

REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, July 22, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

- 1. CALL TO ORDER
- 2. INTRODUCTION OF LATE ITEMS
- 3. APPROVAL OF AGENDA

Recommendation:

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

- 4. RESOLUTIONS AND/OR RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE
- 5. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS
- 6. CONSENT AGENDA
 - a) Council minutes for approval
 - i. Minutes of the Regular Meeting of June 24, 2024;
 - ii. Minutes of the Committee of the Whole Meeting of June 24, 2024;
 - iii. Minutes of the Special Regular Meeting of May 22, 2024;

b) Reports for receipt

- iv. Request for letter of support for the NCHIS for MRI;
- v. Request for letter of support for Sweat Rebel;
- vi. Report from the Chief Financial Officer Re: May 2024 Financial Variance:
- vii. Report from the Planning Re: June 2024 Development Activity;
- viii. Report from the Fire Chief Re: June 2024 Monthly Fire / Rescue information;

c) Correspondence for receipt

- ix. Thank you Letter from Lester Centre of the Arts:
- x. BC Wildfire Service Re: Provincial Wildfire Update;
- xi. Request for Proclamation National Drowning Prevention Week;
- xii. Thank you letter from Hope Air.

Recommendation:

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

7. REPORTS

a) Report from the Director of Corporate & Legislative Services Re: Liquor License Amendment, Patron Participation Entertainment Endorsement Application, for the Crest Hotel.

Recommenation:

THAT support the Patron Participation Entertainment Endorsement Application for the Crest Hotel as requested.

b) Report from the Chief Financial Re: Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 3547, 2024.

Recommendation:

THAT Council consider the Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 3547, 2024.

c) Report from Planning Re: DVP-24-05 for 412 – 4th Avenue East.

Recommendation:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-05 for 412 – 4th Avenue East.

d) Report from Planning Re: DVP-24-06 for 836 – 3rd Avenue West.

Recommendation:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-06 for 836 – 3rd Avenue West.

e) Report from Director of Operations & Intergovernmental Relations Re: RFQ PW24-053 Capital Paving Award.

Recommendation:

THAT Council Awards RFQ PW24-053 CAPITAL PAVING to Adventure Paving/Terus Construction.

f) Report from Director of Corporate & Legislative Services Re: Remedial Action Order updates.

Recommendation:

THAT Council receive this report for information purposes.

g) Report from Director of Corporate & Legislative Services Re: Remedial Action Order for 1614 Sloan Avenue.

Recommendation:

THAT Council direct Staff to proceed with a Remedial Action Order section 73 of the *Community Charter* whereby the City of Prince Rupert will proceed with the building removal located at 1614 Sloan Avenue, legally known as Lot 94, District Lot 1992, Range 5, Coast District Plan 5478, PID: 010-453-989 (the "Property"), with the costs of removal placed on the property taxes for the said property;

AND THAT Council direct Staff to provide notice to the Property owner in accordance with section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14-days of the notice, provided for under section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14-days of the notice provided, Staff are directed to proceed with the Remedial Action Orders immediately, as requested.

h) Report from Director of Corporate & Legislative Services Re: Remedial Action Order for 232 – 3rd Avenue West.

Recommendation:

THAT Council direct Staff to proceed with a Remedial Action Order section 74 of the *Community Charter* whereby the City of Prince Rupert will proceed with the building clean-up and repair located at 232 – 3rd Avenue West, legally known as PID: 014-772-116, Lot 20, Block 19, Section 1, District Lot 251, Range 5, Coast District Plan 923 (the "Property"), with the costs of clean-up and repair placed on the property taxes for the said property;

AND THAT Council direct Staff to provide notice to the Property owner in accordance with section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14-days of the notice, provided for under section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14-days of the notice provided, Staff are directed to proceed with the Remedial Action Orders immediately, as requested.

8. BYLAWS

a) City of Prince Rupert Official Community Plan Amendment Bylaw No. 3541, 2024.

Recommendation:

THAT Council give Third Reading to the Official Community Plan Amendment Bylaw No. 3541, 2024.

b) City of Prince Rupert Officers Bylaw No. 3544, 2024

Recommendation:

THAT Council give Fourth & Final Reading to the City of Prince Rupert Officers Bylaw no. 3544, 2024.

c) City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024

Recommendation

THAT the City of Prince Rupert give Fourth & Final Reading to the City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024.

d) Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 3547, 2024.

Recommendation:

THAT Council introduce and give First, Second and Third Readings to the Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 3547, 2024.

9. COUNCIL ROUND TABLE

10. ADJOURNMENT



MINUTES

For the **REGULAR MEETING** of Council to be held on Monday, June 24, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond

Councillor W. Niesh Councillor G. Randhawa Councillor B. Cunningham

Councillor N. Adey Councillor T. Forster

Councillor R. Skelton-Morven (Remote)

STAFF: R. Buchan, City Manager (Remote)

R. Miller, Director of Corporate & Legislative Services

C. Bomben, Chief Financial Officer

M. Pope, Director of Development Services (Remote)

R. Paras, Planner

N. Beauregard, Director of Recreation & Community Services R. Pucci, Director of Operations & Intergovernmental Relations

(Remote)

V. Stewart, Manager of Communications, Engagement & Social

Development

J. Beckwith, Fire Chief

1. CALL TO ORDER

The Mayor called the regular meeting to order at 8:15 pm.

2. INTRODUCTION OF LATE ITEMS

- 8. g) Report from the Fire Chief Re: Pilot Project Emergency Decon/Rehab/Transport Vehicle;
- 9. a) City of Prince Rupert Official Community Plan Amendment Bylaw No. 3527, 2024 (Waterfront); and,
- 9. i) City of Prince Rupert Zoning Amendment Bylaw No. 3478, 2021 (McKay Street);
- 9. j) City of Prince Rupert Zoning Amendment Bylaw No. 3540, 2024 (Parking for lots 21-28);

(City of Prince Rupert Bylaw No. 3527, 2024 must be considered prior to the City of Prince Rupert Rezoning Amendment Bylaw No. 3528, 2024. As

such, Bylaw No. 3527 will be the new "a" with all other bylaws will slide down one letter.

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council adopt late items 8. g), 9. a), 9. i), and 9. j) to the agenda as presented.

CARRIED

3. APPROVAL OF AGENDA

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the Agenda for the Regular Council Meeting of June 24, 2024 be adopted as presented and amended.

CARRIED

4. PRESENTATION

a) Presentation from M. Kulkhan Re: Lax Kw'Alaams Housing Project.
 S.White – Lax K'walaams Housing Chair, D. Simplson, D. Imada

5. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

6. CONSENT AGENDA

a) Council minutes

- i. Minutes of the Regular Meeting of May 27, 2024;
- ii. Minutes of the Committee of the Whole Meeting of May 27, 2024;
- iii. Mintues of the Public Hearing of May 22, 2024;
- iv. Minutes of the Public Hearing of May 27, 2024;

b) Reports

- i. Report from the Director of Recreation and Community Services Re: Recreation and Community Services Update;
- ii. Report from the Director of Operations & Intergovernmental Relations Re: Prince Rupert Major Project Update;
- iii. Report from the Chief Financial Officer Re: April 2024 Financial Budget Variance Report;
- iv. Report from the Fire Chief Re: Monthly Fire / Rescue Report May 2024;

c) Correspondence

- i. City of Kamloops Re: Support for Downloading Costs on Municipalities;
- ii. Letter from Dodge Cove Improvement District to DP World regarding noise generated by the Fairview Container Port;
- iii. Letter from the City of Campbell River to Minister Bruce Ralston regarding the state of foresty in BC; and,
- iv. Letter from the City of Prince George to Minister Anne Kang regarding the proposed changes to the tax sale process.

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

CARRIED

7. RESOLUTIONS FROM THE COMMITTEE OF THE WHOLE

MOVED by Councillor Forster and seconed by Councillor Adey THAT Council adopt City of Prince Rupert Corporate (Council) Policies GOV 19, 20, 21, 22, 23 and 25.

CARRIED

8. REPORTS

a) Report from the Chief Financial Re: 2023 Statement of Financial Information (SOFI).

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT Council approves the 2023 Statement of Financial Information as presented.

CARRIED

 Report from the Director of Operations & Intergovernmental Relations Re: Heart-Shaped Selfie Art – Installation on the Breakwater.
 Recommendation:

MOVED by Councillor Forster and seconded by Councillor CunninghamTHAT Council receives this Report and directs staff to install the Heart-shaped Selfie Art Installation on the Cow Bay Marina Breakwater.

CARRIED

c) Report from the Manager of Communications, Engagement, and Social Development Re: Adoption of the 2023 Annual Municipal Report.

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT following the opportunity for public comment at the Committee of the Whole, Council receive the 2023 Annual Report, inclusive of the previously-approved audited Financial Statements, as presented.

CARRIED

d) Report from the Manager of Communications, Engagement, Social Development and Director of Planning and Development Services Re: Presentation of Completed Social Development Assessment Report.

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council receive and approve the attached Social Development Assessment.

CARRIED

e) Report from Planning Re: Official Community Plan Amendment Bylaw No. 3541, 2024.

Recommendation:

THAT Council consider the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3541, 2024.

Report e) was skipped during the Council Meeting on June 24, 2024. This report will be placed on the Agenda for the Council Meeting on July 22, 2024, or there will be a Special Regular meeting held before then to address it.

f) Report from Planning Re: Official Community Plan Amendment Bylaw No. 3542, 2024 and Rezoning Amendment Bylaw No. 3543, 2024.

MOVED by Councillor Forster and seconded by Councillor Cunningham THAT Council consider the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024 and the City of Prince Rupert Rezoning Amendment Bylaw No. 3543, 2024.

CARRIED

g) Report from the Fire Chief Re: Pilot Project – Emergency Decon/Rehab/Transport Vehicle.

MOVED by Councillor Randhawa and seconded by Councillor Forster THAT Council support a pilot project through the purchase of a used transport vehicle (up to \$50k) for decontamination/rehabilitation/transportation use at emergency incidents.

CARRIED

9. BYLAWS

a) City of Prince Rupert Official Community Plan Amendment Bylaw No. 3527, 2024 (Waterfront)

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council give Fourth & Final Reading to the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3527, 2024

CARRIED

b) City of Prince Rupert Zoning Amendment Bylaw No. 3528, 2023

MOVED by Councillor Randhawa and seconded by Councillor Forster THAT Council give fourth and final reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3528, 2023.

CARRIED

c) City of Prince Rupert Zoning Amendment Bylaw No. 3538, 2024

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council give fourth and final reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3538, 2024.

CARRIED

d) City of Prince Rupert Official Community Plan Amendment Bylaw No. 3541, 2024.

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council give First and Second Readings to the Official Community Plan Amendment Bylaw No. 3541, 2024;

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

AND THAT Council direct staff to proceed to Public Hearing.

CARRIED

e) City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024.

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT Council give First and Second Readings to the City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024;

AND THAT Council consider City of Prince Rupert Official Community Plan Amendment Bylaw No. 3542, 2024, in conjunction with its financial plan and any liquid waste management plans in effect;

AND THAT Council proceed to the Public Hearing.

CARRIED

f) City of Prince Rupert's Zoning Bylaw Amendment Bylaw No. 3543, 2024.

MOVED by Councillor Niesh and seconded by Councillor Forster THAT Council give First and Second Readings to the City of Prince Rupert's Zoning Bylaw Amendment No. 3543, 2024;

AND THAT Council proceed to the Public Hearing.

CARRIED

g) City of Prince Rupert Officers Bylaw No. 3544, 2024.

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT

Council give First, Second and Third Readings to the City of Prince Rupert Officers Bylaw No. 3544, 2024.

CARRIED

h) City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT Council give First, Second and Third Readings to the City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024.

CARRIED

i) City of Prince Rupert Zoning Amendment Bylaw No. 3478, 2021 (McKay Street)

MOVED by Councillor Skelton-Morven and seconded by Councillor Adey THAT Council give Fourth & Final Reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3478, 2021.

CARRIED

j) City of Prince Rupert Zoning Amendment Bylaw No. 3540, 2024 (Parking for lots 21-28)

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council give Fourth & Final Reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3540, 2024.

CARRIED

10. COUNCIL ROUND TABLE

11. ADJOURNMENT

MOVED by Councillor Forster and seconded by Councillor Adey THAT the meeting be adjourned at 9:31 pm.

	s adjourned at 0.01 pm
CARRIED	
Confirmed:	
MAYOR	
Certified Correct:	
CORPORATE OFFICER	



COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, June 24, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond

Councillor W. Niesh Councillor G. Randhawa Councillor B. Cunningham

Councillor N. Adey Councillor T. Forster

Councillor R. Skelton-Morven (Remote)

STAFF: R. Buchan, City Manager (Remote)

R. Miller, Director of Corporate & Legislative Services

C. Bomben, Chief Financial Officer

M. Pope, Director of Development Services (Remote)

R. Paras, Planner

N. Beauregard, Director of Recreation & Community Services R. Pucci, Director of Operations & Intergovernmental Relations

(Remote)

V. Stewart, Manager of Communications, Engagement & Social

Development

J. Beckwith. Fire Chief

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Agenda for the Committee of the Whole Meeting of Monday, June 24, 2024, be adopted as circulated.

CARRIED

3. PETITIONS & DELEGATIONS

- I. Presentation from the Manager of Communications, Engagement, and Social Development Re: 2023 Annual Report.
- II. Presentation from Anne Burrill and Will Volpe of Urban Matters Re: Prince Rupert Social Development Assessment.

III. Presentation from the Prince Rupert Cricket Club.

4. REPORTS

a. Report from the Director of Corporate & Legislative Services/Corporate Officer Re: City of Prince Rupert Governance (Corporate) Policies:

MOVED by Councillor Forster and Seconded by Councillor Randhawa THAT Council approve the following City of Prince Rupert Policies:

- 1. GOV-19-2023 Administrative Fairness;
- 2. GOV-20-2023 Vending Sales from Public Property;
- 3. GOV-21-2023 Council Policy for Consideration of Cannabis Retail Applications;
- 4. GOV-22-2023 Insurance Settlements of Small Claims;
- 5. GOV-23-2023 Insurance Liability Coverage Third Party; and
- 6. GOV-25-2023 Purchasing Policy.

CARRIED

- 5. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL
- 6. ADJOURMENT to Regular Council Meeting

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the meeting be adjourned at 8:14 pm.

CARRIED

Confirmed:
 MAYOR
Certified Correct:
 CORPORATE OFFICER



MINUTES

For the **SPECIAL REGULAR MEETING** of Council to be held on May 22, 2024, at 5:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond

Councillor W. Niesh
Councillor G. Randhawa
Councillor B. Cunningham

Councillor N. Adey Councillor T. Forster

Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager

R. Miller, Director of Corporate & Legislative Services / Corp. Officer

M. Pope, Director of Development Services & City Planner R. Pucci, Director of Operations & Intergovernmental Relations

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

5.c) Report from the Director of Operations & Intergovernmental Relations Re: Award for ITT 24-009: Prince Rupert Landfill Phase 1 Closure.

3. APPROVAL OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Forster THAT the Agenda for the Special Regular Council Meeting of May 22, 2024, be adopted as presented.

CARRIED

- 4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS
- 5. RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE

6. 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. MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT Council proceed with consideration.

CARRIED

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

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT Council proceed with consideration.

CARRIED

c) Report from the Director of Operations & Intergovernmental Relations Re: Award for ITT 24-009: Prince Rupert Landfill Phase 1 Closure.

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council Award the City of Prince Rupert ITT 24-009: Prince Rupert Landfill Phase 1 Closure to West Horizon Contracting Inc.

CARRIED

7. BYLAWS

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

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council gives Third Reading to the City of Prince Rupert Rezoning Amendment Bylaw No. 3531, 2024.

CARRIED

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

MOVED by Councillor Randhawa and seconded by Councillor Forster 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.

CARRIED

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

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council gives Fourth & Final Reading to the City of Prince Development Procedures Bylaw No. 3533, 2024.

CARRIED

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

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT Council gives Fourth & Final Reading to the City of Prince Rupert Municipal Ticketing Information Amendment Bylaw No. 3534, 2024.

CARRIED

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

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council gives Third Reading to the City of Prince Rupert Rezoning Amendment Bylaw No. 3535, 2024.

CARRIED

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

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council introduces and gives First, Second, and Third Readings to the City of Prince Rupert Zoning Amendment Bylaw 3536, 2024.

CARRIED

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

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council introduces and gives First, Second, and Third Readings to the City of Prince Rupert Civic Address Bylaw No. 3537, 2024.

CARRIED

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

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council introduces and gives First, Second, and Third Readings to the City of Prince Rupert Zoning Amendment Bylaw No. 3539, 2024.

CARRIED

8. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

9. ADJOURNMENT

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the meeting be adjourned at 7: 28 p.m.

CARRIED Confirmed:
MAYOR Certified Correct:
DIRECTOR OF CORPORATE & LEGISLATIVE SERVICES/ CORP. OFFICER

The North Coast Health Improvement Society (NCHIS) has requested a letter of support for an MRI machine to be installed in Prince Rupert. This installation would help to reduce the difficulties and challenges many residents face when accessing this vital piece of medical equipment which currently requires our residents to travel to other hospitals.

It is Staff's understanding that letters of support, along with a significant financial pledge of \$1M, has come from both the Lax Kw'alaams Band and Metlakatla Band, and is being coordinated through the NCHIS.

This pledge is expected to be just the start of local fundraising, and is expected to encourage more partners on the North Coast to step forward with further donations and urge Northern Health to consider the importance of this equipment and reducing travel for our communities, both Indigenous and non-Indigenous, and all the people of this area

Sweat Rebel, a sub-tenant of the Prince Rupert Racquets Association, has requested a letter of support to apply for funding for the purposes of a shared office and training space for the upstairs portion of the Racquet Centre. The Racquet Centre is a building owned by the City of Prince Rupert. A draft letter has been included for your consideration.

Re: Letter of Support – Prince Rupert Racquet Centre Expansion

As owners of the building, the City of Prince Rupert is pleased to offer our support for Sweat Rebel to pursue their vision to apply for funding for the purposes of building a shared office and training space in the upstairs portion of the Prince Rupert Racquets Association.

As a community that experiences an annual rainfall of 2530 mm (100 in), we know there is a need for increased indoor fitness space. We also acknowledge there is a need for quieter areas for beginners and older adults to pursue physical activity in a studio setting. Physical literacy has health benefits for all populations and contributes to overall durability, socialization and wellbeing. Physical literacy is the gateway to be active for life and leads to lifelong independence and mobility.

As a local small business, that is a registered Métis First Nation business and incorporated since October 2022, we are excited for your expansion. We understand that you have built a strong relationship with the existing lease holder, Prince Rupert Racquets Association, to deliver a sport and fitness complex that serves our schools and community.

We thank you for your dedication to our community. This initiative supports Council's Strategic Plan as it fosters local economic, social, cultural and environmental well-being, as well as, increases recreation opportunities for our residents in our community.



REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 22, 2024

TO: Robert Buchan, City Manager

FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: MAY 2024 FINANCIAL VARIANCE REPORT

THAT Council receive this report for information purposes.

REASON FOR REPORT:

RECOMMENDATION:

This report is to apprise Council of the City's current financial experience versus the approved budget for the period ending May 31, 2024.

OPERATING BUDGET

Overall, operating revenues and expenses are on track with the overall budget with no significant variances to report by this time in the fiscal year.

UTILITIES BUDGET

Utilities revenues and expenses are also in line with the budget.

CAPITAL & SPECIAL PROJECTS

The RCMP building is the largest project approaching final completion this year. This project remains on budget. Other approved major projects were rolling out as contracts are signed.

LINK TO STRATEGIC PLAN

Supports the City's overall strategic goals.

Report Prepared By:	Report Reviewed By:
Corinne Bomben Chief Financial Officer	Robert Buchan, City Manager

Originally signed available on request

Attachments:

- Department Variance Report;
- Utilities Variance Report;Capital Purchases and Capital Works Report

CITY OF PRINCE RUPERT- GENERAL OPERATING FUND	YTD 2023	YTD 2024	2024	Budgeted	
Budget Variance for Period Ending May 2024	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
REVENUES					
Airport Ferry	382,696	420,426	1,180,000	(759,574)	(64.37)
Bylaw Enforcement	48,597	46,378	151,000	(104,622)	(69.29)
Cemetery	43,377	59,706	139,000	(79,294)	(57.05)
Civic Properties	68,247	105,651	252,000	(146,349)	(58.08)
Corporate Administration	_	8,500	84,000	(75,500)	(89.88)
Cow Bay Marina	125,207	214,732	455,000	(240,268)	(52.81)
Development Services	257,834	264,859	303,000	(38,141)	(12.59)
Economic Development	25,000	-	70,000	(70,000)	(100.00)
Fire 911 Services	33,906	31,073	79,000	(47,927)	(60.67)
Fire Protective Services	7,652	915	5,000	(4,085)	(81.70)
FD Emergency Measures	-	3,030	-	3,030	-
Finance	7,178	6,440	15,000	(8,560)	(57.07)
Fiscal Revenues	8,029,964	4,167,461	10,554,000	(6,386,539)	(60.51)
Information Technology	-	-	1,000	(1,000)	(100.00)
Parks	910	_	-,,555	(1,000)	(.00.00)
PW Engineering	1,646	2,620	5,000	(2,380)	(47.60)
PW Common Costs	20,648	30,470	70,000	(39,530)	(56.47)
RCMP	53,026	54,741	147,000	(92,259)	(62.76)
Rec - Arena	127,191	124,173	261,000	(136,827)	(52.42)
Rec - Civic Centre	169,450	190,968	362,000	(171,032)	(47.25)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	241,419	228,066	523,000	(294,934)	(56.39)
Transit	95,882	107,587	201,000	(93,413)	(46.47)
Victim Services	34,709	43,990	113,000	(69,010)	(61.07)
Watson Island	-	-	400,000	(400,000)	(100.00)
Subtotal	9,774,539	6,111,786	15,373,000	(9,261,214)	(60.24)
Property Taxes	25,999,410	28,450,805	28,459,000	(8,195)	(0.03)
Total Operating Revenues	35,773,949	34,562,591	43,832,000	(9,269,409)	(21.15)
PR Legacy Inc Contributions- Capital Works	-	28,534	178,000	(149,466)	(83.97)
PR Legacy Inc Contributions- Capital Purchases	42,255	54,720	837,000	(782,280)	(93.46)
Conditional Project Grants- Capital Purchases Appropriated Reserves- Capital Works	176,173	416,772	11,268,000 2,105,000	(10,851,228) (2,105,000)	(96.30) (100.00)
	2 633 096	E96 E24		(3,265,479)	
Appropriated Reserves- Capital Purchases Community Works Fund (Gas Tax)- Capital Purchases	2,633,086	586,521	3,852,000	, , ,	(84.77)
	-	143,830	321,000	(177,170)	(55.19)
Appropriated Surplus- Capital Purchase	-	6,334	195,000	(188,666)	(96.75)
Appropriated Surplus- Capital Works	- 50.040	47.400	35,000	(35,000)	(100.00)
PR Legacy Inc Contributions- Special Projects	56,643	17,103	188,000	(170,897)	(90.90)
Appropriated Surplus- Special Projects	48,288	3,780	80,000	(76,220)	(95.28)
Condition Project Grants- Special Projects	60,051	108,692	694,000	(585,308)	(84.34)
Loans from MFA- Capital Purchases	1,451,343	6,437,040	15,620,000	(9,182,960)	(58.79)
Total Capital Revenues	4,467,839	7,803,326	35,373,000	(27,569,674)	(77.94)
Total General Operating Fund Revenues	40,241,788	42,365,917	79,205,000	(36,839,083)	(46.51)

CITY OF PRINCE RUPERT- GENERAL OPERATING FUND	YTD 2023	YTD 2024	2024	Budgeted	
Budget Variance for Period Ending May 2024	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
EXPENDITURES					
Airport Ferry	984,308	910,058	2,375,000	1,464,942	61.68
Bylaw Enforcement	111,183	136,504	476,000	339,496	71.32
Cemetery	71,058	43,329	323,000	279,671	86.59
Civic Properties	240,823	283,355	564,000	280,645	49.76
Corporate Administration	473,527	485,776	1,153,000	667,224	57.87
Cow Bay Marina	172,936	190,719	450,000	259,281	57.62
Development Services	359,713	400,663	1,193,000	792,337	66.42
Economic Development	104,609	122,534	254,000	131,466	51.76
FD 911 Services	244,280	274,555	675,000	400,445	59.33
FD Fire Protective Services	2,133,275	2,241,551	5,578,000	3,336,449	59.81
FD Emergency Measures	13,368	16,671	31,000	14,329	46.22
Finance	497,188	581,499	1,362,000	780,501	57.31
Finance Cost Allocation	(470,000)	(471,000)	(471,000)	-	
Fiscal Expenses	894,349	1,254,154	3,666,000	2,411,846	65.79
Governance	184,655	157,217	432,000	274,783	63.61
Grants in Aid to Community Partners	1,463,043	1,567,406	1,889,000	321,594	17.02
Human Resources	156,481	197,031	488,000	290,969	59.62
Information Technology	325,399	379,348	805,000	425,652	52.88
Parks	331,431	326,904	1,323,000	996,096	75.29
PW Engineering	263,987	319,241	847,000	527,759	62.31
PW Common Cost	2,160,179	2,480,924	5,493,000	3,012,076	54.83
Allocation of PW Common Cost	(1,622,747)	(1,972,970)	(5,351,000)	(3,378,030)	63.13
PW Vehicles	543,529	552,778	1,778,000	1,225,222	68.91
Allocation of PW Vehicles	(586,997)	(741,629)	(1,778,000)	(1,036,371)	58.29
RCMP	2,869,244	3,103,737	7,355,000	4,251,263	57.80
Rec. Centre- Arena	198,597	214,328	582,000	367,672	63.17
Rec. Centre- Civic Centre	802,401	852,079	2,131,000	1,278,921	60.02
Rec. Centre- Community Services	497	338	4,000	3,662	91.55
Rec. Centre- Pool	613,133	617,559	1,550,000	932,441	60.16
Roads	1,326,841	951,607	2,534,000	1,582,393	62.45
Transit	305,244	266,576	854,000	587,424	68.79
Victim Services	60,095	77,281	222,000	144,719	65.19
Watson Island	117,681	73,264	400,000	326,736	81.68
Transfer to Reserves (Interest, RCMP Loan)	4,356,314	-	535,000	535,000	100.00
Transfer to General Capital Reserves	-	188,851	2,245,000	2,056,149	91.59
Total Operating Expenses	19,699,624	16,082,238	41,967,000	25,884,762	61.68
Provision for Special Projects	146,139	129,575	987,000	857,425	86.87
Provision for Capital Purchases	4,299,447	8,112,461	32,833,000	24,720,539	75.29
Provision for Capital Works	900	119,234	3,418,000	3,298,766	96.51
Total Capital Expenses Total Operating Fund Expensitures	4,446,486 24,146,110	8,361,270 24,443,508	37,238,000 79,205,000	28,876,730 54,761,492	258.68 320.35

CITY OF PRINCE RUEPRT- UTILITY OPERATING FUND	YTD 2023	YTD 2024	2024	Budgeted	
Budget Variance for Period Ending May 2024	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
Sanitary and Storm Sewer					
Operating Revenue	2,378,163	2,420,542	2,872,000	(451,458)	(15.72)
Grants	-	-	8,300,000	(8,300,000)	(100.00)
Appropriated Surplus- Cap Works	519,522	728,826	3,163,000	(2,434,174)	(76.96)
Loans from MFA	-	-	6,400,000	(6,400,000)	(100.00)
Funding from Reserves	313,818	11,361	150,000	(138,639)	(92.43)
Capital Works	(1,590,810)	(773,537)	(19,313,000)	18,539,463	95.99
Revenue for operations	1,620,693	2,387,192	1,572,000	815,192	51.86
Operating Expenditure	509,910	551,272	1,572,000	1,020,728	64.93
Surplus /(Deficit)	1,110,783	1,835,920	-	1,835,920	-
Water					
Operating Revenue	3,157,817	4,015,945	4,328,000	(312,055)	(7.21)
PR Legacy Inc contributions	216,902	214,910	1,159,000	(944,090)	(81.46)
Grants- Capital Works	288,314	1,201,316	28,000,000	(26,798,684)	(95.71)
Funding from P R Legacy Inc - Cap Works	113,918	2,136	500,000	(497,864)	(99.57)
Loans from MFA	_	_	2,000,000	(2,000,000)	(100.00)
Funding from Reserves	822,420	500,920	4,590,000	(4,089,080)	(89.09)
Capital Purchases	_	_	(190,000)	190,000	(100.00)
Capital Works	(1,375,412)	(2,517,638)	(35,900,000)	33,382,362	(92.99)
Net Revenue	3,223,959	3,417,589	4,487,000	(1,069,411)	(23.83)
Operating Expenditure	1,073,536	1,457,479	4,487,000	3,029,521	67.52
Surplus/(Deficit)	2,150,423	1,960,110	-	1,960,110	-
Solid Waste					
Operating Revenue	7,306,659	3,356,025	4,792,000	(1,435,975)	(29.97)
Appropriated Surplus- Cap Works	-	<u>-</u>	300,000	(300,000)	100.00
Funding from Accruals- Cap Works	21,147	199,663	2,880,000	(2,680,337)	100.00
Funding from Long Term Loan MFA	741,736	-	-	-	100.00
Funding from Reserves	_	_	2,260,000	(2,260,000)	100.00
Community Works Fund (Gas Tax)	-	-	1,000,000	(1,000,000)	100.00
Capital Purchases	(761,736)	_	(310,000)	310,000	100.00
Capital Works	(40,489)	(200,386)	(6,175,000)	5,974,614	(96.75)
Revenue for operations	7,267,317	3,355,302	4,747,000	(1,391,698)	(29.32)
Appropriated Surplus for Rate Stabilization	-	1,029,000	1,029,000	-	-
Operating Expenditure	2,042,049	2,009,128	5,776,000	3,766,872	65.22
Surplus /(Deficit)	5,225,268	2,375,174	-	2,375,174	-

CITY OF PRINCE RUPERT- CAPITAL PURCHASES Budget Variance for Period Ending May 2024	Budget \$	Actual \$	Variance \$
Special Projects	987,000	129,575	857,425
Waterfront Landing	10,000,000	416,772	9,583,228
Ferry Refit	1,470,000	569,711	900,289
Recreation	147,000	5,100	141,900
RCMP Bulding	17,100,000	6,277,312	10,822,688
Civic Properties	1,816,000	168,124	1,647,876
Fire Department & 911	1,157,000	521,514	635,486
Land Acquisition	250,000	-	250,000
Watson Island	250,000	54,720	195,280
Public Works	275,000	99,208	175,792
Transit	168,000	-	168,000
Water Utility	190,000	-	190,000
Solid Waste Utility	310,000	-	310,000
Total	34,120,000	8,242,036	25,877,964

CITY OF PRINCE RUPERT- CAPITAL WORKS Budget Variance for Period Ending May 2024	Budget \$	Actual \$	Variance \$
General Operating	3,418,000	119,234	3,298,766
Water Utility	35,900,000	2,517,638	33,382,362
Sewer Utility	19,313,000	773,537	18,539,463
Solid Waste Utility	6,175,000	200,386	5,974,614
Total	64,806,000	3,610,795	61,195,205



REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 22nd, 2024

TO: Robert Buchan, City Manager **FROM:** Rodolfo Paras, Urban Planner I

SUBJECT: DEVELOPMENT ACTIVITY REPORT JUNE, 2024.

RECOMMENDATION

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

REASON FOR REPORT:

This report summarizes development application activity in the City of Prince Rupert for June 2024. This report is intended to inform the Council on applications that have been received and their status to date.

Report Prepared By:	Report Reviewed By:
Rodolfo Paras, Urban Planner I	Robert Buchan, City Manager

Originally signed available on request

Attachments:

1. Development Activity Report

	Development Activity Report – June 2024							
	Planning and Zoning							
File No.	Location	Proposal Description	Date Received	Status	Date of Decision			
ZBLA-21- 01	712-714 McKay Street	Application to rezone from R2 to RM2.	April 7, 2021	Approved	June 24 th , 2024.			
ZBLA-23 - 03	Waterfront	OCP and Zoning amendments for the waterfront development	Nov 11, 2023	Approved.	June 24 th , 2024			
ZBLA-24- 02	2 nd Avenue W at 8 th Street	Proposal to rezone to allow a 40- unit residential building.	May 14, 2024	Approved	June 24 th , 2024.			
ZLBA-24- 03	Seal Cove Quarry	Proposal to rezone to allow a 62- unit residential building.	May 14, 2024	In Progress.	Passed 1st and 2nd Reading on June 24th, 2024.			
OCPA -24- 01	836 3 rd Avenue W	OCP amendment to accommodate the height of a proposed 38-unit mixed-use building.	May 14, 2024	In progress.	Passed 1st and 2nd Reading on June 24th, 2024.			
OCPA – 24-02	Seal Cove Quarry	OCP Amendment to Land-use to accommodate a 62-unit residential building. Associated with ZBLA-24-03.	May 14, 2024	In progress	Passed 1st and 3nd Reading on June 24th, 2024.			
DVP-23 - 20	200 Sherbrooke Avenue	Proposed smaller parking stall size and request for parking electrification exemption.	Sept 27, 2023	On Hold*	N/A			
DVP-23 - 21	1300 Hays Cove Avenue	Building height increase and parking requirement reduction.	Sept 29th, 2023	On Hold	N/A			
DP-24-14	151 Kaien Rd	Proposed BC Emergency helicopter hangar	May 23 rd , 2024	In Progress* Pending information from applicant	NA			
DP-24-15	Signs – Various Locations	Cruise terminal Bus PO DO Signs	June 10th, 2024	Approved	June 27 th , 2024			
DP-24-16	313 3rd Ave W	Commercial unit redevelopment to residential Unit	June 13th, 2024	Approved	July 8, 2024			

DP-24-17	Prince Rupert Blvd. & Drake Cres	Multi-Family Development	June 17th, 2024	Approved	July 8, 2024	
DP-24-18	Hecate Strait	Signs	June 17 th , 2024	Approved	July 9, 2024	
		Building Department Permits - S	ummary May 15 2024	The make		
File No.	Location	Proposal Description		Status	Date of Decision	
BP-24-124	3 - Alteration and improvements	Alteration and improvements		Building Permit Issued	June 3, 2024	
BP-24-125	17 - Plumbing	Plumbing		Building Permit Issued	June 3, 2024	
BP-24-126	3 - Alteration and improvements	Alteration and improvements		Building Permit Issued	June 4,2024	
BP-24-127	17 - Plumbing			Building Permit Issued	June 4, 2024	
BP-24-128	3 - Alteration and improvements	Alteration and improvements		Building Permit Issued	June 5, 2024	
BP-24-129	3 - Alteration and improvements	Alteration and improvements		Building Permit Issued	June 6, 2024	
BP-24-130	16 - Sign			Building Permit Issued	June 6, 2024	
BP-24-131	16 - Sign	B		Building Permit Issued	June 6, 2024	
BP-24-132	3 - Alteration and improvements	Alteration and improvements			June 7, 2024	
BP-24-133	3 - Alteration and improvements	Alteration and improvements		Building Permit Issued	June 11, 2024	
BP-24-134	3 - Alteration and improvements	Alteration and improvements		Building Permit Issued	June 11,2024	
BP-24-135	3 - Alteration and improvements	Alteration and improvements	Alteration and improvements		June 13, 2024	
BP-24-124	3 - Alteration and improvements	Alteration and improvements		Building Permit Issued	June 3, 2024	
BP-24-125	17 - Plumbing	Plumbing		Building Permit Issued	June 3, 2024	
BP-24-126	3 - Alteration and improvements	Alteration and improvements		Building Permit Issued	June 4,2024	
BP-24-127	17 - Plumbing			Building Permit Issued	June 4, 2024	

BP-24-128	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 5, 2024
BP-24-129	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 6, 2024
BP-24-130	16 - Sign		Building Permit Issued	June 6, 2024
BP-24-131	16 - Sign		Building Permit Issued	June 6, 2024
BP-24-132	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 7, 2024
BP-24-133	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 11, 2024
BP-24-134	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 11,2024
BP-24-135	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 13, 2024
BP-24-136	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 13, 2024
BP-24-137	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 13, 2024
BP-24-138	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 14,2024
BP-24-139	17 - Plumbing	Plumbing	Building Permit Issued	June 14,2024
BP-24-140	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 14,2024
BP-24-141	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 14,2024
BP-24-142	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 17,2024
BP-24-143	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 21,2024
BP-24-144	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 24,2024
BP-24-145	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 26,2024

BP-24-136	3 - Alteration and improvements	Alteration and improvements Building Permit Issu		June 13, 2024	
BP-24-137	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 13, 2024	
BP-24-138	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 14,2024	
BP-24-139	17 - Plumbing	Plumbing	Building Permit Issued	June 14,2024	
BP-24-140	3 - Alteration and improvements	Alteration and improvements	Building Permit Issued	June 14,2024	
BP-24-141	3 - Alteration and improvements	Alteration and improvements	Alteration and improvements Building Permit Issued		
BP-24-146	17 - Plumbing	Plumbing	Building Permit Issued	June 26,2024	
		Anticipated new housing units as of Jur	ne 2024		
Location		Development Status	Number of Dwelling Units		
830 11th Av	re E	Building Permit open	70		
1644 2nd Ave W Building Permit open		2			
433 11th Av	e E	Building Permit open	3		
1414 Koote	nay Ave	Building Permit open	20		
1034 1st Av	e W	Building Permit open	3		
1002 Edwar	d Ave	Building Permit open	1		
Alfred Stree	et	Building Permit open	2		
877/ 879 Bo	rden Street	Building Permit open	2		
	11th Ave East	Building Permit open	2		
719 2 nd Ave		Building Permit open	4		
1512 6th Av	The state of the s	Building Permit open	2		
9th Ave Wes		Development Permit Granted	40		
	701 2 nd Ave Development Permit Granted 15		1		
Drake Cres					
313 3rd Ave		Development Permit Granted	1		
Seal Cove C		OCP Amendment in Process	62		
	West & 8th Street	Rezoning Approved	40		
836 3rd Ave		OCP Amendment in Process	38		
	Anticipated C	ity Core Commercial Developments (New I			
Location		Development Status	Purpose		
125 3rd Ave East		Building Permit open	RCMP Station		

847 1st Ave West	Building Permit open	Union Hall Building
701 2 nd Ave	Development Permit Granted	Mixed-Use Building
210 McBride - NSCU	Development Permit Granted	Credit Union
Corner parcel at McBride and 3 rd Ave W	Development Permit Granted	A&W Restaurant



REPORT July 1, 2024

TO: City Manager, Rob Buchan

FROM: Fire Chief, Jeff Beckwith

SUBJECT: Monthly Fire / Rescue Report – June 2024

During the month of June 2024, the Prince Rupert Fire Rescue Department responded to 67 emergency incidents. Of these incidents 1 property sustained significant damage and 1 property sustained minor damage. The Fire Department also attended to one locomotive fire, three electrical incident fires, two trash fires, four smoke investigations, two rescues and four MVI's.

Location	Property Value	Property Loss
577 McKay St	\$150 000	\$1 000
421 Dunsmuir St	\$380 000	\$80 000
Totals:	\$530 000	\$81 000

INCIDENT COMPARISON

June	2024	67 Incidents
June	2023	89 Incidents
June	2022	114 Incidents
June	2021	137 Incidents
June	2020	51 Incidents
June	2019	138 Incidents

FIRE SERVICE ACT INSPECTIONS

During the month of June 2024, Fire Rescue Department personnel conducted Fire Service Act inspections within 2 public buildings in Prince Rupert

INSPECTION COMPARISON

June	2024	2 Public Building Inspections
June	2023	16 Public Building Inspections
June	2022	0 Public Building Inspections
June	2021	3 Public Building Inspections
June	2020	0 Public Building Inspections
June	2019	78 Public Building Inspections

DEPARTMENT ACTIVITIES AND PROGRAMS

Fire Prevention and Public Education:

For the month of June, the Prince Rupert Fire Department had four school tours through the firehall and provided safety protocol to those involved. Prince Rupert Fire Rescue also helped with senior citizen home smoke detector installs and battery changes, going over the safety protocols while at each location.

Training & Upgrading:

During the month of June 22 in-house training sessions were conducted involving numerous procedures, some of those included, replay pumping, hose deployment, district knowledge, mental health, aerial training, nozzle work, RIT procedures, driver training, EMR training, Chlorine and ammonia detection, elevator rescue, and situational awareness.

Prince Rupert Fire Rescue also attended a course provided by Progressive Fire Solutions on Trench Rescue. This course teaches the skills/knowledge to manage below-grade rescues, and prepares the Dept to respond to potential emergency events that can occur during the water system replacement.

Daily Apparatus & Equipment Maintenance:

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

911 DISPATCH SUMMARY

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

PR ADMIN	382
PR FIRE	24
PR AMB	159
PR EHS	45
PR RCMP	170
PR ALARM	18

PED ADMIN	2
PED FIRE	1
PED AMB	6
PED EHS	0
PED RCMP	1
PED ALARM	2

OTH FIRE	0
OTH AMB	2
OTH EHS	0
OTH RCMP	2
	OTH AMB OTH EHS

CITY	119
H/U	95
WRONG #	57
R.C.C.	1
CITYWEST	1
311	0

Total: 1087

Respectfully Submitted

Jeff Beckwith, Fire Chief

Rosamaria Miller

From: Chris Armstrong <manager@lestercentre.ca>

Sent: June 27, 2024 12:26 PM

To: Lester Centre **Subject:** Thank you!

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

Hello -

We're reaching out to you today because your organization generously sponsored our 2023/2024 theatre season, "Re-Boot."

And for this, we want to give you a **HUGE THANK YOU!**

Your generosity enabled us to present 9 shows over our theatre season, helping us to:

- Bring audiences a taste of songs sung by Saltwater Hank in his native Sm'algyax tongue;
- Present two fantastic nights of rock 'n' roll by Canadian legends 54-40;
- Laugh and learn along with Mike Delamont in his hilarious "God is a Scottish Drag Queen: Xmas Edition";
- Enjoy Grammy- and Juno-award winning artist Alex Cuba;
- Showcase the talents of local actors wrestling with Shakespeare in "The Complete Works of William Shakespeare {Abridged}"
-and much, much more.

The mission of the Lester Centre is to provide a space for audiences and performers alike to participate in and enjoy the performing arts – we are here to serve the community, bringing them something different and new with each presentation. Your sponsorship helped with that mission and, by extension, has supported the community that we all love. We are tremendously grateful that your support has let us fulfill this mission for another year.

Looking forward, we're working on our 2024/2025 season, and we hope to have some news on that front in the next few weeks. And our audiences for next season will be able to enjoy themselves in brand new seats! We'll share more news on that project, and many other exciting things, throughout the summer. Stay tuned!

Looking forward to seeing you in those new seats next year.

With sincere gratitude,

-Chris Armstrong

Chris Armstrong
GENERAL MANAGER
LESTER CENTRE OF THE ARTS
1100 McBRIDE ST, PRINCE RUPERT, BC V8J 3H2
OFFICE: 250 627-8888 | MOBILE: 250-624-1499
www.lestercentre.ca | facebook.com/lestercentre

Heather MacRae

From: Rob Schweitzer <rob.schweitzer@bcwildfire.gov.bc.ca>

Sent: Tuesday, July 16, 2024 11:00 AM

To: City Hall

Subject: ATTN: Mayor and Council, Chair and Board, CAOs | Provincial Wildfire Update - July 16, 2024

Categories: Heather

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



Hello Mayor and Council, Chair and Board, and CAOs,

As we enter the core months of wildfire season, I am committing to providing regular updates on the wildfire situation in British Columbia. As a valued partner in wildfire management, it is critical for you to remain engaged and up-to-date on wildfire activity in your area.

I would encourage you to take advantage of the wildfire situation resources that are available. There is a large amount of information available on the BCWS Map and Dashboard, which is available on desktop, on mobile browsers, and as a mobile app. Automatic updates to this page occur in near real-time from our wildfire dispatch system, and fire information officers usually update wildfire incident pages that have increased levels of response twice a day. There are several links throughout this email that will assist in navigating this information.

In addition to the wildfire information presented below, I can advise that B.C. has reached out to our external wildfire partners for increased wildfire personnel to supplement our own BCWS and contract crew resources. BCWS has requested the following resources:

- One 25-pack unit crew and one AREP from Nova Scotia arrived at the Prince George Fire Centre on July 12.
- Five additional 25-pack unit crews are requested through CIFFC.
- Incident Management Teams are requested from Australia.
- Two CL415s (water-scooping aircraft) and a birddog (scouting aircraft) have arrived from Ontario. Additional aircraft are requested through CIFFC.

• Additional requests for out-of-province resources are underway with international partners.

These resource requests have been submitted early in anticipation of increased activity later in July and August. Both CIFFC and U.S. are at prep 4 (out of 5), with B.C. and Alberta currently at the highest prep levels nationally. With heightened wildfire activity across Canada and in the US, resource sharing becomes challenging and early requests are essential to ensure that B.C. is supported through our resource-sharing agreements.

Out-of-province resources do not replace the vast wildfire community we rely on in BC. We currently have active standing arrangements with 55 private companies to provide wildfire suppression services and additionally rely on privately held heavy equipment contractors to support suppression. There are many additional contract opportunities that can be offered through contacting a local fire centre.

As mentioned, I will provide further updates as we head into core fire season. Your support and amplification of official messaging is greatly appreciated.

Thank you,

Rob Schweitzer

A/ Assistant Deputy Minister

Ministry of Forests, BC Wildfire Service

Provincial Summary

The hot and dry weather trend continues through the province today. We will continue to see a steady temperature build from high 20s to mid 30s throughout the southern half of B.C..

We can expect to see thunderstorms over eastern portions of B.C. through the middle of the week, over the Columbias and North Rockies. Later this week, a pickup in winds is forecasted across the province, which has potential for an increase in fire activity.

Over the weekend, we welcomed partners from Nova Scotia; one 20-person unit crew and an agency representative. With hot, dry weather anticipated to continue through many areas of the province, these firefighters will support our staff and contractors to meet objectives on new and existing fires for the next two weeks. Additional out-of-province resources include two CL415 aircraft and one birddog aircraft from Ontario, stationed in Williams Lake.

Forest fuels remain dry and susceptible to new starts. To reduce the risk of human-caused wildfires, a province-wide Category 1 (campfire) ban is in effect. Please stay up to date on current fire conditions and adhere to all fire bans and restrictions in your area, including those enforced by your regional district or local authority.

Provincial Information Officer | FIREINFO@gov.bc.ca | (250) 312-3051

WILDFIRE MAP

The wildfire map has information on every active wildfire in B.C. Detailed information for large incidents can be found under the Response tab of the incident webpage.

WILDFIRE DASHBOARD

The wildfire dashboard has a provincial summary, wildfire statistics, assigned resources, fire prohibition information, and other relevant resources.

Web and Mobile App Reference Guide

Statistics

Visit the BC Wildfire Service Dashboard for the most up-to-date wildfire statistics available.

CURRENT STATISTICS

Resources

Connect with your local Fire Centre, stay current on the latest Wildfire news, and learn more about how we can work together to build resilience and keep your community safe.

CONNECT

COLLABORATE

STAY CURRENT

Olena Moshko

From: Kaelan D'Sena <kaeland@lifesaving.bc.ca>

Sent: Thursday, July 11, 2024 10:41 AM

Subject: Proclamation Request - National Drowning Prevention Week

Attachments: NDPW 2024 - Proclamation Template.docx

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

Hello,

Canada faces a major problem – and a preventable one: over 450 people die every year from drowning. In fact, the drowning burden is so great around the world that the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25th of each year as World Drowning Prevention Day. On behalf of the Lifesaving Society, British Columbia & Yukon Branch, I am writing to ask that you proclaim July 21st-27th, 2024 as **NATIONAL DROWNING PREVENTION WEEK** in your municipality. Please see a proclamation template attached.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, WaterSmart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from drinking alcoholic beverages while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate.

A proclamation from your office would give greater exposure to our lifesaving efforts to residents of British Columbia and Yukon. I hope you will consider our request.

If you have any questions, please do not hesitate to reach out.

Kindly,

Kaelan D'Sena Member Services Manager

Lifesaving Society - BC & Yukon Branch 604.299.5450 ext. 103 lifesaving.bc.ca | @LifesavingBCYK

NATIONAL DROWNING PREVENTION WEEK PROCLAMATION 2024

WHEREAS the mission of Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning [city/municipality/province] is one too many; and

WHEREAS most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we genuinely enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS the Lifesaving Society urges Canadians and residents of [city/municipality/province] to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to always wear a lifejacket when boating; and

WHEREAS the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25th of each year as World Drowning Prevention Day; and

WHEREAS Lifesaving Society Canada has declared July 21st-27th, 2024 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT, I, [Name and Title] do hereby proclaim July 21st-27th, 2024 **NATIONAL DROWNING PREVENTION WEEK** in [city/municipality/province] and do commend its thoughtful recognition to all citizens of our [city/municipality/province].

Olena Moshko

From: Stephanie Aldridge <saldridge@hopeair.ca>

Sent: Friday, June 28, 2024 10:59 AM

To: Herb Pond; Barry Cunningham; Teri Forster

Cc: Olena Moshko

Subject: Thank you - Hope Air Day 2024

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

Dear Mayor Pond, Councillor Cunningham and Councillor Forster

I want to send our sincerest thank you for supporting our first-ever Hope Air Day. On June 17th, we were joined by 12 municipalities across B.C. who took a stand to help raise awareness of the inequities many northern British Columbian patients face when accessing healthcare far from home. We celebrated with our community in Prince George at a community breakfast with remarks from Parliamentary Secretary for Rural Health Jennifer Rice, Mayor Simon Yu and attended as well by MLA Shirley Bond. It was also my pleasure to meet with you, Councillors Cunningham and Forster, in the beautiful community of Prince Rupert.

With your support, we continue to amplify our voices, advocate for change, and affirm our commitment to ensuring that where you live should not determine if you live. This is especially true for Lutrecia who shared her story at the event. Lutrecia, 77, faced a daunting challenge when diagnosed with cancer. Advised to seek treatment in Vancouver, a 9-hour drive from her home in Prince George, she and her husband struggled with both health risks and financial strain. Unable to afford the expense of travel, they felt lost until Hope Air stepped in. With support from Hope Air, Lutrecia, along with her husband, flew to Vancouver for treatment. "There would have been no way for me to drive or take the bus with my condition. I'm doing fine now, and I think it's important that people know that there is help out there when they're in crisis. It's very important that people are aware of Hope Air."

Thank you for acknowledging that every British Columbia resident deserves equal access to life-saving medical care.

Below is a photo of my visit in Prince Rupert and an image with a few special moments from Hope Air Day, and thank you again for your support.

Kindest Regards,

Stephanie

Stephanie Aldridge she/her

Executive Director, British Columbia | **HOPE AIR** T (647) 930.3091 | **hopeair.ca**



We acknowledge that we live and work on the unceded, traditional territories of many Indigenous peoples across Canada.

We are grateful for the privilege of being on lands that these peoples have nurtured since time immemorial.































Regular Meeting of Council

DATE: April 22, 2024

TO: Robert Buchan, City Manager

FROM: Rosamaria (Rosa) Miller, Director of Corporate & Legislative Services /

Corporate Officer

SUBJECT: LIQUOR LICENSE AMENDMENT

RECOMMENDATION:

THAT support the Patron Participation Entertainment Endorsement Application for the Crest Hotel as requested.

REASON FOR REPORT:

The Crest Hotel is looking to amend their existing liquor license to allow for "patron participation" to allow for licensing, food primary licensing, in their various banquet rooms, including the Harbour Room, located on the lower level of their hotel. Entertainment in these areas would include, but is not limited to, dancing and singing, stand-up comedy, open mic and trivia nights.

Patron participation entertainment must end by midnight.

Staff do not see any reason to not support this application and have posted notice to the City's website and social media.

Report Prepared By:	Report Reviewed By:		
Rosamaria (Rosa) Miller,	Dr. Robert Buchan,		
Director of Corporate & Legislative Services/	City Manager		
Corporate Officer	-		

Originally signed available on request



Regular Meeting of Council

DATE: July 22, 2024

TO: Robert Buchan, City Manager

FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: NORTHWEST B.C. REGIONAL FUNDING AGREEMENT RESERVE

BYLAW NO. 3547, 2024

RECOMMENDATION:

THAT Council Introduce and give First, Second and Third Readings to the Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 3547, 2024.

REASON FOR REPORT:

The City has entered into the Northwest B.C. Regional Funding Agreement with the Province of British Columbia. A condition of the agreement requires the establishment of a separate reserve fund for receipt and use of money received under this agreement. This report outlines the establishment of this reserve.

ANALYSIS:

Under Community Charter 188 Council is authorized to establish a reserve fund and direct that money be allocated to the reserve fund. The Province of British Columbia, represented by the Ministry of Municipal Affairs, has entered into a funding agreement with 21 local governments in north west British Columbia of which the City of Prince Rupert is a party. This agreement has been established to provide payments to the signatory members to support local government investment in infrastructure and services in the region to facilitate industrial growth, meet regulatory requirements, sustainable service delivery, climate resiliency, and local housing needs.

One of the conditions of the agreement is for each local government to establish a separate reserve fund for the receipt and use of funding provided through this agreement. The attached bylaw creates the required separate reserve called the Northwest B.C. Regional Funding Agreement Reserve in satisfaction of this requirement.

July 22, 2024 Page 2

LINK TO STRATEGIC PLAN:

The agreement with the Province achieves one area of focus for improving the fiscal health of the community through advocacy of the Regional Benefits Alliance. The funding received is to be used in accordance with the eligible uses outlined in the agreement which also aligns with Council's goals of replacing infrastructure, community renewal, providing good governance and encouraging new and renewed housing.

CONCLUSION:

By introducing and giving three readings to the bylaw, Council will adhere to the requirement as set out in the agreement with the Province of British Columbia.

Report Prepared By:	Report Reviewed By:
Corinne Bomben Chief Financial Officer	Robert Buchan, City Manager

Originally signed available on request



Regular Meeting of Council

DATE: July 22, 2024

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Director Development Services

SUBJECT: Development Variance Permit #24-05 for 412 – 4th Avenue East

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-05.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 412 4th Avenue East.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.5.Minimum Dimensions Required for Yards to have a 0.54 metres to 0.61 metres setback from the East side property line. The required distance from the side property line in an R1: Small Scale Residential zone is 1.2 metres.

The Site Survey is included as Attachment 3.

BACKGROUND & ANALYSIS:

The applicant requests the proposed variance to the East-side property setback to accommodate the proposed changes to the wall height of the existing property. The applicant intends to remove the existing roof and replace it with a slab roof that brings up the wall height on the second storey. This would result in increased aerial encroachment into the side setback as the current footprint is existing non-conforming and aligns with the requested setbacks.

The increased height of the side yard setback encroachment may have effects on the neighbouring property to the East, which is also located close to the property line. However, there are no known other negative impacts of the proposed variance on the

July 22, 2024 Page 2

surrounding neighbourhood. The neighbours and public will have the opportunity to provide input during the public notification period.

The Draft Development Variance Permit is included as Attachment 1.

COST:

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

CONCLUSION:

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

Report Prepared By:	Report Reviewed By:
Myfannwy Pope	Robert Buchan,
Director Development Services	City Manager

Originally signed available on request

Attachment(s):

- Attachment 1: Draft Development Variance Permit
- Attachment 2: Proposed Plan
- Attachment 3: Site Survey



DEVELOPMENT VARIANCE PERMIT

FILE NO. DVP-24-05

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

PERMIT ISSUED TO OWNER(S): JAMES MICHAEL KOCH

APPLICANT: JAMES MICHAEL KOCH

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

LEGAL DESCRIPTION:

LOTS 3-4 BLOCK 5 SECTION 6 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923

LOCAL ADDRESS:

412 4th Avenue East

- 2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Minimum Dimensions Required for Yards (a) varies from 1.2 metres to .54 and 0.61 metres setbacks from the East side property line.
- This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Plan and elevation attached as Schedules 1 & 2.
 - Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
- If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
- 5. This permit is **NOT** a Building Permit or Subdivision Approval.
- This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or deposit or removal or fill requires the written consent of the owner of such adjacent property.

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

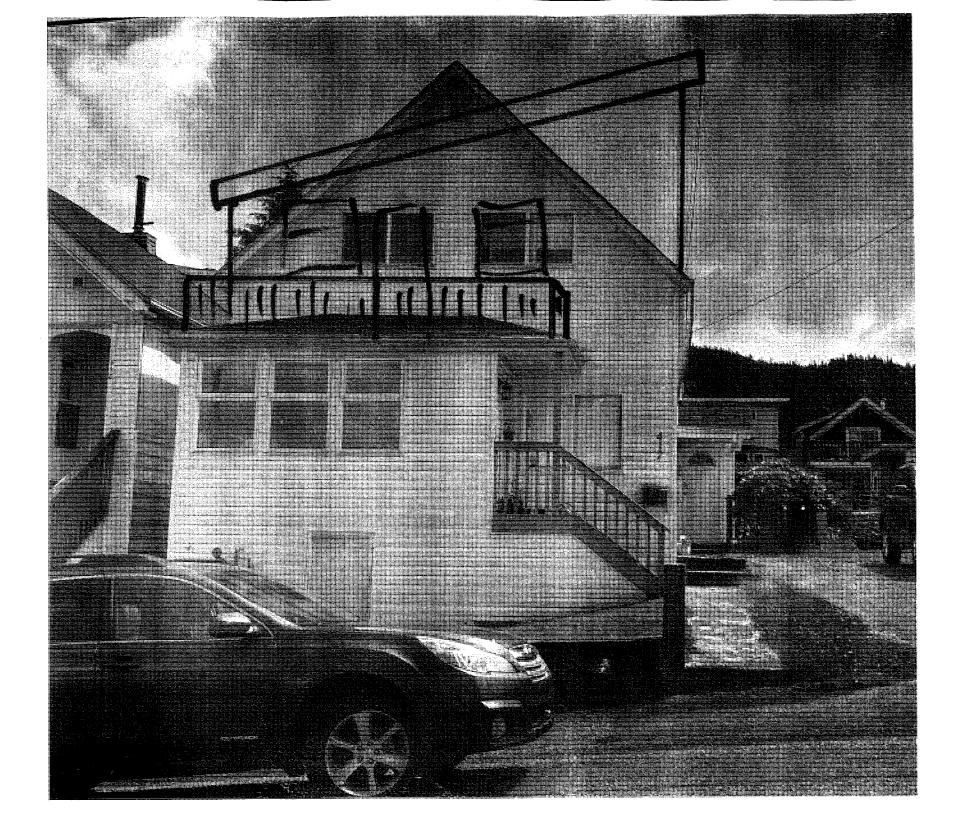
a. Schedule 1: Site Plan and Elevation View.

ISSUED ON THIS	DAY OF	, 2024.
IOOOLD ON THIO	DATO	, 2027.

CITY OF PRINCE RUPERT By an authorized signatory

Rosamaria Miller,

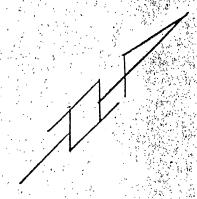
Director of Corporate and Legislative Services



SURVEY CERTIFICATE COVERING

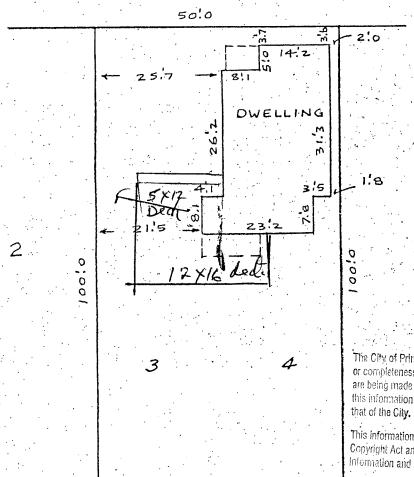
LOTS 3 \$ 4, BLK 5, SEC 6, DL 251, R5, CD, PLAN 923 THE DIMENSIONS SHOWN ON THIS CERTIFICATE ARE NOT TO BE USED TO DEFINE BOUNDARIES.

Scale: | "- 20 '



4TH A VENUE EAST

#412



The City of Prince Rupert does NOT warranty the accuracy or completeness of this information and no representations are being made by providing this copy. Any reliance on this information will be solely at YOUR OWN RISK and not

This information has been provided subject to the Federal Copyright Act and in accordance, with the Freedom of Information and Protection of Privacy Act.

LANE

50.0

CERTIFIED CORRECT according to Land Registry Plan

Dated this 25th day of AUGUST 1986;

MCELHANNEY ASSOCIATES 205, 4630 LAZELLE AVENUE TERRACE, B.C. V8G 486

FILE 43285-5



Regular Meeting of Council

DATE: July 22, 2024

TO: Robert Buchan, City Manager **FROM:** Rodolfo Paras, Urban Planner 1

SUBJECT: Development Variance Permit #24-06 for 836 – 3rd Avenue West

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-06

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property with the property located at 836 3rd Avenue West, with the legal description: LOTS 22-24 BLOCK 24 SECTION 1 DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN 923.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, 6.1.0 C1: Core Commercial Zone Maximum Building Height, to build a Mixed use building with 38 residential units and commercial spaces on the first floor at 836 3rd Avenue West. The maximum building height mandated for a C1 zone is 16 metres. The applicant is requesting a variance of 4 metres (12'9") to maximum building height.

The architectural drawings are included as Attachment 2.

BACKGROUND

The applicant, an Indigenous-led organization, requests the proposed variance to the Maximum Building Height to develop a six-story mixed-use building with 38 residential units. The project will require a height variance of 4 metres to allow the proposed 20 meter building in the C1: Core Commercial.

The applicant in in the process of applying for an amendment to the City of Prince Rupert's Building Heights Framework in the Official Community Plan, for which the applicant hosted a public information session on June 21 of this year to receive feedback from neighbours and residents regarding the project that may be of concern. According to the applicant, no issues related to the height of the building were raised during the information sessions. The City will be hosting a Public Hearing on July 22nd to receive input from the public on the OCP amendment prior to 3rd Reading. Approval of this Development Variance Permit will only be considered if that Official Community Plan Amendment is approved. At this time, Council is asked to approve

July 22, 2024 Page 2

proceeding to Statutory Notification only. Staff have proceeded with concurrent processes for efficiency.

LINK TO THE STRATEGIC PLAN

This proposal links to Council's Strategic Plan by supporting the following goals:

1. The City of Prince Rupert will encourage, support, and undertake community renewal to ensure it becomes a world class port city.

The proposed development would support revitalizing midtown area of the City Core, aligning with the OCP land-use vision for the area.

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

The proposal is a housing development by Lax Kw'alaams First Nation and BC Housing, meeting key needs identified within the Housing Needs Assessment area for median-income, affordable housing, and single-person housing.

LINKS TO PLANS AND POLICIES:

1. Housing Acceleration Plan

This proposal supports actions identified in the Housing Acceleration plan related to supporting Indigenous Housing, Affordable Housing, and supporting housing projects that help revitalize the downtown core.

2. Framework for Reconciliation Policy

Supporting this proposal in principle would also meet two actions identified under the Council Adopted Framework for Reconciliation, including:

- 4.2 The City commits to continuing to seek opportunities to partner with neighbouring Indigenous communities on housing efforts, with specific collaborative housing actions to be put forward as part of the City's Housing Action Plans.
- 4.3 The City commits to continued support for advocacy efforts and funding applications by Indigenous governments and Indigenous-led organizations, which has occurred historically

4. Official Community Plan

The proposal supports principles of complete communities with the development of housing close to amenities, not adding any significant increase onto existing services, which can be the case for new greenfield developments. It helps fill out the City's midtown area of the City Core, which is identified for housing development.

ANALYSIS:

The development needs to accommodate at least 38 units to make the project viable and to support their application to BC Housing, which due to the size constraints of the property will require a 20 meter building (or 6 storeys) at that location.

The proposed designs, which incorporate Lax Kw'alaams cultural design elements and colours, would add cultural presence and visibility of Ts'msyen territory to the downtown.

The location on 3rd Avenue W and on 8th Street block is given precedence from the existing C2: General Commercial Zone, which extends along the south side of 3rd Avenue West and

July 22, 2024 Page 3

already allows a maximum height up to 20 metres. This means that a building going in right across the street from this proposal would be able to build to that height without any further approvals from council.

The project is likely to result in some impacts to views from neighbouring areas, as shown in Attachment 2. However, these impacts will not significantly obstruct the overall view of the ocean from residential areas behind the City Core, but simply appear as another taller building in that viewscape. The public will be able to convey any perceived impact during the public notification.

COST:

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

CONCLUSION:

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

Report Prepared By:	Report Reviewed By:		
Rodolfo Paras, Urban Planner I	Robert Buchan, City Manager		

Originally signed available on request

Attachment(s):

- Attachment 1: Draft Development Variance Permit
- Attachment 2: Architectural Drawings of proposed development



DEVELOPMENT VARIANCE PERMIT

FILE NO. DVP-24-06

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

PERMIT ISSUED TO OWNER(S): Lax Kw'alaams Holdings LTD

APPLICANT: Lax Kw'alaams Holdings LTD

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

LEGAL DESCRIPTION:

LOTS 22-24 BLOCK 24 SECTION 1 DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN 923

PIDs:

014-773-325, 014-773-309, 014-785-943

- 2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 6.1.0 C1: Core Commercial Zone Maximum Building Height. Varies from 16 metres to 20 metres as measured from the fronting sidewalk.
- 3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the architectural drawings attached as Schedule 1.
 - Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
 - c. Prior to the issuance of a Building Permit the proponent(s) shall seek a Development Permit from the Planning Department of the City of Prince Rupert to ensure compliance with Development Permit Area Guidelines.
- If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
- 5. This permit is **NOT** a Building Permit or Subdivision Approval.

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

ISSUED ON THIS	DAY OF	, 2024.
CITY OF PRINCE RUI By an authorized sig		

Rosamaria Miller
Director of Corporate & Legislative
Services

LAX KW'ALAAMS WAAP HOUSING

836 WEST 3RD AVENUE, PRINCE RUPERT, BC



CONSULTANT TEAM

LAX KW'ALAAMS WAAP HOUSING SOCIETY 100 | AVENUE EAST PRINCE RUPRET, BC V8J IA6 TEL: T78-388-2671

HOUSING CONSULTANT

RELATIVITY PROJECTS INC. 12-19451 SUTTON AVENUE PITT MEADOWS, BC TEL: 778-388-2671

DESIGN-BUILDER

1088 GREAT ROAD PRINCE GEORGE, BC V2N 2K8 TEL: 250-649-0561

DYS ARCHITECTURE 260-ITTO BURRARD STREET VANCOUVER, BC V6J 367 TEL: 604-669-7710 FAX: 604-669-6629

DRAWING LIST

ARCHITECTURAL

DESIGN RATIONALE 3-D VIEWS VIEWS FROM BORDEN STREET Al.Ol

AI.02 SURVEY A2.01 FLOOR PLANS

A2.02 FLOOR PLANS FLOOR PLAN AND ROOF PLAN

BUILDING ELEVATIONS BUILDING SECTIONS

LOT SIZE:	7,497.5 SF (696.5 SM)	
BUILDING AREA:	6,332.9 SF (588.3 SM)	
PROPOSED BUILDING	USE: MIXED USE	
ZONING:	Cl	
LOT COVERAGE:	REQUIRED N/A	PROPOSED 84.5%
DENSITY (FAR)	REQUIRED	PROPOSED
DENSITY (I'M)	NA	4.90
BUILDING HEIGHT:	REQUIRED 16m (19.67')	PROPOSED 20m (65.6')
UNIT COUNT STUDIO I BED 2 BED TOTAL	6 UNITS 26 UNIT 6 UNITS 38 UNITS	
PARKING:	REQUIRED	PROPOSED
RESIDENTIAL	N/A	O STALLS
CODE SUMMARY B.C.B.C. 2024 PART FULLY SPRINKLERED COMBUSTIBLE CONS	BUILDING	
MAJOR OCCUPANCY	- C (RESIDENTIAL)	
	WITHIN OCCUPANCIES IN SUITES AND ACCESS TO I	EXITS
ENERGY EFFICIENCY	REQUIREMENTS	

STATISTICS:

Project Name	Lax Kw'alaams WAAP Housing				
Address	836 West 3rd Ave, Prince Rupert, E	3C			
Building Type	Wood-frame Apartments				
Parking Type	None Required				
Function	Description of units/space	ft ² / unit or roo	# of units	Total ft ²	Total m ²
a - Residential Units	Studio A	552.7	6	3316.2	308.1
	One Bedroom B	661.2	6	3967.2	368.6
	One Bedroom B1	727.2	2	1454.4	135.1
	One Bedroom B2	699.6	9	6296.4	584.9
	One Bedrrom B3	762.8	1	762.8	70.9
	One Bedroom B4	666.2	8	5329.6	495.1
	Two Bedrrom C	950.0	6	5700.0	529.5
b - Resident's Amenity	Residents' Amenity	1215.3	1	1215.3	112.9
	H/C W/C	74.8	1	74.8	6.9
	Bikes/ Scooters	371.4	4	1485.6	138.0
c - Administration	Office	126.5	1	126.5	11.8
d - Circulation	Corridor Level 1	1410.4	1	1410.4	131.0
	Corridor Level 2-6	796.6	5	3983.0	370.0
e - Service Rooms	Janitor/ Maint	163.3	1	163.3	15.2
	Service Shaft	22.9	6	137.4	12.8
	Mech/ Elec Room	336.7	1	336.7	31.3
Summary					
a - Total Net Residential Area*				26826.6	2492.2
b - Total Net Resident's Amenity*				2775.7	257.9
c- Total Net Administration*				126.5	11.8
d - Total Circulation				5393.4	501.0
e - Total Net Service*			A.	300.7	27.9
g - Net Livable*				35422.9	3290.8
Overall Building Efficiency			ζ	0.76	

*Net areas have been measured to the outside face of plywood sheathing

This drawing, as an instrument of service, is the property of dys architecture and may not be reproduced without their permission and provided always that any production carries their name. All designs and other information shown on this drawing are for use on the specified project only and shall not be used otherwise without written permission of dys architecture. Payment of all sums due to dys architecture up to the

date of use of this drawing is a condition precedent to

dys architecture for review before proceeding with

WEST 3RD AVENUE

COVER SHEET AND

836 WEST 3RD AVENUE PRINCE RUPERT BC

STATISTICS

LAX KW'ALAAMS WAAP HOUSING

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and dys architecture shall be informed of any variations from the dimensions and conditions shown on the drawings. Shop drawings shall be submitted to

PROJECT A224598

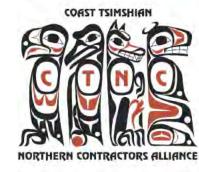
PROJECT

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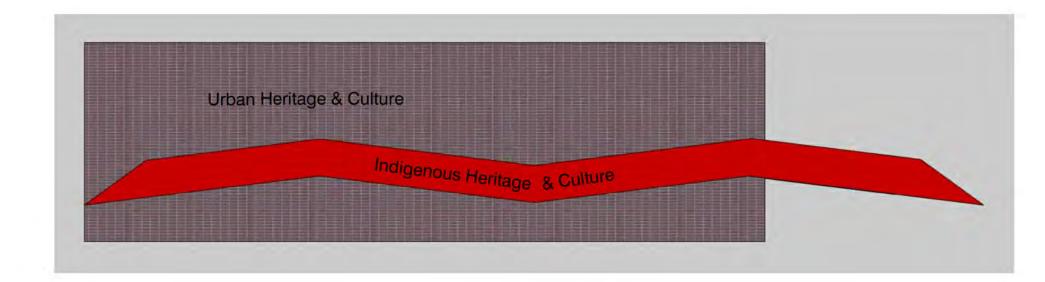
SCALE 1/8" = 1'-0"DATE MARCH 14, 2024 2

dys architecture tel 604 669 7710 www.dysarchitecture.com

CLIENT



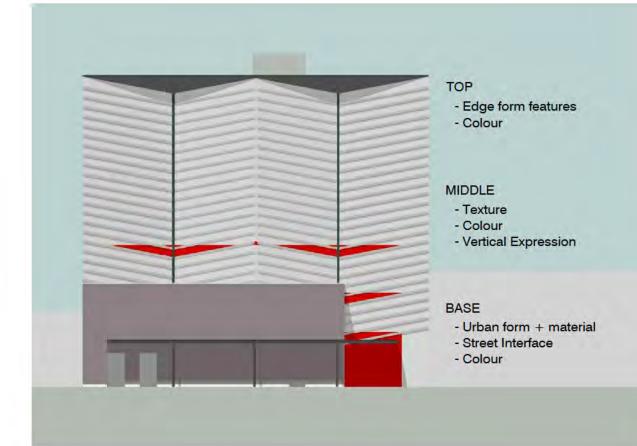
1 |2024-05-02|OCP AMENDMENT



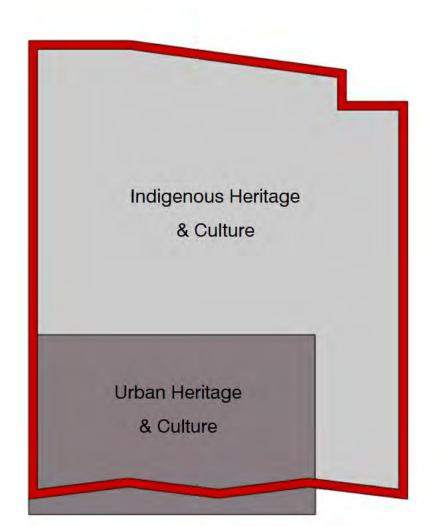
THE VISION: Bringing cultures together



THE MASSING: Street Interface & Residential Living

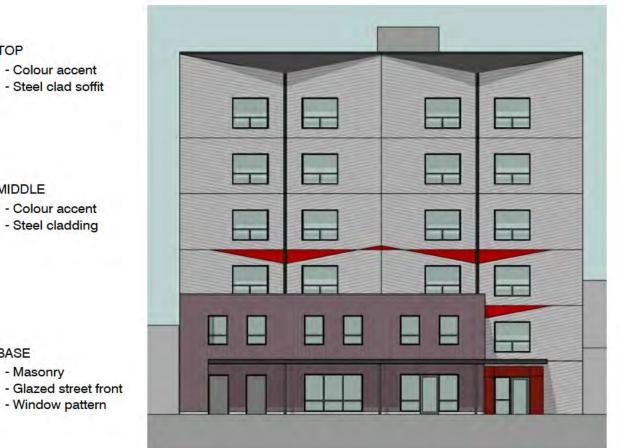


THE CHARACTER EXPRESSION: Base with Feathers



THE CONCEPT:

Sharing space



TOP

MIDDLE

BASE

- Masonry

- Window pattern

- Colour accent

- Steel clad soffit

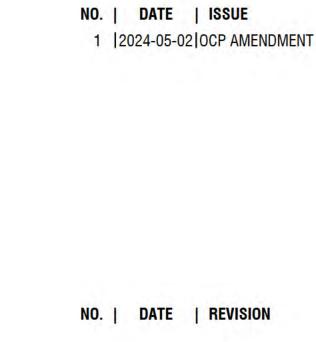
- Colour accent

- Steel cladding

ELEVATION + MATERIALS



3rd AVENUE WEST STREET VIEW



CLIENT

dys architecture

260 - 1770 Burrard Street Vancouver BC V6J 3G7 tel 604 669 7710 www.dysarchitecture.com



PROJECT

LAX KW'ALAAMS WAAP HOUSING **WEST 3RD AVENUE**

836 WEST 3RD AVENUE PRINCE RUPERT BC

DESIGN RATIONALE

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Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and dys architecture shall be informed of any variations from the dimensions and conditions shown on the drawings. Shop drawings shall be submitted to dys architecture for review before proceeding with fabrication.

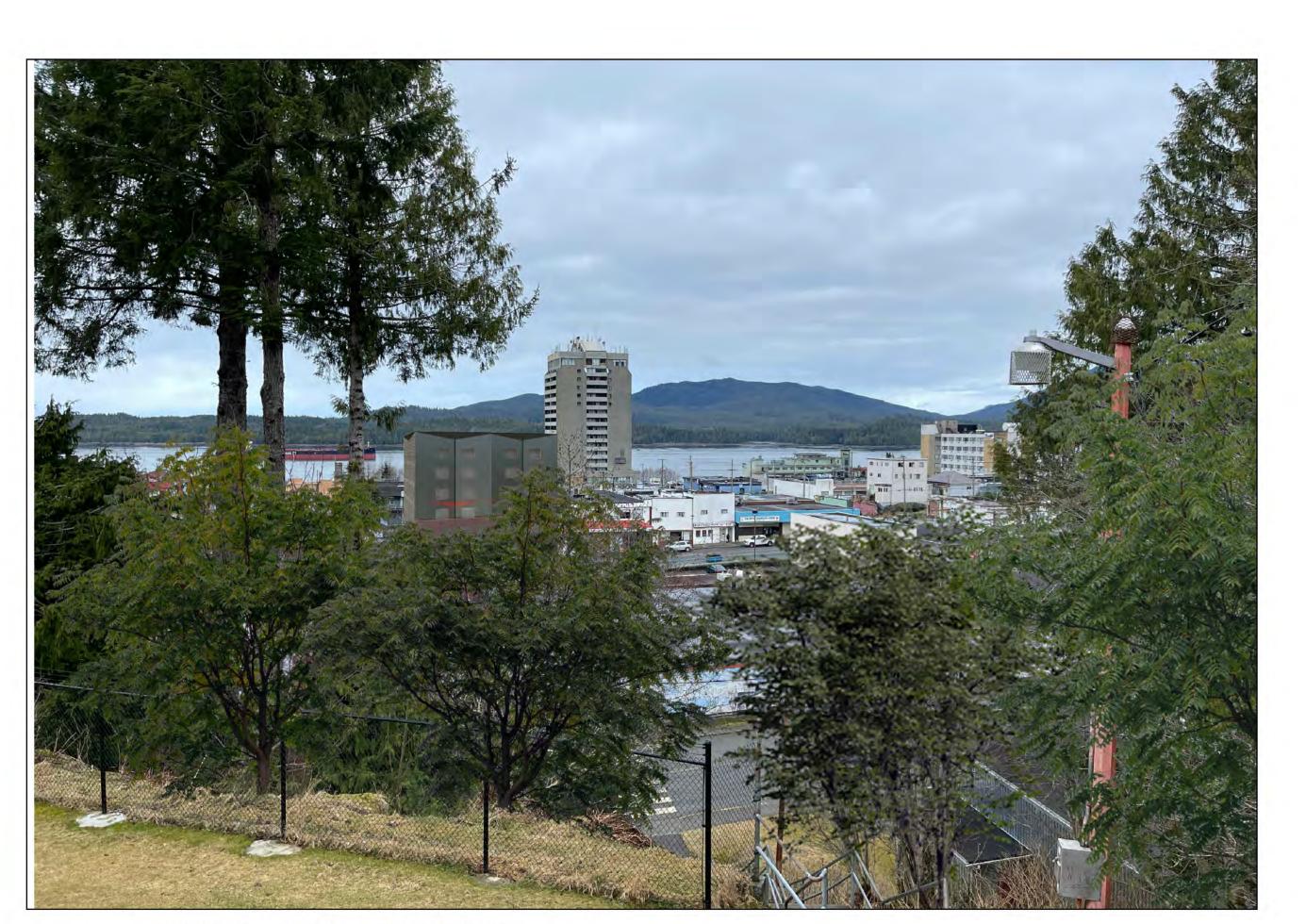
PROJECT A224598

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SCALE 1/8" = 1'-0'DATE MARCH 14, 2024 /

VIEW FROM BORDEN STREET LOOKING TO WEST 3RD AVENUE

2 VIEW FROM BORDEN STREET
LOOKING TO WEST 3RD AVENUE



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NO. | DATE | ISSUE 1 |2024-05-02|OCP AMENDMENT

NO. | DATE | REVISION



PROJECT

LAX KW'ALAAMS WAAP HOUSING **WEST 3RD AVENUE**

836 WEST 3RD AVENUE PRINCE RUPERT BC

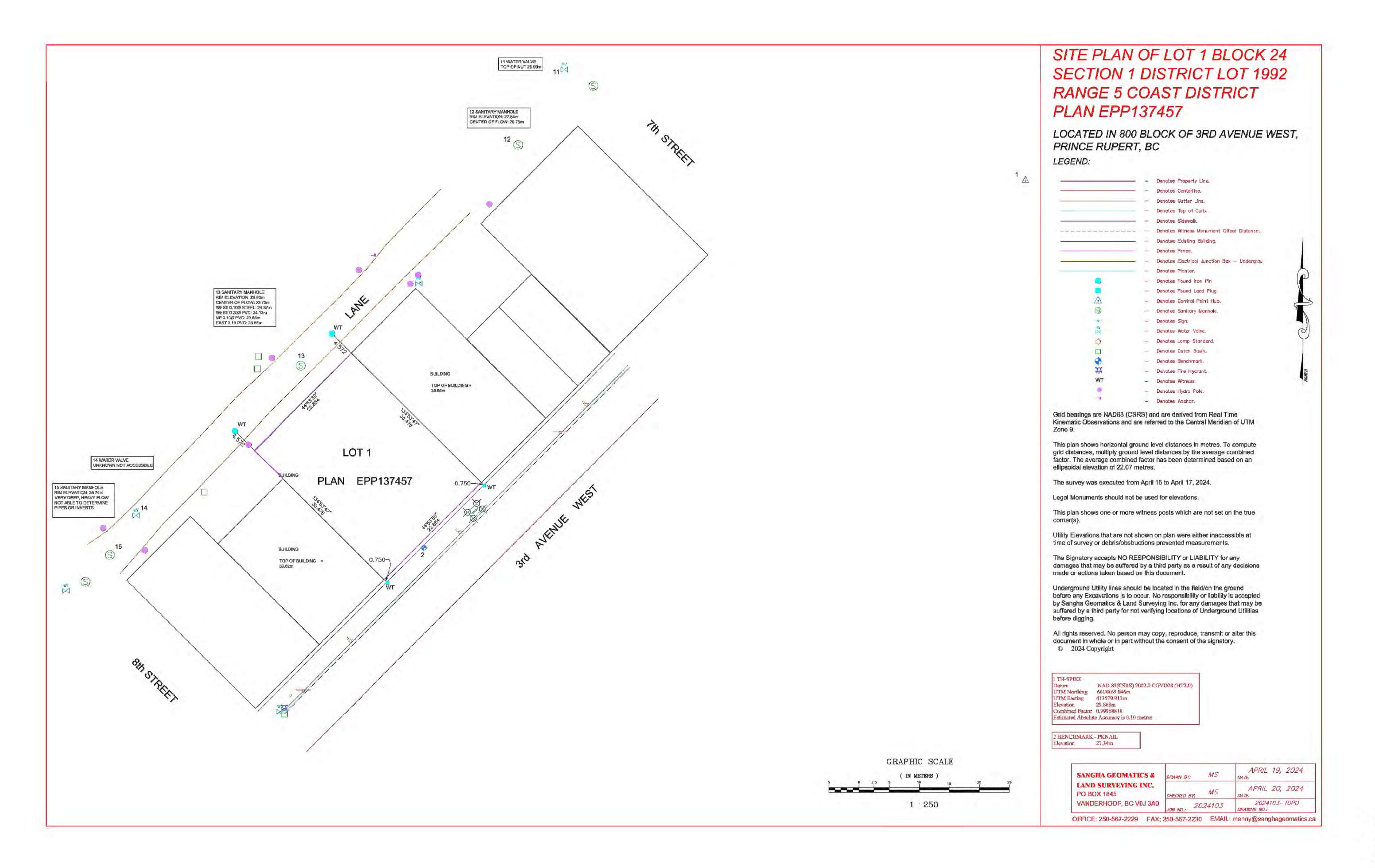
VIEWS FROM BORDEN STREET

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PROJECT A224598

SCALE 1/8" = 1'-0' **DATE** MARCH 14, 2024 /

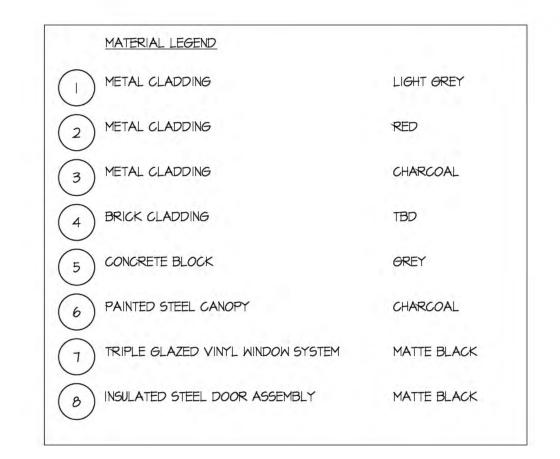




FRONT ELEVATION



2 ALLEY ELEVATION



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NO. | DATE | ISSUE

1 |2024-05-02|OCP AMENDMENT

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PROJECT

LAX KW'ALAAMS WAAP HOUSING **WEST 3RD AVENUE**

836 WEST 3RD AVENUE PRINCE RUPERT BC

BUILDING ELEVATIONS

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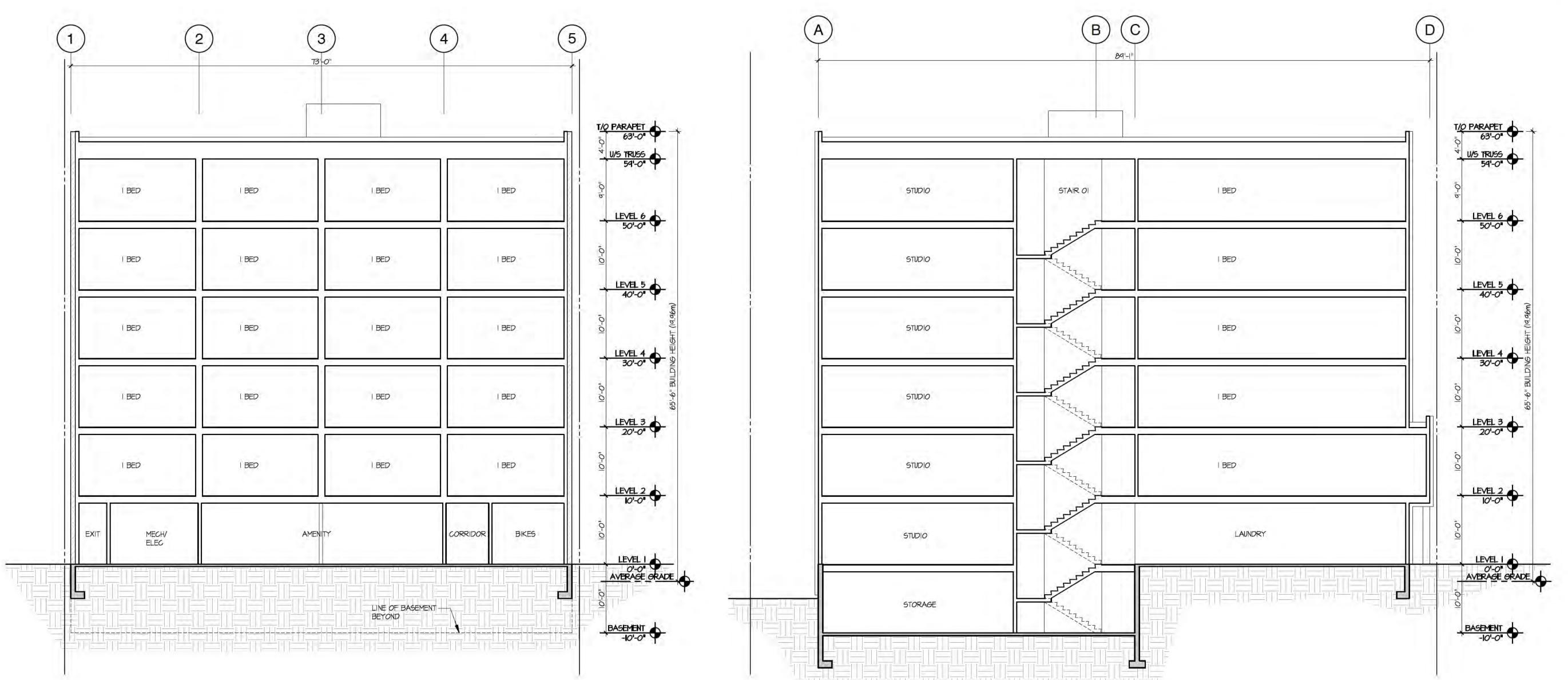
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PROJECT A224598

fabrication.

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SCALE 1/8" = 1'-0"**DATE** MARCH 14, 2024 /



BUILDING SECTION

2 BUILDING SECTION

WALL ASSEMBLIES	FIRE RATINGS	STC RATINGS	PARTY WALL ASSEMBLIES	FIRE RATINGS	STC RATINGS	ROOF ASSEMBLIES	FIRE RATINGS	STC RATINGS	FLOOR ASSEMBLIES	FIRE RATINGS	STC RATINGS
SIO THE K OND	I HOUR BCBC APPENDIX D TABLE D-23.4-A, D-23.4-E & D-23.4-G	30-34	RESIDENTIAL SUITE TO SUITE 5/8" TYPE 'X' GWB 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 3 1/2" THICK ABSORPTIVE MATERIAL 1" AIRSPACE 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 3 1/2" THICK ABSORPTIVE MATERIAL SHEAR WALL SHEATHING PER STRUCTURAL 5/8" TYPE 'X' GWB RESIDENTIAL SUITE TO COMMON AREA 5/8" TYPE 'X' GWB RESILIENT CHANNELS 2"x6" WOOD STUDS @ 16" OC - SEE STRUCTURAL 5 1/2" THICK ABSORPTIVE MATERIAL SHEAR WALL SHEATHING - SEE STRUCTURAL 5/8" TYPE 'X' GWB	I HOUR BCBC APPENDIX D TABLE D-23.4E & D-23.4G I HOUR BCBC APPENDIX D TABLE D-23.4A, D-23.4E & D-23.4G	57 TABLE 9.10.3.1-A TYPE WI3a 50-54 NRCC TL-93-103	TYPICAL ROOF 2 PLY SBS ROOFING MEMBRANE ASPHALT PROTECTION BOARD 8" RIGID INSULATION (R50 TOTAL) AIR/ VAPOUR BARRIER (FULLY ADHERED TO SHEATHING AND AT PENETRATIONS, TYPICAL) PLYWOOD SHEATHING PER STRUCTURAL SLOPED WOOD TRUSSES PER STRUCTURAL 5/8" GWB			FI CONCRETE SLAB ON GRADE FLOOR FINISH AS SPECIFIED CONCRETE SLAB PER STRUCTURAL IO MIL POLY VAPOUR BARRIER (SEAL ALL JOINTS AND PENETRATIONS) APPROVED BEARING/ DRAINAGE MATERIAL PER CIVIL F2 SUSPENDED SLAB FLOOR FINISH AS SPECIFIED CONCRETE SLAB PER STRUCTURAL TYPICAL RATED TJI FLOOR FLOOR FINISH AS SPECIFIED I 1/2" CONCRETE TOPPING PLYWOOD FLOOR SHEATHING PER STRUCTURAL II T/8" TJI FLOOR JOISTS PER STRUCTURAL 3 1/2" ABSORPTIVE MATERIAL RESILIENT CHANNELS © 24" O.C. 2 LAYERS 5/8" TYPE 'X' GWB	I HOUR APPENDIX D TABLE D2.3.4.B, D2.3.4.F, D.2.3.4.G AND D.2.3.IO.I	69 TABLE 9.10.3.1.B F21d

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CLIENT



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PROJECT

LAX KW'ALAAMS WAAP HOUSING WEST 3RD AVENUE

836 WEST 3RD AVENUE PRINCE RUPERT BC

BUILDING SECTIONS

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dys architecture for review before proceeding with

PROJECT A224598

fabrication.

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SCALE 1/8" = 1'-0"

DATE MARCH 14, 2024



Regular Meeting of Council

DATE: July 22, 2024

TO: Robert Buchan, City Manager

FROM: Richard Pucci, Director of Operations & Intergovernmental Relations

SUBJECT: RFQ PW24-053 CAPITAL PAVING AWARD

RECOMMENDATION:

THAT Council Awards RFQ PW24-053 CAPITAL PAVING to Adventure Paving/Terus Construction.

REASON FOR REPORT:

The City annually completes paving under the Capital Paving Program. The paving undertaken with this program covers trouble spots throughout the community.

ANALYSIS:

The Operations Department posted a Request for Quotes (RFQ) for the 2024 Capital Paving Program on BC Bid and only received two compliant bids:

- 1. Key-West Asphalt: \$2,087,978.12
- 2. Adventure Paving/Terus Construction: \$1,376,359.45

Staff recommend proceeding with the Adventure Paving bid for the following reasons:

<u>Budget Compliance:</u> The bid is on budget, ensuring that we can complete the necessary projects without financial strain;

<u>Local Expertise:</u> Adventure Paving is a well-known local company. Their familiarity with the region's specific conditions and requirements ensures high-quality work and reduces the likelihood of delays or issues related to unfamiliarity with the local environment.

<u>Local to the North</u>: Choosing a local company supports the local economy, helps sustain local jobs, and fosters a sense of community partnership. This can enhance the City's reputation and community relations; and,

Reduced Mobilization Costs: A local company can mobilize quickly and at a lower cost, as it does not need to transport equipment and materials over long distances.

Based on the price received from Adventure (\$1,376,359.45), the capital paving program accounts for approximately \$728,000, leaving \$272,000 as a contingency for base gravel levelling, raising water valves/manholes, and other necessary adjustments.

The remainder of the \$649,082.01 bid is allocated for water capital projects paving, including the Crestview Project, Kootenay, 1800-1900 Block of 7th Avenue East, and servicing work like the Atlin Avenue Project.

COSTS AND BUDGET IMPACT:

The City Council has already approved the capital expenditure for the 2024 Capital Paving Program, and this award falls within that approved Budget.

CONCLUSION:

THAT Council Awards RFQ PW24-053 CAPITAL PAVING to Adventure Paving/Terus Construction.

Report Prepared By:	Report Reviewed By:
Richard Pucci,	Robert Buchan,
Director of Operations &	City Manager
Intergovernmental Relations	

Originally signed available on request



Regular Meeting of Council

DATE: July 22, 2024

TO: Robert Buchan, City Manager

FROM: Rosa Miller, Director of Corporate & Legislative Services/Corporate Officer

SUBJECT: REMEDIAL ACTION UPATES

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

In the previous months, Council has passed several resolutions for Remedial Action Order. Due to legal issues and reconsideration requests, an update as to the status of these orders is prudent to keep Council fully informed of the file(s) progress.

- Remedial Action Order for 1056 8th Avenue East
 - The owner listed on title is deceased with no Probate or Letters of Administration in place. Staff are working with legal to rectify the situation which may include a petition of the court to proceed with the remediation which may include substitute service. All charges associated with this would be placed on the property taxes for the property.
- Remedial Action Order for 234 11th Avenue East
 - Property has a pending sale. Staff have been in contact with the purchaser's legal representation and have provided a list of expectations for the property. The new owner(s) will be submitting a plan to rectify the property. This plan is expected within two to three weeks.
- Remedial Action Order for 309 McBride Street
 - While the property is owned by a company, the principal of that company has passed. Staff have been in contact with the family on a plan for remediation. We expect a further update, with action items, to provided to Council for August 19, 2024.

- Remedial Action Order for 1913 7th Avenue East
 - This property is listed for sale. An application for demolition has been received by the City. Further information however is required prior to application approval. Staff will continue to monitor to ensure full compliance.
- Remedial Action Order for 1040 2nd Avenue West
 - Staff have been in contact with the owner who is actively working on the clean-up. We will continue to monitor to ensure compliance.
- Remedial Action Order for 728 Lotbiniere Street
 - Staff have received a request for reconsideration. A report (and appearance) will be scheduled for August 19, 2024;
- Remedial Action Order for 711 5th Avenue East
 - No contact has been made. Clean-up is being scheduled.
- Remedial Action Order for 200 3rd Avenue West
 - No contact has been made. Clean-up is being scheduled.
- Remedial Action Order for 240 6th Avenue West
 - No contact has been made. Clean-up is being scheduled. Once clean-up has been completed, if no action is taken by the property owner, Staff will look to return to Council with a Remedial Action Order for removal of the property.
- Remedial Action Order for 333 3rd Avenue West
 - Contact was made and the Owner noted that clean-up and repairs would be completed. As no further action has been taken, the City will commence clean-up and repairs.
- Remedial Action Order for 337 3rd Avenue West

Originally signed available on request

 Contact was made and the Owner noted that clean-up and repairs would be completed. As no further action has been taken, the City will commence clean-up and repairs.

Report Prepared By:	Report Reviewed By:		
Rosa Miller,	Robert Buchan,		
Director of Corporate & Legislative Services/Corporate Officer	City Manager		



DATE: July 22, 2024

TO: Mayor & Council

FROM: Rosa Miller, Director of Corporate & Legislative Services/Corporate Officer

SUBJECT: 1614 Sloan Avenue: Remedial Action Order (Lot 94 District Lot 1992 Range

5 Coast District Plan 5478 (PID: 010-453-989) (the "Property")

RECOMMENDATION:

THAT Council direct Staff to proceed with a Remedial Action Order section 73 of the *Community Charter* whereby the City of Prince Rupert will proceed with the building removal located at 1614 Sloan Avenue, legally known as Lot 94, District Lot 1992, Range 5, Coast District Plan 5478, PID: 010-453-989 (the "Property"), with the costs of removal placed on the property taxes for the said property;

AND THAT Council direct Staff to provide notice to the Property owner in accordance with section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14-days of the notice, provided for under section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14-days of the notice provided, Staff are directed to proceed with the Remedial Action Orders immediately, as requested.

REASON FOR REPORT:

On March 20, 2024, a letter was issued to the owner(s) of the Property. The letter was sent by registered mail. The letter was returned to the City as undeliverable on April 15, 2024.

The letter advised that due to the condition of the property, contact with the Bylaw Department by April 2, 2024, to discuss a clean-up plan for the property, including timelines. As of the deadline noted in the letter, no communication has been received.

On April 22, 2024, Council issued a Remedial Action Order for the clean-up of the property. Upon receipt of the confirmation of the order, the Property owner commenced a demolition of the Property without permits. The City issued a stop work order and advised the Property owner of the steps involved with the demolition of a property which include having the utilities cut-off and a hazardous materials assessment complete. The City had one meeting with the Property owner who has not done any further follow-up. As such, the City is now requesting an order for a full take-down of the property.

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All costs associated with the Remdial Action Order will be borne by the Property owner and placed on the Property taxes should payment remain outstanding at year-end.

Report Prepared By:	Report Reviewed By:
Rosa Miller, Director of Corporate & Legislative Services / Corporate Officer	Dr. Robert Buchan, City Manager

Originally signed available on request



DATE: July 22, 2024

TO: Mayor & Council

FROM: Rosa Miller, Director of Corporate & Legislative Services/Corporate Officer

SUBJECT: 232 - 3RD AVENUE WEST (PID: 014-772-116, Lot 20, Block 19, Section 1,

District Lot 251, Range 5, Coast District Plan 923) (the "Property")

RECOMMENDATION:

THAT Council direct Staff to proceed with a Remedial Action Order section 74 of the Community Charter whereby the City of Prince Rupert will proceed with the building clean-up and repair located at 232 – 3rd Avenue West, legally known as PID: 014-772-116, Lot 20, Block 19, Section 1, District Lot 251, Range 5, Coast District Plan 923 (the "Property"), with the costs of clean-up and repair placed on the property taxes for the said property;

AND THAT Council direct Staff to provide notice to the Property owner in accordance with section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14-days of the notice, provided for under section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14-days of the notice provided, Staff are directed to proceed with the Remedial Action Orders immediately, as requested.

REASON FOR REPORT:

On March 20, 2024, a letter was issued to the owner(s) of the Property. The letter was sent by registered mail.

The letter advised that due to the condition of the property, contact with the Bylaw Department by April 2, 2024, to discuss a clean-up plan for the property, including timelines. Staff did receive some communication from one of the Owners requesting more time. Further information was requested however nothing was received.

The RCMP have executed several search warrants on this property with the two most recent occurring within eight (8) days of each other. These searches have resulted in the seizure of illicit drugs.

Staff strongly recommend this order as more than sufficient time as passed to complete any repairs to this property to bring it back into a state of good repair. Keeping these properties boarded in this manner encourages property useage out of line with the City of Prince Rupert's Official Community Plan and Strategic Plan and discourages downtown development.

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All costs associated with the Remdial Action Order will be borne by the Property owner and placed on the Property taxes should payment remain outstanding at year-end.

Report Prepared By:	Report Reviewed By:	
Rosa Miller, Director of Corporate & Legislative Services / Corporate Officer	Dr. Robert Buchan, City Manager	

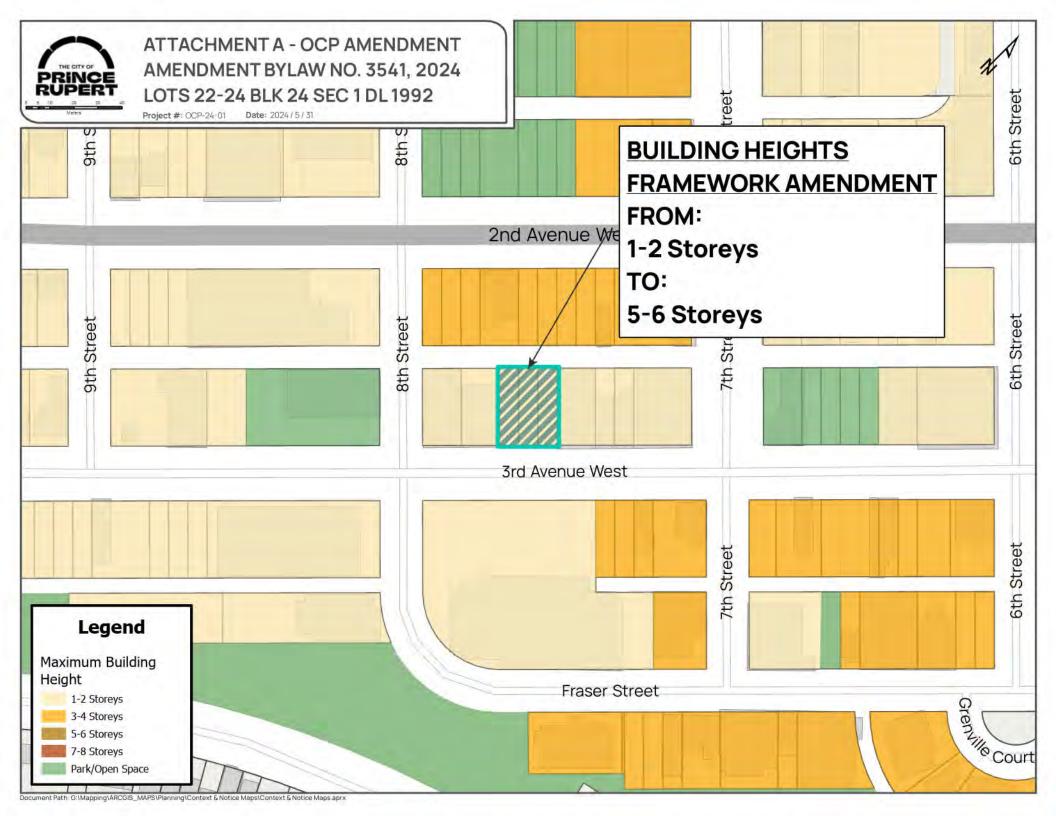
Originally signed available on request

CITY OF PRINCE RUPERT

OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT BYLAW NO. 3541, 2024

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

The Council of the City of Prince Rupert in an open meeting assembled, enacts as follows: That the City of Prince Rupert Official Community Plan No. 3460, 2021 be amended as follows: 1. Amend Map 2: City Core Building Heights Framework by changing lots legally described as LOTS 22-24 BLOCK 24 SECTION 1 DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN 923 from -2 Storeys to 5-6 Storeys at as indicated in Attachment 1 of this Bylaw. 2. This Bylaw may be cited as "City of Prince Rupert Official Community Plan Bylaw No. 3541, 2024". Read a First time this day of , 2024. Read a Second time this day of , 2024 Public Hearing this _____day of _____, 2024 Read a Third time this ____day of _____, 2024 Fourth and Final Reading this ____day of _____, 2024. MAYOR **CORPORATE OFFICER**





CITY OF PRINCE RUPERT

OFFICERS BYLAW NO. 3544, 2024

A BYLAW TO ESTABLISH THE OFFICER POSITIONS OF THE CITY OF PRINCE RUPERT AND TO ESTABLISH THE POWERS, DUTIES AND RESPONSIBILITIES OF SUCH OFFICERS

WHEREAS the Council of the City of Prince Rupert is empowered to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

NOW THEREFORE, The Council of the City of Prince Rupert, in an open meeting assembled, **ENACTS AS FOLLOWS**:

Citiation

1. This bylaw may be cited for all purposes as the "City of Prince Rupert Officers Bylaw No. 3544, 2024";

Definitions

- 2. In this Bylaw:
 - (a) Act means the Local Government Act or Community Charter.
 - **(b) Bylaw** means the City of Prince Ruprt Officers Bylaw No. 3544, 2024.
 - (c) City means the Corpoation of the City of Prince Rupert, a municipality incorporated under the City of Prince Rupert Incorporation Act 1910.
 - **(d) City Manager** means the position of Chief Administrative Officer as designated under the *Act*.
 - **(e) Corporate Officer** means that position designated under the *Act* also known as the Corporate Administrator or City Clerk.
 - (f) Chief Financial Officer means that position desined under the Act.
 - (g) Council means the City of Prince Rupert Mayor and Council.

- **(h) Department Head** means the head of a department whom manages the day-to-day running of said department.
- (i) Officer means a person appointed as an "Officer" under the Act.

Officer Positions

- 3. The following positions are hereby established as officer positions of the City:
 - a. City Manager;
 - b. Corproate Officer; and,
 - c. Chief Financial Officer.

Any Officer of the City, with the approval of Council, appointed as a Deputy who is afforded the same rights and protections as an Officer of the organization.

Department Heads

4. Department Heads are as appointed by the City Manager from time to time for the City of Prince Rupert.

Powers, Duties and Responsibilties

- 5. The powers, duties, and responsibilities of the City Manager are as set out in Schedule "A" attached hereto and forming a part of this Bylaw.
- 6. The powers, duties and responsibilities of the Corporate Officer are as set out in Schedule "B" attached hereto and forming part of this Bylaw.
- 7. The powers, duties and responsibilities of the Chief Financial Officer are as set out in Schedule "C" attached hereto and forming part of this Bylaw.
- 8. The powers, duties and responsibilities of Department Heads shall be designated and set by the City Manager from time to time.

Oath of Office

9. The Oath of Office is as set out in Schedule D of this Bylaw and is hereby adopted as the Oath of Office for Officers of the City of Prince Rupert.

Repeal

Read a First time thisday of, 2024.	
Read a Second time thisday of, 2024.	
Read a Third time thisday of, 2024.	
Read a Fourth & Final time thisday of, 2024.	
MAYO	JK
CORPORATE OFFIC	ER

10. That City of Prince Rupert Bylaw 3161, 2003, and any amendments thereto, be repealed.

SCHEDULE "A"

Powers, Duties and Responsibilities of the City Manager (Chief Administrative Officer)

Human Resources

- 1. Appoint, promote, discipline all Department Heads of the City;
- Recommend to Council the appointment, promotion, demotion, suspension or termination of Officers of the City, being those employees who are designed Officers by this Bylaw;
- 3. Supervise all Officers and Department Heads of the City;
- 4. Set the terms, conditions, benefits and remuneration for the employment of all Department Heads and all other non-contract City employees;
- 5. Appoint Acting Department Heads to administer departments in case of illness or absence;
- 6. Supervise, implement and ratify all contract negotiations with employee unions, or associations of the City;
- 7. Act as arbitrator between an employee and that employee's director subject to the terms of any applicable collective agreement with an employee union or association;
- 8. Recommend to Council personnel requirements and labour relations for other City related organizations and operations managed on behalf of the City and Provincial/Federal boards delivering City services;
- 9. Under the direction of the Chair of Council Appointed boards having separate supervisor, supervise staff delivering City services;

General Administration

- 10. Supervise the operation of departments of the City and other related organizations, boards, societies and agencies delivering City services;
- 11. Supervise the implementation of Council directives;
- 12. Acts as the principal intermediary between the City of Prince Rupert and the administration of other governments and all of entities dealing with the City;

- 13. From time to time, re-organize the administrative structure to improve the efficient and effective operation of the City;
- 14. Ensure that policies are developed, updated and implemented respecting human resources, compensation, respectful workplace, communication, conduct and asset management.

Legal Advice and Proceedings

- 15. Obtain legal advice;
- 16. Authorize lawyers to defend, or conduct any action of proceeding in any court of lay or before any tribunal, arbitrator, board, or any person, for on behalf of the City or any other City related organization delivering City services;
- 17. Authorize settlements of claims against the City as approved by Council;

Council

- 18. Supervise the preparation of Council agendas;
- 19. Attend all meetings of Council, Committees of Council and other entities created by Council and relating to the City;
- 20. Provide advice and recommendation to Council on any matter within Council's jurisdiction;
- 21. Report to Council on any matter of importance to the City or other related organizations:

Contracts

- 22. Authorize the use or budgeted purchase or sale of City facilities, equipment, and services and authorize the awarding of contracts of budgeted items;
- 23. Supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council in the budgets and financial plans of the City; and,

Additional Powers, Duties and Responsibilities

24. Exercise whatever additional powers and discharge whatever additional duties and responsibilities from Council from to time may assign.

SCHEDULE "B"

Powers, Duties and Responsibilities of the Corporate Officer (Corporate Administrator)

Statutory

- Ensuring that the minutes of the meetings of the City and its committees are prepared and the minutes, bylaws and other records of the business of the City and its committees are maintained and kept safe.
- 2. Ensuring that access is provided to records of the City and its committees, as required by law or authorized by Council.
- 3. Certifying copies of bylaws and other documents, as requested or required.
- 4. Administering oaths and taking affidavits, declarations and affidavits required to be taken under the *Local Government Act* and *Community Charter* in relation to municipal matters.
- 5. Accepting, on behalf of the City, notices and documents that required or permitted to be given, served on, or filed with or otherwise provided by the City.
- 6. Keeping the corporate seal and having it affixed to documents as required;

Human Resources

- 7. Recommend to the City Manager (Chief Administrative Officer), the appointment, promotion, discipline or dismissal of all employees within the Corporate Administration department.
- 8. Supervise all employees in the Corporate Administration department and other department designated by the City Manager (Chief Administrative Officer).
- 9. Be a member of the bargaining committee dealing with union/association contract negotiations for the City and other City related or appointed Boards delivering City services.

General Administration

- 10. Supervise the implementation of Council directives and directives of the City Manager.
- 11. Act as a contact between the Corporate Administration department and other departments under the supervision of the City Manager.

Council

- 12. Attend all meetings of the Council, its committees, boards, commissions or other entities appointed by Council or Provincial statute that pertain to the City, for the purposes of minutes taking, except where otherwise directed by the City Manager.
- 13. Organize efficient and effective record-keeping for all corporate documents.
- 14. Provide copies of any documents serve on the City to the City Manager and to any insurers, as appropriate.

Risk Management

- 15. Receive all insurance claims against the City or other City departments.
- 16. Prepare, process and approval all statutory rights of ways, license of occupation, encroachment agreements or other contracts for the City or other City operations.

SCHEDULE "C"

Powers, Duties and Responsibilities of the Chief Financial Officer

Statutory

- 1. Receiving all money paid to the City.
- 2. Ensuring the keeping of all funds and securities of the Municipality.
- 3. Expending and disbursing money in the manner authorized by Council.
- 4. Investing revenue funds, until required, in investments as permitted under the *Local Government Act* and *Community Charter*.
- 5. Ensuring that accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept safe.
- 6. Compiling and supplying information on the financial affairs of the City required by the inspector.

Human Resources

- 7. Recommend to the City Manager (Chief Administrative Officer), the appointment, promotion, discipline or dismissal of all employees within the Financial Services department.
- 8. Supervise the operation of the Financial Services department of the City.
- 9. Supervise all employees in the Financial Services department.
- Be a member of the bargaining committee dealing with union/association contract negotiations for the City and other City related or appointed Boards delivering City services.

General Administration

- 11. Supervise the implementation of Council directives and directives of the City Manager.
- 12. Act as a contact between the Financial department and other departments under the supervision of the City Manager.

Legal Advice and Proceedings

- 13. Supervise the obtaining of insurance as deemed necessary.
- 14. Supervise the provision of insurance matters.
- 15. Prepare and arrange for filing of any documentation necessary under the *Financial Disclosure Act* or otherwise.

Council

- 16. Attend Council meetings as required by the City Manager.
- 17. Provide advice to the City Manager regarding any matter of a financial nature.
- 18. Prepare budgets and financial plans for the City and other organizations delivering services to the City services.
- 19. Liaise with the City's auditors in connection with the financial audit

SCHEDULE "D"

Oath of Office

- I, **[insert name]**, having been appointed to the Office of **[insert name of Office]**, for the City of Prince Rupert to hereby promise and swear:
 - (a) I will faithfully, honestly and impartially, and to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
 - (b) I will treat all matters of information that comes to my attention, as a result of my Office, in confidence;
 - (c) I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and responsibilities, other than as permitted by the City of Prince Rupert;
 - (d) I will not allow my personal interests to conflict with the duties of my Office; and,
 - (e) I will comply with all policies and directives of the City and comply with all laws.



CITY OF PRINCE RUPERT

AUTHORIZED SIGNATORIES BYLAW NO. 3545, 2024

A BYLAW TO DELEGATE DEFINED AUTHORITIES TO OFFICERS OF THE CITY OF PRINCE RUPERT

WHEREAS the Council of the City of Prince Rupert, by bylaw, may delegate certain defined authorities to Officers of the City of Prince Rupert under the *Local Government Act* and *Community Charter*;

NOW THEREFORE, The Council of the City of Prince Rupert, in an open meeting assembled, **ENACTS AS FOLLOWS**:

Citiation

1. This bylaw may be cited for all purposes as the "City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024";

Definitions

- 2. In this Bylaw:
 - (a) Act means the Local Government Act or Community Charter.
 - **(b) Authorized Designate** means an Employee or an Officer provided with the written authority to act on another person's behalf.
 - (c) City means the Corporation of the City of Prince Rupert, a municipality incorporated under the City of Prince Rupert Incorporation Act 1910.
 - (d) City Manager means the person appointed by Council as City Manager or their delegate as defined in the City of Prince Rupert Officers Bylaw No. 3544, 2024.
 - **(e) Corporate Officer** means the person appointed by Council as the Corporate Officer or their delegate as defined in the City of Prince Rupert Officers Bylaw No. 3544, 2024.
 - (f) Council means the elected Council of the City of Prince Rupert.
 - **(g) Employee** means an exempt or union employee of the City other than an Officer.

(h) Officer means the persons defined as Officers in the City of Prince Rupert Officers Bylaw No. 3544, 2024.

General

- 3. All bylaws adopted by the Council and any contracts authorized by Council shall be signed by the Mayor and City Manager or Mayor and Corporate Officer.
- 4. All minutes of Council shall be signed by the Mayor or presiding member, and the Corporate Officer.
- 5. All minutes of Standing Committees of Council and all other administrative bodies in the City, shall be signed by the chairperson or presiding member.
- 6. All development permits, development variance permits and temporary use permits issued by Council shall be signed by the Corporate Officer and the City Planner.
- 7. All contracts made between the City and His Majesty the King in Right of Canada and his lawful agents or representatives of His Majesty the King in Right of the Province of British Columbia andhis lawful agents shall be signed by the Mayor and Corporate Officer.
- 8. All documents to be registered in the Land Title Office shall be signed by the Corporate Officer and an Officer or Authorized Designate.
- 9. All documents initiated, generated or processed in any department other than those specified in this bylaw shall be signed by the Corporate Officer and an Officer or Authorized Designate when two signatories are required; for documents initiated, generated or processed in any department other those specified in this bylaw whereby one may sign, an Officer or Authorized Designate may sign.
- 10. The authorization to sign herein are granted to the foregoing person provided that all necessary pre-requisits of the *Act*, as amended from time to time, or other statues, City bylaws and City policies have been met.

Delegation of Purchasing Power

11. Council hereby delegates to the City Manager all of the powers, duties and functions of Council under the *Act* to make agreements respecting the City's activities, works or services, and transact land, subject to the limitations on that delegated authority as set out in the City's purchasing policy.

Delegation To Persons Holding Position

12. Where this Bylaw delegates a power, duty or function to a named position, the delegation of the power, duty or function is to the person who from time to time holds the position and to any person who from time to time is the deputy of that person so appointed by Council for Officers and by the City Manager for non-

	Officers.
R	epeal
	13. That the City of Prince Rupert Bylaw No. 3162, 2003, and any amended thereto,

be repealed.

Read a First time thisday of, 2024.
Read a Second time thisday of, 2024.
Read a Third time thisday of, 2024.
Read a Fourth & Final time thisday of, 2024.
MAYOR
CORPORATE OFFICER

CITY OF PRINCE RUPERT

NORTHWEST B.C. REGIONAL FUNDING AGREEMENT RESERVE BYLAW NO 3547, 2024.

A BYLAW AUTHORIZING THE CITY OF PRINCE RUPERT TO ESTABLISH THE NORTHWEST B.C. REGIONAL FUNDING AGREEMENT RESERVE

WHEREAS the Council of the City of Prince Rupert is empowered according to Section 188 of the Community Charter to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund and; WHEREAS the City of Prince Rupert has entered into an agreement with the Province of British Columbia under the "Northwest B.C. Regional Funding Agreement" and; WHEREAS a condition of the agreement is that a separate dedicated reserve be created for the purposes of this agreement; NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows: 1. This Bylaw may be cited for all purposes as "Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 3547, 2024". 2. That a reserve fund called "Northwest B.C. Regional Funding Agreement" be established for amounts received from the Province of British Columbia under the agreement, as it may change from time to time. 3. The funds held within this reserve will be spent in accordance with the eligible uses in accordance with the agreement, as it may change from time to time. READ THE FIRST TIME this _____day of . 2024. READ THE SECOND TIME this _____day of_____, 2024. READ THE THIRD TIME this _____day of_____, 2024. CONSIDERED, PASSED AND ADOPTED this ____day of _____, 2024. MAYOR **DIRECTOR OF CORPORATE &** LEGISLATIVE SERVICES