



REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Tuesday, September 8, 2026, taking place at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of September 8, 2026, 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 August 24, 2026;
- ii. Minutes of the Regular Meeting of August 24, 2026;

b) Reports for receipt

- i. Report from the Chief Administrative Officer Re: Council Requests & Inquiries;

c) Correspondence for approval

- i. Request for Proclamation September 21-27, 2026 as Rail Safety Week;
- ii. Request for Proclamation October 10, 2026 as National Dental Care Day;
- iii. Request for Letter of Support from the City of Prince George Re: Northern and Rural Homeowners Grant;

d) Correspondence for receipt

- i. UBCM Re: Application of Four Criteria, per Extraordinary Resolution 2025-ER1 – Local Government Scope;
- ii. Corporation of the Village of Slocan Re: Support for Continued Local Government Climate Action Program Funding; and,
- iii. Mike Hagen on behalf of Prince Rupert Residents Re: Support for Regulated Use of Electronic Scooters and E-bikes.

Recommendation:

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

6. REPORTS

a) Report from the Chief Financial Officer Re: Permissive Property Tax Exemption Bylaw No. 3571, 2026

Recommendation:

THAT Council consider the repeal and replace of the Permissive Property Tax Exemption Bylaw for 2027.

b) Report from the Chief Financial Officer Re: Tax Sale Redemption Extension Bylaw 3572, 2026

Recommendation:

THAT Council consider the repeal and replace of the Permissive Property Tax Exemption Bylaw for 2027.

c) Report from the Chief Administration Officer Re: Build Communities Strong Fund Application

Recommendation:

THAT Council authorizes staff to apply to the Build Communities Strong Fund (BCSF), Direct Delivery Stream, for funding toward site selection and detailed design of a new water treatment facility with a Class B cost estimate;

AND THAT Council directs staff to include \$2,500,000 in the City's 2027 Capital Budget as the municipal matching contribution, subject to approval of the BCSF application and execution of a funding agreement.

d) Report from the Chief Administrative Officer Re: Award RFP 2026-100 – Integrated Project Delivery Services

Recommendation:

THAT Council authorize staff to award RFP 26-100 – Integrated Major Project Delivery Services to the joint venture of McElhanney Ltd. and Associated Engineering (B.C.) Ltd., and authorize the Chief Administrative Officer to execute the associated Master Services Agreement and subsequent project-specific assignments in accordance with approved City budgets and funding agreements.

7. BYLAWS

a) Delegation Bylaw No. 3564, 2026

Recommendation:

THAT Council consider fourth and final reading to Delegation Bylaw No. 3564, 2026.

b) Development Approval Information Amendment Bylaw No. 3565, 2026

Recommendation:

THAT Council consider fourth and final reading to Development Approval Information Amendment Bylaw No. 3565, 2026.

c) Development Procedure Bylaw No. 3566, 2026

Recommendation:

THAT Council consider fourth and final reading to Development Procedure Bylaw No. 3566, 2026.

d) Officers Bylaw No. 3567, 2026

Recommendation:

THAT Council consider fourth and final reading to Officers Bylaw No. 3567, 2026.

e) Corporate Signing Authority & Delegation Bylaw No. 3568, 2026

Recommendation:

THAT Council consider fourth and final reading to Corporate Signing Authority & Delegation Bylaw No. 3568, 2026.

f) Freedom of Information and Protection of Privacy Administration Bylaw No. 3569, 2026

Recommendation:

THAT Council consider fourth and final reading to Freedom of Information and Protection of Privacy Administration Bylaw No. 2569, 2026.

g) Permissive Property Tax Exemption Bylaw No. 3571, 2026

Recommendation:

THAT Council consider first, second and third readings to Permissive Property Tax Exemption Bylaw No. 3571, 2026.

h) Tax Sale Redemption Extension Bylaw 3572, 2026

Recommendation:

THAT Council consider first, second and third readings to Tax Sale Redemption Extension Bylaw No. 3572, 2026.

8. COUNCIL ROUND TABLE

9. ADJOURNMENT



SPECIAL MINUTES

For the **SPECIAL MEETING** of Council, held on August 24, 2026, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

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

1. CALL TO ORDER

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

2. RESOLUTION TO EXCLUDE THE PUBLIC

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

- 90.1 (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

3. ADJOURNMENT

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

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



MINUTES

For the **REGULAR MEETING** of Council, held on Monday, August 24, 2026, 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

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

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the Agenda for the Regular Council Meeting of August 24, 2026, be adopted as presented.

CARRIED

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes for approval

- i. Minutes of the Special Meeting to Close of July 27, 2026;
- ii. Minutes of the Regular Meeting of July 27, 2026;
- iii. Minutes of the COTW Meeting of July 27, 2026;
- iv. Minutes of the Special Meeting to Close of August 13, 2026;
- v. Minutes of the Special Regular Meeting of August 13, 2026;

b) Reports for receipt

- i. Report from the Chief Financial Officer Re: June 2026 Financial Variance Report;
- ii. Report from the Fire Chief Re: Monthly Fire / Rescue Report – July 2026;

c) Correspondence for receipt

- i. City of Salmonarm Re: BC Local Government Climate Action Program (LGCAP) – Funding Continuation;
- ii. City of New Westminster Re: Advocating that Provincial Legislation Requiring Housing Targets or Density be Directly Tied to Infrastructure Funding; and,
- iii. Hope Air Re: 2026 Patient Survey Release.

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

CARRIED

6. REPORTS

a) Report from the Chief Administrative Officer Re: 2026 Capital Project Update

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Council receives this 2026 Capital Project Update for information purposes.

CARRIED

7. COUNCIL ROUND TABLE

8. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT the meeting be adjourned to the closed meeting at 7:13 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



REPORT TO COUNCIL

Regular Meeting of Council

DATE: September 8, 2026
TO: Mayor & Council
FROM: Richard Pucci, Chief Administrative Officer

SUBJECT: COUNCIL REQUESTS & INQUIRIES – CONSENT AGENDA

RECOMMENDATION:

THAT Council receives this Report for information purposes.

REQUESTS & INQUIRIES:

Council requested that staff investigate designated parking for new mothers and seniors attending vaccination clinics.

Staff have completed a traffic warrant assessment to determine an appropriate parking arrangement. The assessment supported establishing a 30-minute parking zone on 2nd Street.

The new 30-minute parking zone addresses Council's request by providing convenient short-term parking for new mothers, seniors and others attending vaccination clinics.

Rather than limiting the parking spaces exclusively to clinic use, the 30-minute designation provides a broader public benefit. The spaces will remain available to individuals attending short appointments, receiving vaccinations or accessing other nearby services.

The financial impact is limited to installing the required signage and can be accommodated within the existing operating budget.

Report Prepared By:

Richard Pucci
Chief Administrative Officer

Olena Moshko

From: Patrick Lortie <patrick.lortie@cn.ca>
Sent: Tuesday, August 25, 2026 8:05 AM
To: Richard Pucci
Subject: Reminder | Proclamation Request | Rail Safety Week 2026

You don't often get email from patrick.lortie@cn.ca. [Learn why this is important](#)

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

Dear Mr. Pucci,

Friendly Reminder: Rail Safety Week will take place across Canada from September 21 to 27, 2026.

CN has partnered with Operation Lifesaver Canada (OL) to raise public awareness about the dangers of crossing and trespassing on railway property for more than 20 years. Unfortunately, we have recently seen disturbing spikes in deaths and serious injuries related to both. Inattention and distraction at crossings, risky behaviour on and around trains, the rise of homeless encampments along rail corridors, and mental health crises are all factors.

CN and OL ask your council to help keep communities safe by raising awareness about the critical issue of rail safety. Options include adopting the enclosed [Rail Safety Week proclamation](#) and promoting rail safety on your social media platforms.

Rail Safety is a shared responsibility, and your leadership plays a vital role in educating the public. We would be honoured to publicly acknowledge your commitment to this cause if you agree to participate.

If you have any questions or concerns, please contact Tyler Banick, your local CN Public Affairs representative, at tyler.banick@cn.ca.

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at 1-888-888-5909 or contact@cn.ca
- For additional information about Rail Safety Week 2026 visit [cn.ca/RailSafety](https://www.operationlifesaver.ca) or <https://www.operationlifesaver.ca>
- Let us know how you promote rail safety in your community by posting on [cn.ca/RSW2026](https://www.operationlifesaver.ca)
- For any questions about this proclamation, please email RailSafety@cn.ca
- Visit [cn.ca/RSW-toolkit](https://www.operationlifesaver.ca) to access the Rail Safety Week toolkit which includes resources to help you further promote rail safety education in your community

Thank you in advance for your support.



Patrick Lortie

Senior Vice-President and
Chief Strategy and
Stakeholder Relations Officer



Shawn Will

CN Chief of Police
and Chief Security
Officer



Chloé Devine Drouin

Director, Marketing and
Engagement
Operation Lifesaver Canada



Olena Moshko

Subject: FW: Proclamation Request – National Dental Care Day (October 10, 2026)
Attachments: Incorporation-Constitution.pdf; NDCD Foundation overview-2026.docx; NDCD Impact Report 2025-pdf.pdf; Proclamation-Municipalities-2026.docx

From: Raj Khanuja <rajdds@yahoo.com>
Sent: Monday, May 18, 2026 3:38:21 PM
To: Raj Khanuja <rajdds@yahoo.com>
Subject: Proclamation Request – National Dental Care Day (October 10, 2026)

You don't often get email from rajdds@yahoo.com. [Learn why this is important](#)

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

Dear Mayor and Members of Council,

On behalf of the National Dental Care Day Foundation, I respectfully request that the City/Town/Municipality proclaim October 10, 2026 as “National Dental Care Day.”

National Dental Care Day is a Canadian public-awareness initiative dedicated to promoting oral health education, preventive dental care, and equitable access to oral healthcare services. The initiative raises awareness about the importance of oral health and its connection to overall health and wellness while recognizing the contributions of dental professionals, educators, volunteers, and community organizations that support healthier communities.

The initiative encourages preventive care, oral hygiene, early intervention, and greater awareness regarding access to oral healthcare services for underserved and vulnerable populations across Canada.

National Dental Care Day has also been recognized within Ontario’s dental community through public awareness and access-to-care initiatives supporting healthier communities across the province.

Attached for your consideration are:

- Draft proclamation wording
- Organization overview
- Supporting background information

We would be honoured to receive your support in recognizing October 10, 2026 as National Dental Care Day in your community.

Thank you very much for your time and consideration.

Sincerely,

Dr. Raj Khanuja, OMC, DDS
Founder – National Dental Care Day

Proclamation Draft

National Dental Care Day
October 10, 2026

WHEREAS oral health is an essential component of overall health and well-being, and access to preventive dental care and oral health education contributes to healthier individuals, families, and communities;

AND WHEREAS National Dental Care Day is a Canadian public awareness initiative dedicated to promoting oral health education, preventive care, and equitable access to oral healthcare services, particularly for underserved and vulnerable populations;

AND WHEREAS this initiative recognizes the valuable contributions of dentists, dental hygienists, dental assistants, educators, volunteers, and community organizations that work to improve oral healthcare outcomes and support healthier communities;

AND WHEREAS increasing awareness about preventive dental care, oral hygiene, and early intervention can help improve long-term health outcomes, reduce barriers to care, and strengthen public health and community wellness initiatives;

NOW THEREFORE, I, Mayor _____, on behalf of _____ Council, do hereby proclaim October 10, 2026 as “National Dental Care Day” in the _____ of _____ and encourage residents to recognize the importance of oral health and support initiatives that promote accessible dental care, preventive education, and community wellness.



**CITY OF
PRINCE
GEORGE**

Office of the Mayor

1100 Patricia Blvd. | Prince George, BC, Canada, V2L 3A9
250-561-7600 | mayorandcouncil@princegeorge.ca | PrinceGeorge.ca

Northern British Columbia Governments

Transmitted via email

August 20, 2026

RE: City of Prince George requesting support for the Northern and Rural Homeowners Grant

Dear Colleagues,

On behalf of Prince George City Council, thank you to the many local governments that have already supported our request for the Province of British Columbia to reconsider its decision to eliminate the Northern Rural Homeowner Benefit.

The resolution was endorsed at the North Central Local Government Association (NCLGA) convention and has since been forwarded to the Union of BC Municipalities (UBCM) for consideration at the September 2026 convention. The resolution has been included in the 2026 UBCM Resolutions Book and can be found on [page 84](#).

We are also pleased to note that MLA Rosalyn Bird has expressed support for the resolution, and NCLGA is advocating to the relevant provincial ministers in support of maintaining the benefit.

We believe a strong and unified voice from northern and rural communities remains critical as the Province considers this proposed change. We encourage affected local governments to support the resolution at the September 2026 UBCM Convention by speaking in favour of it at the Pro Mic and voting to endorse the resolution.

We also welcome additional letters of support that the City can reference as part of ongoing advocacy efforts with provincial ministers and government officials.

Finally, we encourage local governments to engage directly with their MLAs to reinforce the importance of maintaining fair and regionally responsive provincial programs that recognize the unique challenges facing northern and rural communities.

Thank you for your consideration and continued support.

Respectfully,

Simon Yu
Mayor
City of Prince George

August 11, 2026

Mayor Herb Pond
City of Prince Rupert
424 West Third Avenue
Prince Rupert, BC V8J 1L7

Dear Mayor Pond:

Re: Application of Four Criteria, per Extraordinary Resolution 2025-ER1 - Local Government Scope

In 2025, the UBCM membership endorsed Extraordinary Resolution 2025-ER1 that put in place four new criteria to be applied to the resolutions received beginning in 2026. One of the criteria is Local Government Scope, which means that the request being made by the resolution is not within the scope or responsibility of local governments.

This letter is being sent to advise you that UBCM's Resolutions Committee and Executive have deemed your community's resolution(s) as being outside of Local Government Scope. Your community's resolution(s) has been attached for your reference.

As your resolution(s) has been deemed outside of Local Government Scope, it will not be brought forward for consideration at the UBCM Convention. Rather will be included in an Appendix of the UBCM Resolutions Book, as a record of it having been submitted.

Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process. Ph: 604.270.8226 ext. 100 Email: jjustason@ubcm.ca

With gratitude,



Councillor Cori Ramsay
UBCM President

Enclosure

APX57 Violence in Healthcare and Minimum Nurse-to-Patient Ratios

Prince Rupert

Whereas all British Columbians deserve access to high-quality healthcare when they need it;

And whereas healthcare workers deserve to be provided with safe workplaces – when workers are not safe, neither are patients;

And whereas minimum nurse-to-patient ratios are an evidence-based solution that improve patient outcomes, provide nurses with manageable workloads, help facilitate safe workplaces;

And whereas unsafe work environments for healthcare workers heighten risks of them leaving the sector, which worsens staffing shortages, can compromise patient access to and quality of care and makes minimum staffing ratios more difficult to achieve:

Therefore be it resolved that UBCM urges the provincial government to take immediate action to prevent violence against healthcare workers, including holding health authorities accountable to provide safe workplaces for their employees;

And be it further resolved that UBCM urges the provincial government to fully implement minimum nurse-to-patient ratios in all healthcare settings as soon as possible.



THE CORPORATION OF THE VILLAGE OF SLOCAN

P.O. BOX 50, SLOCAN, B.C. V0G 2C0

TELEPHONE (250) 355-2277

FAX (250) 355-2666

info@villageofslocan.ca

FROM THE OFFICE OF THE MAYOR

July 28, 2026

The Honourable David Eby, Premier
The Honourable Adrian Dix, Minister of Energy and Climate Solutions
The Honourable Kelly Greene, Minister of Emergency Management and Climate Readiness
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs
The Honourable Brenda Bailey, Minister of Finance

Email: Premier@gov.bc.ca, ECS.Minister@gov.bc.ca, EMCR.Minister@gov.bc.ca,
HMA.Minister@gov.bc.ca, FIN.Minister@gov.bc.ca

Dear Premier Eby, Minister Dix, Minister Greene, Minister Boyle, and Minister Bailey:

RE: Support for Continued Local Government Climate Action Program Funding

On behalf of the Village of Slocan Council, I am writing in support of the District of Saanich's request that the Province of British Columbia confirm consistent, continuous funding for the Local Government Climate Action Program (LGCAP).

Local governments are essential partners in achieving provincial climate mitigation and adaptation objectives. Programs such as LGCAP provide flexible, predictable funding that allows communities of all sizes to plan, staff, and implement practical climate action initiatives that reduce greenhouse gas emissions, strengthen local resilience, and protect residents from the increasing impacts of extreme weather, wildfire, flooding, and heat.

For small and rural communities like Slocan, stable climate action funding is especially important. Limited tax base and staff capacity can make it difficult to pursue competitive grant opportunities, complete required planning and reporting, or advance multi-year projects without a reliable funding foundation. LGCAP helps address these barriers by supporting locally appropriate actions and enabling communities to leverage additional funding where available.

We share Saanich's concern that allowing LGCAP funding to lapse would create uncertainty for local governments that are already planning future budgets, staffing, and climate resilience work. Many climate initiatives require long-term planning and sustained implementation. Interruptions in funding risk delaying important work, reducing local capacity, and weakening progress toward provincial climate goals.

We respectfully urge the Province to renew and maintain LGCAP as a predictable, low-barrier funding program for B.C. local governments and Modern Treaty Nations. Continued investment in this program will support community-specific climate action, strengthen resilience, and reinforce the Province's partnership with local governments in protecting residents, infrastructure, and local economies.

Thank you for your consideration of this important matter. We look forward to continued collaboration with the Province on climate action and preparedness.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jessica Lunn', with a long horizontal stroke extending to the right.

Jessica Lunn
MAYOR

CC: District of Saanich Council
UBCM Member Municipalities

Prince Rupert City Council and Mayor Pond
City of Prince Rupert

Date- 9/1/2026

RE: Support for regulated use of electric scooters and e-bikes

Dear Mayor Pond and Members of Council,

I am writing on behalf of Prince Rupert residents who own and use electric scooters and electric bicycles. As council considers new bylaws or a ban on these vehicles, I ask you to consider a balanced approach that protects public safety while preserving the many benefits e-scooters and e-bikes bring to our community.

Why allow regulated use

- Environmental benefits: Electric scooters and bikes produce zero tailpipe emissions, use far less energy than cars, and support the city's climate goals.
- Reduced congestion and cost: They are an affordable, space-efficient way to travel short distances and help reduce traffic and parking pressure downtown.
- Practical and efficient: For many trips — commuting, errands, and first/last-mile connections to transit — they are faster and more convenient than walking or waiting for a vehicle.
- Community uptake: Many residents already ride responsibly in groups, with helmets, and following traffic rules.

Safety is essential — suggested regulatory framework

I support sensible rules that prioritize safety and public comfort rather than an outright ban. Suggested elements of a bylaw or pilot program include:

- Age and supervision
- Require adult supervision for young children (for example, riders under 13 must be accompanied by an adult).
- Consider a lightweight permitting or education certificate for riders under a defined age (e.g., under 16), earned by completing a safety course.
- Helmets
- Make helmets mandatory for riders under 18 and strongly encourage or require education/promotions about helmet use for adults. Helmets significantly reduce head injury risk.

- Speed and where to ride
- Set reasonable maximum speeds (e.g., 20–25 km/h in shared spaces; lower speeds on crowded sidewalks).
- Prioritize use in bike lanes and on low-speed streets. Where bike lanes exist, require their use; where they do not, allow riding on the road or on wider sidewalks at pedestrian pace. Consider designated zones or times if sidewalk use causes conflicts.
- Equipment and visibility
- Require basic safety equipment: working lights, reflectors, a bell/horn, and reliable brakes.
- Limit motor power or top speeds to a safe level for urban environments.
- Parking and storage
- Establish rules for safe, non-obstructive parking to prevent clutter and hazards on sidewalks.
- Education and enforcement
- Launch a public education campaign (school programs, community workshops, signage) teaching rules of the road and safe riding practices — akin to bicycle safety programs taught in schools in earlier decades.
- Start with a time-limited pilot and collect data on incidents, usage patterns, and public feedback to refine the bylaw.
- Use graduated enforcement that emphasizes warnings and education early on, moving to fines only for repeated unsafe behavior.
- Pilot program
- Before a permanent bylaw, implement a pilot to measure real-world impacts and to allow adjustments based on local conditions.

E-scooters and e-bikes are energy-efficient, environmentally friendly, and a convenient transportation option. Rather than banning them outright, Prince Rupert can adopt a balanced regulatory approach that protects public safety while supporting green, affordable mobility. I respectfully ask council to consider a regulated pilot that incorporates the measures above.

I would be happy to meet with council or a working group to share user perspectives and help develop workable rules. Thank you for your time and consideration.

Sincerely,

Mike Hagen

Cell- 778.884.0044





REPORT TO COUNCIL

Regular Meeting of Council

DATE: September 8, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: PERMISSIVE PROPERTY TAX EXEMPTION BYLAW NO. 3571, 2026

RECOMMENDATION:

THAT Council consider the repeal and replace of the Permissive Property Tax Exemption Bylaw for 2027.

REASON FOR REPORT:

The bylaw revision reflects changes proposed to the permissive tax exemptions approved for 2027. For changes to take effect in 2027, the bylaw must be adopted and submitted to BC Assessment Authority by October 31, 2026.

BACKGROUND:

Council has the authority under section 224 of the *Community Charter* to grant exemption from municipal property taxes. Council's permissive property tax exemption policy permits properties occupied by statutorily exempt occupiers (places of worship) for an exemption covering an eight-year cycle (started in 2020). All other types of qualifying properties are on a four-year cycle, the latest of which began in 2024.

LINK TO STRATEGIC PLAN:

Permissive property tax exemptions support the goal of fostering the local economic, social, cultural and environmental wellbeing of the community.

ANALYSIS:

The opportunity to apply for permissive property tax exemption was advertised in the paper and through the City's website and social media. There were two applications received which are now reflected in Bylaw No. 3571, 2026 and are detailed as follows.

The North Coast Community Services Society is no longer at 708 Fraser Street and have moved to 1220 Portage Road. Given they are leasing approximately 50% of the

new property, based on 2026 assessed values and the 2026 municipal tax rate, the estimated tax foregone from the approval of an exemption would amount to \$16,429. This is offset by the removal of the exemption provided at the old location, which has been removed from the bylaw, in the amount of \$7,335. Thus, the net tax revenue decrease is \$9,094.

The Prince Rupert Youth Soccer Association is subleasing a portion of the Canfisco building. This property is already exempted from taxation given it is leased by the City from the owner therefore the estimated exemption of \$9,994 would be an opportunity cost and not a realized tax decrease.

In keeping with policy, all other properties receiving an exemption have submitted their confirmation that there were no changes and therefore remain eligible.

LINKS TO COUNCIL PLANS AND POLICY DIRECTION:

The bylaw proposed conforms with the approved Permissive Property Tax Exemption policy.

COST:

Using the last known assessed values (2026) and the city's approved tax rates, the total estimated exemption for 2027 is \$495,363.

The detailed estimated value of all permissive exemptions is provided in the attachment "Schedule of Expected Values of Exemptions 2027 (Estimate)." This attachment has been placed on the City's website and has been advertised in the paper to meet the notice provisions in the *Community Charter*.

CONCLUSION:

Although the proposed changes will result in property taxes decreasing by approximately \$9,100 in 2027, approval of the bylaw would adhere to Council's goals under the permissive property tax exemption policy. For the bylaw and exemptions to take effect for the following taxation year it must be adopted and submitted to BC Assessment Authority by October 31, 2026. Council is asked to introduce and give three readings to the Permissive Property Tax Exemption Bylaw No. 3571, 2026.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer

Richard Pucci,
Chief Administrative Officer

Original signature available upon request

Attachments:

- Schedule of Expected Values of Exemptions in 2027 (estimate)
- PERMISSIVE PROPERTY TAX EXEMPTION BYLAW NO. 3571, 2026

Schedule of Expected Values of Exemption in 2027 (Estimate)

 CITY OF PRINCE RUPERT Permissive Tax Exemptions 2027 (Estimate)			
Pursuant to Section 227 of the <i>Community Charter</i> , and per the Permissive Property Tax Exemption Bylaw No. 3571, 2026 , the following properties would be exempt from property taxation for the year 2027 in the following amounts:			
Registered Owner/ Occupier Identity/ Facility	Estimated 2027 annual Permissive Tax Exemption based on 2026 Rates/Values	Roll Number	Legal Description
Places of Worship (Excluding Statutory Exempt Portion)			
Bishop of New Caledonia (Anglican Cathedral)	\$ 454.52	0001839.000	Lots 38-42, Blk 1, Range 5, Plan 923, DL1992, LD 14
Prince Rupert Congregation of Jehovah's Witnesses	530.98	0002772.050	Lot 1, Plan EPP104623, DL 251, LD 14
Church of Jesus Christ of Latter Day Saints Church	685.18	0091420.000	Lot 1, Range 5, Plan 10626, DL 251, LD 14
Cornerstone Mennonite Brethren Church	381.88	0002000.000	Lot 20-22, Blk 9, Sec 5, Range 5, Plan 923, DL 251, LD 14
Fellowship Baptist Church	465.57	0003323.000	Lot A, Range 5, Plan 7641, DL 251, LD 14
The Salvation Army	1,541.97	0001041.000	Parcel B, Blk 36, Sec 1, Range 5, Plan 923, DL 251, LD 14
Harvest Time United Pentecostal Church	207.30	0003175.000	Lot 16, W ½ 15, Blk 11, Sec 6, Range 5, Plan 923, DL 251, LD 14
Indo-Canadian Sikh Association Temple	166.52	0002980.000	Parcel A (PP23125), Blk 3, Sec 6, Range 5, Plan 923, DL 1992, LD 14
Prince Rupert Church of Christ Church	772.69	0009855.000	Parcel A (TG4443), Range 5, Plan 10602, DL 251, LD 14
Prince Rupert Native Pentecostal Revival Church	424.79	0001038.000	Lot 13-14, Blk 36, Sec 1, Range 5, Plan 923, DL 251, LD 14
Prince Rupert Sikh Missionary Society Temple	1,049.22	0006391.000	Parcel A, Blk 39, Sec 8, Range 5, Plan 923, DL 251, LD 14
First United Church	43.33	0002099.000	Lots 23 & 24, Blk 12, Sec 5, Range 5, Plan 923, DL 251, LD 14
First United Church (parking lot)	948.54	0002098.000	Lot 22, Blk 12, Sec 5, Range 5, Plan 923, DL 251, LD 14
First United Church (parking lot)	948.54	0002097.000	Lot 21, Blk 12, Sec 5, Range 5, Plan 923, DL 251, LD 14
St. Paul's Lutheran Church of Prince Rupert	212.39	0001958.000	Lot 25, Blk 7, Sec 5, Range 5, Plan 923, DL 251, LD 14
Sub-total Places of Worship	\$ 8,833.41		
Other Properties			
School District No. 52 (Prince Rupert) (Pacific Coast School)	8,752.43	0000525.000	Part of Lot A, Range 5, Plan 8288, DL251, LD 14
School District No. 52 (Prince Rupert) (Pacific Coast School)	145.23	0000300.000	Part of Lot 16 & 17, Blk 12, Sec 1, Range 5, Plan 923, DL251, LD 14
Prince Rupert Senior Citizen's Housing Society	3,036.47	9000089.000	Lot 1, Range 5, Plan 4083, DL 251, LD14
Kaien Senior Citizen's Housing	97.34	0003150.000	Lots 7-10, Blk 10, Sec 6, Range 5, Plan 923, DL 251, LD 14
Prince Rupert Loyal Order of Moose/Moose Lodge	899.27	0000261.000	Lot 1-2, Blk 11, Sec 1, Range 5, Plan 923, DL 1992, LD 14
Prince Rupert Salmon Enhancement Society	3,501.43	9000323.001	Block PT 4, Range 5, Plan 1594, DL 251, LD 14
BC Society for the Prevention of Cruelty to Animals	3,971.16	0093225.000	Lot 1, Sec 9, Range 5, Plan PRP43463, DL 251, LD 14
BC Society for the Prevention of Cruelty to Animals	18,970.79	0093227.000	Lot A, Sec 9, Range 5, Plan PRP43462, DL 251, LD 14
BC Society for the Prevention of Cruelty to Animals	2,382.69	0093230.000	Lot 1, Sec 9, Range 5, Plan PRP43461, DL 251, LD 14
Prince Rupert Curling Club	27,661.95	9000299.000	Lot C, Range 5, Plan 4693, Except Plan PRP44107, DL 251, LD 14
Prince Rupert Racquet Association	5,618.31	9000322.002	Lot A, Range 5, Plan 9409, DL 251, LD 14
Prince Rupert Performing Arts Centre Society	145,707.45	9000363.000	Parcel Assign 28, Range 5, Plan 5631, Except Plan 6006, DL 251, LD 14
Prince Rupert Rod & Gun Club	3,063.43	9000416.000	License# 705501 & B06202, Range 5, Plan 1456, DL 251, LD 14
Cultural Dance Centre & Carving House	14,727.32	0000382.000	Lot A, Blk 16, Sec 1, Range 5, Plan 923, DL 251, LD 14
Museum of Northern BC	37,850.81	9000165.002	Lot 1, Range 5, Plan EPS64, DL 251, LD 14
Prince Rupert Golf Club	27,799.55	9000322.000	
Prince Rupert Golf Club	6,429.28	9000322.001	Blk 4, Range 5, Plan 1594, DL 251, LD 14 Except Plan 3908 & Part of DL 1992 7&1994, Except Plans 5535, 6006, 8407, 9409
Prince Rupert Golf Club	1,688.31	9000322.003	
Prince Rupert Golf Club	506.04	9000322.004	
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)	30,078.68	9000246.000	37.5% of Part of Lot 1, Waterfront Block G, DL 251, Range 5, LD14, Plan 7176, Except Plan PRP 42647, and any portion of Waterlot in front of Waterfront Block G included in the lease, less 5600 square feet
Prince Rupert Gymnastics Association	9,646.51	9000246.000	Portion of area leased from Canfisco above
Prince Rupert Youth Soccer Association	9,993.70	9000246.000	Portion of area leased from Canfisco above
North Coast Community Services Society	16,429.25	0091412.000	50% of Lot 1, Plan PRP 11720, District Lot 251, Range 5, Coast Range 5 Land District
Friendship House Association of Prince Rupert	17,531.01	0000914.000	Parcel A (PN24367), Blk 32, Sec 1, Range 5, Plan 923, DL 251, LD 14
Prince Rupert Senior Centre Association	1,163.91	0001044.000	Lot 19, Blk 36, Sec 1, Range 5, Plan 923, DL 251, LD 14
Kaien Island Daycare Services Family Resource Centre	1,576.43	0005167.002	Lot A, Range 5, Plan 8006, DL 251, LD 14
Kxeen Community Services Society (fka Prince Rupert Aboriginal Community Services Society)	3,122.17	0009504.000	Lot 4, Range 5, Plan 9689, DL 251, LD 14
The Royal Canadian Legion Branch 27 (Only area used by Legion)	1,166.46	0000641.000	Lot 16, Blk 24, Sec 1, Range 5, Plan PRP923, DL 251, LD 14
Navy League Prince Rupert Branch	1,176.66	9000299.001	Lot C, Range 5, Plan 4693, DL 251, LD 14
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	21,625.60	0003411.000	Blk G3, Range 5, Plan 923, DL 251, LD 14
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	3,555.46	9000214.100	Lot 1, Range 5, Plan 42708, DL 251, LD 14
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	15,468.02	0040511.050	Lot A, Range 5, Plan BCP13581, DL 1992, LD 14
1279608 BC LTD (Municipal Public Works Facility)	41,186.58	0091418.000	Lot 1, Range 5, Plan PRP6855, DL 251, LD 14
Sub-total other Properties	\$ 486,529.69		
Estimated Annual Total Permissive Property Tax Exemptions	\$ 495,363.10		
The estimated annual exemption for future years is expected to be approximately the same as the 2027 exemption for all properties.			
If you have any questions, or for further information, please contact Corinne Bomben, Chief Financial Officer, 250-627-0935.			



REPORT TO COUNCIL

Regular Meeting of Council

DATE: September 8, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Corinne Bomben, Chief Financial Officer
SUBJECT: TAX SALE REDEMPTION EXTENSION BYLAW 3572, 2026

RECOMMENDATION:

THAT Council consider the Tax Sale Redemption Extension Bylaw 3572, 2026.

REASON FOR REPORT:

This report outlines the enabling legislation to extend the redemption period for a property sold at tax sale and requests the extension in relation to one property.

BACKGROUND:

Council has authority under section 660(6) of the *Local Government Act* to extend the redemption period for a property sold at a tax sale for a period of one (1) year, provided that the Municipality was declared the purchaser of the property.

ANALYSIS:

City staff have had contact with the homeowner at the address listed in the bylaw over the last number of years regarding non-payment of tax. Delinquency in 2025 resulted in the property being placed for auction at the annual tax sale at which the City was deemed the default purchaser. The homeowner has until September 29, 2026 to redeem the property, however staff believe more time is necessary to avoid displacing the homeowner who resides in the property.

The legislation provides for a one-year extension if the municipality is the default purchaser. This extension is requested to exhaust all possible opportunities for redemption.

LINKS TO COUNCIL PLANS AND POLICY DIRECTION:

The bylaw proposed conforms with the *Local Government Act*.

CONCLUSION:

Council is requested to consider introducing the bylaw and enable the permitted extension such that the property can be redeemed. An extension would change the redemption due date from September 29, 2026 to September 29, 2027.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer

Richard Pucci,
Chief Administrative Officer

Original signature available upon request

Attachments:

- Tax Sale Redemption Bylaw 3572, 2026



REPORT TO COUNCIL

Regular Meeting of Council

DATE: September 8, 2026
TO: Mayor & Council
FROM: Richard Pucci, Chief Administrative Officer

SUBJECT: BUILD COMMUNITIES STRONG FUND APPLICATION

RECOMMENDATION:

THAT Council authorizes staff to apply to the Build Communities Strong Fund (BCSF), Direct Delivery Stream, for funding toward site selection and detailed design of a new water treatment facility with a Class B cost estimate;

AND THAT Council directs staff to include \$2,500,000 in the City's 2027 Capital Budget as the municipal matching contribution, subject to approval of the BCSF application and execution of a funding agreement.

Executive Summary:

Prince Rupert must advance a new water treatment facility to meet its treatment requirements by 2030 and give residents, businesses, and investors confidence in the community's drinking water. The immediate priority is not construction: it is completing the site-selection and design work needed to define the right project location, treatment technology, establish a defensible construction cost and position the City for a subsequent major capital funding application.

Staff propose a design-phase program of up to \$5.0 million, supported by a \$2.5 million BCSF request and a \$2.5 million City contribution in Budget 2027. Proceeding now will replace planning-level assumptions with site-specific information, reduce uncertainty and allow the City to seek construction funding with a mature, credible and fundable project.

Background:

Reliable drinking water is Prince Rupert's most urgent infrastructure need. Northern Health made secondary treatment a condition of the City's operating permit in 2019, and the City is working toward implementation by 2030. Earlier planning estimated the facility at approximately \$65 to \$75 million; more recent advocacy materials identify a planning range of approximately \$75 to \$95 million if a new reservoir is required. The

increase reinforces why the City must update the design and cost basis before committing to construction or requesting the full capital amount.

The City's recent operating experience also demonstrates the need. City materials documented more than 660 days under water-quality advisories or boil-water notices in recent years, with approximately 40% of the most recent five-year period spent under advisory. These events affect public confidence and create disproportionate hardship for vulnerable residents in this community.

Strategic Importance:

Prince Rupert's water system serves a community that supports one of Canada's most important trade gateways. City advocacy materials identify more than \$60 billion in annual trade moving through the Port of Prince Rupert, while the municipality faces an unfunded five-year infrastructure deficit of approximately \$450 million. The City's limited tax base cannot reasonably absorb a water treatment project of this scale without senior-government partnership.

Financial Implications:

The \$2.5 million allocation would be included in Budget 2027 and would only be committed if the funding application is successful and the terms of the funding agreement are acceptable. Staff would return to Council if the approved program, cost-sharing terms or municipal contribution differ materially from this authorization.

Deferring this work would leave the City without a selected site, a sufficiently developed design or a dependable construction estimate. That would weaken future grant applications, increase the likelihood of missing funding windows and compress the time available to meet the 2030 requirement.

Conclusion

Approving the application and the 2027 matching allocation is a necessary step toward delivering reliable drinking water.

Report Prepared By:

Richard Pucci

Chief Administrative Officer

Original signature available upon request



REPORT TO COUNCIL

Meeting of Council

DATE: September 8, 2026
TO: Mayor & Council
FROM: Richard Pucci, Chief Administrative Officer
SUBJECT: **AWARD RFP 2026-100 – INTEGRATED PROJECT DELIVERY SERVICES**

RECOMMENDATION:

THAT Council authorize staff to award RFP 26-100 – Integrated Major Project Delivery Services to the joint venture of McElhanney Ltd. and Associated Engineering (B.C.) Ltd., and authorize the Chief Administrative Officer to execute the associated Master Services Agreement and subsequent project-specific assignments in accordance with approved City budgets and funding agreements.

BACKGROUND:

Over the next five years, the City of Prince Rupert is expected to undertake a significant portfolio of major infrastructure projects. Many of these projects are technically complex, heavily or fully funded by senior levels of government, subject to strict funding and reporting requirements, or must be delivered within compressed timelines.

The City's existing staffing model is appropriately focused on the ongoing operation of municipal services, management of the City's capital program, regulatory obligations, and delivery of routine infrastructure projects. However, maintaining permanent in-house staffing for every specialized engineering, project management, construction management, regulatory, procurement and project-control discipline that may be required for major projects would not be practical or cost-effective.

RFP 26-100 was therefore issued to establish a mid-term, scalable delivery model that would allow the City to access specialized resources when required. The RFP sought a multidisciplinary consulting team capable of acting as an extension of City staff and providing end-to-end project delivery services, from planning and

procurement through design, construction administration, commissioning and close-out. The contemplated Master Services Agreement has an initial five-year term, with two optional two-year extensions. The City will assign individual projects only as needed.

The intent is not to transfer the City's overall capital program to an outside consultant. Rather, staff will identify specific projects where an integrated external delivery team provides the greatest benefit to the City.

PROPOSALS

The City received six proposals in response to RFP 26-100 from:

- Allnorth Consultants Limited;
- McElhanney Ltd. and Associated Engineering (B.C.) Ltd. Joint Venture;
- WSP Canada Inc.;
- R.F. Binnie & Associates Ltd.;
- ISL Engineering and Land Services Ltd.; and
- Urban Systems Ltd.

The response to the RFP was strong. All six proponents brought considerable professional experience and presented good concepts for how the City could structure and deliver its major capital program. The proposals showed that several capable firms in the market have the technical resources needed to support Prince Rupert.

Staff evaluated proposals on overall best value, with the RFP assigning weight to team experience on major municipal programs, program management approach, project controls methodology, interest holder engagement, local and regional resource availability, and fee structure.

After review, staff determined that the McElhanney/Associated Engineering Joint Venture provided the best overall value to the City, particularly given the City's anticipated needs over the full five-year term.

EVALUATION AND RATIONALE

The proposal's strength is the combination of significant major-project and municipal program-management expertise with an established local and regional presence.

This expertise is supported by an established presence in Prince Rupert and Northwest British Columbia. McElhanney has maintained a Prince Rupert presence since 1979, and the joint venture has identified approximately 15 staff based in Prince Rupert, along with more than 39 additional staff in Terrace and Kitimat. This gives the City access to local personnel who understand the community, infrastructure, and operating environment, while retaining the ability to draw on a much larger provincial pool of specialized resources when required.

Both firms also have extensive histories working in Prince Rupert and are familiar with many of the projects, infrastructure systems, stakeholders, and technical challenges expected to form part of the City's future major-project program. This familiarity should reduce mobilization time, preserve institutional knowledge and allow resources to be deployed quickly as projects are assigned.

CONTRACT AND PROJECT ASSIGNMENT MODEL

Importantly, the award of RFP 26-100 is a zero-value contract at the time of award.

The Master Services Agreement establishes the contractual framework, team, rates, responsibilities and terms under which future work may be assigned. It does not, by itself, commit the City to spending funds or guarantee the consultant a particular volume of work.

The RFP was intentionally structured so that specific projects can be assigned as and when required, with the scope and compensation for each assignment established separately.

Further, the proposal also includes a unique Community Legacy Commitment, providing an annual contribution to a City-designated community initiative, project, scholarship, youth program, environmental enhancement, or other community benefit. The contribution is tied directly to the professional fees the JV earns each year and increases as the volume of work increases. The contribution may be provided financially, through equivalent professional volunteer hours or technical support, or through a combination determined by the City.

FINANCIAL AND DUE DILIGENCE OVERSIGHT

Given the anticipated value of the infrastructure program and the significant amount of senior-government funding expected to flow through individual projects, financial accountability will be central to the program.

Staff will establish an annual independent three-party due diligence review of the program. The review will examine project expenditures, consultant billings, funding

requirements, project progress, and contractual performance to confirm that funds are used appropriately and that assigned projects are delivered in accordance with the City's contractual obligations, approved scopes, budgets, and applicable funding agreements. This annual report is intended to be published and provided to the City's funders.

CONCLUSION

RFP 26-100 represents a different and necessary approach to delivering the City's largest and most complex infrastructure projects over the next five years. The City is entering a period of capital investment unlike anything it has previously undertaken, with a program of infrastructure renewal and development that represents generational growth for Prince Rupert. Successfully delivering this volume of work will require significantly greater project management, engineering, procurement, construction management, funding coordination, and specialized technical capacity than the City can reasonably maintain in-house.

Report Prepared By:

Richard Pucci, CAO

Original signature available upon request



CITY OF PRINCE RUPERT

DELEGATION OF AUTHORITY BYLAW NO. 3564, 2026

A BYLAW TO DELEGATE CERTAIN POWERS, DUTIES AND FUNCTIONS OF COUNCIL
PURSUANT TO THE *COMMUNITY CHARTER AND LOCAL GOVERNMENT ACT*

WHEREAS The *Community Charter* authorizes Council to delegate certain powers, duties and functions to municipal officers and employees;

AND WHEREAS Council considers it desirable and in the public interest to provide for the efficient administration of municipal affairs through the delegation of specified authorities;

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

PART 1 - CITATION

1. Citation

This Bylaw may be cited as the "Delegation of Authority Bylaw No. 3564, 2026".

PART 2 - DEFINITIONS

2. Definitions

In this Bylaw:

CAO means the Chief Administrative Officer of the City of Prince Rupert, or their designate;

City means the Corporation of the City of Prince Rupert;

Council means the Council of the City of Prince Rupert;

Development Permit means a development permit issued pursuant to the Local Government Act;

Land Transaction means the acquisition, disposition, lease, licence, statutory right of way, easement, covenant, encroachment agreement, or other interest in land;

Purchasing Policy means the City's purchasing policy, as amended or replaced from time to time.

PART 3 - GENERAL DELEGATION

3. Delegation to the Chief Administrative Officer

Council delegates to the CAO all powers, duties and functions that may lawfully be delegated under:

- a. section 154 of the *Community Charter*, as amended or replaced from time to time;
- b. section 188 of the *Community Charter*, as amended or replaced from time to time;
- c. the *Local Government Act*, as amended or replaced from time to time;

subject to the limitations and conditions established in this Bylaw, applicable legislation, and City policies.

PART 4 - AGREEMENTS AND CONTRACTS

4. Agreements and Contracts

The CAO is authorized to:

- a. negotiate, approve, execute and administer agreements respecting the City's activities, works, programs and services;
- b. approve and execute procurement agreements in accordance with the Purchasing Policy;
- c. approve change orders, contract amendments and extensions where such approvals comply with approved budgets and the Purchasing Policy;
- d. execute all documents necessary to implement such agreements.

5. Limitations

The authority delegated under section 4 does not authorize the CAO to:

- a. enter into agreements that require borrowing authority unless previously authorized by Council;
- b. enter into agreements that would materially change adopted Council policy;
- c. enter into agreements that are expressly required by legislation to be approved by Council.

PART 5 - LAND TRANSACTIONS

6. Land Transactions

Subject to applicable legislation and City policies, the CAO is authorized to negotiate, approve and execute Land Transactions on behalf of the City.

7. Council Approval Required

Despite section 6, Council approval is required for:

- a. the sale of fee simple municipal land;
- b. the acquisition of land not contemplated within an approved budget;
- c. any Land Transaction that Council has directed be brought forward for consideration;
- d. any Land Transaction where Council approval is otherwise required by legislation.

PART 6 - DEVELOPMENT PERMITS

8. Delegation of Development Permit Authority

Council delegates to the CAO all powers, duties and functions of Council relating to the issuance of Development Permits under the *Local Government Act*.

PART 7 - RECONSIDERATION OF DEVELOPMENT PERMIT DECISIONS

9. Right of Reconsideration

Any owner of property affected by a decision made under section 8 may request Council reconsideration of the decision.

10. Reconsideration Application

A reconsideration request must:

- a. be submitted in writing to the Corporate Officer within 30 days of the decision being communicated;
- b. identify the decision being appealed;
- c. state the reasons for reconsideration;
- d. indicate the decision requested from Council;
- e. include any materials the applicant wishes Council to consider.

11. Council Reconsideration Process

Upon receipt of a reconsideration application:

- a. the Corporate Officer shall place the matter on the agenda of a regular Council meeting occurring not less than two weeks after receipt;
- b. notice shall be provided in accordance with applicable legislation and municipal bylaws;
- c. Council shall consider the materials that were before the delegate when the decision was made;

d. the applicant and any interested persons shall be provided an opportunity to be heard;

e. Council may adjourn the matter from time to time.

12. Council Decision

Upon reconsideration, Council may:

a. confirm the decision;

b. vary the decision;

c. set aside the decision and substitute its own decision.

PART 8 - DELEGATION TO POSITION HOLDERS

13. Delegation to Position

Where authority is delegated to the CAO, such authority is delegated to the individual occupying that position from time to time and to any person lawfully appointed to act in that position.

PART 9 - REPORTING

14. Reporting to Council

The CAO shall provide periodic reports to Council respecting the exercise of delegated authorities in a form and frequency determined by Council.

PART 10 - GENERAL

15. Severability

If any portion of this Bylaw is found invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw shall remain in force.

16. Repeal

The following bylaws are hereby repealed:

a. Delegation Bylaw No. 3162, 2003;

b. Delegation Amendment Bylaw No. 3487, 2022.



CITY OF PRINCE RUPERT

DEVELOPMENT APPROVAL INFORMATION BYLAW AMENDMENT BYLAW NO. 3565, 2026

A BYLAW TO AMEND DEVELOPMENT APPROVAL INFORMATION BYLAW NO. 3468, 2021

WHEREAS the Council of the City of Prince Rupert adopted Development Approval Information Bylaw No. 3468, 2021;

AND WHEREAS Council wishes to update administrative authorities within the bylaw;

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

PART 1 - CITATION

1. Citation

This Bylaw may be cited as the "Development Approval Information Amendment Bylaw No. 3565, 2026".

PART 2 - DEFINITIONS

2. Amendments

2.1

Schedule "A" of Development Approval Information Bylaw No. 3468, 2021 is amended by deleting the definition of DIRECTOR OF OPERATIONS in its entirety.

2.2

Schedule "A" of Development Approval Information Bylaw No. 3468, 2021 is amended by deleting the definition of CITY PLANNER in its entirety.

2.3

Schedule "A" of Development Approval Information Bylaw No. 3468, 2021 is amended by adding the following definition immediately after CITY:

CHIEF ADMINISTRATIVE OFFICER means the person appointed by Council to that position and includes a person designated to act in their place or a person designated by the Chief Administrative Officer to carry out duties under this Bylaw.

2.4

Section 2.3 is deleted in its entirety and replaced with the following:

2.3 The following officials may require development approval information from an Applicant by written notice detailing the Terms of Reference for the Report:

- a. Chief Administrative Officer or designate; and
- b. Approving Officer.

2.5

Section 4.2 is deleted and replaced with the following:

4.2 Without limiting Section 4.1, the Chief Administrative Officer or designate, or the Approving Officer, may require a peer review of the submitted report after reviewing such report. The peer review shall be undertaken at the Applicant's expense where the submitted report does not satisfactorily address an applicable standard, guideline, policy, or requirement under this Bylaw.

3. Severability

If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw shall remain in full force and effect.

4. Effective Date

This Bylaw comes into force upon adoption.

Read a First time this 13th day of August, 2026.

Read a Second time this 13th day of August, 2026.

Read a Third time this 13th day of August, 2026.

Final Consideration and Adopted this ____ day of _____, 2026.

Mayor

Corporate Officer

67. Effective Date

This Bylaw comes into force upon adoption.

Read a First time this 13th day of August, 2026.

Read a Second time this 13th day of August, 2026.

Read a Third time this 13th day of August, 2026.

Final Consideration and Adopted this ____day of _____, 2026.

Mayor

Corporate Officer



CITY OF PRINCE RUPERT

DEVELOPMENT PROCEDURES BYLAW NO. 3566, 2026

A BYLAW TO ESTABLISH PROCEDURES FOR PROCESSING LAND DEVELOPMENT APPLICATIONS AND TO DELEGATE CERTAIN DEVELOPMENT APPROVAL POWERS

WHEREAS Council may establish procedures for processing applications under Part 14 of the *Local Government Act*;

AND WHEREAS Council wishes to establish clear, consistent, and efficient procedures for the processing of development applications and permits;

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

PART 1 - CITATION

1. Citation

This Bylaw may be cited as the "Development Procedures Bylaw No. 3566, 2026".

2. Repeal

Development Procedures Bylaw No. 3533, 2024 and all amendments thereto are hereby repealed.

3. Definitions

In this Bylaw:

Applicant means an Owner or a person authorized in writing by an Owner to act on their behalf.

Application means an application submitted under this Bylaw for:

- an Official Community Plan amendment;
- a Zoning Bylaw amendment;
- a Development Permit;
- a Development Variance Permit; or
- a Temporary Use Permit.

Chief Administrative Officer means the person appointed by Council as the Chief Administrative Officer and includes their designate.

City means the City of Prince Rupert.

Council means the Council of the City of Prince Rupert.

Designated Officer means the Chief Administrative Officer or a person designated in writing by the Chief Administrative Officer to administer this Bylaw.

Owner means the registered owner of land.

Permit means a Development Permit, Development Variance Permit, or Temporary Use Permit.

Qualified Professional means a person qualified by education, training and experience to provide professional advice or certification related to a development application.

PART 2 - APPLICATION REQUIREMENTS

4. Application Submission

An application must:

- a. be submitted in a form required by the City;
- b. be signed by the Owner or authorized Applicant;
- c. include all information required by the Designated Officer; and
- d. be accompanied by all applicable fees prescribed in Appendix A of this Bylaw.

5. Application Completeness

- (1) The Designated Officer may determine whether an application is complete.
- (2) An incomplete application may be refused.
- (3) The Designated Officer may require additional information, studies, plans, drawings, reports, or professional certifications necessary to evaluate an application.

6. Pre-Application Meetings

Applicants are encouraged to meet with City staff prior to submitting an application.

7. Electronic Submissions

Applications and supporting materials may be submitted electronically in a form acceptable to the City.

PART 3 - APPLICATION REVIEW

8. Application Processing

The Designated Officer shall process applications submitted under this Bylaw.

9. Referrals

The Designated Officer may refer an application to:

- City departments;
- provincial agencies;
- federal agencies;
- Indigenous governments;
- utility providers; or
- other agencies and organizations as considered appropriate.

10. Public Consultation

The Designated Officer may require public consultation appropriate to the nature, scale and potential impacts of an application.

Public consultation may include:

- community information meetings;
- public information notices;
- mailed notices;
- online engagement;
- applicant-led consultation; or
- other consultation methods considered appropriate.

PART 4 - DELEGATION OF AUTHORITY

11. Delegated Authority

Pursuant to the *Community Charter*, Council delegates to the Chief Administrative Officer and Designated Officer the authority to:

- a. determine application completeness;
- b. require Development Approval Information;
- c. require supporting professional studies and reports;
- d. require security for works and services;
- e. prescribe application forms and permit forms;
- f. issue and amend Development Permits;
- g. issue and amend Development Permits involving variances authorized by this Bylaw; and
- h. exercise any administrative authority delegated under this Bylaw.

12. Referral to Council

Despite any delegation under this Bylaw, the Chief Administrative Officer may refer any application to Council for consideration.

PART 5 - RECONSIDERATION

13. Reconsideration by Council

(1) An Applicant may request Council reconsider a decision made under delegated authority.

(2) A request for reconsideration must:

- a. be submitted in writing within 30 days of the decision;
- b. identify the decision being reconsidered;
- c. state the reasons for reconsideration; and
- d. include any supporting information relied upon by the Applicant.

(3) Council may:

- a. confirm the delegated decision;
- b. amend the delegated decision; or
- c. substitute its own decision.

(4) Council's decision is final.

PART 6 - OFFICIAL COMMUNITY PLAN AMENDMENTS

14. Review

Upon receipt of a complete application, the Designated Officer shall:

- a. undertake review and referrals;
- b. coordinate public consultation as required;
- c. prepare a staff report; and
- d. forward the application to Council.

15. Council Consideration

Council may:

- a. give readings to a bylaw;
- b. reject an application;
- c. defer consideration; or
- d. request additional information.

16. Notice and Public Hearing

Notice requirements and public hearings shall be conducted in accordance with the *Local Government Act* and the City's Public Notice Bylaw.

PART 7 - ZONING BYLAW AMENDMENTS

17. Review

Zoning amendment applications shall be processed in the same manner as Official Community Plan amendment applications.

18. Council Authority

Council is the approval authority for all Zoning Bylaw amendments.

PART 8 - DEVELOPMENT PERMITS

19. Development Permits

Development Permit applications shall be reviewed by the Designated Officer having regard to:

- a. applicable Development Permit Area guidelines;
- b. Official Community Plan policies;
- c. applicable bylaws;
- d. referral comments; and
- e. any other relevant planning considerations.

20. Approval Authority

Development Permits may be approved, issued, amended or refused by the Designated Officer.

PART 9 - DEVELOPMENT VARIANCE PERMITS

21. Development Variance Permits

Development Variance Permit applications shall be processed in accordance with the *Local Government Act*.

22. Approval Authority

Council is the approval authority for Development Variance Permits.

PART 10 - TEMPORARY USE PERMITS

23. Temporary Use Permits

Temporary Use Permit applications shall be processed in accordance with the *Local Government Act*.

24. Approval Authority

Council is the approval authority for Temporary Use Permits.

PART 11 - GENERAL PROVISIONS

25. Re-Application

Where Council has refused an application, a substantially similar application shall not be accepted within six months of the date of refusal unless Council directs otherwise.

26. Application Lapse

An application may be deemed abandoned where an Applicant fails to provide requested information within six months of the request.

27. Permit Expiry

Unless otherwise specified in a permit, a permit issued under this Bylaw expires two years from the date of issuance if the permitted work has not substantially commenced.

28. Severability

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw shall remain in force and effect.

Read a First time this ____ day of _____, 2026.

Read a Second time this ____ day of _____, 2026.

Read a Third time this ____ day of _____, 2026.

Final Consideration and Adopted this ____ day of _____, 2026.

Mayor

Corporate Officer

APPENDIX “A”

DEVELOPMENT APPLICATION FEES

Application Type	Fee
Official Community Plan Amendment	\$1,100
Zoning Bylaw Amendment	\$1,100
Official Community Plan Amendment and Zoning Bylaw Amendment	\$1,400
Development Variance Permit	\$330
Development Permit Area (value of works over \$10,000)	\$225
Development Permit Area (value of works under \$10,000)	\$60
Reconsideration of a Delegated Decision	\$60
Temporary Use Permit	\$630
Title Certificate Search	\$20
Corporate Search / BC Company Summary	\$20

Note: Where a Development Variance Permit application includes multiple requested variances, the City may charge a separate fee for each variance within a single application.



CITY OF PRINCE RUPERT

OFFICERS BYLAW NO. 3567, 2026

A BYLAW TO ESTABLISH OFFICER POSITIONS AND TO PRESCRIBE THE POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS OF THE CITY OF PRINCE RUPERT

WHEREAS Council is authorized to establish officer positions and prescribe the powers, duties and responsibilities of officers;

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

PART 1 - CITATION

1. Citation

This Bylaw may be cited as the "City of Prince Rupert Officers Bylaw No. 3567, 2026".

PART 2 - DEFINITIONS

2. In this Bylaw:

CAO means the Chief Administrative Officer.

City means the Corporation of the City of Prince Rupert.

Council means the Council of the City of Prince Rupert.

Deputy CAO/Corporate Officer means the officer appointed by Council as the Deputy Chief Administrative Officer and Corporate Officer.

Chief Financial Officer means the officer appointed by Council as Chief Financial Officer.

Department Head means an employee appointed by the CAO to lead a City department.

Officer means the CAO, Deputy CAO/Corporate Officer, or Chief Financial Officer.

PART 3 - OFFICER POSITIONS

3. The following officer positions are established:

- (a) Chief Administrative Officer;
- (b) Deputy Chief Administrative Officer/Corporate Officer; and
- (c) Chief Financial Officer.

4. Council may appoint a deputy to any Officer position established under this Bylaw, who may act in the place of the Officer during the Officer's absence or incapacity.

PART 4 - DEPARTMENT HEADS

5. Department Head positions may be established by the CAO as required for the effective administration of the City.

6. Department Heads shall report to and be accountable to the CAO or designate.

PART 5 - POWERS, DUTIES AND RESPONSIBILITIES

7. The powers, duties and responsibilities of the CAO are set out in Schedule "A".

8. The powers, duties and responsibilities of the Deputy CAO/Corporate Officer are set out in Schedule "B".

9. The powers, duties and responsibilities of the Chief Financial Officer are set out in Schedule "C".

PART 6 - OATH OF OFFICE

10. The Oath of Office in Schedule "D" is adopted as the oath of office for all Officers.

PART 7 – GENERAL PROVISIONS

11. City of Prince Rupert Officers Bylaw No. 3544, 2024 and all amendments thereto are repealed.

12. Severability

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw shall remain in force and effect.

Read a First time this 13th day of August, 2026.

Read a Second time this 13th day of August, 2026.

Read a Third time this 13th day of August, 2026.

Final Consideration and Adopted this ____ day of _____, 2026.

Mayor

Corporate Officer

SCHEDULE "A"

CHIEF ADMINISTRATIVE OFFICER

The CAO is responsible for the overall leadership, administration and operation of the City.

The CAO shall:

1. provide leadership for the administration and operation of all municipal services;
2. implement Council bylaws, policies, resolutions and lawful directions;
3. provide advice and recommendations to Council on municipal matters;
4. report to Council on matters affecting municipal operations and service delivery;
5. supervise, direct, evaluate and provide performance management for Officers, Department Heads, and employees of the City;
6. appoint, remunerate, discipline, suspend and dismiss Department Heads and employees of the City, except Officers appointed by Council;
7. recommend to Council the appointment, remuneration, discipline, suspension or dismissal of Officers;
8. establish organizational structures, reporting relationships and administrative procedures;
9. appoint acting Department Heads and designate acting responsibilities as required;
10. oversee labour relations, collective bargaining and workforce planning;
11. ensure the development and implementation of corporate policies and administrative practices;
12. lead the development and implementation of Council's strategic priorities;
13. oversee corporate performance measurement and organizational effectiveness;
14. ensure the effective and efficient delivery of municipal services;
15. coordinate long-range planning across all departments;
16. act as the principal administrative liaison between the City and other governments, First Nations, agencies, organizations and stakeholders;
17. oversee enterprise risk management activities;
18. oversee emergency management, business continuity and organizational preparedness;
19. oversee occupational health and safety programs;
20. oversee corporate asset management and infrastructure planning;

21. authorize procurement, purchasing activities and the execution of operational agreements within approved budgets and delegated authority;
22. obtain legal advice on behalf of the City;
23. direct legal proceedings on behalf of the City in accordance with Council direction and established authority; and
24. perform such other duties as assigned by Council.

SCHEDULE "B"

DEPUTY CHIEF ADMINISTRATIVE OFFICER/CORPORATE OFFICER

The Deputy CAO/Corporate Officer shall support the CAO in the administration of the City and perform all statutory duties of the Corporate Officer.

The Deputy CAO/Corporate Officer shall:

1. act in the place of the CAO during the CAO's temporary absence or incapacity, or when authorized by the CAO or Council;
2. act in the absence of the CAO when authorized;
3. ensure minutes of Council and Council bodies are prepared and maintained;
4. maintain bylaws, records, agreements and corporate documents of the City;
5. ensure municipal records are preserved and protected;
6. certify bylaws, resolutions and other City documents;
7. administer oaths and affidavits authorized by law;
8. receive notices, claims, petitions and legal documents on behalf of the City;
9. maintain and administer the corporate seal;
10. oversee Council meeting administration and legislative processes;
11. coordinate statutory notices and procedural requirements;
12. oversee municipal elections, assent voting and other voting processes;
13. oversee records management and records retention programs;
14. oversee corporate records classification, retention and disposition programs;
15. oversee information governance and privacy administration;
16. ensure public access to records as required by legislation;
17. oversee processing of insurance claims against the City;
18. administer rights-of-way, encroachments, licences of occupation, easements and related agreements;
19. supervise Corporate Administration staff;
20. support implementation of Council and CAO directives;
21. support intergovernmental and First Nations relationship initiatives as directed by the CAO;
22. provide governance and procedural advice to Council and City staff; and
23. perform such other duties assigned by Council or the CAO.

SCHEDULE "C"

CHIEF FINANCIAL OFFICER

The Chief Financial Officer is responsible for the financial administration of the City.

The Chief Financial Officer shall:

1. receive and account for all revenues of the City;
2. maintain custody of municipal funds and securities;
3. disburse funds in accordance with authorized budgets and approved expenditures;
4. invest municipal funds in accordance with applicable legislation and City policy;
5. ensure accurate accounting records are maintained;
6. prepare statutory financial statements and reports;
7. coordinate annual audits;
8. prepare annual operating and capital budgets;
9. prepare financial plans, forecasts and long-term financial projections;
10. manage reserve funds, debts, investments and treasury functions;
11. monitor financial performance and report variances;
12. establish and maintain effective financial controls;
13. advise Council and the CAO on financial matters;
14. assess financial risks and long-term financial sustainability implications of municipal decisions;
15. oversee the development and maintenance of the City's financial policies;
16. oversee taxation, revenue collection, payroll and utility billing functions;
17. oversee procurement controls and financial compliance;
18. supervise Financial Services staff; and
19. perform such other duties assigned by Council or the CAO.

SCHEDULE "D"

OATH OF OFFICE

I, _____, having been appointed to the office of _____ for the City of Prince Rupert, do solemnly affirm that:

- (a) I will faithfully, honestly and impartially perform the duties of my office;
- (b) I will uphold the laws and bylaws applicable to my office;
- (c) I will maintain the confidentiality of information received through my duties except where disclosure is authorized or required by law;
- (d) I will not permit my personal interests to conflict with my public responsibilities;
- (e) I will act in the public interest and uphold the integrity of local government;
and
- (f) I will faithfully discharge the powers, duties and responsibilities of my office.



CITY OF PRINCE RUPERT

OFFICERS BYLAW NO. 3568, 2026

A BYLAW TO DELEGATE DEFINED AUTHORITIES TO OFFICERS OF THE CITY OF PRINCE RUPERT AND TO ESTABLISH CORPORATE SIGNING AUTHORITIES

WHEREAS Council may, by bylaw, delegate powers, duties and functions to Officers and employees of the City;

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

Citation

1. This Bylaw may be cited for all purposes as the "City of Prince Rupert Corporate Signing Authority and Delegation Bylaw No. 3568, 2026".

Definitions

2. In this Bylaw:

Act means the *Community Charter*, *Local Government Act*, and any successor legislation.

Authorized Designate means an Officer or Employee authorized in writing pursuant to this Bylaw.

CAO means the Chief Administrative Officer appointed by Council and includes any person lawfully acting in that position.

City means the Corporation of the City of Prince Rupert.

Corporate Officer means the Corporate Officer appointed by Council and includes any person lawfully acting in that position.

Council means the elected Council of the City of Prince Rupert.

Electronic Signature means an electronic sound, symbol, process, approval or signature attached to or associated with a record and adopted by a person with the intent to sign or approve the record.

Employee means a person employed by the City other than an Officer.

Officer means an Officer designated under the City's Officers Bylaw, as amended or replaced from time to time.

Record means recorded information in any form, including paper and electronic records.

General Signing Authority

3. Every bylaw adopted by Council shall be signed by the Mayor and Corporate Officer.
4. Council minutes shall be signed by the Mayor or presiding member and the Corporate Officer.
5. Minutes of Committees, Commissions and other advisory or administrative bodies established by Council may be signed by the chair or presiding member and the recording officer or secretary.

Electronic Signatures and Records

6. Electronic signatures are authorized for all City business where permitted by law.
7. An electronic signature has the same force and effect as an original handwritten signature.
8. Documents executed electronically are deemed to have been duly signed and delivered.
9. Electronic approvals and workflows administered through approved City systems constitute valid approvals for City business.
10. Electronic records maintained by the City are deemed to be original records.

Delegation of Authority

11. Council delegates to the CAO all powers, duties and functions that may lawfully be delegated under the Act, except those powers expressly reserved to Council by legislation or this Bylaw.
12. Subject to approved budgets, applicable legislation, and City policies, the CAO may approve and execute agreements, contracts and other documents required for the administration and operation of the City.
13. The CAO may delegate, in writing, any approval authority, signing authority, administrative function, power, duty or responsibility delegated under this Bylaw to an Officer or Employee.
14. The CAO may establish conditions, limitations or restrictions respecting any delegation made under section 13.
15. An Officer may exercise any authority delegated by this Bylaw, the CAO, City policy or applicable legislation.

Permits, Approvals and Regulatory Documents

16. Permits, licences, approvals, notices and other regulatory documents may be signed by:

- (a) the Corporate Officer, where required by legislation; and
- (b) the Officer or Employee responsible for the applicable service area, or their Authorized Designate.

17. The CAO may designate, in writing, Employees or Officers authorized to execute planning, development, building, engineering, licensing or other regulatory documents.

Land Title and Property Documents

18. Documents required to be filed, deposited or registered in the Land Title Office or any government registry may be signed by:

- (a) the Corporate Officer; and
- (b) an Officer or Authorized Designate.

19. Property and land-related documents authorized by Council may be executed in accordance with this Bylaw and the applicable Council authorization.

Limitations

20. Nothing in this Bylaw authorizes any person to:

- (a) exercise a power that legislation requires Council to exercise directly;
- (b) adopt, amend or repeal a bylaw;
- (c) borrow money except as authorized by legislation or Council; or
- (d) exercise any authority specifically reserved to Council.

21. All authority exercised under this Bylaw must be exercised in accordance with:

- (a) applicable legislation;
- (b) City bylaws;
- (c) City policies;
- (d) approved budgets; and
- (e) applicable procurement and financial controls.

Schedule "A"

22. Schedule "A" forms part of this Bylaw and may be amended by Council resolution, provided that such amendments do not alter the powers delegated by this Bylaw.

Repeal

23. City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024 and all amendments thereto are repealed.

Effective Date

24. This Bylaw comes into force and takes effect upon adoption.

Read a First time this 13th day of August, 2026.

Read a Second time this 13th day of August, 2026.

Read a Third time this 13th day of August, 2026.

Final Consideration and Adopted this ____ day of _____, 2026.

Mayor

Corporate Officer

Schedule "A"

Corporate Signing Authority Matrix

The following Schedule forms part of the City of Prince Rupert Corporate Signing Authority and Delegation Bylaw No. 3568, 2026.

1. General Principles

1. Signing authority does not, by itself, confer spending authority or authority to approve a transaction.
2. All signatories must act within:
 - approved budgets;
 - Council-approved policies;
 - applicable legislation;
 - delegated authority granted under this Bylaw; and
 - any limitations established by the CAO.
3. Where two signatures are required, at least one signatory must be an Officer unless otherwise authorized by the CAO.

2. Corporate Documents

Document Type	Authorized Signatory
Bylaws	Mayor and Corporate Officer
Council Minutes	Mayor or Presiding Member and Corporate Officer
Committee Minutes	Chair or Presiding Member and Recording Officer
Corporate Correspondence	CAO, Officer, or Authorized Designate
Statutory Declarations	Officer or employee authorized by legislation

3. Agreements and Contracts

Document Type	Authorized Signatory
Council-approved agreements	Mayor and Corporate Officer, or as directed by Council
Operational agreements within delegated authority	CAO

Departmental agreements within delegated authority	Responsible Officer
Agreements delegated by the CAO	Authorized Designate as approved by the CAO

4. Financial and Procurement Documents

Document Type	Authorized Signatory
Purchase orders	In accordance with procurement policy
Contract change orders	In accordance with procurement policy
Grant applications	CAO, responsible Officer, or Authorized Designate
Grant agreements	CAO or Corporate Officer
Grant reporting documents	Responsible Officer or Authorized Designate
Banking documentation	Persons authorized by Council resolution and banking authorities
Financial reports and filings	Chief Financial Officer, CAO, or Corporate Officer as applicable

5. Planning, Development and Regulatory Documents

Document Type	Authorized Signatory
Development Permits	Corporate Officer and designated planning authority
Development Variance Permits	Corporate Officer and designated planning authority
Temporary Use Permits	Corporate Officer and designated planning authority
Building Permits	Designated building official, or designate
Business Licences	Designated licensing authority
Regulatory notices and orders	Officer or employee authorized by legislation or the CAO
Development application correspondence	Designated planning authority

6. Land and Property Documents

Document Type	Authorized Signatory
Land Title Office documents	Corporate Officer and an Officer or Authorized Designate
Statutory Right of Way documents	Corporate Officer and an Officer
Easements and covenants	Corporate Officer and an Officer
Property transfer documents authorized by Council	Mayor and Corporate Officer unless otherwise authorized

7. Human Resources Documents

Document Type	Authorized Signatory
Employment agreements	CAO or designate
Offer letters	CAO or designate
Personnel documentation	CAO, Director, or Authorized Designate
Collective agreement administration documents	CAO or Designate

8. Electronic Execution

1. Any person authorized to sign a document under this Schedule may execute that document electronically.
2. Electronic approvals within approved City systems are deemed equivalent to written approvals.
 1. A document signed electronically is deemed an original.

9. Chief Administrative Officer Authority

The CAO may:

- (a) designate signing authorities in writing;
- (b) establish internal approval processes;
- (c) assign alternate signatories during absences or vacancies;
- (d) issue administrative procedures respecting execution of documents; and
- (e) suspend or revoke administrative signing authority granted under this Schedule.



CITY OF PRINCE RUPERT

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ADMINISTRATION BYLAW NO. 3569, 2026

A BYLAW RESPECTING THE ADMINISTRATION OF THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*.

WHEREAS The *Freedom of Information and Protection of Privacy Act* ("FOIPPA") requires a local public body to designate a Head for the purposes of the Act and authorizes the delegation of powers, duties and functions under the Act;

AND WHEREAS Council wishes to establish an efficient and modern administrative framework for the administration of access to information and protection of privacy obligations within the City of Prince Rupert;

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

1. Title

1.1 This Bylaw may be cited as the "City of Prince Rupert Freedom of Information and Protection of Privacy Administration Bylaw No. 3569, 2026".

2. Definitions

2.1 In this Bylaw:

Act means the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended from time to time.

City means the City of Prince Rupert.

Coordinator means the person appointed by the Chief Administrative Officer to administer requests and privacy matters under the Act.

Head means the person designated in section 3 of this Bylaw.

2.2 Terms used in this Bylaw have the same meaning as in the Act unless otherwise defined.

3. Designation of Head

3.1 The Corporate Officer is designated as the Head of the City for the purposes of the *Act*.

4. Delegation of Authority

4.1 Except where prohibited by the *Act*, the Head may delegate, in writing, any power, duty or function under the *Act* to:

- a) any officer or employee of the City;
- b) the Coordinator;
- c) a department director;

4.2 A delegation under this section may be subject to conditions or limitations specified by the Head.

5. Administration

5.1 The Chief Administrative Officer shall ensure that appropriate administrative procedures are established to support compliance with the *Act*.

5.2 City departments shall cooperate in responding to requests for access to records and in administering the City's privacy obligations under the *Act*.

5.3 All officers and employees of the City shall comply with applicable records management, privacy, information security, cybersecurity, records retention and information governance policies adopted by the City.

5.4 The City may receive, process, store and disclose records in electronic or physical form in accordance with the *Act*.

5.5 The City shall administer access to information requests and personal information in accordance with the requirements of the *Act*.

6. Fees

6.1 Fees respecting access to records may be charged in accordance with:

- a) the *Act*;
- b) any regulation enacted pursuant to the *Act*; and
- c) the City's Fees and Charges Bylaw, as amended from time to time.

6.2 The Head may require an applicant to pay a fee deposit where authorized by the Act.

6.3 The Head may waive all or part of a fee in accordance with the *Act*.

7. Severability

7.1 If any section, subsection, sentence, clause or phrase of this Bylaw is held to be invalid by a court of competent jurisdiction, that portion shall be severed and the remainder of the Bylaw shall remain in force and effect.

8. Repeal

8.1 City of Prince Rupert Freedom of Information Bylaw No. 2913, 1994, and Freedom of Information Amendment Bylaw No. 3039, 1997, are repealed.

9. Effective Date

9.1 This Bylaw comes into force upon adoption.

Read a First time this 13th day of August, 2026.

Read a Second time this 13th day of August, 2026.

Read a Third time this 13th day of August, 2026.

Final Consideration and Adopted this ____ day of _____, 2026.

Mayor

Corporate Officer

CITY OF PRINCE RUPERT

PERMISSIVE PROPERTY TAX EXEMPTION BYLAW NO. 3571, 2026

BEING A BYLAW TO REPEAL AND REPLACE PERMISSIVE PROPERTY
TAX EXEMPTION BYLAW NO. 3665, 2025

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

AND WHEREAS changes have occurred since the passage of PERMISSIVE PROPERTY TAX EXEMPTION BYLAW NO. 3665, 2025.

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

THAT PERMISSIVE PROPERTY TAX EXEMPTION BYLAW NO. 3665, 2025 is hereby repealed,

AND

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

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

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

18. Lands and improvements operated by the Prince Rupert Salmon Enhancement Society: Block 4, District Lot 251, Range 5, LD 14, Plan 1594, Except Plan 3908, & DL'S 1992 & 1994 & EXC PLANS 3908, 5535, 6006, 8407 & 9409, Roll 9000323.001 (*Salmon Hatchery Facility – Wantage Road*)
19. Lands and improvements operated by the BC Society for the Prevention of Cruelty to Animals: Lot 1, Plan PRP43461, PID 024-362-638, Roll 0093230.000; Lot A, Plan PRP43462, PID 024-362-646, Roll 0093227.000; and Lot 1, Plan PRP43463, Roll 0093225.000; all in Section 9, District Lot 251, Range 5, (*SPCA Facility*)
20. Lands and improvements operated by the Prince Rupert Curling Club: Lot C, Plan 4693, District Lot 251, Range 5, except Plan PRP44107, Roll 9000299.000 (*Curling Rink - Seal Cove*)
21. Lands and improvements operated by Prince Rupert Racquet Association: Lot A, District Lot 251, Range 5, Plan 9409, Roll 9000322.002 (*Prince Rupert Racquet Centre-525 9th Avenue West*)
22. Lands and improvements operated by the Prince Rupert Performing Arts Centre Society: Plan 5631, all in District Lot 251, Range 5, Parcel Assigned 28, Except Plan 6006, Roll 9000363.000 (*Lester Centre of the Arts -1100 McBride St.*)
23. Lands and improvements operated by the Prince Rupert Rod & Gun Club: District Lot 251, Range 5, Plan 1456, Lease/Permit/License # 705501, for Trap Shooting and Recreation Site Purposes, Roll 9000416.000 (*Club House, Facilities, and Grounds-High Way 16*)
24. Lands and improvements operated by the Northern BC Museum Association: Lot A, Block 16, Section 1, District Lot 251, Range 5, Plan 923, Roll 0000382.000 (*Cultural Dance Centre and Carving Shed*)
25. Lands and improvements operated by the Northern BC Museum Association: Lot 1, Range 5, Plan EPS64, District Lot 251, PID 027-913-139 Roll 9000165.002 (*Museum of Northern BC*).
26. Lands and improvements operated by the Prince Rupert Golf Club: Block 4, Plan 1594, District Lot 251, except Plan 3908, & Southerly Portion DL'S 1992 & 1994 & Except Plans 5535, 6006, 8407, 9409, Roll 9000322.000, Roll 9000322.001, 9000322.003, & 9000322.004 (*Prince Rupert Golf Club*)
27. A portion equal to 37.5% of the following lands and improvements that are leased by the City from the Owner Jim Pattison Enterprises Ltd for Municipal purposes and for sub-lease to the Prince Rupert Gymnastics Association and Prince Rupert Youth Soccer Association to operate their respective recreational facilities, less the value of the land and improvements equal to 5,600 square feet of the leased building as shown in Schedule A – Plan of Premises: Part of Lot 1, Waterfront Block G, District Lot 251, Range 5, LD14, Plan 7176, Except Plan PRP 42647, Roll 9000246.000 and any portion of Water lot in front of Waterfront Block G included in the lease. (*Canfisco Municipal Boat Launch Facility – George Hills Way*)
28. Lands and improvements leased to North Coast Community Services Society from the Owner Baldwin Ventures Ltd.: Lot 1, Range 5, Plan PRP11720, District Lot 251, LD 14, Roll 0091412.000 (*Consisting of land having an approximate area of 21,850 sq feet and two-story building of approximately 9,000 sq feet*)

29. Lands and improvements operated by the Friendship House Association of Prince Rupert: Parcel A, Block 32, Section 1, District Lot 251, Range 5, Plan 923 (See PN24367), Roll 0000914.000 (*Friendship House- 744 Fraser St.*)
30. Lands and improvements operated by the Prince Rupert Senior's Centre Association: Lot 19, Block 36, Section 1, District Lot 251, Range 5, Plan 923, DL 10, Roll 0001044.000 (*Prince Rupert Senior's Centre – 21 Grenville Court*)
31. Lands and improvements operated by the Kaien Island Daycare Services Family Resource Centre: Lot A, District Lot 251, Range 5, Plan 8006. Roll 0005167.002 (*1200 Hays Cove Avenue*)
32. Lands and improvements operated by Prince Rupert Aboriginal Community Services Society (name change to Kxeen Community Services Society): Lot 4, Range 5, Plan 9689, District Lot 251, Roll 0009504.000 (*Aboriginal Head Start Program - 313 Prince Rupert Blvd.*)
33. A portion of the lands and improvements operated by The Royal Canadian Legion Branch 27: Lot 16, Block 24, Section 1, Range 5, Plan PRP923, District Lot 251, LD14, PID 014-777-215, 014-777-223 & 014-777-231, Roll 0000641.000 (*Portion of land and building that is assessed as Recreational/non-profit use only - 800 3rd Avenue W*)
34. Lands and improvements operated by The Navy League, Prince Rupert Branch: Lot C, Range 5, Plan PRP4693, District Lot 251, LD14, PID 011-174-749, Roll 9000299.001 (*2333 Seal Cove Road*)
35. A portion of the lands and improvements operated by Prince Rupert Rowing & Yachting Club: Lot 1, range 5, Plan 42708, District Lot 251, LD 14, PID 024-201-642, Roll 9000214.100 (*Portion of land and building that is assessed as Recreational/non-profit use only-121 George Hills Way*)
36. A portion of the lands and improvements operated by Cedar Village Housing Society: Block G3, Section 6, Range 5, Plan 923, District Lot 251, LD14, PID 014-672-201 Roll 0003411.000 (*Portion of land and building that is assessed as Residential/not-for-profit - 700 Green St.*)
37. A portion of the lands and improvements operated by Prince Rupert Indigenous Society: Lot A, Range 5, Plan BCP13581, District Lot 1992, LD 14, Roll 0040511.050 (*Portion of land and building that is assessed as Residential/not-for-profit - 1600 Park Avenue*)
38. Lands and improvements owned by 1279608 BC LTD and operated by the City of Prince Rupert: Lot 1 Plan PRP6855 District Lot 251 Range 5 Land District 14, Roll 0091418.000 (*Municipal Public Works Facility- 1001 Chamberlin Ave*)

This Bylaw may be cited as the “**PERMISSIVE PROPERTY TAX EXEMPTION BYLAW 3571, 2026.**”

Read a First time this ____ day of _____, 2026

Read a Second time this ____ day of _____, 2026

Read a Third time this ____ day of _____, 2026

Notice given in accordance with Sections 94 and 227 of the *Community Charter* by way of posting in the posting locations on the 27th day of August, 2026 and by publication in the Northern View newspaper on the 3rd day of September, 2026.

Finally considered and Adopted this _____ day of _____, 2026.

MAYOR

CORPORATE ADMINISTRATOR

Attachment: Schedule A – Plan of Premises



CITY OF PRINCE RUPERT

TAX SALE REDEMPTION EXTENSION BYLAW 3572, 2026

BEING A BYLAW TO EXTEND THE REDEMPTION PERIOD FOR A PROPERTY
PURCHASED BY THE MUNICIPALITY AT THE 2025 ANNUAL TAX SALE

WHEREAS pursuant to Section 660(6) of the *Local Government Act*, the municipal Council may, by bylaw, extend the redemption period for a property sold at a tax sale for a period of one (1) year, provided that the Municipality was declared the purchaser of the property.

AND WHEREAS the property having a civic address of 69 Hays Vale Dr. and legally described as PID 004-504-453, Lot S69, Range 5, Plan Number PRS9, District Lot 251, Land District 14, Roll Number 227-0002896.069 (the "Parcel") was offered for sale by public auction on September 29, 2025 as a result of delinquent taxes owed on the Parcel:

AND WHEREAS the City of Prince Rupert was declared the purchaser of the Parcel pursuant to the tax sale:

AND WHEREAS the one-year redemption period for the Parcel expires September 29, 2026;

NOW THEREFORE the Council of the City of Prince Rupert enacts as follows:

1. The period for redemption of the Parcel is hereby extended one year from September 29, 2026 to September 29, 2027 (the "Extension Period").

This bylaw may be cited as the "**TAX SALE REDEMPTION EXTENSION BYLAW 3572, 2026.**"

Read a First time this ____ day of _____, 2026

Read a Second time this ____ day of _____, 2026

Read a Third time this ____ day of _____, 2026

Finally considered and Adopted this _____ day of _____, 2026.

MAYOR

CORPORATE ADMINISTRATOR