



REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Tuesday, October 13, 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 October 13, 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 September 28, 2026;
- ii. Minutes of the Committee of the Whole Meeting of September 28, 2026;
- iii. Minutes of the Regular Meeting of September 28, 2026;

b) Reports for receipt

- i. Report from the Planning Re: Development Activity Report September 2026;
- ii. Report from the Fire Chief Re: Monthly Fire/Rescue Report – September 2026;

c) Correspondence for approval

- i. North Coast Fjords Area of Interest Governance Partners Re: Invitation to the North Coast Fjords Area of Interest Stakeholder Advisory Committee.

Recommendation:

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

6. REPORTS

a) Report from the Planning Re: Development Permit #26-28 – 234 3rd Avenue East

Recommendation:

THAT Council support approval of Development Permit (DP) #26-28 and direct the CAO, or Designate, as the delegated approval authority, to issue the permit.

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

Recommendation:

THAT Council receive this 2026 Capital Project Update for information purposes.

7. BYLAWS

a) Council Procedure Bylaw No. 3563, 2026

Recommendation:

THAT Council consider fourth and final reading to Council Procedure Bylaw No. 3563, 2026.

8. COUNCIL ROUND TABLE

9. ADJOURNMENT



SPECIAL MINUTES

For the **SPECIAL MEETING** of Council, held on September 28, 2026, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Councillor N. Adey (Acting Mayor/Chair)
 Councillor Randhawa
 Councillor B. Cunningham
 Councillor T. Forster (Remote)
 Councillor N. Adey
 Councillor R. Skelton-Morven (Remote)

ABSENT: Mayor H. Pond

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

1. CALL TO ORDER

Councillor Adey called to Special Meeting of Council to order at 5:03 pm.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Randhawa and seconded by Councillor Cunningham 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 Randhawa THAT the Meeting be adjourned at 5:04 pm.

CARRIED

Confirmed:

 MAYOR

Certified Correct:

 CORPORATE OFFICER



COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, September 28, 2026, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

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

1. CALL TO ORDER

Councillor Adey called the Committee of the Whole Meeting to order at 7:00 pm.

2. ADOPTION OF THE AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Agenda for the Committee of the Whole Meeting of Monday, September 28, 2026, be adopted as presented.

CARRIED

3. PRESENTATIONS

- i. **Sergeant Marc Jones, Acting Officer in Charge Re: RCMP update**

3. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

4. ADJOURNMENT to Regular Council Meeting

MOVED by Councillor Cunningham and seconded by Councillor Randhawa

THAT the meeting be adjourned to the Regular Council Meeting at 7:20 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



MINUTES

For the **REGULAR MEETING** of Council, held on Monday, September 28, 2026, 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

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

1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:21 pm.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Niesh THAT the Agenda for the Regular Council Meeting of September 28, 2026, be adopted as presented.

CARRIED

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

- a) Francois Dagenais Cote, property owner at 1800 8th Ave East Re: DP #26-23;
- b) Greg Campbell, local president of the CUPW union in Prince Rupert Re: Proposed Canada Post Changes to Mail Delivery in Prince Rupert.

5. CONSENT AGENDA

a) Council minutes for approval

- i. Minutes of the Special Meeting to Close of September 8, 2026;
- ii. Minutes of the Regular Meeting of September 8, 2026;

b) Reports for receipt

- i. Report from the Planning Re: Development Activity Report July & August 2026;

- ii. Report from the Chief Financial Officer Re: July 2026 Financial Variance Report;
- iii. Report from the Fire Chief Re: Monthly Fire/Rescue Report – August 2026;
- iv. Report from the RCMP Re: Policing Report July & August 2026;
- v. Report from the Manager of Communications, Engagement and Social Development Re: Indigenous Relations Committee Update;

c) Correspondence for approval

- i. Request for Proclamation October 2026 as Foster Family Month;

d) Correspondence for receipt

- i. Regional District of Okanagan-Similkameen Re: Support for a Minimum Five-Year Renewal of the Local Government Climate Action Program;
- ii. Canada Post Re: Proposed Changes to Mail Delivery in Prince Rupert;
- iii. City of Williams Lake Re: BC Local Government Climate Action Program (LGCAP) – Funding Continuation; and,
- iv. PACE Group Re: SOS and Municipal Leaders Calling for Five Priority Actions from Province.

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

CARRIED

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT Council direct Staff to review different options related to property requirements for Canada Post in terms of the mailboxes and any other ideas as they see fit to consider this issue and report back to Council within 3 months.

CARRIED

6. REPORTS

a) Report from the Planning Re: Development Permit #26-23 – 1800 8th Avenue East

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council support approval of Development Permit (DP) #26-23 and direct the CAO, or Designate, as the delegated approval authority, to issue the permit.

CARRIED

7. BYLAWS

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

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council consider fourth and final reading to Permissive Property Tax Exemption Bylaw No. 3571, 2026.

CARRIED

b) Tax Sale Redemption Extension Bylaw 3572, 2026

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council consider fourth and final reading to Tax Sale Redemption Extension Bylaw No. 3572, 2026.

CARRIED

8. COUNCIL ROUND TABLE

9. ADJOURNMENT

MOVED by Councillor Randhawa and seconded by Councillor Cunningham THAT the meeting be adjourned to the closed meeting at 7:43 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 13th, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Urban Planner

SUBJECT: DEVELOPMENT ACTIVITY REPORT SEPTEMBER 2026.

RECOMMENDATION

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

REASON FOR REPORT:

This report summarizes development application activity in the City of Prince Rupert for September 2026. This report is intended to inform the Council on applications that have been received and their status to date.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras,
Urban Planner

Richard Pucci,
Chief Administrative Officer

Original signature available upon request

Attachments:

1. Development Activity Report for September 2026

Development Activity Report

Planning Permits – September 2026

File No.	Location	Proposal Description	Date Received	Status	Date of Decision
ZBLA-24-04	100 1 st Avenue E.	Zoning amendment of property with existing building.	Oct. 28, 2024	Waiting on Conditions to be met before 4 th Reading.	N/A
DVP-26-09	1220 Portage Rd	Height variance request for accessory building	Sep. 28, 2026	Under Review	N/A
DP-26-20	115 1 st Ave E	Proposed Band Stand on Mariner's park. City Core DPA.	Jun. 11, 2026	Under staff review	N/A
DP-26-23	1800 8 th Ave E	Proposed Multifamily Development on Multifamily DPA.	Jul. 08, 2026	Under staff review	N/A
DP-26-24	115 1 st Ave E	Proposed Band Stand on Mariner's park. Landscaping improvements. City Core DPA.	Jun. 11, 2026	Under staff review	N/A
DP26-28	234 3 rd Ave E.	Exterior improvements to existing structure	Sep. 28, 2026	Under staff review	N/A

Building Department Permits - Summary September 2026

Number of Building Permits approved during September:	23
Number of Housing Units Approved during the September:	10
City Core Revitalization Fee Waiver recipients during September:	4
Building Department Permits – Annual Summary 2026	
Housing Units approved in 2026	12
City Core Revitalization Fee Waiver recipients in 2026	31



REPORT

October 1, 2026

TO: City Administrative Officer, Richard Pucci

FROM: Fire Chief, Chief Jeff Beckwith

SUBJECT: Monthly Fire / Rescue Report – September 2026

During the month of September 2026, the Prince Rupert Fire Rescue Department responded to 124 emergency incidents. Of these incidents, 4 caused significant damage due to fire.

The Fire Department attended 30 fire-related incidents including one structure fire and 3 vehicle fires. There were also 5 MVI's, 73 medical responses, 6 rescues and 6 other public service requests.

Location	Property Value	Property Loss
1300 Ridley Island, Grain Terminal	\$52 641 000	\$60 000
1000 McBride St, Carnival Grounds, cargo van	\$70 000	\$5 000
240 Sherbrooke Ave, mini van	\$25 000	\$25 000
800 Prince Rupert Blvd, boat	\$40 000	\$40 000
Totals:	\$52 776 000	\$130 000

INCIDENT COMPARISON

September	2026	124 Incidents
September	2025	109 Incidents
September	2024	104 Incidents
September	2023	60 Incidents
September	2022	63 Incidents

FIRE SERVICE ACT INSPECTIONS

During the month of September Fire Department personnel conducted Fire Service Act inspections within 36 public buildings in Prince Rupert.

INSPECTION COMPARISON

September	2026	36 Public Building Inspections
September	2025	24 Public Building Inspections
September	2024	33 Public Building Inspections
September	2023	1 Public Building Inspection
September	2022	3 Public Building Inspections

DEPARTMENT ACTIVITIES AND PROGRAMS

Fire Prevention and Public Education:

Training & Upgrading:

During the month of September, 19 in-house training sessions were conducted. This included EMR CPR protocols, infant CPR, knots, mask up drills, pump theory and rope rescue anchors.

The Department sent 4 members to Vancouver over two weekends to begin the process of becoming High Angle Rope Rescue Instructors. The Dept also hosted the Canadian Mental Health Association's *Resilient Minds: Building the Psychological Strengths of Fire Fighters* course, supporting mental health and resilience skills for both our 9-1-1 Dispatchers and Suppression employees.

Daily Apparatus & Equipment Maintenance:

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

911 DISPATCH SUMMARY

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

PR ADMIN	383	PED ADMIN	6	OTH FIRE	1	CITY	86
PR FIRE	18	PED FIRE	8	OTH AMB	1	H/U	66
PR AMB	238	PED AMB	4	OTH EHS	0	WRONG #	35
PR EHS	89	PED EHS	5	OTH RCMP	5	R.C.C.	0
PR RCMP	223	PED RCMP	5			CITYWEST	15
PR ALARM	17	PED ALARM	0			311	0

Total: 1205

Respectfully submitted,



Jeff Beckwith, Chief



Gitga'at First Nation
445 Hayimiisaxaa Way
Hartley By, British Columbia
V0V 1A0



Gitxaala Nation
11 Ocean Drive, PO Box: 149
Kitkatla, British Columbia
V0V 1C0



Haisla Nation
232 Kitlope Avenue.
Haisla, British Columbia
V8C 9B3



Fisheries and Oceans Canada
Pacific Region
Suite 200 – 401 Burrard Street
Vancouver, British Columbia
V6C 3S4

Pêches et Océans Canada
Région du Pacifique
Pièce 200 – 401 rue Burrard
Vancouver C.-B.
V6C 3S4

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District of Kitimat
City of Prince Rupert
administration@kitimat.ca
cityhall@princerupert.ca

9/23/2026

**Re: Invitation to participate in Stakeholder Advisory Committee for potential
Oceans Act Marine Protected Area for the North Coast Fjords Area of Interest**

Dear District of Kitimat and City of Prince Rupert:

Gitga'at First Nation, Gitxaala Nation, Haisla Nation, and Fisheries and Oceans Canada (DFO) are working as Governance Partners to collaboratively implement marine spatial protections for the North Coast Fjords Marine Protected Area Network Site, and will develop recommendations to their respective decision makers regarding protections using available legislative and regulatory tools and options.

As a first step, the Governance Partners have agreed that use of the *Oceans Act* Marine Protected Area (MPA) is the preferred overarching designation tool to consider for this site which, for the purpose of the *Oceans Act* MPA designation process, is referred to as an Area of Interest (AOI). We are working to complete a feasibility assessment to support this approach (please see Attachment 1 for full description). As part of our collaboration on the North Coast Fjords Area of Interest (AOI) feasibility assessment, we are establishing an AOI Stakeholder Advisory Committee. This will be the primary forum through which the Governance Partners share information and seek input and advice from key stakeholders for consideration on the potential establishment of a North Coast Fjords MPA.

We have identified that your organizations may or do have an interest in participating in the North Coast Fjords AOI Advisory Committee (NCF AC), and would like to invite your organizations to participate. We encourage you to identify a member based on their interest in and knowledge of the AOI, and their commitment to represent your organization's perspective at the Advisory Committee. Please identify one member and one alternate between your organizations to participate in the NCF AC.

Attachment 2 of this letter includes more details on the purpose of the North Coast Fjords AOI Advisory Committee and the tentative schedule of topics to be covered in meetings. The first NCF AC meeting will be held virtually, and is tentatively scheduled for October 21, 2026. The meeting will include an introduction of the AOI, the committee members, and the approach for establishing an *Oceans Act* Marine Protected Area. A draft Terms of Reference (ToR) will be shared prior to the meeting and reviewed with the group at the meeting. Participants will be expected to abide by the NCFAC ToR once finalized.

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We anticipate that the Advisory Committee will meet 5 to 8 times (virtually and/or in-person). Topics that will be discussed in future committee meetings include:

- Schedule and process for MPA designation;
- Overview assessments (biophysical, natural resource, and socio-economic);
- MPA conservation objectives and boundaries;
- AOI risk assessment and potential protection measures for the proposed MPA; and
- Develop preliminary Regulatory Intent Statement.

Kindly identify your member and alternate, and their intent to participate in the October 21, 2026 meeting to Ash Cook (DFO.OceansPacific-OceansPacifique.MPO@dfo-mpo.gc.ca) by email by October 14, 2026. An agenda and additional information will follow upon confirmation of participation in the North Coast Fjords AOI Advisory Committee. Should you have any questions, please contact Ash via email.

You can learn more about the *Oceans Act* MPA establishment process on the DFO website at <https://www.dfo-mpo.gc.ca/oceans/aoi-si/index-eng.html>. The Network Action Plan and its compendiums can be found at <https://mpanetwork.ca/nap/>.

We look forward to hearing from you.

Yours sincerely,

Kyle Clifton
MPA Management Representative
Gitga'at First Nation

Jacinthe Amyot
MPA Management Representative
Gitxaala Territorial Management Agency on behalf of Gitxaala Nation

Mike Jacobs
MPA Management Representative
Haisla First Nation

June Rifkin
MPA Management Representative
Ecosystems Management Branch, DFO, Pacific Region

cc

Karen Leslie, DFO, A/Director of Oceans Program, Pacific Region

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Dan Cardinall, Policy Advisory, Gitga'at Nation

Attachment(s):

- 1) Map and description of North Coast Fjords Area of Interest
- 2) Description of AOI Advisory Committee and proposed meetings

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Attachment 1 – Map and Description of the North Coast Fjords Area of Interest

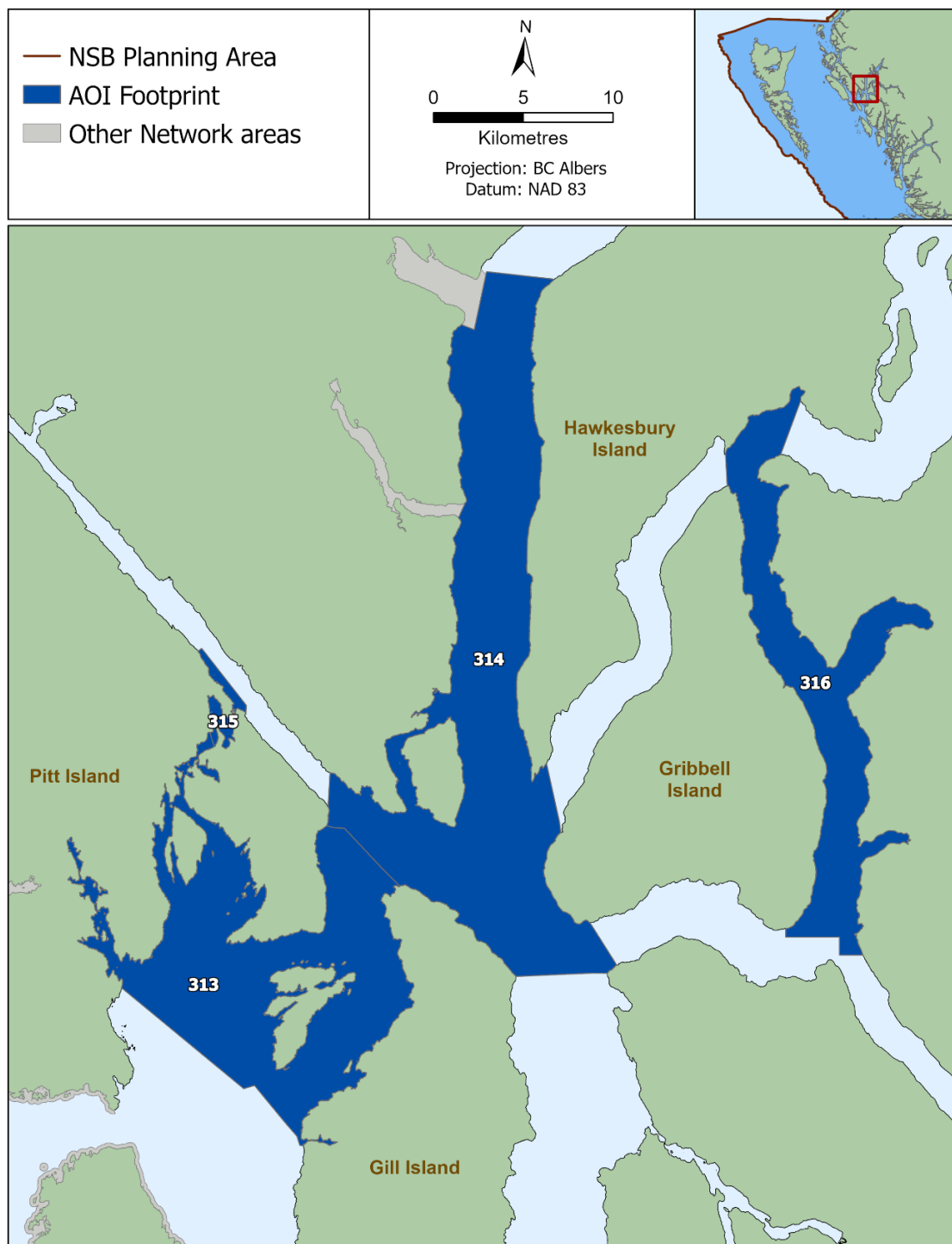


Figure 1. North Coast Fjords Area of Interests showing its four zones as developed in the Network Action Plan: Zones 313, 314, 315, and 316.

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The North Coast Fjords AOI was identified as an area for protection in the Northern Shelf Bioregion MPA Network Action Plan (NAP), which was endorsed in 2023 by 15 First Nations, Canada, and British Columbia (BC). In June 2024, Canada, BC, Gitga'at, Gitxaata and Haisla entered into MPA Collaborative Governance Agreements in which they have committed to work in partnership to establish proposed MPAs, including the North Coast Fjords AOI.

The northern border of the North Coast Fjords AOI is located approximately 65 kilometers south of Kitimat. Its boundaries include Douglas Channel, Ursula Channel, Wright Sound, Union Passage, and the waters surrounding Fin Island.

The North Coast Fjords AOI is a remote area characterized by deep water Fjord systems and well-established estuarine circulation, thanks to large amounts of rain and snowmelt. Unlike many Fjord systems, the deep water of the Fjords is not hypoxic due to annual renewals every spring and summer. The North Coast Fjords AOI includes diverse habitats such as eelgrass beds and kelp forests, as well as many marine species such as humpback whales, fin whales, killer whales (orca), sponge, corals, abalone, crabs, shrimp, prawn, halibut, rockfish, and salmon.

The people of the Gitga'at, Haisla and Gitxaata Nations continue to exercise their Aboriginal rights in the North Coast Fjords AOI in accordance with their respective laws, customs and practices.

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Attachment 2 – Description of AOI Advisory Committee and Proposed Meetings¹

The North Coast Fjords AC is not a decision-making body. It is established to provide the primary forum in which the Governance Partners share information and seek input and advice from key stakeholders for consideration on the potential establishment of a North Coast Fjords MPA. Membership draws from First Nations, federal, provincial, and local governments, industry and conservation organizations.

Information received from the North Coast Fjords AC does not fetter or alter the decision making authorities of the Governance Partners. Recommendations regarding the establishment of an *Oceans Act* MPA in the North Coast Fjords AOI will be provided to the decision makers of each Governance Partner. Each of the Nations will make a decision in accordance with their respective laws, customs and practices. In the federal government, the powers, duties, and functions of the *Oceans Act* are retained by the Minister of Fisheries and Oceans, including recommendations to Governor in Council to establish an *Oceans Act* MPA by regulation.

Meeting	AOI Advisory Committee Tentative Meeting Topics
Meeting 1	• Introduce Advisory Committee members • Review and discuss <i>Oceans Act</i> MPA establishment process • Provide overview of Area of Interest • Review and discuss draft Advisory Committee Terms of Reference
Meeting 2	• Review and discuss Biophysical and Ecological Overview of the Area of Interest (DFO Science) • Review and discuss Mineral and Energy Resource Overview Assessment (Natural Resources Canada)
Meeting 3	• Review and discuss Phase II Socio-Economic overview of the Area of Interest (DFO , Economic Analysis Unit) • Draft conservation objectives and boundaries – introduction and preliminary discussion • Science Update (DFO Science), as applicable • Review Ecological Risk Assessment process
Meeting 4	• MPA designation process overview

¹ The order of meeting topics and number of meetings are subject to change

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	- Continued conservation objectives and boundary discussion – provide comments and input - Collect feedback on draft results of risk analysis - Introduce potential risk treatment options
Meeting 5	- Final review of conservation objectives and AOI boundaries - Discuss regulatory tools for existing and foreseeable activities - Introduce draft Regulatory Intent Statement
Meeting 6	- Designation progress update - Review draft MPA boundary and zoning - Review preliminary Regulatory Intent Statement (including proposed protection measures) - Discuss preliminary economic analysis (DFO Economic Analysis Unit)
Meeting 7+ (if required)	TBD



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 13th, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Planner
SUBJECT: **DEVELOPMENT PERMIT #26-28 – 234 3rd Avenue E.**

RECOMMENDATION:

THAT Council support approval of Development Permit (DP) #26-28 and direct the CAO, or Designate, as the delegated approval authority, to issue the permit.

REASON FOR REPORT:

An application was received for a Development Permit for the property with the property located at 234 3rd Ave E, legally described as "LOT A DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN 7404 ".

The application involves:

1. Proposed exterior improvements to an existing structure in the City Core Development Permit Area.

The proposal drawings are included in Attachment 2.

BACKGROUND:

The applicant is requesting approval of a Development Permit to undertake exterior improvements to an existing building and an unfinished structure adjacent to the building. Due location of the property, the proposal is subject to the City Core Development Permit Area, and Cow Bay Character Area requirements and objectives established in the Official Community Plan.

On September 8, 2026, Council adopted Development Procedures Bylaw No. 3566, 2026, which delegates Development Permit approval authority to the CAO or Designated Officer. In accordance with Section 12 of the Bylaw, the CAO has elected to refer this application to Council for consideration.

The draft Development Permit is included as Attachment 1.

LINK TO STRATEGIC PLAN:

This proposal would fall under Goal D: The City of Prince Rupert will encourage, support, and undertake community renewal to ensure it becomes a world class port city

LINKS TO COUNCIL PLANS AND POLICY DIRECTION:**Development Permit Areas**

The proposal is subject to a character and form review to assess compliance with the requirements and objectives of the City Core Development Permit Area, the Downtown District Area, and the Cow Bay Character Area.

Staff have reviewed the proposal and determined that it is consistent with the character and form requirements and recommendations of the applicable Development Permit Areas. By improving an existing light industrial building, the proposal particularly supports the objectives of the Cow Bay Character Area, including:

- To ensure the elements of the working port, including light industrial, marine and commercial activity are visually accessible to the public and contribute to the area's character, while maintaining safety and operational requirements for those uses
- To maintain the physical features, businesses and activities that contribute to Cow Bay's unique character.

Alignment with Official Community Plan

The proposal is consistent with the land use designation and residential objectives of the Official Community Plan (OCP).

REFERRALS:

Referrals were completed and no concerns were identified that would prevent approval of this development.

COST:

There are no direct costs or budget impacts to the City from granting, or not granting, the variance.

CONCLUSION:

Staff have reviewed this Development Permit application and recommend approval.

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

Rodolfo Paras,
Urban Planner

Richard Pucci,
Chief Administrative Officer

Attachment(s):

- Attachment 1: Draft Development Permit
- Attachment 2: Site Plan and supportive information

Original signature available upon request



DEVELOPMENT PERMIT
FILE NO. DP-26-28

PERMIT ISSUED BY: The City of Prince Rupert (the City), a municipality incorporated under the *Local Government Act*, 424 3rd Avenue, Prince Rupert, BC, V8J 1L7

PERMIT ISSUED TO OWNERS: F. T. W. WELDING & FABRICATING COMPANY LTD.

APPLICANT: RUPERT WOOD AND STEEL

1. This Development Permit is issued subject to compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented in this permit.
2. This Development Permit applies to those lands within the City of Prince Rupert that are described below, and any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:

LOT A DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN 7404

CIVIC ADDRESS:

234 3rd Avenue East

SUBJECT TO the following conditions to the satisfaction of the City:

- a. This permit authorizes the installation of cladding, garage doors, and finishes on the existing steel structure at the location shown in Schedule 1, as detailed in Schedule 2. Light fixtures shall be installed in accordance with the specifications shown in Schedule 3.
3. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
4. This permit is **NOT** a building permit or subdivision approval.
5. This permit does not authorize the obstruction of the laneway, and the property owner may be accountable for any obstruction to public roadways.

6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for excavation, deposit, removal, or fill requires the owner's written consent.
7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner, their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site Plan
 - b. Schedule 2: Proposal's description and information
 - c. Schedule 3: Light Fixture Specifications

ISSUED ON THIS __ DAY OF OCTOBER 2026.

CITY OF PRINCE RUPERT
By an authorized signatory

Chief Administrative Officer, or
Designate.

The goal is to have the building eventually looks something similar to this rendering.





REPORT TO COUNCIL

Meeting of Council

DATE: October 13th, 2026
TO: Mayor & Council
FROM: Richard Pucci, Chief Administrative Officer

SUBJECT: 2026 CAPITAL PROJECT UPDATE

RECOMMENDATION:

THAT the Council receive this 2026 Capital Project Update for information purposes.

BACKGROUND:

The City continues to advance a substantial 2026 capital program while managing significant staffing and project-delivery capacity constraints. Several capital projects are complete, some are under construction and progressing well, while several resource-intensive projects have been paused so available staff and consultant capacity can remain focused on critical infrastructure, regulatory work, and projects already under construction.

A Capital Project Update, along with photos, has been attached as an Addendum.

ANALYSIS:

Several capital projects have been temporarily paused as the City works through recent staffing transitions and realigns its project delivery capacity. With the recent award of the Integrated Project Delivery Services contract and the establishment of the Major Project Division, staff are developing a structured transition plan for several of the City's highest-priority and most complex projects.

The intent is to transfer selected projects to the Major Project Division by the end of 2026, providing dedicated project management, technical expertise, improved cost and schedule oversight, and additional capacity to advance the City's unprecedented capital program. While this transition may cause short-term delays on some projects, it is intended to put priority projects on a stronger delivery footing and ensure the City has the appropriate resources and controls in place before significant additional work and expenditures proceed.

BUDGET OVERVIEW:

Most active construction projects are currently expected to remain within their approved budgets with minor variances.

CONCLUSION:

Despite a period of significant staffing transition, the City continues to make meaningful progress on its 2026 capital program. Major construction projects are visibly advancing throughout the community.

Administration will continue to closely monitor budgets, schedules and project risks, while sequencing paused projects into the Major Projects Division.

Report Prepared By:

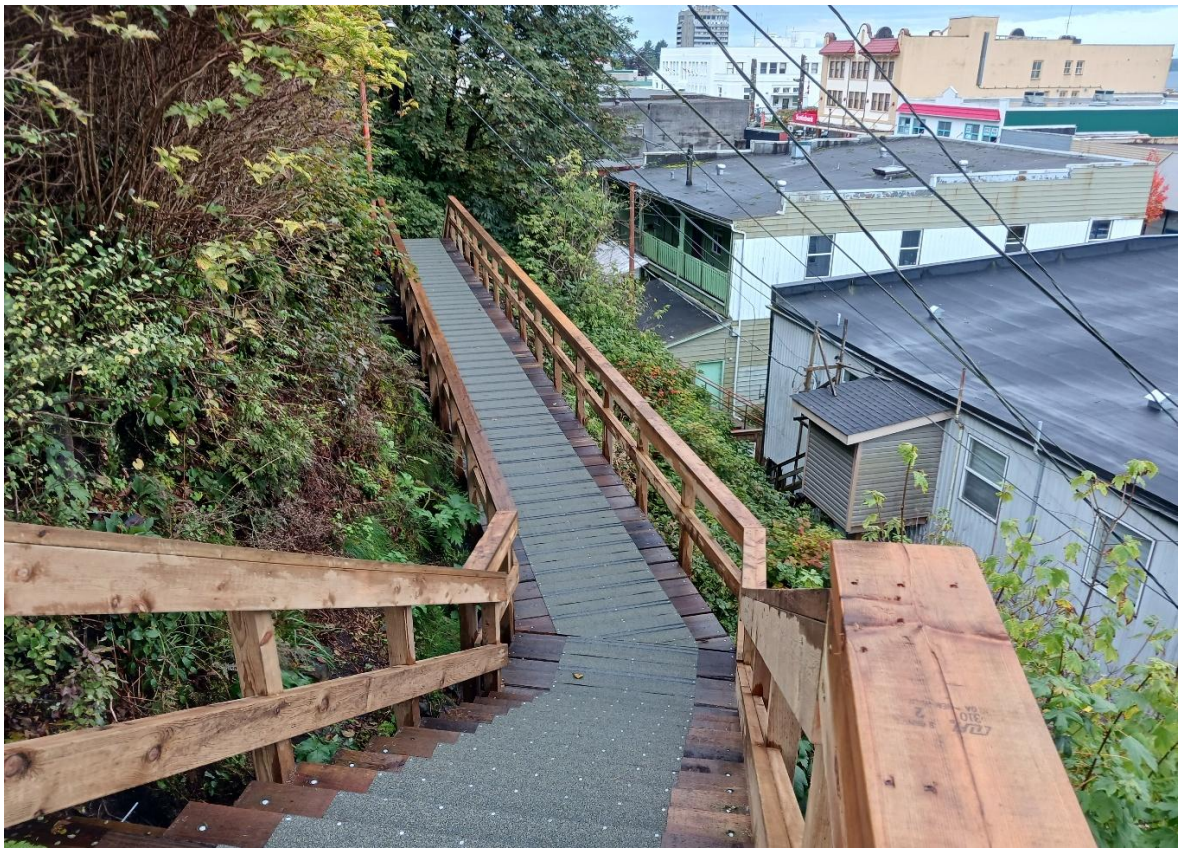
Richard Pucci, CAO

Original signature available upon request

OPERATIONS DEPARTMENT: CAPITAL PROJECTS UPDATE		% COMPLETED
2026 Sidewalk Program		100%
The 2026 Sidewalk Program is complete.		
2026 SCADA System Upgrades (Water & Sewer) - Phase I		100%
SCADA Phase 1 is complete; Phase 2 will be turned over to Major Projects		
2026 Sewer Replacement Program		
The 2026 Sewer Replacement Program is ongoing		
2026 Outfall Repairs J to I – Construction		100%
Construction is complete.		
Public Works Chamberlin Rd Leasehold Improvement		100%
Transition to the new Public Works is complete. The property purchase will happen in 2027.		
Eidsvik Park Renewal		50%
Funding was not achieved in 2026. The community is seeking additional grant funding to complete the project and is currently engaged in a fundraising effort.		
Waterfront Park		15%
Design is complete and moving into construction for 2027		
Mariners Park Japanese Memorial		60%
This project will be kicking off within the next month and will be completed by March 31, 2027		
Bridge Repairs 2nd Avenue		100%
This Project is complete		
Bridge Rerouting Study		100%
This Project is complete		
3rd / 4th Ave West Stair Replacement – Construction		100%
This Project is complete		
2026 Paving Program		100%
The 2026 Paving Program is complete.		
Council Beautification		100%
Additional downtown beautification and paving complete.		
Outfall K Design		30%
Design for the elimination of Outfall K is underway. The construction will be scheduled for 2027		
Submarine/Overland – Design and Construction		50%
Design is approximately 95% complete. DFO review for the submarine line is complete, the overland design is 100% complete, and the IFT package for the submarine line is being advanced. Both projects will be turned over to Major Projects for construction in 2027.		
Water Treatment Facility		10%
Pilot technology selection is underway, with implementation planned for Spring. This work will help determine the preferred water treatment plant technology for the City's water fingerprint and represents an initial step toward detailed design of a future treatment plant.		

Valve Chamber Repair at Montreal Circle	50%
Design for the Montreal Circle Valve Chamber Repairs has been completed, and the project has been awarded to Broadwater.	
Annual Water Line Replacement	
Annual water line replacement is ongoing	
Chlorination Facility	100%
Equipment purchases are complete and will be installed as part of the valve chamber repair.	
Water Supply Master Plan	95%
Water Mast Plan is in Final Draft.	
Dam Access Road	100%
Road repairs are complete.	
Industrial Park Sewage Treatment Plant Upgrades – Design	30%
The wastewater characterization study is ongoing in 2026 and will support the design of a new system to replace the aging treatment system.	
Moresby Wetland Treatment – Construction	100%
The wetland project construction is complete and is in commissioning.	
Comox Lift Station Design	40%
Design is complete and moving into construction. The City has also received a 2/3 funding grant for this Project.	
Outfall Repairs C to B – Design & Construction	50%
The design is 75% complete and will go to construction in 2027.	
Sewer Master Plan	30%
The liquid waste management plan has been awarded to Associated Engineering to support compliance and develop a path to full sewer treatment.	
Permanent Outfall Flow Monitoring	35%
Preparation of the RFP for design and installation of permanent outfall flow monitoring infrastructure is underway to satisfy compliance order requirements and support reduced permit fees through improved flow volume reporting.	
Annual Wastewater Line Replacement	
Annual Wastewater Replacement is ongoing.	
Landfill Lagoon & Priority Upgrades	65%
Treatment facility construction is underway.	
BIG Project High Level	30%
The BIG program is progressing into a more active delivery phase under Major Projects. Although program progress in the first two years was slower than anticipated, the project team has advanced measures to accelerate delivery and recover the schedule. This is expected to result in more than \$50 million in program expenditures over 2027. Further detail on planned BIG program work and delivery timing will be provided in a future report.	







CITY OF PRINCE RUPERT

COUNCIL PROCEDURE BYLAW NO. 3563

A BYLAW TO ESTABLISH THE PROCEDURES GOVERNING MEETINGS OF COUNCIL,
COMMITTEE OF THE WHOLE, AND COUNCIL COMMITTEES

WHEREAS The Community Charter authorizes Council to establish, by bylaw, the procedures governing Council meetings and the conduct of Council business;

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

PART 1 – TITLE, PURPOSE AND DEFINITIONS

1. Citation

This Bylaw may be cited as the "Council Procedure Bylaw No. 3563, 2026".

2. Purpose

The purpose of this Bylaw is to establish fair, transparent, efficient, and accountable procedures for the conduct of Council business and public participation in local government decision-making.

3. Definitions

In this Bylaw:

Acting Mayor means the member designated by Council to act in the place of the Mayor.

CAO means the Chief Administrative Officer of the City or designate.

City means the City of Prince Rupert.

Committee means a standing committee, select committee, advisory body, or other committee established by Council.

Committee of the Whole means a committee comprised of all members of Council.

Corporate Officer means the City's Corporate Officer appointed under the *Community Charter* and includes their designate.

Council means the Council of the City of Prince Rupert.

Council Member means the Mayor or a Councillor.

Electronic Participation means participation in a meeting by electronic or other communication facilities permitted by law.

Mayor includes the Acting Mayor where applicable.

Public Notice Posting Place means those locations designated by Council for official public notices.

Quorum means a majority of the voting members of the body.

4. Governing Legislation

This Bylaw shall be interpreted consistently with the *Community Charter*, *Local Government Act*, and any other applicable enactment.

5. Procedure Not Provided For

Where a procedural matter is not addressed in this Bylaw, the Chair shall determine the procedure having regard to generally accepted principles of meeting procedure and applicable legislation, subject to any appeal by Council.

PART 2 – COUNCIL MEETINGS

6. Annual Meeting Schedule

Council shall, by resolution, establish a schedule of regular Council meetings for the upcoming calendar year.

7. Regular Meetings

1. Regular meetings shall be held in accordance with the annual schedule adopted by Council.
2. Council may amend the schedule by resolution.
3. Council may cancel a regular meeting by resolution.

7.1 Meeting Adjournment

Unless otherwise resolved by Council, a regular Council meeting shall adjourn no later than 11:00 p.m.

Council may, by resolution, continue a meeting beyond 11:00 p.m.

8. Special Meetings

Special meetings may be called in accordance with the *Community Charter*.

9. Notice of Meetings

Notice of regular and special meetings shall be provided in accordance with the *Community Charter* and the City's Public Notice Bylaw.

10. Location of Meetings

Council meetings shall normally be held at City Hall or another location authorized by Council.

11. Electronic Meetings

1. Council meetings may be conducted electronically where authorized by legislation.
2. A Council Member participating electronically shall be deemed present for all purposes, including quorum and voting.
3. The City must ensure the public can hear, or watch and hear, the proceedings where required by law.

12. Annual Report Meeting

Council shall annually consider the City's Annual Report and provide an opportunity for public submissions in accordance with the *Community Charter*.

PART 3 – ACTING MAYOR

13. Appointment

Council shall annually designate members to serve as Acting Mayor on a rotating basis.

14. Authority

The Acting Mayor shall exercise all powers and duties of the Mayor during any period in which the Mayor is absent, unavailable, or unable to act.

PART 4 – OPEN AND CLOSED MEETINGS

15. Open Meetings

All meetings shall be open to the public except where Council is authorized by legislation to exclude the public.

16. Closed Meetings

Council may close a meeting or portion of a meeting only in accordance with the *Community Charter*.

17. Resolution Required

Before closing a meeting, Council must pass a resolution in open session identifying:

- a) that the meeting is to be closed; and
- b) the applicable statutory authority.

18. Attendance at Closed Meetings

Council may permit attendance at a closed meeting by staff, consultants, legal counsel, or other persons whose attendance is considered necessary.

19. Bylaws in Closed Meetings

Council shall not adopt a bylaw in a closed meeting.

PART 5 – AGENDAS AND MINUTES

20. Preparation of Agendas

The Corporate Officer shall prepare agendas for all Council meetings.

21. Distribution of Agendas

Agendas shall be published in accordance with administrative procedures established by the Corporate Officer.

22. Order of Business

The order of business for regular meetings shall generally be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Delegations & Presentations
5. Public Comment(s) Regarding Agenda Items
6. Consent Agenda
7. Reports
8. Bylaws
9. Council Round Table
10. Adjournment

Council may alter the order of business by resolution.

23. Late Items

Council may add an item not appearing on the published agenda by resolution if the matter is time-sensitive or urgent.

24. Minutes

Minutes shall:

- a) record decisions and resolutions;
- b) record voting results;
- c) be certified by the Corporate Officer.

25. Public Availability

Minutes of open meetings shall be made available to the public in accordance with applicable legislation.

PART 6 – PUBLIC PARTICIPATION

26. Public Comment on Agenda Items

1. A public comment period shall be provided at the beginning of each regular Council meeting following approval of the agenda.
2. During the public comment period, members of the public may address Council regarding items contained on the meeting agenda.
3. Comments shall be directed through the Chair and shall be limited to matters appearing on the agenda for that meeting.
4. The Chair may establish reasonable procedures and time limits for speakers.
5. The public comment period is not intended to be a question-and-answer session, and Council Members and staff are not required to respond to comments.
6. The Chair may rule a speaker out of order where comments are disrespectful, abusive, repetitive, defamatory, or unrelated to the agenda item being discussed.

27. Delegations

1. Persons wishing to appear before Council must submit a written request to the Corporate Officer.
2. The Corporate Officer may establish administrative procedures for delegation requests.
3. The Mayor and Corporate Officer may schedule delegations for an appropriate meeting.
4. Council may hear a delegation that has not been scheduled where approved by Council.

28. Delegation Conduct

Delegations shall:

- a) address matters within Council's jurisdiction;
- b) maintain respectful conduct; and
- c) comply with time limits established by the Chair.

29. Petitions

Petitions submitted to Council shall identify the petitioner and provide sufficient information respecting the matter being raised.

PART 7 – CONDUCT OF MEETINGS

30. Chair

The Mayor shall preside at Council meetings.

31. Absence of Mayor

In the absence of the Mayor, the Acting Mayor shall preside.

32. Quorum

A quorum must be present before business may be conducted. The quorum of Council is a majority of all Council Members.

33. Loss of Quorum

If quorum is lost, no further business may be conducted other than adjournment.

34. Authority of Chair

The Chair shall:

- a) preserve order;
- b) decide procedural questions;
- c) recognize speakers; and
- d) ensure the orderly conduct of business.

35. Conduct of Members

Council Members shall:

- a) treat one another with respect;
- b) address comments through the Chair;
- c) refrain from disruptive conduct;
- d) comply with Council's Code of Conduct.

36. Conduct of the Public

Members of the public attending meetings shall maintain respectful conduct.

37. Expulsion

The Chair may order the removal of any person whose conduct disrupts the meeting and may recess the meeting until order is restored.

PART 8 – MOTIONS, DEBATE AND VOTING

38. Motions

A motion shall be moved and seconded before debate.

39. Debate

The Chair shall recognize members wishing to speak.

40. Permitted Motions

The following motions may be made while a question is under consideration:

- a) amend;
- b) refer;
- c) postpone;

- d) table;
- e) call the question;
- f) adjourn.

41. Amendments

1. An amendment must be relevant to the main motion.
2. An amendment shall be decided before the main motion.

42. Points of Order

A member may raise a point of order at any time.

43. Voting

Voting shall be conducted in accordance with the Community Charter.

44. Recorded Vote

A recorded vote shall be taken when required by legislation or requested by a member before the vote is taken.

45. Abstention

Members shall comply with legislative requirements respecting conflicts of interest and voting.

46. Reconsideration

Council may reconsider a matter in accordance with the Community Charter.

PART 9 – BYLAWS

47. Introduction

A bylaw may be introduced at a Council meeting only if it has been made available to Council Members before the meeting, unless waived by unanimous consent.

48. Readings

Readings shall be conducted in accordance with the Community Charter and Local Government Act.

49. Adoption

Council may adopt a bylaw when all statutory requirements have been satisfied.

50. Form

Every bylaw shall:

- a) have a title;
- b) have a bylaw number; and
- c) identify its purpose.

51. Signing

Following adoption, the Mayor and Corporate Officer shall sign the bylaw.

PART 10 – COMMITTEE OF THE WHOLE

52. Establishment

Council may meet as Committee of the Whole.

53. Purpose

Committee of the Whole provides an opportunity for:

- a) discussion;
- b) presentations;
- c) policy development; and
- d) preliminary consideration of matters.

54. Chair

The Mayor, or in the Mayor's absence the Acting Mayor, shall preside at Committee of the Whole meetings.

55. Quorum

The quorum for Committee of the Whole shall be the same as the quorum of Council..

56. Procedure

The procedural rules applicable to Council meetings apply to Committee of the Whole meetings unless otherwise determined by Council.

57. Reports to Council

Committee of the Whole recommendations shall be reported to Council for consideration and decision.

PART 11 – COMMITTEES AND ADVISORY BODIES

58. Establishment

Council may establish committees, commissions, boards, and advisory bodies.

59. Standing Committees

Standing Committees may be established by the Mayor in accordance with the Community Charter.

60. Select Committees

Council may establish Select Committees by resolution.

61. Advisory Bodies

Council may establish advisory bodies and approve terms of reference.

62. Meetings

Committees shall meet in accordance with their approved terms of reference.

The quorum for a committee, commission, board, or advisory body established by Council shall be a majority of the voting members appointed to that body unless otherwise established by Council in the body's terms of reference.

63. Committee Procedures

Unless otherwise provided by Council, the procedural rules of this Bylaw apply to committees with necessary modifications.

64. Committee Records

Minutes shall be maintained for committee meetings as required by law.

PART 12 – GENERAL

65. Severability

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the remaining portions shall remain in force.

66. Repeal

Council Procedure Bylaw No. 3508, 2022, and all amendments thereto are repealed.

67. Effective Date

This Bylaw comes into force upon adoption.

Read a First time this 27th day of July, 2026.

Read a Second time this 27th day of July, 2026.

Read a Third time this 27th day of July, 2026.

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

Mayor

Corporate Officer