



## REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, December 1, 2025, taking place at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

### 1. CALL TO ORDER

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

**Recommendation:**

THAT the Agenda for the Regular Council Meeting of December 1, 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 November 24, 2025;
- ii. Minutes of the Committee of the Whole Meeting of November 24, 2025;
- iii. Minutes of the Regular Meeting of November 24, 2025;

**b) Reports for receipt**

- iv. Report from the Director of Planning and Development Services Re: Waterfront Redevelopment Project Update; and,

**c) Correspondence for receipt**

- v. Response to Council Inquiries.

**Recommendation:**

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

### 6. REPORTS

**a) Report from the Director of Planning and Development Services Re: Zoning Bylaw Amendment No. 3669, 2025**

**Recommendation:**

THAT Council consider the Zoning Bylaw Amendment No. 3669, 2025.

**b) Report from the Chief Financial Officer Re: 2026 Budget Direction**

**Recommendation:**

THAT Council receives the information in this report;

AND THAT Council directs staff to prepare the Five-Year Financial Plan Bylaw using the recommendations presented in Attachment 3.

**c) Report from the Director of Operations Re: Landfill Leachate Mobile Treatment Unit Fabrication**

**Recommendation:**

THAT Council award RFP LF24-001 to McCue Engineering Contractors for the fabrication, installation, and commissioning of the Landfill Leachate Mobile Treatment Unit (MTU) at a cost of \$3,676,500 plus applicable taxes.

**7. BYLAWS**

**a) City of Prince Rupert Official Community Plan Update Bylaw No. 3666, 2025**

**Recommendation:**

THAT Council give Third Reading to the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3666, 2025.

**b) City of Prince Rupert Zoning Bylaw Amendment No. 3669, 2025**

**Recommendation:**

THAT Council give First, Second and Third Readings to the City of Prince Rupert Zoning Bylaw Amendment No. 3669, 2025.

**c) City of Prince Rupert Cow Bay Marina Fees and Regulations Bylaw No. 3662, 2025**

**Recommendation:**

THAT Council give Fourth & Final Reading to the City of Prince Rupert Cow Bay Marina Fees and Regulations Bylaw No. 3662, 2025.

**8. COUNCIL ROUND TABLE**

**9. ADJOURNMENT**



## **SPECIAL MINUTES**

For the **SPECIAL MEETING** of Council, held on November 24, 2025, at 5:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor H. Pond  
Councillor B. Cunningham  
Councillor G. Randhawa  
Councillor T. Forster  
Councillor N. Adey  
Councillor W. Niesh

**ABSENT:** Councillor R. Skelton-Morven

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

- 90.1 (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,
- (g) litigation or potential litigation affecting the municipality.

**CARRIED**

**3. ADJOURNMENT**

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

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER



## **COMMITTEE OF THE WHOLE MINUTES**

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, November 24, 2025, at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**STAFF:** R. Pucci, Chief Administrative Officer  
R. Miller, Deputy Chief Administrative Officer  
C. Bomben, Chief Financial Officer  
J. Schmidt, Director of Operations  
M. Pope, Director of Development Services  
R. Paras, Planner

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

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

### **2. ADOPTION OF THE AGENDA**

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the Agenda for the Committee of the Whole Meeting of Monday, November 24, 2025, be adopted as presented.

CARRIED

### **3. PRESENTATIONS**

- i. **Presentation from Dianne Villeseche, Community Food Systems Program Manager at Ecotrust Canada, and Nadia Halward, SD52 Food Coordinator at Prince Rupert School District No. 52 Re: North Coast Food Hub**

### **3. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

**4. ADJOURNMENT to Regular Council Meeting**

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the meeting be adjourned to the Regular Council Meeting at 7:28 pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER



## MINUTES

For the **REGULAR MEETING** of Council, held on Monday, November 24, 2025, 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor H. Pond  
Councillor B. Cunningham  
Councillor G. Randhawa  
Councillor T. Forster  
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  
J. Schmidt, Director of Operations  
M. Pope, Director of Development Services  
R. Paras, Planner

### 1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:29 pm.

### 2. INTRODUCTION OF LATE ITEMS

6. e) Report from the Director of Operations Re: ECCC – Landfill Leachate Treatment Improvements.

### 3. APPROVAL OF AGENDA

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT the Agenda for the Regular Council Meeting of November 24, 2025, be adopted as presented and amended.

CARRIED

### 4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS (& 2026 PROPOSED BUDGET)

Terry Sawka, Prince Rupert – Re: 2026 Proposed Budget.

### 5. CONSENT AGENDA

#### a) Council minutes for approval

i. Minutes of the Special Meeting to Close of November 10, 2025;

- ii. Minutes of the Public Hearing Meeting of November 10, 2025;
- iii. Minutes of the Regular Meeting of November 10, 2025;

**b) Reports for receipt**

- iv. 2026 Council Calendar

**c) Reports for approval**

- v. Report from the Director of Planning and Development Services Re: Physician Fee Waiver 2026;
- vi. Report from the Director of Transportation & Economic Development Re: Application to REDIP for PRA Marketing Campaign; and,

**d) Correspondence for receipt**

- vii. Response to Council Inquiries.

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

CARRIED

**6. REPORTS**

**a) Report from the Director of Transportation & Economic Development Re: Cow Bay Marina Fees and Regulations Bylaw No. 3662, 2025**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council consider the Cow Bay Marina Fees and Regulations Bylaw No. 3662, 2025.

CARRIED

**b) Report from the Chief Administrative Officer Re: Fire Control Bylaw No. 3663, 2025**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council consider the Fire Control Bylaw No. 3663, 2025.

CARRIED

**c) Report from the Planning Re: Official Community Plan Update Bylaw No. 3666, 2025**

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council consider the Official Community Plan Update Bylaw No. 3666, 2025.

CARRIED

**d) Report from the Chief Financial Officer Re: City of Prince Rupert 2025 Five Year Financial Plan Amendment Bylaw No. 3670, 2025**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with consideration of the City of Prince Rupert 2025 Five Year Financial Plan Amendment Bylaw No. 3670, 2025.

CARRIED

**e) Report from the Director of Operations Re: ECCC – Landfill Leachate Treatment Improvements**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council Award RFQ25-LF001 for Landfill Leachate Treatment Improvement Early Works to Broadwater Industries in the amount of \$698,648.00 and authorize Staff to proceed.

CARRIED

**7. BYLAWS**

**a) City of Prince Rupert 2025 Five Year Financial Plan Amendment Bylaw No. 3670, 2025**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council give First, Second, and Third Readings to the City of Prince Rupert 2025 Five Year Financial Plan Amendment Bylaw No. 3670, 2025.

CARRIED

**b) City of Prince Rupert Cow Bay Marina Fees and Regulations Bylaw No. 3662, 2025**

MOVED by Councillor Niesh and seconded by Councillor Adey THAT Council give Third Reading to the new Cow Bay Marina Fees & Regulations Bylaw No. 3662, 2025.

CARRIED

**c) City of Prince Rupert Fire Control Bylaw No. 3663, 2025**

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT Council repeal First and Second Readings of the City of Prince Rupert Fire Control Bylaw No. 3663, 2025 of May, 2025;

AND THAT Council give First and Second Readings to the City of Prince Rupert Fire Control Bylaw No. 3663, 2025.

CARRIED

**d) City of Prince Rupert Official Community Plan Update Bylaw No. 3666, 2025**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council give First & Second Readings to the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3666, 2025;

AND THAT Council consider this Official Community Plan amendment in conjunction with the City's financial plan and any waste management plan under Part 3 of the Environmental Management Act that is applicable in the municipality;

AND THAT Council proceed to Public Hearing.

CARRIED

**8. COUNCIL ROUND TABLE**

Acknowledgement by the Mayor on the passing of John Helin.

**9. ADJOURNMENT**

MOVED by Councillor Forster and seconded by Councillor Adey THAT the meeting be adjourned at 8:30 pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** December 1, 2025  
**TO:** Richard Pucci, Chief Administrative Officer  
**FROM:** Myfannwy Pope, Director of Planning and Development Services

**SUBJECT:** Waterfront Redevelopment Project Update

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#### **RECOMMENDATION:**

**THAT Council receive and file this report.**

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

This report is to provide Council and the public with an update on the waterfront redevelopment project at the base of Bill Murray Way and layout the next steps for 2026.

#### **BACKGROUND:**

The City received funding for waterfront redevelopment from the Province, in partnership with Gitxaala Enterprises. The initial conception of moving the airport ferry to the Rotary Waterfront Park is no longer being considered for this area. Instead, the park is undergoing redesign to address community desire for waterfront access collected through various engagements, accommodate growth from tourism and cruise ship industry, and consider cost efficiency for upgrades and maintenance. To date, the work has largely focused on the area shown in Figure 1.



*Figure 1 New Waterfront Park Redevelopment Project Area*

#### **Progress to date in 2025:**

- High-level concept design.
- Engagement with stakeholders having operations in the area.
- Schematic Design for the entire park under way.

- Due Diligence largely completed. Ongoing engagement with BC Hydro, CN, Via Rail.
- Moving toward Detailed Design for select construction elements (parking lots).
- Parking Lot “Quick Win” construction package to be issued to BC Build in early 2026.

**2026-2027: Construction, Engagement, and Detailed Design Work**

Anticipated Construction:	Planned Engagement:	Ongoing Design:
<ul style="list-style-type: none"> <li>• Upgrade and widen parking near the Wheelhouse for improved turning capacity.</li> <li>• Develop an additional parking lot on the opposite side.</li> </ul>	<ul style="list-style-type: none"> <li>• Rupert Talks platform for updates on the construction, planning, and engagement events and schedules.</li> <li>• Public meetings, club/group sessions, targeted outreach.</li> <li>• Partnerships for grant applications, park and surrounding amenities, and fundraising.</li> <li>• Ongoing communication on construction and access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess existing park elements for enhancement, relocation, and programming.</li> <li>• Reveal concept and schematic park design and collect feedback on:                             <ol style="list-style-type: none"> <li>1. Playground design</li> <li>2. Art and placemaking opportunities.</li> <li>3. Space activation and funding partnerships</li> </ol> </li> <li>• Develop detailed design work for the remainder of the park.</li> </ul>

**Overall Construction Timeline Summary**

- Phase 1: Parking lot and underground work (Spring 2026)
  - Regular communication through signage, updates to the website and engagement platform, and direct communication with operators at the waterfront will be used to minimize disruption to the users of the park, Wheelhouse, and CN.
- Phase 2: Park landscaping, play and other amenities (2027-2028).
- Phase 3: Connectivity improvements (Future):
  - Arts & Cultural Walk – in collaboration with Tourism Prince Rupert, Community Futures, Prince Rupert Archives.
  - Integration with nearby commercial/residential developments and cruise terminal upgrades.

**LINK TO STRATEGIC PLAN:**

The waterfront plan falls under the Strategic Plan for encouraging, supporting and undertaking community renewal to ensure it becomes a world class port city, and the specific action of undertaking waterfront development.

## **ANALYSIS:**

The waterfront park vision is intended to address wants and issues identified through various community engagements for all community members, including but not limited to:

- Increased access to the waterfront
- More accessible and all-ages play opportunities while retaining existing uses of the area.
- More outdoor programmable spaces for events and activities such as pop-up markets, pick-up sports, group picnics, etc.
- Outdoor covered space.
- Increased visual presence of Ts'msyen territory through Ts'msyen focused-placemaking and Sm'algyax language use.

Staff are working with project consultants to minimize potential risks to cost and delays on the project.

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

### Official Community Plan

Stemming from the 2030 Vision, the OCP mentions the “Harbour Landing” and developing a Flagship park. The ongoing design integrates input and elements from that vision.

### Transportation Plan

Highlighting connectivity and intermodal access – from driving, to walking paths, to eventually including marine travel.

### Parks and Outdoor Recreation Plan

Identifying the need for new playgrounds and areas, washrooms, greenspace, and connectivity between areas.

### Reconciliation Policy Framework

Integration of Ts'msyen arts and cultural elements to anchor the park on Ts'msyen Territory. Integration of Sm'algyax language where appropriate, including exploring renaming the park a Sm'algyax name, recognizing the value of the location as a welcome landing.

### Accessibility Plan

Considering accessibility in the introduction of new play elements and walkways.

## **COST:**

The project is currently within budget and the available funds must be spent on the waterfront. The City is working to increase this funding through fundraising, grant applications, and partnerships to support the entire waterfront vision.

**CONCLUSION:**

That council receive this report for their information.

**Report Prepared By:**

**Report Reviewed By:**

\_\_\_\_\_  
Myfannwy Pope,  
Director of Planning and Development  
Services

\_\_\_\_\_  
Richard Pucci,  
Chief Administrative Officer

Originally signed available upon request



## **Response to Council Inquiries**

### **1. Response from the Chief Administrative Officer to the Council Inquiries**

Staff have looked at the possibility of portable water treatment units for the community. While larger inline industrial units are not cost-effective, smaller inline units for jug filling stations can be purchased for approximately one million dollars each. Further, the staff have reviewed the cost of water bottle filling stations for civic buildings, and the units cost approximately twenty thousand dollars plus any installation costs.

As a result of a recent request for downtown beautification, the staff are looking into any grants to support flowering planting and maintenance.

Staff is happy to report that Legaic Road (the road to the industrial site from the highway), is classified as a *priority 1* for winter maintenance. Staff will pay close attention to the maintenance on this road during the winter season.



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** December 1, 2025  
**TO:** Richard Pucci, Chief Administrative Officer  
**FROM:** Myfannwy Pope, Director of Planning and Development Services  
**SUBJECT:** **ZONING BYLAW AMENDMENT NO. 3669, 2025**

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#### **RECOMMENDATION:**

THAT Council consider 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings of Zoning Amendment Bylaw No. 3669, 2025.

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

The applicants have applied for Zoning Amendment Bylaw No. 3669, 2025 to rezone the lot legally described as “LOT 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN EPP82864” to allow up to 10 residential units on the parcel.

#### **BACKGROUND:**

The City has received a zoning bylaw amendment application for the subject property at a lot previously addressed as 1800 8<sup>th</sup> Avenue E. The applicant proposes this Bylaw amendment to change the zoning on the parcel from R1: Small Scale Residential to RM2: Multifamily Residential to accommodate a proposal for 6-10 residential units on the property in the style of small apartment or townhouse housing.

Residents across the community have had the opportunity to submit written and oral input. At the time of this report, no feedback has been received.

Under s. 466 of the Local Government Act, Council is prohibited from holding a public hearing for developments that are 50% or more housing and aligned with the Official Community Plan.

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

This proposal would fall under Goal F: Support and encourage new and renewed housing working with industry, senior government and First Nations.

#### **ANALYSIS:**

While density is generally encouraged towards City centres to maximize proximity to amenities and walkability, the proposed land-use would be considered infill and can be accommodated with existing services. The proposed development is currently for 6

residential units in a townhouse style, but the new zone would accommodate up to 10 units and entitle the proponent to build that density. The site can accommodate the proposed parking density as well and has a bus stop within 2 blocks.

The property is currently adjacent to another multifamily zone, RM1, to the northeast side, and a designated road right of way on the southwest side. On the other side of the road right of way is a single family home. Otherwise, the property does not have any additional development immediately around it.

While compared to current levels there will be additional trips per day with increased density in the area, this increase is not anticipated to negatively impact any intersections and this is a non-through road. However, if additional on-street parking is required, there may be additional congestion due to the narrowing of the road towards the end of 8<sup>th</sup> Avenue E. Any onstreet parking will be subject to the City's traffic bylaw and enforcement.

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

#### Zoning and Land Uses

The proposal will be subject to the City's multifamily development permit guidelines, which require well designed, integrated, and scaled multi-family forms of housing that blend into neighbourhoods.

#### Alignment with Official Community Plan

The proposal is aligned with residential policy and support under the Official Community Plan. OCP engagement surveys show that that 91% of respondents wanted to see an increase in number of apartments/condos, with 83% wanting to see more town homes. Current residential policy within the OCP also encourages infill housing, which this proposal satisfies.

Under the complete communities assessment, it was determined that this area has higher than average walkability with high ability to walk across the City irrespective of accessibility of pedestrian infrastructure across the City. It also notes a high composite score on accessibility, which includes consideration for sidewalk condition, curb cuts, steep slopes, bus stop amenities, and the locations of reported vehicle collisions. Therefore, the location also serves as a good location for increased density from the perspective of complete and smart community principles outlined in the OCP and walkability.

However, while there are a number of connections in the area, some of them have limited access. For example, there is a connecting staircase closed by the City between 8<sup>th</sup> Avenue East and 7<sup>th</sup> Avenue E, which is one more direct connection to a bus stop. Instead, residents may be required to walk one block down 8<sup>th</sup> Ave E and then two blocks up to 6<sup>th</sup> to reach a bus stop.

#### Housing Needs:

The most recent interim housing needs assessment, completed in 2024, shows an anticipated need for approximately 532 units by 2026 (from 2021 numbers). This number likely underestimates actual counts given changes to homelessness counts and vacancy data since 2021, as well as the lack of consideration for any anticipated changes to population growth patterns despite major investment and expansion of the Port industries. These smaller scale density investments offer an opportunity to provide new housing to meet those gaps within the existing City footprint. Specifically, the ‘missing middle’, or small scale apartment or townhouses, provide more affordable, new builds for families and singles (both key gaps in our market).

### **Referrals**

No issues were flagged under the referrals for this development. The site was determined to be suitable with existing services to accommodate up to 10 residential units. Under the Subdivision and Development Bylaw No. 3669, the proponent will be required to pay for curbing and gutters along the frontage.

### **Public Input**

Notice of no public hearing and the proposal for 1<sup>st</sup> reading were put in the newspaper and mailed to residents within 100 meters of the property. The owners of the neighbouring property at 1828 and 1832 provided some concerns for council consideration which were provided orally at City Hall. They planned to provide a written submission as well. These concerns included:

- Congestion and Parking. The owners noted concern around high increase of additional vehicles, and the narrowness of the lane further down where increased street parking may cause additional congestion and more of a pinch-point, especially given the popularity of this road for dogwalkers and other non-vehicle traffic.
- Impacts to sun exposure on the neighbouring property due to permitted height of the new zone.
  - o *Note that height permitted for the RM2: Zone is 13 meters, which is 2 meters higher than the current zone.*
  - o *The proposed development is to the South and West Sides of the adjacent neighbour.*
- Limitation of accessibility to bus stops due to the closure of the stairs connecting 8<sup>th</sup> Avenue E to 7<sup>th</sup> Avenue E and the pathway required to pass towards 10<sup>th</sup> Ave E.
- Security of the area.

Given the concern around sun exposure, Council may wish to require that a covenant restricting the height of the building to 11 meters be registered on the title.

Given concerns raised around on-street traffic congestion, Council may wish to require the proponent provide additional traffic demand management plans prior to permit

approvals to minimize use of on-street parking by tenants. Note that if the proponent chooses to build up to 10 units, they will be required to provide 10 parking stalls onsite.

**COST:**

There are no budget impacts to this recommendation.

**Report Prepared By:**

**Report Reviewed By:**

\_\_\_\_\_  
Myfannwy Pope,  
Dir. Planning and Development Services

\_\_\_\_\_  
Richard Pucci,  
Chief Administrative Officer

Originally signed available upon request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** December 1, 2025  
**TO:** Richard Pucci, Chief Administrative Officer  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: 2026 BUDGET DIRECTION**

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#### **RECOMMENDATION:**

**THAT Council receives the information in this report;**

**AND THAT Council directs staff to prepare the Five-Year Financial Plan Bylaw using the recommendations presented in Attachment 3.**

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

On October 27<sup>th</sup>, 2025 Council was requested to postpone direction on the City's 2026 Budget until after public consultation. This report summarizes the feedback received, as well as the budget simulation results. There have been no changes proposed to the Five-Year Financial Plan since it was presented to Council.

#### **ANALYSIS:**

Staff prepared draft budget documents for Council outlining the costs to maintain service at existing levels, address health and safety, and capital projects to be undertaken during the 2026 fiscal year. The budget deficit projected for 2026 of \$960K is currently estimated to result in a tax rate increase of 3.7%. The proposed increase is based on 2025 assessed values and may change once 2026 BC Assessment values are received. These documents were made available for the public along with opportunities for public feedback including in person, written and the use of a budget simulator to provide direct input on proposed City spending. Staff have not made any changes that would affect the general operating fund deficit since the budget was presented.

#### **Simulation Results**

Attachment 1 includes a report on the simulation results. Of the submissions received, 75% were in favour of the tax increase proposed with 25% of those in favour of a further increase, with the remaining respondents in favour of a reduction to the proposed tax increase. No one took the tax increase proposed to zero within the simulation format.

## **Other Feedback**

Remaining feedback received is included in Attachment 2 for Council's review.

## **LINK TO STRATEGIC PLAN:**

Information presented to the community as part of the public budgeting process is intended to be as fulsome as possible, with multiple opportunities for the public to better understand and engage with financial information. The information obtained from the budget presentation and the feedback from the public assists Council 's Strategic Goal of ensuring good governance through the promotion of financial transparency and accountability.

## **CONCLUSION:**

With the information provided from the public and the information provided by staff to maintain service levels, Council is asked to either approve the proposed Five-Year Financial Plan as presented or provide direction of changes to be incorporated so staff may prepare the Five-Year Financial Plan Bylaw.

## **Report Prepared By:**

## **Report Reviewed By:**

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Corinne Bomben,  
Chief Financial Officer

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Richard Pucci,  
Chief Administrative Officer

Originally signed available upon request

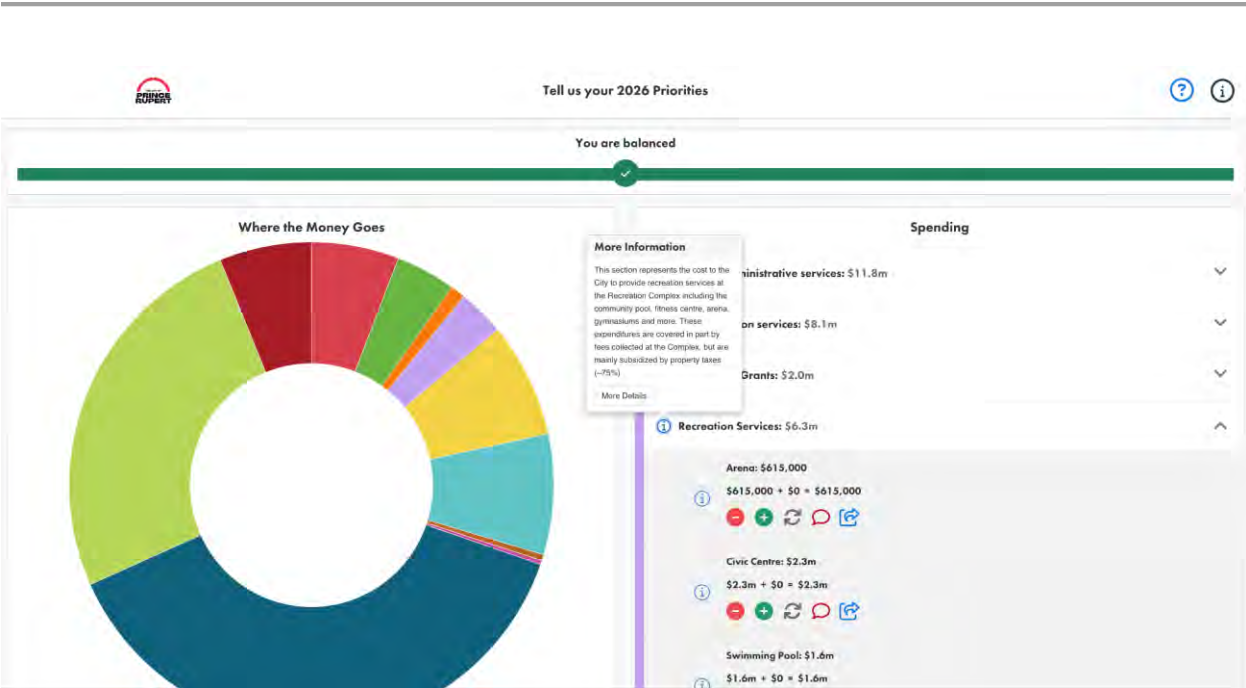
### **Attachments:**

- Attachment 1 – Simulation Results
- Attachment 2 – Other Feedback
- Attachment 3 – Proposed Five Year Financial Plan

# ATTACHMENT #1

# Resident Feedback Report: Budget Simulation Engagement Results

The following report outlines the insights gained through the use of the Budget Simulation prepared by the City for engagement with users online.



## Introduction

The City invited residents to participate in an interactive Budget Simulation. This tool serves as an accessible extension of the budget. It allows residents to adjust spending, test revenue ideas, learn how each change affects City services and allows the exploration of trade-offs. The simulation begins with a balanced budget. Residents may keep it balanced or submit an alternative balanced plan. The tool helps residents understand real constraints while giving Council meaningful insight into priority shifts across the community.

The simulation was active from October 28<sup>th</sup> through November 14<sup>th</sup>, 2025. Engagement data on the use of the simulation includes:

- **Total pageviews:** 375 (2025 – 395)
- **Total time on site:** 23 hours and 51 minutes of engagement
- **Most viewed budget areas:** Community Grants, Property Taxes, Recreation Services
- **Number of budget submissions:** 16 (2025 – 14). Notably, submission of the budget requires the user to balance prior to submitting. Pageviews and time on the site suggest a higher level of interaction than just the 16 final submissions received.
- **Participant ages of those who Submitted:**
  - 30 to 49: 56.25 percent
  - 50 to 69: 25 percent
  - 18 to 29: 12.5 percent
  - 70 and older: 6.25 percent

These numbers demonstrate strong interest from working-age adults, generally a group that is often harder to reach through traditional public meetings.

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The following information includes 'Percent changes' made by respondents. This percent change is not equal to a percent tax increase. Rather it reflects the percent change from the original category budget. As an example, the percent change to Fees and Charges of 1.02 is 1.02% of the total fees and charges revenue category in the balanced budget of \$4,547,000. Reductions are indicated in red for simplicity in identification.

## Summary of Revenue Adjustments Submitted by Residents

Participants made measured revenue adjustments to maintain a balanced budget.

### Property Taxes

Average change: +\$95,625

Percent change: +0.31 percent

Slight increases suggest cautious but practical support for maintaining core services.

## **Fees and Charges**

Average change: +\$46,365

Percent change: +1.02 percent

Residents modestly increased user-based revenue options.

## **Water Fund**

Average change: **-\$260,246.25**

Percent change: -0.34 percent

Residents sentiment is in line with frustration over water fees in the context of frequent water quality advisories. This is a known community frustration as bylaw rates have increased due to the need to continue to provide the service, address failing infrastructure and work to meet Northern Health directives towards water treatment.

## **Sewer Fund**

Average change: 0 percent

## **Solid Waste Fund**

Average change: **-\$35,010**

Percent change: -0.28 percent

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## **Summary of Spending Adjustments Submitted by Residents**

Across all submitted balanced budgets, residents tended to make targeted reductions while increasing investments in specific public safety and capital areas. Items locked for changes included capital projects, water, sewer, and solid waste funds.

### **General Administrative Services**

Average change: **-\$258,391.88**

Percent change: -2.19 percent

Residents made moderate reductions to administrative functions before affecting frontline services.

### **Transportation Services**

Average change: **-\$463,412.50**

Percent change: -5.73 percent

Transportation services received some of the largest reductions, although many comments focused on road conditions. Commentary suggests a desire for efficiencies rather than cuts to core maintenance.

## Community Grants

Average change: **-\$71,593.75**

Percent change: -3.63 percent

Although residents frequently clicked to learn more about this category, many still made small reductions.

## Recreation Services

Average change: **-\$216,531.25**

Percent change: -3.43 percent

User interactions suggests residents value recreation and cultural services but reduced spending to balance higher priorities. (See additional detail on exploratory submissions below).

## Public Safety

Average change: **+\$470,221.88**

Percent change: +3.04 percent

Residents consistently increased public safety funding, illustrating strong support for maintaining safety and emergency response capacity.

## Special Projects

Average change: **-\$53,125**

Percent change: -6.52 percent

Users interacted with this category in a way that suggests they viewed it as flexible and therefore suitable for reductions.

## Capital Reserve Transfer

Residents increased transfers to capital reserves, signaling support for long-term infrastructure planning.

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# Comparison of Resident Exploration Behavior and Final Submitted Budgets

In addition to analyzing completed submissions, we also reviewed mode values from all non-submitted sessions. These represent the most common adjustments residents made while experimenting in the simulation, even if they did not finalize and submit those budgets. This view shows what residents *tested* and were curious about, which can differ from what they ultimately chose for their final balanced budget.

Comparing these exploratory mode values to the final submitted averages gives insight into how residents' thinking evolved as they worked through trade-offs in municipal spending.

## Comparison of Revenues: Exploration Mode vs. Final Submitted Adjustments

Category	Mode (Changes made in Sessions)	Final Submitted Average	Interpretation
Property Taxes	-2.48 percent	+0.31 percent	Exploratory behavior strongly leaned toward reducing property taxes. Final submissions shifted toward slight increases, indicating residents ultimately recognized the need for maintaining service levels.
Fees and Charges	-1.42 percent	+1.02 percent	Experimentation focused on lowering user fees. Final submissions shifted toward modest increases, likely to help close budget gaps created during trade-off exploration.

**Comparison of Expenditures:  
Exploration Mode vs. Final Submitted Adjustments**

Category	Mode (Changes made in Sessions)	Final Submitted Average	Interpretation
General Administrative Services	-0.06 percent	-2.19 percent	Residents initially made very small reductions while experimenting. Their final submissions show they grew more comfortable trimming administrative costs when balancing the budget.
Transportation Services	-7.94 percent	-5.73 percent	The mode suggests residents frequently tested <i>larger cuts</i> to transportation during experimentation. However, final submissions reduced these cuts, indicating they reconsidered after viewing trade-offs.
Community Grants	0 percent	-3.63 percent	Early exploration kept grants flat. Final submissions show moderate reductions, likely after residents adjusted other services and sought balance.
Recreation Services	+2.57 percent	-3.43 percent	Residents often <i>increased</i> recreation during early experimentation, suggesting strong interest in these programs. Final submissions reversed this, showing residents chose reductions to balance higher priorities.

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**Comparison of Expenditures (continued):  
Exploration Mode vs. Final Submitted Adjustments**

<b>Category</b>	<b>Mode (Changes made in Sessions)</b>	<b>Final Submitted Average</b>	<b>Interpretation</b>
Public Safety	+18 percent	+3.04 percent	Early exploratory behavior shows very high increases to public safety. Final submissions moderated this increase significantly, reflecting a shift from instinctive prioritization to more balanced trade-offs.
Special Projects	-85 percent	-6.52 percent	This is the most dramatic discrepancy. Residents frequently tested eliminating or deeply cutting special projects. However, final submissions reduced cuts substantially. This shows residents used special projects as a "testing ground" when learning the system but did not ultimately support eliminating them.

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## Exploration Mode vs. Final Submitted Adjustments

### Interpretive Summary

The comparison between mode values and final submissions reveals an important trend:

Residents explored bold or extreme adjustments early, but submitted more moderate, balanced budgets once they understood the trade-offs made in prioritizing municipal spending.

Key insights include:

1. Exploratory cuts were often much larger than what residents ultimately supported.  
Transportation, special projects, and several administrative areas saw deep cuts in experimental mode that were not reflected in final decisions.
2. Exploratory increases were also more extreme.  
Public safety increases of +18 percent were commonly tested, but final submissions settled at a more measured +3 percent.
3. Revenue changes show the strongest shift.  
Residents experimented with *lowering* property taxes and fees, but final budgets included *slight increases*, suggesting residents learned that reductions were not sustainable.
4. Recreation stands out as a reversal.  
The mode showed strong interest in increasing recreation.  
The final budgets showed reductions, indicating residents value recreation but recognize the need to prioritize higher-impact services.

Overall, residents used the simulation to understand consequences and through this understanding the trend was an adjustment to their first impression. Their final submissions demonstrate realistic prioritization, a willingness to raise modest revenues, and a preference for preserving core services while making balanced reductions elsewhere.

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The remainder of this report focuses on the areas of most adjustment: transportation, public safety, water and property tax, followed by key takeaways for Council consideration.

# Submission Spotlight – Areas of most adjustment

## Spotlight: Transportation Services

Transportation Services emerged as one of the most closely examined and most frequently adjusted categories in the budget simulation. Residents expressed both practical concerns and strong curiosity about how transportation dollars are allocated, especially across its subcomponents. Many participants interacted with this category multiple times, suggesting that transportation remains a highly visible and personally impactful area of City operations.

Although residents made some of the largest *experimental* cuts in non-submitted sessions, final submitted budgets show more moderate adjustments, indicating that residents reconsidered reductions after reviewing trade-offs and service impacts.

### Overview of Transportation Subcategory Adjustments

Residents were able to adjust four major transportation subcategories. Their final average submissions reflect a balanced approach, with targeted reductions applied differently across services.

Transportation Subcategory	Average Submission Change	Interpretation
Road Paving and Sidewalk Renewal	-1.87 percent	Residents made slight reductions, suggesting some confidence in current plans but still a desire to maintain ongoing investment in core infrastructure.
Road Maintenance	-1.87 percent	Similar minor reductions were applied here. Although comments heavily emphasized concerns about road conditions, residents may have shifted reductions away from other areas first.
Airport Ferry	-11.87 percent	The largest reduction in this category. Residents appear uncertain about why the service is subsidized locally.(see below)
Transit Services	-6.56 percent	Moderate reductions indicate that transit is important, but residents needed to free resources for higher priorities in their balanced budgets.

These final adjustments align with broader trends from the simulation, where transportation was frequently used as an area for experimentation but ultimately preserved more than initially tested.

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## Airport Ferry: A Notable Area of Resident Uncertainty

The airport ferry drew significant attention and raised questions among residents who participated. It also had the deepest cuts among transportation subcategories. One representative comment captures the sentiment clearly:

“Why is this subsidized by people who live here instead of people who are using the airplane?”

This comment reflects a theme that surfaced repeatedly in both exploratory behavior and submitted budgets. Residents appear supportive of transportation access but skeptical about local subsidy structures for services that may benefit visitors or specific user groups more directly.

This pattern suggests that residents may benefit from additional information regarding:

- The purpose of the airport ferry
- Who depends on it
- Cost recovery limitations
- The economic or tourism value it provides
- Whether user fees can be modified

Providing a clear explanation of why this service is funded the way it is could help clarify misunderstandings and improve public support for its role within the transportation system.

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## Interpreting Community Priorities in Transportation

Several trends emerge when pairing quantitative adjustments with resident comments:

1. **Road Conditions Are a Top Concern**

Despite modest reductions in road paving and maintenance in submissions, qualitative comments repeatedly emphasize poor road conditions and potholes. This suggests a gap between perceived needs and the adjustments residents felt they could make while balancing the budget.

2. **Residents Are Open to Efficiencies but Not Service Degradation**

Across transportation, reductions were moderate. Residents appear aware of the importance of basic mobility and infrastructure but balanced it against strong priorities such as public safety.

3. **Transit Remains Important but Competes with Other Needs**

Reductions to transit reflect trade-off pressures rather than opposition. Residents likely support transit broadly but prioritized services they viewed as more urgent. This also could be a reflection of the personal transportation mode chosen by simulation submitters.

4. **Airport Ferry Is the Category Requiring the Most Communication**

The larger cuts and comments indicate a need to educate the public on the operational role, funding structure, and community impact of this service.

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## Summary

Transportation Services were among the most explored and adjusted areas of the budget simulation. While residents tested large reductions early on, final decisions show a practical and measured approach. The subcategory adjustments reveal nuanced thinking: maintaining core infrastructure, applying moderate reductions to transit, and signaling confusion or concern about the airport ferry subsidy.

## Spotlight: Public Safety

Public Safety emerged as one of the strongest priorities throughout the budget simulation. As noted earlier, residents increased public safety funding by an average of +3.04 percent in their final submitted budgets. This consistency reflects a strong desire to protect emergency response capacity and community safety infrastructure, even while making reductions elsewhere.

At the same time, both the quantitative adjustments and the open-ended comments reveal a more nuanced view. Residents distinguish between fire, policing, and victim services, and they hold clear expectations for accountability, efficiency, and fairness in how public safety dollars are used.

### Overview of Public Safety Subcategory Adjustments

Residents made the following average adjustments across the major public safety subcategories:

<b>Public Safety Subcategory</b>	<b>Average Submission Change</b>	<b>Interpretation</b>
Fire Services	-3.44 percent	Residents showed caution in increasing fire spending and made small reductions. Comments indicate that many see fire services as essential but believe structural issues, funding responsibilities, and industry risk need to be addressed at higher levels.
RCMP (Policing)	+8.75 percent	The highest increase across any public safety subcategory. While many residents supported policing investments, others expressed concerns about cost escalation and accountability.
Victim Services	+1.25 percent	Modest increases reflect community support for services that assist victims and contribute to holistic public safety outcomes.

These adjustments illustrate that while public safety was protected, residents allocated increases strategically rather than uniformly.

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## Resident Sentiment: What the Community Said About Fire Services

While residents applied small reductions to Fire Services, comments reveal complex reasoning rather than simple disinterest.

One detailed comment highlights structural concerns about how fire protection is funded, especially in relation to industry:

“Most communities of our size do not have full-time fire departments. Terrace has a combination fire department that relies on full-timers supplemented by volunteers. Most of the fire requirements for this community are a direct result of the significant industry that do not contribute adequately to the tax base. The Port of Prince Rupert should be responsible for providing a high quality, hazmat capable department for the extreme risk they bring to the community. Several weeks ago a significant propane leak took place on Ridley Island that our services were not capable of responding to.”

This sentiment shows that many residents see Fire Services as important but feel that large industrial actors should shoulder more responsibility for the risks they introduce. The propane incident mentioned serves as a real example shaping community perception. This likely influenced the small reductions residents made in the simulation, reflecting both concern and expectations for external accountability.

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## Resident Sentiment: What the Community Said About RCMP Spending

Residents gave RCMP the highest average increase in the public safety category, but the comments show that support is not unconditional. Some residents expressed concern about rising costs, wage increases, and the need for strong financial oversight.

One resident wrote:

“The RCMP have had a 25 percent increase in wages, and were able to paint a building they abandoned for a completely new building within the past decade. It is time to reel in their spending and ensure they’re not getting complacent with needing increases under a blanket term such as ‘safety.’ Safety is used all the time to justify extra spending and while I do agree with safety, I also want to ensure it is being spent in a sound and feasible manner. We should always be aware of ballooning costs and budget creep.”

This comment reflects a broader sentiment expressed by several participants, indicating that while safety matters deeply, residents want reassurance that increases are justified, efficient, and tied to demonstrated need. As Council is aware, RCMP contract increases are not controlled by the City; although Council does control the number of officers funded.

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## Understanding the Broader Trends Behind Public Safety Priorities

When combining the quantitative adjustments with resident comments, several key themes emerge:

### 1. **Residents Strongly Support a Safe Community**

Public safety received the highest net increase of all major departments. Residents want a secure community with strong emergency response capacity.

### 2. **Fire Services Require Better Intergovernmental and Industry Alignment**

Residents believe industrial activity and high-risk facilities should contribute more directly to fire service needs. This perception influenced the moderate reductions they made in the simulation.

### 3. **Policing Investments Require Transparency and Accountability**

Support for RCMP increases was tempered by concerns about cost escalation. Residents want to ensure that increases align with real service needs.

### 4. **Victim Services Are Recognized and Valued**

Even modest increases show residents see value in providing trauma support and community healing resources.

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## Summary

Public safety remains one of the most important community priorities. Residents made targeted and thoughtful adjustments rather than broad increases or cuts. They supported policing more strongly than any other subcategory but made clear they expect responsible stewardship. They see Fire Services as essential but believe major industries and external partners should contribute more to risk mitigation. Victim Services received supportive, steady increases to maintain important community support functions.

This mix of support, scrutiny, and expectation helps paint a clear picture for Council: residents value safety deeply but want public safety spending to be strategic, efficient, and aligned with real community needs.

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## Spotlight: Water Fund

The Water Fund represents one of the most essential yet often least understood components of the City’s financial structure. While most residents did not leave direct comments about water services, their behavior in the simulation reveals significant uncertainty about how the water system is funded, what water fees support, and the constraints the City faces in maintaining safe, reliable infrastructure.

Overall, the Water Fund remained locked for spending adjustments, but residents were able to modify revenue through the water bylaw fees. This provided an opportunity to observe how residents think about the costs behind the water system.

### Overview of Water Fund Adjustments

Residents approached the Water Fund with notable caution in their final submissions.

<b>Water Revenue Category</b>	<b>Average Submission Change</b>	<b>Interpretation</b>
Fees from Water Bylaw	-7.56 percent	Residents applied moderate reductions to water fees, suggesting interest in lowering household costs or uncertainty about how fee revenue is used.

This reflects a desire for affordability and perhaps concern about rising utility bills. Residents likely saw the Water Fund as an area where they could relieve cost pressure on households without immediately understanding infrastructure implications.

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## Exploratory Behavior: Significant Defunding Attempted

While final submissions were moderate, exploratory behavior in non-submitted sessions tells a different story.

<b>Water Revenue Category</b>	<b>Most Common Change Among Non-Submitted Sessions (Mode)</b>	<b>Interpretation</b>
Fees from Water Bylaw	-60.5 percent	Residents frequently experimented with deep cuts, likely testing how much revenue could be reduced and still balance the budget.

This stark contrast between exploratory cuts and final decisions suggests that many residents initially underestimated the scale of water system costs. After exploring trade-offs in other departments, most participants moderated their adjustments, ultimately settling on a much smaller average reduction.

This pattern mirrors what is often seen in budget simulations according to the software developer: utilities are among the most misunderstood systems, and residents often explore extreme changes before recognizing the essential infrastructure supported by these funds.

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## Understanding Resident Behavior and Sentiment

Although no direct comments were submitted about the Water Fund, the simulation data reveals several insights:

- 1. Water Rates Are a High-Sensitivity Issue**

Even without comments, residents consistently tested water fee reductions. This indicates that utilities are a top-of-mind affordability concern.

- 2. Residents May Not Fully Understand the Purpose of Water Fee Revenues**

Deep exploratory cuts suggest residents may not initially recognize that water rates fund:

- Current Treatment
- Distribution infrastructure
- Pumping and pressure systems
- Emergency repairs
- Regulatory compliance
- Long-term replacement of aging pipes

The contrast between the -60.5 percent mode cut and the -7.56 percent final cut shows that once residents worked to balance the budget, they realized that dramatic reductions elsewhere were unsustainable.

### **3. Utilities Require Clearer Public Communication**

The Water Fund is legally and operationally restricted. Many residents may not be aware that:

- Water utilities are financially self-supporting
- Fee revenue cannot be transferred to unrelated services
- Deferred maintenance leads to costly long-term consequences

Continued education about the Water Fund's structure and constraints is necessary to strengthen resident understanding.

### **4. Residents Show a Desire for Affordability, Not Service Reduction**

The final average reduction suggests residents were willing to ease rate pressure slightly, but not at the expense of system reliability.

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## Summary

The Water Fund spotlight reinforces the importance of transparent communication about utility services. Residents initially experimented with very large fee reductions, likely due to uncertainty about how the Water Fund works. However, their final decisions show greater balance and understanding.

This behavior aligns with patterns seen across the software developer's communities: water and sewer funds are typically the most misunderstood elements of municipal finances. As a result, residents often test significant reductions before discovering the system-wide impacts.

The City will take this feedback and aim to provide additional educational outreach on:

- What water fees support
- Why they cannot be eliminated or deeply reduced
- The long-term risks of underfunding water infrastructure
- How regulatory compliance and safety standards drive costs

Helping residents better understand these constraints will strengthen both the community's support for essential infrastructure and their confidence in the City's financial stewardship.

## Spotlight: Property Taxes

Property taxes are one of the most important and most sensitive components of the City's revenue structure. They fund core municipal services and are often the area where residents feel the most direct financial impact. The simulation data reveals a community that is deeply concerned about rising tax pressures but also wants to maintain or improve service levels. These competing desires became particularly clear when comparing submitted budgets to exploratory behavior.

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## Overview of Property Tax Adjustments

Residents made the following changes on average in their **final, balanced submissions**:

Revenue Category	Average Submission Change	Interpretation
Property Taxes	+9.96 percent	Residents reluctantly increased property taxes to balance their final budgets, recognizing that service levels could not be maintained with reductions.

However, looking at **non-submitted sessions**, the most common adjustments were sharply different:

Mode for Non-Submitted Sessions	Interpretation
Property Taxes: -12.65 percent	Residents frequently experimented with deep tax cuts, likely reflecting a desire for personal affordability before realizing the consequences on the balanced budget requirement.

This contrast highlights a core tension: **residents want lower taxes, but they also want strong services**. The simulation's requirement to balance the budget helped residents understand the disconnect between these two goals, ultimately leading them to moderate their expectations and adjust their final submissions accordingly.

## Resident Sentiment: What the Community Said About Property Taxes

While adjusting property taxes, residents expressed concerns about recent cost increases and the cumulative strain on homeowners.

One participant summarized their concern clearly:

“Taxes were increased last year and should not continue to be increased. This combined with significant valuation increases over properties in the last few years has resulted in the majority of homeowners paying significantly more in property taxes.”

This sentiment reflects a broader perception of rising costs, driven not only by tax rates but also by assessed value increases. There is likely a continued misconception that all assessed value increases result in an automatic tax increase. Residents are feeling the impact directly, even if service demands remain stable or grow.

## Understanding Click Behavior: A Community Split

The click data provided shows:

- **47.30 percent** of interactions were focused on **increasing** property taxes
- **52.70 percent** were focused on **decreasing** property taxes

This nearly even split indicates a community divided between:

- Those who see tax increases as necessary to maintain services
- Those who feel strongly about keeping property taxes affordable or reducing them

The even distribution of clicks suggests that taxes are an area of active consideration rather than a settled opinion. Residents explored both directions before ultimately deciding what they could justify in a balanced budget.

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## Interpretation: What This Tells Us About Resident Priorities

Three core insights emerge when viewing the property tax data alongside comments and exploratory behavior:

### **1. Residents Prefer Lower Taxes When Not Forced to Balance the Budget**

A -12.65 percent mode reduction in non-submitted sessions suggests strong initial interest in tax relief.

### **2. When Confronted With Trade-offs, Residents Pivot Toward Sustainability**

Final submissions averaged +9.96 percent, demonstrating residents' willingness to increase taxes once they understood the impact on essential services.

### **3. The Simulation Helps Resolve Misalignment Between Expectations and What's Possible**

Because the simulation prevented residents from submitting an unbalanced budget, they were required to confront the full implications of their choices. This prompted:

- More realistic service expectations
- Greater understanding of budgetary constraints
- A shift from “what I want” to “what is possible”

## Summary

The property tax spotlight highlights a community concerned about rising homeowner costs yet still committed to maintaining essential services. Residents initially explored deep tax cuts but ultimately supported increases once they understood the true cost of service delivery. The nearly even split in click behavior underscores a community that is actively thinking through the issue, not passively responding.

The simulation played a key role in helping residents understand the trade-offs involved. By requiring a balanced or surplus budget to submit, it helped community members reconcile their desire for affordability with the reality of funding the services they value.

## Key Takeaways for City Council

1. **Residents are highly focused on infrastructure.** Road maintenance is the most urgent issue expressed in comments.
  2. **Public safety remains a strong priority.** Funding increases were consistent across participants.
  3. **Residents value recreation but are open to limited reductions.**
  4. **There is clear support for long-term capital planning.** Increased reserve transfers align with comment themes.
  5. **Residents were cautious with revenue adjustments.** Slight increases show interest in protecting core services without significant tax burdens.
  6. **Qualitative sentiment on the whole reflects seriousness and realism.** Comments show genuine effort to understand trade-offs.
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## Conclusion

The Budget Simulation provided residents with a hands-on opportunity to understand the City's fiscal landscape. Their submissions reveal a thoughtful and balanced approach to budget trade-offs, informed by practical concerns, infrastructure needs, and a desire for long-term stability.

These insights can be included with information obtained through other methods to help City Council align budget decisions with community values.

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# ATTACHMENT #2

## Corinne Bomben

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**From:** Teri Forster  
**Sent:** Tuesday, November 18, 2025 4:00 PM  
**To:** Mrlogan0629@gmail.com; finance; Mayor-Council  
**Subject:** Re: Ensuring fairness and accountability in property tax exemptions

Thank you so much for your email. I have included the inbox for comments on the budget as well as the broader City Council email to ensure everyone is aware of your comments. Information on the process to apply for property tax exemptions can be found here: <https://www.princerupert.ca/city-hall/property-taxes/permissive-tax-exemptions> I would welcome you to make some suggestions on how you would envision a change- an opportunity to provide feedback on the budget is at our next council meeting on November 24 in council chambers at 7pm. Do you have an example of how our current process is not accessible? I hope to learn more through this dialogue.  
Kindly,  
Teri Forster

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**From:** Richard Bryson <civicinput@newmode.io>  
**Sent:** Saturday, November 15, 2025 3:08 PM  
**To:** Teri Forster <Teri.Forster@princerupert.ca>  
**Subject:** Ensuring fairness and accountability in property tax exemptions

You don't often get email from civicinput@newmode.io. [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.

Dear Teresa Forster,

As a resident of Prince Rupert, I want to emphasize the importance of public accountability and fairness in property tax exemptions. As you know, valuable municipal revenue is forgone through property tax exemptions to various non-profit and religious organizations. Some of these exemptions are required by the provincial government while others, like parking lots and ancillary buildings, are at Council's discretion.

While our community values the charitable work being done by many of these organizations, the economic reality is that every dollar not collected through these exemptions results in a tax burden shift. Local homeowners and small businesses have to pay more to fund essential city services.

These exemptions represent a significant public subsidy, and it is imperative that we hold all recipient organizations to the highest standard of public accountability and transparency. I am concerned that without clear, verifiable criteria, these financial decisions may unintentionally lack the necessary oversight.

How does Prince Rupert ensure any permissive tax exemptions we grant go to applicants that provide secular, community-wide services that are accessible by all applicants?

If such a public benefits test is not currently part of the decision-making process, I strongly urge you to prioritize its development and adoption immediately. Establishing a transparent, benefits-based system is a matter of fairness and responsible governance that ensures public resources are used optimally and promotes equitable taxation across our community.

Sincerely,

Richard Bryson

Mrlogan0629@gmail.com, 1419 6th Avenue East, Prince Rupert, BC, CA, V8J 1Y1

Questions received re: City of Prince Rupert Budget engagement

1)When is the Fire truck coming and when do we pay for it?

This truck was delivered in summer 2025 and has been in service since then. We have paid the supplier and Council authorized the equipment financing in October with the MFA.

2)How much is the MacCarthy Public Works building going to be?

Lease cost is \$300K per year. Lease to expire February 2027

Pre-construction costs (engineering and initial modifications) \$500K

Construction costs budgeted (includes work in 2025) \$6.8M

Acquisition cost set at appraised value in 2021. Acquisition expected 2027. Given a land and legal matter, cannot disclose as of yet. Amount will be included in future budget for consideration and public feedback once initial legal steps take place.

Although the City preferred acquiring the site initially, the owner was not interested in selling at that time. A reminder – there has been no tax cost to the taxpayers for any of the project. Lease payments have been funded through new industrial growth revenue, and renovation and construction costs have been principally funded through the RBA funding agreement, surplus and a dividend from Legacy. This was not an optional project given the condition of the existing facility. Suitable sites for our workforce are not in abundance in our community, and this was the best option at the time.

3)How much are the Utility fees going up by?

The bylaws for the following utilities were approved in December 2024 with the following increases:

	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Water %</b>	4.5%	4.5%	5%	6%
Residential rate	588.20	614.67	645.40	684.12
<b>Sanitary/Sewer %</b>	16%	16%	16%	16%
Residential rate	614.01	712.25	826.21	958.40
<b>Solid Waste %</b>	6.0%	6.0%	6.0%	6.0%
Residential rate	571.31	605.59	641.93	680.45

# ATTACHMENT #3

**2026- 2030 Financial Plan  
By Fund**

<b>GENERAL OPERATING FUND</b>	<b>Budget 2026</b>	<b>Budget 2027</b>	<b>Budget 2028</b>	<b>Budget 2029</b>	<b>Budget 2030</b>
<b>Revenues by Department</b>					
Airport Ferry	1,190,000	1,546,000	1,616,000	1,681,000	1,748,000
Bylaw Enforcement	134,000	137,000	140,000	143,000	143,000
Cemetery	149,000	170,000	177,000	184,000	191,000
Civic Properties	269,000	275,000	79,000	81,000	81,000
Corporate Administration	49,000	49,000	49,000	49,000	49,000
Cow Bay Marina	455,000	455,000	455,000	455,000	474,000
Development Services	321,000	327,000	324,000	331,000	331,000
Economic Development	70,000	70,000	70,000	70,000	70,000
FD 911 Services	69,000	68,000	67,000	66,000	65,000
FD Fire Protective Services	5,000	6,000	6,000	6,000	6,000
Finance	15,000	15,000	15,000	15,000	15,000
Fiscal Revenues	8,757,000	8,436,000	15,259,000	15,223,000	15,325,000
PW Engineering	5,000	5,000	5,000	5,000	5,000
PW Common Costs	70,000	71,000	72,000	73,000	74,000
RCMP	147,000	149,000	151,000	153,000	156,000
Rec. Centre Arena	294,000	307,000	321,000	335,000	350,000
Rec. Centre Civic Centre	453,000	472,000	476,000	497,000	518,000
Rec. Centre Community Services	3,000	15,000	15,000	15,000	15,000
Rec. Centre Pool	557,000	585,000	614,000	644,000	676,000
Transit	288,000	289,000	290,000	291,000	292,000
Victim Services	96,000	77,000	77,000	77,000	77,000
Watson Island	400,000	400,000	400,000	400,000	400,000
<b>Subtotal</b>	<b>13,810,000</b>	<b>13,924,000</b>	<b>20,678,000</b>	<b>20,794,000</b>	<b>21,061,000</b>
Property Taxes (existing)	29,943,000	30,893,000	31,830,000	33,093,000	35,024,000
Property Tax Increase (Increase)	950,000	937,000	1,263,000	1,931,000	1,213,000
<b>Total Operating Revenues</b>	<b>44,703,000</b>	<b>45,754,000</b>	<b>53,771,000</b>	<b>55,818,000</b>	<b>57,298,000</b>
PR Legacy Inc contributions- Capital Works	120,000	-	-	-	-
PR Legacy Inc contributions- Capital Purchases	1,135,000	-	-	-	-
Conditional Project Grants - Capital Works	450,000	-	-	-	-
Conditional Project Grants - Capital Purchases	5,763,000	4,875,000	-	-	-
Appropriated Reserves - Capital Works	2,050,000	-	-	-	-
Appropriated Reserves - Capital Purchases	4,315,000	-	-	-	-
Appropriated Surplus - Capital Purchases	1,525,000	-	-	-	-
Appropriated Surplus - Capital Works	340,000	-	-	-	-
PR Legacy Inc contributions- Special Projects	100,000	-	-	-	-
Appropriated Surplus - Special Projects	121,000	-	-	-	-
Conditional Project Grants - Special Projects	319,000	-	-	-	-
Appropriated Reserves - Special Projects	250,000	-	-	-	-
Loans from MFA - Capital Purchases	-	-	30,000,000	3,500,000	-
<b>Total Capital Revenues</b>	<b>16,488,000</b>	<b>4,875,000</b>	<b>30,000,000</b>	<b>3,500,000</b>	<b>-</b>
<b>Total General Operating Fund Revenues</b>	<b>61,191,000</b>	<b>50,629,000</b>	<b>83,771,000</b>	<b>59,318,000</b>	<b>57,298,000</b>

2026- 2030 Financial Plan

By Fund

GENERAL OPERATING FUND	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030
<b>Expenditures by Department</b>					
Airport Ferry	2,569,000	2,820,000	2,908,000	2,969,000	3,039,000
Bylaw Enforcement	583,000	591,000	600,000	608,000	617,000
Cemetery	329,000	334,000	340,000	346,000	350,000
Civic Properties	881,000	893,000	904,000	915,000	926,000
Corporate Administration	1,194,000	1,202,000	1,226,000	1,251,000	1,276,000
Cow Bay Marina	458,000	474,000	488,000	502,000	517,000
Development Services	1,157,000	1,179,000	1,200,000	1,223,000	1,257,000
Economic Development	235,000	243,000	247,000	252,000	257,000
FD 911 Services	708,000	726,000	741,000	755,000	770,000
FD Fire Protective Services	6,369,000	6,363,000	6,519,000	6,681,000	6,841,000
FD Emergency Measures	46,000	46,000	46,000	46,000	46,000
Finance	1,427,000	1,456,000	1,333,000	1,359,000	1,387,000
Finance Cost Allocation	(519,000)	(576,000)	(629,000)	(687,000)	(720,000)
Fiscal Expenditures	3,657,000	3,776,000	4,442,000	5,692,000	6,341,000
Governance	351,000	378,000	390,000	403,000	416,000
Grants in Aid to Community Partners	1,971,000	2,010,000	2,042,000	2,076,000	2,112,000
Human Resources	488,000	497,000	507,000	517,000	528,000
Information Technology	840,000	853,000	866,000	879,000	892,000
Parks	1,325,000	1,348,000	1,371,000	1,394,000	1,417,000
PW Engineering	774,000	834,000	851,000	867,000	884,000
PW Common Costs	5,390,000	5,539,000	5,695,000	5,858,000	6,028,000
Allocation of PW Common Cost	(5,390,000)	(5,539,000)	(5,695,000)	(5,858,000)	(6,028,000)
PW Vehicles	1,929,000	1,983,000	2,002,000	2,021,000	2,039,000
Allocation of PW Vehicles	(1,929,000)	(1,983,000)	(2,002,000)	(2,021,000)	(2,039,000)
RCMP	8,144,000	8,341,000	8,545,000	8,755,000	8,963,000
Rec. Centre Arena	615,000	585,000	613,000	626,000	637,000
Rec. Centre Civic Centre	2,292,000	2,380,000	2,423,000	2,472,000	2,510,000
Rec. Centre Community Services	4,000	4,000	4,000	4,000	4,000
Rec. Centre Pool	1,621,000	1,637,000	1,676,000	1,705,000	1,729,000
Roads	2,700,000	2,793,000	2,888,000	2,933,000	2,981,000
Transit	1,170,000	1,261,000	1,061,000	1,103,000	1,145,000
Victim Services	198,000	200,000	203,000	206,000	210,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Transfer to Reserves (Interest, RCMP Loan)	200,000	200,000	200,000	200,000	200,000
Transfer to Reserves (NWBCRF Agreement)	-	-	6,860,000	6,860,000	6,860,000
Transfer to General Capital Reserves	544,000	544,000	544,000	544,000	544,000
<b>Total Operating Expenses</b>	<b>42,731,000</b>	<b>43,792,000</b>	<b>51,809,000</b>	<b>53,856,000</b>	<b>55,336,000</b>
Provision for Special Projects	815,000	25,000	25,000	25,000	25,000
Provision for Capital Purchases	13,175,000	5,312,000	30,437,000	3,937,000	437,000
Provision for Capital Works	4,470,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>Total Capital Expenses</b>	<b>18,460,000</b>	<b>6,837,000</b>	<b>31,962,000</b>	<b>5,462,000</b>	<b>1,962,000</b>
<b>Total Operating Fund Expenditures</b>	<b>61,191,000</b>	<b>50,629,000</b>	<b>83,771,000</b>	<b>59,318,000</b>	<b>57,298,000</b>
<b>Surplus(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

UTILTY OPERATING FUNDS	Budget 2026	Budget 2027	Budget 2028	Budget 2029	Budget 2030
<b>Sanitary and Storm Sewer</b>					
Operating Revenues	3,864,000	4,476,000	5,190,000	5,294,000	5,400,000
Grants	20,630,000	32,565,000	21,585,000	40,000,000	-
PR Legacy Inc contributions	-	450,000	200,000	700,000	200,000
Appropriated Surplus - Cap Works	3,457,000	25,000	25,000	25,000	25,000
Loans from MFA	11,644,000	17,435,000	8,465,000	-	-
Funding from Reserves	12,051,000	2,000,000	-	-	-
Capital Works	(50,032,000)	(53,475,000)	(31,275,000)	(41,725,000)	(1,225,000)
Revenue for operations	1,614,000	3,476,000	4,190,000	4,294,000	4,400,000
Expenditures	1,614,000	3,476,000	4,190,000	4,294,000	4,400,000
Surplus (Deficit)	-	-	-	-	-
<b>Water</b>					
Operating Revenues	4,923,000	4,783,000	4,873,000	6,000,000	6,046,000
Grants	62,060,000	50,149,000	19,982,000	10,000,000	-
PR Legacy Inc contributions	469,000	-	-	-	-
Appropriated Surplus- Cap Works	2,446,000	-	-	-	-
Loans from MFA	600,000	2,500,000	10,000,000	10,000,000	-
Funding from Reserves	6,272,000	2,351,000	-	-	-
Capital Works	(72,847,000)	(56,000,000)	(30,982,000)	(21,000,000)	(1,000,000)
Revenue for operations	3,923,000	3,783,000	3,873,000	5,000,000	5,046,000
Expenditures	3,923,000	3,783,000	3,873,000	5,000,000	5,046,000
Surplus (Deficit)	-	-	-	-	-
<b>Solid Waste</b>					
Operating Revenues	5,701,000	6,035,000	6,389,000	6,763,000	6,898,000
Appropriated Surplus - Cap Works	1,120,000	-	-	-	-
Funding from Reserves	3,050,000	-	-	-	-
Community Works Fund (Gas Tax)	2,350,000	-	-	-	-
Capital Works	(6,520,000)	-	-	-	-
Revenue for operations	5,701,000	6,035,000	6,389,000	6,763,000	6,898,000
Appropriated Surplus for Rate Stabilization	187,000	28,000	-	-	-
Expenditures	5,888,000	6,063,000	6,389,000	6,763,000	6,898,000
Surplus (Deficit)	-	-	-	-	-



**REPORT TO COUNCIL**  
Regular Meeting of Council

**DATE:** December 1, 2025  
**TO:** Richard Pucci, Chief Administrative Officer  
**FROM:** Jordan Schmidt, Director of Operations  
**SUBJECT:** **LANDFILL LEACHATE MOBILE TREATMENT UNIT FABRICATION**

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**RECOMMENDATION:**

**THAT Council award RFP LF24-001 to McCue Engineering Contractors for the fabrication, installation, and commissioning of the Landfill Leachate Mobile Treatment Unit (MTU) at a cost of \$3,676,500 plus applicable taxes.**

**REASON FOR REPORT:**

The City is required to complete leachate treatment improvements under Permit PE-7988 following a non-compliant discharge in January 2024 and a resulting Fisheries Act Direction from Environment and Climate Change Canada (ECCC).

To achieve compliance, the City has adopted a phased approach for implementing a MTU for at the landfill:

- Stage 1 Design:** Awarded under RFP 24-LF001 to McCue Engineering Contractors for the detailed design of the MTU at a value of \$286,765 (plus applicable taxes).
- Stage 2 Early Works:** Awarded under RFQ 25-LF001 to Broadwater Industries for the construction of the concrete foundation pad, installation of underground piping and pumps, and preparation of electrical service connections.
- Stage 3 Fabrication:** Procurement and construction of the MTU, including all process and mechanical systems (current stage).
- Stage 4 Installation and Commissioning:** Transport, assembly, tie-ins, electrical connections, and start-up.

This report addresses Stage 3 – Fabrication, building upon the design work previously completed and approved under RFP 24-LF001.

**ANALYSIS:**

Three compliant proposals were received and evaluated by **McElhanney Ltd.** and City staff based

on technical merit, reliability, team experience, schedule, and commercial value:

<b>Proponent</b>	<b>Technical Score (%)</b>	<b>Price (excluding tax)</b>	<b>Summary of Evaluation</b>
McCue Engineering Contractors	90%	\$3,676,500	Proven experience with modular leachate systems, design reduces sludge and operating costs; strong, references; highest overall score.
CTE & Coast Tsimshian Enterprises & Progressive Ventures LP	78	\$3,895,000	Acceptable technical submission but higher overall cost and less process-specific experience.
Weaver Technical Corp.	72	\$3,950,000	Technically compliant but limited experience with similar systems.

McCue Engineering Contractors is recommended for award based on technical strength, proven track record, and competitive pricing.

The procurement framework under RFP 24-LF001 uses a **Construction Consultant (CC) model**, enabling seamless transition from design to fabrication and installation. Awarding this phase to McCue ensures design continuity, avoids remobilization costs, and maintains compliance momentum under the ECCO Fisheries Act Direction.

Early works are underway with Broadwater Industries, allowing fabrication and installation to proceed immediately upon approval.

**COST:**

The total project value of \$3,676,500.00 plus applicable taxes covers design, supply, manufacturing, installation, and commissioning of the MTU.

<b>Year</b>	<b>Scope of Work</b>	<b>Estimated Cost (CAD)</b>
Early 2026	Final design, project management, and long-lead equipment procurement	\$1,508,800
2026	Fabrication, installation and commissioning	\$2,167,700
	<b>TOTAL:</b>	<b>\$3,676,500</b>

Funding is provided through the **Landfill Compliance and Leachate Management Capital Program** and aligns with the **2026 capital budget** currently under Council review.

**CONCLUSION:**

Awarding this contract to McCue Engineering Contractors continues the City's phased approach, ensuring design consistency, cost efficiency, and compliance with Permit PE-7988 and the ECCC Fisheries Act Direction.

**Report Prepared By:**

**Report Reviewed By:**

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Jordan Schmidt  
Director of Operations

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Richard Pucci  
Chief Administrative Officer

Originally signed available upon request



## **CITY OF PRINCE RUPERT**

### **OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT BYLAW NO. 3666, 2025**

**A BYLAW TO AMEND THE CITY OF PRINCE RUPERT OFFICIAL COMMUNITY PLAN  
BYLAW NO. 3460, 2021.**

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The Council of the City of Prince Rupert in public meeting, enacts as follows:

1. That the City of Prince Rupert Official Community Plan Bylaw No. 3460, 2021 be amended as follows:
  - i. Amend wording throughout to improve grammar and update outdated references to projects and legislation as indicated in Schedule A of this Bylaw.
  - ii. Amend the design throughout to reflect the City of Prince Rupert Brand Guidelines as indicated in Schedule A of this Bylaw.
  - iii. Amend wording in Section 1 Introduction to align with current legislation and streamline content as indicated in Schedule A of this Bylaw.
  - iv. Amend wording in Section 2 Background to update references to population growth and housing need from the City of Prince Rupert Interim Housing Needs Report 2024 as indicated in Schedule A of this Bylaw.
  - v. Amend wording in Section 3 Planning Principles to update references to complete communities from the City of Prince Rupert Complete Communities Assessment 2024 as indicated in Schedule A of this Bylaw.
  - vi. Amend introductory wording in Section 4 Land Use Policies to enhance clarity and conciseness as indicated in Schedule A of this Bylaw.
  - vii. Amend Section 4.1 Residential to update content and policies to align with City of Prince Rupert Interim Housing Needs Report 2024, City of Prince Rupert Complete Communities Assessment 2024, City of Prince Rupert Housing Acceleration Plan 2024, and the City of Prince Rupert Child Care Assessment and Action Plan 2020 as indicated in Schedule A of this Bylaw.
  - viii. Amend Section 4.2 City Core and Commercial Lands to update content and policies to align with the City of Prince Rupert Complete Communities Assessment 2024 and Connect Rupert – City of Prince Rupert Transportation Plan 2023 as indicated in Schedule A

of this Bylaw.

- ix. Amend Section 4.3 Industrial to update content referencing Prince Rupert Port Authority Gateway 2020 Vision as indicated in Schedule A.
- x. Amend Section 4.4 Parks and Recreation to update content and policies to align with Rupert Plays – City of Prince Rupert Parks and Outdoor Recreation Plan 2023, City of Prince Rupert Accessibility Plan 2024, the City of Prince Rupert Recreation Plan in progress as indicated in Schedule A.
- xi. Amend Section 4.4 Parks and Recreation to separate Recreation and Physical Literacy into a separate subsection as indicated in Schedule A.
- xii. Rename Section 4.5 Soil and Gravel Extraction to Sand and Gravel and move it to new Community Development section as indicated in Schedule A.
- xiii. Amend Section 4.5 Soil and Gravel Extraction to clarify policies regarding extracting as indicated in Schedule A.
- xiv. Rename Section 4.6 Hazardous Conditions Restrictions to Hazardous Lands and move it to new Community Development section as indicated in Schedule A.
- xv. Amend Section 4.6 Hazardous Conditions Restrictions to update content and policies to align with the City of Prince Rupert Climate Change Adaptation Plan 2025 as indicated in Schedule A.
- xvi. Move Section 4.7 Environmentally Sensitive Lands Restrictions to Development Permit Area section as indicated in Schedule A.
- xvii. Amend Section 4.7 Environmentally Sensitive Lands Restrictions to add policies recognizing environmentally sensitive lands as natural assets, clarify policies referring to environmental impact assessment, and reference relevant provincial legislation for future greenfield development as indicated in Schedule A.
- xviii. Move Section 4.8 Transportation to new Community Development section as indicated in Schedule A.
- xix. Amend Section 4.8 Transportation to update content and policies to align with Connect Rupert – City of Prince Rupert Transportation Plan 2024 and City of Prince Rupert Complete Communities Assessment 2024 as indicated in Schedule A.
- xx. Move Section 4.9 Sewer, Water, Road, and Waste Infrastructure to new Community Development section as indicated in Schedule A.
- xxi. Amend wording in Section 4.9 Sewer, Water, Road, and Waste Infrastructure to streamline content and update references to projects as indicated in Schedule A.
- xxii. Move Section 4.10 Heritage Resources to new Community

- Development section as indicated in Schedule A.
- xxiii. Amend Section 4.10 Heritage Resources to clarify intention of existing policy as indicated in Schedule A of this Bylaw.
  - xxiv. Amend Section 4.11 Institutional to update content and policies to align with City of Prince Rupert Complete Communities Assessment 2024 and City of Prince Rupert Asset Management Strategy and 3-Year Roadmap 2022 as indicated in Schedule A of this Bylaw.
  - xxv. Amend Section 4.12 Major Projects to update content and policies to align with City of Prince Rupert Interim Housing Needs Report 2024 as indicated in Schedule A of this Bylaw.
  - xxvi. Amend Section 4.12 Major Projects to update content and policies to update area names for Urban Containment Objectives as indicated in Schedule A of this Bylaw.
  - xxvii. Move Section 4.13 Temporary Use Permits to Implementation and Monitoring section as indicated in Schedule A of this Bylaw.
  - xxviii. Move Section 4.14 Development Approval Information Area to Development Permit Areas section as indicated in Schedule A of this Bylaw.
  - xxix. Move Section 5.0 Climate Change and GHG Policy to new Community Development section as indicated in Schedule A of this Bylaw.
  - xxx. Amend Section 5.0 Climate Change and GHG Policy to update content and policies to align with City of Prince Rupert Climate Change Action Plan 2024 as indicated in Schedule A of this Bylaw.
  - xxxi. Move Section 6.0 Food Systems to new Community Development section as indicated in Schedule A of this Bylaw.
  - xxxii. Amend Section 6.0 Food Systems to update content and policies to reflect City of Prince Rupert Local Food System Strategy in progress as indicated in Schedule A of this Bylaw.
  - xxxiii. Move Section 7.0 Social and Cultural Development to new Community Development section as indicated in Schedule A of this Bylaw.
  - xxxiv. Amend wording in Section 7.0 Social and Cultural Development Policy to update content and policies to align with City of Prince Rupert Social Development Assessment 2024, City of Prince Rupert Reconciliation Policy Framework 2024, and City of Prince Rupert Child Care Assessment and Action Plan 2020 as indicated in Schedule A of this Bylaw.
  - xxxv. Amend wording in Section 8.0 Development Permit Areas to streamline content for clarity and conciseness as indicated in Schedule A of this Bylaw.
  - xxxvi. Amend wording in Section 9.0 Implementation and Monitoring to

add relevant plans, departments, and partners for further guidance as indicated in Schedule A of this Bylaw.

xxxvii. Amend design of Map 1A City Wide Land Use Framework, Map 1B Townsite Land Use Framework, Map 1C City Core Conceptual Land Use Framework, Map 2 City Core Building Heights Framework, Map 3 Townsite Parks and Open Spaces Framework, Map 4 City Wide Sand and Gravel Quarry Locations, Map 5 Townsite Slopes 30%, Map 6 City Core Streets Framework, Map 7 Townsite Water Main Replacement, Map 8 Townsite Streets Framework, Map 9 Urban Containment Boundary and Development Areas, Map 12 Riparian DP Areas to reflect the City of Prince Rupert Brand Guidelines as indicated in Schedule A of this Bylaw.

xxxviii. Amend Map 1A City Wide Land Use Framework, Map 1B Townsite Land Use Framework, Map 1C City Core Conceptual Land Use Framework, Map 2 City Core Building Heights Framework, Map 3 Townsite Parks and Open Spaces Framework, Map 4 City Wide Sand and Gravel Quarry Locations, Map 5 Townsite Slopes 30%, Map 6 City Core Streets Framework, Map 7 Townsite Water Main Replacement, Map 8 Townsite Streets Framework, Map 9 Urban Containment Boundary and Development Areas, Map 12 Riparian DP Areas to update layers related to current and planned transportation networks and other infrastructure as indicated in Schedule A of this Bylaw.

xxxix. Amend Map 9 Urban Containment Boundary and Development Areas to align layers with the capacity assessment completed for the City's new housing need outlined in the City of Prince Rupert Interim Housing Needs Report 2024 as indicated in Schedule A of this Bylaw.

xl. Remove Map 10: Townsite Wooden Trestle Bridges and Map 11: 3rd Ave E Extension and add updated information to existing transportation maps as indicated in Schedule A of this Bylaw.

xli. Amend the bylaw to add maps regarding mobility hubs, priority pedestrian networks, and priority cycling networks referenced in Connect Rupert – Transportation Plan 2023 as indicated in Schedule A of this Bylaw.

2. This Bylaw may be cited as "City of Prince Rupert Official Community Plan Amendment Bylaw No. 3666, 2025."

3. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

Read a First time this 24<sup>th</sup> day of November, 2025.

Read a Second time this 24<sup>th</sup> day of November, 2025.

Public Hearing this \_\_\_\_ day of \_\_\_\_\_, 2025.

Read a Third time this \_\_\_\_ day of \_\_\_\_\_, 2025.

Read a Fourth & Final time this \_\_\_\_ day of \_\_\_\_\_, 2025.

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MAYOR

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CORPORATE OFFICER

## **ATTACHMENT A**

Updated OCP (Post-Signature Version)

This attachment constitutes the updated version of the OCP, effective immediately and incorporated herein following execution of the signature pages.



**CITY OF PRINCE RUPERT**

**ZONING BYLAW AMENDMENT BYLAW NO. 3669, 2025**

A BYLAW TO AMEND CITY OF PRINCE RUPERT ZONING BYLAW NO. 3462, 2021

---

**WHEREAS** the Council of the City of Prince Rupert has enacted Zoning Bylaw No. 3462, 2021 for the City of Prince Rupert; AND,

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

1. Amend "Attachment A" Zoning Map by rezoning the lot legally described "LOT 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN EPP82864", as indicated in "Attachment A" of this Bylaw from R1: Small Scale Residential to RM2: Multifamily Residential.
2. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3669, 2025.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

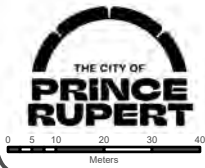
READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ THE FOURTH AND FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

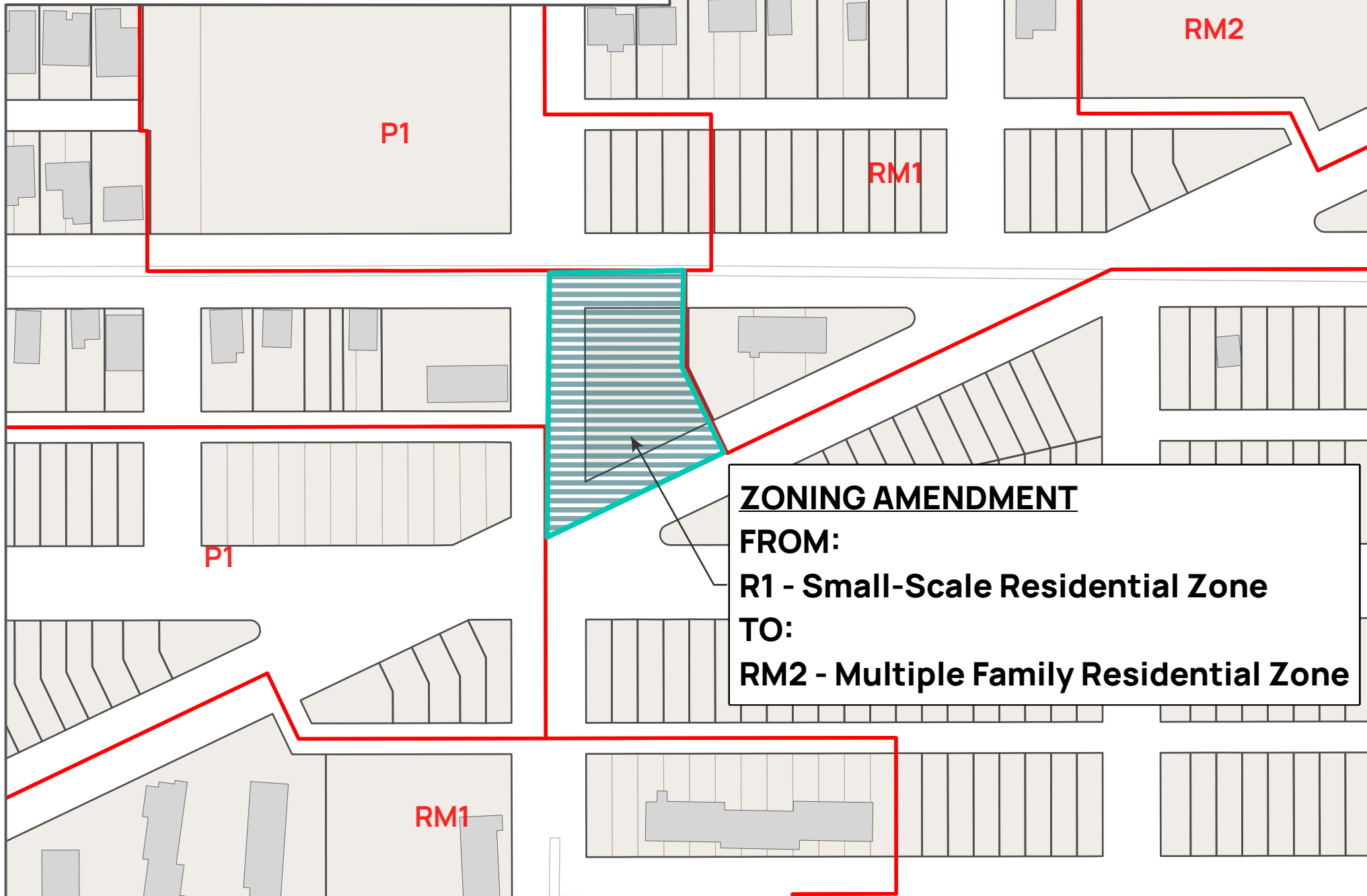
\_\_\_\_\_  
MAYOR

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



**ATTACHMENT A - ZONING AMENDMENT  
AMENDMENT BYLAW NO 3669 2025  
1800 8TH AVENUE EAST**

Project #: ZBLA-25-02 Date: 2025 / 10 / 21





**COW BAY MARINA FEES AND REGULATIONS  
BYLAW NO. 3662, 2025**

A BYLAW TO REGULATE THE FEES AND REGULATIONS OF COW BAY MARINA

---

The Council of the City of Prince Rupert in open meeting assembled, enacts as follows:

**Part 1 INTERPRETATION**

**Title**

1.1 This Bylaw may be cited as “Cow Bay Marina Fees and Regulation Bylaw No. 3662, 2025”.

**Interpretation**

1.2 If any portion of this Bylaw is held to be invalid or illegal, that portion is severed from this Bylaw, and the remaining portion is to be read and construed as separate and distinct from the severed portion.

**Schedules**

1.3 The schedules attached to this Bylaw form part of this Bylaw and any fee or charge described in a schedule is hereby imposed under this Bylaw.

**Part 2 ADMINISTRATION**

**Reference to other Bylaws or Enactments**

2.1 Reference to any bylaw or enactment is a reference to that bylaw or enactment as consolidated, revised, amended, re-enacted or replaced unless otherwise expressly provided.

**Notice**

2.2 Where the Cow Bay Marina manager is required to give notice, notice is sufficiently given if it is sent to the owner by email, mail, left with the owner in person or by phone or deposited in the mailbox at the owner’s residence or place of business.

**Commencement**

2.3 This Bylaw comes into force effective January 1, 2026.

2.4 Despite section 2.3 and Schedule “A” of this Bylaw, during 2025 the fees set out in Schedule “B” of Cow Bay Marina Fees and Regulations Bylaw No. 3386, 2016 is deemed to apply to this Bylaw notwithstanding the repeal of Cow Bay Marina Fees and Regulations Bylaw No. 3386, 2016.

**Repeal**

2.5 Cow Bay Marina Fees and Regulations Bylaw No. 3386, 2016, Cow Bay Marina Fees and Regulations Amendment Bylaw No. 3422, 2018, and Cow Bay Marina Fees and Regulations Amendment Bylaw No. 3516, 2023 are repealed and replaced with this bylaw.

READ A FIRST TIME this 5<sup>th</sup> day of May, 2025.

READ A SECOND TIME this 5<sup>th</sup> day of May, 2025.

READ A THIRD TIME this 24<sup>th</sup> day of November, 2025.

FINAL CONSIDERATION AND ADOPTED this \_\_\_\_ day of \_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Administrator

## **SCHEDULE A**

### **DEFINITIONS AND REGULATIONS**

#### **INTERPRETATION**

1. In this Bylaw:
  - (a) **“Annual Mooring”** means mooring for any 365 day period.
  - (b) **“Annual Mooring Agreement”** means an agreement entered into between the City and the Owner of a vessel substantially in the form attached hereto as Schedule “D” for the purpose of permitting Annual Mooring at the Cow Bay Marina.
  - (c) **“City”** means the City of Prince Rupert.
  - (d) **“Council”** means the Council of the City of Prince Rupert.
  - (e) **“Cow Bay Marina”** means those lands and premises comprising the area contained within the approximately .94 hectare portion of the water lot adjacent to Waterfront Block F. See Schedule “F”.
  - (f) **“Cow Bay Marina Manager”** means the City or any third party operator responsible for managing and operating the Cow Bay Marina.
  - (g) **“Live-aboard”** means any vessel that is occupied overnight at the Cow Bay Marina for more than two (2) consecutive weeks or for more than fourteen (14) consecutive or non-consecutive days in any one (1) month period.
  - (h) **“Mooring Agreement”** means an Annual Mooring Agreement, Short Term Mooring Agreement or Temporary Mooring Agreement.
  - (i) **“Owner”** means:
    - i. the person who is the legal owner of the vessel,
    - ii. the person in whose name the vessel is registered, or
    - iii. a person who is the documented conditional vendee or lessee and entitled to be in possession and is in possession of the vessel.
  - (j) **“Short Term Mooring”** means mooring for a minimum period of one month and less than 365 days.
  - (k) **“Short Term Mooring Agreement”** means an agreement entered into between the City and the Owner of a vessel substantially in the form attached hereto as Schedule “E” for the purpose of permitting Short Term Mooring at the Cow Bay Marina.
  - (l) **“Temporary Mooring”** means daily mooring for a maximum one month period.

- (m) **“Temporary Mooring Agreement”** means an agreement entered into between the City and the Owner of a vessel substantially in the form attached hereto as Schedule “E” for the purpose of permitting Temporary Mooring at the Cow Bay Marina.

## **RATES**

2. Every person who moors a vessel at the Cow Bay Marina shall pay to the City the applicable rates and charges for mooring, electricity and pumping as required by this Bylaw and as set out in Schedule “B” to this Bylaw.

## **MOORING RULES**

3. Every person who moors a vessel at the Cow Bay Marina shall abide by the mooring rules set out in Schedule “C” to this Bylaw.

## **ANNUAL MOORING**

4. Every Owner of a vessel wishing to secure Annual Mooring space in the Cow Bay Marina shall first enter into an Annual Mooring Agreement, if space is available.
5. An Annual Mooring Agreement shall be in the form shown in Schedule “D”.
6. In any year where the Owner does not renew the Annual Mooring Agreement, the Owner shall remove his or her vessel from the Cow Bay Marina no later than December 31st of the contract year.
7. If an Owner terminates his or her Annual Mooring during the year, the City shall, provided the Owner is in compliance with the terms and conditions of this bylaw, refund to the Owner, without interest, any fees paid for the unexpired full calendar month portion of the term of the Annual Mooring Agreement in accordance with Schedule “B”.

## **SHORT TERM MOORING**

8. An Owner of a vessel wishing to secure a Short Term Mooring space in the Cow Bay Marina shall enter into a Short Term Mooring Agreement, if space is available.
9. A Short Term Mooring Agreement shall be in the form shown in Schedule “E”.
10. If any Owner terminates his or her Short Term Mooring during the term of the Short Term Mooring Agreement, the City shall not refund to the Owner any rental fees paid for the unexpired portion of the term.
11. Upon termination of the Short Term Mooring Agreement, the Owner shall remove the vessel from the Cow Bay Marina immediately.

## **TEMPORARY MOORING**

12. An Owner of a vessel wishing to secure Temporary Mooring space in the Cow Bay Marina shall enter into a Temporary Mooring Agreement, if space is available.
13. A Temporary Mooring Agreement shall be in the form shown in Schedule “E”.

14. If any Owner terminates his or her Temporary Mooring during the term of the Temporary Mooring Agreement, the City shall not refund to the Owner any rental fees paid for the unexpired portion of the term.

15. Upon termination of the Temporary Mooring Agreement, the Owner shall remove the vessel from the Cow Bay Marina immediately.

### **OVERSTAYING VESSELS**

16. If an Owner has failed to remove his or her vessel from the Cow Bay Marina when his or her Mooring Agreement has expired or when he or she is otherwise legally required to vacate, then at the Owner's full expense, the City may take all necessary steps to remove the vessel from the Cow Bay Marina and may seek recovery of all unpaid costs and expenses, including in addition to all other available remedies, by the legal remedy of distress of the Owner's goods and chattels, including the vessel.

17. If a vessel continues to be moored at the Cow Bay Marina contrary to the provisions of this Bylaw, the Owner shall be guilty of an offence and sections 24 and 25 of the Bylaw shall apply.

### **ALLOCATION OF BERTHS**

18. Mooring berths in the Cow Bay Marina shall be allocated to vessel Owners whose names appear on the waiting list as appropriate space becomes available.

19. The waiting list shall be maintained and kept current by the Cow Bay Marina Manager.

### **RELOCATION OF VESSEL**

20. The City or the Cow Bay Marina Manager may relocate any vessel in the Cow Bay Marina without prior notice to an Owner.

### **NO LIVE-ABOARDS**

21. Live-aboard vessels are not permitted at the Cow Bay Marina and no person shall use any vessel in the Cow Bay Marina as living quarters or for residential purposes. Owners under Temporary Mooring Agreement may stay aboard their vessel, subject to Section 23 of this Bylaw.

22. The Cow Bay Marina Manager is exempt from section 21 of this Bylaw, provided that he or she has entered into an existing Annual Mooring Agreement.

### **TEMPORARY STAY-ABOARDS**

23. Notwithstanding Section 21 of this Bylaw, vessel Owners, operators, and crew members may stay aboard their respective vessels while under Temporary Mooring Agreement provided that each of the following conditions are met:

- (a) Prior to any overnight stay, all vessel Owners, operators, and crew members first notify the Cow Bay Manager, or his or her authorized personnel, of their intention to stay aboard and the expected length of their stay;
- (b) No vessel may be occupied overnight for more than two (2) consecutive weeks or for more than fourteen (14) consecutive or non-consecutive days in any one (1) month period;
- (c) Any vessel occupied on an overnight basis must be capable of movement under its own power and must have holding tanks and seals placed on all toilets;
- (d) No equipment, gear, personal belongings, or refuse may be attached to or placed on any floats within the Cow Bay Marina; and
- (e) The area of any mooring berths for vessels to be occupied on a temporary, overnight basis pursuant to this Bylaw will be determined by the Cow Bay Marina Manager, or his or her authorized personnel.

#### **VIOLATION OF BYLAW**

- 24. Any person who violates any provisions of this Bylaw or the mooring rules or who permits or allows any act or thing to be done in violation of this Bylaw or the mooring rules, is guilty of an offence and is liable, on summary conviction, to a fine of not more than \$10,000 for each separate offence.
- 25. Each day that a violation occurs or is permitted or continues shall constitute a separate offence.

#### **EFFECTIVE DATE**

- 26. This Bylaw shall be effective January 1, 2026.

## SCHEDULE B

### RATES

#### 1. Annual Mooring

- a) The Annual Mooring rate shall be as outlined below:
  - 12 Month Prepaid \$18.00 per Foot / Month

\*All rates are subject to applicable taxes
- b) The Annual Mooring rate shall apply to all days in a standard calendar year with a automatic termination date of December 31<sup>st</sup>.
- c) Annual Mooring rates are payable in advance upon execution of the Annual Mooring Agreement.
- d) Annual Mooring Agreements end December 31<sup>st</sup> of the calendar year, and shall only be renewed by payment in full at time of executing a new Annual Mooring Agreement.
- e) Upon cancellation of an existing Annual Mooring Agreement, there shall be a refund of the unused calendar months.

#### 2. Short Term Mooring

- a) The Short Term Mooring rates shall be as outlined below:
  - Spring Months, April 1 – May 31 \$18.00 per Foot / Month
  - Peak Summer Months, June 1 – August 31 \$33.75 per Foot / Month
  - Fall Months, September 1 – 30 \$18.00 per Foot / Month
  - Winter Months, October 1 – March 31 \$13.50 per Foot / Month

\*All rates are subject to applicable taxes
- b) The Short Term Mooring rates apply to all days in a standard calendar month, from the 1st day to the last day of the month.
- c) Short Term Mooring rates are payable in advance upon execution of the Short Term Mooring Agreement.
- d) Upon cancellation of an existing Short Term Mooring Agreement, there shall be no refund of any prepaid Short Term Mooring rates.

#### 3. Temporary Mooring

- 0 – 80 Foot Temporary Moorage \$2.25 per Foot / Day
  - 81 – 140 Foot Temporary Moorage \$3.40 per Foot / Day
  - 141 + Foot Temporary Moorage \$5.00 per Foot / Day

\*All rates are subject to applicable taxes
- b) The Temporary Mooring rate shall apply to all vessels, not under a different executed Agreement with the City of Prince Rupert and are not eligible for Hourly Mooring.
- c) There shall be a booking fee for each Temporary Mooring period:
  - 0 – 80 Foot Temporary Moorage \$2.50 per booking
  - 81 – 140 Foot Temporary Moorage \$32.50 per booking
  - 141 + Foot Temporary Moorage \$85.00 per booking

\*All rates are subject to applicable taxes

- c) Visiting vessels shall apply online or in person to the Cow Bay Marina office for a berth, which may be granted if space is available, subject to the payment of the required Temporary Mooring rates and the booking fee.
- d) Temporary Mooring rates are payable in advance upon execution of the Temporary Mooring Agreement.
- e) Upon cancellation of an existing Temporary Mooring Agreement, there shall only be a refund, if cancellation is received by Marina staff 24 hours in advance of the scheduled arrival time. For all other reservations there will be a moorage fee of one-night moorage, booking fee, and taxes, taken from the reservation deposit.

#### **4. Hourly Mooring**

- a) Hourly mooring may be permitted at no cost, provided the marina office confirms space availability and that such hourly mooring does not exceed two hours in any 24 hour period.

#### **5. Method of Calculation**

- a) The calculation for the length of a vessel shall be the vessel length including all appurtenances rounded up to the nearest foot, or the length of the slip, whichever is greater.
- b) All additional charges, including and not limited to; additional Mooring dates, unreported vessel length increases, power usage, and additional services required will automatically be applied to the payment method provided.
- c) All rates are subject to all applicable government taxes and listed rates do not include these taxes.
- d) All rates are to be paid in advance or as soon as the vessel is properly secured.
- e) All rates are subject to change without notice, and apply immediately. Prepayments towards mooring agreement will be applied against the rate in effect at the start of the agreement.
- f) All unpaid invoice amounts will be automatically applied to the most recently used credit card.
- g) There is a 5% penalty charge applied to late payments and all additional charges incurred as a result of differences between booking details and actual service use. This includes, and is not limited to, unreported additional Vessel length overall, power usage, and required Vessel monitoring.
- h) Upon determination that a refund is to be issued, the refund will be refunded to the payment method provided.

#### **6. Electricity Rates**

- a) The following rates shall apply for the use of electricity in the Cow Bay Marina

For each 30 amp outlet	\$7.00 per day
	\$125.00 per month
For each 50 amp outlet	\$10.50 per day
	\$165.00 per month
For each 100amp outlet	\$21.00 per day

**7. Additional Services Rates**

- a) Monitoring, and associated services, of Vessel is determined by Marina or City management, as is deemed necessary, required by authorized authority or government agency, or requested by Owner, for security, environmental, safety or maintenance reasons. Marina or City management is not responsible for reporting to the Owner prior to commencing work, management will in timely manner, report upon completion of work.
- b) For all requested or required extra staff services for vessels there is a minimum one-hour charge, and all time afterwards is portioned up to the next 15-minute increment.
- c) Marina Security and Monitoring services \$150.00 per hour

## SCHEDULE C

### COW BAY MARINA MOORING RULES / REGULATIONS AND CONDITIONS

1. Check-in. Prior to commencing any use of the Cow Bay Marina, all Owners must first check-in with the Cow Bay Marina Manager at the Marina Office.
2. Liability Insurance. All vessel Owners using the Cow Bay Marina (Marina) shall obtain and maintain liability insurance. Proof of liability insurance in an amount of not less than \$3,000,000.00 must be provided to the Cow Bay Marina Manager, together with the first month's payment.
3. Owner Liability/Owner Indemnities.
  - a. The Owner of a vessel shall be liable and hereby agrees to pay and/or indemnify the City for any loss or damage to or disfigurement of Marina's facilities, floats, wharves, installations and premises, howsoever caused, whether by the Owner, or by his employees, servants, agents, guests, or invitees, or the Owner's vessel or whether by negligence or otherwise and shall pay for the same within 30 days of receiving an account for the same.
  - b. The Owner shall be liable and hereby agrees to pay and/or indemnify the City for any loss or damage caused to the Marina by the Owners vessel or crew, while under operation and/or care of the Owner or any other person on board with the Owner's consent, both jointly and severally with such person, and shall pay for the same within 30 days of receiving an account for the same.
  - c. Without limiting the generality of any other provision in this Schedule, the Owner will indemnify and save harmless the City and the Cow Bay Marina Manager from and against any and all payments and liabilities, claims, suits, actions, including actions of third parties, damages and costs (including legal fees on a solicitor and own client basis) which the City may incur out of or in connection with:
    - i. any breach or non-performance of the obligations of the Owner under the applicable Mooring Agreement;
    - ii. any loss or damage to property of the City howsoever caused by the use and occupation of the Marina by the Owner, its agents, employees, contractors, invitees and others for whom the Owner is in law responsible;
    - iii. Any wrongful act or neglect of the Owner, its agents, employees, contractors, invitees and others for whom the Owner is in law responsible in or about the Marina or arising out of or in connection with the use of the Marina by the Owner or those for whom the Owner is in law responsible.

4. Risk. All vessels and ancillary equipment of the Owner stored or moored in the Marina shall be solely at the Owner's risk, and the City shall not be responsible under any circumstances for any loss or damage caused thereto whether caused by the negligence of the City, its employees or agents or the acts of third parties, or otherwise. All vehicles parked on the Marina premises and the contents therein are left at the Owner's risk. The City will not be responsible under any circumstances for loss, damage, or theft to any such vessels or vehicles, including articles left on or inside the vessel or vehicle. All persons using the Marina facilities, floats and ramps do so at their own risk and the City assumes no responsibility whatsoever for the personal injury to the Owner or his employees, servants, agents, guests, or invitees occurring within the Marina premises from any cause whatsoever.
5. City/Cow Bay Marina Manager Not Liable. Notwithstanding any other provision herein contained, neither the City nor the Cow Bay Marina Manager will be liable to an Owner or any agents, employees, contractors or invitees of an Owner for any personal injury or property damage or claims arising from or in connection with an Owner's use of the Marina. An Owner waives all rights it may have at law or at equity to claim against the City or the Cow Bay Marina Manager for damages or equitable relief of any nature or kind whatsoever.
6. Safe Mooring. Each Owner is responsible for the safe mooring of their vessel. The Cow Bay Marina Manager reserves the right to rearrange the position of any vessel moored at any time in the Marina without prior notice to the Owner.
7. Acknowledgement. Owners acknowledge and agree that the Marina is located in an active partially open water environment, where adverse weather conditions including storms do occur from time to time. If Owners do not secure their boats, the Cow Bay Marina Manager reserves the right (but is not obligated) to relocate vessels to a safe location without prior notice to the Owner. The City accepts no responsibility for ensuring an Owner's vessel is relocated, nor any responsibility for damage done to the vessel during such relocation.
8. Safety of Vessels. Without limiting the generality of sections 5 and 6 above, Owners acknowledge and agree that:
  - a. the sole responsibility for the safety of moored vessel rests with the Owner;
  - b. vessel Owners are advised to check their vessels regularly, especially after heavy winds, rain, or snow;
  - c. the canvas covering and the pump-out of boats is the responsibility of the vessel Owner, as is the proper tying of mooring lines, and mandatory use of adequate bumpers;
  - d. Owners will be liable for any damage to Marina property or to other vessels as a result of their negligence; and

- e. under emergency conditions the City and/or the Cow Bay Marina Manager reserves the right to purchase fenders, new lines, or pump out the boat etc., to ensure the mooring safety of the vessel, at the Owner's expense and without prior notice to the Owner.
9. Heating/Dehumidifying Devices. Any heating/dehumidifying devices must be equipped with a "Tip over" switch and must be properly cleaned and maintained.
10. No Liveaboards. No person(s) are allowed to live aboard except as identified in this bylaw.
11. Safety Requirements. In the interest of safety for all, the main docks must remain free and clear at all times and:
  - a. bowsprits/platforms must not extend over the main docks;
  - b. all lines and ropes must be tightened down on sailboats to prevent banging against masts and booms;
  - c. no lines, canvas covers, bicycles, or any other gear or supplies are to be left on the main docks;
  - d. electrical cords and water hoses are to be made flush with the docks; and
  - e. wheelbarrows and other Marina property must be returned to the proper places.
12. Dinghies. Dinghies must not be left on the docks. They must be kept on board or in the water adjacent to the vessel as long as they do not impede access. Vessels over ten (10) feet are not considered dinghies.
13. No Environmental Damage. In the interest of the environment, no petroleum products shall be poured or pumped while vessels are within or tied to the Breakwater dock. No mixing, transferring or storage of petroleum products, whatsoever, will be permitted on Marina docks.
14. Compliance with Laws and Insurance. The Owner, at its expense, will promptly comply with and observe and will cause its agents, employees, contractors and invitees to comply with and observe all bylaws, ordinances, statutes, regulations and orders any time in force which are applicable to the use and occupation of the Marina and all policies of insurance from time to time in force with respect to the Owner's equipment or vessels within the Marina.
15. Pets. All pets must be kept on a leash and attended by their owner. Owners must clean up after their pets. Any damage caused by unattended pets is the responsibility of the Owner(s).
16. Children. Children, under the age of 13 years, are not allowed on Marina docks unless accompanied by an adult. Any damage caused by unattended children is the responsibility of the parent(s).
17. Reporting requirements. Owners must immediately report to the Cow Bay Marina Manager:

- a. When the Vessel will be away from its moorage for more than 48 hour period of time. The Owner expressly agrees and acknowledges that Cow Bay Marina reserves the right to use moorage space to accommodate visiting boats while the Owner is not using the moorage space, and;
  - b. All changes of address, telephone numbers and/or ownership of a Vessel shall be reported to Cow Bay Marina immediately.
18. No Assignment or Subletting. The mooring space assigned to the Owner, or any space allocated to the Owner, shall not be sublet or assigned without the written consent of the City, which consent may be withheld at the City's sole discretion. A Mooring Agreement shall not be transferred or assigned by the Owner to another vessel or to a new owner thereof without the prior written consent of the City, which consent may be withheld at the City's sole discretion
19. Nature of Mooring Agreement. A Mooring Agreement is a revocable license only and any Owner's use and occupation of any portion of the Marina will not create or be deemed to create any interest in land in the Marina in the Owner's favour.
20. Renewal of Annual Mooring Agreements. In any year subsequent to the initial agreement year, an Annual Mooring Agreement will be automatically renewed if:
  - a. the Owner is not otherwise in breach of the terms of the Annual Mooring Agreement;
  - b. the Owner pays the full amount of the all applicable fees and charges required pursuant to this bylaw for the forthcoming year prior to December 31<sup>st</sup>, irrespective of whether an invoice has been issued to the Owner.
  - c. The City may require an Owner to execute a new form of Annual Mooring Agreement at the time of any renewal.
21. Cancellation of Mooring Agreements. The City reserves the right to cancel any Mooring Agreement and request that the Owner remove his/her vessel and all belongings from the Marina within forty-eight (48) hours, should the terms of the Mooring Agreement be breached, or, if the Owner or his guest(s) should act in a manner detrimental to the safe and proper operation of the Marina or to other tenants or surrounding area. The determination of such breach of the terms or unsafe conduct shall be in the sole discretion and opinion of the City and/or the Cow Bay Marina Manager.
22. Removal of Vessels upon Expiry or Cancellation of Mooring Agreement.
  - a. Upon the expiry or termination of an Annual Mooring Agreement, the Owner of the vessel shall remove his or her vessel from the Cow Bay Marina by no later than December 31<sup>st</sup> of that year.
  - b. Upon the expiry or termination of a Short Term Mooring Agreement or a Temporary Mooring Agreement, the Owner of the vessel shall remove his or her vessel from the Cow Bay Marina immediately.
  - c. Where an Owner fails to remove a vessel from the Cow Bay Marina when required to do so, the City may, in addition to any other available remedies,

impose an additional charge per day that the vessel remains in the Marina and the City may take all necessary steps to remove the vessel from the Marina and may seek recovery of all unpaid costs and expenses, including in addition to all other available remedies, by the legal remedy of distress of the Owner's goods and chattels, including the vessel.

- d. The boat Owner agrees that if the moorage fees and any other charges payable are not paid when due, or if there is a breach of the Moorage Agreement, this bylaw or regulations, the City of Prince Rupert may at its option:
- (i) demands the owner immediately remove the Vessel from City property, and in the event the Owner does not do so City may, but is under no obligation to, move the Vessel to a location of City's choice. The Owner hereby:
    - i. agrees any cost associated with the moving or storage of the Vessel will form part of City's lien under s. 22. d. (ii)-(iii) below;
    - ii. waives any past or present claim against City for damages arising from City's movement and storage of the vessel, even in the case of City's negligence; and
    - iii. agrees to hold City harmless from any claims by third parties arising from City's movement and storage of the Vessel;
  - (ii) to sell the Vessel and its contents as a Warehouse pursuant to the B.C. Warehouse Lien Act ("WLA"), though hereby agreeing that City is not at any time a bailee of the Vessel and has no duty to protect the Vessel from harm;
  - (iii) to seize and sell the Vessel as a Garage Keeper pursuant to s.2-3 of the B.C. Repairers Lien Act ("RLA") to the extent such remedy does not conflict with priorities under maritime law. The Owner further agrees that by the Owner removing the Vessel from City property with amounts owing under this Agreement City is not voluntarily surrendering the Vessel for the purposes of the RLA, WLA, or maritime law, and City may re-seize the Vessel and sell it to satisfy its unpaid account and expenses (including legal expenses) without registering a repairer's lien; and
  - (iv) the Owner agrees that any monies claimed by City as owing under this Agreement, including legal expenses for enforcing this agreement, are liquidated damages for the purposes of seizing and selling the Vessel or obtaining judgment against the Owner and Vessel.

**23. Owners.** The word "Owner" used in these conditions mean the person or persons or Company named in the applicable Mooring Agreement, notwithstanding that such person, persons is or are in fact legal owners of the vessel or boathouse described in such Mooring Agreement.

**24. Notice.** Any notices required to be given to the Owner pursuant to these conditions shall be sufficiently given if addressed to the Owner at the address set forth on the applicable Mooring Agreement (or at such other address as may be provided to the Marina in writing) and delivered to or mailed to that address. If mailed, notices shall be deemed and have been received three (3) days after the date of mailing.

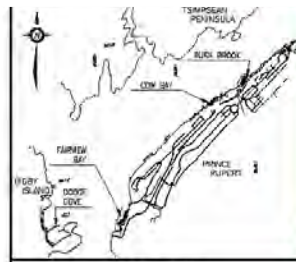
25. No Advertising. No advertising or soliciting is permitted on any vessel using the Marina's facilities without the written permission of the City and/or the Cow Bay Marina Manager, which may be withheld at the City and/or Cow Bay Marina Manager's sole discretion.

26. Water. Water may be supplied free of charge provided it is, in the opinion of the Cow Bay Marina Manager, being used responsibly.

27. Conduct. Vessel owners, employees, servants, agents, guests and invites must conduct themselves in a manner that is not detrimental to the safety of the Marina or its guests or interfere with the quiet enjoyment of others.



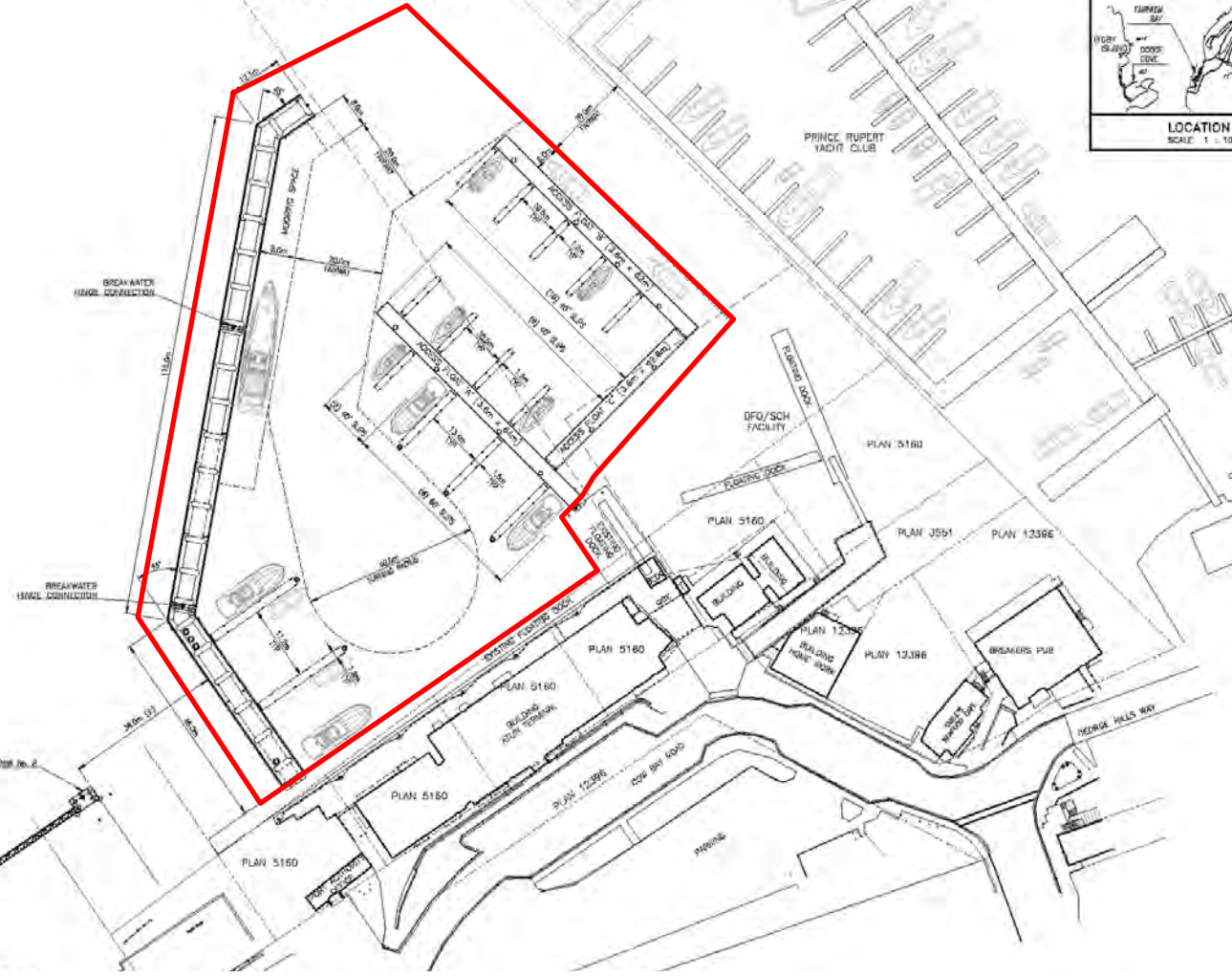
PC 1981-1761 DATED JUNE 25, 1981  
NATIONAL HARBOUR BOARD PLAN PR-33



LOCATION PLAN  
SCALE: 1 : 10,000



LOCATION PLAN  
SCALE: 1 : 10,000



SLIP MIX WITH FOCUS ON SMALLER BOATS		
BOAT SIZE	MOORING TYPE	NUMBER
40 BOATS	SLIPS	31
	LINEAR MOORING	10
60 BOATS	SLIPS	6
	LINEAR MOORING	0
80 BOATS	SLIPS	0
	LINEAR MOORING	0
NUMBER OF BOAT SLIPS		47
BREAKWATER	INSIDE 130 m	10 (40' BOATS)
MOORING	OUTSIDE 200 m	6 (80' BOATS)
NUMBER OF BOATS WITH BREAKWATER:		66

SLIP MIX WITH FOCUS ON LARGER BOATS		
BOAT SIZE	MOORING TYPE	NUMBER
40 BOATS	SLIPS	21
	LINEAR MOORING	6
60 BOATS	SLIPS	6
	LINEAR MOORING	3
80 BOATS	SLIPS	6
	LINEAR MOORING	0
TOTAL NUMBER OF BOATS		41
BREAKWATER	INSIDE 130 m	5 (60' BOATS)
MOORING	OUTSIDE 200 m	6 (80' BOATS)
NUMBER OF BOATS WITH BREAKWATER:		52

## Schedule F - Marina Bylaw 3386, 2016