



REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, July 21, 2025, taking place at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of July 21, 2025, be adopted as presented.

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes for approval

- i. Minutes of the Regular Meeting of June 23, 2025;
- ii. Minutes of the Committee of the Whole Meeting of June 23, 2025;

b) Reports for receipt

- iii. Report from the Planning Re: Development Activity Report – June 2025;
- iv. Report from the Chief Financial Officer Re: April 2025 Financial Variance Report;

c) Correspondence for approval

- v. Request for proclamation for Rail Safety Week 2025;

d) Correspondence for receipt

- vi. Letter from the City of Terrace to the Honourable David Eby, Premier of British Columbia Re: Review and Reset of Pacific Northern Gas; and,
- vii. Letter from the Town of Oliver to AKBLG, NCLGA, AVICC, and LMLGA Member Municipalities Re: Support for the proposed UBCM Resolution – Crown Grant Airports.

Recommendation:

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

6. REPORTS

a) Report from the Director of Recreation and Community Services Re: Summer Saturday Nights - Drop-In Children and Youth Pilot

Recommendation:

THAT Council waive drop-in fees for youth 18 years and under for the remaining Saturday nights (6 weeks) in July and August between 4-8pm in the gym or auditorium during drop-in gym time.

b) Report from the Chief Financial Officer Re: Amendment to Bank Signing Authority Resolution

Recommendation:

THAT Council approve the following changes and additions to staff having countersigning authority and access and control of City of Prince Rupert bank accounts:

- Replace Robert Buchan with Richard Pucci as the City Manager;
- Update Tristan Higginson's position from Assistant Finance Manager to Deputy Chief Financial Officer; and
- Add Laura Brlecic, Assistant Finance Manager.

c) Report from the Director of Operations Re: RFP 25-0005 Liquid Waste Wetland Treatment

Recommendation:

THAT Council award RFP 25-0005 Liquid Waste Wetland Treatment to Spur Construction.

d) Report from the Planning Re: DVP #25-02 – Westview Elementary School, DVP #25-03 – Conrad Elementary School, and DVP #25-04 – Pineridge Elementary School

Recommendation:

THAT Council proceeds with the statutory notification process for Development Variance Permits (DVP) #25-02, DVP #25-03, DVP #25-04.

e) Report from the Planning Re: Temporary Use Permit – 25-01 (TUP-25-01) – 271 Kaien Road

Recommendation:

THAT Council proceeded with the statutory notification process for Temporary Use Permit (TUP) #25-01.

7. COUNCIL ROUND TABLE

8. ADJOURNMENT



MINUTES

For the **REGULAR MEETING** of Council, held on Monday, June 23, 2025, 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Pucci, Deputy City Manager
R. Miller, Director of Corporate & Legislative Services/Corp. Officer
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services & Planning
J. Schmidt, Director of Operations (Remote)
V. Steward, Manager of Communications, Engagement and Social Development

1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:27 pm.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

MOVED by Councillor Randhawa and Seconded by Councillor Adey THAT the Agenda for the Regular Council Meeting of June 23, 2025, be adopted as presented.

CARRIED

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

Rayne Dowell, new resident of Prince Rupert – Re: Indigenous Relations in Prince Rupert.

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.

MOVED by Councillor Forster 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 Chief Financial Officer Re: 2024 Statement of Financial Information (SOFI)

MOVED by Councillor Niesh and seconded by Councillor Cunningham 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

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven THAT Council award RFQ PW25-09 Capital Paving to Zulu Aggregates Inc.

CARRIED

7. COUNCIL ROUND TABLE

8. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT the meeting be adjourned 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, it the Council considers that disclosure could reasonably be expected to harm the interests of the municipality* at 7:55 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, June 23, 2025, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

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

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Agenda for the Committee of the Whole Meeting of Monday, June 23, 2025, be adopted as presented.

CARRIED

3. PRESENTATIONS

- i. **Presentation Report from the Manager of Communications, Engagement and Social Development Re: Consideration of the 2024 Annual Report for Adoption;**
- ii. **Presentation from the Manager of Communications, Engagement and Social Development and Farley Stewart, representer from Indigenous Relations Committee Re: Update on Activities of the Indigenous Relations Committee.**

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

Larry Hope, Prince Rupert – Re: RBA definition clarification.

5. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

6. ADJOURNMENT to Regular Council Meeting

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the meeting be adjourned to the Regular Council Meeting at 7:26 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 21th, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Urban Planner

SUBJECT: DEVELOPMENT ACTIVITY REPORT JUNE 2025

RECOMMENDATION

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

REASON FOR REPORT:

This report summarizes development application activity in the City of Prince Rupert for June 2025. This report is intended to inform the Council on applications that have been received and their status to date.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras,
Urban Planner

Richard Pucci,
Chief Administrative Officer

Originally signed available upon request

Attachments:

1. Development Activity Report

Development Activity Report – June 2025

Planning and Zoning

File No.	Location	Proposal Description	Date Received	Status	Date of Decision
ZBLA-24-04	100 1 st Avenue E	Zoning amendment of property with existing building	Oct. 28, 2024	Waiting on Conditions to be met before 4 th Reading.	N/A
DP-25-08	George Hills Way	Proposed development of a grocerie store in City Core DPA	Apr. 22, 2025	Provisional Approval, Waiting on Provincial Approval	N/A
DP-25-09	1001 Chamberlin Ave	Proposed new Public Works building	May 07, 2025	Provisional Approval, Waiting on Provincial Approval	N/A
TUP-25-01	271 Kaien Rd	Temporary land use for hydrogen production and dispensing system	Jun. 18, 2025	In progress – undergoing review and consultation.	N/A
DP-25-11	171 Mish Aw	Addition of Fuel Tanks to development.	Jun. 12, 2025	Approved	Jun. 26, 2025

Building Department Permits - Summary June 2025

Number of Building Permits approved during the month:	24
Number of Housing Units Approved during the month	1
City Core Revitalization Incentive recipients during the month	1

Building Department Permits – Summary 2025

Housing Units approved in 2025	49
City Core Revitalization Incentive recipients in 2025	26



REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 21, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Corinne Bomben, Chief Financial Officer
SUBJECT: APRIL 2025 FINANCIAL VARIANCE REPORT

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

This report is to apprise City Council of the City's financial results versus the approved budget for financial period ending April 30, 2025.

OPERATING BUDGET

Revenues and expenses are currently in line with budget expectations at this time of year. Of note is the receipt of the \$20.58M Northwest Regional Funding Agreement (RBA) funds received in March 2025 which has been duly transferred to Reserves as per the agreement.

Community enhancement grants have been mostly allocated to benefiting organizations with the balance being hotel tax not yet collected and disbursed and in-kind contributions yet to be utilized.

The low snow level in January and February of this year has resulted in a positive variance in the road's budget for now.

UTILITIES BUDGET

Utilities operating revenues and expenses are tracking as expected for this time of year. Interest rates on the water grant continue to result in positive earnings in the water utility. This provides a much-needed financial cushion should further unexpected water infrastructure repairs be needed.

CAPITAL & SPECIAL PROJECTS

The capital and special projects programs for the year have begun or are continuing if not completed by year end, with the BIG project in progress by this time. The RCMP building was completed within budget with the relocation and opening occurring in April.

LINK TO STRATEGIC PLAN

Supports the City's overall strategic goals.

Report Prepared By:

Corinne Bomben
Chief Financial Officer

Originally signed available upon request

Report Reviewed By:

Richard Pucci,
Chief Administrative Officer

Attachments:

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

CITY OF PRINCE RUPERT- GENERAL OPERATING FUND	YTD 2024	YTD 2025	2025	Budgeted	
Budget Variance for Period Ending April 2025	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
REVENUES					
Airport Ferry	329,941	370,626	1,185,000	(814,374)	(68.72)
Bylaw Enforcement	39,346	40,125	133,000	(92,875)	(69.83)
Cemetery	46,319	29,772	144,000	(114,228)	(79.33)
Civic Properties	85,802	104,854	252,000	(147,146)	(58.39)
Corporate Administration	8,500	15,500	39,000	(23,500)	(60.26)
Cow Bay Marina	148,652	128,474	455,000	(326,526)	(71.76)
Development Services	259,330	284,097	313,000	(28,903)	(9.23)
Economic Development	-	185	70,000	(69,815)	(99.74)
Fire 911 Services	24,898	23,258	73,000	(49,742)	(68.14)
Fire Protective Services	455	3,902	5,000	(1,098)	(21.96)
FD Emergency Measures	-	-	14,000	(14,000)	(100.00)
Finance	5,275	4,542	15,000	(10,458)	(69.72)
Fiscal Revenues	3,912,309	23,521,746	30,546,000	(7,024,254)	(23.00)
Information Technology	-	-	1,000	(1,000)	(100.00)
PW Engineering	1,705	715	5,000	(4,285)	(85.70)
PW Common Costs	30,170	18,144	70,000	(51,856)	(74.08)
RCMP	52,604	35,745	147,000	(111,255)	(75.68)
Rec - Arena	123,931	143,979	276,000	(132,021)	(47.83)
Rec - Civic Centre	185,146	165,096	423,000	(257,904)	(60.97)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	185,082	189,210	536,000	(346,790)	(64.70)
Transit	85,432	91,805	211,000	(119,195)	(56.49)
Victim Services	43,990	42,772	96,000	(53,228)	(55.45)
Watson Island	-	207,464	400,000	(192,536)	(48.13)
Subtotal	5,568,887	25,422,011	35,412,000	(9,989,989)	(28.21)
Property Taxes	(7,559)	-	29,960,000	(29,960,000)	(100.00)
Total Operating Revenues	5,561,328	25,422,011	65,372,000	(39,949,989)	(61.11)
Capital Works- Funding from PR Legacy	18,327	-	-	-	-
Capital Works- Funding from Grants	-	53,957	584,000	(530,043)	(90.76)
Capital Works- Funding from Appr. Surplus	-	-	310,000	(310,000)	(100.00)
Capital Works- Funding from Reserves	-	-	350,000	(350,000)	(100.00)
Capital Purchases- Funding from PR Legacy	8,398	22,545	335,000	(312,455)	(93.27)
Capital Purchases- Funding from Grants	152,301	86,640	10,420,000	(10,333,360)	(99.17)
Capital Purchases- Funding from Appr. Surplus	6,334	17,564	113,000	(95,436)	(84.46)
Capital Purchases- Funding from Reserves	393,338	723,238	8,162,000	(7,438,762)	(91.14)
Capital Purchases- Funding from (CWF) Gas Tax	142,555	12,322	53,000	(40,678)	(76.75)
Capital Purchases- Funding from Borrowing	5,351,244	19,180	1,410,000	(1,390,820)	(98.64)
Special Projects- Funding from PR Legacy	-	42,918	140,000	(97,082)	(69.34)
Special Projects- Funding from Grants	101,695	49,860	370,000	(320,140)	(86.52)
Special Projects- Funding from Appr. Surplus	3,780	293	85,000	(84,707)	(99.66)
Special Projects- Funding from Reserves	-	-	250,000	(250,000)	(100.00)
Total Capital Revenues	6,159,645	1,028,517	22,582,000	(21,303,483)	(94.34)
Total General Operating Fund Revenues	11,720,973	26,450,528	87,954,000	(61,253,472)	(69.64)

CITY OF PRINCE RUPERT- GENERAL OPERATING FUND	YTD 2024	YTD 2025	2025	Budgeted	
Budget Variance for Period Ending April 2025	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
EXPENDITURES					
Airport Ferry	724,473	874,519	2,543,000	1,668,481	65.61
Bylaw Enforcement	109,906	124,487	574,000	449,513	78.31
Cemetery	30,854	88,472	327,000	238,528	72.94
Civic Properties	230,776	291,135	773,000	481,865	62.34
Corporate Administration	367,127	552,055	1,210,000	657,945	54.38
Cow Bay Marina	174,644	168,089	455,000	286,911	63.06
Development Services	330,958	325,351	1,164,000	838,649	72.05
Economic Development	102,032	120,747	225,000	104,253	46.33
FD 911 Services	226,067	215,861	692,000	476,139	68.81
FD Fire Protective Services	1,802,696	2,083,360	6,006,000	3,922,640	65.31
FD Emergency Measures	10,580	35,052	46,000	10,948	23.80
Finance	488,364	498,977	1,433,000	934,023	65.18
Finance Cost Allocation	(471,000)	(519,000)	(519,000)	-	-
Fiscal Expenses	1,260,679	1,088,279	5,034,000	3,945,721	78.38
Governance	157,686	134,378	353,000	218,622	61.93
Grants in Aid to Community Partners	1,561,641	1,580,122	1,915,000	334,878	17.49
Human Resources	163,233	130,956	507,000	376,044	74.17
Information Technology	333,311	384,747	843,000	458,253	54.36
Parks	217,717	331,141	1,343,000	1,011,859	75.34
PW Engineering	257,542	271,899	749,000	477,101	63.70
PW Common Cost	2,062,934	2,059,104	5,476,000	3,416,896	62.40
Allocation of PW Common Cost	(1,601,912)	(1,577,833)	(5,434,000)	(3,856,167)	70.96
PW Vehicles	438,196	486,394	1,995,000	1,508,606	75.62
Allocation of PW Vehicles	(606,020)	(503,691)	(1,996,000)	(1,492,309)	74.76
RCMP	2,476,355	2,674,697	7,756,000	5,081,303	65.51
Rec. Centre- Arena	192,816	213,702	605,000	391,298	64.68
Rec. Centre- Civic Centre	702,282	912,064	2,227,000	1,314,936	59.05
Rec. Centre- Community Services	219	38	4,000	3,962	99.05
Rec. Centre- Pool	511,832	479,844	1,620,000	1,140,156	70.38
Roads	719,084	478,863	2,699,000	2,220,137	82.26
Transit	266,176	352,198	1,008,000	655,802	65.06
Victim Services	66,146	59,343	196,000	136,657	69.72
Watson Island	36,965	391,229	400,000	8,771	2.19
Transfer to Reserves (Interest, RCMP Loan)	-	22,092,885	21,181,000	(911,885)	(4.31)
Total Operating Expenses	13,344,359	36,899,464	63,410,000	26,510,536	41.81
Provision for Special Projects	105,547	103,792	870,000	766,208	88.07
Provision for Capital Purchases	6,069,519	889,001	20,930,000	20,040,999	95.75
Provision for Capital Works	23,869	53,957	2,744,000	2,690,043	98.03
Total Capital Expenses	6,198,935	1,046,750	24,544,000	23,497,250	95.74
Total Operating Fund Expenditures	19,543,294	37,946,214	87,954,000	50,007,786	56.86

CITY OF PRINCE RUPERT- UTILITY OPERATING FUND Budget Variance for Period Ending April 2025	YTD 2024 Actual (\$)	YTD 2025 Actual (\$)	2025 Budget (\$)	Budgeted Amount Left (\$)	% Left
Sanitary and Storm Sewer					
Operating Revenue	2,325,489	3,253,360	3,861,000	(607,640)	(15.74)
Capital Works- Funding from Grants	-	201,066	13,880,000	(13,678,934)	(98.55)
Capital Works- Funding from Appr. Surplus	330,268	116,270	1,279,000	(1,162,730)	(90.91)
Capital Works- Funding from MFA Loan	-	-	11,944,000	(11,944,000)	(100.00)
Capital Works- Funding from Reserves	11,361	1,056	15,351,000	(15,349,944)	(99.99)
Capital Works	(358,228)	(842,262)	(44,304,000)	43,461,738	98.10
Revenue for operations	2,308,890	2,729,490	2,011,000	718,490	35.73
Operating Expenditure	469,406	291,584	2,011,000	1,719,416	85.50
Surplus /(Deficit)	1,839,484	2,437,906	-	2,437,906	-
Water					
Operating Revenue	3,745,358	3,750,652	3,675,000	75,652	2.06
Debt Payments- Funding from PR Legacy	197,828	62,489	1,159,000	(1,096,511)	(94.61)
Capital Works- Funding from Grants	443,630	5,287,271	73,710,000	(68,422,729)	(92.83)
Capital Works- Funding from Legacy	-	68,536	469,000	(400,464)	(85.39)
Capital Purchases/Works- Funding from Reserves	98,563	258,819	6,462,000	(6,203,181)	(95.99)
Capital Purchases/Works- Funding from Appr. Surplus	-	8,375	1,846,000	(1,837,625)	(99.55)
Capital Purchases	-	(186,290)	(190,000)	3,710	(1.95)
Capital Works	(1,224,046)	(5,708,517)	(83,297,000)	77,588,483	93.15
Revenue for operations	3,261,333	3,541,335	3,834,000	(292,665)	(7.63)
Operating Expenditure	1,233,151	1,233,446	3,834,000	2,600,554	67.83
Surplus /(Deficit)	2,028,182	2,307,889	-	2,307,889	-
Solid Waste					
Operating Revenue	3,063,683	3,359,480	5,343,000	(1,983,520)	(37.12)
Capital Works- Funding from Appr. Surplus	-	-	120,000	(120,000)	(100.00)
Capital Works- Funding from Accruals	199,525	523,240	600,000	(76,760)	(12.79)
Capital Works- Funding from Gas Tax (CWF)	-	94,393	1,700,000	(1,605,607)	(94.45)
Capital Works	(200,248)	(617,632)	(2,420,000)	1,802,368	(74.48)
Revenue for operations	3,062,960	3,359,481	5,343,000	(1,983,519)	(37.12)
Appropriated Surplus for Rate Stabilization	1,029,000	544,000	544,000	-	-
Operating Expenditure	1,696,850	1,700,581	5,887,000	4,186,419	71.11
Surplus /(Deficit)	2,395,110	2,202,900	-	2,202,900	-

CITY OF PRINCE RUPERT- CAPITAL PURCHASES Budget Variance for Period Ending April 2025	Budget \$	Actual \$	Variance \$
Special Projects	870,000	103,792	766,208
Waterfront Landing	9,348,000	36,394	9,311,606
Recreation	547,000	46,827	500,173
RCMP Bulding	300,000	156,434	143,566
Civic Properties	6,248,000	196,972	6,051,028
Fire Department & 911	2,081,000	116,606	1,964,394
Land Acquisition	50,000	-	50,000
Clean Energy Hub-Hydrogen	840,000	-	840,000
Watson Island	335,000	22,545	312,455
Transit	51,000	-	51,000
Public Works	1,130,000	313,224	816,776
Water Utility	190,000	186,290	3,710
Total	21,990,000	1,179,084	20,810,916

CITY OF PRINCE RUPERT- CAPITAL WORKS Budget Variance for Period Ending April 2025	Budget \$	Actual \$	Variance \$
General Operating	2,744,000	53,957	2,690,043
Water Utility	83,297,000	5,708,517	77,588,483
Sewer Utility	44,304,000	842,262	43,461,738
Solid Waste Utility	2,420,000	617,632	1,802,368
Total	132,765,000	7,222,368	125,542,632

RESOLUTION

IN SUPPORT OF RAIL SAFETY WEEK

WHEREAS *Rail Safety Week* is to be held across Canada from September 15 to 21, 2025;

WHEREAS, 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

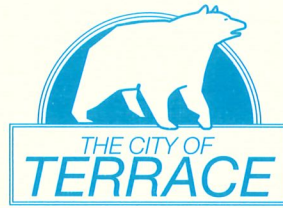
WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, indigenous communities, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

seconded by Councillor _____

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 15 to 21, 2025.



OFFICE OF THE MAYOR

June 19, 2025

*The Honourable David Eby, Premier of British Columbia
Office of the Premier
PO Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1
Email: premier@gov.bc.ca*

Dear Premier Eby,

On behalf of Terrace City Council, I am writing to echo the concerns raised in the Village of Telkwa's letter dated April 29, 2025, and the May 16, 2025 letter from the North Coast Regional District, to formally request a full review and reset of Pacific Northern Gas (PNG), including an independent audit of the company's operations and spending.

With PNG's delivery rates for residential natural gas continuing to rise, the financial burden on northern British Columbians, particularly during the coldest months, is becoming increasingly unsustainable. PNG's pattern of increases feels disproportionately targeted at northern communities, amounting to what many perceive as a "northern tax."

This concern is further compounded by the lack of transparency surrounding PNG's proposed \$200 million pipeline project, which raises serious questions about fiscal responsibility and the expectation that ratepayers should absorb the cost of questionable operational decisions.

3215 EBY STREET, TERRACE, B.C.
CANADA V8G 2X8
250-635-6311
FAX 250-638-4777

For these reasons, the City of Terrace strongly opposes any proposed increase to PNG's delivery rates. We also join the North Coast Regional District in urging the B.C. Utilities Commission to undertake a comprehensive and transparent audit of PNG's financial practices to ensure that fair, reasonable, and equitable rates are being provided to communities across British Columbia, particularly those in the north.

Sincerely,



*Sean Bujtas
Mayor*

*CC : BC Utilities Commission (commission.secretary@bcus.com)
Adrien Dix, Minister of Energy & Climate Solutions (ECS.Minister@gov.bc.ca)
Brittney Anderson, Minister of State for Local Governments & Rural Communities
(MSP.Minister@gov.bc.ca)
BC Municipalities and Regional Districts*

June 17, 2025

Via email

AKBLG, NCLGA, AVICC, and LMLGA Member Municipalities

Dear AKBLG, NCLGA, AVICC, and LMLGA Members:

Re: Support for Resolution

I am writing on behalf of the Town of Oliver Council, requesting favorable consideration and resolutions of support for the proposed UBCM Resolution for the Province to work with Crown Grant Airport owners to update the list of Ancillary Uses in the Land Use Operational Policy at the upcoming UBCM Convention this fall.

At the January 27, 2025, Town of Oliver Regular Open Council Meeting and at the January 23, 2025 RDOS Board Meeting, the following resolution was approved:

WHEREAS Airports located on Crown Land have Crown Grants from the Province of BC to operate and must adhere to the ancillary airport uses listed in the Land Use Operational Policy;

AND WHEREAS the list of airport uses is restrictive and limited to what's considered necessary for the viable operation and management of a public airport;

AND WHEREAS capital renewal and operational costs for Crown Grant Airports continue to increase and are far outpacing the revenue generating opportunities from ancillary land use leases;

AND WHEREAS the Socio-Economic impacts from Crown Grant Airports is significant for local municipalities and the surrounding area;

NOW THEREFORE BE IT RESOLVED that UBCM ask the Province to work with Crown Grant Airport owners to update the list of Ancillary Uses in the Land Use Operational Policy to allow for increased revenue generating opportunities to improve the economic viability of Crown Grant Airports.

We look forward to and appreciate your support on this matter.

Sincerely,



Martin Johansen
Mayor

cc. Council





REPORT TO COUNCIL

DATE: July 10, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Nicole Beauregard, Director of Recreation and Community Services

SUBJECT: Summer Saturday Nights - Drop-In Children and Youth Pilot

RECOMMENDATION:

THAT Council waive drop-in fees for youth 18 years and under for the remaining Saturday nights (6 weeks) in July and August between 4-8pm in the gym or auditorium during drop-in gym time.

REASON FOR REPORT:

To support unstructured play and socialization for youth during the summer months on Saturday nights. This would be an opportunity to keep youth active, engaged and have a safe and positive place to play on Saturday nights when school is out for the season.

ANALYSIS:

The average revenue collected during facility hours on Saturdays for Drop-In Gym for the months of April, May and June in 2025 is \$105.97. The revenue collected reflects all ages participating in Drop-In Gym for Saturdays and not specifically youth. Based on staff qualitative data we generally see a few adults early afternoon, then we see a large influx of children and youth accounting for 80% of participants between 4-8pm, and finally we see adults playing pickup basketball games from 8pm to close.

COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:

The role and goals of a municipal recreation and community services department is to support the physical, cognitive, cultural and social wellbeing of all residents. As a Recreation department we would like to provide a variety of equitable-based services for children and youth. This initiative would provide a one day a week barrier free opportunity for children and youth in the summer. This would allow children, youth and families that may not otherwise have access to participate in free play activities.

July 10, 2025

LINKS TO COUNCIL PLANS AND POLICY DIRECTION:

This Resolution meets several objectives and actions in many of the City's Plans including but not limited to the Social Development and Accessibility Plan.

FINANCIAL IMPLICATIONS

There is an approximate revenue loss of \$635.00.

CONCLUSION:

This report has been prepared as an opportunity for the Recreation and Community Services department to track engagement and explore new ways to engage children and youth by providing short-term barrier free opportunities to increase physical activity.

Report Prepared By:

Report Approved By:

Nicole Beauregard, B.Kin
Director of Recreation and
Community Services

Richard Pucci, P.L.Eng
Chief Administrative Officer

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 21, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: AMENDMENT TO BANK SIGNING AUTHORITY RESOLUTION

RECOMMENDATION:

THAT Council approve the following changes and additions to staff having countersigning authority and access and control of City of Prince Rupert bank accounts:

- o Replace Robert Buchan with Richard Pucci as the City Manager;
- o Update Tristan Higginson's position from Assistant Finance Manager to Deputy Chief Financial Officer; and
- o Add Laura Brlecic, Assistant Finance Manager

REASON FOR REPORT:

The resolution is necessary to ensure the signing authorizations reflect the staff changes made since the resolution passed on November 21, 2022. The remaining staff listed in the November 21, 2022 resolution are unaffected and so will remain as authorized individuals along with those listed in the above noted recommendation.

CONCLUSION:

The passing of the resolution will ensure the continuation of municipal business with the City's banking service provider.

Report Prepared By:

Report Reviewed By:

Corinne Bomben
Chief Financial Officer

Richard Pucci,
Chief Administrative Officer

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 21, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Jordan Schmidt, Director of Operations
SUBJECT: RFP 25-0005 Liquid Waste Wetland Treatment

RECOMMENDATION:

THAT Council Award RFP 25-0005 Liquid Waste Wetland Treatment to Spur Construction.

REASON FOR REPORT:

To recommend the award of this contract for the Liquid Waste Wetland Treatment project. The City is adopting a staged approach to implementing wastewater treatment in select areas, aiming for full regulatory compliance by December 31, 2030. This phased strategy aligns with an administrative directive issued by Environment and Climate Change Canada's Enforcement Branch.

ANALYSIS:

The Operations Department finalized the design and issued a Request for Proposals (RFP) for the Liquid Waste Wetland Treatment project through BC Bid. One compliant submission was received and reviewed by City staff and the City's consulting Engineer.

Spur Construction submitted a bid of \$5,325,000.

Staff are recommending awarding the contract to Spur Construction for the following reasons:

- **Regulatory Compliance:** The project is required under an Environmental Enforcement directive.
- **Cost Efficiency:** Spur submitted the only bid, and the project is within the approved budget.

COST:

Council has already approved the capital expenditure for the 2025 Liquid Waste Treatment Project, and this award falls within the approved budget.

CONCLUSION:

THAT Council Award RFP 25-0005 Liquid Waste Wetland Treatment to Spur Construction.

Report Prepared By:

Report Reviewed By:

Jordan Schmidt
Director of Operations

Richard Pucci
Chief Administrative Officer

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 21st, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras Diaz, Urban Planner

**SUBJECT: DEVELOPMENT VARIANCE PERMIT #25-02 – WESTVIEW
ELEMENTARY SCHOOL
DEVELOPMENT VARIANCE PERMIT #25-03 – CONRAD
ELEMENTARY SCHOOL
DEVELOPMENT VARIANCE PERMIT #25-04 – PINERIDGE
ELEMENTARY SCHOOL**

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permits (DVP) #25-02, DVP #25-03, DVP #25-04

REASON FOR REPORT:

An application was received for Development Variance Permits for the properties located at:

- Westview Elementary School - 2000 2 Ave W
- Conrad Elementary School - 825 Conrad St
- Pineridge Elementary School - 1700 Sloan Ave

The applications involve:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, section 9.1.0 P1: Public Facilities Zone, concerning Building Height, to place one pre-fabricated greenhouse at each of the subject properties (three properties, one greenhouse each).

All subject properties are within the P1: Public Utilities Zone. The maximum building height permitted for a an accessory building in this zone is 3.6 M. The applicant is requesting a variance of 0.38 metres (1.2”) to maximum building height for each greenhouse placed, numbering to a total of 3 variance requests.

The architectural drawings are included as Attachment 2.

BACKGROUND:

Under direction from Council, the City has been working with partners on its food strategy, including coordinating works with EcoTrust Canada and the School District on their food planning efforts. One such effort involved the development of a food hub and food programming under a Public Health Agency of BC grant. They were successful in receiving that grant for approximately \$750,000 to undertake several actions, including the placement of the proposed greenhouses on school properties to support school food programming.

The proposed Development Variance Permit is requested to allow the applicants to install three greenhouses, one on each the three subject properties to support school food programming. Greenhouses are permitted under the Zoning Bylaw. The request in front of council concerns the variance in height of 0.38 m, or approximately 1.2 ft, above the permitted height for accessory building for each of these greenhouses that are being proposed to support local school food programming.

LINK TO STRATEGIC PLAN:

One of the goals put out by the City Council in the Strategic Plan was for the City of Prince Rupert to “foster its local economic, social, cultural and environmental well being so its residents and businesses have a sustainable and prosperous future.”

This proposal also fits until the goal “The City of Prince Rupert will provide good governance by working with other governments, residents, neighbouring communities to ensure collaboration and open government” as its in support of a farm to school program with the school district.

ANALYSIS & LINKS TO COUNCIL PLANS AND POLICY DIRECTION:Official Community Plan

The proposal is well-aligned with the Official Community Plan, which recognizes the value of food production in the area's history and the potential of local food production for the city's future (6.5 Food Policy).

The OCP discusses urban agriculture as a key strategy for fostering local food security, with urban agricultural activities contributing to an improved quality of life and overall health, derived from stress reduction, physical activity, and urban greening. In Section 6.3, the OCP states that the city may engage in actions that support local food systems.

This proposal aims to cultivate food for those in need, thereby enhancing the quality of life for underserved groups and supporting the city's achievement of its OCP goals.

Social Development Assessment

In the 2024 Community Needs assessment, it is highlighted that many households in Prince Rupert are food insecure, with a rising number of people accessing food bank

supports. And, with the Food Bank not always able to meet the needs in the community, and the Salvation Army Soup Kitchen and the Annunciation Church only offer meals intermittently, more options for fresh food is needed in the community. The primary objective of this project is to grow produce for food-insecure individuals through the school programs. By doing so, this proposal aims to mitigate one of the most pressing needs in the community.

Parks and Outdoor Recreation Plan

This proposal is well aligned with the Parks and Outdoor Recreation plan. This plan states that community Gardens, were listed by the people of Prince Rupert as vital for them and positively affecting their perception of the city. This proposed use of the space provides a pathways for school children to gain access to freshly produced food at a broader scale, as well as giving kids and their families an opportunity to engage with food production or access fresh produce.

Other Considerations

The applicants would be responsible for mitigating any negative impacts the development may have up to the satisfaction of City Staff, and the property will be subject to all City Bylaws, including noise and nuisance bylaws. The permit will be contingent on these Bylaws being followed.

The applicant will be required to comply with all Provincial and Federal requirements, including the Code of Practice for Agricultural Environmental Management (AEM Code). If the City Council approves this permit to go to public notification, members of the community near the site will be able to express their opinions on the proposal.

Analysis of Impacts of the proposed height variance:

- **Westview School:**

While three greenhouses are indicated on the plans, only the highlighted greenhouse (Greenhouse 3) is being proposed at the time, and the applicants would need other variances for future greenhouses. The placement of the proposed greenhouse is away from the parking area and houses, and backs onto the treed lots behind. It is unlikely to impact viewscales given its location and the much taller trees behind it. The increase 1.2ft should not have any implications on servicing and no building issues were raised in review. Concerned neighbours will be able to voice any concerns during public notification.

Note that while 3 structure are shown, this permit is reference only to “Greenhouse 3” highlighted in yellow.

- **Conrad School:**

If approved by council, the proposed greenhouse is to be located behind the school building, away from residences. The proposed variance of 1.2ft increase should not

have any implications on servicing and no building issues were raised in review. Concerned neighbours will be able to voice any concerns during public notification.

- **Pineridge School:**

If approved by council, the proposed greenhouse is to be located behind the existing building. The proposed variance of 1.2 ft increase should not have any implications on servicing and no building issues were raised in review. Although it is unlikely that the proposed variance of 1.2 ft height increase will negatively impact the properties in the surrounding area, concerned neighbours will be able to raise any concerns during public notification.

COST:

The approval or denial of this Development Variance Application requests will have no budgetary impacts.

CONCLUSION:

This Development Variance Permit application is recommended to proceed to public notification. Affected community members and property owners can express their views on the application when the Council considers the permit.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras Diaz,
Urban Planner

Richard Pucci,
Chief Administrative Officer

Originally signed available upon request

Attachment(s):

- Letter from EcoTrust's Community Food Systems Program Manager, Dianne Villeseche
- Draft Development Variance Permit 25-02
- Draft Development Variance Permit 25-03
- Draft Development Variance Permit 25-04



Planning Department
City of Prince Rupert
424 3rd Avenue West
Prince Rupert, BC V8J 1L7

July 4th, 2025

Re: Height Variance Request for Greenhouses at Westview, Conrad, and Pineridge Schools

Dear City of Prince Rupert Planning Dept.,

On behalf of School District 52 (Prince Rupert), I am writing to formally request a height variance for the following proposed greenhouse installations:

- Three (3) greenhouses at Westview School (800 Summit Avenue, Prince Rupert, BC V8J 3W2)
- One (1) greenhouse at Conrad Elementary School
- One (1) greenhouse at Pineridge Elementary School

The proposed greenhouses are designed to reach a maximum height of 3.81 metres (12.5 feet). We are requesting a variance order to allow a height of 3.98 metres (approximately 13 feet), which exceeds the current maximum height permitted for accessory buildings under the City's Zoning Bylaw.

Ecotrust Canada, in partnership with School District 52, is supporting these greenhouse developments as part of a place-based learning and food systems innovation initiative. We respectfully request this variance to enable the construction of these structures, which are essential to:

- support local food production and food literacy, in alignment with school and community wellness goals;
- strengthen the School District's food programs, which currently serve approximately 430 students—nearly a quarter of the district's total student population of 1,850; and
- deliver hands-on, curriculum-linked environmental, agricultural, and cultural education.



This project is particularly critical in a community with the highest child poverty rate in the province, where strengthening access to healthy, locally grown food is vital for student health and learning outcomes.

Ecotrust Canada will be coordinating this project in collaboration with the School District, and we have received written authorization from School District 52 to act on their behalf in this matter (see attached).

We welcome the opportunity to work with the City's planning staff to ensure all requirements are met and that this project proceeds in a manner consistent with City policies and the broader community interest. Please let us know if any additional materials or next steps are required to process this variance request.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Dianne Villesèche", with a long horizontal line extending to the right.

Dianne Villesèche
Community Food Systems Program Manager
Ecotrust Canada
Suite 425 – 309 2nd Ave. W., Prince Rupert, BC V8J 3T1
Email: Dianne@ecotrust.ca Cell: 867-336-1990



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-25-02

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

PERMIT ISSUED TO OWNER(S): THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 52

APPLICANT: ECOTRUST CANADA

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

LEGAL DESCRIPTION:

BLOCK 2 DISTRICT LOT 251 AND 1992 RANGE 5 COAST DISTRICT PLAN 5708
EXCEPT PLAN 6580

PARCEL IDENTIFIERS

010284591

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. 9.1.0 P1: Public Facilities Zone Building Height. Varies from 3.6 metres to 3.98 metres.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the drawings attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.

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

ISSUED ON THIS ____ DAY OF _____, 2025.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate &
Legislative Services

Height Variance Request

Westview Greenhouses

Planta Everest 98 model - commercial greenhouse 25'w x 98'l x 12.5'h

The intent is to start with one greenhouse and add two more as funding allows.





DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-25-03

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

PERMIT ISSUED TO OWNER(S): THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 52

APPLICANT: ECOTRUST CANADA

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

LEGAL DESCRIPTION:

PARCEL X (PLAN 4402) BLOCK 4 SECTION 8 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923

PARCEL IDENTIFIERS

014488868

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. 9.1.0 P1: Public Facilities Zone Building Height. Varies from 3.6 metres to 3.9 metres.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the drawings attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.

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

ISSUED ON THIS ____ DAY OF _____, 2025.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate &
Legislative Services

Height Variance Request

Conrad Elementary School Greenhouse
Planta Everest 26 model - commercial greenhouse 25'w x 26'l x 12.5'h





DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-25-04

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

PERMIT ISSUED TO OWNER(S): THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 52

APPLICANT: ECOTRUST CANADA

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

LEGAL DESCRIPTION:

LOT 65 DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN 8388 EXCEPT PLAN 8639

PARCEL IDENTIFIERS

007778376

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. 9.1.0 P1: Public Facilities Zone Building Height. Varies from 3.6 metres to 3.9 metres.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the drawings attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.

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

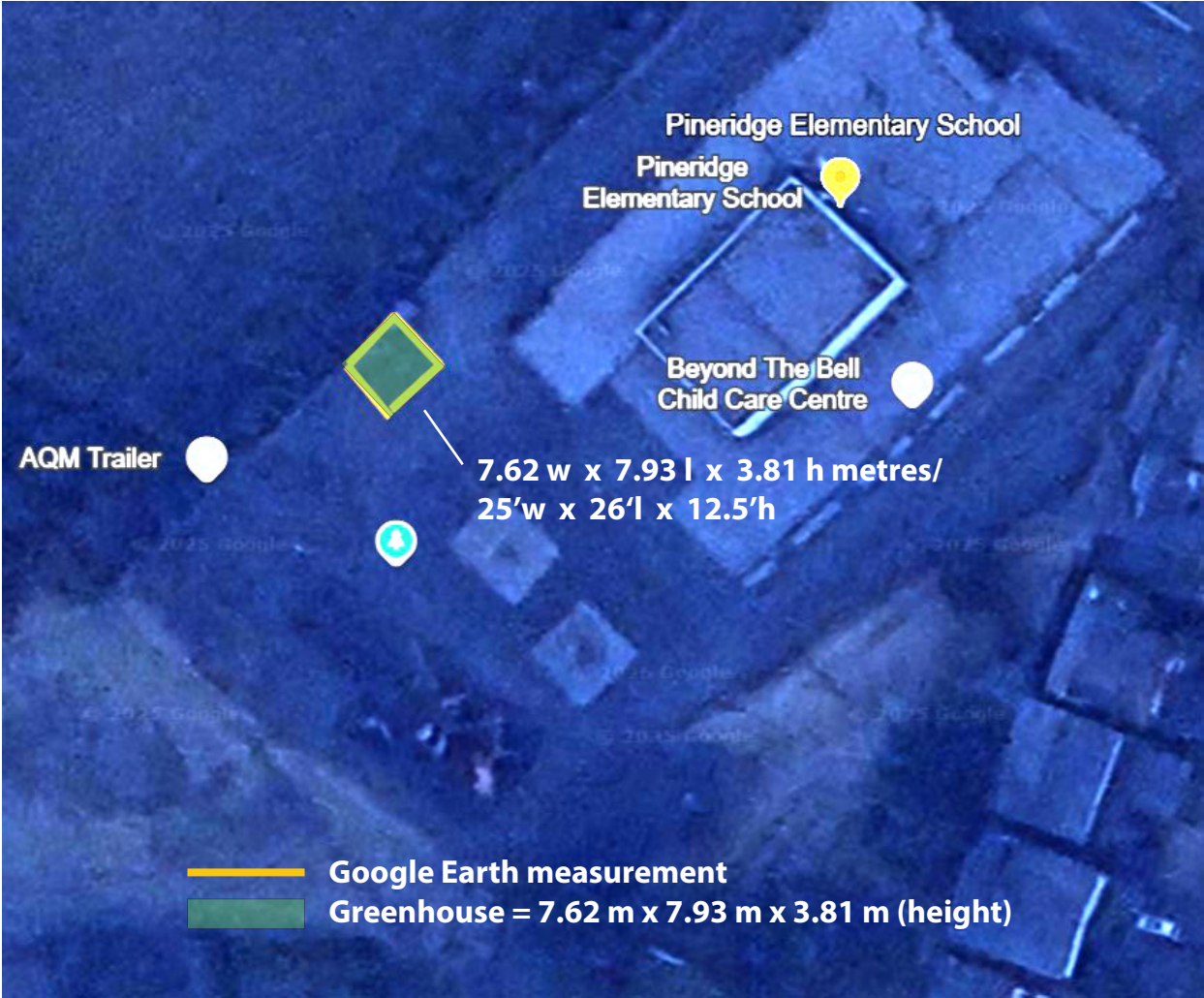
ISSUED ON THIS ____ DAY OF _____, 2025.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate &
Legislative Services

Height Variance Request

Pineridge Elementary School Greenhouse
Planta Everest 26 model - commercial greenhouse 25'w x 26'l x 12.5'h





REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 21th, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras Diaz, Urban Planner

SUBJECT: TEMPORARY USE PERMIT - 25-01 (TUP-25-01) – 271 KAIEN ROAD.

RECOMMENDATION:

THAT Council proceeded with the statutory notification process for Temporary Use Permit (TUP) #25-01.

REASON FOR REPORT:

An application was received for a Temporary Use Permit for the property with the legal description LOT 33 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 8614.

The application involves:

1. A request for a temporary use to allow the applicant to use the property for Service Station activities for up to 3 years.

An intention letter from the applicants is included in Attachment 1, and a proposed Site Plan is included in Attachment 2.

BACKGROUND:

The proposed temporary use permit is requested to allow the applicants to use the property for a Hydrogen refuelling station. The current zoning regulations do not permit fueling stations in the Waterfront Industrial Zone (M3); therefore, the applicant is requesting a Temporary Use Permit, which will allow them to use the property for Hydrogen production and dispatching. The Hydrogen Refuelling Station is in part supported by Innovate BC, a Crown agency of the province, aimed at fostering innovation to drive a thriving, sustainable, and inclusive economy.

LINK TO STRATEGIC PLAN:

One of the goals put out by the City Council in the Strategic Plan was for the City of Prince Rupert to “foster its local economic, social, cultural and environmental well-being so its residents and businesses have a sustainable and prosperous future.”

The proposed location is currently vacant, and by allowing the proposed land use, the city council will be taking steps to foster the local economy.

ANALYSIS:

The proposed development would remain an industrial land use, aligned with the prescribed uses for the area, and would have no known negative impacts beyond those allowed. The applicants will be responsible for including environmental, safety, and noise mitigation measures in accordance with all applicable standards and regulations. Once the Temporary Use Permit expires, they will be responsible for fully decommissioning and removing the site, restoring it to its original condition after the project term. Additionally, the Draft Temporary Use Permit includes the following conditions:

- After the term, the applicant/owner(s) will be responsible for restoring the site to its original condition and the satisfaction of the City.
- The applicant/owner(s) must include environmental, safety, and noise mitigation measures that comply with all applicable standards and regulations, and to the satisfaction of City Staff.
- It is the responsibility of the applicant/owner(s) to ensure that any required permits from other government agencies have been secured before commencing the temporary use.

Property owners and the public have had the opportunity to provide input during the public consultation period.

COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:

As the development is being proposed on an industrial site and it would be surrounded by similar uses no negative social, environmental or equity concerns are raised. The development would be subject to all applicable provincial and federal regulations.

LINKS TO COUNCIL PLANS AND POLICY DIRECTION:

Official Community Plan

The proposed temporary use would be located at an area designated for industrial use. In the OCP, it is stated that the City recognizes the importance of a diverse economy and it seeks to enable different industrial types to promote economic resilience.

Along with support and encouragement of industrial development, the City aims to encourage sustainability practices for new and existing industry. Hydrogen is one of the fueling sources being promoted by the Government of Canada as an pathway to reduce Green House Gas Emissions. As this development is related to Hydrogen fueling, it allows for an opportunity for the city to showcase support for this energy alternative in the city.

[Link to the Development Permit Area Guidelines for Industrial Areas](#)

The property located in an industrial area. And the proposal will need to comply with the requirements laid out on the guidelines. If City Council approves of the temporary use permit,

staff will review the proposal's adherence to applicable guidelines at the Development Permit Stage.

Prince Rupert Community Energy & Emissions Plan - 2017

This proposal aligns with action 6.10, Low carbon and electric vehicle fuelling / charging stations. The plan describes how low carbon and electric vehicles can play a significant role in reducing emissions, and how local governments can play an enabling role in this transition.

By allowing for this temporary development the city would be supporting an action that will allow for Hydrogen as a fuel in the region, and may help in reducing overall greenhouse gas emissions in the city.

Other Considerations

The applicants would be responsible for mitigating any negative impacts the development may cause up to the satisfaction of City Staff, and the property will be subject to all City Bylaws, including noise and nuisance bylaws. The permit will be contingent on these Bylaws being followed. The applicant will be required to comply with all Provincial and Federal requirements

COST:

The approval or denial of this Temporary Use Permit request will have no budgetary impacts.

CONCLUSION:

This Temporary Use Permit application is recommended to proceed to public notification. Affected community members and property owners can express their views on the application when the Council considers the permit.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras Diaz,
Urban Planner

Richard Pucci,
Chief Administrative Officer

Originally signed available upon request

Attachment(s):

- Attachment 1: Draft Temporary Use Permit.
- Attachment 2: Letter of intent by Innovate BC.
- Attachment 3: Letter of intent by Hydra.
- Attachment 4: Proposed Site Plan.
- Attachment 5: Image of a similar project by the applicant in Prince George, BC.



TEMPORARY USE PERMIT FILE NO. TUP-25-01

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

PERMIT ISSUED TO OWNER(S): CITY OF PRINCE RUPERT

APPLICANT: HYDRA ENERGY CANADA CORPORATION

1. This Temporary Use Permit is issued subject to compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented in this permit.
2. This Temporary Use Permit applies to those lands within the City of Prince Rupert that are described below and, any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:

LOT 33 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 8614

PARCEL IDENTIFIER:

007151934

CIVIC ADDRESS(ES):

271 Kaien Rd

3. Pursuant to Division 8 in Part 14 of the *Local Government Act*, this permit authorizes the owner(s) and applicant to have an urban agriculture center on the subject property, in accordance with the description given in the letter attached as Schedule 1, and Site Plan attached as Schedule 2, for up to three years.

SUBJECT TO the following conditions to the satisfaction of the City:

- a) After the term, the applicant/owner(s) will be responsible for restoring the site to its original condition and the satisfaction of the City.
- b) The applicant/owner(s) must include environmental, safety, and noise mitigation measures that comply with all applicable standards and regulations, and to the satisfaction of City Staff.

- c) It is the responsibility of the applicant/owner(s) to ensure that any required permits from other government agencies have been secured before commencing the temporary use.
4. The following plans and specifications are attached to and form part of this permit:
- a. Schedule 1: Letter of Rationale
 - b. Schedule 2: Letter of Intent, Innovate BC
 - c. Schedule 3: Site plan

ISSUED ON THIS __ DAY OF _____ 2025.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate & Legislative
Services Corporate Officer

DRAFT

June 10, 2025

Mayor Herb Pond and City of Prince Rupert City Councillors
City of Prince Rupert
424 3rd Avenue West
Prince Rupert, BC V8J 1L7

Subject: Letter of Intent – Temporary Use of Grassy Bay Lot for Hydrogen Production and Dispensing

Dear Mayor Pond and Councillors,

On behalf of Innovate BC, I am writing to express our intent to utilize the Grassy Bay lot in Prince Rupert at 100 Grassy Bay Lane for the temporary deployment of a modular hydrogen production and dispensing system. The proposed term for this temporary use is **18 months** starting on approximately August 1, 2025.

The initiative is part of a time-limited pilot project that aims to demonstrate the technical and operational viability of hydrogen fuel as a clean energy solution for heavy-duty transportation in Northern British Columbia. This location is uniquely suited to the project due to its proximity to port operations and transportation corridors, and the temporary installation will enable real-world testing and data collection in an operational environment.

Given the short duration and pilot nature of the project, we are proposing to proceed under a **Temporary Use Permit (TUP)** <https://www.princerupert.ca/sites/7/files/2023-06/TUP%20Application%20Guide.pdf> rather than a full zoning bylaw amendment. Pursuing a zoning change would be disproportionate in scope and timeline to the project's duration and research intent. Zoning amendments require extensive consultation, bylaw readings, and formal adoption processes which could extend well beyond the proposed 18-month operational window—rendering the pilot infeasible within current funding and demonstration timelines.

The proposed temporary use will:

- Involve modular, skid-mounted equipment with no permanent foundations or infrastructure.



- Be fully decommissioned and removed at the conclusion of the project term, restoring the site to its original condition.
- Include environmental, safety, and noise mitigation measures in accordance with all applicable standards and regulations.

We believe that a TUP is the most practical and efficient path forward and is consistent with the City's interest in supporting clean energy innovation, economic development, and sustainable infrastructure testing. Approval of this TUP will help to position Prince Rupert as a leader in hydrogen technology and low-carbon transportation while preserving long-term land-use flexibility.

We look forward to working collaboratively with City staff and Council throughout the permit process and will work closely with Hydra Energy to provide any additional documentation required for consideration.

Thank you for your leadership and support of innovative clean energy solutions in your region.

Sincerely,

A handwritten signature in black ink that reads 'Sheila Schindel'.

Ms. Sheila Schindel
Managing Director, Commercialization & IP Programs
Innovate BC



June 10, 2025

City of Prince Rupert
Development Services Department
424 3rd Avenue West
Prince Rupert, BC V8J 1L7

Subject: Letter of Intent – Temporary Use Permit Application for Hydrogen Refueling Station at 217 Kaien Road

Dear Development Services Department,

On behalf of Hydra Energy, I am writing to express our intent to submit a Temporary Use Permit application for the installation and operation of a containerized, mobile hydrogen refueling station at the subject property located at 217 Kaien Road, Prince Rupert. This installation will support the Heavy Duty Zero Emission Vehicle (HDZEV) pilot project, managed by Innovate BC on behalf of Transport Canada.

Project Summary:

The HDZEV pilot aims to test and demonstrate zero- and low-emission heavy-duty trucks, including two hydrogen-powered Class 8 vehicles, on routes within and around Prince Rupert and Terrace over a 12-month period. The pilot includes infrastructure deployment, vehicle servicing, and comprehensive data collection to advance the adoption of clean transportation technologies in Canada.

To facilitate this, Hydra Energy proposes to use approximately 10% of the subject property - currently functioning as a driveway for an adjacent Petro-Canada fuel station - for the temporary siting of a mobile hydrogen refueling station. This station will exclusively serve the two hydrogen Class 8 trucks involved in the trial and will not be otherwise accessible to the public or any untrained users.

Community Impact and Mitigation:

We recognize the importance of maintaining neighborhood character and minimizing disruptions. The site's current average daily traffic volume accessing the Petro-Canada station is approximately 290 vehicles. This pilot is expected to add only two additional hydrogen truck visits per day, which represents a negligible increase unlikely to cause any traffic congestion or noise concerns.

To prevent potential issues such as vandalism or unauthorized access, the refueling station will be securely fenced and monitored according to industry best practices. Regular maintenance and site inspections will be conducted to ensure safety, cleanliness, and prompt resolution of any concerns. All hydrogen equipment will be designed in compliance with the Canadian Hydrogen Installation Code (CHIC) and registered with and inspected by Technical Safety BC. Additionally, we will engage with local fire department officials to make them aware of the installation, emergency procedures and location of all emergency shutoffs.

Proven Track Record:

Hydra Energy successfully executed a nearly identical project in Prince George, BC, under similar conditions, without any reported issues related to traffic, safety, noise, or community disturbance. Attached are some photos of the station used in Prince George for reference, which is similar to what will be deployed at the subject property. We are confident that lessons learned from that experience will ensure smooth operation in Prince Rupert.

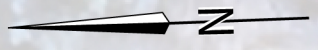
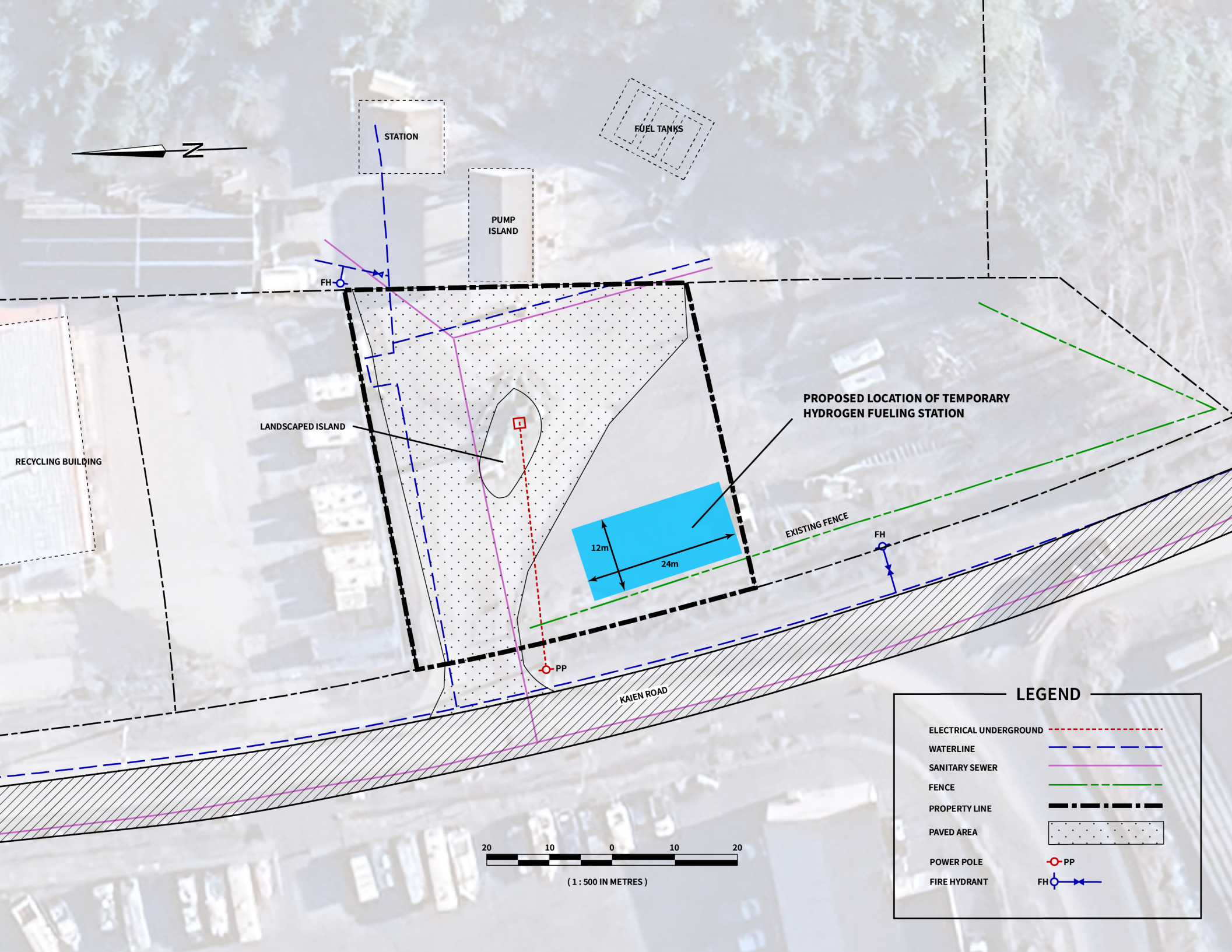
We look forward to working collaboratively with the City of Prince Rupert to support this innovative pilot that contributes to cleaner air and sustainable transportation.

Please feel free to contact me at 778.319.9132 or badr@hydra-energy.ca should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Badr Abduljawad', with a stylized flourish extending to the left.

Badr Abduljawad
CIO
Hydra Energy Canada Corporation
Encl.



STATION

FUEL TANKS

PUMP ISLAND

FH

LANDSCAPED ISLAND

RECYCLING BUILDING

PROPOSED LOCATION OF TEMPORARY HYDROGEN FUELING STATION

12m
24m

EXISTING FENCE

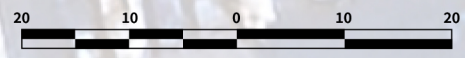
FH

PP

KAIIEN ROAD

LEGEND

- ELECTRICAL UNDERGROUND
- WATERLINE
- SANITARY SEWER
- FENCE
- PROPERTY LINE
- PAVED AREA
- POWER POLE
- FIRE HYDRANT



(1 : 500 IN METRES)

This image illustrates a temporary station that the applicant has set up close to Prince George, BC. This image is just to serve as an example and the proposed development will be different than the illustrated one to better serve the proposed location in Prince Rupert.

