



## **REGULAR AGENDA**

For the **REGULAR MEETING** of Council to be held on Monday, October 28, 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 28, 2024, be adopted as presented.

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

**5. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS (& 2025 PROPOSED BUDGET)**

**6. CONSENT AGENDA**

**a) Council minutes for approval**

- i. Minutes of the Regular Meeting of October 15, 2024;
- ii. Minutes of the Special Regular Meeting of October 21, 2024;

**b) Reports for receipt**

- iii. Report from the Director Development & Planning Services Re: October 2024 Community Planning Activity Report;
- iv. Report from the Director of Corporate & Legislative Services/Corporate Officer Re: Remedial Action Updates;
- v. Report from the Director of Corporate & Legislative Services/Corporate Officer Re: Bylaw Stats to September 2024;

**c) Correspondence for receipt**

- vi. Letter from Taylor Bachrach, Member of Parliament, Skeena-Bulkley Valley Re: King Charles III Coronation Medal;

**d) Correspondence for approval**

- vii. Request for Letter of Support to the Tsimshian Arts & Culture Society for First People Cultural Council Language Program Funding; and,

- viii. Request for Letter of Support for the Ts'msyen Prosperity Society Re: Grant Application to the BC Ministry of Jobs, Economic Development and Innovation's (JEDI) Rural Economic Diversification & Infrastructure Program (REDIP) Capacity Building Funding Stream.

**Recommendation:**

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

**7. REPORTS**

- a) **Report from the Chief Financial Officer Re: 309 Third Avenue West Revitalization Tax Exemption Agreement.**

**Recommendation:**

THAT Council authorize a municipal property tax exemption for five years for 309 Third Avenue West and direct staff to enter into a Downtown Core Area Revitalization Tax Exemption Agreement.

**8. COUNCIL ROUND TABLE**

**9. ADJOURNMENT**



## MINUTES

For the **REGULAR MEETING** of Council to be held on Tuesday, October 15, 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 W. Niesh  
Councillor G. Randhawa  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor R. Skelton-Morven  
Councillor T. Forster

**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  
R. Paras, Planner

### 1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:00 pm.

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT the Agenda for the Regular Council Meeting of October 15, 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 approve the Financial Stability & Resiliency Policy GOV-30-2024.

4 OPPOSED

DEFEATED

## **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,

### **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.

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven  
THAT all items on the Consent Agenda be approved as requested.

CARRIED

## **7. REPORTS**

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

MOVED by Councillor Adey and seconded by Councillor Forster 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**

MOVED by Councillor Cunningham and seconded by Councillor Gurvinder  
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 and approve subject 1 and 2.

OPPOSED: Councillor Niesh

CARRIED

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

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

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

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham 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**

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council approve the additions to the financial plan outlined in this report;

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

CARRIED

**8. COUNCIL ROUND TABLE**

**9. ADJOURNMENT**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the meeting be adjourned to close at 8:25 pm.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

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



## MINUTES

For the **SPECIAL REGULAR MEETING** of Council to be held on October 21, 2024, at 5:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor H. Pond  
Councillor W. Niesh  
Councillor G. Randhawa  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor T. Forster (Remote @ 5:33 pm)  
Councillor R. Skelton-Morven

**STAFF:** R. Buchan, City Manager (Remote)  
R. Pucci, Deputy City Manager (Remote)  
R. Miller, Director of Corporate & Legislative Services / Corp. Officer  
C. Bomben, Chief Financial Officer

### 1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 5:00 pm.

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Agenda for the Special Regular Council Meeting of October 21, 2024, be adopted as presented.

CARRIED

### 4. PRESENTATION

a) **Presentation from the City Manager and Chief Financial Officer Re: City of Prince Rupert 2025 Proposed Budget.**

### 5. REPORTS

a) **Report from the Deputy City Manager Re: Subdivision & Development Servicing Standard Bylaw No. 3546, 2024.**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with consideration of the City of Prince Rupert Subdivisions & Development Servicing Standard Bylaw No. 3546, 2024.

b) **Report from the Deputy City Manager Re: Sewer Regulation & Rates Bylaw No. 3548, 2024.**

THAT Council proceed with consideration of the City of Prince Rupert Sewer Regulations & Rates Bylaw No. 3548, 2024.

**c) Report from the Deputy City Manager Re: Water Works Bylaw No. 3549, 2024.**

THAT Council proceed with consideration of the City of Prince Rupert Water Works Bylaw No. 3549, 2024.

**d) Report from the Deputy City Manager Re: Collection & Disposal of Solid Wastes Bylaw No. 3550, 2024.**

THAT Council proceed with consideration of the City of Prince Rupert Collection & Disposal of Solid Wastes Bylaw No. 3550, 2024.

## **6. BYLAWS**

**a) City of Prince Rupert Subdivision & Development Servicing Standard Bylaw No. 3546, 2024**

THAT Council give First, Second and Third Reading to the City of Prince Rupert Subdivision & Development Servicing Standard Bylaw No. 3546, 2024.

**b) City of Prince Rupert Sewer Regulation & Rates Bylaw No. 3548, 2024.**

THAT Council give First, Second and Third Reading to the City of Prince Rupert Sewer Regulation & Rates Bylaw No. 3548, 2024.

**c) City of Prince Rupert Water Works Bylaw No. 3549, 2024.**

THAT Council give First, Second and Third Reading to the City of Prince Rupert Water Works Bylaw No. 3549, 2024.

**d) City of Prince Rupert Collection & Disposal of Solid Wastes Bylaw No. 3550, 2024.**

THAT Council give First, Second and Third Reading to the City of Prince Rupert Collection & Disposal of Solid Wastes Bylaw No. 3550, 2024.

DEAFETED

## **7. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**



**8. ADJOURNMENT**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be adjourned at 6:56 p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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



**REPORT TO COUNCIL**  
Regular Meeting of Council

**DATE:** October 28, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Director Development & Planning Services

**SUBJECT: COMMUNITY PLANNING ACTIVITY REPORT – OCTOBER 2024**

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**RECOMMENDATION:**

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

**REASON FOR REPORT:**

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

**UPDATES:**

**Complete Communities Framework (Grant Funded):** The Complete Communities Assessment and Framework is in its final stages and will be before council for adoption in November.

**Climate Action Plan (Grant-Funded):** The Climate Action and Adaptation Plan is currently being finalized and formatted by Consultants SSG with staff input. This plan should be before council for adoption in November.

**Accessibility Plan (Grant Funded):** Staff have finalized the Accessibility Plan in coordination with the Accessibility Committee. The plan is intended to be before Council for adoption in late October and will need to be adopted by the boards of partner organizations as well.

**Food Systems Plan:** The City worked with an SFU student throughout this year to undertake engagement and assessment of gaps and strengths for the Food Systems Strategy. The City has also coordinated their actions with EcoTrust, who is similarly developing a Food Action Plan, to avoid engagement fatigue. The planning group will be holding ongoing community engagement events throughout the next few months. These include two upcoming Food Security workshops on October 29 and October 31.

**COST:**

This report has no budgetary effects.

**CONCLUSION:**

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

**Report Prepared By:**

**Report Reviewed By:**

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Myfannwy Pope,  
Director Development Services, City Planner

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Robert Buchan,  
City Manager

Originally signed available on request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** July 22, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Rosa Miller, Director of Corporate & Legislative Services/Corporate Officer

**SUBJECT: REMEDIAL ACTION UPDATES**

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**RECOMMENDATION:**

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

**REASON FOR REPORT:**

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

Address	File Status Details
1056 – 8 <sup>th</sup> Ave E	The owner listed on title is deceased with no Probate or Letters of Administration in place. Staff are working with legal to rectify the situation which may include a petition of the court to proceed with the remediation which may include substitute service. All charges associated with this the clean-up and or demolition will be placed on the property taxes for the property.
234 – 11 <sup>th</sup> Ave E	Pending sale as noted in July fell through. Requests for quotes for demolition have been requested. Owner notified of pending demolition notified by registered and regular mail although many efforts to contact the owners previously have gone unanswered. All charges associated with this the clean-up and or demolition will be placed on the property taxes for the property.
309 McBride Street	While the property is owned by a company, the principal of that company has passed. Staff have been in contact with the family on a plan for remediation. Staff have reached out the company to confirm an action plan as we have been advised

	of a potential business opportunity for the pending location. No applications will be approved until work required to the property has been completed.
1913 7 <sup>th</sup> Ave E	This property is listed for sale. An application for demolition has been received by the City. Demolition has commenced on the property however, progress has stopped. It is Staff's understanding that the property owner has left the country with no scheduled return date known to Staff. While the demolition has commenced it has not been completed to a satisfactory standard for the City. As such, notice has been sent to the property owner that the City will be undertaking to complete the clean-up. All charges associated with this the clean-up will be placed on the property taxes for the property.
1040 – 2 <sup>nd</sup> Ave W	Staff have been in contact with the owner who is actively working on the clean-up. We will continue to monitor to ensure compliance. Staff have reached out to the property owner to request an update to the status of the clean-up. All charges associated with this the clean-up will be placed on the property taxes for the property.
728 Lotbiniere St.	A request for reconsideration has been received. Staff have reached out to see if we can work with the property owners to facilitate a clean-up. If no response is received, or if the property owners instead request to speak with Council, this will be scheduled for November 2024.
711 – 5 <sup>th</sup> Ave E	No contact from owner. Staff seeking quotes for clean-up. Expected completion for November 2024. All charges associated with this the clean-up will be placed on the property taxes for the property.
200 – 3 <sup>rd</sup> Ave W	Staff working with property owner on clean-up Expected completion for November 2024. If clean-up and remediation is not completed as noted, Staff will take over and complete. All charges associated with this the clean-up will be placed on the property taxes for the property.
240 – 6 <sup>th</sup> Ave W	Seeking quotes for clean-up. Expected completion for November 2024. All charges associated with this the clean-up will be placed on the property taxes for the property.
333 – 3 <sup>rd</sup> Ave W	Property owner has been in contact with Staff who are working with the owner to ensure full compliance with the Remedial Action Order.
337 – 3 <sup>rd</sup> Ave W	Seeking quotes for clean-up. Expected completion for November 2024.

	All charges associated with this the clean-up will be placed on the property taxes for the property.
232 Third Ave W	Staff working with property owner who is actively cleaning the property. Staff will continue to monitor and assist.
1614 Sloan Avenue	Staff attempted to work with the property owner however encountered many delays. Clean-up completed by Staff in October 2024. All charges associated with this the clean-up will be placed on the property taxes for the property.
198 Pr. R. Blvd.	Remedial Action Order issues on October 15, 2024 and sent to the Property Owner in accordance with the <i>Community Charter</i> . The day following the Order issuance the Property Owner was issued a stop work order as they were found to be proceeding with additional work. At the time of writing this update no further information or update has been received from the Property Owner. As stated in the Order provide to the Property Owner, if reconsideration is not received from the Property Owner as outlined in the Order (14-days from date of delivery of notice), Staff will proceed with seeking quotes for structure removal.

Staff have also sought a legal opinion on how to proceed with plywood in the downtown core and options for removal and risks associated with same.

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


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

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Robert Buchan,  
City Manager

Originally signed available on request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** October 28, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Rosa Miller, Director of Corporate & Legislative Services/Corporate Officer  
**SUBJECT:** Bylaw stats to September 2024

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#### **RECOMMENDATION:**

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

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

To keep Council apprised and informed of Bylaw Enforcement within the municipality, the following statistics are provided for your information.

Open Bylaw Files January - September 2024:	481
<i>Bylaw files for 2023 (January – December):</i>	<i>610</i>
Fines/tickets issued to September 2024:	912
<i>Fines/tickets issued for 2023 (January – December):</i>	<i>1294</i>

The files and fines/tickets issued to September 2024 correlate to 40% to vehicle & traffic, 22% to animal control and 13% to noise infractions. 12% relate to unsightly properties however, it must be noted that this number does not reflect the 14 properties going through the Remedial Action Order process. The balance of the files and fines/tickets relate to building permits, business licenses, illegal occupancy, nuisance, unlawful dumping and zoning.

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

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

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

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Robert Buchan,  
City Manager

Originally signed available on request

**PRINCE RUPERT**

290-309 2nd Ave. W  
Prince Rupert, BC  
V8J 3T1

**TERRACE**

112-4716 Lazelle Ave.  
Terrace, BC  
V8G 1T2

**SMITHERS**

1226 Main St.  
Smithers, BC  
V0J 2N0

**PARLIAMENT**

512 Confederation Bldg.  
Ottawa, ON  
K1A 0A6

Oct 22, 2024

To Mayor and Council:

It is my pleasure to extend to you and your council an invitation to nominate deserving citizens from our region for the King Charles III Coronation Medal. This prestigious award is an opportunity to recognize individuals within our community who have made significant contributions.

To be eligible, nominees must meet the following criteria:

- Be an individual resident of the current federal riding of Skeena-Bulkley Valley;
- Have made a significant contribution to Canada, or to a particular province, territory, region of or community in Canada, or attained an outstanding achievement abroad that brings credit to Canada; and
- Been alive on May 6, 2023, the date of His Majesty's Coronation. Nominations can be made posthumously, provided the nominee was alive on that date.

Nominees may be recognized for their long service and good conduct as a volunteer or member of an organization; for having demonstrated high professionalism; or for performing a deed or activity that brings great credit to Canada. The selection process will focus on merit and be inclusive, with attention to individuals from historically under-represented groups. Please note that the medal is awarded to individuals, not groups, and self-nominations will not be accepted.

To submit a nomination, please visit <https://taylorbachrach.ndp.ca/kingsmedal>, where you can download the nomination form. Paper copies are also available at any of my constituency offices. Nominations will be accepted until midnight on Nov 30, 2024

Additionally, I encourage you to share this invitation through your networks and social channels to ensure that as many deserving individuals as possible can be recognized for their contributions to our community and our country. I have included a graphic for that purpose.

Thank you for your partnership in recognizing the outstanding citizens of Skeena-Bulkley Valley, and I look forward to receiving your nominations.

Sincerely,



Taylor Bachrach  
Member of Parliament, Skeena-Bulkley Valley





# King Charles III Coronation Medal

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Skeena–Bulkley Valley  
Nominations open until November 30

**Taylor Bachrach** 

FOR THE **PEOPLE**  
FOR THE **PLACE**





## REPORT TO COUNCIL

**DATE:** October 28<sup>th</sup>, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Veronika Stewart, Manager of Communications, Engagement and Social Development

**SUBJECT: REQUEST FOR LETTER OF SUPPORT TO TACS FOR FIRST PEOPLES CULTURAL COUNCIL LANGUAGE PROGRAM FUNDING**

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### RECOMMENDATION:

**THAT Council provide a Letter of Support to the Tsimshian Arts and Culture Society for grant funding to support the development of a local language mentoring program.**

### REASON FOR REPORT:

Through the Indigenous Relations Committee, the City has received a request for a letter of support for a funding application to the First Peoples Cultural Council towards developing a local language mentoring program via the Tsimshian Arts and Council Society.

### BACKGROUND:

A request for a Letter of Support came to the Indigenous Relations Committee to support an application for funding from the Tsimshian Arts and Council Society to the First Peoples Cultural Council. The program proposes to work with local fluent speaker Velna Nelson as a main speaker/mentor and to support overall improvements to fluency in Sm'algayax in the community.

### ANALYSIS:

This request aligns with the City's Framework Policy on Reconciliation as well as the overall broad goals to develop and support activities forwarded by the City's new Indigenous relations committee.

### LINK TO STRATEGIC PLAN:

The proposal directly speaks to City Council's strategic plan objective to implement the Reconciliation policy.

**COST:**

There is no cost to this request.

**CONCLUSION:**

Staff, at the request of the Indigenous relations committee, recommends to provide the requested letter.

**Report Prepared By:**

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Veronika Stewart,  
Manager of Communications,  
Engagement and Social Development

**Report Reviewed By:**

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Robert Buchan,  
City Manager

Originally signed available on request

Matthew Kloepper  
Chief Technology Officer (CTO)  
Board Financial Agent, and  
Executive Administrator.  
Ts'msyen Prosperity Society

October, 21st, 2024.

Mayor and Council  
City of Prince Rupert  
424 3rd Ave W  
Prince Rupert, BC  
V8J 1L7

Dear Mayor and Council,

As a representative of the Ts'msyen Prosperity Society, I am reaching out to request a letter of support from the City of Prince Rupert for our application to the **BC Ministry of Jobs, Economic Development, and Innovation's (JEDI) Rural Economic Diversification & Infrastructure Program (REDIP) Capacity Building Funding Stream**. This grant represents a crucial opportunity for us to empower and develop a robust regional economic diversification plan that serves not only the City of Prince Rupert but also the broader indigenous population, ensuring inclusivity beyond the Ts'msyen community.

The proposed initiative aims to foster economic growth, innovation, and socio-economic equity within the City & Region. Navigating the complexities of economic development in rural settings requires a dedicated and cohesive strategy. With your support, this project intends to forge a concrete path toward sustainable growth that champions both Reconciliation and collaboration, embodying a spirit of partnership critical in modern civic revitalization.

The City of Prince Rupert's support would not only enhance the credibility of our application but would also symbolize a strong partnership aimed at reconciling our communities and promoting effective future program delivery. Together, we envision creating an enriched environment where economic vitality and cultural heritage can thrive harmoniously.

Moreover, this collaboration will open avenues for innovative thought leadership and civic revitalization. By working hand in hand, we can tackle challenges head-on while pioneering initiatives that reflect shared goals and responsibilities. We firmly believe our shared & collective vision will continue to help place Prince Rupert on the map as a forward-thinking leader in regional growth and inclusivity, especially for models between Indigenous Peoples, and Municipalities.

We believe that establishing this collaborative partnership will positively demonstrate a mutual actionable commitment towards reconciliation and economic advancement. Such endeavors benefit the whole community, bridging gaps, and nurturing a sense of unity and shared purpose.

We hope you'll consider supporting our grant application with a letter, recognizing the mutual benefits and potential strides we can achieve together. We express our gratitude for your continued leadership and partnership in this endeavor.

Please feel free to reach out should you require any further information or have any questions regarding our proposal.

Thank you for considering this request. We look forward to working closely with the City of Prince Rupert towards a prosperous and inclusive future for all.

Warm regards,

Matthew Kloepper  
Chief Technology Officer (CTO)  
Board Financial Agent, and  
Executive Administrator.  
Ts'msyen Prosperity Society



## **REPORT TO COUNCIL**

### **Regular Meeting of Council**

**DATE:** October 28, 2024  
**TO:** Robert Buchan, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer

**SUBJECT: 309 THIRD AVENUE WEST REVITALIZATION TAX EXEMPTION AGREEMENT**

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#### **RECOMMENDATION:**

**THAT Council authorize a municipal property tax exemption for five years for 309 Third Avenue West and direct staff to enter into a Downtown Core Area Revitalization Tax Exemption Agreement.**

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

Council passed Bylaw No. 3466, 2020 that seeks to incentivize development in the downtown core by way of a municipal property tax exemption for eligible properties. As part of that bylaw, Council must authorize the exemption after determining whether the applicant meets the requirements set out in the aforementioned bylaw.

#### **BACKGROUND:**

To encourage revitalization of the downtown core, Council passed the Downtown Core Revitalization Tax Exemption Program Bylaw No. 3466, 2020. The program includes the exemption of municipal property taxes for eligible improvements within a prescribed zone. The exemption is provided to new developments and redevelopments, with new developments having a full to partial exemption over ten years and redevelopments having a full exemption for five years.

#### **ANALYSIS:**

Staff have received the applicant's application and have determined it meets the eligibility requirements stipulated in the bylaw with respect to new development. (Copy of application attached)

October 28, 2024

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**COST:**

Approval of this exemption agreement will result in the loss of approximately \$440 each year for five years given occupancy occurred in 2023 and the taxes associated with the renovations equates to this amount which was already included in the 2024 assessment roll. There is no opportunity to retroactively apply the exemption.

**LINK TO STRATEGIC PLAN:**

This report aligns with Council's strategic goal to encourage and support community renewal.

**CONCLUSION:**

Council has established the revitalization tax exemption bylaw to incentivize development in the downtown core. The applicant meets the criteria identified in the bylaw therefore it is staff's recommendation to approve the application and enter into the Downtown Core Area Revitalization Tax Exemption Agreement considering the redevelopment meets Council's objectives and priorities.

**Report Prepared By:**

**Report Reviewed By:**

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Corinne Bomben  
Chief Financial Officer

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Robert Buchan,  
City Manager

Originally signed available on request

Attachment: Application for Downtown Core Area Tax Exemption



**Administration**

424 3<sup>rd</sup> Avenue West

Prince Rupert, BC, V8J 1L7

Phone: (250) 627 0934 Fax: (250) 627 0999

Email: cityhall@princerupert.ca

**Application for Downtown Core Area Tax Exemption**

Date: July 17/2024

Name: Malina Dickens

Address: 309 3rd Ave West

Email Address: hdickens@citywest.ca

Legal Description: Lot 31 Block 34 Plan PRP 923 District Lot 251 Section 1 Range 5 Coast Range 5 Land District

Roll Number: 25-227-0000 963,000

I hereby certify that:

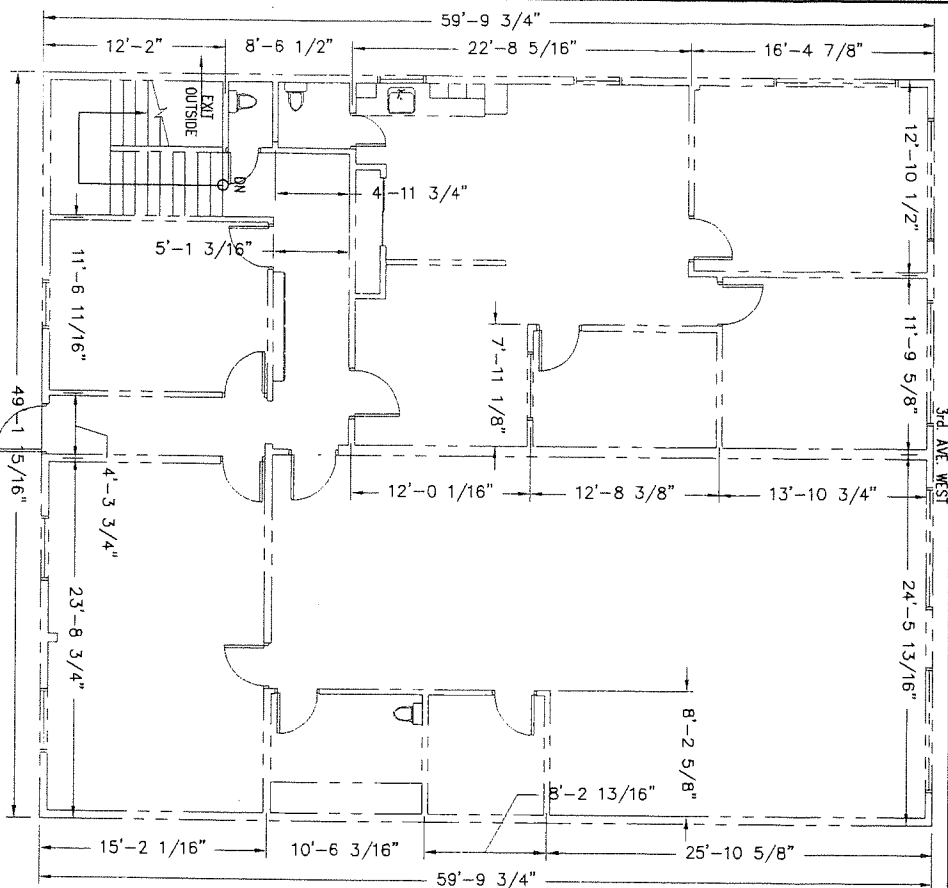
- a) I am the registered owner of the property identified within the boundaries set out in **Schedule A of Bylaw 3466**;
- b) I intend to:
  - i. construct a new multi-family, commercial, or light industrial building in the revitalization tax exemption area within the boundaries set out in **Schedule A** of Bylaw 3466; or
  - ☒ ii. redevelop an existing multi-family, commercial, or light industrial building in the Revitalization tax exemption area within the boundaries set out in Schedule A of Bylaw 3466, and have received all of the necessary authorizations, including a building permit, for that redevelopment work;
- c) I fully acknowledge that the grant of the revitalization tax exemption is subject to all of the conditions and requirement of Bylaw 3466, including but not limited to the terms and conditions of the **Revitalization Tax Exemption Agreement (see Attachment A)** and **Revitalization Tax Exemption Certificate (see Attachment B)**;
- d) I have attached to this application:
  - i. True copies of the architectural plans created by a registered professional for the proposed building/development work;
  - ii. A true copy of the building permit for the proposed building/redevelopment work.

Malina Dickens  
Signature of Applicant or authorized signatory

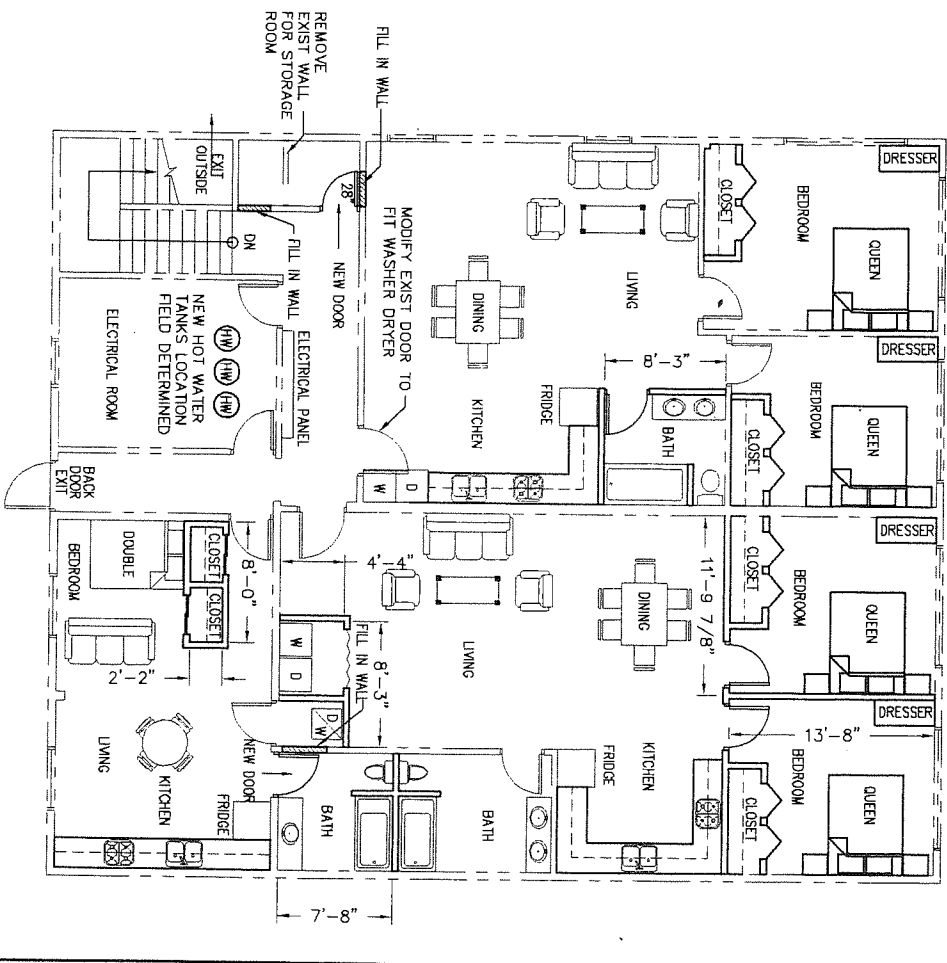
July 17/2024  
Date



49-1 15/10



## EXISTING OFFICE FLOOR PLAN

[illegible]

PROPOSED APARTMENT FLOOR PLAN

BUILDER : X		DWG. TITLE PROPOSED APARTMENT FLOOR PLAN 315-3rd. AVE. WEST PRINCE RUPERT UPPER FLOOR PLAN	
DESIGNED: - DRAWN: Pg DATE: 21/07/09 CHECKED: - APPROVED: -		DWG. NO.: 01 - S SHEET 1 OF 1 REV. P5	
CLIENT : HELINA DICKINS PRINCE RUPERT B.C.		SCALE PLAN: AS SHOWN HORIZ: - VERT: -	
PLOT TIME:		PLOT TIME:	