



City of Prince Rupert

AGENDA (Amended)

For the **REGULAR MEETING** of Council to be held on April 12, 2021 at 7:00 pm in the Council Chambers of City Hall, 424 - 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

- a) THAT the Agenda for the Regular Council Meeting of April 12, 2021 be adopted as presented, **with the addition of item 6(a) Zoning Bylaw No. 3462, 2021 and 6(b) Official Community Plan Bylaw No. 3460, 2021.**

3. MINUTES

a) Recommendation:

THAT the Minutes of the Regular Council Meeting of March 22, 2021 be adopted. (attached)

4. PETITIONS & DELEGATIONS

- a) Chief Financial Officer, City of Prince Rupert – Re: Opportunity for Public to Comment on the 2021 Budget.

5. REPORTS & RESOLUTIONS

- a) **Report from the Director of Operations – Re: Recommendation of award for RFP-21-01 – Curbside Collection Bins**
(attached)
- b) **Verbal Report from iPlan Ltd. – Re: DVP-21-06 for 608 – 6th Avenue East**
- c) **Verbal Report from iPlan Ltd. – Re: TUP-21-02 for 225/227 2nd Avenue West**
- d) **Report from iPlan Ltd. – Re: DVP-21-01 for 658 – 8th Avenue East**
(attached)
- e) **Report from iPlan Ltd. – Re: DVP-20-25 for 250 Parker Drive**
(attached)
- f) **Report from the Chief Financial Officer – Re: Security Issuing Resolution – Solid Waste**
(attached)

- g) Report from the Chief Financial Officer – Re: Security Issuing Resolution –
Woodworth Dam**
(attached)

6. BYLAWS

- a) Zoning Bylaw No. 3462, 2021**
(linked here)

Recommendation:

THAT Council give Third Reading to Zoning Bylaw No. 3462, 2021.

- b) Official Community Plan Bylaw No. 3460, 2021**
(linked here)

Recommendation:

THAT Council give Third and Final Readings to Official Community Plan Bylaw No. 3460, 2021.

7. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

8. ADJOURNMENT



City of Prince Rupert

MINUTES

For the **REGULAR MEETING** of Council held on March 22, 2021 at 7:00 pm in the Council Chambers of City Hall, 424 - 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Councillor W. Niesh (Acting Mayor)
Councillor G. Randhawa
Councillor B. Cunningham
Councillor N. Adey
Councillor R. Skelton-Morven
Councillor B. Mirau

ABSENT: Mayor L. Brain.

STAFF: R. Long, City Manager
C. Bomben, Chief Financial Officer
R. Miller, Corporate Administrator
R. Pucci, Director of Operations
R. Buchan, iPlan Ltd. (planning consultant)
C. Buchan, IPlan Ltd. (planning consultant)

1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 7:01 p.m.

2. ADOPTION OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Skelton-Morven that the Agenda for the Regular Council Meeting of March 22, 2021 be adopted as presented.

CARRIED

3. MINUTES

a) MOVED by Councillor Adey and seconded by Councillor Skelton-Morven that the minutes of the Special Council meeting of March 8, 2021, be adopted.

CARRIED

- b) MOVED by Councillor Randhawa and seconded by Councillor Skelton-Morve that the minutes of the Regular Council meeting of March 8, 2021, be adopted.

CARRIED

4. PETITIONS & DELEGATIONS

Chief Financial Officer, City of Prince Rupert – Re: 2021 Budget Presentation

5. RESOLUTIONS

a) Verbal Report from IPlan Ltd. Re: TUP-21-01

MOVED by Councillor Skelton-Morven and seconded by Councillor Randhawa THAT Council approve the Temporary Use Permit as presented with the addition that any other permits required will be done so at the Owner's expense.

CARRIED

b) Verbal Report from IPlan Ltd. Re: DVP-21-04

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council approve DVP-21-04 as presented.

CARRIED

c) Report from IPlan Ltd. – Re: DVP-20-25 for 250 Parker Drive

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT Council approve Development Variance DVP-20-25 for 250 Parker Drive move to Public Notification.

CARRIED

d) Report from IPlan Ltd. – Re: DVP-21-06 for 608 – 6th Avenue East

MOVED by Councillor Mirau and seconded by Councillor Cunningham THAT Council approve Development Variance DVP-21-06 for 608 – 6th Avenue East move to Public Notification.

CARRIED

e) Report from IPlan Ltd. – Re: TUP-21-02

MOVED by Councillor Mirau and seconded by Councillor Adey THAT Council approve the Temporary Use Permit for 225/227 2nd Avenue West move to Statutory Notification.

CARRIED

f) Report from the Director of Operations – Re: FCM Grant

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT Council pass a Resolution to support staff applying for the following grant application:

- FCM Grant Application – Innovative Wastewater Solution (GMF Steam)

CARRIED

6. BYLAWS**a) Report from iPlan Re: Zoning Bylaw Amendments and Public Engagement**

MOVED by Councillor Adey and seconded by Councillor Mirau THAT:

- 1) Council amend the Zoning Bylaw #3462 to include the recommended changes in this report; and
- 2) Council consider the public engagement feedback and proceed to the Public Hearing for the OCP and Zoning Bylaw.

CARRIED

7. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**8. ADJOURNMENT**

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven that the meeting be adjourned at 9:46p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

DATE: April 8, 2021

TO: Robert Long, City Manager

FROM: Richard Pucci, Director of Operations

SUBJECT: RECOMMENDATION OF AWARD FOR RFP 21-01 – CURBSIDE COLLECTION BINS

RECOMMENDATION:

THAT Council award RFP 21-01 to the preferred proponent Rollins Machinery and IPL

AND THAT Council direct staff to prepare and amended Solid Waste Management Bylaw

REASON FOR REPORT:

Council recently approved an agreement with Recycle BC to begin providing curbside recycling in the summer of 2021. As part of that agreement, the City is required to provide all households with curbside collection bins for use in the collection program. To obtain these bins, staff recently issued RFP 21-01 – Curbside Collection Bins to select a proponent to manufacture and distribute bins to all Prince Rupert households. This RFP has concluded, and staff are recommending award to the preferred proponent, Rollins Machinery and IPL.

BACKGROUND:

Council has previously directed staff to take steps to implement a curbside collection program for recyclables within the community. Towards that end, in 2020 the City purchased a new split-bay rear-loading solid waste collection vehicle, to facilitate curbside collection of recyclables in the future. This vehicle includes a tilt-assist mechanism which deposits material into the rear collection bay, to reduce physical strain on the City's operators (minimizing injury and WorkSafe claims) and to make curbside collection more efficient overall.

Understanding the unique challenges of performing curbside collection in Prince Rupert, staff has recommended the use of upright hinged-lid bins compatible with the tilt-assist mechanism for the collection program. This style of bin is of durable construction, and should be resistant to the significant wind and rain experienced here. This bin is also compatible with the RFID (computer chip tracking) system installed on the new collection vehicle, which will allow staff to return lost bins when found, and to track contamination and other solid waste bylaw violations during collection activities.

RFP 21-01 requested proposals for provision and distribution of this style of bin for both solid waste and recyclable materials to all 4,300 households within the city.

ANALYSIS:

The City received 4 proposals, 3 of which were compliant with the proposals Terms and Conditions and General Conditions and Specifications. The three compliant proposals were priced as follows:

Proponent	Proposal Price
Rehrig Pacific Company	\$586,200 + GST
Rollins Machinery and Schaefer Systems International Inc.	\$663,938 + GST
Rollins Machinery and IPL	\$564,850 +GST

Of these proposals, the proposal from Rollins Machinery and IPL has the lowest cost to the City. The bins to be provided under this proposal meet all the specifications described in the RFP. Rollins and IPL have provided similar service to a number of other similar communities in British Columbia, and IPL has extensive experience integrating their bins with the RFID system to be used by the City.

COST:

The total cost to the City to proceed with this work will be \$564,850.00 + GST and PST. Each household would receive two bins, one for general refuse and the other for recyclables. In discussions with finance, there are three possible ways to fund this acquisition.

- 1) Financed through a short term loan repaid by each household through an additional levy on the utility bill for five (5) years of \$25.35 per year starting in 2022 and ending in 2026.
- 2) Financed in part through the use of Gas Tax and the remainder through a one-time charge of \$20 per household through an additional levy on the utility bill in 2022 only.
- 3) Financed in whole through the use of Gas Tax.

Finance recommends financing the acquisition under number 2. Levying a small charge in 2022 will encourage care of the bins and initiate participation in the new program. The cost has been included in the proposed budget in accordance with option 2,

REPLACEMENT:

The cost to a user to replace a damaged or lost bin is \$41 for a garbage bin and \$65 for a recycling bin, plus assembly and delivery. These charges will be reflected upcoming bylaw amendment to introduce the service.

CONCLUSION:

Staff recommend that Council award RFP 21-01 to the preferred proponent Rollins Machinery and IPL.

AND

That Council direct Staff to prepare an amended Solid Waste Management Bylaw to reflect the introduction of curbside recycling service.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations

Robert Long,
City Manager

CITY OF PRINCE RUPERT
REPORT TO COUNCIL

DATE: April 8, 2021
TO: Robert Long, City Manager
FROM: Chris Buchan, iPlan
SUBJECT: Development Variance Permit #21-01

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit Application DVP-20-01.

REASON FOR REPORT:

On January 18th, 2021 an application was received for a Development Variance Permit for the property located at 658 8th Avenue East.

The application is a variance for:

1. the City of Prince Rupert Zoning Bylaw, Section 5.2.3 (b): Accessory Building Height from the maximum 3.6 metres (11.8 ft) to 4.57 metres (15 ft). This equals a variance of 3.2 feet.
2. the City of Prince Rupert Zoning Bylaw, Section 5.2.4 (c): Side Property Line from the 1.2 metres (3.9 ft) to 0.15 metres (0.5 ft). This equals a variance of 3.4 feet.

The full application, including the building and site plan, is included as Attachment #1.

BACKGROUND and ANALYSIS:

The location of the subject property is illustrated on the context map and included as Attachment #2.

The proposed variance for a minor height increase should not be significantly obstructive to the neighbors' views or the neighborhood in general. The proposed setback variance for a side property line will put this new structure within six inches within the property line. There is an existing concrete footing (attachment #3) upon which the carport would be constructed. The neighbouring building appears to be built very close to the shared property line making this building space very tight. It appears that site constraints restrict this use to the proposed building area. The neighboring residents will have the opportunity to provide feedback during the public consultation period.

The Draft Development Variance Permit is included as Attachment #4.

COST and BUDGET IMPACT:

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

CONCLUSION:

The proposed height variance is minor with a low impact to the neighborhood. The proposed setback variance may impact the neighbouring property due to the placement of the proposed carport within six inches of the property line. This Development Variance Application is recommended to proceed to public notification. Affected property owners will have the opportunity to express their views on the application when Council considers the permit.

Report Prepared By:
Chris Buchan,
iPlan

Report Reviewed By:
Robert Buchan,
iPlan

Attachment(s):

1. Application
2. Site Plans
3. Existing Concrete Footing
4. Draft Development Variance Permit



CITY OF PRINCE RUPERT
Development Services
 424 3rd Avenue West
 Prince Rupert, BC, V8J 1L7
 Phone: (250) 627 0996 Fax: (250) 627 0979

APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT

(PLEASE PRINT CLEARLY)

OFFICE USE ONLY

Date Received: Jan 18 / 2021

Application/File No.: DP-21-01 (DVP)

APPLICANT:

Name: Mark Seidel

Address: 658 - 8th Avenue East

Phone #: 250 600 7863

Email: seidel@citywest.ca

REGISTERED OWNER(S):

Name: Mark Seidel & Sandra Cummings

Address: 658 - 8th Avenue East

Phone #: 250.600.7863/250.600.7866

Email: same as above

SUBJECT PROPERTY INFORMATION:

Civic Address: 658 - 8th Avenue East

Legal Description: LOTa DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 5075

Current Zoning: R2

Current Use: Place of Residence

PROPOSAL DESCRIPTION:

Proposed Variance: Height variance and side(east) property line variance

Describe proposed variance

I would like to construct a car port in my existing driveway outside of the permitted area. I would like a variance on the height of two additional feet, to 15'0". I would also like a side setback (east side of property) variance of 3'6" bringing the construction within 6" of property line.

MUST ATTACH ADDITIONAL INFORMATION INCLUDING LETTER OF INTENT, DRAWINGS

AUTHORIZATION:

As applicant or approved agent, I hereby make application in accordance with the City of Prince Rupert Bylaws and declare that statements in this application are true and correct. I understand that this application is a public document including personal information and it is open for inspection by the public and may be reproduced and distributed to the public as part of report(s) to Council or for the purpose of public hearing.

Applicant Signature: Mark Seidel

Date: JAN 15/2021

This application is made with my full knowledge and consent.

Registered Owner Signature: Mark Seidel

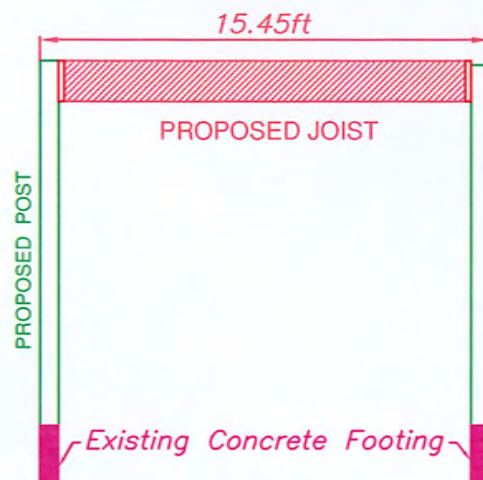
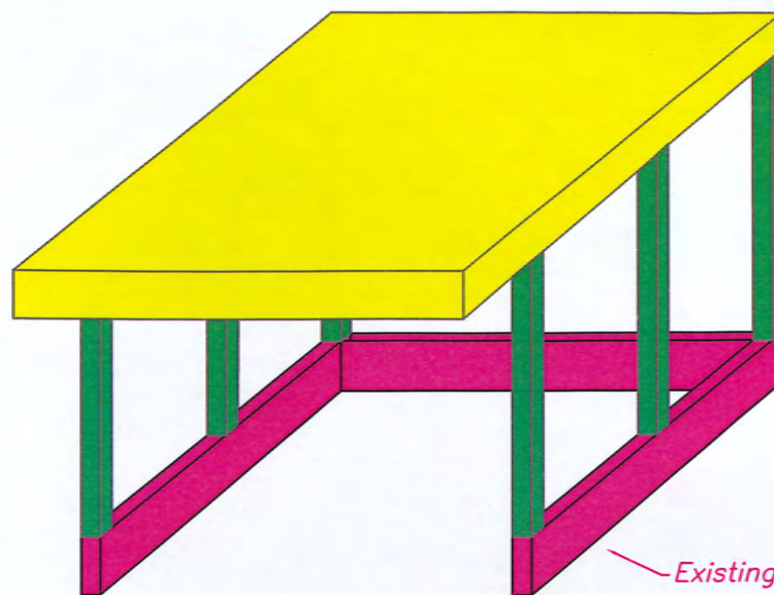
Date: JAN 15/2021

REQUIRED SUBMISSIONS:

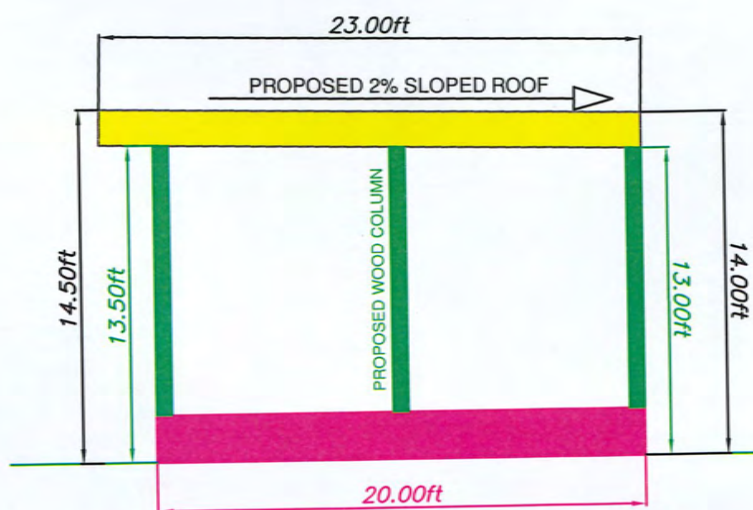
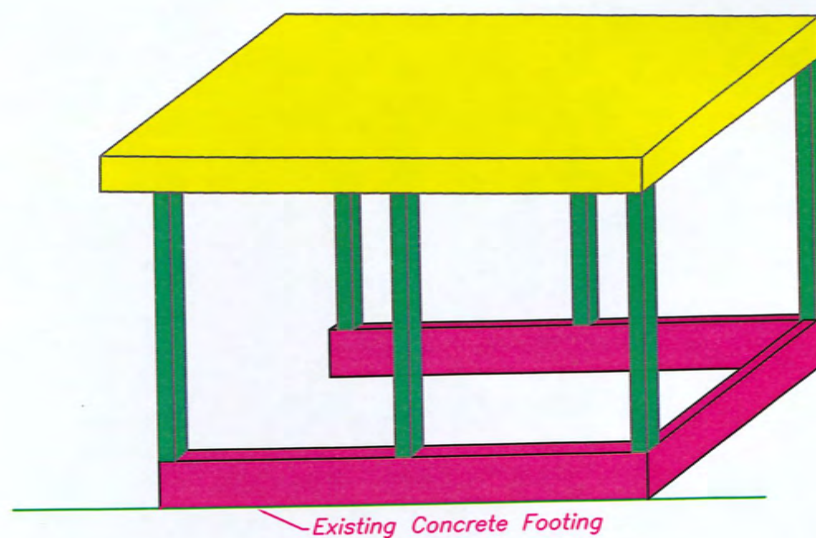
- ☒ Application Fee \$ 330 ☒ Owner's Authorization
☒ Certificate of Title \$15 ☐ Site Profile – in accordance with Environmental
Management Act and Contaminated Sites Regulation

Receipt No.: 345125

Signature of Official: _____ Date: _____



REV	DATE	REVISION
PROJECT		
DRAWING		
CAR TRAILER PORT 658 8th Ave East Prince Rupert		
DRAWN BY: CJT	SCALE: N.T.S.	
CHECKED BY:	DATE: 2007-01-18	
PROJECT NO:	DRAWING NO: 1	





NO.	DATE	REVISION	
DRAWING			
PROJECT			
SCALE: N.T.S.			
DRAWN BY: C.T	SCALE: N.T.S.		
CHECKED BY:	DATE: 06-29-2008		
PROJECT NO.	DRAWING NO.: 1		

659 8 Ave E

Prince Rupert, British Columbia

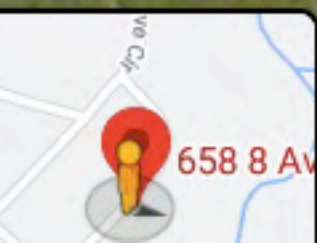
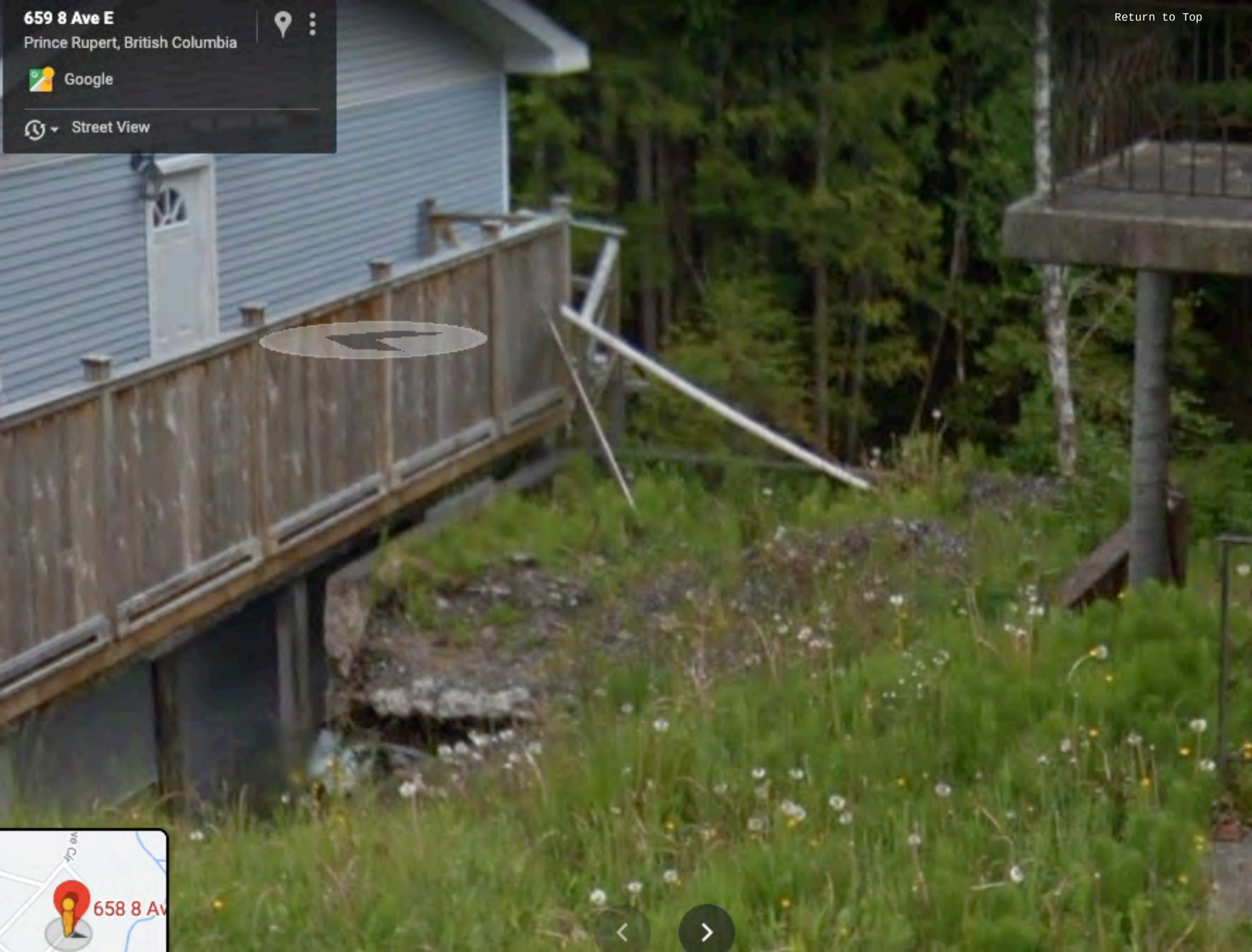


Google



Street View

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DEVELOPMENT VARIANCE PERMIT

Development Variance Permit #20-01

PERMITTEE: Mark Seidel
CIVIC ADDRESS: 658 8th Avenue East

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the City of Prince Rupert described below, and any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:
(LOT A, DISTRICT LOT 251, RANGE 5 COAST DISTRICT PLAN 5075)

CIVIC ADDRESS:
(658 8th Avenue East)

3. The City of Prince Rupert Zoning Bylaw (Bylaw #3462) is varied as follows:
 - a. Section 5.2.3 (b): Accessory Building Height from the maximum 3.6 m (11.8 ft) to 4.6 m (15 ft).
 - b. Section 5.2.4 (c): Side Property Line from the 1.2 metres (3.9 ft) to 0.15 metres (0.5 ft).

SUBJECT TO the following conditions to the satisfaction of the City of Prince Rupert:

- a. The carport is built in accordance with the plans attached in the application.
4. If the Permittee does not substantially commence the development permitted by this Permit within 24 months of the date of this Permit, the Permit shall lapse and be of no further force and effect.
5. This Permit is **NOT** a building permit, Sign Permit, or subdivision approval.

ISSUED ON THIS _____ DAY OF _____, 2021.

Rosamaria Miller
Corporate Administrator

CITY OF PRINCE RUPERT
REPORT TO COUNCIL

DATE: April 12th, 2021
TO: Robert Long, City Manager
FROM: Chris Buchan, iPlan
SUBJECT: Development Variance Permit #20-25

RECOMMENDATION:

THAT Council consider the public feedback and amended building height information.

REASON FOR REPORT:

This report corrects building height information provided in the previous report.

BACKGROUND and ANALYSIS:

The previous report for this application stated a requested variance for 1.5 meters. The actual request is for a 0.59 meter height variance. This previous variance understanding was a result of an error in reading the site plan data (a left bracket was mistaken for the number 1 in the small print). This information was corrected prior to the public notification, and the public received the correct variance request information.

The Draft Development Variance Permit is included as Attachment #1.

COST and BUDGET IMPACT:

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

CONCLUSION:

It is recommended that Council consider the amended height information of a requested variance for 0.59 meters as well as the public input received by the City.

Report Prepared By:
Chris Buchan,
iPlan

Report Reviewed By:
Robert Buchan,
iPlan

Schedule:

1. Draft Development Variance Permit



DRAFT PERMIT

Development Variance Permit #20-25

PERMITTEE: Balvinder Singh Nanani
250 Parker Avenue, Prince Rupert, British Columbia

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the City of Prince Rupert described below, and any and all buildings, structures, and other development thereon:

Legal Description:

Lot 24, Range 5, PRP 42034, District Lot 251

Civic Address:

250 Parker Avenue, Prince Rupert, British Columbia

3. The City of Prince Rupert Zoning Bylaw #3286, 2009 is varied as follows:
 - Relaxing the Zoning Bylaw Section 5.2.3 (a): Principal Building Height from the Maximum 9.0 m to 9.59 m, in accordance with Schedule #1.
4. If the Permittee does not substantially commence the development permitted by this Permit within 24 months of the date of this Permit, the Permit shall lapse and be of no further force and effect.
5. This Permit is **NOT** a building permit, Sign Permit, or subdivision approval

ISSUED ON THIS _____ DAY OF _____, 2021.

Rosamaria Miller
Corporate Administrator

Schedule:

1. Building Plan
2. Site Plan

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

DATE: April 12, 2021

TO: Robert Long, City Manager

FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: SECURITY ISSUING RESOLUTION – SOLID WASTE

RECOMMENDATION:

THAT Council approve the borrowing from the Municipal Finance Authority of British Columbia, as part of their 2021 fall issue, \$10,000,000 as authorized through Loan Authorization Bylaw No. 3454, 2020 (authorizing borrowing of funds for the purpose of funding the new landfill cell project) and that the North Coast Regional District be requested to consent to this borrowing over a twenty five (25) year term and include the borrowing in their security issuing bylaw.

REASON FOR REPORT:

The quashing period for the Loan Authorization Bylaw No. 3454, 2020 expired on September 25th, 2020. Application was made to the Ministry of Municipal Affairs for a certificate of approval and on November 6th, 2020 approval was received.

The last stage in the municipal process is for a Security Issuing Resolution to be passed by Council and forwarded to the Regional District to begin their process of adopting a Security Issuing Bylaw. Subsequent to their process, application can be made by the Regional District to the Municipal Finance Authority (MFA) for debenture financing.

CONCLUSION:

That Council approve the Security Issuing Resolution recommended above which will begin the Regional District's process towards obtaining the loan as authorized in Loan Authorization Bylaw No. 3454, 2020.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer

Robert Long,
City Manager

Attachment:

- Certificate of Approval



Certificate of Approval

Under the authority of the *Local Government Act*, I certify that Bylaw No. 3454, cited as the "Solid Waste Infrastructure Loan Authorization Bylaw No. 3454, 2020" of the City of Prince Rupert has been lawfully and validly made and enacted, and that its validity is not open to question on any ground in any court of British Columbia.

Dated this 6th *day*
Of November , 2020

A handwritten signature in black ink, consisting of a stylized 'A' followed by a long horizontal stroke.

Deputy Inspector of Municipalities of British Columbia

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

DATE: April 12, 2021

TO: Robert Long, City Manager

FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: SECURITY ISSUING RESOLUTION – WOODWORTH DAM

RECOMMENDATION:

THAT Council approve the borrowing from the Municipal Finance Authority of British Columbia, as part of their 2021 fall issue, \$10,000,000 as authorized through Loan Authorization Bylaw No. 3433, 2019 (authorizing borrowing of funds for the purpose of funding the replacement of Woodworth Dam) and that the North Coast Regional District be requested to consent to this borrowing over a twenty five (25) year term and include the borrowing in their security issuing bylaw.

REASON FOR REPORT:

The quashing period for the Loan Authorization Bylaw No. 3433, 2019 expired on September 25th, 2020. Application was made to the Ministry of Municipal Affairs for a certificate of approval and on November 6th, 2020 approval was received.

The last stage in the municipal process is for a Security Issuing Resolution to be passed by Council and forwarded to the Regional District to begin their process of adopting a Security Issuing Bylaw. Subsequent to their process, application can be made by the Regional District to the Municipal Finance Authority (MFA) for debenture financing.

CONCLUSION:

That Council approve the Security Issuing Resolution recommended above which will begin the Regional District's process towards obtaining the loan as authorized in Loan Authorization Bylaw No. 3433, 2019.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer

Robert Long,
City Manager

Attachment:

- Certificate of Approval



Certificate of Approval

Under the authority of the *Local Government Act*, I certify that Bylaw No. 3433, cited as the "Woodworth Dam Replacement Loan Authorization Bylaw No. 3433, 2019" of the City of Prince Rupert has been lawfully and validly made and enacted, and that its validity is not open to question on any ground in any court of British Columbia.

Dated this 6th day
 Of November , 2020

A stylized, handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Deputy Inspector of Municipalities of British Columbia