



## REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, June 23, 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 23, 2025, be adopted as presented.

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

### 5. CONSENT AGENDA

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

- i. Minutes of the Special Meeting to Close of June 9, 2025;
- ii. Minutes of the Regular Meeting of June 9, 2025;

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

- iii. Report from the Fire Chief Re: Monthly Fire/ Rescue Report – May 2025;
- iv. Report from the Manager of Communications, Engagement and Social Development Re: Update on Activities of the Indigenous Relations Committee;
- v. Report from the City Manager Re: Consideration of the 2024 Annual Report for Adoption;

#### **c) Correspondence for receipt**

- vi. Letter from the District of Coldstream Re: Modernization of Wastewater Regulations – UBCM Resolution;
- vii. Monthly Northern Health Healthy Communities E-Brief;
- viii. Letter from the Village of Chase Re: Funding for Public Education;
- ix. Letter from AltaGas Ltd. Re: Prince Rupert City Council Fire Control and Protection Bylaw No. 2944 Amendments; and
- x. Letter from the City of Campbell River Re: Let's Lead Change Together for BC's Resource-Dependent Communities.

**Recommendation:**

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

**6. REPORTS**

**a) Report from the Chief Financial Officer Re: 2024 Statement of Financial Information (SOFI)**

**Recommendation:**

THAT Council approves the 2024 Statement of Financial Information as presented.

**b) Report from the Director of Operations Re: RFQ PW25-09 Capital Paving Award**

**Recommendation:**

THAT Council award RFQ PW25-09 Capital Paving to Zulu Aggregates Inc.

**7. COUNCIL ROUND TABLE**

**8. ADJOURNMENT to a Closed Meeting under section 90.1(c) labour relations or other employee relations and 90.1(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.**



## **SPECIAL AGENDA to Close MINUTES**

For the **SPECIAL MEETING** of Council to be held on June 9, 2025, at 5:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**ABSENT:** R. Pucci, Deputy City Manager

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

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

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

### **2. RESOLUTION TO EXCLUDE THE PUBLIC**

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

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

CARRIED

### 3. ADJOURNMENT

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be adjourned to Closed at 5:01 pm.

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER



## MINUTES

For the **REGULAR MEETING** of Council, held on Monday, June 9, 2025, 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  
Councillor G. Randhawa  
Councillor T. Forster (Remote)  
Councillor N. Adey  
Councillor R. Skelton-Morven (Remote) (7:06PM)  
Councillor W. Niesh

**ABSENT:** R. Pucci, Deputy City Manager

**STAFF:** R. Buchan, City Manager  
R. Miller, Director of Corporate & Legislative Services/Corp. Officer  
C. Bomben, CFO  
J. Beckwith, Fire Chief  
M. Pope, Director of Development Services & Planning (Remote)  
N. Beauregard, Director of Recreation & Community Services  
V. Steward, Manager of Communications, Engagement and Social Development  
R. Paras, Planner

### 1. CALL TO ORDER

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

### 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 June 9, 2025, be adopted as presented.

CARRIED

### 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.

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

CARRIED

**6. REPORTS**

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

MOVED by Councillor Randhawa and seconded by Councillor Adey 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.

CARRIED

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

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council adopt the mid-year Strategic Plan Status Update.

CARRIED

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

*(Mayor Pond and Councillor Adey left the meeting at 7:16pm)*

MOVED by Councillor Randhawa and seconded by Councillor Niesh THAT Council require under S. 506.3 (2)(b) of the *Local Government Act* that School District No. 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.

CARRIED

*(Mayor Pond and Councillor Adey returned to the meeting at 7:20 pm)*

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

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council approves of the donation from the Prince Rupert Rainmakers Interact Club with the condition that the prospective donors opt for metal roof.

CARRIED

**7. COUNCIL ROUND TABLE**

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

MOVED by Councillor Randhawa and seconded by Councillor Adey 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.

CARRIED

**8. ADJOURNMENT**

MOVED by Councillor Forster and seconded by Councillor Skelton-Morven THAT the meeting be adjourned at 7:39pm.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

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



# REPORT

June 01, 2025

**TO:** City Manager Rob Buchan  
**FROM:** Fire Chief Jeff Beckwith  
**SUBJECT:** Monthly Fire / Rescue Report – May 2025

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During the month of May 2025, the Prince Rupert Fire Rescue Department responded to 88 emergency incidents. Of these incidents, one property sustained damage due to fire. The Fire Department attended 12 additional fire related incidents, 1 rescue, 68 medical responses and other public service requests.

Location	Property Value	Property Loss
1378 Summit Avenue	2188000	\$500
<b>Totals:</b>	<b>\$2188000</b>	<b>\$500</b>

## INCIDENT COMPARISON

May	2025	88 Incidents
May	2024	40 incidents
May	2023	8 Incidents
May	2022	140 Incidents
May	2021	100 Incidents
May	2020	44 incidents

## FIRE SERVICE ACT INSPECTIONS

During the month of May Fire Rescue Department personnel conducted Fire Service Act inspections within 26 public buildings in Prince Rupert

## INSPECTION COMPARISON

May	2025	26 Public Building Inspections
May	2024	16 Public Building Inspections
May	2023	9 Public Building Inspections
May	2022	0 Public Building Inspections
May	2021	1 Public Building Inspections
May	2020	0 Public Building Inspections



## **DEPARTMENT ACTIVITIES AND PROGRAMS**

### **Fire Prevention and Public Education:**

Public services performed this month include senior smoke detector installation, setup/takedown for an event at the Senior's Centre and dog rescue via respectful entry tactics for a resident with a faulty door lock.

### **Training & Upgrading:**

During the month of May 50 in-house training sessions were conducted. These include hose deployment, SCBA familiarization, high-rise operations, radio communications, search techniques and victim firefighter removal. Crews also trained on site familiarization for the ILWU union hall, pump training at Charlie Currie Road and district familiarization/map work on city streets.

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

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

## **911 DISPATCH SUMMARY**

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

PR ADMIN	282
PR FIRE	16
PR AMB	211
PR EHS	89
PR RCMP	205
PR ALARM	7

PED ADMIN	1
PED FIRE	1
PED AMB	2
PED EHS	2
PED RCMP	0
PED ALARM	2

OTH FIRE	2
OTH AMB	2
OTH EHS	0
OTH RCMP	5

CITY	107
H/U	80
WRONG #	18
R.C.C.	0
CITYWEST	8
311	0

**Total: 1040**



Respectfully Submitted  
Jeff Beckwith, Fire Chief



## REPORT TO COUNCIL

**DATE:** June 23<sup>rd</sup>, 2025  
**TO:** Robert Buchan, City Manager  
**FROM:** Veronika Stewart, Manager of Communications, Engagement and Social Development  
**SUBJECT: UPDATE ON ACTIVITIES OF THE INDIGENOUS RELATIONS COMMITTEE**

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### **RECOMMENDATION:**

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

### **REASON FOR REPORT:**

With approval in the 2025 Budget to proceed with developing a Reconciliation Action Plan, the City and Kxeen Community Services Society's Indigenous Relations Committee has been working on generating the next steps to proceed in the development of that plan.

### **BACKGROUND:**

The Indigenous Relations Committee has been meeting over the past year to identify priorities, meet with local leaders (including the RCMP Officer in Charge, Mayor, City Manager, Director of Planning and Development, and Recreation Director) to learn about local initiatives and share feedback on how City services can be made more inclusive to Indigenous residents.

In addition to general promotion of improved understanding, the Committee is also supporting the City's objective to generate a Reconciliation Action Plan, which will provide tangible and measurable objectives for the City to work towards in the years ahead. This process follows the direction of Council's Reconciliation Framework Policy to direct an additional action plan based on community priorities. As part of planning efforts, staff, with support of the committee, are taking the following actions:

- Coordination of a youth/elders focused videography and media summer camp to engage with those sectors and provide transferable skills to upcoming Indigenous youth leaders.
  - As part of the engagement for the Action Plan, the committee is coordinating a free one week videography and media summer camp for Indigenous youth ages 14-18. We will be bringing in story-telling, videography and media experts to

provide participants with a variety of skills, which they will practice on one another as well as Elder participants.

- Included in the video process will be questions regarding how the municipality can be more inclusive and accommodating to Indigenous residents, and what reconciliation looks like from both the youth and Elder perspective.
- A public call for proposals for a summer camp facilitator is now posted.
- Coordinating a wide-scale public engagement event in September, in alignment with National Day for Truth and Reconciliation, with staff looking for opportunities to partner and support existing initiatives. This will include a public survey component for those unable to attend the in-person session.
  - Additional project funds will be used to hire a paid facilitator to conduct and report on engagement at this event, which will feed into the Reconciliation Action Plan to be compiled, based on inputs, by staff.

#### **ANALYSIS:**

This request aligns with the City's Framework Policy on Reconciliation as well as the overall broad goals to develop and support activities forwarded by the City's new Indigenous relations committee.

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

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

#### **COST:**

The costs for project works are up to \$30,000, as budgeted for in the 2025 Budget and with partial funding from UBCM's Urban Partnership for Reconciliation grant program. There is no additional impact to budget.

#### **CONCLUSION:**

That Council receives this report for information purposes.

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

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Veronika Stewart,  
Manager of Communications,  
Engagement and Social Development

#### **Report Reviewed By:**

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Robert Buchan,  
City Manager

Originally signed available upon request

## Meeting Minutes – Indigenous Relations Committee

May 1<sup>st</sup>, 2025, 12 pm, Prince Rupert RCMP Detachment meeting room

### Present:

Farley Stewart

Clarence Nelson Jr.

Veronika Stewart (City staff rep)

Nicholas Blackwater

Symbia Barnaby (remote)

Miranda Kessler (Kxheen Community Services)

Arnie Nagy

Billy Nelson

### Regrets:

Lori Burger/Roberta Edzerza

Myfannwy Pope (City Staff rep)

## Indigenous Relations Committee

- a.) Opening Prayer
- b.) Review and approval of the agenda and opportunity to add items.  
Moved by Billy Nelson, Seconded by Miranda Kessler. CARRIED.
- c.) Review and approval of the minutes of last meeting. Moved by Arnie Nagy, Seconded by Billy Nelson. CARRIED.
- d.) Discussion of future attendees.
  - **ACTION ITEM:** Staff to request Russell Mather and City HR Staff to attend a future session.
- e.) Review of next steps and project timelines for Action Plan Engagement
  - Billy Nelson recused himself for discussion of youth facilitation
  - Discussion, followed by Motion to proceed with Billy Nelson as lead facilitator and invite subject matter experts on videography and media to offer specific training sessions within the camp.  
Moved by Arnie Nagy, Seconded by Miranda Kessler. CARRIED.
- f.) Update from RCMP OIC Gerry Walker on exit from the detachment.
- g.) Adjournment and Detachment Tour



## **REPORT TO COUNCIL**

### Committee of the Whole

**DATE:** June 23<sup>rd</sup>, 2025;  
**TO:** Prince Rupert City Council  
**FROM:** Robert Buchan, City Manager

**SUBJECT: CONSIDERATION OF THE 2024 ANNUAL REPORT FOR ADOPTION**

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#### **RECOMMENDATION:**

THAT Council adopt the 2024 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.

As is statutorily required, the City of Prince Rupert held an Annual Public Meeting for consideration of the Report in accordance with the provisions of the Act regarding Public Notice. The meeting provided time for 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 was placed on the City's website under notices and printed copies were made available for public inspection on Monday, June 6<sup>th</sup>, 2025 as part of the agenda package. The Regular Council meeting scheduled for June 23<sup>rd</sup>, 2025 allowed adequate time for the public to review the report.

#### **ANALYSIS:**

The 2024 Annual Report has been completed and is attached for final consideration.

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

Completion of annual reporting is generally aligned with the 2023-2026 Strategic Plan goal to provide good governance and ensure open government.

## **COST AND BUDGET IMPLICATIONS:**

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

## **CONCLUSION:**

THAT Council approve the adoption of the 2024 Annual Report following the Public Meeting held today, allowing the City to meet its Annual Report legislated obligations.

## **Report Prepared By:**

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Robert Buchan  
City Manager

## Attachment(s):

- 2024 Annual Report for Adoption

Originally signed available upon request

# 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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## **Appendices**

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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,

A handwritten signature in black ink, appearing to read 'Herb Pond'.

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



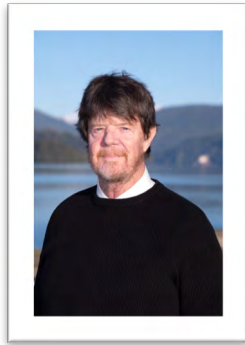
**MESSAGE  
FROM THE  
CITY  
MANAGER**

# MAYOR & COUNCIL



**Mayor  
Herb Pond**

**Email:**  
mayor  
@princerupert.ca



**Councillor  
Nick Adey**

**Email:**  
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**Councillor Gurvinder  
Randhawa**

**Email:**  
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**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

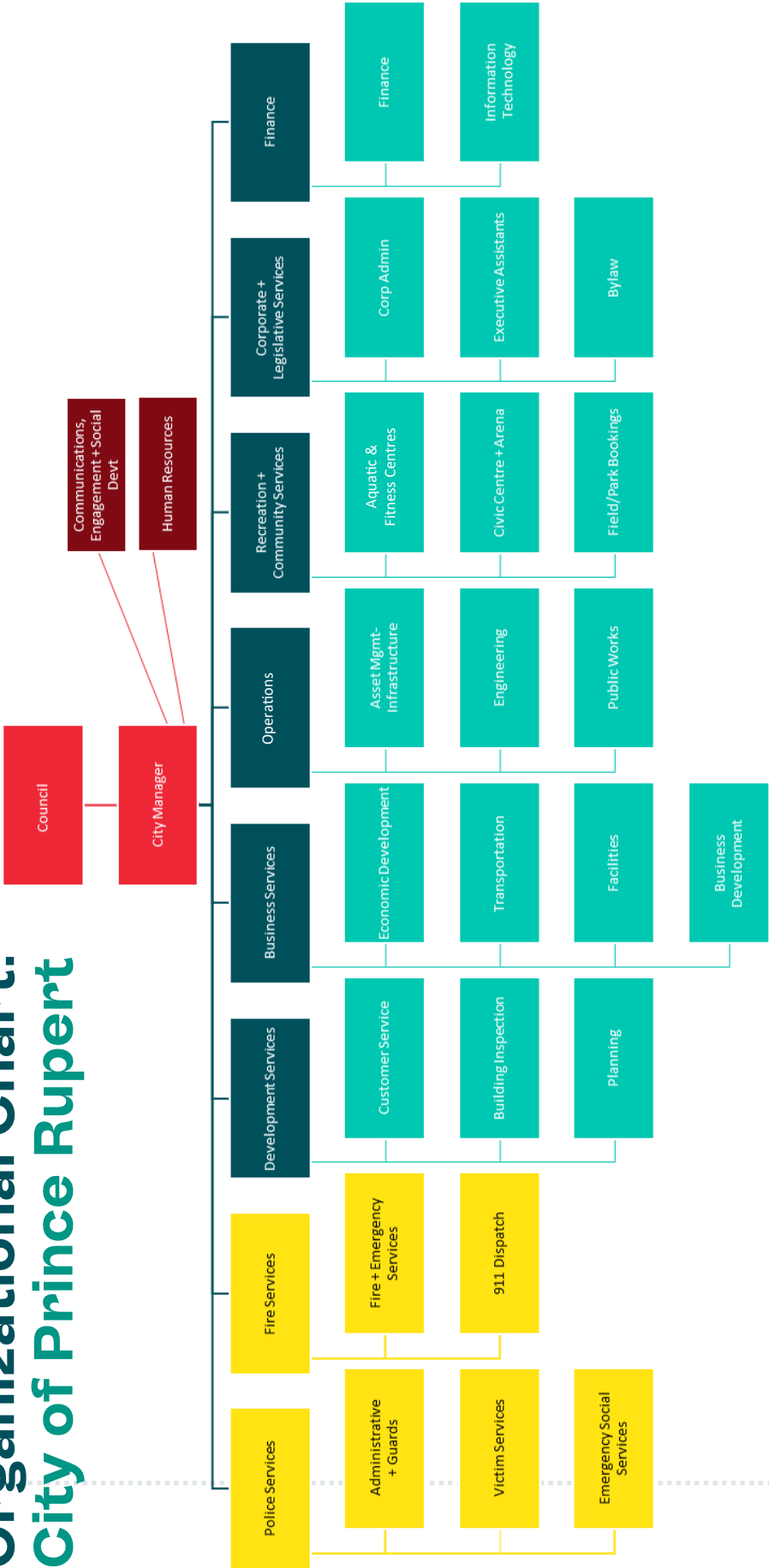
### November

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.

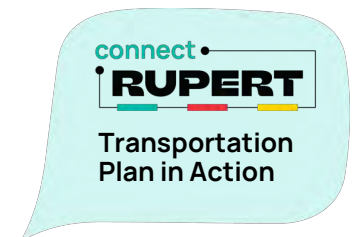
Costs of the project inclusive of property purchase in anticipated costs for 3 phases of the project are being covered by a dividend from Prince Rupert Legacy Inc., the City's wholly owned Development Corporation, and grant funds from the Resource Benefits Agreement-sources outside of property taxes.



## 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.





## 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



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 RFEI 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

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Prince Rupert, BC V8J 3K4

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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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FAESION INTEGRITY EXCELLENCE

Offices located in Vancouver, South Surrey, Abbotsford, Prince Rupert, Terrace and Smithers BC



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

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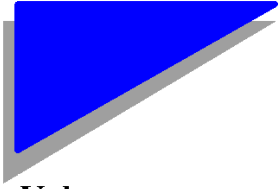
### *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements*

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>
	\$ 5,156,886	\$ 5,491,131

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
	\$ 933,210	\$ 1,019,620
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	49,716,326	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	23,500	23,537	22,133
	<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	761,000	646,410	639,557
	<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	12,000	12,975	10,828
	<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>\$ 31,421,000</u>	<u>\$ 31,276,603</u>	<u>\$ 28,734,725</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)	<b>\$ 187,978</b>

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. (Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)	41,777.16
Prince Rupert Gymnastics Association	8,367.11
North Coast Community Services Society	6,983.82
Friendship House Association of Prince Rupert	18,566.57
Prince Rupert Senior Centre Association	1,087.21
Kaien Island Daycare Services Family Resource Centre	1,313.76
Prince Rupert Aboriginal Community Services Society	2,850.95
The Royal Canadian Legion Branch 27 (Only area used by Legion)	972.85
Navy League Prince Rupert Branch	1,103.32
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	19,766.06
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	3,370.35
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	13,734.73
1279608 BC LTD (Municipal Public Works Facility)	35,255.94
Sub-total other Properties	\$ 478,201.75
<b>Estimated Annual Total Permissive Property Tax Exemptions</b>	<b>\$ 485,976.18</b>



# 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!





# DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6

Phone 250-545-5304 Fax 250-545-4733

Email: [info@coldstream.ca](mailto:info@coldstream.ca) Website: [www.coldstream.ca](http://www.coldstream.ca)

*"Rural Living At Its Best"*

June 17, 2025  
0230-30-12 (Resolutions)

UBCM Member Municipalities  
Via Email

Dear Mayors and Councillors,

**Re: Modernization of Wastewater Regulations – UBCM Resolution**

---

At their meeting held May 26, 2026, the District of Coldstream Council passed the following resolution:

*"THAT Council direct Administration to forward the following resolution to the Union of British Columbia Municipalities Annual Convention for consideration:*

***Whereas*** the oversight of wastewater management in British Columbia is divided between two provincial ministries, resulting in split jurisdiction over two key regulations — the Municipal Wastewater Regulation (MWR) (2001) and the Sewerage System Regulation (SSR) (2005);

***And whereas*** these regulations have not undergone significant updates since their enactment, despite evolving environmental standards, increasing concerns regarding the professional oversight of these systems, emerging technologies, and increasing community and ecological demands;

***And whereas*** the Province has established priorities to support housing development, infrastructure expansion, improved cumulative effects assessment in natural resource decision-making, and stronger integration of source water and drinking water protection;

***Therefore, be it resolved*** that UBCM requests the Province of British Columbia to undertake a comprehensive review and modernization of the Municipal Wastewater Regulation and Sewerage System Regulation to ensure alignment with current environmental pressures, technological advancements, and land use planning needs.

*AND THAT Administration be directed to copy the correspondence to Lake Country, Columbia-Shuswap Regional District and the City of Vernon;*

*AND FURTHER THAT Administration be directed to copy the correspondence to all UBCM member municipalities for information and request for support."*

This resolution was co-sponsored by the City of Vernon, District of Lake Country and the Columbia Shuswap Regional District and submitted to UBCM for consideration at the 2025 Convention. We encourage you to consider supporting this resolution at the 2025 UBCM Convention.

Yours truly,

Keri-Ann Austin, MMC  
Chief Administrative Officer

cc Coldstream Council



# Northern Health Healthy Communities E-Brief

June 2025

Welcome to the Northern Health Healthy Communities E-Brief. This monthly newsletter from the [Healthy Communities](#) team aims to keep local governments and community organizations in Northern BC informed about resources, events, and funding opportunities that support community health and well-being.

## Thank you for joining us!

We enjoyed connecting with everyone at the North Central Local Government Association Annual General Meeting and Convention in Prince Rupert last month. Congratulations to the winners of our trade show booth prize draw. A donation will be made in each winner's name to a charity or community group of their choice:

- Northwest: Leonard Gunno, Councillor, Gitlaxt'aamiks Village Government
- Northern Interior: Kris Nielsen, Councillor, District of Fort St. James
- Northeast: Tony Zabinsky, Councillor, City of Fort St. John

## Resources

### Northern BC Healthy K to 12 Schools Newsletter (Issue 8)

The Northern BC Healthy K to 12 Schools Newsletter shares helpful updates for schools, students, and families across the region. In this [issue](#), you'll find information on immunization, physical activity, mental wellness, and more.

### Wildfire smoke (BC Centre for Disease Control)

Wildfires and smoke have always occurred in BC, but they are becoming more frequent and severe as the climate changes. Wildfire smoke is a form of air pollution that can affect your health. The BCCDC has created fact sheets with information about wildfire smoke and its health impacts, including information on how to prepare for wildfire season. You can view and download the fact sheets [here](#).

## Events and learning opportunities

### ParticipACTION Community Challenge

**Dates:** June 1 to 30, 2025

Let's make Northern BC one of Canada's most active regions! Join the [ParticipACTION Community Challenge](#) and get your community moving. Canada's Most Active Community wins \$100,000, with additional prizes available for each province and territory. How to participate:

- [Register](#) your municipality or community organization
- Plan local activities and encourage participation
- Track your progress on the ParticipACTION app or website



## **Webinar: Age-friendly Communities - From Policy to Practice: Making Transportation Work for Older Adults**

**Date:** June 4, 2025 at 10:30 to 11:30 am PT

[Join](#) BC Healthy Communities to learn practical strategies and real-life examples for improving transportation systems for older adults.

## **National Health and Fitness Day**

**Date:** June 7, 2025

Celebrate National Health and Fitness Day! Whether you're a resident, community organization, or local government, there are many ways to take part. Browse this [page](#) to learn more.

## **Parks Symposium – virtual plenaries**

**Dates:** June 12 and 13, 2025

Can't attend the Canadian Inclusive Green Spaces Symposium in person? Join virtually! The Canadian Parks and Recreation Association is offering three free [plenary sessions](#) so you can engage with the conversations shaping the future of green spaces in Canada.

## **Funding opportunities**

### **Infrastructure planning grant program (Government of BC)**

**Deadline:** June 11, 2025

Up to \$10,000 is available for municipalities and regional districts. These [grants](#) support the development or improvement of long-term infrastructure plans, like water and sewer systems, asset management, and stormwater systems.

### **Food Systems Program Grant: Supporting Indigenous Food Sovereignty (Indigenous Sport, Physical Activity & Recreation Council)**

**Deadline:** June 13, 2025

Indigenous communities and organizations in BC can [apply](#) for this grant to support sustainable food sovereignty and food security initiatives. Communities can apply for up to \$5,000 to support projects like gardens, food harvesting, preserving food, or food skills workshops. An extra \$3,000 is available for learning and sharing knowledge through the "Learning Together, Growing Together" program.

### **Disaster Resilience & Innovation Funding Program (Government of BC)**

**Deadline:** June 27, 2025

This [program](#) funds projects by local and Indigenous governments to improve climate change resilience. Eligible activities include data collection, risk mapping, emergency planning, and innovative solutions that reduce climate risks.

### **Event and Youth Initiative Grants (Canadian Race Relations Foundation)**

**Deadline:** July 4, 2025

Community organizations across Canada can apply for [funding](#) to support anti-racism events and youth initiatives. [Register](#) for an information webinar on June 4 at 11:00 am PT.

### **Healthy Communities Grants (PlanH)**

**Deadline:** July 7, 2025

Local governments and Indigenous governments in BC can apply for [grants](#) to strengthen health equity and well-being in their communities. These grants support projects that foster community connectedness and healthy public policy.

### **Active Transportation Planning program grants (Union of BC Municipalities)**

**Deadline:** September 30, 2025

Local governments in BC with populations under 25,000 can [apply](#) for up to \$30,000 to develop active transportation plans. These plans help make communities safer and easier to navigate by cycling, walking, or using other forms of active transportation.

### **First Nation Funding Grants (New Relationship Trust)**

**Deadline:** December 5, 2025 or when funding is fully exhausted

These [grants](#) support First Nations in BC for a wide range of community-led projects, including [youth programs](#), [education](#), [language revitalization](#), [elder initiatives](#), and [nation building](#).

### **Local Community Accessibility Grant Program (SPARC BC)**

**Deadline:** Ongoing until March 2026

Up to [\\$25,000](#) is available for BC municipalities and regional districts to remove barriers for people with disabilities. Projects must be identified by local government Accessibility Committees or Accessibility Plans and completed by March 31, 2026.

### **Regional Homebuilding Innovation Initiative (Government of Canada)**

**Deadline:** March 31, 2026 or when funding is fully exhausted

This [initiative](#) supports the residential homebuilding supply chain in BC. It advances innovative homebuilding solutions and boosts manufacturing efficiency.

### **BC Community Climate Funding Finder (Clean BC)**

**Deadline:** Ongoing

Looking for climate action funding? Try the [BC Community Climate Funding Finder](#) to find the right grants for your project.

### **Homelessness Community Action Grants Program (SPARC BC)**

**Deadline:** Ongoing

One-time [funding](#) is available for projects that address homelessness through planning and collaboration.

## Northern Healthy Communities Fund (Northern Development Initiative Trust)

**Deadline:** Ongoing

Communities near LNG Canada or Coastal GasLink projects can [apply](#) for funding to support social infrastructure and manage the economic growth from major development projects.

## Northern Health Stories

### Roll into spring with GoByBike week

Remember that “feels like flying” feeling while riding your bicycle on some grand adventure? What if I said you could have that feeling again, even if the adventure is maybe not as grand, because it is just going about your daily life? Spring [GoByBike Week](#) is coming up from Saturday, May 31 to Friday, June 6, and if you haven’t already been out on two wheels this season, I encourage you to use this event as a motivator to get out there whenever you can....[continue reading](#).

### Period of PURPLE Crying Program: Bringing families, volunteers, and health care together

[Volunteers](#) are invaluable in the health care system, lending their time to promote health and provide services to Northerners. This spirit of collaboration is evident in our recent winter campaign to raise awareness about the [Period of PURPLE Crying Program \(PURPLE\)](#). Read on to learn more about this program and the role volunteers played to make it possible....[continue reading](#).

See the latest stories at [stories.northernhealth.ca](https://stories.northernhealth.ca).

## E-Brief subscription information

**To subscribe**, send a blank email to [healthycommunities@northernhealth.ca](mailto:healthycommunities@northernhealth.ca) with “subscribe” in the subject line.

**To unsubscribe**, send a blank email to [healthycommunities@northernhealth.ca](mailto:healthycommunities@northernhealth.ca) with “unsubscribe” in the subject line.

If you have any questions about our list and your privacy, please phone 250-637-1615.





# Village of Chase

PO Box 440, 826 Okanagan Ave,  
Chase, British Columbia V0E 1M0

Office: 250. 679-3238

Fax: 250. 679-3070

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

June 5, 2025

The Honourable Lisa Beare, M.L.A.  
Minister of Education and Child Care  
PO Box 9045 Stn Prov Govt  
Victoria, BC V8W 9E2  
Email: [ECC.Minister@gov.bc.ca](mailto:ECC.Minister@gov.bc.ca)

Dear Minister Beare:

**RE: Funding for Public Education**

At its May 27, 2025 Regular Meeting, the Council of the Village of Chase passed the following resolution:

*"THAT Council write a letter to the Minister of Education and Child Care that public education is important to the Village of Chase and needs to be properly funded and copy MLA Ward Stamer and all local governments in B.C."*

We write on behalf of our community to advocate for students in Chase and throughout British Columbia.

We understand that provincial governments have competing priorities to consider when allocating public funds across program areas. However, current funding levels are not sufficient to support student learning and well-being in our province.

We know that a properly funded public education system significantly improves the opportunities and outcomes for young people in our community. We call on the provincial government to address urgently needed funding for public education.

We thank you for giving thoughtful consideration to this most important issue.

Sincerely,

**VILLAGE OF CHASE**

David Lepsoe, Mayor, on behalf of Council



# *Village of Chase*

PO Box 440, 826 Okanagan Ave,  
Chase, British Columbia V0E 1M0

Office: 250. **679-3238**  
Fax: 250. 679-3070

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

Cc: The Honourable David Eby, M.L.A., Premier of British Columbia

The Honourable Ward Stamer, M.L.A. for Kamloops-North Thompson

All local governments in British Columbia





June 3, 2025

Prince Rupert City Council  
424 3<sup>rd</sup> Avenue West  
Prince Rupert, British Columbia  
V8J 1L7  
Via Email: [cityhall@princerupert.ca](mailto:cityhall@princerupert.ca)

**Re: Prince Rupert City Council Fire Control and Protection Bylaw No. 2944 Amendments**

Dear Prince Rupert City Council,

On behalf of AltaGas Ltd. (AltaGas), a Canadian energy company with employees and operational assets in the Prince Rupert area, I am sending this communication to convey concern regarding the process and potential impacts of the proposed amendments to the Fire Control and Protection Bylaw 2944.

AltaGas was not made aware of the proposed changes in advance of the Council meeting on May 5, 2025 and we do not believe the City of Prince Rupert and the Prince Rupert Fire Department have conducted the appropriate consultations with interested parties on this matter. These proposed changes have the potential to negatively impact critical access to emergency services for both Indigenous communities and several local industries, including port terminals and tenants, rail, seafood off loaders, and retail and tourism operators that employ substantial workforces. We are concerned the exemption leaves a considerable potential gap in services, which would threaten the operation of these businesses and the people and communities they support.

As a local operator and employer, AltaGas contributes significant property taxes to the City of Prince Rupert, which are intended to secure municipal services—including emergency response and fire control protection—to protect the safety of both our assets and the people and communities that call Prince Rupert home. The City of Prince Rupert receives an increasing percentage of its tax revenues from industry, primarily driven by the Port of Prince Rupert and its partners, that together comprised 41 per cent of the City's net tax revenue in 2024.

We understand that Council is willing to engage with industry participants and we view this as a positive next step in this matter. We would appreciate the opportunity to voice our concerns and ensure that any proposed changes uphold the safety of our communities and operational resiliency of our local industries—including port industry, Indigenous, tourism, and retail operators—before making a decision on the proposed amendments to the Fire Control and Protection Bylaw 2944.

We appreciate your urgent attention to this issue and look forward to meeting with Council in a few weeks to discuss this further. We are hopeful that together, we can reach a collaborative resolution that prioritizes the safety of all parties involved.

Sincerely,



Brionie Brown

SVP & Chief Operating Officer  
AltaGas Ltd.

CC: Mayor Herb Pond, Herb.Pond@princerupert.ca

Councillor Barry Cunningham, barry.cunningham@princerupert.ca

Councillor Terri Forster, teri.forster@princerupert.ca

Councillor Wade Niesh, wade.niesh@princerupert.ca

Councillor Gurvinder Randhawa, gurvinder.randhawa@princerupert.ca

Councillor Nick Adey, nick.adey@princerupert.ca

Councillor Reid Skelton-Morven, reid.skelton-morven@princerupert.ca

Rosa Miller, Director of Corporate & Legislative Services, Rosamaria.Miller@princerupert.ca





## City of Campbell River

From the Office of the Mayor

June 5, 2025,

### To All Resource-Dependent Communities in British Columbia

Dear Mayors and Chairs Across British Columbia,

On behalf of the City of Campbell River Council, I am reaching out to invite your community to join a collective advocacy movement aimed at amplifying the voices of resource communities across British Columbia.

Resource communities like ours play a vital role in the economic fabric of the province of British Columbia. However, we often face unique challenges that are overlooked in broader policy discussions. By coming together, we can ensure that our collective concerns are heard and addressed at the provincial and federal levels.

#### Objectives:

- **Raise Awareness:** Highlight the significant contributions of resource communities to the provincial economy.
- **Advocate for Supportive Policies:** Influence policy decisions that directly impact resource-based communities.
- **Foster Collaboration:** Further strengthen partnerships between resource-based communities, so that we can work together, share best practices and strategies, and amplify results.

#### Key Initiatives:

1. **Targeted Communications:** We will launch a campaign to educate urban centres, policy makers, and the general public about the economic value of resource communities.
2. **Outreach:** We will continue to build a coalition of resource communities to strengthen our advocacy efforts.
3. **UBCM:** The City has submitted a UBCM resolution (attached) and is applying to host a session at the 2025 Convention.

As leaders who have witnessed firsthand the incredible contributions and resilience of Campbell River, and resource communities across BC, we are deeply passionate about this initiative. We recognize that your community faces similar challenges and shares the same dedication and commitment to ensuring a prosperous future for all. Together, we can amplify our shared concerns, influence policy decisions, and drive change that will support the long-term growth and resilience of resource communities.

Please join us in this important initiative. Your insights and participation will be instrumental to our collective success.

Looking forward to working together for the betterment of all resource communities in British Columbia.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Dahl', with a stylized, cursive script.

Kermit Dahl  
Mayor

# Inclusion of Rural and Resource Communities in Provincial Economic Decision-Making

---

WHEREAS rural and resource-based communities continue to be a significant economic driver in both rural and urban areas across British Columbia;

AND WHEREAS communities throughout British Columbia are experiencing job losses and heightened economic challenges arising from trade uncertainties, and provincial legislation and policies that disproportionately affect resource industries such as forestry, mining, energy, and aquaculture;

AND WHEREAS these communities are integral to the provincial economy, contributing substantially to British Columbia's GDP, employment, and export revenues, while sustaining the economic vitality of urban centres through interconnected supply chains, workforce migration, and complementary industries;

AND WHEREAS current provincial decision-making processes frequently lack adequate representation and consultation with rural and resource-based communities, leading to policies that may inadvertently jeopardize the sustainability, cohesiveness and resilience of these regions;

THEREFORE BE IT RESOLVED that UBCM urge the Province of British Columbia to formally recognize the critical economic contributions of rural and resource-based communities and to ensure their meaningful inclusion in the development of legislation, regulations, and economic strategies that impact resource industries by:

- Prioritizing economically viable access to resources;
- Supporting innovation within each sector to foster sustainable growth and enhance competitiveness;
- Actively engaging with each resource sector and its stakeholders to comprehensively understand their unique challenges and opportunities; and
- Take decisive action to amend policies and legislation based on the unique challenges and opportunities identified
- Removing restrictive legislation on resource sector industries.





## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** June 23, 2025  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: 2024 STATEMENT OF FINANCIAL INFORMATION (SOFI)**

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#### **RECOMMENDATION:**

**THAT Council approves the 2024 Statement of Financial Information as presented.**

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

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

#### **BACKGROUND:**

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

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

#### **ANALYSIS:**

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

Considering the market uncertainty posed as of late from the tariffs imposed/threatened, Council requested to know the level of financial/procurement risk the City may be exposed to. After examination of the City's financial records for 2024, the level of risk has been determined to be minimal. The City obtained goods and services from the United States amounting to approximately 0.2% of expenditures (\$88,000 CDN in 2024). None of these expenditures would have been subject to tariffs, as they have been currently applied therefore there is no expectation that there would be any increased risk arising from procuring the same goods and services in 2025. Furthermore, the value of the Canadian dollar makes purchasing US goods uncompetitive. From this perspective, only goods and services that cannot be obtained from Canada are considered from outside the country.

**LINK TO STRATEGIC PLAN:**

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

**CONCLUSION:**

Council by approving the 2024 Statement of Financial Information will fulfill the requirements of the *Financial Information Act*.

**Report Prepared by:**

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Corinne Bomben,  
Chief Financial Officer

**Report reviewed by:**

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Robert Buchan,  
City Manager

## Attachment:

- 2024 Statement of Financial Information

Originally signed available upon request

# **City of Prince Rupert**

## **2024 Statement of Financial Information**

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2024**

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**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

**Statement of Financial Information Approval**

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

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Herb Pond  
Mayor on behalf of Council

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Corinne Bomben  
Chief Financial Officer

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



**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

**Management Letter**

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

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

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

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

On behalf of the City of Prince Rupert

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Corinne Bomben  
Chief Financial Officer

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Date

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

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

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

		<b>Remuneration &amp; Taxable Benefits</b>	<b>Expenses</b>	<b>Total</b>
		<u></u>	<u></u>	<u></u>
<b>Mayor</b>	POND, HERBERT	\$ 93,812	\$ 37,053	\$ 130,865
<b>Councillors</b>	ADEY, NICHOLAS	23,453	6,043	29,496
	CUNNINGHAM, BARRY	23,453	6,932	30,385
	FORSTER, TERESA	23,453	5,338	28,791
	NIESH, WADE	23,453	3,334	26,787
	RANDHAWA, GURVINDER	23,453	4,315	27,768
	SKELTON-MORVEN, REID	23,453	8,339	31,792
		<u>\$ 234,530</u>	<u>\$ 71,354</u>	<u>\$ 305,884</u>

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

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

**Schedule of Employees' Remuneration and Expenses**

<b>Employee</b>	<b>Remuneration and Taxable Benefits</b>	<b>Other Remuneration (Note 1)</b>	<b>Total Remuneration</b>	<b>Training &amp; Related Travel Expenses</b>	<b>Business Travel &amp; Other Expenses</b>
ACETO, VINCE	\$ 121,027	\$ -	\$ 121,027	\$ 798	\$ 41
AHMAD, SIKANDAR	114,847	-	114,847	-	5,819
ANGUS, LELAND	91,383	-	91,383	8,304	617
ARMSTRONG, BRENDA	77,753	-	77,753	-	83
BEATTIE, ROBIN	95,506	-	95,506	150	-
BEAUREGARD, NICOLE	100,772	-	100,772	644	-
BECKWITH, JEFFERY	187,704	-	187,704	6,051	1,001
BISHOP, BRODY	138,010	-	138,010	-	891
BLACKMON, DONALD	79,864	-	79,864	623	194
BLAKE, CHRISTOPHER	88,904	-	88,904	150	228
BOMBEN, CORINNE	198,916	-	198,916	14,851	1,035
BRLECIC, LAURA	105,626	-	105,626	1,801	1,345
BROOKS, RHEANNON	93,185	-	93,185	4,054	-
BUCHAN, ROBERT	269,510	-	269,510	54,165	796
BULLOCK, RYAN	84,973	-	84,973	-	-
BUNKOWSKI, ANDREW	102,842	-	102,842	4,608	113
BURROWS, JORDAN	98,432	16,231	114,663	-	436
CAM, DANIEL	94,075	-	94,075	-	48
CARDOSO, FERNANDO	75,176	-	75,176	-	531
CHARLTON, JOYCE	84,611	-	84,611	-	-
COOLIN, SUNNI	84,785	-	84,785	2,241	-
COSTA, DAVID	78,570	-	78,570	-	-
DAIGLE, ASHLEY	95,991	-	95,991	2,232	-
DANIELE, JAMES	158,797	-	158,797	-	426
DANIELE, KAYLIA	79,322	-	79,322	-	-
DAVIDSON, MICHAEL	141,460	-	141,460	-	-
DE LA NUEZ, CAMRON	81,802	-	81,802	10	208
DE RUYTER DE WILDT, HEIDI	92,556	-	92,556	2,036	-
DEINSTADT, SCOTT	83,680	-	83,680	-	-
DOPKO, TIMOTHY	157,817	-	157,817	2,029	5,120
DUTTON, TRYSTA	95,516	-	95,516	890	55
EASINGWOOD, JEFFREY	75,612	-	75,612	-	-
EDWARDS, STEPHANIE	83,863	-	83,863	1,019	-
ELLIS, LYND SAY	93,125	-	93,125	1,797	-
ESO, STEVEN	104,858	-	104,858	-	-
FERGUSON, CRAIG	165,694	-	165,694	-	712
FODOR, STEPHEN	122,180	-	122,180	625	891
FOOTE, MICHAEL	84,148	-	84,148	-	-
FUZI, RYAN	146,976	-	146,976	-	1,184
Sub-total	\$ 4,329,868	\$ 16,231	\$ 4,346,099	\$ 109,077	\$ 21,776

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

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

**Schedule of Employees' Remuneration and Expenses**

<b>Employee</b>	<b>Remuneration and Taxable Benefits</b>	<b>Other Remuneration (Note 1)</b>	<b>Total Remuneration</b>	<b>Training &amp; Related Travel Expenses</b>	<b>Business Travel &amp; Other Expenses</b>
GALE, DANIEL	\$ 155,534	\$ -	\$ 155,534	\$ -	\$ 1,803
GARDINER, CARRIE	82,059	-	82,059	1,384	-
GARDINER, GREGG	76,423	2,279	78,701	2,165	410
GERMAN, RON	99,496	-	99,496	300	118
GERRITSEN, JEROEN	100,111	-	100,111	-	-
GREEN, KASPER	133,564	-	133,564	-	901
GURNSEY, MATTHEW	123,409	-	123,409	625	426
HAINES, BROOKE	80,335	-	80,335	950	-
HALDANE, NATHAN	81,032	-	81,032	1,685	-
HALDANE, TRACY	71,932	8,532	80,464	375	-
HALL, ROGER	85,716	-	85,716	-	193
HANSEN, KAREN	70,969	5,255	76,224	-	-
HASENBERGER, KARL	108,047	-	108,047	-	1,737
HAWKINS, KELLI	84,316	-	84,316	-	-
HIGGINSON, TRISTAN	145,913	-	145,913	3,882	1,035
HOFFMAN, JONATHAN	111,861	-	111,861	-	6,526
HOKANSON, SUSAN	87,985	-	87,985	1,119	-
HUNT, ASHLEY	81,177	-	81,177	-	-
HURLBURT, PAUL	161,068	-	161,068	-	4,725
JAMES, DAVID	135,027	-	135,027	-	17,894
JARDIM, MARCUS	113,807	-	113,807	625	1,569
JOHNSON, DUSTIN	118,066	-	118,066	2,789	891
JOHNSON, HUNTER	79,913	-	79,913	3,230	349
JONES, REAL	133,052	-	133,052	-	5,120
KESSLER, MARKO	125,897	-	125,897	5,114	-
KIERCE, ROBYN	82,494	-	82,494	-	-
KLOEPPER, CAMILLA	86,697	-	86,697	-	-
KNOWLAN, AUSTIN	109,249	-	109,249	798	236
KORMENDY, DEREK	167,592	-	167,592	-	5,130
KRISTMANSON, MICHAEL	91,162	-	91,162	-	321
LAIDLAW, JONATHAN	112,100	-	112,100	-	1,624
LAWRENCE, STEPHEN	129,992	-	129,992	-	464
LEIGHTON, TROY	98,584	21,759	120,344	-	5,139
LEWIS, JACQUELINE	87,169	-	87,169	-	-
LOMBA, CARLOS	79,918	-	79,918	65	36
MACILROY, MOYNA	84,998	-	84,998	-	-
MCLAUGHLIN, JAMES	85,021	-	85,021	-	-
MEGGISON, JOEL	89,546	-	89,546	798	280
MELO, BAILEY	80,456	-	80,456	1,682	783
Sub-total	\$ 4,031,683	\$ 37,825	\$ 4,069,507	\$ 27,586	\$ 57,709

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

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

**Schedule of Employees' Remuneration and Expenses**

<b>Employee</b>	<b>Remuneration and Taxable Benefits</b>	<b>Other Remuneration (Note 1)</b>	<b>Total Remuneration</b>	<b>Training &amp; Related Travel Expenses</b>	<b>Business Travel &amp; Other Expenses</b>
MILLER, ROSAMARIA	\$ 160,930	\$ -	\$ 160,930	\$ 21,962	\$ -
MILLER, ZACHARY	87,699	-	87,699	3,786	70
MUELLER, ILA	60,331	38,344	98,675	-	-
MURRAY, TINA	80,602	-	80,602	-	-
NEL, SEBASTIAN	107,769	-	107,769	6,893	28
NELSON, KRYSTAL	78,438	-	78,438	-	-
NETTLES, JAMIE	81,184	-	81,184	150	324
NICHOLLS, CRAIG	130,322	-	130,322	-	9,426
NYAKAS, PHILLIP	75,176	-	75,176	65	252
O'CONNOR, BRITTANNE	85,203	-	85,203	1,597	-
O'HARA, COLIN	155,521	-	155,521	7,744	-
OSTROM, TANYA	152,518	-	152,518	-	126
PADDOCK, EZRA	107,767	-	107,767	-	1,083
PARAS DIAZ, RODOLFO	79,955	-	79,955	3,678	1,221
PARKS, BRAXTON	98,089	-	98,089	-	1,578
PATERSON, TREENA	96,936	-	96,936	-	-
PELOQUIN, FLORIAN	99,632	-	99,632	-	38
POMPONIO, REMO	157,282	-	157,282	-	445
POPE, MYFANNWY	133,612	-	133,612	2,224	1,225
PREVOST, CODY	75,937	-	75,937	-	296
PROKSCH, GARY	92,255	-	92,255	4,094	-
PUCCI, RICHARD	223,599	-	223,599	49,056	12,111
RANKIN, JOSH	89,964	-	89,964	-	340
ROBINSON, ALEXANDER	81,784	-	81,784	-	1,597
ROWSE, SEAN	95,529	-	95,529	1,075	-
SAMPSON, ROBERT	79,523	-	79,523	-	3
SCHMIDT, JORDAN	192,439	-	192,439	16,678	1,528
SEIDEL, MARK	159,462	-	159,462	4,656	314
SEKHON, GURLIVLEEN	88,992	-	88,992	1,052	90
SHAREEF, ASNA	103,123	-	103,123	364	-
SHARUN, JAYNE	79,840	-	79,840	255	49
SIDONI, DYLAN	173,962	-	173,962	2,356	426
SINGH, JASKARAN	84,055	661	84,717	623	174
SPRACKLIN, SIDNEY	102,368	-	102,368	956	93
STAVA, BRETT	87,250	236	87,486	-	238
STEWART, VERONIKA	111,953	-	111,953	5,692	-
TAYLOR, MERCEDES	82,024	-	82,024	-	-
TEO, KIM	137,359	-	137,359	770	1,035
TOERING, ALEX	88,017	-	88,017	-	8,899
Sub-total	\$ 4,258,401	\$ 39,241	\$ 4,297,642	\$ 135,725	\$ 43,007

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

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

**Schedule of Employees' Remuneration and Expenses**

<b>Employee</b>	<b>Remuneration and Taxable Benefits</b>	<b>Other Remuneration (Note 1)</b>	<b>Total Remuneration</b>	<b>Training &amp; Related Travel Expenses</b>	<b>Business Travel &amp; Other Expenses</b>
TREE, JONI	\$ 122,971	\$ -	\$ 122,971	\$ -	\$ 4,178
TRETHEWEY, DREW	135,237	-	135,237	625	4,655
UPPAL, GUNEET	141,767	-	141,767	2,435	-
VAN DER MEER, ANNE	76,075	-	76,075	-	257
VANDENBRINK, JON	128,742	-	128,742	3,791	520
VENDITTELLI, JORDAN	134,386	-	134,386	3,166	445
VENDITTELLI, MATTHEW	81,032	-	81,032	-	-
VENDITTELLI, PAUL	171,610	-	171,610	26,091	49,893
VERA, ANTONIO	127,951	-	127,951	5,023	368
VICENTE, JOAO	80,961	-	80,961	-	83
VICK, LEAH	81,873	-	81,873	-	-
WARDILL, STEVEN	80,396	-	80,396	-	-
WEBBER, SIMON	106,537	1,279	107,816	773	50
WEIR, JUSTIN	82,311	-	82,311	-	248
WESTBROOK, TRAVIS	84,247	-	84,247	-	-
WURST, CHARLES	80,472	-	80,472	-	1,375
ZIEBART, KRISTIN	119,435	-	119,435	2,321	-
Sub-total	\$ 1,836,001	\$ 1,279	\$ 1,837,281	\$ 44,225	\$ 62,072
Employee (1st Page)			4,346,099	109,077	21,776
Employee (2nd Page)			4,069,507	27,586	57,709
Employee (3rd Page)			4,297,642	135,725	43,007
Employee (4th Page)			1,837,281	44,225	62,072
Total for employees earning more than \$75,000			\$ 14,550,529	\$ 316,612	\$ 184,564
Total remuneration to Council members			234,530		
Total remuneration to all other employees			4,431,114		
Total employee remuneration and taxable benefits			\$ 19,216,173		

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



**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

**Schedule of Grants or Contributions**

AFFNO Sugar Shack Grant (in kind)	\$ 1,000
BC SPCA	22,131
Guns N'Hoses Charity Game (in kind)	1,000
Halloween Festival (in kind)	4,766
National Indigenous Day (in kind)	1,864
Navy League of Canada (in kind)	4,044
Prince Rupert Racquet Association	9,000
Prince Rupert Arts Council	20,000
Prince Rupert Crime Stoppers	180
Prince Rupert Seniors Centre Association	1,000
Prince Rupert Skating Club (in kind)	1,600
Prince Rupert Special Events Society (in kind)	12,034
Prince Rupert Special Events Society (operating)	30,000
Prince Rupert Wildlife Rehab Shelter	6,600
Prince Rupert Golf Course (Operating)	160,000
Prince Rupert Golf Course (Capital)	62,159
Tourism Prince Rupert (Hotel Tax Only)	397,487
Tourism Prince Rupert (Visitors Information Centre)	17,000
Ts'msyen Prosperity Society	5,501
Museum of Northern BC - Kwinsta Station Grant	15,000
Museum of Northern BC	158,788
Prince Rupert Library	838,000
Lester Centre of the Arts	159,000
Miscellaneous	250
	<hr/>
Total	\$ 1,928,404
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(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7(2) b)

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

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

1279608 B.C. LTD. (MACCARTHY GM TRUSTEE)	\$ 315,000
ACADIA NORTHWEST MECHANICAL INC.	363,948
ADAMS DIVING AND MARINE SERVICES LTD.	29,009
ALLNORTH CONSULTANTS LIMITED	133,741
AMAZON.COM.CA	55,760
AQUILA SAFETY	63,000
ASSOCIATED ENGINEERING (B.C.) LTD.	801,907
ASSOCIATED FIRE SAFETY	51,575
ATS TRAFFIC LTD.	78,913
B.C. HYDRO	622,896
B.C. TRANSIT	881,460
BANDSTRA TRANSPORTATION SYSTEMS LTD.	27,797
BLACK PRESS GROUP LTD.	27,081
BRANDT TRACTOR LTD.	56,619
BRAUN INDUSTRIAL LTD	45,821
BRENNTAG CANADA INC.	163,200
BROADWATER INDUSTRIES (2011) LTD.	7,183,068
BUREAU VERITAS MARINE (CANADA) INC.	46,393
BYTOWN DIESEL SALES LIMITED	52,060
CANADIAN FISHING COMPANY	209,136
CENTRALSQUARE CANADA SOFTWARE INC.	54,629
CES ENGINEERING	62,139
CFDC OF THE PACIFIC NORTHWEST	53,000
CHASE OFFICE INTERIORS	351,581
CITYWEST CABLE & TELEPHONE CORP.	146,876
CIVIC LEGAL LLP	171,158
COAST ISLE ENGINEERING LTD.	36,041
COASTALTEK	192,584
COLLIERS PROJECT LEADERS INC.	312,941
CORCOAT CONTRACTING LTD.	383,059
CT NORTHERN CONTRACTORS ALLIANCE LP	25,227,383
CUTTING EDGE PROJECTS	26,723
Sub-total	\$ 38,226,498

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

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

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

CWB NATIONAL LEASING	\$ 42,168
DARKTRACE LTD.	45,950
DB PERKS & ASSOCIATES LTD	57,695
DELOITTE	70,000
DISTRICT OF PORT EDWARD	34,607
EMCO CORPORATION	76,855
EMIL ANDERSON GROUP	84,571
EMPIRE TREE SERVICES	93,505
FLOCOR INC	125,282
FLOWSYSTEMS DISTRIBUTIONS INC.	26,993
FRED SURRIDGE LTD.	37,082
GITXAALA OPERATIONS LP	253,933
GLOBAL PUBLIC AFFAIRS	34,080
GREATPACIFIC CONSULTING LTD	46,146
GROUP MILLS LTD.	105,280
HARBOUR MACHINING WELDING & FABRICATING	79,105
HARRIS & COMPANY	27,880
HERMAN HOLDINGS	28,244
I.C.B.C	77,108
IDL PROJECTS	1,115,136
INTELLIGENZ LIMITED	26,188
IT BLUEPRINT SOLUTIONS INC.	30,301
J & J CONSTRUCTION	36,575
JEPSON PETROLEUM LTD. DBA NORTHWEST FUELS	538,455
JOHNNY'S MACHINE SHOP LTD.	133,602
KAL TIRE	60,024
KLOHN CRIPPEN BERGER LTD.	141,438
KON KAST PRODUCTS (2005) LTD.	58,601
L & M ENGINEERING LTD	172,864
LANGLEY CONCRETE & TILE LTD	30,830
LAWSON LUNDELL LLP	148,862
LED ROADWAY LIGHTING LTD.	35,025
Sub-total	\$ 3,874,385

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

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

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

LIDSTONE & COMPANY BARRISTERS & SOLICITORS	\$ 51,387
LIGHTEN UP ELECTRIC LTD.	168,428
LINDE CANADA INC.	50,047
MAGNA ENGINEERING SERVICES INC.	440,461
MANULIFE FINANCIAL	651,251
MASTER SWEEPER LTD.	91,730
MCELHANNEY LTD.	2,293,711
METLAKATLA GOVERNING COUNCIL	35,655
MIDWAY PURNEL SANITARY SUPPLY (PG) LTD.	45,329
MINISTER OF FINANCE - ENVIRONMENT & CLIMATE	31,013
MINISTER OF FINANCE - WATER MANAGEMENT BRANCH	121,326
MONT-LEON MASONRY CONSTRUCTION LTD.	40,547
MUNICIPAL FINANCE AUTHORITY VIA NCRD	3,080,500
MUNICIPAL INSURANCE ASSOCIATION OF B.C.	413,867
MUNICIPAL PENSION PLAN	1,620,543
NORTHERN LABORATORIES (2010) LTD.	32,368
NORTHLAND CHRYSLER DODGE JEEP RAM	72,784
NORTHLANDS WATER & SEWER SUPPLIES LTD.	87,976
OCEAN DRY ENT. LTD. DBA SAANICH PLUMBING & HEATING	51,945
ODA ENTERPRISES LTD.	36,402
OKANAGAN ELEVATOR INC.	90,946
ONPOINT CONSULTING INC.	40,500
ORGANIZED CRIME AGENCY OF BC	48,968
PACIFIC FLOW CONTROL LTD.	38,354
PACIFIC NORTHERN GAS LTD.	458,511
PACIFIC NORTHWEST ELECTRIC AND CONTROLS	544,457
PEMBINA INFRASTRUCTURE & LOGISTICS LP	1,732,572
PETERBILT PACIFIC INC.	59,423
POINT HOPE MARITIME	1,174,098
PORT EDWARD HARBOUR AUTHORITY	25,779
PRINCE RUPERT LEGACY INC	150,000
PRINCE RUPERT PORT AUTHORITY	89,474
Sub-total	\$ 13,870,352

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

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

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

PROGRESSIVE FIRE SOLUTIONS LTD	\$ 33,390
PW TRANSIT CANADA LTD.	451,464
QUADIENT CANADA INC - DPOC	28,967
RAVENHILL SMITH SEARCH INC.	25,200
RECEIVER GENERAL FOR CANADA - CITY PORTION OF EI AND CPP	1,008,149
RECEIVER GENERAL FOR CANADA - GST	198,992
RECEIVER GENERAL FOR CANADA - RCMP "E"	5,009,744
REGIONAL DISTRICT OF KITIMAT-STIKINE	222,266
REVENUE SERVICES OF B.C.	389,038
ROCKY MOUNTAIN PHOENIX	511,488
ROGERS	41,956
ROLLINS MACHINERY LIMITED	315,907
ROSE & BRODY LTD.	40,359
ROYAL PAVING LTD.	53,902
RUPERT CLEANERS & LAUNDRY LTD.	95,448
RUPERT DISPOSAL LTD.	108,514
RUPERT WOOD 'N STEEL CONSTRUCTION LTD.	83,929
SCOTT CONTRACTING & EXCAVATING	100,740
SEA-SPORT OUTBOARD MARINA LTD.	59,686
SECURIGUARD SERVICES LIMITED	160,729
SFC ENERGY LTD.	54,169
SKEENA CONCRETE PRODUCTS LTD	41,507
SPERLING HANSEN ASSOCIATES	382,944
STARLAND SUPPLY (2000) LTD.	57,184
STOREY'S EXCAVATING	366,761
STUCK ON DESIGNS	49,714
SUMAS ENVIRONMENTAL SERVICES INC.	61,874
SUMMIT VALVE AND CONTROLS INC. (BC)	29,170
SURESPAN CONSTRUCTION LTD	1,551,991
SUSTAINABILITY SOLUTIONS GROUP	73,249
SWICH SERVICES	46,368
SYNOVIA SOLUTIONS	31,834
Sub-total	\$ 11,686,633

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

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

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

TENAQUIP LIMITED	\$ 61,043
TERRALINK HORTICULTURE INC.	33,653
TERUS CONSTRUCTION A DIVISION OF COLAS WESTERN	1,678,080
TETRA TECH CANADA INC.	41,530
TIMBER BARON CONTRACTING	36,002
TITAN ENVIRONMENTAL CONTAINMENT LTD.	65,529
TREND DIESEL LTD.	269,651
ULINE	36,467
URBAN MATTERS	38,196
URBAN SYSTEMS LTD.	162,394
VICTORIA PLAYCO INSTALLATIONS LTD	62,732
VIMAR EQUIPMENT LTD	27,387
VOHORA LLP	47,225
WAINWRIGHT MARINE SERVICES LTD.	475,024
WEST COAST LAUNCH LTD.	81,008
WEST FRASER CONCRETE LTD.	38,955
WEST HORIZON CONTRACTING INC.	3,692,151
WESTCAN ACS	49,082
WHITE CAP SUPPLY CANADA INC.	25,094
WORKER'S COMPENSATION BOARD	966,851
YELLOWHEAD PAVEMENT MARKING INC.	123,373
Sub-total	\$ 8,011,427

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



**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2024**

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

Suppliers (1st Page)	\$ 38,226,498
Suppliers (2nd Page)	3,874,385
Suppliers (3rd Page)	13,870,352
Suppliers (4th Page)	11,686,633
Suppliers (5th Page)	<u>8,011,427</u>
Suppliers paid equal and over \$25,000	75,669,295
Other suppliers paid under \$25,000	<u>2,284,462</u>
Total paid to Suppliers in 2024	77,953,757
Grants to community partners	1,928,404
Less Vendors over \$25k reported in Grants to community partners	(42,168)
Council & employee remuneration	19,216,173
Council & employee expenses	<u>572,529</u>
	99,628,696
Less investment in tangible capital assets	(49,718,326)
Add back Legacy investment in tangible capital assets	413,672
Net change in accrued expenses	(4,095,196)
Less principal portion of loan payments made to NCRD/MFA	(1,505,241)
Net change in Inventory	9,733,639
Amounts billed back via accounts receivable	(708,401)
Refundable sales tax included in amounts paid to vendors	(2,624,092)
Less expense reported for Prince Rupert Legacy Inc.	<u>(2,586,790)</u>
Expenses as per audited financial statement "B"	<u>\$ 48,537,961</u>

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

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2024**

**Schedule of Severance Agreements**

**Nil**

There were no severance agreements made between the City of Prince Rupert and its nonunionized employees during fiscal year 2024.

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2024**

**Schedule of Guarantee and Indemnity Agreements**

**Nil**

The City has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

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

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2024**

**Schedule of Long-Term Debt**

Information on all long-term debt is included in the audited Financial Statements in Schedule 11 – Loans Payable and Schedule 12 – Schedule of Debenture Debt.

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

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2024**

**Audited 2024 Financial Statements  
(Attached)**



## REPORT TO COUNCIL

Regular Meeting of Council

**DATE:** June 23, 2025  
**TO:** Richard Pucci, Deputy City Manager  
**FROM:** Jordan Schmidt, Director of Operations  
**SUBJECT:** RFQ PW25-09 CAPITAL PAVING AWARD

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### RECOMMENDATION:

**THAT Council award RFQ PW25-09 Capital Paving to Zulu Aggregates Inc.**

### REASON FOR REPORT:

The City annually completes paving under the Capital Paving Program. The paving undertaken with this program covers trouble spots throughout the community, along with sectors that have undergone Capital Infrastructure Improvements through the BIG Project.

### ANALYSIS:

The Operations Department posted a Request for Quotes (RFQ) for the 2025 Capital Paving Program on BC Bid and only received two compliant bids:

1. Zulu Aggregates: \$2,777,779.33
2. Terus Construction, a Division of Colas Western Canada Inc.: \$3,860,513.72

Staff and our reviewing consultant, Colliers, both recommend awarding the contract to Zulu Aggregates Inc. for the following reasons:

- **Budget Compliance:** The bid is on budget, ensuring that we can complete the necessary projects without financial strain.
- **Expertise:** Zulu Aggregates has received excellent references to support their high-quality work and product, professionalism and willingness to work collaboratively to minimize impacts to residents and the general public.

Based on the price received from Zulu Aggregates (\$2,777,779.33), the capital paving program accounts for approximately \$834,117.92, leaving room as a contingency for base gravel levelling, raising water valves/manholes, and other necessary adjustments, or additional minor paving.

The remainder of the \$1,811,386.20 bid is allocated for BIG Capital Projects, including the Herman Street and Rushbrook, 400 9<sup>th</sup> Ave West, Lisa Walters Dr., Lotbiniere St., 11<sup>th</sup> Ave East, Alfred St., Bacon St., Crestview Dr., Prince Rupert Blvd, and Victoria Ave.



**COST:**

Council has already approved the capital expenditure for the 2025 Capital Paving Program, and this award falls within the approved budget.

**Report Prepared By:**

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Jordan Schmidt  
Director of Operations

**Report Reviewed By:**

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Richard Pucci  
Deputy City Manager

Originally signed available upon request

## RFQ PW25-09 Capital Paving – Recommendation to Award

To: **Jordan Schmidt, Director of Operations** For info of: The City of Prince Rupert  
From: Nikolas Dragicevic Date: June 18, 2025  
Project: 43921 – 2025 Capital Paving Project  
Subject: RFQ PW25-09 Capital Paving – Recommendation for Award

The Request for Quotations (RFQ) for The City of Prince Ruperts 2025 Capital paving Program – RFQ PW25-09 - was issued on May 28, 2025 to procure paving works to be performed at various locations throughout the City. The deadline for submission was June 11, 2025, and a total of 2 compliant quotes were received, with the following quoted prices:

1. Zulu Aggregates – \$2,777,779.33
2. Adventure Paving / Terus Construction – \$3,849,270.88

Both submissions were evaluated based on the criteria outlined in the RFQ, including pricing, references, schedule, and understanding of the project. Based on that evaluation, Zulu Aggregates is considered the preferred proponent to deliver the project.

### Pricing

Zulu Aggregates submitted a significantly lower bid compared to Terus. Their total, including tax, is \$2,777,779.33, which is roughly \$1 million less than the bid from Terus.

### References

Zulu Aggregates included strong reference letters from the Towns of Banff and Canmore. These letters describe the company as responsive, professional, and knowledgeable, which reflects positively on their past performance with other municipalities.

### Approach and Understanding of the Project

Zulu's submission shows a clear understanding of the project scope. They have addressed key elements such as safety protocols, which demonstrates that they are aware of the project's logistical and operational needs.

### Schedule

Zulu has proposed to begin construction in August 2025 and complete the work by September 2025. This timeline matches the expectations outlined in the RFQ.

Based on the evaluation outlined above, Colliers Project Leaders recommends awarding the contract for **The 2025 Capital Paving Program** to **Zulu Aggregates**, subject to final contract negotiations and approval.

Sincerely,

*Nikolas Dragicevic*

Nikolas Dragicevic, B.A. Econ., Arch Tech Dipl., PMP  
Project Manager  
Colliers Project Leaders  
(m) 778.239.4078  
[nikolas.dragicevic@colliersprojectleaders.com](mailto:nikolas.dragicevic@colliersprojectleaders.com)



## MEMORANDUM

**DATE:** June 13, 2025  
**TO:** Jordan Schmidt, Director of Operations  
**FROM:** Guneet Uppal, Engineering Services Manager  
**SUBJECT:** RFQ PW25-09 CAPITAL PAVING

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We received two compliant bids for RFQ PW25-009:

1. Zulu Aggregates – \$2,777,779.33
2. Adventure Paving / Terus Construction – \$3,860,513.72

I recommend awarding the contract to Zulu Aggregates for the following reasons:

- **Budget Alignment:** Zulu's bid falls within the allocated budget, allowing the city to proceed with the necessary work without financial strain.
- **Positive References:** Zulu Aggregates received excellent feedback during the reference check. They have a strong track record, having successfully completed projects in Terrace, Banff, Canmore, and Jasper—on time and on budget.
- **Efficient Mobilization and Schedule:** Zulu is ready to begin work as early as August, with completion scheduled by the end of September. This timeline ensures a summer start and completion before fall.
- **Contingency Flexibility:** The bid includes a contingency that allows for on-site modifications, such as additional area coverage and field preparation, if needed.

From the total bid amount of \$2,777,779.33, approximately \$834,117.92 is allocated to the capital paving program, leaving a contingency of \$165,882.08. This contingency will be used for tasks such as gravel base leveling, raising water valves and manholes, and other necessary site adjustments. The remaining \$1,943,661.41 will fund paving for water capital projects, including Herman/Rushbrook, 9th Avenue West, and the Crestview/Bacon/11th Avenue ("Big Project") areas.

Upon your approval, we will move forward with the project award and issue the Purchase Order.

Yours Respectfully,

Guneet Uppal  
Engineering Services Manager