



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on December 11, 2023, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of December 11, 2023, be adopted as presented.

4. PRESENTATION:

PRPA Presentation Re: Port Operations and Expansion Projects

5. CONSENT AGENDA

a) Council minutes

- i. Minutes of the Regular Meeting of November 27, 2023;
- ii. Minutes of the Special Regular Meeting of November 27, 2023;
- iii. Minutes of the Special Meeting of December 4, 2023;
- iv. Minutes of the Special Regular Meeting of December 4, 2023;

b) Reports

- v. Report from the Planning Re: Development Activity Report for November 2023;
- vi. Report from the Director of Economic Development & Transportation Re: Business Façade Improvement;
- vii. Report from the Director of Corporate & Legislative Services Re: 2023 Council Resolutions.

Recommendation:

THAT all items on the Consent Agenda be approved as requested.

6. REPORTS

a) Report from the Director of Corporate & Legislative Services Re: 2024 Council Meeting Schedule

Recommendation:

THAT Council approves the 2024 Council Meeting Schedule as presented.

- b) Report from the Director of Development Services & Manager of Communications, Engagement, and Social Development Re: Summary of Reconciliation Roundtable and Committee Formation**

Recommendation:

THAT Council directs Staff to form an Indigenous Relations Committee following the general Terms of Reference provided in this report, with the final Terms of Reference to be adopted by the Committee.

- c) Report from the Director of Development Services Re: Development Variance Permit #23-24 – Drake Crescent Development**

Recommendation:

THAT Council approves proceeding with the statutory notification process for Development Variance Permit (DVP) #23-24.

- d) Report from the Planning Re: Development Variance Permit #23-25 – 807 Alfred Street**

Recommendation:

THAT Council proceed with final approval for Development Variance Permit (DVP) #23-25.

- e) Report from the Planning Re: Temporary Use Permit #23-01 – 935 2nd Avenue West**

Recommendation:

THAT Council proceeded with final approval for Temporary Use Permit (TUP) #23-01.

7. BYLAWS

- a) City of Prince Rupert 2024 Five Year Financial Plan Bylaw No. 3526, 2023.**

Recommendation:

THAT Council gives fourth and final reading to the City of Prince Rupert 2024 Five Year Financial Plan Bylaw No. 3526, 2023.

- b) Report from the Director of Development Services Re: City of Prince Rupert OCP Amendment Bylaw No. 3527, 2023 and Zoning Amendment Bylaw No. 3528, 2023**

Recommendation:

THAT COUNCIL give 1st and 2nd reading of Official Community Plan Amendment Bylaw No 3527, 2023.

AND THAT COUNCIL consider the proposed Official Community Plan amendment in conjunction with its financial plan and any liquid waste management plans in effect.

AND THAT Council give 1st and 2nd reading of Zoning Amendment Bylaw No. 3528, 2023.

THAT Council proceeds to Public Hearing.

8. COUNCIL ROUND TABLE

9. ADJOURNMENT



MINUTES

For the **REGULAR MEETING** of Council to be held on November 27, 2023, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Miller, Director of Corporate & Legislative Services
C. Bomben, Chief Financial Officer (Acting City Manager)
R. Pucci, Director of Operations & Intergovernmental Relations
M. Pope, Director of Development Services
R. Paras, Planner
V. Stewart, Communications Manager

1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 7:56pm

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

MOVED by Councillor Adey and seconded by Councillor Niesh THAT the Agenda for the Regular Council Meeting of November 27, 2023, be adopted as presented.

CARRIED

4. PUBLIC COMMENTS REGARDING AGENDA ITEMS

(No public present)

5. CONSENT AGENDA

a) Council minutes

- i. Minutes of the Regular Meeting of Nov 14, 2023;
- ii. Minutes of the Special Regular Meeting of Nov 14, 2023;

b) Reports

- iii. Report from Chief Financial Officer Re: September 2023 Financial Variance Report; and,

c.) Correspondence

- iv. Memorandum from Manager of Communications, Engagement and Social Development & Chair of Prince Rupert and Area Accessibility Committee Re: Update on Accessibility Committee.

Recommendation:

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

CARRIED

6. REPORTS

a) Report from Chief Financial Officer Re: Authorization to Borrow for Heavy Equipment Purchase.

Recommendation:

MOVED by Councillor Randhawa and seconded by Councillor Foster THAT under Section 175 of the Community Charter, a council may incur a liability; and;

AND THAT Council adopted the 2023 Five Year Financial Plan Bylaw 3517, 2023 on 8th May 2023,

THEREFORE BE IT RESOLVED THAT Council gives authorization to borrow from the Municipal Finance Authority (MFA) \$1,617,235.27 (One million, six hundred seventeen thousand, two hundred thirty-five dollars and twenty-seven cents) for the purchase of a Gravel Truck, a Garbage Truck, a Dozer, and an Excavator.

CARRIED

b) Report from Planning Re: Development Variance Permit #23-23 – 1439 Overlook Street

Recommendation:

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council gives final approval Development Variance Permit (DVP) #23-23 for 1439 Overlook Street.

CARRIED

c) Report from Planning Re: Development Variance Permit #23-25 – 807 Alfred Street

Recommendation:

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-25 for 807 Alfred Street.

CARRIED

d) Report from the Director of Corporate & Legislative Services Re: Resolution from the Committee of the Whole

Recommendation:

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven THAT Council directs Staff to Prepare the Five-Year Financial Plan Bylaw using the recommendations presented in Attachment 3 of the 2024 Budget Direction Report to Council provided during the November 27, 2023, Committee of the Whole Meeting.

CARRIED

(OPPOSED: Councillor Randhawa)

MOVED by Councillor Adey and seconded by Councillor Forster THAT staff undertake setting up conversations with the Lester Centre Board and City staff to help the Lester Centre move forward with their financial requests presented.

CARRIED

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven THAT staff explore ways to find opportunities to fund required repairs to the 4th Avenue stairway.

CARRIED

7. BYLAWS

a) City of Prince Rupert 2023 Five Year Financial Plan Amendment Bylaw No. 3525, 2023

Recommendation:

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council introduces and gives First, Second, and Third Readings to the City of Prince Rupert 2023 Five Year Financial Plan Amendment Bylaw No. 3525, 2023.

CARRIED

8. COUNCIL ROUND TABLE

9. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT the meeting by adjourned at 8:07 p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES



MINUTES

For the **SPECIAL MEETING** of Council held on November 27, 2023, at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: C. Bomben, Chief Financial Officer (Acting City Manager)
R. Miller, Director of Corporate & Legislative Services
R. Pucci, Director of Operations & Intergovernmental Relations

1. CALL TO ORDER

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

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Forster and seconded by Councillor Adey 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 (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

CARRIED

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES



MINUTES

For the **SPECIAL MEETING** of Council held on December 4, 2023, at 5:45 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Councillor N. Adey (Acting Mayor/Chair)
Councillor B. Cunningham
Councillor W. Niesh
Councillor N. Adey
Councillor R. Skelton-Morven (Remote)
Councillor G. Randhawa
Councillor T. Forster (Remote)

ABSENT: Mayor H. Pond

STAFF: C. Bomben, Chief Financial Officer (Acting City Manager)
R. Miller, Director of Corporate & Legislative Services
R. Pucci, Director of Operations & Intergovernmental Relations

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 5:45 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

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

- 90.1 (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality.

3. ADJOURNMENT TO CLOSED MEETING

CARRIED

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES



MINUTES

For the **SPECIAL REGULAR MEETING** of Council held on December 4, 2023, at 6:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Councillor N. Adey (Chair / Acting Mayor)
Councillor B. Cunningham
Councillor W. Niesh
Councillor R. Skelton-Morven (Remote)
Councillor G. Randhawa
Councillor T. Forster (Remote)

ABSENT: Mayor H. Pond

STAFF: C. Bomben, Chief Financial Officer (Acting City Manager)
R. Miller, Director of Corporate & Legislative Services
M. Pope, Director of Development Services

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 6:00 p.m.

2. ADOPTION OF AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT the Agenda for the Special Regular Council Meeting of December 4, 2023, be adopted as presented.

CARRIED

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Terry Sawka Re: 2024 Five-Year Financial Plan

4. BYLAWS

a) 2024 Five-Year Financial Plan Bylaw No. 3526, 2023

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council introduce and give First, Second and Third reading to the 2024 Five Year Financial Plan Bylaw No. 3526, 2023.

CARRIED
(OPPOSED: Councillor Randhawa)

5. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

6. ADJOURNMENT

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT the meeting be adjourned at 6:15pm.

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 11th, 2023
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner I

SUBJECT: DEVELOPMENT ACTIVITY REPORT FOR NOVEMBER 2023

RECOMMENDATION

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

REASON FOR REPORT:

This report summarizes development application activity active in the City of Prince Rupert for November 2023. This report is intended to inform the 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
ZBLA-21-01	712-714 McKay Street	Application to rezone from R2 to RM2.	April 7, 2021	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A
ZBLA-22-07	N/A	Zoning Bylaw Amendment to remove parking requirements in a specified area.	October 25, 2022	Approved	4 th reading Nov. 14 th
ZBLA-23 -02	Various	Allowing Child Care Centres in RM1-5 and P1 facilities.	May 15, 2023	In Progress* * Need MOTI approval before 4 th reading	Passed 3 rd June 26 th
DVP-23-08	1946 11 th 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
DVP-23-12	432 8 th Avenue W / 721 Lobiniere	Deck/entrance-way into an existing non-conforming house onto rear lot-lines.	May 31, 2023	On Hold* *The application is on hold until the applicant receives additional permits.	N/A
DVP-23 -19	1609 11 th Ave E.	Proposed cover for existing deck encroaching on setback	Sept 27, 2023	Approved	Final Hearing November 14 th
DVP-23 -20	200 Sherbrooke Avenue	Proposed smaller parking stall size and request for parking electrification exemption.	Sept 27, 2023	In Progress	N/A
DVP-23 -21	1300 Hays Cove Avenue	Building height increase and parking requirement reduction.	Sept 29 th , 2023	On Hold	N/A
DVP-23 -22	212 9 th Avenue East	The applicant intended to increase a wall height on a section of the existing house that encroaches on the property setback.	Oct. 10 th , 2023	Approved	Final Hearing November 14 th
DVP-23 -23	1439 Overlook St.	Proposed frame for wood fire insert that would encroach into side setback	Oct 23 rd , 2023	Approved	Final Hearing November 27 th

DVP-23 -25	807 Alfred St.	Proposed garage to encroach into side setback	Nov 10 th , 2023	In Progress *1 st Council hearing Nov 27 th	Final Hearing Dec 11 th
DP-23-17	17 741 3rd Avenue E	Demolish Building	Nov 15th	Approved	Nov 15th
DP-23-18	309 3rd Avenue W	Façade changes in City Core Guidelines Area	Nov 17th	Approved	Nov 30th
DP-23-19	716 3 rd Ave W	Intended Demo within City Core Guidelines Area	Nov 28th	Approved	Nov 29th
TUP-23-01	935 2 nd Ave	Temporary permit to have 2 goats on the property.	June 08, 2023	In Progress *1 st hearing Nov 14 th *Public consultation completed	Final Hearing December 11 th



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 11, 2023
TO: Robert Buchan, City Manager
FROM: Paul Vendittelli, Director of Economic Development & Transportation
SUBJECT: Business Façade Improvement

RECOMMENDATION:

THAT Mayor and Council supports the application to Northern Development Initiative Trust from The City of Prince Rupert for a grant of up to \$20,000 for the Business Façade Improvement Program.

REASON FOR REPORT:

The City of Prince Rupert intends to provide property owners and business owners grant money for façade improvement. This application with Northern Development Initiative Trust requires a resolution of support from Mayor and Council

BACKGROUND:

The Business Façade Improvement program provides annual grant funding for municipalities and regional districts. Annual funding of \$20,000 is available to each municipality and regional district to enhance economic development by encouraging private sector investment in businesses façade improvements. The Program is managed and administered by the City of Prince Rupert Economic Development Office.

ANALYSIS:

The Program is designed to assist property and business owners with rehabilitating the commercial façades of their properties for the purpose of creating a positive visual impact, stimulating private investment, and complementing other community revitalization efforts

December 11, 2023

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COST:

There are no cost or budget implications associated.

Report Prepared By:

Report Reviewed By:

Paul Vendittelli,
Director of Economic Development
& Transportation

Robert Buchan,
City Manager

Originally signed available on request

Council Resolution Status Updates

Jan – October 2023

Date	Resolution	Status
11-Sep-2023	External Auditor Services	●
10-Oct-2023	Reserve Fund Amendment Bylaw No. 3522, 2023	●
10-Oct-2023	Infrastructure Replacement Design Temporary Borrowing Bylaw No. 3523, 2023	●
10-Oct-2023	Linear Liquid Waste Infrastructure Replacement Temporary Borrowing Bylaw No. 3524, 2023	●
14-Nov-2023	Port Edward Watson Island Water Supply Agreement & Fire Services Mutual Aid Agreement: Staff execute	●
14-Nov-2023	City of Prince Rupert Zoning Bylaw Amendment 3506, 2023: replace 3 rd reading, remove parking req.	●
27-Nov-2023	City of Prince Rupert 2023 5 yr Financial Plan Amendment Bylaw No. 3525, 2023	●

Date	Resolution (Completed)	Status
9-Jan-2023	Tourism Prince Rupert support re: Rural Economic Diversification and Infrastructure Fund	●
9-Jan-2023	Prince Rupert Golf Club support re: Rural Economic Diversification and Infrastructure Fund	●
23-Jan-2023	Support for Lester Centre "Please be Seated" Project	●
23-Jan-2023	Application to NDIT for Administration & Human Resources Internship Position	●
23-Jan-2023	Odd Eidsvik Park PRPA Community Investment Fund Application	●
23-Jan-2023	2023 to 2026 Strategic Plan	●
6-Feb-2023	UFAWU Skeena Escapement Increase	●
6-Feb-2023	North Coast Ecology Centre Society re: mini ecology centre	●
6-Feb-2023	Tourism Prince Rupert support for Kayak and Canoe Launch Project	●
6-Feb-2023	Application to UBCM for Community Emergency Preparedness Fund for Emergency Support Services Capacity	●
6-Feb-2023	Style Guidelines Policy for wayfinding signs	●
21-Feb-2023	City of Prince Rupert Council Meeting Schedule update	●
21-Feb-2023	Reconciliation Framework Committee Development & Policy Workplan	●
21-Feb-2023	Application to CMHC's Rapid Housing Initiative	●
20-Mar-2023	Development of Accessibility Committee	●
11-Apr-2023	Application to UBCM to support Reconciliation Committee activates	●
11-Apr-2023	Application to UBCM for Emergency Operations Capacity Centre Funding re: radio reliability project	●

24-Apr-2023	Staff to work with PURS for space for TNR program	●
24-Apr-2023	12.5% tax increase to balance 2023 budget	●
24-Apr-2023	Liquor License Amendment for 380 Bill Murray Drive	●
24-Apr-2023	Water Infrastructure Project – Phase 1 Award	●
8-May-2023	Liquor Primary New Outdoor Patio license re: 2209 Seal Cove Rd.	●
8-May-2023	2022 Audited Financial Statements	●
8-May-2023	NDIT Marketing Initiatives Application re: website renewal	●
8-May-2023	NDIT Healthy Community Capacity Funding grant application re: Social Development & Indigenous Relations Coordinator	●
23-May-2023	Kaien Trials re: MOTI and trail network	●
12-Jun-2023	Port City Spirits Liquor License Amendment	●
12-Jun-2023	4 th Avenue Pathway rehabilitation investigation	●
26-Jun-2023	2022 Statement of Financial Information (SOFI)	●
26-Jun-2023	Alternative Approval Process re: Bylaw No. 3519, 2023	●
26-Jun-2023	Alternative Approval Process re: Bylaw no. 3520, 2023	●
26-Jul-2023	2022 Annual Report	●
24-Jul-2023	Prince Rupert Transportation Plan	●
24-Jul-2023	Remedial Action Order for 741 – 3 rd Ave West	●
24-Jul-2023	Remedial Action Order for 1127 & 113 – 2 nd Ave West.	●
28-Aug-2023	Permissive Property Tax Exemption Policy	●
28-Aug-2023	Recommendation for Artist Selection for Public Art on Municipal Police Detachment	●
11-Sep-2023	Permissive Property Tax Exemption Bylaw No. 3521, 2023 1 st , 2 nd 3 rd reading	●
11-Sep-2023	Service Provider Agreement - Prince Rupert Golf Club	●
11-Sep-2023	DVP-23-14 for 108 Rudderham place: Approval	●
11-Sep-2023	DVP-23-15 for 640 8 th east: Approval	●
11-Sep-2023	DVP-23-16 for 618 Richie st.: Approval	●
11-Sep-2023	DVP-23-17 for 1321 Overlook: Approval	●
10-Oct-2023	New City Flag	●
10-Oct-2023	Temporary Use Permit #22-03 for 191 Metlakatla Rd Plus \$5k Bond (Second time?)	●
10-Oct-2023	Digby Island Ferry 2024 Refit – Award	●
10-Oct-2023	Housing Accelerator Fund – Housing Action Plan	●
10-Oct-2023	Pole Raising & Feast	●
10-Oct-2023	Permissive Property Tax Exemption Bylaw No. 3521, 2023 Final reading	●
23-Oct-2023	4 th Avenue West Pathway – Update Report	●
23-Oct-2023	Extension of Development Incentives re: rezoning in City core	●
23-Oct-2023	City of Prince Rupert Reserve Fund Amendment Bylaw No. 3522, 2032 Final reading	●
14-Nov-2023	Prince Rupert's Parks and Outdoor Amenities Plan	●
14-Nov-2023	DVP #23-19 – 1609 11 th Ave E.: Approved	●
14-Nov-2023	DVP #23-22 – 212 9 th Ave E.: Approved	●

14-Nov-2023	City of Prince Rupert Zoning Bylaw Amendment 3504, 2022: Final reading for amendment	●
27-Nov-2023	Authorization to Borrow for heavy Equipment Purchase	●
27-Nov-2023	DVP #23-23 – 1439 Overlook St: Approved	●

● In progress

● Completed

Rosamaria (Rosa) Miller
Director of Corporate & Legislative Services

CITY OF PRINCE RUPERT
REPORT TO COUNCIL

DATE: December 6, 2023
TO: Robert Buchan, City Manager
FROM: Rosa Miller, Director of Corporate & Legislative Services
SUBJECT: 2024 COUNCIL MEETING SCHEDULE

RECOMMENDATION:

THAT Council approves the 2024 Council Meeting Schedule as presented.

REASON FOR REPORT:

Council must, as per Sections 127 and 94 of the *Community Charter* and the City of Prince Rupert's Council Procedure Bylaw, publish a meeting schedule of the date, time and place of Regular Council Meetings.

BACKGROUND:

Meetings are scheduled under the City of Prince Rupert Council Procedure Bylaw.

Regular Council meetings typically begin at 7:00 p.m. and the public is welcome to attend. Committee of the Whole Meetings are scheduled as part of the 2nd Regular meeting of the month and will be conducted following the City of Prince Rupert Council Procedure Bylaw.

All Regular Council Meetings take place in Council Chambers on the Second floor at City Hall, 424-3rd Avenue West unless otherwise stated.

Report Prepared by:

Report Reviewed by:

Rosa Miller,
Director of Corporate
& Legislative Services

Robert Buchan,
City Manager

Originally signed available on request

Attachments:

- Council Meeting Schedule for 2023; and
- Advertisement - 2023 Scheduled Council Meetings



	Council Meeting				
	Statutory Holiday				
	NCLGA				
	FCM				
	UBCM				

2024

Council Calendar

January						
S	M	T	W	T	F	S
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December						
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REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 11th, 2023
TO: Robert Buchan, City Manager
FROM: Veronika Stewart, Manager of Communications, Engagement, and Social Development; Myfannwy Pope, Director of Development Services

SUBJECT: SUMMARY OF RECONCILIATION ROUNDTABLE FEEDBACK AND COMMITTEE FORMATION

RECOMMENDATION:

THAT Council direct staff to form an Indigenous Relations Committee following the general Terms of Reference provided in this report, with the final Terms of Reference to be reviewed and amended by the Committee as needed, and provided back to Council for approval.

REASON FOR REPORT:

This report has been prepared to request approval to form an Indigenous Relations committee, as directed by Council's Framework Policy on Reconciliation and the 2023-2027 Strategic Plan.

BACKGROUND:

In October of 2022, Council adopted a policy framework on reconciliation, intended to serve as an initial basis for a future action plan to be developed with recommendations from a committee comprised of indigenous community representatives. In February, Council directed staff to conduct outreach to indigenous leaders in the community to generate input and feedback on what the City should seek to accomplish, how we can be a better supporter of Ts'msyen indigenous culture and identity, and indigenous people in general, and what opportunities there are to ensure services are culturally safe and inclusive.

In the Spring-Summer of 2023, City staff, our partners at PRACSS Society and Council representatives met with community members to gain better understanding from the community at-large about how best to develop a Committee for

Reconciliation for Prince Rupert. What should we focus on? What are some areas that they care most about? We had four total roundtable sessions with participation ranging from 2 people up to 12. Invitations were sent to community members known to be culturally active from across different sectors, with folks encouraged to extend the invitation to others who may be interested or suggest additional attendees.

Roughly 20 attendees came to individual and group meetings, which were facilitated by staff and attended by Council representatives, where available. Throughout the sessions and informal conversations with community members, a number of themes emerged that are further expanded on in the attached Reconciliation Roundtable Summary Report. Key themes included the need for services to feel comfortable and familiar; support for local celebration of indigenous culture and for the City to be an ally and supporter; relationship building as critical to work with indigenous peoples; and, equity as a guiding principle to address the continued impacts of colonialism in Canada.

In terms of naming the Committee, staff are recommending ‘indigenous relations committee’ as an interim name, with the option to be provided to the Committee itself to determine an appropriate indigenous language name.

ANALYSIS:

The City’s aim continues to be to operate by the key Truth and Reconciliation Commission principle that, ‘the preservation, revitalization, and strengthening of Indigenous languages and cultures are best managed by Indigenous people and communities’. Taking into account the input received from participants as a starting point, the proposed draft Terms of Reference for Council consideration are presented below and also included in the Summary Report in the attachment.

Committee Membership

The committee is proposed to be comprised of 7 people total, with two spaces designated for elders, and one youth position. Four of the 7 positions are proposed to be filled by representatives from local indigenous service agencies, if capacity is available, with those spaces being opened to the broader community if organizations are unable to provide members. City Council will be responsible for appointing to the committee, with the following criteria for selection:

- Ts’msyen representation
- Cultural/traditional knowledge
- Interest and connection to community

Each participant will be provided a \$50 stipend per meeting, which will occur monthly. This stipend, though not standard for City committees, has been proposed based on

the identification that this particular work requires both emotional and cultural labour, and that consideration of this labour should be valued. The cost of stipends for participation is covered through a grant from UBCM, which will also cover committee activities like participation in a community event and a small-scale community project to be determined by the committee.

Purpose of the Committee:

Key objectives for the Committee will be as follows—noting that these may be amended by the Committee once established.

- To identify barriers and opportunities to improve City services for indigenous residents and make relevant policy recommendations to City Council;
- To improve the City's understanding of local indigenous priorities and issues;
- To collaborate with the City on a project that celebrates indigenous culture and identity to be determined by the Committee;

Meetings

Meetings will be held monthly at City Hall on a day/time agreed upon by the majority of the Committee members

Quorum shall be a majority of the Committee's voting members. If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the recording secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

Reporting

The Committee will report to Prince Rupert City Council, and the Board of the Prince Rupert Aboriginal Community Services Society. All Reports and recommendations will be forwarded to participating organizations, with specific requests or recommendations relevant to each being forwarded to the appropriate Board or Council meetings.

City staff are responsible for taking meeting minutes. Draft minutes will be approved by the Committee at the next meeting and forwarded to Councils and Boards for information.

Recommendations from the Committee to Councils or Boards must be adopted by a Committee resolution prior to presentation to Councils or Boards.

Next Steps

If Council approves staff to establish the Committee, staff will proceed with advertising for the Committee and developing a schedule of committee meetings for 2024. Committee minutes will be shared with Council as part of future Consent Agendas, with recommendations coming forward at the discretion of the committee.

LINK TO STRATEGIC PLAN:

The continued implementation of the Reconciliation Framework was identified as a priority for the City for 2023-2024 in Council's Strategic Plan. As noted above, there has been a workplan developed intended to elaborate on this objective and provide tangible actions that the City can take in the years ahead, inclusive of this Committee formation as well as work on cultural safety training and an equitable employment policy, both initiatives which are ongoing.

COST:

Costs of this work include Staff time to attend committee meetings and nominal cost for advertising the open-call Committee positions. All costs for 2024 meeting stipends will be covered by a grant from the UBCM Urban Indigenous fund for \$10,000, which is also inclusive of \$5,000 for a community project and event participation. Future costs for potential committee recommendations are currently unknown; however, all recommendations will come to Council for consideration, and priority will be given to projects that are either cost-effective or eligible for grants.

CONCLUSION:

Staff has the following recommendation:

THAT Council direct staff to form an Indigenous Relations Committee following the general Terms of Reference provided in this report, with the final Terms of Reference to be reviewed and amended by the Committee as needed, and provided back to Council for approval.

Report Prepared By:

Veronika Stewart,
Manager of Communications,
Engagement and Social Development

Report Reviewed By:

Robert Buchan,
City Manager

Originally signed available on request

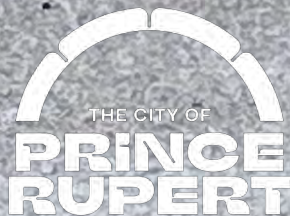
Attachment: Reconciliation Roundtables Feedback Summary and Committee Development

Reconciliation Roundtables

Feedback Summary +
Committee
Development



FALL 2023



The City of Prince Rupert is located on the territories of the T'smsyen Smalgyax-speaking people, and is home to many diverse indigenous groups from our region and beyond. Kxeen (Kaieen Island) has always been a place where people from many areas met to trade with the Ts'msyen. Our intent is to move forward continuing in the spirit of connection, sharing and respectful exchange.

***T'oyaxsut nüüsm** to all elders, knowledge keepers and community members who participated in our roundtable events.*

Participants + Interviewees included:

Belle Stewart, Nicholas Blackwater, Diana Caputo, Clarence Nelson Jr, Marlana Joseph, Billy Nelson, Joanne Finlay, Henry Green, Arny Nagy, Russell Mather, Symbia Barnaby, Roberta Etzerza, Lori Burger, Miranda Kessler (PRACSS), Reid Skelton-Morven (City Council), Teri Forster (City Council), Veronika Stewart (City staff), Myfannwy Pope (City staff).

Note that additional invitations were extended but not all who were invited were able to attend.

Contents

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[Key Themes](#)

[Comments/Opportunities](#)

[Committee Make Up Recommendation](#)

Background

In October of 2022, the City adopted a Framework Policy for Reconciliation. One component of the policy was to develop a Council appointed committee of indigenous residents and organizational representatives to bring forward recommendations for how to advance reconciliation and indigenous cultural awareness in our community. To move forward in a well-informed and collaborative way, the City established a partnership with Prince Rupert Aboriginal Community Services Society (PRACSS) and initiated informal 'roundtable' meetings to gather information from residents about how best to move that committee forward.

In the Spring-Summer of 2023, City staff, our partners at PRACSS Society and Council representatives met with community members to gain better understanding from the community at-large about how best to develop a Committee for Reconciliation for Prince Rupert. What should we focus on? What are some areas that they care most about? We had four total roundtable sessions with participation ranging from 2 people up to 12. Invitations were sent to community members known to be culturally active from across different sectors, with folks encouraged to extend the invitation to others who may be interested or suggest additional attendees.

In the following pages, we have worked to summarize the comments and opportunities that our participants identified within our roundtable exercises. These opportunities will be brought forward for prioritization/action as we establish a formal committee to advance reconciliation and cultural awareness in our community. This is by no means an exhaustive list, but it's a starting point for us to work from.

This may sometimes be sensitive and difficult work. One piece of feedback that was received was that it would be appropriate for a committee that calls upon elders and community members to dive into potentially sensitive topics to be provided a stipend consideration for the emotional labour required from them. To support this work, the City and PRACSS successfully applied for a grant from the UBCM for \$10,000 to carry out this work. A portion of those funds will be dedicated to committee member stipends, a portion towards a new or existing community event, and \$5,000 of the funds will be put towards a project of the Committee's choosing.

We are very excited to be moving forward with this important work, and commit to keeping an open mind and heart about the feedback we receive through this process.

Key Themes

The need for services to feel comfortable and familiar

Advocacy for culturally appropriate care/design of programs , cultural awareness for service delivery staff

Local celebration of Indigenous culture

City encouraged to promote indigenous events, volunteering, indigenize existing events, places

Relationship Building

Seeking opportunities to build relationships and understandings with indigenous partner organizations as well as hereditary leaders and traditional knowledge keepers

Equity as a guiding principle to address colonial impacts

Affordable housing as a key need linked to impacts of colonialism

Promotion of sustainable/indigenous food systems

Specific Comments/Opportunities

Topic	Comment/Opportunity
Environment	Seek and promote opportunities for salmon enhancement in partnership with area First Nations Advocate for fisheries protections with CN Rail/DFO regarding spraying of pesticides adjacent to the Skeena River Adopt archaeological finds policy that aligns with protocols enacted by area First Nations Advocate for inclusion of food sustainability/learning Specific sites to be considered for protection/advocacy: McNicholl Creek, Hays Creek
Events + Gatherings	Importance of beach/waterfront access for cultural connection Consider future development of an arts/cultural centre space, and/or improvements to access to existing spaces such as the Museum and carving shed. Space needed for carving, dancing, feasting, genealogical work. Staff, City and community attendance and promotion of events/ interpersonal recognition and acknowledgement a component of reconciliation Consider cultural pavilions in community parks and/or posts that could be installed and implemented with removable planks for semi-permanent uses Promote territorial recognition during Seafest
Internal City Capacity Improvements	Suggested to develop in-house capacity through indigenous liaison role at City Survey indigenous employees re: experience of working with the City, seek opportunities for improvement Seek relationships with hereditary leadership and to improve understanding of community protocols

Specific Comments/Opportunities

Topic	Comment/Opportunity
Service Delivery	Importance of opportunities for inclusive/culturally safe youth programming
	Seek opportunities to support/partner with local indigenous organizations
	Consider cemetery procedures, designated sections, if possible/ culturally appropriate protocols for stone movings and other indigenous funeral ceremonies
	Consideration for culturally appropriate language and care in service provision (staff training)
	Advocate for cultural awareness and sensitivity training with local RCMP, and encourage RCMP commitment to local restorative justice programs
	Promote addressing of systemic racism across diverse local service providers
Social Supports	Development of annual award to indigenous cultural leaders as part of existing Civic Awards process. Seek input from hereditary leadership for nominees, and Committee could be responsible for adjudication.
	Continue to identify the need for treatment facilities, culturally appropriate supports and care (sweat lodges; re-learning programs/ opportunities/places)
	Identify opportunities to partner with and support Trinity House - local rehabilitation program
	Promote consultation of elders and trauma-informed programming with local service/health providers
	Support and advocate for improved business planning capacity locally, specifically for indigenous businesses to access tourism sector
	Advocate for affordability of housing and poverty reduction supports— build internal/external understanding of poverty/homelessness as a symptom of colonialism
	Advocacy for improved midwifery services in Prince Rupert as an opportunity for more culturally appropriate maternal care

Specific Comments/Opportunities

Topic	Comment/Opportunity
Education/Cultural Recognition Opportunities	Learn protocol around existing/new totem poles and support the raising of new Ts'msyen poles in the community
	Seek out opportunities to implement interpretive information/learnings on City properties (parks/trails, etc) - including information on pre-contact societies, where appropriate. This can take advantage of technological advances like QR codes;
	Implement territorial acknowledgement, and seek to understand tribal associations in different areas of the community (will need to be carefully considered, led by knowledge-keepers)
	Naming—consider indigenous people, place names in renaming/ naming of parks and other public spaces; this includes formal acknowledgement of the place name of Lax Kxeen (Prince Rupert)
	Take opportunities to celebrate and acknowledge seasonal rounds/traditional harvesting—including through support for food security programming, protection + promotion of food forests/native plantings in community parks
	Connect with Prince Rupert Library as well as Wap Sigatgyet re: existing resources and opportunities for partnership
	Develop protocol/process around the Miller Bay property given sensitive history
	Opportunity for cleansing/repatriation work related to archaeological sites disturbed by industrial growth (current container facility property)
	Consider lowering the flag at the family's request for the passing of significant hereditary leaders
	Learn from residential school survivors about how best to acknowledge harm done and how to move forward, advocate for supports
	Seek opportunities to resolve conflict through ceremony

Specific Comments/Opportunities

Topic	Comment/Opportunity
Helpful Resources/ Community Assets	Wayi Wah! Indigenous Pedagogies—anti-racist education resource (book by Jo Chrona)
	Tsimshian Arts + Cultural Society (Joanne Finlay)
	UVIC indigenous legal department/Dr. Val Napoleon has transcriptions of adaawx (would require permission)

*****Please note—this is by no means an exhaustive list of available community resources in relation to indigenous topics. These were just some helpful notes/resources suggested in our group settings.***

Establishment of the Committee

Specific recommendations for the Committee captured during the roundtables are noted below:

‘Elders should be represented’

‘Reflect people’s values’

‘Progression is key’

‘Reflect principles of co-management/mutual respect’

‘Go with people with energy, and invite new people when you need a refresh’

Proposed Terms of Reference:

(To be formally adopted by the Committee following establishment, and subject to City Council approval).

Committee Membership

The committee is proposed to be comprised of 7 people total, with two spaces designated for elders, and one youth position. Four of the 7 positions are proposed to be filled by representatives from local indigenous service agencies, if capacity is available, with those spaces being opened to the broader community if organizations are unable to provide members. City Council will be responsible for appointing to the committee, with the following criteria for selection:

- Ts’msyen representation
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Each participant will be provided a \$50 stipend per meeting, which will occur monthly.

Purpose of the Committee

Key objectives for the Committee will be as follows—noting that these may be amended by the Committee once established.

- To identify barriers and opportunities to improve City services for indigenous residents and make relevant policy recommendations to City Council;
- To improve the City’s understanding of local indigenous priorities and issues;
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Meetings

Meetings will be held monthly at City Hall on a day/time agreed upon by the majority of the Committee members

Quorum shall be a majority of the Committee's voting members. If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the recording secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

Reporting

The Committee will report to Prince Rupert City Council, and the Board of the Prince Rupert Aboriginal Community Services Society. All Reports and recommendations will be forwarded to participating organizations, with specific requests or recommendations relevant to each being forwarded to the appropriate Board or Council meetings.

City staff are responsible for taking meeting minutes. Draft minutes will be approved by the Committee at the next meeting and forwarded to Councils and Boards for information.

Recommendations from the Committee to Councils or Boards must be adopted by a Committee resolution prior to presentation to Councils or Boards.

Review

Any changes to the Terms of Reference must be approved by a majority vote of the Committee, and will be subject to Council approval.

Next Steps

1. Receive direction from City Council re: establishment of Committee
2. If approved to proceed, advertise for committee membership and conduct outreach to potentially interested parties
3. Establish schedule for committee for the year
4. Work towards community event participation and project
5. Regularly report to Council and PRACSS Board on Committee Activities
6. Evaluate Committee effectiveness + impacts after the first year of operations
7. Seek out grant opportunities to fund potential committee projects/initiatives in partnership with community organizations



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 11, 2023
TO: Robert Buchan, City Manager
FROM: Myfannwy Pope, Director of Development Services

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-24 – Drake Crescent Development.

RECOMMENDATION:

THAT Council approves proceeding with the statutory notification process for Development Variance Permit (DVP) #23-24.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the proposed multifamily development on the lot along Prince Rupert Boulevard and Drake Crescent.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2 Minimum Dimensions Required for Yards (c), to build 4 4-plexes within the front property setbacks at 0m distance from the front property line. The required front-yard setback for a building in an RM3 zone is 6 metres. The applicant is requesting a variance of 6 metres to the front yard setback.
2. A request for a variance to the City of Prince Rupert Zoning Bylaw, Section 9.1.2 Parking Requirements to allow a 28 parking stalls to service 44 housing units.

The Site and Design drawings are included as Attachment 3.

BACKGROUND

The developer, Pacific Aurora, proposes to build 44 units on the subject property in the form of eleven (11) fourplexes to front along the exterior property lines of Prince Rupert Boulevard (PRB) and Drake Crescent. The lot is 1.94 acres of vacant infill land. The applicants previously received a Development Permit for 42 units on the subject property, but due to funding constraints were unable to proceed. The developers will be seeking funding with the new lay-out. The applicant requests the

proposed variance to accommodate the proposed 44 units, inclusive of 4 affordable units, to make the project more viable and cost-effective given the property's geography and need for increased civil works if houses are setback further or additional parking is added. In lieu of being required to implement roadwork and servicing within the centre area of the lot, as it was previously designed, the centre instead would serve as a space for amenities as outlined in the applicants rationale letter in Attachment 1.

ANALYSIS:

The proposed variances are likely to have some effects on the neighbourhood, but the overall contribution of housing units will match the character of the neighbourhood and serve the goal of meeting need for family housing in the community.

Impact of Setback Encroachments:

The Developer's proposal for a 0m setback from the front property line, which fronts along PRB, will set the buildings close the PRB than other houses along the same corridor. However, given that the proposed development would be the only one along this block, the uniformity of setbacks within the block is not likely to create dissonance with the neighbouring areas. In addition, the property line is still setback approximately three (3) metres from the existing sidewalk. Therefore, the proposed setback encroachment along PRB is unlikely to result in any major impacts to the neighbourhood.

Impacts of Parking Variance:

The four (4) fourplexes proposed to be set along PRB that will encroach into the setback will result in a reduction of 16 required off-street parking stalls. All other units on the lot, including those along Drake Crescent will have individual garages. However, those units fronting along PRB would not be able to accommodate driveways long enough to ensure safe access on and off PRB.

The location lends itself to a decrease in parking needs, as the housing is within walking distance to the high school and childcare options, as well as on bus routes that goes downtown and to Port Edward. However, it is still likely that the reduction in parking stalls will result in increased use of on-street parking along PRB. Parking along the street is already permitted but will likely be more subscribed if this variance is approved.

The existing available on-street parking would be enough to accommodate the number proposed for reduction in off-street parking requirements. However, existing on-street parking will not be designated for the housing units, but will continue to be subject to the existing on-street parking regulations in that area, including but not limited to time restrictions of 48 hrs, 5 metres away from a fire hydrant, and not within an intersection.

As the proposed variances result in no driveways along PRB, there will be no loss in any public, on-street parking options to serve private off-street parking. Implementing driveways along a street takes away the option for public street parking as vehicles cannot park in front of driveways.

In summary, allowing these variances will result in higher use of the street parking along PRB, but will not result in any loss in existing on-street and public parking options.

Alignment with City of Prince Rupert Policies:

The proposed housing project aligns considerably with the City of Prince Rupert's 2030 Vision and Official Community Plan, housing and growth policies, and Council's strategic directions. The proposed variances are considered essential for the viability of the project due to the increased civil costs associated with setting the houses further back on the property or increasing off-street parking. Therefore, staff recommend that council approve this application to go to public notification given the value of increased housing supply.

1. Official Community Plan

The proposed development meets objectives of increased housing development, while supporting complete communities principles due to the walkability to neighbourhood amenities (e.g. high school, child care, and civic centre) and increased density along multiple transit lines. The development also meets smart growth principles of increasing neighbourhood density and diversity while maintaining neighbourhood character. The proposed townhomes increase the density in the area from single-family homes while maintain the shape, height, and character of existing homes in the neighbourhood along Prince Rupert Boulevard and Drake Crescent.

The off-street parking options that are proposed include outfitting the garage parking with outlets for electric vehicle charging, as well as providing bicycle parking. Both of these design choices support GHG reduction, as outlined in our OCP.

2. Housing Needs Assessment & Housing Plans

The proposal of 44 family-size units on an infill site directly responds to the housing need identified for families in the City's housing needs assessment, as well as the City's Interim Housing Plan and Housing Acceleration Plan. The development also offers rental and subsidized unit choices that meet accessibility requirements under CMHC, both of which are identified housing gaps within the community and may specifically support seniors and intergenerational families living in those units. Furthermore, the increase in overall supply will help ease the City's rental vacancy rate and accommodate a growing population and workforce.

Specifically, this development aligns with policy programs adopted under the Housing Acceleration Plan including the "Gentle Density" program, that encourages supporting infill development and increasing density in neighbourhoods with ground-oriented density such as row homes, and the "Removing Development Barriers" program that identifies policy directions to reduce parking requirements where alternative transit exists.

3. Strategic Plan

The proposal aligns with Council's strategic direction to support and encourage new and renewed housing. The increase in housing units will also have implications for the

strategic goals of improving fiscal health for the City by increasing efficient use of existing resources, as well as fostering the local economic, social, and cultural well-being.

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

The Draft Development Variance Permit is included as Attachment 2.

COST:

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

CONCLUSION:

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

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Director of Development Services

Robert Buchan,
City Manager

Originally signed available on request

Attachment(s):

- Attachment 1: Applicant's Rationale Letter
- Attachment 2: Draft Development Variance Permit
- Attachment 3: Proposed Plan



Drake Heights Development
Limited Partnership
5194 Massey Drive,
Delta, BC V4K 1B5

November 2, 2023

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

Attention: Myfannwy Pope

**Re: Lot 3 Prince Rupert Boulevard Residential
Variance Application
Lot 3, DL 251, LD 14, R-5, Plan PRP10313 (PID: 005-371-895)**

Dear Ms. Pope,

In regards to the forthcoming development on Lot 3 along Prince Rupert Boulevard, we kindly seek a Development Variance for our envisioned housing project. This variance will not only enhance the quality of living within the project but also effectively reduce our civil costs, thereby increasing the prospects of advancing with this development initiative. This development is among the few poised to reach a decision and align with the city's growth targets.

About the Subject Property

The subject property encompasses 1.94 acres (0.785 hectares) of vacant infill residential land on one city block. It is enclosed by existing multi-family units on one side, forming a cul-de-sac, and is adjacent to light industrial areas and a church. The current zoning designation is RM3, allowing a maximum construction

capacity of 80 units. Our initial plan for 42 units has already secured a Development Permit.

The property enjoys well-established access to essential services, including water, sewer, storm drainage, curb and gutter infrastructure, data connectivity, and power supply. Additionally, there are four strategically located fire hydrants encompassing its boundaries from all sides. This property has remained undeveloped thus far, characterized by minimal overburden and occasional rock outcroppings amid the wooded areas. In recent years, a significant portion of the site has been cleared.

Furthermore, the property enjoys a highly advantageous location, being situated 300 meters from Charles Hays Secondary School, and only 900 meters from the Civic Centre and Lester Centre of the Arts. This positioning makes it an appealing locale with numerous amenities within convenient walking distance.

Proposed Variances

Through this application, we are pursuing two essential Variances, each of which is integral to achieving our envisioned plan.

1. Setback Variance:

- o Reduce the setback on Drake Crescent from 6 meters to 5 meters.
- o Eliminate the setback on Prince Rupert Blvd, reducing it from 3 meters to 0 meters.

2. Parking Variance:

- o Request a variance to permit 16 housing units to have their primary parking spaces located on Prince Rupert Boulevard.

Benefits of Variances

Expansive Amenity Area:

This constitutes the primary advantage of aligning the residences along Prince Rupert Boulevard and reducing the size of our "D" buildings, eliminating the need for a roadway, driveway, and garage. This transformation creates a park-like shared amenity for the residents of Drake Heights.

Our newly envisioned amenity space accommodates 40 of the 44 units with direct walk-out patios overlooking the shared amenity area, fostering a highly desirable neighborhood for families. These patios are designed to provide ample

room for barbecues and outdoor dining, ensuring clear visibility for parents to supervise their children in the open play area.

The amenity area will be structured into distinct zones:

- A. Play Area: An open space designed to encourage children to engage in games and sports.
- B. Relax Area: Situated at the high point of our development, this area features a natural rock outcropping, ideal for southwest-facing benches overlooking the play area.
- C. Garden Area: Reserved for gardening enthusiasts in the neighborhood.
- D. Walking Paths: Each of these zones will be interconnected by walking paths, facilitating easy movement between different areas and patios.
- E. Civil Development Cost Savings: The elimination of roadways and deep civil infrastructure from the center of the development results in cost savings and accelerates the probability to start and progression of this substantial housing project.
- F. Inclusion of Affordable / Accessible Units: Building 11, as indicated in the site plan, is designed to house four units designated as affordable units according to the criteria outlined by the Canada Mortgage and Housing Corporation (CMHC). The initial plan allocates two main floor units as accessible to qualifying seniors, with the upper two units following a similar approach for eligible tenants.

Parking Variance Justification

As previously mentioned, given that we have the entirety of the city block allocated for our development, we believe that the parking variance for 16 units would not adversely affect neighboring homes. This is supported by the following reasons:

- A. Parking is currently allowed on Prince Rupert Boulevard, with ample space available on both sides of the Boulevard to accommodate cars and fire hydrant no parking zone.
- B. Each of the units within the Drake Crescent section of the development will feature individual garages, in addition to driveway space for a secondary vehicle or visitors.

- C. Building 11, which houses the designated affordable units, will have its designated parking area, complete with accessible spots for the lower units. It is also assumed that tenants of these units are less likely to own a vehicle, and the surplus parking in this lot can serve visitors as well.

Summary:

The Applicant formally seeks the consideration of this application and requests the granting of both variances, with the intent of enhancing the feasibility of our development project and improving the quality of life for its future residents. Subsequently, we plan to incorporate these variances into a new Development Permit Application, with the aim of commencing the development in 2024.

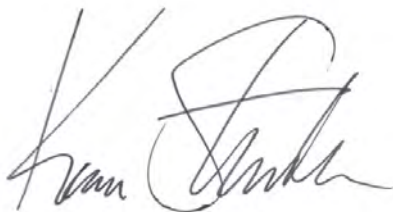
About the Pacific Aurora Group:

The Applicant possesses a background in land and housing development within Northwest British Columbia. The Pacific Aurora Group has successfully executed a multi-family project on Van Arsdol Avenue in Prince Rupert, marking the region's inaugural multi-family construction in over two decades. Additionally, our team collaborated with BC Housing to deliver six new mid-market rental homes on Eagle Drive and recently provided a number of new rental homes to LNG Canada in Terrace, British Columbia

Please Find Enclosed:

1. 2023 Revised Drawing of 44 Unit Development
2. 2022 Existing Development Permit Approved Layout.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Stunder', with a stylized, cursive script.

Kevin Stunder



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-24

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

PERMIT ISSUED TO OWNER(S): DRAKE HEIGHTS DEVELOPMENT GP LIMITED, INC.NO. BC1248186

APPLICANT: Drake Heights Development Limited Partnership

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

LEGAL DESCRIPTION:

LOT 3 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 10313

CIVIC ADDRESS(ES):

N/A

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.5 Minimum Dimensions Required for Yards is varied from a 6-metre setback from the front property line to a 0-metre setback from the front property line in accordance with Schedule 1.
 - b. Section 9.1.2 Parking Requirements is varied to allow a reduction in 16 off-street parking stalls from the required 44 off-street parking stalls.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Site and Building Plan attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.

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

ISSUED ON THIS _____ DAY OF _____, 2023.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate and Legislative
Services

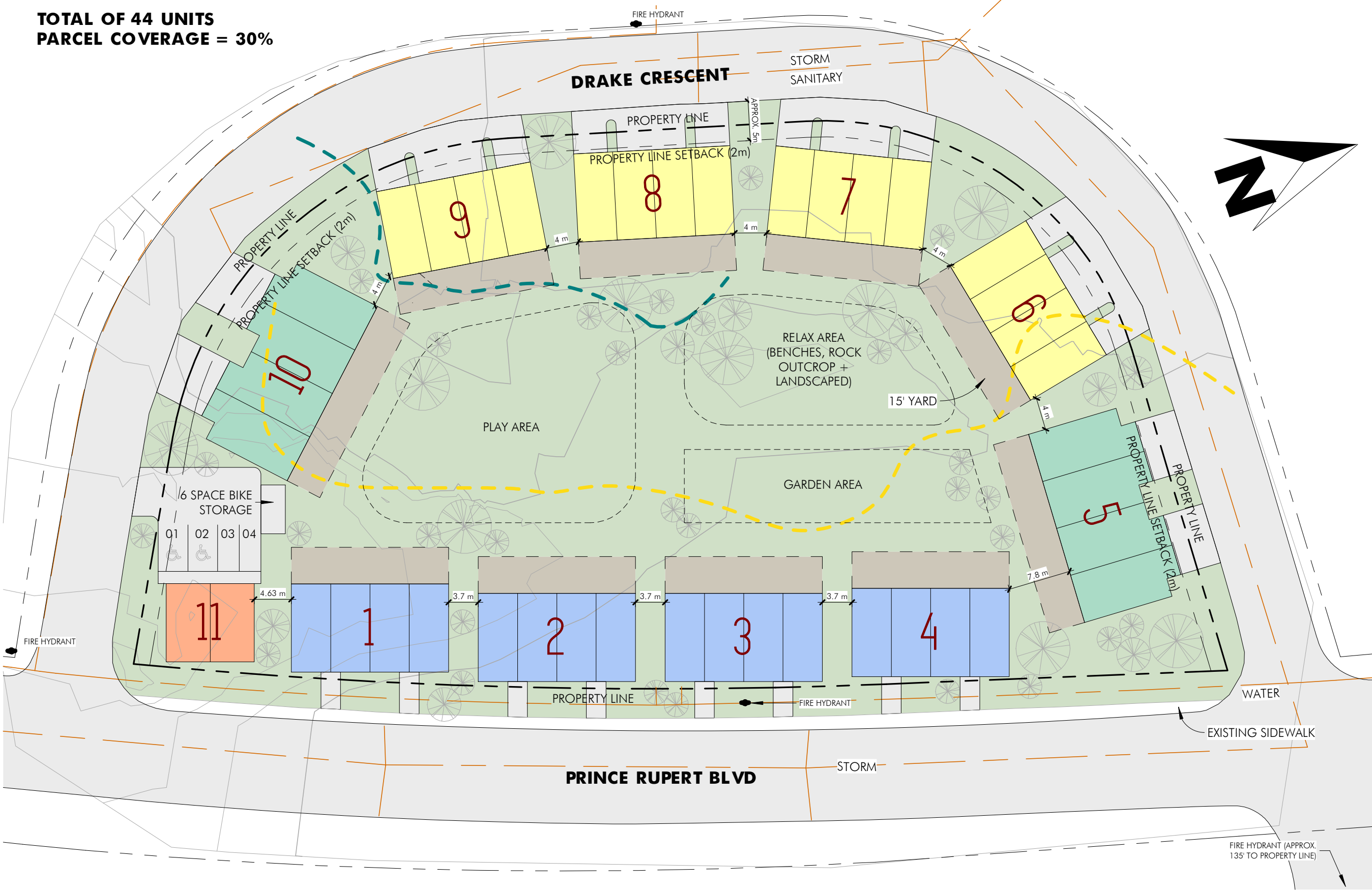
A 16' WIDE QUADPLEX 3 STOREYS W/ GARAGE, 36' x 64' BUILDING FOOTPRINT

B 20' WIDE QUADPLEX 2 STOREYS W/ GARAGE, 43' x 80' BUILDING FOOTPRINT

D 16' WIDE QUADPLEX 2 STOREYS NO GARAGE, 36' x 64' BUILDING FOOTPRINT

E 16' WIDE QUADPLEX 2 STOREYS NO GARAGE, 2 ACCESSIBLE UNITS, 32' x 36' BUILDING FOOTPRINT

TOTAL OF 44 UNITS
PARCEL COVERAGE = 30%



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PO Box 4283
Smithers, BC V0J 2N0
T 250 877 0895
E julie@thedesignery.ca
www.thedesignery.ca

NOT FOR CONSTRUCTION

Project Information

Drake Heights Dev.
Partnership

**DRAKE HEIGHTS
MULTIFAMILY**

Drake Crescent, Prince Rupert, BC
(PID 005-372-895)

PROJECT NUMBER **21.129DHM**

DATE **23.11.16**

DRAWN BY **Calvin**

NO.	DESCRIPTION	DATE
R10	Revised Site Plan - For Discussion	23.09.08
R11	Revised Site Plan - For Discussion	23.10.05
R12	Revised Site Plan - For Discussion	23.10.26

Sheet Name

SITE PLAN

SCALE **1" = 40'-0"**

Sheet Number Revision

A 01 | R12

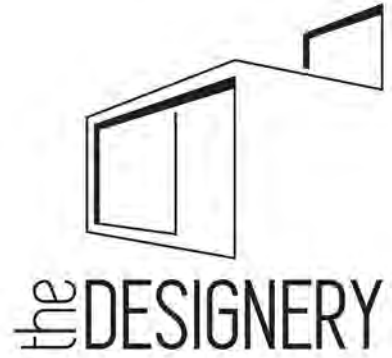


01 Front
1/8" = 1'-0"



02 Back
1/8" = 1'-0"

PATIO PRIVACY SCREENS
BETWEEN UNITS (TYP.)



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Project Information

Drake Heights
Development Partnership

DRAKE HEIGHTS MULTIFAMILY

Drake Crescent, Prince Rupert, BC
(PID 005-372-895)

PROJECT NUMBER **21.129DHM**

DATE **21.06.07**

DRAWN BY **Julie**

NO.	DESCRIPTION	DATE
R2	Design Development - For Client Review	21.05.04
R4	Issue for Development Permit	21.05.17
R5	Issue for DP - Revised	21.06.07

Sheet Name

BUILDING A - ELEVATIONS

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

Sheet Number Revision

A 08 | R5



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Smithers, BC V0J 2N0
T 250 877 0895
E julie@thedesignery.ca
www.thedesignery.ca

NOT FOR CONSTRUCTION

Project Information

Drake Heights
Development Partnership

DRAKE HEIGHTS MULTIFAMILY

Drake Crescent, Prince Rupert, BC
(PID 005-372-895)

PROJECT NUMBER **21.129DHM**

DATE **21.06.07**

DRAWN BY **Julie**

NO.	DESCRIPTION	DATE
R1	Schematic - For Client Review	21.02.19
R2	Design Development - For Client Review	21.05.04
R4	Issue for Development Permit	21.05.17
R5	Issue for DP - Revised	21.06.07

Sheet Name

BUILDING B - ELEVATIONS

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

Sheet Number
A13

Revision
R5



01 Front
1/8" = 1'-0"



02 Back
1/8" = 1'-0"



**From Prior Meeting &
For Reference Purposes Only.**

REPORT TO COUNCIL

Regular Meeting of Council

DATE: November 27, 2023
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner 1

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-25 – 807 ALFRED STREET.

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-25.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 807 Alfred Street.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2 Minimum Dimensions Required for Yards (b), to build a garage 2.46 metres (8 ft) into the rear setback. The required rear setback for a building in an R2 zone is 3.0 metres (9'10"). The applicant is requesting a variance of 0.54 metres (1'9") to the rear setback.

The Site and Building Plans are included as Attachment 3.

BACKGROUND & ANALYSIS:

The applicant requests the proposed variance to the rear property setback, to the northwest property line to accommodate a proposed car garage intended for personal use by the property owners. The applicant intends to build a garage attached to the house currently under construction to maximize the space on the lot. The distance from the proposed garage to the rear property line would be 2.46 metres (8'), and the zoning code establishes a minimum setback to the rear of 3 metres (9'10"). This means that the garage would be encroaching the rear setback by 0.5 metres (1'10").

The encroachment into the rear property line setback may affect the perceived views of the neighbours in a minor manner; however, neighbours and the public will have the opportunity to provide input during the public notification period. There are no other known negative impacts of the proposed variance on the surrounding neighbourhood.

The Draft Development Variance Permit is included as Attachment 1.

COST:

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

CONCLUSION:

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

Report Prepared By:

Report Reviewed By:

Rodolfo Paras,
Urban Planner I

Robert Buchan,
City Manager

Originally signed available on request

Attachment(s):

- Attachment 1: Draft Development Variance Permit
- Attachment 2: Proposed Site Plan and Building Plan



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-25

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

PERMIT ISSUED TO OWNER(S): BRENN A ALEXANDRA BOYLE AND JASON PARRY

APPLICANT: BRENN A ALEXANDRA BOYLE AND JASON PARRY

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 1 (BEING A CONSOLIDATION OF LOTS A AND B, SEE CB440175)
BLOCK 38 DISTRICT LOT251 RANGE 5 COAST DISTRICT PLAN 1899

CIVIC ADDRESS(ES):

807 Alfred Street

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Minimum Dimensions Required for Yards (b) varies from 3.0 metres to 2.46 metres (8') setback from the rear property line.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Site and Building Plan attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.

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

ISSUED ON THIS ____ DAY OF _____, 2023.

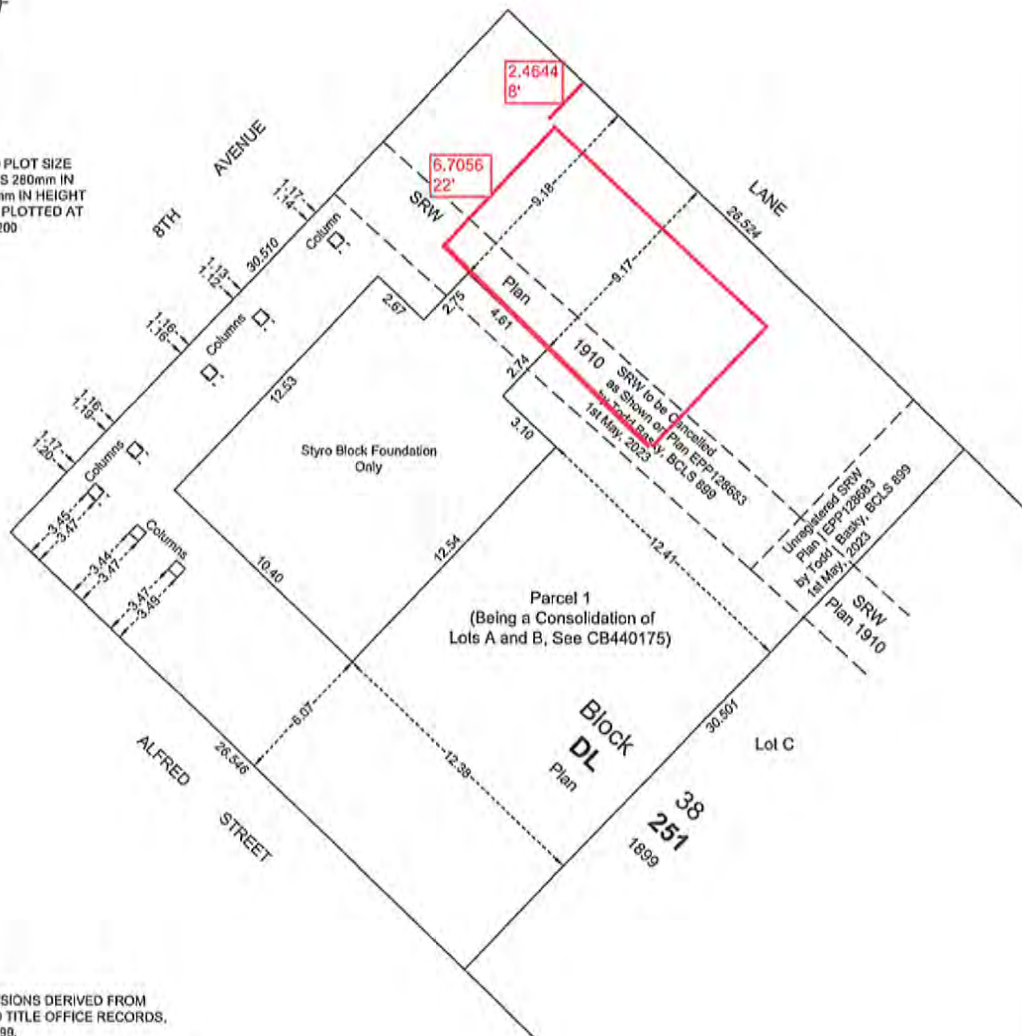
CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate &
Legislative Services

**From Prior Meeting &
For Reference Purposes Only.**



THE INTENDED PLOT SIZE
OF THIS PLAN IS 280mm IN
WIDTH BY 432mm IN HEIGHT
(B-SIZE) WHEN PLOTTED AT
A SCALE OF 1:200



NOTES:

PARCEL DIMENSIONS DERIVED FROM
EXISTING LAND TITLE OFFICE RECORDS,
BEING PLAN 1899.

ALL MEASUREMENTS SHOWN ARE IN METRES.
OFFSET DIMENSIONS ARE TO EXTERIOR OF
STYRO BLOCK FOUNDATION WALL AND ARE
PERPENDICULAR TO PROPERTY LINES,
UNLESS OTHERWISE SHOWN. COLUMNS ARE
MEASURED FROM THE EDGE.

PID No: 031-881-886

PROPERTY TITLE SUBJECT TO:
RIGHT OF WAY - 7047D
SEE TITLE FOR ALL OTHER CHARGES.

**BRITISH COLUMBIA LAND SURVEYOR'S CERTIFICATE OF LOCATION SHOWING BUILDING FOUNDATION
ON PARCEL 1 (BEING A CONSOLIDATION OF LOTS A AND B, SEE CB440175), BLOCK 38,
DISTRICT LOT 251, RANGE 5 COAST DISTRICT PLAN 1899**

2023 McELHANNEY ASSOCIATES LAND
SURVEYING LTD. ALL RIGHTS RESERVED. NO
PERSON MAY COPY, REPRODUCE, TRANSMIT OR
ALTER THIS DOCUMENT IN WHOLE OR IN PART
WITHOUT THE CONSENT OF THE SIGNATORY.

PREPARED FOR: PARRY, BRENNIA
CIVIC ADDRESS: 801 ALFRED ST, PRINCE RUPERT, BC, BC
DATE OF FIELD SURVEY: SEPTEMBER 20th, 2023
PLAN ID: 23215020008-V-PROP-001

THIS BUILDING LOCATION CERTIFICATE HAS BEEN PREPARED IN
ACCORDANCE WITH THE PROFESSIONAL REFERENCE MANUAL AND
IS CERTIFIED CORRECT ACCORDING TO LAND TITLE AND SURVEY
AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED
INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.
THIS CERTIFICATE IS NOT FOR MORTGAGE PURPOSES.

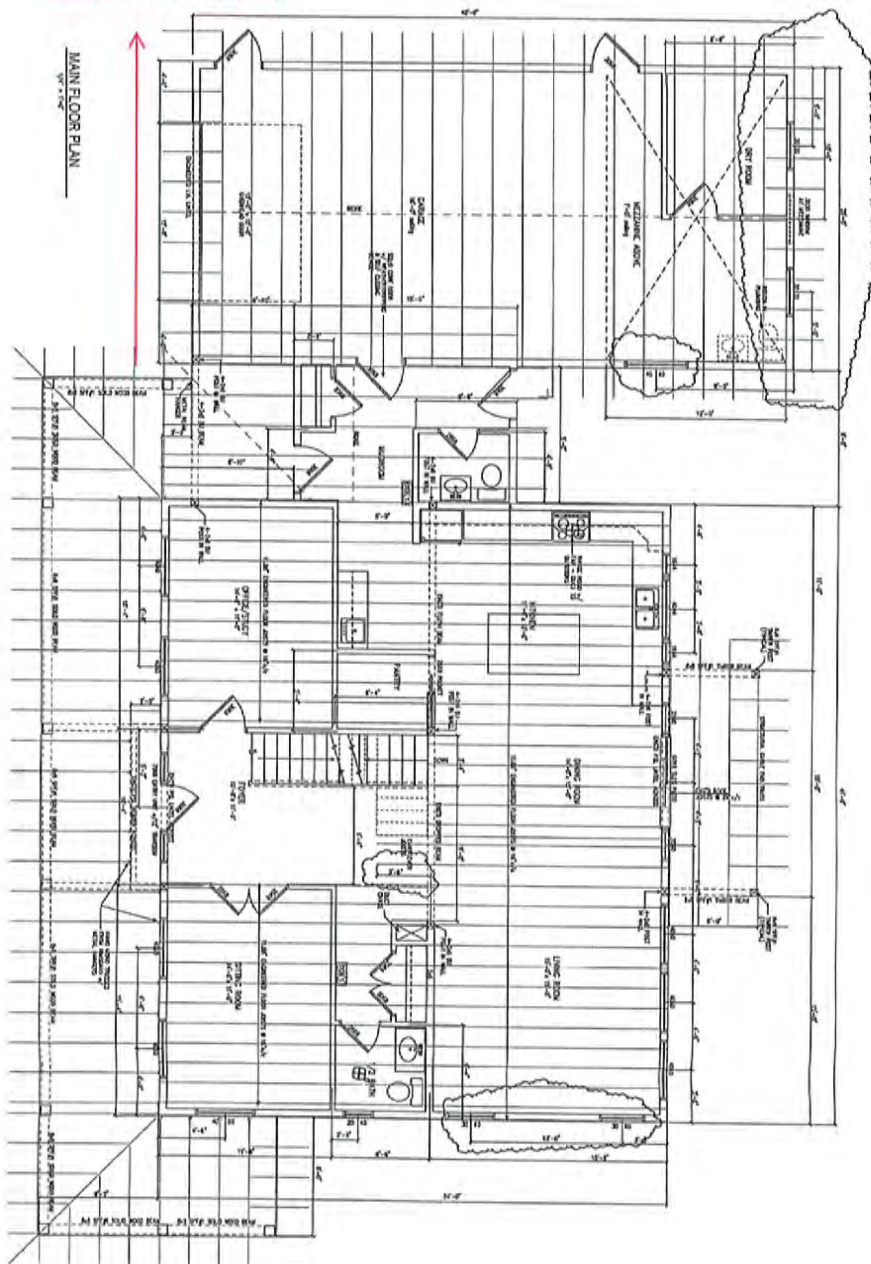
Shauna Goertzen D7J58F

SHAUNA C. GOERTZEN, BCLs #798
THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED

THIS PLAN IS PREPARED SOLELY FOR A LIMITED
CONTRACTUAL USE BETWEEN McELHANNEY ASSOCIATES
AND OUR CLIENT.
THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE
SURVEYED STRUCTURES AND FEATURES WITH RESPECT
TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE.
THIS DOCUMENT SHALL NOT BE USED TO DEFINE
PROPERTY LINES OR PROPERTY CORNERS.
THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR
LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY
A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE,
OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

McElhanney
McElhanney Associates
Land Surveying Ltd.
1 - 5008 Pohls Avenue,
Terrace BC V8G 4S8
Tel. 250-635-7163

Increase garage width from 20' to 22'

[illegible]

HERITAGE

TECHNICAL SERVICES LTD.
P.O. BOX 115, SUTHERS, B.C. V0J 2N0
TEL: (250) 847-2083
FAX: (250) 847-4883

JASON PARRY/BRENNIA BOYLE
SINGLE FAMILY DWELLING
2465 VICTORIA DRIVE, SOUTHERS
SECOND FLOOR PLAN

PRINCE RUPERT

H22-1536

2

SECOND FLOOR PLAN

Free



**From Prior Meeting &
For Reference Purposes Only.**

REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 23, 2023
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Planner I

SUBJECT: Temporary Use Permit - 23-01 (TUP-23-01) - 935 2nd AVENUE WEST

RECOMMENDATION:

THAT Council proceeded with the statutory notification process for Temporary Use Permit (TUP) #23-01.

REASON FOR REPORT:

An application was received for a Temporary Use Permit for the 935 2nd Avenue West property.

The application involves:

1. A request for a temporary use to allow the applicant to have two (2) live goats in the fenced property for up to 3 years.

The Site Plan is included in Attachment 2.

BACKGROUND:

The proposed temporary use permit is requested to allow the owner to have up to two (2) goats on the property. In addition to the live goats, the applicant intends to install a small temporary construction to provide shelter for the animals, as indicated in Attachment 1. The owner intends to keep the goats on the property to assist in the management of weeds and will help maintain the grass inside the fenced area; in addition, the applicant expressed that these animals will provide passersby with an educational opportunity to see livestock animals in downtown Prince Rupert.

The subject property is currently zoned C1, Core Commercial Zone. Housing livestock is not permitted use for the C1 zone. The applicant desires to maintain the current C1 zoning and proceed with this Temporary Use Permit application.

The property already contains a chain link fence that encloses the space and will be utilized to keep the livestock animals inside the property at all times.

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Previously it was reported to the City that the applicant had the goats in the Prince Rupert location before receiving any permit. The applicant has since removed the goats from the property and relocated them outside of the city.

The owner also had the goats on the subject property in 2019, when the City require that they remove them due to the Bylaw contravention. At the time, the goats were featured in several news articles and received significant social media attention.

ANALYSIS:

LINK TO THE OFFICIAL COMMUNITY PLAN

The property located at 935 2nd Avenue West is within the Midtown District of the City Core of the City. The Official Community Plan (OCP) expresses the critical role of the City Core in the roles of “attracting visitors, providing residents with an attractive and vital urban setting, and attracting new families and workforce to the City” (OCP, Page 84), and this temporary use being proposed by the property owner may be positive in the revitalization of the Midtown District by transforming a piece of property which currently sits empty into a point of interest for locals and visitors to see as they traverse the downtown. When the goats were temporarily placed in the downtown in 2019, the owner had indicated at that time that the goats were serving to attract people downtown to take pictures and see livestock that they may never have encountered (see [Terrace Standard article](#)).

The intent of the goats on the property, to maintain weeds, also aligns with our bylaws for maintaining the aesthetic value of the property (maintenance of weeds) using a nature-based method, which may result in less noise and GHG emissions than traditional mowing practices. .

A temporary use permit for livestock is an opportunity to explore the potential for more widespread regulation permitting livestock or other agricultural animals within the City by assessing community reaction and interest, and the ability to support animal welfare in Prince Rupert’s climate, without permanent change to zoning bylaws.

PLACEMAKING

As the city focuses more efforts in revitalizing the downtown area it can be useful to create spaces that are active and unique, and places that can bring people’s attention to the city. Due to the property’s central location, it is worth taking into consideration the possible effect that the livestock could have on community members and tourists as they go through the area.

Currently, the subject property sits empty and does not offer incentives for people to visit that highly visible area of the city. This temporary permit could offer tourists and community members passing by a unique experience that would add to the city by activating an underutilized space and adding unique character to the area. An

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For Reference Purposes Only.**

example that may be useful in illustrating the placemaking potential of the livestock is Coombs, BC, a community on Vancouver Island of less than 1,500 inhabitants where the goats on the roof at the Old Country Market have become a staple of the town's tourism efforts.

Although the true impact of the two goats on the neighbourhood and the community is unknown, the temporary nature of this permit can allow the community to test this unique request without permanently affecting the residents of the city and allow for further conversations in the community regarding placemaking and livestock as a land-use.

OTHER CONSIDERATIONS

In regards to the safety and upkeep of the animals, the applicant has been in contact with the Mount Remo Veterinary Services, who have agreed to attend to the animals in case they get sick at their Terrace location, and the applicant has expressed full responsibility in transporting the goats as necessary and performing all other activities necessary to maintain the animals in good health. Specific considerations have been integrated into the permit regarding upkeep of the animals, the subject property, and the surrounding properties. Additionally, the applicant will be required to place appropriate signage to discourage petting and feeding of the animals by the public. Some of these requirements stem from input from Northern Health's Environmental Public Health department. The land-use will be subject to all City Bylaws, including noise and nuisance bylaws. The permit will be contingent on these Bylaws being followed.

In addition, the applicant will be required to comply with all Provincial and Federal requirements, including the Code of Practice for Agricultural Environmental Management (AEM Code). If the City Council approves this permit to go to public notification, members of the community and business owners in proximity to the site will be able to express their opinions on the proposal.

LINK TO THE STRATEGIC PLAN

One of the goals put out by the City Council in the Strategic Plan was for the City of Prince Rupert to "foster its local economic, social, cultural and environmental well being so its residents and businesses have a sustainable and prosperous future."

This proposal offers a potentially activated space that displays an innovative downtown use that could attract visitors, increase community engagement in that area, and provide a unique opportunity to community members to experience and see livestock in their own City.

**From Prior Meeting &
For Reference Purposes Only.**

COST:

The approval or denial of this Temporary Use Permit request will have no budgetary impacts.

CONCLUSION:

This Temporary Use Permit application is recommended to proceed to public notification. Affected community members and property owners can express their views on the application when the Council considers the permit.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras
Planner I

Robert Buchan,
City Manager

Originally signed available on request

Attachment(s):

- Attachment 1: Draft Temporary Use Permit
- Attachment 2: Site Plan
- Attachment 3: Letter from the applicant
- Attachment 4: Email from Mount Remo Vet Services

CITY OF PRINCE RUPERT

2024 FIVE YEAR FINANCIAL PLAN BYLAW NO. 3526, 2023

A BYLAW FOR THE CITY OF PRINCE RUPERT RESPECTING THE FIVE YEAR FINANCIAL PLAN FOR THE PERIOD 2024 - 2028

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

1. **Schedule “A”** attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the City of Prince Rupert for the period ending December 31st, 2028.
2. This Bylaw may be cited as **“2024 Five Year Financial Plan Bylaw No. 3526, 2023”**.

Read a First time this 4th day of December, 2023.

Read a Second time this 4th day of December, 2023.

Read a Third time this 4th day of December, 2023.

Final Consideration and Adopted this ____ day of _____, 2023.

Mayor

Corporate Administrator

Originally signed available on request

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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

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

Table One (1) shows the proportion and value of the total revenue proposed to be raised from each funding source in 2024. Grants and other miscellaneous revenues form the largest portion of planned revenue as the City is undertaking many large Capital projects (for example, Water Line renewal, Sewer Line renewal, Waterfront Development) for which large grants have either been received or are proposed.

New debt to be advanced forms the second largest funding source in 2024 as the City is borrowing to complete the new RCMP Detachment, fund a portion of the Airport Ferry refit/repower, purchase a new reserve Pumper Truck for the Fire Department, provide contributory funds for grants received for Water Capital projects, and replace Sewer lines in tandem with Water line Renewal. Property value taxes are the largest revenue source to support City operations. The property taxation system is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries, and street maintenance. For these reasons, property value taxation will continue to be the major source of municipal revenue.

Table 1

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	14%	27,797,000
Payment in Lieu of Taxes & Prov. Grants	2%	3,577,000
User Fees & Charges	8%	16,426,000
Accruals	2%	2,750,000
Reserves	11%	20,687,000
Accumulated General Operating Surplus	0%	260,000
Accumulated Utilities Operating Surplus	2%	4,063,000
Grants and Other Miscellaneous Revenue	41%	80,245,000
Dividend- Prince Rupert Legacy	2%	3,408,000
Debt Financing	18%	35,670,000
Total	100%	194,883,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Objective

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

Policy

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

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

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

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

Table (2) shows the current property tax revenues of each classification except those classes with zero tax revenue, based on the 2024 Preview Assessment Roll (which is subject to change):

Table 2

Property Class	% of Tax Revenue	Amount (\$)
Residential	32%	8,951,000
Utility	1%	355,000
Major Industry	27%	7,573,000
Major Industry Port Property Tax Act	14%	3,779,000
Light Industry	3%	805,000
Business	23%	6,310,000
Recreation	0%	24,000
Total	100%	27,797,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Objective

- Council will encourage economic development by minimizing tax increases.

Policy

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

3. Use of Permissive and Revitalization Tax Exemptions (Section 165 (3.1)(c) and Section 226)

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

Objectives

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

Policy

- Permissive tax exemptions will be considered in conjunction with:
 - a. The value of other assistance being provided by the Community;
 - b. The amount of revenue that the City will lose or forgo if the exemption is granted;
 - c. City of Prince Rupert Permissive Tax Exemption Bylaw 3521, 2023
 - d. The Permissive Property Tax Exemption Policy 180-02
 - e. Downtown Core Revitalization Tax Exemption Program Bylaw 3466, 2020.

Table 3 shows the properties which are approved to receive permissive tax exemptions for 2024. The approximate amount of Municipal Tax exempted is \$434,000.

Schedule "A"

CITY OF PRINCE RUPERT
2024 Five Year Financial Plan

Table 3

Registered Owner/ Occupier Identity/ Facility	Estimated annual Permissive Tax Exemption based on 2023 Rates/Values
<u>Places of Worship (Excluding Statutory Exempt Portion)</u>	
Bishop of New Caledonia (Anglican Cathedral)	\$ 556.55
Prince Rupert Congregation of Jehovah's Witnesses	583.36
Church of Jesus Christ of Latter Day Saints Church	745.47
Cornerstone Mennonite Brethren Church	333.54
Fellowship Baptist Church	525.98
The Salvation Army	1,544.24
Harvest Time United Pentecostal Church	226.15
Indo-Canadian Sikh Association Temple	189.31
Prince Rupert Church of Christ Church	531.27
Prince Rupert Native Pentecostal Revival Church	391.94
Prince Rupert Sikh Missionary Society Temple	831.69
First United Church	38.02
First United Church (parking lot)	911.72
First United Church (parking lot)	911.72
St. Paul's Lutheran Church of Prince Rupert	195.97
Sub-total Places of Worship	\$ 8,516.92

Schedule "A"

CITY OF PRINCE RUPERT 2024 Five Year Financial Plan

Table 3 (continued)

Other Properties		
School District No. 52 (Prince Rupert) (Pacific Coast School)	\$ 7,959.10	0000525.000
School District No. 52 (Prince Rupert) (Pacific Coast School)	143.25	0000300.000
Prince Rupert Senior Citizen's Housing Society	2,480.35	9000089.000
Kaien Senior Citizen's Housing	61.36	0003150.000
Prince Rupert Loyal Order of Moose/Moose Lodge	642.00	0000261.000
Prince Rupert Salmon Enhancement Society	4,970.70	9000323.001
BC Society for the Prevention of Cruelty to Animals	3,131.15	0093225.000
BC Society for the Prevention of Cruelty to Animals	14,826.90	0093227.000
BC Society for the Prevention of Cruelty to Animals	1,890.20	0093230.000
Prince Rupert Curling Club	16,968.05	9000299.000
Prince Rupert Racquet Association	5,600.57	9000322.002
Prince Rupert Performing Arts Centre Society	140,740.45	9000363.000
Prince Rupert Rod & Gun Club	2,752.22	9000416.000
Cultural Dance Centre & Carving House	15,885.97	0000382.000
Museum of Northern BC	48,141.39	9000165.002
Prince Rupert Golf Club	24,113.84	9000322.000
Prince Rupert Golf Club	6,222.75	9000322.001
Prince Rupert Golf Club	1,996.11	9000322.003
Prince Rupert Golf Club	651.55	9000322.004
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility and building, 37.5% of the lands and improvements)	27,930.98	9000246.000
Prince Rupert Gymnastics Association	1,460.36	9000246.000
North Coast Community Services Society	6,515.55	0000906.000
Friendship House Association of Prince Rupert	19,055.50	0000914.000
Prince Rupert Senior Centre Association	1,026.88	0001044.000
Kaien Island Daycare Services Family Resource Centre	1,041.40	0005167.002
Prince Rupert Aboriginal Community Services Society	2,672.64	0009504.000
The Royal Canadian Legion Branch 27 (Only area used by Legion)	864.62	0000641.000
Navy League Prince Rupert Branch	842.67	9000299.001
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	17,219.82	0003411.000
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	2,586.80	9000214.100
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	11,995.54	0040511.050
1279608 BC LTD (Municipal Public Works Facility)	33,107.28	0091418.000
Sub-total other Properties	\$ 425,497.93	
Estimated Annual Total Permissive Property Tax Exemptions	\$ 434,014.85	

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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

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

Table 4

Proposed Expenditures	Amount (\$)
Operating Fund	77,407,000
Sewer Utility Fund	32,660,000
Solid Waste Fund	10,402,000
Water Utility Fund	74,414,000
Total	194,883,000

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

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

Table 5

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	14%	27,797,000
Payment in Lieu of Taxes & Provincial Grants	2%	3,577,000
User Fees & Charges	8%	16,426,000
Accruals	2%	2,750,000
Reserves	11%	20,687,000
Accumulated General Operating Surplus	0%	260,000
Accumulated Utilities Operating Surplus	2%	4,063,000
Grants and Other Miscellaneous Revenue	41%	80,245,000
Dividend- Prince Rupert Legacy	2%	3,408,000
Debt Financing	18%	35,670,000
Total	100%	194,883,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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

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

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

The amount required to pay interest and principal on municipal debt is approximately \$3,521,000

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

Capital Purchases

Table 6 shows the 2024 Capital Purchases:

Table 6

Department	Amount (\$)
Fire Protection	2,412,000
Building	450,000
Policing	17,100,000
Recreation	255,000
Real Estate	335,000
Civic Improvements	10,390,000
Transportation	1,605,000
Vehicles & Mobile Equipment (Water)	190,000
Vehicles & Mobile Equipment (Solid Waste)	310,000
Total	33,047,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

Capital Works

Table 7 shows the 2024 Capital Works:

Table 7

Fund	Amount (\$)
Water Utility	69,650,000
Sewer Utility	31,088,000
Solid Waste Utility	4,370,000
Civic Improvements	138,000
Transportation	3,280,000
Total	108,526,000

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

Nil

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

Expenditures for other municipal purposes are \$49,789,000 which is the total from Table 4 of \$194,883,000 less the amounts under Items 7 and 9 (\$3,521,000 and Nil) and the totals from Tables 6 and 7 (\$33,047,000 and \$108,526,000).

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

10. Proposed Interfund Borrowing and Transfers of Reserves (Sections 165(8)(a) and 180)

Funding was needed for the financial shortfall of \$1,301,000 on capital water main replacement in 2023. The Land Acquisition and Disposal Reserve Fund lent \$845,000 to the Water Capital Program Reserve Fund to partially fund that shortfall in 2023, which is proposed to be repaid with interest in 2024. This repayment is funded by interest revenue earned in the Water Fund. Table 8a proposes this repayment including interest, after which there is no outstanding internal borrowing between Reserve Funds:

Table 8a

Interfund Borrowing of Reserves	Amount (\$)
From:	
Water Capital Program Reserve Fund	(857,000)
To:	
Land Acquisition and Disposal Reserve Fund	857,000

Table 8b proposes the following transfers:

Table 8b

Transfer of Reserves	Amount (\$)
From:	
RCMP Reserve	(2,150,000)
General Capital Reserve	(2,667,000)
Public Works Equipment Reserve	(680,000)
Ferry Maint. & Capital Replacement Reserve	(650,000)
Land Acquisition and Disposal Reserve Fund	(50,000)
Water Treatment Grant Reserve	(2,400,000)
Northern Capital and Planning Grant Reserve	(1,940,000)
Duncan Road Improvements Reserve	(150,000)
General Operating Fund	(2,543,000)
Water Utility Operating Fund	(919,000)
Sewer Utility Operating Fund	(167,000)
Solid Waste Utility Operating Fund	(93,000)
Total	(24,409,000)

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2024 Five Year Financial Plan

To:	
RCMP Reserve	335,000
Miscellaneous Reserves (interest)	200,000
Rushbrook Parking Program Reserve	49,000
Recreation Asset Management Reserve	57,000
Water Capital Program Reserve	919,000
Sewer Capital Program Reserve	167,000
Solid Waste Capital Program Reserve	93,000
General Capital Reserve	1,584,000
Public Works Equipment Reserve	318,000
General Operating Fund loan payments	180,000
General Operating Fund Capital Works	2,105,000
General Operating Fund Capital Purchases	3,902,000
Water Fund Capital Works	12,400,000
Water Fund Capital Purchases	190,000
Solid Waste Fund Capital Works	1,450,000
Solid Waste Fund Capital Purchases	310,000
Sewer Fund Capital Works	150,000
Total	24,409,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

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

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

Table 9

Transfers of Accumulated Surplus	Amount (\$)
From:	
General Operating Fund Surplus	(260,000)
Solid Waste Utility Fund Surplus	(125,000)
Sewer Utility Fund Surplus	(3,938,000)
Total	(4,323,000)
To:	
General Operating Fund Special Projects	80,000
General Operating Fund Capital Purchases	145,000
General Operating Fund Capital Works	35,000
Solid Waste Utility Fund Surplus	125,000
Sewer Utility Fund Capital Works	3,938,000
Total	4,323,000

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

General Operating Fund Departmental Budgets

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

Table 10(a)

GENERAL OPERATING FUND	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Revenues by Department					
Airport Ferry	1,180,000	1,556,000	1,626,000	1,691,000	1,759,000
Bylaw Enforcement	151,000	154,000	157,000	160,000	160,000
Cemetery	139,000	159,000	164,000	170,000	177,000
Corporate Administration	84,000	84,000	84,000	84,000	84,000
Cow Bay Marina	455,000	501,000	551,000	606,000	626,000
Development Services	555,000	566,000	579,000	592,000	592,000
Economic Development	70,000	70,000	70,000	70,000	70,000
FD 911 Services	79,000	78,000	77,000	76,000	75,000
FD Fire Protective Services	5,000	6,000	6,000	6,000	6,000
Finance	15,000	15,000	15,000	15,000	15,000
Fiscal Revenues	9,566,000	8,368,000	8,164,000	8,157,000	8,288,000
Information Technology	1,000	1,000	1,000	1,000	1,000
PW Engineering	5,000	5,000	5,000	5,000	5,000
PW Common Costs	70,000	71,000	72,000	73,000	74,000
RCMP	145,000	147,000	149,000	151,000	154,000
Rec. Centre Arena	261,000	265,000	269,000	273,000	277,000
Rec. Centre Civic Centre	362,000	377,000	386,000	403,000	421,000
Rec. Centre Community Services	3,000	15,000	15,000	15,000	15,000
Rec. Centre Pool	523,000	533,000	543,000	553,000	563,000
Transit	201,000	207,000	213,000	219,000	226,000
Victim Services	113,000	77,000	77,000	77,000	77,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Subtotal	14,383,000	13,655,000	13,623,000	13,797,000	14,065,000
Property Taxes (existing)	26,007,000	27,797,000	29,352,000	29,947,000	30,709,000
Property Tax Increase (Decrease) - Non-market change	73,000	-	-	-	-
Property Tax Increase (Decrease)	1,717,000	1,555,000	595,000	762,000	661,000
Total Operating Revenues	42,180,000	43,007,000	43,570,000	44,506,000	45,435,000
PR Legacy Inc contributions- Capital Works	178,000	-	-	-	-
PR Legacy Inc contributions- Capital Purchases	547,000	-	-	-	-
Conditional Project Grants - Capital Purchases	10,783,000	-	-	-	-
Appropriated Reserves - Capital Works	2,105,000	-	-	-	-
Appropriated Reserves - Capital Purchases	3,902,000	-	-	-	-
Appropriated Surplus - Capital Purchases	145,000	-	-	-	-
Appropriated Surplus - Capital Works	35,000	-	-	-	-
PR Legacy Inc contributions- Special Projects	147,000	-	-	-	-
Appropriated Surplus - Special Projects	80,000	-	-	-	-
Conditional Project Grants - Special Projects	385,000	-	-	-	-
Loans from MFA - Capital Purchases	16,920,000	1,300,000	-	-	-
Total Capital Revenues	35,227,000	1,300,000	-	-	-
Total General Operating Fund Revenues	77,407,000	44,307,000	43,570,000	44,506,000	45,435,000

Schedule "A"

CITY OF PRINCE RUPERT 2024 Five Year Financial Plan

Table 10(b)

GENERAL OPERATING FUND	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
<u>Expenditures by Department</u>					
Airport Ferry	2,375,000	2,830,000	2,898,000	3,008,000	3,132,000
Bylaw Enforcement	445,000	441,000	446,000	452,000	446,000
Cemetery	323,000	329,000	334,000	340,000	345,000
Civic Properties	520,000	528,000	536,000	544,000	552,000
Corporate Administration	1,193,000	1,213,000	1,237,000	1,261,000	1,285,000
Cow Bay Marina	450,000	468,000	487,000	507,000	525,000
Development Services	1,195,000	1,217,000	1,237,000	1,259,000	1,293,000
Economic Development	254,000	262,000	267,000	272,000	276,000
FD 911 Services	673,000	686,000	700,000	713,000	728,000
FD Fire Protective Services	5,447,000	5,589,000	5,727,000	5,870,000	6,010,000
FD Emergency Measures	31,000	31,000	31,000	31,000	31,000
Finance	1,346,000	1,198,000	1,221,000	1,245,000	1,270,000
Finance Cost Allocation	(470,000)	(522,000)	(573,000)	(627,000)	(658,000)
Fiscal Expenditures	3,524,000	4,620,000	4,315,000	4,341,000	4,367,000
Governance	432,000	452,000	468,000	484,000	501,000
Grants in Aid to Community Partners	1,868,000	1,937,000	1,986,000	2,036,000	2,088,000
Human Resources	492,000	502,000	513,000	524,000	535,000
Information Technology	802,000	815,000	828,000	841,000	854,000
Parks	1,323,000	1,327,000	1,349,000	1,371,000	1,394,000
PW Engineering	850,000	877,000	895,000	913,000	930,000
PW Common Costs	5,395,000	5,544,000	5,699,000	5,859,000	6,026,000
Allocation of PW Common Cost	(5,341,000)	(5,307,000)	(5,423,000)	(5,534,000)	(5,664,000)
PW Vehicles	1,778,000	1,839,000	1,870,000	1,902,000	1,933,000
Allocation of PW Vehicles	(1,778,000)	(1,839,000)	(1,870,000)	(1,902,000)	(1,933,000)
RCMP	7,355,000	7,509,000	7,692,000	7,880,000	8,065,000
Rec. Centre Arena	573,000	572,000	581,000	594,000	604,000
Rec. Centre Civic Centre	2,135,000	2,195,000	2,246,000	2,296,000	2,331,000
Rec. Centre Community Services	4,000	4,000	4,000	4,000	4,000
Rec. Centre Pool	1,550,000	1,593,000	1,634,000	1,668,000	1,690,000
Roads	2,534,000	2,624,000	2,747,000	2,822,000	2,900,000
Transit	854,000	974,000	985,000	1,025,000	1,064,000
Victim Services	221,000	224,000	228,000	232,000	236,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Transfer to Reserves (Interest, RCMP Loan)	535,000	200,000	200,000	200,000	200,000
Transfer to General Capital Reserves	1,517,000	400,000	400,000	400,000	400,000
Total Operating Expenses	40,805,000	41,732,000	42,295,000	43,231,000	44,160,000
Provision for Special Projects	637,000	25,000	25,000	25,000	25,000
Provision for Capital Purchases	32,547,000	1,400,000	100,000	100,000	100,000
Provision for Capital Works	3,418,000	1,150,000	1,150,000	1,150,000	1,150,000
Total Capital Expenses	36,602,000	2,575,000	1,275,000	1,275,000	1,275,000
Total Operating Fund Expenditures	77,407,000	44,307,000	43,570,000	44,506,000	45,435,000
Surplus(Deficit)	-	-	-	-	-

Schedule "A"

CITY OF PRINCE RUPERT

2024 Five Year Financial Plan

12. Utility Funds Revenue & Expenditure Budgets

Table 11 shows the Utility Operating Funds proposed budgets.

Table 11

UTILTY OPERATING FUNDS	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
Sanitary and Storm Sewer					
Operating Revenues	2,872,000	3,240,000	4,772,000	5,071,000	5,525,000
Grants	12,700,000	15,120,000	7,500,000	456,000	-
Appropriated Surplus - Cap Works	3,938,000	1,400,000	-	-	-
Loans from MFA	13,000,000	13,000,000	16,000,000	-	-
Funding from Reserves	150,000	-	-	-	-
Capital Works	(31,088,000)	(30,275,000)	(24,775,000)	(775,000)	(750,000)
Revenue for operations	1,572,000	2,485,000	3,497,000	4,752,000	4,775,000
Expenditures	1,572,000	2,485,000	3,497,000	4,752,000	4,775,000
Surplus (Deficit)	-	-	-	-	-
Water					
Operating Revenues	5,574,000	4,689,000	5,058,000	5,455,000	5,833,000
Grants	50,000,000	50,000,000	23,410,000	7,440,000	-
PR Legacy Inc contributions	500,000	-	-	-	-
Loans from MFA	5,750,000	1,250,000	-	10,560,000	15,000,000
Funding from Reserves	12,590,000	-	-	-	-
Capital Purchases	(190,000)	-	-	-	-
Capital Works	(69,650,000)	(52,000,000)	(24,160,000)	(18,750,000)	(15,750,000)
Revenue for operations	4,574,000	3,939,000	4,308,000	4,705,000	5,083,000
Expenditures	4,574,000	3,939,000	4,308,000	4,705,000	5,083,000
Surplus (Deficit)	-	-	-	-	-
Solid Waste					
Operating Revenues	5,767,000	5,854,000	5,949,000	6,046,000	6,156,000
Appropriated Surplus - Cap Works	125,000	-	-	-	-
Funding from Accruals - CW	2,750,000	-	-	-	-
Funding from Reserves	1,760,000	-	-	-	-
Capital Purchases	(310,000)	-	-	-	-
Capital Works	(4,370,000)	(45,000)	(48,000)	(51,000)	(54,000)
Revenue for operations	5,722,000	5,809,000	5,901,000	5,995,000	6,102,000
Expenditures	5,722,000	5,809,000	5,901,000	5,995,000	6,102,000
Surplus (Deficit)	-	-	-	-	-



REPORT TO COUNCIL

Regular Meeting of Council

DATE: December 11th, 2023
TO: Robert Buchan, City Manager
FROM: Myfannwy Pope, Director of Development Services

SUBJECT: City of Prince Rupert OCP Amendment Bylaw No. 3527, 2023 and Zoning Amendment Bylaw No. 3528, 2023

RECOMMENDATION:

THAT COUNCIL give 1st and 2nd reading of Official Community Plan Amendment Bylaw No 3527, 2023.

AND THAT COUNCIL consider the proposed Official Community Plan amendment in conjunction with its financial plan and any liquid waste management plans in effect.

AND THAT Council give 1st and 2nd reading of Zoning Amendment Bylaw No. 3528, 2023.

THAT Council proceeds to Public Hearing.

REASON FOR REPORT:

The proposed OCP and Zoning amendments are to ensure the land-use regulations, including zoning and community development guidelines, align with the community vision for the waterfront. The OCP Land Use Amendment is proposed to amend the land use of the subject properties from Industrial to City Core, inclusive of an extension of the City Core Development Permit Area, the Downtown District, and the Waterfront Character Area. These changes would allow the properties to be rezoned to support development aligned with the 2030 Vision for the area. The changes would apply to lots legally described as:

- A PORTION OF LOT 1 WATERFRONT BLOCK E RANGE 5 COAST DISTRICT PLAN EPP117678
- A PORTION OF LOT 2 WATERFRONT BLOCK E DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN EPP117678

- A PORTION OF LOT 1 WATERFRONT BLOCK E DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN EPP128626

The proposed Prince Rupert Zoning Bylaw Amendment seeks to rezone the lots in the subject area to align with uses outlined in the Vision 2030 for Harbour Landing, as well as anticipated recreational and tourism growth opportunities. This proposed zoning amendment includes changing from **M3 - Waterfront Industrial Zone** to **WT - Waterfront Terminal Zone**, the lots legally described as:

- LOT 1 WATERFRONT BLOCK E RANGE 5 COAST DISTRICT PLAN EPP117678
- LOT 2 WATERFRONT BLOCK E DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN EPP117678
- LOT 1 OF WATERFRONT BLOCK E DISTRICT LOT 251 AND OF WATER LOT IN FRONT OF WATERFRONT BLOCK E RANGE 5 COAST DISTRICT PLAN PRP13264 EXCEPT PLAN BCP42388
- LOT 1 WATERFRONT BLOCK E DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN EPP128626
- PORTION OF WATERLOT IN FRONT OF WATERFRONT BLOCK E RANGE 5 COAST DISTRICT SHOWN GREEN ON PLAN 1161 EXCEPT PLANS 1479 12385 PRP13264 PRP46310 PRP46329, PRP46986 AND EPP117678
- PORTION OF WATERFRONT BLOCK E DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN 923 EXCEPT: PARCEL A (SEE 48486I), THE MOST WESTERLY 100 FEET, PLANS 1161, 1479, 1556, 1617, 1965, 3042, 4083, 5141, 5331, 10704, 12385, PRP13264 PRP14466 PRP41863 PRP46310 PRP4632

and from **C1 - Core Commercial Zone** to **WT - Waterfront Terminal Zone** the following properties:

- LOT 2 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN PRP46986
- LOT A DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN BCP42388
- LOT 1 DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN PRP46986 EXCEPT PLAN BCP42388

Maps illustrating the proposed changes can be found in Attachments.

BACKGROUND:

The City of Prince Rupert has committed to developing the waterfront area at the base of Bill Murray Way to support revitalization and increase waterfront access for the public. This action item was informed by community feedback received during the Redesign Rupert process that resulted in Prince Rupert's 2030 Vision document, which in turn

was affirmed through the drafting of the Official Community Plan. The Vision saw a new Harbour Landing Park with green space, water access, ferry landing and restaurant/public house services. The City has worked with multiple partners on this vision so far. As more destination development efforts are considered for the area, the City is ensuring the land-use regulations, including zoning and community development guidelines, align with the community vision.

To enable this vision, the OCP land use framework is proposed to be amended to allow the extension of the City Core Development Permit Area, including the extension of the Downtown District Area Guidelines and the Waterfront Character Area, to include the subject properties. This will permit the proposed new zone to be adopted if Council wishes, as it needs to be aligned with the OCP land-use framework. Additionally, it will ensure that any new developments in this area are subject to the development permit guidelines that support the character and form of the area to align with the community vision.

The Waterfront Terminal Zone (WT) is intended to support uses proposed to meet the vision of a vibrant public space, with the potential for relocation of the airport ferry dock and new marina. The new zone is proposed to permit parks and recreation facilities, retail, distillery and breweries, outdoor markets, and marina and ferry terminal. All uses are aligned with the vision for the area and promote active, public use.

With this OCP amendment and rezoning, the city intends to safeguard the area from development that diverges from the intended land uses, as per community feedback in past engagement processes, and in the future, expand the public access to the waterfront, protect views, and aid Prince Rupert becomes a world-class port city; goals set in the Official Community Plan.

ANALYSIS:

Alignment with the 2023-2026 Council Strategic Plan

Council has identified undertaking waterfront development as one of the actions to achieve “the goal of encouraging, supporting and undertaking community renewal” (Goal D, 2023-2026 Council Strategic Plan). By proactively rezoning the aforementioned properties, the city will ensure the future growth pattern aligns with the vision of the community and will help drive future investment into desired development and amenities. By establishing a Waterfront Terminal Zone, the proposal aligns with the City’s Community Renewal Goal and is an essential first step to move in that direction.

Alignment with Official Community Plan

The official Community Plan, which was created by taking community input and built upon the previous engagement of the “Prince Rupert 2030 Vision”, expresses the desire of the people of Prince Rupert to have more places to access the waterfront and makes the commitment to seek opportunities to provide access and protect views

to the waterfront. By rezoning these lots, this proposal aims to aid the City of Prince Rupert in guiding future development in the mission of protecting views and providing waterfront access for community members.

Airport Ferry Relocation

The City is currently exploring the potential relocation of the airport ferry dock to the waterfront area. While this may not proceed, the proposed bylaw amendments would allow this to occur.

Parks Plan

The Parks Plan, adopted in November 2023, reiterates the OCP goal to plan and develop Harbour Landing Park, currently titled Rotary Waterfront Park. It identifies the need to place infrastructure for gathering, such as covered areas, and access amenities for the water, such as a potential kayak launch in the area. This amendment to the zoning will support the development of these items and safeguard against competing land uses or non-conducive neighbouring activities.

Impacts to Neighbourhood

By updating the zoning of the area from Waterfront Industrial Zone (M3) and Core Commercial Zone (C1) to (WT) Water Terminal Zone, Prince Rupert will protect the views by reducing the maximum building heights from 16 metres and 19 metres (C1 and M3, respectively) to 9 metres to align with the OCP Building Heights Framework.

The principal uses being proposed for the area may reflect different traffic patterns than the current condition, with the permitted uses (Ferry terminal, Retail Use, Distillery, Outdoor markets, Parks and recreation facilities, and Marina) being intended to attract a wider demographic of both locals and tourists than the current Waterfront Industrial Zone and Core Commercial Zone and may result in more foot traffic. These future traffic and parking needs could be addressed and studied as development proposals for the area materialize, and future developers can be required to demonstrate how they will mitigate any adverse consequences of increased traffic flow at the development permit stage.

Consultations & Referrals

The City has undertaken public consultation through its Rupert Talks page, where the proposed amendments are outlined for community information. The community has the opportunity to ask questions and make comments on the proposed amendment on this platform until the Public Hearing date, if Council chooses to proceed to Public Hearing. If Council proceeds to Public Hearing, community members will have the opportunity to further comment at that time. At the time of this report, no comments

have been received through that platform, but Council is invited to ask for updates from staff at the time of consideration.

The City also undertakes referrals for OCP and Zoning amendments. No issues were raised through the referrals process on the proposed amendments.

COST:

There are no budget impacts to this recommendation.

CONCLUSION:

Staff recommend that council proceed with giving 1st and 2nd reading of Official Community Plan Amendment Bylaw No 3527, 2023 and 1st and 2nd reading of Zoning Amendment Bylaw No. 3528, 2023, and proceeding to Public Hearing.

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

Myfannwy Pope,
Director of Development Services

Robert Buchan,
City Manager

Originally signed available on request

Attachment(s):

- Draft OCP Amendment Bylaw No. 3527, 2023
- Draft Zoning Amendment Bylaw No. 3528, 2023

CITY OF PRINCE RUPERT

OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT BYLAW NO. 3527, 2023

A BYLAW TO AMEND THE CITY OF PRINCE RUPERT OFFICIAL COMMUNITY PLAN BYLAW NO. 3460, 2021

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

THAT the City of Prince Rupert Official Community Plan No. 3460, 2021 be amended as follows:

1. Amend Map 1 by changing the land use of the lots legally described from a) to c) in this Bylaw from Industrial to City Core as indicated in Schedule A of this bylaw.
2. Amend Map 1A-B City Wide Land Use Framework, Map 1B Townsite Land Use Framework, Map 2 as well as Figures 1 & 5 in Appendix A City Core Development Guidelines to extend the Downtown District in the City Core Development Area to be inclusive of the lots legally described below in points a) to c) as indicated in Schedule B of this Bylaw.
3. Amend Waterfront Character Area borders as shown on Figures 1 & 10 of Appendix A City Core Development Permit Guidelines to incorporate the lots legally described below in points a) to c) as shown on Schedule B of this Bylaw.
4. Sections 1- 3 of this Bylaw apply to lots legally described as:
 - a. *PORTION OF LOT 1 WATERFRONT BLOCK E RANGE 5 COAST DISTRICT PLAN EPP117678*
 - b. *PORTION OF LOT 2 WATERFRONT BLOCK E DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN EPP117678*
 - c. *PORTION OF LOT 1 WATERFRONT BLOCK E DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN EPP128626*
5. This Bylaw may be cited as "City of Prince Rupert Official Community Plan Bylaw No. 3527, 2023".

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

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

Public Hearing this ____ day of ____, 20__.

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

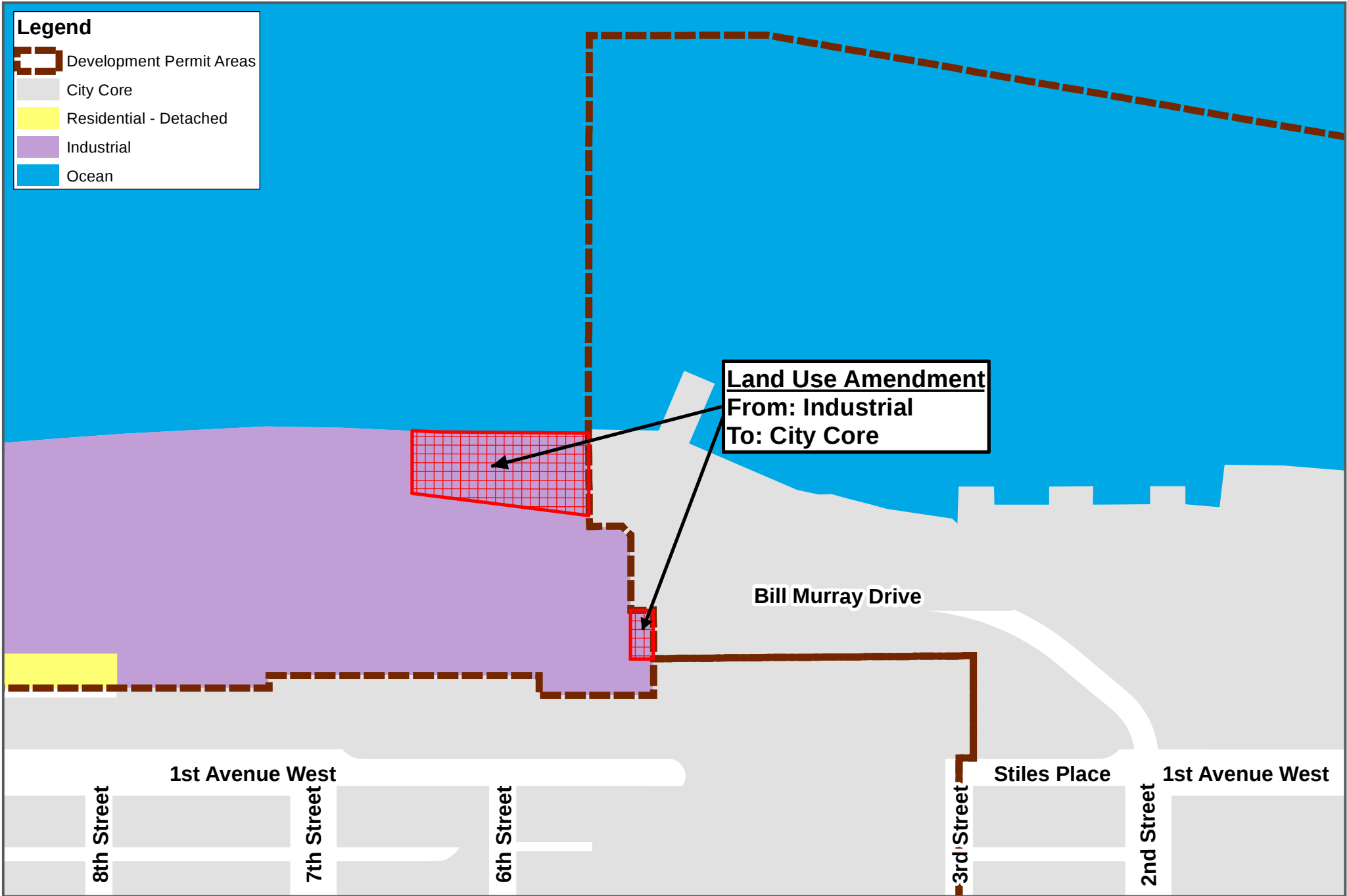
Final Consideration and Adopted this ____ day of ____, 20__.

MAYOR

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES

Legend

-  Development Permit Areas
-  City Core
-  Residential - Detached
-  Industrial
-  Ocean



Land Use Amendment
From: Industrial
To: City Core

Bill Murray Drive

1st Avenue West

Stiles Place

1st Avenue West

8th Street

7th Street

6th Street

3rd Street

2nd Street

Project #: ZBLA-23-03
 Author: RB
 Checked: -
 Status: FINAL
 Revision:
 Date: 2023 / 12 / 4
 Scale: 1:3,000

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

Schedule A - OCP Amendment Amendment Bylaw No. 3527, 2023



OPERATIONS DEPARTMENT

DPA Extension
From: None
To: City Core

District Extension
From: None
To: Downtown District

Character Area Extension
From: None
To: Waterfront

Current City Core DPA
Current Downtown District

Current Waterfront Character Area

Bill Murray Drive

Legend

- Development Permit Areas
- Roads
- City Core
- Residential - Detached
- Industrial
- Ocean

West

7th Street

6th Street

3rd Street

Stiles Place

2nd Street

1st Avenue West

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2021 Orthophoto

Schedule B - OCP Amendment Amendment Bylaw No. 3527, 2023



OPERATIONS DEPARTMENT

CITY OF PRINCE RUPERT

ZONING AMENDMENT BYLAW NO. 3528, 2023

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

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

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

1. Add Section 7.2 WT: Waterfront Transportation Zone under Section 7: Marina District as outlined in Schedule A of this bylaw.
2. Amend "Schedule B" Zoning Map by rezoning the lots legally described in a-f below from M3 - Waterfront Industrial Zone to WT: Waterfront Terminal zone as indicated in Schedule B of this bylaw
 - a. LOT 1 WATERFRONT BLOCK E RANGE 5 COAST DISTRICT PLAN EPP117678
 - b. LOT 2 WATERFRONT BLOCK E DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN EPP117678
 - c. LOT 1 OF WATERFRONT BLOCK E DISTRICT LOT 251 AND OF WATER LOT IN FRONT OF WATERFRONT BLOCK E RANGE 5 COAST DISTRICT PLAN PRP13264 EXCEPT PLAN BCP42388
 - d. LOT 1 WATERFRONT BLOCK E DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN EPP128626
 - e. PORTION OF WATERLOT IN FRONT OF WATERFRONT BLOCK E RANGE 5 COAST DISTRICT SHOWN GREEN ON PLAN 1161 EXCEPT PLANS 1479 12385 PRP13264 PRP46310 PRP46329, PRP46986 AND EPP117678
 - f. PORTION OF WATERFRONT BLOCK E DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT PLAN 923 EXCEPT: PARCEL A (SEE 48486I), THE MOST WESTERLY 100 FEET, PLANS 1161, 1479, 1556, 1617, 1965, 3042, 4083, 5141, 5331, 10704, 12385, PRP13264 PRP14466 PRP41863 PRP46310 PRP4632
3. Amend "Schedule B" Zoning Map of City of Prince Rupert Zoning Bylaw No. 3462, 2021 by rezoning the lots legal described below a) – d) from C1 - Core Commercial Zone to WT - Waterfront Terminal Zone as indicated in Schedule B of this bylaw
 - a. LOT 2 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN PRP46986

Schedule A

- b. LOT A DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT
PLAN BCP42388
 - c. LOT 1 DISTRICT LOTS 251 AND 1992 RANGE 5 COAST DISTRICT
PLAN PRP46986 EXCEPT PLAN BCP42388
4. This Bylaw may be cited as “City of Prince Rupert Zoning Amendment Bylaw No. 3528, 2023”.

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

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

Public Hearing this ____ day of _____, 20__.

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

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

MAYOR

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES

Schedule A

7.2.0 Waterfront Terminal Zone

Permitted Uses:

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

- a) Ferry terminal
- b) Retail use
- c) Distillery
- d) Brewery
- e) Outdoor markets
- f) Parks and recreation facilities
- g) Marina

The following accessory uses and no others are permitted:

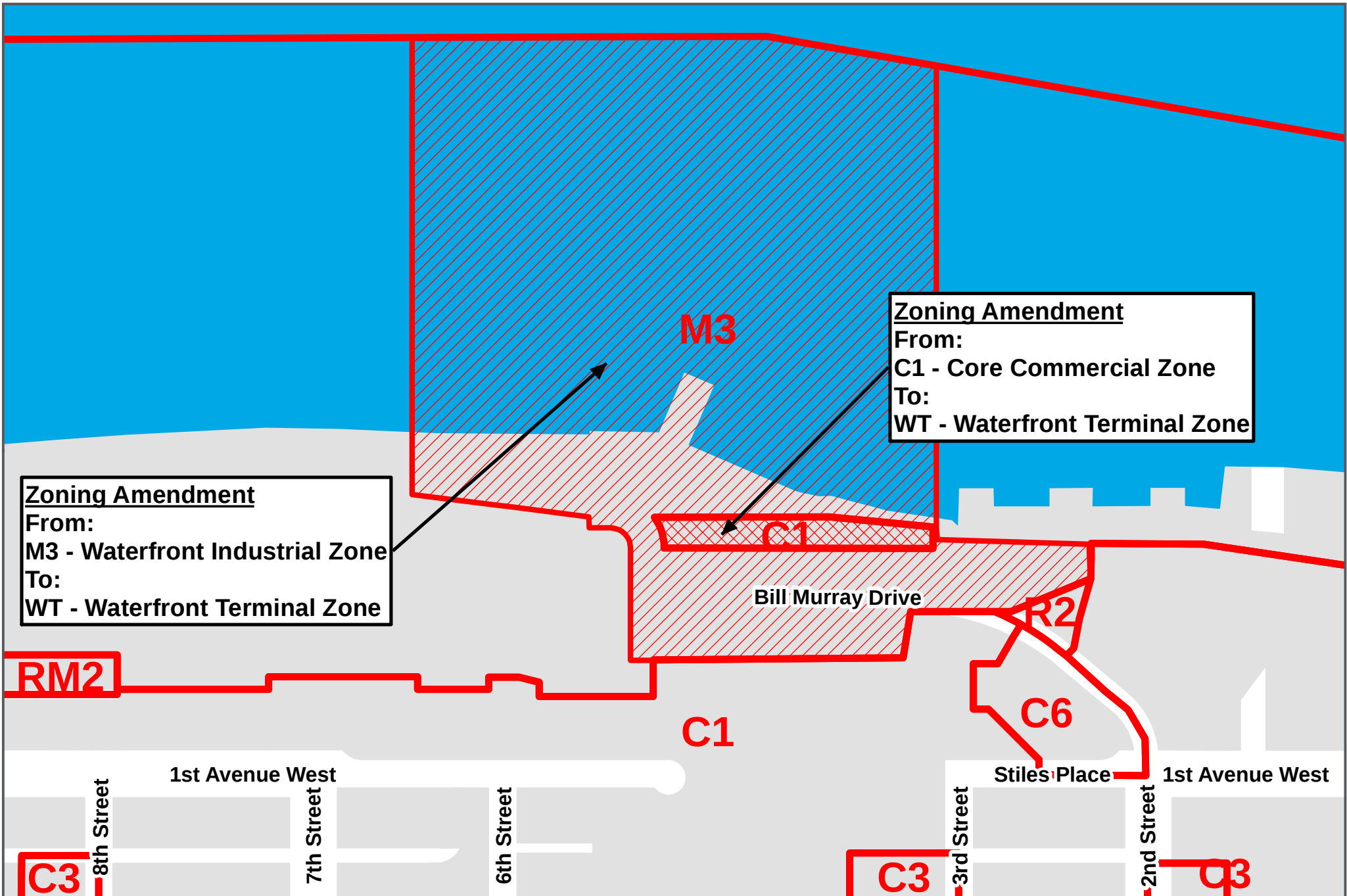
- a) Office
- b) Personal Service Establishment
- c) Accessory buildings and structures.

Minimum Dimensions Required for Yards

An accessory building and structure shall be 3.0 metres from rear property line, or 0.3 metres if the accessory building abuts a public lane.

Maximum Building Height:

- (a) Principal building 9 metres.
- (b) Accessory building 3.6 metres.



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2021 Orthophoto

Schedule A - Zoning Amendment Amendment Bylaw No. 3528, 2023



Schedule B

7.2.0 Waterfront Terminal Zone

Permitted Uses:

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

- a) Ferry terminal
- b) Retail use
- c) Distillery
- d) Brewery
- e) Outdoor markets
- f) Parks and recreation facilities
- g) Marina

The following accessory uses and no others are permitted:

- a) Office
- b) Personal Service Establishment
- c) Accessory buildings and structures.

Minimum Dimensions Required for Yards

An accessory building and structure shall be 3.0 metres from rear property line, or 0.3 metres if the accessory building abuts a public lane.

Maximum Building Height:

- (a) Principal building 9 metres.
- (b) Accessory building 3.6 metres.