

REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, August 19, 2024, immediately following the Committee of the Whole Meeting taking place at 7:00pm 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 August 19, 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 July 22, 2024;
 - ii. Minutes of the Committee of the Whole Meeting of July 22, 2024;
 - iii. Minutes of the Public Hearing Meeting of July 22, 2024;

b) Reports for receipt

- iv. Report from the Planning Re: July 2024 Development Activity;
- v. Report from the Fire Chief Re: July 2024 Monthly Fire / Rescue information:
- vi. Report from the Deputy City Manager Re: Major Projects Update;
- vii. Report from the Deputy City Manager Re: Wastewater Pilot Project;

c) Correspondence for receipt

- viii. Letter from BC Ministry of Agriculture and Food Re: Addressing Drought Challenges: Important Resources for Local Governments and their Agricultural Communities: and.
- ix. Letter from President North Central Local Government Association Re: Challenging Wildfire Season.

Recommendation:

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

7. REPORTS

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

Recommendation:

THAT Council proceeds with the final approval for Development Variance Permit (DVP) #24-05 for the porch enclosure located at 412-4th Avenue East.

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

Recommendation:

THAT Council proceeds with the final approval for Development Variance Permit (DVP) #24-06 for the porch enclosure located at 836 – 3rd Avenue West.

c) Report from Planning Re: DVP-24-07 for 721 Lotbiniere Street.

Recommendation:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-07 for 721 Lotbiniere Street.

d) Report from the Manager of Communications, Engagement and Social Development Re: Memorandum of Understanding for Collaboration on *Emergency and Disaster Management Act* (EDMA) Funding.

Recommendation:

THAT Council approve the Memorandum of Understanding to work with the District of Port Edward and North Coast Regional District on meeting the new *Emergency and Disaster Management Act* (EDMA) requirements for Indigenous engagement under new Provincial legislation.

e) Report from the Deputy City Manager Re: Wastewater Pilot Program – Construction Consultant Services (RFP 24-0012).

Recommendation:

THAT Council receives this report and award Construction Consultant Services (RFP 24-0012) to Spur Construction.

f) Report from the Deputy City Manager Re: MacCarthy Building – Construction Award - CTNCA.

Recommendation:

THAT Council receives this report and awards Coast Tsimshian Northern Contractors Alliance (CTNCA) the next phase of the progressive design-build

contract for the MacCarthy Building (RFP-24-0008).

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 Official Community Plan Amendment Bylaw No. 3542, 2024.

Recommendation:

THAT Council give Third Reading to the Official Community Plan Amendment Bylaw No. 3542, 2024.

c) City of Prince Rupert Zoning Amendment Bylaw No. 3543, 2024.

Recommendation:

THAT Council give Third Reading to the Zoning Amendment Bylaw No. 3543, 2024.

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

Recommendation:

THAT Council introduce and give Fourth & Final Reading 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, July 22, 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 (Remote) Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager

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

1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:18 pm.

2. INTRODUCTION OF LATE ITEMS

6. c) xiii. Request for Letter of Support for Vancouver Foundation's BIPOC Level Grant for Leadership & Indigenous Community Programming;

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council adopt late items 6. c) xiii. to the agenda as presented.

CARRIED

3. APPROVAL OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Agenda for the Regular Council Meeting of July 22, 2024 be adopted as presented and amended.

CARRIED

4. RESOLUTIONS AND/OR RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE

5. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

Terry Sawka – Re: City of Prince Rupert Bylaws.

6. CONSENT AGENDA

a) Council minutes for approval

- 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;

(Councillor Skelton-Morven left the meeting citing a conflict of interest: 7:44 pm)

xiii. Request for Letter of Support for Vancouver Foundation's BIPOC Level Grant for Leadership & Indigenous Community Programming.

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

CARRIED

(Councillor Skelton-Morven returned to the meeting: 7:44 pm)

7. REPORTS

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

MOVED by Councillor Randhawa and seconded by Councillor Skelton-Morven THAT support the Patron Participation Entertainment Endorsement Application for the Crest Hotel as requested.

CARRIED

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

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT Council consider the Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 3547, 2024.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-05 for 412 – 4th Avenue East.

CARRIED

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

MOVED by Councillor Adey and seconded by Councillor Forster THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-06 for 836 – 3rd Avenue West.

CARRIED

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

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council Awards RFQ PW24-053 CAPITAL PAVING to Adventure Paving/Terus Construction.

CARRIED

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

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT Council receive this report for information purposes.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven 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.

CARRIED

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

MOVED by Councillor Randhawa and seconded by Councillor Adey 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.

CARRIED

8. BYLAWS

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

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council give Third Reading to the Official Community Plan Amendment Bylaw No. 3541, 2024.

CARRIED

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

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council give Fourth & Final Reading to the City of Prince Rupert Officers Bylaw no. 3544, 2024.

CARRIED

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

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the City of Prince Rupert give Fourth & Final Reading to the City of Prince Rupert Authorized Signatories Bylaw No. 3545, 2024.

CARRIED

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

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council introduce and give First, Second and Third Readings to the Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 3547, 2024.

CARRIED

9. COUNCIL ROUND TABLE

10. ADJOURNMENT

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the meeting be adjourned to close at 8:22 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, July 22, 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 (Remote) Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager

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

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 Niesh and seconded by Councillor Skelton-Morven THAT the Agenda for the Committee of the Whole Meeting of Monday, July 22, 2024, be adopted as circulated.

CARRIED

3. REPORTS

a. Report from the City Manager Re: Strategic Plan Update

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Coucil receive this update for information purposes.

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

MOVED by Councillor Adey and seconded by Councillor Cunningham THAT Council approve the following City of Prince Rupert Policies:

- 1. GOV-07-2023 Board, Committee and Commission Recommendations;
- 2. GOV-09-2023 Liaison, Council and its Committee Appointees;
- 3. GOV-12-2023 Civic Pride Materials;
- 4. GOV-13-2023 Snow and Ice Control;
- 5. GOV-14-2023 Crime Prevention Awards; and,
- 6. GOV-17-2023 Sidewalk Patios on City Property.

CARRIED

GOV-04-2023 – Board, Society and Committee Appointments – needs Governance Guide for various Boards Commissioners and Mandate Letters from Council.

4. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

5. ADJOURMENT to Regular Council Meeting

MOVED by Councillor Randhawa and seconded by Councillor Skelton-Morven THAT the meeting be adjourned to Regular Council Meeting at 7:18 pm.

CARRIED
Confirmed:
MAYOR
Certified Correct:
CORPORATE OFFICER



MINUTES

For the **PUBLIC HEARING MEETING** of Council held on July 22, 2024 at 6:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond

Councillor B. Cunningham
Councillor W. Niesh
Councillor N. Adey
Councillor G. Randhawa
Councillor T. Forster (Remote

Councillor T. Forster (Remote) Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager

R. Miller, Director of Corporate & Legislative Services

R. Pucci, Director of Operations & Intergovernmental Relations

M. Pope, Director of Development Services

1. CALL TO ORDER

The Mayor called the Public Hearing to order at 6:23 p.m. and read the Statement of the Chair on the Procedures for the Public Hearing.

2. OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 3541, 2024

- a. Report from Planning
- b. Public comments

3. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the meeting be adjourned at 6:25 p.m.

CARRIED	
Confirmed:	
MAYOR	
Certified Correct:	
CORPORATE OFFICER	



Regular Meeting of Council

REPORT TO COUNCIL

DATE: August 19nd, 2024

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

SUBJECT: DEVELOPMENT ACTIVITY REPORT JULY, 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 July 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,	Robert Buchan,
Urban Planner I	City Manager

Originally signed available on request

Attachments:

1. Development Activity Report

	Development Activity Report – July 2024					
Planning and Zoning						
File No.	Location	Proposal Description	Date Received	Status	Date of Decision	
ZLBA-24-03	Seal Cove Quarry	Proposal to rezone to allow a 62-unit residential building.	May 14, 2024	In Progress. Waiting on information by applicant	Passed 1 st and 2 nd Reading on June 24 th , 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 3 rd Reading on July 22 th , 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* Waiting on information by applicant	Passed 1 st and 3nd Reading on June 24 th , 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 29, 2023	On Hold	N/A	
DVP-24 -06	3 rd Ave.	Proposed Building Height Variance for Lax Kw'alaams Development	July 07, 2023	In progress* Approved for Pub. Notification by Council July 22.	N/A	
DVP-24 -07	721 Lotbiniere Street	Enclosure of Porch	July 18, 2023	In progress	N/A	
DVP-24 -08	721 Lotbiniere Street	Minor Variance Deck/ Encroachment Agreement	July 18, 2023	In Progress* Applicant in talks w/ Eng. Dpt.	N/A	
DP-24-14	151 Kaien Rd	Proposed BC Emergency helicopter hangar	May 23, 2024	In Progress* Pending information from applicant	NA	
DP-24-16	313 3 rd Ave W	Commercial unit redevelopment to residential Unit	June 13, 2024	Approved	July 8, 2024	
DP-24-17	Prince Rupert Blvd. & Drake Cres	Multi-Family Development	June 17, 2024	Approved	July 8, 2024	
DP-24-18	Hecate Strait	Signs	June 17, 2024	Approved	July 9, 2024	

Building Department Permits - Summary July 2024				
File No.	Location	Proposal Description	Status	Date of Decision
BP-24-147	985 3rd Ave West	Sign	Approved	July 4, 2024
BP-24-148	944 Hayscove Ave	Renovation	Approved	July 4, 2024
BP-24-149	345 9th Ave West	Renovation	Approved	July 4, 2024
BP-24-150	1800 6th Ave East	Renovation	Approved	July 5, 2024
BP-24-151	217 11th Ave East	Renovation	Approved	July 8, 2024
BP-24-152	1069 7th Ave East	Renovation	Approved	July 8, 2024
BP-24-153	2090 Graham Ave	Renovation	Approved	July 8, 2024
BP-24-154	212 9th Ave East	Renovation	Approved	July 10, 2024
BP-24-155	633 Ritchie Street	Renovation	Approved	July 10, 2024
BP-24-156	313 3rd Ave West	Renovation	Approved	July 10, 2024
BP-24-157	313 3rd Ave West	Renovation	Approved	July 10, 2024
BP-24-158	240 Crestview Drive	Renovation	Approved	July 11, 2024
BP-24-159	625 5th Ave East	Renovation	Approved	July 11, 2024
BP-24-160	921 Ambrose Ave	Renovation	Approved	July 11, 2024
BP-24-161	921 Ambrose Ave	Renovation	Approved	July 11, 2024
BP-24-162	706 Smithers Street	Renovation	Approved	July 11, 2024
BP-24-163	841 Summit Ave	Renovation	Approved	July 12, 2024
BP-24-164	815 Summit Ave	Renovation	Approved	July 12, 2024
BP-24-165	1726 India Ave	Renovation	Approved	July 16, 2024
BP-24-166	120 Barrow Place	Renovation	Approved	July 16, 2024
BP-24-167	1233 Conrad Street	Renovation	Approved	July 16, 2024
BP-24-168	1213 2nd Ave West	Renovation	Approved	July 17, 2024
BP-24-169	1315-1317 Sloan Ave	Renovation	Approved	July 17, 2024
BP-24-170	847 1st Ave West	Renovation	Approved	July 17, 2024
BP-24-171	56 Haysvale Drive	Renovation	Approved	July 17, 2024
BP-24-172	670 7th Ave East	Renovation	Approved	July 18, 2024
BP-24-173	620 7th Ave East	Suite Addition	Approved	July 19, 2024
BP-24-174	668 7th Ave East	Renovation	Approved	July 22, 2024
BP-24-175	182 Crestview Drive	Renovation	Approved	July 22, 2024
BP-24-176	775 Drake Crescent	Renovation	Approved	July 25, 2024

BP-24-177	355 6th Ave East	Renovation	Approved	July 25, 2024
BP-24-178	2180 Atlin Ave	Renovation	Approved	July 26, 2024
BP-24-179	245 Crestview Drive	Renovation	Approved	July 26, 2024
BP-24-180	1535 Jamaica Ave	Renovation	Approved	July 29, 2024
BP-24-181	1938 Graham Ave	Renovation	Approved	July 30, 2024
BP-24-182	310 5th Ave West	Renovation	Approved	July 30, 2024
BP-24-183	913 8th Ave East	Renovation	Approved	July 31, 2024
BP-24-184	1002 11th Ave East	Renovation	Approved	July 31, 2024
BP-24-185	136 9th Ave East	Renovation	Approved	July 31, 2024



REPORT August 01, 2024

TO: City Manager Rob Buchan

FROM: Fire Chief Jeff Beckwith

SUBJECT: Monthly Fire / Rescue Report – July 2024

During the month of July 2024, the Prince Rupert Fire Rescue Department responded to 69 emergency incidents. Of these incidents, 2 properties sustained significant damage and 1 property sustained minor damage. The Fire Department also attended 4 other fires, 7 smoke investigations, 2 rescues, 2 MVI's and 31 medical responses.

Location	Property Value	Property Loss
1107 8 TH Ave E	\$215,700	\$45,000
1300 Ridley Is Road	\$45 868 000	\$1 000
110 11th Street	\$667 000	\$20 000

INCIDENT COMPARISON

July	2024	69 Incidents
July	2023	174 Incidents
July	2022	143 Incidents
July	2021	168 Incidents
Julv	2020	184 Incidents

FIRE SERVICE ACT INSPECTIONS

During the month of July, Fire Rescue Department personnel conducted Fire Service Act inspections within 4 public buildings in Prince Rupert

INSPECTION COMPARISON

July	2024	4 Public Building Inspections
July	2023	4 Public Building Inspections
July	2022	10 Public Building Inspections
July	2021	0 Public Building Inspections
July	2020	138 Public Building Inspections

DEPARTMENT ACTIVITIES AND PROGRAMS

Fire Prevention and Public Education:

Approximately 20 children from the local summer camp were treated to a firehall tour, which consisted of lessons on fire safety, a Q & A, tours of the fire trucks and a firehose demonstration. Additionally, 4 residences were outfitted with up-to-date smoke detectors as part of our Senior Smoke Detector Installation program.

Training & Upgrading:

During the month of July, 43 in-house training sessions were conducted including fire scenario training for FF's and the new dispatcher, elevator rescue, mental health training, commercial property familiarization and numerous minuteman deployment methods.

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	357
PR FIRE	24
PR AMB	129
PR EHS	36
PR RCMP	144
PR ALARM	10

PED ADMIN	2
PED FIRE	5
PED AMB	1
PED EHS	0
PED RCMP	4
PED ALARM	0

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

CITY	115
H/U	120
WRONG #	21
R.C.C.	0
CITYWEST	9
311	0

Total: 981

Respectfully Submitted

Jeff Beckwith, Fire Chief



REPORT TO COUNCIL Regular Meeting of Council

DATE: August 19th, 2024

TO: Robert Buchan, City Manager

FROM: Richard Pucci, Deputy City Manager

SUBJECT: PRINCE RUPERT MAJOR PROJECT UPDATE

RECOMMENDATION:

THAT Council receives this Report for information purposes.

REASON FOR REPORT:

The City of Prince Rupert's Capital Projects are well underway, and the Operations Department is providing this update to the Council through the Deputy City Manager.

ANALYSIS:

Please see the attachment for a more detailed Project update.

COST:

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

Report Prepared By:	Report Reviewed By:	
Richard Pucci, Deputy City Manager	Dr. Robert Buchan, City Manager	

Originally signed available on request

The *BIG* Project

- Shawatlan Road section is well underway
- Paving of Applewaite by Sept 30th
- 7th Ave completion and paving by Sept 30th
- Frederick paving completed by Sept 30th
- Year 1 corridors have been identified and are currently under investigation
- Year 1 corridors are currently under design
- Year 1 corridor construction is expected to start on October 1, 2024
- CTNCA is working with several local contractors through a progressive approach to complete the work

Figure 10 August 1 Au

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Priority



Shawatlan Rd Waterline

- Asphalt Road has been removed and recycled.
- Clearing and grubbing prep is complete in the first section.
- The design is now complete. Challenges were due to the supply main sizing and the requirement for new chambers and valves at the industrial site.
- All required pipe is onsite.
- Valving is ordered and on its way.
- Other appurtenances are ordered.
- Design with the Northern Health Authority is Approved.
- Pipe installation is set to start within days.
- At this time, due to costs, the road will not be reinstated.





Overland Waterline

- The Overland Project is about halfway complete.
- The commissioning plan for the new line will be submitted this week.
- Substantial completion for this phase is Oct 1^{st.}
- Phase 2 of the overland is set for early 2025.
- The submarine line project will follow once the overland sections are complete.





SCADA Communication

- Both towers at Shawatlan & Montreal Circle are complete.
- The Montreal Circle Tower is 100% operational.
- The Shawatlan Tower is operational but on temporary power.
- Permanent power at the Shawatlan site is set to be active Oct 15th
- Phase 1 of the PLC upgrade is complete.
- Phase 2 of the PLC Upgrade is set for next week.
- Once this is complete, future SCADA upgrades will be easier to upload and program.

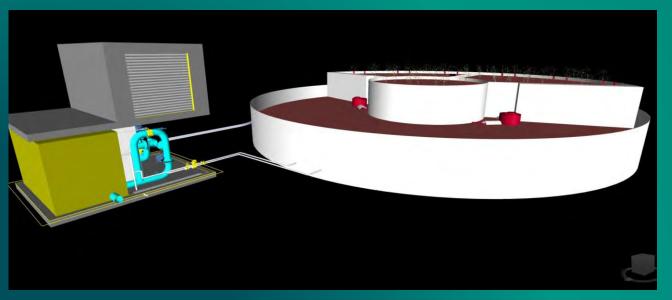




Wetland Pilot Project

- RFP has closed for Integrated Project Delivery (IPD) approach
- All Pre-Engineering work is complete
 - Detailed Design work is 60% complete.
 Work remaining includes,
 - Finalization of equipment selection
 - Constructability review
 - Design review with sub-consultants
 - Finalization of site layout
 - Preparation of tender drawing package

More information is provided in the Presentation and the Staff Report.







6th Ave Bridge Repairs

- The Contractor is on-site and actively working.
- The asphalt has been stripped.
- Work has started on replacing the required wooden members.
- Work has also started on repairs to the cantilevered pedestrian walkway section.
- Staff will work with the contractor to accelerate the construction time so that the bridge can be opened to pedestrian traffic as soon as possible.
- Current completion is scheduled for the first week of October; however, Staff will work with the contractor to try to accelerate the construction time so that the bridge can potentially be opened sooner.





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Public Works Building

- CTNCA are engaged through an Open Bid process for a Progressive Design Build like the RCMP.
- Design has progressed, and instead of an extension to the building, there will be a separate building onsite.
- This approach provides:
 - Cheaper build costs due to code upgrades
 - More square footage
 - Faster and phased occupancy
- Targets:
 - \$6M cost
 - Phased occupancy starting in December of 2024

More information is provided in the Staff Report

Perspective





Landfill West Closure

- Work is currently underway on the site.
- Lining is progressing on schedule.
- Earthworks and methane gas capture piping will follow.
- This project is currently on budget and on schedule to meet the City's and Ministry's Permit requirements.
- Following the closure, staff will be turning their attention to the lagoon and outfall discharge.
- Additionally, Staff will be working with the Ministry on our Permit concerns.
- Discussions are still in progress with NCRD regarding repositioning of the service.





Capital Projects

- Paving Program
 - Awarded and expected to start within two weeks
- Tennis Courts (with Pickle Ball)
 - Complete
- Log removal behind the Dam
 - Awarded
- Safety and Policy Updates
 - On-going
- Department Staffing Challenges
 - On-going
- Outfall L Repairs
 - Complete
- Outfall J-I Design
 - Complete







REPORT TO COUNCIL Meeting of Council

DATE: August 19th, 2024

TO: Robert Buchan, City Manager

FROM: Richard Pucci, Deputy City Manager

SUBJECT: WASTEWATER PILOT PROJECT - STAFF REPORT

RECOMMENDATION:

THAT Council receives this Report for information purposes.

REASON FOR THE REPORT:

The Deputy City Manager (DCM) was requested to report to the Council on several perceived concerns regarding the proposed wetland pilot project. These concerns included odour, wildlife, flooding, noise, operational costs and Federal compliance. As a result, the DCM visited two facilities with very similar operating criteria to provide these answers.

BACKGROUND:

The current sewerage system within the City of Prince Rupert (City) dates back to the early 1900s and is divided into sewerage areas, each with a piped discharge into the Prince Rupert Harbour. Some of these areas are combined sewers, and some are separated sanitary and storm sewers. Most of the wastewater is combined at the outfall and is discharged without treatment.

The City has an existing Wastewater Discharge Permit issued by the Ministry of Environment (MOE) that covers all discharge points. This Permit was updated in 2000 with the condition that the City develop a Liquid Waste Management Plan (LWMP) to address the management of the City's wastewater in the future.

The development of an LWMP is undertaken in three stages and requires consensus building with all stakeholders. Stage 1 involves identifying existing wastewater management systems, issues, and available options for managing liquid waste. Stage 2 involves further developing and evaluating the management options identified in Stage 1. Stage 3 uses the information developed in Stages 1 and 2 to produce the strategic direction the City will follow to manage its wastewater in the future. The City has completed and received approval from the MOE for Stage 1 and Stage 2 and has currently paused progress on Stage 3.

The purpose of Stage 3 is to use the information presented in Stages 1 and 2 to outline approaches for implementing the LWMP. This includes execution and financing plans

for the recommended management strategy. It also requires the creation of draft Operational Certificates for the City's proposed wastewater treatment facilities, which will outline the regulatory requirements that each facility will have to meet.

Stage 3 estimates population and waste volumes that will require management as part of the strategy. The City's is based on a forty-year planning horizon using design years 2030 and 2050. At the time, the City's selected wastewater management strategy was to develop up to three new wastewater treatment facilities within the municipal boundary. Gravity sewers, several pump stations, and force mains for catchment areas would direct flows to one of the wastewater treatment facilities. During extreme rain events, effluent and wet weather flows would be discharged via outfalls with only minor treatment.

The estimated capital costs of that proposed strategy were approximately \$150M – \$200M for Prince Rupert, a community of only 13,000 people. For context, that is a cost of approximately \$15,380.00 per capita with extensive operation and maintenance costs. (2020 – pre-pandemic) Further, the City needs to employ several highly trained operators above its current levels.

During the City's development of the LWMP Stage 3, the nationwide Wastewater Systems Effluent Regulation (WSER) was developed under the *Fisheries Act* and legislated in 2012. This new Federal Regulation put the City in the *high-risk* category, meaning the City must achieve secondary treatment for all of its liquid waste by 2020. Since the WSER applies to municipal wastewater systems, the City will be responsible for meeting the WSER and the British Columbia Municipal Wastewater Regulation (MWR). Additionally, at that time, the MOE had announced the plan for harmonization of the MWR with the requirements of WSER.

This development led to numerous high-level meetings with the City and Federal / Provincial Government staff, resulting in the formal decision to place the Harmonization Agreement on pause until further notice. Unfortunately, since the City was led to believe that a Harmonization Agreement was to be struck, the City did not apply for a Transitional Authorization with Environment Canada and Climate Change (ECCC).

Since then, the City has struck an Administrative Directive with ECCC, including testing, mapping, and condition assessment commitments for the wastewater system to comply by 2030.

In 2019, the City was approached by MAGNA. MAGNA was looking to use its technology for stormwater management and adapt it to wastewater treatment. When the City started to discuss the unfortunate situation, the staggering costs, and the concerns about being a remote community around operators, the City landed on completing a feasibility study for their technology. The feasibility study was partly funded by the FCM, which was impressed enough by the results to encourage the City to apply for a Pilot Project. The City applied to the FCM for the Pilot Project, which was generously supported. Since then, the City has applied for further funding from the ICIP Provincial Grant Fund, which has also been approved.

The technology is relatively straightforward and does not require higher-level operators than the City currently has on staff. This is very important to the City as it is remote and has minimal staff. The primary treatment is through a self-cleaning 20um filtration system. The secondary treatment technology is a vertical flow biofilter performed through subsurface biological treatment with no standing water. This naturalized system mimics natural cycles promoting biodiversity. Finally, the tertiary treatment is through a horizontal sub-surface flow wetland. The design calls for adequate endogenous respiration periods to prevent biomass clogging, and the equipment has viewports for easy inspection. No chemical dosing or specialized operator tickets are required for the Public Works operators. Once the treatment is complete, the treated effluent is released into the receiving environment through our current outfall system. The vision is to have several of these systems throughout the community, which can be scaled up or down as the City sees fit. The overall cost comparison to standardized treatment saves over \$150M and maybe significantly more. MAGNA believes this system can be incorporated into the community for between \$70M and \$100M with very little increase in the operational capacity. The per capita cost of this system is approximately \$6750.00, and very low operation and maintenance costs. (2020 – pre-pandemic).

ANALYSIS:

Upon request, the DCM visited two facilities: one that operates for about 200 homes and has very similar features to the City's Pilot Project, and the other, a larger facility in a very similar climate that has been operating for over 11 years and services a population of 7200 people.

The first facility is located in Alberta's rural area, Clearwater County. It comprises a headworks building about the same size as the pump station by the Civic Centre and four rectangle treatment beds, each about half the size of Council Chambers. The system is designed to operate like the City's proposed Pilot Project. Waste collects in an underground chamber with a float and pump system. When the float is triggered, the effluent is pumped and sprayed onto a rotating and self-cleaning screen. The screenings are collected and, using a screw press, dewatered and pushed out into a collection bin. The fluid, with no solids, is pumped out to the treatment beds, where they are released through a vertical secondary treatment process and a tertiary horizontal process. The effluent is treated to irrigation standards but, at this time, is released in batches to a nearby creek. During this process, samples are taken at the beginning, middle, and end to ensure compliance. This system has not experienced any compliance issues and has been running off and on for just over a year. Unfortunately, this system was not operating on the day visited, as a pump malfunction occurred before arrival. This pump was covered by warranty and was going to be replaced immediately.

In discussion with the team, there are no wildlife or bird issues, and the treatment bed doesn't smell like effluent. The treatment bed has a faint mulch smell as the top medium is mulch, but it will soon be planted with grass and willow trees. The treatment bed can be walked on and is fully lined and contained with no flooding concerns or reports. The

operator says that when screening, there is odour in the headworks building, like any pump station, but once outside and a couple of meters away, there is no odour. Overall, the operator is happy with the system itself, but they are still going through some commissioning and warranty issues with the equipment.

The second system visited was in Stephenville, Newfoundland. This system was built between 2009 and 2011 and has been operational for over 11 years. It provides treatment for the entire community of 7200 people. The sewerage system in Stephenville is similar to Prince Rupert, whereas one-third of it is combined, and two-thirds are separated. The climate is identical as they are situated on the coast and have similar challenges with muskeg and extreme precipitation.

Their wetland system is very similar but has a few differences. Their system uses a linear screw mill to dewater and screen at the same time. Since their screen is not as fine as the one proposed for the City and used in Clearwater County, they take their screened effluent and send it to a horizontal tank to settle out any fine particulates before sending it to the treatment beds. Once in the treatment beds, the process is the same as proposed for the City and is used in Clearwater County. Stephenville has six treatment beds that combined are approximately the size of the gymnasium at the Civic Centre. Stephenville's system tests before, during, and before release through an outfall in the same way as proposed for the City.

The headworks building is slightly larger than the Civic Centre pump station as it has an extra storage space and a small office area. The system is no louder than a typical pump station with a similar odour factor. Inside the building, during the cycles, there is noise from the pumps and smell from the effluent; however, outside, with the door closed, there is barely any sound and no odour after about 5 meters away. The system is their only treatment for the community and has never been offline for an extended period of time. The system generates a large garbage bag of screenings every few days, which is taken offsite to another facility for soil additives. Again, there is no increased operator level to manage the system, and the team in Stephenville says they have no birds, wildlife, fouling, flooding or maintenance issues. The media of their treatment beds is a sand and soil mixture with a particular type of reed that provides more oxygen to the soil. The operators can walk on the beds for maintenance, which only involves pulling weeds and small alder sprouts. Like the system proposed for the City and installed in Clearwater County, this system is fully lined and contained, with no flooding reports, even in intense rain events.

The operators of Stephenville's system can't say enough good things about how simple it is to run, how hands-off and low-maintenance it is, and how they couldn't imagine managing a large brick-and-mortar facility with their Public Works complement. When asked about compliance and adherence to the Federal Regulations, they say they have no issues maintaining compliance on the system and have never had any fouling of the system in the 11+ years of operation.

After seeing both of these facilities, talking with their operators, appreciating the circumstances of the City's Administrative Directive, and factoring in the cost of

providing treatment to the community, the DCM is comfortable recommending the City proceed with the pilot to understand if this is the best option for the community to proceed with.

Report Prepared By:	Report Reviewed By:	
Richard Pucci, Deputy City Manager	Robert Buchan, City Manager	

Originally signed available on request

Olena Moshko

From: Raymond, Mark AF:EX <Mark.Raymond@gov.bc.ca>

Sent: Friday, July 19, 2024 11:54 AM

To: AGRIServiceBC AF:EX

Subject: Addressing Drought Challenges: Important Resources for Local Governments and their Agricultural

Communities

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 and Council and Chief Administrative Officer,

We are reaching out to local governments across British Columbia regarding the increasing challenges posed by drought and extreme weather events on our freshwater resources, which have significantly impacted the agriculture sector in recent years and are expected to continue doing so. We are writing to ensure you are aware of the information, tools, financial supports, and other resources available to help both local governments and their agricultural constituents prepare for and respond to drought conditions.

To help with these goals, we encourage you to:

- **Get the information out!** Review and share the <u>2024 Quick Guide to Drought Resources</u>, a comprehensive two-page document that highlights water-related resources and supports, available through the link above or at our Drought in Agriculture webpage (http://www.gov.bc.ca/AgDrought), with your staff and the agricultural communities within your jurisdiction.
- **Sign up for and promote our <u>Regional AgriService BC E-bulletins</u>** (a link is also available in the Quick Guide), which provide timely and regionally specific information on programs, events, and resources.
- **Visit the Investment Agriculture Foundation website** for information on funding opportunities available to local governments through the <u>Agriculture Water Infrastructure Program</u> and <u>Beneficial Management Practices Program Plans & Designs</u> to support your agricultural community.

For more information on:

- Agricultural resources, please contact AgriService BC at AgriServiceBC@gov.bc.ca or 1-888-221-7141.
- Current drought levels in your area, visit the <u>Drought Information Portal</u>.
- Water licensing, please contact FrontCounter BC at FrontCounterBC@gov.bc.ca or 1-877-855-3222.

We would like to extend our sincere appreciation for your local government's dedication to sustainable water management and support of your agricultural community during these challenging times. Thank you for your continued commitment and leadership.

Warm regards,

Mark Raymond
Executive Director

Extension and Support Services Branch

B.C. Ministry of Agriculture and Food



July 31, 2024

Dear Members,

As the President of the North Central Local Government Association (NCLGA), I want to extend my heartfelt thoughts and unwavering support to all our members facing this challenging wildfire season. The impact of these fires on our communities is profound, affecting our homes, businesses, and the well-being of our residents.

We understand the strain and uncertainty that wildfires bring, and I want to assure you that NCLGA stands with you every step of the way. Our association is committed to advancing progress on the related resolutions such as:

- R11 2024 Emergency and Disaster Management Act (EDMA) Capacity Funding: THEREFORE, BE IT RESOLVED that
 the NCLGA and UBCM lobby the Province of British Columbia to commit to providing long-term sustainable capacity
 funding to municipalities and regional districts to fulfill their emergency management duties, including
 responsibilities under the Emergency and Disaster Management Act.
- R14 2024 Initial Attack Fire Crew Location: THEREFORE, BE IT RESOLVED that NCLGA and UBCM lobby the Provincial Government to maintain the Initial Fire Attack Crew Bases in their current locations, and not relocate them without significant local stakeholder consultation.
- R25 2024 Host Community Reception Centre in Prince George BC: THEREFORE, BE IT RESOLVED that NCLGA
 requests the Province fund a permanent Host Community Reception Centre in the City of Prince George for the
 North Central Local Government Area.
- L11 2024 Emergency and Disaster Management Act for Regional Districts: THEREFORE, BE IT RESOLVED that the
 North Central Local Government Association and Union of BC Municipalities call on the Province of BC to develop
 regulations under the Emergencies and Disaster Management Act in collaboration with representatives of each
 regional district, to ensure that emergency powers and responsibilities impacting regional districts are designed in
 consideration of their powers, jurisdiction, and areas of responsibility.

We have initiated discussions with key provincial officials (e.g., the Minister of Public Safety and Solicitor General; Assistant Deputy Minister, Emergency Management BC; Minister of Municipal Affairs; Minister of Finance; and the Premier of British Columbia) to emphasize the urgency of these resolutions and hope to see further support solidified via province-wide endorsement at UBCM in September 2024.

Your resilience and determination in the face of adversity are truly inspiring. As we navigate this wildfire season, let us continue to support one another and work collaboratively to safeguard our communities and advance solutions.

Please do not hesitate to reach out to NCLGA if you require assistance or have suggestions on how we can better support you. We are here for you, and together, we will overcome these challenges.

Stay safe and take care.

Sudy Greenaway

Sincerely,

Judy Greenaway

President

North Central Local Government Association



DEVELOPMENT VARIANCE PERMITFILE 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.
- 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 Plan and elevation attached as Schedules 1 & 2.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
- 4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
- 5. This permit is **NOT** a Building Permit or Subdivision Approval.
- 6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or deposit or removal or fill requires the written consent of the owner of such adjacent property.

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

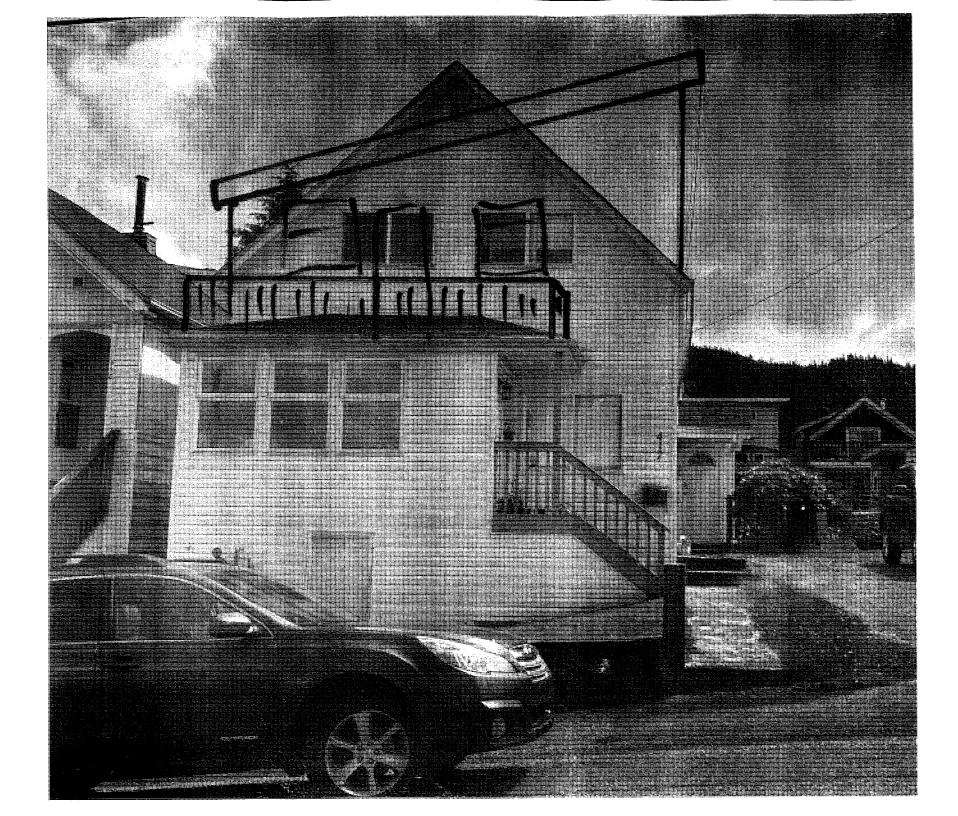
a. Schedule 1: Site Plan and Elevation View.

ISSUED ON THIS _____ DAY OF _____, 2024.

CITY OF PRINCE RUPERT By an authorized signatory

Rosamaria Miller,

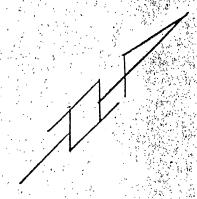
Director of Corporate and Legislative Services



SURVEY CERTIFICATE COVERING

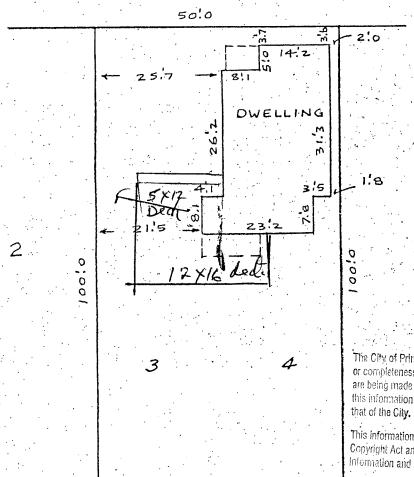
LOTS 3 \$ 4, BLK 5, SEC 6, DL 251, R5, CD, PLAN 923 THE DIMENSIONS SHOWN ON THIS CERTIFICATE ARE NOT TO BE USED TO DEFINE BOUNDARIES.

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



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.
 - b. 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.
- 4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
- 5. This permit is **NOT** a Building Permit or Subdivision Approval.

- 6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or 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.
IOOUED UN I HIO	DATOF	. ZUZ4.

CITY OF PRINCE RUPERT By an authorized signatory

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 I AVENUE EAST PRINCE RUPRET, BC V8J IA6 TEL: 778-388-2671

HOUSING CONSULTANT **DESIGN-BUILDER**

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

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

DYS ARCHITECTURE 260-1770 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

SITE PLAN SURVEY

A2.01 FLOOR PLANS A2.02 FLOOR PLANS FLOOR PLAN AND ROOF PLAN

A3.01 BUILDING ELEVATIONS BUILDING SECTIONS

7,497.5 SF (696.5 SM)

STATISTICS:

ZONING:	Cl	
LOT COVERAGE:	REQUIRED WA	PROPOSED 84.5%
DENSITY (FAR)	REQUIRED N/A	<u>PROPOSED</u> 4.90
BUILDING HEIGHT:	REQUIRED 16m (19.67')	<u>PROPOSED</u> 20m (65.6')
UNIT COUNT STUDIO I BED 2 BED TOTAL	6 UNITS 26 UNIT 6 UNITS 38 UNITS	
PARKING: RESIDENTIAL	REQUIRED N/A	PROPOSED O STALLS
CODE SUMMARY B.C.B.C. 2024 PART :	3	
FULLY SPRINKLERED BUILDING		
COMBUSTIBLE CONST	RUCTION	
MAJOR OCCUPANCY	- C (RESIDENTIAL)	
FIRE SEPARATIONS WITHIN OCCUPANCIES -I HR BETWEEN SUITES AND ACCESS TO EXITS -I HR SERVICE ROOMS		
ENERGY EFFICIENCY	REQUIREMENTS	
BC STEP CODE - STEP 3		

Project Name	Lax Kw'alaams WAAP Housing				
Address	836 West 3rd Ave, Prince Rupert,	836 West 3rd Ave, Prince Rupert, BC			
Building Type	Wood-frame Apartments	Wood-frame Apartments			
Parking Type	None Required				
Function	Description of units/space	ft²/ unit or roo	# of units	Total ft ²	Total m ²
a - Residential Units	Studio A	552.7	6	3316.2	308.2
	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*				300.7	27.9
g - Net Livable*				35422.9	3290.8
Overall Building Efficiency				0.76	

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

PROJECT

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

dys architecture

tel 604 669 7710 www.dysarchitecture.com

CLIENT

NO. | DATE | ISSUE

NO. | DATE | REVISION

1 |2024-05-02|OCP AMENDMENT

836 WEST 3RD AVENUE PRINCE RUPERT BC

COVER SHEET AND STATISTICS

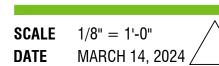
This drawing, as an instrument of service, is the property of **dys** architecture and may not be reproduced without their permission and provided always that any production carries their name. All designs and other information shown on this drawing are for use on the specified project only and shall 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 the use thereof.

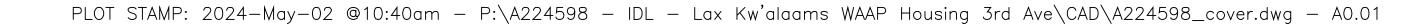
Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and **dys** architecture shall be informed of any variations from the dimensions and conditions shown on the drawings. Shop drawings shall be submitted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

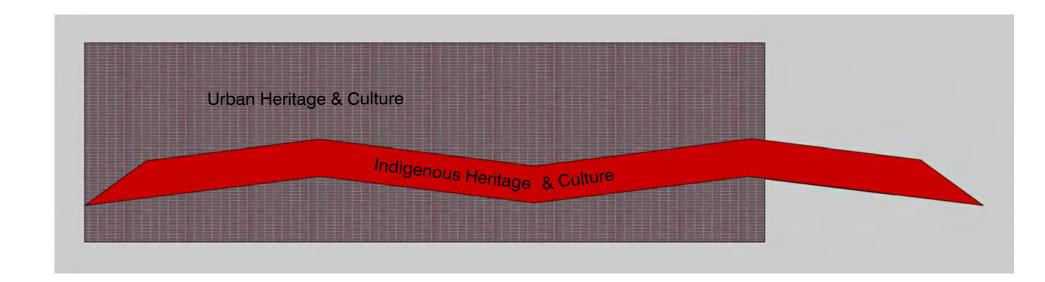
PROJECT A224598

fabrication.

drawn Di **CHECKED** DS



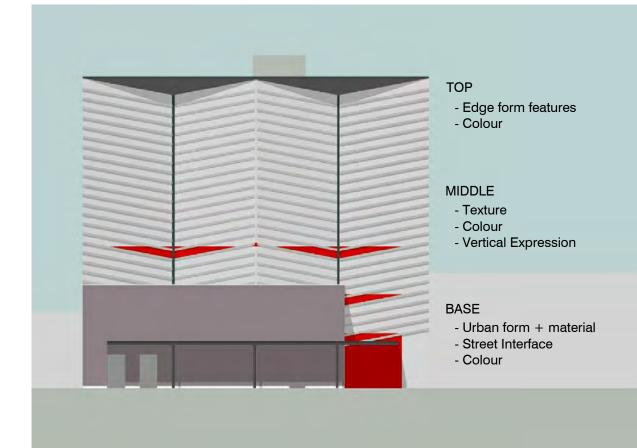




THE VISION: Bringing cultures together



THE MASSING: Street Interface & Residential Living



THE CHARACTER EXPRESSION: Base with Feathers



THE CONCEPT:

Sharing space



MIDDLE

BASE

- Masonry

ELEVATION + MATERIALS



3rd AVENUE WEST STREET VIEW



CLIENT



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

DESIGN RATIONALE

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PROJECT A224598

fabrication.

CHECKED DS

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



3RD AVENUE WEST STREET VIEW

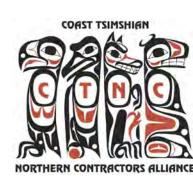


BACK ALLEY STREET VIEW

dys architecture

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

CLIENT



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

3-D VIEWS

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PROJECT A224598

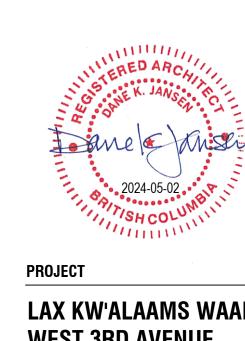
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SCALE 1/8" = 1'-0'**DATE** MARCH 14, 2024 /



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

NO. | DATE | REVISION



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

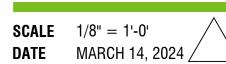
836 WEST 3RD AVENUE PRINCE RUPERT BC

VIEWS FROM BORDEN STREET

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PROJECT A224598









LOOKING TO WEST 3RD AVENUE

WEST 3RD AVENUE

dys architecture

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

CLIENT



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

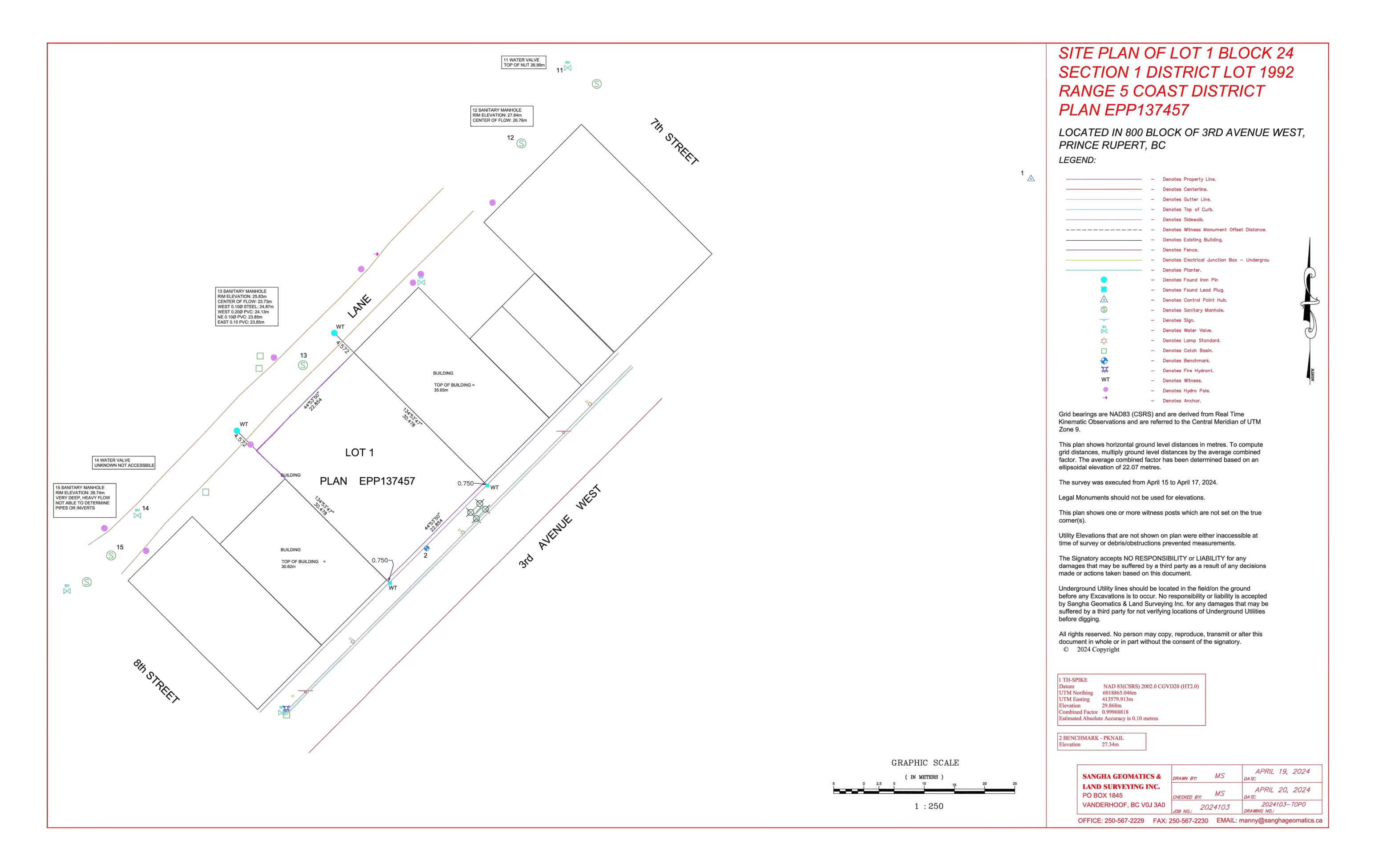
SITE PLAN

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PROJECT A224598 CHECKED DS

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

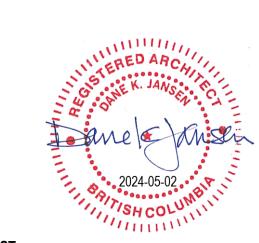






NO. | DATE | ISSUE 1 |2024-05-02|OCP AMENDMENT

NO. | DATE | REVISION



PROJECT

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

836 WEST 3RD AVENUE PRINCE RUPERT BC

FLOOR PLANS

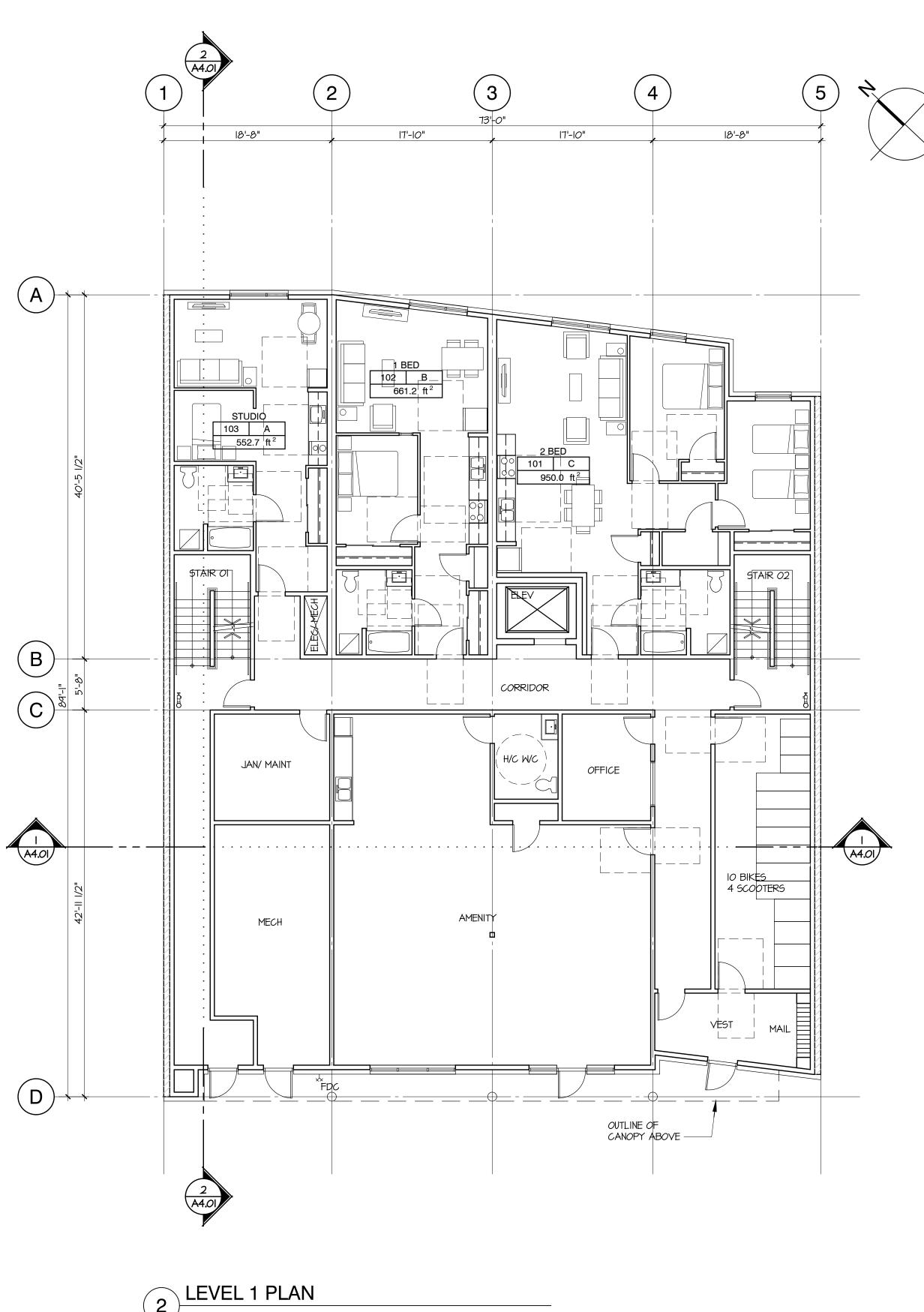
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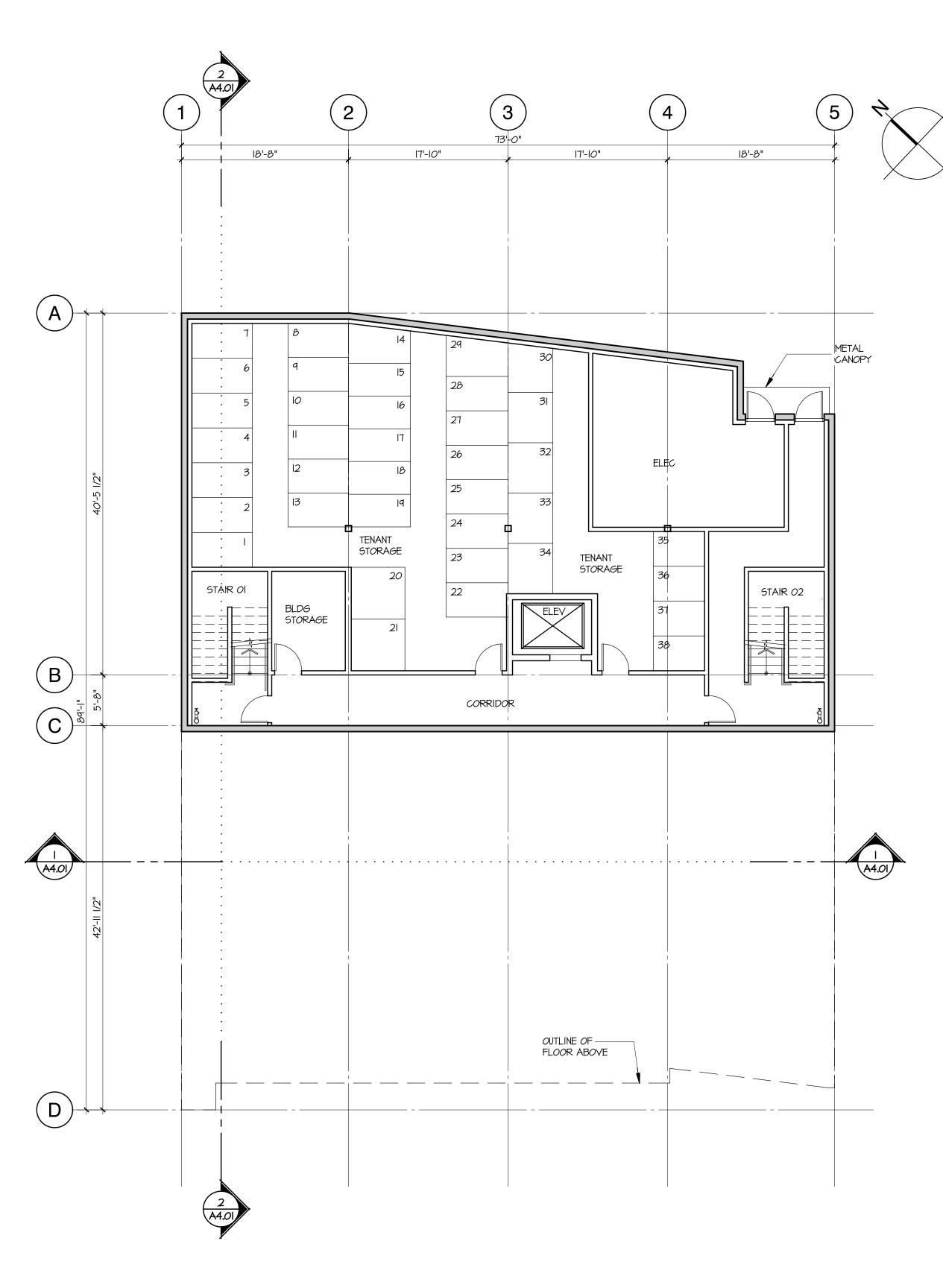
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PROJECT A22?

CHECKED DS

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





BASEMENT PLAN





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

FLOOR PLANS

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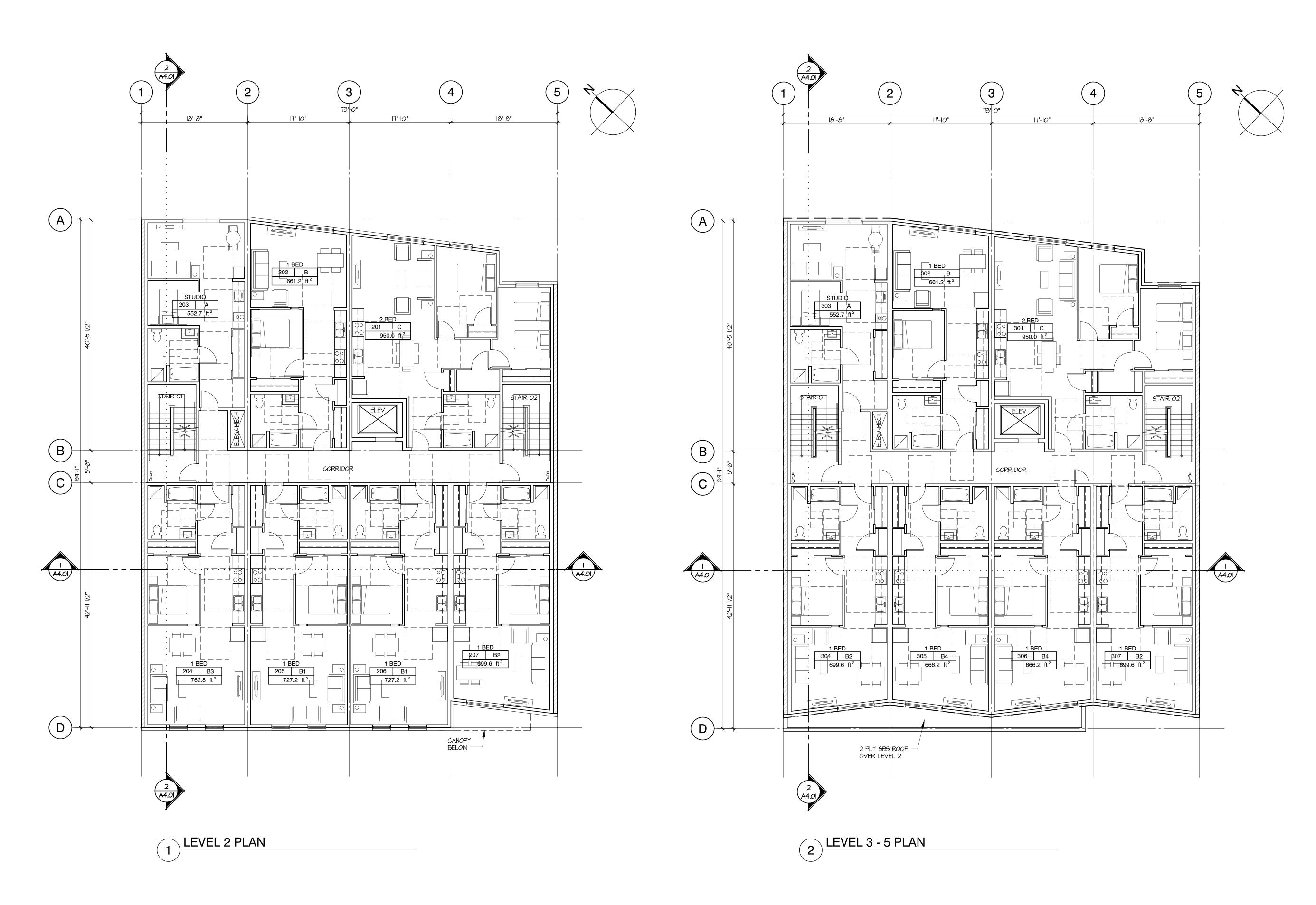
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PROJECT A224

CT A224 I DI **Checked** DS

SCALE 1/8" = 1'-0"

DATE MARCH 14, 2024







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

FLOOR PLAN AND ROOF PLAN

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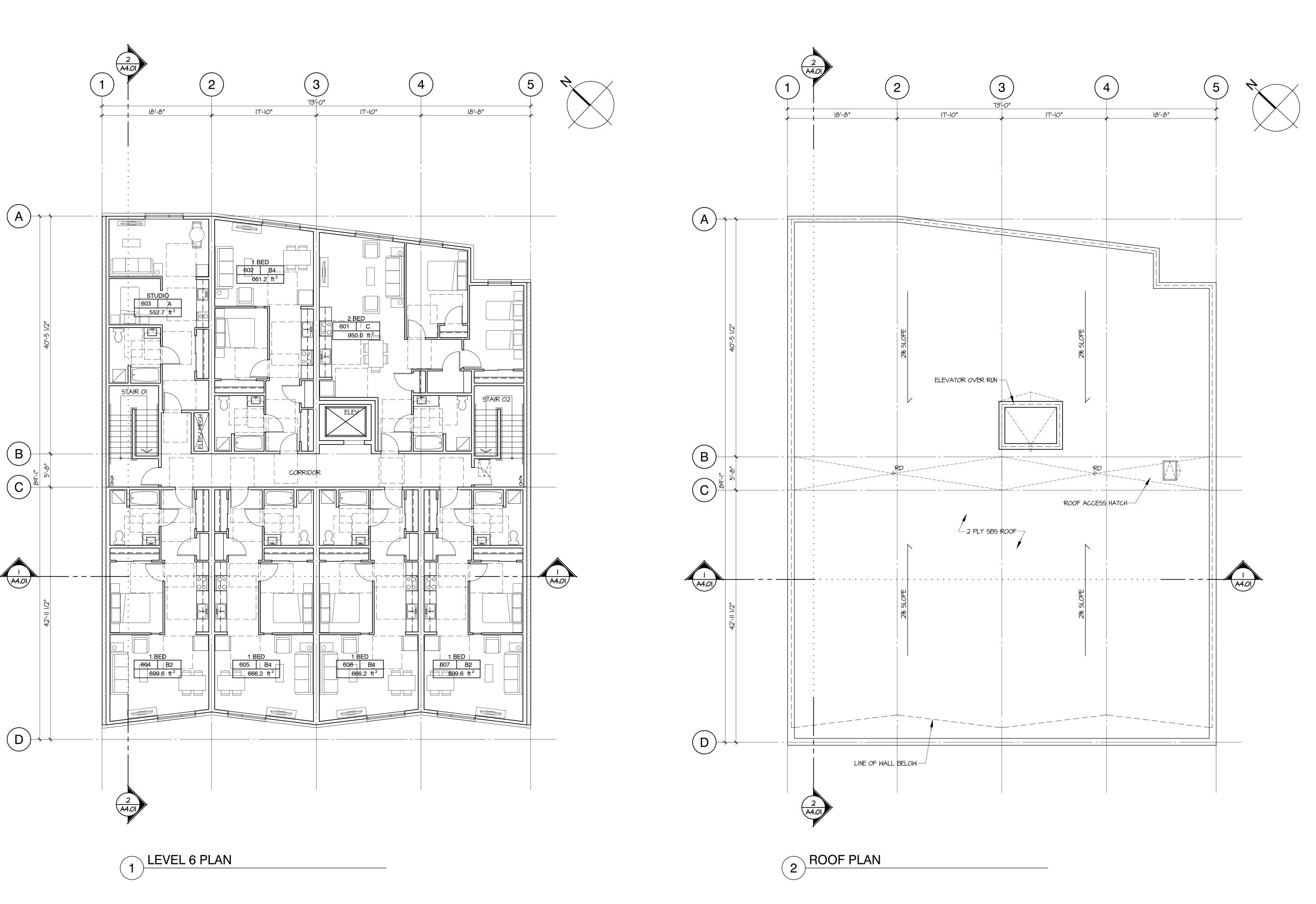
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PROJECT A224

A224 DI **CHECKED** DS

SCALE 1/8" = 1'-0"

DATE MARCH 14, 2024





REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 19, 2024

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

SUBJECT: DEVELOPMENT VARIANCE PERMIT #24-07 – 721 Lotbiniere Street

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-07

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property with the property located at 721 Lotbiniere Street, with the legal description: LOT 20 BLOCK 23 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923.

The application involves:

- 1. A variance of 1.4 metres (4.5') to the City of Prince Rupert Zoning Bylaw, Section 5.2 Minimum Dimensions Required for Yards (j) to enclose the existing porch which is .6 metres (2 feet) of the front property line. The required setback to the front property line R1 zone is 2 metres; and,
- A variance of 0.10 metres to the City of Prince Rupert Zoning Bylaw, Section 5.2
 Minimum Dimensions Required for Yards (I) to enclose the existing porch which
 sits 1.10 metres to the Southwest property line, the minimum side setback allowed
 is 1.2 metres.

The Site Survey is included in Attachment 2.

BACKGROUND & ANALYSIS:

The applicant requests the proposed variances to allow for the enclosing of the deck of an existing house to increase the interior space without altering the building footprint. The minimum distance mandated by the zoning Bylaw to the front property line is 2 metres, and the minimum distance to the side property line is 1.2 metres. As the existing house is located 0.6 metres from the front property line and 1.1 metres from the side property line, the house has already encroached into setbacks, and the proposed enclosure will result in an additional aerial encroachment.

The application for this variance was submitted after the work to the house had been done, and Prince Rupert's building inspectors delivered a stop work order and directed the applicant to

August 19, 2024 Page 2

apply for the appropriate permits. Any additional unpermitted work would be subject to penalties as per the City's bylaws.

In addition to this development variance permit application, the applicant submitted a separate application to allow for a front deck that will encroach into city property. The engineering department has contacted the applicant to discuss this other permit, and that application will follow all procedures mandated for a minor variance related to decks.

The subject residence is an older home with surrounding properties presenting various setback encroachments. As this remodelling did not alter the footprint of the building, it is unlikely that it affected the perceived views of the neighbours. Still, the neighbours and the general public will be able to provide input during the public notification period. The proposed variance has no other known negative impacts on the surrounding neighbourhood.

The Draft Development Variance Permit is included as Attachment 1.

COST:

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

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

Attachment(s):

- Attachment 1: Draft Development Variance Permit
- Attachment 2: Site survey with enclosure description
- Attachment 2: Images of the house with the porch and after enclosure.

Originally signed available on request



DEVELOPMENT VARIANCE PERMITFILE NO. DVP-24-07

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): Guneet Uppal

APPLICANT: Guneet Uppal

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

LEGAL DESCRIPTION:

LOT 20 BLOCK 23 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923.

LOCAL ADDRESS:

721 Lotbiniere Street

- 2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2, Minimum Dimensions Required for Yards (j) varies from 2.0 metres to 0.6 metres (2 ft) setback from the front property line.
 - b. Section 5.2, Minimum Dimensions Required for Yards (I) varies from 2.0 metres to 0.6 metres (2 ft) setback from the front property line.
- 3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Plan attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
- 4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
- 5. This permit is **NOT** a Building Permit or Subdivision Approval.

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

ISSUED ON THIS	DAY OF	. 2024.
IOOUED UN I HIO	DATOF	. ZUZ4.

CITY OF PRINCE RUPERT By an authorized signatory

Rosamaria Miller,

Director of Corporate and Legislative Services

PREPARED FOR: **GUNEET UPPAL** 1719 SLOAN AVENUE PRINCE RUPERT, BC V8J 2B5



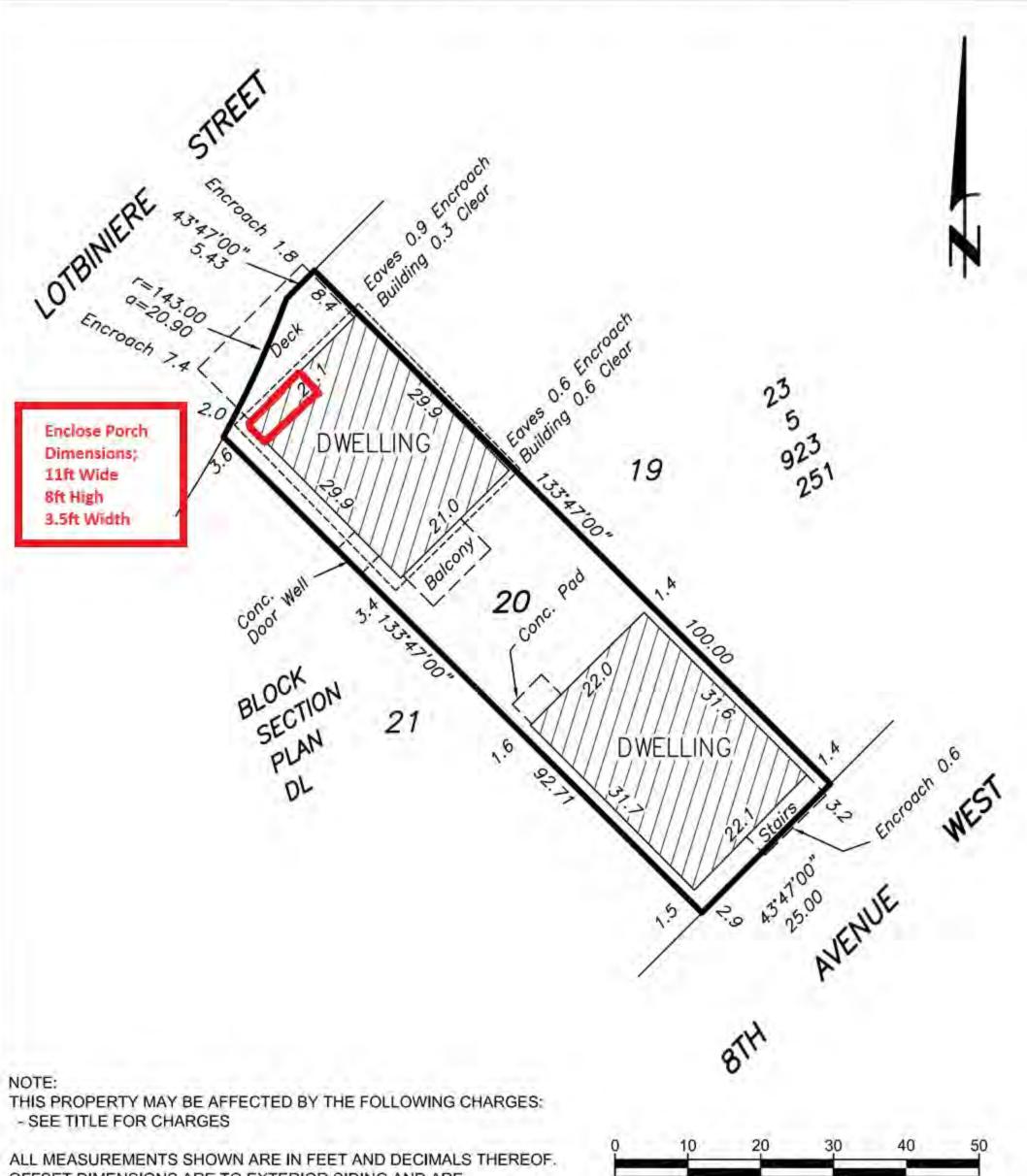
McElhanney Associates Land Surveying Ltd.

1 - 5008 POHLE AVENUE, TERRACE, BC V8G 4S8 TEL: 250-635-7163

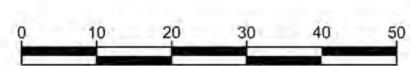
OUR FILE: 2321-50102-19

FIELD SURVEY DATE: OCTOBER 4, 2022

BRITISH COLUMBIA LAND SURVEYOR'S CERTIFICATE OF LOCATION SHOWING IMPROVEMENTS OVER LOT 20, BLOCK 23, SECTION 5, DISTRICT LOT 251, RANGE 5, COAST DISTRICT PLAN 923.



OFFSET DIMENSIONS ARE TO EXTERIOR SIDING AND ARE PERPENDICULAR TO PROPERTY LINES, UNLESS OTHERWISE SHOWN.



THE INTENDED PLOT SIZE OF THIS PLAN IS 8.5x14 INCHES (LEGAL SIZE) WHEN PLOTTED AT A SCALE OF 1"=20'.

DIMENSIONS DERIVED FROM PLAN 923

432 8th AVENUE WEST & CIVIC ADDRESS: 721 LOTBINIERE AVE PRINCE RUPERT, BC

PID: 014-625-245

THIS BUILDING LOCATION CERTIFICATE HAS BEEN PREPARED FOR CITY ZONING PURPOSES AND IN ACCORDANCE WITH THE PROFESSIONAL REFERENCE MANUAL AND IS CERTIFIED CORRECT ACCORDING TO LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.

TODD BASKY **BCLS 899**

THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED

THIS BUILDING LOCATION CERTIFICATE WAS PREPARED FOR THE EXCLUSIVE USE OF OUR CLIENT. THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS. THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

ALL RIGHTS RESERVED, NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF THE SIGNATORY.







REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 13th, 2024

TO: Robert Buchan, City Manager

FROM: Veronika Stewart, Manager of Communications, Engagement and Social

Development

SUBJECT: MEMORANDUM OF UNDERSTANDING FOR COLLABORATION ON

EMERGENCY AND DISASTER MANAGEMENT ACT(EDMA) FUNDING

RECOMMENDATION:

THAT Council approve the attached Memorandum of Understanding to work with the District of Port Edward and North Coast Regional District on meeting the new *Emergency and Disaster Management Act* (EDMA) requirements for Indigenous engagement under new Provincial legislation.

REASON FOR REPORT:

In discussion with Port Edward and the Regional District, staff has identified the opportunity to collaborate on shared objectives around meeting the new requirements of EDMA, while reducing the burden presented by our shared consultation requests to neighbouring Indigenous governments. This MOU is just between the partners in order to commit funds to the shared work at this point. If Council agrees to the co-commitment of funds, additional outreach will proceed with the Nations in order to determine their preferences around how best to work together.

BACKGROUND:

BC's new *Emergency and Disaster Management Act* (EDMA) is the modernized Provincial emergency legislation inclusive of engagement provisions that promote relationship building and collaboration across jurisdictions, and specifically between neighbouring municipalities and Indigenous Nations. This includes consultation and cooperation with Indigenous governing bodies, the incorporation of available Indigenous knowledge into emergency plans and risk assessments, and consideration of cultural safety across emergency management practices.

The Indigenous Engagement Requirements Funding Program is intended to:

 support relationship-building across jurisdictions through consultation and cooperation with Indigenous governing bodies; August 19th, 2024 Page 2

- ensure the incorporation of Indigenous knowledge and cultural safety across emergency management practices;
- support policy improvements that reflect the lived experience of Indigenous Peoples; and,
- address the disproportionate impacts on Indigenous Peoples during emergency events.

The City, Port Edward and the North Coast Regional District have each been provided ~\$40,000 or less in funding each in capacity funding to meet one or more of the objectives outlined above, based on distinct community needs. We are requested to submit a mid-year program activity report in September of 2024, and final reporting on activities is requested for March of 2025 on how the funding has been spent.

LINK TO STRATEGIC PLAN:

This collaboration supports an explicit objective in the most recent version of the Strategic Plan, which identified the strategic and legislated priority for the City to meet the updated requirements of EDMA.

ANALYSIS:

Staff has identified the opportunity to partner with the District of Port Edward to co-develop materials that would benefit both of our respective communities, and also will limit potential engagement fatigue with neighbouring Ts'msyen Nations. Our hope is to direct our \$40,000 in funds, \$12,000 in remaining funding from Port Edward, and \$24,000 from the Regional District towards a shared Cultural Safety curriculum, as well as the development of a Communications Protocol for our respective Emergency Plans neighbouring Ts'msyen Nations that rely heavily on our community for essential services and would be most impacted by a local emergency. These training materials would be deployed to all emergency and Emergency Operations Centre personnel as part of onboarding, but could serve an added benefit of being part of overall employee onboarding processes at our respective institutions.

Staff is seeking direction to proceed with a joint project agreement to work towards the following scope, pending confirmation that the budget will cover all costs:

- Shared Communications Protocol with Ts'msyen (can be incorporated into the Emergency Plans for the City, Port Edward, NCRD).
- Development of joint cultural safety training materials that can be deployed to the participating organizations emergency management teams, as well as all staff as desired.

COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:

This Agreement was developed to support the City's commitment to reconciliation and improving the cultural safety and sensitivity that the City and our partners have when

August 19th, 2024

responding to emergencies. Although the majority of our emergency responders have now taken cultural safety training, Indigenous considerations are generally unrepresented in the City's emergency processes and protocols. There is also not an established process to ensure that training is built into the onboarding of both emergency personnel and staff as a whole.

Collaboration on this work with neighbouring institutions will assist us in improving understanding of the overall need for cultural safety and sensitivity, as well as how we can effectively integrate those imperatives into our work. In times of crisis, compassion and understanding, and with a cultural lens, is an essential preventative measure to protect against the recreation of past wrongs perpetrated by governments against Indigenous peoples.

Following Council's determination on sharing resources to support this work, the City and our partners will be in the position to reach out to the Nations to better determine how our next steps will look – and with known parameters around the resources we have to support that process.

LINKS TO COUNCIL PLANS AND POLICY DIRECTION:

This recommendation aligns with the City's <u>Reconciliation Policy Framework</u>, which commits to expanding our work around promoting cultural safety training.

COST:

There is no additional cost to this project proposed. Funds have been provided by the Province of \$40,000 to adhere to the new prescriptions under EDMA.

Report Reviewed Ry

CONCLUSION:

Report Prepared Ry

Staff recommends that Council approve execution of the attached MOU.

Report i Toparea By.	Report Reviewed By.	
Veronika Stewart,	Robert Buchan,	
Manager of Communications,	City Manager	
Engagement, and Social Development		

Attachment(s):

 Memorandum of Understanding with the North Coast Regional District and the District of Port Edward

Originally signed available on request

MEMORANDUM OF UNDERSTANDING NON-BINDING

BETWEEN:
THE CITY OF PRINCE RUPERT
(the "City")

AND:

THE DISTRICT OF PORT EDWARD (the "**District**")

AND:

THE NORTH COAST REGIONAL DISTRICT (the "Regional District")

- A. The Province of British Columbia has allocated BC communities a set funding allotment towards bringing their emergency planning and capacity building efforts into line with the new *Emergency and Disaster Management Act* (EDMA), with specific intent to promote shared understanding and emergency protocol development with neighbouring Indigenous Nations.
- B. The Parties acknowledge that working on meeting the requirements of the EDMA funding collaboratively will reduce the capacity requirements for area Indigenous Nations to participate in our efforts, and will support economies of scale to generate better outcomes for all parties.
- C. This Memorandum of Understanding ("MOU") establishes the principles and general understanding that will guide collaboration between the City, District and

the Regional District (together, 'the Parties') for the development of a "Shared Emergency Indigenous Communications Protocol" and an "Indigenous Cultural Safety Program", which will support the Parties to meet their regulatory obligations with respect to funding.

The Parties have agreed to enter into this MOU to set forth the minimum requirements to collectively meet the requirements of provisioned Provincial EDMA funding.

1. Commitments

- a) The City can lend capacity support for preparing and distributing any required procurement documents and soliciting quotes on behalf of the Parties for the "Shared Emergency Indigenous Communications Protocol" and an "Indigenous Cultural Safety Program";
- b) The "Shared Emergency Indigenous Communications Protocol" and an "Indigenous Cultural Safety Program" will require shared review of procurement documents, quotes, proposals, and project deliverables by a Technical Advisory Group with representation from all Parties.

2. Project Costs

- a) The Parties acknowledge that project costs will be shared, with the City contributing its full \$45,000 Provincial funding allocation, Port Ed contributing \$12,000, and the North Coast Regional District contributing \$24,000.
- b) Contracts for procurement can be directed through the City of Prince Rupert, with shared billing to the remaining Parties following the completion of any procurement and proof of payment provided by the City to the Parties.
 - i. Parties to provide the preferred method for sending invoices.

3. Technical Advisory Group to Evaluate Progress

A Technical Advisory Group while be developed comprised of appointed representatives from each individual organization to oversee the progress of the project and provide input and attend meetings with contractors and Indigenous Nations, as required.

4. External Communication

The parties agree that all external communications and public statements, including press releases about the project, will be issued jointly and will be approved by each Party in advance of publication, and to not otherwise make any disclosure in respect of such

communications or statements, subject to each Party's legal obligations under the Freedom of Information and Protection of Privacy Act (British Columbia) or the Access to Information Act (Canada), as applicable.

5. Intentions of the Parties

It is the intention of the Parties that this MOU shall set forth the Parties' basic understanding with respect to the terms of their relationship and to allow the Parties to proceed with financing as required, but it does not create any legally binding rights or obligations of the Parties hereto. This MOU is not intended to be and will not be construed as a formal or legally enforceable agreement but is solely an expression and record of the arrangement and understanding between the Parties as of the date of this MOU.

6. Amendments to and Termination of the MOU

The parties agree that the terms of this MOU may only be amended or terminated with the prior written agreement of all parties.

7. Notices

Any notices under this MOU are to be submitted to:

a) To the City of Prince Rupert at:

424 3rd Avenue West

Prince Rupert, B.C. V8J 1L7

Attn: Rosamaria Miller, Director of Corporate and Legislative Services (with copy to: Veronika Stewart, Manager of Communications, Engagement and Social Development)

Email: rosamaria.miller@princerupert.ca

(with copy to: veronika.stewart@princerupert.ca)

To the District of Port Edward at:

PO Box 1100
Port Edward, BC V0V 1G0
Attn: Todd Francis, CAO
Email: cao@portedeward.ca

To the North Coast Regional District at:

14, 342 3rd Avenue West Prince Rupert, British Columbia Canada, V8J 1L5

Attn: Daniel Fish, CAO Email: cao@ncrdbc.com

8. No Fettering

This MOU does not fetter the legislative authority of the City, District, or Regional District, or the independent exercise of the discretion of any Party's Council, as applicable.

9. Governing Law

This MOU shall be governed by the laws of British Columbia and the Parties irrevocably submit to the exclusive jurisdiction of the courts of British Columbia.

10. Counterparts

This MOU may be executed in counterparts and delivered electronically or by facsimile and each executed counterpart will be deemed to be an original, and all signed counterparts when taken together will constitute one and the same MOU.

ACKNOWLEDGED AND AGREED at Prince Rupert, B.C. this, 2024.		
City of Prince Rupert, by its authorized signatory:	District of Port Edward, by its authorized signatory:	
Name:	Name:	
Position:	Position:	
North Coast Regional District, by its authorized signatory:		
Name:		
Position:		



REPORT TO COUNCIL

Meeting of Council

DATE: August 19, 2024

TO: Robert Buchan, City Manager

FROM: Richard Pucci, Deputy City Manager

SUBJECT: WASTEWATER PILOT PROGRAM - CONSTRUCTION CONSULTANT

SERVICES RFP 24-0012

RECOMMENDATION:

THAT Council receives this report and award Construction Consultant Services RFP 24-0012 to Spur Construction.

REASON FOR THE REPORT:

The City of Prince Rupert proposes piloting an innovative, nature-based, and passive treatment solution that leverages subsurface-engineered wetlands to treat municipal wastewater efficiently. The location for the pilot project is proposed within the footprint of one of the former WW2 fuel tanks demolished in 2018. The design intent is to integrate the wetland within the natural features. This pilot project implements effective wastewater treatment and may set direction for future wastewater treatment in the community.

For the proposed Project, the City is pursuing an alternate form of project delivery intended to produce construction efficiencies, increase collaboration and identify innovation opportunities between the Design Consultant, Contractor, and the City.

ANALYSIS:

The Operations Department posted the Moresby Pilot Facility Construction Consultant Services RFP 24-0012 and received three submissions:

Broadwater Industries \$ 30,102.66Colliers Project Leaders \$ 104,958.00

• Spur Construction \$ 22,794.19 (excl. disbursements)

Each proposal submission has been evaluated using the following criteria:

- 1. Project Team Experience & Qualifications;
- 2. Relevant Project Experience;
- 3. Past Experience with the City of Prince Rupert;
- 4. References;

- 5. Project Understanding;
- 6. Methodology; and,
- 7. Fee Estimate.

Based on the evaluation of our engineering consultant, Magna Engineering, award of this contract is recommended to Spur Construction.

BUDGET:

This Project is trending on budget with no foreseen overages.

Report Prepared By:	Report Reviewed By:	
Richard Pucci, Deputy City Manager	Robert Buchan, City Manager	

Originally signed available on request



REPORT TO COUNCIL Meeting of Council

DATE: August 19th, 2024

TO: Robert Buchan, City Manager

FROM: Richard Pucci, Deputy City Manager

SUBJECT: MACCARTHY BUILDING - Construction Award - CTNCA

RECOMMENDATION:

THAT Council receives this Report and awards Coast Tsimshian Northern Contractor Alliance (CTNCA) the next phase of the progressive design-build contract for the MacCarthy Building (RFP-24-0008).

REASON FOR THE REPORT:

CTNCA was awarded *RFP 24-0008 City of Prince Rupert Public Works Building Project Design Build Services* through an open process on BCBid. CTNCA has now completed their review with recommendations for the construction strategy of the MacCarthy Building. Their strategy costs less than previously discussed with the Council and allows for more space and a phased occupancy starting before the end of 2024.

BACKGROUND:

The current Public Works yard dates back to the early 1950s and has seen little to no renewal. In 2016, the Department completed an extensive assessment that brought forward many safety hazards, including the presence of mold, electrical code non-compliances, and, most of all, structural deficiencies. This unfortunate assessment rendered parts of the buildings unsafe and made the staff use only the main Public Works building for transient occupancy and move into used secondhand portables from Kitimat. These portables were a temporary stop-gap and are now starting to leak. They have electrical, heating, and rodent issues and are showing signs of overall failure.

Further, the current location is not ideal for rebuilding due to its poor geotechnical and environmental conditions and is difficult to access at peak traffic times.

Public Works is an essential part of this organization and requires a safe and secure home that the team can be proud of for years to come.

ANALYSIS:

Upon a thorough review, the recommendation of CTNCA is to have a new offices-only building be constructed on the Chamberlin Avenue side of the property and that the existing building be used in its previous configuration (with select demolition removing works that currently present code compliance issues), but also with minimal

Page 2

improvements (addressing any mechanical and equipment systems required for operational readiness) to house Public Works' mechanics and storage.

Rather than continue trying to retrofit and upgrade the existing building to conform to the Building Code for heavy multi-use occupancy, CTNCA has recommended that a two-story office/lunchroom building be built adjacent but within the lot. The renovation always contemplated a significant addition, but with the age, amount of team members inside the building, new muti-use and previous use of the building, full building upgrades would be required to construct the addition. Some of these requirements that cause the highest cost and schedule impact are emergency egress requirements from the 2nd level and multi-zone air handling and fire suppression upgrades. Moving the office and lunchroom areas to a new, purpose-built building allows the scope of upgrades to the existing building to be limited to mechanical and electrical service improvements to suit the mechanic's shop and warehouse storage.

Further, a functional review has confirmed that the regular fleet has enough parking spots, and angled staff parking can be developed on the road right of way. Larger heavy-duty equipment, along with larger items like pipe, gravel, manholes, and other appurtenances, will stay at the gate-accessed yard, which can be accessed as needed.

This current strategy is projected to cost less than previously discussed, provides several thousand square feet of additional space not contemplated in the previous design, and allows for a phased occupancy starting in December of 2024.

BUDGET:

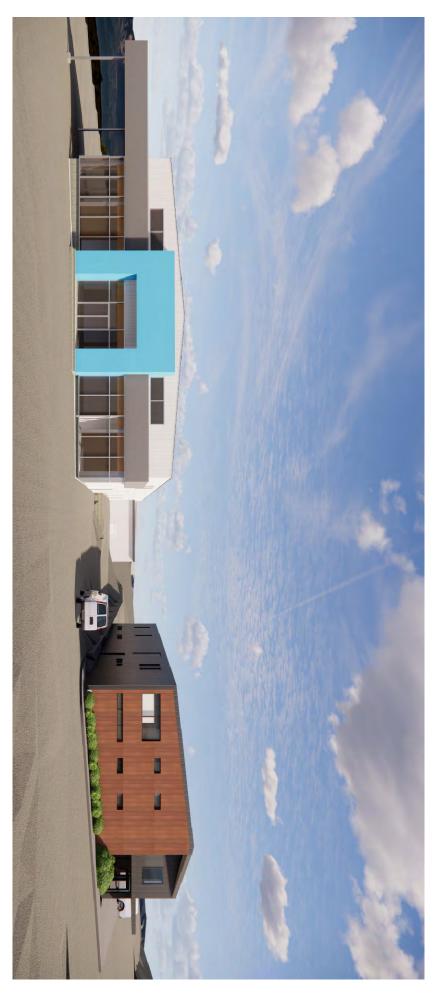
The last reported cost projections communicated to the Council were between \$6M and \$7M for the construction exclusive of property purchase.

CTNCA has found efficiencies with this new configuration and has submitted a cost of \$5,988,883.64, exclusive of property purchase and taxes.

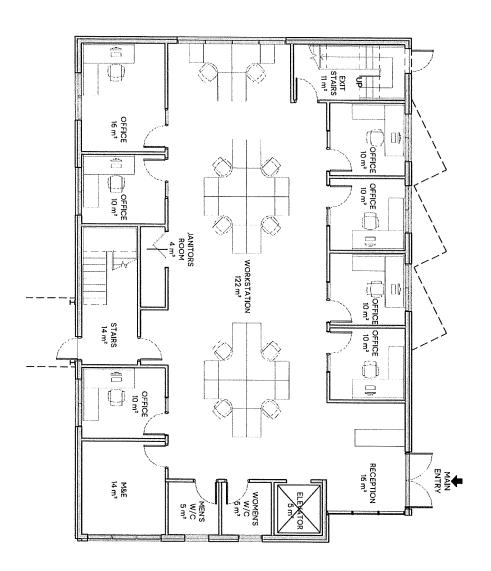
The resulting intention of this progressive design-build delivery will be to control the overall project costs to the budget envelope as previously identified. CTNCA believe this will provide better overall value for the City, resulting in higher user satisfaction of the Staff who will receive a space programmed for their needs. More usable space and a purpose-built office and lunchroom would promote an overall longer building lifespan, coupled with reduced operational costs.

Further, it should be noted that the Project and holding costs thus far have been funded through Legacy Inc. and not property taxes, and the intention is to maintain that status moving forward.

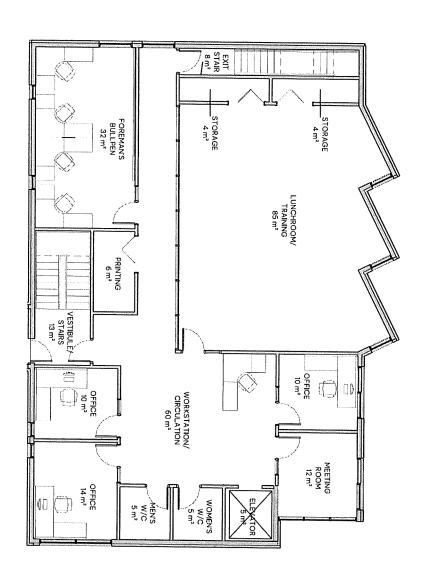
Report Prepared By:	Report Reviewed By:	
Richard Pucci,	Robert Buchan,	
Deputy City Manager	City Manager	









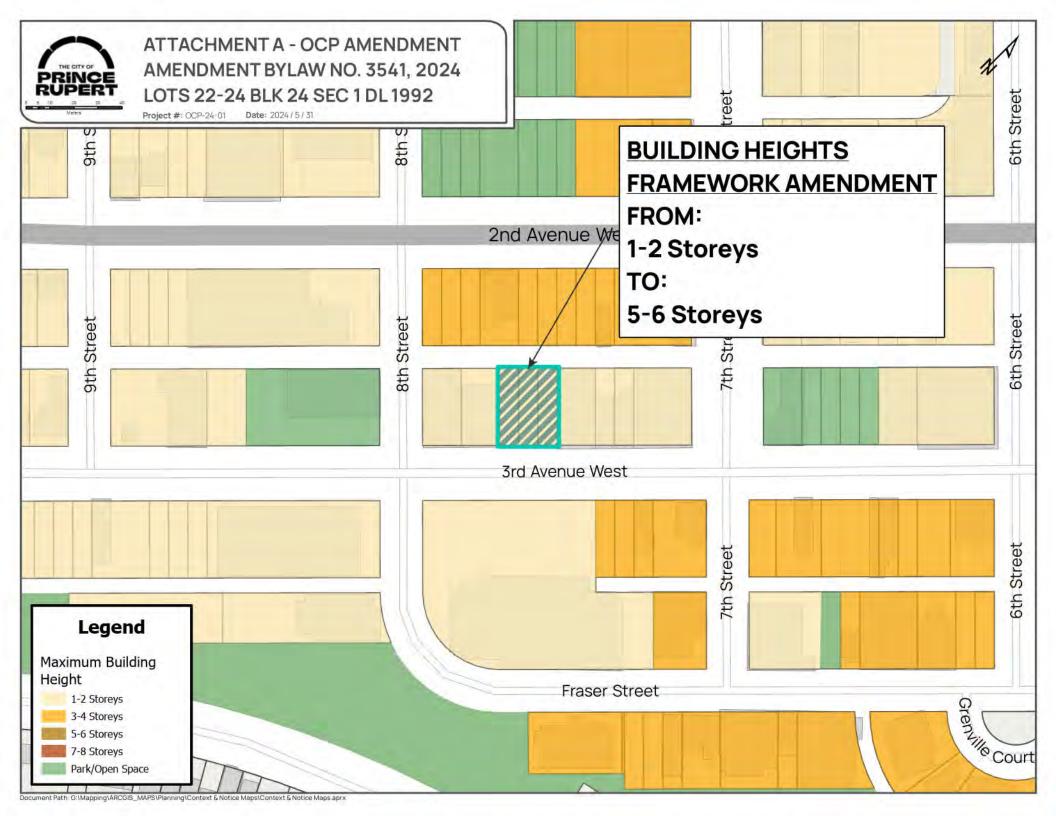


OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT BYLAW NO. 3541, 2024

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



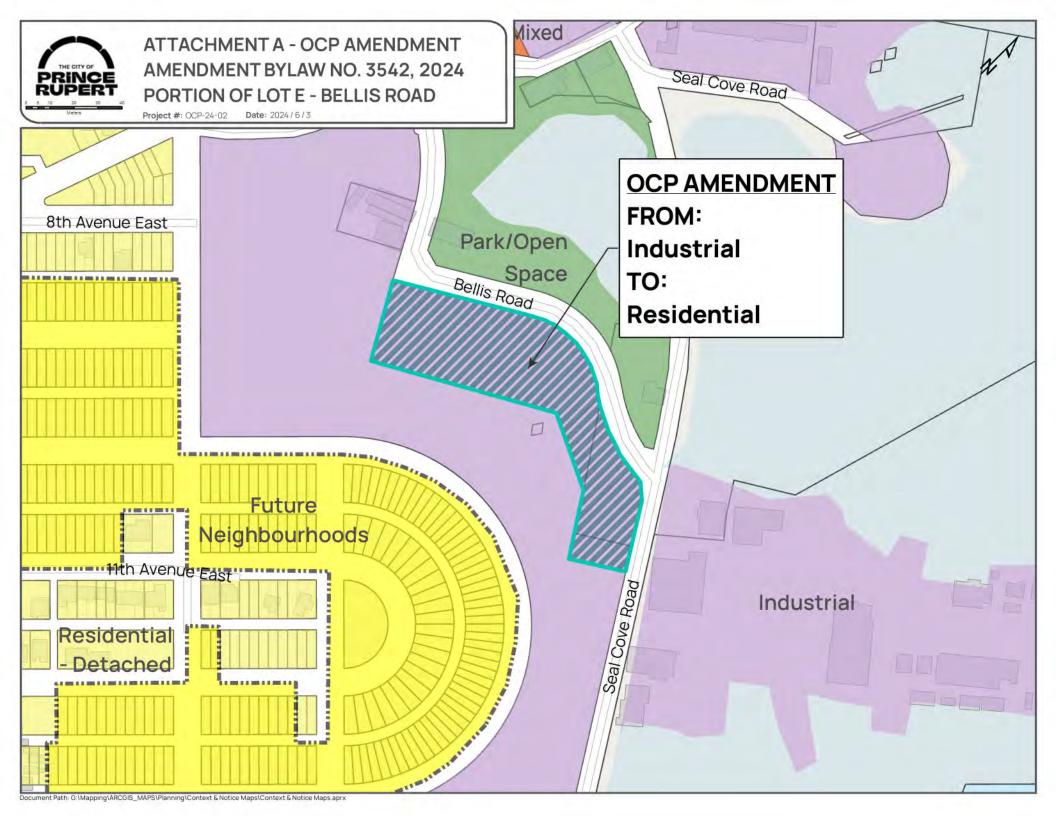


OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT BYLAW NO. 3542, 2024

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 public meeting, enacts as follows:
That the City of Prince Rupert Official Community Plan No. 3460, 2021 be amended as follows:
 Amend Map 1A City Wide Land Use Framework, and Map 1B Townsite Land Use Framework, in accordance with the Attachment 1 of this Bylaw which identifies a portion of "LOT E DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 4693 EXCEPT PLANS 6331 9717 9830 12425 PRP12954 AND PRP12955";
 This Bylaw may be cited as "City of Prince Rupert Official Community Plar Amendment Bylaw No. 3542, 2024".
Read a First time this 24th day of June, 2024.
Read a Second time this 24th day of June, 2024.
Public Hearing thisday of, 2024.
Read a Third time thisday of, 2024.
Read a Fourth & Final time thisday of, 2024.
MAYOF

CORPORATE OFFICER

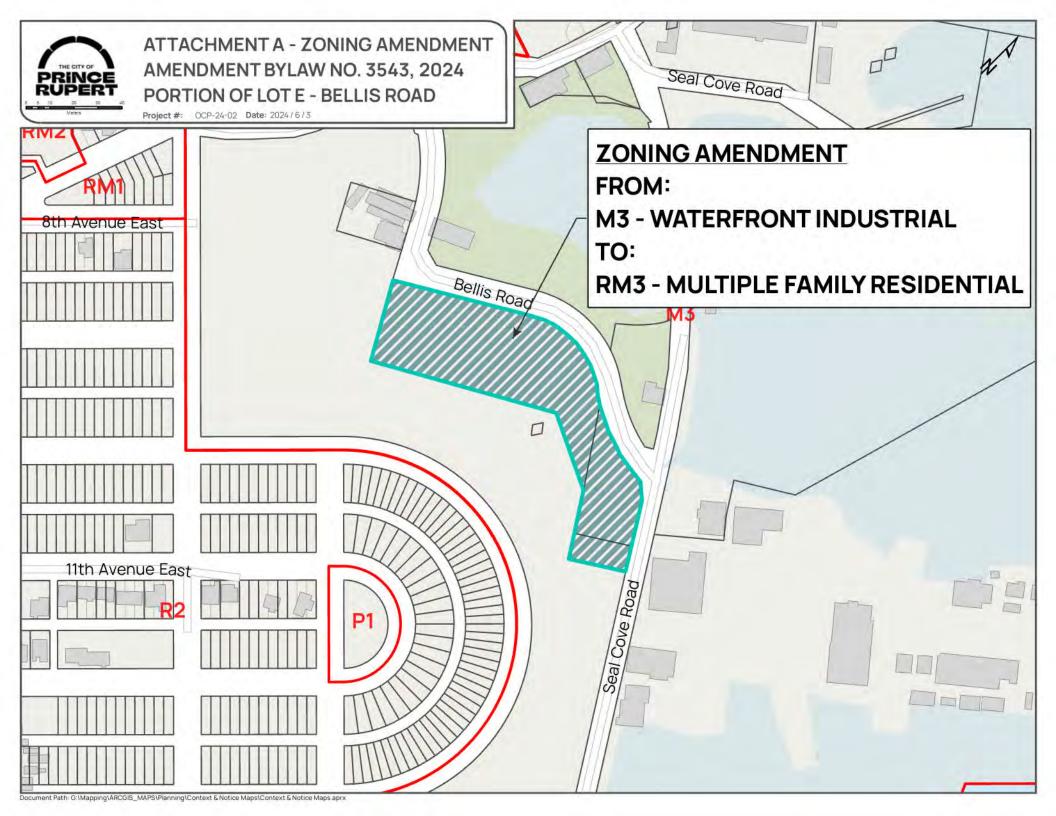




ZONING BYLAW AMENDMENT BYLAW NO. 3543, 2024

A BYLAW TO AMEND CITY OF PRINCE RUPERT ZONING BYLAW NO. 3462, 2021
WHEREAS the Council of the City of Prince Rupert has enacted Zoning Bylaw No. 3462 2021 for the City of Prince Rupert; AND,
NOW THEREFORE the Council of the City of Prince Rupert in an open meeting assembled, enacts as follows:
 Amend "Schedule B" Zoning Map by rezoning the lots legally described as portion of "LOT E DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 4693 EXCEPT PLANS 6331 9717 9830 12425 PRP12954 AND PRP12955' from M3 - Waterfront Industrial Zone to RM3 - Multiple Family Residentia Zoneas as indicated in Schedule B of this bylaw
 This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3543 2024.
Read a First time thisday of, 2024.
Read a Second time thisday of, 2024.
Read a Third time thisday of, 2024.
Minisitry of Transportation and Infrastructure Approval this day of, 2024.
Read a Fourth & Final time thisday of, 2024.
MAYOR

CORPORATE OFFICER



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 <u>"Northwest B.C. Regional Funding Agreement Reserve Bylaw No. 3547, 2024".</u>
- 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.

2024

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.

DEAD THE FIDOT TIME 45:-

READ THE FIRST TIME thisday of	, 2024.
READ THE SECOND TIME thisday of_	, 2024.
READ THE THIRD TIME thisday of	, 2024.
CONSIDERED, PASSED AND ADOPTED this	day of, 2024.
MAYOR	DIRECTOR OF CORPORATE & LEGISLATIVE SERVICES