REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, November 9, 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 November 9, 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 October 13, 2026;
      ii. Minutes of the Regular Meeting of October 13, 2026;

   b) **Reports for receipt**
      i. Report from the Chief Financial Officer Re: Results of the 2026 General Local Election;
      ii. Report from the Chief Financial Officer Re: August 2026 Financial Variance Report;

   c) **Correspondence for approval**
      i. Request for a Letter of Support from Hecate Strait Employment Development Society for the grant application titled “From Awareness to Action: Building Employer Accountability and Workplace Responses to Racism”;
      ii. Request for proclamation for December as Christian Heritage Month;
      iii. Request for a Letter of Support from the Kxeen Arts Council for the local Arts Hub project; and,

   d) **Correspondence for receipt**
      i. An open letter to Premier-Elect Lorne Doerkson from BC Rural Health Network.

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

6. REPORTS

a) Report from the Chief Financial Officer Re: Signing Authority Resolution

Recommendation:
THAT Council rescinds all preceding resolutions regarding access and control of City of Prince Rupert bank accounts;

AND THAT Council designates the following members of Council to have signing authority and the following members of staff to have countersigning authority:

Account	Elected Signing Authority		Countersigning Authority
General	Mayor	Herb Pond	CFO Corinne Bomben
	Councillor	Nick Adey	CAO Richard Pucci
	Councillor	Wade Niesh	Deputy CFO Tristan Higginson
			Asst Fin Mngr Connie Weidner
			Asst Fin Mngr Laura Brlecic
			DCAO Rosamaria Miller
Chequing	Mayor	Herb Pond	CFO Corinne Bomben
	Councillor	Nick Adey	CAO Richard Pucci
	Councillor	Wade Niesh	Deputy CFO Tristan Higginson
			Asst Fin Mngr Connie Weidner
			Asst Fin Mngr Laura Brlecic
			DCAO Rosamaria Miller
Cemetery	Mayor	Herb Pond	CFO Corinne Bomben
	Councillor	Barry Cunningham	CAO Richard Pucci
	Councillor	Jessica Sallenback	Deputy CFO Tristan Higginson
			Asst Fin Mngr Connie Weidner
			Asst Fin Mngr Laura Brlecic
			DCAO Rosamaria Miller
US Dollar	Mayor	Herb Pond	CFO Corinne Bomben
	Councillor	Teresa Forster	CAO Richard Pucci
	Councillor	James Warburton	Deputy CFO Tristan Higginson
			Asst Fin Mngr Connie Weidner
			Asst Fin Mngr Laura Brlecic
			DCAO Rosamaria Miller

b) Report from the Economic Development Officer Re: Business Façade Improvement

Recommendation:
THAT Council support the application to Northern Development Initiative Trust from The City of Prince Rupert for a grant of up to $20,000 for the Business Façade Improvement Program for 2027.

c) Report from the Planning Re: Development Variance Permit #26-09 – 1220 Portage Road

Recommendation:
THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #26-09.

d) Report from the Planning Re: Development Permit #26-29 – 127 Mish Aw Road

Recommendation:
THAT Council support the approval of Development Permit (DP) #26-29 and direct the CAO, or designate, as the delegated approval authority, to issue the permit.

e) Report from the Planning Re: Development Permit #26-30 – 500 McBride Street

Recommendation:
THAT Council support the approval of Development Permit (DP) #26-30 and direct the CAO, or designate, as the delegated approval authority, to issue the permit.

7. COUNCIL ROUND TABLE

8. ADJOURNMENT

SPECIAL MINUTES

For the **SPECIAL MEETING** of Council, held on October 13, 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

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

ABSENT: Councillor R. Skelton-Morven (Remote)

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 Niesh 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 (c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality.

CARRIED

3. ADJOURNMENT

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

CARRIED

Confirmed:

_____

MAYOR

Certified Correct:

_____

CORPORATE OFFICER

Return to Top

MINUTES

For the **REGULAR MEETING** of Council, held on Tuesday, October 13, 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
R. Miller, Deputy Chief Administrative Officer
C. Bomben, Chief Financial Officer

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the Agenda for the Regular Council Meeting of October 13, 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 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.

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

CARRIED

6. REPORTS

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

MOVED by Councillor Cunningham and seconded by Councillor Niesh 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.

CARRIED

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

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council receive this 2026 Capital Project Update for information purposes.

CARRIED

7. BYLAWS

a) Council Procedure Bylaw No. 3563, 2026

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT Council consider fourth and final reading to Council Procedure Bylaw No. 3563, 2026.

CARRIED

8. COUNCIL ROUND TABLE

Presentation from the Mayor Re: Prince Rupert Term-End Review (2022–2026)

9. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT the meeting be adjourned at 7:34 pm.

CARRIED

Confirmed:

_____
MAYOR

Certified Correct:

_____
CORPORATE OFFICER

REPORT TO COUNCIL

Regular Meeting of Council

DATE: November 9, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Corinne Bomben, Chief Election Officer

SUBJECT: RESULTS OF THE 2026 GENERAL LOCAL ELECTION

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

Section 158 of the *Local Government Act* requires the Chief Election Officer to submit a report of the election results to Council. This report fulfills this requirement.

ANALYSIS:

The General Local Election was held on October 17th, 2026. The following individuals (listed alphabetically) were declared elected for the following offices:

Mayor	
Herb Pond (by Acclamation)	
Councillor	**School Trustee**
Nick Adey	Katie Beach
Barry Cunningham	Karen Buchanan
Teri Forster	Danielle Dalton
Wade Niesh	Mary Denton
Jessica Sallenback	James Horne
James Warburton	Kristy Maier

Valid Ballots	Spoiled Ballots Cast	Registered Voters	Voter Turnout
2,128	1	8,853	24%

Distribution amongst candidates and across polling opportunities for those on the ballot are as follows:

For the office of Councillor

Candidate Name	Advance Oct 7th & 14th	Special Voting	Mail	General	Total Votes
Barry Cunningham	566	21	18	966	1,571
James Warburton	518	13	16	939	1,486
Jessica Sallenback	480	16	11	897	1,404
Nick Adey	476	19	17	858	1,370
Wade Niesh	480	17	13	859	1,369
Teri Forster	484	20	11	791	1,306
Andrea Pollock	257	10	5	499	771
Ejaz Chaudhry	123	4	2	249	378

For the office of School Trustee

Candidate Name	Advance Oct 7th & 14th	Special Voting	Mail	General	Total Votes
Mary Denton	480	14	8	838	1,340
James Horne	431	13	10	768	1,222
Katie Beach	407	14	9	724	1,154
Kristy Maier	407	14	8	723	1,152
Danielle Dalton	365	14	4	619	1,002
Karen Buchanan	316	12	7	580	915
Jeremie Diesel	151	4	2	248	405
Martin Pariseau	101	5	3	200	309

This determination of Official Election Results was made by the Chief Election Officer on October 20, 2026.

Report Prepared By:

_____
Corinne Bomben
Chief Election Officer

Report Reviewed By:

_____
Richard Pucci,
CAO

Original signature available upon request

REPORT TO COUNCIL

Regular Meeting of Council

DATE: November 9, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: AUGUST 2026 FINANCIAL VARIANCE REPORT

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

This report apprises Council of the City's current financial experience versus approved budget for the eight months ending August 31, 2026.

GENERAL OPERATING BUDGET

Operating revenues and expenses are in line with expectations at this time of year. Compared to the prior year the only items of significance are in Development Services revenues which exceeds budget by nearly $480,000 due mainly to unbudgeted commercial building permits issued in July and August.

For the benefit of the new Council members, Fiscal Revenue includes multi-year funding received in the prior year from the Northwest Regional Funding Agreement that was allocated as directed by the Province to reserves. This funding was not received in 2026, however, upon comparison to 2025, looks to be a variance.

UTILITIES BUDGET

Utilities revenues and expenses are generally in line with budget, although expenses are trending below original expectations due to staff attrition. Work is progressing to fill vacancies making the lower expenses experience an anomaly.

CAPITAL & SPECIAL PROJECTS

The capital and special projects programs are now underway. As was noted in the last variance report, the additional funding allocated to paving from Capital Reserves has been included and funds the additional works making up the negative variance in the General Operating line of the Capital Works table on the last page. A 2026 Five-Year Financial Plan budget amendment will be forthcoming later in November of this year to recognize the additional Council approved road works.

LINK TO STRATEGIC PLAN

Supports the City's overall strategic goals.

Report Prepared By:

_____
Corinne Bomben
Chief Financial Officer

Report Reviewed By:

_____
Richard Pucci
Chief Administrative Officer

Original signature available upon request

Attachments:

- General Fund Departmental Variance Report;
- Utilities Variance Report;
- Capital Purchases, Special Projects, and Capital Works Report

CITY OF PRINCE RUPERT- GENERAL FUND Departmental Variance for Period Ending August 2026	YTD 2025 Actual ($)	YTD 2026 Actual ($)	2026 Budget ($)	Budgeted Amount Left ($)	% Left
REVENUES					
Airport Ferry	832,868	857,966	1,190,000	(332,034)	(27.90)
Bylaw Enforcement	104,563	102,685	134,000	(31,315)	(23.37)
Cemetery	53,379	41,643	149,000	(107,357)	(72.05)
Civic Properties	191,659	206,433	299,000	(92,567)	(30.96)
Corporate Administration	16,000	8,000	49,000	(41,000)	(83.67)
Cow Bay Marina	419,769	466,046	455,000	11,046	2.43
Development Services	401,335	818,090	339,000	479,090	141.32
Economic Development	188	-	70,000	(70,000)	(100.00)
Fire 911 Services	46,351	31,650	69,000	(37,350)	(54.13)
Fire Protective Services	11,327	390	5,000	(4,610)	(92.20)
FD Emergency Measures	4,378	8,951	14,000	(5,049)	(36.06)
Finance	8,447	16,807	15,000	1,807	12.05
Fiscal Revenue	30,081,825	7,915,898	9,207,000	(1,291,102)	(14.02)
Engineering Services	5,195	12,504	5,000	7,504	150.08
PW Common Cost	23,689	17,974	70,000	(52,026)	(74.32)
RCMP	68,147	100,894	147,000	(46,106)	(31.36)
Rec - Arena	150,180	158,178	299,000	(140,822)	(47.10)
Rec - Civic Centre	273,797	298,663	460,000	(161,337)	(35.07)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	331,474	358,418	557,000	(198,582)	(35.65)
Transit	175,479	170,085	288,000	(117,915)	(40.94)
Victim Services	64,159	64,159	96,000	(31,841)	(33.17)
Watson Island	207,464	14,963	725,000	(710,037)	(97.94)
Subtotal	33,471,673	11,670,398	14,645,000	(2,974,602)	(20.31)
Property Taxes	29,943,451	34,006,236	34,018,000	(11,765)	(0.03)
Appropriated Surplus- Operations	-	-	200,000	(200,000)	(100.00)
Total Operating Revenues	63,415,124	45,676,633	48,863,000	(3,186,367)	(6.52)
Capital Works- Funding from Grant	-	1,205,786	-	1,205,786	-
Capital Works- Funding from Appropriated Surplus	-	259,061	625,000	(365,939)	(58.55)
Capital Works- Funding from Reserves	-	3,467,940	2,820,000	647,940	22.98
Capital Purchases-Funding from PR Legacy	141,445	52,705	1,255,000	(1,202,295)	(95.80)
Capital Purchases- Funding from Grant	373,922	1,198,154	5,829,000	(4,630,846)	(79.44)
Capital Purchases- Funding from Appropriated Surplus	120,466	393,802	1,916,000	(1,522,198)	(79.45)
Capital Purchases- Funding from Reserves	2,861,460	3,751,256	3,321,000	430,256	12.96
Capital Purchases- Funding from Community Works Fund	23,244	-	-	-	-
Capital Purchases-Funding from borrowing	1,416,837	-	-	-	-
Special Projects- Funding from PR Legacy	91,954	55,806	100,000	(44,194)	(44.19)
Special Projects- Funding from Grant	161,377	7,985	336,000	(328,015)	(97.62)
Special Projects- Funding from Appropriated Surplus	45,218	5,679	167,000	(161,321)	(96.60)
Special Projects- Funding from Reserves	-	70,843	166,000	(95,157)	(57.32)
Total Capital Revenues	5,235,923	10,469,019	16,535,000	(5,970,824)	(36.11)
Total General Operating Fund Revenues	68,651,047	56,145,652	65,398,000	(9,157,191)	(14.00)

CITY OF PRINCE RUPERT- GENERAL FUND Departmental Variance for Period Ending August 2026	YTD 2025 Actual ($)	YTD 2026 Actual ($)	2026 Budget ($)	Budgeted Amount Left ($)	% Left
EXPENDITURES					
Airport Ferry	1,687,352	1,662,943	2,608,000	945,057	36.24
Bylaw Enforcement	249,322	341,799	583,000	241,201	41.37
Cemetery	189,623	164,763	329,000	164,237	49.92
Civic Properties	542,759	575,876	881,000	305,124	34.63
Corporate Administration	910,510	919,114	1,219,000	299,886	24.60
Cow Bay Marina	241,604	224,354	458,000	233,646	51.01
Development Services	666,898	753,214	1,132,000	378,786	33.46
Economic Development	126,037	179,935	235,000	55,065	23.43
FD 911 Services	447,680	451,419	709,000	257,581	36.33
FD Fire Rescue Services	4,018,200	4,242,864	6,404,000	2,161,136	33.75
FD Emergency Measures	44,687	24,186	47,000	22,814	48.54
Finance	934,071	997,768	1,467,000	469,232	31.99
Finance Cost Allocation	(519,000)	(519,000)	(519,000)	-	-
Fiscal Expenses	5,074,697	2,546,965	3,736,000	1,189,035	31.83
Governance	250,720	263,602	362,000	98,398	27.18
Grants in Aid to Community Partners	1,841,684	1,978,423	2,015,000	36,577	1.82
Human Resources	271,495	335,973	488,000	152,027	31.15
Information Technology	585,165	538,661	840,000	301,339	35.87
Parks	803,664	745,628	1,325,000	579,372	43.73
PW Engineering	498,679	506,870	778,000	271,130	34.85
PW Common Cost	3,548,813	3,676,865	5,435,000	1,758,135	32.35
Allocation of PW Common Cost	(3,053,698)	(3,098,878)	(5,497,000)	(2,398,122)	43.63
PW Vehicles	898,111	930,157	1,929,000	998,843	51.78
Allocation of PW Vehicles	(1,067,441)	(1,496,630)	(1,928,000)	(431,370)	22.37
RCMP	5,247,111	5,387,942	8,243,000	2,855,058	34.64
Rec. Centre- Arena	332,409	340,811	619,000	278,189	44.94
Rec. Centre- Civic Centre	1,534,148	1,607,238	2,397,000	789,762	32.95
Rec. Centre- Community Services	709	942	4,000	3,058	76.44
Rec. Centre- Pool	930,321	982,013	1,504,000	521,987	34.71
Roads	894,645	1,889,153	3,216,000	1,326,847	41.26
Transit	720,192	662,725	1,152,000	489,275	42.47
Victim Services	96,206	120,278	204,000	83,722	41.04
Watson Island	578,948	611,035	725,000	113,965	15.72
Transfer to Reserves (Interest, RCMP Loan)	22,946,671	4,908,674	3,791,000	(1,117,674)	(29.48)
Total Operating Expenses	52,472,991	33,457,682	46,891,000	13,433,318	28.65
Provision for Special Projects	308,840	148,205	794,000	645,795	81.33
Provision for Capital Purchases	4,995,763	5,688,559	12,758,000	7,069,441	55.41
Provision for Capital Works	9,515	6,645,882	4,955,000	(1,690,882)	(34.12)
Total Capital Expenses	5,314,118	12,482,647	18,507,000	6,024,353	32.55
Total Operating Fund Expenditures	57,787,109	45,940,329	65,398,000	19,457,671	29.75

CITY OF PRINCE RUEPRT- UTILITY OPERATING FUND Departmental Variance for Period Ending August 2026	YTD 2025 Actual ($)	YTD 2026 Actual ($)	2026 Budget ($)	Budgeted Amount Left ($)	% Left
Water					
Operating Revenue	5,210,017	5,021,005	3,886,000	1,135,005	29.21
Debenture Payments- Funding from PR Legacy	684,291	483,133	1,037,000	(553,867)	(53.41)
Capital Works- Funding from Grants	11,489,103	8,940,966	62,060,000	(53,119,034)	(85.59)
Capital Works- Funding from Legacy	474,802	1,524	469,000	(467,476)	(99.67)
Capital Works- Funding from MFA Loan	-	-	600,000	(600,000)	(100.00)
Capital Purchases/Works- Funding from Reserves	298,264	-	6,099,000	(6,099,000)	(100.00)
Capital Purchases/Works- Funding from Appr. Surplus	81,635	731,197	3,461,000	(2,729,803)	(78.87)
Capital Purchases	(186,290)	-	-	-	-
Capital Works	(12,510,121)	(9,698,176)	(73,689,000)	63,990,824	(86.84)
Revenue for operations	5,541,701	5,479,650	3,923,000	975,512	24.87
Operating Expenditure	2,679,160	2,422,314	3,923,000	1,500,687	38.25
Surplus /(Deficit)	2,862,541	3,057,336	-	2,476,198	-
Sanitary and Storm Sewer					
Operating Revenue	3,511,864	3,498,305	3,864,000	(365,695)	(9.46)
Capital Works- Funding from Grants	659,283	4,315,519	20,135,000	(15,819,481)	(78.57)
Capital Works- Funding from Appr. Surplus	213,152	102,960	3,081,000	(2,978,040)	(96.66)
Capital Works- Funding from MFA Loan	-	-	11,644,000	(11,644,000)	(100.00)
Capital Works- Funding from Reserves	251,230	1,910,817	14,381,000	(12,470,183)	(86.71)
Capital Works	(2,006,701)	(6,761,036)	(51,491,000)	44,729,964	(86.87)
Revenue for operations	2,628,829	3,066,564	1,614,000	1,452,564	90.00
Operating Expenditure	639,239	903,200	1,614,000	710,800	44.04
Surplus /(Deficit)	1,989,590	2,163,365	-	2,163,365	-
Solid Waste					
Operating Revenue	5,714,271	5,283,058	5,701,000	(417,942)	(7.33)
Capital Works- Funding from Appr. Surplus	-	-	1,120,000	(1,120,000)	(100.00)
Capital Works- Funding from Accruals	574,157	-	-	-	-
Capital Works- Funding from Reserves	-	950,372	2,050,000	(1,099,628)	(53.64)
Capital Works- Funding from Community Works Fund	184,680	2,357,000	2,357,000	-	-
Capital Works- Funding from Grants	-	-	1,000,000	(1,000,000)	(100.00)
Capital Works	(758,837)	(3,307,372)	(6,527,000)	3,219,628	(49.33)
Revenue for operations	5,714,271	5,283,058	5,701,000	(417,942)	(7.33)
Appropriated Surplus for Rate Stabilization	-	-	187,000	(187,000)	(100.00)
Operating Expenditure	3,714,188	3,437,607	5,888,000	2,450,393	41.62
Surplus /(Deficit)	2,000,083	1,845,451	-	1,845,451	-

CITY OF PRINCE RUPERT- CAPITAL PURCHASES Departmental Variance for Period Ending August 2026	Budget $	Actual $	Variance $
Special Projects	794,000	148,205	645,795
Fire Department & 911	964,000	330,866	633,134
Civic Properties	3,648,000	3,102,592	545,408
Recreation	435,000	170,403	264,597
Land Acquisition	50,000	20,504	29,496
Watson Island	335,000	43,256	291,745
Public Works	2,235,000	1,508,667	726,333
Ferry	100,000	-	100,000
Waterfront Landing	4,303,000	410,625	3,892,375
Parks	688,000	101,647	586,353
Total	**13,552,000**	**5,836,765**	**7,715,236**

CITY OF PRINCE RUPERT- CAPITAL WORKS Departmental Variance for Period Ending August 2026	Budget $	Actual $	Variance $
General Operating	4,955,000	6,645,882	(1,690,882)
Water Utility	73,689,000	9,698,176	63,990,824
Sewer Utility	51,491,000	6,761,036	44,729,964
Solid Waste Utility	6,527,000	3,307,372	3,219,628
Total	**136,662,000**	**26,412,466**	**110,249,534**

Return to Top

Olena Moshko

Subject: FW: Program Support Letter
Attachments: Support Letter.docx

From: Antonio Vera <Antonio.Vera@princerupert.ca>
Sent: Monday, October 26, 2026 3:18 PM
To: Richard Pucci <Richard.Pucci@princerupert.ca>; Rosamaria Miller <Rosamaria.Miller@princerupert.ca>
Cc: Veronika Stewart <Veronika.Stewart@princerupert.ca>
Subject: FW: Program Support Letter

Good afternoon,

Hecate Strait is seeking a letter of support from the City for their grant application to bring a **"From Awareness to Action: BUILDING EMPLOYER ACCOUNTABILITY AND WORKPLACE RESPONSES TO RACISM"** program to Prince Rupert. Having more training resources available locally would allow for better onboarding and training experience for our organization and the community at large. For these reasons, I am in support of the City providing a letter of support.

The attached is what they desire the letter to say.

Please let me know if you need any other information.

Many thanks,

Antonio Vera
Sr. Manager, Human Resources

From: Shirley Ortega <Shirley.O@hseds.ca>
Sent: Monday, October 26, 2026 9:42 AM
To: Antonio Vera <Antonio.Vera@princerupert.ca>
Subject: Program Support Letter

You don't often get email from shirley.o@hseds.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.

Good morning,

I hope you are well. Hecate Strait Employment Development Society is preparing an application for an Anti-Racism project focused on developing workplace education, assessment tools, and resources that help employers create more inclusive and respectful work environments.

We would be grateful if your organization would consider providing a letter of support for this initiative. Your support would help demonstrate the community need for practical workplace tools and employer engagement in addressing racism and promoting inclusion.

I have attached a support letter template for your convenience.

Thank you for your consideration and support.

Kind regards,

Shirley Ortega
Program Director
Hecate Strait Employment Development Society
208-1st Avenue East | Prince Rupert, BC | V8J-4M8
250 624 9498 Ext 2007| hseds.ca
CELPIP Test Registration; **Hecate Strait Employment Development Society - CELPIP**



Olena Moshko

Subject: FW: Support for Recognizing December as Christian Heritage Month

---

From: Mafalda Montemurro <civicinput@newmode.io>
Sent: Saturday, July 11, 2026 9:04 PM
To: Teri Forster <Teri.Forster@princerupert.ca>
Subject: Support for Recognizing December as Christian Heritage Month

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 Teri Forster,

Thank you for the hard work you do on behalf of your constituents and for your continued service to this community.

As a resident of this community, I am writing to ask for your support in recognizing December as Christian Heritage Month at the municipal, provincial, and federal levels of government.

This recognition honours the historic and ongoing contributions of the Christian community to Canada's values, culture, charitable service, heritage, and public life.

May I kindly ask for two things?

First, when this matter comes before you, may I count on your support for recognizing December as Christian Heritage Month?

Second, would you be willing to champion this initiative? Our entire community would be deeply honoured by your support and leadership.

This initiative continues to grow, with more than 42,000 people having already signed the petition, including many residents. For more details, please visit www.ChristianHeritageMonth.ca.

A timely response would be sincerely appreciated, as it will help us prayerfully determine the most appropriate next steps. Kindly cc Molly Banerjei at info@cmfest.tv in your reply so she may follow up on my behalf. She is leading this successful initiative!

Thank you again for your time, your leadership, and your service to the residents you represent.

I look forward to your response as we continue working together toward this important initiative!

Olena Moshko

Subject: FW: Request for Letter of Support for Arts Hub for Prince Rupert

From: Veronika Stewart <veronikastewart@gmail.com>
Sent: Wednesday, November 4, 2026 12:03 AM
Cc: Heidi Richardson <heidi.m.rich@gmail.com>; Prince Rupert Community Arts Council <artsprincerupert@gmail.com>
Subject: Request for Letter of Support for Arts Hub for Prince Rupert

You don't often get email from veronikastewart@gmail.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.

Greetings,

I am writing today to request a letter of support from your organization for a local Arts Hub project being brought forward by the Kxeen Arts Council (formerly Prince Rupert Community Arts Council).

We are currently in the process of grant writing for capital improvements to enhance an existing downtown location as a creative hub for community, and for artist use both personally and to host local workshops. See below for a short description of the project aims:

- Offer educational opportunities in arts and culture that meet the needs of our diverse community, as well as visitors.
- Provide dedicated space for learners, artists, makers, and entrepreneurs to collaborate and grow.
- Support the production of high-quality artistic and creative goods.
- Create a welcoming space where the Northwest community gathers.
- Develop a self-sustaining social enterprise by having all profits made from workshop and space rentals go back into the hub.
- Sub-lease of vendor space to food trucks and creative vendors along a high-traffic downtown corridor.

If possible, we would love to receive a letter by November 12th to ensure letters can be submitted according to grant deadlines.

Please feel free to reach out if you have any questions or concerns about the above or if you would like a template Letter of Support to assist in this request.

All the best,

Veronika Stewart
Vice President, Kxeen Arts Council
(778) 884 6285
veronikastewart@gmail.com

Return to Top

Heather MacRae

From: Paul <newsletter@bcruralhealth.org>
Sent: Sunday, October 25, 2026 10:51 AM
To: City Hall
Subject: A New Government. A New Opportunity for Healthcare in BC.

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.

BC Rural Health Network

COMMUNITY-DRIVEN | EVIDENCE-INFORMED | SOLUTIONS-FOCUSED

AN OPEN LETTER • OCTOBER 25, 2026

A New Government, A New Opportunity to Build a Healthcare System That Works for All British Columbians



An Open Letter to Premier-Elect Lorne Doerkson

Dear Premier-Elect Doerkson,

On behalf of the BC Rural Health Network, our Board of Directors, member organizations, municipalities, and the rural, remote and Indigenous communities whose voices inform our work, I extend our sincere congratulations to you and your colleagues on your electoral victory and the opportunity to form British Columbia's next government.

As a non-partisan, community-driven organization, the BC Rural Health Network has always maintained that meaningful healthcare reform requires collaboration across political lines. We work with governments, opposition parties, healthcare professionals, researchers and, most importantly, the people and communities whose lives are directly affected by healthcare policy.

Our positions do not change with elections, nor does our commitment to ensuring that every British Columbian has reasonable, timely and equitable access to the care they need, regardless of where they live or their personal circumstances.

You will recall our presentations and discussions with the BC Conservative caucus, where we shared our perspectives on the urgent need to rebuild healthcare systems for rural, remote and Indigenous communities. Those conversations were grounded in evidence, community experience and practical solutions. We appreciated the opportunity to contribute, just as we have valued our ongoing relationships with government and political leaders from across the province.

We believe the time for meaningful change has arrived, and the opportunity before your government is significant.

British Columbia does not simply need more of the same. It needs a healthcare system designed for its future, one that recognizes the diversity

of our communities, responds to their unique circumstances, and places people rather than institutions at the centre of healthcare planning and delivery.

For too long, rural and remote communities have experienced the consequences of centralized urban decision-making, fragmented services, workforce shortages and policies that too often reflect urban realities while ignoring rural harms. Rebuilding confidence in our healthcare system requires more than new facilities, recruitment announcements or additional investments in existing structures. It requires a fresh approach to policy development, community engagement, accountability and the delivery of care.

We believe this begins with meaningful partnerships with communities, and a recognition that those most affected by healthcare decisions must have a genuine role in shaping them. Their knowledge, lived experiences and priorities are essential to developing services that are both effective and sustainable.

Importantly, healthcare reform must also be recognized as economic policy.

Accessible, reliable healthcare is fundamental to the economic health of British Columbia. Rural and remote communities support many of the resource industries, small businesses and essential services upon which our provincial economy depends. Yet the absence of dependable healthcare can undermine their ability to attract and retain workers, support families, encourage investment and sustain vibrant communities.

Smart healthcare policy can strengthen local economies, improve productivity, support workforce development and help secure the long-term sustainability of our resource communities and industries. Investments in primary care, healthcare teams, medical transportation, housing, and

coordinated local services should be understood not only as expenditures, but as investments in the social and economic foundations of our province.

There is also a compelling opportunity to improve how our healthcare resources are used. Timely access to community-based primary care, prevention, early intervention and coordinated services can reduce avoidable illness, unnecessary emergency visits, costly medical travel and pressures on already stretched acute-care facilities. A system that works closer to home is not only better for patients and families, but has the potential to be more effective and fiscally responsible.

We encourage your government to see the coming years as an opportunity to establish a new foundation for healthcare in British Columbia, one built on community participation, collaborative and team-based models of care, equitable access, and transparent measures of success that reflect actual patient experiences rather than simply the number of services or facilities announced.

The principles of the Canada Health Act, including reasonable access to medically necessary care without financial barriers, must remain central to this work. Geography, income, disability and social circumstances should not determine whether a British Columbian can receive necessary healthcare in a timely and dignified manner.

Our vision is not simply better rural healthcare. It is a stronger, healthier British Columbia, where improving the circumstances of those facing the greatest barriers strengthens the entire provincial healthcare system.

We recognize that the challenges facing your incoming government are substantial and that meaningful reform cannot happen overnight. However, this transition presents an important opportunity to establish a new relationship between communities, healthcare providers and government, one founded on mutual respect, shared responsibility and a willingness to pursue solutions that may differ from traditional approaches.

The BC Rural Health Network stands ready to contribute to that work.

We bring years of community engagement, research partnerships, practical experience and established relationships across political, professional and geographic boundaries. We do not seek partisan outcomes. We seek lasting improvements in the health and wellness of British Columbians, supported by policies that remain relevant and effective regardless of who occupies the government benches.

We also recognize and appreciate the public service of those who have held office and contributed to healthcare policy before this election. Sustainable system improvement requires continuity where progress has been made, combined with the courage to change approaches that are not delivering equitable results.

Premier-Elect Doerkson, we look forward to meeting with you again and establishing a productive relationship with your incoming Minister of Health and government. We welcome the opportunity to share the work already underway through our Network and its partners, and to explore how the experience and knowledge of rural, remote and Indigenous communities can help shape the next generation of healthcare policy in British Columbia.

The opportunity is now to move beyond managing the challenges of yesterday and begin building the healthcare system British Columbia will need tomorrow.

We congratulate you once again and look forward to working together in the interests of all British Columbians.

Sincerely,

Paul Adams
Executive Director
BC Rural Health Network

Return to Top

Read and share the open letter

Community-driven. Evidence-informed. Solutions-focused. Non-partisan.

BC Rural Health Network

PO Box 940, Princeton, BC V0X 1W0

info@bcruralhealth.org | bcruralhealth.org

Registered charity: RHC Education Foundation (dba BC Rural Health Network)

CRA #70083 3130 RR0001



View this email in your browser | Update preferences | Unsubscribe

Return to Top

REPORT TO COUNCIL

Regular Meeting of Council

DATE: November 9, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: SIGNING AUTHORITY RESOLUTION

RECOMMENDATION:

THAT Council rescinds all preceding resolutions regarding access and control of City of Prince Rupert bank accounts.

THAT Council designates the following members of Council to have signing authority and the following members of staff to have countersigning authority:

Account	Elected Signing Authority		Countersigning Authority
General	**Mayor**	**Herb Pond**	**CFO Corinne Bomben**
	Councillor	**Nick Adey**	**CAO Richard Pucci**
	Councillor	**Wade Niesh**	**Deputy CFO Tristan Higginson**
			Asst Fin Mngr Connie Weidner
			Asst Fin Mngr Laura Brlecic
			DCAO Rosamaria Miller
Chequing	**Mayor**	**Herb Pond**	**CFO Corinne Bomben**
	Councillor	**Nick Adey**	**CAO Richard Pucci**
	Councillor	**Wade Niesh**	**Deputy CFO Tristan Higginson**
			Asst Fin Mngr Connie Weidner
			Asst Fin Mngr Laura Brlecic
			DCAO Rosamaria Miller
Cemetery	**Mayor**	**Herb Pond**	**CFO Corinne Bomben**
	Councillor	**Barry Cunningham**	**CAO Richard Pucci**
	Councillor	**Jessica Sallenback**	**Deputy CFO Tristan Higginson**
			Asst Fin Mngr Connie Weidner
			Asst Fin Mngr Laura Brlecic
			DCAO Rosamaria Miller
US Dollar	**Mayor**	**Herb Pond**	**CFO Corinne Bomben**
	Councillor	**Teresa Forster**	**CAO Richard Pucci**
	Councillor	**James Warburton**	**Deputy CFO Tristan Higginson**

Asst Fin Mngr Connie Weidner
Asst Fin Mngr Laura Brlecic
DCAO Rosamaria Miller

REASON FOR REPORT:

To ensure the continuation of municipal business, the Signing Authorizations for the City's accounts at the Northern Savings Credit Union should be updated and new signing authorities designated for vacated Council positions.

Current Signing Authorities include past Council members Reid Skelton-Morven and Gurvinder Randhawa. These former Council members have been replaced with the two newly elected Council members Jessica Sallenback and James Warburton.

The City has recently set up a separate Chequing account to mitigate the risk of cheque fraud. This account has been assigned the same signing authorizations as the General account given it is considered a sub-account of the main General account. There are no other changes being made.

CONCLUSION:

By passing the resolution, Council will update the bank signing authority with current elected officials.

Report Prepared By:

_____
Corinne Bomben,
Chief Financial Officer
Original signature available upon request

Report Reviewed By:

_____
Richard Pucci,
Chief Administration Officer

Return to Top

REPORT TO COUNCIL

Regular Meeting of Council

DATE: November 9, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Leandri Kleinhans, Economic Development Officer

SUBJECT: Business Façade Improvement

RECOMMENDATION:

THAT Council support the application to Northern Development Initiative Trust from The City of Prince Rupert for a grant of up to $20,000 for the Business Façade Improvement Program for 2027.

REASON FOR REPORT:

The City of Prince Rupert intends to provide property owners and business owners with grant money for façade improvement. This application with Northern Development Initiative Trust requires a resolution of support from Mayor and Council.

BACKGROUND:

The Business Façade Improvement program provides annual grant funding for municipalities and regional districts. Annual funding of $20,000 is available to each municipality and regional district to enhance economic development by encouraging private sector investment in businesses façade improvements. The Program is managed and administered by the City of Prince Rupert Economic Development Office.

ANALYSIS:

The Program is designed to assist property and business owners with rehabilitating the commercial façades of their properties for the purpose of creating a positive visual impact, stimulating private investment, and complementing other community revitalization efforts

November 9, 2026

COST:

There are no Costs or Budget Implications associated.

Report Prepared By:	**Report Reviewed By:**
_____	_____
Leandri Kleinhans, Economic Development Officer	Richard Pucci, CAO

Original signature available upon request

REPORT TO COUNCIL

Regular Meeting of Council

DATE: November 9th, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Planner

SUBJECT: DEVELOPMENT VARIANCE PERMIT #26-09 – 1220 PORTAGE ROAD.

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #26-09

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1220 Portage Road.

The application involves:

1. A request to vary Section 8.1.0(b) of the City of Prince Rupert Zoning Bylaw respecting maximum height for accessory buildings from 3.6 metres to 7.32 metres (24 ft.), to permit the construction of a prefabricated building.

The approval to proceed to public notice for a Development Variance Permit by Council does not constitute approval of the overall development, land use, building design, building code compliance, business licensing, or any other permits or regulatory approvals that may be required.

BACKGROUND:

The applicant is requesting a variance to allow for the construction of a prefabricated metal building. The property is zoned Light Industrial (M1), and under Section 8.1.0(b) of the Zoning Bylaw, the maximum permitted height for an accessory building is 3.6 metres.

The proposed Development Variance Permit would allow the applicant to install an accessory building with a height of 7.32 metres (24 feet), a variance of approximately 3.72 metres.

REFERRALS:

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

PUBLIC NOTICE

Subject to Council's approval to proceed, affected property owners in the vicinity of the subject property will be notified through the statutory notification process and given the opportunity to provide comments on the application.

COST:

There will be minor costs to the City for mailing notifications with respect to the proposed variance. There are no costs or budget impacts to the City from granting or not granting the variance.

Report Prepared By:

_____
Rodolfo Paras Diaz,
Planner

Report Reviewed By:

_____
Richard Pucci,
Chief Administrative Officer

Attachment(s):

- Attachment: Draft Development Variance Permit

Original signature available upon request

DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-26-09

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

PERMIT ISSUED TO OWNER(S): BALDWIN VENTURES LTD.

APPLICANT: RUPERT WOOD AND STEEL

---

1. This Development Variance Permit applies to those lands within the City of Prince Rupert that are described below, and any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:
LOT 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 11720

CIVIC ADDRESS(ES):
1220 PORTAGE ROAD

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
   a. Section 8.1.0(b), M1: Light Industrial Zone, Maximum Accessory Building Height, is varied from 3.6 metres to 7.3 metre (24 feet).

3. This permit is issued subject to the following conditions to the City's satisfaction:
   a. The permittee(s) develop(s) the proposed development in accordance with the Site survey and construction drawings attached as Schedules 1 and 2.
   b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.

4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.

5. This permit is **NOT** a Building Permit or Subdivision Approval.

6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.

7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.

8. The following plans and specifications are attached to and form part of this permit:
    a. Schedule 1: Site Survey
    b. Schedule 2: Building drawings and information

ISSUED ON THIS _____ DAY OF _____, 2026.

CITY OF PRINCE RUPERT
By an authorized signatory

_____

Chief Administrative Officer, or
Designate

DRAFT

REPORT TO COUNCIL

Regular Meeting of Council

DATE: November 9th, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Planner

SUBJECT: DEVELOPMENT PERMIT #26-29 – 127 Mish Aw Road.

RECOMMENDATION:

THAT Council support approval of Development Permit (DP) #26-29 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 located at 127 Mish-Aw Rd, legally described as “LOT B DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN BCP19349 “.

The application involves:

1. Proposed building in the Industrial Development Permit Area.

BACKGROUND:

The applicant is requesting approval of a Development Permit to construct a prefabricated metal building on an existing concrete foundation. The property is located within an industrial land use designation, as identified in the Official Community Plan’s Land Use Framework Maps (Maps 1A and 1B), and is therefore subject to the guidelines, requirements, and objectives of the Industrial Development Permit Area established in the OCP.

The draft Development Permit is included as Attachment 1.

LINKS TO COUNCIL PLANS AND POLICY DIRECTION:

Industrial Development Permit Area

The proposal is subject to a character and form review to assess compliance with the requirements and objectives of the Industrial Development Permit Area. The proposal is consistent with the applicable character and form guidelines and recommendations.

Alignment with Official Community Plan

The proposal is consistent with the land use designation and objectives of the Official Community Plan (OCP), which recognizes the importance of a diverse economy and supports industrial development within the City to foster a more resilient community.

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.

Report Prepared By:

Rodolfo Paras,
Planner

Report Reviewed By:

Richard Pucci,
Chief Administrative Officer

Attachment(s):
• Attachment: Draft Development Permit

Original signature available upon request

DEVELOPMENT PERMIT
FILE NO. DP-26-29

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: STOREY'S EXCAVATING LTD., INC.NO. 702355

APPLICANT: STOREY'S EXCAVATING LTD., INC.NO. 702355

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 B DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN BCP19349

LOCAL ADDRESS:
127 MISH AW ROAD

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

   a. This permit authorizes the installation of a prefabricated storage building on an existing concrete pad at the property municipally addressed as 127 Mish Aw Road, as shown on the site survey attached as Schedule 1.
   b. This permit authorizes the construction of the building in accordance with the information and specifications provided in Schedules 2 through 5.

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 works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.

6. 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.

7. The following plans and specifications are attached to and from part of this permit:
    a. Schedule 1: Site Survey
    b. Schedule 2: Construction Drawings
    c. Schedule 3: Façade material and finishes
    d. Schedule 4: Garage and other commercial door Specifications
    e. Schedule 5: Exterior Light fixtures

ISSUED ON THIS ___ DAY OF _____, 2026.

CITY OF PRINCE RUPERT
By an authorized signatory

_____

Chief Administrative Officer, or
Designate

DRAFT

REPORT TO COUNCIL

Regular Meeting of Council

DATE: November 9th, 2026
TO: Richard Pucci, Chief Administrative Officer
FROM: Rodolfo Paras, Planner

SUBJECT: DEVELOPMENT PERMIT #26-30 – 500 McBride Street.

RECOMMENDATION:

THAT Council support approval of Development Permit (DP) #26-30 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 located at 500 McBride Street, legally described as "LOTS 10 THROUGH 12 BLOCK 8 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923 ".

The application involves:

1. Proposed redevelopment of an existing commercial building in the Commercial Development Permit Area.

BACKGROUND:

The applicant is requesting approval of a Development Permit to undertake exterior improvements to an existing building. The property is located within the commercial designation, as identified in the Official Community Plan's Land Use Framework Maps (Maps 1A and 1B), and is therefore subject to the guidelines, requirements, and objectives of the Commercial Development Permit Area established in the OCP.

The draft Development Permit is included as Attachment 1.

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.

Report Prepared By:

Rodolfo Paras,
Urban Planner

Report Reviewed By:

Richard Pucci,
Chief Administrative Officer

Attachment(s):
• Attachment: Draft Development Permit

Original signature available upon request

DEVELOPMENT PERMIT
FILE NO. DP-26-30

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: RUPERT WOOD N STEEL CONSTRUCTION

APPLICANT: S.J.L. ENTERPRISES LTD.,

---

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:
LOTS 10 THROUGH 12 BLOCK 8 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923

LOCAL ADDRESS:
500 McBride St.

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

   a. This permit allows for exterior improvements to the existing building addressed as 500 McBride St in accordance with the drawing and specifications included in this permit as Schedules 1 and 2. Colours and materials must match the visual representations included 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 works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.

6. 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.

7. The following plans and specifications are attached to and from part of this permit:
    a. Schedule 1: Scope description and Information from applicant.
    b. Schedule 2: Specs of windows and Doors to be installed
    c. Schedule 3: Visual mock ups of proposal.

ISSUED ON THIS ___ DAY OF _____, 2026.

CITY OF PRINCE RUPERT
By an authorized signatory

_____

Chief Administrative Officer, or
Designate

DRAFT