



## REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Tuesday, October 15, 2024, immediately following the Committee of the Whole Meeting taking place at 7:00pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

### 1. CALL TO ORDER

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

#### **Recommendation:**

THAT the Agenda for the Regular Council Meeting of October 15, 2024, be adopted as presented.

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

#### **Recommendation:**

THAT Council approve the Financial Stability & Resiliency Policy GOV-30-2024.

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

### 6. CONSENT AGENDA

#### **a) Council minutes for approval**

- i. Minutes of the Regular Meeting of September 9, 2024;
- ii. Minutes of the Committee of the Whole Meeting of September 9, 2024;

#### **b) Reports for receipt**

- iii. Report from the Planning Re: September 2024 Development Activity;
- iv. Report from the Fire Chief Re: August 2024 Monthly Fire / Rescue information;
- v. Report from the Fire Chief Re: September 2024 Monthly Fire / Rescue information;
- vi. Report from the Chief Financial Officer Re: July 2024 Financial Report;
- vii. Report from the Deputy City Manager Re: Wastewater Pilot Program – EOCP Award;

#### **c) Correspondence for receipt**

- viii. City of Prince George Re: Motion to Acknowledge IPV as an Epidemic;

**d) Correspondence for approval**

- ix. Request for Letter of Support from Kaien Trails Re: Expansion of the Trans Canada Trail Network Between Edmonton and Prince Rupert; and,
- x. Request for Proclamation October as Foster Family Month in British Columbia.

**Recommendation:**

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

**7. REPORTS**

**a) Report from the City Manager Re: 2023-2026 Strategic Plan Update**

**Recommendation:**

THAT Council adopt the Strategic Plan update dated October 2024.

**b) Report from the Director of Corporate & Legislative Services/Corporate Officer Re: Development Variance Permit #24-07 for 721 Lotbiniere Street**

**Recommendation:**

THAT Council receives this report for information purposes regarding enforcement options for DVP-24-07 for 721 Lotbiniere Street, which may include:

1. A "Double Permit Fee" in accordance with City of Prince Rupert Building Bylaw No. 3314, 2012, s. 22 for works which required a permit under the above-reference bylaw; and/or
2. A City of Prince Rupert Zoning Bylaw No. 3462, 2021 ticket in the amount of \$500 (for a first offence) as outlined in the Ticket Information Amendment Bylaw No. 3534, 2024; and/or
3. Legal action to remove the offending work (Remedial Action Order); and/or
4. Advise the applicant and request changes to work to reduce or mitigate the new encroachment and submit a new Development Variance Permit application; and/or
5. A Section 57 notice on title (a notice on title which observes a condition or work with respect to land or buildings which was completed in contravention of a municipal bylaw);

AND THAT Council, at the request of the applicant, reconsider the Development Variance Permit application as previously submitted.

**c) Report from the Director of Corporate & Legislative Services/Corporate Officer Re: Retail Cannabis Application for 719 – 2<sup>nd</sup> Avenue West**

**Recommendation:**

THAT Council direct Staff to proceed with the application process for 719 – 2<sup>nd</sup> Avenue West for 1456412 BC Ltd. in accordance with the City of Prince

Rupert's Cannabis Retail Application Policy.

**d) Report from the Director of Corporate & Legislative Services/Corporate Officer Re: 198 Prince Rupert Blvd.: Remedial Action Order**

**Recommendation:**

THAT Council direct Staff to proceed with a Remedial Action Order under section 75 of the *Community Charter* whereby the City of Prince Rupert will proceed with the carport removal located at 198 Prince Rupert Blvd, legally known as PID: 013-413-376; Strata Lot 2, District Lot 251, Range 5, Coast District Strata Plan 14, together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1 (the "Property"), with the costs of removal to be 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.

**e) Report from the Director of Development Services & City Planner Re: Housing Accelerator Fund – Housing Action Plan 2024 Update**

**Recommendation:**

THAT Council adopt the Housing Acceleration Action Plan 2024 Update as indicated in Attachment 1 and direct staff to begin actioning policy statements as budget and resources permit.

**f) Report from the Director of Development Services & City Planner Re: Resolution to Amend 2024 Five Year Financial Plan Bylaw No. 3529, 2024**

**Recommendation:**

THAT Council approve the additions to the financial plan outlined in this report;

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

**8. COUNCIL ROUND TABLE**

**9. ADJOURNMENT**



## CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Financial Stability and Resiliency	POLICY NO.	GOV-30-2024
EFFECTIVE DATE	9-Sep-24	REVISION DATE	
DEPARTMENT	Finance	NOTIFY UNION	
APPLIES TO			
<input type="checkbox"/> STAFF	<input checked="" type="checkbox"/> MANAGEMENT	<input type="checkbox"/> VISITORS	<input type="checkbox"/> CONTRACTORS
			<input checked="" type="checkbox"/> COUNCIL

### PURPOSE:

The purpose of the Financial Stability & Resiliency Policy is to guide the City's financial planning to meet financial obligations while providing high quality services.

### OBJECTIVES:

To develop principles that guide the City so that taxpayers can expect to rely on predictable, stable, equitable and accountable property taxation.

To support and guide decision-making, providing continuity and assurance to the City's financial management.

### POLICIES:

#### 1.0 FINANCIAL PLAN BYLAW ADOPTION

a. The City's Financial Plan Bylaw for the fiscal year will be approved prior to the legislated deadline.

b. For City administration and operational guidance and taxpayer information and predictability, the Financial Plan Bylaw will be introduced and given two readings at minimum by the end of the previous fiscal year with direction to proceed with expenditures as outlined in the bylaw for the period January 1 until the Financial Plan Bylaw is adopted.

## 2.0 LONG-TERM BUDGETING

At a minimum, the City will produce a Five-year financial plan.

## 3.0 BUDGET PARAMETERS

Budget parameters will endeavor to maintain service levels, provide an opportunity to enhance services, and invest in critical infrastructure. The establishment of a minimum increase ensures predictability for all taxpayers. The parameters for each budget component, expressed in terms of a general tax increase, are:

- Operating costs of existing capital and services will be included as part of the baseline budget parameter unless funding pressure requires a larger tax levy increase. Should the minimum increase not be required, the surplus will be allocated to Capital and/or Operating reserves in existence or created from time to time.
- Capital investment budget parameter will be included unless funding pressure requires a tax levy increase. Capital reserves and grants where available will be utilized to fund current renewal efforts, with the annual budget parameter being contributed towards Capital reserves to build an annual asset management component into the budget.
- One-time operating projects (special projects) will be funded in order and by availability by grants, reserves, municipal enterprise dividends, and/or accumulated surplus, prior to proposing a tax levy increase.

Budget Component	Minimum Increase	Maximum Increase
Baseline Budget	2%	Balanced budget
Capital Budget	0.5%	0.5%
General Operations Total	2.5%	2.5% + as determined by Council

## 4.0 BASELINE BUDGET INCREASES

The baseline operating budget provides annual funding to ongoing City services. Any increases to baseline general operating budgets outside of contractual obligations or energy increases will be considered a new ongoing service level increase and will be evaluated during financial planning proceedings against other priorities.

## 5.0 NON-MARKET CHANGE

Revenues from non-market change will be adjusted from the general taxation levy calculations. To alleviate pressure to increase taxes, non-market change, other than non-market change from the Major Industrial class (MI), will first be applied to maintain the baseline budget to arrive at the minimum baseline parameter of 2%. Any residual above the minimum from the allocation of non-market change will be placed in Reserves which can be used for the purposes the Reserves were established across the General Operations and Utilities Funds.

## 6.0 ASSET MANAGEMENT

The City will invest in asset management to keep infrastructure in a proper state of repair to avoid costly failures. Asset management ensures assets are maintained in a state of good repair while optimizing capital investment to maintain service levels and ensure best value for taxpayer's dollars.

### 6.1 Investment in Infrastructure

Continued investment in infrastructure is critical for community well-being and economic growth. To address asset management targets and minimize reliance on long-term debt:

- a. A minimum 0.5% increase across the tax base will be applied to the annual budget and cumulatively transferred to Capital Reserves;
  - i. The cumulative transfer of this minimum increase will be reviewed at a minimum of 5 years from the adoption of this policy to evaluate if the transfer is sufficient in funding the City's asset management plan.
- b. As a measure to alleviate spikes during periods of renewal, non-market change taxation resulting from the Major Industrial class (MI) will be contributed to capital reserves. The taxation from these funds will be invested in the City's capital program to support ongoing investment in infrastructure.
- c. Debt servicing from newly retired debt will be allocated towards capital reserves.

## 7.0 BUSINESS CASE DECISION MAKING AND CAPITAL PROJECT PLANNING

All requests for staffing and significant operating projects or new services require a business case for Administration review. New capital projects require a project plan and are to include evaluation through a Climate and Equity lens.

## 8.0 PROPERTY TAX INCREASE

Each budget cycle, Council will consider the property tax increase required by:

- a. covering the projected cost increase for existing services at current service levels and; then
- b. consider other enhancements.

8.1 The City's tax increase will be calculated based on additional revenue required to balance the budget as required by the *Community Charter* and communicated as a percent increase over the prior year's adjusted mill rates.

8.2 The City will phase in tax increases when upcoming changes influencing City finances are known to promote stability for taxpayers.

## 9.0 SELF-FINANCED (FUNDED) PROGRAMS

The City's self-financed programs include the Water Utility, Wastewater (Sewer) Utility, and Solid Waste Utility.

9.1 The operating costs for self-financed programs are to be fully funded by user fees

9.2 The capital component of these programs are to be funded in combination through user fees, capital reserves, grants, debt, municipal enterprise dividends, accumulated surplus and asset management reserves established for each program.

The operating funding parameter to meet the minimum increase will be based on the City's contractual obligations, increases to the cost of energy, and debt-servicing requirements, the calculation of which will be updated yearly and evaluated and compared to the user fees adopted by bylaw.

The asset management component of user fees is set at 2% and will increase in proportion to the baseline component.

Budget Component	Minimum Increase	Maximum Increase
Baseline Budget	2%	Balanced budget
Asset Management Reserve	2% of above	2% of above



## MINUTES

For the **REGULAR MEETING** of Council to be held on Monday, September 9, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor H. Pond  
Councillor G. Randhawa  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor T. Forster (Remote)  
Councillor R. Skelton-Morven (@7:05pm)

**ABSENT:** Councillor W. Niesh

**STAFF:** R. Buchan, City Manager  
R. Pucci, Deputy City Manager  
R. Miller, Director of Corporate & Legislative Services  
C. Bomben, Chief Financial Officer  
M. Pope, Director of Development Services  
N. Beauregard, Director of Recreation & Community Services  
R. Paras, Planner

### 1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:26 pm.

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the Agenda for the Regular Council Meeting of September 9, 2024 be adopted as presented.

CARRIED

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

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council made the following resolution regarding financial policy GOV-30-2024.



CARRIED

MOVED by Councillor Adey and seconded by Councillor Randhawa that Council give a motion to postpone to the next meeting.

CARRIED

## **5. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS**

## **6. CONSENT AGENDA**

### **a) Council minutes for approval**

- i. Minutes of the Regular Meeting of August 19, 2024;
- ii. Minutes of the Committee of the Whole Meeting of August 19, 2024;
- iii. Minutes of the Public Hearing Meeting of August 19, 2024;

### **b) Reports for receipt**

- iv. Report from the Planning Re: August 2024 Development Activity;
- v. Report from the Chief Financial Officer Re: June 2024 Financial Variance Report;

### **c) Correspondence for receipt**

- vi. Letter from the City of Duncan Re: 2024 UBCM Resolution – Fail to Appear Charges in Policing Statistics;
- vii. North Coast Regional District Re: Board Highlights August 2024;
- viii. Letter from the Surrey Talk Radio Re: Defending Local Governance Against Centralization;
- ix. Letter from the City of Mission Re: Infrastructure Investment from Complete Communities;
- x. Letter from the City of Campbell River Re: Urgent Request for Provincial Support in Addressing Homelessness in Campbell River; and,
- xi. Letter from the City of Pitt Meadows Re: Resolution to Reform the Farm Property Tax System.

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

CARRIED

## **7. REPORTS**

### **a) Report from the Director of Recreation and Community Services Re: BC Healthy Communities Age Friendly Communities Funding Application.**

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council direct staff to apply to the BC Healthy Communities Age Friendly Communities Fund for an Age-Friendly

Assessment to be conducted in concert with a Recreation Master Plan in 2025-2026.

CARRIED

**b) Report from the Director of Recreation and Community Services Re: New Horizons Funding Application.**

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council direct staff to apply to the New Horizons for Seniors Grant Fund from Economic and Social Development Canada (ESDC) of \$25,000 for new, accessible and inclusive fitness equipment for the Civic Centre.

CARRIED

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

MOVED by Councillor Skelton-Morven and seconded by Councillor Forster THAT Council proceeds with the final approval for Development Variance Permit (DVP) #24-07 for 721 Lotbiniere Street.

3 IN-FAVOUR

3 OPPOSED

DEFEATED

MOVED by Councillor Cunningham and seconded by Councillor Forster THAT Council support recommendations on enforcement options.

CARRIED

**d) Report from the Planning Re: TUP-24-01 for 921 Prince Rupert Blvd.**

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council proceeds with the consideration and final approval for Temporary Use Permit (TUP) #24-01 for 921 Prince Rupert Blvd.

CARRIED

**e) Report from the Chief Financial Officer Re: Community Works Fund Agreement.**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council enter into the Community Works Fund Agreement with the Union of British Columbia Municipalities (UBCM) for the period April 1, 2024 through March 31, 2034 and authorize the Mayor and the Corporate Officer to sign the agreement.

CARRIED

**8. COUNCIL ROUND TABLE**

**a) Letter to advocate for NHA bus runs.**

**9. ADJOURNMENT**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be adjourned to close at 8:13 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, September 9, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor H. Pond  
Councillor G. Randhawa  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor T. Forster (Remote)  
Councillor R. Skelton-Morven (@7:05pm)

**ABSENT:** Councillor W. Niesh

**STAFF:** R. Buchan, City Manager  
R Pucci, Deputy City Manager  
R. Miller, Director of Corporate & Legislative Services /  
Corporate Officer  
C. Bomben, Chief Financial Officer  
M. Pope, Director of Development Services  
N. Beauregard, Director of Recreation & Community  
Services  
R. Paras, Planner

### **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 Adey and seconded by Councillor Randhawa THAT the Agenda for the Committee of the Whole Meeting of Monday, September 9, 2024, be adopted as circulated.

CARRIED

### **3. PRESENTATIONS**

### **4. REPORTS**

**a. Report from the Chief Financial Officer Re: GOV-30-2024 Financial Stability & Resiliency Policy.**

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council approves the Financial Stability & Resiliency Policy GOV-30-2024.

Councillor Adey OPPOSED  
CARRIED

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

**6. ADJOURNMENT to Regular Council Meeting**

MOVED by Councillor Randhawa and seconded by Councillor Skelton Morven THAT the meeting be adjourned to Regular Council Meeting at 7:26 pm.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

\_\_\_\_\_  
CORPORATE OFFICER



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** October 15, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Rodolfo Paras, Urban Planner I

**SUBJECT: DEVELOPMENT ACTIVITY REPORT SEPTEMBER, 2024.**

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#### RECOMMENDATION

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

#### REASON FOR REPORT:

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

**Report Prepared By:**

**Report Reviewed By:**

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Rodolfo Paras,  
Urban Planner I

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Robert Buchan,  
City Manager

Originally signed available on request

#### Attachments:

1. Development Activity Report

## Development Activity Report – September 2024

### Planning and Zoning

File No.	Location	Proposal Description	Date Received	Status	Date of Decision
<b>ZLBA-24-03</b>	Seal Cove Quarry	Proposal to rezone to allow a 62-unit residential building.	May 14, 2024	In Progress  *Public hearing and 3 <sup>rd</sup> reading occurred on August 19	Passed 3rd Reading on Aug. 19, 2024.
<b>OCPA – 24-02</b>	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*  *Public hearing and 3 <sup>rd</sup> reading occurred on August 19	Passed 3rd Reading on Aug. 19, 2024.
<b>DVP-23 -20</b>	200 Sherbrooke Avenue	Proposed smaller parking stall size and request for parking electrification exemption.	Sept 27, 2023	On Hold* *Missing Information	N/A
<b>DVP-23 -21</b>	1300 Hays Cove Avenue	Building height increase and parking requirement reduction.	Sept 29, 2023	On Hold	N/A
<b>DVP-24 -07</b>	721 Lotbiniere Street	Enclosure of Porch	July 18, 2024	Denied	Sept. 9
<b>DVP-24 -08</b>	721 Lotbiniere Street	Minor Variance Deck/ Encroachment Agreement	July 18, 2024	Denied	Sept. 10
<b>DP-24-19</b>	207 3 <sup>rd</sup> Avenue W	Sign in the Development Permit Area	August 12, 2024	In Progress	Sept. 6, 2024
<b>DP-24-20</b>	515 3 <sup>rd</sup> Ave W	Sign in the Development Permit Area	August 12, 2024	Approved	Sept. 24, 2024
<b>DP-24-21</b>	719 2 <sup>nd</sup> Ave W	Renovations to existing building in the City Core	Sept. 11, 2024	Approved	Sept. 18, 2024
<b>DP-24-22</b>	417 3 <sup>rd</sup> Ave We	Sign in the Development Permit Area	Sept. 10, 2024	Approved	Sept. 23, 2024
<b>DP-24-23</b>	1665 Park Avenue	Renovations to existing Commercial building		Approved	Sept. 27, 2024
<b>DP-24-24</b>	3 <sup>rd</sup> Ave. W	Proposed mix-use development in the City Core	Sept. 27, 2024	In Progress	NA

Building Department Permits - Summary September 2024				
File No.	Location	Proposal Description	Status	Date of Decision
212/24	1712 Kootenay Ave	Alteration and improvements	Permit Issued	Tuesday, September 3, 2024
213/24	68 Haysvale Drive	Alteration and improvements	Permit Issued	Tuesday, September 3, 2024
214/24	1706 Sloan Ave	Alteration and improvements	Permit Issued	Tuesday, September 3, 2024
215/24	138 8th Ave West	Alteration and improvements	Permit Issued	Wednesday, September 4, 2024
216/24	Unit #309-860 Prince Rupert Blvd.	Alteration and improvements	Permit Issued	Thursday, September 5, 2024
217/24	Unit #309-860 Prince Rupert Blvd.	Alteration and improvements	Permit Issued	Thursday, September 5, 2024
218/24	Unit #203-820 Prince Rupert Blvd.	Alteration and improvements	Permit Issued	Thursday, September 5, 2024
219/24	Unit #203-820 Prince Rupert Blvd.	Alteration and improvements	Permit Issued	Thursday, September 5, 2024
220/24	Unit # 209-860 Prince Rupert Blvd.	Alteration and improvements	Permit Issued	Thursday, September 5, 2024
221/24	Unit # 209-860 Prince Rupert Blvd.	Alteration and improvements	Permit Issued	Thursday, September 5, 2024



<b>222/24</b>	408 8th Ave West	Alteration and improvements	Permit Issued	Friday, September 6,2024
<b>223/24</b>	1609 Sloan Ave	Alteration and improvements	Permit Issued	Friday , September 6,2024
<b>224/24</b>	547 Mckay Street	Demolition	Permit Issued	Friday, September 6,2024
<b>225/24</b>	216 Prince Rupert Blvd	Alteration and improvements	Permit Issued	Monday, September 9,2024
<b>226/24</b>	1913 7th Ave East	Demolition	Permit Issued	Monday, September 9,2024
<b>227/24</b>	103 Kootenay Place	Alteration and improvements	Permit Issued	Monday, September 9,2024
<b>228/24</b>	327 6th Ave East	Alteration and improvements	Permit Issued	Monday, September 9,2024
<b>229/24</b>	1107 11th Ave East	Alteration and improvements	Permit Issued	Tuesday, Septembe 10,2024
<b>230/24</b>	547 Mckay Street	Demolition	Permit Issued	Thursday, September 12,2024
<b>231/24</b>	515 Jeffery Street	Alteration and improvements	Permit Issued	FRIDAY, SEPTEMBER 13,2024
<b>232/24</b>	515 Jeffery Street	Plumbing	Permit Issued	FRIDAY , SEPTEMBER 13,2024

<b>233/24</b>	408 8th Ave West	Alteration and improvements	Permit Issued	Monday, September 16,2024
<b>234/24</b>	815 Summit Ave	Alteration and improvements	Permit Issued	Monday, September 16,2024
<b>235/24</b>	732 6th Ave West	Alteration and improvements	Permit Issued	Tuesday, September 17,2024
<b>236/24</b>	1424 Piggot Place	Alteration and improvements	Permit Issued	Tuesday, September 17,2024
<b>237/24</b>	425 6th Ave East	Alteration and improvements	Permit Issued	Wednesday, September 18,2024
<b>238/24</b>	985 3rd Ave West	Alteration and improvements	Permit Issued	Thursday, September 19,2024
<b>239/24</b>	985 3rd Ave West	Plumbing	Permit Issued	Thursday, September 19,2024
<b>240/24</b>	936 9th Ave East	Alteration and improvements	Permit Issued	Thursday, September 19,2024
<b>241/24</b>	1424 Piggot Place	Alteration and improvements	Permit Issued	Thursday, September 19,2024
<b>242/24</b>	333 3rd Ave West	Alteration and improvements	Permit Issued	Thursday, September 19,2024
<b>243/24</b>	920 Haycove Ave	Alteration and improvements	Permit Issued	Thursday, September 19,2024

<b>244/24</b>	547 Mckay Street	Demolition	Permit Issued	Thursday, September 19,2024
<b>245/24</b>	535 Hayscove Circle	Alteration and improvements	Permit Issued	Monday, September 23,2024
<b>246/24</b>	547 Mckay Street	Demolition	Permit Issued	Tuesday, September 24,2024
<b>247/24</b>	1048 6th Ave East	Alteration and improvements	Permit Issued	Thursday, September 26,2024



# REPORT

Sept. 01, 2024

**TO:** City Manager  
**FROM:** Fire Chief Jeff Beckwith  
**SUBJECT:** Monthly Fire / Rescue Report - August 2024

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During the month of August 2024, the Prince Rupert Fire Rescue Department responded to 124 emergency incidents. No properties sustained significant damage due to fire this month. The Fire Department attended 12 small fires incidents, 1 rescue, 2 MVI's and numerous medical responses.

Location	Property Value	Property Loss
<b>Totals:</b>	<b>0</b>	<b>0</b>

## INCIDENT COMPARISON

August	2024	124 Incidents
August	2023	75 Incidents
August	2022	84 Incidents
August	2021	127 Incidents
August	2020	62 Incidents
August	2019	138 Incidents

## FIRE SERVICE ACT INSPECTIONS

During the month of August Fire Rescue Department personnel conducted Fire Service Act inspections within 0 public buildings in Prince Rupert.

## INSPECTION COMPARISON

August	2024	0 Public Building Inspections
August	2023	14 Public Building Inspections
August	2022	1 Public Building Inspections
August	2021	3 Public Building Inspections
August	2020	2 Public Building Inspections

## **DEPARTMENT ACTIVITIES AND PROGRAMS**

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

Firefighters hosted a tour of the Fire Hall for community youth ages 6-12 participating in the City of Prince Rupert Summer Program. A short impromptu tour of the barn for 3 adults and 1 child was also conducted this month as a special request.

### **Training & Upgrading:**

During the month of August, along with new recruit training, 33 in-house training sessions were conducted involving driving skills, hose deployment, street familiarization, annual hose testing, search and rescue tactics, as well as the second session of the Technical Trench Rescue training held at the Public Works yard.

One Firefighter gave their notice of resignation and has taken a position with an out-of-province Fire Department effective Sept 1/24.

### **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	376
PR FIRE	16
PR AMB	162
PR EHS	84
PR RCMP	216
PR ALARM	27

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

OTH FIRE	0
OTH AMB	1
OTH EHS	0
OTH RCMP	1

CITY	110
H/U	116
WRONG #	26
R.C.C.	1
CITYWEST	32
311	0

**Total: 1171**

Respectfully Submitted



Jeff Beckwith, Fire Chief



# REPORT

October 1, 2024

**TO:** City Manager Rob Buchan

**FROM:** Fire Chief Jeff Beckwith

**SUBJECT:** Monthly Fire / Rescue Report – September 2024

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During the month of September 2024, the Prince Rupert Fire Rescue Department responded to 104 emergency incidents. Of these incidents, 2 properties sustained significant damage due to fire this month. The Fire Department attended 6 additional small fire incidents, 1 vehicle fire, 1 rescue, 3 MVI's and numerous medical responses.

Location	Property Value	Property Loss
420 Sherbrooke Ave	\$244,000	\$80,000
86 Hays Cove Circle	\$559,400	\$25,000
<b>Totals:</b>	<b>\$803,400</b>	<b>\$105,000</b>

## **INCIDENT COMPARISON**

September	2024	104 Incidents
September	2023	60 Incidents
September	2022	63 Incidents
September	2021	111 Incidents
September	2020	85 Incidents

## **FIRE SERVICE ACT INSPECTIONS**

During the month of September Fire Department personnel conducted Fire Service Act inspections within 33 public buildings in Prince Rupert.

## **INSPECTION COMPARISON**

September	2024	33 Public Building Inspections
September	2023	1 Public Building Inspection
September	2022	3 Public Building Inspections
September	2021	0 Public Building Inspections
September	2020	5 Public Building Inspections

## **DEPARTMENT ACTIVITIES AND PROGRAMS**

## Fire Prevention and Public Education:

### Training & Upgrading:

During the month of September, 54 in-house training sessions were conducted involving EMR training, Auto Extraction, Pump Operations, Driver Training,

Fire Crews were also able to utilize the McKay street property for in the field training, focusing on self-rescue, ladder bailout, size up tactics, and search techniques.

### 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	373
PR FIRE	29
PR AMB	173
PR EHS	75
PR RCMP	174
PR ALARM	24

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

OTH FIRE	1
OTH AMB	1
OTH EHS	0
OTH RCMP	1

CITY	121
H/U	110
WRONG #	37
R.C.C.	0
CITYWEST	2
311	0

**Total: 1124**



Respectfully Submitted  
Jeff Beckwith, Chief



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** October 15, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: JULY 2024 FINANCIAL VARIANCE REPORT**

---

#### **RECOMMENDATION:**

**THAT Council receive this report for information purposes.**

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

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

#### **OPERATING BUDGET**

Overall, operating revenues and expenses are on track with the overall budget and trends. There are no variances of note as of the end of July 2024.

#### **UTILITIES BUDGET**

Utilities revenues and expenses are in line with the budget for this time of year. As noted last month, the revenue in the Water fund continues to track higher than budgeted. This is a result of having received the grant from the Province in advance in a favourable interest environment and not spending on the BIG project until part way through this year. However, this positive revenue stream will continue to be offset by capital water repair costs experienced, especially as we enter colder months. Therefore, the net result in the Water fund is as expected.

#### **CAPITAL & SPECIAL PROJECTS**

The BIG project (the City's ambitious water and sewer pipe replacement initiative) was beginning by the end of July. The costs associated will be reflected in future reports as the project progresses. Other capital projects were underway by this point in the fiscal year. There are no variances to report at this stage of the construction season.



## **LINK TO STRATEGIC PLAN**

Supports the City's overall strategic goals.

### **Report Prepared By:**

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Corinne Bomben  
Chief Financial Officer

Originally signed available on request

#### **Attachments:**

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

### **Report Reviewed By:**

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Robert Buchan,  
City Manager

## REPORT TO COUNCIL – July 2024 FINANCIAL VARIANCE REPORT

October 15, 2024

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CITY OF PRINCE RUPERT- GENERAL OPERATING FUND Budget Variance for Period Ending July 2024	YTD 2023 Actual (\$)	YTD 2024 Actual (\$)	2024 Budget (\$)	Budgeted Amount Left (\$)	% Left
<b>REVENUES</b>					
Airport Ferry	630,203	660,217	1,180,000	(519,783)	(44.05)
Bylaw Enforcement	89,443	85,234	151,000	(65,766)	(43.55)
Cemetery	55,464	82,346	139,000	(56,654)	(40.76)
Civic Properties	134,506	145,348	252,000	(106,652)	(42.32)
Corporate Administration	-	8,500	84,000	(75,500)	(89.88)
Cow Bay Marina	276,231	341,327	455,000	(113,673)	(24.98)
Development Services	279,193	283,667	303,000	(19,333)	(6.38)
Economic Development	25,000	-	70,000	(70,000)	(100.00)
Fire 911 Services	40,356	43,180	79,000	(35,820)	(45.34)
Fire Protective Services	7,871	915	5,000	(4,085)	(81.70)
FD Emergency Measures	-	3,030	-	3,030	-
Finance	9,455	9,749	15,000	(5,251)	(35.01)
Fiscal Revenues	10,768,715	6,980,590	10,554,000	(3,573,410)	(33.86)
Information Technology	-	-	1,000	(1,000)	(100.00)
Parks	910	-	-	-	-
PW Engineering	2,271	2,880	5,000	(2,120)	(42.40)
PW Common Costs	35,264	46,959	70,000	(23,041)	(32.92)
RCMP	58,887	59,424	147,000	(87,576)	(59.58)
Rec - Arena	144,653	127,550	261,000	(133,450)	(51.13)
Rec - Civic Centre	220,538	296,620	362,000	(65,380)	(18.06)
Rec - Community Services	-	-	3,000	(3,000)	(100.00)
Rec - Pool	332,262	325,105	523,000	(197,895)	(37.84)
Transit	126,494	128,897	201,000	(72,103)	(35.87)
Victim Services	52,064	65,376	113,000	(47,624)	(42.14)
Watson Island	-	110,193	400,000	(289,807)	(72.45)
Subtotal	13,289,780	9,807,106	15,373,000	(5,565,894)	(36.21)
Property Taxes	25,999,373	28,450,805	28,459,000	(8,195)	(0.03)
<b>Total Operating Revenues</b>	39,289,153	38,257,912	43,832,000	(5,574,088)	(12.72)
PR Legacy Inc Contributions- Capital Works	-	28,954	178,000	(149,046)	(83.73)
PR Legacy Inc Contributions- Capital Purchases	196,858	164,870	837,000	(672,130)	(80.30)
Conditional Project Grants- Capital Purchases	670,155	521,200	11,268,000	(10,746,800)	(95.37)
Appropriated Reserves- Capital Works	8,815	72,238	2,105,000	(2,032,762)	(96.57)
Appropriated Reserves- Capital Purchases	3,269,403	1,374,966	3,852,000	(2,477,034)	(64.31)
Community Works Fund (Gas Tax)- Capital Purchases	3,000	143,830	321,000	(177,170)	(55.19)
Appropriated Surplus- Capital Purchase	-	100,258	195,000	(94,742)	(48.59)
Appropriated Surplus- Capital Works	-	35,213	35,000	213	0.61
PR Legacy Inc Contributions- Special Projects	63,339	5,000	188,000	(183,000)	(97.34)
Appropriated Surplus- Special Projects	57,601	3,780	80,000	(76,220)	(95.28)
Condition Project Grants- Special Projects	100,824	218,102	694,000	(475,898)	(68.57)
Loans from MFA- Capital Purchases	3,341,862	9,789,397	15,620,000	(5,830,603)	(37.33)
<b>Total Capital Revenues</b>	7,711,857	12,457,807	35,373,000	(22,915,193)	(64.78)
<b>Total General Operating Fund Revenues</b>	47,001,009	50,715,719	79,205,000	(28,489,281)	(35.97)

## REPORT TO COUNCIL – July 2024 FINANCIAL VARIANCE REPORT

October 15, 2024

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CITY OF PRINCE RUPERT- GENERAL OPERATING FUND Budget Variance for Period Ending July 2024	YTD 2023 Actual (\$)	YTD 2024 Actual (\$)	2024 Budget (\$)	Budgeted Amount Left (\$)	% Left
<b>EXPENDITURES</b>					
Airport Ferry	1,434,810	1,302,950	2,375,000	1,072,050	45.14
Bylaw Enforcement	162,594	205,568	476,000	270,432	56.81
Cemetery	131,321	102,607	323,000	220,393	68.23
Civic Properties	341,852	405,602	742,000	336,398	45.34
Corporate Administration	703,722	646,406	1,153,000	506,594	43.94
Cow Bay Marina	210,528	228,824	450,000	221,176	49.15
Development Services	499,438	562,794	1,015,000	452,206	44.55
Economic Development	135,707	168,696	254,000	85,304	33.58
FD 911 Services	370,648	406,517	675,000	268,483	39.78
FD Fire Protective Services	2,934,441	3,277,322	5,578,000	2,300,678	41.25
FD Emergency Measures	16,844	23,592	31,000	7,408	23.90
Finance	679,132	826,355	1,362,000	535,645	39.33
Finance Cost Allocation	(470,000)	(471,000)	(471,000)	-	-
Fiscal Expenses	2,001,785	2,433,260	3,666,000	1,232,740	33.63
Governance	234,317	288,240	432,000	143,760	33.28
Grants in Aid to Community Partners	1,521,593	1,669,051	1,889,000	219,949	11.64
Human Resources	161,891	274,706	488,000	213,294	43.71
Information Technology	392,137	494,174	805,000	310,826	38.61
Parks	613,819	607,847	1,323,000	715,153	54.06
PW Engineering	399,218	447,875	847,000	399,125	47.12
PW Common Cost	3,036,150	3,394,230	5,493,000	2,098,770	38.21
Allocation of PW Common Cost	(2,468,123)	(2,898,629)	(5,351,000)	(2,452,371)	45.83
PW Vehicles	742,254	778,275	1,778,000	999,725	56.23
Allocation of PW Vehicles	(915,466)	(1,114,612)	(1,778,000)	(663,388)	37.31
RCMP	4,030,822	4,354,748	7,355,000	3,000,252	40.79
Rec. Centre- Arena	252,804	258,899	589,600	330,701	56.09
Rec. Centre- Civic Centre	1,094,062	1,192,576	2,123,400	930,824	43.84
Rec. Centre- Community Services	497	451	4,000	3,549	88.73
Rec. Centre- Pool	864,416	874,402	1,550,000	675,598	43.59
Roads	1,675,609	1,131,558	2,534,000	1,402,442	55.34
Transit	408,869	495,885	854,000	358,115	41.93
Victim Services	83,588	104,327	222,000	117,673	53.01
Watson Island	136,700	365,650	400,000	34,350	8.59
Transfer to Reserves (Interest, RCMP Loan)	4,356,314	1,046,851	535,000	(511,851)	(95.67)
Transfer to General Capital Reserves	-	400,000	2,245,000	1,845,000	82.18
<b>Total Operating Expenses</b>	25,774,292	24,285,997	41,967,000	17,681,003	42.13
Provision for Special Projects	222,742	226,955	987,000	760,045	77.01
Provision for Capital Purchases	7,477,868	12,898,221	32,833,000	19,934,779	60.72
Provision for Capital Works	272,511	232,228	3,418,000	3,185,772	93.21
<b>Total Capital Expenses</b>	7,973,121	13,357,403	37,238,000	23,880,597	64.13
<b>Total Operating Fund Expenditures</b>	33,747,414	37,643,401	79,205,000	41,561,599	52.47

REPORT TO COUNCIL – July 2024 FINANCIAL VARIANCE REPORT

October 15, 2024

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CITY OF PRINCE RUPERT- UTILITY OPERATING FUND Budget Variance for Period Ending July 2024	YTD 2023 Actual (\$)	YTD 2024 Actual (\$)	2024 Budget (\$)	Budgeted Amount Left (\$)	% Left
<b>Sanitary and Storm Sewer</b>					
Operating Revenue	2,468,989	2,516,687	2,872,000	(355,313)	(12.37)
Grants	-	281,216	8,300,000	(8,018,784)	(96.61)
Appropriated Surplus- Cap Works	1,672,326	1,411,909	3,163,000	(1,751,091)	(55.36)
Loans from MFA	-	-	6,400,000	(6,400,000)	(100.00)
Funding from Reserves	313,818	15,173	150,000	(134,828)	(89.89)
Capital Works	(2,149,289)	(2,425,561)	(19,313,000)	16,887,439	87.44
Revenue for operations	2,305,844	1,799,423	1,572,000	227,423	14.47
Operating Expenditure	764,729	884,218	1,572,000	687,782	43.75
Surplus /(Deficit)	1,541,115	915,205	-	915,205	-
<b>Water</b>					
Operating Revenue	3,881,351	5,081,036	4,328,000	753,036	17.40
PR Legacy Inc Contributions - Debenture Pmts	251,979	248,631	1,159,000	(910,369)	(78.55)
Grants- Capital Works	1,388,285	2,110,147	28,000,000	(25,889,853)	(92.46)
Funding from PR Legacy Inc - Cap Works	104,518	2,136	500,000	(497,864)	(99.57)
Loans from MFA	-	-	2,000,000	(2,000,000)	(100.00)
Funding from Reserves	333,877	1,662,314	4,590,000	(2,927,686)	(63.78)
Capital Purchases	-	-	(190,000)	190,000	(100.00)
Capital Works	(2,156,973)	(4,697,220)	(35,900,000)	31,202,780	(86.92)
Net Revenue	3,803,037	4,407,045	4,487,000	(79,955)	(1.78)
Operating Expenditure	1,520,643	2,724,906	4,487,000	1,762,094	39.27
Surplus/(Deficit)	2,282,394	1,682,139	-	1,682,139	-
<b>Solid Waste</b>					
Operating Revenue	7,830,627	3,818,035	4,792,000	(973,965)	(20.32)
Appropriated Surplus- Cap Works	-	7,037	300,000	(292,963)	100.00
Funding from Accruals- Cap Works	44,979	625,288	2,880,000	(2,254,712)	100.00
Funding from Long Term Loan MFA	1,050,805	-	-	-	100.00
Funding from Reserves	25,265	1,797,825	2,260,000	(462,175)	100.00
Community Works Fund (Gas Tax)	-	-	1,000,000	(1,000,000)	100.00
Capital Purchases	(1,070,805)	(297,825)	(310,000)	12,175	100.00
Capital Works	(79,031)	(2,133,049)	(6,175,000)	4,041,951	(65.46)
Revenue for operations	7,801,840	3,817,312	4,747,000	(929,688)	(19.58)
Appropriated Surplus for Rate Stabilization	-	1,029,000	1,029,000	-	-
Operating Expenditure	2,918,772	2,846,952	5,776,000	2,929,048	50.71
Surplus /(Deficit)	4,883,068	1,999,360	-	1,999,360	-

October 15, 2024

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<b>CITY OF PRINCE RUPERT- CAPITAL PURCHASES</b> Budget Variance for Period Ending July 2024	<b>Budget</b> \$	<b>Actual</b> \$	<b>Variance</b> \$
Special Projects	987,000	226,955	760,045
Waterfront Landing	10,000,000	417,685	9,582,315
Ferry Refit	1,470,000	2,105,685	(635,685)
Recreation	314,000	12,814	301,186
RCMP Bulding	17,100,000	8,970,437	8,129,563
Civic Properties	1,816,000	552,564	1,263,436
Fire Department & 911	1,157,000	630,522	526,478
Land Acquisition	260,000	-	260,000
Watson Island	250,000	109,305	140,695
Public Works	275,000	99,208	175,792
Transit	168,000	-	168,000
Water Utility	190,000	-	190,000
Solid Waste Utility	310,000	297,825	12,175
<b>Total</b>	<b>34,297,000</b>	<b>13,423,000</b>	<b>20,874,000</b>

<b>CITY OF PRINCE RUPERT- CAPITAL WORKS</b> Budget Variance for Period Ending July 2024	<b>Budget</b> \$	<b>Actual</b> \$	<b>Variance</b> \$
General Operating	3,418,000	232,228	3,185,772
Water Utility	35,900,000	4,697,220	31,202,780
Sewer Utility	19,313,000	2,425,561	16,887,439
Solid Waste Utility	6,175,000	2,133,049	4,041,951
<b>Total</b>	<b>64,806,000</b>	<b>9,488,057</b>	<b>55,317,943</b>



## REPORT TO COUNCIL

### Meeting of Council

**DATE:** October 15, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Richard Pucci, Deputy City Manager  
**SUBJECT:** **WASTEWATER PILOT PROGRAM – EOCP AWARD**

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#### **RECOMMENDATION:**

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

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

The City of Prince Rupert is 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 the direction for future wastewater treatment in the community and elsewhere in Northern rural communities.

The process's primary treatment is through a self-cleaning filtration system. The secondary treatment technology is a vertical flow biofilter, which is all 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 capacity to prevent flooding or standing water, and the equipment has viewports for easy inspection. No chemical dosing or specialized operator tickets are required, and quality testing is completed at several points during the process to ensure compliance. Once the treatment is complete, the treated effluent is released back into the outfall.

This Department is extremely pleased to announce that we have applied for the Environmental Operators Certificate Program's Innovation Award and won.

## **ANALYSIS:**

Constructed wetlands are engineered wetlands that mimic physical, chemical, and biological processes that happen in natural wetlands for wastewater treatment purposes. This nature-based solution is becoming increasingly prevalent worldwide because of its low cost of operating and maintaining the system, minimal aesthetic impact, and environmental friendliness.

This type of treatment replaces conventional treatment systems, which would require the City to install multiple concrete treatment facilities at our community's already precious waterfront. Traditional treatment has been estimated at \$200+ million to install and has much more staff capacity and associated costs to operate. Because the proposed system is primarily nature-based, there is also more limited maintenance and a need for mechanical parts replacement.

The Department, supported by all levels of Government, is excited to have found an option that we anticipate will solve the longer-term issue of wastewater treatment for Prince Rupert, which we are Federally mandated to address by 2030.

## **BUDGET:**

There are no Budget implications associated with this Report.

## **CONCLUSION:**

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

**Report Prepared By:**

**Report Reviewed By:**

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Richard Pucci,  
Deputy City Manager

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Robert Buchan,  
City Manager

Originally signed available on request

## Olena Moshko

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**From:** McLaren, Roberta <Roberta.McLaren@princegeorge.ca>  
**Sent:** Tuesday, August 13, 2024 4:51 PM  
**Cc:** Depenau, Eric  
**Subject:** Intimate Partner Violence (IPV) Motion  
**Attachments:** Motion\_to\_Acknowledge\_IPV\_as\_an\_Epidemic.pdf  
  
**Categories:** Olena

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.

Good day,

On behalf of Prince George Mayor and Council, please find attached a recent motion passed by the City of Prince George regarding intimate partner violence (IPV). The City of Prince George has recently voted to join the BC Anti-Human Trafficking Network and is working to draw attention to related issues such as IPV. We encourage our local government neighbors to meet with groups in your community who are working on these issues and to consider your own motion.

Declaring IPV an epidemic, cost nothing and has a significant impact. It makes it clear that IPV is a public health crisis and public policy issue. The declaration also serves as validation for anyone who has survived IPV or who is living with IPV now.

Thank you for your time and consideration



**Roberta McLaren, E.A. MBA**  
Office of the Mayor  
1100 Patricia Blvd, Prince George, B.C. V2L 3V9  
Phone: 250.561.7609  
[roberta.mclaren@princegeorge.ca](mailto:roberta.mclaren@princegeorge.ca) | [www.princegeorge.ca](http://www.princegeorge.ca)

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*We respectfully acknowledge the unceded ancestral lands of the Lheidli T'enneh, on whose lands we live, work, and play.*



## **City of Prince George Acknowledges Intimate Partner Violence as an Epidemic in British Columbia**

**WHEREAS** the Province of British Columbia reports concerning, and increasing, figures of gender-based and intimate partner violence; and

**WHEREAS** a research paper on Male Survivors of IPV in Canada, commissioned by Office of the Federal Ombudsman for Victims of Crime, states that men in Canada experience intimate partner violence in significant numbers, yet little attention has been paid to their needs; and

**WHEREAS** the Province of British Columbia reports that 20,000 women in BC experience relationship violence (which includes Intimate Partner Violence) annually.

### **THEREFORE BE IT RESOLVED THAT THE CITY OF PRINCE GEORGE:**

1. Acknowledges intimate-partner violence as an epidemic in British Columbia to bring attention to this issue; and asks the provincial and federal governments to provide the appropriate supports necessary to address the epidemic; and
2. Encourages other local governments to acknowledge intimate partner violence as an epidemic to bring attention to this issue; and
3. Encourages the Province of British Columbia to declare intimate partner violence an epidemic across the province.
4. Encourages the Federal government to introduce femicide as a term within the Criminal Code of Canada as femicide is a result of gender-based, and often intimate partner, violence.

**Background:**

Intimate Partner Violence is a serious issue and other jurisdictions in Canada are acting. In Ontario, recent (2022) Statistics Canada data (per 100,000 population) shows a rate of Intimate partner violence (IPV) of 257. In the same year rates in British Columbia were significantly higher at 292.

In response to high rates of IPV, 94 municipalities in Ontario have declared IPV an epidemic. In 2024, the Ontario provincial government indicated support for a Private Members Bill to do the same provincially (Bill 173 An Act Respecting Intimate Partner Violence. 2024).

In 2023 the BC provincial government made a commitment to provide a three-year gender-based violence strategy; this is a good step. Local governments may be able to support this work by raising awareness and making their own declaration that IPV is an epidemic in need of action.

Declaring IPV an epidemic costs nothing and has a significant impact. It makes it clear that IPV is a public health crisis and public policy issue. The declaration also serves as validation for anyone who has survived IPV or who is living with IPV now.

*“Women experience the highest rates of injury from IPV, and misogynistic violence leads to femicide. Children experience collateral damage. And when men are abused, it can be difficult to find help or be believed.”* - The Federal Ombudsperson for Victims of Crime, Dr. Benjamin Roebuck.

The City of Prince George feels it is crucial to use our voice to support work that draws attention to these issues. We encourage our neighbours to consider doing the same.



## **Kaien Trails Wants Your Support for the Expansion of the Trans Canada Trail Network Between Edmonton and Prince Rupert**

The Kaien Island Trail Enhancement and Recreation Society (Kaien Trails) is seeking your support to advocate for the expansion of the Trans Canada Trail (TCT) network through Northern BC and Alberta. The current TCT network does not include a connection to British Columbia's North Coast, missing a vital trading route and culturally important part of Canada. The corridor between Prince Rupert and Edmonton traverses two mountain ranges, rolling plains and mighty rivers.

The TCT is a 28,000 kilometre trail system that crosses every province and territory, connecting with all three of Canada's coastlines. Each section of the TCT is managed by local organizations. As an organization, the TCT is responsible for advocating, stewarding and championing Canada's nationwide trail system.

With recent efforts of local societies, municipalities and regional districts in Northwest BC, including Kaien Trails in Prince Rupert, the City of Terrace, and Cycle 16 in Smithers and Telkwa, we are seeing historic investments in the expansion of active transportation infrastructure. This includes new multi-use pathways, trails and biking lanes, which are laying a solid foundation for future generations and helping to create access for people of all abilities to our communities and natural surroundings.

Representatives from Kaien Trails will be in Ottawa at the end of September 2024 to attend the World Trails Conference being hosted by TCT. We hope to start the discussion for growing the trail network through Northern Alberta and BC between Edmonton and Prince Rupert. The support of your organization would go a long way in supporting these conversations with the TCT.

If you would like to express your support for this initiative, please complete and return to [kaientrails@gmail.com](mailto:kaientrails@gmail.com) the draft "letter of support" attached.

Sincerely,

Steve Milum, Kaien Trails Board President

### **FACTS:**

- Since 2020, over \$15 million has been granted to organizations between Prince Rupert, Terrace and Smithers for the construction of multi-use pathways (MUP). Most recently, the Ministry of Transportation and Infrastructure in BC agreed to fund the remainder of the Cycle 16 MUP connecting Smithers and Telkwa for a total cost of \$9.8 million.
- The Northern corridor between Prince Rupert and Edmonton is already home to some of TCT's corporate partners, including Via Rail and Pembina.
- Prince Rupert, as the western terminus on BC's North Coast and the gateway to Haida Gwaii and Alaska is seeing a surge in tourism growth, largely related to cruise ship traffic and international traffic seeking Canada's Wild Frontier experience.

**DRAFT Response Letter (to be copied onto your organizations letterhead)**

**Date:**

**Re:** Support for the Expansion of the TCT Network in Northern BC and AB

**To Whom it May Concern:**

Recently, we received Kaizen Trail's letter dated September 13, 2024 requesting our organization's support for the expansion of the TCT network in Northern BC and AB. Having reviewed the request from Kaizen Trails, we fully support the efforts of the society to start a dialogue with the TCT to explore this expansion and the impact it may have on communities and users of trails and multi-use pathways along this corridor.

We trust that our support of this initiative provides the TCT with an indication of the collaborative approach that societies like Kaizen Trails and others along this corridor have developed to expand outdoor recreation opportunities for local users and visitors to the area.

Sincerely,

## Olena Moshko

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**From:** MCF Info MCF:EX <MCF.Info@gov.bc.ca>  
**Sent:** Wednesday, September 25, 2024 12:26 PM  
**To:** City Hall  
**Subject:** E-mail from Cory Heavener, Provincial Director of Child Welfare

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.

VIA E-MAIL

Ref: 291266

Mayor Herb Pond  
City of Prince Rupert  
E-mail: cityhall@princerupert.ca

Dear Mayor Pond and Council:

As the Provincial Director of Child Welfare, it is my honour to proclaim October as Foster Family Month in British Columbia. I am delighted to take this opportunity to express my gratitude and sincere appreciation for the important role foster caregivers undertake throughout the province. Since 1990, the Government of British Columbia has declared foster family month as a time to celebrate these caregivers, who have committed to protecting and caring for some of our most vulnerable children and youth.

Fostering is a journey etched in love, hope and memories that last a lifetime. Each year, my respect and admiration for the work of foster families deepens, and I wish to express my sincere gratitude for the daily support, comfort, and guidance that they and their families offer to these children in the most difficult times in their lives.

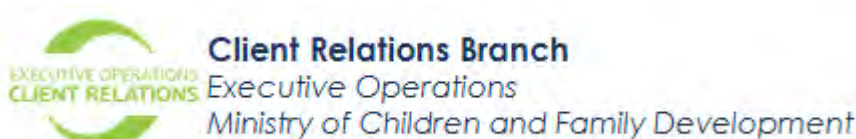
There is no substitute for a caring, trusting relationship in the life of a child. While every child's reason for entering foster care is unique, it is the compassion, patience and understanding provided by foster parents that helps ensure they are able to thrive. The warmth and generosity that they provide, and the resulting benefits for the child's future, are the greatest gifts one can offer.

Please join me in celebrating foster families in your community for the selfless work they do for the children, youth, and families of British Columbia.

Sincerely,

Cory Heavener  
Provincial Director

*Sent on behalf of the Provincial Director by:*





## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** October 15<sup>th</sup>, 2024  
**TO:** Prince Rupert Mayor & Council  
**FROM:** Robert Buchan, City Manager

**SUBJECT: STRATEGIC PLAN UPDATE**

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#### **RECOMMENDATION:**

THAT Council adopt the Strategic Plan update October 2024.

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

The purpose of this report is for Council to receive and approve the updated Strategic Plan.

#### **BACKGROUND:**


The current Strategic Plan was prepared early 2023 and spans the four years of Council's term. Council receives mid-year status reports and conducts year end reviews and updates.

Council had a Strategic Planning workshop on September 10, 2024 and in that workshop a number of new strategic actions were discussed and priorities adjusted. Because of the change in Budget preparation and the need to have the Strategic Plan inform the budget process, the annual year end review and amendment occurred in September of this year. The resulting changes to the Strategic Plan have been incorporated into the attached October update for Council's consideration.

#### **CONCLUSION:**

The updated Strategic Plan is presented for Council's consideration and approval.

**Report Prepared By:**

  
Robert Buchan,  
City Manager



# **2023-2026 STRATEGIC PLAN**

**Updated October 2024**

A Strategic Plan is a living document that will be updated from time to time as objectives are met, and priorities change according to the needs of the day. Please see below for the revision log to be updated any time that the document undergoes substantive changes.

**REVISION LOG:**

Date Revised by Council	Signature:
March 2024	
October 2024	



## Introduction

A strategic plan outlines a City's vision, goals, and actions to achieve those goals and vision. It is typically a shorter timeframe than contemplated by an OCP.

The Strategic Plan guides the City in focusing workplans and expending resources. Without a strategic plan, activities and resources may be expended without any overall vision or goal. They are simply actions without guidance from a broader purpose. To paraphrase the Cheshire Cat, *"If you don't know where you are going, any road will take you there"* (Alice in Wonderland).



In preparing this Strategic Plan, Council considered the purpose of municipalities as established in Section 7 of the Community Charter, and the recently completed Vision 2030 strategy and Official Community Plan documents. It also considered the incomplete strategic actions set by the prior Council along with all potential new actions referred for consideration in the updated Strategic Plan. From these materials, Council established this Strategic Plan document which articulates the guiding vision, the goals intended to move the City toward achieving that vision, and the specific actions need to realize it.

## Strategic Plan Vision

The following vision statement articulates several community aspects and qualities that the City aspires to fully achieving.



Prince Rupert, a World Class Port City, is:

Vibrant  
Resilient  
Sustainable  
Prosperous  
Active and Vital  
Safe and Beautiful  
Healthy and Active  
Proud of its Heritage  
Inclusive and Equitable  
Proud of its Community  
Nestled Carefully in Nature  
A Place That People Want to be

## Goals

The following statements are the Strategic Plan goals intended to achieve the Strategic Plan Vision.

- 1) The City of Prince Rupert will prioritize its actions to improve its ***fiscal health***.
- 2) The City of Prince Rupert will provide ***appropriate laws and services*** to cost effectively provide for the needs of residents in their use and enjoyment of private and public lands.
- 3) The City of Prince Rupert will aggressively work towards ***replacing and renewing its infrastructure*** in a cost effective and strategic way working with Provincial and Federal ministries, departments and agencies to secure and mobilize resources and undertake improvements with haste.
- 4) The City of Prince Rupert will support and encourage ***new and renewed housing*** working with industry, senior government and First Nations.
- 5) The City of Prince Rupert will provide ***good governance*** by working with other governments, residents, neighbouring communities to ensure collaboration and open government.
- 6) The City of Prince Rupert will encourage, support, and undertake ***community renewal*** to ensure it becomes a world class port city.
- 7) The City of Prince Rupert will ***foster its local economic, social, cultural and environmental well being*** so its residents and businesses have a sustainable and prosperous future.

## Actions

To realize the above Strategic Plan goals, several priority actions have been set for each of the goals. These actions are shown in the following tables and are each given a priority ranking from 1 to 3. Each of the actions are a priority but the actions given a priority 1 ranking are expected to receive the most resources and attention. However, it is also anticipated that actions identified as priority 2 and 3 may also

receive resources and attention in the first two years of Council's 2023 to 2026 term should there be opportunity. This might occur, for example, if grants are available or community groups encourage and participate in moving forward with a lower ranked action. Actions have been ordered within the tables by weighting both their relative importance and priority in terms of timing.

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

Action	Priority (Preferred Timing)
1. Prepare Bylaw Enforcement Policy	1
2. Explore transfer of Landfill operations to the NCRD	1
3. Continue to encourage review and amendments to Federal Medical Cannabis legislation	2
4. Review developer incentives for effectiveness	1
5. Update Solid Waste Management Bylaw to improve waste disposal controls	1
6. Update Fire Protection Bylaw	2
7. Develop Recreation Master Plan	2
8. Renew Recreation Fees Bylaw	1
9. Improvements to Community Safety Programming and Capacity	1

**B. Goal: The City of Prince Rupert will prioritize its actions to improve its *fiscal health*.**

Action	Priority (Preferred Timing)
1. Support development of Watson Island and Lot 444	1

2. Continue to pursue negotiations and advocacy with the Federal and Provincial Government to ensure the City has the revenue sources required to run the city and service industry. This includes a focus on the Port Tax Cap, PILT, RBA, and Federal Stipend.	1
3. Explore and advocate for fully subsidized ferry agreement with the Province	1
4. Encourage and support development of renewable energy projects in Prince Rupert	2
5. Pursue amendment to landfill authorization on Watson Island to allow us to accept soils and generate funds for closure accruals	1

**C. Goal: The City of Prince Rupert will aggressively work towards *replacing and renewing its infrastructure* in a cost effective and strategic way working with Provincial and Federal ministries, departments and agencies to secure and mobilize resources and undertake improvements with haste.**

Action	Priority (Preferred Timing)
1. Construction of the RCMP building	1
2. Relocate Public Works	1
3. Proceed with pursuing water treatment for the City and securing sufficient funding.	1
4. Implement Infrastructure Replacement Strategy	1
5. Proceed with developing Sanitary sewer treatment and securing sufficient funding	2
6. Explore and pursue development of a new Fire Hall Building subject to securing adequate funding and priority review.	2
7. Commit to Federal Directive for adherence on Wastewater	1

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

Action	Priority (Preferred Timing)
1. Prepare a Public Realm (Streetscape) plan	1
2. Undertake waterfront development	1
3. Prepare a Place Making Plan	3
4. Prepare a Wilderness User Master Strategy	3
5. Exploration of paid parking implementation with proceeds towards downtown renewal	2
6. Develop Complete Communities Plan	2
7. Renew Memorial Programming	1
8. Implement Transportation Improvements Program – Bus Shelters	1
9. Implement Transportation Improvements Program – Intersection safety	2
10. Undertake community and cultural renewal at the Recreation Complex	3

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

Action	Priority (Preferred Timing)
1. Further develop prosperity agreements with First Nations	3
2. Comprehensive Review of City Policies	2
3. Align local policies and programming with Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA), as per Provincial Directive (Section 55 of EDMA)	1
4. Develop funding guide to assist with implementation of strategic goals	2

5. Address restrictive covenants on select City held properties (999 year leases)	2
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**F. Goal: The City of Prince Rupert will support and *encourage new and renewed housing* working with industry, senior government and First Nations.**

Action	Priority (Preferred Timing)
1. Pursue housing funding, partnerships and projects and when appropriate using municipally owned land	1
2. Develop an affordable housing strategy to complement Housing Acceleration Plan pursuant to new Provincial legislation	1
3. Align local policies and bylaws with Provincial legislation on housing density (in line with implementation of Housing Acceleration Plan + Affordability initiatives)	1
4. Update to Housing Needs Assessment to comply with Provincial directives	1
5. Update to Official Community Plan to comply with Provincial directives	1

**G. Goal: The City of Prince Rupert will *foster its local economic, social, cultural and environmental well being* so its residents and businesses have a sustainable and prosperous future.**

Action	Priority (Preferred Timing)
1. Establish an Accessibility Committee and planning activities (must comply between Sept 2023-2024)	1
2. Implement Reconciliation policy	1
3. Prepare a Climate Action Plan/Community Energy and Emissions plan (including potential sea level rise planning)	2

4. Prepare a Social Development Strategy (addressing mental health, addictions, homelessness)	2
5. Continue implementation of Child Care Action Plan - via proposed amendments to Zoning, coordination of a quarterly childcare roundtable, and investigation of opportunities for child care on City properties	2
6. Develop Diversity, Equity and Inclusion Policy	2
7. Develop Food Strategy	2
8. Provide support for investigation and development of low barrier work program	2

## Implementation

The strategic plan provides important direction to staff for preparing work plans. It informs how staff time and resources are committed. While Council can amend the Strategic Actions during each year, this should be done after consideration of existing actions underway and the possibility of deferring further work in respect to current year actions should new actions warrant inclusion in the annual work plans. This practice keeps the organization on the road to where it wants to go.

In addition to general project updates during Council meetings and associated public notifications, the community will be informed on the status of Strategic Plan activities within the City's Annual Report and during the Annual General Meeting – which occurs in May – June of each year for the previous year. The City's new Annual Report will identify the status of Council's strategic priorities for the previous year.

## Completed Actions

Strategic Plan to be updated as actions are completed. See below for the most recent list of completed actions, updated December of 2023.

Completed Actions		
Action	Priority (Preferred Timing)	Progress Report
Continue to pursue negotiations and advocacy with the Federal and Provincial Government to ensure the City has the revenue sources required to run the city and service industry. This includes a focus on the Port Tax Cap, PILT, RBA, and Federal Stipend.	1	Achieved \$65 Million in Provincial funding for water infrastructure (2023) Achieved 5 year Provincial commitment to RBA for Northwest (2024)
Complete Cooperation agreement with Port Edward (D2)	1	Completed
Update Fire service agreement with Port Edward (D4)	2	Completed
Complete Master Community Transportation Plan (B1)	1	Completed and Adopted.
Establish peat dump site (F1)	1	Completed
Develop a comprehensive Housing Strategy following completion of the housing needs assessment (F3)	2	Housing Acceleration Action Plan adopted 2023;
Develop streamlined asset data collection policy (C4)	1	Policy completed, to be implemented as a part of departmental duties, Infrastructure Replacement Strategy + associated data production
Complete the Parks and Open Space Master Plan (E1)	1	Complete
Work with Tourism Prince Rupert to support Wayfinding and Destination Development Efforts (E2)	1	Adopted Wayfinding Standard + signage completed;  Mariners Park on hold due to capacity constraints



Prepare City Core Parking Strategy (E4)	2	Completed in house
Prepare Council Code of Conduct Policy (E1)	1	Complete
Develop long term and short term strategic plans (E2)	2	Complete
Clarify roles/responsibilities with respect to Council Committee appointments (E7)	2	Complete
Align policies and bylaws with Provincial legislation on short-term rentals (F4)	1	Complete
Prepare a Social Development Strategy (addressing mental health, addictions, homelessness) (G4)	2	Complete
Develop City strategy to advocate for quality local health care services (G7)	1	Complete with recruitment efforts ongoing



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** October 15, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Rosa Miller, Director of Corporate & Legislative Services

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

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#### **RECOMMENDATION:**

THAT Council receives this report for information purposes regarding enforcement options for DVP-24-07 for 721 Lotbiniere Street, which may include:

1. A “Double Permit Fee” in accordance with City of Prince Rupert Building Bylaw No. 3314, 2012, s. 22 for works which required a permit under the above-reference bylaw; and/or
2. A City of Prince Rupert Zoning Bylaw No. 3462, 2021 ticket in the amount of \$500 (for a first offence) as outlined in the Ticket Information Amendment Bylaw No. 3534, 2024; and/or
3. Legal action to remove the offending work (Remedial Action Order); and/or
4. Advise the applicant and request changes to work to reduce or mitigate the new encroachment and submit a new Development Variance Permit application; and/or
5. A Section 57 notice on title (a notice on title which observes a condition or work with respect to land or buildings which was completed in contravention of a municipal bylaw).

#### **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 involved:

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,
2. A variance of 0.10 metres to the City of Prince Rupert Zoning Bylaw, Section 5.2 Minimum - Dimensions Required for Yards (l) to enclose the existing porch which sits 1.10 metres to the Southwest property line, the minimum side setback allowed is 1.2 metres.

**BACKGROUND & ANALYSIS:**

The applicant requested the proposed variance 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 apply for the appropriate permits.

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 work done on this house will contribute to the beautification of this neighbourhood – something that the Bylaw Department has been working on due to complaints received for other properties in the area.

**COST:**

There are no costs or budget impacts to the City.

**Report Prepared By:**

**Report Reviewed By:**

\_\_\_\_\_  
Rosa Miller  
Director of Corporate & Legislative Services

\_\_\_\_\_  
Robert Buchan,  
City Manager

Originally signed available on request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** October 15, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Rosa Miller, Director of Corporate & Legislative Services  
**SUBJECT:** Retail Cannabis Application for 719 – 2<sup>nd</sup> Avenue West

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#### RECOMMENDATION:

THAT Council direct Staff to proceed with the application process for 1456412 BC Ltd. in accordance with the City of Prince Rupert's Cannabis Retail Application Policy.

#### REASON FOR REPORT:

An application for 1456412 BC Ltd. (Bhupinder Sandhu) (the "Applicant") for a retail cannabis store in Prince Rupert to be located at 719 – 2<sup>nd</sup> Avenue West.

The City of Prince Rupert's Council Policy for Consideration of Cannabis Retail Applications ("Cannabis Policy") identifies the process by which Council will consider applications for retail cannabis licenses from both government applicants and non-government applicants referred by the Liquor and Cannabis Regulation Branch ("LCRB").

#### BACKGROUND & ANALYSIS:

The Cannabis Policy requires the following:

1. That the Applicant completed and submit an application to the LCRB, a separate application from the municipal application.
  - a. A letter from a Senior Licensing Analyst with the Liquor and Cannabis Regulation Branch was received in August 2024 advising that the Applicant has completed the required fit and proper checks. Before a license may be issued, a positive recommendation must be provided. The remainder of the license process depends, in part, on this recommendation.
2. Confirmation that the cannabis store complies with the City's Zoning Bylaw, Business License Bylaw as laid out below:
  - a. The proposed location is not within 75m of another location – CONFIRMED;
  - b. The proposed location is proposed for a location noted within the Zoning Bylaw that permits cannabis retail sales – CONFIRMED;
  - c. A Business License Fee of \$5,000 has been received and is being held by the City of Prince Rupert until the application is adjudicated by the LCRB. Should the application be unsuccessful, \$4,500 of the Business License Fee will be refunded; a \$500 processing fee is non-refundable;

3. The application, attached, was provided for internal technical review with comments received from both the Building and Planning departments; both of whom confirmed there were no issues from their respective departments;
4. The application has been sent to the Fire Department for a fire safety review of the proposed location; and,
5. The application has been sent to the RCMP for a review of the site security plan.

Further to the above referrals, the Applicant will:

1. Place one quarter-page advertisement in one edition of the local newspaper, with text provided from the Cannabis Policy;
2. Delivery a public notice, with text provided in the Cannabis Policy, to all property owners and occupants within a 50m radius. Addressess will be supplied to the Applicant by the City. Notices to out of town occupants must be sent through registered mail;
3. Dates for public responses to be coordinated with a minimum of 14-days for the public to submit their written notices from the date notices are mailed, hand delivered and published in the local newspaper;
4. Those from the public who consider themselves to be impacted by the application will have an opportunity to speak at the meeting where the application will be considered.

A final Business License will not be issued without a positive recommendation from Council. Council's decision will be forwarded to the LCRB for their consideration as well.

#### **COST:**

There are no costs or budget impacts to the City.

#### **Report Prepared By:**

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Rosa Miller  
Director of Corporate & Legislative Services

#### **Report Reviewed By:**

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Robert Buchan,  
City Manager

#### **Attachments:**

1. Application
2. Context Map
3. Suitability Letter
4. Cannabis Policy

Originally signed available on request



**Development Services**  
424 3<sup>rd</sup> Avenue West, Prince Rupert, BC V8J 1L7  
**Phone:** (250) 627-0950  
**Fax:** (250) 627-0979  
**Email:** [customer.service@princerupert.ca](mailto:customer.service@princerupert.ca)

**APPLICATION TO OBTAIN A TRADE OR BUSINESS LICENCE**

BYLAW NO. 3432, 2024

OFFICE USE ONLY

Date:	June 19, 2024	Trade Licence No.:		Voucher No.:	
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<b>APPLICANT:</b>					
Contact Name:	Bhupinder Sandhu				
Home Address:	9863 156A Street, Surrey BC			Postal Code:	V4N 2W6
Phone #:	6044991023	Email:	b.sandhu95@gmail.com		
I hereby make application for a Trade Licence to carry on a business in the City of Prince Rupert.					
Business Name:	PRINCE RUPERT CANNABIS				
Business Address: (if different from Home Address)	719 2ND AVE, WEST PRINCE RUPERT, BC			Postal Code:	V8J 1H4
Mailing Address: (if different from Business Address)	15585 24 AVE, UNIT 106			Postal Code:	V4A 2J4
Business Phone:	6044991023	Business Email:	b.sandhu95@gmail.com		
<i>If Registered, please list the Name of the Company. If not registered, please list the Names of all Owners.</i>					
Registered Name of Company or Owners:	1456412 B.C. LTD.				
Business Location:	15584 24 AVE SURREY, BC V4A 2J4				

<b>Please only complete what is applicable to your business:</b>					
Goods being sold / Service being provided			NON-MEDICAL RECREATIONAL CANNABIS		
Describe in detail the nature of your business and the intended use of the premise; both primary and secondary uses:					
SALE OF NON-MEDICAL RECREATIONAL CANNABIS AND APPROVED CANNABIS ACCESSORIES					
Size of premises:		Number of Vehicles:	N/A	Number of Agents:	N/A
Seating capacity:	N/A	Liquor Licence:	<input type="checkbox"/> Y <input type="checkbox"/> N		
<p>Any signage promoting your business requires a <u>Development Permit</u> Application to the Planning Department and a Building Permit is required to install a sign. Enquire at City Hall before erecting a sign, exchanging an old sign for a new one, or constructing a new sign on your property.</p> <p>This <u>Application Guide</u> provides valuable information for Development related requirements.</p>					



Consent and Confirmation:					
<input checked="" type="checkbox"/>	Please renew and send an invoice for January 1 <sup>st</sup>		<input type="checkbox"/>	Do NOT automatically renew – this is only a temporary licence for business ending by December 31 <sup>st</sup>	
<input checked="" type="checkbox"/>	I consent to the sharing of business contact information on this application				
<input type="checkbox"/>	I <u>do not</u> consent to the sharing of business contact information on this application				
The undersigned certifies that the above information is true and that they the owner or duly authorized agent for the above real Property. By typing my name below, I agree that this form of electronic signature has the same legal force and effect as a manual signature.					
Signature of the applicant:		Bhupinder Sandhu		Date:	June 19, 2024
OFFICE USE ONLY					
Approved by:					
Business Classification:		Cannabis Retail Store			
Fee Code:		1660	Annual Fee:		\$5,000
Service from Residence:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Zoning:	
Are any of the following inspections / approvals required?					
<input type="checkbox"/>	Building Inspector			Date Received:	
<input type="checkbox"/>	Fire Department			Date Received:	
<input type="checkbox"/>	Environmental Health Inspector Northern Health Authority			Date Received:	



Receipt No. : 383516  
Batch ID 2024062001

Status : A

R E C E I P T R E C O R D

CITY OF PRINCE RUPERT  
424 3RD AVE W  
PRINCE RUPERT, BC V8J 1L7  
Phone No. : (250) 627-0946  
Fax No. : (250) 627-0918

--- Item ID #0001 ---  
LI01 : Cannabis application  
Non refundable

1@ 500.00 500.00

--- Item ID #0002 ---  
LI02 : Cannabis Retail Appli  
REFUNDABLE IF UNSUCCESSFUL

1@ 4500.00 4500.00

Payment Subtotal 5000.00  
PST 0.00  
GST R121361075RT\*\*\* 0.00

Payment Total 5000.00

VISA 5000.00

NAME: KIRAN NAGRA  
DESCRIPTION: PRINCE RUPERT CANNABIS  
DEPOSIT BL  
TRANSACTION NUMBER: 08014I  
Change 0.00

20-Jun-24 16:11:04  
D:0000011137 B:2024062001  
SALLENBACK R:0000383516

HAVE A NICE DAY

<end of receipt>





Project #: 24-0013  
 Author: RB  
 Checked: -  
 Status: FINAL  
 Revision: A  
 Date: 2024 / 6 / 5  
 Scale: 1:1,000



Coordinate System:  
 NAD 1983 UTM Zone 9N  
 Data Sources:  
 Integrated Cadastral Information Society (ICIS)  
 City of Prince Rupert  
 2021 Orthophoto

## CONTEXT MAP

### 719 2ND AVENUE WEST

Cadastral Fabric

Assessment Fabric

Subject Property





Via E-mail: [rosamaria.miller@princerupert.ca](mailto:rosamaria.miller@princerupert.ca)

Job #094251

August 14, 2024

Rosamaria Miller  
Director of Corporate & Legislative Services  
Corporate Officer  
Prince Rupert

**Re: Application for a Cannabis Retail Store Licence**  
**Applicant: 1456412 B.C. LTD.**  
**Proposed Establishment Name: Prince Rupert Cannabis**  
**Proposed Establishment Location: 719 2nd Ave West, Prince Rupert, B.C. V8J 1H4**

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This letter confirms the General Manager has determined the above noted applicant is presently fit and proper to hold a Cannabis Retail Store licence. Please note, the General Manager has the authority under the Act to re-assess whether an applicant or licensee is fit and proper at any time during the course of the application or term of the licence.

Before the issuance of a licence, a positive recommendation from the local government and/or Indigenous nation must be provided. The remainder of the licensing process depends, in part, upon this recommendation. The General Manager must take the recommendation into account in deciding whether to issue the licence. If the local government or Indigenous nation has decided it will not make a recommendation regarding this application, please contact the LCRB at your earliest convenience.

For more information on roles of local governments and Indigenous nations, please see the following link.

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/local-gov-indigenous-nations#cannabis-lg-indigenous-nation-guides>

If you have any questions, feel free to contact me at [Will.Cottrell@gov.bc.ca](mailto:Will.Cottrell@gov.bc.ca).

Sincerely,

Will Cottrell  
Senior Licensing Analyst  
Liquor and Cannabis Regulation Branch

copy: Applicant (via e-mail: [conniebryce@hotmail.com](mailto:conniebryce@hotmail.com))

---

Liquor and Cannabis  
Regulation Branch

Mailing Address:  
PO Box 9292 Stn Prov Govt  
Victoria BC V8W 9J8

Location:  
645 Tyee Road  
Victoria BC V9A 6X5  
Phone: 250 952-5787  
Facsimile: 250 952-7066

Website:  
[www.gov.bc.ca/cannabisregulationandlicensing](http://www.gov.bc.ca/cannabisregulationandlicensing)

CITY OF PRINCE RUPERT			
<b>POLICY TITLE:</b>	<b>Council Policy for Consideration of Cannabis Retail Applications</b>	<b>POLICY NO:</b>	<b>100-23</b>
<b>EFFECTIVE DATE:</b>	<b>December 10th, 2018</b>	<b>SUPERSEDES</b>	
<b>APPROVAL:</b>	<b>December 10th, 2018</b>	<b>PAGE:</b>	<b>1 of 2</b>

#### **POLICY:**

**This policy defines a process by which Council will consider applications for retail cannabis licences from both government applicants, and non-government applicants referred by the Liquor Control and Regulation Branch.**

#### **DEFINITIONS:**

**Provincial (LCRB) Licence:** A Provincial Licence refers to the licence required for those seeking to open a non-government operated cannabis retail store. These licences are administered through the Provincially designated authority over Liquor and Cannabis, the Liquor and Cannabis Regulation Branch (LCRB). Cannabis retail stores run by the Provincial Government (Government-Cannabis Stores, defined below) are not subject to this licencing program.

**Cannabis Retail Store:** This is a store run by a non-government operator that sells cannabis, and is governed by the Cannabis Control and Licencing Act (CCLA) and Cannabis Distribution Act (CDA).

**Government Cannabis Store:** A government cannabis store refers to a government-run store established under the CDA for the sale of cannabis to consumers.

#### **PURPOSE:**

The Provincial Cannabis Control and Licensing Act stipulates that the legal sale of non-medical cannabis by non-government agencies is subject to issuance of a provincial (LCRB) licence. Once a proposed retailer makes an application for a provincial (LCRB) licence the Province will inform the local government in whose boundaries a provincial Cannabis Retail License is proposed. Once the application is forwarded to the municipality, the City may provide a recommendation as to whether the Council supports the application.

Council may decide, by resolution, to:

- Support an application for a provincial Cannabis Retail License
- Support an application for a provincial Cannabis Retail License with terms and conditions
- Not support a provincial Cannabis Retail License

If a recommendation is not received the LCRB will not consider the license further.

To ensure a similar standard of community input and oversight is applied to both government and non-government cannabis retailers, the policies related to business licencing and community consultation also apply to Government Cannabis Stores.

This policy will serve as a procedural guideline for Council's evaluation of LCRB applications, as well as applications from government retailers, as they are referred to the City for review.

#### **PROCEDURE:**

1. The Cannabis Retail Store applicant will complete and submit a provincial Cannabis Retail Licence application to the LCRB, a separate application from the municipal one described below. If the LCRB approves a licence application to move to municipal consideration, a referral will be sent to the City's Licence Inspector for internal review, public feedback, consideration of a conditional business licence, and Council consideration.
  - Potential applicants are encouraged to review the City's Zoning Bylaw, and Business Licence Bylaw to ensure their proposal can meet all location-related and other regulatory requirements prior to submitting the LCRB Application for a provincial (LCRB) Cannabis Retail Licence.
  - The issuance of a business licence to all retailers is conditional upon Council approval of the application.
2. In the City of Prince Rupert, a government cannabis store must also comply with the City's Zoning Bylaw, Business Licence Bylaw, and this Council Policy for the Consideration of Cannabis Retail Applications, and therefore must meet the requirements laid out in section 3 – 8 of this policy.
3. If the proposed retail location is within 75 m of another location (which is not permitted within the Zoning Bylaw), the applicant must obtain a Development Variance Permit to vary the distance restriction before making an application for a Business Licence, collection of public feedback, and proceeding to Council consideration.

4. If the Government Cannabis Store or Cannabis Retail Store is proposed in an area where the Zoning Bylaw does not permit cannabis retail, the applicant must apply for a Zoning Bylaw Amendment. The amendment must be received before making an application for a Business Licence, collection of public feedback, and proceeding to Council consideration.
5. If the Cannabis Retail Store *is* proposed in a location that is zoned to permit cannabis retail stores as a land use, the Development Services Department will:
  - a. Require the Applicant to submit an application for a Business Licence, and pay all associated fees specified in City of Prince Rupert Fees and Charges Bylaw, including a \$500 Cannabis Retail Application processing fee.
    - i. The Business Licence fee of \$5,000 shall be held by the City until the application is adjudicated by the LCRB.
    - ii. Should the application to the LCRB be unsuccessful, \$4,500 of the Business Licence fee will be refunded.
    - iii. The processing fee of \$500 is non-refundable.
    - iv. All government and non-government retailers are required to obtain a City Business Licence and pay associated fees.
  - b. Business Licence Application and referral processing will not commence until a complete application to the City and fees are received.
  - c. Business Licence Applications will be processed in the order they are received either by the Government Cannabis Store applicant, or as referrals from the LCRB.
6. As part of the Business Licence application process, the Development Services Department will:
  - a. Make the full application, including Business Licence Application information, available at the Development Services Department counter and City website.
  - b. Refer the application to internal departments for technical review, including the Planning Department.
  - c. Refer the application to the Fire Department for a fire safety review of the proposed location.

- d. Refer the application to RCMP for review of the site security plan.
    - i. RCMP members may request additional security measures from the applicant based on specific site conditions or needs as part of the review process. Applicants are encouraged to work with RCMP to meet security requirements. RCMP comment on site security plans will be strongly considered in Council recommendations.<sup>1</sup>
  - e. Prepare report to Council to be presented at a Regular Meeting of Council, including any written comments from the public, response from RCMP, results of the technical review, and Business Licence Application information.
7. In addition to an application for a Business Licence, the applicant will notify nearby residents as follows:
- a. Place one quarter page advertisement in one edition of the local newspapers, with the text as included in Attachment 1 (non-government applicants) and Attachment 2 (Government Cannabis Store applicants).
  - b. Deliver a public notice, with the text as included in Attachment 1, to all property owners and occupants within a 50m radius. The Planning Department will supply addresses of property owners to the applicant upon receipt of the full application. Notices to out of town occupants must be sent through registered mail.
  - c. Dates for public response to be coordinated with a minimum of 14 days for public to submit written notices from the date notices are mailed, hand delivered, and published in the local newspapers.
  - d. Those from the public who consider themselves to be impacted by the application will also have an opportunity to speak at the meeting where the application will be considered.
8. All information and requirements of the Business Licence and public notification must be submitted by the applicant and a final staff report prepared prior to Council consideration, as per the requirements for Cannabis Retail sales set out in Business Licence Bylaw No. 2426.
- i. A final Business Licence will not be issued without a positive recommendation from Council.

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<sup>1</sup> The Provincial licencing authority will conduct final inspections of the retail location prior to the issuance of a licence. Ensuring that the applicant has followed the RCMP approved Site Security Plan will be a component of the final inspection.

- ii. The Business Licence will be issued only following a positive recommendations from Council.
  - iii. The timeline for City review will be subject to the frequency of Council meetings, whether the application initially meets local and Provincial regulatory requirements, and the applicant's response time to requests for additional information.
- 9. Once Council has had the opportunity to hear from staff and the public, and review the Business Licence Application, they will make a decision regarding the proposed application and forward it to the applicant. In the case of non-government Cannabis Retail Store applicants, this decision will be forwarded to the LCRB for consideration as well.

**ATTACHMENT 1:** Text of Public Notification for Non-Government Cannabis Retail Store Applicants

Name of Applicant has applied to Liquor and Cannabis Regulation Branch (LCRB) for a Retail Cannabis Sales Licence to be located in City of Prince Rupert at Civic Address. The establishment is within the area and zones where Retail Cannabis Stores, as defined in the City of Prince Rupert Zoning Bylaw, are permitted, and proposes to be open no longer than Insert Hours of Operation.

The Council of the City of Prince Rupert wishes to determine the views of the residents. Comments may be forwarded in writing no later than Insert Date (two weeks from date that notices are published in newspaper and sent to residents) to:

Corporate Administrator, City of Prince Rupert  
424 3<sup>rd</sup> Avenue West,  
Prince Rupert, BC  
V8J 1L7  
Or email: [cityhall@princerupert.ca](mailto:cityhall@princerupert.ca)



**ATTACHMENT 2: Text of Public Notification for Government Applicants**

Name of Applicant has applied to the City for a Business Licence to be located in City of Prince Rupert at Civic Address. The establishment is within the area and zones where Retail Cannabis Stores, as defined in the City of Prince Rupert Zoning Bylaw, are permitted, and proposes to be open no longer than Insert Hours of Operation.

The Council of the City of Prince Rupert wishes to determine the views of the residents. Comments may be forwarded in writing no later than Insert Date (two weeks from date that notices are published in newspaper and sent to residents) to:

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Prince Rupert, BC  
V8J 1L7  
Or email: [cityhall@princerupert.ca](mailto:cityhall@princerupert.ca)



## REPORT TO COUNCIL

**DATE:** October 15, 2024  
**TO:** Mayor & Council  
**FROM:** Rosamaria Miller, Director of Corporate & Legislative Services/Corporate Officer  
**SUBJECT:** 198 PRINCE RUPERT BLVD. (PID: 013-413-376; Strata Lot 2, District Lot 251, Range 5, Coast District Strata Plan 14, together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1) (the “Property”)

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### RECOMMENDATION:

**THAT Council direct Staff to proceed with a Remedial Action Order under section 75 of the *Community Charter* whereby the City of Prince Rupert will proceed with the carport removal located at 198 Prince Rupert Blvd, legally known as PID: 013-413-376; Strata Lot 2, District Lot 251, Range 5, Coast District Strata Plan 14, together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1 (the “Property”), with the costs of removal to be placed on the property taxes for the said property;**

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

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

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

### REASON FOR REPORT:

In 2021, the Property owner submitted a Development Variance Permit (“Permit”) (DVP-21-09) for a side-yard setback. The Permit was applied for after the work had been completed and was submitted after a stop-work order was issued by the City’s building department. The Permit went through the notification and staff review and was denied by Council in October of 2021. The denial of the Permit was confirmed to the Property Owner in October of 2021.

The structure is not building to an acceptable building code.

In early 2022, the Property owner was again advised of Council’s decision and was requested to remove the structure. The Property owner was provided with 30-days to remove the structure or advise Staff of the plan to remove the structure. In October of 2022, after no action on the part of the Property owner to comply, a final notice was issued to the Property Owner to remove the structure by mid-December 2022 or the City would remove the structure at the Property owner’s sole expense.

After the second letter, the Property owner submitted, a second Development Variance Permit however, this application was never fully submitted and has stalled. Recently, as little as within the last month, the Property owner made contact with the City's Planning to comment application for a Development Variance Permit however, no further follow-up or communication was received.

Staff strongly recommend proceeding with this order as more than enough time has passed to have the structure removed.

**COST:**

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

**Report Prepared By:**

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

**Report Reviewed By:**

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Dr. Robert Buchan,  
City Manager

Originally signed available on request



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** October 15, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director of Development and Planning Services & Veronika Stewart, Manager of Communications, Engagement, and Social Development

**SUBJECT:** **Housing Accelerator Fund – Housing Action Plan 2024 Update**

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#### **RECOMMENDATION:**

**THAT Council adopt the Housing Acceleration Action Plan 2024 Update as indicated in Attachment 1 and direct staff to begin actioning policy statements as budget and resources permit.**

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

As an unsuccessful applicant in the first round of the Federal Housing Accelerator Fund, the City of Prince Rupert was invited to submit an application in its second round this year. The City submitted an updated application, inclusive of an updated Housing Action Plan based on new requirements and changing circumstances within Prince Rupert at the beginning of September. As with the previous application, the Housing Action Plan submitted with the application must be adopted by Council prior to any funding agreement can be signed. While CMHC is still actively reviewing applications and has not announced any funding decisions yet, adopting the plan will demonstrate the City's commitment to accelerating housing supply to CMHC and increase our likelihood of receiving funding. It would also allow staff to begin actioning items that do not require grant funding, given existing capacity and budget constraints.

#### **BACKGROUND:**

This is an update to the Housing Acceleration Plan that was adopted by Council in October 2023. CMHC imposed several constraints on the actions within the plan that have informed the update. These include the following:

1. Initiatives must fall under the [10 Best Practices](#) identified by CMHC. Consequently, the initiatives and actions in this plan have been re-organized and altered to ensure they fit these ten practices.

2. Must not have been substantially started prior to the Federal Budget announcement in April 2024. Many of the funding-dependent actions are carried over, while many of the non-funding depending actions have already been taken or started prior to the deadline and therefore cannot be included in this plan.

**ANALYSIS:**

In adopting this plan, Council is not approving any individual bylaw amendment or policy actions but rather signaling their commitment to support an increase in supply of housing that strategically meets the communities needs. These targeted actions are proposed to be implemented over the next 3 years to target growth for the next ten years. The actions described in this plan will involve community input and public process before implementation, especially those requiring bylaw amendments. Many of these actions are funding dependent; however, several policy directions can be implemented without Federal grant support. Meanwhile, if unsuccessful in achieving HAF funding, staff will continuously seek available funding streams to dedicate towards the higher-cost programs proposed.

**LINK TO STRATEGIC PLAN:**

Council's adoption of this Plan aligns with several goals outlined in our 2023-2027 Strategic Plan, namely:

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

- Goal: Pursue housing funding, partnerships and projects and when appropriate using municipally owned land
- Goal: Develop a comprehensive Housing Strategy following completion of the housing needs assessment. Note that this will constitute a component of a comprehensive housing strategy.

**COST:**

There will be no impacts to budget if Council proceeds with the recommendations. Only those actions that can be completed with existing budget and resources will be acted on until funding is obtained to enact the remaining policy actions. If the grant is successful, the City will receive approximately \$5M in funds over the three years of the agreement provided housing targets are met.

## **CONCLUSION:**

Staff recommend that council adopt the Housing Acceleration Action Plan 2024 Update as indicated in Attachment 1 and direct staff to begin actioning policy statements as budget and resources permit. All actions will follow public process and offer opportunities for engagement as they are brought forward.

### **Report Prepared By:**

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Myfannwy Pope  
Director Development & Planning Services  
Veronika Stewart,  
Manager Communications, Engagement, and  
Social Development

### **Report Reviewed By:**

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Robert Buchan,  
City Manager

#### Attachment(s):

- Housing Acceleration Action Plan 2024 Update

Originally signed available on request

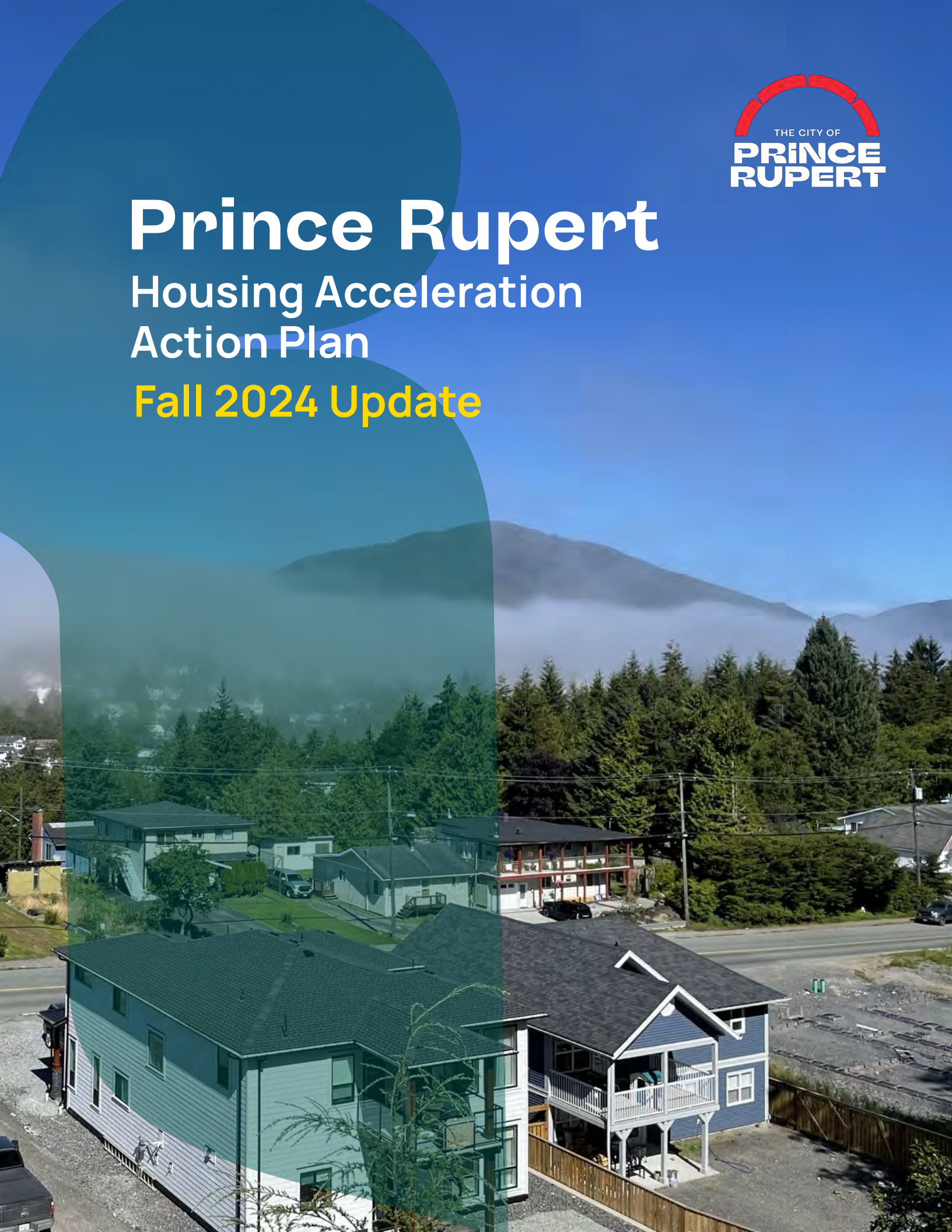




# Prince Rupert

## Housing Acceleration Action Plan

Fall 2024 Update



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Conclusion

This Fall 2024 Update to the Housing Accelerator Plan has been developed to support a second application to the Federal Housing Accelerator Fund program. The overall goals and programs presented are similar to the 2023 Version of the plan, with minor adjustments and housing projection amendments that better align with the goals, objectives and expectations of the HAF program.





# Introduction

This Housing Acceleration Action Plan 202 Update was developed to support the City of Prince Rupert's second application to the Federal Housing Accelerator Fund, following an unsuccessful first application in 2023. The Housing Accelerator Fund provides incentive funding to local governments encouraging initiatives aimed at increasing housing supply at a systems level. It also supports the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse. The policies and programs proposed in this Housing Acceleration Action Plan therefore reflect these goals based on Prince Rupert's unique context and housing needs. The Plan is intended to address the barriers to market and non-market housing development in Prince Rupert.

The Plan gives an overview of existing housing context from the housing needs assessment completed in December 2022, which included community and stakeholder engagement and data analysis and projections. The proposed policy actions in the plan are divided into overarching initiatives or programs, which have been updated in the 2024 version of the Plan to better reflect the expectations and best practice guidelines of the HAF program. Each of these programs includes specific policy directions, with the plan indicating which are funding-dependent. These targeted actions are proposed to be implemented over the next three years to target growth for the next ten years provided external funding is obtained. The programs and their corresponding policy directions build on recommendations and findings from the Housing Needs Assessment, policy recommendations in the Interim Housing Plan adopted in 2021, input and observations of the development industry at a local and regional level, best practices, and anticipated population growth. Staff will update housing targets and review these actions against targets identified in our Housing Needs Assessments, which are mandated to occur every 5 years.

In adopting this plan, Council is not approving any specific bylaw amendments or policy actions, but rather signaling their commitment to support an increase in supply of housing that strategically meets the community's needs. Actions described in this plan will involve community input and public process before implementation, especially those requiring bylaw amendments. Many of these actions are funding dependent; however several policy directions can and will be implemented without Federal grant support. All actions that require funding will be implemented only once grant funding is obtained.

# Prince Rupert Housing Context

Prince Rupert is a coastal community of 12,300 with unique challenges and opportunities that significantly impact our housing plans, projections and outlook. This Housing Snapshot provides additional context for how we have identified the needs addressed in this Action Plan as well as our projections for new units.



## Local Housing Context

**2000+**

Number of new positions to be created through ancillary port industries by 2030

**<1%**

Vacancy rate in the existing rental market

**38%**

Percentage of renters in Prince Rupert

**(negative growth)**

Actively losing housing due to aging stock, fires, lack of maintenance

## Our primary challenges are



Cost of building (ground conditions), Northern cost factor for materials, limited contractors



Lack of financing precedence – less than 0.1% growth rate over 10 years



Unprecedented increases in assessment values as well as rents. Demand pressure on existing aging stock related to industrial growth.

## Housing Need

- 14.3% of households are below affordability standards
- 14% of households require major repairs.
- 6% of households are overcrowded.
- Core Housing need disproportionately affects renters over owners.
- From 2018-2023, the number of people counted as experiencing homelessness grew from 71 to 145
- Among those experiencing housing need and insecurity, Indigenous residents are over-represented. Over 40% of Prince Rupert's population is Indigenous.

**Lack of available housing is a significant impediment to potential growth of our local port, worth \$6 billion annually in trade. In addition, it impedes recruitment in critical sectors like health care and education and the social service sector.**



# Prince Rupert Housing Context

Over the past 4 years, the City has already taken initial policy steps that will be part of the Housing Action Plans, and we're on track to keep improving our policy suite. While these steps have led to tentative agreements with developers that hinge on City land to build, developers have indicated they need further cost-reduction to commit to building. This is evidenced by the fact that in 2023-2024 alone we have issued Development and/or Building permits for 204 units that have not obtained financing to start. We are doing our best, and have applied for financial support of the HAF to make these and future builds a reality.

## ③ Permitting and Rezoning Trends

2019 – 2024 (so far)

The graph illustrates that the City has consistently approved land use changes to support housing, but until quite recently developers have not reached the building phase.



## Why Funding is Important

As identified above, development wants to happen here, but stalls out before the building permit phase, which is what has left us with such limited realized housing growth historically. Funding, like that applied for via the Housing Accelerator Fund (HAF) Program, will make all the difference.

The particular programs and objectives identified in our funding application to the HAF program are explicitly targeted to get us to the building permit and construction phase. Over the last year we have seen a lot of positive trends, and we are in better shape than with our first application.

Funding will allow the City the flexibility to provide more certainty to future developments by offering partnership, pre-development, and granting or interest-free loaning programs, as well as increasing capacity to better roll-out existing programs. This work will help establish precedence and market viability for future financing. As evidenced by historic trends with rezonings and development starts and stops, without this funding, development will not have the necessary conditions to proceed.



# Housing Context Continued

In 2022, the City completed a Housing Needs Report in accordance with Provincial legislation. The Report built on previous studies and engagement initiatives related to housing completed in Prince Rupert over the past fifteen years. Within the assessment process, the City's contracted planners engaged with area First Nations, housing and service providers, as well as local employers to capture a broad understanding of existing and projected housing demand in the community.

The report provided an understanding of current and anticipated housing needs within Prince Rupert, which are summarized below in order to set the stage for the series of actions

proposed by the City in our Housing Acceleration Action Plan—which responds to trends identified within the Assessment and brings forth actions directly based on the findings of the report.

This document was prepared as a supplement to the City's Housing Accelerator Fund application with the Federal Government, with the intent for it to be a living document and for future public consultation on a broader plan.

Additionally, policy directives requiring associated Bylaw amendments will still be required to go through the respective legislated public notification and consultation processes.

## Key Housing Takeaways

### Affordability + Housing for Bigger Families

To accommodate the projected change in population, additional housing units will be needed to maintain Prince Rupert's income and housing diversity. Of the **4,840 new homes projected to be needed by 2030, 35% will need to accommodate families with 3 or more bedrooms, and 47% will need to serve households earning less than \$60,000 per year.**

Affordability challenges persist in Prince Rupert despite higher household incomes. Historically, Prince Rupert has been a more affordable community in the northwest when compared to other major centres (e.g., Terrace, Smithers). This dynamic has shifted and feedback from engagement highlighted challenges moderate-income households are experiencing trying to find affordable rental and ownership housing in good condition.

The proportion of households in core housing need declined between 2016 and 2021, from 12.2% to 7.3%, primarily as a result of improvements in affordability. This trend is evident across Canada and demonstrates the impact of pandemic benefit programs in reducing household expenses. That being said, given these programs have largely now ended, we anticipate that current inflationary impacts will scale back past reductions. Feedback from community housing providers indicates the need for non-market housing remains, evident in long waitlists at newly opened housing facilities and the **number of people on BC Housing's waitlist for non-market housing (88 applicants as of July 2022).**

### Climate and Age Related Condition of Stock, Land

It is very challenging to build new housing in Prince Rupert as the geotechnical conditions limit the areas available for new development and result in cost increases. As the "last stop" on Highway 16, it is also time-consuming and costly to send the necessary materials to Prince Rupert and find available contractors to complete the work. As a result, the **City's housing stock is old – 75% constructed before 1980 and 14% in need of major repair.**

### Need for Seniors Housing

There is a growing need for seniors housing with varying levels of supports. Many older residents live in inaccessible single detached homes which come with significant maintenance requirements. Accessible multi-unit development (e.g., apartment with an elevator, single-storey townhouses) are needed for aging residents and singles looking for smaller units, as well as assisted living facilities with dedicated supports.

# Key Housing Takeaways

## Port Growth = More Population = Demand on Housing

With limited new construction in recent decades, more market and non-market housing is needed in Prince Rupert to meet existing needs and provide housing options for new residents. Recruitment for local employers has become increasingly challenging because there is limited housing available. For the Port and related industries to thrive, additional housing must be constructed to accommodate the projected population growth.

The labour force dynamics in Prince Rupert are reflective of the larger region, as both Prince Rupert and North Coast Regional District have similar labour force participation and unemployment rates. With the port expansion and associated spin-off employment opportunities, median incomes in Prince Rupert are higher than incomes seen across the region and province. However, with the growth of Prince Rupert's economy, recruitment has become challenging for employers unable to offer high paying jobs.

## Complex Housing Needs

Feedback from engagement highlighted the need for housing with supports for people living with complex mental health challenges and acquired brain injuries. Necessary support identified included mental health counselling and life skills support.

## “Missing Middle” and Intergenerational Living

There is also a need for 2+ bedroom units for larger families. Participants indicated young adults cannot afford to live on their own and, as a result, it is becoming increasingly common for several generations to live together. Intergenerational living arrangements are also more common among Indigenous families and close to 40% of Prince Rupert's residents identify as Indigenous.

Recent non-market housing projects completed by First Nations and BC Housing showcase the strength of partnerships in delivering new housing that is culturally safe for Indigenous community members. Several participants expressed a desire for increased collaboration between governments, industry, and non-profits on housing issues.

### HOUSING

As of 2021, Prince Rupert had a higher proportion of renters when compared to the North Coast region and the province overall.



### HOUSING STOCK

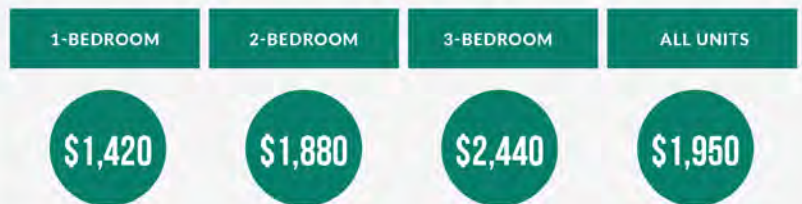
As of 2021, 75% of Prince Rupert's housing stock was constructed before 1980, meaning many homes are reaching end-of-life and in need of major repair.



14% of homes in Prince Rupert are in need of major repair.

### AVERAGE RENTAL PRICE, CITY OF PRINCE RUPERT, JULY - AUG 2022

The cost of rent is increasing, above what is reported by CMHC.



Source: Facebook, Kijiji

# Housing Targets

Housing targets identified above were developed as part of the City’s 2022 Housing Needs Assessment. These needs/gaps were used to help priority and action setting in the following Housing Acceleration Plan. **For the full Housing Needs Assessment, go to [princerupert.ca/housing](https://princerupert.ca/housing)**

## HOUSING TARGETS

City of Prince Rupert, 2021 - 2031

INCOME GROUP	1-BEDROOM	2-BEDROOM	3-BEDROOM	4+ BEDROOM	2030 TARGETS
Very Low	295	50	0	0	345
Low	600	340	130	145	1,215
Moderate	275	230	110	115	730
Average	195	310	105	150	760
High	175	670	380	565	1,790
TOTAL	1,540	1,600	725	975	4,840
Share of Units	32%	33%	15%	20%	

Source: Statistics Canada, 2016 Census Profile

## SUMMARY OF HOUSING NEEDS + GAPS

Accessible housing for seniors	Multi-unit development for singles	Larger units for families
Housing with support services	New market housing including detached homes, townhouses, and apartments	Rental housing for low- and moderate-income households



## 2024 Fall Update—Meeting the HAF Best Practice Guidelines

The following best practice guidelines were developed by the CMHC to guide applications to the HAF Program, and amendments to our Plan Initiatives described in the pages that follow are intended to reflect these mandated objectives. Some of our recent policy changes already reflect these aims, and others are proposed within the Initiatives described. From the previous iteration of this plan, we have taken actions involving partnership with First Nations, previously its own program under this plan, and woven them throughout.

Here are the best practices recommended by the CMHC as part of their HAF application guidance:

- End exclusionary zoning by increasing as-of-right permissions, including four units as-of-right in low-density neighbourhoods and greater density and height in urban cores, near transit, and near post-secondary institutions
- Leverage surplus and underused lands for housing
- Increase process efficiency through e-permitting, streamlined reviews and new digital tools
- Fast-track approvals for affordable housing and purposebuilt rentals
- Review fees and charges including waivers for affordable housing
- Reduce or eliminate parking requirements
- Eliminate restrictions (e.g., setbacks, floor area) to promote housing diversity and supply
- Develop or enhance affordable housing community improvement plans
- Introduce design guidelines and pre-reviewed building plans for accessory dwelling units and missing middle housing
- Implement grant and incentive programs for priority housing types



# Public Land Incentive Program

The viability of many of these programs may be funding dependent and are marked as so throughout the document.

## Program Description:

The City is one of the largest landholders in the municipal land base and has historically withheld its properties for sale or development. In 2022, the City changed this stance as part of an interim housing strategy, put up multiple infill lots for sale, both single family and multifamily, and transferred undeveloped pre-subdivided land to its non-profit development arm, Legacy Inc for housing development. There has been little action on these sales yet due to costs of building in the community, including cost of earth works to prepare land for building, as well as inconsistent zoning of these lots. This initiative aims to remove uncertainty and costs associated with developing City-owned land, including actions related to formalizing partnership investments using HAF funding as directed by Council in June 2024.

With this initiative, staff foresee a cascade of actions that will precipitate development and set a financing precedent for local housing moving forward, while maintaining the City's ability to collect revenue and direct returns on investment back into the housing system and asset management. This initiative will incent multifamily housing, affordable housing, and single or duplex development with accessory dwelling units on City-owned land already placed for disposal.

**TARGET GROWTH OVER 10 YEARS:** 300 housing units

## POLICY DIRECTIONS

- Develop a program and criteria for flexible municipal partnerships to incentivize housing projects on City-owned land. **FUNDING DEPENDENT**
- Pre-zone all City lots identified to residential to remove any need for rezoning on a project by project basis.
- Increase process efficiency by establishing a standardized procedure for sale of lots for housing development on City or Legacy-owned property.





# Gentle Density—Ending Exclusionary Zoning in Residential Areas

## Program Description:

The Gentle Density program builds on policy changes in progress and proposes new policy direction to support more infill gentle density within existing neighbourhoods. The initiative proposes ending exclusionary zoning by allowing up to 4 units in flexible designs on all lots within the R1: Small Scale Residential Zones, and proposes allowing all forms of tenure in residential zones. This program would eliminate and/or reduce restrictions by loosening site design standards, and proposes implementing guidelines through the adoption, promotion and adaptation (where necessary) of stock designs from the Province of BC and the Federal government for small scale residential.

The addition of ADUs and gentle density in residential neighbourhoods adds both rental and homeownership options to help attract and retain workers to the community with more affordable housing options, while supporting the existing population by adding more supply within existing neighbourhood footprints. It should be noted that Prince Rupert is currently attracting a number of new immigrant families and students, who are filling much of the current service sector employment demand. If this trend continues, it will be essential to have housing stock such as ADUs that may accommodate this population as well as an industrial workforce.

**TARGET GROWTH OVER 10 YEARS:** 80 housing units

## POLICY DIRECTIONS

- Amend the Zoning Bylaw beyond Provincial requirements to remove restrictions and allow greater density on all small-scale multifamily lots, including reducing site design requirements. **ACTION STARTED**
- Undertake adoption, promotion and adaptation as needed to Provincial and Federal design catalogues for pre-approved stock designs for ADUs, duplexes, and houseplexes (3-4 units) **FUNDING DEPENDENT**
- Undertake an infrastructure capacity assessment and review policies and bylaws, such as on-site stormwater management, utilities management, and on-street parking enforcement to promote infill and higher-density development.
- Amend the definition of 'multi-family' in the Zoning Bylaw to remove development permit requirements for gentle density, including duplex, houseplex (3-4 units), and attached or detached accessory dwelling units. **ACTION STARTED**
- Remove RS1 & RS2 Zone and allow supportive housing in all residential areas.



# Removing Development Costs

## Program Description:

This initiative aims to help kick-start development and remove barriers to developing housing in the City by introducing incentives both to reduce auxiliary costs of building and attract developers regionally as well as from further afield. These incentives would include the continuation and retooling of fee waivers, a granting/loan program to incentivize developments to include certain target housing needs, and continuing the development of the peat dump to reduce costs of soil disposal.

Prince Rupert's market currently experiences development hesitancy and financing barriers due to higher than average development costs and lack of recent development history. Removing auxiliary costs will help to remove hesitancy and also contribute to a more sustainable building industry overall by proving the market and setting a financing precedent.

**TARGET GROWTH OVER 10 YEARS:** 120 housing units

## POLICY DIRECTIONS

- Establish a Peat Dump to receive peat removed from developable lands. **FUNDING DEPEDENT**
- Extend the tax incentive program for downtown development and retool it to better incentivize housing development. **ACTION STARTED**
- Establish Housing targets for key housing gaps (housing for workers, seniors, women and children, newcomers, etc) and create a interest-free loan program to incentivize for new builds that meet established threshold targets. **FUNDING DEPENDENT**
- Undertake a comprehensive review of development charges and fee schedules to support continuing waiver of fees for housing developments. **FUNDING DE PENDENT**

# Improving Process Efficiency - Building Capacity Initiative

## Program Description:

This initiative is intended to support an increase in efficiency of the development process and support skills development and human capital for builders and the public to both build new houses and bring existing structures that are uninhabitable back into our housing inventory. This initiative will increase process efficiency by undertaking a fulsome review of the development approval process and take opportunities to increase efficiency, including potential adoption of software, and build trust between the City and the building & development community. This initiative also proposes formally prioritizing development applications that bring increased housing density, including a special priority for affordable and rental units.

Accelerated housing stock as a result of increased capacity and efficiencies will contribute to supply of detached low-density housing to attract workers and newcomers seeking more affordable detached housing options, outside of larger urban centres. Increased housing supply will also support housing a growing building industry by providing housing to individuals working within the industry – helping it to self-sustain over the long term. Although not anticipated to have an immediate supply impact, this initiative will significantly improve the local housing system and capacity to support future development.

**TARGET GROWTH OVER 10 YEARS:** 50 housing units

## POLICY DIRECTIONS

- Increase process efficiency by adopting e-permitting software and AI technologies in a pilot program to determine viability for our community.  
**FUNDING DEPENDENT**
- Undertake a Development Approvals process review to increase efficiency of the process. **ACTION STARTED**
- Increase process efficiency by developing informational packages for builders and support efforts to increase builder and tradespeople training, attraction, and retention.
- Increase reporting on timelines and goals for development to support transparency.
- Adopt a formal policy on prioritizing development related to housing, and specific housing targets for affordable, renter, worker, senior housing, etc.





# Removing Design and Parking Restrictions

## Program Description:

This initiative aims to remove requirements that add cost and time barriers, as well as to ensure all housing decisions and developments align with walkable and complete community principles. This includes ensuring all housing is adequately serviced.

These actions will support the creation of denser neighbourhoods, as it will permit building upwards and remove requirements that force parking to take up space for housing and other uses. The initiative will occur in conjunction with the Complete Communities Plan and Climate Plan adoption into the OCP, which in turn will inform project-by-project policy and development decisions. This will support overall adoption of alternative transportation and support smarter, less sprawled neighbourhoods over the long-term development of the community.

**TARGET GROWTH OVER 10 YEARS:** 80 housing units

## POLICY DIRECTIONS

- ◆ Adopt Complete Communities framework and Climate Adaptation framework into the Official Community Plan to support increased density.
- ◆ Reduce parking requirements where alternative transit exists.
- ◆ Reduce Parking Restrictions for small-scale developments across the community. **ACTION STARTED**
- ◆ Define Rental and Affordable Housing in the Zoning Bylaw and reduce parking requirements for each (following the model for senior’s housing).
- ◆ Remove or amend the Building Heights Framework in the OCP .

# Affordable Housing Incentive Program



## Program Description:

This initiative aims to encourage affordable housing development through coordinated efforts and support for non-market or mixed-income development. This housing will support community members and new working populations, including newcomers, who may face barriers to accessing market rentals.

This initiative would build on the in-kind support that staff already provides to non-profits, and formalize this work through an affordable housing policy, while introducing granting programs to incentivize affordable units.

**TARGET GROWTH OVER 10 YEARS:** 80 housing units

## POLICY DIRECTIONS

- Adopt an affordable housing policy.
- Initiate an affordable housing committee with First Nations, the Regional District, the Port Authority, and service providers. **FUNDING DEPENDENT**
- Adopt a formal policy to prioritize projects that include affordable and rental housing in development approval and land sales processes.
- Implement a secondary suite or accessory dwelling unit granting program to incentivize suite development, with stipulations of renting the suite at below market rates, similar to the Province of BC's. **FUNDING DEPENDENT**
- Develop a specific granting program to incentivize market developments to include low-income and median affordable housing units. **FUNDING DEPENDENT**





# Ending Exclusionary Zoning—High Density & Urban Areas

## Program Description:

This proposal proposes to end exclusionary zoning in high density areas by allowing all tenure forms within zones that permit multifamily housing. It also proposes to remove density requirements for affordable housing units to promote mixed-income development. Lastly, it proposes extending the parking specified area around the City Core. This initiative will largely impact housing densification in the City core and includes important steps in increasing attractiveness of the City, investment in future commercial and residential development, and retention of workers and newcomers to the community to service a growing port.

**TARGET GROWTH OVER 10 YEARS:** 80 housing units

## POLICY DIRECTIONS

- Remove parking requirements for infill development in areas of City Core .
- Amend the Zoning Bylaw to allow all forms of multifamily residential, including supportive housing developments, in all commercial zones.
- Eliminate restrictions on multifamily units across the community by removing density restrictions for any units qualifying as affordable .

# A Plan in Action

Over the past year, staff have worked on priorities identified within the 2023 Housing Accelerator Plan that were not funding dependent. This builds on additional steps that were implemented since the adoption of our Interim Housing Strategy in 2021.

## What are some projects or programs already underway or completed?

- ✓ Reduction of parking requirements in the downtown core commercial properties and mixed-use properties;
- ✓ Approved zoning amendment permitting up to 4 units in flexible formations in the former R-1 and R-2 zones;
- ✓ Adoption of a [Revitalization Tax Exemption Bylaw](#) for downtown development;
- ✓ Removal of permitting and development fees for construction resulting in the creation of new residential units;
- ✓ Placement of a number of [City held lots for sale](#), and disposal of multi-family lots to our Development Corporation for residential development;
- ✓ Approved changes to the City's Zoning Bylaw to permit Secondary Suites in two-family homes (duplexes) and lock-off suites in multi-family homes (3+ principle units) and to allow housing to be built from modular units on permanent foundations;
- ✓ Direction to staff to pursue potential short-term market housing investments for Council's consideration
- ✓ Encouraged BC Housing to invest in additional and existing affordable rental stock in Prince Rupert;
- ✓ Facilitated mixed use neighbourhoods and infill development in its OCP and zoning bylaw
- ✓ Adopted a Master Transportation Plan that includes active transportation to reduce reliance on cars to leave more income and space for housing;
- ✓ Legalizing Secondary Suites;
- ✓ Enabling a reduction of parking requirements for small-scale housing developments;
- ✓ Streamlining the development approval processes; and,
- ✓ Adoption of a [Rental Licensing and Maintenance Standards Bylaw](#)

## Conclusion

The initial 2023 Housing Acceleration Action Plan was developed in response to the imminent need identified in our Housing Needs Assessment, and was a requirement to submit in concert with the City's application to the Federal Housing Accelerator Fund. It builds off of the good work initiated with our Interim Housing Strategy, with directives to continue to build out policy in the important area of Affordable Housing. This Fall 2024 update further clarifies proposed initiatives under the HAF program and clearly aligns with the best practices guidelines identified under the program.

This is a supply-focused plan to help kick-start much-needed housing development in the community. However, while supply is an important part of addressing the current housing crisis, it is not the only approach needed. This document is only one component of a broader plan which will address housing needs across the spectrum of housing policy areas, from homelessness to market-housing, as well as access to housing and housing supports.

This is also a working document, as evidenced by this 2024 update. Although some deliverables are explicitly tied to the availability of funding, there are many actions that the City can and has delivered on through policy changes possible within our existing staff capacity and budget. This document will inform future community engagement and input, and a broader comprehensive housing plan going forward while allowing staff to continue working to address the housing crisis with the limited resources available.





## REPORT TO COUNCIL

Regular Meeting of Council

**DATE:** October 15, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director Development and Planning Services  
**SUBJECT: RESOLUTION TO AMEND 2024 FIVE YEAR FINANCIAL PLAN  
BYLAW NO. 3529, 2024**

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### **RECOMMENDATION:**

**THAT Council approve the additions to the financial plan outlined in this report  
AND THAT the 2024 Five Year Financial Plan be amended accordingly.**

### **REASON FOR REPORT:**

Council adopted the 2024 Five-Year Financial Plan May 6, 2024. Since then, information has been received by staff resulting in a recommendation to amend the 2024 budget to accommodate grant funding received.

### **BACKGROUND:**

The City was successful in an application to Union of BC Municipalities (UBCM) for the Local Government Development Approvals Fund to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives. The grant received is for \$56,800.

### **ANALYSIS:**

The City is receiving grant funding from UBCM to help the municipality review current development approval processes, engage with the development community, and support the implementation of effective and timely development processes within the organization and with the development and building community.

This work will also ensure the organization is prepared to support potential increased development under the Bill 44 requirements for small scale multi-unit housing and the results of increased development from local initiatives. While the City is already efficient in approving development-related permits compared to other municipalities due to the steps that council and staff have already taken, this funding will allow engagement with

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the building and development communities to identify further gaps, including those tied to building and engineering permits tied to development, and to understand how internal processes could change to better support a cohesive approach.

### **LINK TO STRATEGIC PLAN:**

This amendment supports the following Strategic Goals and Actions.

- Goal: The City of Prince Rupert will provide appropriate laws and services to cost effectively provide for the needs of residents in their use and enjoyment of private and public lands.
  - Action: Review Developer Incentives
- Goal: The City of Prince Rupert will provide good governance by working with other governments, residents, neighbouring communities to ensure collaboration and open government.
- Goal: The City of Prince Rupert will support and encourage new and renewed housing working with industry, senior government and First Nations.

### **CONCLUSION:**

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

**Report Prepared By:**

**Report Reviewed By:**

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Myfannwy Pope,  
Director Development and  
Planning Services

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Robert Buchan,  
City Manager

Originally signed available on request