-</b>	<b>(311,639)</b>	<b>(351,952)</b>
<b>Transfer of ARO from Unfunded to Funded</b>	<b>-</b>	<b>1,800,000</b>	<b>2,166,305</b>
<b>Gain on Disposition of Land Held for Resale</b>	<b>-</b>	<b>-</b>	<b>70,727</b>
<b>Net Gains (Losses/Write downs) on Tangible Capital Assets</b>	<b>-</b>	<b>-</b>	<b>(593,896)</b>
<b>Revenue Over Expenditure</b>	<b>\$ 57,521,230</b>	<b>\$ 27,037,149</b>	<b>\$ 17,221,949</b>
<b>Opening City Position</b>	<b>\$ 215,141,591</b>	<b>\$ 215,141,591</b>	<b>\$ 197,919,642</b>
<b>Closing City Position (Statement A)</b>	<b>\$ 272,662,821</b>	<b>\$ 242,178,740</b>	<b>\$ 215,141,591</b>

## City of Prince Rupert

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

	2024 Actual	2023 Actual
Revenue Over Expenditure (Statement B)	\$ 27,037,149	\$ 17,221,949
Acquisition of Tangible Capital Assets (Schedule 1 & 3)	(49,718,326)	(27,565,931)
Amortization of Tangible Capital Assets	4,954,465	4,136,485
Disposals/Writedowns of Tangible Capital Assets	-	613,896
Adjustments to Estimates of ARO underlying asset cost	(2,087,640)	220,730
City West Cable and Tel. Corp. (Increase)/Decrease in Equity	561,000	(1,498,000)
Change in Inventories of Supplies	115,533	(433,291)
Change in Net Financial Assets	<u>\$ (19,137,819)</u>	<u>\$ (7,304,162)</u>
Net Financial Assets at Beginning of Year	<u>\$ 6,868,924</u>	<u>\$ 14,173,086</u>
Net Financial Assets (Liabilities) at End of Year	<u><u>\$ (12,268,895)</u></u>	<u><u>\$ 6,868,924</u></u>

## City of Prince Rupert

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

	2024 Actual	2023 Actual
<b>Operating Activities</b>		
Revenue Over Expenditure	\$ 27,037,149	\$ 17,221,949
Non-cash Items		
Amortization	4,954,465	4,136,485
Accretion of Asset Retirement Obligations	311,639	351,952
City West Cable & Tel. Corp	61,000	(1,998,000)
Taxes Receivable	(572,408)	(514,806)
General Receivables	(6,426,091)	421,419
Land Inventory Held for Resale	9,618,106	-
Inventories of Supplies	115,533	(433,291)
Accounts Payable and Accrued Liabilities	(3,030,441)	4,574,683
Deposits and Prepayments	1,851,970	518,561
Deferred Revenue	(3,497,871)	69,327,376
Cash Provided by Operating Activities	<u>\$ 30,423,051</u>	<u>\$ 93,606,328</u>
<b>Financing Activities</b>		
Loans Payable	\$ 14,470,000	\$ 10,117,235
MFA Deposits and Reserves	(11,593)	(10,034)
Repayment (Loans) from Prince Rupert Airport Authority	420,655	350,560
Principal Repayments	(1,977,751)	(1,827,714)
Cash provided by/(applied to) Financing Activities	<u>\$ 12,901,311</u>	<u>\$ 8,630,047</u>
<b>Capital and Investing Activities</b>		
Tangible Capital Assets Additions	\$ (49,718,326)	\$ (27,565,931)
Tangible Capital Assets Net Write Downs/Disposals	-	613,896
Settlement of Asset Retirement Obligations	(4,484,751)	-
City West Cable & Tel. Corp. Loan Repayment	500,000	500,000
Cash Provided by/(applied to) Investing Activities	<u>\$ (53,703,077)</u>	<u>\$ (26,452,035)</u>
 Increase/(Decrease) in Cash and Cash Equivalents	 \$ (10,378,715)	 \$ 75,784,340
Cash and Cash Equivalents at Beginning of Year	<u>135,213,999</u>	<u>59,429,659</u>
Cash and Cash Equivalents at End of Year	<u>\$ 124,835,284</u>	<u>\$ 135,213,999</u>

## City of Prince Rupert

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### Notes to the Consolidated Financial Statements December 31, 2024

#### 1) Significant accounting policies

##### a) *Basis of presentation*

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

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

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

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

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

##### c) *Tangible capital assets*

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

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

Assets under construction having a value of \$47,762,446 (2023 - 16,283,632) have not been amortized. Amortization on these assets will commence when the asset is put into service.

##### d) *Inventory*

Inventory is reported at average cost.

##### e) *Estimates*

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

## City of Prince Rupert

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### Notes to the Consolidated Financial Statements December 31, 2024

#### 1) Significant accounting policies (continued)

##### f) Reporting entity

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

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

The City's reporting entities include:

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

##### g) Financial instruments

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

##### h) Asset Retirement Obligations

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

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



## City of Prince Rupert

### Notes to the Consolidated Financial Statements December 31, 2024

#### 1) Significant accounting policies (continued)

##### **h) Asset Retirement Obligations**

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

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

#### 2) Receivables

	<b><u>2024</u></b>	<b><u>2023</u></b>
<b>a) Taxes receivable</b>		
Current	\$ 1,157,050	\$ 1,108,641
Arrears	507,328	405,059
Tax sale properties	<u>773,568</u>	<u>351,838</u>
Net taxes receivable	<u><u>\$ 2,437,946</u></u>	<u><u>\$ 1,865,538</u></u>
 <b>b) General receivables</b>		
General receivables	\$ 9,007,184	\$ 2,574,604
Allowance for doubtful accounts	<u>(23,446)</u>	<u>(16,957)</u>
Net general receivables	<u><u>\$ 8,983,738</u></u>	<u><u>\$ 2,557,647</u></u>

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

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

## City of Prince Rupert

### Notes to the Consolidated Financial Statements December 31, 2024

#### 4) Land inventory held for resale

The City received the title to Watson Island in 2009 via 2008's tax sale. In 2024, the consolidated entity Prince Rupert Legacy Inc. entered into a multi-year exclusivity agreement with an unrelated party for the remaining area of Watson Island, meaning that the City is no longer actively marketing the property for sale and instead intends to hold the property to generate lease revenue. The Watson Island land property value is reported as Tangible Capital Assets in 2024 with a cost equal to the balance previously reported as Land Inventory Held for Resale, at the gross value of the municipal property taxes owing when it was acquired through tax sale in 2008 plus \$3.7 million of remediation costs incurred to prepare the island for use.

#### 5) Loans to Prince Rupert Airport Authority (PRAA)

	<u>2024</u>	<u>2023</u>
From Municipal Finance Authority (MFA) (details per Schedule 12)	\$ 4,105,169	\$ 4,439,414
Rescheduled payments	<u>1,051,717</u>	<u>1,051,717</u>
	<u>\$ 5,156,886</u>	<u>\$ 5,491,131</u>

The PRAA is economically dependent on commercial flights provided by Air Canada. Flight frequency has not returned to pre-COVID 19 levels. If flight frequency does not increase, the City may not be able to collect debt payments for 2026.

(Due to COVID 19 disruption, the annual combination principal and interest repayment for 2020, 2021, and 2022 from Prince Rupert Airport are rescheduled to the end of the term.)

From Prince Rupert Legacy

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

\$24,080 due January 28 and July 28 each year with a final payment on January 28, 2033.	\$ 366,985	\$ 405,312
\$16,054 due April 6 and October 6 each year with a final payment on April 6, 2033.	244,656	270,208
\$9,030 due June 20 and December 20 each year with a final payment on June 20, 2033.	144,850	151,992
\$10,033 due February 28 and August 28 each year with a final payment on August 28, 2034.	176,719	192,108
	<u>\$ 933,210</u>	<u>\$ 1,019,620</u>
Total loans to Prince Rupert Airport Authority	<u>\$ 6,090,096</u>	<u>\$ 6,510,751</u>

## City of Prince Rupert

### Notes to the Consolidated Financial Statements December 31, 2024

**6) Accounts payable, accrued liabilities and deferred revenue**

	<u><b>2024</b></u>	<u><b>2023</b></u>
<b>a) Accounts payable and accrued liabilities</b>		
Trade payables	\$ 10,003,875	\$ 12,280,982
Accrued liabilities	\$ 48,487	\$ 35,000
Accrued interest payable - MFA	\$ 141,156	\$ 141,156
Taxes due to other governments	\$ 435,396	\$ 2,055,392
Salaries, wages, other payroll payables	\$ 5,421,517	\$ 4,568,342
	<u>\$ 16,050,431</u>	<u>\$ 19,080,872</u>
 <b>b) Deferred revenue</b>		
Prepaid taxes	\$ 1,418,276	\$ 1,369,029
Deferred revenue - PR Legacy	1,836,448	2,165,240
Deferred revenue - Capacity Funding for LG Housing Initiatives (Schedule 14)	187,978	-
Other deferred revenue	75,133,505	78,539,809
	<u>\$ 78,576,207</u>	<u>\$ 82,074,078</u>

## City of Prince Rupert

### Notes to the Consolidated Financial Statements December 31, 2024

#### 7) Asset Retirement Obligations

	<u>2024</u>	<u>2023</u>
Funded		
Balance, beginning of the year	\$ 5,380,000	\$ 3,445,852
Liabilities settled	(4,484,751)	(232,157)
Change in estimate	1,800,000	2,166,305
Balance, end of the year	<u>\$ 2,695,249</u>	<u>\$ 5,380,000</u>
Unfunded		
Balance, beginning of the year	6,584,260	8,387,186
Liabilities incurred	2,087,640	-
Change in estimate	-	232,157
Transfer from (to) Funded	(1,800,000)	(2,166,305)
Accretion expense	311,639	378,662
Changes in estimated cash flows	-	(247,440)
Balance, end of the year	<u>\$ 7,183,539</u>	<u>\$ 6,584,260</u>
<b>Estimated total liability</b>	<u><u>\$ 9,878,788</u></u>	<u><u>\$ 11,964,260</u></u>

#### Asbestos and Lead

The City owns and operates assets which contain asbestos and/or lead paint, and therefore, the City is legally required to perform abatement activities upon renovation or demolition of the assets. Abatement activities include handling and disposing of the asbestos in a prescribed manner when it is disturbed. Undiscounted future cash flows expected are an abatement cost in 2028 through 2043 of \$9.94 million. The estimated total liability of \$5.23 million (2023- \$5.01 million) is based on the sum of discounted future cash flows for abatement activities using a discount rate of 4.56% and assuming annual inflation of 3%. The municipality has not designated funds for settling the abatement activities.



## City of Prince Rupert

### Notes to the Consolidated Financial Statements December 31, 2024

#### 7) Asset Retirement Obligations (continued)

##### Landfill - Ridley Island Road

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

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

Phase	Net Phase Capacity (m <sup>3</sup> )	Capacity Utilized (m <sup>3</sup> )	Capacity Remaining (m <sup>3</sup> )	Capacity Utilized (%)	Capacity Remaining (%)
<b>Developed Phases</b>					
Phase 1 – West	95,369	95,369	0	100%	0%
Phase 2 – North	170,877	86,042	84,835	50%	50%
Total - developed	266,246	181,411	84,835	68%	32%
<b>Undeveloped Phases</b>					
Phase 2 – South	444,369	0	444,369	0%	100%
Phase 3	577,359	0	577,359	0%	100%
Total - undeveloped	1,021,728	0	1,021,728	0%	200%
<b>Grand Total</b>	<b>1,287,974</b>	<b>181,411</b>	<b>1,106,563</b>	<b>14%</b>	<b>86%</b>

Phase 1 - West is fully utilized and closure was mostly completed in 2024. Only "Phase 2 - North" is currently operational. Before "Phase 2 South" and "Phase 3" can be utilized, they must be developed at estimated costs of \$3.6 million and \$4.3 million (2021 dollars), respectively. The estimated remaining capacity of the landfill without this development is 32% – 84,835 cubic metres (2023 – 64%, 169,168 cubic metres) of its total estimated useable capacity of 266,246 cubic metres and its estimated remaining life is 7 years (2023 – 13 years).

The estimated remaining capacity of the landfill with development of "Phase 2 - South" and "Phase 3" is 86% – 1,106,563 cubic metres (2023 - 1,190,896 cubic metres) of its total estimated capacity of 1,287,974 cubic metres and its estimated useful life would be extended to 53 years. The period for post-closure care is estimated to be 50 years, beginning after closure is completed in 2076.

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

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

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

## City of Prince Rupert

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### Notes to the Consolidated Financial Statements December 31, 2024

#### 8) Debenture debt and loans payable

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

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

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

	<u>2024</u>	<u>2023</u>
Assets	\$ 93,232,000	\$ 83,456,000
Liabilities to arms-length parties	\$ 44,843,000	\$ 34,506,000
Net income (loss)	\$ (61,000)	\$ 1,998,000

#### 10) Commitments and contingencies:

##### a) Pension information

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

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

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

The next valuation will be as at December 31, 2024.

The City of Prince Rupert paid \$1,620,543 (2023 - \$1,562,767) for employer contributions while employees contributed \$1,424,571 (2023 - \$1,373,798) to the plan in fiscal 2024.

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

## City of Prince Rupert

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### Notes to the Consolidated Financial Statements December 31, 2024

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

##### **b) *Third party claims***

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

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

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

##### **d) *School taxes levied on Watson Island***

The Province of BC reports school taxes owing regarding Watson Island of \$1,336,414, which were previously disclosed as Taxes Due to Other Governments. The City no longer intends to sell the property. If the property were to be sold, the school taxes would then be payable by the City to the Province and a liability would be recorded at that time.

# City of Prince Rupert

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

Fund	General	Water	Sewer	Solid Waste	Prince Rupert Legacy Inc.	2024 Total	2023 Total
<b>Operating Results</b>							
Revenue	\$ 52,758,728	\$ 14,754,391	\$ 3,213,500	\$ 5,048,782	\$ 3,265,813	\$ 79,041,214	\$ 66,950,560
Expenditure (Exclude Tangible capital assets)	37,238,827	3,752,414	1,275,040	6,271,880	-	48,537,961	46,883,310
	\$ 15,519,901	\$ 11,001,977	\$ 1,938,460	\$ (1,222,898)	\$ 3,265,813	\$ 30,503,253	\$ 20,067,250
<b>Add /(Less)</b>							
Additions to Tangible capital assets	\$ (30,327,664)	\$ (15,358,135)	\$ (3,155,843)	\$ (463,012)	\$ (413,672)	\$ (49,718,326)	\$ (27,565,931)
Gain on disposition of Land Held for Resale	-	-	-	-	-	-	70,727
Gain on disposition of Tangible Capital Assets	-	-	-	-	-	-	20,000
New Loans and Payables to fund TCA	11,470,000	3,000,000	-	-	-	14,470,000	10,117,235
Debt payment and Actuarial Adjustments	(571,176)	(488,380)	(23,496)	(560,454)	(862,781)	(2,506,287)	(1,496,750)
Bylaw and Statutory Reserve Interest Income	(1,401,599)	-	-	-	-	(1,401,599)	(1,477,841)
Prince Rupert Legacy Dividend	2,390,243	859,757	-	-	(3,250,000)	-	-
City West Cable & Tel. Corp Loan Repayment	500,000	-	-	-	-	500,000	500,000
City West Cable & Tel. Corp (Income)/Loss	61,000	-	-	-	-	61,000	(1,998,000)
Transfer (to)/ from Reserves (Schedule 2)	(3,705,496)	2,931,097	(36,460)	1,701,071	-	890,212	424,530
	\$ (21,584,692)	\$ (9,055,661)	\$ (3,215,799)	\$ 677,605	\$ (4,526,453)	\$ (37,705,000)	\$ (21,406,030)
Total Operating Surplus/(Deficit)	\$ (6,064,791)	\$ 1,946,316	\$ (1,277,339)	\$ (545,293)	\$ (1,260,640)	\$ (7,201,747)	\$ (1,338,780)
Balance forward Surplus/(Deficit)	11,292,483	88,048	3,283,269	468,276	6,381,832	21,513,908	22,852,688
Accumulated Surplus/(Deficit)	\$ 5,227,692	\$ 2,034,364	\$ 2,005,930	\$ (77,017)	\$ 5,121,192	\$ 14,312,161	\$ 21,513,908
<b>Surplus/(Deficit) Allocation</b>							
Unappropriated Surplus (deficit)	\$ 4,719,692	\$ 188,364	\$ 726,930	\$ (741,017)	\$ 1,710,192	\$ 6,604,161	\$ 7,014,085
Restricted Land Surplus	-	-	-	-	-	-	7,994,823
2025 Appropriated Surplus	508,000	1,846,000	1,279,000	664,000	3,411,000	7,708,000	6,505,000
	\$ 5,227,692	\$ 2,034,364	\$ 2,005,930	\$ (77,017)	\$ 5,121,192	\$ 14,312,161	\$ 21,513,908



## City of Prince Rupert

**Schedule of Bylaw and Statutory Reserve Fund Balances**  
**December 31, 2024**

December 31, 2024					RESERVE ALLOCATION		
	<u>Opening Balance</u>	<u>Interest/Income</u>	<u>Transfer (to)/from Other Funds</u>	<u>Year End Balance</u>	<u>2025 Budget Appropriation</u>	<u>Unappropriated Reserve</u>	<u>Year End Balance</u>
BYLAW & OTHER RESERVES							
General Reserves	\$ 8,755,709	\$ 463,936	\$ (1,583,654)	\$ 7,635,991	\$ 950,000	\$ 6,685,991	\$ 7,635,991
Public Work Equipment Reserves	2,114,285	96,283	(25,033)	2,185,535	1,234,000	951,535	2,185,535
Ferry Maintenance Reserves	652,098	16,994	(669,092)	-	-	-	-
NCPG Reserve (Schedule 13)	2,445,137	93,742	(1,974,019)	564,860	300,000	264,860	564,860
Growing Communities Fund	4,228,940	223,984	-	4,452,924	4,456,000	(3,076)	4,452,924
NW BC Regional Funding Agreement	-	101,086	6,109,472	6,210,558	20,861,000	(14,650,442)	6,210,558
Water Asset Management Reserve	5,574,809	265,588	(2,931,097)	2,909,300	2,843,000	66,300	2,909,300
Sewer Asset Management Reserve	92,275	6,539	56,845	155,659	-	155,659	155,659
Solid Waste Asset Management Res.	227,324	15,148	96,754	339,226	-	339,226	339,226
Total Bylaw & Other Reserves	<u>\$ 24,090,577</u>	<u>\$ 1,283,300</u>	<u>\$ (919,824)</u>	<u>\$ 24,454,053</u>	<u>\$ 30,644,000</u>	<u>\$ (6,189,947)</u>	<u>\$ 24,454,053</u>
STATUTORY RESERVES							
Capital Assets & Land Acquisition	\$ 1,657,903	\$ 102,178	\$ -	\$ 1,760,081	\$ 125,000	\$ 1,635,081	\$ 1,760,081
Parkland Reserves	7,608	403	-	8,011	-	8,011	8,011
Parking Space Requirements	209,036	11,071	-	220,107	-	220,107	220,107
Cemetery Care Trust	<u>285,624</u>	<u>4,647</u>	<u>29,612</u>	<u>\$ 319,883</u>	<u>-</u>	<u>319,883</u>	<u>319,883</u>
Total Statutory Reserves	<u>\$ 2,160,171</u>	<u>\$ 118,299</u>	<u>\$ 29,612</u>	<u>\$ 2,308,082</u>	<u>\$ 125,000</u>	<u>\$ 2,183,082</u>	<u>\$ 2,308,082</u>
TOTAL RESERVES	<u>\$ 26,250,748</u>	<u>\$ 1,401,599</u>	<u>\$ (890,212)</u>	<u>\$ 26,762,135</u>	<u>\$ 30,769,000</u>	<u>\$ (4,006,865)</u>	<u>\$ 26,762,135</u>

**Consolidated Schedule of Tangible Capital Assets  
December 31**

	<u>Land</u>	<u>Buildings</u>	<u>Equipment</u>	<u>Infrastructure</u>	<u>Assets under construction</u>	<u>2024</u>	<u>2023</u>
<b>Historical Cost:</b>							
Opening Balance	\$ 12,668,655	\$ 20,820,298	\$ 12,314,086	\$ 175,693,335	\$ 16,283,632	\$ 237,779,986	\$ 211,605,594
Additions	8,408,495	1,048,618	3,449,028	5,269,442	31,542,743	49,718,326	27,565,931
Transfer of completed assets, previously under construction	-	23,600	-	40,329	(63,929)	-	-
Additions (adjustments) to Asset Retirement Obligation Cost	-	-	-	2,087,640	-	2,087,640	(220,730)
Disposals/Write-Downs	-	-	-	(247,777)	-	(247,777)	(1,170,809)
<b>Closing Balance</b>	<b>21,077,150</b>	<b>21,892,516</b>	<b>15,763,094</b>	<b>182,842,969</b>	<b>47,762,446</b>	<b>289,338,175</b>	<b>237,779,986</b>
<b>Accumulated Amortization:</b>							
Opening Balance	-	10,663,677	7,777,970	62,048,039	-	80,489,686	76,910,114
Amortization Expense	-	577,157	1,061,983	3,315,325	-	4,954,465	4,136,485
Disposals/ Write-Downs	-	-	-	(247,777)	-	(247,777)	(556,913)
<b>Closing Balance</b>	<b>-</b>	<b>11,240,834</b>	<b>8,839,953</b>	<b>65,115,587</b>	<b>-</b>	<b>85,196,374</b>	<b>80,489,686</b>
<b>Net Book Value</b>	<b>\$ 21,077,150</b>	<b>\$ 10,651,682</b>	<b>\$ 6,923,141</b>	<b>\$ 117,727,382</b>	<b>\$ 47,762,446</b>	<b>\$ 204,141,801</b>	<b>\$ 157,290,300</b>

## City of Prince Rupert

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

	<u>2024</u>	<u>2023</u>
<b>ASSETS</b>		
City West Cable & Telephone Corporation		
Investment	\$ 1	\$ 1
Loan	16,132,762	16,632,762
Equity	<u>32,257,000</u>	<u>32,318,000</u>
	<u>\$ 48,389,763</u>	<u>\$ 48,950,763</u>
<b>LIABILITIES AND EQUITY</b>		
Equity, Beginning of Year	\$ 48,950,763	\$ 47,452,763
Net Income (Loss) of Corporation	(61,000)	1,998,000
Repayment of loan	<u>(500,000)</u>	<u>(500,000)</u>
Equity, End of Year	<u>\$ 48,389,763</u>	<u>\$ 48,950,763</u>

**City of Prince Rupert**

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

	<u>2024</u>	<u>2023</u>
Opening Balance	\$ 118,426,172	\$ 102,416,754
Tangible Capital Assets Purchased By Operations	35,248,326	17,448,696
Debenture Debt Repayment	732,652	732,652
Actuarial Additions	138,265	116,162
Loan Repayment	1,635,370	647,936
Disposals/Writedowns of Tangible Capital Assets	-	(613,896)
Transfer from unfunded to funded ARO	1,800,000	2,166,305
Accretion	(311,639)	(351,952)
Amortization	<u>(4,954,465)</u>	<u>(4,136,485)</u>
Closing Balance	<u>\$ 152,714,681</u>	<u>\$ 118,426,172</u>



## City of Prince Rupert

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

	Unaudited 2024 Budget	2024 Actual	2023 Actual
<b>Real Property Taxes</b>			
Municipal Property Tax			
Residential	\$ 8,958,500	\$ 8,953,953	\$ 8,293,526
Utilities	356,000	355,655	328,986
Major Industry	11,660,000	11,659,646	10,810,252
Light Industry	800,000	799,888	741,260
Business	6,661,000	6,657,036	5,831,356
Recreational	<u>23,500</u>	<u>23,537</u>	<u>22,133</u>
	<u>\$ 28,459,000</u>	<u>\$ 28,449,715</u>	<u>\$ 26,027,513</u>
Less: Tax Sharing with District of Port Edward	(963,000)	(977,354)	(953,497)
Less: Provision for Assessment Appeals	<u>(25,000)</u>	<u>(25,000)</u>	<u>(40,000)</u>
	<u>\$ 27,471,000</u>	<u>\$ 27,447,361</u>	<u>\$ 25,034,016</u>
<b>Special Payments</b>			
Port Competitiveness Tax Grant	\$ 2,052,000	\$ 2,051,791	\$ 1,972,876
Revenue Tax	\$ 324,000	\$ 312,464	\$ 317,803
Payments in Lieu of Tax			
Federal Government Properties	\$ 221,000	\$ 221,125	\$ 220,970
Prince Rupert Port Authority	<u>761,000</u>	<u>646,410</u>	<u>639,557</u>
	<u>\$ 982,000</u>	<u>\$ 867,535</u>	<u>\$ 860,527</u>
Grants in Lieu of Tax			
Provincial Government Properties	\$ 335,000	\$ 326,272	\$ 311,297
BC Buildings Corp.	51,000	50,369	47,312
BC Housing Commission	105,000	110,823	97,448
BC Hydro and Power Authority	89,000	97,013	82,618
Insurance Corporation of BC	<u>12,000</u>	<u>12,975</u>	<u>10,828</u>
	<u>\$ 592,000</u>	<u>\$ 597,452</u>	<u>\$ 549,503</u>
	<u>\$ 3,950,000</u>	<u>\$ 3,829,242</u>	<u>\$ 3,700,709</u>
<b>Net Tax Revenue</b>	<u><u>\$ 31,421,000</u></u>	<u><u>\$ 31,276,603</u></u>	<u><u>\$ 28,734,725</u></u>

## City of Prince Rupert

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

	Unaudited 2024 Budget	2024 Actual	2023 Actual
<b>GENERAL FUND</b>			
<b>Protective Services (RCMP)</b>	\$ 27,000	\$ 30,296	\$ 28,028
<b>Transportation Services</b>			
Public Transit	\$ 201,000	\$ 284,126	\$ 213,891
Airport Ferry	1,180,000	1,203,544	1,129,282
	<u>\$ 1,381,000</u>	<u>\$ 1,487,670</u>	<u>\$ 1,343,173</u>
<b>Other</b>			
Rezoning / Subdivision Services	\$ -	\$ 8,450	\$ 11,405
Parking	114,000	88,515	93,822
Franchise Fees	280,000	252,117	282,416
	<u>\$ 394,000</u>	<u>\$ 349,082</u>	<u>\$ 387,643</u>
<b>Public Health (Cemetery)</b>	<u>\$ 154,000</u>	<u>\$ 112,177</u>	<u>\$ 84,762</u>
<b>Recreation and Cultural Services</b>			
Civic Centre Rentals & Programs	\$ 362,000	\$ 446,982	\$ 343,782
Swimming Pool	523,000	495,472	529,416
Arena	261,000	270,553	276,147
	<u>\$ 1,146,000</u>	<u>\$ 1,213,007</u>	<u>\$ 1,149,345</u>
<b>Cow Bay Marina</b>	<u>\$ 455,000</u>	<u>\$ 464,918</u>	<u>\$ 436,388</u>
<b>TOTAL GENERAL OPERATING FUND</b>	\$ 3,557,000	\$ 3,657,150	\$ 3,429,339
<b>SOLID WASTE FUND</b>	\$ 4,792,000	\$ 5,033,162	\$ 8,897,197
<b>WATER FUND</b>	\$ 3,046,000	\$ 3,085,675	\$ 3,043,011
<b>SEWER FUND</b>	<u>\$ 2,872,000</u>	<u>\$ 2,842,581</u>	<u>\$ 2,808,350</u>
	<u>\$ 14,267,000</u>	<u>\$ 14,618,568</u>	<u>\$ 18,177,897</u>

## City of Prince Rupert

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

	Unaudited 2024 Budget	2024 Actual	2023 Actual
<b>Federal Grant- Conditional</b>			
General Fund			
Active Transportation Strategy - Infrastructure Canada	\$ -	\$ -	\$ 9,000
Recreation Washrooms Accessibility	100,000	3,053	-
Water Fund			
DMAF Grant for BIG Project	12,436,000	4,108,628	-
Sewer Fund			
DMAF Grant for BIG Project	3,600,000	360,216	-
	<u>\$ 16,136,000</u>	<u>\$ 4,471,897</u>	<u>\$ 9,000</u>
<b>Provincial Grants</b>			
<b>Unconditional</b>			
General Fund - Small Community	\$ 350,000	\$ 383,700	\$ 350,000
- Traffic Fines	215,000	228,000	214,000
Total Unconditional	<u>\$ 565,000</u>	<u>\$ 611,700</u>	<u>\$ 564,000</u>
<b>Conditional</b>			
General Fund			
Victim Services	\$ 80,000	\$ 86,763	\$ 79,839
Casino Revenue	540,000	587,682	540,120
Two Percent (2%) Hotel Tax	350,000	397,487	340,349
Situation Tables	15,000	15,015	27,411
BCATI - Downtown Revitalization & Asset Management	50,000	50,000	-
Waterfront Rupert's Landing & Ferry Development	10,000,000	852,772	1,000,000
LGCAP - City Hall Boiler	123,000	123,000	-
Capacity Funding for Local Government Housing Initiatives	60,000	20,650	-
Indigenouse Engagement - EMBC	40,000	-	-
BIG Project - Trench Rescue Training and equipment	40,000	36,875	-
BIG Project - Records Management	50,000	-	-
BIG Project - Infrastructure Replacement	-	294,828	-
RCMP Detachment	-	1,095,775	-
BC Transit Priority Bus Shelter Program	108,000	-	-
North Coast BC Hydrogen Hub	150,000	150,000	-
Growing Communities Fund	-	-	4,068,000
Northwest BC Regional Funding Agreement	6,860,000	6,860,171	-
Northern Health Vision Zero	11,000	11,640	-
ICBC Road Improvements	-	16,200	-
Water Fund			
BIG Project - Infrastructure Replacement	15,564,000	3,632,537	-
Woodworth Dam Design & Construction	-	-	9,400
Submarine & Overland Line Construction	-	-	288,314

## City of Prince Rupert

### Schedule of Government Transfers (continued) For The Year Ended December 31

	Unaudited 2024 Budget	2024 Actual	2023 Actual
Sewer Fund			
IBA-ICIP - Wastewater Treatment Facility Project	4,500,000	-	-
Total Conditional	<u>\$ 38,541,000</u>	<u>\$ 14,231,395</u>	<u>\$ 6,353,433</u>
<b>Regional and Other External Transfers - Conditional</b>			
General Fund			
FCM - Asset Management Strategy Development	\$ -	\$ -	\$ (12,340)
FCM - Community Efficiency Financing Feasibility Study	-	-	60,000
NDIT- Economic Development	50,000	50,000	50,000
NDIT- Business Façade	20,000	10,000	-
UBCM - Community Works Fund - City Hall Boiler	321,000	267,747	5,703
UBCM - Climate Action Plan	47,000	66,328	22,543
UBCM - Social Development Plan	20,000	19,100	5,900
UBCM - Reconciliation Committee	10,000	6,590	-
UBCM - Complete Communities Assessment	148,000	130,857	16,743
UBCM - Emergency Support Services	-	3,030	-
UBCM - Indigenous Cultural Safety & Humility Training	23,000	23,000	-
UBCM - Asset Management	-	4,250	-
UBCM - NG911	45,000	15,825	-
UBCM - EOC and Training - Radio System Reliability	-	28,150	-
PRPA - Lester Centre Roof Replacement	317,000	317,542	-
Solid Waste Fund			
UBCM- Community Works Fund - Landfill Closure	1,000,000	-	-
	<u>\$ 2,001,000</u>	<u>\$ 942,419</u>	<u>\$ 148,549</u>
<b>Total Government Transfer</b>	<u><u>\$ 57,243,000</u></u>	<u><u>\$ 20,257,411</u></u>	<u><u>\$ 7,074,982</u></u>



## City of Prince Rupert

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

	Unaudited 2024 Budget	2024 Actual	2023 Actual
Licenses and Permits	\$ 316,000	\$ 318,770	\$ 320,512
Fines	33,000	32,888	27,261
911 Service Fee	79,000	67,782	72,463
	<u>\$ 428,000</u>	<u>\$ 419,440</u>	<u>\$ 420,236</u>
Miscellaneous revenues			
Actuarial Additions	\$ -	\$ 237,439	\$ 212,054
Cemetery Care Fund	-	29,612	24,825
Miscellaneous - General Fund	640,000	665,220	585,146
Miscellaneous Grants - General Fund	1,045,000	113,590	91,116
Miscellaneous Grants - Sewer Fund	200,000	-	-
Penalties and Interest on Taxes	237,000	327,796	264,509
Property Rentals	252,000	265,727	252,498
Parking Space Requirement	-	-	50,000
Disposal of scrap/soil	-	1,015,656	-
Water Meter Rentals	140,000	149,823	140,062
Total Miscellaneous Revenues	<u>\$ 2,514,000</u>	<u>\$ 2,804,863</u>	<u>\$ 1,620,210</u>

## City of Prince Rupert

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

	Unaudited 2024 Budget	2024 Actual	2023 Actual
Wages	\$ 20,345,000	\$ 19,146,527	\$ 18,124,894
Benefits	5,270,000	\$ 5,111,545	4,692,485
Professional Fees	2,642,000	\$ 2,767,779	2,114,836
Supplies	2,702,000	\$ 2,856,665	3,166,150
Services	4,565,000	\$ 4,577,678	4,905,260
Energy	1,527,000	\$ 1,340,531	1,380,610
Fiscal Expenses	4,101,000	\$ 3,860,530	5,004,300
Grants in Aid to Community Partners	1,889,000	\$ 1,928,402	1,824,105
Contracts	6,666,000	\$ 6,744,557	6,042,983
	<u>\$ 49,707,000</u>	<u>\$ 48,334,214</u>	<u>\$ 47,255,623</u>
Capital Purchases & Capital Works (Per budget)	97,623,000	\$ 51,789,789	28,932,961
Wages & Vehicle cost allocated to Capital Works	(319,000)	\$ (362,475)	(358,755)
Less:			
Investments in Tangible Capital Assets	(94,048,230)	\$ (49,718,326)	(27,565,931)
Debt Repayment	(1,765,000)	\$ (1,505,241)	(1,380,588)
Total Expenses (Statement B)	<u>\$ 51,197,770</u>	<u>\$ 48,537,961</u>	<u>\$ 46,883,310</u>

## City of Prince Rupert

Schedule of Loans Payable  
December 31

Loan No.	Purpose	New/ Renewal	Amount of Issue	2023 Balance	Additions	Principal Payments	2024 Balance
<b>Equipment Financing</b>							
0003-0	Vactor Truck	2019	\$ 450,000	\$ 82,676	\$ -	\$ (82,676)	\$ -
0004-0	Garbage Truck	2020	850,000	353,394	-	(165,233)	188,161
0005-0	Single Axle Dump Truck	2023	300,000	300,000	-	(54,496)	245,504
0006-0	Solid Waste Dozer, Excavator and Garabge Truck	2023	1,317,235	1,317,235	-	(242,474)	1,074,761
				\$ 2,053,305	\$ -	\$ (544,879)	\$ 1,508,426
<b>Short Term / Temporary Financing</b>							
0695-0001	2018 Cell Block Reno and PW Buildings	2019	1,150,000	\$ 57,310	\$ -	\$ (57,310)	\$ -
0695-0003	2022 McBride Street Water Main Repair	2022	850,000	679,600	-	(170,400)	509,200
0695-0004	2023-2024 New RCMP Detachment	2023	8,500,000	8,500,000	10,800,000	-	19,300,000
0695-0005	Infrastructure Replacement Design	2024	3,000,000	-	3,000,000	-	3,000,000
0695-0004	Digby Island Ferry Refit	2024	670,000	-	670,000	-	670,000
				\$ 9,236,910	\$ 14,470,000	\$ (227,710)	\$ 23,479,200
				<u>\$ 11,290,215</u>	<u>\$ 14,470,000</u>	<u>\$ (772,589)</u>	<u>\$ 24,987,626</u>

## City of Prince Rupert

Schedule of Debenture Debt  
December 31

Bylaw No.	No.	Maturity Date	Amount of Issue	2023 Balance	Additions	Principal Payment	2023 Accrued Actuarial	2024 Actuarial	2024 Accrued Actuarial	2024 Balance
<b>General Fund</b>										
3201 Cruise Ship Dock	94	2025	\$ 3,133,056	\$ 406,538	\$ -	\$ (115,139)	\$ 20,436	\$ (94,677)	\$ (22,081)	\$ 195,077
3333 Airport Upgrade	127	2034	7,000,000	4,439,414	-	(235,072)	72,865	(99,509)	(72,529)	4,105,169
				<u>\$ 4,845,952</u>	<u>\$ -</u>	<u>\$ (350,211)</u>	<u>\$ 93,301</u>	<u>\$ (194,186)</u>	<u>\$ (94,610)</u>	<u>\$ 4,300,246</u>
<b>Water Fund</b>										
3433 Woodworth Dam	156	2046	\$ 10,000,000	\$ 9,384,906	\$ -	\$ (302,360)	\$ 3,571	\$ (13,759)	\$ (5,432)	\$ 9,066,926
<b>Sewer Fund</b>										
3201 Moresby Sewer Upgrade	94	2025	\$ 346,970	\$ 45,171	\$ -	\$ (12,793)	\$ 2,270	\$ (10,520)	\$ (2,453)	\$ 21,675
<b>Solid Waste Fund</b>										
3454 New Landfill Cell	156	2046	\$ 10,000,000	\$ 9,384,906	\$ -	\$ (302,360)	\$ 3,571	\$ (13,759)	\$ (5,432)	\$ 9,066,926
				<u>\$ 23,660,935</u>	<u>\$ -</u>	<u>\$ (967,724)</u>	<u>\$ 102,713</u>	<u>\$ (232,224)</u>	<u>\$ (107,927)</u>	<u>\$ 22,455,773</u>

## City of Prince Rupert

### Schedule of Northern Capital and Planning Grant For Year Ended December 31, 2024

Grant Balance as at Jan 1, 2024	\$ 2,445,137
Interest earned in 2024	93,742
6th Avenue Bridge Rehabilitation	(474,019)
Ridley Island Landfill Cell Closure	(1,500,000)
Grant Balance as at Dec 31, 2024 (Schedule 2)	\$ 564,860

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



City of Prince Rupert

Schedule of Capacity Funding for Local Government Housing Initiatives  
For Year Ended December 31, 2024

Grant Balance as at Jan 1, 2024	\$ -
Funding received Jan 31, 2024	208,628
Official Community Plan and Amendments	(20,650)
Grant Balance as at Dec 31, 2024 (Note 6b)	\$ 187,978

This money must be used by the municipality to help facilitate implementation and meet the new legislative requirements of Bill 44 Housing Statutes (Residential Development) Amendment Act and Bill 47 Housing Statutes (Transit-Oriented Areas) Amendment Act and to adopt new authorities under Bill 46 Housing Statutes (Development Financing) Amendment Act and Bill 16 Housing Statutes Amendment Act. This schedule is provided as required under s. 167 of the *Community Charter* and s. 377(1)(a) of the *Local Government Act*.

# APPENDIX C:

## 2024 Permissive Tax Exemptions

Registered Owner/ Occupier Identity/ Facility	2024 Exemption
<b>Places of Worship (Excluding Statutory Exempt Portion)</b>	
Bishop of New Caledonia (Anglican Cathedral)	\$ 535.55
Prince Rupert Congregation of Jehovah's Witnesses	442.94
Church of Jesus Christ of Latter Day Saints Church	721.58
Cornerstone Mennonite Brethren Church	317.30
Fellowship Baptist Church	503.34
The Salvation Army	1,562.36
Harvest Time United Pentecostal Church	217.44
Indo-Canadian Sikh Association Temple	172.75
Prince Rupert Church of Christ Church	140.93
Prince Rupert Native Pentecostal Revival Church	402.67
Prince Rupert Sikh Missionary Society Temple	876.21
First United Church	36.24
First United Church (parking lot)	821.89
St. Paul's Lutheran Church of Prince Rupert	201.34
Sub-total Places of Worship	\$ 7,774.43
<b>Other Properties</b>	
School District No. 52 (Prince Rupert) (Pacific Coast School)	\$ 8,077.43
School District No. 52 (Prince Rupert) (Pacific Coast School)	143.72
Prince Rupert Senior Citizen's Housing Society	2,856.42
Kaien Senior Citizen's Housing	83.60
Prince Rupert Loyal Order of Moose/Moose Lodge	726.42
Prince Rupert Salmon Enhancement Society	3,455.98
BC Society for the Prevention of Cruelty to Animals	3,929.80
BC Society for the Prevention of Cruelty to Animals	16,909.38
BC Society for the Prevention of Cruelty to Animals	2,357.88
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. <i>(Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)</i>	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 <i>(Only area assessed as "Recreation/Non-Profit")</i>	3,370.35
Prince Rupert Indigenous Housing Society <i>(Only area assessed as "Residential/Not-for-profit")</i>	13,734.73
1279608 BC LTD (Municipal Public Works Facility)	35,255.94
Sub-total other Properties	\$ 478,201.75
<b>Estimated Annual Total Permissive Property Tax Exemptions</b>	<b>\$ 485,976.18</b>

# APPENDIX D:

## Community Enhancement Grant Report

Community Enhancement Grant Recipient	Amount
AFFNO Sugar Shack Grant (in kind)	1,050
Guns N'Hoses Charity Game (in kind)	1,000
Halloween Festival (in kind)	6,000
National Aboriginal Day (in kind)	5,000
Navy League of Canada (in kind)	4,500
Prince Rupert Racquet Association	9,000
Prince Rupert Arts Council	20,000
Prince Rupert Skating Club (in kind)	1,600
Prince Rupert Special Events Society - (in kind)	12,000
Prince Rupert Special Events Society - Cash	30,000
Prince Rupert Wildlife Shelter	6,600
Prince Rupert Crime Stoppers (in kind)	500
Prince Rupert Seniors Centre	1,000
Miscellaneous	250
	<b>98,500</b>
<b>Contributions Under Agreement up for Renewal</b>	
Museum of Northern BC. - Kwinitza Station Grant	15,000
Museum of Northern BC - Museum Grant + Artifact insurance	161,000
Lester Centre	159,000
	<b>335,000</b>
<b>Total</b>	<b>433,500</b>
<b>Contributions Under Existing Agreement</b>	
BC SPCA	30,000
Tourism Prince Rupert (regulatory requirement)	367,000
Equipment for Golf Course	61,500
Prince Rupert Golf Course (Operating)	160,000
<b>Total</b>	<b>618,500</b>
<b>Contribution to Prince Rupert Library</b>	<b>838,000</b>
<b>Total 2024 Community Enhancement Grants and partner contribution</b>	<b>1,890,000</b>

# APPENDIX E:

## City Contact Information

### City of Prince Rupert

424 3rd Avenue West

Prince Rupert, BC

Canada V8J 1L7

**Tel:** 250-627-1781

**Fax:** 250-627-0999

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

### Office Hours

9:30 am to 4:30 pm

Monday through Friday

### Senior Management Team

**Dr. Robert Buchan**, City Manager

250-627-0931

[robert.buchan@princerupert.ca](mailto:robert.buchan@princerupert.ca)

**Richard Pucci**, Deputy City Manager

250-627-0956

[richard.pucci@princerupert.ca](mailto:richard.pucci@princerupert.ca)

**Corinne Bomben, CPA, CA,**

Chief Financial Officer

250-627-0935

[corinne.bomben@princerupert.ca](mailto:corinne.bomben@princerupert.ca)

**Rosamaria Miller**, Director of  
Corporate and Legislative Services

250-627-0963

[rosamaria.miller@princerupert.ca](mailto:rosamaria.miller@princerupert.ca)

**Jordan Schmidt**, Director of Operations

250-627-2828

[jordan.schmidt@princerupert.ca](mailto:jordan.schmidt@princerupert.ca)

**Paul Vendittelli**, Director of Economic Development and Transportation

250-627-5138

[paul.vendittelli@princerupert.ca](mailto:paul.vendittelli@princerupert.ca)

**Myfannwy Pope**, City Planner and Director of Development Services

250-627-2822

[myfannwy.pope@princerupert.ca](mailto:myfannwy.pope@princerupert.ca)

**Nicole Beauregard**, Director of Recreation and Community Services

250-627-2866

[nicole.beauregard@princerupert.ca](mailto:nicole.beauregard@princerupert.ca)

## City Services

### Public Works

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

Garbage Collection/Landfill: 250-624-5482

Streetlight Repair Reporting: 250-627-0988

### Engineering

General Office Line: 250-627-0950

Can call for:

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

### Emergency Lines

After Hours: 250-624-3000

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

### Non-Emergency Police & Fire

Fire Department: 250-627-1248

RCMP: 250-624-2136







Thanks for reading!







## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** June 9<sup>th</sup>, 2025

**TO:** Prince Rupert City Council

**FROM:** Robert Buchan, City Manager

**SUBJECT: STRATEGIC PLAN UPDATE**

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#### **RECOMMENDATION:**

THAT Council adopt the mid-year Strategic Plan Status Update.

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

The purpose of this report is for Council to receive and receive this mid-year update for information purposes.

#### **BACKGROUND:**

The current Strategic Plan was prepared early 2023 and spans the four years of Council's term. Council receives mid-year status reports and conducts year end reviews and updates. An update to this Plan was adopted by Council at the end of 2024.

This report includes the mid-year Strategic Plan update, where updates to Strategic Plan objectives have been completed by staff on key priority areas and are attached to this report for Council and community information.

#### **CONCLUSION:**

Status updates on Strategic Plan Objectives are provided for information purposes.

#### **Report Prepared By:**

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Robert Buchan,  
City Manager

Originally signed available upon request

Attachment:

- 2025 Strategic Plan Update



## Strategic Plan Update

April 2025

*The following tables provide updates to existing Strategic Priorities reviewed and approved by Council since the initial adoption of the 2022-2026 Strategic Plan.*

*Following the existing tables are additional priorities proposed by Staff for review by Council, as well as an opportunity for you to record your own priorities that can be submitted during the in-person session.*

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

Action	Status
1. Prepare Bylaw Enforcement Policy	To be provided to Council May 2025.
2. Explore transfer of Landfill operations to the NCRD	Ongoing discussions. City Staff are proposing a NCRD Board meeting presentation in Oct/Nov 2025.
3. Continue to encourage review and amendments to Federal Medical Cannabis legislation	On hold pending Federal election outcome.
4. Review developer incentives for effectiveness	Incentives extended, with update expected at the end of 2025. Development Approvals process review and interview identified that knowledge of incentives was low still. Updated statistics on use of incentives will be collected. Advertisements of incentives to go out in Spring/Summer 2025.
5. Update Solid Waste Management Bylaw to improve waste disposal controls	Complete Q4 2024.
6. Update Fire Protection Bylaw	Completed. Final report be presented to Council in June, 2025.
7. Develop Recreation Master Plan	In Process: RFP closed April 14. Two proposals received. First round of survey data was completed in Feb with 346 contributions. Annual User Group meeting April 23 for first round of in-person engagement.
8. Renew Recreation Fees Bylaw	In Process: Regional and Provincial Recreation Bylaw fees have been collected, will begin community comparisons and review in May & June.
9. Improvements to Community Safety Programming and Capacity	Staff to distribute posting in May for additional Peace Officer

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

Action	Status
1. Support development of Watson Island and Lot 444	Ongoing discussions. Energy Conferences attended throughout 2024-early 2025 for both domestic and international opportunities.
2. Continue to pursue negotiations and advocacy with the Federal and Provincial Government to ensure the City has the revenue sources required to run the city and service industry. This includes a focus on the Port Tax Cap, PILT, RBA, and Federal Stipend.	Ongoing discussions. PPAB Appeal management – Decision made Feb 2025. DAP put on hold bending BCA Board Appeal. Tax Cap – on going discussions with the Ministry of Finance.
3. Explore and advocate for fully subsidized ferry agreement with the Province	Ongoing discussions. Several meetings with MOTI and BC Ferries Reps.
4. Encourage and support development of renewable energy projects in Prince Rupert	RFEOI completed and evaluated Q4 2024, feasibility on potential projects on Watson Island anticipated to come in through RFP in April 2025.
5. Pursue amendment to landfill authorization on Watson Island to allow us to accept soils and generate funds for closure accruals	Application is submitted and Ministry review in progress.

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

Action	Status
1. Construction of the RCMP building	Move in planned by April 11 <sup>th</sup> , Ribbon cutting April 29 <sup>th</sup> .
2. Relocate Public Works	In progress. Phased occupancy starting in May. Full move late 2025, early 2026.

3. Proceed with pursuing water treatment for the City and securing sufficient funding.	Ongoing discussions with Federal/Provincial government on grant and funding opportunities
4. Implement Infrastructure Replacement Strategy	Borrowing approved. Project under way.
5. Proceed with developing Sanitary sewer treatment and securing sufficient funding	Moresby project construction RFP issued April. Additional funding for implementation subject to ongoing discussions with Federal and Provincial governments.
6. Explore and pursue development of a new Fire Hall Building subject to securing adequate funding and priority review.	Ongoing. Conceptual design (in partnership with the PRPA) to be proposed.
7. Commitment to Federal Directive Adherence on Wastewater	Work in progress. Discussions with the Federal Government on project timelines. Council adopted policy Q1 2025. Outfall amalgamation ongoing. Seal Cove Outfall L complete

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

Action	Status
1. Prepare a Public Realm (Streetscape) plan	Waiting for approval by MOTI for designs. Reviewing funding options including the Housing Infrastructure Fund. Grant submitted to Housing Infrastructure Fund April 2025.
2. Undertake waterfront development	Planning exercise completed Q1 2025. Moving forward on early implementation steps in Summer 2025.
3. Prepare a Place Making Plan	Best practices review completed Q4 2024. Piecemeal grant-funded student projects being used to support more comprehensive plan.
4. Prepare a Wilderness User Master Strategy	Not started.
5. Exploration of paid parking implementation with proceeds towards downtown renewal	Will follow-up after updates to Rushbrook parking system.



6. Develop Complete Communities Plan	Complete Q4 2024.
7. Renew Memorial Programming	Direction received from Council Q1 2025, draft policy under way, replacement of Mariners Memorial Wall under way.
8. Implement Transportation Improvements Program – Bus Shelters	3 Bus Shelters to be installed 2025, 1 additional applied for funding.
9. Implement Transportation Improvements Program – Intersection safety	Reviewing grants for identified intersection upgrades in Transportation Plan in Q2.
10. Undertake community and cultural renewal at the Recreation Complex	Work on window displays, Raven Lounge improvements, art projects, signage enhancements and potential cultural plan under way.

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

Action	Status
1. Further develop prosperity agreements with First Nations	Ongoing.
2. Comprehensive Review of City Policies	Policy review completed and adopted Q4 2024.
3. Align local policies and programming with Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA), as per Provincial Directive (Section 55 of EDMA)	MOU signed in partnership with NCRD, Port Ed to collaborate on project; Contracts awarded for Cultural Safety training program development, communications protocol in Q2-Q4 2025.
4. Develop funding guide to assist with implementation of strategic goals	Rec – draft developed from Communications, review to take place 3rd or 4th quarter.
5. Address restrictive covenants on select City held properties (999 year leases)	On going discussion with the Province on the process to remove the covenants.

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

Action	Status
1. Pursue housing funding, partnerships and projects and when appropriate using municipally owned land	HAF application in 2024 unsuccessful. HAF action plan update adopted in October 2024. Working through development approvals and servicing for two projects with BC Housing Preliminary Funding. Approved permits for new 40-unit building on City-owned land. Amendments to Zoning to implement Housing Plan items coming in Q2 2025.
2. Develop an affordable housing strategy to complement Housing Acceleration Plan pursuant to new Provincial legislation	Anticipated start in Q3, 2025.
3. Align local policies and bylaws with Provincial legislation on housing density (in line with implementation of Housing Acceleration Plan + Affordability initiatives)	Zoning amendment deadlines met, other policy review pending. Undertaking a Sanitary/Storm Capacity Assessment to support implementing density. Plans to review building and traffic bylaws to manage increased density in Q3 2025.
4. Update to Housing Needs Assessment to comply with Provincial directives	Complete Q4 2024.
5. Update to Official Community Plan to comply with Provincial directives	Project underway. Must be complete by end of 2025.

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

Action	Status
1. Establish an Accessibility Committee and planning activities (must comply between Sept 2023-2024)	Accessibility Plan complete Q1 2024, implementation ongoing with Committee input.
2. Implement Reconciliation policy	Funding achieved for Action Plan, engagement planned for Summer/Fall 2025.
3. Prepare a Climate Action Plan/Community Energy and Emissions plan (including potential sea level rise planning)	Climate Action Plan complete Q1 2025.
4. Continue implementation of Child Care Action Plan - via proposed amendments to Zoning, coordination of a quarterly childcare roundtable, and investigation of opportunities for child care on City properties	Supporting lease and development of Aboriginal Headstart Daycare. Looking at other policy support for childcare opportunities as outlined in the plan, including within zoning amendments.
5. Develop Diversity, Equity and Inclusion Policy	Administrative Equity Lens Policy adopted Q4 2024.
6. Develop Food Strategy	Food asset review complete by SFU student; Engagement planning ongoing for Action plan with community partners in conjunction with supporting numerous other food projects.
7. Support for low barrier work program	Staff to provide policy brief to Sr Mgmt/Council for review in Q2 2025.

## COMPLETED ACTIONS

Action	Status
E1) Prepare Council Code of Conduct Policy	Complete
E2) Develop long term and short term strategic plans	Complete

E7) Clarify roles/responsibilities with respect to Council Committee appointments	Complete
F4) Align policies and bylaws with Provincial legislation on short-term rentals	Complete
G4) Prepare a Social Development Strategy (addressing mental health, addictions, homelessness)	Complete
G7) Develop City strategy to advocate for quality local health care services	Complete with recruitment efforts ongoing
A5) Update Solid Waste Management Bylaw to improve waste disposal controls	Complete
E2) Comprehensive Review of City Policies	Complete
E4) Update to Housing Needs Assessment to comply with Provincial directives	Complete
G3) Prepare a Climate Action Plan/Community Energy and Emissions plan (including potential sea level rise planning)	Complete
D6) Complete Communities Assessment	Complete



## **REPORT TO COUNCIL**

Regular Meeting of Council

**DATE:** June 9, 2025

**TO:** Robert Buchan, City Manager

**FROM:** Myfannwy Pope, Director of Development & Planning Services

**SUBJECT: Prince Rupert Middle School Development**

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### **RECOMMENDATIONS:**

**THAT Council require under S. 506.3 (2)(b) of the Local Government Act that School District 52 complete the scope of sanitary main replacement as shown in Schedule A of this report at their cost and prior to receiving occupancy of the new middle school building.**

**THAT Council declines the request from School District 52 contractors to waive building permit fees for the new middle school and demolition of the current middle school.**

### **REASON FOR REPORT:**

Staff are requesting a resolution from Council to require the School District 52's (SD52) hired contractor to extend their scope of sanitary line replacement to cover the remaining sanitary area as indicated in Schedule A at their cost. The School District had originally proposed to not include that section in their scope (Schedule B), while more recent proposals have included it without commitment for its payment (Schedule A). Given that the need to replace this section of main is directly attributable to the middle school project, staff are recommending that Council require its replacement at the developer's cost.

Staff are also recommending that Council decline the request from the developer to waive building permit fees, as this does not constitute a policy incentive area for development.

### **BACKGROUND:**

#### **Sanitary Main Frontage Improvements**

The City has worked closely with the School District and its contractors to accelerate approvals and provide cost-savings for the new middle school at 417 9<sup>th</sup> Avenue West, including working with SD52 hired contractors to come up with a solution for a culvert



under the school for the sanitary realignment given that the new school footprint is proposed over top of the existing sanitary main. The proposed sanitary main replacement that the SD52 is undertaking is a result of this agreed approach. This work was under discussion concurrent with a partial road closure of the laneway to be sold to the SD52, with the proposed replacement proceeding onto what would remain as City laneway on the southwest side. Plans originally submitted were given conditional approval from Engineering Services, subject to an excavation permit being obtained. There is no record of that permit being obtained; however, work began under a mistaken understanding by SD52 that it had been approved to proceed. The work has since stopped. The City continued to work with the contractor on their building permit processes simultaneously to help keep the process moving.

The SD52-hired contractors were set to replace the sanitary main from the East Side of the block through to the manhole identified in Schedule B and the City will be working to replace the sanitary main along the laneway from the west side of the block due to other ongoing works in the area. There is a remaining approximate 25 ft section of sanitary main that is not slated for replacement behind the remaining private lot (highlighted in yellow on Schedule B). Due to potential impacts on the neighbouring existing house from the excavation works, the developer provided updated drawings to the City that would include replacing the remaining 25 ft section with a request to pause the work and have time to pursue cheaper options to minimize potential damage before continuing (Schedule A). However, currently SD52 has not committed to paying for this extended scope. The City does not have funding in the budget to extend its scope of work to include this remaining section. With the new school footprint, the City's ability to maintain that remaining piece of pipe (which was installed in 1959) will be extremely limited. With ongoing works to the sanitary main, the old main will be at higher risk of failure.

### **Request for Fee Waivers**

In the course of working with the City on getting their building permits in place, the SD52 contractors asked to request a waiver of the building permit fees as these were not adequately accounted for within their budget from the Ministry. They were advised that fee waiver requires a Council resolution as the development is not included in the existing incentive areas. Schedule C is the letter that was submitted formally requesting the building permit fee waiver.

### **ANALYSIS:**

#### **Sanitary Main Frontage Improvements**

Staff are proposing to allow the school district to pause their work on the sanitary main replacement to pursue steps to limit potential damage to the neighbouring house, with assurance that they will complete the entirety of works shown in Schedule B prior to receiving occupancy on the new school and complete the work at cost.

Staff are requesting a resolution from Council to require this work to be completed as proposed. The following sections of the Local Government Act permit Council to resolve to require this condition:

*506.3 (2) (b) As a condition of the issue of a building permit, a local government may require the owner of the land to provide works and services, in accordance with the standards established in a bylaw under section 506 or 506.02, on that portion of a highway immediately adjacent to the site being developed, up to the centre line of the highway.*

*506.3 (3) Requirements under subsections (1) and (2)*

*(a) may be made only to the extent that they are directly attributable to the development of land, and*

*(b) must not include specific services that are included in the calculations used to determine the amount of a development cost charge, unless the owner agrees to provide the services.*

Staff believe that given that this remaining section of main is located on the laneway immediately adjacent to the property and requires replacement for reasons attributable to the new school development, it is within the local government's authority to request the proponent extend their sanitary line replacement scope to include the remaining approximate 25 ft section of the pipe at the School District's cost.

The City has already exhausted their utilities budget for replacement and subsidizing these works would be at cost to the utility rate payers. While the cost of this works is highly dependent on the conditions found in the ground, a ballpark estimate provided by Operations noted it could be in the range of \$3-400K.

### **Building Permit Fee Waiver Request:**

Schedule C is a request from the SD52 contractors to waive building permit fees for the project. The Building Permit fee for this building would be around \$343,200. The Ministry of Education and Childcare only allocated approximately 80% of this cost to go towards this use. Staff recommend Council deny the request given it is a result of budgeting from another level of government and the City's building permit fees are not out of line with the average in BC (See Table 1). Additionally, while the City is supportive of working with other governments, it is not within its policy to subsidize the work of other governments or incentivize the development of schools in the same vein as its downtown revitalization and housing goals.

*Table 1 Comparison of Building Permit Base Fees*

City	Base Fee	Additional Fee per \$1000 in Construction Costs
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Prince Rupert	\$75	\$7.00
Terrace	\$75	\$8.00
Comox	\$100	\$10.00
Prince George	\$100	\$6.50

**LINK TO STRATEGIC PLAN:**

Staff have worked closely with the school District so far under the strategic objectives of Good Governance and Community Revitalization.

However, paying for anymore of the works may constitute subsidizing a second level of government at the cost of the City's tax payers and not be meeting the goals of fiscal responsibility.

**COST:**

The proposed resolutions would have no impact to budget; however, if Council chooses to cost-share or pay for the replacement of the remaining sanitary line or waive building permits, then it would have impacts to both Operations and Development Services budget in the ballpark of \$5-700K, which was not accounted for in the budgeting process.

**CONCLUSION:**

THAT Council require under S. 506.3 (2)(b) of the Local Government Act that School District 52 complete the scope of sanitary main replacement as shown in Schedule A of this report at their cost and prior to receiving occupancy of the new middle school building.

THAT Council declines the request from School District 52 contractors to waive building permit fees for the new middle school and demolition of the current middle school.

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

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Myfannwy Pope  
Director of Development and Planning Services

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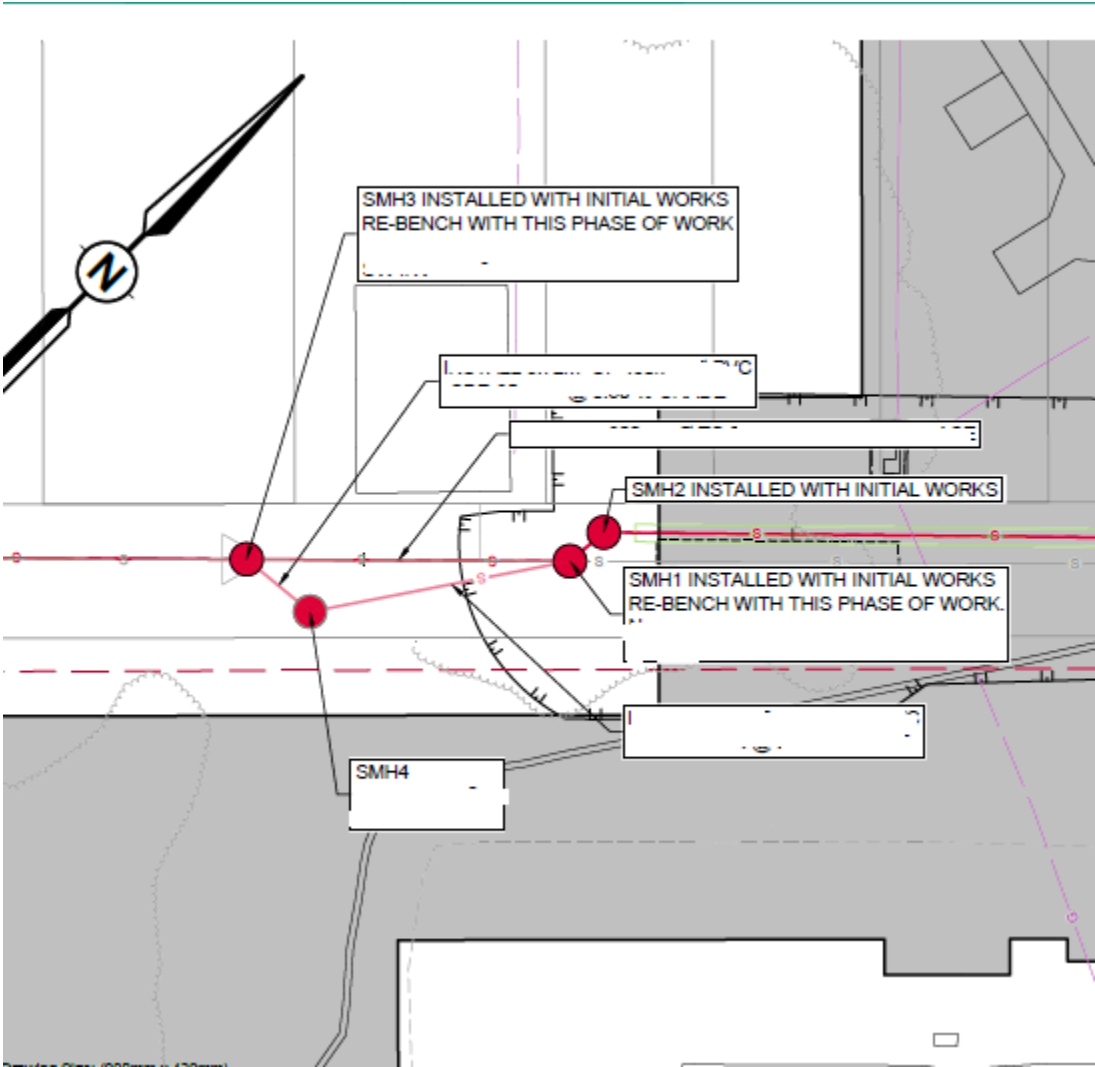
Robert Buchan,  
City Manager

Originally signed available upon request

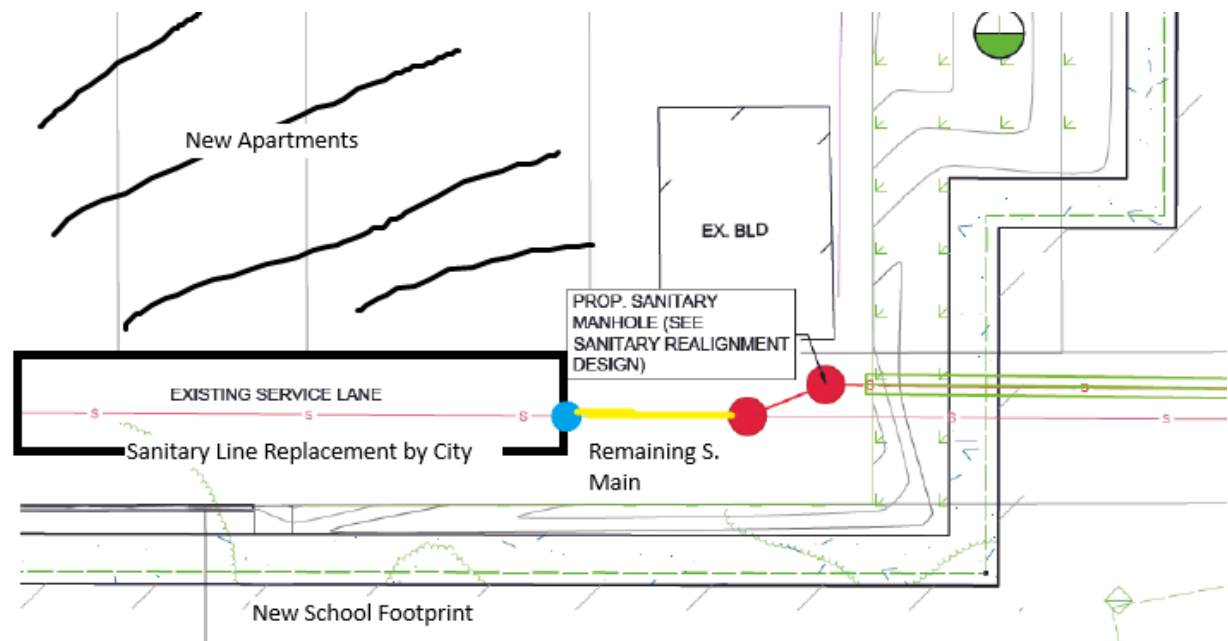
**Attachment(s):**

- Schedule A: Sanitary Main Replacement Full Scope Proposal
- Schedule B: Sanitary Main Remaining Line
- Schedule C: Request from SD52 Contractors to Waive Building Permit Fees

Schedule A: Full Scope Proposal For SD52 At Cost



Schedule B: Remaining Sanitary Main (Yellow) Uncommitted Payment.



March 3, 2025

City of Prince Rupert  
424 3<sup>rd</sup> Ave West  
Prince Rupert, BC  
V8J 1L7

Attention: Rosa Miller:

SD 52 would like to petition the council to consider reducing the permit fees to construct Prince Rupert Middle School (PRMS) to \$268,800. This is the amount allocated by Ministry of Education and Child Care in the Project Agreement for PRMS.

The allocated amount above was an estimate and did not consider escalation and the cost of supplemental items during Design Development. Among the supplemental items are large site development, use of mass timber, Green House Gas reduction measures and building of Neighborhood Learning Center (NLC) which will be used for the out of school care. With these costs added we have a construction budget of \$65.8M (does not include demolition and hazmat) at the Design Development stage. This construction budget results in a \$347,300 Permit Fee, which is \$78,500 over our budget.

The school is being built in a very challenging site with constraints of existing school building and will require a lot of effort to construct within the approved budget. The community of Prince Rupert will benefit from having a new Middle school designed to be adaptable and flexible, incorporating indigenous perspectives on learning, indigenous art and the ability to change over time. The school will be a vibrant hub that will serve the wider community, welcoming family and caregivers into the education process and inviting community members into the use of school space after hours. This will include the use of NLC space, library, gym and multipurpose space.

We are looking forward to your favorable consideration of our request.

Sincerely,



Andrew Samoil, Superintendent of Schools





## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** June 9<sup>th</sup>, 2025  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras Diaz, Urban Planner

**SUBJECT: DONATION OF SHELTERS FOR PICNIC TABLES– SEAL COVE SALT MARSH PARK**

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#### **RECOMMENDATION:**

**THAT Council** approves of the donation with the condition that the prospective donors opt for a metal roof.

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

The Prince Rupert Rainmakers Interact Club submitted a letter requesting support from the Mayor and the city council regarding the proposed donation by their organization of six (6) roof shelters that would cover the existing picnic tables in Seal Cove park

The proposal involves:

1. The acceptance of the donation of 6 roof shelters for the existing picnic tables
2. Commitment from the city to be the owner and maintain the structures and be responsible for all life-cycle costs.

#### **BACKGROUND:**

The Prince Rupert Rainmakers Interact Club is a local school-based organization, formed by Charles Hays Secondary School students, who hope to donate 6 structures that would act as roofs for the existing picnic tables at the Salt March Park in Seal Cove.

The student-led organization is in process of securing funding for the structures, and their proposal would include performing or managing construction and installation of the structures. If the proposal were to be accepted by the city, the structures would be installed over the existing picnic tables, and the municipality would undertake the maintenance and upkeep of the structures and be responsible for any repair and life-cycle costs.

The proposed six structures are meant to shelter park users from the element. The proposal includes cedar posts, sealed with Cetol, for durability and easier maintenance, and clear polycarbonate panels for the roof material, in the hopes of allowing natural light to go through the roof.

Currently, the organization is in the process of securing the funding for the project. The proposal is estimated to cost 86,000 CAD for capital and installation.

If the city were to accept of the donation it is estimated by Public Works staff, that it would cost an additional \$2,500.00 to \$5,000.00 CAD to maintain the structures, with additional cost for repairs and replacement as needed.

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

The strategic plan includes the goal of fostering the local economic, social, cultural, and environmental well-being, so that residents and businesses have a sustainable and prosperous future. The applicants aim to create a positive social impact by enabling more people to utilize the existing picnic tables during inclement weather, thereby enhancing their usability and making the park more attractive to community members.

### **ANALYSIS:**

During internal referrals, members of the Public Works and Building Departments flagged that the proposed structures are likely to be subject to vandalism, and it was recommended that the proposal be revised to include a more damage-resistant and lower maintenance material for the roof.

The proposal, as presented by the Rainmakers Club, proposes using clear polycarbonate roof panels as the roofing material. This material can be easily damaged by acts of vandalism, such as small fires from lighters and cigarettes. Due to its clear nature, graffiti (unauthorized writing) and other forms of tagging would be more visible on this material than on an opaque one.

Material alternatives that are durable, damage-resistant, and easy to clean and maintain could be considered to select a material that will serve the community for a long time.

If the Council were to approve of the proposal, a Building Permit application will be necessary. Building Permits are granted by the Building Department, and during their review process, staff will assess whether the proposed structures comply with existing building codes and other applicable provincial regulations. Additionally, they will ensure that the applicants have proof of third-party liability insurance during construction.

**Shelter donation Roofing Material Options Review**

<b>Type of Impact</b>	<b>Clear Polycarbonate panel Roof (similar to SUNTUF)</b>	<b>Metal Roofing (Galvanized Steel)</b>
<b>General Maintenance</b> Pressure washing, weeding, inspections and other maintenance	\$2,500.00 – \$5,000.00* Per year  *Note: Manufacturers recommend against use of pressure washing and recommend cleaning with cloth. This process may be more time consuming and costly as it requires more man power.	\$2,500.00 – \$5,000.00 Per year
<b>Material Lifetime</b> (when would the roof need to be replaced)	10-20 Years	40 years
<b>Vandalism resistance</b>	Susceptible to be damaged by acts of vandalism such as cutting, and small fires (such as lighter).	More resistant, and less likely to be severely damaged.

Given costing of materials would be higher with a more resilient roof, it may be recommended to the donor and for the costing associated with maintenance from the City, that the number of shelters are reduced.

**COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:**

The Seal Cove Salt Marsh Park is considered a community Park, which means that this popular park serves the entire Prince Rupert community, and changes to its amenities may affect many community members. The student-led organization states that, by creating shelters from the weather, the proposal would positively impact the residents of the surrounding neighbourhood and locals who visit the park. thanks to its location near Rushbrook Trail, tourists may also benefit from the weather shelter.

Additionally, a proposal for mixed-income development is underway in the area (old quarry site), and this park would serve the inhabitants of this development, this park would continue serving a mix income demographic.

As part of the initiative, students from Charles Hays Secondary School will be engaged in preparing non-technical components under the supervision of experienced

professionals. By involving students, this project may create a lasting impact on the students themselves and allow them to feel more connected to the broader community.

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

### Official Community Plan

Being a Healthy Community was one of the planning principles guiding the drafting of the OCP. To achieve a healthy community, it is said that the city must provide accessible community amenities that foster socially inclusive and cohesive communities. The Seal Cove park is one of the newest, and most recognizable parks on the City and due to its location receives community visitors from the surrounding neighbourhoods.

### Parks and Recreation Plan

Covered outdoor spaces are mentioned in the best practices section and are said to be one of the most relevant topics to the plan. With Prince Rupert's rainy climate, these spaces are highlighted as opportunities to greatly enhance outdoor spaces.

Covered outdoor spaces are said to provide shelter and protection from weather and heat, as well as offer residents extended use of parks and outdoor amenities. Covered outdoor spaces also help build urban resilience by providing safer options for people to interact with others, host social events, or simply escape social isolation.

During a community survey, part of the engagement activities for the Parks and Recreation Plan, "Covered outdoor spaces," was the amenity with the highest level of dissatisfaction (82%). In a separate survey, "More covered areas for picnics, gathering, play spaces, and community events", was one of the key themes identified by the community.

### Complete Communities Assessment

Access to daily needs, including access to parks and recreation, were assessed in the complete communities plan Mapping results should that neighbourhoods surrounding Seal Cove are underserved in terms of parks space, and community members in that area may have to rely on this park to satisfy their connection to parks and the outdoors.

By taking into account the importance of this park not only to its neighbourhood but also to the whole community, the need to have amenities that satisfy more members of the community supports increased sheltered spaces.

### Accessibility Plan

The plan mentions designing and building parks and facilities that are accessible for all ages and abilities, including picnic tables and other amenities. The rainmaker representatives hope that the proposed structures will make the existing tables more accessible, as the cover from the elements will allow more people to enjoy the facilities in rain and shine.

**COST:**

The general maintenance of the structures is estimated to be between **\$2,500.00 to \$5,000.00 a year**. In addition to the general maintenance, it is expected that the city would take on the responsibility of repairing the shelters as needed and be responsible for life-cycle costs, which would lead to additional capital costs as required. It is difficult to estimate additional costing for repair and life cycle costs due to inflation and nature of repair; however, the proposed current capital cost (paid by proponent) is approximately \$83,000, and replacement in future would likely be higher especially with metal roofing. Council may wish to accept the donation now, and choose at a later date on whether replacement of structures is a priority if needed.

**COUNCIL OPTIONS:**

Council may:

1. Accept the proposed donation as proposed.
2. Conditionally accept with required alterations to the proposal, such as a material reexamination for the roof or reduction in number of shelters proposed.
3. Reject the proposed donation.

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

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Rodolfo Paras Diaz,  
Urban Planner

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Robert Buchan,  
City Manager

Originally signed available upon request

**Attachment(s):**

- Request Letter of support from Rainmakers. 02/10/2025
- Supplemental Information Letter dated 03/25/2025
- Site Plan of the existing Park with the proposed structures
- Sketches illustrating the proposed structure over the existing picnic table



Prince Rupert Rainmakers Interact Club  
c/o 1218 – 7<sup>th</sup> Avenue East  
Prince Rupert, B.C. V8J 4N2

City of Prince Rupert  
424 3<sup>rd</sup> Avenue West  
Prince Rupert, B.C. V8J 1L7

2025-02-10

Re: Salt water marsh shelter project  
Request for Letter of Support

Attn: Mayor Herb Pond

The Prince Rupert Rainmakers Interact Club have identified a project to make the salt water marsh area (Seal Cove) more user friendly for residents and visitors alike. The project involves building roofs over the 6 picnic tables currently located on the south side of the marsh. At this time, users of the picnic tables are exposed to the elements which can adversely affect their use. Providing some shelter from the rain will increase the use of the picnic tables and make the area more desirable for all.

It is estimated that the cost of building the six roofs (including ground works) will be \$86,000. We have applied for \$43,000 in funding from the Port of Prince Rupert's Community Investment Fund (CIF) and are requesting supplemental funding support from industry and community partners.

**Our request:** That a letter of support be provided to assist in our fundraising efforts.

**About us:** The Prince Rupert Rainmakers Interact Club is a school-based service club comprised of students at Charles Hays Secondary School. The Club is sponsored by the Rotary Club of Prince Rupert but operates independent of it and are responsible for its own operations and fundraising. The goal of the Club is to provide service to not only the school, but also to the community and around the world. This is its 6<sup>th</sup> year of operation during which it has supported a number of school and community initiatives. Last year alone the Club raised over \$12,000 to support the fine arts programs in SD52, donated \$1,000 to an orphanage in Africa, volunteered monthly at the wildlife shelter, provided 2 - \$500 bursaries for volunteerism at CHSS and purchased a shelter box to assist in disaster relief.

**About the salt water marsh project:** The project involves the installation of roofs over the existing picnic tables situated on the south side of the salt water marsh in the Seal Cove area. Each of the 6 picnic tables will have its own roof structure.



The shelters will have a shed style roof with the lower edge facing towards Yaga. The roof will have a 3/12 slope and will have open rafters (no fascia board or gutters). The shelters will be constructed as follows: 4 6x6 planed cedar posts, 2 6x6 planed cedar beams, 7 2x8 rough sawn cedar rafters, 2 2x6 cedar braces on each post fastened with black GRK screws.

The post to beam connections will be black 12 ga. decorative T braces. The rafters will be secured to the beam using black hurricane ties. The roof will have 1x4 treated wood strapping on 24" centers, plastic wiggle strips fastened to the 1x4s and then covered with clear Suntuf polycarbonate roof panels. (See the attached drawings of the proposed shelters).

The four 6x6 posts will be anchored into CBSQ-SDS2 Simpson bases that are set into 8x8 concrete piers which are tied to 24x24x8" concrete footings. The four piers will be set beside the edges of the existing picnic bench slabs allowing the 24" footing to extend under the existing slab to provide additional strength in high wind conditions.

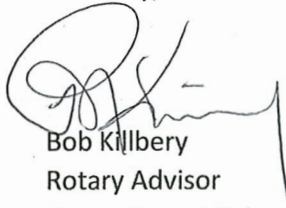
We plan to engage the woodworking class at CHSS to construct the footing and piers in addition to doing most of the finishing work on the posts and beams. Given the volume of work involved it is anticipated that it will not be completed until the first semester of the 2025/26 school year. To minimize the impact on users of the area construction is not anticipated to commence until the fall of 2025. All on site construction will be completed by construction professionals.

Roe Rudderham, who has decades of experience in the Prince Rupert construction field, has volunteered to be our general contractor for this project and prepared the drawing of the proposed shelters (attached).

**Next steps:** We are hopeful that our request will be favourably received by you and we will receive correspondence confirming the City of Prince Rupert's support.

Please contact me by email at [bbkillbery@citywest.ca](mailto:bbkillbery@citywest.ca) should you have any questions.

Sincerely,



Bob Killbery  
Rotary Advisor  
Prince Rupert Rainmakers Interact Club

Salt Water Marsh  
Picnic Table Shelter Project

2025-03-25

Supplemental Information

With 2530 mm of rain annually, it is surprising that Prince Rupert has virtually no covered recreational areas, in its parks and or public areas. This project lead by the Prince Rupert Rainmakers Interact Club in partnership with the Rotary Club of Prince Rupert seeks to address this issue by building 6 shelters over the 6 picnic tables, currently situated on the south side of the salt water marsh.

The Club contacted a local builder (Rowe Rudderham) seeking his professional assistance in designing a suitable structure and developing a project budget. Balancing costs, durability, ongoing maintenance, the opportunity to engage students in the project and site esthetics, a project design and cost estimate was prepared. The preferred project design called for individual shelters, with shed style roofs, to be erected over each of the picnic tables. The cost of the project is estimated at \$86,000.

The plan calls for the frame of the shelters to be constructed of cedar posts/beams. This is the preferred material for a number of reasons:

- All existing structures in the marsh area are wood, including the picnic tables, the benches, the fencing, the information sign posts.
- A wooden structure is more esthetically pleasing given the natural setting of the salt water marsh area.
- Cedar has traditionally been used for building outdoors on the north coast and with a little maintenance has proven to be resilient to our environment. It is our intention to seal the posts and beams with Cetol to reduce maintenance and increase durability.
- Using wood provides an opportunity to engage students at CHSS in the preparation of non-technical components as well as the finishing of the posts and beams.

The plan also calls for the roof to be made of clear polycarbonate panels. The rationale for this is that they are easily maintained, light weight and durable (15-20 year life span) and would allow natural light to enter the picnic table area (something a solid roof would not). Having natural light available, even on a cloudy/rainy day, would make the picnic tables more attractive for use.

The salt water marsh area has a very low history of vandalism and there is no reason to expect the addition of these shelters would cause it to increase. As noted, there are numerous wooden structures in the area already which have not been subjected to vandalism. While it is recognized that a metal framed structure may be less susceptible to vandalism it is still not vandalism proof and would be incongruent to the existing structures and natural setting of the area.

While the salt water marsh is a relatively new public recreation area it receives a large number of visits from both locals and visitors alike. Its location, near the water and sea plane base, at the end of the improved and very walkable Rushbrook Trail, with a variety of marine birds and mammals, make it

014-701-847  
PRP12425  
LOT 2

005-782-660  
PRP9830  
REM LOT 1

025-537-695  
BBCP 2448  
REM PARCELA

014-701-821  
PRP12425  
LOT 1

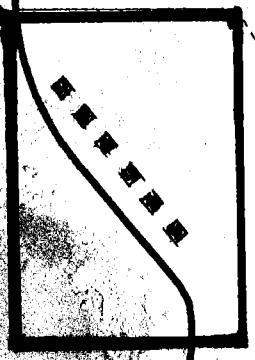
011-174-757  
PRP4693  
REM LOTE

010-000-928  
PRP6331  
REM LOT 1

BELLIS RD

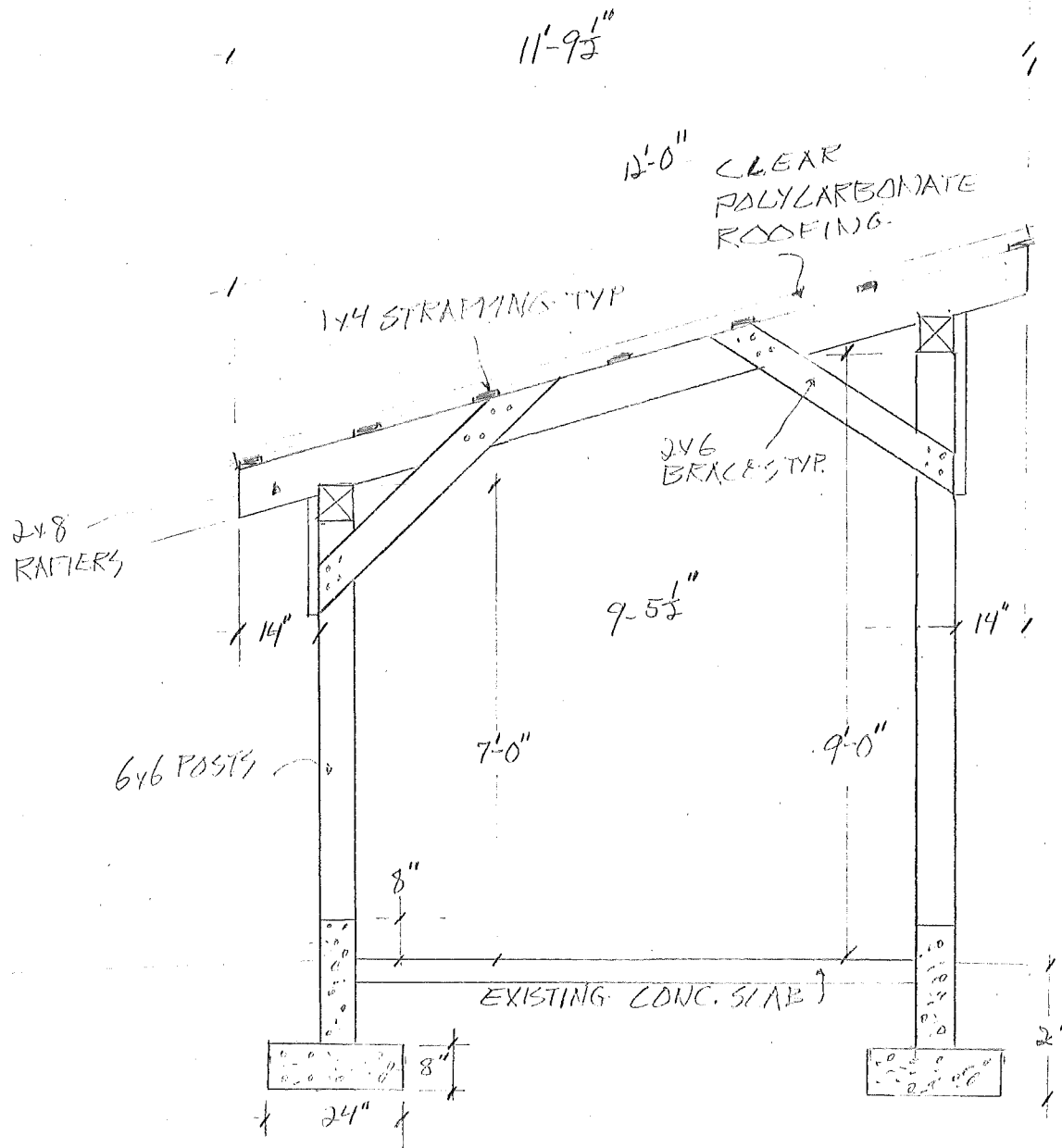
SEAL COVE RD

Project Area



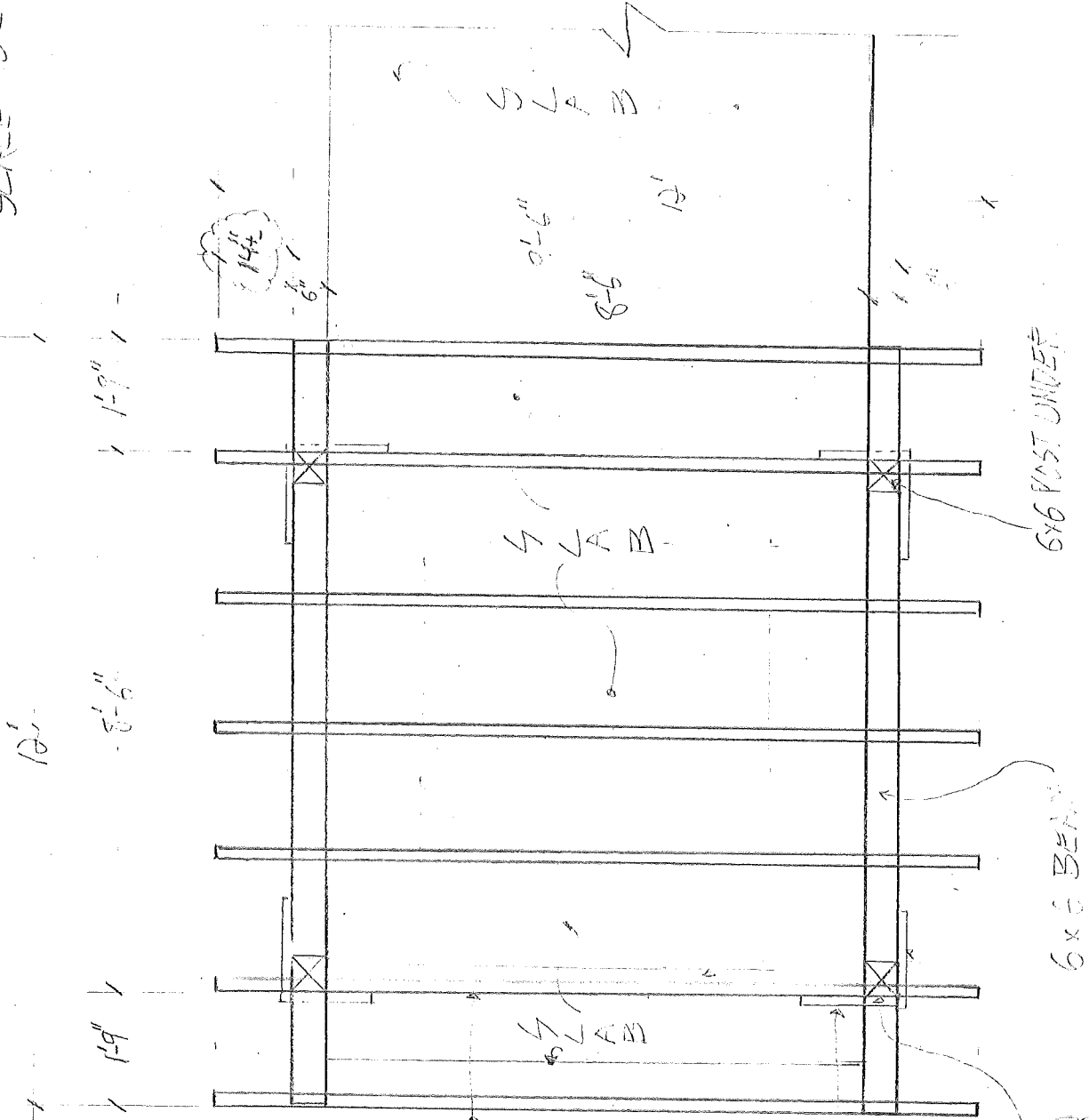
SALT MARSH - PICNIC TABLE  
ROOF

SCALE IS 3/12



# ROOF PLAN

SCALE 3/8" = 1'



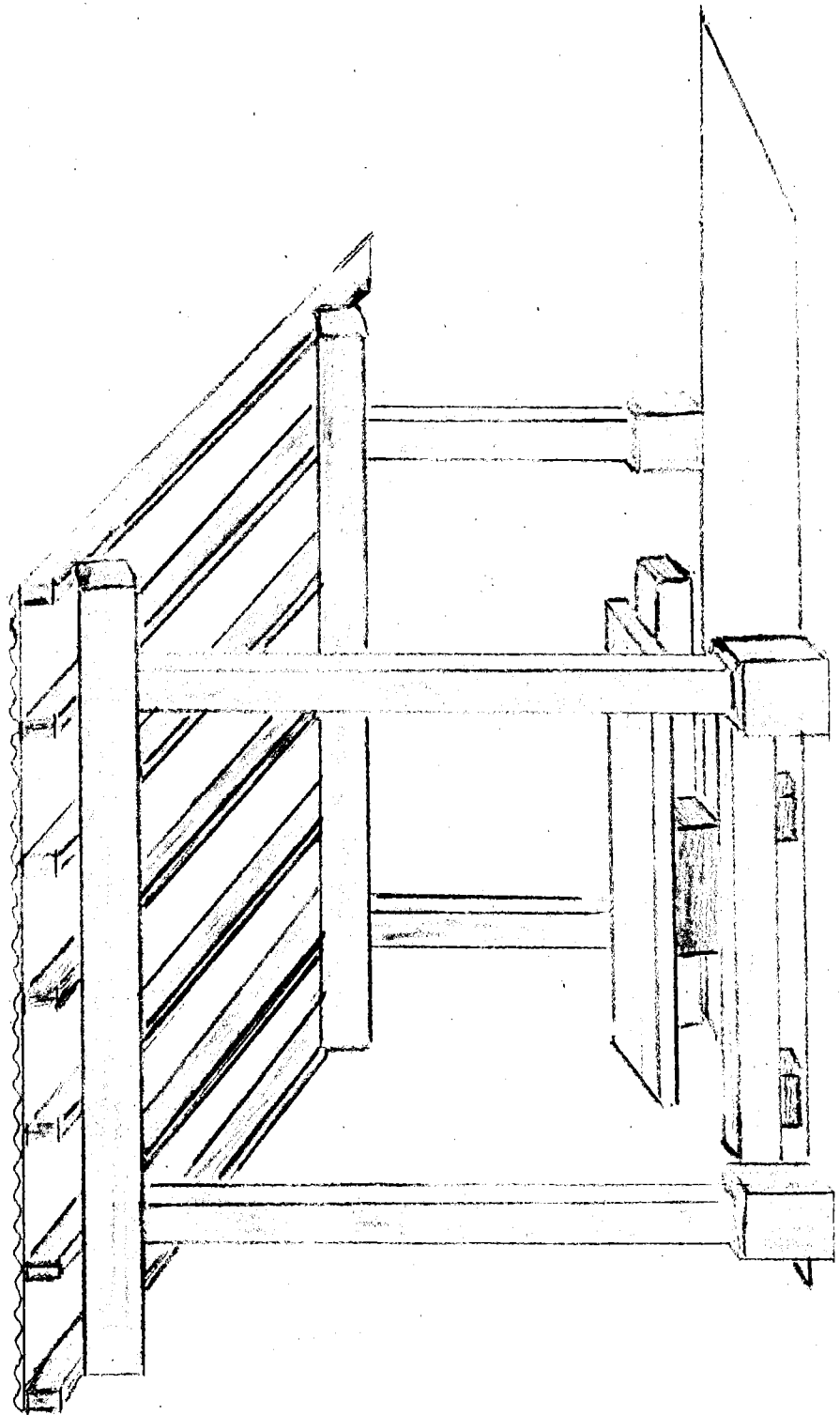
ROOF STRUTS  
+ SUNTLE LEE-  
OUT FOR CLAR.

2x8  
RAFTERS  
TYP  
2x6

OUTLINE  
OF EIGHTH  
CROSS SECTION

2x6  
CRASS  
BRACING

FACE OF  
RAFTER MUST  
LINE UP WITH  
FACE OF POST  
TYP



not to scale



Request for discussion: Prince Rupert City Council  
Re/Backyard Chickens

**Background:**

Given the growing interest in sustainable living and local food production, consideration to how current bylaws could incorporate guidelines for ability for residents to have backyard chickens.

Multiple communities have bylaws that clearly outline the requirements for community members to have a small amount of chickens. There are multiple benefits to making this including:

1. **Local Food Production:** Backyard chickens provide a reliable source of fresh eggs for families, promoting food security and reducing the carbon footprint associated with transporting eggs over long distances.
2. **Educational Opportunities:** Keeping chickens offers valuable educational experiences for children and adults alike. It teaches responsibility, animal husbandry, and the importance of sustainable agriculture.
3. **Waste Reduction:** Chickens are natural recyclers, consuming kitchen scraps and garden waste, which can help reduce the amount of organic waste sent to landfills.

**Considerations:**

The British Columbia Society for the Prevention of Cruelty to Animals (BCSPCA) provides suggested guidelines for municipalities considering the legalization of backyard chickens, which include a maximum number of chickens, no roosters; yard size requirements, coop size requirements, and veterinary needs. There is also consideration needed on addressing waste, how illness in chicken (avian) populations will be addressed and more.

**Proposed Motion:**

Prince Rupert City Council direct staff to conduct a review of how introducing a backyard chicken bylaw for the community may work including challenges and considerations including potential costs (addressing waste; bylaw enforcement; etc), and report back to a future council meeting.

Thank you for your consideration.

Sincerely,  
Teri Forster