



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on June 12, 2023, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of June 12, 2023, be adopted as presented.

4. PRESENTATION

Manager of Communications, Engagement and Social Development Re: Annual Report

5. PUBLIC COMMENTS REGARDING AGENDA ITEMS

6. CONSENT AGENDA

a) Council minutes

- i. Minutes of the Regular Meeting of May 23, 2023;

b) Reports

- ii. 2023 Annual Report;
- iii. Development Activity Report for April 2023;
- iv. Memorandum re: 630 Sherbrooke Avenue Road Allowance Review;
- v. Major Projects update;
- vi. KAPS Request;

c) Correspondence

- vii. UBCM Child Care Resolution;
- viii. Letters of Support Re: Port City Spirits (45);
- ix. North Coast Regional District Press Release
- x. North Coast Regional District April 2023 Board Highlights
- xi. Email from Transport Canada Rail Safety; and,
- xii. Email and resource document from Northern Health.

Recommendation:

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

7. REPORTS

a) Report from the Director of Development Services Re: DVP-23-11.

Recommendation:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-11.

b) Report from the Director of Development Services Re: DVP-23-13.

Recommendation:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-13.

c) Report from the Director of Development Services Re: DVP-23-06.

Recommendation:

THAT Council proceeds with approval for Development Variance Permit (DVP) application #23-06 for 212 – 9th Avenue East.

d) Report from the Director of Development Services Re: DVP-23-09.

Recommendation:

THAT Council proceed with approval for Development Variance Permit (DVP) application #23-09 for 1129 – 11th Avenue East.

e) Report from the Director Development Services Re: DVP-23-10.

Recommendation:

THAT Council proceed with approval for Development Variance Permit (DVP) application #23-10 for 945 Hays Cove Avenue.

f) Report from the Director of Operations & Intergovernmental Relations Re: 4t Avenue West Pathway – Operations Dept. Report.

Recommendation:

THAT Council receives this Report, and if the Council wishes to proceed with rehabilitation on the 4th Avenue East Pathway, Staff recommends using the Odd Eidsvik Park Budget first for the purposes of investigation.

8. BYLAWS

a) City of Prince Rupert Zoning Amendment Bylaw No. 3506, 2023.

Recommendation:

THAT Council repeal first and second reading from May 23, 2023 and gives first and second readings to the City of Prince Rupert Zoning Amendment Bylaw 3506, 2023 to permit childcare facilities in all Public Facilities zone.

b) City of Prince Rupert Zoning Amendment Bylaw No. 3507, 2023.

Recommendation:

THAT Council gives third reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3507, 2023.

9. BUSINESS ARISING

10. COUNCIL ROUND TABLE

11. ADJOURNMENT TO CLOSED

THAT Council adjourn to a Closed Meeting under Section 90 of the Community Charter to consider items relating to one or more of the following:

90.1 (c) labour relations or other employee relations; and,

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



MINUTES

For the **REGULAR MEETING** of Council held on May 23, 2023, at 7:00 p.m. in the Council Chambers of City Hall, 424 – 3rd 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
C. Bomben, Chief Financial Officer
V. Stewart, Manager of Communications,
Engagement & Social Development
M. Pope, Planning Manager

1. CALL TO ORDER

The Chair called the Regular Meeting of Council to order at 7:19 pm.

CARRIED

2. INTRODUCTION OF LATE ITEMS

Added as item 6.g) 4th Avenue West Petition, May 10, 2023.

3. APPROVAL OF AGENDA

a) **MOVED** by Councillor Adey and seconded by Councillor Randhawa **THAT** the Agenda for the Regular Council Meeting of May 23, 2023, be adopted as presented and amended.

CARRIED

4. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Sandy Jones & John Patterson – Re: Petition

Brian Musgrave – Re: Petition

Barbara Kuhl – Re: LCRB Application (Port City)

Terry Sawka – Re: LCRB Application (Port City)

5. CONSENT AGENDA

a) **Council minutes**

i. Minutes of the Regular Meeting of May 8, 2023;

b) Correspondence

- i. Letter of Support for the Prince Rupert Aboriginal Community Services Society re: Aboriginal Head Start Day Care Facility;
- ii. Letter from Assistant Deputy Minister MacLaren re: cryptocurrency mining in BC;
- iii. Announcement from North Coast Regional District re: NCRD and CUPE 3-year Collective Agreement;
- iv. Letter from Chris Fairclough, Director, Social Purpose and Community & Stakeholder Engagement.

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

CARRIED

c) 4th Avenue West Petition, May 10, 2023

MOVED by Councillor Adey and seconded by Councillor Forster THAT Council direct staff report on the matter as soon as possible.

CARRIED

6. REPORTS

a) Report from the Director of Development Services Re: DVP-23-03.

MOVED by Councillor Randhawa and seconded by Councillor Cunningham THAT Council approval of DVP-23-03 for 1215 Omineca Avenue.

CARRIED

b) Report from the Director of Development Services Re: DVP-23-05.

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT Council approval of DVP-23-05 for 1337 Pigott Avenue.

CARRIED

c) Report from the Director of Development Services Re: DVP-23-07.

MOVED by Councillor Niesh and seconded by Councillor Randhawa THAT Council approval of DVP-23-07 for 1300 Hays Cove Avenue.

CARRIED

d) Report from the Director of Development Services Re: DVP-23-06.

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT Council proceed with the statutory notification process for

Development Variance Permit (DVP) application #23-06 for 212 – 9th Avenue East.

CARRIED

e) Report from the Director of Development Services Re: DVP-23-09.

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #23-09 for 1129 – 11th Avenue East.

CARRIED

f) Report from the Director of Development Services Re: DVP-23-10.

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT Council proceed with the statutory notification process for Development Variance (DVP) application #23-10 for 945 Hays Cove Avenue.

CARRIED

g) Report from the Director of Development Services and Manager of Communications, Engagement & Social Development Re: Zoning Amendment Bylaw re: permitting child care in public facilities and in all residential zones.

Moved by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council receive and file Zoning Amendment Bylaw re: permitting child care in public facilities and in all residential zones.

CARRIED

h) Report from the Director of Development Services Re: Zoning Amendment Bylaw for proposed 40-units, 5-story multifamily building 9th Avenue West.

Moved by Councillor Randhawa and seconded by Councillor Adey THAT Council receive and file Zoning Amendment Bylaw for the proposed 40-units, 5-story multifamily building 9th Avenue West.

CARRIED

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

MOVED by Councillor Skelton-Morven and seconded by Councillor Adey THAT Council resolves to further postpone review of the Liquor License Amendment to enable a lounge area endorsement for 801 Fraser Street to June 12, 2023

CARRIED

j) Report from the Corporate Administrator Re: 4th Avenue West Petition, May 10, 2023.

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council direct staff to work in Kaien Trails to submit the plans and designs to MOTI for approval; and that Council direct staff to draft MOU for the ability to engage in staff for design and permitting for future phases of the trail net work.

CARRIED

7. BYLAWS

a) City of Prince Rupert Zoning Amendment Bylaw No. 3506, 2023.

MOVED by Councillor Skelton-Morven and seconded by Councillor Forster THAT Council gives first and second readings to the City of Prince Rupert Zoning Amendment Bylaw 3506, 2023 to permit child care facilities in all Public Facilities zone.

CARRIED

b) City of Prince Rupert Zoning Amendment Bylaw No. 3507, 2023.

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council gives first and second reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3507, 2023.

CARRIED

8. COUNCIL ROUND TABLE

9. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the meeting be adjourned at 9:01 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 12th, 2023;

TO: Robert Buchan, City Manager

FROM: Veronika Stewart, Manager of Communications, Engagement and Social Development

SUBJECT: CONSIDERATION OF THE 2022 ANNUAL REPORT FOR PUBLIC CIRCULATION

RECOMMENDATION:

THAT Council, by resolution:

- Approve the circulation of the 2022 Annual Report; and,
- Set the date of June 26th, 2023 for the Public Meeting on the Annual Report.

BACKGROUND:

Preparation of an Annual Report is a statutory requirement of the Community Charter. The scope of the report is specified in the Charter.

The City of Prince Rupert must also set the date, time and place of an Annual Public Meeting for consideration of the Report in accordance with the provisions of the Act regarding Public Notice. The meeting allows the public to make submissions and ask questions about the report.

The date of the Annual Meeting must be at least fourteen (14) days after the annual report is available for public inspection. The Annual report will be put on the City's website under notices and printed copies will be made available for public inspection on Monday, June 12th, 2023. The Regular Council meeting scheduled for June 26th, 2022 will enable adequate time for the public to review the report.

ANALYSIS:

The 2022 Annual Report has been completed and is attached.

COST AND BUDGET IMPLICATIONS:

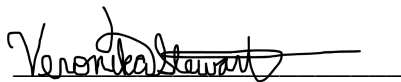
Preparation of the Annual Report is completed by City staff with Notice and the draft Report is posted on the City website. Notice of the Report is additionally posted in the local newspaper, at an approximate cost of \$300. A few paper copies are printed on our color photocopier. All photographs are donated.

CONCLUSION:

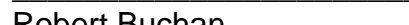
Council by approving the circulation of the 2022 Annual Report and setting the date of June 26th, 2022 for the Public Meeting at the Committee of the Whole Meeting will enable the City to meet its Annual Report legislated obligations.

Report Prepared By:

Report Reviewed By:



Veronika Stewart
Manager of Communications, Engagement
and Social Development



Robert Buchan,
City Manager

Attachment(s):

- 2022 Annual Report for Circulation

2022 Annual Report



FOR THE YEAR ENDED DEC 31st, 2022





Welcome to Lax Kxeen/Prince Rupert
City of Rainbows

Photo provided by City Staff

WHAT'S INSIDE

The City of Prince Rupert 2022 Annual Report has been prepared in compliance with the Community Charter. The purpose of the report is to provide the citizens of the community with financial and non-financial information regarding the operations of the Municipality during the calendar year.

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Prince Rupert is in the throws of a multi-decade recovery toward long-term sustainability. 2022 was filled with significant advances.

The recovery began 16 years ago with the opening of the container terminal and the complete re-alignment of our economy. Thousands of high wage jobs have been added since.

A major push forward came several years ago with the repurposing of portions of Watson Island from contaminated pulp mill site to income-producing industrial park. It won awards, and has given the City much needed capital to reinvest in our infrastructure.



In 2022 we again marked substantial progress:

- Securing our water supply, replacing the 100-year-old dam.
- Breaking ground on a modern RCMP station.
- Opening a new cell at the landfill, providing disposal space for building demolition materials.
- Eliminating fees and red tape around housing development.
- Initiating curb-side recycling.
- Partnering with the Prince Rupert Port Authority on the Seal Cove Salt Marsh.

Full credit goes to the previous Mayor and Council, and the talented staff team they assembled. Those are big wins!

In adopting the Strategic Plan for 2023-2026, your current Council remains committed to pushing on toward long-term sustainability. A key piece is sourcing the revenues needed for critical infrastructure renewal – most immediately 26.5 kilometers of failing water mains.

The mission is clear – secure Prince Rupert’s long-term sustainability as a world-class, highly liveable port city. We believe that’s evident in the pages of this document. There is no time to rest.

In your service

A handwritten signature in black ink, appearing to read 'Herb Pond'.

Mayor Herb Pond

I'm now entering my second year as City Manager for Prince Rupert, and despite challenges like the December state of emergency, I am proud of the inroads we have made into setting a course for a more sustainable future for Prince Rupert.



With Council's adoption of the new Strategic Plan in 2023—we are keenly focused on the priorities of infrastructure renewal, tackling our revenue challenges, housing, and community renewal that are so critical in this moment. We'll begin a path to renew water infrastructure in 2023 at a scale unprecedented in recent history, and that work is evidence of commitment from both the municipality and our funders at the Province to the future of Prince Rupert.

This past year also saw more interest in the housing market than we have seen in decades, including a real upswing in building and development permits. Aside from keeping City Hall busy, this indicates that people are investing not only in their properties, but in Prince Rupert. The City itself is also actively entering into agreements with potential developers, and seeking out funding opportunities to encourage growth in both market and non-market housing so that we can address the local shortage to the best of our ability.

In addition, we continue to focus on the livability pieces like social and environmental well being, good governance and our general service provision that are part of the day to day operations of any municipality. This is the essence of what we do.

We hope that in the following report you can see our commitment to both the day-today, as well as the extraordinary (but not insurmountable) challenges we currently face as a community.

Sincerely,

A handwritten signature in black ink that reads "Robert Buchan". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Robert Buchan, City Manager

MAYOR & COUNCIL



**Mayor
Herb Pond**

Email:
mayor
@princerupert.ca



**Councillor
Nick Adey**

Email:
nick.adey
@princerupert.ca



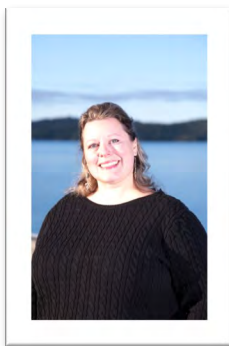
**Councillor
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**Councillor
Wade Niesh**

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**Councillor
Teri Forster**

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**Councillor Gurvinder
Randhawa**

Email:
gurvinder.randhawa
@princerupert.ca



**Councillor Reid
Skelton-Morven**

Email:
reid.skelton-morven
@princerupert.ca

2022 City Council Schedule

January
9th Monday
23rd Monday

April
11th Tuesday
24th Monday

July
24th Monday

October
10th Tuesday
23rd Monday

February
6th Monday
22nd Tuesday

May
8th Monday
23rd Tuesday

August
28th Monday

November
14th Tuesday
27th Monday

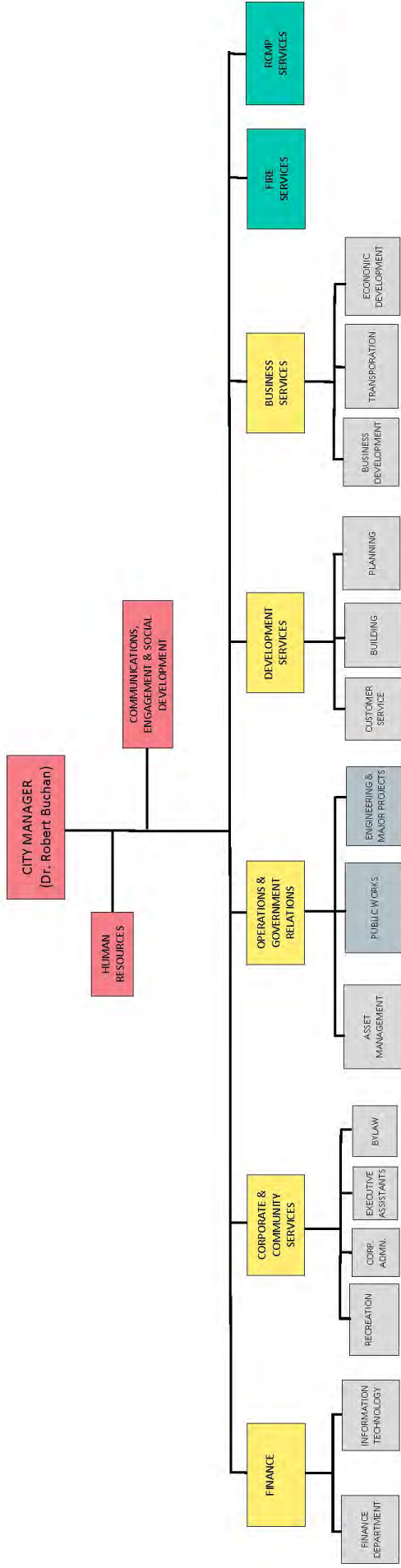
March
6th Monday
20th Monday

June
12th Monday
26th Monday

September
11th Monday

December
11th Monday

Organizational Chart: City of Prince Rupert



The City of Prince Rupert has approximately 250 full and part time staff who perform a range of functions for our municipality. We pride ourselves on improving services in our community; we live here too!

If you have **any feedback** on the services you receive, please feel free to contact City Hall by:

Phone: (250) 627 1781

Email: cityhall@princerupert.ca

Regular Mail: 424 3rd Avenue West
Prince Rupert, BC
V8J 1L7

Get to know us...

Governance + Administration

In their roles as your Mayor and Council, our elected officials make policy decisions for the community based on both best practices and public input, and participate in a number of committees relating to important local issues.

The City's Administration Department ensures the continuity of service provision throughout Prince Rupert, and implements policy at the direction of Mayor and Council. In addition, Administration staff prepare bylaws, develop and review contracts, communicate to the community, provide human resources support to all departments, and advocate for local needs with other levels of Government.

In addition, the Administration Department also oversaw bylaw enforcement for the City in 2022.

Operations (Engineering + Public Works)

The primary role of the City's Operations department is to plan for and oversee the maintenance and renewal of our infrastructure including:

- The municipal roads and street network, including street lights, traffic signs, bridges, sidewalks and pathways
- The potable water supply and distribution system
- Liquid waste management
- Solid waste collection and disposal
- City parks and playgrounds
- The Fairview Cemetery

Budget + Finance

The City of Prince Rupert's Finance department prepares and manages the City's budget and other financial matters, including support for City administration on policy matters, internal controls, contract negotiations, insurance and risk management. Finance staff also report to Council on any variances to the budget throughout the year, prepare financial reports, and oversee the preparation of the Annual Financial Report and Statements.

Want to know more about what the future holds? The City's Finance Department has developed a Financial Plan Document that addresses many of the details you may be looking for. This report is available online [on the City's website](#) or at City Hall.

Recreation + Community Services

The Recreation and Community Services Department focuses on community health, wellness and maintaining an exceptional quality of life for all residents.

The Department provides recreation services throughout the community through field bookings, and at the Recreation Complex including the community pool, Fitness Centre, Arena, gymnasiums and more. In addition, the facilities offer a variety of meeting rooms and event spaces, which regularly hosts community sporting events, local craft fairs, Halloweenfest, and more.

Emergency, Police + Victim Services

The City's emergency services includes the City's Fire Department, RCMP and Victim Services. Each day, our community's first responders go to a variety of emergency and non emergency calls. Emergency 911 dispatch services are provided through the local Fire Department, which patches through calls for local fire, police and ambulance. In addition, emergency personnel provide a prevention-focused function — with programs like D.A.R.E, Fire Prevention Week, and domestic violence prevention programming through RCMP Victim Services.

Planning, Building, + Development Services

The Planning and Development Services Departments at the City oversee building maintenance, building permits, land use applications (such as rezoning, variance, property information, and trade/business licenses), as well as the administration of cemetery services.

Alongside the work of our planning and development services staff are our building inspectors, who provide inspections to ensure that when work is done on the buildings where we live, work and play, it is done safely. Additionally, this Department looks after the care and maintenance of the City's various civic buildings.

Economic Development

The City's Economic Development Office works to make Prince Rupert and the surrounding area the premier location for new business ventures. As the community's lead economic development agency, staff work with businesses to facilitate growth, expedite local, national and international business investment opportunities, collaborate with all levels of government and promote sustainable economic growth.

A primary focus of the Economic Development Office in recent years has been the redevelopment of Watson Island, but also administration of programs to support small business, including Love Prince Rupert and the Business Façade Improvement Program.

Want to know more?

To contact our City Departments and to learn more about available programs and services, check out:

www.princerupert.ca



And Like and Follow us on Facebook and Twitter

Prince Rupert saw a return of cruise traffic in 2022, with record visits scheduled for 2023



Prince Rupert at a Glance

62

development
related permits
issued

332 m

of watermain replaced

519

Newsletter subscribers
to City's Rupert Talks
engagement platform

608

Referrals to the
Victim Services
program

384

building permits
issued

670

reservations
booked at Cow
Bay Marina

Information presented provided by various
City Departments based on services
provided in 2022.

OUR VISION

Prince Rupert, a World Class Port City, is:

Vibrant
Resilient
Sustainable
Prosperous
Active and Vital
Safe and Beautiful
Healthy and Active
Proud of its Heritage
Inclusive and Equitable
Proud of its Community
Nestled Carefully in Nature
A Place That People Want to be

Our Guide for Annual Objectives

In January of 2023, City Council adopted a **Strategic Plan for 2023–2026** that will guide priority-setting and budgeting for this term of Council. Below is a summary of the objectives identified. If you'd like to see the full version of the City's Strategic Plan, head to:

princerupert.ca/city_hall/community_planning

Strategic Plan Goals

The following statements are the Strategic Plan goals intended to achieve the Strategic Plan Vision, described left.



The City of Prince Rupert will prioritize its actions to improve its **fiscal health**.



The City of Prince Rupert will provide **appropriate laws and services** to cost effectively provide for the needs of residents in their use and enjoyment of private and public lands.



The City of Prince Rupert will aggressively work towards **replacing and renewing its infrastructure** in a cost effective and strategic way working with Provincial and Federal ministries, departments and agencies to secure and mobilize resources and undertake improvements with haste.



The City of Prince Rupert will support and encourage **new and renewed housing** working with industry, senior government and First Nations.



The City of Prince Rupert will provide **good governance** by working with other governments, residents, neighbouring communities to ensure collaboration and open government.



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



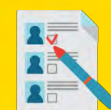
The City of Prince Rupert will **foster its local economic, social, cultural and environmental well being** so its residents and businesses have a sustainable and prosperous future.

Strategic Priorities Reporting 2022 + 2023



Fiscal Health

| Action | Project Status |
|---|---|
| Initiate dispute via Dispute Advisory Panel regarding the Payment in Lieu of Taxes to seek out a sustainable resolution for all parties | Ongoing |
| Continue to meet with Province and regional partners to advocate for Resource Benefits Agreement (RBA), new Mayor continuing to co-Chair Committee | Ongoing |
| Sign Agreement with Pattern Energy, Metlakatla and Lax Kw'alaams to explore the development of local renewable energy—including the potential for green hydrogen production (via wind power) on Watson Island | Agreement Signed Nov 2022, discussions around project development ongoing |
| Continue advocacy with the Province to consider impacts and potential mitigations with respect to the Ports Property Tax Act, which limits the tax rate on port industrial properties. | Ongoing |
| Continue advocacy with the Province to fully subsidize the airport ferry system | Ongoing, Met with relevant Ministries at UBCM |



Appropriate Laws + Services

| Action | Project Status |
|---|--|
| Complete Transportation Plan | Consultation + Draft Plan Complete 2022, to be finalized in 2023 |
| Develop Bylaw Enforcement Policy | Initiated in 2022, with updates to Bylaw adjudication processes passed in 2023 |
| Explore transfer of landfill operations to the North Coast Regional District | Initiated in 2022 with conversations continuing in 2023 |
| Continue to encourage review and amendments to Federal Medical Cannabis legislation | Advocacy in 2022, Ongoing |



Replacing + Renewing Infrastructure

| Action | Project Status |
|---|--|
| Initiate Infrastructure Replacement strategy for 26 km of priority water/sewer mains | Partial funding obtained 2022, project works starting in 2023 through 2026 |
| RCMP building replacement | Loan authorized in 2022, construction in 2023 with completion in 2024 |
| Continue to work to implement water treatment | City issued Request for Expressions of Interest to explore operating models in 2022, work continuing in 2023 to identify best model and bring to Council |
| Explore/pursue development of a new Fire Hall Building subject to securing adequate funding and priority review | Early design works initiated in 2022, ongoing into 2023 |
| Proceed with developing sanitary/sewer treatment and securing sufficient funding | Applications made for funding in 2021-2022 and designs finalized in 2022 for Omenica wetland treatment system, construction to begin in 2023 |



Location of Omenica wastewater treatment wetland project

Strategic Priorities Reporting 2022 + 2023



Community Renewal

| Activity | Project Status |
|---|--|
| Complete the Parks and Open Space Plan | Ongoing—Consultation and drafting in 2022, with finalization in 2023 |
| Undertake waterfront development (at future airport ferry dock location/Kwinitza Stn area) | Designs ongoing with project partners throughout 2022, early works anticipated in 2023, pending partner approvals |
| Develop Seal Cove Community Park project in collaboration with PRPA | Complete |
| Prepare a public realm (streetscape Plan) | Ongoing—obtained grant funding in 2022 to proceed with designs for 2nd Avenue corridor streetscape design in 2023 |
| Work with Tourism Prince Rupert on Mariners Park redesign and grant writing efforts | Ongoing— Consultation + Design Phase in 2023 |
| Work with community partners to support renewal of Odd Eidsvik Park | Ongoing— Community consultation and park designs completed in 2023, fundraising is ongoing |
| Eat Street washroom project | Washroom complete, additional site improvements to be considered, funding dependent, in future |
| Adopt Interim Parking Strategy and proposed Parking Specified Area to remove parking minimums from a section of the downtown core. For additional information on what is being proposed, see the project page on Rupert Talks . | In progress— Parking strategy adopted by Council in 2022. Parking Specified Area amendment currently on hold to enable additional community consultation |
| Placemaking Plan | Project currently on hold due to staff capacity constraints |





Good Governance

| Activity | Project Status |
|---|--|
| Prepare Council Code of Conduct policy | Ongoing—anticipated to be complete in 2023 |
| Complete cooperation agreement with Port Edward | Negotiated in 2022, with final signing early 2023 |
| Prepare and adopt long and short term strategic plans | Strategic plan prepared late 2022 and adopted January 2023 for 2023-2026 |
| Update Fire Service Agreement with Port Edward | Anticipated completion in 2023 |
| Update Council Procedure Bylaw to include opportunity for comment on agenda items at every meeting, remote participation, and the use of a consent agenda | Completed 2023 |
| Further develop prosperity agreements with First Nations | Ongoing—2022 saw partnership with Pattern Energy proceed with Metlakatla/Lax Kw’alaams, continuation of work with Gitxaala on waterfront project |
| Update Public Notice Bylaw to enable the City to meet public notification requirements between 2 week meeting periods | Completed 2022 |
| Update Bylaw Enforcement policy and procedures. For additional information, go to our website . | Completed in 2023 |
| Comprehensive review of City policies | Ongoing into 2023 |

Strategic Priorities Reporting 2022 + 2023



Encourage New + Renewed Housing

| Activity | Project Status |
|---|--|
| Work to implement elements of Interim Housing Strategy adopted in 2021 through waiver of fees and adoption of revitalization tax exemption Bylaw | Ongoing with comprehensive plan underway in 2023 |
| Dispose of City lands to Prince Rupert Legacy Inc and place several single family lots for sale for the purpose of accelerating housing development | Ongoing |
| Establish peat dump site (to support redevelopment given Prince Rupert's known terrain challenges) | Ongoing—anticipated completion in 2023 |
| Completed Housing Needs Assessment | Complete 2022 |
| Develop comprehensive Housing Strategy + Action Plan based on Needs Assessment | Ongoing into 2023 |
| Complete two application to the Federal Rapid Housing initiative to meet severe housing need | Completed in 2023 |
| Apply for funding from Federal Housing Accelerator fund | Starting in 2023 |
| Sign housing agreement for up to 70 unit development in Seal Cove | Ongoing, Agreement signed Fall of 2022 |

For the full Housing Needs Assessment, check out our website at: princerupert.ca/housing



Foster Local Economic, Social, Cultural, + Environmental Well-Being

| Activity | Project Status |
|--|---|
| Adopt Framework policy for Reconciliation and initiate committee to advance objectives | Framework adopted October 2022, Reconciliation Roundtables and Committee formation 2023, Grant application to fund committee activities in 2023 |
| Installation of 3 new transit shelters/year to improve transit amenities, as per recommendation of Transportation Plan | Planning in 2023, anticipated installations between 2024-2026 |
| Establish Accessibility Committee and associated planning and feedback activities | Established in 2023, work now ongoing |
| Update City website to accessible/universal design standard | Anticipated completion in 2023 |
| Continue to implement the recommendations of the City’s Child Care Action Plan | Ongoing—zoning amendment brought forward in 2023 |
| Prepare a Climate Action Plan | Successfully achieved grant funding in 2022, Project to begin in 2023 and complete in 2024 |
| Prepare a Social Development Strategy (addressing mental health, addictions, homelessness) | Applied for funding to support plan development in 2022, plan to begin in 2023 pending funding decision |
| Develop Diversity, Equity and Inclusion Policy | To begin in 2023 with review from Accessibility Committee, Reconciliation Committee |
| Seek resourcing to support a Social Development and Indigenous Relations Coordinator role to support above priorities | Grant applied for in 2023 |
| Develop Food Strategy | Currently on hold due to staff capacity/ resourcing |

Awards & Recognition



Current and past City Managers, City Staff and McElhanney Staff gathered to accept the 2022 Best Overall Large Project Award at the National Brownfield Awards in Toronto last year.

Brownie Brownfield Redevelopment Award

In November, 2022, The City of Prince Rupert and our partners at McElhanney were proud to take home the Best Overall Large Project award on behalf of Prince Rupert at the “Brownie” National Brownfield Awards in Toronto in recognition of the redevelopment of Watson Island. The Brownie Awards recognizes brownfield rehabilitation projects across Canada on sites that were once contaminated, under-utilized and undeveloped that have been transformed into productive developments that support the economic vitality of their communities.

Silver in PIBC for Official Community Plan + 2030 Vision

The City won Silver at the Planning Institute of BC Awards in 2022 for our Prince Rupert OCP and Visioning Processes. This work was completed on behalf of the City of Prince Rupert for the OCP by iPlan Planning and Development Services, and for the 2030 Vision for ourselves and our partners at Redesign Rupert (Community Futures, the Port of Prince Rupert, DP World, Ridley Terminals—now Trigon, and Raymont Logistics) by Beasley & Associates, and CIVITAS Studio.

The City would like to thank all of the many project partners who helped make the above successes possible, and who often led the charge in terms of award applications. We appreciate your ongoing efforts toward the success of our community.

Department Facts & Stats

Communications



3,700+ visitors to Rupert Talks engagement site



641 survey, poll and map interaction responses, and 7 in person engagements

Funding Achievements



\$175,000 in funding achieved for 4 projects occurring in 2023



\$5.51 million applied for in 2022, with major application for wastewater treatment still pending

Fire Department



Took in 11,798 calls to 911 Dispatch



Responded to 1,274 Emergency incidents (fires, vehicle incidents, ambulance, and more)



\$2,099,023 recorded in property damages/losses

Policing + Victim Services



608 Referrals to the Victim Services program



683 traffic contacts and 75 total traffic stops, with 146 impaired driving offenses



Responded to 9001 calls for service

There's an app for that!



The City of Prince Rupert has a mobile application where you can sign up for notifications on traffic disruptions and other service notifications, information on events, City policies, locations of interest in the community, and other information.

Download it for free from your app store.

Find it here:



Key Project Updates



Sewer Treatment Program Ongoing, Construction anticipated for 2023

The City is continuing to work with our partners in the Federal and Provincial governments to implement a sewage treatment plan that will bring us in line with Federal and Provincial environmental standards.

To avoid the expense of standard forms of treatment and look to a more sustainable approach, the City completed designs in 2022 to treat sewage with a wetland system small scale project, which is an innovative and environmentally friendly approach to treating community wastewater used elsewhere in the world. In addition, this is a low maintenance approach that will reduce overall operating cost and capacity requirements for the future. This project will replace the lift station behind Omineca Avenue, which services approximately 100 homes, with construction anticipated to start in 2023.

Did you know?

The City has developed a quick video explaining how this wetland system will work. **Check it out on our Youtube Channel @CityofPR**



CN Building at the Waterfront to be Completed in 2023



Refurbishment of the heritage rail building is now almost complete

This heritage rail station is an iconic building that reaches back in the City's history as the Grand Trunk railway terminus. The building has sat vacant and in disrepair on the waterfront for many years. Revitalization of the City's waterfront has long been a priority included in the City's Official Community Plan, and refurbishment of the rail station was also directly addressed in the Redesign Rupert public design consultation completed by the Planning Partnership in 2018, and in the 2030 Vision. In 2020, the City selected Wheelhouse Brewing as the commercial tenant and in 2021, the City's selected contractors for the project, Coast Tsimshian Northern Contractors Alliance, began work on the building upgrades. This multi-year project is now nearing its final stretch—and we can't wait to cheer to the successful rehabilitation of the asset and growth of our own local brewery.



Seal Cove community space and Port’s environmental rehabilitation project completed and opened

At the 2030 Redesign Rupert Vision event at the end of 2019, the Prince Rupert Port Authority and City unveiled plans to develop a community space and rehabilitation project in Seal Cove. The project is a partnership with the PRPA that granted them permission to rehabilitate the area as part of their habitat restoration requirements attached to the development of the Ridley Rail Connector Road. Construction began in 2021, and the space officially opened in April of 2022. It includes a pathway and bridge circling the area, public picnic area, interpretive signage, and new fencing.



A celebration of the space was held in the Spring of 2022 on Earth Day, and again in 2023



Completed the dam and switched over to the primary water source at Woodworth Lake

The replacement of the City’s 100 year old dam has been a main priority of the City’s Operations Department for the past few years, with the project completing in 2022, and the City seeing a return to our primary water supply at Woodworth lake in early 2023. The replacement of this asset was vital to securing the City’s potable water supply for generations to come, and a return to our primary supply has also significantly improved turbidity (presence of dissolved sediment) in our water.



Staff, Council and delegates celebrated the completion of the dam structure in fall of 2022



Launch of Recycling Program and Final Completion of New Landfill Cell in 2022



The City was nearly complete the landfill project by the end of 2021, with some activities related to the closure of the original cell as well as repairs to a weather-related tear in the lining completed in 2022. Given the expense of developing a new cell and to improve overall community sustainability, the City also launched a recycling program in early 2022 to divert recyclables from our landfill moving forward. New waste pick up bins as well as recycling information were delivered in 2021-2022, funded in part by Canada Community-Building Fund (formerly Federal Gas Tax Fund).



Ground broken on the redevelopment of a new RCMP Station

In 2022, the City completed the borrowing process for the RCMP station, as well as associated road closures and rezoning processes. The existing RCMP station is no longer compliant to meet their needs, and the City is obligated to provide adequate accommodation as part of our municipal policing agreement. The detachment project is intended to take GHG emissions into account in construction, and will be an asset to serve the community for decades to come. Construction began in 2023, and occupancy is anticipated to occur in 2024. The City has also recently launched a call for art proposals to have public art installed on the façade of the building.



Site works started and lease executed on new Public Works facility



In 2022, the City signed a 5 year lease with option to purchase the former GM Dealership for future use as a new Public Works operating site, and in 2023 construction has started to refit the building to the necessary use. The City has long been looking for a permanent solution to address the failing building stock at the Wantage Road Public Works yard. The project will upgrade the existing facilities to Public Works requirements – including integrated office spaces, warehousing infrastructure, washroom upgrades, locker and lunchroom area renovations and other minor updates. The anticipated costs for the project are being covered by a dividend from Prince Rupert Legacy Inc



Continuation of Waterfront Development Project to relocate the City’s airport ferry landing

As per the announcement made at the Redesign Rupert 2030 Vision event in December of 2019, City staff are continuing to work with Gitxaala on the redevelopment of Prince Rupert’s waterfront in the area surrounding Kwinitisa Station. This area will see the relocation of the City’s Digby Island Ferry which provides access to the Prince Rupert Airport. The area will also include access to the Gitxaala Ferry dock. In 2022, the City will award the construction contract for the new airport ferry launch area, with design and early works beginning in 2023.



City supporting community-led effort to install new equipment at Odd Eidsvik Park

The City was approached in 2022 with requests to support the redevelopment of Odd Eidsvik park. In 2022 and continuing into 2023, the City has assisted in completing a community consultation on the project and supporting grant applications in order to fundraise to support the work. This effort will continue into 2023, with an approved \$50,000 in funding carried over from the City's 2022 Budget to support the project.

This area has also been identified as an underserved/in-need playground asset in the draft of the City's Parks and Outdoor Recreation Plan, which will be finalized in 2023.



Pictured above—detailed playground design provided for the purpose of fundraising



Ongoing Planning Work on Housing, Master Transportation and Parks



Recognize this ? This logo was developed by our contractors for the Parks plan and was included on project materials

The City initiated a number of more detailed planning exercises in 2022, with both the Parks and Transportation Plans wrapping up in 2023 following public consultation that began in 2022 and carried into 2023. This work builds on the goals identified in the new Official Community Plan, and address priorities for policy development, investment, and infrastructure renewal heading into the future. Importantly, following the completion of the Housing Needs Assessment in 2022, the City is now working on a Housing Action Plan in 2023 to do what we can to inject life and energy into our local housing market.



New City Brand with Local Ts'msyen Artist Russell Mather, Tourism PR Implementation of brand in wayfinding signage project

Following a recommendation of the 2030 Vision, the City undertook a rebranding project to develop a new logo and style guideline for the municipality. As an outcome of committee feedback, the City brought in Ts'msyen artist Russell Mather to work with the selected design firm. The final launch of the updated City of Rainbows brand occurred March 1st, 2022. As a part of their work to advance destination development, our partners at Tourism Prince Rupert also initiated a wayfinding signage project in 2022 and developed a standard guideline that has now breathed life into the new brand throughout the community. We want to thank Tourism Prince Rupert for their hard work on seeing that project through, and for not only giving the opportunity to the City to highlight our new brand, but to highlight local artists as well.

For more information, [check out the City's video](#) celebrating the new logo and accompanying designs.



2022 in Photos



The All Native Basketball Tournament (ANBT) was back in full swing in 2022, with people from all throughout BC and Alaska attending.



The Fall of 2022 saw former Mayor Lee Brain and Councillor Blair Mirau stepping aside and the election of new Mayor Herb Pond and new Councillor Teri Forster. Ts'msyen Chief Alex Campbell provided a welcome at the swearing in ceremony in November.



A long time coming—the City saw the structure of the dam replaced in the fall, and began drawing from our primary supply at Woodward lake early in 2023



Mayor Herb Pond and Mayor Knut Bjorndal putting their final signatures on a Prosperity Agreement between our two communities

APPENDIX A:

Section 98 of Community Charter

Excerpt from Community Charter

Annual municipal report

- 98** (1) Before June 30 in each year, a council must
- A) prepare an annual report;
 - B) make the report available for public inspection under section 97; and,
 - C) have the report available for public inspection at the meeting required under section 99.
- (2) The annual report must include the following:
- A) the audited annual financial statements referred to in section 167 (4) for the previous year;
 - B) for each tax exemption provided by a council under Division 7 *[Permissive Tax Exemptions]* of Part 7 *[Municipal Revenue]*, the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt for that year;
 - C) a report respecting municipal services and operations for the previous year;
 - D) a progress report respecting the previous year in relation to the objectives and measures established for that year under paragraph (F);
 - E) any declarations of disqualification made under section 111 *[application to court for declaration of disqualification]* in the previous year, including identification of the council member or former council member involved and the nature of the disqualification;
 - F) a statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year; and,
 - G) any other information the Council considers available.

APPENDIX B:

Audited Financial Statements

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Vohora LLP
CPAs & Business Advisors

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council

Report on the Financial Statements

Opinion

We have audited the financial statements of the City of Prince Rupert (the City), which comprise the Consolidated Statement of Financial Position at December 31, 2022, the consolidated statements of operations, changes in net financial assets 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 City as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

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 City 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.

Other Matter

The financial statements for the year ended December 31, 2021 were audited by another auditor who expressed an unmodified opinion on those financial statements on May 9, 2022.

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 Canadian public sector accounting standards, 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 City'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 City or to cease operations, or has no realistic alternative but to do so.

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

FAESION INTEGRITY EXCELLENCE

Offices located in Vancouver, South Surrey, Mission, Prince Rupert, Terrace and Smithers BC



(continues)
Proud Member of
Alliott Global Alliance

APPENDIX B:

Audited Financial Statements (continued...)



Vohora LLP
CPAs & Business Advisors

INDEPENDENT AUDITOR'S REPORT *(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 City'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 City'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 City 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.

(continues)

2

APPENDIX B:

Audited Financial Statements (continued...)



Vohora LLP
CPAs & Business Advisors

INDEPENDENT AUDITOR'S REPORT *(continued)*

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
May 8, 2023

Vohora LLP
Chartered Professional Accountants

APPENDIX B:

Audited Financial Statements (continued...)



City of Prince Rupert

2022 Audited Financial Statements

APPENDIX B:

Audited Financial Statements (continued...)

Statement A

City of Prince Rupert

Consolidated Statement of Financial Position December 31

| | <u>2022</u> | <u>2021</u> |
|--|-----------------------|-----------------------|
| Financial Assets | | |
| 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> |
| Liabilities | | |
| 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> |
| Net Financial Assets (Statement C) | <u>\$ 23,147,349</u> | <u>\$ 37,568,377</u> |
| Non-financial Assets | | |
| 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> |
| Surplus and Equity (Statement B) | <u>\$ 205,525,654</u> | <u>\$ 199,278,602</u> |
| City Position | | |
| 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 |
| Net Position (Statement B) | <u>\$ 205,525,654</u> | <u>\$ 199,278,602</u> |

Corinne Bomben, CPA, CA
Chief Financial Officer

APPENDIX B:

Audited Financial Statements (continued...)

Statement B

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> |
|---|---------------------------------|-----------------------|-----------------------|
| Revenues | | | |
| 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> |
| Expenses | | | |
| 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> |
| Revenue Over Expenditure Before Amortization | \$ 6,191,800 | \$ 9,952,513 | \$ 11,585,950 |
| Amortization of Tangible Capital Assets | \$ - | \$ (3,778,871) | \$ (4,310,832) |
| Gain on Disposition of Land Held for Resale | \$ - | \$ 66,410 | \$ - |
| Gain on disposition of Tangible Capital Assets | \$ - | \$ 7,000 | \$ - |
| Revenue Over Expenditure | \$ 6,191,800 | \$ 6,247,052 | \$ 7,275,118 |
| Opening City Position | <u>\$ 199,278,602</u> | <u>\$ 199,278,602</u> | <u>\$ 192,003,484</u> |
| Closing City Position (Statement A) | <u>\$ 205,470,402</u> | <u>\$ 205,525,654</u> | <u>\$ 199,278,602</u> |

APPENDIX B:

Audited Financial Statements (continued...)

Statement C

City of Prince Rupert

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

| | 2022 <u>Actual</u> | 2021 <u>Actual</u> |
|--|-----------------------------|-----------------------------|
| 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>\$ (14,428,028)</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>\$ 23,140,349</u></u> | <u><u>\$ 37,568,377</u></u> |

APPENDIX B:

Audited Financial Statements (continued...)

Statement D

City of Prince Rupert

Consolidated Statement of Cash Flows For The Year Ended December 31

| | <u>2022</u> | <u>2021</u> |
|--|------------------------|------------------------|
| Operating Activities | | |
| 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>\$ 5,501,057</u> | <u>\$ 21,041,177</u> |
| Financing Activities | | |
| 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> |
| Investing Activities | | |
| 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 | \$ (18,674,994) | \$ 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>\$ 59,422,659</u> | <u>\$ 78,097,653</u> |

APPENDIX B:

Audited Financial Statements (continued...)

City of Prince Rupert

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.

APPENDIX B:

Audited Financial Statements (continued...)

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

| | <u>2022</u> | <u>2021</u> |
|----------------------|---------------------|-------------------|
| 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

| | <u>2022</u> | <u>2021</u> |
|---------------------------------|---------------------|---------------------|
| 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> |

APPENDIX B:

Audited Financial Statements (continued...)

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> |

APPENDIX B:

Audited Financial Statements (continued...)

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> |
|--|----------------------|----------------------|
| a) Accounts payable and accrued liabilities | | |
| 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) Deferred revenue | | |
| 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.

APPENDIX B:

Audited Financial Statements (continued...)

City of Prince Rupert

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.

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 1

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 |
|--|----------------|-----------------|----------------|----------------|------------------------------|-----------------|-----------------|
| Operating Results | | | | | | | |
| Revenue | \$ 36,713,920 | \$ 3,125,665 | \$ 2,074,194 | \$ 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 |
| | \$ 4,030,788 | \$ (414,673) | \$ 1,696,984 | \$ 948,882 | \$ 3,690,532 | \$ 9,952,513 | \$ 11,585,950 |
| Add/(Less) | | | | | | | |
| Additions to Tangible capital assets | \$ (5,823,599) | \$ (11,657,283) | \$ (1,276,775) | \$ (3,523,281) | \$ (833,651) | \$ (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) |
| | \$ (5,504,742) | \$ (1,653,480) | \$ (1,349,783) | \$ (1,385,034) | \$ (8,233,651) | \$ (18,126,690) | \$ (12,509,472) |
| 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) | \$ 10,478,770 | \$ 116,955 | \$ 4,985,126 | \$ (286,419) | \$ 7,836,655 | \$ 23,131,087 | \$ 31,305,265 |
| Surplus Allocation | | | | | | | |
| Unappropriated Surplus (deficit) | \$ 1,477,947 | \$ 116,955 | \$ 5,126 | \$ (286,419) | \$ 3,614,655 | \$ 5,126,264 | \$ 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 |
| | \$ 10,478,770 | \$ 116,955 | \$ 4,985,126 | \$ (286,419) | \$ 7,836,655 | \$ 23,131,087 | \$ 31,305,265 |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 2

City of Prince Rupert

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

| | <u>Opening Balance</u> | <u>Interest/Income</u> | <u>Transfer (to)/from Other Funds</u> | <u>Year End Balance</u> | RESERVE ALLOCATION | | |
|---|------------------------|------------------------|---|-------------------------|--------------------------------------|-----------------------------------|-------------------------|
| | | | | | <u>2023 Budget Appropriation</u> | <u>Unappropriated Reserve</u> | <u>Year End Balance</u> |
| BYLAW & OTHER RESERVES | | | | | | | |
| 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 | 318,985 | 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 | \$ 29,928,506 | \$ 748,212 | \$ (7,403,100) | \$ 23,273,618 | \$ 13,987,000 | \$ 9,286,618 | \$ 23,273,618 |
| STATUTORY RESERVES | | | | | | | |
| 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 | 178 | - | 7,227 | - | 7,227 | 7,227 |
| Parking Space Requirements | 147,382 | 3,885 | - | 151,087 | - | 151,087 | 151,087 |
| Cemetery Care Trust | 244,564 | 821 | 12,492 | 257,877 | - | 257,877 | 257,877 |
| Total Statutory Reserves | \$ 1,894,263 | \$ 42,064 | \$ (12,508) | \$ 1,923,819 | \$ 50,000 | \$ 1,873,819 | \$ 1,923,819 |
| TOTAL RESERVES | \$ 31,822,769 | \$ 790,276 | \$ (7,415,608) | \$ 25,197,437 | \$ 14,037,000 | \$ 11,160,437 | \$ 25,197,437 |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 3

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> |
| Land | \$ 11,435,191 | \$ 988,463 | \$ - | \$ 12,423,654 | \$ - | \$ - | \$ - | \$ - | \$ 12,423,654 | \$ 11,435,191 |
| Buildings | \$ 13,737,612 | \$ 4,522,855 | \$ - | \$ 18,260,467 | \$ 8,741,368 | \$ 477,392 | \$ - | \$ 9,218,760 | \$ 9,041,707 | \$ 4,996,244 |
| Equipment | \$ 11,004,795 | \$ - | \$ (350,844) | \$ 10,653,951 | \$ 6,642,948 | \$ 806,763 | \$ (350,844) | \$ 7,098,867 | \$ 3,555,084 | \$ 4,361,847 |
| Infrastructure | \$ 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> |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 4

City of Prince Rupert

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

| | <u>2022</u> | <u>2021</u> |
|---|----------------------|----------------------|
| ASSETS | | |
| 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> |
| LIABILITIES AND EQUITY | | |
| Equity, Beginning of Year | \$ 46,459,763 | \$ 43,270,763 |
| Net Income of Corporation | 993,000 | 3,989,000 |
| Repayment of loan | - | (800,000) |
| Equity, End of Year | <u>\$ 47,452,763</u> | <u>\$ 46,459,763</u> |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 5

City of Prince Rupert

Statement of Changes in Investment in Tangible Capital Assets December 31

| | <u>2022</u> | <u>2021</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>\$ 109,744,367</u> | <u>\$ 89,690,805</u> |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 6

City of Prince Rupert

Schedule of Tax Revenues For The Year Ended December 31

| | Unaudited 2022 Budget | 2022 Actual | 2021 Actual |
|--|--------------------------|----------------------|-----------------------|
| Real Property Taxes | | | |
| 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> |
| Special Payments | | | |
| 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 | 1,326,000 | 1,299,370 | 1,606,246 |
| | <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 | 9,000 | 9,416 | 8,749 |
| | <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> |
| Net Tax Revenue | <u>\$ 26,851,000</u> | <u>\$ 26,800,843</u> | <u>\$ 25,978,970</u> |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 7

City of Prince Rupert

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

| | Unaudited 2022 Budget | 2022 Actual | 2021 Actual |
|---|-----------------------------|-----------------------------|-----------------------------|
| GENERAL FUND | | | |
| Protective Services (RCMP) | \$ 22,000 | \$ 25,217 | \$ 23,820 |
| Transportation Services | | | |
| 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> |
| Other | | | |
| 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> |
| Public Health (Cemetery) | <u>\$ 149,000</u> | <u>\$ 144,823</u> | <u>\$ 147,793</u> |
| Recreation and Cultural Services | | | |
| 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> |
| Cow Bay Marina | <u>\$ 257,000</u> | <u>\$ 415,076</u> | <u>\$ 212,741</u> |
| TOTAL GENERAL OPERATING FUND | <u>\$ 2,665,000</u> | <u>\$ 3,040,080</u> | <u>\$ 1,906,124</u> |
| SOLID WASTE FUND | <u>\$ 4,599,000</u> | <u>\$ 4,469,469</u> | <u>\$ 3,442,672</u> |
| WATER FUND | <u>\$ 2,925,000</u> | <u>\$ 2,984,516</u> | <u>\$ 2,877,884</u> |
| SEWER FUND | <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> |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 8

City of Prince Rupert

Schedule of Government Transfers For The Year Ended December 31

| | Unaudited 2022 Budget | 2022 Actual | 2021 Actual |
|--|-----------------------------|----------------------------|----------------------------|
| Federal Grant- Conditional | | | |
| 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> |
| Provincial Grants | | | |
| Unconditional | | | |
| 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> |
| Conditional | | | |
| 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> |
| Regional and Other External Transfers - Conditional | | | |
| 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> |
| Total Government Transfer | <u>\$ 15,716,000</u> | <u>\$ 4,088,766</u> | <u>\$ 2,323,513</u> |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 9

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> |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 10

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 | <u>5,860,000</u> | <u>5,731,410</u> | <u>5,901,767</u> |
| | \$ 41,166,000 | \$ 42,957,248 | \$ 37,896,838 |
| 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> |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 11

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 |
|---|---------------------------------------|-----------------|--------------------|---------------------|-------------------|-----------------------|---------------------|
| Equipment Financing | | | | | | | |
| 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> |
| Short Term / Temporary Financing | | | | | | | |
| 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> |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 12

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 | (74,287) | (63,615) | 4,770,378 |
| | | | | <u>\$ 6,896,889</u> | <u>\$ -</u> | <u>\$ (350,211)</u> | <u>\$ 72,002</u> | <u>\$ (154,993)</u> | <u>\$ (82,571)</u> | <u>\$ 5,381,116</u> | |
| Water Fund | | | | | | | | | | | |
| 3433 | Woodworth Dam | 156 | 2048 | \$ 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 | 2048 | \$ 10,000,000 | \$ 10,000,000 | \$ - | \$ (302,360) | \$ - | \$ - | \$ (1,771) | \$ 9,695,869 |
| | | | | <u>\$ 25,986,876</u> | <u>\$ -</u> | <u>\$ (967,724)</u> | <u>\$ 73,943</u> | <u>\$ (183,953)</u> | <u>\$ (88,219)</u> | <u>\$ 24,840,713</u> | |

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 13

City of Prince Rupert

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

| | |
|---|----------------------|
| Grant Balance as at Jan 1, 2022 | \$ 11,525,181 |
| 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) | \$ 4,337,561 |

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.

APPENDIX B:

Audited Financial Statements (continued...)

Schedule 14

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 | \$ 1,199,000 |
| 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 | \$ 403,000 |

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

APPENDIX C:

Permissive Tax Exemptions



CITY OF PRINCE RUPERT

Permissive Tax Exemptions 2022 to 2023 or 2022 to 2027

Pursuant to Section 227 of the *Community Charter*, Public Notice is hereby given that Prince Rupert City Council is considering adopting proposed **Permissive Property Tax Exemption Amendment Bylaw No. 3477, 2021**. If adopted by Council, the following properties would be exempt from property taxation in the following amounts:

| Registered Owner/ Occupier Identity/ Facility | Estimated annual Permissive Tax Exemption based on 2022 Rates/Values | Roll Number | Legal Description |
|--|--|-------------|--|
| Places of Worship (Exclude Statutory Exempt Portion) | | | |
| Bishop of New Caledonia (Anglican Cathedral) | \$ 434.97 | 0001839.000 | Lots 38-42, Blk 1, Range 5, Plan 923, DL1992, LD 14 |
| Church of Jesus Christ of Latter Day Saints Church | 545.96 | 0091420.000 | Lot 1, Range 5, Plan 10626, DL 251, LD 14 |
| Cornerstone Mennonite Brethren Church | 255.36 | 0002000.000 | Lot 20-22, Blk 9, Sec 5, Range 5, Plan 923, DL 251, LD 14 |
| Fellowship Baptist Church | 325.48 | 0003323.000 | Lot A, Range 5, Plan 7641, DL 251, LD 14 |
| The Salvation Army | 1,387.40 | 0001041.000 | Parcel B, Blk 36, Sec 1, Range 5, Plan 923, DL 251, LD 14 |
| Harvest Time United Pentecostal Church | 140.24 | 0003175.000 | Lot 16 W ½ 15, Blk 11, Sec 6, Range 5, Plan 923, DL 251, LD 14 |
| Indo-Canadian Sikh Association Temple | 137.99 | 0002980.000 | Parcel A (PP23125), Blk 3, Sec 6, Range 5, Plan 923, DL 1992, LD |
| Prince Rupert Congregation of Jehovah's Witnesses | 466.84 | 0002772.050 | Lot 1, Plan EPP104623, DL 251, LD 14 |
| Prince Rupert Church of Christ Church | 775.07 | 0009855.000 | Parcel A (TG4443), Range 5, Plan 10602, DL 251, LD 14 |
| Prince Rupert Native Pentecostal Revival Church | 301.85 | 0001038.000 | Lot 13-14, Blk 36, Sec 1, Range 5, Plan 923, DL 251, LD 14 |
| Prince Rupert Pentecostal Tabernacle | 631.08 | 0091412.000 | Lot 1, Range 5, Plan 11720, DL 251, LD 14 |
| Prince Rupert Sikh Missionary Society Temple | 654.70 | 0006391.000 | Parcel A, Blk 39, Sec 8, Range 5, Plan 923, DL 251, LD 14 |
| First United Church | 28.87 | 0002099.000 | Lots 23 & 24, Blk 12, Sec 5, Range 5, Plan 923, DL 251, LD 14 |
| First United Church (parking lot) | 798.13 | 0002098.000 | Lot 22, Blk 12, Sec 5, Range 5, Plan 923, DL 251, LD 14 |
| First United Church (parking lot) | 798.13 | 0002097.000 | Lot 21, Blk 12, Sec 5, Range 5, Plan 923, DL 251, LD 14 |
| St. Paul's Lutheran Church of Prince Rupert | 149.99 | 0001958.000 | Lot 25, Blk 7, Sec 5, Range 5, Plan 923, DL 251, LD 14 |
| Sub-total Places of Worship | \$ 7,832.05 | | |
| Other Properties | | | |
| Cultural Dance Centre & Carving House | \$ 13,720.69 | 0000382.000 | Lot A, Blk 16, Sec 1, Range 5, Plan 923, DL 251, LD 14 |
| Museum of Northern BC | 43,090.13 | 9000165.002 | Lot 1, Range 5, Plan EPS64, DL 251, LD 14 |
| Prince Rupert Performing Arts Centre Society | 135,547.81 | 9000363.000 | Parcel Assign 28, Range 5, Plan 5631, Except Plan 6006, DL 251, |
| Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility) | 26,880.88 | 9000246.000 | Part Lot 1, Blk Wft G, Plan 7176 Except Plan PRP42647, DL251, L |
| Prince Rupert Golf Club | 24,404.20 | 9000322.000 | |
| Prince Rupert Golf Club | 5,606.19 | 9000322.001 | Blk 4, Range 5, Plan 1594, DL 251, LD 14 Except Plan 3908 & Part |
| Prince Rupert Golf Club | 450.63 | 9000322.003 | of DL 1992 7&1994, Except Plans 5535, 6006, 8407, 9409 |
| Prince Rupert Golf Club | 309.39 | 9000322.004 | |
| Prince Rupert Racquet Association | 5,426.01 | 9000322.002 | Lot A, Range 5, Plan 9409, DL 251, LD 14 |
| School District No. 52 (Prince Rupert) (Pacific Coast School) | 7,290.80 | 0000525.000 | Part of Lot A, Range 5, Plan 8288, DL251, LD 14 |
| School District No. 52 (Prince Rupert) (Pacific Coast School) | 116.58 | 0000300.000 | Part of Lot 16 & 17, Blk 12, Sec 1, Range 5, Plan 923, DL251, LD 1 |
| BC Society for the Prevention of Cruelty to Animals | 2,376.46 | 0093225.000 | Lot 1, Sec 9, Range 5, Plan PRP43463, DL 251, LD 14 |
| BC Society for the Prevention of Cruelty to Animals | 13,294.72 | 0093227.000 | Lot A, Sec 9, Range 5, Plan PRP43462, DL 251, LD 14 |
| BC Society for the Prevention of Cruelty to Animals | 1,455.02 | 0093230.000 | Lot 1, Sec 9, Range 5, Plan PRP43461, DL 251, LD 14 |
| Prince Rupert Loyal Order of Moose/Moose Lodge | 614.58 | 0000261.000 | Lot 1-2, Blk 11, Sec 1, Range 5, Plan 923, DL 1992, LD 14 |
| Prince Rupert Salmon Enhancement Society | 1,679.21 | 9000323.001 | Block PT 4, Range 5, Plan 1594, DL 251, LD 14 |
| Prince Rupert Curling Club | 12,577.29 | 9000299.000 | Lot C, Range 5, Plan 4693, Except Plan PRP44107, DL 251, LD 14 |
| Prince Rupert Rod & Gun Club | 1,690.42 | 9000416.000 | License# 705501 & B06202, Range 5, Plan 1456, DL 251, LD 14 |
| Prince Rupert Aboriginal Community Services Society | 2,612.15 | 0009504.000 | Lot 4, Range 5, Plan 9689, DL 251, LD 14 |
| Friendship House Association of Prince Rupert | 20,150.18 | 0000914.000 | Parcel A (PN24367), Blk 32, Sec 1, Range 5, Plan 923, DL 251, LD |
| Kaien Island Daycare Services Family Resource Centre | 1,051.93 | 0005167.002 | Lot A, Range 5, Plan 8006, DL 251, LD 14 |
| Prince Rupert Senior Centre Association | 890.93 | 0001044.000 | Lot 19, Blk 36, Sec 1, Range 5, Plan 923, DL 251, LD 14 |
| North Coast Community Services Society (Previously Prince Rupert Community Enrichment Society) | 6,344.70 | 0000906.000 | Lots 15-16, Blk 32, Sec 1, Range 5, Plan 923, DL 251, LD 14 |
| The Royal Canadian Legion Branch 27 (Only area used by Legion) | 825.69 | 0000641.000 | Lot 16, Blk 24, Sec 1, Range 5, Plan PRP923, DL 251, LD 14 |
| Navy League Prince Rupert Branch | 646.83 | 9000299.001 | Lot C, Range 5, Plan 4693, DL 251, LD 14 |
| Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit") | 1,957.35 | 9000214.100 | Lot 1, Range 5, Plan 42708, DL 251, LD 14 |
| Kaien Senior Citizen's Housing | 58.46 | 0003150.000 | Lots 7-10, Blk 10, Sec 6, Range 5, Plan 923, DL 251, LD 14 |
| Prince Rupert Senior Citizen's Housing Society | 2,002.63 | 9000089.000 | Lot 1, Range 5, Plan 4083, DL 251, LD14 |
| Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit") | 10,274.94 | 0040511.050 | Lot A, Range 5, Plan BCP13581, DL 1992, LD 14 |
| Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit") | 15,702.54 | 0003411.000 | Blk G3, Range 5, Plan 923, DL 251, LD 14 |
| Sub-total other Properties | \$ 359,049.35 | | |
| Estimated Annual Total Permissive Property Tax Exemptions | \$ 366,881.40 | | |

The estimated annual exemption for future years is expected to be approximately the same as the 2022 exemption for all properties.

If you have any questions, or for further information, please contact Corinne Bomben, Chief Financial Officer, 250-627-0935.

APPENDIX D:

Community Enhancement Grant Report

| Category | Actual 2022 | Budget 2022 |
|---|------------------|------------------|
| Grants In Aid | | |
| AFFNO Sugar Shack Grant (in kind) | 950 | 950 |
| BC SPCA | 28,676 | 30,000 |
| Halloween Festival (In Kind) | 3,960 | 6,000 |
| National Aboriginal Day (In Kind) | 1,716 | 2,500 |
| Navy League of Canada (in kind) | 4,044 | 4,000 |
| Prince Rupert Racquet Association | 8,500 | 10,000 |
| Prince Rupert Arts Council | 20,000 | 20,000 |
| Prince Rupert Special Event Society - Civic Centre (in | 6,694 | 12,000 |
| Prince Rupert Special Event Society - Operating Grant | 15,000 | 15,000 |
| Prince Rupert Wildlife Shelter | 6,600 | 6,600 |
| Prince Rupert Crime Stoppers (In kind) | | 300 |
| CHSS Evergreen Program - Cash | 750 | 750 |
| CHSS Evergreen Program - (In kind) | 142 | 1,000 |
| Ecotrust Canada | 7,500 | 7,500 |
| Provision for later applicants (nominal amount) | - | 400 |
| <i>Subtotal</i> | <i>104,532</i> | <i>117,000</i> |
| Major Grants | | |
| Prince Rupert Golf Course (Operating) | 160,000 | 160,000 |
| Tourism Prince Rupert hotel tax transfer (regulatory requirement) | 332,449 | 280,000 |
| Visitors Information Centre | 17,000 | 17,000 |
| Museum of Northern BC. - Kwinitza Station Grant | 15,000 | 15,000 |
| Museum of Northern BC. - Insurance on Artifacts | 5,663 | 6,000 |
| Museum of Northern BC - Museum Grant | 149,590 | 150,000 |
| Prince Rupert Library | 737,000 | 737,000 |
| Prince Rupert Library vest benefit accrual | 9,048 | 9,000 |
| Lester Centre | 148,780 | 149,000 |
| <i>Subtotal</i> | <i>1,574,530</i> | <i>1,523,000</i> |
| Total | 1,679,062 | 1,640,000 |

CONTACT

City Departments

City of Prince Rupert

424 3rd Avenue West
Prince Rupert, BC
Canada V8J 1L7

Tel: 250-627-1781

Fax: 250-627-0999

Website: www.princerupert.ca

Office Hours

9:30 am to 4:30 pm
Monday through Friday

Dr. Robert Buchan, City Manager

250-627-0931
robert.buchan@princerupert.ca

Corinne Bomben, CPA, CA,

Chief Financial Officer
250-627-0935
corinne.bomben@princerupert.ca

Rosamaria Miller, Corporate Administrator

250-627-0963
rosamaria.miller@princerupert.ca

Richard Pucci, Director of Operations + Intergovernmental Relations

250-627-0956
richard.pucci@princerupert.ca

Paul Vendittelli, Director of Economic Development + Transportation

250-627-5138
paul.vendittelli@princerupert.ca

Myfannwy Pope, City Planner and Director of Development Services

250-627-2822
myfannwy.pope@princerupert.ca

City Services

Public Works

Water/Sewer/ Roads/Parks: 250-624-6795
Garbage Collection/Landfill: 250-624-5482
Streetlight Repair Reporting: 250-627-0988

Engineering

General Office Line: 250-627-0950

Can call for:

- Cemetery Arrangements
- Permits (City Property)
- Blasting Permits

Emergency Lines

After Hours: 250-624-3000
Weekends: 250-624-1037 (or 624-3000)

Non-Emergency Police & Fire

Fire Department: 250-627-1248
RCMP: 250-624-2136





Thanks for reading!





REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 12, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Director Development Services

SUBJECT: DEVELOPMENT ACTIVITY REPORT FOR APRIL 2023

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 May 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:

Myfannwy Pope,
Director Development Services

Robert Buchan,
City Manager

Attachments:

1. Development Activity Report

| File No. | Location | Proposal Description | Date Received | Status | Date of Decision |
|-------------|---|--|------------------|--|--|
| ZBLA-21-01 | 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 |
| ZBLA-22-07 | 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 |
| ZBLA-22-08 | 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 rd Reading on February 6, 2023 |
| ZBLA-23-01 | Lisa Walters Drive and 9 th Avenue W | Zoning Bylaw Amendment to rezone 8 lots currently zoned R2 and P1 to RM5 with a height restriction. | April 25, 2023 | Public Hearing & 3 rd Reading Scheduled for June 12 | N/A |
| ZBLA-23 -02 | Various | Allowing Child Care Centres in RM1-5 and P1 facilities. | May 15, 2023 | Public Hearing Waived on May 23, 2023. 1&2 nd Returning to Council June 12. | |
| DVP-23-03 | 1215 Omineca Avenue | Construction of a carport into front and side-setbacks | April 18, 2023 | Approved | May 23, 2023 |
| DVP-23-04 | 630 Sherbrooke Avenue | Construction of a shed into setbacks and encroachment into roadway. | April 18, 2023 | Returned to Staff for review of roadway | May 8 |
| DVP-23-05 | 1337 Pigott Avenue | Replacement of deck and stairs with encroachment into front yard setbacks. | April 18, 2023 | Approved | May 23, 2023 |
| DVP-23-06 | 212 9 th Avenue East | Raising of a roof with footprint into existing side-yard setbacks. | April 20, 2023 | In Progress - public notification | N/A |

| | | | | | |
|------------|--|---|----------------|-----------------------------------|--------------|
| DVP-23-07 | 1300 Hays Cove Avenue | Proposed height and parking variance to accommodate Rapid Housing Initiative proposal for those experiencing severe housing need. | April 20, 2023 | Approved | May 23, 2023 |
| DVP-23-09 | 1129 11 th Avenue East | Replacement of existing non-conforming deck into setbacks. | April 21, 2023 | In Progress – Public Notification | N/A |
| DVP-23-10 | 945 Hays Cove Ave | Construction of a roof over access stairs which encroach into front-yard setbacks. | April 27, 2023 | In progress – Public Notification | N/A |
| DVP-23-08 | 1946 11 th Avenue E | Construction of a shop/garage over height | April 21, 2023 | In Progress - Referrals | N/A |
| DVP-23-11 | 330 8 th Avenue E | Proposed Garden shed of 5m tall. | May 30, 2023 | In Progress - Referrals | N/A |
| DVP-23-12 | 432 8 th Avenue W / 721 Lobiniere | Deck/entrance-way into an existing non-conforming house onto rear lot-lines. | May 31, 2023 | In Progress - Referrals | N/A |
| DVP-23 -13 | 1808-10 7 th Avenue E | Deck and overhang extending into front lot line setbacks. | June 2, 2023 | In Progress - Referrals | N/A |
| DP – 23-04 | 23-25 Cow Bay rd. | Fencing around outdoor tables. | April 25, 2023 | Approved | N/A |
| DP – 23-05 | McBride Tennis Court | Banner Signs | April 26, 2023 | Approved | N/A |
| DP – 23-06 | 323 3 rd Ave W | Sign Permit | May 25, 2023 | In Progress - Referrals | N/A |
| DP-23-07 | 501 McBride Street | Sign Permit | May 25, 2023 | In Progress - Referrals | N/A |
| DP-23 -09 | 336 2 nd Avenue W | Sign Permit | June 1, 2023 | In Progress - Referrals | N/A |



MEMORANDUM

DATE: June 12th, 2023
TO: Dr. Robert Buchan, City Manager
FROM: Richard Pucci, Approving Officer

SUBJECT: 630 Sherbrooke Avenue – DVP-23-04 – Road Allowance Review

Through the City Manager:

The Approving Officer has been requested to review the DVP-23-04 Application with specific attention to using the Road Allowance. The Applicant has applied to construct a 600-square-foot shed that will encumber the Road Allowance by 120 square feet.

The Approving Officer has reviewed this Application and has no issues with the encumbrance as long as the following conditions are met:

1. The City Council Approves the Development Variance Permit;
2. The Building Department approves a Building Permit; and,
3. The Applicant executes a standard Encroachment Agreement with the City.

The Approving Officer does not recommend Closing the Road Allowance by Bylaw as though the corridor is aggressively sloped and not likely able to be used for a road; it is a corridor that could be used for utility, such as drainage, in the future.

Thank you, and if you have any questions or concerns regarding this Memo, please direct inquiries through the City Manager.

Regards,

Richard Pucci,
Approving Officer



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 12th, 2023
TO: Dr. Robert Buchan, City Manager
FROM: Richard Pucci, Director of Operations & Intergovernmental Relations

SUBJECT: CAPITAL & MAJOR PROJECTS – MONTHLY UPDATE

REASON FOR REPORT:

The City of Prince Rupert has several active Capital and Major Projects in various states of completion. This Report aims to update Council and the Public on the progress monthly.

ANALYSIS:

The Staff has completed the attached chart and this verbal report to showcase the progress of our Capital and Major Projects.

LINK TO STRATEGIC PLAN:

All Projects associated with these updates are linked to the Strategic Plan.

COST:

There is no impact on the Annual Budget or Strategic Priorities for the Staff at this time.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Dr. Robert Buchan,
City Manager

Attachment(s):

- Major/Capital Projects Progress Chart

Capital & Major Project Update

| MAJOR PROJECT | PRIORITY | STATUS | % COMPLETE |
|-------------------------------|----------|-------------|------------|
| Public Works Building | High | In Progress | 5% |
| Bridge Repairs (6th & 2nd) | High | In Progress | 5% |
| Landfill Closure | High | In Progress | 5% |
| RCMP Detachment | High | In Progress | 15% |
| Water Replacement Program | High | In Progress | 5% |
| SCADA System Upgrade | High | In Progress | 25% |
| Sewer Treatment Pilot Program | High | In Progress | 5% |
| Submarine/Overland | High | In Progress | 5% |
| Water Treatment | High | In Progress | 5% |
| Waterfront Project | High | In Progress | 10% |
| Outfall Repairs (L & J) | High | In Progress | 5% |



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 12, 2023
TO: Robert Buchan, City Manager
FROM: Rosamaria Miller, Corporate Administrator
SUBJECT: KAPS REQUEST

RECOMMENDATION:

THAT Council directs staff to advise KAPS that the cost of providing this infrastructure is approximately \$35k and there are no funds available in the current budget;

AND THAT Council directs staff to advise KAPS that the City is unable to supply water to barrels due to equipment unavailability.

REASON FOR REPORT:

A letter was received from KAPS (attached) requesting reconsideration for the City to join as partners with KAPS and assist with providing a constant water supply to the garden boxes.

It has been previously communicated that the City would be unable to provide water and that the cost of providing the infrastructure to do so would be in the neighbourhood of \$35k plus. In addition, aside from cost prohibitions there are additional issues such as pipe freezing. Adding infrastructure to this area for this purpose is not a viable option given other priority areas.

Report Prepared By:

Report Reviewed By:

Rosamaria Miller,
Corporate Administrator

Dr. Robert Buchan,
City Manager



569 McKay Street
Prince Rupert, B. C.
V8J 3X6
627-5277 (office)
family@citywest.ca

City of Prince Rupert
424 Third Avenue West
Prince Rupert, B. C.
V8J 1L7
May 03, 2021

Attention: Mayor and City Council

Dear Mayor and Councillors:

The Kaien Anti-Poverty Society (KAPS) has hosted a community garden site at Kootenay Ave and Smithers St for many years. We have 11 raised garden boxes for the community to access, develop their gardening skills and reap their harvest.

Over the years numerous avid gardeners have maintained their garden box year-round and others have given it up in the late summer after their harvest has been removed. But it has become apparent that those who give their garden box up at the end of summer is due to their harvest not being quite what they hoped it would be as a lack of water supply had stunted the growth of their seedlings.

Currently, we are requesting consideration of the City of Prince Rupert joining in as partners with KAPS and assist the community gardeners to have a constant supply of water for their garden boxes. We all know that it would be most beneficial if there were water taps within reach of the gardeners. However, we realize that is not an option currently. So, we are asking the City of Prince Rupert to supply water to the water barrels within the fence of the garden by using the city water truck. Consider bringing water to the barrels and filling them once per month during the summer months when the sun does shine, and water is needed.

The community garden site is situated on the abandoned field that holds the tot park and the dog park. Great plans were made for this whole site that would include an enlarged community garden area with water and other natural environmentally friendly venues for the community to enjoy. Bringing water to the current garden site would compliment the idea of the field being used by the community.

We look forward to hearing from Mayor and Council on this matter soon as the gardening season is upon us and it would be most helpful to assure gardeners of a water supply, they can count on this year.

Please contact Marcella Woodland, our garden coordinator at 778 645 2010 to respond to further questions you may have on this matter. Marcella would be pleased to meet with you at your convenience.

Sincerely,

Colleen Hermanson

Colleen Hermanson
KAPS

From: sharon gregson <sharongregson4@gmail.com>
Sent: Sunday, June 4, 2023 8:21 PM
To: City Hall <cityhall@princerupert.ca>; pr1-director@ncrdbc.com
Subject: Urgent - UBCM Child Care Resolution

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.

Sharon Gregson
Coalition of Child Care Advocates of BC
2772 East Broadway
Vancouver, BC V5M 1Y8

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

Subject: Urgent - UBCM Child Care Resolution

To Honourable Mayor Herb Pond and Council,

The Coalition of Child Care Advocates of BC is a longstanding, non-profit organization dedicated to the creation of a high-quality, affordable, accessible child care system in BC. We appreciate that your Council shares this vision to support families with young children, and the local economy in your community.

In recent years there has been measurable progress toward a quality child care system in BC with historic provincial and federal investments. New publicly-funded affordability measures for families including \$10aDay sites, wage enhancements for educators, and more licensed programs are making a positive difference.

However, local and Indigenous governments and nonprofit organizations across BC are still facing significant child care challenges, with demand for licensed child care outstripping supply, and a severe shortage of early childhood educators.

One of the major obstacles facing local governments when they want to expand child care in their communities is the grant-based application process required to access provincial capital funding. The current process places a major burden on applicants, usually local government staff working with non-profit agencies, requiring them to coordinate all aspects of design, development, and implementation. Significant technical expertise and organizational capacity are also necessary to complete the online applications, which often does not exist at the local level or pulls resources away from other municipal duties.

To address this urgent issue, we request that your Council adopt the resolution shared below, as originally supported by the Regional District of Nanaimo, or a similar resolution. Once adopted we hope the resolution will be forwarded to your local area association and on to the 2023 UBCM Convention.

This resolution urges the Ministry of Education and Child Care to provide multi-year funding to local and Indigenous governments and non-profit organizations to enhance their organizational capacity to coordinate the current grant applications process.

The resolution further requests the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

Evidence-based research makes clear that such a systemic approach will lead to a more equitable and accessible child care system across British Columbia.

Thank you for your attention to this matter, and for recognizing that child care is a priority for healthy communities. Please reach out should any clarification be required.

Yours sincerely,

Sharon Gregson

Spokesperson \$10aDay
Coalition of Child Care Advocates of BC

Sample Resolution

WHEREAS the Ministry of Education and Child Care is responsible for B.C.'s \$10/day child care program, and ChildCareBC's growing system of universal child care has been life-changing for families, with demand far outstripping supply;

AND WHEREAS the current grant-based process to expand universal child care relies on grant applicants to coordinate all aspects of design and implementation, and local and Indigenous governments and nonprofit organizations often lack the resources to successfully manage this process in accordance with UBCM-funded child care needs assessments and action plans:

THEREFORE BE IT RESOLVED that while the Province continues to rely on individual grant applicants to plan and develop child care expansion, that instead, the Province provide multi-year funding to local and Indigenous governments and nonprofit organizations to support resources to coordinate this process:

AND BE IT FURTHER RESOLVED that UBCM urge the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: May 24, 2023 2:17 PM
To: Rosamaria Miller
Subject: Fw: Support for Port City Spirits

Follow Up Flag: Follow up
Flag Status: Flagged

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----- Forwarded message -----

From: Vanessa Anderson <roseevent@yahoo.ca>
Date: Wed, May 24, 2023 at 10:32 AM
Subject: Support for Port City Spirits
To: Pam Pedersen <thepampedersen@gmail.com>

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in PrinceRupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,
V. Anderson

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: June 5, 2023 6:29 PM
To: Rosamaria Miller
Subject: Support for PCS

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

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----- Forwarded message -----

From: Maria Weatherby <Maria.Weatherby@sd52.bc.ca>
Date: Mon, Jun 5, 2023 at 3:03 AM
Subject: Re: small request
To: thepampedersen <thepampedersen@gmail.com>

To Mayor and Council,

I would like to express my strong support for the Lounge Area application submitted to council by Port City Spirits.

Getting a new lounge in Prince Rupert is certainly something to get excited about. My circle of friends do not feel that there are currently enough places to sit, mingle, and enjoy an interesting and carefully crafted cocktail. We are tired of going to the same places; we definitely would welcome a new lounge in our city.

I strongly believe that a new lounge will increase the quality of life for people living and visiting Prince Rupert.

Sincerely,
Maria Weatherby

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: May 24, 2023 2:18 PM
To: Rosamaria Miller
Subject: Fw: Letter of support

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.

----- Forwarded message -----

From: jadeyes1 <joeviscount@gmail.com>
Date: Wed, May 24, 2023 at 10:22 AM
Subject: Letter of support
To: Ray Pedersen <ray@slate-ghc.com>

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in PrinceRupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely, Joe Viscount 1600 Moresby Ave. V8j1j9

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: May 24, 2023 2:20 PM
To: Rosamaria Miller
Subject: Fw: Lounge Area application

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.

----- Forwarded message -----

From: Amber Topham <ad.topham@gmail.com>
Date: Wed, May 24, 2023 at 11:40
Subject: Lounge Area application
To: Ray Pedersen <ray@slate-ghc.com>

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in PrinceRupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely yours,
Amber Dawn Topham
778-884-6000

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: May 25, 2023 5:40 PM
To: Rosamaria Miller
Subject: Port City Sprits Support

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

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

Dear City Council of Prince Rupert,

I am writing to express my enthusiastic support for Port City Sprits, a local business that is seeking approval for their Lounge Area application. As a resident of Prince Rupert, I have seen the tremendous effort and dedication that this business has put into getting their establishment up and running, and I believe that they would be a great asset to our city.

Port City Sprits has been in the process of getting their business up and running for some time now, and they have consistently demonstrated a commitment to providing excellent service and quality products to their customers. With their selection of spirits, they will become a popular destination for many residents and visitors alike.

The addition of a Lounge Area at Port City Sprits would provide a valuable service to our community, offering a unique and welcoming atmosphere to enjoy a drink with friends and family. The lounge area would also contribute to our local economy by creating jobs and supporting other small businesses in the area.

In light of their contributions to our city, I urge you to support Port City Sprits' Lounge Area application and their continued success. Their presence will help to make Prince Rupert a vibrant and thriving place to live and work.

Thank you for your time and consideration.

Your's Digitally,



Daphne Thomson
Founder

Email: daphne@catchthebeat.ca

Website: www.catchthebeat.ca



Diana Goncalves

From: Dona Grace <lazidawgdanzin@gmail.com>
Sent: Sunday, May 21, 2023 5:58 PM
To: City Hall
Subject: Letter of support for Port City Spirits
Attachments: Rosa Miller City Manager.docx

Categories: Diana

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 Ms. Miller,

Please see the attached letter of support for Port City Spirits.

Thank you,

Dona Grace-Campbell

Rosamaria Miller

From: Eszter Ruzsnyak <rusznyakeszter@gmail.com>
Sent: May 23, 2023 6:39 AM
To: Rosamaria Miller
Subject: Lounge Extension Liquor License Application

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

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

To Whom It May Concern

I am writing to express support for the Lounge Extension and Liquor License application submitted as I understand, by Port City Spirits, to the City Council for endorsement. I have been aware of the seeds of hope for this business endeavour for a few years now, and since moving back to Prince Rupert after a 6 year departure, I was looking forward to seeing the business up and running. I have been away living in Hungary and traveling in Europe.

Things have changed in Canada, and one of the changes is the visibility of Cannabis retail establishments. The scent is in the air, so to speak. I have been back in Canada and Rupert for 10 months now, and I have to wonder about the viability of what seems to be 3 Cannabis outlets in Rupert. I am not a patron, but I wish them well.

I am looking forward to knowing that there is a relatively small and unassuming Cocktail Lounge on Fraser Street as a social meeting place here in town. Right now, this type of venue is missing for me. In Europe,

these businesses are considered as "Locals" and they are really places where people gather for community as well as for enjoyment of traditional libation. What has added to my excitement, is the bespoke product created and offered by Port City Spirits. It will be the new product itself that will venture out in the world and will compete in a niche world market.

I would hope that decision makers support the application for PCS and I am writing to let you know that I, Eszter Rusznyak, Citizen of Prince Rupert, fully support the business endeavour.

Regards,

Eszter Rusznak

Eszter Rusznyak
1027 Borden Street
Prince Rupert, British Columbia
V8J 1V6
Canada
250.999.10.10 or 905.388.39.92
778.884.17.30

S Ter Veronika Rusznyák/META

eszter.rusznyak/SKYPE

Rusznyák Eszter

Rosa Miller City Manager

Prince Rupert

May 23, 2023

Dear Ms. Miller;

It is with excitement that I write this letter in support of the new business 'Port City Spirits'. As a small business owner and new resident to Prince Rupert I support any new responsible business that decides to open in Rupert. It takes innovation and courage to open in a city that, let us say, looks a bit 'worn-out'.

These four entrepreneur, have come up with an idea, which is timely and shows great promise for setting a standard of excellence in Rupert. Each is an experienced business person, with commitment to this place they call home. Tasting rooms of exquisite spirits are opening all around North America, and we have the luck that one is gracing our city.

As anticipated, more and more tourists are on their way to Rupert. There is not much for the intrepid explorer to do during a day of inclement weather. I know my guests are excited to taste the fascinating elixirs they are dreaming up. These Spirits are rooted in the land and sea here in the North West. What is on offer is not just a taste of coastal BC but an experience as well.

I hope you'll join me in supporting this new fine establishment.

Dona Grace-Campbell

Omineca, PR

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: May 25, 2023 9:14 AM
To: Rosamaria Miller
Subject: Fw: Letter of Support for Port City Spirits

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

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----- Forwarded message -----

From: Tiffany Pucci <puccitiffany@gmail.com>
Date: Wed, May 24, 2023, 17:20
Subject: Letter of Support for Port City Spirits
To: Pam Pedersen <thepampedersen@gmail.com>

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to the City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in PrinceRupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,

Tiffany Pucci

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: June 7, 2023 2:50 PM
To: Rosamaria Miller
Subject: Port City Spirits

Follow Up Flag: Follow up
Flag Status: Completed

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From: Wendy Prystay <prystayw@gmail.com>
Sent: Wednesday, June 7, 2023 2:38 PM
To: John Farrell <jfarrell@rupertcf.com>
Subject: Port City Spirits

June 7, 2023

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,

Wendy & Victor Prystay

--

--

Wendy J Prystay
F. 250.624.3301
C. 250.600.5301
E. prystayw@gmail.com

Rosamaria Miller

From: Jack Payne <jpayne@payne-group2.com>
Sent: June 7, 2023 10:29 AM
To: Rosamaria Miller
Subject: Letter of Support - Port City Spirits

Follow Up Flag: Follow up
Flag Status: Flagged

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

To Mayor and Council,

We support Port City Spirits in its application for a Lounge License at its Fraser Street location.

We are excited to see this project unfold and believe it will be one more thing helping to put Prince Rupert on the map of great coastal cities.

The partners plan to produce high-quality spirits to a very specific customer base of craft distilling enthusiasts and to the cruise ship market that will pay a premium price for quality. That quest to become a premier shore excursion is what prompted the morning openings on “cruise days”.

The 35-seat tasting room, which is neither a bar nor a nightclub, will be a small gathering space for people to taste a limited number of products in a cozy and hip environment. It will be a great addition to a very small selection of gathering places in town.

We hope that Mayor and Council will endorse this new business endeavor and offer the support this new business needs to get established and thrive.

Sincerely,

Jack Payne

Jack Payne | Payne Group | 800 Third Avenue W, PO Box 1025, Prince Rupert, BC V8J 4B7
e: jpayne@payne-group.com | t: 250-627-5225 | m: 250-624-1977 | f: 866-606-8925

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: June 6, 2023 8:57 AM
To: Rosamaria Miller
Subject: Support for cocktail Lounge License

Follow Up Flag: Follow up
Flag Status: Completed

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From: Kevin Palmu <kevin.palmu@gmail.com>
Sent: Tuesday, June 6, 2023 7:35 AM
To: John Farrell <jfarrell@rupertcf.com>
Subject: Support for new cocktail Lounge in Prince Rupert

To Mayor and Council,

I am writing to express my strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,
Kevin Palmu

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: May 24, 2023 2:21 PM
To: Rosamaria Miller
Subject: Fw: Support Letter

Follow Up Flag: Follow up
Flag Status: Flagged

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----- Forwarded message -----

From: michael pucci <michaelwilliampucci@gmail.com>
Date: Thu, May 25, 2023 at 1:20
Subject: Support Letter
To: <ray@slate-ghc.com>

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in PrinceRupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,
Michael Pucci
707 4th ave east
Prince Rupert BC

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: May 26, 2023 4:11 PM
To: Rosamaria Miller
Subject: Support for Port City Spirits Lounge license

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

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----- Forwarded message -----

From: debbie mellis <debbamel@yahoo.ca>
Date: Fri, May 26, 2023 at 1:34 PM
Subject: Support
To: Pam Pedersen <thepampedersen@gmail.com>

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge in town to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,

Rich and Debbie Mellis

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: June 6, 2023 9:56 AM
To: Rosamaria Miller
Subject: Support for new cocktail Lounge in Prince Rupert

Follow Up Flag: Follow up
Flag Status: Completed

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From: Kaelen McNeight <kaelenmcneight@northernwhitenp.com>
Sent: Tuesday, June 6, 2023 9:54 AM
To: John Farrell <jfarrell@rupertcf.com>
Subject: Re: Support for new cocktail Lounge in Prince Rupert

To Mayor and Council,

I am writing to express my strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,

Kaelen McNeight

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: June 1, 2023 10:27 AM
To: Rosamaria Miller
Subject: Fw: Port City Spirits Support

Follow Up Flag: Follow up
Flag Status: Flagged

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----- Forwarded message -----

From: **Diane Mather** <dianemather25@gmail.com>
Date: Mon, May 29, 2023, 10:12
Subject: Port City Spirits Support
To: <thepampedersen@gmail.com>

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to the City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in PrinceRupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,

Diane Mather

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: June 6, 2023 6:44 AM
To: Rosamaria Miller
Subject: Support for new cocktail Lounge in Prince Rupert

Follow Up Flag: Follow up
Flag Status: Completed

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.

From: Mlorette <mlorette@citywest.ca>
Sent: Monday, June 5, 2023 7:27 PM
To: John Farrell <jfarrell@rupertcf.com>
Subject: Re: Support for new cocktail Lounge in Prince Rupert

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,
Marg Lorette

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: June 6, 2023 4:58 PM
To: Rosamaria Miller
Subject: Port City Spirits Support Letter

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

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.

To Mayor and Council,

I am writing to express my strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,

Marlene Lindquist
250-600-6146

--

Sent from my iPhone

To Mayor and Council,

We are writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the **Quality of Life** in Prince Rupert. We need more places like this, not less.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,

ANDREW BUKOWSKI



RECEIVED

JUN 08 2023

City of Prince Rupert

To Mayor and Council,

We are writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the **Quality of Life** in Prince Rupert. We need more places like this, not less.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,



Scott Jacobson
310 8th Ave E
Prince Rupert BC
V8J 2M8
778-884-6589

RECEIVED

JUN 08 2023

City of Prince Rupert



To Mayor and Council,

We support Port City Spirits in their application for a Lounge License at its Fraser Street location.

We are excited to see this project unfold and believe it will be one more thing helping to put Prince Rupert on the map of great coastal cities.

The partners plan to produce high-quality spirits for a very specific customer base of craft distilling enthusiasts and for the cruise ship market that will pay a premium price for quality. That quest to become a premier shore excursion is what prompted the morning openings on “cruise days”.

The 35-seat tasting room, which is neither a bar nor a nightclub, will be a small gathering space for people to taste a limited number of products in a cozy and hip environment. It will be a great addition to the very small selection of gathering places in town.

We hope that Mayor and Council will endorse this new business endeavor and offer the support this new business needs to get established and thrive.

Sincerely,

Cindy

Cindy Warren

General Manager Inn on the Harbour

To Mayor and Council,

We are writing to express our strong support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

We look forward to seeing a much needed part of our city being revitalized by this business – that will help bring tourists into a new sector of our community and be a driver in changing the downtown corridor into a thriving tourist hub as has happened with Cow Bay District over the years. We need businesses in this area with extended hours that will help to deter bad activity, crime and vagrancy by being present and helping to clean up the neighbourhood.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,

Rachelle Etzerza
250-600-0153

To Mayor and Council,

We are writing to express our strong support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

We look forward to seeing a much needed part of our city being revitalized by this business – that will help bring tourists into a new sector of our community and be a driver in changing the downtown corridor into a thriving tourist hub as has happened with Cow Bay District over the years. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the **Quality of Life** in Prince Rupert. We need more places like this, not less.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,

PBang

Paula Bang

250-600-3991

To Mayor and Council,

We are writing to express our strong support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

We look forward to seeing a much needed part of our city being revitalized by this business – that will help bring tourists into a new sector of our community and be a driver in changing the downtown corridor into a thriving tourist hub as has happened with Cow Bay District over the years. We need businesses in this area with extended hours that will help to deter bad activity, crime and vagrancy by being present and helping to clean up the neighbourhood.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,



2506005380

To Mayor and Council,

We are writing to express our strong support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

We look forward to seeing a much needed part of our city being revitalized by this business – that will help bring tourists into a new sector of our community and be a driver in changing the downtown corridor into a thriving tourist hub as has happened with Cow Bay District over the years. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the **Quality of Life** in Prince Rupert. We need more places like this, not less.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,


Andres Prince Rupert
778-884-0944
—

To Mayor and Council,

We are writing to express our strong support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

We look forward to seeing a much needed part of our city being revitalized by this business – that will help bring tourists into a new sector of our community and be a driver in changing the downtown corridor into a thriving tourist hub as has happened with Cow Bay District over the years. We need businesses in this area with extended hours that will help to deter bad activity, crime and vagrancy by being present and helping to clean up the neighbourhood.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,



Kayla Yard

778.554.4252

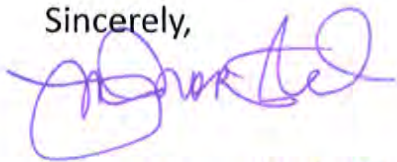
To Mayor and Council,

We are writing to express our strong support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

We look forward to seeing a much needed part of our city being revitalized by this business – that will help bring tourists into a new sector of our community and be a driver in changing the downtown corridor into a thriving tourist hub as has happened with Cow Bay District over the years. We need businesses in this area with extended hours that will help to deter bad activity, crime and vagrancy by being present and helping to clean up the neighbourhood.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,

A handwritten signature in purple ink, appearing to read "D. Smith".

778-865-1831

To Mayor and Council,

We are writing to express our strong support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

We look forward to seeing a much needed part of our city being revitalized by this business – that will help bring tourists into a new sector of our community and be a driver in changing the downtown corridor into a thriving tourist hub as has happened with Cow Bay District over the years. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the **Quality of Life** in Prince Rupert. We need more places like this, not less.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,

But -
Padharath Nath Shah
Coast Mountain College

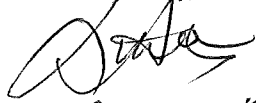
To Mayor and Council,

We are writing to express our strong support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

We look forward to seeing a much needed part of our city being revitalized by this business – that will help bring tourists into a new sector of our community and be a driver in changing the downtown corridor into a thriving tourist hub as has happened with Cow Bay District over the years. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the **Quality of Life** in Prince Rupert. We need more places like this, not less.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,



624-5230

CHRISTINE BICE.

To Mayor and Council,

We are writing to express our strong support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

We look forward to seeing a much needed part of our city being revitalized by this business – that will help bring tourists into a new sector of our community and be a driver in changing the downtown corridor into a thriving tourist hub as has happened with Cow Bay District over the years. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the **Quality of Life** in Prince Rupert. We need more places like this, not less.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,

Tam Nguyen

778 882 3167

May 23, 2023

City of Prince Rupert

To Mayor and Council,

We are writing to express our strong support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

We look forward to seeing a much needed part of our city being revitalized by this business – that will help bring tourists into a new sector of our community and be a driver in changing the downtown corridor into a thriving tourist hub as has happened with Cow Bay District over the years. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the **Quality of Life** in Prince Rupert. We need more places like this, not less.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,

Tom Lessing P.Eng.

Land Owner within Prince Rupert

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: June 7, 2023 9:17 AM
To: Rosamaria Miller
Subject: support of Ports City Spirits

Follow Up Flag: Follow up
Flag Status: Flagged

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

From: Marcie LeBlanc <leblancboutique@gmail.com>
Sent: Tuesday, June 6, 2023 8:50 PM
To: John Farrell <jfarrell@rupertcf.com>
Subject: In support of Ports City Spirits

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,

Marcie LeBlanc

--

LeBLANC boutique
120, 215 Cow Bay Road
Prince Rupert BC
V8J 1A2, Canada

ph (250) 888 - 2112

www.leblancboutique.ca
www.instagram.com/leblancboutique
www.facebook.com/LeBLANCboutique1

Rosamaria Miller

Subject: FW: Letter of support

From: Ray Pedersen <ray@valhallafest.ca>

Sent: Tuesday, May 23, 2023 9:31 PM

To: John Farrell <jfarrell@rupertcf.com>

Subject: Fwd: Letter of support

----- Forwarded message -----

From: **Chelsey Larsen** <chelseysimpson2189@gmail.com>

Date: Wed, May 24, 2023 at 1:30 PM

Subject: Letter of support

To: <Ray@valhallafest.ca>

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in PrinceRupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,
Chelsey Janine Larsen

Rosamaria Miller

From: gm@pacificinn.bc.ca
Sent: June 6, 2023 11:51 AM
To: Rosamaria Miller
Cc: 'Corey Kitchen'
Subject: Port City Spirits

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

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

To Mayor and Council,

We support Port City Spirits in its application for a Lounge License at its Fraser Street location.

We are excited to see this project unfold and believe it will be one more thing helping to put Prince Rupert on the map of great coastal cities.

The partners plan to produce high-quality spirits to a very specific customer base of craft distilling enthusiasts and to the cruise ship market that will pay a premium price for quality. That quest to become a premier shore excursion is what prompted the morning openings on “cruise days”.

The 35-seat tasting room, which is neither a bar nor a nightclub, will be a small gathering space for people to taste a limited number of products in a cozy and hip environment. It will be a great addition to a very small selection of gathering places in town and will certainly enhance the midtown district, as well; allow the accommodation providers within to promote Port City Spirits.

We hope that Mayor and Council will endorse this new business endeavor and offer the support this new business needs to get established and thrive.

Best Regards,

Mr. Corey Kitchen
General Manager
Pacific Inn
909 3rd Avenue West
Prince Rupert, B.C.
gm@pacificinn.bc.ca
T: 250-627-1711
F: 250-627-4212

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: May 26, 2023 12:53 PM
To: Rosamaria Miller
Subject: Port City Spirits Support

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

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

----- Forwarded message -----

From: Karen Cruz <cruzbuti@gmail.com>
Date: Fri, May 26, 2023, 09:48
Subject: Port City Spirits Support
To: Pam Pedersen <thepampedersen@gmail.com>

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to the City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,

Karen Cruz

S. Huddlestan
1400 Overlook Street
Prince Rupert, BC
V8J 2C8

May 30, 2023

Attn: City of Prince Rupert
424 3rd Avenue West
Prince Rupert, BC
V8J 1L7

Re: Community support for Port City Spirits

To Mayor and Council,

I am writing to express my support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

I look forward to seeing a much-needed part of our city being revitalized by this business – that will help increase the quality of life for our local community members, as well as attract tourists to a part of our City not on the regular tourist route. New business such as this contributes to the revival of our downtown core, supports existing and new business in the surrounding area, and could create a new Community hub. Other Community hubs such as Cow Bay District and Seal Cove have been steadily growing over the years attracting new, creative business ventures and Community support. A new hub including Port City Spirits could attract other restaurants and small business in the area adjacent to the College. We need more places like this at all ends of town, not less.

I believe that your support for this application is a clear demonstration of the City's commitment supporting a vibrant growing community, the growth of local small business, and aligning with the City's **Spirit of the 2030 Vision**.

Sincerely,



Stephanie Huddlestan
shuddlestan@gmail.com

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: May 25, 2023 3:57 PM
To: Rosamaria Miller
Subject: Fw: Port City Spirits Support

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

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

----- Forwarded message -----

From: Jessica Hochins <jhochins@live.ca>
Date: Thu, May 25, 2023 at 23:29
Subject: Port City Spirits Support
To: Ray@valhallafest.ca <Ray@valhallafest.ca>

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,
Jessica Hochins

--

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: May 26, 2023 4:07 PM
To: Rosamaria Miller
Subject: Port City Spirits: Letter of Support

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

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.

----- Forwarded message -----

From: Robert Hays <bobhays77@hotmail.com>
Date: Fri, May 26, 2023 at 1:43 PM
Subject: Letter of Support
To: Ray Pedersen <ray@slate-ghc.com>

To Mayor and Council,

I am writing to express my strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,

Bob Hays

Sent from my iPhone

To Mayor and Council,

We are writing to express our strong support for the Lounge extension liquor license application submitted by Port City Spirits to City Council for endorsement.

We look forward to seeing a much needed part of our city being revitalized by this business – that will help bring tourists into a new sector of our community and be a driver in changing the downtown corridor into a thriving tourist hub as has happened with Cow Bay District over the years. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the **Quality of Life** in Prince Rupert. We need more places like this, not less.

We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the **Spirit of the 2030 Vision**.

Sincerely,

Jean- Francois Goudreau

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: June 6, 2023 6:45 AM
To: Rosamaria Miller
Subject: Fraser Street cocktail lounge Support

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

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

From: Patricia DeMille <pdemille@gmail.com>
Sent: Monday, June 5, 2023 8:45 PM
To: John Farrell <jfarrell@rupertcf.com>
Subject: Fraser Street cocktail lounge

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,

Patricia DeMille

Patricia DeMille

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: June 1, 2023 10:30 AM
To: Rosamaria Miller
Subject: Fw: Port City Spirits Support

Follow Up Flag: Follow up
Flag Status: Flagged

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

----- Forwarded message -----

From: Omar Cruz <mariano.28@hotmail.com>
Date: Tue, May 30, 2023, 07:58
Subject: Port City Spirits Support
To: <thepampedersen@gmail.com>

To Mayor and Council,

>

> I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to the City Council for endorsement.

>

> Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in PrinceRupert.

>

> We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting
> the Spirit of the 2030 Vision.

>

> Sincerely,

>

> Omar Cruz

Rosamaria Miller

From: Herb Pond
Sent: June 7, 2023 4:50 PM
To: Rosamaria Miller
Subject: Fwd: Port City Spirits

Get [Outlook for Android](#)

From: TC <rupertrentals@gmail.com>
Sent: Wednesday, June 7, 2023 9:35:23 AM
To: mayor@princerupert.ca <mayor@princerupert.ca>
Subject: Port City Spirits

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.

To Mayor and Council:

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to the City council for endorsement.

Our city is recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to enjoy a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses.

Sincerely,

Tom Cheng
PRBC Holdings Ltd
Pacific Ocean View Inn and Suites

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: June 6, 2023 6:42 AM
To: Rosamaria Miller
Subject: PCS: Letter of Support

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

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

From: Sonya Bee <sonyaevabrown@gmail.com>
Sent: Monday, June 5, 2023 6:52 PM
To: John Farrell <jfarrell@rupertcf.com>
Subject: Letter of Support

To Mayor and Council,

I am writing to express our strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the Quality of Life in Prince Rupert.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,

Sonya E. Brown

Rosamaria Miller

From: John Farrell <jfarrell@rupertcf.com>
Sent: May 26, 2023 4:38 PM
To: Rosamaria Miller
Subject: Support for Lounge License at PCS

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

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.

----- Forwarded message -----

From: Kt B <ktbeach@gmail.com>
Date: Fri, May 26, 2023 at 12:47 PM
Subject: Support
To: Pam Pedersen <thepampedersen@gmail.com>

To Mayor and Council,

I am writing to express my strong support for the Lounge Area application submitted by Port City Spirits to City Council for endorsement.

Our city is just rebuilding and recovering from the Covid-19 pandemic. As we climb out of the global health crisis, people are thirsty for places to gather, celebrate and sometimes commiserate. Having a small Lounge on Fraser Street to sip a cocktail and toast with friends just adds to the quality of life in Prince Rupert. There is not a comparable classy establishment like it in town.

We need more places like this, not less. We believe that your support for this application is a clear demonstration of your commitment not only to supporting our local businesses but supporting the Spirit of the 2030 Vision.

Sincerely,
Katie Beach



Canada, British Columbia, and the North Coast Regional District invest in North Coast Recycling Depot upgrades

May 18, 2023

Today, the Honourable Harjit S. Sajjan, Minister of International Development and Minister responsible for the Pacific Economic Development Agency of Canada, the Honourable Anne Kang, B.C. Minister of Municipal Affairs, and Barry Pages, Chair of North Coast Regional District, announced a joint investment of more than \$1.5 million to support upgrades to the North Coast Recycling Depot.

This investment will enable structural, electrical, and lighting upgrades that will increase the recycling depot's efficiency and capacity to process material. The project will also allow for the purchase and installation of two new balers, and the construction of an elevated loading dock. Once complete, project works will increase the capacity of the recycling depot by approximately 1,200 tonnes annually. The upgrades will ensure the proper disposal of waste, helping to minimize greenhouse gas emissions and protect the local environment.

By investing in infrastructure, the Government of Canada is growing our country's economy, building resilient communities, and improving the lives of Canadians.

"Today's investment represents our government's commitment to investing in green infrastructure. Upgrading the recycling depot in the North Coast Regional District will support proper waste management and protect the beautiful natural environment that British Columbia is known for. We will continue to invest in projects that contribute to the health, ecological wellbeing, and sustainability of our communities."

The Honourable Harjit S. Sajjan, Minister of International Development and Minister responsible for the Pacific Economic Development Agency of Canada, on behalf of the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities

“Investments in green infrastructure keep our communities healthy, help maintain fragile ecosystems, and protect our unique environment. I’m proud to be working with Infrastructure Canada and the North Coast Regional District to support important upgrades to the North Coast Recycling Depot.”

The Honourable Anne Kang, Minister of Municipal Affairs

“The North Coast Regional District is grateful to the Investing in Canada Infrastructure Program for providing this much-needed contribution to the North Coast Recycling Depot. The North Coast Recycling Depot is a critical piece of infrastructure that supports recycling throughout the entire region. This contribution will increase the North Coast Recycling Depot’s efficiency and capacity to process and divert materials headed to the landfill, ultimately reducing waste and green house gas emissions.”

Barry Pages, Chair of North Coast Regional District

Quick facts

- The Government of Canada’s Investing in Canada Infrastructure Program is investing \$630,446 in this project, while the Government of British Columbia is investing \$525,319, and North Coast the Regional District is contributing \$420,351.
- The Government of Canada's funding comes from the Green Infrastructure Stream of the Investing in Canada Infrastructure Program.
- This stream helps build greener communities by contributing to climate change preparedness, reducing greenhouse gas emissions, and supporting renewable technologies.
- Including today’s announcement, 97 infrastructure projects or project bundles under the Green Infrastructure Stream have been funded in British Columbia, with a total federal contribution of more than \$530.8 million and a total provincial contribution of nearly \$258.6 million.
- Under the Investing in Canada Plan, the federal government is investing more than \$180 billion over 12 years in public transit projects, green infrastructure, social infrastructure, trade and transportation routes, and Canada's rural and northern communities.
- Infrastructure Canada helps address complex challenges that Canadians face every day—ranging from the rapid growth of our cities, to climate change, and environmental threats to our water and land.

Associated Links

Investing in Canada: Canada's Long-Term Infrastructure Plan
<https://www.infrastructure.gc.ca/plan/icp-publication-pic-eng.html>

Green Infrastructure Stream
<https://www.infrastructure.gc.ca/plan/gi-iv-eng.html>

Federal infrastructure investments in British Columbia
<https://www.infrastructure.gc.ca/plan/prog-proj-bc-eng.html>

Strengthened Climate Plan
<https://www.canada.ca/en/services/environment/weather/climatechange/climate-plan/climate-plan-overview.html>

North Coast Regional District Recycling
<https://www.ncrdbc.com/services/waste/recycling>

*For more information on this news release contact Daniel Fish, Chief Administrative Officer for the North Coast Regional District **at 250.624.2002, extension 8** or email **cao@ncrdbc.com**.*

-30-

Board Highlights

April 2023

Delegations:

Alissa MacMullin and Jamie Polk of the Haida Gwaii Regional Recreation Commission gave an update on enabling recreation and leisure on Haida Gwaii. The Chair of the Board thanked the delegation.

Board Business:

1. The Board resolved to direct staff to explore grant funding opportunities to develop Kwuna Point Trail in Sandspit, B.C.
2. The Board resolved to send a letter to Honourable Nathan Cullen, Minister of Water, Land and Resource Stewardship, to support SkeenaWild Conservation Trust's request that Land Act cancellations be given immediate interim protection, with the exception of pre-existing tenured activities.
3. The Board resolved to send a letter to the Minister of Transportation and Infrastructure, copying port industry partners, to inquire about the status of the Mile 28 level crossing project on Highway 16.
4. The Board resolved to send a letter of support to Haida Gwaii Regional Recreation Commission regarding Gwaii Trust funding for youth programming in Sandspit.
5. The Board resolved to send a letter to the Minister of Forests stating that while the Board has no objections to Interfor Corporation's transfer of Crown forest tenures, the Board would like to meet with the Minister of Forests to discuss Haida Gwaii community forests.
6. The Board resolved to apply for funding from the Prince Rupert Port Authority Community Investment Fund and Trigon Community Investment Fund for the purchase of new recycling bins in the District of Port Edward.
7. The Board passed three readings and adopted [Bylaw 665.1, 2023 – A bylaw to amend the North Coast Regional District Electoral Area D Civic Addressing Bylaw No. 665, 2019](#).
8. The Board authorized the Chief Administrative Officer and the Chair to sign the 2023-2025 "Collective Agreement between the North Coast Regional District and the Canadian Union of Public Employees Local 105-04"

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.

Diana Goncalves

From: TC PAC Pacific Rail Engagement / Engagement Ferroviaire Du Pacific
<PacificRailEngage-EngagementFerroviairePacifique@tc.gc.ca>
Sent: Tuesday, May 16, 2023 10:06 AM
To: TC PAC Pacific Rail Engagement / Engagement Ferroviaire Du Pacific
Subject: Transport Canada Rail Safety - What is carried by train through your community?

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.

Would you like to have more information on what is carried by train through your community?

On April 28, 2016, Transport Canada issued [Protective Direction 36](#) which requires Canadian Class I Railways to provide the designated emergency planning official of each jurisdiction through which the Class I Rail Carrier transports dangerous goods by railway car with a yearly report that includes the nature and volume of dangerous goods moving through the jurisdiction in the last calendar year.

This Protective Direction provides municipalities, first nation communities and first responders with information about the dangerous goods moving by rail through specific areas that can be used to conduct community risk assessments, emergency planning activities, and identify training requirements for local First Responders.

To start receiving Protective Direction 36 information, your community needs to be registered with the Canadian Transport Emergency Centre (CANUTEC). To do this, a Chief Administrative Officer (for example, the CAO or Band Manager) of a Jurisdiction (for example, the Municipality or First Nation) makes a request that the name of its Emergency Planning Official be added to the list of the designated Emergency Planning Officials via email to CANUTEC at TC.ProtectiveDirection-OrdrePreventif.TC@tc.gc.ca.

The following information should be provided in the email request: the name, title, organization, address, e-mail address, fax number, telephone number and cell phone number of the designated Emergency Planning Official as well as the official language(s) in which the designated Emergency Planning Official chooses to received information for the purpose of this Protective Direction.

Please ensure your designated emergency planning officials are registered to receive this information through [CANUTEC](#).

Funding Available to Support Participation in Railway Emergency Response Course

Great news!! The Railway Association of Canada (RAC) is hosting the upcoming RAC Railway Emergency Response Course at the Justice Institute of British Columbia – Fire & Safety Campus, Maple Ridge BC June 19-23, 2023 and September 11-15, 2023.

This 40+ hour course is a must-attend by railway and industry personnel, community first responders, emergency response contractors, and regulators. The main goal of this specialized course is to provide specific, rail-based emergency response training to persons who are already trained in technical response to dangerous goods incidents.

Registration is now open for the RAC Railway Emergency Response courses.

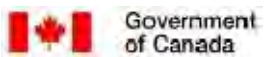
<https://www.railcan.ca/event/railway-emergency-response-course-sep2023/>

Indigenous and local communities can use the **Community Participation Funding Program (CPFP)** to help cover the cost of this course. Make sure you send your proof of registration to the course with your application for CPFP funding to:

[Apply for CPFP funding – Rail Safety Component \(canada.ca\)](#). Or email at: TC.cfpf-pfpc.TC@tc.gc.ca.

And please don't hesitate to let us know if you have questions or need other assistance.

Contact the Transport Canada Pacific Region Rail Safety Engagement Team at TC PAC Pacific Rail Engagement / Engagement Ferroviaire Du Pacific PacificRailEngage-EngagementFerroviairePacifique@tc.gc.ca.



Diana Goncalves

From: Collins, Eryn [NH] <Eryn.Collins@northernhealth.ca>
Sent: Wednesday, May 24, 2023 3:21 PM
To: Collins, Eryn [NH]
Subject: Understanding Northern Health - new resource to share
Attachments: understanding-northern-health-2023.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.

Good afternoon,

Northern Health is a large organization with many complex services and operations. We regularly receive questions and requests for information about a variety of health care-related topics, and we know that local, regional and Indigenous community leaders, local governments and partner organizations may have or be receiving these questions as well.

We are pleased to share with you a new resource, "Understanding Northern Health", the current edition of which can be found online at www.northernhealth.ca/about-us complete with links to additional information, resources and tools from a variety of provincial and regional agencies and organizations. A .pdf copy is also attached.

Within the pages of the Understanding Northern Health booklet, we hope you will find useful information on Northern Health services, programs and processes that can help support you, your constituents and community members with accessing resources, understanding the Northern and provincial health care system, and answering general questions.

We are committed to keeping this booklet updated annually, and to continuing to share NH service and program related information on an ongoing basis. The [Northern Health website](http://www.northernhealth.ca) remains the best resource for up to date and detailed information on local health services and facilities.

We hope you find this resource helpful. As always, if you have questions related to health care in Northern BC you are welcome to connect with Northern Health Communications, your local NH administrators, or the appropriate NH program for your needs (many of which are listed in the Contact section included in the booklet).

=====
Eryn Collins
Regional Manager, Public Affairs & Media Relations
Northern Health
600-299 Victoria St., Prince George, BC V2L 5B8
Media Line: 877.961.7724
Office: 250-645-8591

northernhealth.ca
stories.northernhealth.ca



the northern way of caring

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Understanding Northern Health

The Northern Way of Caring

Current as of March 2023

NORTHERN HEALTH GOVERNANCE AND ADMINISTRATION

NORTHERN HEALTH BOARD OF DIRECTORS

Northern Health is governed by a [ten-member board](#) with representation from throughout the North. The Chair is Colleen V. Nyce.

The Board of Directors is responsible for the strategic direction of the organization and, through the President and Chief Executive Officer, ensures that appropriate management processes are established to realize the strategic direction. Board Directors are expected to utilize their individual expertise to contribute to decision making that is in the best interest of Northern Health.

Key responsibilities of the Board include:

- Establishing and maintaining the strategic planning process, including the setting of strategic priorities for the organization, in alignment with the Minister of Health's mandate to the Board. This is provided through an annual mandate letter which is posted to Northern Health's website.
- Communicating the Board's governance accountabilities through a Northern Health service plan and annual report, which are also posted online.
- Hiring and performance planning review of the President and CEO.
- Understanding the material risks associated with the organization's objectives.

- Oversees the external financial audit and financial statements.
- Maintaining open communications with through the Northern Health Medical Advisory Committee.
- Overseeing the organization's financial planning and performance.
- Overseeing the quality and patient safety review processes.
- Ensuring effective governance of the organization.

The Northern Health Board meets approximately every two months in regular session, with an open board meeting at all regular meetings. All public [board meeting agendas, reports and presentations](#) can be found on the NH website. The Board ensures that one Northeast community and one Northwest community, and one Northern Interior community outside of Prince George host one meeting each year, with the October and December meetings held in Prince George.

Engaging with the NH Board

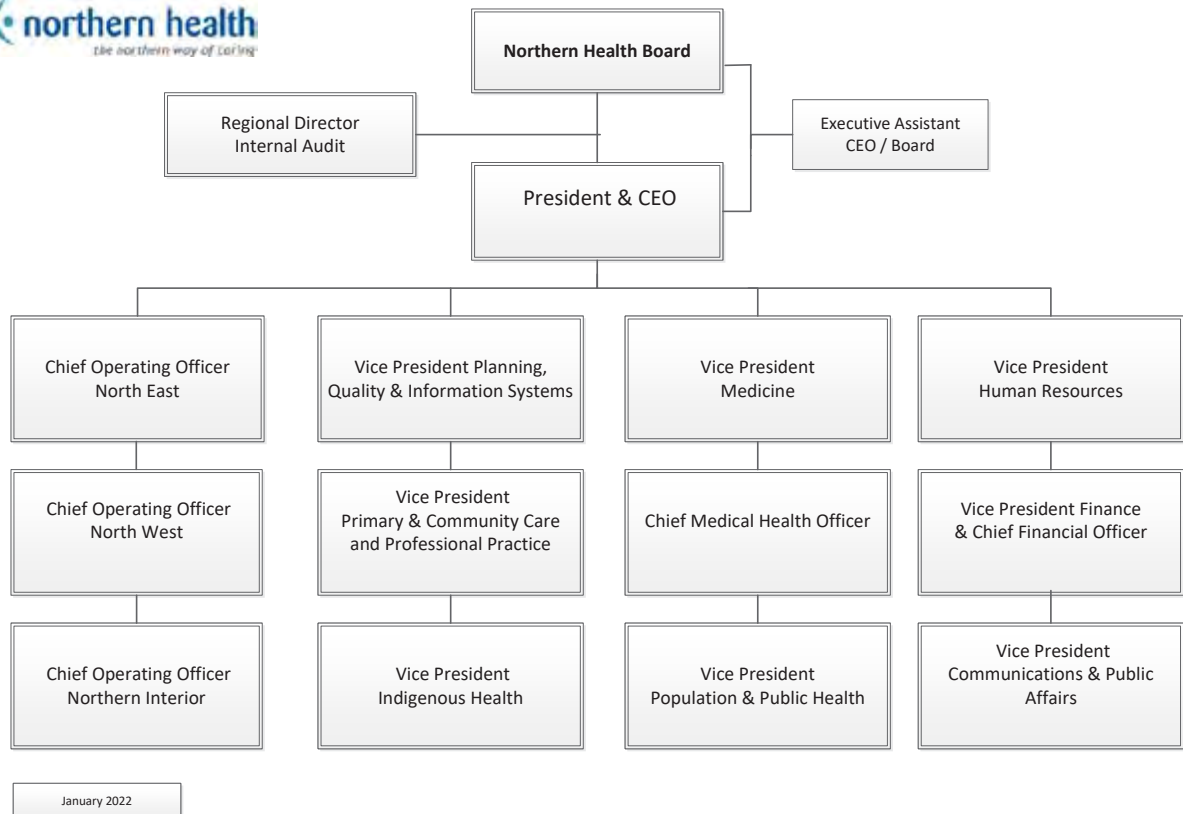
The Northern Health Board Chair and CEO are available to meet individually with local government representatives at North Central Local Government Association and Union of BC Municipalities conventions. The Executive Assistant to the Board and CEO will reach out with invitations to arrange a meeting, approximately one month ahead of convention dates.



The Northern Health Board is committed to consulting with the public on the provision of health services. The Board holds regular consultations within Health Service Delivery Areas, meetings with Regional Hospital Districts, and representatives of municipal governments. These include Community Round Table sessions, particularly when Board meetings are conducted in communities across the region, which offer community partners an update on Northern Health services and initiatives and provide an opportunity for partners to ask questions about local health issues.

The Board also provides time for public presentations within the agenda of its open meetings. Requests to address the Board, or for groups wishing to make presentations to the Board, must be submitted in writing to the Executive Assistant to the Board via a [“Request to Address the Board”](#) form. Requests must be received at least ten (10) business days in advance of the meeting date and the time allotted for each presentation is ten (10) minutes.

Any other questions, concerns or correspondence regarding upcoming board meetings can be directed to the NH media line at 250-961-7724.



Northern Health Executive Team

At the regional management level, Northern Health’s operations are the responsibility of an executive team, led by the President and CEO, which includes the following major functions:

- Developing, implementing, and evaluating operational plans that enable achievement of the Strategic Plan set out by the Board;
- The operational budget, capital plan, and human resources plans;
- Establishing consistent regional standards for programs and services; and
- Establishing regional policies for the organization.

Most of Northern Health’s services operate within the three geographic divisions: the Northeast, Northern Interior, and Northwest. These are called health service delivery areas (HSDAs). A chief operating officer (COO) manages the services in each HSDA and reports directly to the CEO.

Accountability

Quality is a key element of Northern Health’s Strategic Plan and outlines the commitment to maintaining a culture of continuous quality improvement.

BC Health Authorities communicate their governance and accountabilities through their service plans and annual reports, which are also updated annually and posted online.

The Northern Health Executive Team oversees the development of the annual Service Plan, operational plan, capital plan, Information Technology Systems plan, and Human Resources plan.

Northern Health works with Accreditation Canada to participate in an annual sequence of assessments and onsite surveys conducted by an external survey team focused on Accreditation Canada's quality standards and required organizational practices. Northern Health's diagnostic services, medical imaging and laboratory services are audited and assessed through the provincial Diagnostic Accreditation Program.

Finally, Northern Health engages with post secondary institutions, health education programs and their accreditation processes for NH's contribution to the education of health professionals, e.g. pharmacy residency program, nursing education programs, and medical education programs.

Addressing your concerns

Northern Health's Communications department is available as a point of contact when health information is needed. Communications team members can assist with connecting you or your constituents to the appropriate local or regional administrators, and with leadership for specific programs.

Local government representatives are also welcome to contact staff in those program areas with whom they already have established relationships, or to contact a local health services administrator who can point you in the right direction. Regardless of the point of contact you choose, here are a few recommendations for helping the process of finding information, or having concerns addressed, run more effectively.

Place your request with just one person.

This helps us track and ensure follow-up on your request. If the same request is placed with several people or departments, it can slow the response.

Provide as much detail as possible.

The background/detail you provide is very helpful in ensuring we get you all the information you need, and in providing answers to your questions

Keep an open mind.

We understand that some concerns or issues that come to your attention may be heated or emotional, and can appear to reflect poorly on the quality of care that a patient believes they have received. We are often able to provide information, background, and context that can effectively explain an issue or provide a basis for further discussion

Patience and understanding is appreciated.

Patient privacy and confidentiality requirements can affect the amount of detail we can share about specific situations.

Given the volume of requests we receive, please understand that we will work hard to respond to your request in a timely manner. Some requests can be answered within a phone call, but others may take longer. If your issue is particularly time-sensitive, please let us know.

Northern Health is a large organization with many complex services and operations. Mistakes may happen. We want to address any issues as quickly as possible, and appreciate those issues being brought to our attention our attention for investigation and resolution.

Northern Health covers an area of nearly 600,000 square kilometres and offers health services in over two dozen communities through 50 health locations. The population of our communities ranges from a few hundred people to over 80,000 people.

We deliver health care across Northern British Columbia, serving about **300,000** people, many of whom are Indigenous. Our services include:

- Acute (hospital) care
- Primary and Community Care including home health, public health and mental health
- Mental health and substance use specialized services
- Long-term Care
- Population and Public Health

More than **7,000** people work for Northern Health. Our facilities include:

- **18** hospitals with one regional hospital
- **25** long-term care facilities
- **9** diagnostic and treatment facilities
- Community health services in **27** communities

In 2021-2022 in the Northern Health region:

- Doctors performed **13,753** scheduled surgeries
- **2,829** babies were born
- There were more than **213,000** inpatient overnight stays
- There were **214,837** outpatient visits (including specialty clinics)
- Our emergency departments were visited **227,565** times
- We provide **1,191** long-term care residential care beds (as of December 2022)



Notification

On the following pages, you will find regional details about Northern Health's Processes, Programs, and Services. We hope you find this information helpful.

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HEALTH CARE CONCERNS

Quality health care is important to Northern Health. All patients in BC have the opportunity to bring forward care and service delivery concerns for resolution, and feedback from patients and their families enables Northern Health to further improve the quality of the health care system.

If you have a complaint, Northern Health recommends you first speak with the person who provided the service, or to the manager of the area. Complaints are best addressed and resolved at the time and place they occur. If we have not met your expectations, we are committed to working with you to find a reasonable solution.

What if my complaint is not resolved?

If your complaint remains unresolved after discussing the issue with the service area, we encourage you to contact our Patient Care Quality Office:

Patient Care Quality Office

6th floor 299 Victoria St
Prince George BC V2L 5B8
Toll-free: 1-877-677-7715
E: patientcarequalityoffice@northernhealth.ca

The Patient Care Quality Office is open Monday to Friday (except statutory holidays) from 8:30 am to 4:30 pm.

What can I expect if I complain to the Patient Care Quality Office?

You can expect your complaint to be dealt with promptly and fairly. The Patient Care Quality Office will:

- Formally register your complaint
- Work with you to identify a reasonable resolution to your concern
- Provide you with a response to your complaint and an explanation about any decisions and actions taken as a result of your complaint

What if I am still not satisfied?

If you feel that the response from the Patient Care Quality Office has not addressed your concern, you may contact the Patient Care Quality Review Board for an independent review. The Patient Care Quality Review Board is independent of Northern Health.

Patient Care Quality Review Board

PO Box 9643
Victoria BC V8W 9P1
T: 1-866-952-2448
E: contact@patientcarequalityreviewboard.ca
W: patientcarequalityreviewboard.ca



You're important. So are our health care workers.

Please treat them with respect.



VIOLENCE PREVENTION AND PROTECTING HEALTH CARE WORKERS

Northern Health (NH) recognizes that violence in the workplace is an occupational hazard in healthcare and is committed to providing a safe environment for workers, clients, and the public.



NH supports this commitment through a comprehensive Violence Prevention Program, and developing, implementing, monitoring, and evaluating initiatives as part of the NH Occupational Health and Safety (OHS) Program.

All new workers receive education and training on the NH Violence Prevention Program as part of their orientation, including Provincial Violence Prevention Curriculum training that is required for all workers, and tailored to the level of risk and occupation.

NH's regional Violence Prevention Program is reviewed annually by Workplace Health and Safety (WHS) in consultation with stakeholders, and each site, in collaboration with their Joint Occupational Health and Safety Committee, reviews its site-specific Violence Prevention Program annually. The Regional Violence Prevention Committee consisting of union, operational, and WHS representatives meets quarterly to provide guidance for the program.

Specific elements of NH's Violence Prevention Program to ensure worker safety include (but are not limited to):



RUN



HIDE



FIGHT

Health Emergency Management BC (HEMBC) is launching a new code to support staff with a planned response in the event of an active attacker at a health authority site. Code Silver will provide guidance and procedures for staff to follow when an individual is actively engaged in seriously harming, killing, or attempting to kill others with a weapon.

Search “Code Silver” on OurNH

October 3, 2022 - Training available on Learning Hub



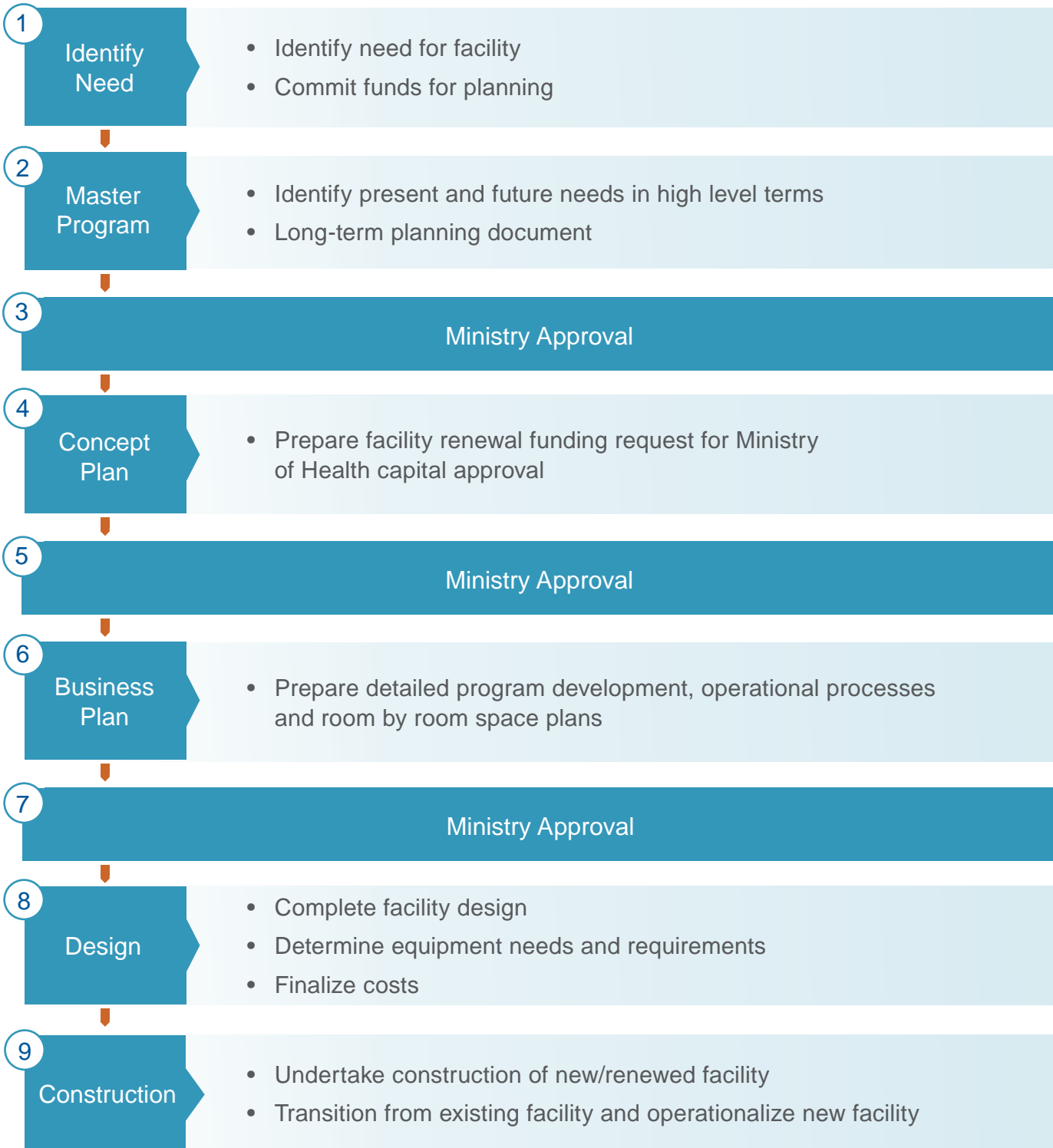
- **Education and Training Resources** to assess, identify and sustain education and training requirements for workers and local trainers.
- **A Violence Risk Assessments Process** to proactively identify and address hazards and assess risks in the work environment in order to eliminate or minimize the risk of worker exposure to violence.
- **A Violent Behaviour Alerts Policy**, procedure and tools necessary for screening and creating alerts when risk of violent behaviour is identified.
- **Code White Response** plans to respond to violent or aggressive behaviour encountered in a healthcare workplace.
- **Robust reporting and incident investigation processes** to identify and implement corrective measures.

In fall 2022, the Province announced steps to build safer workplaces for health-care workers and patients by introducing a new security model across all health authorities, hiring more protection services employees and expanding funding to a new organization (Switch BC) focused on addressing workplace safety.

Three Northern Health hospitals (University Hospital of Northern BC-Prince George; Mills Memorial in Terrace, and; Prince Rupert Regional Hospital) are the first to receive funding to implement the new model, which ensures all security personnel have an acute awareness of patients and their surroundings, as well as how to anticipate, de-escalate and ultimately prevent aggression. It is based on trauma-informed practice, which integrates knowledge of how people are affected by trauma into procedures, practices and services to create a safer environment for staff and patients.

CAPITAL PLANNING IN NORTHERN HEALTH

Capital planning at Northern Health follows a standardized and consistent series of phases. These phases are necessary for most major capital investments.





Master Program

Identifies goals and objectives, service areas, demographic impacts, current and future services. With Ministry of Health approval, we proceed to the Concept Plan phase.

Concept Plan

Identifies the need for the project and presents a proposed solution. The Ministry of Health uses the Concept Plan to inform approvals to proceed to a Business Plan.

Business Plan

Presents a detailed analysis of the project including service demands and delivery, operational needs, financials, procurement, vehicles, space needs, site requirements, and any other details the Ministry of Health will need to enable an informed funding decision.

Procurement

Following business plan approval, this phase involves developing the approach to procurement and identifying a preferred proponent for the project. Once a preferred proponent has been identified, Northern Health works with the preferred proponent on a design/technical submission that meets the operational and financial needs of the project. Once we have received an approved submission, construction can begin.

Ministry Approval

Ministry approval goes through the Ministry of Health, Capital Services via Treasury Board Approval.

Funding

Capital projects are funded through a combination of provincial Government funding and Regional Hospital District (RHD) funding, with RHDs typically contributing up to 40% and the provincial Government, through the Ministry of Health, funding the rest.

Minor Capital Projects

Minor Capital Projects are projects with budgets of \$100,000 or less, and include things like the purchase of diagnostic or other equipment – from beds and stretchers, to patient monitoring equipment. Minor Capital Projects can be funded by a variety of sources such as donations to Hospital Foundations, NH Capital Grants, and Regional Hospital District funds. Northern Health plans these projects as part of the overall NH Capital Plan.

For more information

To facilitate engagement and communicate information about current capital projects at Northern Health, a platform called [Let's Talk is used](#). This platform has a separate page for each of our major capital projects and serves as a source of information, as well as providing contact and engagement opportunities for the projects underway. Current Let's Talk pages:

- [Mills Memorial replacement](#)
- [Stuart Lake Hospital replacement](#)
- [Dawson Creek and District Hospital replacement](#)
- [G.R. Baker Hospital ED/ICU addition](#)

SERVICES

PRIMARY AND COMMUNITY CARE

Primary and community care includes the basic health care services that people access through primary care providers like family doctors, nurse practitioners, and other members of the health care team – including access to community specialists and pharmacists. Northern Health continues to work with the [Divisions of Family Practice, the First Nations Health Authority, First Nations and other community partners](#) to implement a model of primary and community health care that is centred on the person and their family.

This approach involves creating health care teams, which include your doctor or nurse practitioner and other health care professionals, to provide a range of health care services. This improves and provides continuity of care over time and across settings, resulting in better long-term health outcomes.

Primary Care Networks

Primary Care Networks (PCNs) are partnerships between the Ministry of Health, Northern Health and the First Nations Health Authority, Divisions of Family Practice, and other Indigenous and community partners – working together to ensure patients have access to a full range of team-based primary care services for all of their day to day health care needs, from maternity to end of life.

As of October 2022, there are three* Primary Care Networks established; in Prince George, the North Peace, and the Northern Interior Rural region (*a collaboration of three PCNs serving a total of seven communities). Northern Health continues to work with the Ministry of Health, Divisions of Family Practice, and Indigenous partners to establish additional primary care networks, and to improve existing PCN partnerships.

Accessing Primary Care

Northern Health operates two Urgent Primary Care Centres (UPCC) in the north, in Prince George and Quesnel plus a Northern Health Virtual Primary and Community Care Clinic to ensure timely access to after hours primary care for all communities in the region. In addition, there are 14 NH owned and operated [Primary Care Clinics across the region](#); three nurse-led clinics with Primary Care Provider, and one Primary Care Society-led partnership (in Fort St. James).

While Northern Health does not maintain a list of doctors or nurse practitioners accepting new patients, we do offer the following options for accessing primary care, and advice for finding a primary care provider:

- Urgent Primary Care Centres are available in [Prince George](#) and [Quesnel](#). UPCCs provide care to people with an illness or injury where care is needed within 12 to 24 hours, but isn't an emergency. UPCCs support people that have a hard time getting an appointment at their family doctor's or nurse practitioner's office in a timely manner, as



well as those who don't have a regular family doctor or nurse practitioner

- Call the [Northern Health Virtual Primary and Community Care Clinic](#). The Virtual Clinic provides services to people who don't have a family doctor or nurse practitioner, people who need care on weekends after their health centre is closed, or who are unable to travel for care due to seasonal weather. (You're encouraged to call your family doctor or nurse practitioner first, or the urgent and primary care centre in your community). The Virtual Clinic also provides support for mental health and substance use, including connecting patients with a substance use clinic coordinator who will work with you to book an appointment with a family doctor or nurse practitioner.
 - The First Nations Health Authority also offers a [First Nations Doctor of the Day](#), for First Nations people in BC with limited or no access to their own doctors to make virtual appointments. Call 1-855-344-3800 to book an appointment (seven days per week from 8:30 am to 4:30 pm)
 - [8-1-1 is a free-of-charge provincial health information and advice phone line](#) available in British Columbia.
- 8-1-1 is operated by HealthLink BC, which is part of the Ministry of Health. By calling 8-1-1, you can speak to a health service navigator who can help you find health information and services; or they can connect you directly with a registered nurse, a registered dietitian, a qualified exercise professional, or a pharmacist. Any one of these healthcare professionals will help you get the information you need to manage your health concerns, or those of your family.
- [Join the Health Connect Registry](#); individuals who are interested in connecting with a family doctor or nurse practitioner and live in a participating Primary Care Network community, can register to be matched with a family doctor or nurse practitioner in their community.
 - As of October 2022, the North Peace, Prince George and Quesnel are participating communities; work is continuing with Primary Care Networks across BC to add more communities.
 - [Some communities are using Pathways](#); you can search your community to see if there's any doctors accepting patients.

Physicians and Nurse Practitioners

Most family physicians and some nurse practitioners operate their private practices independent of the health authority.

Northern Health does not have a role in how these physicians and nurse practitioners structure their practices (for example, how appointments are booked, or doctors' offices hours of operation).

The Physician Master Agreement is the negotiated agreement that outlines the relationship and economic arrangements between the Ministry of Health and the Doctors of BC. There are two main physician compensation models in BC: fee-for-service and the Alternative Payment program. Physicians in rural and Northern areas are eligible to receive additional funding through the Rural Subsidiary Agreement overseen by the Joint Standing Committee on Rural Issues. There are a variety of other programs that physicians can access to support their practices such as the Medical On-Call Availability program, which compensates physicians for being on call.

In the North, the majority of nurse practitioners work directly for the health authority providing primary care services in different clinical settings across the region including NH owned and operated primary care clinics, while others work as independent primary care providers under a Service Contract with the Ministry of Health (administered by Northern Health).

Primary Care Provider Recruitment

Northern Health collaborates with care providers, Divisions of Family Practice, First Nations Health Authority and other community partners in the recruitment and retention of physicians and nurse practitioners for primary care provider roles in communities across the region.

Working in partnership with local governments and community partners is vital to our recruitment and retention efforts. For more information on ways to support recruitment in your community, email Medicalstaffrecruitment@northernhealth.ca

For more information

- [Divisions of Family Practice – Primary Care Networks & Patient Medical Home](#)
- [Ministry of Health Newsletter: Transforming our primary care system through Primary Care Networks](#)

COMMUNITY SERVICES

One area of focus for the Primary and Community Care teams in each community is home health services, which provide a range of integrated home and community-based professional and caregiver services to help people remain independent at home for as long as possible. These services also help coordinate and connect people to programs and services as needed, including other health services and community resources. Services are designed to complement and supplement, but not replace, the efforts of individuals to care for themselves with the assistance of family and friends.

Home support services are intended to help eligible clients remain independent and in their own home as long as possible. Home support provides personal assistance with activities of daily living, such as mobility, nutrition, lifts and transfers, bathing and dressing, cueing (providing prompts to assist with the completion of tasks), and grooming and toileting.

Services may also include safety maintenance activities as a supplement to personal assistance when appropriate, such as clean-up, laundry of soiled bedding or clothing, and meal preparation.

Home support services can provide caregivers with temporary (respite) relief from the demands of providing care, and while they are usually provided over a longer period of time, they can also be short-term in nature (such as after a discharge from hospital or as part of end-of-life care).

Adult Day Programs (ADPs) provide social connection, fun activities, exercise, and health checks for seniors who have health challenges and want to keep living

as independently as possible. ADPs also provide respite and health and wellness support for caregivers.

Respite services can give caregivers temporary relief from the emotional and physical demands of caring for a friend or family member. Respite services may be provided at home through home support services, in community through adult day programs, or on a short-term basis in a long-term care home, hospice or other community care setting.

Interprofessional Teams: In Northern Health, community nursing, community nutrition and dietician services, social work, mental health counselling, as well as community rehabilitation services such as occupational and physical therapy are delivered as part of an interprofessional team.

Nurses provide a range of services in peoples' homes or at community clinic locations. Their main goal is to teach individuals and their caregivers how to manage their own health care so that they can live as independently as possible in the community setting.

Palliative services are provided in the home, hospital, in a long-term care facility and/or at hospice. The Northern Health Palliative Care Consultation Team provides nurse consultant support. A Palliative Care Pharmacy Lead and Physician Lead are available to provide consultative services to all Health Service Delivery Areas. Services include grief and bereavement counselling, prescribing and supporting the use of equipment, access to pain management services, and support for loved ones and/or family members. Nursing care is available on a non-emergency basis for British Columbians requiring acute, chronic, palliative or rehabilitative support.



When health care needs become more complex, a person may move to a facility that provides a higher level of care than is possible to provide in the home. Nurses and social workers are responsible for the assessments that determine whether the individual requires, and is eligible to move to, either a publicly subsidized assisted living residence or a long-term care facility.

Assisted Living

Assisted living services are for adults who can no longer live safely in their home, and meet the criteria for care. Assisted living emphasizes the principles of individuality, choice, dignity,

privacy, and independence for individuals.

Assisted living residences provide housing, hospitality and personalized assistance services for adults who can live independently but require regular assistance with daily activities, usually because of age, illness or disabilities. Support services promote occupants' independence, while involving family and friends in their care.

Eligible individuals are offered placement in an assisted living residence in their community when a vacancy is available. If a unit is not immediately available, they will be placed on a wait list. Eligibility does not guarantee occupancy.

Long-term Care

Long-term care homes provide 24-hour professional care and supervision in a protective, supportive environment for people who have complex care needs and can no longer be cared for in their own homes.

Community service professionals including nurses and social workers are also responsible for helping to determine whether it's the right time to move to a long-term care home. This decision is supported by a comprehensive assessment and exploration of all care options.

If moving into a care home is the best choice, the individual can choose up to three preferred homes anywhere in the province, as long as those homes can meet their needs. An offer of an interim care home may happen while waiting for your preferred care home. The options will be outlined to help the individual make their decision.

Northern Health long-term care homes strive to adhere to a person and family centred care model. It is a partnership between the person we serve, the health care system, their family and their care providers.

Costs of help at home or facility care

Some services provided in the community are subject to a client rate, which may be partially or fully subsidized depending on a person's income. The structure of client charges is set by the Ministry of Health.

A financial assessment determines which client rates are applicable. If someone is unable to afford the fee for services, financial situations can be assessed to see if they qualify for a temporary reduction in fees.

The cost for long-term care services are also income-based, and reviewed annually. The monthly cost for publicly subsidized long-term care is based on 80% of after tax income, with set minimum and maximum rates. The rate schedule is determined by the province, and there are some services that may have an additional charge.

Accessing Home Health Services

Individuals who may need health care or personal support services can be referred to a primary and community care interprofessional team in their community for an assessment, and a referral can come from any number of sources including the individual themselves, a family member, friend or community group, or care providers (such as a family doctor, or a hospital where the individual is receiving care).

When someone contacts or is referred to Community Services, a professional staff member will assess their situation, need and eligibility. The needs of seniors and people with disabilities are unique. If an individual needs a Community service, we recommend contacting your local Northern Health [Community Services office](#).

For more information:

- [Ministry of Health – Home & Community Care](#)
- [SeniorsBC.ca](#)
- [Office of the BC Seniors Advocate](#)



MENTAL HEALTH AND SUBSTANCE USE

Northern Health provides a wide range of programs and services to assist persons and their family experiencing difficulties with mental health and/or substance use. Services vary from short-term assessment and treatment to long-term programs for those with serious and persistent mental illness and/or substance use problems.

These services are offered in different settings, depending on the intensity of the care that is needed:

Acute care services are offered in hospitals for people who require hospital-based mental health or substance use care. Examples would include: treatment for psychosis, suicidality, support around acute withdrawal from substances, and reversal of substance overdose.

Tertiary Care services are rehabilitation and recovery services for people with severe or persistent mental health care needs. These programs work within a framework of Recovery Oriented Practice and Psychosocial Rehabilitation.

Bed-based substance use services includes residential treatment programs as well as programs referred to as “Supportive Recovery” wherein a person

accesses community-based substance use care while being provided with a place to stay. Residential treatment programs occur in a centre or a facility that offers a specific treatment program and residential accommodation. These programs are not operated by Northern Health but are partnered and/or contracted for service in various Northern communities and other parts of the province. Programs for youth in the North operate in Prince George at the Nechako Youth Treatment Centre.

Withdrawal management services provide a range of medical and support services in safe environments that allow for the physical withdrawal from specific drugs and alcohol. Medically supervised withdrawal in hospital is available in various Northern Health hospitals across the region, and the regional Adult Withdrawal Management Unit in Prince George. There are also Youth Withdrawal Management services available through the Nechako Youth Treatment Program in Prince George.

Community services include addictions counselling, assessment and treatment, assertive community treatment, crisis response, day treatment, group treatment, intensive case management, and Opioid Agonist Therapy. Consultative regional services are available for Early Psychosis Intervention and Eating Disorders.

ACCESSING MENTAL HEALTH AND SUBSTANCE USE PROGRAMS AND SUPPORTS

If you or someone you know needs help, call one of these numbers to **get help immediately**:

- **310Mental Health Support**
Call 310-6789 for emotional support, information and resources specific to mental health
- **1-800-SUICIDE**
Call 1-800-784-2433 if you are experiencing feelings of distress or despair, including thoughts of suicide
- **KUU-US Crisis Response Service**
Call 1-800-588-8717 for culturally-aware crisis support for Indigenous peoples in BC
- **Alcohol and Drug Information and Referral Service**
Call 1-800-663-1441 to find resources and support

Talk to your Primary Care Provider about mental health and substance use concerns. Your family doctor or nurse practitioner can refer you to the appropriate programs and supports.

For those who currently don't have a Primary Care Provider, the Northern Health Virtual Primary and Community Care Clinic (1-844-645-7811) also provides support for mental health and substance use, including connecting patients with a substance use clinic coordinator who will work with you to book an appointment with a family doctor or nurse practitioner.

The (FNHA) First Nations Virtual Substance Use and Psychiatry Service provides individuals with access to specialists in addictions medicine and psychiatry as well as mental health and wellness care coordinators. To get a referral

to this service, please contact your health and wellness provider or (the [FNHA First Nations Virtual Doctor of the Day](#)).

For general information about Northern Health Mental Health and Substance Use programs, contact MHSU.Communications@northernhealth.ca

For more information

- [Ministry of Mental Health & Addictions — Virtual Mental Health Supports](#)
- [First Nations Health Authority — Mental Health and Wellness Supports](#)
- [HealthLink BC — Mental Health](#)
- [Canadian Mental Health Association](#)
- [Kelty Mental Health Resource Centre](#)



RESPONSE TO THE TOXIC DRUG SUPPLY

The response to the Toxic Drug Crisis includes partnered work with local governments and other stakeholders as British Columbians continue to experience unprecedented rates of overdose-related harms due to an unregulated drug supply that is unpredictable and highly-toxic.

This work brings together local and provincial partners and involves engagement with people with lived experience, increased access to evidence-based treatment for opioid use disorder, rapid distribution of publicly funded naloxone to reverse overdoses, the establishment of overdose prevention services, and the provision of drug-checking services. Many lives have been saved through these efforts, but much more work is still needed.

Key Components of Northern Health's Response Include:

Treatment – Opioid Agonist Therapy (OAT)
OAT is medication-based treatment for people who are dependent on opioid drugs such as heroin, oxycodone, hydromorphone, fentanyl, etc. Common OAT medications include Methadone and Suboxone.

There are dedicated NH Opioid Agonist Therapy (OAT) clinics in: Prince Rupert, Terrace, Smithers, Dawson Creek, Fort St. John, Prince George, and Quesnel, and approximately 105 prescribers providing OAT treatment including physicians and nurse practitioners.

Other treatment includes youth and adult day treatment programs, community-based outpatient support, and mobile team support. There are 78 supportive recovery beds for individuals receiving addictions treatment across Northern Health.

Harm Reduction – Seeks to reduce the health and social harms associated with substance use without requiring people to abstain or stop their drug use. Examples of harm reduction measures include overdose prevention sites, and providing sterile supplies.

Take Home Naloxone – a program that provides Naloxone (a medication that reverses opioid overdose) kits to those at risk of an overdose or witnessing one.

Overdose Prevention Sites (OPS) – A harm reduction service providing safe, clean environments for people to inject or inhale pre-obtained drugs under the supervision of staff. Sites provide drug testing, sterile injection supplies, etc. Nursing and referral for additional care/services are offered in OPS sites.

Prescribed Safer Supply – This is a harm reduction intervention involving the prescribing of pharmaceutical-grade alternatives to opioids, stimulants and benzodiazepines to separate people from the poisoned, illicit drug supply.

Decriminalization – On May 31, 2022 Health Canada approved the Province's request to decriminalize the personal possession of small amounts of certain illegal drugs by adults in BC. This will come into effect on January 31, 2023 for an initial three year period. Northern Health will support this work by maintaining health pathways and substance use services and liaising with law enforcement to facilitate referrals to health services as needed.





HARM REDUCTION AND OVERDOSE PREVENTION

Harm Reduction supplies are available in every community in Northern Health. There are 43 sites that order and distribute Harm Reduction supplies directly to communities and smaller sites. There are also 198 Take Home Naloxone sites across Northern Health.

Harm Reduction Supply Distribution and Disposal includes:

- Safer injection supplies such as sterile needles, syringes and other equipment. Safe disposal units such as personal sharps containers
- Safer inhalation supplies such as crack stems, meth bowl pipes and foil
- Safer sex supplies such as condoms

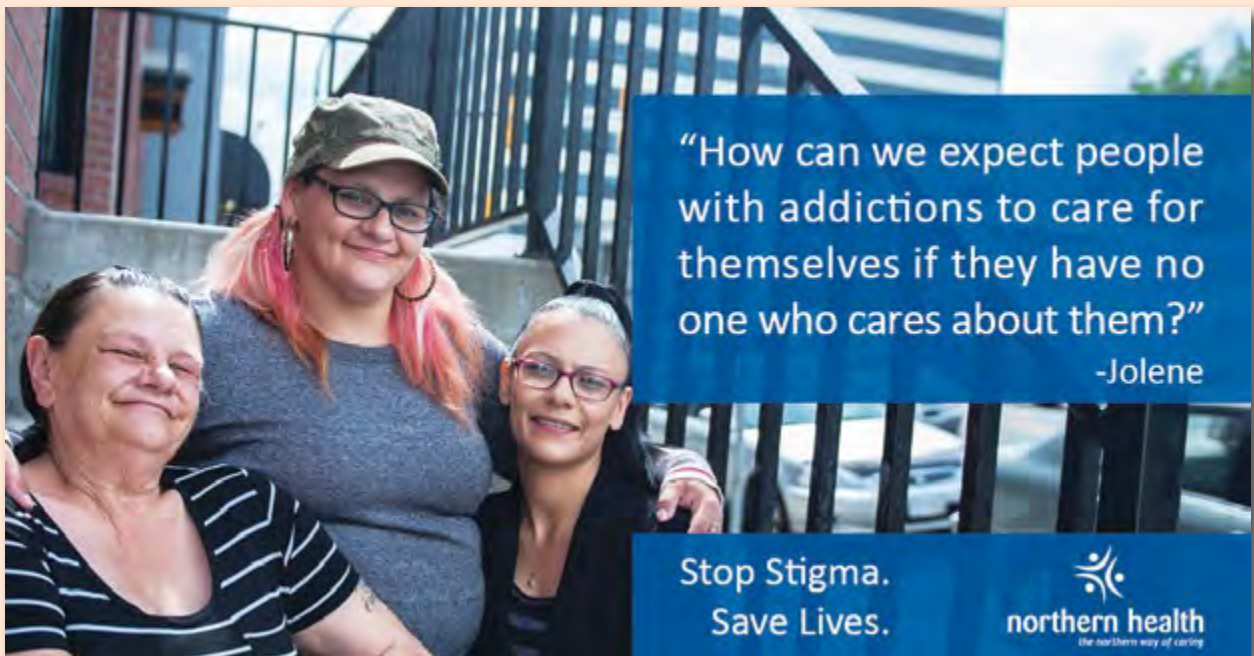
Overdose Prevention Services include:

- Safe, clean environments where people are supervised to use their pre-purchased drugs
- Take home naloxone kits
- Facility Overdose Response Box
- Drug Checking (Fourier Transform Infrared Spectroscopy, and take-home fentanyl test strips)

ACCESSING OVERDOSE PREVENTION AND RESPONSE SERVICES

If you or someone you know needs help, call one of these numbers to **get help immediately**.

- **Alcohol and Drug Information and Referral Service**
Call 1-800-663-1441 to find resources and support
- For more information about Northern Health's response contact Harm Reduction:
harm.reduction@northernhealth.ca
- **For more information:**
- [First Nations Health Authority \(FNHA\)](#) Overdose Prevention and Harm Reduction
- [BC Centre for Disease Control](#) – Overdose Response
- [Toward the Heart](#) is a project of the provincial Harm Reduction Program



ACUTE CARE

Northern Health operates 18 hospitals and nine Diagnostic and Treatment Centres, or Health Centres, in smaller communities across Northern BC offering emergency care, various inpatient care, surgical services (at ten facilities), and Laboratory and Diagnostic Imaging departments. NH acute care facilities are also part of the provincial network of facilities, which means patients may be transferred within or outside of the region depending on the type, or level, of care they require – for example, if a patient requires trauma or critical (intensive) care, surgical services, or specialized psychiatric care.

Emergency Care

Northern Health's Emergency Departments care for patients who have experienced a sudden and/or unusual change in their health, including (but not limited to) breathing difficulties, severe bleeding or pain, chest pain, suspected overdoses, broken bones, and eye injuries.

All of Northern Health's Emergency Departments follow a triage system to make sure patients are seen according to how sick they are, and so patients with the most serious injury or illness are seen first. Emergency rooms do not see patients according to their time of arrival, but by the seriousness of their condition. Those with non-urgent care needs may need to wait or be asked to see a primary care provider in a non-emergency environment.

Patient Transfer and Transport

Northern Health acute care facilities are part of a provincial system that enables access to quality care for patients,

working in partnership with other health authorities, and the Ministry of Health. Northern Health also works in close collaboration with the Patient Transfer Network and BC Emergency Health Services (or BCEHS, which provides patient transportation across the province), whenever a patient is transferred for their care needs and requires medical attention during transport. The Patient Transfer Network and BC Emergency Health Services are part of the Provincial Health Services Authority.

There are several factors involved in patient transfers to other facilities, including the level of care they need, the availability of an appropriate bed, the patient's condition and whether it could be impacted by a transfer. Transfer status is determined by physicians, based on the patient's clinical presentation and condition, and these clinical decisions also determine transfer priority in collaboration with BCEHS.

Once a transfer plan has been agreed to by sending and receiving physicians, BCEHS then arranges for transportation via air or ground ambulance, based on transfer prioritization and available resources. Patients awaiting transfer continue to receive care throughout the transfer process.

Accessing emergency care

- Call 911 if you have a life-threatening health emergency, for transport to the nearest available and appropriate facility for your care needs

For more information

- [BC Emergency Health Services – Emergency medical care & patient transfer services](#)



Surgical Services

While the experience of receiving scheduled surgery is unique for every patient, the process can generally be understood in three parts: seeing your doctor, seeing your surgeon, and waiting for surgery.

After visiting your doctor or another specialist to address a health issue or concern, you and your doctor may decide that an appointment with a surgeon is necessary. If so, the doctor will refer you to a surgeon. Once the surgeon's office receives your referral, they will contact you to schedule an appointment. Once you are ready for surgery, your surgeon's office will send a booking package to Northern Health and indicate your priority for the procedure. Once this package is received, the Operating Room Booking office at the relevant facility will place you on your surgeon's waitlist.

Surgical Wait Times

In BC, two parts of the patient's journey to scheduled surgery make up the total time a patient may wait for a scheduled surgical procedure: the time that starts when a patient is referred to a surgeon, and ends when they see their surgeon for the first time, and; the time that starts when a booking form is

received by the health authority, and ends when the patient receives scheduled surgery.

A patient's waiting time for surgery is directly linked to the priority their surgeon assigns to their procedure, according to provincially standardized levels of priority. Your surgeon's office can advise you of your classification. Surgeries are booked based on a number of factors, including your priority as determined by your surgeon using the standardized provincial tool; the order you were added to the wait list; and the availability of the necessary resources to complete your surgery.

It has been our experience that surgeons' offices are not able to give more than an estimate of months a patient may wait, due to the fluidity of their waiting lists. Surgeons' offices have cancellation lists, to which patients can ask to be added. If you feel your surgical condition has deteriorated, it is important to bring these concerns to the attention of your surgeon.

Increasing levels of pain should be brought to the attention of your family doctor so this can be addressed.

For more information

- [BC Surgery Wait Times website](#)

SERVICE INTERRUPTIONS

Service interruptions occur when there is an unexpected or unavoidable impact on Northern Health's ability to maintain or offer certain services, and the reasons why they occur, can vary. Northern Health makes every effort to prevent service interruptions in advance, and to limit the impact on patient care when they do unfortunately occur.

What is a service interruption, and why do they happen?

Examples of interruptions include an emergency department needing to temporarily redirect patients to another facility (sometimes referred to as 'diversion'), or changes to a laboratory, medical imaging department, or medical clinic's hours of operation.

While service interruptions can be due to ongoing shortages of skilled staff across the health care sector, they can also have other causes; from unexpected or unavoidable staff absences, to supply chain issues, to (especially in the case of emergency

departments) a sudden increase in patients with emergency care needs that temporarily puts a facility and its staff at maximum capacity.

How are communities informed about service disruptions?

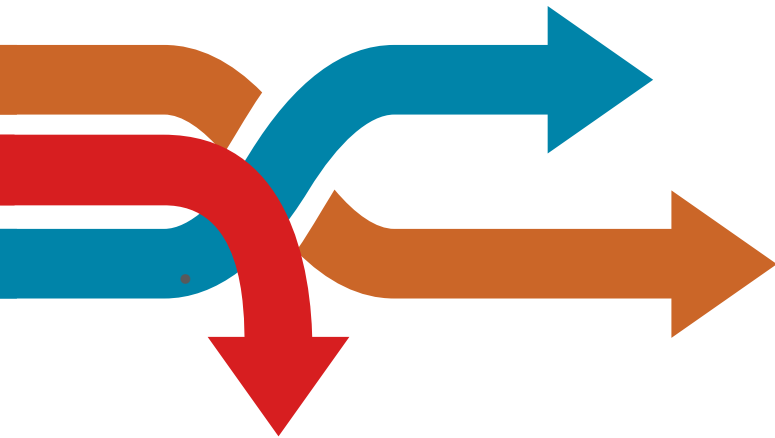
We make every effort to keep communities informed about changes to regular services, and when we know in advance of the potential for intermittent service interruptions.

When the cause of a service interruption is sudden or unexpected, or it occurs after hours, it is challenging to provide notifications in real time. For example, an emergency department service disruption can happen on short notice if multiple trauma patients arrive at one time; but services can also return to normal on short notice, as patients are treated and transferred, or as more staff resources arrive.

Our priority in keeping community members informed is to make sure they know how to access care, even if intermittent service interruptions are happening – and especially for life-threatening emergency care needs.

What is Northern Health doing to reduce the frequency of service interruptions?

We recognize that access to services, whether it's primary care, emergency and acute care, or laboratory and medical imaging services is of utmost importance to the communities we serve. We also know that staffing shortages and recruitment and retention challenges are not unique to the Northern Health region. With the support of the Ministry of Health, and in collaboration with partners including Divisions of Family Practice, post secondary institutions and community stakeholders, NH is working hard to attract and retain the skilled health professionals needed to maintain and improve services in Northern BC.



SERVICE INTERRUPTION OPTIONS

We recognize the challenges facing health care and the people we serve. We appreciate your patience and understanding, and your support for our dedicated health care providers and staff across the Northern Health region.

| EMERGENCY CALL 9-1-1 | NOT SURE? CALL 8-1-1 | Access a family doctor or nurse practitioner 1-844-645-7811 |
|--|--|---|
| <p>People in the community who need life-threatening emergency care (i.e. chest pains, difficulty breathing, or severe bleeding) should always call 9-1-1.</p> <p>This is because our partners in patient transfer, as well as nearby NH facilities and services, are always notified of both planned and unexpected service interruptions, so we can ensure patients are transported to the nearest available and appropriate facility for their care needs.</p> | <p>Patients who aren't sure whether their condition would warrant an emergency room visit, or who need less urgent health advice can call HealthLink BC at 8-1-1, or visit HealthLinkBC.ca for non-emergency health information from nurses, dietitians, and pharmacists 24 hours a day, seven days per week.</p> <div data-bbox="716 1514 954 1751" data-label="Image"> </div> <p data-bbox="732 1822 938 1892">healthlinkbc.ca/ health-services</p> | <p>Northern BC residents can contact the NH Virtual Primary and Community Care Clinic at 1-844-645-7811 to access a family doctor or nurse practitioner 10 am to 10 pm daily PST (including weekends and statutory holidays).</p> <div data-bbox="1187 1514 1425 1751" data-label="Image"> </div> <p data-bbox="1182 1822 1421 1892">northernhealth.ca/ virtual-clinic</p> |

PROGRAMS

Northern Health has a number of regional programs that are integral to providing health services for Northerners.

On the following pages, you will find more about these NH Programs.

NH PUBLIC HEALTH – POPULATION AND PUBLIC HEALTH

What is the Role of Population and Public Health?

The role of population and public health (PPH) is to protect and promote the health and well-being of British Columbians, and to reduce health inequities among population groups.

Across the province, public health programming is guided by the Public Health Strategic Framework, which is the foundation of the [BC Guiding Framework for Public Health](#). This Framework outlines core programs, as well as the strategies that enable these programs in the delivery of public health functions.

What is Northern Health’s Population and Public Health Team? Population and Public Health (NH PPH) is a regional program with subject matter experts that support practice, foster a community orientation, and steward health protection and promotion strategies and approaches to stimulate and sustain healthy people in healthy communities.



^ BC's Guiding Framework for Public Health

How does PPH work with Local Governments? Local governments have decision making authority that affects the health and wellness of the community. This includes direct influences, like smoking and cannabis bylaws and Official Community Plans. This also includes less direct influences that promote health and well-being, such as how you approach community food systems, neighbourhood design, and transportation systems. Healthy communities are ultimately the places where multiple sectors, including health and government, collaborate to improve the conditions that influence health and well-being in natural, built and social environments – and PPH wants to collaborate with you on exactly these things.

Medical Health Officers

[Medical Health Officers \(MHOs\)](#) are responsible for assessing, monitoring, and reporting on the health status of persons living in the Northern Health region. They are also responsible for administering various BC statutes and regulations relevant to protecting the health of the population. MHOs provide strategic and tactical support to senior leadership, clinical consultation and support to health professionals, and work collaboratively with – and are a resource to – external stakeholders to support healthy public policy.

Public Health Protection

NH Public Health Protection includes [Environmental Public Health](#), [Community Care Licensing](#), and [Tobacco and Vapour Products](#) teams, who work with owners and operators of regulated facilities to minimize public health risk and ensure compliance with provincial legislation by use of progressive enforcement strategies, starting with education. Officers may be seen in the community providing training, conducting inspections, issuing approvals and permits, and collaborating with other agencies

Various teams work directly with owners/operators in various settings:

Environmental Public Health

- Food Premises
(e.g., Restaurants, Stores, Producers)
- Drinking Water Systems
- Personal Services
(e.g., Salons, Tattoo Parlours)
- Recreational Water Facilities
(Natural and Built)

- Industrial Camps
- Additional Roles:
 - Communicable Disease Control and Prevention
(e.g., outbreak management, animal exposure investigations)
 - Healthy Built Environments
 - Emergency Response
 - Health considerations related to community event planning

Office of Health and Resource Development

Northern Health's Office of Health and Resource Development provides strategic leadership and organizational coordination on topics where health and resource development intersect.

The office serves as the central body within Northern Health that coordinates NH's responses to natural resources development proposals (e.g. oil and gas, mining, etc.) and as a central contact point for communities, companies, and agencies seeking information on the health impacts that these developments may have and leading practices for improving how these impacts can be assessed and managed.

It is also the home for Northern Health's regional outdoor air quality program which provides support on air quality issues within and outside of the organization.



Community Care Licensing

- Residential Care Facilities (e.g., long term care, community care)
- Childcare Facilities

Tobacco and Vapour Products Enforcement

- Tobacco and Vapour Product Retailers

Healthy Settings

The [Healthy Settings Program](#) works with local governments and other community partners to improve the health of communities by promoting healthy, inclusive and sustainable social and built environments. We invite you to involve Healthy Settings when you'd like to:

- Co-create equitable Healthy Public Policy (i.e. Official Community Plan/ Bylaw/program input and/or feedback)
- Engage the public for community input on complex health and social issues
- Support healthy community planning initiatives
- Explore [community granting](#) opportunities
- Connect with subject matter experts on a variety of topics

- Communicable Disease Prevention and Control
- [Dental Health](#)
- [Harm Reduction](#)
- [Healthy Schools](#)
- Maternal, Infant, Child and Youth
- Immunizations and Vaccine Stewardship
- [Injury Prevention](#)
- Mental Wellness
- [Physical Activity](#)
- Population Health Nutrition
- Legal Substances
- Sexual and Reproductive Health
- Climate and Health

Accessing Population and Public Health Supports

If you are interested in learning more about Population and Public Health supports, please use the following table to identify which team to contact. In general, we encourage you to reach out early to discuss opportunities for partnership or support, as we can provide the best support early, during the planning phases.

| When | Who | How |
|---|---|---|
| <p>Assistance is needed with regulated facilities, or when a potential health hazard exists.</p> <p>When planning for large community events.</p> | <p>Environmental Public Health</p> <p><i>And</i></p> <p>Tobacco and Vapour Products Enforcement</p> | <p>250-565-7322</p> <p>Php@northernhealth.ca</p> |
| <p>You have questions or would like to know more about the health intersections with natural resource development projects or outdoor air quality. This includes questions related to environmental assessments, industrial health service provisions, health impacts or leading management practices. Permitting questions for industrial camps should be directed to Environmental Public Health.</p> | <p>Office of Health and Resource Development</p> | <p>resource.development@northernhealth.ca</p> |
| <p>You have questions associated with residential care and childcare facilities.</p> | <p>Community Care Licensing</p> | <p>1-844-845-4200</p> <p>Licensingconnect@northernhealth.ca</p> |
| <p>You need information about healthy public policy, healthy community planning (OCP refreshes, bylaw development, community health planning initiatives, etc.</p> <p>You need subject matter expertise to support planning, policy or program development</p> <p>You have questions about community granting opportunities and other general inquiries.</p> | <p>Healthy Settings</p> | <p>Healthycommunities@northernhealth.ca</p> |

For more information:

- Office of the Provincial Health Officer – [About Public Health](#)

Our Path Forward

Indigenous Health, Northern Health walks alongside Indigenous peoples (First Nations, Métis, and Inuit) and communities we serve, as well as organizations, staff, and physicians in the North to strive for excellence and culturally safe care to uphold Indigenous people's rights to self-determined health and wellness.

INDIGENOUS HEALTH

Indigenous Health supports Northern Health in its commitment to build a health system that honours diversity and provides culturally safe services. We work closely with the First Nations Health Authority, Métis Nation BC, and Indigenous leaders in communities across the North, on the path toward realizing reconciliation and enhancing cultural safety.

Many Indigenous Peoples and communities in Northern BC encounter barriers to accessing services that are related to living in rural and remote communities. In addition, there are challenges to continuity of care for people accessing care in Northern Health facilities and then returning to home communities.

Indigenous Health partners with Northern Health programs, communities, and the First Nations Health Authority on a number of levels to enhance access to needed services and to improve continuity of care. An important place this work is done is at Indigenous Health Improvement Committees.

Indigenous Patient Liaisons work at Northern Health facilities across the region to facilitate access to quality, culturally safe care for Indigenous people. Indigenous patient

experience data is collected by Northern Health and provides information on how Indigenous Peoples are experiencing health services. Indigenous Health reviews this information on a regular basis and works with Northern Health leaders and staff for continuous quality improvement.

Several Indigenous Health strategies are underway or planned, on the path forward. These include an Engagement strategy to learn how Indigenous communities, leadership, health experts, knowledge keepers and patients would like to guide and improve the work of Northern Health; an ongoing Education strategy to support NH staff and physicians in striving for excellence, and a Quality Care strategy that supports Indigenous Patients and families to receive exceptional health care services.

Indigenous Health is also working with NH Human Resources and Recruitment to develop and implement a strategy to support a strong Indigenous workforce in Northern Health. When people come to seek health services, we want them to see their community reflected in the workforce. A workforce that reflects the community supports a culturally safe health system for everyone. This in turn supports increased access to health care and improved health outcomes.



Accessing Indigenous Health supports

Indigenous Patient Liaisons (IPL)

IPLs work to ensure Indigenous Peoples and their families have access to high quality, culturally appropriate care, and help bridge the gaps between western and traditional medicine for a holistic health approach.

Indigenous Health supports IPLs that are available to support Indigenous people at all of our NH major hospital sites, all IPLs are NH employees with the exception of one that is contracted by Carrier Sekani Family Services (Prince George). IPLs provide a wide variety of services, and can:

- Arrange for translation services
- Help patients understand health care processes, procedures and terminology
- Help admission and discharge planning go according to patient needs
- Assist with Advance Health Care Planning
- Facilitate communication and cultural understanding between patients and care providers
- Assist patients with end-of-life resources
- Coordinate spiritual / cultural advisors
- Support and comfort family and friends
- Help link patients to First Nations Health Benefits

- Assist with transition to and within long-term care

Patients can speak with a health care provider for a referral to the Indigenous Patient Liaison program, or contact a local IPL directly. Local IPL contacts can be found on the [Indigenous Health website](#).

If you have general questions or comments for Indigenous Health, please contact:

Indigenous Health

Phone: 250-645-3144

Indigenous.Health@northernhealth.ca

Indigenous Health's website includes a [map](#) to find locations and contact information for Indigenous communities and health centres, Friendship Centres, Métis Associations and Indigenous Patient Liaisons in Northern BC. The map also includes the location and cluster of communities that make up the eight Aboriginal/Indigenous Health Improvement Committees.

For more information:

- [First Nations Health Authority](#)
- [First Nations Health Council](#)
- [First Nations Health Directors Association](#)
- [Métis Nation British Columbia](#)

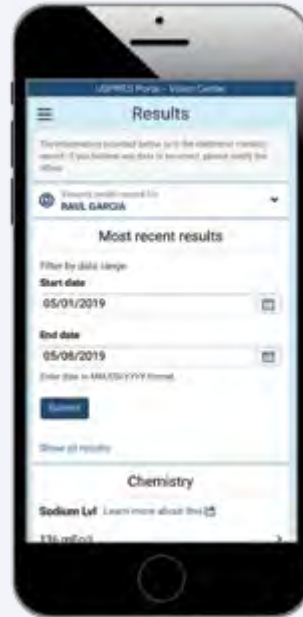
DIGITAL HEALTH SERVICES

HealthELife

In 2021, Northern Health launched the [HealthELife](#) patient portal, where Northern BC residents who received care at a Northern Health hospital or urgent and primary care centre can view hospital-based health information, online.

The portal can be accessed on a computer or smartphone, and Northern BC residents can make and view upcoming appointments and see results from lab tests and medical imaging procedures.

Use of the portal is optional, and patients can still go to their clinic or doctor's office to get test results. For help understanding test results and advice on next steps, patients will still need to consult with their health care provider.



NH CheckIn

[NH CheckIn](#) is an option that lets patients check in online for appointments, safely wait where they want, and receive a notification when it is their turn.

Using NH CheckIn is optional. If patients don't have a computer or smart phone, they can still go to the site where their appointment is taking place, and some sites have a kiosk patients can use to check in, or a staff member screener to assist them.

NH CheckIn isn't for making appointments, it's for drop-ins. It tracks a person's place in line and lets them know what the current wait time is. Patients needing to make an appointment, can phone, or book online through HealthELife.



Telehealth

In many Northern BC communities, patients can have medical appointments by video, without the need to travel. [Telehealth](#) supports patients to participate in medical appointments right in their own home (or in a local health care centre), without having to travel to Prince George, Vancouver, or other centres.

Telehealth connects patients with their out-of-town health care provider over a secure connection using their smartphone, computer, or tablet. Patients can talk with their health care provider as if they were in the room.

Patients are encouraged to talk to your health care provider about telehealth. If telehealth is right for the situation, they'll book a session. Telehealth can be an option for a wide variety of types of health care appointments, including:

- Family doctor or nurse practitioner appointments
- Speech-language pathology
- Occupational therapy
- Mental health and substance use
- Advice from a dietitian
- Audiology
- Orthopedics
- Cancer care
- Appointments with specialists (kidney, urology, geriatrics, gynecology, pediatrics, and more)



NORTHERN HEALTH CONNECTIONS



Ensuring that people who live in rural and remote communities in northern BC can access the services they need to maintain their health is very important to Northern Health. It is not always possible to provide every specialty and diagnostic service in each small community, so when we can't bring the services to small communities, we help bring the patients to the health care services.

The NH Connections (NHC) program is available to all Northern BC residents, and eligibility has expanded over time to serve not only patients travelling to medical services, but also to improve seniors access to transportation and ensure patients have companion support when they are receiving health care treatment or services outside of their home community. All NHC buses are wheelchair/mobility accessible and include lifts and accessible washroom, to support people with mobility challenges. And health care staff, physicians and students can also access the service.

Other eligible patients are those who have been transported outside of their home community by BC Emergency Health Services (ambulance or medevac) and need return travel home.

While NHC's expanded eligibility is intended to assist more northerners, passengers who have scheduled medical appointments will take priority.

NH Connections fares range from \$10 to \$40 dollars (return), depending on whether passengers require short or long-haul transportation.

Accessing NH Connections

Passengers are encouraged to check the [NH Connections bus schedule and rates](#) before arranging their appointment with their healthcare professional, to ensure NH Connections can get them to their destination on time.

Passengers can call 1-888-647-4997 (outside of BC call 1-250-564-7499) to reserve a seat, and to book companion travel at the same time. Information required for booking includes:

- Name, address, and phone number
- Name and phone number of an emergency contact person
- BC Services Card number or Care Card number
- Reason for travel
- Name and phone number of the health care professional the passenger is traveling to see (if applicable)
- Date and time of the appointment (if applicable)

More information about the NH Connections program is available through the NH Connections booking centre at 1-888-647-4997, via e-mail at NHConnections@northernhealth.ca or online at nhconnections.ca.

HEALTH EMERGENCY MANAGEMENT



Health Emergency Management BC (HEMBC) is a program of the Provincial Health Services Authority. HEMBC North provides emergency management expertise, training, education, tools, and support to Northern Health. Northern Health Emergency Management (HEMBC North) supports NH to mitigate, prepare for, respond to, and recover from the impacts of emergency events.

HEMBC staff work directly with facilities and programs to support a range of activities, including:

- Development of emergency plans
- Training and education
- Emergency exercises
- Emergency response
- Recovery
- After action / lessons learned process

Accessing HEMBC supports (if applicable/appropriate)

- For emergency events that require immediate connection with Northern Health please call: HEMBC on-call number (24/7) at: 1-855-554-3622 or 1-855-55-HEMBC. HEMBC will notify/activate the appropriate Northern

Health programs (i.e. Public Health, Acute Care, etc.) based on the nature of the event/emergency.

- **Please DO include this number** in industry Emergency Response Plans (ERPs), for the use of permit holders in contacting Northern Health on a emergency basis.
- **Please DO NOT include this number** on Public Awareness Pamphlets for individual projects; the Emergency Management BC/Oil and Gas Commission's emergency number(s) is more appropriate, and the HEMBC 24/7 number is on record with those agencies.
- For non-urgent requests related to Emergency Response Plans, or emergency exercise planning/ information please contact: HEMBC North Director at 250-617-5288 or HEMBC@northernhealth.ca

For more information:

- [Health Emergency Management BC](#)
- [Emergency Info/Emergency Preparedness BC](#)

CONTACTS

NH Virtual Primary & Community Care Clinic

Phone: **1-844-645-7811**

HealthLinkBC

Phone: **8-1-1** to speak to a health service navigator who can help you find health information and services; or they can connect you directly with a registered nurse, a registered dietitian, a qualified exercise professional, or a pharmacist.

Emergencies

Phone: **9-1-1**

Crisis

Phone: **1-800-SUICIDE** (1-800-784-2433)

KUU-US Crisis Line

Phone: **1-800-588-8717**

24/7 Métis Crisis Line

Phone: **1-833-638-4722**

Mental Health Support

Phone: **310-6789** for emotional support, information and resources specific to mental health

Alcohol and Drug Information and Referral Service

Phone: **1-800-663-1441** to find resources and support

OTHER NORTHERN HEALTH CONTACTS

Northern Health Regional Office

Suite 600, 299 Victoria St. Prince George BC V2L 5B8

Phone: **250-565-2649**

NH Communications

NH Media Line: **1-877-961-7724**

Ministry of Health

General Enquiries – Service BC – Toll Free within Canada and USA:
1-800-663-7867

Patient Care Quality Office

Toll-free: **1-877-677-7715**
Email: patientcarequalityoffice@northernhealth.ca

NH Information Privacy Office

Email: privacy@northernhealth.ca

Medical Staff Recruitment

For more information on ways to support recruitment in your community,
email: Medicalstaffrecruitment@northernhealth.ca

Indigenous Health

Call: **250-645-3144**
Email: Indigenous.Health@northernhealth.ca

NH Connections

Call: **1-888-647-4997** (outside of BC call 1-250-564-7499)
Email: NHConnections@northernhealth.ca

Environmental Public Health

Health Protection Central Line: **250-565-7322**
Email: Php@northernhealth.ca

Health Emergency Management BC

For non-urgent requests related to Emergency Response Plans, or
emergency exercise planning/information please contact:
HEMBC North Director at **250-617-5288** or HEMBC@northernhealth.ca





Witset, BC. Photo by Jennifer Klassen



Northern Health Regional Office
Suite 600, 299 Victoria St.
Prince George, BC, V2L 5B8

250-565-2649
1-866-565-2999

northernhealth.ca





REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 12, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Development Services Director

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-11

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-11

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 330 8th Avenue East.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.5.2 Maximum building Height, to build an 5 metres tall accessory building. The maximum height for an accessory building within the R2 zone is 3.6 metres. The applicant is requesting a variance of 1.4 metres to the building height limit.

The Site Plan and Elevations are included as Attachment 2.

BACKGROUND & ANALYSIS:

The proposed variance for the building height of an accessory building is requested by the applicant to build a 5-metres tall building intended for use as a garden shed. The applicant rationalized the proposed variance to the building height as necessary to make the pitch for the roof the same for the proposed accessory building as the existing house and keep the property aesthetically pleasing.

Staff have flagged that the adjacent undeveloped lane holds an important utility, and that the proposal may increase risk of vehicle use on this laneway to accommodate building or use of the shed in the future. However, this may be unlikely as the proponent's driveway appears able to accommodate access to the proposed building and the stated intention is for this proposal to be a garden shed. Additionally, this risk

may also exist with any development on the property which is already permitted (e.g. a shed that is under 3.6m).

There are no known negative impacts of the proposed variance on the surrounding neighbourhood; however, the public will have the opportunity to provide input during the public consultation period.

The Draft Development Variance Permit is included as Attachment 1.

COST:

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

CONCLUSION:

This Development Variance Permit application is recommended to proceed to public notification.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Development Services Director

Robert Buchan,
City Manager

Attachment(s):

- Draft Development Variance Permit
- Site Plan & Elevations



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-11

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

PERMIT ISSUED TO OWNER(S): Tracy Williams and Brian Hunchuk

APPLICANT: Brian Hunchuk

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

LEGAL DESCRIPTION:

LOT 1 BLOCK 30 SECTION 6 DISTRICT LOT 251 RANGE 5 COAST DISTRICT
PLAN 923

CIVIC ADDRESS(ES):

330 8th Avenue East

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Maximum Building Height (b) is varied from 3.6 metres to 5 metres.
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 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 & Elevations

ISSUED ON THIS _____ DAY OF _____, 2023.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Corporate Administrator

GENERAL NOTES

This plan set designed and drafted by Advanced House Plans to meet average conditions and codes in the United States as it exists at the time of design. It is not intended to be used in areas with any specific codes or regulations. Consult your local building officials to determine the applicable codes and regulations for your specific application. This plan set is designed to meet local building codes and requirements, however, it is the responsibility of the purchaser and/or builder of this plan to see that the structure is built in total compliance with all applicable codes for their county, state and federal. The purchaser and/or builder of this plan should consult the designer for any state or local codes that may arise during the construction of this structure or any time thereafter.

If the contractor or subcontractor is the owner of their work, find any discrepancies between the plan and the physical conditions of the site or structure, or any other part of the plan or specifications, it shall be their responsibility to amend plans. They shall not be held responsible for any delays or costs incurred in the working drawings, in any case where such amending will be done at the contractor's expense.

Only the purchaser of this plan has permission to build this plan. The purchaser is given permission to reproduce the drawings only as required for such construction. The purchaser does not have permission to modify, alter, or otherwise change the plan in any way. No part of this plan may be reproduced or otherwise transferred without the express written consent of Advanced House Plans. All rights reserved. Advanced House Plans, copyright through reproduction, distribution, or otherwise of any part of this plan, shall be the property of Advanced House Plans, Inc. All rights reserved.

DESIGN LOADS:

• Minimum design wind speed: 75 mph, Exposure Category B

• Seismic Design Category A

• Floor: 10 psf, live 10 psf, dead 5 psf, total 15 psf

• Roof: 10 psf, dead 5 psf, total 15 psf

• Soil bearing capacity: 1500 psf

• Live loads, dead loads, and loads on each floor shall be applied in accordance with the applicable code and regulations to determine the maximum load on each member. For more information, consult your local building officials and state or federal codes.

CONCRETE AND FOUNDATIONS:

• A. Foundation walls and slabs on grade shall be 3000 psi (28-day compressive strength concrete) unless noted otherwise.

• B. All walls on grade shall use #4 rebar spaced at 16" on center.

• C. Provide proper expansion and control joints as per local code.

• D. Slabs shall be 4" thick unless noted otherwise.

• E. Foundations shall be poured in place with #4 rebar.

• F. Foundation walls are not to be constructed with precast concrete blocks.

• G. Provide proper footing and foundation details as per local code.

• H. Foundations shall be finished to all plans and 1/2" below finish grade.

• I. For window openings in concrete, provide 1/2" x 1/2" x 1/2" steel reinforcement. Extend reinforcing a minimum of 3 feet beyond opening.

STEEL:

• A. Structure shall be steel frame and shall comply with AISC 360-16 Specification for Structural Steel Buildings.

• B. All steel shall be A36 steel unless noted otherwise.

• C. All steel shall be galvanized steel unless noted otherwise.

• D. All steel shall be painted with a minimum of two coats of primer and two coats of finish paint.

• E. Steel columns are to be 3" x 3" unless noted otherwise.

FRAMING MEMBERS:

• All framing members shall have the following characteristics:

• R₁ = 1500 psi, E = 1,800,000 psi

• Connections to comply with the site, spacing and characteristics of all framing and structural members to meet your local code requirements.

• Letting of members shall be 23.5% unless noted otherwise.

• All framing members shall be finished to all plans and 1/2" below finish grade.

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• All framing members shall be finished to all plans and 1/2" below finish grade.

Brian Hunchuk

advancedhouseplans

EST. 2002

SCAN TO RECEIVE OUR LATEST DESIGNS



SCAN TO VISIT OUR WEBSITE



| |
|----------|
| P&L 01 |
| 5-21-23 |
| PHL |
| 5-1-2023 |
| 400x500 |

Brian Hunchuk



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EST. 2002

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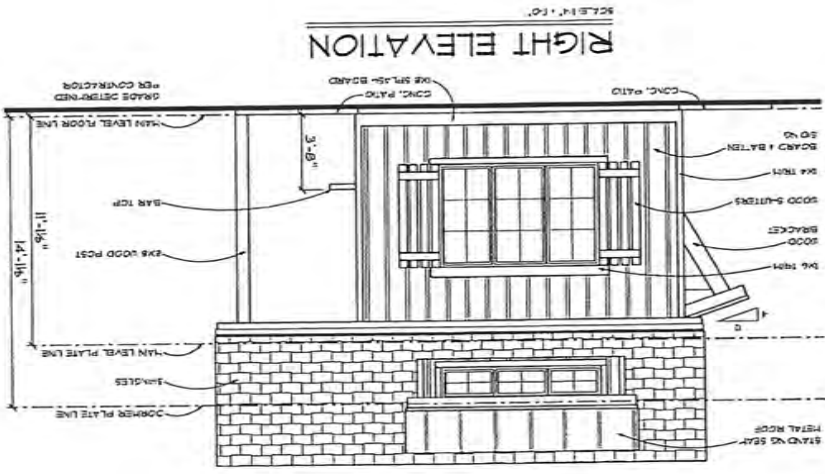
© 2023
23344

SHEET
1
5"

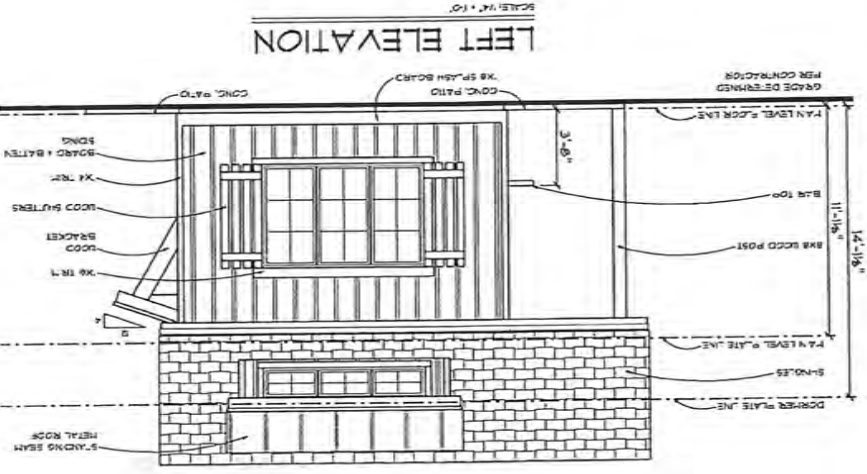
100% SCALE = 1/4" = 1'

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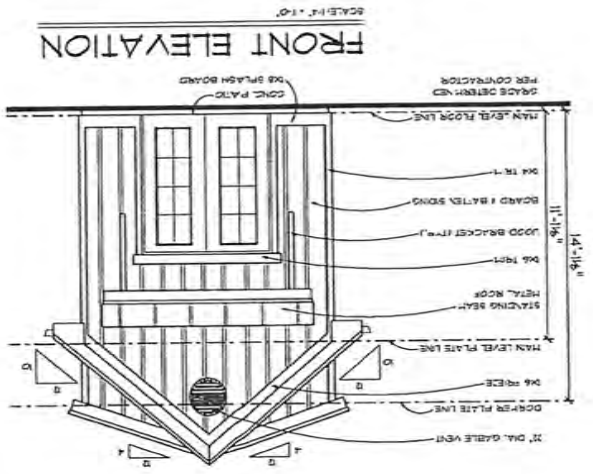




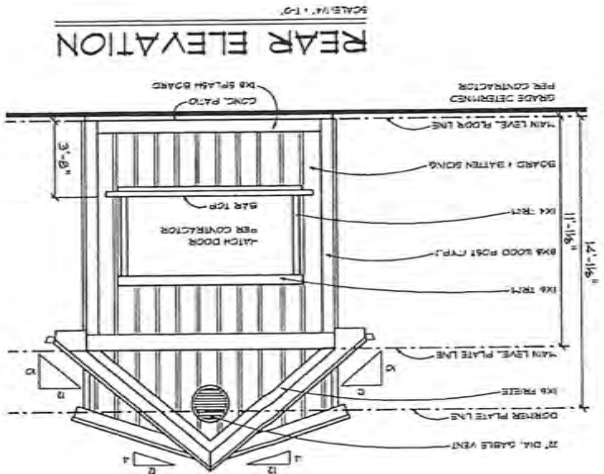
RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION
SCALE: 1/4" = 1'-0"



FRONT ELEVATION
SCALE: 1/4" = 1'-0"



REAR ELEVATION
SCALE: 1/4" = 1'-0"

2023 SCALE: 1/4" = 1'-0"
SHEET 2

23344

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ADVANCED POLYMER
CONSTRUCTION PRODUCTS
11000 W. 11TH AVENUE, SUITE 100
DENVER, CO 80231
TEL: 303.440.1100
WWW.ADVANCEDPOLYMER.COM

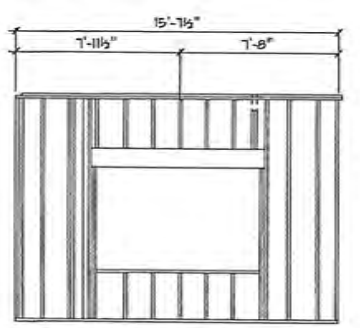
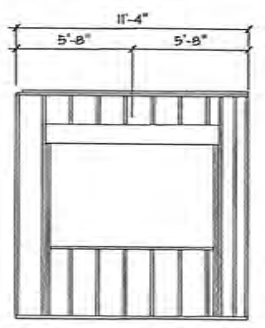
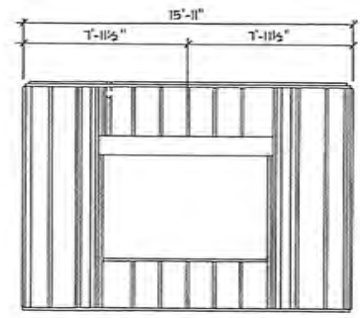
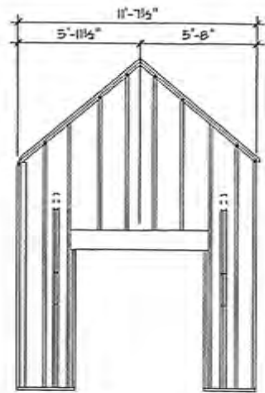
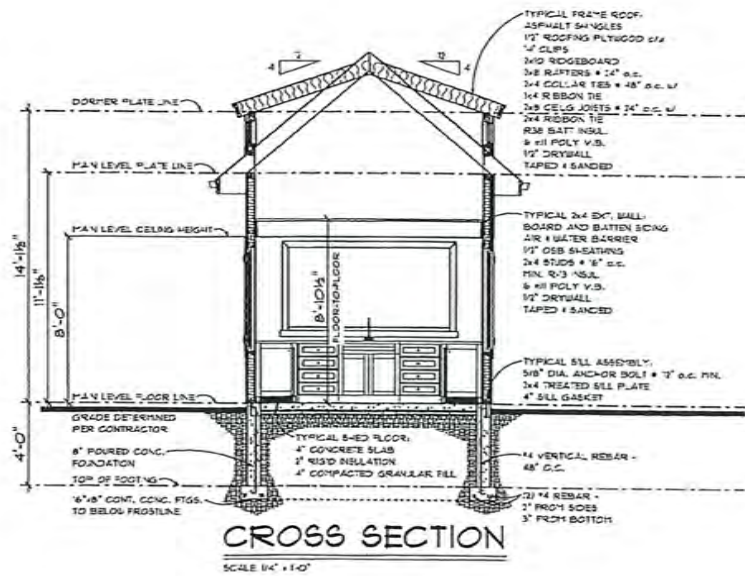
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CONSTRUCTION PRODUCTS



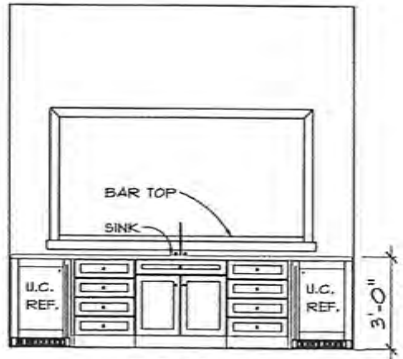
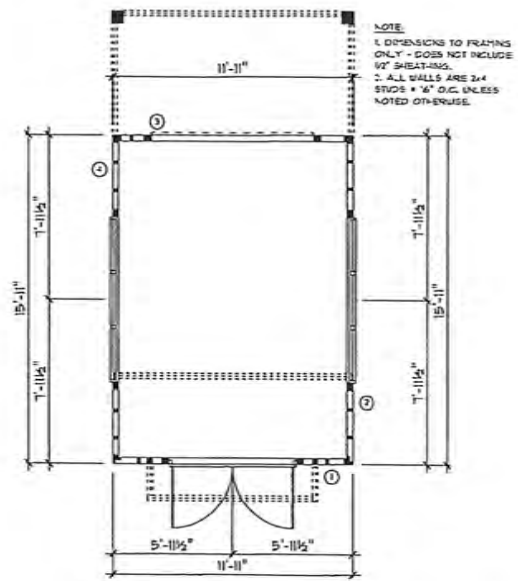
Brian Hurchuk

| | |
|-------------|--|
| REVISION | |
| DATE | |
| BY | |
| DESCRIPTION | |

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WALL PANELS
 SCALE 1/4" = 1'-0"



| |
|----------|
| FIELD |
| 5-9-2013 |
| DATE |
| 5-9-2013 |
| REVISION |

Brian Hunchuk



© 2013
 23344

| |
|---------------------|
| SHEET |
| 4 |
| 5 |
| SCALE: 1/4" = 1'-0" |

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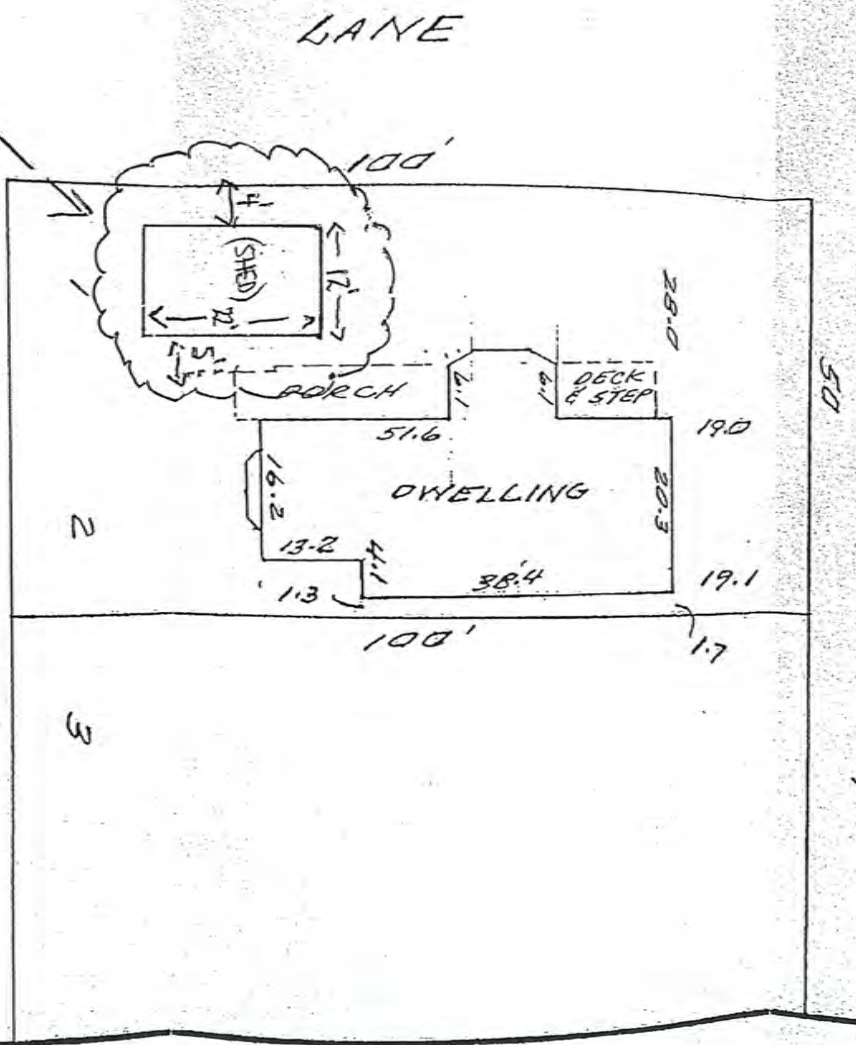
SURVEY CERTIFICATE OF SURVEY

LOTS 1 AND 2, BLOCK 30, SECTION 6, CERTIFICATE ARE NOT TO BE USED TO DEFINE BOUNDARIES

PRINCE RUPERT, B.C.

SCALE 1" = 20'

330 8TH AVE. EAST



SHED LOCATION ON PROPERTY

This document is not valid unless originally signed and sealed.

CERTIFIED CORRECT

According to Land Registry Plan and survey evidence as shown



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

MCELHANNNEY ASSOCIATES
#201, 4548 LAKEUSE AVENUE
TERRACE, B.C.

V8G 1P8





REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 12, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Development Services Director

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-13

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-13

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1808-1810 7th Avenue East.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.5.2 (c) to have a 2.07 metres setback from the front property line to account for a proposed new deck and deck cover to be added to the existing building. The required distance from the front property line in an R2 zone is 3.6 metres. The applicant is requesting a variance of 1.53 metres to the front property line setback.

The Site Plan is included as Attachment 2.

BACKGROUND & ANALYSIS:

The proposed variance to the front property setback is requested by the applicant to accommodate a proposed deck that will be 6 metres by 2.43 metres (20' by 8'). The applicant rationalized the proposed variance to the front property line as necessary due to the need to replace the existing deck, which is in poor condition. The applicant is hoping to update the home and increase the aesthetics of the property.

The proposed deck and rain cover are in alignment with the neighbouring property, which is built very close to the front property line as well. There are no known negative impacts of the proposed variance on the surrounding neighbourhood; however, the public will have the opportunity to provide input during the public consultation period.

Referrals have been sent to staff.

The Draft Development Variance Permit is included as Attachment 1.

COST:

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

CONCLUSION:

This Development Variance Permit application is recommended to proceed to public notification.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Development Services Director

Robert Buchan,
City Manager

Attachment(s):

- Draft Development Variance Permit
- Site Plan & Elevation Information



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-13

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

PERMIT ISSUED TO OWNER(S): KIRK ALFRED HART
APPLICANT: Kirk Hart

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:

LOTS 3-4 BLOCK 27 SECTION 7 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN
923

CIVIC ADDRESS(ES):

1808-1810 7th Avenue East

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Minimum Dimensions Required For Yards (c) is varied from 3.6 metres to 2.07 metres setback from the front property line,
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: Site Plans and Elevations

ISSUED ON THIS _____ DAY OF _____, 2023.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Corporate Administrator

House - 14.8' from Property line (front)

Deck Footprint

Rain cover footprint

20'

6.8'
from
city
Property

8'

Proposed
deck/rain
cover
footprint

Property line
with city

Elevation info

- Roof: 10.5' at house (max height) above finished concrete driveway
- Deck: 12" above finished concrete driveway

$$\frac{1}{4}'' = 1'$$



**From Prior Meeting &
For Reference Purposes Only.**

REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 23, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Director Development Services

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-06 212 9TH AVE E

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-06

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 212 9th Avenue East.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.5.2 (c) to have a 0.64 metres to 0.24 setback from the north side property line. The required distance from the side property line in an R2 zone is 1.2 metres. The applicant is requesting a variance of 0.56 to 0.96 metres to the setback for the side property line to the north for the rear part of the house.

The Site Survey is included as Attachment 3.

BACKGROUND & ANALYSIS:

The applicant requests the proposed variance to the north-side property setback to accommodate the proposed changes to the wall height of the existing property. The applicant intends to remove the existing roof at the rear of the house to extend the walls upward to increase head area in the second floor near the back of the house and rebuild the roof accordingly, thus creating more livable space without altering the building footprint or overall height. This would result in increased aerial encroachment into the side setback at the back of the house, as the current footprint is existing non-conforming.

The applicant had received a variance in 2020 to make this alteration to the building, but the variance expired without any work being commenced. Therefore, they are seeking another variance to proceed.

The increased height of the side yard setback encroachment may have effects on the neighbouring property to the East, which is also located close to the property line. However, there are no known other negative impacts of the proposed variance on the surrounding neighbourhood. The neighbours and public will have the opportunity to provide input during the public notification period.

The Draft Development Variance Permit is included as Attachment 1.

COST:

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

CONCLUSION:

This Development Variance Permit application is recommended to proceed to public notification.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope
Director Development Services

Robert Buchan,
City Manager

Attachment(s):

- Attachment 1: Draft Development Variance Permit
- Attachment 2: Proposed Plan
- Attachment 3: Site Survey

**From Prior Meeting &
For Reference Purposes Only.**



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-06

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

PERMIT ISSUED TO OWNER(S): DONALD GIOVANNI VACCHER, SHIRLEY DIANNE VACCHER

APPLICANT: DON VACCHER

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 C (BEING A CONSOLIDATION OF LOTS 17 AND 18, SEE FB489450) BLOCK 29
SECTION 6 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923

CIVIC ADDRESS(ES):

212 9th Avenue East

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Minimum Dimensions Required For Yards (c) is varied from 1.2 metres to 0.24 metres setback from the side property line.
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

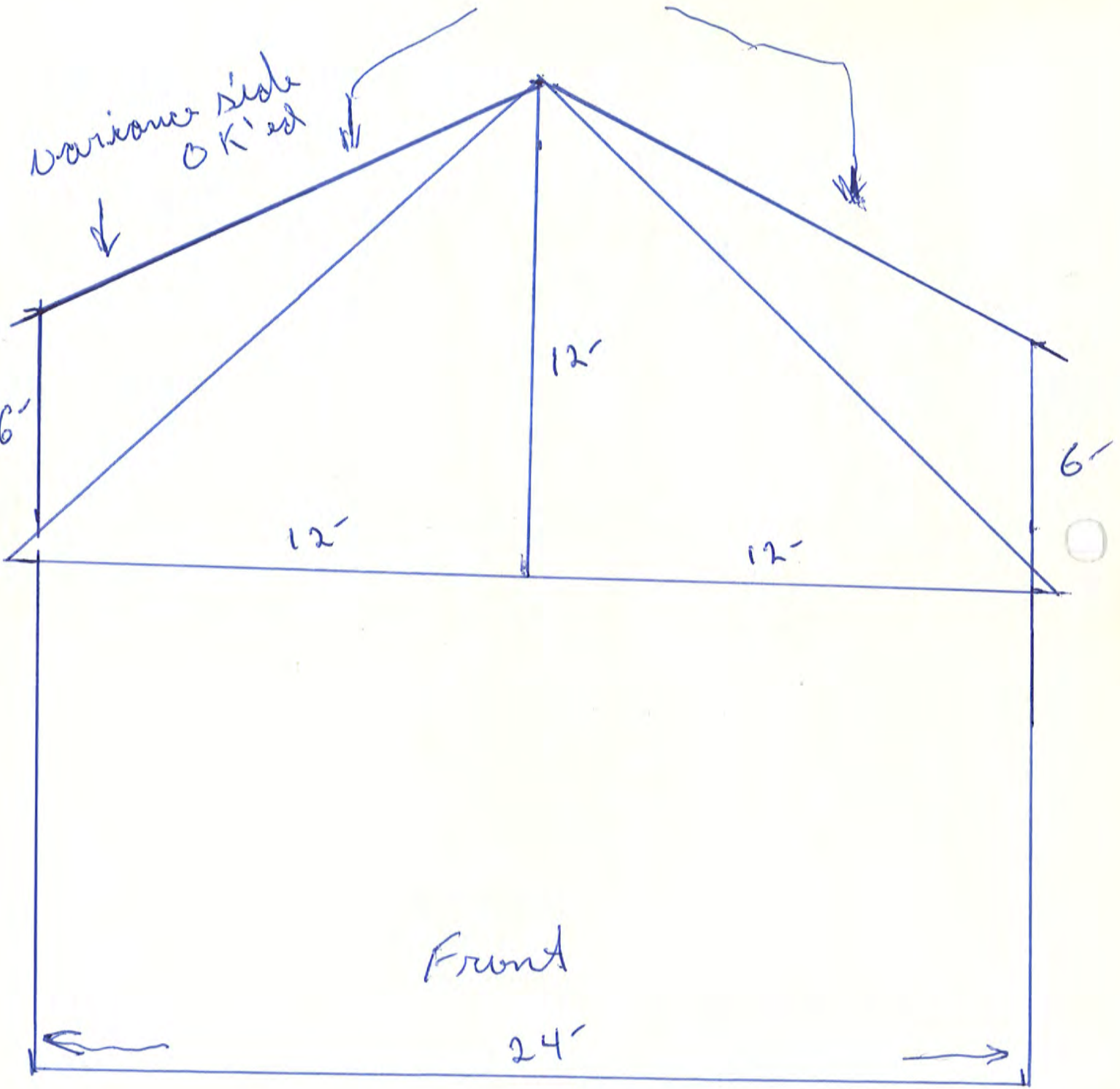
ISSUED ON THIS _____ DAY OF _____, 2023.

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

Rosamaria Miller
Corporate Administrator

Back of house only

From Prior Meeting &
For Reference Purposes Only.



212-9th E.

PREPARED FOR:
 DON VACCHER
 212 9TH AVENUE EAST
 PRINCE RUPERT, BC V8J 1P3



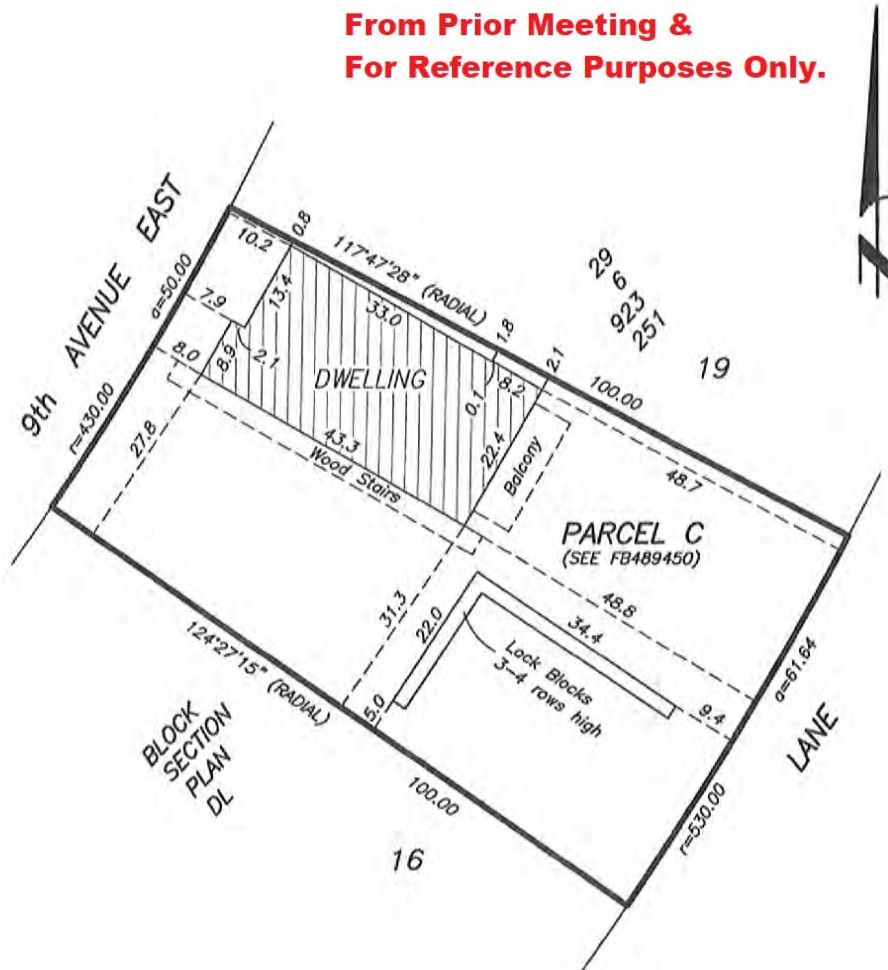
McElhanney Associates Land Surveying Ltd.

1 - 5008 POHLE AVENUE, TERRACE, BC V8G 4S8 TEL: 250-635-7163

OUR FILE: 2321-50100-10
 FIELD SURVEY DATE: JULY 10, 2020

BRITISH COLUMBIA LAND SURVEYOR'S CERTIFICATE OF LOCATION SHOWING IMPROVEMENTS OVER PARCEL C (BEING A CONSOLIDATION OF LOTS 17 AND 18, SEE FB489450), BLOCK 29, SECTION 6, DISTRICT LOT 251, RANGE 5, COAST DISTRICT, PLAN 923.

From Prior Meeting & For Reference Purposes Only.



NOTE:
 ALL MEASUREMENTS SHOWN ARE IN FEET AND DECIMALS THEREOF.
 OFFSET DIMENSIONS ARE TO EXTERIOR CLADDING OF BUILDINGS
 AND ARE PERPENDICULAR TO PROPERTY LINES, UNLESS
 OTHERWISE SHOWN.



THE INTENDED PLOT SIZE OF THIS PLAN IS 8.5x14 INCHES
 (LEGAL SIZE) WHEN PLOTTED AT A SCALE OF 1"=20'.

| | | |
|--|---|------------------|
| DIMENSIONS DERIVED FROM PLAN 923 | CIVIC ADDRESS: 212 9th AVENUE EAST PRINCE RUPERT, BC | PID: 029-596-122 |
| <p>THIS BUILDING LOCATION CERTIFICATE HAS BEEN PREPARED FOR CITY ZONING PURPOSES AND IN ACCORDANCE WITH THE PROFESSIONAL REFERENCE MANUAL AND IS CERTIFIED CORRECT ACCORDING TO LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.</p> <p>Todd Basky XUVPL6</p> <p>TODD BASKY BCLS 899 THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED</p> <p>Digitally signed by Todd Basky XUVPL6 Date: 2020.07.22 07:54:06 -07'00'</p> | <p>THIS BUILDING LOCATION CERTIFICATE WAS PREPARED FOR THE EXCLUSIVE USE OF OUR CLIENT. THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS. THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.</p> <p>ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF THE SIGNATORY.</p> | |



**From Prior Meeting &
For Reference Purposes Only.**

REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 23, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Development Services Director

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-09 1129 11TH AVE. E

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-09

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1129 11th Avenue East.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.5.2 (c) to have a 0.42 metres setback from the side property line to account for a back deck encroachment. The required distance from the side property line in an R2 zone is 1.2 metres. The applicant is requesting a variance of 0.78 metres to the setback for the side property line to the east.

The Site Plan is included as Attachment 1.

BACKGROUND & ANALYSIS:

The proposed variance to the east side property setback is requested by the applicant to accommodate a proposed back deck and stairs that will be 3.65 metres by 3.65 metres (12' by 12'). The applicant rationalized the proposed variance to the east side property line as necessary due to the existing non-conformance of the existing house. The proposed deck would be built within the same footprint as the existing deck it will be replacing.

There are no known negative impacts of the proposed variance on the surrounding neighbourhood; however, the public will have the opportunity to provide input during the public consultation period.

The Draft Development Variance Permit is included as Attachment 2.

COST:

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

CONCLUSION:

This Development Variance Permit application is recommended to proceed to public notification.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope
Director Development Services

Robert Buchan,
City Manager

Attachment(s):

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

**From Prior Meeting &
For Reference Purposes Only.**



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-09

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

PERMIT ISSUED TO OWNER(S): DAVID JOHN SHANNON, MARY ANN SHANNON
APPLICANT: DAVID AND MARY ANN SHANNON

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 33 BLOCK 23 SECTION 8 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923

CIVIC ADDRESS(ES):

1129 11th Avenue E

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Minimum Dimensions Required For Yards (c) is varied from 1.2 metres to 0.42 metres setback from the east side property line,
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.

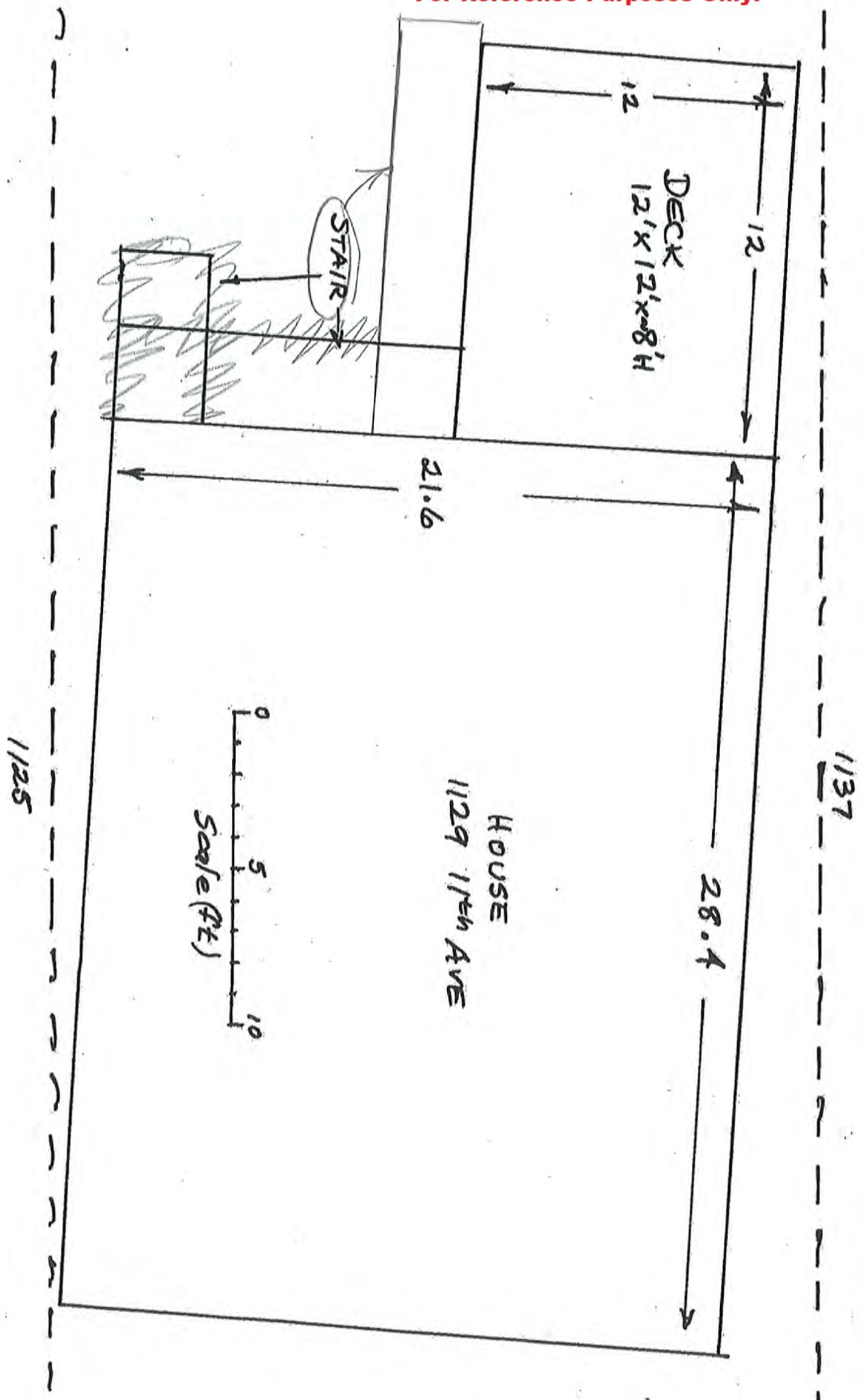
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.
7. The terms and conditions contained in this permit shall inure 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

From Prior Meeting &
For Reference Purposes Only.



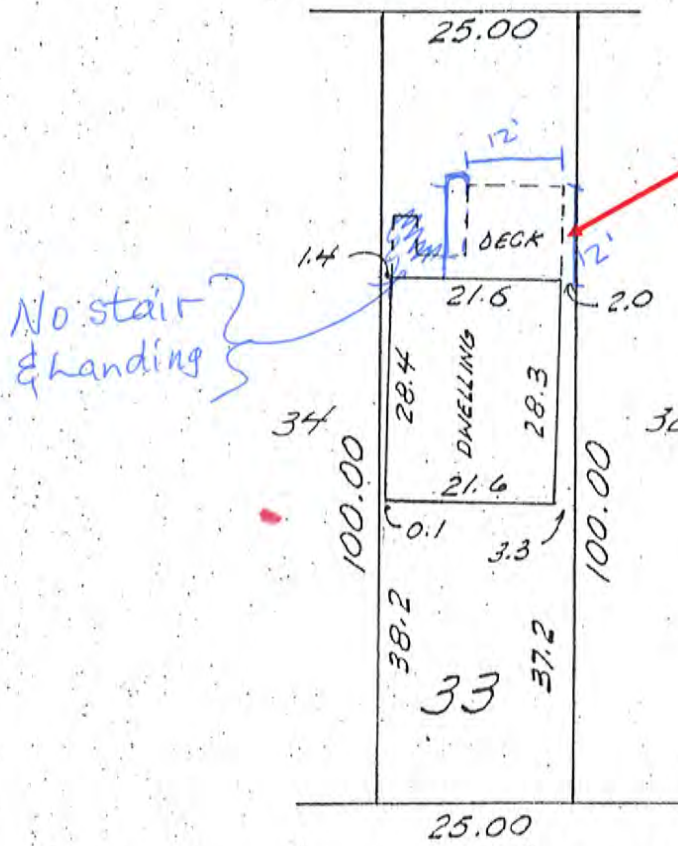
**From Prior Meeting &
For Reference Purposes Only.**

D.L. 251, R.5, C.D, PLAN 923

Scale: 1"=20'

From Survey certificate ; LOT 33, Block23,
Sec 8 D.L. 251, R5, C.D, Plan923

LANE



Existing Deck., Stairs
and Landing

To rebuild to exactly
the same footprint
as area within the
dashed lines

Deck height: 8'

The City of Prince Rupert does NOT warranty the accuracy
or completeness of this information and no representations
are being made by providing this copy. Any reliance on
this information will be solely at YOUR OWN RISK and not
that of the City.

This information has been provided subject to the Federal
Copyright Act and in accordance with the Freedom of
Information and Protection of Privacy Act.

VOID

1129 11TH AVENUE EAST

COPY

This document is not valid unless
originally signed and sealed.

CERTIFIED CORRECT
according to Land Registry Plan
and survey evidence as shown

Dated this 23RD day of FEB, 19 94

McELHANNEY ASSOCIATES
#201, 4518 LAKEVIEW AVENUE
TERRACE, B.C.
V8C 1P8

FILE 43612
- 115



NS-16913

**From Prior Meeting &
For Reference Purposes Only.**



REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 23, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Director Development Services

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-10 945 Hays Cove Avenue

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-10

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 945 Hays Cove Avenue.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.5.2 (a) to have a 0.36 metres setback from the front property line to accommodate a roof extension to cover the entrance stairs. The required distance from the front property line in an R2 zone is 3.6 metres. The applicant requests a variance of 3.24 metres to the front property line setback.

The Site Plan is included as Attachment 2.

BACKGROUND & ANALYSIS:

The applicant received a variance in 2022 to renovate the building at this location, and this current variance request would serve to accommodate changes being made to the existing structure through this renovation. Specifically, the proposed variance to the front property line setback is requested by the applicant to extend the roof to cover the existing entrance stairs.

There are no known negative impacts of the proposed variance on the surrounding neighbourhood; however, the public will be able to provide input during the public consultation period.

The Draft Development Variance Permit is included as Attachment 1.

**From Prior Meeting &
For Reference Purposes Only.**

COST:

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

CONCLUSION:

This Development Variance Permit application is recommended to proceed to public notification.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope
Development Services Director

Robert Buchan,
City Manager

Attachment(s):

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

**From Prior Meeting &
For Reference Purposes Only.**



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-10

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

PERMIT ISSUED TO OWNER(S): CRYSTAL ANNE MACLEOD
APPLICANT: TRAVIS BERNHARDT

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 21 BLOCK 15 SECTION 7 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923

CIVIC ADDRESS(ES):
945 Hays Cove Avenue

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Minimum Dimensions Required For Yards (a) is varied from 3.6 metres to 0.36 metres setback from the front property line,
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.

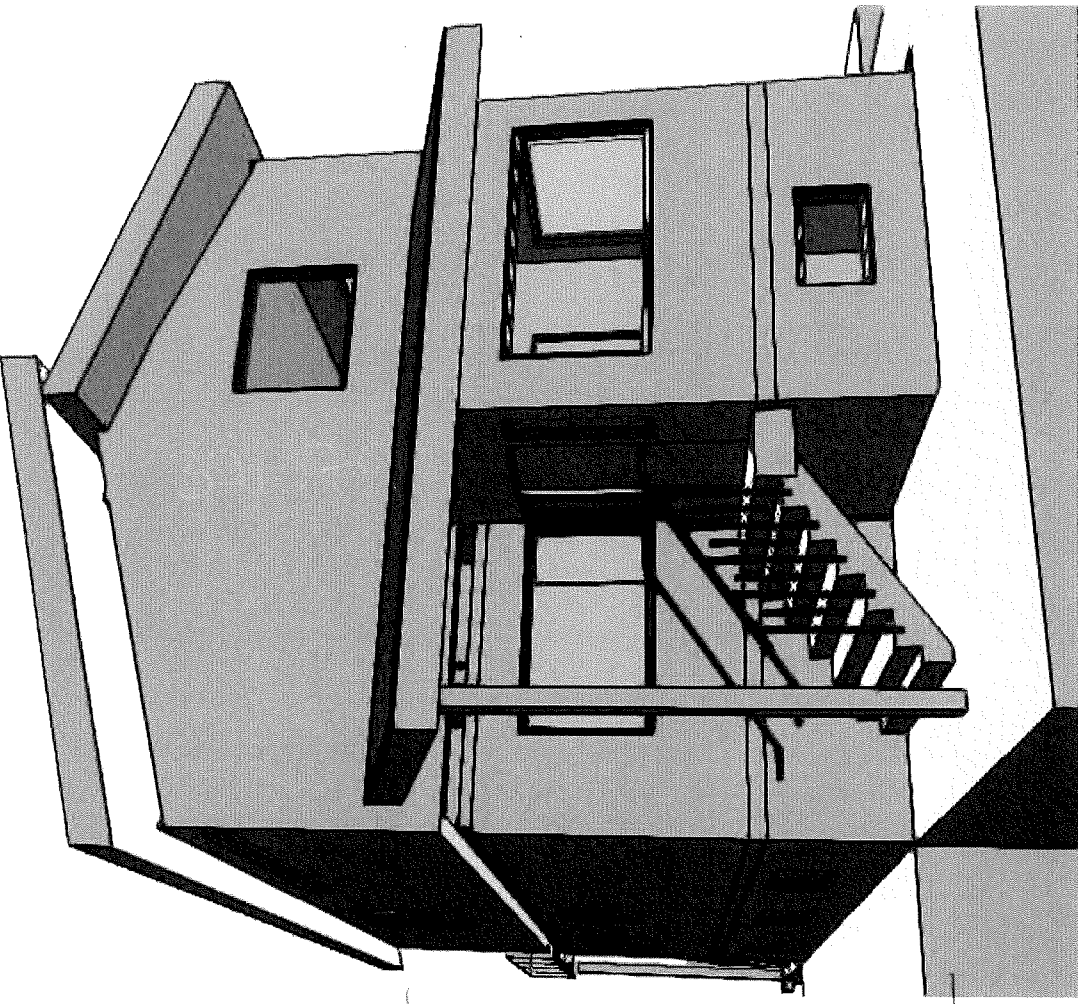
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.
7. The terms and conditions contained in this permit shall inure 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

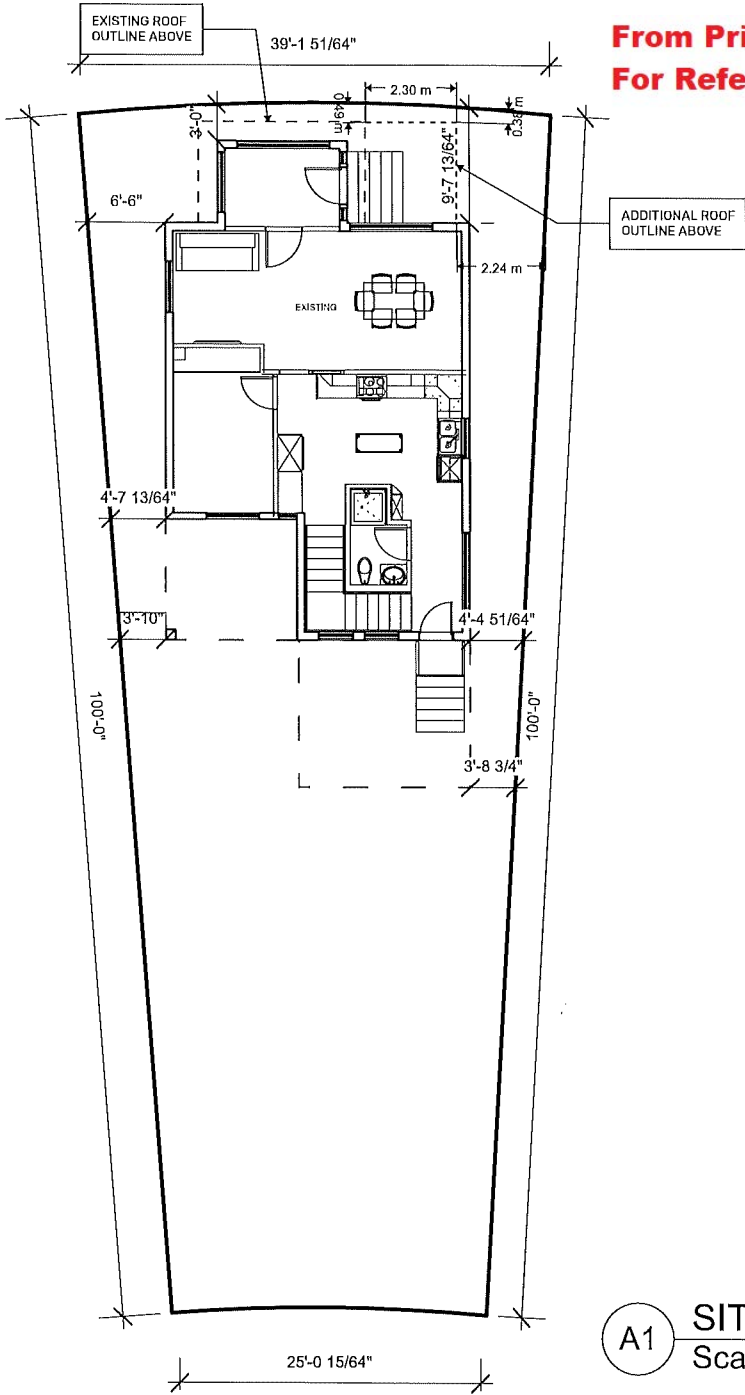
**From Prior Meeting &
For Reference Purposes Only.**



1 PERSPECTIVE
N.T.S

1/25

**From Prior Meeting &
For Reference Purposes Only.**



A1 SITE
Scale: 1/16" = 1'-0"

| | | | | |
|------------------------------------|--|----------------|---------------------------------------|--------------------------------|
| BONI•MADDISON Architects | TITLE: SITE PLAN | ISSUES: | JOB N°: | DATE: JUNE 2020 |
| | 3732 West Broadway, Vancouver, B.C., V6R 2C1 T: 604 688 5894 F: 604 688 5899 | | PROJECT: BERNHARDT ADDITION | SCALE: 1/16" = 1'-0" |
| | | | | DRAWN: |



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 12th, 2023
TO: Dr. Robert Buchan, City Manager
FROM: Richard Pucci, Director of Operations & Intergovernmental Relations

SUBJECT: 4th AVENUE WEST PATHWAY – OPERATIONS DEPT. REPORT

RECOMMENDATION:

THAT Council receives this Report, and if the Council wishes to proceed with rehabilitation on the 4th Avenue East Pathway, Staff recommends using the Odd Edisvik Park Budget first for the purposes of investigation.

REASON FOR REPORT:

At the Council meeting of May 22nd, 2023, Staff was requested to complete a Report on the condition of the pathway between 3rd Avenue and 4th Avenue West and options for restoration and reinstatement.

BACKGROUND:

On January 19th, 2023, a severe storm event caused a slope failure and a large tree to fall on the Pathway between 3rd and 4th Avenue West. The slope failure caused material and debris to be lodged against the pathway and decking, and a large tree to be uprooted and fall over the entire pathway causing significant damage to the railings. (photos attached)

ANALYSIS:

After this event, Staff inspected the site and determined that the Pathway was required to be temporarily closed. Due to the significant damage and health and safety concerns, staff recommend that a full geotechnical and structural assessment with site restoration be completed before the pathway can be reopened. This decision was rendered as the Staff are concerned about the following:

1. Age of the structure, build quality and potential rot in structural members;
2. The material and tree may have caused the shifting of the linear posts to the pedestal footings of the decking;
3. Undermining of pedestals, footings and areas that should provide structural integrity; and

4. Code compliance of the entire structure, including stairs, now that repairs must be completed.

Staff understand that this pathway is used heavily by the surrounding neighbourhood; however, the current Budget doesn't contemplate these assessments or repairs.

In the cost section below, staff have laid out current costs that they are aware of and possible ways it could be funded by Council direction.

LINK TO STRATEGIC PLAN:

The repatriation and reinstatement of this pathway link back to the Council's plan for enhanced active transportation options.

COST:

As discussed in the Analysis section, the firm costs to proceed are as follows:

| | |
|---|--------------------|
| Geotechnical Slope Assessment | \$17,500.00 |
| Clearing of Trees and Debris | \$ 6,000.00 |
| Required Railing Repairs | \$ 9,000.00 |
| <u>Structural Assessment Stairs and Decking</u> | <u>\$ 5,000.00</u> |
| Total | \$37,500.00 |

The cost of repairs, if required, is unknown until after the structural assessment.

The minimum cost, if no significant structural repairs are required, is approximately \$40,000.00. As this is not contemplated in the current Budget, If Council directs Staff, it could be funded through the following:

1. Paving Program – this area is technically a dedicated Highway; therefore, Roads could bare this cost; however, this may result in an overage.
2. Odd Edisvik Park Drainage – this is a pathway, and therefore, the money could come from our Parks Capital money. The City has yet to receive the matching Grant, and, therefore, the Project can be re-budgeted for next year.
3. Use Parks Operations Money – this would mean a reduction in service for our entire Parks program (less mowing, field maintenance and overages...etc.)
4. Leave it as is and Budget for the repairs and upgrades in 2024.

CONCLUSION:

Again, the Staff understands that many members of the Public use this Pathway; however, the Staff can only work within the Budget they have. Additionally, there is another Public pathway that connects 4th Avenue West with the downtown off of the corner of Agnew and 4th Avenue West. The Staff asks for direction on how the Council would like to proceed.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Dr. Robert Buchan,
City Manager

Attachment(s):

- PDF of Photos



CITY OF PRINCE RUPERT

ZONING BYLAW AMENDMENT BYLAW NO. 3506, 2023

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

WHEREAS the Council of the City of Prince Rupert has enacted Zoning Bylaw No. 3462, 2021 for the City of Prince Rupert; AND,

WHEREAS the Council of the City of Prince Rupert has adopted Official Community Plan, Section 7.1 that directs inclusion of Child Care Facilities as a permitted use in Commercial and Public Facilities Zones; AND,

WHEREAS Council adopted the 2019 Child Care Assessment and Action Plan that directs the same;

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

1. That City of Prince Rupert Zoning Bylaw No. 3462, 2021 be amended as indicated in Schedule 1 of this Bylaw to allow the following:
 - a. Inclusion of Child Care Facility in Section 8.1.0 P1 Public Facilities Zone, list of permitted uses.
 - b. Addition of Child Care Facility in Section 9.1.2 Parking Requirements with the parking standard of 1 space per 8 Full Time Equivalent child care spaces.
 - c. Addition of Child Care Facility in Section 5: RM1-5 Zones as an accessory use, not including home occupations and limited to the first floor with ground level access.
2. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3506, 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.

READ A FOURTH & FINAL TIME this _____ day of _____, 2023.

MAYOR

CORPORATE ADMINISTRATOR

Schedule 1

Section 5 – RM1-5 Zones

| Section | Existing Regulation | Proposed Amendment |
|--|---|---|
| <p>5.3.0: RM1: Multiple Family Residential Zone</p> | <p>Subject to general provisions, the following accessory uses and no others are permitted: (a) Home office. (b) Accessory buildings and structures.</p> | <p>Add (c) Child Care Facility as an accessory use, not including home occupations and limited to the first floor with ground level access</p> |
| <p>5.4.0: RM2 Multiple Family Residential Zone</p> | <p>Subject to general provisions, the following accessory uses and no others are permitted: (a) Home office. (b) Accessory buildings and structures.</p> | <p>Add (c) Child Care Facility as an accessory use, not including home occupations and limited to the first floor with ground level access</p> |
| <p>5.5.0: RM3 Multiple Family Residential Zone</p> | <p>Subject to general provisions, the following accessory uses and no others are permitted: (a) Home office. (b) Accessory buildings and structures.</p> | <p>Add (c) Child Care Facility as an accessory use, not including home occupations and limited to the first floor with ground level access</p> |
| <p>5.6.0: RM4: Mixed Use Zone</p> | <p>Subject to general provisions, the following accessory uses and no others are permitted: (a) Home office. (b) Retail use as part of a multiple family dwelling building. (c) Offices as part of a multiple family dwelling building. (d) Accessory buildings and structures. (e) Retail and office use shall be limited to the first floor with ground level access.</p> | <p>Add (f) Child Care Facility as an accessory use, not including home occupations and limited to the first floor with ground level access</p> |
| <p>5.7.0: RM5: Multiple Family Residential Zone</p> | <p>Subject to general provisions, the following accessory uses and no others are permitted: (a) Home office. (b) Accessory buildings and structures.</p> | <p>Add (c) Child Care Facility as an accessory use, not including home occupations and limited to the first floor with ground level access</p> |

Section 8 – Zoning Regulations & Requirements: Public Facilities Zone

| Section | Existing Regulation | Proposed Amendment |
|--|---|---|
| <p>8.1.0 P1: Public Facilities Zone</p> | <p>Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted: (a) Park and recreation facilities. (b) Public institutional facilities. (c) Public utility building. (d) Education centre. (e) Unenclosed Storage. (f) Cemeteries. (g) Resource lands and activities. (h) Wind power project.</p> <p>The following accessory uses and no others are permitted: (a) Accessory building and structures.</p> <p>Minimum Dimensions Required for Yards 3.0 metres from any property zoned Residential.</p> <p>Building Height Accessory building 3.6 metres.</p> | <p>Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted: (a) Park and recreation facilities. (b) Public institutional facilities. (c) Public utility building. (d) Education centre. (e) Child Care Facility (f) Unenclosed Storage. (g) Cemeteries. (h) Resource lands and activities. (i) Wind power project.</p> <p>The following accessory uses and no others are permitted: (a) Accessory building and structures.</p> <p>Minimum Dimensions Required for Yards 3.0 metres from any property zoned Residential.</p> <p>Building Height Accessory building 3.6 metres.</p> |

Section 9 – Off Street Parking and Off-Street Loading

| Section | Existing Regulation | Proposed Amendment |
|--------------|---------------------|---|
| <p>9.1.2</p> | | <p>Add Row to Parking Requirement Table</p> <p>Child Care Facility 1 space per 8 Full Time Equivalent child care spaces</p> |



CITY OF PRINCE RUPERT

ZONING BYLAW AMENDMENT BYLAW NO. 3507, 2023

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

WHEREAS the Council of the City of Prince Rupert has enacted Zoning Bylaw No. 3462, 2021 for the City of Prince Rupert; AND,

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

1. Amend "Schedule B" Zoning Map by rezoning lots legally described as LOTS 1-7 BLOCK 40 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923 and AMENDED LOT 8 (SEE 99188I) BLOCK 40 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923 from R2: Duplex and Two Family Residential Zone and P1: Public Facilities Zone to RM5: Multiple Family Residential Zone as indicated in Schedule A of this bylaw.
2. Amend RM5: Multiple Family Residential Zone exclusively at the lots legally described as LOTS 1-7 BLOCK 40 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923 and AMENDED LOT 8 (SEE 99188I) BLOCK 40 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923 to have a Building Height for a principle building of 21 metres and Minimum Dimensions Required for Yards at 2.5 metres from a side property line.
3. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3507, 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.

READ A FOURTH & FINAL TIME this _____ day of _____, 2023.

MAYOR

CORPORATE ADMINISTRATOR