



REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, August 18, 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 August 18, 2025, be adopted as presented.

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

5. PRESENTATIONS

a) Major Projects Update

6. CONSENT AGENDA

b) Council minutes for approval

- i. Minutes of the Regular Meeting of July 21, 2025;
- ii. Minutes of the Committee of the Whole Meeting of July 21, 2025;
- iii. Minutes of the Special Meeting to Close of July 21, 2025;

c) Reports for receipt

- iv. Report from the Fire Chief Re: Monthly Fire / Rescue Report – July 2025;
- v. Report from the Chief Financial Officer Re: May 2025 Financial Variance Report;
- vi. Report from the Director of Operations Re: Operations Major Project Update;

d) Reports for approval

- vii. Report from the Manager of Communications, Engagement and Social Development Re: Application to NDIT Community Places Fund for Mariners Park;
- viii. Report from the Manager of Communications, Engagement and Social Development Re: Application to NDIT Marketing Initiatives Grant; and,
- ix. Report from the Director of Operation Re: Strategic Priorities Fund – Wastewater Treatment Grant Application

e) Correspondence for receipt

- x. Letter from the Village of Lions Bay to UBCM Member Municipalities Re: Request for Support and Endorsement – UBCM Resolution on Emergency Water Treatment Plants.

Recommendation:

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

7. REPORTS

a) Report from the Director of Operations Re: RFQ 25-0020 – 9th Avenue West Watermain Replacement

Recommendation:

THAT Council Award RFQ 25-0020 for the 9th Avenue West Watermain to Broadwater Industries.

b) Report from the Director of Operations Re: RFQ 25-0014 – 11th Avenue East Watermain Replacement

Recommendation:

THAT Council Award RFQ 25-0014 for the 11th Avenue East Watermain replacement to Progressive Ventures.

c) 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 approval of the following Development Variance Permits (DVP) #25-02, DVP #25-03, DVP #25-04.

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

Recommendation:

THAT Council approve Temporary Use Permit (TUP) #25-01.

8. COUNCIL ROUND TABLE

9. ADJOURNMENT



MINUTES

For the **REGULAR MEETING** of Council, held on Monday, July 21, 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
Councillor N. Adey
Councillor R. Skelton-Morven (Remote)
Councillor W. Niesh

STAFF: R. Pucci, Chief Administrative Officer
R. Miller, Deputy Chief Administrative Officer
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services & Planning
J. Schmidt, Director of Operations
N. Beauregard, Director of Recreation & Community Services

1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:22 pm.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

MOVED by Councillor Forster and Seconded by Councillor Randhawa THAT the Agenda for the Regular Council Meeting of July 21, 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 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.

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

CARRIED

6. REPORTS

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

MOVED by Councillor Niesh and seconded by Councillor Cunningham 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.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Forster 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.

CARRIED

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

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council award RFP 25-0005 Liquid Waste Wetland Treatment to Spur Construction.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Forster THAT Council proceeds with the statutory notification process for Development Variance Permits (DVP) #25-02, DVP #25-03, DVP #25-04.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Forster THAT Council proceeded with the statutory notification process for Temporary Use Permit (TUP) #25-01.

CARRIED

f) Report from the Chief Financial Officer: GOV-30-2025 Financial Stability & Resiliency Policy

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council approves the Financial Stability & Resiliency Policy GOV-30-225;

AND THAT Council's Committee of the Whole resolution be recommended to the Regular Meeting of Council July 21, 2025.

CARRIED

7. COUNCIL ROUND TABLE

8. ADJOURNMENT

MOVED by Councillor Adey and seconded by Councillor Forster THAT the meeting be adjourned at 7:51 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, July 21, 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
Councillor R. Skelton-Morven (Remote)

STAFF: R. Pucci, Chief Administrative Officer
R. Miller, Deputy Chief Administrative Officer
C. Bomben, Chief Financial Officer
J. Schmidt, Director of Operations
M. Pope, Director of Development Services
N. Beauregard, Director of Recreation & Community Services

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 Adey and seconded by Councillor Randhawa THAT the Agenda for the Committee of the Whole Meeting of Monday, July 21, 2025, be adopted as presented.

CARRIED

3. REPORTS

a) Report from the Chief Financial Officer: GOV-30-2025 Financial Stability & Resiliency Policy

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT Council approves the Financial Stability & Resiliency Policy GOV-30-2025;

AND THAT Council's Committee of the Whole resolution be recommended to the Regular Meeting of Council July 21, 2025.

4. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

5. ADJOURMENT to Regular Council Meeting

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the meeting be adjourned to the Regular Council Meeting at 7:21 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



SPECIAL MINUTES

For the **SPECIAL MEETING** of Council to be held on July 21, 2025, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Pucci, Chief Administrative Officer
C. Bomben, Chief Financial Officer
R. Miller, Deputy Chief Administrative Officer

1. CALL TO ORDER

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

2. RESOLUTION TO EXCLUDE THE PUBLIC

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

- 90.1 (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,
- (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 Forster and seconded by Councillor Randhawa THAT the meeting be adjourned to Closed at 5:00 pm.

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



REPORT

August 1, 2025

TO: City Manager Richard Pucci

FROM: Fire Chief Jeff Beckwith

SUBJECT: Monthly Fire / Rescue Report – July 2025

During the month of July 2025, the Prince Rupert Fire Rescue Department responded to 108 incidents. 4 properties sustained fire damage resulting in property loss this month.

During the month of July 2025, the Prince Rupert Fire Rescue Department responded to 108 emergency incidents. Of these incidents, five properties sustained damage due to fire. The Fire Department attended 16 additional fire related incidents, 2 rescues, 69 medical responses, 4 motor vehicle incidents, 3 fuel spills, and other public service requests.

Location	Property Value	Property Loss
703 Fulton St	\$442,000	\$7,500
1710 8 th Ave E	\$234,000	\$15,000
1741 Kootenay Ave	\$3,778,000	\$500
439 5 th Ave E	\$388,000	\$30,000
648 Fulton St	\$234,600	\$600
Totals:	\$5,076,000	\$53,600

INCIDENT COMPARISON

July	2025	108 Incidents
July	2024	69 Incidents
July	2023	174 Incidents
July	2022	143 Incidents
July	2021	168 Incidents
July	2020	184 Incidents

FIRE SERVICE ACT INSPECTIONS

During the month of July 2025 Prince Rupert Fire Rescue conducted 12 Fire Service Act inspections.

INSPECTION COMPARISON

July	2025	12 Public Building Inspections
July	2024	1 Public Building Inspections
July	2023	4 Public Building Inspections
July	2022	10 Public Building Inspections
July	2021	0 Public Building Inspections
July	2020	138 Public Building Inspections

DEPARTMENT ACTIVITIES AND PROGRAMS

Fire Prevention and Public Education:

Prince Rupert Fire Rescue members have been engaging with cruise ship passengers, conducting hall tours as well as upgrading/testing fire alarms at a couple of senior citizen households this month.

Training & Upgrading:

During the month of July, some of the In-house training sessions that were performed involved new recruit training, cyber security, CAD/construction/street familiarization, FR training, pump and suppression tactics. Along with pre-plan practice, captains refreshed crews with aerial training, Lucas 3 orientation & vehicle stabilization. The Chief and Deputy Chief signed off on the new apparatus in Wisconsin prior to commencing its first journey home to PRFR. We are expecting Engine 8's arrival on August 7, 2025.

Daily Apparatus & Equipment Maintenance:

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

911 DISPATCH SUMMARY

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

PR ADMIN	295	PED ADMIN	3	OTH FIRE	0	CITY	101
PR FIRE	17	PED FIRE	6	OTH AMB	2	H/U	123
PR AMB	177	PED AMB	1	OTH EHS	0	WRONG #	46
PR EHS	80	PED EHS	0	OTH RCMP	6	R.C.C.	0
PR RCMP	244	PED RCMP	5			CITYWEST	15
PR ALARM	10	PED ALARM	0			311	0

Total: 1131



Respectfully Submitted
Jeff Beckwith, Fire Chief



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 18, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: MAY 2025 FINANCIAL BUDGET VARIANCE REPORT

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

This report is to apprise City Council of City's financial experience versus the approved budget for financial period ending May 31, 2025.

OPERATING BUDGET

Overall, operating revenues and expenses are on track with the budget and trends are in line with expectations. There are no significant variances of note to report currently.

UTILITIES BUDGET

Utilities revenues and expenses are in line with the budget for this time of year. The Water Fund revenues continue to perform above projections from the interest earned on the Provincial Grant intended for the BIG project. This favourable position will provide added funds to continue works with respect to the water line replacement project.

CAPITAL & SPECIAL PROJECTS

The capital and special projects programs for the year are in progress with more costs expected to be received deeper into the construction season.

LINK TO STRATEGIC PLAN

Supports the City's overall strategic goals.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer

Richard Pucci,
Chief Administrative Officer

Originally signed available upon request

Attachments:

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

REPORT TO COUNCIL – MAY 2025 FINANCIAL VARIANCE REPORT

August 18, 2025

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CITY OF PRINCE RUPERT- GENERAL OPERATING FUND Budget Variance for Period Ending May 2025	YTD 2024 Actual (\$)	YTD 2025 Actual (\$)	2025 Budget (\$)	Budgeted Amount Left (\$)	% Left
REVENUES					
Airport Ferry	420,426	468,820	1,185,000	(716,180)	(60.44)
Bylaw Enforcement	52,628	48,849	133,000	(84,151)	(63.27)
Cemetery	59,706	42,366	144,000	(101,634)	(70.58)
Civic Properties	105,651	125,640	252,000	(126,360)	(50.14)
Corporate Administration	8,500	15,500	39,000	(23,500)	(60.26)
Cow Bay Marina	179,670	172,365	455,000	(282,635)	(62.12)
Development Services	264,859	317,035	313,000	4,035	1.29
Economic Development	-	187	70,000	(69,813)	(99.73)
Fire 911 Services	31,073	29,224	73,000	(43,776)	(59.97)
Fire Protective Services	915	5,027	5,000	27	0.54
FD Emergency Measures	3,030	4,378	14,000	(9,622)	(68.73)
Finance	6,440	5,297	15,000	(9,703)	(64.69)
Fiscal Revenues	4,203,537	26,765,505	30,546,000	(3,780,495)	(12.38)
Information Technology	-	-	1,000	(1,000)	(100.00)
PW Engineering	2,620	2,095	5,000	(2,905)	(58.10)
PW Common Costs	24,750	18,381	70,000	(51,619)	(73.74)
RCMP	54,741	37,043	147,000	(109,957)	(74.80)
Rec - Arena	124,172	145,852	276,000	(130,148)	(47.16)
Rec - Civic Centre	199,654	193,612	423,000	(229,388)	(54.23)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	228,066	230,166	536,000	(305,834)	(57.06)
Transit	107,587	114,750	211,000	(96,250)	(45.62)
Victim Services	43,990	42,772	96,000	(53,228)	(55.45)
Watson Island	-	207,464	400,000	(192,536)	(48.13)
Subtotal	6,122,015	28,992,328	35,412,000	(6,419,672)	(18.13)
Property Taxes	28,450,805	29,984,683	29,960,000	24,683	0.08
Total Operating Revenues	34,572,820	58,977,011	65,372,000	(6,394,989)	(9.78)
Capital Works- Funding from PR Legacy	28,534	-	-	-	-
Capital Works- Funding from Grants	-	67,926	584,000	(516,074)	(88.37)
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	54,720	22,545	335,000	(312,455)	(93.27)
Capital Purchases- Funding from Grants	416,772	216,815	10,420,000	(10,203,185)	(97.92)
Capital Purchases- Funding from Appr. Surplus	6,334	19,196	113,000	(93,804)	(83.01)
Capital Purchases- Funding from Reserves	610,588	1,649,801	8,162,000	(6,512,199)	(79.79)
Capital Purchases- Funding from (CWF) Gas Tax	143,830	13,044	53,000	(39,956)	(75.39)
Capital Purchases- Funding from Borrowing	6,437,040	48,615	1,410,000	(1,361,385)	(96.55)
Special Projects- Funding from PR Legacy	-	53,268	140,000	(86,732)	(61.95)
Special Projects- Funding from Grants	125,722	83,530	370,000	(286,470)	(77.42)
Special Projects- Funding from Appr. Surplus	3,780	9,643	85,000	(75,357)	(88.66)
Special Projects- Funding from Reserves	-	-	250,000	(250,000)	(100.00)
Total Capital Revenues	7,827,320	2,184,383	22,582,000	(20,147,617)	(89.22)
Total General Operating Fund Revenues	42,400,140	61,161,394	87,954,000	(26,542,606)	(30.18)

REPORT TO COUNCIL – MAY 2025 FINANCIAL VARIANCE REPORT

August 18, 2025

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CITY OF PRINCE RUPERT- GENERAL OPERATING FUND Budget Variance for Period Ending May 2025	YTD 2024 Actual (\$)	YTD 2025 Actual (\$)	2025 Budget (\$)	Budgeted Amount Left (\$)	% Left
EXPENDITURES					
Airport Ferry	910,058	1,061,960	2,543,000	1,481,040	58.24
Bylaw Enforcement	136,384	153,743	574,000	420,257	73.22
Cemetery	43,329	115,260	327,000	211,740	64.75
Civic Properties	283,855	368,283	773,000	404,717	52.36
Corporate Administration	447,317	647,268	1,210,000	562,732	46.51
Cow Bay Marina	190,719	196,819	455,000	258,181	56.74
Development Services	400,739	399,809	1,164,000	764,191	65.65
Economic Development	122,534	148,050	225,000	76,950	34.20
FD 911 Services	274,555	273,002	692,000	418,998	60.55
FD Fire Protective Services	2,217,484	2,518,864	6,006,000	3,487,136	58.06
FD Emergency Measures	16,671	37,567	46,000	8,433	18.33
Finance	581,499	616,717	1,433,000	816,283	56.96
Finance Cost Allocation	(471,000)	(519,000)	(519,000)	-	-
Fiscal Expenses	1,354,822	3,504,474	5,034,000	1,529,526	30.38
Governance	194,701	160,627	353,000	192,373	54.50
Grants in Aid to Community Partners	1,604,064	1,612,578	1,915,000	302,422	15.79
Human Resources	197,031	157,674	507,000	349,326	68.90
Information Technology	379,348	434,029	843,000	408,971	48.51
Parks	326,904	466,795	1,343,000	876,205	65.24
PW Engineering	319,241	312,846	749,000	436,154	58.23
PW Common Cost	2,482,463	2,357,616	5,476,000	3,118,384	56.95
Allocation of PW Common Cost	(1,972,970)	(1,907,991)	(5,434,000)	(3,526,009)	64.89
PW Vehicles	552,778	585,442	1,995,000	1,409,558	70.65
Allocation of PW Vehicles	(741,629)	(613,246)	(1,996,000)	(1,382,754)	69.28
RCMP	3,103,737	3,337,080	7,756,000	4,418,920	56.97
Rec. Centre- Arena	214,328	243,368	605,000	361,632	59.77
Rec. Centre- Civic Centre	861,128	1,070,846	2,227,000	1,156,154	51.92
Rec. Centre- Community Services	382	37	4,000	3,963	99.08
Rec. Centre- Pool	617,559	580,952	1,620,000	1,039,048	64.14
Roads	951,607	620,540	2,699,000	2,078,460	77.01
Transit	336,904	447,874	1,008,000	560,126	55.57
Victim Services	77,281	69,711	196,000	126,289	64.43
Watson Island	73,264	462,357	400,000	(62,357)	(15.59)
Transfer to Reserves	-	22,211,489	21,181,000	(1,030,489)	(4.87)
Total Operating Expenses	16,087,087	42,133,440	63,410,000	21,276,560	33.55
Provision for Special Projects	129,575	156,730	870,000	713,270	81.99
Provision for Capital Purchases	8,136,528	2,016,458	20,930,000	18,913,542	90.37
Provision for Capital Works	119,234	67,926	2,744,000	2,676,074	97.52
Total Capital Expenses	8,385,337	2,241,114	24,544,000	22,302,886	90.87
Total Operating Fund Expenditures	24,472,424	44,374,554	87,954,000	43,579,446	49.55

CITY OF PRINCE RUPERT- UTILITY OPERATING FUND Budget Variance for Period Ending May 2025	YTD 2024 Actual (\$)	YTD 2025 Actual (\$)	2025 Budget (\$)	Budgeted Amount Left (\$)	% Left
Sanitary and Storm Sewer					
Operating Revenue	2,420,542	3,301,358	3,861,000	(559,642)	(14.49)
Capital Works- Funding from Grants	-	216,644	13,880,000	(13,663,356)	(98.44)
Capital Works- Funding from Appr. Surplus	728,826	151,768	1,279,000	(1,127,232)	(88.13)
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	(773,537)	(894,632)	(44,304,000)	43,409,368	97.98
Revenue for operations	2,387,192	2,776,194	2,011,000	765,194	38.05
Operating Expenditure	551,272	361,712	2,011,000	1,649,288	82.01
Surplus /(Deficit)	1,835,920	2,414,482	-	2,414,482	-
Water					
Operating Revenue	4,083,328	4,162,613	3,675,000	487,613	13.27
Debt Payments- Funding from PR Legacy	214,910	77,925	1,159,000	(1,081,075)	(93.28)
Capital Works- Funding from Grants	1,201,316	7,247,843	73,710,000	(66,462,157)	(90.17)
Capital Works- Funding from Legacy	2,136	78,178	469,000	(390,822)	(83.33)
Capital Purchases/Works- Funding from Reserves	499,413	290,335	6,462,000	(6,171,665)	(95.51)
Capital Purchases/Works- Funding from Appr. Surplus	-	8,612	1,846,000	(1,837,388)	(99.53)
Capital Purchases	-	(186,290)	(190,000)	3,710	(1.95)
Capital Works	(2,516,131)	(7,732,834)	(83,297,000)	75,564,166	90.72
Revenue for operations	3,484,972	3,946,382	3,834,000	112,382	2.93
Operating Expenditure	1,457,479	1,434,505	3,834,000	2,399,495	62.58
Surplus /(Deficit)	2,027,493	2,511,877	-	2,511,877	-
Solid Waste					
Operating Revenue	3,361,745	3,761,068	5,343,000	(1,581,932)	(29.61)
Capital Works- Funding from Appr. Surplus	-	-	120,000	(120,000)	(100.00)
Capital Works- Funding from Accruals	199,663	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	(200,386)	(617,632)	(2,420,000)	1,802,368	(74.48)
Revenue for operations	3,361,022	3,761,069	5,343,000	(1,581,931)	(29.61)
Appropriated Surplus for Rate Stabilization	1,029,000	544,000	544,000	-	-
Operating Expenditure	2,009,128	2,022,679	5,887,000	3,864,321	65.64
Surplus /(Deficit)	2,380,894	2,282,390	-	2,282,390	-

CITY OF PRINCE RUPERT- CAPITAL PURCHASES Budget Variance for Period Ending May 2025	Budget \$	Actual \$	Variance \$
Special Projects	870,000	156,730	713,270
Waterfront Landing	9,348,000	125,858	9,222,142
Recreation	547,000	50,175	496,825
RCMP Bulding	300,000	166,510	133,490
Civic Properties	6,248,000	1,114,182	5,133,818
Fire Department & 911	2,081,000	147,675	1,933,325
Land Acquisition	50,000	-	50,000
Clean Energy Hub-Hydrogen	840,000	63,879	776,121
Watson Island	335,000	22,545	312,455
Transit	51,000	-	51,000
Public Works	1,130,000	325,634	804,366
Water Utility	190,000	186,290	3,710
Total	21,990,000	2,359,478	19,630,522

CITY OF PRINCE RUPERT- CAPITAL WORKS Budget Variance for Period Ending May 2025	Budget \$	Actual \$	Variance \$
General Operating	2,744,000	67,926	2,676,074
Water Utility	83,297,000	7,732,834	75,564,166
Sewer Utility	44,304,000	894,632	43,409,368
Solid Waste Utility	2,420,000	617,632	1,802,368
Total	132,765,000	9,313,024	123,451,976



REPORT TO COUNCIL
Regular Meeting of Council

DATE: August 18, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Jordan Schmidt, Director of Operations

SUBJECT: OPERATIONS MAJOR PROJECT UPDATE

RECOMMENDATION:

THAT Council receives this Report for information purposes.

REASON FOR REPORT:

To provide Council with an update on the Operations Department's Major Projects as of August 8, 2025.

ANALYSIS:

Please see attachment for the status on current projects.

COST:

There is no impact on the Annual Budget or Strategic Priorities for the Staff.

Report Prepared By:

Report Reviewed By:

Jordan Schmidt
Director of Operations

Richard Pucci
Chief Administrative Officer

Originally signed available upon request

OPERATIONS DEPARTMENT CAPITAL AND MAJOR PROJECT UPDATE
August 11, 2025

MAJOR PROJECT	% COMPLETE
Asset Management Program	40%
<ul style="list-style-type: none"> Facilities Asset Management Plan and Sewer Capacity Assessment ongoing. 	
Public Works Building Construction	60%
<ul style="list-style-type: none"> Existing Building – 95% complete. New Building – 25% complete, concrete slab poured, foundation insulation installed, utility connections progressing. Substantial completion scheduled for July 2026. 	
Public Works Occupational Health & Safety Program Upgrades	75%
<ul style="list-style-type: none"> The bulk of the procedures have been updated by the consultant, and the next phase will be reviewing with the JOHS Committee and subsequent training. 	
Eidsvik Park Renewal	20%
<ul style="list-style-type: none"> Fundraising Progress: \$216K confirmed (PRPA), \$50K confirmed (City - 2025), \$45K applied (Pembina), \$40K in progress (Alta Gas). 	
Japanese Canadian Legacies Memorial & Mariner's Memorial Wall Redesign	40%
<ul style="list-style-type: none"> RFP issued for construction, no bids that met scope. Staff reviewing phasing and costing to reissue the RFP, as well as seeking additional grants. Construction is estimated for early 2026. 	
Waterfront Redevelopment	5%
<ul style="list-style-type: none"> Waterfront revitalization is undergoing due diligence and early design work, inclusive of public input received to date on various plans and engagements, for Phase 1 of the park area. 	
Streetlight Replacement	15%
<ul style="list-style-type: none"> Completing review of four streetlights we will be replacing. 	
Bridge Repairs – 2nd Avenue – Design	30%
<ul style="list-style-type: none"> Awarded to All North. Additional Inspections and Design taking place. 	
Bridge Rerouting Study	5%
<ul style="list-style-type: none"> Evaluating options to decommission, repair, or retrofit one or both bridges. Assessing alternate traffic routes and associated social, environmental, and financial impacts. Preparing conceptual designs for the preferred option. RFP awarded. 	
3rd / 4th Ave W Stairs Replacement	25%
<ul style="list-style-type: none"> Design Awarded to All North. Design and tender documents to be completed in September, with Construction to begin in the Fall. 	
Paving	10%
<ul style="list-style-type: none"> RFP awarded & Contract finalized. Contractor Mobilizing late August. Paving is weather dependant. 	
Landfill Closure – Construction	100%
<ul style="list-style-type: none"> Complete. 	
Landfill Lagoon & Priority Upgrades	35%
<ul style="list-style-type: none"> Lagoon Design awarded to consultant. Treatment design underway. 	
Industrial Park Sewage Treatment Plant Upgrades – Design	30%
<ul style="list-style-type: none"> Sampling and analysis taking place. Design progressing. 	

Wetland Treatment - Design	100%
<ul style="list-style-type: none"> Completed. 	
Wetland Treatment - Construction	0%
<ul style="list-style-type: none"> Construction starts end of August. 	
Comox Lift Station	25%
<ul style="list-style-type: none"> Detailed design underway with construction to follow analyzing gravity flow instead of lift station. 	
Outfall Repairs C to B - Design	75%
<ul style="list-style-type: none"> Flow measurement and additional scope of works added. Outfall C to B design progressing. 	
Outfall Repairs J to I - Design	100%
<ul style="list-style-type: none"> Completed. 	
Outfall Repairs J to I - Construction	5%
<ul style="list-style-type: none"> Construction awarded and will commence in late August. 	
Outfall K Modifications – Design	30%
<ul style="list-style-type: none"> Options proposed. Final Outfall K design to be reviewed in coming weeks. 	
SCADA System Upgrades (Water & Sewer) – Phase 1	95%
<ul style="list-style-type: none"> Troubleshooting ongoing. 	
SCADA System Upgrade (Sewer) – Phase II	35%
<ul style="list-style-type: none"> Using consultant findings to determine sequencing for SCADA integration into existing lift stations. Finalizing design to integrate all outfalls into SCADA flow monitoring. 	
Scada System Upgrade (Water) – Phase II	10%
<ul style="list-style-type: none"> Ongoing work to integrate Flushing Stations into SCADA. 	
Submarine/Overland – Phase II Construction	10%
<ul style="list-style-type: none"> Tender package preparation in progress. 	
Water Replacement Program	28%
<ul style="list-style-type: none"> 24" Water Main break in the 400 Block of 9th Ave West. Temporary repair in place with permanent repair awaiting award. New high flow hydrant required for new development at 8th Street & 1st Ave West. 	
Sewer Replacement Program	47%
<ul style="list-style-type: none"> Sewer Main break in the 400 & 500 Block of 9th Ave West that resulted in replacement. 	
Water Treatment Facility – Design	10%
<ul style="list-style-type: none"> Awarded to Associated Engineering and design work/data gathering has commenced. 	
Sewer Capacity Assessment	5%
<ul style="list-style-type: none"> Developing a hydraulic model to simulate current and future flow rates. Identifying existing and potential capacity concerns. Supporting implementation of Bill 44 Housing Statutes (Residential Development) Amendment Act requirements. RFP awarded. 	
BIG Water Main Replacement – Design	
<ul style="list-style-type: none"> Hays Cove and 6th Avenue Design – 5%. 2nd Avenue WM Design (3rd to 6th Street) – 20%. 	

-
- Shawatlans Road – culvert and chamber drawings finalized. RFP tender for Design of Phase 2 posted onto BCBid (closing late August).

BIG Water Main Replacement – Construction

- Overlook underground completed. Paving in late August.
- 1800 Block of 7th Avenue East – 100% complete.
- Crestview – 100% complete. Paving in late August.
- Bacon Street - 100% complete. Paving in late August.
- Shawatlans Road/Frederick – 80% of underground pipe works completed. Culvert and chamber installation underway.
- 11th Avenue Construction Awarded. Construction to begin early September.

BIG Project Presentation

- Presentation to follow showcasing progress made to date and planning to the future



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 18th, 2025
TO: Richard Pucci, CAO
FROM: Veronika Stewart, Manager of Communications, Engagement and Social Development

SUBJECT: APPLICATION TO NDIT COMMUNITY PLACES FUND FOR MARINERS PARK

RECOMMENDATION:

THAT Council support the City's Application for funding to the NDIT Community Places Fund for up to \$30,000 in additional funding to support the development of the Memorial Plaza in Mariners Park.

REASON FOR REPORT:

Following the City's open bid process for the Mariners Park Memorial Plaza project, bids received were higher than available budget, so alongside a review and break out scoping of the bid packages, staff are also seeking additional granting opportunities to increase the overall project budget to ensure that it can proceed in a manner that is consistent with the originally proposed design.

BACKGROUND:

In 2024, the City applied for and was successful in achieving \$400,000 in grant funds from the Japanese Canadian Legacies Society for a memorial installation in Mariners Park to recognize the contributions of Japanese Canadians to Prince Rupert and our region, as well as the impacts of the forced removal of Japanese Canadians from our area during WWII. In the 2025 Budget, Council also dedicated \$150,000 in funds towards the replacement of the memorial walls in the park, and the renewal of those assets, with names retained, has been a part of this plaza design process.

Designs for the project have been completed and shared with Council, and an RFP process was conducted that had one non-compliant bid based on the fixed price provided and design package. Given these challenges, the project construction timeline has been pushed to Winter/Spring of 2026, with approval from the JCLS grant funders for the timeline extension.

ANALYSIS:

NDIT's Community Places fund specifically notes that community plazas are an eligible project. With existing compelling designs as well as story-telling elements and cultural sharing, staff feel this project makes a very good case for funding from this program. Seeking additional funds through grants will support an increased budget to accompany the re-issuance of the project tender and improve the overall project outcomes.

COST:

The City is applying for approximately \$30,000 in funding to NDIT to increase the overall project budget available for this project. Costs to date for design and project management have been covered by existing grants and City budgetary funds, with remaining costs to go towards construction. Funds from this application will increase the overall construction budget. The cost of completing the application is staff time.

CONCLUSION:

Given the opportunity to increase the available budget, staff recommend that Council approve this application for additional funds.

Report Prepared By:

Report Reviewed By:

Veronika Stewart,
Manager of Communications,
Engagement and Social Development

Richard Pucci,
CAO

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 18th, 2025
TO: Richard Pucci, CAO
FROM: Veronika Stewart, Manager of Communications, Engagement and Social Development

SUBJECT: APPLICATION TO NDIT MARKETING INITIATIVES GRANT

RECOMMENDATION:

THAT Council support the City's Application for \$20,000 in funding to the NDIT Marketing Initiatives grant for funding to support media buying for a local resident attraction and retention campaign, in collaboration with Community Futures.

REASON FOR REPORT:

Against the backdrop of crippling workforce shortages and stagnant population growth, the City of Prince Rupert's newly hired economic development staff and partners have embarked on a much-needed initiative to attract and retain a skilled workforce to meet the needs of our growing economy. Grant and contributory funds from Community Futures will support the revitalization of the existing "Make Prince Rupert Home" website and marketing thereafter. Economic Development staff submitted a grant application to the July 31st intake for this grant, and a resolution of support is required from Council for the grant to be considered.

BACKGROUND:

Initial works on a resident attraction and retention campaign started in 2019 as part of the Redesign Rupert project, with a website that launched in early 2020. Marketing of the site was put on hold during the pandemic, and in its current form, the existing "Make Prince Rupert Home" the site is now under-utilized and features outdated content. Following extensive redevelopment, "Make Prince Rupert Home" a rebranded attraction and retention site will have the potential to be a robust and effective tool for marketing the abundance of professional opportunities and lifestyle advantages of our city to skilled workers and potential new residents. Redevelopment and redeployment of "Make Prince Rupert Home" will allow us to cultivate a strong online presence capable of distinguishing Prince Rupert from the numerous other rural communities across Canada.

Apart from its value as a community branding tool, the site will also serve as a one-stop shop for resources to help incoming residents during the process of relocation and while settling in.

August 18th, 2025

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– including connections to local residents for inquiries, school registration information, guidance for signing up for health care services, links to local job boards, connections to housing opportunities, and more. These resources are critical not only to aid resident attraction, but also to encourage resident retention.

ANALYSIS:

Seeking additional funds through grants like this one enhances the contribution the City can make to this initiative, which is important to supporting local business in hiring and retaining a skilled workforce.

COST:

This application for funds from NDIT would compliment existing contributory funding that Community Futures has budgeted to support this initiative. Funds from this application will increase the overall project budget and enhance the effectiveness of the marketing of the site to non-locals. The cost of completing the application is staff time.

CONCLUSION:

Given the opportunity to increase the available budget and support this project at no financial cost to the City, staff recommend that Council approve this application for additional funds.

Report Prepared By:

Report Reviewed By:

Veronika Stewart,
Manager of Communications,
Engagement and Social Development

Richard Pucci,
CAO

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 18, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Jordan Schmidt, Director of Operations
SUBJECT: STRATEGIC PRIORITIES FUND – WASTEWATER TREATMENT GRANT APPLICATION

RECOMMENDATION:

THAT Mayor and Council pass a Resolution to support staff in applying for the Strategic Priorities Fund (SPF) Grant for the Omineca Avenue Wastewater Treatment Facility.

REASON FOR REPORT:

To minimize the impact on local taxpayers, the Operations Department proposes that the City apply for grant money from the Strategic Priorities Fund (SPF) to fund the majority of capital costs related to the construction of the Omineca Avenue Wastewater Treatment Facility.

BACKGROUND:

The proposed wastewater treatment facility would collect and treat sewer and stormwater from a catchment area of 100 homes near Omineca Avenue. This project would replace the aging pump station with an engineered wetland, which would biologically treat wastewater in a sustainable, low-cost, and low-maintenance manner. The treatment wetlands would blend in with the surrounding landscape, and would produce no odour, as treatment occurs under the surface of the wetlands.

The project would also include the replacement of the aging pump station, which has reached the end of its useful life. Wastewater treated in this facility would be continually monitored for treatment effectiveness and then pumped by the new lift station back into the existing sewer network for discharge through the existing City outfall.

COST:

The total estimated cost of the project is \$9 million, which includes detailed design, construction, and five years of regulatory monitoring. To meet this funding requirement, Administration is recommending that Council support a grant application to the SPF program in the amount of \$7 million.

To comply with regulatory treatment standards and ensure project delivery, the City will be required to provide administrative oversight throughout the design and construction phases. As part of the grant application process, a current Council Resolution is required to confirm support for the proposed activities, authorize the City to assume overall grant management responsibilities, and commit to funding any potential cost overruns.

CONCLUSION:

As the City is required to develop liquid waste treatment for the community, the City will significantly benefit from this grant to further develop this sustainable, innovative, and low-cost treatment process.

Report Prepared By:

Jordan Schmidt
Director of Operations

Report Reviewed By:

Richard Pucci
Chief Administrative Officer

Originally signed available upon request



UBCM Member Municipalities
Via Email

August 8, 2025

Dear Mayors and Councillors,

Re: Request for Support and Endorsement – UBCM Resolution on Emergency Water Treatment Plants

On behalf of the Council of the Village of Lions Bay, we are seeking your support and endorsement for an important resolution that will be presented at the upcoming Union of British Columbia Municipalities (UBCM) Convention. This resolution advocates for provincial investment in emergency portable water treatment plants to safeguard the drinking water of small communities facing wildfire-related contamination.

Background

Communities adjacent to forests, that rely on a watershed for drinking water, such as Lions Bay are particularly vulnerable to the increasing frequency and severity of wildfires. These fires introduce ash, sediment, and other pollutants into watersheds, often rendering drinking water sources unsafe for extended periods. Unfortunately, the infrastructure required to address such contamination—advanced filtration and treatment systems—is prohibitively expensive for small municipalities to construct and maintain. As a result, small communities affected by wildfires may face prolonged disruptions to their water supply, posing serious public health and sustainability risks.

To mitigate this growing threat, the Village of Lions Bay is calling on the Province of British Columbia to acquire and maintain one to three skid-mounted, 500,000-gallon-per-day (GPD) portable potable water treatment plants. These units would be held in reserve and deployed as needed to communities experiencing significant water contamination following a wildfire or other disasters. This proactive measure would provide critical emergency response capacity and ensure that small communities are not left struggling to restore safe drinking water in the wake of a crisis.

UBCM Resolution

The following resolution will be presented at UBCM, and we respectfully request your Council's support and endorsement:



WHEREAS forested-watershed communities face increasing risks of wildfire-related contamination of their drinking water sources due to the increasing impacts associated with climate change, with wildfires introducing ash, sediment, and other pollutants that can render water supplies unusable for extended periods;

AND WHEREAS the cost of advanced water treatment infrastructure required to address such contamination far exceeds the financial capacity of small communities, leaving them vulnerable to prolonged water supply disruptions that pose significant public health and community sustainability risks:

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities (UBCM) request that the Province of British Columbia acquire and maintain one to three skid-mounted, 500,000-gallon-per-day (GPD) portable water treatment plants to be held in reserve for emergency deployment to communities experiencing significant wildfire-related water contamination, ensuring rapid response and long-term water security for vulnerable communities.

Request for Support

We kindly ask your municipality to consider endorsing this resolution and lending your voice to this urgent issue. Your formal support will strengthen our collective advocacy efforts and help demonstrate to the Province the widespread need for proactive emergency water treatment solutions in British Columbia.

If your Council passes a resolution of endorsement, please notify us at office@lionsbay.ca so we can include your municipality in our advocacy efforts leading up to the UBCM Convention.

Thank you for your time and consideration. We appreciate your support in ensuring that small communities across B.C. have the resources necessary to maintain safe drinking water in the face of growing wildfire risks.

Sincerely,
Councillor Neville Abbott, Infrastructure Committee Chair,
On behalf of Village of Lions Bay Council
council@lionsbay.ca
(604) 921-9333



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 18, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Jordan Schmidt, Director of Operations
SUBJECT: RFQ 25-0020 - 9TH AVENUE WEST WATERMAIN REPLACEMENT

RECOMMENDATION:

THAT Council Award RFQ 25-0020 for the 9th Avenue West Watermain to Broadwater Industries.

REASON FOR REPORT:

On January 25, 2025, a significant watermain break occurred along 9th Avenue West in the 400 block. Emergency response efforts were initiated immediately, with Broadwater Industries mobilized early that morning to complete a temporary repair and restore water service to impacted residents. The design for the permanent repair was subsequently undertaken by Associated Engineering. This report provides an update on the status of the permanent repair and outlines the next steps required to complete restoration and ensure infrastructure resilience in the area.

ANALYSIS:

The Operations Department posted a Request for Quotes (RFQ) for the 400 Block 9th Avenue West Watermain Repair Project. The RFQ was publicly advertised on BC Bid and closed with four submissions. The tender prices received are as follows:

Contractor	Bid Price	GST	Total Price
Broadwater Industries (2011) Ltd.	\$1,408,862.10	\$70,443.12	\$1,479,305.53
Progressive Ventures Construction Ltd.	\$1,661,167.72	\$83,058.39	\$1,744,226.11
TwinCon Enterprises Ltd.	\$2,063,352.53	\$103,167.63	\$2,166,520.16
IDL Projects	\$2,691,691.14	\$134,584.56	\$2,826,275.70

Broadwater Industries (2011) Ltd. submitted the lowest compliant bid at \$1,408,862.10 (excluding GST). Staff, in consultation with Associated Engineering, recommend awarding the contract to Broadwater Industries for the following reasons:

- **Cost Effectiveness:** Broadwater submitted the lowest bid, which falls within the available budget envelope for this critical repair.
- **Performance History:** Broadwater has a strong record of emergency and scheduled infrastructure work within the City, including their effective response to the January 25, 2025, watermain break at this location.
- **Familiarity with Site Conditions:** As the contractor who completed the temporary emergency repair, Broadwater already has valuable site knowledge and mobilization experience, which is anticipated to reduce risk and streamline construction timelines.

Awarding the contract to Broadwater Industries will allow the City to proceed with the permanent repair of the watermain and associated infrastructure on 9th Avenue West in a timely and cost-efficient manner.

COST:

Council has already approved the capital expenditure for the 2025 Lisa Walters Water Capital and the remainder from the annual Water Capital budget, and this award falls within the approved budgets.

CONCLUSION:

THAT Council Award RFQ 25-0020 to Broadwater Industries per their bid of \$1,479,305.53.

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: August 18, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Jordan Schmidt, Director of Operations
SUBJECT: RFQ 25-0014 - 11TH AVENUE EAST WATERMAIN REPLACEMENT

RECOMMENDATION:

THAT Council Award RFQ 25-0014 for the 11th Avenue East Watermain replacement to Progressive Ventures

REASON FOR REPORT:

As part of the City's ongoing water infrastructure renewal under the Watermain Replacement Program (BIG Project), the next section of work has been advanced using the City's new delivery strategy of issuing competitive Tenders rather than completing work through the previous Master Services Agreement model. The design for the 11th Avenue East Watermain Replacement Project has been completed, and this construction package was issued as RFQ 25-0014. Based on the evaluation of submissions, staff are bringing forward a recommendation to award the contract to the preferred proponent so that this critical phase of the BIG Project can proceed in the 2025 construction season.

ANALYSIS:

The Operations Department posted a Request for Quotes (RFQ 25-0014) for the 11th Avenue Watermain Replacement Project. The RFQ was publicly advertised on BC Bid and closed with four submissions. The tender prices received are as follows:

Contractor	Bid Price	GST	Total Price
Broadwater Industries (2011) Ltd.	\$6,422,820.70	\$321,141.04	\$6,743,961.74
TwinCon Enterprises Ltd.	\$6,335,262.86	\$ 316,763.14	\$6,652,026.00
Progressive Ventures Construction Ltd.	\$5,751,483.79	\$287,574.19	\$6,039,057.98
Triahn Enterprises (2018) Ltd.	\$4,702,630.00	\$235,131.50	\$4,937,761.50

While Progressive Ventures Construction Ltd. did not submit the lowest compliant bid, staff recommend awarding the contract based on best overall value to the City. Progressive Ventures' proposal aligns strongly with the City's sustainable procurement objectives,

including commitments to responsible material sourcing, waste reduction, and environmentally efficient construction practices. Progressive Ventures bid is a joint venture that maximizes opportunities for Indigenous-owned businesses and workforce participation in major projects, directly supporting the City's commitment to advancing economic reconciliation and Indigenous business capacity.

Progressive Ventures also prioritizes the use of local subcontractors and suppliers, ensuring that project benefits are retained within the local and regional economy. In past construction projects with the City, Progressive Ventures has demonstrated good communication, responsiveness to project challenges, and the ability to deliver quality workmanship while meeting timelines. Their familiarity with working in the region and collaborative approach to problem-solving further reduces project delivery risks.

Awarding this contract will allow the next section of the BIG Project to proceed under the City's new competitive tendering strategy while advancing sustainability, strengthening Indigenous partnerships, and supporting local economic development.

COST:

This project forms part of the Council approved Watermain Replacement Program under the City's BIG Project Capital Plan. Funding for the 11th Avenue Watermain Replacement is included within the previously endorsed multi-year budget allocation, and the recommended award is fully covered within this existing funding envelope. Council has been regularly updated on the BIG Project's progress, and this contract represents the next strategic investment in delivering the long-term water infrastructure renewal plan.

CONCLUSION:

THAT Council Award RFQ 25-0014 for the 11th Avenue East Watermain replacement to Progressive Ventures

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: August 18, 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 approval of the following 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 viewsapes 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.

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.

- **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.

COST:

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

INPUT FROM STATUTORY NOTIFICATION

Letters were sent out to neighbours within 50m of the subject properties on July 31, 2025. No input was received at Planning@princerupert.ca per the writing of this report; however, Council is encouraged to request an update during council proceedings.

CONCLUSION:

This Development Variance Permit application is recommended for approval. Affected community members and property owners have had the opportunity to express their concerns or support, and Council is encourage to ask for updates since the time of this report or additional input received from the office of the Deputy Chief Administrative Officer.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras Diaz,
Urban Planner

Richard Pucci,
Chief Administrative Officer

Originally signed available upon request

Attachment(s):

- Draft Development Variance Permit 25-02
- Drawings illustrating the proposed greenhouse for Westview Elementary School
- Draft Development Variance Permit 25-03
- Drawings illustrating the proposed greenhouse for Conrad Elementary School
- Draft Development Variance Permit 25-04
- Drawings illustrating the proposed greenhouse for Pineridge Elementary School



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.

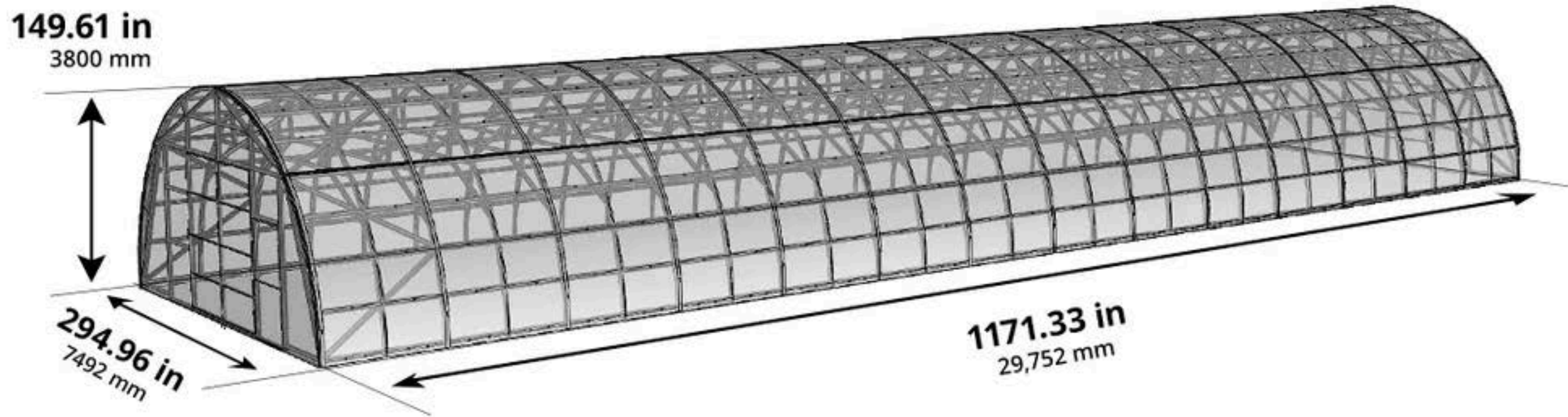
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or deposit or removal or fill requires the written consent of the owner of such adjacent property.
7. The terms and conditions contained in this permit shall inure to 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: Elevations & Location Drawings

ISSUED ON THIS ____ DAY OF ____, 2025.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Deputy Chief Administrative Officer

Everest 100 - Greenhouse Size



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.

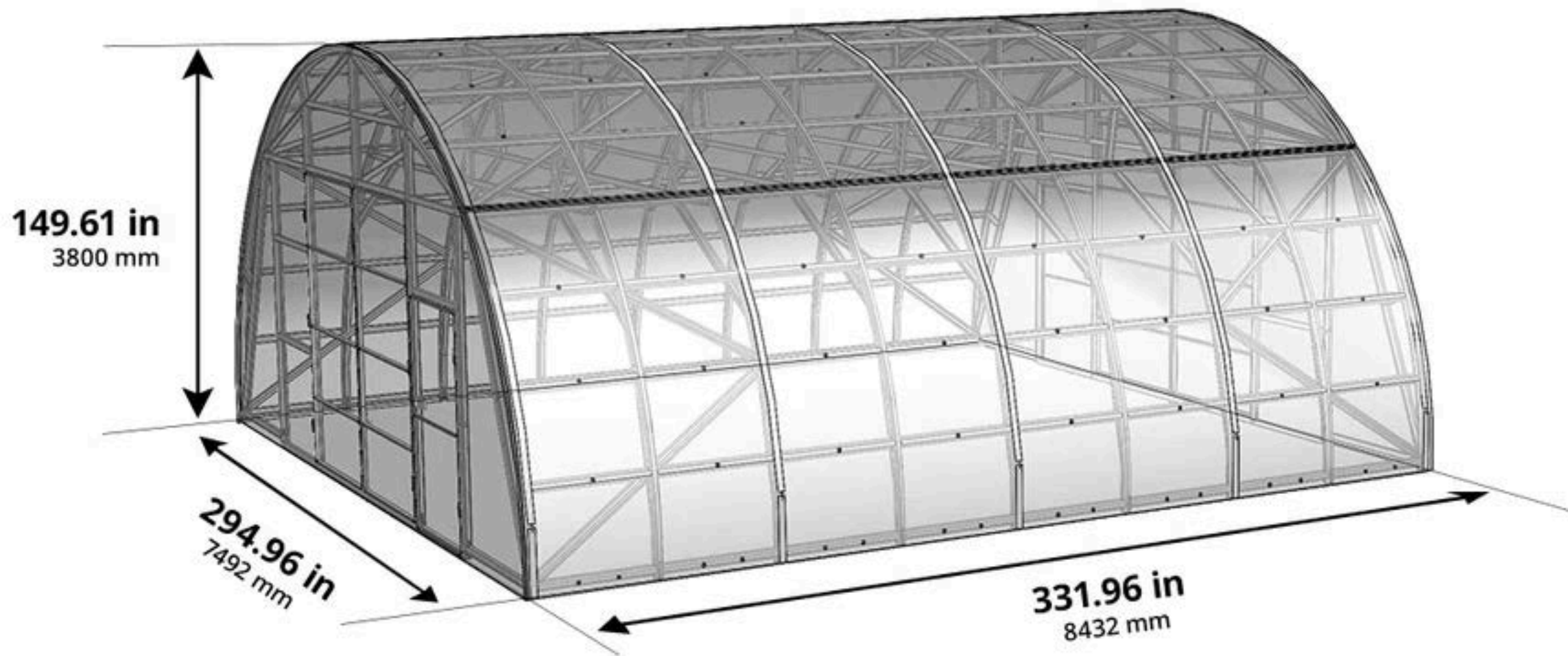
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or deposit or removal or fill requires the written consent of the owner of such adjacent property.
7. The terms and conditions contained in this permit shall inure to 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: Elevation & Location Drawings

ISSUED ON THIS ____ DAY OF ____, 2025.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Deputy Chief Administrative Officer

Everest 26 - Greenhouse Size



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.

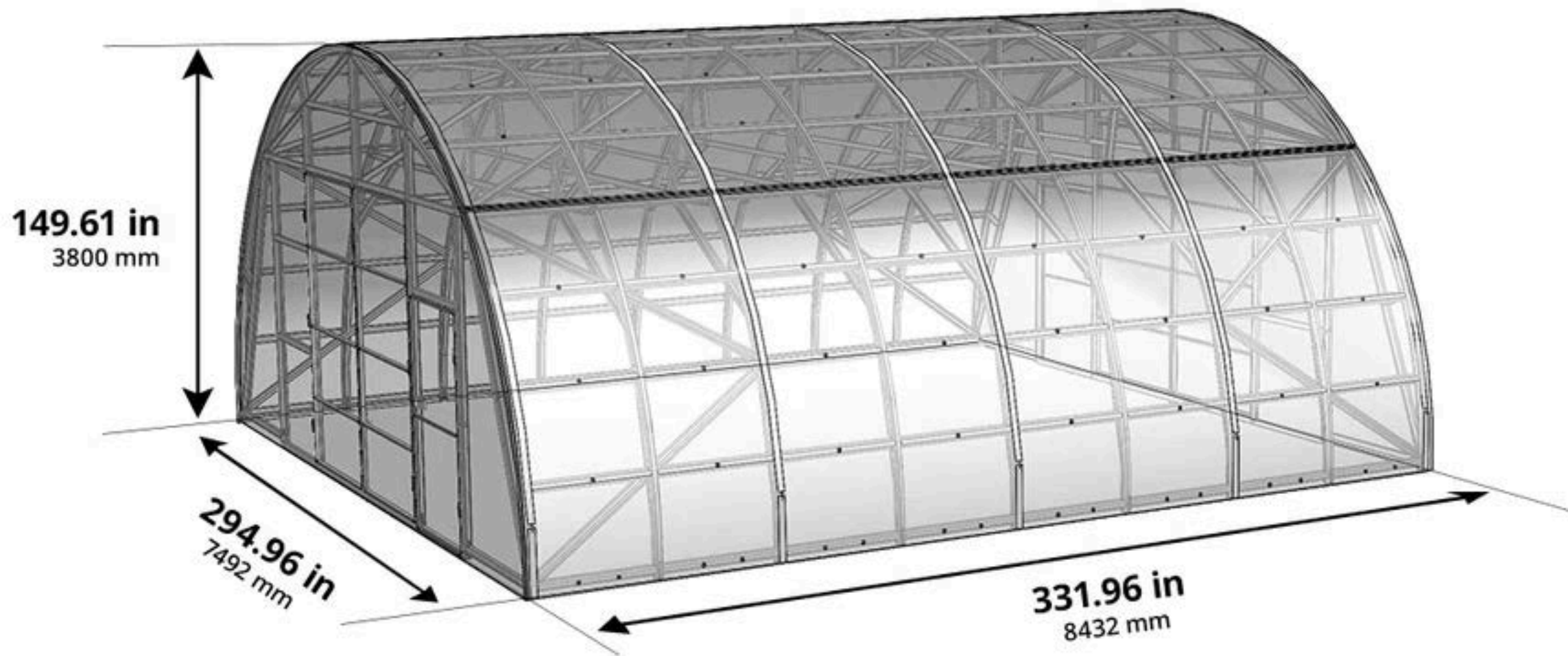
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or deposit or removal or fill requires the written consent of the owner of such adjacent property.
7. The terms and conditions contained in this permit shall inure to 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: Elevations & Location Drawings

ISSUED ON THIS ____ DAY OF ____, 2025.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Deputy Chief Administrative Officer

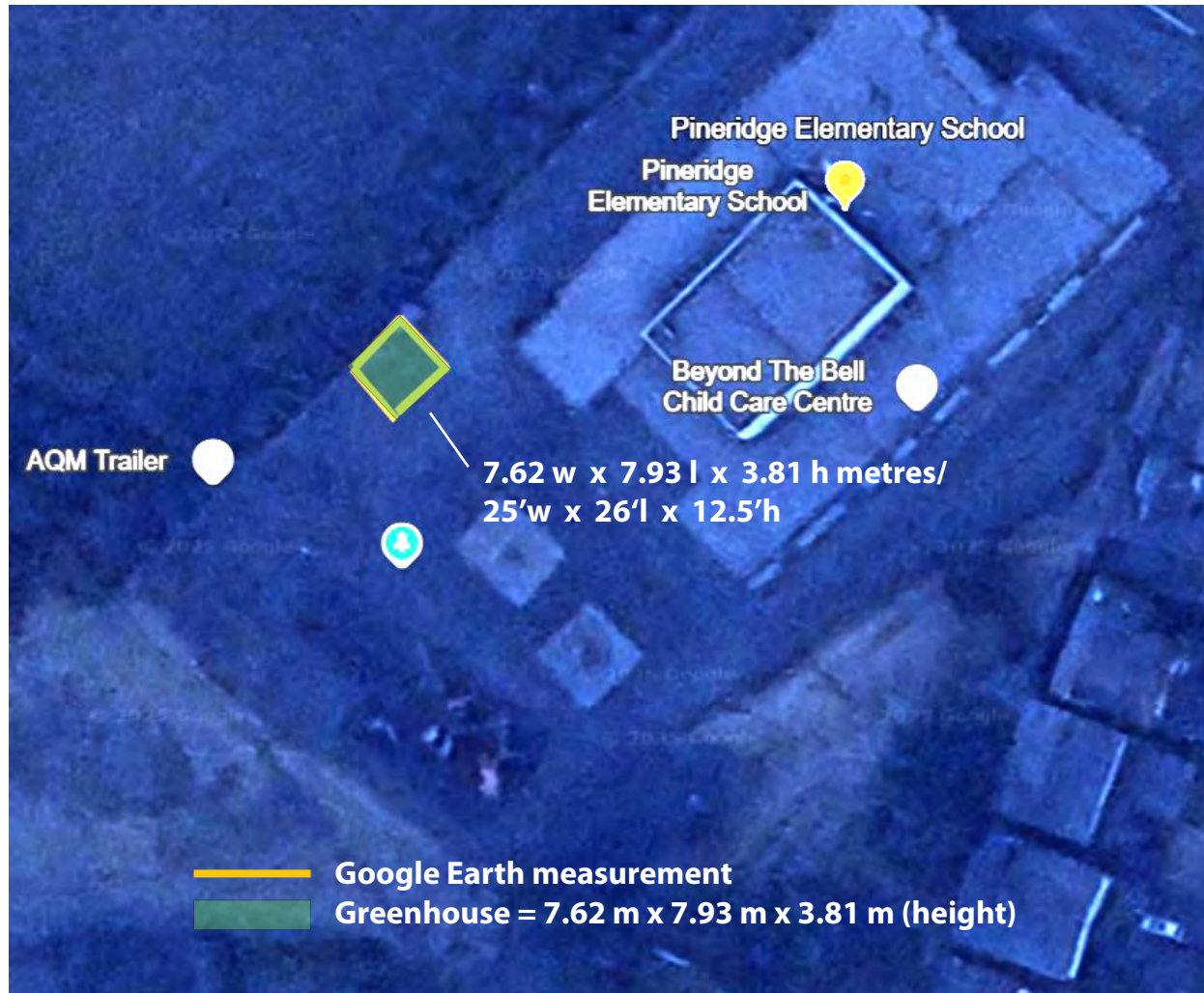
Everest 26 - Greenhouse Size



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: August 18, 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 approve 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.

The Temporary Use Permit notice was posted in the newspaper and sent out to neighbouring properties within 3 and 10 days prior to this Council meeting as per legislative requirements. At the time of this report, no input was received to planning@princerupert.ca. Council is encouraged to request current update on input received during the Council meeting of August 18, 2025.

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 a 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 be approved. Affected community members and property owners have had an opportunity to express their views, and Council is encouraged to request an update on any input received since the writing of this report or from the office of the Deputy Chief Administrative Officer.

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

Rodolfo Paras Diaz,
Urban Planner

Richard Pucci,
Chief Administrative Officer

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.

Originally signed available upon request



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:

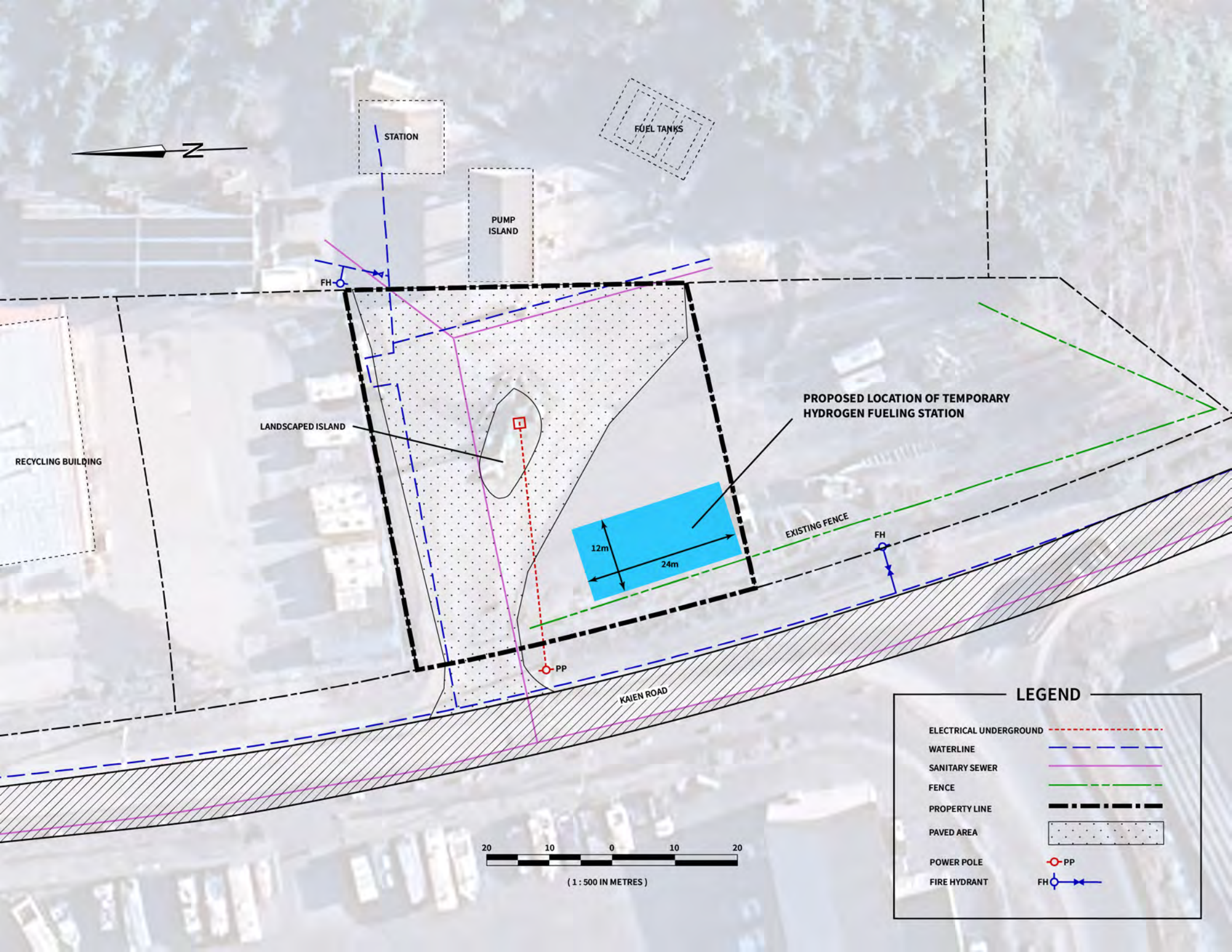
- a) After the term, the applicant/owner(s) will be responsible for restoring the site to its original condition and the satisfaction of the City.
- b) The applicant/owner(s) must include environmental, safety, and noise mitigation measures that comply with all applicable standards and regulations, and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



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.

