



SPECIAL REGULAR MEETING

For the **SPECIAL REGULAR MEETING** of Council to be held on May 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. ADOPTION OF AGENDA**

Recommendation:

THAT the Agenda for the Special Regular Council Meeting of May 22, 2024, be adopted as presented.

- 3. PUBLIC COMMENTS REGARDING AGENDA ITEMS**
- 4. RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE**
- 5. REPORTS**

- a) **Report from Director of Development Services, City Planner Re: Small-Scale, Multi-Unit Housing (SSMUH) Legislation – Zoning Amendment Bylaws No. 3536 & 3539, 2024.**

Recommendation:

THAT Council proceed with consideration.

- b) **Report from Director of Development Services, City Planner Re: City of Prince Rupert Civic Address Bylaw No. 3537, 2024.**

Recommendation:

THAT Council proceed with consideration.

- 6. BYLAWS**

- a) **City of Prince Rupert Zoning Amendment Bylaw No. 3531, 2024.**

Recommendation:

THAT Council gives Third Reading to the City of Prince Rupert Rezoning Amendment Bylaw No. 3531, 2024.

- b) **City of Prince Rupert Trade and Licencing Bylaw No. 3532, 2024.**

Recommendation:

THAT Council repeal Third Reading as at May 6, 2024, and replace Third Reading of the City of Prince Rupert Trade and Licencing Bylaw No. 3532, 2024.

c) City of Prince Rupert Development Procedures Bylaw No. 3533, 2024.

Recommendation:

THAT Council gives Fourth & Final Reading to the City of Prince Development Procedures Bylaw No. 3533, 2024.

d) City of Prince Rupert Municipal Ticketing Information Amendment Bylaw No. 3534, 2024.

Recommendation:

THAT Council gives Fourth & Final Reading to the City of Prince Rupert Municipal Ticketing Information Amendment Bylaw No. 3534, 2024.

e) City of Prince Rupert Rezoning Amendment Bylaw No. 3535, 2024.

Recommendation:

THAT Council gives Third Reading to the City of Prince Rupert Rezoning Amendment Bylaw No. 3535, 2024.

f) City of Prince Rupert Zoning Amendment Bylaw 3536, 2024.

Recommendation:

THAT Council introduces and gives First, Second, and Third Readings to the City of Prince Rupert Zoning Amendment Bylaw 3536, 2024.

g) City of Prince Rupert Civic Address Bylaw No. 3537, 2024.

Recommendation:

THAT Council introduces and gives First, Second, and Third Readings to the City of Prince Rupert Civic Address Bylaw No. 3537, 2024.

h) City of Prince Rupert Zoning Amendment Bylaw No. 3539, 2024.

Recommendation:

THAT Council introduces and gives First, Second, and Third Readings to the City of Prince Rupert Zoning Amendment Bylaw No. 3539, 2024.

7. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

8. ADJOURNMENT



REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 22, 2024
TO: Robert Buchan, City Manager
FROM: Myfannwy Pope, Director of Development Services, City Planner

SUBJECT: SSMUH Legislation – Zoning Amendment Bylaw No. 3536 & 3539, 2024

RECOMMENDATION:

THAT Council proceed with consideration.

REASON FOR REPORT:

The *Local Government Act* was amended on December 7, 2023, to require local governments to update their zoning bylaws to allow secondary suites or accessory dwelling units (ADUs) in all single-family zones and where applicable, permit a minimum of 3-6 units of small-scale, multi-unit housing (SSMUH) in zones otherwise restricted to single-family dwellings or duplexes. Zones restricted to single-family dwellings or duplexes, and their suites, as of December 7, 2023, are referred to as *Restricted Zones* in the legislation. Through the SSMUH legislation, the Province aims to increase housing supply, create more diverse housing choices, and over time, contribute to more affordable housing across the province.

Local governments are required to update their zoning bylaws before June 30, 2024 to comply with SSMUH legislation and are prohibited from holding a public hearing on this legislation. This legislation is intended to meet this requirement for the City of Prince Rupert. Non-compliance will result in penalty and the Province implementing the changes themselves.

This report introduces the following Bylaws to align with Provincial direction:

1. Zoning Bylaw Amendment No. 3536 amends the Zoning around R1 and R2 zones and suites to enable flexible and increased density options up to 4 units, inclusive of suites, and amends the site standards that are recommended to enable that density to be realized.
2. Zoning Bylaw Amendment No. 3536 amends parking requirements to generally meet the spirit of the Provincial recommendations and remove barriers to implementing small-scale residential density.

The proposed Bylaws are components of a framework to enable further infill density within existing and new neighbourhoods as the City grows. This density enabling framework does not *require* increased density, but is intended to remove barriers to implementing small scale residential density that promotes a diversity of housing options, including both rental and affordable family units that otherwise face greater barriers to be developed than the traditional single-family home.

BACKGROUND:

SSMUH Regulations and Policy:

The following sections include excerpts from the Provincial Policy Manual.

1. What is Small-Scale Multi-Unit Housing (SSMUH)?

Small-Scale Multi-Unit Housing (SSMUH) refers to a range of buildings and dwelling unit configurations that can provide more affordable and attainable housing for middle income families. Examples of SSMUH include, but are not limited to:

- secondary suites in single-family dwellings;
- detached accessory dwelling units (ADUs), like garden suites or laneway homes;
- duplexes (side-by-side or up/down);
- triplexes and house-plexes; and
- townhomes.

SSMUH offers housing options that are ground-oriented and compatible in scale and form with established single-family and duplex neighbourhoods. These housing forms were more common prior to the introduction of zoning regulations in communities across BC, and many examples of them can still be seen in most communities. These housing forms typically offer more family-oriented units than larger-scale multi-family housing like condominium towers, and more affordable options than single-family homes. The modest increase in density resulting from these forms of housing can also produce significant benefits for neighbourhood vibrancy, inclusiveness, and sustainability, as well increase efficiency of existing infrastructure and land within those areas.

2. Why is the Province introducing SSMUH requirements?

Single-family detached homes are out of reach for many people in a growing number of BC communities. However, zoning regulations that exclusively permit single-family detached homes often cover 70-85% of the privately held residential land base in communities. Not only are less expensive multi-unit forms of housing not permitted in most areas of our communities, but they are also subjected to more layers of process and regulations like rezoning and design requirements.

These conditions make it challenging to build multi-unit housing throughout the province. Rezoning requirements add considerable costs to projects and create uncertainty for those interested in building homes in our communities. When combined with long development application processing timelines, these factors impede the supply of much needed market housing that is more affordable than conventional single-family homes. In most parts of the province, the supply of housing is falling further and further behind actual housing needs. The

current approach to zoning regulations limits the diversity of housing supply required in BC communities.

Through the SSMUH legislation, the Province is aiming to overcome these challenges by enabling multiple units of housing (2 to 6 units depending on the location and context) to be permitted on single-family and duplex lots without the need for costly and time-consuming rezoning processes. As a result of this, local governments across the province are now required to permit a minimum of two to six units of housing on lots formerly recognized as single-family or duplex lots, which are referred to as *Restricted Zones* in the SSMUH legislation.

The aim of the SSMUH legislation is to increase housing supply, create more diverse housing choices, and over time, contribute to more affordable housing across BC. Local governments have a critical role to play in its implementation and a lot to be gained from its success.

3. What are the SSMUH requirements?

Unless an exemption applies, **three to six dwelling units** must be allowed on each parcel of land zoned for single-family or duplex use that is:

- a) wholly or partly within an urban containment boundary established by a regional growth strategy, or
- b) if (a) does not apply, wholly or partly within an urban containment boundary established by an official community plan within a municipality with a population greater than 5,000 or
- c) if neither (a) or (b) apply, in a municipality with a population greater than 5,000.

The table below outlines the situations in which the three- to six-unit requirements apply.

Table 1 SSMUH Density Requirements¹.

Minimum number of units	Characteristics of the parcels to which the requirements apply
Minimum of three units	A minimum of three (3) units must be permitted on each parcel of land 280 m ² or less in a <i>Restricted Zone</i> .
Minimum of four units	A minimum of four (4) units must be permitted on each parcel of land greater than 280 m ² in a <i>Restricted Zone</i> .
Minimum of six units	A minimum of six (6) units must be permitted on each parcel of land in a <i>Restricted Zone</i> that is: <ol style="list-style-type: none"> a) wholly or partly within 400 metres of a prescribed bus stop, and b) is 281 m² or greater in area.

¹ Province of British Columbia (2024) Provincial Policy Manual & Site Standards.

	One of the six units that must be permitted may be required to be affordable or special needs housing.
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The Province developed a policy manual as a resource to support local governments with the implementation of zoning bylaw amendments required to comply with the changes to the Local Government Act and Vancouver Charter under the Small-Scale, Multi-Unit Housing (SSMUH) legislation. It establishes provincial expectations for local government implementation of the SSMUH requirements. In preparing, amending, or adopting a zoning bylaw to permit the use and density required by the SSMUH legislation, a local government **must consider any applicable guidelines for SSMUH, including this Policy Manual**. Therefore, the proposed changes in the attached Bylaws and this report demonstrate consideration of the policy guidance for site-standards.

4. Exemptions and Other Considerations

Lands subject to a hazardous condition are exempted from the SSMUH legislation, including the requirements to allow either a secondary suite or accessory dwelling unit, providing the local government has obtained a report in which a qualified professional certifies increasing the density of use would significantly increase the threat or risk from the hazardous condition, and the threat or risk from the hazardous condition cannot be practically mitigated. Additionally, heritage revitalization agreements as of December 7, 2023, or any covenants restricting density, will take precedence over the zoning on any of these parcels.

How does this apply to Prince Rupert?

The SSMUH requirements apply to Prince Rupert, as it meets the criteria of being wholly or partly within an urban containment boundary established by an official community plan within a municipality with a population greater than 5,000. Consequently, staff have taken the steps outlined below and recommended by the Province for implementing these changes.

1. Identifying Impacted Zones

The SSMUH requirements apply to single and duplex-family zones within the City of Prince Rupert, specifically R1: Single Family Residential and R2: Single or Duplex Residential, which meet the definitions of *Restricted Zones* under the legislation. The City has no frequent transit corridors, and therefore only the 3-4 unit requirements apply to these areas. While many lots within Prince Rupert's footprint are under 280m², Council previously passed an amendment to the Zoning Bylaw to allow secondary suites in duplexes, allowing up to 4 units in most restricted zones already. Therefore, staff recommend maintaining this maximum density in all zones to which this legislation applies by simply amending the text within R1 & R2 zones to meet provincial requirements.

The City currently has a Hazardous Areas Development Permit Area that can address hazardous condition concerns on a project basis. Similarly, heritage agreements that apply can be dealt with on a project by project basis, and provincial agreements and covenants will override the zoning in these cases.

2. *Applying the Province's Site Standards Policy Manual*

The proposed changes to the site standards, including setbacks, building height, parking, and lot coverage come directly from the Province's Policy Manual and Site Standards, that legally must be considered in this process. These standards are proposed to ensure that the density limits are actually attainable, and therefore they recommend smaller setbacks, permitting up to 3 storeys, and reducing parking requirements that often impose barriers to adding density to lots. Given the average lot size in the City, there is extra impetus for the City to consider the Province's guidelines to enable more density to take place. While individual lots may include geographic barriers to permitting certain densities, it is recommended that those constraints are dealt with on a project by project basis, rather than through blanket policy that restricts the intended density.

3. *Consultation with City departments to identify other plans, policies, and regulations that may be impacted by the zoning bylaw changes*

Consultation identified the need for the following actions to ensure alignment with provincial regulations, while protecting City infrastructure and protecting community character and assets. These actions include:

- Update or implement the following Bylaws:
 - a. Storm Water Management Bylaw to ensure any impacts to drainage are addressed;
 - b. Traffic Bylaw to ensure that it is updated holistically to align with plans and policies, and to add restrictions to on-street parking specifically regarding trailers and boat storage;
 - c. Building Bylaw to ensure that servicing and access requirements are captured in renovations to add more density;
 - d. Utilities Management Bylaws to be updated in general and ensure servicing requirements and rates are clear to accommodate potential increases in infill density; and
 - e. Addressing Bylaw to ensure emergency services needs are met in terms of visibility, and infrastructure servicing processes are consistent.
- Undertake the following studies:
 - a. Infrastructure capacity study, to inform any future DCC Bylaws and determine at what threshold infrastructure capacity will be exceeded.
- Ensure these changes are considered in the following policies:
 - a. Bylaw Enforcement Policy (currently under development); and
 - b. Stratification Policy.

Staff will work to ensure this suite of updates are completed as per Strategic Planning direction to *Align Bylaws and Policies with Provincial Direction*. Given the development history of the City, the physical constraints of many sites, and the rate of uptake of secondary suites in duplexes since permitted in 2022, staff anticipate a very gradual and slow uptake of new gentle density. This allows sufficient time to put in the identified preventative measures in case of impacts to street parking, laneway encroachment, and infrastructure capacity.

4. Legal Review

The proposed bylaws have undergone legal review to ensure compliance with provincial requirements. The suite of changes that will occur to accommodate the density enabling framework will be reviewed with legal counsel to ensure the City is adequately protecting its assets, minimizing impacts to neighbourhoods, providing adequate tools for enforcement, avoiding impacts to the City's budget, and incorporating additional policy direction as applicable.

ANALYSIS: CONSIDERING THE PROVINCIAL POLICY MANUAL

The following sections identify how the provincial regulations and policies apply, and how the local proposal may align or differ in order to demonstrate compliance and consideration of provincial policy manual.

Density Requirements Applicable to Prince Rupert

- **Requirement from the Province:**
 - All parcels less than 281 square meters must permit up to three dwelling units;
 - All parcels greater or equal to 281 square meters must permit up to four dwelling units;
- **Proposed in the attached Bylaws:**
 - Amend dwelling unit definitions to create a catch-all category of housing typologies with up to 4 units (attached or detached) in combinations of principal (stratifiable) or accessory dwelling units called "Small-Scale Residential Dwellings".
 - Remove R2 Zone and amend Zoning Map to collapse all R1 and R2 Zones into a single zone that permits Small-Scale Residential Dwellings.
 - Maintain the new R1: Small-Scale Residential Zone at 4 units as the City already permits this in form of duplex with secondary suites. Reducing density on lots under the 281m² requirement to 3 would actually reduce current density permitted.
 - Potential density will be the same across all current R2 Zones, with increased potential resulting from allowing greater density in current R1 Zones.

Local Governments must demonstrate consideration of the provincial Policy Manual on Site Standards. Therefore, below details what standards are recommended from the Province along with the corresponding rationale provided by them, and what is proposed within the attached local Bylaws. Where there is no significant reason to diverge locally, recommendations are followed.

Height

- **Recommended:** 11m for principle buildings
 - Limits of 1, 2 or 2.5 storeys will affect project viability or increase lot coverage to the point of reducing site permeability and livability. If height maximums are too low, it can also create challenges for evolving building technologies designed to improve sound and fire separation. A universal maximum height limit that permits at least three stories regardless of the method of measurement, site gradient, or roof style improve the viability and diversity of SSMUH housing forms, and 11 metres is often considered an appropriate building height limit to facilitate three storeys.

- **Proposed:** As recommended.
 - To allow 3 storeys as per the Provincial recommendation. Keeping current height restrictions of 9 meters would pose barriers to introducing new density of 3 or 4 units and currently can pose issues for new duplexes or single-family, particularly given the size of the average parcels in Prince Rupert and required setbacks for fire separation.
 - As infill initially takes place, there may be some view impacts to existing homes. However, overtime, this is likely to decline as homes are replaced and built to new height standards as the new standard would apply to any home within the new R1: Small Scale Residential Zone. No one individual would be getting special permission or approved variance to build higher than their neighbours.

Setbacks

- **Recommended:** 2 metres for front yard, 1.5 for rear yards, 1.2 for side yards.
 - Allow more flexible housing placement and enable denser building type to be built.
- **Proposed:** As recommended.
 - There are no geographic reasons for diverging from the recommended change, as the small lots actually lend themselves to smaller setbacks. Beyond this, only form and character considerations may be affected, which are unlikely to be considered a reasonable reason for divergence from recommendation by the Province. Many existing non-conforming homes within Prince Rupert match the proposed setbacks already.

Lot Coverage

- **Recommended:** 50%
 - Reduce impervious onsite coverage, which affects drainage.
- **Proposed:** 50%
 - No change to current Bylaw.
 - Staff will be develop a storm water management bylaw that considers onsite coverage to guide permitting any variance to 50%.

Parking

- **Recommended:** Maximum 1 stall per dwelling unit.
 - Off-street Parking requirements are likely to reduce the viability of projects due to space limitations on traditional single-family and duplex lots, and also to reduce site permeability and livability. Other factors that could be used to set parking requirements include proximity to services (e.g., designated village or town centres), walk scores, and the availability of on-street or other parking alternatives.
- **Proposed:** A sliding scale: minimum 1 off-street parking space per single family home. 0.75 spaces/units for duplex, .5 spaces per unit for Houseplex (3 or 4 units), and .25 spaces per unit for accessory dwelling units and secondary suites.
 - The proposed reductions are intended to align with provincial reasoning. Prince Rupert does not have frequent transit nor well-developed alternative transit methods, but it is relatively walkable given its small footprint and all R2/R1 zones are within 50 meters of a bus top that goes downtown. Furthermore, smaller lots mean that parking requirements are a significant barrier to development of Small Scale Residential

housing. Proposed off-street parking requirements are scaled to the size of the development for Small Scale Residential given the rate of the barrier it would pose on the average parcel size. For example, one space per unit will not prevent a single family dwelling being developed, but one space per unit will prevent a houseplex going in on a smaller lot.

- Smaller units, such as those found in duplexes and houseplexes, as well as secondary suites or accessory dwelling units for long-term rentals, are more affordable and serve to home families and individuals that are more likely to not have vehicles for financial or environmental reasons. Therefore, reducing parking requirements for these developments not only recognizes the barriers they pose to providing a diversity of housing options, but it also recognizes equity barriers and choices of residents.
- While there is likelihood for street parking to increase over the long-term, updates to the traffic bylaw and enforcement policy will enable the City to better manage any adverse impacts in this area as they arise. Additionally, as the City moves towards implementing and improving walking and rolling infrastructure, in combination with international movements away from traditional cars and towards alternative transportation forms, the use of vehicles will decline.
- Reason for Divergence: Off-street parking maximums do not consider the infrequent transit options, homeowners needing space for additional or recreational vehicles, and impacts to on-street parking that could affect emergency service access, access to municipal infrastructure, and need for enforcement resources. The proposed Bylaw will ensure that with the exception of a single family + suite, any building with 2+ units offer at least two off-street parking spaces as requirements are rounded to nearest whole number.

Flexible Formations

- **Recommended:** Local governments implementing SSMUH zoning bylaw updates should be flexible in terms of permitting the full range of combinations and configurations for SSMUH buildings, up to at least the specified density or unit limit on a given lot.
 - This approach will allow those who are designing and developing the housing to select a form that better aligns with the needs of the community or future residents. The flexibility created will also enable landowners to build in a way that takes into account factors like expertise and capacity in the construction industry, and important site considerations like topography, tree canopy, heritage and environmental values.
- **Proposed:** Allowing a density of 4 units, but allowing different housing typologies, including attached and detached accessory dwelling units that count toward the density count.
 - Allowing any formation on the site as per guidelines will better enable builders to reach permitted density given geographic constraints on certain parcels.
 - Internal consultation identified the need to address access requirements for detached accessory dwelling units and how to deal with infractions on designated alleyways. Staff will be working with legal input to develop appropriate bylaws and policies to both prevent infractions from happening, improve enforcement, and reduce budgetary impacts for when lanes are developed to access detached dwelling units.

- Site standards, including requirements regarding access to the parcel and access on the site promote formations that align with existing character of residential neighbourhoods and maintain emergency access.

Development Permits for Form and Character:

- **Recommended:** Remove Character and Form Development Permit Areas from Small-Scale Residential development:
 - The Province's guidelines allow for Development Permit Areas (DPA) related to heritage, hazardous sites, and environmental requirements, but strongly discourage against any relating to Character and Form. Specifically, the policy manual states that "... local governments are discouraged from using DPAs to control the form and character of SSMUH developments up to six units in all but exceptional circumstances." It recommends that Local governments should review and amend Form & Character DPAs to ensure that definitions of multi-family or intensive residential development do not unreasonably restrict or prohibit the SSMUH requirement. It specifically notes regulations related to Neighborhood Character, Location of Entrances, Building Height, Building Massing, Parking and Waste Management, and Landscaping as restrictive.
 - Legal interpretation of the Provincial legislation notes that this means that while local governments can impose DPA for form and character, it would need to clearly identify significant objectives that legitimately warrant their implementation, which would generally be tied to unique site circumstances or larger policies/strategies. The City should avoid introducing any requirements that could restrict meeting the density allowed by the Province unless supported by evidence from a qualified professional.
- **Proposed:** As recommended.
 - The attached bylaw changes the multifamily definition within the Zoning Bylaw from residential buildings with 3+ units, to 5+ units, to remove development permit requirements related to form and character for 3 and 4 dwelling unit buildings outside of the City Core.
 - Given that the height, setbacks and other site standards would be the same across the new R1: Small Scale Residential Zone for all buildings, regulations regarding character and form should apply to all forms of residential development, including single and duplex development as someone could put in a single family house at the same dimensions as a houseplex with 4-units. However, the Local Government Act does not permit Development Permit Areas to apply to single family homes, and doing so would add significant administrative burden on the City and contradicts the spirit of the Provincial regulation. If Character and Form development permits continue to be required for three or four unit developments, then the City would be adding administrative barriers exclusively for more affordable small-scale residential developments, while allowing larger single-family and duplex homes to be built without any additional requirements.
 - As an alternative, the Province recommends that local governments consider producing a set of voluntary, non-regulatory design guidelines that capture good practices in small scale residential development. The Province has also started on their [standardized housing design](#) Project, which the City could consider adopting once produced.

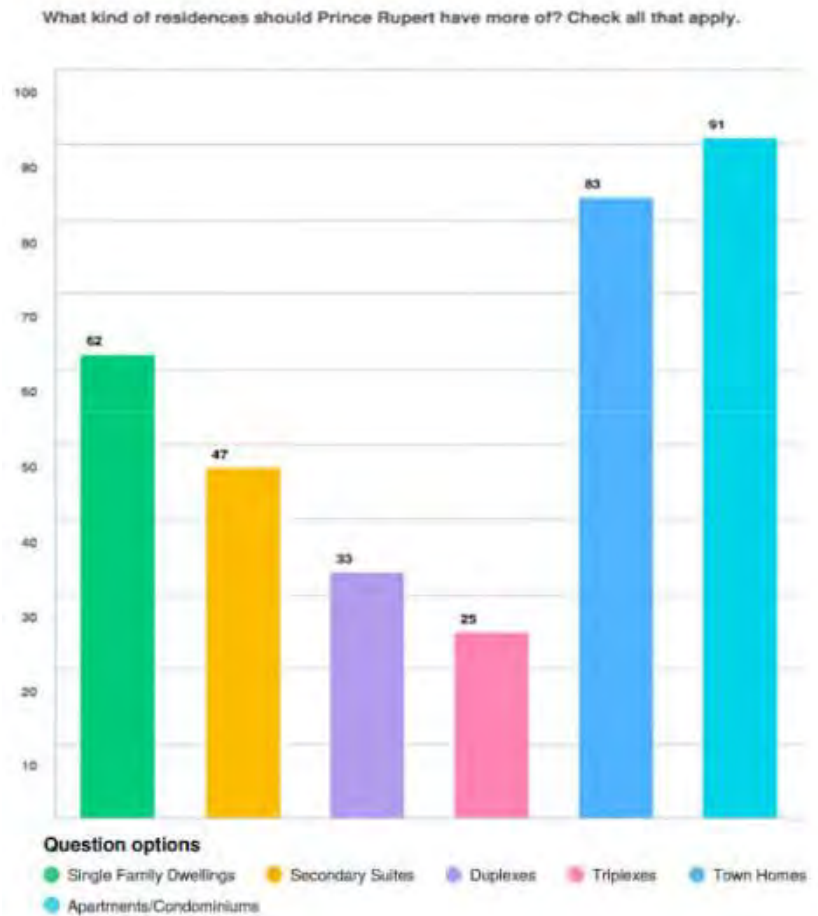
LINK TO PLANS AND POLICIES

1. Official Community Plan

The Official Community Plan identifies Smart Growth as a guiding principal. Smart Growth guides the planning process with principles that promote walkable communities, compact development, and mixed land uses. Smart growth policy encourages a range of housing opportunities including single use and multi-family housing in order to increase neighborhood density and housing diversity while maintaining the community character. The proposed infill density will overtime support these goals. Additionally, while the City anticipates capital-intensive projects and required maintenance costs, the proposed changes promote an economy of scale that allows the community assets to be more efficient and reduce costs per capita over time².

The proposed changes support the principle identified in the Official Community plan that *growth and development in Prince Rupert must add or enhance unique local character in tune with the special natural setting*. The City anticipates population growth and has identified a significant housing need to meet that growth and address core housing need already existing in the community. Gentle density within existing neighbourhoods supports meeting that need without encroachment into green and natural areas that offer cultural, recreational, and environmental value to the community and distinguishes its character. The proposed changes also support the principle that *growth and change in Prince Rupert must embrace diversity*. Having housing stock which meets the diverse needs of the community is a foundation upon which the health and prosperity of the City depends. Without adequate housing, a community will have social and economic stability issues. The type of housing provided needs to address, for example, the differing capacity to afford homes, sufficient room for families, places to comfortably grow old in, places to start out as an individual or couple, support for those with special needs, and places that are close to services and amenities. Housing is also a core

Figure 3: Types of Residences



² Todd Litman (2024) Urban Village Planning for Community Livability, <https://vtpi.org/uvp.pdf>

concern of industry. During consultation on the Official Community Plan in 2020, residents were asked what type of housing they wished to see more of within the City. Figure 3 shows these results and further supports the option to permit both single family, secondary suites, duplexes, triplexes, townhomes, and apartments (in forms of houseplexes) within existing footprint and neighbourhoods. All these forms of housing types would fall under small-scale residential, and promote diversity within existing neighbourhoods as it permits multiple types of households and income brackets into neighborhoods that may have historically excluded them through detached single-family home requirements.

2. Housing Plans

The City has adopted housing policy within the Official Community Plan, the Interim Housing Strategy, the Housing Acceleration Plan, and received recommendations through the 2022 Housing Needs Assessment. Within this suite of documents, there is policy support for the proposed changes:

The Housing Acceleration Fund identifies the need for a Gentle Density program, including the addition of detached accessory dwelling units (ADU). The addition of ADUs and gentle density in residential neighbourhoods adds both rental and homeownership options to help attract and retain workers to the community with more affordable housing options, while supporting the existing population by adding more supply within existing neighbourhood footprints. Prince Rupert is currently attracting a number of new immigrant families and students, who are filling much of the current service sector employment demand. If this trend continues, it will be essential to have housing stock such as ADUs that may accommodate this population as well as an industrial workforce. This program includes the following policy directions that are accomplished through the attached bylaws:

- Adopt a Zoning Bylaw Amendment to allow detached accessory dwelling units and reduce parking requirements for rental units within 50 m of transit lines and City Core.
- Permitting multiple forms of housing.

The Interim Housing Strategy identified the following opportunities and outlined how they may support increased housing development.

- **Infill Development:** Encourage growth and intensification in existing neighbourhoods. Developing where servicing exists makes housing more affordable because the need for new infrastructure is minimized. This reduces the cost of producing housing. Infill development is a central goal in the OCP and is intended to provide approximately 50% of housing over the next ten years.
- **Secondary Suites:** Allowing or requiring secondary suites, a form of inclusionary zoning, is one of the most effective tools for providing affordable housing. These are completely financed by the private market; secondary suites are a low impact way to integrate affordable housing into neighbourhoods and can help home owners with their household income.
- **Parking Requirements:** Providing parking spaces adds significant costs to housing projects. In areas that are well served with other land uses and with transit, it may be feasible to lower parking standards.
- **Efficient Approval Processes:** By developing efficient approval processes, faster approvals can assist in lowering development carrying costs. This reduces any cost-push inflation for housing prices. More permissive and small-scale density oriented zoning and site standards allow homes to be permitted and built faster.

3. Asset Management

Asset Management (AM) is the integrated and continuous process of bringing together skills, expertise, and activities of people; with information about the City's built and natural assets; and finances. The goal of AM is to make informed decisions that contribute to sustainable service delivery. As the City increases its asset management processes and capacity, sustainably funding capital intensive processes and maintaining those capital assets can benefit from economy of scale, and consequently further infill density. At this time, the City's infrastructure is over-serviced in many areas for the existing density and use of land. As further density is realized, the per capita cost of infrastructure use (i.e. how many households are using water and sewer lines) will become more efficient, helping support costs to maintain existing infrastructure and perhaps slowing the growth in utility costs per capita in the long-term. As density surpasses existing capacity and market conditions permit, the City can use tools of Development Cost Charges to fund additional infrastructure investments. Staff will ensure tools are in place to appropriately and cost-effectively manage and implement the necessary infrastructure when that point is met.

LINK TO STRATEGIC PLAN

- Goal: The City of Prince Rupert will provide appropriate laws and services to cost effectively provide for the needs of residents in their use and enjoyment of private and public lands.

Diversity of housing and efficient land-use are key ingredients for residents to use and enjoy their use of private and public lands, while also ensuring that the City is cost-effectively disbursing its resources to support its services. Capital expenditures, such as those on parks, infrastructure, and other amenities within neighbourhoods benefit from economies of scale³, which can be supported through infill density.

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

The density-enabling framework that is proposed within the attached bylaws do not require all housing in these zones to be multifamily, but remove barriers to individuals and developers developing a diversity of housing options, both across housing typologies and the affordability spectrum. A diversity of housing promotes a diversity of people and removes barriers to accessing housing for all community members. This work specifically relates to the action identified for this year as a council priority to *align local policies and bylaws with Provincial legislation on housing density (in line with implementation of Housing Acceleration Plan + Affordability initiatives)*.

- Goal: The City of Prince Rupert will provide good governance by working with other governments, residents, neighbouring communities to ensure collaboration and open government.

These Bylaws are intended to comply with and support the efforts of the Province to ultimately reduce housing cost and create diverse neighbourhoods. The City is required to allow the proposed density, but allowing a more open policy framework that aligns with the proposed site standards meets the spirit of the Province's bold actions. The City's proposal allows restrictions

³ Aderneck, Eric. (2024) Adding up the Costs of Sprawl: Highs and lows of municipal infrastructure costs for housing. *Planning West 2024 Winter Edition*

imposed by geographic, topographic, or servicing/access barriers to be dealt with on a project-basis rather than restricting density across the community.

COST:

Passing the proposed bylaws will have no 2024 budgetary impacts. Further work to align other highlighted bylaws and policies will use funding received from the Province to support this work, and may require some additional funding in the following years.

CONCLUSION:

The City is required to meet base density requirements rolled out by the Province and must consider the site standards that are recommended. However, the City does have discretion on these components to be more or less restrictive of small-scale density. Given existing policy direction on housing, and the geographic and topographic constraints imposed by average property size and land quality, the city of Prince Rupert is well positioned to create a progressive enabling framework for small-scale density within its footprint. While there is likelihood of some adverse effects from these changes initially, with potential impacts to street parking and, in some instances, views; Council is advised to support additional tools that will mitigate these effects and address them as they arise, rather than retain blanket policies that can act as barriers to infill opportunities. Additionally, Council should avoid intentionally circumventing the spirit of the SSMUH legislation at risk of repercussions from the Province.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope
Director of Development Services

Robert Buchan,
City Manager

Originally signed available on request

Attachment(s):

- SMMUH MEMO



MEMORANDUM

DATE: March 28th, 2024
TO: Myfannwy Pope, Director of Development Services & City Planner
FROM: Richard Pucci, Director of Operations & Intergovernmental Relations
SUBJECT: **SMMUH AMENDMENTS - INTERNAL OPERATIONS DEPARTMENT REVIEW**

Small-Scale Multi-Unit Housing (SSMUH) refers to a range of buildings and dwelling unit configurations that can provide more affordable and attainable housing for middle-income families. SSMUH legislation identifies where local governments must permit the prescribed number of housing units on single-family and duplex lots with certain characteristics. All local governments in British Columbia must comply with the sections of the SSMUH legislation applicable to their situation.

Increased residential density resulting from zoning bylaw changes that align with SSMUH requirements will likely impact utilities like water, sewer, and stormwater and services like roads, access, and garbage collection. The Operations Department will complete an assessment of our systems' current and planned capacity alongside the demand generated by, and financial implications for, our infrastructure and services under the SSMUH zoning. We will review Impacts on infrastructure using both the maximum build-out and the incremental build-out methods described above to understand the range of outcomes that may occur in the community. This assessment will be carried out in concert with a consultant using a portion of the money provided by the Province.

As part of the initial review, the Operations Department has no issues with the mandatory planned amendments distributed for review on height, density, lot coverage, setback, and flexible formations; however, we have comments on parking, access and servicing.

Comments on these amendments are noted below:

Traffic/Parking:

Prince Rupert has a perceived parking problem. The Operations Department believes revised and new Bylaws with enforcement on parking can manage this situation. The Department will complete a comprehensive review of the Traffic Bylaw, work with the Administration on the Enforcement Bylaw, and look to introduce other Bylaws to ensure parking is managed in the residential areas of Prince Rupert.

Servicing:

The Operations Department passed the new Subdivision and Servicing Bylaw in 2022, officially adopting MMCD Standards. The Department will review this Bylaw to ensure it complements the SSMUH. Additionally, as discussed, the Operations Department will require a technical service review by a consultant of our system to ensure it can handle the potential increase in usage and, if not, what upgrades need to be completed and at what trigger point of development. This review will include potential increases for the eventual treatment of sewer and water.

Access:

The Operations Department, in concert with the Approving Officer, will review access to lots, particularly rear access through lanes. If not managed correctly, rear lane access can potentially bring significant liability and maintenance to the City. The Operations Department will review the advantages and disadvantages of rear access and submit options on a lane development program with owner accountability.

Determination of significant effects can be determined by evaluating where the forecast population is under either the realizable scenario or the maximum capacity. For example, the Operations Department doesn't believe there will be a lot of uptake in the older neighbourhoods for increased density, but we believe it will be realized in new builds on the fringe subdivisions. This may seem like a solution for localized infrastructure upgrading; however, the mains for the new subdivisions need to flow through the older areas of town and may need upsizing to accommodate.

The Operations Department understands SSUHM and appreciates that it is mandatory. However, items embedded within the program are within our control. As a result, this Department will follow up in the near future with comments on Parking, Servicing and Access once an extensive review has been completed.

Regards,

A handwritten signature in black ink, appearing to read 'RP', with a horizontal line extending to the right.

Richard Pucci,
Director of Operations &
Intergovernmental Relations



REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 22, 2024
TO: Robert Buchan, City Manager
FROM: Myfannwy Pope, Director of Development Services

SUBJECT: Civic Address Bylaw No. 3537

RECOMMENDATION:

THAT Council proceed with consideration.

REASON FOR REPORT:

In 2023, the Province introduced legislation to require that local governments amend their zoning bylaws to allow higher density within zones that only currently permit single-family or duplexes. Through consultation on the corresponding Zoning amendment bylaws, staff flagged the need for a consistent approach to addressing and display of civic addresses for emergency access, servicing, and tracking units for internal processes. Consequently, the attached Civic Addressing Bylaws sets clear administrative processes for assigning civic addresses, identifies expectations of display of addresses, and assigns enforcement responsibility.

BACKGROUND:

Currently, Development Services staff assign civic addresses that get communicated to external parties during construction and after new units are created. With potential for infill addresses to be added with the new density legislation due to Provincial requirements, there is need to establish clearer processes and a mechanism of enforcement for infill addressing and addressing new units, in general. The new Bylaw includes, without limitation:

1. Defines terms related to civic addressing.
2. Delegates the ability to assign and amend civic addressing to staff.
3. Describes the process and requirements for assigning or amending civic addresses, where they are required, and guidelines for consideration.
4. Sets requirements for displaying civic addressing to support emergency services.
5. Defines and assigns penalties for a violation.

ANALYSIS:

Consistent addressing, display requirements, and enforcement ability are necessary to support potential density within existing neighbourhoods by ensuring that addresses are visible and on record for emergency services, including emerging standards for NG-911, as well as for internal processes related to operations, bylaw, finance, and development services.

LINK TO STRATEGIC PLAN:

This Bylaw links to the following strategic plan goals and actions:

1. Goal A: The City of Prince Rupert will provide appropriate laws and services to cost effectively provide for the needs of residents in in their use and enjoyment of private and public lands.
2. Goal F: Support and encourage new and renewed housing working with industry, senior government and First nations.
 - a. Action 4: Align policies and bylaws with Provincial legislation on short-term rentals.

COST:

The new addressing processes will fit under the City's current addressing process, and will have no budgetary implications.

CONCLUSION:

THAT Council give 1st, 2nd and 3rd Reading to Civic Address Bylaw No. 3537, 2024

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Director of Development Services

Robert Buchan,
City Manager

Originally signed available on request



CITY OF PRINCE RUPERT

ZONING BYLAW AMENDMENT BYLAW NO. 3531, 2024

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. Remove Section 3 – *General Provisions*: Section 3.15 Retail Liquor Sales of the Zoning Bylaw exclusively at the lots legally described as LOT 11 of BLOCK 24 SECTION 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923, LOT 12 of BLOCK 24 SECTION 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923, LOT 13 of BLOCK 24 SECTION 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923, AND LOT 14 of BLOCK 24 SECTION 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923.

2. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3531, 2024.

READ A FIRST TIME this _____ day of _____, 2024.

READ A SECOND TIME this _____ day of _____, 2024.

READ A THIRD TIME this _____ day of _____, 2024.

READ A FOURTH AND FINAL TIME this _____ day of _____, 2024.

MAYOR

CORPORATE OFFICER



CITY OF PRINCE RUPERT

TRADE AND LICENCING BYLAW NO. 3532, 2024

A BYLAW RESPECTING LICENCES FOR CARRYING ON BUSINESSES WITHIN THE CITY OF PRINCE RUPERT AND FOR FIXING FEES FOR SUCH LICENCES

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

1. This Bylaw may be cited for all purposes as “**TRADE AND LICENCING BYLAW NO. 3532, 2024**”
2. That the “Schedule A – Trade or Business Licencing Regulations” attached to and forming part of this Bylaw comes into force upon final consideration and adoption.
3. That the “Schedule B – Fee Schedule”, attached to and forming part of this Bylaw comes into force upon final consideration and adoption.
4. That the City of Prince Rupert Zoning Bylaw 2426, 1982 and its amendments are hereby repealed.

READ A FIRST TIME this ___ day of _____, 2024.

READ A SECOND TIME this this ___ day of _____, 2024.

PUBLIC HEARING this ___ day of _____, 2024.

READ A THIRD TIME this _____ day of _____, 2024

MINISTRY OF TRANSPORTATION APPROVAL this _____ day of _____, 2024

FINALLY CONSIDERED AND ADOPTED this ___ day of _____, 2024.

Mayor

Corporate Administrator

SCHEDULE A – TRADE OR BUSINESS LICENCING REGULATION

DIVISION I - DEFINITIONS

1.01 In this Bylaw, unless the context otherwise requires, the following words or terms include the meaning hereby assigned to them and each definition represents a separate and distinct business classification.

Adult Entertainment Service includes any person who carries on the business of providing, or offering to provide, services intended for adults, including but not limited to; back or body rubs or massage, lingerie modelling, exotic dancing or escorts for dining, dancing, conversation and companionship.

Agent includes a person who is the local appointed representative of a company not licensed to do business within the City of Prince Rupert who sells or offers for sale, solicits, or takes orders for any such company.

Airline includes transportation or air passenger and freight service with scheduled or charter flights.

Amusement Centre includes any premises which are used for the entertainment of the public including poolrooms, billiard rooms, or any building containing pinball or video game machines (or electronic machines) or other Group B vending machines numbering independently or together five (5) or greater.

Assembly Hall includes any premises occupied or used by a gathering of persons for civic, political, travel, social, religious, educational, recreational or like purposes, but does not include any other use or premises otherwise defined in this Bylaw.

Automobile Sales and Service includes automobile repairs, sales of new and used cars, trucks, campers, recreational vehicles, tourist trailers, parts or other automobile supplies of any kind, gasoline service station, self-serve, car wash and polish, tire and body shop and muffler shop.

Auto Body Shop includes any premises which repair the framework and or body of any automobile.

Automobile Tow Truck includes the operation of a motor vehicle equipped for hoisting and/or towing of other motor vehicles, trailers, machinery or other equipment.

Automobile Tow Truck Compound includes any premises used for storing or storage or sale of inoperable motor vehicles, trailers or parts of any such, but specifically excludes any business defined herein.

Bank: includes premises which receive, lend and otherwise take care of money, and are governed by the "Bank Act".

Banquet Hall: includes any premises not defined herein as a restaurant wherein catering service is available.

Barber Shop or Beauty Parlour: includes any premises where barbering, hairdressing, manicuring, massaging, cleansing or beautifying of the scalp is carried on.

Bingo Hall: includes any premises which is used for the purpose of holding or providing space for Bingo Games.

Boat Rental and Charter: includes the leasing or hiring of boats by the day or week, or any other specified rate.

Boat Work and Repair: includes building and repair of boats.

Boat Sales: includes any premises which are used for the sale of boats.

Bowling Alley: includes any premises which are used for the game of bowling.

Building Rental:

- a) Apartment Houses: includes any premises containing long-term rental dwelling units designed, used or occupied as a home of persons living independent of each other. This excludes lodging house, hotel or motel as defined herein, and exemptions outlined under the City of Prince Rupert Business Regulation and Licencing Bylaw as amended from time to time.
- b) Hotels - Motels: includes any premises other than apartment or lodging houses as defined herein comprising of not less than four sleeping units normally occupied temporarily by tourists or transients.
- c) Lodging Houses: includes boarding and rooming houses, and any premises whether completely or partially furnished, used or designed for the purposes of accommodating for consideration, boarders or lodgers.
- d) Office - Commercial Warehouse: includes the letting or rental of offices, warehouses, suites or rooms for commercial purposes in any premises where two or more non-dwelling rental units are available for rental purposes.
- e) Short-term Rental includes the letting or rental of a dwelling unit or sleeping unit for less than 90 days.
- f) Bed and Breakfast: includes any premises containing no more than two (2) sleeping units used within a principle residence, or intended to be used, for short-term rental to tourists or other transient guests with a breakfast meal being provided.

Building Supply: includes any premises which sell building material, either by way of wholesale or retail.

Business: includes the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit.

Cannabis has the same meaning as in the Cannabis Act, SC 2018, c. 16, subject to any prescribed modifications.

Cannabis Retail Store includes any business subject to the regulations of the Cannabis Control and Licensing Act and where the principal business is the retail sale of cannabis for consumption off-site, and includes both government-operated and private establishments.

Carrying on Business: without restricting the generality of the term includes any person who advertises themselves by newspaper publicity or otherwise, as open for business of any kind, or who deals in, or buys, sells, barter or displays or offers by advertisement or otherwise, to buy, sell or barter commodities or other things of any kind, either on behalf of themselves or of any other person or who advertises themselves as open to render professional or other services to any other person.

Catering Service: includes the business of providing, off the premises at which the licensee is licensed to carry on business, of prepared food and beverages to a group of people for consumption.

Circus and Carnival: includes exhibiting a public circus, menagerie or hippodrome or operating any carnival or show having mechanical riding devices or games of skill or chance.

City: means the City of Prince Rupert.

Clubs: includes all persons united for a common purpose of mutual benefit; or premises occupied by such persons, provided however that this clause shall not apply to any organization incorporated under the "Society Act."

Commercial Office: includes any premises which is used for the purpose of offering services of a clerical, business and administrative nature.

Council: means the City of Prince Rupert Council.

Contracting Services:

General Contractor includes a person or company primarily engaged in the business of general building construction or general engineering construction in the sense that contracts are entered into to provide substantially complete services involving responsibility for a number of recognized building or engineering trades under one contract, and shall include such person carrying out general building construction whether such construction is carried out for themselves or others.

Contractor includes a person primarily engaged in the provision of trade or general construction services directly to a client.

Sub-Contractor: includes a person contracted by a general contractor and primarily engaged in one of the following trades, of which each require a separate fee:

- | | |
|------------------------|---------------------------------------|
| 1. Acoustics | 24. Land Clearing |
| 2. Alteration | 25. Landscaper |
| 3. Blasting | 26. Lather |
| 4. Brick | 27. Mechanical Equipment Installation |
| 5. Building | 28. Metal Worker |
| 6. Building Movers | 29. Oil Worker |
| 7. Bulldozing | 30. Painter |
| 8. Cabinet-maker | 31. Paver |
| 9. Carpenter | 32. Pipeline |
| 10. Concrete | 33. Plumber |
| 11. Demolition | 34. Roofing |
| 12. Diving Contractor | 35. Sand Blaster |
| 13. Drilling | 36. Sanitary Engineer |
| 14. Drywall/Plasterers | 37. Sewer and Drains |
| 15. Electrical | 38. Shingler |
| 16. Excavating | 39. Tile Setter |
| 17. Floor layer | 40. Tree Surgeon |
| 18. Gas Fitter | 41. Truck Driver |
| 19. Glazing | 42. Welder |
| 20. Heating | 43. Other |
| 21. Insulation | 44. Heavy Duty Mechanic |
| 22. Interior Decorator | 45. Boat/Marine Mechanic |
| 23. Iron Worker | |

Child Care Service includes any person in the business of caring for, during the day, three (3) or more children not related by blood or marriage to the person carrying on the business.

Delivery Service includes the local transportation of merchandise or other articles from a commercial premises to a residential premises.

Express or Freight Company includes the transportation and storage of goods, other than defined under delivery service.

Financial Institution: includes all Trust Companies, Credit Union, Mortgage Broker or any other General Finance Company, except for Banks, which are defined herein.

Fishing Company: includes fish processing plant, canning and storage of fish.

Fitness Centre: any premises in which facilities are provided for recreational athletic activities including but not limited to body-building and exercise classes and shall include associated facilities such as a sauna and solarium (tanning apparatus).

Floor Space: means the floor area used for the carrying on of a business, and shall include any ground area or outdoor area used for display or storage of goods or other wares.

Fuel Service: includes the business of storage of fuels, oils, etc. or other petroleum products for eventual use or sale, whether or not the service delivers to the retail outlet.

Funeral Home: includes any premises designed for the purpose of furnishing funeral supplies and service to the public and includes facilities intended for the preparation of the dead human body for interment or cremation.

Gaming or Gambling Establishment: any premises or portion thereof wherein or whereon gaming is carried out.

a) Games Areas: includes any premises where in addition to a licenced business there is provided therein more than one (1) but less than five (5) Group B vending machines for the entertainment of the public, including pool tables, billiard tables, pinball or videogame machines or any other amusement - vending mechanical, electrical, automatic or computerized game machines.

Garden Supplies includes the selling of plants, shrubs or other garden material either by retail or wholesale.

General Building Construction includes the erection, finishing, alteration and addition to buildings and structures wherein more than one recognized building trade is involved at any one time.

General Engineering includes consulting or engineering of construction on towers, bridges, wharves, pipeline works and the like, wherein more than one recognized engineering trade is involved at any one time.

Ground Area means the ground used for the purpose of carrying on of the business.

Group Care Home includes the business of providing care, food or lodging to three (3) or more persons not related by blood or marriage to the person carrying on the business.

Home Occupation means any permitted business, trade or profession carried on within a dwelling unit or accessory building to a dwelling unit. A home occupation must clearly be an ancillary use to the residential use of the dwelling unit or to the residential use of the lot occupied by the dwelling unit. A home occupation may be one of two types: 1) home office; 2) home business and must conform in all respects with the provisions of the Zoning Bylaw of the City of Prince Rupert.

Janitorial Service includes the providing of services pertaining to the cleaning or commercial or residential premises.

Laundry and Dry-Cleaning Establishment includes any premises where pressing, cleaning, dyeing or washing of clothing or other fabrics is carried on and includes premises where the business of linen supply is carried on.

Laundromat includes coin operated or operator operated laundry or dry-cleaning establishments.

Liquor Outlet includes operating as a business one of the following: liquor primary establishments (including public housing, clubs, and lounges), liquor retail stores, and U-Brew or UVin establishments and is further classified as follows:

- a) Commercial Liquor Outlet - the business of operating a liquor outlet primarily for gain or profit.
- b) Societal Liquor Outlet - means a liquor outlet operated by community organizations whose carrying on of such business is incidental to their general activities.

Log Scaling and Booming includes log scaling and booming grounds.

Licence Inspector means the person appointed as Licence Inspector by the Council of the City of Prince Rupert to administer and enforce the provisions of this Bylaw.

Machinery and Equipment Rental includes rental and/or sales of machinery or equipment.

Manufacture includes assembling, manufacturing, producing or finishing goods, substances of things or any part thereof, and includes asphalt or concrete Batching Plants.

Mobile Sales and Service includes a person who uses a motor vehicle to go from place to place offering for sale merchandise or service other than a delivery vehicle owned and operated by a licensed retailer or wholesaler within the City of Prince Rupert.

Newspaper Publisher includes newspaper which is printed and published within the City of Prince Rupert.

Non-Resident Business means a business, other than a resident business, carried on within the City of Prince Rupert or with respect to which any work or service is performed within the City.

Not-for-Profit means an organization operated on a cost-recovery basis and not seeking profit, and can include Registered Non-profits, Charities, and Societies.

Pawn Broker includes any premises used for buying used goods for resale purposes, or loaning money against goods or chattels.

Peddler includes a person who, being either resident or non-resident, is engaged in the business of selling direct to the public by calling from premises to premises, or by setting up a temporary business on property in order to expose samples, take orders, offer for sale goods, wares, or merchandise of any kind.

Person in addition to its usual connotation, includes a firm or partnership, association, company, society, or body corporate.

Personal Grooming Establishment any premises, other than a barber shop or beauty parlour, providing forms of personal grooming including make-up, manicure,

pedicure, facials, tanning, electrolysis and including counselling in respect of such grooming.

Pet Shop any premises where animals or birds for use as pets are sold, kept for sale or groomed, but does not include a place for the breeding or overnight boarding of pets.

Photo Studio includes any premises used for the taking of photographic portraits and for the sale by retail of photographic materials.

Premises includes a store, office, warehouse, factory building, enclosure, yard, house or other place or any part thereof occupied or used by any person for the purpose of any business, trade or occupation, and also includes any area situated within any of the foregoing where more than one separate and/or distinct class or classification of business is carried on.

Print Shop any premises that provides duplicating services using photocopy, blueprint, and offset printing equipment, including collating of booklets and reports.

Garbage Collection and Service includes providing for the contracting by a person for the collection and removal of garbage and/or effluent.

Professional includes a person practising any profession governed by federal or provincial statutes, and includes the following:

- | | |
|---|-----------------------------|
| 1. Accountant | 16. Librarian |
| 2. Architect | 17. Medical Specialist |
| 3. Agrologist | 18. Physician |
| 4. Appraiser | 19. Optician |
| 5. Auctioneer | 20. Physiotherapist |
| 6. Business Consultant | 21. Psychologist |
| 7. Chiropractor | 22. Psychiatrist |
| 8. Chemical | 23. Public Relations |
| 9. Dental laboratories | 24. Agent |
| 10. Dental Mechanic | 25. Real Estate Agent |
| 11. Dental Surgeon | 26. Refractionist |
| 12. Design and Drafting | 27. Solicitor/Barrister |
| 13. Engineer – civil, forest, marine,
mining, electrical | 28. Surveyor |
| 14. Forester | 29. Broker |
| 15. Insurance Agent | 30. Insurance Salesperson |
| | 31. Real Estate Salesperson |

Professional Office means a business providing professional services which employs more than one person classified as a professional.

Public Utility includes telephone company, electric company, waterworks company or gas company.

Radio and T.V. Broadcasting includes radio or television broadcasting and soliciting of business and advertising therefore.

Resident Business means a business carried on, in or from premises within the City of Prince Rupert.

Restaurant, Café includes any premise where prepared food and/or beverages are provided and served to the public primarily for consumption on the premises, in exchange for money.

Retail Sales includes any dealing in commodities for resale to the general public for personal or household consumption, excluding anything otherwise defined herein.

Services from Business Area includes the provision of miscellaneous services and minor sales of merchandise or equipment parts. Without limiting the generality of the foregoing, may include the following, but excludes anything else defined herein:

- | | |
|---------------------------|---|
| 1. Carpet Laying/Cleaning | 16. Mechanical Repair (other than automotive) |
| 2. Credit Reporting | 17. Office Machine Repair |
| 3. Coffee Service | 18. Parking Lots |
| 4. Computer Service | 19. Pest Control |
| 5. Consulting | 20. Refrigeration Rental Business |
| 6. Electrical Service | 21. Research |
| 7. Furnace Repair | 22. Shoe Repair |
| 8. Health Spa | 23. Sign Painting |
| 9. Hearing Aid | 24. Storage Locker Rental |
| 10. Janitor Service | 25. Scrap Metal |
| 11. Job Printing | 26. Security Service |
| 12. Kennels | 27. Telephone Answering Service |
| 13. Landscaping and Lawn | 28. Tax Service (other than Accountant) |
| 14. Lab testing Service | 29. Travel Agent |
| 15. Lock Specialist | 30. Upholstery |

Service or Repair Shop an establishment for servicing, repairing, installing or renting things and equipment, including but without limiting the generality of the foregoing, the following: radio, television or computer service or repair shops, locksmith shops, small appliance service or repair shops.

Service Shop, Heavy an establishment for servicing or repairing any of the following: tires, including vulcanizing or retreading, batteries, brakes or radiators, automotive ignition, exhaust or electrical systems, outboard motors, furnaces or oil burners, water or air coolers or domestic water heaters, fixtures or equipment pertaining to any of the above or any like articles.

Sleeping unit means a unit primarily used for sleeping, containing sleeping and sanitary facilities, but no kitchen as defined within the City of Prince Rupert Zoning Bylaw.

Storage Area includes buildings and ground area used for storing of commodities.

Taxi Stand includes any premises used for dispatching of taxis.

Telemarketing the business of soliciting sales, services or donations through the use of telephones

Theatre includes any premises which are used for the showing of theatrical, operatic or vaudeville performances or moving pictures or for similar purposes.

Tire Marshalling Yard means a facility for the temporary storage of scrap tires en route from tire retailers to scrap tire processors.

Trailer Court includes any land used for the parking of mobile homes, recreational vehicles, and campers.

Transportation Marine Company includes transporting freight and passengers.

Unclassified includes carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal, or other services for the purpose of gain or profit, not otherwise defined in this Bylaw.

U-Drives means a motor vehicle which may be rented or leased by the hour, day, week, or month, without a driver and includes cars, trucks, and recreational vehicles.

Vehicles for Hire means a vehicle used for the carrying, transportation or conveyance of persons and their property for hire with a driver.

Vending Machine: - Group "A" includes any device operated by the insertion of a slug or coin and operated mechanically which dispenses goods. No separate licence is required if the vending machine(s) is owned and operated by a holder of a valid licence, when situated within the area licensed.

Vending Machine: - Group "B" includes any device operated mechanically or electronically which does not dispense any goods but is used for entertainment purposes. No separate licence is required where the machine(s) is owned and operated by the holder of a valid amusement center licence, or games areas licence when situated within the area licensed.

Vending Machine Agency includes the business of renting, leasing, selling or otherwise placing vending machines in any premises within the City for purposes of gain or profit.

Warehouse includes the storage of goods, etc. for which payment is usually made.

Wholesale includes dealing in any commodity by selling such commodity to retail dealers or to other manufacturers for resale or for use in their businesses.

Yacht Club: includes any premises used as the meeting place for an association of persons united by a common interest in boating and shall include provisions for the land and/or water storage of marine crafts."

- 1.02 In this Bylaw, where the context requires the singular includes the plural and the neutral includes the feminine and the masculine.

DIVISION II - GENERAL REGULATIONS

2.01 Licence Required

No person shall carry on business within the City of Prince Rupert any business defined in the definition section of this Bylaw without having first obtained a City of Prince Rupert Trade Licence, and paid a licence fee as provided for such business under Schedule B of this Bylaw.

2.01.1 Compliance with Other Laws

No person shall be entitled to receive a Trade Licence unless they meet the lawful requirements to carry on that business under all applicable Municipal, Provincial and Federal laws pertaining to that business.

2.02 Licensing

- a) Licence - Every licence granted pursuant to this Bylaw shall state that the holder is licensed to carry on the business stipulated therein in a lawful manner for the period specified at the premises therein stated.
- b) Additional Business - Any person who carries on more than one business in or from any one premises shall obtain a separate licence for each business.
- c) Separate Licence - For the purpose of this Bylaw, where a business is carried on, in or from, more than one premises in the City of Prince Rupert, the business carried on in or from each premises shall be deemed a separate business.
- d) Transfer - A licensee may make application to the Licence Inspector to have a licence in respect of premises transferred from the premises to other business premises to be occupied by the licensee, and on the making of the application and payment of the sum of \$10.00, and on proof to the satisfaction of the Licence Inspector that the premises to which the applicant wishes to transfer the licence comply with the requirements of the Bylaws of the City regulating building, zoning, health, sanitation and business, the Licence Inspector shall approve the transfer.
- e) Display Licence - The licence holder or person in charge or control of premises where the business is carried on or practised shall at all times keep the licence or licences prominently displayed in the sales or reception area of the premises to which the public have access.

- f) Notify Changes - Every holder of a licence shall notify the Licence Inspector of any changes in the mailing or business address, the classification of the business, area of premises, the number of people or machines used in operation of the business or any alteration of the premises in which the business is carried out, and upon termination of the business, shall notify the Licence Inspector that the licence is no longer required and shall surrender the licence to the Licence Inspector.
- g) Fee Changes - Where the licence fee for any business licensed herein is based on the number of chairs, seats, units, tables, apartments, rooms or the capacity of accommodation available or area of premises, every person shall, immediately after the completion of any change in number of chairs, seats, units, tables, apartments, rooms or the capacity of accommodation available or area of premises or any other condition upon which the said licence fee is based, notify the Licence Inspector and pay the additional fee which may be payable under this Bylaw as a result of this change.
- h) Persons Employed - Every person carrying on a business under this Bylaw, in which the licence fee is based upon the number of persons employed or engaged in the business, shall, before the first day of January of each and every year, advise the Licence Inspector as to the number of persons engaged in their respective businesses and the names and addresses of such persons.
- g) Period - Except as hereinafter provided, licences shall be granted for a one year period, to commence on the first day of January and to terminate on the thirty-first day of December in each and every year unless otherwise noted in this section. The licence fee prescribed in this Bylaw shall be reduced by one-half in respect of a person who becomes liable to be licenced after the thirty-first day of July in any year. No licence fee paid hereunder shall be refundable.
- b) Show - The period for a licence in respect of and including a carnival or circus shall be for one day.

2.03 **Application**

- a) Form - Every person applying for a licence shall complete the form(s) supplied by the City for such purpose.
- b) Payment - No licence shall be issued until the fee therefore, as set out in Schedule B of this Bylaw, has been paid to the City.

2.04 **Enforcement**

The Licence Inspector is hereby authorized to enter at all reasonable times, upon any premises in order to ascertain whether the provisions of the Bylaw are being obeyed.

2.05 **Suspension**

- a) The Licence Inspector may grant a licence where they are satisfied that the applicant therefore has complied with the requirements of the Bylaws of the City regulating building, zoning, health, sanitation and business, and may suspend for such period they may determine any licence if the holder of the licence;
 - i) is convicted of any offence under any municipal Bylaw or Statute of the Province in respect of the business for which they are licenced or with respect to the premises named in this licence;
 - ii) has ceased to meet the lawful requirements to carry on business for which they are licensed or with respect to the premises named in the licence.
 - iii) has failed to pay their renewal fee or application fee within the specified time period for renewal.
- b) **Appeal** - Any person whose licence has been suspended under this section may appeal to the Council by submitting a written request to appear before Council by the next regular Council Meeting, and upon notification of the meeting time and place, they shall appear before Council and present their reasons for the appeal, and upon such appeal the Council may confirm or set aside such suspension on such terms as it may deem fit.
- c) **Revoke** - The Council may revoke a licence for reasonable cause after giving notice to the licensee and after giving the licensee an opportunity to be heard.
- d) The notice and opportunity to be heard referred to in subsection (c) of this section is not required in respect of the licensee who by reasonable efforts cannot be found.
- e) The suspension of a licence by the Licence Inspector shall be made in writing, signed by the Inspector and served on the person holding such licence or delivered to the holder of such licence by registered mail to the address given by the licensee in the application of the licence. A notice of such revocation or suspension of licence may be posted by the Licence Inspector upon the premises for which the licence was issued and such notice shall not be removed until the licence is reinstated, the former licensee ceases to occupy the premises, or a new business other than the one carried on by former licensee is started on the premises.

DIVISION III - REGULATIONS OF BUSINESS

3.00 **Adult Entertainment Service**

Every person carrying on the business of, or operating, an Adult entertainment Service shall:

- a) supply the License Inspector with the name, age, address and general description of every person proposed to be employed in said business;

- b) notify the License Inspector within forty-eight (48) hours of any change in the personnel employed in the said business;
- c) not have been convicted of any criminal offence pertaining to the operation of an Adult Entertainment Service; and,
- d) not hire or employ any person who has been convicted of any criminal offence pertaining to the operation of an Adult Entertainment Service.

3.01 **Advertising**

No person or their representative shall advertise the carrying on of a business in any publication, general circular, by radio or any other media without first obtaining a Trade Licence.

3.02 **Building Rentals**

- a) For the purpose of this Bylaw persons occupying space in a building of which they are the owners shall not be deemed to be carrying on the business of "Building Rental" in respect of that space which the person occupies, with the exception of Bed and Breakfast and Short-Term Rentals.
- b) Any person carrying on the business of Short-Term Rentals shall, prior to being issued a Trade License for any licensing period, demonstrate compliance with the City of Prince Rupert Zoning Bylaw, as amended from time to time.
- c) Any person carrying on the business of a "Bed and Breakfast" shall, prior to being issued a Trade License for any licensing period, demonstrate compliance with the following:
 - i.) Regulations contained in the Food Premises Regulations and Swimming Pool Regulations pursuant to the Health Act, and in accordance with any regulations of the Office of the Fire Commissioner.
 - ii.) The guest rooms shall be inspected and approved by the City Fire Department, the City Building Inspector and the Provincial Electrical Inspector.
 - iii.) No sale of alcoholic beverages will take place on site.
- d) Any person carrying on the business of "Apartment Rental" shall, prior to being issued a Trade License for any licensing period, demonstrate compliance with the City of Prince Rupert Business Regulations & Licensing Bylaw, as amended from time to time.
- e) Any building rental for short-term accommodation, including without limitation Short Term Rentals, Bed and Breakfasts, and Hotels/Motels, are subject to the Municipal and Regional District Tax program.

3.03 **Carnival or Circus**

- a) A circus or carnival shall maintain a Comprehensive Liability Policy of Insurance for five million dollars (\$5,000,000.00) inclusive limits, covering bodily injury, death and property damage including loss thereof and shall produce proof of such insurance to the Licence Inspector when asked to do so.
- b) A circus or carnival representative shall ensure that each carnival ride has the elevator inspection plate showing the last inspection of the ride.

3.04 **Delivery Service**

Every vehicle used in delivery service shall have the name of the licensed operator thereof printed in letters at least five (5) centimetres in height upon both sides of the vehicle.

3.05 **Highways**

No person shall offer for permanent sale any goods or merchandise except newspapers, on the highways within the boundaries of the City of Prince Rupert, unless they first obtain appropriate permits from City of Prince Rupert for that purpose.

3.06 **Occupancy Permit**

No person shall occupy or permit occupancy of a new or remodelled premises for the purpose of carrying on a business unless an Occupancy Permit has been issued for such a premises by the Building Inspector.

3.07 **Peddler**

- a) No peddlers shall sell merchandise or take orders for merchandise door-to-door within the City after the hour of six (6:00) p.m. Monday to Thursday inclusive or on Saturday, or after nine (9:00) p.m. on Friday.
- b) Any peddler shall, when conducting or attempting to conduct business;
 - i) state to any person with whom they are conducting or attempting to conduct business the name of the business or other organization with whom they are associated, affiliated or representing.
 - ii) state to any person with whom they are conducting or attempting to conduct business their full legal name, consisting of all personal names and surname.
 - iii) have affixed to their clothes and clearly visible to the public, an identification card on which is printed their full legal name, and on which is affixed their photograph.
 - iv) display to any person enquiring a copy of the business licence displayed hereunder.
 - v) have a letter of permission from a property owner when setting up business on private property.

3.08 **Retail Sales**

Any business licensed for retail sales must have all of the commodities totally enclosed within the building and not have any permanent outdoor storage yards, excluding anything otherwise defined herein.

3.09 **Second-Hand Dealers and Tow Truck Compounds**

- a) Every licensed Second-hand Dealer shall keep a record on sheets or forms approved by the Licence Inspector to be known as the "The Second-Hand Dealer's Registration" in which shall be entered in the English language, written in legible hand or typewritten, a record of goods received, purchased or taken in exchange, and shall include in addition to the date of purchase, receipt or exchange, a full description of the article or articles. This Register shall include the name of the maker and the serial number, if known or can be ascertained, and the name, address and general description of the person from who the purchase was made.
- b) The Second-hand Dealer's record forms shall be a permanent record and the Dealer shall be responsible that the permanent record is not mutilated or destroyed. It shall be open to inspection by members of the Police Force and the Licence Inspector at all times during regular business hours and may be removed at any time by members of the Police Force for inspection, or use in Courts if necessary.
- c) For the purpose of this section, it shall apply to Second-hand Stores and Towing Truck Compounds.

3.10 **Home Occupation**

No person shall carry on a business from a residence unless it meets all requirements of Home Occupations with the City of Prince Rupert Zoning Bylaw.

3.10.5 **Tire Marshalling Yards**

Carrying on the business of, or operating a tire marshalling yards is subject to the following regulations:

- a) the maximum number of tires accumulated and retained at any time shall not exceed 5,000;
- b) no tires or stockpiles of tires shall be visible from any public street or road;
- c) there shall be no less than 6 metres of clear and unobstructed space between any stockpile and all other stockpiles and all other aggregations of products, substances or materials, and there shall be no less than 6 metres of clear and unobstructed space between any stockpile and any buildings and structures, and all property lines.
- d) all tires shall be enclosed within a minimum 1.8 metre high, non-transparent fence or other suitable barrier to prevent unauthorized entry, gated with a minimum 3.6 metre wide gate. The gate shall be locked whenever the yard is unattended;

- e) no stockpile shall exceed:
 - i) 300 cubic metres in volume;
 - ii) 100 square metres in area; and,
 - iii) 3 metres in height.
- f) tires stored for more than 90 days and in piles of more than 90 cubic metres shall be ricked unless otherwise shredded, cut, ground, or otherwise broken down;
- g) stockpiles shall not be located under any power lines; and
- h) approval of any site proposed as a tire marshalling yard is subject to the approval of the City of Prince Rupert Fire Chief.

3.11 **Vehicles for Hire**

Vehicle for Hire Operation Licences will be issued and regulated in accordance with the City of Prince Rupert "**VEHICLES FOR HIRE REGULATION BYLAW**" as amended from time to time.

3.12 **Vending Machines**

- a) No person shall own, keep or maintain any vending or amusement machines unless there has been imprinted thereon, the name, address and telephone number, of one or more of the following:
 - i) The owner, if a resident of the City.
 - ii) An agent of the owner, who is a resident of the City, provided that this provision shall not apply to vending machines owned by, and operated within, an amusement centre, or if the machine dispenses to or services only the owner of such a machine or their employees.
- b) Every person who is the owner or operator of any vending machines shall notify the Licence Inspector before the first day of January in each and every year as to the number of machines in operation.

3.13 **Manufacturers**

No person manufacturing, processing or maintaining other industrial premises shall allow the waste from their plants to accumulate around their premises.

3.14 **Amusement Centres and Games Areas**

- a) Application

Any person who keeps four (4) or less Group "B" vending machines is, for the purposes of this section, the operator of a "Games Area" and the premises in which such machines are kept is, for the purpose of this section, a "Games Area".

- b) Licencing

No person shall operate a Games Area, nor shall any person be licenced to carry on the business of a Games Area or Amusement Centre unless they has provided confirmation in writing from the Building Inspector, the Fire Chief, the Public Health Inspector and the district Electrical Inspector that the premises meets the requirements of all applicable statutes, regulations and Bylaws.

c) Hours of Operation

No Amusement Centre shall remain open between the hour of one o'clock in the morning and the hour of eight o'clock in the following morning.

d) Maintenance

Every operator of an Amusement Centre or Games Area shall keep the premises well lit and in a clean and sanitary condition and shall not cover up any windows in a manner so as to prevent a clear view of the interior of the premises.

f) Exemptions

The provisions of this section shall not apply to premises forming part of a circus or carnival while it is licenced to be in progress or to a Public House as defined in this Bylaw.

3.15 **Cannabis Retail Store**

a) Applicants for a license to operate a Cannabis Retail Store must supply the Licence Inspector with the following:

- i) a detailed security plan for the premises to be implemented at all times;
- ii) written confirmation from the Fire Chief that the premises meet all applicable fire safety regulations; and,
- iii) an application fee of \$5,000, \$4,500 of which is refundable should the applicant fail to receive a business licence or a provincial retail store licence.

b) Approval of a license to operate a Cannabis Retail Store is contingent upon satisfying the above requirements and the successful receipt of a provincial licencing agency and in accordance with Policy 100-17-02 "Council Policy for Consideration of Cannabis Retail Applications", as amended from time to time.

c) All persons carrying on the business of or operating a Cannabis Retail Store must comply with the following regulations:

- i) operation of the Cannabis Retail Store must be conducted in accordance with the security plan;

- ii) changes to the security plan must receive written approval from the local RCMP detachment, and a copy of the altered plan and approval provided to the Licence Inspector;
- iii) no person may be employed by a Cannabis Retail Store without first providing the Licence Inspector with a criminal record check confirming the employee is free of convictions under the Controlled Drugs and Substances Act, SC 1996, c. 19, for a period of at least ten years;
- iv) the exterior of the premises must be well-lit at all times;
- v) operators of a Cannabis Retail Store must ensure that no persons consume cannabis onsite and;
- vi) operators of a Cannabis Retail Store are prohibited from cultivating cannabis on the premises, or providing drive-through or delivery sales of cannabis products.

3.16 **Not for Profit Organization**

Any person carrying on the business of “Not-for-Profit” shall, prior to issuing a Trade License for any licensing period, demonstrate proof of provincial or extra- provincial registration as a Society, Charity, or other recognized non-profit entity.

3.17 **Liquor Licences**

Applicants for a license to operate a Liquor Outlet, Licenced Restaurant, or manufacturer of liquor products must supply the Licence Inspector with proof of the appropriate liquor licence or permit from the Provincial Liquor and Cannabis Regulation Branch or proof of application to the Branch.

DIVISION IV - DUTIES AND ADMINISTRATION:

- 4.01 The Council herein delegates the following to the Licence Inspector(s), whose duty it shall be to carry out and administer the provisions of this Bylaw.
- a) The Licence Inspector(s) is hereby authorized and empowered to inspect, compel and require that all regulations and provisions prescribed in this Bylaw and any such regulations and provisions which may from time to time be appended to this Bylaw, are carried out.
 - b) The Licence Inspector (s) shall maintain and keep records of all Licences issued.
 - c) The Licence Inspector(s) is hereby authorized and empowered to enter upon, at all reasonable times, any property in order to ascertain whether the provisions of this Bylaw are being obeyed.

DIVISION V - OFFENCES - PENALTY

5.01 **Offence**

Any person who:

- a) carries on a business for which a Licence is required pursuant to the provisions of this bylaw, without holding a valid and subsisting Licence for the business, or
- b) tenders a cheque or other negotiable instrument in full or partial payment of any Licence Fee payable hereunder, if such cheque or negotiable instrument are fraud, or
- c) fails to display a valid and subsisting Licence as required by the provisions of this Bylaw, or
- d) fails to furnish any information or documentation as required by the provisions of this Bylaw, or
- e) carries on or remains open for business after receiving notice that their Licence has been suspended or revoked, or
- f) fails to comply with the regulations of this Bylaw, or
- g) violates, or performs any act or thing which violates, any provision of this Bylaw, or
- h) suffers or permits any act or thing to be performed in violation of this Bylaw, or
- i) neglects or refrains from doing anything required to be done by any of the provisions of this Bylaw,

is guilty of an offence.

5.02 **Penalty**

- a) A person who commits an offence against this bylaw is liable on conviction to a fine of not less than \$25.00 and not more than \$2,000.00.
- b) Where conviction is for failure to obtain and pay the Licence Fee required, then the amount which should have been paid for such a Licence shall be added to the said penalty and shall form part of this penalty.
- c) Notwithstanding anything herein contained, the amount of any and every Licence payable by any person pursuant to the provisions of this Bylaw shall be debt due by that person to the City of Prince Rupert which shall be recoverable, together with costs, in any court of competent jurisdiction.

SCHEDULE B - FEE SCHEDULE

The following are fees payable for the Classifications and Definitions in Division I:

<u>Code</u>	<u>Classification</u>	<u>Fee Payable</u>
50	ADULT ENTERTAINMENT SERVICE	\$2,200.00
100	AGENT per agent	\$115.00
200	AIRLINES	\$310.00
	AMUSEMENT CENTRES	
300	0 - 232 sq. metres floor space	\$230.00
301	233 - 465 sq. metres floor space	\$385.00
302	over- 465 sq. metres floor space	\$695.00
	AUTOBODY SHOP	
400	0 - 139 sq. metres floor space	\$85.00
401	140 - 278 sq. metres floor space	\$155.00
402	279 - 464 sq. metres floor space	\$310.00
403	over 464 sq. metres floor space	\$615.00
	AUTOMOBILE SALES AND SERVICE	
500	0 - 139 sq. metres floor space	\$85.00
501	140 - 278 sq. metres floor space	\$155.00
502	279 - 464 sq. metres floor space	\$310.00
503	over 464 sq. metres floor space	\$615.00
600	AUTOMOBILE TOW TRUCK per truck	\$115.00
	AUTOMOBILE TOW TRUCK COMPOUND	
700	0- 1 hectares ground area	\$115.00
701	2 - 3 hectares ground area	\$155.00
702	over 3 hectares ground area	\$310.00
800	BANKS	\$615.00
900	BANQUET HALL	\$155.00
	BARBER SHOP OR BEAUTY PARLOUR	
1000	1 chair	\$85.00
1001	2 to 5 chairs	\$115.00
1002	6 or more chairs	\$155.00
1024	BED & BREAKFAST ACCOMMODATION	\$105.00
1025	BED AND BREAKFAST	\$85.00
1050	BINGO HALL	\$155.00

<i>Code</i>	<u>Classification</u>	<u>Fee Payable</u>
	BOAT RENTALS AND CHARTERS	
1100	1 boat	\$85.00
1101	2 boats	\$115.00
1102	3 boats	\$155.00
1103	4 or more boats	\$310.00
	BOAT WORKS AND REPAIRS	
1200	0 - 1 hectares ground area	\$155.00
1201	1 - 3 hectares ground area	\$310.00
1202	over 3 hectares ground area	\$615.00
	BOAT SALES	
1300	0 - 139 sq. metres floor space	\$85.00
1301	140 - 278 sq. metres floor space	\$155.00
1302	279 - 464 sq. metres floor space	\$310.00
1303	over 464 sq. metres floor space	\$615.00
1400	BOWLING ALLEY per lane	\$15.00
	BUILDING RENTALS	
1501	Apartments per unit	\$17.00
1502	Hotels/Motels per unit	\$6.00
1503	Lodging Houses per unit	\$6.00
1504	Office, Warehouse, Commercial per 93 sq. metres	\$17.00
1505	Short Term Rental	\$17.00
	BUILDING SUPPLY	
1600	0 - 139 sq. metres floor space	\$85.00
1601	140 - 278 sq. metres floor space	\$155.00
1602	279 - 464 sq. metres floor space	\$310.00
1603	over 464 sq. metres floor space	\$615.00
1650	BUS TERMINAL	\$310.00
	CANNABIS RETAIL STORE	
1660	Application Fee	\$5,000.00
1661	Annual Renewal Fee	\$2,500.00
1700	CATERING SERVICE	\$85.00
	CIRCUS AND CARNIVAL	
1800	Sponsored per day	\$155.00
1801	Unsponsored per day	\$615.00
1900	CLUBS	\$310.00

<i>Code</i>	<u>Classification</u>	<u>Fee Payable</u>
	COMMERCIAL OFFICE	
1920	0 - 93 sq. metres floor space	\$85.00
1921	94 - 186 sq. metres floor space	\$115.00
1922	187 - 279 sq. metres floor space	\$155.00
1923	280 - 464 sq. metres floor space	\$310.00
1924	465 - 929 sq. metres floor space	\$475.00
1925	over 929 sq. metres floor space	\$615.00
1945	DANCE STUDIO	\$85.00
1950	DAY CARE SERVICE	\$85.00
2000	DELIVERY SERVICE per vehicle	\$85.00
2001	DELIVERY SERVICE max 6 vehicles or over	\$475.00
2050	ELECTROLYSIS	\$85.00
	EXPRESS AND FREIGHTWAY COMPANY	
2100	1 - 139 sq. metres floor space	\$85.00
2101	140 - 186 sq. metres floor space	\$115.00
2102	187 - 279 sq. metres floor space	\$155.00
2103	280 - 557 sq. metres floor space	\$310.00
2104	over 557 sq. metres floor space	\$615.00
2200	FINANCIAL INSTITUTION	\$615.00
	FISHING COMPANY	
2300	0 - 464 sq. metres floor space	\$155.00
2301	465 - 930 sq. metres floor space	\$310.00
2302	931 - 1858 sq. metres floor space	\$615.00
2303	over 1858 sq. metres floor space	\$1,210.00
	FITNESS CENTRE	
2320	0 - 93 sq. metres floor space	\$85.00
2321	94 - 186 sq. metres floor space	\$115.00
2322	187 - 279 sq. metres floor space	\$155.00
2323	280 - 464 sq. metres floor space	\$310.00
2324	465 - 929 sq. metres floor space	\$475.00
2325	over 929 sq. metres floor space	\$615.00
	FUEL SERVICE	
2400	1 - 4 hectares	\$310.00
2401	over 4 hectares	\$615.00
2500	FUNERAL HOME	\$230.00
2600	GAMES AREA	\$127.00

<u>Code</u>	<u>Classification</u>	<u>Fee Payable</u>
2650	GAMING OR GAMBLING ESTABLISHMENT	\$615.00
2700	GARDEN SUPPLIES	\$115.00
	GAS BAR/CONVENIENCE STORE	
2750	0 - 139 sq. metres floor space	\$155.00
2751	140 - 278 sq. metres floor space	\$230.00
2752	279 - 464 sq. metres floor space	\$385.00
2753	over 464 sq. metres floor space	\$693.00
2800	GENERAL CONTRACTOR	\$515.00

<u>Code</u>	<u>Classification</u>	<u>Fee</u>	<u>Code</u>	<u>Classification</u>	<u>Fee Payable</u>
	<u>SUB CONTRACTORS</u>				
2901	Acoustics	\$155.00	2924	Land Clearing	\$155.00
2902	Alteration	\$155.00	2925	Landscaper	\$155.00
2903	Blasting	\$155.00	2926	Lather	\$155.00
2904	Brick	\$155.00	2927	Mechanical Equipment Installation	\$155.00
2905	Building	\$155.00	2930	Metal Worker	\$155.00
2906	Building Movers	\$155.00	2929	Oil Worker	\$155.00
2907	Bulldozing	\$155.00	2930	Painter	\$155.00
2908	Cabinet-maker	\$155.00	2931	Paver	\$155.00
2909	Carpenter	\$155.00	2932	Pipeline	\$155.00
2910	Concrete	\$155.00	2933	Plumber	\$155.00
2911	Demolition	\$155.00	2934	Roofing	\$155.00
2912	Diving Contractor	\$155.00	2935	Sand Blaster	\$155.00
2913	Drilling	\$155.00	2936	Sanitary Engineer	\$155.00
2914	Drywall/Plasterers	\$155.00	2937	Sewer and Drains	\$155.00
2915	Electrical	\$155.00	2938	Shingler	\$155.00
2916	Excavating	\$155.00	2939	Tile Setter	\$155.00
2917	Floorlayer	\$155.00	2940	Tree Surgeon	\$155.00
2918	Gas Fitter	\$155.00	2941	Truck Driver	\$155.00
2919	Glazing	\$155.00	2942	Welder	\$155.00
2920	Heating	\$155.00	2943	Other	\$155.00
2921	Insulation	\$155.00	2944	Heavy Duty Mechanic	\$155.00
2922	Interior Decorator	\$155.00	2945	Boat/Marine Mechanic	\$155.00
2923	Iron Worker	\$155.00			

<u>Code</u>	<u>Classification</u>	<u>Fee Payable</u>
3000	CONTRACTOR	\$255.00
3025	GROUP CARE HOME	\$85.00

<u>Code</u>	<u>Classification</u>	<u>Fee Payable</u>
3100	INVESTMENT OR HOLDING COMPANY	\$155.00
3150	JANITORIAL SERVICE	\$85.00
	LAUNDRY AND DRY CLEANING ESTABLISHMENT	
3200	0 – 93 sq. metres floor space	\$85.00
3201	94 – 186 sq. metres floor space	\$115.00
3202	187 – 279 sq. metres floor space	\$155.00
3203	280 – 464 sq. metres floor space	\$230.00
3204	465 – 929 sq. metres floor space	\$310.00
3205	over 929 sq. metres floor space	\$615.00
	LIQUOR OUTLET	
3301	Commercial Outlet per outlet	\$1,210.00
3302	Societal Liquor Outlet per outlet	\$245.00
3400	LOG SCALING AND BOOMING	\$115.00
3500	MACHINERY AND EQUIPMENT RENTALS	\$115.00
	MANUFACTURING	
3600	0 – 232 sq. metres floor space	\$155.00
3601	233 – 464sq. metres floor space	\$310.00
3602	465 – 929 sq. metres floor space	\$615.00
3603	930 – 1858 sq. metres floor space	\$1,210.00
3604	over 1858 sq. metres floor space	\$2,200.00
3630	MARINE FUEL SALES	\$155.00
3700	MOBILE SALES SERVICE per vehicle	\$85.00
3800	NEWSPAPER PUBLISHER	\$310.00
	PAWN BROKER AND SECOND HAND DEALER	
3900	0 – 93 sq. metres floor space	\$85.00
3901	94 – 186 sq. metres floor space	\$115.00
3902	187 – 279 sq. metres floor space	\$155.00
3903	280 – 464sq. metres floor space	\$230.00
3904	465 – 929 sq. metres floor space	\$310.00
3905	over 929 sq. metres floor space	\$615.00
4000	PEDDLER – DOOR TO DOOR SALES	\$85.00
4001	PEDDLER – STATIONARY LOCATION	\$155.00
	PERSONAL GROOMING ESTABLISHMENT	
4020	0 – 93 sq. metres floor space	\$85.00

<u>Code</u>	<u>Classification</u>	<u>Fee Payable</u>
4021	94 – 186 sq. metres floor space	\$115.00
4022	187 – 279 sq. metres floor space	\$155.00
4023	over 279 sq. metres floor space	\$310.00
PET SHOP		
4040	0 – 93 sq. metres floor space	\$85.00
4041	94 – 186 sq. metres floor space	\$115.00
4042	187 – 279 sq. metres floor space	\$155.00
4043	280 – 464 sq. metres floor space	\$310.00
4044	465 – 929 sq. metres floor space	\$475.00
4045	over 929 sq. metres floor space	\$615.00
PHOTO STUDIO		
4100	0 – 93 sq. metres floor space	\$85.00
4101	94 – 186 sq. metres floor space	\$115.00
4102	187 – 279 sq. metres floor space	\$155.00
4103	280 – 464 sq. metres floor space	\$230.00
4104	465 – 929 sq. metres floor space	\$310.00
4105	over 929 sq. metres floor space	\$615.00
4200	PRIVATE GARBAGE COLLECTION AND SERVICES per truck	\$85.00
<u>PROFESSIONAL</u>		
4301	Accountant	\$155.00
4302	Architect	\$155.00
4303	Agrologist	\$155.00
4304	Appraiser	\$155.00
4305	Auctioneer	\$155.00
4306	Broker	\$155.00
4307	Business Consultant	\$155.00
4310	Chiropractor	\$155.00
4309	Chemical	\$155.00
4310	Dental laboratories	\$155.00
4311	Dental Mechanic	\$155.00
4312	Dental Surgeon	\$155.00
4313	Design and Drafting	\$155.00
4314	Engineer (including)	\$155.00
	- civil	
	- forest	
	- marine	
	- mining	
	- electrical	
4315	Forester	\$155.00
4316	Insurance Agent	\$155.00
4317	Insurance Salesperson	\$155.00
4318	Librarian	\$155.00
4319	Medical Specialist	\$155.00
4320	Optician	\$155.00
4321	Optometrist	\$155.00
4322	Physician	\$155.00
4323	Physiotherapist	\$155.00
4324	Psychiatrist	\$155.00
4325	Psychologist	\$155.00
4326	Public Relations Agent	\$155.00
4327	Real Estate Agent	\$155.00
4330	Real Estate Salesperson	\$155.00
4329	Refractionist	\$155.00
4330	Solicitor/Barrister	\$155.00
4331	Surveyor	\$155.00
4332	Ships Chandler	\$155.00
4333	Other	\$155.00
4350	PROFESSIONAL OFFICE	\$155.00
PRINT SHOP		
4370	0 – 93 sq. metres floor space	\$85.00
4371	94 – 186 sq. metres floor space	\$115.00
4372	187 – 279 sq. metres floor space	\$155.00

4373	280 – 464 sq. metres floor space	\$310.00
4374	465 – 929 sq. metres floor space	\$475.00
4375	over 929 sq. metres floor space	\$615.00
4400	PUBLIC UTILITY COMPANY	\$615.00
	RADIO AND T.V. BROADCASTING	
4500	Radio Station	\$310.00
4501	T.V. Station	\$310.00

<u>Code</u>	RESTAURANT, CAFE	Non Licenced	Licenced
4601/4602	1 - 30 seats	\$85.00	\$210.00
4603/4604	31 - 50 seats	\$115.00	\$245.00
4605/4606	51 - 70 seats	\$155.00	\$280.00
4607/4608	71 - 100 seats	\$230.00	\$360.00
4609/4610	over 100 seats	\$310.00	\$440.00

RETAIL SALES

4700	0 - 93 sq. metres floor space	\$85.00
4701	94 - 186 sq. metres floor space	\$115.00
4702	187 - 279 sq. metres floor space	\$155.00
4703	280 - 464 sq. metres floor space	\$310.00
4704	465 - 929 sq. metres floor space	\$475.00
4705	over 929 sq. metres floor space	\$615.00

SERVICE FROM A BUSINESS AREA

4800	0 - 93 sq. metres floor space	\$85.00
4801	94 - 186 sq. metres floor space	\$115.00
4802	187 - 279 sq. metres floor space	\$155.00
4803	280 - 464 sq. metres floor space	\$310.00
4804	465 - 929 sq. metres floor space	\$475.00
4805	over 929 sq. metres floor space	\$615.00

4850	SERVICE FROM NONRESIDENT BUSINESS	\$155.00
------	--	----------

4900	HOME OCCUPATION	\$85.00
------	------------------------	---------

SERVICE OR REPAIR SHOP

4950	0 - 93 sq. metres floor space	\$85.00
4951	94 - 186 sq. metres floor space	\$115.00
4952	187 - 279 sq. metres floor space	\$155.00
4953	280 - 464 sq. metres floor space	\$310.00
4954	465 - 929 sq. metres floor space	\$475.00
4955	over 929 sq. metres floor space	\$615.00

SERVICE SHOP, HEAVY		
4960	0 - 93 sq. metres floor space	\$85.00
4961	94 - 186 sq. metres floor space	\$115.00
4962	187 - 279 sq. metres floor space	\$155.00
4963	280 - 464 sq. metres floor space	\$310.00
4964	465 - 929 sq. metres floor space	\$475.00
4965	over 929 sq. metres floor space	\$615.00
4970	EXPORT/IMPORT COMPANY	\$155.00
STORAGE AREA		
5000	0 - 232 sq. metres floor space	\$85.00
5001	233 - 464 sq. metres floor space	\$155.00
5002	465 - 929 sq. metres floor space	\$615.00
5003	930 - 1858 sq. metres floor space	\$1,210.00
5004	over 1858 sq. metres floor space	\$2,200.00
TAXIS & VEHICLES FOR HIRE		
5100	Taxi per unit	\$85.00
5101	Charter Bus per unit	\$85.00
5102	Charter Limousine per unit	\$85.00
5103	Tour Bus per unit	\$85.00
5200	TAXI STAND	\$44.00
5250	TELEMARKETING SERVICE per person	\$85.00
5300	THEATRES	\$515.00
5315	TIRE MARSHALLING YARD	\$75.00
5400	TRAILER COURT per trailer space	\$5.00
5500	TRANSPORTATION COMPANY - MARINE per unit maximum	\$85.00 \$635.00
UNCLASSIFIED		
5600	1 - 3 employees	\$85.00
5601	4 - 7 employees	\$115.00
5602	8 or more employees	\$155.00
U-DRIVES		
5700	1 - 3 vehicles	\$115.00
5701	4 - 7 vehicles	\$155.00
5702	8 - 20 vehicles	\$310.00
5703	over 20 vehicles	\$615.00
VENDING MACHINE AGENCY		
5800	Group "A" Vending Machines	per machine maximum \$30.00 \$345.00
5801	Group "B" Vending Machines	per machine maximum \$65.00 \$725.00

	WHOLESALE	
5900	0 - 232 sq. metres floor space	\$85.00
5901	233 - 464 sq. metres floor space	\$115.00
5902	465 - 929 sq. metres floor space	\$155.00
5903	930 - 1858 sq. metres floor space	\$310.00
5904	over 1858 sq. metres floor space	\$615.00
6000	YACHT CLUB	\$155.00
6100	NOT FOR PROFIT	\$2.00



THE CITY OF PRINCE RUPERT

**DEVELOPMENT PROCEDURES BYLAW
BYLAW No. 3533, 2024**

A BYLAW TO ESTABLISH PROCEDURES FOR PROCESSING LAND DEVELOPMENT APPLICATIONS AND ENABLE PERIODIC AMENDMENTS TO THE CITY'S DEVELOPMENT APPLICATION FORMS, PERMIT FORMS AND ADMINISTRATIVE FORMS NECESSARY TO CARRY OUT THE PROCEDURES UNDER THIS BYLAW.

This Bylaw may be cited as "Development Procedures Bylaw No. 3533, 2024".

WHEREAS the Council of the City of Prince Rupert has adopted the Official Community Plan and Zoning Bylaw;

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

1. That the Schedule "A" – Development Procedures Bylaw and its appendices, attached to and forming part of this bylaw comes into force upon final consideration and adoption.
2. That the City of Prince Rupert DEVELOPMENT PROCEDURES BYLAW 3469, 2024 and any amendments thereto is repealed.

READ A FIRST TIME THIS ____ day of _____, 2024.

READ A FIRST TIME THIS ____ day of _____, 2024.

READ A FIRST TIME THIS ____ day of _____, 2024.

READ A FOURTH & FINAL TIME THIS ____ day of _____, 2024.

Mayor

Corporate Officer



City of Prince Rupert

**DEVELOPMENT
PROCEDURES BYLAW
SCHEDULE A TO
Bylaw No. 3469, 2021**

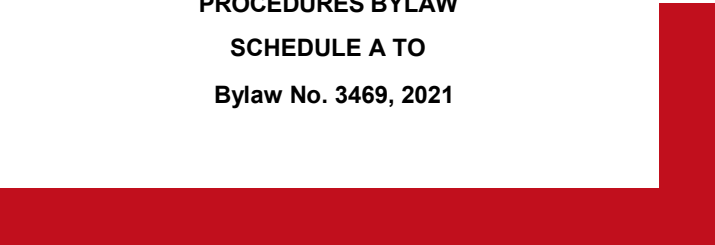


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Section 4 – Permits	7
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1.0 Definitions

This bylaw includes a number of words that have specific meanings with respect to development procedures. These words and phrases are defined in this section.

APPLICANT means the Owner or a representative of the owner duly authorized to act on the Owner's behalf in relation to an application.

APPLICATION means a written request by an Applicant to amend the Official Community Plan, Zoning Bylaw or for the issuance of a Permit.

CITY means the City of Prince Rupert.

CITY MANAGER means the professional appointed by the Council of the City of Prince Rupert as the City Manager.

CITY PLANNER means the planning professional appointed by the Council of the City of Prince Rupert as the City Planner.

COMMUNITY INFORMATION MEETING means a meeting conducted by the Applicant to provide information about an application under this bylaw in order to obtain comments from the public prior to a Public Hearing on the application.

COUNCIL means the elected Council of the City of Prince Rupert.

DIRECTOR OF OPERATIONS means the professional appointed by the Council of the City of Prince Rupert as the Director of Operations.

INTAKE means the process of receiving a complete application including applicable fees.

MINOR DEVELOPMENT PERMIT means a Development Permit application with a total value of works under \$10,000.

MINOR DEVELOPMENT VARIANCE PERMIT means a Development Variance Permit for a variance to the Prince Rupert Zoning Bylaw No. 3462 that meets the following criteria:

- a) It is consistent with the City of Prince Rupert Official Community Plan Bylaw No. 3460 and its amendments.
- b) It is less than a 25% reduction in off-street parking space requirements.
- c) It is equal to or less than 25% reduction in lot coverage;
- d) It is equal to or less than 35% reduction in yard requirements.
- e) ~~The lesser of 10% or one storey for building height;~~
- f) Any variance related to patios and decks; and
- g) Any variance related to signs.

OWNER means a person listed in the Land Title Office as the Owner of a parcel.

PERMIT means a Development Permit, Development Variance Permit and Temporary Use Permit.

QUALIFIED PROFESSIONAL means an accredited professional engineer, geoscientist, architect, biologist, planner or other professional with experience and certificates relevant to the applicable matter.

2.0 General Requirements

2.1 Application Requirements

Applications must include supporting documentation and attachments obtained at the Applicant's expense, as required by the City Planner.

- (a) Applications that are deficient of required supporting documentation and attachments may be refused.
- (b) When refusing to accept an application under Paragraph (a), the City Planner must inform the Applicant of the requirements that must be met for the application to comply with this Bylaw.
- (c) Council may require further supporting documentation.

2.2 Owner's Consent

No application shall be accepted except from the Owner of land involved, or from an Applicant with written authorization of the Owner to act on their behalf.

2.3 Application Fees

No application shall be accepted or deemed complete until an application fee has been paid in full as prescribed in Appendix A – Fees.

2.4 Site Disclosure Statement

Site Disclosure Statement shall be submitted in accordance with Ministry of Environment Guidance on Contaminated Sites to the City Planner for review.

A checklist provided by the Ministry of Environment will be completed and submitted with the application. If there are any "YES" answers in the checklist the City shall forward the Site Profile to the Director of Waste Management, Land Remediation Section, Ministry of Environment.

2.5 Pre-Application Meeting

A pre-application meeting with staff and the applicant is strongly encouraged.

2.6 Process

Every application for an amendment to the Zoning Bylaw or OCP shall be processed by the City Planner, who shall present a report to Council for consideration. Every application for a permit shall be processed and either approved or rejected by the City Manager, City Planner, or the Director of Operations.

2.7 Public Consultation & Referrals

- (a) The City Planner will implement the public consultation requirements which may be composed of:
 - i. the Applicant, at their cost, convening an advertised Community Information Meeting;
 - ii. the Applicant preparing and distributing public information packages and feedback opportunity;
 - iii. the Applicant providing online information and feedback opportunities; and
 - iv. the Applicant providing a summary report of the consultation methods taken.
- (b) The City Planner will consider the size and scale of an application when determining the form of public consultation. For example, a proposal with only a few residential units may only need to provide a public information package to the residents within 50 metres of the development site.
- (c) The City Planner will circulate referrals to local, regional and provincial agencies whose interests may be affected.

2.8 Other Considerations

Notwithstanding any provisions of this Bylaw, and excepting any incomplete and/or unpaid applications, no person shall be prevented from submitting, or Council considering, any development application under Part 14 of the *Local Government Act*.

2.9 Delegation of Authority

In Accordance with Section 154 of the Community Charter,

- i. Council herein delegates the following to the City Manager, City Planner, and Director of Operations:
 - (a) The power to require Development Approval Information;
 - (b) The power to require security for works;
 - (c) The power to determine the form of permits issued under this bylaw;
 - (d) The power to determine the form and content of application forms;
 - (e) The power to issue or amend all permits created under Section 488(1)(f) of the Local Government Act (Form and Character of Commercial, Industrial or Multi-Family Residential Development);
 - (f) The power to issue or amend all Development Permits within Development Permit Areas created under Section 488(1)(a) of the Local Government Act for protection of the natural environment;
 - (g) The power to issue and amend all Minor Development Variance Permits, pursuant to s.498.1 of the Local Government Act, subject to guidelines set out in Section 4.7 of this Bylaw.

2.10 Council Reconsideration of a Staff Decision

- i. Within 30 days of being notified in writing of the decision of the City Manager, City Planner, or Director of Operations, the Applicant may request Council to reconsider the decision regarding a Development Permit Application.
- ii. The Applicant must give written notice to City Clerk and include the following information:
 - (a) The Applicant's address for receiving correspondence related to the request for reconsideration;
 - (b) A copy of the written specific decision;
 - (c) Reasons why the Applicant wishes the specific decision to be reconsidered by Council;
 - (d) The decision which the Applicant requests be made by Council as a substitute to staff decision;
 - (e) Reasons in support of the decision requested from Council; and
 - (f) A copy of any documents which support the Applicant's request for reconsideration by Council
- iii. The City Clerk will notify the City Planner of the request(s) for reconsideration and the staff will, prior to the date of the meeting at which the reconsideration will occur provide a written report to Council setting out the rationale for their decision.
- iv. The City Clerk will place the request(s) for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible.
- v. The City Clerk will notify the Applicant of the date of the meeting at which reconsideration will occur.
- vi. Council will review the information provided by the Applicant and staff, and either confirm the decision made by staff, or substitute its own decision including Development Permit conditions.

2.11 Re-Application

Subject to Section 460 of the Local Government Act a re-application for an amendment or permit that has been refused by Council shall not be considered within a six (6) month period immediately following the date of refusal. Re-application will require the payment of a new application fee.

2.12 Lapse in Application

Commencing with intake and during the entire application process if at any time any Applicant does not comply with a request from the City Planner for supporting information for longer than six (6) months but not to exceed 24 months from the application date, the application has lapsed.

2.13 Refunds

All application fees are non-refundable.

2.14 Severability

If a portion of this bylaw is held invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to be adopted without the severed section.

3.0 Official Community Plan and Zoning Bylaw Amendments

3.1 Application Review & Consultation	<p>The City Planner shall examine the application for completeness and if complete shall:</p> <ol style="list-style-type: none"> 1) Request the Applicant proceed with public consultation; 2) Send referrals to internal departments and external agencies; and 3) The Applicant must install a sign in accordance with Appendix C which is attached and forms part of this Bylaw; this will be completed at the Applicant's expense.
3.2 Report to Council	<p>The City Planner will review the application and prepare a report that contains:</p> <ol style="list-style-type: none"> (a) A summary of the application; (b) An assessment of the potential impact of the activity or development on the community; (c) A review of the application with reference to City bylaws and policies; (d) A summary of relevant referral responses; and (e) Any other matters the City Planner considers relevant.
3.3 Council's Initial Considerations	<p>For complex proposals, the application proceeds to Committee of the Whole or, for a time sensitive or minor application, to Council for initial consideration. The Committee of the Whole may recommend proceeding to 1st and 2nd reading at next Council meeting. Council may waive the Public Hearing in accordance with the Local Government Act, subject to:</p> <ol style="list-style-type: none"> (i) compliance with the Official Community Plan Policies; and (ii) as determined by Council, no significant objections or issues raised or received at the Public Consultation period. <p>For zoning proposals meeting requirements under the Local Government Act Division 3 Section 464 (3) & (4), Council is prohibited from holding a Public Hearing. In these circumstances, a notice must be prepared and distributed by the City in accordance with Section 467 of the Local Government Act or the City of Prince Rupert Public Notice Bylaw as applicable.</p>
3.4 Notice of Public Hearing	<p>A Notice of Public Hearing shall be prepared by the City as follows:</p> <ol style="list-style-type: none"> (a) Individual notices shall be mailed or otherwise delivered to the owner on the assessment roll as at the date of the application and to the tenants within a distance of 100 m (330 ft.) of any property line of the property subject of the bylaw amendment. The notification area may be expanded by Council when development proposals are deemed to have a significant impact; (b) The advertisement shall be published in a local newspaper in accordance with City of Prince Rupert Public Notice Bylaw; (c) Notice of Public Hearing shall be posted on the City notice board; and (d) A copy of all pertinent correspondence received prior to the Public Hearing shall be available for public viewing.

3.5 Public Hearing	<p>The order of business at the Public Hearing shall be generally as follows:</p> <ul style="list-style-type: none"> (a) The Chair of the Public Hearing shall read a statement setting out its purpose and rules of conduct; (b) The Applicant shall be given the opportunity to be heard; (c) Any correspondence received during the Public Hearing must be included in the minutes; (d) Any persons wishing to speak to the Bylaw shall be heard; (e) Only members of Council may put questions to any person who has been heard; (f) No person, after being heard, may make a reply or rebuttal or further submission without permission of the Chair; and (g) The Chair will call three times for further submissions, and if no one comes forward, shall close the Public Hearing.
3.6 No Public Hearing Held	<p>When no Public Hearing is held, submissions can still be heard from residents as follows:</p> <ul style="list-style-type: none"> (a) Written submissions may be submitted to the City Planner or Corporate Administrator up to one (1) business day before 3rd Reading. (b) Council may still receive new information or submissions up until one (1) business day before 3rd Reading. Council cannot receive or consider any further input from residents regarding the application after this time.
3.7 Council Decision	<ul style="list-style-type: none"> 1) The application proceeds to Council for consideration of 3rd reading. 2) If a rezoning application is for property located within 800 metres of an intersection of a controlled access highway, the Ministry of Transportation Infrastructure must approve the Bylaw prior to adoption. 3) Prior to final reading, any approval conditions must be secured prior to consideration of final (4th) reading; 4) The Council will make one of the following decisions: <ul style="list-style-type: none"> (a) Give final reading; (b) Reject; or (c) Defer or otherwise deal with the application or amending Bylaw. 5) If the Bylaw does not require MOTI approval, and if all approval conditions have been secured, Council can consider 3rd and final reading at the same meeting.

4.0 Permit Applications

4.1 Application Review	<p>Upon receipt of a complete application for any Permit in Section 4 the City will review the application and provide comments for the Applicant:</p>
4.2 Referrals	<p>Referrals shall be in accordance of Section 2.7</p>
4.3 Notice	<p>No notification is required for a Development Permit.</p> <p>The obligation to give notice to affected property owners and tenants under Section 499 of the Local Government Act does not apply to Minor Development Variance Permits, however the Delegated Official may, if they determine that it is in the public interest, notify the owners and tenants of the subject property and neighbouring properties, including those properties across dedicated rights-of-way and highways, prior to issuing the variance. The notice shall describe in general terms the variance applied for and instructions on how recipients of the notice may provide comments to the City. The Delegated Official will consider the size and scale of an application when determining the form of public consultation.</p> <p>Prior to final consideration of an application for a Development Variance Permit or Temporary Use Permit, the City shall deliver notification as follows:</p> <ul style="list-style-type: none"> (a) To all Owners and tenants of the land(s) subject to the proposed Permit; and (b) To all Owners and tenants of lands of which any portion is within 50 metres of the land that is subject to the proposed Permit.

	(c) In the case of a Temporary Use Permit, a notice must be published in a local newspaper.
4.4 Public Comments	Prior to final consideration of an application for a Development Variance Permit or Temporary Use Permit and only after notification has been carried out, all persons who believe their interests are affected by the proposed Permit may be afforded reasonable opportunity to be heard and to present oral and/or written submissions respecting matters relating to the Permit.
4.5 Permit	<p>The City Council may approve the following permits:</p> <ul style="list-style-type: none"> i. Development Variance Permits; and ii. Temporary Use Permits. <p>As delegated by Council, the City Manager, City Planner, or the Director of Operations may approve the following permits:</p> <ul style="list-style-type: none"> i. Development Permits; ii. Minor Development Permits; iii. Development Permits with a Minor Variance, and iv. Minor Development Variance Permits.
4.6 Criteria for Consideration of Approval	<p>As delegated by Council, the City Manager, City Planner, and Director of Operations must consider the following criteria in approval of permits.</p> <ul style="list-style-type: none"> i. Development Permits and Minor Development Permits <ul style="list-style-type: none"> a. Development Permit Guidelines for relevant Development Permit Areas as outlined in the City of Prince Rupert Official Community Plan Bylaw No. 3460, 2021 and its amendments; and b. Input from referrals. ii. Development Permits with a Variance <ul style="list-style-type: none"> a. Impacts to neighbouring properties and neighbourhood character; b. Comments received from the public, if any; and c. Input from referrals. iii. Minor Development Variance Permits <ul style="list-style-type: none"> a. If the proposed variance is consistent with the general purpose and intent of the zone; b. If the proposed variance addresses a physical or legal constraint associated with the site (e.g. unusual parcel shape, topographical feature, statutory right-of-way, etc.); c. Impacts to neighbouring properties; d. If the proposed variance would unduly impact the character of the streetscape or surrounding neighbourhood; e. Comments received from the public, if any; f. Input from referrals; and g. If strict compliance with the zoning regulation would be unreasonable.



CITY OF **PRINCE RUPERT**
Development Services

424 3rd Avenue West
 Prince Rupert, BC, V8J1L7
Phone: (250)-627-0996 **Fax:** (250)-627-0979
 Email: planning@princerupert.ca

Appendix A

APPLICATION FEES FOR AMENDMENT AND PERMITS

Amendment to Official Community Plan	\$1,100.00
Amendment to Zoning Bylaw	\$1,100.00
Amendment to Official Community Plan & Zoning Bylaw	\$1,400.00
Development Variance Permit	\$330.00
Development Permit Area (value of works over \$10,000)	\$225.00
Development Permit Area (value of works under \$10,000)	\$60.00
Reconsideration of a staff decision regarding a DP application or a DAI request	\$60.00
Temporary Use Permit	\$630.00
Copy of Title Certificate (within 30 days of date of Application)	\$20.00
Copy of BC Company Summary or equivalent (within 30 days of date of Application)	\$20.00

Note: Each regulation for which there is an application for a variance shall be subject to a separate fee but processed in a single application.



CITY OF PRINCE RUPERT
Development Services
 424 3rd Avenue West
 Prince Rupert, BC, V8J1L7
Phone: (250)-627-0996 **Fax:** (250)-627-0979
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OCP AND/OR ZONING AMENDMENT SIGN

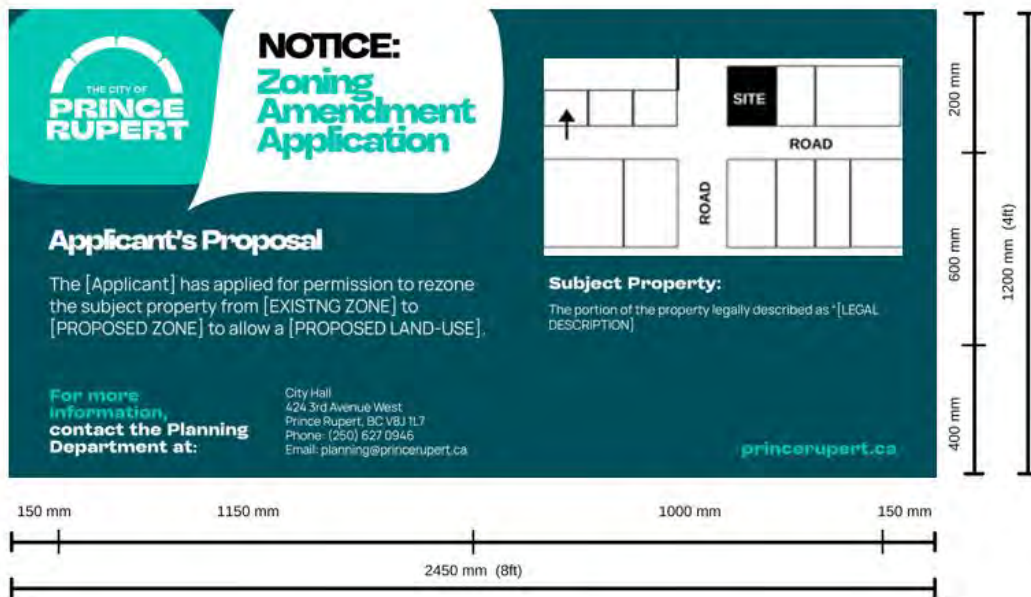
SPECIFICATIONS:

1. Dark Teal background (PMS 3165c CMYK 100/12/28/59 RGB 0/80/92 HEX 00505C) with white (CMYK 0/0/0/0 RGB 255/255/255 HEX FFFFFFFF) and Teal (PMS 3265c CMYK 75/0/43/0 RGB 0/199/177 HEX 00C7B2) text and call-out boxes.
2. Manrope lettering
3. Please identify in the title of the sign whether it is solely for a Zoning Application, or combined OCP Amendment and Zoning Application.
4. Sign to include site map with white background and black lines (see sample below).
5. The map will show the project location, adjoining roads (labelled) and properties, address of the affected properties, and a north directional arrow.
6. All measurements described below are in millimeters (mm). A variance of 5% is permitted in specified signage dimensions.
7. The sign is to be constructed with 5/8" thick plywood with supporting/anchor posts that raise the sign at least 36" from the ground.

PLACEMENT:

In every case, a sign shall be located to the front property line. Where the subject property also abuts a separate, but unconnected improved public road, a like sign shall also be located adjacent to the second public road.

NOTE: DRAWING IS NOT TO SCALE





CITY OF PRINCE RUPERT

CITY OF PRINCE RUPERT TICKET INFORMATION AMENDMENT BYLAW NO. 3534, 2024

A BYLAW TO AMEND THE TICKET INFORMATION BYLAW NO. 2783, 1992

The Community Charter, SBC 2003, Chapter 26, authorizes Council to adopt and amend bylaws relating to the providing of services or the exercise of its authority to regulate, prohibit or impose requirements;

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

1. Schedule "A" of the Ticket Information Bylaw No. 2783, 1992 is amended as indicated in Attachment 1 of this bylaw to include the City of Prince Rupert Bylaw No. 3463, 2021.
2. Addition of Schedule "K" as indicated in Attachment 2 of this Bylaw to add municipal ticket penalties for violation of the Zoning Bylaw No. 3476, 2021.
3. This Bylaw may be cited as "**City of Prince Rupert Ticket Information Amendment Bylaw No. 3534, 2024**".

Read a First time this ____ day of _____, 2024.

Read a Second time this ____ day of _____, 2024.

Read a Third time this ____ day of _____, 2024.

Read and Fourth & Final time ____ day of _____, 2024.

Mayor

Corporate Officer

ATTACHMENT 1

SCHEDULE "A"

Add:

Column 1

Designated Bylaws

11. City of Prince Rupert Zoning Bylaw No.
3462, 2021

Column 2

Designated Bylaw Enforcement Officers

Building Inspector
License Inspector
City Planner
Bylaw Officer
Approving Officer
Public Works Director
Corporate Administrator
Chief Administrative Officer

ATTACHMENT 2

SCHEDULE "L"

City of Prince Rupert
Zoning Bylaw

Column 1

Column 2

Column 3

OFFENCE COMMITTED

BYLAW SECTION NO.

FINE

Failure to comply with a written notice requirement issued by the Inspector by a time specified in the notice.

All Sections

First Offence

\$500

Subsequent Offences

\$1000



CITY OF PRINCE RUPERT

ZONING BYLAW AMENDMENT BYLAW NO. 3535, 2024

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

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

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

1. Amend City of Prince Rupert Zoning Bylaw Schedule "A" Section 1 as indicated in Attachment 1 of this Bylaw.
2. Amend City of Prince Rupert Zoning Bylaw Schedule "A" Section 2 as indicated in Attachment 2 of this Bylaw.
3. Amend City of Prince Rupert Zoning Bylaw Schedule "A" Section 3 as indicated in Attachment 3 of this Bylaw.
4. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3531, 2024

READ A FIRST TIME this _____ day of _____, 2024.

READ A SECOND TIME this _____ day of _____, 2024.

READ A THIRD TIME this _____ day of _____, 2024.

READ A FOURTH & FINAL TIME this _____ day of _____, 2024

MAYOR

CORPORATE OFFICER

<p>SHORT TERM RENTAL ACCOMODATION means an accessory use of a dwelling unit that is used for a temporary commercial accommodation for short term use of any paying guests within a period of 30 days or less. This includes but is not restricted to bed & breakfast accommodations; however, this is not a home occupation and it does not include tourist accommodation.</p>	<p>SHORT TERM RENTAL ACCOMODATION means a use of dwelling or sleeping unit that is used for a temporary commercial accommodation for short term use of any paying guests within a period of ninety (90) consecutive days or less. This includes but is not restricted to Bed & Breakfast accommodations. Short Term rentals are subject to Municipal and Regional District Tax.</p>
<p>TRAVELER ACCOMMODATION means a use providing for the accommodation of a transient public in a permanent structure, with individual dwelling units or sleeping units (each with private washrooms) such as a hotel, short term accommodation or motel, or providing space for such lodging. It also includes hostels; and may include dining and beverage facilities. This does not include tents, trailers, or recreational vehicles.</p>	<p>TRAVELER ACCOMMODATION means a use providing for the accommodation of a transient public in a permanent structure, with individual sleeping units such as a hotel or motel, or providing space for such lodging. It also includes hostels; and may include dining and beverage facilities. This does not include tents, trailers, or recreational vehicles.</p>

ATTACHMENT 1

AMEND:

ADD:

FRACTIONAL OWNERSHIP refers to a situation where a host owns a part or fraction of a property with the right to use it for an equal fraction of the year.

ADD:

SLEEPING UNIT means a unit primarily used for sleeping, containing sleeping and sanitary facilities, but no kitchen as defined within the City of Prince Rupert Zoning Bylaw.

ATTACHMENT 2

Add the following to Section 2.5:

2.5.0

d) Fines for a violation of this Bylaw may also be set out in the City of Prince Rupert Ticket Information Bylaw.

ATTACHMENT 3

Amend Section 3.9 and 3.12.1 to align with the following:

3.9.0 Short Term Rental Accommodation:

The following requirements apply to all short-term rental accommodations:

- a)** Short term rental accommodations are permitted in all residential and commercial zones.
- b)** No person may operate a short-term rental accommodation unless the dwelling is a portion or entirety of the principal residence of that person or one secondary suite or accessory dwelling unit on the same property.
- c)** Section 3.9.0 a) does not apply in the following instances:
 - i.** Where a fractional ownership agreement is on Title that prevents principal occupancy as defined in this Bylaw;
 - ii.** Timeshare properties;
 - iii.** Accommodation in commercial buildings that is a component of an of an outdoor recreation operation with a valid business licence, including fishing and water sports, and is provided and operated only for that purpose.
 - iv.** Formal Home Exchange arrangements.
 - v.** Living accommodation primarily for students or employees of an educational institution that is owned or operated by the educational institution or a non-profit organization.
- d)** A short term rental accommodation is not permitted in a mobile home, structure without a permanent foundation, or any structure or shelter that is not a dwelling unit.
- e)** A short term rental accommodation must comply with the parking regulations on bed and breakfasts in this Bylaw.

3.12.0 Bed & Breakfast Accommodation

In addition to the regulations under section 3.9, a Bed & Breakfast, where permitted, must comply with the following general guideline

3.12.1 General Guidelines

- a)** Be limited to no more than two (2) sleeping units.
- b)** Be located within a single detached single family dwelling only.
- c)** The minimum permitted floor area for any guest room is nine (9) square metres
- d)** The maximum permitted gross floor area for any guest room is twenty two (22) square metres.
- e)** No boarders or lodgers shall be permitted within a dwelling where a Bed & Breakfast Accommodation is operated.

Remove Section 3.1.4 e) and replace with the following:

Section 3.4.1 e) intentionally deleted.



CITY OF PRINCE RUPERT

ZONING BYLAW AMENDMENT BYLAW NO. 3536, 2024

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;

WHEREAS the Province of British Columbia introduced amendments to the Local Government Act concerning density and obligating compliance by the City of Prince Rupert;
AND,

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

1. Amend the City of Prince Rupert zoning Bylaw No. 3462, 2021 "Schedule A" Sections 1, 3 and 5 in accordance with Attachment 1, attached hereto and forming a part of this Zoning Bylaw Amendment No. 3536, 2024.
2. Amend all zones labelled R2 to R1 within Schedule B (Zoning Map) as indicated in Attachment 2, attached hereto and forming a part of this Zoning Bylaw Amendment No. 3536, 2024.
3. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
4. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3536, 2024

READ A FIRST TIME this _____ day of _____, 2024.

READ A SECOND TIME this _____ day of _____, 2024.

READ A THIRD TIME this _____ day of _____, 2024.

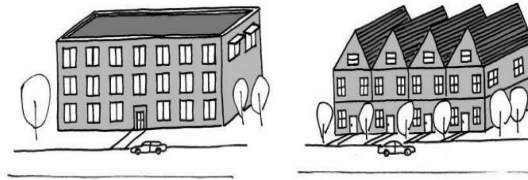
MAYOR

CORPORATE OFFICER

Attachment 1

Amendments to the Prince Rupert Zoning Bylaw Schedule A

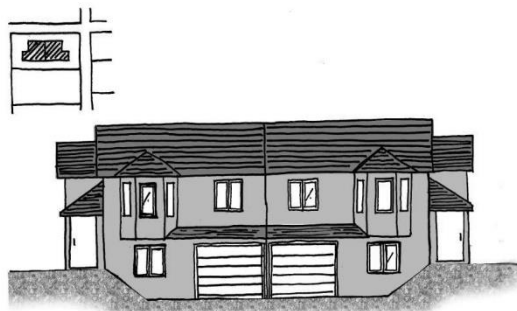
Amendments to Section 1: Definitions



1. AMEND DWELLING UNITS DEFINITION TO THE FOLLOWING:

DWELLING UNIT means one or more rooms with self-contained sleeping, living, and sanitary facilities containing no more than one kitchen. A dwelling unit is intended for use as a residence or domicile for one or more persons. It specifically excludes a recreational vehicle. Additionally, dwelling units may be a:

- (a) **MULTI-FAMILY RESIDENTIAL DWELLING** means a dwelling unit that is located within an apartment or multi-family residential building. A multi-family residential building must be part of a development with 5 or more dwelling units (attached or detached) on a single lot;
- (b) **SMALL SCALE RESIDENTIAL DWELLING** means a building or single lot that contains up to four (4) principle or accessory dwelling units, and may take form in any mix of Single Family Dwellings, Duplexes, Houseplex, and attached or detached ADUs configurations. It does not apply to any mobile unit.
 - a. **SINGLE FAMILY DWELLING** means a detached building that is used for a residential use. It must contain one dwelling unit, or one dwelling unit with a secondary suite if permitted.
 - b. **DUPLEX** means a building that contains two principal dwelling units, and may include up to one secondary suite per principal dwelling. These principal dwelling units may be either one above another and separated by a ceiling and floor that extends from an exterior wall



Two Family or Duplex Building

to exterior wall, or they may be located side by side and separated by a common party wall that extends from ground to roof. This includes detached dwelling units that are connected by a carport or garage if they share a continuous permanent foundation and common roof area.

- c. **HOUSEPLEX** means a building that contains three or four principal dwelling units. This includes detached dwelling units that are connected by a carport or garage if they share a continuous permanent foundation and common roof area. This can include row houses.
- d. Principle Dwelling Unit refers to the dwellings units that are not accessory dwelling units.

2. AMEND SECTION 1 TO ADD IN DEFINITION FOR PRINCIPLE BUILDING.

PRINCIPLE BUILDING means a building that, in the opinion of the Development Authority: (a) Occupies the major or central portion of the lot; (b) Is the chief or main building or use among one or more buildings or uses on a site; and (c) Constitutes, by reason of its use, the primary purpose for which the site is used. It does not include buildings that exclusively contain accessory uses permitted on the lot.

3. AMEND SECTION 1 TO ADD DEFINITION FOR GARDEN SUITE

GARDEN SUITES means a self-contained, detached dwelling unit containing cooking, eating, living, sleeping and sanitary facilities, located on the same parcel and smaller than the principal dwelling unit. This does not include mobile units.

Amendments to Section 3: General Provisions

4. AMEND SECTION 3.4 AS INDICATED IN TABLE 1

Table 1

Current	Proposed Amendment
<p>3.4 Accessory Dwelling Units</p> <p>a) A Secondary Suite is permitted as an accessory use to a single or two-family dwelling as permitted in Section 5 of this Bylaw.</p> <p>b) A Lock-off Suite is permitted as an accessory use to a dwelling unit within multifamily housing, or other type of dwelling unit as permitted in Section 5 and 6 of this Bylaw.</p> <p>3.4.1 General Regulations for Secondary and Lock-Off Suites</p> <p>a) Secondary suites must have a floor area of no more than 90m², or 40% of the buildings habitable area, whichever is less.</p> <p>b) Lock-offs suite must have a floor area of no</p>	<p>3.4 Accessory Dwelling Units</p> <p>a) A Secondary Suite is permitted as an accessory use to a single or two-family dwelling as permitted in Section 5 of this Bylaw.</p> <p>b) A Lock-off Suite is permitted as an accessory use to a dwelling unit within multifamily housing, or other type of dwelling unit as permitted in Section 5 and 6 of this Bylaw.</p> <p>c) A Garden Suite is permitted as an accessory use to a single or two-family dwelling as permitted in Section 5 of this Bylaw.</p> <p>3.4.1 General Regulations for Accessory Dwelling Units</p> <p>a) Secondary suites and Garden Suites must have a floor area of no more than 90m², or 40% of the</p>

<p>more than 45m² or 40% of the buildings habitable area, whichever is less.</p> <p>c) The minimum size for an accessory dwelling unit is 22 m²</p> <p>d) The suite and primary dwelling must be a single real estate entitlement, Strata titling is not permitted. To achieve this, the owner shall register a covenant that specifically prohibits stratification of the suite.</p> <p>e) A suite must not be short term rental (less than one month).</p> <p>f) There is only one suite permitted for each principle dwelling.</p> <p>g) The suite must be completely contained within the primary dwelling.</p> <p>h) A single additional off-street parking space per accessory dwelling must be provided for the exclusive use of the occupants</p>	<p>buildings habitable area, whichever is less.</p> <p>b) Lock-offs suite must have a floor area of no more than 45m² or 40% of the buildings habitable area, whichever is less.</p> <p>c) The minimum size for an accessory dwelling unit is 22 m²</p> <p>d) The accessory dwelling unit and primary dwelling must be a single real estate entitlement, Strata titling is not permitted. To achieve this, the owner shall register a covenant that specifically prohibits stratification of the suite.</p> <p>e) Garden Suites shall not be located in the front yard, with an exemption for suites attached to garages.</p> <p>f) Accessory dwelling units must not be short term rental.</p> <p>g) There is only one accessory dwelling unit permitted for each principle dwelling.</p>
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Amendments to Section 5: Residential

5. REMOVE SECTION 5 R1: SINGLE FAMILY RESIDENTIAL ZONE FROM SCHEDULE A
6. **RENAME R2: DUPLEX AND TWO-FAMILY RESIDENTIAL ZONE TO R1: SMALL-SCALE RESIDENTIAL ZONE**
7. **AMEND SECTION 5 R2: DUPLEX AND TWO FAMILY RESIDENTIAL ZONES AS INICATED IN TABLE 2**

Table 2

<p>5.2.0 R2: Duplex and Two Family Residential Zone</p> <p>Permitted Uses: The following principal uses and no others are permitted:</p> <p>(a) One Single-Family Dwelling, or; (b) One Two Family Dwelling.</p> <p>Subject to general provisions, the following accessory uses and no others are permitted:</p> <p>(a) Accessory Dwelling Units. (b) Home Occupation. (c) The keeping of not more than 2 boarders or lodgers within a dwelling unit. (d) Accessory buildings and structures. (e) Bed & Breakfast Accommodations.</p> <p>Subdivision Regulation:</p> <p>(a) The minimum lot area for a single-</p>	<p>5.2.0 R1: Small – Scale Residential Zone</p> <p>Permitted Uses: The following principal uses and no others are permitted:</p> <p>(a) Small-Scale Residential Buildings.</p> <p>Subject to general provisions, the following accessory uses and no others are permitted:</p> <p>(b) Accessory Dwelling Units. (c) Home Occupation. (d) The keeping of not more than 2 boarders or lodgers within a dwelling unit. (e) Accessory buildings and structures. (f) Bed & Breakfast Accommodations.</p> <p>Subdivision Regulation:</p> <p>(g) The maximum floor area for an accessory building shall be 70m². (h) The maximum floor area for a dwelling unit shall be</p>
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<p>family dwelling shall be 230m².</p> <p>(b) The maximum floor area for an accessory building shall be 70m².</p> <p>(c) The maximum floor area for a dwelling unit shall be 700m² or an area equal to but not exceeding the lot area, whichever is less.</p> <p>Lot Coverage Not more than 50% of the site.</p> <p>Density (a) One Single Family Dwelling per lot, or; (b) One Two Family Dwelling per lot.</p> <p>Minimum Dimensions Required for Yards (a) 3.6 metres from the front property line. (b) 3.0 metres from the rear property line. (c) 1.2 metres from a side property line. (d) No part of an accessory building shall be closer to the rear property line than 0.3 metres where the building site abuts a public lane; and 1.2 metres where the rear property line abuts another parcel.</p> <p>Maximum Building Height (a) Principal building 9.0 metres. (b) Accessory building 3.6 metres.</p>	<p>700m² or an area equal to but not exceeding the lot area, whichever is less.</p> <p>(i) All accesses must connect to dedicated roadways designed and constructed to MMCD Standards as per the City of Prince Rupert Subdivision and Servicing bylaw.</p> <p>Lot Coverage Not more than 50% of the site.</p> <p>Density 4 units per lot, inclusive of principle and accessory dwelling units.</p> <p>Minimum Dimensions Required for Yards (j) 2 metres from the front property line. (k) 1.5 metres from the rear property line. (l) 1.2 metres from a side property line. (m) No part of an accessory building shall be closer to the rear property line than 0.3 metres where the building site abuts a public lane; and 1.2 metres where the rear property line abuts another parcel.</p> <p>Maximum Building Height (n) Principal building 11.0 metres or three storeys, whichever is smaller. (o) Accessory building 3.6 metres. (p) Accessory buildings that contain a dwelling unit over a garage 7.2 metres</p> <p>Access Requirements Primary access for all buildings containing a dwelling unit shall be constructed no farther than 30 m from an operational public street or laneway constructed to MMCD standards and must have a 1.5 m path to that street or laneway that is lighted and clear of obstructions;</p>
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CITY OF PRINCE RUPERT

CIVIC ADDRESS BYLAW NO. 3537, 2024

A bylaw regulating the orderly civic addressing of properties and appropriate naming of streets
within the City of Prince Rupert

WHEREAS section 39 of the Community Charter provides that a Council may assign names and numbers to a highway, assign numbers to buildings or structures and require owners or occupiers of real property to place assigned numbers in a conspicuous place on or near the property;

AND WHEREAS the Council of the City of Prince Rupert considers it desirable that a universal and unique civic addressing system be implemented within the City of Prince Rupert;

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

1. That the Schedule "A" – Civic Addressing Bylaw, attached to and forming part of this bylaw comes into force upon final consideration and adoption.
2. That this Bylaw may be cited a "CIVIC ADDRESS BYLAW NO. 3537, 2024"

READ FOR A FIRST TIME THIS ____ DAY OF _____, _____

READ FOR A SECOND TIME THIS ____ DAY OF _____, _____

READ FOR A THIRD TIME THIS ____ DAY OF _____, _____

FINALLY CONSIDERED AND ADOPTIS THIS ____ DAY OF _____, _____

MAYOR

CORPORATE OFFICER

CIVIC ADDRESSING BYLAW

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1. TITLE

This Bylaw may be cited as “**CIVIC ADDRESS BYLAW NO. 3537, 2024**”

2. INTERPRETATION

In this bylaw:

“**CIVIC ADDRESS**” means the address number, street name, and street type designated for a specific building, structure, or location by the City of Prince Rupert.

“**DWELLING UNIT**” means one or more rooms constituting a unit of living accommodation used or intended to be used for living and sleeping purposes and containing one kitchen

“**NAMED STREET**” means a street that is named and developed to MMCD Standards as outlined in the City of Prince Rupert’s Bylaws.

“**ACCESSORY DWELLING UNIT**” means attached or detached dwelling units that are additional and secondary to a principal residence on a residential property and are not able to be sold as a separate unit or constitute the primary land-use. For example, secondary suites or garden suites.

3. SCOPE

This Bylaw applies within the City of Prince Rupert.

4. DELEGATION

Council herein delegates the following to the City Manager, City Planner, Director of Operations, and the Building Inspector:

- a) The power to assign a civic address under this Bylaw.
- b) The power to amend a civic address under this Bylaw.

5. CIVIC ADDRESSING ASSIGNMENT

- a) Civic Addresses are assigned at the filing of an application for a building permit under the following:
 - i. Development of one or more principle or accessory dwelling units (ADU);
 - ii. Addition of dwelling unit;
 - iii. Development of a building requiring separate municipal servicing, in accordance with the City of Prince Rupert Utility Management Bylaws No. 3463 and No. 3464 as amended from time to time; and
 - iv. As required by current or emerging NG9-1-1 standards.
- b) No civic address shall be changed during the period between the filing of an application for a building permit and the issuance of an occupancy permit for that building, unless approved by a delegated authority, following guidelines in Section 6 of this bylaw.
- c) No civic address shall be changed for a lot between the time an application for a Plumbing, Sign, Driveway Access or Blasting Permit has been submitted and the time the permit is issued or denied.
- d) Civic addresses are assigned for locations without a building under the following circumstances and are exempt from Section 7: Address Display and Visibility requirement in this Bylaw:
 - i. Municipal park or greenspace that contains built structures such as swing sets or skateboard parks;
 - ii. Primary access points of Municipally owned or maintained trails; and
 - iii. As required by current or emerging NG9-1-1 standards.
- e) Civic addresses shall follow a logical, consistent pattern to enable ready access by emergency vehicles and provide for numbering of civic addresses in future subdivisions.
- f) The following guidelines shall be considered when assigning civic addressing:
 - i. Even civic address numbers are located on the east and south side of a named street, including cul-de-sacs and dead-end roads;
 - ii. Odd civic address numbers are located on the west and north side of a named street, including cul-de-sacs and dead-end roads;
 - iii. Civic address numbers increase from east to west on the West side of town (west of McBride Street), and increase from west to east on the East side of town (east of McBride Street);
 - iv. Civic address numbers will correlate to their relevant block;
 - v. In the case of diagonal or intersecting streets or irregular or diagonal blocks, address numbers shall be assigned to conform to the general numbering pattern in the Municipality, so that numbers shall conform to similar numbers on all parallel streets as far as possible; and

- vi. Civic Address numbers will be assigned in increments of four, as existing addressing allows, or in increments of eight for new development, to allow for increased building density in the future.
- g) The following guidelines shall be considered when assigning civic addressing to Small Scale Residential Dwellings:
- i. a single family dwelling is assigned a civic address based on the fronting street;
 - ii. a single family dwelling on a corner lot is addressed off the street to which the front door faces;
 - iii. for properties on which two (2) or more dwellings are permitted, each dwelling is assigned a separate civic address;
 - iv. for corner properties on which two (2) or more dwellings are permitted, each unit is addressed off the street to which the front door faces;
 - v. accessory dwelling units, including secondary suites and detached accessory dwellings are assigned an "A" or "B" suffix (i.e. 1651A, 1651B); and detached accessory units are assigned a "C" suffix (i.e. 1651C);
 - vi. an address change may be requested by the Owner or Developer for any property at the owners cost, as set out in this Bylaw.
 - vii. reuse of existing addresses is avoided where possible; and
 - viii. discretion may be used when addressing a dwelling without a clear street frontage or front door location.
- h) The following guidelines must be considered when assigning Multi-Family and Commercial/ Industrial/ Institutional Addressing:
- i. each building on a multi family residential property is addressed separately and unit numbers are assigned for individual suites or units in each building. For multi-level buildings the unit numbers will match the floor number (i.e. 101, 201, 301 for floor 1, 2, 3);
 - ii. row houses are given separate civic addresses for each unit;
 - iii. each building on commercial/industrial/institutional property is addressed separately and unit numbers are assigned for individual suites or units in each building. To leave available numbers for future consolidations or divisions of existing units on the single site, numbers assigned are 10 numbers apart (i.e. 110, 120, 130). Consolidations or divisions are assigned new numbers in existing sequence (i.e.: 110 plus 120 result in new unit number 115. Division of unit 110 will create additional unit number 105);
 - iv. civic addresses are assigned based on building location, as many multi-family, commercial, industrial and institutional developments have shared driveways and possibly alternate access;
 - v. civic addresses for each building are off the street to which the primary driveway serves the particular building;

- vi. where applicable, the Developer may provide unit numbers or work with the Development Services Department to determine most appropriate number assignments;
- vii. reuse of existing unit numbers and addresses are avoided where possible; and
- viii. discretion may be used when addressing a building where its frontage is in a different location from its main access.

6. CIVIC ADDRESSING CHANGES

- a. Civic address change requests must be submitted by the Owner or Developer through the Development Services Department for approval, as follows:
 - i. a written request is submitted to the Development Services Department, including:
 - a brief, but complete, explanation of the reasons for the proposed change; and
 - where the new address number and unit number(s) fit within the existing addressing framework of the street or building.
 - ii. the proposed address change is circulated to the appropriate City departments for information purposes; and
- b. Consideration will be given to changing civic addresses in the following instances:
 - i. where a residential dwelling or other building is on a corner lot and faces a different street than what it is currently addressed;
 - ii. where an owner objects to the existing civic address number for cultural reasons;
 - iii. in the case of a subdivision or redevelopment where there is a need to accommodate additional civic addresses.
- c. The applicant for a civic address change must pay the prescribed fee in this Bylaw.
- d. The City assumes no responsibility for:
 - i. the costs associated with any change to a civic address;
 - ii. the notification of any person or organization that a change of address has occurred; nor
 - iii. losses, damages or claims arising for any reason from a change of civic address.
- e. In the case where the subdivision or development of land triggers the change of a civic address for property(ies) not involved in the subdivision or development, all costs arising from the change of civic addresses shall be at the expense of the proponent.

- f. As errors in existing civic addressing are identified, they will be noted by the Development Services Department and re-aligned to follow this bylaw, as the opportunity arises, following the process set out above.
7. CIVIC ADDRESS NUMBER DISPLAY AND VISIBILITY
 - a) Every Owner or Developer of a building which is assigned a civic address, including accessory dwellings, must supply and affix, or cause to be affixed, the assigned civic address number in a conspicuous place on the building or display it elsewhere on the property where it can easily be seen from the property line on the fronting street;
 - b) Where an individual Building Unit entry having an exterior entry is not visible from the fronting street, the Owner or Developer must erect directional signage indicating the direction that unit is located on the building or property in a location clearly visible from the property line on the fronting street.
 - c) For buildings with internal units, the Owner or Developer must place unit numbers on each unit door way or in close proximity to the door.
 - d) Civic addresses must be displayed as Arabic numerals; not text or roman numerals;
 - e) Civic address numbers shall be displayed with a contrasting background and be clearly visible from the property line both day and night and in all weather conditions; and
 - f) Address numbers displayed shall be no less than 100 mm (4") in height.
8. NO ALTERATION WITHOUT PERMIT
 - a. No person shall alter, renumber or change any civic address without first receiving permission from a delegated authority pursuant to this bylaw.
9. PENALTIES
 - a. Every person who contravenes or violates any provision of this bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this bylaw, commits an offence and, where the offence is a continuing one, each day the offence continues shall be a separate offence.
 - b. A person found guilty of committing an offence under this bylaw is liable a ticket is issued under the City of Prince Rupert Ticket Information Bylaw as amended from time to time to pay a maximum fine established under that Bylaw.



CITY OF PRINCE RUPERT

ZONING AMENDMENT BYLAW NO. 3539, 2024

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;

WHEREAS the Province of British Columbia introduced amendments to the Local Government Act concerning density and obligating compliance by the City of Prince Rupert;
AND,

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

1. Amend the City of Prince Rupert Zoning Bylaw No. 3462, 2021 "Schedule A" Sections 10: Parking in accordance with Attachment 1, attached hereto and forming a part of this Zoning Bylaw Amendment No. 3539, 2024.
2. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3539, 2024

READ A FIRST TIME this _____ day of _____, 2024.

READ A SECOND TIME this _____ day of _____, 2024.

READ A THIRD TIME this _____ day of _____, 2024.

MAYOR

CORPORATE OFFICER

Amend Section 10.2.1 for uses related to residential parking as shown below:

10.2.1 City-Wide Requirements

Table 1 Amended Residential Parking Requirements

Use:	Parking Standard:
Residential	
Single Family	1.0 space per dwelling unit
Duplex	0.75 space per dwelling unit
Houseplex	0.5 space per dwelling unit
Multi-Family (over 5 units)	1.0 space per dwelling unit
Accessory Dwelling Unit	0.25 space per dwelling unit
Senior Citizens Housing	0.25 space per 1 living units
Student Housing	0.25 spaces per bedroom