



REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Tuesday, October 14, 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 October 14, 2025, be adopted as presented.

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes for approval

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

b) Reports for receipt

- iii. Report from the Fire Chief Re: Monthly Fire / Rescue Report – September 2025;
- iv. Report from the Chief Financial Officer Re: July 2025 Financial Variance Report;
- v. Report from the Planning Re: Development Activity Report – September 2025;

c) Correspondence for receipt

- vi. North Coast Regional District Re: Board Highlights September 2025;
- vii. Letter on behalf of Hope Air, providing an update on their work in delivering equitable access to health care for people in our community;
- viii. Response to Council Inquiries;

d) Correspondence for approval

- ix. Request for Proclamation for Forster Family Month 2025; and
- x. Petition to the Prime Minister for Regionally Tailored Immigration Solutions to Address Critical Labour Shortages in Prince Rupert, Terrace, and Kitimat Caused by Recent Federal Policy Changes.

Recommendation:

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

6. REPORTS

a) Report from the Chief Financial Officer Re: Authorization to Borrow for Fire Truck Purchase

Recommendation:

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

WHEREAS Council adopted the 2025 Five Year Financial Plan Bylaw 3554, 2025 on 28TH April, 2025,

THEREFORE BE IT RESOLVED THAT Council, gives authorization to borrow from the Municipal Finance Authority (MFA) \$1,417,521.41 (One million, four hundred seventeen thousand, five hundred twenty-one dollars and forty-one cents) for the purchase of a new fire truck (PIERCE ENFORCER).

b) Report from the Chief Financial Officer Re: Rupert Property Management Ltd. Revitalization Tax Exemption Application

Recommendation:

THAT Council approves the receipt of the revitalization tax exemption application from Rupert Property Management Ltd.

c) Report from the Director of Operations Re: 3rd & 4th Avenue Walkway Award & Budget Amendment

Recommendation:

THAT Council Award RFP 25-0033 for the replacement of the 3rd & 4th Avenue Walkway to Broadwater Industries, AND THAT the 2025 Five Year Financial Plan be amended accordingly.

d) Report from the Director of Operations Re: RFP 25-0029 – Big Project – Phase 2 Design Consultant Services

Recommendation:

THAT Council Award RFP 25-0029 for the Big Infrastructure Gap (BIG) Project – Phase 2 Design Consultant Services to WSP Canada Inc.

e) Report from the Planning Re: Development Variance Permit 25-07 (DVP-25-07) 121 9th Avenue East

Recommendation:

THAT Council proceeded with the statutory notification process for Development Variance Permit (DVP) 25-07.

- f) Report from the Planning Re: Temporary Use Permit 25-02 (TUP-25-02) – 731 1st Avenue West**

Recommendation:

THAT Council proceeded with the statutory notification process for Temporary Use Permit (TUP) #25-02.

- g) Report from the Planning Re: Temporary Use Permit 25-03 (TUP-25-03) – Unaddressed Parcels Bellis Rd**

Recommendation:

THAT Council proceeds with the statutory notification process for Temporary Use Permit (TUP) #25-03.

7. BYLAWS

- a) City of Prince Rupert Permissive Property Tax Exemption Bylaw No. 3665, 2025**

Recommendation:

THAT Council give Fourth & Final Reading to the City of Prince Rupert Permissive Property Tax Exemption Bylaw No. 3665, 2025.

8. COUNCIL ROUND TABLE

9. ADJOURNMENT



SPECIAL MINUTES

For the **SPECIAL MEETING** of Council, held on September 8, 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 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

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 Niesh THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

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

CARRIED

3. ADJOURNMENT

MOVED by Councillor Forster seconded by Councillor Niesh THAT the Meeting be adjourned at 5:00 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



MINUTES

For the **REGULAR MEETING** of Council, held on Monday, September 8, 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 and Community Services
R. Paras, Planner

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT the Agenda for the Regular Council Meeting of September 8, 2025, be adopted as presented.

CARRIED

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

5. PRESENTATION

a) Presentation from Flora D'Angelo & Beverly Gaudette

6. CONSENT AGENDA

b) Council minutes for approval

- i. Minutes of the Special Meeting to Close of August 18, 2025;
- ii. Minutes of the Regular Meeting of August 18, 2025

c) Reports for receipt

- iii. Report from the Fire Chief Re: Monthly Fire / Rescue Report – August 2025;
- iv. Report from the Chief Financial Officer Re: June 2025 Financial Variance Report;
- v. Report from the Planning Re: Development Activity Report – July & August 2025;

d) Reports for approval

- vi. Report from the Planning Re: Donation of Sculptures;

e) Correspondence for receipt

- vii. Letter from the City of Prince George to UBCM Member Municipalities regarding the 2025 UBCM Resolutions on: Conservation Officer Advocacy; Regional Secure Psychiatric Care Facility; Provincial Funding for Public Libraries; the Epidemic of Human Trafficking, Gender-Based, and Intimate Partner Violence; and the BC Ambulance Service.

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

CARRIED

7. REPORTS

a) Report from the Chief Financial Officer Re: Permissive Property Tax Exemption Bylaw No. 3665, 2025

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council consider, repeal of the Permissive Property Tax Exemption Bylaw No. 3551, 2023 and replace with the Permissive Property Tax Exemption Bylaw No. 3665, 2025.

CARRIED

b) Report from the Chief Administrative Officer Re: Three Replica Poles at Recreation Centre - Proposal

MOVED by Councillor Forster and seconded by Councillor Cunningham THAT Council supports the relocation of the three replica Totem Poles at the Recreation Centre around the All-Native Basketball Tournament 2026 dates.

CARRIED

8. BYLAWS

a) City of Prince Rupert Permissive Property Tax Exemption Bylaw No. 3665, 2025

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council repeal the City of Prince Rupert Permissive Property Tax Exemption Bylaw No. 3521, 2023;

AND THAT Council introduce and give First, Second and Third Readings to the City of Prince Rupert Permissive Property Tax Exemption Bylaw No. 3665, 2025.

CARRIED

9. COUNCIL ROUND TABLE

10. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the meeting be adjourned at 7:32 pm.

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



REPORT

October 1, 2025

TO: City Manager, Richard Pucci

FROM: Fire Chief, Jeff Beckwith

SUBJECT: Monthly Fire / Rescue Report – September 2025

During the month of September 2025, the Prince Rupert Fire Rescue Department responded to 109 emergency incidents. Of these incidents, there were 2 structure fires, 8 additional fire related incidents, 2 rescues, 2 MVI's, 69 medical responses and other public service and false alarm requests.

Location	Property Value	Property Loss
1120 6 th Ave East	\$337 000	\$7 500
210 11 th Ave East	\$217 100	\$12 000
Totals:	\$554 100	\$19 500

INCIDENT COMPARISON

September	2025	109 Incidents
September	2024	104 Incidents
September	2023	60 Incidents
September	2022	63 Incidents
September	2021	111 Incidents

FIRE SERVICE ACT INSPECTIONS

During the month of September Fire Department personnel conducted Fire Service Act inspections within 24 public buildings in Prince Rupert.

INSPECTION COMPARISON

September	2025	24 Public Building Inspections
September	2024	33 Public Building Inspections
September	2023	1 Public Building Inspection
September	2022	3 Public Building Inspections
September	2021	0 Public Building Inspections

DEPARTMENT ACTIVITIES AND PROGRAMS

Fire Prevention and Public Education:

Training & Upgrading:

During the month of September, 33 in-house training sessions were conducted this included forcible door entry, ground ladder operations, power saw operations, SCBA operations, fire hydrant operation, street and map work, EMR training, vent entry search, size up practice, rescue drag, pump and foam operations, operations guidelines, suppression tactics, truck familiarization, garden stretch, cross-lay and scorpion load, first arriving truck drills, mask up drills.

Daily Apparatus & Equipment Maintenance:

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

911 DISPATCH SUMMARY

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

PR ADMIN	300
PR FIRE	35
PR AMB	190
PR EHS	78
PR RCMP	207
PR ALARM	17

PED ADMIN	5
PED FIRE	0
PED AMB	2
PED EHS	1
PED RCMP	0
PED ALARM	0

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

CITY	95
H/U	144
WRONG #	35
R.C.C.	0
CITYWEST	3
311	0

Total: 1124

Respectfully Submitted



Jeff Beckwith,
Fire Chief



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 14, 2025

TO: Richard Pucci, Chief Administrative Officer

FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: JULY 2025 FINANCIAL BUDGET VARIANCE REPORT

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

This report appraises City Council of City's financial experience versus the approved budget for the financial period ending July 31st, 2025.

OPERATING BUDGET

Overall, operating revenues and expenses are on track with the budget and trends are in line with expectations.

UTILITIES BUDGET

The redevelopment efforts of other property owners in the community have resulted in a significant increase in landfill tipping fee over the same period last year. The interest rate environment is providing stability in the water fund which will offset unexpected repairs or contribute towards the BIG Project going forward. Remaining regular revenues and expenses for all utilities are in line with the budget for this time of year.

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 – JULY 2025 FINANCIAL VARIANCE REPORT

October 14, 2025

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CITY OF PRINCE RUPERT- GENERAL OPERATING FUND Budget Variance for Period Ending July 2025	YTD 2024 Actual (\$)	YTD 2025 Actual (\$)	2025 Budget (\$)	Budgeted Amount Left (\$)	% Left
REVENUES					
Airport Ferry	660,217	708,470	1,185,000	(476,530)	(40.21)
Bylaw Enforcement	85,234	85,690	133,000	(47,310)	(35.57)
Cemetery	82,346	48,783	144,000	(95,217)	(66.12)
Civic Properties	145,348	165,461	252,000	(86,539)	(34.34)
Corporate Administration	8,500	16,000	39,000	(23,000)	(58.97)
Cow Bay Marina	365,952	345,677	455,000	(109,323)	(24.03)
Development Services	283,667	394,452	313,000	81,452	26.02
Economic Development	-	187	70,000	(69,813)	(99.73)
Fire 911 Services	43,180	35,270	73,000	(37,730)	(51.68)
Fire Protective Services	915	11,327	5,000	6,327	126.54
FD Emergency Measures	3,030	4,378	14,000	(9,622)	(68.73)
Finance	9,749	7,844	15,000	(7,156)	(47.71)
Fiscal Revenues	7,033,681	29,511,012	30,546,000	(1,034,988)	(3.39)
Information Technology	-	-	1,000	(1,000)	(100.00)
PW Engineering	2,880	5,075	5,000	75	1.50
PW Common Costs	46,959	21,869	70,000	(48,131)	(68.76)
RCMP	59,424	66,316	147,000	(80,684)	(54.89)
Rec - Arena	127,550	149,585	276,000	(126,415)	(45.80)
Rec - Civic Centre	296,620	242,139	423,000	(180,861)	(42.76)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	325,105	316,668	536,000	(219,332)	(40.92)
Transit	128,896	153,231	211,000	(57,769)	(27.38)
Victim Services	65,376	64,159	96,000	(31,841)	(33.17)
Watson Island	110,193	207,464	400,000	(192,536)	(48.13)
Subtotal	9,884,822	32,561,057	35,412,000	(2,850,943)	(8.05)
Property Taxes	28,450,805	29,943,451	29,960,000	(16,549)	(0.06)
Total Operating Revenues	38,335,627	62,504,508	65,372,000	(2,867,492)	(4.39)
Capital Works- Funding from PR Legacy	28,954	-	-	-	-
Capital Works- Funding from Grants	-	74,647	584,000	(509,353)	(87.22)
Capital Works- Funding from Appr. Surplus	35,213	-	310,000	(310,000)	(100.00)
Capital Works- Funding from Reserves	72,238	-	350,000	(350,000)	(100.00)
Capital Purchases- Funding from PR Legacy	164,870	32,109	335,000	(302,891)	(90.42)
Capital Purchases- Funding from Grants	521,200	270,233	10,420,000	(10,149,767)	(97.41)
Capital Purchases- Funding from Appr. Surplus	100,258	45,737	113,000	(67,263)	(59.52)
Capital Purchases- Funding from Reserves	1,374,966	2,645,066	8,162,000	(5,516,934)	(67.59)
Capital Purchases- Funding from (CWF) Gas Tax	143,830	19,312	53,000	(33,688)	(63.56)
Capital Purchases- Funding from Borrowing	9,789,397	1,416,383	1,410,000	6,383	0.45
Special Projects- Funding from PR Legacy	5,000	85,592	140,000	(54,408)	(38.86)
Special Projects- Funding from Grants	218,102	141,027	370,000	(228,973)	(61.88)
Special Projects- Funding from Appr. Surplus	3,780	45,218	85,000	(39,782)	(46.80)
Special Projects- Funding from Reserves	-	23,242	250,000	(226,758)	(90.70)
Total Capital Revenues	12,457,808	4,798,566	22,582,000	(17,556,676)	(77.75)
Total General Operating Fund Revenues	50,793,435	67,303,074	87,954,000	(20,424,168)	(23.22)

REPORT TO COUNCIL – JULY 2025 FINANCIAL VARIANCE REPORT

October 14, 2025

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CITY OF PRINCE RUPERT- GENERAL OPERATING FUND Budget Variance for Period Ending July 2025	YTD 2024 Actual (\$)	YTD 2025 Actual (\$)	2025 Budget (\$)	Budgeted Amount Left (\$)	% Left
EXPENDITURES					
Airport Ferry	1,302,950	1,486,791	2,543,000	1,056,209	41.53
Bylaw Enforcement	205,568	219,886	574,000	354,114	61.69
Cemetery	102,607	166,406	327,000	160,594	49.11
Civic Properties	405,602	471,784	773,000	301,216	38.97
Corporate Administration	646,788	814,333	1,210,000	395,667	32.70
Cow Bay Marina	228,824	224,799	455,000	230,201	50.59
Development Services	562,794	584,698	1,164,000	579,302	49.77
Economic Development	168,696	113,999	225,000	111,001	49.33
FD 911 Services	406,517	391,277	692,000	300,723	43.46
FD Fire Protective Services	3,277,322	3,563,298	6,006,000	2,442,702	40.67
FD Emergency Measures	23,592	42,421	46,000	3,579	7.78
Finance	826,355	848,481	1,433,000	584,519	40.79
Finance Cost Allocation	(471,000)	(519,000)	(519,000)	-	-
Fiscal Expenses	2,431,165	4,686,239	5,034,000	347,761	6.91
Governance	288,240	221,475	353,000	131,525	37.26
Grants in Aid to Community Partners	1,722,142	1,724,182	1,915,000	190,818	9.96
Human Resources	274,706	245,034	507,000	261,966	51.67
Information Technology	494,174	537,512	843,000	305,488	36.24
Parks	607,847	701,774	1,343,000	641,226	47.75
PW Engineering	447,875	453,447	749,000	295,553	39.46
PW Common Cost	3,395,533	3,133,959	5,476,000	2,342,041	42.77
Allocation of PW Common Cost	(2,898,629)	(2,761,866)	(5,434,000)	(2,672,134)	49.17
PW Vehicles	778,275	791,338	1,995,000	1,203,662	60.33
Allocation of PW Vehicles	(1,114,612)	(949,942)	(1,996,000)	(1,046,058)	52.41
RCMP	4,354,748	4,630,014	7,756,000	3,125,986	40.30
Rec. Centre- Arena	258,899	288,453	605,000	316,547	52.32
Rec. Centre- Civic Centre	1,192,576	1,370,593	2,227,000	856,407	38.46
Rec. Centre- Community Services	496	489	4,000	3,511	87.78
Rec. Centre- Pool	874,402	841,159	1,620,000	778,841	48.08
Roads	1,137,117	849,637	2,699,000	1,849,363	68.52
Transit	495,885	629,965	1,008,000	378,035	37.50
Victim Services	104,327	87,294	196,000	108,706	55.46
Watson Island	365,650	556,698	400,000	(156,698)	(39.17)
Transfer to Reserves	1,445,593	22,435,977	21,181,000	(1,254,977)	(5.93)
Total Operating Expenses	24,343,024	48,882,604	63,410,000	14,527,396	22.91
Provision for Special Projects	226,955	282,128	870,000	587,872	67.57
Provision for Capital Purchases	12,898,221	4,510,825	20,930,000	16,419,175	78.45
Provision for Capital Works	232,228	78,901	2,744,000	2,665,099	97.12
Total Capital Expenses	13,357,404	4,871,854	24,544,000	19,672,146	80.15
Total Operating Fund Expenditures	37,700,428	53,754,458	87,954,000	34,199,542	38.88

REPORT TO COUNCIL – JULY 2025 FINANCIAL VARIANCE REPORT

October 14, 2025

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CITY OF PRINCE RUPERT- UTILITY OPERATING FUND Budget Variance for Period Ending July 2025	YTD 2024 Actual (\$)	YTD 2025 Actual (\$)	2025 Budget (\$)	Budgeted Amount Left (\$)	% Left
Sanitary and Storm Sewer					
Operating Revenue	2,516,687	3,459,807	3,861,000	(401,193)	(10.39)
Capital Works- Funding from Grants	281,216	643,841	13,880,000	(13,236,159)	(95.36)
Capital Works- Funding from Appr. Surplus	1,411,909	180,809	1,279,000	(1,098,191)	(85.86)
Capital Works- Funding from MFA Loan	-	-	11,944,000	(11,944,000)	(100.00)
Capital Works- Funding from Reserves	15,173	1,597	15,351,000	(15,349,403)	(99.99)
Capital Works	(2,425,561)	(1,700,774)	(44,304,000)	42,603,226	96.16
Revenue for operations	1,799,424	2,585,280	2,011,000	574,280	28.56
Operating Expenditure	888,364	551,174	2,011,000	1,459,826	72.59
Surplus /(Deficit)	911,060	2,034,106	-	2,034,106	-
Water					
Operating Revenue	5,081,036	4,879,717	3,675,000	1,204,717	32.78
Debt Payments- Funding from PR Legacy	248,631	539,986	1,159,000	(619,014)	(53.41)
Capital Works- Funding from Grants	2,110,147	10,067,096	73,710,000	(63,642,904)	(86.34)
Capital Works- Funding from Legacy	2,136	160,797	469,000	(308,203)	(65.71)
Capital Purchases/Works- Funding from Reserves	1,662,314	296,430	6,462,000	(6,165,570)	(95.41)
Capital Purchases/Works- Funding from Appr. Surplus	-	65,174	1,846,000	(1,780,826)	(96.47)
Capital Purchases	-	(186,290)	(190,000)	3,710	(1.95)
Capital Works	(4,698,404)	(10,706,432)	(83,297,000)	72,590,568	87.15
Revenue for operations	4,405,860	5,116,478	3,834,000	1,282,478	33.45
Operating Expenditure	1,924,674	2,485,038	3,834,000	1,348,962	35.18
Surplus /(Deficit)	2,481,186	2,631,440	-	2,631,440	-
Solid Waste					
Operating Revenue	3,818,035	5,425,411	5,343,000	82,411	1.54
Capital Works- Funding from Appr. Surplus	7,037	-	120,000	(120,000)	(100.00)
Capital Works- Funding from Accruals	625,288	573,099	600,000	(26,901)	(4.48)
Capital Works- Funding from Gas Tax (CWF)	-	131,785	1,700,000	(1,568,215)	(92.25)
Capital Purchases- Reserves	1,797,825	-	-	-	-
Capital Purchases	(297,825)	-	-	-	-
Capital Works	(2,133,049)	(704,884)	(2,420,000)	1,715,116	(70.87)
Revenue for operations	3,817,311	5,425,411	5,343,000	82,411	1.54
Appropriated Surplus for Rate Stabilization	1,029,000	544,000	544,000	-	-
Operating Expenditure	2,846,951	3,313,573	5,887,000	2,573,427	43.71
Surplus /(Deficit)	1,999,360	2,655,838	-	2,655,838	-

CITY OF PRINCE RUPERT- CAPITAL PURCHASES Budget Variance for Period Ending July 2025	Budget \$	Actual \$	Variance \$
Special Projects	870,000	282,128	587,872
Waterfront Landing	9,348,000	136,615	9,211,385
Recreation	547,000	116,833	430,167
RCMP Bulding	300,000	176,210	123,790
Civic Properties	6,248,000	1,983,788	4,264,212
Fire Department & 911	2,081,000	1,517,522	563,478
Land Acquisition	50,000	23,948	26,052
Clean Energy Hub-Hydrogen	840,000	63,879	776,121
Watson Island	335,000	32,109	302,891
Transit	51,000	481	50,519
Public Works	1,130,000	459,440	670,560
Water Utility	190,000	186,290	3,710
Total	21,990,000	4,979,243	17,010,757

CITY OF PRINCE RUPERT- CAPITAL WORKS Budget Variance for Period Ending July 2025	Budget \$	Actual \$	Variance \$
General Operating	2,744,000	78,901	2,665,099
Water Utility	83,297,000	10,706,432	72,590,568
Sewer Utility	44,304,000	1,700,774	42,603,226
Solid Waste Utility	2,420,000	704,884	1,715,116
Total	132,765,000	13,190,991	119,574,009



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 14th, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Urban Planner

SUBJECT: DEVELOPMENT ACTIVITY REPORT SEPTEMBER 2025

RECOMMENDATION

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

REASON FOR REPORT:

This report summarizes development application activity in the City of Prince Rupert for September 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 for September 2025

Development Activity Report – September 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
DVP-25-06	No Address – Lots on the corner of 2nd Ave W and 8th St,	Minor Variance - Parking	Aug. 19 2025	Approved	Sep. 08, 2025
DVP-25-07	121 9 th Ave E.	Variance to setbacks	Sep. 26, 2025	Under review	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-25-13	No Address – Lots on the corner of 2nd Ave W and 8th St,	Proposed Multy Family Building	Aug. 19 2025	Approved	Sep. 25, 2025
DP-25-14	636 2 nd Ave W	Proposed façade improvements to existing Commercial Building	Aug. 21, 2025	Approved	Sep. 09, 2025
TUP-25-02	735 1 st Ave W	Proposed Temporary Paid Parking Lot	Aug. 29 2025	Under review	N/A

Building Department Permits - Summary September 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	50
City Core Revitalization Incentive recipients in 2025	31

Board Highlights

September 2025

Delegations:

Des Nobels provided an update to the Board concerning the Groundfish Development Authority and recommendations for the allocation of groundfish development quota for the 2025/2026 season. The Board asked questions and Mr. Nobels responded accordingly. The Chair of the Board thanked the delegation.

Board Business:

1. The Board resolved to have members of the Association of Vancouver Island and Coastal Communities Executive Committee attend its meeting with Minister Bailey to discuss the removal of the B.C. Port Tax Cap at the 2025 Annual UBCM Convention.
2. In accordance with updated legislation, the Board resolved to appoint the Office of the Fire Commissioner as the fire inspectors and fire investigators for the electoral areas of the North Coast Regional District.
3. The Board received reporting confirming its slate of meetings with Ministers and Ministerial staff while attending the 2025 Annual UBCM Convention in Victoria, B.C. from September 20th to 24th.
4. The Board resolved to adopt and amend three corporate policies including its Purchasing Policy, Corporate Card Policy, and newly adopted Administrative Error Corrections Policy.
5. The Board approved a 2025 Business Façade Application for Moresby Explorers Ltd. in the amount of \$4,000.
6. The Board passed first reading to Bylaws 7.3 and 7.4, 2025, being bylaws to amend the Moresby Island Official Community Plan Bylaw. A public hearing on the proposed bylaws has been scheduled for October 15th, 2025, at 7:00 p.m. at the Sandspit Community Hall.
7. The Board resolved to coordinate with the City of Prince Rupert on advocacy efforts related to reestablishing the Alaska State Ferry terminal in Prince Rupert, B.C.
8. The Board reappointed members to the Haida Gwaii Accessibility Committee.

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



October 3, 2025

Dear Friend of Hope Air:

I'm writing to you with an update on how Hope Air is working alongside communities and health care providers across British Columbia. Our mission is to improve equitable access to specialty medical care for patients living in rural, remote, and underserved communities. Now in our 39th year of operation, Hope Air is an essential part of our health care system, ensuring that everyone can connect to the best healthcare they require, regardless of where they live.

Hope Air assists low-income or vulnerable residents living in 230 BC communities, with free airline, hotel and other medical travel supports. **This year, we project supporting over 4,100 patients and 2,000 medical escorts representing over 9,000 airline flights, 10,000 hotel nights and thousands of meals and Uber airport ground transportation to hospital.**

Supporting Patients of all Ages and Health Conditions

Hope Air medical travel program supports patients of all ages and all health conditions — from children facing developmental challenges, to seniors requiring cardiac or respiratory care and families dealing with a cancer diagnosis. Over 60% of all Hope Air patients are vulnerable people with a median household income of just \$33,000 per year.

Relieving Pressure on Local Communities

Hope Air programs directly reduce avoidable emergency room visits and hospital admissions by helping patients receive timely diagnosis and treatment. This not only improves outcomes for individuals, but also reduces strain on local hospitals and clinics, especially in communities with limited resources. **Hope Air patient visits to local emergency rooms and hospitals decrease 15%, because we reduce financial barriers to access when travelling far to reach medical care.**

A Strong Partner in Health Equity

By removing financial and geographic barriers, Hope Air aligns with the Government's priorities of timely, culturally safe, and equitable access to care. Our work complements the dedication of municipal and provincial leaders, health care workers, and community advocates who share the goal of ensuring patients can get the right care, at the right time.

Looking Ahead

The impact of Hope Air is profound and life changing for so many people. However, as demand for our services continues to increase, our charity faces significant funding challenges. Most urgently, as the provincial governments face budget and fiscal constraints, we anticipate difficult decisions will be made regarding health care services and support for people living in rural and under-served communities. We have strongly encouraged the Ministry of Health to ensure that funding for front line services such as Hope Air remains intact and sufficient to ensure equitable access to health care.

As families struggle to make ends meet, the need for reliable, affordable medical travel for patients across the province has never been greater. Hope Air is willing and able to meet this challenge, offering time-tested solutions that support patients, families, and the health system alike.

Please stand with us as we advocate for an equitable health system for all. There is so much at stake to ensure no patient or person gets left behind.

We welcome the opportunity to meet with you to further discuss how we can ensure equitable access to healthcare for the people of your community, and across British Columbia.

Sincerely,

Mark Rubinstein

Mark Rubinstein
Chief Executive Officer
Hope Air
mrubinstein@hopeair.ca



Response to Council Inquiries

1. Response from the Chief Administrative Officer to Councillor Adey's Question Regarding the 3rd Ave Traffic Light:

"Based on the traffic analysis completed during the design phase of the project, the new roundabout at 2nd Avenue and McBride Street is expected to operate at a level of service A, with an average delay of 7.9 seconds per vehicle during the PM peak period in design year 2040. Westbound traffic approaching the roundabout is expected to experience minimal queueing which should not affect the signalized intersection at 3rd Avenue. Similarly, eastbound traffic is not expected to experience significant queueing through the roundabout; however, should queueing between the signalized intersection and roundabout be experienced during peak periods, signal timing for the 3rd Avenue intersection could be adjusted, if necessary, to provide additional green time to Highway 16 / McBride Street through traffic."

2. Response from the Chief Administrative Officer to the Council's Question Regarding Whether Staff Can Ask the Ministry of Transportation How Long the 1st and 3rd Avenue Detours Will Be in Effect:

"The detours will remain in effect until the new roundabout is open. While there is currently no official opening date, we can confirm that deficiency walk-throughs and final inspections are scheduled to take place within the next couple of weeks."

Olena Moshko

From: CFD Info CFD:EX <MCF.Info@gov.bc.ca>
Sent: Friday, September 19, 2025 3:50 PM
To: City Hall
Subject: Letter from the Honourable Jodie Wickens, Minister of Children and Family Development

Categories: Olena

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

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

VIA E-MAIL
Ref: 301171

Mayor Herb Pond
City of Prince Rupert
E-mail: cityhall@princerupert.ca

Dear Mayor Pond and Council:

As Minister of Children and Family Development, I am delighted to once again proclaim October as Foster Family Month in British Columbia. It is my honour to take this opportunity to express my gratitude for the important work of both family and foster caregivers, and to thank them for their unwavering commitment and dedication to British Columbia's children and youth in care. This October will mark the 35th Foster Family Month in British Columbia.

Caregivers of all kinds show incredible kindness and generosity in opening their hearts and homes and sharing their lives with vulnerable children and youth. By providing a safe and nurturing environment for these young people, not only do they help them cope with what can be very difficult times, they also help them begin to heal and work through the challenges they have experienced. Over the years, I have met many amazing caregivers whose compassion and dedication to the children and youth they care for has left a lasting impression on me.

Please join me in celebrating these caregivers for the crucial role they play in all our communities, and for the selfless work they do for the children, youth, and families of British Columbia.

Sincerely,

Jodie Wickens
Minister of Children and Family Development

Sent on behalf of the Minister by:

[Petition details](#)

Petition to the Prime Minister

Whereas:

- recent federal changes to International Student and Temporary Foreign Worker Permit policies have created severe labour shortages across the Gateway Corridor.
- these policy shifts are disproportionately impacting the gateway communities of Prince Rupert, Terrace, and Kitimat, which are essential to Canada's national trade, energy, and export/ import infrastructure.
- local data shows that in these communities, between 30% and 100% of staffing in essential industries—such as hospitality, retail, transportation, construction and health services—depend on international students and foreign workers.
- delays and restrictions in renewing permits have caused disruptions in business operations, forcing workers off the job and leaving employers understaffed, with some businesses already closing.
- these communities face unique demographic and workforce challenges and do not benefit from the same population or labour pool size as urban centres, and thus require tailored policy solutions.
- the continued viability of services and economic activity in this national trade gateway is at risk without immediate and regionally specific immigration support.

We, the undersigned, **residents of Canada within the Pacific Northwest Gateway Corridor, including Prince Rupert, Terrace, and Kitimat**, call upon the **Prime Minister** to

1. Create immigration pathways that reflect the regional realities of the Prince Rupert–Terrace–Kitimat corridor, which supports major trade, energy, and export sectors.
2. Remove or amend recent LMIA restrictions that prevent small and rural communities from filling critical workforce gaps.
3. Ensure that LMIA and permit processing timelines are synchronized to prevent employment disruptions.

4. Immediately renew existing Labour Market Impact Assessments (LMIAs) and work/study permits for the Pacific Northwest Gateway Corridor.

5. Provide appropriate transition timelines and clear communication when introducing federal policy changes that impact temporary residents and the employers who rely on them.



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 14, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: AUTHORIZATION TO BORROW FOR FIRE TRUCK PURCHASE

RECOMMENDATION:

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

WHEREAS Council adopted the 2025 Five Year Financial Plan Bylaw 3554, 2025 on 28TH April, 2025,

THEREFORE BE IT RESOLVED THAT Council, gives authorization to borrow from the Municipal Finance Authority (MFA) \$1,417,521.41 (One million, four hundred seventeen thousand, five hundred twenty-one dollars and forty-one cents) for the purchase of a new fire truck (PIERCE ENFORCER).

REASON FOR REPORT:

In 2022 Council approved the acquisition of the reserve pumper which was delivered in 2025. The 2025 Five Year Financial Plan included the funding of this purchase through equipment borrowing available through the MFA.

In order to proceed with the borrowing, MFA requires this resolution which makes up one of the loan application documents.

LINK TO STRATEGIC PLAN:

The replacement of this city asset supports the goal of replacing and renewing its infrastructure.

CONCLUSION:

This resolution gives authority to borrow \$1,417,521.41 from the MFA to finance the purchase of the new fire truck.

Report Prepared By:

Corinne Bomben
Chief Financial Officer

Report Reviewed By:

Richard Pucci,
Chief Administrative Officer

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 14, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: RUPERT PROPERTY MANAGEMENT LTD. REVITALIZATION TAX EXEMPTION APPLICATION

RECOMMENDATION:

THAT Council approves the receipt of the revitalization tax exemption application from Rupert Property Management Ltd.

REASON FOR REPORT:

Council repealed Downtown Core Revitalization Tax Exemption Program Bylaw No. 3466, 2020 and passed Revitalization Tax Exemption Program Bylaw No. 3553, 2024 in December 2024 which came into effect January 1, 2025. The new bylaw set certain milestone requirements not included in the previous bylaw. This report outlines staffs' rationale for making an exception for one applicant working on a project that spanned the two bylaws.

BACKGROUND:

To encourage revitalization of the downtown core, Council passed the Downtown Core Revitalization Tax Exemption Program Bylaw No. 3466, 2020. The program included the exemption of municipal property taxes for eligible improvements within a prescribed zone. The exemption was provided to new developments and redevelopments, with new developments having a full to partial exemption over ten years and redevelopments having a full exemption for five years. Although this bylaw was repealed, the new bylaw was created with the same intention including some amendments to bring clarity in the application process and limit the length of the program to incentivize development downtown sooner rather than later.

October 14, 2025

Page 2

ANALYSIS:

Staff have received a revitalization tax exemption application from Rupert Property Management Ltd. for the redevelopment of a building on 2nd Ave. West (previously the location of the Daily News). The application meets all the criteria noted in the current bylaw except for one being application prior to a building permit and work conducted on the property.

The reason for this order in the application process under the new bylaw was to ensure there were no backwards exemption requests received after a project was complete (and already part of the tax roll) and to line up the application closer to a building permit being issued where projects generally are underway. The current incentive bylaw requires occupancy to be achieved within 2 years of a revitalization agreement being signed; the signing of which is typically when the building permit is taken.

This particular applicant had started investigative work for the redevelopment of the Daily News building in 2024 when the prior bylaw, 3466, 2020, was in effect which had no condition for application prior to a building permit being issued. The new bylaw, 3553, 2024, took effect January 1, 2025, and this applicant took a building permit out within a week of that effective date, followed by a revitalization tax exemption application later in the year. Messaging of the new revitalization program had not been developed over the holiday season after the bylaw was approved, meaning the applicant would not have known of the process change prior to taking out the building permit.

The project lines up with Council's intention under the current bylaw given the applicant has revitalized an empty building in the downtown core which will be open to the public soon. The planning department has indicated that this property is the only one that was in process spanning the two revitalization bylaws. In light of all the contributing factors, staff believe it to be reasonable to accept the application with Council's approval (only Council can waive a condition in their bylaw).

COST:

There is no cost associated with approving this exemption application, save the opportunity cost foregone from the exemption of municipal taxes for five years on the non-market change assessed by BC Assessment. After five years, all the property value will be subject to property taxation.

LINK TO STRATEGIC PLAN:

This initiative aligns with Council's strategic goal to encourage and support community renewal.

October 14, 2025

Page 3

CONCLUSION:

Council has established the revitalization tax exemption bylaw to incentivize development in the downtown core. The applicant meets the criteria identified in the bylaw except the order of application which occurred mainly from the criteria in the bylaw changing so closely to a building permit being issued. Therefore, it is staff's recommendation to approve the application enabling the City to enter into a Revitalization Tax Exemption Agreement with the property owner.

Report Prepared By:

Corinne Bomben
Chief Financial Officer

Report Reviewed By:

Richard Pucci,
Chief Administrative Officer

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 14, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Jordan Schmidt, Director of Operations
SUBJECT: 3RD & 4TH AVENUE WALKWAY AWARD & BUDGET AMENDMENT

RECOMMENDATION:

THAT Council Award RFP 25-0033 for the replacement of the 3rd & 4th Avenue Walkway to Broadwater Industries, AND THAT the 2025 Five Year Financial Plan be amended accordingly.

REASON FOR REPORT:

In fall 2023, a severe storm damaged the 3rd & 4th Avenue West pedestrian walkway, resulting in its closure. The 160-metre route, which includes asphalt, wood, and concrete sections, sustained irreparable damage over a 28-metre span. Initially estimated at \$350,000, the project was added to the 2025 Capital Budget. Following detailed design by All North Engineering and the RFP process, the lowest qualified bid was \$552,571.

ANALYSIS:

RFP 25-0033 was issued for the replacement of the damaged walkway, and one (1) compliant bid was received from Broadwater Industries at \$552,571 (excluding gst).

COST:

The 2025 Capital Budget allocated \$350,000 for this project. Based on current forecasts and year-to-date expenditures, the additional \$235,000 required to proceed can be accommodated within the Parks Operating Budget, which is projected to remain within approved funding levels at year-end.

CONCLUSION:

THAT Council Award RFP 25-0033 to Broadwater Industries and authorize this budget amendment to reopen the 3rd & 4th Avenue pedestrian walkway.

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: October 14, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Jordan Schmidt, Director of Operations
SUBJECT: RFP 25-0029 – BIG PROJECT – PHASE 2 DESIGN CONSULTANT SERVICES

RECOMMENDATION:

THAT Council Award RFP 25-0029 for the Big Infrastructure Gap (BIG) Project – Phase 2 Design Consultant Services to WSP Canada Inc.

REASON FOR REPORT:

As part of the City's continuous improvement of its capital project delivery, a strategic decision was made to transition from a design-build approach to a traditional design-bid-build delivery model for upcoming phases of the BIG Project.

The design-build model, while effective for certain projects, has presented schedule uncertainty, coordination challenges, and limited competitive pricing due to compressed design timelines. By contrast, the traditional approach allows the City to complete full design packages well in advance of construction, improving cost control, procurement competitiveness, and risk management while supporting funding and permitting schedules.

To implement this revised strategy, the City issued RFP 25-0029 on August 28, 2025, to procure a consultant to complete the detailed design of approximately four (4) upcoming work packages under the BIG Project – Phase 2. The RFP closed on September 11, 2025, with two (2) compliant proposals received. Both proponents were interviewed by the Evaluation Committee, composed of Colliers Project Leaders (Project Management Consultant), Associated Engineering (City Reviewing Engineer), and the City of Prince Rupert, all references were contacted.

Proposals were evaluated based on technical (85 points) and financial (15 points) criteria, including understanding of project scope, methodology, team experience, and value for money. Each evaluation points were then averaged for a total score.

ANALYSIS:

Proponent	Technical Score (85 points)	Financial Score (15 points)	Total Score (100 points)	Proposed Fee (Excl GST)
McElhanney Ltd.	57.2	13.1	70.3	\$3,460,294
WSP Canada Inc.	58.4	15.0	73.4	\$3,010,529

Following technical and financial evaluations, WSP Canada Inc. received the highest overall score and demonstrated a strong understanding of the City's objectives, project sequencing, and resource availability to support timely design completion.

COST:

The total contract value of \$3,010,529 (excluding gst) will be funded through the BIG Project Budget.

CONCLUSION:

THAT Council Award RFP 25-0029 to WCP Canada Inc. to ensure continuity in advancing shovel-ready designs for the BIG Project's upcoming work packages.

Report Prepared By:

Jordan Schmidt
Director of Operations

Report Reviewed By:

Richard Pucci
Chief Administrative Officer

Originally signed available upon request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 14th, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Urban Planner

SUBJECT: DEVELOPMENT VARIANCE PERMIT 25-07 (DVP-25-07) 121 9TH AVENUE EAST

RECOMMENDATION:

THAT Council proceeded with the statutory notification process for Development Variance Permit (DVP) 25-07

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 121 9th Avenue E.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2 minimum dimensions required for yards to build an extension of the existing building. The minimum dimension for yards on the side of a building in R1 zone is 1.2 metres (3'11"). The applicant requests a variance of 1.03 metres (3'4") to accommodate the proposed building.

BACKGROUND:

The applicant is requesting a variance to the minimum side yard dimensions required in the R1 zone to allow for an extension of the entrance area of the existing building. The current structure does not meet setback requirements, it is existing non-conforming, as it encroaches into the southwest side yard. The proposed addition would align with the existing southwest wall, maintaining the same setback encroachment.

ANALYSIS:

The subject property is located on 9th Avenue East, an established neighbourhood characterized by small lot sizes and older housing stock. Many of the existing dwellings in the area do not conform to current side yard requirements.

The BC Building Code sets specific requirements for structures built near one another, and the applicants must ensure their proposal comply with those standards.

Given this context, the requested variance is not anticipated to create significant neighbourhood impacts or adversely affect adjacent property owners' views. During the statutory notification process concerned individuals will have an opportunity to voice their concerns for Council's consideration prior to approval.

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 property owners will have the opportunity to express their views on the application when Council considers the permit.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras
Urban Planner

Richard Pucci,
Chief Administrative Officer

Originally signed available upon request

Attachment(s):

- Attachment 1: Development Variance Permit
- Attachment 2: Proposed Site Plan



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-25-07

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): CHRISTA REGINA LINDENBLATT

APPLICANT: CHRISTA REGINA LINDENBLATT

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 41 BLOCK 28 SECTION 6 DISTRICT LOT 251 RANGE 5 COAST DISTRICT
PLAN 923

CIVIC ADDRESS(ES):

121 9TH AVENUE EAST

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 minimum dimensions required for yards is varied from 1.2 metres to 0.17 metres, in accordance with the Building Plans attached as Schedule 1.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) alters the existing structure in accordance with the Building Plans 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 the 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: Building Plans

ISSUED ON THIS _____ DAY OF _____, 2023.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Deputy Chief Administrative Officer

PROPOSED RENOVATION IN EXISTING STRUCTURE AT 121 9 Ave E, Prince Rupert, BC V8J 2R8, Canada

SCOPE OF WORK

Demolition: Remove portion of existing structure for new addition.

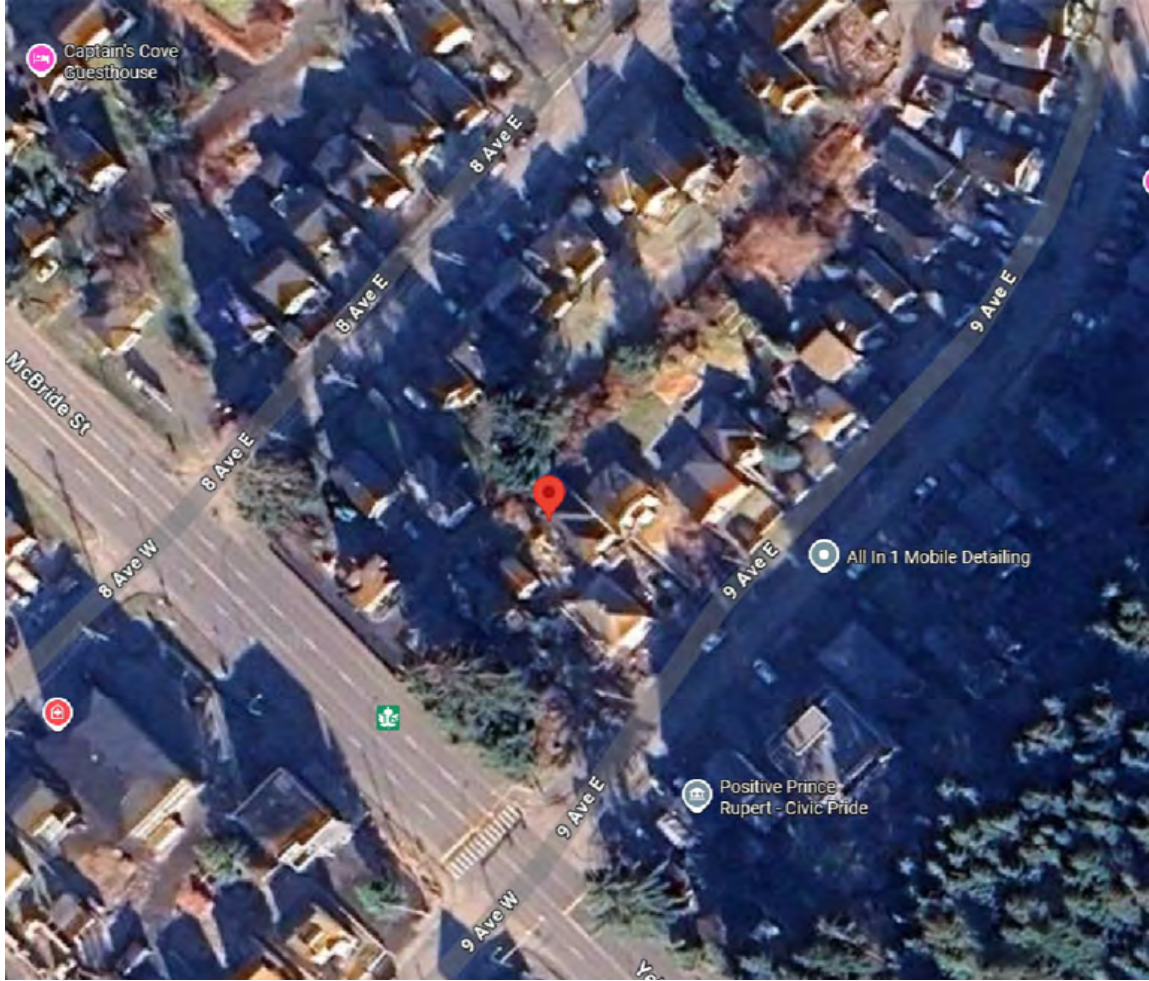
Addition: Build 7’ × 10’ extension with new foundation, framing, roof, insulation, and finishes.

Integration: Tie the new structure into the existing building, ensuring proper load transfer, weather protection, insulation, and fire separation in accordance with the BC Building Code 2024.

Finishes: Match exterior cladding and interior finishes to existing.

Compliance: All work to comply with BCBC 2024, City of Prince Rupert bylaws, and required inspections.

VICIITY MAP



PROJECT NAME:
121 9 Ave E, Prince Rupert, BC V8J 2R8, Canada NOT TO SCALE



DAVIN STILWELL
OWNER / GENERAL CONTRACTOR

WESTCOAST
- JOURNEYMAN -

250-228-6637

E:DAVIN@WESTCOASTJOURNEYMAN.COM
S:WESTCOASTJOURNEYMAN





SHEET INDEX	
A01	COVER SHEET/PROJECT INFORMATION
A02	EXISTING AND PROPOSED SITE PLAN
B01	EXISTING & DEMOLISH FLOOR PLAN
B02	PROPOSED MAIN FLOOR PLAN
C01	ROOF PLAN
D01	EXISTING EXTERIOR ELEVATIONS
S-01	FOUNDATION PLAN
S-02	FLOOR FRAMING PLAN
S-03	ROOF FRAMING PLAN
K-01	STRUCTURAL DETAILS
K-02	STRUCTURAL DETAILS
K-03	STRUCTURAL DETAILS

STAMP

PROJECT FOR
PRPOSED RENOVATION AT
121 9 Ave E, Prince Rupert,
BC V8J 2R8, Canada

NO.	REVISION

DRAWING NO.:

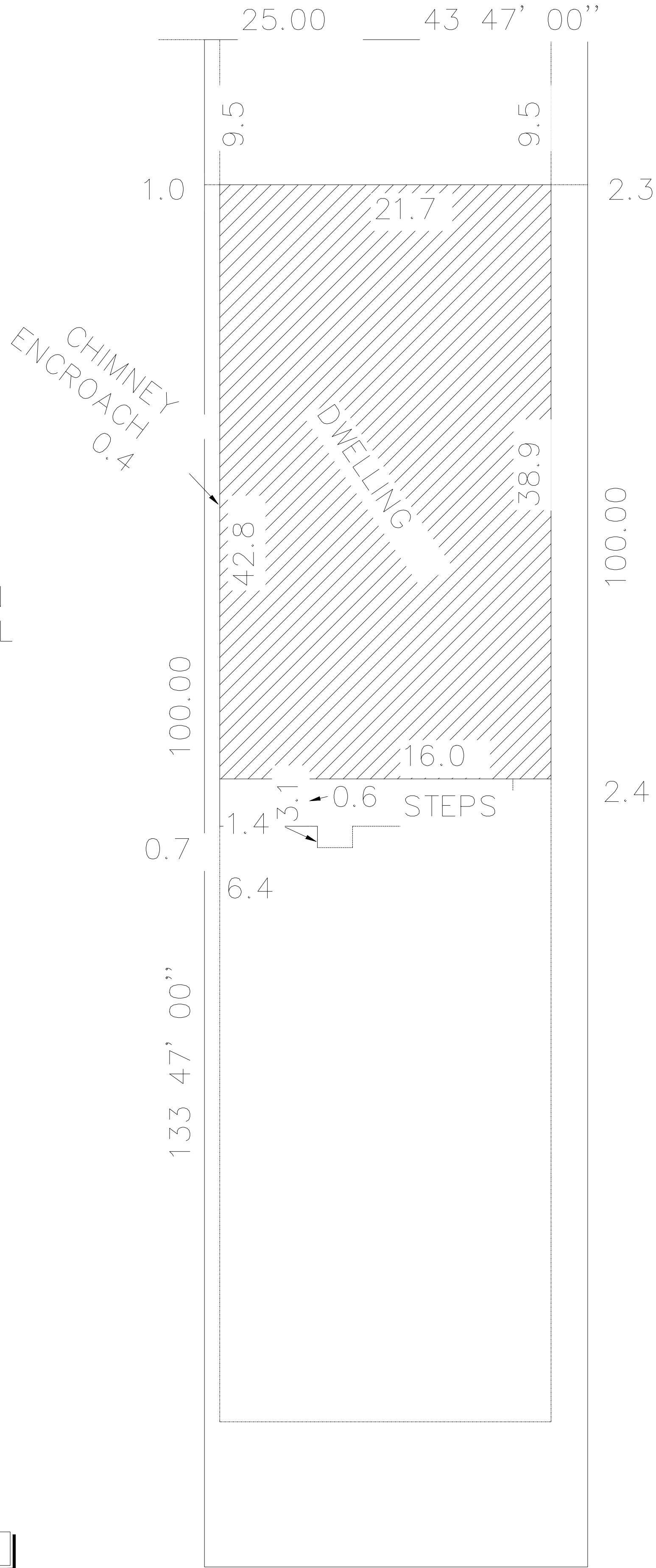
DATE:
2025-09-12

DRAWN BY:


SHEET:

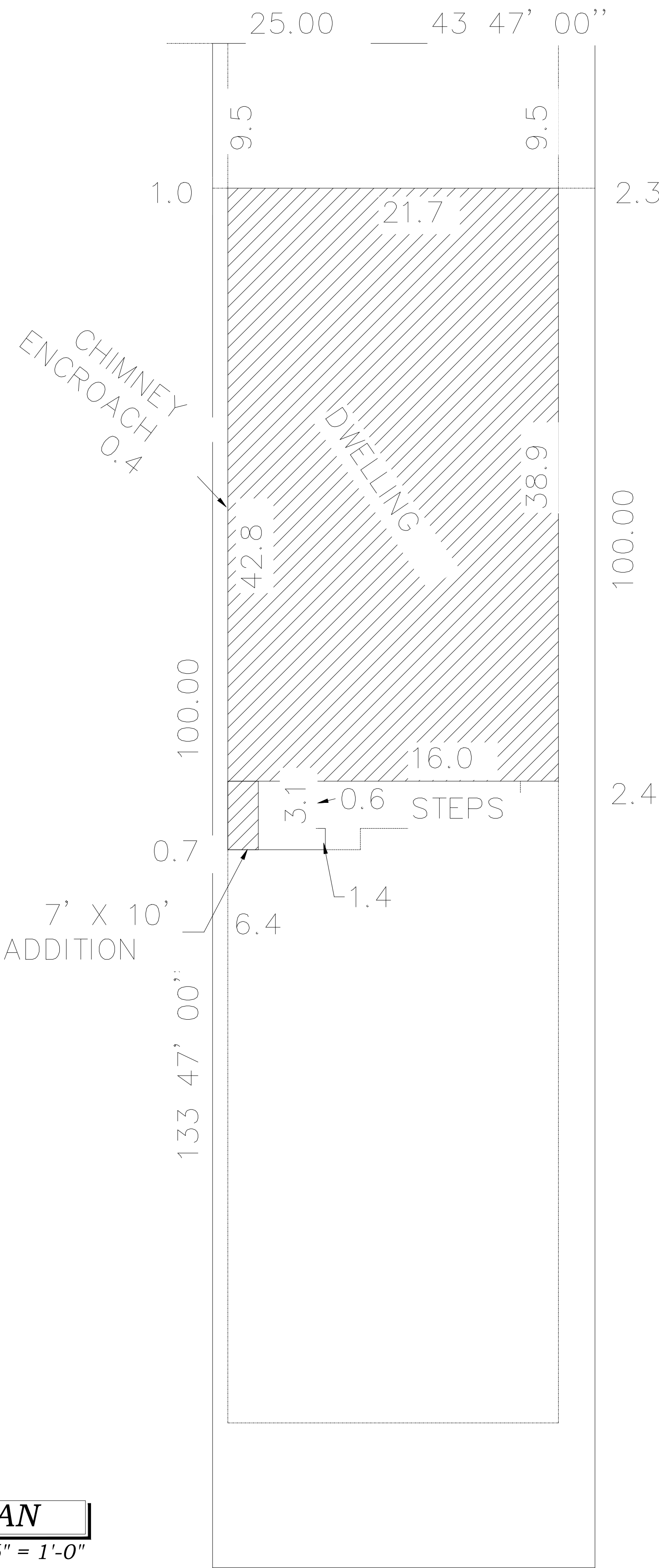
A01

LANE



EXISTING
SITE PLAN
SCALE :3/16" = 1'-0"

LANE



PROPOSED
SITE PLAN
SCALE :3/16" = 1'-0"

STAMP

PROJECT FOR
PRPOSED RENOVATION AT
121 9 Ave E, Prince Rupert,
BC V8J 2R8, Canada

NO.	REVISION

DRAWING NO.:

DATE:
2025-09-12

DRAWN BY: **WESTCOAST**
JOURNEYMAN

SHEET:

A02

ARCHITECTURAL NOTES

CLADDING DRAINAGE AND FLASHING: VINYL SIDING SHALL BE INSTALLED OVER A SHEATHING MEMBRANE WITH PROVISIONS FOR DRAINAGE, INCLUDING FLASHING AT OPENINGS AND TERMINATIONS, IN ACCORDANCE WITH BCBC 2024 DIVISION B, 9.27.2.1.

NATURAL AND ARTIFICIAL LIGHTING: ROOMS INTENDED FOR OCCUPANCY SHALL BE PROVIDED WITH NATURAL LIGHT THROUGH GLAZED OPENINGS OR WITH ARTIFICIAL LIGHTING CAPABLE OF MEETING MINIMUM ILLUMINATION REQUIREMENTS PER BCBC 2024 DIVISION B, 9.32.1.2.

EVALUATION REPORTS: PRODUCT EVALUATION REPORTS AND CONDITIONS OF LISTING SHALL BE AVAILABLE ON SITE FOR INSPECTION IN ACCORDANCE WITH BCBC 2024 DIVISION C, 2.2.7.

HEATING: HEATING SYSTEMS SHALL MAINTAIN INDOOR TEMPERATURES OF NOT LESS THAN 21°C IN OCCUPIED SPACES AT 1.0 M ABOVE THE FLOOR AND 0.6 M FROM EXTERIOR WALLS, AND 22°C IN BATHROOMS, IN COMPLIANCE WITH BCBC 2024 DIVISION B, 9.33.3.1.

WOOD PROTECTION: WOOD OR WOOD-BASED PRODUCTS SUBJECT TO MOISTURE SHALL BE PRESERVATIVE-TREATED OR BE NATURALLY DURABLE SPECIES, PER BCBC 2024 DIVISION B, 9.23.2.3.

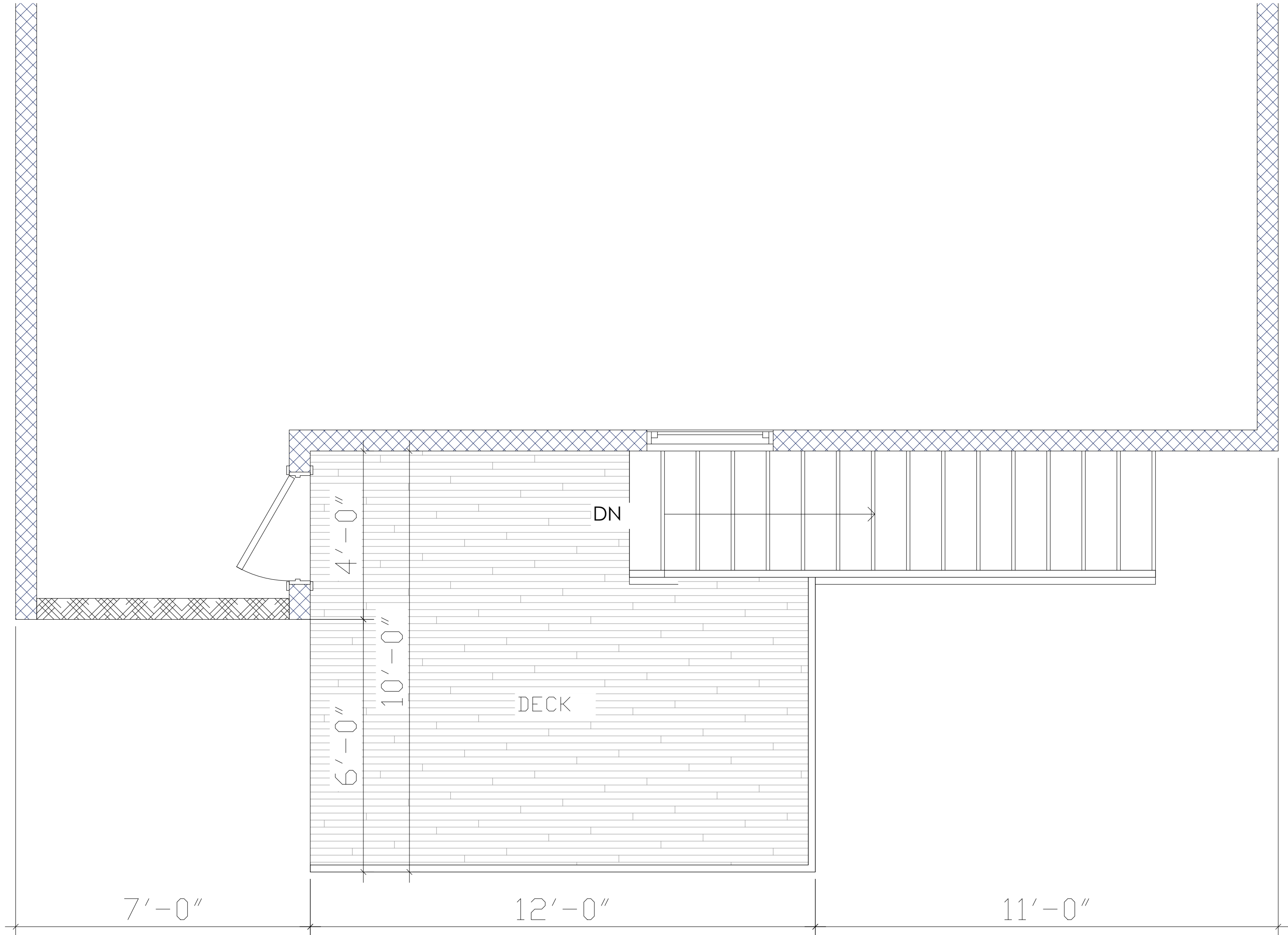
ENERGY EFFICIENCY: THE ADDITION SHALL COMPLY WITH BCBC 2024 DIVISION B, 9.36 (ENERGY EFFICIENCY), INCLUDING INSULATION, WINDOWS, AND AIR/VAPOUR BARRIER SYSTEMS.

VENTILATION: THE MUDROOM SHALL BE VENTILATED IN ACCORDANCE WITH BCBC 2024 DIVISION B, 9.32, EITHER BY OPERABLE WINDOWS OR CONNECTION TO THE HOUSE VENTILATION SYSTEM.

STAIRS AND LANDINGS (IF APPLICABLE): ANY NEW EXTERIOR STEPS OR LANDINGS SHALL CONFORM TO BCBC 2024 DIVISION B, 9.8 FOR RISE, RUN, GUARD, AND HANDRAIL REQUIREMENTS.

WALL LEGEND

- NEW EXTERIOR WALL (CMU 8")
- NEW EXTERIOR WALL (2X6)
- NEW EXTERIOR WALL (2X4)
- NEW INTERIOR WALL (2X4)
- EXISTING WALL
- DEMOLISH WALL



EXISTING

FLOOR PLAN

SCALE : 1/2" = 1'-0"

STAMP

PROJECT FOR
PROPOSED RENOVATION AT
121 9 Ave E, Prince Rupert,
BC V8J 2R8, Canada

NO.	REVISION

DRAWING NO.:

DATE:
2025-09-12

DRAWN BY: **WESTCOAST**
- JOURNEYMAN -

SHEET:

B01

ARCHITECTURAL NOTES

CLADDING DRAINAGE AND FLASHING: VINYL SIDING SHALL BE INSTALLED OVER A SHEATHING MEMBRANE WITH PROVISIONS FOR DRAINAGE, INCLUDING FLASHING AT OPENINGS AND TERMINATIONS, IN ACCORDANCE WITH BCBC 2024 DIVISION B, 9.27.2.1.

NATURAL AND ARTIFICIAL LIGHTING: ROOMS INTENDED FOR OCCUPANCY SHALL BE PROVIDED WITH NATURAL LIGHT THROUGH GLAZED OPENINGS OR WITH ARTIFICIAL LIGHTING CAPABLE OF MEETING MINIMUM ILLUMINATION REQUIREMENTS PER BCBC 2024 DIVISION B, 9.32.1.2.

EVALUATION REPORTS: PRODUCT EVALUATION REPORTS AND CONDITIONS OF LISTING SHALL BE AVAILABLE ON SITE FOR INSPECTION IN ACCORDANCE WITH BCBC 2024 DIVISION C, 2.2.7.

HEATING: HEATING SYSTEMS SHALL MAINTAIN INDOOR TEMPERATURES OF NOT LESS THAN 21°C IN OCCUPIED SPACES AT 1.0 M ABOVE THE FLOOR AND 0.6 M FROM EXTERIOR WALLS, AND 22°C IN BATHROOMS, IN COMPLIANCE WITH BCBC 2024 DIVISION B, 9.33.3.1.

WOOD PROTECTION: WOOD OR WOOD-BASED PRODUCTS SUBJECT TO MOISTURE SHALL BE PRESERVATIVE-TREATED OR BE NATURALLY DURABLE SPECIES, PER BCBC 2024 DIVISION B, 9.23.2.3.

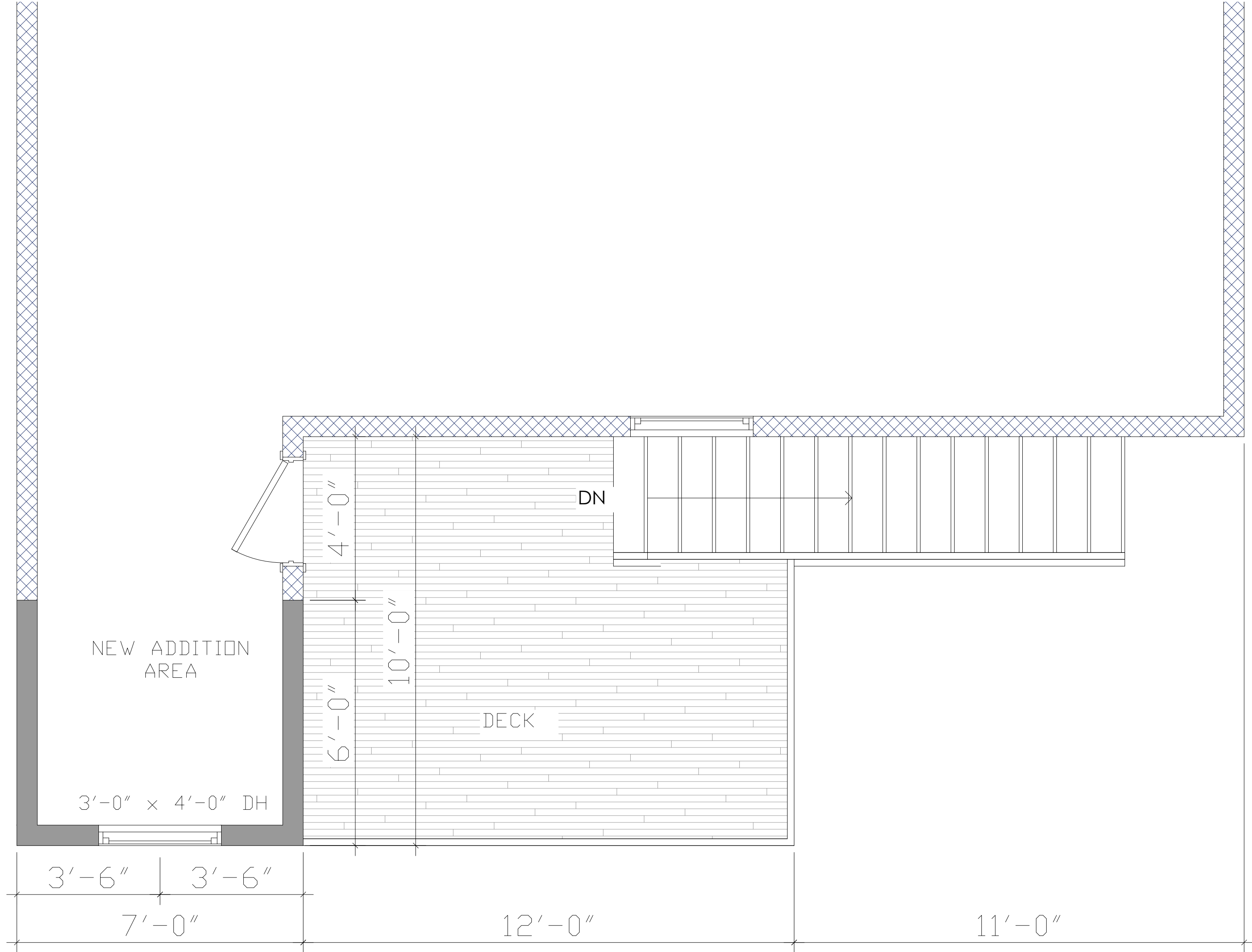
ENERGY EFFICIENCY: THE ADDITION SHALL COMPLY WITH BCBC 2024 DIVISION B, 9.36 (ENERGY EFFICIENCY), INCLUDING INSULATION, WINDOWS, AND AIR/VAPOUR BARRIER SYSTEMS.

VENTILATION: THE MUDROOM SHALL BE VENTILATED IN ACCORDANCE WITH BCBC 2024 DIVISION B, 9.32, EITHER BY OPERABLE WINDOWS OR CONNECTION TO THE HOUSE VENTILATION SYSTEM.

STAIRS AND LANDINGS (IF APPLICABLE): ANY NEW EXTERIOR STEPS OR LANDINGS SHALL CONFORM TO BCBC 2024 DIVISION B, 9.8 FOR RISE, RUN, GUARD, AND HANDRAIL REQUIREMENTS.

WALL LEGEND

- NEW EXTERIOR WALL (CMU 8")
- NEW EXTERIOR WALL (2X6)
- NEW EXTERIOR WALL (2X4)
- NEW INTERIOR WALL (2X4)
- EXISTING WALL
- DEMOLISH WALL



PROPOSED
FLOOR PLAN
SCALE : 1/2" = 1'-0"

STAMP

PROJECT FOR
PRPOSED RENOVATION AT
121 9 Ave E, Prince Rupert,
BC V8J 2R8, Canada

NO.	REVISION

DRAWING NO.:

DATE:
2025-09-12

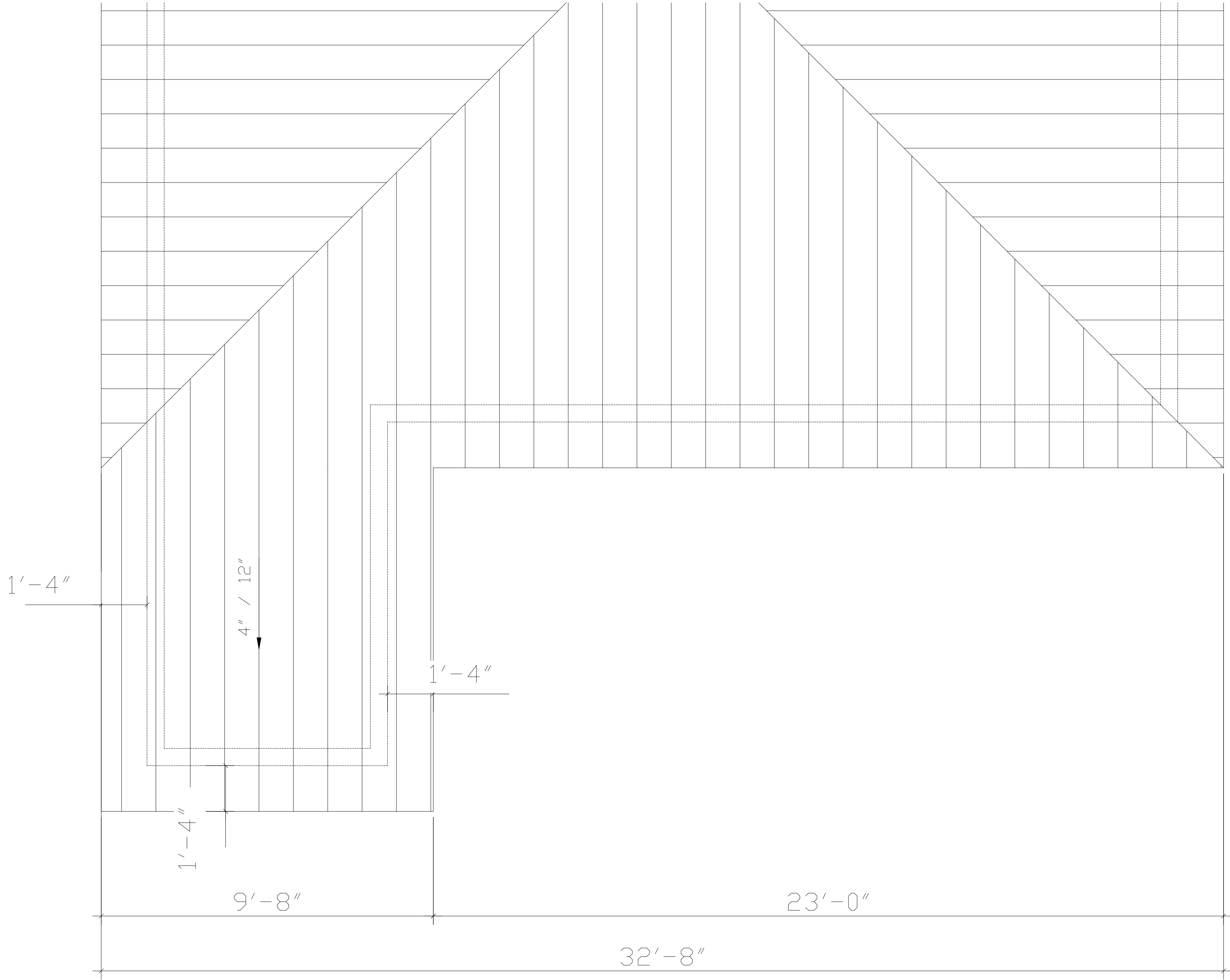
DRAWN BY: WESTCOAST JOURNEYMAN

SHEET:

B02

PROPOSED
ROOF PLAN

SCALE : 1/2" = 1'-0"



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PROJECT FOR
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SHEET:

C01

Proposed design will meet the following requirements in accordance with the BC Building Code 2024 and City of Prince Rupert bylaws:

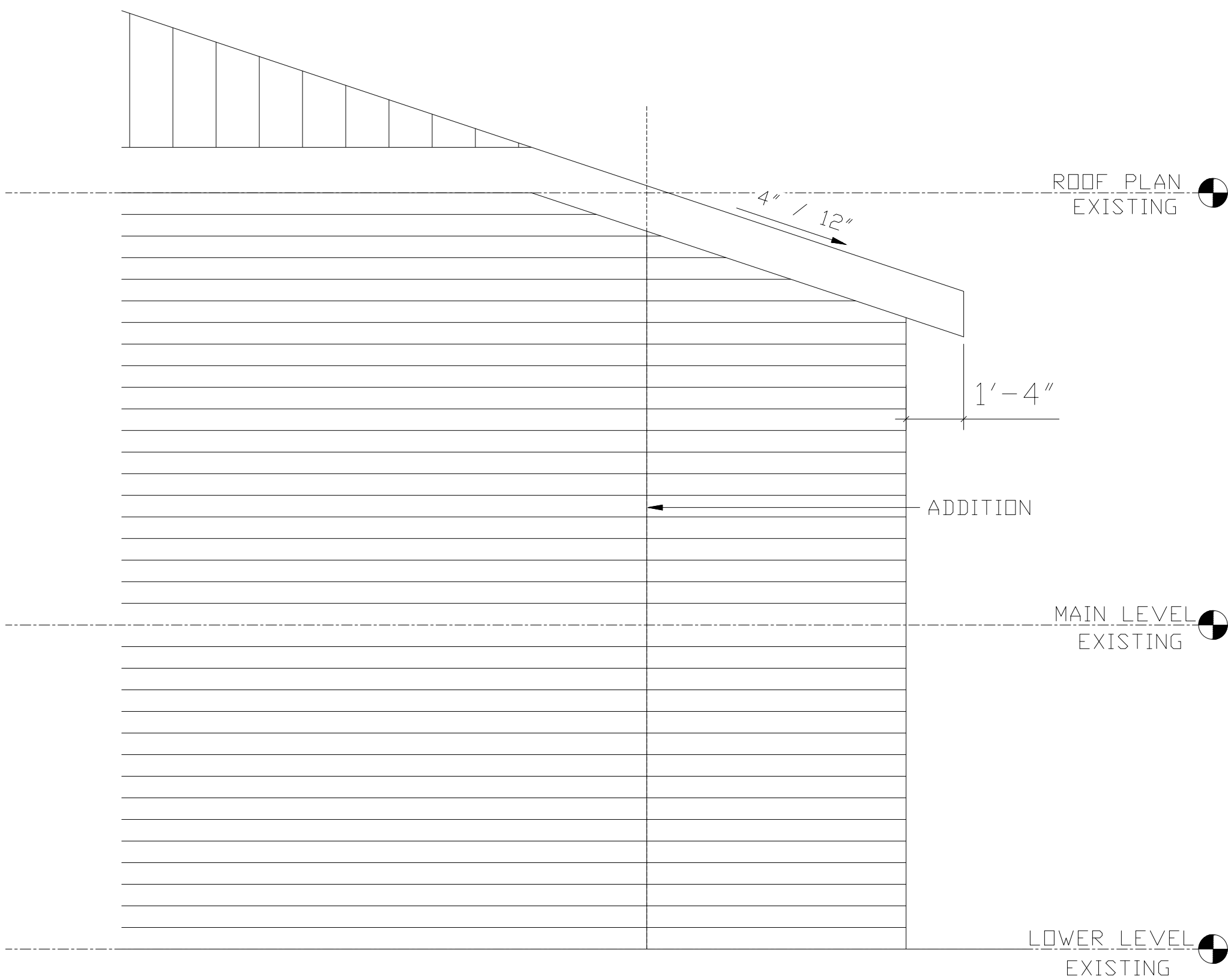
(a) The exterior materials, trim, roof, windows, and doors of the addition shall match or be compatible with the existing dwelling in colour, texture, and appearance.

(b) Roof eaves, gables, and slope of the addition shall be consistent with the existing dwelling to ensure architectural integration, as per BCBC 2024 Division B, 9.26 (roof assemblies).

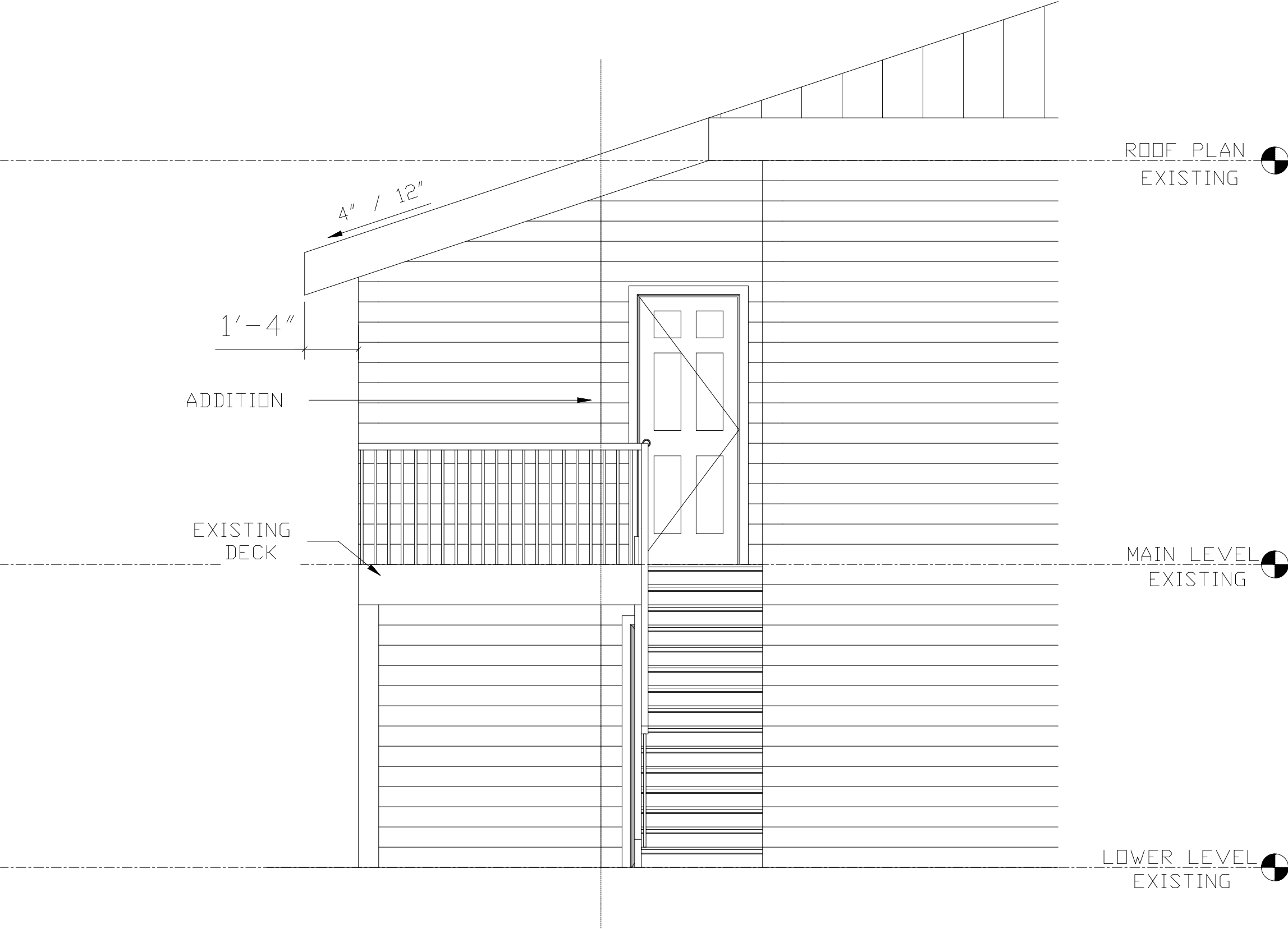
(c) Exterior lighting shall be down-lighting or otherwise installed in accordance with BCBC 2024 Part 9 and the British Columbia Fire Code.



PROPOSED
FRONT ELEVATION
SCALE :3/8" = 1'-0"



PROPOSED
LEFT ELEVATION
SCALE :3/8" = 1'-0"



PROPOSED
RIGHT ELEVATION
SCALE :3/8" = 1'-0"

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WESTCOAST
JOURNEYMAN

SHEET:

D01

#4 @24" O.C. VERTICAL 16" LONG W/ 4" EMBEDMENT W/HILTY HY 200 INTO EXISTING WALL FOOTING

EXISTING FOOTING

18"

WF-1 (TO MATCH EXISTING FROST DEPTH AND BOTTOM OF EXISTING FOOTING)

18"

DECK

DN

PROPOSED
FOUNDATION PLAN

SCALE : 1/2" = 1'-0"

PROTECTION OF EXISTING STRUCTURE

1. CONTRACTOR SHALL PROVIDE ADEQUATE SHORING OR BRACING AS REQUIRED TO PROTECT THE EXISTING FOUNDATION AND FRAMING DURING EXCAVATION AND CONSTRUCTION OF THE NEW ADDITION.
2. CONTRACTOR SHALL TAKE ALL REASONABLE MEASURES TO PREVENT DAMAGE OR SETTLEMENT TO NEW OR EXISTING CONSTRUCTION WITHIN THE PROJECT LIMITS.
3. ANY DAMAGE TO NEW OR EXISTING CONSTRUCTION RESULTING FROM THE WORK IS THE RESPONSIBILITY OF THE CONTRACTOR.

FOUNDATION NOTES:-

EXISTING SLAB:

VERIFY THE CONDITION OF THE EXISTING SLAB-ON-GRADE AND EDGES BEFORE CONSTRUCTION. THE SLAB SHALL BE SOUND, CLEAN, AND FREE OF COATINGS, LAITANCE, OR DEBRIS PRIOR TO NEW WORK.

JOINTS / TERMINATIONS:

PROVIDE CONSTRUCTION JOINTS, KEYWAYS, OR DOWELS AS REQUIRED AT CORNERS AND DISCONTINUITIES. CONTROL JOINTS ARE NOT REQUIRED FOR SLAB SEGMENTS UNDER 6.0 M IN LENGTH.

INSPECTIONS:

REINFORCEMENT, DOWELS, AND ANCHORS SHALL BE PLACED AND INSPECTED PRIOR TO POUR. CONCRETE PLACEMENT SHALL BE CONTINUOUS AROUND THE PERIMETER CURB. ALL WORK SHALL CONFORM TO THE BRITISH COLUMBIA BUILDING CODE 2024 AND APPLICABLE CSA STANDARDS, INCLUDING CSA A23.1/A23.2 (CONCRETE MATERIALS AND METHODS) AND CSA A23.3 (DESIGN OF CONCRETE STRUCTURES).

DEVIATIONS:

FIELD CHANGES OR CONDITIONS NOT SHOWN SHALL BE COORDINATED ON SITE AND APPROVED PRIOR TO EXECUTION.

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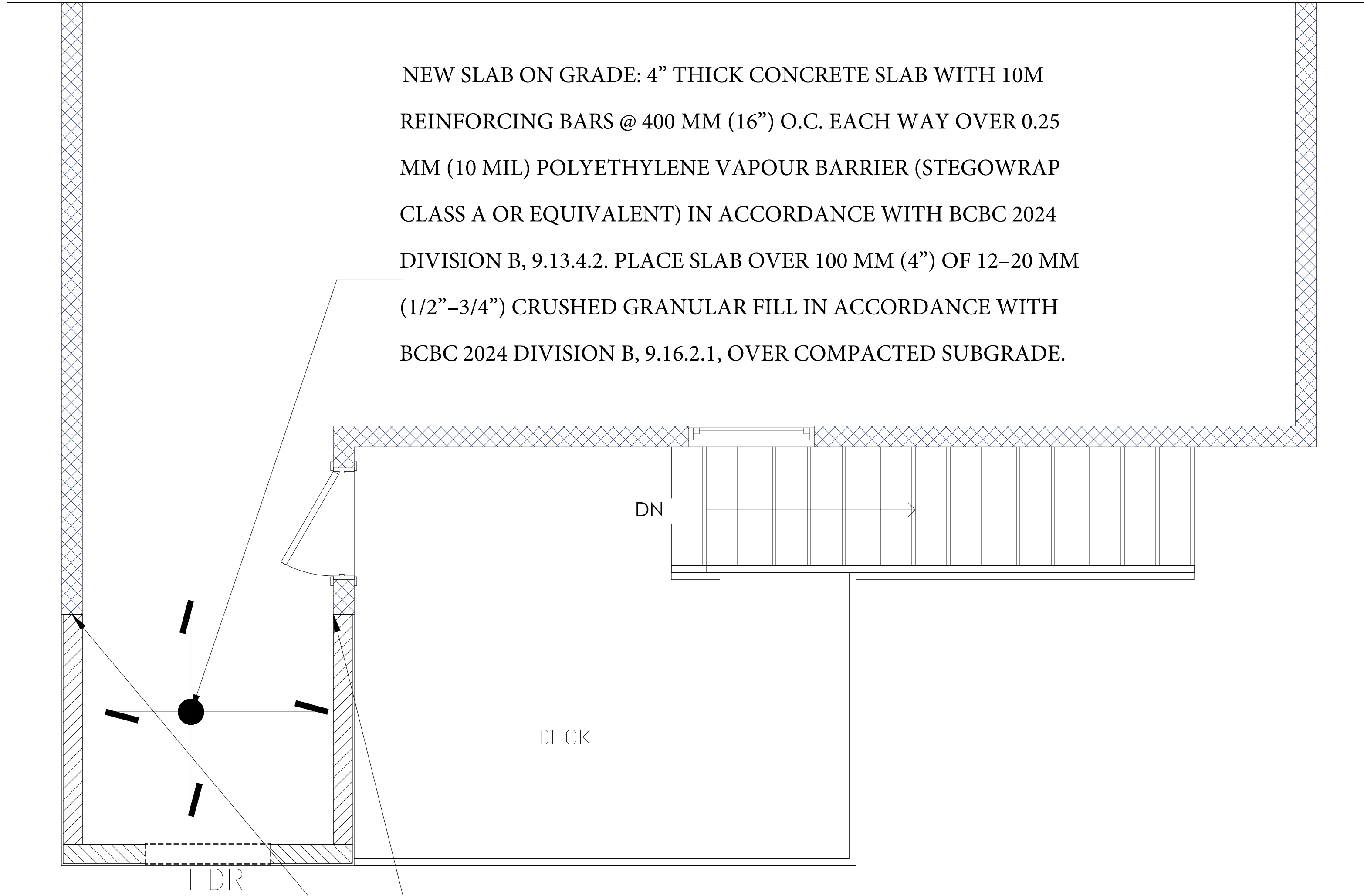
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WESTCOAST
- JOURNEYMAN -

SHEET:

S01



PROVIDE SIMPSON A35 OR APPROVED CSA/CCMC EQUIVALENT ANGLE/STRAP CONNECTOR FOR STUD-TO-PLATE, WALL-TO-WALL, AND GENERAL FRAMING CONNECTIONS.

PROVIDE SIMPSON A35 OR APPROVED CSA/CCMC EQUIVALENT ANGLE/STRAP CONNECTOR FOR STUD-TO-PLATE, WALL-TO-WALL, AND GENERAL FRAMING CONNECTIONS.

PROVIDE SIMPSON H2.5A OR APPROVED CSA/CCMC EQUIVALENT HURRICANE CLIP FOR RAFTER/TRUSS-TO-TOP PLATE CONNECTIONS.

PROPOSED
FIRST FLOOR FRAMING PLAN
SCALE :1/2" = 1'-0"

CONSTRUCTION NOTES

- REFER TO STRUCTURAL GENERAL NOTES AND DETAIL SHEETS FOR MORE INFORMATION.
- CONNECTORS SUCH AS SIMPSON OR EQUIVALENT CSA/CCMC APPROVED PRODUCTS MAY BE USED, PROVIDED THEIR CAPACITIES ARE EQUAL TO OR GREATER THAN SPECIFIED.
- HANGERS FOR CONNECTION OF I-JOISTS TO OTHER FRAMING MEMBERS SHALL BE SIMPSON "IUS" OR APPROVED EQUIVALENT. HANGERS FOR CONNECTION OF SOLID JOISTS SHALL BE SIMPSON "LUS" OR APPROVED EQUIVALENT.
- PROVIDE STRAPS AT TOP PLATE SPLICES AT ROOF FRAMING LEVELS AS INDICATED ON PLANS.
- PROVIDE STRAPS AT LEDGER SPLICES AS INDICATED ON PLANS.
- PROVIDE STRAP REINFORCEMENT AT RIM JOISTS AS INDICATED. LVL RIM JOISTS SHALL BE USED AT ALL FLOOR FRAMING EDGES.
- PLYWOOD SHALL BE APPLIED TO BOTH SIDES OF SHEAR WALLS WHERE NOTED.
- INTERIOR NON-BEARING WALLS MAY BE FRAMED WITH 2X STUDS AT 16" O.C.
- SEE SCHEDULE FOR HEADERS AT OPENINGS IN EXTERIOR AND INTERIOR BEARING WALLS.
- HEADER SIZES AT NON-BEARING WALLS: (2)2X4 FOR OPENINGS UP TO 3'-0" MAX., (2)2X6 FOR OPENINGS UP TO 6'-0" MAX., (2)2X8 FOR OPENINGS UP TO 8'-0" MAX., (2)2X10 FOR OPENINGS UP TO 10'-0" MAX., (2)2X12 FOR OPENINGS UP TO 12'-0" MAX., UNO.
- 2X6 WALLS SHALL BE PROVIDED AT PLUMBING WALLS.
- FOUNDATION ANCHOR BOLTS SHALL BE PROVIDED AT MAXIMUM 2.4 M O.C. AND WITHIN 300 MM OF PLATE ENDS, IN ACCORDANCE WITH BCBC 2024 DIVISION B, 9.23.6.1.
- FOUNDATION ANCHOR BOLTS IN CONTACT WITH PRESSURE-TREATED SILL PLATES SHALL BE HOT-DIPPED GALVANIZED OR OF NON-CORROSIVE MATERIAL.
- ALL CONNECTORS AND FASTENERS SHALL BE INSTALLED PER MANUFACTURER'S INSTRUCTIONS AND IN COMPLIANCE WITH BCBC 2024 DIVISION B, 9.23.3.

KEY NOTES

- LINE OF 2X FLAT BLOCKING WITH EDGE NAILING AND CONTINUOUS STRAP OVER, UNO. SEE PLAN FOR NUMBER OF BAYS.
- PROVIDE CONTINUOUS FULL-HEIGHT BLOCKING WITH EDGE NAILING, UNO. SEE PLANS FOR NUMBER OF BAYS.
- BLOCKED ROOF DIAPHRAGM: NAIL WITH 3" COMMON NAILS AT 100 MM (4") O.C. AT BOUNDARIES, 100 MM (4") O.C. AT EDGES, AND 300 MM (12") O.C. IN FIELD.
- BLOCKED FLOOR DIAPHRAGM: NAIL WITH 3-1/2" COMMON NAILS AT 100 MM (4") O.C. AT BOUNDARIES, 100 MM (4") O.C. AT EDGES, AND 300 MM (12") O.C. IN FIELD.
- PROVIDE SOLID BLOCKING AS INDICATED.

SHORING OF EXISTING STRUCTURE:-

- CONTRACTOR SHALL PROVIDE ADEQUATE SHORING OR BRACING AS REQUIRED TO PROTECT THE EXISTING FOUNDATION AND FRAMING DURING EXCAVATION AND CONSTRUCTION OF THE NEW ADDITION.
- CONTRACTOR SHALL TAKE ALL REASONABLE MEASURES TO PREVENT DAMAGE OR SETTLEMENT TO NEW OR EXISTING CONSTRUCTION WITHIN THE PROJECT LIMITS.
- ANY DAMAGE TO NEW OR EXISTING CONSTRUCTION RESULTING FROM THE WORK IS THE RESPONSIBILITY OF THE CONTRACTOR.

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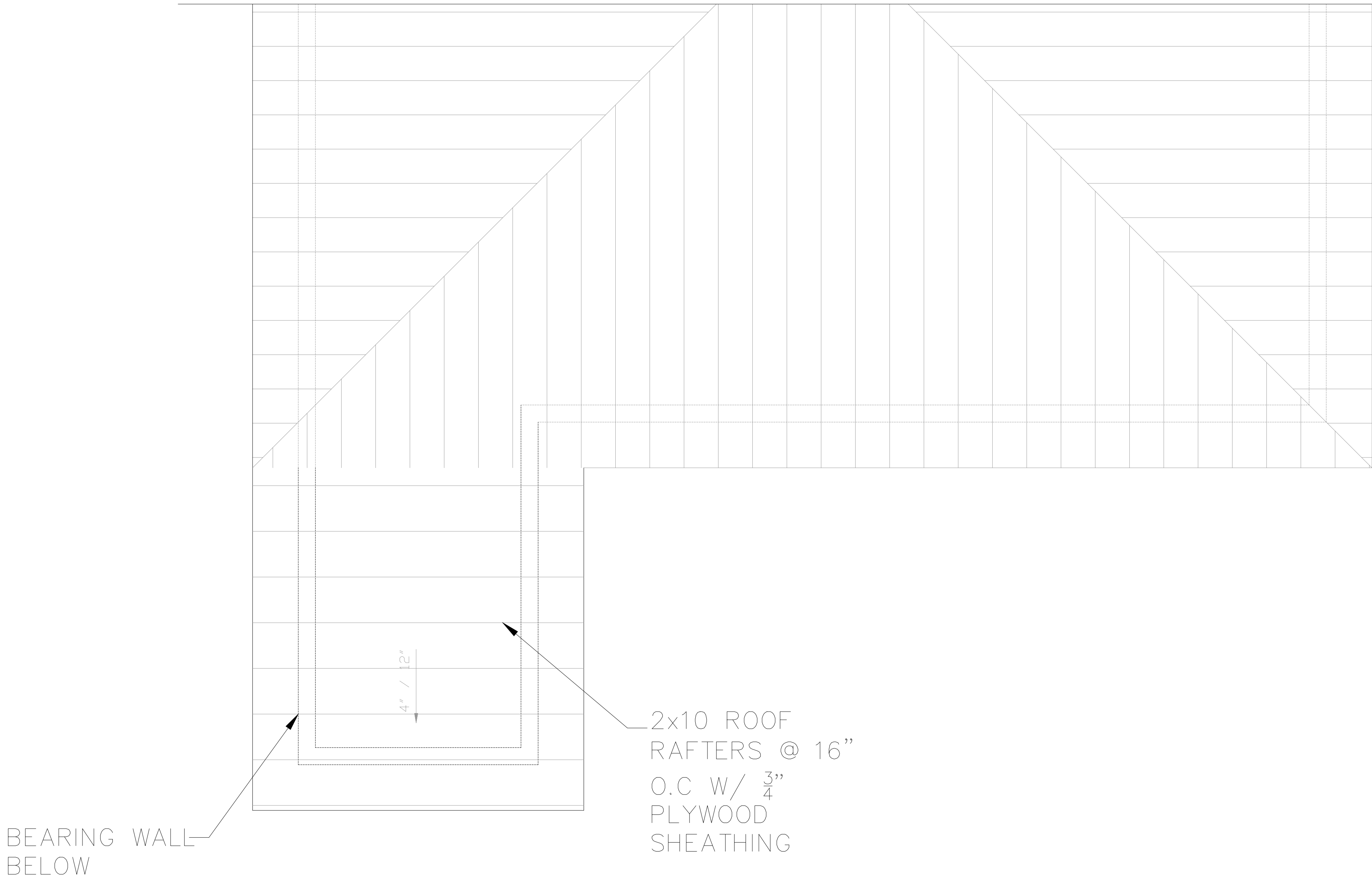
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DRAWN BY: **WESTCOAST**
JOURNEYMAN

SHEET:

S02



PROPOSED
ROOF FRAMING PLAN
SCALE : 1/2" = 1'-0"

CONSTRUCTION NOTES

1. RAFTERS SHALL BE 2X10 @ 400 MM (16") O.C. WITH 1/2" PLYWOOD SHEATHING, UNO.
2. ROOF SHEATHING SHALL BE 12.5 MM (1/2") PLYWOOD OR OSB, INSTALLED PER BCBC 2024 DIVISION B, 9.23.16.
3. PROVIDE HURRICANE CLIPS (SUCH AS SIMPSON H2.5A OR APPROVED CSA/CCMC EQUIVALENT) AT ALL RAFTER-TO-PLATE CONNECTIONS.
4. PROVIDE STRAPPING OR BLOCKING AT ALL RAFTER-TO-WALL AND RAFTER-TO-BEAM CONNECTIONS, UNO.
5. PROVIDE SOLID BLOCKING BETWEEN RAFTERS AT SUPPORTS AND WHERE REQUIRED FOR SHEATHING EDGES.
6. NAILING FOR ROOF SHEATHING TO BE 63 MM (2-1/2") COMMON NAILS @ 150 MM (6") O.C. AT PANEL EDGES AND 300 MM (12") O.C. IN THE FIELD, IN ACCORDANCE WITH BCBC 2024 DIVISION B, 9.23.16.5.
7. PROVIDE ROOF VENTILATION IN ACCORDANCE WITH BCBC 2024 DIVISION B, 9.19, MINIMUM 1/300 OF INSULATED CEILING AREA.
8. ROOF UNDERLAYMENT, FLASHING, AND SHINGLES TO BE INSTALLED IN ACCORDANCE WITH BCBC 2024 DIVISION B, 9.26.

KEY NOTES

1. LINE OF 2X FLAT BLOCKING WITH EDGE NAILING AND CONTINUOUS STRAP OVER, UNLESS NOTED OTHERWISE. SEE PLAN FOR NUMBER OF BAYS.
2. PROVIDE CONTINUOUS FULL-HEIGHT BLOCKING WITH EDGE NAILING, UNLESS NOTED OTHERWISE. SEE PLANS FOR NUMBER OF BAYS.
3. BLOCKED ROOF DIAPHRAGM: NAIL WITH 3" COMMON NAILS AT 100 MM (4") O.C. AT BOUNDARIES, 100 MM (4") O.C. AT EDGES, AND 300 MM (12") O.C. IN FIELD.
4. BLOCKED FLOOR DIAPHRAGM: NAIL WITH 3-1/2" COMMON NAILS AT 100 MM (4") O.C. AT BOUNDARIES, 100 MM (4") O.C. AT EDGES, AND 300 MM (12") O.C. IN FIELD.
5. PROVIDE SOLID BLOCKING AS INDICATED.

STAMP

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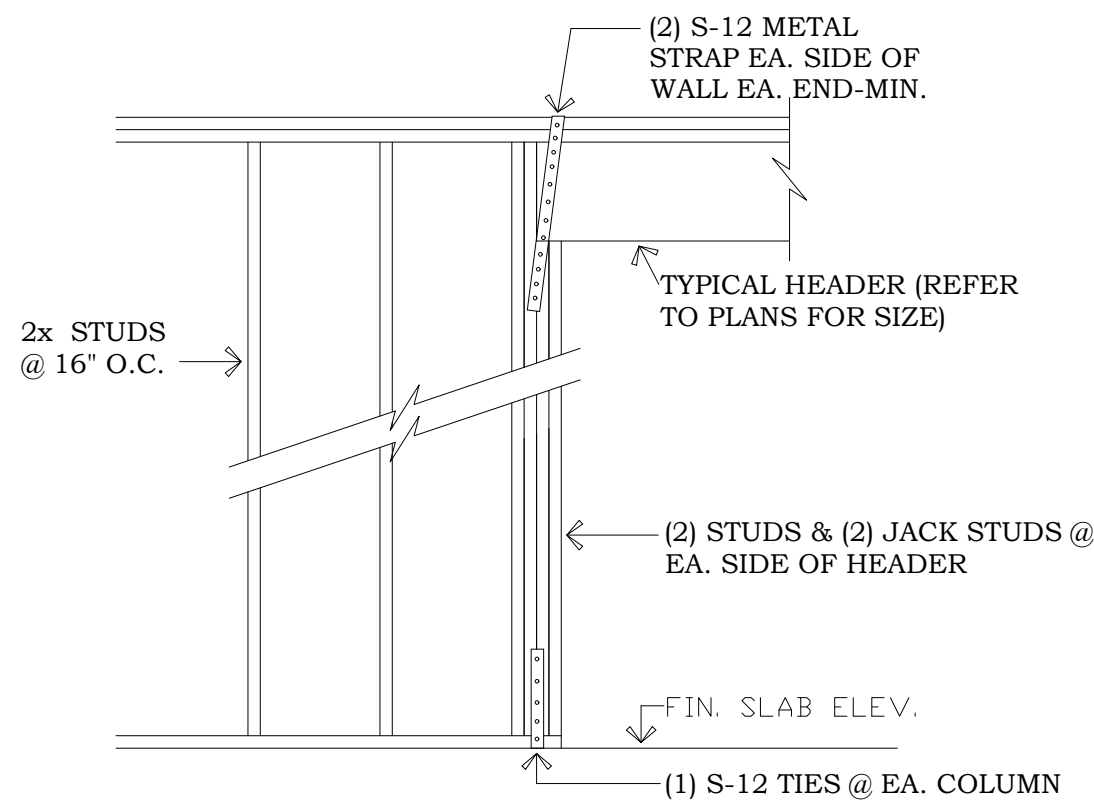
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-JOURNEYMAN-

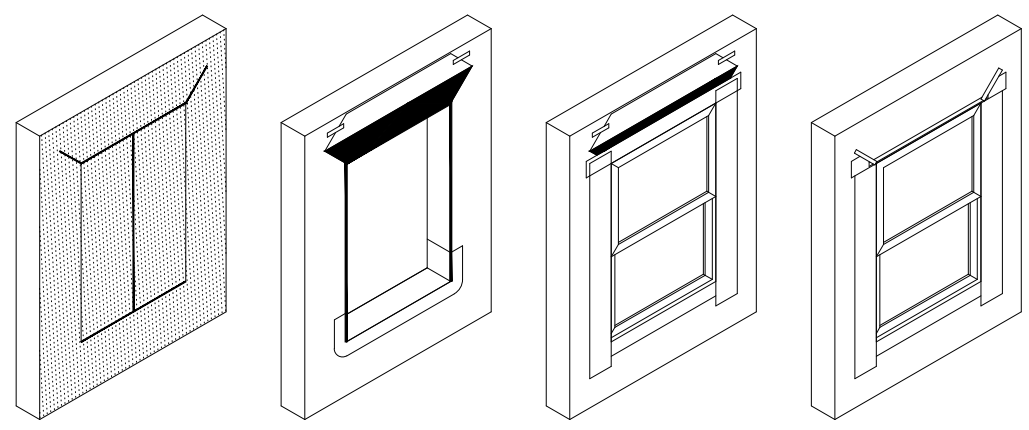
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S03



HEADER DETAIL

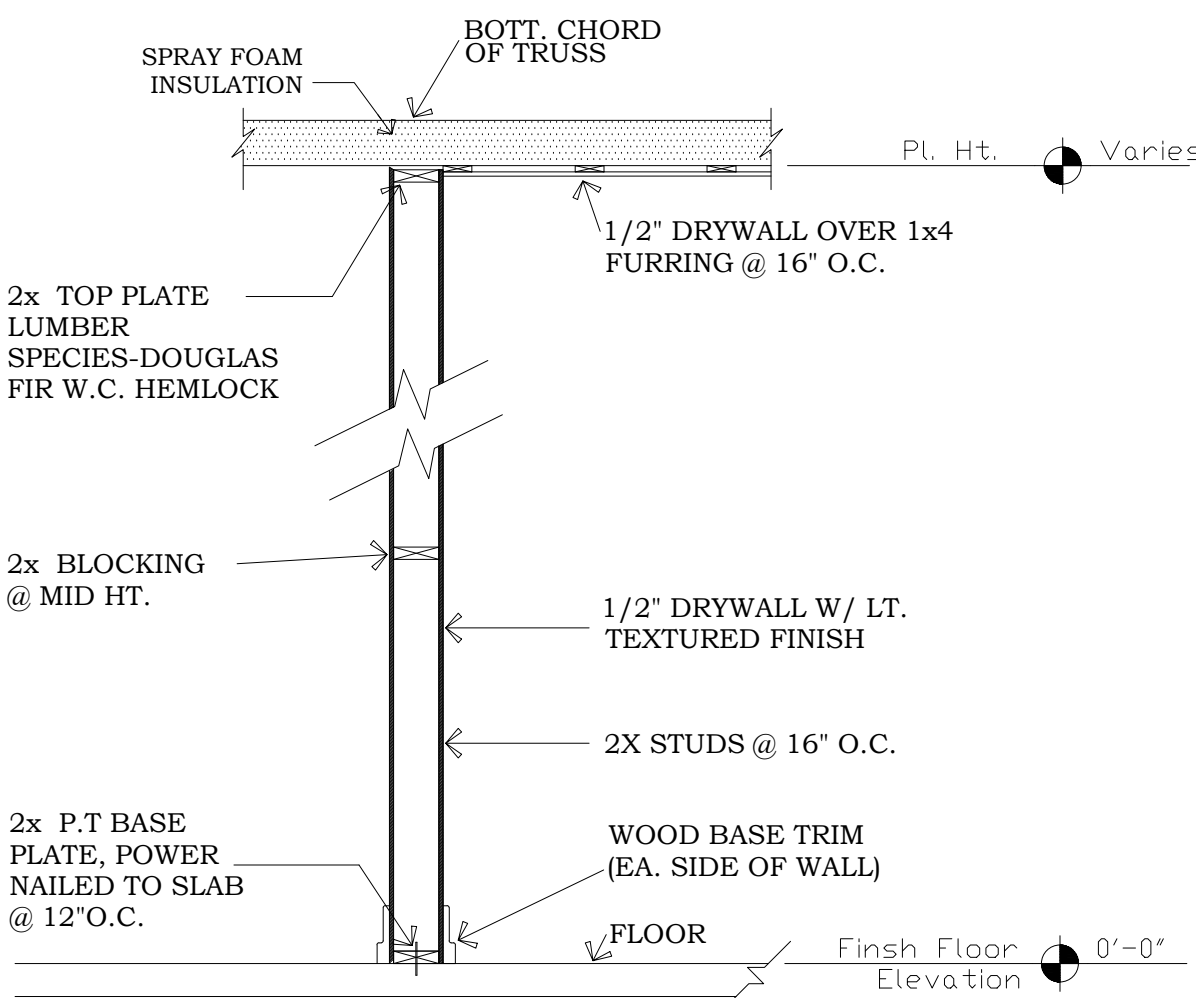
Scale: 1/2" = 1'-0"



- STEP 1
CUT MOISTURE BARRIER ALONG DASHED LINES AND FOLD SIDES INSIDE OF OPENING. CUT TWO 45° SLITS 11.5" LONG
- STEP 2
TAPE UPPER FLAP BACK TEMPORARILY. INSTALL BARRIER MEMBRANE ALONG SILL OF ROUGH OPENING AND LAP UP THE JAMBS TO BE MINIMUM 6". APPLY SEALANT TO EDGE OF JAMBS AND HEAD OF OPENING FOR WINDOW TO SIT IN.
- STEP 3
INSTALL WINDOW PER MANUFACTURER. ADD MOISTURE BARRIER TO EA. SIDE OF WINDOW 1" ABOVE WINDOW HEAD FLANGE AND BELOW BOTTOM EDGE OF SILL FLASHING. ADD MOISTURE BARRIER ABOVE WINDOW TO EXTEND BEYOND JAMB FLASHING.
- STEP 4
FLIP DOWN UPPER FLAP. TAPE SEAMS AS SHOWN AT HEAD OF WINDOW. ADD SEALANT ON INSIDE OF OPENING.
- GENERAL NOTES:
• FENESTRATION MANUFACTURER'S INSTALLATION AND FLASHING INSTRUCTIONS OR FLASHING MANUFACTURER'S INSTRUCTIONS TO BE USED IF AVAILABLE. IF NONE ARE AVAILABLE THEN FLASHING MUST COMPLY WITH FMA/AMA 100, 200, 250, 300 OR AS NOTED ABOVE.
• PREPARE OPENINGS PRIOR TO INSTALLATION OF WINDOW OR MECHANICAL EQUIPMENT. COORDINATE INSTALLATION WITH ASSOCIATED SUBTRADES.
• PROVIDE MOISTURE BARRIER AND OTHER ASSOCIATED TRIM & ACCESSORIES.
• PROVIDE FLASHING AT SILL TO DRAIN WATER TO THE EXTERIOR.

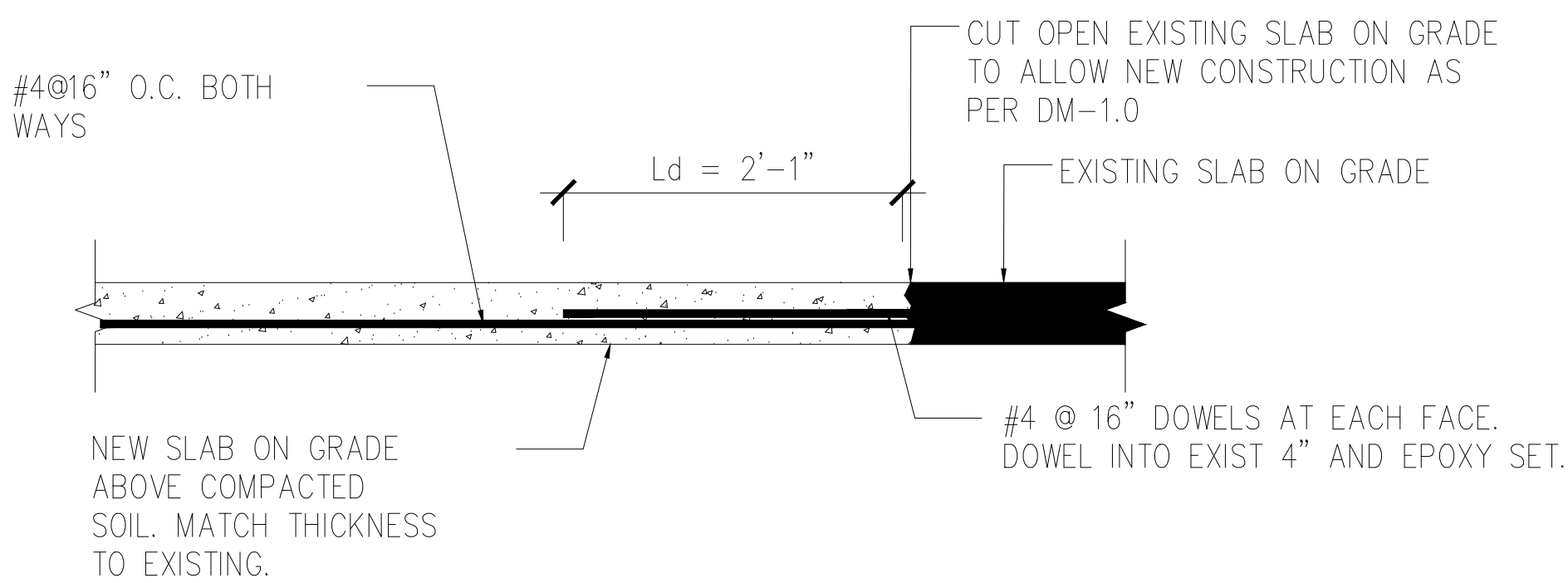
ROUGH OPENING PREPARATION DETAIL

Scale: 1/2" = 1'-0"

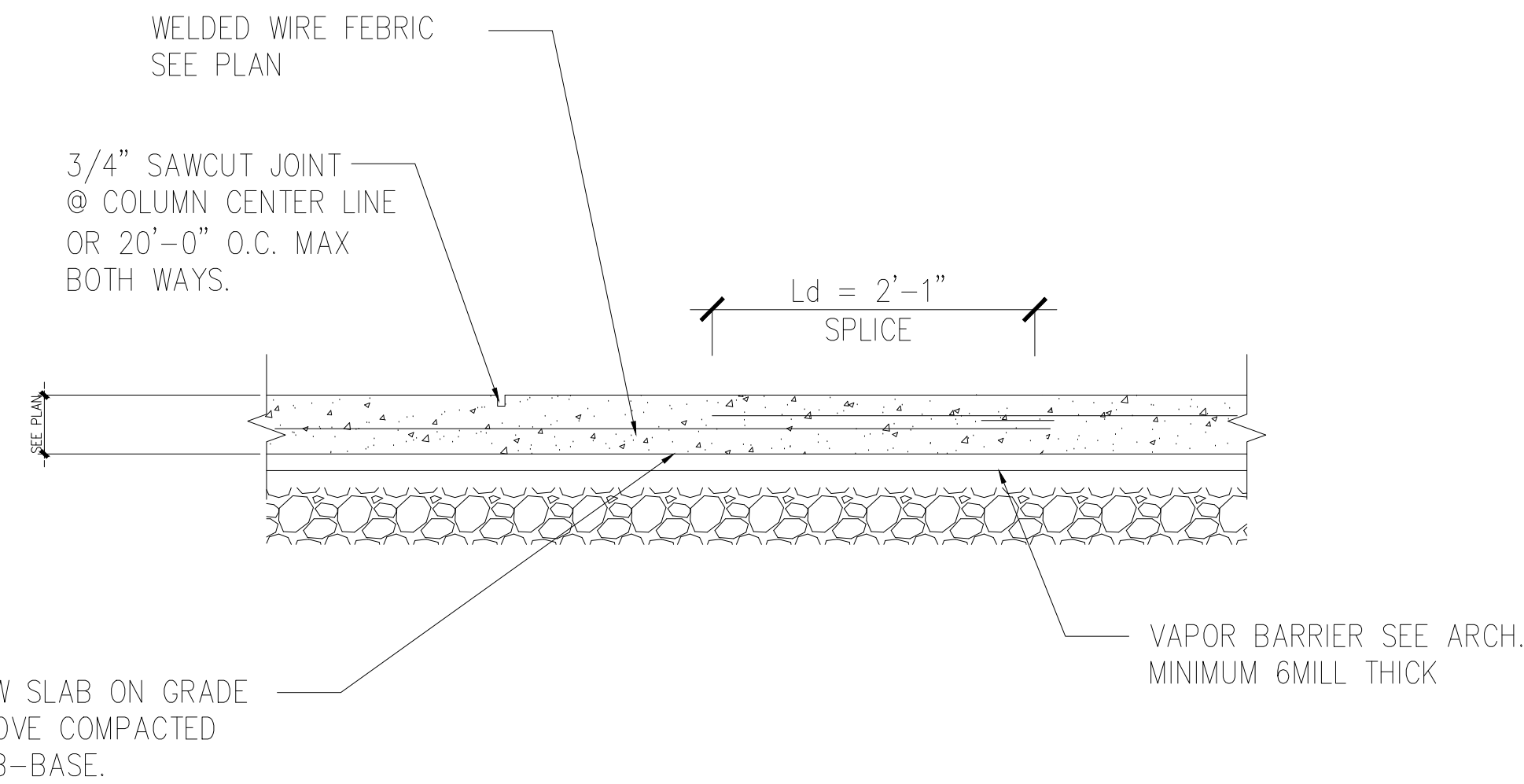


TYPICAL INTERIOR PARTITION SECTION

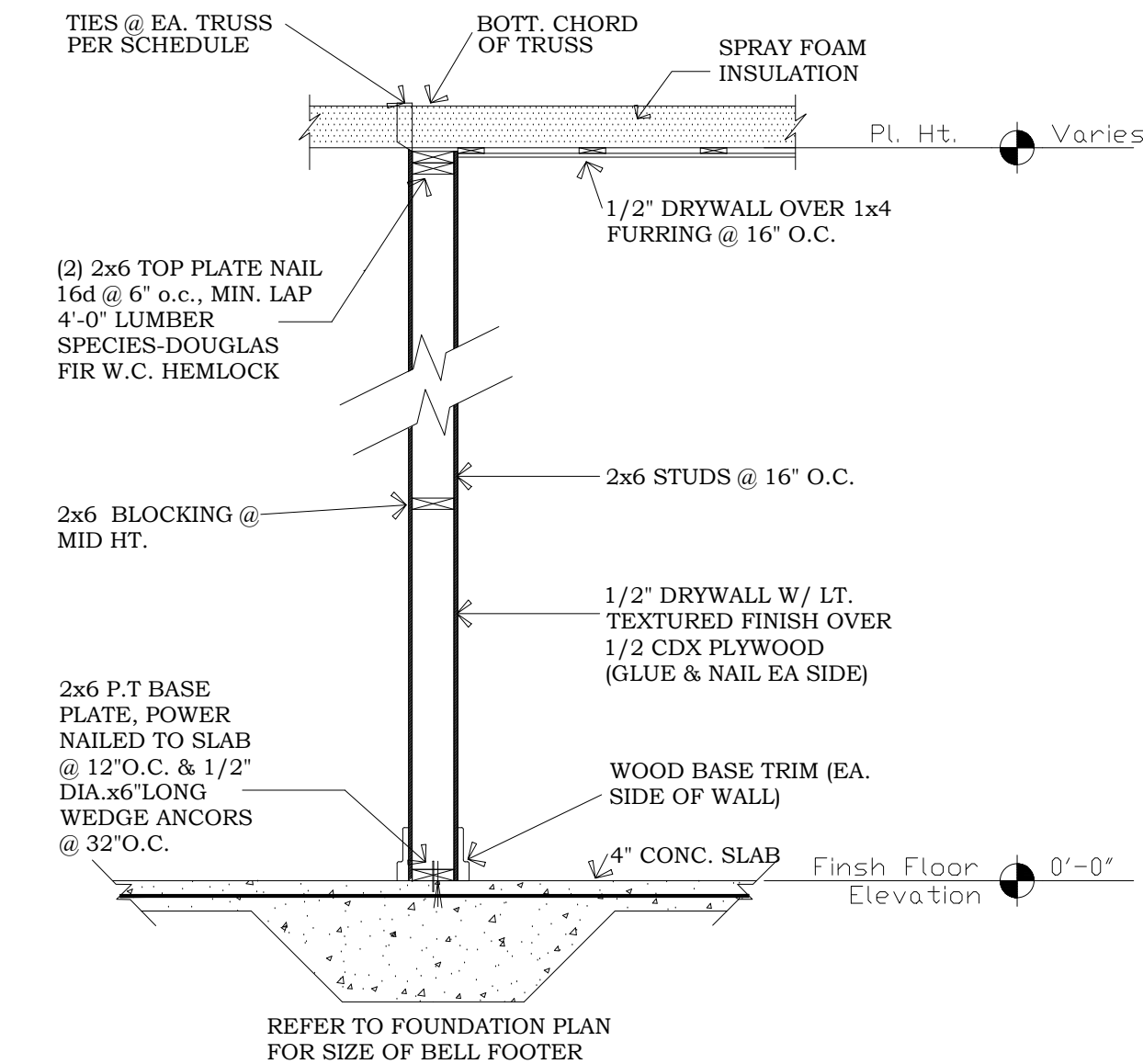
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DETAIL AT CONNECTION OF NEW AND EXISTING S.O.G

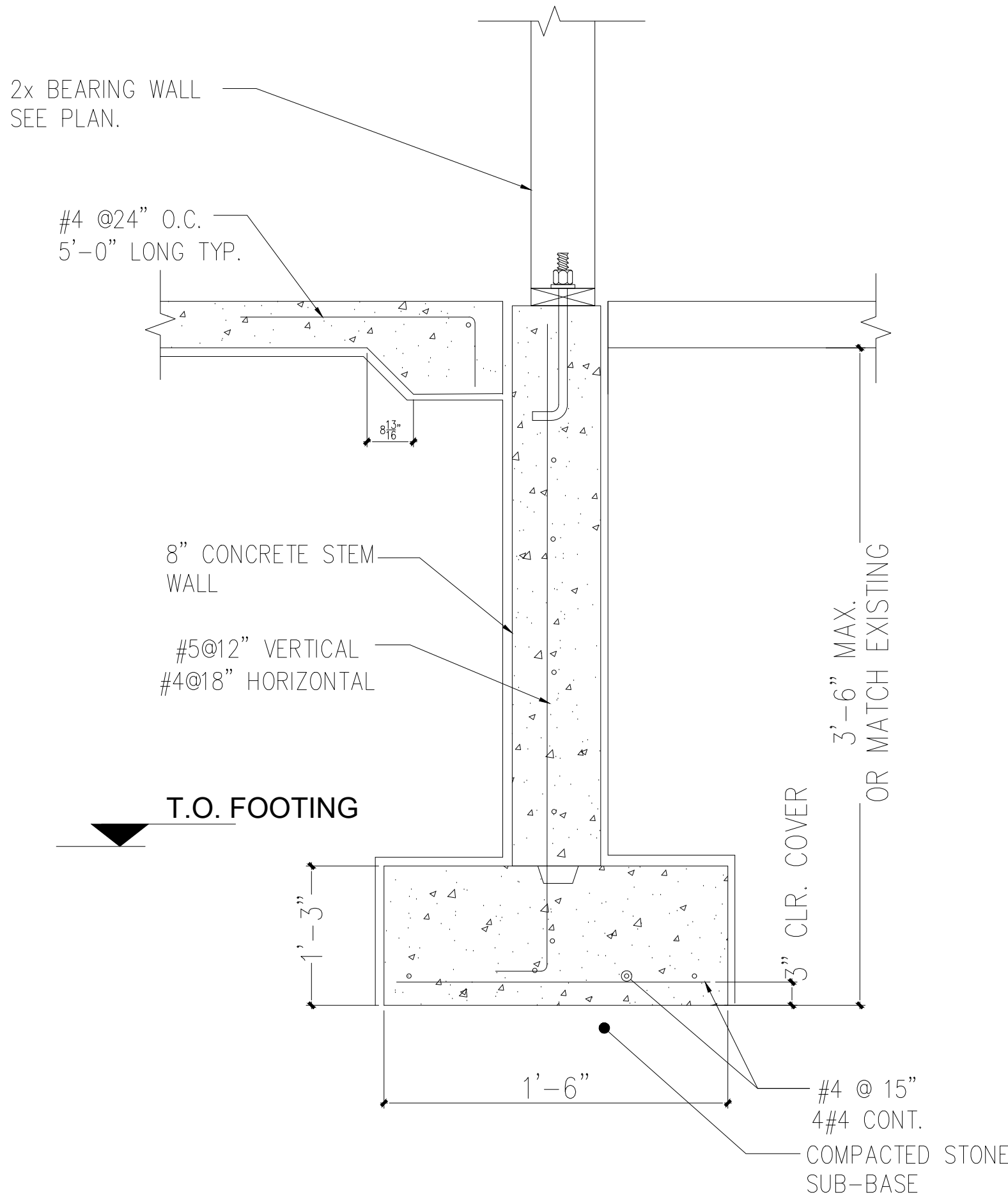


TYPICAL S.O.G DETAIL

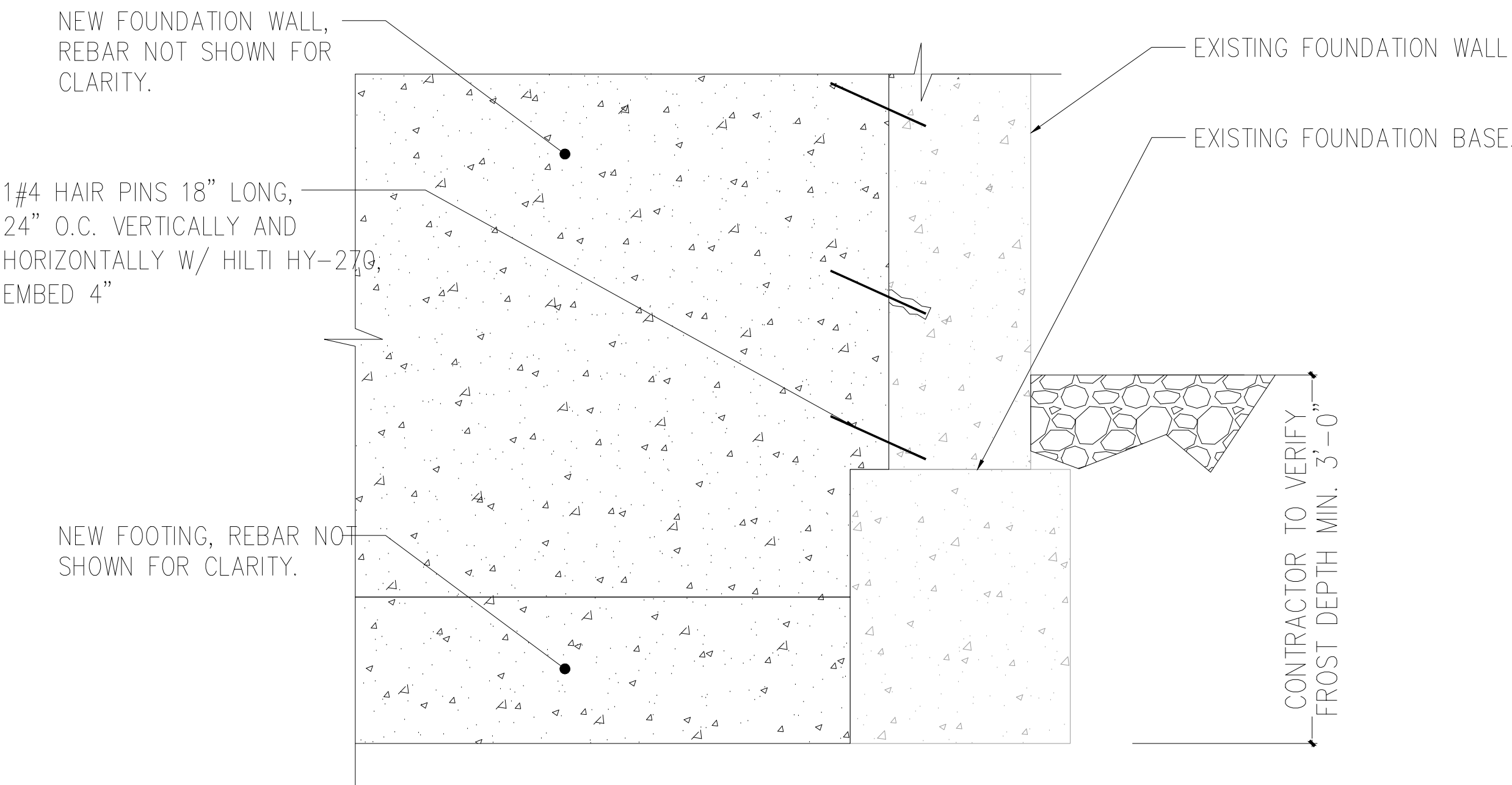


BEARING/SHEAR WALL SECTION

Scale: 1/2" = 1'-0"



DETAIL AT NEW FOUNDATION WALL



DETAIL AT CONNECTION OF NEW AND EXISTING FOUNDATION WALL

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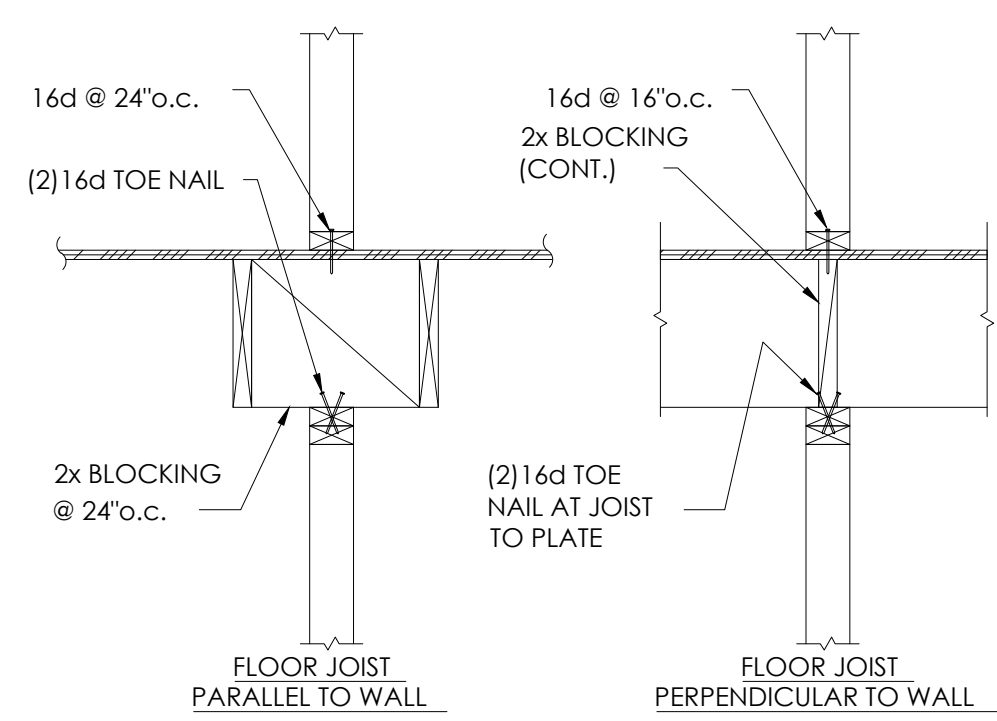
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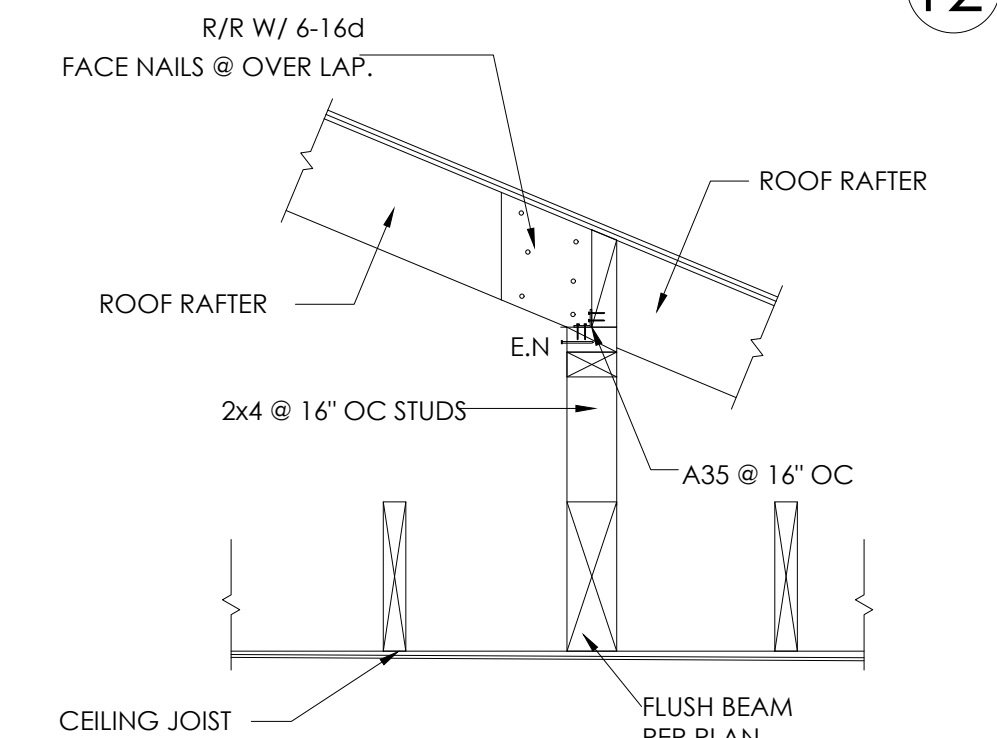
WESTCOAST
JOURNEYMAN

SHEET:

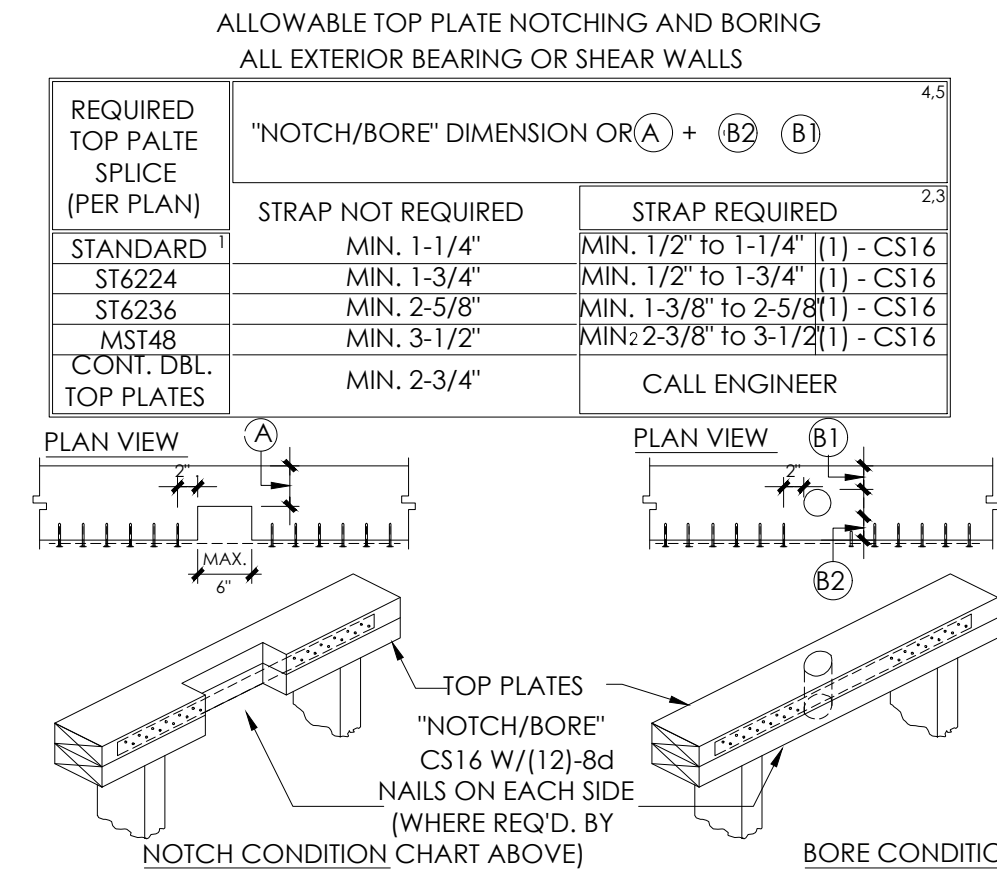
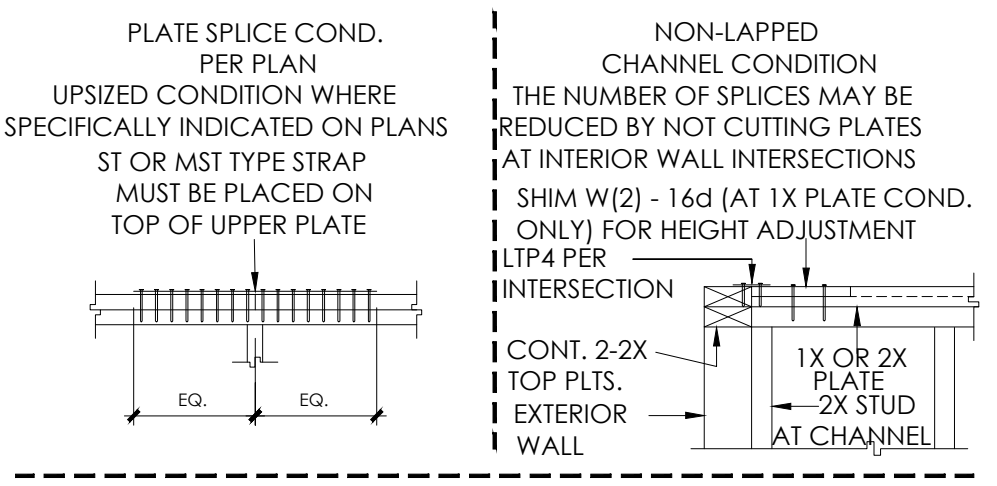
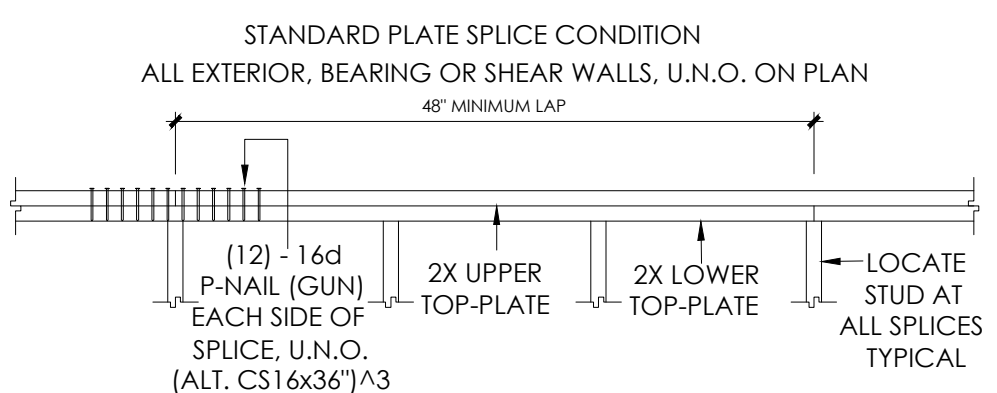
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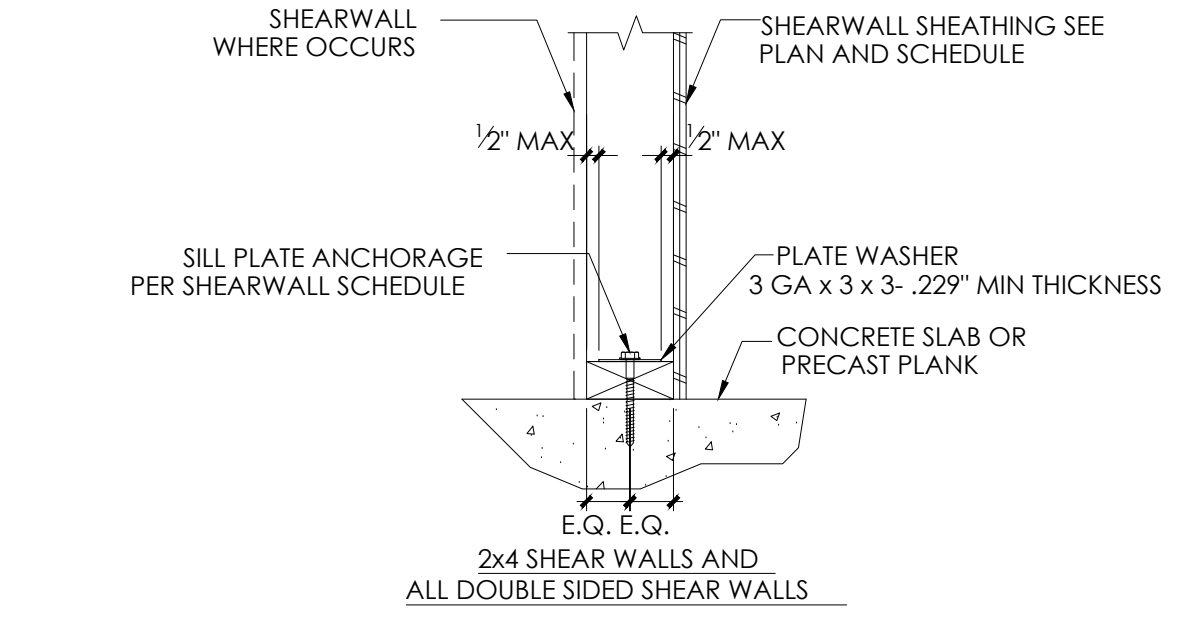
TYPICAL NON-BEARING PARTITION WALL AT SAWN LUMBER FRAMING DETAIL 12



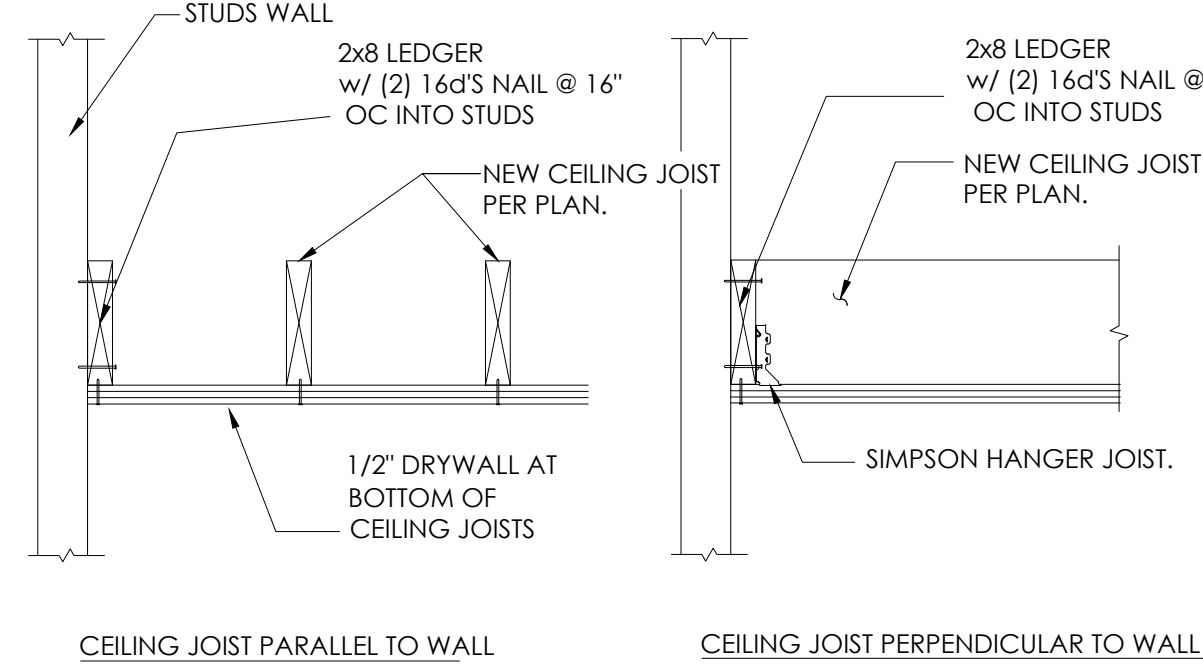
RAFTER TO FLUSH BM.CONN. 13



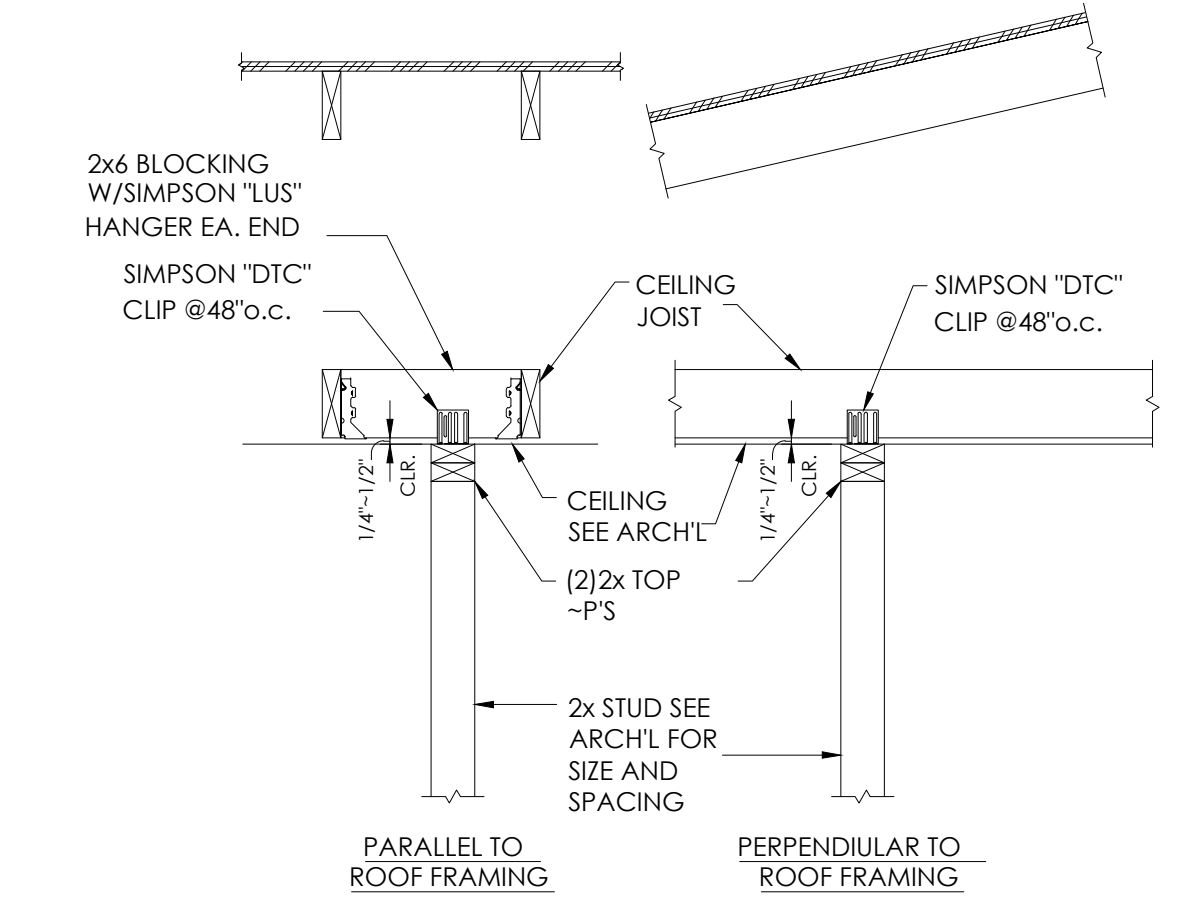
TOP PLATE SPLICING, NOTCHING & BORING 14



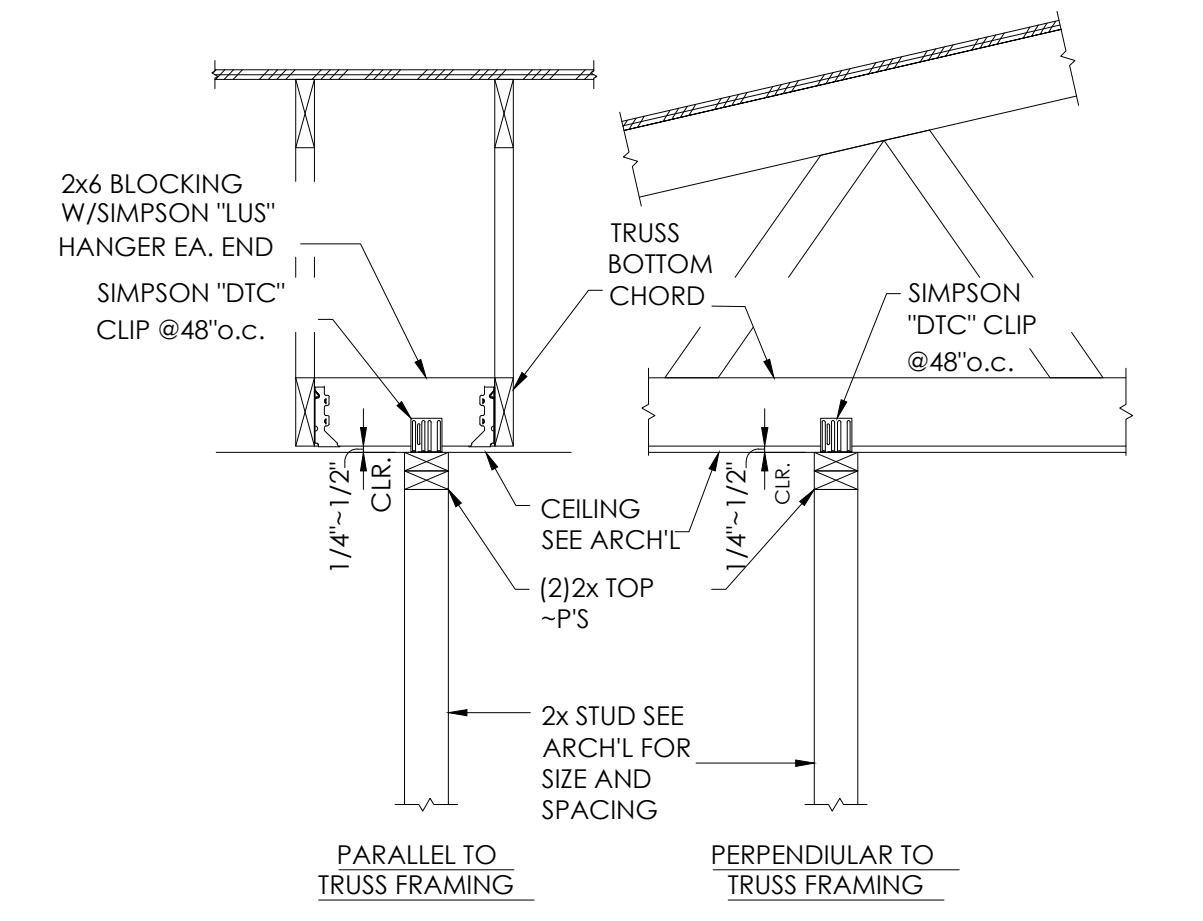
WOOD SHEARWALL SILL PLATE ANCHORAGE 8



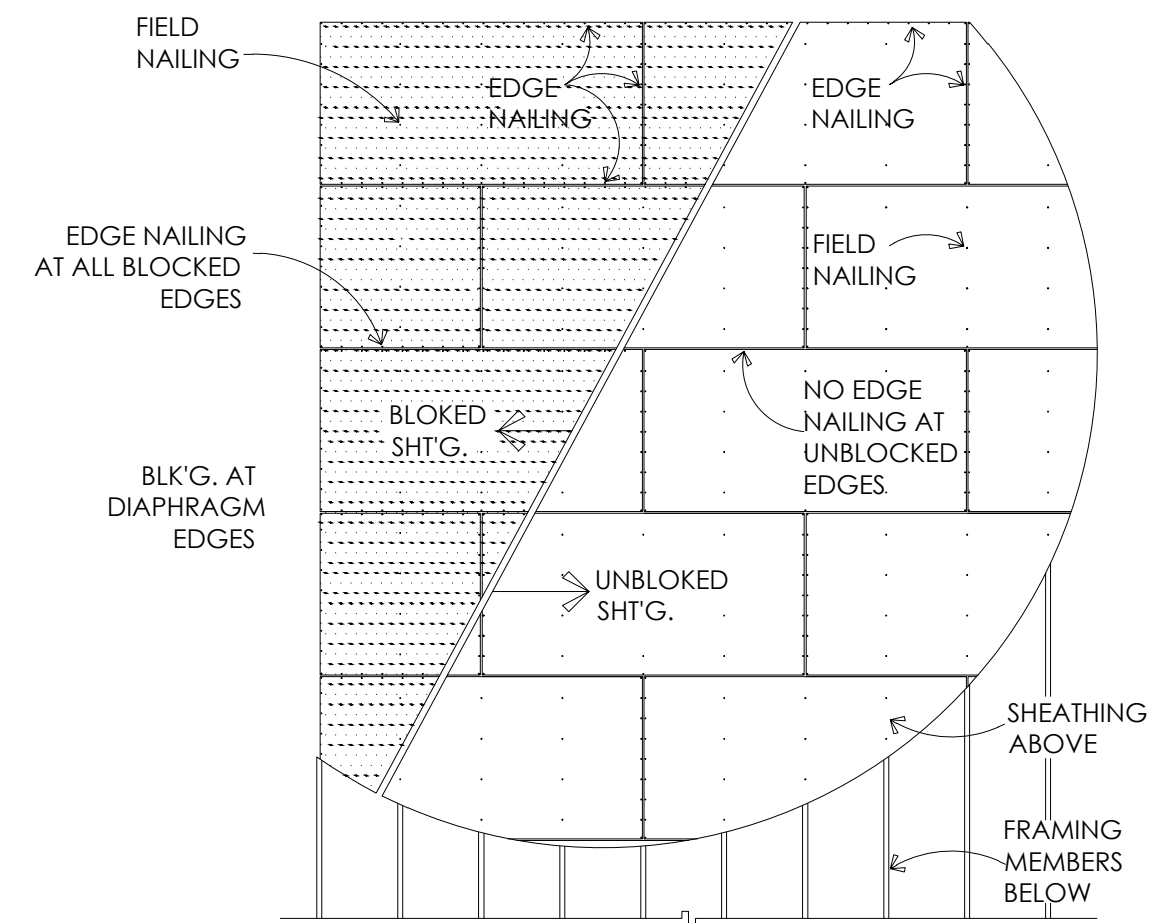
CEILING JOIST TO WALL DETAIL 9



TYPICAL NON-BEARING PARTITION WALL AT ROOF FRAMING DETAIL 10

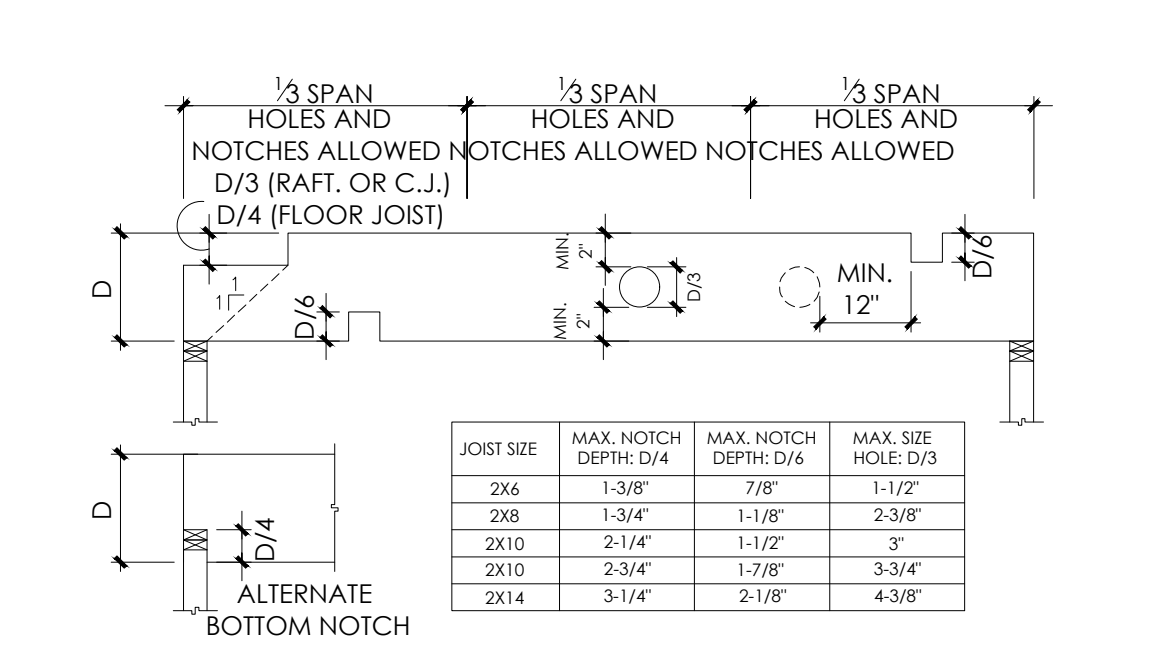


TYPICAL NON-BEARING PARTITION WALL AT ROOF FRAMING DETAIL 11



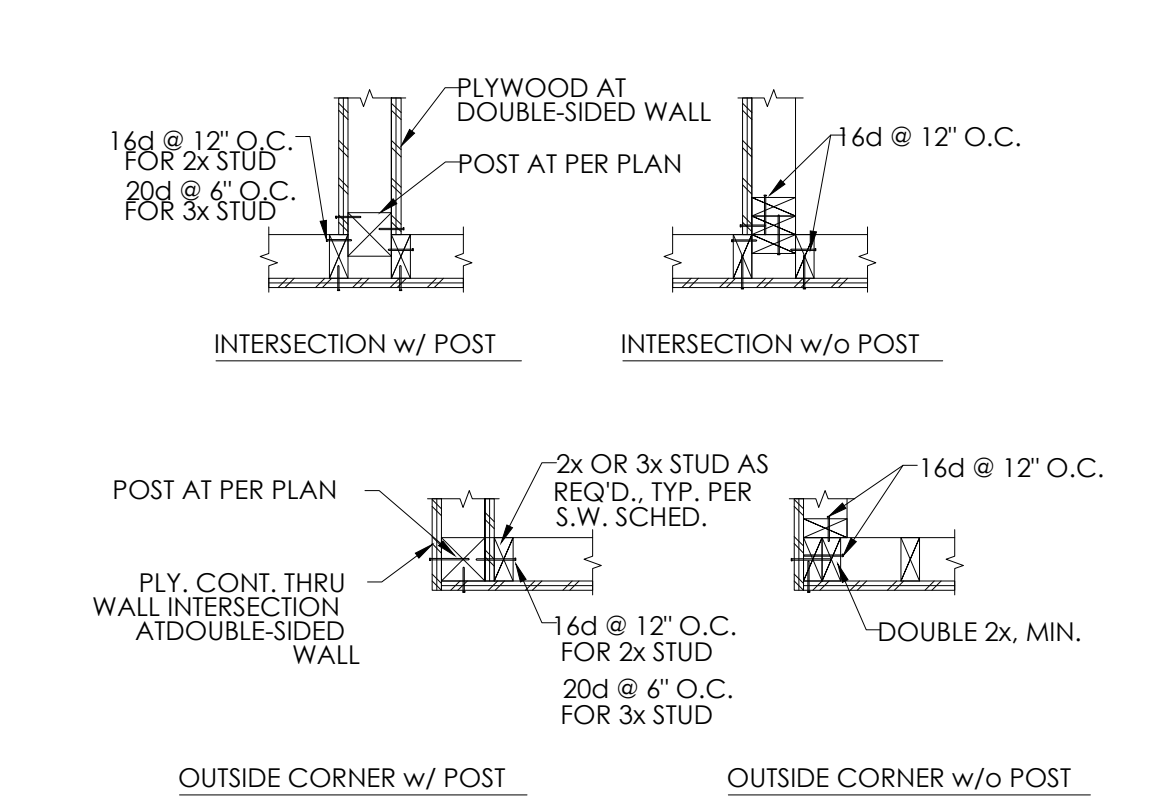
NOTE:
1. SEE SHEET S0.0 FOR PLYWOOD THICKNESS, NAILING AND ADDITIONAL NOTES.
2. PANELS SHALL NOT BE LESS THAN 4 FT. X 8 FT. EXCEPT AT BOUNDARIES AND CHANGES IN FRAMING WHERE MINIMUM PANEL DIMENSIONS SHALL BE 24" UNLESS ALL EDGES OF THE UNDERSIZED PANELS ARE SUPPORTED BY FRAMING MEMBERS OR BLOCKING.
3. LONG DIMENSION OF PLYWOOD SHALL RUN ACROSS (PERPENDICULAR TO) JOISTS OR RAFTERS.
4. NAILS SHALL NOT BE DRIVEN THROUGH OUTER PLY.
5. BLOCKED SHT'G. (WHERE INDICATED) REQUIRES ALL PANEL EDGES TO RECEIVE EDGE NAILING.
6. WHERE JOISTS OR RAFTERS LAP SPLICE OCCURS AND PLYWOOD JOINT IS CONTINUOUS.

ROOF/FLOOR DIAPHRAGM LAYOUT 5



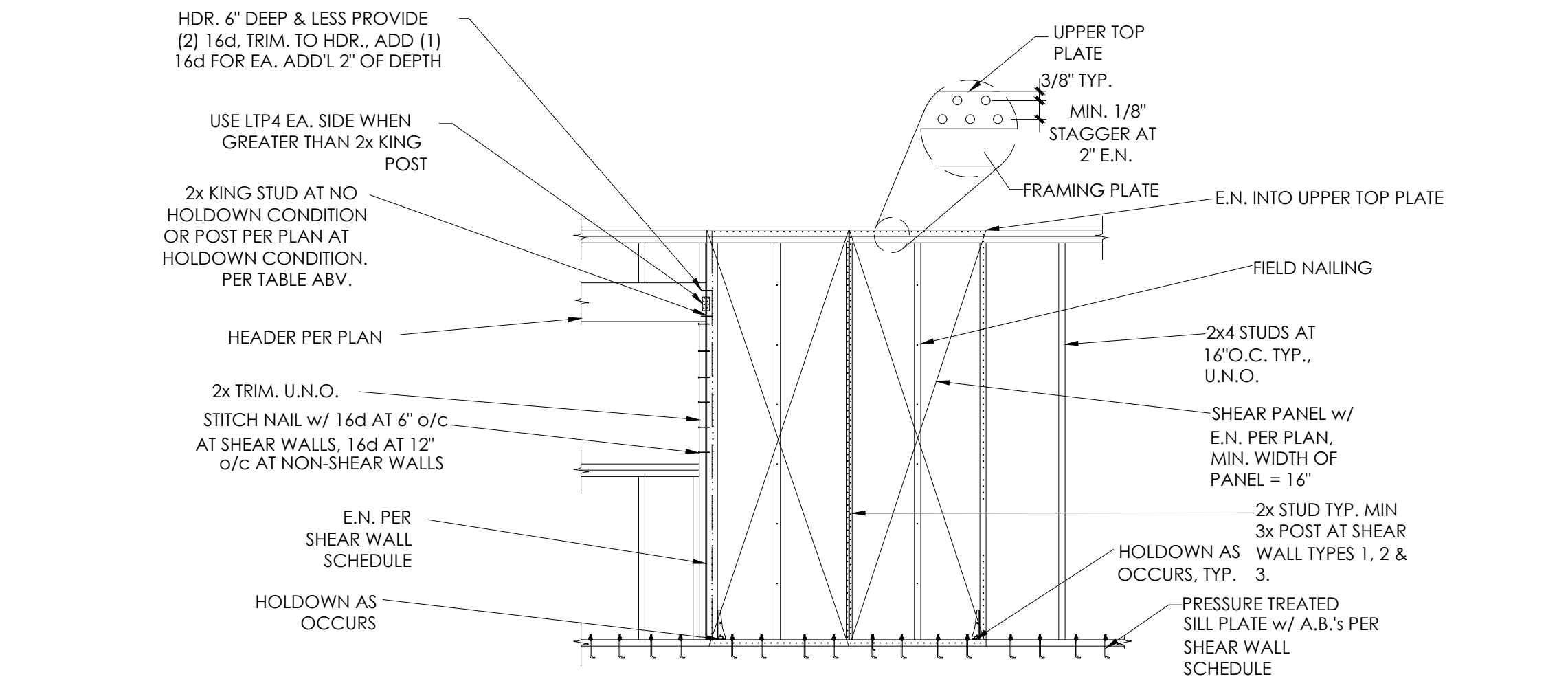
NOTE:
1. DO NOT NOTCH BOTH TOP AND BOTTOM SURFACES WITHIN THE SAME 1/3 SPAN.
2. MAX. ALLOWED IS A COMBINATION OF TWO NOTCHES AND/OR HOLES PER 1/3 SPAN.
3. THIS DETAIL DOES NOT APPLY TO NOTCHES AND HOLES IN STRUCTURAL BEAMS. THEY MUST BE SPECIFICALLY DETAILED.
4. NOTCHES AND HOLES ARE NOT ALLOWED IN CANTILEVERED SEGMENTS OF JOISTS.
5. REFER TO MANUFACTURER'S RECOMMENDATIONS FOR NOTCHES AND HOLES WHERE I-JOIST TRUSSES ARE USED.
6. ANY OVER CUTS ARE TO BE INCLUDED IN THE MAXIMUM NOTCH DEPTH DIMENSION.

DRILLING HOLES AND NOTCHING OF THE JOIST 6

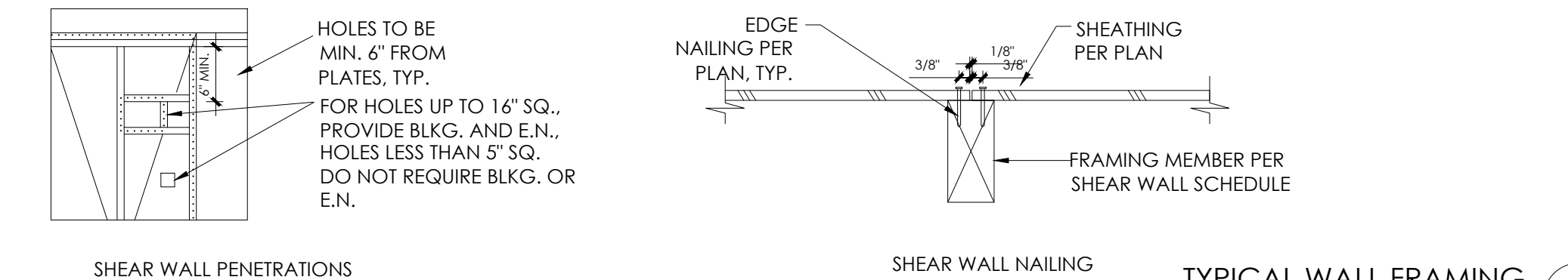


NOTE:
SEE FRAMING PLAN FOR SHEAR WALL LOCATIONS, ORIENTATIONS AND SCHEDULE REFERENCES

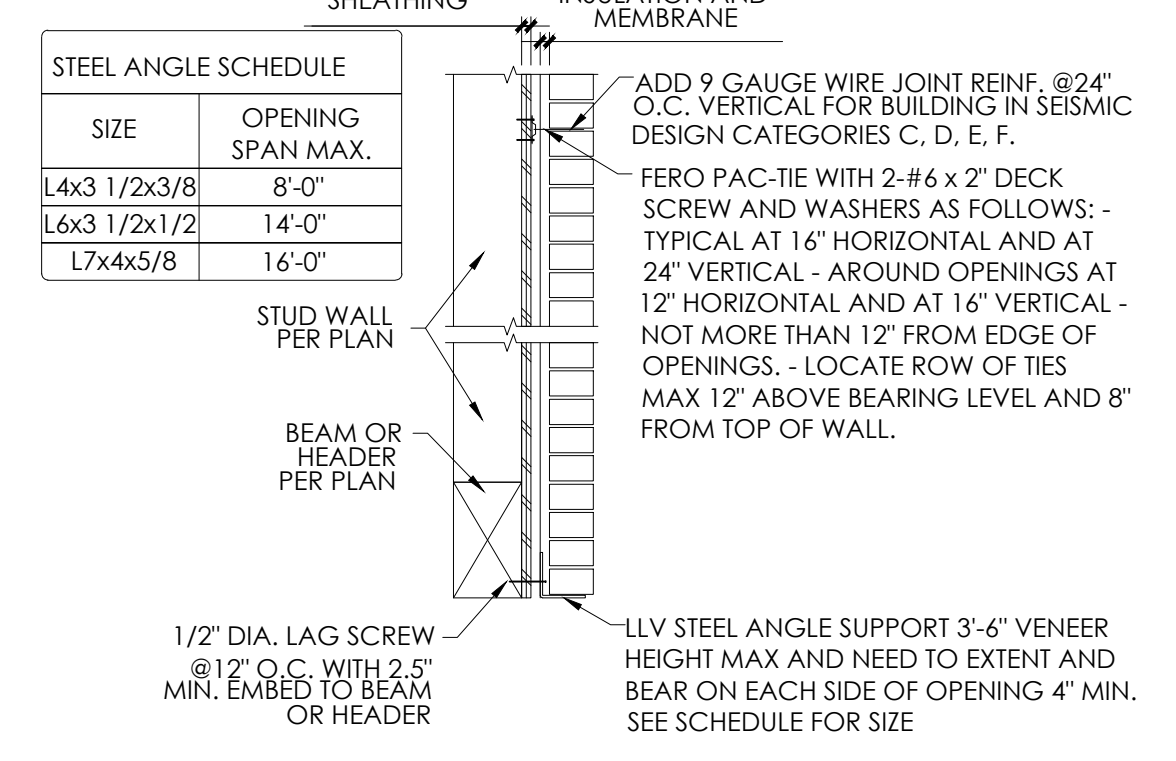
SHEAR WALL/ INTERSECTION 7



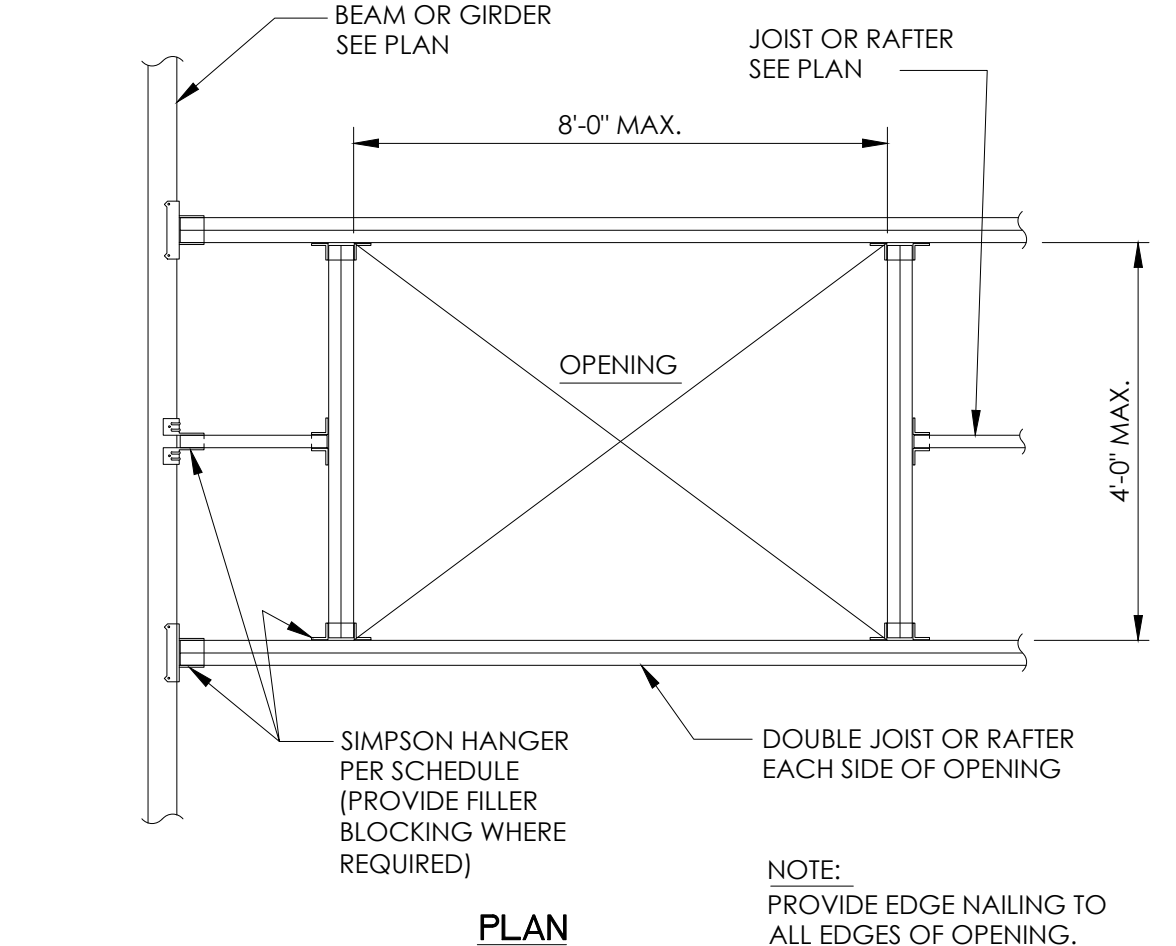
1. SHEAR WALL EDGE NAILING TO HAVE MIN. EDGE DISTANCE OF 3/8".
2. WHEN SHEATHING IS NAILED TO TRIMMER, TRIMMER AND KING STUD TO BE STITCH NAILED TOGETHER WITH 16D'S. SPACING TO MATCH EDGE NAILING OF SHEAR WALL.
3. SHEAR WALL PENETRATIONS ARE TO BE IN CONFORMANCE WITH THE DETAIL BELOW. LIMIT ONE PENETRATION GREATER THAN 5" SQUARE PER STUD BAY. CUTS TO BE MINIMUM 16" FROM EDGE OF SHEAR WALL. ALL DIRECTIONS.
4. CONTACT ENGINEER OF RECORD FOR HOLES LARGER THAN 16" SQUARE.
5. TOTAL LENGTH OF OPENINGS SHALL NOT EXCEED 20% OF THE TOTAL WALL LENGTH.



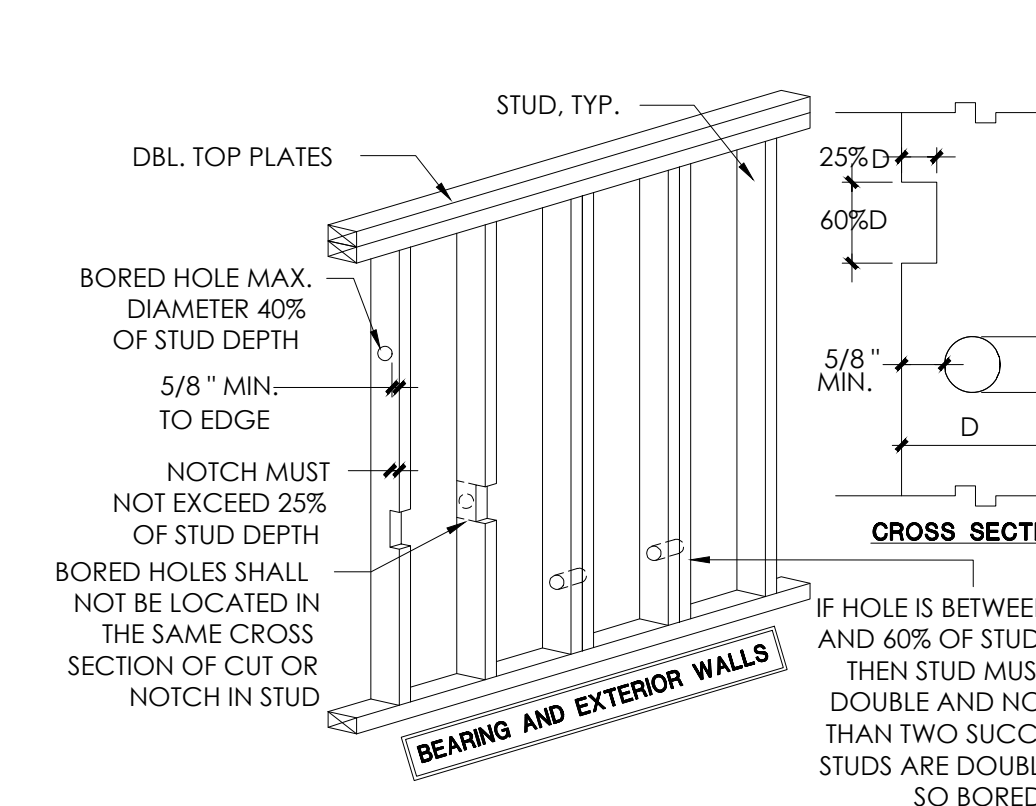
SHEAR WALL PENETRATIONS SHEAR WALL NAILING TYPICAL WALL FRAMING 1



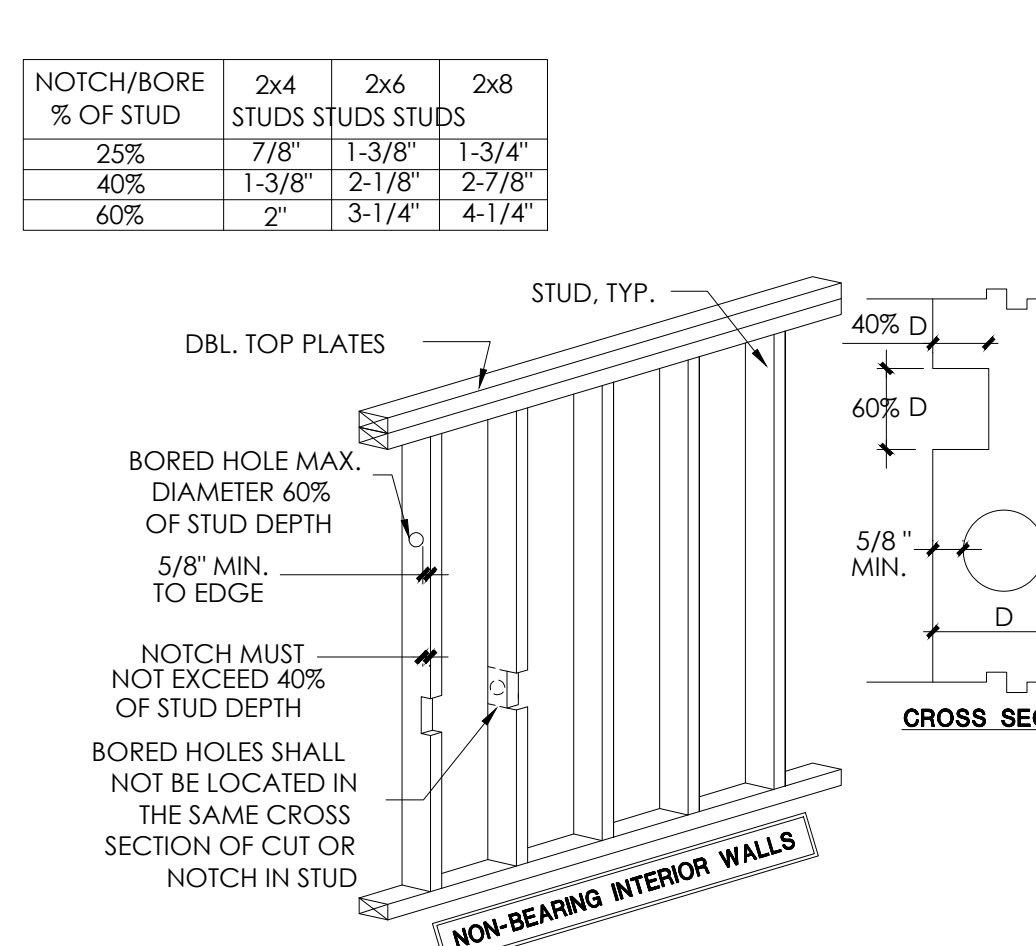
VEENER TO WOOD WALL 3



TYPICAL FLOOR/ROOF OPENING DETAIL 4



STUD NOTCHING AND BORING 2



STUD NOTCHING AND BORING 2

STAMP

PROJECT FOR

PROPOSED RENOVATION AT
121 9 Ave E, Prince Rupert,
BC V8J 2R8, Canada

NO.	REVISION

DRAWING NO.:

DATE:

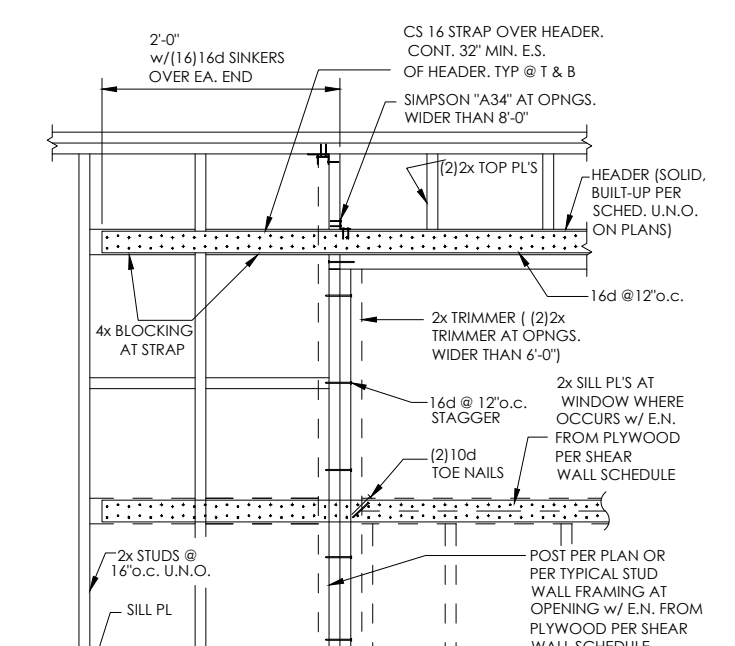
2025-09-12

DRAWN BY:

WESTCOAST
JOURNEYMAN

SHEET:

K02



2X FLAT BULK/ W/ E.N.
SEE PLAN FOR NO. OF BAYS
(MIN. 4 BAYS).

ROOF SHEATHING
W/ E.N. ALONG
LINE OF DRAG.

TYP. ROOF
RAFTER OR
TOP CHORD
OF TRUSS.

HIP BEAM OR
TOP CHORD
OF HIP TRUSS.

END LENGTH

END LENGTH

END LENGTH

16

DRAG DETAIL

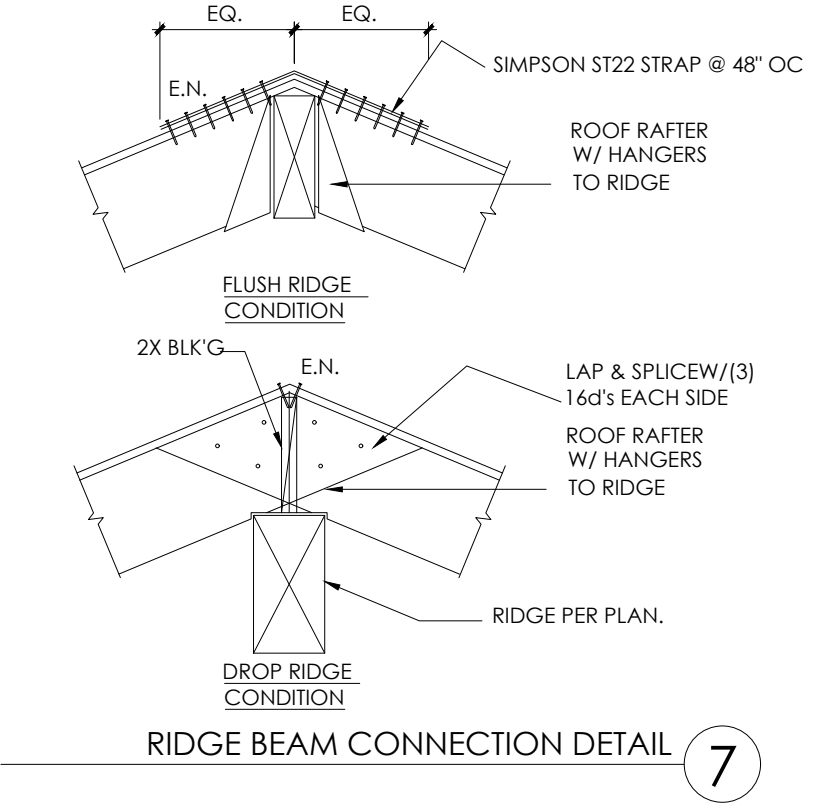
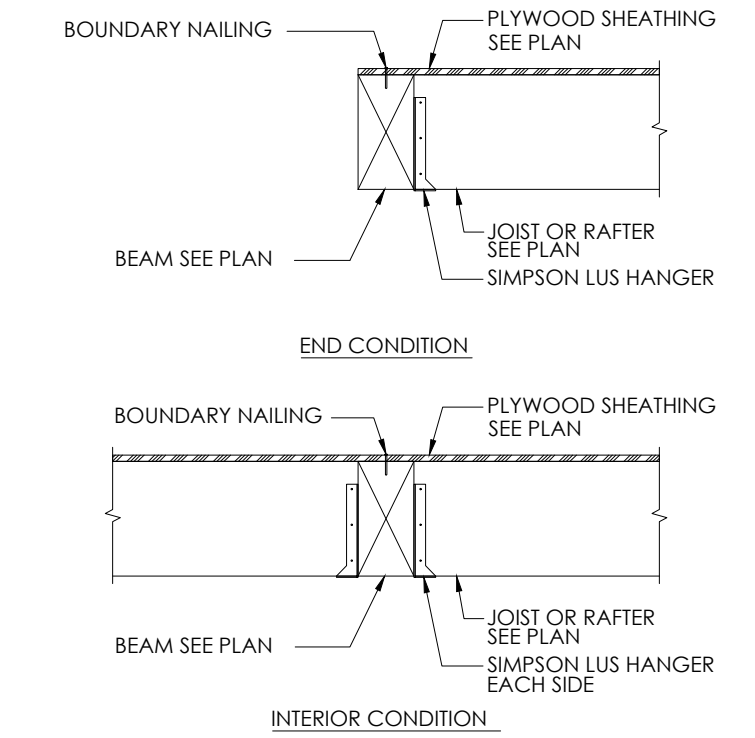
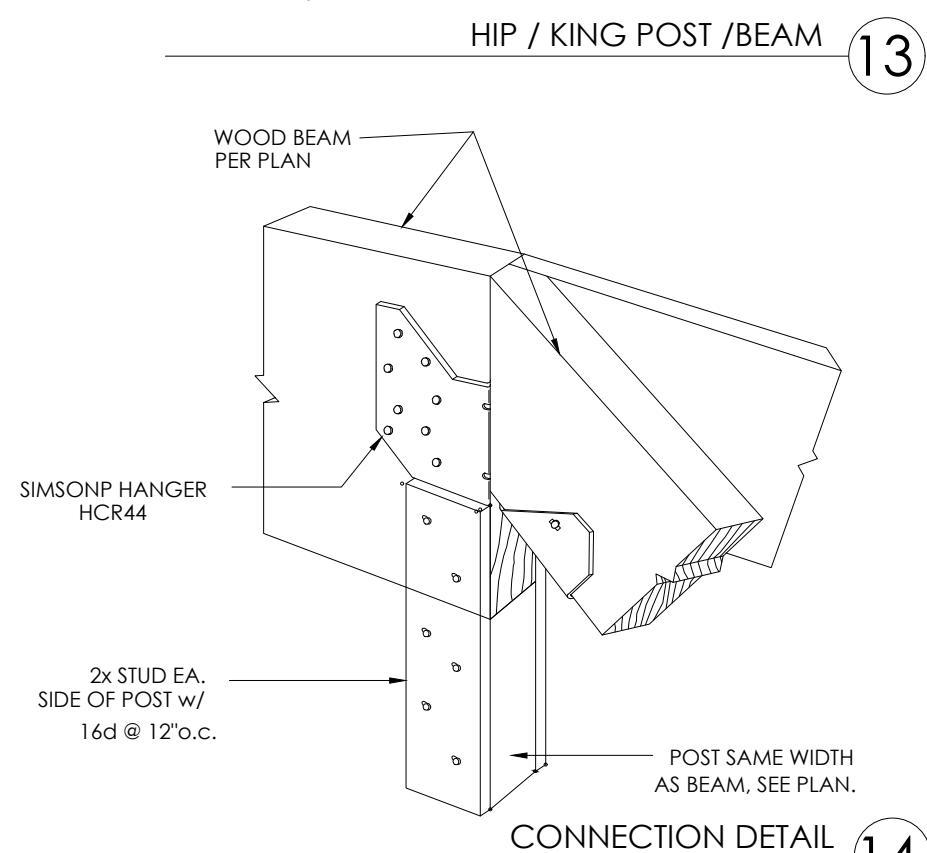
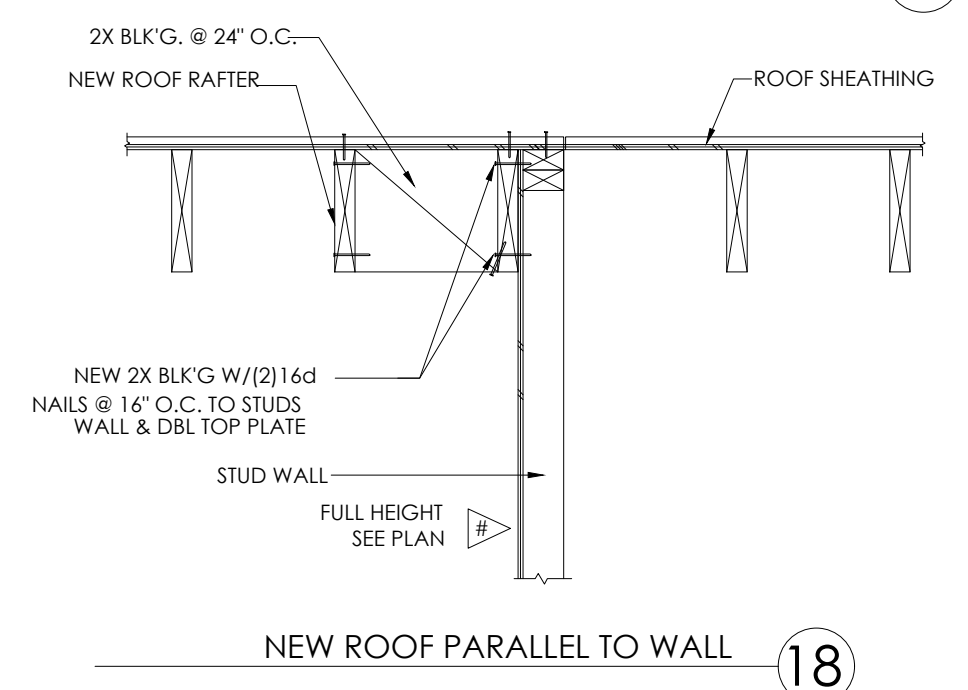
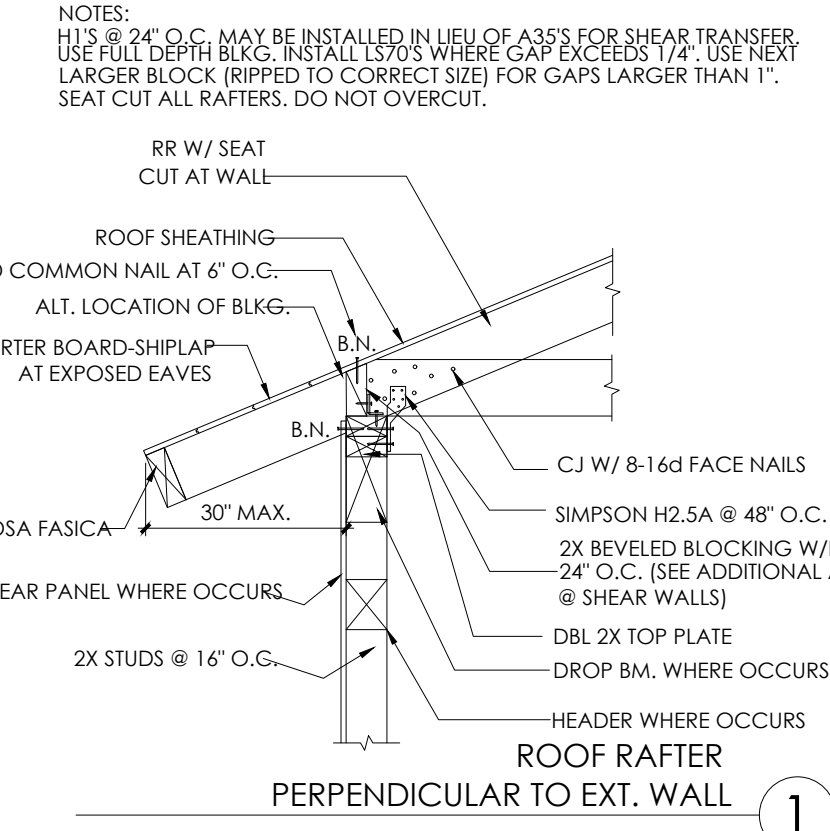
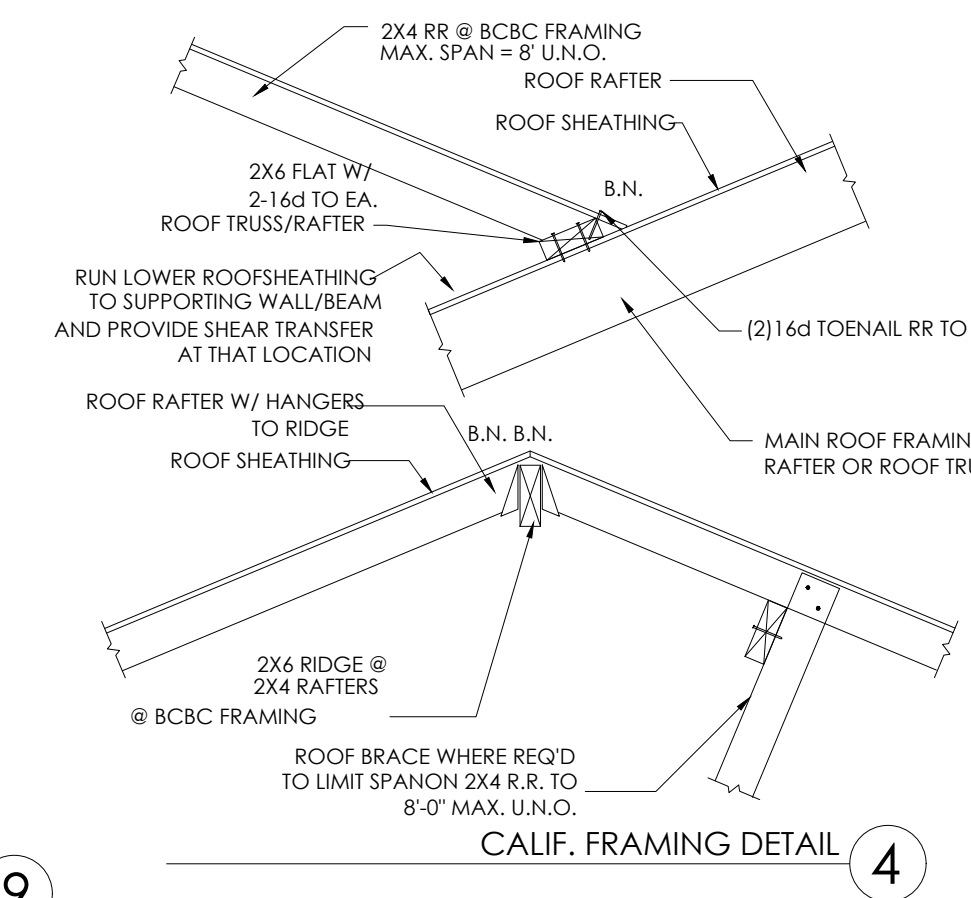
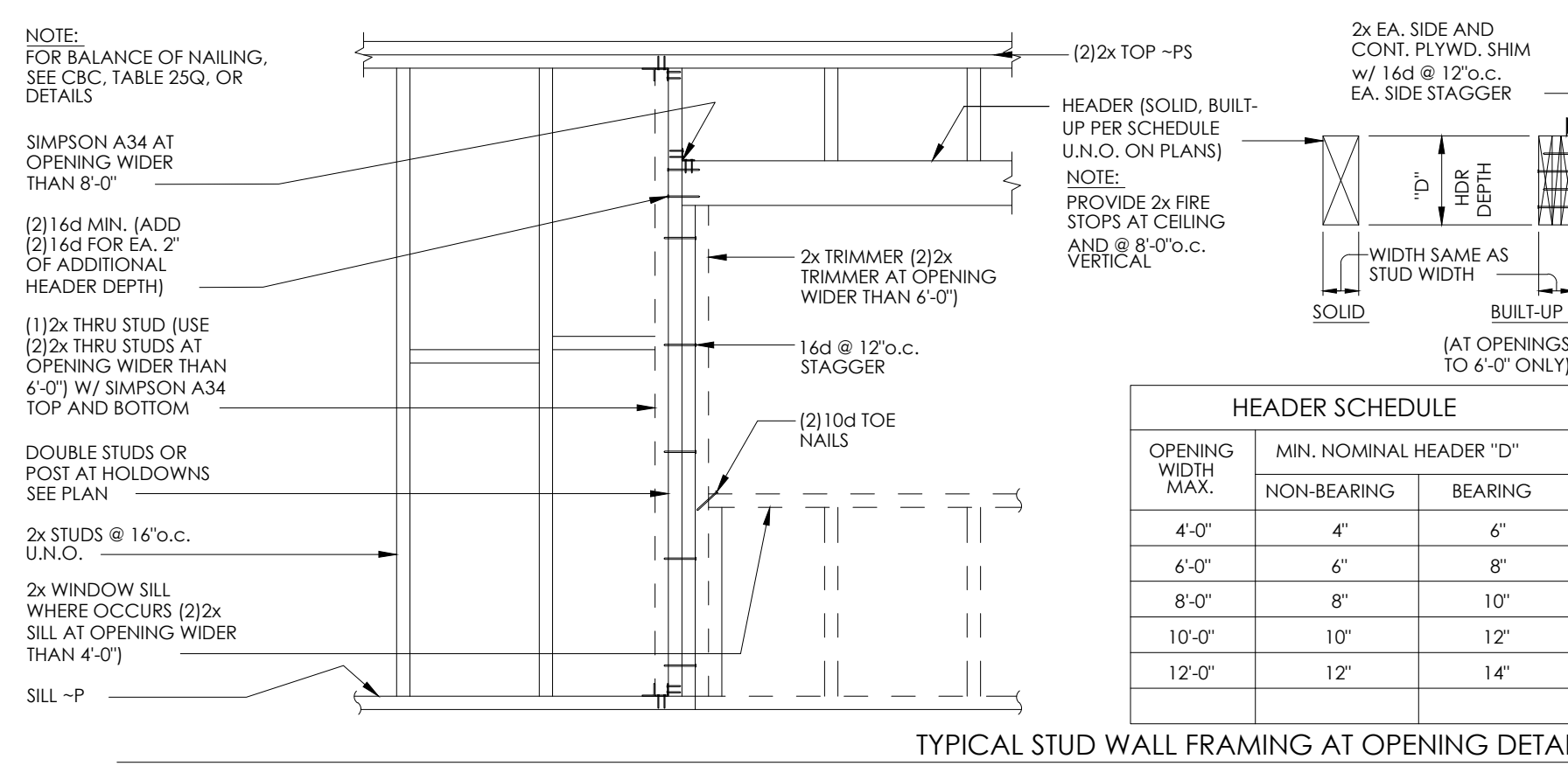
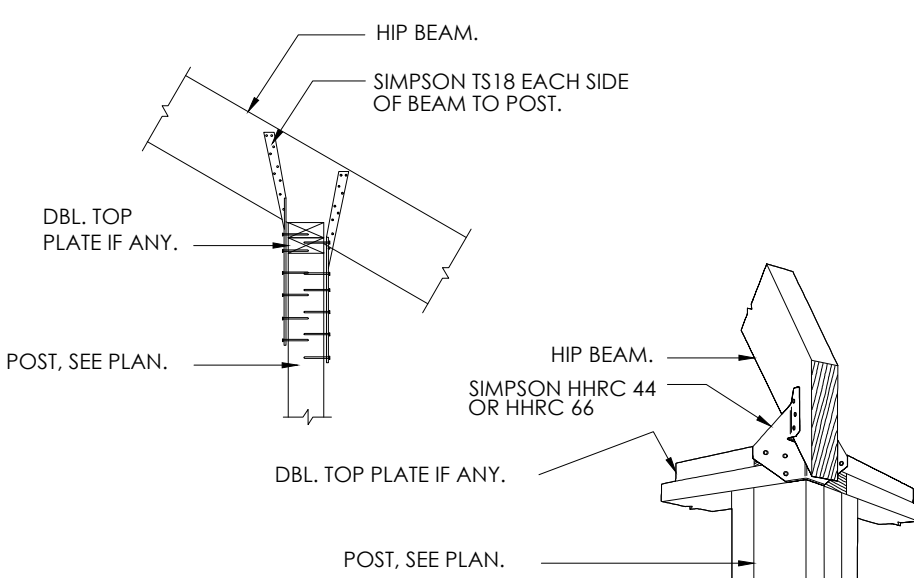
SIMPSON CS16 W/ (2) ROWS
OF 8d SINKER NAILS @
4 1/8" O.C. CUT TO FIT OVER
ALL BAYS OF BLOCKING,
WHERE APPLICABLE.

END LENGTH

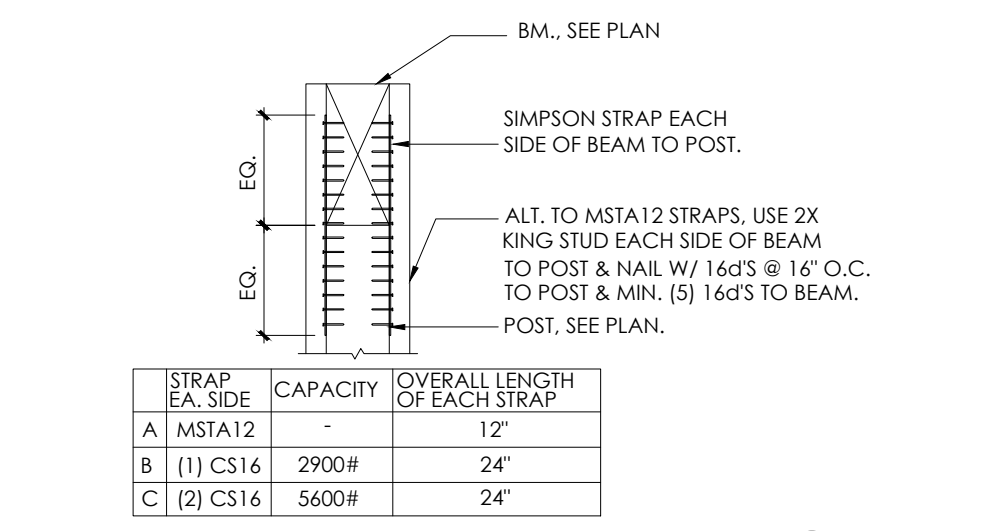
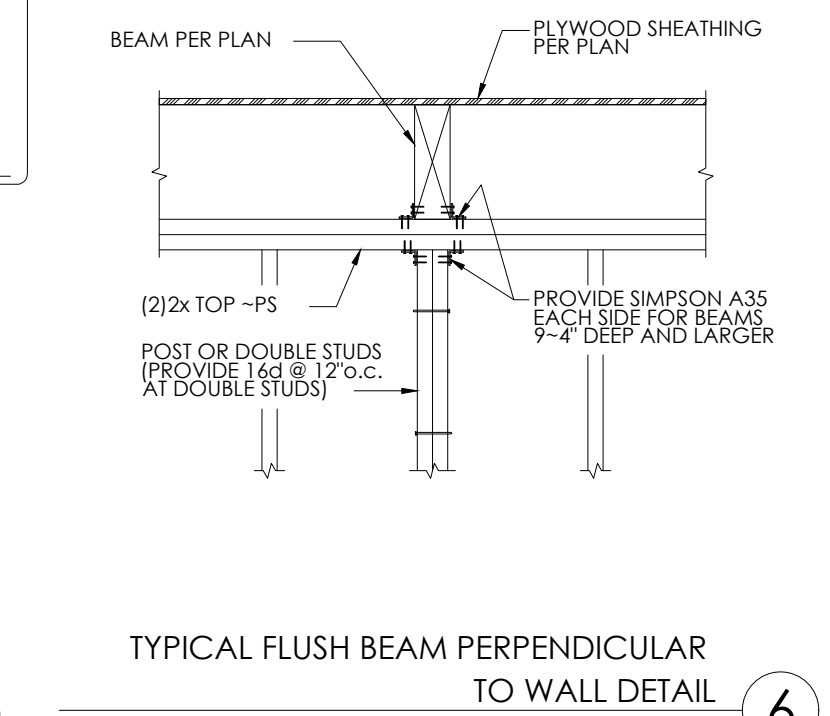
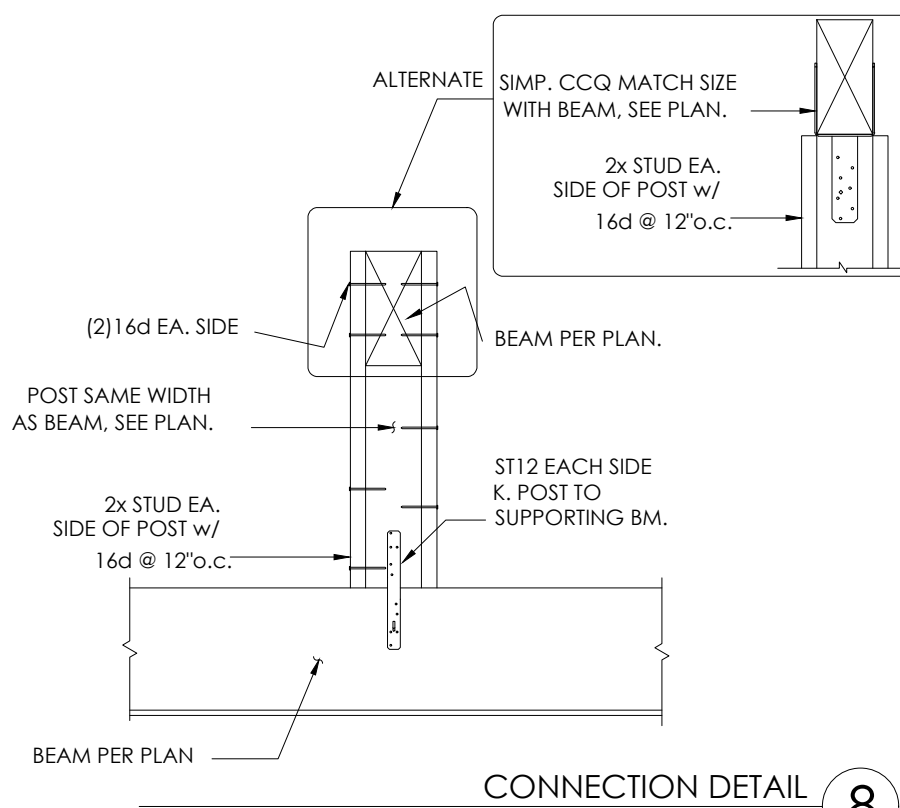
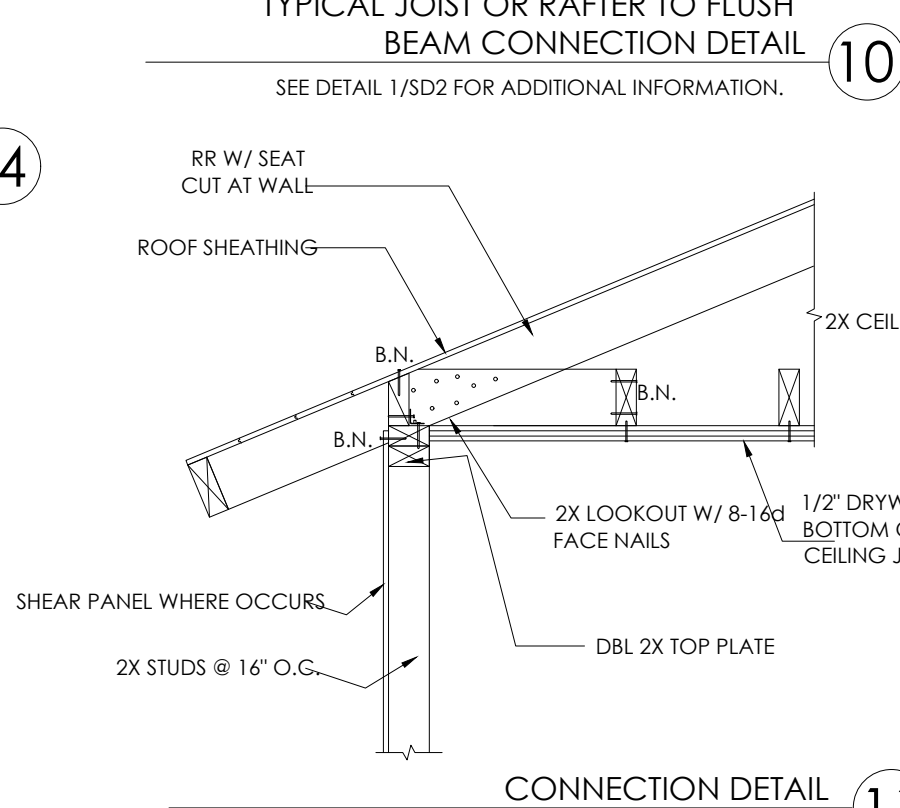
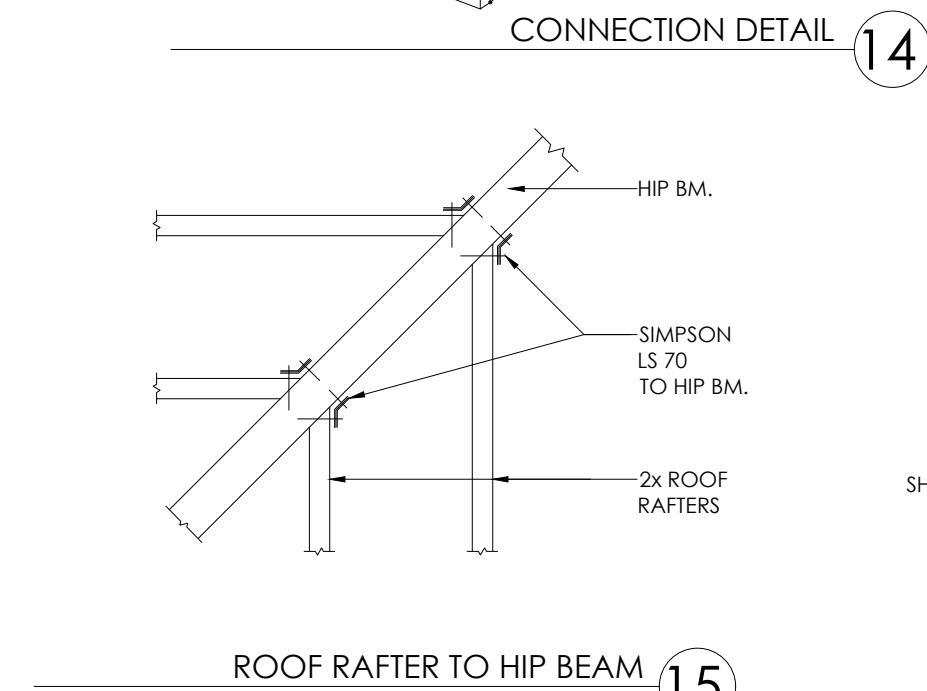
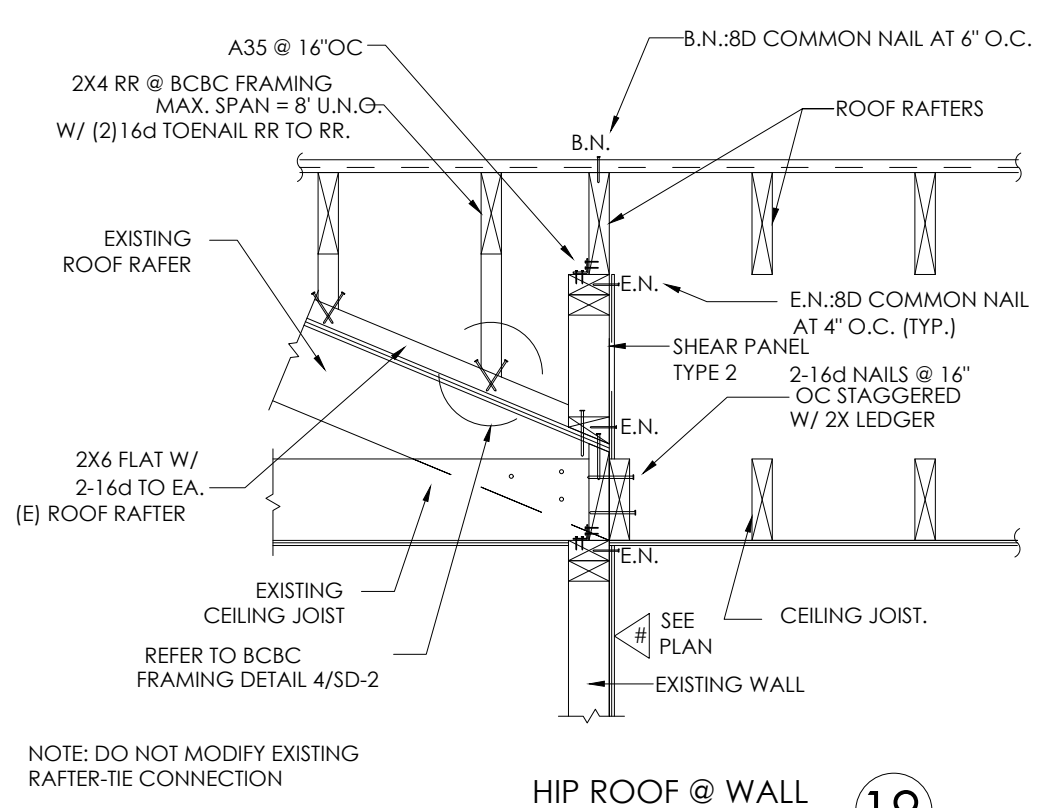
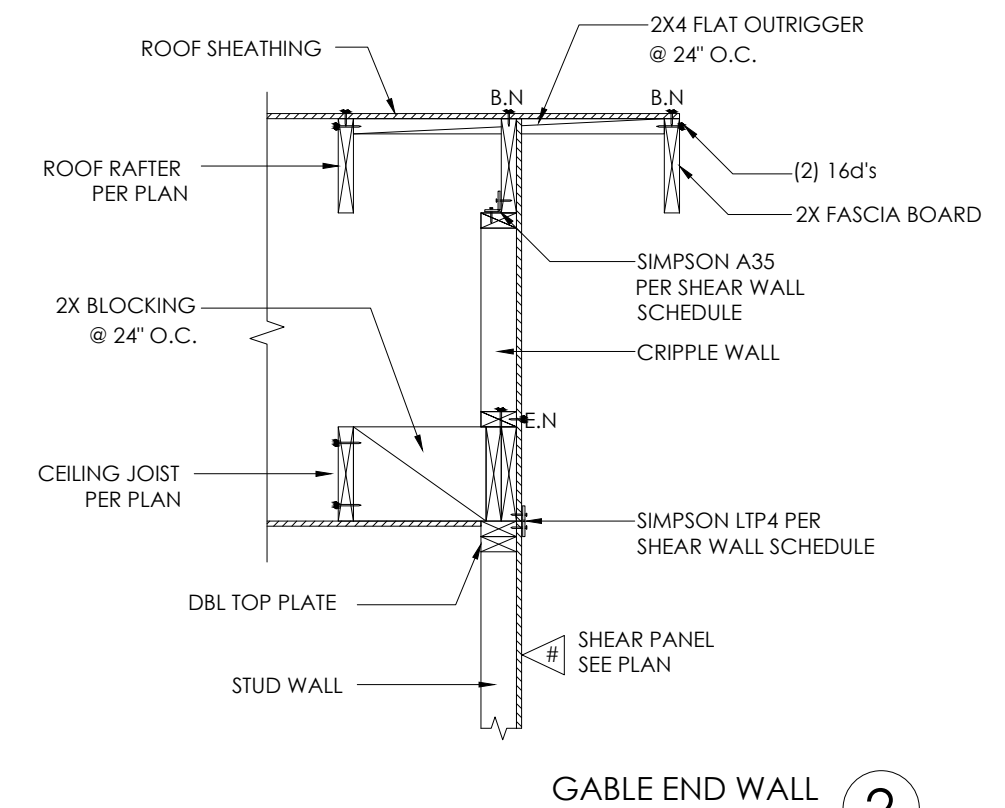
DBL TOP
PLATE
OR BEAM.

* ADD 2X4X8" LONG
MEMBER TO RECEIVE 2ND.
CS16 & NAIL W/ 16d @ 4" O.C.
STAGGERED TO ROOF
RAFTER/TRUSS TOP CHORD.

	STRAP	CAPACITY**	END LENGTH
A	CS16	1700#	3'-4"
B	12C16	3400#	3'-6"



	A	B	C	D	E	F	G
NO. OF 16d SINKER	10	16	22	24	32	36	42
MIN. PLATE LAP	4 FT.	4 FT.	6 FT.	6 FT.	8 FT.	8 FT.	8 FT.
ALT. STRAP w/ 16d SINKER	ST22	ST6224	ST6236	MS137	MSTC52	MST60	CMST12x72"



	STRAP EA. SIDE	CAPACITY	OVERALL LENGTH OF EACH STRAP
A	MSTA12	"	12'
B	(1) CS16	2900#	24"
C	(2) CS16	5600#	24"



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 14th, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Urban Planner

SUBJECT: TEMPORARY USE PERMIT 25-02 (TUP-25-02) – 731 1st AVENUE W.

RECOMMENDATION:

THAT Council proceeded with the statutory notification process for Temporary Use Permit (TUP) #25-02.

REASON FOR REPORT:

An application was received for a Temporary Use Permit for 731 1st Avenue West

The application involves:

1. A request for a temporary use to allow for Non-Accessory Parking in the property.

BACKGROUND:

The City has received a request for a Temporary Use Permit for the subject property on 731 1st Avenue W. This TUP will allow for the development of a ground-level paid parking lot.

LINK TO STRATEGIC PLAN:

This request aligns with City Council's Strategic Plan Goal D, which is to encourage, support, and undertake community renewal to position Prince Rupert as a world-class port city. As outlined in the letter of intent, the applicants propose to provide a 'much-needed service' in the downtown by introducing off-street paid parking as an option to better support local businesses. While off-street parking as a primary use is generally discouraged in the City core, community feedback received to date reflects a perception of insufficient parking in the downtown. Allowing this temporary use would enable a private enterprise to help address that perception.

ANALYSIS:

LINKS TO COUNCIL PLANS AND POLICY DIRECTION:

Transportation Plan & Interim Parking Management Strategy

As outlined in the Transportation Plan, parking plays a critical role in supporting residents, visitors, and businesses in meeting their daily needs. The most recent review of downtown parking did not identify an overall shortage in parking in the City Core; however, community engagement highlighted a lack of long-term parking options for employees of downtown businesses, who currently compete with customers for on-street spaces. Addressing this gap may also generate valuable data to better understand parking demand and inform future reviews of parking supply (Strategy 4.7).

Although current data indicates that overall parking demand in Prince Rupert is being met, the Parking Strategy stresses the importance of providing additional long-term parking in high-demand areas to serve the downtown workforce. The proposed parking facility may help mitigate this issue by offering a dedicated alternative for employee parking, thereby improving the allocation of downtown parking resources.

OTHER CONSIDERATIONS:

The applicants will be responsible for addressing any potential negative impacts (such as safety concerns, fire hazards, or traffic) through measures deemed satisfactory by City staff. The property will also be subject to all applicable City bylaws, including noise and nuisance regulations. As a condition of the permit, the applicant must restore the land to its original condition upon completion. During the statutory notification process, concerned individuals will have the opportunity to provide input for Council's consideration prior to approval.

COST:

There are no budget impacts to this recommendation.

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:

Rodolfo Paras
Urban Planner

Report Reviewed By:

Richard Pucci,
Chief Administrative Officer

Attachment(s):

- Attachment 1: Draft Temporary Use Permit
- Attachment 2: Letter of intent
- Attachment 3: Proposed Site Plan

Originally signed available upon request



TEMPORARY USE PERMIT
FILE NO. TUP-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): COAST TSIMSHIAN ENTERPRISES LTD.

APPLICANT: COAST TSIMSHIAN ENTERPRISES LTD.

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:

LOTS 3 THROUGH 5 BLOCK 11 SECTION 1 DISTRICT LOT 1992 RANGE 5
COAST DISTRICT PLAN 923

STREET ADDRESS:

735 1ST AVE. W.

3. Pursuant to Division 8 in Part 14 of the *Local Government Act*, this permit authorizes the owner(s) and applicant the use of the property as Non-Accessory Parking in accordance with the description given in the letter of intent 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 Intent
 - b. Schedule 2: Proposed Site Plan

ISSUED ON THIS __ DAY OF _____ 2025.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Deputy Chief Administrative Officer

DRAFT

Coast Tsimshian Enterprises (CTE)
100 1st ave East

Prince Rupert, B.C.

Aug 22nd, 2025

To Whom It May Concern,

Re: Letter of Intent – Proposed Parking Lot at 735 1st Avenue East, Prince Rupert, B.C.

Coast Tsimshian Enterprises (CTE) is pleased to submit this letter of intent regarding the proposed development of a ground-level, temporary pay parking lot located at **735 1st Avenue East** in Prince Rupert.

Our long-term vision for this site is to transition it into private parking to support a future development on the adjacent property. In the interim, CTE recognizes a significant shortage of both short-term and long-term parking within the downtown core. This project will help address that need while also supporting nearby businesses, including the **Airport Shuttle** (based in the Highliner Hotel) and the **Moose Hall**, both of which would benefit from additional parking options.

A conceptual visual rendering of the proposed lot, prepared by **Stantec**, is attached for your review.

The plan for the parking lot includes measures to ensure safety, accessibility, sustainability, and convenience:

Vandalism & Security

- Engagement of a professional security company; and/or
- Installation of a secure perimeter fence and gated access.
- Installation of lamp standard(s) to ensure adequate lighting

Electric Vehicle (EV) Charging

- Installation of **two EV charging stations** to support sustainable transportation.

Payment Options

- Mobile app-based platforms
- Credit and debit card payment systems

CTE is committed to providing a well-managed, secure, and accessible parking facility that meets the needs of the community while aligning with our long-term development goals.

We appreciate your consideration of this proposal and look forward to the opportunity to discuss it further.

Sincerely,

Gerard Dolan
Coast Tsimshian Enterprises (CTE)



COAST TSIMSHIAN ENTERPRISES
PROPOSED PARKING LOT CONCEPT PLAN

| F

CONCEPT ONLY: THE DRAWING IS AN AESTHETIC REPRESENTATION OF DESIGN
CONSIDERING LIFE. IT IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE.



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 14th, 2025
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Urban Planner

**SUBJECT: TEMPORARY USE PERMIT 25-03 (TUP-25-03) – Unaddressed Parcels
Bellis Rd**

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Temporary Use Permit (TUP) #25-03.

REASON FOR REPORT:

An application was received for a Temporary Use Permit for the unaddressed parcels on the south corner of Bellis Rd. and Seal Cove Rd., shown in attachment 2.

The application involves:

1. A request for a temporary use permit to allow the use of recreational vehicles, mobile homes, or trailers for temporary accommodation of workers, and temporary structures to support building purposes

BACKGROUND:

The City has received a request for a Temporary Use Permit (TUP) for the property on Bellis Road. The TUP is intended to support the construction of an Indigenous-led, 62-unit housing development on a portion of the former Bellis Road rock quarry. This project is related to Bylaws No. 3542, OCP Amendment, and 3543, in reference to a Zoning Bylaw amendment, which were approved by City Council in 2024.

In 2022, City Council entered a Memorandum of Understanding (MOU) with KeyCorp to pursue housing development on the site. KeyCorp, in partnership with M'akola Housing Society, is advancing that plan. To date, the applicant has received Official Community Plan and Zoning Amendments (2024) and a Development Permit (2025). They are also working with City staff on parcel subdivision and the necessary Building Permits. This TUP application is one of the steps required to proceed with the proposed housing development.

LINK TO STRATEGIC PLAN:

One of the goals of the Strategic Plan was for the City of Prince Rupert to "The City of Prince Rupert will support and encourage new and renewed housing working with industry, senior government and First Nations." This proposal offers the opportunity for the City of Prince Rupert to support a development being proposed by a First Nation's organization in collaboration with a private enterprise to create a development comprising one, two, three, and four-bedroom units, including accessible units.

ANALYSIS:

COMMUNITY EQUITY AND ENVIRONMENTAL CONSIDERATIONS:

Equity Considerations

As the population of Prince Rupert grows and housing solutions are explored, it is essential to employ an equity lens to understand how to address structural barriers like racism and ableism that result in an overrepresentation of Indigenous people and people with disabilities among those experiencing housing insecurity.

The proposed development that this temporary permit will facilitate will benefit several community groups that have historically been disadvantaged and need more housing options.

Environmental Considerations

As part of the requirements of this permit, the applicant will be responsible for restoring the site to its original condition and must include environmental, safety, and noise mitigation measures that comply with all applicable standards and regulations.

LINKS TO COUNCIL PLANS AND POLICY DIRECTION:

Alignment with Official Community Plan

The developers were granted Official Community Plan (OCP), and Zoning Bylaw amendments by the City Council in 2024 to allow the development of the proposed residential structure. This permit will aid the construction team in their efforts to construct the proposed development aimed at creating affordable and accessible housing options in the City, at a site that benefits from being close to Seal Cove Salt Marsh Park, Rushbrook trail and other existing amenities, thus aligning with the healthy communities principles laid out in the City's OCP.

Link to Housing Acceleration Action Plan

One of the programs in this Action Plan is Supporting Indigenous Housing; this program aims to formalize the commitment on providing equity, capacity, and certainty to Indigenous-led housing projects. By supporting this Indigenous-led housing project, the City will ensure that Indigenous community members benefit from the City's growth.

Link to Reconciliation Policy Framework

The Reconciliation Policy Framework was adopted in 2022 by the Prince Rupert City Council with the intention of laying out actions to progress towards reconciliation within the City in a meaningful and impactful manner.

As part of the actions aimed toward relationship building, development and Housing (4.0), the City made commitments to continuing to seek opportunities to partner with neighbouring Indigenous communities on housing efforts and continue supporting Indigenous-led organizations in their advocacy efforts and funding applications.

This development being led by M'akola Housing Society, an organization committed to providing high-quality and affordable homes for Indigenous communities in British Columbia, is an opportunity for the City Council to reiterate their commitment towards reconciliation and supporting this proposal as they seek funding to create a development that could positively impact the Indigenous members of the community.

OTHER CONSIDERATIONS:

Although this temporary construction camp is relatively small, with only three recreational vehicles designated for housing, it may still generate neighbourhood impacts such as noise, debris, or other disturbances. The applicant will be required to implement measures to mitigate or eliminate these impacts and, as a condition of the permit, restore the land to its original condition upon completion.

During the statutory notification process, concerned individuals will have the opportunity to provide input for Council's consideration prior to approval.

COST:

There are no budget impacts to this recommendation.

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
Urban Planner

Richard Pucci,
Chief Administrative Officer

Originally signed available upon request

Attachment(s):

- Attachment 1: Draft Temporary Use Permit
- Attachment 2: Proposed Site Plan



TEMPORARY USE PERMIT
FILE NO. TUP-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): CITY OF PRINCE RUPERT

APPLICANT: DEREK HINRICHSEN

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:

PORTION OF LOT 1 WATERFRONT BLOCK I DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 6331 EXCEPT PLAN PRP12954, AND PORTION OF LOT E DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 4693 EXCEPT PLANS 6331 9717 9830 12425 PRP12954 AND PRP12955.

PARCEL IDENTIFIER (PID):

011174757, AND 010000828.

3. Pursuant to Division 8 in Part 14 of the *Local Government Act*, this permit authorizes the owner(s) and applicant the use of recreational vehicles, mobile homes, or trailers for temporary accommodation of workers, and temporary structures to support building purposes in accordance with the Site Plan attached as Schedule 1, 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.

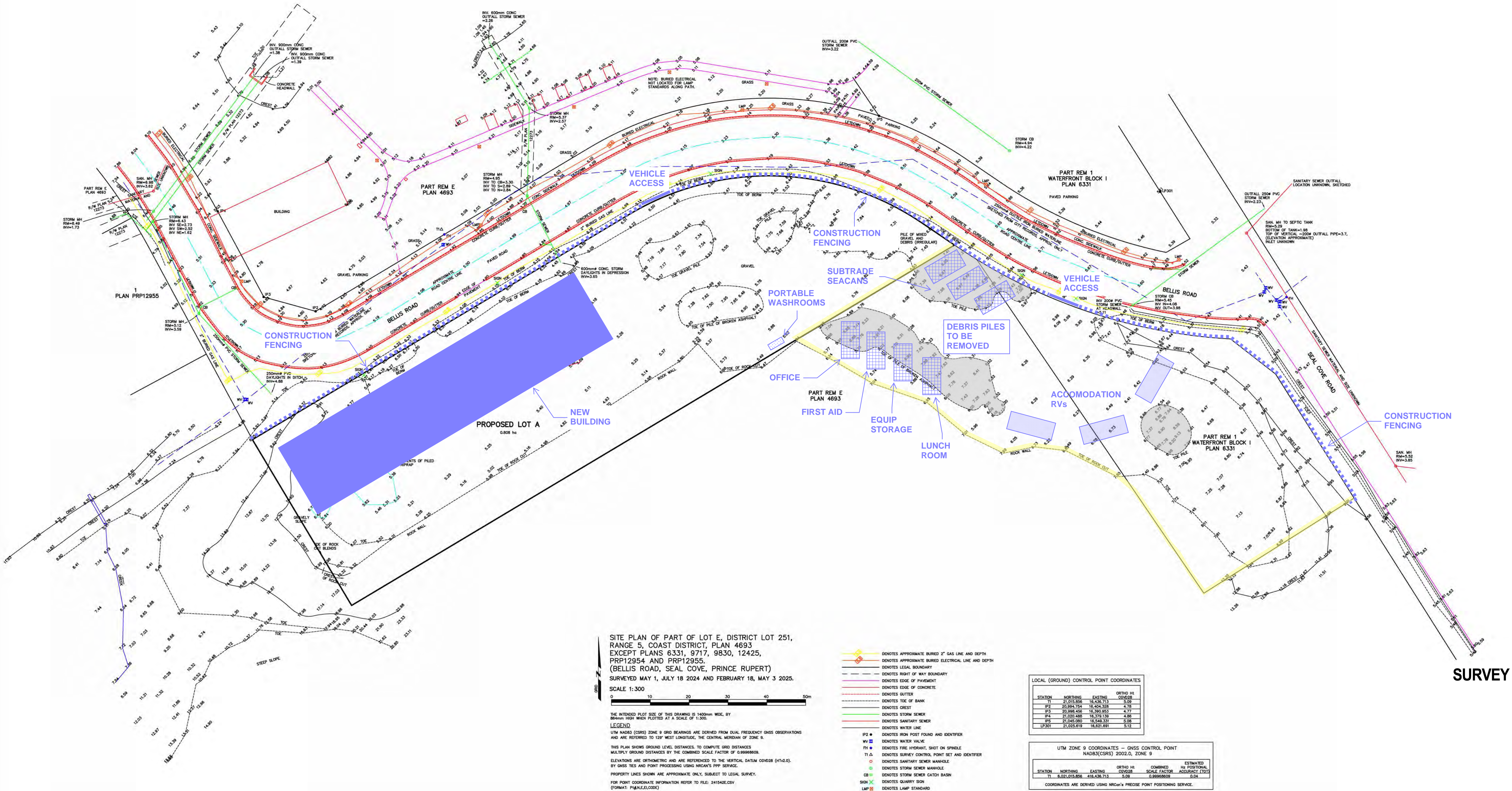
- c) It is the responsibility of the applicant/owner(s) to ensure that any required permits from other government agencies have been secured before commencing the temporary use.

- 4. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Proposed Site Plan

ISSUED ON THIS ___ DAY OF _____ 2025.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Deputy Chief Administrative Officer



DRAWING: 241542E.dwg
DATE: MAY 13, 2025
ALLIANT LAND SURVEYORS
TERRACE, B.C.
P: 2401542

A0.01

CITY OF PRINCE RUPERT

PERMISSIVE PROPERTY TAX EXEMPTION BYLAW NO. 3665, 2025

BEING A BYLAW TO REPEAL AND REPLACE PERMISSIVE PROPERTY
TAX EXEMPTION BYLAW NO. 3521, 2023

WHEREAS Section 220 of the *Community Charter* exempts certain lands and improvements from municipal taxation and the Council of the City of Prince Rupert deems that the lands and improvements described within this Bylaw to be eligible for exemption from municipal taxation as they meet the qualifications of Section 224 of the *Community Charter*:

AND WHEREAS changes have occurred since the passage of PERMISSIVE PROPERTY TAX EXEMPTION BYLAW NO. 3521, 2023.

NOW THEREFORE the Council of the City of Prince Rupert in an open meeting assembled enacts as follows:

THAT PERMISSIVE PROPERTY TAX EXEMPTION BYLAW NO. 3521, 2023 is hereby repealed,

AND

A. That the following lands (other than the land encompassing the building footprint and improvements identified as the society's building - which are statutorily exempt pursuant to Section 220 of the *Community Charter*) shown with the respective Places of Worship shall be exempt from municipal taxation for the Year 2026 through 2027, pursuant to Section 224 of the *Community Charter*.

1. Lands and improvements operated by the Cathedral Church of St Andrew (Bishop of New Caledonia): Lot 38-42, Block 1, Section 5, District Lot 1992, Range 5, Plan 923, Roll 0001839.000
2. Lands and improvements operated by the Jehovah's Witnesses: Lot 1, Plan EPP 104623, District Lot 251, LD 14, Roll 0002772.050
3. Lands and improvements operated by the Church of Jesus Christ of Latter-Day Saints: Lot 1, District Lot 251, Range 5, Plan 10626, Roll 0091420.000
4. Lands and improvements operated by the Cornerstone Mennonite Brethren Church: Lots 20, 21, & 22, Block 9, Section 5, District Lot 251, Range 5, Plan 923, Roll 0002000.000
5. Lands and improvements operated by the Fellowship Baptist Church: Lot A, District Lot 251, Range 5, Plan 7641, Roll 0003323.000
6. Lands and improvements operated by the Salvation Army: Block 36, Section 1, District Lot 251, Range 5, Plan 923, Roll 0001041.000
7. Lands and improvements operated by the Harvest Time United Pentecostal Church: Lot 16, and West 1/2 of Lot 15, Block 11, Section 6, District Lot 251, Range 5, Plan 923, Roll 0003175.000

8. Lands and improvements operated by the Indo-Canadian Sikh Association of Prince Rupert: Parcel A (PP23125), Block 3, Section 6, District Lot 1992, Range 5, Plan 923, Roll 0002980.000
 9. Lands and improvements operated by the Prince Rupert Church of Christ: Parcel A, District Lot 251, Range 5, Plan 10602 Roll 0009855.000
 10. Lands and improvements operated by the Prince Rupert Native Revival Centre: Lots 13 & 14, Block 36, Section 1, District Lot 251, Range 5, Plan 923, Roll 0001038.000
 11. Lands and improvements operated by the Prince Rupert Sikh Missionary Society: Parcel A, Block 39, Section 8, District Lot 251, Range 5, Plan 923 Roll 0006391.000
 12. Lands and improvements operated by the First United Church: Lots 23 & 24, Block 12, Section 5, District Lot 251, Range 5, Plan 923, Roll 0002099.000 (*Church*); Lots 21 & 22, Block 12, Section 5, District Lot 251, Range 5, Plan 923, Roll 0002097.000 & 0002098.000 (*Church vacant property*)
 13. Lands and improvements operated by St. Paul's Lutheran Church of Prince Rupert: Lot 25, Block 7, Section 5, District Lot 251, Range 5, Plan 923, Roll 0001958.000
- B. That the following lands and improvements shown with the respective Public School or Senior & Specified housing shall be exempt from municipal taxation for the Year 2025 through to 2027, pursuant to Section 220 & 224 of the *Community Charter*:
14. The portion of lands and improvements leased by School District No. 52 (Prince Rupert), which comprises of 4.46% of the total assessed value owned by FJM Ocean Centre ULC: Lot A, Range 5, Plan 8288, District Lot 251, PID 007-461-402 Roll 0000525.000 & Lot 16 & 17, Block 12, Section 1, Range 5, Plan 923, District Lot 251, PID 014-777-568 & PID 014-786-613 Roll 0000300.000(*Space leased by School District No. 52 (Prince Rupert) for Pacific Coast School*);
 15. Lands and Improvements operated by the Prince Rupert Senior Citizens Housing Society: Lot 1, Range 5, Plan 4083, District Lot 251 PID 011-646-608, Roll 9000089.000 (*630 Wayne Place*).
 16. Lands and Improvements operated by the Kaien Senior Citizens' Housing Society: Lot 7-10, Block 10, Section 6, Range 5, Plan 923, District Lot 251, PIDs 014-562-405, 014-562-413, 014-562-421, 014-562-430, 014-562-448, 014-562-588, 014-562-596, Roll 0003150.000 (*550 5th Avenue E*)
- C. That the following lands and improvements shown with the respective Social Service Groups owners or occupiers, Senior & Specified housing, Cultural & Recreational Facilities, or Municipal Facilities, shall be exempt from municipal taxation for the Year 2025 through to 2027, pursuant to Section 224 of the *Community Charter*:
17. A portion of lands and improvements operated by Prince Rupert Loyal Order of Moose: Lot 1 & 2 Section 1, Block 11, Range 5, Plan 923, District Lot 1992, Roll 0000261.000. (*Portion of land and building that is assessed as Recreational/not-for-profit use only - 111 7th St.*)

18. Lands and improvements operated by the Prince Rupert Salmon Enhancement Society: Block 4, District Lot 251, Range 5, LD 14, Plan 1594, Except Plan 3908, & DL'S 1992 & 1994 & EXC PLANS 3908, 5535, 6006, 8407 & 9409, Roll 9000323.001 (*Salmon Hatchery Facility – Wantage Road*)
19. Lands and improvements operated by the BC Society for the Prevention of Cruelty to Animals: Lot 1, Plan PRP43461, PID 024-362-638, Roll 0093230.000; Lot A, Plan PRP43462, PID 024-362-646, Roll 0093227.000; and Lot 1, Plan PRP43463, Roll 0093225.000; all in Section 9, District Lot 251, Range 5, (*SPCA Facility*)
20. Lands and improvements operated by the Prince Rupert Curling Club: Lot C, Plan 4693, District Lot 251, Range 5, except Plan PRP44107, Roll 9000299.000 (*Curling Rink - Seal Cove*)
21. Lands and improvements operated by Prince Rupert Racquet Association: Lot A, District Lot 251, Range 5, Plan 9409, Roll 9000322.002 (*Prince Rupert Racquet Centre-525 9th Avenue West*)
22. Lands and improvements operated by the Prince Rupert Performing Arts Centre Society: Plan 5631, all in District Lot 251, Range 5, Parcel Assigned 28, Except Plan 6006, Roll 9000363.000 (*Lester Centre of the Arts -1100 McBride St.*)
23. Lands and improvements operated by the Prince Rupert Rod & Gun Club: District Lot 251, Range 5, Plan 1456, Lease/Permit/License # 705501, for Trap Shooting and Recreation Site Purposes, Roll 9000416.000 (*Club House, Facilities, and Grounds-High Way 16*)
24. Lands and improvements operated by the Northern BC Museum Association: Lot A, Block 16, Section 1, District Lot 251, Range 5, Plan 923, Roll 0000382.000 (*Cultural Dance Centre and Carving Shed*)
25. Lands and improvements operated by the Northern BC Museum Association: Lot 1, Range 5, Plan EPS64, District Lot 251, PID 027-913-139 Roll 9000165.002 (*Museum of Northern BC*).
26. Lands and improvements operated by the Prince Rupert Golf Club: Block 4, Plan 1594, District Lot 251, except Plan 3908, & Southerly Portion DL'S 1992 & 1994 & Except Plans 5535, 6006, 8407, 9409, Roll 9000322.000, Roll 9000322.001, 9000322.003, & 9000322.004 (*Prince Rupert Golf Club*)
27. A portion equal to 37.5% of the following lands and improvements that are leased by the City from the Owner Jim Pattison Enterprises Ltd for Municipal purposes and for sub-lease to the Prince Rupert Gymnastics Association to operate a recreational facility, less the value of the land and improvements equal to 5,600 square feet of the leased building as shown in Schedule A – Plan of Premises: Part of Lot 1, Waterfront Block G, District Lot 251, Range 5, LD14, Plan 7176, Except Plan PRP 42647, Roll 9000246.000 and any portion of Water lot in front of Waterfront Block G included in the lease. (*Canfisco Municipal Boat Launch Facility – George Hills Way*)
28. Lands and improvements operated by the North Coast Community Services Society: Lots 15 & 16, Block 32, Section 1, District Lot 251, Range 5, Plan 923, Roll 0000906.000 (*North Coast Community Services Society- 708 and 710 Fraser St.*)
29. Lands and improvements operated by the Friendship House Association of Prince Rupert: Parcel A, Block 32, Section 1, District Lot 251, Range 5, Plan 923 (See PN24367), Roll 0000914.000 (*Friendship House- 744 Fraser St.*)

30. Lands and improvements operated by the Prince Rupert Senior's Centre Association: Lot 19, Block 36, Section 1, District Lot 251, Range 5, Plan 923, DL 10, Roll 0001044.000 (*Prince Rupert Senior's Centre – 21 Grenville Court*)
31. Lands and improvements operated by the Kaien Island Daycare Services Family Resource Centre: Lot A, District Lot 251, Range 5, Plan 8006. Roll 0005167.002 (*1200 Hays Cove Avenue*)
32. Lands and improvements operated by Prince Rupert Aboriginal Community Services Society: Lot 4, Range 5, Plan 9689, District Lot 251, Roll 0009504.000 (*Aboriginal Head Start Program - 313 Prince Rupert Blvd.*)
33. A portion of the lands and improvements operated by The Royal Canadian Legion Branch 27: Lot 16, Block 24, Section 1, Range 5, Plan PRP923, District Lot 251, LD14, PID 014-777-215, 014-777-223 & 014-777-231, Roll 0000641.000 (*Portion of land and building that is assessed as Recreational/non-profit use only - 800 3^d Avenue W*)
34. Lands and improvements operated by The Navy League, Prince Rupert Branch: Lot C, Range 5, Plan PRP4693, District Lot 251, LD14, PID 011-174-749, Roll 9000299.001 (*2333 Seal Cove Road*)
35. A portion of the lands and improvements operated by Prince Rupert Rowing & Yachting Club: Lot 1, range 5, Plan 42708, District Lot 251, LD 14, PID 024-201-642, Roll 9000214.100 (*Portion of land and building that is assessed as Recreational/non-profit use only-121 George Hills Way*)
36. A portion of the lands and improvements operated by Cedar Village Housing Society: Block G3, Section 6, Range 5, Plan 923, District Lot 251, LD14, PID 014-672-201 Roll 0003411.000 (*Portion of land and building that is assessed as Residential/not-for-profit - 700 Green St.*)
37. A portion of the lands and improvements operated by Prince Rupert Indigenous Society: Lot A, Range 5, Plan BCP13581, District Lot 1992, LD 14, Roll 0040511.050 (*Portion of land and building that is assessed as Residential/not-for-profit - 1600 Park Avenue*)
38. Lands and improvements owned by 1279608 BC LTD and operated by the City of Prince Rupert: Lot 1 Plan PRP6855 District Lot 251 Range 5 Land District 14, Roll 0091418.000 (*Municipal Public Works Facility- 1001 Chamberlin Ave*)

This Bylaw may be cited as the “**PERMISSIVE PROPERTY TAX EXEMPTION BYLAW NO. 3665, 2025.**”

Read a First time this ____ day of _____, 2025

Read a Second time this ____ day of _____, 2025

Read a Third time this ____ day of _____, 2025

Notice given in accordance with Sections 94 and 227 of the *Community Charter* by way of posting in the posting locations on the ____ day of _____, 2025 and by

publication in the Northern View newspaper on the __ day of ____, 2025 and the __ day of ____, 2025

Fourth & Final Reading this ____ day of ____, 2025.

MAYOR

CORPORATE ADMINISTRATOR

Attachment: Schedule A – Plan of Premises

