



## **REGULAR MEETING**

For the **REGULAR MEETING** of Council to be held on October 10, 2023, at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

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

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

#### **Recommendation:**

THAT the Agenda for the Regular Council Meeting of October 10, 2023, be adopted as presented.

### **4. DELEGATION**

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

### **6. CONSENT AGENDA**

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

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

#### **b) Reports**

- iii. Report from the Fire Chief Re: Monthly Fire / Rescue Report – September 2023;
- iv. Report from Chief Financial Officer Re: August 2023 Financial Variance Report;
- v. Report from Planning Re: Community Planning Activity Report September 2023;
- vi. Report from Planning Re: Development Activity Report for September 2023;
- vii. Report from Manager of Communications, Engagement and Social Development and Victim Services Manager Re: Update on Situation Table Programme Roll Out.

#### **c) Correspondence**

- viii. Report from Minister of Housing; Ravi Kahlon Re: Prince Rupert – 2023 Homeless Count

#### **Recommendation:**

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

## **7. REPORTS**

- a) Report from Director of Economic Development and Transportation Re: Digby Island Ferry 2024 Refit – Award**

**Recommendation:**

THAT Council award the Digby Island Ferry 2024 Refit to Point Hope Maritime.

- b) Report from Manager of Communications, Engagement and Social Development Re: Updated Design Recommendations for Replacement of City Flag**

**Recommendation:**

THAT Council review and select a preferred design from in-house flag design from the updated options presented in the attachment.

- c) Report from Director Development Services Re: DVP-23-21 – Parcel A, District Lot 251**

**Recommendation:**

THAT Council approves DVP-23-21 to proceed to statutory notification.

- d) Report from Planning Re: Temporary Use Permit #22-03 – 191 Metlakatla Road**

**Recommendation:**

THAT Council proceed with the statutory notification process for Renewal of Temporary Use Permit (TUP) #22-03 and include as a permit condition that the City retains a \$5000 cash bond until the temporary use is discontinued.

- e) Report from Director of Development Services and Manager of Communications, Engagement, and Social Development Re: Housing Accelerator Fund – Housing Action Plan**

**Recommendation:**

THAT Council adopt the Housing Acceleration Action Plan as indicated in Attachment 1 and direct staff to begin actioning policy statement as budget and resources permit.

## **8. BYLAWS**

- a) City of Prince Rupert Reserve Fund Amendment Bylaw No. 3522, 2023**

**Recommendation:**

THAT Council introduce and give First, Second and Third Readings to the Reserve Fund Amendment Bylaw No. 3522, 2023.

**b) City of Prince Rupert Infrastructure Replacement Design Temporary Borrowing Bylaw No. 3523, 2023 & Linear Liquid Waste Infrastructure Replacement Temporary Borrowing Bylaw No. 3524, 2023**

**Recommendation:**

THAT Council introduce and give First, Second and Third Readings to the Infrastructure Replacement Design Temporary Borrowing Bylaw No. 3523, 2023

AND

THAT Council Introduce and give First, Second and Third Readings to the Linear Liquid Waste Infrastructure Replacement Temporary Borrowing Bylaw No. 3524, 2023

**9. COUNCIL ROUND TABLE**

**10. ADJOURNMENT**



## MINUTES

For the **REGULAR MEETING** of Council held on September 11, 2023, at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**ABSENT:** Councillor W. Niesh

**STAFF:** R. Buchan, City Manager  
R. Miller, Corporate Administrator  
C. Bomben, Chief Financial Officer  
R. Pucci, Director of Operations & Intergovernmental Relations  
M. Pope, Director of Development Services  
R. Paras, Planner

### 1. CALL TO ORDER

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

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Agenda for the Regular Council Meeting of September 11, 2023, be adopted as presented.

AND THAT Mayor acknowledgement of Chief Harold Leighton.

CARRIED

### 4. DELEGATION

a) Josephine Schrott, Analyst, Eco Trust Canada

### 5. PUBLIC COMMENTS REGARDING AGENDA ITEMS

### 6. CONSENT AGENDA

#### a) Council minutes

- i. Minutes from the Committee of the Whole Meeting of August 28, 2023;
- ii. Minutes of the Regular Meeting of August 28, 2023;
- iii. Minutes of the Special Regular Meeting of August 28, 2023;

#### b) Reports

- iv. Report from the Fire Chief Re: Monthly Fire / Rescue Report – August 2023;
- v. Report from the Chief Financial Officer Re: July 2023 Financial Variance Report;
- vi. Report from Planning Re: Development Activity Report for August 2023;
- vii. EcoTrust Canada / City of Prince Rupert Home Energy Upgrade Program Feasibility Study;

**c) Correspondence**

- viii. North Coast Regional District Solid Waste Management Plan Update;
- ix. Email from Ron Robinson, Nelson, BC, Re: UBCM Motion re: Public Transit Funding.

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

CARRIED

**7. REPORTS**

**a) Report from Planning Re: DVP-23-14 for 108 Rudderham Place**

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT Council proceed with approval for DVP-23-14 for 108 Rudderham Place.

**b) Report from Planning Re: DVP-23-15 for 640 – 8<sup>th</sup> Avenue East.**

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council proceed with approval for DVP-23-15 for 640 – 8<sup>th</sup> Avenue East.

**c) Report from Planning Re: DVP-23-16 for 618 Ritchie St.**

MOVED by Councillor Skelton-Morven and seconded by Councillor Forster THAT Council proceeds with approval for DVP-23-16 for 618 Ritchie St.

**d) Report from Planning Re: DVP-23-17 for 1321 Overlook St.**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council proceeds with approval for DVP-23-17 for 1321 Overlook St.

**e) Report from the Chief Financial Officer Re: Service Provider Agreement – Prince Rupert Golf Club.**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council approve the Service Provider Agreement between the City of Prince Rupert and the Prince Rupert Golf Club Society (the Society) for the purpose of insurance coverage with the Municipal Insurance Authority of BC (MIABC) with the date as set out in the Service Provider Agreement.

**f) Report from the Chief Financial Officer Re: External Auditor Services.**

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council appoint Vohora LLP CPAs and Business Advisors as the City's external auditor for fiscal year ends 2023 to 2026.

**8. BYLAWS**

**a) Permissive Property Tax Exemption Bylaw No. 3521, 2023.**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council repeal Permissive Property Tax Exemption Bylaw No. 3501, 2022;

AND THAT Council introduce and give First, Second and Third Readings to the City of Prince Rupert Permissive Property Tax Exemption Bylaw No. 3521, 2023.

**9. COUNCIL ROUND TABLE**

**10. ADJOURNMENT**

MOVED by Councillor Randhawa and seconded by Councillor Forster THAT the meeting be adjourned at 5:29 p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

\_\_\_\_\_  
CORPORATE ADMINISTRATOR



## MINUTES

For the **SPECIAL MEETING** of Council held on September 11, 2023 at 3:30 p.m. in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor H. Pond  
Councillor B. Cunningham  
Councillor G. Randhawa  
Councillor N. Adey  
Councillor T. Forster

**ABSENT:** Councillor W. Niesh  
Councillor R. Skelton-Morven

**STAFF:** R. Buchan, City Manager  
R. Miller, Corporate Administrator  
R. Pucci, Director of Operations & Intergovernmental Relations  
C. Bomben, Chief Financial Officer  
M. Pope, Director of Development Services

### 1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 3:300 p.m.

### 2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

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

### 3. ADJOURNMENT TO CLOSED MEETING

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR



# REPORT

October 1, 2023

**TO:** City Manager

**FROM:** Chief Jeff Beckwith

**SUBJECT:** Monthly Fire / Rescue Report – September 2023

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During the month of September 2023 the Prince Rupert Fire Rescue Department responded to 60 emergency incidents. There were no structure fires reported this month, and there were two (2) Motor Vehicle Incidents (MVI), and five (5) nuisance/non-structural fires.

## **INCIDENT COMPARISON**

September	2023	60 Incidents
September	2022	63 Incidents
September	2021	111 Incidents
September	2020	85 Incidents
September	2019	134 Incidents

## **FIRE SERVICE ACT INSPECTIONS**

During the month of September Fire Rescue Department personnel conducted Fire Service Act inspections within 68 public buildings in Prince Rupert.

## **INSPECTION COMPARISON**

September	2023	68 Public Building Inspection
September	2022	3 Public Building Inspections
September	2021	0 Public Building Inspections
September	2020	5 Public Building Inspections
September	2019	55 Public Building Inspections

## **DEPARTMENT ACTIVITIES AND PROGRAMS**

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

During the month of September a private information session was give to a foster mom and 3 children. At the request of the foster mom the children were made familiar with Fire Fighters in full turnout gear, instilling that they would be there to help if needed and not to hide from them in an emergency situation.



The children were also taught what to do in the home during a potential fire and how smoke detectors work.

### **Training & Upgrading:**

During the month of September, 51 in-house training sessions were conducted involving EMR training, Auto Extraction, Pump Operations and Driver Training.

Fire Crews were also able to utilize the McKay street property for in the field training, focusing on self-rescue, ladder bailout, size up tactics, and search techniques.

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

Daily inspections and maintenance was conducted on all equipment and apparatus and they remain in working condition.

### **911 DISPATCH SUMMARY**

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

PR ADMIN	239
PR FIRE	16
PR AMB	146
PR EHS	38
PR RCMP	170
PR ALARM	14

PED ADMIN	2
PED FIRE	1
PED AMB	2
PED EHS	0
PED RCMP	6
PED ALARM	0

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

CITY	124
H/U	70
WRONG #	29
R.C.C.	0
CITYWEST	39
311	

**Total: 897**

Respectfully Submitted



Jeff Beckwith, Chief



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** October 10, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: AUGUST 2023 FINANCIAL VARIANCE REPORT**

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#### **RECOMMENDATION:**

**THAT Council receive this report for information purposes.**

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

This report is to apprise Council of the City's current financial experience versus the approved budget for the period ending August 31, 2023.

#### **OPERATING BUDGET**

As of the end of August, operating revenues and expenses are on track with the 2023 and trends are in line with period expectations.

#### **UTILITIES BUDGET**

The utilities operating activities are in line with the budget for this time of year.

#### **CAPITAL & SPECIAL PROJECTS**

Projects are progressing although some will likely straddle the fiscal year and so be brought forward into the next Five-Year Financial Plan.

While we await the federal government approval of our pipe replacement grant application whereby we can begin our ambitious water and sewer pipe replacement project, we are attending to a significant increase in water main and service line breaks. It is expected that the water fund will present a deficit by year end as a result of these efforts and the delays experienced by having to await the federal government process.

## **LINK TO STRATEGIC PLAN**

Supports the City's overall strategic goals.

### **Report Prepared By:**

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Corinne Bomben  
Chief Financial Officer

### **Report Reviewed By:**

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Robert Buchan  
City Manager

Originally signed available on request

#### Attachments:

- Department Variance Report;
- Utilities Variance Report;
- Capital Purchases and Capital Works Report

## REPORT TO COUNCIL – AUGUST 2023 FINANCIAL VARIANCE REPORT

October 10, 2023

Page 3

CITY OF PRINCE RUPERT August 2023 Departmental Report					
	YTD 2022	YTD 2023	2023	Budgeted	
REVENUES	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
Airport Ferry	637,200	735,439	1,157,000	(421,561)	(36.44)
Cemetery	119,421	61,878	134,000	(72,122)	(53.82)
Corporate Administration	-	-	84,000	(84,000)	(100.00)
Cow Bay Marina	168,414	282,255	413,000	(130,745)	(31.66)
Development Services	518,840	592,218	626,000	(33,782)	(5.40)
Economic Development	25,000	25,000	70,000	(45,000)	(64.29)
Fire 911 Services	51,284	46,886	84,000	(37,114)	(44.18)
Fire Protective Services	7,873	29,262	5,000	24,262	485.24
Finance	13,098	10,323	15,000	(4,677)	(31.18)
Fiscal Revenue	6,138,110	11,613,584	8,044,000	3,569,584	44.38
Information Technology	-	-	1,000	(1,000)	(100.00)
Parks	5,400	910	-	910	N.A.
Engineering Services	2,074	3,111	5,000	(1,889)	(37.78)
PW Common Cost	60,523	35,816	70,000	(34,184)	(48.83)
RCMP	54,804	60,230	145,000	(84,770)	(58.46)
Rec - Arena	132,218	145,045	242,000	(96,955)	(40.06)
Rec - Civic Centre	203,517	262,306	298,000	(35,694)	(11.98)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	252,319	363,752	409,000	(45,248)	(11.06)
Transit	117,962	143,334	175,000	(31,666)	(18.09)
Victim Services	53,374	57,236	84,000	(26,764)	(31.86)
Watson Island	-	-	400,000	(400,000)	(100.00)
	8,561,431	14,468,585	12,464,000	2,004,585	16.08
Property Taxes	23,638,321	26,008,528	25,999,000	9,528	0.04
Appropriated Surplus- COVID 19 Safe Restart Grant	-	-	403,000	(403,000)	(100.00)
Capital Works- Funding from PR Legacy	55,338	-	140,000	(140,000)	(100.00)
Capital Works- Funding from Appr. Surplus	-	-	123,000	(123,000)	(100.00)
Capital Works- Funding from Reserves	206	12,788	510,000	(497,212)	(97.49)
Capital Purchases- Funding from PR Legacy	26,891	197,352	2,472,000	(2,274,648)	(92.02)
Capital Purchases- Funding from Grants	1,009,352	669,745	11,700,000	(11,030,255)	(94.28)
Capital Purchases- Funding from Appr. Surplus	416,226	2,000	465,000	(463,000)	(99.57)
Capital Purchases- Funding from Reserves	579,203	3,269,853	3,185,000	84,853	2.66
Capital Purchases- Funding from Borrowing	-	4,430,422	26,600,000	(22,169,578)	(83.34)
Special Projects- Funding from PR Legacy	28,727	16,828	272,000	(255,172)	(93.81)
Special Projects- Funding from Grants	93,106	78,744	456,000	(377,256)	(82.73)
Special Projects- Funding from Appr. Surplus	90,423	61,131	203,000	(141,869)	(69.89)
	34,499,224	49,215,976	84,992,000	(35,776,024)	(42.09)

## REPORT TO COUNCIL – AUGUST 2023 FINANCIAL VARIANCE REPORT

October 10, 2023

Page 4

CITY OF PRINCE RUPERT August 2023 Departmental Report					
EXPENDITURES	YTD 2022 Actual (\$)	YTD 2023 Actual (\$)	2023 Budget (\$)	Budgeted Amount Left (\$)	% Left
Airport Ferry	1,503,599	1,633,107	2,519,000	885,893	35.17
Cemetery	204,833	158,421	313,000	154,579	49.39
Civic Properties	217,474	274,159	451,000	176,841	39.21
Corporate Administration	761,675	787,194	1,347,000	559,806	41.56
Cow Bay Marina	232,354	227,320	403,000	175,680	43.59
Development Services	694,113	869,745	1,526,000	656,255	43.00
Economic Development	146,077	150,230	226,000	75,770	33.53
FD 911 Services	374,949	423,569	651,000	227,431	34.94
FD Fire Protective Services	2,934,205	3,352,661	4,479,000	1,126,339	25.15
FD Emergency Measures	19,144	18,943	29,000	10,057	34.68
Finance	675,492	764,999	1,144,000	379,001	33.13
Finance Cost Allocation	(465,000)	(470,000)	(470,000)	-	-
Fiscal Expenses	2,286,590	2,283,664	4,350,000	2,066,336	47.50
Governance	236,902	263,623	414,000	150,377	36.32
Grants in Aid to Community Partners	1,427,057	1,585,124	1,841,000	255,876	13.90
Information Technology	404,486	427,937	667,000	239,063	35.84
Parks	711,508	720,186	1,303,000	582,814	44.73
Engineering	339,808	459,374	611,000	151,626	24.82
PW Common Cost	3,032,036	3,416,101	5,222,000	1,805,899	34.58
PW Net Vehicle Cost & Allocation	(2,755,932)	(2,846,492)	(4,915,000)	(2,068,508)	42.09
PW Vehicles	800,016	822,181	1,746,000	923,819	52.91
Allocation of PW Vehicles	(1,084,015)	(1,060,025)	(1,746,000)	(685,975)	39.29
RCMP	4,261,531	4,583,530	6,907,000	2,323,470	33.64
Rec- Arena	281,233	297,222	473,000	175,778	37.16
Rec- Civic Centre	1,154,306	1,234,891	1,908,000	673,109	35.28
Rec- Community Services	676	497	3,000	2,503	83.43
Rec- Pool	947,621	985,148	1,460,000	474,852	32.52
Roads	1,493,057	1,828,016	2,407,000	578,984	24.05
Transit	484,801	451,159	719,000	267,841	37.25
Victim Services	96,983	95,049	174,000	78,951	45.37
Watson Island	245,084	168,799	400,000	231,201	57.80
Transfer to Reserves	700,000	4,068,000	1,079,000	(2,989,000)	(277.02)
Special Projects	294,263	156,702	931,000	774,298	83.17
Capital Purchases	2,117,117	8,577,023	44,547,000	35,969,977	80.75
Capital Works	1,088,576	716,060	1,873,000	1,156,940	61.77
	25,862,619	37,424,117	84,992,000	47,567,883	55.97

CITY OF PRINCE RUPERT August 2023 Utilities Report					
Utilities	YTD 2022 Actual (\$)	YTD 2023 Actual (\$)	2023 Budget (\$)	Budgeted Amount Left (\$)	% Left
<b>Water</b>					
Operating Revenue	2,803,581	2,878,378	3,187,000	(308,622)	(9.68)
Capital Works- Funding from Grants	-	891,951	31,269,000	(30,377,049)	(97.15)
Capital Works- Funding from PR Legacy	5,300,000	104,518	1,100,000	(995,482)	(90.50)
Debenture Debt- Funding from PR Legacy	561,466	701,011	1,280,000	(578,989)	(45.23)
Capital Works- Funding from Debt (MFA)	850,000	-	3,000,000	(3,000,000)	(100.00)
Capital Works- Funding from Reserves	2,838,314	1,111,988	8,365,000	(7,253,012)	(86.71)
Capital Works- Funding from Appropriated Surplus	-	-	-	-	-
Less: Capital Purchases	-	-	(165,000)	165,000	(100.00)
Less: Capital Works	(9,492,504)	(2,586,001)	(44,319,000)	41,732,999	94.17
Net Revenue	2,860,857	3,101,845	3,717,000	(615,155)	(16.55)
Operating Expenditure	2,284,206	2,276,067	3,717,000	1,440,933	38.77
Surplus /(Deficit)	576,651	825,778	-	825,778	-
<b>Sewer</b>					
Operating Revenue	2,517,550	2,573,825	2,764,000	(190,175)	(6.88)
Capital Works- Funding from Grants	200,000	-	4,750,000	(4,750,000)	100.00
Capital Works- Funding from Appropriated Surplus	34,468	1,165,556	4,980,000	(3,814,444)	100.00
Capital Works- Funding from Debt (MFA)	-	-	12,000,000	(12,000,000)	100.00
Capital Works- Funding from Reserves	1,302	313,818	450,000	-	100.00
Less: Capital Works	(735,151)	(2,236,844)	(23,555,000)	21,318,156	90.50
Net Revenue	2,018,169	1,816,355	1,389,000	427,355	30.77
Operating Expenditure	904,886	852,259	1,389,000	536,741	38.64
Surplus/(Deficit)	1,113,283	964,096	-	964,096	-
<b>Solid Waste</b>					
Operating Revenue	3,803,636	8,048,231	8,864,000	(815,769)	(9.20)
Capital Works- Funding from Accruals	1,428,399	44,979	2,400,000	(2,355,021)	100.00
Capital Works- Funding from Debt (MFA)	2,632,094	1,317,236	1,489,000	(171,764)	100.00
Capital Works- Funding from Reserves	-	4,538	1,797,000	(1,792,462)	100.00
Less: Capital Purchases	-	(1,337,235)	(1,786,000)	448,765	100.00
Less: Capital Works	(4,060,493)	(79,031)	(4,000,000)	3,920,969	(98.02)
Net Revenue	3,803,636	7,998,718	8,764,000	(765,282)	(8.73)
Operating Expenditure	3,165,747	3,616,377	8,764,000	5,147,623	58.74
Surplus /(Deficit)	637,889	4,382,341	-	4,382,341	-

<b>CITY OF PRINCE RUPERT</b> August 2023 Capital Purchases Budget Variance Report	Budget	Actual	Variance
<b>Special Projects</b>	931,000	156,703	774,297
<b>Waterfront Landing</b>	10,890,000	627,155	10,262,845
<b>Victim Services Vehicle</b>	42,000	39,590	2,410
<b>Recreation</b>	255,000	-	255,000
<b>RCMP Bulding</b>	26,100,000	5,230,422	20,869,578
<b>Civic Properties</b>	4,710,000	2,239,388	2,470,612
<b>Fire Department</b>	1,650,000	-	1,650,000
<b>Land Acquisition</b>	50,000	-	50,000
<b>Watson Island</b>	135,000	6,415	128,585
<b>Public Works</b>	715,000	434,052	280,948
<b>Water Utility</b>	165,000	-	165,000
<b>Solid Waste Utility</b>	1,786,000	1,337,235	448,765
<b>Total</b>	<b>\$ 47,429,000</b>	<b>\$ 10,070,960</b>	<b>\$ 37,358,040</b>

<b>CITY OF PRINCE RUPERT</b> August 2023 Capital Works Budget Variance Report	Budget	Actual	Variance
<b>General Operating</b>	\$ 1,873,000	\$ 716,060	\$ 1,156,940
<b>Water Utility</b>	\$ 44,319,000	\$ 2,586,001	\$ 41,732,999
<b>Sewer Utility</b>	\$ 23,555,000	\$ 2,236,844	\$ 21,318,156
<b>Solid Waste Utility</b>	\$ 4,000,000	\$ 79,031	\$ 3,920,969
<b>Total</b>	<b>\$ 73,747,000</b>	<b>\$ 5,617,936</b>	<b>\$ 68,129,064</b>



**REPORT TO COUNCIL**  
Regular Meeting of Council

**DATE:** October 10, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras, Urban Planner I

**SUBJECT: COMMUNITY PLANNING ACTIVITY REPORT SEPTEMBER 2023**

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**RECOMMENDATION:**

**THAT Council receive and file the Community Plans Activity Report**

**REASON FOR REPORT:**

This report provides an update on the community plans being developed in the City of Prince Rupert to the Council.

**UPDATES:**

**City of Prince Rupert Home Energy Upgrade Program - Feasibility Study, Final Report (Grant Funded):** This project commenced in January 2023, and the consultants, EcoTrust Canada, finalized the Home Energy Retrofits document, and it was presented by one of their representatives during the City Council Meeting of September 11, 2023. Community members can find the complete copy and a summary of information on the City of Prince Rupert website.

**Rupert Plays – Parks and Outdoor Recreation Plan:** After completing the community engagement and having compiled all the relevant information required for the plan, the consultants are completing the final draft of the Parks and Recreation plan under working with staff. Updates to this project will continue to be posted to Rupert Talks.

**Climate Action Plan (Grant-Funded):** The consultant's team, Sustainability Solutions Group (SSG) with staff guidance, have conducted pre-engagement interviews with different community members to inform future community engagement efforts. Additionally, City staff has provided the consulting team with information for their background documents and context research, including regarding the built environment, community assets and other climate-sensitive information specific to the City of Prince Rupert. All updates on this plan and opportunities for input will be shared through multiple channels.



**Social Development Plan (Grant Funded):** The City of Prince Rupert has awarded the RFP to Urban Matters and will commence the project shortly. All updates and engagement opportunities will be shared through multiple channels.

**COST:**

This report has no budgetary effects.

**CONCLUSION:**

**THAT the City Council receives and files the Community Plans Activity Report.**

**Report Prepared By:**

**Report Reviewed By:**

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Rodolfo Paras,  
Urban Planner I

---

Robert Buchan,  
City Manager

Originally signed available on request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** October 10<sup>th</sup>, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras, Urban Planner I

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

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#### RECOMMENDATION

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

#### REASON FOR REPORT:

This report summarizes development application activity active in the City of Prince Rupert for September 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:**

---

Rodolfo Paras,  
Urban Planner I

---

Robert Buchan,  
City Manager

Originally signed available on request

#### Attachments:

1. Development Activity Report

File No.	Location	Proposal Description	Date Received	Status	Date of Decision
<b>ZBLA-21-01</b>	712-714 McKay Street	Application to rezone from R2 to RM2.	April 7, 2021	On Hold*  *The application is on hold until the applicant provides additional documentation.	N/A
<b>ZBLA-22-07</b>	N/A	Zoning Bylaw Amendment to remove parking requirements in a specified area.	October 25, 2022	In Progress*  * Need MOTI approval before 4 <sup>th</sup> reading	Passed 3 <sup>rd</sup> June 26th
<b>ZBLA-23 -02</b>	Various	Allowing Child Care Centres in RM1-5 and P1 facilities.	May 15, 2023	In Progress*  * Need MOTI approval before 4 <sup>th</sup> reading	Passed 3 <sup>rd</sup> June 26th
<b>DP-23-16</b>	217 1 <sup>st</sup> Ave	Window addition to existing building within the City Core	Sept 28th	In Progress	N/A
<b>DVP-23-08</b>	1946 11 <sup>th</sup> Avenue E	Construction of a shop/garage over height	April 21, 2023	On Hold*  *The application is on hold until the applicant provides additional documentation.	N/A
<b>DVP-23-12</b>	432 8 <sup>th</sup> Avenue W / 721 Lobiniere	Deck/entrance-way into an existing non-conforming house onto rear lot-lines.	May 31, 2023	On Hold*  *The application is on hold until the applicant receives additional permits.	N/A
<b>DVP-23 -14</b>	108 Rudderham Place	Proposed garage to be attached to back of existing house. Garage would encroach back setback.	June 21 <sup>st</sup> , 2023	Final Approval at Sept. 11 <sup>th</sup> Council Meeting	Sept 11th
<b>DVP-23 -15</b>	640 8 <sup>th</sup> Avenue East	Back deck follows existing non-conforming house encroaching side setback.	June 21, 2023	Final Approval at Sept. 11 <sup>th</sup> Council Meeting	Sept 11th
<b>DVP-23 -16</b>	618 Ritchie Street	Proposed detached building to be used for storage, needing of height variance.	June 27, 2023	Final Approval at Sept. 11 <sup>th</sup> Council Meeting	Sept 11th
<b>DVP-23 -17</b>	1321 Overlook St.	Proposed front porch extension, needing of setback variance.	July 21, 2023	Final Approval at Sept. 11 <sup>th</sup> Council Meeting	Sept 11th

<b>DVP-23 -18</b>	800 2 <sup>nd</sup> Ave	Proposed remodel of the existing building to hold apartments and travelers accommodations. It would require variance for parking and setbacks	Aug 09, 2023	Final Approval at Sept. 11 <sup>th</sup> Council Meeting	Sept 11th
<b>DVP-23 -19</b>	1609 11 <sup>th</sup> Ave E.	Proposed cover for existing deck encroaching on setback	Sept 27, 2023	In Progress	N/A
<b>DVP-23 -20</b>	200 Sherbrooke Avenue	Proposed smaller parking stall size and request for parking electrification exemption.	Sept 27, 2023	In Progress	N/A
<b>DVP-23 -21</b>	1300 Hays Cove Avenue	Building height increase and parking requirement reduction.	Sept 29 <sup>th</sup> , 2023	In Progress	N/A
<b>TUP-23-01</b>	935 2 <sup>nd</sup> Ave	Temporary permit to have goats in property.	June 08, 2023	On Hold	N/A
<b>TUP-22-03</b>	191 Metlakatla Rd	Temporary permit Renewal to perform shipwrecking	Aug 17, 2023	In Progress* *advertised on newspaper and city's website *2 <sup>nd</sup> hearing	N/A



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** October 10th, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Veronika Stewart, Manager of Communications, Engagement and Social Development; Joyce Charlton, Victim Services Manager

**SUBJECT: UPDATE ON SITUATION TABLE PROGRAM ROLL OUT**

---

#### **RECOMMENDATION:**

**THAT Council receive this report for information purposes.**

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

The Province has developed a multi-agency response initiative called Situation Tables that brings together local service providers in participating BC communities on a weekly basis to respond to clients in the community showing signs of 'Acute Elevated Risk'. The overall intent of the program is to redirect at-risk individuals away from potential involvement of the criminal justice system and towards more appropriate social, housing and mental health supports. In 2020, the City received a grant to initiate a Situation Table in Prince Rupert; however the pandemic and a transition to online training delayed the full completion of local training and a successful roll out of the Situation Table in our community.

As a part of the process to reinitiate the program, City staff will be conducting outreach to local service providers to participate in training, serve as referral agencies, and delegate representatives to serve as regular members of the committee. In addition, the City will be seeking two individuals from relevant organizations to serve as the Chair and Co-Chair of the Situation Table. As a part of this process, specific effort will be made to ensure that indigenous organizations are actively engaged so that the committee is culturally informed.

#### **BACKGROUND:**

The first "Situation Table" or like program in BC was launched by the City of Surrey in 2015, and there are now 38 communities throughout BC that have launched or are in the preliminary phases of launching Situation Tables. The impetus behind the program

was the understanding from local police that they were not the most appropriate responding organization for many calls they were receiving – with mental health, addictions and/or housing supports being more appropriate as a responding agency in over 60% of calls received. Statistically, engagement of a client through the Situation Table has resulted in redirection away from police involvement in 92% of cases. Given its success and uptake throughout BC, as well as the desire of the Province to have Situation Table data feed into policy-making decisions, it is likely that this program will be provincially mandated in future.

Over time, the program will not only support a more appropriate allocation of police resources towards violent crime, but also a more trauma informed and culturally appropriate response to social issues in Prince Rupert. Although inter-agency work does occur frequently in the community, the specific ‘four filter’ approach of Situation Tables will give an added level of surety to participating agencies that support is both consent based and confidentiality focused for their clientele. Additional information on Situation Table operations and the ‘four filter approach’ is attached to this report.

On April 3-4<sup>th</sup>, the City’s Victim Services Manager and Manager of Communications, Engagement and Social Development attended the Provincially coordinated Situation Table conference in Surrey to collect information, liaise with other participating communities, and gather best practices to inform the launch of our own local Situation Table. Notable takeaways from the conference include, but are not limited to:

- The importance of identifying a dedicated Chair/Co-Chair, and ensuring that there is continuity in the delegated representatives that sit at the Table;
- Emphasis on a trauma informed response, which may include training to support Table participants;
- Opportunities to learn from Intervention Circles (specific “Situation Tables” for indigenous communities) as they get off the ground, given the composition of Prince Rupert’s population;
- Potential connection point to Shift BC in instances where radicalization may be a risk factor;
- Data collection at the Situation Table may be used to inform Poverty Reduction planning, as well as general advocacy for local mental health, addictions and housing supports, among other risk factors;

Staff has also met with Global Network Canada, the Province’s selected training contractor for the program to coordinate the next training session. Completion of training is a required precondition before launch of the program to ensure participants understand associated privacy restrictions and data requirements of operating a Situation Table. As previously mentioned, staff will be reaching out in the coming weeks to local service providers to participate in training, serve as referral agencies, and delegate representatives to serve as regular members of the committee. In addition, the City will be seeking two individuals from relevant organizations to serve as the Chair and Co-Chair of the Situation Table.

## **ANALYSIS:**

Launch of the program will enable more targeted wraparound supports and interventions for local community members in need. Although contact between service providers is made on an ad-hoc basis currently, this regularly scheduled session and associated data recording will enhance protections and supports provided to those in need; reduce duplication of service; and enable the collection of important data that can be shared with the Province to advocate for additional local resourcing and financial commitment in our social service, housing, and health sectors.

## **LINK TO STRATEGIC PLAN:**

This project will support the Council's Strategic Plan goal to develop a Social Development strategy – with a Situation Table being a very likely recommendation of this plan.

## **COST:**

The cost of the project is \$42,000, and is fully grant funded. This project was noted in the 2023 Budget document and presentation.

## **CONCLUSION:**

It is recommended that Council receive this report for information purposes and refer any potential interested parties in the Situation Table to the Manager of Communications, Engagement and Social Development through the City Manager.

### **Report Prepared By:**

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Veronika Stewart,  
Manager of Communications,  
Engagement and Social Development

### **Report Reviewed By:**

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Robert Buchan,  
City Manager

Originally signed available on request



VIA EMAIL

Ref. 61625

October 4, 2023

His Worship Herb Pond  
Mayor of the City of Prince Rupert  
424 West Third Avenue  
Prince Rupert BC V8J 1L7  
Email: [pr1-director@ncrdbc.com](mailto:pr1-director@ncrdbc.com)

Dear Mayor Pond:

I am writing to provide you with the final results from the Point in Time (PiT) homeless count that was conducted in Prince Rupert on April 13, 2023. The count was led by North Coast Transition Society in collaboration with the Homelessness Services Association of BC (HSABC). HSABC organized the counts on behalf of BC Housing and the Ministry of Housing. The data from this count and others conducted across the province will be included in a provincial summary planned for release in fall 2023.

The results identify the number of people experiencing homelessness in Prince Rupert, including those identified as sheltered and unsheltered. Data is also organized by age, gender, Indigenous and racial identity, health concerns, reasons for housing loss, and use of social services. Key limitations and methodological considerations are also included. These results will be posted publicly on BC Housing's website on October 6, 2023, at: <https://www.bchousing.org/research-centre/housing-data/homeless-counts>.

Our government is taking bold steps to tackle the housing crisis and deliver the affordable homes British Columbians need. In Budget 2023, we launched the Homes for People action plan, building on the 2018 housing strategy – the largest investment in housing in BC's history. The action plan includes details on the additional \$4 billion over three years announced in Budget 2023, as well as a commitment to invest \$12 billion over the next 10 years, to deliver more homes faster for people.

.../2

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**Office of the  
Minister of Housing**

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)

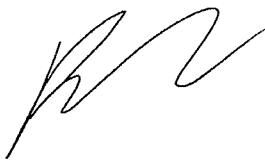


His Worship Herb Pond  
Page 2

Alongside Homes for People, government is implementing Belonging in BC, a collaborative plan to prevent and reduce homelessness. The plan recognizes the intersectional factors that lead to homelessness and brings together all levels of government, BC Housing, Indigenous Peoples, the non-profit sector, developers and the construction industry to ensure all British Columbians get the care and support they need and deserve. The plan received a \$633 million investment in Budget 2022, with a further \$1.18 billion in Budget 2023.

If you have any questions about the count, you can contact Grianne Barthe, at [pd@ncts.ca](mailto:pd@ncts.ca). We hope this data will assist you with the work you are doing to address homelessness in your community.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravi Kahlon', with a stylized, cursive script.

Ravi Kahlon  
Minister of Housing

Attachment

pc: Jennifer Rice, MLA, North Coast

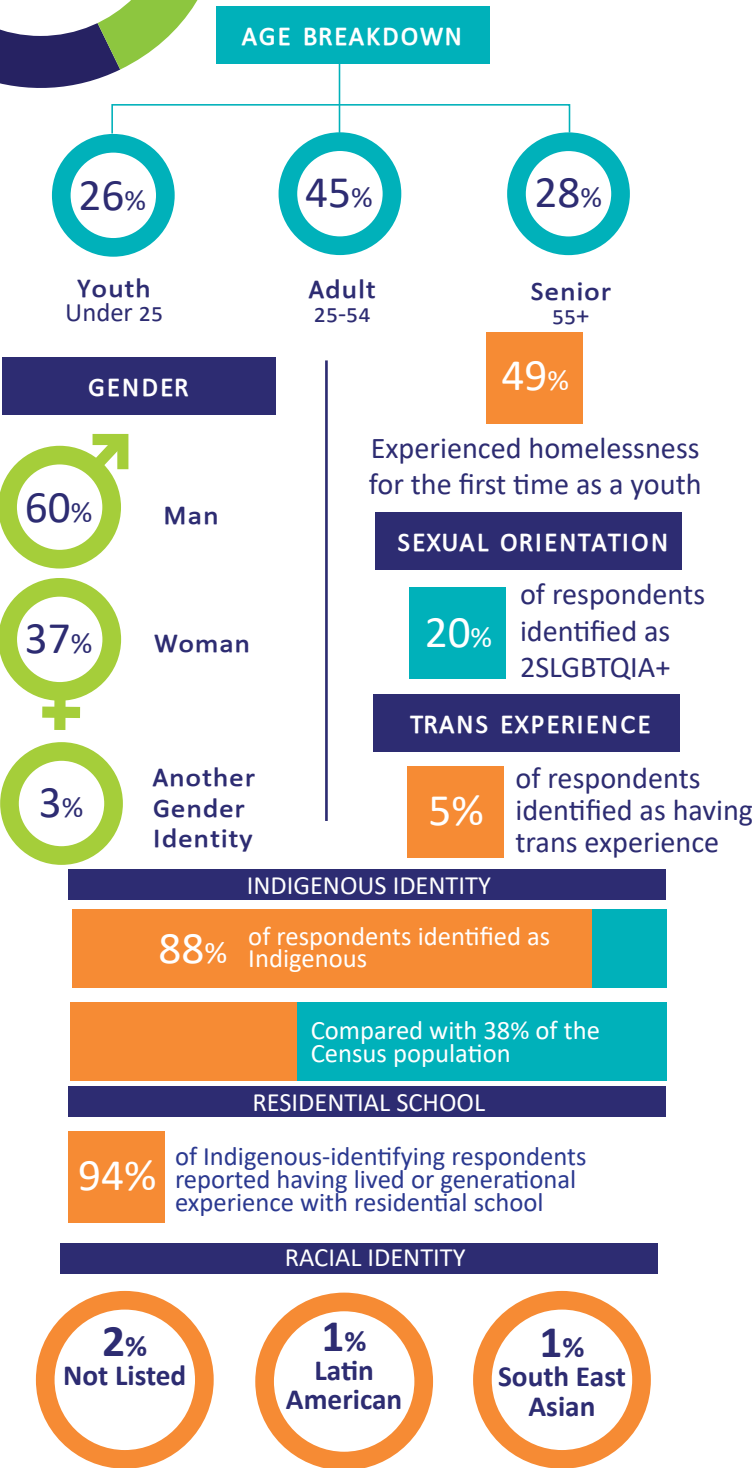
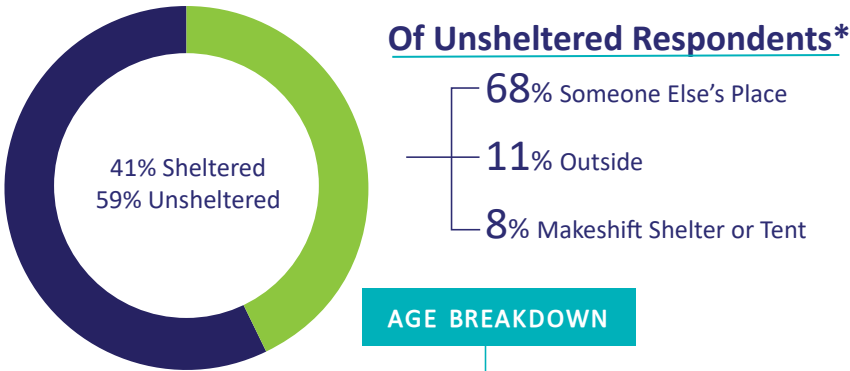
# Prince Rupert - 2023 Homeless Count

Point-in-Time (PiT) homeless counts provide a snapshot of people who are experiencing homelessness in a 24-hour period, their demographic characteristics, service use and other information.

146

People were identified as experiencing homelessness compared to 118 in 2021.

Where did individuals stay the night of the count?



\* Top responses highlighted

For the purpose of this count, an individual **was defined as experiencing homelessness if they did not have a place of their own where they paid rent and could expect to stay for at least 30 days.** This included people who:

- Stayed overnight on the night of the count in homeless shelters, including transition houses for women fleeing violence and youth safe houses, people with no fixed address (NFA) staying temporarily in hospitals, jails or detox facilities (defined as “sheltered”); and,
- Stayed outside in alleys, doorways, parkades, parks and vehicles or were staying temporarily at someone else’s place (couch surfing) and/or using homelessness services (defined as “unsheltered”).

The 2023 PiT Count took place in Prince Rupert on the evening of April 12 and the daytime of April 13.

The proportion of respondents who identified experiencing homelessness for the first time as a youth increased from 37% in 2021. It is important to consider that youth are one of several population groups often underreported in this methodology.

In 2021, 11% of respondents identified as 2SLGBTQIA+.

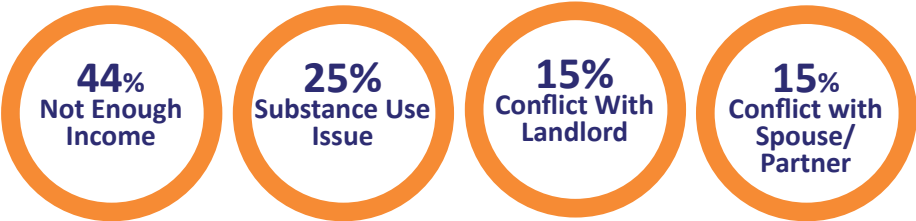
In the 2021 PiT Count, 20% of respondents identified as Indigenous.

This year, the PiT Survey asked respondents if they, a parent, or grandparent attended residential school. The Indigenous Homelessness Steering Committee and the Indian Residential School Survivors Society were instrumental in helping create this question and provide resources for respondents and interviewers to stay safe.

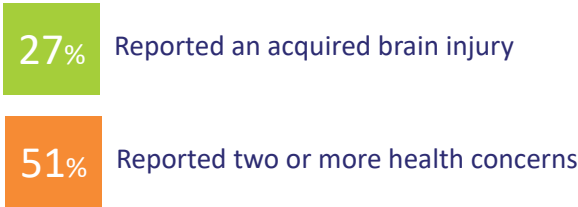
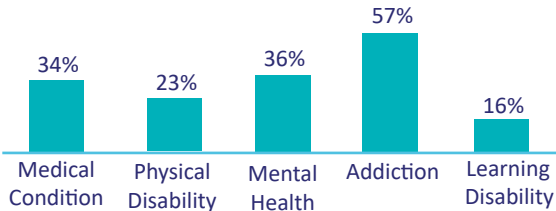


**BC HOUSING**  
RESEARCH CENTRE

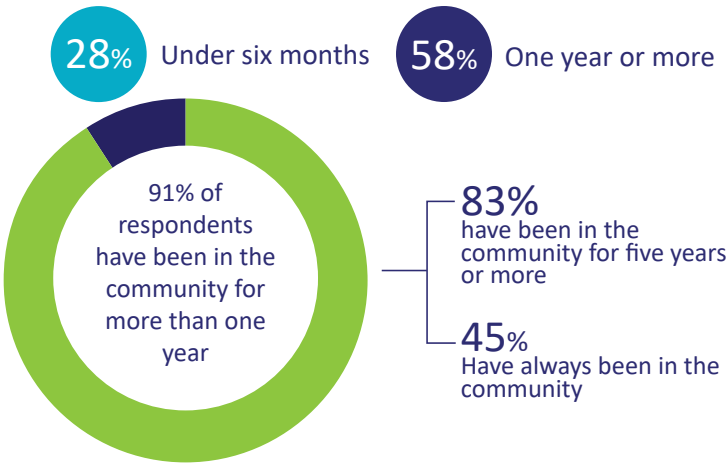
REASONS FOR HOUSING LOSS\*



HEALTH CONCERNS



LENGTH OF TIME EXPERIENCING HOMELESSNESS



SERVICES ACCESSED\*



OVERNIGHT LOCATIONS IN LAST YEAR\*



\* Top responses highlighted

PiT counts are an undercount and represent only those individuals identified during a 24-hour period.

- While PiT Counts are an accepted methodological tool, the numbers are understood to be the minimum number of people who are experiencing homelessness on a given day in that community.
- Percentages are based on the number of respondents to each question, not the total population experiencing homelessness.

The number of respondents indicating they are living with an acquired brain injury increased from 19% in 2021.

Responses for other health questions remained generally the same.

Compared to 2021, more respondents in this count had experienced homelessness for more than six months.

Compared to 2021, fewer respondents have been in the community for less than six months, suggesting many people experiencing homelessness in Prince Rupert were in Prince Rupert the last time they were housed.

85% of respondents reported having an income source. The most common income sources were income assistance and disability benefit. Around 27% reported a full or part-time job.

Compared with 2021, fewer respondents reported accessing the hospital emergency room or food services.

New for the 2023 PiT Count, the survey asked respondents to check all the locations they had stayed in the past year from a list, rather than only asking if they had stayed in a shelter.



## REPORT TO COUNCIL

**DATE:** October 10, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Paul Vendittelli, Director of Economic Development & Transportation

**SUBJECT: DIGBY ISLAND FERRY 2024 REFIT - AWARD**

---

### **RECOMMENDATION:**

**THAT Council award the Digby Island Ferry 2024 Refit to Point Hope Maritime.**

### **REASON FOR REPORT:**

The Digby Island Ferry is due for its mandatory dry dock refit in 2024

### **BACKGROUND:**

The City of Prince Rupert owns and operates the Digby Island Ferry, which provides daily airport service for passengers and cargo. The vessel is designated by Transport Canada as a passenger ship, and as such, is required to complete an out-of-water refit every 4 to 5 years to maintain its inspection certification needed for operations.

### **ANALYSIS:**

In cooperation with the ship's Captain and Senior Engineer, a Request for Proposals was issued and posted to BC Bid which resulted in the receipt of 1 compliant quote. The quote provided for the work specified is for \$311,812.00 plus GST which includes the dry docking, ultrasound inspection of vessel hull and deck surfaces, and associated necessary repairs. This quote is in line with the quote received back in 2018 for the 2019 ferry refit.

### **COST:**

The proposed stipulated price for services is \$311,812.00 plus GST and is within the amount budgeted for this service.

### **CONCLUSION:**

That Mayor and Council approve the recommendation and award the Digby Island Ferry 2024 refit to Point Hope Maritime.

October 10, 2023

Page 2

**Report Prepared By:**

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Paul Vendittelli,  
Director, Economic Development &  
Transportation

Originally signed available on request

Attachment(s):

**Report Reviewed By:**

---

Robert Buchan,  
City Manager



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** October 10<sup>th</sup>, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Veronika Stewart, Manager of Communications, Engagement and Social Development

**SUBJECT: UPDATED DESIGN RECOMMENDATIONS FOR REPLACEMENT OF CITY FLAG**

---

#### **RECOMMENDATION:**

**THAT Council review and select a preferred design from in-house flag design from the updated options presented in the attachment.**

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

At the August 28<sup>th</sup> Regular meeting, Council was presented with a series of design options to consider for replacement of the municipal flag, which is dated, overly complex, and does not reflect the City's current brand standards. The City's current inventory of flags has been fully exhausted, and to support appropriate City presence on local flag poles, staff are seeking to confirm direction on a new flag so that an order can be placed.

Staff has now revised the designs presented at the August 28<sup>th</sup> meeting and is bringing them forward for additional consideration. Staff have worked to address Council's comments at the previous meeting to the best of our ability, with additional explanation and a summary of the feedback provided in the 'analysis' section of this report.

#### **BACKGROUND:**

The existing inventory of dated City flags has now been exhausted, and now staff are looking to determine a new design from which to base future orders for local flags. Historically, City flags are flown in Mariners Park, at City Hall, and at the Civic Centre, and the flags in these areas are required to be replaced. Flags are also brought to conferences like UBCM and others on an ad-hoc basis.

Based on an internal memo discovered by staff, the existing flag design (pictured on previous page) was created in 2001 by a flag printing company who were provided the City's crest and a series of colours to use in an outsourced flag design. To our knowledge, there is no particular local connection or attachment to the existing design.

Staff continues to recommend versions of the flag that highlight the rainbow element designed by Russell Mather, symbolizing our moniker as the City of Rainbows, with one version also highlighting the Skeena/mountains.

### **ANALYSIS:**

Staff have updated the originally provided designs based on Council's feedback at the last session. A summary of the feedback that was integrated into the revised designs is below:

- General preference for option with mountains included, and so additional iterations of this version have been provided;
- Desire to include Prince Rupert lettering on all options
- With respect to Council's concern that white as a background would be problematic due to weather, staff has confirmed that weatherproofing/thicker material is used in flag materials. In addition, flags are generally replaced annually due to wind damage, and so there is limited opportunity for them to mold. Given that information, staff retained a light background for Option C.

As a reminder, standards for flag design from the North American Vexillological Association suggest the following best practices to follow in City flag design:

- a simple design (the standard being that it could be redrawn from memory by a child);
- inclusive of meaningful symbolism;
- no lettering or seals;
- distinctive;
- and, with 2 or 3 basic colours.

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

Given challenging fiscal circumstances and the goal of the City to improve its financial health while also providing appropriate services, every effort has been made to propose a means of updating the flag at minimal cost, which is why in-house designed options have been presented at this juncture. Like the City's website, the flag is not a part of fixed infrastructure, but updating this community asset and symbol also aligns with Council's efforts to undertake and encourage community renewal and also reconciliation through the use of a Ts'msyen designed element that will be proudly displayed in various places throughout the community.

### **COST:**

The costs of flag orders are considered within existing Administrative and Operational budgets, with flag orders that include a pre-supplied design costing roughly \$20 per flag. As previously noted, in-house designs have been presented as the most cost-efficient option for renewing the City flag, which also fully utilize past purchase of existing brand assets.

**CONCLUSION:**

It is recommended that Council review and select a preferred design from in-house flag design options presented in the attachment.

**Report Prepared By:**

**Report Reviewed By:**

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

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Robert Buchan  
City Manager

Attch(s):        In-house designed secondary flag options for consideration

Originally signed available on request



**Attachment 1:** In-house designed flag options, revised for consideration based on Council Feedback

**Option A:**



**Option B:**



**Option C:**





## REPORT TO COUNCIL

Regular Meeting of Council

**DATE:** October 10, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director of Development Services

**SUBJECT: DVP-23-21 – Recommendation to Proceed to Statutory Notification**

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### **RECOMMENDATION:**

**THAT Council approves DVP-23-21 to proceed to statutory notification.**

### **REASON FOR REPORT:**

Gitmaxmak'ay Nisga'a Society (GNS) is intending to apply to BC Housing to build the proposed mixed-income housing development, continuing the work completed through the City's application to CMHC's Rapid Housing Initiative. To support their application, GNS has applied to the City for a Development Variance Permit for the property proposed on the lot at the corner of Hays Cove Avenue and Frederick Street. While a similar proposal was received by council through DVP-23-07 at the subject property, the application includes amended plans, warranting requests for new variances. GNS is the applicant.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.3 building height to allow a building with average height of 13.1 metres, or 3.1 metres higher than the 10 metres limit in the RM1 zone, for a 41-unit non-market multifamily building.
2. A request for a variance of City of Prince Rupert Zoning Bylaw, Section 9.1.2 Parking Requirements for Single Family, Two Family & Multi-family parking to allow 3 parking stalls less than required by providing 29 stalls instead of the required 32 to serve 41 units, 12 of which will be covenanted to serve seniors and Elders.

The Building & Design Plans are included as Attachment 2. At this time, council are asked to consider only those impacts of the variances required for the proposed height and parking reduction, as the zoning on this lot already permits development of multifamily housing. Technical details of access and site grading will be determined at the DP and Building stages if the proposal proceeds.

**BACKGROUND:**

The Gitmaxmak'ay Nisga'a Society (GNS) is a non-profit organization registered under the *BC Societies Act* to represent the approximately 1400 Nisga'a citizens who live in Prince Rupert and Port Edward. The mission of the Society is to enhance the physical, cultural, social, and spiritual quality of life of our membership.

GNS responded to the City of Prince Rupert's Request for Expression of Interest for a non-market Housing Operator in February 2023 to support the City's application to the Rapid Housing Initiative under CMHC for a housing project on the subject property. The City was unsuccessful in their application to CMHC, however during the process the City worked with Coast Tsimshian Northern Contractors Alliance (CTNCA) and a subcontracted architect, DYS Architecture, to develop designs and cost estimates for a housing project on the subject property. GNS is proposing to proceed with an updated version of these designs to apply to new BC Housing Funds as the applicant. The City is no longer the applicant on this application.

BC Housing has announced new funding programs through their Community Housing Program and Indigenous Housing Program that support funding to build and operate new moderate and low-income housing units. The funds provide Capital Grant, Interim Construction Financing, and Operating Subsidy to successful applicants. GNS hopes to apply to these funding streams using updated designs and the design-build team with CTNCA to proceed with the proposed development. The proposal includes amendments to access, as requested by council at the June 26, 2023 Regular Meeting as shown in Attachment 2, as well as additional units. While the previous proposal offered 34 units, this would provide 41. These units are a mix of one-bedrooms to 3+-bedroom units to accommodate moderate and low-income families. The applicants have offered to place a covenant on the subject property to dedicate 12 units for senior's housing. This covenant would be a requirement of the variance if approved, as noted in draft Development Variance Permit in Attachment 1.

The proposed height variance and parking reduction is largely due to physical constraints of the property. The proposed location on the site is the only place as determined by contractors to place the building with parking, as outlined in Attachment 3. Placing the building in a different location would add significant costs due to need for urban blasting.

**ANALYSIS:**

In 2023, Council identified it as a strategic priority to support and encourage new and renewed housing working with industry, senior government and First Nations. Specifically, this included an action to pursue housing funding, partnerships and projects and when appropriate using municipally owned land. Supporting the proposed variances would allow GNS to build non-market housing to directly supply housing to meet the needs identified currently and anticipated in the close future.

According to the City's Housing Needs Report, completed in 2022, there is an anticipated need of an additional 1,560 units for very low- and low-income households and approximately 730 moderate income households for 1-4-bedroom units by 2030. Furthermore, key gaps in our housing ecosystem for family units, and housing for low-income and moderate-income households was highlighted through engagement and data analysis. The proposed housing would directly address these gaps and work towards meeting the housing targets for 2030.

When housing development on this site was first proposed from the City of Prince Rupert under the Rapid Housing Initiative application, Council received some concerns from neighbours regarding the proposed access along 10<sup>th</sup> Avenue. The updated designs have removed this proposed access and changed the primary access point to the development of the existing road designation for Donald Street off 11<sup>th</sup> Avenue East. This access is also intended to address concerns of residents cutting through existing properties to access Maverick Mart, as there will be direct road and sidewalk access to 11<sup>th</sup> Avenue East. Designers have also proposed a potential walking pathway from Hays Cove Avenue to ensure there is access to amenities along that street. Contractors have provided rationale for the location of the building on the site, which is included as Attachment 3. As this rationale document outlines, the decision for the location of the building is to keep the project viable from a cost perspective

### Impacts of Height Variance

Council received concern from some residents around the impact of the height variance on the backyards of those on 1200 blocks of 11<sup>th</sup> Avenue, as many back onto treed area. The applicant demonstrates in the plans that the tree cover in the 3.5 metres setback will be maintained for the purposes of shielding. Additionally, there is a designated alleyway between the property lines of the subject property and properties along 11<sup>th</sup> Avenue East which is approximately 9.1 m wide. Therefore, there will be an overall distance of approximately 12.5 metres, or 41.0 ft, between the backyard edge of the properties along 11<sup>th</sup> Avenue East and the beginning of the tree clearing for the proposed parking lot of the development. The building itself is set-back another approximate 3 metres at its closest point to 11<sup>th</sup> and angles away, with additional tree cover maintained in between. Therefore, shielding will be maintained between the proposed development and neighbouring properties. The applicant has also indicated in Attachment 4 that they commit to maintain natural screening as much as possible, which will be demonstrated in the landscape plans at the Development Permit stage.

Furthermore, the building location is proposed at an elevation of 42 metres, while the ground rises to an elevation of 46 metres towards the houses along 11<sup>th</sup> Avenue where most houses sit. Therefore, the foundation of the proposed structure will sit 4 metres lower than the foundation of the neighbouring properties along 11<sup>th</sup> Avenue East. This 4 metres elevation difference in the foundations would put the top of the

proposed building in line with the 9 metres height permitted in the neighbouring R2 zone. For example, if the foundation of the subject property were at the same elevation as the neighbouring properties along 11<sup>th</sup> Avenue East, and a building was built as permitted by the current zoning or to the same height as a single family residential, the building would actually appear taller from the houses at 46 metres elevation than is proposed with the variance. Therefore, the dip in the elevations of the landscape is likely to help mitigate visual impacts that the extra 3.1 metres would add, given that multifamily is already permitted on the site.

While the properties along the 1200 Block of 11<sup>th</sup> Avenue E may be affected by the development proceeding, the lot is already zoned to permit multifamily housing with up to 45 units. Any multifamily development on this lot is likely to have similar impacts. This proposal works to mitigate those impacts with reduced tree removal due to a smaller footprint and a parking lot and building structure set-back from the property line as much as permitted by the existing geography.

#### Impacts of Parking Variance

Given the location and target income- and demographic-group of the housing development, there is a low likelihood of street parking overflow with a reduction in parking spots. Firstly, the targeted demographic for this housing is less likely to own vehicles. Funding for this development requires that this housing is geared towards those in need of non-market housing. This demographic is less likely to own their own vehicle due to financial constraints and may engage in ride sharing, taxi-use, and public transit more often. For comparative purposes, there is low use of vehicle parking observed in neighbouring lots that also provide non-market housing.

Second, the proximity to bus lines, as well as school and childcare services, may reduce need for vehicles overall. There is a bus route along Hays Cove Avenue which is within walking/rolling distance with the proposed pathway provided. The site is in proximity to Conrad Elementary School and the Frederick Street at Hayes Cove bus stop on the 99 Special, which busses students to the Middle School, Charles Hays School, and downtown for Pacific Coast School. There are also several childcare centres within walking/rolling distance. The proximity of these amenities may reduce need for vehicles as well.

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

This proposal will support the following Strategic Goal and associated actions:

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

- Action: Pursue housing funding, partnerships and projects and when appropriate using municipally owned land

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

**COST:**

No impacts to budget.

**CONCLUSION:**

It is recommended that the City approve DVP-23-21 to proceed to public notification.

**Report Prepared By:**

**Report Reviewed By:**

---

Myfannwy Pope,  
City Planner

---

Robert Buchan,  
City Manager

Originally signed available on request

**Attachment(s):**

Attachment 1: Draft Development Variance Permit

Attachment 2: Building & Site Plans

Attachment 3: Building Location Justification

Attachment 4: Commitment to Maintain Screening



**DEVELOPMENT VARIANCE PERMIT**  
FILE NO. DVP-23-21

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

**PERMIT ISSUED TO OWNER(S):** CITY OF PRINCE RUPERT  
**APPLICANT:** GITMAXMAK'AY NISGA'A SOCIETY

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

**LEGAL DESCRIPTION:**

PARCEL A (D.F. 15457 & PLAN 5236) DISTRICT LOT 251 RANGE 5 COAST  
DISTRICT PLAN 923 EXCEPT PLAN 6387

**CIVIC ADDRESS(ES):**  
N/A

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
  - a. Section 5.3 Building Height for principle buildings is varied from 10m to 13.1m.
  - b. Section 9.1.2 is varied to allow 3 parking stalls fewer than required for a 41-unit multifamily building with 12 units covenanted for senior's housing.
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. The permittee(s) ensure(s) all roadwork is completed to MMCD Standards and approved by the City.
  - c. The permittee(s) place(s) a covenant on the subject property that 12 units must be reserved for Senior's Housing.
  - d. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.

5. This permit is **NOT** a Building Permit or Subdivision Approval.
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.
7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
  - a. Schedule 1: Building and Design Plans

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

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

---

Rosamaria Miller  
Corporate Administrator



# PRINCE RUPERT RAPID HOUSING INITIATIVE PROJECT

PRINCE RUPERT, BC



## CONSULTANT TEAM

### CONSTRUCTION MANAGER

IDL PROJECTS INC.  
1088 GREAT ROAD  
PRINCE GEORGE, BC  
TEL: 250-644-0561

### DEVELOPMENT MANAGER

RELATIVITY PROJECTS INC.  
12-19451 SUTTON AVE.  
PITT MEADOWS, BC V3Y 0G6  
TEL: 718-388-2671

### ARCHITECT

DYS ARCHITECTURE  
260-1110 BURKARD STREET  
VANCOUVER, BC V6J 3G7  
TEL: 604-664-7110  
FAX: 604-664-6629

### STRUCTURAL

ACCESS ENGINEERING CONSULTANTS LTD.  
181 VANCOUVER STREET  
PRINCE GEORGE, BC V2L 0E7  
TEL: 250-562-4345

## DRAWING LISTS

### ARCHITECTURAL

A1.00	COVER SHEET, DRAWING LIST, CONSULTANT LIST
A1.01	SITE PLAN
A1.02	SURVEY PLAN
A2.01	LEVEL 1, 2 & 3 FLOOR PLANS
A2.02	LEVEL 4 FLOOR PLAN & ROOF PLAN
A3.01	SOUTH & EAST BUILDING ELEVATIONS
A3.02	NORTH & WEST BUILDING ELEVATIONS
A4.01	BUILDING SECTIONS

CLIENT

CITY OF PRINCE RUPERT

NO. | DATE | ISSUE

1 | 2023-03-15 | RHI FUNDING APPLICAITON

NO. | DATE | REVISION

<b>STATISTICS:</b>	
LOT SIZE:	117,132.9 SF (10,882 SM)
LOT COVERAGE:	10,082 SF (936.6 SM) = 8.6%
BUILDING AREA:	34,728.4 SF (3,640.9 SM)
ZONING:	RMI
PROPOSED BUILDING USE:	MULTI-FAMILY RESIDENTIAL
<b>UNIT COUNT</b>	
STUDIO	6 UNITS
1 BED	8 UNITS
1 BED ACCESSIBLE	7 UNITS
2 BED	4 UNITS
3 BED	12 UNITS
4 BED	4 UNITS
TOTAL	41 UNITS
BUILDING HEIGHT:	43'-0" (4 STOREYS)
<b>PARKING:</b>	
ON-SITE RESIDENTIAL O.B./ UNIT	29 STALLS
ACCESSIBLE	3 STALLS
TOTAL	29 STALLS
*ACCESSIBLE STALLS ARE INCLUDED IN ON-SITE RESIDENTIAL COUNT	
<b>CODE SUMMARY</b> B.C.B.C. 2018 PART 3	
FULLY SPRINKLERED BUILDING	
COMBUSTIBLE CONSTRUCTION	
MAJOR OCCUPANCY - C (RESIDENTIAL)	
FIRE SEPARATIONS WITHIN OCCUPANCIES	
-1 HR BETWEEN SUITES AND ACCESS TO EXITS	
-1 HR SERVICE ROOMS	
<b>ENERGY EFFICIENCY REQUIREMENTS</b>	
PROJECT TO EXCEED THE ENERGY EFFICIENCY STANDARDS IN THE 2017 NATIONAL CODE FOR BUILDINGS (NEBC) FOR PART 3 BUILDINGS BY <u>20%</u>	

PROJECT

PRINCE RUPERT  
RAPID HOUSING INITIATIVE

3RD AVENUE WEST  
PRINCE RUPERT, BC

COVER

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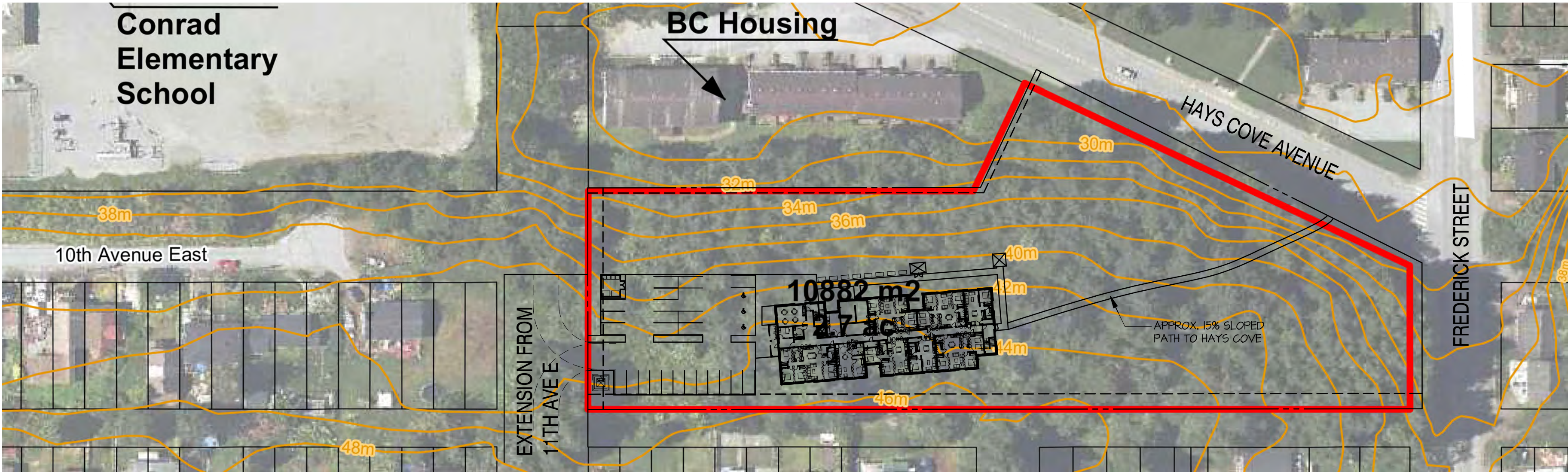
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SCALE 1/32" = 1'-0"  
DATE MAR. 15, 2023

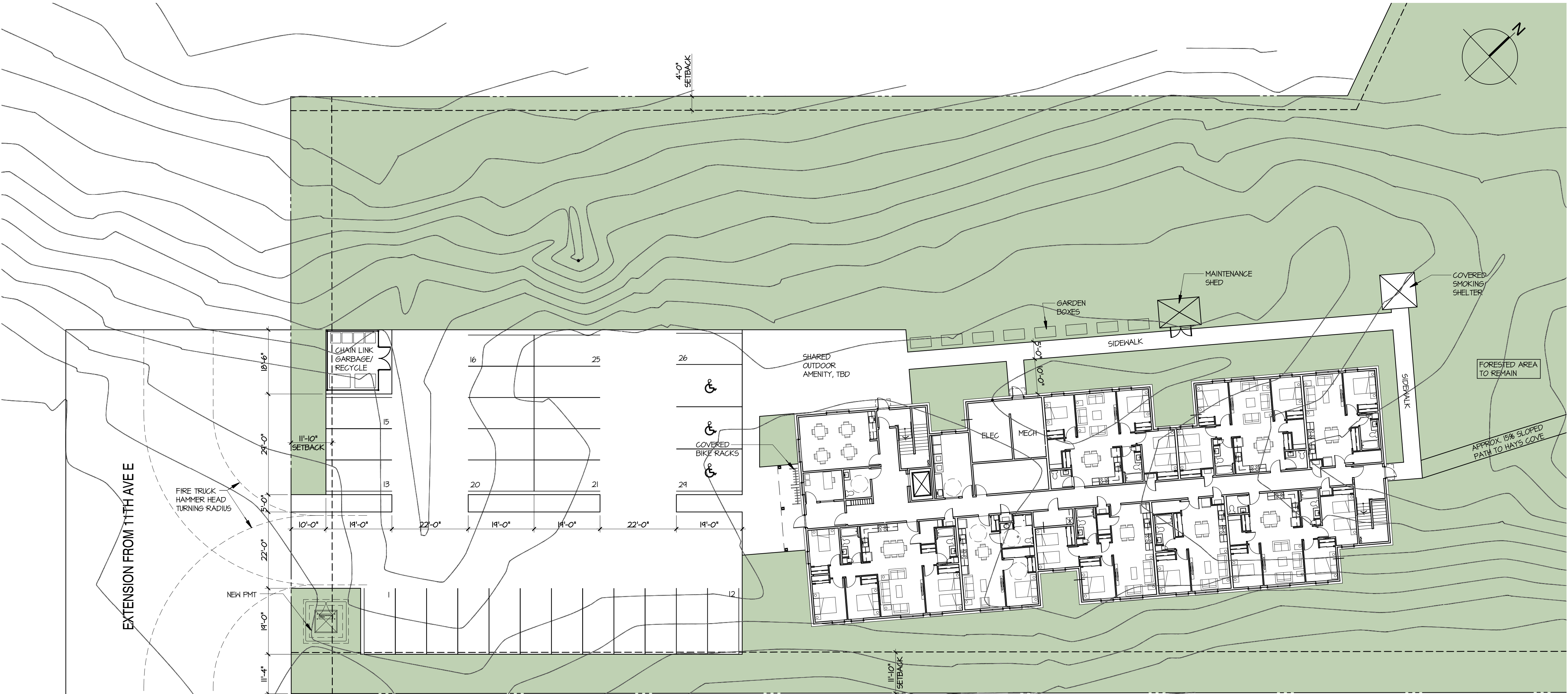


A1.00





1 CONTEXT PLAN  
1/64" = 1'-0"



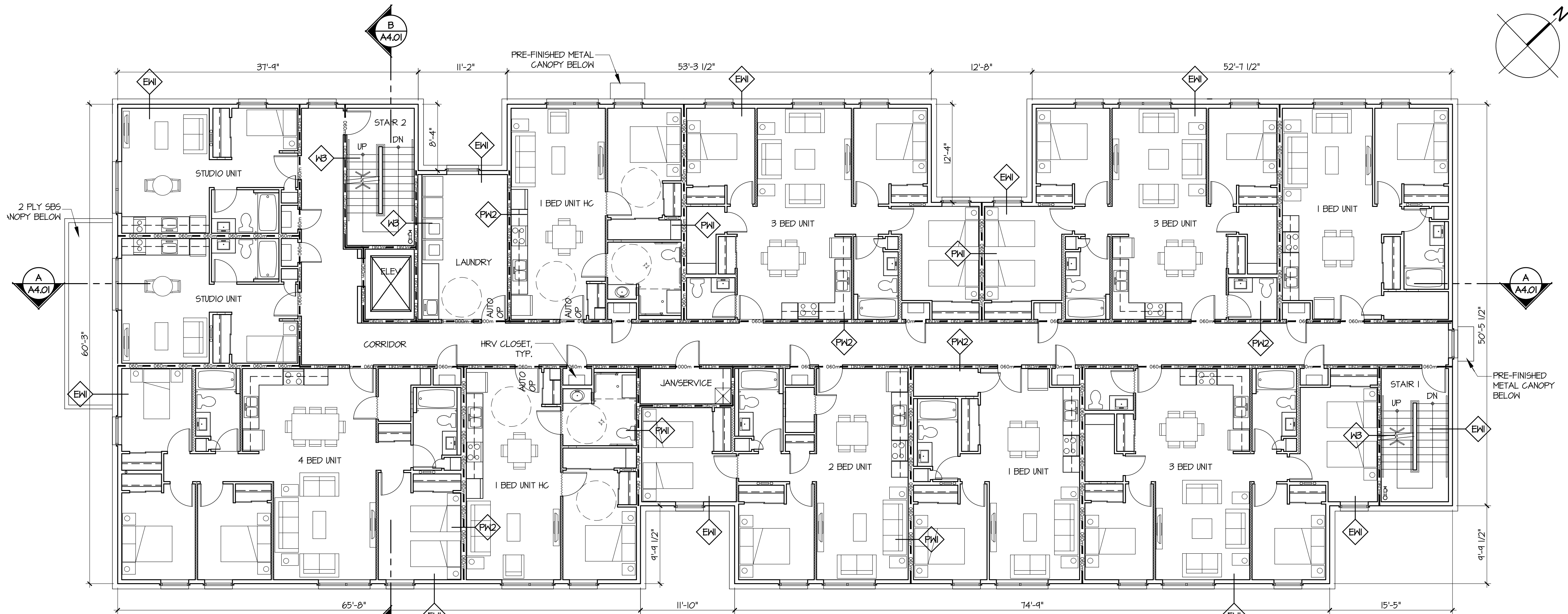
2 SITE PLAN  
1/16" = 1'-0"



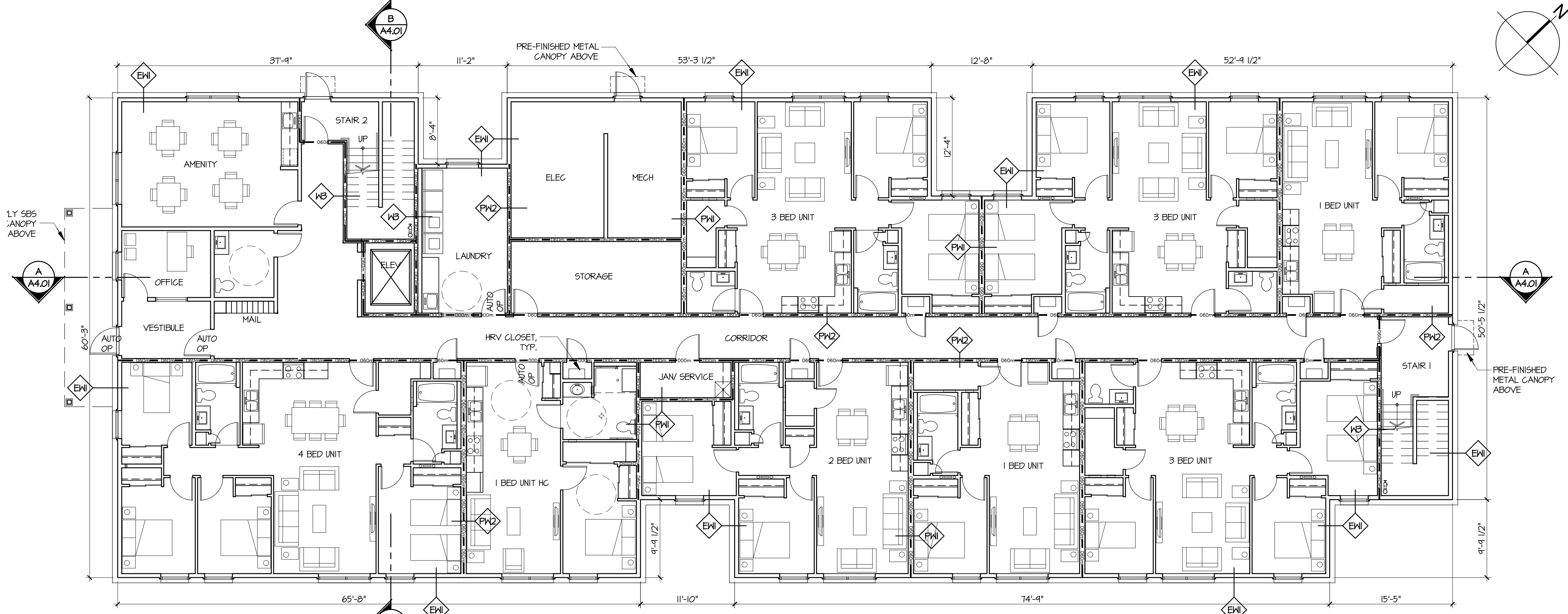
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**2 LEVEL 2 - 3**  
1/8" = 1'-0"



**1 LEVEL 1**  
1/8" = 1'-0"

**LEGEND:**

0 HOUR FIRE SEPARATION	000m 000m 000m
3/4 HOUR FIRE SEPARATION	045m 045m 045m
1 HOUR FIRE SEPARATION	060m 060m 060m
SHEAR WALL (PER STRUCTURAL)	-----
DESIGN ELEVATION	X FEET METERS
FINISHED FLOOR ELEVATION	X F.F. FEET
EXISTING ELEVATION	X FEET METERS
HORIZONTAL ENCLOSURE, BULKHEAD OR SLOPED CEILING	
CHANGE IN FLOOR FINISH	
WALL TYPE	
DOOR TYPE	
WINDOW TYPE	

**PROJECT**  
**PRINCE RUPERT  
RAPID HOUSING INITIATIVE**

3RD AVENUE WEST  
PRINCE RUPERT, BC

**LEVEL 1, 2 & 3  
FLOOR PLANS**

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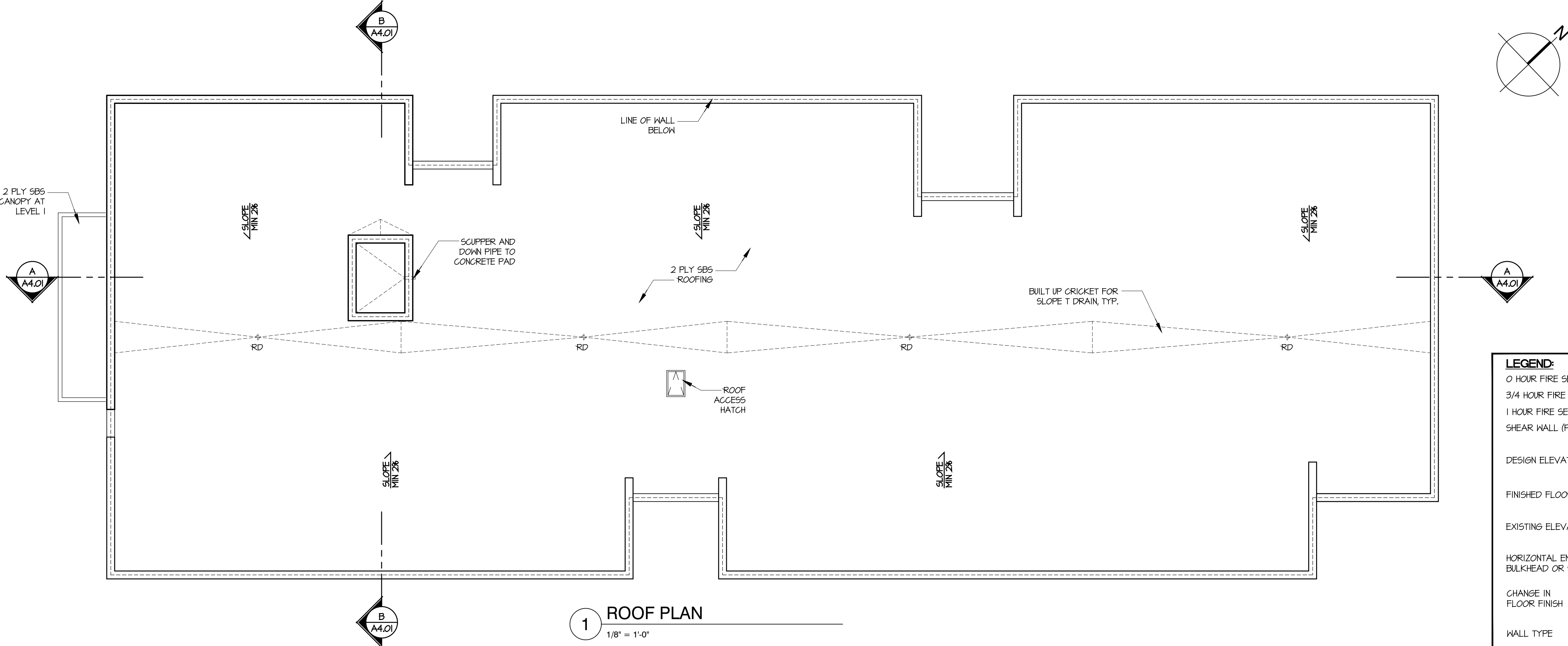
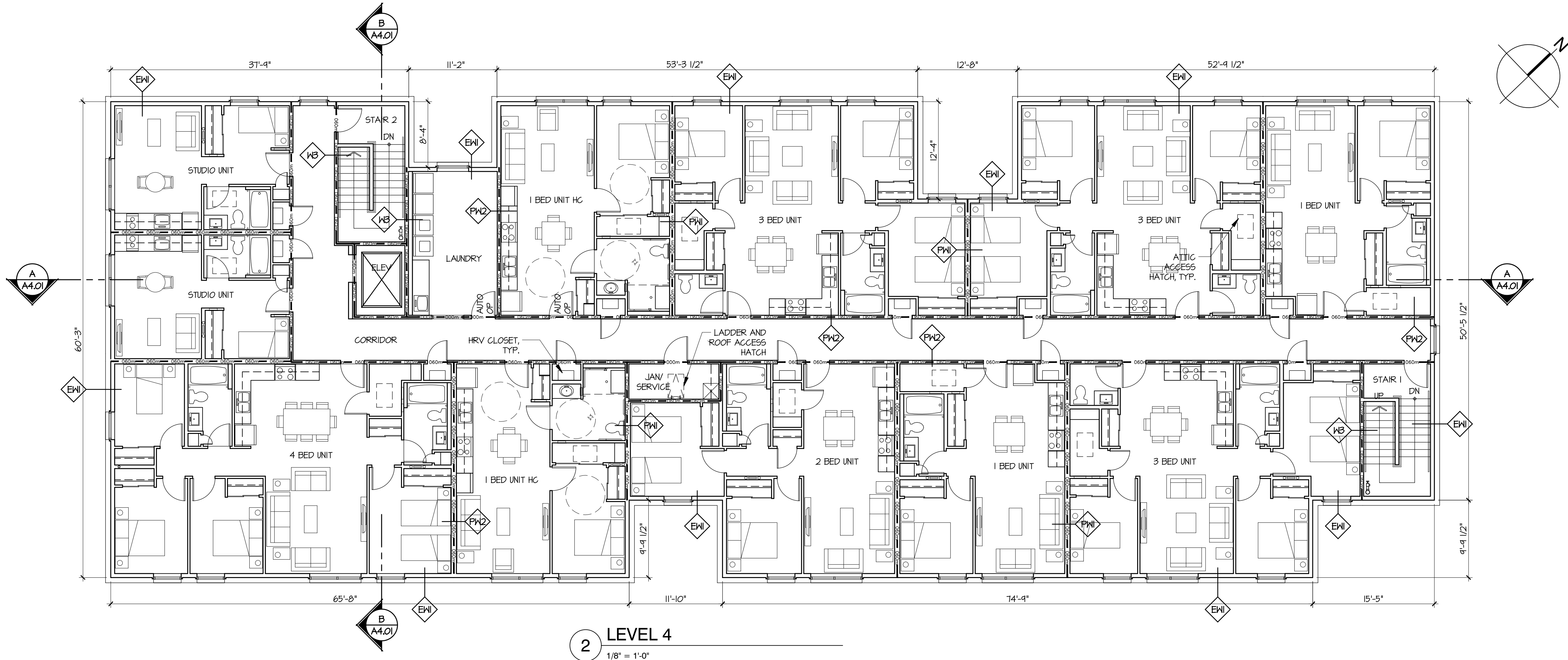
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LEGEND:	
0 HOUR FIRE SEPARATION	000m 000m 000m
3/4 HOUR FIRE SEPARATION	045m 045m 045m
1 HOUR FIRE SEPARATION	060m 060m 060m
SHEAR WALL (PER STRUCTURAL)	-----
DESIGN ELEVATION	X FEET X METERS
FINISHED FLOOR ELEVATION	X FF FEET
EXISTING ELEVATION	X FEET X METERS
HORIZONTAL ENCLOSURE, BULKHEAD OR SLOPED CEILING	
CHANGE IN FLOOR FINISH	◇
WALL TYPE	◇
DOOR TYPE	○
WINDOW TYPE	◇

PROJECT  
PRINCE RUPERT  
RAPID HOUSING INITIATIVE

3RD AVENUE WEST  
PRINCE RUPERT, BC

## LEVEL 4 FLOOR PLAN AND ROOF PLAN

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A2.02

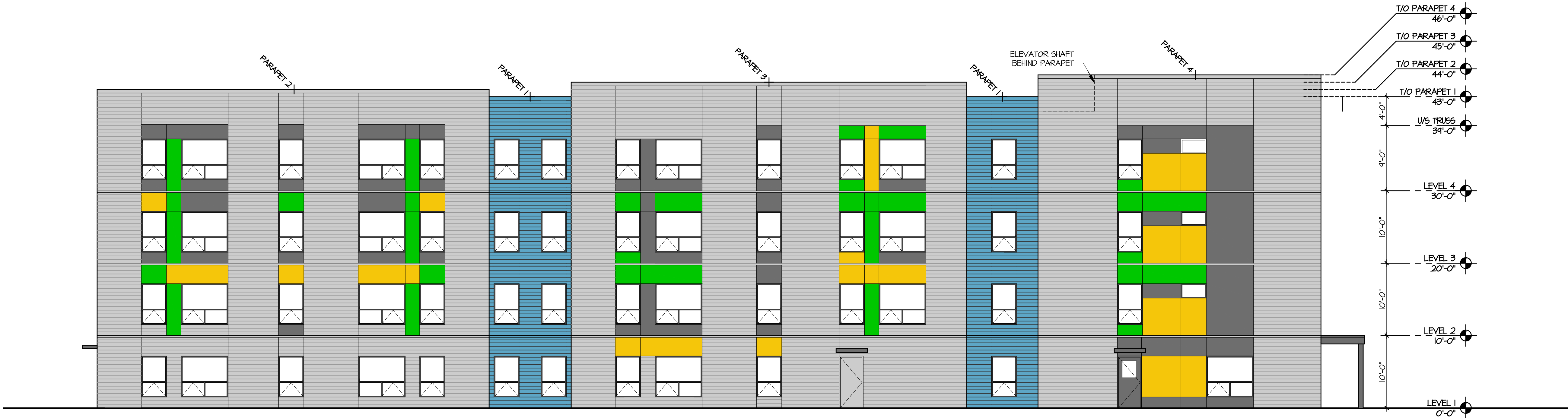


CLIENT

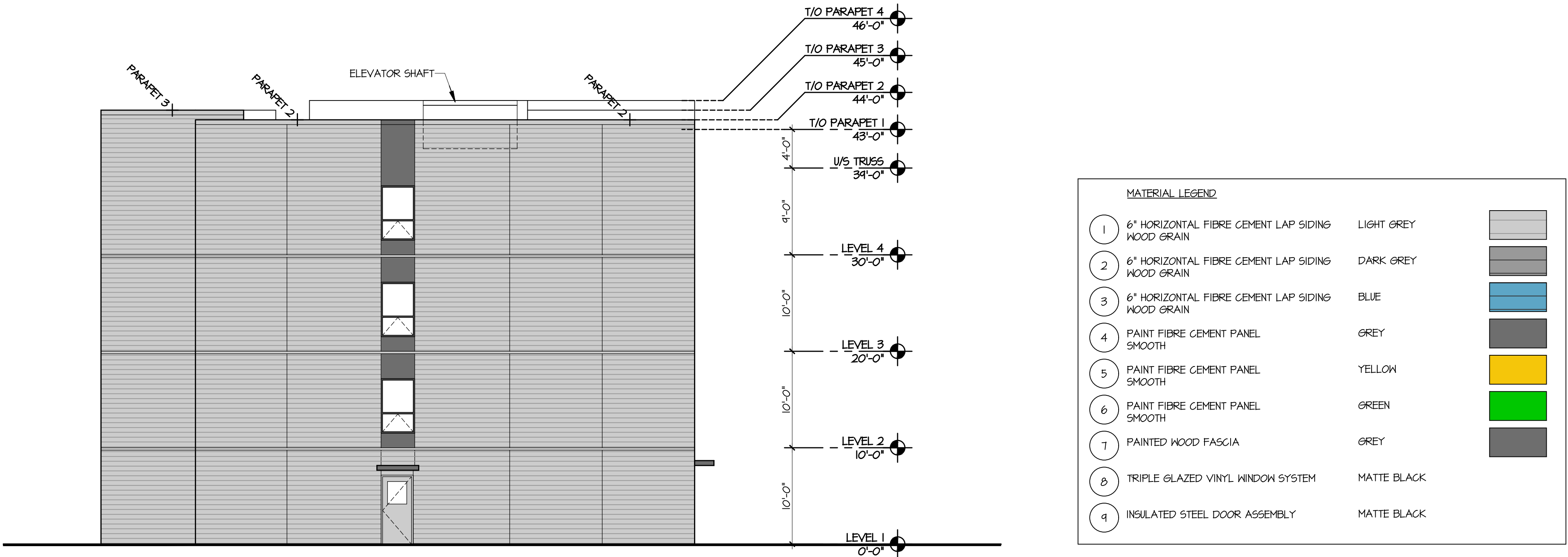
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1 NORTH ELEVATION (FRONT)  
1/8" = 1'-0"



2 EAST ELEVATION  
1/8" = 1'-0"

PROJECT

PRINCE RUPERT  
RAPID HOUSING INITIATIVE

3RD AVENUE WEST  
PRINCE RUPERT, BC

NORTH & EAST  
ELEVATIONS

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A3.01

CLIENT

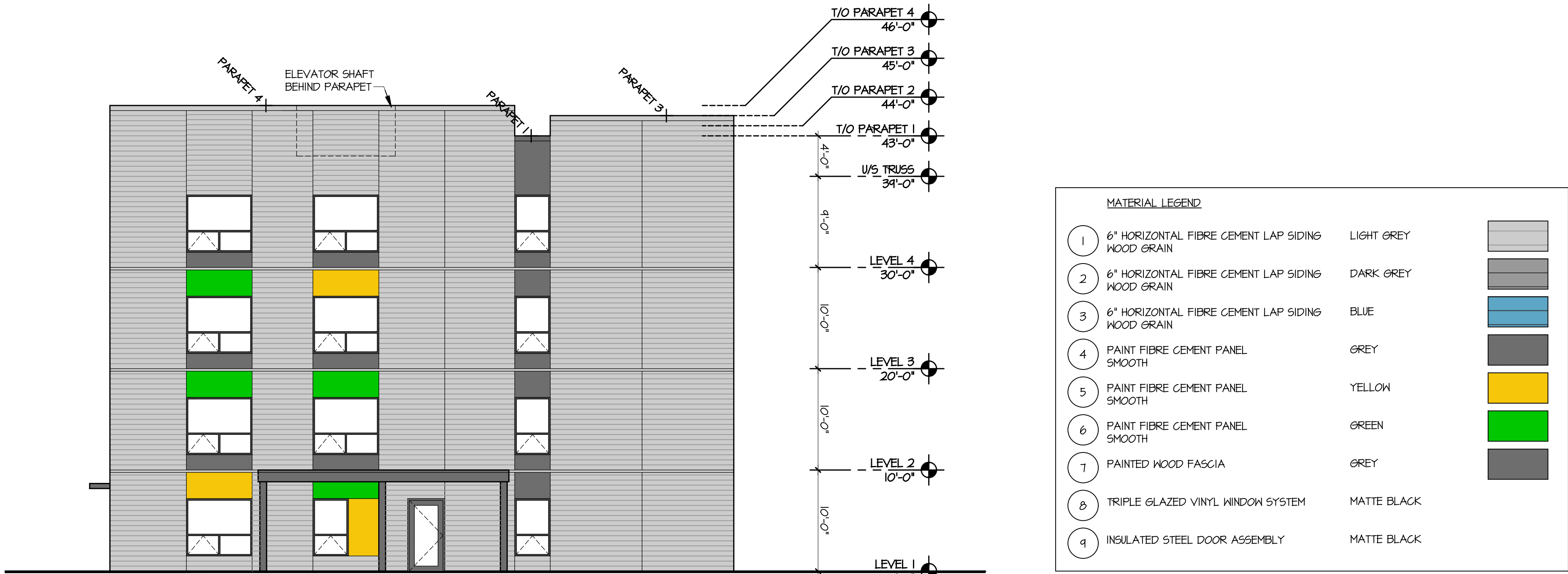
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1 SOUTH ELEVATION (REAR)  
1/8" = 1'-0"



2 WEST ELEVATION  
1/8" = 1'-0"

PROJECT

PRINCE RUPERT  
RAPID HOUSING INITIATIVE

3RD AVENUE WEST  
PRINCE RUPERT, BC

SOUTH & WEST  
ELEVATIONS

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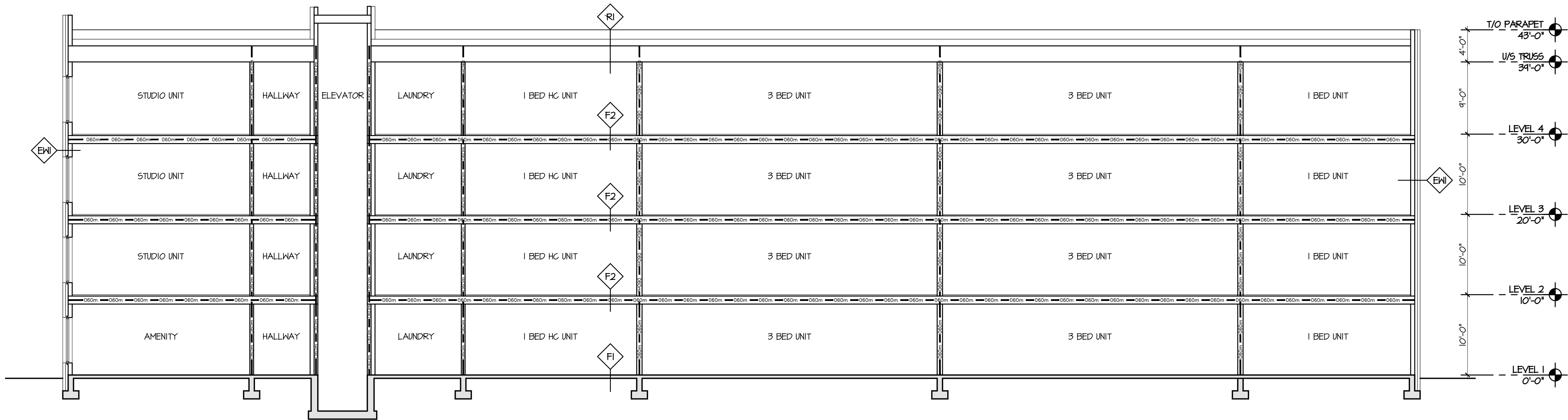
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CLIENT

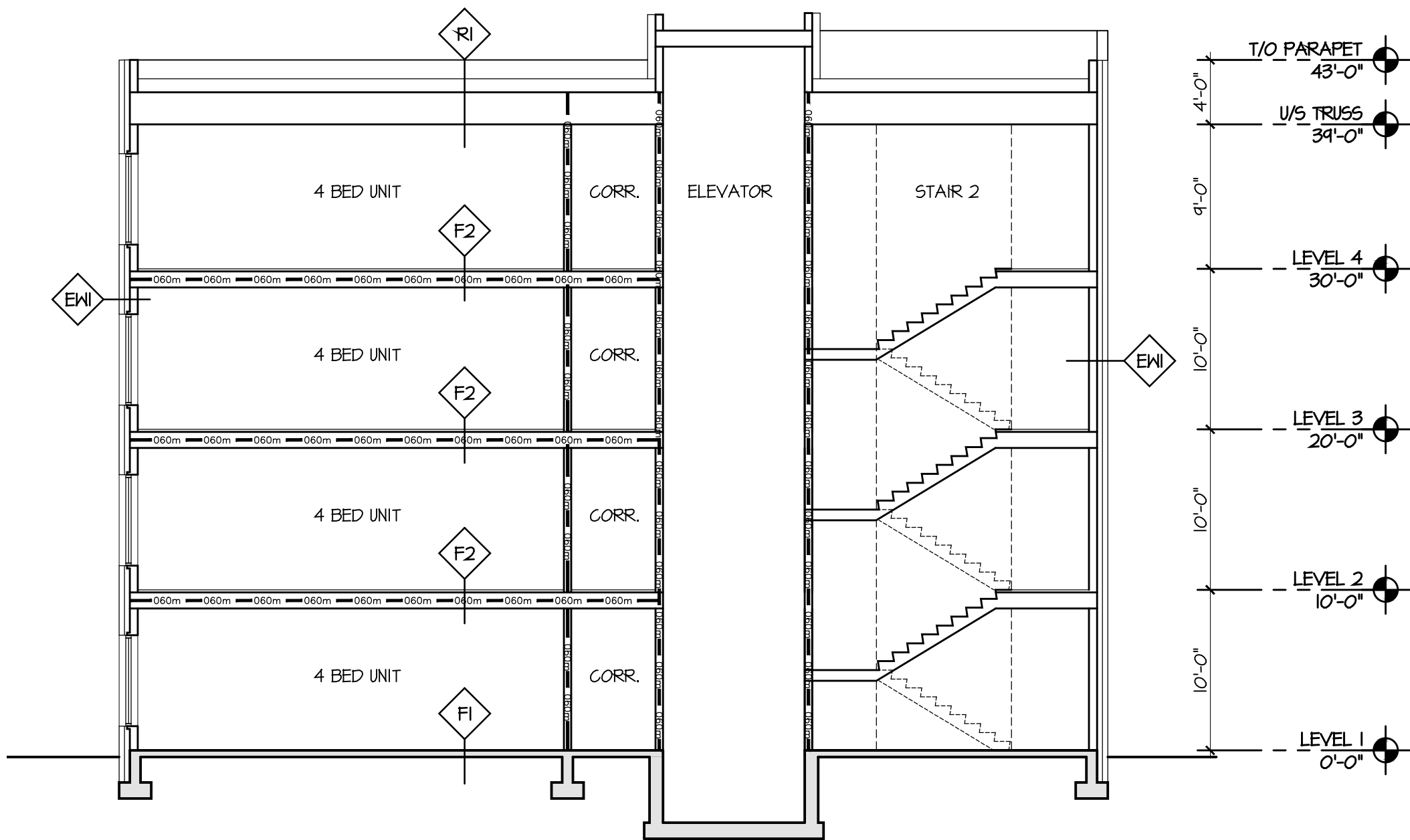
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A SECTION A  
1/8" = 1'-0"



B SECTION B  
1/8" = 1'-0"

CONSTRUCTION ASSEMBLIES	WALL ASSEMBLIES	FIRE RATINGS	STC RATINGS	CONSTRUCTION ASSEMBLIES	ROOF ASSEMBLIES	FIRE RATINGS	STC RATINGS
	<div><div>EWI</div><div>TYP. EXTERIOR WALL SIDING PER ELEVATIONS 1" X 3" VERTICAL P.T. WOOD STRAPPING 4" RIGID MINERAL WOOL INSULATION 5A. VAPOUR PERMEABLE AIR/ MOISTURE BARRIER MEMBRANE PLYWOOD SHEATHING PER STRUCTURAL 2" X 6" WOOD STUDS PER STRUCTURAL C/M R22 BATT INSULATION VAPOUR BARRIER MEMERANE 1/2" GNB</div></div>				<div><div>R1</div><div>TYPICAL ROOF 2 PLY SBS ROOFING MEMBRANE ASPHALT PROTECTION BOARD 8" RIGID INSULATION (R50 TOTAL) AIR/ VAPOUR BARRIER (FULLY ADHERED TO SHEATHING AND AT PENETRATIONS, TYPICAL) PLYWOOD SHEATHING PER STRUCTURAL SLOPED WOOD TRUSSES PER STRUCTURAL 5/8" GNB</div></div>		
	<div><div>WI</div><div>TYP. INTERIOR WALL 1/2" GNB 2"x4" WOOD STUDS @ 16" OC - SEE STRUCTURAL 1/2" GNB</div></div>				<div><div>R2</div><div>CANOEY ASSEMBLY 2 PLY SBS ROOFING MEMBRANE ASPHALT PROTECTION BOARD PLYWOOD SHEATHING PER STRUCTURAL ROOF JOISTS PER STRUCTURAL SOFFIT (PER ELEVATIONS) C/M STRIP VENTS</div></div>		
	<div><div>W2</div><div>TYP. INTERIOR WALL @ PLUMBING RISERS 1/2" GNB 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 1/2" GNB</div></div>				<div><div>F1</div><div>CONCRETE SLAB ON GRADE FLOOR FINISH AS SPECIFIED CONCRETE SLAB PER STRUCTURAL 10 MIL POLY VAPOUR BARRIER (SEAL ALL JOINTS AND PENETRATIONS) APPROVED BEARING/ DRAINAGE MATERIAL PER CIVIL</div></div>		
CONSTRUCTION ASSEMBLIES	FLOOR ASSEMBLIES	FIRE RATINGS	STC RATINGS	CONSTRUCTION ASSEMBLIES	FLOOR ASSEMBLIES	FIRE RATINGS	STC RATINGS
	<div><div>K3</div><div>TYP. 1 HR RATED WALL 5/8" TYPE 'X' GNB 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 5 1/2" THICK ABSORPTIVE MATERIAL 5/8" TYPE 'X' GNB</div></div>	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	30-34		<div><div>F2</div><div>TYPICAL RATED TJI FLOOR FLOOR FINISH AS SPECIFIED 1 1/2" CONCRETE TOPPING PLYWOOD FLOOR SHEATHING PER STRUCTURAL 1 1/2" TJI FLOOR JOISTS PER STRUCTURAL 3 1/2" ABSORPTIVE MATERIAL RESILIENT CHANNELS @ 24" O.C. 2 LAYERS 5/8" TYPE 'X' GNB</div></div>	1 HOUR APPENDIX D TABLE D.2.3.4.B, D.2.3.4.F, D.2.3.4.6 AND D.2.3.10.1	69 TABLE 9.10.3.1.B F2Id
	<div><div>KWB</div><div>RESIDENTIAL SUITE TO SUITE 5/8" TYPE 'X' GNB 2"x4" WOOD STUDS @ 16" OC - SEE STRUCTURAL 3 1/2" THICK ABSORPTIVE MATERIAL 1" AIRSPACE 2"x4" WOOD STUDS @ 16" OC - SEE STRUCTURAL 3 1/2" THICK ABSORPTIVE MATERIAL SHEAR WALL SHEATHING PER STRUCTURAL 5/8" TYPE 'X' GNB</div></div>	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	57 TABLE 9.10.3.1-A TYPE W3a				
	<div><div>KW2</div><div>RESIDENTIAL SUITE TO COMMON AREA 5/8" TYPE 'X' GNB RESILIENT CHANNELS 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 5 1/2" THICK ABSORPTIVE MATERIAL SHEAR WALL SHEATHING - SEE STRUCTURAL 5/8" TYPE 'X' GNB</div></div>	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	50-54 NRCC TL-43-103				

PROJECT

PRINCE RUPERT  
RAPID HOUSING INITIATIVE

3RD AVENUE WEST  
PRINCE RUPERT, BC

BUILDING SECTIONS

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CLIENT

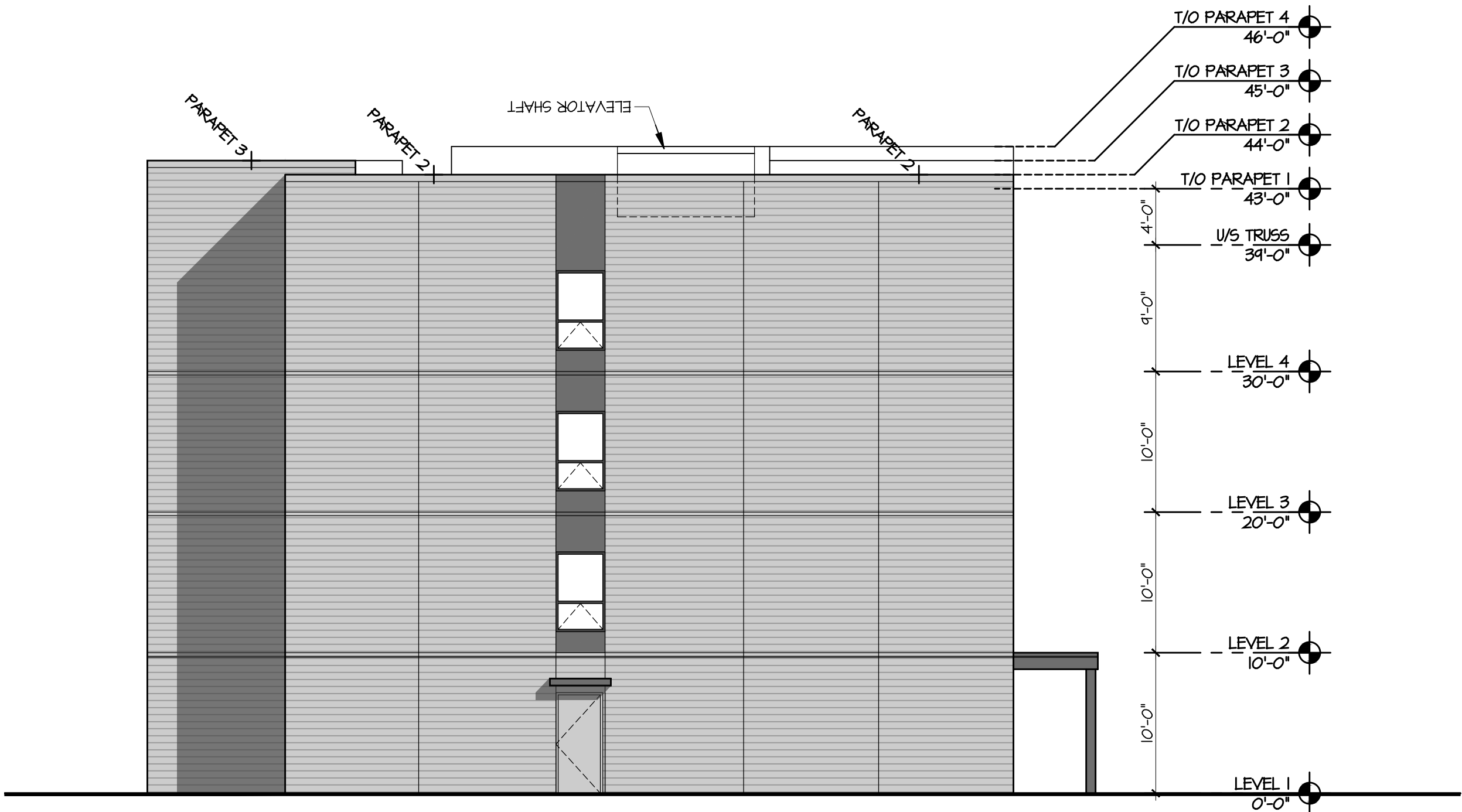
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1 NORTH ELEVATION (FRONT)  
1/8" = 1'-0"



2 EAST ELEVATION  
1/8" = 1'-0"

MATERIAL LEGEND			
1	6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN	LIGHT GREY	
2	6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN	DARK GREY	
3	6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN	BLUE	
4	PAINT FIBRE CEMENT PANEL SMOOTH	GREY	
5	PAINT FIBRE CEMENT PANEL SMOOTH	YELLOW	
6	PAINT FIBRE CEMENT PANEL SMOOTH	GREEN	
7	PAINTED WOOD FASCIA	GREY	
8	TRIPLE GLAZED VINYL WINDOW SYSTEM	MATTE BLACK	
9	INSULATED STEEL DOOR ASSEMBLY	MATTE BLACK	

PROJECT

PRINCE RUPERT  
RAPID HOUSING INITIATIVE

3RD AVENUE WEST  
PRINCE RUPERT, BC

NORTH & EAST  
ELEVATIONS

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PROJECT A222568  
DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"  
DATE MAR. 15, 2023



A3.01



CLIENT

CITY OF PRINCE RUPERT

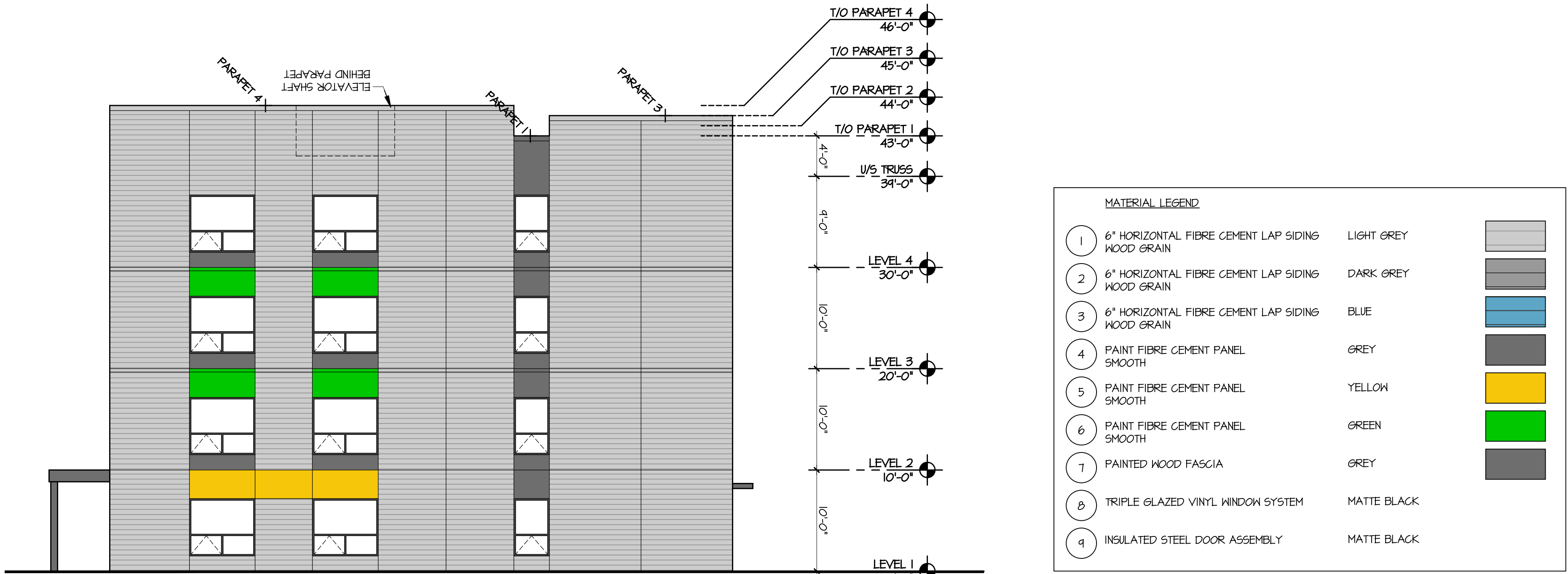
NO. | DATE | ISSUE

1 | 2023-03-15 | RHI FUNDING APPLICAITON

NO. | DATE | REVISION



1 SOUTH ELEVATION (REAR)  
1/8" = 1'-0"



2 WEST ELEVATION  
1/8" = 1'-0"

PROJECT

PRINCE RUPERT  
RAPID HOUSING INITIATIVE

3RD AVENUE WEST  
PRINCE RUPERT, BC

SOUTH & WEST  
ELEVATIONS

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PROJECT A222568

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"

DATE MAR. 15, 2023



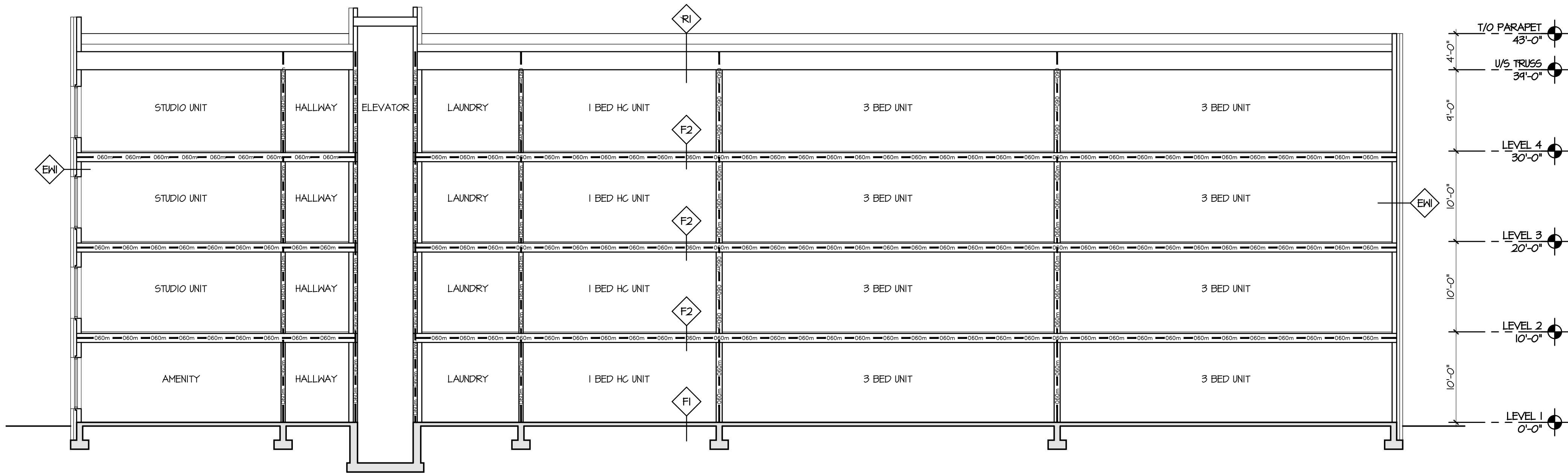
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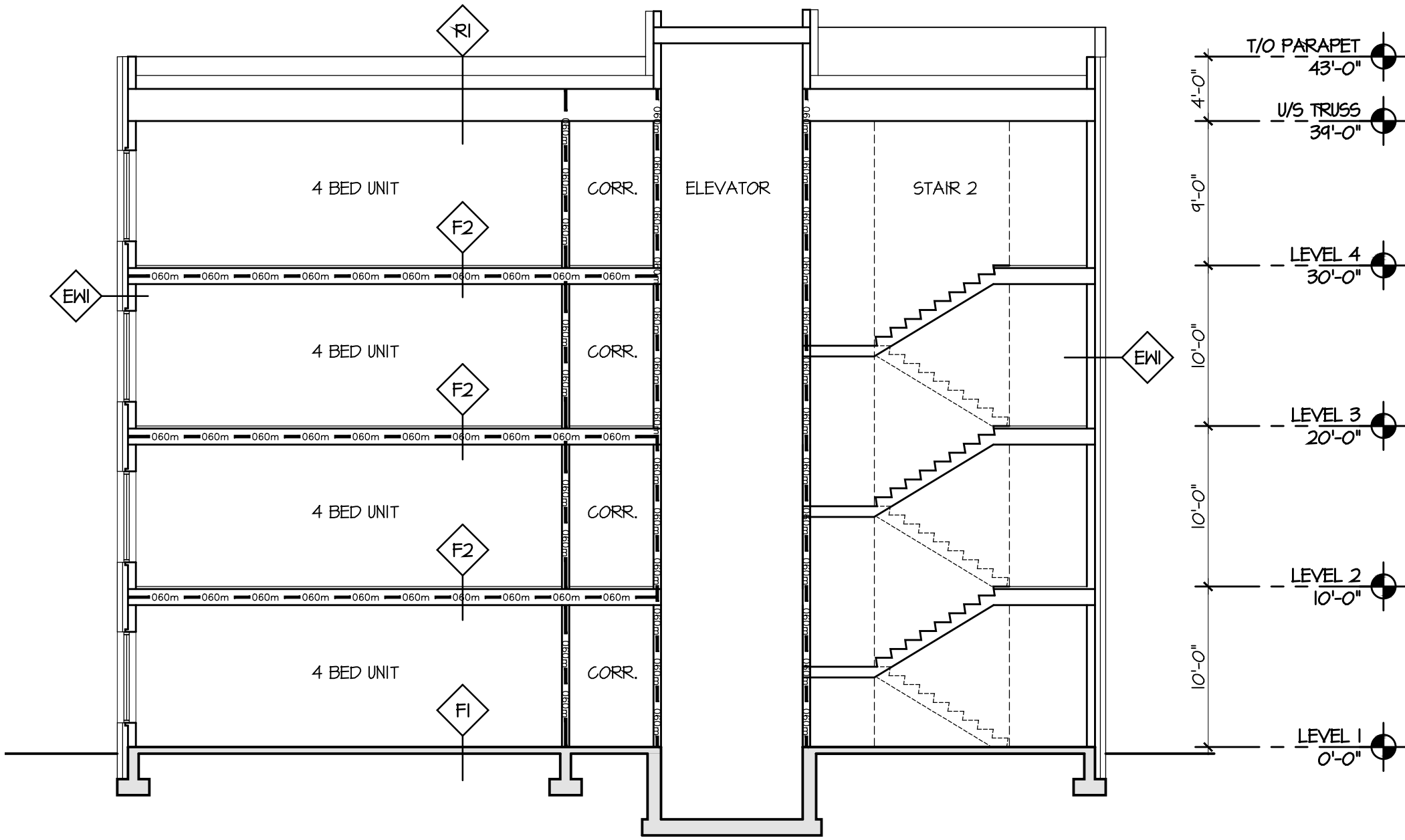
CITY OF PRINCE RUPERT

NO. | DATE | ISSUE  
1 | 2023-03-15 | RHI FUNDING APPLICAITON

NO. | DATE | REVISION



A SECTION A  
1/8" = 1'-0"



B SECTION B  
1/8" = 1'-0"

CONSTRUCTION ASSEMBLIES	WALL ASSEMBLIES	FIRE RATINGS	STC RATINGS
	<div>EW1</div> <div>TYP. EXTERIOR WALL SIDING PER ELEVATIONS 1" X 3" VERTICAL P.T. WOOD STRAPPING 4" RIGID MINERAL WOOL INSULATION 5A. VAPOUR PERMEABLE AIR/ MOISTURE BARRIER MEMBRANE PLYWOOD SHEATHING PER STRUCTURAL 2" X 6" WOOD STUDS PER STRUCTURAL C/M R22 BATT INSULATION VAPOUR BARRIER MEMBRANE 1/2" GNB</div>		
	<div>WI</div> <div>TYP. INTERIOR WALL 1/2" GNB 2"x4" WOOD STUDS @ 16" OC - SEE STRUCTURAL 1/2" GNB</div>		
	<div>WI2</div> <div>TYP. INTERIOR WALL @ PLUMBING RISERS 1/2" GNB 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 1/2" GNB</div>		
	<div>WI3</div> <div>TYP. 1 HR RATED WALL 5/8" TYPE 'X' GNB 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 5 1/2" THICK ABSORPTIVE MATERIAL 5/8" TYPE 'X' GNB</div>	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	30-34
	<div>PW1</div> <div>RESIDENTIAL SUITE TO SUITE 5/8" TYPE 'X' GNB 2"x4" WOOD STUDS @ 16" OC - SEE STRUCTURAL 3 1/2" THICK ABSORPTIVE MATERIAL 1" AIRSPACE 2"x4" WOOD STUDS @ 16" OC - SEE STRUCTURAL 3 1/2" THICK ABSORPTIVE MATERIAL SHEAR WALL SHEATHING PER STRUCTURAL 5/8" TYPE 'X' GNB</div>	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	51 TABLE 9.10.3.1-A TYPE W13a
	<div>PW2</div> <div>RESIDENTIAL SUITE TO COMMON AREA 5/8" TYPE 'X' GNB RESILIENT CHANNELS 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 5 1/2" THICK ABSORPTIVE MATERIAL SHEAR WALL SHEATHING - SEE STRUCTURAL 5/8" TYPE 'X' GNB</div>	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	50-54 NRCC TL-93-103
	ROOF ASSEMBLIES	FIRE RATINGS	STC RATINGS
	<div>R1</div> <div>TYPICAL ROOF 2 PLY SBS ROOFING MEMBRANE ASPHALT PROTECTION BOARD 8" RIGID INSULATION (R50 TOTAL) AIR/ VAPOUR BARRIER (FULLY ADHERED TO SHEATHING AND AT PENETRATIONS, TYPICAL) PLYWOOD SHEATHING PER STRUCTURAL SLOPED WOOD TRUSSES PER STRUCTURAL 5/8" GNB</div>		
	<div>R2</div> <div>CANOPY ASSEMBLY 2 PLY SBS ROOFING MEMBRANE ASPHALT PROTECTION BOARD PLYWOOD SHEATHING PER STRUCTURAL ROOF JOISTS PER STRUCTURAL SOFFIT (PER ELEVATIONS) C/M STRIP VENTS</div>		
	FLOOR ASSEMBLIES	FIRE RATINGS	STC RATINGS
	<div>F1</div> <div>CONCRETE SLAB ON GRADE FLOOR FINISH AS SPECIFIED CONCRETE SLAB PER STRUCTURAL 10 MIL POLY VAPOUR BARRIER (SEAL ALL JOINTS AND PENETRATIONS) APPROVED BEARING/ DRAINAGE MATERIAL PER CIVIL</div>		
	<div>F2</div> <div>TYPICAL RATED TJI FLOOR FLOOR FINISH AS SPECIFIED 1 1/2" CONCRETE TOPPING PLYWOOD FLOOR SHEATHING PER STRUCTURAL D.2.3.4.B, D.2.3.4.F, D.2.3.4.G 3 1/2" TJI FLOOR JOISTS PER STRUCTURAL RESILIENT CHANNELS @ 24" O.C. 2 LAYERS 5/8" TYPE 'X' GNB</div>	1 HOUR APPENDIX D TABLE D.2.3.4.B, D.2.3.4.F, D.2.3.4.G AND D.2.3.10.1	69 TABLE 9.10.3.1.B F2Id

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PROJECT A222568  
DRAWN DI CHECKED DS

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DATE MAR. 15, 2023



To whom it may concern,

The City of Prince Rupert Rapid Housing Initiative is proposing the construction of a 34,000 SF Multi-Family Residential Building in Prince Rupert, BC at parcel 014479753.

The development is shown in the figure below with the building concentrated toward the south-west portion of the lot with access from 11<sup>th</sup> Avenue East.

The building has been situated to minimize construction costs by leveraging the natural topography of the site. Multiple locations, orientations, and access right-of-ways were considered for the position of the building on the lot noting that access via Hays Cove Avenue may be a preferred access right of way. Ultimately the Southwest corner was selected as the most naturally level portion of the site which would significantly reduce the costs of the project.

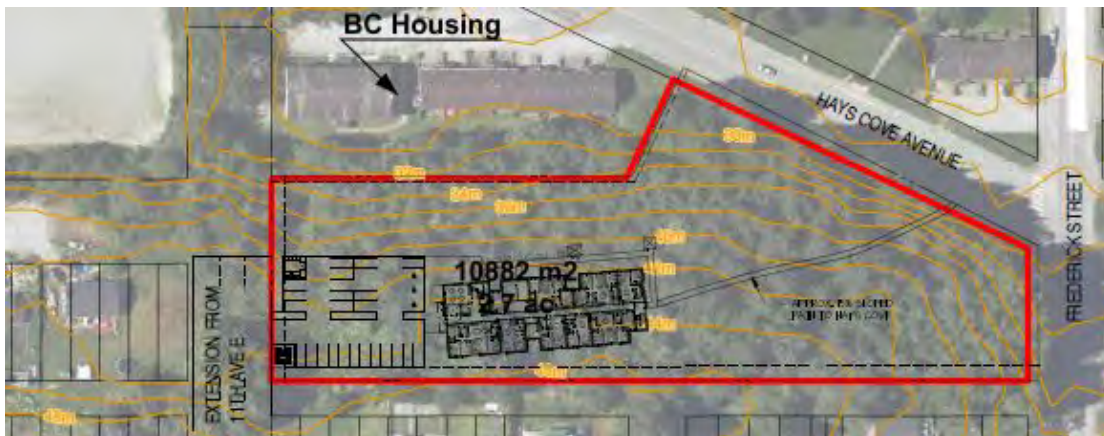
Locating the building further east on the parcel, or providing access via Hays Cove Avenue, would introduce expensive specialized construction and design requirements including:

- Urban Drilling & Blasting
  - o The topography of the site slopes steeply toward Hays Cove Avenue. To provide either a level building foundation or an access right of way via Hays Cove Avenue drill and blasting would be required at the site. While drill and blast is a common undertaking in Prince Rupert, when performing in an urban residential setting the cost is considerably higher than in a more isolated setting by 10x or more. Urban Drill and Blast also introduces two additional risks – the first being schedule as it is much slower to excavate rock using urban blasting protocol, the second being risk to adjacent buildings. Should any of the adjacent buildings or infrastructure, who's age and state of repair is outside of the control of project stakeholders, be adversely affected by drill and blast activities the Project could be liable for repair costs.
  - o Drill and blast operations would require access for both drills as well as excavators clearing the blast. Blast muck would need to be forwarded to the road for offsite storage or disposal as the footprint of the site is relatively small and the slopes could not safely stockpile blast debris.
- Smooth-wall Blasting
  - o When situating a building adjacent to a rock cut face it is a common requirement to use smooth-wall-blasting on the backwall to ensure a stable finished wall is provided to protect the building and it's occupants. Smooth-wall blasting, although common, is an expensive undertaking which depending on the quality of the rock may still require post blasting stabilization.
- Rock Anchoring
  - o The nature of the rock in Prince Rupert often requires mechanical stabilization of exposed rock faces in the vicinity of buildings; although this is a common application it is expensive and specialized work. Choosing to situate the building on the most level part of the lot reduces the exposed rock cut and reduces the need for permanent mechanical stabilization of the face.
- Higher volume of excavation-to-waste
  - o Situating the building farther east on the lot or providing access via Hays Cove Avenue would require a larger clearing footprint on the parcel to allow for appropriate



approaches and grades; this would necessitate higher volumes of stripped overburden to waste and higher rock cut quantities – the former having no value to the project and the latter likely being weathered to the point that it has no structural value to the project and must be hauled offsite and disposed of.

- Retaining Walls & Import Material
  - o Given the natural slopes toward the east end of the site it is highly probable that rock cuts alone would not be adequate to provide an appropriate approach grade or building foundation, as such the construction of retaining walls would be required onsite to provide an adequate footprint for the building. This would necessitate considerably higher costs of construction.



If any further questions come up, please let us know.

CTNCA



Craig Cocker  
Director, Buildings Enterprise  
250-981-0124 [ccocker@idlprojects.com](mailto:ccocker@idlprojects.com)



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E info@dysarchitecture.com

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T 250 580 2855  
E info@dysarchitecture.com

October 4, 2023

424 3<sup>rd</sup> Ave West  
Prince Rupert  
BC V8J 1L7

Dear Ms. Pope

**Re: Hays Cove Project Development Permit**

This letter is to confirm that efforts will be made during the course of the design and development of this project to ensure adequate screening will be provided along 11<sup>th</sup> avenue and the adjacent lane. This will include maintaining existing trees where possible, within the property setbacks and in the designated lane.

Yours sincerely,  
**dys architecture**

A handwritten signature in black ink that reads "Darcy Imada". The signature is fluid and cursive, with the first name "Darcy" and last name "Imada" clearly distinguishable.

Darcy Imada  
Associate, Intern Architect AIBC



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** October 10, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras, Urban Planner I

**SUBJECT: TEMPORARY USE PERMIT #22-03 - 191 METLAKATLA ROAD**

---

#### **RECOMMENDATION:**

**THAT Council proceed with the statutory notification process for Renewal of Temporary Use Permit (TUP) #22-03 and include as a permit condition that the City retains a \$5000 cash bond until the temporary use is discontinued.**

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

An application was received to extend the use of the Temporary Use Permit, which is currently set to expire on October 03, 2023, for the property located at 191 Metlakatla Road.

The application involves:

1. A request to have a shipwrecking yard and to store, handle, and sell scrap material on the subject property for up to one year.

The Site Plan is included as Attachment 1, and the original TUP #22-03, set to expire October 03, is included as Attachment 2.

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

The applicant wishes to renew their existing Temporary Use Permit to allow them to have a shipwrecking yard where they can store, handle, and sell scrap material on the subject property for another year.

On October 03 of, 2022, after completing the appropriate procedures, the City of Prince Rupert accepted the request made by the applicant and issued the Temporary Use Permit 22-03 to allow the use of the property for a shipwrecking yard where they can store, handle, and sell scrap material on the subject property for up to one year. The aforementioned Permit expires in October 2023, and the applicant seeks to renew the Temporary Use Permit.

The applicant requested this TUP to accommodate potential shipwrecking contracts awarded by the Canadian Coast Guard to dispose of vessels. Although the applicant was not able to secure a contract during the period of the last Permit, they hope to secure a contract in the near future, and it is for that reason that they intend to extend the Temporary Use Permit.

If offered the contract, the work performed at the location would consist of towing vessels to the subject property using pneumatic airbags under the vessels. Next, the ship would be cut up, and the resulting scrap metal would be barged to Vancouver, BC, for further processing. No buildings or structures would be used.

The subject property is currently zoned M3 (Waterfront Industrial Zone), which allows for shipbuilding and repair as permitted uses, but a shipwrecking yard, and the storage, handling, and sale of scrap material are not permitted uses. The applicant desires to maintain the M3 zoning and proceed with this Temporary Use Permit application.

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

To ensure compliance, the Draft Temporary Use Permit includes a condition that the City retains the \$5000 bond the applicant paid when the original Permit was given until the temporary use is discontinued. Additionally, the Draft Temporary Use Permit includes the following conditions:

- No hazardous materials are brought to, or stored on, the subject property.
- All hazardous materials are removed from ships before they are brought to, or stored on, lands within the City of Prince Rupert.
- It is the responsibility of the applicant/owner(s) to ensure that any required permits from other government agencies have been secured prior to commencing the temporary use.

Property owners and the public have had the opportunity to provide input during the public consultation period.

The Draft Temporary Use Permit is included in Attachment 1.

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

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

### **CONCLUSION:**

This Temporary Use Permit application is recommended to proceed to public notification. Affected property owners will have the opportunity to express their views on the application when Council considers the Permit.

**Report Prepared By:**

**Report Reviewed By:**

---

Rodolfo Paras,  
Urban Planner I

---

Robert Buchan,  
City Manager

**Attachment(s):**

- Attachment 1: Draft Temporary Use Permit
- Attachment 2: Original TUP #22-03 expiring October 03, 2023.
- Attachment 3: Site Plan

Originally signed available on request





**TEMPORARY USE PERMIT - RENEWAL**  
FILE NO. TUP-22-03

---

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

**PERMIT ISSUED TO OWNER(S):** 0813985 B.C. Ltd.

**APPLICANT:** 1315340 BC Ltd dba AMRC Pacific, Amix Marine Salvage Ltd., and Marine Recycling Corporation.

---

1. This Temporary Use Permit is issued subject to compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented in this permit.
2. This Temporary Use 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:**

Block C of District Lot 735 Range 5 Coast District

**CIVIC ADDRESS(ES):**

191 Metlakatla Road

3. Pursuant to Division 8 in Part 14 of the *Local Government Act*, this permit authorizes the owner(s) and applicant to have a shipwrecking yard and store, handle, and sell scrap material on the subject property, in accordance with the Site Plan attached as Schedule 1, for up to one year.

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

- a. The City retains a \$5000 cash bond until the temporary use is discontinued.
- b. No hazardous materials are brought to, or stored on, the subject property.
- c. All hazardous materials are removed from ships before they are brought to, or stored on, lands within the City of Prince Rupert.
- d. In the event that hazardous materials are discovered on a ship after it has been brought to the property, the owner is responsible for containment, removal, and, if necessary, any remediation. In such an event, the City must be immediately notified.

- e. The applicant/owner(s) is responsible for ensuring that any required permits from other government agencies have been secured prior to commencing the temporary use.
- 4. The following plans and specifications are attached to and form part of this permit:
  - a. Schedule 1: Site Plan

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

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

---

Rosamaria Miller  
Corporate Administrator



**TEMPORARY USE PERMIT**  
FILE NO. TUP-22-03

---

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

**PERMIT ISSUED TO OWNER(S):** 0813985 B.C. Ltd.

**APPLICANT:** Butze Terminal Ltd.

---

1. This Temporary Use Permit is issued subject to compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented in this permit.
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**LEGAL DESCRIPTION:**

Block C of District Lot 735 Range 5 Coast District

**CIVIC ADDRESS(ES):**

191 Metlakatla Road

3. Pursuant to Division 8 in Part 14 of the *Local Government Act*, this permit authorizes the owner(s) and applicant to have a shipwrecking yard and store, handle, and sell scrap material on the subject property, in accordance with the Site Plan attached as Schedule 1, for up to one year.

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

- a. The City receives and retains a \$5000 cash bond until the temporary use is discontinued.
- b. No hazardous materials are brought to, or stored on, the subject property.
- c. All hazardous materials are removed from ships before they are brought to, or stored on, lands within the City of Prince Rupert.
- d. In the event that hazardous materials are discovered on a ship after it has been brought to the property, the owner is responsible for containment, removal, and, if necessary, any remediation. In such event, the City must be immediately notified.

- e. It is the responsibility of the applicant/owner(s) to ensure that any required permits from other government agencies have been secured prior to commencing the temporary use.
- 4. The following plans and specifications are attached to and form part of this permit:
  - a. Schedule 1: Site Plan

**ISSUED ON THIS 3<sup>RD</sup> DAY OF OCTOBER, 2022.**

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



---

Rosamaria Miller  
Corporate Administrator



## Site Plan

Land to be used on a temporary basis for a shipwrecking yard and for the storage, handling, and sale of scrap material is outlined in blue.





## **REPORT TO COUNCIL**

Regular Meeting of Council

**DATE:** October 10, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director of Development Services & Veronika Stewart, Manager of Communications, Engagement and Social Development

**SUBJECT: Housing Accelerator Fund – Housing Action Plan**

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### **RECOMMENDATION:**

**THAT Council adopt the Housing Acceleration Action Plan as indicated in Attachment 1 and direct staff to begin actioning policy statements as budget and resources permit.**

### **REASON FOR REPORT:**

This Housing Acceleration Action Plan (Attachment 1) was developed in response to the imminent need identified in our Housing Needs Assessment, and was a requirement to submit in concert with the City's application to the Federal Housing Accelerator Fund. It builds off of the good work initiated with our Interim Housing Strategy, with directives to continue to build out policy in the important area of Affordable Housing. The Housing Plan is required to be adopted by council prior to receiving funding through the Housing Accelerator Fund from CMHC. CMHC is still actively reviewing applications, as well as paying close attention to community actions regarding housing. While no funding for the City of Prince Rupert has been announced yet, adopting the plan will demonstrate the City's commitment to accelerating housing supply to CMHC and increase our likelihood of receiving funding. It would also allow staff to begin actioning items that do not require grant funding, given existing capacity and budget constraints. CMHC has indicated that all funding will be announced by the end of fall 2023. The City's application was a request for approximately \$10M.

### **BACKGROUND:**

This Housing Acceleration Action Plan was developed to support the City of Prince Rupert's application to the Federal Housing Accelerator Fund. The Housing Accelerator Fund provides incentive funding to local governments encouraging system-level initiatives aimed at increasing housing supply. It also supports the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse. As a part of the application process, local

governments were required to submit housing targets and a housing action plan to meet those targets in the next three years (2023-2026). Based on the housing targets, CMHC would fund the housing action plan and other investments required to carry out the proposed system changes. The policies and programs proposed in this Housing Acceleration Action Plan therefore reflect these goals based on Prince Rupert's unique context and housing needs.

This is a supply-focused plan to help kick-start much-needed housing development in the community. However, while supply is an important part of addressing the current housing crisis, it is not the only approach needed. Therefore, this plan is a living document and only one component of a broader plan which will address housing needs across the spectrum of housing policy areas, from homelessness to market-housing, as well as access to housing and housing supports. A broader plan will incorporate further community engagement, in addition to the input collected from engagement done to date, inclusive of engagement on our Housing Needs Assessment.

## **ANALYSIS:**

The City of Prince Rupert's Housing Accelerator Fund was submitted to CMHC prior to the closing deadline of August 18, 2023. The submitted action plan builds on the Housing Needs Assessment, which included community and stakeholder engagement, as well as the Interim Housing Plan adopted in 2021, input and observations of the development industry at a local and regional level, best practices, and anticipated population growth. Staff will update housing targets and review these actions against targets identified in future Housing Needs Assessments, which are mandated to occur every 5 years. The federal government has been reviewing applications and awarding funding agreements on an ongoing basis throughout the fall, and have committed to awarding all funding through the program by the end of fall 2023.

At the time of this report, the City has not received confirmation of whether funding will be awarded; however, staff are recommending adopting the action plan at this time given the timeline for implementation if funding is received and the requirement that the action plan must be adopted by Council prior to signing a funding agreement. Adopting the plan prior to a commitment from CMHC will show the City's dedication to make changes to accelerate housing development to address the severe supply shortages. Recent announcements by CMHC regarding the Housing Accelerator Fund demonstrate that CMHC and the Federal government are still actively reviewing and monitoring community actions and commitments to accelerating housing supply under this fund (see the Federal Housing Minister's statement on re-evaluating HAF funding to Surrey and Burnaby based on Metro Vancouver's DCC bylaw and Calgary's funding being contingent on removing exclusionary zoning). Showing the City's commitment to accelerate housing supply by adopting the plan prior to a funding commitment more clearly demonstrates to CMHC why funding is a key barrier to meeting our housing

targets, and that the City is ready to act once funding is received. No actions that require funding will take place until that funding is secured through the Housing Accelerator Fund or other grant funding. Those actions that are funding dependent are indicated in the action plan (Attachment 1).

In adopting this plan, Council is not approving any individual bylaw amendment or policy actions but rather signaling their commitment to support an increase in supply of housing that strategically meets the communities needs. These targeted actions are proposed to be implemented over the next 3 years to target growth for the next ten years. The actions described in this plan will involve community input and public process before implementation, especially those requiring bylaw amendments. Many of these actions are funding dependent; however, several policy directions can be implemented without Federal grant support. Meanwhile, if unsuccessful in achieving HAF funding, staff will continuously seek available funding streams to dedicate towards the higher-cost programs proposed, like the preparation of City land, for instance.

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

Council's adoption of this Plan aligns with several goals outlined in our 2023-2027 Strategic Plan, namely:

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

Goal: Pursue housing funding, partnerships and projects and when appropriate using municipally owned land

Goal: Develop a comprehensive Housing Strategy following completion of the housing needs assessment. Note that this will constitute a component of a comprehensive housing strategy.

#### **COST:**

There will be no impacts to budget if Council proceeds with the recommendations. Only those actions that can be completed with existing budget and resources will be acted on until funding is obtained to enact the remaining policy actions.

#### **CONCLUSION:**

Staff recommend that council adopt the Housing Acceleration Action Plan as indicated in Attachment 1 and direct staff to begin actioning policy statements as budget and resources permit. All actions will follow public process and offer opportunities for engagement as they are brought forward.



**Report Prepared By:**

---

Myfannwy Pope  
Director Development Services

**Report Reviewed By:**

---

Robert Buchan,  
City Manager

---

Veronika Stewart,  
Manager Communications, Engagement  
and Social Development

Attachment(s):

- Housing Acceleration Action Plan

Originally signed available on request



# Prince Rupert

## Housing Acceleration Action Plan

Fall 2023

# Contents

## Introduction

## Prince Rupert Housing Context

## Housing Initiatives

Market Developer/Workforce Housing Incentive Program

Removing Development Barriers  
Gentle Density Program

Building Capacity  
Complete Communities Housing Program

Affordable Housing Incentive Program

Supporting Indigenous Housing Program

City Core Revitalization Program

## Conclusion





# Introduction

This Housing Acceleration Action Plan was developed to support the City of Prince Rupert's application to the Federal Housing Accelerator Fund. The Housing Accelerator Fund provides incentive funding to local governments encouraging initiatives aimed at increasing housing supply at a systems level. It also supports the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse. The policies and programs proposed in this Housing Acceleration Action Plan therefore reflect these goals based on Prince Rupert's unique context and housing needs. The Plan is intended to address the barriers to market and non-market housing development in Prince Rupert.

The Plan gives an overview of existing housing context from the housing needs assessment completed in December 2022, which included community and stakeholder engagement and data analysis and projections. The proposed policy actions in the plan are divided into overarching initiatives or programs. Each of these programs includes specific policy directions, with the plan indicating which are funding-dependent. These targeted actions are proposed to be implemented over the next three years to target growth for the next ten years provided external funding is obtained. The programs and their corresponding policy directions build on recommendations and findings from the Housing Needs Assessment, policy recommendations in the Interim Housing Plan adopted in 2021, input and observations of the development industry at a local and regional level, best practices, and anticipated population growth. Staff will update housing targets and review these actions against targets identified in our Housing Needs Assessments, which are mandated to occur every 5 years.

In adopting this plan, Council is not approving any specific bylaw amendments or policy actions, but rather signaling their commitment to support an increase in supply of housing that strategically meets the community's needs. Actions described in this plan will involve community input and public process before implementation, especially those requiring bylaw amendments. Many of these actions are funding dependent; however several policy directions can and will be implemented without Federal grant support. All actions that require funding will be implemented only once grant funding is obtained.



# Housing Context

In 2022, the City completed a Housing Needs Report in accordance with Provincial legislation. The Report built on previous studies and engagement initiatives related to housing completed in Prince Rupert over the past fifteen years. Within the assessment process, the City's contracted planners engaged with area First Nations, housing and service providers, as well as local employers to capture a broad understanding of existing and projected housing demand in the community.

The report provided an understanding of current and anticipated housing needs within Prince Rupert, which are summarized below in order to set the stage for the series of actions

proposed by the City in our Housing Acceleration Action Plan—which responds to trends identified within the Assessment and brings forth actions directly based on the findings of the report.

This document was prepared as a supplement to the City's Housing Accelerator Fund application with the Federal Government, with the intent for it to be a living document and for future public consultation on a broader plan.

Additionally, policy directives requiring associated Bylaw amendments will still be required to go through the respective legislated public notification and consultation processes.

## Key Housing Takeaways

### Affordability + Housing for Bigger Families

To accommodate the projected change in population, additional housing units will be needed to maintain Prince Rupert's income and housing diversity. Of the **4,840 new homes projected to be needed by 2030, 35% will need to accommodate families with 3 or more bedrooms, and 47% will need to serve households earning less than \$60,000 per year.**

Affordability challenges persist in Prince Rupert despite higher household incomes. Historically, Prince Rupert has been a more affordable community in the northwest when compared to other major centres (e.g., Terrace, Smithers). This dynamic has shifted and feedback from engagement highlighted challenges moderate-income households are experiencing trying to find affordable rental and ownership housing in good condition.

The proportion of households in core housing need declined between 2016 and 2021, from 12.2% to 7.3%, primarily as a result of improvements in affordability. This trend is evident across Canada and demonstrates the impact of pandemic benefit programs in reducing household expenses. That being said, given these programs have largely now ended, we anticipate that current inflationary impacts will scale back past reductions. Feedback from community housing providers indicates the need for non-market housing remains, evident in long waitlists at newly opened housing facilities and the **number of people on BC Housing's waitlist for non-market housing (88 applicants as of July 2022).**

### Climate and Age Related Condition of Stock, Land

It is very challenging to build new housing in Prince Rupert as the geotechnical conditions limit the areas available for new development and result in cost increases. As the "last stop" on Highway 16, it is also time-consuming and costly to send the necessary materials to Prince Rupert and find available contractors to complete the work. As a result, the **City's housing stock is old – 75% constructed before 1980 and 14% in need of major repair.**

### Need for Seniors Housing

There is a growing need for seniors housing with varying levels of supports. Many older residents live in inaccessible single detached homes which come with significant maintenance requirements. Accessible multi-unit development (e.g., apartment with an elevator, single-storey townhouses) are needed for aging residents and singles looking for smaller units, as well as assisted living facilities with dedicated supports.

# Key Housing Takeaways

## Port Growth = More Population = Demand on Housing

With limited new construction in recent decades, more market and non-market housing is needed in Prince Rupert to meet existing needs and provide housing options for new residents. Recruitment for local employers has become increasingly challenging because there is limited housing available. For the Port and related industries to thrive, additional housing must be constructed to accommodate the projected population growth.

The labour force dynamics in Prince Rupert are reflective of the larger region, as both Prince Rupert and North Coast Regional District have similar labour force participation and unemployment rates. With the port expansion and associated spin-off employment opportunities, median incomes in Prince Rupert are higher than incomes seen across the region and province. However, with the growth of Prince Rupert's economy, recruitment has become challenging for employers unable to offer high paying jobs.

## Complex Housing Needs

Feedback from engagement highlighted the need for housing with supports for people living with complex mental health challenges and acquired brain injuries. Necessary support identified included mental health counselling and life skills support.

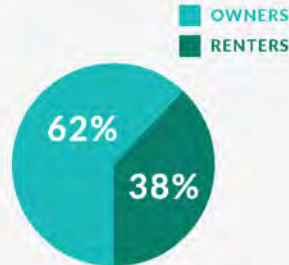
## “Missing Middle” and Intergenerational Living

There is also a need for 2+ bedroom units for larger families. Participants indicated young adults cannot afford to live on their own and, as a result, it is becoming increasingly common for several generations to live together. Intergenerational living arrangements are also more common among Indigenous families and close to 40% of Prince Rupert's residents identify as Indigenous.

Recent non-market housing projects completed by First Nations and BC Housing showcase the strength of partnerships in delivering new housing that is culturally safe for Indigenous community members. Several participants expressed a desire for increased collaboration between governments, industry, and non-profits on housing issues.

### HOUSING

As of 2021, Prince Rupert had a higher proportion of renters when compared to the North Coast region and the province overall.



### HOUSING STOCK

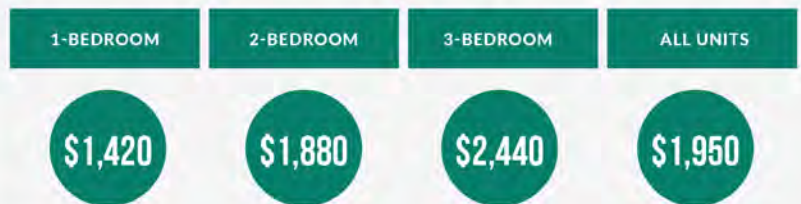
As of 2021, 75% of Prince Rupert's housing stock was constructed before 1980, meaning many homes are reaching end-of-life and in need of major repair.



14% of homes in Prince Rupert are in need of major repair.

### AVERAGE RENTAL PRICE, CITY OF PRINCE RUPERT, JULY - AUG 2022

The cost of rent is increasing, above what is reported by CMHC.



Source: Facebook, Kijiji

# Housing Targets

Housing targets identified above were developed as part of the City's 2022 Housing Needs Assessment. These needs/gaps were used to help priority and action setting in the following Housing Acceleration Plan. For the full Housing Needs Assessment, go to [princerupert.ca/housing](https://princerupert.ca/housing)

## HOUSING TARGETS

City of Prince Rupert, 2021 - 2031

INCOME GROUP	1-BEDROOM	2-BEDROOM	3-BEDROOM	4+ BEDROOM	2030 TARGETS
Very Low	295	50	0	0	345
Low	600	340	130	145	1,215
Moderate	275	230	110	115	730
Average	195	310	105	150	760
High	175	670	380	565	1,790
<b>TOTAL</b>	<b>1,540</b>	<b>1,600</b>	<b>725</b>	<b>975</b>	<b>4,840</b>
Share of Units	32%	33%	15%	20%	

Source: Statistics Canada, 2016 Census Profile

## SUMMARY OF HOUSING NEEDS + GAPS

Accessible housing  
for seniors

Multi-unit  
development for  
singles

Larger units for  
families

Housing with  
support services

New market housing  
including detached  
homes, townhouses,  
and apartments

Rental housing for  
low- and  
moderate-income  
households





# Public Land Incentive Program

The viability of many of these programs may be funding dependent and is marked as so throughout the document.

## Program Description:

The City is one of the largest landholders in the municipal land base and has historically withheld its properties for sale or development. In 2022, the City changed this stance as part of an interim housing strategy, put up multiple infill lots for sale, both single family and multifamily, and transferred undeveloped pre-subdivided land to its non-profit development arm, Legacy Inc for housing development. There has been little action on these sales yet due to costs of building in the community, including cost of earth works to prepare land for building, as well as inconsistent zoning of these lots. This initiative would comprise Phase 1 of a long-term program that subsidizes earthworks using funding through the Housing Accelerator Fund. Proceeds from the sale or leasing of City land would then act as seed funding for Phase 2 of the land preparation program that extends past 2026.

With this initiative, staff foresee a cascade of actions that will precipitate development and set a financing precedent for local housing moving forward, while maintaining the City's ability to collect revenue and direct returns on investment back into the housing system. This initiative will incent multifamily housing, affordable housing, and single or duplex development with accessory dwelling units on City-owned land already placed for disposal.

**TARGET GROWTH OVER 10 YEARS:** 800 housing units

## POLICY DIRECTIONS

- Utilize the City-own Development corporation, Legacy Inc., to create a fund intended for reducing costs of City or Legacy-owned lot development to incentivize housing. **FUNDING DEPENDENT**
- Pre-zone all lots that were placed for sale for housing units by Legacy or the City in February of 2022 to reduce uncertainty in building.
- Establish a standardized procedure and incentive package for sale of lots for housing development on City or Legacy-owned property.





# Gentle Density

## Program Description:

The Gentle Density program includes allowing detached accessory dwelling units (ADU), which are not currently permitted, and reducing off-street parking requirements for all rental housing near routes where alternative transit exists. While the City recently permitted secondary suites (attached units) in all types of housing, much of our existing housing stock cannot accommodate a secondary suite to meet building code standards or without a variance. There are, however, a number of single-family or duplexes that could better accommodate a detached unit, and the City has received a number of homeowners interested in developing detached suites (also known as carriage or garden suites).

The addition of ADUs and gentle density in residential neighbourhoods adds both rental and homeownership options to help attract and retain workers to the community with more affordable housing options, while supporting the existing population by adding more supply within existing neighbourhood footprints. It should be noted that Prince Rupert is currently attracting a number of new immigrant families and students, who are filling much of the current service sector employment demand. If this trend continues, it will be essential to have housing stock such as ADUs that may accommodate this population as well as an industrial workforce.

**TARGET GROWTH OVER 10 YEARS:** 100 housing units

## POLICY DIRECTIONS

- ◆ Adopt a Zoning Bylaw Amendment to allow detached accessory dwelling units and reduce parking requirements for rental units within 50 m of transit lines and City Core.
- ◆ Engage a consultant to develop pre-approved stock designs for ADUs.
- ◆ Establish procedures for improving operations and development coordination of work associated with new ADU development to accelerate the process

### FUNDING DEPENDENT



# Removing Development Barriers

## Program Description:

This initiative aims to help kick-start development and remove barriers to developing housing in the City by introducing and advertising incentives both regionally and farther afield to attract developers and reducing auxiliary costs of building. This initiative will complement a resolution adopted in November of 2022 to waive all development permit, building permit, and rezoning fees that would result in addition of new units.

Prince Rupert’s market currently experiences development hesitancy due to higher than average development costs, however the development community understands that worker housing is a viable future market. Removing these additional costs will help to remove hesitancy and also contribute to a more sustainable building industry overall by addressing housing as a barrier for attraction/retention of building industry workers.

**TARGET GROWTH OVER 10 YEARS:** 200 housing units

## POLICY DIRECTIONS

- Reduce parking requirements where alternative transit exists.
- Introduce a resolution to waive frontage improvement requirements and service hook-up fees for new multi-family housing. **FUNDING DEPENDENT**
- Establish a Peat Dump to receive peat removed from developable lands. **FUNDING DEPENDENT**
- Developer Packages & Advertising. **FUNDING DEPENDENT**



# Building Capacity Initiative



## Program Description:

This initiative is intended to support an increase in skills development and human capital for builders and the public to both build new houses and bring existing structures that are uninhabitable back into our housing inventory. It is also intended to increase capacity internally at the City to facilitate permit approvals at a faster rate.

Accelerated housing stock as a result of increased capacity and efficiencies will contribute to supply of detached low-density housing to attract workers and newcomers seeking more affordable detached housing options, outside of larger urban centres. Increased housing supply will also support housing a growing building industry by providing housing to individuals working within the industry – helping it to self-sustain over the long term. Although not anticipated to have an immediate supply impact, this initiative will significantly improve the local housing system and capacity to support future development.

**TARGET GROWTH OVER 10 YEARS:** 50 housing units

## POLICY DIRECTIONS

- ◆ Adopt e-permitting software and one short-term or casual staff-member to support transition. **FUNDING DEPENDENT**
- ◆ Develop informational packages for builders and support efforts to increase builder and tradespeople training, attraction, and retention.



# Complete Communities

**Program Description:**

This initiative aims to ensure all housing decisions and developments align with walkable and complete communities principles, and includes projects that will incentivize further developments. It will include developing decision-making tools and aligning capital infrastructure projects to support new developments. This will in turn remove costly and geospatial barriers to development.

While this initiative is unlikely to directly result in new units, it will help ensure that new developments are close to amenities and connected within the community. This will help increase the attractiveness and retention of newcomers and workers to the community and help serve those already living here.

**TARGET GROWTH OVER 10 YEARS:** 0—this program is not about incentivizing housing so much as it is about ensuring housing is appropriately located/served.

**POLICY DIRECTIONS**

- ◆ Adopt Complete Communities framework to support increased density
- ◆ Incorporate Climate Adaptation and Actions into the Official Community Plan.





# Affordable Housing Incentive Program

## Program Description:

This initiative aims to encourage affordable housing development through coordinated efforts and support for non-market or mixed-income development to support community members and new working population, including newcomers, who may face barriers to maintaining market rentals.

This initiative would build on the in-kind support that staff members already provide to non-profits, and formalize this work through an affordable housing policy. This policy will eventually comprise a component of our overall housing strategy.

In conjunction with an affordable housing policy, the City would support the development of a coordinated response to housing affordability through multiple agencies, governments, and organizations.

**TARGET GROWTH OVER 10 YEARS:** 120 housing units

## POLICY DIRECTIONS

- ◆ Adopt an interim affordable housing policy following public engagement.
- ◆ Hire a position to initiate an affordable housing committee. **FUNDING DEPENDENT**





# Supporting Indigenous Housing Program

## Program Description:

This initiative continues work with Ts'msyen Nations to develop shared commitments on housing and provide equity, capacity, and certainty to Indigenous-led housing projects. These actions will likely result in opportunities to provide land and in-kind support for housing developments or programs led by First Nations or Indigenous agencies and/or pursuing partnerships with First Nations or Indigenous organizations to develop housing or housing programs with HAF funding.

By dedicating support to Indigenous led housing projects and programs, the City is ensuring that Indigenous community members are benefiting from increased development and are able to participate in shared prosperity of the community.

**TARGET GROWTH OVER 10 YEARS:** 100 housing units

## POLICY DIRECTIONS

- Form and commence the Reconciliation Committee
- Initiate the Community-to-Community Forum on Housing to discuss partnering on development. **FUNDING DEPENDENT**
- Hire Indigenous relations and social development coordinator with a focus on housing support. **FUNDING DEPENDENT**
- Complete shared prosperity agreements with the local First Nations that are inclusive of working together on addressing the housing crisis.



## City Core Revitalization Program

### Program Description:

The goal of this initiative is to incentivize housing units in our City Core, which holds significant potential for infill development through mixed-use, multifamily, and duplex and row-house residential development.

City Core revitalization is necessary for increasing attractiveness of the City, investment in future commercial and residential development, and retention of workers and newcomers to the community to service a growing port. Currently there is very little housing in the downtown core, with a large number of empty lots or teardown buildings. Our zoning already permits high- and low-density developments downtown, however this initiative is intended to increase uptake of the opportunity and remove development barriers, such as space requirements for off-street parking and servicing and frontage requirements that can add substantial cost.

**TARGET GROWTH OVER 10 YEARS:** 300 housing units

### POLICY DIRECTIONS

- Remove parking requirements for infill development in areas of City Core.
- Amend the zoning bylaw to reduce parking requirements for purpose built rental units in the City Core and within walking distance of the City Core boundaries.
- Introduce a resolution to waive all fees for development, building, and zoning amendments in City Core and waive frontage requirements (inclusive of service hook-up costs) for housing units in the City Core.

#### **FUNDING DEPENDENT**

- Create information packages and advertise development incentives at local and larger scales. **FUNDING DEPENDENT.**

## Conclusion

This Housing Acceleration Action Plan was developed in response to the imminent need identified in our Housing Needs Assessment, and was a requirement to submit in concert with the City's application to the Federal Housing Accelerator Fund. It builds off of the good work initiated with our Interim Housing Strategy, with directives to continue to build out policy in the important area of Affordable Housing.

This is a supply-focused plan to help kick-start much-needed housing development in the community. However, while supply is an important part of addressing the current housing crisis, it is not the only approach needed. This document is only one component of a broader plan which will address housing needs across the spectrum of housing policy areas, from homelessness to market-housing, as well as access to housing and housing supports.

This is also a working document. Although some deliverables are explicitly tied to the availability of funding, there are many actions that the City can deliver on through policy changes possible within our existing staff capacity and budget. This document will inform future community engagement and input, and a broader comprehensive housing plan going forward while allowing staff to continue working to address the housing crisis with the limited resources available.





## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** October 10, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: RESERVE FUND AMENDMENT BYLAW NO. 3522, 2023**

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#### **RECOMMENDATION:**

**THAT Council Introduce and give First, Second and Third Readings to the Reserve Fund Amendment Bylaw No. 3522, 2023**

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

The City received provincial funding in March, 2023 under the Growing Communities Fund. A condition of the grant requires placing it in a segregated reserve. This report outlines the addition of this grant to the City's reserve bylaw.

#### **ANALYSIS:**

Under *Community Charter 188* Council is authorized to establish a reserve fund and direct that money be allocated to the reserve fund. The Ministry of Municipal Affairs provided the City a grant of \$4,068,000 under the Growing Communities Fund (GMF) in March, 2023 (see attached letter) with certain conditions. One of these conditions was the requirement to place the funds in a reserve. The City has a reserve fund bylaw established that may be amended to include the Growing Communities funding received.

The attached amendment bylaw adds the Growing Communities Fund to the list of Reserve funds in the appropriate section as well as identifies how the reserve is funded, the amount placed in the reserve, and where the grant came from.

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

The amended bylaw adheres to the condition placed on the Provincial grant. The funding received is to be used for capital and planning purposes which aligns with Council's goals of replacing infrastructure, and community renewal.

**CONCLUSION:**

By introducing and giving three readings to the bylaw, Council will adhere to the requirement set out by the Province of British Columbia.

**Report Prepared By:**

**Report Reviewed By:**

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Corinne Bomben  
Chief Financial Officer

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Robert Buchan,  
City Manager

Originally signed available on request

**Attachments:**

- Reserve Fund Amendment Bylaw No. 3522, 2023
- March 16, 2023 Letter from Minister Kang, Ministry of Municipal Affairs

# CITY OF PRINCE RUPERT

## RESERVE FUND AMENDMENT BYLAW NO. 3522, 2023

### A BYLAW TO AMEND RESERVE FUND AMENDMENT BYLAW NO. 3440, 2019"

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WHEREAS the Council of the City of Prince Rupert is empowered according to Section 188 of the Community Charter to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund and;

WHEREAS the City of Prince Rupert has received a \$4,068,000 grant from the Province of British Columbia through the Ministry of Municipal Affairs under the "Growing Communities Fund (GCF)" program and;

WHEREAS the Minister has set out as a condition of the grant that it be placed in a separate dedicated reserve fund for capital and planning purposes;

THEREFORE BE IT RESOLVED that the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as **"Reserve Fund Amendment Bylaw No. 3522, 2023"**.
2. That a reserve fund called "Growing Communities Fund" for capital and planning purposes be established.
3. That Section 2 of RESERVE FUND AMENDMENT BYLAW NO. 3440, 2019 be amended to add the following to the list of Reserve Funds:
  - Growing Communities Fund
4. That Section 3 of RESERVE FUND AMENDMENT BYLAW NO. 3440, 2019 be amended to add:

"The Growing Communities Fund will be funded by the Growing Communities Grant of \$4,068,000 received from the Ministry of Municipal Affairs in the year 2023."

READ THE FIRST TIME this \_\_\_\_ day of \_\_\_\_, 2023.

READ THE SECOND TIME this \_\_\_\_ day of \_\_\_\_, 2023.

READ THE THIRD TIME this \_\_\_\_ day of \_\_\_\_, 2023.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE ADMINISTRATOR

Certified a true copy of Bylaw No. \_\_\_\_\_ as adopted.

\_\_\_\_\_  
CORPORATE ADMINISTRATOR



March 16, 2023

Ref: 271994

Their Worship Mayor Herb Pond  
City of Prince Rupert  
424 Third Ave W  
Prince Rupert BC V8J 1L7

Dear Mayor Pond:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Municipalities are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

.../2

- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that the City of Prince Rupert is the recipient of a \$4,068,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on three components: a flat funding amount, an “adjusted population” amount and a “population growth” amount. The flat amount is \$500,000. The “adjusted population” amount is \$365 per adjusted population. The population adjustment ensures smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. The “population growth” amount is \$1,000 per capita population growth between 2016 and 2021.

As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the Capital and Planning purposes of the GCF. This fund must be separate from other existing reserve funds. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 167 of the *Community Charter*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province's contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: [LGIF@gov.bc.ca](mailto:LGIF@gov.bc.ca). Further information on the program will be available on the following webpage:  
<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang  
Minister

pc: Rob Buchan, City Manager, City of Prince Rupert  
Corinne Bomben, Chief Financial Officer, City of Prince Rupert



**Attachment with Example Calculation for a Municipality with 15,000 People**

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% =  $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% =  $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% =  $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% =  $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ( $=2,000 + 2,400 + 3,000 + 2,000$ ).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	$= 9,400 \times \$365$	\$3,431,000
Population Growth	$= 4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** October 10, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: INFRASTRUCTURE REPLACEMENT DESIGN TEMPORARY BORROWING BYLAW NO. 3523, 2023 & LINEAR LIQUID WASTE INFRASTRUCTURE REPLACEMENT TEMPORARY BORROWING BYLAW NO. 3524, 2023**

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#### **RECOMMENDATION:**

**THAT Council Introduce and give First, Second and Third Readings to the Infrastructure Replacement Design Temporary Borrowing Bylaw No. 3523, 2023**

**And**

**THAT Council Introduce and give First, Second and Third Readings to the Linear Liquid Waste Infrastructure Replacement Temporary Borrowing Bylaw No. 3524, 2023**

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

Council has adopted Loan Authorization Bylaws No. 3519, 2023 and No. 3520, 2023. This report seeks to obtain temporary financing for each loan authorization for the purposes identified in each of those loan authorization bylaws.

#### **ANALYSIS:**

Under *Community Charter 181* Council is authorized to borrow temporarily up to the amount adopted in a loan authorization bylaw. Each project will begin prior to debenture financing being obtained therefore a temporary borrowing bylaw has been prepared for each project to enable the City to obtain the funds to discharge project obligations. Payments during this time will consist of interest only on amounts drawn down. Towards the end of the Design project and the final borrowing amount is known the City can trigger the long-term debt by converting the temporary borrowing into debenture financing with the Municipal Financing Authority (MFA). The plan for the sewer line replacement project is to trigger debt in stages enabling the City time to source other

October 10, 2023

Page 2

revenues to mitigate the debt obtained, and to hopefully take advantage of a better interest rate for the varying debt intervals needed coinciding with the 3 years-worth of infrastructure replacement work.

Temporary borrowing bylaws have been prepared for each of the Infrastructure Design works project and the Liquid Waste replacement project (see *Attachment 1* and *Attachment 2*) for the maximum authorized under each respective Loan Authorization bylaws. It is anticipated that only amounts required will be obtained through temporary borrowing given the projects are anticipated to take up to three years to complete.

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

The above-noted projects align with the strategic goal of aggressively working towards replacing and renewing municipal infrastructure. The temporary borrowing will enable the contributory financing of these projects.

### **CONCLUSION:**

By introducing and giving three readings to the bylaws, Council will enable the City to move towards obtaining financing for the design and construction projects.

### **Report Prepared By:**

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Corinne Bomben  
Chief Financial Officer

### **Report Reviewed By:**

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Robert Buchan,  
City Manager

Originally signed available on request

### **Attachments:**

- Infrastructure Replacement Design Temporary Borrowing Bylaw No. 3523, 2023
- Linear Liquid Waste Infrastructure Replacement Temporary Borrowing Bylaw No. 3524, 2023

# **CITY OF PRINCE RUPERT**

## **INFRASTRUCTURE REPLACEMENT DESIGN TEMPORARY BORROWING BYLAW NO. 3523, 2023**

BEING A BYLAW TO AUTHORIZE TEMPORARY BORROWING PENDING THE SALE OF  
DEBENTURES

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WHEREAS it is provided by S. 181 of the *Community Charter* that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily under the conditions therein set out;

AND WHEREAS the Council has adopted Bylaw No. 3519, 2023, cited as Infrastructure Replacement Design Loan Authorization Bylaw, authorizing borrowing for the purpose of funding the Infrastructure Replacement Design Project, in the amount of Five Million dollars (\$5,000,000);

AND WHEREAS the sale of debentures has been temporarily deferred;

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

1. The Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of Five Million dollars (\$5,000,000), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Chief Financial Officer.
3. The money so borrowed shall be used solely for the purposes set out in Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023.
4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This bylaw may be cited as "Infrastructure Replacement Design Temporary Borrowing Bylaw No. 3523, 2023".

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ A THIRD TIME this this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE ADMINISTRATOR

Certified a true copy of Bylaw No. \_\_\_\_\_ as adopted.

\_\_\_\_\_  
CORPORATE ADMINISTRATOR

# **CITY OF PRINCE RUPERT**

## **LINEAR LIQUID WASTE INFRASTRUCTURE REPLACEMENT TEMPORARY BORROWING BYLAW NO. 3524, 2023**

BEING A BYLAW TO AUTHORIZE TEMPORARY BORROWING PENDING THE SALE OF  
DEBENTURES

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WHEREAS it is provided by S. 181 of the *Community Charter* that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily under the conditions therein set out;

AND WHEREAS the Council has adopted Bylaw No. 3520, 2023, cited as Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw, authorizing borrowing for the purpose of funding the Linear Liquid Waste Infrastructure Replacement Project, in the amount of Forty Million dollars (\$40,000,000);

AND WHEREAS the sale of debentures has been temporarily deferred;

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

1. The Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of Forty Million dollars (\$40,000,000), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Chief Financial Officer.
3. The money so borrowed shall be used solely for the purposes set out in Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023.
4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This bylaw may be cited as "Linear Liquid Waste Infrastructure Replacement Temporary Borrowing Bylaw No. 3524, 2023".

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ A THIRD TIME this this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE ADMINISTRATOR

Certified a true copy of Bylaw No. \_\_\_\_\_ as adopted.

\_\_\_\_\_  
CORPORATE ADMINISTRATOR