



## REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, December 8, 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 8, 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 December 1, 2025;
- ii. Minutes of the Public Hearing Meeting of December 1, 2025;
- iii. Minutes of the Committee of the Whole Meeting of December 1, 2025;
- iv. Minutes of the Regular Meeting of December 1, 2025;

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

- v. Report from the Fire Chief Re: Monthly Fire / Rescue Report – November 2025;
- vi. Report from the Planning Re: Development Activity Report – October & November 2025;
- vii. Report from the Planning Re: Planning and Development Services Department Annual Report 2025;
- viii. MEMO from the Director of Recreation and Community Services Re: Summer Saturday Nights – Drop in Pilot Summary;
- ix. Report from the Chief Financial Officer Re: September 2025 Financial Variance Report;
- x. 2026 Council Calendar Update;

#### **c) Reports for approval**

- xi. Report from the Economic Development Officer Re: Application to Rural and Remote Employment Initiatives Fund: Labour Market Research Plans; and

**d) Correspondence for receipt**

- xii. North Coast Regional District Re: November 2025 Board Highlights.

**Recommendation:**

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

**6. REPORTS**

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

**Recommendation:**

THAT Council consider the Fire Control Bylaw No. 3663, 2025.

**b) Report from the Director of Operations Re: Operations Major Project Update**

**Recommendation:**

THAT Council receives this Report for information purposes.

**c) Report from the Chief Financial Officer Re: 2026 Five Year Financial Plan Amendment Bylaw No. 3671, 2025**

**Recommendation:**

THAT Council proceed with consideration of the City of Prince Rupert 2026 Five Year Financial Plan Amendment Bylaw No. 3671, 2025,

AND THAT Council direct staff to proceed with 2026 spending as proposed.

**7. BYLAWS**

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

**Recommendation:**

THAT Council give Third Reading of the new City of Prince Rupert Fire Control Bylaw No. 3663, 2025.

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

**Recommendation:**

THAT Council give Fourth & Final Reading to the City of Prince Rupert 2025 Five Year Financial Plan Amendment Bylaw No. 3670, 2025 No. 3670, 2025.

**c) City of Prince Rupert 2026 Five Year Financial Plan Amendment Bylaw No. 3671, 2025**

**Recommendation:**

THAT Council give First & Second Readings to the City of Prince Rupert 2026 Five Year Financial Plan Amendment Bylaw No. 3671, 2025.

**d) City of Prince Rupert Official Community Amendment Bylaw No. 3667, 2025**

**Recommendation:**

THAT Council give Fourth and Final Reading to the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3667, 2025.

**e) City of Prince Rupert Zoning Bylaw Amendment No. 3668, 2025**

**Recommendation:**

THAT Council give Fourth and Final Reading to the City of Prince Rupert Zoning Bylaw Amendment No. 3668, 2025.

**8. COUNCIL ROUND TABLE**

**9. ADJOURNMENT**



## **SPECIAL MINUTES**

For the **SPECIAL MEETING** of Council, held on December 1, 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 N. Adey  
Councillor W. Niesh

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

**STAFF:** R. Pucci, Chief Administrative Officer (Remote)  
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 Randhawa THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

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

CARRIED

**3. ADJOURNMENT**

MOVED by Councillor Adey seconded by Councillor Randhawa THAT the Meeting be adjourned at 5:00 pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER



## MINUTES

For the **PUBLIC HEARING MEETING** of Council held on December 1, 2025 at 6:00 p.m. 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 W. Niesh  
Councillor N. Adey  
Councillor G. Randhawa  
Councillor R. Skelton-Morven (Remote at 6:03 pm)  
Councillor T. Forster (Remote)

**STAFF:** R. Miller, Deputy Chief Administrative Officer  
C. Bomben, Chief Financial Officer  
M. Pope, Director of Development Services

### 1. CALL TO ORDER

The Mayor called the Public Hearing to order at 6:00 p.m. and read the Statement of the Chair on the Procedures for the Public Hearing.

### 2. OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 3566, 2025

- A) Report from the Director of Development Services
- B) Public comments:  
Barry Foxall – Re: 8<sup>th</sup> Ave East

### 3. ADJOURNMENT

MOVED by Councillor Adey and seconded by Councillor Forster THAT the meeting be adjourned at 6:04 p.m.

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, December 1, 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 (Remote)  
Councillor R. Skelton-Morven (Remote)

**STAFF:** R. Miller, Deputy Chief Administrative Officer  
C. Bomben, Chief Financial Officer  
J. Schmidt, Director of Operations

### **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 Randhawa and seconded by Councillor Adey THAT the Agenda for the Committee of the Whole Meeting of Monday, December 1, 2025, be adopted as presented.

CARRIED

### **3. PRESENTATIONS**

- i. **Presentation by Trigon Representatives Tobin Seagel and Karl Malecek Re: Wetland Function Compensation Plan**

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

**4. ADJOURNMENT to Regular Council Meeting**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the meeting be adjourned to the Regular Council Meeting at 7:31 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, December 1, 2025, 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**STAFF:** 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 7:31 pm.

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Agenda for the Regular Council Meeting of December 1, 2025, be adopted as presented and amended.

CARRIED

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

Barry Foxall – Re: Rezoning of 8<sup>th</sup> Ave East  
Terry Sawka – Re: Budget 2026  
Francois Dagenaiscote – Re: Rezoning of 8<sup>th</sup> Ave East  
Tim Robinson – Re: Rezoning of 8<sup>th</sup> Ave East

### 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.

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

CARRIED

**6. REPORTS**

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

MOVED by Councillor Niesh and seconded by Councillor Adey THAT Council consider the Zoning Bylaw Amendment No. 3669, 2025.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council receives the information in this report;

CARRIED

MOVED by Councillor Niesh and seconded by Councillor Cunningham that Council recommend adding \$45,000.00 to the 2026 Budget for Community Enhancement Grants—\$30,000.00 for the Prince Rupert Golf Society and \$15,000.00 for the Prince Rupert Special Events Society, noting this would result in a 0.18% further tax increase.

CARRIED

MOVED by Councillor Niesh and seconded by Councillor Cunningham that Council directs Staff to prepare the Five-Year Financial Plan Bylaw using the recommendations present in Attachment 3, as amended.

CARRIED

OPPOSED: Councillor Randhawa

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

MOVED by Councillor Randhawa and seconded by Councillor Adey 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.

CARRIED

## **7. BYLAWS**

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

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council give Third Reading to the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3666, 2025.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Adey THAT Council give First, Second and Third Readings to the City of Prince Rupert Zoning Bylaw Amendment No. 3669, 2025.

CARRIED

MOVED by Councillor Adey and seconded by Councillor Cunningham THAT THAT Council direct Staff to meet with the relevant parties to determine whether outstanding matters can be resolved, ideally prior to the next Council meeting.

CARRIED

OPPOSED: Councillor Niesh

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

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

CARRIED

## **8. COUNCIL ROUND TABLE**

**9. ADJOURNMENT**

MOVED by Councillor Niesh and seconded by Councillor Randhawa THAT the meeting be adjourned at 8:29 pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE OFFICER



# REPORT

December 1, 2025

**TO:** City Manager

**FROM:** JEFF BECKWITH, Fire Chief

**SUBJECT:** Monthly Fire / Rescue Report – November 2025

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During the month of November the Prince Rupert Fire Rescue Department responded to 98 emergency incidents. 0 properties sustained significant damage due to fire this month.

Location	Property Value	Property Loss
<b>Totals:</b>		

## INCIDENT COMPARISON

November	2025	98 Incidents
November	2024	110 Incidents
November	2023	76 Incidents
November	2022	65 Incidents
November	2021	139 Incidents

## FIRE SERVICE ACT INSPECTIONS

During the month of November Fire Rescue Department personnel conducted Fire Service Act inspections within 33 public buildings in Prince Rupert.

## INSPECTION COMPARISON

November	2025	33 Public Building Inspections
November	2024	23 Public Building Inspections
November	2023	23 Public Building Inspection
November	2022	1 Public Building Inspections
November	2021	2 Public Building Inspections

## DEPARTMENT ACTIVITIES AND PROGRAMS

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

#### **Training & Upgrading:**

During the month of November Fire Fighters completed 27 in house training sessions including some offsite training on hybrid hydrogen trucks with Gat Leedm Logistics, as well s 2 days of Trench Shoring provided by a third-party training source. Training sessions consisted of the following: EMR training, swift water awareness, MVI apparatus placement/scenarios, CO2 poisoning refresher, High Rise Supply and Attack, driver familiarization, hypothermia and drowning review, spinal/CPR practice, hose deployment & loading, container searches, initiating mayday calls, and perfecting their victim drags, trench rescue and shoring techniques.

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

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

### **911 DISPATCH SUMMARY**

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

PR ADMIN	273
PR FIRE	10
PR AMB	180
PR EHS	88
PR RCMP	169
PR ALARM	9

PED ADMIN	1
PED FIRE	1
PED AMB	3
PED EHS	0
PED RCMP	0
PED ALARM	0

OTH FIRE	0
OTH AMB	2
OTH EHS	0
OTH RCMP	8

CITY	106
H/U	60
WRONG #	29
R.C.C.	0
CITYWEST	16

**Total: 955**

Respectfully Submitted  
Colin O'Hara, Deputy Fire Chief



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** December 8th, 2025  
**TO:** Richard Pucci, Chief Administrative Officer  
**FROM:** Rodolfo Paras, Urban Planner

**SUBJECT: DEVELOPMENT ACTIVITY REPORT OCTOBER & NOVEMBER 2025.**

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#### RECOMMENDATION

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

#### REASON FOR REPORT:

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

**Report Prepared By:**

**Report Reviewed By:**

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Rodolfo Paras,  
Urban Planner

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Richard Pucci,  
Chief Administrative Officer

Originally signed available upon request

#### Attachments:

1. Development Activity Report for October, and November 2025

### Development Activity Report – OCTOBER & NOVEMBER 2025

#### Planning and Zoning

File No.	Location	Proposal Description	Date Received	Status	Date of Decision
ZBLA-24-04	100 1 <sup>st</sup> Avenue E	Zoning amendment of property with existing building	Oct. 28, 2024	Waiting on Conditions to be met before 4 <sup>th</sup> Reading.	N/A
ZBLA-25-01	Unaddressed lots on Ridley Island Rd.	Zoning amendment to allow for Industrial Development (currently P1)	Oct. 7, 2025	Received 3 <sup>rd</sup> reading. Pending MOTT referral	N/A
ZBLA-25-02	1800 8 <sup>th</sup> Ave E	Zoning amendment to allow for Higher density (R1 to RM2)	Oct. 20, 2025	Under review	N/A
DVP-25-07	121 9 <sup>th</sup> Ave E.	Variance to setbacks	Sep. 26, 2025	Approved	Nov. 05, 2025
DP-25-08	George Hills Way	Proposed development of a grocerie store in City Core DPA	Apr. 22, 2025	Provisional Approval, Waiting on Provincial Approval	N/A
DP-25-16	210 McBride	Proposed Development in DPA	Oct. 21, 2025	Approved	Nov. 20, 2025
DP-25-17	Unaddressed lots on Ridley Island Rd.	Industrial Development	Oct. 23, 2025	Approved	Nov. 18, 2025
DP-25-18	150 3 <sup>rd</sup> Ave E.	Renovations- Façade improvements in City Core DPA	Oct. 29, 2025	Approved	Nov. 05, 2025

#### Building Department Permits - Summary October 2025

Number of Building Permits approved during October:	27
Number of Housing Units Approved during the October:	0
City Core Revitalization Fee Waiver recipients during the October:	3

#### Building Department Permits - Summary November 2025

Number of Building Permits approved during November:	14
Number of Housing Units Approved during the November:	20* Building Permit renewal
City Core Revitalization Fee Waiver recipients during the November:	2

#### Building Department Permits – Summary 2025

Housing Units approved in 2025	70
City Core Revitalization Fee Waiver recipients in 2025	36



## REPORT TO COUNCIL

Regular Meeting of Council

**DATE:** December 8, 2025  
**TO:** Richard Pucci, Chief Administrative Officer  
**FROM:** Rodolfo Paras Diaz, Planner

**SUBJECT: PLANNING AND DEVELOPMENT SERVICES DEPARTMENT ANNUAL REPORT 2025.**

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### REASON FOR REPORT:

This report is intended to keep Council informed on housing and development progress, including the results of established incentives and policy and regulatory action taken to promote more development.

**Report Prepared By:**

**Report Reviewed By:**

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Rodolfo Paras Diaz,  
Planner  
*Originally signed available upon request*

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Richard Pucci,  
Chief Administrative Officer

### Attachments:

- ATTACHMENT 1: SUMMARY OF INCENTIVE INFORMATION.
- ATTACHMENT 2: HOUSING AND DEVELOPMENT BETWEEN 2021 AND OCTOBER OF 2025.
- ATTACHMENT 3: PLANNING SERVICE ANNUAL REPORT – 2025 (JANUARY TO NOVEMBER).

## Attachment 1

### SUMMARY OF INCENTIVE INFORMATION

In 2021, Council decided to waive development-related permit fees and introduce tax incentives to promote community goals of housing and downtown revitalization. In 2024, Council chose to extend both of those incentive programs until the end of 2029, with staff to report on the results of these policy initiatives each year until their sunset. This report summarizes the opportunity cost and the total number of development applications that benefited from these incentives, as well as the corresponding investment in the community (the project's value).

#### New Housing Unit Fee Waiver

Rezoning, Development Permit (including variances), and Building Permit fees are waived when a development results in a net increase in housing units.

In 2025, six planning-related applications (2 Development Permits, 2 Development Variance Permits, 1 Zoning Amendment, and 1 Temporary Use Permit) qualified for this incentive. The foregone revenue associated with these waived fees totals **\$3,140.00**, and these permits collectively support **124 new housing units**.

Additionally, fees for 13 Building Permit applications were waived under this program. The City's opportunity cost for these waived fees is **\$43,967.08**. These developments represent **\$7,322,235.00** in construction investment and will deliver **47 new housing units**.

#### City Core Revitalization Waiver

All rezoning, Development Permit (including variances), and Building Permit fees within the City Core are currently waived to support revitalization efforts.

In 2025, 11 planning-related applications (9 Development Permits, 1 Development Variance Permit, and 1 Temporary Use Permit) qualified. The City's opportunity cost was **\$2,985.00** in waived planning fees.

In the same year, fees for 34 Building Permit applications in the City Core were waived. The opportunity cost to the City for these waived fees is **\$44,640.96**, and the related developments represent **\$7,356,745.73** in construction investment.

Incentive	Number of BP Recipients	Investment	fee waived
City Core Revitalization Incentive	34	\$7,356,745.73	\$44,640.96
Housing Incentives	13 (47 units)	\$7,322,235.00	\$43,967.08

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<b>Total</b>	<b>47</b>	<b>\$14,678,980.73</b>	<b>\$88,608.04</b>
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**Revitalization Tax Exemption Program**

City Council has established a Revitalization Tax Exemption Program to support redevelopment and stimulate investment in the downtown core. The program provides a municipal property tax exemption for a set period to qualifying projects that involve new construction or redevelopment for commercial, light industrial, or multi-family residential uses. To be eligible, developments must invest at least \$50,000 in frontage improvements.

Half of the approved projects in 2025 have already secured building permits, representing more than \$4.5 million in total investment. The table below outlines the number of agreements issued under this program since 2021.

**Revitalization Tax Exemption Agreements Signed**

<b>Year</b>	<b>Number of recipients</b>	<b>New housing units included in the development</b>
2021	1	0
2022	0	0
2023	0	0
2024	2	4
2025	4	0

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## Attachment 2

### HOUSING AND DEVELOPMENT BETWEEN 2021 AND OCTOBER OF 2025

#### Housing Units that were awarded Building Permits

According to the information gathered in Prince Rupert between 2021 and October 2025, 185 residential units were granted Building Permits.

Building Permits - New Units						Total
Year	2021	2022	2023	2024	2025*	
Housing Units	9	8	15	83	70	185

\*2025 numbers reflect information from January to November of 2025.

#### Housing stock lost, including fire, removals and demolitions.

Between 2021 and October 2025, Prince Rupert lost a total of 146 housing units. A major contributor was the 2024 teardown of 71 units at the BC Housing property on Kootenay Street, which marked a sharp increase in annual unit losses. BC Housing intends to redevelop the Kootenay Street site with more units than were demolished. Additionally, the 2024 fire at the Sherbrooke housing complex removed another 21 units from the community's housing stock.

Housing loss						Total
Year	2021	2022	2023	2024	2025*	
Housing Units	15	13	9	94	6	137

\*2025 numbers reflect information from January to November of 2025.

## 1. New Builds in the pipeline

The Planning Department has issued several Development Permits for housing-related projects that have not yet applied for Building Permits or are still in the pre-application stage. At this time, **five active development permits** could deliver **209 new residential units**.

Address	Residential Units	Status
Bellis Rd	62	Planning Approved. Building Permit Review
Drake Cres	44	Planning Approved
3rd Ave	38	Planning Approved. Building Permit Review
888 2nd Ave W	50	Planning Approved
701 2nd Ave W	15	Planning Approved
<b>Total Potential units in the pipeline:</b>	<b>209</b>	

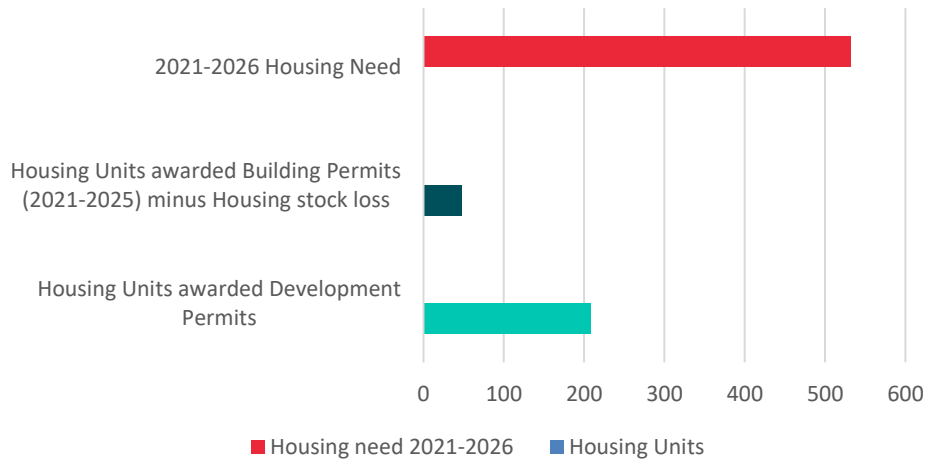
## 2. Housing Needs Report

The 2024 Interim Housing Needs Report applies the provincially mandated methodology to estimate the number of new housing units required to meet current and future demand. The analysis identifies a need for 532 new units by 2026. After accounting for units already constructed and units lost from the existing housing stock, the remaining requirement to meet the 2026 target is 493 units.

This target encompasses the full housing spectrum, including accessory dwelling units, small-scale multi-unit housing, multi-family developments, and a mix of affordable, rental, and market units.

2021-2026 Housing Needs Assessment Housing need	Housing Lost (2021-2025)	Housing Units awarded Building Permits (2021-2025)	Housing Units as per active Development Permit	Housing needed to stay on track
532	137	185	209	484

Chart Title



### Attachment 3

## PLANNING ANNUAL REPORT – 2025 (JANUARY TO NOVEMBER)

This report presents a summary of Planning Services and approval timelines, putting into context how the changes that Council introduced for delegation of approvals and more permissive zoning since 2024 have improved processing timelines. Please note that comparison tables use publicly available data on processing timelines, which is not widely available for local governments of comparative size to Prince Rupert. However, they are used to illustrate general average timelines from other local governments across the Province.

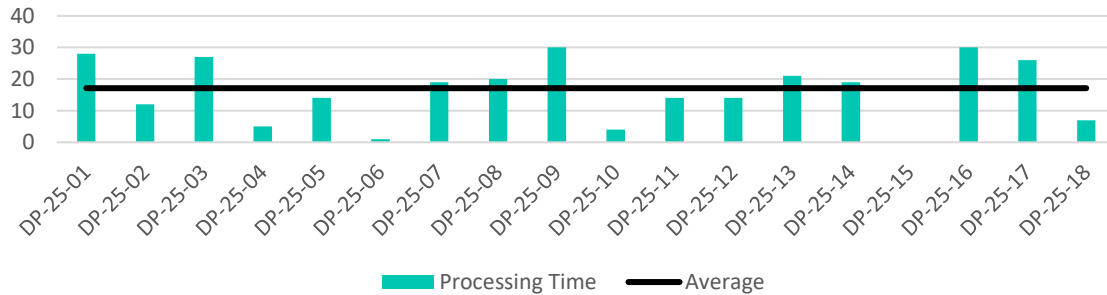
### New units approved by Planning in 2025

Development Permit approved units	Total
New Residential Units	112

### Development Permits Granted

There were 18 DPs (Development Permits) granted with an average of 17 days processing time.

### Development Permit Processing Time



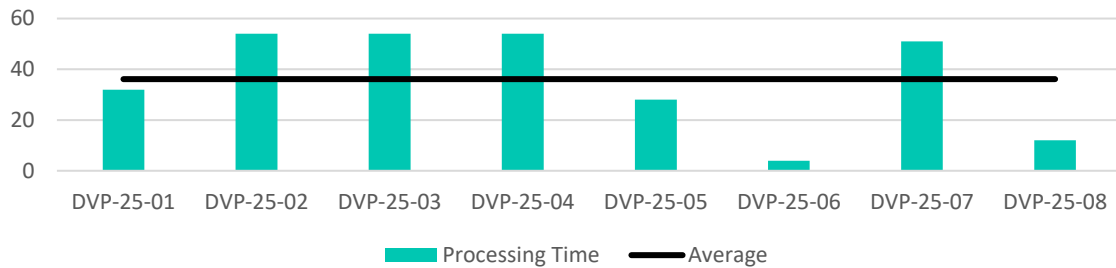
### How Prince Rupert's DP processing times compares with other Municipalities and Regional Districts

Municipality or Regional District	Estimated Processing time for DPs
Prince Rupert	Less than 4 weeks (17 days Average)
<a href="#">Regional District of Central Okanagan</a>	8 to 10 weeks
<a href="#">Coquitlam</a>	3 to 4 months
<a href="#">District of North Vancouver</a>	4 to 6 months

### Development Variance Permits Granted

Eight Development Variance Permits (DVPs) were processed this year, with an average turnaround of 36 days. This marks a clear improvement following Council’s decision to delegate minor variances to staff. For comparison, the 2023 average prior to delegation was 58 days, which reflects a 37% reduction in processing time.

Development Variance Permit Processing Time



### How Prince Rupert’s DVP processing times compares with other Municipalities and Regional Districts

Municipality or Regional District	Estimated Processing time for DVPs
<b>Prince Rupert</b>	<b>Less than 2 months (36 days Average)</b>
<a href="#">Squamish-Lillooet Regional District</a>	6 to 8 weeks
<a href="#">City of Victoria</a>	10 weeks
<a href="#">Town of Comox</a>	3 to 4 months
<a href="#">North Cowichan</a>	3 to 5 months
<a href="#">Columbia Shuswap Regional District</a>	3 to 5 months
<a href="#">District of North Vancouver</a>	About 4 months



## MEMORANDUM

**DATE:** December 4, 2025  
**TO:** Richard Pucci, Chief Administrative Officer  
**FROM:** Nicole Beauregard, Director of Recreation and Community Services

**SUBJECT: SUMMER SATURDAY NIGHTS - DROP IN PILOT SUMMARY**

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The Summer Saturday Night Children and Youth Pilot offered a weekly barrier-free opportunity for children and youth to engage in unstructured play and socialization during the summer months.

Over the duration of the six-week pilot program, the Recreation and Community Services Department welcomed 70 participants, with an average of 10 participants per session. The most frequent attendees were youth between 13 and 17 years of age.

In comparison to other summer evenings of drop-in play, the department typically sees on average of 9 youth participants per day. Supporting free Saturday nights for youth is negligible in cost as it does not negatively impact participation on other evenings of play, nor did we see a significant increase in participation on Saturday nights despite the fee being waived.

Should City Council wish to see the department host this Free program year-round on Saturday nights, the approximate loss of revenue would be approximately \$3100.00.

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

Originally signed available upon request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** December 08, 2025  
**TO:** Richard Pucci, Chief Administrative Officer  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: SEPTEMBER 2025 FINANCIAL VARIANCE REPORT**

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#### **RECOMMENDATION:**

THAT Council receive this report for information purposes.

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

This report appries Council of City's current financial experience versus approved budget for the nine months ending September 30, 2025.

#### **OPERATING BUDGET**

Operating revenues and expenses continue to remain on track with expectations at this time of year. There are no sizeable variances of note since the last report to council.

#### **UTILITIES BUDGET**

Utilities revenues and expenses are in line with budgeted expectations with the same water and solid waste over performing revenue exceptions being the only significant variance as reported previously.

#### **CAPITAL & SPECIAL PROJECTS**

Capital projects will be finalizing for the year with incomplete items and long term projects rolling into 2026. Costs will continue to accumulate as invoices attributable to various projects are received. There are no negative variances to report.

**LINK TO STRATEGIC PLAN**

Supports the City’s overall strategic goals.

**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:

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

REPORT TO COUNCIL - SEPTEMBER 2025 FINANCIAL VARIANCE REPORT

December 08, 2025

<b>CITY OF PRINCE RUPERT- GENERAL OPERATING FUND</b>	<b>YTD 2024</b>	<b>YTD 2025</b>	<b>2025</b>	<b>Budgeted</b>	
Budget Variance for Period Ending September 2025	<b>Actual (\$)</b>	<b>Actual (\$)</b>	<b>Budget (\$)</b>	<b>Amount Left (\$)</b>	<b>% Left</b>
<b>REVENUES</b>					
Airport Ferry	883,468	935,531	1,185,000	(249,469)	(21.05)
Bylaw Enforcement	109,075	114,084	133,000	(18,916)	(14.22)
Cemetery	95,552	59,012	144,000	(84,988)	(59.02)
Civic Properties	188,851	222,017	252,000	(29,983)	(11.90)
Corporate Administration	8,500	16,000	39,000	(23,000)	(58.97)
Cow Bay Marina	458,754	442,157	455,000	(12,843)	(2.82)
Development Services	293,393	726,100	313,000	413,100	131.98
Economic Development	-	187	70,000	(69,813)	(99.73)
Fire 911 Services	55,599	51,786	73,000	(21,214)	(29.06)
Fire Protective Services	1,135	11,327	5,000	6,327	126.54
FD Emergency Measures	3,030	4,378	14,000	(9,622)	(68.73)
Finance	12,358	13,602	15,000	(1,398)	(9.32)
Fiscal Revenues	14,698,244	30,437,110	30,546,000	(108,890)	(0.36)
Information Technology	-	-	1,000	(1,000)	(100.00)
PW Engineering	3,350	5,295	5,000	295	5.90
PW Common Costs	50,466	24,705	70,000	(45,295)	(64.71)
RCMP	96,672	71,027	147,000	(75,973)	(51.68)
Rec - Arena	147,574	171,254	276,000	(104,746)	(37.95)
Rec - Civic Centre	357,600	296,560	423,000	(126,440)	(29.89)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	368,558	384,652	536,000	(151,348)	(28.24)
Transit	217,296	196,583	211,000	(14,417)	(6.83)
Victim Services	80,824	85,545	96,000	(10,455)	(10.89)
Watson Island	613,471	207,464	400,000	(192,536)	(48.13)
Subtotal	18,743,770	34,476,376	35,412,000	(935,624)	(2.64)
Property Taxes	28,448,944	29,943,451	29,960,000	(16,549)	(0.06)
<b>Total Operating Revenues</b>	<b>47,192,714</b>	<b>64,419,827</b>	<b>65,372,000</b>	<b>(952,173)</b>	<b>(1.46)</b>
Capital Works- Funding from PR Legacy	81,245	-	-	-	-
Capital Works- Funding from Grants	5,250	84,022	584,000	(499,978)	(85.61)
Capital Works- Funding from Appr. Surplus	35,637	-	310,000	(310,000)	(100.00)
Capital Works- Funding from Reserves	829,364	-	350,000	(350,000)	(100.00)
Capital Purchases- Funding from PR Legacy	418,871	147,716	335,000	(187,284)	(55.91)
Capital Purchases- Funding from Grants	1,203,027	332,236	10,420,000	(10,087,764)	(96.81)
Capital Purchases- Funding from Appr. Surplus	104,541	120,466	113,000	7,466	6.61
Capital Purchases- Funding from Reserves	1,667,966	3,138,579	8,162,000	(5,023,421)	(61.55)
Capital Purchases- Funding from (CWF) Gas Tax	321,000	23,244	53,000	(29,756)	(56.14)
Capital Purchases- Funding from Borrowing	10,351,234	1,417,521	1,410,000	7,521	0.53
Special Projects- Funding from PR Legacy	5,000	117,023	117,000	23	0.02
Special Projects- Funding from Grants	344,630	182,512	393,000	(210,488)	(53.56)
Special Projects- Funding from Appr. Surplus	4,187	45,218	85,000	(39,782)	(46.80)
Special Projects- Funding from Reserves	-	8,100	250,000	(241,900)	(96.76)
Total Capital Revenues	15,371,952	5,616,637	22,582,000	(16,723,463)	(74.06)
<b>Total General Operating Fund Revenues</b>	<b>62,564,666</b>	<b>70,036,464</b>	<b>87,954,000</b>	<b>(17,675,636)</b>	<b>(20.10)</b>

REPORT TO COUNCIL – SEPTEMBER 2025 FINANCIAL VARIANCE REPORT

December 08, 2025

<b>CITY OF PRINCE RUPERT- GENERAL OPERATING FUND</b>	<b>YTD 2024</b>	<b>YTD 2025</b>	<b>2025</b>	<b>Budgeted</b>	
Budget Variance for Period Ending September 2025	<b>Actual (\$)</b>	<b>Actual (\$)</b>	<b>Budget (\$)</b>	<b>Amount Left (\$)</b>	<b>% Left</b>
<b>EXPENDITURES</b>					
Airport Ferry	1,673,985	1,877,382	2,543,000	665,618	26.17
Bylaw Enforcement	266,264	273,154	574,000	300,846	52.41
Cemetery	146,257	211,870	327,000	115,130	35.21
Civic Properties	555,352	615,026	773,000	157,974	20.44
Corporate Administration	820,665	1,024,921	1,210,000	185,079	15.30
Cow Bay Marina	337,268	322,067	455,000	132,933	29.22
Development Services	690,780	780,549	1,164,000	383,451	32.94
Economic Development	197,882	147,556	225,000	77,444	34.42
FD 911 Services	524,501	500,389	692,000	191,611	27.69
FD Fire Protective Services	4,193,127	4,564,080	6,006,000	1,441,920	24.01
FD Emergency Measures	28,847	48,152	46,000	(2,152)	(4.68)
Finance	1,020,289	1,094,222	1,433,000	338,778	23.64
Finance Cost Allocation	(471,000)	(519,000)	(519,000)	-	-
Fiscal Expenses	2,727,057	5,168,051	5,034,000	(134,051)	(2.66)
Governance	356,812	306,939	353,000	46,061	13.05
Grants in Aid to Community Partners	1,829,074	1,842,021	1,915,000	72,979	3.81
Human Resources	333,864	335,894	507,000	171,106	33.75
Information Technology	588,945	650,434	843,000	192,566	22.84
Parks	750,968	847,798	1,343,000	495,202	36.87
PW Engineering	542,359	549,060	749,000	199,940	26.69
PW Common Cost	4,182,069	3,923,141	5,476,000	1,552,859	28.36
Allocation of PW Common Cost	(3,560,043)	(3,353,696)	(5,434,000)	(2,080,304)	38.28
PW Vehicles	949,884	1,014,602	1,995,000	980,398	49.14
Allocation of PW Vehicles	(1,364,267)	(1,181,744)	(1,996,000)	(814,256)	40.79
RCMP	5,564,700	5,891,087	7,756,000	1,864,913	24.04
Rec. Centre- Arena	375,189	371,584	605,000	233,416	38.58
Rec. Centre- Civic Centre	1,473,871	1,710,536	2,227,000	516,464	23.19
Rec. Centre- Community Services	586	894	4,000	3,106	77.65
Rec. Centre- Pool	1,076,990	1,036,203	1,620,000	583,797	36.04
Roads	1,434,490	980,627	2,699,000	1,718,373	63.67
Transit	701,963	803,979	1,008,000	204,021	20.24
Victim Services	136,828	108,796	196,000	87,204	44.49
Watson Island	390,468	611,658	400,000	(211,658)	(52.91)
Transfer to Reserves	8,587,577	23,057,269	21,181,000	(1,876,269)	(8.86)
<b>Total Operating Expenses</b>	<b>37,063,601</b>	<b>55,615,501</b>	<b>63,410,000</b>	<b>7,794,499</b>	<b>12.29</b>
Provision for Special Projects	353,889	363,144	870,000	506,856	58.26
Provision for Capital Purchases	15,463,214	5,239,152	20,930,000	15,690,848	74.97
Provision for Capital Works	2,047,761	776,440	2,744,000	1,967,560	71.70
Total Capital Expenses	17,864,864	6,378,736	24,544,000	18,165,264	74.01
<b>Total Operating Fund Expenditures</b>	<b>54,928,465</b>	<b>61,994,237</b>	<b>87,954,000</b>	<b>25,959,763</b>	<b>29.52</b>

REPORT TO COUNCIL – SEPTEMBER 2025 FINANCIAL VARIANCE REPORT

December 08, 2025

CITY OF PRINCE RUPERT- UTILITY OPERATING FUND Budget Variance for Period Ending September 2025	YTD 2024 Actual (\$)	YTD 2025 Actual (\$)	2025 Budget (\$)	Budgeted Amount Left (\$)	% Left
<b>Sanitary and Storm Sewer</b>					
Operating Revenue	2,658,074	3,558,132	3,861,000	(302,868)	(7.84)
Capital Works- Funding from Grants	326,018	1,189,163	13,880,000	(12,690,837)	(91.43)
Capital Works- Funding from Appr. Surplus	1,565,454	245,781	1,279,000	(1,033,219)	(80.78)
Capital Works- Funding from MFA Loan	-	-	11,944,000	(11,944,000)	(100.00)
Capital Works- Funding from Reserves	20,385	1,026,466	15,351,000	(14,324,534)	(93.31)
Capital Works	(2,670,244)	(3,347,378)	(44,304,000)	40,956,622	92.44
Revenue for operations	1,899,687	2,672,164	2,011,000	661,164	32.88
Operating Expenditure	1,081,113	712,177	2,011,000	1,298,823	64.59
Surplus /(Deficit)	818,574	1,959,987	-	1,959,987	-
<b>Water</b>					
Operating Revenue	5,921,202	5,535,684	3,675,000	1,860,684	50.63
Debt Payments- Funding from PR Legacy	713,131	570,517	1,159,000	(588,483)	(50.78)
Capital Works- Funding from Grants	5,132,617	11,661,340	73,710,000	(62,048,660)	(84.18)
Capital Works- Funding from Legacy	2,136	495,114	469,000	26,114	5.57
Capital Works- MFA Loan	56,461	-	-	-	-
Capital Purchases/Works- Funding from Reserves	2,731,697	298,895	6,462,000	(6,163,105)	(95.37)
Capital Purchases/Works- Funding from Appr. Surplus	-	82,587	1,846,000	(1,763,413)	(95.53)
Capital Purchases	-	(186,290)	(190,000)	3,710	(1.95)
Capital Works	(8,979,315)	(12,707,109)	(83,297,000)	70,589,891	84.74
Revenue for operations	5,577,929	5,750,738	3,834,000	1,916,738	49.99
Operating Expenditure	2,810,850	2,957,706	3,834,000	876,294	22.86
Surplus /(Deficit)	2,767,079	2,793,032	-	2,793,032	-
<b>Solid Waste</b>					
Operating Revenue	4,391,519	5,946,123	5,343,000	603,123	11.29
Capital Works- Funding from Appr. Surplus	21,441	-	120,000	(120,000)	(100.00)
Capital Works- Funding from Accruals	2,254,045	574,157	600,000	(25,843)	(4.31)
Capital Works- Funding from Gas Tax (CWF)	-	235,707	1,700,000	(1,464,293)	(86.13)
Capital Purchases- Reserves	1,797,825	-	-	-	-
Capital Purchases	(297,825)	-	-	-	-
Capital Works	(3,784,852)	(809,864)	(2,420,000)	1,610,136	(66.53)
Revenue for operations	4,382,153	5,946,123	5,343,000	603,123	11.29
Appropriated Surplus for Rate Stabilization	1,029,000	544,000	544,000	-	-
Operating Expenditure	3,882,658	4,355,761	5,887,000	1,531,239	26.01
Surplus /(Deficit)	1,528,495	2,134,362	-	2,134,362	-

<b>CITY OF PRINCE RUPERT- CAPITAL PURCHASES</b> Budget Variance for Period Ending September 2025	<b>Budget</b> \$	<b>Actual</b> \$	<b>Variance</b> \$
Special Projects	870,000	363,144	506,856
Waterfront Landing	9,348,000	151,830	9,196,170
Recreation	547,000	422,863	124,137
RCMP Bulding	300,000	185,987	114,013
Civic Properties	6,248,000	2,233,143	4,014,857
Fire Department & 911	2,081,000	1,518,639	562,361
Land Acquisition	50,000	23,948	26,052
Clean Energy Hub-Hydrogen	840,000	63,879	776,121
Watson Island	335,000	147,716	187,284
Transit	51,000	481	50,519
Public Works	1,130,000	490,666	639,334
Water Utility	190,000	186,290	3,710
<b>Total</b>	<b>21,990,000</b>	<b>5,788,586</b>	<b>16,201,414</b>

<b>CITY OF PRINCE RUPERT- CAPITAL WORKS</b> Budget Variance for Period Ending September 2025	<b>Budget</b> \$	<b>Actual</b> \$	<b>Variance</b> \$
General Operating	2,744,000	776,440	1,967,560
Water Utility	83,297,000	12,707,109	70,589,891
Sewer Utility	44,304,000	3,347,378	40,956,622
Solid Waste Utility	2,420,000	809,864	1,610,136
<b>Total</b>	<b>132,765,000</b>	<b>17,640,791</b>	<b>115,124,209</b>



	<b>Council Meeting</b>
	Statutory Holiday
	NCLGA
	FCM
	UBCM

# 2026

## Council Calendar

January						
S	M	T	W	T	F	S
				1	2	3
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February						
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March						
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April						
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May						
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31						

June						
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July						
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August						
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31						

September						
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October						
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November						
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29	30	31				

December						
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27	28	29	30	31		



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** December 8th, 2025  
**TO:** Richard Pucci, Chief Administrative Officer  
**FROM:** Leandri Kleinhans, Economic Development Officer

**SUBJECT: APPLICATION TO RURAL AND REMOTE EMPLOYMENT INITIATIVES  
FUND: LABOUR MARKET RESEARCH PLANS**

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#### **RECOMMENDATION:**

**THAT Council support Staff's funding application to the Rural and Remote Employment Initiatives Fund: Labour Market Research Plans from the Northern Development Initiative Trust (NDIT).**

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

Staff are seeking authorization to apply for grant funding to commission a new labour market study for Prince Rupert. This funding opportunity is available under the "Labour Market Research" stream of NDIT's recently launched Rural and Remote Employment Initiatives Fund, which is being offered for a limited time.

#### **BACKGROUND:**

The City and its partners (Community Futures & Prince Rupert Port Authority) are in the process of developing a resident retention and attraction (RRA) campaign to help grow Prince Rupert's population and draw the workers local employers need. A comprehensive labour market study is needed to build on the data gathered through the 2025 Human Capital Survey and to provide a clearer picture of the composition of our current labour market and gaps in the workforce. These findings will guide the focus of the RRA campaign so it directly targets the community's most pressing skills shortages.

A Labour Market Study was last completed in 2019 as part of the Redesign Rupert project; however, its data and analysis are now substantially outdated and require a comprehensive update.

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

(1) The Official Community Plan makes several references to the importance of attracting the workforce needed to sustain our economy, notably port activities.

(2) Commissioning an updated labour market study supports efforts to realize Vision #2 of Prince Rupert's 2030 Vision:

*In 2030, Prince Rupert will have a strong employment talent pool and identifiable workplaces.*

as well as the following actions in the same document:

*J1: Secure an adequate workforce for all the jobs available and needed in Prince Rupert.*

*J4: Undertake workforce recruitment as a priority on-going community initiative.*

(3) As noted in the Redesign Rupert Phase II Final Report, a key step toward building a diversified and sufficient labour pool is to “maintain an updated database of local labour market intelligence.” The proposed labour market study would help fulfill this requirement by providing the updated data and analyses needed to plan and implement effective workforce recruitment initiatives.

### **ANALYSIS:**

Updated labour market data will be essential for guiding the resident retention and attraction (RRA) initiative that is already underway. It will help ensure that our efforts focus on the most pressing workforce needs and on addressing the gaps that are limiting local employers.

### **COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:**

- *Who will benefit from this policy or project and does it exclude any particular group?*  
The final report of the Labour Market Study will be made publicly available and incorporated into NDIR's comprehensive regional report. It will also be shared with relevant community partners and training providers, such as Coast Mountain College and HSEDS, in the hopes that it will support not only workforce recruitment, but also further development of the workforce already present in our community.

### **COST:**

Staff are not requesting any additional City funds for this grant application. The required applicant contribution will be met through a financial contribution from the Prince Rupert Port Authority as project partner, and funds already allocated to the 2025 Human Capital Survey.

### **CONCLUSION:**

NDIR's Rural and Remote Employment Initiatives Fund offers an important opportunity to obtain updated data on the state of our workforce. This information can support the planning and implementation of a wide range of initiatives led by the City and community organizations. A key advantage of this opportunity is that it does not require any additional City funding.

December 8th, 2025

Page 3

**Report Prepared By:**

**Report Reviewed By:**

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Leandri Kleinhans,  
Economic Development Officer

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Richard Pucci,  
Chief Administrative Officer

Originally signed available upon request

## **Board Highlights**

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November 2025

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### **Delegations:**

Lauren Bell and Nathan Voogd with the Ministry of Transportation and Transit presented an update to the Board on current and winter maintenance operations along Highway 16 in the NCRD. The delegation also provided an update on current and future shoreline protection work on Haida Gwaii.

Natasha Westover and Heather Taylor with Western LNG presented an update to the Board on the KSI Lisms LNG and PRGT pipeline projects. The Board noted some considerations for Western LNG regarding investment in the Mile 28 level rail crossing along Highway 16, and the potential for future support of the Resource Benefits Alliance as a means of supporting our local communities.

### **Board Business:**

1. The Board resolved to send a letter to the leadership groups of B.C. Ferries addressing the conflicting messaging received regarding actions being taken to address and resolve the out-of-service elevators on the northern vessels.
2. The Board resolved to send a letter to the Minister of Environment and Parks regarding the NCRD Solid Waste Management Plan and the effects of its delayed approval.
3. The Board resolved to send a letter of support for applications to the Northern Development Initiative Trust for projects that meaningfully strengthen resiliency of Haida Gwaii's connectivity.
4. The Board invited Telus as a delegation to a future Board meeting to discuss their Subsea Cable Resiliency Project.
5. The Board reviewed the Draft Terms of Reference of the All Islands Protocol Table which serves as a space for discussing shared issues on Haida Gwaii between local governments and the Council of the Haida Nation.
6. The Board Adopted its 2026 Board Meeting Schedule.
7. The Board resolved to reschedule its 2:00 P.M. December 12, 2025 Regular Board Meeting to December 12, 2025 at 1:00 P.M.

***For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at [www.ncrdbc.com](http://www.ncrdbc.com).***



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** December 8, 2025  
**FROM:** Richard Pucci, Chief Administrative Officer  
**SUBJECT:** FIRE CONTROL BYLAW NO. 3663 – THIRD READING

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#### **RECOMMENDATION:**

**THAT Council gives Third Reading of the new City of Prince Rupert Fire Control Bylaw NO. 3663, 2025.**

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

The current Fire Control Bylaw was enacted in 1995, with several amendments made throughout the years. During a recent Staff review, it was determined that there was significant liability associated with the Bylaw, and a need to update it was identified.

#### **ANALYSIS:**

As described in the Report to Council of November 24<sup>th</sup>, the Fire Safety Act does not apply to federally owned lands, and the powers granted to the Fire Department by the Act do not apply to the lands. This means that if the Department provides service to federally owned lands without a written agreement in place, it is not protected from potential liability.

Appreciating this, the Staff have worked in concert with the Prince Rupert Port Authority, their tenants and other federal landowners to execute interim agreements for fire services. These agreements sunset at the end of the year.

With the minor amendment to the Bylaw between Readings, the City, Prince Rupert Port Authority and their tenants are all comfortable with this Bylaw advancing.

The next steps are to extend the current interim Service Agreements that are in place with federal landowners to ensure continued and consistent service. Once that is complete, staff can work with the individual federal landowners on long-term Service Agreements to meet their needs and ensure their comfort on long-term service delivery.

#### **COSTS AND BUDGET IMPACT:**

There is no Budget impact known at this time.

December 8, 2025

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**CONCLUSION:**

**THAT Council receives this Report and proceeds as recommended.**

**Report Prepared By:**

---

Richard Pucci,  
Chief Administrative Officer

Originally signed available upon request



**REPORT TO COUNCIL**  
Regular Meeting of Council

**DATE:** December 8, 2025  
**TO:** Richard Pucci, Chief Administrative Officer  
**FROM:** Jordan Schmidt, Director of Operations  
**SUBJECT: OPERATIONS MAJOR PROJECT UPDATE**

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**RECOMMENDATION:**

**THAT Council receives this Report for information purposes.**

**REASON FOR REPORT:**

The City's 2025 Capital Projects are progressing with many planned to reach their major milestones near the end of the year. Several projects are multi year in nature and require detailed design, testing and phased construction. This update is provided to ensure Council remains informed on delivery timelines, resource requirements and the overall progress of the City's capital program.

**ANALYSIS:**

Please see the attached summary for the status of all major capital projects. The attachment outlines updated completion percentages, key milestones since the last reporting period and schedule adjustments related to project complexity and procurement timelines. This reflects the most recent information available at the time of reporting.

**COST:**


There is no impact on the Annual Budget or Strategic Priorities for the City. The Operations department delivered approximately \$70 Million in capital in 2025 across a range of water, sewer, road and facilities. This represents one of the City's busiest capital years to date and includes several large multi year projects now moving into their next phases. Planning for next year indicates 2026 will be even busier, with an estimated \$140 Million in capital work anticipated as major projects advance into construction and commissioning.


**CONCLUSION:**

**THAT Council receives this Report for information purposes.**

**Report Prepared By:**

**Report Reviewed By:**

  
Jordan Schmidt,  
Deputy Director of Operations

  
Richard Pucci  
Chief Administrative Officer

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<b>OPERATIONS DEPARTMENT: MAJOR PROJECTS UPDATE</b>	<b>% COMPLETED</b>	
	<b>Dec.</b>	<b>Mar.</b>
<b>Asset Management Program</b>	<b>100%</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Develop a Facilities Asset Management Plan for all municipal facilities, excluding those under the management of the Operations department.</li> <li>Project complete and Plan is being managed by the Facilities &amp; Maintenance Manager.</li> </ul>		
<b>New Operations Department – Existing Building</b>	<b>90%</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Renovations are scheduled to be complete by December 15, 2025. As of January 5, 2026, we will have approximately 10 staff in this building. Hoist &amp; large equipment will be installed in February 2026, depending on availability.</li> </ul>		
<b>New Operations Department – New Building</b>	<b>20%</b>	<b>0%</b>
<ul style="list-style-type: none"> <li>Initial framing completed. Estimated completion September 2026.</li> </ul>		
<b>Public Works Occupational Health &amp; Safety Program Upgrades</b>	<b>95%</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Consultants completed updates of Safety Management System and Safe Work Policies. Next, we will roll out to the Joint Occupational Health &amp; Safety Committee. Work will continue in 2026 with Standard Operating Procedures and updated onboarding process.</li> </ul>		
<b>Eidsvik Park Renewal</b>	<b>5%</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Funding was not achieved in 2025. Looking for additional grant funding to complete the project and community currently engaged in fundraising effort.</li> </ul>		
<b>Mariners Park Memorial Plaza and Japanese Memorial</b>	<b>30%</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Project designs complete and tender closes December 5<sup>th</sup>.</li> <li>Finalization of interpretive elements occurring in December-January. Anticipated construction works over Spring/Summer 2026, with final completion in the Fall.</li> </ul>		
<b>Streetlight Replacement</b>	<b>0%</b>	<b>0%</b>
<ul style="list-style-type: none"> <li>We have requested this to be carried forward into 2026</li> </ul>		
<b>Bridge Repairs: 2nd Avenue– Design</b>	<b>100%</b>	<b>25%</b>
<ul style="list-style-type: none"> <li>Tender prepared and posted onto BC Bid.</li> </ul>		
<b>Bridge Repairs: 2nd Avenue– Pedestrian Access Closure</b>		
<ul style="list-style-type: none"> <li>October 28, 2025, pedestrian access closed due to structural issues found in the annual inspection. Bridge traffic changed to single lane alternating with temporary traffic lights being used until repairs can be completed.</li> </ul>		
<b>Bridge Rerouting Study</b>	<b>30%</b>	<b>0%</b>
<ul style="list-style-type: none"> <li>Background Review Complete. Traffic Needs Assessment and Bridge Needs Assessment underway.</li> <li>Concept Development and Preferred Options Analysis is expected in early 2026.</li> </ul>		
<b>3rd / 4th Ave West Stair Replacement – Construction</b>	<b>15%</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>Contract awarded and construction to begin December 2025 with the removal of the structure.</li> </ul>		
<b>Capital Paving</b>	<b>100%</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Capital Paving is complete. Big Project paving underway (Bacon Street complete and 1 lift on Crestview).</li> </ul>		
<b>Sidewalk Program</b>	<b>80%</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>400 block of 3<sup>rd</sup> Avenue West (even side) replaced.</li> <li>Ambrose stair replacement.</li> </ul>		

<b>Landfill Closure – Construction</b>	<b>100%</b>	<b>95%</b>
<ul style="list-style-type: none"> <li>Project completed.</li> </ul>		
<b>Landfill Lagoon &amp; Priority Upgrades</b>	<b>45%</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>Initial works awarded to Broadwater. Mobile treatment unit construction started. Installation and delivery in 2026.</li> </ul>		
<b>Industrial Park Sewage Treatment Plant Upgrades – Design</b>	<b>30%</b>	<b>30%</b>
<ul style="list-style-type: none"> <li>Wastewater characterization study awarded to McElhanney Dec 2025.</li> <li>Study anticipated to last through 2026.</li> <li>Results of characterization study will inform further design efforts.</li> </ul>		
<b>Sewer Replacement Program</b>	<b>80%</b>	<b>0%</b>
<ul style="list-style-type: none"> <li>300 block of Crestview Drive.</li> <li>400 block of 9<sup>th</sup> Ave West.</li> <li>Lisa Walter Drive.</li> <li>100 block of 1<sup>st</sup> Street.</li> </ul>		
<b>Moresby Wetland Treatment - Design</b>	<b>100%</b>	<b>65%</b>
<ul style="list-style-type: none"> <li>Completed.</li> </ul>		
<b>Moresby Wetland Treatment - Construction</b>	<b>5%</b>	<b>0%</b>
<ul style="list-style-type: none"> <li>Construction awarded to Spur. Long lead time equipment ordered. Groundbreaking January 2026.</li> </ul>		
<b>Comox Lift Station</b>	<b>35%</b>	<b>25%</b>
<ul style="list-style-type: none"> <li>Investigating gravity system to eliminate existing lift station. If feasible, elimination would reduce ongoing operational effort.</li> <li>Legal survey completed – property encroachments exist at golf course.</li> <li>Environmental review planned for December.</li> <li>Geotechnical investigation planned for early 2026.</li> </ul>		
<b>Outfall Repairs C to B – Design</b>	<b>75%</b>	<b>50%</b>
<ul style="list-style-type: none"> <li>Design drawings at 90% complete – McElhanney.</li> <li>Geotechnical Investigation under way – WSP.</li> <li>Outfall B Design underway – Great Pacific.</li> </ul>		
<b>Outfall Repairs J to I – Construction</b>	<b>95%</b>	<b>0%</b>
<ul style="list-style-type: none"> <li>Construction is 95% complete. Commissioning and ECCC submittals in the works.</li> </ul>		
<b>Outfall K Modifications – Design &amp; Construction</b>	<b>15%</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Path chosen. Concept design provided. Design underway.</li> </ul>		
<b>SCADA System Upgrades (Water &amp; Sewer) - Phase I</b>	<b>95%</b>	<b>95%</b>
<ul style="list-style-type: none"> <li>Investigating gravity system to eliminate existing lift station. If feasible, elimination would reduce ongoing operational effort.</li> <li>Legal survey completed – property encroachments exist at golf course.</li> <li>Environmental review planned for December.</li> <li>Geotechnical investigation planned for early 2026.</li> </ul>		
<b>SCADA System Upgrade (Sewer) – Phase II</b>	<b>30%</b>	<b>25%</b>
<ul style="list-style-type: none"> <li>Using consultant findings to determine sequencing for SCADA integration into existing lift stations.</li> <li>Finalizing design to integrate all outfalls into SCADA.</li> </ul>		

<b>SCADA System Upgrade (Water) – Phase II</b>	<b>5%</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Flushing Stations: Ongoing work to integrate into SCADA.</li> </ul>		
<b>Submarine/Overland – Phase II Design</b>	<b>85%</b>	<b>0%</b>
<ul style="list-style-type: none"> <li>Overland Design Works – 90% design Drawings to be submitted.</li> <li>Submarine Line – 90% Complete. In process of Permits.</li> </ul>		
<b>Woodworth Dam Improvements</b>	<b>100%</b>	<b>0%</b>
<ul style="list-style-type: none"> <li>Log booming, Dam upgrades and road grading completed.</li> <li>Installed new fish screen to water intake.</li> </ul>		
<b>Water Replacement Program</b>	<b>100%</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>400 block of 9<sup>th</sup> Ave West.</li> <li>Lisa Walter Drive.</li> </ul>		
<b>Water Treatment Facility – Design</b>	<b>5%</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Review of suitable treatment technologies (pilot testing) to be initiated in 2026.</li> </ul>		
<b>BIG Sewer Main Replacement – Design &amp; Construction</b>	<b>10%</b>	<b>0%</b>
<ul style="list-style-type: none"> <li>Crestview upgrades complete.</li> <li>Next sewer replacement areas planned where water main also being replaced.</li> <li>Evaluating opportunities for sewer consolidation.</li> </ul>		
<b>BIG Water Main Replacement - Design</b>	<b>35%</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>Retained WSP Nov 2025 to complete Phase 2 Design.</li> <li>Site investigations underway Nov/Dec 2025 including survey, environmental assessment, and geotechnical investigation.</li> <li>4 Construction contracts are planned – details being confirmed as of Dec 2025</li> <li>Planned work areas to include Downtown alleyway between 2<sup>nd</sup> Ave and 3<sup>rd</sup> Ave and between 4<sup>th</sup> St and Park Ave, 2<sup>nd</sup> Ave W, 6<sup>th</sup> Ave W, 7<sup>th</sup> Ave E, 6<sup>th</sup> Ave E, 11<sup>th</sup> Ave E.</li> <li>First design package likely to include 6<sup>th</sup> Ave W. To be confirmed.</li> </ul>		
<b>BIG Water Main Replacement - Construction</b>	<b>35%</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>Shawatlans Road – experienced design &amp; construction challenges; first phase of project completed end of Nov 2025. Reviewing options for second phase with new designer and RFP for Contractor.</li> <li>11<sup>th</sup> Avenue East. Progressive Ventures started Construction Nov 2025. Anticipated completion Summer 2026.</li> <li>Next construction contract tendering anticipated in Q2 2026 with three additional tender packages in Q3.</li> </ul>		



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** December 08, 2025  
**TO:** Richard Pucci, Chief Administrative Officer  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: 2026 FIVE YEAR FINANCIAL PLAN BYLAW NO. 3671, 2025**

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#### **RECOMMENDATION:**

**THAT Council proceed with consideration of the City of Prince Rupert 2026 Five Year Financial Plan Bylaw No. 3671, 2025;**

**AND,**

**THAT Council directs staff to proceed with 2026 spending as proposed.**

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

Under the *Community Charter*, Council is required to pass a Five Year Financial Plan Bylaw on an annual basis to approve the organizations budgeted expenditures and funding of those expenditures.

#### **BACKGROUND:**

Council directed staff on December 1, 2025 to prepare the Five Year Financial Plan for the years 2026 through 2030 using the information presented that day with the additions made by Council for grants to two community organizations. The attached bylaw has been prepared as directed.

#### **ANALYSIS:**

The Five Year Financial Plan bylaw incorporates the direction received to undertake City operations, inclusive of capital and special projects identified by City departments. It also includes the revenues and expenditures necessary to balance the utilities funds (water, sewer, solid waste).

With the additional grants of \$45,000 awarded by Council, the estimated increase in property taxes needed to balance the general operations budget deficit is now near \$1.0M.

The tax rate bylaw necessary to fund the general operations deficit will be prepared in Spring 2026 once final BC Assessment values are known.

**LINK TO STRATEGIC PLAN:**

This bylaw is required in accordance with section 165 of the *Community Charter* and supports Council's objectives for good governance by enabling Departments to proceed with purchasing for 2026 in an efficient manner.

**CONCLUSION:**

The introduction of the Five Year Financial Plan in December and resolution to proceed as proposed enables the organization to continue operations and projects with budgets ascertained in advance. It will also provide the public with greater certainty of the anticipated financial impact on property tax and utility fees necessary to fund services at the levels set by Council. Final reading of the Five Year Financial Plan is expected at the end of April 2026.

**Report Prepared By:**

**Report Reviewed By:**

\_\_\_\_\_  
Corinne Bomben,  
Chief Financial Officer

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

Originally signed available upon request

# CITY OF PRINCE RUPERT

## FIRE CONTROL AND PROTECTION BYLAW NO. 3663, 2025

### A BYLAW TO ESTABLISH A FIRE DEPARTMENT AND TO PROVIDE FOR THE REGULATION AND CONTROL OF FIRES AND FIRE PROTECTION IN THE CITY OF PRINCE RUPERT

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

#### PART 1 - CITATION

1. This Bylaw may be cited as “City of Prince Rupert Fire Control and Protection Bylaw No. 3663, 2025”.

#### PART 2 - INTERPRETATION

2. In this Bylaw, unless the context otherwise requires, the following expressions shall have the meanings hereinafter assigned to them, that is to say:

“**Approved**” means approved by an Officer.

“**Authority Having Jurisdiction**” means the “Fire Chief” or “Officer” or “Firefighter” or “Member” as defined in the Bylaw, and as may be appropriate to the duties, responsibilities and authorities of each in routine and Emergency Incident activities.

“**BC Structure Firefighter Minimum Training Standards**” means the British Columbia Structure Firefighter Minimum Training Standards manual developed and issued by the Office of the Fire Commissioner of British Columbia.

“**Building**” means a structure having a roof supported by columns or walls and used for the shelter or accommodation of Persons, animals or property.

“**Building Code**” means the British Columbia Building Code and regulations made under it and includes any and all amendments and successor codes.

“**City**” means the City of Prince Rupert, and, where the context requires, the jurisdictional area of the City of Prince Rupert.

“**City Administrator**” means the City Manager for the City of Prince Rupert or his or her designate.

“**Civilian Member**” means a person duly employed by the Fire Department that

is not a Firefighter.

**“Combustible Liquid”** means any liquid having a flash point at or above 37.8 Celsius and below 93.3 Celsius.

**“Combustible Material”** means any material that is able to catch fire and burn easily, and includes Combustible Liquids and Flammable Liquids.

**“Council”** means the Council of the City of Prince Rupert.

**“Container”** a metal transport container with an assigned gross vehicle weight that is designed for and customarily associated with road, rail or ocean transport with a maximum dimension of eight feet wide by forty feet long by eight feet high. For clarity, a container is a ‘Container’ for the purposes of this bylaw if it is being used for storage or as a Building or structure and is not being actively used for shipping.

**“Control Zone”** means Buildings, structures or areas as designated by an Officer, if an emergency arising from a Fire Hazard or from a risk of explosion causes an Officer to be apprehensive of imminent and serious danger to life or property, or of a panic, or space is required to perform all of the tasks required to mitigate, extinguish, or normalize an Emergency Incident and its effects.

**“Dangerous Goods”** means any product, substance or organisms that meets the definition of ‘dangerous goods’ under either the *Transportation of Dangerous Goods Act*, 1992, SC 1992, c 34 or the *Transport of Dangerous Goods Act*, RSBC 1996, c 458.

**“Deputy Fire Chief”** means a Member appointed by the Fire Chief to be the Deputy Chief Firefighter in charge of the Fire Department, its assets and firefighting personnel and shall include any Member of the Fire Department authorized by the Fire Chief to act on their behalf.

**“Emergency Incident”** means any situation that could cause public panic or where there is danger to life, Real Property or Improvements, or personal property. For clarity, ‘Emergency Incidents’ are not limited to fires.

**“Emergency Response”** means all actions taken in response to an Emergency Incident.

**“Explosive”** has the same meaning as in the Explosives Act.

**“Explosives Act”** means the *Explosives Act*, RSC 1985, c E-17.

**“Firefighter”** means any persons duly appointed to or employed in the Fire Department who may be involved in any direct fire prevention or suppression activities or other Emergency Response and work related to routine housekeeping of the Fire Hall and maintenance of Fire Department equipment and vehicles and includes those persons employed as part-time or auxiliary firefighters.

**“Fire Chief”** means a person appointed by the Council to be the Chief Firefighter in charge of the Fire Department, its assets and firefighting personnel and shall include any Member authorized by the Fire Chief to act on their behalf.

**“Fire Code”** means the British Columbia Fire Code and regulations made under it and includes any and all amendments and successor codes

**“Fire Commissioner”** means a person appointed pursuant to the Fire Safety Act and having the duties as defined therein.

**“Fire Department”** means the City of Prince Rupert Fire and Rescue Department and includes and includes a person performing duties or functions on behalf of the City of Prince Rupert Fire and Rescue Department.

**“Fire Hall”** means the fire hall of the Fire Department located at 200 - 1st Avenue West, Prince Rupert, B.C., and includes any fire hall built in replacement thereof or any additional fire hall or fire halls owned or used by the Fire Department.

**“Fire Hazard”** means any condition, arrangement or act which increases the likelihood of fire or which may provide a ready fuel supply to augment the spread or intensity of a fire, or which may obstruct, delay, hinder, or interfere with the operations of the Fire Department or the egress of Occupants of a Building or Real Property in the event of a fire.

**“Fire Inspector”** has the same meaning as in the Fire Safety Act.

**“Fire Investigation”** has the same meaning as in the Fire Safety Act.

**“Fire Investigator”** has the same meaning as in the Fire Safety Act.

**“Fire Protection”** means all aspects of fire safety including, but not limited to, fire prevention, firefighting or fire suppression, pre-fire planning, fire investigation, public education and information, training or other staff development, and advising.

**“Fire Safety Act”** means the *Fire Safety Act*, SBC 2016, c 19.

**“Fire Safety Inspection”** has the same meaning as in the Fire Safety Act.

**“Flammable Liquid”** means any liquid having a flash point below 37.8 Celsius and having a vapor pressure not more than 275.8 kPa (absolute) at 37.8 Celsius.

**“Garage”** means any Building or portion of a Building used for placing, keeping, repairing or demolishing one or more motor vehicles.

**“Garbage”** means all household and commercial waste or Refuse, whether it contains the remains of edible food or not.

**Hazardous Substance** a product or chemical, biological or physical agent that, by reason of a property that the product or agent possesses, is dangerous or detrimental to the safety or health of a person exposed to it.

**Improvements** has the same definition as found in the *Community Charter*, SBC 2003, c 26.

**Land** has the same definition as found in the *Community Charter*, SBC 2003, c 26.

**Member** means a person duly employed by the Fire Department as a Firefighter but does not include a Civilian Member.

**NFPA 68** means the standard published by the National Fire Protection Association and referred to as *NFPA 68: Standard on Explosion Protection by Deflagration Venting*. This standard applies to the design, location, installation, maintenance, and use of devices and systems that vent the combustion gases and pressures resulting from a deflagration within an enclosure.

**Occupant** means Owner, tenant, lessee, agent, licensee, and any other Person who has the right of access, the right to occupy or control of any Land, Building or Improvement to which any of the provisions of this Bylaw apply.

**Occupier**, **Owner**, and **Registered Owner** has the same definition as found in the *Community Charter*, SBC 2003, c 26.

**Officer** means the Fire Chief, a Deputy Fire Chief, a Captain, a Lieutenant, and Members acting in those capacities, as authorized in writing by the Fire Chief.

**Permit** means a document applied for or issued pursuant to this Bylaw.

**Person** means natural persons of either sex, or associations, corporations, bodies politic, co-partnerships, whether acting by themselves or by a servant, agent, or employee and the heirs, executors, administrators, or assigns or other legal representatives of such person to whom the context shall apply according to law. The singular shall, when necessary, be held to mean and include the plural; the masculine to include the feminine; and the converse thereof in each case.

**Public Hydrant** means any fire hydrant within the City that is not a Private Hydrant.

**Private Hydrant** means a fire hydrant located on private property as part of a system of Fire Protection for that property.

**Real Property** has the same definition as found in the *Community Charter*, SBC 2003, c 26.

**Refuse** means any waste or refuse from the clearing of Land, or reconstruction or construction of Buildings, and includes trees, branches, roots and stumps.

**“Service Station”** means any premises at which Flammable Liquids or Combustible Liquids are put into fuel tanks of Vehicles or vessels and includes marine service stations and self- service stations.

**“Smoking”** means the inhaling of, or exhaling of, the smoke of tobacco or other organic substance, or the carrying of a burning cigarette, cigar or any devise in which tobacco or any other organic substance is burning.

**“Tank Vehicle”** means any Vehicle, other than railroad tank cars and boats with a cargo tank having a capacity of more than 450 litres, mounted or built as an integral part thereof, used for the transportation Combustible Liquids or Flammable Liquids and including Tank Vehicles, trailers and semi-trailers.

**“Vehicle”** means a vehicle as defined in the *Motor Vehicle Act*, RSBC 1996, c. 318.

**“Water Supply Main”** means any main, pipeline or other conduit designed or used for the supply or distribution of water and located on private property as part of a system of fire protection for that property.

3. In this bylaw all words and phrases not otherwise defined shall be construed as having their ordinary meaning except those words and phrases defined in accordance with the Building Code, the Fire Safety Act or the Fire Code will have the same meanings as assigned in the Building Code, the Fire Safety Act or the Fire Code.
4. Reference to any enactment includes any regulations, orders or directives made under the authority of that enactment and is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided.

### **PART 3 – ADMINISTRATION**

5. This Bylaw establishes the Fire Department and authorizes the Fire Department to provide Fire Protection and prevention services within the City, and encompasses all of those assets including Real Property and policies and procedures already established and which may be altered from time to time by the Council, and those Persons authorized to act under the authority of the Council.
6. The Fire Department shall consist of a Fire Chief, a Deputy Fire Chief or Chiefs and a number of firefighting personnel, which may be altered from time to time.
7. The Fire Chief is responsible to the Council through the City Administrator.
8. The names of all the Members with the dates of the commencement and end of their employment with the Fire Department shall be recorded by the Fire Chief in a register to be kept by the Fire Chief for that purpose, which register shall contain any other particulars that the Fire Chief may deem expedient or necessary.

9. There is hereby established a Fire Hall at the following location in the City:

200 - 1st Avenue West  
Prince Rupert, British Columbia  
V8J 1A8

#### **PART 4 – FIRE CHIEF DUTIES**

10. In addition to such duties as may be prescribed by statute, or by other bylaws of the City, or by motions adopted by the Council from time to time, the Fire Chief shall have responsibility and authority over the Fire Department subject to the direction and control of the Council and in particular they shall be required to carry out or have carried out all Fire Protection and Emergency Response activities and such other activities as the Council directs, which include, without limitation:

- (a) keeping an accurate record in a convenient form of reference of all fires occurring in the City and operations of the Fire Department while in attendance of such fires;
- (b) ensuring that the Fire Chief, Deputy Fire Chief(s) or their designates are present at all fires in the City;
- (c) investigating or causing to be investigated the cause of all fires that occur in the City and to keep a record of all such investigations at the Fire Department's offices;
- (d) carrying out Fire Investigations and Fire Safety Inspections;
- (e) investigating all cases of violation of any rules or regulations of the Fire Department and determining and administering the appropriate discipline;
- (f) collecting and disseminating information regarding fires in the City, conducting studies into conditions under which fires are likely to occur and methods of fire prevention, and rendering advice and recommendations on fire prevention to City staff and residents upon the approval of the City Administrator;
- (g) making recommendations and suggestions to the Council regarding improving the Fire Department;
- (h) designating in writing persons or a class of persons as Fire Inspectors and Fire Investigators to conduct Fire Safety Inspections and Fire Investigations;
- (i) ensuring that a Deputy Fire Chief is trained to take over as Fire Chief in the Fire Chief's absence; and
- (j) ensuring that the Fire Chief, Deputy Fire Chief, other Officer, or a Member authorized by the Fire Chief attend all:

- (i) emergency rescue operations including, without limitation Vehicle extrications;
  - (ii) Hazardous Substance and Dangerous Goods incidents;
  - (iii) Emergency Incident assistance calls;
  - (iv) public service calls; and
  - (v) Fire Investigations and Fire Safety Inspections.
11. The Fire Chief will manage the Fire Department generally, including all of the property of the Fire Department.
12. At every fire, the Fire Chief, or in their absence, an Officer, shall have sole control over all:
- (a) equipment and property of the Fire Department;
  - (b) Members and Civilian Members; and
  - (c) Persons engaged at any fire.
13. Any Officer, Firefighter, Member, Civilian Member or other Person engaged in any fire who refuses or neglects to obey any lawful order of the Fire Chief or Chief Officer shall be subject to the penalties under this Bylaw.
14. No Fire Department equipment or property will be used for anything other than Fire Department activities.
15. The Fire Chief will report to the Council at least monthly and whenever specifically requested to do so by the Council's request regarding the following:
- (a) the number and sufficiency of Officers, Firefighters, Members and Civilian Members of the Fire Department under their control;
  - (b) the quantity, condition and adequacy of the Fire Department's equipment and property;
  - (c) the number of fires and alarms of fire which occurred since the last report to Council;
  - (d) the extent of damage of all fires;
  - (e) the nature and occasion of all accidents resulting from fire, and all accidents whatsoever that have occurred to Firefighters and Civilian Members while on duty; and
  - (f) the training of Firefighters and Civilian Members.

## **PART 5 – FIRE DEPARTMENT OPERATION**

15. The Council hereby adopts the Fire Code and makes it part of this Bylaw. If there is a conflict between this Bylaw and the Fire Code, the provisions of this Bylaw shall prevail.
16. If there is any conflict between the provisions of this Bylaw and the Fire Safety Act, the provisions of the Fire Safety Act will prevail.
17. The Fire Department may establish and maintain a structured system of Emergency Incident command to deal with Emergency Incidents, as may be appropriate, and relate such system as information to any other jurisdiction through which assistance may be requested.
18. The Fire Department may establish and maintain an agreement under which a different municipality provides the Fire Department with assistance in the event of the substantial depletion of the Fire Department's resources. Such assistance includes providing supplies or materials for use at an Emergency Incident within the City's jurisdiction and the commitments therein may be reciprocal between the Fire Department and the other municipality.
19. The Fire Chief will ensure that each Firefighter of the Fire Department meets the following requirements:
  - (a) has received a BC Certificate of Graduation for completing the minimum number of credits to graduate high school or an Adult Graduation Diploma or completed a reasonably equivalent level of education as determined by the Fire Chief;
  - (b) is of good character;
  - (c) is medically and physically fit to meet the physical demands required of a Member, as certified by a physician and a recognized fitness assessor, in consultation with the Fire Chief;
  - (d) holds a class 5 British Columbia driver's license with an "on-highway" air brake endorsement;
  - (e) holds a National Fire Prevention Association (NFPA) 1001 certification with an International Fire Service Accreditation Congress seal or a Pro Board accreditation.
  - (f) successfully completes such written, practical and oral examinations as may be required by the Fire Chief.
20. The Fire Chief will ensure that each Firefighter of the Fire Department:
  - (a) maintains a minimum standard of performance, competence, education and knowledge appropriate to the position held;
  - (b) maintains mental alertness, capability and capacity appropriate to the duties and

responsibilities of the position held;

- (c) maintains the good order, conduct and reputation of the Fire Department through acts, deeds, work and personal conduct;
  - (d) complies with the rules and regulations of the Fire Department as established by the Fire Chief;
  - (e) maintains physical health and conditioning appropriate to the position held, as certified by a physician and a recognized fitness assessor every year, in consultation with the Fire Chief; and
  - (f) exercises and performs any duties, responsibilities and authority given as appropriate and required, in a timely, efficient and prudent manner, and reports all matters as required through the established or appropriate communication channels in a timely and prudent manner.
21. The Fire Chief may make and enforce rules and regulations for the efficient and effective administration and operation of the Fire Department and may alter, add to, replace or withdraw rules and regulations as they determine necessary and proper, and all Members and Civilian Members shall comply with those rules and regulations.
22. The Fire Chief may, but is not obliged to, review the plans and inspect the construction of all new Buildings and structures in the City.
23. No Person may obstruct, hinder or prevent the Fire Chief from entering into or upon any Lands, premises, Buildings or structures for the purpose of inspecting the same in the ordinary course of their duties and to ensure requirements of this Bylaw are being met.
24. The Fire Department shall maintain the service level of a Full-Service Operations Fire Department as defined by the BC Structure Firefighter Minimum Training Standards and as is appropriate to community needs under the confinements of the community's economic ability to maintain and improve that level of service.

## **PART 6 – EMERGENCY INCIDENTS**

25. In the event of an Emergency Incident, an Officer may:
- (a) evacuate any area in the City, including Buildings and structures;
  - (b) evacuate or close down roads, highways and transportation routes within the City;
  - (c) establish a Control Zone; and
  - (d) enlist other emergency services personnel or personnel with specialized expertise to assist or advise an Officer.
26. An Officer may order the removal of any Vehicle, stock, chemical, object, material or supplies which in their opinion impedes the mitigation of, or contributes to the

proliferation of any Emergency Incident.

27. During an Emergency Incident, no person shall impede, hinder or obstruct a Firefighter or other Person under the authority of an Officer who is engaged in or about to engage in the saving of life, or mitigation of damage to Land, property or Improvements, and any Person not in compliance with this Section of this Bylaw shall be subject to penalties and other actions as stated in this Bylaw and may be removed from such location of an incident by a police officer or a Member.
28. No Person, aside from a Member, shall:
  - (a) enter into or remain in a Control Zone unless authorized to do so by an Officer;
  - (b) impede, hinder or obstruct any Fire Department Vehicle accessing or egressing the Fire Hall or the Control Zone;
  - (c) impede, hinder or obstruct a Firefighter or other Person under the authority of an Officer at an Emergency Incident;
  - (d) disobey traffic control directions of a Member;
  - (e) refuse entry to a Building, structure or Land by Members in the execution of their Fire Department duties where a Member reasonably suspects that a condition or situation exists in the building, structure or on land that may:
    - (i) cause or increase the danger of fire; or
    - (ii) place life, Land, or property at risk.
29. A Member may take all necessary and reasonable steps to remove or have removed from a Control Zone Persons at risk or Persons in the Control Zone without authorization, and every Person at or inside the Control Zone shall comply with an order or direction of a Member.
30. An Officer may order the:
  - (a) demolition of any Building or part of a Building or other Real Property; and
  - (b) excavation, destruction, or alteration of Real Property,if doing so is reasonably necessary to mitigate or contain the effects an Emergency Incident.
31. All Persons present at any fire shall follow the orders of the Fire Chief, a Deputy Fire Chief or any other Officer and assist with all tasks as requested, including, without limitation:
  - (a) extinguishing a fire;

- (b) removing property from any Building on fire or in danger of being on fire;
  - (c) guarding and securing any Building on fire or in danger of being on fire; and
  - (d) demolishing a Building or structure.
32. Every non-Member Person ordered by the Fire Chief, a Deputy Fire Chief or any other Member to assist at a fire shall automatically be appointed as a Member of the Fire Department without the need for further ratification.
33. Every appointment made under Section 33 of this Bylaw shall be without remuneration except for the purposes of compensation under the provisions of the *Workers Compensation Act*, RSBC 2019, c 1.
34. For the purpose of this Bylaw, a senior Firefighter that answers a fire call or alarm will be an Officer until an Officer of the Fire Department arrives.
35. All movable property of the Fire Department shall have the paramount right-of-way at all times through all streets, lanes, and alleys in the City and no Person shall willfully or carelessly permit any Vehicle to obstruct the progress of the apparatus of the Fire Department at any time.

## **PART 7 – GENERAL**

36. No non-Member Person shall ride on or in a Fire Department Vehicle or enter onto or in any Fire Department property without bona fide business to conduct or the express permission of a Chief Officer.
37. No non-Member Person shall remove, alter, adjust or interfere with property or equipment of the Fire Department and no Person shall drive a Vehicle on or over, or walk on or over, a charged or uncharged hose line under any circumstances, without permission from a Member present, or from any other Person authorized by a Member present.
38. No non-Member Person shall:
- (a) make or circulate, or cause to be made or circulated, any false alarm of an Emergency Incident;
  - (b) set or cause to be set any fire or create a hazardous condition which may put at risk life or property within the City;
  - (c) refuse to provide information related to an Emergency Incident to an Officer or authorized Member of the Fire Department;
  - (d) damage or injure any Fire Department property; or

- (e) use, attempt to use, tamper with, deface, obstruct, damage, remove or destroy or interfere with a Private Hydrant or Public Hydrant in the City except with the written permission of the Fire Chief.
39. No non-Member Person shall:
- (a) use or operate a standpipe or Public Hydrant without written permission from an Officer except employees of the City acting within the scope of their duties;
  - (b) modify, alter, or attach equipment to a standpipe or a Public Hydrant, and an Officer may remove and confiscate unauthorized attachment or equipment attached to a standpipe or Public Hydrant;
  - (c) except where necessary to avoid conflict with traffic, or to comply with the directions of a peace officer, traffic control device or traffic patrol, or where operating a Vehicle of a municipal or provincial or public utility while engaged in the duties of the utility, or in accordance with a permit issued by the City, stop, stand or park a Vehicle within five meters of any Public Hydrant or standpipe; or
  - (d) place, build, construct or locate a Building, structure or Improvement within one and a half meters of a Public Hydrant or standpipe.
40. All Real Property, Buildings and other structures within the City will be kept in a safe condition satisfactory to an Officer.
41. No Person shall place, permit, or allow to remain on any portion of the exterior of a Building, structure or Real Property any accumulation of any Combustible Material which, in the opinion of an Officer, may act as a fire accelerant.
42. No Person shall place, permit, or allow to remain on any portion of the exterior of a Building, structure or Real Property any accumulation of brush or trees resulting from Land clearing for a time period exceeding 90 days.
43. An Officer may enter upon Real Property and into a Building or structure to ensure compliance with and exercise their authority under this Bylaw, and no Person shall in any way prevent an Officer from doing so or refuse to provide information related to such exercise to an Officer upon their request.
44. The metal covers required on receptacles for Combustible Material under Article 2.4.1.3 Sentence (4) of the Fire Code shall be kept closed at all times and maintained in good repair and working order.
45. Where doors or shutters are installed in a Building to prevent the spread of fire, such doors or shutters shall at all times be kept and maintained in good and efficient repair and working order.
46. Whenever in any Building or on Real Property there exists any Combustible Material, or any dangerous or unnecessary accumulation of waste materials, or litter, of a nature especially liable to fire, and which materials are so situated, in the opinion of an Officer,

so as to endanger life or property, or to obstruct ingress or egress from such Building or Real Property, in case of fire, or which may be liable to interfere with the operations of the Fire Department, or where any condition exists which is considered by the Officer to be a fire hazard, the Occupant of such Building or Real Property shall forthwith, on the order of the Officer, have Combustible Material, or any dangerous or unnecessary accumulation of waste materials or litter removed, disposed of, or otherwise dealt with as may be ordered or directed by the Officer, and any Occupant who fails, refuses, or neglects to carry out any such order of the Officer within the time specified therein, shall be guilty of an offence against this Bylaw.

47. No Person shall put, place, pour or deliver into any Container any Flammable Liquid or Combustible Liquid, unless the Container meets the requirements of Article 4.2.4.2. of the Fire Code.
48. Except as specifically permitted by this Bylaw, no Person shall store any Flammable Liquid or Combustible Liquid except:
  - (a) in accordance the applicable provisions of this Bylaw, the Fire Safety Act and its Regulations, and any other applicable legislation or enactment; and
  - (b) in a location where such storage will not endanger life, Buildings or property.
49. Any Occupant of an area where Flammable Liquids or Combustible Liquids are stored, received, or dispensed shall post adequate "No Smoking" signs of a type, and in such conspicuous place or places as required by an Officer.
50. It shall be unlawful to use Flammable Liquids or Combustible Liquids for cleaning floors, walls, furniture or woodwork within any Building.
51. No stationary internal combustion engine using Flammable Liquid or Combustible Liquid as fuel shall be installed or used in any Building except with written permission from an Officer.
52. Any Person who fails to post or removes, alters, or defaces a sign required under this Bylaw is guilty of an offence under this Bylaw.
53. Whenever or wherever within the City any premises or businesses licensed by the City shall be in a hazardous state or condition, in the opinion of an Officer, in respect to fire, or shall be dangerous to life or property, or which shall be in a condition which may cause fire, or assist in causing the spread of fire within the City, or which shall be hazardous and dangerous to surrounding or adjacent property, the Officer, may, by written notice served to the licensee of any such premises or business to whom or in whose name such license is issued, notify such Person that the Officer protests against issuing, granting, renewal, or holding of such license in respect of such premises or business, and shall state on such notice the reasons or grounds of such protest, and a true copy of such notice shall be lodged with the license inspector of the City.
54. The notice given pursuant to Section 54 of this Bylaw shall specify a reasonable time

within which the licensee to whom the notice is addressed shall be directed or ordered to remedy the condition, danger, hazard, or menace complained of.

55. The Owner of any vacant Building shall at all times ensure that the premises are free from debris and Combustible Material.
56. The Owner of any fire damaged Building shall, upon receiving the approval of the Fire Chief, ensure that the premises are secure and that all openings in the building are kept securely closed and fastened, so as to prevent the entry of unauthorized Persons.
57. No Person may, within the City, dispose of any Explosive, Combustible Material, Dangerous Goods, or petro-chemical liquid without first having obtained from the Fire Chief written permission, setting out the conditions and the location, if any, for such disposal.
58. It is the duty of the Occupant of Real Property, a Building, premises or a Vehicle to report immediately to the Fire Chief when an explosion, discharge, emission, escape or spill of a Hazardous Substance occurs, and to report to the Fire Chief where potential for an explosion, discharge, emission, escape or spill of a Hazardous Substance exists.
59. The authority and duty of the Council under the Fire Safety Act to establish, revise and implement a regular system of inspections of hotels and public Buildings is delegated to the Fire Chief and the Deputy Fire Chief, and, to other Members as directed by the Fire Chief.
60. The Occupant of a Building or Real Property, or any other Person having knowledge of that Building or Real Property, shall upon request, give to the Officer who is carrying out an inspection of that Building or Real Property, such assistance as they may require in the carrying out of the inspection.
61. *The Fireworks Act*, RSBC 1996, c 146, is hereby adopted.
62. An Officer may order the demolition of any Building or part of a Building or other Real Property that has been substantially destroyed by or during an Emergency Incident.

## **PART 8 – OPEN AIR BURNING**

63. No Person shall light, ignite, or start, or allow or cause to be lit, ignited or started, an open air fire of any kind whatsoever without:
  - (a) obtaining a Permit from the Fire Chief; and
  - (b) except in accordance with any restrictions or requirements imposed under the *Wildfire Act*, SBC 2004, c 31.
64. Notwithstanding Section 64 of this Bylaw, the Council may officially designate a specific “clean up” period during which Persons may, without a Permit, burn garden and

household Refuse:

- (a) outdoors;
- (b) on private property located in areas designated as “Residential Zones” in the City’s current zoning bylaw; and
- (c) during daylight hours.

65. The Fire Chief may issue an open air fire Permit for the following activities:

- (a) fire training exercises;
- (b) the burning of brush, stumps, slash and like materials, resulting from the clearing of Land;
- (c) the burning of dry garden Refuse;
- (d) necessary burning by the City; and
- (e) the burning of clean, untreated lumber.

66. No Person to whom a Permit has been issued under Section 66 of this Bylaw, shall:

- (a) burn any materials aside from those outlined in Subsections 66(a) – (e) without express written permission from the Fire Chief; or
- (b) discharge, permit or allow to be discharged, any smoke or fumes as to cause a nuisance.

67. Every Person to whom a Permit has been issued under Section 66 of this Bylaw, shall:

- (a) place and keep a competent Person at all times in charge of the permitted fire while it is burning or smoldering and until it is completely extinguished; and
- (b) provide that competent Person with the equipment needed to prevent the fire from getting beyond control, causing damage, or becoming dangerous to life or property.

68. The Fire Chief may refuse to issue a Permit if, in their opinion, the proposed fire would likely be hazardous or create a nuisance.

69. Without a Permit being secured, small confined fires may be set and used for cooking food in fireplaces, grills, propane fire places and barbecues.

70. Every Person setting and using a fire pursuant to Section 70 of this Bylaw, shall:

- (a) place and keep a competent Person at all times in charge of the permitted fire while it is burning or smoldering and until it is completely extinguished; and

- (b) provide that competent Person with the equipment needed to prevent the fire from getting beyond control, causing damage, or becoming dangerous to life or property.

## **PART 9 – PRIVATE HYDRANTS AND WATER SUPPLY MAINS**

- 71. The Occupant of Real Property that has a Private Hydrant and Water Supply Main shall ensure that the hydrant and Water Supply Main are maintained in good working condition at all times and that inspection, servicing and testing of the hydrant is carried out by Persons qualified to perform these services.
- 72. The Owner of a Private Hydrant shall:
  - (a) not less than twice each year, at intervals of not less than six months, have the Private Hydrant flushed, drained and all threads of outlets and caps greased with waterproof grease;
  - (b) not less than once each year have all components of the Private Hydrant inspected, serviced and tested; and
  - (c) keep the ground surface around the Private Hydrant clear of shrubs, trees, structures and other obstructions of any kind, in order to facilitate use of the hydrant by the Fire Department.
- 73. All Private Hydrants and Public Hydrants must conform to City's fire hydrant standards set out in Section 75 of this Bylaw.
- 74. Fire Hydrant Standards – All Private Hydrants and Public Hydrants shall:
  - (a) conform to American Water Works Association Standard for dry barrel fire hydrants (AWWA C502);
  - (b) be the slide gate or compression type;
  - (c) meet or exceed the flow capacity of a hydrant having two 65 mm hose outlets and one 100 mm pumper outlet;
  - (d) have a minimum internal main valve opening of 115 mm or 10,000 mm<sup>2</sup>;
  - (e) have main operating stem, hose and pumper outlet threads that conform to the British Columbia standard fire hose thread (as specified in the Fire Code) for 65 mm fire hose couplings and allied fittings, and the treads of the 100mm pumper outlet shall have an outside diameter of 115.656 mm and six threads per 25 mm.;
  - (f) be automatic self-draining;
  - (g) have a minimum clearance between the ground and the centre of the lowest outlet of at least 450 mm;

- (h) have a main operating stem and independent cut off valve stem that open in a counter-clockwise direction; and
- (i) be arranged in a lay out and spaced in a way that complies with the Fire Underwriters Survey administered by OPTA Information Intelligence.

## **PART 10 – FOREST CLOSURES**

- 75. The Fire Chief may, by written order, close any forested or woodland area or any portion thereof within the City if the Fire Chief determines that the area constitutes a fire hazard.
- 76. No Person shall enter an area closed pursuant to Section 76 for any reason without the authorization from the Fire Chief.

## **PART 11 – SERVICE AGREEMENTS**

- 77. The Fire Department may provide Fire Protection and Emergency Response services in accordance with agreements between the City and any owner or occupier of lands located outside of the City's municipal boundaries or that are within the City's boundaries but are otherwise not subject to this Bylaw.

## **PART 12 – PERMITS**

- 78. Application for a Permit required by this Bylaw shall be made in the form prescribed by the Fire Chief and shall contain the following:
  - (a) name and address of the applicant;
  - (b) the activity for which the Permit is requested;
  - (c) location or address of the Permit location;
  - (d) information about the intended use of the premises subject to the Permit;
  - (e) if applicable, two copies of the specifications, site plan and scale drawings of all Buildings on the premises subject to the Permit that include:
    - (i) the location and dimensions;
    - (ii) the proposed use of each room or floor area;
    - (iii) fire protection installations, including the location of portable extinguishers, fire alarms and smoke detectors;
    - (iv) means of access and egress to and from the Building; and

(v) siting and access roads.

79. The Fire Chief may issue a Permit where:

- (a) an application has been made;
- (b) the proposed activity to be authorized by the Permit conforms with this Bylaw and any other applicable enactments; and
- (c) the permit fee, if required, has been paid.

80. The Fire Chief may before or after issuance, impose on a Permit any conditions, restrictions, or requirements they consider necessary.

81. In addition to any specific conditions imposed on a Permit, each Permit is issued subject to the following conditions:

- (a) the Permit is not transferrable;
- (b) the Permit only authorizes the activity specified in the originating application made in accordance with Section 79 of this Bylaw to be carried out in the location specified in that application; and
- (c) the Fire Chief may suspend or revoke a Permit if:
  - (i) the Permit holder violates any condition under which the permit was issued, this Bylaw, or any other applicable enactment;
  - (ii) the Fire Chief determines that the activity authorized by the Permit is or is likely to become hazardous or creates a nuisance; or
  - (iii) the Fire Chief deems such suspension or revocation necessary to prevent, suppress, or stop the spread of a fire.

### **PART 13 – PERMIT AND INSPECTION FEES**

82. Fees for Permits and inspections issued and carried out pursuant this Bylaw shall be as specified by the Council in the *Prince Rupert Fee-Setting Bylaw* No.3165, 2003.

### **PART 14 – UNDERGROUND FLAMMABLE AND COMBUSTIBLE LIQUID STORAGE TANKS**

83. All underground Flammable Liquid and Combustible Liquid storage tanks installed after passing of this Bylaw shall comply with the Fire Code.

## PART 15 – CONTAINERS

84. Shipping Containers used for temporary storage will meet the requirements outlined in this Part 15.
85. No smoking shall be allowed in Containers.
86. Dispensing of Flammable Liquids or the storage of open containers within a Container is prohibited.
87. Shipping Containers will:
  - (a) meet or exceed all relevant requirements of all relevant British Columbia safety codes for Buildings, including the Fire Code, the Building Code, and the B.C. Electrical Code adopted under the *Electrical Safety Regulation*, B.C. Reg 100/2004;
  - (b) where Flammable Liquids and Combustible Liquids are stored in the Container, combustible construction shall be removed from the Container, provisions for spill containment installed in the Container and the Container shall be electrically grounded;
  - (c) be fully explosion proof;
  - (d) not be used to store Dangerous Goods other than those Approved at the permit stage and any changes to the type of dangerous goods must be Approved by the City;
  - (e) not be used for the storage of compressed gases; and
  - (f) not be used to store aerosols except in limited amounts, and provided such aerosols are stored solely in fully enclosed metal cabinets.
88. All Containers will be sited and located as follows:
  - (a) There must be a minimum of 1.5 meters of separation between any Container and any structure constricted via Noncombustible Construction to allow for Firefighter access to the exposed structures.
  - (b) The Container must be located at least 6 meters from all exits, windows and unprotected openings of a Building.
  - (c) Greater separation distances will be required based upon exposure to any combustible materials or structures constructed using Combustible Construction.
  - (d) The Container doors will be positioned such that they face away from any other structure and any means of Vehicle access to the Container.
  - (e) No combustible materials will be stored within 6 meters of a Container unless the Fire Chief or their designate provides written approval indicating that a distance less

than 6 meters is acceptable.

- (f) Containers shall not be located or sited so that any part of the Container is located directly below power lines.

89. Containers must be identified as follows:

- (a) For Containers being used to store Dangerous Goods, the relevant UN Number as defined in the *Transportation of Dangerous Goods Regulations*, SOR/2001-286 and Safety Marks as defined in the *Transport of Dangerous Goods Act*, RSBC 1996, c 458, c 34, must be located on at least two sides of such containers and must be visible at a distance of 10 meters from the Container.
- (b) Containers shall include the name of the company or Person responsible for the container and an emergency contact number marked on a side of the container and visible from a distance of 10 meters from the Container.
- (c) The Container and contents must be identified in the fire safety plan encompassing the Container if a fire safety plan is required under the Fire Code.

90. Containers must have the following safety features in place prior to being used for any use, including storage:

- (a) One ventilation opening located in the Container door that is primarily used for opening and access, with such ventilation opening being within 150 mm of the Container floor.
- (b) One ventilation opening located on the opposite end of the Container from the door that that is primarily used for opening and access, with such ventilation opening being within 150 mm of the top of the Container. Containers must be sited such that the ventilation openings do not directly vent toward any structures outside of the Container.
- (c) The following additional ventilation openings must be installed in a Container to the following minimum specifications:
  - (i) two 0.3 meter x 0.3 meter openings for a Container 6 meters in length or less; and
  - (ii) two 0.5 meter x 0.5 meter openings for a Container over 6 meters in length.
- (d) All ventilation openings will be covered by open grate wire mesh with greater than 50% free area.
- (e) The ventilation opening in the Container that is the furthest vertical distance from the Container floor will include a wind vent device that is designed to generate a “venturi effect” during low wind speeds.
- (f) No ventilation opening will be obstructed at any time and must be kept clean of

internal and external debris.

- (g) Where heavier than air Flammable Liquids and Combustible Materials are stored in a Container, the Container must include a ventilation opening located on the opposite end of the Container from the door that that is primarily used for opening and access, with such ventilation opening being within 150 millimeters of the floor of the Container
  - (h) Where 1A flammable liquids in quantities greater than 4 liters are stored in the Container, the Container will be constructed to the requirements for withstanding an internal explosion as per the Fire Code, Building Code and NFPA 68.
91. An individual may present the City with Container design specifications that are different from those outlined in this Part 15. The City will consider the proposed specifications and, if the City determines that the specifications are sufficient to ensure the City's storage and safety goals, the City will approve the specifications by notifying the applicant in writing of such approval and indicating which requirements of this Part 15 no longer apply to the design of the Container.

## **PART 16 – ENFORCEMENT**

92. If the Fire Chief finds that any provision of this Bylaw has been contravened or has not been complied with or has been complied with improperly or only in part, or that conditions exist in or upon a Building or Real Property to which the Bylaw applies and which in their opinion constitute a fire hazard or otherwise constitute a hazard to life or property or both, they may make such order as to ensure full and proper compliance with this Bylaw, and in particular but without limiting the generality of the foregoing, may:
- (a) make to the Occupant of the building or real property such recommendations as they deem necessary to correct the contravention, or to ensure compliance with this Bylaw or to remove the hazards or make such orders as they deem necessary with respect to any of the matters referred to in this Bylaw;
  - (b) require that work shall be done in conformity with higher standards than specified in this Bylaw, if, at their discretion, they deem that such higher standards are reasonably necessary in the interest of safety, and may use the fire code(s) of the National Fire Protection Association (NFPA) and the Fire Code as terms of reference in this regard;
  - (c) after the examination of any work, issue a written rejection, which shall have the same force and effect as an order issued pursuant to Subsection (a) under this Section.

All tests and corrective measures are to be carried out in conformance with Article 4.4. of the Fire Code or, if the Fire Code is amended, the Article of the Fire Code dealing with leak detection in storage tanks.

93. An order made under this Bylaw shall be served by:
- (a) delivering it or causing it to be delivered to the Person to whom it is directed; or
  - (b) sending the order by registered mail to the last known Real Property Owner; or
  - (c) posting a copy of the order in a conspicuous place on the Building or Real Property if the Person to whom it is directed cannot be found or is not known or refuses to accept service of that order; or
  - (d) where an order has been posted in accordance with this Section, no Person may remove, deface or destroy the order.
94. Any Person against whom an order has been made under this Bylaw may appeal such order to the Council before the expiration of 10 days after the order was made, and the Council may review and amend, revoke or confirm the order appealed against or substitute another order which the Fire Chief could have made in place of the order appealed against.

#### **PART 17 – PENALTY**

95. Every Person who:
- (a) violates a provision of this Bylaw;
  - (b) permits any act or thing to be done that violates a provision of this Bylaw; or
  - (c) fails to do anything required to be done by a provision of this Bylaw
- commits an offence and is liable upon summary conviction to pay a fine of not less than \$50.00 and not more than \$10,000.00.
96. Each day that a violation of the Bylaw continues to exist shall constitute a separate offence.
97. This Bylaw may be enforced by means of a ticket issued under the *City of Prince Rupert Ticket Information Bylaw No. 2783, 1992*.

#### **PART 18 – SEVERABILITY**

98. If a court of competent jurisdiction holds that any section, subsection, sentence, clause or phrase of this Bylaw is invalid, then that section, subsection, sentence, clause or phrase shall be severed and the remainder of this Bylaw shall be deemed to have been enacted without the invalid section, subsection, sentence, clause or phrase.

**PART 19 – APPLICATION**

99. This Bylaw shall come into full force and effect upon its adoption.

**PART 20 – REPEAL**

100. *City of Prince Rupert Fire Control and Protection Bylaw No. 2944, 1995* and any amendments thereto be repealed.

READ THE FIRST TIME this 24<sup>th</sup> day of November 2025.

READ THE SECOND TIME this 24<sup>th</sup> day of November 2025.

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

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

\_\_\_\_\_  
MAYOR

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

**Schedule E to Prince Rupert Fee Setting Bylaw 3165**

**CITY OF PRINCE RUPERT FIRE AND RESCUE DEPARTMENT PERMIT,  
INSPECTION & REPORT FEES AND CHARGES**

- (a) The Fees specified in this Schedule, shall be paid to the City of Prince Rupert by all applicants for any permit required by Bylaw, or under any Code adopted by Bylaw or by the regulations passed pursuant to the provisions of the *Fire Safety Act*, SBC 2016, c 19, and for the inspection of any work or thing for which the said permit is required or for any service named herein, that is requested by an applicant.
- (b) Pursuant to Section 194 of the *Community Charter*, SBC 2003, Chapter 26, there is hereby levied fees for City of Prince Rupert Fire and Rescue Department Services as follows:

<b>Service or Regulation</b>	<b>Fee</b>
1. Open air burning permit	\$20.00
2. Inspection of lands, buildings or premises other than routine inspection required by the <i>Fire Safety Act</i>	\$50.00
3. Report of a file search for lands, buildings or premises other than routine inspections required by the City of Prince Rupert Fire and Rescue Department	\$50.00
4. Fire Hydrant Flow Testing Report	
(a) 1 to 5 hydrants	\$100.00 each
(b) For each additional hydrant more than 5	\$20.00
5. Hydrant Inspection	
(a) 1 to 5 hydrants	\$100.00 each
(b) For each additional hydrant more than 5	20.00
6. Fire Investigations	
(a) Reports (copying)	\$10.00 per report
(b) Photos (printing)	\$40.00 per report

# CITY OF PRINCE RUPERT

## 2025 FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW NO. 3670, 2025

A BYLAW FOR THE CITY OF PRINCE RUPERT TO AMEND THE 2025  
FIVE YEAR FINANCIAL PLAN BYLAW NO. 3554, 2024

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

1. **Schedule “A”** attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the City of Prince Rupert for the period ending December 31<sup>st</sup>, 2029.
2. This Bylaw may be cited as **“2025 Five Year Financial Plan Amendment Bylaw No. 3670, 2025”**.

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.

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

Final Consideration and Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

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

**Schedule "A"**

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

The *Community Charter* requires certain information be presented as part of the Five Year Financial Plan. The following Section citations reference the *Community Charter*:

**1. Portion of Funding from Revenue Sources (Section 165 (3.1)a)**

Table One (1) shows the proportion and value of the total revenue proposed to be raised from each funding source in 2025. Grants and other miscellaneous revenues form the largest portion of planned revenue as the City is undertaking many large Capital projects (for example, Water Line renewal, Sewer Line renewal, Waterfront Development) for which large grants have either been received or are proposed.

Property value taxes are the largest revenue source to support City *operations*. The property taxation system is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries, and street maintenance. For these reasons, property value taxation will continue to be the major source of municipal revenue.

Transfers from reserves are the second largest funding source in 2025 as the City is drawing funds held in reserves (mainly grants from the Provincial government) to fund capital projects.

**Table 1**

<b>Funding Source</b>	<b>Percentage (%) of Revenue</b>	<b>Amount (\$)</b>
Municipal Property Taxes	13%	29,960,000
Payment in Lieu of Taxes & Prov. Grants	2%	4,259,000
User Fees & Charges	7%	15,560,000
Accruals	0%	600,000
Reserves	14%	32,097,000
Accumulated General Operating Surplus	0%	595,000
Accumulated Utilities Operating Surplus	2%	3,789,000
Grants and Other Miscellaneous Revenue	55%	126,758,000
Dividend- Prince Rupert Legacy	1%	3,411,000
Debt Financing	6%	13,354,000
<b>Total</b>	<b>100%</b>	<b>230,383,000</b>

**Schedule “A”**

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

Objective

- Council will attempt to increase the proportion of City revenue that is derived from sources other than property taxes.

Policy

- Council reviews the fees charged for various services to ensure that the users of the service are paying a fair portion of the operating and capital cost of the service;
- Council will supplement infrastructure expenditures by aggressively pursuing federal and provincial grants; and,
- Council will encourage staff to develop new revenue sources.

**2. Distribution of Property Value Taxes (Section 165 (3.1)(b))**

The City of Prince Rupert determines the current tax rate for each property class by first adjusting the prior year’s tax rate by the BC Assessment generated statistic for *Change in Property Assessment Market Value* for that property classification. The adjusted tax rate is then increased or decreased by the percentage tax increase that Council has set for the current Financial Year.

By providing this consistency, taxpayers in the various classes have stability and confidence in knowing how their future tax bills will be calculated. The City also is required to follow the Provincial Regulation which sets the maximum rates for Port Property Taxes at \$27.50/\$1,000, and \$22.50/\$1,000 for property and improvements that are listed in the Regulation.

Table (2) shows the current property tax revenues of each classification except those classes with zero tax revenue, based on the 2025 Revised Assessment Roll (which is subject to change):

**Table 2**

<b>Property Class</b>	<b>% of Tax Revenue</b>	<b>Amount (\$)</b>
Residential	32%	9,537,000
Utility	1%	376,000
Major Industry	26%	7,693,000
Major Industry Port Property Tax Act	15%	4,420,000
Light Industry	3%	850,000
Business	23%	7,060,000
Recreation	0%	24,000
<b>Total</b>	<b>100%</b>	<b>29,960,000</b>

## Schedule "A"

### CITY OF PRINCE RUPERT

#### 2025 Five Year Financial Plan

#### Objective

- Council will encourage economic development by minimizing tax increases.

#### Policy

- Council will review user fees to ensure that they are appropriate;
- Council will rely primarily on new development and grant opportunities to fund infrastructure and new amenities;
- Council will encourage economic development by providing the stability of using a consistent methodology for calculating property tax levies;
- Council will continue to review its existing permissive property tax exemption practices;

### **3. Use of Permissive and Revitalization Tax Exemptions (Section 165 (3.1)(c) and Section 226)**

Each year the City of Prince Rupert approves partial or full permissive tax exemptions for properties within the community.

#### Objectives

- Council will continue to provide permissive tax exemptions;
- Council will permit exemptions according to the Permissive Tax Exemption Policy;
- Council will permit exemptions to revitalize the downtown core and a targeted light industrial area

#### Policy

- Permissive tax exemptions will be considered in conjunction with:
  - a. The value of other assistance being provided by the Community;
  - b. The amount of revenue that the City will lose or forgo if the exemption is granted;
  - c. City of Prince Rupert Permissive Tax Exemption Bylaw No. 3521, 2023
  - d. The Permissive Property Tax Exemption Policy 180-02
  - e. Revitalization Tax Exemption Program Bylaw No. 3553, 2024

Table 3 shows the properties which are approved to receive permissive tax exemptions for 2025. The approximate amount of Municipal Tax permissively exempted is \$487,000. The approximate amount of Municipal Tax exempted for Revitalization is \$500. Permissive and Revitalization municipal tax exemptions total approximately \$487,500.

**Schedule "A"**

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

**Table 3**

Registered Owner/ Occupier Identity/ Facility	Estimated annual Permissive Tax Exemption based on 2025 Rates/Values
<b><u>Places of Worship (Excluding Statutory Exempt Portion)</u></b>	
Bishop of New Caledonia (Anglican Cathedral)	\$ 528.40
Prince Rupert Congregation of Jehovah's Witnesses	503.43
Church of Jesus Christ of Latter Day Saints Church	756.81
Cornerstone Mennonite Brethren Church	360.72
Fellowship Baptist Church	460.58
The Salvation Army	1,535.27
Harvest Time United Pentecostal Church	206.78
Indo-Canadian Sikh Association Temple	192.64
Prince Rupert Church of Christ Church	86.96
Prince Rupert Native Pentecostal Revival Church	416.06
Prince Rupert Sikh Missionary Society Temple	998.13
First United Church	41.19
First United Church (parking lot)	895.81
First United Church (parking lot)	895.81
St. Paul's Lutheran Church of Prince Rupert	208.03
Sub-total Places of Worship	\$ 8,086.61

**Schedule "A"**

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

**Table 3 (continued)**

<b><u>Other Properties</u></b>	
School District No. 52 (Prince Rupert) (Pacific Coast School)	\$ 8,373.45
School District No. 52 (Prince Rupert) (Pacific Coast School)	142.26
Prince Rupert Senior Citizen's Housing Society	3,025.93
Kaien Senior Citizen's Housing	97.00
Prince Rupert Loyal Order of Moose/Moose Lodge	793.43
Prince Rupert Salmon Enhancement Society	3,407.62
BC Society for the Prevention of Cruelty to Animals	3,889.97
BC Society for the Prevention of Cruelty to Animals	18,093.93
BC Society for the Prevention of Cruelty to Animals	2,333.98
Prince Rupert Curling Club	22,117.28
Prince Rupert Racquet Association	5,397.85
Prince Rupert Performing Arts Centre Society	146,107.40
Prince Rupert Rod & Gun Club	1,898.31
Cultural Dance Centre & Carving House	14,626.30
Museum of Northern BC	46,479.63
Prince Rupert Golf Club	27,162.26
Prince Rupert Golf Club	6,075.54
Prince Rupert Golf Club	1,658.24
Prince Rupert Golf Club	489.03
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)	48,702.47
Prince Rupert Gymnastics Association	8,367.11
North Coast Community Services Society	7,335.38
Friendship House Association of Prince Rupert	17,459.61
Prince Rupert Senior Centre Association	1,110.88
Kaien Island Daycare Services Family Resource Centre	1,476.06
Prince Rupert Aboriginal Community Services Society	2,885.70
The Royal Canadian Legion Branch 27 (Only area used by Legion)	1,067.61
Navy League Prince Rupert Branch	1,131.69
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	20,649.05
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	3,482.43
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	14,349.43
1279608 BC LTD (Municipal Public Works Facility)	38,677.45
Sub-total other Properties	\$ 478,864.27
<b>Estimated Annual Total Permissive Property Tax Exemptions</b>	<b>\$ 486,950.89</b>

**Schedule "A"**

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

**4. Proposed Expenditures (Section 165(4)(a))**

Table 4 shows the proposed expenditures for the current year by Fund:

**Table 4**

<b>Proposed Expenditures</b>	<b>Amount (\$)</b>
General Fund	88,041,000
Sewer Utility Fund	46,315,000
Solid Waste Fund	8,307,000
Water Utility Fund	87,720,000
<b>Total</b>	<b>230,383,000</b>

**5. Proposed Funding Sources (Section 165(4)(b) & Section 165(7)(a-e))**

Table 5 shows the proposed funding sources for the current year:

**Table 5**

<b>Funding Source</b>	<b>Percentage (%) of Revenue</b>	<b>Amount (\$)</b>
Municipal Property Taxes	13%	29,960,000
Payment in Lieu of Taxes & Provincial Grants	2%	4,259,000
User Fees & Charges	7%	15,560,000
Accruals	0%	600,000
Reserves	14%	32,097,000
Accumulated General Operating Surplus	0%	595,000
Accumulated Utilities Operating Surplus	2%	3,789,000
Grants and Other Miscellaneous Revenue	55%	126,758,000
Dividend- Prince Rupert Legacy	1%	3,411,000
Debt Financing	6%	13,354,000
<b>Total</b>	<b>100%</b>	<b>230,383,000</b>

**Schedule "A"**

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

**6. Proposed Transfers Between Funds (Section 165(4)(c))**

See items 11 and 12 (including Tables 8 and 9) of this Schedule.

**7. Amount Required to Pay Interest & Principal on Municipal Debt (Section 165(6)(a))**

The amount required to pay interest and principal on municipal debt is approximately \$5,127,000

**8. Amount Required for Capital Purposes (Section 165(6)(b))**

Capital Purchases

Table 6 shows the 2025 Capital Purchases:

**Table 6**

<b>Department</b>	<b>Amount (\$)</b>
Fire Protection	2,081,000
Building	6,208,000
Policing	300,000
Recreation	599,000
Real Estate	460,000
Civic Improvements	10,420,000
Transportation	51,000
Vehicles & Mobile Equipment (General)	1,335,000
Vehicles & Mobile Equipment (Water)	190,000
<b>Total</b>	<b>21,644,000</b>

Schedule "A"

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

Capital Works

Table 7 shows the 2025 Capital Works:

**Table 7**

<b>Fund</b>	<b>Amount (\$)</b>
Water Utility	83,696,000
Sewer Utility	44,304,000
Solid Waste Utility	2,420,000
Parks	432,000
Transportation	2,110,000
<b>Total</b>	<b>132,962,000</b>

**9. The Amount Required for a Deficiency (Section 165(6)(c) & Section (165(9))**

Nil

**10. The Amount Required for Other Municipal Purposes (Section 165(6)(d))**

Expenditures for other municipal purposes are \$70,650,000 which is the total from Table 4 of \$230,383,000 less the amounts under Items 7 and 9 (\$5,127,000 and Nil) and the totals from Tables 6 and 7 (\$21,644,000 and \$132,962,000).

**11. Proposed Interfund Borrowing and Transfers of Reserves (Sections 165(8)(a) and 180)**

There is no proposed interfund borrowing in 2025

Table 8 proposes the following transfers:

**Schedule "A"**

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

**Table 8**

	<b>Transfer of Reserves</b>	<b>Amount (\$)</b>
From:	General Capital Reserve	(200,000)
	RCMP Reserve	(1,628,000)
	Recreation Asset Management Reserve	(45,000)
	Public Works Equipment Reserve	(1,234,000)
	Land Acquisition and Disposal Reserve Fund	(125,000)
	Water Treatment Grant Reserve	(2,843,000)
	Growing Communities Fund Reserve	(4,456,000)
	Duncan Road Improvements Reserve	(405,000)
	Northern Capital and Planning Grant Reserve	(300,000)
	NWBC Regional Funding Reserve (RBA)	(20,861,000)
	General Operating Fund	(22,052,000)
	Water Utility Operating Fund	(190,000)
	Sewer Utility Operating Fund	(525,000)
	Solid Waste Utility Operating Fund	(98,000)
	<b>Total</b>	<b>(54,962,000)</b>
To:	Miscellaneous Reserves (interest)	200,000
	Rushbrook Parking Program Reserve	61,000
	Recreation Asset Management Reserve	62,000
	Ferry Maint. & Capital Replacement Reserve	175,000
	Water Capital Program Reserve	190,000
	Sewer Capital Program Reserve	525,000
	Solid Waste Capital Program Reserve	98,000
	NWBC Regional Funding Reserve (RBA)	20,581,000
	General Capital Reserve	459,000
	Public Works Equipment Reserve	514,000
	General Operating Fund loan payments	1,522,000
	General Operating Fund Capital Works	350,000
	General Operating Fund Special Projects	250,000
	General Operating Fund Capital Purchases	8,162,000

**Schedule "A"**

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

	Water Fund Capital Works	6,272,000
	Water Fund Capital Purchases	190,000
	Sewer Fund Capital Works	15,351,000
	<b>Total</b>	<b>54,962,000</b>

**12. Proposed Transfers of Accumulated Surplus (Section 165(8)(b))**

Table 9 shows the Accumulated Operating and Utility Fund Surpluses being used this year to fund operating activities, Special Projects and Capital expenditures.

**Table 9**

<b>Transfers of Accumulated Surplus</b>	<b>Amount (\$)</b>
From:	
General Operating Fund Surplus	(595,000)
Water Utility Fund Surplus	(1,846,000)
Solid Waste Utility Fund Surplus	(664,000)
Sewer Utility Fund Surplus	(1,279,000)
<b>Total</b>	<b>(4,384,000)</b>
To:	
General Operating Fund Special Projects	85,000
General Operating Fund Capital Purchases	200,000
General Operating Fund Capital Works	310,000
Water Utility Fund Capital Works	1,846,000
Solid Waste Utility Fund Operations	544,000
Solid Waste Utility Fund Capital Works	120,000
Sewer Utility Fund Capital Works	1,279,000
<b>Total</b>	<b>4,384,000</b>

**Schedule "A"**

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

**General Operating Fund Departmental Budgets**

Tables 10(a) & 10(b) show the General Operating Fund Budgets.

**Table 10(a)**

<b>GENERAL OPERATING FUND</b>	<b>Budget 2025</b>	<b>Budget 2026</b>	<b>Budget 2027</b>	<b>Budget 2028</b>	<b>Budget 2029</b>
<b><u>Revenues by Department</u></b>					
Airport Ferry	1,185,000	1,562,000	1,632,000	1,698,000	1,766,000
Bylaw Enforcement	133,000	136,000	139,000	142,000	142,000
Cemetery	144,000	164,000	170,000	177,000	184,000
Civic Properties	252,000	257,000	82,000	84,000	84,000
Corporate Administration	39,000	39,000	39,000	39,000	39,000
Cow Bay Marina	455,000	455,000	455,000	455,000	474,000
Development Services	313,000	319,000	316,000	323,000	323,000
Economic Development	70,000	70,000	70,000	70,000	70,000
FD 911 Services	73,000	72,000	71,000	70,000	69,000
FD Fire Protective Services	5,000	6,000	6,000	6,000	6,000
FD Emergency Measures	14,000	-	-	-	-
Finance	15,000	15,000	15,000	15,000	15,000
Fiscal Revenues	30,546,000	8,561,000	8,554,000	15,409,000	15,541,000
Information Technology	1,000	1,000	1,000	1,000	1,000
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	276,000	280,000	284,000	288,000	293,000
Rec. Centre Civic Centre	423,000	440,000	449,000	467,000	487,000
Rec. Centre Community Services	3,000	15,000	15,000	15,000	15,000
Rec. Centre Pool	536,000	547,000	558,000	569,000	580,000
Transit	211,000	217,000	224,000	231,000	238,000
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>35,412,000</b>	<b>13,858,000</b>	<b>13,785,000</b>	<b>20,767,000</b>	<b>21,039,000</b>
Property Taxes (existing)	28,457,000	29,960,000	30,454,000	31,158,000	31,906,000
Property Tax Increase (Decrease) - Non-market change	311,000	-	-	-	-
Property Tax Increase (Increase)	1,192,000	494,000	704,000	748,000	618,000
<b>Total Operating Revenues</b>	<b>65,372,000</b>	<b>44,312,000</b>	<b>44,943,000</b>	<b>52,673,000</b>	<b>53,563,000</b>
PR Legacy Inc contributions- Capital Purchases	335,000	-	-	-	-
Conditional Project Grants - Capital Works	382,000	-	-	-	-
Conditional Project Grants - Capital Purchases	10,622,000	-	-	-	-
Appropriated Reserves - Capital Works	350,000	-	-	-	-
Appropriated Reserves - Capital Purchases	8,162,000	-	-	-	-
Community Works Fund (Gas Tax) - Capital Purchases	53,000	-	-	-	-
Appropriated Surplus - Capital Purchases	200,000	-	-	-	-
Appropriated Surplus - Capital Works	310,000	-	-	-	-
PR Legacy Inc contributions- Special Projects	140,000	-	-	-	-
Appropriated Surplus - Special Projects	85,000	-	-	-	-
Conditional Project Grants - Special Projects	370,000	-	-	-	-
Appropriated Reserves - Special Projects	250,000	-	-	-	-
Loans from MFA - Capital Purchases	1,410,000	-	-	-	-
<b>Total Capital Revenues</b>	<b>22,669,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total General Operating Fund Revenues</b>	<b>88,041,000</b>	<b>44,312,000</b>	<b>44,943,000</b>	<b>52,673,000</b>	<b>53,563,000</b>

**Schedule "A"**

**CITY OF PRINCE RUPERT**

**2025 Five Year Financial Plan**

**Table 10(b)**

<b>GENERAL OPERATING FUND</b>	<b>Budget 2025</b>	<b>Budget 2026</b>	<b>Budget 2027</b>	<b>Budget 2028</b>	<b>Budget 2029</b>
<b><u>Expenditures by Department</u></b>					
Airport Ferry	2,543,000	2,777,000	2,867,000	2,975,000	3,070,000
Bylaw Enforcement	574,000	582,000	591,000	599,000	607,000
Cemetery	327,000	332,000	338,000	344,000	348,000
Civic Properties	773,000	785,000	796,000	807,000	818,000
Corporate Administration	1,210,000	1,219,000	1,243,000	1,267,000	1,291,000
Cow Bay Marina	455,000	468,000	477,000	486,000	496,000
Development Services	1,164,000	1,188,000	1,210,000	1,233,000	1,267,000
Economic Development	225,000	228,000	231,000	235,000	239,000
FD 911 Services	692,000	706,000	719,000	734,000	748,000
FD Fire Protective Services	6,006,000	6,069,000	6,219,000	6,373,000	6,526,000
FD Emergency Measures	46,000	46,000	46,000	46,000	46,000
Finance	1,433,000	1,462,000	1,313,000	1,339,000	1,366,000
Finance Cost Allocation	(519,000)	(577,000)	(631,000)	(690,000)	(724,000)
Fiscal Expenditures	5,034,000	3,634,000	3,662,000	3,666,000	3,671,000
Governance	353,000	380,000	392,000	405,000	418,000
Grants in Aid to Community Partners	1,915,000	1,963,000	2,000,000	2,032,000	2,067,000
Human Resources	507,000	517,000	528,000	541,000	554,000
Information Technology	843,000	856,000	869,000	882,000	895,000
Parks	1,108,000	1,366,000	1,389,000	1,412,000	1,434,000
PW Engineering	749,000	775,000	792,000	808,000	825,000
PW Common Costs	5,476,000	5,628,000	5,787,000	5,953,000	6,126,000
Allocation of PW Common Cost	(5,434,000)	(5,567,000)	(5,685,000)	(5,804,000)	(5,913,000)
PW Vehicles	1,995,000	2,061,000	2,088,000	2,115,000	2,142,000
Allocation of PW Vehicles	(1,996,000)	(2,061,000)	(2,088,000)	(2,115,000)	(2,142,000)
RCMP	7,756,000	7,919,000	8,113,000	8,311,000	8,507,000
Rec. Centre Arena	605,000	582,000	596,000	608,000	619,000
Rec. Centre Civic Centre	2,227,000	2,291,000	2,337,000	2,388,000	2,426,000
Rec. Centre Community Services	4,000	4,000	4,000	4,000	4,000
Rec. Centre Pool	1,620,000	1,635,000	1,673,000	1,701,000	1,724,000
Roads	2,699,000	2,792,000	2,886,000	2,933,000	2,980,000
Transit	1,008,000	1,092,000	1,018,000	1,059,000	1,099,000
Victim Services	196,000	198,000	201,000	204,000	207,000
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)	20,581,000	-	-	6,860,000	6,860,000
Transfer to General Capital Reserves	400,000	400,000	400,000	400,000	400,000
<b>Total Operating Expenses</b>	<b>63,175,000</b>	<b>42,350,000</b>	<b>42,981,000</b>	<b>50,711,000</b>	<b>51,601,000</b>
Provision for Special Projects	870,000	25,000	25,000	25,000	25,000
Provision for Capital Purchases	21,454,000	437,000	437,000	437,000	437,000
Provision for Capital Works	2,542,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>Total Capital Expenses</b>	<b>24,866,000</b>	<b>1,962,000</b>	<b>1,962,000</b>	<b>1,962,000</b>	<b>1,962,000</b>
<b>Total Operating Fund Expenditures</b>	<b>88,041,000</b>	<b>44,312,000</b>	<b>44,943,000</b>	<b>52,673,000</b>	<b>53,563,000</b>
<b>Surplus(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Schedule "A"**

CITY OF PRINCE RUPERT

2025 Five Year Financial Plan

**13. Utility Funds Revenue & Expenditure Budgets**

Table 11 shows the Utility Operating Funds proposed budgets.

**Table 11**

UTILITY OPERATING FUNDS	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029
<b>Sanitary and Storm Sewer</b>					
Operating Revenues	3,861,000	3,777,000	4,380,000	5,079,000	5,180,000
Grants	13,880,000	12,565,000	31,885,000	20,000,000	40,000,000
PR Legacy Inc contributions	-	450,000	200,000	700,000	200,000
Appropriated Surplus - Cap Works	1,279,000	25,000	25,000	25,000	25,000
Loans from MFA	11,944,000	17,435,000	8,165,000	-	-
Funding from Reserves	15,351,000	2,000,000	-	-	-
Capital Works	(44,304,000)	(33,475,000)	(41,275,000)	(21,725,000)	(41,225,000)
Revenue for operations	2,011,000	2,777,000	3,380,000	4,079,000	4,180,000
Expenditures	2,011,000	2,777,000	3,380,000	4,079,000	4,180,000
<b>Surplus (Deficit)</b>	-	-	-	-	-
<b>Water</b>					
Operating Revenues	5,233,000	4,745,000	4,754,000	4,835,000	5,944,000
Grants	73,710,000	48,129,000	8,853,000	8,063,000	10,000,000
PR Legacy Inc contributions	469,000	-	-	-	-
Appropriated Surplus- Cap Works	1,846,000	-	-	-	-
Loans from MFA	-	-	2,500,000	11,937,000	10,000,000
Funding from Reserves	6,462,000	1,871,000	3,929,000	-	-
Capital Purchases	(190,000)	-	-	-	-
Capital Works	(83,696,000)	(51,000,000)	(16,282,000)	(21,000,000)	(21,000,000)
Revenue for operations	3,834,000	3,745,000	3,754,000	3,835,000	4,944,000
Expenditures	3,834,000	3,745,000	3,754,000	3,835,000	4,944,000
<b>Surplus (Deficit)</b>	-	-	-	-	-
<b>Solid Waste</b>					
Operating Revenues	5,343,000	5,655,000	5,986,000	6,337,000	6,708,000
Appropriated Surplus - Cap Works	120,000	-	-	-	-
Funding from Accruals - CW	600,000	-	-	-	-
Community Works Fund (Gas Tax)	1,700,000	1,620,000	-	-	-
Capital Works	(2,420,000)	(1,620,000)	-	-	-
Revenue for operations	5,343,000	5,655,000	5,986,000	6,337,000	6,708,000
Appropriated Surplus for Rate Stabilization	544,000	387,000	163,000	(77,000)	(335,000)
Expenditures	5,887,000	6,042,000	6,149,000	6,260,000	6,373,000
<b>Surplus (Deficit)</b>	-	-	-	-	-

# CITY OF PRINCE RUPERT

## 2026 FIVE YEAR FINANCIAL PLAN BYLAW NO. 3671, 2025

A BYLAW FOR THE CITY OF PRINCE RUPERT RESPECTING THE FIVE YEAR FINANCIAL PLAN FOR THE PERIOD 2026 - 2030

---

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

1. **Schedule “A”** attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the City of Prince Rupert for the period ending December 31<sup>st</sup>, 2030.
2. This Bylaw may be cited as **“2026 Five Year Financial Plan Bylaw No. 3671, 2025”**.

Read a First time this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Read a Second time this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

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

Final Consideration and Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Mayor

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

**Schedule "A"**

CITY OF PRINCE RUPERT

2026 Five Year Financial Plan

The *Community Charter* requires certain information be presented as part of the Five Year Financial Plan. The following Section citations reference the *Community Charter*:

**1. Portion of Funding from Revenue Sources (Section 165 (3.1)a)**

Table One (1) shows the proportion and value of the total revenue proposed to be raised from each funding source in 2026. Grants and other miscellaneous revenues form the largest portion of planned revenue as the City is undertaking many large Capital projects (for example, Water Line renewal, Sewer Line renewal, Waterfront Development) for which large grants have either been received or are proposed.

Property value taxes are the largest revenue source to support City *operations*. The property taxation system is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries, and street maintenance. For these reasons, property value taxation will continue to be the major source of municipal revenue.

Transfers from reserves are the second largest funding source in 2026 as the City is drawing funds held in reserves (mainly grants from the Provincial government) to fund capital projects.

**Table 1**

<b>Funding Source</b>	<b>Percentage (%) of Revenue</b>	<b>Amount (\$)</b>
Municipal Property Taxes	15%	30,936,000
Payment in Lieu of Taxes & Prov. Grants	2%	4,332,000
User Fees & Charges	8%	16,362,000
Reserves	13%	27,003,000
Accumulated General Operating Surplus	1%	1,986,000
Accumulated Utilities Operating Surplus	4%	7,210,000
Grants and Other Miscellaneous Revenue	49%	97,807,000
Dividend- Prince Rupert Legacy	2%	4,180,000
Debt Financing	6%	12,244,000
<b>Total</b>	<b>100%</b>	<b>202,060,000</b>

**Schedule “A”**

CITY OF PRINCE RUPERT

2026 Five Year Financial Plan

Objective

- Council will attempt to increase the proportion of City revenue that is derived from sources other than property taxes.

Policy

- Council reviews the fees charged for various services to ensure that the users of the service are paying a fair portion of the operating and capital cost of the service;
- Council will supplement infrastructure expenditures by aggressively pursuing federal and provincial grants; and,
- Council will encourage staff to develop new revenue sources.

**2. Distribution of Property Value Taxes (Section 165 (3.1)(b))**

The City of Prince Rupert determines the current tax rate for each property class by first adjusting the prior year’s tax rate by the BC Assessment generated statistic for *Change in Property Assessment Market Value* for that property classification. The adjusted tax rate is then increased or decreased by the percentage tax increase that Council has set for the current Financial Year.

By providing this consistency, taxpayers in the various classes have stability and confidence in knowing how their future tax bills will be calculated. The City also is required to follow the Provincial Regulation which sets the maximum rates for Port Property Taxes at \$27.50/\$1,000, and \$22.50/\$1,000 for property and improvements that are listed in the Regulation.

Table (2) shows the current property tax revenues of each classification except those classes with zero tax revenue, based on the 2026 Completed Assessment Roll (which is subject to change):

**Table 2**

<b>Property Class</b>	<b>% of Tax Revenue</b>	<b>Amount (\$)</b>
Residential	32%	9,908,000
Utility	1%	391,000
Major Industry	26%	7,993,000
Major Industry Port Property Tax Act	14%	4,419,000
Light Industry	3%	883,000
Business	24%	7,318,000
Recreation	0%	24,000
<b>Total</b>	<b>100%</b>	<b>30,936,000</b>

## Schedule "A"

### CITY OF PRINCE RUPERT

#### 2026 Five Year Financial Plan

#### Objective

- Council will encourage economic development by minimizing tax increases.

#### Policy

- Council will review user fees to ensure that they are appropriate;
- Council will rely primarily on new development and grant opportunities to fund infrastructure and new amenities;
- Council will encourage economic development by providing the stability of using a consistent methodology for calculating property tax levies;
- Council will continue to review its existing permissive property tax exemption practices;

### **3. Use of Permissive and Revitalization Tax Exemptions (Section 165 (3.1)(c) and Section 226)**

Each year the City of Prince Rupert approves partial or full permissive tax exemptions for properties within the community.

#### Objectives

- Council will continue to provide permissive tax exemptions;
- Council will permit exemptions according to the Permissive Tax Exemption Policy;
- Council will permit exemptions to revitalize the downtown core and a targeted light industrial area

#### Policy

- Permissive tax exemptions will be considered in conjunction with:
  - a. The value of other assistance being provided by the Community;
  - b. The amount of revenue that the City will lose or forgo if the exemption is granted;
  - c. City of Prince Rupert Permissive Tax Exemption Bylaw No. 3665, 2025
  - d. The Permissive Property Tax Exemption Policy 180-02
  - e. Revitalization Tax Exemption Program Bylaw No. 3553, 2024

Table 3 shows the properties which are approved to receive permissive tax exemptions for 2026. The approximate amount of Municipal Tax permissively exempted is \$489,000. The approximate amount of Municipal Tax exempted for Revitalization is \$10,000. Permissive and Revitalization municipal tax exemptions total approximately \$499,000.

**Schedule "A"**

CITY OF PRINCE RUPERT

2026 Five Year Financial Plan

**Table 3**

<b>Places of Worship (Excluding Statutory Exempt Portion)</b>	
Bishop of New Caledonia (Anglican Cathedral)	\$ 528.40
Prince Rupert Congregation of Jehovah's Witnesses	503.43
Church of Jesus Christ of Latter Day Saints Church	756.81
Cornerstone Mennonite Brethren Church	360.72
Fellowship Baptist Church	460.58
The Salvation Army	1,535.27
Harvest Time United Pentecostal Church	206.78
Indo-Canadian Sikh Association Temple	192.64
Prince Rupert Church of Christ Church	1,074.40
Prince Rupert Native Pentecostal Revival Church	416.06
Prince Rupert Sikh Missionary Society Temple	998.13
First United Church	41.19
First United Church (parking lot)	895.81
First United Church (parking lot)	895.81
St. Paul's Lutheran Church of Prince Rupert	208.03
Sub-total Places of Worship	\$ 9,074.06

**Schedule "A"**

CITY OF PRINCE RUPERT

2026 Five Year Financial Plan

***Table 3 (continued)***

<b><u>Other Properties</u></b>	
School District No. 52 (Prince Rupert) (Pacific Coast School)	8,373.45
School District No. 52 (Prince Rupert) (Pacific Coast School)	142.26
Prince Rupert Senior Citizen's Housing Society	3,025.93
Kaien Senior Citizen's Housing	97.00
Prince Rupert Loyal Order of Moose/Moose Lodge	793.43
Prince Rupert Salmon Enhancement Society	3,407.62
BC Society for the Prevention of Cruelty to Animals	3,889.97
BC Society for the Prevention of Cruelty to Animals	18,093.93
BC Society for the Prevention of Cruelty to Animals	2,333.98
Prince Rupert Curling Club	22,117.28
Prince Rupert Racquet Association	5,397.85
Prince Rupert Performing Arts Centre Society	146,107.40
Prince Rupert Rod & Gun Club	2,938.46
Cultural Dance Centre & Carving House	14,626.30
Museum of Northern BC	46,479.63
Prince Rupert Golf Club	27,162.26
Prince Rupert Golf Club	6,075.54
Prince Rupert Golf Club	1,658.24
Prince Rupert Golf Club	489.03
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)	48,702.47
Prince Rupert Gymnastics Association	8,282.31
North Coast Community Services Society	7,335.38
Friendship House Association of Prince Rupert	17,459.61
Prince Rupert Senior Centre Association	1,110.88
Kaien Island Daycare Services Family Resource Centre	1,476.06
Prince Rupert Aboriginal Community Services Society	2,885.70
The Royal Canadian Legion Branch 27 (Only area used by Legion)	1,067.61
Navy League Prince Rupert Branch	1,131.69
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	20,649.05
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	3,482.43
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	14,349.43
1279608 BC LTD (Municipal Public Works Facility)	38,677.45
Sub-total other Properties	\$ 479,819.62
<b>Estimated Annual Total Permissive Property Tax Exemptions</b>	<b>\$ 488,893.68</b>

**Schedule "A"**

CITY OF PRINCE RUPERT

2026 Five Year Financial Plan

**4. Proposed Expenditures (Section 165(4)(a))**

Table 4 shows the proposed expenditures for the current year by Fund:

**Table 4**

<b>Proposed Expenditures</b>	<b>Amount (\$)</b>
General Fund	61,236,000
Sewer Utility Fund	51,646,000
Solid Waste Fund	12,408,000
Water Utility Fund	76,770,000
<b>Total</b>	<b>202,060,000</b>

**5. Proposed Funding Sources (Section 165(4)(b) & Section 165(7)(a-e))**

Table 5 shows the proposed funding sources for the current year:

**Table 5**

<b>Funding Source</b>	<b>Percentage (%) of Revenue</b>	<b>Amount (\$)</b>
Municipal Property Taxes	15%	30,936,000
Payment in Lieu of Taxes & Provincial Grants	2%	4,332,000
User Fees & Charges	8%	16,362,000
Reserves	13%	27,003,000
Accumulated General Operating Surplus	1%	1,986,000
Accumulated Utilities Operating Surplus	4%	7,210,000
Grants and Other Miscellaneous Revenue	49%	97,807,000
Dividend- Prince Rupert Legacy	2%	4,180,000
Debt Financing	6%	12,244,000
<b>Total</b>	<b>100%</b>	<b>202,060,000</b>

Schedule "A"

CITY OF PRINCE RUPERT

2026 Five Year Financial Plan

**6. Proposed Transfers Between Funds (Section 165(4)(c))**

See items 11 and 12 (including Tables 8 and 9) of this Schedule.

**7. Amount Required to Pay Interest & Principal on Municipal Debt (Section 165(6)(a))**

The amount required to pay interest and principal on municipal debt is approximately \$3,812,000

**8. Amount Required for Capital Purposes (Section 165(6)(b))**

Capital Purchases

Table 6 shows the 2025 Capital Purchases:

**Table 6**

Department	Amount (\$)
Fire Protection	1,042,000
Building	4,390,000
Recreation	505,000
Real Estate	385,000
Civic Improvements	4,913,000
Transportation	100,000
Vehicles & Mobile Equipment (General)	1,840,000
<b>Total</b>	<b>13,175,000</b>

**Schedule "A"**

CITY OF PRINCE RUPERT

2026 Five Year Financial Plan

Capital Works

Table 7 shows the 2025 Capital Works:

**Table 7**

<b>Fund</b>	<b>Amount (\$)</b>
Water Utility	72,847,000
Sewer Utility	50,032,000
Solid Waste Utility	6,520,000
Parks	620,000
Transportation	3,850,000
<b>Total</b>	<b>133,869,000</b>

**9. The Amount Required for a Deficiency (Section 165(6)(c) & Section (165(9))**

Nil

**10. The Amount Required for Other Municipal Purposes (Section 165(6)(d))**

Expenditures for other municipal purposes are \$51,204,000 which is the total from Table 4 of \$202,060,000 less the amounts under Items 7 and 9 (\$3,812,000 and Nil) and the totals from Tables 6 and 7 (\$13,175,000 and \$133,869,000).

**11. Proposed Interfund Borrowing and Transfers of Reserves (Sections 165(8)(a) and 180)**

There is no proposed interfund borrowing in 2026

Table 8 proposes the following transfers:

**Schedule "A"**

CITY OF PRINCE RUPERT

2026 Five Year Financial Plan

**Table 8**

	<b>Transfer of Reserves</b>	<b>Amount (\$)</b>
<b>From:</b>	General Capital Reserve	(900,000)
	Recreation Asset Management Reserve	(45,000)
	Public Works Equipment Reserve	(1,150,000)
	Land Reserve	(50,000)
	Water Treatment Grant Reserve	(2,843,000)
	Growing Communities Fund Reserve	(4,456,000)
	Northern Capital and Planning Grant Reserve	(300,000)
	Duncan Road Improvements Reserve	(405,000)
	NWBC Regional Funding Reserve (RBA)	(16,854,000)
	General Operating Fund	(1,550,000)
	Water Operating Fund	(88,000)
	Sewer Operating Fund	(91,000)
	Solid Waste Operating Fund	(110,000)
		<b>Total</b>
<b>To:</b>	Miscellaneous Reserves (interest)	200,000
	Rushbrook Parking Program Reserve	61,000
	Recreation Asset Management Reserve	66,000
	Ferry Maint. & Capital Replacement Reserve	200,000
	Water Capital Program Reserve	88,000
	Sewer Capital Program Reserve	91,000
	Solid Waste Capital Program Reserve	110,000
	General Capital Reserve	603,000
	Public Works Equipment Reserve	420,000
	General Fund Indigenous Relations Committee	15,000
	General Fund Capital Works	2,170,000
	General Fund Special Projects	270,000
	General Fund Capital Purchases	4,175,000
	Water Fund Capital Works	6,272,000
Solid Waste Fund Capital Works	2,050,000	

**Schedule "A"**

CITY OF PRINCE RUPERT

2026 Five Year Financial Plan

	Sewer Fund Capital Works	12,051,000
	<b>Total</b>	<b>28,842,000</b>

**12. Proposed Transfers of Accumulated Surplus (Section 165(8)(b))**

Table 9 shows the Accumulated Operating and Utility Fund Surpluses being used this year to fund operating activities, Special Projects and Capital expenditures.

**Table 9**

<b>Transfers of Accumulated Surplus</b>	<b>Amount (\$)</b>
From:	
General Operating Fund Surplus	(1,986,000)
Water Utility Fund Surplus	(2,446,000)
Solid Waste Utility Fund Surplus	(1,307,000)
Sewer Utility Fund Surplus	(3,457,000)
<b>Total</b>	<b>(9,196,000)</b>
To:	
General Operating Fund Special Projects	101,000
General Operating Fund Capital Purchases	1,545,000
General Operating Fund Capital Works	340,000
Water Utility Fund Capital Works	2,446,000
Solid Waste Utility Fund Operations	187,000
Solid Waste Utility Fund Capital Works	1,120,000
Sewer Utility Fund Capital Works	3,457,000
<b>Total</b>	<b>9,196,000</b>

**Schedule "A"**

CITY OF PRINCE RUPERT

2026 Five Year Financial Plan

**General Operating Fund Departmental Budgets**

Tables 10(a) & 10(b) show the General Operating Fund Budgets.

**Table 10(a)**

<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
FD Emergency Measures	14,000	-	-	-	-
Finance	15,000	15,000	15,000	15,000	15,000
Fiscal Revenues	8,759,000	8,438,000	15,261,000	15,225,000	15,327,000
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>13,812,000</b>	<b>13,926,000</b>	<b>20,680,000</b>	<b>20,796,000</b>	<b>21,063,000</b>
Property Taxes (existing)	29,943,000	30,936,000	31,873,000	33,136,000	35,067,000
Property Tax Increase (Increase)	993,000	937,000	1,263,000	1,931,000	1,213,000
<b>Total Operating Revenues</b>	<b>44,748,000</b>	<b>45,799,000</b>	<b>53,816,000</b>	<b>55,863,000</b>	<b>57,343,000</b>
PR Legacy Inc contributions- Capital Purchases	1,255,000	-	-	-	-
Conditional Project Grants - Capital Works	450,000	-	-	-	-
Conditional Project Grants - Capital Purchases	5,763,000	4,875,000	-	-	-
Appropriated Reserves - Capital Works	2,170,000	-	-	-	-
Appropriated Reserves - Capital Purchases	4,175,000	-	-	-	-
Appropriated Surplus - Capital Purchases	1,545,000	-	-	-	-
Appropriated Surplus - Capital Works	340,000	-	-	-	-
PR Legacy Inc contributions- Special Projects	100,000	-	-	-	-
Appropriated Surplus - Special Projects	101,000	-	-	-	-
Conditional Project Grants - Special Projects	319,000	-	-	-	-
Appropriated Reserves - Special Projects	270,000	-	-	-	-
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>61,236,000</b>	<b>50,674,000</b>	<b>83,816,000</b>	<b>59,363,000</b>	<b>57,343,000</b>

**Schedule "A"**

**CITY OF PRINCE RUPERT**

**2026 Five Year Financial Plan**

**Table 10(b)**

<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><u>Expenditures by Department</u></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	3,658,000	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	2,015,000	2,055,000	2,087,000	2,121,000	2,157,000
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>42,776,000</b>	<b>43,837,000</b>	<b>51,854,000</b>	<b>53,901,000</b>	<b>55,381,000</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>61,236,000</b>	<b>50,674,000</b>	<b>83,816,000</b>	<b>59,363,000</b>	<b>57,343,000</b>
<b>Surplus(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Schedule "A"**

CITY OF PRINCE RUPERT

2026 Five Year Financial Plan

**13. Utility Funds Revenue & Expenditure Budgets**

Table 11 shows the Utility Operating Funds proposed budgets.

**Table 11**

<b>UTILTY OPERATING FUNDS</b>	<b>Budget 2026</b>	<b>Budget 2027</b>	<b>Budget 2028</b>	<b>Budget 2029</b>	<b>Budget 2030</b>
<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	2,050,000	-	-	-	-
Funding from Grants - CW	1,000,000	-	-	-	-
Community Works Fund (Gas Tax)	2,350,000	-	-	-	-
Capital Works	(6,520,000)	(120,000)	(120,000)	(120,000)	(120,000)
Revenue for operations	5,701,000	5,915,000	6,269,000	6,643,000	6,778,000
Appropriated Surplus for Rate Stabilization	187,000	148,000	-	-	-
Expenditures	5,888,000	6,063,000	6,269,000	6,643,000	6,778,000
Surplus (Deficit)	-	-	-	-	-

CITY OF PRINCE RUPERT

**OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT BYLAW NO. 3667, 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 an open meeting assembled, enacts as follows:

That the City of Prince Rupert Official Community Plan No. 3460, 2021 be amended as follows:

1. Amend Map 1a: City Wide Land Use Framework by changing the portion of the lot legally described "BLOCK A DISTRICT LOT 8147 RANGE 5 COAST DISTRICT AS SHOWN ON PLAN EPP96352", from Park and Open Space to Industrial as indicated in Attachment A of this Bylaw.
2. This Bylaw may be cited as "City of Prince Rupert Official Community Plan Bylaw No. 3667, 2025".

Read a First time this 27<sup>th</sup> day of **October**, 2025.

Read a Second time this 27<sup>th</sup> day of **October**, 2025.

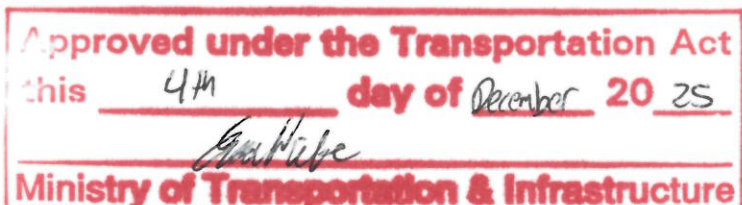
Public Hearing this 10<sup>th</sup> day of **November**, 2025.

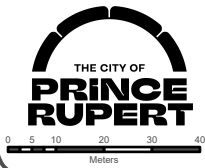
Read a Third time this 10<sup>th</sup> day of **November**, 2025.

Fourth and Final Reading this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
MAYOR

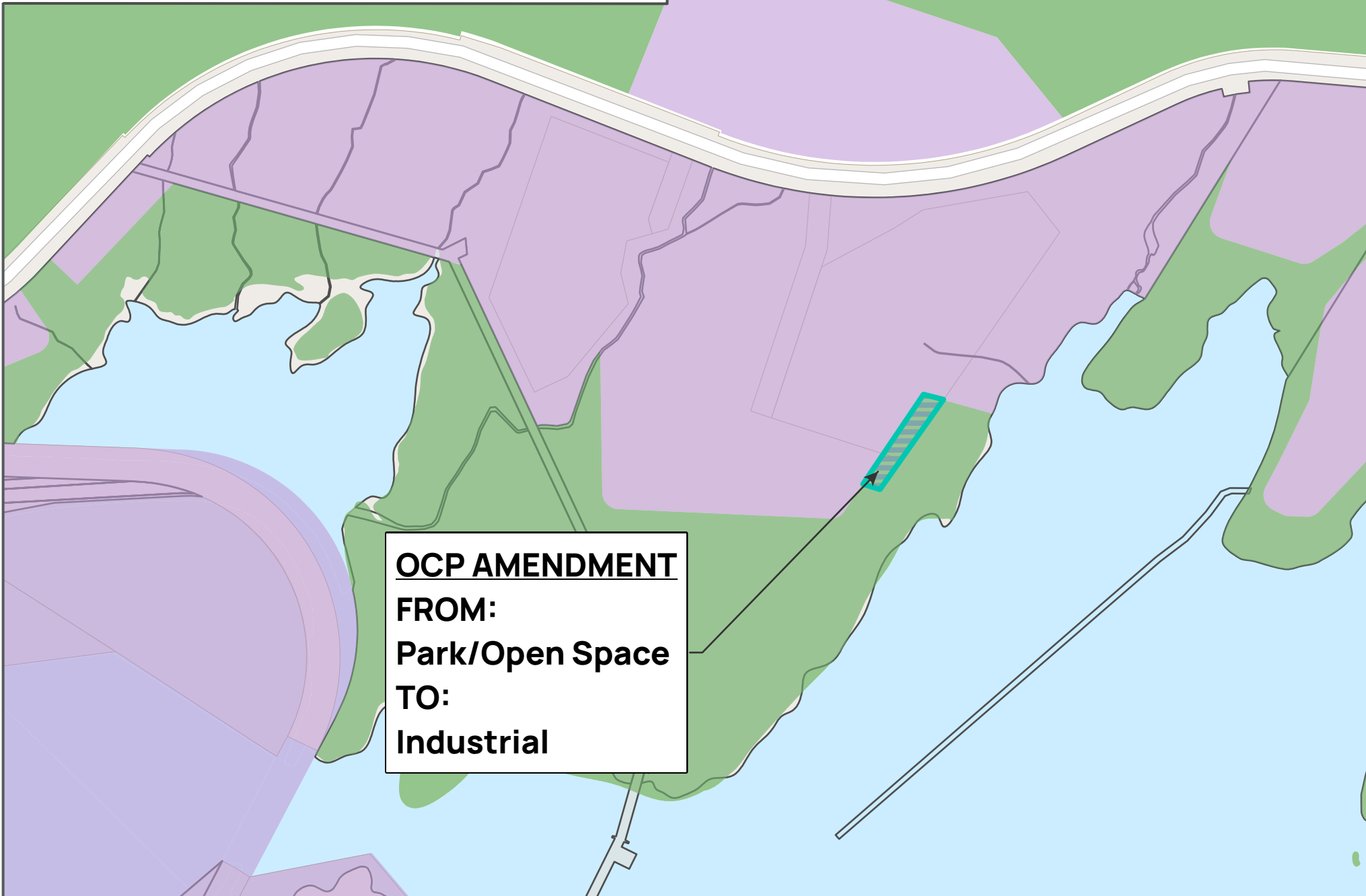
\_\_\_\_\_  
CORPORATE OFFICER





**ATTACHMENT A - OCP AMENDMENT  
AMENDMENT BYLAW NO. 3667, 2025  
RIDLEY ISLAND ROAD**

Project #: ZBLA-25-01 Date: 2025 / 10 / 21



**OCP AMENDMENT**  
**FROM:**  
**Park/Open Space**  
**TO:**  
**Industrial**



**CITY OF PRINCE RUPERT**

**ZONING BYLAW AMENDMENT BYLAW NO. 3668, 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 portion of the lot legally described "BLOCK A DISTRICT LOT 8147 RANGE 5 COAST DISTRICT AS SHOWN ON PLAN EPP96352", as indicated in "Attachment A" of this Bylaw from P1: Public Facilities Zone to M2: General Industrial Zone.
2. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3668, 2025.

READ A FIRST TIME this 27<sup>th</sup> day of **October**, 2025.

READ A SECOND TIME this 27<sup>th</sup> day of **October**, 2025.

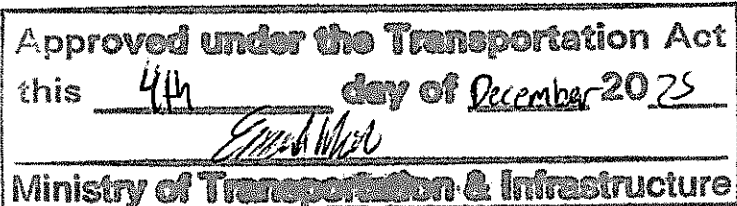
PUBLIC HEARING this 10<sup>th</sup> day of **November**, 2025.

READ A THIRD TIME this 10<sup>th</sup> day of **November**, 2025.

FOURTH AND FINAL READING this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
MAYOR

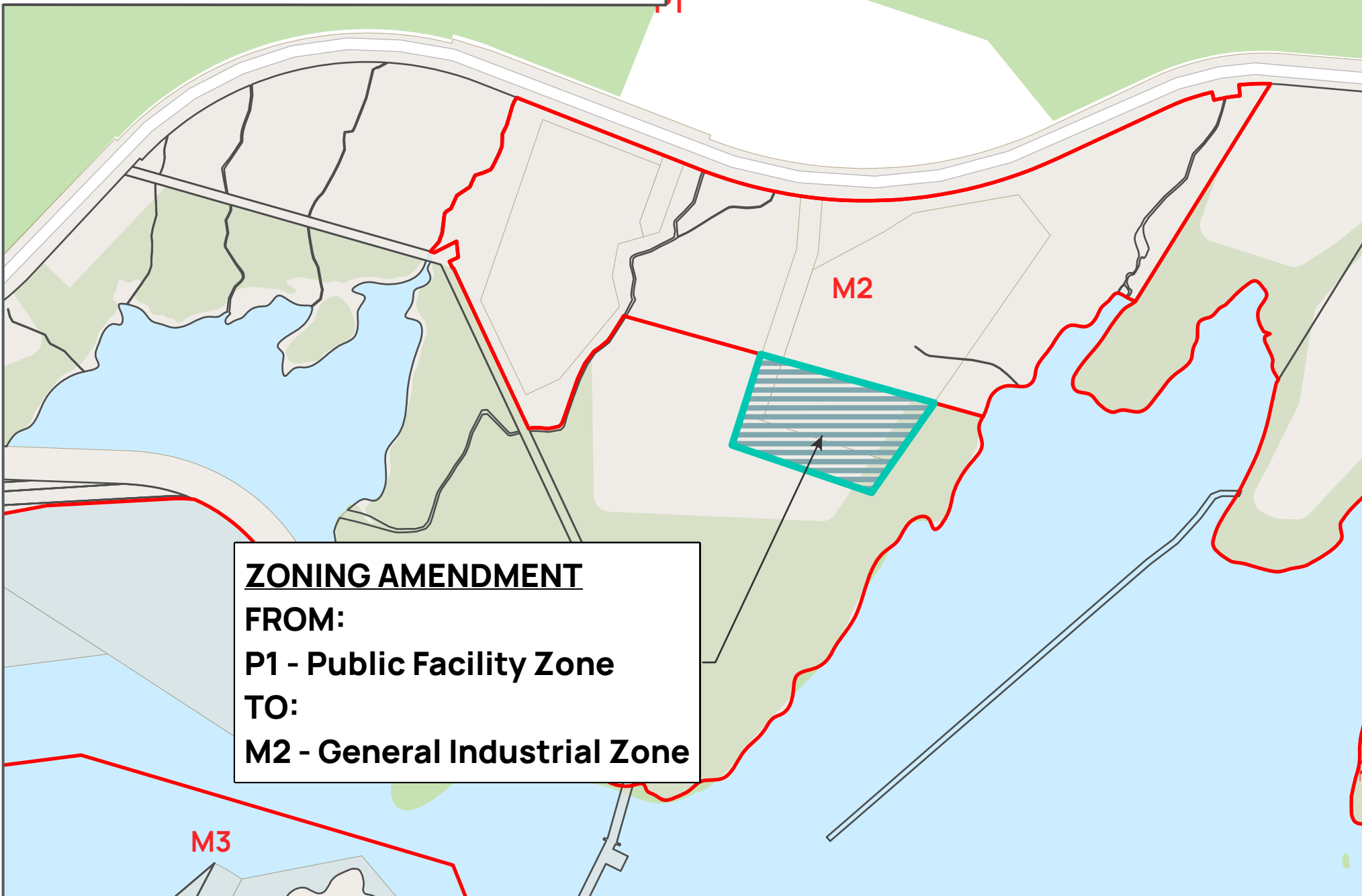
\_\_\_\_\_  
CORPORATE OFFICER





**ATTACHMENT A - ZONING AMENDMENT  
AMENDMENT BYLAW NO. 3668, 2025  
RIDLEY ISLAND ROAD**

Project #: ZBLA-25-01 Date: 2025 / 10 / 21



**ZONING AMENDMENT**  
**FROM:**  
**P1 - Public Facility Zone**  
**TO:**  
**M2 - General Industrial Zone**