



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on Monday, January 22, 2024, 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 January 22, 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 January 8, 2024;

b) Correspondence

- ii. Development Activity Report for December 2023;
- iii. Monthly Fire / Rescue Report for December 2023;
- iv. Council Resolution Status updates to January 8, 2024;
- v. 2024 Council Calendar (amended to reflect change in February meetings and the Family Day stat falling on February 19, not February 12);
- vi. Report from the Director of Operations Re: Council Request – MOTI Letter on Line Painting;
- vii. Request for Letter of Support from the Prince Rupert Golf Club; and,
- viii. Request for Letter of Support from the Prince Rupert Racquet Society.

Recommendation:

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

6. REPORTS

- a) Report from the Chief Financial Officer Re: Resolution to Amend the 2024 Five Year Financial Plan Bylaw No. 3526, 2023.**

Recommendation:

THAT Council approve increasing the Lester Centre Roof Replacement project scope and postpone the 3rd Avenue and Fulton Traffic Light to 2025.

b) Report from Planning Re: DVP-23-18 for 800 – 2nd Avenue West.

Recommendation:

THAT Council proceeds with the Statutory Notification Process for Development Permit #23-18 for 800 – 2nd Avenue West.

c) Report from Planning Re: DVP-23-26 for 334 – 6th Avenue East.

Recommendation:

THAT Council proceeds with the Statutory Notification Process for Development Permit #23-26 for 334 – 6th Avenue East.

7. BYLAWS

a) City of Prince Rupert Zoning Amendment Bylaw No. 3505, 2022

Recommendation:

THAT Council proceeds with fourth and final reading of the City of Prince Rupert Zoning Amendment Bylaw No. 3505, 2022.

8. COUNCIL ROUND TABLE

9. ADJOURNMENT



MINUTES

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 – 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. Buchan, City Manager
R. Miller, Director of Corporate & Legislative Services / Corp. Officer
C. Bomben, Chief Financial Officer
R. Pucci, Director of Operations & Intergovernmental Relations
M. Pope, Director of Development Services
R. Paras, Planner

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Agenda for the Regular Council Meeting of January 8, 2024, be adopted as presented.

CARRIED

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes

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

b) Correspondence

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

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT all items on

the Consent Agenda be approved as requested.

CARRIED

6. REPORTS

a) Report from Planning Re: DVP-23-08 for 1946 – 11th Avenue East

Recommendation:

MOVED by Councillor Adey and seconded by Councillor Cunningham THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) 23-08 for 1946 – 11th Avenue East.

CARRIED

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

Recommendation:

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council approves the Development Variance Permit (DVP) 23-24 for the Drake Crescent Developments.

CARRIED

7. BYLAWS

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

Recommendation:

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

CARRIED

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

Recommendation:

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT COUNCIL gives fourth and final reading to the City of Prince Rupert Linear Liquid Waste Infrastructure Replacement Temporary Borrowing Bylaw No. 3524, 2023.

CARRIED

8. COUNCIL ROUND TABLE

9. ADJOURNMENT

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven THAT the meeting be adjourned at 7:37 p.m. to a Closed Meeting under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure, under section 21 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES/ CORP. OFFICER



REPORT TO COUNCIL

Regular Meeting of Council

DATE: January 22nd, 2023
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner I

SUBJECT: DEVELOPMENT ACTIVITY REPORT FOR DECEMBER 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 December 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

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 -08	N/A	To allow for shipping containers for temporary storage	December 5, 2022	In Progress*	Passed 3rd Reading on February 6, 2023
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
ZBLA-23 -03	Various	OCP and Zoning amendments for the waterfront development	Nov 11, 2023	In Progress* * Public Notification	Council gave 1 st and 2 nd hearings Dec 11 th
DVP-23-08	1946 11 th Avenue E	Construction of a shop/garage over height	April 21, 2023	In Progress *Approved for Public Notification	Final hearing will occur after public notification
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 -24	Prince Rupert Blvd.	Parking and Setback Variances	Nov 3 rd , 2023	Approved	Final Hearing January 8 th
DVP-23 -25	807 Alfred St.	Proposed garage to encroach into side setback	Nov 10 th , 2023	Approved	Final Hearing Dec 11 th

DVP-23 -26	334 6 th Ave East	Setback variance for proposed new Deck to replace existing	Dec 15 th , 2023	In Progress*	First hearing Jan 22 th
DP-23-20	1127 & 1133 2nd Avenue West	Demolish Building	Nov 29 th , 2023	Approved	December 7 th , 2023
DP-23-21	719 2 nd Avenue W.	Redevelop building in City Core	Dec 12 th , 2023	Approved	January 10 th , 2024
DP-23-22	1414 Kootenay Av	Demolition of buildings and other structures	Dec 20 th 2023	In Progress	NA
TUP-23-01	935 2 nd Ave	Temporary permit to have 2 goats on the property.	June 08, 2023	Approved	Final Hearing December 11 th



REPORT

January 1, 2024

TO: City Manager, ROB BUCHAN
FROM: Fire Chief, JEFF BECKWITH
SUBJECT: Monthly Fire / Rescue Report – December 2023

During the month of December 2023, the Prince Rupert Fire Rescue Department responded to 75 emergency incidents. Of these incidents, there were 8 fires, with 1 property sustaining significant damage, and 5 motor vehicle incidents (MVI's).

Location	Property Value	Property Loss
1203 8 th Ave w	\$328,000	\$120,000
Totals:	\$328,000	\$120,000

INCIDENT COMPARISON

December	2023	75 Incidents
December	2022	82 Incidents
December	2021	162 Incidents
December	2020	86 Incidents
December	2019	121 Incidents
December	2018	118 Incidents

FIRE SERVICE ACT INSPECTIONS

During the month of December Fire Rescue Department personnel conducted Fire Service Act inspections within 9 public buildings in Prince Rupert

INSPECTION COMPARISON

December	2023	9 Public Building Inspections
December	2022	1 Public Building Inspections
December	2021	0 Public Building Inspections
December	2020	22 Public Building Inspections
December	2019	43 Public Building Inspections
December	2018	53 Public Building Inspections

DEPARTMENT ACTIVITIES AND PROGRAMS

Fire Prevention and Public Education:

Social media was used to engage and provide updates to the public on what was happening around the fire hall this month.

Training & Upgrading:

During the month of December, 26 training sessions were held. The topics of these training sessions were Narcan Training, Air Pack Familiarization, EMR Blood Pressure Training, Street Familiarization, Operating Hose Stream from Ladder 6, Standpipe Connection, Dragger Info Session, Building Familiarization, and Pump Operations.

Daily Apparatus & Equipment Maintenance:

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

911 DISPATCH SUMMARY

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

PR ADMIN	259
PR FIRE	32
PR AMB	168
PR EHS	46
PR RCMP	149
PR ALARM	20

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

OTH FIRE	0
OTH AMB	0
OTH EHS	0
OTH RCMP	3

CITY	126
H/U	99
WRONG #	34
R.C.C.	0
CITYWEST	11
311	0

Total: 953



Respectfully Submitted








Jeff Beckwith,
Fire Chief

Council Resolution Status Updates

For 2024 (to January 8, 2024)

Date	Resolution	Status
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.	

Date	Resolution (Completed)	Status
8-Jan-2024	Infrastructure Replacement Design Temporary Borrowing Bylaw No. 3523, 2023	
8-Jan-2024	Linear Liquid Waste Infrastructure Replacement Temporary Borrowing Bylaw No. 3524, 2023	
8-Jan-2024	DVP-23-08 to 1946 – 11 th Avenue East to Public Notification	
8-Jan-2024	DVP #23-24 – Drake Crescent Developments: Approved	

 In progress

 Completed

Rosamaria (Rosa) Miller
Director of Corporate & Legislative Services



	Council Meeting				
	Statutory Holiday				
	NCLGA				
	FCM				
	UBCM				

2024

Council Calendar

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
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28	29	30				

May						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



REPORT TO COUNCIL

Regular Meeting of Council

DATE: January 22, 2024
TO: Dr. Robert Buchan, City Manager
FROM: Richard Pucci, Director of Operations & Intergovernmental Relations

SUBJECT: COUNCIL REQUEST – MOTI LETTER ON LINE PAINTING

REASON FOR REPORT:

In the January 8th, 2024, Open City Council Meeting, the Staff was requested to submit a Letter to the Ministry of Transportation and Infrastructure (MOTI) regarding the premature deterioration and the significant durability issues associated with the road marking paint currently approved for municipal use.

ANALYSIS:

This low-durability paint places drivers, passengers, and pedestrians at significant risk due to the visibility of road markings and crosswalks.

LINK TO STRATEGIC PLAN:

Public Safety has a clear and defined link to the Strategic Plan.

COST:

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

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Dr. Robert Buchan,
City Manager

Originally signed available on request



Administration Department

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

☎ (250) 627 1781

✉ richard.pucci@princerupert.ca

January 15, 2024

Darrell Gunn
Executive Director, Northern Region
Ministry of Transportation and Infrastructure
213 1011 4th Ave
Prince George BC, V2L 3H9

Dear Darrell:

Re: Request to improve line painting standards in the Province

Over the past few years, the City of Prince Rupert (City) has witnessed premature deterioration and significant durability issues associated with the road marking paint used by the Ministry of Transportation and Infrastructure (MOTI) and currently approved for municipal use. This low-durability paint places drivers, passengers, and pedestrians at significant risk due to the visibility of road markings and crosswalks.

The City appreciates that the durability of line-marking paint is a challenge for all jurisdictions in British Columbia; however, the North Coast Region experiences somewhat unique weather conditions and coastal circumstances that see the current paint used only last a few months at best.

The City requests that the MOTI work to improve line painting standards in the Province and review the type and quality of paint used in the process. As this is a Provincial-wide concern, the City will seek a Resolution at the 2024 Union of BC Municipalities Conference.

If you have any questions or concerns regarding this letter, please feel free to contact me directly at (250) 627-0956 to discuss this matter further.

Yours truly,

Richard Pucci, P.L.Eng
Director of Operations &
Intergovernmental Relations

cc: Mayor & Council

From: Iain Cullen <farwestsports@citywest.ca>
Sent: January 5, 2024 10:32 AM
To: Rosamaria Miller <Rosamaria.Miller@princerupert.ca>
Subject: Fwd: city letter

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

Rosa: With reference to my phone message that his morning. We are requesting from council a support letter for our application for funding from N.D.I.T. Attached is the letter that Corrine requested. Please advise or you need any additional information.

Cheers, Iain

Sent from my iPad

The City of Prince Rupert supports the Prince Rupert Golf Club's application to Northern Development Initiative Trust's Recreation Infrastructure Grant.

The City understand that the funding request is for \$200 000 towards the PRGC's Revitalization and Accessibility Project. Project activities include the reconstruction of a green, rebuilding the cart paths, renovation of the forward tee boxes and ten sand traps. The PRGC has received a PRPA Community Investment Fund grant for \$459 750 and requires leveraged funding to release the PRPA contribution. The PRGC is committing the other funds with the understanding that the Club's contribution may be reduced by securing other funding. The PRGC is actively seeking more funding for this project and to expand the Revitalization Project to include other enhancements. The PRGC has an operating agreement with the City of Prince Rupert to operate, maintain and enhance the golf course as part of the City's Recreation Services. The revitalization of the golf course is an important project.

Prince Rupert Racquets Association
525 9th Ave W, Prince Rupert, British Columbia V8J 2S9

Contact:

Richard Haley
250-600-7785
richardhaley@ymail.com

City of Prince Rupert

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

Dear Council Members:

I am writing to ask Council if they could direct City Staff to take a cash payout for the insurance damage sustained during the kitchen fire that occurred in the Racquet Centre on Wednesday, November 8th, 2023.

Instead of proceeding immediately with the scheduled repairs, the Racquet Association is requesting that the funds be set aside and earmarked as a contribution to the Centre's ongoing Capital Improvements Plan, which already includes plans to remodelling and renovate the kitchen area.

The Association has submitted funding requests for its project and the insurance money would be used as matching funds to help ensure the project's approval and completion.

Council can be assured that the necessary repairs will be made and that the building and community will benefit greatly from this remodel and renovation.

The PRRA recognizes that the scope of the proposed renovations, which include relocating existing bar facilities to the lower floor as well as renting upstairs space to Sweat Rebel Fitness, will require a new sub-lease agreement. The Prince Rupert Racquets Association is very willing to work with City Staff to draft a new lease agreement that will incorporate the necessary changes to its existing lease.

Thank you for your time and attention to this matter.

Respectfully,

Richard Haley
President, PRRA

Prince Rupert Middle School

SCHOOL DISTRICT NO. 52

Location:
417 West 9th Avenue
Prince Rupert B.C.
V8J 2S9



Mailing Address:
PO Box 520
Prince Rupert B.C.
V8J 3R7

prmsoffice@sd52.bc.ca

Phone: 250-624-6757 Fax: 250-627-1348

Friday, January 12, 2024

Re: Prince Rupert Racquet Centre Accessibility Project

On behalf of the Prince Rupert Racquets Centre, Prince Rupert Middle School would like to express its appreciation and support for the modernization and greater accessibility of the facility. The Centre provides much needed indoor recreation space and offers physical activities that are not available at the middle school. Previous updates to the facility have been beneficial and have allowed our students to explore new and different physical activities. The proposed updates will only serve to strengthen the Centre's value to the community.

With the proposed updates the Centre will have an increased opportunity to advance the physical and mental health of our community while helping to expand the sporting opportunities in Prince Rupert.

Our school looks forward to continuing to work with the Prince Rupert Racquet Centre encouraging local youth to remain physically active.

Sincerely,

A handwritten signature in black ink, appearing to read "Kerri", with a long, sweeping horizontal line extending to the right.

Kerri Levelton,
Principal, Prince Rupert Middle School

Budget for Phase 3 Capital Upgrades Plan - Prince Rupert Racquet Centre

Wheelchair Accessibility for Washrooms/Changerooms/Building

Mile Stone	Description/Task	Total Eligible Cost	PRRA and Other Contribution	PRPA Contribution
1	Demolition			
	2 large garbage bins	\$1,800.00	\$1,800.00	\$0.00
	9 days demolition labour	\$12,000.00	\$12,000.00	\$0.00
		\$13,800.00	\$13,800.00	\$0.00
2	Removal of existing hot tub and sauna			
	Concrete removal and patching	\$6,000.00	\$6,000.00	\$0.00
		\$6,000.00	\$6,000.00	\$0.00
	TOTAL	\$19,800.00	\$19,800.00	\$0.00
3	Framing			
	4 days reframing men's bathroom	\$5,000.00	\$2,500.00	\$2,500.00
	4 days reframing women's bathroom	\$5,000.00	\$2,500.00	\$2,500.00
	3 days beam installation	\$5,000.00	\$2,500.00	\$2,500.00
	Materials	\$6,500.00	\$3,500.00	\$3,000.00
		\$21,500.00	\$11,000.00	\$10,500.00
	TOTAL	\$21,500.00	\$11,000.00	\$10,500.00
4	Electrical			
	Demolition	\$2,550.00	\$2,550.00	\$0.00
	New fire alarm panel and smoke alarms	\$2,350.00	\$2,350.00	\$0.00
	New 100 amp sub panel	\$1,250.00	\$1,250.00	\$0.00
	New lighting in hallways and bathrooms	\$2,500.00	\$2,500.00	\$0.00
	Emergency lighting	\$2,000.00	\$2,000.00	\$0.00
	Bathroom(s) electrical	\$3,500.00	\$3,500.00	\$0.00
	Labour	\$11,000.00	\$11,000.00	\$0.00
	Fire Alarm Commission	\$1,000.00	\$1,000.00	\$0.00
	Permits	\$1,000.00	\$1,000.00	\$0.00
		\$27,150.00	\$27,150.00	\$0.00
	TOTAL	\$27,150.00	\$27,150.00	\$0.00
5	Drywall & Painting			
	Materials	\$12,500.00	\$0.00	\$12,500.00
	Labour	\$12,750.00	\$6,250.00	\$6,500.00
		\$25,250.00	\$6,250.00	\$19,000.00
6	Drop Ceiling			
	Materials	\$4,500.00	\$1,750.00	\$2,750.00
	Labour	\$6,000.00	\$4,000.00	\$2,000.00
		\$10,500.00	\$5,750.00	\$4,750.00
	TOTAL	\$35,750.00	\$12,000.00	\$23,750.00

7	Tiling			
	Tiles and materials	\$28,000.00	\$0.00	\$28,000.00
	Labour	\$28,000.00	\$18,000.00	\$10,000.00
		\$56,000.00	\$18,000.00	\$38,000.00
8	Bathroom Installation			
	Bathroom fixtures	\$35,000.00	\$17,500.00	\$17,500.00
	Labour	\$22,500.00	\$11,250.00	\$11,250.00
		\$57,500.00	\$28,750.00	\$28,750.00
TOTAL		\$113,500.00	\$46,750.00	\$66,750.00
9	Self Operating Doors			
	Front Door	\$10,500.00	\$0.00	\$10,500.00
	Interior changeroom doors (x2)	\$15,000.00	\$0.00	\$15,000.00
	Installation	\$5,000.00	\$0.00	\$5,000.00
		\$30,500.00	\$0.00	\$30,500.00
10	Driveway Access			
	Removal of grass with backhoe	\$4,500.00	\$4,500.00	\$0.00
	Landscape fabric and gravel	\$4,500.00	\$4,500.00	\$0.00
	Labour	\$1,250.00	\$1,250.00	\$0.00
		\$10,250.00	\$10,250.00	\$0.00
11	Front door access ramp	\$5,000.00	\$5,000.00	\$0.00
	TOTAL	\$45,750.00	\$15,250.00	\$30,500.00
ENTIRE PROJECT TOTAL		\$263,450.00	\$131,950.00	\$131,500.00

COMMUNITY INVESTMENT FUND

Proposal submissions will be accepted between the dates of
Wednesday, November 15th 2023 - Monday, January 15th 2024

The Prince Rupert Port Authority (PRPA) established a Community Investment Fund to provide financial support for projects or initiatives in the Prince Rupert and surrounding communities that enhance quality of life.

The Community Investment Fund (CIF) is a reflection of PRPA's core values. The four categories: Culture & Environment, Youth & Education, Health & Wellness and Arts & Recreation are all integral to enhancing the communities we live in. Only projects or initiatives that are broad, community-based and have a meaningful and wide-reaching impact in Prince Rupert and regional communities will be considered.

REQUIRED ATTACHMENTS

- ☐ Minimum three letters of community support for your project
- ☐ A financial budget for your project
- ☐ Project drawings or equipment details planned for your project
- ☐ Documentation confirming the application of, or confirmation of leverage funds

To apply, please complete the application below.

CONTACT INFORMATION

Legal name of Organization: _____

Mailing Address: _____

Location of proposed project if different from the mailing address: _____

Contact Person/s: _____

Phone number/s: _____

Email: _____

Web site: _____

Society number (if applicable): _____

PROJECT NAME: _____

PROVIDE A BRIEF DESCRIPTION OF YOUR PROJECT (MAX 50 WORDS)



**COMMUNITY
INVESTMENT
FUND**



| TOTAL PROJECT COST: _____

| REQUESTED FUNDING AMOUNT: _____

| INTRODUCTION

Identify the project team and list their relevant qualifications & contact info:

| BACKGROUND INFORMATION

Provide a description of your organization, including the organization's:

- Primary function within the community, year of incorporation, annual usage, user groups (include demographics & geographic reach) previous and ongoing projects, and Board of Directors.



PROJECT SCOPE

Provide a detailed description of your project:

- A timeline for your project.



I COMMUNITY BENEFITS

Tell us how the community supports your project:

Describe how your project:

- Improves and enhances the quality of cultural, educational, health and welfare, and civic aspects of life in the Prince Rupert area.



Describe how your project:

- Contributes to the long term sustainability and benefits of the community:

Describe how you will measure success:

- Provide a forward looking view of your project and give detailed projected demographics.



FUNDING

Describe how your project leverages other private and/or public funding.

- List the funding partners, identifying those confirmed and those who are pending.
- Provide full funding partner details and contact information.

- Complete this budget template:

MILE STONE	DESCRIPTION/TASK	TOTAL ELIGIBLE COST	RECIPIENT CONTRIBUTION	OTHER CONTRIBUTION	PRPA CONTRIBUTION
1					
2					
3					
4					
5					
6					
	TOTAL				



- Provide a detailed break-down of how funding from the Community Investment Fund will be used. *Example: lumber, equipment, other materials, site preparation, installation, etc.*

I REQUIRED ATTACHMENTS

- ☐ Minimum three letters of community support for your project
- ☐ A financial budget for your project
- ☐ Project drawings or equipment details planned for your project
- ☐ Documentation confirming the application of, or confirmation of leverage funds



CRITERIA

COMMUNITY INVESTMENT FUND

The Prince Rupert Port Authority's (PRPA) Community Investment Fund (CIF) provides financial support for projects or initiatives in the Prince Rupert area that enhances quality of life or contributes to a lasting legacy to the community. Only Projects or Initiatives that are broad community-based and have a meaningful and wide-reaching impact in the Prince Rupert and regional communities will be considered. Projects or initiatives leveraging other funding sources will be considered on a preferential basis.

All Projects must:

- Provide tangible long-term benefits to the community;
- Have broad, demonstrated community support;
- Leverage other private and/or public funding; and
- Satisfies an on-going or long-term community need

Contributions will not be made:

- to the operating costs of a Project or Initiative;
- to individuals;
- to partisan political projects/ initiatives;
- to projects or initiatives that are restricted to the use or benefit of specific individuals or organizations within the community;
- where activities related to or resulting from are in violation of any federal or provincial law, regulation or policy;
- to refinancing of all or any part of any term debt obligations of the funding recipient.

Applicants submitting a request for financial support can be non-profit entities, locally-based forms of government such as municipalities; Districts and First Nation Band Councils and non-profit co-operatives.

Priority will be given to projects which provide the greatest funding leverage from other sources. Community support could include written support by local community groups. Priority will be given to those seeking 50% or less for a project.

For further information please contact:

Natalie Allen

Community Relations Specialist

Prince Rupert Port Authority

nallen@rupertport.com

250-627-2572 (Direct)

250-600-4432 (Mobile)



Re: Renovation to bathroom facilities PRRA and Letter of support

From: Richard Wright (140wrights@gmail.com)

To: richardhaley@ymail.com

Date: Wednesday, January 10, 2024 at 09:47 a.m. PST

Thanks Richard I will forward this on to our Executive and Projects Committee now and the budget and additional information when you send it.

Richard
Sent from my iPhone

On Jan 10, 2024, at 9:41 AM, Richard Haley <richardhaley@ymail.com> wrote:

Good morning Richard,

Thanks again for your interest in the Capital Upgrades plans for our facility.

I've attached an outline of the scope of our project as well as a sample letter of support, but of course feel free to write whatever you wish.

Our board is meeting tonight to discuss our proposal and how various funding partners might participate. I'll email you again with a broader outline as well as a budget and hopefully we can identify a part of the project the Rotary Club might consider funding.

Thanks again for your time.

Regards,
Richard

<Sample letter of support.docx>

<PRRA request to City for structural upgrades and renovations.docx>

PO BOX 225 PRINCE RUPERT, BC CANADA V8J 3P6
prrotaryclub@citywest.ca

January 11, 2024

Re: Prince Rupert Racquet Centre – Letter of Support

To Whom It May Concern,

Please accept this letter as the Rotary Club of Prince Rupert's support for the Racquet Centre's ongoing Capital Upgrades plan and its current proposal to make the building and its facilities wheelchair accessible.

As a community based service organization, our aim is to create long lasting positive change in our community. Upgrading the Racquet Centre and its facilities will ensure availability to all community members, and help preserve the centre's health and social functions for years to come.

We strongly support the Prince Rupert Racquet Centre's continued vision of creating a vibrant recreational space that is open to all residents of Prince Rupert.

Please feel free to contact me at prrotaryclub@citywest.ca if you require any further information.

Yours in Rotary,

Ashley Daigle, President
Rotary Club of Prince Rupert

Cc: Rotary Club Board of Directors

Re: Wheelchair squash57

From: Shawn Zwierzchowski (shawn@squashbc.com)

To: richardhaley@ymail.com

Date: Saturday, December 16, 2023 at 11:20 a.m. PST

Richard

Your fire has unfortunate but perfect timing. I know the office has a grant for Wheelchair Squash57 for the next couple of months so there is a good chance we will be able to find a way to send a bursary your way.

I'm actually piloting some wheelchair squash57 myself in the near future in Chilliwack if I can connect with the current Wheelchair Basketball association to move something forward.

I'll look at doing a course in Smithers and have messaged Anika there to see if they are interested in hosting. I'd conceive of a 3 day course with Friday being a social/hit. Saturday being the coaching course from the NCCP and Sunday being a program administration/event organizer course in the morning.

Shawn

On Fri, Dec 15, 2023 at 4:08 PM Richard Haley <richardhaley@ymail.com> wrote:

Hi Shawn,

After our recent kitchen fire 🙄... the club has decided to push forward with renovations.

In addition to remodelling the downstairs kitchen space (which is now completely gutted) and turning it into a lounge/bar/spectator viewing area, we're also planning to renovate the bathrooms and make them wheelchair accessible.

I'm currently working on a grant proposal to the Port of Prince Rupert for partial funding, but I'm looking for any other possible funding sources.

Do happen to know of any that would apply?

Regards,
Rich

Also, I have interest for a juniors coaching program. Perhaps we could set one up for the North sometime? Hold it in Smithers perhaps? Being equidistant from Rupert and PG?

Sent from my iPhone



Prince Rupert Gymnastics Association

portgym@gmail.com

250.624.5867

www.princerupertgymnastics.com

January 10, 2024

Re: Prince Rupert Racquet Centre

To whom it may concern,

Please accept this letter as the Prince Rupert Gymnastics Association's support for the Racquet Centre's ongoing Master Capital Upgrades plan and its current proposal to make the building and its facilities wheelchair accessible.

As an organization that focuses on physical literacy and lifelong movement, the Gymnastics Association recognizes the benefits of providing an inclusive indoor recreational space to all members of the community.

Upgrading the Racquet Centre and its facilities will ensure availability to all citizens and preserve the centre's function for generations to come.

We strongly support the Prince Rupert Racquet Centre's continued vision of creating a vibrant recreational space that is open to all residents of Prince Rupert.

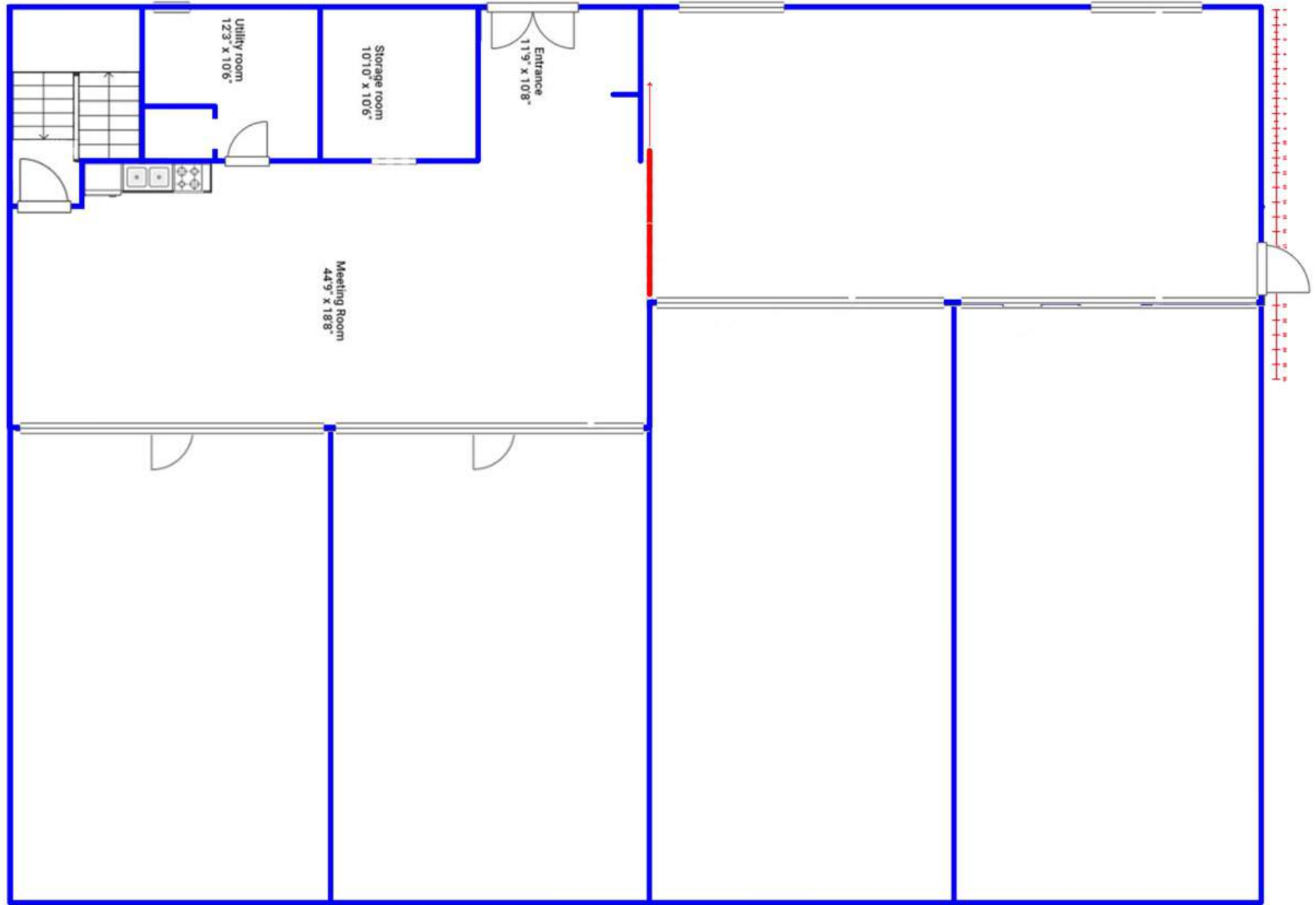
Thank you so much for your time and attention,

Sincerely,

Jackie Touchet
President, PRGA



Scale 1/4" pr /FT

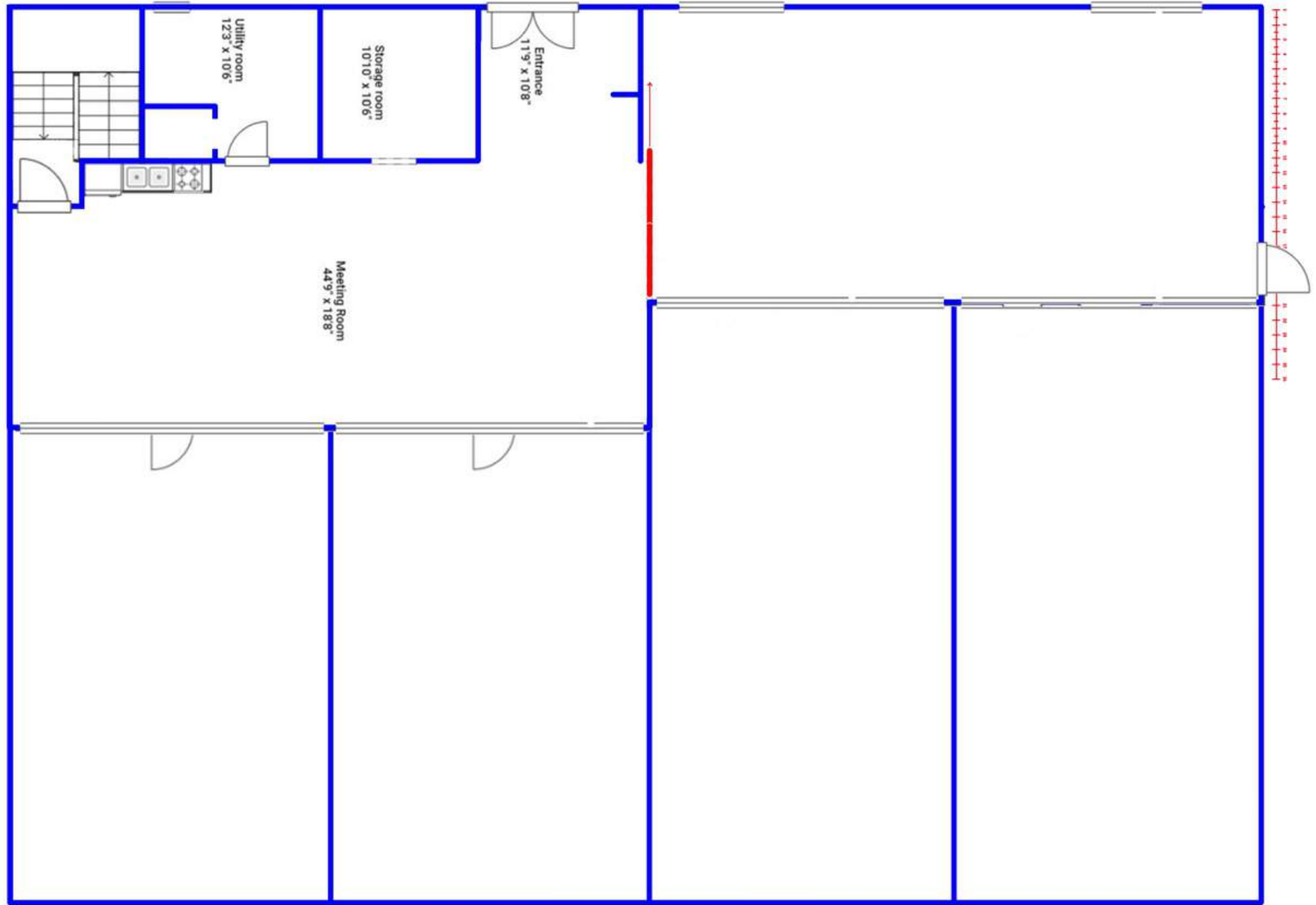


Scale 1/4" pr /FT





Scale 1/4" pr /FT



Scale 1/4" pr /FT





REPORT TO COUNCIL

Regular Meeting of Council

DATE: January 22, 2024
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

**SUBJECT: RESOLUTION TO AMEND 2024 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 3526, 2023**

RECOMMENDATION:

THAT Council approve increasing the Lester Centre Roof Replacement project scope and postpone the 3rd Avenue and Fulton Traffic Light to 2025,

AND THAT the 2024 Five Year Financial Plan be amended accordingly.

REASON FOR REPORT:

Council adopted the 2024 Five-Year Financial Plan December 11, 2023. Since then, information has been received by staff resulting in a recommendation to amend the 2024 budget.

BACKGROUND:

The Lester Centre has a multi-roof system comprising of five (5) distinct roofs. Four (4) of the roofs are original to the building (1987) and beyond their life expectancy with the roof over the seating area having been replaced in 2015. Of the four remaining original roofs, the stage roof is considered the highest consequence should there be a failure. For this reason, the stage roof was included in the 2024 budget for replacement. Subsequent to this budget preparation, staff have learned that the remaining original roofs, the two (2) on the side facing Highway 16 and the one (1) at the back of the building, are leaking which is impacting the use of, and damaging, the building.

ANALYSIS:

This development has prompted staff to propose an amendment which will hopefully see the remaining original roofs being replaced in a single budget year. The estimated cost of the full replacement is more than the City has available and so the proposed amendment includes postponing an approved project and applying for a grant to help

fund the full replacement thereby ensuring continued programming and functionality of the building.

The project proposed to be postponed is the replacement of the traffic light at the intersection of Third Avenue West and Fulton. Although this light is past its expected life, it is still functioning and was deemed the only project that could be postponed to 2025 freeing up contributory funds. The revision to the budget is proposed as follows:

	Asset Cost			Funding		
Project	Original Cost	Revision	Difference	Reserve/ Surplus	Grant	Dividend
Lester Centre Roofs	\$200,000	\$1,030,000	\$830,000	\$(165,000)	\$(515,000)	\$(150,000)
3rd/Fulton Traffic Light	\$315,000	\$ -	\$(315,000)	\$ 165,000	\$ -	\$ 150,000
Total	\$515,000	\$1,030,000	\$515,000	\$ -	\$(515,000)	\$ -

This resolution is being requested now for the purposes of proceeding with procurement options up to and including all four (4) of the roof systems subject to receiving a positive grant outcome. There is no impact to property taxes proposed.

LINK TO STRATEGIC PLAN:

This resolution to amend the Five-Year Financial Plan supports overall service provision to the public.

CONCLUSION:

The Community Charter permits amendments to the financial plan. Should Council approve the change to the proposed projects, they will be included in a future Five-Year Financial Plan bylaw amendment.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer

Robert Buchan,
City Manager

Originally signed available on request



REPORT TO COUNCIL

Regular Meeting of Council

DATE: January 22th, 2024
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Planner I

SUBJECT: DVP-23-18 – 800 2nd Avenue (Related to DP-23-13)

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit #23-18.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 800 2nd Avenue.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 6.1.0, minimum dimensions required for yards to 0 m to allow the redevelopment of the existing building with the intent by the applicant to have multifamily dwellings and traveller accommodations.
2. A request for a variance of the City of Prince Rupert Zoning Bylaw Section 9.1.2 Parking Requirements to allow the building to operate with the existing four parking spaces.

The Proposed Building Drawings are included in Attachment 2.

BACKGROUND

The applicant requests the proposed parking and setback variances to allow for the redevelopment of the existing building, intending to accommodate six (6) multiple-family dwelling units and four (4) traveller accommodation units. As the building is located in a Core Commercial Zone (C1), both proposed uses are allowed, but the Zoning Bylaw, under 6.1. C1: Core Commercial dictates that a multifamily building and traveler accommodation requires a two-metre (2 m) setback from the front lot line. The existing building is located on the property line, and while no change to the footprint of the

building is proposed, to accommodate the change in use from commercial to mixed-use in the existing building, the applicant seeks to receive a setback variance.

In conjunction with the setback variance, the applicant requests a variance to the parking requirements. Under 9.1.2 Parking Requirements, traveller accommodations require one space per room, and residential units require one parking space per unit. With a proposed number of six dwelling units, four traveller accommodations, the number of required off-street parking spaces is 10, and the total number of parking spaces available in the proposed building is four.

The property owner expresses that they intend to provide the community with more housing opportunities in a centrally located building within walking distance of retail, restaurants, grocery stores, and the college, which, in turn, they hope will attract renters who desire to access the city amenities without the need for a car. This site is just outside of the Parking Specified Area where off-street parking requirements do not apply for mixed-use buildings.

ANALYSIS:

Alignment with the 2023-2026 Strategic Plan

Council's Strategic Plan identifies the following: "The City of Prince Rupert will support and encourage new and renewed housing working with industry, senior government and First Nations." By allowing the proposed variances on this project to provide long-term rentals downtown, Council will be encouraging the creation of housing alternatives in the downtown area of the City, an area established in the Official Community Plan to need more housing options.

Alignment with the Official Community Plan

By redeveloping this building to allow for multiple family dwelling units, this development aligns with the overall intent of the Midtown District as per the Official Community Plan. The Midtown District, which encompasses this property, has been identified by the OCP as an area intended to transition into a primarily residential neighbourhood with a wide range of housing choices and tenures. By allowing this development in an area that enjoys close proximity to amenities and is well served to public transit, the City would be expanding the City's housing stock and choices.

Within the Residential Policy of the Official Community Plan (OCP, page 42) it is recommended that low-scale multifamily forms be allocated in the Midtown District. In addition, that same Residential policy recommends short-stay apartments should be allocated downtown. Both of these policies from the OCP favour this kind of development in the area.

The OCP further outlines an approach to accommodate projected housing growth in various building forms, including townhouses or apartments in condominium or rental tenure and other forms of gentle infill.

Link to the Housing Needs Report and the Housing Acceleration Action Plan

In the Housing Acceleration Action Plan document, approved by the City Council in October of this year, the council signalled their commitment to support an increase in housing supply that strategically meets the community's needs. In that document, the City observed the current housing need, as informed by the Housing Needs Report (2022) and acknowledged the importance of creating more housing options to maintain a healthy housing stock that offers diversity to the community and is capable of absorbing the population growth that is expected in this community (4,840 new homes have been projected to be needed by 2030). Furthermore, one policy recommendation within the Housing Acceleration Plan under the Removing Development Barriers program was to reduce parking requirements where alternative transit exists. In this case, the proposed building is downtown and within walking distance of various amenities and transit.

Link to the Transportation Plan and Parking Specified Area

The City Council passed the removal of off-street parking requirements in the Parking Specified Area on November, 2023. This strategy is meant to spark development downtown by acknowledging that the parking requirements, as described in the Zoning Bylaw, can create an obstacle for people hoping to redevelop existing buildings downtown. Although this building is outside of the Parking Specified Area, this proposal is directly adjacent to the border of the Parking Specified Area and would meet the definition of mixed-use. Removing development barriers and adding to the density of the area aligns with the overall intent of the Parking Management Strategy.

Four of the ten units are intended for traveller accommodation, and with this site being within walking distance of jobs, shopping, tourist attractions, and other amenities and close to public transportation stops, the applicant intends to attract people who don't drive. The lack of guaranteed off-street parking will also work to attract those without vehicles (e.g. students).

It is possible that parking may overflow onto street parking within nearby area. In this case, any on-street parking will be subject to existing parking regulations and enforcement downtown, such as time restrictions. The area is within the regular Bylaw enforcement route for parking management. Finally, the area also offers a large number of on-street parking options that are not currently used to their full extent.

Granting this variance towards parking and setbacks would increase the housing options in the City's Downtown, which has been deemed essential for the overall housing need of the City. Due to its proximity to the parking specified area, this development will fit the aesthetic of the general district. For this reason, it is

recommended that Council approves this proposal to proceed to statutory notification, where the community can express any concerns or support.

COST:

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

CONCLUSION:

It is recommended that the Council approves DVP-23-18 to proceed to statutory notification.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras Diaz,
Urban Planner I

Robert Buchan,
City Manager

Attachment(s):

- Attachment 1: Draft Development Variance Permit
- Attachment 2: Site Plans, and floor plans.
- Attachment 3: Renderings and Elevation drawings. These mock-ups are only indicative and applicant will need a Development Permit approval to ensure that the proposed development is consistent with Development Guidelines.

Originally signed available on request



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-18

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): 769177 B.C. LTD., INC.NO. 769177

APPLICANT: Zhang Zhi Guang

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 15 & AMENDED LOT 16 (SEE 99125I) BLOCK 10 SECTION 1 DISTRICT
LOT 1992 RANGE 5 COAST DISTRICT PLAN 923

CIVIC ADDRESS(ES):

800 2rd Avenue West

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 6.1 minimum dimensions required for yards is varied from two (2) metres from the front line to zero (0) per the Site and Building Plan attached as Schedule 1.
 - b. Section 9.1.2 varies from ten (10) parking spaces to four (4) parking spaces, following the Site and Building Plans attached in Schedule 1.
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 Plans

ISSUED ON THIS _____ DAY OF _____, 2023.

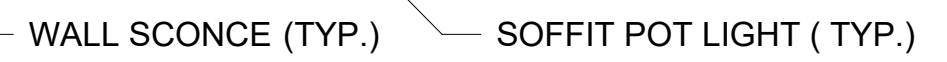
CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate &
Legislative Services



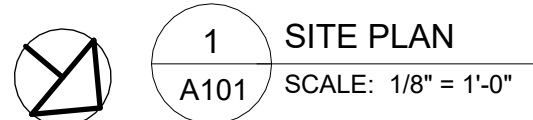
SCOPE OF WORK

EXISTING STREET
POLE LIGHT



2 EXTERIOR LIGHTING PLAN

A101 SCALE: 1/8" = 1'-0"



STATISTICS AND DEVELOPMENT DATA SUMMARY			
Project no: 217		[Date] [30-Jul-23]	
This project date is preliminary at this stage of the project. Exact scope, zoning, uses and size only be determined upon the city hall approval. Design review, Civil and code issues, site and tree survey may change from the written below. Therefore the client should not base any purchase, building cost and any other decision on this document.			
Description of property		Multifamily and Travelers Accommodation (Mixed use...	
Municipal Address:		800- 2nd Avenue, Prince Rupert	
Legal Address:		Lots 15 and 16, Block 10, Section 1, Plan 923	
Zoning:		C1- Core Commercial Zone	
Site Area:		m2	
		464.52	5,000.05ft
Building area:			
Lower Level floor		460.00	4,951.4ft
Upper Level floor (building footprint)		461.00	4,962.16ft
Total Building area:		461.00	4,962.16ft
Lot coverage/ Density		n/a	
SET BACK			
Front Set back required		2.00 m	
Front Set back provided		0.00 m	(VARIANCE REQUIRED)
BUILDING HEIGHT		7.55m	
GARBAGE AND WASTE MANAGEMENT			
Garbage bean provided		1	
Recycling bean provided		1	
VEHICLE PARKING			
Parking Requirements:			
Traveller accommodation individual units = 4		4	
Multifamily dwelling units = 6		6	
Total required		10	
Parking provided		4	
		VARIANCE REQUIRED FOR 6 PARKING STALLS	
Bike parking required = 6		6	
		VARIANCE REQUIRED FOR LOCATION	

SPATIAL SEPARATION (TABLE 9.10.14.5-A)								
SIDE	LIMITING DISTANCE...	AREA OF EXPOSING BUILDING FACE...	OPENING... (m2)	% PROPOSED OPENINGS	% ALLOWED OPENINGS	MIN. FIRE... REQUIRED	TYPE OF CONSTRUCTION	TYPE OF CLADDING
NORTH WEST	6.00	42.65	9.60	23%	57%	45 MIN	COMBUSTIBLE OR NONCOMBUSTIBLE	COMBUSTIBLE OR NONCOMBUSTIBLE
SOUTH WEST	0.00	64.51	3.78	6%	0	1 HOUR	NONCOMBUSTIBLE	NONCOMBUSTIBLE
NORTH EAST	10.00	64.51	9.00	14%	100%		COMBUSTIBLE OR NONCOMBUSTIBLE	COMBUSTIBLE OR NONCOMBUSTIBLE
SOUTH EAST	10.00	42.65	15.95	37%	100%		COMBUSTIBLE OR NONCOMBUSTIBLE	COMBUSTIBLE OR NONCOMBUSTIBLE

1	23-08-02	ISSUED FOR DP		ES
Rev	yy-mm-dd	Revision /Drawing Issue		Drawn by

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PROJECT

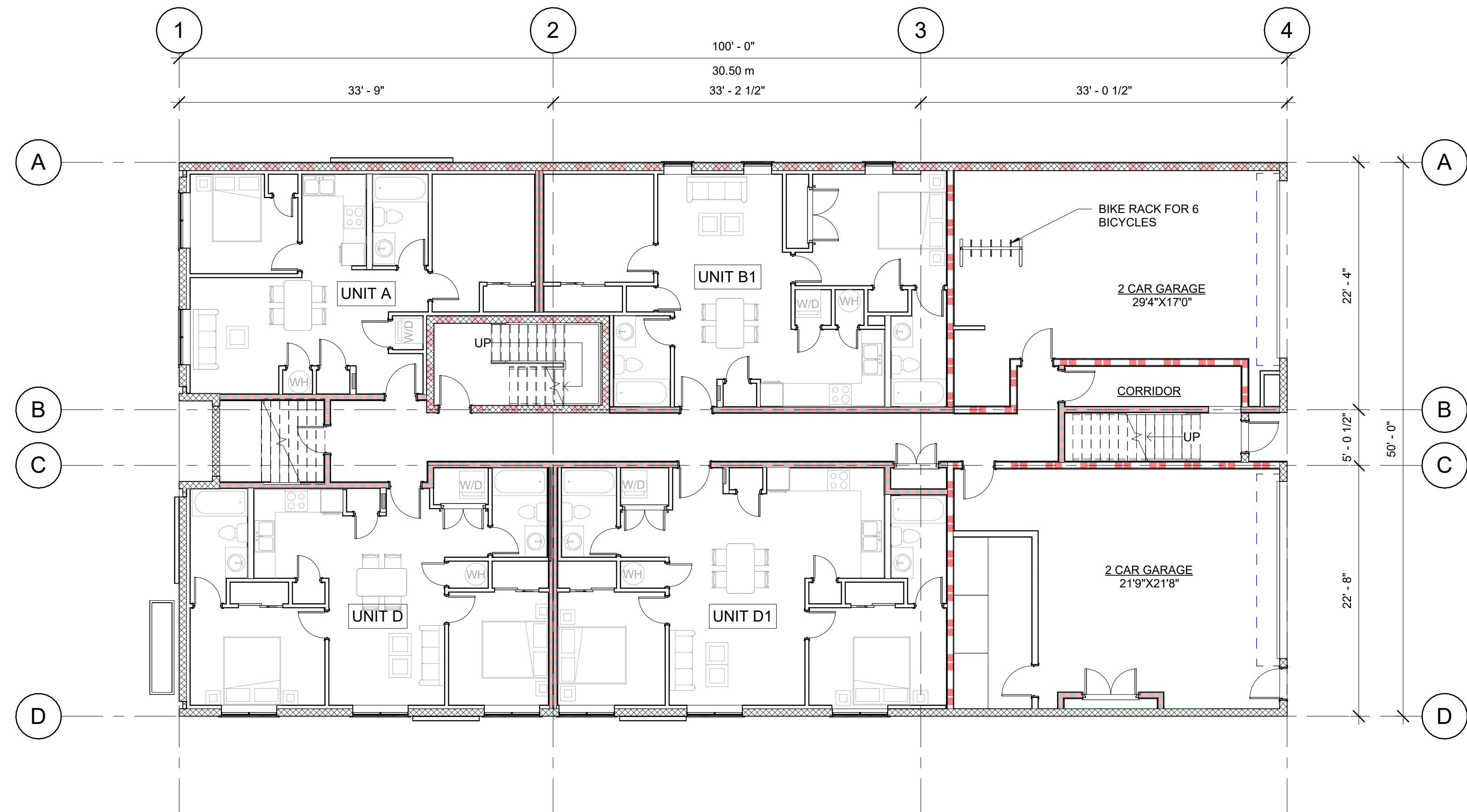
MULTIFAMILY DWELLING
AND TRAVELER ACCOMMODATION

800 - 2nd Avenue West, Prince Rupert, BC

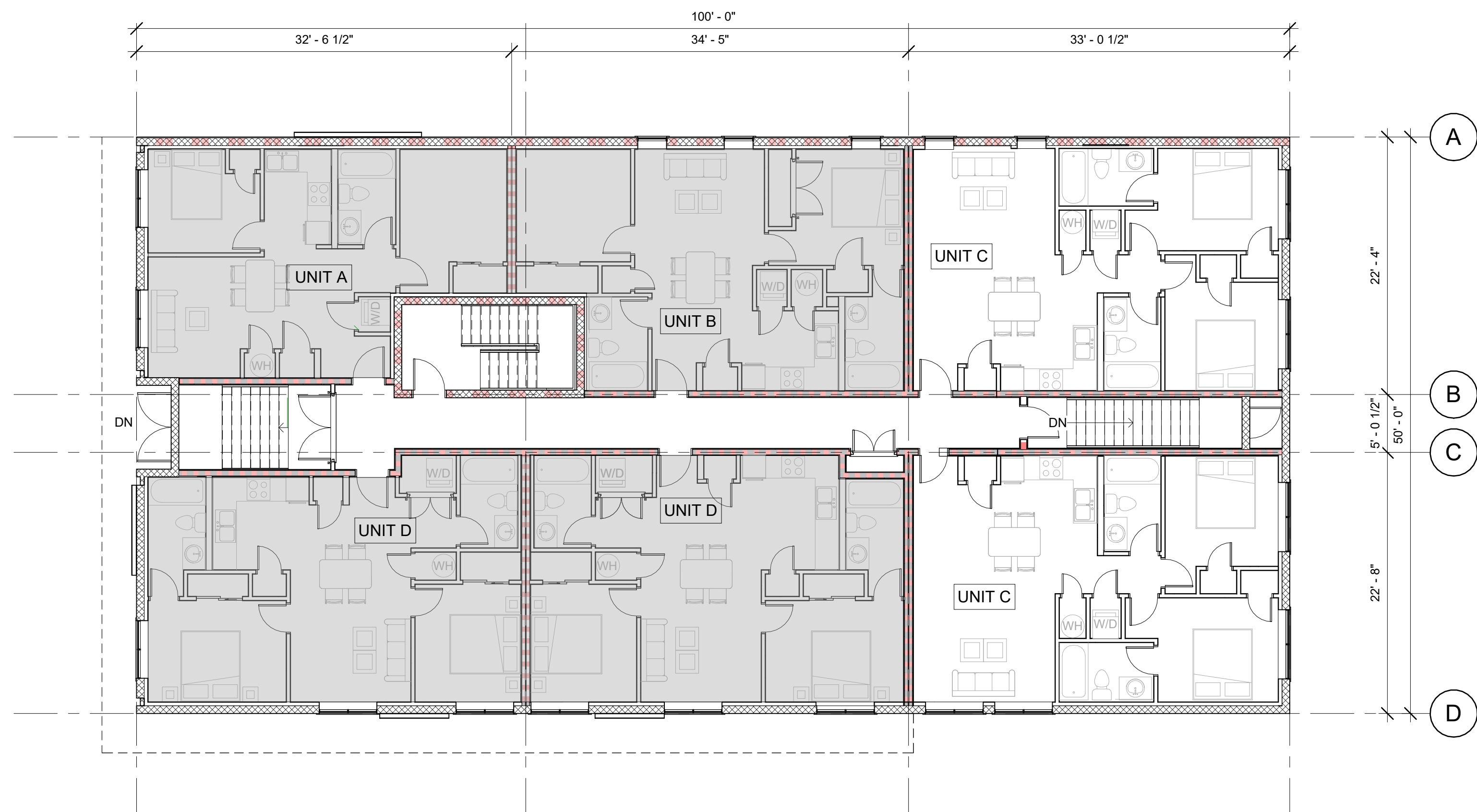
DRAWING TITLE

SITE PLAN AND EXTEIOR LIGHTING PLAN

Project number	Date	Issue Date
Project Number	Scale	1/8" = 1'-0"
Drawn by	Checked by	
Author	Checker	
A101	REVISION	1



1 LOWER LEVEL
A104 SCALE: 1/8" = 1'-0"



2 UPPER LEVEL
A104 SCALE: 1/8" = 1'-0"

TRAVELER ACCOMMODATION
RESIDENTIAL UNITS

Rev	yy-mm-dd	Revision /Drawing Issue	Drawn by
1	23-08-02	ISSUED FOR DP	ES

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PROJECT

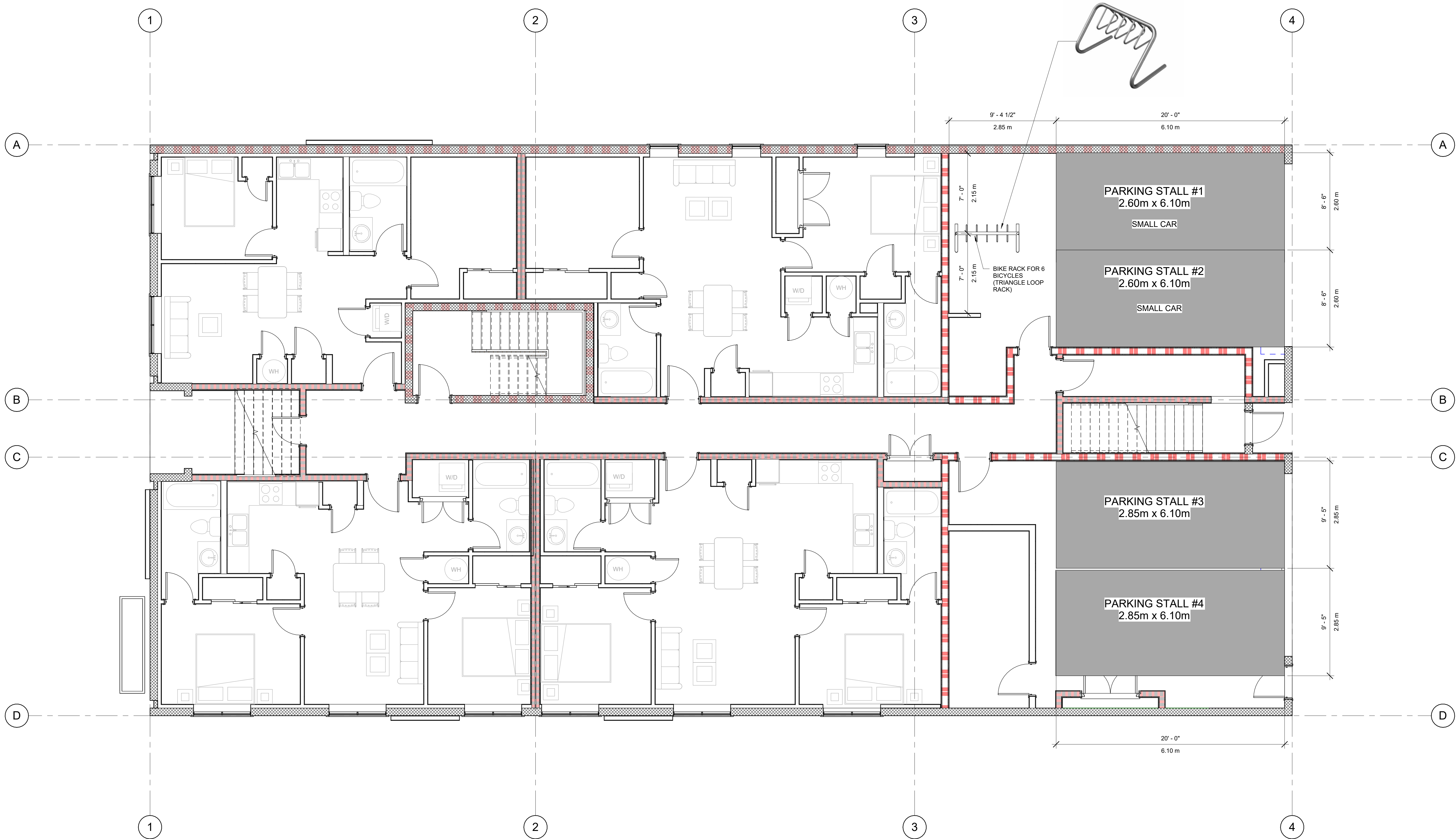
MULTIFAMILY DWELLING
AND TRAVELER ACCOMMODATION

800 - 2nd Avenue West, Prince Rupert, BC

DRAWING TITLE

VARIANCE PLAN

Project number	Date	Issue Date
Project Number	Scale	1/8" = 1'-0"
Drawn by	Checked by	
Author	Checker	
A104		REVISION 1



1 PARKING PLAN
A103 SCALE: 1/4" = 1'-0"

Rev	yy-mm-dd	Revision /Drawing Issue	Drawn by
1	23-08-02	ISSUED FOR DP	ES

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PROJECT

MULTIFAMILY DWELLING
AND TRAVELER ACCOMMODATION

800 - 2nd Avenue West, Prince Rupert, BC

DRAWING TITLE

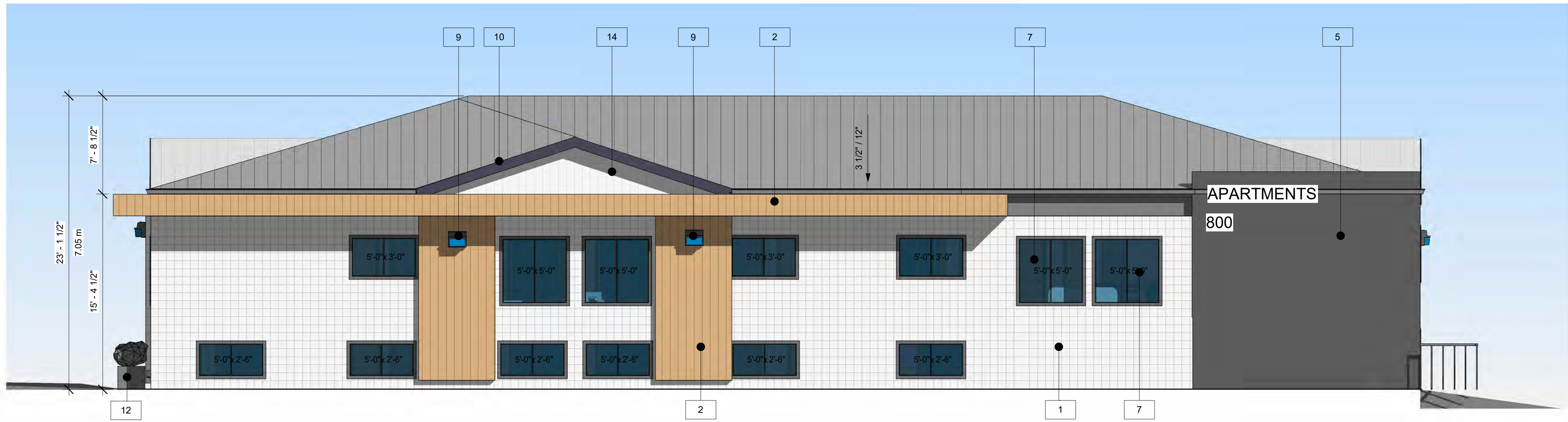
PARKING PLAN

Project number		Date	Issue Date
Project Number		Scale	1/4" = 1'-0"
Drawn by		Checked by	
Author		Checker	
A103		REVISION 1	

MULTIFAMILY DWELLING AND TRAVELER ACCOMMODATION

800 - 2nd Avenue West, Prince Rupert, BC





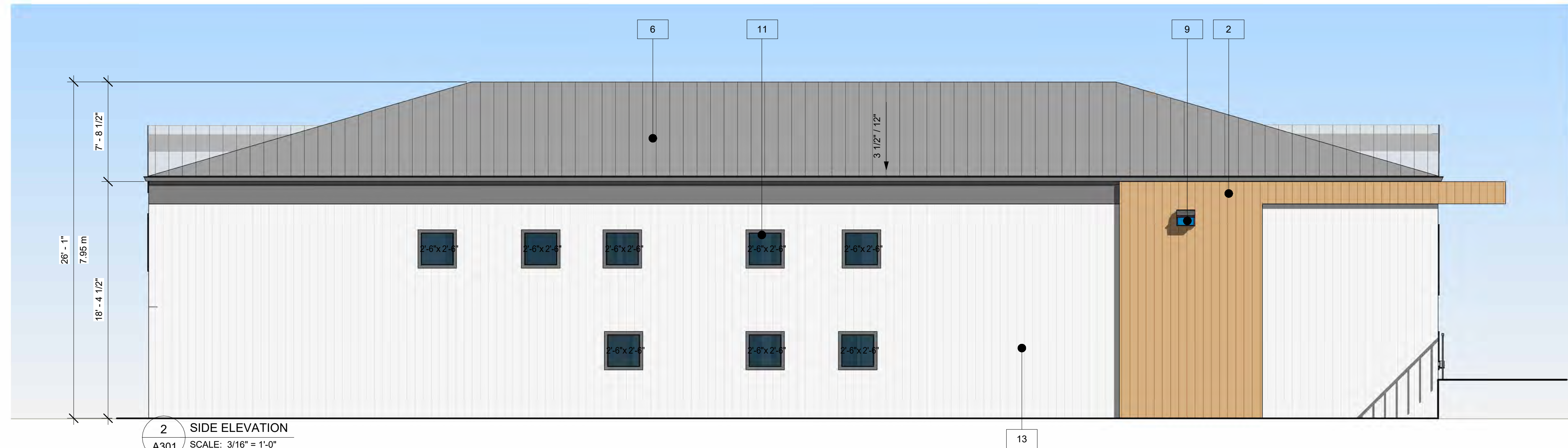
1 SIDE ELEVATION (7TH STREET)
A301 SCALE: 3/16" = 1'-0"



3 BACK ELEVATION
A301 SCALE: 3/16" = 1'-0"



4 FRONT ELEVATION (2 AVENUE)
A301 SCALE: 3/16" = 1'-0"



2 SIDE ELEVATION
A301 SCALE: 3/16" = 1'-0"



ACCENT CLADDING
"LONGBOARD", VERTICALLY INSTALLED,
WOOD GRAIN FINISH, COLOR: BLONDE OAK
TONG AND GROVE ALUMINUM PLANKS
SUPPLIER:



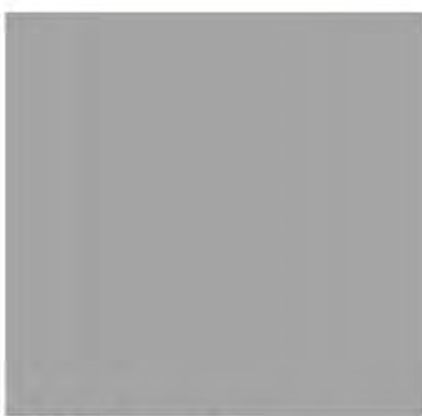
SW 9622
White Sail
Interior / Exterior

P1 - PROPOSED BASE BUILDING PAINT
(OPTION A)
SHERWIN WILLIAMS SW 9149 - INKY BLUE



SW 7075
Web Gray
Interior / Exterior
Location Number: 235-C6

P2 - ACCENT PAINT
SHERWIN WILLIAMS; SW 7075 - WEB GREY



SW 7069
Iron Ore
Interior / Exterior
Location Number: 251-C7

P3 - WINDOW AND DOOR FRAME
TO MATCH SHERWIN WILLIAMS
SW 7069 - IRON ORE

56082 Regent Grey

ELEVATION KEYNOTES	
Key Value	Keynote Text
1	CMU BLOCK; COLOR: P1
2	CANOPY / FEATURE WALL CLADDING; TONG AND GROVE ALUMINUM PLANKS "LONGBOARD", VERTICALLY INSTALLED, WOOD GRAIN FINISH, COLOR: BLONDE OAK
3	ENTRY GLAZED DOOR; FRAME COLOR: P3
4	GARAGE OVERHEAD INSULATED DOOR; COLOR: P3
5	CMU BLOCK; COLOR: P2
6	METAL STANDING SEAM ROOFING "VICWEST"; COLOR: REGENT GREY
7	WINDOWS PLY GEM VISTA SERIES; FRAME COLOR: P3
8	EXIT DOOR / FRAME; COLOR: P3
9	EXTERIOR LIGHT FIXTURE
10	FASCIA BOARD; COLOR: P2
11	FIRE RATED WINDOWS; FRAME COLOR: P3
12	CONCRETE PLANTER;
13	EXISTING METAL CLADDING; TO MATCH COLOR: P1
14	NEW METAL CLADDING; COLOR: P1

Rev	yy-mm-dd	Revision /Drawing Issue	Drawn by
1	23-08-02	ISSUED FOR DP	ES

SEAL

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PROJECT

MULTIFAMILY DWELLING
AND TRAVELER ACCOMMODATION

800 - 2nd Avenue West, Prince Rupert, BC

DRAWING TITLE

ELEVATIONS

Project number	Project Number	Date	Issue Date
		Scale	3/16" = 1'-0"
Author	Checked by	Checker	REVISION
			1

A301



REPORT TO COUNCIL

Regular Meeting of Council

DATE: January 22nd, 2024
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner 1

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-26 – 334 6TH AVENUE EAST.

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-26.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 334 6th Avenue East.

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 (a), to replace an existing wood deck at the entrance of the property, the stairs of which encroach into the setback the front property. According to the Zoning Bylaw, the required front property setback for a building in an R2 zone is 3.6 metres. The applicant is requesting a variance of 3.36 metres (11') to the front yard setback.

The Site Survey and elevation drawing are included as Attachment 2.

BACKGROUND & ANALYSIS:

The homeowner is requesting a variance to the front property setback to replace the current rotting wooden deck with a new one. The proposed deck will include stairs and an approach that will encroach on the setback but will match the existing conditions without further encroachment. The project will involve installing a deck to the home, with a portion of it, the stairs that lead to the deck, projecting from the main part of the deck and into the property setback by 3.36 meters (11 feet). The remaining part of the deck will fall within the minimum yard setback regulations, as indicated in Attachment 2.

The proposed construction will match the height of the existing deck, stairs and railings and will not have additional impact than the existing condition, but 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

Attachment(s):

- Attachment 1: Draft Development Variance Permit
- Attachment 2: Proposed Plan and Site Survey
- Attachment 3: Picture of existing deck (Proposed Deck will match the height of the deck and railings).

Originally signed available on request



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-26

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): NORMAN PHILIP LAPORTE

APPLICANT: NORMAN PHILIP LAPORTE

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:

AMENDED LOT 9 (SEE G6194) BLOCK 17 SECTION 6 DISTRICT LOT 251
RANGE 5 COAST DISTRICT PLAN 923

CIVIC ADDRESS(ES):

334 6th Avenue East

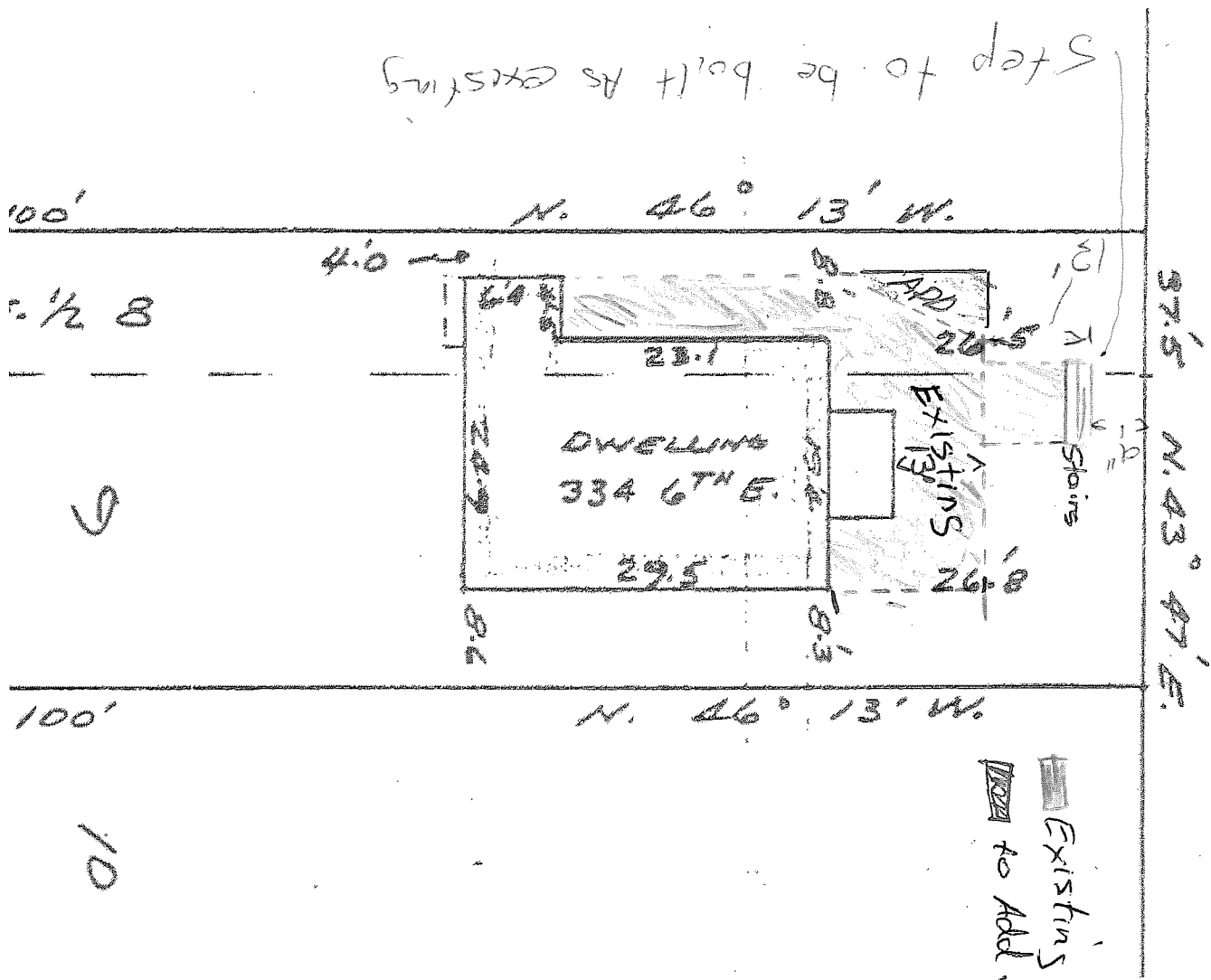
2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Minimum Dimensions Required for Yards (a) varies from 3.6 metres to .22 metres (9") setback from the side property line.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Site and Building 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 _____, 2024.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Director of Corporate &
Legislative Services



“The proposed deck will match existing deck. height is 5feet /ground to deck at house entrance..right side of photo” - Applicant



CITY OF PRINCE RUPERT

ZONING BYLAW AMENDMENT BYLAW NO. 3505, 2022

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

WHEREAS the Council of the City of Prince Rupert has enacted Zoning Bylaw No. 3462, 2021 for the City of Prince Rupert;

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

1. That City of Prince Rupert Zoning Bylaw No. 3462, 2021 be amended as follows:
 - a. **Remove** Section 3.19.0 (a) and (b)
 - b. **Add** Section 3.19.1 **with** the following:

No shipping container may be located on any property and/or used as a temporary structure on any property unless it is designated in this Bylaw.
 - c. **Add** Section 3.19.2 **with** the following:

Shipping containers are permitted in the M1, M2, M3, and M6 zones.
 - d. **Add** Section 3.19.3 **with** the following:

One shipping container for temporary storage is permitted per property (placement on private property) in all zones with the following conditions:

 - a) The City receives a completed registration form provided by the City; the form including, without limitation:
 - i. Registrant(s) name(s) and contact information
 - ii. Information on site of shipping container placement
 - iii. Date of shipping container placement
 - iv. Latest date of shipping container removal, which can be:
 - i. Up to 60 days from date of shipping container placement; or
 - ii. Up to 365 days from date of shipping container placement with a relevant and active Building Permit
 - v. Property owner authorization
 - b) The City receives any relevant payments

- c) The placement of the shipping container must not be within a sight triangle (see Section 3.6.0 of the City's Zoning Bylaw No. 3462, 2021)
- d) A notice, provided by the City, must be displayed at all times by the registrant(s) in a conspicuous place at the site or on the shipping container; the notice indicating:
 - i. Shipping container registration number
 - ii. Information on site of shipping container placement
 - iii. Date of shipping container placement
 - iv. Latest date of shipping container removal
- e) Compliance with all of the City's bylaws in relation to shipping containers
- f) The shipping container must be removed from the site by the registrant(s) by the latest removal date unless otherwise permitted by a Zoning Bylaw or Temporary Use Permit of/from the City. If the shipping container is removed from the site earlier than the latest removal date, the City must receive notice including the date of shipping container removal – to be verified by a Bylaw Officer or designate
- g) No shipping container may be on the site for 30 days after the date of shipping container removal, as verified by a Bylaw Officer or designate, or latest date of shipping container removal, whichever is earlier, unless otherwise permitted by a Zoning Bylaw or Temporary Use Permit of/from the City

2. This Bylaw may be cited as "City of Prince Rupert Zoning Bylaw Amendment Bylaw No. 3505, 2022."

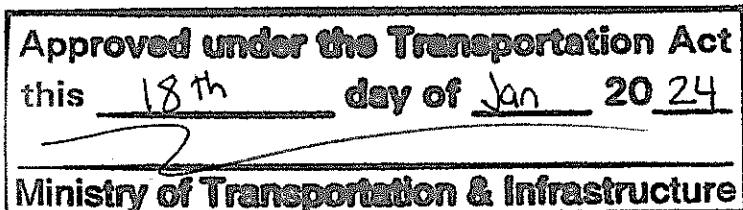
Read a First time this 5th day of December, 2022.

Read a Second time this 5th day of December, 2022.

Public Hearing this 6th day of February, 2023.

Read a Third time this 6th day of February, 2023.

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



MAYOR

CORPORATE ADMINISTRATOR