



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on May 9, 2022 at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of May 9, 2022 be adopted as presented.

3. MINUTES

a) Recommendation:

THAT the Minutes of the Special Council Meeting of April 25, 2022 be adopted.
(attached)

b) Recommendation:

THAT the Minutes of the Regular Council Meeting of April 25, 2022 be adopted.
(attached)

c) Recommendation:

THAT the Minutes of the Committee of the Whole Meeting of April 25, 2022 be adopted.
(attached)

d) Recommendation:

THAT the Minutes of the Special Meeting of May 2, 2022 be adopted.
(attached)

e) Recommendation:

THAT the Minutes of the Special Regular Meeting of May 2, 2022 be adopted.
(attached)

4. REPORTS & RESOLUTIONS

a) Report from Planning Re: Development Activity Report – April 2022

(attached)

b) Report from the Chief Financial Officer / Deputy City Manager

(attached)

Recommendation:

THAT Council approve the Service Provider Agreement between the City of Prince Rupert and Kaien Island Trail Enhancement and Recreation Society (the “Society”) for the purpose of Liability Insurance Coverage by the Municipal Insurance Association (“MIA”).

c) Report from the Chief Financial Officer / Deputy City Manager Re: Alternative Approval Process for Police Detachment Loan Authorization No. 3483, 2022.

(attached)

Recommendation:

That Council, in accordance with s. 86(3) of the *Community Charter*, establishes June 27th, 2022 at 4:30 p.m. as the deadline by which elector responses, under the alternate approval process for Bylaw No. 3484, 2022 must be submitted to the City of Prince Rupert by qualified electors within the participating area;

AND THAT the elector response form attached as Attachment 1 be approved and established as the single response form for Bylaw No. 3484, 2022;

AND THAT the notice of alternative approval process attached as Attachment 2 entitled Notice of Alternative Approval Process Police Detachment Loan Authorization Bylaw No. 3484, 2022 be approved;

AND FURTHER THAT, pursuant to s. 86(3) of the *Community Charter*, a fair determination of the total number of eligible electors within the participating area is 9,581, with 10% of the eligible electors amounting to 958.

d) Report from the Chief Financial Officer / Deputy City Manager Re: 2021 Audited Financial Statements (the “Statements”).

(attached)

Recommendation:

That Council accepts the 2021 Audited Financial Statements as presented.

e) Report from the Corporate Administrator Re: Letter of Support for Northern BC Tourism

(attached)

Recommendation:

THAT Council direct staff to provide a Letter of Support to Northern BC Tourism in their application to the Northern Healthy Communities Fund to support the re-establishment and evolution of the Tourism Resiliency Program.

5. BYLAWS

a) Road Closure Bylaw No. 3488, 2022

(attached)

Recommendation:

THAT Council give Fourth & Final Reading of Road Closure Bylaw No. 3488, 2022.

b) Report from Planning Re: City of Prince Rupert Zoning Amendment Bylaw No. 3492, 2022.

(attached)

Recommendation:

THAT Council:

1. GIVE First and Second Readings to City of Prince Rupert Zoning Amendment Bylaw No. 3492, 2022 to allow a site-specific Zoning Bylaw text amendment for the property legally described as Parcel A (See G4248), Block 36, Section 1, District Lot 251, Range 5, Coast District, Plan 923 in order to add "Distillery" as a permitted use under its current C3: Service Commercial Zone; and,

2. PROCEED to Public Hearing.

c) 2022 Five Year Financial Plan Bylaw No. 3494, 2022

(attached)

Recommendation:

THAT Council introduce and give Fourth & Final Readings to the City of Prince Rupert 2022 Five Year Financial Plan Bylaw no. 3494, 2022.

d) 2022 Property Tax Bylaw No. 3495, 2022

(attached)

Recommendation:

THAT Council give introduce and give Fourth & Final Readings to the 2022 Property Tax Bylaw No. 3495, 2022.

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

7. ADJOURNMENT



MINUTES

For the **SPECIAL MEETING** of Council held on May 2, 2022 at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor L. Brain
Councillor B. Cunningham
Councillor W. Niesh
Councillor N. Adey
Councillor G. Randhawa (by Zoom)
Councillor B. Mirau
Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager
R. Miller, Corporate Administrator
C. Bomben, Chief Financial Officer
R. Pucci, Director of Operations

1. CALL TO ORDER

The Mayor called the Special Meeting of Council to order at 5:03 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Niesh 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:

- (c) litigation or potential litigation affecting the municipality.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **REGULAR MEETING** of Council held on April 25, 2022 at 7:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor L. Brain (by Zoom)
Councillor W. Niesh
Councillor G. Randhawa
Councillor B. Cunningham
Councillor N. Adey (by Zoom)
Councillor B. Mirau
Councillor R. Skelton-Morven (Chair)

STAFF: R. Buchan, City Manager
R. Miller, Corporate Administrator
C. Bomben, Chief Financial Officer
R. Pucci, Director of Operations
M. Pope, Planner
D. Rajasooriar, Planner

1. CALL TO ORDER

The Chair called the Regular Meeting of Council to order at 7:00 p.m.

MOVED by Councillor Niesh and seconded by Councillor Mirau THAT the Regular meeting of April 25, 2022 be suspended and that the Special Committee of the Whole be convened.

CARRIED

2. ADOPTION OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Mirau THAT the Agenda for the Regular Council Meeting of April 25, 2022 be adopted as presented with the addition of item 4.f.) Moosehide Campaign Day.

CARRIED

3. MINUTES

a.) MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT the Minutes of the Special Council Meeting of April 11, 2022 be adopted.

CARRIED

b.) MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT the Minutes of the Regular Council Meeting of April 11, 2022 be adopted.

CARRIED

- c.) MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT the Minutes of the Public Hearing of March 28, 2022 be adopted.

CARRIED

- d.) MOVED by Councillor Randhawa and seconded by Councillor Mirau THAT the Minutes of the Special Committee of the Whole Meeting of April 11, 2022 be adopted.

CARRIED

4. REPORTS & RESOLUTIONS

a) Report from Planning Re: Temporary Use Permit #22-02 for 511 Cotton Street

MOVED by Councillor Mirau and seconded by Councillor Randhawa THAT Council proceed with the statutory notification process for Temporary Use Permit #22-02 and include as a permit condition that the City receives and retains a \$5,000 cash bond until the temporary use is discontinued.

CARRIED

b) Report from Planning Re: Development Variance Permit No. 22-05 for 1107 – 11th Avenue East.

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with approval for Development Variance Permit (DVP) no. 22-05.

CARRIED

c) Report from Planning Re: Development Variance Permit No. 22-09 for 1130 – 11th Avenue East.

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with approval for Development Variance Permit (DVP) no. 22-07.

CARRIED

d) Report from the Director of Operations & Intergovernmental Relations Re: Waterfront Project Update.

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council receives the Project Update and award the project under the MSA.

CARRIED

e) Report from the Committee of the Whole

MOVED by Cunningham and seconded by Councillor Mirau THAT Council receive the information presented and use it along with the budget information previously presented to formalize the budget direction and recommend that direction to the Regular Council Meeting of April 25, 2022.

CARRIED

f) Report from the Corporate Administrator Re: Moosehide Campaign Day

MOVED by Councillor Cunningham and seconded by Councillor Mirau THAT Council declare May 12, 2022 as "Moosehide Campaign Day".

CARRIED

g) Report from Planning Re: DVP-22-09 for 1130 – 11th Avenue East

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with statutory notification for Development Variance Permit (DVP) 22-09.

CARRIED

5. BYLAWS

a) Road Closure Bylaw No. 3488, 2022.

MOVED by Councillor Niesh and seconded by Councillor Mirau THAT Council give Third Reading to the City of Prince Rupert Road Closure Bylaw No. 3488, 2022 and proceeds to MOTI for approval.

CARRIED

b) Business Regulations & Licensing Bylaw No. 3476, 2021

MOVED by Councillor Mirau and seconded by Councillor Randhawa THAT Council give Fourth & Final Reading to the City of Prince Rupert Business Regulations & Licensing Bylaw No. 3476, 2022 with a review in 12 months.

CARRIED

c) Report from Planning Re: Zoning Amendment Bylaw No. 3493, 2022

MOVED by Councillor Mirau and seconded by Councillor Niesh THAT Council give First and Second Readings to Bylaw No. 3493, 2022 to permit multiple changes; and

THAT Council proceed to Public Hearing.

CARRIED

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

7. ADJOURNMENT

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT
the meeting be adjourned at 8:52 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council held on April 25, 2022 in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, BC.

PRESENT: Mayor L. Brain (by Zoom)
Councillor W. Niesh
Councillor B. Cunningham
Councillor G. Randhawa
Councillor N. Adey (by Zoom)
Councillor B. Mirau
Councillor R. Skelton-Morven (Chair)

STAFF: R. Buchan, City Manager
R. Miller, Corporate Administrator
C. Bomben, Chief Financial Officer
R. Pucci, Director of Operations
M. Pope, Planner
D. Rajasooriar, Planner

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED by Councillor Niesh and seconded by Councillor Cunningham that the Agenda for the Committee of the Whole Meeting of April 25, 2022 be adopted as circulated.

CARRIED

3. PRESENTATION

a.) Corinne Bomben, Chief Financial Officer/Deputy City Manager Re: 2022 Budget Direction.

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council receives the information in this report and use it along with the budget information presented previously to formalize budget direction and recommend that direction to the Regular Council Meeting of April 25, 2022.

CARRIED

4. QUESTION PERIOD FROM THE PUBLIC

5. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL.

6. ADJOURNMENT TO RECONVENE REGULAR COUNCIL MEETING.

MOVED by Councillor Cunningham and seconded by Councillor Niesh that the meeting be adjourned at 7:34 p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **SPECIAL MEETING** of Council held on May 2, 2022 at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor L. Brain
Councillor B. Cunningham
Councillor W. Niesh
Councillor N. Adey
Councillor G. Randhawa (by Zoom)
Councillor B. Mirau
Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager
R. Miller, Corporate Administrator
C. Bomben, Chief Financial Officer
R. Pucci, Director of Operations

1. CALL TO ORDER

The Mayor called the Special Meeting of Council to order at 5:03 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Niesh 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:

- (c) litigation or potential litigation affecting the municipality.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **SPECIAL REGULAR MEETING** of Council held on May 2, 2022 at 7:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor L. Brain
Councillor W. Niesh
Councillor G. Randhawa (by Zoom)
Councillor B. Cunningham
Councillor N. Adey (by Zoom)
Councillor B. Mirau
Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager
R. Miller, Corporate Administrator
C. Bomben, Chief Financial Officer

1. CALL TO ORDER

The Chair called the Regular Meeting of Council to order at 5:00 p.m.

2. ADOPTION OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven THAT the adopted as presented.

CARRIED

3. REPORTS & RESOLUTIONS

a) Report from Planning Re: Temporary Use Permit #22-02 for 511 Cotton Street

MOVED by Councillor Mirau and seconded by Councillor Randhawa THAT Council proceed with the statutory notification process for Temporary Use Permit #22-02 and include as a permit condition that the City receives and retains a \$5,000 cash bond until the temporary use is discontinued.

CARRIED

b) Report from Planning Re: Development Variance Permit No. 22-05 for 1107 – 11th Avenue East.

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with approval for Development Variance Permit (DVP) no. 22-05.

CARRIED

c) Report from Planning Re: Development Variance Permit No. 22-09 for 1130 – 11th Avenue East.

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with approval for Development Variance Permit (DVP) no. 22-07.

CARRIED

d) Report from the Director of Operations & Intergovernmental Relations Re: Waterfront Project Update.

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council receives the Project Update and award the project under the MSA.

CARRIED

e) Report from the Committee of the Whole

MOVED by Cunningham and seconded by Councillor Mirau THAT Council receive the information presented and use it along with the budget information previously presented to formalize the budget direction and recommend that direction to the Regular Council Meeting of April 25, 2022.

CARRIED

f) Report from the Corporate Administrator Re: Moosehide Campaign Day

MOVED by Councillor Cunningham and seconded by Councillor Mirau THAT Council declare May 12, 2022 as “Moosehide Campaign Day”.

CARRIED

g) Report from Planning Re: DVP-22-09 for 1130 – 11th Avenue East

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with statutory notification for Development Variance Permit (DVP) 22-09.

CARRIED

4. BYLAWS

a) Road Closure Bylaw No. 3488, 2022.

MOVED by Councillor Niesh and seconded by Councillor Mirau THAT Council give Third Reading to the City of Prince Rupert Road Closure Bylaw No. 3488, 2022 and proceeds to MOTI for approval.

CARRIED

b) Business Regulations & Licensing Bylaw No. 3476, 2021

MOVED by Councillor Mirau and seconded by Councillor Randhawa THAT Council give Fourth & Final Reading to the City of Prince Rupert Business Regulations & Licensing Bylaw No. 3476, 2022 with a review in 12 months.

CARRIED

c) Report from Planning Re: Zoning Amendment Bylaw No. 3493, 2022

MOVED by Councillor Mirau and seconded by Councillor Niesh THAT Council give First and Second Readings to Bylaw No. 3493, 2022 to permit multiple changes; and THAT Council proceed to Public Hearing.

CARRIED

5. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

6. ADJOURNMENT

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT the meeting be adjourned at 8:52 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 9th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

SUBJECT: DEVELOPMENT ACTIVITY REPORT FOR APRIL 2022

REASON FOR REPORT:

This report summarizes development application activity in the City of Prince Rupert from April 2022. This report is intended to inform Council on applications that have been received and their current status.

SUMMARY:

The table below provides a summary of the applications that were approved, denied, or discontinued or are in progress or on hold from April 2022.

In terms of development permits (including minor works or sign permits), two were approved, three are in progress, and one is on hold. In terms of development variance permits, two were approved, one is in progress, and one is on hold. In terms of temporary use permits, one is in progress and one is on hold. In terms of Official Community Plan and/or Zoning Bylaw amendments, one was approved, two are in progress, and four are on hold.

File No.	Address	Proposal Description	Date Received	Status	Date of Decision
DP-22-05	180 6 th Avenue East	Application to build a deck with a roof.	March 15 th 2022	Approved	April 5 th 2022
DP-22-07	744 Fraser Street	Application to install exit doors, replace windows, remove a vent, remove exterior signs and painting, install drainpipes, remove a fence and post, replace a deck and stairs, relocate electrical wiring, paint exterior walls, and improve the finish of the concrete design under windows.	March 10 th 2022	Approved	April 5 th 2022
DP-22-08	205-207 3 rd Avenue East	Application to build a lean-to structure.	March 23 rd 2022	In Progress* *Awaiting revised documentation from the applicant.	N/A
DP-22-10	413 3 rd Avenue West	Application to have a sign.	April 1 st 2022	In Progress* *Awaiting additional documentation from the applicant.	N/A

DP-22-11	210 McBride Street	Application to demolish a structure.	April 25 th 2022	In Progress* *Awaiting revised documentation from the applicant.	N/A
DVP-21-10	1551 Kay Smith Boulevard	Application to have a principal building height variance to accommodate an existing house as well as a side property line setback variance to accommodate an existing stairway/deck.	July 12 th 2021	On Hold* *The application is on hold until the applicant establishes an encroachment agreement or removes the encroachments.	N/A
DVP-22-05	1107 11 th Avenue East	Application to have a rear property line setback variance to accommodate a proposed deck.	February 11 th 2022	Approved	April 25 th 2022
DVP-22-08	1515 Kay Smith Boulevard	Application to have (a) variance(s) to accommodate a proposed balcony extension.	March 11 th 2022	In Progress* *Awaiting additional documentation from the applicant.	N/A

DVP-22-09	1130 11 th Avenue East	Application to have a rear property line setback variance to accommodate a proposed accessory building connected via a deck.	March 15 th 2022	Approved	April 25 th 2022
MSP-21-14	336 2 nd Avenue West	Application to have a sign.	September 28 th 2021	On Hold* * The application is on hold until the applicant provides additional documentation.	N/A
TUP-21-03	1502 2 nd Avenue West	Application to temporarily have a container located in a backyard.	September 27 th 2021	On Hold* * The application is on hold until the applicant provides additional documentation.	N/A
TUP-22-02	511 Cotton Street	Application to temporarily have a container located on a vacant property.	April 4 th 2022	In Progress* *At the public notification stage.	N/A
ZBLA-21-01	712-714 McKay Street	Application to rezone from R2 to RM2.	April 7 th 2021	On Hold* * The application is on hold until the applicant provides additional documentation.	N/A

ZBLA-21-03	1220 Portage Road	Application to change the OCP designation from residential to industrial and rezone from P1 to M2.	November 25 th 2021	Approved	April 11 th 2022
ZBLA-22-01	1307-1309 Sloan Avenue	Application to rezone from R2 to RM1.	January 20 th 2022	On Hold* *The application is on hold in consideration of a Zoning Bylaw amendment proposal.	N/A
ZBLA-22-02	542 8 th Avenue East	Application to rezone from R2 to RM2.	January 31 st 2022	On Hold* *The application is on hold in consideration of a Zoning Bylaw amendment proposal.	N/A
ZBLA-22-03	125 3 rd Avenue East	Application to rezone from C5 to P1.	March 23 rd 2022	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A

ZBLA-22-04	801 Fraser Street	Application for a zoning amendment to have a distillery as a permitted use at the subject property.	March 23 rd 2022	In Progress* *Before Council for first reading.	N/A
ZBLA-22-05	N/A	Omnibus Zoning Bylaw Amendment. Section 1 covers twelve items including the addition and alteration of definitions, permitted uses within existing zones, and signage regulations, as well as the removal of the Marina District Zone from the section for Industrial Zones and the consequent renumbering. Section 2 covers accessory dwelling units including the proposed permitting of lock-off suites in multi-family buildings and secondary suites in duplexes.	April 25 th 2022	In Progress* *Before Council for second reading.	N/A

Report Prepared By:

 Daniel Rajasooriar,
Planner

Report Reviewed By:

 Robert Buchan,
City Manager



REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 9, 2022

TO: Robert Buchan, City Manager

FROM: Corinne Bomben, Chief Financial Officer/Deputy City Manager

SUBJECT: SERVICE PROVIDER AGREEMENT

RECOMMENDATION:

THAT Council approve the Service Provider Agreement between the City of Prince Rupert and Kaien Island Trail Enhancement and Recreation Society (the Society) for the purpose of Liability Insurance Coverage by the Municipal Insurance Association (MIA).

REASON FOR REPORT:

To add the Society as an associate member for insurance coverage, Council must approve a service provider agreement as attached.

BACKGROUND:

The Society has a license to occupy the Rushbrook Trail which enables them to maintain, and fundraise for trail improvements. Under the license, the Society is required to allow the public to use the trail.

ANALYSIS:

Insurance costs for the Society have escalated like they have for all entities as of late. The pandemic meant the cancellation of events the Society would use as fundraisers to raise the funds to cover their insurance and other Society requirements. Given that the City and the Society have an agreement in place for the care and control of a City asset, the City can add the Society as an associate

member. This will serve to ensure the Society has the insurance coverage required but for a reduced cost. The City has right of inspection to ensure the terms of the agreement are met and mitigate the additional risk associated with adding the Society.

COST:

The additional premium to the City will be reimbursed by the Society therefore there is no cost to the City.

CONCLUSION:

Council approving the service provider agreement will enable the City to provide liability coverage to the Society.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer/Deputy City Manager

Robert Buchan,
City Manager

Attachment:

- MIA Service Provider Agreement



SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this 10th day of May, 2022 by and in between City of Prince Rupert

(the “Local Government”) and Kaien Island Trail Enhancement and Recreation Society (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

Maintain, care for and control the Rushbrook Trail and make the trail available to the public at all times save for those where any necessary works or repairs must be performed by the Service Provider.

- ☐ The Service Provider has not caused or contributed to any insured or uninsured losses in the past 5 years.
- ☒ The term of the Agreement is from the 7th day of January, 2022 and the 6th day of January, 2022.
- ☐ The term of the Agreement is perpetual commencing the ____ day of _____, _____.
- ☐ As the Service Provider may attract errors and omissions claims, the Local Government agrees to maintain commercial general liability coverage from the MIABC beyond the termination of the Agreement, specifically until the ____ day of _____, _____.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government. By entering into this agreement, the Service Provider confirms they have the necessary training, experience and knowledge to provide the services as set out above.

The Local Government agrees to obtain commercial general liability and errors and omissions insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- ☐ The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- ✓ The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

ON BEHALF OF <LOCAL GOVERNMENT>

Name:

Title:

Signature:

Date:

ON BEHALF OF <SERVICE PROVIDER>

Name:

Title:

Signature:

Date:



REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 9, 2022

TO: Robert Buchan, City Manager

FROM: Corinne Bomben, Chief Financial Officer/Deputy City Manager

**SUBJECT: ALTERNATIVE APPROVAL PROCESS FOR POLICE DETACHMENT
LOAN AUTHORIZATION BYLAW NO. 3484, 2022**

RECOMMENDATION:

That Council by resolution receive this report;

AND THAT, in accordance with s. 86(3) of the *Community Charter*, establishes June 27th, 2022 at 4:30 p.m. as the deadline by which elector responses, under the alternate approval process for Bylaw No. 3484, 2022 must be submitted to the City of Prince Rupert by qualified electors within the participating area;

AND THAT the elector response form attached as Attachment 1 be approved and established as the single response form for Bylaw No. 3484, 2022;

AND THAT the notice of alternative approval process attached as Attachment 2 entitled Notice of Alternative Approval Process Police Detachment Loan Authorization Bylaw No. 3484, 2022 be approved;

AND FURTHER THAT, pursuant to s. 86(3) of the *Community Charter*, a fair determination of the total number of eligible electors within the participating area is 9,581, with 10% of the eligible electors amounting to 958.

REASON FOR REPORT:

The purpose of this report is to establish the total number of electors, approve the notice of the Alternative Approval Process (AAP) and elector response form for the respective loan authorization bylaw, and set the deadline to receive elector responses.

BACKGROUND:

Police Detachment Loan Authorization Bylaw No. 3484, 2022 seeks to obtain financing necessary to engineer, design, construct, furnish and commission a new police detachment on land the City purchased in 2020 for this express purpose.

The effect to tax rates for the repayment of this debt if taken out in full (at a current interest rate of 3.57%) is expected to be an increase of approximately 2% because the City reserved the majority of the annual repayment when new taxation was realized through the construction of industrial projects a couple of years ago.

ANALYSIS:

Council gave three readings to the Bylaw on January 10, 2022. On April 5th, 2022 the Bylaw received Inspector of Municipality Statutory approval.

The next step in the loan approval process is to obtain elector assent through the AAP, which Council directed staff to proceed with on January 24th, 2022. If obtained, Council may consider the adoption of the Bylaw which would then enable the City to proceed to borrow up to the amount noted to finance the engineering, design, construction and completion of the police detachment.

The attached Elector Response Form (Attachment 1) and Notice of AAP (Attachment 2) has been prepared in accordance with s. 86 of the *Community Charter*. Staff is proposing that, in accordance with s. 94 of the *Community Charter*, notice be published in the *Northern View* on May 19th and May 26th.

Using Statistics Canada, BC Statistics and BC Assessment data forming the municipal tax roll, the total number of eligible electors in the participating area, the City of Prince Rupert, has been estimated to be 9,581 (Attachment 3). Council may proceed with adopting the Bylaw unless at least 10% of the electors, 958, indicate

May 9, 2022

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that the Council must obtain the assent of the electors by way of assent voting (referendum).

In accordance with s. 86(3)(a) of the *Community Charter*, the proposed deadline to receive elector responses is Monday, June 27th, 2022 at 4:30 p.m.

COST:

The estimated cost of the Alternate Approval Process is \$2,000 which is mostly made up of the cost of advertising.

CONCLUSION:

Council is asked to approve by resolution the elector response form, the notice, establish the total number of electors in Prince Rupert, and set the deadline to receive the elector response form.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer/Deputy City Manager

Robert Buchan,
City Manager

Attachment(s):

- Attachment 1 – Elector Response Form – Alternative Approval Process for Police Detachment Loan Authorization Bylaw No. 3484, 2022
- Attachment 2 – Notice of Alternative Approval Process – Police Detachment Loan Authorization Bylaw No. 3484, 2022
- Attachment 3 – Alternative Approval Process: Report for Determining Number of Eligible Electors



Administration
424 3rd Avenue West
Prince Rupert, BC, V8J 1L7
Phone: (250) 627 0934 Fax: (250) 627 0999

ELECTOR RESPONSE FORM

ALTERNATIVE APPROVAL PROCESS FOR POLICE DETACHMENT AUTHORIZATION BYLAW NO. 3484, 2022

NOTE TO PETITIONERS:

To be eligible to sign a petition opposing the adoption of Bylaw No. 3484, 2022, you must be entitled to register as an elector within the City of Prince Rupert.

By completing this elector response form I oppose City's Council's intention to adopt Police Detachment Authorization Bylaw No. 3484, 2022, which authorizes the borrowing of up to \$25,000,000 over a 30 year period to construct a new police detachment. Repayment of the proposed borrowing has mostly been incorporated into existing taxes with a potential tax increase of 2% should the full loan be necessary, and is estimated to cost \$1,485,000 annually at the current Municipal Finance Authority interest rate of 3.57%. City Council may proceed with the adoption of Police Detachment Authorization Bylaw No. 3484, 2022 unless 958 electors submit a completed copy of this elector response form to the City of Prince Rupert by the deadline noted above.

Pursuant to the *Community Charter*, I certify that I am a person entitled to be registered as an Elector (pursuant to the Local Government Act) within the City of Prince Rupert, that I have not previously signed an Elector Response Form with respect to this matter, and I am OPPOSED to the City of Prince Rupert's intent to adopt Police Detachment Authorization Bylaw No. 3484, 2022, which will authorize borrowing for construction of a new police detachment.

Full name of elector: _____
(please print)

Signature of elector: _____

Address of elector: _____
(please print)

Choose one: _____ I am a resident elector (see below for eligibility requirements)

_____ I am a non-resident property elector who lives in another community
but who owns property in the City of Prince Rupert located at:

(Address of property)

The deadline for submitting this elector response form to the City of Prince Rupert is 4:30 p.m. on Monday, June 27th, 2022. Electors may submit this form by hand delivery or mail to:

Address for delivery or mail: Corporate Administrator, City of Prince Rupert
424 West 3rd Avenue, Prince Rupert, B.C. V8J 1L7

Eligibility + Submission Requirements:

- No facsimile or other electronic form submissions will be accepted. Forms must be dropped off/mailed to City Hall at the front desk or via the mail slot.
- A person may not sign more than one elector response form in relation to this alternative approval process.
- In order to sign this elector response form a person must either be a resident elector or a non-resident property elector (not both).
- A resident elector is an individual who is qualified to vote in a jurisdiction by virtue of living in the jurisdiction. To sign this elector response form as a resident elector a person must:
 - Be a Canadian citizen;
 - Be at least 18 years of age;
 - Have lived in British Columbia for at least the last six months; and
 - Have lived within the City of Prince Rupert for at least the last 30 days.
- A non-resident property elector is an individual who does not live in a jurisdiction but is entitled to vote in an election there by virtue of owning property in that jurisdiction. To sign this elector response form as a non-resident property elector a person must:
 - Be a Canadian citizen;
 - Be at least 18 years of age;
 - Have lived in British Columbia for at least the last six months; and
 - Have owned property within the City of Prince Rupert for at least the last 30 days.
- Note that if a property is owned by more than one individual, only one of them may sign an elector response form. If a property is owned by more than one individual, then the person signing this elector response form declares that they have received the written consent of the majority of the property owners to sign and submit this elector response form.



CITY OF PRINCE RUPERT

NOTICE OF ALTERNATIVE APPROVAL PROCESS

Police Detachment Loan Authorization Bylaw No. 3484, 2022

NOTICE IS HEREBY GIVEN THAT the Mayor and Council of the City of Prince Rupert proposes to adopt the *Police Detachment Loan Authorization Bylaw No. 3484, 2022* to authorize the borrowing of up to \$25,000,000 over a 30 year period to complete the development of a new cell at the City's landfill. Repayment of the proposed borrowing has mostly been incorporated into existing taxes with an estimated 2% tax increase should the full loan be necessary, and is estimated to cost \$1,485,000 annually at the current Municipal Finance Authority interest rate of 3.57%.

FURTHER NOTICE IS HEREBY GIVEN THAT the Mayor and Council of the City of Price Rupert may adopt the *Police Detachment Loan Authorization Bylaw No. 3484, 2022*, if, after the deadline, elector response forms are certified by the Corporate Administrator as having been signed by less than 10% of the eligible electors in the City of Prince Rupert. If, after the deadline, elector response forms are certified by the Corporate Administrator as having been signed by at least 10% of the eligible electors in the City of Prince Rupert (calculated to be 958), Mayor and Council may not proceed with the adoption of the *Police Detachment Loan Authorization Bylaw No. 3484, 2022* and may not proceed with the process unless the matter receives assent of the electors in a voting proceeding.

Elector Response Forms

The response of the electors must be in the form established by the City of Prince Rupert. Forms are available at the front desk of City Hall (424 3rd Avenue West, Prince Rupert). Blank forms can be mailed, faxed, or emailed, upon request. An accurate copy of the elector response form may be utilized, provided that it is made of the form prior to any electors signing such form, so that only elector response forms with original signatures are submitted. For an elector response form to be accepted, it must meet the following conditions:

- Only eligible electors of the City of Prince Rupert are entitled to sign an elector response form;
- The full name of the elector must be stated;
- The residential address of the elector must be stated;
- If applicable, the address of the property in relation to which the person is entitled to vote as a non-resident property elector must be stated; and,
- The elector response form must be submitted to the Corporate Administrator before the deadline.

Forms may be submitted in person or by mail to be received by the Corporate Administrator at City Hall located at 424 3rd Avenue West, Prince Rupert, BC, V8J 1L7 **NO LATER THAN 4:30 PM ON Monday June 27th, 2022.** Elector response forms must be in the possession of the Corporate Administrator by this time, as postmarks **WILL NOT** be accepted as date of submission. **FORMS MAY NOT BE RETURNED BY FAX.**

Eligible Elector

An eligible elector for the purpose of this Alternative Approval Process is a person entitled to be registered as an elector and who meets the following criteria:

- Is age 18 or older;
- Is a Canadian citizen;
- Has been a resident of British Columbia for at least 6 months;
- Has been a resident of the City of Prince Rupert for at least 30 days; and,
- Is not disqualified from voting by the *Local Government Act* or any other act.

A non-resident property elector who meets the following criteria is also an eligible elector:

- Is not entitled to register as a resident elector for the City of Prince Rupert;
- Is age 18 or older;
- Is a Canadian citizen;
- Has been a resident of British Columbia for at least 6 months;
- Has been a registered owner of the real property within the City of Prince Rupert for at least 30 days; and,
- Is not disqualified from voting by the *Local Government Act* or any other act.

Note: Corporations or land held in a corporate name are not entitled to vote. In the case of multiple owners of a parcel, only one person (with consent of the majority of owners) may vote as a non-resident property elector.

What is an Alternative Approval Process?

On January 1st, 2004, the *Community Charter* came into force and prescribes two methods by which a local government may seek approval of the electors. These are *Assent of the Electors* (which is approval by voting) or *Alternative Approval Process* which allows Mayor and Council to proceed with an action unless at least 10% of the eligible electors state their opposition within a prescribed period. In this case, Mayor and Council have opted for the latter process. If at least 10% of the eligible electors state their opposition to the proposed Loan Authorization Bylaw, the matter requires the *Assent of the Electors* if Mayor and Council wish to proceed with the loan. The *Alternative Approval Process* under the *Community Charter* replaces the *Counter Petition Opportunity* under the *Local Government Act* that residents may have been familiar with.

More information can be obtained by contacting Corinne Bomben, Chief Financial Officer at City Hall at 424 3rd Avenue West, Prince Rupert BC, or by calling (250) 627 0935.



City of Prince Rupert

Alternative Approval Process: Report for Determining Number of Eligible Electors

The purpose of this report is to show the basis for determining the total number of electors in relation to (bylaw or resolution number and date) that is the subject of an alternative approval process. Section 86(3)(c) of the Community Charter requires the council to make a fair determination of the total number of electors of the area to which the approval process applies. In addition, the council must make available to the public, on request, a report respecting the basis on which the determination was made. The number of people eligible to be a resident elector or a non-resident property elector is determined based on those individuals who when signing an elector response form that:

- are 18 years of age or older;
- are a Canadian citizen;
- have lived in British Columbia for at least six months;
- have lived or owned property in the jurisdiction (e.g. municipality or electoral area) for at least 30 days;
- live, or own property in the area defined for the AAP; and,
- are not disqualified under the Local Government Act, or any other enactment from voting in a local election, or be otherwise disqualified by law.

The estimated number of eligible electors within the area defined for the AAP is based on information from various sources as indicated below, is calculated as follows:

1. Estimated population: 12,300
2. Estimated number of people 18 years of age or older: 9,776
3. Minus number of people estimated as not being Canadian citizens: 431
4. Minus the number of people who are estimated not to be residents of British Columbia for the past six months: 54
5. Minus the number of residents who are estimated to have moved out of the jurisdiction in the past 30 days: 40
6. Add the number of residents who are estimated to have moved into the jurisdiction in the past 30 days: 40
7. Add estimated number of non-resident property electors: 290

Estimated total number of eligible electors in the area defined for the AAP: 9,581

Ten percent of the total number of eligible electors is estimated to be: 958

1. The total estimated population of the City of Prince Rupert was listed at 12,300 based on information obtained from Statistics Canada Census Profile 2021, released February 9, 2022.
2. The estimated number of people 18 years of age or older is 9776. (12,300 total population, minus 2524, the population under 18 – note that the Census states 2110 are between 0-14, and 690 people between 15-19. Because data on individual ages is not

available, we divided $690/5 = 138$ and multiplied by 3 to add the ages 15, 16, and 17. So, $2100 + 138(3) = 2524$).

3. The number of people estimated as not being Canadian citizens is estimated to be 3.5% of the population, or 431, based on information retrieved from Statistics Canada that was prepared on as part of the 2016 Census. Therefore, this number is being subtracted from the calculation in #2. (Again, more recent data from the 2021 census is not yet available to update the percentage of non-citizens).
4. The number of people who are estimated not to be residents of B.C. for the past 6 months due to immigration/movement records obtained from BC Statistics that was prepared for 2018/2019 (the most recent dataset available) is estimated to be 54 (half of 175 – total estimated in-migration from out of Province for full year for North Coast Regional District, divided in half to account for 6 month estimate, X by 62% - proportion of Prince Rupert's population in RD) Therefore, this number is being subtracted from the calculations in #3.
5. The number of residents who are estimated to have moved out of the jurisdiction in the past 30 days based on immigration/movement records obtained from BC Statistics that was prepared for 2018/2019 (most recent dataset available) is estimated to be 40 (Total out population of 765 for the North Coast Regional divided by 12 months, X by 62% - proportion of Prince Rupert's population in RD). Therefore, this number is being subtracted from the calculations in #4.
6. The number of residents who are estimated to have moved into the jurisdiction in the past 30 days based on immigration/movement records obtained from BC Statistics that was prepared for 2018/2019 (most recent dataset available) is estimated to be 40 (Total immigrants from all sources for 2018/2019 projected at 772 annually for the North Coast Regional District, divided by 12 month, X by 62% - proportion of Prince Rupert's population in RD). Therefore, this number is being added to the calculations in #5.
7. The number of non-resident property electors is estimated to be 290 based on information received from the City of Prince Rupert's municipal tax roll that was prepared April, 2022. Therefore, this number is being added to the calculation listed in #6.

Approved by a resolution passed by Prince Rupert City Council at an open meeting held on the _____ day of _____, 2022.



REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 9th, 2022

TO: Robert Buchan, City Manager

FROM: Corinne Bomben, Chief Financial Officer/Deputy City Manager

SUBJECT: 2021 AUDITED FINANCIAL STATEMENTS (THE “STATEMENTS”)

RECOMMENDATION:

THAT Council accepts the 2021 Audited Financial Statements as presented.

REASON FOR REPORT:

Pursuant to the *Community Charter*, the City of Prince Rupert must prepare Audited Annual Financial Statements and the Statements must be accepted by Council. The Statements (Attachment 1) have been prepared by staff and audited by the City's auditor. The auditor intends to append an unqualified opinion to the Statements after they have been accepted by Council.

FINANCIAL HIGHLIGHTS:

Statement “A” Consolidated Statement of Financial Position

Financial Assets

Cash and Cash Equivalents - Increase of 13 million primarily due to receiving funding from the Provincial government for the waterfront project as well as debenture funding for the Woodworth dam and landfill cell not paid out by year end.

General Receivables - Decrease of \$3 million mainly due to receiving Provincial grants recorded as receivable in the previous year.

Liabilities

Accounts Payable and Accrued Liabilities – Increase of \$5 million due to holdbacks on both the Woodworth Dam and landfill cell construction projects, invoices received for work on same and amounts owing in respect of an allowance recorded for an assessment appeal.

Deferred Revenue – Increase of nearly \$6 million primarily relating to grants received for projects not started yet.

Landfill Closure – Decrease of \$1 million due to use of the accrual for progressive closure of the existing landfill cell.

Loans Payable – Decrease of \$3 million due to conversion of short term debt for new landfill cell to debenture debt.

Debenture Debt – Increase of \$19 million due to \$20 million worth of debt issued less normal repayments made during the year for existing outstanding debentures.

Non-Financial Assets

Tangible Capital Assets – Increase of \$20 million largely due to the Woodworth Dam construction and the new landfill cell. This was net of amortization costs of \$4 million. Amortization is a way of recognizing the declining value and lessening lifespan of assets.

Investment in City West Cable & Telephone Corp. – Increase recorded is the net income of City West during the year minus the payment to the City of Prince Rupert.

City Position

Accumulated Operating Surplus – Decrease of \$1 million largely due to the Solid Waste fund operating a deficit during the year. This was expected given during the year the City was made aware of stricter Provincial requirements necessitating specialized testing, a delay in starting the recycling program and temporary restrictions on the types and amounts of waste accepted at the landfill. Also included is the planned use of surplus to fund capital works at the landfill site.

Investment in Tangible Capital Assets – Increase due to expenditures on capital assets and repayment of debenture and lease debt. Partially offsetting the increase was amortization of assets.

Statement “B” Consolidated Statement of Operations

Revenues exceeded budget by nearly \$1.5 million mainly as a result of subsidiary operations less budgeted use of grant funding not spent as planned in the year.

Expenses overall were on target coming in at \$125 thousand over budget. Results in Protection to Persons and Property were over budget due to retro pay for the RCMP negotiated contract which was communicated late in the year as well as overtime incurred within the fire service. This was offset by underspending in the utilities projects which were budgeted to be further along by year end.

Budget Variance

The City's budget is not prepared in the same manner as the Statements which are prepared in accordance with Canada Public Sector Accounting Guidelines. Rather the budget identifies expected capital and non-capital expenditures and identifies sources of funding for those outflows, with the use of surplus presented as revenue, resulting in a balanced budget. During the year the City's results are compared to the budget through monthly variance reports. Attachment 2 presents the actual results for the year compared to budget. This variance report does not make up a part of the audited statements and is provided for information purposes only.

The General Operating fund presents a surplus of \$1.4 million made up largely from Fiscal Revenues being higher than budgeted.

As previously mentioned, overtime and training resulted in the fire department ending the year higher than budget and the snowfall experienced in December is largely responsible for the roads department being over budget. Remaining departments outperformed budget in aggregate.

Sewer and Water Utilities ended the year with a small surplus with the Solid Waste utility closing out the year with an operating deficit. Annual rates were increased in Solid Waste to account for the increased cost associated with operating this utility.

Prince Rupert Legacy Inc. Financial Statements

This is Legacy's eighth year of operations. The audited financial data has been consolidated into the parent organization (the City of Prince Rupert). Although the data has been consolidated, the statements of the corporation are attached for review by the shareholder (Attachment 3). The company has a \$14 million surplus of which \$7.8 million is appropriated for projects in 2022, mostly as a contribution to the City's Woodworth Dam construction.

CONCLUSION:

Council accepting the Statements will complete the 2021 Financial Statement approval process and satisfy the City's legislative requirements.

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

Corinne Bomben,
Chief Financial Officer/Deputy City Manager

Robert Buchan,
City Manager

Attachments:

- Attachment 1 – City of Prince Rupert 2021 Audited Financial Statements
- Attachment 2 – Budget Variance Reports - Operating Departments & Utilities
- Attachment 3 – Prince Rupert Legacy Inc. Financial Statements



City of Prince Rupert

2021 Audited Financial Statements

City of Prince Rupert

Consolidated Statement of Financial Position December 31

	<u>2021</u>	<u>2020</u>
Financial Assets		
Cash and Cash Equivalents	\$ 78,097,653	\$ 64,871,539
Taxes Receivable (Note 2a)	908,357	1,248,709
General Receivables (Note 2b)	2,852,019	5,912,996
Deposit-Municipal Finance Authority (Note 3)	413,271	208,721
Land Inventory Held for Resale (Note 4)	9,618,106	9,606,917
Loans to Prince Rupert Airport Authority (Note 5)	6,829,163	6,920,249
	<u>\$ 98,718,569</u>	<u>\$ 88,769,131</u>
Liabilities		
Accounts Payable and Accrued Liabilities (Note 6a)	\$ 19,783,807	\$ 14,097,197
Deferred Revenue (Note 6b)	9,960,797	4,104,752
Landfill Closure Cost (Note 9b)	3,724,251	5,059,000
Reserves - Municipal Finance Authority (Note 3)	83,441	82,045
Loans Payable (Schedule 11 and Note 7)	1,611,220	4,798,024
Debenture Debt (Schedule 12 and Note 7)	25,986,676	6,555,551
	<u>\$ 61,150,192</u>	<u>\$ 34,696,569</u>
Net Financial Assets (Statement C)	<u>\$ 37,568,377</u>	<u>\$ 54,072,562</u>
Non-financial Assets		
Tangible Capital Assets (Schedule 3 and Note 1c)	\$ 114,478,588	\$ 94,042,104
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 8)	46,459,763	43,270,763
Inventory (Note 1d)	771,874	618,055
	<u>\$ 161,710,225</u>	<u>\$ 137,930,922</u>
Surplus and Equity (Statement B)	<u><u>\$ 199,278,602</u></u>	<u><u>\$ 192,003,484</u></u>
City Position		
Accumulated Operating Surplus (Schedule 1)	\$ 31,305,265	\$ 32,228,787
Bylaw and Statutory Reserve Funds (Schedule 2)	31,822,769	30,699,115
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 8)	46,459,763	43,270,763
Investment in Tangible Capital Assets (Schedule 5)	89,690,805	85,804,819
Net Position (Statement B)	<u><u>\$ 199,278,602</u></u>	<u><u>\$ 192,003,484</u></u>

City of Prince Rupert

Consolidated Statement of Operations For The Year Ended December 31

	Unaudited <u>2021 Budget</u>	<u>2021 Actual</u>	<u>2020 Actual</u>
Revenues			
Taxes (Net) (Schedule 6)	\$ 26,170,000	\$ 25,978,970	\$ 24,776,924
Sale of Services (Schedule 7)	11,123,000	10,922,138	10,814,183
Services Provided to Other Governments	79,000	127,467	118,025
Government Transfers (Schedule 8)	7,967,000	2,323,513	27,257,344
Fees, Permits, Licenses and Fines (Schedule 9)	496,000	498,266	498,389
Investment	420,000	437,776	609,877
City West Cable & Tel. Corp.	-	3,989,000	4,898,000
Prince Rupert Legacy Inc.	-	3,043,935	6,775,066
Miscellaneous (Schedule 9)	925,000	1,378,788	2,576,849
Total Revenue	<u>\$ 47,180,000</u>	<u>\$ 48,699,853</u>	<u>\$ 78,324,657</u>
Expenses			
Protection to Persons and Property	\$ 11,827,400	\$ 12,958,842	\$ 10,973,040
Water, Sewage and Solid Waste	8,356,000	7,258,158	7,209,532
Roadways and Transportation	6,277,400	6,348,324	5,970,914
Recreation and Culture	5,533,680	5,623,653	5,311,455
General Government	4,661,920	4,595,556	6,185,496
Other	332,600	329,370	327,066
Total Expenses (Schedule 10)	<u>\$ 36,989,000</u>	<u>\$ 37,113,903</u>	<u>\$ 35,977,503</u>
Revenue Over Expenditure Before Amortization	<u>\$ 10,191,000</u>	<u>\$ 11,585,950</u>	<u>\$ 42,347,154</u>
Amortization of Tangible Capital Assets	<u>\$ -</u>	<u>\$ (4,310,832)</u>	<u>\$ (4,872,608)</u>
Gain (Loss) on disposition of Tangible Capital Asset	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Revenue Over Expenditure	<u>\$ 10,191,000</u>	<u>\$ 7,275,118</u>	<u>\$ 37,474,546</u>
Opening City Position	<u>\$ 192,003,484</u>	<u>\$ 192,003,484</u>	<u>\$ 154,528,938</u>
Closing City Position (Statement A)	<u><u>\$ 202,194,484</u></u>	<u><u>\$ 199,278,602</u></u>	<u><u>\$ 192,003,484</u></u>

City of Prince Rupert

Consolidated Statement of Changes in Net Financial Assets For The Year Ended December 31

	2021 <u>Actual</u>	2020 <u>Actual</u>
Revenue Over Expenditure (Statement B)	\$ 7,275,118	\$ 37,474,546
Acquisition of Tangible Capital Assets (Schedule 1 & 3)	(24,747,316)	(18,739,698)
Amortization of Tangible Capital Assets	4,310,832	4,872,608
City West Cable and Tel. Corp. (Increase)/Decrease in Equity	(3,189,000)	(4,198,000)
Change in Inventory	<u>(153,819)</u>	<u>(9,408)</u>
Change in Net Financial Assets	<u>\$ (16,504,185)</u>	<u>\$ 19,400,048</u>
Net Financial Assets at Beginning of Year	<u>\$ 54,072,562</u>	<u>\$ 34,672,514</u>
Net Financial Assets at End of Year	<u><u>\$ 37,568,377</u></u>	<u><u>\$ 54,072,562</u></u>

City of Prince Rupert

Consolidated Statement of Cash Flows For The Year Ended December 31

	<u>2021</u>	<u>2020</u>
Operating Activities		
Revenue Over Expenditure	\$ 7,275,118	\$ 37,474,546
Non-cash Items		
Amortization	4,310,832	4,872,608
City West Cable & Tel. Corp	(3,989,000)	(4,898,000)
Taxes Receivable	340,352	67,945
General Receivables	3,060,977	(4,207,731)
Land inventory held for resale	(11,189)	(574,592)
Inventory	(153,819)	(9,408)
Accounts Payable and Accrued Liabilities	5,686,610	2,769,509
Deferred Revenue	5,856,045	(3,693,454)
Landfill Closure Costs	(1,334,749)	325,000
Cash Provided by Operating Activities	<u>\$ 21,041,177</u>	<u>\$ 32,126,423</u>
Financing Activities		
Equipment and Short Term Loans	\$ -	\$ 3,350,000
Debenture Debt	20,000,000	-
MFA Deposits and Reserves	(203,154)	(126,676)
Repayment (Loans) from Prince Rupert Airport Authority	91,086	(30,663)
Principal Repayments	(3,755,679)	(1,089,755)
Cash provided by/(applied to) Financing Activities	<u>\$ 16,132,253</u>	<u>\$ 2,102,906</u>
Investing Activities		
Tangible Capital Assets Additions	\$ (24,747,316)	\$ (18,739,698)
City West Cable & Tel. Corp. Loan Repayment	800,000	700,000
Cash Provided by/(applied to) Investing Activities	<u>\$ (23,947,316)</u>	<u>\$ (18,039,698)</u>
 Increase/(Decrease) in Cash and Cash Equivalents	 \$ 13,226,114	 \$ 16,189,631
Cash and Cash Equivalents at Beginning of Year	<u>64,871,539</u>	<u>48,681,908</u>
Cash and Cash Equivalents at End of Year	<u>\$ 78,097,653</u>	<u>\$ 64,871,539</u>

City of Prince Rupert

Notes to the Consolidated Financial Statements December 31, 2021

1) Significant accounting policies

a) *Basis of presentation*

It is the Municipality's policy to follow accounting principles generally accepted for British Columbia Municipalities and to apply such principles consistently. These consolidated statements include the operations of the General, Water, Sewer, Solid Waste, Capital and Reserve Funds, Prince Rupert Legacy Inc. and City West Cable & Telephone Corp. They have been prepared using guidelines issued in the CPA Canada Public Sector Accounting Handbook.

b) *Revenue and expenses recognition*

The accrual method for reporting revenues and expenditures has been used.

Revenues are normally recognized in the year in which they are earned and measurable.

Government transfers are recognized in the financial statements as revenue in the period in which the eligibility criteria have been met and reasonable estimates of the amounts can be made. Transfers received for which the expenditures have not yet been incurred are reported as deferred revenue.

Deferred revenue includes grants, contributions and other amounts received from third parties which are specifically designated and the expenditures have not yet been incurred.

c) *Tangible capital assets*

Tangible capital assets are reported at cost. Donated assets are reported at fair market value at the time of donation. Tangible capital assets are amortized using the straight-line method as follows:

	<u>Years</u>		
Buildings and Improvements	5	to	50
Equipment	5	to	20
Infrastructure	25	to	100

d) *Inventory*

Inventory is reported at average cost.

e) *Estimates*

The preparation of financial statements in accordance with CPA Canada Public Sector Accounting Standards requires management to make estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates.

City of Prince Rupert

Notes to the Consolidated Financial Statements December 31, 2021

f) Reporting entity

The City's reporting entity includes the municipal government and entities that are either controlled or owned by it. All controlled entities are fully consolidated on a line-by-line basis except for government business enterprises.

Government business enterprises are consolidated on a modified equity basis. Under the modified equity basis, accounting policies are not adjusted to conform to the City's, inter-organizational transactions and balances are not eliminated and the City recognises annual earnings or losses in its statement of operations with a corresponding increase or decrease in the investment. Any distributions reduce the carrying value of the investment.

The City's reporting entities include:

Prince Rupert Legacy Inc.	Controlled Entity	100%
City West Cable & Telephone Corp.	Government Business Enterprise	100%

g) Financial instruments

The City's financial instruments consist of cash, taxes and accounts receivable, accounts payable, accruals and deferred revenue, capital leases and debenture debt. It is management's opinion that the City is not exposed to significant interest, currency or credit risk arising from these financial instruments. The fair value of these financial instruments approximate their carrying value.

2) Receivables

a) Taxes receivable

	<u>2021</u>	<u>2020</u>
Current	\$ 311,549	\$ 716,653
Arrears	296,515	259,829
Tax sale properties	300,293	272,227
Net taxes receivable	<u>\$ 908,357</u>	<u>\$ 1,248,709</u>

b) General receivables

	<u>2021</u>	<u>2020</u>
General receivables	\$ 2,867,823	\$ 5,917,279
Allowance for doubtful accounts	(15,804)	(4,283)
Net general receivables	<u>\$ 2,852,019</u>	<u>\$ 5,912,996</u>

City of Prince Rupert

Notes to the Consolidated Financial Statements December 31, 2021

3) Municipal Finance Authority reserve and deposit

The City issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the Municipality may be required to loan certain amounts to the Municipal Finance Authority.

4) Land inventory held for resale

The Watson Island land property value is reported at the gross value of the property taxes owing when it was acquired through tax sale in 2008 plus \$3.7 million of remediation costs incurred to prepare the island for resale, less \$1.2 million for 35 acres leased out. Management believes current market value exceeds net book value. There is approximately \$1.6 million owing to the Ministry of Education that is included in accounts payable.

5) Loans to Prince Rupert Airport Authority

	<u>2021</u>	<u>2020</u>
From Municipal Finance Authority (MFA)	\$ 5,088,802	\$ 5,394,979
Rescheduled payments	<u>701,145</u>	<u>350,572</u>
	\$ 5,789,947	\$ 5,745,551

(Details per Schedule 12. Due to COVID 19 disruption, the annual combination principal and interest repayment for 2020, 2021, and 2022 from Prince Rupert Airport are rescheduled to the end of the term. Normal payments will resume in 2023.)

From Prince Rupert Legacy

Payments include interest at 2.5% per annum, secured by mortgage on Airport Lands. Effective March 1, 2020, Prince Rupert Legacy suspended the requirement for loan repayments and interest accruals until the 2022 financial year.

\$24,080 due January 28 and July 28 each year with a final payment on January 28, 2033.	\$ 405,312	\$ 461,057
\$16,054 due April 6 and October 6 each year with a final payment on October 6, 2033.	282,750	319,457
\$9,030 due June 20 and December 20 each year with a final payment on December 20, 2033.	159,046	179,694
\$10,033 due February 28 and August 28 each year with a final payment on February 28, 2034.	192,108	214,490
	<u>\$ 1,039,216</u>	<u>\$ 1,174,698</u>
Total loans to Prince Rupert Airport Authority	<u>\$ 6,829,163</u>	<u>\$ 6,920,249</u>

City of Prince Rupert

Notes to the Consolidated Financial Statements December 31, 2021

6) Accounts payable, accrued liabilities and deferred revenue

	<u>2021</u>	<u>2020</u>
a) Accounts payable and accrued liabilities		
Trade payables	\$ 9,148,526	\$ 4,669,983
Accrued liabilities	33,000	47,000
Accrued interest payable - MFA	142,269	61,656
Taxes due to other governments	2,673,251	3,139,067
Salaries, wages, other payroll payables	5,372,844	4,925,557
Holdbacks and deposits	2,413,917	1,253,934
	<u><u>\$ 19,783,807</u></u>	<u><u>\$ 14,097,197</u></u>
b) Deferred revenue		
Prepaid taxes	\$ 1,331,613	\$ 1,248,928
Deferred revenue - PR Legacy	2,573,071	2,544,566
Other deferred revenue	6,056,113	311,258
	<u><u>\$ 9,960,797</u></u>	<u><u>\$ 4,104,752</u></u>

7) Debenture debt and loans payable

Debenture debt and loans are with the Municipal Finance Authority and are being repaid in accordance with approved bylaws and agreements.

8) Investment in City West Cable & Telephone Corp.

Financial information for the Company as at December 31 is as follows

	<u>2021</u>	<u>2020</u>
Assets	\$ 66,394,000	\$ 59,036,000
Liabilities to arms-length parties	\$ 19,935,000	\$ 15,766,000
Net income	\$ 3,989,000	\$ 4,898,000

9) Commitments and contingencies:

a) Pension information

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

City of Prince Rupert

Notes to the Consolidated Financial Statements December 31, 2021

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City of Prince Rupert paid \$1,465,654 (2020- \$1,401,185) for employer contributions while employees contributed \$1,227,278 (2020 - \$1,189,308) to the plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

b) *Landfill closure costs*

The City is responsible for closing the landfill (and each cell located there) in accordance with Ministry of Environment regulations. The active cell at Ridley Island landfill site is expected to reach full capacity in 2022 and a newly constructed cell is ready to accept waste once this occurs. Closure costs have been fully accrued based on the latest landfill closure plan.

c) *Third party claims*

The City has various lawsuits and claims pending by and against it. It is the opinion of management that the determination of these claims will not materially affect the financial position or the operating results of the City.

d) *Payments in lieu of taxes*

Payments in lieu of taxes are recorded as revenue based on managements' best estimates of taxes due. Property assessment values are subject to dispute and the Dispute Advisory Panel is being asked to provide advice in a matter spanning multiple years. The impact of any future settlement agreement is as yet unknown.

City of Prince Rupert

Notes to the Consolidated Financial Statements December 31, 2021

10) COVID-19

The impact of COVID-19 has resulted in decreased fees for services and may result in taxpayers' inability to remit taxes as they become due. The City has mitigated these risks by applying funding received from the Province of British Columbia against expected shortfalls through the budgeting process.

City of Prince Rupert

Operating Funds and Surplus Allocation For The Year Ended December 31

Fund	General	Water	Sewer	Solid Waste	Prince Rupert Legacy Inc.	2021	Total	2020	Total
Operating Results									
Revenue	\$ 35,859,743	\$ 3,008,310	\$ 2,790,851	\$ 3,997,014	\$ 3,043,935	\$ 48,699,853		\$ 78,324,657	
Expenditure (Exclude Tangible capital assets)	29,252,665	2,557,651	1,743,116	3,560,471	-	37,113,903		35,977,503	
	\$ 6,607,078	\$ 450,659	\$ 1,047,735	\$ 436,543	\$ 3,043,935	\$ 11,585,950		\$ 42,347,154	
Add /(Less)									
Additions to Tangible capital assets	\$ (3,365,915)	\$ (10,386,241)	\$ (1,208,129)	\$ (8,926,901)	\$ (860,130)	\$ (24,747,316)		\$ (18,739,698)	
New Debenture Loans from MFA	-	10,000,000	-	10,000,000	-	20,000,000		3,350,000	
Debt payment and Actuarial Adjustments	(928,316)	-	(21,186)	(2,500,000)	-	(3,449,502)		(795,252)	
Bylaw and Statutory Reserve Interest Income	(241,398)	-	-	-	-	(241,398)		(190,852)	
Prince Rupert Legacy Dividend	1,400,000	-	-	-	(1,400,000)	-		-	
City West Cable & Tel. Corp Loan Repayment	800,000	-	-	-	-	800,000		700,000	
City West Cable & Tel. Corp (Income)/Loss	(3,989,000)	-	-	-	-	(3,989,000)		(4,898,000)	
Transfer (to)/ from Reserves (Schedule 2)	(778,733)	19,239	(53,909)	(68,853)	-	(882,256)		(14,840,723)	
	\$ (7,103,362)	\$ (367,002)	\$ (1,283,224)	\$ (1,495,754)	\$ (2,260,130)	\$ (12,509,472)		\$ (35,414,525)	
Total Operating Surplus/(Deficit)	\$ (496,284)	\$ 83,657	\$ (235,489)	\$ (1,059,211)	\$ 783,805	\$ (923,522)		\$ 6,932,629	
Balance forward Surplus/(Deficit)	12,449,009	2,101,451	4,873,414	1,208,944	11,595,969	32,228,787		25,296,158	
Accumulated Surplus/(Deficit)	\$ 11,952,725	\$ 2,185,108	\$ 4,637,925	\$ 149,733	\$ 12,379,774	\$ 31,305,265		\$ 32,228,787	
Surplus Allocation									
Unappropriated Surplus	\$ 2,256,902	\$ 1,380,108	\$ 3,526,925	\$ 149,733	\$ 3,495,774	\$ 10,809,442		\$ 14,656,153	
Restricted Land Surplus	7,994,823	-	-	-	-	7,994,823		7,983,634	
2022 Appropriated Surplus	1,701,000	805,000	1,111,000	-	8,884,000	12,501,000		9,589,000	
	\$ 11,952,725	\$ 2,185,108	\$ 4,637,925	\$ 149,733	\$ 12,379,774	\$ 31,305,265		\$ 32,228,787	

City of Prince Rupert

Statement of Bylaw and Statutory Reserve Fund Balances December 31, 2021

					RESERVE ALLOCATION			
	<u>Opening Balance</u>	<u>Interest/Income</u>	<u>Transfer (to)/from Other Funds</u>	<u>Year End Balance</u>	<u>2022 Budget Appropriation</u>	<u>Unappropriated Reserve</u>	<u>Year End Balance</u>	
BYLAW & OTHER RESERVES								
General Reserves	\$ 6,325,848	\$ 49,973	\$ 1,026,152	\$ 7,401,973	\$ 2,480,000	\$ 4,921,973	\$ 7,401,973	
Public Work Equipment Reserves	1,006,160	7,949	296,000	1,310,109	1,400,000	(89,891)	1,310,109	
Ferry Maintenance Reserves	167,641	1,324	150,000	318,965	-	318,965	318,965	
NCPG Reserve (Schedule 13)	12,137,455	95,886	(708,160)	11,525,181	9,926,000	1,599,181	11,525,181	
Water Asset Management Reserve	8,726,285	68,937	(19,239)	8,775,983	5,150,000	3,625,983	8,775,983	
Sewer Asset Management Reserve	208,344	1,646	53,909	263,899	-	263,899	263,899	
Solid Waste Asset Management Res.	261,477	2,066	68,853	332,396	-	332,396	332,396	
Total Bylaw & Other Reserves	<u>\$ 28,833,210</u>	<u>\$ 227,781</u>	<u>\$ 867,515</u>	<u>\$ 29,928,506</u>	<u>\$ 18,956,000</u>	<u>\$ 10,972,506</u>	<u>\$ 29,928,506</u>	
STATUTORY RESERVES								
Capital Assets & Land Acquisition	\$ 1,483,546	\$ 11,720	\$ -	\$ 1,495,266	\$ 25,000	\$ 1,470,266	\$ 1,495,266	
Parkland Reserves	6,996	55	-	7,051	-	7,051	7,051	
Parking Space Requirements	146,227	1,155	-	147,382	-	147,382	147,382	
Cemetery Care Trust	229,136	687	14,741	244,564	-	244,564	244,564	
Total Statutory Reserves	<u>\$ 1,865,905</u>	<u>\$ 13,617</u>	<u>\$ 14,741</u>	<u>\$ 1,894,263</u>	<u>\$ 25,000</u>	<u>\$ 1,869,263</u>	<u>\$ 1,894,263</u>	
TOTAL RESERVES	<u>\$ 30,699,115</u>	<u>\$ 241,398</u>	<u>\$ 882,256</u>	<u>\$ 31,822,769</u>	<u>\$ 18,981,000</u>	<u>\$ 12,841,769</u>	<u>\$ 31,822,769</u>	

City of Prince Rupert

Consolidated Statement of Tangible Capital Assets December 31

	<u>CAPITAL ASSETS</u>				<u>ACCUMULATED AMORTIZATION</u>				<u>NET BOOK VALUE</u>	
	<u>Opening Balance</u>	<u>Additions</u>	<u>Disposals/ Write-Downs</u>	<u>Closing Balance</u>	<u>Opening Balance</u>	<u>Amortization</u>	<u>Disposals/ Write-Downs</u>	<u>Closing Balance</u>	<u>2021</u>	<u>2020</u>
Land	\$ 11,195,167	\$ 240,024	\$ -	\$ 11,435,191	\$ -	\$ -	\$ -	\$ -	\$ 11,435,191	\$ 11,195,167
Buildings	\$ 12,232,691	\$ 1,504,921	\$ -	\$ 13,737,612	\$ 8,276,802	\$ 464,566	\$ -	\$ 8,741,368	\$ 4,996,244	\$ 3,955,889
Equipment	\$ 10,354,209	\$ 723,932	\$ (73,346)	\$ 11,004,795	\$ 5,846,859	\$ 869,435	\$ (73,346)	\$ 6,642,948	\$ 4,361,847	\$ 4,507,350
Infrastructure	\$ 126,132,687	\$ 22,278,439	\$ (545,071)	\$ 147,866,055	\$ 51,748,989	\$ 2,976,831	\$ (545,071)	\$ 54,180,749	\$ 93,685,306	\$ 74,383,698
	<u>\$ 159,914,754</u>	<u>\$ 24,747,316</u>	<u>\$ (618,417)</u>	<u>\$ 184,043,653</u>	<u>\$ 65,872,650</u>	<u>\$ 4,310,832</u>	<u>\$ (618,417)</u>	<u>\$ 69,565,065</u>	<u>\$ 114,478,588</u>	<u>\$ 94,042,104</u>

City of Prince Rupert

City West Cable & Telephone Corporation Statement of Financial Position December 31

	<u>2021</u>	<u>2020</u>
ASSETS		
City West Cable & Telephone Corporation		
Investment	\$ 1	\$ 1
Loan	17,132,762	17,932,762
Equity	<u>29,327,000</u>	<u>25,338,000</u>
	<u>\$ 46,459,763</u>	<u>\$ 43,270,763</u>
LIABILITIES AND EQUITY		
Equity, Beginning of Year	\$ 43,270,763	\$ 39,072,763
Net Income of Corporation	3,989,000	4,898,000
Repayment of loan	<u>(800,000)</u>	<u>(700,000)</u>
Equity, End of Year	<u>\$ 46,459,763</u>	<u>\$ 43,270,763</u>

City of Prince Rupert

Statement of Changes in Investment in Tangible Capital Assets December 31

	<u>2021</u>	<u>2020</u>
Opening Balance	\$ 85,804,819	\$ 74,492,477
Tangible Capital Assets Purchased By Operations	\$ 4,747,316	\$ 15,389,698
Debenture Debt Repayment	149,100	149,102
Actuarial Additions	113,598	106,803
Loan Repayment	3,186,804	539,347
Amortization	<u>(4,310,832)</u>	<u>(4,872,608)</u>
Closing Balance	<u>\$ 89,690,805</u>	<u>\$ 85,804,819</u>

City of Prince Rupert

Schedule of Tax Revenues For The Year Ended December 31

	Unaudited 2021 Budget	2021 Actual	2020 Actual
Real Property Taxes			
Municipal Property Tax			
Residential	\$ 7,096,000	\$ 7,097,282	\$ 7,070,381
Utilities	286,000	285,999	204,250
Major Industry	9,887,000	9,886,978	8,732,782
Light Industry	629,000	649,652	558,319
Business	4,928,000	4,649,712	5,004,490
Recreational	19,000	19,577	19,577
	<u>\$ 22,845,000</u>	<u>\$ 22,589,200</u>	<u>\$ 21,589,799</u>
Less: Tax Sharing with District of Port Edward	<u>\$ (1,015,000)</u>	<u>\$ (1,014,753)</u>	<u>\$ (1,000,000)</u>
	<u>\$ 21,830,000</u>	<u>\$ 21,574,447</u>	<u>\$ 20,589,799</u>
Special Payments			
Port Competitiveness Tax Grant	\$ 1,794,000	\$ 1,795,267	\$ 1,781,020
Revenue Tax	\$ 323,000	\$ 330,496	\$ 315,653
Specified Area Tax	\$ 63,000	\$ 63,170	\$ 63,170
Payments in Lieu of Tax			
Federal Government Properties	\$ 169,000	\$ 160,704	\$ 168,939
Prince Rupert Port Authority	1,604,000	1,606,246	1,472,584
	<u>\$ 1,773,000</u>	<u>\$ 1,766,950</u>	<u>\$ 1,641,523</u>
Grants in Lieu of Tax			
Provincial Government Properties	\$ 181,000	\$ 248,043	\$ 181,442
BC Buildings Corp.	45,000	40,220	44,497
BC Housing Commission	87,000	90,284	86,847
BC Hydro and Power Authority	64,000	61,344	63,692
Insurance Corporation of BC	10,000	8,749	9,281
	<u>\$ 387,000</u>	<u>\$ 448,640</u>	<u>\$ 385,759</u>
	<u>\$ 4,340,000</u>	<u>\$ 4,404,523</u>	<u>\$ 4,187,125</u>
Net Tax Revenue	<u><u>\$ 26,170,000</u></u>	<u><u>\$ 25,978,970</u></u>	<u><u>\$ 24,776,924</u></u>

City of Prince Rupert

Schedule of Sale of Service Revenues For The Year Ended December 31

	Unaudited 2021 Budget	2021 Actual	2020 Actual
GENERAL FUND			
Protective Services (RCMP)	\$ 12,000	\$ 23,820	\$ 12,788
Transportation Services			
Public Transit	\$ 212,000	\$ 174,806	\$ 192,078
Airport Ferry	550,000	\$ 464,545	557,976
	<u>\$ 762,000</u>	<u>\$ 639,351</u>	<u>\$ 750,054</u>
Other			
Rezoning / Subdivision Services	\$ 20,000	\$ 20,243	\$ 16,715
Parking	90,000	\$ 96,304	85,622
Franchise Fees	232,000	\$ 218,269	191,752
	<u>\$ 342,000</u>	<u>\$ 334,816</u>	<u>\$ 294,089</u>
Public Health (Cemetery)	<u>\$ 100,000</u>	<u>\$ 147,793</u>	<u>\$ 88,369</u>
Recreation and Cultural Services			
Civic Centre Rentals & Programs	\$ 117,000	\$ 158,438	\$ 111,286
Swimming Pool	136,000	\$ 249,704	129,591
Arena	123,000	\$ 139,461	117,698
	<u>\$ 376,000</u>	<u>\$ 547,603</u>	<u>\$ 358,575</u>
Cow Bay Marina	<u>\$ 200,000</u>	<u>\$ 212,741</u>	<u>\$ 200,434</u>
TOTAL GENERAL OPERATING FUND	\$ 1,792,000	\$ 1,906,124	\$ 1,704,309
SOLID WASTE FUND	\$ 3,787,000	\$ 3,442,672	\$ 3,624,947
WATER FUND	\$ 2,929,000	\$ 2,877,884	\$ 2,808,055
SEWER FUND	<u>\$ 2,615,000</u>	<u>\$ 2,695,458</u>	<u>\$ 2,676,872</u>
	<u>\$ 11,123,000</u>	<u>\$ 10,922,138</u>	<u>\$ 10,814,183</u>

City of Prince Rupert

Schedule of Government Transfers For The Year Ended December 31

	Unaudited 2021 Budget	2021 Actual	2020 Actual
Federal Grant- Conditional			
General Operating Fund			
Canada Summer Jobs	\$ -	\$ 22,173	\$ 19,325
Water Fund			
Woodworth Dam Design & Construction- Fed	-	-	3,066,530
Water Treatment Plant and Submarine Line - Fed	-	-	4,658,719
	<u>\$ -</u>	<u>\$ 22,173</u>	<u>\$ 7,744,574</u>
Provincial Grants			
Unconditional			
General Operating - Small Community	\$ 394,000	\$ 366,000	\$ 393,693
- Traffic Fines	285,000	246,330	285,218
- Carbon Tax Rebate	-	75,260	67,835
Total Unconditional	<u>\$ 679,000</u>	<u>\$ 687,590</u>	<u>\$ 746,746</u>
Conditional			
General Operating Fund			
Victim Services	\$ 77,000	\$ 69,669	\$ 87,131
Tsunami Preparedness Grant	-	-	22,236
Casino Revenue	126,000	302,373	126,434
Two Percent (2%) Hotel Tax	280,000	237,913	196,660
Situation Tables	65,000	15,000	-
NDIT- Economic Development	50,000	68,864	67,200
NDIT- Business Façade	20,000	-	18,950
Waterfront Rupert's Landing & Ferry Development	4,986,000	53,639	500,000
CleanBC Communities Fund (Charge North)	10,000	-	-
BC Hydro- Energy Savings incentive	-	-	24,042
COVID-19 Safe Restart Grant	-	-	2,799,000
Northern Capital and Planning Grant	-	-	6,524,000
Water Fund			
Water Treatment Plant and Submarine Line - Prov	-	-	3,881,878
Woodworth Dam Design & construction	-	-	3,066,530
Total Conditional	<u>\$ 5,614,000</u>	<u>\$ 747,458</u>	<u>\$ 17,314,061</u>
Regional and Other External Transfers - Conditional			
General Operating Fund			
UBCM- Community Work Fund (Gas Tax)	\$ 596,000	\$ -	\$ 635,963
PRACSS- Downtown Public Washroom	220,000	220,000	-
PRPA- New Fire Hall Building	175,000	-	-
FCM- Asset Management Strategy Development	-	4,950	-
Sewer Fund			
FCM- Liquid Waste Management Plan	87,000	87,000	-
Solid Waste Fund			
UBCM- Community Work Fund (Gas Tax)	596,000	542,918	816,000
Canada Parks and Recreation	-	11,424	-
	<u>\$ 1,674,000</u>	<u>\$ 866,292</u>	<u>\$ 1,451,963</u>
Total Government Transfer	<u>\$ 7,967,000</u>	<u>\$ 2,323,513</u>	<u>\$ 27,257,344</u>

City of Prince Rupert

Schedule of Revenue from Own Sources For The Year Ended December 31

	Unaudited 2021 Budget	2021 Actual	2020 Actual
Licenses and Permits	\$ 372,000	\$ 382,509	\$ 367,878
Fines	34,000	23,172	32,429
911 Service Fee	90,000	92,585	98,082
	<u>\$ 496,000</u>	<u>\$ 498,266</u>	<u>\$ 498,389</u>
Miscellaneous revenues			
Actuarial Additions	\$ -	\$ 184,703	\$ 166,234
Cemetery Care Fund	-	12,763	6,616
Miscellaneous - General Fund	190,000	655,126	543,343
Miscellaneous Grants - General Fund	90,000	30,000	3,170
Penalties and Interest on Taxes	-	246,260	195,160
Property Rentals	241,000	119,510	104,536
Disposal of scrap materials	277,000	-	1,204,522
Water Meter Rentals	127,000	130,426	125,831
Sale of Tangible Capital Assets	-	-	227,437
Total Miscellaneous Revenues	<u>\$ 925,000</u>	<u>\$ 1,378,788</u>	<u>\$ 2,576,849</u>

City of Prince Rupert

Schedule of Expenditure by Objects of Expense For The Year Ended December 31

	Unaudited 2021 Budget	2021 Actual	2020 Actual
Wages	\$ 15,220,000	\$ 15,533,415	\$ 14,574,115
Benefits	4,002,000	3,784,590	3,730,435
Professional Fees	1,117,700	1,572,677	900,237
Supplies	2,268,900	2,656,093	2,363,352
Services	3,342,400	3,544,963	4,409,862
Energy	1,185,000	1,212,584	1,085,332
Fiscal Expenses	2,250,000	2,162,581	1,800,052
Grants in Aid to Community Partners	1,592,000	1,528,168	1,681,022
Contracts	5,323,000	5,901,767	4,625,887
	<u>\$ 36,301,000</u>	<u>\$ 37,896,838</u>	<u>\$ 35,170,294</u>
Capital Purchases & Capital Works (Per budget)	43,305,000	25,012,591	20,711,163
Wages & Vehicle cost allocated to Capital Works	-	(212,306)	(475,807)
Less:			
Investments in Tangible Capital Assets	(41,559,000)	(24,747,316)	(18,739,698)
Debt Repayment	(1,058,000)	(835,904)	(688,449)
Total Expenses (Statement B)	<u>\$ 36,989,000</u>	<u>\$ 37,113,903</u>	<u>\$ 35,977,503</u>

City of Prince Rupert

Schedule of Equipment / Short Term Financing Debt December 31

Loan No.	Purpose	New/ Renewal	Amount of Issue	2020 Balance	Additions	Principal Payments	2021 Balance
Equipment Financing							
0002-0	2017 Pumper Truck	2017	890,000	\$ 340,753	\$ -	\$ (189,638)	\$ 151,115
0003-0	2019 Vactor Truck	2019	450,000	359,841	-	(94,314)	265,527
0004-0	Garbage Truck	2020	850,000	850,000	-	(172,812)	677,188
				<u>\$ 1,550,594</u>	<u>\$ -</u>	<u>\$ (456,764)</u>	<u>\$ 1,093,830</u>
Short Term / Temporary Financing							
695-6	2018 Cell Block Reno and PW Buildings	2019	1,150,000	\$ 747,430	\$ -	\$ (230,040)	\$ 517,390
695-1	ByLaw 3459 (New Landfill Cell)	2020	2,500,000	2,500,000	-	(2,500,000)	-
				<u>3,247,430</u>	<u>-</u>	<u>(2,730,040)</u>	<u>517,390</u>
				<u>\$ 4,798,024</u>	<u>\$ -</u>	<u>\$ (3,186,804)</u>	<u>\$ 1,611,220</u>

City of Prince Rupert

Schedule of Debenture Debt December 31

Bylaw No.		No.	Maturity Date	Amount of Issue	2020 Balance	Additions	Principal Payment	2020 Accrued Actuarial	2021 Actuarial	2021 Accrued Actuarial	2021 Balance
General Fund											
3129	George Hills Way/Specified Area	75	2021	\$ 700,000	\$ 50,836	\$ -	\$ (21,168)	\$ 2,657	\$ (32,325)	\$ -	\$ -
3201	Cruise Ship Dock	94	2025	3,133,056	998,763	-	(115,139)	16,038	(74,103)	(17,472)	808,087
3333	Airport Upgrade	127	2034	7,000,000	5,394,979	-	(235,072)	45,794	(62,369)	(54,530)	5,088,802
					<u>\$ 6,444,578</u>	<u>\$ -</u>	<u>\$ (371,379)</u>	<u>\$ 64,489</u>	<u>\$ (168,797)</u>	<u>\$ (72,002)</u>	<u>\$ 5,896,889</u>
Water Fund											
3433	Woodworth Dam	156	2046	\$ 10,000,000	\$ -	\$ 10,000,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000
Sewer Fund											
3201	Moresby Sewer Upgrade	94	2025	\$ 346,970	\$ 110,973	\$ -	\$ (12,793)	\$ 1,782	\$ (8,234)	\$ (1,941)	\$ 89,787
Solid Waste Fund											
3454	New Landfill Cell	156	2046	\$ 10,000,000	\$ -	\$ 10,000,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000
					<u>\$ 6,555,551</u>	<u>\$ 20,000,000</u>	<u>\$ (384,172)</u>	<u>\$ 66,271</u>	<u>\$ (177,031)</u>	<u>\$ (73,943)</u>	<u>\$ 25,986,676</u>

City of Prince Rupert

Schedule of Northern Capital and Planning Grant For Year Ended December 31, 2021

Grant Balance as at Jan 1, 2021	\$ 12,137,455
Interest earned in 2021	95,886
CN Heritage Building Revitalization Project	(594,160)
Removal of bunker fuel tanks in Moresby Park	(114,000)
Grant Balance as at Dec 31, 2021 (Schedule 2)	\$ 11,525,181

This money is used at the discretion of the municipality for capital and long term planning purposes in accordance with S.32 of the Local Government Grants Regulation (BC Reg. 221/95) which cross-references with S.4(1)(a) & (c) of the Local Government Grants Act.

City of Prince Rupert

Schedule of COVID-19 Safe Restart Grant for Local Governments For Year Ended December 31, 2021

Grant Balance as at Jan 1, 2021	\$ 2,449,000
Use of funds in 2021:	
Revenue shortfall from PR Airport Authority loan payment	(350,000)
Reduction in City of Prince Rupert airport ferry revenue	(500,000)
Reduction in gaming revenue	(240,000)
Downtown washroom capital project	(160,000)
Grant Balance as at Dec 31, 2021	\$ 1,199,000

This money is used at the discretion of the municipality to address increased operating costs and lower revenue due to COVID-19 accordance with section 36 of the Local Government Grants Regulation and this schedule is attached to the Financial Statements as per section 167 of the Community Charter.

City of Prince Rupert

Budget Variance Report General Operating Departments For The Year Ended December 31

REVENUES	2021 Budget	2021 Actual	Budget Variance	Variance (%)
Airport Ferry	\$ 550,000	\$ 464,545	\$ (85,455)	(15.54)
Cemetery	100,000	145,815	45,815	45.82
Cow Bay Marina	200,000	212,741	12,741	6.37
Development Services	644,000	643,652	(348)	(0.05)
Economic Development	70,000	42,000	(28,000)	(40.00)
Fire 911 Services	90,000	92,585	2,585	2.87
Fire Protective Services	5,000	7,510	2,510	50.20
Finance	15,000	25,551	10,551	70.34
Fiscal Revenue	8,418,000	9,469,072	1,051,072	12.49
Information Technology	1,000	-	(1,000)	(100.00)
Parks	-	34,870	34,870	NA
Engineering Services	5,000	13,745	8,745	174.90
PW Common Cost	35,000	76,967	41,967	119.91
RCMP	91,000	151,287	60,287	66.25
Rec - Arena	117,000	132,488	15,488	13.24
Rec - Civic Centre	111,000	172,689	61,689	55.58
Rec - Community Services	3,000	83	(2,917)	(97.23)
Rec - Pool	129,000	237,707	108,707	84.27
Transit	212,000	174,806	(37,194)	(17.54)
Victim Services	77,000	69,669	(7,331)	(9.52)
Watson Island	400,000	-	(400,000)	(100.00)
	11,273,000	12,167,782	894,782	7.94
Property Taxes	22,845,000	22,589,200	(255,800)	(1.12)
Appropriated Surplus- COVID 19 Restart Grant	850,000	1,250,000	400,000	47.06
Capital Works- Funding from PR Legacy	145,000	18,740	(126,260)	(87.08)
Capital Works- Funding from Grant	60,000	-	(60,000)	(100.00)
Capital Works- Funding from Appr. Surplus	86,000	36,000	(50,000)	(58.14)
Capital Works- Funding from Reserves	200,000	-	(200,000)	(100.00)
Capital Purchases-Funding from PR Legacy	350,000	147,256	(202,744)	(57.93)
Capital Purchases- Funding from Grant	5,421,000	308,589	(5,112,411)	(94.31)
Capital Purchases- Funding from Appr. Surplus	759,000	591,906	(167,094)	(22.02)
Capital Purchases- Funding from Reserves	4,864,000	780,614	(4,083,386)	(83.95)
	\$ 46,853,000	\$ 37,890,087	\$ (8,962,913)	(19.13)

City of Prince Rupert

Budget Variance Report General Operating Departments For The Year Ended December 31

EXPENDITURES	2021 Budget	2021 Actual	Budget Variance	Variance (%)
Airport Ferry	\$ 2,197,000	\$ 2,111,111	\$ 85,889	3.91
Cemetery	300,000	281,980	18,020	6.01
Civic Properties	325,000	347,231	(22,231)	(6.84)
Corporate Administration	904,000	915,552	(11,552)	(1.28)
Cow Bay Marina	191,000	218,137	(27,137)	(14.21)
Development Services	1,331,000	1,220,455	110,545	8.31
Economic Development	185,000	173,038	11,962	6.47
FD 911	598,000	640,939	(42,939)	(7.18)
FD Fire Protective Services	3,741,000	4,350,570	(609,570)	(16.29)
FD Emergency Measures	42,000	31,300	10,700	25.48
Finance	907,000	905,374	1,626	0.18
Finance Cost Allocation	(465,000)	(465,000)	-	-
Fiscal Expenditures	3,136,000	3,316,805	(180,805)	(5.77)
Governance	376,000	343,373	32,627	8.68
Grants	1,592,000	1,528,168	63,832	4.01
Information Technology	556,000	544,469	11,531	2.07
Parks	1,085,000	913,516	171,484	15.80
PW Engineering	605,000	536,008	68,992	11.40
PW Common Costs	4,278,000	4,448,705	(170,705)	(3.99)
Allocation of Common Cost	(4,169,000)	(4,228,968)	59,968	(1.44)
PW Vehicles	1,366,000	1,593,318	(227,318)	(16.64)
PW Net Vehicle Cost & Allocation	(1,366,000)	(1,593,454)	227,454	(16.65)
RCMP	6,128,000	5,947,435	180,565	2.95
Rec. Centre Arena	342,000	427,149	(85,149)	(24.90)
Rec. Centre Civic Centre	1,624,000	1,518,859	105,141	6.47
Rec. Centre Community Services	3,000	261	2,739	91.30
Rec. Centre Pool	1,236,000	1,391,935	(155,935)	(12.62)
Roads	2,119,000	2,501,004	(382,004)	(18.03)
Transit	706,000	604,904	101,096	14.32
Victim Services	159,000	137,758	21,242	13.36
Watson Island	400,000	475,798	(75,798)	(18.95)
Transfer to Reserves	2,696,000	2,076,357	619,643	22.98
Capital Purchases	11,884,000	2,011,157	9,872,843	83.08
Capital Works	1,841,000	1,283,221	557,779	30.30
	\$ 46,853,000	\$ 36,508,465	\$ 10,344,535	22.08
Surplus/(Deficit)	\$ -	\$ 1,381,622	\$ 1,381,622	-

City of Prince Rupert

Budget Variance Report of Utilities For The Year Ended December 31

UTILITIES	2021 Budget	2021 Actual	Budget Variance	Variance %
Sewer				
Revenues	\$ 2,563,000	\$ 2,641,549	\$ 78,549	3.06
Capital works- Grants	87,000	87,000	-	-
Capital Works- Appropriated Surplus	939,000	404,866	(534,134)	(56.88)
Capital Works	(2,026,000)	(1,511,037)	514,963	(25.42)
Net Revenue	\$ 1,563,000	\$ 1,622,378	\$ 59,378	3.80
Expenditures	1,563,000	1,453,001	109,999	7.04
Surplus /(Deficit)	\$ -	\$ 169,377	\$ 169,377	-
Water				
Revenues	\$ 2,998,000	\$ 2,948,145	\$ (49,855)	(1.66)
Capital Works- PR Legacy	5,300,000	-	(5,300,000)	(100.00)
Capital Works- Borrowing	10,000,000	10,000,000	-	-
Capital works- Reserves	3,250,000	79,405	(3,170,595)	(97.56)
Capital Works	(19,300,000)	(10,417,684)	8,882,316	(46.02)
Net Revenue	\$ 2,248,000	\$ 2,609,866	\$ 361,866	16.10
Expenditures	2,248,000	2,526,209	(278,209)	(12.38)
Surplus/(Deficit)	\$ -	\$ 83,657	\$ 83,657	-
Solid Waste				
Revenues	\$ 3,713,000	\$ 3,385,243	\$ (327,757)	(8.83)
Capital Works- Appropriated Surplus	1,133,000	550,000	(583,000)	(51.46)
Capital Works- Accruals	2,884,000	1,634,749	(1,249,251)	(43.32)
Capital Works- Borrowing	7,708,000	7,500,000	(208,000)	(2.70)
Capital works- Reserves	733,000	-	(733,000)	(100.00)
Capital works- CWF (Gas Tax)	596,000	542,918	(53,082)	(8.91)
Capital Works	(13,254,000)	(10,564,109)	2,689,891	(20.29)
Net Revenue	\$ 3,513,000	\$ 3,048,801	\$ (464,199)	(13.21)
Expenditures	3,513,000	3,558,012	(45,012)	(1.28)
Surplus /(Deficit)	\$ -	\$ (509,211)	\$ (509,211)	-

PRINCE RUPERT LEGACY INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2021

PRINCE RUPERT LEGACY INC.
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DECEMBER 31, 2021

INDEPENDENT AUDITOR'S REPORT

BALANCE SHEET

STATEMENT OF INCOME

STATEMENT OF CASH FLOWS

NOTES

INDEPENDENT AUDITOR'S REPORT

**To the Board of Directors
Prince Rupert Legacy Inc.**

Opinion

We have audited the financial statements of Prince Rupert Legacy Inc., which comprise the balance sheet as at December 31, 2021, the statements of income and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Prince Rupert Legacy Inc. as at December 31, 2021 and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for private enterprises.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

Responsibilities of Management and the Board of Directors for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for private enterprises, and for such internal controls as management determines are necessary to enable the preparation of financial statements that are free of material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless conditions exist that do not allow the going concern basis to be used.

The Board of Directors is responsible for overseeing the Company's financial reporting process.

Prince Rupert, BC
April 20, 2022

PRINCE RUPERT LEGACY INC.

BALANCE SHEET

2021

ASSETS

	2021	2020
	\$	\$
CURRENT		
Cash (note 1)	13,116,429	15,016,943
Accounts receivable	411,106	98,908
Loans, current portion	<u>113,236</u>	<u>-</u>
	<u>13,640,771</u>	<u>15,115,851</u>
 PROPERTY (note 1 and 2)	 <u>5,103,694</u>	 <u>4,269,291</u>
 OTHER		
Loans (note 4)	<u>925,980</u>	<u>1,174,699</u>
	<u>19,670,445</u>	<u>20,559,841</u>

APPROVED BY THE DIRECTORS

_____ Director

_____ Director

PRINCE RUPERT LEGACY INC.

BALANCE SHEET

2021

LIABILITIES AND SHAREHOLDER EQUITY

	2021	2020
	\$	\$
CURRENT		
Accounts payable and accruals	18,211	160,443
Deferred income, current portion	473,554	265,875
Due to City of Prince Rupert	<u>1,874,984</u>	<u>4,268,262</u>
	<u>2,366,749</u>	<u>4,694,580</u>
 OTHER		
Deferred income (note 3)	<u>2,099,517</u>	<u>2,278,691</u>
 SHAREHOLDER EQUITY		
Share Capital (note 5)	<u>1</u>	<u>1</u>
Contributed Surplus (note 6)	<u>1,088,810</u>	<u>1,088,810</u>
Retained Income		
Opening balance	12,497,760	9,772,693
Net income	3,017,608	6,775,066
Dividend	<u>-1,400,000</u>	<u>-4,050,000</u>
Closing balance	<u>14,115,368</u>	<u>12,497,759</u>
	<u>19,670,445</u>	<u>20,559,841</u>

PRINCE RUPERT LEGACY INC.

STATEMENT OF INCOME

YEAR ENDED 2021

	2021	2020
	\$	\$
INCOME		
Rental	2,398,949	3,171,966
Interest	136,330	185,711
Throughput	920,026	-
Expense recoveries	49,027	30,886
Grant of options to lease	<u>-</u>	<u>3,660,886</u>
	<u>3,504,332</u>	<u>7,049,449</u>
 EXPENSES		
Amortization	25,727	-
Contract services	309,490	215,429
Lease costs	51,647	5,699
Office and sundry	4,364	168
Professional services	54,876	45,919
Repairs and maintenance	14,984	-
Travel	<u>25,636</u>	<u>7,168</u>
	<u>486,724</u>	<u>274,383</u>
 NET INCOME	<u>3,017,608</u>	<u>6,775,066</u>

PRINCE RUPERT LEGACY INC.

STATEMENT OF CASH FLOWS

YEAR ENDED 2021

	2021	2020
	\$	\$
OPERATING ACTIVITIES		
Net income	3,017,608	6,775,066
Amortization	25,727	-
Accounts receivable	-312,198	45,093
Accounts payable and accruals	-142,230	-24,164
Deferred income	<u>28,505</u>	<u>-1,578,386</u>
	<u>2,617,412</u>	<u>5,217,609</u>
FINANCING ACTIVITIES		
Due to City of Prince Rupert	-2,393,278	1,525,753
Dividend	<u>-1,400,000</u>	<u>-4,050,000</u>
	<u>-3,793,278</u>	<u>-2,524,247</u>
INVESTING ACTIVITIES		
Property additions	-860,131	-188,373
Loans	<u>135,483</u>	<u>25,406</u>
	<u>-724,648</u>	<u>-162,967</u>
CHANGE IN CASH	-1,900,514	2,530,395
OPENING CASH BALANCE	<u>15,016,943</u>	<u>12,486,548</u>
CLOSING CASH BALANCE	<u>13,116,429</u>	<u>15,016,943</u>

PRINCE RUPERT LEGACY INC.

NOTES

DECEMBER 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for private enterprises.

Cash comprises demand accounts and term deposits with maturity dates of less than eighteen months.

Property are reported at market value at acquisition date. Leasehold improvements are amortized over 25 years.

Income and expenses are reported on an accrual basis. Income is recognized when the service is delivered and the value of the transaction can be measured. Income received in advance of a service being delivered is deferred until the conditions for recognition have been met.

The preparation of financial statements in accordance with Canadian accounting standards for private enterprises requires management to make estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates.

The company measures financial assets and liabilities at market value at the date of acquisition. It is management's opinion that the company's financial instruments are not exposed to significant interest rate, liquidity, market or other price risks.

The company is exempt from income taxes under section 149 of the Income Tax Act.

2. PROPERTY

	Cost	Accumulated Amortization	Net Book Value	
	\$	\$	2021	2020
			\$	\$
Land	1,802,227	\$ -	1,802,227	1,802,227
Land improvements	2,684,027	-	2,684,027	2,467,064
Leasehold improvements	<u>643,167</u>	<u>25,727</u>	<u>617,440</u>	<u>-</u>
	<u>5,129,421</u>	<u>\$ 25,727</u>	<u>5,103,694</u>	<u>4,269,291</u>

PRINCE RUPERT LEGACY INC.

NOTES

DECEMBER 31, 2021

3. DEFERRED INCOME

Rental	\$ 2,573,071
Current portion	<u>473,554</u>
Non-current portion	<u>\$ 2,099,517</u>

4. LOANS

Prince Rupert Airport Authority; payments include interest at 2.5% per annum, secured by mortgage on Airport Lands. Effective March 1, 2020, Legacy suspended the requirement for loan repayments and interest accruals until the 2022 financial year.

\$24,080 due January 28 and July 28 each year with a final payment on January 28, 2033.	\$ 405,312
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\$16,054 due April 6 and October 6 each year with a final payment on April 6, 2033.	282,750
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\$9,030 due June 20 and December 20 each year with a final payment on June 20, 2033.	159,046
--	---------

\$10,033 due February 28 and August 28 each year with a final payment on August 28, 2034.	<u>192,108</u>
---	----------------

	1,039,216
Current portion	<u>113,236</u>

Non-current portion	<u>\$ 925,980</u>
---------------------	-------------------

Scheduled principal repayments for the next five years are as follows:

2022	\$ 113,236
2023	95,981
2024	98,381
2025	100,840
2026	<u>103,361</u>
	<u>\$ 511,799</u>

PRINCE RUPERT LEGACY INC.

NOTES

DECEMBER 31, 2021

5. SHARE CAPITAL

Issued 100 Common shares without par value

6. CONTRIBUTED SURPLUS

Contributed surplus is the market value of land transferred by the City of Prince Rupert to the company on June 14, 2014 less transfer costs.

Rosamaria Miller

From: Jennifer Moore <jennifer@nbctourism.com>
Sent: April 29, 2022 3:15 PM
To: Lee Brain
Cc: Ceilidh Marlow; Rosamaria Miller
Subject: Tourism Resiliency Program Support Letter Request
Attachments: Draft Support Letter - NBCTA Northern Healthy Communities Fund.docx

Follow Up Flag: Flag for follow up
Flag Status: Flagged

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 afternoon Mayor Brain

Northern BC Tourism is applying to the Northern Healthy Communities Fund to support the re-establishment and evolution of the [Tourism Resiliency Program](#) specifically for the Northern BC region. This award-winning program supported over 250 Northern BC tourism and tourism-related businesses and organizations over the last 2 years through personalized one-on-one support, access to experts, and a ton of resources to aid in their navigation of the global pandemic. What was clear from the engagement with these businesses is the need for ongoing support and connection to quality resources.

We hope that we can count on the City of Prince Rupert for a support letter for our application and would be happy to discuss how this program has and will continue to support the tourism and tourism-related businesses and organizations in your community.

Our application deadline is May 13th so if we could receive the letter of support prior to that, it would be greatly appreciated. We've crafted a draft letter that you can start with, if you like.

Look forward to hearing back from you. Have a wonderful weekend.

Jennifer

Jennifer Moore

Business Resiliency Specialist | Northern BC Tourism Association
[250.262.2714](tel:250.262.2714) jennifer@nbctourism.com



MARKET PLACE ROAD CLOSURE BYLAW NO. 3488, 2022

BEING A BYLAW TO CLOSE A PORTION OF MARKET PLACE ROAD ALLOWANCE

Pursuant to Section 40 of the *Community Charter*, Prince Rupert City Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway, if prior to adopting the bylaw, Council publishes notices of its intention in a newspaper and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

The Council of the City of Prince Rupert deems that it is in the public interest to close to traffic, remove the dedication of highway comprising of approximately .230 Hectares on Market Place dedicated on Plan 923, which is shown outlined in bold black on the reference plan prepared by McElhanney, on the 2 day of March, 2022, a reduced copy of which is attached hereto (*the "Road Closure Plan"*);

The City intends to close that portion of highway to consolidate and consolidate it to a neighbouring lot to facilitate the build of an RCMP detachment.

Notices of Council's intention to close that portion of highway to traffic, to remove its dedication as highway, and published in a newspaper and posted in the public notice posting place, and Council has provided an opportunity for persons who consider they are affected by the closure and disposition to make representations to Council; and

The Council of the City of Prince Rupert does not consider that the closure of the Closed Road will affect the transmission or distribution facilities or works of utility operators;

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

1. Attached to this Bylaw as Schedule "A" and forming part of this Bylaw is a reduced copy of the explanatory plan of highway closure (*the "Road Closure Plan"*).
2. The City hereby authorizes the closure to traffic and removal of highway dedication of the .230 Hectares portion of highway which was dedicated as

highway at the New Westminster Land Title Office by Plan 923, outlined in Bold on the Road Closure Plan (the "Closed Road").

3. On deposit of the Road Closure Plan and all other documentation for the closure of the road allowance in the New Westminster Land Title Office, the Closed Road is closed to public traffic, it shall cease to be public highway, and its dedication as a highway is cancelled.
4. The Mayor and Corporate Administrator are authorized to execute all deeds of land, plans and other documentation necessary to effect this road closure and disposition.
5. This Bylaw may be cited as **"MARKET PLACE ROAD CLOSURE BYLAW NO. 3488, 2022"**

READ A FIRST TIME this 14th day of March, 2022.

READ A SECOND TIME this 14th day of March, 2022.

PUBLIC NOTIFICATION this 22nd day of April, 2022.

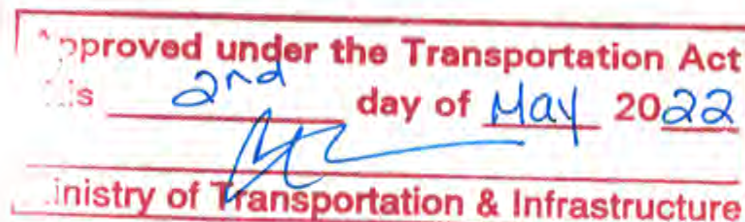
MINISTRY OF TRANSPORTATION APPROVAL this 2nd day of May, 2022 (APPROVAL NO. 2022-0234).

READ A THIRD TIME this 25th day of April, 2022.

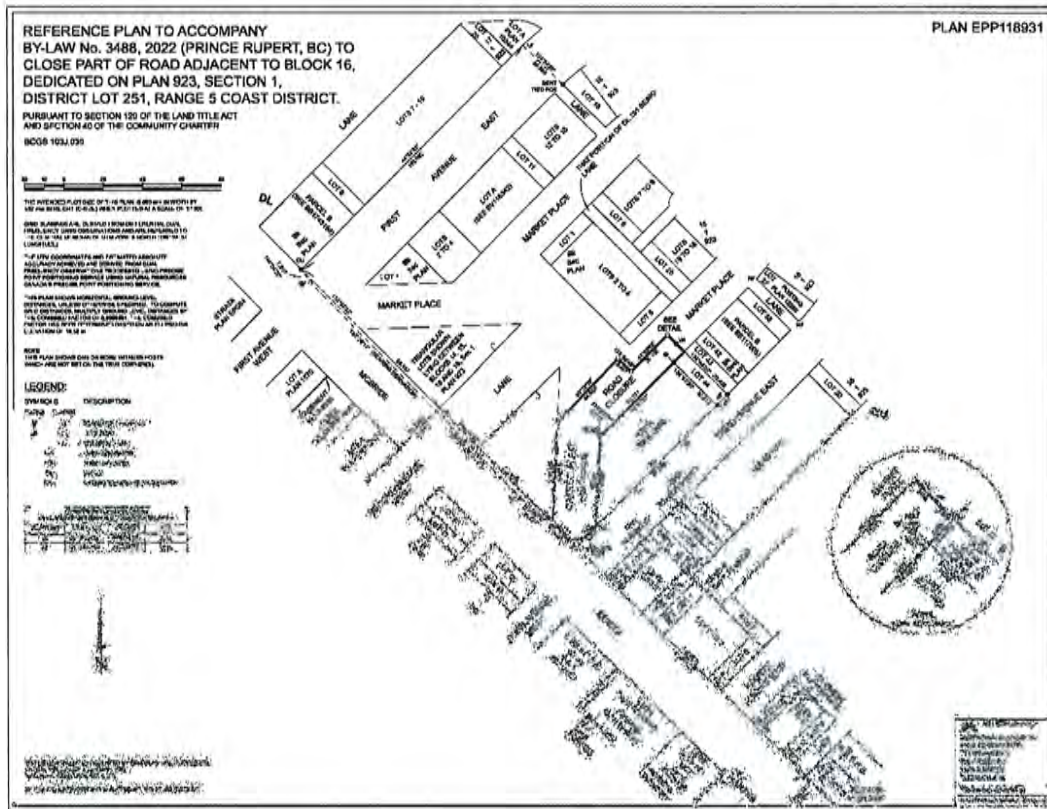
FINALLY CONSIDERED AND ADOPTED this ____ day of _____, 2022.

Mayor

Corporate Administrator



SCHEDULE "A" – ROAD CLOSURE PLAN (Explanatory)
BYLAW NO. 3488, 2022





REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 9, 2022

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planner

SUBJECT: REZONING APPLICATION ZBLA-22-04

RECOMMENDATION:

THAT Council:

- 1) GIVE First and Second Readings to City of Prince Rupert Zoning Bylaw No. 3492, 2022 to allow a site-specific Zoning Bylaw Text Amendment for the property legally described as Parcel A (See G4248) Block 36 Section 1 District Lot 251 Range 5 Coast District Plan 923 in order to add "Distillery" as permitted use under its current C3: Service Commercial Zone.
- 2) PROCEED to the Public Hearing.

REASON FOR REPORT:

To consider proceeding with a first and second reading of the proposed Zoning Amendment Bylaw No. 3492 to allow a site-specific permitted use of distillery within a C3: Services Commercial Zone at the subject property legally described as Parcel A (See G4248) Block 36 Section 1 District Lot 251 Range 5 Coast District Plan 923.

BACKGROUND:

The City is in receipt of a site-specific textual zoning bylaw amendment application for the subject property 801 Fraser Street. The applicant represents the Port City Spirits company that wishes to open a small-scale distillery and to have a tasting room/lounge at this location of 801 Fraser Street.

The applicant provided rationale for the amendment explaining that the four shareholders of Port City Spirits have searched Prince Rupert extensively for a building that would accommodate the small-scale manufacture of distilled spirits in Prince Rupert. With very few potential sites available, they were able to purchase the subject property, which previously hosted a U-Brew.

The subject property is located within City Core limits near service commercial uses, retail and community uses, and restaurants. A construction company, a research laboratory, a glass industrial shop, and vehicle lettering shop are immediately around the subject property. However, less industrial service uses are also close by. Kitty-corner to the subject property is the Friendship House Prince Rupert, down to the road to the southwest is a dance studio and Save-on Foods, while Coast Mountain College is down the road to the northeast. Finally, to the southeast of the property is a lot zoned as P1: Public Facilities that separates the Commercial Zone from the Residential Zone elevated behind on 5th Ave W.

The distillery and tasting room/lounge will be subject to Liquor and Cannabis Regulator Board for licensing, as well as meeting safety requirements under the BC Building and Fire Code. If this zoning bylaw amendment is approved, building permits would be required prior to operations. The building department has indicated to the applicant that an Alternative Solution that would allow BC Building and Fire Codes safety requirements to be met will be required to obtain permits.

POLICY/REGULATORY ANALYSIS:

In reviewing the appropriateness of this application, staff considered the following:

- The property is within the downtown Core which may make it suitable for more active commercial uses.

- The success of a craft brewery in Prince Rupert, as well as small-scale distilleries with tasting rooms in other BC cities, suggest that this use may be a positive addition and meet OCP goals for the City Core.
- The enclosed and small nature of the proposed operations are likely to make this use more compatible with adjacent land uses.

Zoning

C3: Service Commercial Zone currently permits service-based commercial uses, such as hairdressers, gas stations and childcare centres, as well as Service Commercial Use. The use of Service Commercial Use is defined as follows:

SERVICE COMMERCIAL USE means retail and service uses that can include ancillary exterior storage and display areas, repair facilities, vehicle and marine sales, service and repairs, transit terminals, horticultural centres, warehouses, recycling centres, wholesale and distribution outlets

This service commercial use, which includes some overlap with light industrial facilities, lends itself well to the inclusion of distillery within this zone as it constitutes both a retail service and contained manufacturing. Furthermore, this zone permits assembly halls. These uses together may align with permitting a small-scale distillery and tasting room.

Official Community Plan:

The OCP outlines goals for the City Core to encourage uses and design with the goals of attracting visitors, providing residents with an attractive and vital urban setting, and in attracting new families and workforce to the City. There are currently no small-scale distilleries of this kind in Prince Rupert. This use offers an opportunity for economic diversification, as well as supporting City Core revitalization. If this zoning bylaw were to go through, the property will be subject to City Core Development guidelines if the exterior of the building were to change

Impacts to Surrounding Land Uses:

As the distillery processes will all be contained within the building, there is unlikely to be significant impact on nearby Residential Zones or uses further down the road to the southwest and northeast. Furthermore, given that there are nearby land uses that cover a similar range of uses as the proposed

distillery, including restaurants, liquor stores, and light industrial services, it is unlikely to add significant impact to the area generally. Finally, as the building used to function as a U-Brew, distillery is not significantly different from its previous use and may be more accepted by its neighbours that have been in their location since the U-Brew was in place.

However, as the property is close to some social services that may serve vulnerable populations, such as a college or the Friendship House, City staff recommend that this application go to public hearing to hear any concerns.

COST and BUDGET IMPACT:

There are no cost or budget impacts to the City from approving this rezoning.

COUNCIL OPTIONS:

Council may:

1. Complete first and second readings of Zoning Bylaw Amendment No. 3492, 2022 and proceed to public hearing
2. Complete first and second readings of Zoning Bylaw Amendment No. 3492, 2022 and waive the public hearing requirement.
3. Deny the application.

CONCLUSION:

It is recommended that Council give first and second reading to the Amendment Bylaw No. # 3492, 2022 and proceed to public hearing.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope
Planner

Robert Buchan,
City Manager

Attachments:

- Zoning Bylaw Amendment Bylaw No. 3492, 2022
- Context Map

CITY OF PRINCE RUPERT

ZONING BYLAW AMENDMENT BYLAW NO. XXXX 2022

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

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

That the City of Prince Rupert Zoning Bylaw No. 3462, 2021 be amended as follows:

1. That Distillery be added as a permitted use under the C3: Service Commercial Zone exclusively at the lot legally described as Parcel A (See G4248) Block 36 Section 1 District Lot 251 Range 5 Coast District Plan 92.
2. That Section 6.3 of the City of Prince Rupert Zoning Bylaw No. 3462, 2021 shall be amended according to Schedule 1 attached hereto and forming a part of this Zoning Bylaw Amendment Bylaw No. 3492, 2022.
3. This Bylaw may be cited as "Zoning Bylaw Amendment Bylaw No. 3492, 2022.

Read a First time this ____ day of _____, 20__.

Read a Second time this ____ day of _____, 20__.

Public Hearing this ____ day of _____, 20__.

Read a Third time this ____ day of _____, 20__.

Final Consideration and Adopted this ____ day of _____, 20__.

MAYOR

CORPORATE ADMINISTRATOR

Proposed Amendment

Specific to the property legally described as Parcel A (See G4248) Block 36 Section 1 District Lot 251 Range 5 Coast District Plan 92, Section 6.3 shall be amended as follows:

6.3 C3: Service Commercial Zone

Permitted Uses:

Subject to general provisions, the following principal uses and no others are permitted:

- a) Retail use.
- b) Cannabis retail stores (subject to section 3.17.0).
- c) Personal service establishment.
- d) Office.
- e) Traveler accommodation.
- f) Child Care Facility.
- g) Camp site.
- h) Theatre.
- i) Assembly Hall;
- j) Service commercial use.
- k) Service station.
- l) Distillery.

Subject to general provisions, the following accessory uses or buildings and no others are permitted in retail and personal service use buildings:

- a) Multiple family dwellings with separate exterior entrances.
- b) Recycling centres with no more than 300• 6of the gross floor area.
- c) Accessory buildings and structures.
- d) Home Office.

Lot Coverage

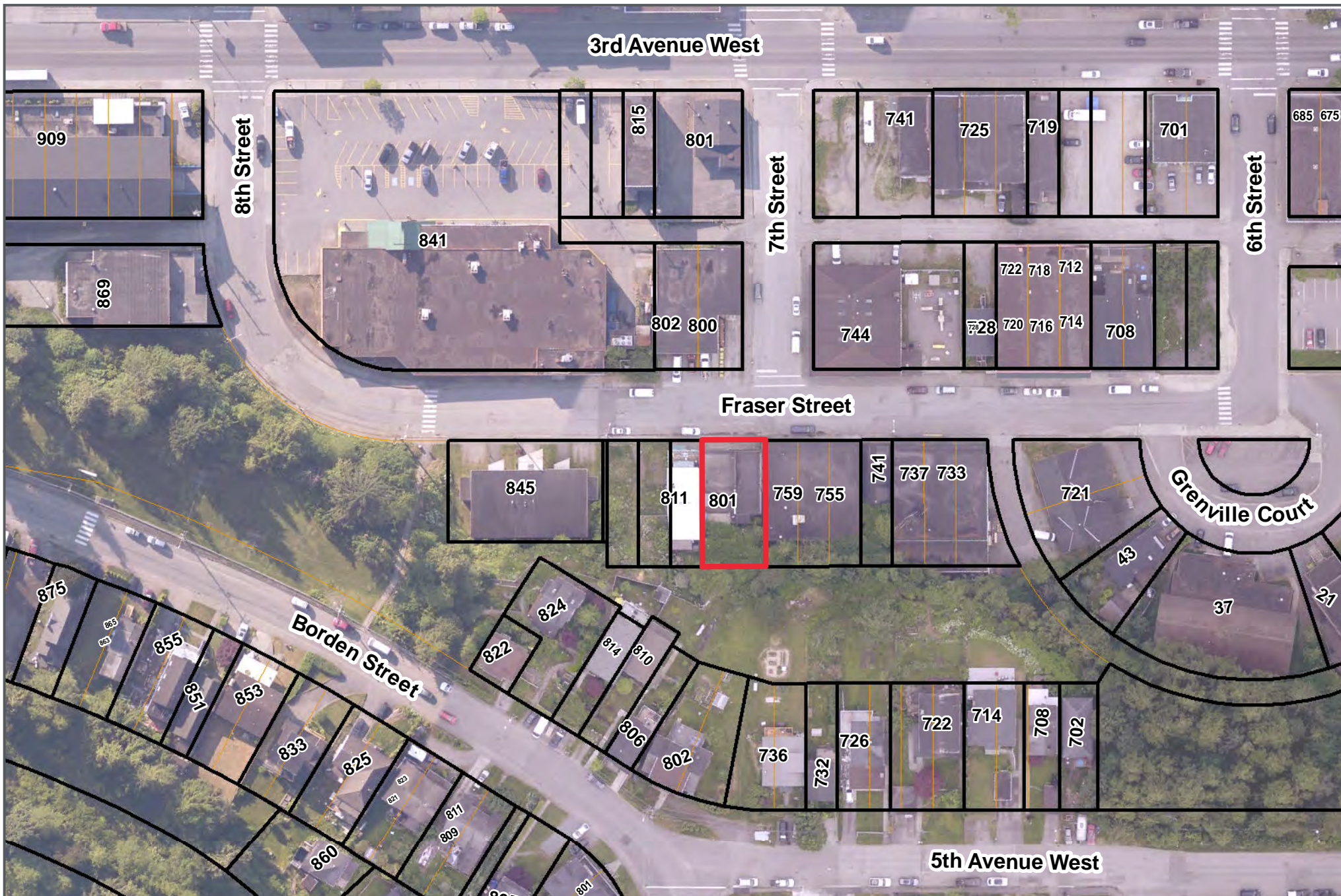
For multiple family dwellings (excluding mixed use buildings) 50% of the site area.

Minimum Dimensions Required for Yards

Front yard 3.6 metres.

Maximum Building Height

Maximum of 17 metres.



Project #: ZBLA-22-04
 Author: RB
 Checked: -
 Status: FINAL
 Revision: A
 Date: 2022 / 3 / 21
 Scale: 1:1,200



Coordinate System:
 NAD 1983 UTM Zone 9N
Data Sources:
 Integrated Cadastral Information Society (ICIS)
 City of Prince Rupert
 2021 Orthophoto



ZBLA-22-04 **CONTEXT MAP** **801 Fraser Street**

Subject Property
 Assessment Fabric
 Cadastral Fabric



CITY OF PRINCE RUPERT

2022 FIVE YEAR FINANCIAL PLAN BYLAW NO. 3494, 2022

A BYLAW FOR THE CITY OF PRINCE RUPERT RESPECTING THE FIVE YEAR FINANCIAL PLAN FOR THE PERIOD 2022 - 2026

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

1. **Schedule “A”** attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the City of Prince Rupert for the period ending December 31st, 2026.
2. This Bylaw may be cited as **“2022 Five Year Financial Plan Bylaw No. 3494, 2022”**.

Read a First time this ____ day of May, 2022.

Read a Second time this ____ day of May, 2022.

Read a Third time this ____ day of May, 2022.

Final Consideration and Adopted this ____ day of ____, 2022.

Mayor

Corporate Administrator

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan
May 2, 2022

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

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

Table One (1) shows the proportion and value of the total revenue proposed to be raised from each funding source in 2022. Debt forms the largest portion of planned revenue as the City is borrowing a large amount to build the new RCMP Detachment.

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

Table 1

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	20%	23,638,000
Parcel Taxes	0%	63,000
Payment in Lieu of Taxes & Prov. Grants	3%	4,074,000
User Fees & Charges	11%	13,828,000
Accruals	3%	3,675,000
Reserves	17%	20,211,000
Accumulated General Operating Surplus	1%	1,701,000
Accumulated Utilities Operating Surplus	2%	1,916,000
Grants and Other Miscellaneous Revenue	14%	16,738,000
Dividend- Prince Rupert Legacy	7%	7,834,000
Debt Financing	22%	26,300,000
Total	100%	119,978,000

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan
May 2, 2022

Objective

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

Policy

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

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

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

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

Table (2) shows the current property tax revenues of each classification except those classes with zero tax revenue:

Table 2

Property Class	% of Tax Revenue	Amount (\$)
Residential	31%	7,377,000
Utility	1%	298,000
Major Industry	27%	6,419,000
Major Industry Port Property Tax Act	16%	3,698,000
Light Industry	3%	682,000
Business	22%	5,144,000
Recreation	0%	20,000
Total	100%	23,638,000

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan
May 2, 2022

Objective

- Council will encourage economic development by minimizing tax increases.

Policy

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

3. Use of Permissive Tax Exemptions (Section 165 (3.1)(c))

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

Objectives

- Council will continue to provide permissive tax exemptions;
- Council will permit exemptions according to the Permissive Tax Exemption Policy;
- Council will permit exemptions to revitalize the downtown core

Policy

- Permissive tax exemptions will be considered in conjunction with:
 - a. The value of other assistance being provided by the Community;
 - b. The amount of revenue that the City will lose or forgo if the exemption is granted;
 - c. City of Prince Rupert Permissive Tax Exemption Bylaw 3447, 2019 and Permissive Property Tax Exemption Amendment Bylaw No. 3477, 2021; and,
 - d. Downtown Core Revitalization Tax Exemption Program Bylaw 3466, 2020.

Table 3 shows the properties which received permissive tax exemptions for 2022. The approximate amount of Municipal Tax exempted is \$367,000.

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan
May 2, 2022

Table 3

Registered Owner/ Occupier Identity/ Facility	Estimated annual Permissive Tax Exemption based on 2022 Rates/Values	Roll Number
<u>Places of Worship (Exclude Statutory Exempt Portion)</u>		
Bishop of New Caledonia (Anglican Cathedral)	\$ 434.97	0001839.000
Church of Jesus Christ of Latter Day Saints Church	545.96	0091420.000
Cornerstone Mennonite Brethren Church	255.36	0002000.000
Fellowship Baptist Church	325.48	0003323.000
The Salvation Army	1,387.40	0001041.000
Harvest Time United Pentecostal Church	140.24	0003175.000
Indo-Canadian Sikh Association Temple	137.99	0002980.000
Prince Rupert Congregation of Jehovah's Witnesses	466.84	0002772.050
Prince Rupert Church of Christ Church	775.07	0009855.000
Prince Rupert Native Pentecostal Revival Church	301.85	0001038.000
Prince Rupert Pentecostal Tabernacle	631.08	0091412.000
Prince Rupert Sikh Missionary Society Temple	654.70	0006391.000
First United Church	28.87	0002099.000
First United Church (parking lot)	798.13	0002098.000
First United Church (parking lot)	798.13	0002097.000
St. Paul's Lutheran Church of Prince Rupert	149.99	0001958.000
Sub-total Places of Worship	\$ 7,832.05	

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan
May 2, 2022

Table 3 (continued)

Other Properties		
Cultural Dance Centre & Carving House	\$ 13,720.69	0000382.000
Museum of Northern BC	43,090.13	9000165.002
Prince Rupert Performing Arts Centre Society	135,547.81	9000363.000
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility)	26,880.88	9000246.000
Prince Rupert Golf Club	24,404.20	9000322.000
Prince Rupert Golf Club	5,606.19	9000322.001
Prince Rupert Golf Club	450.63	9000322.003
Prince Rupert Golf Club	309.39	9000322.004
Prince Rupert Racquet Association	5,426.01	9000322.002
School District No. 52 (Prince Rupert) (Pacific Coast School)	7,290.80	0000525.000
School District No. 52 (Prince Rupert) (Pacific Coast School)	116.58	0000300.000
BC Society for the Prevention of Cruelty to Animals	2,376.46	0093225.000
BC Society for the Prevention of Cruelty to Animals	13,294.72	0093227.000
BC Society for the Prevention of Cruelty to Animals	1,455.02	0093230.000
Prince Rupert Loyal Order of Moose/Moose Lodge	614.58	0000261.000
Prince Rupert Salmon Enhancement Society	1,679.21	9000323.001
Prince Rupert Curling Club	12,577.29	9000299.000
Prince Rupert Rod & Gun Club	1,690.42	9000416.000
Prince Rupert Aboriginal Community Services Society	2,612.15	0009504.000
Friendship House Association of Prince Rupert	20,150.18	0000914.000
Kaien Island Daycare Services Family Resource Centre	1,051.93	0005167.002
Prince Rupert Senior Centre Association	890.93	0001044.000
North Coast Community Services Society (Previously Prince Rupert Community Enrichment Society)	6,344.70	0000906.000
The Royal Canadian Legion Branch 27 (Only area used by Legion)	825.69	0000641.000
Navy League Prince Rupert Branch	646.83	9000299.001
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	1,957.35	9000214.100
Kaien Senior Citizen's Housing	58.46	0003150.000
Prince Rupert Senior Citizen's Housing Society	2,002.63	9000089.000
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	10,274.94	0040511.050
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	15,702.54	0003411.000
Sub-total other Properties	\$ 359,049.35	
Estimated Annual Total Permissive Property Tax Exemptions	\$ 366,881.40	

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan

May 2, 2022

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

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

Table 4

Proposed Expenditures	Amount (\$)
Operating Fund	83,099,000
Sewer Utility Fund	4,326,000
Solid Waste Fund	13,380,000
Water Utility Fund	19,173,000
Total	119,978,000

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

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

Table 5

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	20%	23,638,000
Parcel Taxes	0%	63,000
Payment in Lieu of Taxes & Provincial Grants	3%	4,074,000
User Fees & Charges	11%	13,828,000
Accruals	3%	3,675,000
Reserves	17%	20,211,000
Accumulated General Operating Surplus	1%	1,701,000
Accumulated Utilities Operating Surplus	2%	1,916,000
Grants and Other Miscellaneous Revenue	14%	16,738,000
Dividend- Prince Rupert Legacy	7%	7,834,000
Debt Financing	22%	26,300,000
Total	100%	119,978,000

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan
May 2, 2022

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

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

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

The amount required to pay interest and principal on municipal debt is approximately \$2,446,000.

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

Capital Purchases

Table 6 shows the 2022 Capital Purchases:

Table 6

Department	Amount (\$)
Fire Protection	1,381,000
Building	6,470,000
Policing	26,100,000
Recreation	200,000
Real Estate	265,000
Civic Improvements	10,975,000
Vehicles & Mobile Equipment (General)	350,000
Vehicles & Mobile Equipment (Solid Waste)	1,400,000
Total	47,141,000

Capital Works

Table 7 shows the 2022 Capital Works:

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan
May 2, 2022

Table 7

Fund	Amount (\$)
Water Utility	16,247,000
Sewer Utility	2,675,000
Solid Waste Utility	7,481,000
Civic Improvements	140,000
Transportation	1,610,000
Total	28,153,000

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

Nil

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

Expenditures for other municipal purposes are \$42,238,000 which is the total expenditures from Table 4 of \$119,978,000 less the amounts under Items 7 and 9 (\$2,446,000 and Nil) and the totals from Tables 6 and 7 (\$47,141,000 and \$28,153,000).

11. Proposed Transfers of Reserves (Section 165(8)(a))

Table 8 proposes the following transfers:

Table 8

Transfer of Reserves	Amount (\$)
From:	
Equipment Reserve	(1,580,000)
Land Reserve	(25,000)
Water Treatment Grant Reserve	(5,150,000)
Northern Capital and Planning Grant Reserve	(10,357,000)
Community Work Fund (Gas Tax) Reserve	(1,130,000)
RCMP Reserve	(1,100,000)
Duncan Road Improvements Reserve	(250,000)
Solid Waste Asset Management Reserve	(419,000)
Water Asset Management Reserve	(200,000)
General Operating Fund	(2,119,000)
Total	(22,330,000)

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan
May 2, 2022

To:	
RCMP Reserve	1,050,000
Miscellaneous Reserves (interest)	200,000
Rushbrook Parking Program Reserve	88,000
General Capital Works Reserve	400,000
Public Works Vehicle Reserve	231,000
Ferry Maint. & Capital Replacement Reserve	150,000
General Operating Fund loan payments	180,000
General Operating Fund Capital Works	150,000
General Operating Fund Capital Purchases	5,225,000
Water Fund Capital Works	9,450,000
Solid Waste Fund Capital Works	3,706,000
Solid Waste Fund Capital Purchases	1,400,000
Sewer Fund Capital Works	100,000
Total	22,330,000

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

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

Table 9

Transfers of Accumulated Surplus	Amount (\$)
From:	
General Operating Fund Surplus	(1,701,000)
Sewer Utility Fund Surplus	(1,111,000)
Water Utility Fund Surplus	(805,000)
Total	(3,617,000)
To:	
General Operating Fund Operations	850,000
General Operating Fund Special Projects	310,000
General Operating Fund Capital Purchases	431,000
General Operating Fund Capital Works	110,000
Sewer Utility Fund Capital Works	1,111,000
Water Utility Fund Capital Works	805,000
Total	3,617,000

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan
May 2, 2022

General Operating Fund Departmental Budgets

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

Table 10(a)

GENERAL OPERATING FUND	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026
<u>Revenues by Department</u>					
Airport Ferry	875,000	1,480,000	1,518,000	1,549,000	1,580,000
Cemetery	149,000	170,000	176,000	182,000	189,000
Cow Bay Marina	257,000	290,000	293,000	296,000	299,000
Development Services	565,000	611,000	617,000	623,000	623,000
Economic Development	70,000	70,000	70,000	70,000	70,000
FD 911 Services	92,000	90,000	88,000	86,000	84,000
FD Fire Protective Services	5,000	6,000	6,000	6,000	6,000
Finance	15,000	15,000	15,000	15,000	15,000
Fiscal Revenues	8,269,000	7,504,000	7,602,000	7,801,000	7,902,000
Information Technology	1,000	1,000	1,000	1,000	1,000
PW Engineering	5,000	5,000	5,000	5,000	5,000
PW Common Costs	35,000	36,000	37,000	38,000	39,000
RCMP	101,000	93,000	93,000	93,000	93,000
Rec. Centre Arena	204,000	223,000	233,000	243,000	254,000
Rec. Centre Civic Centre	254,000	311,000	324,000	339,000	354,000
Rec. Centre Community Services	3,000	15,000	15,000	15,000	15,000
Rec. Centre Pool	373,000	530,000	550,000	573,000	596,000
Transit	201,000	257,000	309,000	318,000	328,000
Victim Services	83,000	77,000	77,000	77,000	77,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Subtotal	11,957,000	12,184,000	12,429,000	12,730,000	12,930,000
Property Taxes (existing)	22,809,000	23,638,000	24,541,000	25,956,000	26,241,000
Property Tax Increase (Decrease) - Non-market change	131,000	-	-	-	-
Property Tax Increase (Decrease)	698,000	903,000	1,415,000	285,000	360,000
Appropriated Surplus - COVID 19 Safe Restart Grant	850,000	749,000	-	-	-
Total Operating Revenues	36,445,000	37,474,000	38,385,000	38,971,000	39,531,000
PR Legacy- Capital Works	200,000	-	-	-	-
PR Legacy- Capital Purchases	1,147,000	-	-	-	-
Conditional Project Grants - Capital Works	60,000	-	-	-	-
Conditional Project Grants - Capital Purchases	12,423,000	-	-	-	-
Appropriated Reserves - Capital Works	150,000	-	-	-	-
Appropriate Reserves - Capital Purchases	5,225,000	-	-	-	-
Appropriated Surplus - Capital Purchases	431,000	-	-	-	-
Appropriated Surplus - Capital Works	110,000	-	-	-	-
PR Legacy- Special Projects	150,000	-	-	-	-
Appropriated Surplus - Special Projects	310,000	-	-	-	-
Conditional Project Grants - Special Projects	148,000	-	-	-	-
Loans from MFA - Capital Purchases	26,300,000	-	-	-	-
Total Capital Revenues	46,654,000	-	-	-	-
Total General Operating Fund Revenues	83,099,000	37,474,000	38,385,000	38,971,000	39,531,000

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan May 2, 2022

Table 10(b)

GENERAL OPERATING FUND	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026
<u>Expenditures by Department</u>					
Airport Ferry	2,403,000	2,652,000	2,856,000	2,907,000	2,966,000
Cemetery	300,000	305,000	311,000	317,000	321,000
Civic Properties	405,000	423,000	429,000	436,000	443,000
Corporate Administration	958,000	992,000	1,007,000	1,024,000	1,041,000
Cow Bay Marina	247,000	246,000	252,000	257,000	262,000
Development Services	1,358,000	1,377,000	1,400,000	1,422,000	1,432,000
Economic Development	211,000	220,000	223,000	227,000	232,000
FD 911	612,000	628,000	644,000	659,000	675,000
FD Fire Protective Services	4,445,000	4,680,000	4,732,000	4,762,000	4,775,000
FD Emergency Measures	42,000	43,000	44,000	45,000	46,000
Finance	1,082,000	1,104,000	1,126,000	1,148,000	1,171,000
Finance Cost Allocation	(465,000)	(465,000)	(465,000)	(465,000)	(465,000)
Fiscal Expenditures	2,823,000	2,993,000	4,204,000	4,150,000	4,111,000
Governance	407,000	422,000	432,000	442,000	452,000
Grants in Aid to Community Partners	1,640,000	1,668,000	1,736,000	1,784,000	1,813,000
Information Technology	588,000	585,000	595,000	606,000	617,000
Parks	1,295,000	1,322,000	1,349,000	1,376,000	1,403,000
PW Engineering	723,000	732,000	748,000	765,000	782,000
PW Common Costs	4,859,000	4,859,000	4,968,000	5,080,000	5,195,000
Allocation of PW Common Cost	(4,719,000)	(4,859,000)	(4,968,000)	(5,080,000)	(5,195,000)
PW Vehicles	1,623,000	1,681,000	1,710,000	1,739,000	1,768,000
Allocation of PW Vehicles	(1,623,000)	(1,681,000)	(1,710,000)	(1,739,000)	(1,768,000)
RCMP	6,540,000	6,594,000	6,748,000	6,907,000	7,069,000
Rec. Centre Arena	441,000	458,000	478,000	490,000	501,000
Rec. Centre Civic Centre	1,802,000	2,154,000	2,195,000	2,239,000	2,275,000
Rec. Centre Community Services	3,000	3,000	3,000	3,000	3,000
Rec. Centre Pool	1,506,000	1,597,000	1,635,000	1,672,000	1,710,000
Roads	2,319,000	2,372,000	2,429,000	2,485,000	2,542,000
Transit	745,000	851,000	953,000	989,000	1,027,000
Victim Services	165,000	168,000	171,000	174,000	177,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Transfer to Reserves (Interest, RCMP Loan, Gas Tax)	1,250,000	1,250,000	200,000	200,000	200,000
Transfer to General Capital Reserves	400,000	400,000	400,000	400,000	400,000
Total Operating Expenses	34,785,000	36,174,000	37,235,000	37,821,000	38,381,000
Provision for Special Projects	823,000	-	-	-	-
Provision for Capital Purchases	45,741,000	-	-	-	-
Provision for Capital Works	1,750,000	1,300,000	1,150,000	1,150,000	1,150,000
Total Capital Expenses	48,314,000	1,300,000	1,150,000	1,150,000	1,150,000
Total Operating Fund Expenditures	83,099,000	37,474,000	38,385,000	38,971,000	39,531,000
Surplus(Deficit)	-	-	-	-	-

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan
May 2, 2022

13. Utility Fund Revenue & Expenditure Budgets

Table 11 shows the Utility Operating Fund proposed budgets.

Table 11

UTILTY OPERATING FUNDS	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026
Sewer					
Revenues	2,715,000	2,769,000	2,825,000	2,882,000	2,940,000
Grants	400,000	-	-	-	-
Appropriated Surplus - Cap Works	1,111,000	-	-	-	-
Reserves	100,000	-	-	-	-
Capital Works	(2,675,000)	(1,075,000)	(1,092,000)	(1,110,000)	(1,129,000)
Revenue for operations	1,651,000	1,694,000	1,733,000	1,772,000	1,811,000
Expenditures	1,651,000	1,694,000	1,733,000	1,772,000	1,811,000
Surplus (Deficit)	-	-	-	-	-
Water					
Revenues	3,058,000	3,173,000	3,229,000	3,286,000	3,344,000
PR Legacy	5,860,000	560,000	560,000	560,000	560,000
Appropriated Surplus- Cap Works	805,000	-	-	-	-
Loans from MFA	-	-	7,000,000	-	-
Reserves	9,450,000	15,000,000	5,000,000	-	-
Capital Works	(16,247,000)	(15,750,000)	(12,750,000)	(750,000)	(750,000)
Revenue for operations	2,926,000	2,983,000	3,039,000	3,096,000	3,154,000
Expenditures	2,926,000	2,983,000	3,039,000	3,096,000	3,154,000
Surplus (Deficit)	-	-	-	-	-
Solid Waste					
Revenues	4,599,000	4,614,000	4,701,000	4,795,000	4,890,000
Funding from Accruals - CW	3,675,000	-	-	-	-
Funding from Reserves	3,976,000	-	-	-	-
CWF Gas Tax Reserve	1,130,000	-	-	-	-
Capital Purchases	(1,400,000)	-	-	-	-
Capital Works	(7,481,000)	-	-	-	-
Revenue for operations	4,499,000	4,614,000	4,701,000	4,795,000	4,890,000
Expenditures	4,499,000	4,614,000	4,701,000	4,795,000	4,890,000
Surplus (Deficit)	-	-	-	-	-

CITY OF PRINCE RUPERT

2022 PROPERTY TAX BYLAW NO. 3495, 2022

A BYLAW FOR THE LEVYING OF PROPERTY TAX RATES FOR FISCAL YEAR 2022

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

1. The property tax rates of **Schedule “A”** attached hereto and forming this Bylaw is hereby imposed and levied for the year 2022.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
3. This Bylaw may be cited as **“2022 Property Tax Bylaw No. 3495, 2022”**.

Read a First time this ____ day of _____, 2022.

Read a Second time this ____ day of _____, 2022.

Read a Third time this ____ day of _____, 2022.

Final Consideration and Adopted this ____ day of _____, 2022.

Mayor

Corporate Administrator

Schedule "A"

City of Prince Rupert

2022 Property Tax Rates

Dollar of Tax per \$1,000 of Taxable Value

May 9, 2022

Classification	Residential	Utility	Supportive Housing	Major Industry	Major Industry Port ("Old")	Major Industry Port ("New")	Light Industry	Business	Managed Forest Land	Recreation/ Non Profit	Farm
Class No.	1	2	3	4	4a	4b	5	6	7	8	9
Municipal - General	4.22534	54.27969	21.71188	54.55888	26.63212	21.78992	19.39539	21.71188	21.71188	3.63138	21.71188
Library	0.13769	1.76885	0.70754	1.77794	0.86788	0.71008	0.63205	0.70754	0.70754	0.11834	0.70754
Total Municipal Levy	4.36303	56.04854	22.41942	56.33682	27.50000	22.50000	20.02744	22.41942	22.41942	3.74972	22.41942
NC Regional District	0.12892	1.65662	0.66265	1.66436	1.66436	1.66436	0.59174	0.66265	0.66265	0.11087	0.66265
NW Regional Hospital	0.51778	1.81223	0.51778	1.76045	1.76045	1.76045	1.76045	1.26856	1.55334	0.51778	0.51778
Rate Total	5.00973	59.51739	23.59985	59.76163	30.92481	25.92481	22.37963	24.35063	24.63541	4.37837	23.59985