



## **REGULAR MEETING**

For the **REGULAR MEETING** of Council to be held on January 8, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

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

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

#### **Recommendation:**

THAT the Agenda for the Regular Council Meeting of January 8, 2024, be adopted as presented.

### **4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS**

### **5. CONSENT AGENDA**

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

- i. Minutes of the Regular Meeting of December 11, 2023;
- ii. Minutes of the Special Regular Meeting of December 13, 2023;

#### **b) Correspondence**

- iii. North Coast Regional District Board Highlights – December 2023; and,
- iv. Request for a Letter of Support from Northern Health Re: Prince Rupert Port Authority Grant Application for the Acropolis Manor DementiaAbility Project 2024.

#### **Recommendation:**

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

### **6. REPORTS**

#### **a) Report from Planning Re: DVP-23-08 for 1946 – 11<sup>th</sup> Avenue East.**

##### **Recommendation:**

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) 23-08 for 1946 – 11<sup>th</sup> Avenue East.

#### **b) Report from the Director of Development Services Re: DVP-23-24 for the Drake Crescent Developments.**

**Recommendation:**

THAT Council approves the Development Variance Permit (DVP) 23-24 for the Drake Crescent Developments.

**7. BYLAWS**

- a) **City of Prince Rupert Infrastructure Replacement Design Temporary Borrowing Bylaw No. 3523, 2023.**

**Recommendation:**

THAT Council gives fourth and final reading to the City of Prince Rupert Infrastructure Replacement Design Temporary Borrowing Bylaw No. 3523, 2023.

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

**Recommendation:**

THAT Council gives fourth and final reading to the City of Prince Rupert Linear Liquid Waste Infrastructure Replacement Temporary Borrowing Bylaw No. 3524, 2023.

**8. COUNCIL ROUND TABLE**

**9. ADJOURNMENT**



## MINUTES

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 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**ABSENT:** Councillor W. Niesh

**STAFF:** R. Buchan, City Manager  
R. Miller, Director of Corporate & Legislative Services / Corp. Officer  
C. Bomben, Chief Financial Officer  
P. Vendittelli, Director of Economic Development & Transportation (Remote)  
M. Pope, Director of Development Services  
J. Beckwith, Fire Chief  
R. Paras, Planner  
V. Stewart, Communications Manager

### 1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 7:00 pm

### 2. INTRODUCTION OF LATE ITEMS

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

### 3. APPROVAL OF AGENDA

**Recommendation:**

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

CARRIED

### 4. PRESENTATION

Shawn Stevenson, President and CEO (PRPA); Ken Veldman, Vice President Public Affairs and Sustainability RE: Port Operations and Expansion Projects.

Councillor Forster left: 7:38 p.m.

Councillor Forster returned: 7:41 p.m.

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

Diana Caputo – Re: PRPA Presentation

Nicholas Blackwater – Re: PRPA Presentation

Kevin Stunder (Pacific Aurora Homes) – Re: Drake Heights Projects Variances

## **6. CONSENT AGENDA**

### **a) Council minutes**

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

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT all items on the Consent Agenda be approved as requested.

CARRIED

## **7. REPORTS**

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

#### **Recommendation:**

MOVED by Councillor Cunningham and seconded by Councillor Forster THAT Council approves the 2024 Council Meeting Schedule as presented.

CARRIED

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

#### **Recommendation:**

MOVED by Councillor Forster and seconded by Councillor Randhawa 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.

CARRIED

MOVED by Councillor Cunningham and seconded by Councillor Forster THAT Council directs the Committee to decide if they want a member of Council with the Committee.

CARRIED

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

**Recommendation:**

MOVED by Councillor Adey and seconded by Councillor Forster THAT approves proceeding with the statutory notification process for Development Variance Permit (DVP) #23-24.

CARRIED

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

**Recommendation:**

MOVED by Councillor Randhawa and seconded by Councillor Cunningham THAT Council proceed with final approval for Development Variance Permit (DVP) #23-25.

CARRIED

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

**Recommendation:**

MOVED by Councillor Cunningham and seconded by Councillor Forster THAT Council proceeded with final approval for Temporary Use Permit (TUP) #23-01.

CARRIED

**8. BYLAWS**

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

**Recommendation:**

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

CARRIED

(OPPOSED: Councillor Randhawa)

**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:**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT COUNCIL give 1<sup>st</sup> and 2<sup>nd</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> reading of Zoning Amendment Bylaw No. 3528, 2023.

THAT Council proceeds to Public Hearing.

CARRIED

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

**Recommendation:**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council gives Fourth and Final Readings to the City of Prince Rupert 2023 Five Year Financial Plan Amendment Bylaw No. 3525, 2023.

CARRIED

**9. COUNCIL ROUND TABLE**

**10. ADJOURNMENT**

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the meeting by adjourned at 8:49 p.m.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

\_\_\_\_\_  
DIRECTOR OF CORPORATE  
& LEGISLATIVE SERVICES/ CORP. OFFICER



## MINUTES

For the **SPECIAL REGULAR MEETING** of Council held on December 13, 2023, at 10:00 a.m. in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**ABSENT:** Councillor W. Niesh  
Councillor T. Forster

**STAFF:** R. Buchan, City Manager  
R. Miller, Director of Corporate & Legislative Services /  
Corporate Officer

### 1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 10:16 a.m.

### 2. ADOPTION OF AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT the Agenda for the Special Regular Council Meeting of December 13, 2023, be adopted as presented.

CARRIED

### 3. PRESENTATION

a) Dr. Robert Long, CityWest Board Chair; Stefan Woloszyn, CEO CityWest; Brandi Lam, CFO CityWest Re: CityWest (AGM).

### 4. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

### 5. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT the meeting be adjourned to a Closed Meeting under section 90.1 (j) of the *Community Charter* [information that is prohibited, or information that if were presented in a document would be prohibited, under section 21 of the *Freedom of Information and Protection of Privacy Act* at 10:40 a.m.

Confirmed:

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MAYOR

Certified Correct:

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DIRECTOR OF CORPORATE  
& LEGISLATIVE SERVICES / CORP. OFFICER

## **Board Highlights**

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December 2023

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### **Delegations:**

B.C. Ferries provided an update on Charting the Course: A Vision for Coastal Ferries. Delegates provided information on the engagement process and how to submit feedback. The Chair of the Board thanked the B.C. Ferries for their delegation.

### **Board Business:**

1. The Board resolved to send a joint letter to B.C. Ferries from the NCRD and local governments and First Nations within the NCRD to provide comments on B.C. Ferries' Charting the Course engagement.
2. The Board resolved to send a letter to Fisheries and Oceans Canada and provide input into the Draft 2024/25 Integrated Fisheries Management Plan for Crab.
3. The Board resolved to send a letter to the Minister of Fisheries, Oceans and the Canadian Coast Guard, copying MP Taylor Bachrach, regarding inviting a Fisheries and Oceans Canada delegation to a future Board meeting of the North Coast Regional District to discuss the Draft 2024/25 Integrated Fisheries Management Plan for Crab.
4. The Board resolved to commit to hold tenure for leased lands for a Tlell Cemetery boundary expansion, following consultation and engagement.
5. The Board resolved to direct staff to prepare draft resolutions to be submitted for consideration by the Association of Vancouver Island and Coastal Communities in advance of the AVICC 2024 AGM & Convention.
6. The Board resolved to write a letter to the B.C. Fire Commissioner to outline issues relating to fire risks and derelict homes in the community of Sandspit.
7. The Board resolved to write a letter to the Minister of Housing requesting that all municipalities and electoral areas be given the option to opt into the Speculation and Vacancy Tax program.
8. The Board resolved to write a letter to the Executive Director of the North Central Local Government Association in support of a northern living allowance for Haida Gwaii residents.





9. The Board resolved to write a letter to the North Central Local Government Association in support of CityWest's subsea fibre redundancy project.
10. The Board adopted its [2024 Board Meeting Schedule](#).
11. The Board made its Board appointments for 2024, available [here](#).
12. The Board made its Committee and Commission appointments for 2024.

***For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at [www.ncrdbc.com](http://www.ncrdbc.com).***

December 19, 2023

**RE: Letter of Support for Port Authority Grant Application by Acropolis Manor  
DementiAbility Project 2024**

Greetings,

We are writing to the City of Prince Rupert to request a Letter of Support for our grant submission to the Prince Rupert Port Authority.

Our goal is to make our home more dementia friendly. With the grant funding the plan is to continue with wall wraps in each dining room and servery, interactive wall wraps in each pod and exit door wraps in each pod.

Thank you in advance for your time and consideration, and please don't hesitate to reach out if you have any questions or would like further information on the project.

Due to the deadline of the grant application (i.e., January 15, 2024) I've attached a letter of support for your consideration to sign and send back. We appreciate your support.

All the best,

Marcie Garinger,  
Acropolis Manor Site Manager

**Attachment 1:** Proposed Project Design

**Attachment 2:** Letter of Support

December 19, 2023

Dear Prince Rupert Port Authority,

I am pleased to be submitting a letter to the Community Investment Fund at Prince Rupert Port Authority for the January 15th, 2024, deadline for the Acropolis Manor DementiAbility Project.

We strongly support this grant application since it is aimed at improving our resident's environment at the Acropolis Manor by creating a more dementia-friendly environment.

We admire your initiatives to fund projects that have greatly benefited the residents of our community.

Sincerely,

Dining Area



Acropolis Manor Servery Window shut and open with working blackboards



Servery Door

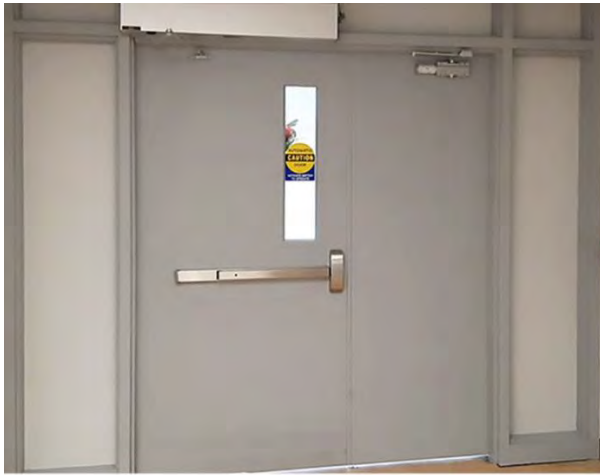






Interactive Flower Box Wrap

## Exit Door Wrap Example



Before



After



Before



After





# REPORT TO COUNCIL

Regular Meeting of Council

**DATE:** January 8, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras, Urban Planner I

**SUBJECT:** Development Variance Permit #23-08 for 1946 - 11<sup>th</sup> Avenue East

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## RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-08 for 1946 – 11<sup>th</sup> Avenue East.

## REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1946 11th Avenue East.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.5.1 minimum dimensions required for yards to have an accessory building 8.33 metres (27'2") tall. The maximum building height in an R2 zone is 3.6 metres (11'9"). The applicant requests a variance of 4.7 metres (15'5") to accommodate the proposed building.

## BACKGROUND AND ANALYSIS

The applicant requests the proposed variance to the maximum building height for an accessory building in an R2 zone to accommodate a proposed garage. The applicant deems the 8.3-metre height (27'2") as necessary as they intend on storing vehicles as well as a truck camper. This proposed height, 8.3-metre (27'2"), is 4.7 metres (15'5") more than the 3.6 metres (11'9") dictated by the Zoning Bylaw. The intended access to the proposed garage would be through the lane access that branches from McNicholl Ave, entering the garage through doors on the south of the building. The lane is not currently developed to a standard recognized by the City. The permit would contain several conditions, including that the permit does not commit the City to the maintenance of the laneway and that the applicant/owner will be required to upgrade the laneway to meet MMCD standards prior to receiving a Building Permit for the structure, as the intent is to use the laneway for access.

The property is located near the end of 11<sup>th</sup> Avenue East, and has neighbours to the Southwest that are located at a higher elevation. The height encroachment may affect the views of the neighbours located behind the property across the laneway. Neighbours and public will be able to provide input during the public consultation period to this effect and raise any other concern or support they may have.



The Draft Development Variance Permit is included in 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. Affected property owners will have the opportunity to express their views on the application when Council considers the permit.

**Report Prepared By:**

**Report Reviewed By:**

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Rodolfo Paras,  
Urban Planner I

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Robert Buchan,  
City Manager

Originally signed available on request

**Attachment(s):**

- Attachment 1: Development Variance Permit
- Attachment 2: Site and Building Plans

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**DEVELOPMENT VARIANCE PERMIT**  
FILE NO. DVP-23-08

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

**PERMIT ISSUED TO OWNER(S):** CHRISTOPHER MICHAEL MORTON

**APPLICANT:** J and J Construction

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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 D (BEING A CONSOLIDATION OF LOTS 82, 83, 84 AND 85, SEE  
CB227338)  
BLOCK 39 SECTION 8 DISTRICT LOT 251 RANGE 5 COAST DISTRICT  
PLAN 923

**CIVIC ADDRESS(ES):**

1946 11<sup>th</sup> Ave E.

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
  - a. Section 5.2 Maximum Building Height (b) Accessory building is varied from 3.0 metres to 8.33 metres.
3. This permit is issued subject to the following conditions to the City's satisfaction:
  - a. The permittee(s) develop(s) the proposed development in accordance with the Site and Building Plan attached as Schedules 1.
  - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
  - c. The permittee(s) is required to provide an acceptable cost estimate and 125% bonding (LOC or cash) for the upgrade of the laneway access to MMCD standard prior to issuance of the Building Permit and construction of the laneway upgrade must be complete prior to occupancy
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. This permit does not commit the City to maintenance of adjacent dedicated laneways.
9. The following plans and specifications are attached to and form part of this permit:
  - a. Schedule 1: Site, Building Plan, and Elevation Drawings.

**ISSUED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.**

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

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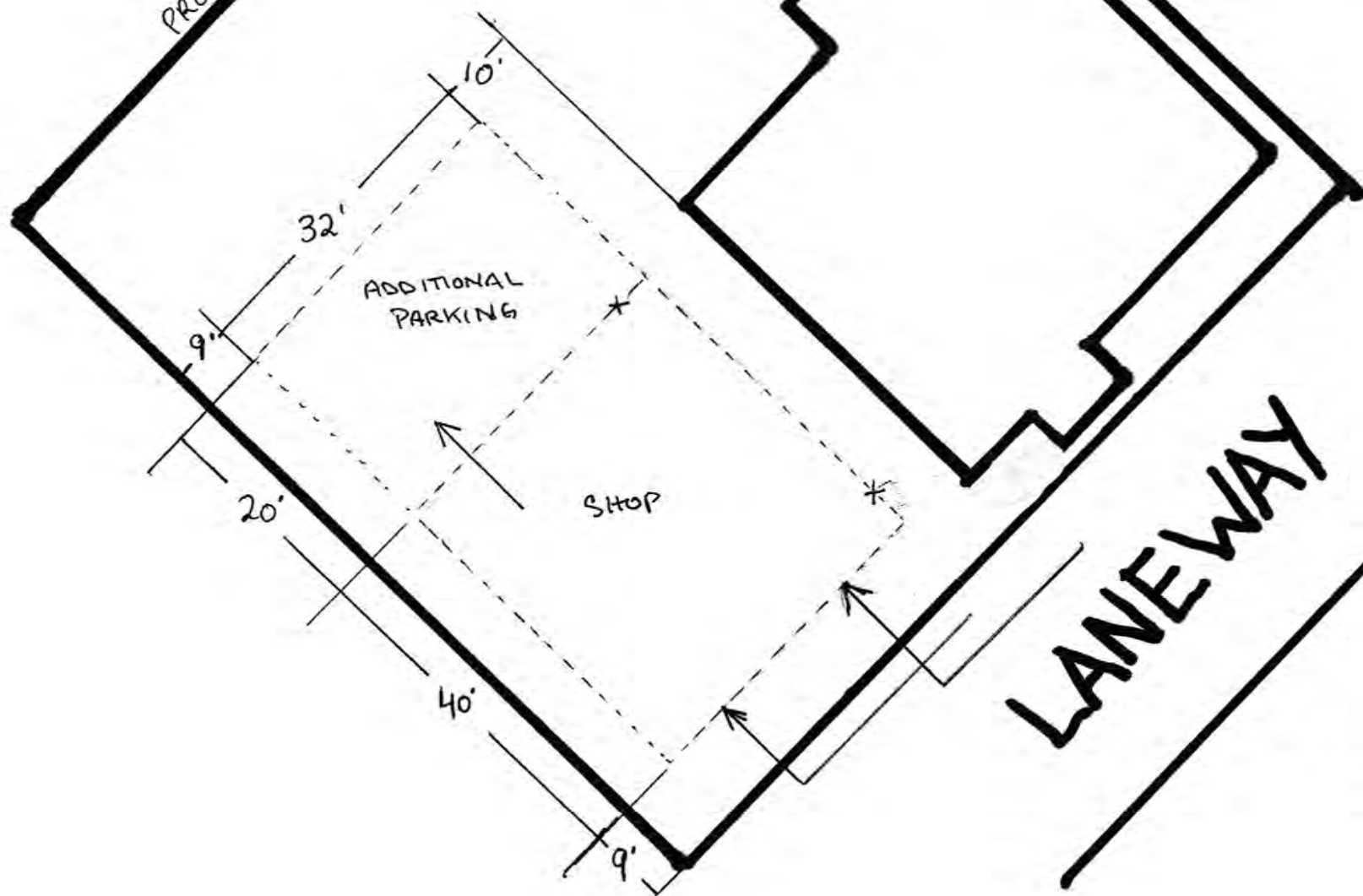
Rosamaria Miller  
Director of Legislative and Corporate  
Services



1946 11<sup>th</sup> Ave E

11<sup>th</sup> Ave

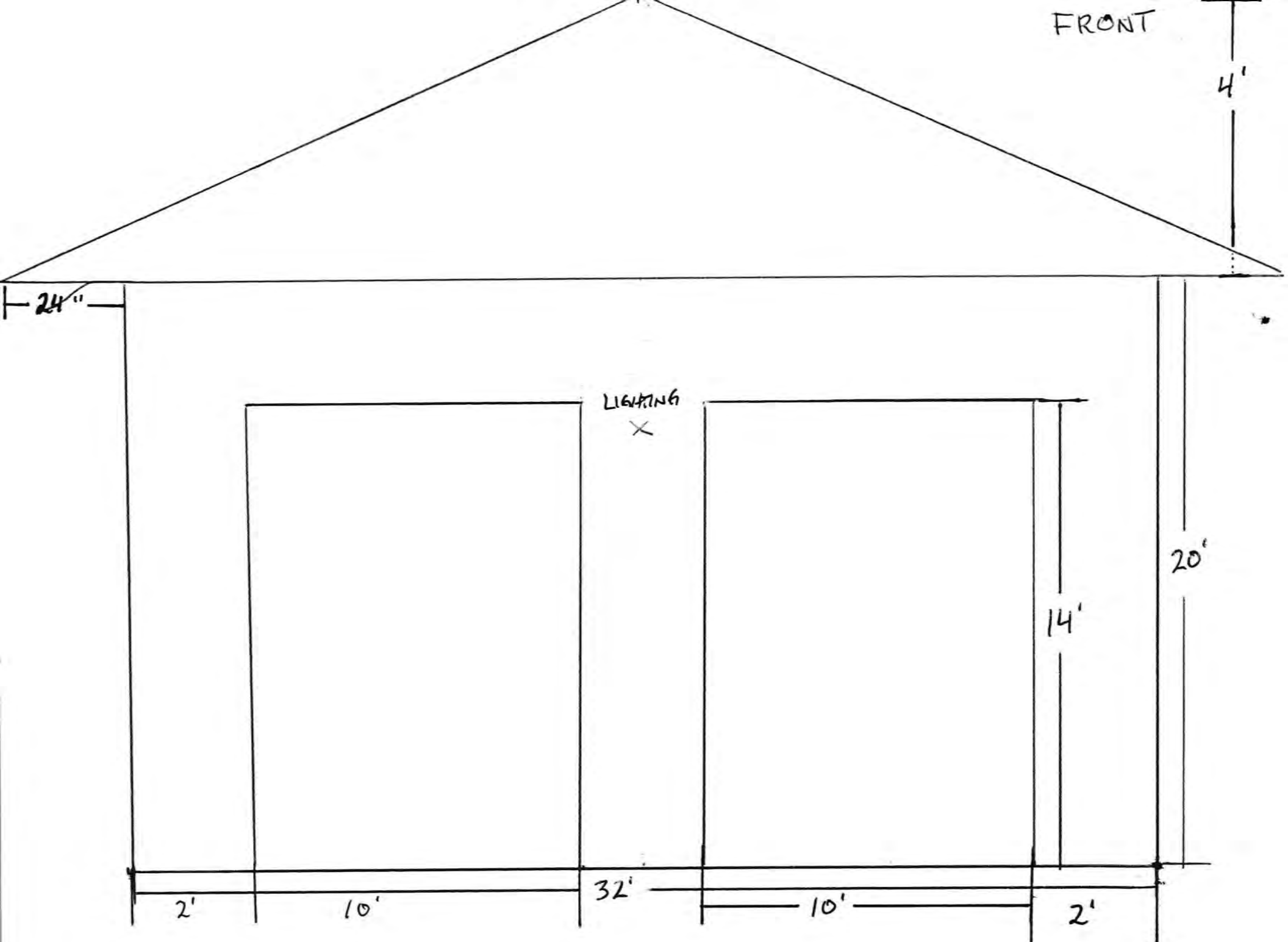
PROPERTY LINE



LANEWAY

↑ 10' W x 14' H  
VEHICLE  
ACCESS

X 36"  
MAN DOOR



40'

20'

10' W x 14' H  
GARAGE  
DOOR

- FINISHED CEILING HEIGHT  
20'

- GABLE ROOF

DOUBLE BAY GARAGE  
1280 SQF

FRONT  
OF  
BUILDING

10' W x 14' H  
GARAGE  
DOOR

10' W x 14' H  
GARAGE  
DOOR

ADDITIONAL PARKING

CONCRETE SLAB  
BEHIND SHOP

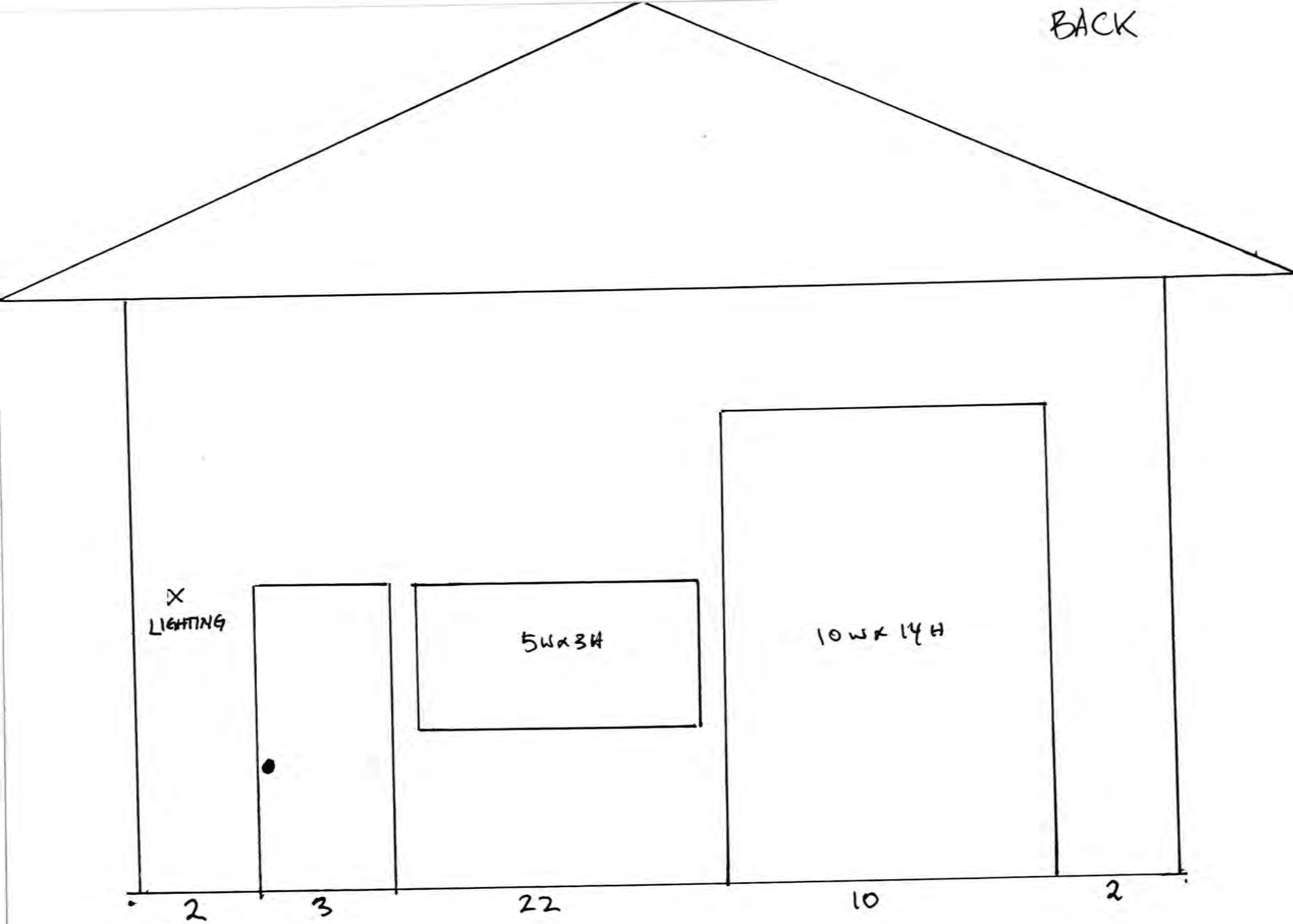
640 SQF

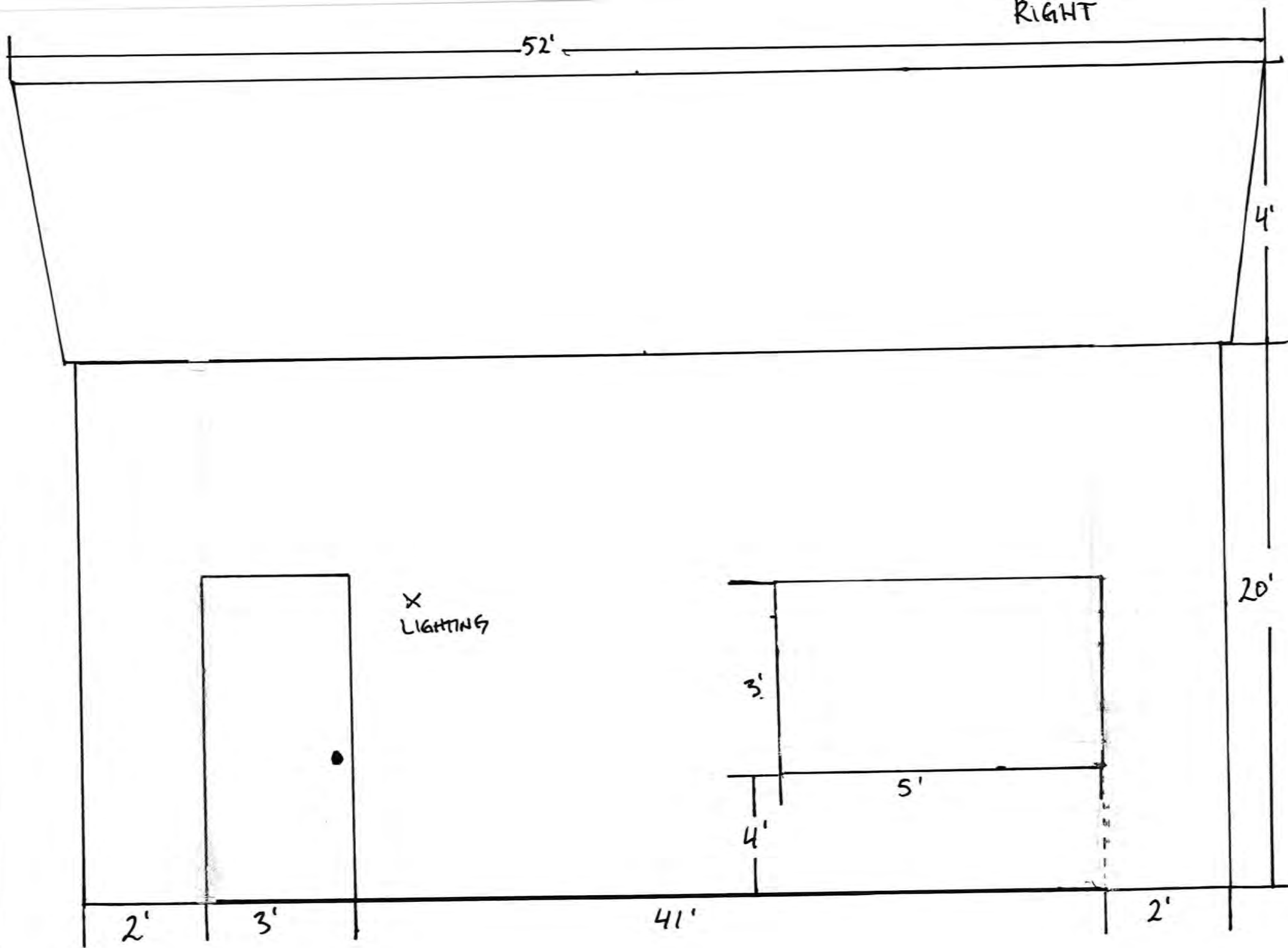
X° EXTERIOR LIGHTING



32

BACK



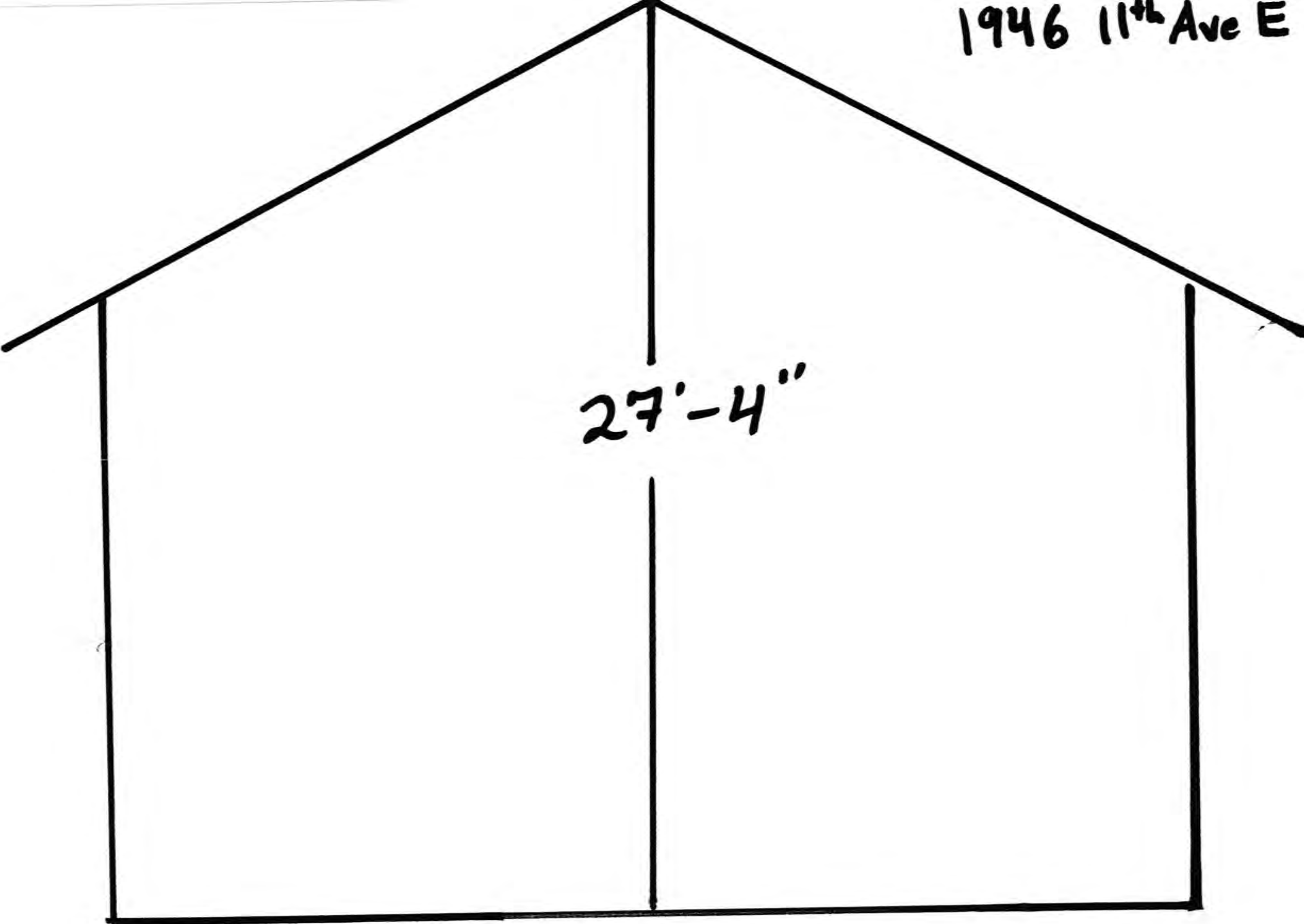




LEFT



1946 11<sup>th</sup> Ave E



27'-4"



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

## **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.**

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#### **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:**

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Myfannwy Pope,  
Director of Development Services

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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



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

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

November 2, 2023

City of Prince Rupert  
424 – 3<sup>rd</sup> 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:

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

2. Parking Variance:

- 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.

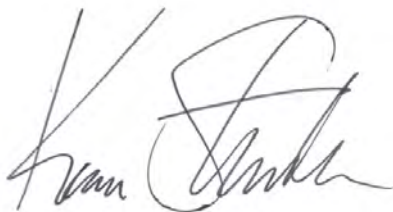
***About the Pacific Aurora Group:***

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 flourish at the end.

Kevin Stunder

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



**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 3<sup>rd</sup> 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

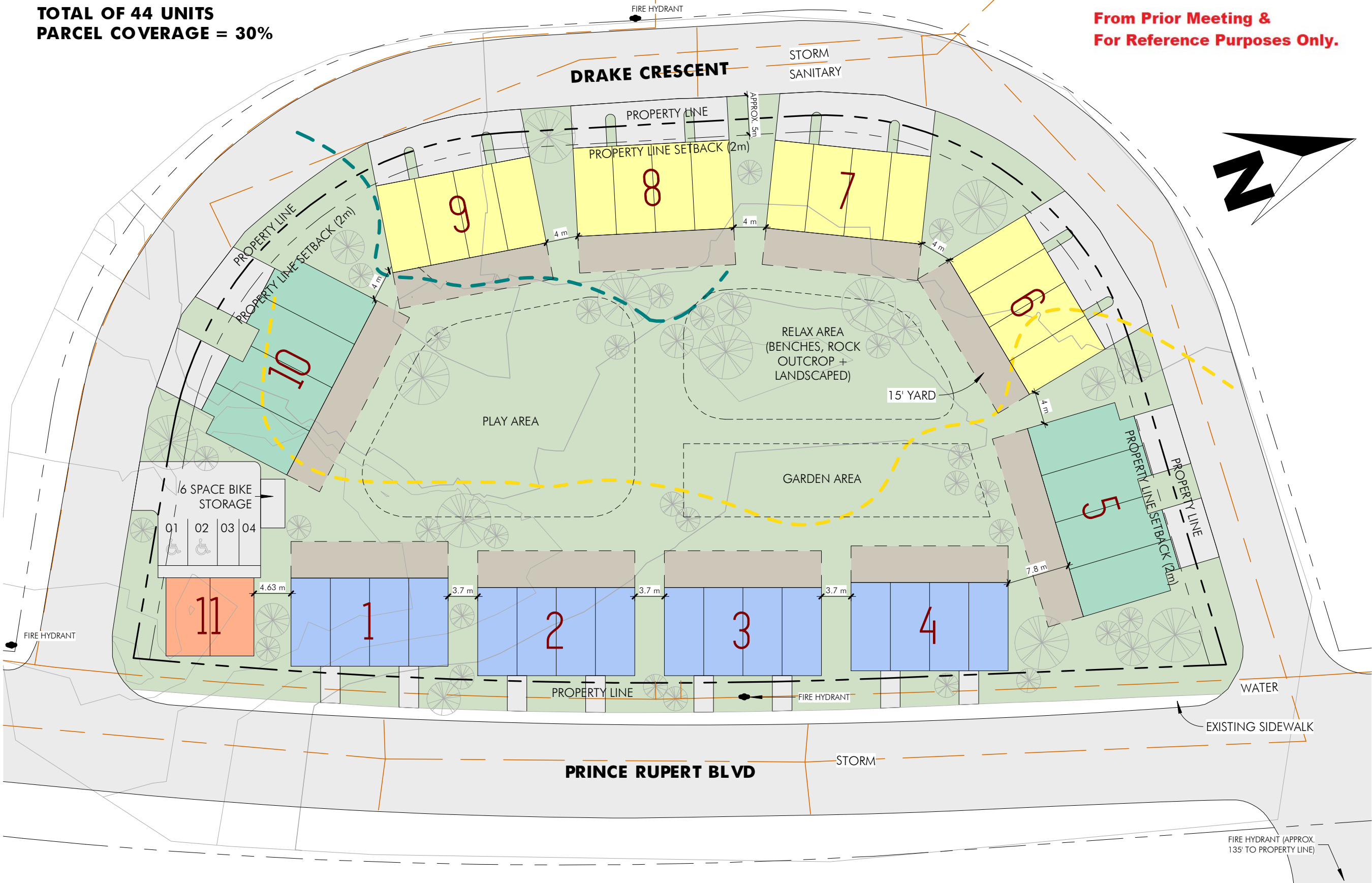
**B** 20' WIDE QUADPLEX 2 STOREYS W/ GARAGE, 43' x 80' BUILDING FOOTPRINT

**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%

From Prior Meeting &  
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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

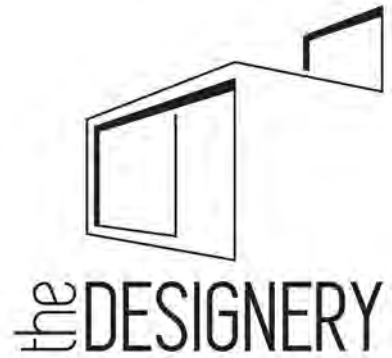
SITE PLAN

SCALE 1" = 40'-0"

Sheet Number Revision

A 01 | R12





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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

A 08 | R5

Revision



From Prior Meeting &  
For Reference Purposes Only.



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



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



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Project Information  
Drake Heights  
Development Partnership

DRAKE HEIGHTS  
MULTIFAMILY

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

PROJECT NUMBER21.129DHM

DATE21.06.07

DRAWN BYJulie

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

SCALE1/8" = 1'-0"

Sheet NumberRevision  
A13R5

# CITY OF PRINCE RUPERT

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

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

---

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

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

AND WHEREAS the sale of debentures has been temporarily deferred;

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

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

READ A FIRST TIME this 10th day of October, 2023.

READ A SECOND TIME this 10th day of October, 2023.

READ A THIRD TIME this this 10th day of October, 2023.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



# CITY OF PRINCE RUPERT

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

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

---

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

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

AND WHEREAS the sale of debentures has been temporarily deferred;

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

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

READ A FIRST TIME this 10th day of October, 2023.

READ A SECOND TIME this 10th day of October, 2023.

READ A THIRD TIME this this 10th day of October, 2023.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER