



City of Prince Rupert

AGENDA

For the **REGULAR MEETING** of Council to be held on November 22, 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:

THAT the Agenda for the Regular Council Meeting of November 22, 2021 be adopted as presented.

3. MINUTES

a) Recommendation:

THAT the Minutes of the Special Council Meeting of November 8, 2021 be adopted. (attached)

b) Recommendation:

THAT the Minutes of the Regular Council Meeting of November 8, 2021 be adopted.
(attached)

4. REPORTS & RESOLUTIONS

a) Report from the Director of Operations – Re: Major Projects Monthly Update

b) Report from the Manager of Transportation and Economic Development – Re: Northern Development Initiative Trust Economic Infrastructure Grant
(attached)

Recommendation:

THAT Mayor and Council pass a resolution to support staff application to grant funding through the Northern Development Initiative Trust for \$300,000 to revitalize the CN Rail Station.

c) Report from the Director of Operations – Re: TORCA Pump Track – License to Occupy
(attached)

Recommendation:

THAT Council direct staff to enter into the proposed License of Occupation with the North Coast Mountain Bike Association to construct an all ages pump track in McClymont Park.

d) Report from the Director of Operations – Re: Provincial Referral – Application 135192657-002

(attached)

Recommendation:

THAT Council directs staff to not support Land Referral Application 135192657-002 unless additional information is provided to address the concerns identified.

e) Report from the Chief Financial Officer – Re: September 2021 Financial Variance Report

(attached)

f) Report from the Corporate Administrator – Re: Release of Resolution from November 8, 2021 Closed Meeting of Council

MOVED by Mayor Brain and seconded by Councillor Randhawa
THAT the Council appoint Mrs. Rosamaria Miller, Mr. Paul Vendittelli and Mr. Antonio Vera to the Prince Rupert Airport Society; and,

THAT this Resolution be released at a future meeting of Council.

g) Report from the Corporate Administrator – Re: 2022 Acting Mayor Schedule

Recommendation:

THAT Council appoint and approve an Acting Mayor Schedule for the year 2022.

h) Report from the City Manager – Re: Strategic Plan Actions

Recommendation:

THAT Council:

1. Consider and amend the Strategic Plan as necessary
2. Approve the strategic plan and necessary resources for implementation of 2022 (short term) actions.

5. BYLAWS

a) Report from the Corporate Administrator – Re: Zoning Amendment Bylaw No. 3475, 2021

(attached)

Recommendation:

THAT Council give Fourth and Final Reading to City of Prince Rupert Zoning Amendment Bylaw No. 3475, 2021.

b) Report from Planning – Re: Zoning Amendment Bylaw No. 3479, 2021
(attached)

Recommendation:

THAT Council:

1. Give First and Second Readings to “City of Prince Rupert Zoning Bylaw No. 3470, 2021”.
2. Direct staff to prepare for public hearing for “City of Prince Rupert Zoning Bylaw No. 3470 2021” following community consultation.

c) Report from the Director of Operation – Re: Solid Waste Management Bylaw No. 3480, 2021
(attached)

Recommendation:

THAT Council proceeds with 1st, 2nd and 3rd readings of Solid Waste Management Bylaw No. 3480, 2021.

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



City of Prince Rupert

MINUTES

For the **SPECIAL MEETING** of Council held on November 8, 2021 at 5:00 p.m. by Zoom.

PRESENT: Mayor L. Brain
Councillor B. Cunningham
Councillor W. Niesh
Councillor N. Adey
Councillor G. Randhawa
Councillor B. Mirau
Councillor R. Skelton-Morven

ABSENT: Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager
R. Miller, Corporate Administrator
C. Bomben, Chief Financial Officer
R. Pucci, Director of Operations

1. CALL TO ORDER

The Mayor called the Special Meeting of Council to order at 5:01 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Randhawa and seconded by Councillor Adey that the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



City of Prince Rupert

MINUTES

For the **REGULAR MEETING** of Council held on November 8, 2021 at 7:00 pm by Zoom.

PRESENT: Mayor L. Brain
Councillor W. Niesh
Councillor G. Randhawa
Councillor B. Cunningham
Councillor N. Adey
Councillor B. Mirau
Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager
R. Miller, Corporate Administrator
C. Bomben, Chief Financial Officer
R. Pucci, Director of Operations

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Mirau THAT the Agenda for the Regular Council Meeting of November 8, 2021 be adopted as provided.

CARRIED

3. MINUTES

- a.) MOVED By Councillor Randhawa and seconded by Councillor Mirau THAT the Minutes of the Special Council Meeting of October 25, 2021 be adopted.
- b.) MOVED By Councillor Cunningham and seconded by Councillor Niesh THAT the Minutes of the Committee of the Whole Meeting of October 25, 2021 be adopted.
- c.) MOVED By Councillor Adey and seconded by Councillor Randhawa THAT the Minutes of the Regular Council Meeting of October 25, 2021 be adopted.

4. DELEGATION

- a.) Northern Health represented by Ciro Panessa, Julia Pemberton, Dr. Jaco Fourie and Dr. Gillaume Goetzee.

5. REPORTS & RESOLUTIONS

a) Report from Planning – Re: DVP-21-13 for 1002 – 1st Avenue West

MOVED by Councillor Skelton-Morven and Seconded by Councillor Cunningham THAT Council approve Development Variance Permit Application (DVP) #21-13.

CARRIED

b) Report from the Chief Financial Officer – Re: 2022 Community Enhancement Grants

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council award the Community Enhancement Grants as presented by staff.

CARRIED

c) Report from Corporate Administrator – Re: Prince Rupert Golf Club Letter of Support

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council provide a Letter of Support to the Prince Rupert Golf Club as requested.

6. BYLAWS

a.) Report from Planning – Re: ZBLA-21-01, City of Prince Rupert Zoning Bylaw No. 3462, 2021 Amendment Bylaw No. 3478, 2021.

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council direct staff to amend re-zoning application ZBLA-21-01 to apply a 10m height covenant to the property in question.

CARRIED

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council give Third Reading to the City of Prince Rupert Zoning Bylaw No. 3462, 2021 Amendment Bylaw No. 3478, 2021; and

THAT Council require a covenant of 10m be applied to the property; and,

THAT Council require the applicant to consolidate the lots prior to Final Reading.

CARRIED

MOVED by Councillor Adey and seconded by Councillor Cunningham THAT staff investigate the number of units currently in the property legally known as Lots A and B, DL 1992, Range 5, Coast District, Plan 8304 and any building permits on file.

CARRIED

7. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven that the meeting be adjourned at 8:58pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR

**CITY OF PRINCE RUPERT
REPORT TO COUNCIL**

DATE: November 22nd, 2021
TO: Robert Buchan, City Manager
FROM: Richard Pucci, Director of Operations & Intergovernmental Relations
SUBJECT: MAJOR PROJECTS – MONTHLY UPDATE

RECOMMENDATION:

THAT Council receives the enclosed Report for information purposes.

REASON FOR REPORT:

The City of Prince Rupert has several active Major Projects in various states of completion. The purpose of this Report is to update Council and the public on their progress on a monthly basis.

ANALYSIS:

The Staff has included the attached diagram to showcase the progress on our Major Projects alongside a verbal update.

COSTS AND BUDGET IMPACT:

There is no impact on the Annual Budget or Strategic Priorities for the Staff at this time.

CONCLUSION:

THAT Council receives the enclosed Report for information purposes.

Report Prepared By:



Richard Pucci,
Director of Operations &
Intergovernmental Relations

Report Reviewed By:



Robert Buchan,
City Manager

Attachment

- Diagram

Major Project Update

MAJOR PROJECT	PRIORITY	STATUS	% COMPLETE
Woodworth Dam (Phase 2)	High	In Progress	85%
3th Avenue Extension	High	In Progress	15%
Eat Street Project	High	In Progress	95%
New Landfill Cell	High	In Progress	95%
RCMP Detachment	High	In Progress	15%
Recycling Program	High	In Progress	85%
SCADA System Upgrade	High	In Progress	5%
Sewer Treatment Program	High	In Progress	5%
Submarine Line (Phase 3)	High	In Progress	5%
Water Treatment (Phase 3)	High	In Progress	10%
Waterfront Project	High	In Progress	15%

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

DATE: November 22, 2021

TO: Robert Buchan, City Manager

FROM: Paul Vendittelli

SUBJECT: NORTHERN DEVELOPMENT INITIATIVE TRUST ECONOMIC INFRASTRUCTURE GRANT

RECOMMENDATION:

THAT Mayor and Council pass a Resolution to support staff application for grant funding through the Northern Development Initiative Trust for \$300,000 to revitalize the CN Rail Station.

REASON FOR REPORT:

The CN Rail Station revitalization project fits within the Rupert Redesign vision, while also meeting many of the other broader objectives of funding by providing an improved tourist amenity, supporting job creation and developing a new local destination. The Northern Development Initiative Trust Economic Infrastructure program provides grant funding to support major infrastructure projects that will strengthen the local and regional economy. The program supports capital investments that drive revenue and job creation and provide a long-term asset for communities.

BACKGROUND:

The City of Prince Rupert, is actively seeking to redevelop the CN rail station. This development is a component of design plans developed for the City by the Planning Partnership in 2017, which were reconfirmed in the Redesign Rupert 2030 Vision process, unveiled in December of 2019. As part of those plans, in February of 2020, the City awarded architectural/design works to Boni Maddison Architecture to complete a full design plan for the CN Station.

To ensure funds are available to direct towards the restoration of the building, following revitalization of the asset the City intends to lease the space for commercial purposes to Wheelhouse Brewing.

COSTS & BUDGET IMPLICATIONS:

The total projected cost of this development is currently estimated at approximately \$5.3 million, with detailed cost estimates currently under final development by Boni Madison architects. The project is being funded by the Northern Capital & Planning Grant and the City is also seeking an additional \$300,000 from the Northern Development Initiative Trust Economic Infrastructure grant. Northern Development approves Economic Infrastructure projects on a quarterly basis.

CONCLUSION:

With an opportunity to cover a portion of the cost of this project, the City will greatly benefit from this grant.

Report Prepared By:

Paul Vendittelli
Manager of Transportation and Economic
Development

Report Reviewed By:

Robert Buchan,
City Manager

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

DATE: November 22nd, 2021

TO: Robert Buchan, City Manager

FROM: Richard Pucci, Director of Operations & Intergovernmental Relations

SUBJECT: TORCA PUMP TRACK – LICENSE TO OCCUPY REQUEST

RECOMMENDATION:

THAT Council direct staff to enter into the proposed License of Occupation with the North Coast Mountain Bike Association to construct an all ages pump track in McClymont Park.

REASON FOR REPORT:

The City of Prince Rupert has received a request for a License of Occupation from the North Coast Mountain Bike Association (NCMBA) to construct an all ages pump track in McClymont Park (see attached). The NCMBA is actively seeking grants from providers to install the track; however, the providers need assurance that the NCMBA has a place to construct if funding is approved.

ANALYSIS:

Staff has reviewed the Application and has no issues with the installation as long as the NCMBA continually holds the appropriate insurance for the desired use. The Operations Department has also requested that they include upgraded paved access to the track to tackle accessibility constraints, and increased lighting for safety.

Additionally, Staff believes this attribute is a welcomed feature to the community.

COSTS AND BUDGET IMPACT:

There is minimal impact on the Annual Budget or Strategic Priorities for the Staff. However, the successful implementation of this new feature increases the community's quality of life and livability.

CONCLUSION:

THAT Council direct staff to enter into the proposed License of Occupation with the North Coast Mountain Bike Association to construct an all ages pump track in McClymont Park.

Report Prepared By:



Richard Pucci,
Director of Operations &
Intergovernmental Relations

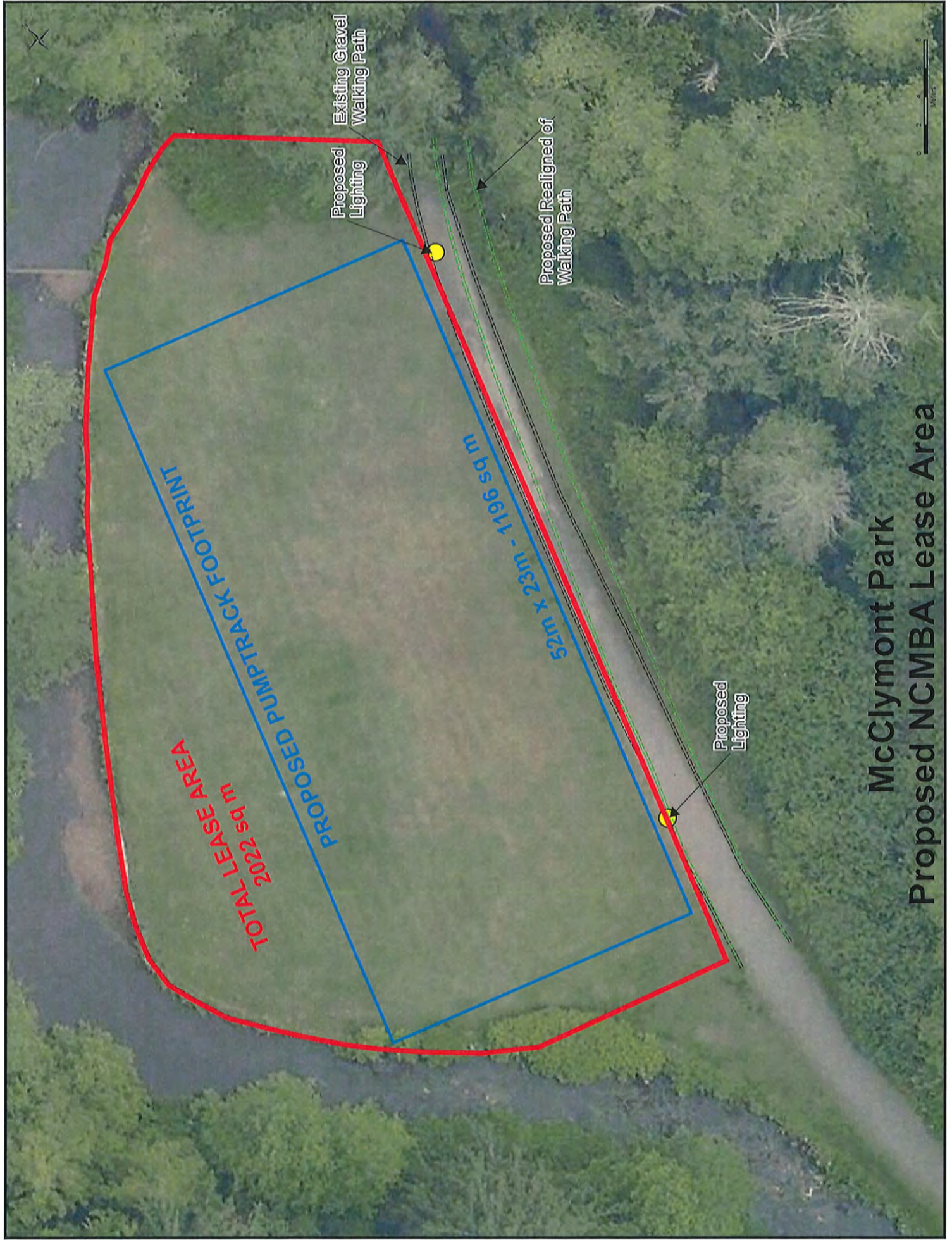
Report Reviewed By:



Robert Buchan,
City Manager

Attachments:

- Proposed Lease Area
- Proposed Pump Track Layout





PROPOSED PUMPTRACK FOOTPRINT

TOTAL LEASE AREA
2022 sq m

52m x 23m - 1196 sq m

Proposed Lighting

Proposed Realigned of
Walking Path

Proposed
Lighting

McClymont Park Proposed NCMBBA Lease Area

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

DATE: November 22nd, 2021

TO: Robert Buchan, City Manager

FROM: Richard Pucci, Director of Operations & Intergovernmental Relations

SUBJECT: PROVINCIAL REFERRAL - APPLICATION 135192657-002

RECOMMENDATION:

THAT Council directs staff to not support Land Referral Application 135192657-002 unless additional information is provided to address the concerns identified.

REASON FOR REPORT:

The City of Prince Rupert received Land Referral Application 135192657-002 from the Province of BC to amend the AMIX Water Lot License (drawing attached). AMIX proposes operating a fuel transfer station where diesel fuel and gasoline would be barged to the site and fuel transferred from the barge to the storage barge. The fuel would then be moved as needed from the storage barge either to a truck on the shore or to a separate storage barge capable of delivering to smaller vessels.

ANALYSIS:

Staff has reviewed the Application and identified the following concerns:

- The applicant has claimed that no preliminary investigative work is applicable;
- The applicant has indicated Archaeological Investigation work is incomplete but makes claims on its results;
- The applicant does not intend to work with any construction windows for ecological mitigation;
- The applicant has not provided any potential impacts or mitigation procedures in their Application;
- The applicant claims the project does not occur in or around marine, or riparian areas, despite the proposed site location being nearshore-foreshore use in Fern Passage;
- The applicant claims there will not be any threats or risks to wildlife or habitat, despite acknowledging these risks in their emergency management plan;
- The applicant claims there will be no effect on community services or infrastructure but acknowledges to use City transportation corridors;

- The applicant has not provided a detailed plan for construction or operations, and there is no indication of the economic benefit to the region or the City;
- The applicant indicates they intend to but have not yet consulted with local emergency managers regarding fire protection. Additionally, the applicant has no procedure for reporting to local authorities beyond the Harbour Authority should an emergency or fuel spill occur.

Staff believes this Application is incomplete, and we should respond not to support the Application at this time.

COSTS AND BUDGET IMPACT:

There is no impact on the Annual Budget or Strategic Priorities for the Staff

CONCLUSION:

THAT Council directs staff to not support Land Referral Application 135192657-002 unless additional information is provided to address the concerns identified.

Report Prepared By:



Richard Pucci,
Director of Operations &
Intergovernmental Relations

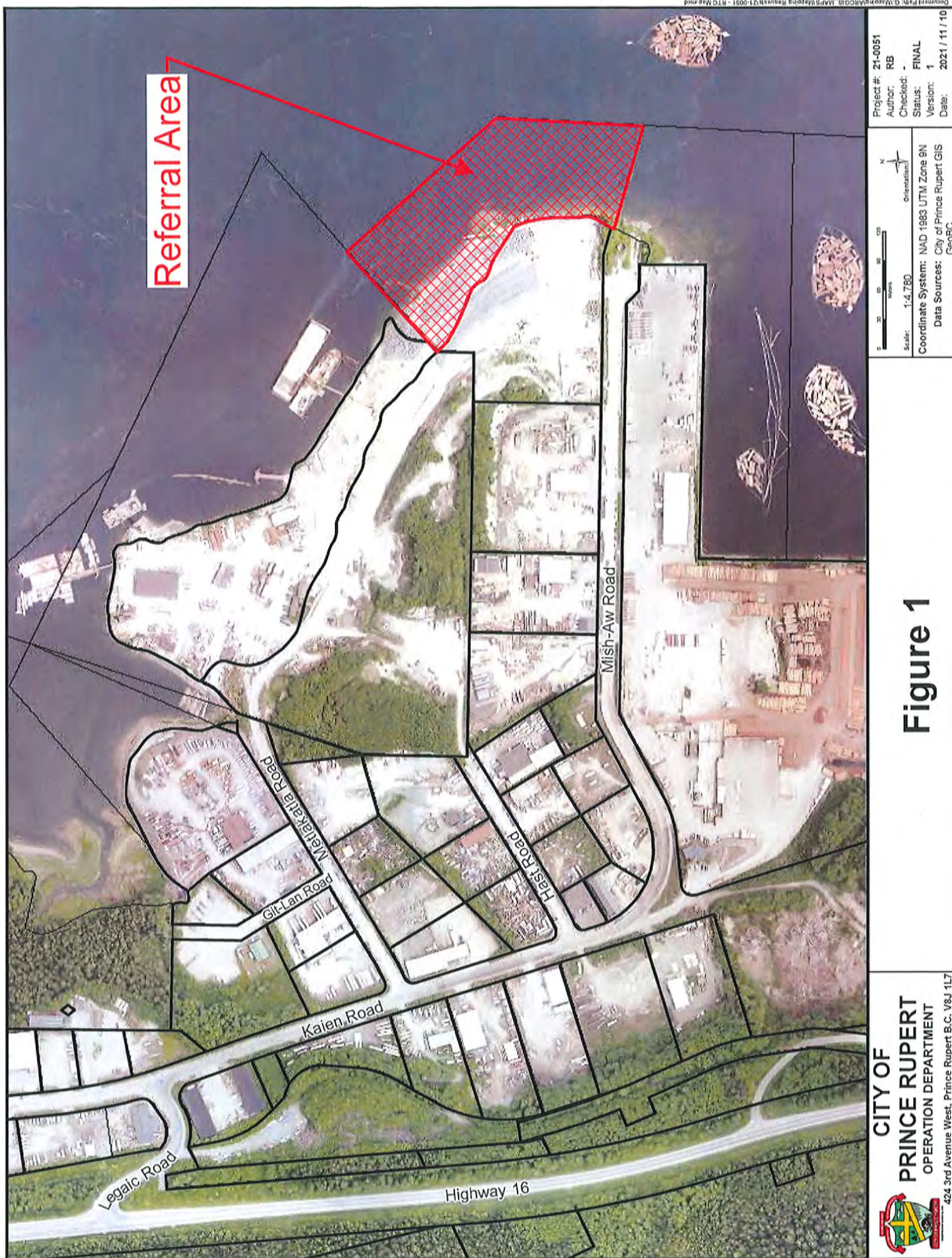
Report Reviewed By:



Robert Buchan,
City Manager

Attachment

- Map Depicting Referral Area



CITY OF PRINCE RUPERT

REPORT TO COUNCIL

DATE: November 22, 2021
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer
SUBJECT: SEPTEMBER 2021 FINANCIAL VARIANCE REPORT

CURRENT STATUS:

OPERATING BUDGET

Overall, operating revenues and expenses are on track with the budget and trends are in line with the same caveats as mentioned in previous Financial Variance Reports this year. Airport revenue is still lagging compared to a much lower than normal budget.

UTILITIES BUDGET

The Water and Sewer budget is beginning to look as though it will not be enough to sustain the funds through the end of the year. This is mainly due to an increased number of water and sewer main line breaks which required larger areas of closure (paving) than normal.

In late spring the Ministry of Environment implemented stricter requirements at the landfill which has necessitated additional ongoing specialized testing. These costs were unbudgeted and are now projected to have an impact on the solid waste fund maintaining its' self-funding ability this year.

CAPITAL PURCHASES & CAPITAL WORKS

Capital projects are proceeding. Costs will continue to come in as progress is made.

Prepared by:

Digitally signed by Corinne Bomben


Corinne Bomben,
Chief Financial Officer
Attachments:

Reviewed by:



Robert Buchan
City Manager

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

CITY OF PRINCE RUPERT September 2021 Department Variance Report					
REVENUES	YTD 2020 Actual (\$)	YTD 2021 Actual (\$)	2021 Budget (\$)	Budgeted Amount Left (\$)	% Left
Airport Ferry	422,284	265,404	550,000	(284,596)	(51.74)
Cemetery	88,527	121,549	100,000	21,549	21.55
Cow Bay Marina	125,778	187,841	200,000	(12,159)	(6.08)
Development Services	522,088	447,445	644,000	(196,555)	(30.52)
Economic Development	43,775	17,000	70,000	(53,000)	(75.71)
FD 911	74,268	62,550	90,000	(27,450)	(30.50)
FD Fire Protective Services	11,080	1,588	5,000	(3,412)	(68.24)
FD Emergency Measures	22,236	-	-	-	N/A
Finance	14,502	18,159	15,000	3,159	21.06
Fiscal Revenues	21,345,117	4,709,994	8,440,000	(3,730,006)	(44.19)
Information Technology	1,200	-	1,000	(1,000)	(100.00)
Parks	-	32,170	-	32,170	N/A
PW Engineering	4,612	13,414	5,000	8,414	168.28
PW Common cost	44,606	63,164	35,000	28,164	80.47
RCMP	84,392	87,069	91,000	(3,931)	(4.32)
Rec. Centre Arena	77,883	59,124	117,000	(57,876)	(49.47)
Rec. Centre Civic Centre	94,367	104,081	111,000	(6,919)	(6.23)
Rec. Centre Community Services	2,825	-	3,000	(3,000)	(100.00)
Rec. Centre Pool	101,568	159,054	129,000	30,054	23.30
Transit	138,252	128,442	212,000	(83,558)	(39.41)
Victim Services	67,435	50,991	77,000	(26,009)	(33.78)
Watson Island	-	-	400,000	(400,000)	(100.00)
	23,286,795	6,529,039	11,295,000	(4,765,961)	(42.20)
Property Taxes	21,593,017	22,845,416	22,845,000	416	0.00
Appropriated Surplus- COVID 19 Safe Restart Grant	-	-	850,000	(850,000)	(100.00)
Capital Works- Funding from PR Legacy	-	-	145,000	(145,000)	(100.00)
Capital Works- Funding from Grants	10,000	-	60,000	(60,000)	(100.00)
Capital Works- Funding from Appr. Surplus	-	-	86,000	(86,000)	(100.00)
Capital Works- Funding from Reserves	-	-	200,000	(200,000)	(100.00)
Capital Purchases- Funding from PR Legacy	-	-	350,000	(350,000)	(100.00)
Capital Purchases- Funding from Grants	30,000	50,461	5,421,000	(5,370,539)	(99.07)
Capital Purchases- Funding from Appr. Surplus	-	-	759,000	(759,000)	(100.00)
Capital Purchases- Funding from Reserves	-	-	4,864,000	(4,864,000)	(100.00)
	44,919,812	29,424,916	46,875,000	(17,450,084)	(37.23)

CITY OF PRINCE RUPERT September 2021 Department Variance Report					
EXPENDITURES	YTD 2020 Actual (\$)	YTD 2021 Actual (\$)	2021 Budget (\$)	Budgeted Amount Left (\$)	% Left
Airport Ferry	1,520,033	1,438,270	2,197,000	758,730	34.53
Cemetery	232,875	207,368	300,000	92,632	30.88
Civic Properties	203,363	207,500	325,000	117,500	36.15
Corporate Administration	660,331	564,691	904,000	339,309	37.53
Cow Bay Marina	143,049	174,747	191,000	16,253	8.51
Development Services	818,657	921,348	1,331,000	409,652	30.78
Economic Development	133,148	120,487	185,000	64,513	34.87
FD 911	413,717	503,163	598,000	94,837	15.86
FD Fire Protective Services	2,379,300	2,894,720	3,741,000	846,280	22.62
FD Emergency Measures	46,346	23,107	42,000	18,893	44.98
Finance	690,639	644,962	907,000	262,038	28.89
Finance Cost Allocation	(465,000)	(465,000)	(465,000)	-	-
Fiscal Expenditures	2,416,012	2,420,651	3,136,000	715,349	22.81
Governance	238,205	252,958	376,000	123,042	32.72
Grants	1,531,845	1,384,608	1,592,000	207,392	13.03
Information Technology	373,850	408,972	556,000	147,028	26.44
Parks	625,070	771,240	1,085,000	313,760	28.92
PW Engineering	325,032	365,207	605,000	239,793	39.64
PW Common Cost	3,077,898	3,306,313	4,278,000	971,687	22.71
Allocation of Common Cost	(2,975,312)	(3,071,481)	(4,169,000)	(1,097,519)	26.33
PW Vehicles	1,021,429	1,117,775	1,366,000	248,225	18.17
PW Vehicle Cost Allocation	(1,021,429)	(1,117,775)	(1,366,000)	(248,225)	18.17
RCMP	4,371,420	4,418,442	6,128,000	1,709,558	27.90
Rec. Centre Arena	211,308	280,868	342,000	61,132	17.87
Rec. Centre Civic Centre	1,198,551	1,085,618	1,624,000	538,382	33.15
Rec. Centre Community Services	641	5	3,000	2,995	99.82
Rec. Centre Pool	845,837	1,010,294	1,236,000	225,706	18.26
Roads	1,478,049	1,576,174	2,119,000	542,826	25.62
Transit	535,074	451,624	706,000	254,376	36.03
Victim Services	98,797	89,553	159,000	69,447	43.68
Watson Island	370,018	380,610	400,000	19,390	4.85
Transfer to Reserves	15,564,597	383,841	2,696,000	2,312,159	85.76
Capital Purchases	2,053,750	1,054,720	11,884,000	10,829,280	91.12
Capital Works	1,311,672	1,142,294	1,841,000	698,706	37.95
	40,428,773	24,947,874	46,853,000	21,905,126	46.75

CITY OF PRINCE RUPERT					
September 2021 Utilities Variance Report					
Utilities	YTD 2020 Actual (\$)	YTD 2021 Actual (\$)	2021 Budget (\$)	Budgeted Amount Left (\$)	% Left
Water					
Revenues	2,696,454	2,755,367	2,998,000	(242,633)	(8.09)
Capital Works- Funding from PR Legacy/Grant	6,144,072	-	5,300,000	(5,300,000)	(100.00)
Capital Works- Funding from LT Loan- MFA	-	5,618,926	10,000,000	(4,381,074)	(43.81)
Capital Works- Funding from Reserves	-	39,954	3,250,000	(3,210,046)	(98.77)
Less: Capital Works	(6,745,350)	(6,075,460)	(19,300,000)	13,224,540	68.52
Net Revenue	2,095,176	2,338,787	2,248,000	90,787	4.04
Expenditures	1,671,264	1,813,081	2,248,000	434,919	19.35
Surplus /(Deficit)	423,912	525,706	-	525,706	-
Sewer					
Revenues	2,484,339	2,495,307	2,563,000	(67,693)	(2.64)
Capital Works- Funding from Grants	-	87,000	87,000	-	100.00
Capital Works- Funding from Appropriated Surplus	-	382,644	939,000	(556,356)	100.00
Less: Capital Works	(1,299,865)	(1,361,091)	(2,026,000)	664,909	32.82
Net Revenue	1,184,474	1,603,860	1,563,000	40,860	2.61
Expenditures	729,667	1,282,369	1,563,000	280,631	17.95
Surplus/(Deficit)	454,807	321,491	-	321,491	-
Solid Waste					
Revenues	3,051,089	3,052,594	3,713,000	(660,406)	(17.79)
Capital Works- Funding from Appropriated Surplus	-	-	1,133,000	(1,133,000)	100.00
Capital Works- Funding from Accruals	-	-	2,884,000	(2,884,000)	100.00
Capital Works- Funding from LT Loan- MFA	1,806,915	7,157,006	7,708,000	(550,994)	100.00
Capital Works- Funding from Reserves	-	-	733,000	(733,000)	100.00
Capital Works- Funding from Grants	-	-	596,000	(596,000)	100.00
Less: Capital Works	(1,806,915)	(7,157,006)	(13,254,000)	6,096,994	(46.00)
Net Revenue	3,051,089	3,052,594	3,513,000	(460,406)	(13.11)
Expenditures	2,093,105	2,792,621	3,513,000	720,379	20.51
Surplus /(Deficit)	957,984	259,973	-	259,973	-

CITY OF PRINCE RUPERT September 2021 Capital Purchases Budget Variance Report	Budget	Actual	Variance
Ferry Dock Repair	125,000	-	125,000
Rupert Landing	4,500,000	50,641	4,449,359
Information Technology	25,000	-	25,000
RCMP Building Design	500,000	-	500,000
Civic Properties	5,201,000	455,340	4,745,660
Fire Department	417,000	69,480	347,520
Land Acquisition	57,000	44,021	12,979
Watson Island	250,000	-	250,000
Public Works	809,000	435,238	373,762
Total	\$ 11,884,000	\$ 1,054,720	\$ 10,829,280

CITY OF PRINCE RUPERT September 2021 Capital Works Budget Variance Report	Budget	Actual	Variance
General Operating	\$ 1,841,000	\$ 1,142,294	\$ 698,706
Water Utility	\$ 19,300,000	\$ 6,075,460	\$ 13,224,540
Sewer Utility	\$ 2,026,000	\$ 1,361,091	\$ 664,909
Solid Waste Utility	\$ 13,254,000	\$ 7,157,006	\$ 6,096,994
Total	\$ 36,421,000	\$ 15,735,851	\$ 20,685,149

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

Closed Meeting of Council

DATE: November 22, 2021
TO: Robert Buchan, City Manager
FROM: Rosamaria Miller, Corporate Administrator
SUBJECT: 2022 APPOINTMENT OF ACTING MAYORS

RECOMMENDATION:

THAT Council appoint and approve an Acting Mayor Schedule for the year 2022.

REASON FOR REPORT:

Mayor and Council must, in accordance with Section 130 of the *Community Charter* and the City of Prince Rupert's Council Procedure Bylaw, designate Councillors to serve on a rotating basis as Acting Mayor to act in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

A shell 2022 Acting Mayor Schedule is attached for your reference.

CONCLUSION:

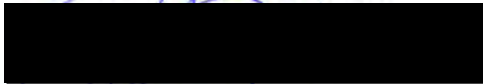
THAT Council appoint and approve an Acting Mayor Schedule for the year 2022.

Report Prepared By:



Rosamaria Miller
Corporate Administrator

Report Reviewed By:



Robert Buchan,
City Manager

Attachments:

- 2022 Acting Mayor Schedule



Acting Mayor Schedule 2022

January	2022	Councillor _____
February	2022	Councillor _____
March	2022	Councillor _____
April	2022	Councillor _____
May	2022	Councillor _____
June	2022	Councillor _____
July	2022	Councillor _____
August	2022	Councillor _____
September	2022	Councillor _____
October	2022	Councillor _____
November	2022	TBD
December	2022	TBD

CITY OF PRINCE RUPERT
REPORT TO COUNCIL

DATE: November 22rd, 2021

TO: Mayor and Council

FROM: Rob Buchan

SUBJECT: Strategic Plan Actions

RECOMMENDATION:

THAT Council:

- 1) Consider and amend the Strategic Plan as necessary.
- 2) Approve the strategic plan and necessary resources under option 2 for implementation of 2022 (short term) actions.

REASON FOR REPORT:

Council's consideration of the strategic actions contained in this report, and the resources necessary for completing the actions, is requested to assist staff in preparing budgets and work plans for 2022.

BACKGROUND:

This report summarizes the results of the Council strategic planning workshop held June 14th and 15th, 2021. Appendix 1 combines the current and future actions identified in the strategic planning workshop. Future actions have been placed in the priority set by Council following the current actions priorities.

Appendix 2 lists all of the Strategic Actions recommended for action in 2022. Once Council addresses and approves resources, these actions will form part of City Staff annual work plans in addition to ongoing statutory and program responsibilities.

Council and staff undertook a workshop wherein a number of potential priority actions were reviewed, discussed, and assessed for importance. An initial priority assessment was reviewed and then amended by Council.

The rank ordering of actions is a measure of the importance placed by Council on the actions. However, because opportunities to undertake lower priority actions may present themselves through the availability of other funding or partnerships or simply because of time and resource availability, it is possible that staff may be able to advance those lower priority actions prior to other higher priority actions being completed. The indication of a high priority action provides guidance to staff in undertaking their work planning.

The strategic plan provides important direction to staff for preparing work plans. Once finalized, this direction 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.

FINANCIAL ANALYSIS:

In reviewing the 2022 list of actions, staff advise that the short term priorities identified as unfunded will require additional financial resources. Taking into account those that are not eligible for other types of funding, to proceed with these priorities will require an increase in taxation or alternate funding. The total amount unfunded as identified is \$250,000. This translates into an estimated tax increase of 1.3%. Council is reminded that this is in addition to any tax increase necessary to maintain current city functions which is likely in the realm of 4.0%. Additionally, the estimate presently based on early pre-roll data from BC Assessment, is that the city's tax loss from non-market change will result in a 1 to 1.5% tax increase as well. This is prior to any possible losses which may be incurred should there be a reduction in any other sources of revenue. The estimated real dollar cost to an average assessed homeowner of a 1% tax increase is approximately \$18.

For simplicity the future outlook **plus funding** the unfunded priorities in 2022 **through taxes** is as follows:

<u>Option 1</u>	<u>% increase</u>
Maintaining city functions	4.0%
Non-market change loss	1.25% (averaged)
Unfunded strategic priorities	<u>1.3%</u>
2022 projected tax increase	6.55%

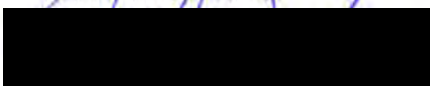
Alternatively, should Council deem any of these short term priorities significant in nature but do not warrant a tax increase, general surplus could be accessed for items that are one time in nature. If all are deemed significant and **surplus is used to fund them**, the projected tax increase is reduced to the following:

<u>Option 2</u>	<u>% increase</u>
Maintaining city functions	4.0%
Non-market change loss	<u>1.25%</u> (averaged)
2022 projected tax increase	5.25%

CONCLUSION:

These strategic actions have been reviewed by staff and resource implications have been assessed.

Report Prepared by:


Rob Buchan
City Manager


Corinne Bomben
Chief Financial Officer

Appendix 1: Strategic Priorities

Short term= initiated/working on in 2022

Mid Term= initiated between 2023 and 2025

Long Term= initiated between 2026 or later

Ongoing= currently active and an ongoing initiative without a foreseeable end

Actions	Council Priority	Timeline	Resources/ Budget	Status
1) Watson Island Business Development	1	ongoing	Funded by Legacy (\$1M/year)	In progress
2) Recycling Program	2	Short term	Funded by utilities and borrowing	Initiated.
3) Water Treatment Plant	3	Mid-term	Funded by grants, utilities and borrowing	Started value Engineering
4) Landfill Cell	4	Short term	Funding in Budget	Complete
5) Ferry Relocation	5	Mid term	Funded by grants	Finalizing agreements and in feasibility stage.
6) Via/CN Rail Station	6	Short term	Funding by grants and Legacy	Construction commenced
7) RCMP Detachment Replacement	7	Mid term	Funding by borrowing	Early design stage
8) Asset Management Strategy development	8	Mid term	Funding in budget	Not started
9) Woodsworth Dam	9	Short term	Funding by borrowing, Legacy and grants	85% complete

10) City Branding	10	Short term	Funding in budget	85% complete
11) Canfisco Warehouse.	11	Short term	To be self funded	50% leased
12) Ferry funding project	12	Short term	Staff time	Business Case being prepared for Province
13) Sewage Treatment pilot project	13	Mid term	Funding by grants and surplus	Design stage
14) Seal Cove Park	14	Short term	Grant	Complete
15) Encourage and Facilitate Development: a. Gateway Project b. Marina District Development c. Peat Strategy	15	a. Short term b. Short term c. Short term	a. TBD. b. LSA funding c. Funding in budget	a. working with developers b. Working on 3 rd Ave extension. Discussions with developers. c. Analyzing options
16) Housing Action Strategy implementation a. develop and sell City land for housing b. amend zoning bylaw to remove parking requirements for part of downtown with parking Local Improvement area c. Develop Renoviction bylaw d. Secondary Suite utility billing review e. Secondary Suite renovation guide f. No-fee policy for secondary suites g. Income tax resolution regarding suite	16	a. short term b. short term c. short term d. short term e. short term f. short term g. short term h. short term i. short term j. short term k. short term l. short term m. long term	a. Self funded b. No additional resources c. No additional resources d. No additional resources e. No additional resources f. No additional resources g. No additional resources h. No additional resources	a. not started. b. not started. c. Bylaw at readings d. Complete e. Draft prepared f. Complete g. not started. h. complete. i. In UDI newsletter j. not started. k. not started. l. not started. m. not started.

- taxation for UBCM and FCM h. Waive fees for residential development until July 2/2022 i. Advertise Prince Rupert development opportunities j. Prepare zoning bylaw amendment to allow secondary suites in duplexes and Multifamily buildings k. Annual review of housing action plan progress l. Provide for reduced DCCs for affordable rental dwellings m. Consider tiny home development policy and regulations			i. No additional resources j. No additional resources k. No additional resources l. No additional resources m. No additional resources	
17) Public Realm Streetscape Standards a. subdivision standards bylaw b. Downtown roads standards bylaw amendment	17	a. Short term b. Short term	c. No additional funding needed d. Will need 2022 budget \$60,000 and planner on staff.	a. first draft complete b. Preliminary road cross sections in draft
18) Silversides Housing Initiative	18	Short Term	Self funding	Contract being negotiated
19) Infrastructure Replacement	19	Ongoing and Mid term for asset management strategy	Borrowing and Grants required	Ongoing
20) Fire Hall Replacement	20	Mid Term	Borrowing required	Not started

21) Watson Island Water Service	21	Mid/Long Term	Funding through Legacy	Will be proponent driven
22) Public Works Building replacement	22	Mid Term	Paid by taxes	Temporary accommodation being secured
23) Food Strategy	23	Mid Term	\$50K for consulting	Proposal in hand
24) 2 nd Ave Bus pull out	24	Short Term	Grant funded	Design stage and construction in 2022
25) Parking Strategy (Transportation Plan)	25	Short Term	Need funding	Not started
26) Local Improvement Policy for roads/lanes	26	Short Term	Staff time	Complete
27) Housing Needs Assessment	27	Short Term	\$10K grant. Additional funding required (estimated at \$10K)	Not started
28) Place Making Plan	28	Short Term	Grant	Not started. Being done through TPR
29) Active Transportation Strategy (Transportation Plan)	29	Short Term	\$20K (grant) (\$100,000 total) Funding needed	Not started Grant approved
30) Parks and Open Space Master Plan	30	Short Term	Need funding estimated at \$100K	Not started

Appendix 2: 2022 Strategic Priorities

Actions	Council Priority rank	Timeline	Resources/ Budget	Status
Watson Island Business Development	1	ongoing	Funded by Legacy (\$1M/year)	In progress
Recycling Program	2	Short term	Funded by utilities and borrowing	Initiated.
Landfill Cell	4	Short term	Funding in Budget	Complete
Via/CN Rail Station	5	Short term	Funding by grants and Legacy	Construction commenced
Woodsworth Dam	6	Short term	Funding by borrowing, Legacy and grants	85% complete
City Branding	7	Short term	Funding in budget	85% complete
Canfisco Warehouse.	8	Short term	To be self funded	50% leased
Ferry funding project	9	Short term	Staff time	Business Case being prepared for Province
Seal Cove Park	10	Short term	Grant	Complete
Encourage and Facilitate Development: a. Gateway Project b. Marina District Development c. Peat Strategy	11	a. Short term b. Short term c. Short term	a. TBD. b. LSA funding c. Funding in budget	a. working with developers b. Working on 3 rd Ave extension. Discussion with developers. c. Analyzing options

Housing Action Strategy implementation a. develop and sell City land for housing b. amend zoning bylaw to remove parking requirements for part of downtown with parking Local Improvement area c. Develop Renovation bylaw d. Secondary Suite utility billing review e. Secondary Suite renovation guide f. No-fee policy for secondary suites g. Income tax resolution regarding suite taxation for UBCM and FCM h. Waive fees for residential development until July 2/2022 i. Advertise Prince Rupert development opportunities j. Prepare zoning bylaw amendment to allow secondary suites in duplexes and Multifamily buildings k. Annual review of housing action plan progress	12	a. short term b. short term c. short term d. short term e. short term f. short term g. short term h. short term i. short term j. short term k. short term l. short term	a. Self funded b. No additional resources c. No additional resources d. No additional resources e. No additional resources f. No additional resources g. No additional resources h. No additional resources i. No additional resources j. No additional resources k. No additional resources	a. not started. b. not started. c. Bylaw at readings d. Complete e. Draft prepared f. Complete g. not started. h. complete. i. In UDI newsletter j. not started. k. not started.
Public Realm Streetscape Standards c. subdivision standards bylaw d. Downtown roads standards bylaw amendment	13	a. Short term b. Short term	a. No additional funding needed b. Will need 2022 budget \$60,000 and planner on staff.	a. first draft complete b. Preliminary road cross sections in draft

Silversides Housing Initiative	14	Short Term	Self funding	Contract being negotiated
2nd Ave Bus pull out	15	Short Term	Grant funded	Design stage and construction in 2022
Parking Strategy (Transportation Plan)	16	Short Term	Need funding	Not started
Local Improvement Policy for roads/lanes	17	Short Term	Staff time	Complete
Housing Needs Assessment	18	Short Term	\$10K grant. Additional funding required (estimated at \$10K)	Not started
Place Making Plan	19	Short Term	Grant	Not started. Being done through TPR
Active Transportation Strategy (Transportation Plan)	20	Short Term	\$20K (grant) (\$100,000 total) Funding needed	Not started Grant approved
Parks and Open Space Master Plan	21	Short Term	Need funding estimated at \$100K	Not started

CITY OF PRINCE RUPERT

ZONING AMENDMENT BYLAW NO. 3475, 2021

A BYLAW TO AMEND THE CITY OF PRINCE RUPERT ZONING BYLAW NO. 3462, 2020

The Council of the City of Prince Rupert in an open meeting assembled, enacts as follows:

That the City of Prince Rupert Zoning Bylaw No. 3462, 2020 be amended as follows:

1. That the zoning designation on the Zoning Map Schedule B for Lots 9 – 11 & 26-33 and a part of lot 34, Block 31; Lots 1 – 4 & a part of lot 34 and 35 - 42, Block 32 and Closed Rd. Section 8, District Lot 251, Range 5, Coast District, Plan 923, shall be changed from R2 – Two Family Residential Zone to RM2 – Multiple Family Residential as shown on Schedule A attached hereto and forming a part of this Zoning Amendment Bylaw No. 3475, 2021; and,
2. The following be added to Section 5.4.0 (RM-2 Zone) Maximum Building Height:

"c) for the lands legally described as Lots 9 – 11 & 26-33 and a part of lot 34, Block 31; Lots 1 – 4 & a part of lot 34 and 35-42, Block 32 and Closed Rd. Section 8, District Lot 251, Range 5, Coast District, Plan 923, the maximum building height for principal buildings shall be 23 metres"; and,
3. That the following definition be added to Section 1: Definitions as follows:

"SENIORS HOUSING means housing only for people aged 55 or older. This housing can be in the form of supportive/assisted living housing or can be a form of multi-family residential dwellings without living support or assistance."
4. This Bylaw may be cited as "Zoning Amendment Bylaw No. 3475, 2021".

Read a First time this 26th day of July, 2021.

Read a Second time this 26th day of July, 2021.

Public Hearing this 4th day of October, 2021.

Read a Third time this 4th day of October, 2021.

Approved by the Ministry of Transportation and Infrastructure this 10th day of Nov, 2021.

Final Consideration and Adopted this ____ day of _____, 2021.

Approved under the Transportation Act
this 10th day of Nov 2021

Ministry of Transportation & Infrastructure

MAYOR

CORPORATE ADMINISTRATOR

CITY OF PRINCE RUPERT

ZONING AMENDMENT BYLAW NO. 3479, 2021

A BYLAW TO AMEND THE CITY OF PRINCE RUPERT ZONING BYLAW NO. 3462, 2021

WHEREAS the Council of the City of Prince Rupert has enacted Zoning Bylaw No. 3462, 2021 for the City of Prince Rupert;

NOW THEREFORE the Council of the City of Prince Rupert in an open meeting assembled, enacts as follows:

1. That the City of Prince Rupert Zoning Bylaw No. 3462, 2021 be amended as follows:
 - a. Amend "Schedule B" Zoning Map by rezoning Parcel G (being a consolidation of Lots 35 and 36, See CA9446151) Block 28 Section 8 District Lot 251 Range 5 Coast District Plan 923 (PID 031-552-145) *from* R2 Duplex and Two Family Residential Zone *to* RM1 Multiple Family Residential Zone as indicated on the map attached.
2. This Bylaw may be cited for all purposes as "City of Prince Rupert Zoning Amendment Bylaw No. 3479, 2021"

Read a First time this ____ day of _____, 20____.

Read a Second time this ____ day of _____, 20____.

Public Hearing this ____ day of _____, 20____.

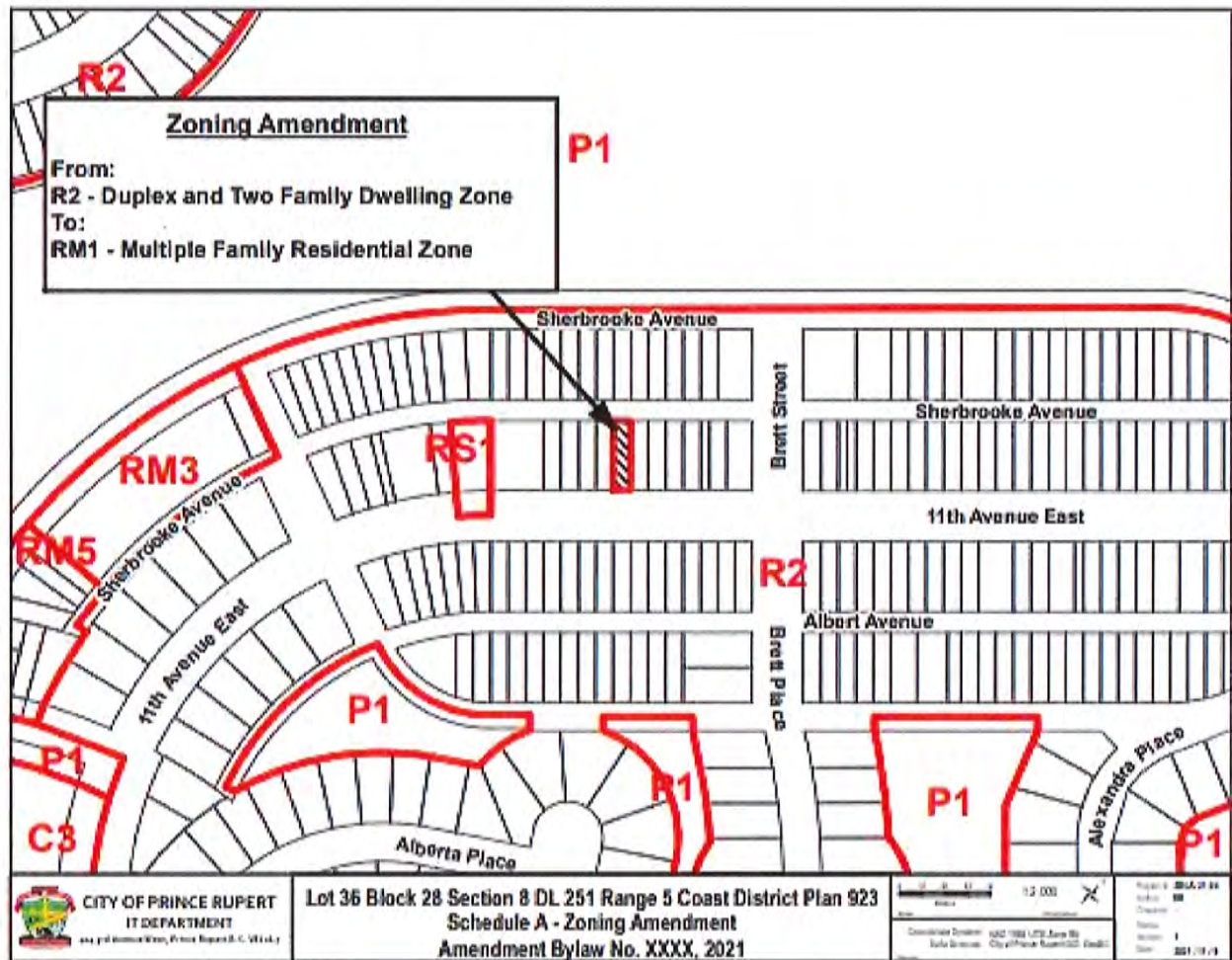
Read a Third time this ____ day of _____, 20____.

Approved by the Ministry of Transportation and Infrastructure this ____ day of _____, 20____.

Final Consideration and Adopted this ____ day of _____, 20____.

MAYOR

CORPORATE ADMINISTRATOR



CITY OF PRINCE RUPERT

REPORT TO COUNCIL

DATE: November 22nd, 2021

TO: Mayor & Council

FROM: Robert Buchan, City Manager

SUBJECT: **REZONING APPLICATION ZBLA 21-04**
ZB BYLAW NO. 3740

FILE: **ZBLA 21-04**

CIVIC: **433 11TH AVENUE EAST**

LEGAL: Parcel G (being a consolidation of Lots 35 and 36, See CA9446151) Block 28 Section 8 District Lot 251 Range 5 Coast District Plan 923 (PID 031-552-145).

RECOMMENDATION:

THAT Council give First and Second Readings to “City of Prince Rupert Zoning Bylaw No. 3479, 2021”, and;

Direct staff to prepare for a Public Hearing for “City of Prince Rupert Zoning Bylaw No. 3479 2021” following community consultation.

PROPOSAL:

The applicant proposes to rezone a newly consolidated parcel at 433 11th Avenue East for the purposes of building a multi-family residential building up to 10 meters including two 2 bedroom units and one 1 bedroom unit.

The proposal requires a Zoning Bylaw amendment as follows:

- a) Rezone *from* R2 Duplex and Two Family Residential Zone *to* RM1 Multiple Family Residential Zone.

SUBJECT PROPERTY:

CURRENT	PROPOSED
OCP Residential (Detached)	OCP Residential (Apartment)
ZB R2 Duplex and Two Family Residential Zone	ZB RM1 Multiple Family Residential Zone

Owners: Wade and Maria Niesh

Consolidated Lot Size: Approx. 232 m2

Current Use: Vacant Land

BACKGROUND:

The applicant seeks to develop the parcel 433 11th Avenue East (a consolidation of the original parcel and the adjacent lot) as outlined in the proposal. In the applicant's submission he states:

Current zoning would allow for a home on each lot with a suite or a duplex on each lot making essentially four units. Due to costs of construction in our challenging environment of muskeg, rocks and rain, it makes more sense to erase an imaginary line and the

required side setbacks between the properties and use that space for creating more living space. Currently the property is being legally combined into one legal lot instead of two. The next step is to apply for a rezoning with the intention of building one building with three units. The units would consist of two units having two bedrooms, and one unit having one bedroom. The idea behind this is to create rental housing in a time when it is needed, but to not make it too big of a project that it is not fitting with the neighbourhood. Right now, we need housing at all levels and this is a low impact project that would bring three new units on line in Prince Rupert.

The applicant has notified by hand delivery notice of the proposed development to fifty adjacent and surrounding parcels. One letter was received supporting the proposed development.

POLICY/REGULATORY ANALYSIS:

The following provides an overview of the proposed development consistency with City of Prince Rupert Official Community Plan Bylaw No. 3460, 2021 (OCP) policies and Zoning Bylaw No. 3462, 2021 (ZB) regulations.

The rezoning proposal is consistent with the OCP and the ZB policies and regulations as set out in Tables 1.0 OCP Policies, 2.0 Zoning regulations and 3.0 parking regulations.

Table 1.0 Official Community Plan Policies

POLICY	CURRENT	PROPOSAL	CONSISTENCY
Designation Primary	General Residential	General Residential	√
Policy 4.1	Residential areas outside of the Downtown shall be principally characterized by detached residential uses along with some well-designed, integrated and scaled multi-family forms of housing that blend into neighborhoods.	Supports the need for market units of multi-family housing in the form of townhouses and apartments.	√

The OCP identifies a need for more housing within the City boundaries. The OCP identifies that 900 market units of multifamily housing in the form of townhouses, and apartments are needed to meet the anticipated community growth. This proposal meets the intent of the City's Official Community Plan.

The proposal is consistent with OCP policies as set out in Table 1.0

Table 2.0 ZB CURRENT VS PROPOSED REGULATIONS

REGULATIONS	CURRENT: R2	PROPOSED: RM1	REZONING PROPOSAL: ZB CONSISTENCY
Permitted Uses	One SFD/lot OR One Two Family dwelling/lot	Multiple Family Dwelling Buildings	√
Lot Coverage	Not more than 50%	Not more than 50%	√
Maximum Density	One SFD or one Two Family dwelling	75 units/Ha Proposal 3 units	√
Height Principal Bldg.	9 m	10 m	√
Setbacks	3.6 m front 3.0 m rear 1.2 side	3.6 m front 3.0 m rear 1.2 m side	√
Parking	1 per dwelling unit	1 per dwelling units	√

The proposed rezoning meets the ZB definition for Multi-family Residential Dwelling:

“means a dwelling unit that is located within an apartment or multi-family residential building. A multi-family residential building must be part of a development with 3 or more dwelling units (attached or detached) on a single lot”

The rezoning proposal is consistent with the RM1 zoning regulations as set forth in Table 2.0.

Table 3.0 ZB Parking Regulations

Parking Use	Regulations	Proposed	ZB Consistency
Multi-Family Residential	3	4	√

The proposal is consistent with the ZB parking regulations as set forth in Table 3.0.

ANALYSIS:

The rezoning proposal meets the intent of the Official Community Plan and is consistent with the zoning regulations. A development permit is required as the parcel is located in the Multi-family Residential development permit area.

The building height and design will fit into the neighbourhood. Public consultation by the applicant/owner indicated one letter of support. A development permit application is required.

COST and BUDGET IMPACT:

There are no cost or budget impacts to the City from approving this rezoning.

COUNCIL OPTIONS:

Council may:

- 1) Proceed as outlined in the recommendations in this staff report (November 22, 2021), OR;
- 2) Deny the application.

RECOMMENDATIONS:

It is recommended that Council proceed as outlined in this staff report (November 22, 2021) Option 1:

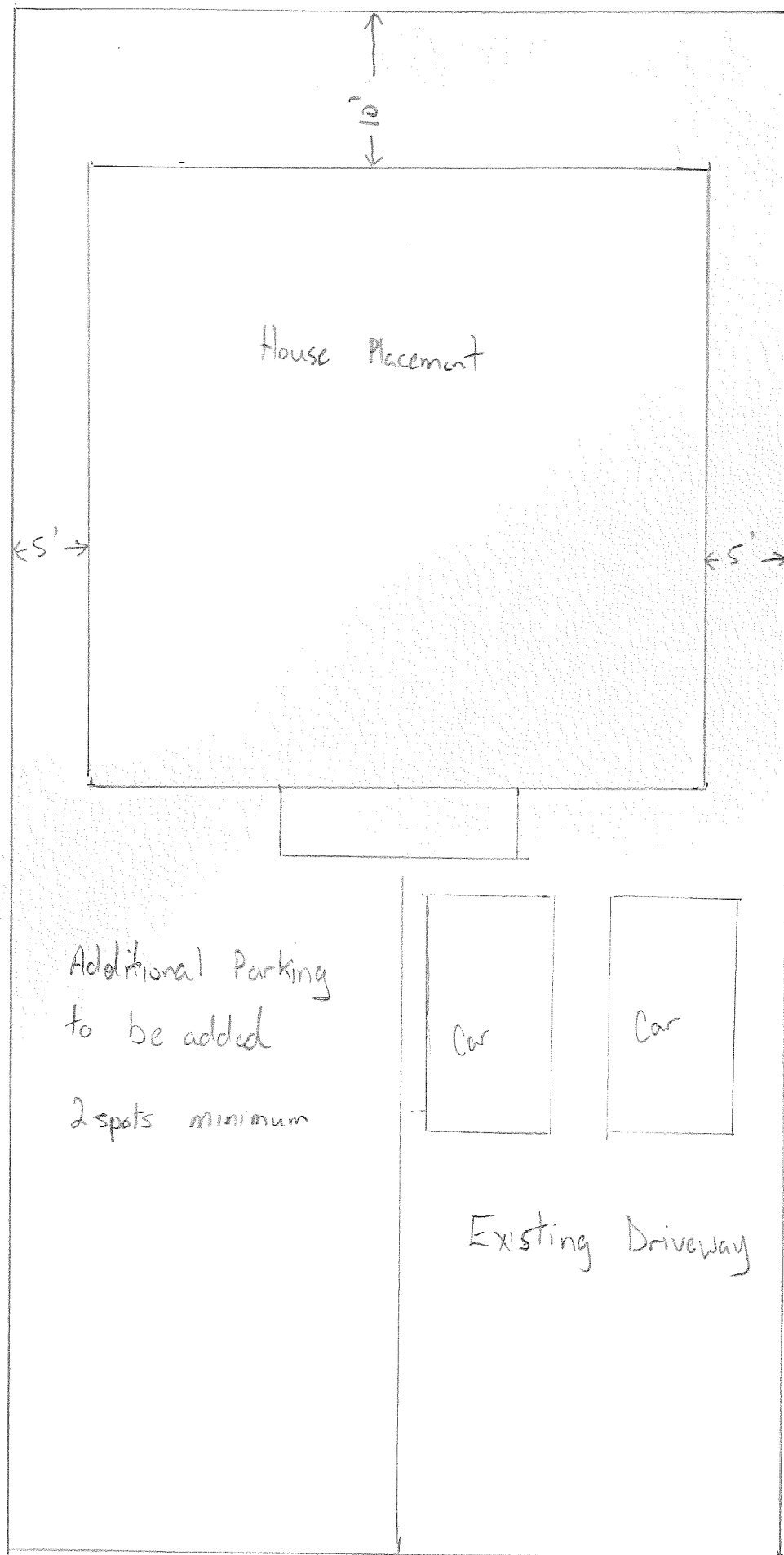
- 1) Give First and Second Readings to "City of Prince Rupert Zoning Bylaw No. 3479 2021", and;
- 2) Direct staff to prepare for a Public Hearing.

Report Prepared By:

Robert Buchan
City Manager

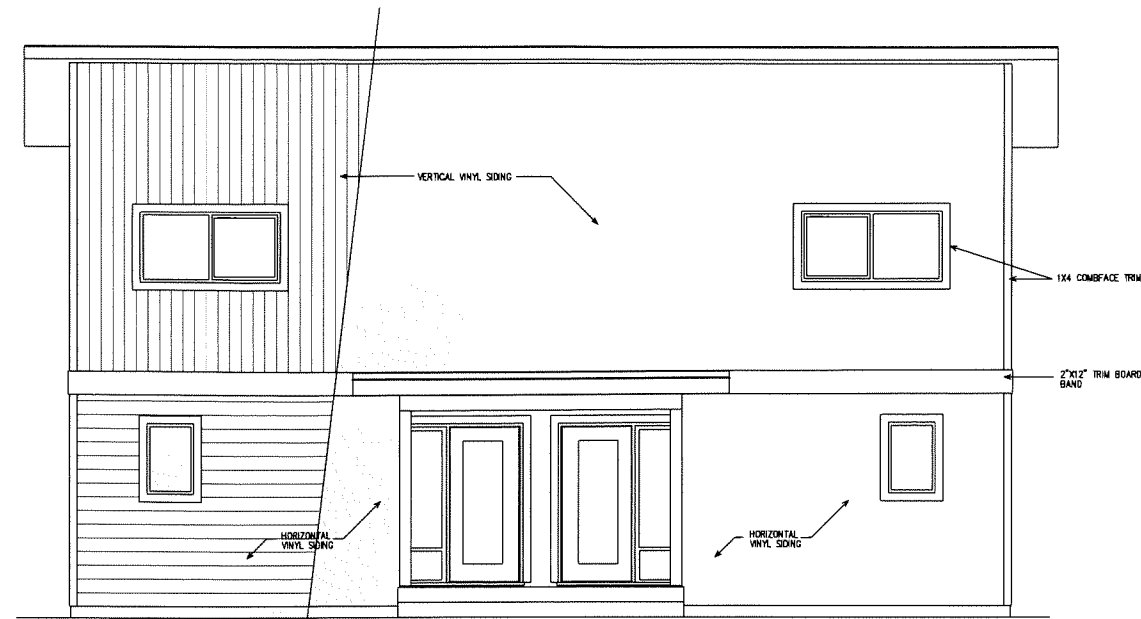
Attachments:

- Attachment A-1 Elevations
- Attachment A-2 Foundation Plan & Dimensions
- Attachment A-3 Floor Plans



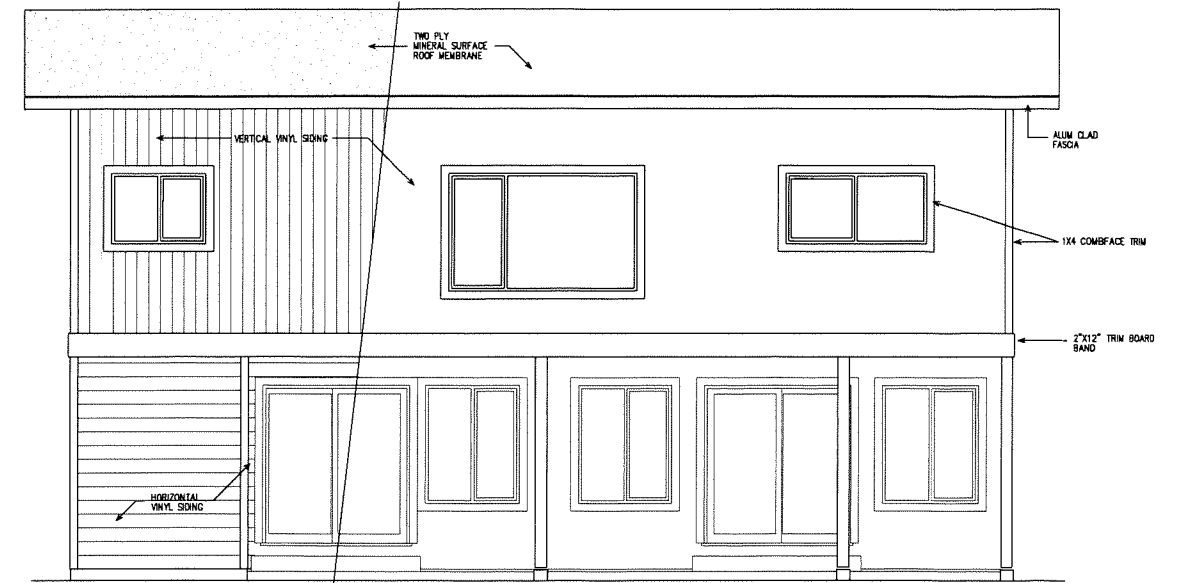
Layout of project on site with minimum 4 parking spots total (required is 3)

As the building is set at rear of property this would allow additional parking to park one car in front of another (if multiple cars in a unit)



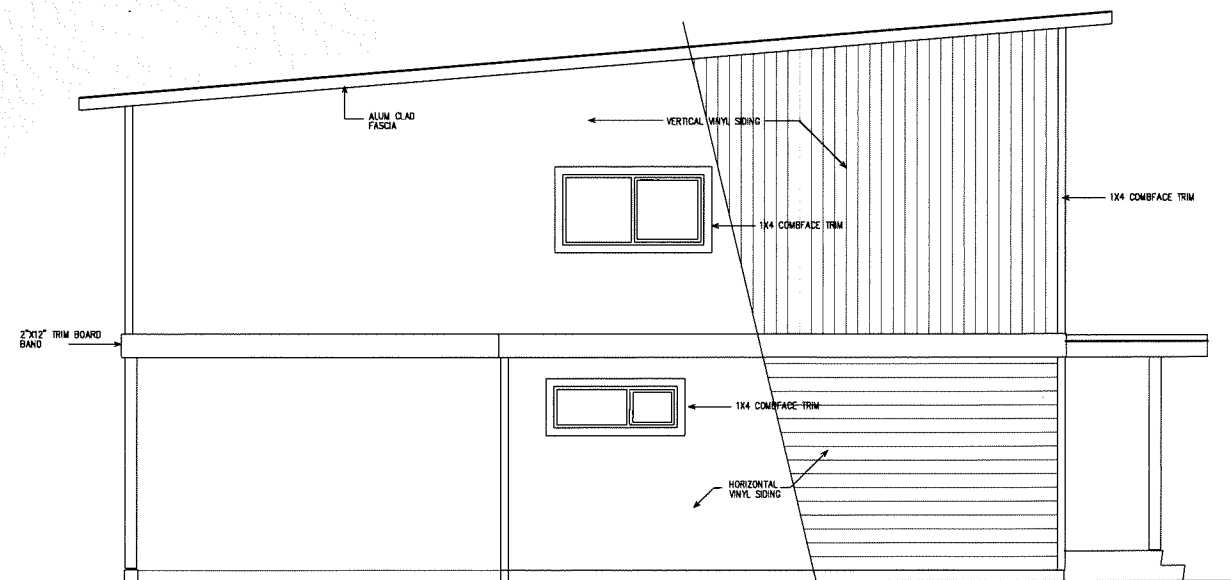
FRONT ELEVATION

1/4" = 1'-0"



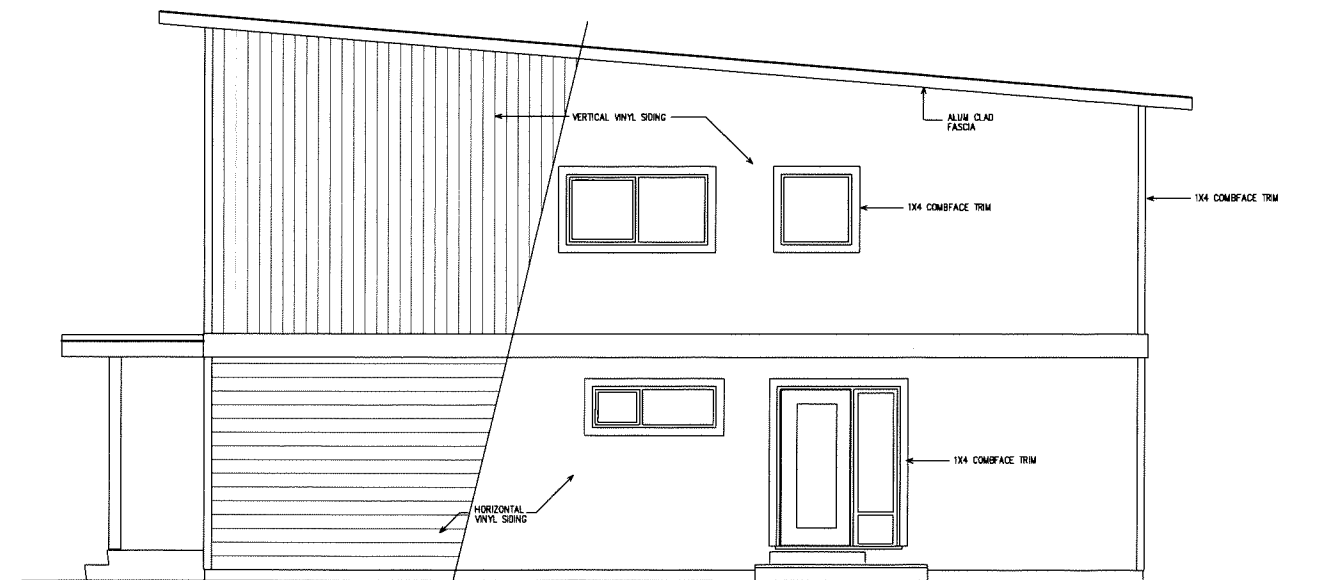
REAR ELEVATION

1/4" = 1'-0"



LEFT SIDE ELEVATION

1/4" = 1'-0"



RIGHT SIDE ELEVATION

1/4" = 1'-0"

A SEP.14 ISSUED FOR PRELIMINARY REVIEW

JVV

DESIGNED

DRAWN JVJ

CHECKED

APPROVED

DATE AUGUST 2021

SCALES AS NOTED

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TEL: (250) 847-2693

FAX: (250) 847-4893

TYEE BUILDING SUPPLIES

PRINCE RUPERT

H21-1464

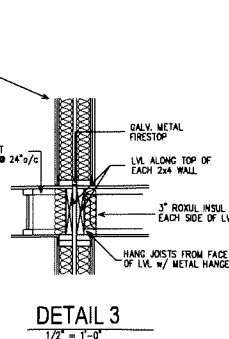
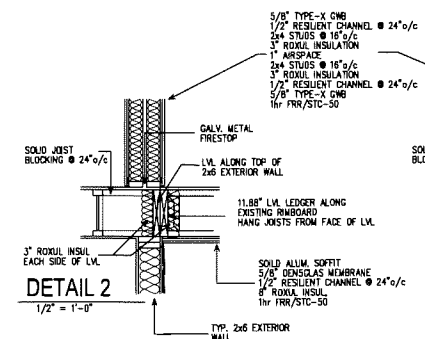
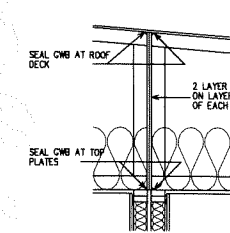
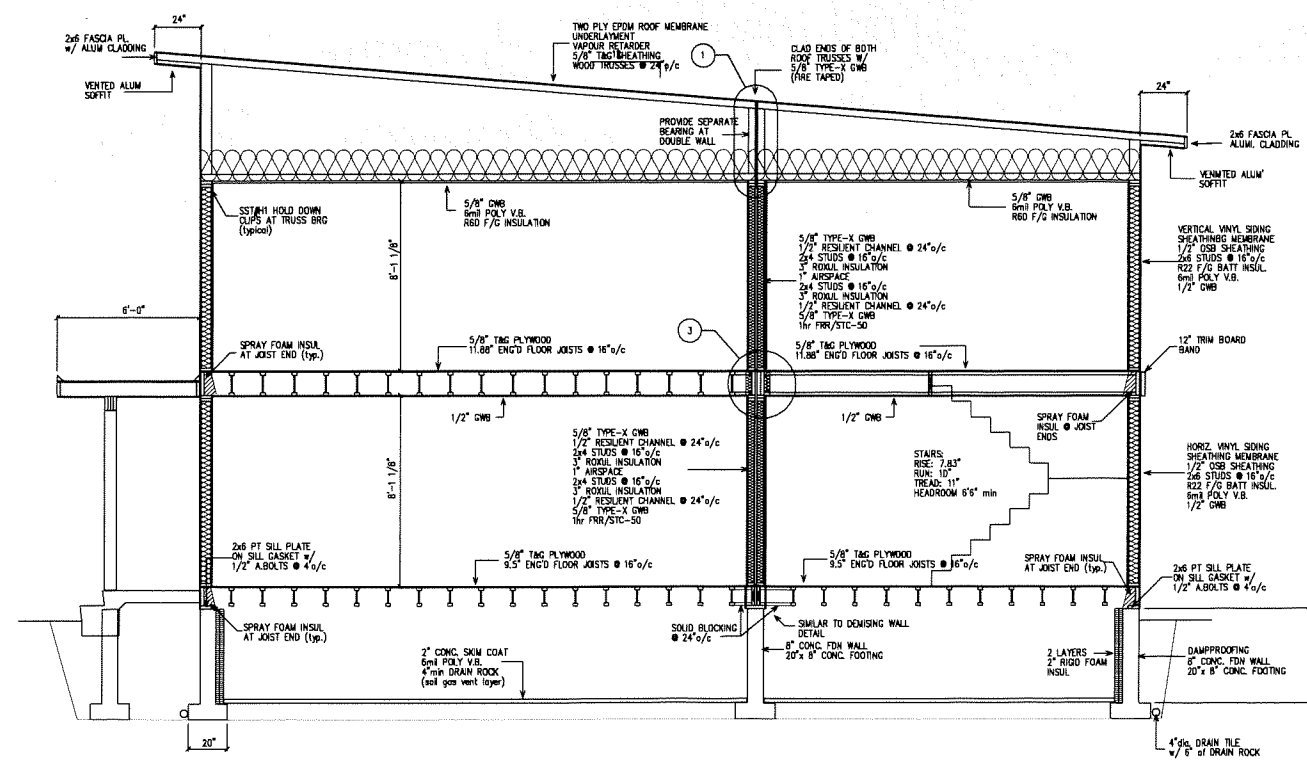
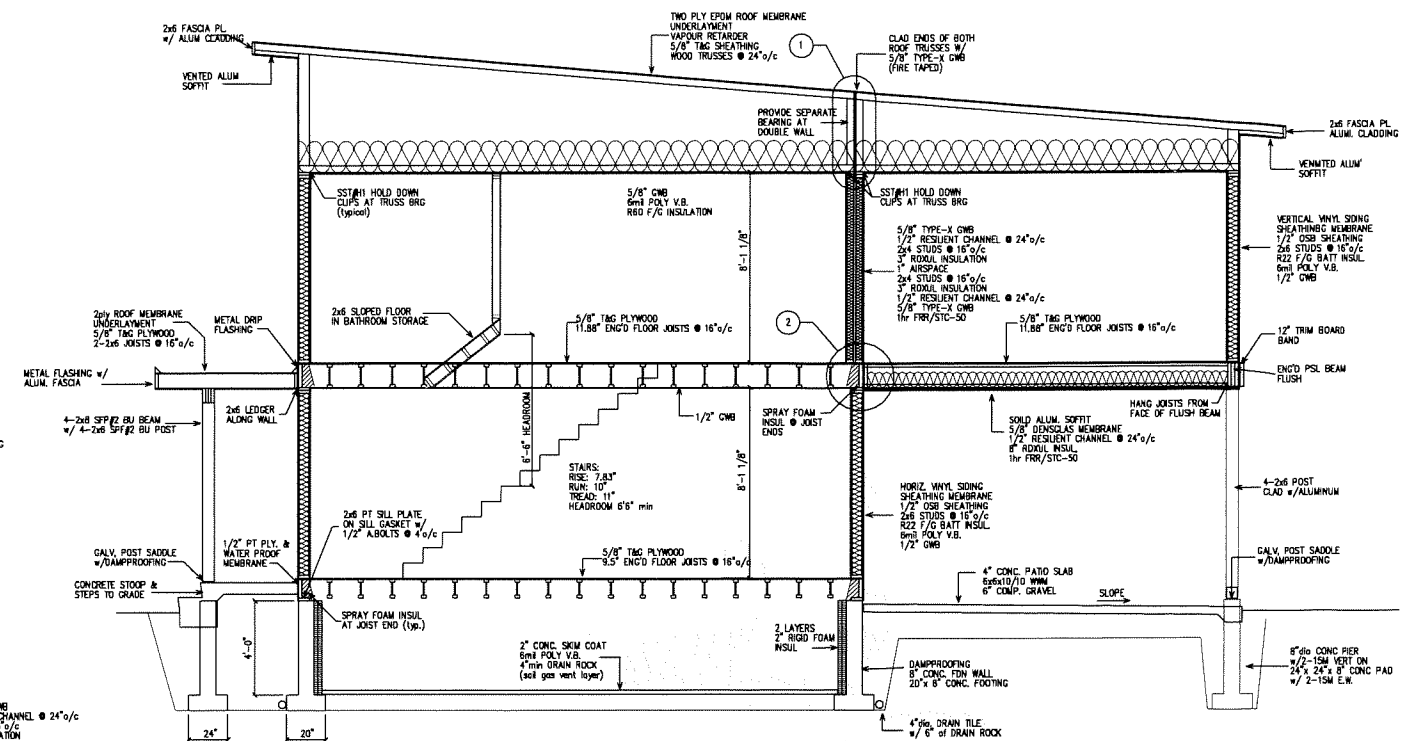
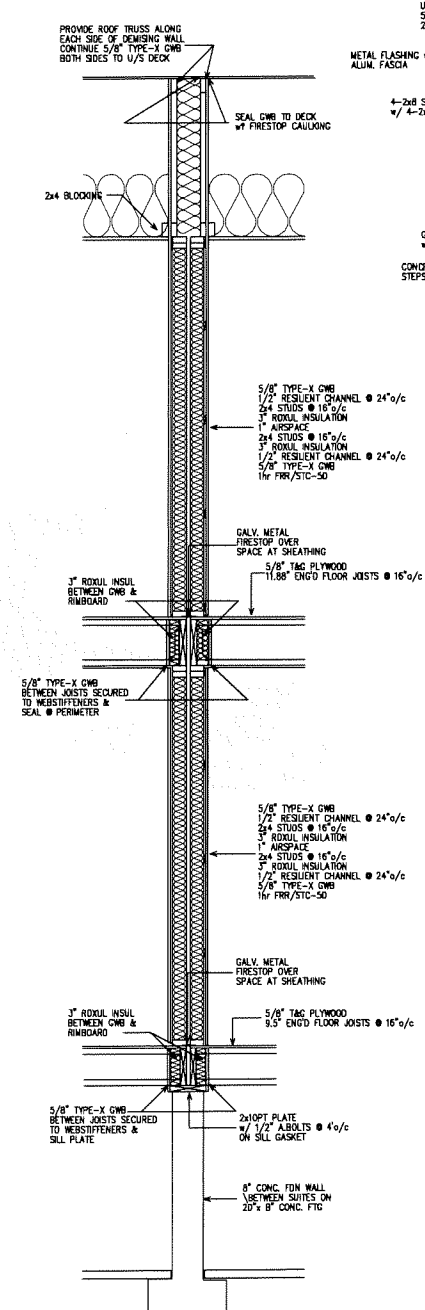
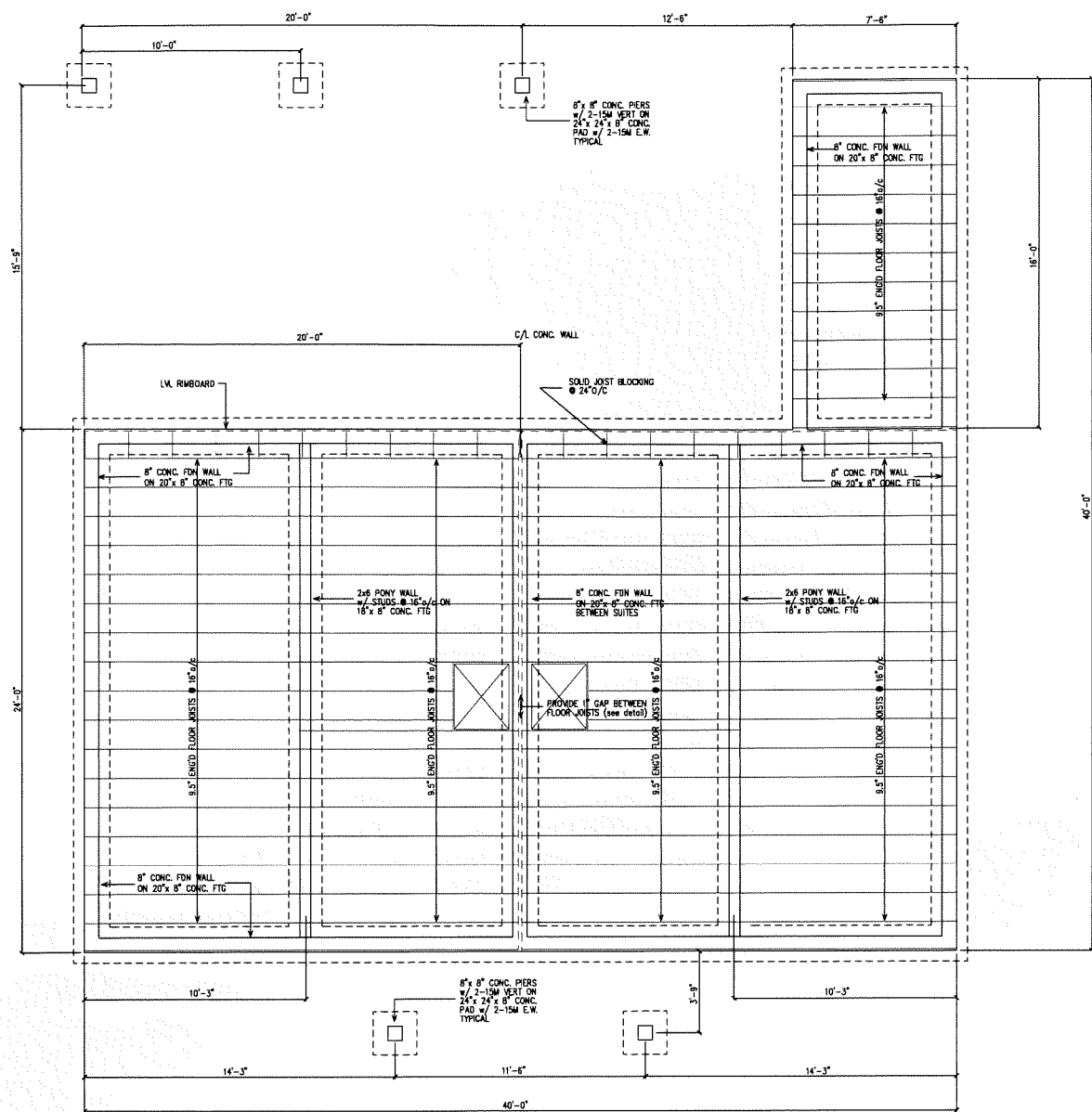
TRI-PLEX RESIDENTIAL BUILDING
PRINCE RUPERT BC

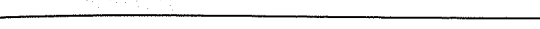
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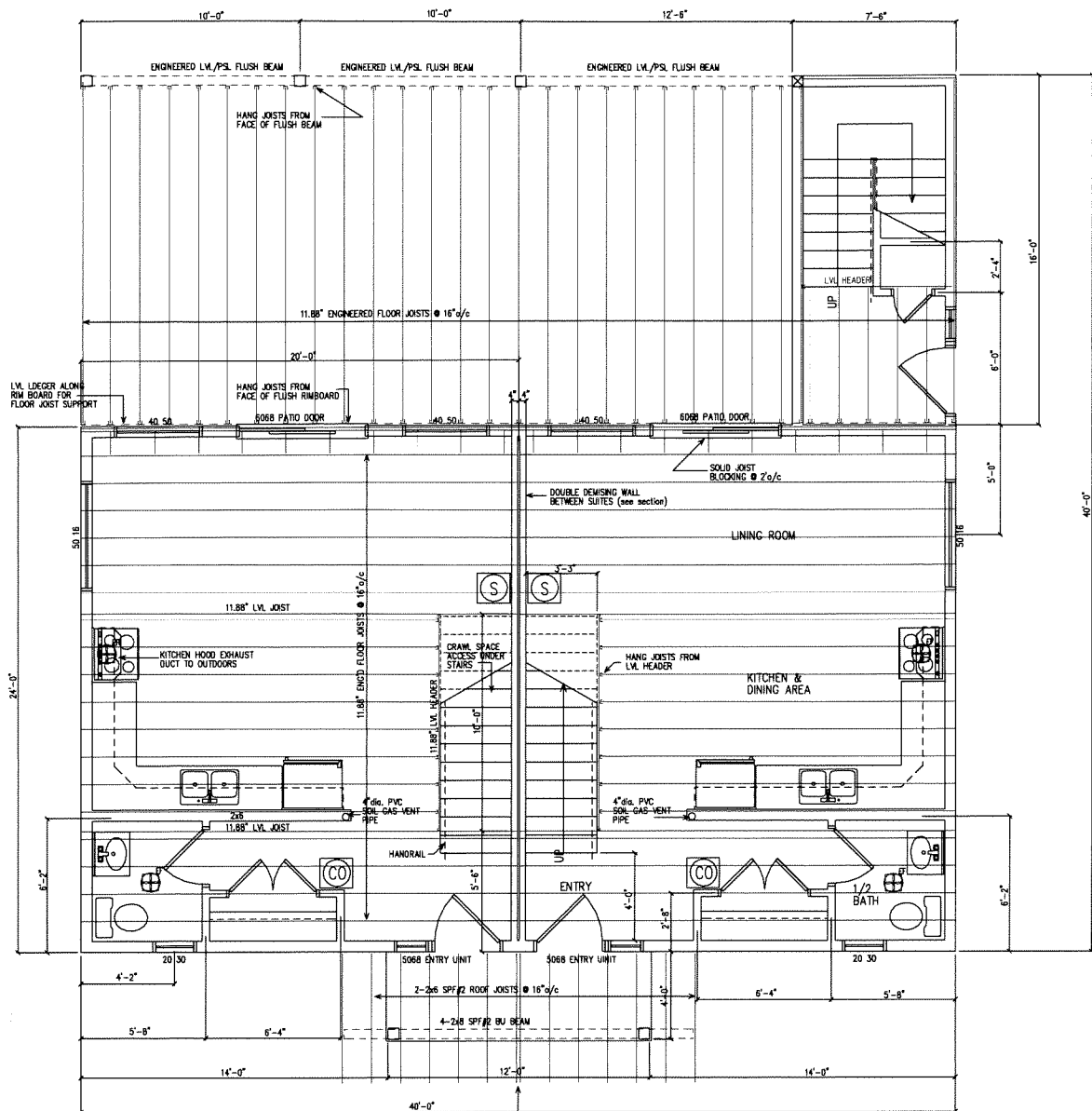
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ELEVATIONS

THREE

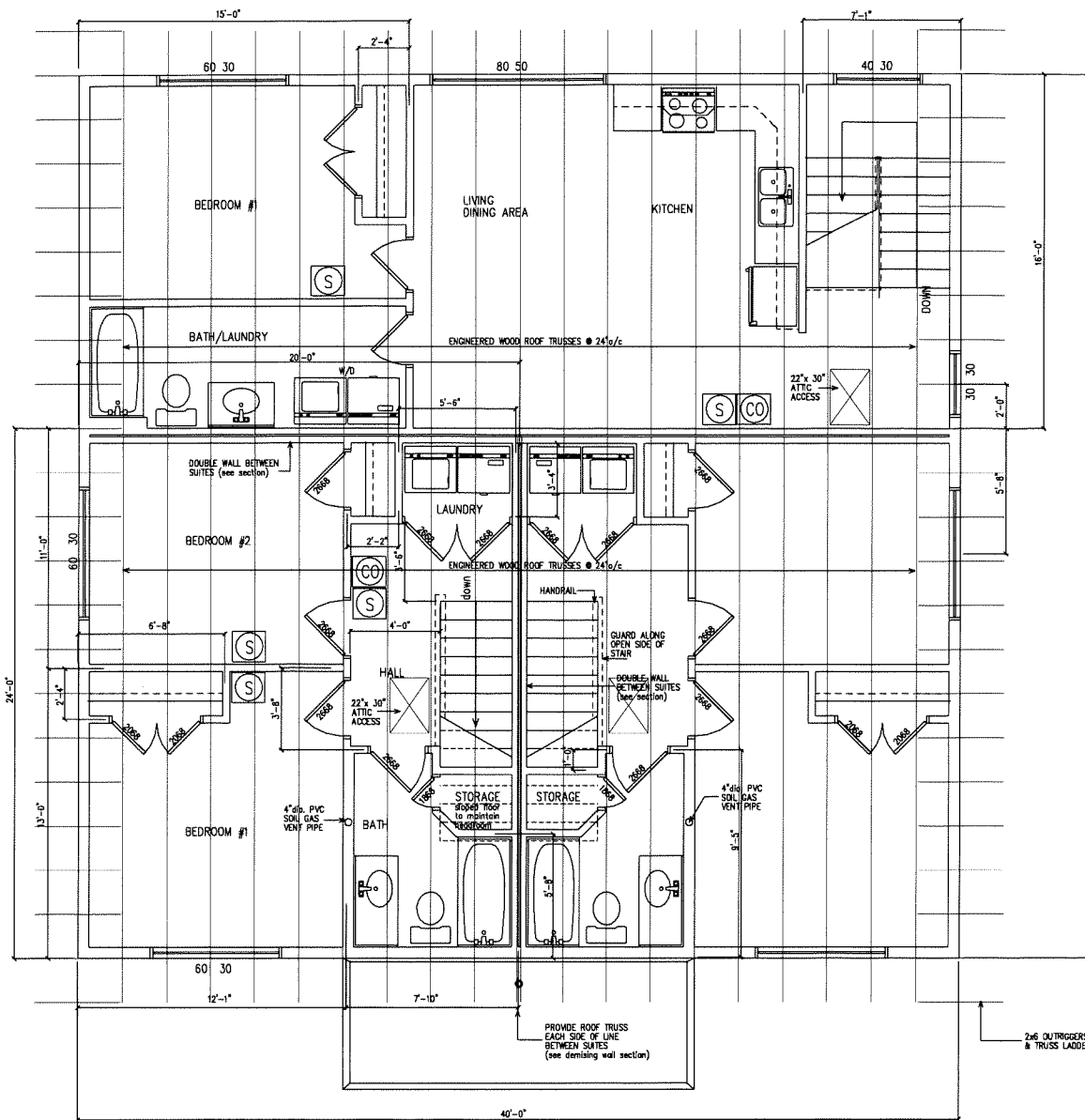


					DESIGNED	COPYRIGHT This plan and design is the copyright property of Heritage Technical Services Ltd. and may not be reproduced or copied without permission from Heritage Technical Services Ltd.	HERITAGE TECHNICAL SERVICES LTD. P.O. BOX 115, SMITHERS, B.C. V0J 2N0 TEL: (250) 847-2693 FAX: (250) 847-4893	TYEE BUILDING SUPPLIES		PRINCE RUPERT		H21-1464	
					DRAWN			JVV	TRI-PLEX RESIDENTIAL BUILDING		A2		A
					CHECKED				PRINCE RUPERT BC				
	A	SEP.14	ISSUED FOR PRELIMINARY REVIEW	JVV	APPROVED						FOUNDATION PLAN, SECTIONS & DETAILS		THREE
				DATE	AUGUST 2021	SCALES	AS NOTED						



MAIN FLOOR PLAN

1/4" = 1'-0"



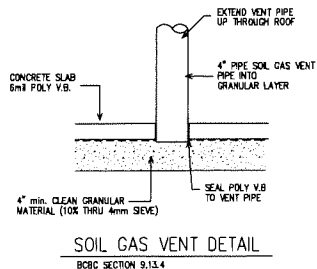
SECOND FLOOR PLAN

1/4" = 1'-0"

CONTRACTOR TO SUBMIT LAYOUT FROM ENGINEERED WOOD PRODUCTS TO DESIGNER TO CONFIRM FOOTING SIZES AND LOCATIONS.
CONTRACTOR TO CONFIRM OVERALL DIMENSIONS w/ ENGINEERED WOOD PRODUCT SUPPLIER

GENERAL NOTES FOR DWELLING
TRIPLEX RESIDENTIAL BUILDING PRINCE RUPERT (Type Buildings Supplies)

1. ALL CONCRETE SHALL ATTAIN COMPRESSIVE STRENGTH OF 3000 PSI AFTER 28 DAYS CURING. NO CONCRETE SHALL BE PLACED ON ICE OR FROZEN GROUND. ALL CONCRETE SHALL BE CURED FOR A PERIOD OF 7 DAYS AT 10 °C. BEFORE LOAD SHALL BE PERMITTED THEREON. REINFORCING SHALL BE GRADE 40 DEFORMED STEEL INSTALLED AS DIRECTED ON SECTION. VIBRATE CONCRETE WHILE PLACING TO ENSURE BONDING TO STEEL. GROUND BEARING CAPACITIES UNDER FOOTINGS IS ASSUMED AT 100 KPA. IF UPON EXCAVATION THE GROUND CONDITIONS APPEAR SUSPECT, THE OWNER/BUILDER SHALL SEEK ADVICE FROM CERTIFIED PROFESSIONAL ENGINEER. NO BACK FILL SHALL BE UNDERTAKEN UNTIL CONCRETE HAS CURED FOR 28 DAYS OR IF THE FLOOR MAIN FLOOR SYSTEM IS IN PLACE COMPLETE WITH SHEATHING.
2. ALL WOOD FRAMING LUMBER SHALL BE S.P.F. NO 2 OR BETTER, UNLESS NOTED OTHERWISE. KILN DRIED WITH MOISTURE CONTENT OF 18% OR LESS AND GRADE STAMPPED. ALL DIMENSIONS ARE FROM OUTSIDE FACE OF STUD TO INSIDE FACE OF DMB FOR EXTERIOR WALLS AND CENTRELINE OF STUD FOR INTERIOR PARTITIONS. FACE OF EXTERIOR STUD WALL TO BE FLUSH WITH EXTERIOR FACE OF FOUNDATION UNLESS NOTED OTHERWISE. JOISTS SHALL BE DOUBLED UNDER PARALLEL PARTITIONS EXCEEDING 6'0" IN LENGTH OR 2x4 BLOCKING BE PROVIDED @ 4'-0" C. NOTCHING OF ENGINEERED WOOD JOISTS SHALL CONFORM TO MANUFACTURER'S INSTRUCTIONS. WALL SHEATHING SHALL BE SELECT 1/2" SHEATHING GRADE SPRUCE PLYWOOD NAILED TO WALL FRAMING AS REQUIRED. FLOOR SHEATHING SHALL BE SELECT FOR TAG, NAILED AND GUELED TO FLOOR FRAMING MEMBERS. (S/TM)/T(L/TM) JOISTS AND ALL LVL (LAMINATED VENEER LUMBER) BEAMS SHALL BE MANUFACTURED BY AN APPROVED MANUFACTURING PLANT CONFORMING TO CSA CAN-586-M86. ALL ENGINEERED WOOD PRODUCTS TO BE SUPPLIED WITH ENGINEER SEALED CERTIFICATE INDICATING MEMBER DEPTH, SPACING, SPANS AND LOADING. ALL MEMBERS TO BE CAREFULLY WRAPPED TO PROTECT MEMBERS DURING SHIPMENT AND ERECTION. INSTALLATION OF ENGINEERED WOOD PRODUCTS TO CONFORM TO MANUFACTURER INSTRUCTIONS. ALL WOOD ROOF TRUSSES SHALL BE ENGINEER DESIGNED AND CERTIFIED PRIOR TO INSTALLATION. TRUSS MANUFACTURER TO PROVIDE CONTRACTOR/OWNER WITH SCHEDULE FOR TEMPORARY ERECTION BRACING AND PERMANENT BRACING FOR TRUSSES. ALL TRUSSES TO BE PROVIDED WITH MECHANICAL HOLDOWN DEVICES AT ALL BEARING POINTS WHERE REQUIRED BY THE TRUSS DESIGNER. ROOF DESIGN LOADING FOR ROOF SHALL BE: PRINCE RUPERT, BC (SL, 48.0 PSF (1.9 kPa)(SS) + 0.4 kPa(S)) LIVE LOAD (SL, 4.500, 30 psf (1.40 kPa)) DEAD LOAD 10.0 PSF
3. ALL NAILING AND CONSTRUCTION SHALL CONFORM TO THE BC BUILDING CODE 2018. VAPOUR BARRIER SHALL BE 6 MIL POLYETHYLENE TYPE 1 CONFORMING TO CSA CAN2-51.34-M86 STANDARDS.
4. ALL ELECTRICAL, MECHANICAL, AND PLUMBING SHALL BE ARRANGED AND DETERMINED BY OWNERS AND OR CONTRACTOR. ALL SUCH WORK SHALL CONFORM TO THEIR RESPECTIVE CODES AND THE BC BUILDING CODE 2018 EDITION. ALL SMOKE ALARMS TO HAVE DIRECT ELECTRICAL CONNECTIONS AND SHALL BE INTERCONNECTED BETWEEN FLOORS. A CO (CARBON MONOXIDE) DETECTOR SHALL BE PROVIDED AND INSTALLED WITH DIRECT ELECTRICAL CONNECTION. MAINTAINING HEIGHT TO MANUFACTURER'S INSTRUCTIONS AND WITHIN 16 FEET OF BEDROOMS.
5. ALL MECHANICAL VENTILATION SHALL BE ARRANGED TO CONFORM TO BCBC 2018 Section 9.32. PROVIDE ALL EQUIPMENT, CONTROLS, AND DUCTWORK FOR COMPLETE INSTALLATION. INSULATION VALUES BASED ON PROVISION OF AN HRV.
6. CONTRACTOR SHALL REVIEW DRAWINGS AND VERIFY DIMENSIONS. REPORT ANY DISCREPANCIES TO DESIGNER FOR CLARIFICATION. ALL WORK SHALL BE INSPECTED BY AUTHORITIES HAVING JURISDICTION. ENGINE INSPECTION HAVE BEEN CARRIED OUT PRIOR TO COMMENCING WORK. UP, ALL WORK SHALL CONFORM TO THE BC BUILDING CODE 2018 AND REVISIONS. ALTHOUGH EVERY EFFORT HAS BEEN MADE TO ENSURE DETAILS AND DIMENSIONS ARE ACCURATE, OCCASIONALLY ERRORS MAY OCCUR. THE DESIGNER ACCEPTS NO RESPONSIBILITY FOR ERRORS ONCE OWNER/CONTRACTOR HAS ACCEPTED PLANS.
7. ALTHOUGH THESE PLANS ARE DESIGNED USING STANDARD ENGINEERING AND BUILDING PRACTICES, THE CITY OR MUNICIPAL BUILDING DEPARTMENT MAY REQUIRE CONFIRMATION BY A CERTIFIED PROFESSIONAL ENGINEER LICENSED TO PRACTICE IN THE PROVINCE OF BRITISH COLUMBIA. IT WILL BE THE RESPONSIBILITY OF THE OWNER OR BUILDER TO RETAIN THE SERVICES OF SUCH A PROFESSIONAL.



INSULATION VALUES: (BCBC 9.36 - zone 9)	
WALL CONSTRUCTION	RSI 2.97
INTERIOR AIR FILM	0.12
2x6 @ R24 1/2" BATT INSUL.	2.68
3/4" AIR SPACE	0.18
1/2" GWS	0.07825
6mil POLY V.B.	0.0
EXTERIOR AIR FILM	0.03
	3.18

ROOF CONSTRUCTION		ROOF ATTIC - RSI 4.57
INTERIOR AIR FILM	0.11	
WOOD TRUSSES/ROOF BATTIS	0.29	
UNDERLAYMENT	0.00	
1/2" GWS	0.07825	
6mil POLY V.B.	0.0	
EXTERIOR AIR FILM	0.03	
	8.51	

- STEPPED FOOTINGS ON FIRM SOIL SHALL NOT EXCEED A VERTICAL RISE OF 23 5/8" & HORIZONTALLY OF 24" min. (BCBC 9.15.3.4)
- BACKFILL HEIGHT FOR LATERALLY SUPPORTED WALL - 4'-3" max.
- STEPPED FOOTINGS ON SANDY SOIL SHALL NOT EXCEED A VERTICAL RISE OF 15 3/4" & HORIZONTALLY OF 24" min. WITH A MAX. ANGLE OF REPOSE OF 45deg. (BCBC 9.15.3.9)
- R22 - ROOF ASSEMBLY w/o ATTIC or ROOF SPACE
- R12 - FOUNDATION WALLS ENCLOSING A HEATED SPACE TO NOT LESS THAN 23 5/8" BELOW GRADE LINE
- R25 - FLOOR OTHER THAN SLAB ON GRADE (SOG)
- R10 - SOG w/HEATING PIPE/TUBES/DUCTS or CABLES
- R8 - SOG w/HEATING PIPE/TUBES/DUCTS or CABLES
- PROVIDE REINFORCEMENT (hooking) IN MAIN BATHROOM WALLS FOR FUTURE INSTALLATION OF GRAP SPACE ADJACENT TO:
- WATER CLOSETS (BCBC 3.7.2.10.4)(d)
- SHOWERS or BATHTUB (BCBC 3.7.2.10.4)(d) & (11.0)
- WATERTIGHT DISTANCE (PATH) OF TRAVEL TO SMOKE ALARMS TO BE 4'-3" and WITHIN 16'-5" OF ALL BEDROOM DOORS (min. one per floor)
- ALL ALARMS TO BE HAVE DIRECT ELECTRICAL CONNECTION AND INTERCONNECTED. ALL SMOKE DETECTORS TO HAVE BATTERY BACK-UP
- CARBON MONOXIDE (CO) DETECTORS ARE REQUIRED ON ALL FLOOR AREAS CONTAINING A BEDROOM. WHO SHALL BE LOCATED WITHIN 16'0" OF BEDROOMS. INSTALL CO DETECTORS WHERE DIRECTED BY MANUFACTURER.
- SUPPORT OF NON-LOADBEARING PARTITIONS TO CONFORM TO BCBC 9.23.2.3
- PROVIDE 1/2"x6" ANCHOR BOLTS @ 7'-10" (max.) o/c IMBEDDED INTO FOUNDATION + 4" min. FOR SL. PLATE ATTACHMENT (BCBC 9.23.6.1)

LOADBEARING PARTITIONS:
-2x4 STUDS @ 16" o/c c/w DRITS AT MID-HEIGHT OR 3.5" J CONCRETE CURS ON 6" x 16" min. POURED CONCRETE FOOTING (typical)
-2x6 STUDS @ 16" o/c c/w DRITS AT MID-HEIGHT OR 5.5" J CONCRETE CURS ON 6" x 16" POURED CONCRETE FOOTING (typical)

ENGINEERED FLOOR SYSTEM:
-REFER TO LAYOUT PROVIDED BY JOIST SUPPLIER FOR JOISTS AND HEADER SIZES & LOCATIONS
-INSTALLATION OF ENGINEERED FLOOR SYSTEM COMPONENTS SHALL COMPLY WITH MANUFACTURER'S INSTRUCTION & DETAILS

FLOOR PLAN

- PROVIDE FOAM GASKET or CAULKING UNDER ALL UPPER FLOOR WALL PLATES
- FOR ALL SHOWERS PROVIDE 2x6 HORIZONTAL FLAT GRT IN WALL AT 5'0" AFF WHERE CERAMIC WALL TILE IS PLANNED
- FOR SHOWERS BUILT AT EXTERIOR WALLS, FRAME EXTERIOR STUDS @ 16" o/c
- FOR ALL HOUSES WITH 2x6 EXTERIOR WALL CONSTRUCTION EXTEND WINDOW FRAMES AND DOOR JAMBS TO SUIT
- ALL BEAMS and GIRDERS TO BE SUPPORTED FULL WIDTH TO FOUNDATION
- DOORS & WINDOWS TO COMPLY TO FORCED ENTRY REQUIREMENTS (BCBC 9.8.8 & 9.7.6)
- PROVIDE SOLID BLOCKING ON BOTH SIDES AT THE LOOK HEIGHT BETWEEN JAMB & FRAMING FOR ALL EXTERIOR DOORS (BCBC 9.8.8.9)
- FLOOR LEVELS CONTAINING BEDROOMS TO HAVE ONE OPENING WINDOW WITH AN UNOBSTRUCTED FLAT OF 3.8 SqFt (min.) WITH NO DIMENSION LESS THAN 15" & 3'-3" (max.) FROM FLOOR LEVEL (BCBC 9.7.1.3)
- STAIRS: UNIFORM RISE/RUN (1/4" tolerance BCBC 9.8.4.1)
- RISE: 7 7/8" max.
- RUN: 10" min.
- HEAD: 11" min.
- NOSE: 2'-10" min.
- HEADROOM: 6'-5" min.
- WIDTH: 2'-10" min.
- HANDRAILS: 32" min. to 36" max.
- 2" min. TO SURFACE BEHIND
- GUARDS TO BE: min. 36" HEIGHT
- INTERIOR: -4" max. OPENING BETWEEN UPRIGHTS
- NON-CUMBER (BCBC 9.8.8.6)
- EXTERIOR GUARDS TO BE 36" min. WHERE WALKING SURFACE OF PORCHES, DECKS, LANDINGS & BALCONIES ARE LESS THAN 5'-11" ABOVE FIN. GRADE
- 42" min. FOR CONDITIONS EXCEEDING 6'-0" ABOVE FIN. GRADE (BCBC 9.8.8.3)
- HANDRAILS TO BE ATTACHED AT POINTS NOT MORE THAN 3'-11" APART, WITH THE FIRST ATTACHMENT POINT NOT MORE THAN 12" FROM END OF THE HANDRAIL, w/ max. 2 SCORING AT EACH POINT PENETRATING 1 1/4" min. INTO SOLID WOOD (BCBC 9.8.7.7)
- STAIRS TO AN FINISHED or UNFINISHED BASEMENT TO BE ENCLOSED BY WALLS OR GUARDS (BCBC 9.8.8.1)
- PROVIDE 22"x 28" (min.) ATTIC ACCESS IN GARAGE & UPPER FLOOR CEILING (BCBC 9.19.3)
- ALL ACCESS PANELS SHALL BE INSULATED & WEATHERSTRIPPED (BCBC 9.25.3.1.7))
- ALL CHIMNEYS and FIREPLACES TO CONFORM TO BCBC 9.21 & 9.22
- SUPPORT OF NON-LOADBEARING PARTITIONS TO CONFORM TO BCBC 9.23.9.8
- PROVIDE R-25 INSULATION IN GARAGE CEILING WHERE LIVING AREA OCCURS ABOVE (BCBC 9.15.2.1)
- ALL STUD WALLS BETWEEN GARAGE and DWELLING TO BE 2x6 STUDS @ 16" o/c w/ R20 INSULATION & 5/8" DMB (BCBC 9.25.2.1)
- ALL AIR BARRIERS TO BE CONTINUOUS & SEALED (BCBC 9.25.3.2)
- ALL VAPOUR BARRIERS TO BE 6mil POLYETHYLENE (GDSB 51.34-A) & BE INSTALLED AS PER BCBC 9.25.4.5)
- WHERE CERAMIC FLOORING IS TO BE INSTALLED, SUBFLOOR TO BE REINFORCED (BCBC 9.30.6.3)
- PROVIDE ELECTRICAL and LIGHTING FACILITIES AS PER BCBC 9.34 & OWNER INSTRUCTIONS. ALL WORK TO COMPLY WITH IEC latest edition.
- HEADROOM UNDER DUCT and BEAMS TO BE 6'-5" min.
- MINIMUM THERMAL RESISTANCE of INSULATION:
 - R50 - CEILING BELOW ATTIC or ROOF SPACE
 - R28 - ROOF ASSEMBLY w/o ATTIC or ROOF SPACE
 - R22 - WALL OTHER THAN FOUNDATION WALL
 - R12 - FOUNDATION WALLS ENCLOSING A HEATED SPACE TO NOT LESS THAN 23 5/8" BELOW GRADE LINE
 - R25 - FLOOR OTHER THAN SLAB ON GRADE (SOG)
 - R10 - SOG w/HEATING PIPE/TUBES/DUCTS or CABLES
 - R8 - SOG w/HEATING PIPE/TUBES/DUCTS or CABLES
- PROVIDE REINFORCEMENT (hooking) IN MAIN BATHROOM WALLS FOR FUTURE INSTALLATION OF GRAP SPACE ADJACENT TO:
- WATER CLOSETS (BCBC 3.7.2.10.4)(d)
- SHOWERS or BATHTUB (BCBC 3.7.2.10.4)(d) & (11.0)
- WATERTIGHT DISTANCE (PATH) OF TRAVEL TO SMOKE ALARMS TO BE 4'-3" and WITHIN 16'-5" OF ALL BEDROOM DOORS (min. one per floor)
- ALL ALARMS TO BE HAVE DIRECT ELECTRICAL CONNECTION AND INTERCONNECTED. ALL SMOKE DETECTORS TO HAVE BATTERY BACK-UP
- CARBON MONOXIDE (CO) DETECTORS ARE REQUIRED ON ALL FLOOR AREAS CONTAINING A BEDROOM. WHO SHALL BE LOCATED WITHIN 16'0" OF BEDROOMS. INSTALL CO DETECTORS WHERE DIRECTED BY MANUFACTURER.
- SUPPORT OF NON-LOADBEARING PARTITIONS TO CONFORM TO BCBC 9.23.2.3
- PROVIDE 1/2"x6" ANCHOR BOLTS @ 7'-10" (max.) o/c IMBEDDED INTO FOUNDATION + 4" min. FOR SL. PLATE ATTACHMENT (BCBC 9.23.6.1)

A	SEP.14	ISSUED FOR PRELIMINARY REVIEW	JVV	DESIGNED	COPYRIGHT This plan and design is the copyright property of Heritage Technical Services Ltd. and may not be reproduced or copied without permission from Heritage Technical Services Ltd.
				DRAWN	
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				APPROVED	
				DATE	
				AUGUST 2021	
				SCALES	AS NOTED

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TECHNICAL SERVICES LTD.
P.O. BOX 115, SMITHERS, B.C. V0J 2N0
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TYEE BUILDING SUPPLIES	PRINCE RUPERT	H21-1464
TRI-PLEX RESIDENTIAL BUILDING	PRINCE RUPERT BC	A
MAIN FLOOR & SECOND FLOOR PLANS, NOTES		THREE

CITY OF PRINCE RUPERT

SOLID WASTE MANAGEMENT BYLAW NO. 3480, 2021

A BYLAW REGULATING THE COLLECTION AND DISPOSAL OF SOLID WASTES AND THE CHARGES, METHODS AND REQUIREMENTS TO OPERATE AND MAINTAIN A SOLID WASTE DISPOSAL SITE.

WHEREAS the *Community Charter*, SBC 2003, Chapter 26, provides that Council may by bylaw establish, maintain and operate grounds for disposal of solid wastes and of noxious, offensive or unwholesome substances and to establish and maintain a system to collect, remove and dispose of such solid wastes, substances and discarded matter and to compel persons to make use of such a system and prescribe the terms and conditions for the use thereof; and

WHEREAS the Council deems it necessary to provide and continue such a system in the City of Prince Rupert;

NOW THEREFORE the Council of the City of Prince Rupert in an open meeting assembled, enacts as follows:

PART 1 DEFINITIONS AND INTERPRETATION

Title:

1.1 This Bylaw may be cited as “Solid Waste Management Bylaw No. 3480, 2021.”

Definitions:

1.2 In this Bylaw:

“**active face**” means the area of the *disposal site* that is currently being filled with *solid waste*;

“**approved disposal site**” means a site for the deposit and disposal of *solid waste*, recyclable materials, or both, which is either owned or operated by the *City* or is authorized by the *City* as a disposal site;

“**Asset Management Reserve Fee**” means a surcharge collected to repair and replace the service infrastructure assets for present and future needs of users.

“**attendant**” means the *person* authorized to perform the duty of directing and controlling access to the *Landfill Site*;

“attractant” means any *waste* which could reasonably be expected to attract *wildlife* or does attract *wildlife* including but not limited to kitchen waste, food products, pet food, bird feed, compost, grease, fruit, honey, salt, or chemical products;

“City” means City of Prince Rupert;

“Commercial Collection Service” means any *trade* or *institutional* premise using City Collection Services.

“container” means a container used to hold *waste*;

“contaminated water waste” means water which contains more than a minor trace, as determined by the *Director of Operations*, of a petroleum/grease product and includes wastewater from facilities where maintenance or lubrication of vehicle/equipment components are washed or where solvents are used for removal of paint, grease or oils. It will be the determination of the *Director of Operations* as to what level of contamination is deemed to be minor and therefore acceptable at the *Landfill Site* or what level of contamination is more than minor and unacceptable at the *Landfill Site*, but under no circumstance is it to include the classification of ‘Special Waste’ under the Waste Management Act;

“controlled waste” means certain *waste* which is approved for disposal at the disposal site but which, because of its inherent nature or quantity, requires special handling and disposal techniques to avoid creating health hazards, nuisances, or environmental pollution, and shall include those wastes outlined in the schedule attached hereto as Schedule “C”;

“cover” means material that is of a gravel/soil type nature, is compactable, and does not contain large pieces of debris;

“creosote” means a dark brown oil, distilled from coal tar, used as a wood preservative;

“cruise ship international garbage” means low risk and high risk garbage offloaded from foreign vessels which has written approval from the Canadian Food Inspection Agency in the form of a “Certificate for Disposal of *Low Risk International Garbage*”;

“curbside collection service” means the system established under this Bylaw by the City for the collection and removal of solid waste materials;

“curbside recyclable material” means those recyclable materials accepted by the City’s curbside collection service, as described in Schedule “D” attached to and forming part of this Bylaw;

“Director of Operations” means the person holding the title of “Director of Operations” at the City of Prince Rupert, or their designate;

“Disposal Site” means that area of the *Landfill Site* which accepts certain *solid wastes*, *controlled wastes*, *cover*, and *low risk international garbage*;

“dwelling unit” means any building, or one or more rooms connected together within a building, for residential occupancy as a single housekeeping unit with facilities for cooking, eating, living, sleeping, and sanitary facilities and having a separate entrance, but does not include any building containing a store, or a *multiple family premises*;

“insecure load” means a load of *solid waste* that has not been secured to, or confined within, a vehicle in such a manner that it cannot fall from or blow out of the vehicle while the vehicle is in transit;

“Landfill Site” means the *City Landfill Site* and describes an area of land located off Ridley Island Road that includes a *“Disposal Site”* and a *“Recyclable Site”*;

“liquid waste” means wastewater, fats, and oil products such as stormwater, sewer and septic wastes, sludge products, waste cooking oil, liquid hydrocarbon products or lubricants, or any other waste materials which are liquid in form at the time of disposal;

“multiple family premises” means a building or part thereof which is, or is intended to be, for residential occupancy, usually with facilities for cooking, eating, living, sleeping, and sanitary facilities, and having a common entrance to four or more such *dwelling units*, and shall include apartment buildings, hotels, motels, tenement houses, lodging houses, rooming houses, boarding houses, or any business block which is, or is intended to be occupied by four or more *persons* in individual rooms or *dwelling units*, or where there are any number of *dwelling units* situated above or behind a *trade premises* within that block;

“non-compliance notice” means a notice of violation issued in accordance with this Bylaw;

“non-profit organization” means an incorporated organization or society which exists for educational, recreational or charitable reasons and from which shareholders or trustees do not benefit financially;

“non-resident” means an *owner* of lands and *premises* situated outside of the geographical boundaries of the City;

“person” means and includes natural persons of either sex, associations, co-partnerships and corporations, whether acting by themselves or by a servant, agent or employee;

“owner” means the registered owner of any lands and *premises* situated within the *City* and includes the agent, heir, executor, or administrator of the owner, or the lessee or occupier of the lands and *premises*;

“premises” means land composed of one or more parcels along with any building or group of buildings which may be located thereon and includes buildings located on land under common ownership or management,

“prohibited waste” means *solid waste* that is not acceptable at the *Landfill Site* and shall include those *wastes* outlined in Schedule “B” attached to and forming part of this Bylaw;

“Recycle BC” means the provincial organization responsible for residential recycling throughout the province of British Columbia;

“recycling container” means the *container* designated by the *City* for the curbside collection *curbside recyclable material*;

“recyclable material” means reusable or marketable materials accepted at the Landfill Recyclable Site or curbside recyclable material accepted through the City’s curbside collection service;

“Recyclable Site” means that area of the *Landfill Site* which accepts *recyclable material* as described in Schedule “E” attached to and forming part of this Bylaw;

“refuse container” means the *container* designated by the *City* for the curbside collection of *solid waste*, excluding *curbside recyclable material*;

“service period” means the period of time associated with scheduled *solid waste* collection services;

“solid waste” means any *waste* that originates from residential, commercial, industrial, institutional, demolition, land clearing, or construction sources or activities, or any other source, including recyclable materials, but excluding liquid waste or effluent;

“soot” means black carbonaceous residue of wood, coal, oil, and all other fossil fuels originating in open fires, chimney linings, boilers, furnaces, and other burners;

“sorted building debris” means construction or building demolition materials that have been manually or mechanically separated into products of clean wood, metals, and masonry materials, with no amounts of other mixed contaminants (i.e. very small pieces of drywall, gypsum, tar paper, wiring, etc.).

“sterilized biomedical waste” means non-anatomical *waste* which is generated by, but not limited to, the following: hospitals, laboratories, doctors’ offices, clinics, veterinarians and which has been sterilized, and clearly identified as being sterilized, in a ‘Certified Sterilization Facility’ and as defined in the CCME Draft Code of Practice for the Management of Biomedical Waste in Canada (June 1991);

“temporary worker residence” means residences, including related facilities and infrastructure, used for workers' temporary accommodation for a defined period to support projects within and outside the geographical boundaries of the City;

“**trade premises**” means any commercial or industrial *premises* including a shop, café, restaurant, eating house, club, drive-in lunch counter, wholesale or retail business place, or office block, or any building other than a *dwelling unit* or a multiple *family premises*;

“**trade waste**” means *waste* resulting from the operation of a trade *premises*;

“**unacceptable waste**” means those materials listed in Schedule “A” attached to and forming part of this Bylaw;

“**uncovered load**” means a load of *solid waste* of such a nature that it can fall from or blow out of the vehicle if it is not covered while in transit;

“**unserviceable property**” means:

- a) any *premises* to which access from a street is inadequate for collection service as determined by the *Director of Operations*; or
- b) any *premises* which by its lack of proximity to other *premises* being provided collection service would result in excessively high costs or time being allocated to service as determined by the *Director of Operations*;
- c) any *premises* the *Director of Operations* determines is unsafe to service;

“**waste**” means discarded, rejected or abandoned materials, substances or objects, including both *liquid waste* and *solid waste* products;

“**white goods**” means metal appliances such as refrigerators, freezers, washing machines, dishwashers, clothes dryers, ranges, stoves, furnaces, air conditioners and hot water tanks;

“**wildlife**” means any mammal not normally domesticated, including but not limited to bears, cougars, coyotes, wolves, foxes, raccoons and skunks; and

“**wire rope**” means metal in the form of a flexible thread or slender rod and/or a rope formed wholly or chiefly of wires.

- 1.3 Wherever the singular or masculine is used in the Bylaw the names shall be deemed to include the plural or the feminine or the body politic or corporate, and also their respective heirs, executors, administrators, successors and assigns.

PART 2 PROHIBITIONS

- 2.1 No person shall:

- a) dispose of any type of *waste*, except in accordance with this Bylaw, and all other applicable municipal, provincial and federal laws;
- b) cause, allow or permit any *waste* to collect, accumulate or remain on *premises*, unless it is securely contained in a *container* meeting the specifications of this Bylaw;
- c) deliver, place, bury or dump, or cause or allow to be delivered, placed, buried or

- dumped, any *waste* anywhere in the *City* other than at the *Landfill Site* or an *approved disposal site*;
- d) place *solid waste* on or in front of another person's *premises* without the permission of that person;
 - e) place *solid waste* in another person's *container* or in a container used by private contractors without the permission of that person or private contractor, as the case may be;
 - f) cause, allow or permit any *container* to be filled above the top of the container, or any plastic bag, in such a way that the lid or cover cannot be closely fitted, the plastic bag cannot be securely fastened;
 - g) deposit or leave any *waste* or other discarded material on any highway, public place or *premises* other than the *premises* on which the *solid waste* was generated, and no person shall remove *solid waste* from a *premises* except for the purpose of disposal in accordance with this Bylaw;
 - h) transport any *waste* without securing the materials in an enclosure, under a cover or such other methods to ensure that all of the materials will reach the *Disposal Site* without spillage;
 - i) place any *unacceptable waste* at curbside for collection by the City;
 - j) place any material other than *curbside recyclable material* in a *recycling container* designated for the curbside collection of those materials by the City;
 - k) cause, allow or permit *recyclable materials* to be discarded as *waste*;
 - l) remove, take, salvage or convert for their own purpose, any *solid waste* placed at any curbside collection location as part of the *curbside collection service* unless the person is:
 - m) the person who initially placed the material at curbside for collection by the City; or
 - n) an employee or agent of the City authorized to provide the *curbside collection service*;
 - o) interfere with, threaten or in any way obstruct any employee or agent of the City engaged in the provision of a *curbside collection service*;
 - p) cause, allow or permit any *attractant* to be deposited or kept outdoors on any *premises* in a manner that makes the *attractant* accessible to *wildlife*;
 - q) place wet *waste* in any *container* unless it is drained of excess moisture and wrapped in waterproof material;
 - r) allow to run into, accumulate in or place into a *container*, any *liquid waste*;
 - s) throw, sweep, or place any or solid waste onto any *premises*, street, lane, walkway, sidewalk, or other public place in the *City*;
 - t) deposit or dispose in the *Landfill Site* any of the materials outlined on Schedule "B" (*prohibited wastes*), attached to and forming part of this Bylaw;
 - u) allow refuse of any kind to drop from or be blown from any vehicle or premises onto any other *premises*, street, lane, walkway, sidewalk, or other public place in the *City*; and,
 - v) dispose of *waste* if the vehicle used to transport the *waste* exceeds the weight restrictions of the weigh scale. Split-weighing will not be permitted.

PART 3 CURBSIDE WASTE COLLECTION SERVICE

City Collection:

3.1 It shall be lawful for the *City* to establish, regulate, continue, maintain and operate a *curbside collection service* within the *City* under the control and direction of the *Director of Operations* as follows:

- a) collection of certain residential *solid waste* from any dwelling unit; and
- b) collection of commercial solid waste from any *trade premises* or *institutional premises* comprising of two (2) or less *containers* with a maximum of four garbage bags in total per collection day,

At the frequency set out under this Bylaw.

3.2 The *City* shall not be required to collect *solid waste* from:

- a) a *multiple family premises*;
- b) a *trade premises* that has placed more than two (2) *containers* for collection;
- c) an industrial *premises*; and
- d) an *unserviceable property*.

General Conditions of Service:

3.3 The *City* is not to be liable for any damages suffered or costs incurred by any person by reason of the failure of the *City* to supply *curbside collection service*.

3.4 No *person* will be relieved of the obligation to observe the requirements of all applicable municipal, provincial and federal laws by reason of the services provided by the *City*.

3.5 The *City* will not be responsible for damaged containers or the accidental collection of goods not intended to be placed for collection in the event that such goods are left in garbage bags or *containers*.

Quantity of Collection:

3.6 Basic residential collection charges allow for one 120 litre *refuse container* and one 240 litre *recycling container* to be collected per *dwelling unit* each *service period*.

3.7 An *owner* may request that they be provided with a 240 litre *refuse container*, and upon making such a request will be charged for both the exchange fee and annual fee specified in Schedule “F” of this Bylaw;

3.8 An *owner* with a 240 litre *refuse container* may request that their bin be exchanged for a 120 litre *refuse container* and upon doing so will be charged the applicable exchange fee

and have their annual fee for service as described in Schedule “F” of this Bylaw reduced on a pro-rated basis for the remainder of the year.

- 3.9 An *owner* may only receive a change to the size of their *refuse container* in accordance with sections 3.7 and 3.8 once per calendar year.
- 3.10 When a *trade* or *institutional* premise has an excess of four (4) garbage bags per collection day, as per Section 3.1 b, they will be charged for each additional garbage bag at the fee specified in Schedule “F” of this Bylaw.

Frequency of Curbside Collection Services:

- 3.11 The *City* shall prepare and make available to all residents an annual schedule for *curbside collection service* prior to the beginning of each calendar year.
- 3.12 Unless otherwise approved by the *Director of Operations* and scheduled accordingly, residential *solid waste* shall be collected on a weekly *service period*.
- 3.13 Where a collection day falls on a statutory holiday observed by the *City*, the schedule for residential collection will be adjusted to account according to the annual schedule prepared each year.
- 3.14 Unless otherwise approved by the *Director of Operations* and scheduled accordingly, commercial *solid waste* shall be collected on *service period* of each Monday and Thursday (other than on holidays recognized by the *City*).

Collection Time:

- 3.15 Every *owner* of a *dwelling unit* served by *City* collection services shall, on the regular collection day for that *dwelling unit*, ensure that all *solid waste* is placed at curbside for collection by 8:00 am. All emptied *containers* shall be removed from the curb within 16 hours of collection.
- 3.16 Every *owner* of a *trade premises* served by *City* collection services shall, on the regular collection day for that *premises*, ensure that all *solid waste* is placed at curbside for collection by 9:00 am. All emptied *containers* shall be removed from the curb within 15 hours of collection.
- 3.17 *City* collectors **will not return** for *solid waste* that was not placed at curbside for collection at the times designated in Sections 3.15 and 3.16.

Safe Collection Area:

- 3.18 Every *owner* of premises shall on the regular collection day for that *premises* ensure that pathways are cleared of all snow, ice, and other hazards.

3.19 City collectors will not collect solid *waste* that is not accessible by a safe, cleared pathway.

Suspension of Service:

3.20 The *City* may suspend *curbside collection service* from any *premises* where the provisions of this Bylaw are not met, including but not limited to, bagging of wastes, number of bags, lack of approved *containers*, location or design of collection facilities, or the condition of *wastes*, but such suspension shall not waive any requirement, or abate or waive any charges or rates, under the provisions of this Bylaw.

Right to Refuse Waste:

3.21 The *City* reserves the right to refuse to collect all waste which is not acceptable at the *Landfill Site* or which does not comply with the provisions of this Bylaw or any other material as deemed by the *Director of Operations* to be unacceptable.

PART 4 DUTIES OF OWNERS

Duty to Remove Waste:

4.1 Every *owner* of *premises* shall, at least once each *service period*, dispose of any *waste* produced on such *premises* through any of the following means:

- a) by the *City's curbside collection service*;
- b) by a private *waste* collection service approved and licensed by the *City*;
- c) by otherwise removing or arranging for the removal of the *waste* to an *approved disposal site* for the *waste* being deposited.

4.2 Only *waste* generated within the geographical boundaries of the *City* is eligible for collection under the *curbside collection service* unless otherwise permitted under this Bylaw.

4.3 The *City* will not provide for the collection and disposal by means of the *curbside collection service* of any wastes other than *solid waste and recycling*. Every *owner* of a *premises* must provide for the legal collection and disposal of all other waste products not eligible for collection under the *curbside collection service*.

4.4 No person shall deposit solid *waste* from a residential property, *trade premises* or *institutional premises* into a *City* garbage receptacle located in public areas.

Noxious Waste:

4.5 An *owner* of *premises* shall immediately remove any noxious, offensive, or unwholesome *waste*, odour, matter or substance upon their *premises* to the *Landfill Site*, or other *approved*

disposal site, and shall not permit such waste, matter or substance to be left upon the *premises* for collection through the *curbside collection service*.

- 4.6 If an *owner* fails to comply with Section 4.5, the *Director of Operations* may provide the *owner* written notice to remove the noxious, offensive, or unwholesome *waste*, odour, matter or substance and/or to wash and clean the *container* to eliminate the odour, within such time as the *Director of Operations* deems reasonable and, if the owner fails to have the noxious, offensive, or unwholesome *waste*, odour, matter or substance removed from the *premises* within the stipulated time, the City may, by its workmen or others enter at all reasonable times upon the *premises* and remove the noxious, offensive, or unwholesome *waste*, odour, matter or substance, in a reasonable manner at the expense of the *owner* who shall be charged at cost, with a minimum charge of \$150.00 and a maximum of actual cost to the *City*.
- 4.7 Any charges incurred by the *City* pursuant to Section 4.6 shall be due and payable upon receipt of notice from the City and any such charges remaining unpaid at December 31 of that year shall be added to and form part of the taxes payable on the *premises* as taxes in arrears.

Mandatory Service:

- 4.8 Every *owner* of *premises* shall pay for the collection of *solid waste* from their *premises* as herein provided and shall also pay for the use of the *approved disposal sites* as may be available from time to time except as otherwise permitted in this Bylaw.

Authority Not Exclusive – Others:

- 4.9 Any *person* may collect *solid waste*, and collect *recyclable material*, provided that they obtain the necessary licenses and comply with all applicable municipal, provincial and federal laws and do not interfere with the *City waste collection service* or the recycling system operated by the North Coast Regional District.
- 4.10 *Owners* of *premises* listed in Section 3.2 shall, at their cost, make arrangements for *waste* collection by a private waste collection service provider approved and licensed by the *City* that disposes of *waste* at an *approved disposal site*.

Unacceptable Materials:

- 4.11 An *owner* of any *solid waste* that cannot be placed in a *container* or that may cause harm to the collector must make arrangements to have the *solid waste* disposed of at the *Landfill Site* in designated locations, or as directed by the *attendant*, and upon payment of the designated disposal fee.

PART 5 REFUSE CONTAINERS

General Specifications:

- 5.1 Each *dwelling unit* shall be provided by the *City* with a 120 litre *refuse container* and a 240 litre *recycling container*.
- 5.2 All residential *containers* shall be inventoried and assigned to the address of each *dwelling unit* and must be retained in a sanitary condition at the assigned address.
- 5.3 All residential *containers* remain the property of the *City*, and shall not be intentionally discarded, lost, tampered with, or damaged in any way.
- 5.4 New dwelling units will be provided with a 120 litre *refuse container* and a 240 litre *recycling container* upon issuance of an Occupancy Permit, with the Owner charged the cost for such bins as outlined in Schedule “F” of this bylaw.
- 5.5 The *owner* of any dwelling unit may request a 240 litre *refuse container*, or if a 240 litre *refuse container* is already in use, request a 120 litre *refuse container* be provided, according to the fees and restrictions described in sections 3.7-3.9 of this bylaw. Requests from an *owner* of a strata lot must be pre-approved by the *Director of Operations*.
- 5.6 *Solid waste* to be collected under the *curbside collection service* must be contained within a *container* provided to that *dwelling unit* and loaded to a height not greater than 5 centimeters (2”) from the top rim of the container.
- 5.7 *Solid waste* placed for collection in a *refuse container* must be contained within durable plastic bags that are properly fastened and closed.
- 5.8 *Curbside recyclable materials* must be placed loose within the *recycling container* and must not be contained in plastic bags of any kind.
- 5.9 All *solid waste* put out for collection which does not comply with the requirements of this Bylaw will not be collected and may be marked with a *non-compliance notice* setting out the reason which it was not collected.

Repair and Replacement:

- 5.10 Where *containers* provided by the *City* are damaged through regular use, and where the damage is not attributable to intent or neglect on the part of the *owner*, the *owner* of a *premise* may request that a *container* be repaired or replaced without charge.
- 5.11 Where *containers* provided by the *City* are damaged as a result of, in the opinion of the *Director of Operations*, intent or neglect on the part of an *owner*, the *owner* will be charged

the fee pertaining to any repair or replacement of the *container* as described in Schedule "F" of this Bylaw.

Placement of Containers:

- 5.12 *Containers* must be stored in a location that does not encroach upon or project over any highway or other public place except during times that the *containers* are put out for collection in accordance with this Bylaw.
- 5.13 The placement of containers for *City* collection shall be as follows:
- a) where premises are serviced by street collection, *containers* shall be set out, on the scheduled day for collection, not more than 1.2 metres (4 feet) back from the curb or traveled portion, whichever is applicable, of the collection roadway in a location clearly visible to collection workers.
 - b) where premises are served by a lane collection, garbage containers must be easily accessible at the lane.
 - c) *containers* are not to be placed with the garbage of others or on the inside of a fence, hedge, etc., on collection day.
 - d) *containers* shall not be placed so as to obstruct vehicles or pedestrians.
- 5.14 In the event there is more than one possible collection roadway for *solid waste collection*, the *Director of Operations* shall determine the location of collection.

Storage Sheds:

- 5.15 All facilities such as stands, sheds or other structures that are to be used to disguise or store containers awaiting collection shall meet with the approval of the *Director of Operations*.

PART 6 PRIVATE WASTE COLLECTION SERVICE

Private Collection:

- 6.1 Every *owner* of a *premises* not eligible or opts out of the *City's curbside collection services*, shall arrange to rent receptacles from a private *waste* collection firm and shall, on the regular collection day for that *premises*, cause to be removed all wastes from all *premises* of the *owner*.

Private Containers:

- 6.2 Every *person* who has entered into a contract with a licensed contractor for the removal of *solid waste, liquid waste* or *recycling* shall:
- a) use only those containers supplied or specified by the contractor; and,
 - b) keep the container(s) and the area around them in a condition not noxious, offensive,

objectionable, or dangerous to the public or to public health.

Responsibilities of Private Contractors:

6.3 All private contractors operating within the *City* must comply with the following regulations:

- a) Containers must at all times be:
 - i. kept in good repair; and
 - ii. designed and maintained so as to prevent the intrusion of rain water or wildlife into the container and so as to contain any and all liquids comprising part of, or which escape from, the *solid waste*; and,
 - iii. approved by the *Director of Operations*.
- b) All vehicles used for the collection of *solid waste* that is liable to rot or putrefy must be of a closed metal type, suitably designed to contain the liquid by-products of any rotting or putrefaction.
- c) Subject to the provisions of the City's Noise Control Bylaw, the hours of operation in and adjacent to residential areas are limited to the period between 7:00 a.m. and 9:00 p.m.
- d) All collecting, transporting, processing, converting or salvaging of any *solid waste*, must be carried out so as not to be offensive or objectionable.
- e) Any *solid waste* that will not immediately be processed, converted or salvaged, must be removed as directly as possible on the day of collection to an *approved disposal site*.
- f) All containers used by private contractors or their customers must, unless approved by the *Director of Operations* to occupy a street, lane, walkway, sidewalk, or other public place, be kept on private *premises* at all times.
- g) Ensure that customers are equipped with suitable, and a sufficient number of, containers so that the containers themselves, and the area around the containers, remains in a condition not noxious, offensive, objectionable, or dangerous to the public or to public health.
- h) Every private contractor must keep areas around containers clean of all *solid waste* deposited outside of the container, whether the container is used by the private contractor or its customers.
- i) All collectors or haulers of *liquid waste* must deposit all *liquid waste* collected at the *Landfill Site*. Collected *liquid waste* is not permitted to be dumped at any other location within the municipality.
- j) All collectors or haulers of *liquid waste* must identify the location of collection upon request at the *Landfill Site* scale.

PART 7 BUILDING OPERATIONS

7.1 No *person* carrying out building construction, maintenance, renovation, or demolition within the *City* shall:

- a) place or dump the *waste* accumulating from such construction or other operations on any lane, street, walkway, sidewalk or any public place; or
- b) accumulate such *waste* on the *premises* where such construction or operations are being carried out without disposing of the waste at an *approved disposal site* within such time as the *Director of Operations* by written notice may deem reasonable.

Construction Clean-up Costs:

- 7.2 If the *owner* fails to comply with Section 7.1a) or b), the *City* may, by its workmen or others enter at all reasonable times upon the *premises* and remove the *waste* at the expense of the person carrying out the building construction, maintenance, renovation, or demolition at cost, with a minimum charge of \$150.00 and a maximum of actual cost to the *City*.
- 7.3 Any charges incurred by the *City* pursuant to Section 7.2 shall be due and payable upon receipt of notice from the *City* and any such charges remaining unpaid at December 31 of that year shall be added to and form part of the taxes payable on the *premises* as taxes in arrears.

PART 8 LANDFILL SITE REGULATIONS

Prohibited and Controlled Waste:

- 8.1 The *City* reserves the right to ban, refuse, or otherwise control the type and nature of waste which is to be deposited at the *Landfill Site*, and the *attendant* on duty or the *Director of Operations* may refuse any waste material he considers unacceptable.
- 8.2 If any *prohibited wastes* are deposited at the *Landfill Site*, they shall be removed immediately by the *person* depositing them.
- 8.3 In addition to requiring the removal of any *prohibited wastes* deposited at the *Landfill Site*, the *person* depositing such *prohibited wastes* shall also be required to pay any fees specified by bylaw for such unauthorized disposal.
- 8.4 No *person* shall deposit or dispose of any of the controlled materials set out in Schedule "C" (*controlled wastes*), attached to and forming part of this Bylaw, contrary to the special handling and/or disposal techniques determined to be in effect for that *controlled waste* by the *attendant* at the *Landfill Site* or by the *Director of Operations*.
- 8.5 Any *person* depositing or disposing of any *controlled waste* contrary to the special handling and/or disposal techniques determined to be in effect for that *controlled waste* by the *attendant* at the *Landfill Site* or by the *Director of Operations* without the prior written authorization of the *attendant* shall, in addition to any other penalties imposed or actions taken for such unauthorized disposal, pay any fee specified by bylaw for such unauthorized disposal.

General Disposal Regulations:

- 8.6 No person shall, in disposing *solid waste* or *liquid waste* at the *Landfill Site*:
- a) deposit *solid waste* or *liquid waste* without first having it weighed on the scales at the *Landfill Site*;
 - b) drive a vehicle anywhere on the *Landfill Site* except on roads provided by the *City* for that purpose unless otherwise instructed;
 - c) act in a manner contrary to the posted *Landfill Site* regulations;
 - d) having deposited *solid waste*, fail to pay the applicable disposal fee prescribed by this Bylaw;
 - e) deposit any *solid waste* at the *Landfill Site* until any outstanding disposal fees and/or scale use charges and interest owing thereon have been paid in full;
 - f) enter the *Landfill Site* in a vehicle if the vehicle's load exceeds the permitted weight limits set out in the regulations passed pursuant to the Motor Vehicle Act, or the Commercial Transport Act;
 - g) exceed the posted speed limits;
 - h) enter the *Landfill Site* with an *insecure load*;
 - i) enter the *Landfill Site* with an *uncovered load* (applicable to Commercial Vehicles only);
 - j) deposit *waste* in any place or manner other than as directed by the *attendant* or *Landfill Site* staff;
 - k) remove *waste* from the *Landfill Site* except with prior written approval of the *Director of Operations*;
 - l) loiter on the *Landfill Site*. All vehicles must proceed directly to the designated dumping area and leave the *Landfill Site* as soon as possible after unloading;
 - m) use the wash down facility to wash out the interior of truck boxes unless they have been granted access to deposit waste at the *active face*; or
 - n) smoke within the *Landfill Site*.

Wash Down Facility:

- 8.7 When operational, the tires and undercarriages of vehicles permitted access to the *active face* for the disposal of waste must be washed down at the wash down facility prior to leaving the *Landfill Site*. The wash down facility is not available during the winter season.

Recyclable Site:

- 8.8 The *City* may accept *recyclable material* into the *Recyclable Site*.
- 8.9 Building debris/demolition material must be sorted in order to be accepted at the *Recyclable Site* as defined under "*sorted building debris*". No large pieces or amounts of

unacceptable waste shall be permitted. Acceptance of the “*sorted building debris*” shall be at the discretion of the Scale Attendant.

- 8.10 All loads for the *Recyclable Site*, intended to be delivered on Saturday, must have prior written approval from the *Director of Operations* before being accepted.

Material Ownership:

- 8.11 All materials accepted by the *City* at the *Recyclable Site*, unless unlawfully deposited, shall become the property of the *City*, and may be sold or otherwise disposed of at the *City's* discretion.

Buildings, Mobile Homes, Boats & Trailer Demolitions:

- 8.12 Residential House, Mobile Home, Boats & Trailer demolitions will be accepted at the *Landfill Site* under the following conditions:

- a) all loads will be screened;
- b) no *prohibited waste* will be permitted;
- c) asphalt roofing is to be separated, weighed at the scale house, and staff will give directions for unloading at the *Disposal Site* and the regular disposal fees for general waste at the *Disposal Site* shall apply;
- d) *sorted building debris* remaining after separation of asphalt roofing is to be weighed at the scale house, and staff will give directions for unloading at the *Recyclable Site*, and the disposal fees for *sorted building debris* at the *Recyclable Site* shall apply;
- e) If large pieces and/or amounts of asphalt roofing is seen in a mixed load of *sorted building debris*, then the regular disposal fees for general waste at the *Disposal Site* shall apply; and,
- f) wood or metal roofing materials are to be separated, and transported to the *Recyclable Site* and the disposal fees for the *Recyclable Site* shall apply.
- g) mobile homes, boats or trailers must be demolished before crossing the scale, they will not be accepted as a whole unit;
- h) steel trailer frames must be separated and taken to the *Recyclable Site*;
- i) tires must be removed from rims and are not accepted at the *Landfill Site*; and,
- j) boats must be stripped of fuel tanks, engines, oils and fluids.

Disposal by Non-profit Organizations:

- 8.13 *Non-profit organizations*, in order to benefit from the “non-profit organization” disposal rate, must have prior written approval from the *Director of Operations* before depositing their wastes at the *Landfill Site*.

PART 9 FEES AND CHARGES

- 9.1 For *City* residential and commercial collection services and for general disposal of solid wastes at the *Landfill Site*, the collection and disposal rates set out in Schedule “F” are hereby imposed and levied by the *City* and are due and payable to the *City* by the parties liable under this Bylaw for provision of *curbside collection services* or for disposal of such *solid waste*.

Residential Collection Charges Discontinued:

- 9.2 The rates set out in Schedule “F” for residential collection services are due and payable by the *owner* whether or not:

- a) the *dwelling units* are occupied
- b) the *owner* makes use of the service, or
- c) the service is interrupted or altered in any manner.

unless any of the circumstances in Section 9.3 apply and the prior arrangements referred to in Section 9.3 have been made.

- 9.3 Charges for residential *solid waste* collection will only be discontinued in respect of a *dwelling unit* if the owner has provided prior written notice to the *City* that:

- a) the *dwelling unit* is temporarily rendered uninhabitable because of fire or other similar disaster; or
- b) the *dwelling unit* is serviced by an approved alternate service and the *owner* has provided the name of the collection service to be used and the date private collection service will start; or
- c) the *dwelling unit* will not require such service for any period of time not less than three consecutive months; and
- d) the *dwelling unit* not receiving the service is unoccupied for the entire duration of the cessation of service; and
- e) the *owner* has either arranged for the Building Inspector to verify that the *dwelling unit* is empty and has paid the charge for this service in accordance with the general “Inspection Fees” under Bylaw 3314, 2012, Fee Schedule “A” and any amendments thereto, or the *owner* will obtain a water disconnect permit from the *City*, in which case charges will resume when water service is reconnected; and
- f) the *owner* enters into an agreement with the Finance Department regarding the discontinuation of collection service to the *dwelling unit* and their responsibility to notify the *City* if the *dwelling unit* is to be occupied at any time, in the future,

and in such event the charge or rate shall be abated or reduced pro rata as the case may be.

- 9.4 Should the *City* become aware that the *dwelling unit* has been occupied without notification, or that the private collection service has been terminated without reinstating *curbside collection service*, the *City* shall back charge the owner to the date of

discontinuation of the collection service fee and charge the ten (10%) percent late payment penalty.

PART 10 PAYMENT OF ACCOUNTS

10.1 Payment of Accounts:

- a) **Residential Accounts** under Section 9.1 and in accordance with Schedule “F” shall be paid on an annual basis. Instalment payments can be made for any amount at any time. Interest shall be paid on these payments at the discretion of the Financial Administrator.
- b) **Commercial Accounts** under Section 9.1 and in accordance with Schedule “F” shall be rendered monthly or quarterly and shall be due and payable at the designated *City* Collection Office on or before the last working day of the month or quarter. Quarter means any three-month period ending on the last day of March, June, September, or December.
- c) **Landfill Site Disposal Charges** will be rendered monthly for those *persons* with an established credit account and shall be due and payable on or before the 30th day after the invoice date. Where a *person* liable to a disposal fee under Section 9.1 and in accordance with Schedule “F” does not have an established credit account, the fee payment must be made in cash to the *Landfill* Site staff prior to leaving the *Landfill Site*.

10.2 Failure to receive mail will not be recognized as valid excuse for failure to pay rates when due.

Outstanding Fees and Charges Added to Taxes:

10.3 Pursuant to the provisions of *Community Charter*, SBC 2003, Chapter 26 as amended, the fees and charges payable by the *owner* of any *premises* subject to the conditions and terms of this Bylaw, if remaining unpaid after the thirty-first day of December in any year, shall be deemed to be taxes in arrears in respect to that *premises* and such sums shall be recovered with interest, in the same manner as ordinary municipal taxes upon premises in accordance with the applicable provisions of the *Community Charter*.

PART 11 CUSTOMER SERVICE

11.1 The *Director of Operations* will seek to ensure customer service and satisfaction in the provision of *solid waste* collection and disposal services to the local consumer. It will be their right and obligation to take such action as is deemed equitable and necessary in terms of service delivery, customer charges, and the long-term interest of the utility. Consumer

relations, including advertising and marketing may also be done at the discretion of the *Director of Operations*.

PART 12 OFFENCES AND PENALTIES

Bylaw Contravention:

- 12.1 Any *person* who contravenes any provision of this Bylaw for which a specific penalty has not otherwise been specified commits an offence of this Bylaw.
- 12.2 Every person who commits an offence punishable on summary conviction shall be liable to a fine of not more than \$10,000 or the imprisonment for not more than six months, or both, or such other maximum penalties as set out in the *Community Charter* SBC 2003, Chapter 25, as may be amended or replaced from time to time.
- 12.3 This Bylaw may be enforced under the *Offence Act*, R.S.B.C. 1996, chapter 338, or the City of Prince Rupert Ticket Information Bylaw No. 2783, 1992, as may be amended or replaced from time to time.
- 12.4 Where an offence under this Bylaw is of a continuing nature, each day that the offence continues or is permitted to exist shall constitute a separate offence.

Specific Penalties:

- 12.5 The *City* reserves the right to suspend collection services, or to charge a fee per incident as set out in Schedule "F" of this Bylaw, to the *owner* of *premises* when:
 - a) approved *containers* are not used,
 - b) *containers* are overfilled and the lid is not secured,
 - c) materials other than *curbside recyclable materials* are placed in a *recycling bin*, and
- 12.6 When a violation of Section 12.5 results in solid waste spills or is spread by animals, birds or wind onto *City* property, *solid waste* collectors will clean up *solid waste* and the *owner* will be invoiced for the cost of such clean up, with a minimum charge of as set out in Schedule "F" of this Bylaw, and a maximum charge of actual cost to the *City*.

Right of Entry:

- 12.7 For the purpose of collection, removal and disposal of *solid wastes*, and other noxious, offensive, unwholesome and discarded substance or matter, and ascertaining whether the provisions of this Bylaw are observed, authorized *solid waste* collectors and employees of the *City* shall have the right to enter upon any *premises* in the *City* during reasonable daylight hours on any day of the week.

Other Remedies:

- 12.8 Nothing in this section affects any other right or remedy of the *City* in respect of any violation of any provision of this Bylaw.

PART 13 SEVERABILITY

Severability:

- 13.1 If any section, subsection, clause, sub clause, phrase or any other part, of this Bylaw is for any reason held to be invalid, void or ineffective by the decision of any court of competent jurisdiction, the part in question is to be severed from the rest of this Bylaw and that does not affect the validity of the remainder of this Bylaw, which is to be interpreted and applied as if this Bylaw had been enacted without the severed part.

PART 14 ADOPTION AND REPEAL

Adoption:

- 14.1 This Bylaw shall come into full force and effect on January 1, 2022.

Repeal:

- 14.2 “Solid Waste Management Bylaw No. 3405, 2016”, and its amendments are hereby repealed.

Read a First time this ___th day of _____, 202__.

Read a Second time this ___th day of _____, 202__.

Read a Third time this ___th day of _____, 202__.

Final Consideration and Adopted this ___th day of _____, 202__.

Mayor

Corporate Administrator

**SCHEDULE “A” to
Solid Waste Management Bylaw No. 3480, 2021**

UNACCEPTABLE WASTES FOR CITY COLLECTION SERVICE

The following waste materials will not be collected by City collection forces and shall not be placed by any person in any container or other location for collection by the City:

1. any prohibited wastes described in Schedule “B”.
2. any controlled wastes described in Schedule “C”.
3. trade waste to be collected from residential premises.
4. industrial wastes.
5. dead animals.
6. oversized items of any kind.
7. demolition or construction waste.
8. wood or wood waste.
9. garden waste, grass and leaves.
10. trees.
11. hedge clippings.
12. rocks.
13. discarded furniture.
14. metal scraps.
15. cardboard.
16. Any other waste material determined by the Director of Operations to be unacceptable.

**SCHEDULE “B” to
Solid Waste Management Bylaw No. 3480, 2021**

PROHIBITED WASTES

The following wastes are prohibited from disposal at the Landfill Site:

1. hazardous (including pathogenic and radioactive) wastes.
2. “Hazardous Wastes” as defined by the *Environmental Management Act* (BC).
3. Any substance prescribed as “waste” by regulation under the *Environmental Management Act* (BC).
4. non-sterilized biomedical waste.
5. explosive substances.
6. chemicals or other materials which may create hazardous working conditions.
7. inflammable materials.
8. ashes or other materials hot enough to start combustion.
9. waste oil, petroleum by-products, used oil filters or equipment lubricant filters.
10. contaminated water waste.
11. all forms of excrement excluding minor amounts of domestic pet waste.
12. tanks, barrels, drums, pails, and other large liquid containers that are not empty, unless authorized by the Director of Operations.
13. creosote painted/pressure treated material.
14. contaminated soils unacceptable to the Director of Operations.
15. tires.
16. commercial loads of dry cell batteries.
17. corrugated cardboard from commercial sources.
18. white goods.
19. any other material deemed by the Director of Operations or the Medical Health Officer as hazardous, unacceptable, or unsuitable for disposal at the Landfill Site.
20. some prohibited materials may be accepted in small quantities for recycling.
21. Wire rope.

**SCHEDULE “C” to
Solid Waste Management Bylaw No. 3480, 2021**

CONTROLLED WASTES

The following *waste* materials may be accepted at the *Landfill Site* upon approval from the *Director of Operations*, but because of their inherent nature or quantity may be subject to special handling and disposal techniques to avoid creating health hazards, nuisances, or environmental pollution:

1. asbestos.
2. liquid wastes and sludges including sewage.
3. dead animals and animal parts (including bones, feathers, skin, hair, nails and teeth).
4. contaminated soils acceptable to the Director of Operations.
5. non-contaminated water waste acceptable to the Director of Operations.
6. soot.
7. mobile homes.
8. automobile bodies, automobile parts, or boat hulls.
9. tanks, barrels, drums, pails and other large liquid containers, that are empty.
10. gypsum.
11. lumber, timber, logs, etc., longer than 3.6 metres (12 ft).
12. cruise Ship International Garbage (low and high risk).
13. grain.
14. sandblast sand.
15. non-processed Fish Waste (salmon, crab, sea urchins, etc.)

**SCHEDULE “D” to
Solid Waste Management Bylaw No. 3480, 2021**

CURBSIDE RECYCLABLE MATERIAL

Waste materials accepted for curbside collection when placed in the designated curbside *recycling containers* are defined by Recycle BC, as may be amended or altered by Recycle BC from time to time, but generally include:

1. Printed Papers, examples of which include newspapers, newspaper inserts, magazines, catalogues, telephone directories, envelopes and greeting cards
2. Old Corrugated cardboard, examples of which include but are not strictly limited to grocery store boxes, liquor store boxes, and clean pizza boxes
3. Other Paper Packaging (containing liquids when sold), examples of which include but are not limited to non-foam paper cups, milk and juice cartons, soup and broth containers, paper soup bowls, and microwaveable paper containers
4. Other Paper Packaging (not containing liquids when sold), examples of which include but are not limited to cereal boxes, shoe boxes, paper towel and toilet paper tubes, soft drink boxes, egg cartons, cardboard drink trays, paper bags and paper frozen food packaging
5. Rigid Plastic, examples of which include plastic jugs with caps (for milk, cooking oil, fabric softener, etc.) plastic bottles with screw caps (for food, dish soap, mouthwash, pills and vitamins, etc.), plastic jars with wide mouths and screw lids (for peanut butter, jam, condiments, vitamins, etc.), plastic cannabis packaging, plastic clamshells (for baked goods, fruit, produce, etc.) plastic tubs and lids (for margarine, yogurt, cottage cheese, ice cream, etc.) plastic take-out cups with lids, plastic garden pots and trays, plastic pails less than 25L (for laundry detergent, ice cream, pet food, etc.), microwavable bowls and cups, empty plastic single-use coffee and tea pods, and rigid plastic packaging with paper removed (for toys, toothbrushes, batteries, etc.)
6. Steel and aluminum containers, examples of which include aluminum and steel cans and lids, aluminum foil wrap and take out containers, empty aluminum aerosol containers (for air fresheners, shaving cream, deodorant, foam insulation, etc.), and food tins.

All materials listed above must be cleaned of any food or other product and be dry before placing in a *recycling container* for collection. Any material listed above contaminated with food or other product will not be accepted for collection.

**SCHEDULE “E” to
Solid Waste Management Bylaw No. 3480, 2021**

WASTES ACCEPTED AT THE RECYCLABLE SITE

The following *waste* materials only are accepted for disposal at *Recyclable Site*:

1. muskeg, berm material, and overburden, (including grass and branches).
2. cement products (including protruding rebar).
3. metal products (no allowable contamination).
4. approved *sorted building debris* such as clean wood, but excluding drywall or gypsum.
5. clean wood (pallet boards, etc.). No treated wood products.
6. steel frames from mobile homes.
7. tin, steel and aluminum.

The foregoing accepted materials exclude any leachable material or any loose material that can be wind swept.

Schedule "F"
Solid Waste Management Bylaw No. 3480, 2021

FEES AND CHARGES

All fees, rates, and charges in this Schedule include a 2% Asset Management Reserve Fee

	2022	2023	2024
CITY COLLECTION FEES			
Residential Collection Service			
Per dwelling unit, minimum annual charge for collection of solid waste	\$518.04	\$528.40	\$538.97
Per dwelling unit, additional annual charge for 240L refuse collection	\$100.00	\$102.00	\$104.04
Per dwelling unit for single Owner/Strata with >20 dwellings quarterly charge for collection of solid waste	\$129.51	\$132.10	\$134.74
Commercial Collection Service			
Minimum quarterly charge for two (2) containers picked up twice per week.	\$399.32	\$407.31	\$415.46
Charge for each additional garbage bag above four (4)	\$11.02	\$11.24	\$11.46
Container Fees (per sections 3.7, 3.8, and 5.10)			
Initial fee for 120 and 240 litre containers delivered in 2021	\$20.00		
Exchange fee to change 120 litre to 240 litre container or vice versa	\$10.00	\$10.20	\$10.40
Repair of container wheels, handle, or lid	\$25.00	\$25.00	\$25.00
Replacement of 120 litre container	\$50.00	\$50.00	\$50.00
Replacement of 240 litre container	\$70.00	\$70.00	\$70.00
Specific Penalties (per sections 12.5 and 12.6)			
Failure to use approved <i>container</i> for curbside collection of <i>solid waste</i>	\$50.00	\$50.00	\$50.00
Overfilling of <i>containers</i> beyond lid height causing materials to spill	\$50.00	\$50.00	\$50.00
Placement of contaminating materials in <i>curbside recycling containers</i>	\$50.00	\$50.00	\$50.00
Minimum charge for cleanup on City property	\$150.00	\$150.00	\$150.00

		2022	2023	2024
USE OF DISPOSAL SITE – CASH RATES				
Fees for disposing of waste at the Disposal Site is measured by weight (tonne) on the scale provided at the site unless otherwise stated. All rates are per tonne unless otherwise stated. Cash rates include debit and credit cards.				
General Waste Disposal				
Regular Tipping Fees	Resident	\$175.00	\$179.00	\$183.00
	Minimum	\$10.00	\$10.00	\$11.00
	Non-Res	\$245.00	\$250.00	\$255.00
	Minimum	\$11.00	\$11.00	\$12.00
Temporary Worker's Residence (upon approval)	Resident	\$447.00	\$456.00	\$465.00
	Non-Res	\$625.00	\$638.00	\$651.00
Controlled Waste Weekdays				
Non-processed fish waste	Resident	\$588.00	\$600.00	\$612.00
	Non-Res	\$824.00	\$840.00	\$857.00
Non-contaminated Water Waste (upon approval)	Resident	\$220.00	\$224.00	\$228.00
	Non-Res	\$308.00	\$314.00	\$320.00
Liquid Waste and Sludge includes sewage	Resident	\$72.50	\$74.00	\$75.50
	Non-Res	\$109.00	\$111.20	\$113.40
Waste that requires immediate burial	Resident	\$414.00	\$422.00	\$430.00
	Non-Res	\$580.00	\$592.00	\$604.00
Controlled Waste Weekends/Holidays				
Regular tipping fees plus additional charge of:	Resident	\$428.00	\$437.00	\$446.00
	Non-Res	\$601.00	\$613.00	\$625.00
Any Controlled Waste without a specified disposal charge shall be charged the general disposal rate for the particular site (General or Recycle) that is directed to by staff				
Non Operational Scale Fees				
In the event that the Landfill Site scales provided are not operational, all solid waste delivered to the Landfill Site shall be subject to the following charges, according to the type of vehicle delivering the waste and without taking into consideration the volume or weight of the waste contained in the vehicle.				
Standard size garbage bags up to 6 bags	Resident	\$8.10	\$8.30	\$8.50
	Non-Res	\$11.50	\$11.70	\$11.90
Automobiles including cars, vans, SUVs, small trucks and single axle trailer with tire inner diameter of less than 10" (25 cm)	Resident	\$12.80	\$13.10	\$13.40
	Non-Res	\$17.90	\$18.30	\$18.70

		2022	2023	2024
Non-Operational Scale Fees Continued				
Tandem trailer with sides more than 1 metre (3 ft)	Resident	\$36.40	\$37.10	\$37.80
	Non-Res	\$50.40	\$51.40	\$52.40
One (1) ton units	Resident	\$39.60	\$40.40	\$41.20
	Non-Res	\$53.90	\$55.00	\$56.10
Single axle dump truck	Resident	\$478.00	\$487.60	\$497.40
	Non-Res	\$670.10	\$683.50	\$697.20
Tandem dump truck	Resident	\$783.10	\$798.80	\$814.80
	Non-Res	\$1,098.40	\$1,120.40	\$1,142.80
Single axle side load 20 yd Refuse Truck (low compaction)	Resident	\$839.60	\$856.40	\$873.50
	Non-Res	\$1,177.50	\$1,201.10	\$1,225.10
Single axle side load 20 yd Refuse Truck (mid-high compaction)	Resident	\$1,351.50	\$1,378.50	\$1,406.10
	Non-Res	\$1,891.60	\$1,929.40	\$1,968.00
Tandem side load 30 yd Refuse Truck (mid-high compaction)	Resident	\$1,683.70	\$1,717.40	\$1,751.70
	Non-Res	\$2,354.90	\$2,402.00	\$2,450.00
Front load Refuse Truck	Resident	\$1,432.80	\$1,461.50	\$1,490.70
	Non-Res	\$2,005.80	\$2,045.90	\$2,086.80
Roll on/off Tandem with open container	Resident	\$980.80	\$1,000.40	\$1,020.40
	Non-Res	\$1,373.00	\$1,400.50	\$1,428.50
Roll on/off Tandem with compactor style container	Resident	\$1,544.70	\$1,575.60	\$1,607.10
	Non-Res	\$2,164.00	\$2,207.30	\$2,251.40
USE OF RECYCLABLE SITE – CASH RATES				
Recycling under one tonne – minimum charge	Resident	\$5.00	\$5.00	\$5.00
	Non-Res	\$7.00	\$7.00	\$7.00
Recycling above one tonne	Resident	\$17.10	\$17.40	\$17.70
	Non-Res	\$23.60	\$24.10	\$24.60
Muskeg	Resident	\$55.00	\$56.10	\$57.20
	Non-Res	\$77.00	\$78.50	\$80.10
Automobiles for recycling as authorized	Resident	\$55.10	\$56.20	\$57.30
	Non-Res	\$75.90	\$77.40	\$78.90
OTHER LANDFILL SITE CHARGES – CASH RATES				
Use of Scale (per use)	Resident	\$31.20	\$31.80	\$32.40
	Non-Res	\$41.90	\$42.70	\$43.60
Clean Cover Material per load	Resident	\$31.20	\$31.80	\$32.40
	Non-Res	\$41.90	\$42.70	\$43.60
Grain and Sand (as authorized)	Resident	\$155.00	\$158.10	\$161.30
	Non-Res	\$217.00	\$221.30	\$225.70
Disposal of Controlled Waste or Prohibited Waste without prior approval (per item). This fee will be added to the general tipping fees.	Resident	\$660.00	\$670.00	\$680.00
	Non-Res	\$930.00	\$950.00	\$970.00

UNCOVERED OR INSECURE LOADS
General Waste Disposal fees will be doubled when Commercial Vehicles attend the disposal site with an uncovered or an insecure load.
NON-PROFIT ORGANIZATIONS FEE
Non-profit groups may apply to have a 50% reduction in their landfill tipping fees to a maximum of \$3,000 annually when authorized by the <i>Director of Operations</i> or their designate. This approval must be granted prior to attending the disposal site. Any other requests for financial assistance must be directed to City Council.
INVOICE RATES – LANDFILL SITE
Invoice rates will be 12% higher than the cash rate identified in this Schedule.
BILLING AND EARLY PAYMENT REWARD
Accounts paid in full by the due date on the Billing Statement may be entitled to receive a ten percent (10%) reduction. Any payments received after the close of business day at Prince Rupert City Hall on the due date are not eligible for the discount. Payments made at a Financial Institution must be received by the City on or before the application due dates in order for the customer to qualify for the discount. Non receipt of the utility bill will not be recognized as a valid excuse for failure to pay the rates when due. Early payment reductions do not apply to fees charged under the Container Fees and Specific Penalties categories described above.
UNPAID FEES AND CHARGES
Any amounts imposed under this Schedule remaining unpaid on the thirty-first (31 st) day of December in any year shall be deemed to be taxes in arrears in respect of the parcels of land concerned and such sums shall be recovered with interest, in the same manner as ordinary municipal taxes upon land in accordance with the applicable provisions of the Community Charter and Local Government Act. Furthermore, these accounts will also be subject to a late fee of ten percent (10%).