



## **REGULAR MEETING**

For the **REGULAR MEETING** of Council to be held on May 8, 2023, at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

### **1. CALL TO ORDER**

### **2. INTRODUCTION OF LATE ITEMS**

### **3. APPROVAL OF AGENDA**

#### **Recommendation:**

THAT the Agenda for the Regular Council Meeting of May 8, 2023, be adopted as presented.

### **4. PUBLIC COMMENTS REGARDING AGENDA ITEMS**

### **5. CONSENT AGENDA**

#### **a) Council minutes**

- i. Minutes of the Special Meeting of April 24, 2023;
- ii. Minutes of the Regular Meeting of April 24, 2023;
- iii. Minutes of the Committee of the Whole of April 24, 2023;

#### **b) Correspondence**

- iv. 2023 NCLGA Annual Report & Resolutions;
- v. Be Amazing information & brochure;

#### **c) Reports**

- vi. Report from the Planning Manager Re: Rupert Plays: Parks and Outdoor Recreation Plan Round 2 Engagement;
- vii. Report from the Planning Manager Re: Development Activity Report for April 2023; and,
- viii. Report from Fire Chief Beckwith Re: Monthly Fire/Rescue Report – May 1, 2023.

#### **Recommendation:**

THAT all items on the Consent Agenda be accepted as noted and filed.

## **6. REPORTS**

- a) Report from the Manager of Communications, Engagement & Social Development Re: Council Support for NDIT Northern Healthy Communities Fund Application.**

**Recommendation:**

THAT Council supports an application from the City to the NDIT Northern Healthy Communities Capacity Funding Program for \$228,000 over 3 years (\$76,000/year) to support a contract person for a Social Development & Indigenous Relations Coordinator position.

- b) Report from the Manager of Communications, Engagement & Social Development Re: Council Support for NDIT Marketing Initiatives Application for Website Renewal.**

**Recommendation:**

THAT Council supports an application from the City to the NDIT Marketing Initiatives Program for \$4,300 in funding to support the renewal of the City's website and promotional material.

- c) Report from the Chief Financial Office Re: 2022 Audited Financial Statements.**

**Recommendation:**

THAT Council accepts the 2022 Audited Financial Statements as presented.

- d) Report from the Planning Manager Re: Development Variance Permit #23-03 for 1215 Omineca Avenue.**

**Recommendation:**

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #23-03.

- e) Report from the Planning Manager Re: Development Variance Permit #23-04 for 630 Sherbrooke Avenue.**

**Recommendation:**

THAT Council not proceed with the statutory notification process for Development Variance Permit (DVP) application #23-04 and deny the application.

- f) Report from the Planning Manager Re: Development Variance Permit #23-05 for 1337 Piggot Avenue.**

**Recommendation:**

THAT Council proceed with the statutory notification process for Development Variance (DVP) application #23-05.

- g) Report from the Planning Manager Re: Development Variance Permit #23-07 for 1300 Hays Cove Avenue.**

**Recommendation:**

THAT Council proceed with the statutory notification process for Development Variance (DVP) application #23-07.

- h) Report from the Corporate Administrator Re: Liquor License Amendment.**

**Recommendation:**

THAT Council resolves to support the Change of Hours of Liquor Service license application for 243 Third Avenue West, as requested.

- i) Report from the Corporate Administrator Re: Liquor License Amendment.**

**Recommendation:**

THAT Council resolves to support the Liquor Primary New Outdoor Patio license application to enable a lounge area endorsement for 2209 Seal Cove Rd., as requested.

- j) Report from the Corporate Administrator Re: Liquor License Amendment.**

**Recommendation:**

THAT Council resolves to support the Liquor License Amendment to enable a lounge area endorsement for 801 Fraser Street, as requested.

**7. BYLAWS**

- a) 2023 Five Year Financial Plan Bylaw No. 3517, 2023.**

**Recommendation:**

THAT Council gives fourth & final readings to the 2023 Five Year Financial Plan Bylaw No. 3517, 2023.

- b) 2023 Property Tax Bylaw No. 3518, 2023.**

**Recommendation:**

THAT Council gives fourth & final readings to the 2023 Property Tax Bylaw No. 3518, 2023.

- c) Report from the Chief Financial Officer Re: Loan Authorization Bylaws No. 3519, 2023 and 3520, 2023.**

**Recommendation:**

THAT Council introduces and gives First, Second and Third Readings to the Infrastructure Replacement Design Loan Authorization Bylaw No. 3419, 2023;

AND THAT Council introduces and gives First, Second and Third Readings to the Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023;

AND THAT Council directs staff to proceed with obtaining elector approval by way of the Alternate Approval Process or Asset of the Electors for each of the loan authorization bylaw no. 3519, 2023 and no. 3520, 2023.

**8. BUSINESS ARISING**

**9. COUNCIL ROUND TABLE**

**10. ADJOURNMENT**





## MINUTES

For the **SPECIAL MEETING** of Council held on April 24, 2023, at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**STAFF:** R. Buchan, City Manager (virtual)  
R. Miller, Corporate Administrator  
R. Pucci, Director of Operations & Intergovernmental Relations  
C. Bomben, Chief Financial Officer

### 1. CALL TO ORDER

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

### 2. ADOPTION OF AGENDA

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham that the Agenda for the Special Council Meeting of April 24, 2023 be adopted.

CARRIED

### 3. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham that the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (j) information that is prohibited, or information that if it were presented in a document would be prohibited from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

#### 4. ADJOURNMENT TO CLOSED

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council adjourn to the Closed Meeting of April 24, 2023.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR



## MINUTES

For the **REGULAR MEETING** of Council held on April 24, 2023, at 7:00 p.m. in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**STAFF:** R. Buchan, City Manager (virtual)  
R. Miller, Corporate Administrator  
R. Pucci, Director of Operations & Intergovernmental Relations  
C. Bomben, Chief Financial Officer  
V. Stewart, Manager of Communications, Engagement & Social Development  
M. Pope, Planning Manager  
J. Beckwith, Fire Chief

### 1. CALL TO ORDER

The Chair called the Regular Meeting of Council to order at 8:04 pm.

CARRIED

### 2. APPROVAL OF AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Agenda for the Regular Council Meeting of April 24, 2023, be adopted as presented.

CARRIED

### 3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

#### 4. CONSENT AGENDA

##### a) Council minutes

- i. Minutes of the Special Meeting of April 11, 2023;
- ii. Minutes of the Regular Meeting of April 11, 2023;

##### b) Correspondence

- i. Board Highlights from the North Coast Regional District, March 2023;
- ii. Thank you from Special Events;
- iii. Letter of Support from the Carrier Sekani Family Services re: CSFS Project through the First Peoples Cultural Council for their Pillars of Hope and Strength project; and,
- iv. Announcement re: Virtual Public Open House about negotiations on the Kitselas Treaty and Kitsumkalum Treaty; and,

**c) Reports**

- v. Report from the Manager of Communications, Engagement & Social Development Re: Update on Situation Table Program Roll Out.

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT all items on the Consent Agenda be accepted as noted and filed.

CARRIED

**5. REPORTS**

**a) Report from the Corporate Administrator Re: Committee of the Whole Resolution(s)/Recommendations**

MOVED by Councillor Skelton-Morven and seconded by Councillor Adey THAT Council recommend the inclusion of a 12.5% property tax increase to balance the 2023 budget.

Councillor Randhawa opposed  
CARRIED

**b) Report from the Corporate Administrator Re: Development Variance Permit DVP-23-01.**

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT Council proceed with the approval for Development Variance Permit application DVP-23-01.

CARRIED

**c) Report from the Planning Manager Re: Development Variance Permit DVP-23-02.**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council proceed with the statutory notification process Development Variance Permit application DVP-23-02.

CARRIED

**d) Report from the Director of Operations & Intergovernmental Relations Re: Water Infrastructure Project – Phase 1 Award.**

MOVED by Councillor Skelton-Morven and seconded by Councillor Adey THAT Mayor and Council receive this report for informational purposes and award Coast Tsimshian Northern Contractors Alliance (“CTNCA”) Phase 1 of the Water Infrastructure Program for up to \$20m under the Master Service Agreement (“MSA”).

CARRIED

**e) Report from the Corporate Administrator Re: Liquor License Amendment.**

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven  
THAT Council resolve to support the Liquor License Amendment to enable  
a lounge area endorsement for 380 Bill Murray Drive, as requested.

CARRIED

**6. BYLAWS**

**a) Cow Bay Marina Fees and Regulations Amendment Bylaw No. 3516, 2023.**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT  
Council give fourth & final readings to City of Prince Rupert Marina Fees and  
Regulations Amendment Bylaw No. 3516, 2023.

CARRIED

**7. ADJOURNMENT**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the  
meeting be adjourned at 9:30 pm.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR



## **COMMITTEE OF THE WHOLE MINUTES**

For the **COMMITTEE OF THE WHOLE MEETING** of Council held on April 24, 2023, in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, BC.

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

**STAFF:** R. Buchan, City Manager (virtual)  
R. Miller, Corporate Administrator  
C. Bomben, CFO (virtual)  
R. Pucci, Director of Operations & Intergovernmental Relations  
V. Stewart, Manager of Communications, Engagement & Social Development

### **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 Randhawa and seconded by Councillor Forster that the Agenda for the Committee of the Whole Meeting of April 24, 2023, be adopted as circulated.

CARRIED

### **3. PETITIONS & DELEGATIONS**

- a) Chantal Cornwall and Jenn Arsenault (Pres) & (VP)  
Re: Pawz United Rescue Society ("PURS")
- b) 2023 Draft Budget presentation

MOVED by Councillor Adey and seconded by Skelton-Morven THAT Council recommend the inclusion of a 12.5% property tax increase to balance of the 2023 budget;  
AND THAT Council approves the budget as presented.

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

**5. ADJOURNMENT.**

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT the meeting be adjourned at 8:05 p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR





Chetwynd

Dawson Creek

# Annual Report & Resolutions

**2023 NCLGA AGM & CONVENTION**

**MAY 9 – 12, 2023 IN DAWSON CREEK**



Northern Communities Leading Together



North Central Local Government Association



# Guiding Principles of NCLGA's Annual Conference

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1. The primary focus of this convention is to advance the social, environmental, and economic well-being of all communities in central and northern BC.
2. Although voting and speaking during resolution debate is restricted to NCLGA members, this conference is open to the public.
3. All delegates are encouraged to connect, ask questions, share their ideas, and help each other identify opportunities.
4. All local governments and First Nations who belong to the NCLGA membership are viewed as equal, regardless of their population, location, or absence/attendance at this event.
5. All delegates, regardless of their employer, their position, their official priorities, or personal perspectives will be accommodated equally and treated with respect.
6. It is understood that delegates may conduct their business in different venues and according to their own schedule while attending this conference. In all places and at all times, delegates can expect to be treated professionally by other attendees.
7. All delegates and employees have the right to feel safe, have fun, participate fully, and enjoy each other's company.
8. The NCLGA has zero tolerance for any communication or behavior that demeans, threatens, or harasses anyone during this conference.

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## ABOUT NCLGA

Established in 1955, the North Central Local Government Association is a non-profit, non-partisan association of elected officials representing local governments in north-central BC. Our jurisdiction covers 70% of BC's landmass.

We advocate for solutions to shared issues in member communities and also help to articulate member perspectives and priorities to a broader audience.

### **NCLGA operates according to the following four core values:**

- Well-being – environmental, social, and economic
- Non-partisan – exploring the risks, benefits, and alternatives that lead to the best outcome or solution
- Regional focus – collaborating on shared commitments for achieving positive impacts
- Transparency – building trust and increasing access to information.

## CONTACT















To connect with NCLGA staff and Board members, members are encouraged to contact us via the following channels:

**Email:** [admin@nclga.ca](mailto:admin@nclga.ca)

**Facebook:** [facebook/northcentrallocalgovernmentassociation/](https://facebook.com/northcentrallocalgovernmentassociation/)

**Twitter:** @NCLGA

# List of Directors

NAME	ELECTED TITLE	NAME	ELECTED TITLE
 <b>Steve Forseth</b> AREA DIRECTOR, CARIBOO REGIONAL DISTRICT	PRESIDENT	 <b>Vacant</b> PEACE RIVER REGIONAL DISTRICT	APPOINTED REGIONAL REPRESENTATIVE
 <b>Sheila Boehm</b> COUNCILLOR, CITY OF WILLIAMS LAKE	1ST VICE PRESIDENT	 <b>Dannielle Alan</b> FRASER FORT GEORGE REGIONAL DISTRICT	APPOINTED REGIONAL REPRESENTATIVE
 <b>Judy Greenaway</b> AREA DIRECTOR, REGIONAL DISTRICT OF BULKLEY-NECHAKO	2ND VICE PRESIDENT	 <b>Betty Anderson</b> CARIBOO REGIONAL DISTRICT	APPOINTED REGIONAL REPRESENTATIVE
 <b>Cori Ramsay</b> COUNCILLOR, CITY OF PRINCE GEORGE	PAST PRESIDENT	 <b>Sarrah Storey</b> REGIONAL DISTRICT OF BULKLEY-NECHAKO	APPOINTED REGIONAL REPRESENTATIVE
 <b>Gladys Atrill</b> MAYOR, TOWN OF SMITHERS	DIRECTOR AT LARGE	 <b>Julie Maitland</b> REGIONAL DISTRICT OF KTIMAT-STIKINE	APPOINTED REGIONAL REPRESENTATIVE
 <b>Jerrilyn Kirk</b> DIRECTOR, FRASER FORT GEORGE REGIONAL DISTRICT	DIRECTOR AT LARGE	 <b>Barry Cunningham</b> NORTH COAST REGIONAL DISTRICT	APPOINTED REGIONAL REPRESENTATIVE
 <b>Tony Zabinsky</b> COUNCILLOR, FORT ST. JOHN	DIRECTOR AT LARGE	 <b>Lorraine Gerwing</b> NORTHERN ROCKIES REGIONAL DISTRICT	APPOINTED REGIONAL REPRESENTATIVE

# President's Report



## IT HAS BEEN A BUSY AND EXCITING YEAR FOR THE NCLGA!

The NCLGA Board of Directors and associated Committees met six times throughout the year to strategize and guide implementation activities. A new Strategic Plan (2023 to 2026) was developed with member engagement and approved by the Board of Directors in December 2022. The new plan presents a series of strategic priorities, values and goals which address the challenges facing our regional community.

Through our ongoing and continued organizational priorities of advocacy, communications, relationship building, and good governance, we are well-positioned to advance on these key priorities.

## NCLGA STRATEGIC PRIORITIES

- Advocacy -to provide member input into informed decision-making
- Communications -to communicate effectively
- Relationships -to build productive relationships
- Good Governance -to operate a resilient and transparent organization that is sustainable over the long term.

## NCLGA VALUES

- Transparency -Building trust and increasing access to information.
- Collaboration -Working together on mutual commitments to achieve positive impacts
- Community Well-Being -Creating positive change through environmental, social and economic impacts
- Non-Partisan -Exploring the risks, benefits and alternatives that lead to the best outcome or solution.

As we build and strengthen our approach to achieving these priorities and values through developing a comprehensive Action Plan, we saw an opportunity or theme for this Strategic Plan emerge, “Nurture and Elevate”, which was further reflected through this year’s advocacy efforts.

Over twenty advocacy letters were issued to Provincial Ministers and agencies, covering member resolutions, and multiple meetings (and a delegation trip to Victoria) to further discuss concerns and solutions were completed with Ministers and MLAs, such as the:

- Honourable George Heyman, Ministry of Environment and Climate Change Strategy,
- Honourable Nathan Cullen, Ministry of Municipal Affairs,
- Honourable Rob Fleming, Minister of Transportation, and Infrastructure,
- Honourable Anne Kang, Minister of Municipal Affairs,
- Honourable Josie Osborne, Minister of Energy, Mines, and Low Carbon Innovation,
- MLA Mike Bernier (Peace River South), Shadow Minister for Forest,
- MLA Lorne Doerkson (Cariboo-Chilcotin), Official Opposition Caucus Chair as well as Shadow Minister for Water, Land and Resource Stewardship and Rural Development, and
- MLA Coralee Oakes (Cariboo North), Shadow Minister for Advanced Education.

We are committed to supporting local governments in the creation of meaningful relationships to build capacity across our Northern BC communities. Ideal relationships are mutually beneficial and provide networks for the sharing and distribution of resources, whether it be information, partnerships, or funding opportunities. Our most important relationships are with local governments, First Nation communities, the provincial and federal government, UBCM, and partner agencies working across our region.

Sincerely,

A handwritten signature in black ink, appearing to read 'S Forseth', written over a light blue horizontal line.

**STEVE FORSETH**

NCLGA, President

Area Director, Cariboo Regional District

# Committee Reports

The North Central Local Government Association's committees have been very active over the past year and have made several notable accomplishments.

## ANNUAL GENERAL MEETING AND CONVENTION

- Task committee Co-Chaired by 1st Vice President Sheila Boehm and Host Communities Representative.
- Meets more than 20 times per year.
- Provides oversight and recommendations for event decisions.

## EXECUTIVE

- Standing Committee chaired by President Steve Forseth.
- Meets multiple times per year between Board meetings.
- Provided oversight, addressed operational decisions and general advocacy.
- **Advocacy Examples:**
  - > NCLGA Victoria Delegation Advocacy Meetings held March 1-2, 2023:
    - MLA Mike Bernier (*Peace River South*), Shadow Minister of Forests,
    - MLA John Rustad (*Nechako*), Independent,
    - MLA Coralee Oakes (*Cariboo North*), Shadow Minister of Advanced Education,
    - MLA Lorne Doerkson (*Cariboo-Chilcotin*), Official Opposition Caucus Chair as well as Shadow Minister for Water, Land and Resource Stewardship and Rural Development,
    - The Honourable Anne Kang (*Burnaby-Deer Lake*), Minister of Municipal Affairs, and
    - The Honourable Josie Osborne (*Mid Island-Pacific Rim*), Minister of Energy, Mines, and Low Carbon Innovation.
  - > The Honourable Rob Fleming, Minister of Transportation and Infrastructure on January 9, 2023. Topic: Road and Bridge Annual Budget Increase
  - > The Honourable Nathen Cullen, Minister of Municipal Affairs on December 6, 2022. Topics: Library Funding, Electoral Area Boundary Reform, and Provincial Consultation with Municipalities
  - > The Honourable George Heyman, Minister of Environment and Climate Change Strategy and Minister Responsible for TransLink on December 1, 2022. Topics: Electoral Area and Regional District Participation, Forest Enhancement Society Funding, GeoScience BC Funding and Tire Stewardship BC

## FINANCE

- Standing Committee chaired by 1st Vice President Sheila Boehm.
- Meets 4 times per year.
- Guided financial development and management (Reporting, Preliminary, Annual and Multi-year Budgets).

## GOVERNANCE

- Standing Committee chaired by 1st Vice President Sheila Boehm.
- Meets 4 times per year.
- Guided the nomination, election, orientation, committee and bylaw processes.

## HEALTHCARE

- Task Committee Chair vacant post 2022 local government elections.
- Meets 4-6 times per year.
- Directed healthcare related advocacy and collaborations.

## INDIGENOUS RELATIONS

- Under development, Terms of Reference and Chair to be established.
- Meeting frequency to be determined.

## PLANNING AND PRIORITIES (COMMITTEE OF THE WHOLE)

- Standing Committee Chaired by Director at Large Gladys Atrill.
- Meets during Board meetings.
- Directed the development, implementation, and monitoring of the 2023 to 2026 NCLGA Strategic Plan.

## RESOLUTIONS (COMMITTEE OF THE WHOLE)

- Standing Committee active without a Chair.
- Meets during Board meetings.
- Directed the development and implementation of the 2023 Resolutions process.

## WASTE MANAGEMENT (FOR SOLID WASTE FORUM)

- Inactive in 2022/23 (non-event year),
- Meets 4-12 times during event year.

# Draft Minutes of the 2022 NCLGA Annual General Meeting

Held in Fort St. John, BC and livestreamed – May 4-5, 2022

## ANNUAL GENERAL MEETING – BUSINESS SECTION A (May 4, 2022)

### 1. ANNUAL GENERAL MEETING OPENING CEREMONIES

North Central Local Government Association (NCLGA) President Cori Ramsay provided opening remarks, thanked local and Provincial Government representatives for attending, and offered housekeeping announcements.

Mallory Smith performed a rendition of “Oh Canada” and a recorded message provided by British Columbia Premier John Horgan was played, during which Premier Horgan thanked Local Government leaders for their work over the past year and during the pandemic and wished everyone good luck in the upcoming election.

Elder May Apsassin welcomed delegates to the traditional territory of the Dane-Zaa. The Doig River Drummers performed traditional Dane-Zaa songs.

Fort St. John Mayor Ackerman thanked Elder May Apsassin and the Dane-Zaa drummers, provided opening remarks, and welcomed delegates to the NCLGA Annual General Meeting (AGM) & Convention.

### 2. CALL TO ORDER

President Cori Ramsay called to order the 2022 NCLGA AGM at 9:01 am on May 4, 2022.

### 3. MINUTES

**MOVED/SECONDED** (Steve Forseth/Sarrah Storey) THAT the minutes of the North Central Local Government Association 2021 Annual General Meeting, held virtually from May 5-6, 2021, be APPROVED as presented. **CARRIED**

### 4. NCLGA PRESIDENT'S REPORT

NCLGA President Cori Ramsay provided the President's Report to delegates. NCLGA staff and Board were recognized and thanked for their service.

**MOVED/SECONDED** (Judy Greenaway/Sheila Boehm) THAT the North Central Local Government Association President's Report be RECEIVED as presented. **CARRIED**

### 5. UNION OF BC MUNICIPALITIES (UBCM) PRESIDENT UPDATE

A pre-recorded onscreen update from UBCM President Laurey-Anne Roodenburg was provided to delegates. **CARRIED**

### 6. FINANCIAL STATEMENTS

First Vice-President and Chair of the Finance Committee Steve Forseth referred to an onscreen presentation and presented the Finance Report and Financial Statements.

**MOVED/SECONDED** (Judy Greenaway/Sarrah Storey) THAT the North Central Local Government Association's Financial Statements, year ended March 31, 2022, be APPROVED as presented. **CARRIED**

### 7. BUDGET

**MOVED/SECONDED** (Sarrah Storey/Judy Greenaway) THAT the North Central Local Government Association's 2022-2023 Budget be APPROVED as presented. **CARRIED**

### 8. APPOINTMENT OF ACCOUNTANT

**MOVED/SECONDED** (Sarrah Storey/Sheila Boehm) THAT KPMG LLP Chartered Accountants be APPOINTED as the North Central Local Government Association Accountant for 2022/23. **CARRIED**

### 9. FINANCE COMMITTEE CHAIR'S REPORT

**MOVED/SECONDED** (Judy Greenaway/Sarrah Storey) THAT the North Central Local Government Association Finance Committee Chair's Report be RECEIVED as presented. **CARRIED**

## 10. NOMINATION COMMITTEE REPORT

Nomination Committee Chair and Past President Sarrah Storey referred to an onscreen presentation of the Nomination Report. Before announcing the nominees for each Table Officer and Regional Representative appointments, it was explained that one nomination had been received for each Table Officer position and three nominations were received for the three Director at Large positions. The Nomination Committee Chair opened up nominations from the floor for the Table Officer positions. No nominations were received. Motions were carried to elect the President and two Vice-Presidents by acclamation.

### PRESIDENT:

**MOVED/SECONDED** (Sheila Boehm/Tony Zabinsky) THAT Steve Forseth, Director, Cariboo Regional District be ELECTED NCLGA President by acclamation.

**CARRIED**

### FIRST VICE-PRESIDENT:

**MOVED/SECONDED** (Cori Ramsay/Judy Greenaway) THAT Sheila Boehm, Councillor, City of Williams Lake be ELECTED NCLGA First Vice-President by acclamation.

**CARRIED**

### SECOND VICE-PRESIDENT:

**MOVED/SECONDED** (Sheila Boehm/Gary Foster) THAT Judy Greenaway, Councillor, District of Fort St. James be ELECTED NCLGA Second Vice-President by acclamation.

**CARRIED**

### NOMINATIONS REPORT:

**MOVED/SECONDED** (Steve Forseth/Cori Ramsay) THAT the North Central Local Government Association's Nominations Report be RECEIVED as presented.

**CARRIED**

## MEETING ADJOURNED/RECONVENED

President Ramsay adjourned the Annual General Meeting-Business Session A at 9:45 am on May 4, 2022 and reconvened at 10:30 am on May 4, 2022.

## 11. UBCM RESOLUTION SESSION

UBCM Resolution Committee Chair Brian Frenkel and UBCM Executive Director Gary MacIsaac referred to an onscreen report with information and highlights from the UBCM resolution session and invited questions from participants. A question and answer session ensued.

### MEETING ADJOURNED

President Ramsay adjourned the Annual General Meeting-Business Session A at 11:48 am on May 4, 2022.

## ANNUAL GENERAL MEETING – BUSINESS SECTION B, held May 5, 2022

President Ramsay reconvened the Annual General Meeting-Business Session B at 10:01 am on May 5, 2022.

## 12. DIRECTOR AT LARGE NOMINATIONS

Nomination Committee Chair and Past President Sarrah Storey explained that three nominations were received for the three Director at Large positions and announced the nominees. The Nomination Committee Chair opened up nominations from the floor. Two nominations were received. Speeches were given by all nominees, Michelle Turnbull, Gladys Atrill, Marnie Brenner and Gary Foster. Lynne Christiansen's bio was read by Chair Storey as the nominee was not in attendance.

### 1ST NOMINEE FROM THE FLOOR:

**MOVED/SECONDED** (Dale Bumstead/Betty Ponto) THAT Michelle Turnbull, Councillor, Village of Taylor be NOMINATED for the position of NCLGA Director at Large.

**CARRIED**

### 2ND NOMINEE FROM THE FLOOR:

**MOVED/SECONDED** (Dolores Funk/Linda McGuire) THAT Gladys Atrill, Mayor, Town of Smithers be NOMINATED for the position of NCLGA Director at Large.

**CARRIED**

## 13. RESOLUTIONS SESSIONS – PART 1

Finance Committee Chair and First Vice-President Steve Forseth provided an overview of the resolutions debate process before commencing the debate of the 2022 resolutions.

# Executive Resolutions

## ER1 – HOUSING

### NCLGA EXECUTIVE

WHEREAS BC local governments are now required to do a Housing Needs Assessment every five years, and these Assessments are now showing that there is a lack of affordable housing in communities across BC;

WHEREAS the most recent UBCM Housing Report shows that development is increasing at the rate of the population growth;

WHEREAS housing remains under the provincial jurisdiction with BC Housing is responsible for the Provincial strategic housing action plan;

WHEREAS the rising cost of housing is making homeownership impossible for low income households;

THEREFORE BE IT RESOLVED that NCLGA lobby the Province of BC to ask that BC Housing develop strategies including but not limited to building incentives for rural, remote and northern communities, so as to entice affordable housing in all areas of the Province. **CARRIED**

## ER2 – JUSTICE REFORM

### NCLGA EXECUTIVE

WHEREAS crime is increasing at an alarming rate at the local, provincial, and national levels, and the criminal justice system has become a 'revolving door';

WHEREAS rehabilitation models of justice are seen to work in other countries and the current model of our justice system focuses on policing rather than rehabilitating;

THEREFORE BE IT RESOLVED that NCLGA and UBCM request the Province to advocate for the dismantling and rebuilding of the Criminal Justice Act, including amendments to Crown Council, to include trauma informed education, prevention, treatment and a focus on truth and reconciliation at the local, provincial and federal levels. **CARRIED**

## ER3 – TRANSPORTATION

### NCLGA EXECUTIVE

WHEREAS transportation corridors are critical pieces of infrastructure;

WHEREAS provincial spending on transportation is insufficient to maintain provincial highways and bridges across the province;

WHEREAS climate emergencies are emerging more frequently;

THEREFORE BE IT RESOLVED that NCLGA lobby the province to increase the annual budgeted figure for roads and bridges.

**CARRIED AS AMENDED**

## ER4 – BC ENERGY STEP CODE, ACCESS TO ENERGY ADVISORS IN THE NCLGA OPERATING AREA

### NCLGA EXECUTIVE

WHEREAS access to Energy Advisors and materials is required for communities to meet Provincial policies;

WHEREAS there is limited access to Energy Advisors and the required materials, located in northern, rural and remote communities, to meet the implementation of Provincial timelines;

THEREFORE BE IT RESOLVED that the NCLGA and UBCM continue to lobby the Province to secure additional Energy Advisors, make grants available and review implementation timelines for the northern, rural and remote communities. **CARRIED**

## ER5 – PROVINCIAL TAX ON USED ITEM SALES

### NCLGA EXECUTIVE

WHEREAS the Provincial Sales Tax is already applied at the time of purchase to applicable new items, used items sold at thrift shops and a selection of used item sold through private sales;

WHEREAS the re-use of items, helps alleviate emission levels, landfill pressures and provide options for addressing the rising cost of living;

THEREFORE BE IT RESOLVED that the NCLGA and UBCM lobby the Province to not extend the application of the Provincial Sales Tax beyond current items or practices.



# Member Resolutions

## **R1 – REGIONAL ICBC RATE INEQUITIES**

### **TOWN OF SMITHERS / CITY OF WILLIAMS LAKE/CITY OF FORT ST. JOHN**

WHEREAS the Insurance Corporation of British Columbia (ICBC) and the Government of British Columbia have perpetuated inequitable regional basic insurance coverage value beginning in 2001 or earlier;

AND WHEREAS the Government of British Columbia, through Order in Council 458/2018, directed the BC Utilities Commission to approve an ICBC Basic Insurance Rate Design;

AND WHEREAS the 2018 Basic Insurance Rate Design acknowledges, but does not immediately correct, the inequity:

THEREFORE BE IT RESOLVED that UBCM request that a new ICBC Basic Insurance Rate Design be developed immediately that conclusively corrects the regional inequity;

AND BE IT FURTHER RESOLVED that UBCM request that ICBC and the Government of British Columbia explore opportunities for regional redress such as elimination of windshield deductibles, winter tire subsidies and regional variation in low-use discounts. **CARRIED**

## **R2 – VETERINARIAN SHORTAGE**

### **REGIONAL DISTRICT OF FRASER-FORT GEORGE / REGIONAL DISTRICT OF BULKLEY-NECHAKO**

WHEREAS there is a critical shortage of veterinarians, particularly for large animals, in BC;

AND WHEREAS the Province of BC sponsors 20 IPA (Inter-Provincial Agreement) students (out of the 140+ who apply) per year for the four-year Doctor of Veterinary Medicine program at the Western College of Veterinary Medicine at the University of Saskatchewan, and has committed to one year funding for an additional 20 students for 2022-23:

THEREFORE BE IT RESOLVED that NCLGA and UBCM request the Minister of Advanced Education and the Government of BC commit to funding a total of 40 veterinary students under the Inter-Provincial Agreement in each year for four years at the Western College of Veterinary Medicine. **CARRIED**

## **R3 – PUBLIC INTEREST GUIDELINES FOR CHARGING PROLIFIC OFFENDERS**

### **CITY OF TERRACE / CITY OF CAMPBELL RIVER**

WHEREAS prolific offenders in British Columbia are routinely released without consequences or meaningful conditions imposed upon them;

AND WHEREAS the BC Prosecution Service's vision statement guides them to make impartial charge assessment decisions that promote public safety, justice, and respect for the rule of law;

AND WHEREAS the BC Prosecution Service often determines not to recommend charges be pursued for criminal offenses that are referred by the RCMP, as charges are not in the public interest:

THEREFORE BE IT RESOLVED that NCLGA and UBCM ask the provincial government to ensure the BC Prosecution Service (Crown Counsel) live up to its vision, mission, and value statements and consider public safety and fairness when dealing with prolific offenders, and furthermore that guidelines be developed as to what constitutes "the public interest" with respect to pursuing charges for criminal offences. **CARRIED**

## **R4 – UNNECESSARY REPEAT FIRST RESPONDER CALL-OUTS**

### **VILLAGE OF MCBRIDE**

WHEREAS in the majority of rural and remote geographical sections of British Columbia, first responder resources are limited and comprised mostly of volunteers;

AND WHEREAS there are often numerous 9-1-1 calls over a period of time relating to one incident, requiring repeat response to the same incident, which leaves small communities at risk of having no responders available to attend other emergency calls, creates unnecessary costs to the Province, and exacerbates emergency personnel burnout:

THEREFORE BE IT RESOLVED that NCLGA and UBCM petition the Provincial Government to expand the Yellow Ribbon/All Clear initiative, province wide, and implement public education and awareness of the initiative that is already in use in some areas of the province;

AND BE IT FURTHER RESOLVED that the Province supply Yellow Ribbon/All Clear tape to all emergency response agencies in the province. **CARRIED**

## **R5 – YOUTH AND CHILD SEX TRAFFICKING IN CANADA**

### **CITY OF DAWSON CREEK**

WHEREAS the sexual exploitation and trafficking of youth, children and the vulnerable is increasing in Canada as reported by Statistics Canada, Federal Public Safety Ministry, Canadian Centre to End Trafficking and the Trafficking in Persons Report 2020 (USA State Department);

AND WHEREAS the trafficking profile in Canada disproportionately involves women and children from Indigenous communities, migrants and new immigrants, LGBTI persons, persons with disability, youth, children and the vulnerable:

THEREFORE BE IT RESOLVED that UBCM call on the RCMP, city police forces and local governments to work collaboratively in order to implement the recommendations found in the Federal National Action Plan under Federal Public Safety, that there be Provincial Awareness Campaigns in place to augment the work of the National Centre to End Human Trafficking, and that Inter-agency Task Forces (as exist to combat drug and gang violence) be put in place. **CARRIED**

## **R6 – ACCESS TO HEALTHCARE SERVICES**

### **DISTRICT OF HOUSTON**

WHEREAS the recent pandemic exposed the lack of health care resources in rural British Columbia and resulted in many individuals being forced to leave their community for further evaluation and treatment;

AND WHEREAS accessible, reliable, and effective local medical services should be available to all British Columbians especially during significant illness events that impact the majority of residents:

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the provincial government to further support the development of improved local medical services that meet the needs of all rural British Columbians. **CARRIED**

## **R7 – REGISTRATION OF INTERNATIONALLY EDUCATED NURSES**

### **DISTRICT OF KITIMAT**

WHEREAS registered nurses are in demand throughout British Columbia especially in the northern and rural regions of the province;

AND WHEREAS the Provincial Health Services Authority (PHSA) provides for internationally educated nurses to obtain registration with the British Columbia College of Nurses and Midwives (BCCNM) and the regional health authorities are using student nurses programs:

THEREFORE BE IT RESOLVED that the NCLGA and UBCM lobby the Province of British Columbia to provide greater support to streamline the registration process for internationally educated nurses to the British Columbia College of Nurses and Midwives, set up a financial support process, and bring together all stakeholders (National Nursing Assessment Association, BC College of Nurses and Midwives, BC Nurses Union, Ministry of Health, and Ministry of Advanced Education and Skills Training) to determine how to integrate internationally educated nurses and employed student nurses to the workforce to address the nursing staffing crisis across the province. **CARRIED**

## **R8 – PROPERTY ASSESSED CLEAN ENERGY (PACE)**

### **REGIONAL DISTRICT OF FRASER-FORT GEORGE**

WHEREAS Property Assessed Clean Energy (PACE) Programs promote energy efficient building retrofits through loans repaid via property tax requisition, and PACE programs support the reduction of greenhouse gases, target the most inefficient buildings, and can support equity of access for those enduring energy poverty;

AND WHEREAS in 2020 the Province identified PACE as a priority and in 2021 awarded the mandate to develop a Property Assessed Clean Energy (PACE) Roadmap for British Columbia's Ministry of Environment and Climate Change Strategy;

AND WHEREAS PACE loans are repaid by homeowners through an addition to annual property tax bills and currently property tax bills are issued by the Province on behalf of regional districts:

THEREFORE BE IT RESOLVED that the NCLGA and UBCM request that the Province prioritize the PACE initiative enabling legislation and include consideration for participation by electoral area residents of regional districts. **CARRIED**

## **R9 – REQUEST FOR INCREASED FUNDING TO BC PUBLIC LIBRARIES**

### **TOWN OF SMITHERS**

WHEREAS libraries in British Columbia are largely financed by levies paid by local governments, and where provincial library funding has remained stagnant for the past 10 years;

AND WHEREAS public libraries are central to communities, providing equitable access to vital resources, including internet, computers, digital library tools, and in-person services from expert staff;

AND WHEREAS public libraries provide British Columbians with low-barrier services, that support job seekers and small businesses, that increase literacy in communities, that advance reconciliation with Indigenous peoples, and that promote equity and inclusion:

THEREFORE BE IT RESOLVED that NCLGA and UBCM urge the Government of British Columbia to provide long-term sustainable funding for public libraries in BC;

AND THEREFORE BE IT FURTHER RESOLVED that the Province ensure that BC libraries will henceforth receive regular increases to provincial government funding in subsequent years. **CARRIED**

## **R10 – STABLE FUNDING FOR THE FOREST ENHANCEMENT SOCIETY**

### **CARIBOO REGIONAL DISTRICT**

WHEREAS the Forest Enhancement Society of BC is committed to supporting projects that reduce greenhouse gases, protect communities from wildfire, improve wildfire habitat and create jobs;

AND WHEREAS uncertainty in funding and resource availability is limiting the Society's ability to plan, support and complete long-term projects that would benefit British Columbia:

THEREFORE BE IT RESOLVED that the NCLGA and UBCM lobby the provincial government for long-term sustainable funding for the Forest Enhancement Society of BC.

**CARRIED**

## **R11 – CULTURAL AWARENESS TRAINING FOR ALL LOCAL GOVERNMENTS**

### **DISTRICT OF KITIMAT**

WHEREAS the Truth and Reconciliation Commission of Canada Calls to Action (No. 57, Professional Development and Training for Public Servants) states: "We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism";

AND WHEREAS cultural awareness training provides the foundation for learning and valuing different perspectives and backgrounds:

THEREFORE BE IT RESOLVED that UBCM and NCLGA encourage British Columbia local governments to undergo localized Indigenous Cultural Awareness Training and to advance all Calls to Action within the Truth and Reconciliation Commission of Canada.

**CARRIED**

## **R12 – PARENTAL LEAVE FOR ELECTED OFFICIALS**

### **CARIBOO REGIONAL DISTRICT**

WHEREAS Section 125(7) of the Community Charter and Section 204(2) of the Local Government Act exempt elected officials from disqualification due to absences of 60 consecutive days or 4 consecutive regular scheduled board or council meetings, if the absence is due to illness or injury or is with the leave of the council or board, but does not provide an exemption for new parents;

AND WHEREAS it is recognized that it is important for new parents to have adequate time and energy to spend with their child:

THEREFORE BE IT RESOLVED that the NCLGA and UBCM lobby the provincial government to give its urgent attention to the matter of amending the Community Charter and Local Government Act, to include parental leave provisions that would grant elected officials who are new parents an exemption from being disqualified from office for absences of 60 consecutive days or 4 consecutive regular scheduled council or board meetings.

**CARRIED**

## **Late Resolutions** (continued under Item 17 in Agenda)

## **L1 – PROPOSED ELECTORAL AREA BOUNDARY CHANGES**

### **DISTRICT OF CHETWYND**

WHEREAS the B.C. Electoral Boundaries Commission will be considering population growth, demographics and geography along with size, shape and boundaries of B.C.'s electoral districts and potentially change the size or number of electoral districts;

AND WHEREAS Members of Legislative Assembly are challenged to cover the huge distances in the Peace Region, sometimes in adverse weather conditions, to meet with constituents about issues unique to the Peace including rural and remote health care, restrictions on backcountry snowmobile usage, caribou habitat recovery initiatives, hydro-electric dams, hunting regulations, the impact of old growth forest policies and water licensing;

THEREFORE BE IT RESOLVED that the North Central Local Government Association and the Union of BC Municipalities lobby the Province of BC not to reduce the number of Members of Legislative Assembly in the NCLGA Boundaries.

**CARRIED AS AMENDED**

## **L2 – PROVINCIAL GOVERNMENT FUNDING INCREASE FOR BC PUBLIC LIBRARIES**

### **CITY OF PRINCE GEORGE**

WHEREAS libraries in British Columbia are largely financed by local governments, and where provincial library funding has remained stagnant for the past 10 years:

AND WHEREAS public libraries are central to communities, providing equitable access to vital resources, including internet, public computers, digital library tools, and in-person service from expert staff;

AND WHEREAS public libraries provide British Columbians with low-barrier services that support jobseekers and small businesses, increase literacy in communities, advance reconciliation with Indigenous peoples, and promote equity and inclusion;

THEREFORE BE IT RESOLVED that the Prince George Public Library Board urges the Government of British Columbia to increase funding for public libraries from \$14 million to \$22 million in the BC Provincial Budget for 2022;

AND THEREFORE BE IT FURTHER RESOLVED that Prince George Public Library Board urges the Government of British Columbia to maintain financial support at a sustainable level in subsequent years following the 2022 Budget. **CARRIED**

## **13. MIABC UPDATE**

NCLGA President Cori Ramsay introduced Councillor Gord Klassen of Fort St. John who provided an update on the Municipal Insurance Association of BC.

## **14. MUNICIPAL FINANCE AUTHORITY UPDATE**

NCLGA President Cori Ramsay introduced Mayor Lyn Hall of Prince George who provided an update on the Municipal Finance Authority.

## **15. NDIT UPDATE**

NCLGA President Cori Ramsay introduced Joel McKay, CEO of the Northern Development Initiative Trust. Joel McKay provided an update on the Northern Development Initiative Trust.

## **16. TRUTH AND RECONCILIATION SESSION**

NCLGA President Cori Ramsay introduced Lori Ackerman, Mayor of the City of Fort St. John, Chief Judy Desjarlais of Blueberry River First Nations, and Shona Nelson, Band Manager of Doig River First Nation. The representative facilitated a discussion regarding truth and reconciliation and calls to action. It was noted that May 5 is the National Day for the National Day of Awareness & Action for MMIWG2S, Red Dress Day. Mayor Allen Courtoreille of Chetwynd requested 30 seconds of silence in honour of the missing and murdered women, girls, and 2-spirited people.

## **MEETING ADJOURNED/RECONVENED**

President Ramsay adjourned the Annual General Meeting - Business Session B at 12:04 pm on May 5, 2022.

## **ANNUAL GENERAL MEETING – BUSINESS SECTION C, held May 5, 2022**

First Vice-President Steve Forseth reconvened the Annual General Meeting – Business Session C at 1:04 pm on May 5, 2022.

## **17. RESOLUTIONS SESSIONS – PART 2**

First Vice-President Steve Forseth continued the debate of the 2022 resolutions.

## **L3 – EXTENDED HOUR CHILD CARE FOR SHIFT WORKERS**

### **CITY OF FORT ST. JOHN**

WHEREAS provisions in the Community Care and Assisted Living Act - Child Care Licensing Regulation state that a licensee must not provide care for more than 13 hours each day to each child;

AND WHEREAS there is a need for extended shift workers to access child care beyond the current 13 hours per day per child;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Provincial Government to amend the Child Care Licensing Regulation to accommodate extended hour child care to support shift workers and their families. **CARRIED**

#### **L4 – ELECTORAL BOUNDARY COMMISSION REVIEW**

##### **CITY OF DAWSON CREEK**

WHEREAS recent amendments made to the Electoral Boundary Commission Act in 2021 will allow the redrawing of electoral boundaries in British Columbia whereby large geographical areas in the province may be amalgamated due to their lower populations thereby resulting in rural areas being represented by a single Member of the Legislative Assembly (MLA); and

WHEREAS a lower representation of members in the Legislative Assembly is not in the best interests of rural regions of British Columbia whose remoteness and distinctive character were once carefully enshrined within the Electoral Boundaries legislation which protected 17 rural electoral riding;

THEREFORE BE IT RESOLVED that the North Central Local Government Association lobby the Electoral Boundary Commission and the Provincial Government to demonstrate equality and fairness by ensuring fair representation of rural and northern communities in the Legislative Assembly where decisions are made that impact all British Columbians, including the rural regions which are resource rich sectors that strengthen the province's economy for the benefit of all British Columbians.

**CARRIED**

#### **L5 – MENTAL HEALTH CRISIS**

##### **CITY OF WILLIAMS LAKE**

WHEREAS there is a verifiable mental health crisis in our province that is exacerbated by insufficient funding and options for mental health supports in rural communities;

AND WHEREAS this is compounded by the opioid crisis and homelessness;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the provincial government and health authorities to provide increased support and funding for mental health, including a place to properly discharge patients to access ongoing supports.

**CARRIED**

#### **L6 – RURAL MD LOCUM FUNDING**

##### **CITY OF WILLIAMS LAKE**

WHEREAS there is a critical lack of medical professionals in smaller rural communities for people who require medical care;

AND WHEREAS there is inadequate funding to support small to mid-sized communities to attract medical locums;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the health authorities and the provincial government to further support and evaluate funding or other assistance for placing medical locums in smaller rural communities.

**CARRIED**

#### **L7 – COMMUNITY FORESTS ESCALATING STUMPAGE**

##### **VILLAGE OF BURNS LAKE / VILLAGE OF VALEMOUNT / DISTRICT OF MACKENZIE / VILLAGE OF MCBRIDE**

WHEREAS the tabular stumpage rate system that currently applies to community forest agreements provides the means through which community forests innovate, operate in contentious areas, invest in long-term forest stewardship and provide jobs and other benefits to their communities;

AND WHEREAS the ability of community forests to innovate and invest in community priorities including climate change adaptation, wildfire risk reduction, ecosystem restoration, old growth management, recreational infrastructure development, and community economic development relies upon the current stumpage rates;

THEREFORE BE IT RESOLVED that NCLGA and UBCM petition the Province of British Columbia to maintain the tabular rate structure for community forest agreements.

**CARRIED AS AMENDED**

#### **L8 – PUBLIC GEOSCIENCE TO INFORM DECISIONS AND 'BUILD BACK BETTER'**

##### **CITY OF FORT ST. JOHN, DISTRICT OF CHETWYND**

WHEREAS BC municipalities wish to make decisions about 'building back better' in a smart, sustainable way that creates jobs and achieves net-zero emissions,

AND WHEREAS Geoscience BC generates independent, relevant, public earth science research and data about British Columbia's minerals, energy and water resources:

THEREFORE BE IT RESOLVED that the NCLGA and the UBCM request that the Province of British Columbia work with Geoscience BC and the Government of Canada to continue funding for Geoscience BC to undertake critical earth science research that helps achieve net-zero emission targets, builds partnerships, creates jobs and attracts investment by:

- Investing \$5 million annually in Geoscience BC; and
- Assisting Geoscience BC to establish a sustainable long-term funding model.

**CARRIED**

## **L9 – STAGNANT PUBLIC LIBRARY FUNDING**

### **VILLAGE OF BURNS LAKE**

WHEREAS levies paid by local governments primarily finance libraries in British Columbia, provincial library funding has remained stagnant for 13 years as library expenses have continued to increase;

AND WHEREAS public libraries provide British Columbians with low-barrier services that support job seekers and small businesses, that increase literacy in communities, that advance reconciliation with Indigenous peoples, and that promote equity and inclusion:

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Province of British Columbia to provide long-term sustainable funding for public libraries in BC.

**WITHDRAWN**

## **L10 – PROVINCIAL CONSULTATION WITH MUNICIPALITIES**

### **DISTRICT OF CHETWYND**

WHEREAS Section 2 of the Community Charter states that consultation is a key principle defining the local government/provincial government relationship and acknowledges that the residents of BC are benefited when both local and provincial governments work together;

AND WHEREAS Provincial policies such as the Caribou Recovery Program, Old Growth Forest Policy Review and the Province's decision not to appeal the Supreme Court's decision in Yahey v. British Columbia impact communities in a variety of ways both directly and indirectly:

THEREFORE BE IT RESOLVED that the North Central Local Government Association and the Union of BC Municipalities lobby the Province of BC to engage in meaningful consultation with municipalities that will be impacted by Provincial policy.

**CARRIED**

## **L11 – AMBULANCE SERVICES**

### **DISTRICT OF CHETWYND**

WHEREAS the ongoing shortage of labour in Ambulance Services throughout rural BC is prevalent in most communities outside of large urban centres;

AND WHEREAS BC Emergency Health Services (BCEHS) ambulance service is a vital component of life safety and access to healthcare for those who live and work in small rural communities, which are often a significant distance from fully-equipped hospitals:

THEREFORE BE IT RESOLVED that the North Central Local Government Association and the Union of BC Municipalities lobby the Province of BC to provide funding for increased wages and training opportunities to assist with recruiting and retention of workers in the BCEHS.

**CARRIED**

## **L12 – PRICING POLICY FOR COMMUNITY FORESTS**

### **VILLAGE OF VALEMOUNT**

WHEREAS the tabular stumpage rate system that currently applies to community forest agreements provides the means through which community forests innovate, operate in contentious areas, invest in long-term forest stewardship and provide jobs and other benefits to their communities;

AND WHEREAS the ability of community forests to innovate and invest in community priorities including climate change adaptation, wildfire risk reduction, ecosystem restoration, old growth management, recreational infrastructure development, and community economic development relies upon the current stumpage rates;

AND WHEREAS any change in the current tabular stumpage policy that results in an increased stumpage rates and additional administrative burden for community forest tenures will greatly reduce and undermine the capacity of community forests to provide key socio-economic benefits to the communities that they support. The tabular stumpage policy enables community forest agreement holders to implement modernized forest policies and to meet the full range of community objectives while operating viable businesses:

THEREFORE BE IT RESOLVED that the Province of British Columbia maintain the tabular rate structure for community forest agreements.

**AMALGAMATED INTO L7**

## **L13 – PRICING POLICY FOR COMMUNITY FORESTS**

### **DISTRICT OF MACKENZIE**

WHEREAS the ability of community forests to innovate and invest in community priorities including climate change adaptation, wildfire risk reduction, ecosystem restoration, old growth management, recreational infrastructure development, and community economic development relies upon the current stumpage rates;

AND WHEREAS any change in the current tabular stumpage policy that results in increased stumpage rates and additional administrative burden for community forest tenures will greatly reduce and undermine the capacity of community forests to provide key socio-economic benefits to the community that they support:

THEREFORE BE IT RESOLVED that the Province of British Columbia maintain their tabular rate structure for community forest agreements.

**AMALGAMATED INTO L7**

#### **L14 – PRICING POLICY FOR COMMUNITY FORESTS**

##### **VILLAGE OF MCBRIDE**

WHEREAS the tabular stumpage rate system that currently applies to community forest agreements provides the means through which community forests innovate, operate in contentious areas, invest in long-term forest stewardship and provide jobs and other benefits to their communities; and

WHEREAS any change in the current tabular stumpage policy that results in an increased stumpage rates and additional administrative burden for community forest tenures will greatly reduce and undermine the capacity of community forests to provide key socio-economic benefits to the communities that they support. The tabular stumpage policy enables community forest agreement holders to implement modernized forest policies and to meet the full range of community objectives while operating viable businesses:

THEREFORE BE IT RESOLVED that NCLGA and UBCM petition the Province of British Columbia to maintain the tabular rate structure for community forest agreements. **AMALGAMATED INTO L7**

#### **L15 – USED TIRE COLLECTION**

##### **VILLAGE OF MCBRIDE**

WHEREAS the Tire Stewardship of BC website identifies Regional Transfer Stations in the north as the only location within small rural communities to which used tires can be returned for recycling and Various Regional Districts have notified the public that they will no longer accept used tires for recycling at the Regional Transfer Stations due to space constraints and collection issues; and

WHEREAS the loss of used tire collections sites within rural areas will result in the public discarding used tires on Crown Land along Forest Service Roads and within Gravel Pits; thus, defeating the Provincial Government strategy to place the responsibility for end-of-life product management on the producer and consumers, not the general taxpayer. The Provincial Government will have to cover the costs associated with clean up and disposal of the used tires discarded within crown lands. In addition, the environmental damage brings its own issues and costs:

THEREFORE BE IT RESOLVED that the NCLGA and UBCM petition the Province of British Columbia to work with Tire Stewardship of BC to ensure proper collection and disposal of used tires in all British Columbia communities. **CARRIED**

#### **MEETING ADJOURNED/RECONVENED**

First Vice-President Steve Forseth adjourned the Annual General Meeting –Business Section C at 1:28 p.m. on May 5, 2022.

### **ANNUAL GENERAL MEETING – BUSINESS SECTION D, held May 5, 2022**

First Vice-President Steve Forseth reconvened the Annual General Meeting –Business Session D at 2:36 pm on May 5, 2022.

#### **18. RESOLUTIONS SESSIONS – PART 3**

First Vice-President Steve Forseth called three times for resolutions from the floor. No resolutions were brought forward.

#### **19. PROLIFIC OFFENDERS AND RANDOM VIOLENT ATTACKS**

Mayor Lyn Hall of Prince George approached the microphone to speak on behalf of the BC Urban Mayors' Caucus, and noted that information regarding an upcoming investigation into the issue of prolific offenders has been published by the Government of British Columbia.

#### **MEETING ADJOURNED**

First Vice-President Steve Forseth adjourned the Annual General Meeting –Business Section D at 2:40 p.m. on May 5, 2022.

### **ANNUAL GENERAL MEETING – CLOSING CEREMONIES, held May 5, 2022**

President Cori Ramsay reconvened the Annual General Meeting at 6:05 pm on May 5, 2022.

#### **20. 2021/2022 PRESIDENT REMARKS**

President Cori Ramsay welcomed members to the closing ceremonies and provided closing remarks as the 2021/2022 NCLGA President.



## 21. ELECTION RESULTS FOR DIRECTOR AT LARGE POSITIONS AND ANNOUNCEMENT OF BOARD

Nomination Committee Chair and Past President Sarrah Storey announced the results of the election for three Director at Large positions and introduced the NCLGA Board for the 2022/2023 term.

### THE 2022/2023 BOARD WILL BE:

**Past President:** Cori Ramsay, Councillor, City of Prince George

**President:** Steve Forseth, Area D Director, Cariboo Regional District

**First Vice President:** Sheila Boehm, Councillor, City of Williams Lake

**Second Vice-President:** Judy Greenaway, Councillor, District of Fort St. James

**Directors at Large:** Gladys Atrill, Mayor, Town of Smithers; Marnie Brenner, Councillor, City of Williams Lake; Gary Foster, Mayor, Northern Rockies Regional Municipality

**Regional Representatives:** Dannielle Alan, Director, Regional District of Fraser-Fort George; Angie Delainey, Director, Cariboo Regional District; Dolores Funk, Village of Burns Lake Mayor, Regional District of Bulkley-Nechako; Dean Paranich, Director, Regional District of Kitimat-Stikine; Evan Putterill, Director, North Coast Regional District; To Be Determined, Northern Rockies Regional Municipality.

## 22. MOTION TO DESTROY THE ELECTION BALLOTS

**MOVED/SECONDED** (Steve Forseth/Owen Torgerson) THAT the North Central Local Government Association Director at Large election ballots be DESTROYED.

**CARRIED**

## 23. MOTION TO ADJOURN THE 67TH ANNUAL NCLGA AGM

**MOVED/SECONDED** (Steve Forseth/Charlie Rensby) THAT the 67th Annual North Central Local Government Association Annual General Meeting be ADJOURNED at 6:19 pm on May 5, 2022.

**CARRIED**



# Bylaw and Constitution Review and Resolution to Amend

## Context

In March 2023, the NCLGA Governance Committee and Board of Directors identified several potential amendments to the Society Constitution and Bylaws and approved the submission of a Resolution to Amend for member consideration. On March 10th, 2023, a Notice was issued to all members identifying the proposed changes and all comments received were integrated into the proposed changes highlighted in Table 4.1.

**TABLE 4.1 NCLGA SOCIETY CONSTITUTION AND BYLAWS SUMMARY OF AMENDMENTS**

SECTION	CURRENT WORDING	AMENDED WORDING
Society Purposes A	To secure united action among the members in dealing with <b>all</b> matters <b>of individual or common</b> local government interest.	To secure united action among the members in dealing with matters of local government interest.
Society Purposes B	To be an agency for cooperation with the Union of British Columbia Municipalities for the continued development of sound local government.	To be an agency for cooperation with the Union of British Columbia Municipalities <b>(UBCM)</b> for the continued development of sound local government.
4	Cities, districts, townships, towns, villages, regional districts and other local governments in the north area of British Columbia as described above may apply to the directors for membership in the society and on acceptance by the directors will become members.	Cities, districts, townships, towns, villages, regional districts, <b>First Nations</b> , and other local governments in the north area of British Columbia as described above may apply to the directors for membership in the society and on acceptance by the directors will become members.
7	A municipality, regional district or other local government ceases to be a member of the society: a) by delivering its resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society; b) on being expelled; or c) on having been a member not in good standing for <b>12</b> consecutive months.	<b>A city, district, township, town, village, regional districts, First Nations,</b> or other local government, ceases to be a member of the society: a) by delivering its resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society; b) on being expelled; or c) on having been a member not in good standing for <b>6</b> consecutive months.
13 (1)	Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.	Notice of a general meeting must specify the <b>place (if in person), the videoconference format (if virtual),</b> day and hour of the meeting, and, in case of special business, the general nature of that business.
27 (1)	If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a delegate of a member to take the place of the former director.	If a director resigns <b>their</b> office or otherwise ceases to hold office, the remaining directors must appoint a delegate of a member to take the place of the former director.

SECTION	CURRENT WORDING	AMENDED WORDING
28 (1)	The members may by special resolution remove a director before the expiration of his or her term of office and may elect a successor to complete the term of office.	The members may by special resolution remove a director before the expiration of <b>their</b> term of office and may elect a successor to complete the term of office.
28 (2)	The office of a director must be vacated if the director: <ul style="list-style-type: none"> <li>a) delivers a resignation in writing to the secretary or mails or delivers it to the address of the Society;</li> <li>b) is convicted of an indictable offence, and the directors must have resolved to remove him;</li> <li>c) fails to attend three consecutive meetings of the directors without good and sufficient reason in the opinion of the directors and the directors must have resolved to remove him;</li> <li>d) if he or she is found by a court to be of unsound mind;</li> <li>e) if he or she becomes bankrupt; or on death;</li> </ul>	The office of a director must be vacated if the director: <ul style="list-style-type: none"> <li>a) delivers a resignation in writing to the secretary or mails or delivers it to the address of the Society;</li> <li>b) is convicted of an indictable offence, and the directors must have resolved to remove <b>them</b>;</li> <li>c) fails to attend three consecutive meetings of the directors without good and sufficient reason in the opinion of the directors and the directors must have resolved to remove <b>them</b>;</li> <li>d) if <b>they are</b> found by a court to be of unsound mind;</li> <li>e) if <b>they</b> become bankrupt; or on death;</li> </ul>
30 (1)	The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.	The directors may meet at the <b>places (in person or virtually)</b> they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
35	A director who may be absent temporarily from British Columbia may send or deliver to <b>the address of</b> the society a waiver of notice, which may be by letter or email, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,	A director who may be absent temporarily from British Columbia may send or deliver to the society a waiver of notice, which may be by letter or email, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
39 (4)	Either the president or a director authorized by resolution of the directors must co-sign with the secretary/treasurer banking resolutions and <b>cheques</b> drawn on the society's bank account.	Either the president or a director authorized by resolution of the directors must co-sign with the secretary/treasurer banking resolutions and <b>payments</b> drawn on the society's bank account.
39 (6)	The president may appoint two persons to audit the accounts of the secretary/treasurer if <b>he or she</b> deems it necessary.	The president may appoint two persons to audit the accounts of the secretary/treasurer if <b>they deem</b> it necessary.
39 (7)	The president may appoint such special committees as <b>he or she</b> deems necessary.	The president may appoint such special committees as <b>they deem</b> necessary.
45	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify a director or former director of the Society and the heirs and personal representatives of any such person against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred <b>by him, her or</b> them including an amount paid to settle an action or satisfy a judgment in a civil, criminal or administrative action or proceeding to which <b>he or she or</b> they are made a party by reason of their being or having been a director of the Society, including any action brought by the Society. Each director of the Society on being elected or appointed must be deemed to have contracted with the Society on the term of the foregoing indemnity.	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify a director or former director of the Society and the heirs and personal representatives of any such person against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred by them including an amount paid to settle an action or satisfy a judgment in a civil, criminal or administrative action or proceeding to which <b>they are</b> made a party by reason of their being or having been a director of the Society, including any action brought by the Society. Each director of the Society on being elected or appointed must be deemed to have contracted with the Society on the term of the foregoing indemnity.

SECTION	CURRENT WORDING	AMENDED WORDING
46	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify any officer or former officer of the Society and <b>his or her</b> heirs and personal representatives against all costs and expenses whatsoever incurred by <b>him, her, or</b> them and resulting from acting as an officer of the Society.	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify any officer or former officer of the Society and <b>their</b> heirs and personal representatives against all costs and expenses whatsoever incurred by them and resulting from acting as an officer of the Society.
47	The directors may cause the Society to purchase and maintain insurance for the benefit of any person who is or was serving as a director or officer of the Society and <b>his or her</b> heirs or personal representatives against any liability incurred by <b>him or her</b> as such director or officer.	The directors may cause the Society to purchase and maintain insurance for the benefit of any person who is or was serving as a director or officer of the Society and their heirs or personal representatives against any liability incurred by them as such director or officer.

## RESOLUTION TO AMEND

*WHEREAS* the North Central Local Government Association Constitution and Bylaws were last updated in April 2018.

*AND WHEREAS* maintaining an updated Constitution and Bylaws is important for the integral governance of the NCLGA.

*THEREFORE BE IT RESOLVED* that the amendments identified in Table 4.1 (NCLGA Society Constitution and Bylaws Summary of Amendments) be *APPROVED*.

# Membership List 2022/2023

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Cariboo Regional District  
City of Dawson Creek  
City of Fort St. John  
City of Prince George  
City of Prince Rupert  
City of Terrace  
City of Quesnel  
City of Williams Lake  
District of 100 Mile House  
District of Chetwynd  
District of Fort St. James  
District of Houston  
District of Hudson's Hope  
District of Kitimat

District of Mackenzie  
District of New Hazelton  
District of Port Edward  
District of Stewart  
District of Taylor  
District of Tumbler Ridge  
District of Vanderhoof  
District of Wells  
Nisga'a Village of Gitlaxt'aamiks  
Nisga'a Village of Gitwinksihlkw  
Nisga'a Village of Laxgalts'ap  
Northern Rockies Regional Municipality  
North Coast Regional District  
Regional District of Bulkley Nechako

Regional District of Fraser Fort-George  
Regional District of Kitimat-Stikine  
Town of Smithers  
Village of Burns Lake  
Village of Fraser Lake  
Village of Granisle  
Village of Hazelton  
Village of Masset  
Village of McBride  
Village of Port Clements  
Village of Pouce Coupe  
Village of Telkwa  
Village of Valemount

# NCLGA Financial Report 2022/2023

## NCLGA 2022/2023 Budget Summary

CATEGORY	BUDGET		ACTUAL				VARIANCE		NOTES					
			Q1	Q2	Q3	Q4	TOTAL	PERCENTAGE		AMOUNT				
REVENUE														
4100 Membership (received))	\$	160,000	\$	-	\$	5,957	\$	90,004	\$	95,961	60%	\$	(64,039)	Delayed invoicing cycle
4100 Membership (to be received)	\$	-	\$	-	\$	-	\$	64,268	\$	64,268	-	\$	64,268	See above
4215 AGM	\$	67,340	\$	87,289	\$	5,562	\$	-	\$	92,851	138%	\$	25,511	Sponsorship and registration
4225 Solid Waste Forum	\$	2,500	\$	-	\$	-	\$	-	\$	-	0%	\$	(2,500)	Delayed until next fiscal
4230 Webinars	\$	3,000	\$	-	\$	-	\$	-	\$	-	0%	\$	(3,000)	Delayed until next fiscal
4220 Events ( UBCM Convention event)	\$	5,000	\$	-	\$	7,500	\$	-	\$	7,500	150%	\$	2,500	Sponsorship
TOTAL REVENUE	\$	237,840	\$	87,289	\$	13,062	\$	154,272	\$	260,580	110%	\$	22,740	
ADMIN EXPENSES														
5638 Professional Services (Operations)	\$	90,000	\$	28,750	\$	28,750	\$	33,283	\$	119,533	133%	\$	29,533	NCLGA executive service agreement
5639 Professional Services (Strat Plan)	\$	17,500	\$	15,954	\$	15,954	\$	-	\$	31,907	182%	\$	14,407	Strat Plan development agreement
5617 AGM	\$	48,563	\$	9,544	\$	8,200	\$	-	\$	122,852	290%	\$	92,032	Increased delivery costs
5690 Interest & Bank Charges	\$	104	\$	39	\$	439	\$	440	\$	1,357	1304%	\$	1,253	Additional services required
5700 Office Expense	\$	3,500	\$	-	\$	91	\$	90	\$	276	8%	\$	(3,224)	Delayed until next fiscal
5740 Miscellaneous & Discretionary	\$	1,040	\$	-	\$	-	\$	-	\$	-	0%	\$	(1,040)	Delayed until next fiscal
5756 Communications	\$	1,500	\$	326	\$	-	\$	1,114	\$	1,839	123%	\$	339	Increased website updates
5769 Rent	\$	1,500	\$	-	\$	-	\$	-	\$	-	0%	\$	(1,500)	Delayed until next fiscal
5780 Telephone	\$	1,800	\$	138	\$	138	\$	138	\$	550	31%	\$	(1,250)	Delayed until next fiscal
5785 Board Meetings	\$	30,000	\$	5,822	\$	7,794	\$	14,572	\$	28,189	94%	\$	(1,811)	Addition of virtual meetings
5695 Insurance	\$	3,832	\$	-	\$	-	\$	4,010	\$	4,010	105%	\$	178	
5605 Accounting	\$	3,500	\$	-	\$	-	\$	3,659	\$	3,659	105%	\$	159	
5710 Solid Waste Forum	\$	1,875	\$	-	\$	246	\$	-	\$	246	13%	\$	(1,629)	Delayed until next fiscal
5795 Webinars	\$	600	\$	-	\$	-	\$	-	\$	-	0%	\$	(600)	Delayed until next fiscal
5799 Advocacy & Outreach	\$	13,500	\$	-	\$	-	\$	-	\$	-	0%	\$	(13,500)	Addition of virtual meetings
5798 UBCM Event (e.g. lunch)	\$	3,750	\$	-	\$	5,090	\$	3,484	\$	10,152	271%	\$	6,402	Increased catering costs
5905 Wages	\$	52,520	\$	-	\$	-			\$	-				Delayed until next fiscal
5910 EI	\$	809	\$	-	\$	-			\$	-				Delayed until next fiscal
5920 CPP	\$	3,519	\$	-	\$	-			\$	-				Delayed until next fiscal
5930 WCB	\$	1,050	\$	-	\$	-			\$	-				Delayed until next fiscal
5940 Benefits	\$	1,313	\$	-	\$	-			\$	-				Delayed until next fiscal
TOTAL ADMIN EXPENSES	\$	281,775	\$	60,572	\$	66,701	\$	179,632	\$	342,313	121%	\$	60,538	
TOTAL EXPENSES	\$	281,775	\$	60,572	\$	66,701	\$	179,632	\$	342,313	121%	\$	60,538	
Excess of revenue (under) over expenditures before other income	\$	(43,935)							\$	(81,733)	186%	\$	(37,798)	Decreased net at 2022 AGM
OTHER INCOME														
Gain on sale of marketable securities									\$	7,665				
Investments									\$	14,114				
Utilized (loss) gain in value of marketable securities									\$	(19,152)				
Excess of revenue (under) over position									\$	2,627				
Excess of revenue (under) expenditures									\$	(79,106)				
Net Assets, beginning of year									\$	452,148				
Net assets, end of year									\$	373,042				

# Notice to Reader

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Financial Information of

## **NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION**

And Compilation Engagement Report thereon

Year ended March 31, 2023



KPMG LLP  
177 Victoria Street, Suite 400  
Prince George BC V2L 5R8  
Canada  
Tel (250) 563-7151  
Fax (250) 563-5693

## COMPILATION ENGAGEMENT REPORT

To the Management of North Central Local Government Association

On the basis of information provided by management, we have compiled the balance sheet of North Central Local Government Association as at March 31, 2023, the statement of earnings and change in net financial assets for the year then ended, and Note, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Chartered Professional Accountants

Prince George, Canada

May 1, 2023

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.

# NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

## Balance Sheet

March 31, 2023, with comparative information for 2022

	2023	2022
<b>Assets</b>		
Current assets:		
Cash	\$ 30,105	\$ 130,348
Accounts receivable	64,268	52,750
Investments and marketable securities	386,618	385,049
Prepaid expenses	4,730	-
	<u>\$ 485,721</u>	<u>\$ 568,147</u>
<b>Liabilities</b>		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 48,412	\$ 58,250
Deferred revenue	64,268	57,750
	<u>112,680</u>	<u>116,000</u>
Net assets	373,041	452,147
	<u>\$ 485,721</u>	<u>\$ 568,147</u>

See accompanying note to financial information.



# NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

## Statement of Earnings and Change in Net Financial Assets

Year ended March 31, 2023, with comparative information for 2022

	2023	2022
Revenue:		
Membership fees	\$ 160,229	\$ 157,992
Annual general meeting	92,851	65,661
Events	7,500	-
Solid waste forum	-	14,079
	260,580	237,732
Expenditures:		
Annual general meeting	140,595	30,518
Bank charges	1,357	1,243
Communications	1,839	621
Executive meetings and travel	28,189	13,406
Insurance	4,010	3,685
Legal and accounting	3,659	3,654
Office supplies and miscellaneous	276	1,248
Rent	-	1,234
Solid waste forum	246	38,843
Strategic planning	31,907	-
Subcontracting	119,533	115,000
Telephone	550	563
UBCM luncheon	10,152	-
	342,313	210,015
Excess of revenues (under) over expenditures before other income	(81,733)	27,717
Other income:		
Gain on sale of marketable securities	7,665	-
Investment	14,114	-
Unrealized (loss) gain in value of marketable securities	(19,152)	21,220
	2,627	21,220
Excess of revenue (under) over expenditures	(79,106)	48,937
Net assets, beginning of year	452,148	403,210
Net assets, end of year	\$ 373,042	\$ 452,147

See accompanying note to financial information.

# NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

Note to Financial Information

Year ended March 31, 2023

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## **Basis of accounting:**

The financial information has been prepared on the cash-basis of accounting with adjustments for the following:

- Accounts receivable less an allowance for doubtful accounts.
- Investments and marketable securities recorded at fair market value.
- Expenses paid in advance of being incurred are recorded as prepaid expenses.
- Accounts payable and accrued liabilities.
- Revenue received in advance of being earned recorded as deferred revenue.

# Notice Regarding Membership Fee Increase

---

Dear Members,

On March 5th, 2023, the NCLGA Board of Directors identified a 2% increase in the total annual membership fee amount (from \$160,000 to \$163,200) for inclusion in the 2023/24 NCLGA Budget (Attachment 1), which will be presented to the membership at the Annual General Meeting on May 10th 2023 in Dawson Creek.

The total annual membership fee amount was previously adjusted in 2018/19 and the recommended 2% increase for 2023/24 is designed to help mitigate the impacts of inflation. The 2% (\$3,200) increase in total annual membership fees would be pro-rated across the entire membership based on the established criteria (proportion of population and proportion of regional hospital district value) during the next invoicing cycle (June 2023).

However, even with the 2% increase in total membership fees in 2023/24, and with additional 2% increases projected in 2025/26 & 2027/28 as identified in the current multi-year budget plan (Attachment 2), the following unidentified discretionary revenue is still required to meet operational needs:

- 2023/24 = \$64,753, Proposed 2% increase in the total membership fee year
- 2024/25 = \$49,069
- 2025/26 = \$44,567, Projected 2% increase in the total membership fee year
- 2026/27 = \$53,528
- 2027/28 = \$49,003, Projected 2% increase in the total membership fee year
- 2028/29 = \$83,667
- Total Required Unidentified Discretionary Revenue to be secured = \$344,587

We recognize that an increase in membership fees is challenging and have made every effort to keep the increase to a manageable amount in 2023/24. The Board is committed to exploring options for securing the additional required unidentified discretionary revenue, from other sources, prior to implementing any additional increases in the total membership fees.

Please feel free to contact me if you have any questions or would like additional information. Thank you for your continued support of the NCLGA.

Sincerely,

**Terry Robert**

Executive Director  
NCLGA

# 2023/24 NCLGA Budget

CATEGORY	NOTES	TOTAL (\$)
<b>REVENUE</b>		
Non-Restricted Deferred Revenue	<i>Deferred from 2022/23</i>	\$ 40,000
Total Membership Fees	<i>Increased by \$3,200 (2%)</i>	\$ 163,200
AGM & Convention	<i>Sponsorship and Registration</i>	\$ 322,000
Solid Waste Forum	<i>Sponsorship and Registration</i>	\$ 35,625
Webinars	<i>Sponsorship</i>	\$ 3,054
UBCM Convention	<i>Sponsorship</i>	\$ 5,090
Unidentified Discretionary	<i>Sources to be identified</i>	\$ 64,753
<b>TOTAL REVENUE</b>		<b>\$ 633,722</b>
<b>EXPENSES</b>		
Professional Services – Operations	<i>FBC Services Agreement Ends 31/12/2023</i>	\$ 90,000
Professional Services – Organizational	<i>Consultants – Strat plan</i>	\$ 17,500
AGM & Convention	<i>Event Planner, Venue, Catering, Tech...</i>	\$ 301,210
Solid Waste Forum	<i>Event Planner, Venue, Catering, Tech...</i>	\$ 32,750
Webinars	<i>Online Support Tools</i>	\$ 611
UBCM Convention	<i>Venue, Catering, Tech...</i>	\$ 3,818
Interest & Bank Charges	<i>Annual Fees</i>	\$ 104
Office Expense	<i>Office Setup for New Staff Starting in Q3/Q4</i>	\$ 3,500
Miscellaneous	<i>Materials and Supplies</i>	\$ 1,050
Communications	<i>Website Update</i>	\$ 12,500
Rent	<i>Office Setup for New Staff Starting in Q3/Q4</i>	\$ 2,700
Telephone	<i>NCLGA Land Line and Mobile</i>	\$ 1,800
Board Meetings	<i>Venue, Catering, Director Travel</i>	\$ 30,000
Insurance	<i>Directors/Event Insurance</i>	\$ 4,800
Accounting	<i>Notice to Reader and Bookkeeping</i>	\$ 5,600
Advocacy and Outreach	<i>Victoria Delegation Travel</i>	\$ 13,500
Wages	<i>New Staff (~ 1.5 FTE) starting in Q3/Q4</i>	\$ 65,000
EI	<i>New Staff (~ 1.5 FTE) starting in Q3/Q4</i>	\$ 845
CPP	<i>New Staff (~ 1.5 FTE) starting in Q3/Q4</i>	\$ 3,835
WCB	<i>New Staff (~ 1.5 FTE) starting in Q3/Q4</i>	\$ 1,170
Benefits	<i>New Staff (~ 1.5 FTE) starting in Q3/Q4</i>	\$ 1,430
<b>TOTAL EXPENSES</b>		<b>\$ 593,722</b>
<b>NET</b>	<b>Deferred for expenses in next fiscal</b>	<b>\$ 40,000</b>

- NCLGA Fiscal Year – April 1st to March 31st.
- For decision at the upcoming Annual General Meeting.

# NCLGA Multi-Year Budget Plan

CATEGORY	2023/24 (\$)	2024/25 (\$)	2025/26 (\$)	2026/27 (\$)	2027/28 (\$)	2028/29 (\$)	TOTAL (\$)	NOTES
<b>REVENUE</b>								
Non-Restricted Deferred Revenue	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	From previous fiscal for expenses in Q1
<b>Total Membership Fees</b>	\$ 163,200	\$ 163,200	\$ 166,464	\$ 166,464	\$ 169,793	\$ 169,793	\$ 998,915	2% increase in 2023/24, 2025/26 & 2027/28
AGM & Convention	\$ 322,000	\$ 327,796	\$ 333,696	\$ 339,703	\$ 345,818	\$ 352,042	\$ 2,021,055	Sponsorship and registration fees
Solid Waste Forum	\$ 35,625	\$ 2,500	\$ 36,266	\$ 2,500	\$ 36,919	\$ 2,500	\$ 116,310	Sponsorship and registration fees
Webinars	\$ 3,054	\$ 3,109	\$ 3,165	\$ 3,222	\$ 3,280	\$ 3,339	\$ 19,169	Sponsorship
UBCM Convention	\$ 5,090	\$ 5,182	\$ 5,275	\$ 5,370	\$ 5,466	\$ 5,565	\$ 31,948	Sponsorship
Unidentified Discretionary	\$ 64,753	\$ 49,069	\$ 44,567	\$ 53,528	\$ 49,003	\$ 83,667	\$ 344,587	Sources to be determined
<b>TOTAL REVENUE</b>	\$ 633,722	\$ 590,855	\$ 629,434	\$ 610,787	\$ 650,279	\$ 656,906	\$ 3,571,983	
<b>EXPENSES</b>								
Professional Services – Operations	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	FBC Agreement ends December 31, 2023
Professional Services – Organizational	\$ 17,500	\$ 17,815	\$ 18,136	\$ 18,462	\$ 18,794	\$ 19,133	\$ 109,840	1.8% inflation
AGM & Convention	\$ 301,210	\$ 306,632	\$ 312,151	\$ 317,770	\$ 323,490	\$ 329,313	\$ 1,890,565	1.8% inflation
Solid Waste Forum	\$ 32,750	\$ 2,125	\$ 30,826	\$ 2,125	\$ 31,381	\$ 2,125	\$ 101,332	Every two years
Webinars	\$ 611	\$ 622	\$ 633	\$ 644	\$ 656	\$ 668	\$ 3,834	1.8% inflation
UBCM Convention	\$ 3,818	\$ 3,886	\$ 3,956	\$ 4,027	\$ 4,100	\$ 4,174	\$ 23,961	1.8% inflation
Interest & Bank Charges	\$ 104	\$ 106	\$ 108	\$ 110	\$ 112	\$ 15,000	\$ 15,539	1.8% inflation
Office Expense	\$ 3,500	\$ 2,400	\$ 2,443	\$ 2,487	\$ 2,532	\$ 2,578	\$ 15,940	New office setup in 2023/24
Miscellaneous	\$ 1,050	\$ 1,069	\$ 1,088	\$ 1,108	\$ 1,128	\$ 1,148	\$ 6,590	1.8% inflation
Communications	\$ 12,500	\$ 2,000	\$ 2,036	\$ 2,073	\$ 2,110	\$ 12,725	\$ 33,444	Material updates in 2023/24 & 2027/28
Rent	\$ 2,700	\$ 10,800	\$ 10,994	\$ 11,192	\$ 11,394	\$ 11,599	\$ 58,679	New office setup in Q3 of 2023/24
Telephone	\$ 1,800	\$ 1,832	\$ 1,865	\$ 1,899	\$ 1,933	\$ 1,968	\$ 11,298	1.8% inflation
Board Meetings	\$ 30,000	\$ 30,540	\$ 31,090	\$ 31,649	\$ 32,219	\$ 32,799	\$ 188,297	1.8% inflation
Insurance	\$ 4,800	\$ 4,886	\$ 4,974	\$ 5,064	\$ 5,155	\$ 5,248	\$ 30,128	1.8% inflation
Accounting	\$ 5,600	\$ 7,839	\$ 7,980	\$ 8,123	\$ 8,270	\$ 8,418	\$ 46,230	Auditor, new bookkeeper in Q3 of 2023/24
Advocacy and Outreach	\$ 13,500	\$ 13,743	\$ 13,990	\$ 14,242	\$ 14,499	\$ 14,760	\$ 84,734	1.8% inflation
Wages	\$ 65,000	\$ 130,000	\$ 132,340	\$ 134,722	\$ 137,147	\$ 139,616	\$ 738,825	New staff (1.5 FTE) in Q3/Q4 of 2023/24
EI	\$ 845	\$ 1,690	\$ 1,720	\$ 1,751	\$ 1,783	\$ 1,815	\$ 9,605	New staff (1.5 FTE) in Q3/Q4 of 2023/24
CPP	\$ 3,835	\$ 7,670	\$ 7,808	\$ 7,949	\$ 8,092	\$ 8,237	\$ 43,591	New staff (1.5 FTE) in Q3/Q4 of 2023/24
WCB	\$ 1,170	\$ 2,340	\$ 2,382	\$ 2,425	\$ 2,469	\$ 2,513	\$ 13,299	New staff (1.5 FTE) in Q3/Q4 of 2023/24
Benefits	\$ 1,430	\$ 2,860	\$ 2,911	\$ 2,964	\$ 3,017	\$ 3,072	\$ 16,254	New staff (1.5 FTE) in Q3/Q4 of 2023/24
<b>TOTAL EXPENSES</b>	\$ 593,722	\$ 550,855	\$ 589,433	\$ 570,787	\$ 610,279	\$ 616,906	\$ 3,531,983	
<b>NET</b>	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	<b>TO NEXT FISCAL FOR EXPENSES IN Q1</b>

- Total membership fee 2% increases projected for 2023/24, 2025/26 and 2027/28 (every two years).
- Remaining total unidentified discretionary revenue required to meet operational needs (after projected total membership fee 2% increases) = 344,587 (between April 1st 2023, and March 31st 2029).

# Board of Directors Nominations Report

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The Nominations Committee is pleased to announce that the individuals listed in this report have been duly nominated for positions on the 2023/2024 NCLGA Board. We thank all of the nominees who have put their name forward.

## Nomination Process

Each candidate must be an elected official from a NCLGA member local government or First Nation, and must be nominated by two elected officials from a NCLGA member local government or First Nation. If there is more than one nomination received for any Table Officer position, there will be an election for that position; otherwise positions will be filled by acclamation.

### ADVANCE NOMINATIONS

A photo and biography for each duly nominated candidate received before April 3, 2023 is included in this Annual Report on Page 29.

### OFF THE FLOOR NOMINATIONS

Off the Floor Nominations will be accepted at the 2023 NCLGA AGM & Convention.

## Election Process

Full details of the process will be provided during the 2023 NCLGA AGM. In summary:

- Two ballots will be held (Table Officers and Director at Large)
- All candidates will have an opportunity to deliver a two-minute speech to delegates
- If there is more than one nomination received for any Table Officer position, there will be an election for that position; otherwise, the Table Officer positions will be filled by acclamation.

### FIRST BALLOT (TABLE OFFICERS):

- President
- First Vice-President
- Second Vice-President

### SECOND BALLOT:

- Three (3) Director at Large

Any unsuccessful candidate from the first ballot may choose to put their name forward for the second ballot.

### REGIONAL REPRESENTATIVES

Regional Representatives are appointed by each of the Regional District members to the NCLGA Board for a one-year term, according to the NCLGA Bylaws. The names of these appointees are listed on Page 30.

For the information of the membership, we have included a copy of the Board of Directors Terms of Reference. For election times, please refer to the Agenda included in the NCLGA AGM & Conference Program.

# Nominees for Executive

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## **Sheila Boehm, Nominated for President**

**COUNCILLOR, CITY OF WILLIAMS LAKE**

Sheila Boehm is a second-term Councillor for the City of Williams Lake; she has also been serving this past year as 1st Vice President of NCLGA. She has also been a self-employed chiropractor in her hometown of Williams Lake for over twenty years and worked as a Registered Nurse prior to that at Cariboo Memorial Hospital.

She is asking to be considered for the role of President for the NCLGA Board, to continue to advocate for the residents of northern BC. She is passionate about advocating for northern communities to support it and promote it as the best place to live, work and play in BC.

Prior to being elected as a city Councillor Sheila was twice elected as a School Trustee (for a total of seven years) and has been involved in leadership in a variety of roles for a number of years.

Sheila is looking forward to being a strong voice at many tables to ensure that issues of Northern and Rural BC are heard, and she is looking forward to working with the entire board to make a difference and represent all areas.

Sheila has a very close family who has always supported her passion for representing the community. When not working, her family enjoys many local adventures such as skiing, mountain biking and camping, and exploring BC together.



## **Judy Greenaway, Nominated for First Vice President**

**DIRECTOR, AREA C, REGIONAL DISTRICT BULKLEY NECHAKO**

Judy Greenaway is a Director of Area C at the Regional District Bulkley Nechako. She was previously a Councillor with the District of Fort St James for six years. Judy has been on the NCLGA Board of Directors for four years and presently holds the position of 2nd Vice President and is looking for your support to be elected to the 1st Vice President position.

She is an active volunteer in Fort St James with Emergency Support Services through EMBC. She is an ESS COD in Fort St James, as well as the ESSD for the Regional District of Bulkley Nechako Mobile Unit. She is a Director on the Fort St James Library Board, Stuart Lake Seniors Association Board of Directors, and the Chair of the Stuart Nechako Regional Hospital District.

Judy is an active member of the NCLGA Board and sits on the Resolution Committee, Governance Committee and Finance Committee.



## **Gladys Atrill, Nominated for Second Vice President**

**MAYOR, TOWN OF SMITHERS**

I am privileged to serve as Mayor of the Town of Smithers. I have been Mayor since 2020 and on Council since 2014. I am committed to good governance and fostering respectful relationships among board or council members and with the people we serve. I look forward to working with the new NCLGA Board to support the communities and residents of our region.

The recent NCLGA Strategic Plan identifies that the Board will strive to elevate the issues that matter to our communities to appropriate organizations and other orders of government. Our communities face many challenges: housing shortages, labour shortages, changing economy, aging infrastructure, impacts of climate change and forging a new path with Indigenous governments and communities—our neighbours. We have much to do, to advocate on behalf of NCLGA members.

As part of my role in local government, I serve on the Boards of the Regional District of Bulkley Nechako, Northwest Regional Hospital District, Northern Development Initiative Trust and BC Transit. I am grateful for the relationships, networks and opportunities to learn that these tables provide.

My career outside of local government has been in the tourism industry. Working in tourism provides a constant reminder of how beautiful and inspirational our region is and it is the creative, determined spirit of the people who reside here that make it such a desirable place to visit and live.

# Nominees for Director At Large

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## Jerrilyn Kirk, Nominated for Director at Large

**DIRECTOR, FRASER FORT GEORGE REGIONAL DISTRICT**

People are my passion. Helping people has been a big part of my life. From my background in Social Work and Victim Services to working in Emergency/Disaster management, advocating for people is what I do.

This, on the surface, might seem to have nothing to do with politics and even less to do with serving on the NCLGA board, but that is only on the surface. At the heart, the two are deeply intertwined. You see, I got involved in local and regional government because I saw people and communities facing issues that I felt I could advocate for.

The NCLGA website states “We work specifically for the benefit of our members—communities whose voices are often left unheard because of their size or location”. That is what I want to do; speak for those who, for some reason, feel unheard. Prior to running for Tumbler Ridge Council back 2007, I hadn’t really considered being involved in any government. But I feel deeply for the people who make up my community, my region and my Province, and I’ve discovered that despite everything that goes on in the political arena, we as local government make changes that influence people’s lives for the better.

I was elected to the Regional District of Fraser Fort George Board of Directors in the last election after moving to Prince George in 2019.

I bring to the table a wide variety of experience and education ranging from working with Carrier Sekani doing Nowh Guna Cultural Agility training to Emergency Management to BC Chamber to Tourism. I have previously sat on NCLGA, UBCM and FCM. Some of my other positions: President of the BC Library Trustees Association, chaired the South Peace Economic Development Commission and currently serve on the Lake View Credit Union board.



## Michael Moses, Nominated for Director at Large

**COUNCILLOR, WILLIAMS LAKE**

Michael Moses is a first-time councillor and a passionate advocate for both Indigenous and marginalized peoples. As a Secwepemc and Nlaka’pamux son, with both his parents having attended the Kamloops Indian Residential School, he brings Indigenous representation to governance with strong views concerning mental health, safety for everyone in our community, climate action, and reconciliation. He looks to bring positive change to Indigenous relations through inclusivity, education, and equity.

His other governance experience includes currently being on the Board of Directors for the Canadian Mental Health Association, Cariboo Friendship Society, and the Cariboo Chilcotin Conservation Society. He was also a Vice President of the All Nations Party, a British Columbia provincial party from 2000-2005.



## Tony Zabinsky, Nominated for Director at Large

**COUNCILLOR, FORT ST. JOHN**

Tony Zabinsky was born in Toronto, Ontario, and raised in Kamsack, Saskatchewan. In his early years in Saskatchewan, he was an Emergency Medical Technician, commercial pilot, and a partner in a men’s clothing store in Regina, Saskatchewan. In 1990, Tony moved to BC to start a career in finance. In 1997, Tony and his family were transferred to Fort St John with Scotiabank. After 27 years with Scotiabank, he retired as a Commercial Lending Manager in October 2018.

He has been a leader in many organizations, including Kinsmen, Fort St. John Minor Hockey, Chamber of Commerce, North Peace Senior’s Housing Society, and Northern Lights College Foundation.

Tony is committed to this community that he calls home. He is an avid Saskatchewan Roughrider fan and a die-hard Toronto Maple Leaf fan. You will find Tony enjoying the local attractions of the Peace Region, including biking, golfing or river boating.

Tony is married to Gwen and has 3 adult children.



# Resolution Report

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All NCLGA Executive and Member Resolutions received as of the end of day on March 10, 2023 were included in the Annual Report. Resolutions received after the submission deadline may only be admitted for debate by special motion during the AGM & Convention.

## Late Resolutions

- Late resolutions will be accepted until noon on April 14, 2023 but the topic must have arisen since the March 10 deadline.
- 2/3 majority of voting delegates in attendance must vote in favour of considering late resolutions. These resolutions will not be considered until all emergency and regular resolutions have been considered.
- NCLGA will ensure that copies of late resolution(s) are circulated to all delegates.

## Emergency Resolutions

- A resolution may be deemed emergency in nature only if the topic has arisen since the March 10 deadline. Emergency resolutions will be accepted until noon on April 14, 2023.
- The Board has the ability to ensure it is considered with the regular resolution session.
- NCLGA will ensure that copies of emergency resolution(s) are circulated to all delegates.

## Off-the-Floor Resolutions

- A sponsor may put forth resolutions from the floor during the Resolutions Debate; however, they will only be discussed after all regular, late, and emergency resolutions have been debated.
- It is the responsibility of the sponsor to ensure that a copy of the resolution is sent to NCLGA staff prior to debating the resolution.
- 2/3 majority of voting delegates in attendance must vote in favour of considering off-the-floor resolutions.

# Resolution Debate Process

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- The Resolutions Chair or designated speaker will read the Title and Enactment Clause for each resolution, in the following order: Regular (which includes Executive), Emergency, Late Off the Floor (if approved by 2/3 majority of voting delegates)
- After the Enactment Clause is read, the resolution will be deemed as being put to the Members for debate.
- The Sponsor will have the opportunity to introduce the resolution, and provide clarification as to the intent (maximum of three minutes)
- Only Local elected officials of NCLGA member communities that have registered for the convention will have an opportunity to comment on the resolution. When commenting, please:
  - > Use the PRO or CON microphones,
  - > Clearly state your name, position and community, and
  - > Limit your comments to two minutes.
- Any minor amendment may be made at any time.
- Debate will alternate between PRO and CON statements. When the Chair deems that adequate debate has occurred or there are only delegates speaking to the CON position, the question will be called
- Only Local elected officials of NCLGA member communities that have registered for the convention are entitled to vote on any resolutions.

# 2023 NCLGA Resolutions

## Executive Resolutions

### E1. REGIONAL HOSPITAL DISTRICT CAPITAL COST-SHARING RATIOS

WHEREAS capital costs for healthcare facilities in North and Central British Columbia are shared between the Provincial Government and Regional Hospital Districts (RHD) at a 60%/40% split (Province/local RHD); and

WHEREAS the cost share ratio borne by a local Regional Hospital District is not financially sustainable, long term, due to escalating construction/inflationary costs and scope of healthcare capital projects increasing without adequate and proactive consultation with the local RHD Board;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Provincial Government to modernize the RHD Cost Share formula under the Hospital District Act with the ability to pay being a key consideration of cost-sharing of healthcare capital projects.

### E2. REVIEW OF HEALTH AUTHORITIES STRUCTURE

WHEREAS access to healthcare services is of paramount importance to all British Columbians, a detailed evaluation of structure/management is required to inform future strategies; and

WHEREAS local governments have limited access to Health Authority reports;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Provincial Government to require a review of the structure/management of Health Authorities.

## Regular Resolutions

### HEALTH AND SOCIAL DEVELOPMENT

#### R1. WITHDRAWAL MANAGEMENT SERVICES

##### CITY OF TERRACE

Whereas the January 31, 2023 BC Coroners Service report identifies a disproportionately higher illicit drug toxicity death rate outside of large urban centres, and furthermore the First Nations Health Authority identifies that Indigenous people are dying at a rate five times greater than other BC residents;

And whereas the long distances and limited public transportation options required to travel to the nearest withdrawal management facility creates unrealistic access to services for people living in rural communities across the province:

Therefore be it resolved that NCLGA and UBCM lobby the Province of British Columbia to provide withdrawal management services in rural centres in British Columbia in an expedited manner.

#### R2. STAND-ALONE MENTAL HEALTH AND ADDICTIONS FACILITY

##### REGIONAL DISTRICT OF FRASER-FORT GEORGE

Whereas the number of British Columbians experiencing mental health issues continues to rise while the current facilities in the North are not equipped to address the current issues surrounding mental health and addictions;

And whereas the provincial government has committed to expanding new complex care, treatment, detox, recovery and after-care facilities across the province in order to provide quality care to British Columbians where and when needed:

Therefore be it resolved that UBCM ask the Province to consider the establishment of a stand-alone mental health and addictions facility in the Prince George area to provide access to treatment and support services for residents of Northern BC inclusive of the First Nations Health Authority to deliver culturally appropriate mental health and substance use services for Indigenous Peoples.

#### R3. ADDICTION TREATMENT IN RURAL AND REMOTE COMMUNITIES

##### CITY OF FORT ST. JOHN

Whereas substance dependence is viewed as a health concern and the Province has committed to treatment and recovery services that meet the needs of people who are suffering from addiction;

And whereas residents in rural and remote communities are required to travel significant distances for addiction treatment services, including detox, and these services are oversubscribed:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government to further support the creation of addiction treatment capacity, including detox programs, in rural and remote communities in British Columbia.

#### **R4. HEALTH AUTHORITIES PERFORMANCE REVIEW**

##### **DISTRICT OF TAYLOR**

Whereas accessible health care is a cornerstone for providing quality of life for the residents of British Columbia and supports economic prosperity and sustainability of communities;

And whereas access to quality health care without financial or other barriers is critical to maintaining and improving the health and well-being of all Canadians under the Canada Health Act:

Therefore be it resolved that NCLGA and UBCM petition the provincial government for an independent operational performance review of the Health Authorities to assess: the distribution and level of health care services provided, the distribution of administrative services within services delivery areas, the effectiveness of support services for health care professionals, the scope and effectiveness of recruitment and retention policies, and the sustainability of health care from the scope of emerging trends in the delivery of health care services.

#### **R5. RURAL HEALTH CARE PROVIDER CRISIS**

##### **CITY OF WILLIAMS LAKE**

Whereas there is a provincial crisis in health care that is even more pronounced in rural BC, and an estimated one in five BC residents do not have a family physician or primary health care provider;

And whereas rural BC is at increased risk of Emergency Room closures due to lack of health care providers:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government to provide financial and policy support to facilitate training/supporting/using allied health care providers (i.e. chiropractors, physiotherapists, massage therapists) to help recruit to rural BC including incentives such as loan forgiveness and signing bonuses with a minimum time commitment.

#### **R6. MINISTRY OF HEALTH COMMUNICATION**

##### **CITY OF WILLIAMS LAKE**

Whereas health care is a critical need for all British Columbians;

And whereas transparent and open communication between levels of government is required, and citizens should be assured their leaders are working together as they were elected to do:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government to improve the communication between the Ministry of Health and local levels of government to ensure the health care system meets the needs of all residents of BC.

#### **R7. VACCINE MANDATE FOR HEALTHCARE WORKERS**

##### **REGIONAL DISTRICT OF BULKLEY-NECHAKO**

Whereas British Columbia is one of the last remaining provinces in Canada requiring a vaccine mandate for healthcare professionals;

And whereas the shortage of healthcare workers in the Province of British Columbia has been exacerbated considerably by the dismissal of those healthcare workers who chose not to be vaccinated against COVID-19:

Therefore be it resolved that UBCM call upon the provincial government to lift the COVID-19 vaccination requirement and allow for unvaccinated healthcare workers to return to work to lessen the strain on the healthcare system.

#### **R8. VACCINE MANDATE FOR HEALTH CARE WORKERS**

##### **DISTRICT OF KITIMAT**

Whereas the COVID-19 Provincial vaccine mandate for health care workers continues and British Columbia's health care system is under severe stress;

And whereas the District of Kitimat wrote a letter to BC's Chief Medical Officer in January of 2023 asking that the vaccine mandate for health care workers be removed or, if the mandate continues, the conditions needed to end the mandate be communicated, to which there has been no response as of March 21, 2023:

Therefore be it resolved that NCLGA and UBCM ask the Province to provide the criteria that must be in place in order to remove the vaccine mandate for health care workers.

## **HOUSING**

#### **R9. BC HOUSING DELAYS**

##### **CITY OF WILLIAMS LAKE**

Whereas there is a significant housing shortage in most areas of the province;

And whereas BC Housing has been put in place to assist communities with this issue, especially with low income/emergency housing:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government to commit to a timeline to address the ongoing delays with BC Housing that contribute to the lack of progress in providing housing for communities that are experiencing an ongoing housing crisis.

## COMMUNITY SAFETY

### R10. 2022 EMERGENCY SUPPORT SERVICES PROGRAM GUIDE

#### REGIONAL DISTRICT OF FRASER-FORT GEORGE

Whereas the Ministry of Emergency Management and Climate Readiness (EMCR) released in December 2022 the new Emergency Support Services (ESS) Program Guide;

And whereas less than sufficient broad-based meaningful consultation was undertaken including responsible local authorities under the current legislation and associated Indigenous Nations;

And whereas the EMCR has committed to having multiple updates in the first year of release and yearly updates afterward noting that feedback can be provided to the ESS Program Office:

Therefore be it resolved that UBCM ask that the Ministry of Emergency Management and Climate Readiness proactively consult with local authorities and associated Indigenous Nations throughout the province as part of the commitment to provide regular updates to ensure practices are consistently reflected in its resources.

## ENVIRONMENT

### R11. CLEAN TRANSPORTATION ACTION PLAN FOR RURAL AND NORTHERN COMMUNITIES

#### REGIONAL DISTRICT OF BULKLEY-NECHAKO

Whereas the Province of BC has released the Clean BC Roadmap to 2030 outlining measures to reach its legislated greenhouse gas (GHG) emission reduction targets;

And whereas zero-emission vehicles may not be a suitable alternative for remote rural resource based industries including forestry, oil and gas, and agriculture;

And whereas public transit is not available in many rural and remote communities:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government to develop a Clean BC Transportation Plan specific to rural and northern communities that addresses the unique challenges and identifies how the GHG targets can be achieved.

## LAND USE

### R12. PUBLIC LAKE ACCESS

#### REGIONAL DISTRICT OF FRASER-FORT GEORGE

Whereas requirements for highway access to water is legislatively required for subdivisions that border a body of water and these accesses become the responsibility of the Province under the Transportation Act;

And whereas many of these highway access points on Crown Land have organically developed into public access points such as boat launches which the public desires use of;

And whereas the Province does not maintain these access points and the public continues to express their concern for lack of maintenance to local governments:

Therefore be it resolved that the NCLGA and UBCM request that the Province recognize these highway access points established under provincial legislation as official public access points and that the Province maintain these sites to provide the public with access to British Columbia's lakes.

### R13. PUBLIC NOTIFICATION FOR RURAL SUBDIVISION APPLICATIONS

#### REGIONAL DISTRICT OF CARIBOO

Whereas the Ministry of Transportation and Infrastructure currently does not provide policy guidance to provincial approving officers regarding criteria for determining when to engage in a process of public notification or consultation on rural subdivision applications;

And whereas concerns have been expressed about lack of public consultation and consideration for sufficient water supply where a significant subdivision application is being considered by the Provincial Approving Officer in a rural neighbourhood:

Therefore be it resolved that NCLGA and UBCM lobby the Ministry of Transportation and Infrastructure to revise its policies, processes, and guidance documents to require the Approving Officer to provide notification to owners and occupiers of land which may potentially be impacted by a subdivision.

### R14. REGISTERING FEES ON TITLE

#### CITY OF FORT ST. JOHN

Whereas local area service and latecomer fees are not registered on certificates of title and this has caused issues for realtors and new home buyers who may be unaware of these costs until they receive their property tax notice;

And whereas the disclosure of these costs on title provides disclosure to future property owners and protects taxpayers from unknown costs:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government to provide local governments the ability to register latecomer fees and local area service on certificates of titles.

## TAXATION

### **R15. PROVINCIAL SALES TAX LEVIED ON PRIVATE USED VEHICLES**

#### REGIONAL DISTRICT OF CARIBOO

Whereas used vehicle sales are an economical and affordable means of attaining motor vehicle ownership for drivers of all income levels, skills, abilities, and ages, where consideration of the vehicle's actual condition, previous use, and costs of functional repairs can be reflected in a final sales price;

And whereas the Province has revised how Provincial Sales Tax is calculated on the sale of used vehicles, resulting in a disconnect between the real market value of used vehicles and the estimated values used to determine taxable value, making vehicle ownership increasingly unaffordable for British Columbians while unduly increasing tax revenues for the provincial government:

Therefore be it resolved that UBCM lobby the provincial Ministry of Finance to discontinue the use of the Canadian Black Book as a means of determining the taxable value for used vehicles sales, and return to using the actual sale price of the used vehicle being sold when determining Provincial Sales Tax payable.

### **R16. PROVINCIAL SALES TAX ON FOSSIL FUEL COMBUSTION SYSTEMS**

#### CITY OF DAWSON CREEK

Whereas in 2022 the BC Government initiated a Provincial Sales Tax increase of an extra 5% to be paid on all Fossil Fuel Combustion Systems for heating homes including: central forced air furnaces, unit heaters, fireplaces, boilers, storage water heaters, instantaneous water heaters, air conditioners and all replacement parts for said heating systems or similar systems to those listed:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government to exempt those who live in the northern regions of British Columbia from paying the Provincial Sales Tax surcharge of 5% on Fossil Fuel Combustion Systems in consideration of the climate in this geographical area and the inefficiencies of electric heat pumps in heating northern homes when temperatures drop to -20 degrees Celsius or below.

## TRANSPORTATION

### **R17. JASPER NATIONAL PARK WEST GATE UPGRADE**

#### VILLAGE OF VALEMOUNT

Whereas all commercial truck traffic that passes through the East gate of Jasper National Park also passes through the West gate of the park;

And whereas Highways 16 and 5, the Yellowhead Highway, are the primary transportation corridors for commercial, tourism and local traffic and the designated over-size route for industrial traffic movements:

Therefore be it resolved that a letter be written to Government of Canada, Parks Canada requesting that the West gate of Jasper National Park be upgraded to be consistent with the East gate improvements that have been recently completed and are proving beneficial to all travellers.

### **R18. ZERO EMISSION VEHICLES**

#### DISTRICT OF KITIMAT

Whereas the provincial government plans to require only zero emission vehicle sales in British Columbia by 2040;

And whereas northern and rural communities may not have the necessary infrastructure, capacity building ability, and related upgrades necessary to support the province's objective for zero emission vehicles:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government to recognize the challenges in northern British Columbia and outline their plan for supporting capacity building, improved infrastructure and other upgrades in northern British Columbia to meet zero emission vehicle sales targets;

And be it further resolved that if interim zero emission vehicle sales targets for 2030 are not met by the Province, then the Province may reconsider their 2040 objectives.

## LEGISLATIVE

### **R19. BUILDING BYLAW ENFORCEMENT**

#### REGIONAL DISTRICT OF BULKLEY-NECHAKO

Whereas local governments face building bylaw enforcement challenges, particularly in low density rural areas;

And whereas Technical Safety BC regularly issue electrical, gas and other permits for installations in buildings which are in contravention of local government building bylaws:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government to require Technical Safety BC to confirm that necessary building permits have been issued prior to the issuance of installation permits.

## COMMUNITY ECONOMIC DEVELOPMENT

### R20. LOCAL GOVERNMENT INVOLVEMENT IN BROADBAND IMPROVEMENT PROJECTS

#### REGIONAL DISTRICT OF CARIBOO

Whereas local governments are the level of government which are closest to the communities they serve and are which best understands local needs, knowledge, and opportunities of these communities;

And whereas the current framework for planning, funding, implementing, and announcing broadband improvement projects excludes local governments at every stage beyond the funding application phase, particularly as projects are implemented, resulting in disconnection between projects being supported and projects being delivered:

Therefore be it resolved that NCLGA and UBCM lobby the BC Ministry of Citizens Services and Innovation, Science and Economic Development Canada to include local governments at all stages of every internet and broadband improvement project and funding application to provide effective means of keeping local elected officials informed and providing an avenue for local knowledge to be incorporated.

### R21. FOREIGN WORKER PROGRAM

#### CITY OF FORT ST. JOHN

Whereas employers in all sectors across the province are experiencing labour shortages and face challenges filling vacancies with foreign workers;

And whereas the Alberta Advantage Immigration Program Rural Renewal Stream enables local governments to work directly with their business communities promoting a streamlined path for skilled and unskilled workers to enter the province:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government to create an economic immigration program that enables local governments to streamline application and approval to allow foreign workers to work in British Columbia.

## SELECTED ISSUES

### R22. SUPPORT FOR LOCAL GOVERNMENT IMPLEMENTING THE DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES ACT

#### REGIONAL DISTRICT OF CARIBOO

Whereas all levels of government in British Columbia have a role in advancing the principles of reconciliation as set out in the Declaration on the Rights of Indigenous Peoples Act;

And whereas local governments have statutory obligations in relation to a number of provincial Acts and regulations, which has resulted in expectations on local government to more broadly consider the principles of reconciliation when exercising those statutory obligations:

Therefore be it resolved that NCLGA and UBCM lobby the Province of BC to provide timely clarification, support, and involvement for local governments regarding the expectations and requirements of local governments in advancing commitments to reconciliation and UNDRIP when fulfilling their statutory obligations under relevant provincial legislation.

## Late Resolutions

### L1. TREATMENT FOR MENTAL HEALTH AND ADDICTIONS IN RURAL COMMUNITIES

#### TOWN OF SMITHERS

WHEREAS the number of people in BC, including rural and remote communities, experiencing mental health and addictions issues continues to increase;

AND WHEREAS rural and remote communities lack sufficient resources, including treatment beds, detox facilities, and specialized staff to provide adequate quality care, and travel to distant treatments facilities is a barrier to treatment;

AND WHEREAS the Provincial Government has committed to expanding complex care, treatment, and aftercare across the Province to provide quality care to British Columbians where and when needed;

THEREFORE be it resolved that the Province commit to establishing mental health and addictions treatment facilities in smaller communities in Northern BC, reducing the barriers to treatment for all residents including Indigenous Peoples.

## **L2. RURAL APPROVAL FOR RIDE HAILING SERVICES**

### **WILLIAMS LAKE**

WHEREAS there is a chronic labour shortage of qualified class 4 taxi drivers and licensed taxi vehicles in northern communities;

THEREFORE IT BE RESOLVED that the Province of BC swiftly allows for the expansion of ride hailing services such as Uber or Lyft outside of the major urban centers.

## **L3. PRIORITIZING MUNICIPALITIES IN THE PROVINCIAL LAND ACQUISITION PROCESS**

### **DISTRICT OF HOUSTON**

WHEREAS Municipalities are currently not prioritized in the Provincial Enhanced Referral Process that matches ministry and agency demands with existing surplus properties during the Provincial land disposition process;

AND WHEREAS the opportunity to access lands that are being disposed by the Provincial Government would further the ability of Municipalities to pursue community planning, economic diversification, and asset management efforts within their communities;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Provincial Government to consider and prioritize Municipalities in the Provincial Enhanced Referral Process when lands are being disposed of in communities.

## **L4. NOXIOUS WEEDS AND INVASIVE PLANT PROGRAM FOR RAIL LINES**

### **DISTRICT OF HOUSTON**

WHEREAS The Provincial Government's approach to invasive species is to find, identify, and systematically eradicate, contain or control new invasive species before they can spread beyond their point of entry;

AND WHEREAS the Province does not have jurisdiction to perform noxious weed and invasive plant control activities on CN Rail right of ways;

AND WHEREAS current invasive plant management programs for noxious weeds and invasive plants along rail lines are not being effectively performed;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Provincial Government to assess and improve the noxious weeds and invasive plant removal program along rail lines throughout British Columbia.

## **L5. LOCALLY OFFERED TRAINING AND SUPPORT FOR PUBLIC HEALTH OFFICERS IN NORTHERN BC**

### **DISTRICT OF HOUSTON**

WHEREAS there is a lack of Public Health Officers in rural and northern British Columbia;

AND WHEREAS the current staffing levels are impacting development approval processes for obtaining public health permits;

AND WHEREAS there is limited training opportunities for Public Health Officers in rural and northern British Columbia;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Provincial Government to increase the provision of locally offered training and support for Public Health Officials in rural and northern British Columbia.

## **L6. LIMITING ABILITY OF MAJOR INDUSTRIAL TO REDUCE ASSESSED VALUE**

### **DISTRICT OF HOUSTON**

WHEREAS there is a lack of transparency for how assessed value is calculated for major industrial properties in British Columbia;

AND WHEREAS there is a closure allowance for major industrial and electrical properties in British Columbia that allows for the reduction of improvement value to 10% of the cost for major industrial and electrical properties when they cease operations in British Columbia;

AND WHEREAS Municipalities face significant economic and taxation challenges when major industrial and electrical proponents cease operations in their communities;

THEREFORE BE IT RESOLVED that NCLGA and UBCM advocate for greater transparency in major industrial and electrical property assessments and the lessening of closure allowances available to major industrial and electrical proponents when they cease operations in communities.

NCLGA would like to express our gratitude to the following sponsors:





## Diana Goncalves

---

**From:** ca.peters@telus.net <cathy@telus.net>  
**Sent:** Monday, April 24, 2023 7:51 PM  
**To:** City Hall  
**Subject:** Cathy Peters update- Child Sex Trafficking in BC and How To Stop It  
**Attachments:** Be Amazing Brochure - December 2022.pdf

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

Dear Mayor Herb Pond, Prince Rupert City Council and staff,

My name is Cathy Peters.

I have been raising awareness about Human Sex Trafficking, Sexual Exploitation and **Child Sex Trafficking and How to stop it.**

I have presented to BC politicians, police and the public for the past 10 years.

**BC has the most notorious cases in Canada:**

Amanda Todd (victim), Reza Moazami (sex trafficker) and Robert Pickton (sex buyer and serial killer).

British Columbia is a magnet for criminals, organized crime and International crime syndicates.

The current Federal Law, "**The Protection of Communities and Exploited Persons Act**" is not enforced in BC, so sex buyers and sex traffickers act with impunity.

BC urban centers have become sex tourism destinations.

Indigenous women and girls are first casualties.

Attached is my updated brochure and biography.

My website is upgraded. Please view.

[beamazingcampaign.org](https://beamazingcampaign.org)

The **Canadian Sexual Exploitation Summit** is May 3-5. It is virtual and free.

Global experts will be participating.

<https://sexualexploitationsummit.ca>

I will be presenting on "Child Sex Trafficking in Canada and How To Stop It".

Please attend.

I will be at **UBCM in September with a booth** for the "Be Amazing Campaign- To Stop Sexual Exploitation".

Please alert the Provincial Government, Premier, Attorney General and Solicitor General that this issue is a priority in British Columbia.

All emergency services staff need training in this area (police, fire, ambulance, etc).

A Provincial public awareness program is needed.

**ASK: Please share this information with your staff, stakeholders, law enforcement, educators, health providers, emergency service and frontline service providers.**

**Please contact me for follow up information. Please confirm you have received this email.**

Sincerely, Cathy Peters

BC anti human trafficking educator, speaker, advocate

[beamazingcampaign.org](http://beamazingcampaign.org)

1101-2785 Library Lane, North Vancouver, BC V7J 0C3

cell: 604-828-2689

Queen's Platinum Jubilee Medal Recipient for my anti human trafficking advocacy work

Human sex trafficking and sexual exploitation for the purpose of prostitution is the fastest growing crime in the world. It is a lucrative crime targeting our youth, children, and the vulnerable.



You can help stop sexual exploitation starting in your community:

**Learn** about the issue.

**Share** it with others.

**Alert** your politicians that sexual exploitation must stop.

An Anti-Human Trafficking Initiative  
**BeAmazingCampaign.org**

.....  
Canadian National Human Trafficking Hotline  
**1-833-900-1010**



THE QUEEN'S  
PLATINUM JUBILEE 2022  
MEDAL RECIPIENT

**Learn.  
Share.  
Alert.**

**Be Amazing**



An Anti-Human  
Trafficking Initiative

PRESENTED BY

**Cathy Peters**

**BeAmazingCampaign.org**

# A modern equal society does not buy and sell women and children.

Cathy Peters raises awareness about the issue of human sex trafficking, sexual exploitation and child sexual trafficking which is for the purpose of prostitution. She speaks and presents to politicians, police and the public.

Today's slavery has low costs and huge profits; a trafficker can make hundreds of thousands of dollars *per victim* per year.

The average age of entry into prostitution is 12–14 years of age in Canada, although traffickers are targeting children as young as 8. There has been a dramatic increase in child exploitation along with the production and consumption of child pornography. Unregulated technology has increased the demand for commercially paid sex.

The biggest problem in Canada is that the public is unaware of the issue. Women, youth, children, the marginalized and vulnerable will become potential targets and victims unless we do something to stop it.

**Learn. Share. Alert.**  
[BeAmazingCampaign.org](https://BeAmazingCampaign.org)



Cathy Peters is a former inner city high school teacher and, since 2014, has made over 600 presentations to more than 20,000 people.

She has received 14 Challenge Coins from Victoria, Kitmat, North Vancouver, Coquitlam, Richmond, Surrey, and Chilliwack RCMP detachments, RCMP HQ Counter Exploitation Unit, New Westminster Police Department after presenting at the Justice Institute, Federal Corrections, Delta, Abbotsford, and the Vancouver Police Department.

Cathy's work was introduced in the BC Legislature and she was asked to three Federal Justice Committees on human trafficking. She has been a speaker to three MMIWG gatherings, numerous Indigenous groups, and had a booth at the July 2022 Assembly of First Nations Convention where she met hundreds of Indigenous leaders.

Cathy was nominated for an Order of BC Award and for the Carol Matusicky Distinguished Service to Families award. In 2022 she presented at the Global Summit *Connecting to Protect: Addressing the Harms of Porn on Youth from a Public Health Perspective* (University of Calgary) and presented at the first RCMP Human Trafficking webinar for law enforcement across Canada. Cathy received a Queen's Platinum Jubilee Medal for her anti-human trafficking advocacy work.



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** May 8 2023

**TO:** Robert Buchan, City Manager

**FROM:** Myfannwy Pope, Planning Manager

**SUBJECT: RUPERT PLAYS: PARKS AND OUTDOOR RECREATION PLAN  
ROUND 2 ENGAGEMENT**

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#### **RECOMMENDATION:**

**THAT Council receive and file this report regarding an update to Rupert Plays: Prince Rupert Parks and Outdoor Recreation Plan**

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

This report is intended to provide an executive summary of the draft report for review by council and to announce the second round of engagement for the Rupert Plays: Parks and Outdoor Recreation Plan which will include a survey to gather feedback for the accompanying implementation plan and a virtual open house on May 17<sup>th</sup> to present the draft plan and gather public input.

Attachment 1 of this report is an executive summary of the draft report to date.

#### **BACKGROUND:**

Rupert Plays: Prince Rupert Parks and Outdoor Recreation Plan began last June and has undergone significant public engagement through surveys, pop-ups, stakeholder and public input sessions, and key informant and interest group interviews. Using input through these processes, existing policy direction, and best practices, our consultant Urban Systems have compiled a draft strategy ready for review by the public before being brought forward for final consideration by council. The executive summary of this plan has been attached for Council to see prior to considering the final plan for approval.

Urban Systems will be presenting a virtual open house on May 17th at 7:00pm. This event will be advertised through City website and social media and posters. Council members are invited to attend along with members of the public.

**LINK TO STRATEGIC PLAN:**

This report is tied to the following Strategic Goal and associated Action:

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

Action: Complete the Parks and Open Space Master Plan

**COST:**

All costs for this project were allocated in the 2022 Budget. This report has no additional budget or cost implications.

**CONCLUSION:**

Council should receive and file this report.

**Report Prepared By:**

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Myfannwy Pope,  
Planning Manager

**Report Reviewed By:**

---

Robert Buchan,  
City Manager

Attachment(s):

- Executive Summary of Draft Rupert Plays Plan

Originally signed available upon request





# PRINCE RUPERT PARKS AND OUTDOOR RECREATION PLAN

## Summary





## **Prepared for:**

City of Prince Rupert  
424 3rd Avenue West  
Prince Rupert, BC V8L 1L7

## **Prepared by:**

Urban Systems  
344 2nd Avenue West  
Prince Rupert, BC V8J 1G6

**May 2023**

All images provided by the City of  
Prince Rupert or Urban Systems  
unless noted otherwise.



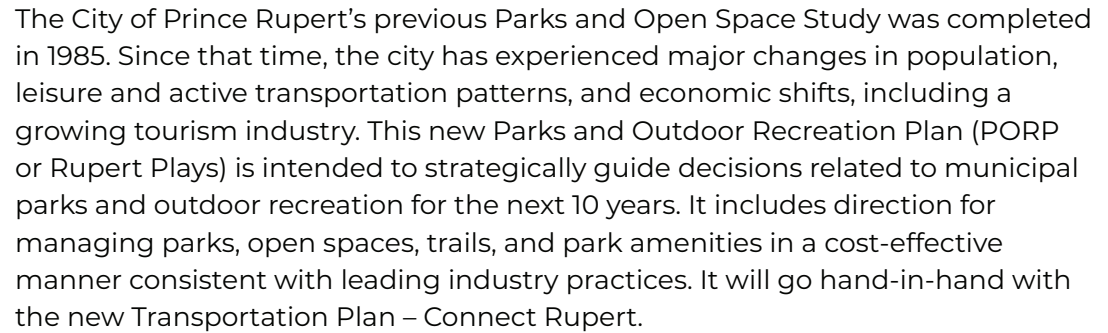


## Territorial Acknowledgement

We respectfully acknowledge that what is now known as Prince Rupert is the traditional, ancestral, unceded territory of the Ts'msyen people. There are recommendations in this plan that can be undertaken by the City as part of the process of Indigenous reconciliation. This plan is by no means the answer to meaningful reconciliation, but it is intended to promote and support the continued dialogue to learn from and engage with Indigenous partners.







- This document provides the vision, goals, and draft strategies. This
- round of engagement will be used to obtain the community's
- priorities, which will become the basis for an implementation plan
- that will identify the phasing, relative costs, and financial strategies.

The PORP is a guiding document for the provision of facilities and services; it does not commit the City to any project nor limit future opportunities. Recommendations will need to be confirmed and implemented through capital funding, grants, development contributions, and effective partnerships on an ongoing basis.

## Vision

*Prince Rupert provides inclusive, affordable, and resilient parks, trails, recreation amenities, and open spaces that enhance community wellbeing and inspire a healthy and active lifestyle in a world class Port City with unique local character, nestled carefully in nature.*

## Goals

- Provide access to parks and recreation for all
- Improve connectivity
- Protect and enhance the unique aspects of Prince Rupert

- Protect and enhance the environment
- Provide well-designed facilities and amenities
- Nurture a sense of community and belonging
- Reflect financial considerations

## Key Strategies

Based on community input, the following are the plan's key strategies in order of priority, and the corresponding plan sections:

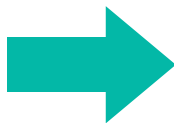
- 1** More access to and along the waterfront



### Waterfront



- 2** Improve the design of existing parks



### Parks



- 3** Add more amenities to parks



### Outdoor Amenities



- 4** More trail connections



### Trails





This draft PORP report identifies multiple capital and non-capital options for actions within the topics above. The following are the plan's draft actions for capital improvements:



## Waterfront

<b>Rotary Waterfront Park</b>	Develop the Rotary Waterfront Park as a vibrant waterfront park integrated with the airport ferry terminal
<b>Watercraft Boat Launches</b>	Explore the potential for new boat launches for non-motorized watercraft, and potential associated amenities, such as trails and interpretive signs as appropriate, at the following locations: Fairview, Galloway, Rushbrook, Cow Bay, Miller Bay, Sourdough Bay, Seal Cove, Rotary Waterfront Park
<b>Beach Access</b>	Explore the potential for public beach access on existing City land or future land acquisitions
<b>Waterfront Walkway</b>	Provide continuous pedestrian access along the waterfront with more trees and shade structures
<b>Whitewater Park</b>	Explore opportunities for a Whitewater Park at Butze Rapids



## Community Parks

<b>McKay St Park</b>	Universally accessible loop path, covered main gathering space, tree planting, accessible washrooms, public art, water or splash park
<b>Pacific Mariners Memorial Park</b>	Universally accessible loop path, covered main gathering space, tree planting, shelter for picnic tables
<b>Rotary Waterfront Park</b>	Covered main gathering space, refurbish gazebo and stage, tree planting, play area, accessible washrooms, public art, water or splash park
<b>Seal Cove Park</b>	Covered main gathering space, tree planting, play area(s), accessible washrooms, garbage bins, shelter for picnic tables, public art
<b>Recreation Sports Complex</b>	Paths, trees, seating, and tot play feature between the sports fields



## Neighbourhood Parks

<b>10th Avenue East (Raven) Tot Lot</b>	Universally accessible pathway, play area, seating, universal washrooms
<b>Borden Street Tot Lot</b>	Play area, seating, washrooms
<b>George Casey Tot Lot</b>	Universally accessible pathway, tree planting, play area, seating
<b>Moose Tot Lot</b>	Universally accessible pathway, tree planting, shelter for picnic tables, washrooms
<b>Odd Eidsvik</b>	Play area, more seating
<b>Raven Crescent Tot Lot</b>	Universally accessible pathway, update entrance with traffic bollards, tree planting, play area, seating
<b>Roosevelt Park</b>	Shelter for picnic tables, play area, update sign, interpretive element to share local history and culture including totem pole
<b>Roosevelt Tot Lot</b>	Shelter for picnic tables
<b>Rotary Tot Lot</b>	Universally accessible pathway, play structure or nature play, seating
<b>Service Park</b>	Seating and or picnic tables with shelter from weather
<b>Totem Park</b>	Walking path, seating, shelter from weather, play area, interpretive element to share local history and culture including totem pole, garbage bin
<b>Ukrainian Tot Lot</b>	Universally accessible pathway, tree planting, play area, seating



## Urban and Natural Parks

<b>City Hall Park</b>	Tree planting, seating, garbage bin, interpretive element to share local history and culture including totem pole
<b>Eat Street Food Truck Plaza</b>	Seating, picnic tables with shelter from weather, garbage bin
<b>Sunken Gardens</b>	Universally accessible path
<b>McClymont / Hays Creek Park</b>	Benches, garbage bin, improve signage and wayfinding, improve walking paths
<b>Moresby Park</b>	Garbage bin, improve signage and wayfinding, improve walking paths
<b>Oliver Lake</b>	Shelter from weather for picnic tables
<b>Rushbrook Waterfront Park</b>	Benches, water/beach access
<b>Westview Park</b>	Walking path



## Outdoor Amenities

<b>Ball Diamonds</b>	Improve drainage issues on existing ball diamonds, and add water fountains where possible
<b>Basketball Courts</b>	Upgrade surfacing and infrastructure in existing courts, add multi-sport courts, and provide weather protection
<b>Community Gardens</b>	Provide additional community gardens where possible
<b>Dog Off-Leash Areas</b>	Provide fenced dog park on the east side of the city and add dog water fountains
<b>Outdoor Performance Area</b>	Consider an outdoor performance area in the new Rotary Waterfront Park or Mariner's Memorial Park
<b>Playgrounds</b>	Replace playgrounds as needed, add accessible playgrounds, play for multiple age groups, and weather protection for high-use amenities
<b>Pump Track / Bike Park</b>	Continue to support the development of a pump track
<b>Running Track</b>	Improve drainage issues in existing track
<b>Skate Parks</b>	Expand skatepark with an area for small children Additional skatepark in city
<b>Tennis Courts</b>	Upgrade surfacing and infrastructure in existing tennis courts, convert some to multi-sport courts, add multi-sport court
<b>Sports Fields</b>	Improve drainage issues in existing sports fields, add water fountains where possible



## Trails

<b>All Trails</b>	Improve signage and wayfinding
<b>Fish Hatchery</b>	Compacted gravel pathway
<b>McClymont</b>	Pathway improvements, picnic areas, garbage bin at trailheads
<b>Moresby Creek</b>	Pathway improvements, lighting, bin at trailheads
<b>Oliver Lake</b>	Shuttle or public bus service
<b>Rushbrook</b>	Safety assessment, biking facilities, benches, garbage bin and washrooms at trailheads
<b>Seal Cove to Chatham Ct</b>	Compacted gravel pathway



## Next Steps

We hope you will complete our survey on the draft actions.

The input on priorities will be used to prepare a phasing plan for implementation. Once that's done, Rupert Plays will be completed and implemented through the City's capital planning process and other sources of financing as they become available.





## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 8, 2023

**TO:** Robert Buchan, City Manager

**FROM:** Myfannwy Pope, Planning Manager

**SUBJECT:** DEVELOPMENT ACTIVITY REPORT FOR APRIL 2023

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#### RECOMMENDATION

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

#### REASON FOR REPORT:

This report summarizes development application activity active in the City of Prince Rupert for April 2023. This report is intended to inform Council on applications that have been received and their status to date.

**Report Prepared By:**

**Report Reviewed By:**

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Myfannwy Pope,  
Planning Manager

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Robert Buchan,  
City Manager

#### Attachments:

1. Development Activity Report

Originally signed available upon request



File No.	Location	Proposal Description	Date Received	Status	Date of Decision
<b>ZBLA-21-01</b>	712-714 McKay Street	Application to rezone from R2 to RM2.	April 7, 2021	On Hold*  *The application is on hold until the applicant provides additional documentation.	N/A
<b>ZBLA-22-07</b>	N/A	Zoning Bylaw Amendment to remove parking requirements in a specified area.	October 25, 2022	In Progress*  *With Council.	Third reading tabled on February 6, 2023
<b>ZBLA-22-08</b>	N/A	Zoning Bylaw Amendment to permit one shipping container for temporary storage per property (placement on private property) in all zones with conditions.	December 5, 2022	In Progress	Passed 3 <sup>rd</sup> Reading on February 6, 2023
<b>ZBLA-23-01</b>	Lisa Walters Drive and 9 <sup>th</sup> Avenue W	Zoning Bylaw Amendment to rezone 8 lots currently zoned R2 and P1 to RM5 with a height restriction.	April 25, 2023	In Progress - Referrals, Public Consultation by proponent	N/A
<b>DVP-23-01</b>	227 4 <sup>th</sup> Ave East	Greenhouse into side setbacks.	February 15, 2023	Approved	April 24, 2023
<b>DVP-23-02</b>	1052 6 <sup>th</sup> Avenue East	Adding a Deck onto the back of the house which goes into the side setbacks.	March 20, 2023	In Progress – Public Notification	N/A
<b>DVP-23-03</b>	1215 Omineca Avenue	Construction of a carport into front and side-setbacks	April 18, 2023	In Progress – Before Council to consider proceeding to Public Notification	N/A
<b>DVP-23-04</b>	630 Sherbrooke Avenue	Construction of a shed into setbacks and encroachment into roadway.	April 18, 2023	In Progress – Before Council to consider proceeding to Public Notification	N/A

<b>DVP-23-05</b>	1337 Pigott Avenue	Replacement of deck and stairs with encroachment into front yard setbacks.	April 18, 2023	In Progress – Before Council to consider proceeding to Public Notification	N/A
<b>DVP-23-06</b>	212 9 <sup>th</sup> Avenue East	Raising of a roof with footprint into existing side-yard setbacks.	April 20, 2023		N/A
<b>DVP-23-07</b>	1300 Hays Cove Avenue	Proposed height and parking variance to accommodate Rapid Housing Initiative proposal for those experiencing severe housing need.	April 20, 2023	In Progress – Before Council to consider proceeding to Public Notification	N/A
<b>DVP-23-09</b>	1129 11 <sup>th</sup> Avenue East	Replacement of existing non-conforming deck into setbacks.	April 21, 2023	In Progress - Referrals	N/A
<b>DVP-23-10</b>	945 Hays Cove Ave	Construction of a roof over access stairs which encroach into side-yard setbacks.	April 27, 2023	In progress - Referrals	N/A
<b>DP – 23 - 02</b>	610 Evergreen Drive	Painting/siding Multifamily buildings	March 20, 2023	Approved	April 14, 2023
<b>DP-23-03</b>	334 2 <sup>nd</sup> Avenue West	Sign Permit in City Core	March 28, 2023	Approved	April 13, 2023
<b>DP – 23-04</b>	23-25 Cow Bay rd.	Fencing around outdoor tables.	April 25, 2023	In Progress – Referrals	N/A
<b>DP – 23-05</b>	McBride Tennis Court	Banner Signs	April 26, 2023	In Progress - Referrals	N/A



# REPORT

May 1, 2023

**TO:** City Manager

**FROM:** Fire Chief Jeff Beckwith

**SUBJECT:** Monthly Fire / Rescue Report – May 1, 2023

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During the month of April, 2023, the Prince Rupert Fire Rescue Department responded to 70 emergency incidents. There were 12 reported fires (including vehicles, cooking, nuisance, and trash) with no properties sustaining significant damage due to fire this month. The Department also attended 4 motor vehicle incidents and 33 medical events within the community.

## **INCIDENT COMPARISON**

April	2023	70 Incidents
April	2022	109 Incidents
April	2021	102 Incidents
April	2020	60 Incidents
April	2019	98 Incidents
April	2018	110 Incidents

## **FIRE SERVICE ACT INSPECTIONS**

During the month of April, Fire Rescue Department personnel conducted Fire Service Act inspections within 4 public buildings in Prince Rupert.

## **INSPECTION COMPARISON**

April	2023	4 Public Building Inspections
April	2022	0 Public Building Inspections
April	2021	1 Public Building Inspections
April	2020	3 Public Building Inspections
April	2019	58 Public Building Inspections
April	2018	61 Public Building Inspections

## **DEPARTMENT ACTIVITIES AND PROGRAMS**

### **Recruitment:**

The Department is currently in the process of recruiting for one firefighter position. This position will fill the vacancy created when a senior member retired from the job on April 26, 2023.

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

One hall tour was completed during the month of April.

### **Training & Upgrading:**

During the month of April, 41 training sessions were completed. These included Street Familiarization, Pump Ops, Driver Training, Ladder Deployment, RIT Training, High Rise Training and Confined Space Training.

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

Daily inspections and maintenance was conducted on all equipment and apparatus and they remain in working condition. The annual pump certification was completed for Engine 5, Engine 7 and Ladder 6.

## **911 DISPATCH SUMMARY**

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

PR ADMIN	342
PR FIRE	12
PR AMB	162
PR EHS	75
PR RCMP	239
PR ALARM	11

PED ADMIN	3
PED FIRE	3
PED AMB	4
PED EHS	2
PED RCMP	4
PED ALARM	0

OTH FIRE	1
OTH AMB	0
OTH EHS	1
OTH RCMP	1

CITY	151
H/U	77
WRONG #	36
R.C.C.	0
CITYWEST	15
311	12

**Total: 812**

Respectfully Submitted  
Jeff Beckwith, Fire Chief



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** May 8<sup>th</sup>, 2023

**TO:** Robert Buchan, City Manager

**FROM:** Veronika Stewart, Manager of Communications, Engagement + Social Development

**SUBJECT: COUNCIL SUPPORT FOR NDIT NORTHERN HEALTHY COMMUNITIES FUND APPLICATION**

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#### **RECOMMENDATION:**

**THAT Council support an application from the City to the NDIT Northern Healthy Communities Capacity Funding Program for \$228,000 over 3 years (\$76,000/year) to support a contract position for a Social Development and Indigenous Relations Coordinator position.**

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

This staff would assist Administration and Planning in completing the Social Development and Poverty Reduction plan, as directed by Council's strategic priorities.

#### **BACKGROUND:**

The Northern Healthy Communities fund is a granting program through NDIT that was established to assist communities in adapting to the challenges posed by industrial economic activity in Northern BC. Although the program specifically targeted at areas impacted by LNG development, and Prince Rupert was not initially eligible, the City has been advocating for eligibility for funds given the cumulative impacts of multiple growing port industries, and associated links to reduced housing affordability/availability and other social issues in the community. The City is in the process of advocating for this fund to be available to the City as well as local non-profit partners, and has been encouraged to apply for this grant as a clear showing of interest/demand for the program.

#### **ANALYSIS:**

This position was specifically requested to add capacity to administrative and planning functions, given there are emerging social issues such as affordable housing, poverty reduction, reconciliation, accessibility, child care, and other important social needs in

Prince Rupert that are of key importance, but which the municipality is not traditionally funded to provide. Although planning grants are often available, it can be challenging after the fact to mobilize the capacity to implement recommendations from those plans. This role will serve as a support to the City to assist with oversight and input into social development planning; the administration of committees such as the Reconciliation Committee, Accessibility Committee, and Situation Table; and also provide clerical support to the implementation of recommended actions from the above-noted committees. Additionally, the role will liaise with community organizations to provide support for local initiatives through grant writing and other assistance, where feasible and appropriate.

Although some of this work is currently being completed through the role of the Manager of Communications, Engagement and Social Development, and will still be overseen by the role, the City will derive significant additional benefit at minimal cost from a contract position providing support to these emerging demands.

**LINK TO STRATEGIC PLAN:**

Contracted staff would assist Administration and Planning in completing the Social Development and Poverty Reduction plan, as well as the work of the Accessibility and Reconciliation Committees, as directed by Council's strategic priorities.

**COST:**

This funding opportunity funds up to 90% of the costs of the project/role. The City's contribution to this proposed role was considered as part of the 2023 budget process, and is approximately \$8,400/year per year for the 3 year contracted role, plus minimal office supply expenses.

**CONCLUSION:**

Staff recommends THAT Council support an application from the City to the NDIT Northern Healthy Communities Capacity Funding Program for \$228,000 over 3 years (\$76,000/year) to support a contract position for a Social Development and Indigenous Relations Coordinator position.

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

---

Veronika Stewart,  
Manager of Communications, Engagement,  
And Social Development

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Robert Buchan,  
City Manager

Originally signed available upon request



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** May 8<sup>th</sup>, 2023

**TO:** Robert Buchan, City Manager

**FROM:** Veronika Stewart, Manager of Communications, Engagement + Social Development

**SUBJECT: COUNCIL SUPPORT FOR NDIT MARKETING INITIATIVES  
APPLICATION FOR WEBSITE RENEWAL**

---

#### **RECOMMENDATION:**

**THAT Council support an application from the City to the NDIT Marketing Initiatives Program for \$4,300 in funding to support the renewal of the City's website and promotional materials.**

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

City staff have been seeking cost-effective opportunities to update the City's website to a more user-friendly interface so that updating can continue in-house, without the need to potentially outsource web development costs for security and other required updates following the loss of an in-house webmaster position. Staff have also identified the priority for greater functionality that will improve the end user experience of the site and ensure accessibility and mobile-compatibility standards moving forward. If our application to NDIT's Marketing Initiatives Program is successful, this grant will offset the cost of the City migrating our website to a municipality-specific template site, at minimal cost, and will also support the cost of a mailout sharing information on the website with the community.

#### **BACKGROUND:**

The City of Prince Rupert's website is often the first point of contact for new and existing residents when seeking to access information on City programs, services and opportunities. It provides information about City services and assets across departments, as well as about Prince Rupert writ large. The existing website was built in house, and provides basic functionality, but does not meet a standard of information sharing and accessibility available in like-sized municipalities. The City does have some basic experience in programming and content development in house, we lack the

skillset and capacity to bring the website up to the desired accessibility, graphic and programming standard.

Communications staff has long sought out cost-effective opportunities to improve our online presence, as the current website is quite basic, and there are several areas in terms of accessibility and user-friendliness that could be improved. In addition, with the establishment of the City's Accessibility Committee underway, staff is aware that improved accessibility of online materials (UX standard) is a likely recommendation of this work, and this is an opportunity for the City respond to that need promptly. Staff has recently been made aware of a cost-effective way to upgrade the website to a template based service, and with potential grant funding, that cost would be further reduced.

### **ANALYSIS:**

Until recently, staff research into web development options have yielded fairly expensive options – ranging from \$30,000 for upgrades to the existing site, to \$150,000 - \$250,000 for a full site rebuild. These costs were considered prohibitive, and so were not introduced or suggested as part of past budget processes given known financial constraints. Recently, staff became aware of a significantly less expensive option to purchase web-services that would migrate our site to a municipally-focused template, with an annual service fee that covers hosting, security and support services, and updates to mobility and accessibility of the site. This would be an operational cost to the City of \$5,488 in 2023 if the grant is successful, and \$2,400 annually going forward.

Although such low costs can sometimes be indicative of quality, staff is confident in the end product, developed by a Victoria-based company, as it is used in neighbouring communities of Terrace and Smithers with success. Overall, this template based option will enable the City to more wholly adopt its new brand as part of our primary online presence; reduce potential one-off costs from outsourcing upgrades to our existing website; ensure accessibility and mobile responsiveness and accessibility of the site moving forward; and reduce the potential burden of security related concerns on internal IT Staff.

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

Given challenging fiscal circumstances and the goal of the City to improve its financial health while also providing appropriate services, every effort has been made to propose an upgrade that is as cost effective as possible – to do more with less. As previously mentioned, the City's website is the first thing when you type 'Prince Rupert' into Google, and is among our main communication assets. Although not a part of fixed infrastructure, renewal of the City's website also aligns with Council's efforts to undertake and encourage community renewal.



**COST:**

This option for website renewal is a one time website implementation and migration cost of \$5,000, with an annual fee of \$2,400 for maintenance and hosting moving ahead. Hosting is an existing cost to the City of \$350 annually that would be offset should Council proceed. The total anticipated cost of the project for 2023 is \$9,792, and with \$4,300 covered by potential grant, that will leave \$5,488 to be covered within the City's existing Administrative Operating budget. There will also be some staff time required to oversee and implement the project.

There will be no impact to taxpayers for this change, as the operational cost of the change going forward can be absorbed into the existing Administration and IT budgets. Additionally, it should be noted that given reduced website administration capacity from the loss of our webmaster role, it would otherwise be anticipated that security and other updates would likely cost the City one-time charges for contracted service.

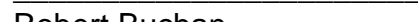
Given the cost of alternative website development options that ranged from \$30,000 - \$250,000, this option has been identified as a cost-effective solution that will provide significant value to online end-users, visitors and potential residents.

**CONCLUSION:**

Staff recommends that Council support this application for funding to NDIT Marketing Initiatives Program for \$4,300 towards the redevelopment of a new website and community mailer.

**Report Prepared By:**

Veronika Stewart,  
Manager of Communications, Engagement,  
And Social Development

**Report Reviewed By:**

Robert Buchan,  
City Manager

Originally signed available upon request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 8<sup>th</sup>, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: 2022 AUDITED FINANCIAL STATEMENTS (THE “STATEMENTS”)**

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#### **RECOMMENDATION:**

**THAT Council accepts the 2022 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* - Decrease of \$19 million primarily due to works paid for the Woodworth dam and new landfill cell.

##### Liabilities

*Accounts Payable and Accrued Liabilities* - Decrease of nearly \$5 million due to release of holdbacks and payment of invoices on both the Woodworth Dam and landfill cell construction projects.

*Deferred Revenue* – Increase of nearly \$3 million primarily relating to grants received for projects not started yet.

#### Non-Financial Assets

*Tangible Capital Assets* - Increase of \$20 million largely due to the Woodworth dam construction, the new landfill cell, preparation and design of the RCMP detachment, construction at the CN Station, and the needed water line on McBride St. 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.

#### City Position

*Accumulated Operating Surplus* - Decrease of \$8 million largely due to the construction works incurred in the year. The value of this surplus is transferred to Investment in Tangible Capital Assets (see below). This simply means that the City invested in itself and results only in a transfer within the “City Position” section of the Balance Sheet.

*Bylaw and Statutory Reserve Funds* – Decrease of \$7 million mainly through the use of the grant reserves for the CN Station, the new landfill cell, and the Woodworth dam. These also contributed towards the increase in the “Investment in Tangible Capital Assets”.

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

#### Statement “B” Consolidated Statement of Operations

Revenues were below budget by nearly \$6 million mainly as a result of not utilizing grants for the waterfront project in 2022. These funds continue to remain in deferred revenue and will be taken into income once the works commence.

Expenses overall were on target once the waterfront project is taken into consideration and adding in the unexpected water main breaks. Actual revenue over expenditure is very near that budgeted for the year.

### 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 deficit of \$0.4 million. Although some departments, such as fire protection, have negative variances, other departments experienced positive variances and, overall, actual results are considered close to budget.

The Water and Solid Waste Utilities ended the year with deficits. Solid Waste experienced operational expenses higher than expected largely due to regulating and reporting on the new leachate lagoon, and the water breaks experienced throughout the year culminating in the need to declare a state of local emergency in December.

### Prince Rupert Legacy Inc. Financial Statements

This is Legacy's ninth 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 \$10 million surplus of which \$4 million is appropriated for projects in 2023, mostly as a contribution to the capital works in the City's water utility and the leasehold improvements to the Public Works building.

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

Acceptance of the financial statements is required in accordance with *Section 167* of the *Community Charter*.

**CONCLUSION:**

Council accepting the Statements will complete the 2022 Financial Statement approval process and satisfy the City's legislative requirements.

**Report Prepared By:**

**Report Reviewed By:**

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Corinne Bomben,  
Chief Financial Officer

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Robert Buchan,  
City Manager

Attachments:

- Attachment 1 – City of Prince Rupert 2022 Audited Financial Statements
- Attachment 2 – Budget Variance Reports - Operating Departments & Utilities
- Attachment 3 – Prince Rupert Legacy Inc. Financial Statements

Originally signed available upon request

**ATTACHMENT #1**

# **City of Prince Rupert**

## **2022 Audited Financial Statements**

## City of Prince Rupert

### Consolidated Statement of Financial Position December 31

	<u>2022</u>	<u>2021</u>
<b>Financial Assets</b>		
Cash and Cash Equivalents	\$ 59,429,659	\$ 78,097,653
Taxes Receivable (Note 2a)	1,350,732	908,357
General Receivables (Note 2b)	3,566,143	2,852,019
Deposit-Municipal Finance Authority (Note 3)	408,181	413,271
Land Inventory Held for Resale (Note 4)	9,618,106	9,618,106
Loans to Prince Rupert Airport Authority (Note 5)	6,861,311	6,829,163
	<u>\$ 81,234,132</u>	<u>\$ 98,718,569</u>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities (Note 6a)	\$ 15,147,296	\$ 19,783,807
Deferred Revenue (Note 6b)	12,746,702	9,960,797
Landfill Closure Cost (Note 9b)	3,445,852	3,724,251
Reserves - Municipal Finance Authority (Note 3)	85,304	83,441
Loans Payable (Schedule 11 and Note 7)	1,820,916	1,611,220
Debenture Debt (Schedule 12 and Note 7)	24,840,713	25,986,676
	<u>\$ 58,086,783</u>	<u>\$ 61,150,192</u>
<b>Net Financial Assets</b> (Statement C)	<u>\$ 23,147,349</u>	<u>\$ 37,568,377</u>
<b>Non-financial Assets</b>		
Tangible Capital Assets (Schedule 3 and Note 1c)	\$ 133,914,306	\$ 114,478,588
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 8)	47,452,763	46,459,763
Inventory (Note 1d)	1,011,236	771,874
	<u>\$ 182,378,305</u>	<u>\$ 161,710,225</u>
<b>Surplus and Equity</b> (Statement B)	<u><u>\$ 205,525,654</u></u>	<u><u>\$ 199,278,602</u></u>
<b>City Position</b>		
Accumulated Operating Surplus (Schedule 1)	\$ 23,131,087	\$ 31,305,265
Bylaw and Statutory Reserve Funds (Schedule 2)	25,197,437	31,822,769
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 8)	47,452,763	46,459,763
Investment in Tangible Capital Assets (Schedule 5)	109,744,367	89,690,805
<b>Net Position</b> (Statement B)	<u><u>\$ 205,525,654</u></u>	<u><u>\$ 199,278,602</u></u>



## City of Prince Rupert

### Consolidated Statement of Operations For The Year Ended December 31

	Unaudited <u>2022 Budget</u>	2022 <u>Actual</u>	2021 <u>Actual</u>
<b>Revenues</b>			
Taxes (Net) (Schedule 6)	\$ 26,851,000	\$ 26,800,843	\$ 25,978,970
Sale of Services (Schedule 7)	12,904,000	13,259,124	10,922,138
Services Provided to Other Governments	79,000	135,338	127,467
Government Transfers (Schedule 8)	15,716,000	4,088,766	2,323,513
Fees, Permits, Licenses and Fines (Schedule 9)	374,000	442,955	498,266
Investment Income	420,000	1,208,652	437,776
City West Cable & Tel. Corp.	-	993,000	3,989,000
Prince Rupert Legacy Inc.	-	3,690,532	3,043,935
Miscellaneous (Schedule 9)	1,354,000	1,356,341	1,378,788
Total Revenue	<u>\$ 57,698,000</u>	<u>\$ 51,975,551</u>	<u>\$ 48,699,853</u>
<b>Expenses</b>			
Protection to Persons and Property	\$ 12,531,600	\$ 12,821,423	\$ 12,958,842
Water, Sewage and Solid Waste	8,356,200	9,339,906	7,258,158
Roadways and Transportation	18,131,000	7,198,641	6,348,324
Recreation and Culture	6,562,900	6,351,805	5,623,653
General Government	5,568,000	5,965,652	4,595,556
Other	356,500	345,611	329,370
Total Expenses (Schedule 10)	<u>\$ 51,506,200</u>	<u>\$ 42,023,038</u>	<u>\$ 37,113,903</u>
<b>Revenue Over Expenditure Before Amortization</b>	<u>\$ 6,191,800</u>	<u>\$ 9,952,513</u>	<u>\$ 11,585,950</u>
<b>Amortization of Tangible Capital Assets</b>	<u>\$ -</u>	<u>\$ (3,778,871)</u>	<u>\$ (4,310,832)</u>
<b>Gain on Disposition of Land Held for Resale</b>	<u>\$ -</u>	<u>\$ 73,410</u>	<u>\$ -</u>
<b>Gain on disposition of Tangible Capital Assets</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Revenue Over Expenditure</b>	<u>\$ 6,191,800</u>	<u>\$ 6,247,052</u>	<u>\$ 7,275,118</u>
<b>Opening City Position</b>	<u>\$ 199,278,602</u>	<u>\$ 199,278,602</u>	<u>\$ 192,003,484</u>
<b>Closing City Position (Statement A)</b>	<u><u>\$ 205,470,402</u></u>	<u><u>\$ 205,525,654</u></u>	<u><u>\$ 199,278,602</u></u>

## City of Prince Rupert

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

	<b>2022</b>	<b>2021</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>
Revenue Over Expenditure (Statement B)	\$ 6,247,052	\$ 7,275,118
Acquisition of Tangible Capital Assets (Schedule 1 & 3)	(23,214,589)	(24,747,316)
Amortization of Tangible Capital Assets	3,778,871	4,310,832
City West Cable and Tel. Corp. (Increase)/Decrease in Equity	(993,000)	(3,189,000)
Change in Inventory	<u>(239,362)</u>	<u>(153,819)</u>
Change in Net Financial Assets	<u>\$ (14,421,028)</u>	<u>\$ (16,504,185)</u>
Net Financial Assets at Beginning of Year	<u>\$ 37,568,377</u>	<u>\$ 54,072,562</u>
Net Financial Assets at End of Year	<u><u>\$ 23,147,349</u></u>	<u><u>\$ 37,568,377</u></u>

## City of Prince Rupert

### Consolidated Statement of Cash Flows For The Year Ended December 31

	<u>2022</u>	<u>2021</u>
<b>Operating Activities</b>		
Revenue Over Expenditure	\$ 6,247,052	\$ 7,275,118
Non-cash Items		
Amortization	3,778,871	4,310,832
City West Cable & Tel. Corp	(993,000)	(3,989,000)
Taxes Receivable	(442,375)	340,352
General Receivables	(714,124)	3,060,977
Land inventory held for resale	-	(11,189)
Inventory	(239,362)	(153,819)
Accounts Payable and Accrued Liabilities	(4,636,511)	5,686,610
Deferred Revenue	2,785,905	5,856,045
Landfill Closure Costs	(278,399)	(1,334,749)
Cash Provided by Operating Activities	<u>\$ 5,508,057</u>	<u>\$ 21,041,177</u>
<b>Financing Activities</b>		
Equipment and Short Term Loans	\$ 850,000	\$ -
Debenture Debt	-	20,000,000
MFA Deposits and Reserves	6,953	(203,154)
Repayment (Loans) from Prince Rupert Airport Authority	(32,148)	91,086
Principal Repayments	(1,786,267)	(3,755,679)
Cash provided by/(applied to) Financing Activities	<u>\$ (961,462)</u>	<u>\$ 16,132,253</u>
<b>Investing Activities</b>		
Tangible Capital Assets Additions	\$ (23,214,589)	\$ (24,747,316)
City West Cable & Tel. Corp. Loan Repayment	-	800,000
Cash Provided by/(applied to) Investing Activities	<u>\$ (23,214,589)</u>	<u>\$ (23,947,316)</u>
 Increase/(Decrease) in Cash and Cash Equivalents	 \$ (18,667,994)	 \$ 13,226,114
Cash and Cash Equivalents at Beginning of Year	<u>78,097,653</u>	<u>64,871,539</u>
Cash and Cash Equivalents at End of Year	<u>\$ 59,429,659</u>	<u>\$ 78,097,653</u>

# City of Prince Rupert

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## Notes to the Consolidated Financial Statements December 31, 2022

### 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, 2022

### 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, equipment and short term financing debt, 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

	<b><u>2022</u></b>	<b><u>2021</u></b>
Current	\$ 756,551	\$ 311,549
Arrears	281,910	296,515
Tax sale properties	312,271	300,293
Net taxes receivable	<u>\$ 1,350,732</u>	<u>\$ 908,357</u>

### b) General receivables

	<b><u>2022</u></b>	<b><u>2021</u></b>
General receivables	\$ 3,604,153	\$ 2,867,823
Allowance for doubtful accounts	(38,010)	(15,804)
Net general receivables	<u>\$ 3,566,143</u>	<u>\$ 2,852,019</u>

# City of Prince Rupert

## Notes to the Consolidated Financial Statements December 31, 2022

### 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>2022</u>	<u>2021</u>
From Municipal Finance Authority (MFA)	\$ 4,770,378	\$ 5,088,802
Rescheduled payments	<u>1,051,717</u>	<u>701,145</u>
	\$ 5,822,095	\$ 5,789,947

(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 2023 financial year.

\$24,080 due January 28 and July 28 each year with a final payment on January 28, 2033.	\$ 405,312	\$ 405,312
\$16,054 due April 6 and October 6 each year with a final payment on October 6, 2033.	282,750	282,750
\$9,030 due June 20 and December 20 each year with a final payment on December 20, 2033.	159,046	159,046
\$10,033 due February 28 and August 28 each year with a final payment on February 28, 2034.	192,108	192,108
	<u>\$ 1,039,216</u>	<u>\$ 1,039,216</u>
Total loans to Prince Rupert Airport Authority	<u>\$ 6,861,311</u>	<u>\$ 6,829,163</u>



## City of Prince Rupert

### Notes to the Consolidated Financial Statements December 31, 2022

#### 6) Accounts payable, accrued liabilities and deferred revenue

	<u>2022</u>	<u>2021</u>
<b>a) Accounts payable and accrued liabilities</b>		
Trade payables	\$ 6,073,835	\$ 9,148,526
Accrued liabilities	33,000	33,000
Accrued interest payable - MFA	141,156	142,269
Taxes due to other governments	2,314,812	2,673,251
Salaries, wages, other payroll payables	5,948,386	5,372,844
Holdbacks and deposits	636,107	2,413,917
	<u>\$ 15,147,296</u>	<u>\$ 19,783,807</u>
<b>b) Deferred revenue</b>		
Prepaid taxes	\$ 1,280,982	\$ 1,331,613
Deferred revenue - PR Legacy	2,572,284	2,573,071
Other deferred revenue	8,893,436	6,056,113
	<u>\$ 12,746,702</u>	<u>\$ 9,960,797</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>2022</u>	<u>2021</u>
Assets	\$ 81,260,000	\$ 66,394,000
Liabilities to arms-length parties	\$ 33,808,000	\$ 19,935,000
Net income	\$ 993,000	\$ 3,989,000

#### 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, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

# City of Prince Rupert

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## Notes to the Consolidated Financial Statements December 31, 2022

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, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The City of Prince Rupert paid \$1,420,985 (2021 - \$1,465,654) for employer contributions while employees contributed \$1,247,286 (2021 - \$1,227,278) to the plan in fiscal 2022.

The next valuation will be as at December 31, 2024, with results available in 2025.

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 2023 and a newly constructed cell is ready to accept waste once this occurs. Closure and post-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

### Operating Funds and Surplus Allocation For The Year Ended December 31

Fund	General	Water	Sewer	Solid Waste	Prince Rupert Legacy Inc.	2022 Total	2021 Total
<b>Operating Results</b>							
Revenue	\$ 36,713,920	\$ 3,125,665	\$ 2,974,194	\$ 5,471,240	\$ 3,690,532	\$ 51,975,551	\$ 48,699,853
Expenditure (Exclude Tangible capital assets)	32,683,132	3,540,338	1,277,210	4,522,358	-	42,023,038	37,113,903
	<u>\$ 4,030,788</u>	<u>\$ (414,673)</u>	<u>\$ 1,696,984</u>	<u>\$ 948,882</u>	<u>\$ 3,690,532</u>	<u>\$ 9,952,513</u>	<u>\$ 11,585,950</u>
Add /(Less)							
Additions to Tangible capital assets	\$ (5,823,599)	\$ (11,657,283)	\$ (1,276,775)	\$ (3,523,281)	\$ (933,651)	\$ (23,214,589)	\$ (24,747,316)
Gain on Disposition of Land Held for Resale	66,410	-	-	-	-	66,410	-
Gain on disposition of Tangible Capital Assets	2,000	-	-	5,000	-	7,000	-
New Debenture Loans from MFA	-	850,000	-	-	-	850,000	20,000,000
Debt payment and Actuarial Adjustments	(837,653)	(304,131)	(21,928)	(304,131)	-	(1,467,843)	(3,449,502)
Bylaw and Statutory Reserve Interest Income	(790,276)	-	-	-	-	(790,276)	(241,398)
Prince Rupert Legacy Dividend	1,438,534	5,861,466	-	-	(7,300,000)	-	-
City West Cable & Tel. Corp Loan Repayment	-	-	-	-	-	-	800,000
City West Cable & Tel. Corp (Income)/Loss	(993,000)	-	-	-	-	(993,000)	(3,989,000)
Transfer (to)/ from Reserves (Schedule 2)	1,432,842	3,596,468	(51,080)	2,437,378	-	7,415,608	(882,256)
	<u>\$ (5,504,742)</u>	<u>\$ (1,653,480)</u>	<u>\$ (1,349,783)</u>	<u>\$ (1,385,034)</u>	<u>\$ (8,233,651)</u>	<u>\$ (18,126,690)</u>	<u>\$ (12,509,472)</u>
Total Operating Surplus/(Deficit)	\$ (1,473,954)	\$ (2,068,153)	\$ 347,201	\$ (436,152)	\$ (4,543,119)	\$ (8,174,177)	\$ (923,522)
Balance forward Surplus/(Deficit)	11,952,724	2,185,108	4,637,925	149,733	12,379,774	31,305,264	32,228,787
Accumulated Surplus/(Deficit)	<u>\$ 10,478,770</u>	<u>\$ 116,955</u>	<u>\$ 4,985,126</u>	<u>\$ (286,419)</u>	<u>\$ 7,836,655</u>	<u>\$ 23,131,087</u>	<u>\$ 31,305,265</u>
<b>Surplus Allocation</b>							
Unappropriated Surplus (deficit)	\$ 1,477,947	\$ 116,955	\$ 5,126	\$ (286,419)	\$ 3,814,655	\$ 5,128,264	\$ 10,809,442
Restricted Land Surplus	7,994,823	-	-	-	-	7,994,823	7,994,823
2023 Appropriated Surplus	1,006,000	-	4,980,000	-	4,022,000	10,008,000	12,501,000
	<u>\$ 10,478,770</u>	<u>\$ 116,955</u>	<u>\$ 4,985,126</u>	<u>\$ (286,419)</u>	<u>\$ 7,836,655</u>	<u>\$ 23,131,087</u>	<u>\$ 31,305,265</u>

# City of Prince Rupert

## Statement of Bylaw and Statutory Reserve Fund Balances December 31, 2022

					RESERVE ALLOCATION		
	<u>Opening Balance</u>	<u>Interest/Income</u>	<u>Transfer (to)/from Other Funds</u>	<u>Year End Balance</u>	<u>2023 Budget Appropriation</u>	<u>Unappropriated Reserve</u>	<u>Year End Balance</u>
<b>BYLAW &amp; OTHER RESERVES</b>							
General Reserves	\$ 7,401,973	\$ 185,049	\$ 266,510	\$ 7,853,532	\$ 1,250,000	\$ 6,603,532	\$ 7,853,532
Public Work Equipment Reserves	1,310,109	32,753	535,000	1,877,862	807,000	1,070,862	1,877,862
Ferry Maintenance Reserves	318,965	7,974	150,000	476,939	-	476,939	476,939
NCPG Reserve (Schedule 13)	11,525,181	288,130	(7,475,750)	4,337,561	3,730,000	607,561	4,337,561
Water Asset Management Reserve	8,775,983	219,400	(643,468)	8,351,915	8,200,000	151,915	8,351,915
Sewer Asset Management Reserve	263,899	6,597	54,986	325,482	-	325,482	325,482
Solid Waste Asset Management Res.	332,396	8,309	(290,378)	50,327	-	50,327	50,327
Total Bylaw & Other Reserves	<u>\$ 29,928,506</u>	<u>\$ 748,212</u>	<u>\$ (7,403,100)</u>	<u>\$ 23,273,618</u>	<u>\$ 13,987,000</u>	<u>\$ 9,286,618</u>	<u>\$ 23,273,618</u>
<b>STATUTORY RESERVES</b>							
Capital Assets & Land Acquisition	\$ 1,495,266	\$ 37,382	\$ (25,000)	\$ 1,507,648	\$ 50,000	\$ 1,457,648	\$ 1,507,648
Parkland Reserves	7,051	176	-	7,227	-	7,227	7,227
Parking Space Requirements	147,382	3,685	-	151,067	-	151,067	151,067
Cemetery Care Trust	244,564	821	12,492	257,877	-	257,877	257,877
Total Statutory Reserves	<u>\$ 1,894,263</u>	<u>\$ 42,064</u>	<u>\$ (12,508)</u>	<u>\$ 1,923,819</u>	<u>\$ 50,000</u>	<u>\$ 1,873,819</u>	<u>\$ 1,923,819</u>
<b>TOTAL RESERVES</b>	<u><u>\$ 31,822,769</u></u>	<u><u>\$ 790,276</u></u>	<u><u>\$ (7,415,608)</u></u>	<u><u>\$ 25,197,437</u></u>	<u><u>\$ 14,037,000</u></u>	<u><u>\$ 11,160,437</u></u>	<u><u>\$ 25,197,437</u></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>2022</u>	<u>2021</u>
<b>Land</b>	\$ 11,435,191	\$ 988,463	\$ -	\$ 12,423,654	\$ -	\$ -	\$ -	\$ -	\$ 12,423,654	\$ 11,435,191
<b>Buildings</b>	\$ 13,737,612	\$ 4,522,855	\$ -	\$ 18,260,467	\$ 8,741,368	\$ 477,392	\$ -	\$ 9,218,760	\$ 9,041,707	\$ 4,996,244
<b>Equipment</b>	\$ 11,004,795	\$ -	\$ (350,844)	\$ 10,653,951	\$ 6,642,948	\$ 806,763	\$ (350,844)	\$ 7,098,867	\$ 3,555,084	\$ 4,361,847
<b>Infrastructure</b>	\$ 147,866,055	\$ 17,703,271	\$ (506,934)	\$ 165,062,392	\$ 54,180,749	\$ 2,494,716	\$ (506,934)	\$ 56,168,531	\$ 108,893,861	\$ 93,685,306
	<u>\$ 184,043,653</u>	<u>\$ 23,214,589</u>	<u>\$ (857,778)</u>	<u>\$ 206,400,464</u>	<u>\$ 69,565,065</u>	<u>\$ 3,778,871</u>	<u>\$ (857,778)</u>	<u>\$ 72,486,158</u>	<u>\$ 133,914,306</u>	<u>\$ 114,478,588</u>

# City of Prince Rupert

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

	<u>2022</u>	<u>2021</u>
<b>ASSETS</b>		
City West Cable & Telephone Corporation		
Investment	\$ 1	\$ 1
Loan	17,132,762	17,132,762
Equity	<u>30,320,000</u>	<u>29,327,000</u>
	<u>\$ 47,452,763</u>	<u>\$ 46,459,763</u>
<b>LIABILITIES AND EQUITY</b>		
Equity, Beginning of Year	\$ 46,459,763	\$ 43,270,763
Net Income of Corporation	993,000	3,989,000
Repayment of loan	<u>-</u>	<u>(800,000)</u>
Equity, End of Year	<u>\$ 47,452,763</u>	<u>\$ 46,459,763</u>



**City of Prince Rupert**

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**Statement of Changes in Investment in Tangible Capital Assets  
December 31**

	<u><b>2022</b></u>	<u><b>2021</b></u>
Opening Balance	\$ 89,690,805	\$ 85,804,819
Tangible Capital Assets Purchased By Operations	\$ 22,364,589	\$ 4,747,316
Debenture Debt Repayment	732,653	149,100
Actuarial Additions	94,887	113,598
Loan Repayment	640,304	3,186,804
Amortization	<u>(3,778,871)</u>	<u>(4,310,832)</u>
Closing Balance	<u><u>\$ 109,744,367</u></u>	<u><u>\$ 89,690,805</u></u>

# City of Prince Rupert

## Schedule of Tax Revenues For The Year Ended December 31

	Unaudited 2022 Budget	2022 Actual	2021 Actual
<b>Real Property Taxes</b>			
Municipal Property Tax			
Residential	\$ 7,377,000	\$ 7,370,484	\$ 7,097,282
Utilities	298,000	298,485	285,999
Major Industry	10,117,000	10,117,624	9,886,978
Light Industry	682,000	670,833	649,652
Business	5,144,000	5,143,748	4,649,712
Recreational	20,000	20,287	19,577
	<u>\$ 23,638,000</u>	<u>\$ 23,621,461</u>	<u>\$ 22,589,200</u>
Less: Tax Sharing with District of Port Edward	<u>\$ (973,000)</u>	<u>\$ (945,698)</u>	<u>\$ (1,014,753)</u>
	<u>\$ 22,665,000</u>	<u>\$ 22,675,763</u>	<u>\$ 21,574,447</u>
<b>Special Payments</b>			
Port Competitiveness Tax Grant	\$ 1,845,000	\$ 1,845,534	\$ 1,795,267
Revenue Tax	\$ 329,000	\$ 327,651	\$ 330,496
Specified Area Tax	\$ 63,000	\$ -	\$ 63,170
Payments in Lieu of Tax			
Federal Government Properties	\$ 162,000	\$ 161,667	\$ 160,704
Prince Rupert Port Authority	<u>1,326,000</u>	<u>1,299,370</u>	<u>1,606,246</u>
	<u>\$ 1,488,000</u>	<u>\$ 1,461,037</u>	<u>\$ 1,766,950</u>
Grants in Lieu of Tax			
Provincial Government Properties	\$ 248,000	\$ 268,279	\$ 248,043
BC Buildings Corp.	40,000	43,628	40,220
BC Housing Commission	90,000	95,848	90,284
BC Hydro and Power Authority	74,000	73,687	61,344
Insurance Corporation of BC	<u>9,000</u>	<u>9,416</u>	<u>8,749</u>
	<u>\$ 461,000</u>	<u>\$ 490,858</u>	<u>\$ 448,640</u>
	<u>\$ 4,186,000</u>	<u>\$ 4,125,080</u>	<u>\$ 4,404,523</u>
<b>Net Tax Revenue</b>	<u><u>\$ 26,851,000</u></u>	<u><u>\$ 26,800,843</u></u>	<u><u>\$ 25,978,970</u></u>

# City of Prince Rupert

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

	Unaudited 2022 Budget	2022 Actual	2021 Actual
<b>GENERAL FUND</b>			
<b>Protective Services (RCMP)</b>	\$ 22,000	\$ 25,217	\$ 23,820
<b>Transportation Services</b>			
Public Transit	\$ 201,000	\$ 179,556	\$ 174,806
Airport Ferry	875,000	\$ 1,016,156	464,545
	<u>\$ 1,076,000</u>	<u>\$ 1,195,712</u>	<u>\$ 639,351</u>
<b>Other</b>			
Rezoning / Subdivision Services	\$ -	\$ 5,780	\$ 20,243
Parking	110,000	\$ 91,274	96,304
Franchise Fees	220,000	\$ 243,749	218,269
	<u>\$ 330,000</u>	<u>\$ 340,803</u>	<u>\$ 334,816</u>
<b>Public Health (Cemetery)</b>	<u>\$ 149,000</u>	<u>\$ 144,823</u>	<u>\$ 147,793</u>
<b>Recreation and Cultural Services</b>			
Civic Centre Rentals & Programs	\$ 254,000	\$ 286,600	\$ 158,438
Swimming Pool	373,000	\$ 393,862	249,704
Arena	204,000	\$ 237,987	139,461
	<u>\$ 831,000</u>	<u>\$ 918,449</u>	<u>\$ 547,603</u>
<b>Cow Bay Marina</b>	<u>\$ 257,000</u>	<u>\$ 415,076</u>	<u>\$ 212,741</u>
<b>TOTAL GENERAL OPERATING FUND</b>	\$ 2,665,000	\$ 3,040,080	\$ 1,906,124
<b>SOLID WASTE FUND</b>	\$ 4,599,000	\$ 4,469,469	\$ 3,442,672
<b>WATER FUND</b>	\$ 2,925,000	\$ 2,984,516	\$ 2,877,884
<b>SEWER FUND</b>	<u>\$ 2,715,000</u>	<u>\$ 2,765,059</u>	<u>\$ 2,695,458</u>
	<u><u>\$ 12,904,000</u></u>	<u><u>\$ 13,259,124</u></u>	<u><u>\$ 10,922,138</u></u>

# City of Prince Rupert

## Schedule of Government Transfers For The Year Ended December 31

	Unaudited 2022 Budget	2022 Actual	2021 Actual
<b>Federal Grant- Conditional</b>			
General Fund			
Canada Summer Jobs	\$ -	\$ 9,772	\$ 22,173
Active Transportation Strategy - Infrastructure Canada	20,000	20,000	-
	<u>\$ 20,000</u>	<u>\$ 29,772</u>	<u>\$ 22,173</u>
<b>Provincial Grants</b>			
<b>Unconditional</b>			
General Fund - Small Community	\$ 390,000	\$ 454,000	\$ 366,000
- Traffic Fines	250,000	219,522	246,330
- Carbon Tax Rebate	-	-	75,260
Total Unconditional	<u>\$ 640,000</u>	<u>\$ 673,522</u>	<u>\$ 687,590</u>
<b>Conditional</b>			
General Fund			
Victim Services	\$ 73,000	\$ 70,729	\$ 69,669
Casino Revenue	600,000	582,887	302,373
Two Percent (2%) Hotel Tax	280,000	332,449	237,913
Situation Tables	43,000	7,500	15,000
NDIT- Economic Development	50,000	50,000	68,864
NDIT- Business Façade	20,000	20,000	-
Waterfront Rupert's Landing & Ferry Development	10,900,000	10,188	53,639
CleanBC Communities Fund (Charge North)	10,000	-	-
CN Building Revitalization - ICIP	1,300,000	1,000,000	-
Wind storm claim - EMBC	-	44,969	-
Total Conditional	<u>\$ 13,276,000</u>	<u>\$ 2,118,722</u>	<u>\$ 747,458</u>
<b>Regional and Other External Transfers - Conditional</b>			
General Fund			
PRACSS- Downtown Public Washroom	\$ -	\$ -	\$ 220,000
PRPA- New Fire Hall Building	175,000	-	-
FCM- Asset Management Strategy Development	65,000	56,750	4,950
UBCM - Housing Needs Assessment	10,000	10,000	-
Sewer Fund			
FCM- Liquid Waste Management Plan	400,000	200,000	87,000
Solid Waste Fund			
UBCM- Community Work Fund (Gas Tax)	1,130,000	1,000,000	542,918
Canada Parks and Recreation	-	-	11,424
	<u>\$ 1,780,000</u>	<u>\$ 1,266,750</u>	<u>\$ 866,292</u>
<b>Total Government Transfer</b>	<u><u>\$ 15,716,000</u></u>	<u><u>\$ 4,088,766</u></u>	<u><u>\$ 2,323,513</u></u>

## City of Prince Rupert

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

	Unaudited 2022 Budget	2022 Actual	2021 Actual
Licenses and Permits	\$ 249,000	\$ 337,861	\$ 382,509
Fines	33,000	18,950	23,172
911 Service Fee	92,000	86,144	92,585
	<u>\$ 374,000</u>	<u>\$ 442,955</u>	<u>\$ 498,266</u>
Miscellaneous revenues			
Actuarial Additions	\$ -	\$ 178,238	\$ 184,703
Cemetery Care Fund	-	12,143	12,763
Miscellaneous - General Fund	521,000	585,167	655,126
Miscellaneous Grants - General Fund	118,000	39,516	30,000
Penalties and Interest on Taxes	-	212,411	246,260
Property Rentals	182,000	189,488	119,510
Disposal of scrap materials	400,000	-	-
Water Meter Rentals	133,000	139,378	130,426
Total Miscellaneous Revenues	<u>\$ 1,354,000</u>	<u>\$ 1,356,341</u>	<u>\$ 1,378,788</u>

# City of Prince Rupert

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

	Unaudited 2022 Budget	2022 Actual	2021 Actual
Wages	\$ 17,209,000	\$ 17,240,437	\$ 15,533,415
Benefits	4,160,000	4,309,182	3,784,590
Professional Fees	1,731,000	1,810,904	1,572,677
Supplies	2,241,500	2,700,020	2,656,093
Services	4,207,500	4,931,073	3,544,963
Energy	1,247,000	1,527,555	1,212,584
Fiscal Expenses	2,877,000	3,027,605	2,162,581
Grants in Aid to Community Partners	1,633,000	1,679,062	1,528,168
Contracts	5,860,000	5,731,410	5,901,767
	<u>\$ 41,166,000</u>	<u>\$ 42,957,248</u>	<u>\$ 37,896,838</u>
Capital Purchases & Capital Works (Per budget)	73,468,000	23,888,934	25,012,591
Wages & Vehicle cost allocated to Capital Works	-	(235,599)	(212,306)
Less:			
Investments in Tangible Capital Assets	(61,363,000)	(23,214,589)	(24,747,316)
Debt Repayment	<u>(1,764,800)</u>	<u>(1,372,956)</u>	<u>(835,904)</u>
Total Expenses (Statement B)	<u>\$ 51,506,200</u>	<u>\$ 42,023,038</u>	<u>\$ 37,113,903</u>



# City of Prince Rupert

## Schedule of Equipment / Short Term Financing Debt December 31

Loan No.	Purpose	New/ Renewal	Amount of Issue	2021 Balance	Additions	Principal Payments	2022 Balance
<b>Equipment Financing</b>							
0002-0	2017 Pumper Truck	2017	890,000	\$ 151,115	\$ -	\$ (151,115)	\$ -
0003-0	2019 Vactor Truck	2019	450,000	265,527	-	(92,437)	173,090
0004-0	Garbage Truck	2020	850,000	677,188	-	(166,712)	510,476
				<u>\$ 1,093,830</u>	<u>\$ -</u>	<u>\$ (410,264)</u>	<u>\$ 683,566</u>
<b>Short Term / Temporary Financing</b>							
695-6	2018 Cell Block Reno and PW Buildings	2019	1,150,000	\$ 517,390	\$ -	\$ (230,040)	\$ 287,350
695-3	2022 McBride Street Water Main Repair	2022	850,000	-	850,000	-	850,000
				<u>\$ 517,390</u>	<u>\$ 850,000</u>	<u>\$ (230,040)</u>	<u>\$ 1,137,350</u>
				<u>\$ 1,611,220</u>	<u>\$ 850,000</u>	<u>\$ (640,304)</u>	<u>\$ 1,820,916</u>

# City of Prince Rupert

## Schedule of Debenture Debt December 31

Bylaw No.	No.	Maturity Date	Amount of Issue	2021 Balance	Additions	Principal Payment	2021 Accrued Actuarial	2022 Actuarial	2022 Accrued Actuarial	2022 Balance	
General Fund											
3201	Cruise Ship Dock	94	2025	3,133,056	808,087	-	(115,139)	17,472	(80,726)	(18,956)	610,738
3333	Airport Upgrade	127	2034	7,000,000	5,088,802	-	(235,072)	54,530	(74,267)	(63,615)	4,770,378
					\$ 5,896,889	\$ -	\$ (350,211)	\$ 72,002	\$ (154,993)	\$ (82,571)	\$ 5,381,116
Water Fund											
3433	Woodworth Dam	156	2046	\$ 10,000,000	\$ 10,000,000	\$ -	\$ (302,360)	\$ -	\$ -	\$ (1,771)	\$ 9,695,869
Sewer Fund											
3201	Moresby Sewer Upgrade	94	2025	\$ 346,970	\$ 89,787	\$ -	\$ (12,793)	\$ 1,941	\$ (8,970)	\$ (2,106)	\$ 67,859
Solid Waste Fund											
3454	New Landfill Cell	156	2046	\$ 10,000,000	\$ 10,000,000	\$ -	\$ (302,360)	\$ -	\$ -	\$ (1,771)	\$ 9,695,869
					\$ 25,986,676	\$ -	\$ (967,724)	\$ 73,943	\$ (163,963)	\$ (88,219)	\$ 24,840,713

## City of Prince Rupert

### Schedule of Northern Capital and Planning Grant For Year Ended December 31, 2022

Grant Balance as at Jan 1, 2022	<b>\$ 11,525,181</b>
Interest earned in 2022	288,130
CN Heritage Building Revitalization Project	(2,352,570)
City Hall Boiler Replacement	(23,180)
Development of New Landfill Cell	(2,147,000)
Woodworth Dam Construction	(2,953,000)
Grant Balance as at Dec 31, 2022 (Schedule 2)	<b>\$ 4,337,561</b>

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, 2022

Grant Balance as at Jan 1, 2022	<b>\$ 1,199,000</b>
Use of funds in 2022:	
Revenue shortfall from PR Airport Authority loan payment	(350,000)
Reduction in City of Prince Rupert airport ferry revenue	(446,000)
Grant Balance as at Dec 31, 2022	<b>\$ 403,000</b>

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.

**ATTACHMENT #2**

## City of Prince Rupert

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

REVENUES	2022 Budget	2022 Actual	Budget Variance	Variance (%)
Airport Ferry	\$ 875,000	\$ 1,016,155	\$ 141,155	16.13
Cemetery	149,000	144,474	(4,526)	(3.04)
Cow Bay Marina	257,000	415,076	158,076	61.51
Development Services	565,000	634,204	69,204	12.25
Economic Development	70,000	70,000	-	-
Fire 911 Services	92,000	86,144	(5,856)	(6.37)
Fire Protective Services	5,000	8,084	3,084	61.68
Finance	15,000	20,100	5,100	34.00
Fiscal Revenue	8,269,000	9,289,389	1,020,389	12.34
Information Technology	1,000	-	(1,000)	(100.00)
Parks	-	50,369	50,369	NA
Engineering Services	5,000	2,634	(2,366)	(47.32)
PW Common Cost	35,000	72,128	37,128	106.08
RCMP	101,000	160,555	59,555	58.97
Rec - Arena	204,000	237,987	33,987	16.66
Rec - Civic Centre	254,000	296,372	42,372	16.68
Rec - Community Services	3,000	-	(3,000)	(100.00)
Rec - Pool	373,000	393,862	20,862	5.59
Transit	201,000	179,556	(21,444)	(10.67)
Victim Services	83,000	90,246	7,246	8.73
Watson Island	400,000	-	(400,000)	(100.00)
	11,957,000	13,167,335	1,210,335	10.12
Property Taxes	23,638,000	23,621,461	(16,539)	(0.07)
Appropriated Surplus- COVID 19 Restart Grant	850,000	850,000	-	-
Capital Works- Funding from PR Legacy	200,000	95,289	(104,711)	(52.36)
Capital Works- Funding from Grant	60,000	20,000	(40,000)	(66.67)
Capital Works- Funding from Appr. Surplus	110,000	-	(110,000)	(100.00)
Capital Works- Funding from Reserves	150,000	171,769	21,769	14.51
Capital Purchases-Funding from PR Legacy	1,147,000	261,678	(885,322)	(77.19)
Capital Purchases- Funding from Grant	12,423,000	1,010,188	(11,412,812)	(91.87)
Capital Purchases- Funding from Appr. Surplus	431,000	60,850	(370,150)	(85.88)
Capital Purchases- Funding from Reserves	5,400,000	3,543,014	(1,856,986)	(34.39)
Capital Purchases-Funding from Borrowing	26,300,000	-	(26,300,000)	(100.00)
Special Projects- Funding from PR Legacy	150,000	90,227	(59,773)	(39.85)
Special Projects- Funding from Grant	148,000	86,750	(61,250)	(41.39)
Special Projects- Funding from Appr. Surplus	310,000	189,518	(120,482)	(38.87)
	\$ 83,274,000	\$ 43,168,079	\$ (40,105,921)	(48.16)



## City of Prince Rupert

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

EXPENDITURES	2022 Budget	2022 Actual	Budget Variance	Variance (%)
Airport Ferry	\$ 2,403,000	\$ 2,388,260	\$ 14,740	0.61
Cemetery	300,000	283,232	16,768	5.59
Civic Properties	405,000	332,893	72,107	17.80
Corporate Administration	958,000	1,125,895	(167,895)	(17.53)
Cow Bay Marina	247,000	296,842	(49,842)	(20.18)
Development Services	1,358,000	1,236,625	121,375	8.94
Economic Development	211,000	231,369	(20,369)	(9.65)
FD 911	612,000	643,227	(31,227)	(5.10)
FD Fire Protective Services	4,445,000	4,905,494	(460,494)	(10.36)
FD Emergency Measures	42,000	29,160	12,840	30.57
Finance	1,082,000	1,035,759	46,241	4.27
Finance Cost Allocation	(465,000)	(465,000)	-	-
Fiscal Expenditures	2,823,000	3,242,635	(419,635)	(14.86)
Governance	407,000	376,548	30,452	7.48
Grants	1,640,000	1,679,062	(39,062)	(2.38)
Information Technology	588,000	596,899	(8,899)	(1.51)
Parks	1,295,000	1,021,862	273,138	21.09
Engineering	723,000	539,908	183,092	25.32
PW Common Costs	4,859,000	5,070,706	(211,706)	(4.36)
Allocation of Common Cost	(4,719,000)	(4,382,748)	(336,252)	7.13
PW Vehicles	1,623,000	1,616,321	6,679	0.41
PW Net Vehicle Cost & Allocation	(1,623,000)	(1,616,348)	(6,652)	0.41
RCMP	6,540,000	6,561,136	(21,136)	(0.32)
Rec. Centre Arena	441,000	545,794	(104,794)	(23.76)
Rec. Centre Civic Centre	1,802,000	1,869,162	(67,162)	(3.73)
Rec. Centre Community Services	3,000	1,072	1,928	64.27
Rec. Centre Pool	1,506,000	1,483,857	22,143	1.47
Roads	2,319,000	2,407,067	(88,067)	(3.80)
Transit	745,000	729,834	15,166	2.04
Victim Services	165,000	162,606	2,394	1.45
Watson Island	400,000	434,667	(34,667)	(8.67)
Transfer to Reserves	1,650,000	2,239,455	(589,455)	(35.72)
Special Projects	823,000	506,883	316,117	38.41
Capital Purchases	45,916,000	5,014,729	40,901,271	89.08
Capital Works	1,750,000	1,396,802	353,198	20.18
	\$ 83,274,000	\$ 43,541,665	\$ 39,732,335	47.71
Surplus/(Deficit)	\$ -	\$ (373,586)	\$ (373,586)	-

## City of Prince Rupert

### Budget Variance Report of Utilities For The Year Ended December 31

UTILITIES	2022 Budget	2022 Actual	Budget Variance	Variance %
<b>Sewer</b>				
Revenues	\$ 2,715,000	\$ 2,765,059	\$ 50,059	1.84
Capital Works- Grants	400,000	200,000	(200,000)	-
Capital Works- Appropriated Surplus	1,261,000	661,857	(599,143)	(47.51)
Capital Works- Reserves	100,000	3,906	(96,094)	(96)
Capital Works	(2,825,000)	(1,296,180)	1,528,820	(54.12)
Net Revenue	1,651,000	2,334,642	683,642	41
Expenditures	1,651,000	1,325,584	325,416	19.71
Surplus /(Deficit)	\$ -	\$ 1,009,058	\$ 1,009,058	-
<b>Water</b>				
Revenues	\$ 3,058,000	\$ 3,123,894	\$ 65,894	2.15
Debenture Payments- PR Legacy	560,000	561,466	1,466	0
Capital Works- PR Legacy	5,300,000	5,300,000	-	-
Capital Works- Borrowing	850,000	850,000	-	-
Capital Works- Appropriated Surplus	805,000	537,413	(267,587)	(33.24)
Capital Works- Reserves	9,450,000	3,658,945	(5,791,055)	(61)
Capital Works	(17,097,000)	(11,657,283)	5,439,717	(31.82)
Net Revenue	\$ 2,926,000	\$ 2,374,435	\$ (551,565)	(18.85)
Expenditures	2,926,000	3,905,175	(979,175)	(33.46)
Surplus/(Deficit)	\$ -	\$ (1,530,740)	\$ (1,530,740)	-
<b>Solid Waste</b>				
Revenues	\$ 4,599,000	\$ 4,474,469	\$ (124,531)	(2.71)
Capital Works- Accruals	3,675,000	578,399	(3,096,601)	(84.26)
Capital Works- Reserves	3,976,000	2,523,281	(1,452,719)	(36.54)
Capital Works- CWF (Gas Tax)	1,130,000	1,000,000	(130,000)	(11.50)
Capital Purchases	(1,400,000)	-	1,400,000	(100.00)
Capital Works	(7,481,000)	(4,168,687)	3,312,313	(44.28)
Net Revenue	\$ 4,499,000	\$ 4,407,462	\$ (91,538)	(2.03)
Expenditures	4,499,000	4,843,614	(344,614)	(7.66)
Surplus /(Deficit)	\$ -	\$ (436,152)	\$ (436,152)	-

# ATTACHMENT #3



**Vohora** LLP

*CPAs & Business Advisors*

**PRINCE RUPERT LEGACY INC.**

**Financial Statements**

**Year Ended December 31, 2022**



**Vohora** LLP  
*CPAs & Business Advisors*

**PRINCE RUPERT LEGACY INC.**  
**Index to Financial Statements**  
**Year Ended December 31, 2022**

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Statement of Retained Earnings	4
Statement of Income	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 8



**Vohora** LLP  
CPAs & Business Advisors

2nd Floor – 4544 Lakelse Avenue  
Terrace, BC V8G 1P8

Phone: (250) 635-6126  
Fax: (250) 635-2182  
Toll Free Phone: (800) 281-5214  
Email: [firm@vohora.ca](mailto:firm@vohora.ca)  
[www.vohora.ca](http://www.vohora.ca)

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## INDEPENDENT AUDITOR'S REPORT

---

To the Shareholders of Prince Rupert Legacy Inc.

### *Opinion*

We have audited the financial statements of Prince Rupert Legacy Inc. (the company), which comprise the balance sheet as at December 31, 2022, and the statements of retained earnings, 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 the company as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for private enterprises (ASPE)

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the company in accordance with 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.

### *Emphasis of Matter*

We draw attention to Note 1 of the financial statements which describes the applicable financial reporting framework. The financial statements are prepared only for management purposes and the shareholder's oversight of the company regarding its financial performance, in accordance with Canadian accounting standards for private enterprises. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect to this matter.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASPE, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from 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 management either intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the company's financial reporting process.



Independent Auditor's Report to the Shareholders of Prince Rupert Legacy Inc. *(continued)*

*Auditor's Responsibilities 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 judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince Rupert, BC  
April 28, 2023

*Vohora LLP*

Chartered Professional Accountants

**PRINCE RUPERT LEGACY INC.**

**Balance Sheet  
December 31, 2022**

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 14,445,209	\$ 13,116,429
Accounts receivable	94,278	411,106
Loan receivable, current portion <i>(Note 3)</i>	19,595	113,236
	<u>14,559,082</u>	<u>13,640,771</u>
PROPERTY <i>(Note 2)</i>	5,998,792	5,103,693
LOANS <i>(Note 3)</i>	1,019,621	925,980
	<u>\$ 21,577,495</u>	<u>\$ 19,670,444</u>
<b>LIABILITIES AND SHAREHOLDERS' EQUITY</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 28,626	\$ 18,210
Deferred income, current portion	700,636	473,554
Due to City of Prince Rupert	7,420,627	1,874,984
	<u>8,149,889</u>	<u>2,366,748</u>
DEFERRED INCOME <i>(Note 4)</i>	1,871,648	2,099,517
	<u>10,021,537</u>	<u>4,466,265</u>
<b>SHAREHOLDERS' EQUITY</b>		
Share capital <i>(Note 5)</i>	1	1
Contributed surplus	1,088,810	1,088,810
Retained earnings	10,467,147	14,115,368
	<u>11,555,958</u>	<u>15,204,179</u>
	<u>\$ 21,577,495</u>	<u>\$ 19,670,444</u>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

See notes to financial statements



**PRINCE RUPERT LEGACY INC.**  
**Statement of Retained Earnings**  
**Year Ended December 31, 2022**

	2022	2021
<b>RETAINED EARNINGS - BEGINNING OF YEAR</b>	<b>\$ 14,115,368</b>	<b>\$ 12,497,760</b>
NET INCOME	<u>3,651,779</u>	<u>3,017,608</u>
	17,767,147	15,515,368
DIVIDEND DECLARED	<u>(7,300,000)</u>	<u>(1,400,000)</u>
<b>RETAINED EARNINGS - END OF YEAR</b>	<b><u>\$ 10,467,147</u></b>	<b><u>\$ 14,115,368</u></b>

See notes to financial statements

**PRINCE RUPERT LEGACY INC.**

**Statement of Income**

**Year Ended December 31, 2022**

	2022	2021
<b>INCOME</b>		
Rental	\$ 2,639,060	\$ 2,398,949
Interest	83,681	136,330
Throughput	1,403,760	920,026
Expense recoveries	7,698	49,027
Grant of options to lease	50,000	-
	<u>4,184,199</u>	<u>3,504,332</u>
<b>EXPENSES</b>		
Amortization	38,553	25,727
Contract services	245,223	309,490
Lease costs	93,953	51,647
Office and sundry	-	4,364
Professional services	18,912	54,876
Repairs and maintenance	105,292	14,984
Travel	30,487	25,636
	<u>532,420</u>	<u>486,724</u>
<b>NET INCOME</b>	<u>\$ 3,651,779</u>	<u>\$ 3,017,608</u>

See notes to financial statements

**PRINCE RUPERT LEGACY INC.**

**Statement of Cash Flows**

**Year Ended December 31, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Net income	\$ 3,651,779	\$ 3,017,608
Item not affecting cash:		
Amortization	<u>38,553</u>	<u>25,727</u>
	<u>3,690,332</u>	<u>3,043,335</u>
Changes in non-cash working capital:		
Accounts receivable	316,828	(312,198)
Accounts payable and accrued liabilities	10,416	(142,230)
Deferred income	<u>(788)</u>	<u>28,505</u>
	<u>326,456</u>	<u>(425,923)</u>
Cash flow from operating activities	<u>4,016,788</u>	<u>2,617,412</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property	(933,651)	(860,131)
Loans receivable	<u>-</u>	<u>135,483</u>
Cash flow used by investing activities	<u>(933,651)</u>	<u>(724,648)</u>
<b>FINANCING ACTIVITIES</b>		
Dividend	(7,300,000)	(1,400,000)
Due to City of Prince Rupert	<u>5,545,643</u>	<u>(2,393,278)</u>
Cash flow used by financing activities	<u>(1,754,357)</u>	<u>(3,793,278)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>1,328,780</b>	<b>(1,900,514)</b>
Cash and cash equivalents - beginning of year	<u>13,116,429</u>	<u>15,016,943</u>
<b>CASH - END OF YEAR</b>	<u><b>\$ 14,445,209</b></u>	<u><b>\$ 13,116,429</b></u>

See notes to financial statements

**PRINCE RUPERT LEGACY INC.**

**Notes to Financial Statements**

**Year Ended December 31, 2022**

**1. SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian accounting standards for private enterprises and are not prepared, in all material respects, within the applicable financial reporting framework. Under Public Sector Accounting Standards, international financial reporting standards would normally be applied, but management is of the opinion that special purpose framework financial statements are appropriate under Part II of the Chartered Professional Accountants Canada Handbook.

Cash comprise 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	2022 Net book value	2021 Net book value
Land	\$ 1,806,275	\$ -	\$ 1,806,275	\$ 1,802,227
Land improvements	3,305,801	-	3,305,801	2,684,027
Leasehold improvements	950,996	64,280	886,716	617,439
	<b>\$ 6,063,072</b>	<b>\$ 64,280</b>	<b>\$ 5,998,792</b>	<b>\$ 5,103,693</b>

**3. LOANS**

	2022	2021
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 2023 financial year.		
\$24,080 due January 28 and July 28 each year with a final payment on January 28, 2033.	\$ 405,312	\$ 405,312

*(continues)*

**PRINCE RUPERT LEGACY INC.**

**Notes to Financial Statements**

**Year Ended December 31, 2022**

**3. LOANS (continued)**

	<u>2022</u>	<u>2021</u>
\$16,054 due April 6 and October 6 each year with a final payment on April 6, 2033.	<b>282,750</b>	282,750
\$9,030 due June 20 and December 20 each year with a final payment on June 20, 2033.	<b>159,046</b>	159,046
\$10,033 due February 28 and August 28 each year with a final payment on August 28, 2034.	<b>192,108</b>	192,108
	<b>1,039,216</b>	1,039,216
Amounts receivable within one year	<b>(19,595)</b>	(113,236)
	<b>\$ 1,019,621</b>	\$ 925,980

Principal repayment terms are approximately:

2023	\$ 19,595
2024	93,641
2025	95,981
2026	98,381
2027	100,840
	<u>\$ 408,438</u>

**4. DEFERRED INCOME**

	<u>2022</u>
Rental	\$ 2,572,283
Current portion	<u>(700,636)</u>
Non-current portion	<b>\$ 1,871,647</b>

**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.



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 8, 2023

**TO:** Robert Buchan, City Manager

**FROM:** Myfannwy Pope, Planning Manager

**SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-03  
FOR 1215 OMINECA STREET**

---

#### **RECOMMENDATION:**

**THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #23-03.**

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

An application was received for a Development Variance Permit for the property located at 1215 Omineca Avenue.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2 front yard setbacks to encroach 0.91 m into the existing 3.6 m setback for a distance of 2.74 m from the front property line to accommodate a new carport.
2. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2 side yard setbacks to encroach 1.2m into the existing 1.2 m setback for a distance of 0m from the side property line to align with the existing house, which is a side-by-side duplex.

The Site Plan is included as Attachment 2.

## **BACKGROUND AND ANALYSIS:**

The proposed variance is requested to allow the construction of a 6.10m by 5.8m carport with a height of 2.7m, extending from the existing non-conforming house. The house is one side of a side-by-side duplex and shares a party wall with the neighbouring unit.

The carport may increase shadow onto the lawn of the other half of the duplex, but there are no other known negative impacts of the proposed variances on the surrounding neighbourhood. This neighbour and others will have the opportunity to provide input during the public notification period.

The Draft Development Variance Permit is included as Attachment 1.

## **COST AND BUDGET IMPACT:**

There are no costs or budget impacts to the City for proceeding to statutory public notification.

## **CONCLUSION:**

It is recommended that Council proceed with the statutory notification process for this Development Variance Permit application, giving affected property owners and tenants the opportunity to express their views prior to Council's final consideration of the permit application.

### **Report Prepared By:**

### **Report Reviewed By:**

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Myfannwy Pope,  
Planning Manager

---

Robert Buchan,  
City Manager

### **Attachments:**

- Attachment 1: Draft Variance Permit
- Attachment 2: Site Plan

Originally signed available upon request



**DEVELOPMENT VARIANCE PERMIT**  
FILE NO. DVP-23-03

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

**PERMIT ISSUED TO OWNER(S):** SUKHMANDER SINGH GILL, JASWINDER KAUR GILL

**APPLICANT:** SUKHMANDER SINGH GILL

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

**LEGAL DESCRIPTION:**

LOT 130A DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN 6603

**CIVIC ADDRESS(ES):**

1215 Omineca Avenue

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
  - a. Section 5.2 front yard setback is varied by 0.91 m from 3.6m to allow a distance of 2.74 m from the front property line to accommodate a carport.
  - b. Section 5.2 side yard setbacks is varied on the east side property line from 1.2 m to 0m setback to accommodate a carport.
3. This permit is issued subject to the following conditions to the City's satisfaction:
  - a. The permittee(s) develop(s) the proposed development in accordance with the Site Plan attached as Schedule 1.
  - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.



7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
  - a. Schedule 1: Site Plan

**ISSUED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

**CITY OF PRINCE RUPERT**  
**By an authorized signatory**

---

Rosamaria Miller  
Corporate Administrator

JCI - 16913



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** May 8, 2023

**TO:** Robert Buchan, City Manager

**FROM:** Myfannwy Pope, Planning Manager

**SUBJECT: DVP-23-04 – 630 SHERBROOKE AVENUE**

---

#### **RECOMMENDATION:**

**THAT Council not proceed with the statutory notification process for Development Variance Permit and deny the application.**

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

An application was received for a Development Variance Permit for the property located at 630 Sherbrooke Avenue.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2 rear lot line setbacks to 0 m to allow a 6.1m (20ft) by 9.14m (30 ft) shed that would encroach into designated City road allowance (undeveloped).

The Site Plan is included as Attachment 2.

#### **BACKGROUND:**

The proposed variance is requested to allow 6.1m by 9.14m shed that is proposed to encroach onto City road allowance for Sherbrooke Avenue by 4.88 m x 2.29 m. Sherbooke Avenue is undeveloped and the property is accessed through the designated laneway.

To build this shed, the applicant would require a permit to construct and an encroachment agreement. The applicant was directed to begin this process prior to submission of the variance. They were denied the permit to construct on the basis of the size of the proposed shed and its significant encroachment into roadway, as well as there being apparent sufficient room on the property to build the proposed shed without encroachment.

The applicant then proceeded to apply for a Development Variance Permit with the same design, including encroachment.

**ANALYSIS:**

As the proposed shed would require a permit to construct and accompanying encroachment agreement with the City in order to build the proposed structure with the current designs, the granting of a variance for this structure should consider whether that permit to construct would be granted. The permit to construct for this structure has already been denied, and therefore the proposed structure would not be permitted to be constructed whether a variance is granted or not. Consequently, it is recommended that Council deny this variance.

Internal referrals from building, engineering, and the approving officer also provided recommendations for denial based on the level of encroachment of such a large structure, as well as the existence of other options on the property for building a structure of this size.

**COST:**

The approval or denial of this variance request will have no budget impacts.

**CONCLUSION:**

It is recommended that Council not proceed with the statutory notification process for Development Variance Permit and deny the application.

**Report Prepared By:**

---

Myfannwy Pope  
Planning Manager

**Report Reviewed By:**

---

Robert Buchan,  
City Manager

Attachment(s):

- Draft Development Variance Permit
- Site Plan

Originally signed available on request



**DEVELOPMENT VARIANCE PERMIT**  
FILE NO. DVP-23-04

---

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

**PERMIT ISSUED TO OWNER(S):** PAUL MATTHEW JAMES JOHNSTON, ADRIENNE CARMEN JOHNSTON

**APPLICANT:** PAUL MATTHEW JAMES JOHNSTON

---

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

**LEGAL DESCRIPTION:**

LOT C (BA294081) BLOCK 27 SECTION 8 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923

**CIVIC ADDRESS(ES):**

630 Sherbrooke Avenue

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
  - a. Section 5.2 rear yard setbacks are varied to 0m to allow an encroachment onto municipal road allowance to accommodate a shed.
3. This permit is issued subject to the following conditions to the City's satisfaction:
  - a. The permittee(s) develop(s) the proposed development in accordance with the Site Plan attached as Schedule 1.
  - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.

7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
  - a. Schedule 1: Site Plan

**ISSUED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**CITY OF PRINCE RUPERT**  
**By an authorized signatory**

---

Rosamaria Miller  
Corporate Administrator

SURVEY CERTIFICATE COVERING

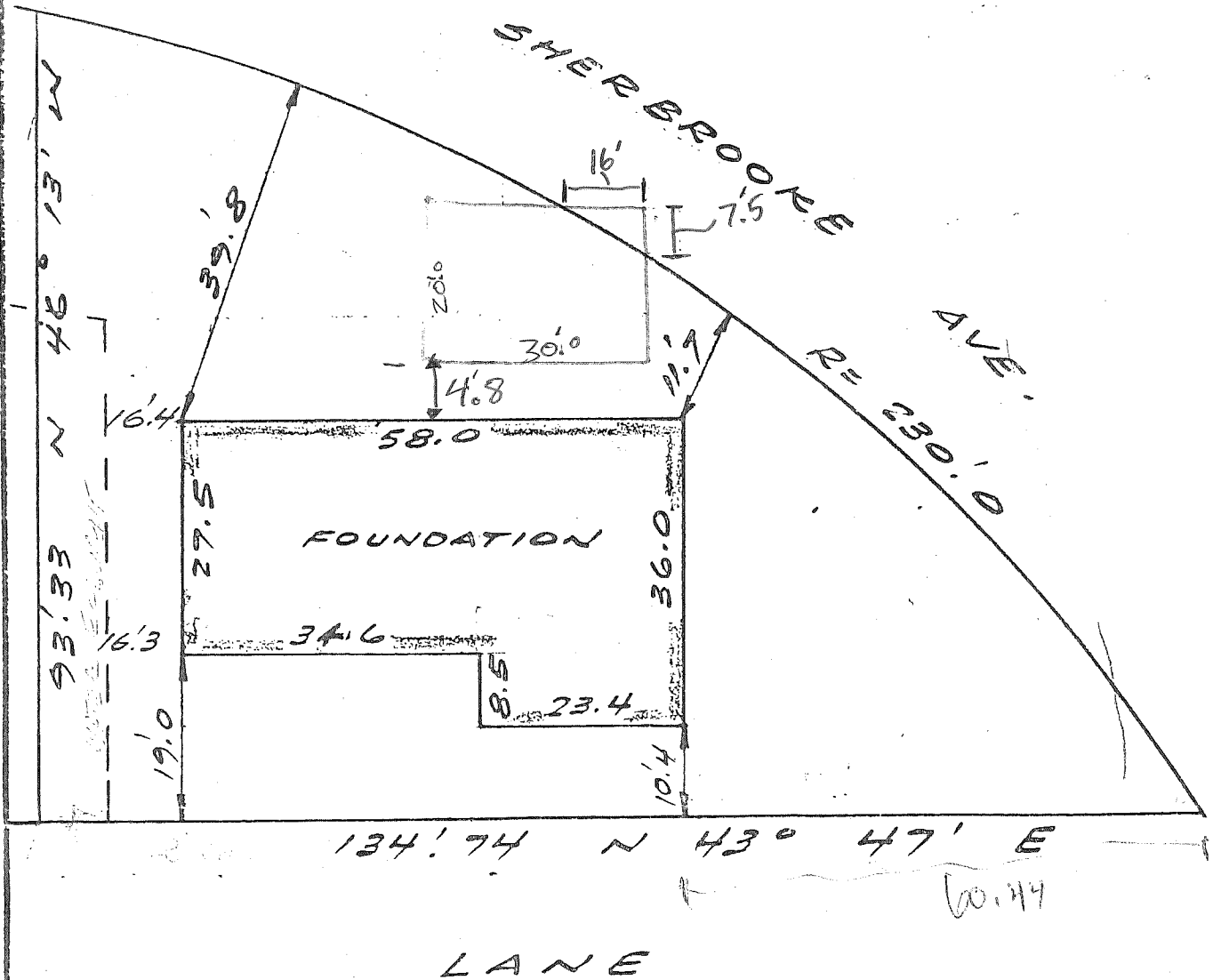
LOTS 24, 25 & 26,  
BLK. 27, SEC. 8, D.L. 251,  
R. 5, C.D., PLAN 923  
CITY OF PRINCE RUPERT

Scale: 1 inch = 20 feet

THE DIMENSIONS SHOWN ON THIS  
CERTIFICATE ARE NOT TO BE USED  
TO DEFINE BOUNDARIES.

$$\begin{aligned} 20 \times 30 &= 600 \\ 58 + 36 &= 2088 \\ 8.5 \times 34.6 &= 294.1 \end{aligned}$$

2393.95 SQ. FT.



27% Lot Coverage

CERTIFIED CORRECT

*A. S. Vlasov*

B.C.L.S.

Dated this 12<sup>th</sup> day of December 1977

McELHANNEY ASSOCIATES  
PROFESSIONAL LAND SURVEYORS

205 - 4630 Lazelle Avenue  
Terrace, B.C.

FILE: 041951-11



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 8, 2023

**TO:** Robert Buchan, City Manager

**FROM:** Myfannwy Pope, Planning Manager

**SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-05  
FOR 1337 PIGOTT AVENUE**

---

#### **RECOMMENDATION:**

**THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #23-05.**

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

An application was received for a Development Variance Permit for the property located at 1337 Pigott Avenue.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2 front yard setbacks to encroach into the existing 3.6m setback to accommodate the replacement of an existing deck and new stairs. The deck would be 1.62m from front property line, and the stairs would be 0.61 m from the front property line on the south side and 0.81 m from the front property line on the north side.

The Site Plan is included as Attachment 2.

#### **BACKGROUND AND ANALYSIS:**

The proposed variance is requested to allow the replacement of an existing non-conforming deck and relocation of steps to access this deck. The proponent



rationalized this need because the existing deck and stairs were rotting and unsafe, and this will allow better access to the house.

There are no other known negative impacts of the proposed variances on the surrounding neighbourhood, and the public will have the opportunity to provide input during the public notification period.

The Draft Development Variance Permit is included as Attachment 1.

### **COST AND BUDGET IMPACT:**

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

### **CONCLUSION:**

It is recommended that Council proceed with the statutory notification process for this Development Variance Permit application, giving affected property owners and tenants the opportunity to express their views prior to Council's final consideration of the permit application.

### **Report Prepared By:**

### **Report Reviewed By:**

---

Myfannwy Pope,  
Planning Manager

---

Robert Buchan,  
City Manager

### **Attachments:**

- Attachment 1: Draft Variance Permit
- Attachment 2: Site Plan

Originally signed available upon request



**DEVELOPMENT VARIANCE PERMIT**  
FILE NO. DVP-23-05

---

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

**PERMIT ISSUED TO OWNER(S):** MARK ANDREW BRYANT  
**APPLICANT:** MARK ANDREW BRYANT

---

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

**LEGAL DESCRIPTION:**

LOT 15 BLOCK F SECTION 7 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 1920

**CIVIC ADDRESS(ES):**

1337 Pigott Avenue

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
  - a. Section 5.2 front yard setbacks are varied from 3.6 metres to 1.62 metres to accommodate a proposed deck, and 0.81 metres and 0.61 metres to accommodate stairs.
3. This permit is issued subject to the following conditions to the City's satisfaction:
  - a. The permittee(s) develop(s) the proposed development in accordance with the Site Plan attached as Schedule 1.
  - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.

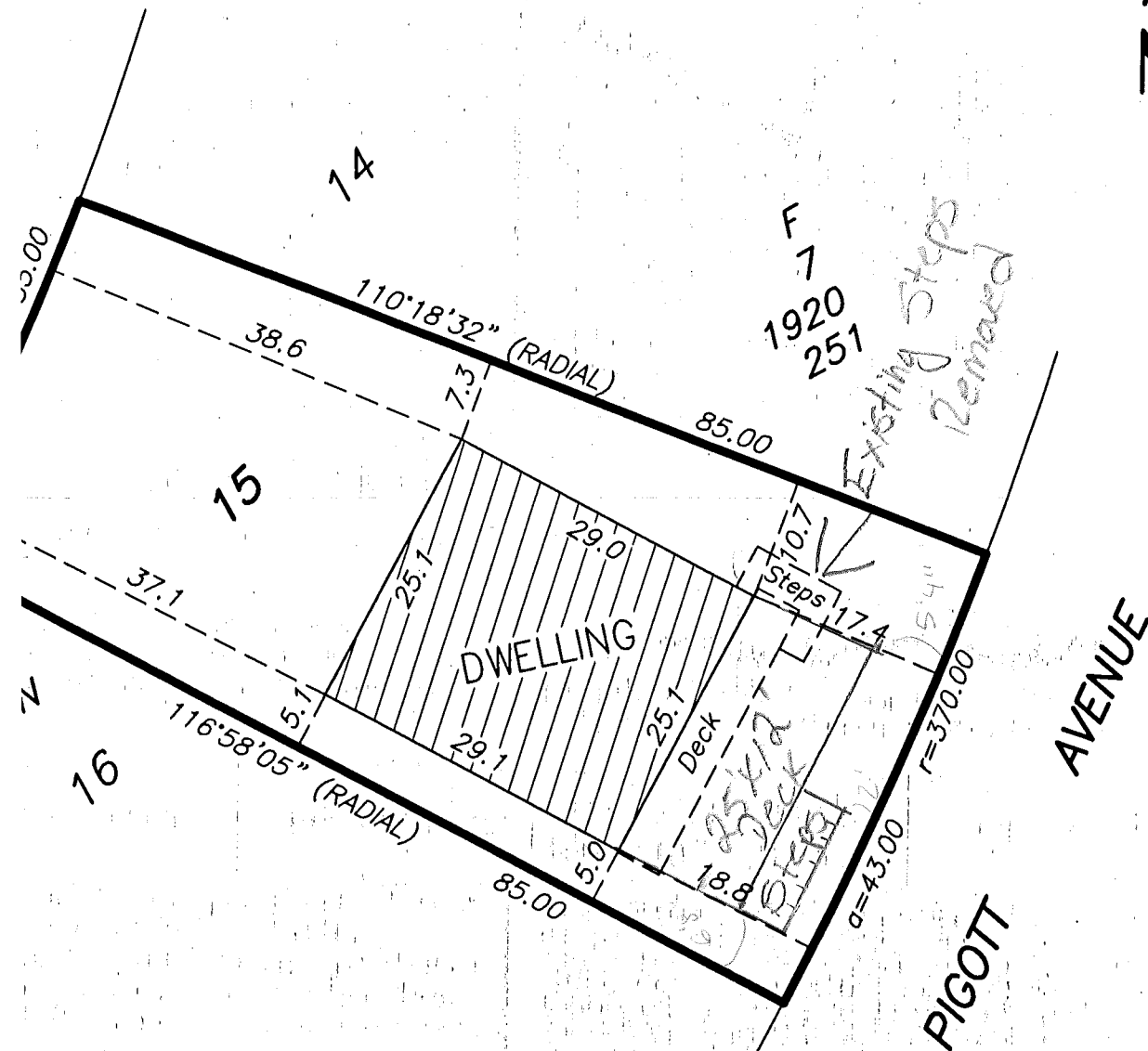
7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
  - a. Schedule 1: Site Plan

**ISSUED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**CITY OF PRINCE RUPERT**  
**By an authorized signatory**

---

Rosamaria Miller  
Corporate Administrator



\* Existing Steps on North Side Removed.

- New Deck 25'x12' 8' Feet High. Within 5'4" North Property Line, 6'8" South Property Line

- New Steps 4' Wide 12' Run. Within 2' North Property Line. Within 2'6" South Property Line

CTED BY THE FOLLOWING CHARGES:

ARE IN FEET AND DECIMALS  
VS ARE TO EXTERIOR SIDING AND  
PERTY LINES, UNLESS OTHERWISE



THE INTENDED PLOT SIZE OF THIS PLAN IS 8.5x14 INCHES



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** May 8, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Planning Manager

**SUBJECT: DVP-23-07 – 1300 Hays Cove Avenue**

---

#### **RECOMMENDATION:**

**THAT Council proceed to statutory notification for DVP-23-07.**

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

An application was received for a Development Variance Permit for the property proposed at 1300 Hays Cove, the lot at the corner of Hays Cove Avenue and Frederick Street.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.3 building height to allow a building with average height of 14 metres, or 4 metres higher than the 10 metres limit in the RM1 zone, for a 34-unit multifamily building designed for those in severe housing need.
2. A request for a variance of City of Prince Rupert Zoning Bylaw, Section 9.1.2 Parking Requirements for Single Family, Two Family & Multi-family parking to allow 6 parking stalls less than required by providing 28 stalls instead of the required 34 to serve 34 units.

The Site Plan is included as Attachment 2.

#### **BACKGROUND:**

The multifamily building is proposed by the City of Prince Rupert under the Rapid Housing Initiative program to serve those in severe housing need, specifically serving women or women and their children.

The City worked with contractors at no cost to develop designs, budget, and plans for this development on City owned property that would be funded in full under the Rapid Housing Initiative funding through Canadian Mortgage and Housing Corporation. This

location offered a site that would not require any rezoning to allow the proposed density, and allowed the City to provide land in order to score higher on the application criteria for funding. These designs included providing only 28 parking stalls to serve 34 units, as well as a taller building to accommodate density without needing to add significant extra cost for earth works.

The proposed height variance and parking reduction is largely due to physical constraints of the property. The proposed location on the site is the only place as determined by contractors to blast bedrock and place the building with parking. These designs were used to determine the contribution ask for the Rapid Housing Initiative funding from CMHC.

The City will know whether the application will receive funding at the beginning of July, but if successful will be required to reach occupancy within 18 months. Consequently, the City is seeking permits ahead of July so that contractors may begin land clearing and construction immediately after funding is confirmed.

## **ANALYSIS:**

The City of Prince Rupert understands that there is a serious need of more housing, and for the past several years has been working to not only encourage investment in additional non-market/affordable units, but has also listed a number of City-held lots for sale in order to free up new lands for development within the City's limited urban footprint. Furthermore, following the adoption of a Housing Strategy in 2021, the City has been carrying out a number of the recommendations, including permitting increased density, incentivizing housing development through waiver of fees and tax exemptions, and has completed a Housing Needs Report to inform a more comprehensive housing strategy.

In 2023, Council identified it as a strategic priority to support and encourage new and renewed housing working with industry, senior government and First Nations. Specifically, this included an action to pursue housing funding, partnerships and projects and when appropriate using municipally owned land. The Rapid Housing Initiative provided an opportunity to directly supply housing to meet the needs identified currently and anticipated in the close future, and specifically target those at risk of displacement or unable to access housing. The proposed variances are required to follow the designs developed to best meet the funding criteria established by CMHC. According to the City's Housing Needs Report, completed in 2022, there is an anticipated need of an additional 1,560 units for very low- and low-income households by 2030 of 1 to 4-bedroom units. This proposal would serve to meet that need in part.

The proposed variances are unlikely to have negative impact on the neighbouring properties and are largely aligned with development permit guidelines for multifamily housing.

### Impacts of Height Variance

Increased height will be unlikely to have additional effect on surrounding houses along the 1200 block of 11<sup>th</sup> Avenue, as many back onto treed area. The building will be setback from the property line and likely to have this natural shielding between houses and the property maintained or replaced with other landscaping. Additionally, the proposed building location is to be at an elevation of 42m, while the site rises to 46m towards the houses along 11<sup>th</sup> Avenue where most houses sit above 46m elevation. Therefore, the structure will sit 4m lower than the view from the edge of the sites along 11<sup>th</sup> Avenue, which may negate any additional visual impacts that the extra 4m would add.

The smaller footprint on a large site means that this view will remain largely the same for most of the houses between 1200 and 1300 block on 11<sup>th</sup> Avenue. As this lot is already zoned for multifamily, the resultant tree removal and its impacts to neighbouring houses are reduced due to the smaller footprint.

Note that landscaping, access, and services will be finalized at the Development Permit stage or after funding is confirmed.

### Impacts of Parking Variance

Given the location and target income- and demographic-group of the housing development, there is a low likelihood of street parking overflow with a reduction in parking spots. Firstly, the targeted demographic for this housing is less likely to own vehicles. Funding for this development requires that this housing is geared towards those experiencing severe-housing need, and the building will be further targeted towards women or women and their children. This demographic is less likely to own their own vehicle due to financial constraints and may engage in ride sharing, taxi-use, and public transit more often. For comparative purposes, there is low use of vehicle parking observed in neighbouring lots that also provide non-market housing.

Second, the proximity to buslines, as well as school and childcare services, may reduce need for vehicles overall. There is a bus route along Hays Cove Avenue which is within walking/rolling distance. The site is in proximity to Conrad Elementary School and the Frederick Street at Hayes Cove bus stop on the 99 Special, which busses students to the Middle School, Charles Hays School, and downtown for Pacific Coast School. There are also several childcare centres within walking/rolling distance. The proximity of these resources may reduce need for vehicles as well.

### Alignment with DP Guidelines

Given the physical site restrictions, the variances maintain or increase alignment with many development permit guidelines for multifamily housing.

- The building height in a highly treed area promotes privacy, view and sunlight for the building residents and its neighbours. The proposed height allows the building to get sunlight despite being surrounded by a treed area, while not affecting the majority of tree coverage that provides privacy to neighbouring houses due to the resultant smaller footprint.
- The smaller footprint permitted by a higher building and smaller/condensed parking area allows the maintenance of the natural landscaping and existing greenspace, which supports soil stabilization, shade and windbreak for surrounding neighbourhood. These elements meet our landscaping requirements regarding hardiness and appropriateness of landscaping, as well as use of natural landscaping over hardscaping.
- The smaller footprint permitted by the proposed reduction of parking stalls and greater height allows natural landscaping of trees and indigenous plants that maintain open green space and natural treed areas to improve attractiveness and increase opportunities for recreation in the site overall. This smaller footprint design may also maintain space for landscaped gathering spaces within the buildable areas of the site that are overlooked by the residences. This satisfies our guideline for a site design that contributes to a sense of neighbourhood identity and security by providing places for social engagement and avoids creating hard barriers to adjacent streets.
- Finally, the difficult terrain results in fewer options for parking areas. A reduction in stalls allows a smaller parking area for the site which is still shielded by landscaping. This avoids the use of a large, isolated treeless parking area as required in the guidelines.

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

This proposal will support the following Strategic Goal and associated actions:

Goal: The City of Prince Rupert will support and encourage new and renewed housing working with industry, senior government and First Nations.

- Action: Pursue housing funding, partnerships and projects and when appropriate using municipally owned land

Goal: The City of Prince Rupert will foster its local economic, social, cultural and environmental well being so its residents and businesses have a sustainable and prosperous future.

### **COST:**

All costs for this development would be recoverable through the Rapid Housing Initiative if the City is successful in receiving funding for this proposal. If the City is unsuccessful, the development will not proceed at this time.



May 8, 2022

Page 5

**CONCLUSION:**

It is recommended that the City proceed to statutory notification.

**Report Prepared By:**

**Report Reviewed By:**

---

Myfannwy Pope,  
Planning Manager

---

Robert Buchan,  
City Manager

Attachment(s):

- Site and Building Plans

Originally signed available upon request



**DEVELOPMENT VARIANCE PERMIT**  
FILE NO. DVP-23-07

---

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

**PERMIT ISSUED TO OWNER(S):** CITY OF PRINCE RUPERT  
**APPLICANT:** CITY OF PRINCE RUPERT

---

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

**LEGAL DESCRIPTION:**

PARCEL A (D.F. 15457 & PLAN 5236) DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923  
EXCEPT PLAN 6387

**CIVIC ADDRESS(ES):**

1300 Hays Cove Avenue (Proposed)

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
  - a. Section 5.3 Building Height for principle buildings is varied from 10m to 14m.
  - b. Section 9.1.2 is varied to allow 6 parking stalls fewer than required for a 34-unit multifamily building, the equivalent of 1 stall per unit to an average of 0.82 stalls per unit.
3. This permit is issued subject to the following conditions to the City's satisfaction:
  - a. The permittee(s) develop(s) the proposed development in accordance with the Site and Building Plans attached as Schedule 1.
  - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.

7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
  - a. Schedule 1: Building and Design Plans

**ISSUED ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**CITY OF PRINCE RUPERT**  
**By an authorized signatory**

---

Rosamaria Miller  
Corporate Administrator

# PRINCE RUPERT RAPID HOUSING INITIATIVE PROJECT

PRINCE RUPERT, BC



CLIENT

CITY OF PRINCE RUPERT

NO. | DATE | ISSUE

1 | 2023-03-15 | RHI FUNDING APPLICAITON

NO. | DATE | REVISION

STATISTICS:	
LOT SIZE:	117,132.9 SF (10,882 SM)
LOT COVERAGE:	8,741.3 SF (928.3 SM) = 8.5%
BUILDING AREA:	34,421.9 SF (3,197.9 SM)
ZONING:	RMI
PROPOSED BUILDING USE:	MULTI-FAMILY RESIDENTIAL
UNIT COUNT	
STUDIO	7 UNITS
1 BED ACCESSIBLE	7 UNITS
2 BED	4 UNITS
3 BED	12 UNITS
4 BED	4 UNITS
TOTAL	34
BUILDING HEIGHT:	43'-0" (4 STOREYS)
PARKING:	
ON-SITE RESIDENTIAL O.B./ UNIT	28 STALLS
ACCESSIBLE	7 STALLS
TOTAL	28 STALLS
*ACCESSIBLE STALLS ARE INCLUDED IN ON-SITE RESIDENTIAL COUNT	
CODE SUMMARY	
B.C.B.C. 2018 PART 3	
FULLY SPRINKLERED BUILDING	
COMBUSTIBLE CONSTRUCTION	
MAJOR OCCUPANCY - C (RESIDENTIAL)	
FIRE SEPARATIONS WITHIN OCCUPANCIES	
-1 HR BETWEEN SUITES AND ACCESS TO EXITS	
-1 HR SERVICE ROOMS	
ENERGY EFFICIENCY REQUIREMENTS	
PROJECT TO EXCEED THE ENERGY EFFICIENCY STANDARDS IN THE 2017 NATIONAL CODE FOR BUILDINGS (NEBC) FOR PART 3 BUILDINGS BY 20%	

## CONSULTANT TEAM

### CONSTRUCTION MANAGER

IDL PROJECTS INC.  
1088 GREAT ROAD  
PRINCE GEORGE, BC  
TEL: 250-644-0561

### DEVELOPMENT MANAGER

RELATIVITY PROJECTS INC.  
12-19451 SUTTON AVE.  
PITT MEADOWS, BC V3Y 0G6  
TEL: 718-388-2671

### ARCHITECT

DYS ARCHITECTURE  
260-1770 BURKARD STREET  
VANCOUVER, BC V6J 3G7  
TEL: 604-669-7710  
FAX: 604-669-6629

### STRUCTURAL

ACCESS ENGINEERING CONSULTANTS LTD.  
181 VANCOUVER STREET  
PRINCE GEORGE, BC V2L 0E7  
TEL: 250-562-4345

## DRAWING LISTS

### ARCHITECTURAL

A1.00	COVER SHEET, DRAWING LIST, CONSULTANT LIST
A1.01	SITE PLAN
A1.02	SURVEY PLAN
A2.01	LEVEL 1, 2 & 3 FLOOR PLANS
A2.02	LEVEL 4 FLOOR PLAN & ROOF PLAN
A3.01	SOUTH & EAST BUILDING ELEVATIONS
A3.02	NORTH & WEST BUILDING ELEVATIONS
A4.01	BUILDING SECTIONS

### PROJECT

PRINCE RUPERT  
RAPID HOUSING INITIATIVE

3RD AVENUE WEST  
PRINCE RUPERT, BC

### COVER

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PROJECT A222568

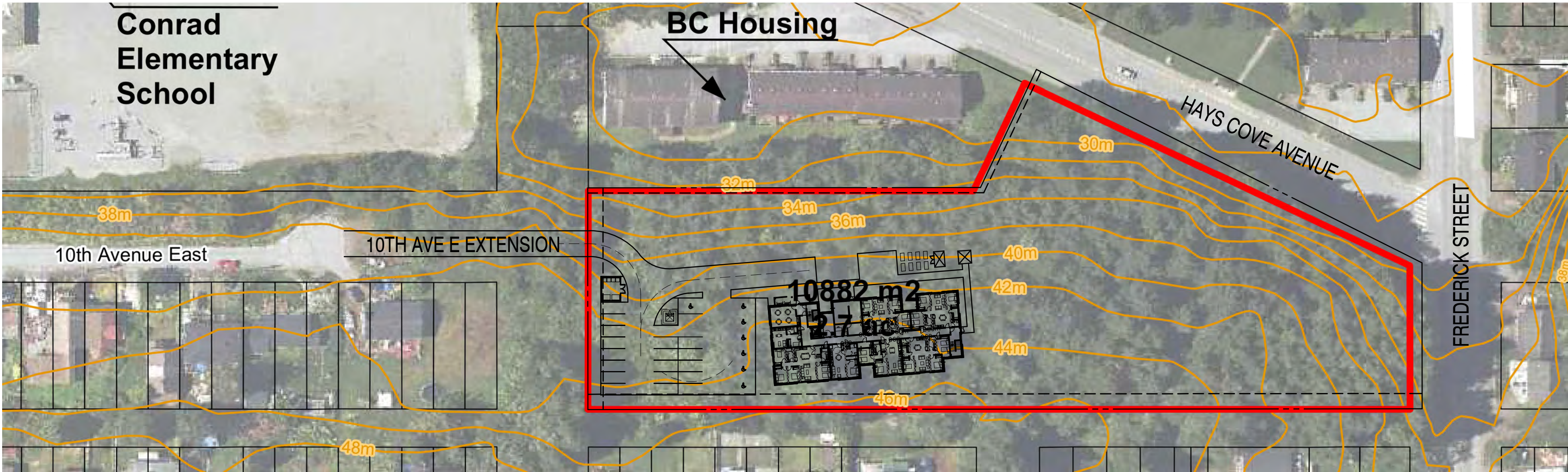
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DATE MAR. 15, 2023

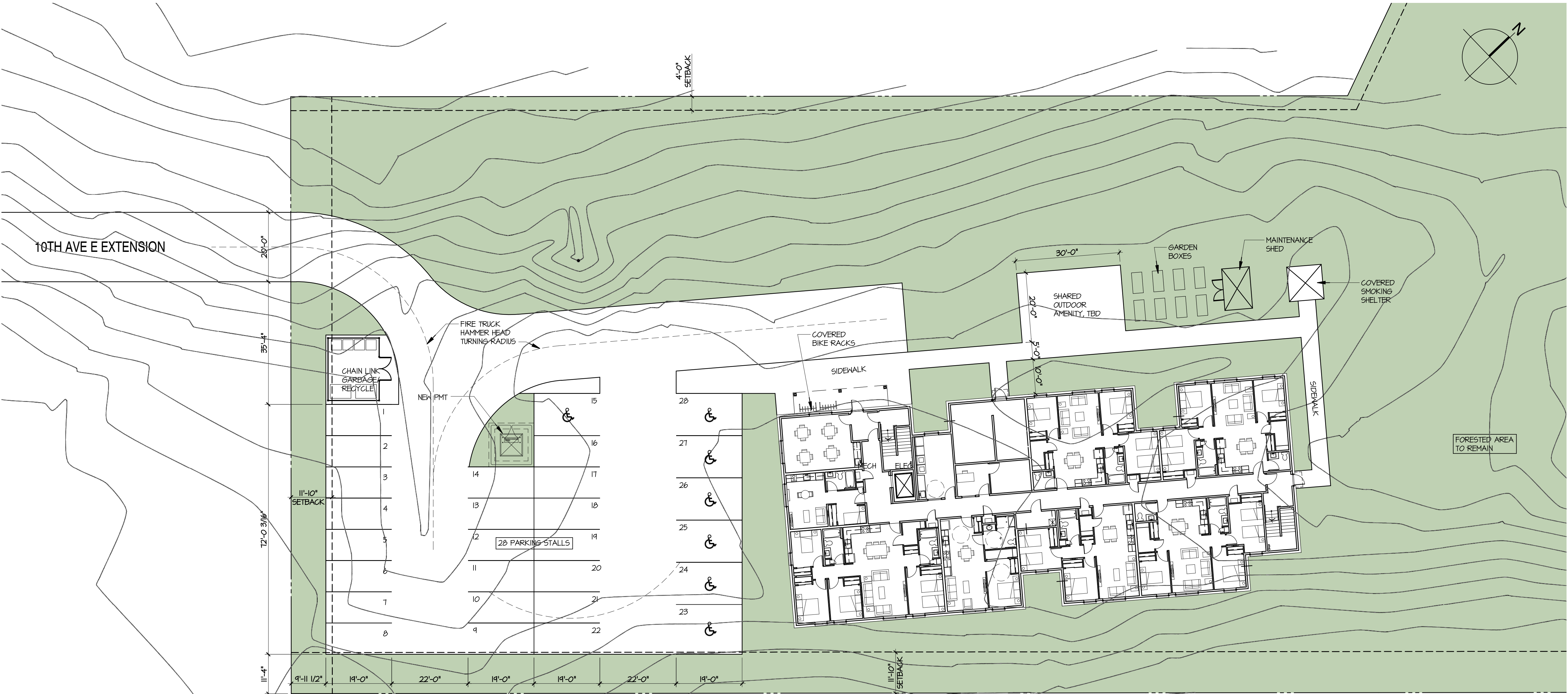


A1.00





1 CONTEXT PLAN  
1/64" = 1'-0"



2 SITE PLAN  
1/16" = 1'-0"

CLIENT  
CITY OF PRINCE RUPERT

NO. | DATE | ISSUE  
1 | 2023-03-15 | RHI FUNDING APPLICAITON

NO. | DATE | REVISION

PROJECT  
PRINCE RUPERT  
RAPID HOUSING INITIATIVE

3RD AVENUE WEST  
PRINCE RUPERT, BC

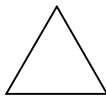
SITE PLAN

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PROJECT A222568  
DRAWN DI CHECKED DS

SCALE AS NOTED  
DATE MAR. 15, 2023



A1.01



CLIENT

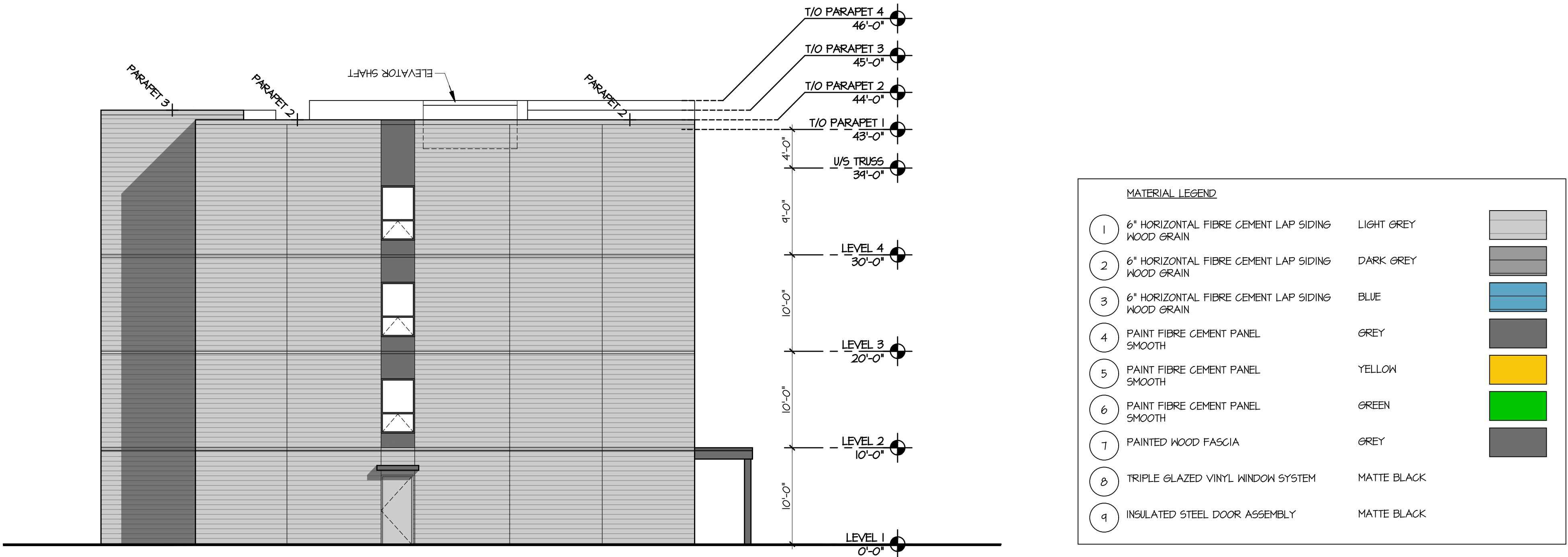
CITY OF PRINCE RUPERT

NO. | DATE | ISSUE  
1 | 2023-03-15 | RHI FUNDING APPLICAITON

NO. | DATE | REVISION



1 NORTH ELEVATION (FRONT)  
1/8" = 1'-0"



2 EAST ELEVATION  
1/8" = 1'-0"

PROJECT

PRINCE RUPERT  
RAPID HOUSING INITIATIVE

3RD AVENUE WEST  
PRINCE RUPERT, BC

NORTH & EAST  
ELEVATIONS

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PROJECT A222568  
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SCALE 1/8" = 1'-0"  
DATE MAR. 15, 2023



A3.01

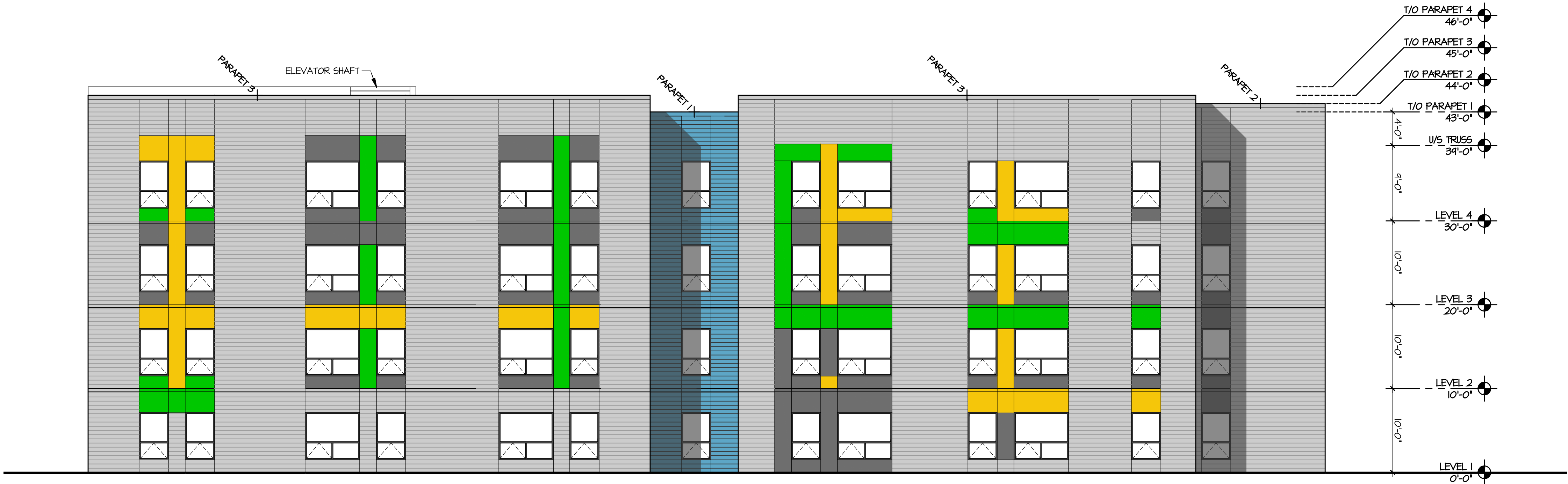
CLIENT

CITY OF PRINCE RUPERT

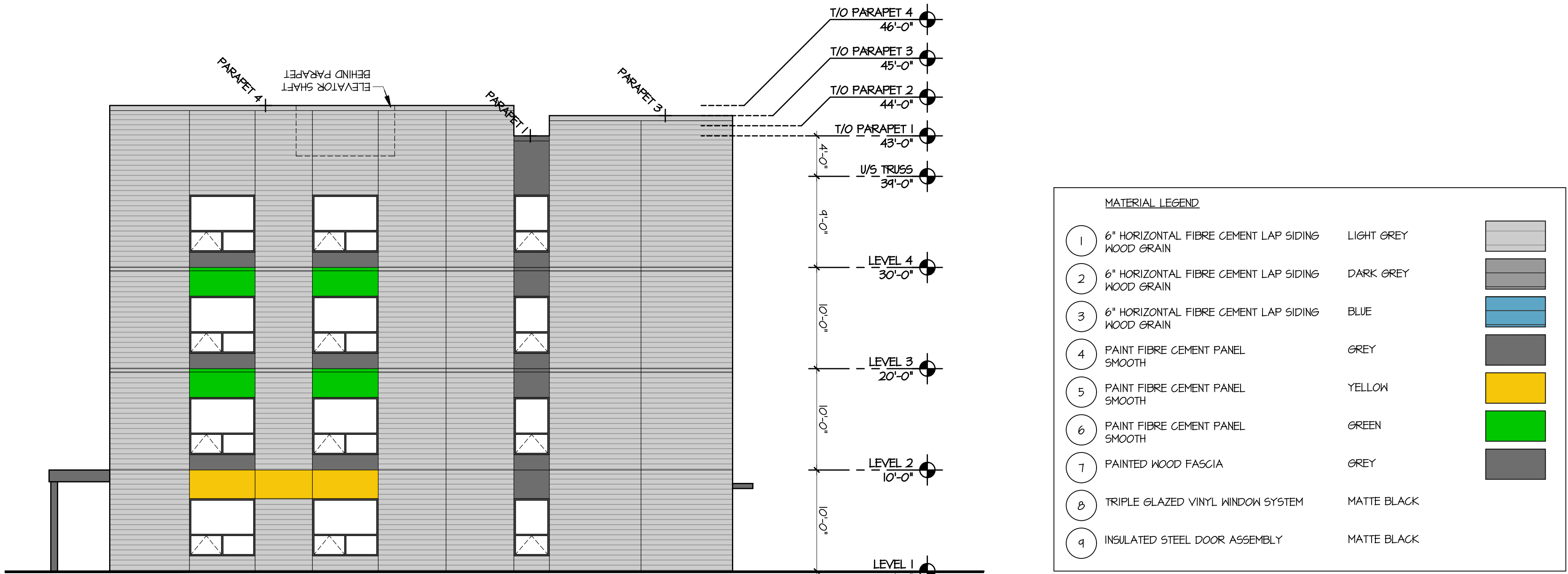
NO. | DATE | ISSUE

1 | 2023-03-15 | RHI FUNDING APPLICAITON

NO. | DATE | REVISION



1 SOUTH ELEVATION (REAR)  
1/8" = 1'-0"



2 WEST ELEVATION  
1/8" = 1'-0"

PROJECT

PRINCE RUPERT  
RAPID HOUSING INITIATIVE

3RD AVENUE WEST  
PRINCE RUPERT, BC

SOUTH & WEST  
ELEVATIONS

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PROJECT A222568

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"

DATE MAR. 15, 2023



A3.02



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 8, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Rosamaria Miller, Corporate Administrator  
**SUBJECT:** **LIQUOR LICENSE AMENDMENT**

---

#### **RECOMMENDATION:**

**THAT Council resolves to support the Change of Hours of Liquor Service license application for 243 Third Avenue West, as requested.**

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

The Sunset Lounge & Grill has applied for a Change of Hours of Liquor Service for their location at 243 Third Avenue West with the proposed amended hours of operation from 9 am to 1 am from Sunday through Saturday.

Information was placed in The Northern View and on the City's website with feedback requests by May 8, 2023.

There is no cost to the City in their support of this application.

#### **Report Prepared By:**

---

Rosamaria Miller,  
Corporate Administrator

#### **Report Reviewed By:**

---

Dr. Robert Buchan,  
City Manager

Originally signed available on request





## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 8, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Rosamaria Miller, Corporate Administrator  
**SUBJECT:** **LIQUOR LICENSE AMENDMENT**

---

#### **RECOMMENDATION:**

**THAT Council resolves to support the Liquor Primary New Outdoor Patio license application to enable a lounge area endorsement for 2209 Seal Cove Rd, as requested.**

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

Seal Cove Neighbourhood Pub (Arabisk) has applied for a Liquor Primary New Outdoor Patio license in order to secure a patio at their new location at 2209 Seal Cove Rd. The patio is located directly in front of the restaurant with a capacity of 33 patrons with access to the patio from the inside of the restaurant. Operating hours are 1130 am – 3 pm Sunday through Thursday and 1130 am – 10 pm on Fridays.

Information was placed in The Northern View and on the City's website with feedback requests by May 8, 2023.

There is no cost to the City in their support of this application.

#### **Report Prepared By:**

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Rosamaria Miller,  
Corporate Administrator

#### **Report Reviewed By:**

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Dr. Robert Buchan,  
City Manager

Originally signed available on request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 8, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Rosamaria Miller, Corporate Administrator  
**SUBJECT:** LIQUOR LICENSE AMENDMENT

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#### RECOMMENDATION:

**THAT Council resolves to support the Liquor License Amendment to enable a lounge area endorsement for 801 Fraser Street, as requested.**

#### REASON FOR REPORT:

Port City Spirits has applied for a liquor license amendment in order to secure a lounge area at their new location at 801 Fraser Street. The location will include indoor service areas and a tasting room. The license hours would be 10 am to 11 pm Monday to Thursday and 10am to 2am on Friday and Saturday. Actual opening hours will not be the same as the license hours in all likelihood and will fluctuate depending on tourism and cruise traffic as well.

Information was placed in The Northern View and on the City's website with feedback requests by May 8, 2023.

There is no cost to the City in their support of this application.

#### Report Prepared By:

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Rosamaria Miller,  
Corporate Administrator

#### Report Reviewed By:

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Dr. Robert Buchan,  
City Manager

Originally signed available upon request

# CITY OF PRINCE RUPERT

## 2023 FIVE YEAR FINANCIAL PLAN BYLAW NO. 3517, 2023

### A BYLAW FOR THE CITY OF PRINCE RUPERT RESPECTING THE FIVE YEAR FINANCIAL PLAN FOR THE PERIOD 2023 - 2027

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

1. **Schedule “A”** attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the City of Prince Rupert for the period ending December 31<sup>st</sup>, 2027.
2. This Bylaw may be cited as **“2023 Five Year Financial Plan Bylaw No. 3517, 2023”**.

Read a First time this \_\_\_\_ day of May, 2023.

Read a Second time this \_\_\_\_ day of May, 2023.

Read a Third time this \_\_\_\_ day of May, 2023.

Final Consideration and Adopted this \_\_\_\_ day of May, 2023.

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Mayor

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Corporate Administrator

## Schedule "A"

### CITY OF PRINCE RUPERT

#### 2023 Five Year Financial Plan

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

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

Table One (1) shows the proportion and value of the total revenue proposed to be raised from each funding source in 2023. Grants and other miscellaneous revenues form the largest portion of planned revenue as the City is undertaking many large Capital projects (for example Water Treatment/Transmission, Water Line renewal, Waterfront Development) for which large grants have been received.

New debt to be advanced forms the second largest funding source in 2023 as the City is borrowing to build the new RCMP Detachment, provide contributory funds for grants received for Water Capital projects, and replace Sewer lines in tandem with Water line Renewal. Property value taxes are the largest revenue source to support City operations. The property taxation system is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries, and street maintenance. For these reasons, property value taxation will continue to be the major source of municipal revenue.

**Table 1**

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	15%	25,999,000
Payment in Lieu of Taxes & Prov. Grants	2%	3,446,000
User Fees & Charges	11%	18,961,000
Accruals	1%	2,400,000
Reserves	8%	14,337,000
Accumulated General Operating Surplus	1%	1,006,000
Accumulated Utilities Operating Surplus	3%	4,980,000
Grants and Other Miscellaneous Revenue	30%	52,230,000
Dividend- Prince Rupert Legacy	4%	6,268,000
Debt Financing	25%	43,089,000
Total	100%	172,716,000

#### **Objective**

## Schedule "A"

### CITY OF PRINCE RUPERT

#### 2023 Five Year Financial Plan

- 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	32%	8,295,000
Utility	1%	330,000
Major Industry	27%	7,031,000
Major Industry Port Property Tax Act	15%	3,779,000
Light Industry	3%	741,000
Business	22%	5,801,000
Recreation	0%	22,000
<b>Total</b>	<b>100%</b>	<b>25,999,000</b>

#### Objective

- Council will encourage economic development by minimizing tax increases.

## **Schedule “A”**

### **CITY OF PRINCE RUPERT**

#### **2023 Five Year Financial Plan**

##### **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 3501, 2022
  - d. Downtown Core Revitalization Tax Exemption Program Bylaw 3466, 2020.

Table 3 shows the properties which received permissive tax exemptions for 2023. The approximate amount of Municipal Tax exempted is \$406,000.

### **Table 3**

# Schedule "A"

## CITY OF PRINCE RUPERT

### 2023 Five Year Financial Plan

<b>Places of Worship (Exclude Statutory Exempt Portion) - Exempt for the years 2023 to 2027</b>		
Bishop of New Caledonia (Anglican Cathedral)	\$ 556.55	0001839.000
Prince Rupert Congregation of Jehovah's Witnesses	583.36	0002772.050
Church of Jesus Christ of Latter Day Saints Church	745.47	0091420.000
Cornerstone Mennonite Brethren Church	333.54	0002000.000
Fellowship Baptist Church	525.98	0003323.000
The Salvation Army	1,544.24	0001041.000
Harvest Time United Pentecostal Church	226.15	0003175.000
Indo-Canadian Sikh Association Temple	189.31	0002980.000
Prince Rupert Church of Christ Church	1,062.55	0009855.000
Prince Rupert Native Pentecostal Revival Church	391.94	0001038.000
Prince Rupert Sikh Missionary Society Temple	831.69	0006391.000
First United Church	38.02	0002099.000
First United Church (parking lot)	911.72	0002098.000
First United Church (parking lot)	911.72	0002097.000
St. Paul's Lutheran Church of Prince Rupert	195.97	0001958.000
Sub-total Places of Worship	\$ 9,048.20	

**Schedule "A"**

**CITY OF PRINCE RUPERT**  
**2023 Five Year Financial Plan**

**Table 3 (continued)**

<b><u>Other Properties - Exempt for the year 2023</u></b>		
School District No. 52 (Prince Rupert) (Pacific Coast School)	\$ 7,959.10	0000525.000
School District No. 52 (Prince Rupert) (Pacific Coast School)	143.25	0000300.000
Prince Rupert Senior Citizen's Housing Society	2,480.35	9000089.000
Kaien Senior Citizen's Housing	61.36	0003150.000
Prince Rupert Loyal Order of Moose/Moose Lodge	642.00	0000261.000
Prince Rupert Salmon Enhancement Society	4,970.70	9000323.001
BC Society for the Prevention of Cruelty to Animals	3,131.15	0093225.000
BC Society for the Prevention of Cruelty to Animals	14,826.90	0093227.000
BC Society for the Prevention of Cruelty to Animals	1,890.20	0093230.000
Prince Rupert Curling Club	16,968.05	9000299.000
Prince Rupert Racquet Association	5,600.57	9000322.002
Prince Rupert Performing Arts Centre Society	140,740.45	9000363.000
Prince Rupert Rod & Gun Club	2,752.22	9000416.000
Cultural Dance Centre & Carving House	15,885.97	0000382.000
Museum of Northern BC	48,141.39	9000165.002
Prince Rupert Golf Club	24,113.84	9000322.000
Prince Rupert Golf Club	6,222.75	9000322.001
Prince Rupert Golf Club	1,996.11	9000322.003
Prince Rupert Golf Club	651.55	9000322.004
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)	33,498.67	9000246.000
North Coast Community Services Society (Previously Prince Rupert Community Enrichment Society)	6,515.55	0000906.000
Friendship House Association of Prince Rupert	19,055.50	0000914.000
Prince Rupert Senior Centre Association	1,026.88	0001044.000
Kaien Island Daycare Services Family Resource Centre	1,041.40	0005167.002
Prince Rupert Aboriginal Community Services Society	2,672.64	0009504.000
The Royal Canadian Legion Branch 27 (Only area used by Legion)	864.62	0000641.000
Navy League Prince Rupert Branch	842.67	9000299.001
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	17,219.82	0003411.000
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	2,586.80	9000214.100
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	11,995.54	0040511.050
Sub-total other Properties	\$ 396,497.98	
<b>Estimated Annual Total Permissive Property Tax Exemptions</b>	<b>\$ 405,546.18</b>	



**Schedule "A"**

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan

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

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

**Table 4**

<b>Proposed Expenditures</b>	<b>Amount (\$)</b>
Operating Fund	84,992,000
Sewer Utility Fund	22,944,000
Solid Waste Fund	14,550,000
Water Utility Fund	50,230,000
<b>Total</b>	<b>172,716,000</b>

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

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

**Table 5**

<b>Funding Source</b>	<b>Percentage (%) of Revenue</b>	<b>Amount (\$)</b>
Municipal Property Taxes	15%	25,999,000
Payment in Lieu of Taxes & Provincial Grants	2%	3,446,000
User Fees & Charges	11%	18,961,000
Accruals	1%	2,400,000
Reserves	8%	14,337,000
Accumulated General Operating Surplus	1%	1,006,000
Accumulated Utilities Operating Surplus	3%	4,980,000
Grants and Other Miscellaneous Revenue	30%	52,230,000
Dividend- Prince Rupert Legacy	4%	6,268,000
Debt Financing	25%	43,089,000
<b>Total</b>	<b>100%</b>	<b>172,716,000</b>

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

**Schedule “A”**

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan

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

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

The amount required to pay interest and principal on municipal debt is approximately \$3,260,000

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

Table 6 shows the 2023 Capital Purchases:

**Table 6**

Department	Amount (\$)
Fire Protection	1,650,000
Building	4,710,000
Policing	26,142,000
Recreation	255,000
Real Estate	185,000
Civic Improvements	11,090,000
Vehicles & Mobile Equipment (General)	515,000
Vehicles & Mobile Equipment (Water)	165,000
Vehicles & Mobile Equipment (Solid Waste)	1,786,000
<b>Total</b>	<b>46,498,000</b>

Capital Works

Table 7 shows the 2023 Capital Works:

**Schedule "A"**

**CITY OF PRINCE RUPERT**

**2023 Five Year Financial Plan**

**Table 7**

<b>Fund</b>	<b>Amount (\$)</b>
Water Utility	46,319,000
Sewer Utility	21,555,000
Solid Waste Utility	4,000,000
Civic Improvements	123,000
Transportation	1,750,000
<b>Total</b>	<b>73,747,000</b>

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

Nil

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

Expenditures for other municipal purposes are \$49,211,000 which is the total from Table 4 of \$ 172,716,000 less the amounts under Items 7 and 9 (\$3,260,000 and Nil) and the totals from Tables 6 and 7 (\$46,498,000 and \$73,747,000).

**Schedule "A"**

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan

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

Table 8 proposes the following transfers:

**Table 8**

<b>Transfer of Reserves</b>	<b>Amount (\$)</b>
From:	
Public Works Equipment Reserve	(807,000)
Land Reserve	(50,000)
Water Treatment Grant Reserve	(8,200,000)
Northern Capital and Planning Grant Reserve	(3,730,000)
RCMP Reserve	(1,100,000)
Duncan Road Improvements Reserve	(150,000)
Sewer Asset Management Reserve	(300,000)
General Operating Fund	(1,648,000)
<b>Total</b>	<b>(15,985,000)</b>
To:	
RCMP Reserve	479,000
Miscellaneous Reserves (interest)	200,000
Rushbrook Parking Program Reserve	88,000
General Capital Works Reserve	400,000
Public Works Equipment Reserve	331,000
Ferry Maint. & Capital Replacement Reserve	150,000
General Operating Fund loan payments	180,000
General Operating Fund Capital Works	510,000
General Operating Fund Capital Purchases	3,035,000
Water Fund Capital Works	8,200,000
Water Fund Capital Purchases	165,000
Solid Waste Fund Capital Works	1,500,000
Solid Waste Fund Capital Purchases	297,000
Sewer Fund Capital Works	450,000
<b>Total</b>	<b>15,985,000</b>

**Schedule "A"**

CITY OF PRINCE RUPERT

2023 Five Year Financial Plan

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

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

**Table 9**

<b>Transfers of Accumulated Surplus</b>	<b>Amount (\$)</b>
From:	
General Operating Fund Surplus	(1,006,000)
Sewer Utility Fund Surplus	(4,980,000)
<b>Total</b>	<b>(5,986,000)</b>
To:	
General Operating Fund Operations	403,000
General Operating Fund Special Projects	203,000
General Operating Fund Capital Purchases	315,000
General Operating Fund Capital Works	85,000
Sewer Utility Fund Capital Works	4,980,000
<b>Total</b>	<b>5,986,000</b>

**Schedule "A"**

**CITY OF PRINCE RUPERT**

**2023 Five Year Financial Plan**

**General Operating Fund Departmental Budgets**

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

**Table 10(a)**

<b>GENERAL OPERATING FUND</b>	<b>Budget 2023</b>	<b>Budget 2024</b>	<b>Budget 2025</b>	<b>Budget 2026</b>	<b>Budget 2027</b>
<b><u>Revenues by Department</u></b>					
Airport Ferry	1,157,000	1,527,000	1,566,000	1,598,000	1,630,000
Cemetery	134,000	154,000	159,000	164,000	170,000
Corporate Administration	84,000	84,000	84,000	84,000	84,000
Cow Bay Marina	413,000	417,000	421,000	425,000	443,000
Development Services	626,000	639,000	652,000	665,000	665,000
Economic Development	70,000	70,000	70,000	70,000	70,000
FD 911 Services	84,000	82,000	80,000	78,000	76,000
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	8,044,000	7,799,000	7,377,000	7,337,000	7,450,000
Information Technology	1,000	1,000	1,000	1,000	1,000
PW Engineering	5,000	5,000	5,000	5,000	5,000
PW Common Costs	70,000	71,000	72,000	73,000	74,000
RCMP	145,000	147,000	149,000	151,000	154,000
Rec. Centre Arena	242,000	246,000	250,000	254,000	258,000
Rec. Centre Civic Centre	298,000	310,000	317,000	330,000	343,000
Rec. Centre Community Services	3,000	15,000	15,000	15,000	15,000
Rec. Centre Pool	409,000	418,000	427,000	436,000	445,000
Transit	175,000	180,000	185,000	191,000	197,000
Victim Services	84,000	77,000	77,000	77,000	77,000
Watson Island	400,000	400,000	400,000	400,000	400,000
<b>Subtotal</b>	<b>12,464,000</b>	<b>12,663,000</b>	<b>12,328,000</b>	<b>12,375,000</b>	<b>12,578,000</b>
Property Taxes (existing)	23,621,000	25,999,000	27,446,000	28,791,000	29,527,000
Property Tax Increase (Decrease) - Non-market change	(91,000)	-	-	-	-
Property Tax Increase (Decrease)	2,469,000	1,447,000	1,345,000	736,000	646,000
Appropriated Surplus - COVID 19 Safe Restart Grant	403,000	-	-	-	-
<b>Total Operating Revenues</b>	<b>38,866,000</b>	<b>40,109,000</b>	<b>41,119,000</b>	<b>41,902,000</b>	<b>42,751,000</b>
PR Legacy Inc contributions- Capital Works	178,000	-	-	-	-
PR Legacy Inc contributions- Capital Purchases	2,472,000	-	-	-	-
Conditional Project Grants - Capital Purchases	11,673,000	-	-	-	-
Appropriated Reserves - Capital Works	510,000	-	-	-	-
Appropriated Reserves - Capital Purchases	3,035,000	-	-	-	-
Community Works Fund (Gas Tax) - Capital Purchases	327,000	-	-	-	-
Appropriated Surplus - Capital Purchases	315,000	-	-	-	-
Appropriated Surplus - Capital Works	85,000	-	-	-	-
PR Legacy Inc contributions- Special Projects	272,000	-	-	-	-
Appropriated Surplus - Special Projects	203,000	-	-	-	-
Conditional Project Grants - Special Projects	456,000	-	-	-	-
Loans from MFA - Capital Purchases	26,600,000	-	-	-	-
<b>Total Capital Revenues</b>	<b>46,126,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total General Operating Fund Revenues</b>	<b>84,992,000</b>	<b>40,109,000</b>	<b>41,119,000</b>	<b>41,902,000</b>	<b>42,751,000</b>

**Schedule "A"**

**CITY OF PRINCE RUPERT**  
**2023 Five Year Financial Plan**

**Table 10(b)**

<b>GENERAL OPERATING FUND</b>	<b>Budget 2023</b>	<b>Budget 2024</b>	<b>Budget 2025</b>	<b>Budget 2026</b>	<b>Budget 2027</b>
<b><u>Expenditures by Department</u></b>					
Airport Ferry	2,519,000	2,597,000	2,804,000	2,926,000	3,062,000
Cemetery	313,000	323,000	329,000	334,000	339,000
Civic Properties	451,000	489,000	496,000	504,000	512,000
Corporate Administration	1,347,000	1,397,000	1,424,000	1,452,000	1,481,000
Cow Bay Marina	403,000	412,000	416,000	420,000	448,000
Development Services	1,526,000	1,562,000	1,589,000	1,616,000	1,628,000
Economic Development	226,000	239,000	243,000	246,000	250,000
FD 911 Services	651,000	681,000	694,000	708,000	721,000
FD Fire Protective Services	4,479,000	4,655,000	4,750,000	4,847,000	4,941,000
FD Emergency Measures	29,000	30,000	30,000	30,000	30,000
Finance	1,144,000	1,187,000	1,211,000	1,235,000	1,260,000
Finance Cost Allocation	(470,000)	(522,000)	(573,000)	(627,000)	(658,000)
Fiscal Expenditures	4,350,000	4,789,000	5,065,000	5,076,000	5,147,000
Governance	414,000	433,000	449,000	465,000	482,000
Grants in Aid to Community Partners	1,841,000	1,892,000	1,923,000	1,954,000	1,985,000
Information Technology	667,000	735,000	747,000	760,000	773,000
Parks	1,303,000	1,342,000	1,364,000	1,387,000	1,409,000
PW Engineering	611,000	649,000	663,000	675,000	690,000
PW Common Costs	5,222,000	5,407,000	5,549,000	5,697,000	5,849,000
Allocation of PW Common Cost	(4,915,000)	(5,123,000)	(5,239,000)	(5,346,000)	(5,472,000)
PW Vehicles	1,746,000	1,819,000	1,850,000	1,882,000	1,913,000
Allocation of PW Vehicles	(1,746,000)	(1,819,000)	(1,850,000)	(1,882,000)	(1,913,000)
RCMP	6,907,000	7,076,000	7,250,000	7,427,000	7,603,000
Rec. Centre Arena	473,000	507,000	507,000	516,000	525,000
Rec. Centre Civic Centre	1,908,000	1,990,000	2,036,000	2,081,000	2,113,000
Rec. Centre Community Services	3,000	3,000	3,000	3,000	3,000
Rec. Centre Pool	1,460,000	1,509,000	1,548,000	1,582,000	1,602,000
Roads	2,407,000	2,484,000	2,534,000	2,585,000	2,637,000
Transit	719,000	888,000	976,000	1,015,000	1,054,000
Victim Services	174,000	178,000	181,000	184,000	187,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Transfer to Reserves (Interest, RCMP Loan)	679,000	200,000	200,000	200,000	200,000
Transfer to General Capital Reserves	400,000	400,000	400,000	400,000	400,000
<b>Total Operating Expenses</b>	<b>37,641,000</b>	<b>38,809,000</b>	<b>39,969,000</b>	<b>40,752,000</b>	<b>41,601,000</b>
Provision for Special Projects	931,000	-	-	-	-
Provision for Capital Purchases	44,547,000	-	-	-	-
Provision for Capital Works	1,873,000	1,300,000	1,150,000	1,150,000	1,150,000
<b>Total Capital Expenses</b>	<b>47,351,000</b>	<b>1,300,000</b>	<b>1,150,000</b>	<b>1,150,000</b>	<b>1,150,000</b>
<b>Total Operating Fund Expenditures</b>	<b>84,992,000</b>	<b>40,109,000</b>	<b>41,119,000</b>	<b>41,902,000</b>	<b>42,751,000</b>
<b>Surplus(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Schedule "A"**

**CITY OF PRINCE RUPERT**

**2023 Five Year Financial Plan**

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

Table 11 shows the Utility Operating Funds proposed budgets.

**Table 11**

<b>UTILITY OPERATING FUNDS</b>	<b>Budget 2023</b>	<b>Budget 2024</b>	<b>Budget 2025</b>	<b>Budget 2026</b>	<b>Budget 2027</b>
<b>Sewer</b>					
Operating Revenues	2,764,000	3,343,000	4,522,000	4,754,000	4,792,000
Grants	4,750,000	-	-	-	-
Appropriated Surplus - Cap Works	4,980,000	-	-	-	-
Loans from MFA	10,000,000	15,000,000	15,000,000	-	-
Funding from Reserves	450,000	-	-	-	-
Capital Works	(21,555,000)	(15,750,000)	(15,750,000)	(750,000)	(750,000)
Revenue for operations	1,389,000	2,593,000	3,772,000	4,004,000	4,042,000
Expenditures	1,389,000	2,593,000	3,772,000	4,004,000	4,042,000
Surplus (Deficit)	-	-	-	-	-
<b>Water</b>					
Operating Revenues	3,187,000	4,202,000	4,723,000	5,357,000	5,458,000
Grants	31,269,000	-	-	-	-
PR Legacy Inc contributions	2,409,000	746,000	746,000	746,000	746,000
Loans from MFA	5,000,000	15,000,000	6,000,000	-	-
Funding from Reserves	8,365,000	-	4,000,000	-	-
Capital Purchases	(165,000)	-	-	-	-
Capital Works	(46,319,000)	(15,750,000)	(10,750,000)	(750,000)	(750,000)
Revenue for operations	3,746,000	4,198,000	4,719,000	5,353,000	5,454,000
Expenditures	3,746,000	4,198,000	4,719,000	5,353,000	5,454,000
Surplus (Deficit)	-	-	-	-	-
<b>Solid Waste</b>					
Operating Revenues	8,864,000	5,364,000	5,467,000	5,576,000	5,687,000
Funding from Accruals - CW	2,400,000	-	-	-	-
Loans from MFA	1,489,000	-	-	-	-
Funding from Reserves	1,797,000	-	-	-	-
Capital Purchases	(1,786,000)	-	-	-	-
Capital Works	(4,000,000)	-	-	-	-
Revenue for operations	8,764,000	5,364,000	5,467,000	5,576,000	5,687,000
Expenditures	8,764,000	5,364,000	5,467,000	5,576,000	5,687,000
Surplus (Deficit)	-	-	-	-	-





## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 4, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: 2023 PROPERTY TAX BYLAW NO. 3518, 2023**

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**THAT Council Introduce and give First, Second, and Third Readings to the 2023 Property Tax Bylaw No. 3518, 2023.**

#### **BACKGROUND:**

Pursuant to the *Community Charter*, the City of Prince Rupert must prepare a Five Year Financial Plan Bylaw and an Annual Property Tax Bylaw. Both Bylaws must be adopted on or before May 13th of the current year.

The Five Year Financial Plan describes the expenditures the City of Prince Rupert (“CPR”) contemplates to make during the year. The Annual Property Tax Bylaw sets the levies for the Municipal Property Taxes which the Five Year Financial Plan is dependent upon for funding the proposed expenditures.

The Annual Property Tax Bylaw also sets the property tax levies for two other taxing authorities based on requisitions they send to the City:

- North Coast Regional District (“NCRD”)
- Northwest Regional Hospital District (“NWRHD”)

Table 1 shows the annual taxes these entities have raised during the past five years. The Skeena Queen Charlotte Regional Hospital District (SQCRHD) has been liquidated and no taxes will be levied on its behalf going forward.

Year	NCRD	SQCRHD	NWRHD	CPR
<b>2023</b>	879,092	0	1,806,453	25,999,000
<b>2022</b>	810,646	0	1,681,391	23,638,000
<b>2021</b>	782,427	0	1,645,297	22,589,000
<b>2020</b>	752,309	0	1,575,014	21,594,000
<b>2019</b>	700,455	(44,247)	1,559,121	18,665,000
<b>Net Change 2023 to 2019</b>	178,637	0	247,332	7,334,000
<b>Net Percent Change</b>	26%		16%	39%

**CURRENT STATUS:**

A Property Tax Bylaw that will set the property tax levies for 2023 has been prepared by staff (attached) and provides for a 12.5% increase in the municipal tax rate.

**LINK TO STRATEGIC PLAN:**

This bylaw is required in accordance with section 197 of the *Community Charter*.

**CONCLUSION:**

By Introducing and giving First, Second, and Third Reading to the 2023 Property Tax Bylaw No. 3518, 2023 Council will be furthering the process of complying with the *Community Charter* Property Tax Bylaw requirements.

**Report Prepared By:**


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Corinne Bomben  
Chief Financial Officer

**Report Reviewed By:**


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Robert Buchan,  
City Manager

Attachment:

- 2023 Property Tax Bylaw No. 3518, 2023

Originally signed available upon request

# CITY OF PRINCE RUPERT

## 2023 PROPERTY TAX BYLAW NO. 3518, 2023

### A BYLAW FOR THE LEVYING OF PROPERTY TAX RATES FOR FISCAL YEAR 2023

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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 2023.
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 **“2023 Property Tax Bylaw No. 3518, 2023”**.

Read a First time this \_\_\_\_ day of May, 2023.

Read a Second time this \_\_\_\_ day of May, 2023.

Read a Third time this \_\_\_\_ day of May, 2023.

Final Consideration and Adopted this \_\_\_\_ day of May, 2023.

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Mayor

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Corporate Administrator

**Schedule "A"****City of Prince Rupert****2023 Property Tax Rates****Dollar of Tax per \$1,000 of Taxable Value****Adopted May \_\_\_\_, 2023**

<b>Classification</b>	<b>Residential</b>	<b>Utility</b>	<b>Supportive Housing</b>	<b>Major Industry</b>	<b>Major Industry Port ("Old")</b>	<b>Major Industry Port ("New")</b>	<b>Light Industry</b>	<b>Business</b>	<b>Managed Forest Land</b>	<b>Recreation/ Non Profit</b>	<b>Farm</b>
<b>Class No.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>4a</b>	<b>4b</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Municipal - General	4.18708	55.77192	22.30877	60.80779	26.64672	21.80187	19.26390	22.30877	22.30877	3.79778	22.30877
Library	0.13408	1.78592	0.71437	1.94717	0.85328	0.69813	0.61686	0.71437	0.71437	0.12161	0.71437
Total Municipal Levy	4.32116	57.55784	23.02314	62.75496	27.50000	22.50000	19.88076	23.02314	23.02314	3.91939	23.02314
NC Regional District	0.12238	1.63010	0.65229	1.77696	1.77696	1.77696	0.56295	0.65229	0.65229	0.11137	0.65229
NW Regional Hospital	0.50454	1.76589	0.50454	1.71544	1.71544	1.71544	1.71544	1.23612	1.51362	0.50454	0.50454
<b>Rate Total</b>	<b>4.94808</b>	<b>60.95383</b>	<b>24.17997</b>	<b>66.24736</b>	<b>30.99240</b>	<b>25.99240</b>	<b>22.15915</b>	<b>24.91155</b>	<b>25.18905</b>	<b>4.53530</b>	<b>24.17997</b>



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** May 8, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: LOAN AUTHORIZATION BYLAWS 3519, 2023 AND 3520, 2023**

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#### **RECOMMENDATION:**

**THAT Council introduce and give First, Second and Third Readings to the Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023;**

**THAT Council introduce and give First, Second and Third Readings to the Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023;**

**AND,**

**THAT Council directs staff to proceed obtaining elector approval by way of the Alternate Approval Process or Assent of the Electors for each of loan authorization bylaw No. 3519, 2023 and No. 3520, 2023.**

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

Under *Community Charter 179 (1)(a)* Council is authorized to incur a liability for a capital purpose. Under *Section 180(1)* a loan authorization bylaw may only be adopted with the approval of the electors and *Section 84* indicates the permitted methods of obtaining that approval. This report is provided to explain why the financing bylaws are before Council for consideration and to describe the differences between the different options for public approval process so direction may be provided to staff.

#### **BACKGROUND:**

As described in the Five Year Financial Plan Bylaw report to council on May 4<sup>th</sup>, 2023, the City is undertaking the replacement of 26 kms worth of critical water and sewer infrastructure starting in 2023 to be funded in part through borrowing.

**FINANCING PROCESS:**

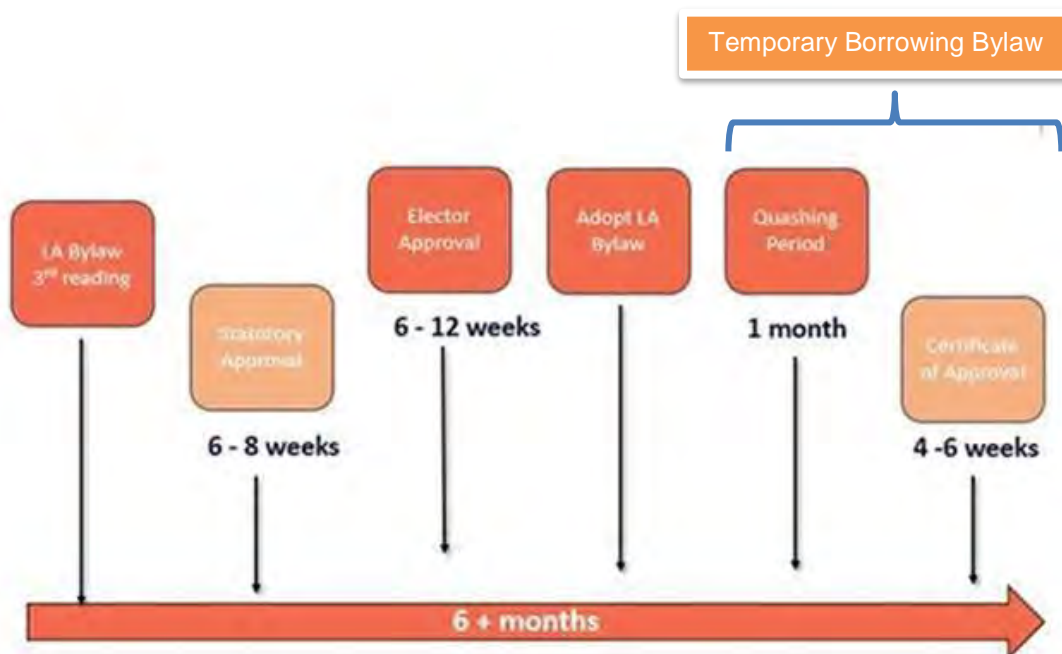
Municipalities ordinarily finance large projects with loans from the Municipal Finance Authority. Provincial legislation and related regulations define the maximum amount a municipality may borrow; the maximum length of the loan (30 years); and, the process that must be followed to acquire a loan.

*Loan Capacity*

Assuming the period of loan repayment is 30 years, the City has the borrowing capacity to borrow the amount required.

**TIMING OF LOAN AUTHORIZATION PROCESS:**

The following diagram provides information as to the length of time necessary to obtain approval and authorization to borrow funds.



**ANALYSIS:**

The City has been successful in receiving grant funding for water main replacement from the Province of British Columbia in March 2023 and is currently pursuing Federal funding for the same purpose as well as sewer piping infrastructure. The Federal funding sought is contingent on the City contributing towards the overall project cost of \$205M. The City has thus committed through the Five Year Financial Plan to contribute towards the infrastructure replacement project and the attached bylaws begin the process of obtaining authorization to borrow for the proposed works.

Although the City is proposing borrowing, other sources of revenues will be recommended to be utilized first should they become available, rather than utilizing the full borrowing authorization.

**BORROWING AMOUNTS:**

The cost of the engineering design is estimated at \$5,000,000 which includes both water and sewer infrastructure. Given the water mains are the driver of this design work, this debt is proposed to be funded through a 60/40 split between the Water and Sewer Utilities. The sewer pipe replacement the City expects to contribute towards is estimated at \$40,000,000 over the next three years.

**FINANCING COSTS:**

Should the electorate accept the undertaking of debt financing to

- 1) Engineer/Design the Infrastructure Replacement and,
- 2) Replace the linear sewer pipes,

and Council adopts the loan authorization bylaws at a later date, the City will bring forth Temporary Borrowing Bylaws with which funds will be drawn down on as needed to finance the two projects. Payments during this time will consist of interest only amounts until such time as the debenture debt is triggered. The Engineering/Design debt will likely be triggered all at once as soon as the total cost is known, whereas the linear sewer piping debentures will likely be triggered in stages. This provides the City time to determine how much financing is required should new sources of funding become available and allows the City to limit interest rate exposure.

Table 1 shows the *estimated* annual cost of debenture financing for the infrastructure replacement design debt at the current MFA lending rate (4.19%).

Table 1

Infrastructure Replacement Design Financing		
Estimated Cost of Debenture (30 years)		
	Water	Sewer
Debt	\$3,000,000	\$2,000,000
Annual repayment	\$181,000	\$121,000
Water Utility Fee increase	4.9%	4.4%

Table 2 shows the *estimated* annual cost of debenture financing for the linear liquid waste infrastructure replacement debt at the current MFA lending rate (4.19%). The debt is split into stages to match the proposed works plan and individual debentures.

Table 2

Linear Liquid Waste Infrastructure Replacement Financing				
Estimated Cost of Debenture (30 years)				
	Year 1	Year 2	Year 3	Total
Debt	\$ 10,000,000	\$ 15,000,000	\$ 15,000,000	\$40,000,000
Annual repayment	\$ 571,000	\$ 856,500	\$ 856,500	\$2,284,000
Sewer Utility Fee increase	21%	26%	20%	

The above tables are estimates given the interest rate may differ at the time the debenture debt is undertaken. Should the full loans not be necessary, the utility fee increases as presented may be lower.



## **LOAN APPROVAL PROCESS**

The loan acquisition process requires that a Municipality must either seek approval for obtaining the loan through a process called the *Alternative Approval Process (Section 86 Community Charter)* or alternatively put the question to *Referendum (Section 85 Community Charter)*. Before initiating either process of approval, the City must give three readings of the proposed Municipal Loan Authorization Bylaw and then submit the Bylaw to the provincial government for approval. A summary of each process follows.

### *Alternative Approval Process*

This process requires the City to follow a public notification process advising the Community of the intent to borrow funds for the projects. Voting members of the Community then have a period of 30 days after the second publication of the notice to respond. If ten percent (10%) of the eligible voting members state their opposition to obtaining a loan, the matter will then require *Assent of Electors (Referred to going forward as Referendum)* which is obtained by voting and the majority at the ballot decides whether Council may proceed (see below for details on *Referendum*).

### *Referendum*

This process is to be conducted in the same manner as an election and requires the Community to vote on the question of whether it approves the borrowing of funds. A simple majority decides the question. Voting eligibility is the same for voting at a municipal election.

## **LOAN APPROVAL COST:**

Costs associated with the Alternate Approval Process are significantly less than a *Referendum*. The estimated cost of the Alternate Approval Process is \$7,000. For a *Referendum*, the estimated cost is \$40,000 given most of the same costs as holding a general election are incurred.

## **TIMING OF EACH LOAN APPROVAL PROCESS:**

Once staff has received approval of the loan authorization bylaw from the Inspector of Municipalities, elector approval can begin. Should Council choose the Alternate Approval Process, notification and response time combined takes six (6) weeks from the first public notification. Should Council choose the *Referendum* process, general voting day needs to occur within eighty (80) days of provincial approval of the bylaw.

**LOAN AUTHORIZATION BYLAWS:**

Two Loan Authorization Bylaws have been prepared (see *Attachments*). Each sets the maximum amount that could be borrowed and spent pursuant to each Bylaw.

**LINK TO STRATEGIC PLAN:**

The above-noted projects align with the strategic goal of aggressively working towards replacing and renewing municipal infrastructure.

**CONCLUSION:**

By introducing and giving Three Readings to the Bylaws, Council will initiate the loan authorization process for each. By choosing which process elector approval is sought, staff can make the necessary preparations.

**Report Prepared By:**

**Report Reviewed By:**

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Corinne Bomben,  
Chief Financial Officer

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Robert Buchan,  
City Manager

Attachments:

- 1) Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023
- 2) Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023

Originally signed available upon request



## **CITY OF PRINCE RUPERT**

### **INFRASTRUCTURE REPLACEMENT DESIGN LOAN AUTHORIZATION BYLAW NO. 3519, 2023**

A BYLAW TO AUTHORIZE THE BORROWING OF FUNDS,  
FOR THE PURPOSE OF FUNDING INFRASTRUCTURE  
REPLACEMENT DESIGN

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WHEREAS it is deemed desirable and expedient to replace linear infrastructure in the municipality.

AND WHEREAS the estimated cost of the necessary design of such linear infrastructure replacement including expenses incidental thereto is \$5,000,000 of which the sum of \$5,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the liquid waste infrastructure replacement works and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) To borrow upon the credit of the Municipality a sum not exceeding five million dollars (\$5,000,000).
  - b) To acquire all such real property, easements, rights-of-way, licenses, leases, rights or authorities as may be requisite or desirable for or in connection with the works.

INFRASTRUCTURE REPLACEMENT DESIGN LOAN AUTHORIZATION BYLAW NO. 3519,  
2023

2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty (30) years.
3. This Bylaw may be cited as **“Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023”**.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

RECEIVED the approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2023.

RECEIVED the assent of the electors of City of Prince Rupert on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE ADMINISTRATOR



## **CITY OF PRINCE RUPERT**

### **LINEAR LIQUID WASTE INFRASTRUCTURE REPLACEMENT LOAN AUTHORIZATION BYLAW NO. 3520, 2023**

A BYLAW TO AUTHORIZE THE BORROWING OF FUNDS,  
FOR THE PURPOSE OF FUNDING LINEAR LIQUID  
WASTE INFRASTRUCTURE REPLACEMENT

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WHEREAS it is deemed desirable and expedient to replace linear liquid waste infrastructure in the municipality.

AND WHEREAS the estimated cost of the necessary replacement including expenses incidental thereto is \$40,000,000 of which the sum of \$40,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the liquid waste infrastructure replacement works and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) To borrow upon the credit of the Municipality a sum not exceeding forty million dollars (\$40,000,000).
  - b) To acquire all such real property, easements, rights-of-way, licenses, leases, rights or authorities as may be requisite or desirable for or in connection with the works.

LINEAR LIQUID WASTE INFRASTRUCTURE REPLACEMENT LOAN AUTHORIZATION  
BYLAW NO. 3520, 2023

2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty (30) years.
3. This Bylaw may be cited as **“Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023”**.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

RECEIVED the approval of the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2023.

RECEIVED the assent of the electors of City of Prince Rupert on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE ADMINISTRATOR