



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on March 28, 2022 at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

Recommendation:

That the Regular Council Meeting be suspended and the Committee of the Whole Meeting be convened.

2. ADOPTION OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of March 28, 2022 be adopted as presented.

3. MINUTES

a) Recommendation:

THAT the Minutes of the Special Council Meeting of March 14, 2022 be adopted.

(attached)

b) Recommendation:

THAT the Minutes of the Regular Council Meeting of March 14, 2022 be adopted.

(attached)

c) Recommendation:

THAT the Minutes of the Committee of the Whole Meeting of March 14, 2022 be adopted.

(attached)

4. REPORTS & RESOLUTIONS

a) Report from Planning Re: Development Activity Report

(attached)

b) Report from the Corporate Administrator Re: Outdoor Patio – Wheelhouse Brewing Company

(attached)

c) Report from Planning Re: DVP-22-01 for 1531 Atlin Avenue

(attached)

Recommendation:

THAT Council proceeds with considering approval for Development Variance Permit Application (DVP) 22-01.

d) Report from Planning Re: DVP-22-06 for 221 – 11th Street

(attached)

Recommendation:

THAT Council proceeds with considering approval for Development Variance Permit Application (DVP) 22-06.

e) Report from Planning Re: DVP-22-03 Re: 1444 – 2nd Avenue West

(attached)

Recommendation:

THAT Council proceeds with considering approval for Development Variance Permit Application (DVP) 22-03.

f) Report from Planning Re: DVP-22-07 Re: 337 McBride Street

(attached)

Recommendation:

THAT Council proceeds with considering approval for Development Variance Permit Application (DVP) 22-07.

g) Report from the Director of Operations & Intergovernmental Relations Re: Request for Proposals 22-09 – Award CT Northern Contractors Alliance Limited Partnership

(attached)

Recommendation:

THAT Council award the City of Prince Rupert RFP 22-09: Contractor Services to CT Northern Contractor Alliance Limited Partnership.

5. BYLAWS

a) Report from Planning Re: ZBLA-21-03 for 1220 Portage Road.

(attached)

Recommendation:

THAT Council:

- 1) GIVE Third Reading to City of Prince Rupert Official Community Plan Bylaw No. 3489, 2022 to allow the change of property designation from Residential to Industrial.

2) GIVE Third Reading to City of Prince Rupert Zoning Bylaw No. 3490, 2022 to allow the change to rezone the property from P1: Public Facilities to M1: Light Industrial.

3) PROCEED to MOTI for review and approval.

b) **Report from the Director of Operations & Intergovernmental Relations Re: Cemetery Fees and Charges Amendment Bylaw No. 3491, 2022**

(attached)

Recommendation:

THAT Council introduces and gives First, Second, and Third Readings to the Cemetery Fees and Charges Amendment Bylaw No. 3491, 2022

c) **Report from the Director of Operations & Intergovernmental Relations Re: Road Closure Bylaw No. 3488, 2022**

(attached)

Recommendation:

THAT Council introduces and gives First, Second, and Third Readings to Road Closure Bylaw No. 3488, 2022

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

7. ADJOURNMENT



MINUTES

For the **SPECIAL MEETING** of Council held on March 14, 2022 at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd 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

1. CALL TO ORDER

The Mayor called the Special Meeting of Council to order at 5:00 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven 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; and,
- (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.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **REGULAR MEETING** of Council held on March 14, 2022 at 7:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

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

1. CALL TO ORDER

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

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT the Regular meeting of March 14, 2022 be suspended and that the Committee of the Whole be convened.

2. ADOPTION OF AGENDA

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT the Agenda for the Regular Council Meeting of March 14, 2022 be adopted as presented with the addition of item 4. k) Development Variance Permit DVP-21-07 for 201 – 7th Avenue East.

CARRIED

3. MINUTES

a.) MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Minutes of the Special Council Meeting of February 28, 2022 be adopted.

CARRIED

b.) MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT the Minutes of the Regular Council Meeting of February 28, 2022 be adopted.

CARRIED

- c.) MOVED by Councillor Randhawa and seconded by Councillor Mirau THAT the Minutes of the Committee of the Whole Meeting of February 28, 2022 be adopted.

CARRIED

4. REPORTS & RESOLUTIONS

a) Report from Planning Re: DVP-21-14 for 1429 Overlook St.

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council proceed with approval for Development Permit Application (DVP) 21-14.

CARRIED

b) Report from Planning Re: DVP-22-04 (CBC Building)

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT Council proceed with approval for Development Permit Application (DVP) 22-04.

CARRIED

c) Report from Planning Re: DVP-22-01 for 1531 Atlin Avenue

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) 22-01.

CARRIED

d) Report from Planning Re: DVP-22-06 for 221 – 11th Street

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with the statutory notification process for Development Variance Permit Application (DVP) 22-06.

CARRIED

e) Report from Planning Re: DVP-22-03 for 1444 – 2nd Avenue West

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceeds with the statutory notification process for Development Variance Permit Application (DVP) 22-03.

CARRIED

f) Report from Planning Re: DVP-22-07 for 337 McBride Street

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) 22-07.

CARRIED

g) Report from the Director of Operations & Intergovernmental Relations Re: Monthly Project Update

h) Report from Director of Operations & Intergovernmental Relations Re: Master Service Agreement – Award CT Northern Contractors Alliance Limited Partnership

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council award City of Prince Rupert RFP 20-10: Contractor Services to CT Northern Contractors Limited Partnership.

CARRIED

i) Report from Corporate Administrator Re: Council Resolutions Status Updates (February 2022)

j) Report from Corporate Administrator Re: Resolution ratification from the Committee of the Whole

k) Report from Planning Re: Development Variance Permit DVP-21-07 for 201 – 7th Avenue East

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with approval for DVP-21-07 for 201 – 7th Avenue East.

5. BYLAWS

a) Report from Planning Re: ZBLA-21-03 for 1220 Portage Road.

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council:

- 1) Give First and Second Readings to City of Prince Rupert Official Community Plan Bylaw No. 3489, 2022 and Zoning Bylaw No. 3490, 2022 to allow the change of property designation from Residential to Industrial and rezone the property from P1: Public Facilities to M1: Light Industrial; and,
- 2) PROCEED to Public Hearing.

CARRIED

b) Business Regulations & Licensing Bylaw No. 3476, 2021.

MOVED by Councillor Mirau and seconded by Councillor Niesh THAT Council amend the bylaw as follows:

- i.) Section 44
 - a) No owner shall deliver through application with the Residential Tenancy Branch a notice of termination of their tenancy of a rental unit in order to renovate or repair the rental unit, or having delivered such notices prior to the enactment of this section 44(a)...
- ii.) Exempt Single Family Units up to 5 units from the requirements under section 44.

MOVED by Councillor Mirau and seconded by Councillor Randhawa THAT Council give Third Reading to the City of Prince Rupert Business Regulations & Licensing Bylaw No. 3476, 2021.

CARRIED

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

7. ADJOURNMENT

MOVED by Councillor Mirau and seconded by Councillor Adey THAT the meeting be adjourned at 8:35pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council held on March 14, 2022 in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, BC.

PRESENT: Mayor L. Brain
Councillor W. Niesh
Councillor B. Cunningham
Councillor G. Randhawa (by Zoom)
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 Committee of the Whole Meeting to order at 7:01 pm.

2. ADOPTION OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Mirau that the Agenda for the Committee of the Whole Meeting of March 14, 2022 be adopted as provided.

CARRIED

3. PRESENTATION

- a.) Corinne Bomben, Chief Financial Officer/Deputy City Manager Re: Proposed 2022 Budget.

4. QUESTION PERIOD FROM THE PUBLIC

5. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL.

6. ADJOURNMENT TO RECONVENE REGULAR COUNCIL MEETING.

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

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



REPORT TO COUNCIL

Regular Meeting of Council

DATE: March 28th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

**SUBJECT: DEVELOPMENT ACTIVITY REPORT
FOR NOVEMBER 2021 – FEBRUARY 2022**

REASON FOR REPORT:

This report summarizes development application activity in the City of Prince Rupert from November 2021 to February 2022. This report is intended to inform Council on applications that have been received and their current status.

SUMMARY:

The table below provides a summary of the applications that were approved, are in progress, or on hold from the period of November 2021 to February 2022.

In terms of development permits (including minor works or sign permits), ten were approved, one is in progress, and one is on hold. In terms of development variance permits, eight were approved, five are in progress, and one is on hold. In terms of temporary use permits, one is in progress. In terms of Official Community Plan and/or Zoning Bylaw amendments, two were approved and two are in progress.

File No.	Address	Proposal Description	Date Received	Status	Decision/Date
DP-21-19	801 3 rd Avenue West	Application to reconstruct the front of the building, repaint the remainder of the building light grey to match the new front siding, erect an 8-foot black-coated chain link fence with two gates and privacy slats, and install a fascia sign.	September 8 th 2021	Approved	November 8 th 2021
DP-21-21	1609 Prince Rupert Boulevard	Application to build a container structure.	November 9 th 2021	Approved	February 28 th 2022
DP-21-22	Various Lots – 11 th Avenue East	Application to build a combined 58-unit apartment and 12-unit seniors housing development.	June 9 th 2021	Approved	February 9 th 2022
DP-22-01	433 11 th Avenue East	Application to build a house.	January 5 th 2022	Approved	February 8 th 2022
DP-22-02	2220 Seal Cove Road	Application to build a lean-to.	January 11 th 2022	Approved	January 20 th 2022

DP-22-03	330 3 rd Avenue West	Application to repaint the façade, replace a roof, move a front door toward the street and lower its threshold, move a rear door flush to a wall, eliminate a freight dock, as well as cover certain exterior walls with new siding.	January 11 th 2022	Approved	March 7 th 2022
DP-22-06	222-216 3 rd Avenue West	Application to have signs.	February 2 nd 2022	Approved* *The permit was applied for under MSP-22-01.	March 15 th 2022
DVP-21-07	201 7 th Avenue East	Application to have an accessory building height variance and an accessory building floor area variance to accommodate a proposed garage.	April 6 th 2021	Approved	March 14 th 2022

DVP-21-10	1551 Kay Smith Boulevard	Application to have a principal building height variance to accommodate an existing house as well as a side property line setback variance to accommodate an existing stairway/deck.	July 12 th 2021	On Hold* *The application is on hold until the applicant establishes an encroachment agreement or removes the encroachments.	N/A
DVP-21-11	885 Borden Street	Application to have a side property line setback variance to accommodate a proposed deck.	August 16 th 2021	Approved	February 28 th 2022
DVP-21-12	1353 Overlook Street	Application to have a rear property line setback variance to accommodate a proposed stairway/deck.	August 27 th 2021	Approved	November 8 th 2021

DVP-21-13	233 Cormorant Road	Application to have a side property line setback variance as well as a rear property line setback variance to accommodate a proposed reconstruction of the top floor of an existing building.	September 22 nd 2021	Approved	November 8 th 2021
DVP-21-14	1429 Overlook Street	Application to have a rear property line setback variance, a lot coverage variance, as well as a principal building height variance to accommodate a proposed residence with two decks.	November 3 rd 2021	Approved	March 14 th 2022
DVP-21-15	1039 Hays Cove Avenue	Application to have a front property line setback variance to accommodate a proposed stairway/deck.	December 2 nd 2021	Approved	March 14 th 2022

DVP-22-01	1531 Atlin Avenue	Application to have a principal building height variance, lot coverage variance, as well as a gross floor area variance to accommodate a proposed residence.	January 13 th 2022	In Progress* *The application is at the public notification stage.	N/A
DVP-22-02	945 Hays Cove Avenue	Application to have a front property line setback variance as well as a side property line setback variance to accommodate a proposed addition and deck.	January 14 th 2022	Approved	February 28 th 2022
DVP-22-03	1444 2 nd Avenue West	Application to have a lot coverage variance as well as side property line variances to accommodate a proposed addition and deck.	January 28 th 2022	In Progress* *The application is at the public notification stage.	N/A
DVP-22-04	222-216 3 rd Avenue West	Application to have window sign size variances to accommodate proposed window signs.	February 2 nd 2022	Approved	March 14 th 2022

DVP-22-05	1107 11 th Avenue East	Application to have a rear property line setback variance to accommodate a proposed deck.	February 11 th 2022	In Progress* *The application is at the report to Council stage.	N/A
DVP-22-06	221 11 th Street	Application to have a front yard setback variance to accommodate an existing deck.	February 24 th 2022	In Progress* *The application is at the public notification stage.	N/A
DVP-22-07	337 McBride Street	Application to have a sign type variance to accommodate a proposed roof sign replacement.	January 18 th 2022	In Progress* *The application is at the public notification stage.	N/A
MSP-21-14	336 2 nd Avenue West	Application to have a sign.	September 28 th 2021	In Progress* *Awaiting additional documentation from the applicant.	N/A
MSP-21-16	1402 Park Avenue	Application to have a privacy fence.	October 6 th 2021	Approved	November 18 th 2022
MSP-21-17	1061 Saskatoon Avenue	Application to have a sign.	November 2 nd 2021	Approved	January 12 th 2022
MSP-21-18	425 3 rd Avenue West	Application to have signs.	November 17 th 2021	Approved	January 13 th 2022

MSP-22-02	337 McBride Street	Application to have a sign.	January 18 th 2022	On Hold* *The application is on hold until the applicant is issued a permit in relation to DVP-22-07.	N/A
TUP-21-03	1502 2 nd Avenue West	Application to temporarily have a container located in a backyard.	September 27 th 2021	In Progress* *Awaiting additional documentation from the applicant.	N/A
ZBLA 20-02	Various Lots - 11 th Avenue East	Application to rezone from R2 To RM2.	November 20 th 2020	Approved	November 22 nd 2021
ZBLA-21-01	712-715 McKay Street	Application to rezone from R2 to RM2.	April 7 th 2021	In Progress* *Awaiting additional documentation from the applicant.	N/A
ZBLA-21-03	1220 Portage Road	Application to change the OCP designation from residential to industrial and rezone from P1 to M2.	November 25 th 2021	In Progress* *The application is at the public hearing stage	N/A
ZBLA-21-04	433 11 th Avenue East	Application to rezone from R2 to RM1.	October 22 nd 2021	Approved	February 7 th 2022

March 28th, 2022

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ZBLA-22-01	1307-1309 Sloan Avenue	Application to rezone from R2 to RM1.	January 20 th 2022	On Hold* *The application is on hold in consideration of an upcoming Zoning Bylaw amendment proposal.	N/A
ZBLA-22-02	542 8 th Avenue East	Application to rezone from R2 to RM2.	January 31 st 2022	On Hold* *The application is on hold in consideration of an upcoming Zoning Bylaw amendment proposal.	N/A

Report Prepared By:

Daniel Rajasooriar,
Planner

Report Reviewed By:

Robert Buchan,
City Manager



REPORT TO COUNCIL

Meeting of Council

DATE: March 28, 2022
TO: Robert Buchan, City Manager
FROM: Rosa Miller, Corporate Administrator
SUBJECT: **Outdoor Patio – Wheelhouse Brewing Company**

RECOMMENDATION:

THAT Council support the application for an outdoor patio for the Wheelhouse Brewing Company (the “Wheelhouse”).

REASON FOR REPORT:

In 2020, in large part as a result of creative reopen endeavors as a result of the pandemic, the Wheelhouse undertook to construct and operate a temporary patio facility. This temporary footprint expansion was well received by the community and no complaints were received by Corporate Office in regards to same.

The Wheelhouse has applied to the Liquor and Cannabis Licensing Board to amend this temporary footprint expansion to a permanent outdoor structure.

Staff has no objection to the expansion as noted and recommends support.

COST:

There is no cost to the City in offer of its support for this application.

Report Prepared By:

Rosa Miller,
Corporate Administrator

Report Reviewed By:

Robert Buchan,
City Manager



REPORT TO COUNCIL

DATE: March 14, 2022
TO: Robert Buchan, City Manager
FROM: Myfannwy Pope, Planner
SUBJECT: DVP-22-01 FOR 1531 ATLIN AVNEUE

**From Prior Meeting &
For Reference Purposes Only.**

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit Application (DVP) #22-01.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1531 Atlin Avenue.

The applicant wishes to build a single-family residence at 1531 Atlin Avenue, which is currently an empty lot. The application is a request for a variance of the City of Prince Rupert Zoning Bylaw Sections 5.2.4 related to maximum lot coverage, 5.2.3 (c) related to maximum gross floor area, and 5.2.7 (a) related to maximum building heights.

- The proposed residence, including the area calculated from perimeter of roof, front deck overhang, front stairs and back deck overhang, would cover 64.9% of the lot. This footprint exceeds the permitted lot coverage of 50% in R2 Zones by 14.9% or 69.21 metres squared. The proposed residence therefore requires a variance in accordance with this exceedance.
- R2 Zones allow a gross floor area of up to 700 metres squared or the size of the lot, whichever is smaller. The proposed residence would have a gross floor area of 561.6 metres squared, which exceeds the size of the 464.52 metres squared lot by 97.08 metres squared. This exceedance will require a variance.
- The proposed residence would have a building height of 11.156 metres, which exceeds the maximum height requirements for a primary dwelling in the R2 zone by 2.156 metres and would require a variance.

The Site and Buildings plans are included as Schedules #1a-c.

BACKGROUND and ANALYSIS:

The proposed lot coverage, gross floor area, and height variances are requested to allow the applicant to build a home at 1531 Atlin Avenue. These exceedances will not result in a density higher than the R2: Duplex and Two Family Residential Zone permits.

The applicant rationalizes the requested variance in lot coverage of 14.9% or an additional 69.21 metres squared with the need to accommodate the following structures: an enlarged garage that accommodates three regular sized vehicles to eliminate on-street parking requirements, a walkway from the garage side door to entrance for adequate accessibility to and from the interior of the house, and space required for an adequate first floor legal suite intended to provide additional housing to the growing demand in Prince Rupert.

The applicant rationalizes the requested variance of 97.08 metres squared for floor area with the client/owner wanting to maximise interior living space to accommodate additional activities due to a lifestyle shifts from Covid-19, such as workspaces, home office, recreation and exercise spaces.

The applicant rationalizes the requested variances for building height of 2.156 metres as required to accommodate for the garage which sits at grade level to protect the home from any potential flooding due to its location near the coastline.

No major impacts to neighbours' views were identified as a result the height variance, however it may introduce additional shade on the neighbour's deck to the Northeast of the lot. Otherwise, the impact of the requested variances 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 #2.

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:

Myfannwy Pope
Planner

Robert Buchan,
City Manager



The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to Karmakush Designs without delay. The Copyrights to all designs and drawings are the property of Karmakush Designs. Reproduction or use for any purpose other than that authorized by Karmakush Designs is forbidden.

Consultant

Notes



KEYPLAN

[illegible]

1	ISSUED FOR 95% REVIEW	KK	KK	2021.12.18
Issued/Revision		By	Appd	YYYY.MM.DD

File Name: N/A	Author	Designer	Checker	07/15/21
	Dwn.	Dsgn.	Chkd.	YYYY.MM.DD

Permit/Seal

Client/Project Logo

Client/Project
Vik Moudgill

THE ATLIN HOUSE

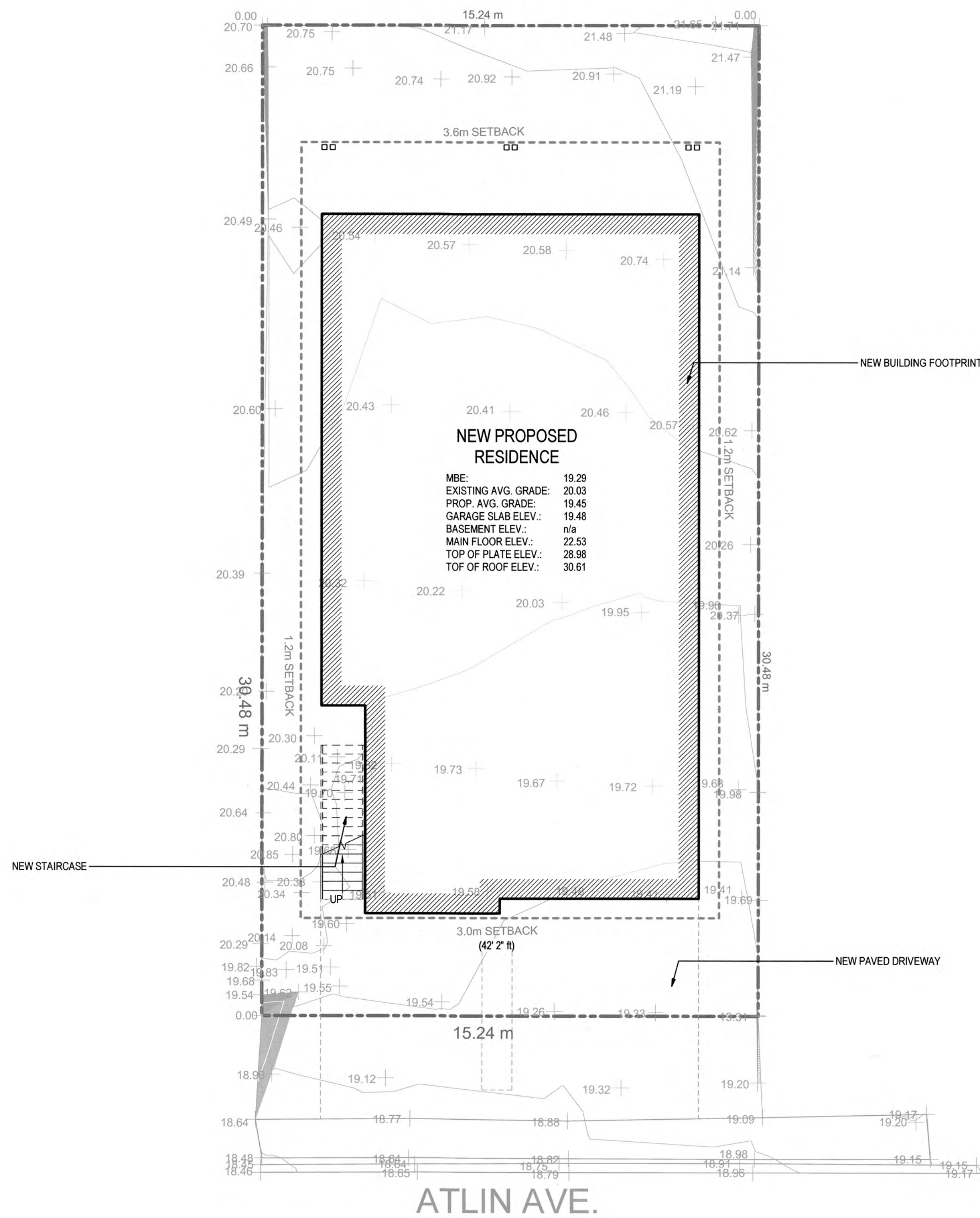
1531 Atlin Ave., Prince Rupert, BC V8J 1E4

Title
SITE PLAN

Project No.	Scale
0005	As indicated

Revision 1
Sheet of 99

A100



1 SITE PLAN
A100 1:100

LOT CALCULATIONS	
ZONING:	R2
ADDRESS:	1531 ATLIN AVE, PRINCE RUPERT, BC V8J 1E4
LEGAL DESCRIPTION:	PARCEL D (BEING A CONSOLIDATION OF LOTS 5 AND 6 SEE CAB626267) BLOCK 7 SECTION 2 DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN 923.
APPLICABLE CODE:	2018 BC BUILDING CODE
LOT AREA:	5,000 SF
FLOOR AREA RATIO ALLOWABLE @ 100%:	5,000 SF
PROPOSED	
L00 FLOOR AREA:	n/a
L01 FLOOR AREA:	1,728 SF (EXCLUDING GARAGE)
L02 FLOOR AREA:	1,885 SF
L03 FLOOR AREA:	1,412
TOTAL FLOOR AREA:	5,025 SF
SITE COVERAGE	
MAX. ALLOWABLE @ 50%:	2,500 SF
PROPOSED:	2,561 SF

1. ALL WORK TO CONFORM TO THE BRITISH COLUMBIA BUILDING CODE 2018.
2. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH STRUCTURAL, MECHANICAL AND ELECTRICAL DRAWINGS, AS APPLICABLE.
3. ALL WORK TO BE PERFORMED IN ACCORDANCE WITH GOOD BUILDING PRACTICES. CONTRACTOR TO CAREFULLY INSPECT THE SITE OF WORK AND BE FULLY INFORMED OF CONDITIONS AND LIMITATIONS.
4. CONTRACTOR TO CONFIRM ALL DIMENSIONS ON SITE AND IMMEDIATELY REPORT ANY DISCREPANCIES TO THE CONSULTANT PRIOR TO PROCEEDING.
5. CONTRACTOR ASSUMES COMPLETE RESPONSIBILITY TO ENSURE ALL FIXTURES & EQUIP. SUPPLIED UNDER THIS CONTRACT ARE C.S.A. APPROVED.
6. CONTRACTOR IS RESPONSIBLE TO CONFIRM AND PROVIDE STORM, SANITARY, WATER, ELECTRICITY, AND GAS REQUIREMENTS AND INSTALLATION TO THE APPROVAL OF ALL APPLICABLE CODES AND LOCAL INSPECTORS.
7. CONTRACTOR TO SUBMIT SAMPLES AND/ OR ILLUSTRATIONS OF FITTINGS, FIXTURES AND FINISHES TO THE OWNER'S FOR APPROVAL PRIOR TO ORDER AND INSTALLATION.
8. DOOR AND WINDOW SIZES ARE NOMINAL. CONTRACTOR TO CONSULT SUPPLIER FOR EXACT SIZES AND ROUGH OPENINGS.
9. PROVIDE ALL FRAMING / BLOCKING AS REQUIRED TO ENSURE PROPER SECUREMENT OF ALL MATERIALS, EQUIPMENT, ACCESSORIES, ETC.
10. ALL MATERIALS ARE TO BE PRIMED AND PAINTED U.N.O. PROVIDE COLOR COORDINATED SEALANT BETWEEN DISSIMILAR MATERIALS.
11. INSTALL ALL DOORS AND FRAMES WITH A CLEAR DIMENSION OF 100mm BETWEEN THE FRAME AND THE NEAREST ADJACENT WALL U.N.O.
12. FURR IN ALL EXPOSED MECH. AND ELECT. DUCTS AND PIPING.
13. MAINTAIN SAFE ACCESS TO ALL REQUIRED EXITS AT ALL TIMES.
14. ALL ELEVATIONS TO BE VERIFIED. CONTRACTOR TO COORDINATE LOCATIONS OF ALL MECH. & ELEC. EQUIPMENT PRIOR TO ROUGH-IN AND INSTALLATION.
15. ALL DIMENSIONS, DETAILS & CONDITIONS INDICATED AND SHALL BE CONFIRMED ON THE JOB SITE. MODIFICATIONS AND/OR ADJUSTMENTS SHALL BE MADE ACCORDINGLY AS REQUIRED UPON INSTRUCTIONS FROM THE CONSULTANT.
16. USE TYPE "X" GWB ON ALL GWB PARTITIONS. REFER TO FLOOR PLAN DRAWINGS.
17. WHEN INSTALLING PLUMBING, INSTALL GASKETS AT ALL SUPPORT CONNECTIONS. PIPES MUST NOT COME INTO DIRECT CONTACT WITH WOOD STUDS, METAL SUSPENSION SYSTEMS, OR CONCRETE FLOORS.

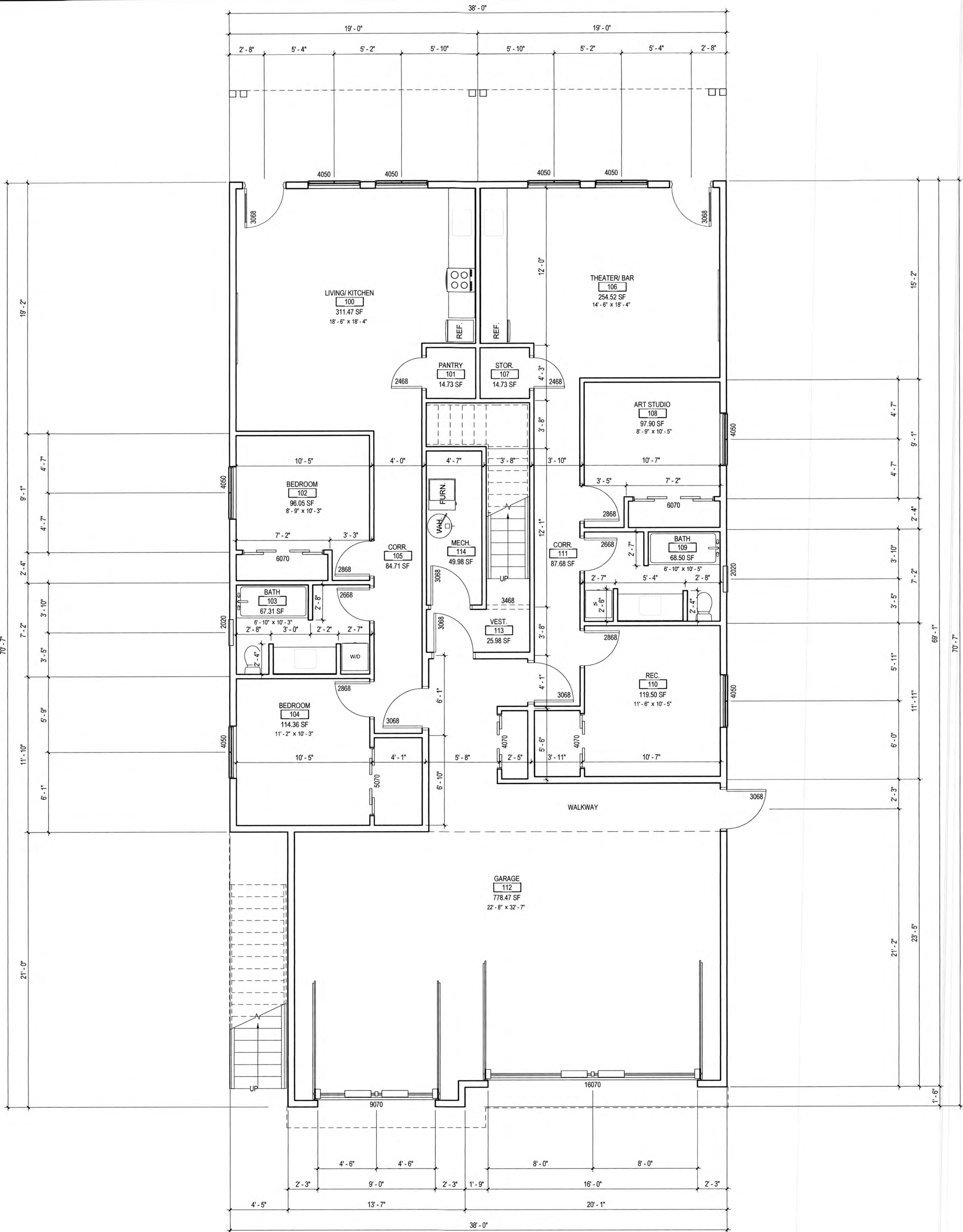
1. ALL MILLWORK SHALL MEET THE CUSTOM GRADE STANDARD. FOLLOW "QUALITY STANDARDS FOR ARCHITECTURAL MILLWORK" SPECIFIED BY ANIMAC.
2. CONTRACTOR SHALL CONFIRM ALL DIMENSIONS ON SITE PRIOR TO SUBMITTING SHOP DRAWINGS PRIOR TO FABRICATION OF MILLWORK.
3. SUBMIT SHOP DRAWINGS FOR ALL MILLWORK ITEMS TO THE OWNER FOR APPROVAL PRIOR TO FABRICATION.
4. COORDINATE LOCATION OF PLUMBING AND ELECTRICAL COMPONENTS. REFER TO MECHANICAL AND ELECTRICAL DRAWINGS AND SPECIFICATIONS, AS APPLICABLE.
5. MILLWORK SUB CONTRACTOR SHALL CONFIRM WITH GENERAL CONTRACTOR THAT THERE IS ADEQUATE BLOCKING IN WALLS WHERE SHELVING AND MILLWORK ARE REQUIRED. GENERAL CONTRACTOR SHALL SUPPLY BLOCKING AS REQUIRED BY MILLWORK SPECIFIED.
6. PROVIDE 13mm (1/2") REVEAL WHERE MILLWORK MEETS CEILING, BULKHEADS AND WALLS.
7. PROVIDE ADEQUATE SPACE WHERE CABINET DOORS MEET AT 90 DEGREE CORNERS TO ENSURE DOORS DONT BIND AND OPERATE AS INTENDED.
8. SCRIBE ALL COUNTERTOPS AND BACKSPLASHES TIGHT TO WALLS.
9. PROVIDE CLEAR SILICONE BEAD AT HORIZONTAL AND VERTICAL INTERSECTIONS OF MILLWORK TO ADJACENT MILLWORK AND/OR PARTITIONS.
10. CONFIRM ALL APPLIANCE AND EQUIPMENT SIZES PRIOR TO MILLWORK FABRICATION. CONFIRM SIZE OF OPENINGS FOR ALL EQUIPMENT WITH CONSULTANT.
11. PROVIDE FULL BACKING TO ALL CABINETS.
12. ALL SURFACES OF INTERIOR CABINETS INCLUDING; GABLES, ADJUSTABLE AND NON ADJUSTABLE SHELVES, AND DRAWER INTERIORS SHALL MELAMINE FINISH U.N.O. CONFIRM COLORS WITH OWNER.
13. DRAWER SIDES AND ENDS SHALL BE FULLY GLUED AND PNEUMATICALLY NAILED AT ALL JOINTS. SCREW ATTACH TO DRAWER FACE. IN OPEN ASSEMBLY OF CABINETS ALL SURFACES IN OPEN CABINET AREA SHALL FINISHED AS SPECIFIED. REFER TO ELEVATIONS AND DETAILS.
14. PROVIDE SHELF SUPPORTS, BRACKETS AND RECESSED SHELF STANDARDS AS SPECIFIED OR REQUIRED BY "GOOD PRACTICE" STANDARDS.
15. ALL MILLWORK FASTENERS SHALL BE CONCEALED.
16. ALL CABINETS SHALL HAVE ADJUSTABLE SHELVES C/W RECESSED STANDARDS, U.N.O.
17. PROVIDE 75mm (3") BORDER OF CARPENTER'S WHITE GLUE AT ALL EDGES AND SEAMS IN LAMINATE TO ENSURE A PROPER BOND AND TO PREVENT DISRUPTION OF SEAMS DUE TO MOISTURE VARIANCES. REMOVE EXCESS GLUE UPON COMPLETION OF THE WORK.
18. CONFIRM SIZES OF EQUIPMENT BEFORE CONSTRUCTION OF MILLWORK.

1. ANY CONTRADICTIONARY INFORMATION AND SITUATIONS SHOULD BE BROUGHT TO THE ATTENTION OF THE CONSULTANT PRIOR TO PROCEEDING WITH A TASK.
2. CONSTRUCT NEW PARTITIONS DIRECTLY FROM STRUCTURAL FLOOR. ALL PARTITIONS ARE TO BE TAPED, FILLED, & SANDED SMOOTH TO RECEIVE NEW FINISHES.
3. CONSTRUCTION FOR ALL PARTITION TYPES MUST MAINTAIN ACOUSTICAL INTEGRITY OF THE PARTITION.
4. PROVIDE ADEQUATE BRACING AND/OR BLOCKING IN PARTITIONS AS INDICATED ON PLANS, TO SUPPORT WALL. HUNG MILLWORK, SHELVING, COAT HOOKS, AND ACCESSORIES SHALL BE CENTERED ON LENGTH OF PARTITIONS, FULL WIDTH.
5. PROVIDE DEFLECTION TRACKS AT TOP OF ALL FULL HEIGHT AND/OR FIRE RATED INTERIOR PARTITIONS TO ALLOW FOR 25MM DEFLECTION.

3. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE FINISH SPECIFICATION, SCHEDULES AND ALL PLANS, ELEVATIONS AND SECTIONS.
2. ANY CONTRADICTORY INFORMATION AND SITUATIONS SHOULD BE BROUGHT TO THE ATTENTION OF THE CONSULTANT PRIOR TO PROCEEDING WITH A TASK.
3. WHERE COLOR OR EXTENT OF FINISH IS IN QUESTION, CONTACT CONSULTANT FOR CLARIFICATION PRIOR TO PROCEEDING.
4. NO SUBSTITUTIONS FOR THE SPECIFIED MANUFACTURER SHALL BE MADE WITHOUT PRIOR WRITTEN APPROVAL OF THE CONSULTANT.
5. USE THE LARGEST CONTINUOUS PIECE OF MATERIAL, AS PROVIDED BY MANUFACTURED, TO COMPLETE INSTALLATION OF EACH FINISH. ALL FINISHES AND MATERIALS ARE TO BE INSTALLED BY QUALIFIED AND EXPERIENCED TRADE WORKERS AS PER MANUFACTURERS' RECOMMENDATIONS.
6. ALL NOTES REFER TO FINISHING OF AREAS IN CONTRACT AND IN ALL AREAS WHERE CONSTRUCTION AND DEMOLITION ACTIVITIES HAVE AFFECTED THE EXISTING FINISHES. REFINISHING IS NOT REQUIRED TO AREAS NOT IN CONTRACT UNLESS NOTED OTHERWISE.
7. ALL EXISTING WALLS ARE TO BE PATCHED AND REPAIRED PRIOR TO NEW FINISH.
8. PAINT INDICATIONS FOR PERIMETER WALLS INCLUDE BULKHEAD, DRYWALL COLUMNS, AND DRYWALL SILLS, UNLESS NOTED OTHERWISE.
9. ALL PAINTED PARTITIONS TO HAVE COMPLETE COVERAGE AND RECEIVE A MINIMUM OF ONE PRIMER COAT AND TWO TOP COATS-PREMIUM LATEX OF THE PRODUCT SPECIFIED. DARKER COLORS TO RECEIVE ADDITIONAL COATS AS REQUIRED TO ACHIEVE UNIFORM COLOR APPEARANCE.
10. PAINTED GYPSUM BOARD CEILINGS TO RECEIVE ONE COAT PRIMER, TWO FINISH COATS, FLAT, UNLESS NOTED OTHERWISE.
11. PAINTED DOORS AND FRAMES TO RECEIVE ONE COAT PRIMER/SEALER, TWO COATS ALKYD PAINT, SEMI-GLOSS.
12. ALL MECHANICAL GRILLES, ETC. TO BE PAINTED TO MATCH CEILING UNLESS NOTED OTHERWISE.
13. REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION AND/OR INSTRUCTION ON PREPARATION, ADHESIVES, AND SEALERS, ETC. FOR MATERIALS INDICATED ON THE FINISHES DRAWING.
14. CONTRACTOR TO ENSURE FLOOR IS SMOOTH AND LEVEL FOR NEW FINISHES PRIOR TO INSTALLATION. PREPARE EXISTING FLOOR TO RECEIVE NEW FINISH.
15. WHERE SHEET GOODS ARE BEING INSTALLED, SUBFLOOR TO BE WELL PREPARED SO SUBFLOOR WILL NOT TELEGRAPH THROUGH.
16. ALL FLOOR FINISHES TO BE FLUSH WITH COLUMNS, BUILDING PERIMETER, AND INTERIOR WALLS.
17. FLOORING CONTRACTOR TO COORDINATE INSTALLATION WITH MILLWORK INSTALLER.
18. FEATHER FLOOR TO ENSURE SMOOTH TRANSITION BETWEEN DISSIMILAR FLOOR FINISHES. INSTALL TRANSITION STRIPS AS NOTED.
19. ALL CHANGES IN FLOOR FINISHES SHALL BE CENTERED IN DOORWAYS, UNLESS NOTED OTHERWISE.
20. ALL FLOOR FINISHES SHALL EXTEND UNDER MILLWORK/CABINETS TO FACE OF TOE KICK. WHERE EQUIPMENT ON FLOOR CAN BE REMOVED, FLOOR FINISH TO EXTEND INTO RECESS OR CAVITY TO FACE OF WALL.
21. ALL MISCELLANEOUS METALS, TRIMS, ETC. ON WALLS TO BE PAINTED TO MATCH ADJACENT WALL SURFACE.



ROOM SCHEDULE				
Level	Number	Name	Area	
Level 1 - Garage & Suite	100	LIVING/ KITCHEN	311.47 SF	
Level 1 - Garage & Suite	101	PANTRY	14.73 SF	
Level 1 - Garage & Suite	102	BEDROOM	96.05 SF	
Level 1 - Garage & Suite	103	BATH	67.31 SF	
Level 1 - Garage & Suite	104	BEDROOM	114.36 SF	
Level 1 - Garage & Suite	105	CORR.	84.71 SF	
Level 1 - Garage & Suite	106	THEATER/ BAR	254.52 SF	
Level 1 - Garage & Suite	107	STOR.	14.73 SF	
Level 1 - Garage & Suite	108	ART STUDIO	97.90 SF	
Level 1 - Garage & Suite	109	BATH	68.50 SF	
Level 1 - Garage & Suite	110	REC.	119.50 SF	
Level 1 - Garage & Suite	111	CORR.	87.68 SF	
Level 1 - Garage & Suite	112	GARAGE	778.47 SF	
Level 1 - Garage & Suite	113	VEST.	25.98 SF	
Level 1 - Garage & Suite	114	MECH.	49.98 SF	
			2185.91 SF	
Level 2 - Main	200	LIVING RM./ DINING	394.70 SF	
Level 2 - Main	201	SPICE KITCHEN/ PANTRY	114.84 SF	
Level 2 - Main	202	KITCHEN	323.41 SF	
Level 2 - Main	203	GREAT RM.	315.41 SF	
Level 2 - Main	204	BATH	56.15 SF	
Level 2 - Main	205	OFFICE/ BEDROOM	103.70 SF	
Level 2 - Main	206	WINE CELLER	52.96 SF	
Level 2 - Main	207	MUD RM.	49.90 SF	
Level 2 - Main	208	CORR.	62.43 SF	
Level 2 - Main	209	CORR.	124.92 SF	
			1598.42 SF	
Level 3 - Bedrooms	300	BEDROOM #3	144.74 SF	
Level 3 - Bedrooms	301	SHARED BATH	82.83 SF	
Level 3 - Bedrooms	302	BEDROOM #2	158.68 SF	
Level 3 - Bedrooms	303	BATH	65.04 SF	
Level 3 - Bedrooms	304	BEDROOM #1	120.41 SF	
Level 3 - Bedrooms	305	LAUNDRY	57.79 SF	
Level 3 - Bedrooms	306	ENSUITE	127.07 SF	
Level 3 - Bedrooms	307	WIC.	67.28 SF	
Level 3 - Bedrooms	308	MASTER	152.75 SF	
Level 3 - Bedrooms	309	CORR.	166.88 SF	
			1143.46 SF	
			4927.79 SF	



1 FLOOR PLAN - L01
A201 1:50



Karmakush Designs
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Vik Moudgill

THE ATLIN HOUSE

1531 Atlin Ave., Prince Rupert, BC V8J 1E4

Title
FLOOR PLAN - L01

Project No. 0005	Scale 1 : 50
Revision 1	Sheet of 99
Drawing No. A201	

Level 1 - Garage & Suite	100	LIVING KITCHEN	311.47 SF
Level 1 - Garage & Suite	101	PANTRY	14.73 SF
Level 1 - Garage & Suite	102	BEDROOM	96.05 SF
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Level 3 - Bedrooms	306	ENSUITE	127.07 SF
Level 3 - Bedrooms	307	WIC	67.28 SF
Level 3 - Bedrooms	308	MASTER	152.75 SF
Level 3 - Bedrooms	309	CORR.	166.86 SF
			1143.46 SF
			4927.79 SF



1143.46 SF
4927.79 SF



A203



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				09/05/21 YYYY.MM.DD

Client/Project Logo

Client/Project
Vik Moudgill

THE ATLIN HOUSE

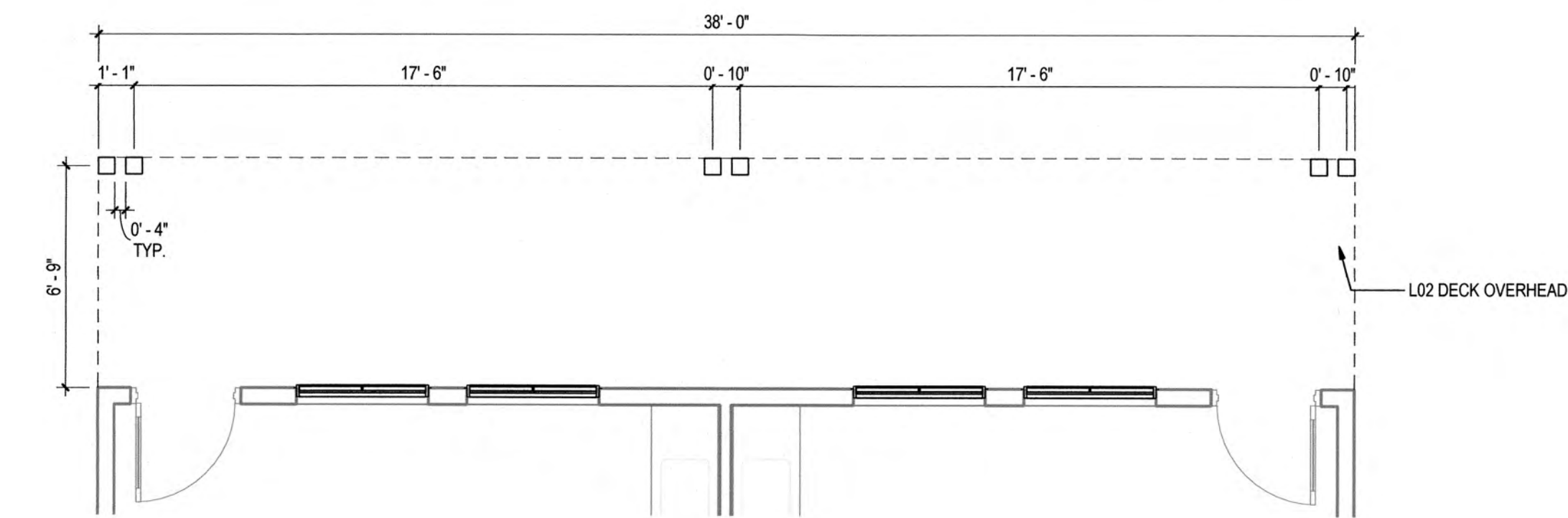
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Title
PART PLANS

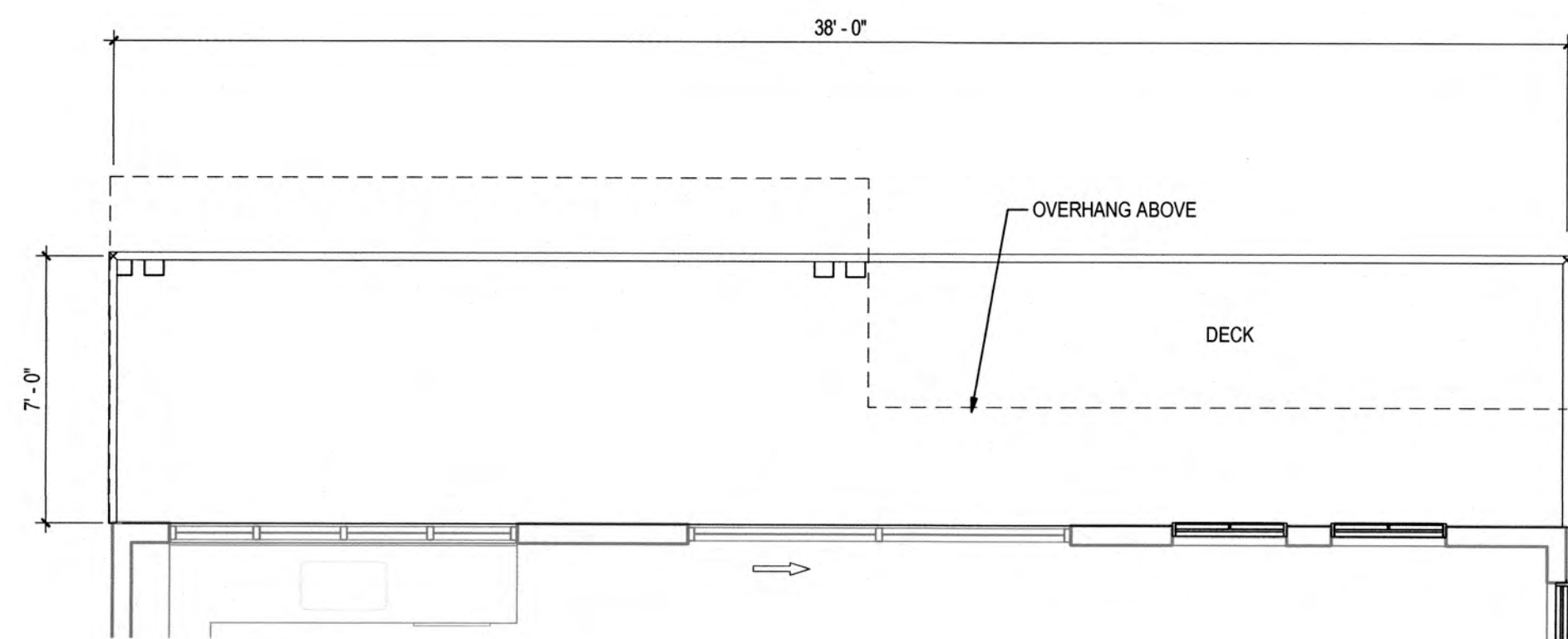
Project No.	Scale
0005	1 : 50

Revision 1 Sheet of 99

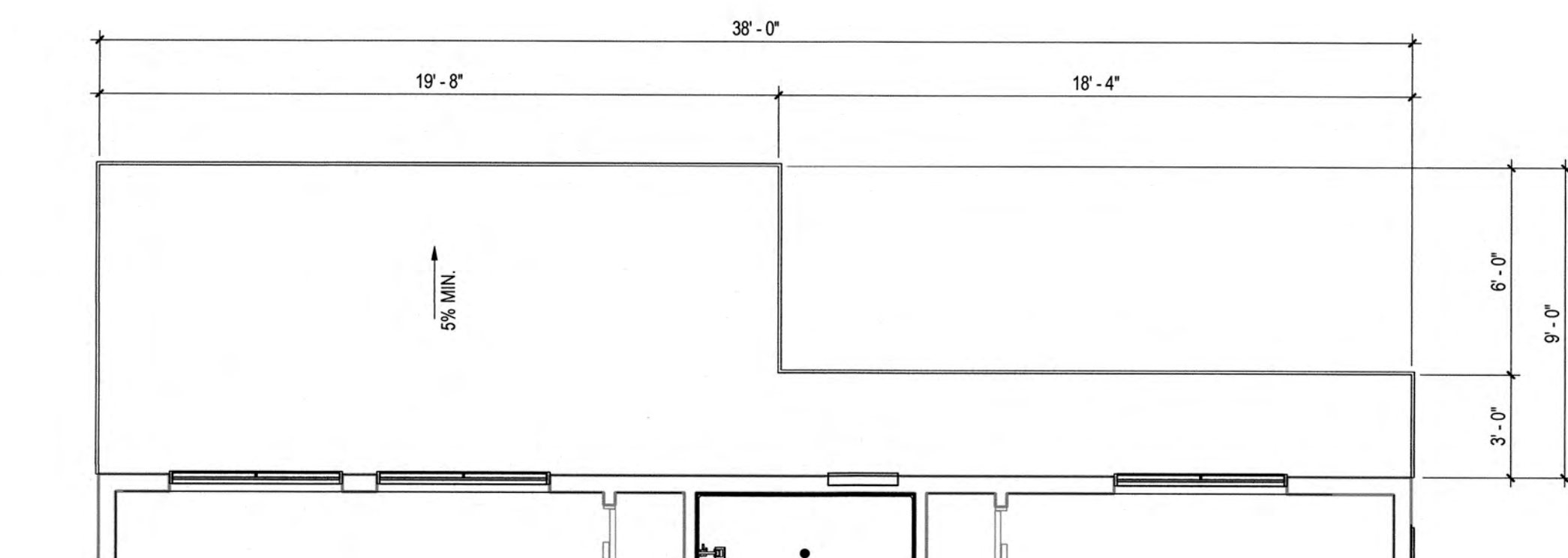
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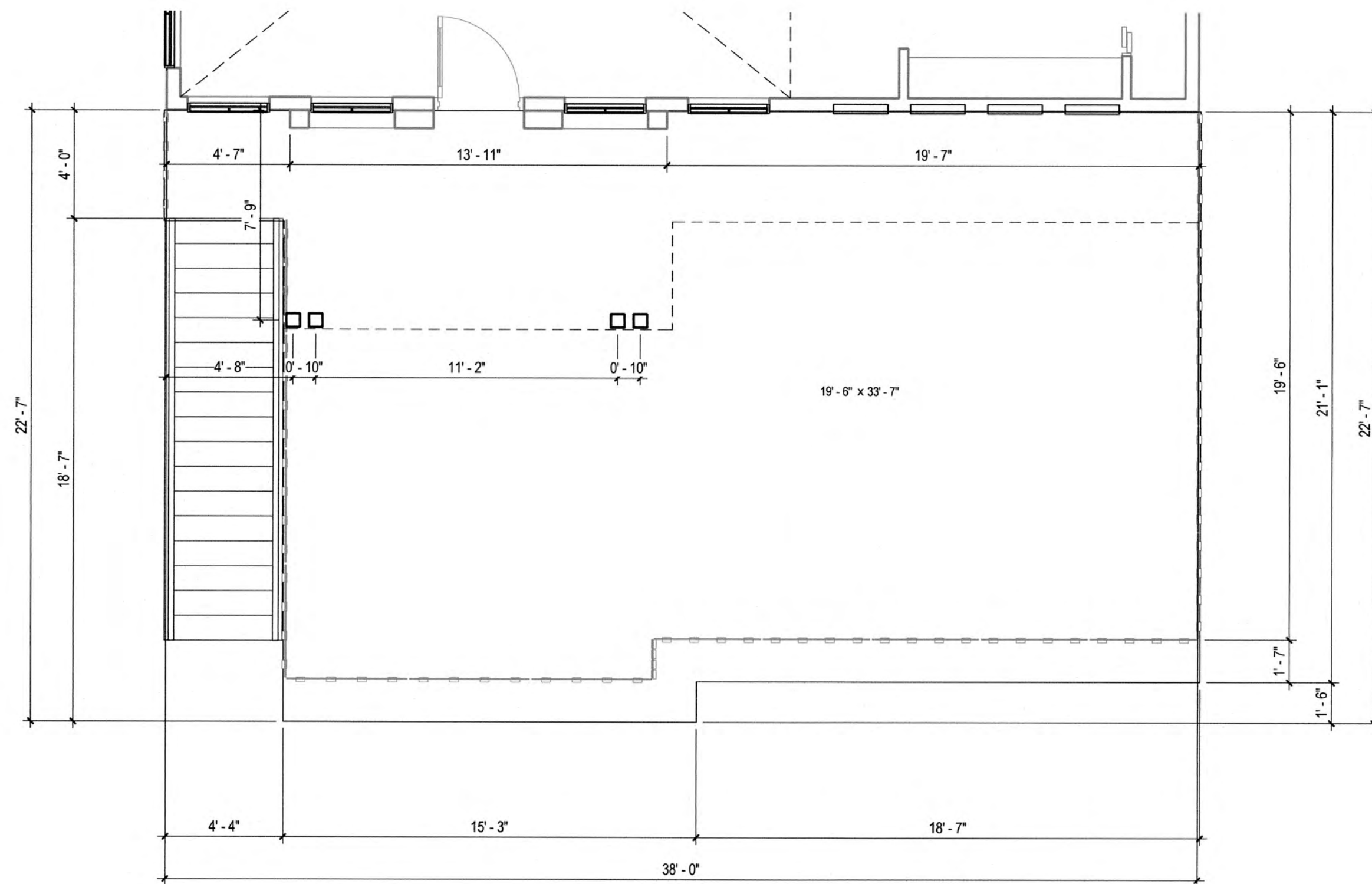
2 PART PLAN - L00 DECK POSTS
A204. 1 : 50



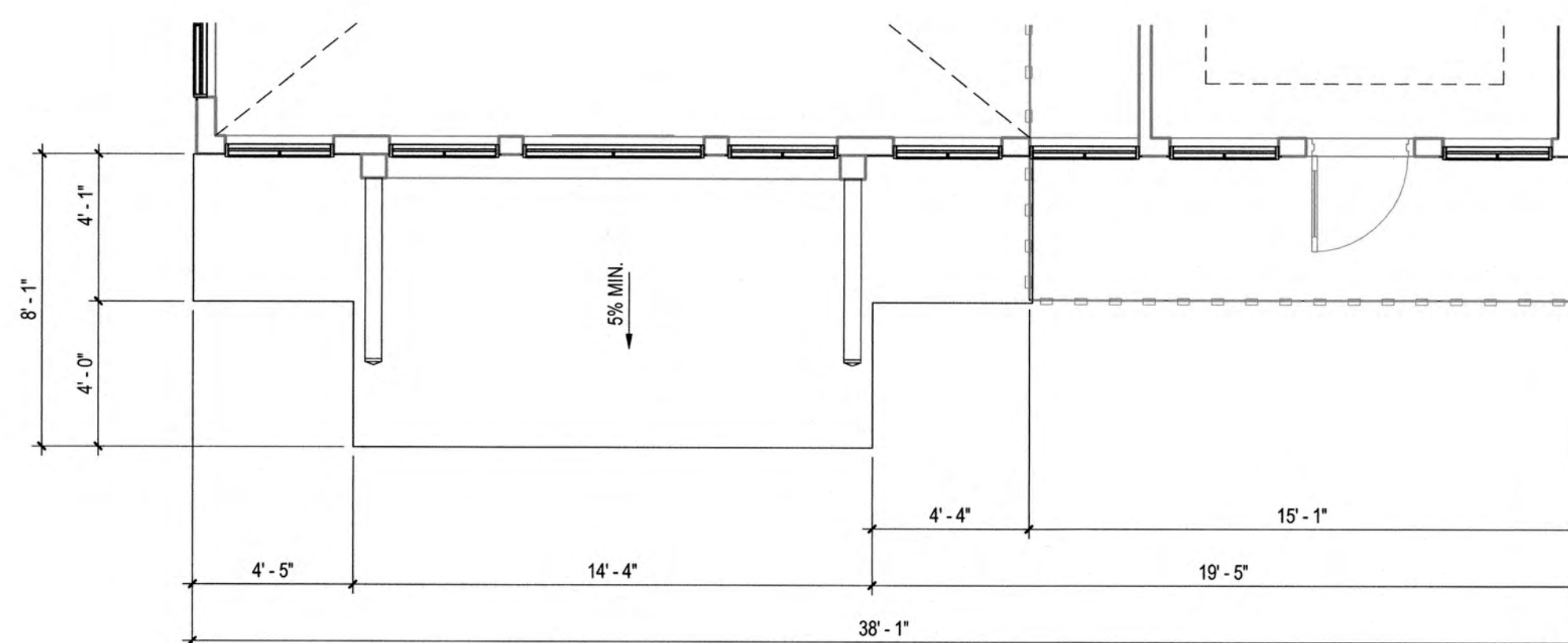
1 PART PLAN - L02 BACK DECK
A204. 1 : 50



4 PART PLAN - L02 BACK OVERHANG



3 **PART PLAN - L02 FRONT DECK**
A204. 1:50



5 PART PLAN - L02 FRONT OVERHANG



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A compass rose with a circle and four tick marks. The text 'TRUE NORTH' is written above the circle. A black arrow points from the center towards the top-right tick mark.

KEYPLAN

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File Name: N/A		Author Dwn.	Designer Dsgn.	Checker Chkd.
				07/15/21 YYYY.MM.DD

Permit/Seal

Client/Project Logo

Client/Project
Vik Moudgill

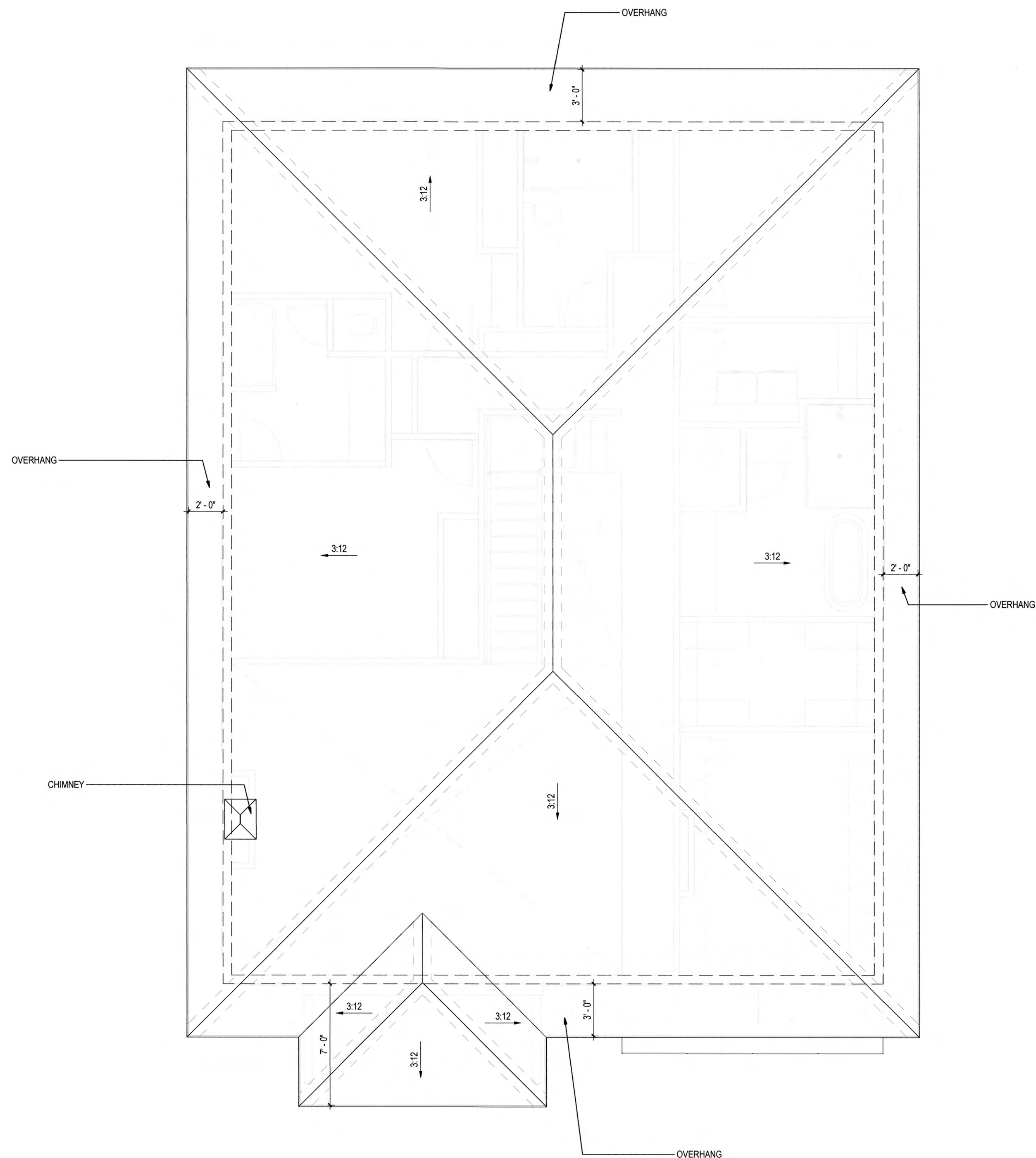
THE ATLIN HOUSE

1531 Atlin Ave., Prince Rupert, BC V8J 1E4

Title
ROOF PLAN

Project No.	Scale
0005	1 : 50

Revision 1 Sheet of 99 Drawing No. **A205**

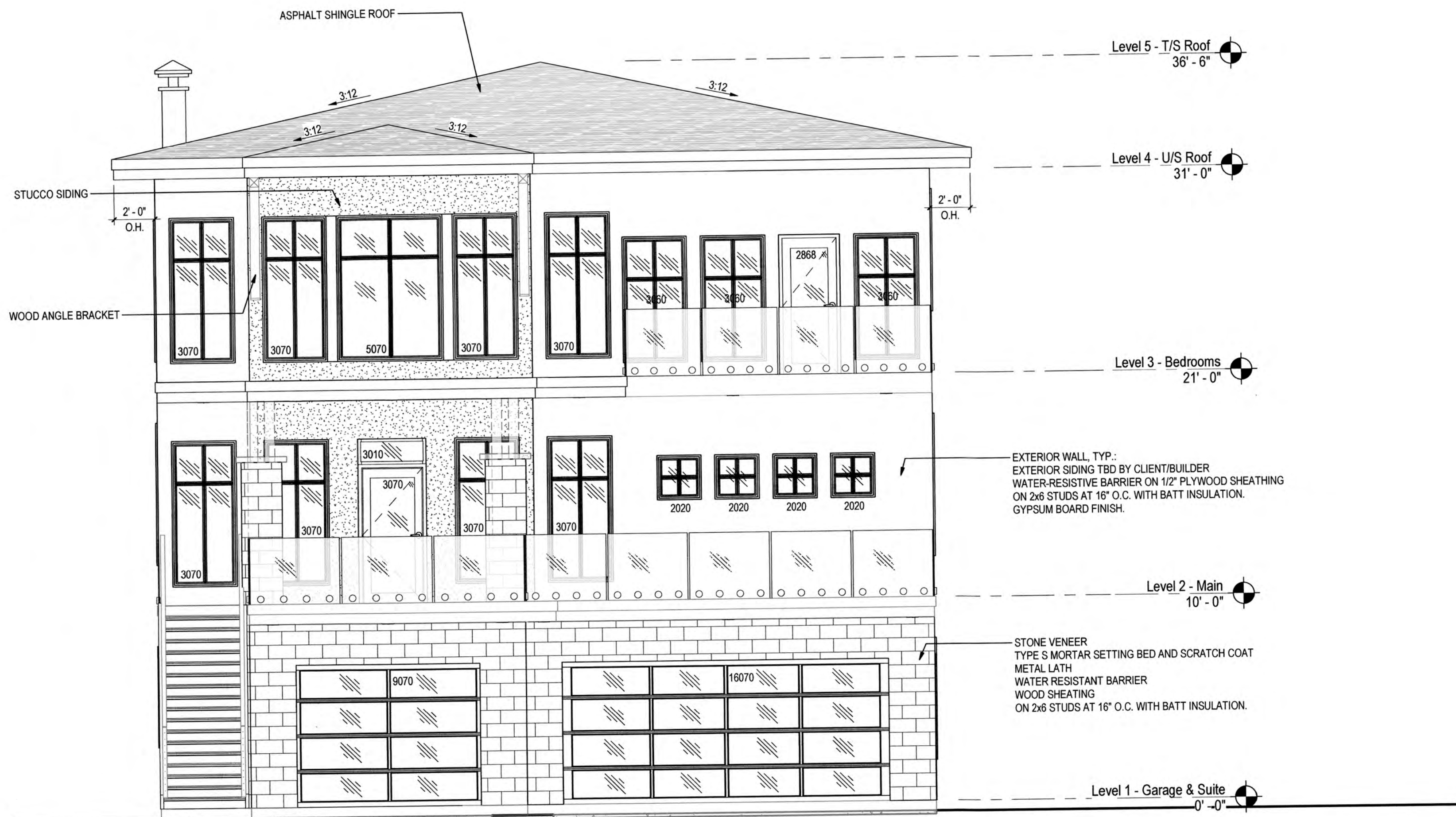


- ASPHALT SHINGLE.
- ROOF UNDERLAYMENT.
- SELF-ADHERED MEMBRANE.
- 5/8" ROOF SHEATHING.
- 3/4" RIGID INSULATION.
- INSULATION BAFFLE.
- ROOF RAFTER.
- ATTIC INSULATION.
- 1 1/2" RIGID INSULATION (TAPE ALL JOINTS).
- 1x3 WOOD FURRING (15" ON CENTER).

NOTE: ALL ROOFING CONSTRUCTION TO BE UP TO RCABC STANDARDS.



1	ISSUED FOR 95% REVIEW	KK	KK	2021.12.18
	Issued/Revision	By	Appd	YYYY.MM.DD
File Name:	N/A	Author	Designer	Checker
		Dwn.	Dsgn.	Chkd.



1
ELEVATION - SOUTH
A400 1 : 50



2
ELEVATION - WEST
A400 1 : 50



The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to Karmakush Designs without delay. The Copyrights to all designs and drawings are the property of Karmakush Designs. Reproduction or use for any purpose other than that authorized by Karmakush Designs forbidden.

Consultant

Notes



KEYPLAN



ELEVATION - NORTH



2 ELEVATION - EAST

Permit/Seq

Client/Project Logo

Client/Project
Vik Moudgill

THE ATLIN HOUSE

1531 Atlin Ave., Prince Rupert, BC V8J 1E4

EXTERIOR ELEVATIONS

Project No. 0005	Scale 1 : 50
Revision 1	Sheet of 99
	Drawing No. A 101

A401



The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to Karmakush Designs without delay. The Copyrights to all designs and drawings are the property of Karmakush Designs. Reproduction or use for any purpose other than that authorized by Karmakush Designs is forbidden.

Consultant

Notes



KEYPLAN

BUILDING SECTION - LONGITUDINAL



BUILDING SECTION - CROSS SECTION

[illegible]

1	ISSUED FOR 95% REVIEW	KK	KK	2021.12.1
	Issued/Revision	By	Appd	YYYY.MM.JJ

File Name: N/A	Author	Designer	Checker	07/15/2
	Dwn.	Dsn.	Chkd.	YYYY MM

Permit/Seal

Client/Project Logo

Client/Project
Vik Moudgill

THE ATLIN HOUSE

1531 Atlin Ave., Prince Rupert, BC V8J 1E4

Title
BUILDING SECTIONS

Project No. 0005	Scale 1 : 50
Revision Sheet 1 of 99	Drawing No. A500

Vik Moudgill

THE ATLIN HOUSE

1531 Atlin Ave., Prince Rupert, BC V8J 1E4



ISSUED FOR: 95% REVIEW

December 18th, 2021

PROJECT NO.: 0005



DEVELOPMENT VARIANCE PERMIT

Development Variance Permit #22-01

PERMITTEE: 1224015 B.C. LTD., INC.NO. BC1224015

CIVIC ADDRESS: 1531 Atlin 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:

PARCEL D (BEING A CONSOLIDATION OF LOTS 5 AND 6, SEE CA8626267) BLOCK 7 SECTION 2
DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN 923

CIVIC ADDRESS:

1531 Atlin Avenue

3. The City of Prince Rupert Zoning Bylaw (Bylaw #3462) is varied as follows:
 - a. Sections 5.2.4, 5.2.3 (c), 5.2.7 (a) in accordance with the Site and Elevation 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 residence in accordance with the attached Schedules, including the Site Map (Schedule 1) and the Elevation Plans (Schedule 2). These schedules indicate the following variances:

- a variance of 14.9%, equating to 69.21 squared metres, exceedance of maximum lot coverage;
 - a variance for 97.08 metres squared exceedance of maximum gross floor area;
 - a variance for 2.156 metres exceedance of maximum height requirements of primary dwellings.
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 PLANS
2. BUILDING PLANS

ISSUED ON THIS _____ DAY OF _____, 2022.

Robert Buchan
City Manager, Planner



REPORT TO COUNCIL

DATE: March 14, 2022

**From Prior Meeting &
For Reference Purposes Only.**

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planner

SUBJECT: DVP-22-06 FOR 221 – 11TH STREET

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit Application (DVP) #22-06.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 221 11th Street.

The application involves a request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.6 (a) to repair an existing deck that is encroaching on front yard setbacks. The front yard setbacks for a dwelling unit in an R2 zone is 3.6 metres from the rear property line, and the deck which is being repaired is 1.4 metres from the rear property line. Consequently, the proposed repair to the existing deck would require a variance of 2.2 metres.

The Site Plans and Elevations are included as Schedules 1& 2.

BACKGROUND AND ANALYSIS:

The proposed variances are requested to allow the applicant to repair an existing deck because of age and damage (rot). The proposed reparation will not change the existing footprint; however, the existing footprint has been found to impede on rear yard setbacks. The applicant would need a variance of 2.2 metres to allow the continued safe use of the existing deck.

The dwelling, including the deck, currently spans over two land parcels. This is in violation of the City of Prince Rupert Zoning Bylaw, and thus we recommend that the permit is contingent on the applicant consolidating the two lots prior to issuance of a Building Permit.

There are no known negative impacts of the proposed variances on the surrounding neighbourhood; 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:

Myfannwy Pope,
Planner

Robert Buchan,
City Manager

Schedule(s):

1. Site Plan
2. Elevations
3. Draft Development Variance Permit
4. Context Map

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

**From Prior Meeting &
For Reference Purposes Only.**

DATE: March 8th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

SUBJECT: Development Variance Permit #22-03 for 1444 2nd Avenue West

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit Application (DVP) #22-03.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1444 2nd Avenue West.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.4 to have a lot coverage of 63% of the site in order to accommodate a proposed addition and deck. The maximum lot coverage in an R2 zone is 50% of the site. The applicant is requesting a variance of 13% above the maximum lot coverage.
2. A request for a variance of City of Prince Rupert Zoning Bylaw, Section 5.2.6 (c) to have a 0.4572-metre setback from a side property line in relation to the southwestern side property line in order to accommodate a proposed addition and deck. The required setback from a side property line in an R2 zone is 1.2 metres. The applicant is requesting a variance of 0.7428 metres in terms of the setback from a side property line.
3. A request for a variance of City of Prince Rupert Zoning Bylaw, Section 5.2.6 (c) to have a 0.67056-metre setback from a side property line in relation to the northeastern side property line in order to accommodate a proposed addition and deck. The required setback from a side property line in an R2 zone is 1.2 metres. The applicant is requesting a variance of 0.52944 metres in terms of the setback from a side property line.

The Site Plan and Building Plan are included as Schedules 1 and 2, respectively.

BACKGROUND AND ANALYSIS:

The proposed variances for lot coverage and the setback from a side property line are requested by the applicant so that a proposed addition and deck may be built. The applicant rationalized the proposed variances by noting that the proposed addition and deck will revitalize the older house – being built in 1920. The applicant believes the proposed addition and deck will allow the house, which has served his family for 30 years, to serve the family for years to come by providing much-needed living space including bedrooms and bathrooms.

There are no known negative impacts of the proposed variances on the surrounding neighbourhood; 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:

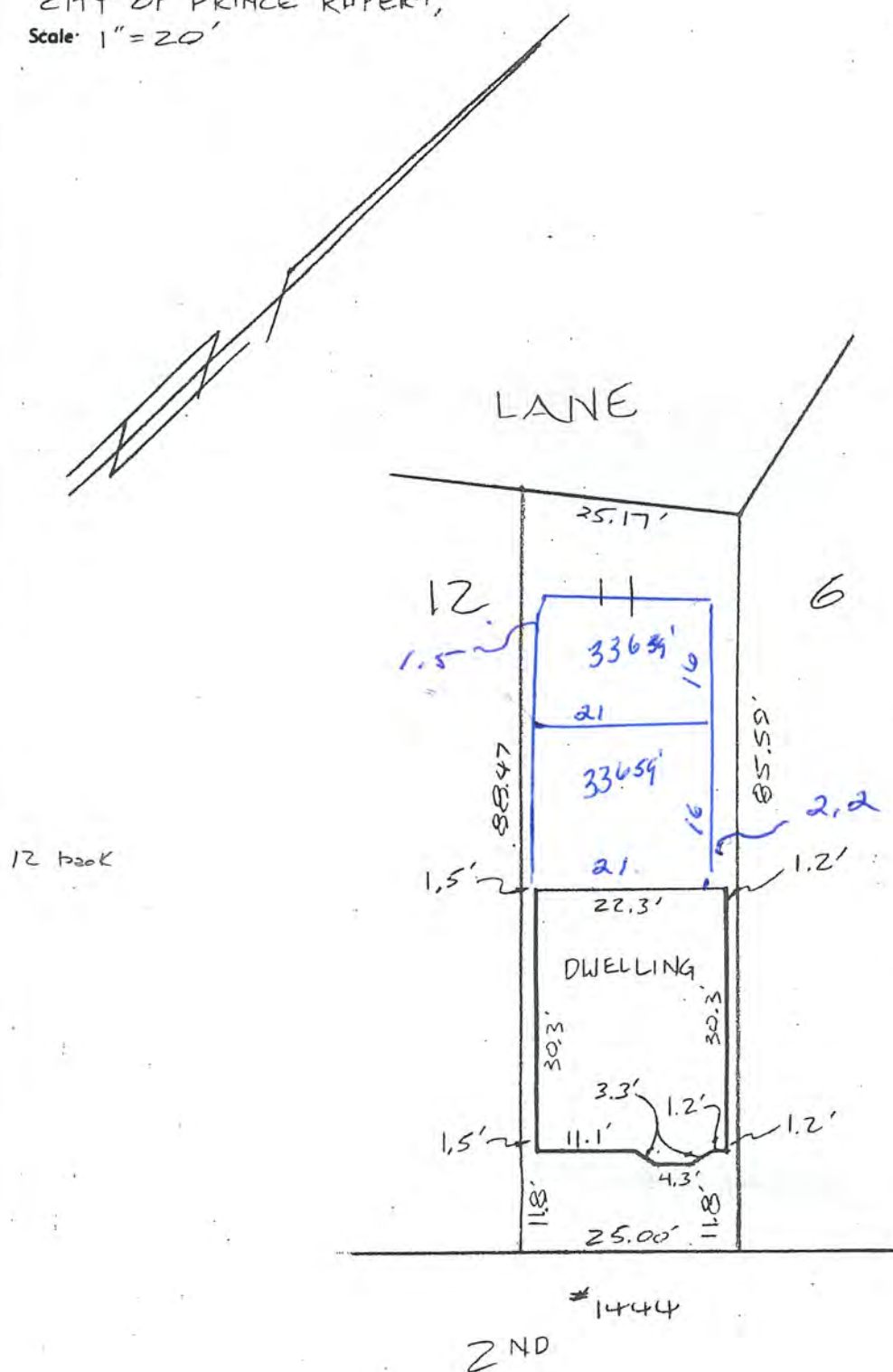
Daniel Rajasooriar,
Planner

Robert Buchan,
City Manager

Schedule(s):

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

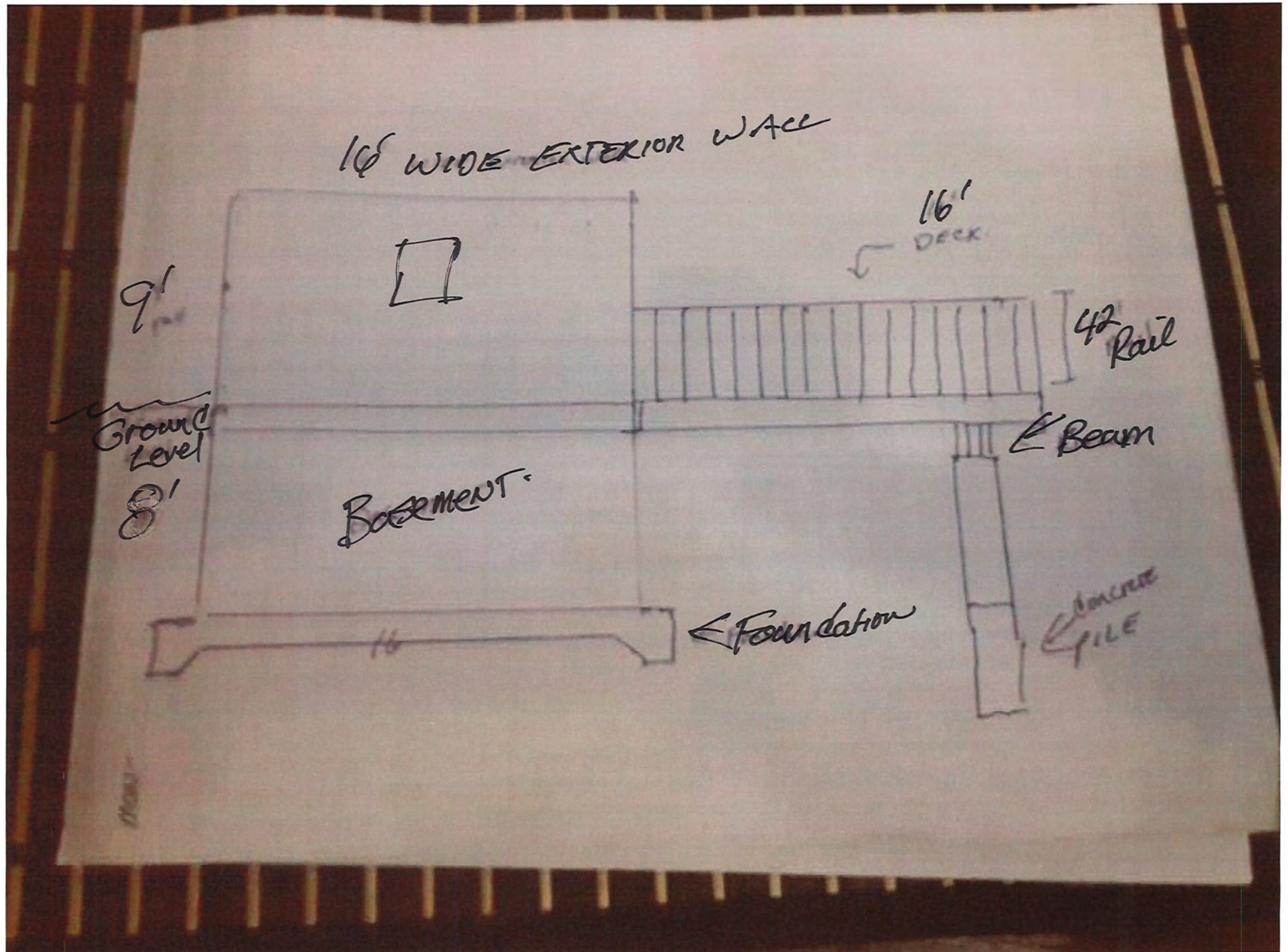
THE DIMENSIONS SHOWN ON THIS
CERTIFICATE ARE NOT TO BE USED
TO DEFINE BOUNDARIES.



CERTIFIED CORRECT

Ray L. McElroy, B.C.L.S.
Dated this 3rd day of SEPT. 1982

McELHANNEY ASSOCIATES
PROFESSIONAL LAND SURVEYORS
205 - 4630 LAZELLE AVE.,
TERRACE, B.C. V8G 1S6
FILE 043066-3





DEVELOPMENT VARIANCE PERMIT

Development Variance Permit #22-03

PERMITTEES: Roman Sokolowski
CIVIC ADDRESS: 1444 2nd Avenue West

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 11 Block 6 Section 2 District Lot 1992 Range 5 Coast District Plan 923

CIVIC ADDRESS:

1444 2nd Avenue West

3. The City of Prince Rupert Zoning Bylaw (Bylaw #3462) is varied as follows:
 - a. Section 5.2.4 is varied from a maximum lot coverage of 50% to a maximum lot coverage of 63%, in accordance with the Site and Building Plans attached as Schedules 1 and 2, respectively.
 - b. Section 5.2.6 (c) is varied from a 1.2-metre setback from a side property line to a 0.4572-metre setback from a side property line in relation to the southwestern property line and the proposed addition and deck, in accordance with the Site and Building Plans attached as Schedules 1 and 2, respectively.
 - c. Section 5.2.6 (c) is varied from a 1.2-metre setback from a side property line to a 0.67056-metre setback from a side property line in relation to the northeastern side property line and the proposed addition and deck, 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 permittees develop the proposed development in accordance with the Site and Building Plans attached as Schedule 1.

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 and Building Plans

Schedule:

1. SITE AND BUILDING PLANS

Issued on this ____ day of _____, 2022.

Rosamaria Miller
Corporate Administrator

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

DATE: March 8th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

SUBJECT: Development Variance Permit #22-07 for 337 McBride Street

**From Prior Meeting &
For Reference Purposes Only.**

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit Application (DVP) #22-07.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 337 McBride Street.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 10.3.0 (h) to erect and keep on a premise a roof sign, including support structures that extend or project above the roof line of the building on which it is erected. The Zoning Bylaw prohibits persons from erecting and keeping on a premise a roof sign, including support structures that extend or project above the roof line of the building on which it is erected.

The Sign Plan is included as Schedule 1.

BACKGROUND AND ANALYSIS:

The proposed variance to erect and keep on a premise a roof sign, including support structures that extend or project above the roof line of the building on which it is erected, is requested by the applicant so that a present painted roof sign can be replaced with a proposed LED-backlit roof sign. The applicant rationalized the proposed variance in three ways. First, they believe the proposed LED-backlit roof sign is a simple replacement for the present painted roof sign since it will be the same size and in the same location on their storefront. Second, they believe the building has no other frontal area to install a sign due to the front windows. Third, they believe the proposed LED-backlit roof sign would help illuminate the sidewalk in front of the building.

There are no known negative impacts of the proposed variances on the surrounding neighbourhood; however, the public will have the opportunity to provide input during the public consultation period.

The Draft Development Variance Permit is included as Schedule 2.

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:

Daniel Rajasooriar,
Planner

Robert Buchan,
City Manager

Schedule(s):

1. Sign Plan
2. Draft Development Variance Permit



SAANICH PLUMBING NEW SIGN DIMENSIONS & MATERIAL

LENGTH	24 FEET
HIGHT	31 INCHES
THICKNESS	5 INCHES
MATERIAL	FACE - POLYCARBONET BACKING - PVC FRAME - ALUMINIUM

THE SIGN HAS LED LIGHTING WITH IN AT 12 VOLTS

INSTALLATION CONTRACTOR - LIGHTEN UP ELECTRICAL

MANUFACTURER - THE SIGN SHOP New Westminster B.C.





DEVELOPMENT VARIANCE PERMIT

Development Variance Permit #22-07

PERMITTEES: Ocean Dry Enterprises Ltd.

CIVIC ADDRESS: 337 McBride Street

-
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:

Lots 5 and 6 Block 1 Section 6 District Lot 251 Range 5 Coast District Plan 923

CIVIC ADDRESS:

337 McBride Street

3. The City of Prince Rupert Zoning Bylaw (Bylaw #3462) is varied as follows:
 - a. Section 10.3.0 (h) is varied from prohibiting to allowing a roof sign, including support structures that extend or project above the roof line of the building on which it is erected, in accordance with the Sign Plan attached as Schedule 1.

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

The permittees develop the proposed development in accordance with the Sign Plan attached as Schedule 1.

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. Sign Plan

Schedule:

1. SIGN PLAN

Issued on this _____ day of _____, 2022.

Rosamaria Miller
Corporate Administrator



REPORT TO COUNCIL

Meeting of Council

DATE: March 28, 2022

TO: Robert Buchan, City Manager

FROM: Richard Pucci, Director of Operations & Intergovernmental Relations

**SUBJECT: REQUEST FOR PROPOSAL 22-09 – AWARD CT NORTHERN CONTRACTORS
 ALLIANCE LIMITED PARTNERSHIP**

RECOMMENDATION:

THAT Council Award the City of Prince Rupert RFP 22-09: Contractor Services to CT Northern Contractors Alliance Limited Partnership.

AND

THAT Council passes a separate Resolution to adopt the new Purchasing Policy as provided.

REASON FOR REPORT:

The Operations Department released an RFP for a Master Service Agreement (MSA) for vertical assets. This RFP was to seek a viable proponent to act on retainer as the City's on-call contractor. The MSA is a zero-cost contract and is exercised at the City's discretion for a term of 5 years. It was discussed that with the pending hyper-economic development in our region, the City required "front of the line" access to contractors at set competitive rates. As Council is aware, the City has an aggressive build schedule for projects like the RCMP detachment and the Waterfront Development, and our community requires surety on rates and contractor availability.

ANALYSIS:

This RFP ran on BC Bid, with only one proposal submitted from CT Northern Contractors Alliance Limited Partnership (CTNCA). CTNCA demonstrated in the proposal their variety of local equipment, their local employee availability, experience, and competitive rates.

This Department requires the flexibility to have an MSA so that our community Projects can get completed using local contractors with set competitive rates. Unlike other communities, the

March 28, 2022

Page 2

City requires this advantage as our Projects will compete for contractor availability with billion-dollar Projects.

Further, Staff recommends that Council adopt the revised Purchasing Policy to confirm and set the process associated with the MSA use. This will ensure a competitive and fair process for public procurement is maintained.

COST:

This Resolution supports the Council's Strategic Plan for Project development and has no Annual Budget impact. This is a zero value Award and all future Projects will be awarded as per the City's Purchasing Policy.

CONCLUSION:

THAT Council Award the City of Prince Rupert RFP 22-09: Contractor Services to CT Northern Contractors Alliance Limited Partnership and adopt the new Purchasing Policy.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Robert Buchan,
City Manager

Attachment(s):

- Purchasing Policy



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Purchasing Policy		POLICY NO.	170-04	
EFFECTIVE DATE			SUPERCEDES	170-03	
APPROVAL					
APPLIES TO					
STAFF	All Staff	VISITORS		COUNCIL	
MANAGEMENT	All Management	CONTRACTORS			

SECTION 1 – INTRODUCTION:

- 1.1 This Purchasing Policy and Procedure ("**Policy**") is intended for use in the City's purchase of all goods and services.
- 1.2 City employees involved in the purchasing process should familiarize themselves with, and adhere to, this Policy.

SECTION 2 – OBJECTIVES:

- 2.1 The primary objectives of this Policy are to ensure that the City obtains the best value for its expenditure while ensuring that all purchases and procurement processes are characterized by a high level of integrity and that the procurement process is open, transparent and fair.
- 2.2 The Policy is intended to support the local economy while ensuring transparency and non-discriminatory practices for competitive purchasing to ensure that all qualified vendors are given the opportunity to compete for the City's purchases of goods and services.
- 2.3 The Policy outlines when competitive procurement processes should be used and the authorization requirements for awarding contracts.

SECTION 3 – SCOPE:

- 3.1 This Policy applies to all procurement of goods and services, construction and consulting/professional services made by or on behalf of the City, unless a purchase is

otherwise authorized on an exception basis by City Council or the City Manager.

- 3.2 This Policy does not apply to staff purchases of home computer systems under any applicable City policy intended for such purpose.

SECTION 4 – GENERAL:

- 4.1 Under authority delegated by Council to the City Manager, Department Heads and the Chief Financial Officer, the City Manager, Department Heads and the Chief Financial Officer are authorized to commit the City to service agreements, purchase orders, licenses, contracts, leases and other legally enforceable agreements, in accordance with this Policy.
- 4.2 The City Manager and Department Heads may assign specific purchasing authority to authorized employees, provided that functional authority over such employees is retained with respect to the specific purchasing authority assigned under this Policy.

SECTION 5 – POLICY:

5.1 OVERVIEW

- 5.1.1 The procedure used to select vendors for the delivery of goods and services, construction or provision of consulting/professional services can vary depending on a variety of factors such as: the type, quantity or value of the goods or services; the frequency or duration that such goods or services are required; the availability or competitiveness in the market place; and, the urgency with which such goods or services are required.
- 5.1.2 The competitive procurement thresholds outlined below reflect the City's commitment and effective stewardship of funds as well as compliance to applicable legislation and regulations such as **the Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA)**.

5.2 PROCEDURE

- 5.2.1 The City does not have a central purchasing department. As such, each City department is responsible for carrying out its purchasing in compliance with the Policy.
- 5.2.2 Purchases are generally commenced with a properly completed purchase requisition form, or other similar form of documentation approved by the City.
- 5.2.3 Except as permitted by the Policy, an authorized purchase requisition ("**Purchase Order**") must be in place prior to any commitment being made for the purchase of goods and services.
- 5.2.4 Approvals of purchase requisition forms must relate only to the authorizing personnel's own area of responsibility within the City's departmental structure or to carrying out a

work assignment or project from another department. The CFO and the City Manager have general authority to approve purchases across departments.

- 5.2.5 Where possible, the City encourages purchases being made on a consolidated basis, by combining all like purchases across departments, to achieve economic value.

5.3 PROCUREMENT PROCESSES AND APPROVALS:

5.3.1 Purchases Less than \$5,000

Purchases valued at less than \$5,000 may be made, with approval, by selecting the best valued supplier using any reasonable procurement process at the purchaser's discretion. Such purchases may only be made by authorized employees or approved by the Department Head, CFO or City Manager. Purchase requests in this category must be submitted for approval with a purchase order for all purchases valued at more than \$1,000. Authorized employees must have a supervisor co-sign receipts under \$1000. Reimbursement requests for pre-approved purchases must be submitted with supporting receipts.

5.3.2 Purchases Between \$5,000 and \$25,000

Purchases valued between \$5,000 and \$25,000 may be made, with approval, by soliciting a minimum of 3 quotes (either written or verbal), with preference generally given to local suppliers where appropriate on the basis of overall value to the City. Such purchases may only be made by a supervisor (with a manager's co-sign) or approved by the Department Head, CFO or City Manager. Purchase requests in this category must be submitted with a minimum of three (3) quotes evidenced in writing.

5.3.3 Purchases Between \$25,000 and \$75,000

Purchases valued between \$25,000 and \$75,000 may be made, with approval, through a competitive procurement process (ITT, RFP, etc.) undertaken to select the supplier that offers the best value to the City. Such purchases must be approved by the CFO or City Manager, provided however that the following conditions are satisfied:

- a. goods or services are included in the approved annual budget;
- b. purchase price is within the approved budget amount; and
- c. supplier is the lowest priced or highest ranked compliant vendor, as the case may be.

5.3.4 Purchases Over \$75,000

Purchases valued at over \$75,000 must be procured through a competitive procurement process (ITT, RFP, etc.) undertaken to select a supplier that offers the best value to the City. All purchases of goods and services valued at over \$75,000 and **construction valued at over \$200,000** must be advertised in a nationally accessible web-based service providing access to public sector business opportunities, such as BC Bid. Such purchases

must be approved by the CFO or City Manager, provided however that the following conditions are satisfied:

- a. goods or services are included in the approved annual budget;
- b. purchase price is within the approved budget amount; and
- c. supplier is the lowest priced or highest ranked compliant vendor, as the case may be.

5.3.5 Council Approval

Notwithstanding sections 5.3.3 and 5.3.4, Council approval is required where:

- a. purchase price is over \$500,000;
- b. purchase price is not within the approved budget amount;
- c. supplier is not the lowest priced or highest ranked compliant vendor; or
- d. with respect to construction, the City intends to award work under a Master Services Agreement.

Council approval must be given at a meeting open to the public, except otherwise permitted by legislation.

5.3.6 Reporting to Council

All approved purchases over \$100,000 will be reported to Council on a regular basis in conjunction with regular financial reporting to Council. This reporting requirement includes the reporting of individual projects awarded under a Master Services Agreement.

5.4 SOLE SOURCE PURCHASES

5.4.1 Notwithstanding the process and approval requirements under section 5.3, a purchase may be sole sourced where the opportunity to obtain quotes or solicit competitive bids does not exist or is not justified in the circumstances. A sole source purchase may be considered in the following circumstances:

- a. where there is an absence of competition for technical reasons and the goods and services can be supplied only by a particular services provider and no reasonable alternative or substitute exists;
- b. where only one service provider has the unique qualifications or skills needed for the work;
- c. where the time frame for delivery is urgent and cannot be exceeded to allow the time needed for competitive bids;
- d. where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of competitive procurement methods;
- e. where the project is highly sensitive or confidential and broadcasting it via open competition is not appropriate;
- f. where the planned expenditure is small and the savings of competitive contracting would not justify the increased costs involved with more competitive

- procurement methods;
- g. where the work is a continuation or follow-up assignment most appropriately done by the original service provider;
- h. where there has not been a receipt of any submissions in response to a competitive procurement process made by the City;
- i. to ensure compatibility with existing products or to maintain specialized products that must be maintained by the manufacturer (or representative) of the product; or
- j. procurement of real property interests, whether by means of purchase, lease or otherwise.

5.5 SERVICE CONTRACTS, RENTALS, LEASES

- 5.5.1 All service contracts (other than consulting/professional or construction services), rentals, licenses or leases should be contracted for no longer than an annual term with the provision for extension to a maximum 3-year term upon acceptable terms and financial arrangements.
- 5.5.2 Contracts exceeding a 1-year term must receive approval from the City Manager or CFO before a legal commitment is made with the vendor.
- 5.5.3 The authorization thresholds outlined in section 5.3 apply to all service contracts, rentals, licenses and leases.

5.6 PURCHASE ORDERS

- 5.6.1 Purchase Orders are to be used wherever appropriate to document approval for a purchase, in accordance with the approval thresholds outlined in this Policy, and to communicate the authorization for the purchase to the vendor.
- 5.6.2 Notwithstanding section 5.6.1, but subject to all applicable approval requirements under this Policy, a Purchase Order is not required to document the purchase of the following goods and services:
 - a. recurring monthly utility charges such as postage, telephone, gas, hydro, telecommunications, etc.;
 - b. recurring annual charges such as subscriptions, association and membership dues, payment to other governmental authorities and investments;
 - c. refundable employee expenses such as travel expenses, meals, parking, hotel, airline charges and mileage allowances;
 - d. general expenses such as payroll remittances, tax remittances, grants, payments made to partners of co-sponsored programs;
 - e. land acquisitions; and
 - f. professional consulting services, legal services, insurance, banking,

financial or audit services.

5.7 GIFTS AND GRATUITIES

- 5.7.1 City employees are expressly prohibited from soliciting or accepting any rebate, money, entertainment, gifts or other gratuities (except for souvenirs, mementos, novelties, etc. of nominal value) from any person, company or organization to which any purchase, contract or other agreement is (or may be) awarded.
- 5.7.2 The City may, at its discretion, take disciplinary action, including dismissal, against a City employee who solicits or accepts any financial benefits prohibited under section 5.7.1.
- 5.7.3 The City has a "no-tolerance" policy to circumstances that produce, or reasonably appear to produce, a conflict between the personal interests of a City employee and the interests of the City.

5.8 VENDOR RELATIONS

- 5.8.1 The City encourages Department Heads to promote a purchasing program of fairness and friendship with all vendors. To this end, Department Heads and other authorized employees should receive vendor representatives as promptly and courteously as time allows, provided however that:
 - a. no City employee is required to place his/her time at the disposal or discretion of a vendor's representative;
 - b. during negotiations with a would-be vendor, prices received from one supplier must not be shared with other suppliers; and
 - c. an unsuccessful participant of a competitive procurement process that has requested feedback from the City should be provided minimal debriefing as to the disposition of its submission.

SECTION 6 - SUSTAINABLE PROCUREMENT PRACTICES

6.1 RECYCLED PRODUCTS

- 6.1.1 The City shall utilize recycled products in its operations to make a contribution towards an environmentally friendly process and increase the demand for recycled materials by:
 - a. when price and quality are reasonable, purchasing recycled products;
 - b. where recycled products are being used publicly, identifying the product(s) as such;
 - c. evaluating the reasonableness of price between recycled products and non-recycled products based on a 5% price differential.

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

Regular Meeting of Council

DATE: March 14, 2022

TO: Robert Buchan, City Manager

**From Prior Meeting &
For Reference Purposes Only.**

FROM: Myfannwy Pope, Planner

SUBJECT: REZONING APPLICATION ZBLA-21-03

RECOMMENDATION:

THAT Council:

- 1) GIVE First and Second Readings to City of Prince Rupert Official Community Plan Bylaw No. 3489, 2022 and Zoning Bylaw No. 3490, 2022 to allow the change of property designation from Residential to Industrial and rezone the property from P1: Public Facilities to M1: Light Industrial.
- 2) PROCEED to the Public Hearing.

REASON FOR REPORT:

To consider proceeding with Zoning Amendment Bylaw No. 3490 to allow the new owner to have their workshop and rent out space to a tenant for uses that conform with M1: Light Industrial. This includes assembly, manufacture, warehousing, process, repair and service industrial uses that have their use contained within a fully enclosed building but may include fully screened exterior storage areas. This Zoning Amendment is proposed on Lot 1 District Lot 251 Range 5 Coast District Plan 11720.

To consider proceeding with OCP Amendment Bylaw No. 3489 to change the residential land use on 1220 Portage Rd. to industrial to allow the proposed zoning bylaw amendment above.

BACKGROUND:

The applicant has applied to rezone the above noted property from the current P1: Public Facilities Zone to M1: Light Industrial Zone. The applicant proposes to use the site for a workshop and to rent out space to a tenant for uses that conform to

light industrial uses, similar to Northwest Mechanical, Lighten Up Electric, the Bus Company uses.

As required by Council policy, the applicant has placed a sign on the property and sent out letters to neighbouring properties, which have been reviewed.

The Property is within 800 metres of a provincial highway and has received approval from the Ministry of Transportation Infrastructure.

POLICY/REGULATORY ANALYSIS:

The property 1220 Portage Rd is located at the interface between industrial and residential lands. The OCP designates the land as residential, but it is currently zoned at P1: Public Lands and hosts a church; therefore, the OCP amendment is required to enable the property to be rezoned to industrial. The properties on the same block to its immediate south and east are light industrial, while the properties across the street to its north and west are zoned residential. Given its proximity to light industrial uses and the distance from residential lots, it is viable for this property to be re-zoned light industrial as it is unlikely to add significant additional disturbance to the surrounding area.

The Official Community Plan (Bylaw #3460) designates that industrial lands meet the following requirements:

1. Compatible with surrounding land uses.
2. Complements the social, economic, and environmental goals of this OCP.
3. Constructed to high standards, both material and aesthetics.

The proposed zoning bylaw amendment may meet these requirements in the following ways:

1. Compatible with surrounding land uses

M1 Zoning is compatible with properties that are immediately adjacent to the south and east of the lot; however, properties across the road to the north and west of the lot are zoned residential. While the property to the west does not currently have development on it, there may be some impacts to future development on this lot and current residences to the North of the lot. These impacts may include minor noise, smell, or sight disturbances.

2. Complements the social, economic, and environmental goals of this OCP.

City recognizes the importance of a diverse economy and it seeks to enable other industry to develop within the City as a means of creating resiliency to negative changes in the Port's activity levels. Changing the currently zoned property from P1 to M1 would contribute to the social and economic goals of the OCP by providing additional space for diverse industrial businesses or commercial services to operate. This may lead to retaining or attracting more labour capital to non-Port industry in Prince Rupert.

3. Constructed to high standards, both material and aesthetic.

The applicant at this time has not indicated intent to change the existing structures on the property. However, if development occurs, the owner will be required to receive a development permit from the City.

COST and BUDGET IMPACT:

There are no cost or budget impacts to the City from approving this Zoning Amendment. Internal referrals have identified that the site contains all necessary servicing, and any additional storm, water, or sewer servicing requirements or access upgrades for the property will be installed at the owner's expense.

COUNCIL OPTIONS:

Council may:

- 1) Give first and second reading and schedule a public hearing for the Amendment Bylaws # 3489 and #3490
- 2) Give first and second reading and decide to forgo a public hearing for the Amendment Bylaws # 3489 and #3490
- 3) Require additional information; or,
- 4) Deny the application.

CONCLUSION:

It is recommended that Council give first and second reading to the Amendment Bylaws #3489 and #3490 and proceed to public hearing subject to:

- 1) The applicant proceeding with described uses.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope
Planner

Robert Buchan,
City Manager

Attachments:

- Bylaw 3489, 2022
- Bylaw 3490, 2022

Schedule A OCP Amendment Bylaw 3489, 2022



OPERATIONS DEPARTMENT

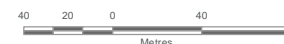
Subject Property

Lot 1 District Lot 251 Range 5
Coast District, Plan 11720

Land Use

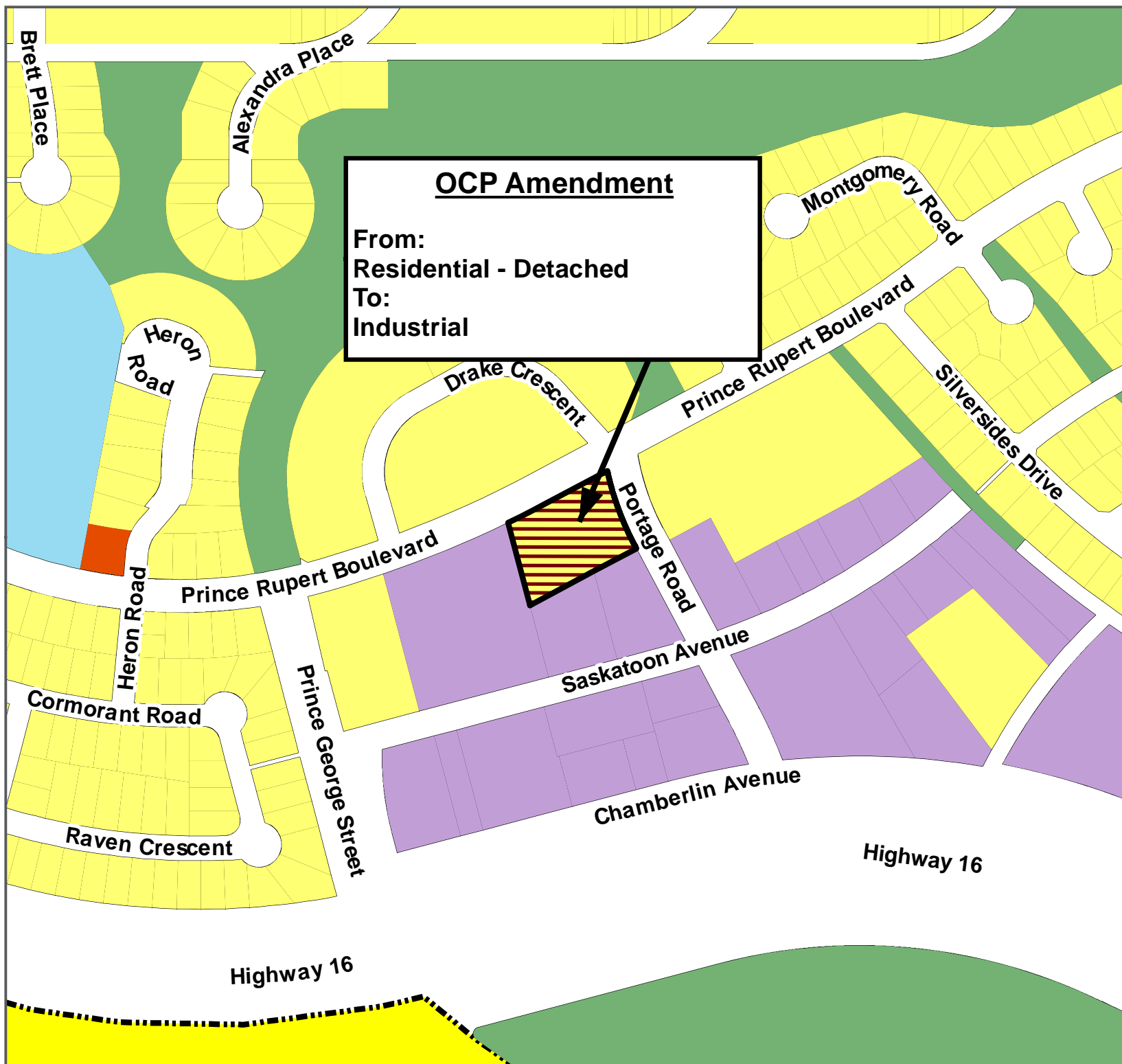
- Downtown Retail/Mixed Use
- Local Retail/Mixed Use
- Large Format/Service Retail/Mixed Use
- Residential - Detached
- Residential - Townhouse
- Residential - Apartment
- Hotel
- Industrial
- Office
- Civic/Community
- Park/Open Space
- Future Neighbourhoods
- Residential/Industrial Flex
- Potential New Park Location

Project #: Bylaw 3489
Author: RB
Checked: XX
Status: FINAL
Revision: A
Date: 2022 / 3 / 8
Scale: 1:3,400



Coordinate System:
NAD 1983 UTM Zone 9N

Data Sources:
Integrated Cadastral Information Society (ICIS)
City of Prince Rupert
2021 Orthophoto




Schedule A Zoning Amendment Bylaw 3490, 2022

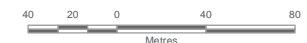


OPERATIONS DEPARTMENT

Subject Property

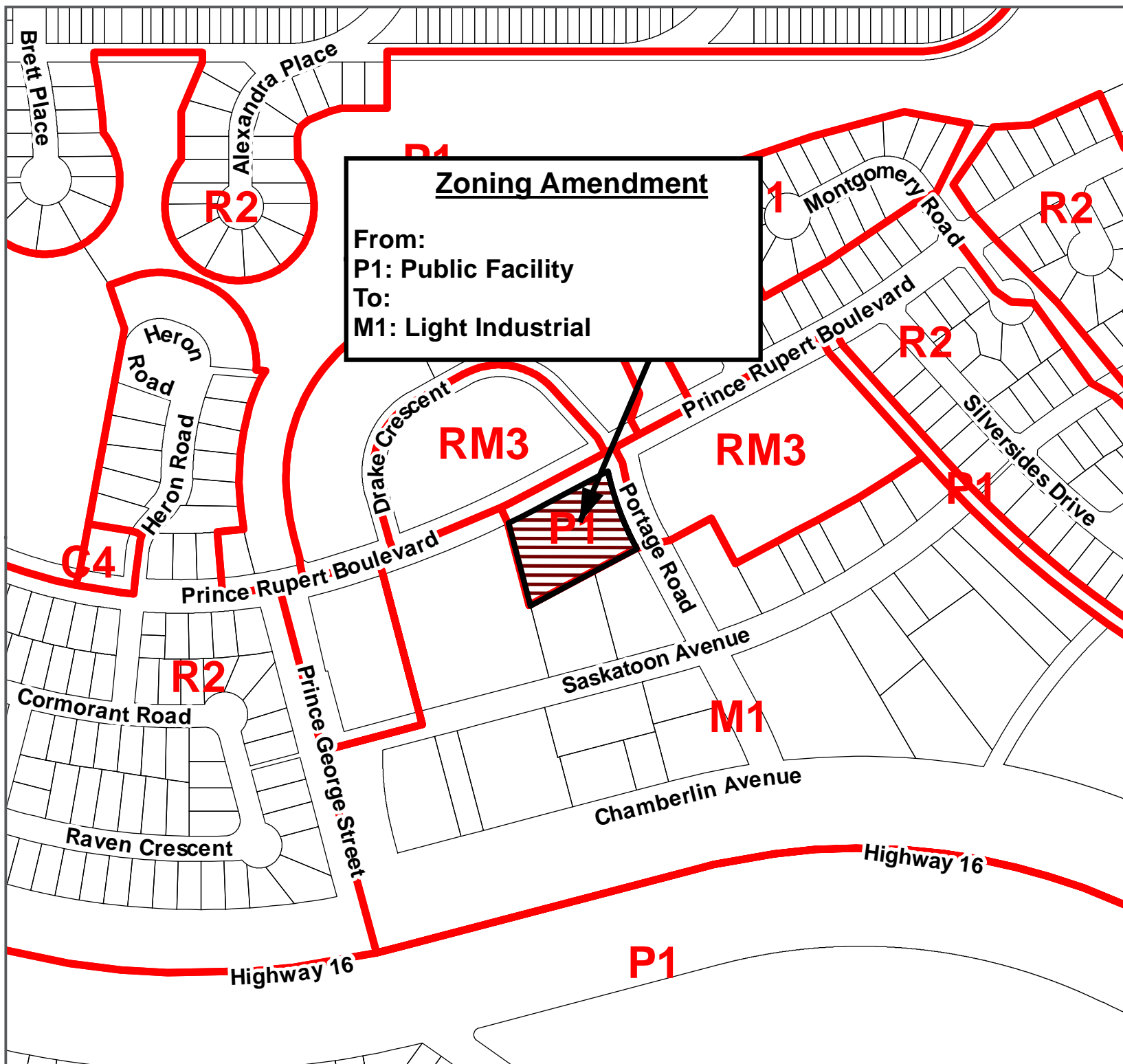
 Lot 1 District Lot 251 Range 5
Coast District, Plan 11720

Project #: Bylaw 3490
Author: RB
Checked: XX
Status: FINAL
Revision: A
Date: 2022 / 3 / 8
Scale: 1:3,400



Coordinate System:
NAD 1983 UTM Zone 9N

Data Sources:
Integrated Cadastral Information Society (ICIS)
City of Prince Rupert
2021 Orthophoto





REPORT TO COUNCIL

Meeting of Council

DATE: March 28, 2022

TO: Robert Buchan, City Manager

FROM: Richard Pucci, Director of Operations & Intergovernmental Relations

SUBJECT: CEMETERY FEES AND CHARGES AMENDMENT BYLAW NO. 3491, 2022

RECOMMENDATION:

THAT Council Introduces and gives First, Second and Third Readings to the Cemetery Fees and Charges Amendment Bylaw No. 3491, 2022.

REASON FOR REPORT:

A Consumer Protection Officer attended the Fairview Cemetery for an Inspection and requested that we implement a change to the amount being deposited into our Cemetery Care Fund.

BACKGROUND:

Consumer Protection BC is the regulatory authority responsible for the administration and enforcement of the *Cremation Interment and Funeral Services Act*. While there were no breaches that would result in enforcement action being taken, we were advised to amend the process for calculating the fee that must be deposited into the Care Fund. This fund is established in accordance with the Regulations and will be used for perpetual upkeep and repair of the Fairview Cemetery.

COSTS AND BUDGET IMPACT:

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

March 28, 2022

Page 2

CONCLUSION:

THAT Council Introduces and gives First, Second and Third Readings to the Cemetery Fees and Charges Amendment Bylaw No. 3491, 2022.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Robert Buchan,
City Manager

Attachment(s):

- Proposed Bylaw



CEMETERY FEES AND CHARGES AMENDMENT BYLAW NO. 3491, 2022

A BYLAW TO REPLACE THE “CEMETERY FEES AND CHARGES BYLAW NO. 3483, 2021”. CEMETERY FEES AND CHARGES FOR THE YEAR 2022

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

1. That the “Cemetery Fees and Charges Bylaw No. 3483, 2021” be amended by replacing **Schedule “A”** with **Schedule “A” Cemetery Fees and Charges**.
2. This bylaw shall come into effect as of April 11, 2022 through to December 31, 2022.
3. This Bylaw shall be cited for all purposes as **“Cemetery Fees and Charges Amendment Bylaw No. 3491, 2022”**

READ A FIRST TIME this ____ day of March, 2022.

READ A SECOND TIME this ____ day of March, 2022.

READ A THIRD TIME this ____ day of March, 2022.

FINALLY CONSIDERED AND ADOPTED ____ day of April, 2022.

Mayor

Corporate Administrator

BL 3491, 2022 SCHEDULE “A” CEMETERY FEES AND CHARGES

INTERMENT - Monday to Friday - 8:30 am to 3:00 pm (except Statutory holidays)				
Ground Burial	Cemetery Licence Fee	Interment Fee	TOTAL	Care Fund Included in Total
Large Plot	\$ 1,055.00	\$ 2,108.00	\$ 3,163.00	\$ 790.75
Small Plot	\$ 704.00	\$ 2,108.00	\$ 2,812.00	\$ 703.00
Cremation Plot	\$ 457.00	\$ 393.00	\$ 850.00	\$ 212.50
Cremated remains in Ossuary		\$ 309.00	\$ 309.00	\$ 77.25
Disinterment/Exhumation from Plot			\$ 3,394.00	\$ -
Cremated remains Disinterment from Plot			\$ 970.00	\$ -
Cremated remains Disinterment from Niche			\$ 970.00	\$ -
Columbarium	Cemetery Licence Fee	Interment Fee	TOTAL	Care Fund Included in Total
Niche - Level 1 (bottom)	\$ 3,551.00	\$ 309.00	\$ 3,860.00	\$ 386.00
Niche - Level 2	\$ 3,693.00	\$ 309.00	\$ 4,002.00	\$ 400.20
Niche - Level 3	\$ 4,118.00	\$ 309.00	\$ 4,427.00	\$ 442.70
Niche - Level 4 (top)	\$ 4,118.00	\$ 309.00	\$ 4,427.00	\$ 442.70
INTERMENT - Saturday				
Ground Burial	Cemetery Licence Fee	Interment Fee	TOTAL	Care Fund Included in Total
Large Plot	\$ 1,055.00	\$ 3,394.00	\$ 4,449.00	\$ 1,112.25
Small Plot	\$ 704.00	\$ 3,394.00	\$ 4,098.00	\$ 1,024.50
Cremation Plot	\$ 457.00	\$ 970.00	\$ 1,427.00	\$ 356.75
Cremated remains in Ossuary		\$ 970.00	\$ 970.00	\$ 242.50
Disinterment/Exhumation from Plot			\$ 4,364.00	\$ -
Cremated remains Disinterment from Plot			\$ 970.00	\$ -
Cremated remains Disinterment from Niche			\$ 970.00	\$ -
Columbarium	Cemetery Licence Fee	Interment Fee	TOTAL	Care Fund Included in Total
Niche - Level 1 (bottom)	\$ 3,551.00	\$ 970.00	\$ 4,521.00	\$ 452.10
Niche - Level 2	\$ 3,693.00	\$ 970.00	\$ 4,663.00	\$ 466.30
Niche - Level 3	\$ 4,118.00	\$ 970.00	\$ 5,088.00	\$ 508.80
Niche - Level 4 (top)	\$ 4,118.00	\$ 970.00	\$ 5,088.00	\$ 508.80
MEMORIALS AND SERVICES FEE			TOTAL	Care Fund Included in Total
Temporary Plot Mark			\$ 71.00	\$ -
Standard Plot Memorial Installation			\$ 231.00	\$ 46.00
Grave Liner (when not supplied)			\$ 250.00	\$ -
Niche Memorial Wreath or Portrait			at cost plus 15% admin fee	
Niche Memorial Nameplate Engraving			at cost plus 15% admin fee	
Niche Nameplate Installation			\$ 212.00	\$ 25.50
Niche Portrait Enclosure Installation			\$ 212.00	\$ 25.50
Supply and attach 2nd Date Bar			\$ 211.00	
Opening/Closing Niche by request			\$ 154.00	
Extra Plot Depth - charge for every two feet			\$ 588.00	
Interment after 3 pm - per hour or portion thereof			\$ 421.00	
Cemetery Licence Transfer Fee			\$ 155.00	
NON-RESIDENT: An additional charge of 30% will apply to all fees detailed above.				
All fees shown above are before applicable taxes.				



REPORT TO COUNCIL

Meeting of Council

DATE: March 28, 2022

TO: Robert Buchan, City Manager

FROM: Richard Pucci, Approving Officer

SUBJECT: ROAD CLOSURE BYLAW NO. 3488, 2022

RECOMMENDATION:

THAT Council Introduces and gives First, Second, and Third Readings to Road Closure Bylaw No. 3488, 2022.

REASON FOR REPORT:

The City of Prince Rupert is in the process of designing a new RCMP detachment. During this process, it has been identified that more footprint is required.

ANALYSIS:

The City of Prince Rupert purchased the former Kingdom Hall property intending to construct a new RCMP detachment for the community. In order to facilitate this build and the parking requirements for staff, the Road allowance noted in the Bylaw requires to be closed and consolidated to the property to form a small plaza entrance and formalized parking.

This Road allowance is already physically closed and used for parking; therefore, this process will validate that.

COSTS AND BUDGET IMPACT:

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

March 28, 2022

Page 2

CONCLUSION:

THAT Council Introduces and gives First, Second, and Third Readings to Road Bylaw No. 3488, 2022.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Robert Buchan,
City Manager

Attachment(s):

- Proposed Bylaw



MARKET PLACE ROAD CLOSURE BYLAW NO. 3488, 2022

BEING A BYLAW TO CLOSE A PORTION OF MARKET PLACE ROAD ALLOWANCE

Pursuant to Section 40 of the *Community Charter*, Prince Rupert City Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway, if prior to adopting the bylaw, Council publishes notices of its intention in a newspaper and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

The Council of the City of Prince Rupert deems that it is in the public interest to close to traffic, remove the dedication of highway comprising of approximately .230 Hectares on Market Place dedicated on Plan 923, which is shown outlined in bold black on the reference plan prepared by McElhanney, on the 2 day of March, 2022, a reduced copy of which is attached hereto (*the "Road Closure Plan"*);

The City intends to close that portion of highway to consolidate and consolidate it to a neighbouring lot to facilitate the build of an RCMP detachment.

Notices of Council's intention to close that portion of highway to traffic, to remove its dedication as highway, and published in a newspaper and posted in the public notice posting place, and Council has provided an opportunity for persons who consider they are affected by the closure and disposition to make representations to Council; and

The Council of the City of Prince Rupert does not consider that the closure of the Closed Road will affect the transmission or distribution facilities or works of utility operators;

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

1. Attached to this Bylaw as Schedule "A" and forming part of this Bylaw is a reduced copy of the explanatory plan of highway closure (*the "Road Closure Plan"*).
2. The City hereby authorizes the closure to traffic and removal of highway dedication of the .230 Hectares portion of highway which was dedicated as

highway at the New Westminster Land Title Office by Plan 923, outlined in Bold on the Road Closure Plan (the "Closed Road").

3. On deposit of the Road Closure Plan and all other documentation for the closure of the road allowance in the New Westminster Land Title Office, the Closed Road is closed to public traffic, it shall cease to be public highway, and its dedication as a highway is cancelled.
4. The Mayor and Corporate Administrator are authorized to execute all deeds of land, plans and other documentation necessary to effect this road closure and disposition.
5. This Bylaw may be cited as **"MARKET PLACE ROAD CLOSURE BYLAW NO. 3488, 2022"**

READ A FIRST TIME this ____ day of _____, 2022.

READ A SECOND TIME this ____ day of _____, 2022.

PUBLIC NOTIFICATION this ____ day of _____, 2022.

MINISTRY OF TRANSPORTATION APPROVAL this ____ day of _____, 2022 (APPROVAL NO. _____).

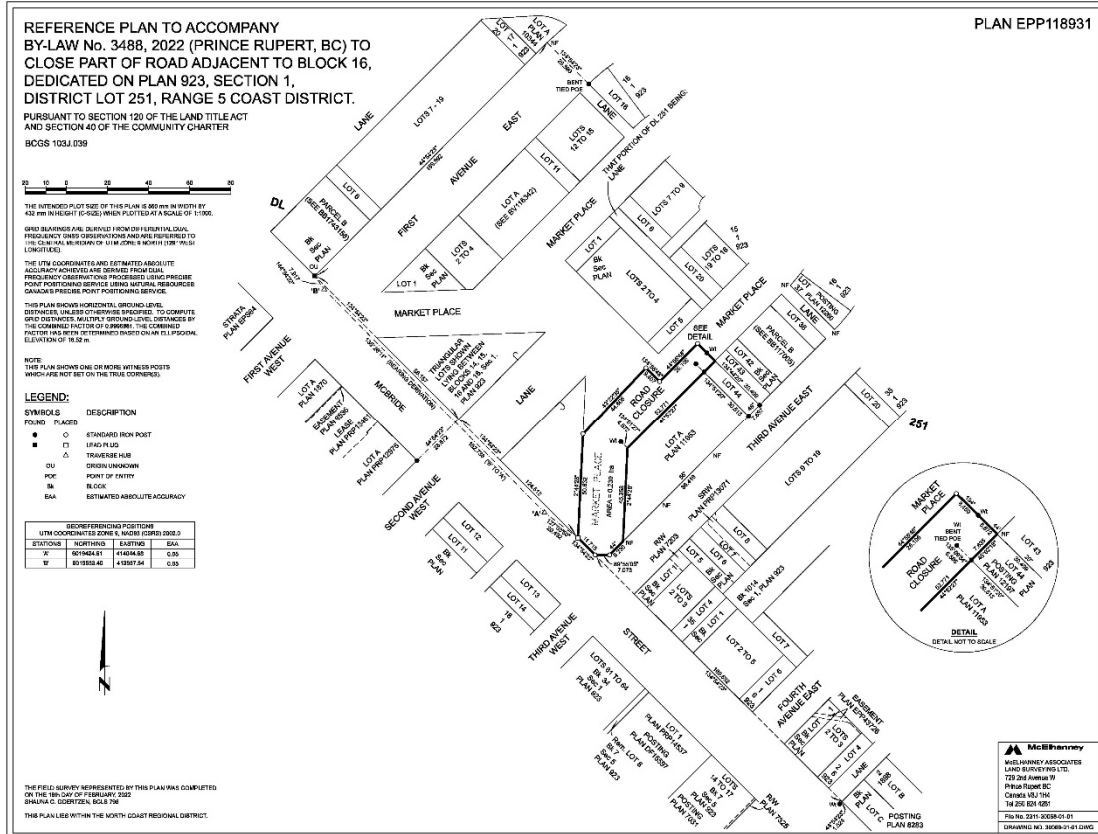
READ A THIRD TIME this ____ day of _____, 2022.

FINALLY CONSIDERED AND ADOPTED this ____ day of _____, 2022.

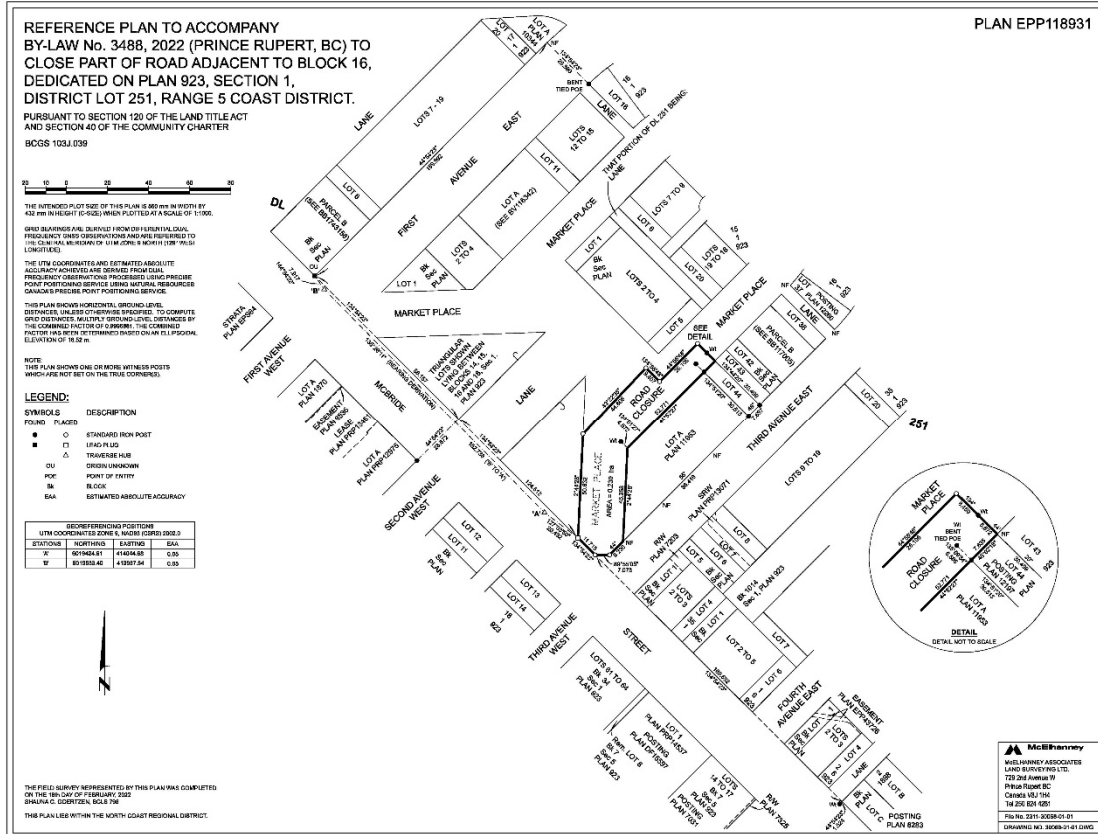
Mayor

Corporate Administrator

SCHEDULE "A" – ROAD CLOSURE PLAN (Explanatory) **BYLAW NO. 3488, 2022**



SCHEDULE "A" – ROAD CLOSURE PLAN (Explanatory) **BYLAW NO. 3488, 2022**



Your electronic signature is a representation that you are a British Columbia land surveyor and a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250. By electronically signing this document, you are also electronically signing the attached plan under section 168.3 of the act.

1. BC LAND SURVEYOR: (Name, address, phone number)

Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:	Control Number:
Plan Number:	
This original plan number assignment was done under Commission #:	LTO Document Reference:

3. CERTIFICATION:	Form 9	Explanatory Plan	Form 9A
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The field survey was completed on: (YYYY/Month/DD) The checklist was filed under ECR#:

The plan was completed and checked on: (YYYY/Month/DD)

I am a British Columbia land surveyor and certify that

this plan was completed and checked on: (YYYY/Month/DD)

that the checklist was filed under ECR#:

and that the plan is correct in accordance with Land Title Office records.

I am a British Columbia land surveyor and certify that the buildings included in this strata plan have not been previously occupied as of (YYYY/Month/DD)	None	Strata Form S
---	------	---------------

None	Strata Form U1	Strata Form U1/U2
------	----------------	-------------------

I am a British Columbia land surveyor and certify that the buildings shown on this strata plan are within the external boundaries of the land that is the subject of the strata plan

Certification Date: (YYYY/Month/DD)

I am a British Columbia land surveyor and certify:

1. That the buildings shown on this strata plan are within the external boundaries of the land that is the subject of the strata plan subject to clause 2 of this endorsement
2. That certain parts of the buildings are not within the external boundaries but appropriate and necessary easements of other interests are registered as set out in section 244 (1)(f) of the Strata Property Act.

Registered Charge Number(s):

Certification Date: (YYYY/Month/DD)

Arterial Highway	I am a British Columbia land surveyor and certify that I am authorized by the Minister of Transportation and Infrastructure under section 44.1 of the Transportation Act to show certain lands identified on this plan dedicated as Arterial Highway.
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Remainder Parcel (Airspace)	I am a British Columbia Land Surveyor and certify that no portion of the parcels or dedications created on this plan overlap vertically, that is, lie above or below any portion of the Air Space parcels on Air Space Plan
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4. ALTERATION: LTO Document Reference:

This is an alteration to a previous version of this plan identified by control number:

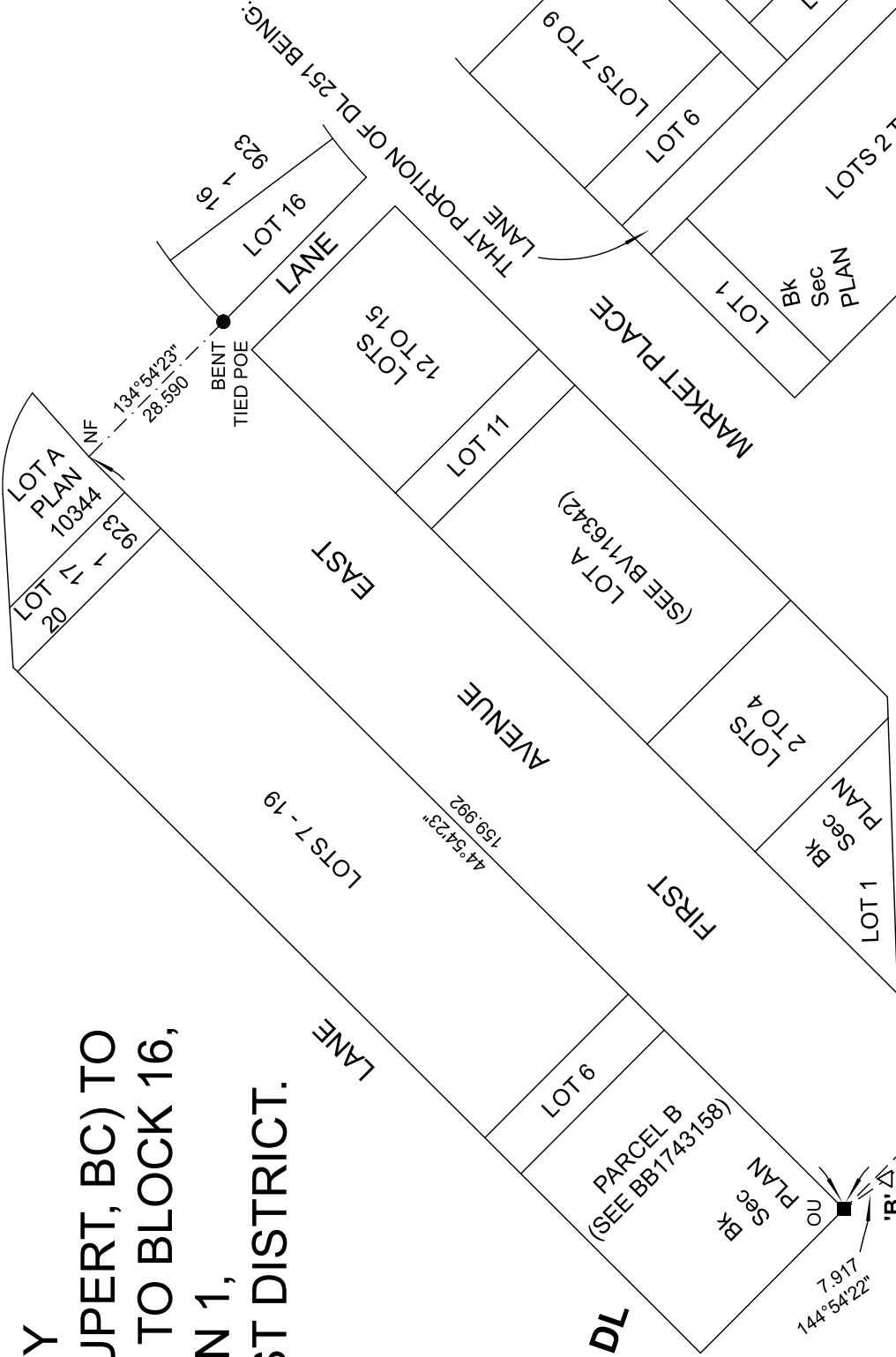
DESCRIPTION OF ALTERATION: SEE SCHEDULE

REFERENCE PLAN TO ACCOMPANY

BY-LAW No. 3488, 2022 (PRINCE RUPERT, BC) TO
CLOSE PART OF ROAD ADJACENT TO BLOCK 16,
DEDICATED ON PLAN 923, SECTION 1,
DISTRICT LOT 251, RANGE 5 COAST DISTRICT.

PURSUANT TO SECTION 120 OF THE LAND TITLE ACT
AND SECTION 40 OF THE COMMUNITY CHARTER

BCGS 103J.039



THE INTENDED PLOT SIZE OF THIS PLAN IS 560 mm IN WIDTH BY
432 mm IN HEIGHT (C-SIZE) WHEN PLOTTED AT A SCALE OF 1:1000.

GRID BEARINGS ARE DERIVED FROM DIFFERENTIAL DUAL
FREQUENCY GNSS OBSERVATIONS AND ARE REFERRED TO
THE CENTRAL MERIDIAN OF UTM ZONE 9 NORTH (129° WEST
LONGITUDE).

THE UTM COORDINATES AND ESTIMATED ABSOLUTE
ACCURACY ACHIEVED ARE DERIVED FROM DUAL
FREQUENCY OBSERVATIONS PROCESSED USING PRECISE
POINT POSITIONING SERVICE USING NATURAL RESOURCES
CANADA'S PRECISE POINT POSITIONING SERVICE.

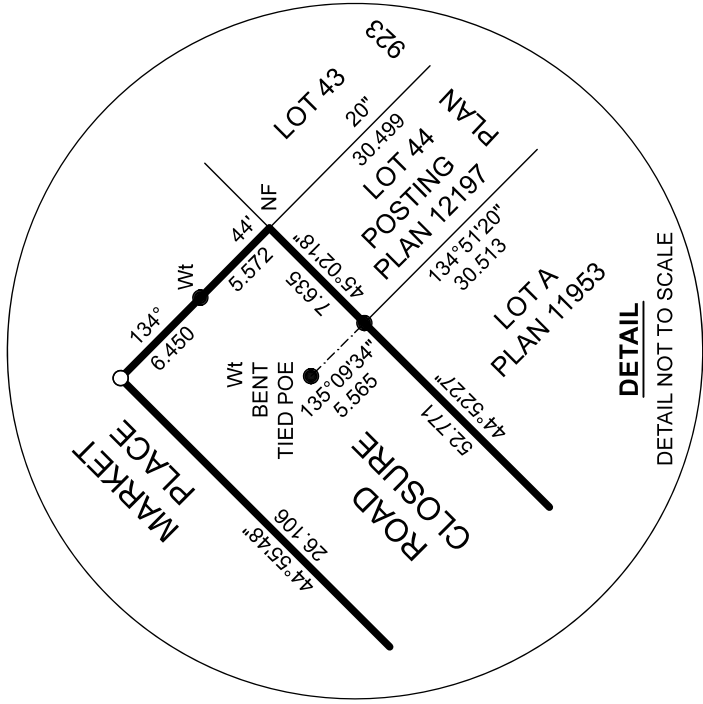
THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL
DISTANCES, UNLESS OTHERWISE SPECIFIED. TO COMPUTE
GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY
THE COMBINED FACTOR OF 0.9996881. THE COMBINED
FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL
ELEVATION OF 16.52 m.


NOTE:
THIS PLAN SHOWS ONE OR MORE WITNESS POSTS
WHICH ARE NOT SET ON THE TRUE CORNER(S).

LEGEND:

SYMBOLS	DESCRIPTION
FOUND	PLACED
●	○
■	□
	△
OU	POE
	Bk
	EAA
	ESTIMATED ABSOLUTE ACCURACY
	STANDARD IRON POST
	LEAD PLUG
	TRAVERSE HUB
	ORIGIN UNKNOWN
	POINT OF ENTRY
	BLOCK
	ESTIMATED ABSOLUTE ACCURACY

GEOREFERENCING POSITIONS			
UTM COORDINATES ZONE 9, NAD83 (CSRS) 2002.0			
STATIONS	NORTHING	EASTING	EAA
'A'	6019424.61	414044.66	0.05
'B'	6019533.40	413937.54	0.05



**McElhanney**

McELHANNEY ASSOCIATES
LAND SURVEYING LTD.
729 2nd Avenue W
Prince Rupert BC
Canada V8J 1H4
Tel 250 624 4281

File No. 2311-30068-01-01
DRAWING NO. 30068-01-01.DWG

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED
ON THE 16th DAY OF FEBRUARY, 2022
SHAUNA C. GOERTZEN, BCLS 798

THIS PLAN LIES WITHIN THE NORTH COAST REGIONAL DISTRICT.