



# City of Prince Rupert

## AGENDA

For the **REGULAR MEETING** of Council to be held on February 7, 2022 at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

### 1. CALL TO ORDER

### 2. ADOPTION OF AGENDA

**Recommendation:**

THAT the Agenda for the Regular Council Meeting of February 7, 2022 be adopted as presented.

### 3. MINUTES

**a) Recommendation:**

THAT the Minutes of the Special Council Meeting of January 24, 2022 be adopted.

(attached)

**b) Recommendation:**

THAT the Minutes of the Regular Council Meeting of January 24, 2022 be adopted. (attached)

### 4. REPORTS & RESOLUTIONS

**a) Report from the Corporate Administrator – Re: Council Resolutions Status Updates (January 2022)**

**b) Report from Planning Re: DVP-21-11 for 885 Borden Street**

(attached)

**Recommendation:**

THAT Council proceeds with the statutory process for Development Variance Permit Application (DVP) 21-11.

**c) Report from Planning Re: DVP-22-02 for 945 Hays Cove Avenue**

(attached)

**Recommendation:**

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) 22-02.

**d) Report from the Corporate Administrator Re: Letter of Support for Tourism Prince Rupert**

(attached)

**Recommendation:**

THAT Council consider an application for a Letter of Support to Tourism Prince Rupert in support of their application to the Northern Development Initiative Trust's marking Initiatives Program to support the development of a new, more robust visitor website at [www.visitprincerupert.com](http://www.visitprincerupert.com).

**e) Report from the Corporate Administrator Re: Letter of Support Odd Eidsvik Community Park**

(attached)

**Recommendation:**

THAT Council consider an application for a Letter of Support in support of grant applications to improve the Odd Eidsvik Community Park on Atlin Avenue.

**f) Report from the Director of Operations & Intergovernmental Relations**

(attached)

**Recommendation:**

THAT Mayor and Council pass a resolution to support the staff applying for the following grant application:

ICIP Grant Application – Omineca Avenue Wastewater Treatment Facility

**g) Report from the Corporate Administrator Re: Street Names Resident Request**

(attached)

**Recommendation:**

THAT request Staff to review the submitted package for feasibility within the already approved 2022 work plan and capital budget.

**h) Report from the Corporate Administrator Re: Letter of Support for the Oldfield Creek Hatchery**

(attached)

**Recommendation:**

THAT Council consider an application for a Letter of Support in support of grant applications for the Oldfield Creek Hatchery.

**i) Report from the Corporate Administrator Re: Friendship House Association of Prince Rupert.**

(attached)

**Recommendation:**

THAT Council consider an application for a Letter of Support in support of the Friendship House Association of Prince Rupert's PRPA CIF grant application.

**j) Report from the Corporate Administrator Re: Letter of Support for the Prince Rupert Golf Club**

(attached)

**Recommendation:**

THAT Council consider an application for Letters of Support for the Prince Rupert Golf Club in support of their applications to the Northern Development Initiative Trust's Recreation Infrastructure Grant and the Prince Rupert Port Authority's Community Investment Fund.

**k) Report from the Corporate Administrator Re: Letter of Support for Snow Valley Nordic Ski Club (Note: this application is for an organization located outside of Prince Rupert.)**

(attached)

**Recommendation:**

THAT Council consider an application for a Letter of Support in support of the Snow Valley Nordic Ski Club's application to the Prince Rupert Port Authority's Community Investment Fund.

**5. BYLAWS**

**a) Report from the Corporate Administrator Re: Commercial Vehicle Program**

(attached)

**Recommendation:**

THAT Council repeal City of Prince Rupert Commercial Vehicle Licensing Bylaw No. 3329, 2007 ad any and all amendments relating to same.

**b) Report from the Approval Officer Re: City of Prince Rupert Subdivision and Servicing Bylaw No. 3486, 2022.**

(attached)

**Recommendation:**

THAT Council give First, Second and Third Readings to the City of Prince Rupert Subdivision and Servicing Bylaw No. 3486, 2022.

**c) City of Prince Rupert Zoning Amendment Bylaw No. 3485, 2022**

(attached)

**Recommendation:**

THAT Council give Third Reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3485, 2022.

**d) City of Prince Rupert Zoning Amendment Bylaw No. 3485, 2022**

(attached)

**Recommendation:**

THAT Council give Fourth & Final Reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3485, 2022.

**e) City of Prince Rupert Delegation Amendment Bylaw No. 3487, 2022.**

(attached)

**Recommendation:**

THAT Council give First, Second and Third Readings to the City of Prince Rupert Delegation Amendment Bylaw no. 3487, 2022.

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

**a) Notice of Motion from Councillor Cunningham**

THAT Council sent a letter to Northern Health to have the existing Orthopaedics Surgeon Position remain in the Prince Rupert Regional Hospital.

**7. ADJOURNMENT**



# City of Prince Rupert

## MINUTES

For the **SPECIAL MEETING** of Council held on January 24, 2022 at 4:30 p.m. in the Council Chambers of CityHall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor L. Brain  
Councillor B. Cunningham  
Councillor W. Niesh  
Councillor N. Adey  
Councillor G. Randhawa  
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  
P. Vendittelli, Manager of Economic Development and  
Transportation  
A. Vera, Manager of Human Resources

### 1. CALL TO ORDER

The Mayor called the Special Meeting of Council to order at 4:31 p.m.

### 2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Niesh 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;
- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality, and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interest of the municipality if they were held in public.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR



# City of Prince Rupert

## MINUTES

For the **REGULAR MEETING** of Council held on January 24, 2022 at 7:00 p.m. in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> 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 7:01 p.m.

### 2. ADOPTION OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Agenda for the Regular Council Meeting of January 24, 2022 be adopted as presented as presented and amended by replacing item 5.a) and removing item 5.b).

CARRIED

### 3. MINUTES

a.) MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT the Minutes of the Special Council Meeting of January 10, 2022 be adopted.

CARRIED

b.) MOVED by Councillor Niesh and seconded by Councillor Adey THAT the Minutes of the Public Hearing Meeting of January 10, 2022 be adopted.

CARRIED

c.) MOVED by Councillor Skelton-Morven and seconded by Councillor Randhawa THAT

the Minutes of the Public Hearing Meeting of January 10, 2022 be adopted.

CARRIED

#### 4. REPORTS & RESOLUTIONS

- a) **Report from the Director of Operations & Intergovernmental Relations Re: Major Projects – Monthly Update**
- b) **Report from the City Manager Re: Development Variance Permit DVP-21-07 for 201 – 7<sup>th</sup> Avenue East**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed to the statutory public notification for Development Variance Permit Application no. DVP-21-07; and,

THAT Council requires, pursuant to Section 506 (8)(b) & Section 507 (2) of the Local Government Act, the applicant to upgrade the laneway to City standards from 7<sup>th</sup> Avenue East to the applicant's rear property line.

CARRIED

- c) **Report from the Chief Financial Officer – Re: Elector Approval for Loan Authorization Bylaw**

MOVED by Councillor Niesh and seconded by Councillor Mirau THAT Council direct staff to proceed with obtaining elector approval by way of Alternative Approval Process.

CARRIED

#### 5. BYLAWS

Councillor Niesh left the meeting at 7:16 p.m. citing a conflict of interest with item 5.a).

- a) **Report from the City Manager Re: Zoning Amendment Bylaw No. 3485, 2022.**

MOVED by Councillor Randhawa and seconded by Councillor Mirau THAT Council:

1. Give First and Second Reading to the proposed Zoning Bylaw 3485, 2022; and,
2. Direct staff to give notice that a Public Hearing will not be required for this bylaw because it is consistent with the OCP.

CARRIED

Councillor Niesh returned to the meeting at 7:22 p.m. citing a conflict of interest with item 5.a).

#### 6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

## 7. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Skelton-  
Moven that the meeting be adjourned at 7:25 p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR



# Council Resolution Status Updates

January 2022

Date	Resolution	Status
22-Nov-2021	TORCA Pump Track – License to Occupy	●
10-Jan-2022	Police Detachment Loan Authorization Bylaw No. 3484, 2022	●
24-Jan-2022	DVP-21-07 for 201 – 7 <sup>th</sup> Avenue East to statutory notification; applicant to upgrade laneway to City Standards	●
24-Jan-2022	Electoral Approval for Loan Authorization Bylaw to Alternative Approval Process	●
24-Jan-2022	Zoning Amendment Bylaw No. 3485, 2022	●

● In progress

● Completed

Rosamaria Miller  
Corporate Administrator

# CITY OF PRINCE RUPERT

## REPORT TO COUNCIL

**DATE:** January 20, 2022, 2021  
**TO:** Robert Buchan, City Manager  
**FROM:** Myfannwy Pope, Planner  
**SUBJECT:** Development Variance Permit #21-11 for 885 Borden Street

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### **RECOMMENDATION:**

**THAT** Council proceeds with the statutory notification process for Development Variance Permit Application (DVP) #21-11.

### **REASON FOR REPORT:**

An application was received for a Development Variance Permit for the property located at 885 Borden Street

The application is a request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.6 (c) to build a back deck the width of the house (6.4 meters) and 3.05 meters long. The current building is situated 0.37 meters from the property line on the west side and 0.30 meters on the east side, and the proposed deck would maintain these side-yard encroachments. The side yard lot setback for an R2 Zone is 1.2 meters from the property line. The proposed back deck would require a variance of 0.90 meters on the east side of the property to bring the east side of the deck to within 0.3 meters of the property line, and a variance of 0.87 on the west side to bring the west side of the deck to 0.37 meters from the property line.

The Site and Building Plans are included as Schedules #1 and #2 respectively.

### **BACKGROUND and ANALYSIS:**

The proposed setback variance is for the applicant's residence so they may build a back deck off their house. The building addition will be 0.37 meters from the west property line and 0.30 meters from the east property line and will not result in a density higher than the R2 zone permits. The applicant rationalized this variance by stating that the deck will provide a useable space for their family as the current property has a steady incline in the back. The impact of this setback variance on the surrounding neighbourhood has no known negative impacts; however, the public will have the opportunity to provide input during the public consultation period.

The Draft Development Variance Permit is included as Schedule #3.

**COST and BUDGET IMPACT:**

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

**CONCLUSION:**

This Development Variance Application is recommended to proceed to public notification. Affected property owners will have the opportunity to express their views on the application when Council considers the permit.

Report Prepared By:

Report Reviewed By:

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Myfannwy Pope,  
Planner

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Robert Buchan,  
City Manager

Schedule(s):

1. Site Plan
2. Building Plan
3. Draft Development Variance Permit



## DEVELOPMENT VARIANCE PERMIT

### Development Variance Permit #21-11

**PERMITTEE:** Warren James Devorkin  
**CIVIC ADDRESS:** 885 Borden Street

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

**LEGAL DESCRIPTION:**

Lot 17 Block 14 Section 5 District Lot 251 Range 5 Coast District Plan 923

**CIVIC ADDRESS:**  
885 Borden Street

3. The City of Prince Rupert Zoning Bylaw (Bylaw #3462) is varied as follows:
  - a. Section 5.2.6 (C) in accordance with the Site and Building plans attached as Schedules 1 and 2 respectively.

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

The permittee develops the proposed deck in accordance with the attached Schedules, including the placement of the deck indicated on the Site Map (Schedule 1) and the dimensions indicated in the Building Plan (Schedule 2).

4. If the Permittee does not substantially commence the variance permitted by this Permit within 24 months of the date of this Permit, the Permit shall lapse and be of no further force and effect.
5. This Permit is **NOT** a building permit, Sign Permit, or subdivision approval.

## *PLANS AND SPECIFICATIONS*

6. The following plans and specification are attached to and form part of this permit:
1. Site Plan; and,
  2. Building Plan.

**Schedule:**

1. SITE PLAN
2. BUILDING PLAN

Issued on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Rosamaria Miller  
Corporate Administrator

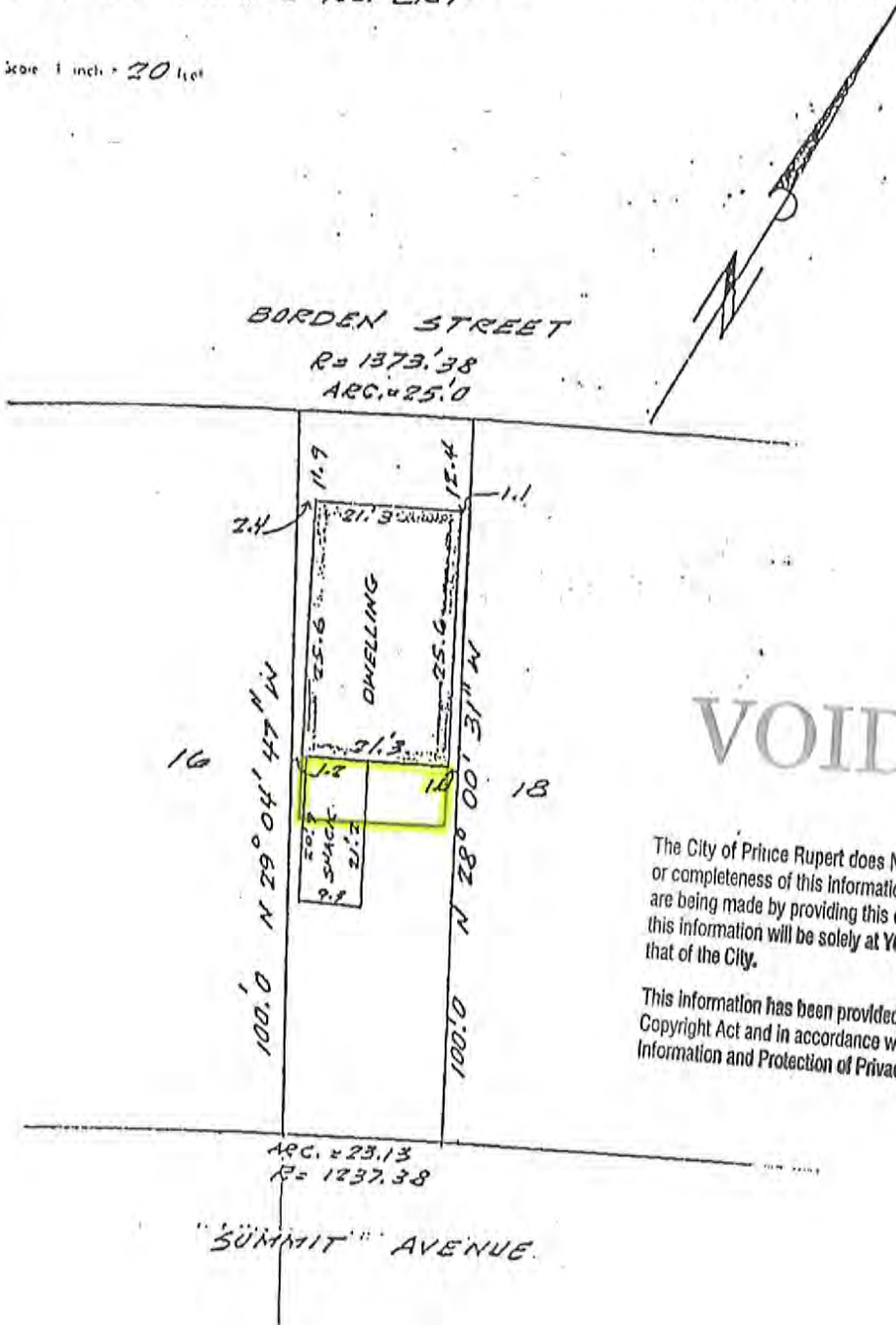
DRAFT

# CORRECT SURVEY FOR 885 BORDEN MLS # 4156

SUPPLEMENTARY CERTIFICATE COVERING  
LOT 17, BLK. 14, SEC. 5,  
D.L. 251, R.S. C.D. PLAN 923  
CITY OF PRINCE RUPERT

THE DIMENSIONS SHOWN ON THIS  
CERTIFICATE ARE NOT TO BE USED  
TO DEFINE BOUNDARIES

Scale 1 inch = 20 feet



# VOID

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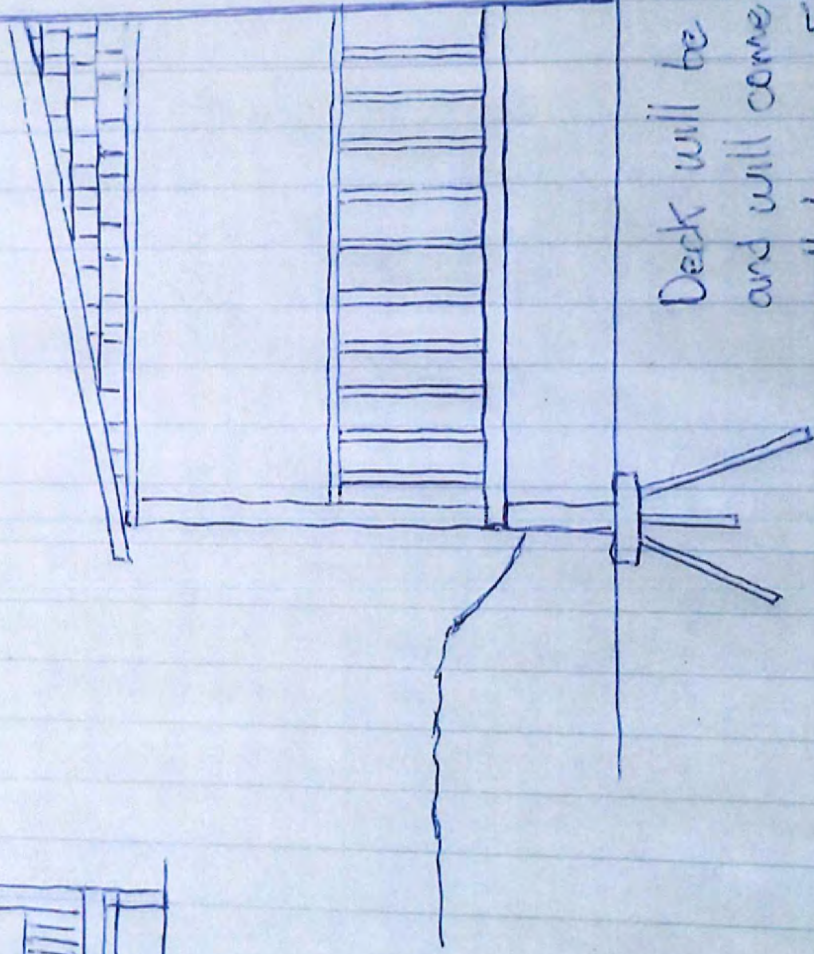
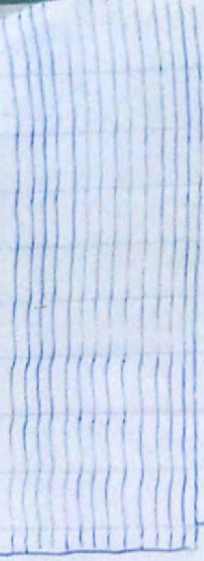
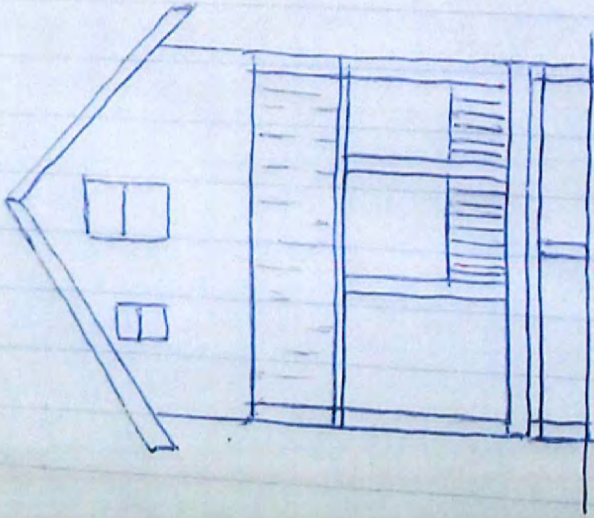
CERTIFIED CORRECT

*A.S. Rogge*  
Dated this 17 day of JAN. 1992

B.C.L.S.

McELHANNAY ASSOCIATES  
PROFESSIONAL LAND SURVEYORS  
205 - 4030 Latelle Avenue  
Terrace, B.C.  
FILE: 041828-1B

885 Borden Street  
Warren DelVorkin  
Deck size 21x10



Deck will be full width of house 21'  
and will come out from house 10'  
will have rafter style roof structure  
with clear plastic roofing material

# CITY OF PRINCE RUPERT REPORT TO COUNCIL

DATE: February 7, 2022  
TO: Robert Buchan, City Manager  
FROM: Myfannwy Pope, Planner  
SUBJECT: Development Variance Permit #22-02

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## **RECOMMENDATION:**

**THAT** Council proceeds with the statutory notification process for Development Variance Permit Application (DVP) #22-02.

## **REASON FOR REPORT:**

An application was received for a Development Variance Permit for the property located at 945 Hays Cove Avenue.

The application is a request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.6 (a), (c) to renovate the applicant's home, including replacing the second floor and roof. As part of this renovation, the applicant proposes to build a 3.15 by 3.45 meters second floor addition at the rear of the building which will encroach 0.051 meters into the setback from the east side property line, and a 7.730 meters by 4.380 meters second floor deck at the rear of the building which will encroach on the west side property line setback by 0.083 meters. Additionally, the second floor will be built in line with the first floor, which has an existing encroachment of 0.673 meters into the required setback on the front property line. R2 Zone requires setbacks of 3.6 metres from the front property line and 1.2 metres from a side property lines. The proposed renovations would require a variance of 0.083 meters from the west side property line and 0.051 meters to the east side property line, bringing the new additions to 1.117 meters from the west side property line and 1.149 meters from the east property line. The second floor alignment at the front of the property would require a variance of 0.673 meters, bringing the building to 2.327 metres from the front property line.

The building and site plans are included as Schedules #1 and #2

## **BACKGROUND and ANALYSIS:**

The proposed setback variance is for the applicant's residence so they may renovate their home. The building additions will be 2.327 meters from the front property line, 0.083 meters from the west side property line, and 0.051 meters from the east side property line. These encroachments will not result in a density higher than the R2: Duplex and Two



Family Residential Zone permits. The applicant rationalized this variance by stating that it is required to allow construction to proceed as contemplated. The impact of this setback variance on the surrounding neighbourhood has no known negative impacts; however, the public will have the opportunity to provide input during the public consultation period.

The Draft Development Variance Permit is included as Schedule #3.

**COST and BUDGET IMPACT:**

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

**CONCLUSION:**

This Development Variance Application is recommended to proceed to public notification. Affected property owners will have the opportunity to express their views on the application when Council considers the permit.

Report Prepared By:

Report Reviewed By:

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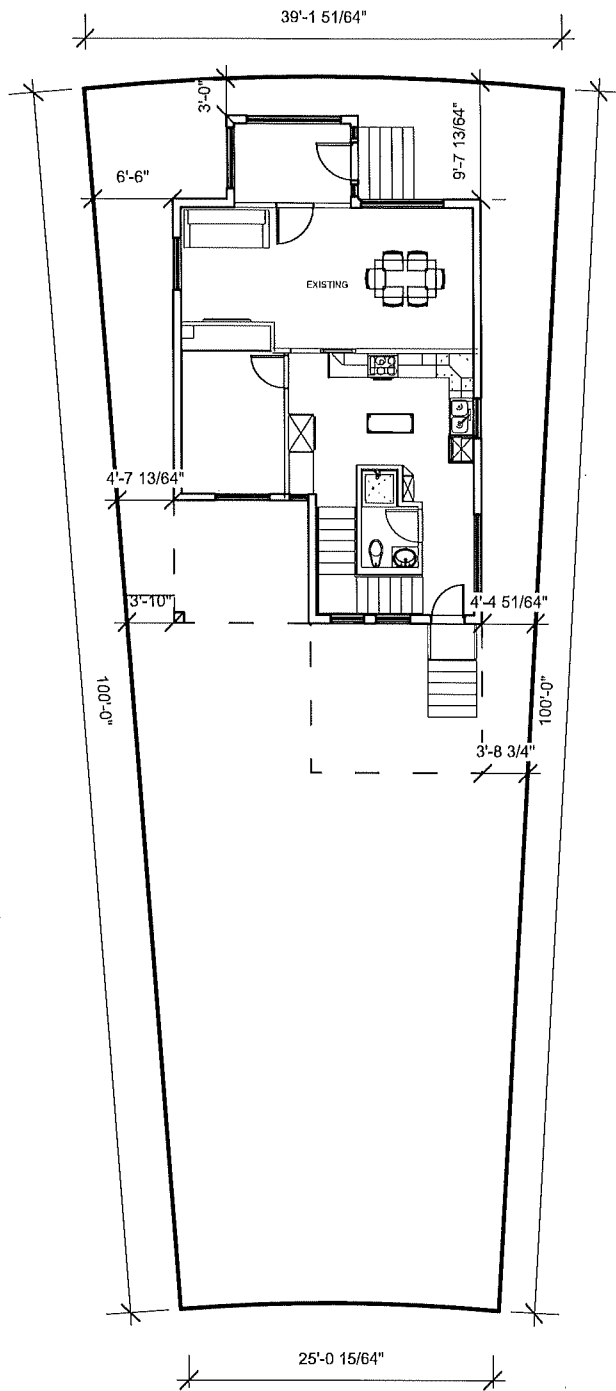
Myfannwy Pope  
Planner

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Robert Buchan,  
City Manager

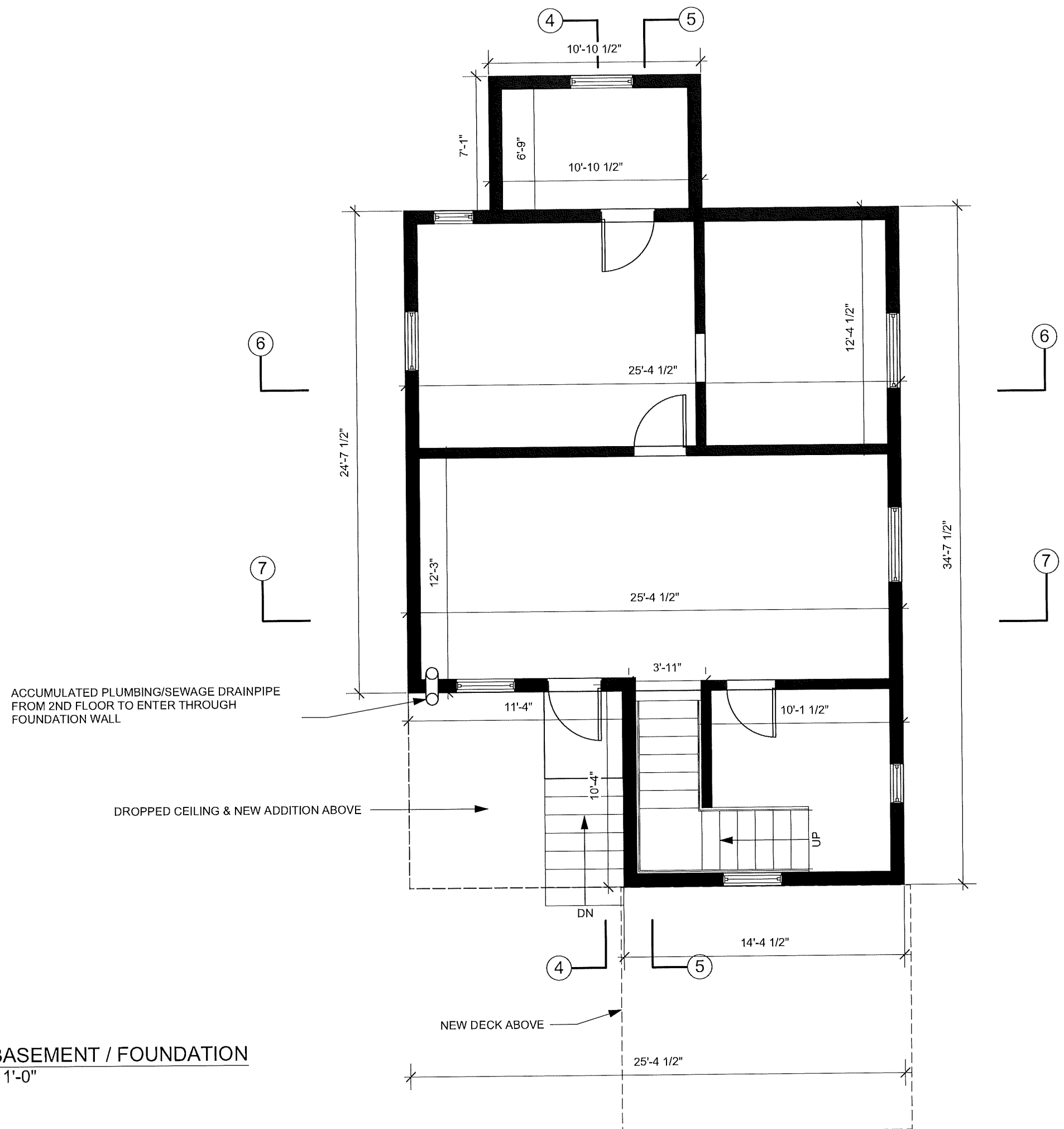
Schedule(s):

1. Site Plan
2. Building Plans
3. Draft Development Variance Permit



**A1** SITE  
Scale: 1/16" = 1'-0"

<b>BONI•MADDISON</b> Architects	<b>TITLE:</b> SITE PLAN	<b>JOB N°:</b>  <b>SCALE:</b> 1/16" = 1'-0"	<b>DATE:</b> JUNE 2020
	<b>PROJECT:</b> BERNHARDT ADDITION		<b>DRAWING N°:</b>  <b>A1</b>
3732 West Broadway, Vancouver, B.C., V6R 2C1 T: 604 688 5894 F: 604 688 5899	<b>ISSUES:</b>	<b>DRAWN:</b>	



ACCUMULATED PLUMBING/SEWAGE DRAINPIPE FROM 2ND FLOOR TO ENTER THROUGH FOUNDATION WALL

DROPPED CEILING & NEW ADDITION ABOVE

NEW DECK ABOVE

1 EXISTING BASEMENT / FOUNDATION  
Scale: 3/16" = 1'-0"

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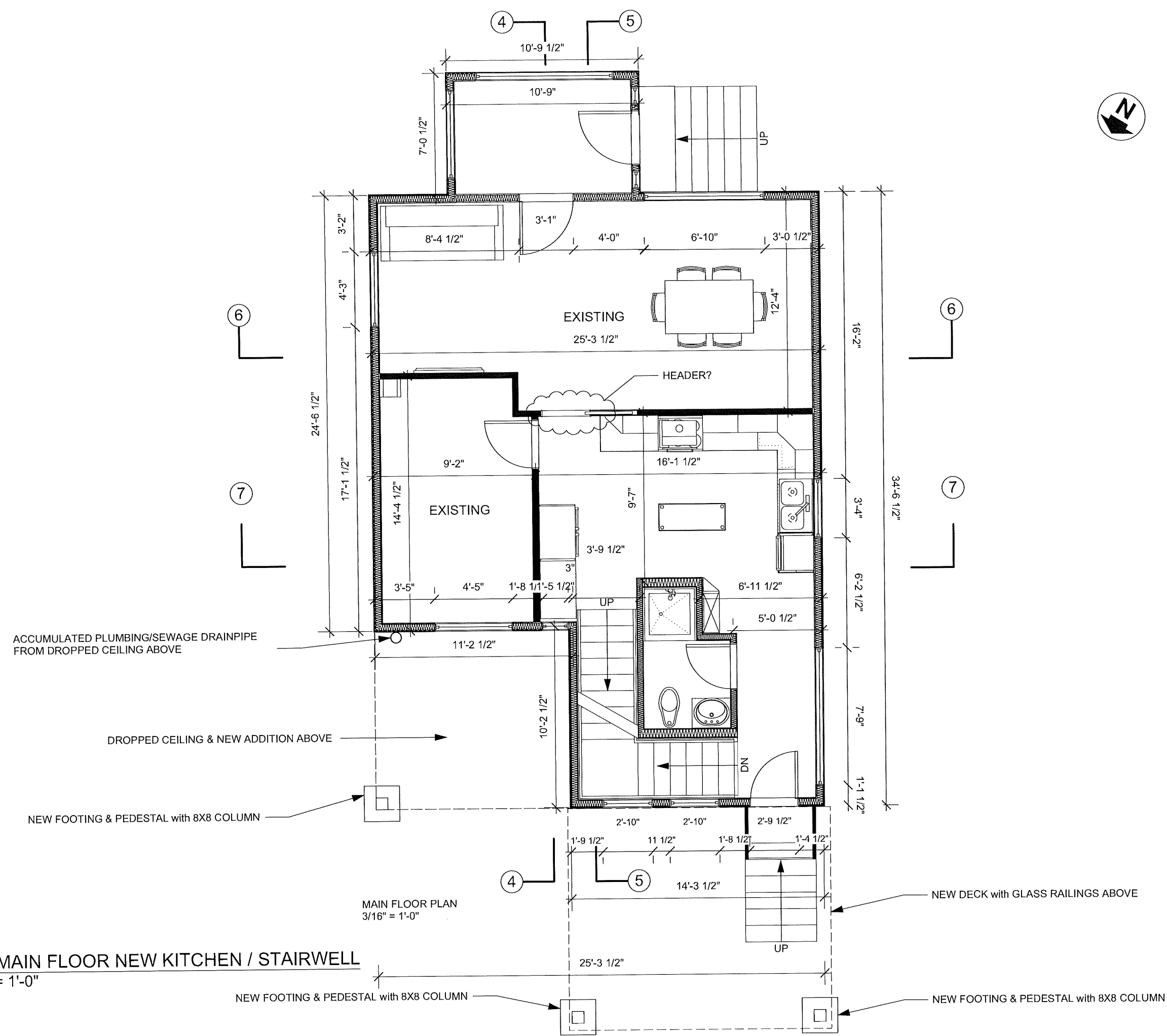
**BONI • MADDISON**  
**Architects**

3732 West Broadway  
Vancouver, B.C., V6R 2C1  
T: 604 688 5894  
F: 604 688 5899  
E: info@bonimaddison.com

PROJECT:  
BERNHARDT ADDITION

TITLE:  
BASEMENT FLOOR PLAN

DRAWN:	DRAWING N°:
SCALE:	A1.1
JOB N°:	
DATE:	CURRENT REV. N°:
JUNE 2021	



**2** EXISTING MAIN FLOOR NEW KITCHEN / STAIRWELL  
 Scale: 3/16" = 1'-0"

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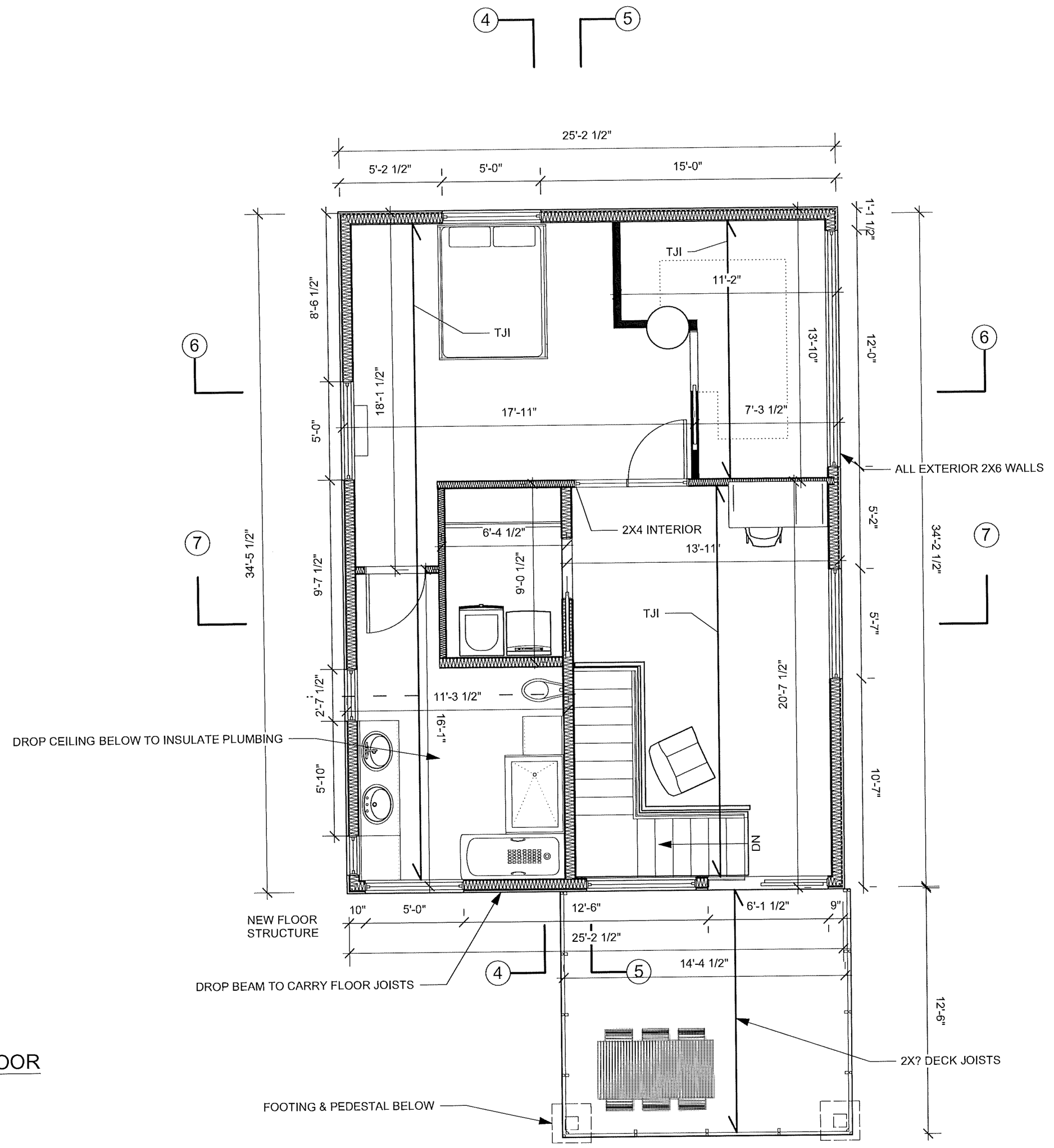
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 Architects

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 T: 604 688 5894  
 F: 604 688 5899  
 E: info@bonimaddison.com

PROJECT:  
**BERNHARDT ADDITION**

TITLE:  
**MAIN FLOOR PLAN**

DRAWN:	DRAWING NO.:
SCALE:	<b>A1.2</b>
JOB NO.:	
DATE:	CURRENT REV. NO.:
JUNE 2021	



3 NEW SECOND FLOOR  
Scale: 3/16" = 1'-0"

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**Architects**

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E: info@bonimaddison.com

PROJECT:  
BERNHARDT ADDITION

TITLE:  
SECOND FLOOR PLAN

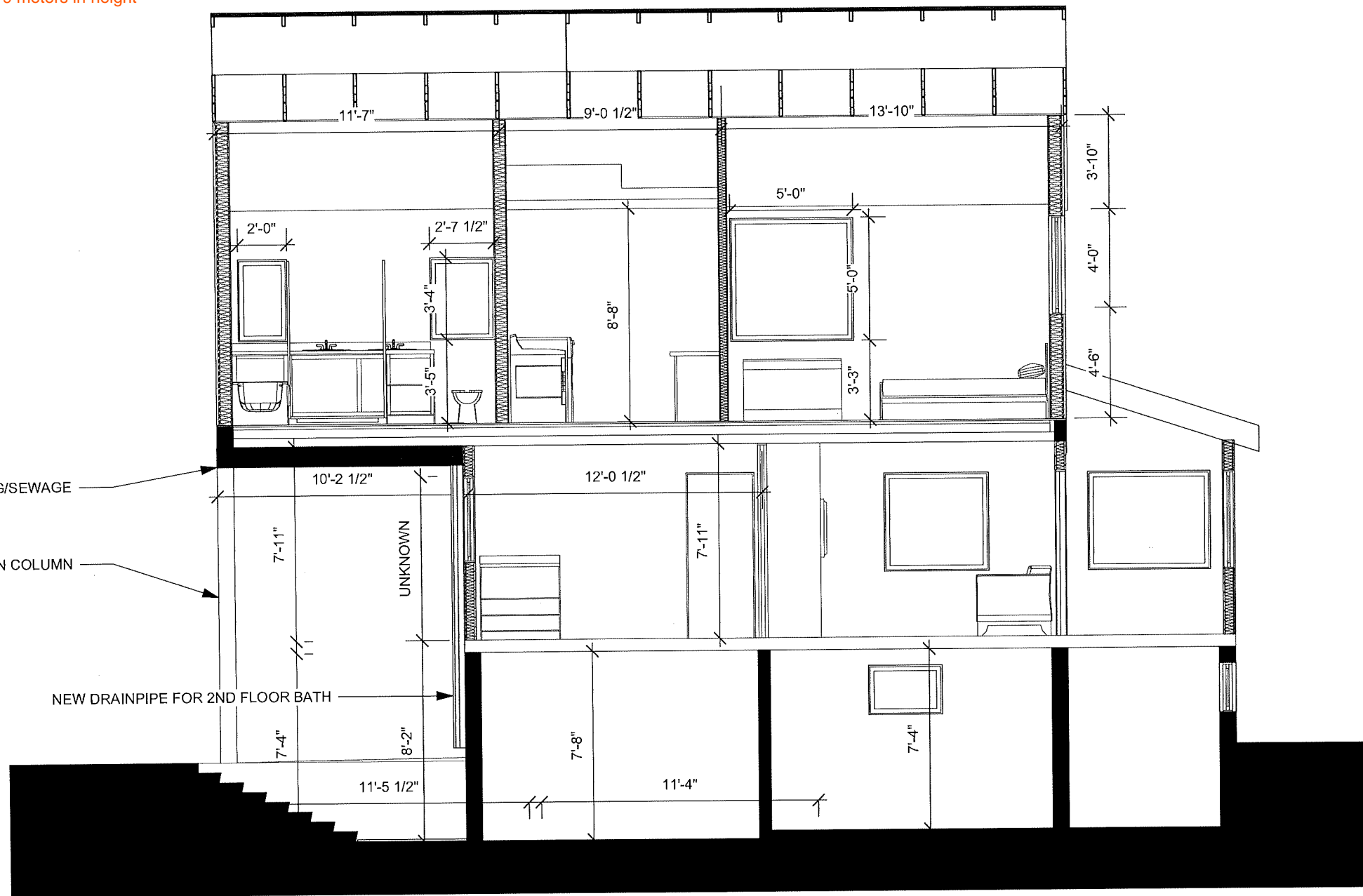
DRAWN:	DRAWING N°:
SCALE:	A1.3
JOB N°:	
DATE: JUNE 2021	CURRENT REV. N°:

30' to Topography  
 ROOF PEAK  
 Does not exceed 9 meters in height

17'  
 2nd Floor

7'10"  
 Main Floor

0"  
 Basement Floor



4 Section Facing East  
 Scale: 3/16" = 1'-0"

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 E: info@bonimaddison.com

PROJECT:  
**BERNHARDT ADDITION**

TITLE:  
**Long Section Facing East**

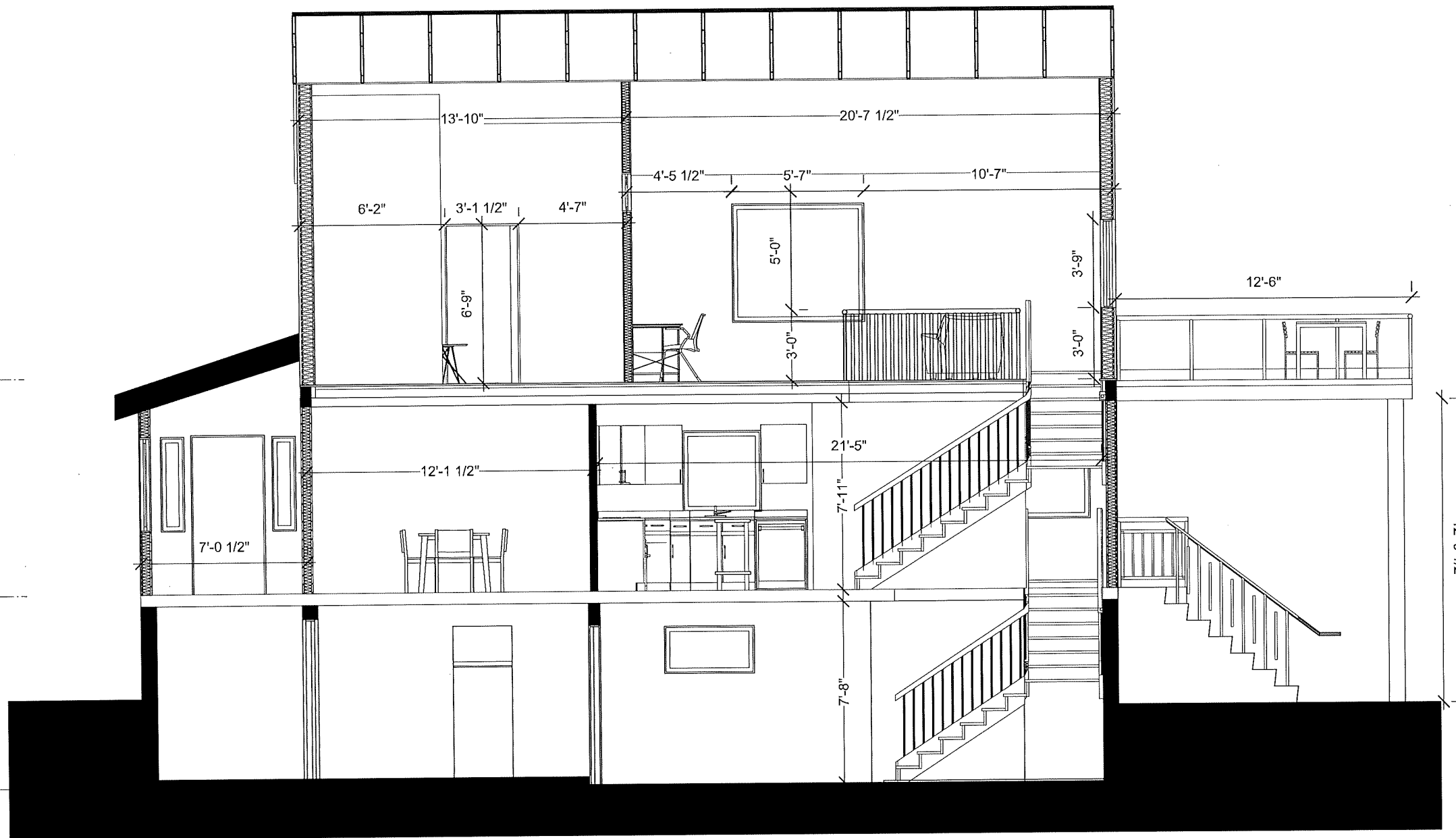
DRAWN:	DRAWING N°:
SCALE:	<b>A1.4</b>
JOB N°:	
DATE: JUNE 2021	CURRENT REV. N°:

30' to Topography  
ROOF PEAK

17'  
2nd Floor

7'10"  
Main Floor

0"  
Basement Floor



5 Section Facing West  
Scale: 3/16" = 1'-0"

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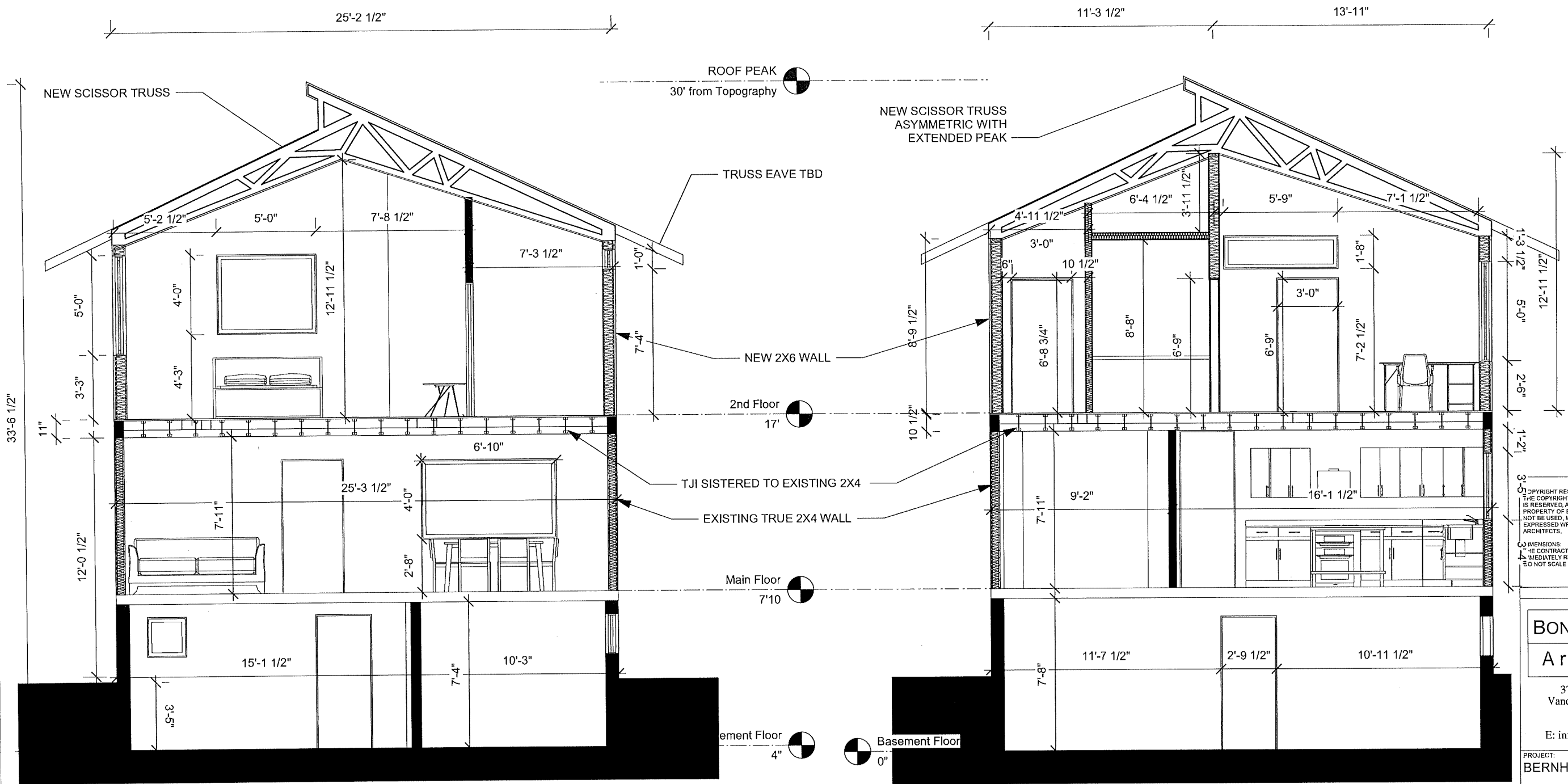
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F: 604 688 5899  
E: info@bonimaddison.com

PROJECT:  
BERNHARDT ADDITION

TITLE:  
Section\_FacingWest

DRAWN:	DRAWING N°:
SCALE:	A1.5
JOB N°:	
DATE:	CURRENT REV. N°:
JUNE 2021	



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 DIMENSIONS: THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, AND IMMEDIATELY REPORT ANY ERRORS AND/OR OMISSIONS. DO NOT SCALE DRAWINGS.

**BONI • MADDISON**  
**Architects**

3732 West Broadway  
 Vancouver, B.C., V6R 2C1  
 T: 604 688 5894  
 F: 604 688 5899  
 E: info@bonimaddison.com

PROJECT:  
 BERNHARDT ADDITION

TITLE:  
 Section Facing South

DRAWN:	DRAWING N°:
SCALE:	A1.6
JOB N°:	
DATE:	CURRENT REV. N°:
JUNE 2021	

6 Section Facing South  
 Scale: 3/16" = 1'-0"

7 Section Facing South  
 Scale: 3/16" = 1'-0"





## DEVELOPMENT VARIANCE PERMIT

### Development Variance Permit #22-02

**PERMITTEE:** Crystal Anne Macloed  
**CIVIC ADDRESS:** 945 Hays Cove Avenue

---

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

**LEGAL DESCRIPTION:**

Lot 21 Block 15 Section 7 District Lot 251 Range 5 Coast District Plan 923

**CIVIC ADDRESS:**

945 Hays Cove Avenue

3. The City of Prince Rupert Zoning Bylaw (Bylaw #3462) is varied as follows:
  - a. Section 5.2.6 Minimum Dimensions Required for Yards
    - (a) 3.6 metres from the front property line;
    - (c) 1.2 metres from a side property line;

in accordance with the Site and Building plans attached as Schedules 1 and 2 respectively.

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

The permittee develops the proposed renovations in accordance with the attached Schedules, including the Site Map (Schedule 1) and the Building Plans (Schedule 2).

4. If the Permittee does not substantially commence the variance permitted by this Permit within 24 months of the date of this Permit, the Permit shall lapse and be of no further force and effect.
5. This Permit is **NOT** a building permit, Sign Permit, or subdivision approval.

## *PLANS AND SPECIFICATIONS*

6. The following plans and specification are attached to and form part of this permit:

**Schedule:**

1. SITE PLAN
2. BUILDING PLANS

ISSUED ON THIS \_\_\_\_\_ DAY of \_\_\_\_\_, 2022.

---

Rosamaria Miller  
Corporate Administrator

## Rosamaria Miller

---

**From:** Ceilidh Marlow <ceilidh@visitprincerupert.com>  
**Sent:** January 28, 2022 3:28 PM  
**To:** Rosamaria Miller  
**Cc:** Veronika Stewart  
**Subject:** Tourism Prince Rupert Marketing Initiatives Application - Council Resolution  
**Attachments:** 2022-01-07 Resolution - Tourism PR - NDI.docx

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

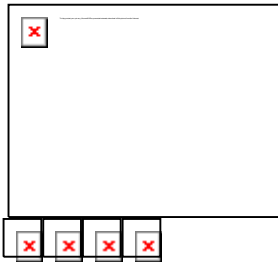
Hi Rosa,

Tourism Prince Rupert is applying to the Northern Development Initiative Trust's [Marketing Initiatives Program](#) to support the development of a new, more robust visitor website at [www.visitprincerupert.com](http://www.visitprincerupert.com). In order to apply for this fund, I am in need of a Council Resolution supporting the application. Would it be possible to have this on the February 7th Agenda?

I have drafted a proposed resolution for you, attached, based on the resolution we received in support of our previous NDI application in 2020.

Please let me know if you need any additional information from me.

Many thanks,



**Ceilidh Marlow, MA**  
Executive Director | Tourism Prince Rupert  
  
778-361-0440  
[ceilidh@visitprincerupert.com](mailto:ceilidh@visitprincerupert.com)  
[www.visitprincerupert.com](http://www.visitprincerupert.com)  
PO Box 236, Prince Rupert, BC, V8J 4P8

*Tourism Prince Rupert acknowledges that we work and live on the traditional ancestral territory of the Coast Tsimshian People*

Request that Council support the application to Northern Development Initiative Trust from Tourism Prince Rupert for a grant of up to \$20,000 to support the development of a new Visitor website at [www.visitprincerupert.com](http://www.visitprincerupert.com).

## Rosamaria Miller

---

**From:** Robert Stromdahl <roberts@wcmrc.com>  
**Sent:** January 31, 2022 2:48 PM  
**To:** Rosamaria Miller  
**Cc:** 140wrights@gmail.com; Scott Allen  
**Subject:** Odd Eidsvik Community Park

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Rosa,

I am writing to you requesting that you put forward a request to City Council for support to improve the Odd Eidsvik Community Park on Atlin Avenue.

A group of citizens have joined together with a tight working group with the goal of improving the local Community Park. With the increase of young families blending in with the aging population in the area we would like to see the neighborhood park improved.

We have held meetings and have put together a strategy and tactics to formulate a plan for the area.

We have spoken with the Rick Hansen Foundation and they are willing to work with our group on the planning and costing of an accessible park. We have spoken to local Contractors and neighbors of the park who are willing to contribute in-kind contributions towards the improvements. We have spoken with a representative from the Prince Rupert Rotary Club and they are interested in participating in the project.

At this time we are seeking a letter of support from the City to accompany our grant applications. We are currently applying for funding from the Prince Rupert Port Authority Community Investment Fund.

We are working on a budget at this time and we are waiting to hear back from the Rick Hansen Foundation for engineering and equipment costs. We are also working with James Warburton, School District 52 as he has local experience in supply and installation of park equipment.

If you have any questions, please let me know.

Regards,

Robert Stromdahl



**Robert Stromdahl**  
Operations Area Manager, North Coast

T 250-624-1414  
C 250-624-1414  
W wcmrc.com

Prince Rupert Response Base  
101 Drydock Road  
Prince Rupert, B.C. V8J 1A4

**CITY OF PRINCE RUPERT**  
**REPORT TO COUNCIL**

**DATE:** February 7<sup>th</sup>, 2022

**TO:** Robert Buchan, City Manager

**FROM:** Richard Pucci, Director of Operations & Intergovernmental Relations

**SUBJECT: INVESTING IN CANADA INFRASTRUCTURE PROGRAM -  
WASTEWATER TREATMENT GRANT APPLICATION**

---

**RECOMMENDATION:**

**THAT Mayor and Council pass a Resolution to support staff applying for the following grant application:**

- **ICIP Grant Application – Omineca Avenue Wastewater Treatment Facility**

**REASON FOR REPORT:**

To minimize the impact on local taxpayers, the Operations Department proposes that the City apply for grant money from the **Investing in Canada Infrastructure Program (ICIP)** under the **Green Infrastructure – Environmental Quality** stream to fund the majority of capital costs related to the construction of the **Omineca Avenue Wastewater Treatment Facility**.

**BACKGROUND:**

In the meeting of March 22<sup>nd</sup>, 2021, Council resolved to apply for the FCM Green Municipal Fund for a grant to support the design and development of an Innovative Wastewater Solution. Staff have worked with engineering consultants since then to develop designs for an innovative engineered wetland treatment system to treat the City’s combined storm and sewer wastewater.

The proposed wastewater treatment facility would collect and treat sewer and stormwater from a catchment area of 100 homes in the area near Omineca Avenue. This project would replace the aging pump station in the area with an engineered wetland, which would biologically treat wastewater in a sustainable, low-cost, and low-maintenance manner. The treatment wetlands would blend in with the surrounding landscape, and would produce no odour, as treatment occurs under the surface of the wetlands.

The project would also include the replacement of the aging pump station at the project location, which has reached the end of its useful life. Wastewater treated in this facility would be continually monitored for treatment effectiveness, and then pumped by the new lift station back into the existing sewer network for discharge through the existing City outfall.

Once the project has been in operation for a full year, and the effectiveness of the treatment process has been demonstrated to provincial agencies, the City will have confirmed that the solution can be duplicated in other locations throughout the City. This approach would allow the City to meet federal regulations concerning the treatment of wastewater at a much lower cost and a much shorter timeline than previously estimated.

### **COSTS AND BUDGET IMPACT:**

The total cost to complete design, construction, and five years of operation and monitoring is estimated to be \$6,808,500. Of this, \$613,000 has already been allocated by Council in the 2022 budget to complete engineering design, while \$700,000 would be required for operations and monitoring following construction completion in 2024. This grant application would apply for 73.33% of the remaining construction costs of \$5,495,500. If successful, the City would receive approximately \$4,030,000 in grant funds, and would be committing to expend the remaining \$1,465,500 required in 2023 to complete construction of the facility.

### **CONCLUSION:**

**As the City is required to develop liquid waste treatment for the community, the City will significantly benefit from this grant to further develop this sustainable, innovative, and low-cost treatment process.**

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

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

---

Richard Pucci,  
Director of Operations &  
Intergovernmental Relations

---

Robert Buchan,  
City Manager

#### Attachments

- Map Depicting Project Area
- ICIP Grant Application Budget Estimate

CITY OF PRINCE RUPERT  
REPORT TO COUNCIL  
Regular Meeting of Council

**DATE:** February 7, 2022  
**TO:** Mayor & Council  
**FROM:** Rosa Miller, Corporate Administrator  
**SUBJECT: STREET NAMES – RESIDENT REQUEST**

---

**RECOMMENDATION:**

**THAT Council request Staff to review submitted package for feasibility within the already approved 2022 work plan and capital budget.**

**REASON FOR REPORT:**

Ms. Friesen has submitted and report and request that Council review improving street name signs.

**BACKGROUND:**

The report provided by Ms. Friesen while dated January 12, 2022, was not received in time for inclusion on the January 24, 2022 Regular Meeting and as such, is being presented now.

Ms. Friesen is requesting that all intersections and streets be labeled and have corresponding address identification to aid Emergency Services navigate the community.

**CONCLUSION:**


**Given the significant resources required for implementation, Staff is recommending that Staff be requested to review the submitted package in its entirety for feasibility within the already approved 2022 work plan and capital budget.**

**Report Prepared By:**

**Report Review By:**

---

Rosamaria Miller,  
Corporate Administrator



---

Robert Buchan,  
City Manager



Rosamaria Miller, Corporate Administrator  
City of Prince Rupert  
City Hall Corporate Administration  
424 – 3rd Avenue West  
Prince Rupert, B.C.  
Canada V8J 1L7

January 12, 2022

Jessica Friesen  
BC Ambulance Service  
1301 summit Ave  
Prince Rupert, BC  
V8J 4K5

Hello,

I would like to bring forward 2 topics be discussed at the city council meeting on January 24, 2022 regarding improving the street name signs in Prince Rupert and providing further safety for pedestrians at crosswalks.

There are 63 intersections including some 4 way stops that are lacking labeled street names. Coming from an emergency perspective this increases the challenges of locating houses in a timely manner. On Jan 13, 2022 BCEHS and PRFD had an increased their response time by 10 minutes due to the only access being an unlabeled back alley section of 5<sup>th</sup> Ave West. The city layout already presents natural difficulties with topographical barriers and dividing the same street into multiple sections. There are also instances where you may only have access via a completely different road then the listed address, as shown from the example above. There are also multiple intersections with several intersecting streets that are not identifiable, including 5 corners and the intersection at Hayes cove/Conrad/8<sup>th</sup> Ave W/Donald/Claude.

I am suggesting that all intersections and streets be labeled and have corresponding address identification. Having the street signs identify which addresses are on that street would significantly decrease our response time and increase clarity as multiple streets are segmented into sections. Regarding emergency services, this would be an excellent step towards helping us navigate the city in order to serve the community and respond in a timely manner. Please see attached maps and

descriptions for a full list of known intersections lacking visible street signs with a summary of each map highlighting problematic streets.

The crosswalks on 2<sup>nd</sup> and 3<sup>rd</sup> Ave west present a significant hazard to pedestrians, the addition of pedestrian activated lights, would exponentially reduce this hazard. According to an article in 2018 60.6% of pedestrians struck near 2<sup>nd</sup> Ave. and 3<sup>rd</sup> Ave. occurred on 3<sup>rd</sup> and 4<sup>th</sup> street, with an additional 21% occurring on 6<sup>th</sup> street. More recent ICBC statistics show 2<sup>nd</sup> avenue intersections including 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> street are still the most likely for; pedestrian struck accidents. Prince Rupert citizens are 10% more likely then the rest of the province to walk to and from work during all seasons of the year. Several factors throughout different times of the year make seeing pedestrians as a driver difficult, such as sunset blindness and winter darkness. These hazards understandably are not mitigated easily; however, preventative measures, such as the ones listed would significantly reduce the overall danger and increase pedestrian safety. In order to reduce accidents and increase safety for all citizens, including drivers, pedestrians and emergency vehicles I am requesting that activated lights be installed on both ends of 3<sup>rd</sup> and 4<sup>th</sup> street at a minimum.

Thank you again,

*Jessica Friesen*

Community Paramedicine – Prince Rupert STN 684

BC Emergency Health Services

Provincial Health Services Authority

E:jessica.friesen@bcehs.ca | C: 778.884.1598

**BCEHS** | BC Emergency  
Health Services  
Provincial Health Services Authority

## **SUMMARY :**

- All intersections in town labeled
- Corresponding addresses within the block on street signs, especially on streets where the street is divided into multiple sections (IE : 5<sup>th</sup>-10<sup>th</sup> St E., Sherbrooke)
- Pedestrian activated crosswalks – especially on both ends of 3<sup>rd</sup> St

# MAP INDEX

## MAP 1

Portage Rd has ¼ intersections labeled.

Drake Crescent has 0 intersections labeled.

Brett St has 2/4 intersections labeled

Albert Ave has 0/3 intersections labeled

- HWY 16/Portage Rd
- HWY 16/Prince George St
- Portage Rd/Chamberlin Ave
- PR BLVD/Portage
- PR BLVD/Drake Cres X2
- 11<sup>th</sup> Ave E/PR BLVD X2
- 11<sup>th</sup> Ave E/Albert St
- Albert/Sherbrooke
- Brett/Sherbrooke (poor visibility)
- Brett/Albert
- Albert/Alexandra

## MAP 2

Road between Kaien Rd and Applewood is unclear if that is PR. BLVD or Frederick St.

- Jamaica/Goddard
- Frederick/Kaien/PR BLVD?
- Regina/PR BLD (Frederick?)
- Ottawa/Victoria/PR BLVD intersection\*
- PR BLVD/Frederick \*

\*Road added in Map is PR BLVD and Unlabeled in both areas

## MAP 3

- 7<sup>th</sup> Ave E/Immanuel
- 6<sup>th</sup> Ave E/Immanuel
- 5<sup>th</sup> Ave E/Immanuel
- 5<sup>th</sup> Ave E/Jeffrey
- 6<sup>th</sup> Ave E/Seal Cove Circle
- Seal Cove Rd/Evergreen Dr.
- Bellis/Seal Cove Rd X2
- Seal Cove Rd intersection

## MAP 4 (a)

3/5 of the 10<sup>th</sup> Ave E. are not labeled

8<sup>th</sup> Ave E/Bacon is a 4 way stop and unlabeled

- 10<sup>th</sup> Ave E/Immanuel
- 10<sup>th</sup> Ave E/Humphry
- 11<sup>th</sup> Ave E/Humphry
- 10<sup>th</sup> Ave E/Plaza
- Frederick/ Hayes Cove Ave
- 8<sup>th</sup> Ave W/Donald/Claude
- 8<sup>th</sup> Ave E/Bacon
- Dry Dock/6<sup>th</sup> Ave E
- Dry Dock/George Hills Way

## Map 4(b)

- 11<sup>th</sup> Ave E/McNicholl Ave
- 11<sup>th</sup> Ave E/Chatham Ct

## Map 5

2/5 (40%) for all the intersections for both cotton and green are not labeled

2/4 Bowser intersections are not labeled

- George Hills Way/Cow Bay
- Cow Bar Rd/3<sup>rd</sup> Ave E
- Manson/Cow Bay Rd/1<sup>st</sup> Ave E. Intersection
- Market Pl/1<sup>st</sup> Ave E
- 1<sup>st</sup> Ave W/2<sup>nd</sup> Street/Bill Murray Rd/Stiles Pl
- 4<sup>th</sup> Ave E/5<sup>th</sup> Ave E
- 4<sup>th</sup> Ave E/Cotton St
- 5<sup>th</sup> Ave E/Cotton St
- 7<sup>th</sup> Ave E/Green St
- 8<sup>th</sup> Ave E/Green St
- 7<sup>th</sup> Ave E/Bowser St
- 8<sup>th</sup> Ave E/Bowser St
- 7<sup>th</sup> Ave W/Dunsmuir St

## Map 6

- 1<sup>st</sup> Ave W/6<sup>th</sup> St
- 1<sup>st</sup> Ave W/7<sup>th</sup> St
- 1<sup>st</sup> Ave W/8<sup>th</sup> St
- 1<sup>st</sup> Ave W/9<sup>th</sup> St
- 6<sup>th</sup> St/Fraser St
- 3<sup>rd</sup>/2<sup>nd</sup>/Park/Biggar (5 Corners)
- 3<sup>rd</sup> Ave W/Biggar St
- Biggar St/Borden St
- 5<sup>th</sup> Ave W/Agnew \*
- 6<sup>th</sup> Ave W/Musgrave Pl
- 6<sup>th</sup> Ave W/Taylor St/Summit Ave \*\*
- 7<sup>th</sup> Ave W/Fulton St
- 8<sup>th</sup> Ave W/Fulton St

\* 5<sup>th</sup> Ave W/Borden, 5<sup>th</sup> Ave W/Agnew is unclear as that is a walkway only accessible via Borden and other houses on 5<sup>th</sup> Ave West are accessible via another alley off Agnew. Jan 13 BECHS and PRFD had an increased (10 minute) response time due to inability to find an address on 5<sup>th</sup> Ave West.

\*\*6<sup>th</sup> and Summit Ave is unclear as 6<sup>th</sup> Ave W. veers off to the right and there are two summit avenues as they spit to complete the circle

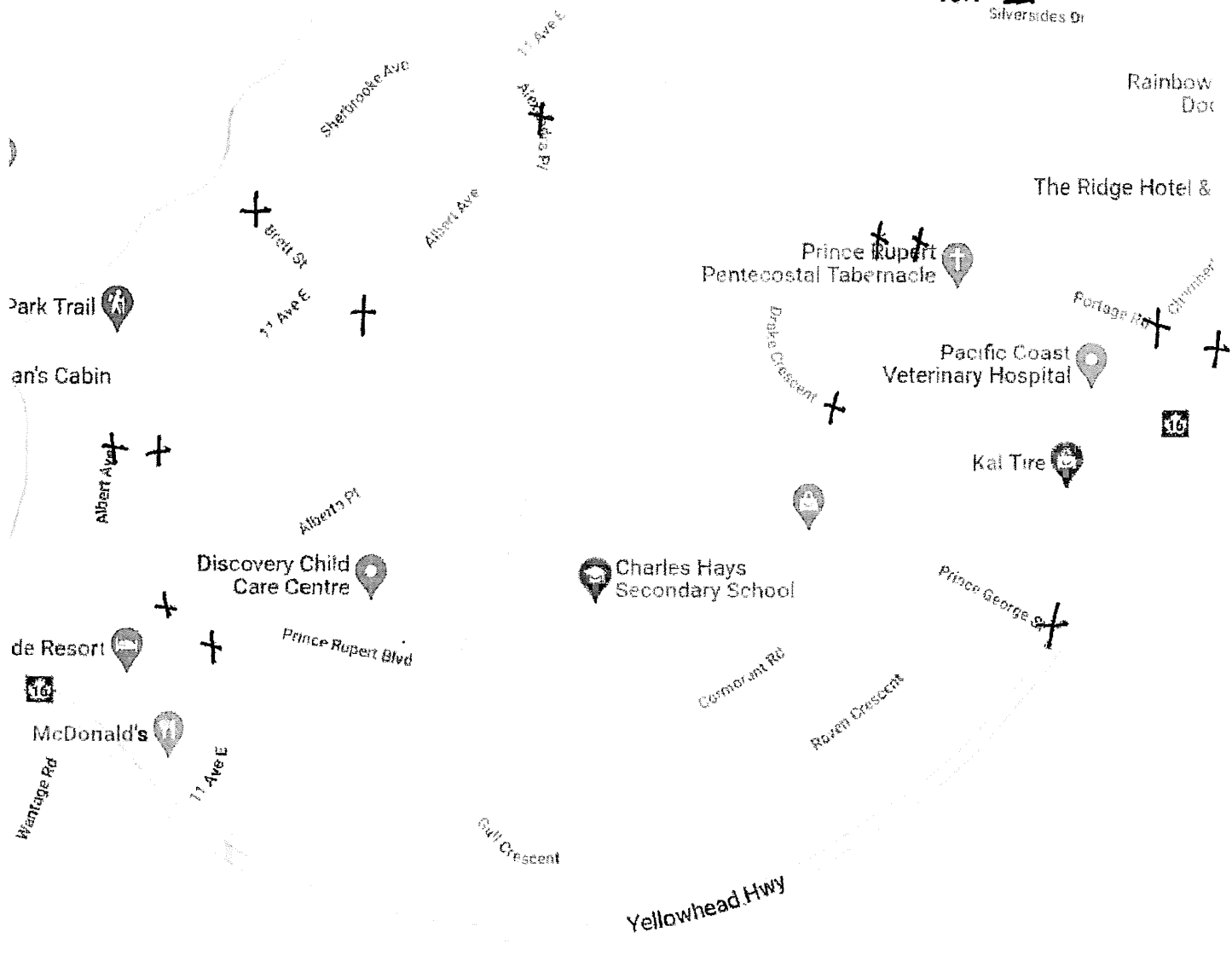
\*\*\* on Map 6 : 2<sup>nd</sup> Ave houses are only accessible via 11 St. Suggestion of placing street sign 2<sup>nd</sup> Ave Alley, and 5<sup>th</sup> Ave W. alley for clarity ?

## Map 7

- Atlin Ave/Graham Ave
- Graham Ave/17<sup>th</sup> St
- 2<sup>nd</sup> Ave W/17<sup>th</sup> St

Google Maps

Mar 1  
Siversides Dr



Google

Map data ©2022 Google 100 m

Google Maps

Map 2

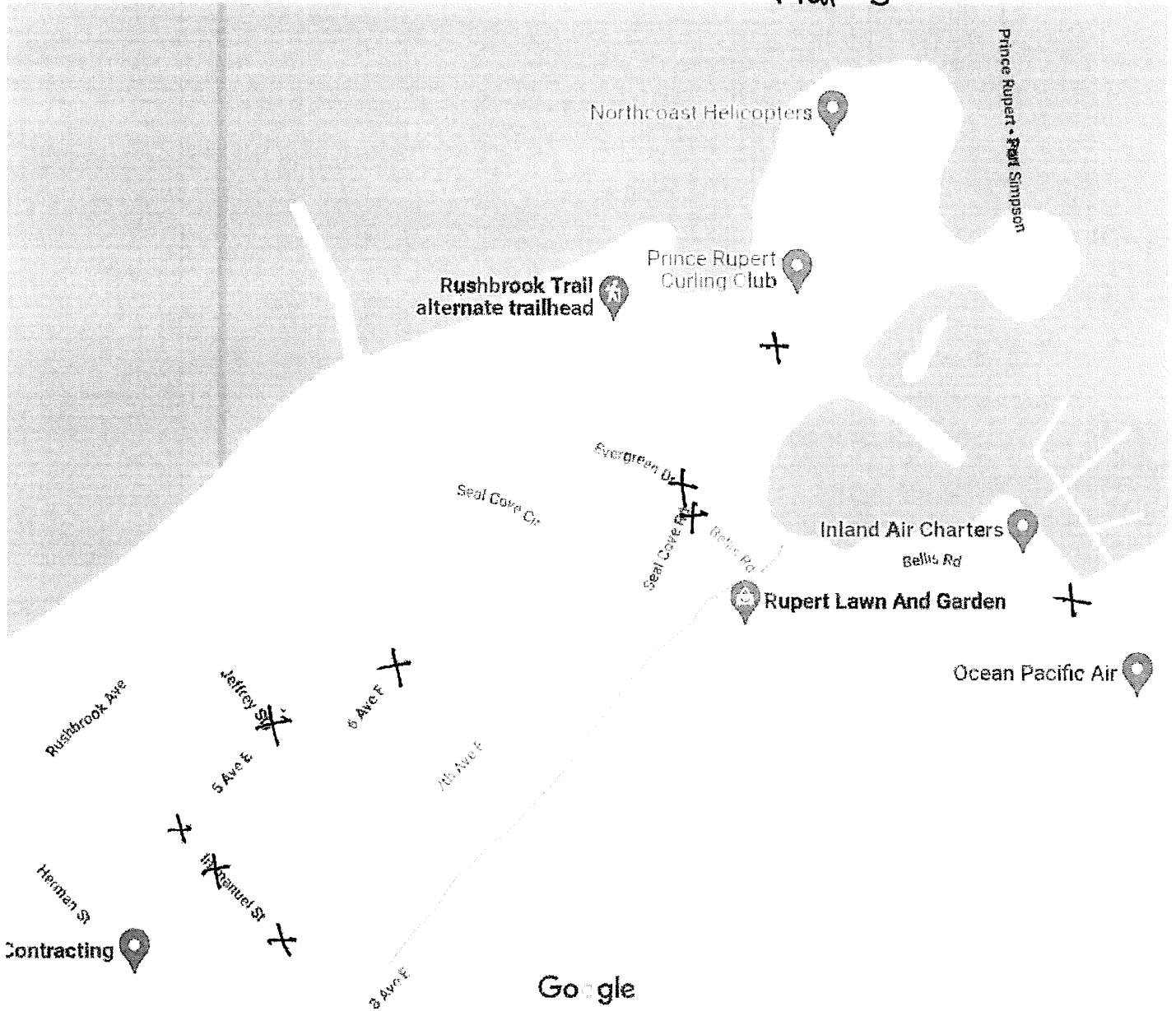


Map data ©2022 Google 100 m



Google Maps

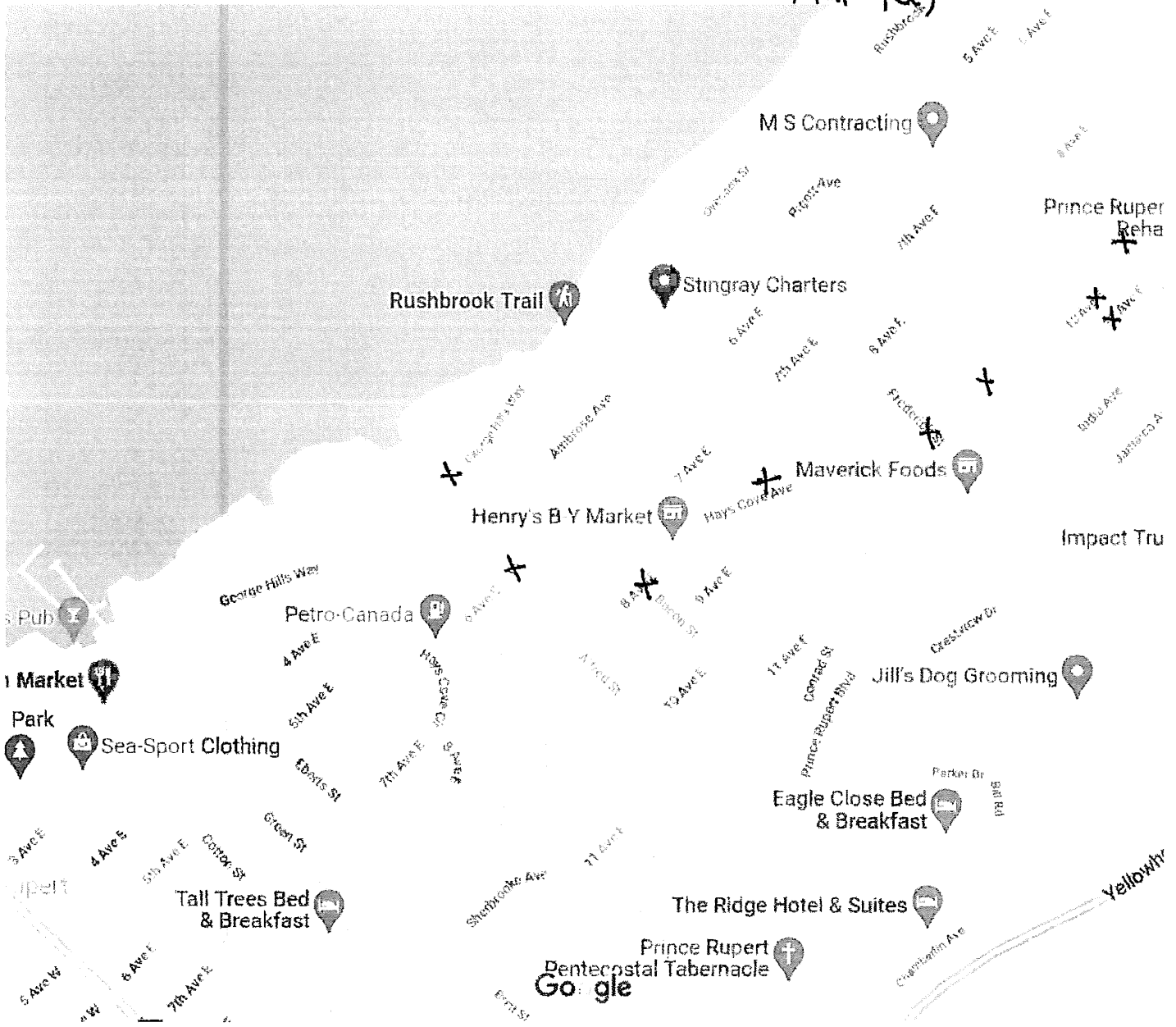
Map 3



Map data ©2022 Google 100 m

# Google Maps

Map 46)



Map data ©2022 Google 200 m

Google Maps

Map 4(b) -

X Chatham Ct

11 Ave E

11 Ave E X

11 Ave E

McNicholl Ave

Sikh Missionary Society of Prince Rupert

11 Ave E

Prince Rupert Wildlife Rehab Shelter

ve E

Go gle

Map data ©2022 Google 20 m

Google Maps

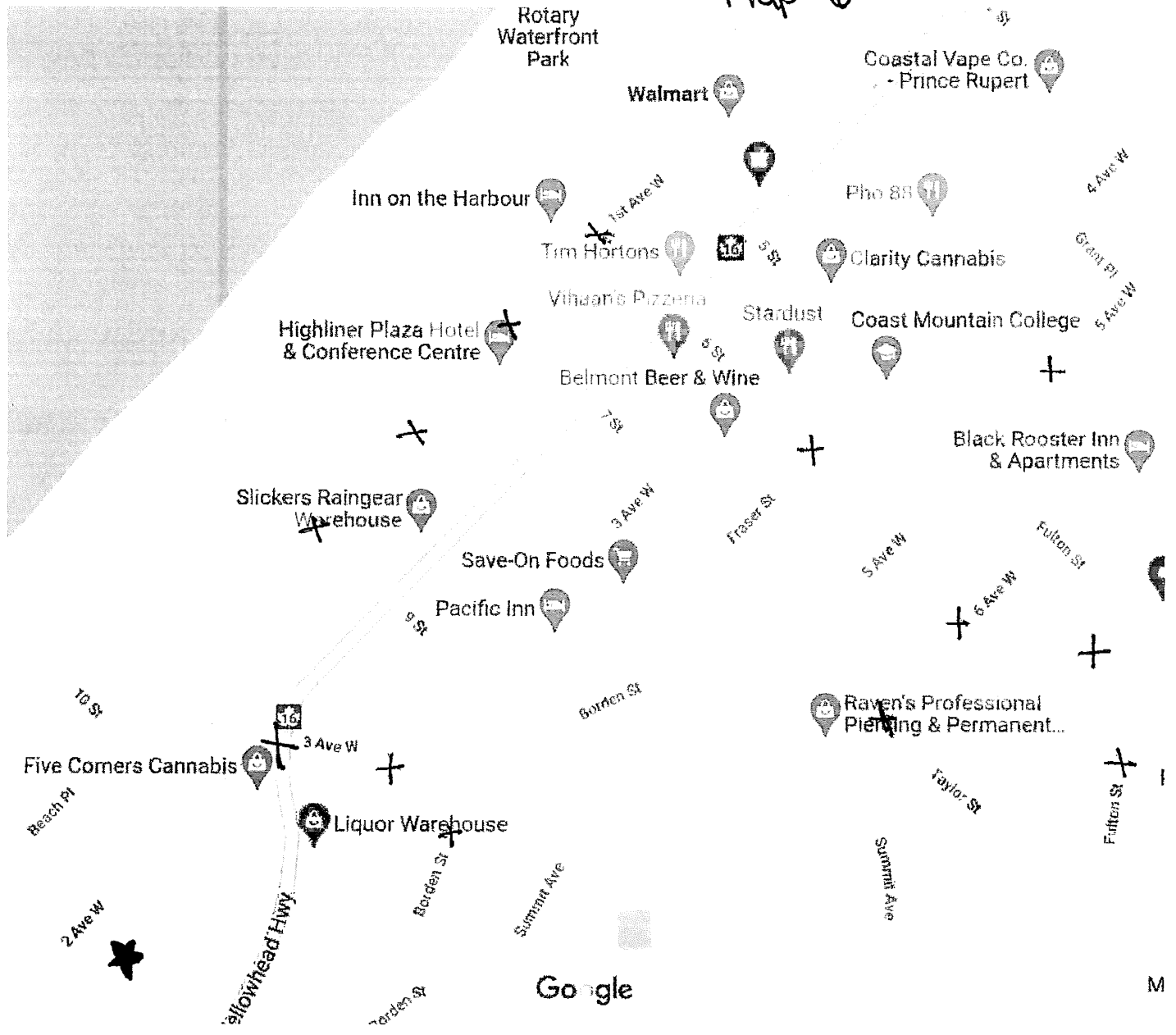
Map 5



Map data ©2022 Google 100 m

Google Maps

Map 6

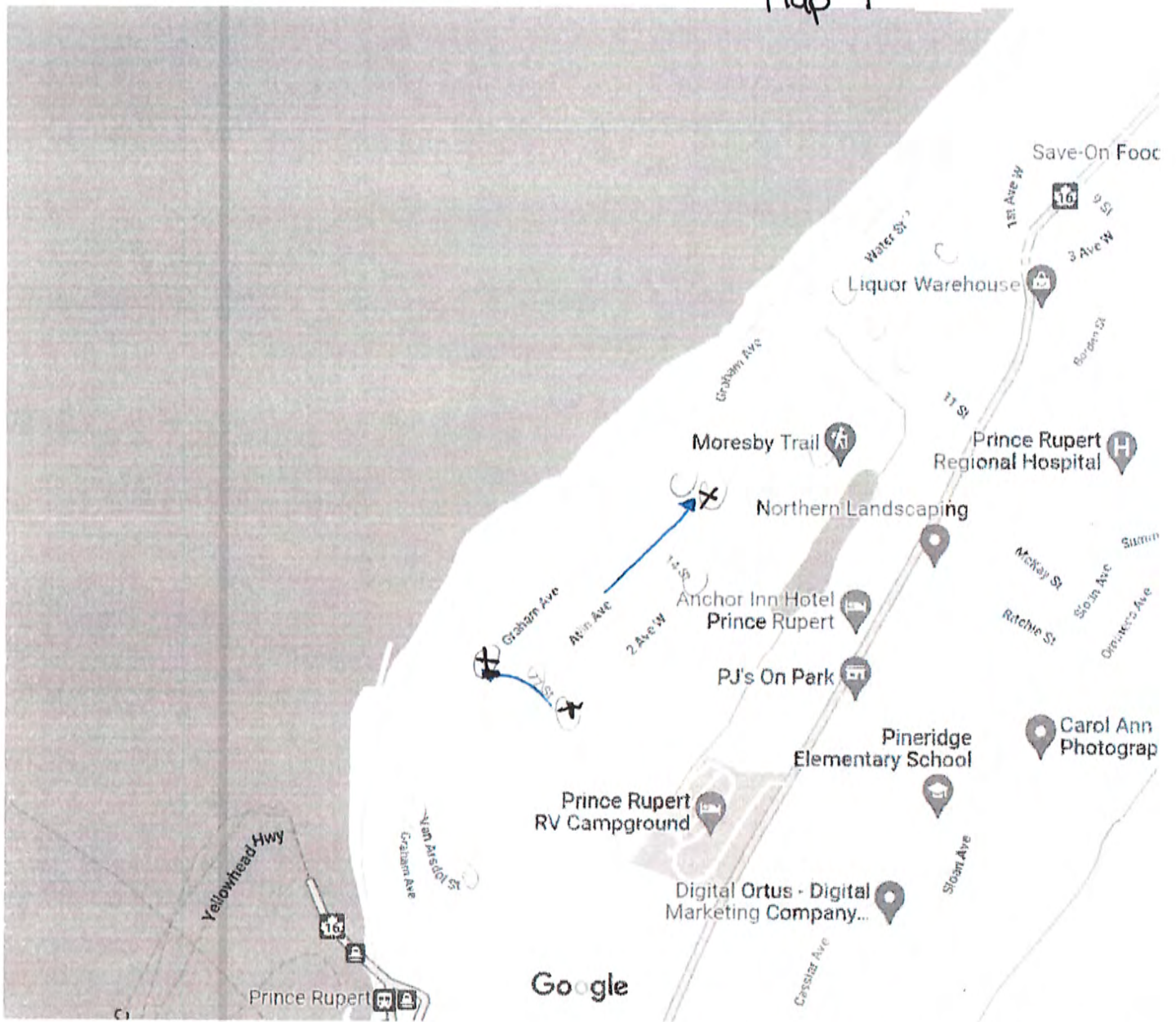


Google

Map data ©2022 Google 100 m

Google Maps

Map 7



Map data ©2022 Google 200 m

3/14 21%

Hi Nick,

We are applying for some funding from the Port -specifically "The Skeena River Salmon Enhancement Grant". We're hoping to obtain funding to cover the cost of removing the debris pile which has inconveniently landed on our intake for the water system to the hatchery. Once the debris is removed we will need to investigate & undoubtedly need to replace the waterline that feeds the hatchery. Until this is completed we are not able to operate.

The Pacific Salmon Foundation & DFO have been super supportive in covering costs to date assisting us with engineering assessments and expertise. We are hopeful that the Port will follow suit as well in the next stages.

As you may be aware the process for granting requires letters of support from the community stating how applicants are of benefit to the community. Having a letter from you & the city would be appreciated.

The hatchery not only benefits the Skeena watershed with the production of salmon, but it also has a long lasting impact upon the young stewards that we teach in our "Salmon in the Classroom Program".

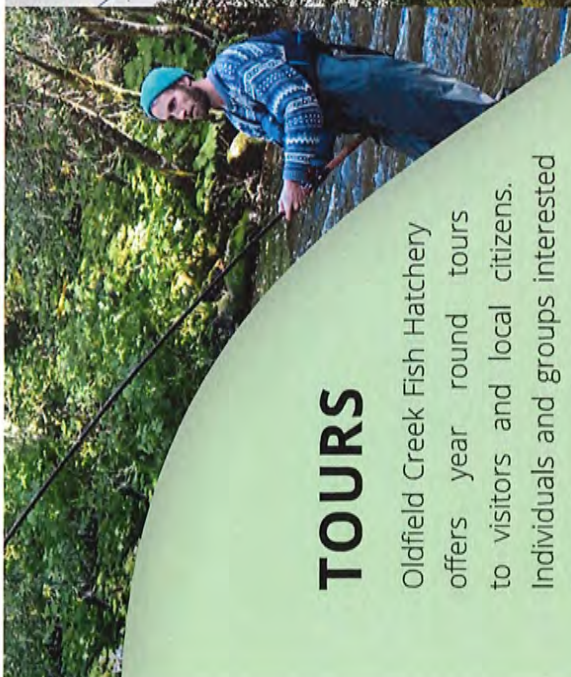
If you need anymore specific information about \$ that we have obtained and are requesting please don't hesitate to ask. At this point we have a ballpark figure that is \$370,000 which would take into account the replacement of the waterline.

I look forward to hearing from you soon as we are looking at submitting this application early February as the deadline is middle February.

Thanks again.

Beth Armstrong-Bewick

President of PRSES



# TOURS

Oldfield Creek Fish Hatchery offers year round tours to visitors and local citizens. Individuals and groups interested in touring our facility are asked to schedule an appointment as we cannot offer regular hours of operation.

To book a tour please contact us!

- 📞 1-250-624-6733
- @ Oldfieldhatchery@gmail.com
- 📍 Oldfield Creek Fish Hatchery
- 📷 @oldfieldcreekhatchery

Interested in becoming a volunteer? At Oldfield Creek Fish Hatchery we are always looking for dedicated passionate volunteers. Please send us a email if you are interested.

**Physical Address:**  
222 Wantage Road  
Prince Rupert BC  
V8J 4H6



# OLDFIELD CREEK FISH HATCHERY

## Prince Rupert Salmonid Enhancement Society



Our Supporters and Partners.  
The Oldfield Creek Fish Hatchery is a Community Volunteer Project operated by the Prince Rupert Salmonid Enhancement Society.



## OUR MISSION

Each year, we aim to release more than 200,000 fry and smolts into local waters. The hatchery follows a set of ecologically and community oriented objectives:

- Increase salmon populations in local streams through science-based enhancement efforts.
- Increase community awareness of enhancement and stream stewardship.
- Educate the community on salmon and their roles within ecosystems and the environment, as well as salmon stewardship through community involvement programs
- Increase tourism in Prince Rupert by offering tours of the facility.

The hatchery also hosts the Salmon Education and Stewardship Centre, providing education to school-age children and to the general public through interpretive galleries, an onsite classroom, wet and dry lab facilities and community outreach.

## COMMUNITY INVOLVEMENT

Prince Rupert Salmonid Enhancement Society is involved in several projects within the City of Prince Rupert. We are stewards of the environment and we believe that community involvement is the heart of our operation. Some of the projects/programs which we either spearhead or support are:

- The Oldfield Creek Monitoring Program
- The Steam to Sea Program in collaboration with Fisheries and Oceans Canada
- Our annual Smolt Festival: we release thousands of Coho smolts into Oldfield Creek and have hundreds of members of the community participate in the event.

## OUR HISTORY

The Oldfield Creek Fish Hatchery started as a classroom project in the late 1970's by Prince Rupert School District No. 52 board and its students. With support from the City of Prince Rupert, Fisheries and Oceans Canada, local service groups, businesses and volunteers, a non-profit society called the Prince Rupert Salmonid Enhancement Society was formed.



**From:** Anna Zanella [<mailto:execdirector@friendshiphouse.ca>]  
**Sent:** February 2, 2022 2:48 PM  
**To:** Brianne Bunko  
**Subject:** Request for letter of support PRPA CIF Application 2022  
**Importance:** High

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Brianne. I hope all is well. Thank you so much for sending on the letter of support for our recent transportation project funding application. The application is currently under review.

I am respectfully requesting a letter of support for our annual funding application to the Prince Rupert Port Authority Community Investment Fund. Each year we have been successful in our applications to renovate our main building; and the City of Prince Rupert Mayors office and City Council, letters of support have helped us in this endeavor.

This year our project is to update our preschool playground area, to transform it into a 'children's discovery garden'. We would like to add a covered play area, and outdoor garden with pathways made out of natural materials. This would enhance our programs and services, as we are currently updating our outside of the building and adding a food service room. We have several children and family programs housed in this building, including; preschool, parent & tot, Aboriginal Infant Development and Aboriginal Supported Childcare-all of which use our playground.

As you may be aware, our preschool playground is dedicated to the founder of our Friendship House, Dr. Bob Elliott as he left this Friendship House and the preschool as a legacy for this community.

Please let me know if this is possible. The deadline for the application is Feb. 13/22, but I can forward letters of support on a later date if more time is required.

Thank you so much and I wish you a lovely afternoon. In Friendship,

Anna Zanella  
Executive Director  
Friendship House Association of Prince Rupert

The City of Prince Rupert supports the Prince Rupert Golf Club's application to Northern Development Initiative Trust's Recreation Infrastructure Grant.

The City understand that the funding request is for \$300 000 towards the PRGC's Revitalization and Accessibility Project. The project budget is \$626 000, and project activities include the reconstruction of a green, rebuilding the cart paths, renovation of the forward tee boxes and ten sand traps, and the purchase of a golf simulator. Pembina has committed to a contribution of \$40 000 over two years, and the PRGC is committing the other \$286 000, with the understanding that the Club's contribution may be reduced by securing other funding. The PRGC contribution includes \$25 000 of summer student labour that will be dedicated to supporting the cart path restoration and green reconstruction. The PRGC is actively seeking more funding for this project and to expand the Revitalization Project to include other enhancements.

The City of Prince Rupert supports the Prince Rupert Golf Club's application to Port Authority of Prince Rupert's Community Investment Fund.

The City understands that the funding request is for a large component of the PRGC's Revitalization and Accessibility Project, a multi-year initiative with a budget over \$1,200,000. The PRGC will commit funds, and summer student labour over the next several years and is actively pursuing other contributions. The course enhancements are expected to increase PRGC revenues and reduce operating costs over the long-term.

## Brianne Bunko

---

**From:** Paul/Lisa : ) <silverwood.hanna@gmail.com>  
**Sent:** January 25, 2022 5:19 PM  
**To:** City Hall  
**Subject:** Request for Letter of Support from Snow Valley Nordic Ski Club for funding proposals  
**Attachments:** Cross Country Ski Community 2 Proposed Shelter Locations 20220124.pdf

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Council:

The Snow Valley Nordic Ski Club would very much appreciate a letter of support from the City of Prince Rupert for the following project, as we apply for \$20,000 in funding from a number of sources to construct 2 new shelters on our trails. The deadlines for applications are fast approaching - several are due in the first week of February. This caught us (new volunteers) by surprise so unfortunately this is a last minute request.

Funding applications will likely include: the Port of Prince Rupert Community Investment fund, the Northern Development Initiative Trust, and potentially provincial gaming grant funding.

I am happy to participate remotely at your upcoming Council meeting if it helps aid your decision.

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This is the draft body of our funding request, if it's helpful for discussion or response:

### Regional Context

The Snow Valley Nordic Ski Club (SVNSC) is located 30 kms from Terrace, just south of Lakelse Lake in the scenic Kitimat Valley. This area has been heavily used for many centuries by the Tsimshian people. Today, our nordic ski trails are used by residents of and visitors to Terrace, Kitimat, Prince Rupert and adjacent areas.

The trails are a legally designated Ministry of Forests, Lands and Natural Resource Operations recreation facility, fall within the City of Terrace Community Forest, and are adjacent to Kitselas Nation lands. The club has a strong working relationship with these government organizations, as well as with the Kitsumkalum Nation, Spirit North (empowering indigenous youth through sport and play) and the Terrace Public Library. These partnerships are focused at making nordic skiing available to ALL people who call this part of the world 'home'.

### Health and Wellness Context

SVNSC trails provide affordable, accessible winter activities (ski and snow shoe trails) to 1000's of users in the greater north-west BC area, including school groups and non-profits serving indigenous groups and youth. It is the only managed nordic ski facility west of Smithers.

During the pandemic, public demand for safe outdoor activities grew exponentially. Public use of our facility increased over 300% (1300 passes in 2019 to 4200 passes in 2021). Our infrastructure is minimal; we never anticipated this increase or a pandemic.

### Club Operations

The SVNSC trails are managed by a non-profit board which is 100% volunteer driven. There is no paid maintenance, grooming, administration or coaching staff. The Jack Rabbit Ski program is led by CANSI certified volunteer instructors (some of whom have the highest possible certifications at the national level).

Fees for service are only collected for club membership, ski rentals and private adult lessons. All fees are returned to general club revenues to support club operations.

**Goal: to construct 2 all-season outdoor shelters with fireplaces**

Our infrastructure is minimal; we never anticipated this increase or a pandemic. Due to the ongoing public health orders, ski trail users are discouraged from lingering in our existing lodge facility which is small and poorly ventilated. This is a real hardship for many folks, including families with small children.

Our extensive trail network has no outdoor-only shelters appropriate for pandemic social-distancing, as well as offering dry place to rest and refuel during outdoor activity. Two small all-season outdoor shelters will offer a safe, socially-distanced resting/warming space for users.

Shelter #1:

**The Onion Lake Viewpoint Shelter (see attached map)** will offer small groups (e.g. family unit or ski-school students) a scenic spot to rest, warm themselves and refuel, when they are still several kms east of the stadium and club facilities. Ice fishing groups at Onion Lake (on Hwy 37A) can also use this facility, as it's within a 100m of the lake. It may also be wheelchair accessible to people using a new Clearwater Trail being added this summer.

Shelter #2:

**The Lakesle Lake Viewpoint Shelter (see attached map)** will similarly offer small groups a scenic, sheltered place to rest and refuel, approximately 5.5 kms north of the stadium facilities. This is on an entirely separate trail loop from the Onion Lake viewpoint. There is a club-managed cabin nearby (the Moose Hut), but with covid, it has become necessary to restrict access to this overnight shelter to online bookings only. An 'open access' shelter has become a more pressing need in this location, to serve individuals, families and small groups who like to ski slightly longer distances.

The design and construction of the shelters will be completed to ensure a permanent investment for long-term public use. We partner with the BC Ministry of Forests (managing the Clearwater Hiking Trail network, and who legally tenure our ski trail network), to ensure that this shelter will meet safety and accessibility requirements of all future users, whether they arrive in winter via ski trails or ice fishing at Onion Lake, or via Clearwater Lakes recreation trails during the summer. They will be built to minimize maintenance costs and reduce likelihood of vandalism.

Materials:

Roofing (quote from Convoy) \$2000

Structural Yellow Cedar (rafters, posts, beams, strapping and fascia) \$7000 (based on pricing from Just Cut it Sawmilling in Terrace, BC)

Flooring (plywood, subfloor, joists, beams) Concrete and Rebar \$600

Fireplaces \$2000

Gravel (hauling and material) \$2000

Tool and Machine Rental: \$1000

**Total funding requested: \$20,000**

SVNSC depends heavily on volunteer in-kind support. Cost for constructing this facility will be substantially minimized by the donation of labor from ski-club members. Support from your organization to cover material costs is a modest investment that will result in many many years of enjoyment by users across the north-west region.

Sustainability

The design and construction of the shelters will be completed to ensure a permanent investment for long-term public use. We partner with the BC Ministry of Forests (managing the Clearwater Hiking Trail network, and who legally tenure our ski trail network), to ensure that this shelter will meet safety and accessibility requirements of all future users, whether they arrive in winter via ski trails or ice fishing at Onion Lake, or via Clearwater Lakes recreation trails during the summer. They will be built to minimize maintenance costs and reduce likelihood of vandalism.

Partnerships:

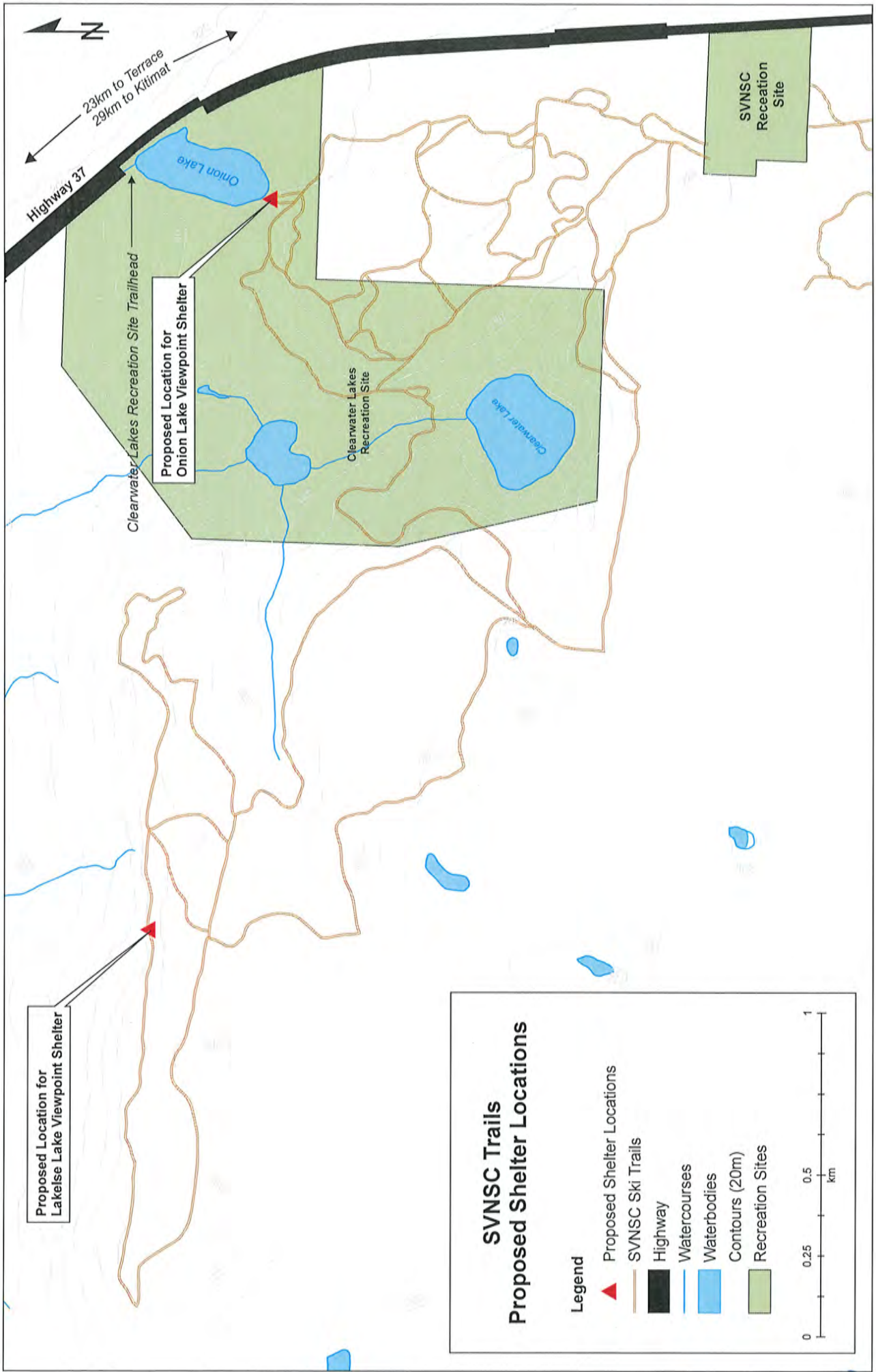
The Ministry of Forests, Lands and Natural Resource Operations (Bryan Last, District Recreation Officer) is a collaborator on the design and management intention for this project. However, funding and delivery is 100% the responsibility of SVNC.

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Please call if you have any questions, or if you would like me to share information about this request with anyone else at City Hall.

Respectfully,

*Lisa Hanna, Director*  
Snow Valley Nordic Ski Club  
250-631-9670





CITY OF PRINCE RUPERT  
REPORT TO COUNCIL  
Regular Meeting of Council

**DATE:** February, 2022  
**TO:** Mayor & Council  
**FROM:** Rosa Miller, Corporate Administrator  
**SUBJECT: COMMERCIAL VEHICLE PROGRAM**

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**RECOMMENDATION:**

**THAT Council repeal City of Prince Rupert Commercial Vehicle Licensing Bylaw No. 3229, 2007 and any and all amendments relating to same.**

**REASON FOR REPORT:**

The Commercial Vehicle Licensing programs ended in December 2019 and as such the application of Bylaw 3229, 2007 is no longer required, nor warranted.

**BACKGROUND:**

The Commercial Vehicle Licensing program ended in December 2019. The program was originally established by the provincial government to provide a source of revenue for municipalities to offset the costs related to the use of local roads by commercial vehicles. Revenues for this program in 2021 amount to \$1,200.00 for the City of Prince Rupert.

The program revenue is insufficient to meet the program intent and requires significant resources to administer.

**CONCLUSION:**

**Given the significant resources to administer the program and low yield and a full review of the bylaw and program, it makes administrative sense to follow the lead of the UBCM and cease the City's administration of this program.**

**Report Prepared By:**

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Rosamaria Miller,  
Corporate Administrator

**Report Review By:**



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Robert Buchan,  
City Manager



# Reminder: Commercial Vehicle Program Ending

**Publishing Date:** December 4, 2019

The Commercial Vehicle Licensing (CVL) program will end as of December 31, 2019. This program was established by the provincial government in 1906 to provide a source of revenue for municipalities to offset the costs related to the use of local roads by commercial vehicles.

UBCM has administered this program since 1987 through an agreement with the province. In 2018 UBCM conducted a review of the CVL that considered a range of topics, including the distribution of licensing revenue; licensing requirements; and feedback provided by the six largest municipalities contributing to the program.

Member feedback identified the following:

- the revenue generated was insufficient to meet program intent when disbursed among the participants;
- the program required significant resources to administer;
- the program was not enforced in many jurisdictions; and
- the program design distributed funds in disproportion to the actual commercial vehicle licensing that is occurring in communities.

The review concluded that the program had ceased to fulfill its original intent. UBCM engaged the province in a round of discussions concerning potential amendments to legislation. In the end, the province agreed to remove UBCM as the administrator of program. At the present, there is no plan to develop a replacement program.

Notice was provided to local governments in August of 2019 that the CVL would conclude by year-end. Some municipalities have responded by introducing their own commercial vehicle licensing programs for 2020, including **Vancouver** and **Victoria**. Other local governments, like **Prince George**, have responded by updating their parking and traffic bylaws.

For questions about the conclusion of the program, please contact UBCM's Chief Financial Officer, **Kathleen Spalek**. Questions can also be directed at the Ministry of Municipal Affairs and Housing's Governance and Structure **Branch**.

[Home](#) > [About the UBCM](#) > [Latest News](#)

> [Reminder: Commercial Vehicle Program Ending](#)

**THE CITY OF PRINCE RUPERT**  
**COMMERCIAL VEHICLE LICENCING BYLAW NO. 3229, 2007**  
BEING A BYLAW TO PROVIDE FOR THE LICENCING OF  
COMMERCIAL VEHICLES WITHIN THE CITY OF PRINCE RUPERT

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Pursuant to the *Local Government Act*, Part 20: Regulation of Carriers and Commercial Vehicle Licensing, the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

- 1) That this Bylaw may be cited for all purposes as the "Commercial Vehicle Licensing Bylaw No. 3229, 2007".
- 2) In this Bylaw, unless the context otherwise requires:

ACT	means the <i>Local Government Act</i> , Chapter 323 [RSBC 1996];
GROSS VEHICLE WEIGHT	means the weight at which a vehicle is licenced under the <i>Commercial Transport Act</i> or the <i>Motor Vehicle Act</i> , as the case may be;
HIGHWAY	means a highway as defined by the Act, but does not include an arterial highway as defined by the <i>Transportation Act</i> ;
LICENCE INSPECTOR	means the person from time to time duly appointed as Licence Inspector for the Municipality and also any person lawfully acting in that capacity for the time being;
LICENCE DECAL	means the decals issued under the provisions of the Act and this Bylaw;
LICENCE YEAR	means the period from January 01 <sup>st</sup> to December 31 <sup>st</sup> ;
MOTOR VEHICLE	means a vehicle designed to be self-propelled, except: <ol style="list-style-type: none"><li>a) a vehicle operating wholly on a fixed rail or rails;</li></ol>

- b) an electric trolley bus; or
- c) a motor assisted cycle within the meaning of the *Motor Vehicle Act*;

## OWNER

means when used in reference to a vehicle, the person or persons duly registered from time to time under the *Motor Vehicle Act* or the *Commercial Transport Act* as the owner or owners of the vehicle;

## REGISTRATION CARD

means the motor vehicle licence for the motor vehicle issued pursuant to the *Motor Vehicle Act* or the *Commercial Transport Act*;

## VEHICLE

means any vehicle used by any person upon any highway in a participating municipality which is a commercial vehicle defined as such by and licenced under the *Commercial Transport Act*, and any vehicle not so licenced but which is used for the collection or delivery, or both, of goods, wares, merchandise or other commodities in the ordinary course of a business undertaking.

- 3) Except as may be otherwise lawfully provided, the owner of every vehicle shall, before it is used or operated on any highway in the City of Prince Rupert, cause the vehicle to be licenced or registered with the Licence Inspector and affixed with the licence decal.
- 4) The application for a licence decal shall be signed by the owner or his/her duly authorized agent, provided that in such case of partnerships of multiple owners, any one of such owners may apply and such owner applying shall be deemed to be the duly authorized agent of all of the owners.
- 5) Where the applicant for a licence is an agent or co-owner, the owner or owners shall be deemed to have authorized all statements set forth in the application and shall be deemed to have made such statements on his/her own or on their behalf.
- 6) (1) The application form, together with the registration card for the vehicle, shall be delivered to the Licence Inspector, and, in the case where a licence fee is applicable, shall be accompanied by the fee prescribed in the Act and set out in Schedule A – attached to and forming part of this Bylaw.

- (2) Where the applicant for multiple licences is one and the same person, the Licence Inspector may require only one application form to be completed as practicably possible.
- 7) The following vehicles are exempt from this Bylaw:
- a) a vehicle owned or leased exclusively by any municipality, regional district or school district as defined in the School Act or by an organization comprised of municipalities, regional districts or school districts;
  - b) a vehicle owned by the Government of Canada;
  - c) a school bus, mission bus or truck, the sole property of a religious organization and used solely for religious purposes;
  - d) a vehicle used exclusively for fire protection purposes;
  - e) a vehicle licenced as a farm vehicle under the *Commercial Transport Act* except when used for the collection or delivery, or both, of goods, wares, merchandise or other commodity not required in the ordinary course of the farm undertaking of the owner of the vehicle;
  - f) notwithstanding paragraph ( i ), a vehicle licenced under the *Commercial Transport Act* owned by a farmer and used only to transport the produce of his farm to market and to transport supplies required for his farm;
  - g) a vehicle owned and operated by an improvement district;
  - h) a vehicle not requiring a licence fee under section 3 (8) of the *Motor Vehicle Act*;
  - i) a vehicle licenced under the *Commercial Transport Act* not being used by a person for the purpose of his business, or by an organization for profit; and
  - j) a vehicle owned by the Crown in the right of the Province.
- 8) All fees collected by the Licence Inspector under this Bylaw shall be paid to the Treasurer or Chief Financial Officer of the Municipality who shall then deal with the said fees in the manner prescribed by the Commercial Vehicle Licencing (CVL) Program, in accordance with the *Local Government Act*.
- 9) Upon receipt of the application for a licence and upon being satisfied of the accuracy of the statements, and that the prescribed fee has been paid, the Licence Inspector shall cause to be issued and delivered a numbered licence decal and shall endorse on the registration card:
- a) the number of such licence decal;

- b) the date of issuance thereof; and
  - c) the fee paid.
- 10) The licence decal shall at all times be attached on the inside of the windshield in such a manner that it can be readily seen from the outside front of the vehicle and shall be kept entirely unobstructed and in a legible condition and shall not obscure any other legally required plate, sign or notice.
- 11) (1) Where a person ceases to be the owner of a vehicle licenced, and authorized to carry a licence decal, the registration thereof and the licence decal is deemed to be cancelled and not eligible for any refund. The new owner of such vehicle may make an application to the Licence Inspector for:
- (a) transfer of the registration, and licence decal; or
  - (b) the cancellation of the licence and the surrender of the licence decal.
- (2) Where a person ceases to be the owner of a vehicle licenced and authorized to carry a licence decal, the registration thereof and the licence decal are deemed to be cancelled and not eligible for any refund. Where the licence holder purchases a new vehicle and wishes to transfer the licence decal to another vehicle he/she shall submit to the Licence Inspector:
- (a) the existing licence decal from the old vehicle;
  - (b) information showing motor vehicle registration number and gross vehicle weight of the vehicle from which the plate is being transferred;
  - (c) name of municipality which issued the subsisting licence decal;
  - (d) the registration card of the new vehicle;
  - (e) any sum, that represents the difference between the original licence fee and the new licence fee that would be applicable for a vehicle with a greater gross vehicle weight, in addition to the transfer fee as set forth in Schedule "A", as attached to this Bylaw.
- 3) For Licence Year 2007 only, should an application be made for a licence decal on or before June 30<sup>th</sup>, 2007 then the full fee must be paid as per Schedule "A" attached to this Bylaw;
- 4) In addition to Section 11 (3), if an application is made after June 30<sup>th</sup> 2007, but before December 31<sup>st</sup>, 2007 for operation in Licence Year 2007, then the fee shall be charged as per Schedule "B" which is attached to and forming part of this Bylaw.

- 5) Notwithstanding subsections (1) through (4), the purchase of a vehicle by a dealer in vehicles for resale shall not require the licence decal to be cancelled or transferred until the dealer sells the vehicle to a person other than another such resale dealer.
- 12) Where a licence decal is lost, stolen, destroyed or becomes illegible or mutilated, the owner of the vehicle for which the decal was issued, or his/her agent, may, upon surrender of such a decal, apply to the Licence Inspector for a replacement decal, for a fee as stipulated in Schedule "A" – attached to and forming part of this Bylaw. The Licence Inspector may cause a new licence decal to be issued in replacement and shall endorse the record of its issuance on the registration card.
- 13) Notwithstanding anything in this Bylaw, where the vehicle in respect of which an application for a licence and a licence decal is made and such a vehicle is operated by the owner under an agreement in accordance with the *Commercial Transport Act*, such a licence decal shall be valid for display on any of the vehicles operated by the owner.
- 14) Except as provided by Section 12 of this Bylaw, it is unlawful to operate a vehicle having affixed to it a licence decal that is not authorized or issued for that vehicle.
- 15)
  - 1) Every person who offends against any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of any of the provisions of this Bylaw, or neglects to do or refrains from doing anything required to be done under this Bylaw, or who does any act or thing which violates any of the provisions of this Bylaw shall be deemed to have committed an offence under this Bylaw and shall be liable, on summary conviction, to the penalties provided for in the *Offence Act*.
  - 2) Without affecting the generality of 15.1, and pursuant to the *Local Government Act – Part 20*:
    - (a) the owner or operator of a vehicle who operates or uses or causes such vehicle to be operated or used upon any highway in a participating municipality without holding and displaying a valid and subsisting licence and licence decal for such a vehicle is liable on summary conviction, to a fine not exceeding Fifty Dollars (\$50.00) except a vehicle that is exempt under Section 7.00.
    - (b) any person who displays or causes to be displayed a licence decal upon any vehicle not authorized to have displayed thereon such licence decal, is liable on summary conviction to a fine not exceeding Two hundred Dollars (\$200.00) and the confiscation of such a licence decal; and
    - (c) no fine imposed under this Section removes any liability for any prescribed licence fee under this Part 20 of the *Local Government Act* or this Bylaw.



- 16) Bylaw No. 2475, 1984 and Bylaw No. 2616, 1988 being Bylaws to provide for the licencing of Commercial Vehicles in the City of Prince Rupert are hereby repealed.
- 17) Any licence decal sold for year 2007 prior to the adoption of this Bylaw shall remain in force with this Bylaw, with an expiry of December 31<sup>st</sup>, 2007.
- 18) This Bylaw is effective and in force and binding on all persons upon the time of adoption.

FIRST READING

February 12<sup>th</sup>, 2007

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SECOND READING

February 12<sup>th</sup>, 2007

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THIRD READING

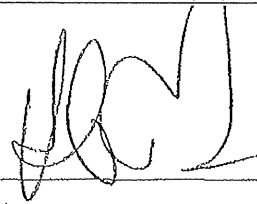
February 12<sup>th</sup>, 2007

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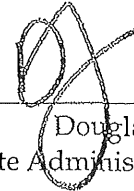
ADOPTION

February 26<sup>th</sup>, 2007

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Herb Pond  
Mayor



Douglas Jay  
Corporate Administrator

## SCHEDULE "A" to BYLAW NO. 3229, 2007

1. The fees for licences applied for each licence year are for a single vehicle:

Not exceeding 2,800 kg gross vehicle weight (gvw) .....	\$ 25.00
Exceeding 2,800 kg but not exceeding 11,800 kg (gvw) .....	30.00
Exceeding 11,800 kg but not exceeding 20,000 kg (gvw) .....	35.00
Exceeding 20,000 kg (gvw) .....	40.00
  
2. For a Transfer ..... \$ 6.25
  
3. For a Replacement ..... 6.25
  
4. For an application under Section 12 of this Bylaw ..... 25.00

SCHEDULE "B" to BYLAW NO. 3229, 2007  
(Effective and In Force from July 01<sup>st</sup>, 2007 to December 31<sup>st</sup>, 2007)

1. The fees for licences applied for licence year 2007 on or after July 01<sup>st</sup>, 2007 are, for a single vehicle:

Not exceeding 2,800 kg gross vehicle weight (gvw) .....	\$ 15.00
Exceeding 2,800 kg but not exceeding 11,800 kg (gvw) .....	20.00
Exceeding 11,800 kg but not exceeding 20,000 kg (gvw) .....	25.00
Exceeding 20,000 kg (gvw) .....	30.00
  
2. For a Transfer .....
3. For a Replacement .....
4. For an application under Section 12 of this Bylaw .....

\$ 6.25

6.25

25.00

**CITY OF PRINCE RUPERT**  
**REPORT TO COUNCIL**

**DATE:** February 7<sup>th</sup>, 2022

**TO:** Robert Buchan, City Manager

**FROM:** Richard Pucci, Approving Officer

**SUBJECT: BYLAW #3486 – SUBDIVISION AND SERVICES BYLAW**

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**RECOMMENDATION:**

**THAT Council receives this Report and gives 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Readings to the Subdivision and Servicing Bylaw #3486.**

**REASON FOR REPORT:**

The City of Prince Rupert currently uses the *City of Prince Rupert Standards and Specifications* spec-book that was developed in the late 1980s. The office of the Approving Officer (AO) and the Operations Department Staff have reviewed the spec-book and determined that it is outdated and needs renewal.

**ANALYSIS:**

The AO and Operations Department Staff have developed a new Subdivision and Servicing Bylaw compliant with current codes, standards, regulations, and specifications. As part of this, the AO and Operations Department has decided to adopt the Master Municipal Construction Documents (MMCD) as our new standards to stay relevant and current.

The MMCD provides a framework and foundation for municipal infrastructure projects. Municipalities across British Columbia widely recognize the MMCD General Conditions, Standard Specifications, and Standard Detail Drawings as the benchmark for tendering, construction, and contract administration. Working with MMCD documents improves communication and reduces disputes between owners, contractors, and designers. Additionally, our standards and specifications will evolve with the latest version by adopting the MMCD, so our municipal standards will stay up to date.

**COSTS AND BUDGET IMPACT:**

This initiative fits with the current Council’s Strategic Priorities and has no Annual Budget Impact.

**CONCLUSION:**

**THAT Council receives this Report and gives 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Readings to the Subdivision and Servicing Bylaw #3486.**

**Report Prepared By:**

**Report Reviewed By:**

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Richard Pucci,  
Director of Operations &  
Intergovernmental Relations

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Robert Buchan,  
City Manager

# CITY OF PRINCE RUPERT

## SUBDIVISION AND DEVELOPMENT SERVICING STANDARD BYLAW NO. 3486, 2022

### A BYLAW REGULATING THE SERVICING OF SUBDIVISION AND DEVELOPMENTS

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**WHEREAS** the Local Government Act authorizes the City to establish standards for and to regulate and require the provision of works and services in respect of subdivision and development;

**AND WHEREAS** the City desires to guide development within its boundaries for the benefit of the community by ensuring that land is subdivided in a manner that is orderly, safe and efficient, and to offset City costs in providing utilities, works, and services related to subdivision and development,

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

#### 1. Title

- a) This Bylaw may be cited as the City of Prince Rupert Subdivision and Development Servicing Standards Bylaw No. 3486, 2022

#### 2. Interpretation

- a) In this bylaw:

**“Administrator”** means the person appointed by Council to administer this Bylaw or a person designated or retained by the City to act in his or her absence.

**“Applicant”** means the registered owner of land who applies to subdivide the land or for a building permit in relation to a proposed development, or a person duly authorized to represent the owner.

**“Approving Officer”** means the person appointed by Council under the Land Title Act as the approving officer for the City.

**“Building Inspector”** means a person designated by Council as the building inspector for the City.

**“Certificate of Completion”** means notice in writing issued by the City and signed by the Administrator or designate stating that all or a specified portion of the works have been completed.

**“Certificate of Substantial Completion”** means a certificate issued by the Consulting Engineer certifying that:

- i. works required under this Bylaw are completed to the extent that they are ready for use for their intended purpose; or
- ii. the total of any incomplete, defective or deficient work can be completed at an estimated cost of no more than 3 percent of the total value of the work.

**“Certificate of Final Acceptance”** means a certificate issued by the Administrator or designate confirming that no defects or deficiencies remain to be complete or corrected and the works are fully operative and have been constructed and function in accordance with this Bylaw and any Development Agreement between the owner and the City.

**“City”** means the City of Prince Rupert.

**“City Engineer”** means a person designated by Council as the Director of Operations or City Engineer for the City.

**“Community Sanitary Sewer System”** means a system owned, operated and maintained by the City for the collection, treatment and disposal of sanitary sewage.

**“Community Water System”** means a system of waterworks which is owned, operated and maintained by the City.

**“Consulting Engineer”** means a professional engineer, certified for practice in British Columbia, experienced in municipal engineering and land development, and who is retained by the Applicant to undertake the design, inspection, testing and record keeping for works.

**“Developer”** means the owner or agent of the owner of land in respect of which a subdivision or development application has been submitted to the City.

**“Development”** means the construction, alteration, repair or extension of a building or structure for which a building permit from the City is required.

**“Development Agreement”** means an agreement between the City and a developer, setting out servicing requirements, construction completion dates, fees and security to be provided by the Developer.

**“Final Approval”** means the approval of a subdivision by the Approving Officer when all relevant requirements of this Bylaw, the Land Title Act, the Local Government Act, Community Charter and any other relevant enactments have been fulfilled and when all conditions of preliminary approval have been fulfilled.

**“Legal Survey”** means a document prepared by a qualified B.C. Land Surveyor (ABCLS) showing where the building(s), structure(s), tree(s) and infrastructure are located on a property, showing the property’s boundary lines, together with the building footprint within those lines.

**“MMCD”** means the latest edition of the Master Municipal Construction Document (MMCD) Design Guideline Manual and the MMCD Construction Specifications

**“Owner”** has the same meaning as defined in the Land Title Act.

**“Parking Plan”** means a drawing illustrating the proposed off-street parking spaces including dimensions of the parking space and drive aisles. If parking spaces for persons with disabilities or small car spaces are proposed, they need to be clearly marked in the plan. A synopsis of the number of parking spaces must be included, and any variances from the zoning bylaw identified.

**“Parking Study”** means a report from a registered professional engineer that recommends a reduced number of parking spaces for a proposed development or a shared on-site parking for two or more uses within a proposed development. The report will analyze the proposed amount of parking in relation to the parking demand generated by proposed development and provide detail on any recommended transportation demand management measures.

**“Preliminary Layout Review”** means the written, conditional approval of a subdivision plan by the Approving Officer.

**“Professional Engineer”** means a person who is registered or duly licensed to practice in British Columbia under the Engineers and Geoscientists Act.

**“Public Utility”** means any community water system, sewer system, stormwater system, or other public infrastructure administered, operated, and/or maintained by the City of Prince Rupert.

**“Professional Geologist”** or **“Qualified Professional”** means a person who is registered or duly licensed.

**“Qualified Contractor”** means a professional with appropriate education, training and experience, fully insured and in good standing with the relevant association and includes, but not limited to, licenced builder, landscape architect, and an architect.

**“Right of Way”** means a document/agreement registered on title with the B.C. Land Title and Survey Authority in which a property owner permits the City or a public utility company such as BC Hydro or PNG, the right to use a portion of the owner’s property to install pipes, cables, etc. for the delivery of a particular service.

**“Security”** means a certified cheque or a clean, unconditional, irrevocable and automatically renewing letter of credit drawn on a chartered bank or credit union having a branch in the Province of British Columbia at which demand may be made on the letter of credit.

**“Statutory Right of Way”** means a right of way registered under section 218 of the Land Title Act.



**“Subdivision”** means a division of land into 2 or more parcels, whether by plan, apt descriptive words or otherwise.

**“Traffic Study”** means a report that outlines the impacts on existing and future traffic conditions resulting from the proposed developments, as well as on-site parking, loading, turning movements, and related matters, in accordance with the specifications provided by the City’s Engineering and Operations Department.

**“Works”** means any work, service or utility required to be designed, constructed and installed as a condition of subdivision or other development approval, and without limitation, includes highways, highway lighting, underground wiring and civil ductworks, curbs, gutters, sidewalks, boulevards, boulevard crossings, transit bays, landscaping, water supply and distribution, fire hydrants, collection and disposal of sewage and stormwater, and systems for controlling drainage, erosion and sediment related to construction of any of these.

**“Works Inspector”** means the Municipal employee authorized by the Director of Operations who shall, from time to time, make such inspections and tests of any work being carried out as he considers necessary and shall coordinate works being carried out within the municipality.

- b) This Bylaw is to be interpreted consistently with the Local Government Act, Land Title Act, Community Charter and other applicable enactments as the context and circumstances may require, and words and phrases in this Bylaw have the same meanings as in those Acts except as otherwise defined or described herein. A reference to a statute refers to a statute of the Province of British Columbia unless otherwise indicated, and a reference to any statute, regulation, code or bylaw refers to that enactment as amended or replaced from time to time. Headings that appear in this Bylaw are for convenience only. Words in the singular include the plural and words in the plural include the singular. Reference to a person includes a corporation, partnership, or party and their personal or other legal representatives. If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion is severed without effecting the remaining portions.
- c) The Master Municipal Construction Documents MMCD are endorsed as the City’s General Conditions, Standard Specifications, Design Guidelines, and Standard Detail Drawings and form part of this Bylaw.

### **3. Compliance**

- a) A person must not subdivide or develop land within the City except in conformity with this Bylaw.
- b) Every Applicant must:
  - i. comply with all applicable provisions of this Bylaw and all other bylaws of the City as well as provincial and federal enactments; and

- ii. obtain any and all required consents and approvals of any government ministry, agency or regulatory authority having jurisdiction in respect to the proposed Development.
- c) No person shall construct a building or structure in the City for which a building permit is required unless any and all of the works required by this Bylaw have been provided by the Developer, or the Developer has entered into a Development Agreement with the City to construct and install the required works by a date specified in the agreement, and provided to the City security in the amount determined by the Director of Operations in consultation with the Administrator, having regard to the cost of installing and paying for the required works.

#### **4. Requirements for Subdivisions and Developments**

- a) The works required for a subdivision or development within the City include those works identified by the Approving Officer.
- b) Where works are required under this Bylaw, the applicant must engage a Professional Engineer to carry out all necessary field reviews and inspections during the construction of works required. The Professional Engineer must submit a 'letter of commitment by engineer' certifying that the works will be carried out in compliance with this Bylaw and the approved plans, drawings and supporting documents submitted in support of the development application.
- c) Every owner of land to be subdivided or developed must, at the owner's expense, provide and grant to the City, and register in the Land Title Office, such statutory rights of way over the land as are required by the Administrator or Approving Officer for the proper operation and maintenance of the works to be provided under this Bylaw.

#### **5. Application for Subdivision**

- a) Every application for a subdivision must be in writing and submitted to the Approving Officer in a form approved by the Approving Officer for such purpose, and must include, as applicable, the following information and documentation:
  - i. full legal description of the parcel proposed to be subdivided and all adjacent properties;
  - ii. sketch or survey plan of the parcel to be subdivided, showing the scale of the plan, the direction of North, and showing clearly the proposed method of subdivision;
  - iii. a statement as to the existing and intended uses of the subdivided lands;
  - iv. topographic survey including location of any watercourses, ravines, steep slopes, spot elevations; break point elevations;
  - v. location and dimensions of any existing structures on the property and adjoining properties and their setbacks from existing and proposed property lines;
  - vi. utility and other rights of way located and identified

- vii. the boundaries of each phase of development if the proposed subdivision is to be completed in phases
  - viii. the name and usual address of the Applicant and of the Owner if different from the Applicant;
  - ix. proof of ownership of the land proposed to be subdivided and if the Applicant is different from the owner, proof of authority to represent the owner;
  - x. a current copy of the Certificate of Title of the property proposed for subdivision;
  - xi. copies of all charges registered against the title of the property proposed for subdivision, including without limitation any and all covenants, rights of way, and easements;
  - xii. certificate that all taxes assessed on the subdivided land have been paid, and if local service taxes are payable by instalments, that all instalments owing at the date of the certificate have been paid;
- b) At the discretion of the Approving Officer an application for a subdivision may include, as applicable, the following information and documentation:
- i. a Legal Survey Plan showing that the parcels into which the land is subdivided can conveniently be further subdivided into smaller parcels;
  - ii. A geodetic survey identifying a contour interval of 2.0m, existing hydrological features, steep slopes (over 30%), and the geodetic elevations of the road(s) adjacent the property. For clarity, all geodetic elevations shall conform to the NAD82 Coordinates.
  - iii. profiles of every new highway shown on the plan and such topographical details as many indicate engineering problems to be dealt with in opening up the highways, including environmental impact or planning studies;
  - iv. copies of the approved development permit applicable to the development;
  - v. such other information, appearing in the City's Subdivision and Development Servicing Standards, as the Approving Officer may require in the circumstances;
  - vi. a report by a professional engineer, professional geologist, or geotechnical engineer with experience or training in geotechnical study and geohazard assessments:
    - 1. the effect on soil stability of disturbing natural grades or natural growth, or of changing the moisture content of the soil by developing, using or occupying land
    - 2. groundwater levels and conditions; and
    - 3. the risk and effects of flooding, mud flows, debris flows, debris torrents, erosion, land slip, rockfalls, or avalanche, or any combination of these
  - vii. A tree survey plan including a windthrow assessment, hazard assessment, and species at risk assessment.
- c) In considering a subdivision the Approving Officer may request that additional information be provided by a registered professional in regards to natural and or geotechnical hazards, both on-site and off-site, which may impact the subdivision (as noted in s.86 of the Land

Title Act). These may include but are not limited to: avalanche, debris torrent, earthquake, erosion, flooding, fire, rock fall, land slippage and unstable soils and tsunamis.

- d) The registered professional preparing the reports noted in Section 5. shall provide a statement in that report that the report in question may be relied upon by the City for the purpose of confirming the feasibility of the subdivision.
- e) An Applicant must pay all fees that apply to the application for subdivision. The Application Fee is \$500.00 for subdivision of the first Lot created and \$100.00 for every additional Lot created.
- f) The acceptance of a proposed subdivision for review by the Approving Officer must not be construed as either preliminary approval or final approval for the purposes of the Land Title Act.

## **6. Preliminary Layout Review, Final Approval and Acceptance**

- a) Preliminary layout review of a proposed subdivision is effective for a period of one year, following which time the subdivision application must be re-submitted along with all applicable fees
- b) The Approving Officer may accept or reject a preliminary review or proposal and shall advise the applicant in writing of the decision and include the reasons for rejection.
- c) Upon request by an Applicant, the Approving Officer may grant an extension of time for preliminary review where, in the Officer's opinion, there has been an unavoidable delay or other special circumstances exist that would justify the extension of time.
  - i. The Approving Officer may only grant one extension for a period of up to one year.
  - ii. Where an extension has been previously issued and expired a new application must be re-submitted along with all applicable fees
- d) Preliminary review of a proposed subdivision must not be construed as final approval of such subdivision for the purposes of the Land Title Act. The Approving Officer may revoke the preliminary review at any time.
- e) Final approval of a subdivision shall only be effective upon the signing of the subdivision plan by the Approving Officer.
- f) In applying for a Certificate of Final Acceptance of the works, the Applicant must include, as applicable or as required by the Approving Officer or Administrator:
  - i. Certificate of Completion;
  - ii. Record drawings;
  - iii. Service cards, in PDF, hard copy, AutoCAD drawing file and compatible DXF file;
  - iv. Copies of all permits and approvals from Provincial or other regulatory bodies;

- v. Copies of materials and quality control test reports;
  - vi. Copies of infrastructure test reports confirming compliance with standards established in this Bylaw;
  - vii. Copies of inspection reports including digital video of sanitary and storm sewers;
  - viii. Copies of approved shop drawings; and
  - ix. Operation and maintenance manuals.
- g) The record drawings package must be submitted within six (6) weeks of the completion of works and include the following:
- i. 2 sets of sealed paper prints;
  - ii. 1 set of AutoCAD files; and
  - iii. 1 set of digital Adobe (.pdf) files.

### **7. Subdivision or Development Abutting an Existing Road**

- a) In accordance with Section 506 (8) of the Local Government Act, as a condition of approval of a subdivision or a condition of a building permit for a development abutting an existing road, the developer must provide works in accordance with this Bylaw up to the centreline of the Highway.
- b) At the discretion of the Approving Officer, the developer may be required to pay the City the estimated cost of the required works as described herein to be held by the City in a reserve account for construction at a future date.

### **8. 10% Frontage Requirement**

- a) Council delegates to the Approving Officer, determination of highway (road) frontage requirements and exemption of conformance to the minimum 10% frontage to perimeter requirement prescribed under s. 512 of the Local Government Act.

### **9. Service Updates**

- a) If works are already in existence on or in a highway, lane or right-of-way adjacent to a parcel being subdivided or on which a building is proposed to be constructed, and the works do not comply with the standards specified in the MMCD, the Developer must take all steps necessary to bring the works into compliance with the MMCD standards, and all other provisions of this Bylaw. All requirements for servicing agreements and security as set out in this Bylaw shall apply for service upgrades.

### **10. Works and Services**

- a) Every Applicant for approval of a subdivision or building permit must provide works for such development on the land being developed and where required, on the highway adjacent to that land, in accordance with this Bylaw and without limitation, using MMCD Standards.

- b) Within the bounds of a proposed subdivision or other development, all works must be provided, designed, constructed and installed by the owner at the owner's cost, to the satisfaction of the Approving Officer, Works Inspector, Director of Operations or Building Inspector, as applicable.
- c) Every Applicant must submit a detailed landscape design with a cost estimate for the supply and installation of frontage (off-site) landscape works prepared by a landscape architect or other qualified person. Cost estimates shall include supply and installation.
  - i. If in the assessment of the Approving Officer, the landscape design cannot be accomplished without compromising sound arboricultural practices, due to the size or other characteristics of the frontage, the developer shall pay cash-in-lieu to the City in the amount of 75% of total cost estimate.
  - ii. Root barriers shall be installed for all trees that are planted adjacent to an existing or proposed sidewalk, road, lane, storm sewer, or driveway access point
- d) Every Owner of lands to be subdivided or developed must, at the Owner's sole cost:
  - i. provide works for that subdivision or development in accordance with applicable provisions of this Bylaw; and
  - ii. design, construct and install such works to the applicable MMCD standards and specifications prescribed in this Bylaw.

## **11. Standards and Specifications**

- a) Works required by this bylaw must:
  - i. be designed in accordance with MMCD and with sound engineering principles;
  - ii. where installed by a Developer, be designed by a professional engineer licensed to practice in the Province of British Columbia;
  - iii. extend through or along the full frontage of a parcel being subdivided or built upon under a building permit, in order to facilitate service to parcels or buildings beyond; and
  - iv. meet the requirements set out in the MMCD.
  - v. If the standards and specifications of other agencies having jurisdiction conflict with this bylaw, the more stringent standards and specifications shall apply.
  - vi. In the absence of a related guideline in this Bylaw, other manuals as specified by the Approving Officer, such as the latest edition of the Traffic Control Devices Manual, Transportation Association of Canada (TAC), shall apply.

## **12. Excess or Extended Services**

- a) The City may:
  - i. require a Developer to construct excess or extended services as defined in section 507 of the Local Government Act;
  - ii. determine whether the cost to the City to provide the excess or extended services would be excessive and, in that event, require the cost to be paid by the Developer;

- iii. determine the benefit of the excess or extended service that may be attributed to each of the parcels of land that will be served by the services; and
- iv. impose latecomer charges under section 508 of the Local Government Act, including interest on the costs of providing the excess or extended services, calculated annually at 4 percent from the date when the services were completed to the date that the parcel connection is made.

### **13. Engineer and Contractors**

- a) An Applicant must:
  - i. employ and retain a Consulting Engineer to undertake the design, inspection, testing, certification and record keeping for works related to a subdivision or development;
  - ii. engage qualified contractors to undertake construction and installation of works; and
  - iii. ensure that all contractors, sub-contractors and individuals responsible for aspects or components of works are insured appropriately and perform their work in accordance with this Bylaw and drawings approved by the Director of Operations, Administrator or designate.

### **14. Inspection Fee**

- a) An inspection fee for a subdivision is payable on issuance by the City for design approval or for a development, and on issuance of a building permit, and/or engineering permit. The Developer must pay the applicable inspection fees established by the Operations Department.

### **15. Park Land**

- a) The Approving Officer will determine whether, pursuant to section 510 of the Local Government Act, park land or a payment in lieu of land is to be provided by an Applicant as a condition of subdivision approval.

### **16. No Work Prior to Design Approval of Building Permit Issuance**

- a) No person shall commence construction of any works required or regulated by this Bylaw, whether on private property or on public road, unless:
  - i. for a subdivision, the person has first received approval by the Approving Officer of design drawings and written authorization to proceed; and
  - ii. for a development, the person has first been issued a building permit by the Building Inspector and the design record drawings have been approved by the Director of Operations, Administrator or designate.

### **17. Maintenance Security and Obligations**

- a) On construction completion and prior to subdivision or development final approval:

- i. Maintenance security shall be provided to the City in the amount of 5% of the constructed costs of works to be owned and operated by the City including but not specifically limited to roads, water, sanitary sewer, stormwater management and street lighting.
  - ii. Maintenance security will be retained by the City for a period of 1 year from the date of final completion as certified by the developer's engineer.
- b) The Owner, at the Owner's expense, must ensure that works provided under this Bylaw are properly maintained for a period of 1 year from the date that a Certificate of Completion is issued in respect of those works, or until a Certificate of Final Acceptance has been issued by the Works Inspector, Director of Operations, or Administrator, whichever period is longer.
- c) The Owner, at the Owner's expense, must repair, modify, replace or reconstruct the works if, in the opinion of the Works Inspector, Director of Operations, or Administrator, the works are in any way defective or non-compliant with this Bylaw.
- d) Any failure to maintain, repair, modify, replace or reconstruct may be remedied by an undertaking of the City at the direction of the Works Inspector, Director of Operations, or Administrator, who may draw upon the security provided in relation to remedying the defective or non-compliant condition.

## **18. Development Agreement**

- a) All works required under this Bylaw shall be constructed and installed by the Developer before the Approving Officer approves the subdivision or the Building Inspector issues final inspection certification. Alternatively, a developer may enter into a Development Agreement with the City. The Development Agreement must include:
  - i. provision of Security in the amount of 125% of the estimated costs of the required works as determined by the Consulting Engineer and as approved by the City;
  - ii. a specified completion date, after which the City may utilize the security to complete any uncompleted works; and
  - iii. maintenance security in accordance with item 17.
- b) Partial refunds of the security will be made based on the proportion of the works completed, inspected, and if required, tested all in accordance with certified, detailed progress reports submitted by the Consulting Engineer and approved by the Approving Officer. Partial refunds will not be made more frequently than once per month and will only be permitted to a maximum of 90 percent of the value of the works completed. Any costs incurred by the City that are recoverable from the Owner will be deducted from any partial refund regardless of whether the recoverable amount relates to the same works as the partial refund.



- c) Despite any other provision of this Bylaw, the Owner shall be responsible for the actual cost of the works, regardless of the adequacy of any security deposited with the City.

## **19. Damage to City Property**

- a) If, in the course of construction or installation of the works required under this Bylaw, or otherwise in relation to a subdivision or development, property owned or held by the City is damaged or destroyed as a result of such construction, installation or works or services, the owner must, at the Owner's sole expense, restore that property to the satisfaction of the Director of Operations.

## **20. Violation**

- a) Every person who:
  - i. violates any of the provisions of the Bylaw;
  - ii. causes or permits any act or thing to be done in contravention or violation of any of the provisions of this Bylaw
  - iii. neglects or omits to do anything required under this Bylaw
  - iv. carries out, causes or permits to be carried out any subdivision or development in a manner prohibited by or contrary to any of the provisions of this Bylaw
  - v. fails to comply with an order, direction or notice given under this Bylaw; or
  - vi. prevents or obstructs or attempts to prevent or obstruct the authorized entry of City staff onto property,

shall be deemed to be guilty upon summary conviction of an offence under this Bylaw.

## **21. Offence and Penalty**

- a) Every person who:
  - i. contravenes or violates any provision of this Bylaw
  - ii. causes, suffers or permits any act or thing to be done in contravention or violation of this Bylaw; or
  - iii. who neglects to do, or refrains from doing anything required to be done by any provision of this Bylaw,

commits an offence and, upon conviction, shall be liable to pay a fine of up to \$2,000 together with the cost of prosecution; and where the offence is a continuing one, each day the offence continues shall amount to a separate offence.

## **22. Supplementals**

- a) The latest edition of the Master Municipal Construction Document (MMCD) Design Guideline Manual and the MMCD Construction Specifications is a supplemental and form part of this bylaw.

### **23. Severability**

- a) If any section, subsection, clause, sub clause, or phase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, it shall be severable from the remaining parts of this bylaw

### **24. Repeal**

- a) The “City of Prince Rupert Subdivision Regulation Bylaw No. 2045, 1975” is hereby repealed.

*READ a first time this \_\_nd, day of \_\_\_\_, 2022.*

*READ a second time this \_\_th, day of \_\_\_\_, 2022.*

*READ a third time this \_\_th, day of \_\_\_\_, 2022.*

*ADOPTED this \_\_rd day of \_\_\_\_, 2022.*

CITY OF PRINCE RUPERT

ZONING AMENDMENT BYLAW NO. 3485, 2022

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 RM2 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. 3485, 2022"

Read a First time this 24<sup>th</sup> day of January, 2022.

Read a Second time this 24<sup>th</sup> day of January, 2022.

Public Hearing notice waved this 24<sup>th</sup> day of January, 2022.

Read a Third time this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Approved by the Ministry of Transportation and Infrastructure this 27 day of JANUARY, 2022.

Final Consideration and Adopted this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE ADMINISTRATOR

Approved under the Transportation Act  
 this 27 day of JANUARY 2022  
 \_\_\_\_\_  
 Ministry of Transportation & Infrastructure



# CITY OF PRINCE RUPERT

## DELEGATION AMENDMENT BYLAW NO. 3487, 2022

### A BYLAW TO AMEND THE CITY OF PRINCE RUPERT DELEGATION BYLAW NO. 3162, 2003

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**WHEREAS** the Council of the City of Prince Rupert has enacted Delegation Bylaw No. 3162, 2003 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 Delegation Bylaw No. 3162, 2022 be amended as follows:

a. Amend and replaced section 3. as follows:

“Council hereby delegates to the City Manager all of the powers, duties and functions of Council under s. 176 (1) (a) and (d) of the Act to make agreements respecting the City’s activities, works or services, and transact land, subject to the limitations on that delegated authority as set out in the City’s purchasing policy.”

2. This Bylaw may be cited for all purposes as “City of Prince Rupert Delegation Amendment Bylaw No. 3487, 2022”

Read a First time this \_\_\_\_ day of \_\_\_\_\_, 2022.

Read a Second time this \_\_\_\_ day of \_\_\_\_\_, 2022.

Read a Third time this \_\_\_\_ day of \_\_\_\_\_, 2022

Final Consideration and Adopted this \_\_\_\_ day of \_\_\_\_\_, 2022.

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MAYOR

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CORPORATE ADMINISTRATOR