



## REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on Monday, February 12, 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 February 12, 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 22, 2024;
- ii. Minutes of the Committee of the Whole Meeting of January 22, 2024;
- iii. Minutes of the Committee of the Whole Meeting of November 27, 2023;
- iv. Minutes of the Committee of the Whole Meeting of October 23, 2023;

#### **b) Reports**

- v. Development Activity Report for January 2024;
- vi. Community Planning Activity Report for January 2024;
- vii. Monthly Fire / Rescue Report for January 2024;
- viii. Report from Director of Operations & Intergovernmental Relations Re: Prince Rupert Major Project Update;

#### **c) Correspondence**

- ix. Request for Letter of Support from the Museum of Northern BC;
- x. Request for Letter of Support from the North Coast Health Improvement Society;
- xi. North Coast Regional District Re: Board Highlights January 2024;
- xii. Minutes of the Accessibility Committee of November 28, 2023;

#### **Recommendation:**

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

## **6. REPORTS**

- a) Report from the Manager of Communications, Engagement and Social Development Re: Application to UBCM Community Emergency Preparedness Fund for Emergency Support Services Capacity Funding.**

**Recommendation:**

THAT Council support the City's Application for funding to the UBCM Community Emergency Preparedness Fund for Emergency Support Services Capacity Funding.

- b) Report from the Manager of Communications, Engagement and Social Development Re: Council Support for NDIT Recreation Infrastructure Fund Application.**

**Recommendation:**

THAT Council support an application from the City to the NDIT Recreation Infrastructure Program for \$50,800 to support the development of accessible washroom facilities on the 2<sup>nd</sup> floor of the Recreation Complex.

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

**Recommendation:**

THAT Council approves the Development Permit (DVP) 23-08 for the proposed garage for 11<sup>th</sup> Avenue East.

- d) Report from Planning Re: DVP-23-18 for 800 – 2<sup>nd</sup> Avenue West.**

**Recommendation:**

THAT Council approves the Development Permit (DVP) 23-18 for setback and parking variance for 800 – 2<sup>nd</sup> Avenue West.

- e) Report from Planning Re: DVP-23-26 for 334 – 6<sup>th</sup> Avenue East.**

**Recommendation:**

THAT Council approves the Development Permit (DVP) 23-26 for setback variance to replace an existing deck at 334 – 6<sup>th</sup> Avenue East.

## **7. COUNCIL ROUND TABLE**

## **8. ADJOURNMENT**



## MINUTES

For the **REGULAR MEETING** of Council to be held on January 22, 2024, 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 (Remote)  
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 (Remote)  
M. Pope, Director of Development Services (Remote)  
R. Paras, Planner  
V. Stewart, Manager of Communications, Engagement & Social Development

### 1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 7:48 pm

### 2. INTRODUCTION OF LATE ITEMS

Item 6.d) Report from Director of Development Services & Manager Communications, Engagement, and Social Development: Japanese Canadian Legacies Foundation Heritage Grant

### 3. APPROVAL OF AGENDA

**Recommendation:**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Agenda for the Regular Council Meeting of January 22, 2024, be adopted as presented and amended.

CARRIED

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

### 5. CONSENT AGENDA

**a) Council minutes**

- i. Minutes of the Regular Meeting of Jan 8, 2023;

**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.

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

CARRIED

- viii. Request for Letter of Support from the Prince Rupert Racquet Society.

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council direct staff to provide a conditional letter of support following a full staff review of the request.

CARRIED

## 6. REPORTS

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

### **Recommendation:**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council approve increasing the Lester Centre Roof Replacement project scope and postpone the 3<sup>rd</sup> Avenue and Fulton Traffic Light to 2025.

CARRIED

- b) **Report from Planning Re: DVP-23-18 for 800 – 2<sup>nd</sup> Avenue West.**

### **Recommendation:**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council proceeds with the Statutory Notification Process for Development Permit #23-18 for 800 – 2<sup>nd</sup> Avenue West.

- c) **Report from Planning Re: DVP-23-26 for 334 – 6<sup>th</sup> Avenue East**

### **Recommendation:**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceeds with the Statutory Notification Process for Development Permit #23-26 for 334 – 6<sup>th</sup> Avenue East.

- d) **Report from Director of Development Services & Manager Communications, Engagement, and Social Development: Japanese Canadian Legacies Foundation Heritage Grant**

### **Recommendation:**



MOVED by Councillor Niesh and seconded by Councillor Forster THAT Council provide direction to staff to allocate time towards applying for funding.

AND THAT Council provide direction to staff to work with a community champion(s) on implementing a heritage project if successful with grant funding.

CARRIED

## **7. BYLAWS**

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

#### **Recommendation:**

MOVED by Councillor Adey and seconded by Councillor Forster THAT Council proceeds with fourth and final reading of the City of Prince Rupert Zoning Amendment Bylaw No. 3505, 2022.

CARRIED

## **8. COUNCIL ROUND TABLE**

Councillor Cunningham requested the Noise Bylaw review.

## **9. ADJOURNMENT**

MOVED by Councillor Adey and seconded by Councillor Forster THAT the meeting be adjourned at 8:19 p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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



## **COMMITTEE OF THE WHOLE MINUTES**

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on January 22, 2024, 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 (Virtual)  
Councillor W. Niesh  
Councillor R. Skelton-Morven (Virtual)

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

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

The Mayor called the Committee of the Whole Meeting to order at 7:00 p.m.

### **2. ADOPTION OF THE AGENDA**

**Recommendation:**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the Agenda for the Committee of the Whole Meeting of January 22, 2024, be adopted as circulated.

CARRIED

### **3. PETITIONS & DELEGATIONS**

- a. Jennifer Massig (Magna Engineering Services Inc.) Re: Innovative Wastewater.
- b. Lonnie Wishart, David Cook, John Patterson (Crime Stoppers) Re: January is Crime Stoppers month.

### **4. REPORTS**

a. Report from the City Manager Re: Council Policy Review 2023

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham  
THAT the sub-committee of Councillor Forster, Councillor Niesh, Councillor  
Cunningham and Mayor Pond struck in order to complete the internal review process.

CARRIED

**5. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

**6. ADJOURNMENT to Regular Council Meeting**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the  
meeting be adjourned at 7:47 p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR



## **COMMITTEE OF THE WHOLE MINUTES**

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on November 27, 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 W. Niesh  
Councillor R. Skelton-Morven

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

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

The Mayor called the Committee of the Whole Meeting to order at 7:00 p.m.

### **2. ADOPTION OF THE AGENDA**

**Recommendation:**

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the Agenda for the Committee of the Whole Meeting of November 27, 2023, be adopted as circulated.

CARRIED

### **3. PUBLIC COMMENT(S) RE: 2024 DRAFT BUDGET**

No comments (no public in attendance)

### **4. REPORTS**

#### **a.) Report from the Chief Financial Officer Re 2024 Budget Direction**

**Recommendation:**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council receives the information in this report;

AND THAT Council directs Staff to prepare the Five-Year Financial Plan Bylaw using the recommendations presented in Attachment 3;

AND THAT Council's Committee of the Whole resolution directing the preparation of the Five-Year Financial Plan be recommended to the Regular Meeting of Council, November 27, 2023.

OPPOSED: Councillor Randhawa

## **5. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

### **6. ADJOURNMENT to Regular Council Meeting**

MOVED by Councillor Cunningham and seconded by Councillor Forster THAT the meeting be adjourned at 7:56 p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR



## COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council held on October 23, 2023, in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, BC.

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

**STAFF:** R. Miller, Corporate Administrator  
C. Bomben, Chief Financial Officer  
R. Pucci, Director of Operations & Intergovernmental Relations  
V. Steward, Manager of Communications, Engagement & Social  
M. Pope, Director of Development Services (Remote)  
R. Paras, Planner

### 1. CALL TO ORDER

The Mayor called the Committee of the Whole Meeting to order at 7:00 p.m.

### 2. ADOPTION OF AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Niesh that the Agenda for the Committee of the Whole Meeting of October 23, 2023, be adopted as circulated.

CARRIED

### 3. PETITIONS & DELEGATIONS

- i. Prince Rupert Middle School Band – Community Award Presentation
- ii. Chris Armstrong – Lester Centre of the Arts

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

### 5. ADJOURNMENT to Regular Council Meeting

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT the meeting be adjourned at 7:23 p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** February 12<sup>th</sup>, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras, Urban Planner I

**SUBJECT: DEVELOPMENT ACTIVITY REPORT FOR JANUARY 2024**

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#### RECOMMENDATION

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

#### REASON FOR REPORT:

This report summarizes development application activity active in the City of Prince Rupert for January 2024. 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:**

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Rodolfo Paras,  
Urban Planner I

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Robert Buchan,  
City Manager

Originally signed available on request

#### Attachments:

1. Development Activity Report

### Development Activity Report – January 2024

Planning and Zoning					
File No.	Location	Proposal Description	Date Received	Status	Date of Decision
<b>ZBLA-21-01</b>	712-714 McKay Street	Application to rezone from R2 to RM2.	April 7, 2021	On Hold*  *On hold until the applicant provides additional documentation.	N/A
<b>ZBLA-22 - 08</b>	N/A	To allow for shipping containers for temporary storage	December 5, 2022	Approved	January 22, 2024
<b>ZBLA-23 - 02</b>	Various	Allowing Child Care Centres in RM1-5 and P1 facilities.	May 15, 2023	In Progress*  * Need MOTI approval before 4 <sup>th</sup> reading	Passed 3 <sup>rd</sup> Reading June 26 <sup>th</sup>
<b>ZBLA-23 - 03</b>	Various	OCP and Zoning amendments for the waterfront development	Nov 11, 2023	In Progress*	Council gave 1 <sup>st</sup> and 2 <sup>nd</sup> Readings Dec 11 <sup>th</sup>
<b>DVP-23-08</b>	1946 11 <sup>th</sup> Avenue E	Construction of a shop/garage over height	April 21, 2023	In Progress * Public Notification was sent Feb 1 <sup>st</sup> .	Consideration for Approval Feb 12 <sup>th</sup>
<b>DVP-23-12</b>	432 8 <sup>th</sup> Avenue W / 721 Lotbiniere	Deck/entrance-way into an existing non-conforming house onto rear lot-lines.	May 31, 2023	On Hold*  *Waiting on more information from applicant.	N/A
<b>DVP-23 - 18</b>	800 2 <sup>nd</sup> Avenue W	Parking and setback variance to redevelop existing building.	Aug 09, 2023	In Progress* * Public Notification was sent Feb 1 <sup>st</sup> .	Consideration for Approval Feb 12 <sup>th</sup>
<b>DVP-23 - 20</b>	200 Sherbrooke Avenue	Proposed smaller parking stall size and request for parking electrification exemption.	Sept 27, 2023	On Hold*  *waiting on applicant to comply and obtain other permits/agreements before proceeding.	N/A
<b>DVP-23 - 21</b>	1300 Hays Cove Avenue	Building height increase and parking requirement reduction.	Sept 29 <sup>th</sup> , 2023	On Hold	N/A
<b>DVP-23 - 26</b>	334 6 <sup>th</sup> Ave East	Setback variance for proposed new Deck to replace existing	Dec 15 <sup>th</sup> , 2023	In Progress* * Public Notification was sent Feb 1 <sup>st</sup> .	Consideration for Approval Feb 12 <sup>th</sup>



<b>DP-23-21</b>	719 2 <sup>nd</sup> Avenue W.	Redevelop building in City Core	Dec 12 <sup>th</sup> , 2023	Approved	Jan 10 <sup>th</sup> , 2024
<b>DP-23-22</b>	1414 Kootenay Av	Demolition of buildings and other structures	Dec 20 <sup>th</sup> 2023	Approved	Jan 26, 2024
<b>DP-24-01</b>	841 2 <sup>nd</sup> Ave West	Replacing siding on existing building	Jan 11 <sup>th</sup> , 2024	Approved	Jan 23, 2024
<b>DP-24-02</b>	Shawatlans Rd	Heliport facility for BC Health Services	Jan 23, 2024	In Progress	NA
<b>Building Permits</b>					
<b>File No.</b>	<b>Location</b>	<b>Proposal Description</b>	<b>Status</b>		<b>Date of Decision</b>
<b>0001/24</b>	667 5th Ave East	Alteration and improvements	Permit Opened		January 8,2024
<b>0002/24</b>	1234 2nd Ave West	Alteration and improvements	Permit Opened		January 8, 2024
<b>0003/24</b>	726 11th Ave East	Alteration and improvements	Permit Opened		January 8,2024
<b>0004/24</b>	539 6th Ave West	Alteration and improvements	Permit Opened		January 9,2024
<b>0005/24</b>	2189 Seal Cove Road	Alteration and improvements	Permit Opened		January 9,2024
<b>0006/24</b>	2189 Seal Cove Road	Alteration and improvements	Permit Opened		January 9,2024
<b>0007/24</b>	515 Evergreen Drive (430 Evergreen Drive)	Alteration and improvements	Permit Opened		January 10,2024
<b>0008/24</b>	515 Evergreen Drive (430 Evergreen Drive)	Alteration and improvements	Permit Opened		January 10,2024
<b>0009/24</b>	1731 Sloan Ave	Addition of a suite	Permit Opened		January 11, 2024
<b>0010/24</b>	1718 Atlin Ave	Alteration and improvements	Permit Opened		January 11,2024
<b>0011/24</b>	333 11th Ave East	Alteration and improvements	Permit Opened		Thursday, January 18,2024
<b>0012/24</b>	658 8th Ave East	Alteration and improvements	Permit Opened		Friday, January 13,2024
<b>0013/24</b>	658 8th Ave East	Plumbing	Permit Opened		Friday, January 13,2024
<b>0014/24</b>	1431 Atlin Ave	Alteration and improvements	Permit Opened		Friday, January 13,2024
<b>0015/24</b>	1431 Atlin Ave	Plumbing	Permit Opened		Friday, January 13,2024
<b>0016/24</b>	401 6th Ave East	Plumbing	Permit Opened		Thursday, January 25,2024
<b>0017/24</b>	1955 5th Ave East	Alteration and improvements	Permit Opened		Friday, January 26,2024
<b>0018/24</b>	839-841 2nd Ave West	Alteration and improvements	Permit Opened		Friday, January 26,2024
<b>0019/24</b>	229 George Hills Way	Alteration and improvements	Permit Opened		Monday, January 29, 2024

<b>0020/24</b>	200 1st Ave West	Alteration and improvements	Permit Opened	Monday, January 29, 2024
<b>0021/24</b>	1515 Kaysmith Blvd	Alteration and improvements	Permit Opened	Tuesday, January 30, 2024
<b>0022/24</b>	1515 Kaysmith Blvd	Plumbing	Permit Opened	Tuesday, January 30, 2024



**REPORT TO COUNCIL**  
Regular Meeting of Council

**DATE:** February 12<sup>th</sup>, 2023  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras, Urban Planner I

**SUBJECT: COMMUNITY PLANNING ACTIVITY REPORT - JANUARY 2024**

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**RECOMMENDATION:**

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

**REASON FOR REPORT:**

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

**UPDATES:**

**Climate Action Plan (Grant-Funded):** Having completed the first pre-engagement meeting, the consultants (SSG), with input from city staff, have created the engagement strategy for this particular plan, which will guide consultation efforts. SSG, with the aid of city staff, is developing presentation materials to communicate findings during the public engagement events. Information is being communicated to the public through different channels, including the Rupert Talks website.

**Social Development Plan (Grant Funded):** The consultant's team (Urban Matters), with guidance and support from city staff, is preparing to commence the public engagement needed to guide the project. The project has now established an advisory group that has met twice to identify community priorities and will be consulted within the process of developing the assessment. Two additional focus groups are being coordinated for February 22nd and 23rd for stakeholders in the social service sector and indigenous organizations to attend.

**Complete Communities Framework (Grant Funded):** Urban Systems has commenced gathering necessary data for this project, and a communications and engagement strategy has been created under staff guidance for this project. All updates and engagement opportunities will be shared through multiple channels.

**COST:**

This report has no budgetary effects.

**CONCLUSION:**

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

**Report Prepared By:**

**Report Reviewed By:**

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Rodolfo Paras Diaz,  
Urban Planner I

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Robert Buchan,  
City Manager

Originally signed available on request



# REPORT

February 1, 2024

**TO:** City Manager ROBERT BUCHAN

**FROM:** Fire Chief JEFF BECKWITH

**SUBJECT:** Monthly Fire / Rescue Report – January, 2024

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During the month of February 2024, the Prince Rupert Fire Rescue Department responded to 69 emergency incidents. Of these incidents, there were 9 fires, with 2 properties sustaining significant damage, and 2 motor vehicle incidents (MVI's).

Location	Property Value	Property Loss
408 8 <sup>th</sup> West	239 300	10 000
Prince Rupert Golf Course	6 174 100	150 000
<b>Totals:</b>	<b>6 413 400</b>	<b>160 000</b>

## INCIDENT COMPARISON

January	2023	70 incidents
January	2022	124 Incidents
January	2021	98 Incidents
January	2020	150 Incidents
January	2019	109 Incidents
January	2018	118 Incidents

## FIRE SERVICE ACT INSPECTIONS

During the month of January Fire Rescue Department personnel conducted Fire Service Act inspections within 2 public buildings in Prince Rupert

## INSPECTION COMPARISON

January	2023	5 Public Building Inspections
January	2022	0 Public Building Inspections
January	2021	2 Public Building Inspections
January	2020	6 Public Building Inspections
January	2019	101 Public Building Inspections
January	2018	130 Public Building Inspections

## **DEPARTMENT ACTIVITIES AND PROGRAMS**

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

Fire Fighters attended some elementary schools and participated in reading to classes. Attendance was made to senior center for smoke detector review.

### **Training & Upgrading:**

Forty-five in house training sessions were conducted during the month of January 2024. Included in these were pump operation, high rise preplans, master medic, hydrant operation, EMR refresher, review of guidelines and OGS, aerial operation, mask up drills, structure fire videos, reading smoke and tactics, search and size up, suppressions tactics, hose advancement, knots and ropes, radio communications, road familiarization, primary search and power saw operation.

### **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	366	PED ADMIN	0	OTH FIRE	1	CITY	143
PR FIRE	28	PED FIRE	0	OTH AMB	2	H/U	102
PR AMB	174	PED AMB	2	OTH EHS	0	WRONG #	32
PR EHS	49	PED EHS	0	OTH RCMP	3	R.C.C.	0
PR RCMP	125	PED RCMP	7			CITYWEST	9
PR ALARM	15	PED ALARM	0			311	0

**Total: 1058**



Respectfully Submitted  
Jeff Beckwith, Fire Chief



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** February 12, 2024  
**TO:** Rosa Miller, Acting City Manager  
**FROM:** Richard Pucci, Director of Operations & Intergovernmental Relations  
**SUBJECT:** **PRINCE RUPERT MAJOR PROJECT UPDATE**

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#### **RECOMMENDATION:**

**THAT Council receives this Report for information purposes.**

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

The City of Prince Rupert's Capital Budget has been passed, and the Operations Department Staff are working to get our Tenders, RFPs and RFEIs out to Market.

#### **ANALYSIS:**

Please see below on our procurement status:

- **Water Project Overland** – currently posted on BCBid;
- **6<sup>th</sup> Bridge Rehabilitation** – posted on BCBid by the end of Feb;
- **Seal Cove Outfall Replacement**– posted on BCBid by the end of Feb;
- **New Public Works Building Design/Build** – posted on BCBid by the end of Feb;
- **Landfill West Closure** – posted on BCBid by the end of March;
- **New Wetland Treatment Facility** – posted on BCBid by the end of Feb
- **The submarine line is still in design** – posted on BCBid by the end of summer;
- **Equipment Purchases** – Purchased and waiting on delivery.

#### **COST:**

There is no impact on the Annual Budget or Strategic Priorities for the Staff. This Capital Program represents between 20 and 30 million dollars worth of construction.

**CONCLUSION:**

**THAT Council receives this Report for information purposes**

**Report Prepared By:**

**Report Reviewed By:**

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Richard Pucci,  
Director of Operations &  
Intergovernmental Relations

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Rosa Miller,  
Acting City Manager

Originally signed available on request



## Rosamaria Miller

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**From:** artgallerydirector@museumofnorthernbc.com  
**Sent:** January 31, 2024 3:01 PM  
**To:** Rosamaria Miller  
**Subject:** RE: Museum of Northern BC - Letter of Support

**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.

Hi Rosa,

Thank you so much for responding to my request for a letter of support. It is critical to obtain funding for new HVAC and security systems for the Museum to continue the ongoing preservation and care of the artifacts and archival material held in the Museum's collections. The Museum's current facility was designed to meet the highest museological standards. Now, almost thirty years later the environmental controls designed to safeguard the collection can no longer be supported with parts or service. The entire HVAC and security systems urgently need to be replaced to continue the appropriate care and protection of the collections.

The situation is extremely dire. At one-point last year, the condenser unit for the HVAC system that services the Museum's Main Gallery failed and could not be repaired. Temperatures in the gallery rose to an uncomfortable 28 degrees putting visitors and the objects in the gallery at great risk.

This funding application is a grant for *Northern Development Initiative Trust: Cultural Infrastructure* for \$300,000. They require a resolution of support from the Municipality that includes the following:

*That, the City of Prince Rupert supports the application to Northern Development Initiative Trust from the Museum of Northern BC for Protecting Our Cultural Treasures: Museum of Northern BC Project to Renew its HVAC and Security Systems.*

I really appreciate your assistance in helping us secure these necessary funds to remain open and accessible to the community and its visitors.

Best,

Erin  
MNBC

## Rosamaria Miller

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**From:** Veronika Stewart  
**Sent:** January 29, 2024 3:35 PM  
**To:** Rosamaria Miller  
**Cc:** 'stefandelloch@northsave.com'  
**Subject:** FW: Request - Letter of Support from the Mayor - North Coast Health Improvement Society  
**Attachments:** Prince Rupert Regional Hospital - Laparoscopic Tower Information Page.docx

Hi Stefan,

Thanks for reaching out. Our process for requests for Letters of Support is for them to go through Rosa, our Director of Corporate and Legislative Services, and from there they go to Council for approval before they are provided. I've cc'd Rosa in case she needs any additional information to provide this to Council for approval. I hope that works with your timelines? If it is a little late – oftentimes granters will accept a letter after the fact that is 'pending receipt' when you submit.

Thanks for all of the work you do in supporting our local hospital!

Cheers,

Veronika



**Veronika Stewart (she/her)**

*Manager of Communications, Engagement and Social Development,  
Administration*

**Phone:** (250) 627 0976

**Email:** [veronika.stewart@princerupert.ca](mailto:veronika.stewart@princerupert.ca)

[princerupert.ca](http://princerupert.ca)

---

**From:** Stefan Delloch <stefandelloch@northsave.com>  
**Sent:** January 29, 2024 2:56 PM  
**To:** Veronika Stewart <Veronika.Stewart@princerupert.ca>  
**Subject:** Request - Letter of Support from the Mayor - North Coast Health Improvement Society

**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.

Hi Veronika,

I hope this email finds you and your family well.

I am writing to inquire if it would be possible for Mayor Pond to write a letter of support for the North Coast Health Improvement Society for our fundraising efforts to purchase a new Laparoscopic Tower for our local hospital. One of the donation funds we are applying to requires a number of letters of support for the project.

I have attached some information on this equipment – the goal is to have as much modern equipment in Prince Rupert as possible to reduce travel and improve the quality of patient care here.

Thank you and please let me know if you have any questions. I appreciate your consideration.

Best regards,

**Stefan Delloch** (he/him) | President & CEO  
t. 250.628.0370 | f. 250.627.3602 | [stefandelloch@northsave.com](mailto:stefandelloch@northsave.com)

Northern Savings Credit Union  
138 Third Avenue West  
Prince Rupert, BC V8J 1K8  
[www.northsave.com](http://www.northsave.com)

**Northern Savings is proud to operate on the traditional unceded lands of the Haida people and the traditional territories of the Tsimshian Nation.**

***“Neighbours Helping Neighbours to Build Sustainable Communities.”***

*This email and any attachments are strictly confidential, may be privileged, and are intended only for the use of the person(s) named above. Any other person is strictly prohibited from disclosing, distributing, copying or using it. If you are not the intended recipient (or are not receiving this communication on behalf of the intended recipient), please notify the sender immediately by return email or telephone call, and permanently delete the information received. Thank you.*

# Prince Rupert Regional Hospital – Surgical Enhancement

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Northern Health strives to continue to offer best practice surgical procedures to members of our community and surrounding areas. By investing in an updated Laparoscopic Surgical Tower will allow us to continue to offer best practice services to our patients.

Laparoscopic surgery helps to improve health outcomes and decrease healing time meaning allowing people to return home quicker. Also, allows PRRH to perform more surgical cases to support more people in the community. An updated tower will increase the surgeon's visualization to manage surgical procedures by adding the following:

- **4K Camera/4K Display** – offering crystal clear images for improved visualization.
- **Auto Light Technology** – adjusts lights automatically to enable surgeons to focus on procedure versus adjusting lighting.
- **ICG Capability** – a 4K fluorescence imaging that enables surgeons to visualize blood flow during surgery to help with surgical decision making.

The tower will provide support with several cancer and non-cancer related surgeries for the following but not limited to:

- Gastrointestinal cases
- Ears/Nose/Throat cases
- Orthopedic cases
- Gynecological cases
- Urological cases



## **Board Highlights**

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January 2024

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### **Delegations:**

Claire Wooton of CCEM Strategies discussed the Tlell Flood Evacuation Route Planning Project. The Chair of the Board thanked Ms. Wooton for her delegation.

### **Board Business:**

1. The Board adopted updated Travel & Other Expenses policies for Directors and Staff.
2. The Board resolved to support a Complete Communities Funding application and provide overall grant management for the project.
3. The Board resolved to send approved resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) in advance of the 2024 AVICC AGM & Convention.
4. The Board resolved to write a letter to the Minister of Citizens' Services, copying the Minister of Innovation, Science, and Industry and CityWest to outline concerns from Haida Gwaii residents regarding disruption of their internet services as a result of damage to CityWest's subsea fibre-optic line due to the crab fishery.
5. The Board resolved to prepare a presentation to the Ministry of Transportation and Infrastructure to advocate for seawalls to be built in sections of Electoral Areas D and E to help mitigate impacts from coastal flood and erosion.
6. The Board resolved to send a letter to the Minister of Fisheries, Oceans and the Canadian Coast Guard, copying Marine Communications and Traffic Services, and the Minister of Transportation and Infrastructure regarding service interruptions at the land weather station on Holland Rock.
7. The Board resolved to direct staff to sign and enter into an agreement with BaleForce Recycling Equipment, the successful proponent of RFP2023-04. The contract value is up to \$800,000.
8. On January 19, 2024, the Board held its Round 1 Budget meeting to consider the NCRD's 2024-2028 Five-Year Financial Plan. The Round 2 Budget meeting is scheduled for February 10, 2024 at 10:00 A.M. To learn more about the NCRD's financial planning visit the [2024-2028 NCRD Financial Plan Consultation](#) webpage.

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



**Accessibility Committee – Minutes**  
**Tuesday, November 28, 2023 7:00 PM**  
Prestige Hotel Prince Rupert (118 6 St, Prince Rupert BC)

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Chair V. Stewart, City of Prince Rupert

Members: V. Wiley  
A. Falvo  
E Landrath  
G. Barthe  
E. Skelton  
V. Fraser

Regrets: S. Small  
E. Kivisild

Staff: H. Tsang, North Coast Regional District  
M. Taylor, Prince Rupert Library

Public Media: o

**1. CALL TO ORDER / INTRODUCTIONS**

1.1. *The Prince Rupert & Area Accessibility Committee acknowledges the traditional territory of the Ts'msyen on which this meeting takes place.*

1.2. Call to Order at 7:12 p.m.

**2. CONSIDERATION OF AGENDA  
(ADDITIONS/DELETIONS)**

2.1. Adoption of Agenda

That the Prince Rupert & Area Accessibility Committee resolves to adopt the November 28, 2023 Prince Rupert & Area Accessibility Committee agenda as amended to include:

- 8.1 - Including School District 52 and the District of Port Edward in the list of community stakeholder groups that will receive a draft version of the Prince Rupert & Area Accessibility Committee plan.

**017-2023**

**Barthe/Landrath  
CARRIED**

### **3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES**

#### **3.1. Adoption of Minutes**

That the Prince Rupert & Area Accessibility Committee resolves to adopt the October 17, 2023 Prince Rupert & Area Accessibility Committee minutes as amended to remove G. Barthe from the list of members who attended the October 17, 2023 meeting.

**018-2023**

**Falvo/Taylor  
CARRIED**

### **4. UPDATE ON GRANT APPLICATIONS**

4.1. V. Stewart provided an update on a grant submission to Northern Health for a stainless steel lift and handheld showers for The Earl Mah Aquatic Centre.

4.2 That the Prince Rupert & Area Accessibility Committee send a letter of support to the Northern Development Initiative Trust for a City of Prince Rupert grant application for the upstairs washroom at the City of Prince Rupert's Recreation Complex.

**019-2023**

**Wiley/Barthe  
CARRIED**



## **5. CURLING RINK UPDATE**

- 5.1. A. Falvo provided an update on Prince Rupert Special Olympics using the Prince Rupert Curling Club facilities. She noted that there are issues with accessing the building and that the facility should have a ramp to improve accessibility.
- 5.2 That the Prince Rupert & Area Accessibility Committee send a letter of support for Prince Rupert Gymnastics Association's grant application to improve their facility.

**Falvo/Taylor**

**020-2023**

**CARRIED**

## **6. WINTERFEST ACTIVITIES/TROLLEY**

- 6.1. A. Falvo provided an update on Winterfest activities and discussed a trolley ride for Prince Rupert Special Olympics athletes and residents of Acropolis Manor to see Christmas lights and decorations around Prince Rupert.

## **7. INFORMATION SHARING**

- 7.1. V. Stewart provided an update on an opportunity to develop a web page on the City of Prince Rupert's website that would outline information relating to the Prince Rupert & Area Accessibility Committee. She also noted that moving forward, quarterly updates will be sent to the governing bodies.

## **8. WORKSHOP ON ACCESSIBILITY PLAN**

- 8.1. The Prince Rupert & Area Accessibility Committee reviewed the draft plan and identified community stakeholder groups to share the draft plan for review.

That the Prince Rupert & Area Accessibility Committee send the draft Prince Rupert & Area Accessibility Committee Draft Accessibility Plan to the following organizations:

- Northern Health;
- Thompson Community Services;
- Port Edward Historical Society (North Pacific Cannery);
- Prince Rupert Seniors Centre;
- Complete Streets;
- Disability Alliance BC;
- First Nations Health Authority;
- District of Port Edward;
- School District 52;
- Lions Club;
- Prince Rupert fire department;
- Prince Rupert Rotary Club;
- Prince Rupert Chamber of Commerce;
- BC Emergency Services (Ambulance);
- Royal Canadian Mounted Police;
- Hectate Strait Employment Development Society;
- Ministry of Transportation and Infrastructure;
- Tourism Prince Rupert;
- Kaien Islands Trail Society;
- Prince Rupert Port Authority;
- Acropolis Manor;

- Prince Rupert Hospice Society;
- North Coast Transition Society;
- Prince Rupert Friendship House;
- North Coast Community Services;
- Coast Mountain College;
- Salvation Army;
- Royal Canadian Legion; and
- Moose Lodge.

**Falvo/Landrath**

**021-2023**

**CARRIED**

## **9. UPDATE ON LETTER PROVIDED TO NORTHERN BC TOURISM ON BEHALF OF ACCESSIBILITY COMMITTEE**

- 9.1. V. Stewart provided an update on a letter sent to Northern BC Tourism on behalf of the Prince Rupert & Area Accessibility Committee.

## **10. ADDITIONAL ITEMS**

- 10.1. The Prince Rupert & Area Accessibility Committee discussed various opportunities that are suitable for Vision Zero grants.

## **11. NEXT MEETING**

- 11.1. The Prince Rupert & Area Accessibility Committee will meet on Tuesday, January 16, 2024 and moving forward will aim to meet on the third Tuesdays of each month.

## **12. ADJOURNMENT**

### **12.1. Adjournment**

That the Prince Rupert & Area Accessibility Committee adjourns the Prince Rupert & Area Accessibility Committee meeting held November 28, 2023, the time being 8:24 p.m.

**022-2023**

**Falvo/Taylor  
CARRIED**

*Approved and adopted:*

*Certified correct:*

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***Chair***

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***Secretary***



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** February 12<sup>th</sup>, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Veronika Stewart, Manager of Communications, Engagement and Social Development

**SUBJECT: APPLICATION TO UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND FOR EMERGENCY SUPPORT SERVICES CAPACITY FUNDING**

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#### **RECOMMENDATION:**

**THAT Council support the City's Application for funding to the UBCM Community Emergency Preparedness Fund for Emergency Support Services Capacity Funding.**

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

Emergency Support Services (ESS) provides short-term basic support to people impacted by disasters. The program is financed by the Provincial government and administered by Indigenous communities and local governments. Funds are distributed on an incident-related basis, with additional support for year-round capacity building available through grant funding.

The City's Emergency Support Services program has historically been limited in its ability to attract and retain volunteers to support local programming, with an extremely limited pool of available volunteers to call on. In addition, there is limited capacity within existing staff capacity for volunteer recruitment and retention. To remedy this, the City pursued funding, starting in 2023, from UBCM in order to fund additional hours (5 hours/month) of the existing Victim Services Manager position towards managing volunteer recruitment and training, as well as funds to be dedicated towards recruitment, retention and training programming.

#### **BACKGROUND:**

Prior to 2023, there was one active ESS volunteer, with the remaining duties falling to City staff if that person was not available. This places undue burden on the sole volunteer to attend in emergency circumstances. In addition, by nature of their work Victim Services is already de-facto supporting the City's ESS program through their presence on site at many, if not all, local emergencies.

## **ANALYSIS:**

Staff, including Victim Services, is in agreement that the Victim Services and Emergency Support Services roles at the City are complementary. It benefits the City as a whole to house ESS volunteer management and recruitment under the Victim Services role. Applying for capacity funding will enable us to retain the increase to the hours of the Victim Services Manager to manage volunteers, as well as additional funds for volunteer recruitment/retention programming efforts (room rentals, training, food/drink).

Historically ESS is most frequently employed to assist in displacements due to residential fires, scenes at which Victim Services/RCMP are already in attendance. The Victim Services Manager also has an extremely beneficial complement of training to act in an ESS oversight role – given the need for their work to be trauma-informed and culturally sensitive. The training they already obtain as part of regular duties will aid in ensuring that volunteers also will benefit from their training and experience, and will assist greatly in transferring emergency-related knowledge and skills. In addition, funding to support ESS training and recruitment efforts is much needed in order to increase volunteer membership and retention in the program.

Thus far, the use of this grant to deploy Victim Services as needed in an ESS capacity has been effective at ensuring continuity of service, and continuing this capacity will enable a dedicated City employee to continue to recruit and train additional volunteers, which are much needed.

## **COST:**

The City is applying for approximately \$4800 in funding to UBCM for ESS capacity to support this work, with no additional impact to City budget. All additional costs for increased ESS capacity, above and beyond the existing budgeted salary for the Victim Services Manager will be funded through the UBCM grant, if successful.

## **CONCLUSION:**

Given the opportunity to capitalize on existing resources to improve overall ESS services in Prince Rupert, and the need to retain/recruit ESS volunteers, staff recommend that Council support this application for funding.

### **Report Prepared By:**

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Veronika Stewart,  
Manager of Communications,  
Engagement and Social Development

### **Report Reviewed By:**

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Robert Buchan,  
City Manager

Originally signed available on request



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** February 12<sup>th</sup>, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Veronika Stewart, Manager of Communications, Engagement + Social Development

**SUBJECT: COUNCIL SUPPORT FOR NDIT RECREATION INFRASTRUCTURE FUND APPLICATION**

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#### **RECOMMENDATION:**

**THAT Council support an application from the City to the NDIT Recreation Infrastructure Program for \$50,800 to support the development of accessible washroom facilities on the 2<sup>nd</sup> floor of the Recreation Complex.**

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

The City has received \$100,000 from Economic and Social Development Canada to support the renovation of the upstairs washrooms at the Recreation Complex to an accessible standard. This funding application is to cover the remaining projected costs of the project.

#### **BACKGROUND:**

In 2016 an accessibility ramp was installed to provide lift access to the second floor at the Recreation Complex, which includes access to the upper gym and arena bleachers, however, there is no accessibility washroom facility on this floor. This project would see this washroom being accessible to everyone and upgrade the components which are all original. This project was approved in 2023 however grant funding was unavailable.

#### **ANALYSIS:**

In 2023, the City established a Prince Rupert and Area Accessibility Committee in partnership with the Regional District, Library and Port Edward. This project has been presented as a priority by the members of the committee, who are currently working through the development of an Accessibility Plan, anticipated to be completed by the end of 2024. Action on this project signals the City's commitment to priorities identified by the Committee and will enhance the usability of the space for all residents.

**LINK TO STRATEGIC PLAN:**

This project aligns broadly with Council's goal to foster its local economic, social, cultural and environmental well being so its residents and businesses have a sustainable and prosperous future, and explicitly aligns with the actions related to the establishment of an Accessibility Committee and associated planning activities.

**COST:**

This project was included in the proposed 2024 Budget at an approved cost of \$155,000, with \$143,000 coming from grant funds and a \$12,000 dividend from Prince Rupert Legacy Inc. ESDC has already approved \$100,000 for the project (more than initially requested), so if the grant to NDIT for \$50,800 is successful, the funding from Legacy may not all be needed, or can be allocated to potential overages. Other costs include staff time for oversight and administrative management of the project.

**CONCLUSION:**

THAT Council support an application from the City to the NDIT Recreation Infrastructure Program for \$50,800 to support the development of accessible washroom facilities on the 2nd floor of the Recreation Complex.

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

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

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Robert Buchan,  
City Manager

Originally signed available on request





## **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

-



**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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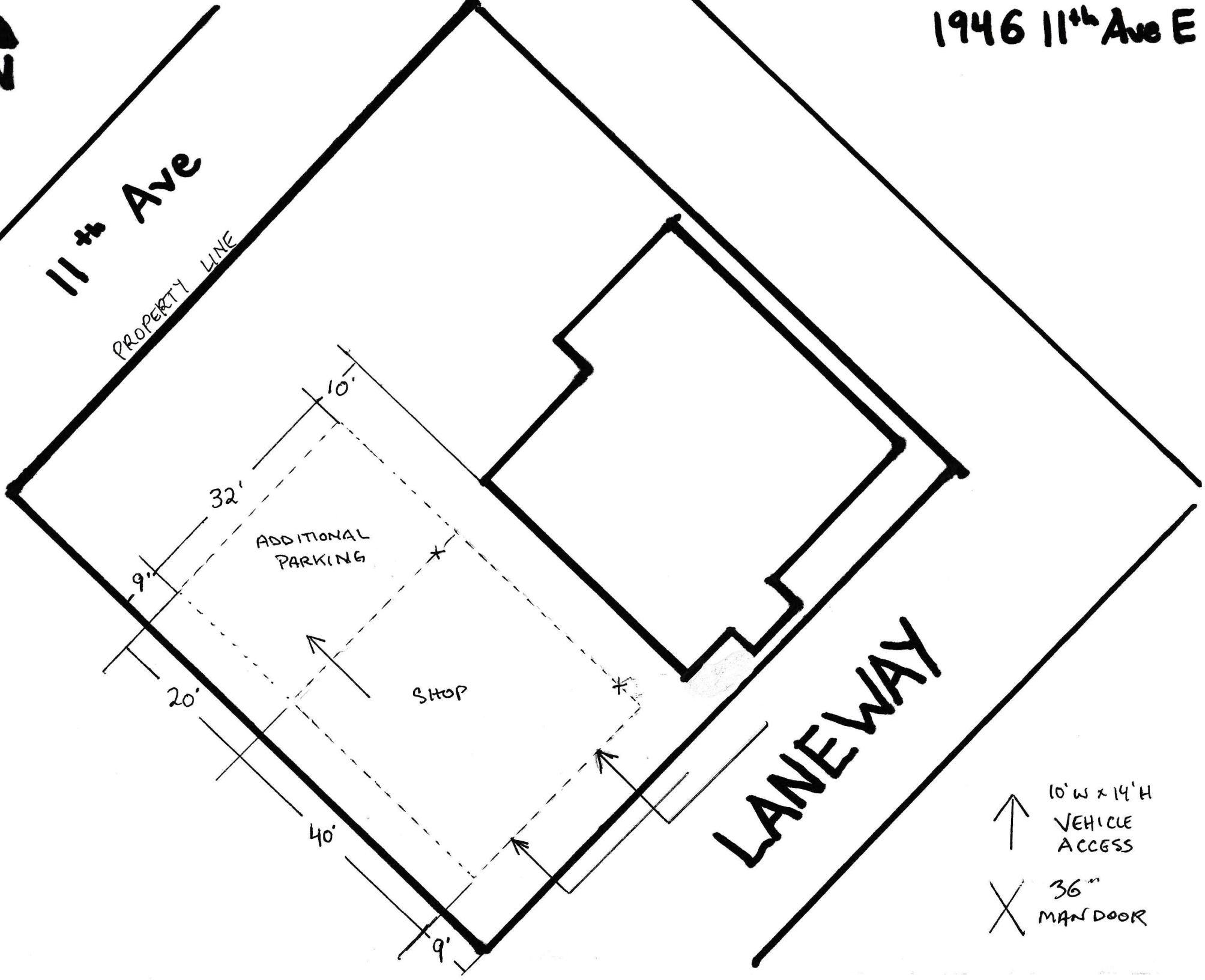
Rosamaria Miller  
Director of Legislative and Corporate  
Services



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

11<sup>th</sup> Ave

PROPERTY LINE



LANE WAY

↑  
10' W x 14' H  
VEHICLE  
ACCESS

X  
36"  
MAN DOOR

FRONT

4'

24"

LIGHTING  
X

20'

14'

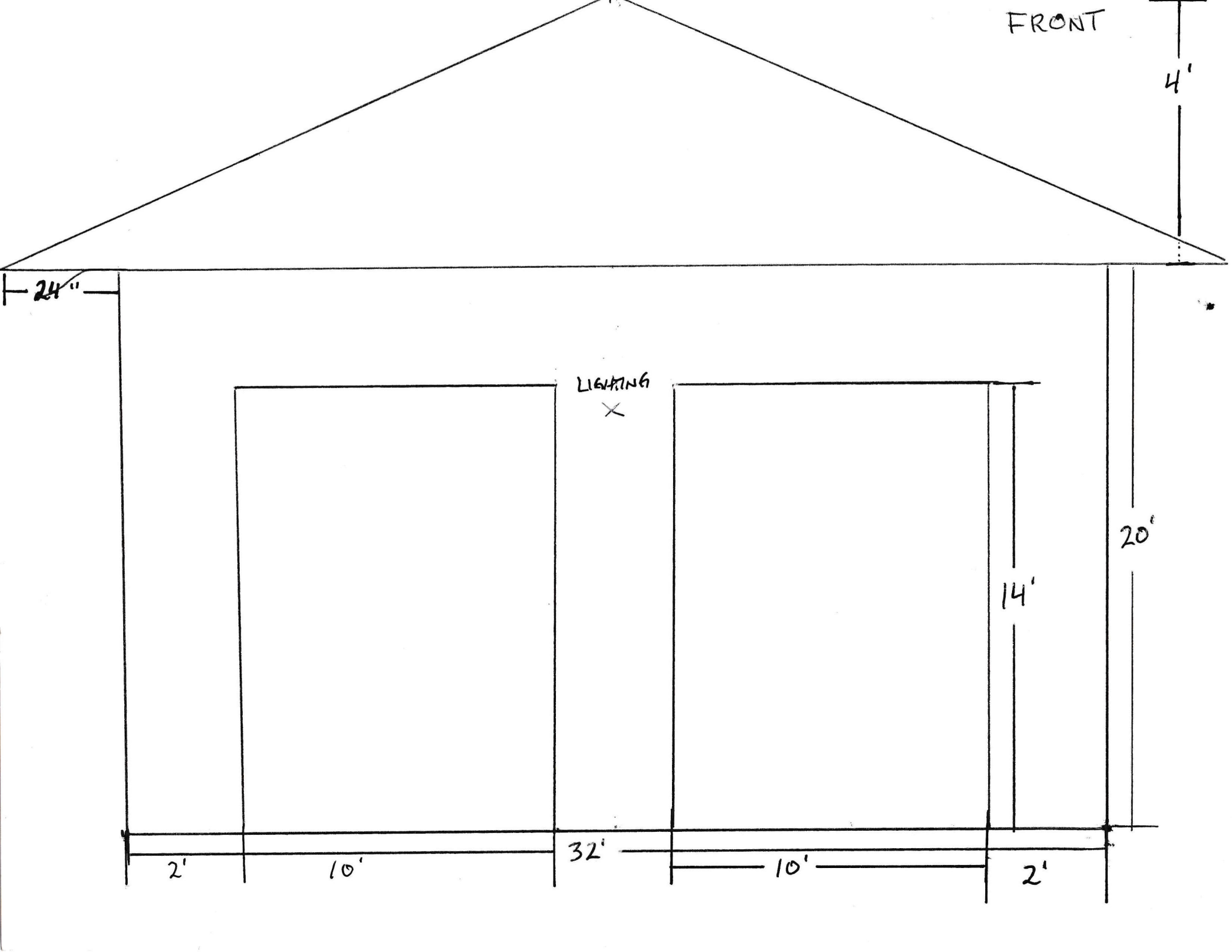
2'

10'

32'

10'

2'



20'

40'

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

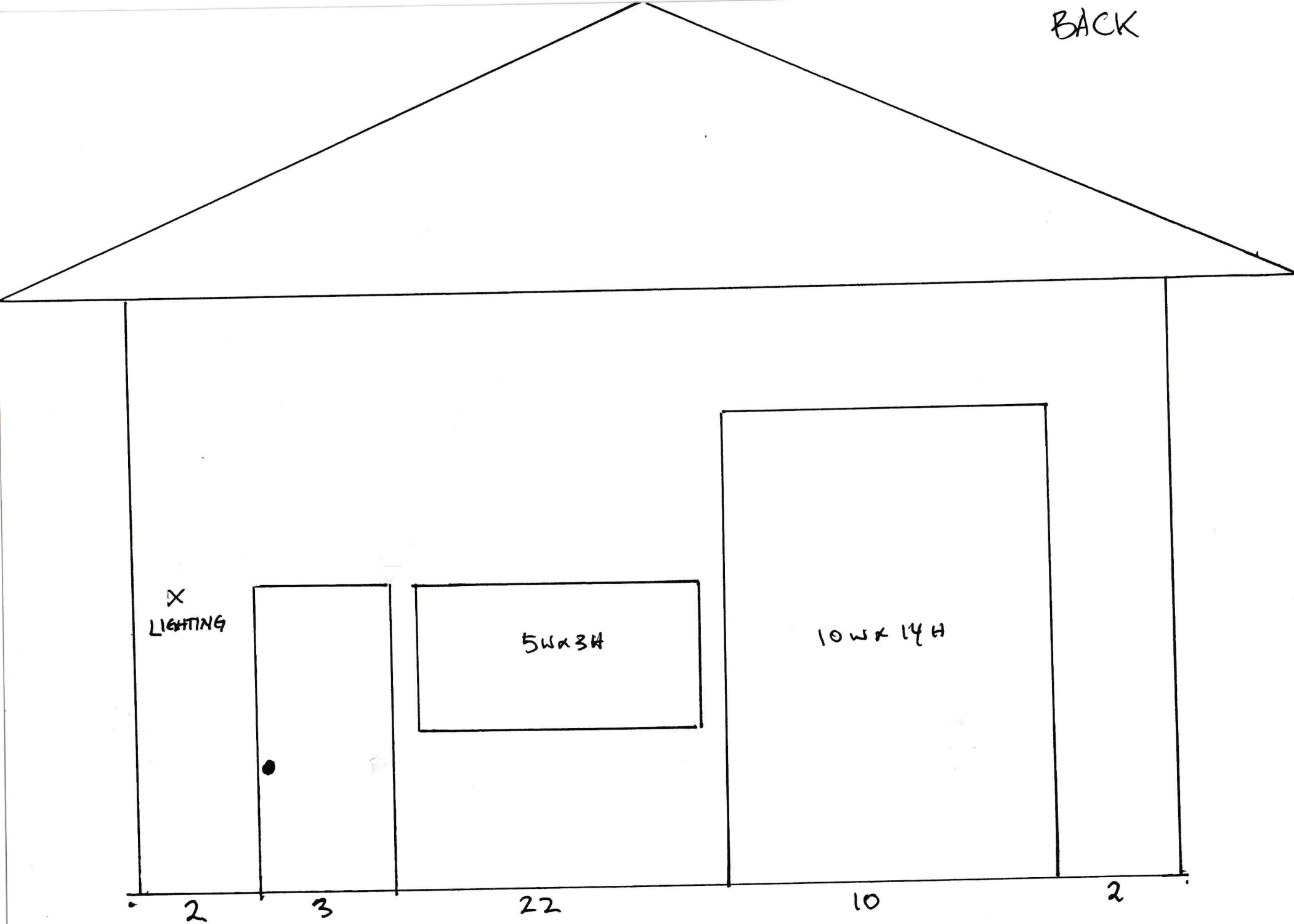
640 SQF

32

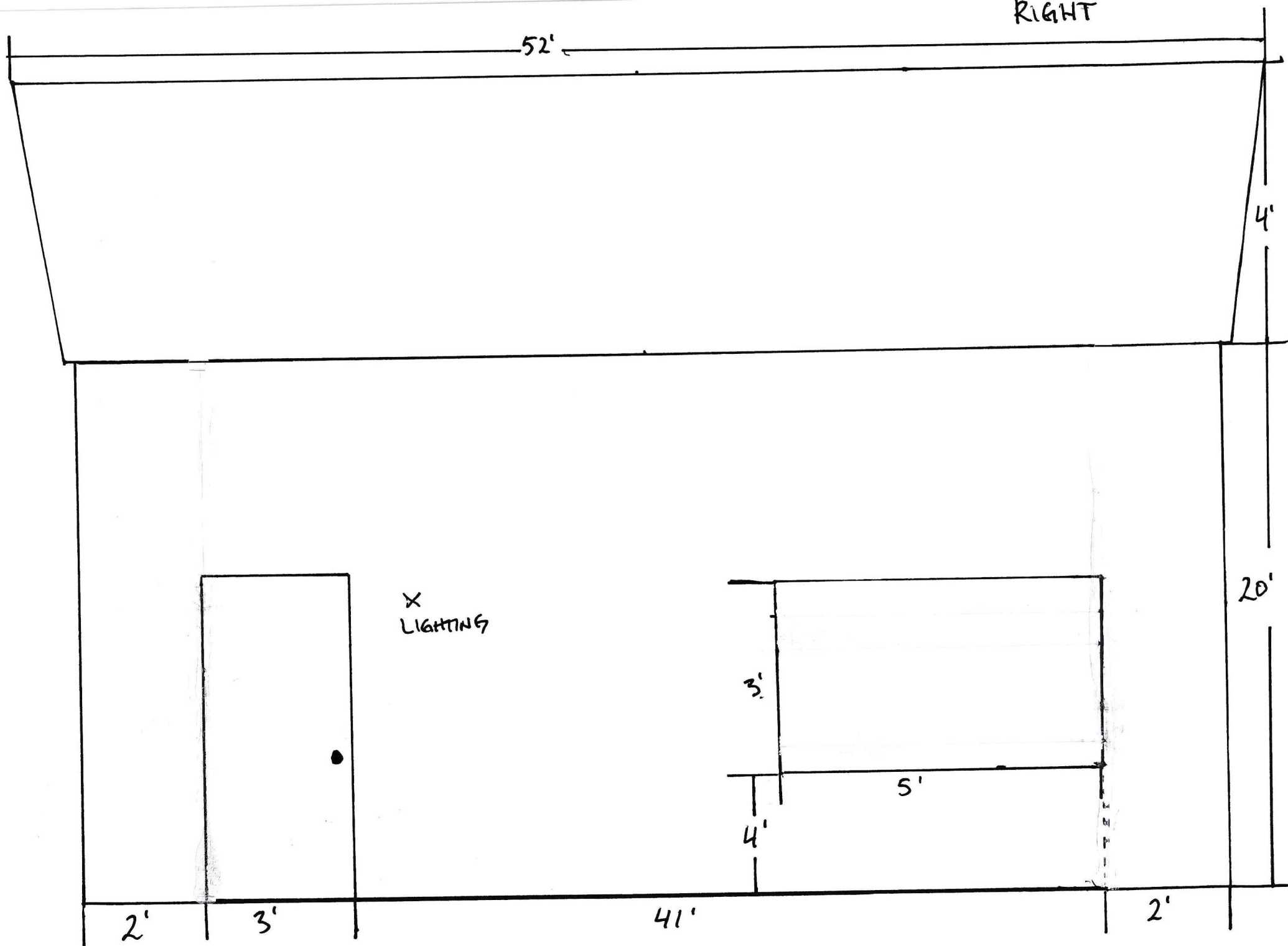
X° EXTERIOR LIGHTING



BACK



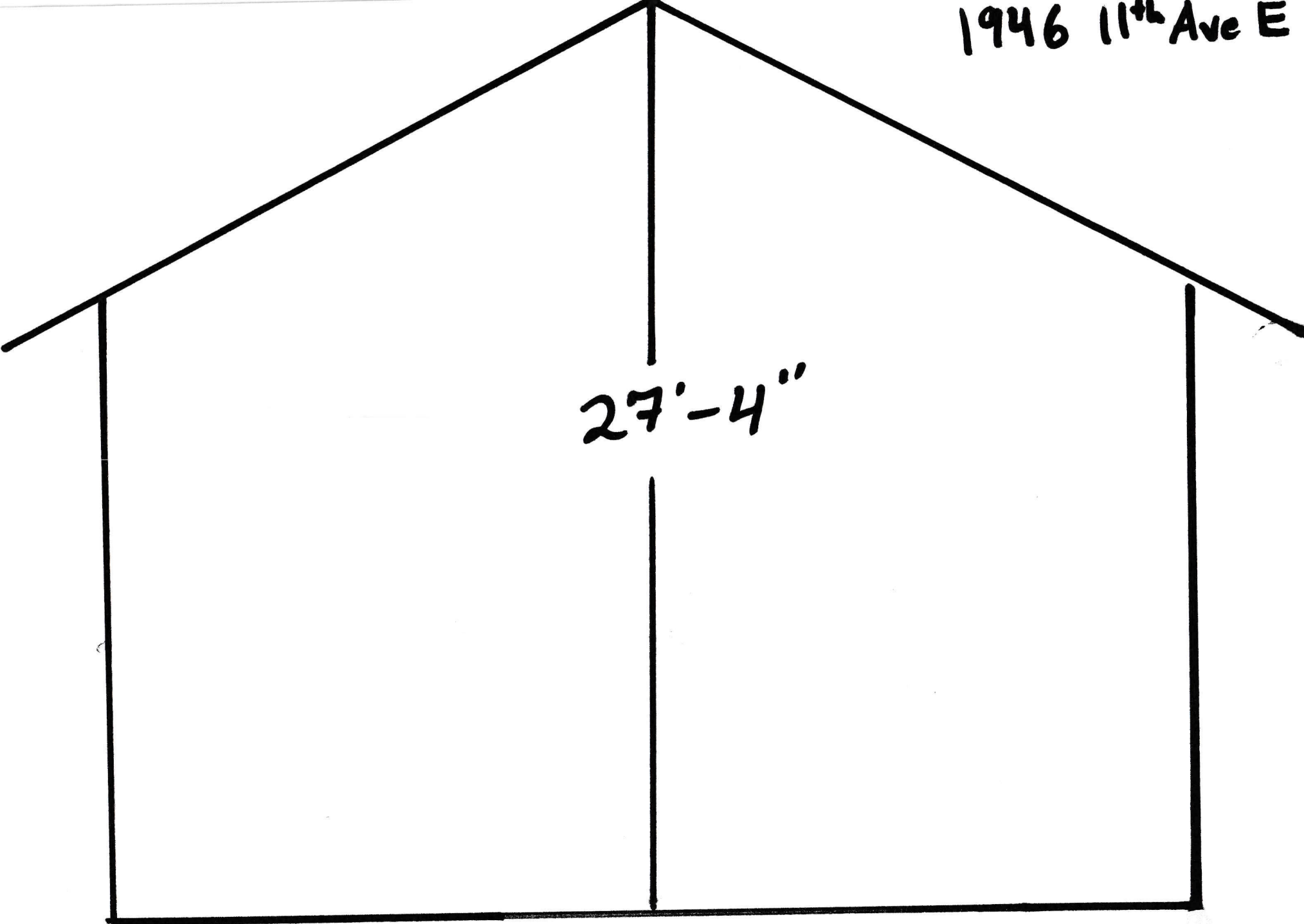




LEFT



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



27'-4"



## **REPORT TO COUNCIL**

Regular Meeting of Council

**DATE:** January 22<sup>th</sup>, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras, Planner I

**SUBJECT: DVP-23-18 – 800 2<sup>nd</sup> Avenue (Related to DP-23-13)**

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### **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

Originally signed available on request

**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.



**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 3<sup>rd</sup> 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 2<sup>rd</sup> 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**

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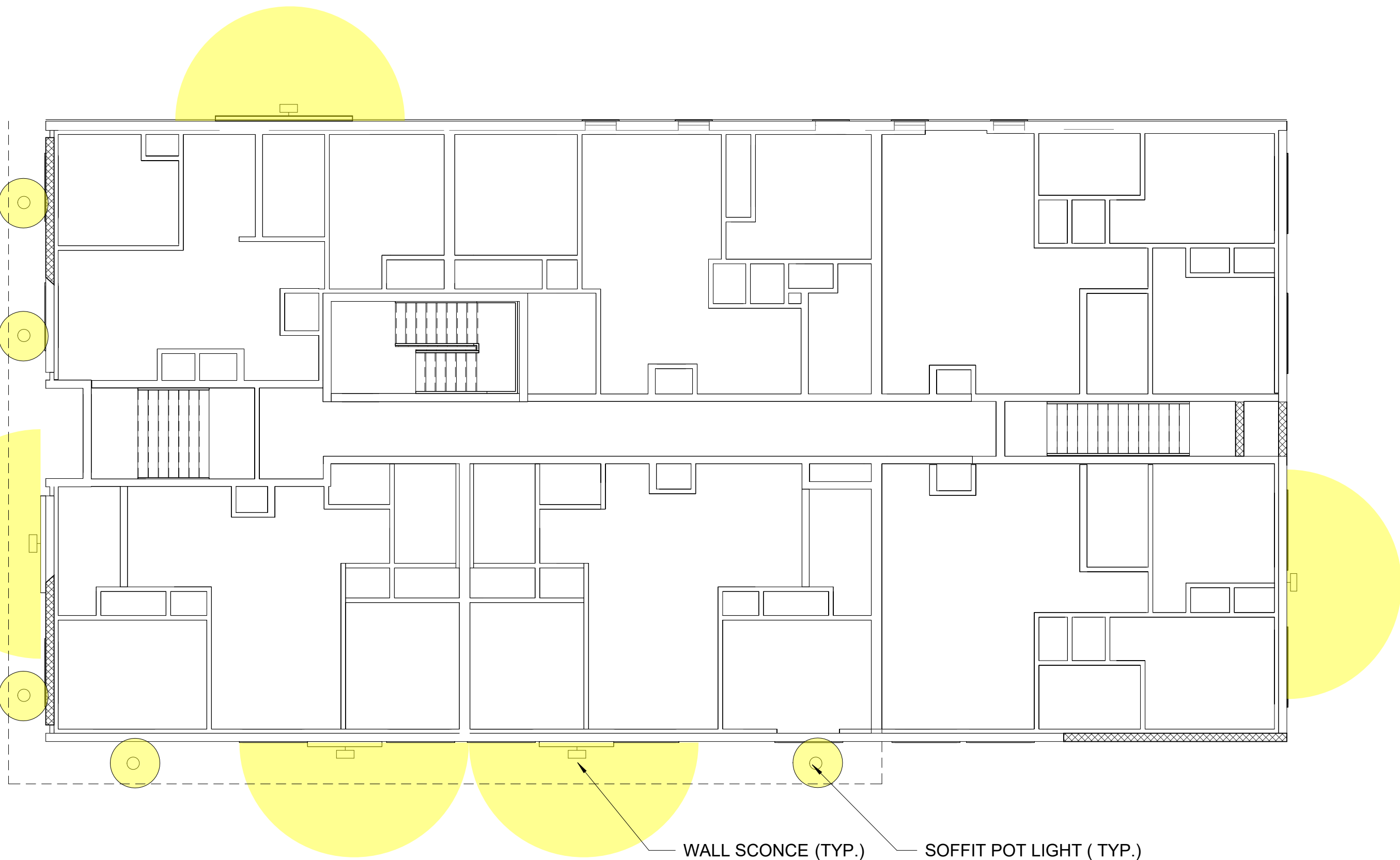
**Rosamaria Miller**  
Director of Corporate &  
Legislative Services



AERIAL VIEW

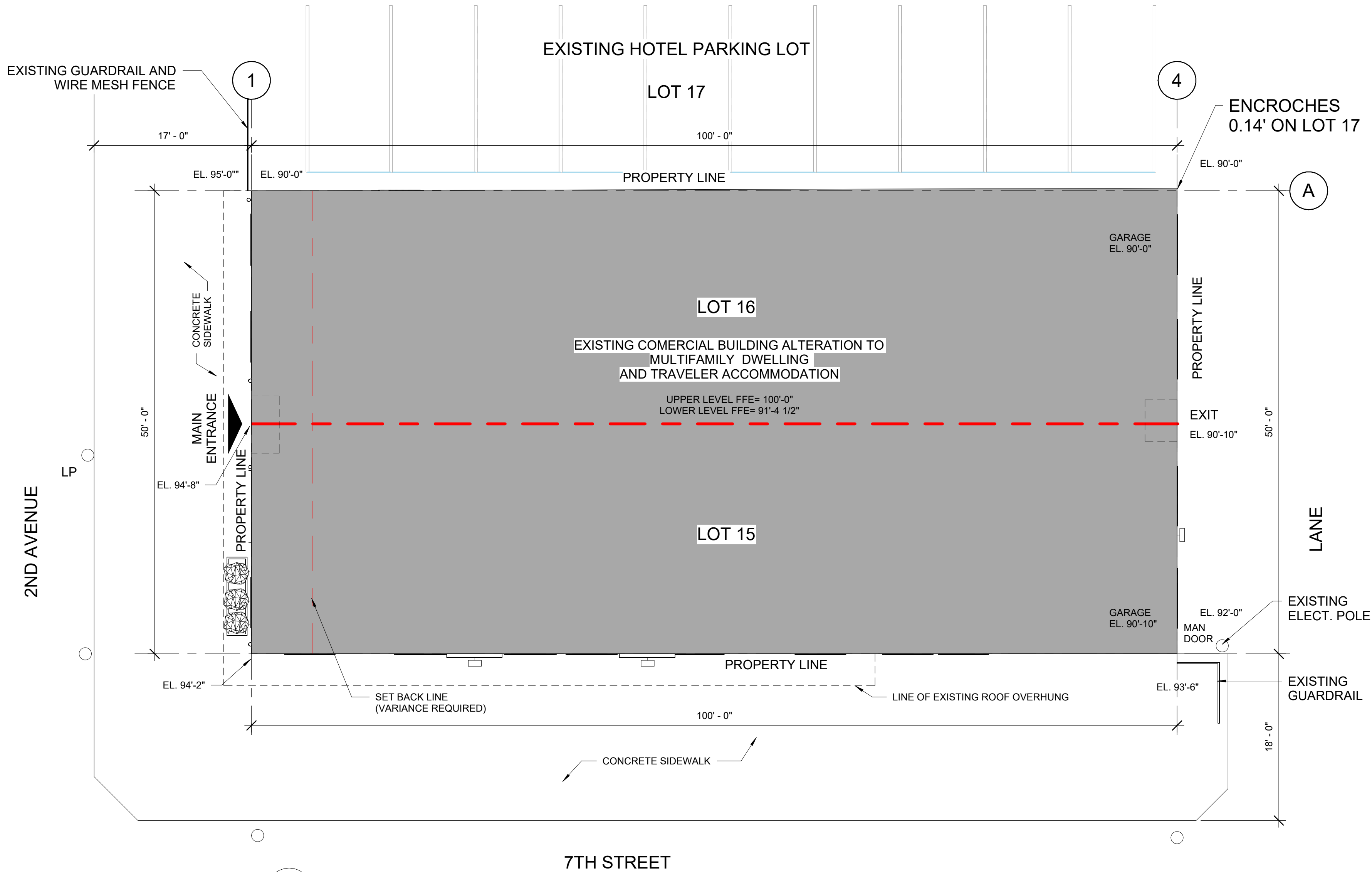
SCOPE OF WORK

EXISTING STREET  
POLE LIGHT

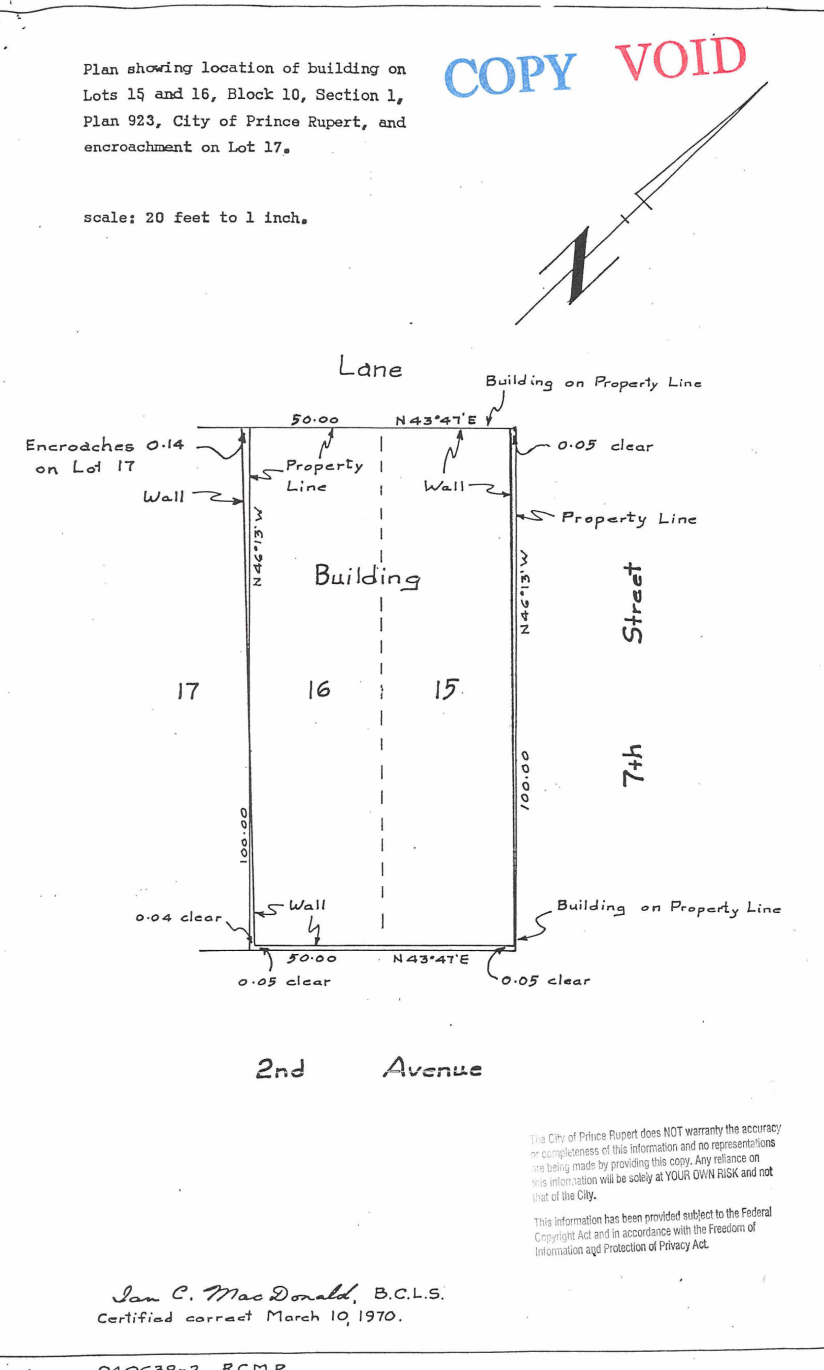


2 EXTERIOR LIGHTING PLAN  
A101 SCALE: 1/8" = 1'-0"

WALL SCONCE (TYP.) SOFFIT POT LIGHT ( TYP.)



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



SURVEY PLAN

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 Accomodation (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	5,000.05ft	
Building area:	464.52		
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 accomodation 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

SEAL

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PROJECT

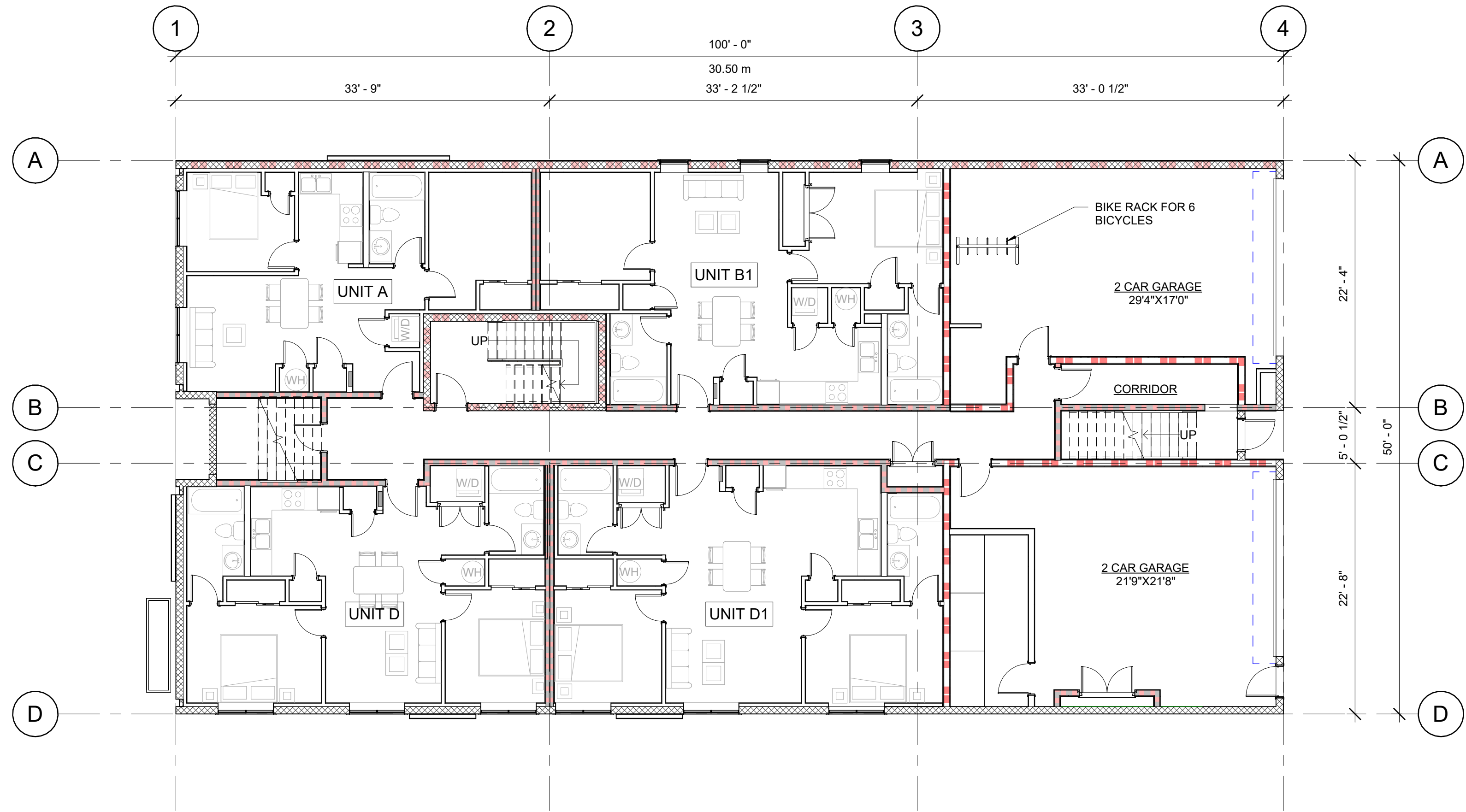
MULTIFAMILY DWELLING  
AND TRAVELER ACCOMMODATION

800 - 2nd Avenue West, Prince Rupert, BC

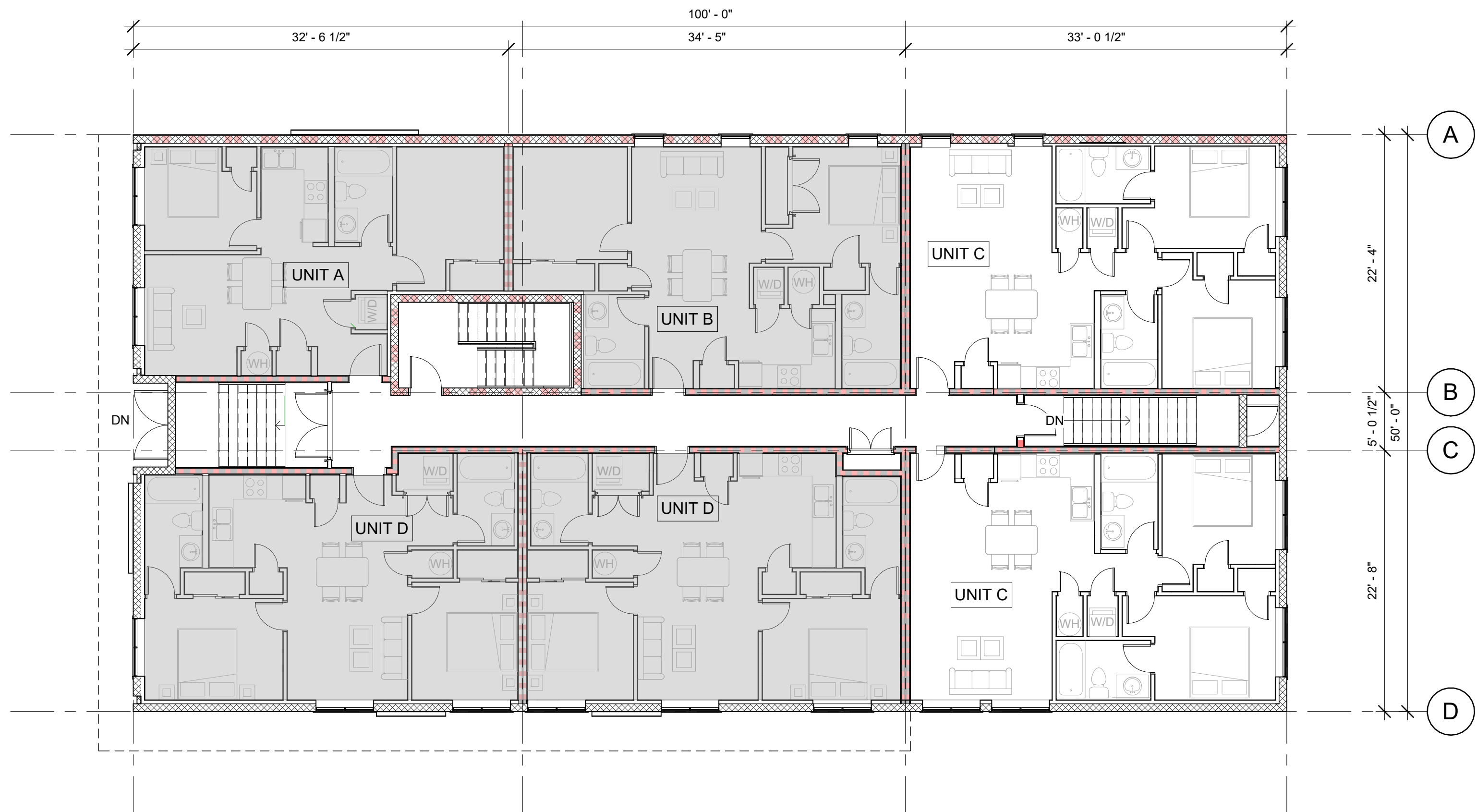
DRAWING TITLE

SITE PLAN AND EXTERIOR  
LIGHTING PLAN





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

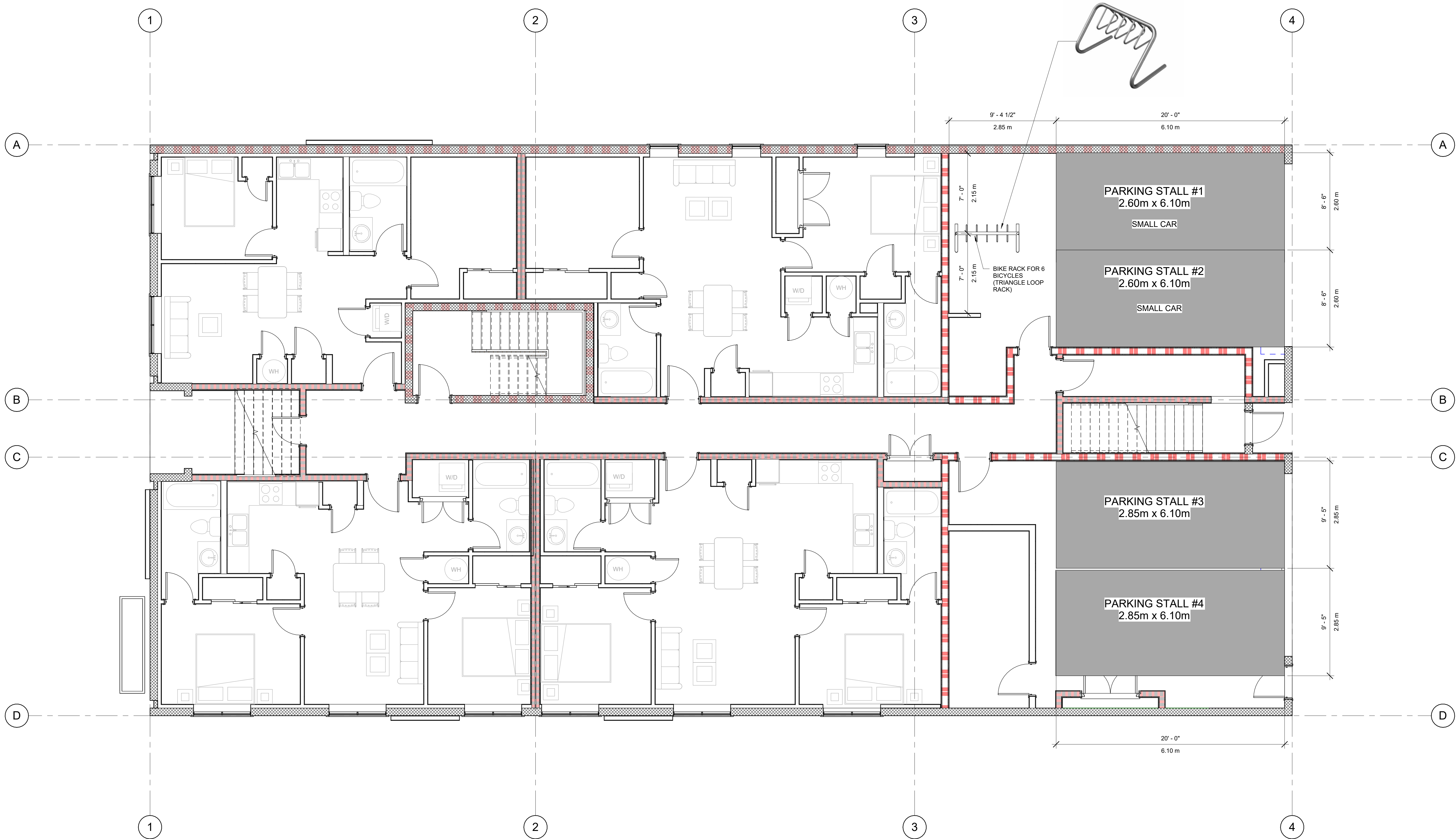
MULTIFAMILY DWELLING  
AND TRAVELER ACCOMMODATION

800 - 2nd Avenue West, Prince Rupert, BC

DRAWING TITLE

VARIANCE PLAN

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

A103

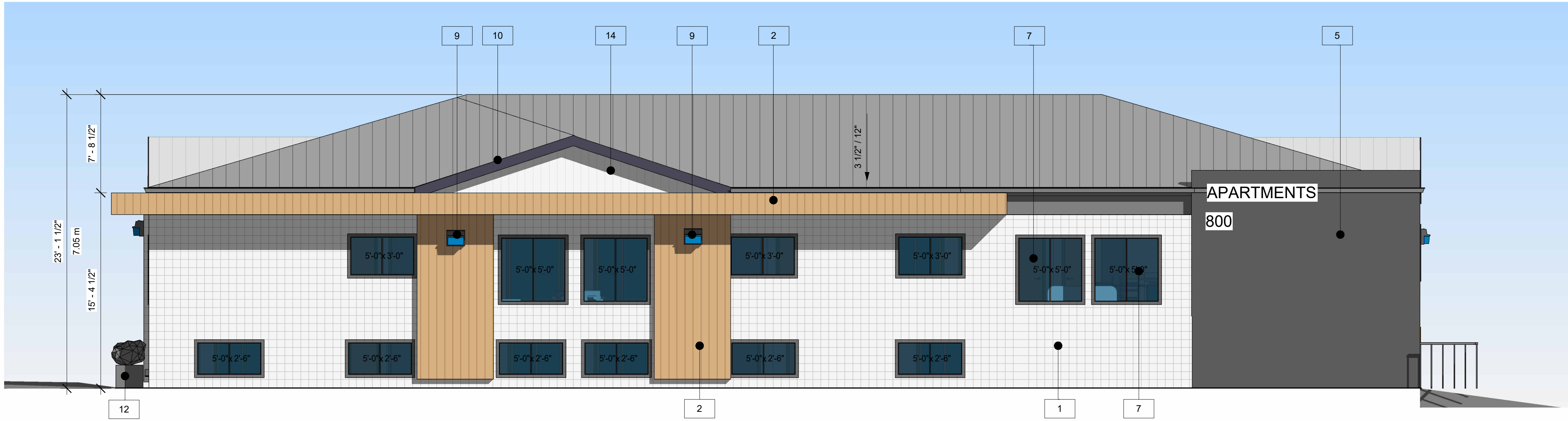


# MULTIFAMILY DWELLING AND TRAVELER ACCOMMODATION

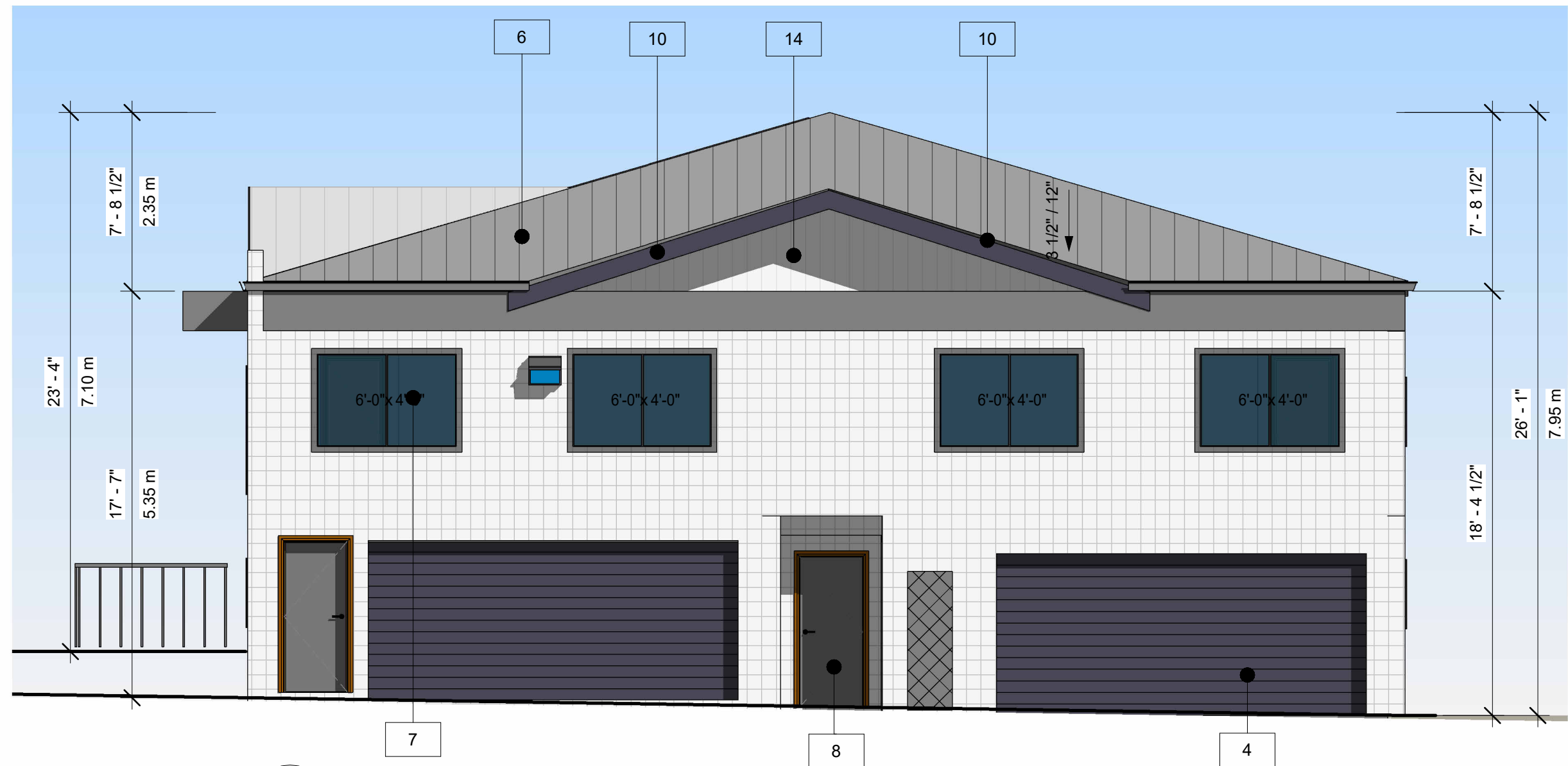
800 - 2nd Avenue West, Prince Rupert, BC







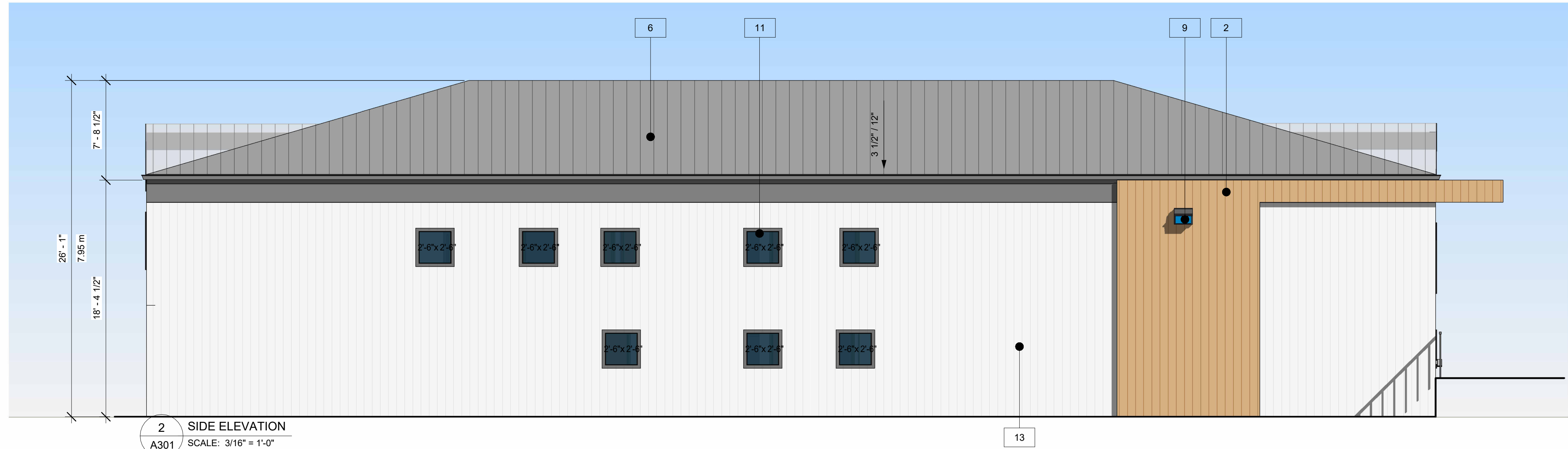
1 SIDE ELEVATION ( 7TH STREET)  
A301 SCALE: 3/16" = 1'-0"



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



"VICWEST" STANDING SEAM METAL ROOF  
56082 REGENT GREY

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

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PROJECT

MULTIFAMILY DWELLING  
AND TRAVELER ACCOMMODATION

800 - 2nd Avenue West, Prince Rupert, BC

DRAWING TITLE

ELEVATIONS

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

A301





## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** January 22<sup>nd</sup>, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras, Urban Planner 1

**SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-26 – 334 6<sup>TH</sup> 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:**

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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: 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).





**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 3<sup>rd</sup> 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 6<sup>th</sup> 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.

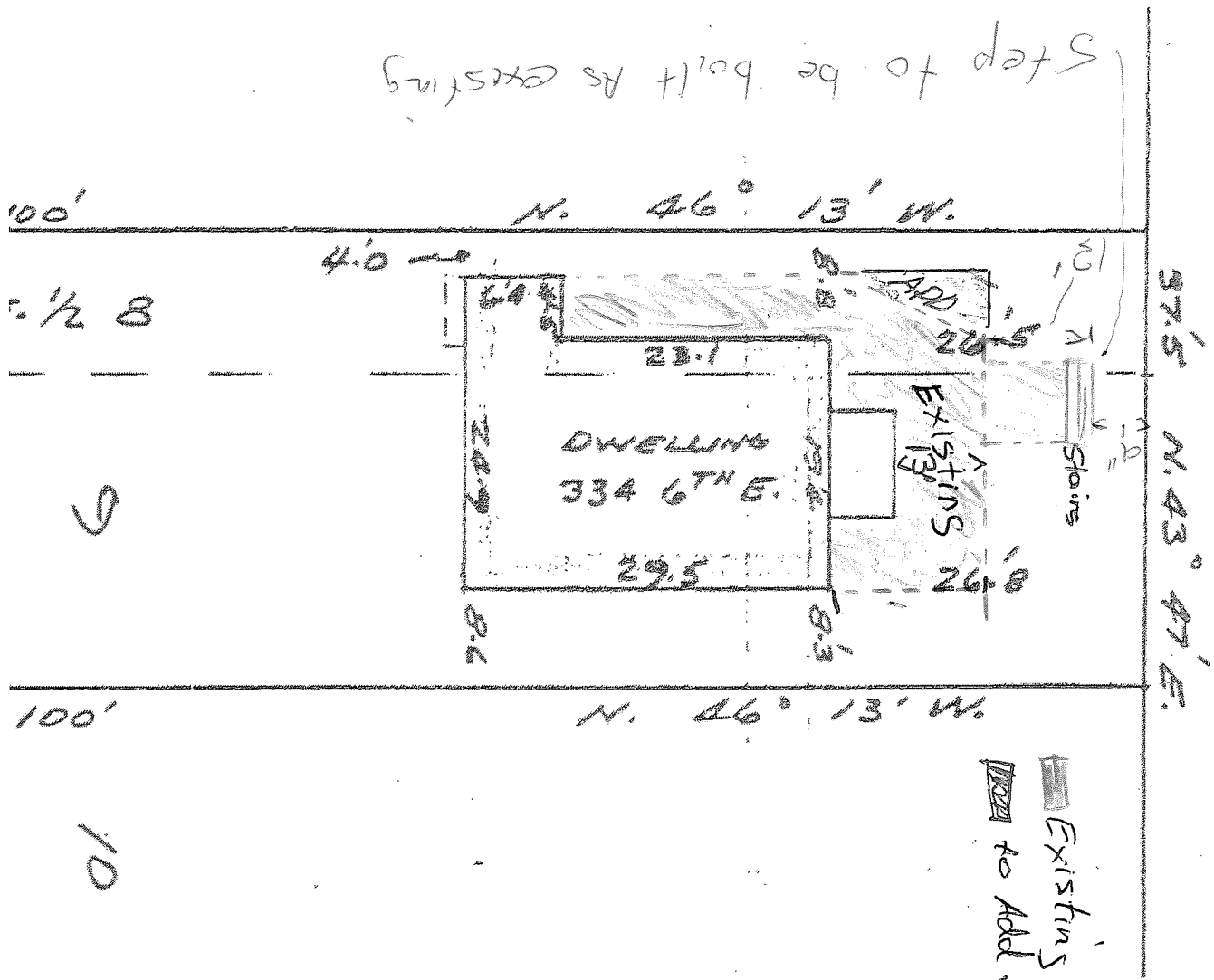
7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached 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**

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**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

