

Business Resource Guide

2026/2027





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From the Mayor's Office

Welcome!

We are thrilled you have chosen the City of Prince Rupert as the home for your venture. Local businesses are the cornerstone of our economy and play a vital role in shaping the vibrant community we're proud to call home. We are excited to see your business go from strength to strength.

By bringing your business to Prince Rupert, you've positioned yourself for future success. The City of Prince Rupert is a prime destination for business investment. With extensive transportation networks and a world-class port (the fastest growing in North America), our city provides unrivaled access to global markets.

In our community, you'll discover abundant opportunities across a wide range of industries. From shipping and logistics, to fishing and tourism, our growing economy is rooted in an ever-expanding range of sectors. We are excited for your enterprise to further add to the diversity of our business landscape.

"Prince Rupert is a prime destination for business investment"

Our welcoming business community is eager to help your venture succeed. City staff work closely with various community partners to foster a commercial environment that is business-friendly and supportive. The Business Façade Improvement Grant and the Revitalization Tax Exemption Program are two examples of city-backed programs designed to support business development.

By launching your business here, you will also benefit from a diverse, skilled workforce and a

strong consumer base. With a high median household income, local businesses enjoy strong buying power and steady demand for their goods and services.

We are genuinely invested in your success and committed to supporting your journey. It is our sincere hope that the resources in this welcome guide will support you in establishing and growing your new venture in our community.

Thank you for choosing to do business in the City of Prince Rupert.

Sincerely,

Mayor Herb Pond



From the Ec. Dev. Office

A Bright Future Beckons

There has never been a better time to bring your business to our community. We are on the brink of exciting developments, with investments in trade, tourism and industrial infrastructure totaling billions of dollars. These investments open the door to limitless commercial opportunities. The future is bright in Prince Rupert.

Global Trade Gateway

Prince Rupert is home to the deepest natural ice-free harbour in North America, and offers the shortest shipping route between North American and Asian markets. Armed with these natural advantages, the Port of Prince Rupert has expanded into a formidable Pacific gateway. In 2022, more than 24.6M tonnes of cargo passed through our port.

With extensive infrastructure expansions underway, these volumes will see exponential growth in the near future. The South Kaien Logistics Project, REEF project and CANXPORT facility are just a few examples of exciting new developments.

Growing Energy Hub

Prince Rupert has become a critical export point for Canadian natural gas, oil, and clean energy resources. With substantial investments in the city's energy export infrastructure, Prince Rupert plays a critical role in securing Canada's position as a leading force in the global energy market.

A Thriving Tourism Industry

Each year, thousands of visitors are drawn to Prince Rupert's rugged north coast, where cultural tourism, Indigenous heritage, and eco-adventures like whale watching and wildlife tours create unforgettable experiences. The city's cruise sector, in particular, is expanding rapidly, with cruise ship visitor numbers projected to double to nearly 150,000 in 2026.

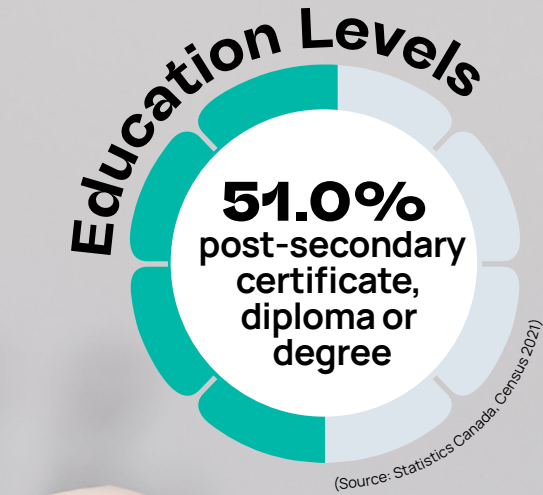
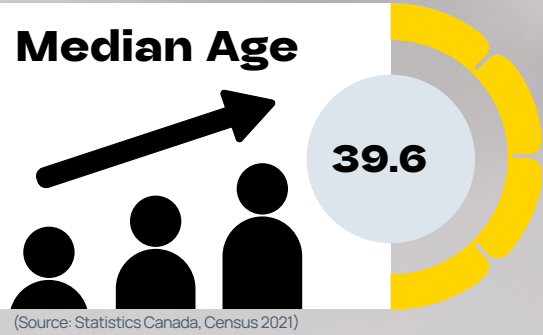
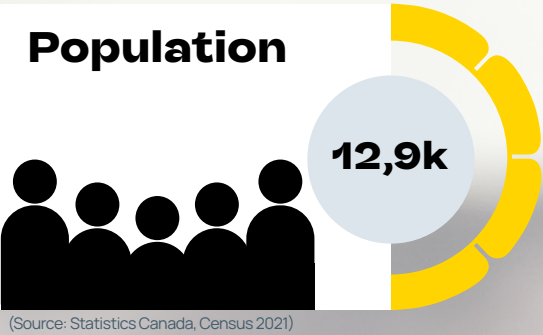
"The future is bright in Prince Rupert"

Opportunity is Knocking

Prince Rupert offers a powerful combination of strategic global trade access, expanding infrastructure, emerging energy opportunities, and a growing tourism industry.

This nexus of economic activity makes our city an ideal destination for businesses looking to scale, diversify, and anchor themselves in a growing west coast economic hub.

Community Profile



Economic Profile

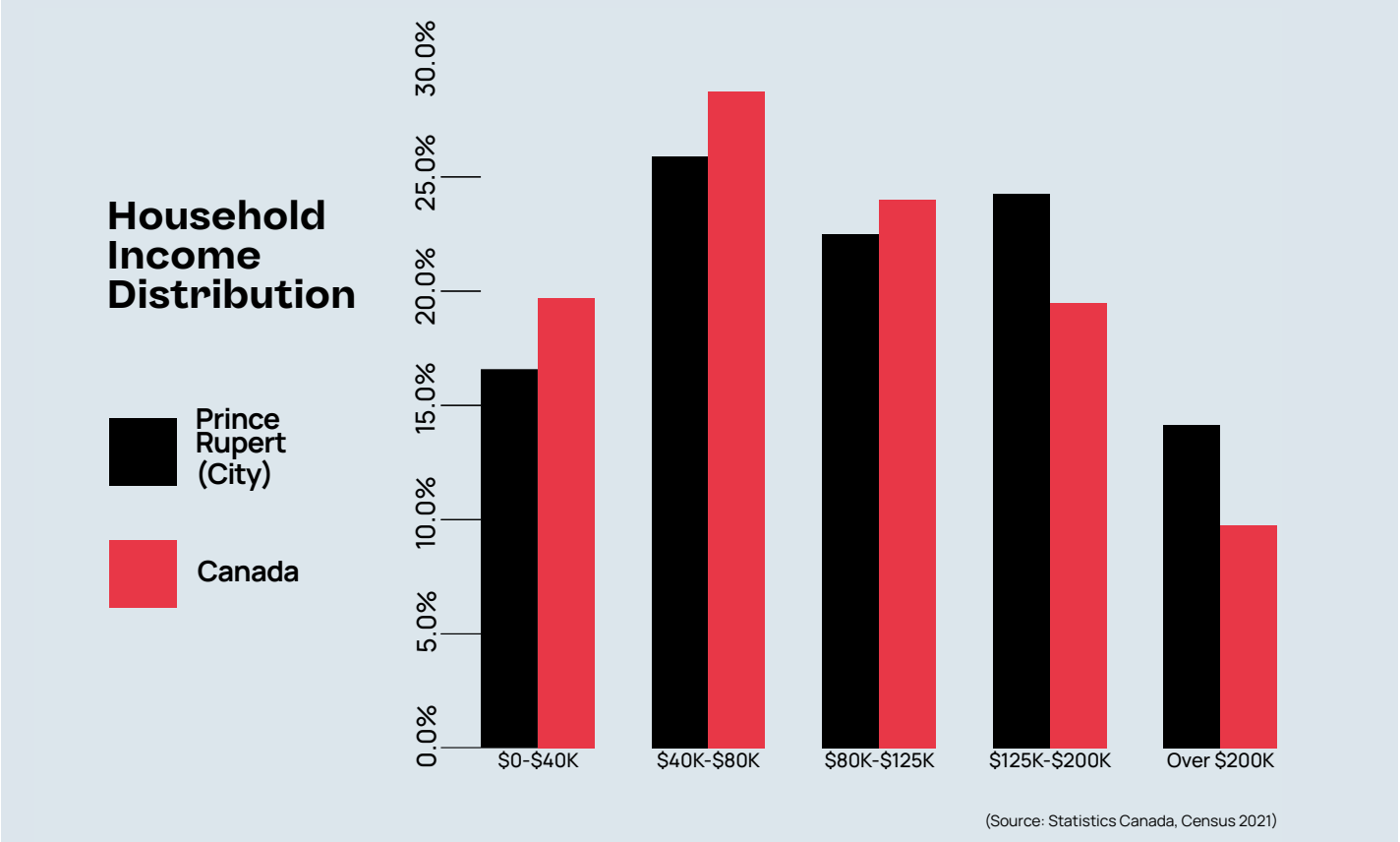
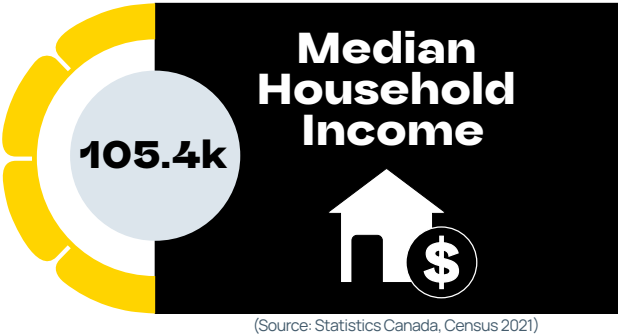
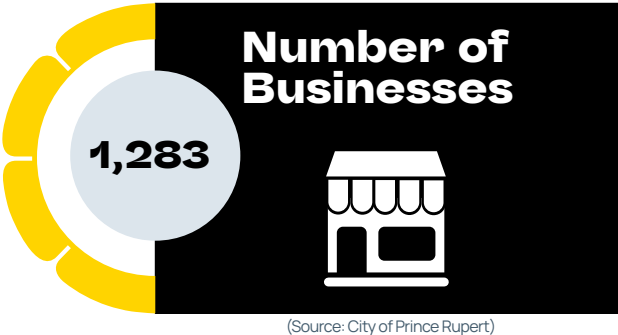
Use **local information** to help your business make smarter, faster & better decisions.

MARKET ADVANTAGES

WORKFORCE ADVANTAGES

GROWTH & OPPORTUNITIES

Scan the QR code to explore the City of Prince Rupert's full data portal:



Business Façade Program

Boost Your Business' Curb Appeal

Funded by Northern Development Initiative Trust, the City’s Business Façade Improvement Program assists property and business owners with rehabilitating the commercial façades of their properties to create a positive visual impact, stimulate private investment, and to complement other community revitalization efforts.

Grants available

Property and business owners in the Downtown or Cow Bay Development Permit Areas can access financial assistance through the Business Façade Improvement Program. This program is offered by the City of Prince Rupert with funding provided by the Northern Development Initiative Trust.

Eligible participants will receive a non-repayable reimbursement grant upon completing their project. The program aims to encourage building investments that create a vibrant, appealing environment to attract customers, clients, visitors, and new businesses to the community.

Grant Amount & Criteria

- **Maximum Funding:** Up to 50% of eligible project costs, to a maximum of \$5,000 per building.
- **Project Value:** Total project costs must be between a minimum of \$4,000 and a maximum of \$200,000.
- **Frequency:** Each building within the designated areas is eligible for a one-time grant.

Program Requirements

To qualify for the grant, applicants must submit detailed project designs and cost estimates.

- **Permit Responsibility:** Applicants are solely responsible for applying for and securing all necessary development permits for their façade improvements.
- **Design Standards:** Designs must clearly outline the proposed improvements to ensure the final outcome is aligned with the application.



- **Professional Help:** While professional architectural designs are not mandatory, they are strongly encouraged. Grants are awarded based on design merit and visual impact on the streetscape.

For more information, contact:

- Leandri Kleinhans
- Economic Development Officer
- (250) 627-2840 ext. 240
- leandri.kleinhans@princerupert.ca

Scan the QR codes to:

View the full program guide:



Access the application form:



Revitalization Tax Break

Encouraging Downtown Revitalization

The City has put into place a Revitalization Tax Exemption Program to encourage redevelopment and revitalization in our community’s downtown. The program incentivizes construction or redevelopment of buildings used for commercial, light industrial or multiple family residential purposes.

New Builds

A 10-year graduated tax exemption (see table below) on non-market tax increase for construction of a new building is as follows:

New Commercial/Industrial Buildings: as a result of new developments in the Downtown Core Revitalization Area, or Industrial Revitalization Area.

New Multi-family Residential Buildings: as a result of new developments in the Downtown Core Revitalization Area.

10 Year Graduated Tax Exemption on Eligible New Builds	
Years 1-5	100 % municipal property tax exemption
Year 6	80 % municipal property tax exemption
Year 7	60 % municipal property tax exemption
Year 8	40 % municipal property tax exemption
Year 9	20 % municipal property tax exemption
Year 10	10 % municipal property tax exemption

Existing Buildings

The amount of Tax Exemption for redevelopment of existing buildings is as follows:

Redeveloped Commercial Buildings: five years at 100% of non-market tax increase as a result of redevelopment that has exterior building improvements valued at a minimum of \$50,000.

Redeveloped Multi-family Residential Buildings: five years at 100% of non-market tax increase as a result of redevelopment that has exterior building improvements valued at a minimum of \$50,000.

Non-Market Increase

"Non-market increase" means the change as determined by the British Columbia Assessment Authority under the Assessment Act, to the improvements portion of a property’s assessed value, after issuance of a building permit for construction that is not due to real estate market fluctuations.

How to Get Started

Pre-application meetings can be scheduled by contacting the City’s Chief Financial Officer:

- Corinne Bomben
- (250) 627-0935
- corinne.bomben@princerupert.ca

Program Length

The program is in force between January 1, 2025 and December 31, 2029.

Further information

Please refer to the City’s website for further information. Full application details are contained in the Revitalization Tax Exemption Program Bylaw No. 3553, 2024 (see QR codes below).

Scan the QR codes to:

View the bylaw:



Access the application form:



Development Fee Waivers

Fee Waiver Programs for Downtown & Housing

The City of Prince Rupert is waiving fees for development, variance, rezoning, and building permits in the City Core, along with projects that create new housing units. This important incentive program aims to drive growth and revitalize the community’s residential and commercial infrastructure.

Developments in the City Core Area

As part of the City’s efforts to encourage revitalization and development, the following application fees are waived in the City Core Area until December 31, 2029:

- Development Permit fees
- Development Variance Permit fees
- OCP and/or Zoning Bylaw Amendment fees
- Building Permit fees

Properties located within the City Core may also be eligible to apply for the Downtown Revitalization Tax Exemption (see page 9).

New Housing Developments

Fees for rezoning, development permits (including variances), and building permits are fully waived for developments that create “net” new housing units. This program is in effect until December 31, 2029.

Building & Development Fees

For a full listing of building and development fees that are in effect and not currently subject to any waivers, please refer to the City’s website by scanning the QR codes below.

Scan the QR codes to:

View development fees and charges:



View building permit fees by value of construction:



See other miscellaneous permit fees & charges:



See updates on the City’s website:





Flexible Parking Rules

Business-Friendly Regulations

The City of Prince Rupert helps local businesses by offering flexible parking options. The City provides flexible alternatives to on-site parking, helping businesses reduce costs, navigate space constraints, and support new development and growth.

What Businesses Need to Know

Local businesses and property owners must have adequate space(s) to accommodate the parking needs of their customers. However, much of the City’s downtown and commercial core, along with many residential neighbourhoods, were developed during a period when vehicle ownership was significantly lower. As a result, many commercial properties in Prince Rupert lack sufficient on-site parking for their businesses.

In recognition of these constraints, the City offers businesses within the City Core the option to make a payment in lieu of providing physical parking space(s). The current rate is \$12,500 per parking stall. This payment does not purchase or reserve a dedicated parking space for the property owner. Instead, the funds are deposited into a general parking trust. In effect, the payment in lieu releases businesses from the requirement to provide additional parking space(s). Once sufficient funds are collected, the City will reinvest the trust into the acquisition and development of a parking lot in an available and suitable commercial area.

Parking Requirements by Property Use

Parking requirements are determined according to the use of the commercial space in each property. These requirements are laid out by the City’s Zoning Bylaw. Businesses that did not have adequate parking spaces at the time the Parking Bylaw was instituted in 2008 are considered to be existing non-compliant cases. If there are changes to such properties or businesses, the new parking regulations will apply.

Reduced Parking Requirements in Downtown

The City understands the physical and economic constraints associated with providing off-street parking in Prince Rupert’s Downtown City Core. To address this issue, the City has implemented a Parking Specified Area wherein off-street minimum parking stall requirements are waived for new or upgraded commercial and mixed-use developments. Please scan the QR code below to view a map of the Parking Specified Area.

To find out the parking requirements for your specific property, you can also review the Zoning Bylaw or contact Development Services staff:

- (250) 627-0960
- development.services@princerupert.ca

Scan the QR codes to:

View the City’s Zoning Bylaw:



View a map of the Parking Specified Area:



View the City’s Parking Wayfinding Brochure:



View the Connect Rupert Transportation Plan:



Community Futures

Your Local Partner in Business Success

Community Futures Pacific Northwest supports entrepreneurs at every stage— from startup to expansion— with flexible financing, expert guidance, and practical tools tailored to rural and Indigenous communities. Our team is local, our decisions are made in-house, and our support is always personal.



Flexible loan programs for your business

Access the funding you need— backed by local decision-making:

- Launching a new business
- Expanding an existing business
- Working capital



Business coaching that meets your needs

Our business coaching services are designed to support you at every stage— from early planning to day-to-day problem-solving and long-term growth.

Whether you're launching a new venture or scaling an existing one, we offer personalized, one-on-one guidance to help you create a solid foundation, navigate challenges, and move forward with confidence.



Business tools and resources for success

We empower you with the tools you need to build a sustainable business:

- Business plan templates
- Cash-flow & break-even analysis worksheets



Workshops, specialized training and more

Find training that fits your business goals. Choose from in-person and virtual sessions on:

- Planning
- Marketing
- Finance
- and More!



• (250) 622-2332

• contact@rupertcf.com

• <https://www.rupertcf.com>

• 100-515 3rd Ave. West
Prince Rupert



Futurpreneur

Fostering the Success of Young Entrepreneurs

Since 1996, Futurpreneur has fostered the entrepreneurial passions of Canada's diverse startup founders aged 18-39. We are the only national non-profit organization that provides young aspiring entrepreneurs across Canada with the loan financing, mentorship and resources needed to start or buy a business.



Core Startup Program

Futurpreneur's goal is to empower aspiring young entrepreneurs on their journey to success! Our Core Startup Program provides up to \$75k of loan financing and up to two years of mentorship. The program also comes with added access to a variety of tools and networking opportunities right across Canada.

From business plan to business success, we offer you the tools to get your startup off the ground. If you're 18 – 39 and ready to launch a business, we're here to help you.



Black Entrepreneur Program (BESP)

We understand that starting your own business can come with challenges, which is why we're excited to introduce our BESP. This program is specifically designed to support young Black entrepreneurs as they build and grow successful ventures.

Our team, who have their own lived experience, is here to guide you every step of the way. With BESP, you can access up to \$75k of flexible financing, expert mentoring and other resources to help kickstart and grow your business.





Indigenous Entrepreneur Startup Program (IESP)

Futurpreneur offers an entrepreneurship program tailor-made for Indigenous entrepreneurs. The IESP provides up to \$75k of loan financing and up to two years of mentorship, supported by an Indigenous team, offering access to tools and networking.

The IESP is designed and operated by an Indigenous team that understands the various barriers to success faced by young and aspiring Indigenous entrepreneurs.



Grow Your Side Hustle

Our Side Hustle Program offers you up to \$25,000 in financing to help you launch or grow your side business while keeping your full-time job. You can also benefit from mentoring and business planning tools to help you grow your side hustle and take it to the next level. Whether you're an established side hustler or looking to launch a new side business, we can help.

• (604) 598-2923

• info@futurpreneur.ca

• <https://www.futurpreneur.ca/en>

• Suite 103, 2015 Main Street
Vancouver



Supporting Women Entrepreneurs in BC

WeBC is a not-for-profit organization that has supported women business owners across BC for more than three decades. Our holistic approach means we get to know the woman behind the business so we can connect you with the right networks, capital and resources to help your small business grow and thrive.



Loans to start, buy & grow your business

Since we approve loans based on the viability of your business plan, you may qualify with us even if you haven't with other lenders. Offering free wrap-around supports, including advisory services, mentoring and training, we're long-term partners in your success.



Convenient, affordable business skills training

With our skills development programs, you gain practical skills you can implement immediately. We focus on the essential topics that you need to run a successful business, from marketing to operations, cash flow management and more!





Peer support and mentorship that inspires

Connect with an experienced entrepreneur who has been there, gets the grind and shares her knowledge so you don't have to learn the hard way. With a fresh perspective, you'll gain the clarity to focus on what really matters, and feel more confident making decisions.



Expert advice when you need it

Whether it's an answer to a specific question or to help illuminate a path in the right direction, our business advisors are here to help and guide you. We recognize that every path is different, ensure we meet you where you are, and help you to navigate next steps.

WeBC is supported by Pacific Economic Development Canada and the Government of Canada's Women Entrepreneurship Strategy.



• 1-800-643-7014

• hello@we-bc.ca

• <https://we-bc.ca>

• 1726 Dolphin Ave.
Kelowna

Scan here for more information:



Free Resource Guides

WeBC's free resource guides will equip you with everything you need to know to start and grow a BC business. They offer clear, practical guidance on everything from business planning and financing to marketing and scaling, helping women entrepreneurs build confidence at every stage.



Taking the Leap to Entrepreneurship

Learn more about self-employment and get inspired by reading the stories of real BC women entrepreneurs.



Starting Your Business

Explore the steps to starting a business, like defining your market, writing a business plan and making it official.



Growing Your Business

Learn what factors to consider when growing your business, so you can invest your time and money where it matters.



Download your free copy at:
go.we-bc.ca/ResourceGuides



TRICORP

Tribal Resources Investment Corporation (TRICORP)

TRICORP is a First Nations owned lending institution with the goal of supporting and financing local entrepreneurs, small businesses, economic development initiatives, and skills building for First Nations in Northwestern British Columbia. TRICORP offers a full range of financial and advisory services under a single umbrella.



**TRICORP
Loan
Fund**

The TRICORP Loan Fund aims to enhance First Nations economic development through the start-up, expansion and/or upgrading of First Nations businesses. The program offers loans of up to \$100,000 with a fixed 8% interest rate and a 2% borrower's fee.

Each loan includes professional aftercare services to support borrowers beyond the initial funding. All applications are carefully assessed to ensure business viability and to confirm they meet the program's eligibility criteria.



**Aboriginal
Business Equity
Program**

The Aboriginal Business Equity Program offers non-repayable contributions to Aboriginal clients for eligible capital costs and business support to help start, expand or acquire a business that is viable and sustainable.

Non-repayable contributions may also be considered for business plans, marketing activities and other related business support services that strengthen business operations.

The program may contribute up to a maximum of \$99,999 for individuals and incorporated businesses, and up to \$250,000 for community owned businesses, based on a viable business plan and subject to other required financing being in place.



**First
Citizens
Fund**

The First Citizens Fund offers eligible individuals a maximum lifetime loan of \$116,750 (inclusive of \$115,000 principal with 1.5% borrower's fee). For communities, the maximum lifetime loan is \$350,175 (\$345,000 principal with 1.5% borrower's fee). The maximum loan amount cannot be accessed all at once. Rather, it is to be utilized up to three times for different projects.

Provided that all loan repayments are made, 40% of the loan is forgivable. Professional aftercare services are incorporated into each loan.



**NRT
Equity
Matching**

The NRT Equity Matching Program provides non-repayable contributions of up to \$7,500 per individual and up to \$30,000 per community project. It is available to all BC First Nations, both status and non-status, provided the ACC has approved a term loan for the applicant.

- (250) 624-3535
- tricorp@citywest.ca
- <https://www.tricorp.ca/>
- 100 Grassy Bay Lane
Prince Rupert

Scan here
for more
information:



TRICORP

"Our vision for our people: Economic Self-Reliance"

TRICORP takes the lead in financing economic development initiatives among First Nations members on the North Coast. TRICORP is owned by the economic development corporations of five First Nations: the Kitkatla-Metlakatla, the Nisga'a Lisims Government, Haida Gwaii, and the Gitks'an Wet'suwet'en.



**The Indigenous Women
Entrepreneurship
Program (IWE)**

Recognizing that Indigenous women often face additional barriers in entrepreneurship, particularly related to gender and caregiving responsibilities, this program aims to increase the participation of Indigenous women entrepreneurs in business development across Canada.

The Indigenous Women Entrepreneurship Program is a micro-loan fund providing Indigenous women entrepreneurs with finance and working capital for their small, part-time or home-based businesses, with total financing costs of under \$60,000. The program supports women who are starting or expanding a business and building their credit history, with loans available up to \$25,000.

The repayable loan and non-repayable portions are issued together.

Beyond financial assistance, the program offers a range of training and capacity-building supports designed to equip Indigenous women entrepreneurs with the knowledge and skills needed for long-term success. These include workshops and practical tools focused on key areas such as:

- financial literacy;
- Aboriginal business financing; and
- procurement.





Northern Development

Northern Development Initiative Trust

The Trust is a regionally-operated economic development funding corporation for central and northern British Columbia. The Trust operates independently from government and provides the funding and ability to identify and pursue new opportunities for stimulating economic growth and job creation within the region.



Competitiveness Consulting Rebate

This program provides a rebate to small and medium-sized businesses in eligible industries for customized consulting services.

A rebate of up to 50%, to a yearly maximum of \$30,000, can be recovered for the cost of external business consulting projects. Projects must focus on increased resiliency, productivity, revenues, profitability and/or job creation.

Eligible Industries are:

- Accommodation
- Agriculture
- Aquaculture
- Energy
- Forestry
- High tech
- Hospitality
- Industrial supply chain
- Manufacturing
- Mining
- Oil and gas
- Retail
- Retail services
- Tourism, and
- Transportation

Applications will be accepted continually until the annual budget for this program is committed. Northern Development's fiscal year is January to December. Applications are reviewed as received

for eligibility and completeness. A decision is made within one week of receiving a completed application, consultant proposal and additional supporting information as requested. Applicants must apply, and receive notification of approval, prior to beginning the project.

The following is a list of consulting projects that may be eligible for funding under this program:

- business planning, strategic planning and management
- business development feasibility studies (eligible for a 25% contribution to a maximum of \$20,000)
- market development, marketing strategy and communications
- export development, e-commerce platforms and inventory processes
- human resource management
- operations/operational efficiency
- quality and safety management
- innovation
- financial system improvements

Scan the QR code below to visit the Trust's website and access full program information.

- (250) 561-2525
- info@northerndevelopment.bc.ca
- <https://www.northerndevelopment.bc.ca/>

301-1268 Fifth Avenue
Prince George

Scan here for more information:



Northern Development

Business Development Support Programs

The Trust provides business development supports to help entrepreneurs strengthen and grow their local economies. Programs offer rebates and grants for business recovery, expansion, marketing, and capacity building. These programs help businesses improve competitiveness, create jobs, and build long-term economic resilience.



Small Business Recovery (SBR) Consulting Rebate

In response to the impact that various industry and regional economic conditions (downturns, natural disasters and other business continuity events) have on businesses in central and northern B.C., Northern Development is offering the Small Business Recovery (SBR) Consulting Rebate program.

This program is designed to help businesses reduce the barrier to accessing professional expertise and recover the costs of third-party consulting. These types of projects must focus on ways to sustain business operations and recover business health and profitability to pre-event levels.

The SBR Consulting Rebate will reimburse small and medium-sized businesses (operators) for contracted consulting services. Businesses that are impacted by an economic downturn in Northern Development’s service region, and can demonstrate a significant decrease in business health and profitability, are eligible to apply. A rebate of up to 85%, to a yearly maximum of \$30,000, can be

recovered for the cost of hiring a consultant to assist with business efforts.

Applications are accepted on an ongoing basis until the annual budget is fully allocated. The Trust operates on a January to December fiscal year and applications are reviewed upon receipt for eligibility and completeness. A decision is typically made within one week of receiving a complete application, consultant proposal, and any additional requested supporting information. Applicants must apply, and receive notification of approval, prior to beginning the project.

For the most up-to-date and complete program information, please refer to the Trust’s website.



Northern Industries Innovation Fund (NIIF)

The NIIF program provides funding for small and medium-sized businesses in eligible industries for applied research and development, new or improved products, and services and testing of innovative equipment or technologies to support capital investment decisions.

The program offers incremental funding to match and leverage existing funding programs from provincial and federal organizations or private sector investments that have the potential to create new jobs and increase revenues in central and northern British Columbia.



Northern Development

By Northerners, For Northerners

Northern Development works with communities, First Nations, local government and businesses to build a stronger North by investing in economic development. We acknowledge with respect that Northern Development delivers services on the ancestral territories of Indigenous Peoples across northern and central B.C.

The program offers a rebate of up to 50% to a maximum of \$50,000 per project. Applicants must apply, receive notification of approval, and sign an agreement prior to beginning the project.

Businesses operating in the following industries are eligible to apply to the Northern Industries Innovation Fund:

- Agriculture
- Aquaculture
- Energy
- Forestry
- High tech
- Industrial supply chain
- Manufacturing
- Mining
- Oil and gas
- Transportation

The Trust will accept applications to the Northern Industries Innovation Fund on a continuous basis until the annual budget is committed. Our fiscal year is January to December.

Please consult Northern Development’s website for the most up-to-date and complete information about this program.



RREIF Business Advisory Supports

The Rural and Remote Employment Initiatives Fund supports people, businesses, communities, and the workforce in responding to and adapting to the impacts of economic events, including tariffs and other market disruptions.

The Business Advisory Supports program is designed to offset the costs associated with obtaining third-party professional supports for small businesses. The program helps applicants to address specific tariff-related impacts and to sustain and/or create employment opportunities.

Under this program, Northern Development provides a rebate of up to \$30,000, to a maximum of 85%, of the eligible project budget. Applicants must apply, and receive notification of approval, prior to beginning the project.

Applications are accepted on a continuous basis until funding is fully allocated. The program will be available until December 31, 2026, or until all funds have been fully allocated, whichever comes first. Applications will be reviewed on a first-come, first-served basis.

- Businesses in the following industries can apply:
- Agriculture
 - Innovation/technology
 - Aquaculture
 - Manufacturing
 - Distribution
 - Mining
 - Energy
 - Oil and gas
 - Forestry
 - Transportation
 - Industrial supply chain (services and suppliers)

The most up-to-date and complete information about this program can be found on the Trust’s website. The RREIF is jointly funded by the Government of Canada and the Province of British Columbia.

WorkBC Employment Services

WorkBC assists employers through services like wage subsidies, assistive technology supports, and job start resources, while also supporting aspiring entrepreneurs. At the Prince Rupert WorkBC Centre we inspire and work with local people as they build skills, find jobs, and succeed at work.



WorkBC Self-Employment Program

The self-employment program helps unemployed, underemployed, and/or persons with a disability start and run their own business.

- Program support includes:
- Introduction and support while developing your business plan
 - Ongoing training and business counseling while starting your business
 - Financial support may be available



WorkBC Assistive Technology Services for Employees

Assistive Technology Services provide equipment and devices to help individuals thrive in the workplace.

- Support available through Assistive Technology Services include:
- Ergonomic supports
 - Communications and hearing devices related to work
 - Workplace access and modification



This program is funded by the Government of Canada and the Province of British Columbia.



WorkBC Wage Subsidies

Are you hiring? Your WorkBC Centre can help. The WorkBC Wage Subsidy provides reimbursement to employers who hire and train eligible job seekers. This service is available at no cost to employers or job seekers.

Both workers and employers benefit from this service. Workers gain new skills, experience and employment. Employers gain a trained employee along with financial support to meet training needs.



WorkBC Job Start Supports

Does your new recruit need financial support, equipment, or training to start working? Or do you have an existing employee transitioning into a different role in your organization? Eligible WorkBC clients could receive the resources and tools they need to start a new position.

WorkBC Centre

• (250) 624-9498

• info-princerupert@workbc.ca

• <https://workbccentre-princerupert.ca/>

• 125 Market Place
Prince Rupert

Scan here for more information:



Recruitment Support & Training Centre

Hecate Strait Employment Development Society (HSEDS) partners with local employers to help them find—and keep—the talented people they need. Our Training Centre is committed to supporting our community by connecting people with the resources and opportunities they need to reach their employment & training goals.



Recruitment and Retention

We work with employers to help them find the best talent for their businesses.

- We can help you recruit your next great employee by:
- hosting space for hiring fairs.
 - posting positions to our in-house and online job boards
 - working with our clients one-to-one to find the best person for your position

If hiring through our Employer Services, our professional staff will also provide the ongoing support the employer and employee need to ensure success and retention. All of our services for employers are free of charge.



Employee Training and Skills Development

Our extensive list of courses cover a range of essential skills for employment across different industries. Both in-person and online options are available.

- CONSTRUCTION**
- Fall Protection
 - Confined Spaces
 - Asbestos Abatement
 - Transportation of Dangerous Goods
 - CSTS

- HEALTH & SAFETY**
- Basic First Aid
 - Standard First Aid
 - Advanced First Aid
 - Mental Health First Aid
 - Transportation Endorsement
 - WHMIS
- TOURISM & HOSPITALITY**
- FoodSafe Level 1
 - SuperHost
 - Serving it Right
 - Selling it Right
- BUSINESS ADMINISTRATION**
- Basic & Advanced Computers
 - Basic Bookkeeping with QuickBooks Online

Contact us for our full list of courses!



• (250) 624-9498 x.2001

• reception@hseds.ca

• <https://hseds.ca/>

• 208 1st Ave. East
Prince Rupert

Scan here for more information:



TRICORP Employment Services

TRICORP connects Indigenous individuals to high-demand employment opportunities through targeted training and comprehensive support services. Our programs build practical skills, strengthen job readiness, and provide personalized employment supports to help participants prepare for, secure, and maintain meaningful work.



BladeRunners Training Program

Bladerunners is a holistic training program for youth aged 16 to 30 years old. The program seeks to fill gaps in employment competency and addresses:

- job readiness
- industry certification
- job placement

The program also provides industry-recognized certificates aligned with current hiring trends, industry requirements, and any community projects that are active or in the planning or proposal stage.

- These certificates may include:
- Occupational First Aid Level 1
 - WHMIS
 - Transportation of Dangerous Goods
 - Forklift Operation

BladeRunners furthermore provides essential soft skills training to help participants gain and sustain employment. These skills support success in both independent work settings and team environments, ensuring individuals can operate effectively with minimal supervision and collaborate confidently with others.





TRICORP Employment and Skills Training Services (TESTS)

TRICORP Employment and Skills Training Services provides an integrated approach to Indigenous labour market programming. The program links training to labour market demand and ensures that Canada's Indigenous people can fully participate in economic opportunities.

These services are designed to help Indigenous individuals prepare for, and secure, high-demand jobs quickly, while also supporting them in their long-term employment success.

People who are of Aboriginal ancestry and who reside in TRICORP's service delivery area can access a range of programs and services, including:

- skills development
- training for high-demand jobs
- job search
- programs for youth
- programs for urban and Aboriginal people with disabilities, and
- access to child care.

• (250) 624-3535

• tricorp@citywest.ca

• <https://www.tricorp.ca/>

• 100 Grassy Bay Lane
Prince Rupert

Scan here for more information:



Building the Workforce of Tomorrow

TRICORP supports youth in their employment by providing structured programs that build essential skills, confidence, and real-world work experience. Through training, mentorship, and hands-on opportunities, youth develop the tools they need to transition successfully into meaningful and sustainable employment.



Youth Employment and Skills Strategy (YESS)

The Youth Employment and Skills Strategy (YESS) is the Government of Canada's commitment to help young people make a successful transition into the labour market.

The program is particularly aimed at youth facing barriers to employment and supports them in getting the information, skills, work experience and abilities required for success in the labour market. The YESS program assists all individuals between

the ages of 16 and 30 to gain the skills and work experience needed to navigate the labour market effectively. During the 12-week program, TRICORP provides the necessary support for participating youth to successfully transition into sustainable employment.

During the initial 6-week phase, the YESS program offers a comprehensive introduction to the skills needed for both professional and personal success. This is followed by 6 weeks of hands-on work experience, where participants are guided by a job coach to navigate the steps toward their chosen career paths.



Venture Connect

Connecting Business Buyers with Business Sellers

Venture Connect helps keep businesses in rural and remote communities open and ready to serve. We provide a variety of services and workshops for potential buyers and sellers. To expand the support we offer to current and future business owners, we’ve partnered with Community Futures offices across BC.



Personalized Support and Expert Advice

We believe in a people-centric approach, with tailored advice and one-on-one guidance through the entire selling or buying process.

Our Business Advisors work with you to understand your situation and ensure you are comfortable and confident throughout your journey. We offer a variety of business services through our expert team with over 30 years of experience.



Free Initial Consultation with a Business Advisor

We offer a virtual one-on-one meeting to help you understand your options as a current or future business owner.



Business Valuation Services

Our team can help buyers and sellers to understand the fair market value of a business.



Business Factsheet Tool

Need help listing your business? Access our all-in-one marketing tool to accompany your business listing.



Sale Mediation Services

We assist buyers or sellers in negotiating terms and documenting the sale of a business.



Free Business Listings

Visit our website to view or post business listings free of charge.



• 1-855-421-0082

• info@ventureconnect.ca

• www.ventureconnect.ca

• 100-515 3rd Ave. West
Prince Rupert

Scan here for more information:





Export Navigator

Expand Beyond BC

Export Navigator is a program that helps BC businesses diversify and grow by guiding them through the export process. Participating businesses are paired with community-based advisors who provide free support and ongoing guidance. We offer specialized services for businesses owned by Indigenous Peoples.



Step-by-Step Guidance for Your Business

Export Navigator offers personalized, step-by-step guidance to help your business reach markets outside your community— whether that’s another province or across the ocean.

With support from a dedicated export advisor, you’ll gain the tools and knowledge needed to explore new opportunities, develop a strategic export plan, and confidently navigate regulations, logistics, and international sales.



Learn about the Export Pathway

The export pathway consists of four stages: awareness, planning, market entry, and market development & growth.

Throughout your export journey, your personal Export Advisor will connect you with resources, industry connections, and support services along the way. This includes service providers, government trade officers, and more, to ensure your business is set up for success in your new market.





How to Get Started

For more information, visit the website (see QR code below) or contact the Export Advisor for the North Coast/Nechako region:

- Firyal Mohamed
- firyal@exportnavigator.ca
- 250-842-8883



• 1-855-667-2270

• info@exportnavigator.ca

• <https://exportnavigator.ca/>

• 100-515 3rd Ave. West
Prince Rupert

Scan here for more information:





Chamber of Commerce

We Support, Connect & Advocate

The Prince Rupert and District Chamber of Commerce is a not-for-profit organization helping to promote your business and raise your profile in the area of Prince Rupert, Port Edward, and neighboring communities.

**Representing Your Interests**

For more than 110 years, businesses have depended on the Prince Rupert & District Chamber to help them connect, grow and be the voice of business for the North Coast on public policy issues. While you are busy running your business, the Prince Rupert and District Chamber of Commerce is working behind the scenes to ensure our region remains a vibrant and prosperous community with ongoing options to live, work and play.

**Business Excellence Awards**

The Chamber, residents, employees and business owners join together annually to honour and celebrate business excellence. These awards publicly recognize outstanding businesses, organizations and individuals who demonstrate excellence in business and a passion for the community.

**Connect, Advertise and Grow**

The Chamber helps you raise your profile and grow your network through a free listing in its searchable online member directory. Members can build meaningful connections at more than 15 events each year, with opportunities to host or sponsor for added exposure. Advertising in the Member Newsletter and on the Chamber website further extends your reach. Our curated newsletter keeps you informed of events, advocacy, and new members. You can also share major business updates to help spread the word across the community.

**Chamber Events and Programs**

Don't miss our Lunch & Learn sessions, presented in partnership with Hecate Strait Employment Development Society. The dynamic lineup of professional development workshops are designed to inspire leadership, improve workplace culture, and strengthen teams.

Likewise, our Business after Business mixer is the best way to make connections in the community. Bring your business cards and be ready to network! These events are hosted by members throughout the area. Hosts meet and greet dozens of members and showcase their individual businesses.



Trigon BC is a pillar sponsor of the Prince Rupert & District Chamber of Commerce.

- (778) 884-9291
- executivedirector@rupertchamber.ca
- <https://rupertchamber.ca/>
- 100-515 3rd Ave. West
Prince Rupert

Scan here for more information:



Trade Licences

Understanding Trade Licences

A trade licence (also called a "business licence") is a mandatory permit to operate a business within the City of Prince Rupert. A business is defined as "The carrying on of a commercial or industrial undertaking of any kind or nature or the providing of a professional, personal or other service for the purpose of gain or profit."

Why is a Trade Licence Needed?

Having a trade licence is a legal requirement, allowing a business to operate in the City, and to freely advertise the services it provides. It also gives a business access to the records of City Hall, which may aid in seeking out potential customers.

Licensing helps legitimate businesses by ensuring that everyone who operates the same type of business operates under the same regulations.

How does Licensing Help the Public?

The general public should not do business with unlicensed companies. Licensing helps ensure that companies operate within the regulations established by the City for that type of business.

The City maintains a listing of all businesses within the City. For a small charge, these lists can be made available to the public or to other companies. While we cannot recommend one business over another, we can inform residents regarding which businesses are licensed to carry on a particular type of business. We can also provide mailing addresses for businesses in case you wish to contact other businesses for your own purposes.

The City is also involved in the regulation of businesses. Certain types of businesses have rules particular to them in order to protect the general public and their property.

The City often receives and investigates complaints about businesses. When a legitimate complaint about a business is received, City staff will advise the company about the concern and ensure that offenses are not repeated.

Operating Without a Licence

Any business guilty of a violation of the rules of conduct, or of misleading the public, is liable to have its licence suspended or revoked or may be prevented from obtaining a licence. In this way, the public is protected from unscrupulous companies.



Trade Licences



Can a Business be Operated from Anywhere in the City?

No—The City is divided into different zones, each with its own designated uses that are permitted within it. A trade licence can only be approved for a particular location if the type of business use is permitted in that zone according to the Zoning Bylaw. Copies of the Zoning Bylaw are available at City Hall and can be accessed by scanning the QR code below.

What Approvals are Required to Obtain a Trade Licence?

Depending on the nature of the business, approvals from the City Planner, Fire Chief, Building Inspector and the Health Inspector may be required before a trade licence is granted by the Trade Licence Inspector. For example, businesses located in new or renovated buildings require the approval of the Building Inspector and Fire Chief. Businesses dealing with food preparation or child care operations also require approval from Northern Health.

How to Apply for a Trade Licence

Application forms are available from the Development Services Department at City Hall during regular office hours which are from 9:30 am to 4:30 pm on weekdays.

Applications that conform to all requirements and do not need inspections can generally be completed in a matter of minutes. Applications that require inspections by other City Departments may take up to 48 hours to be processed.

Applications that do not conform to all the requirements cannot be processed until the requirements are met or the appropriate bylaws are amended, if City Council feels such amendments are in the best interest of the community.

More information

For full information about City bylaws and policies and precise requirements and procedures, please contact the Development Services Department:

- (250) 627-0960
- development.services@princerupert.ca

Scan the QR codes to:

View the City's Zoning Bylaw:



Get the most current information on licences:



Fire Safety

Fire Inspections for Commercial Properties

All buildings in the City of Prince Rupert, including commercial properties, are subject to fire inspections and are responsible for meeting certain standards under the BC Fire Code. It is the responsibility of building owners to familiarize themselves with these rules and to ensure strict compliance.

Fire Inspection Process

As required by the Fire Services Act, Prince Rupert Fire Services Inspectors will visit your business to perform a fire safety inspection to ensure your business meets the BC Fire Code. These inspections occur during regular business hours.

The Inspectors will be able to answer your questions about fire safety related to your business.

ROUTINE INSPECTION

This free inspection is conducted as part of a regular system of inspections and will be completed by an inspector when required.

Inspectors will check that:

- Fire and safety systems have been inspected, tested and maintained
- Business operations meet the BC Fire Code.

If your business meets the BC Fire Code, no further action is required until your next inspection.

Contact

For more information, please reach out to the Prince Rupert Fire Department or contact Fire Prevention:

- 250-627-1248
- fireprevention@princerupert.ca

RE-INSPECTION

Re-inspections will take place based on details in the Order to Comply. To achieve compliance, all deficiencies in the Order to Comply must be resolved, and your business must meet the BC Fire Code prior to inspection. There is a fee for re-inspection, and they will continue until all requirements are met.

If your business does not comply:

- you will receive an Order to Comply with a timeline to correct the deficiencies, and
- a re-inspection will be required.



What are the Top 6 Fire Code Violations?

- Emergency lighting is missing or improperly installed/maintained
- Portable fire extinguishers are missing or not working/not maintained
- Exit passages are blocked
- Exit signs are missing or not working/not maintained
- Fire separations are missing or damaged
- Fire safety plan is missing or incomplete

Fire Safety

Fire Safety for Specific Industries

Apart from general fire safety rules, there are also specific fire safety rules that apply to different industries. The guides below detail the regulations that must be followed by businesses operating in a range of industries.

Scan the QR codes to view fire safety guides for:

Schools:



Offices:



Daycare Centres:



Retail/commercial buildings:



Assembly Halls:



Multi-family buildings:



Manufacturing:



Warehousing:



Service (Gas) Stations:



Hospitals:



Fire Safety

Special Hazards

If your business contains or involves a special hazard, it should be addressed prior to establishing your business by consulting a professional to advise you on what is required to comply with the BC Fire Code.



What are "Special Hazards"?

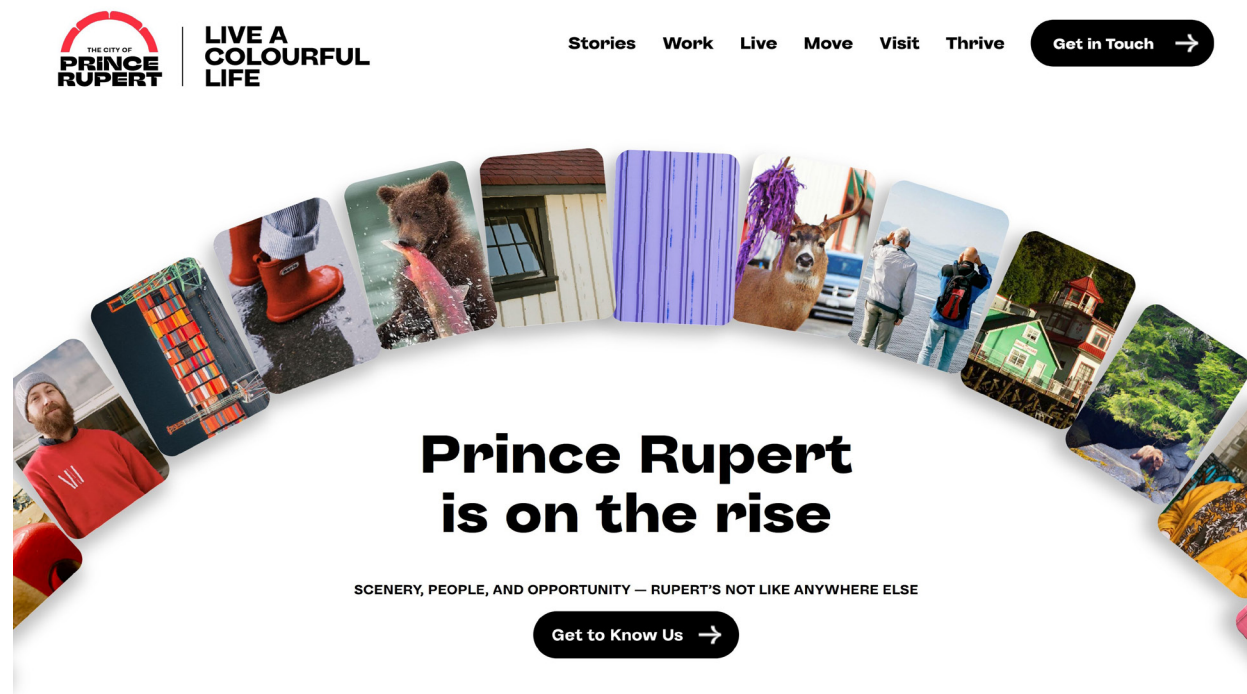
The BC Fire Code has additional requirements for:

- Indoor and outdoor storage of combustible products and dangerous goods.
- Storage, handling, use and processing of flammable liquids and combustible liquids.
- Hazardous processes and operations.

Fire Safety

Dangerous Goods	Examples
Dangerous goods have properties that can be harmful if not stored and used properly. If your business will store or handle any of the dangerous goods to the right, additional BC Fire Code regulations may apply.	• Explosives • Compressed gas cylinders • Flammable liquids • Combustible liquids • Flammable solids • Oxidizers • Poisonous materials • Radioactive material • Corrosive material • Miscellaneous dangerous goods • Aerosols with a flammable product that exceeds 1 pallet
Processes & Operations	Examples
Certain operations have higher levels of risk and therefore must meet additional requirements in the BC Fire Code. You may need to modify your building, fire protection system, process or operation if your business conducts any of the examples to the right.	• Hot works processes that involve open flames or produce heat or sparks • Dust-producing processes, including workshops • Processes involving flammable or combustible liquids, including spray operations • Industrial ventilation – for dusts, flammable vapours, etc. • Laboratory • Commercial cooking equipment • Special effects (e.g. pyrotechnics)
Storage, Manufacture or Processing	Examples
Your building may require an additional level of fire protection if your business operations involve manufacturing, processing or storage of certain products, such as those to the right.	• Outdoor storage, such as sea cans, pallets, plastics, tires - within 15 m of any building or property line • Industrial trucks • Indoor tire or plastic storage – exceeding 1.5 m in height • Aerosol products • Combustible fibres – indoor storage exceeding 3 m³ of material • Ammonium nitrate – exceeding 1000 kg • Indoor storage – exceeding 2.5 m in height

Live a Colourful Life



Supporting Businesses to Hire

We've heard from our local business community that recruitment and retention of high-quality employees is a priority. The people power behind your business can define its success.

That's why the City, Community Futures, the Prince Rupert Port Authority and other partners have teamed up to create a website and other recruitment materials that highlight the 'colourful' benefits of Prince Rupert and the life you can live here - so that businesses don't have to.

What the Site Features

- key amenities in our community
- articles highlighting the experiences of locals who live and work here
- links to job boards
- housing contacts
- connections to welcoming locals for a personal touch
- and much more!

We invite you to explore the site and would love to hear your thoughts. Please share any suggestions on how we can make the site even more impactful.

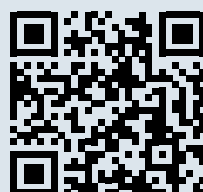
For more information about the site, contact Economic Development Officer, Leandri Kleinhans:

- leandri.kleinhans@princerupert.ca
- (250) 627 2840 ext. 240

Learn More

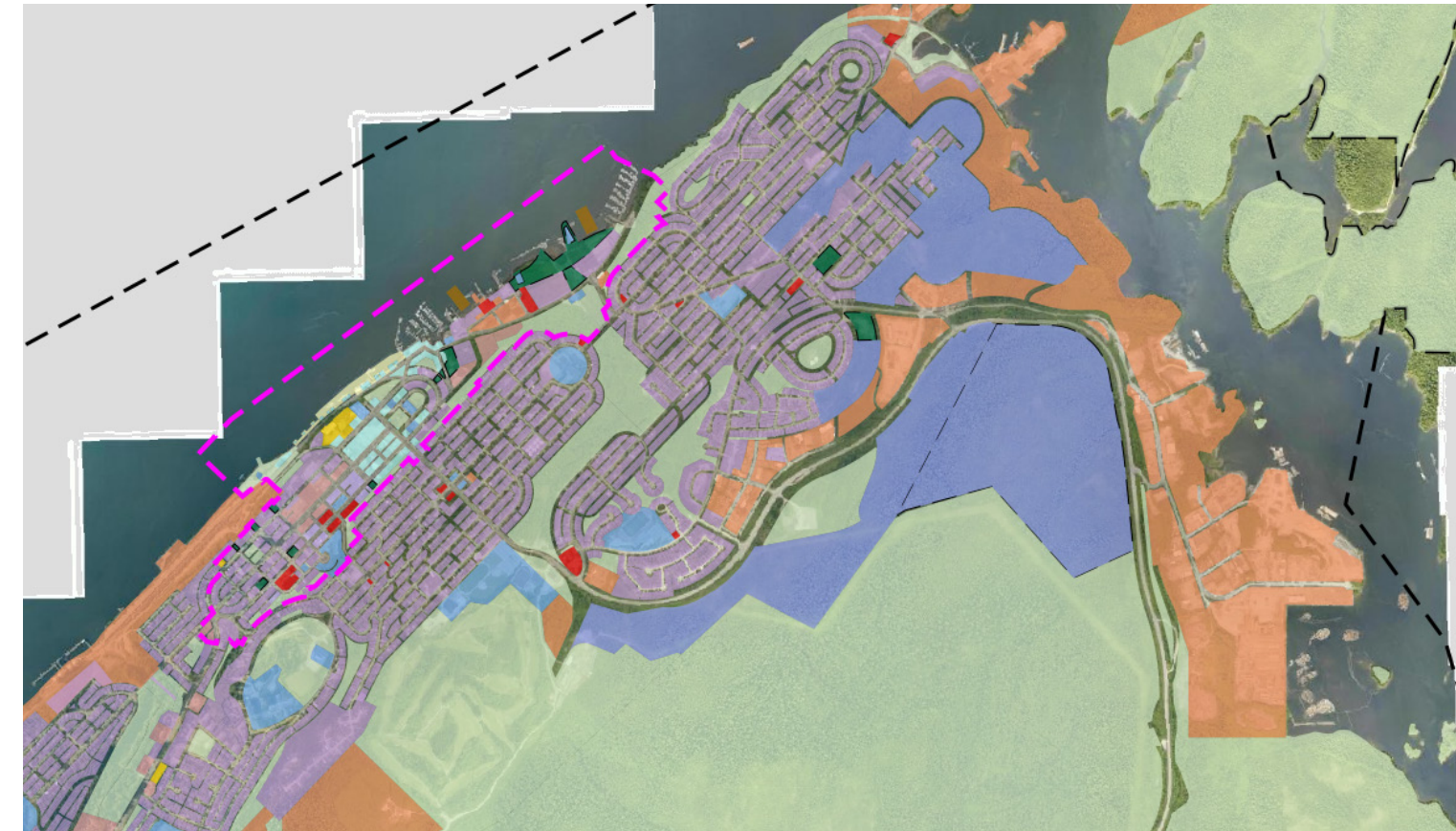
Visit:
<https://colourfulrupert.ca/>
to explore the site.

Or scan the QR code:



At our Recreation Dept.

There's a Map for That!



A Hub for Community

The local Recreation Complex is a key gathering spot for residents and visitors alike. With a full-sized gymnasium, auditorium, swimming pool, fitness studio and multiple programmable rooms, it boasts a wide variety of facilities and services to host events, parties, meetings, conferences and exhibitions.

In addition to that, our arena is available for advertising opportunities for local businesses looking to get noticed. We also have on-screen advertising available within our high-traffic facility, and community partners will also occasionally sponsor free swims for the community as a way of giving back.

Scan the QR codes to:

Follow the City of Prince Rupert's Recreation Department on Facebook:



Access our Active Living Guide for more information on programming and other offerings:



We welcome efforts from community partners to help enhance and enrich our recreation offerings. For more information on how to advertise with us, reach out to Gaganpreet Grewal at:

- gaganpreet.grewal@princerupert.ca
- (250) 627 2844.

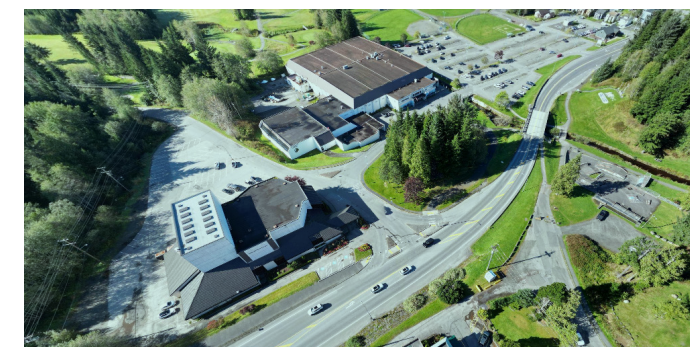
To book space for an event, contact:

- rentals@princerupert.ca
- or call (250) 624 6707

Looking for Property Details? GOMap has you covered!

Did you know? The City hosts a handy GOMap platform, which offers publicly available information on:

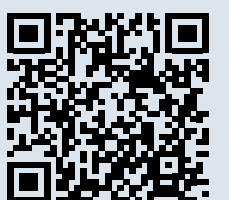
- Property information
- Cemetery database
- Transit routes and schedules
- Development application tracking
- Waste pick-up map and schedule
- Zoning and land use
- Ongoing and upcoming road closures
- And more!



Curious?

Explore all that GOMap has to offer by visiting:
<https://princerupert.opsready.com/v2/public>

Or scan the QR code:





**The Future
is Bright
in Prince Rupert**