



City of Prince Rupert

AGENDA

For the **REGULAR MEETING** of Council to be held on January 10, 2022 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 January 10, 2022 be adopted as presented.

3. MINUTES

a) Recommendation:

THAT the Minutes of the Regular Council Meeting of December 6, 2021 be adopted.

(attached)

b) Recommendation:

THAT the Minutes of the Special Council Meeting of December 13, 2021 be adopted. (attached)

4. REPORTS & RESOLUTIONS

a) Report from the Corporate Administrator – Re: Council Resolutions Status Updates (November / December 2021)

5. BYLAWS

a) Report from the Chief Financial Officer – Re: Police Detachment Loan Authorization Bylaw

(attached)

Recommendation:

THAT Council introduce and give First, Second and Third Readings to the Police Detachment Loan Authorization Bylaw No. 3484, 2022.

b) Zoning Amendment Bylaw No. 3479, 2021

(attached)

Recommendation:

THAT Council give Third Reading to “City of Prince Rupert Zoning Bylaw No. 3479, 2021”.

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



City of Prince Rupert

MINUTES

For the **REGULAR MEETING** of Council held on December 6, 2021 at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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 Niesh and seconded by Councillor Cunningham THAT the Agenda for the Regular Council Meeting of December 6, 2021 be adopted as presented.

CARRIED

3. MINUTES

a.) MOVED by Councillor Randhawa and seconded by Councillor Mirau THAT the Minutes of the Special Council Meeting of November 22, 2021 be adopted.

CARRIED

b.) MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the Minutes of the Regular Council Meeting of November 22, 2021 be adopted.

CARRIED

4. REPORTS & RESOLUTIONS

a) Report from the Corporate Administrator – Re: Letter of Support for Ecole Roosevelt Park Community School

MOVED by Councillor Cunningham and Seconded by Councillor Niesh THAT

Council, by resolution, provide a Letter of Support to Ecole Roosevelt Community School as requested.

CARRIED

5. BYLAWS

a.) Report from the Director of Operations – Re: Solid Waste Management Bylaw No. 3480, 2021.

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council proceeds with Fourth and Final Reading of the Solid Waste Management Bylaw No. 3480, 2021.

CARRIED

b.) Report from the Corporate Administrator – Re: Recreation Fees & Charges Bylaw No. 3482 2021.

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council proceed with First, Second and Third Readings of the Recreation Fees & Charges Bylaw No. 3482, 2021.

CARRIED

c.) Report from the Chief Financial Officer Re: Revitalization Tax Exemption Program Bylaw No. 3481, 2021.

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT Council introduce and give First, Second and Third Readings to the Revitalization Tax Exemption Program Bylaw No. 3481, 2021.

CARRIED

d.) Report from the Chief Financial Officer Re: Cemetery Fees & Charges Amendment Bylaw No. 3483, 2021.

MOVED by Councillor Mirau and seconded by Councillor Adey THAT Council introduce and give First, Second and Third Readings to the Cemetery Fees & Charges Amendment Bylaw No. 3483, 2021.

CARRIED

6. ADJOURNMENT

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham that the meeting be adjourned at 7:15pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



City of Prince Rupert

MINUTES

For the **REGULAR MEETING** of Council held on December 13, 2021 at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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. 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 7:01 pm.

2. ADOPTION OF AGENDA

- a) **MOVED** by Councillor Cunningham and seconded by Councillor Adey **THAT** the Agenda for the Regular Council Meeting of December 13, 2021 be adopted as presented and amended to include item 4.c) "Report from the Corporate Administrator – Re: Friendship House, Letter of Support re: Transportation Service."

CARRIED

3. REPORTS & RESOLUTIONS

- a) **Report from the Chief Financial Officer – Re: October 2021 Financial Variance Report**
- b) **Report from the Chief Financial Officer – Re: 2022 Financial Plan Capital Works, Purchases & Special Projects**

MOVED by Councillor Cunningham and seconded by Councillor Randhawa **THAT** Council approve, by resolution, the 2022 Financial Plan Capital Works, Purchases and Special Projects, as recommended at the Committee of the Whole Meeting of December 13, 2021.

CARRIED

- c) **Report from the Corporate Administrator – Re: Friendship House, Letter of Support re: Transportation Service**

MOVED by Councillor Cunningham and seconded by Councillor Mirau THAT Council approve, by resolution, a letter of Support for the Friendship House as requested.

CARRIED

4. BYLAWS

- a) **Report from the Corporate Administrator – Re: Recreation Fees & Charges Bylaw No. 3482, 2021**

(attached)

MOVED by Councillor Adey and seconded by Councillor Mirau THAT Council proceed with Fourth & Final readings of the Recreation Fees & Charges Bylaw No. 3482, 2021.

CARRIED

- b) **Report from the Chief Financial Officer – Re: Revitalization Tax Exemption Program No. 3481, 2021**

(attached)

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council proceed with Fourth and Final readings of the Revitalization Tax Exemption Program Bylaw No. 3481, 2021.

CARRIED

- c) **Report from the Chief Financial Officer – Re: Cemetery Fees & Charges Amendment Bylaw No. 3483, 2021**

(attached)

MOVED by Councillor Mirau and seconded by Councillor Adey THAT Council proceed with Fourth and Final readings of the Cemetery Fees & Charges Bylaw No. 3483, 2021.

CARRIED

5. ADJOURNMENT

MOVED by Councillor Randhawa and seconded by Councillor Mirau that the meeting be adjourned at 7:18pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR

Council Resolution Status Updates

November / December 2021

Date	Resolution	Status
8-Nov-2021	DVP-21-13 for 1002 – 1 st Avenue West approval	●
8-Nov-2021	2022 Community Enhancement Grants	●
8-Nov-2021	Prince Rupert Golf Club Letter of Support	●
22-Nov-2021	Northern Development Initiative Trust Economic Infrastructure Grant application	●
22-Nov-2021	TORCA Pump Track – License to Occupy	●
22-Nov-2021	Provincial Referral Application 135192657-002 concerns addressed and identified	●
22-Nov-2021	2022 Acting Mayor Schedule	●
22-Nov-2021	Strategic Action Plans approved	●
13-Dec-2021	2022 Financial Plan Capital Works, Purchases & Special Projects approval	●
13-Dec-2021	Friendship House Letter of Support	●



In progress



Completed

Rosamaria Miller
Corporate Administrator

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

DATE: January 10, 2022

FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: POLICE DETACHMENT LOAN AUTHORIZATION BYLAW NO. 3484, 2022

RECOMMENDATION:

That Council introduce and give First, Second and Third Readings to the Police Detachment Loan Authorization Bylaw No. 3484, 2022.

REASON FOR REPORT

Under *Community Charter 179 (1)(a)* Council is authorized to incur a liability for a capital purpose. The City's current police detachment, which was constructed in 1978 and occupied by the Royal Canadian Mounted Police (RCMP) is no longer compliant for their needs and must be replaced as part of the City's obligation to provide adequate accommodation as is specified in the Municipal Police Unit Agreement April 1, 2012. This bylaw seeks to obtain financing necessary to construct a new police detachment on land the City purchased in 2020 for this express purpose.

ANALYSIS

The new police detachment project will include engineering, design, construction, furnishing and commissioning. The project is expected to be complete and occupancy achieved in 2024. Recognizing the CleanBC objectives under the Roadmap to 2030, the City intends for this municipal building to be one of the first constructed with emphasis on the reduction of GHG emissions achievable within budget.

ESTIMATED COST:

The cost of this project is estimated at \$25,000,000. Full project costs are to be funded through debt financing.

FINANCING PROCESS:

Municipalities ordinarily finance large projects with loans from the Municipal Finance Authority. Provincial legislation and related regulations define the maximum amount a municipality may borrow; the maximum length of the loan (30 years); and, the process that must be followed to acquire a loan.

January 10, 2022

Loan Capacity

Assuming the period of loan repayment is 30 years, the City has the borrowing capacity to borrow the amount required.

Loan Period

The City anticipates borrowing for 30 years.

Loan Process

The loan acquisition process requires that a Municipality must either put the question of obtaining the loan through a process called the *Alternative Approval Process* or alternatively put the question to *Referendum*. Before initiating either process of approval, the City must give three readings of the proposed Municipal Loan Authorization Bylaw and then submit the Bylaw to the provincial government for approval.

A brief summary of the two processes follows:

Alternate Approval Process

This process requires the City to follow a public notification process advising the Community of the intent to borrow funds for the project. Voting members of the Community then have a period of time during which they can indicate that they do not approve borrowing money for the project. If ten percent (10%) of the eligible voting members indicate that they do not approve borrowing money, the question must then seek approval through a referendum process.

Referendum

This process requires the Community to vote on the question of whether it approves the borrowing of funds for the project. A simple majority decides the question. Voting eligibility is the same for voting at a municipal election.

FINANCING COSTS:

Should the electorate accept the undertaking of debt financing to construct the new police detachment, and Council adopts this Bylaw at a later date, the City will bring forth a Temporary Borrowing Bylaw with which funds will be drawn down on as needed to finance the construction of the detachment. Payments during this time will consist of interest only amounts. Once the project is complete, the final borrowing amount will be known and the City can trigger the long term debt by converting the Temporary Borrowing into debenture financing with the Municipal Financing Authority (MFA).

January 10, 2022

Table 1 shows the estimated annual cost of debenture financing should the entire \$25,000,000 loan be required. The interest rate of 2.35% is the current MFA estimated lending rate for 30 years.

Table 1

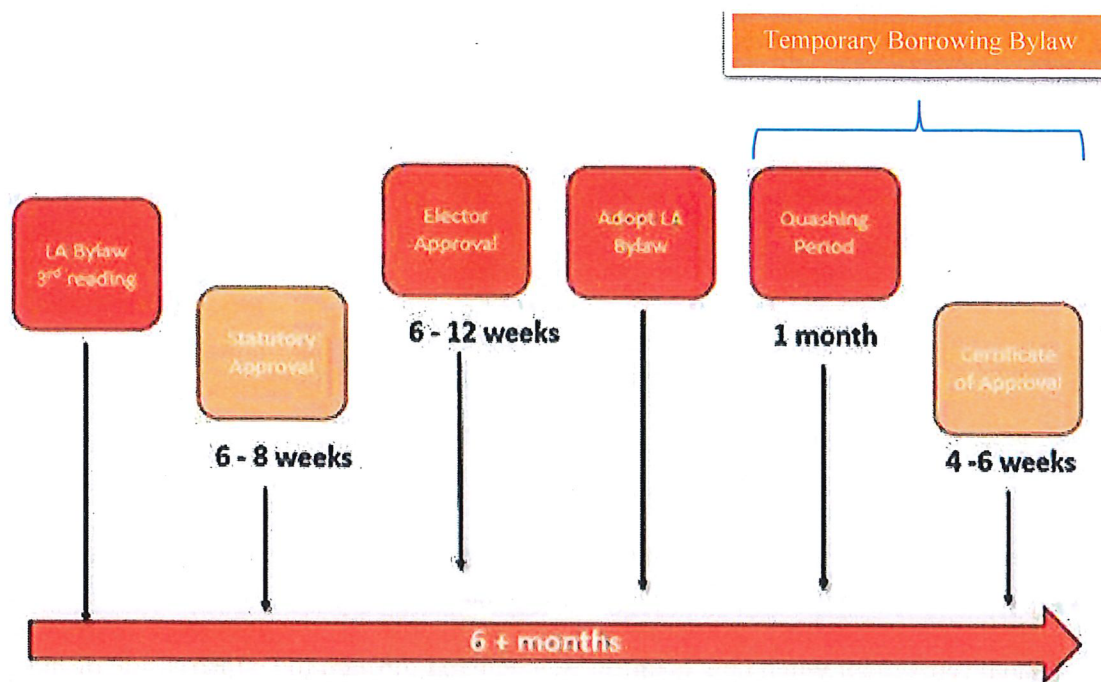
Estimated Cost of Debenture Financing (30 years)	
Debt	\$ 25,000,000
Annual repayment	\$ 1,200,000
Tax increase	1%

The above table is an estimate given the interest rate may differ at the time the debenture debt is undertaken. The effects to the property tax rate for the repayment of this debt are estimated to be an increase of approximately 1% because the City reserved the majority of the annual repayment when new taxation was realized through the construction of industrial projects a couple of years ago. This action has reduced the taxation impact of loan repayments for this project to the overall tax base significantly. Should the full loan not be necessary, there may be no need for a tax increase with respect to this debt.

TIMING OF LOAN AUTHORIZATION PROCESS:

The following diagram provides information as to the length of time necessary to obtain approval to obtain the municipalities authorization to borrow funds.

January 10, 2022

**LOAN AUTHORIZATION BYLAW:**

A Loan Authorization Bylaw has been prepared (see *Attachment 1*) and sets the maximum amount that could be borrowed and spent pursuant to the Bylaw.

CONCLUSION:

By introducing and giving Three Readings to the Bylaw, Council will initiate the loan authorization process.

Prepared by:**Reviewed by:**

Corinne Bomben
Chief Financial Officer

Robert Buchan
City Manager

Attachment: Police Detachment Loan Authorization Bylaw No. 3484, 2022

CITY OF PRINCE RUPERT

POLICE DETACHMENT LOAN AUTHORIZATION BYLAW NO. 3484, 2022

A BYLAW TO AUTHORIZE THE BORROWING OF FUNDS, FOR THE PURPOSE OF
FUNDING THE POLICE DETACHMENT PROJECT

WHEREAS it is deemed desirable and expedient to construct a new police detachment in the municipality.

AND WHEREAS the estimated cost of the new police detachment including expenses incidental thereto is \$25,000,000 of which the sum of \$25,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the new police detachment and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding twenty five million dollars (\$25,000,000).
 - b) To acquire all such real property, easements, rights-of-way, licenses, leases, rights or authorities as may be requisite or desirable for or in connection with the construction of the said police detachment project.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty (30) years.
3. This Bylaw may be cited as **"Police Detachment Loan Authorization Bylaw No. 3484, 2022"**.

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

