



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on June 13, 2022 at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of June 13, 2022 be adopted as presented.

3. MINUTES

a) Recommendation:

THAT the Minutes of the Special Council Meeting of May 30, 2022 be adopted.
(attached)

b) Recommendation:

THAT the Minutes of the Public Hearing of May 30, 2022 be adopted.
(attached)

c) Recommendation:

THAT the Minutes of the Committee of the Whole Meeting of May 30, 2022 be adopted.
(attached)

d) Recommendation:

THAT the Minutes of the Regular Meeting of May 30, 2022 be adopted.
(attached)

4. PETITIONS & DELEGATION

a) Sgt. Gerald Walker, Prince Rupert RCMP Officer in Charge

5. REPORTS & RESOLUTIONS

a) Report from Planning Re: Development Activity Report for May 2022
(attached)

Recommendation:

THAT Council Receive & File the Development Activity Report for May 2022.

b) Report from Planning Re: DVP-22-13 for 1425 – 2nd Avenue West
(attached)

Recommendation:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #22.13.

c) Report from Planning Re: DVP-22-10 for 108 Prince Rupert Blvd.

(attached)

Recommendation:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #22-10.

d) Report from the Chief Financial Officer Re: April 2022 Financial Variance Report.

(attached)

Recommendation:

THAT Council Receive & File the April 2022 Financial Variance Report.

e) Report from the Chief Financial Officer Re: 2021 Statement of Financial Information (SOFI).

(attached)

Recommendation:

THAT Council, by resolution, approve the 2021 Statement of Financial Information (SOFI).

f) Report from the Corporate Administrator Re: Council Resolution Status Updates for April / May 2022.

(attached)

Recommendation:

THAT Council Receive & File the Council Resolution Status Updates for April / May 2022.

g) Report from the Corporate Administrator Re: NCMBA Pump Track.

(attached)

Recommendation:

THAT Council direct Staff to complete the execution of a License of Occupation with the North Coast Mount Bike Association to construct an all ages pump track in McClymont Park and publish notices as appropriate.

h) Report from the Corporate Administrator Re: Notice Of Motion from May 30, 2022.

(attached)

Recommendation:

THAT Council direct Staff to send the original petition presented at the May 30, 2022 meeting to the Minister of Health along with copies of same to be provided to other respective Provincial representatives along with a letter of support.

6. BYLAWS

a) City of Prince Rupert Elections Voting Procedure Bylaw and Automated Vote Counting System Authorization Bylaw No. 3496, 2022.

(attached)

Recommendation:

THAT Council repeal Elections Voting Procedure and Automated Vote Counting System Authorization Bylaw No. 3428, 2018; and,

THAT Council give First, Second and Third Readings to the City of Prince Rupert Elections Voting Procedure and Automated Vote Counting System Authorization Bylaw No. 3496, 2022.

7. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

8. ADJOURNMENT



MINUTES

For the **SPECIAL MEETING** of Council held on May 30, 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 B. Mirau
Councillor G. Randhawa

ABSENT: Councillor B. Mirau
Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager
R. Miller, Corporate Administrator
R. Pucci, Director of Operations & Intergovernmental Relations
P. Vendittelli, Director of Economic Development & Transportation
J. Beckwith, Fire Chief
M. Pope, Planner

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

- 90.1 (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interest of the municipality; and,
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **PUBLIC HEARING MEETING** of Council held on May 30, 2022 at 6:00 p.m. in the Council Chambers of CityHall, 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 R. Skelton-Morven

ABSENT: Councillor B. Mirau

STAFF: R. Buchan, City Manager
R. Miller, Corporate Administrator
J. Beckwith, Fire Chief
M. Pope, Planner

1. CALL TO ORDER

The Mayor called the Special Meeting of Council to order at 6:00 p.m. and read the Statement of the Chair on the Procedures for the Public Hearing.

1. ZONING BYLAW NO. 3492, 2022

a. Report from Planning

b. Public asked to provide comment.

- i. Email from Scott Farwell, President, Tourism Prince Rupert, in favour;
- ii. Emailed letter from Tom Cheng, PRBC, in favour;
- iii. Emailed letter from Gina Garon, Blue Heron Design Centre, in favour;
- iv. Emailed letter from Chris Proctor, Chris Proctor Contracting Ltd., in favour;
- v. Emailed letter from David Geronazzo, Prince Rupert & District Chamber of Commerce, in favour;
- vi. Emailed letter from Frances Riley and Richard Haley, The Argosy, in favour;
- vii. Email from Mike Slubowski and Barb Burton, Stuck On Designs, in favour;
- viii. Email from Chris Woodrow and Leon Collins, Coastaltek, in favour;
- ix. Email from Jack Payne, Payne Group, in favour; and,

- x. Email from Lucy and David, Homework and Seahorse Trading Company.

2. ADJOURNMENT

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT the meeting be adjourned at 6:06 p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council held on May 30, 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
Councillor N. Adey
Councillor R. Skelton-Morven

ABSENT: Councillor B. Mirau

STAFF: R. Buchan, City Manager
R. Miller, Corporate Administrator
J. Beckwith, Fire Chief
D. Rajasooriar, Planner

1. CALL TO ORDER

The Chair called the Committee of the Whole Meeting to order at 7:00 pm.

2. ADOPTION OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Adey that the Agenda for the Committee of the Whole Meeting of May 30, 2022 be adopted as circulated.

CARRIED

3. PRESENTATION

a.) Susan Crowley, Prince Rupert Hospice Society.

4. QUESTION PERIOD FROM THE PUBLIC

a.) Larry Golden, 2nd Avenue West Prince Rupert

b.) Petition received from concerned community members regarding the status of health care in the community.

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

6. ADJOURNMENT TO RECONVENE REGULAR COUNCIL MEETING.

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh that the meeting be adjourned at 7:18 p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **REGULAR MEETING** of Council held on May 30, 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 R. Skelton-Morven

ABSENT: Councillor B. Mirau

STAFF: R. Buchan, City Manager
R. Miller, Corporate Administrator
D. Rajasooriar, Planner

1. CALL TO ORDER

The Chair called the Regular Meeting of Council to order at 7:19 p.m.

2. ADOPTION OF AGENDA

MOVED by Councillor Skelton-Morven and seconded by Councillor Randhawa THAT the agenda of May 9, 2022 be adopted as presented with the addition of item 4.d) TUP-22-02 for 511 Cotton Street.

CARRIED

3. MINUTES

a) MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Minutes of the Special Council Meeting of May 9, 2022 be adopted.

CARRIED

b) MOVED by Councillor Cunningham and seconded by Niesh THAT the Minutes of the Regular Council Meeting of May 9, 2022 be adopted.

CARRIED

4. REPORTS & RESOLUTIONS

a) Report from Communications Re: Application to UBCM Awards for Branding project.

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT Council support, by resolution, the City's application to the 2022 UBCM Community Excellence Awards for the municipal branding project.

CARRIED

b) Report from Planning Re: DVP-22-12 for 255/257 3rd Avenue West.

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) No. 22-12.

CARRIED

c) Report the Corporate Administrator Re: Cannabis Regulation.

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT Council direct staff to research and prepare an appropriate bylaw to regulate, prohibit and impose the requirements on controlled substances; and

THAT Council lobby upper levels of government to address the issue of regulation through further amendments to the *Cannabis Act*.

CARRIED

d) Report from the Corporate Administrator Re; DVP-22-12.

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with approval for the Temporary Use Permit (TUP) #22-02 and include as a permit condition that the City receives and retains a \$5,000 cash bond until the temporary use is discontinued.

CARRIED

5. BYLAWS

a) Zoning Amendment Bylaw No. 3492, 2022

MOVED by Niesh and seconded by Councillor Skelton-Morven THAT Council consider any feedback received from the Public Hearing and give Third Reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3492, 2022.

CARRIED

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

Notice of Motion for the June 13th Regular Council meeting by Councillor Cunningham to send the petition presented to Council at the Committee of the Whole on May 30, 2022 to Minister Dix with a copy to the MLA regarding citizen concerns over health care.

7. ADJOURNMENT

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven THAT the meeting be adjourned at 7:48 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 13th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

SUBJECT: DEVELOPMENT ACTIVITY REPORT FOR MAY 2022

REASON FOR REPORT:

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

SUMMARY:

The table below provides a summary of the applications that were approved, in progress, or on hold as of the end of May 2022.

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

File No.	Location	Proposal Description	Date Received	Status	Date of Decision
DP-22-08	205-207 3 rd Avenue East	Application to build a lean-to structure.	March 23 rd 2022	Approved	May 3 rd 2022
DP-22-10	413 3 rd Avenue West	Application to have a sign.	April 1 st 2022	In Progress* *Awaiting additional documentation from the applicant.	N/A
DP-22-11	210 McBride Street	Application to demolish a structure.	April 25 th 2022	Approved	May 27 th 2022
DP-22-12	518-520 3 rd Avenue West	Application to renovate façade.	May 16 th 2022	Approved	May 18 th 2022
DP-22-13	Amended Lot 6 (See N2541) and Lots 7-9 Block 24 Section 1 District Lot 1992 Range 5 Coast District Plan 923	Application to demolish a structure.	May 11 th 2022	Approved	May 27 th 2022
DP-22-14	255-257 3 rd Avenue West	Application to have signs. Related: DVP-22-12.	May 19 th 2022	On Hold* *The application is on hold until final consideration of DVP-22-12 by Council.	N/A

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-22-08	1515 Kay Smith Boulevard	Application to have (a) variance(s) to accommodate a proposed balcony extension.	March 11 th 2022	In Progress* *Awaiting additional documentation from the applicant.	N/A
DVP-22-10	108 Prince Rupert Boulevard	Application to have a front yard setback variance to accommodate a deck extension.	May 13 th 2022	In Progress* *Before Council on June 13 th 2022 with a recommendation to proceed with the statutory notification process.	N/A

DVP-22-11	938 Alfred Street	Application to have a front yard area maximum fence height variance to accommodate a proposed fence.	May 16 th 2022	In Progress* *Awaiting additional documentation from the applicant.	N/A
DVP-22-12	255-257 3 rd Avenue West	Application to have window sign maximum window coverage variance to accommodate three proposed frosted vinyl window signs. Related: DP-22-14.	May 19 th 2022	In Progress* *Before Council on June 13 th 2022 for final consideration.	N/A
DVP-22-13	1425 2 nd Avenue West	Application to have a rear property line setback variance to accommodate a proposed deck.	May 3 rd 2019	In Progress* *Before Council on June 13 th 2022 with a recommendation to proceed with the statutory notification process.	N/A
MSP-21-14	336 2 nd Avenue West	Application to have a sign.	September 28 th 2021	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A

TUP-21-03	1502 2 nd Avenue West	Application to temporarily have a container located in a backyard.	September 27 th 2021	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A
TUP-22-02	511 Cotton Street	Application to temporarily have a container located on a vacant property.	April 4 th 2022	In Progress* *The application has since been approved.	N/A* *The application has since been approved on June 3 rd 2022.
ZBLA-21-01	712-714 McKay Street	Application to rezone from R2 to RM2.	April 7 th 2021	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A
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 a 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 a Zoning Bylaw amendment proposal.	N/A
ZBLA-22-03	125 3 rd Avenue East	Application to rezone from C5 to P1.	March 23 rd 2022	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A
ZBLA-22-04	801 Fraser Street	Application for a zoning amendment to have a distillery as a permitted use at the subject property.	March 23 rd 2022	In Progress* *Before Council.	N/A

ZBLA-22-05	N/A	Omnibus Zoning Bylaw Amendment. Section 1 covers twelve items including the addition and alteration of definitions, permitted uses within existing zones, and signage regulations, as well as the removal of the Marina District Zone from the section for Industrial Zones and the consequent renumbering. Section 2 covers accessory dwelling units including the proposed permitting of lock-off suites in multi-family buildings and secondary suites in duplexes.	April 25 th 2022	In Progress* *Before Council.	N/A
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June 13th, 2022

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Report Prepared By:



Daniel Rajasooriar,
Planner

Report Reviewed By:

Robert Buchan,
City Manager



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 13, 2022

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planner

SUBJECT: DEVELOPMENT VARIANCE PERMIT #22-13
FOR 1425 2ND AVENUE WEST

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #22-13.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1425 2nd Avenue West.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.6 (c) to have a 1.22 metres set-back from the rear property line to account for a back deck encroachment. The required setback from the rear property line in an R2 zone is 3.0 metres. The applicant is requesting a variance of 1.78-metres to the setback for the rear property line.

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

BACKGROUND AND ANALYSIS:

The proposed variance to the rear property setback is requested by the applicant to accommodate a proposed back deck that will be 3.05 metres by 5.79 metres. The applicant rationalized the proposed variance to the rear property line as necessary due to the existing non-conformance of the house and non-uniform shape of the property that curves around at the back.

There are no known negative impacts of the proposed variance 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 Attachment 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 Permit 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

Attachment(s):

- Attachment 1: Site Plan
- Attachment 2: Building Plan
- Attachment 2: Draft Development Variance Permit

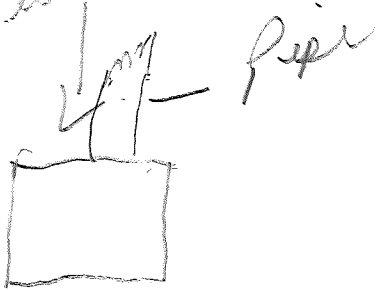
B.C.L.S.

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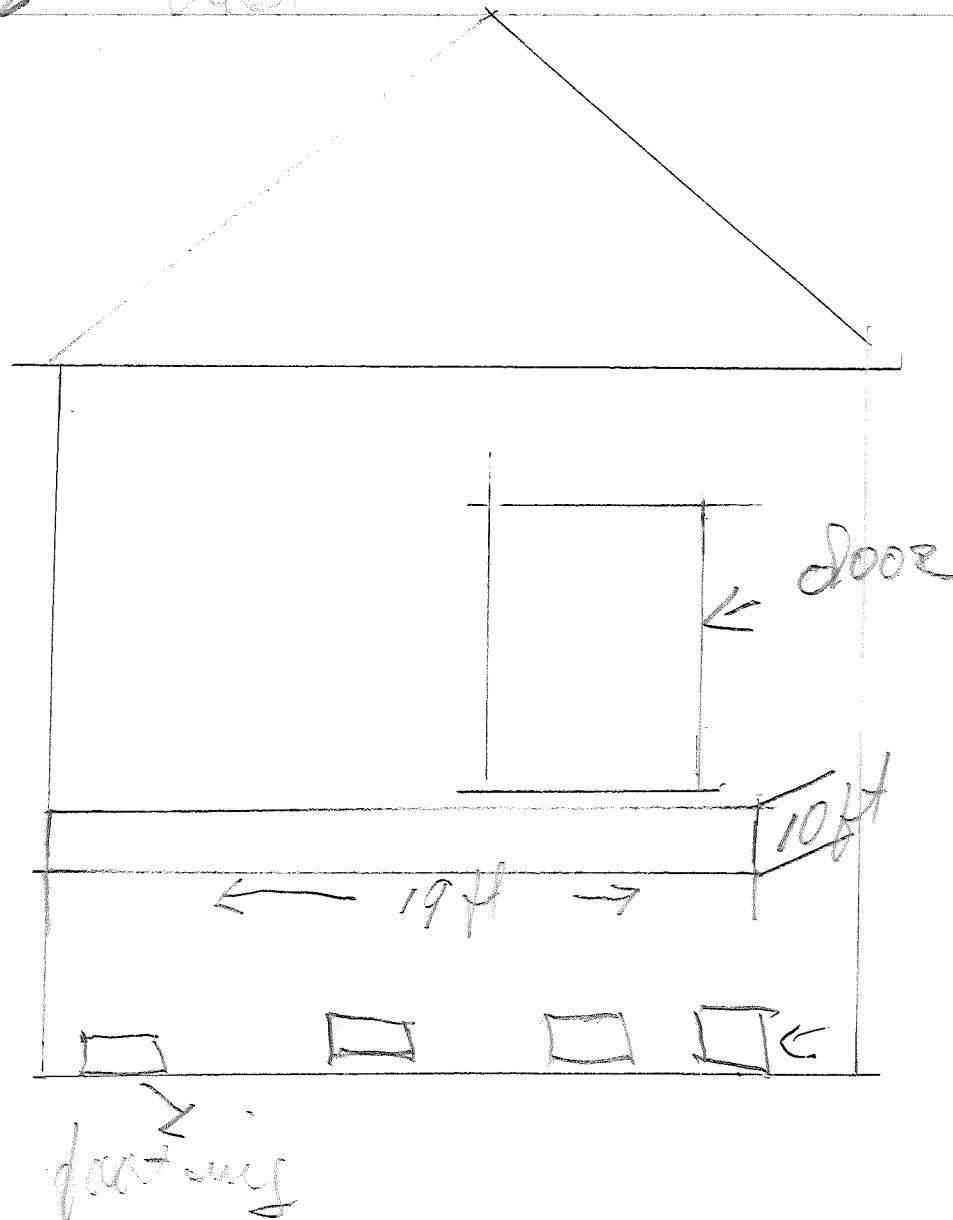
SESTAK
RM 8773/700-65

1425 2nd West

4- fastenings pipe
with 3/4" pipe



1/2" rebar





DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-22-13

PERMIT ISSUED BY: The City of Prince Rupert (the City), a municipality incorporated under the *Local Government Act*, 424 3rd Avenue, Prince Rupert, BC, V8J 1L7

PERMIT ISSUED TO OWNER(S): Chris Procter & Sherri Procter

APPLICANT: Chris Procter

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 in this permit.
2. This Development Variance Permit applies to those lands within the City of Prince Rupert that are described below, and any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:

LOTS 76-78 BLOCK 20 SECTION 2 DISTRICT LOT 1992 RANGE 5 COAST DISTRICT PLAN
923

CIVIC ADDRESS:

1425 2nd Avenue West

3. The City of Prince Rupert Zoning Bylaw (Bylaw #3462) is varied as follows:
 - a. Section 5.2.6 (a) is varied from a 3.0-metre setback from the rear property line to a 1.78-metre setback from the rear property line in relation to the proposed back deck, in accordance with the Site Plan and Elevations Plan attached as Schedules 1 and 2, respectively.

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

- a. The permittee develops the proposed development in accordance with the Site Plan and Elevations Plan attached as Schedules 1 and 2, respectively.
4. The City requests the permittee(s) to have a site survey of the subject property conducted after the proposed development has been built and to provide the site survey to the City to ensure compliance.

5. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
6. This permit is **NOT** a building permit, sign permit, or subdivision approval.
7. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.
8. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
9. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site Plan
 - b. Schedule 2 : Elevations

ISSUED ON THIS _____ DAY OF _____, 2022.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Corporate Administrator



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 13, 2022

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planner

SUBJECT: DEVELOPMENT VARIANCE PERMIT #22-10
FOR 108 PRINCE RUPERT BOULEVARD

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #22-10.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 108 Prince Rupert Boulevard.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.6 (c) to have a 3.048-metre setback from the front property line in relation to extension of an existing deck. The required setback from the front property line in an R2 zone is 3.6 metres. The applicant is requesting a variance of 0.55-metres to the setback for the front property line.

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

BACKGROUND AND ANALYSIS:

The proposed variance for the setback from the front property line is requested by the applicant to accommodate a proposed extension on the front deck by 0.610 metres. The applicant rationalized the proposed variance to the front property line setback to enable them to make better use of their front deck, for example having enough space to place a table and chairs.

There are no known negative impacts of the proposed variance 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 Attachment 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 Permit 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

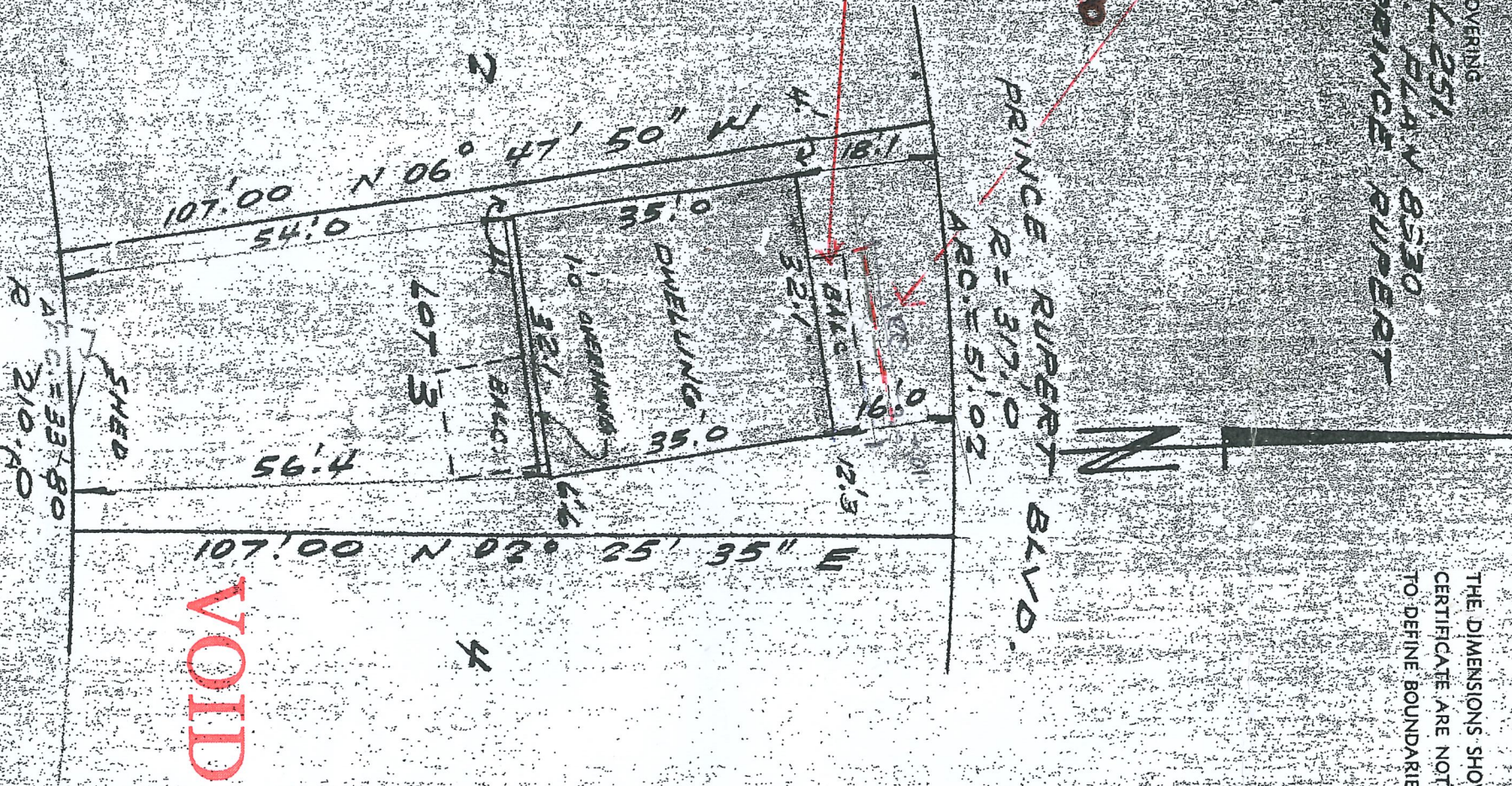
Robert Buchan,
City Manager

Attachment(s):

- Attachment 1: Site Plan
- Attachment 2: Elevation Plan
- Attachment 2: Draft Development Variance Permit

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

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The Department of Police Privacy grants N.I.J. warrants of access to information for research purposes, for the purpose of conducting research or collecting data, or for other purposes, if the information is not otherwise available, and if the research is in the public interest. The Department of Police Privacy grants N.I.J. warrants of access to information for research purposes, for the purpose of conducting research or collecting data, or for other purposes, if the information is not otherwise available, and if the research is in the public interest.

McELHANNNEY ASSOCIATES

PROFESSIONAL LAND SURVEYORS

205 - 4630 Cazelle Avenue

Terrace, B, C

FILE # 157-00-226

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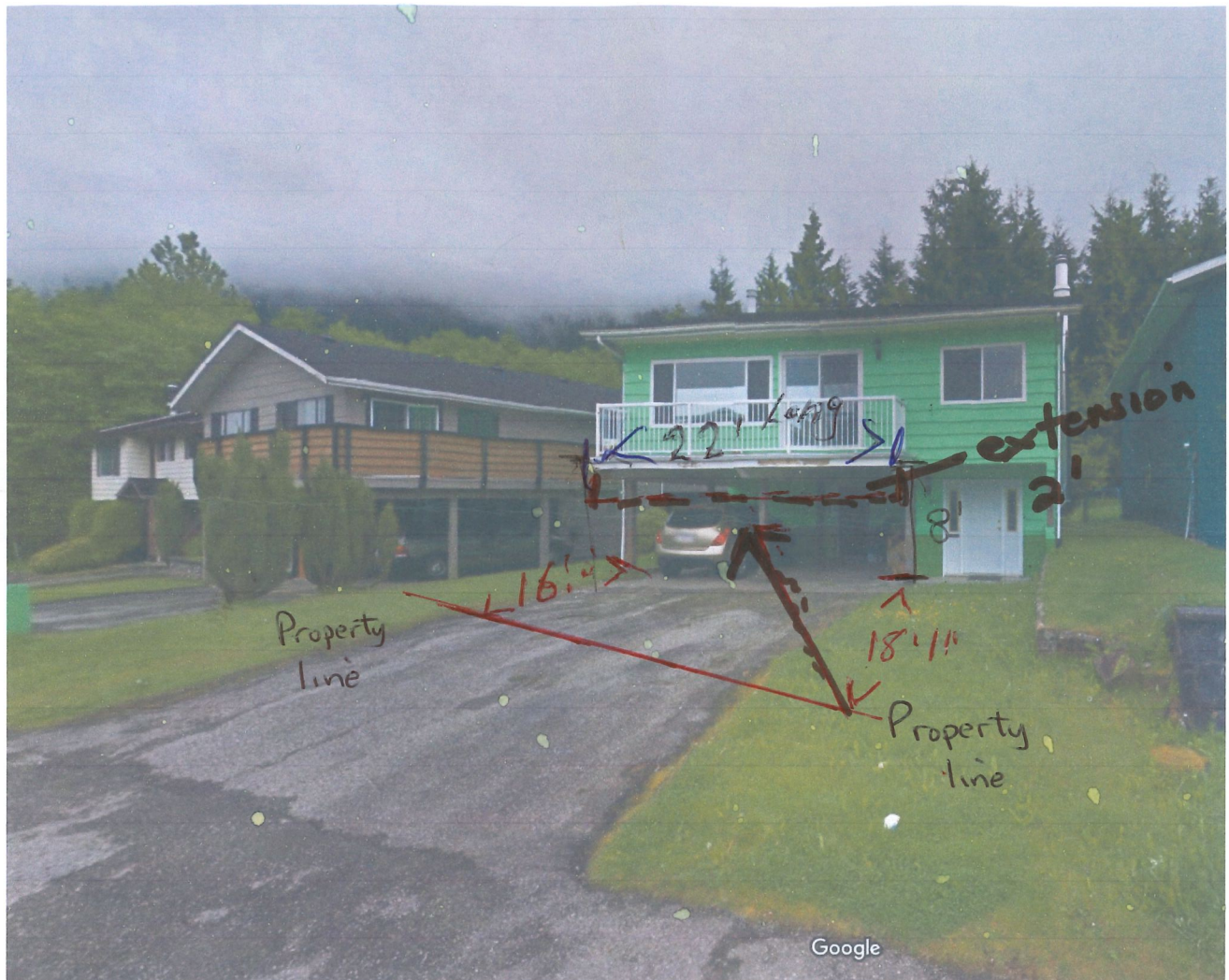
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Attachment 2

5/10/2022

108 Prince Rupert Blvd - Google Maps

108 Prince Rupert Blvd



Google

Image capture: Jun 2012 © 2022 Google



108 Prince Rupert Blvd

All

Street View & 360°



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-22-10

PERMIT ISSUED BY: The City of Prince Rupert (the City), a municipality incorporated under the *Local Government Act*, 424 3rd Avenue, Prince Rupert, BC, V8J 1L7

PERMIT ISSUED TO OWNER(S): LAM THANH TRAN

APPLICANT: Lam Thanh Tran

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 in this permit.
2. This Development Variance Permit applies to those lands within the City of Prince Rupert that are described below, and any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:

LOT 3 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 8330

CIVIC ADDRESS:

108 Prince Rupert Boulevard

3. The City of Prince Rupert Zoning Bylaw (Bylaw #3462) is varied as follows:
 - a. Section 5.2.6 (a) is varied from a 3.6-metre setback from the front property line to a 3.048-metre setback from the front property line in relation to the proposed extension of the front deck, in accordance with the Site Plan and Building Plan attached as Schedules 1 and 2, respectively.

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

- a. The permittee develops the proposed development in accordance with the Site Plan and Building Plan attached as Schedules 1 and 2 (A-B), respectively.
4. The City requests the permittee(s) to have a site survey of the subject property conducted after the proposed development has been built and to provide the site survey to the City to ensure compliance.

5. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
6. This permit is **NOT** a building permit, sign permit, or subdivision approval.
7. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.
8. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
9. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site Plan
 - b. Schedule 2 : Elevations

ISSUED ON THIS _____ DAY OF _____, 2022.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Corporate Administrator



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 13, 2022

TO: Robert Buchan, City Manager

FROM: Corinne Bomben, Chief Financial Officer/Deputy City Manager

SUBJECT: APRIL 2022 FINANCIAL VARIANCE REPORT

REASON FOR REPORT:

This report is to apprise Council of the City's current financial experience versus the approved budget for the period ending April 30, 2022.

OPERATING BUDGET

Revenues and expenses are currently on target despite inflationary pressures. Actual impacts will be better reflected in future reports as we proceed through the year. The increase in oil/fuel prices will likely negatively affect the City's operating results across the board as the year goes on. Additionally, current actual expenses reflect 2021 wage rates and will change depending on the result of upcoming contract negotiations.

UTILITIES BUDGET

Utilities revenues and expenses are in line with the budget for this time of year.

CAPITAL & SPECIAL PROJECTS

The capital and special projects programs for the year have just begun with certain ones in finalization. The Woodworth Lake Dam is finalizing while the Landfill cell is in the permitting stage. Work continues on the CN Station and design is in progress for the RCMP building. As mentioned above, increases in oil will have impacts on the City's paving program and will likely result in less linear paving. Extremely poor condition areas are the focus given the current limitations.

Report Prepared By:

Corinne Bomben
Chief Financial Officer

Report Reviewed By:

Robert Buchan,
City Manager

Attachment(s):

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

CITY OF PRINCE RUPERT					
April 2022 Departmental Report					
	YTD 2021	YTD 2022	2022	Budgeted	
REVENUES	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
Airport Ferry	43,860	234,264	875,000	(640,736)	(73.23)
Cemetery	43,134	63,892	149,000	(85,108)	(57.12)
Cow Bay Marina	28,914	115,454	257,000	(141,546)	(55.08)
Development Services	349,015	323,128	565,000	(241,872)	(42.81)
Economic Development	17,000	25,000	70,000	(45,000)	(64.29)
FD 911	31,635	29,178	92,000	(62,822)	(68.28)
FD Fire Protective Services	1,588	1,320	5,000	(3,680)	(73.60)
Finance	7,340	7,307	15,000	(7,693)	(51.29)
Fiscal Revenues	2,432,023	910,608	8,269,000	(7,358,392)	(88.99)
Information Technology	-	-	1,000	(1,000)	(100.00)
Parks	-	2,700	-	2,700	N.A.
PW Engineering	870	803	5,000	(4,197)	(83.94)
PW Common cost	43,096	30,618	35,000	(4,382)	(12.52)
RCMP	2,151	11,046	101,000	(89,954)	(89.06)
Rec. Centre Arena	43,362	118,054	204,000	(85,946)	(42.13)
Rec. Centre Civic Centre	15,343	113,521	254,000	(140,479)	(55.31)
Rec. Centre Community Services	-	-	3,000	(3,000)	(100.00)
Rec. Centre Pool	43,613	128,755	373,000	(244,245)	(65.48)
Transit	59,298	60,899	201,000	(140,101)	(69.70)
Victim Services	34,073	36,020	83,000	(46,980)	(56.60)
Watson Island	-	-	400,000	(400,000)	(100.00)
	3,196,315	2,212,567	11,957,000	(9,744,433)	(81.50)
Property Taxes	-	-	23,638,000	(23,638,000)	(100.00)
Appropriated Surplus- COVID 19 Safe Restart Grant	-	-	850,000	(850,000)	(100.00)
Capital Works- Funding from PR Legacy	-	-	200,000	(200,000)	(100.00)
Capital Works- Funding from Grants	-	-	60,000	(60,000)	(100.00)
Capital Works- Funding from Appr. Surplus	-	-	110,000	(110,000)	(100.00)
Capital Works- Fundinf from Reserves	-	-	150,000	(150,000)	(100.00)
Capital Purchases- Funding from PRLegacy	-	-	1,147,000	(1,147,000)	(100.00)
Capital Purchases- Funding from Grants	5,200,000	4,000,000	12,423,000	(8,423,000)	(67.80)
Capital Purchases- Funding from Appr. Surplus	-	-	431,000	(431,000)	(100.00)
Capital Purchases- Fundinf from Reserves	-	-	5,225,000	(5,225,000)	(100.00)
Capital Purcahses- Funding from Borrowing	-	-	26,300,000	(26,300,000)	(100.00)
Special Projects- Funding from PR Legacy	-	-	150,000	(150,000)	(100.00)
Special Projects- Funding from Grants	-	19,615	148,000	(128,385)	(86.75)
Special Projects- Funding from Appr. Surplus	-	-	310,000	(310,000)	(100.00)
	8,396,315	6,232,182	83,099,000	(76,866,818)	(92.50)

CITY OF PRINCE RUPERT					
April 2022 Departmental Report					
	YTD 2021	YTD 2022	2022	Budgeted	
EXPENDITURES	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
Airport Ferry	638,559	776,631	2,403,000	1,626,369	67.68
Cemetery	72,253	89,548	300,000	210,452	70.15
Civic Properties	86,028	140,879	405,000	264,121	65.22
Corporate Administration	264,507	445,844	958,000	512,156	53.46
Cow Bay Marina	86,989	129,142	247,000	117,858	47.72
Development Services	413,494	348,729	1,358,000	1,009,271	74.32
Economic Development	56,029	82,050	211,000	128,950	61.11
FD 911	191,717	184,015	612,000	427,985	69.93
FD Fire Protective Services	1,398,820	1,547,990	4,445,000	2,897,010	65.17
FD Emergency Measures	11,898	10,682	42,000	31,318	74.57
Finance	290,403	336,461	1,082,000	745,539	68.90
Finance Cost Allocation	(465,000)	(465,000)	(465,000)	-	-
Fiscal Expenditures	787,465	973,873	2,823,000	1,849,127	65.50
Governance	117,015	117,205	407,000	289,795	71.20
Grants	1,305,013	1,299,871	1,640,000	340,129	20.74
Information Technology	242,676	242,540	588,000	345,460	58.75
Parks	166,335	215,433	1,295,000	1,079,567	83.36
PW Engineering	180,549	214,570	723,000	508,430	70.32
PW Common Cost	1,708,651	1,598,676	4,859,000	3,260,324	67.10
Allocation of Common Cost	(1,338,981)	(1,352,354)	(4,719,000)	(3,366,646)	71.34
PW Vehicles	381,588	453,838	1,623,000	1,169,162	72.04
PW Vehicle Cost Allocation	(423,609)	(546,666)	(1,623,000)	(1,076,334)	66.32
RCMP	2,013,618	2,055,932	6,540,000	4,484,068	68.56
Rec. Centre Arena	167,241	175,273	441,000	265,727	60.26
Rec. Centre Civic Centre	494,127	700,389	1,802,000	1,101,611	61.13
Rec. Centre Community Services	5	254	3,000	2,746	91.53
Rec. Centre Pool	411,287	443,195	1,506,000	1,062,805	70.57
Roads	739,769	828,432	2,319,000	1,490,568	64.28
Transit	142,852	185,298	745,000	559,702	75.13
Victim Services	57,676	60,371	165,000	104,629	63.41
Watson Island	119,766	124,647	400,000	275,353	68.84
Transfer to Reserves	5,184,585	-	1,650,000	1,650,000	100.00
Special Projects	-	20,065	823,000	802,935	97.56
Capital Purchases	609,483	879,266	45,741,000	44,861,734	98.08
Capital Works	28,205	-	1,750,000	1,750,000	100.00
	16,141,013	12,317,079	83,099,000	70,781,921	85.18

CITY OF PRINCE RUPERT					
April 2022 Utilities Report					
	YTD 2021	YTD 2022	2022	Budgeted	
Utilities	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
Water					
Operating Revenue	2,345,135	2,424,301	3,058,000	(633,699)	(20.72)
Funding from PR Legacy- Capital Works	-	-	5,300,000	(5,300,000)	(100.00)
Funding from PR Legacy- Debenture Debt Payment	1,220,280	-	560,000	(560,000)	(100.00)
Funding from Reserves- Capital Works	-	4,135,334	9,450,000	(5,314,666)	(56.24)
Funding from Appropriated Surplus- Capital Works	-	-	805,000	-	-
Less: Capital Works	(1,220,280)	(4,135,334)	(16,247,000)	12,111,666	74.55
Net Revenue	2,345,135	2,424,301	2,926,000	303,301	10.37
Operating Expenditure	702,530	1,011,174	2,926,000	1,914,826	65.44
Surplus /(Deficit)	1,642,605	1,413,127	-	2,218,127	-
Sewer					
Operating Revenue	2,153,073	2,216,705	2,715,000	(498,295)	(18.35)
Funding from Grants- Capital Works	-	-	400,000	(400,000)	100.00
Funding from App Surplus- Capital Works	-	-	1,111,000	(1,111,000)	100.00
Funding from Reserves- Capital Works	-	-	100,000	-	100.00
Less: Capital Works	(772,735)	(205,433)	(2,675,000)	2,469,567	92.32
Net Revenue	1,380,338	2,011,272	1,651,000	360,272	21.82
Operating Expenditure	507,931	452,931	1,651,000	1,198,069	72.57
Surplus/(Deficit)	872,407	1,558,341	-	1,558,341	-
Solid Waste					
Operating Revenue	2,259,847	2,845,921	4,599,000	(1,753,079)	(38.12)
Funding from Debenture Debt (MFA)- Capital Works	1,900,191	-	-	-	-
Funding from Accruals- Capital Works	-	25,738	3,675,000	(3,649,262)	100.00
Funding from Reserves- Capital Works	-	1,711,215	3,976,000	(2,264,785)	100.00
Funding from CWF (Gas Tax)- Capital Works	-	-	1,130,000	(1,130,000)	100.00
Less: Capital Purchases	-	-	(1,500,000)	1,500,000	100.00
Less: Capital Works	(1,900,191)	(1,736,953)	(7,381,000)	5,644,047	(76.47)
Net Revenue	2,259,847	2,845,921	4,499,000	(1,653,079)	(36.74)
Operating Expenditure	895,042	1,339,725	4,499,000	3,159,275	70.22
Surplus /(Deficit)	1,364,805	1,506,196	-	1,506,196	-

CITY OF PRINCE RUPERT April 2022 Capital Purchases Budget Variance Report	Budget	Actual	Variance
Special Projects	823,000	36,107	786,893
Waterfront Landing	10,900,000	7,205	10,892,795
Recreation	200,000	-	200,000
RCMP Bulding Design	26,100,000	141,230	25,958,770
Civic Properties	6,500,000	638,178	5,861,822
Fire Department	1,381,000	-	1,381,000
Land Acquisition	50,000	46,915	3,085
Watson Island	185,000	-	185,000
Public Works	425,000	29,696	395,304
Solid Waste	1,500,000	-	1,500,000
Total	\$ 48,064,000	\$ 899,331	\$ 47,164,669

CITY OF PRINCE RUPERT April 2022 Capital Works Budget Variance Report	Budget	Actual	Variance
General Operating	\$ 1,750,000	\$ -	\$ 1,750,000
Water Utility	\$ 16,247,000	\$ 4,135,334	\$ 12,111,666
Sewer Utility	\$ 2,675,000	\$ 205,433	\$ 2,469,567
Solid Waste Utility	\$ 7,381,000	\$ 1,736,953	\$ 5,644,047
Total	\$ 28,053,000	\$ 6,077,720	\$ 21,975,280



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 13, 2022
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: 2021 STATEMENT OF FINANCIAL INFORMATION (SOFI)

RECOMMENDATION:

THAT Council, by resolution, approve the 2021 Statement of Financial Information.

REASON FOR REPORT:

The Financial Information Act requires the City of Prince Rupert to prepare a document called the Statement of Financial Information (SOFI). This document provides information on the City's financial transactions that occurred during the past fiscal year. The SOFI must be approved by Council within six months after the end of the fiscal year.

BACKGROUND:

Most of the information that must be presented is contained in the Annual Audited Financial Statements which have already been presented to Council but are attached to the end of the SOFI to fulfil the legislative requirements. Additional information requirements include:

- A Schedule showing the remuneration and expenses incurred on behalf of all elected officials;
- A Schedule showing the remuneration and expenses incurred on behalf of all employees earning \$75,000 or more and;
- A Schedule showing the payments made to all vendors who were paid \$25,000 or more.

CURRENT:

The attached Statement of Financial Information has been prepared pursuant to the legislation.

CONCLUSION:

Council by approving the 2021 Statement of Financial Information will fulfill the requirements of the Financial Information Act.

Report Prepared by:

Corinne Bomben,
Chief Financial Officer

Report reviewed by:

Robert Buchan,
City Manager

Attachments:

- 2021 Statement of Financial Information

City of Prince Rupert

2021 Statement of Financial Information

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021**

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(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 9)

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Statement of Financial Information Approval

The undersigned, as authorized by the *Financial Information Regulation*, Schedule 1, Subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced as required by the *Financial Information Act*.

Lee Brain
Mayor on behalf of Council

Corinne Bomben
Chief Financial Officer

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 9)

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Management Letter

The Financial Statements contained in the Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian Public Sector accounting standards as recommended by the Public Sector Accounting Board of Chartered Professional Accountants Canada or stated accounting principles identified in the significant accounting policies in the notes to the financial statements. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Mayor and Council of the City of Prince Rupert is responsible for ensuring that management fulfils its responsibilities for financial reporting and maintaining internal controls and exercises this responsibility under the auspices of the *Local Government Act* and the *Community Charter*.

The external auditors, Carlyle, Shepherd & Co., Chartered Professional Accountants, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to additional schedules required by the Act. Their examination includes a review and evaluation of the municipality's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Mayor and Council.

On behalf of the City of Prince Rupert

Corinne Bomben
Chief Financial Officer

Date

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 9)

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Schedule of Elected Officials' Remuneration and Expenses

		<u>Remuneration & Taxable Benefits</u>	<u>Expenses</u>	<u>Total</u>
Mayor	BRAIN, LEE	\$ 86,349	\$ 801	\$ 87,150
Councillor	ADEY, NICHOLAS	21,472	-	21,472
	CUNNINGHAM, BARRY	21,472	-	21,472
	MIRAU, BLAIR	21,472	-	21,472
	NIESH, WADE	21,472	-	21,472
	RANDHAWA, GURVINDER	21,472	-	21,472
	SKELTON-MORVEN, REID	21,472	-	21,472
		<u>\$ 215,181</u>	<u>\$ 801</u>	<u>\$ 215,982</u>

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Schedule of Employees' Remuneration and Expenses

Employee	Remuneration and Taxable Benefits	Other Remuneration (Note 1)	Total Remuneration	Training & Related Travel Expenses	Business Travel & Other Expenses
ACETO, VINCE	\$ 101,689	\$ -	\$ 101,689	\$ 456	\$ 491
BAILEY, HOWARD	91,555	-	91,555	208	216
BECKWITH, JEFFERY	161,477	-	161,477	106	872
BISHOP, BRODY	150,443	-	150,443	4,082	1,859
BLAKE, CHRISTOPHER	83,047	-	83,047	132	82
BOMBEN, CORINNE	162,856	-	162,856	188	1,700
BONNESCHRANZ, JON	115,328	52,094	167,422	4,082	1,936
BROOKS, RHEANNON	77,837	-	77,837	190	-
BUNKOWSKI, ANDREW	93,105	-	93,105	-	-
BURROWS, JORDAN	157,703	-	157,703	4,082	1,859
CAM, DANIEL	95,285	-	95,285	360	1,096
COOPER, CHAD	158,797	-	158,797	-	1,085
DANIELE, JAMES	168,007	-	168,007	4,348	4,616
DAVIDSON, MICHAEL	118,454	-	118,454	-	335
DAWES, SCOTT	78,859	-	78,859	-	324
DE RUYTER DE WILDT, HEIDI	82,556	-	82,556	200	-
DOPKO, TIMOTHY	167,942	-	167,942	-	-
DRURY, DONNA	83,888	-	83,888	-	472
DUTTON, TRYSTA	77,196	-	77,196	165	-
ELLIS, LYND SAY	75,587	-	75,587	950	741
FERGUSON, CRAIG	143,503	-	143,503	-	164
FUZI, RYAN	175,777	-	175,777	4,653	5,095
GALE, DANIEL	125,353	-	125,353	-	305
GARDINER, GARIN	113,054	-	113,054	120	469
GERMAN, RON	86,358	-	86,358	109	-
GREY, JOHN	62,760	13,849	76,608	351	314
GURNSEY, MATTHEW	113,631	-	113,631	4,082	4,615
HALDANE, TRACY	82,468	-	82,468	-	-
HANSEN, KAREN	77,156	-	77,156	-	-
HESS, RUSSELL	94,732	-	94,732	-	-
HIGGINSON, TRISTAN	97,180	-	97,180	1,500	2,790
HOFFMAN, JONATHAN	83,852	-	83,852	-	985
JAMES, DAVID	176,296	-	176,296	-	288
JONES, REAL	168,696	-	168,696	4,082	1,859
KAWAGUCHI, GREGORY	82,054	-	82,054	132	297
KESSLER, MARKO	108,233	-	108,233	2,785	-
KORMENDY, DEREK	155,574	-	155,574	4,082	1,859
KRISTMANSON, MICHAEL	98,876	-	98,876	-	229
KRISTOFF, MARVIN	191,757	-	191,757	-	-
Sub-total	\$ 4,538,920	\$ 65,942	\$ 4,604,862	\$ 41,443	\$ 36,955

Note 1: "Other Remuneration" includes retirement allowances, tax-free payments, and payments in lieu of benefits

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Schedule of Employees' Remuneration and Expenses

Employee	Remuneration and Taxable Benefits	Other Remuneration (Note 1)	Total Remuneration	Training & Related Travel Expenses	Business Travel & Other Expenses
LAWRENCE, STEPHEN	\$ 144,729	\$ -	\$ 144,729	\$ 4,082	\$ 5,623
LEIGHTON, TROY	171,758	-	171,758	4,544	1,830
LEWIS, JACQUELINE	78,780	-	78,780	-	-
LONG, ROBERT	226,068	69,867	295,935	-	2,012
LUSSIER, HADEN	96,612	-	96,612	-	-
LUSSIER, TERRY	71,029	5,023	76,052	-	711
MACILROY, MOYNA	75,136	-	75,136	-	-
MACKENZIE, DIANE	75,787	203	75,990	-	-
MCKELVIE, DEE-ANN	76,973	-	76,973	-	-
MCKENZIE, DAVID	34,961	119,093	154,053	-	-
MEGGISON, JOEL	75,418	-	75,418	3,708	-
MILLER, ROSAMARIA	115,245	-	115,245	1,100	267
MORASH, ROBERT	79,162	-	79,162	166	128
MORSE, JAMES	139,378	-	139,378	-	435
MUELLER, ILA	76,767	-	76,767	166	-
NEL, SEBASTIAN	93,346	-	93,346	-	418
NEW, STEPHANIE	67,868	8,993	76,861	-	-
NICHOLLS, CRAIG	136,509	-	136,509	-	420
OSTROM, TANYA	115,685	-	115,685	-	60
PAOLO, ROCKY	213,484	-	213,484	-	-
PATERSON, TREENA	82,712	-	82,712	489	250
PELOQUIN, FLORIAN	88,895	-	88,895	-	-
PETERS, KEVIN	75,850	-	75,850	450	304
POMONIO, REMO	193,306	1,306	194,612	4,510	1,873
PROKSCH, GARY	79,230	-	79,230	2,684	642
PUCCI, RICHARD	167,734	-	167,734	-	27,908
ROWSE, SEAN	82,153	-	82,153	852	-
SCHMIDT, JORDAN	98,631	-	98,631	15,501	3,901
SEIDEL, MARK	123,847	-	123,847	1,744	793
SEIDEMANN, HANS	89,529	-	89,529	-	-
SHAREEF, ASNA	78,668	-	78,668	-	-
SIDONI, DYLAN	182,330	894	183,224	-	-
SLETTEN, HELGE	98,116	-	98,116	-	-
SOARES, JOSE	96,714	-	96,714	-	-
TEO, KIM	112,183	-	112,183	-	1,433
TRAN, NICK	80,911	-	80,911	132	118
TRETHEWEY, DREW	166,626	-	166,626	4,082	2,064
UPPAL, GUNEET	119,336	-	119,336	-	450
VENDITTELLI, JORDAN	158,461	-	158,461	4,082	2,358
Sub-total	\$ 4,339,922	\$ 205,378	\$ 4,545,301	\$ 48,290	\$ 53,998

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Schedule of Employees' Remuneration and Expenses

Employee	Remuneration and Taxable Benefits	Other Remuneration (Note 1)	Total Remuneration	Training & Related Travel Expenses	Business Travel & Other Expenses
VENDITTELLI, PAUL	\$ 124,104	\$ -	\$ 124,104	\$ -	\$ 20,180
VERA, ANTONIO	97,180	-	97,180	7,848	267
VICENTE, JOAO	75,767	-	75,767	351	737
WEICK, RALPH	162,101	933	163,034	4,082	5,095
WICK, MARTIN	143,935	-	143,935	300	330
ZACHARIAS, KYLE	75,008	-	75,008	132	434
Sub-total	\$ 678,095	\$ 933	\$ 679,028	\$ 12,712	\$ 27,042
Employee (1st page)			4,604,862	41,443	36,955
Employee (2nd Page)			4,545,301	48,290	53,998
Employee (3rd Page)			679,028	12,712	27,042
Total for employees earning more than \$75,000			\$ 9,829,190	\$ 102,445	\$ 117,994
Total remuneration to Council members			215,181		
Total remuneration to all other employees			6,430,355		
Total employee remuneration and taxable benefits			\$ 16,474,726		

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Schedule of Grants or Contributions

AFFNO Sugar Shack Grant (in kind)	\$ 950
BC SPCA	27,603
Navy League of Canada (in kind)	4,044
Prince Rupert Racquet Association	9,000
Prince Rupert Arts Council	20,000
Prince Rupert Skating Club (in kind)	1,250
Prince Rupert Special Events Society - (in kind)	2,584
Prince Rupert Special Events Society (operating)	15,000
Prince Rupert Wildlife Rehab Shelter	6,600
Prince Rupert Crime Stoppers (in kind)	42
Salvation Army	15,000
Prince Rupert Golf Course (operating)	160,000
Tourism Prince Rupert (Hotel Tax only)	237,913
Tourism Prince Rupert (Visitors' Information Centre)	16,500
Museum of Northern BC - Kwinsta Station Grant	15,000
Museum of Northern BC	150,232
Prince Rupert Library	693,000
Prince Rupert Library (vested benefit accrual)	9,000
Lester Centre of the Arts	144,450
	<hr/>
Total	\$ 1,528,168

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7(2) b)

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Schedule of Suppliers of Goods and Services
Supplier Payments Over \$25,000

4 SEASON MAINTENANCE LTD	\$ 37,039
A.J. FORSYTH DIVISION OF RUSSEL METALS INC.	28,950
ACKLANDS-GRAINGER INC.	32,759
ADVENTURE CONSTRUCTION	1,838,228
AMAZON.CA	30,707
AQUILA SAFETY	77,482
ASSOCIATED ENGINEERING (B.C.) LTD.	135,406
ASSOCIATED FIRE SAFETY	36,299
B.C. HYDRO	748,622
B.C. TRANSIT	452,902
BANDSTRA TRANSPORTATION SYSTEMS LTD.	61,720
BBA ENGINEERING LTD.	560,825
BLACK PRESS GROUP LTD.	45,488
BONI-MADDISON ARCHITECTS	290,234
BRIDGEVIEW MARINE	42,781
BROADWATER INDUSTRIES (2011) LTD.	2,728,105
BUREAU VERITAS MARINE (CANADA) INC.	35,516
BYTOWN DIESEL SALES LIMITED	73,060
CANADIAN FISHING COMPANY	161,058
CARLYLE SHEPHERD & CO.	37,521
CENTRALSQUARE CANADA SOFTWARE INC.	87,435
CIMCO REFRIGERATION	32,300
CITYWEST CABLE & TELEPHONE CORP.	156,795
CIVIC LEGAL LLP	192,023
COLLIERS PROJECT LEADERS INC.	198,521
CORCOAT CONTRACTING LTD.	45,855
CT NORTHERN CONTRACTORS ALLIANCE LP	5,520,180
CULLEN DIESEL POWER LTD.	77,177
DB PERKS & ASSOCIATES LTD	38,344
DEKRA-LITE	37,747
ECOTRUST CANADA	27,590
IEFFAGE INNOVATIVE CANADA INC.	6,900,003
Sub-total	\$ 20,768,672

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Schedule of Suppliers of Goods and Services
Supplier Payments Over \$25,000

EMCO CORPORATION	\$ 175,763
EMIL ANDERSON GROUP	42,294
EMPIRE TREE SERVICES	176,287
FINNING (CANADA)	38,564
FLOCOR INC	28,428
FRED SURRIDGE LTD.	82,804
GBG RENTALS INC. (URBALOO)	183,645
GLOBAL PUBLIC AFFAIRS	28,250
GROUP MILLS LTD.	162,891
GUILLEVIN INTERNATIONAL CO.	25,034
HARBOUR MACHINING WELDING & FABRICATING	32,318
HARRIS & COMPANY	31,551
I.C.B.C	65,241
IPLAN PLANNING AND DEVELOPMENT SERVICES LTD.	175,213
ISCO-AH MCELROY	594,172
IT BLUEPRINT SOLUTIONS INC.	52,631
J & J CONSTRUCTION	43,836
JOHNNY'S MACHINE SHOP LTD.	110,454
KAL TIRE	29,409
KGC FIRE RESCUE INC.	79,434
KHTADA ENVIRONMENTAL SERVICES LP	36,044
KOOTENAY MONUMENT INCORPORATED	32,200
KRISTOFF TRUCKING	57,750
L & M ENGINEERING LTD	223,334
LAWSON LUNDELL LLP	41,838
LIDSTONE & COMPANY BARRISTERS & SOLICITORS	88,418
LIGHTEN UP ELECTRIC LTD.	150,754
LINDE CANADA INC.	53,644
LOCAL RENTAL SOLUTIONS	41,269
MAGNA ENGINEERING SERVICES INC.	174,112
MANULIFE FINANCIAL	516,572
MARCAN CONSTRUCTION LTD.	129,557
Sub-total	\$ 3,703,711

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Schedule of Suppliers of Goods and Services
Supplier Payments Over \$25,000

MATHER RUSSELL	\$ 31,000
MCELHANNEY LTD.	1,663,207
METLAKATLA GOVERNING COUNCIL	29,108
MIDWAY PURNEL SANITARY SUPPLY (PG) LTD.	56,053
MONT-LEON MASONRY CONSTRUCTION LTD.	78,220
MOORLAND TECHNOLOGIES	36,532
MUNICIPAL INSURANCE ASSOCIATION OF B.C.	279,329
MUNICIPAL PENSION PLAN	1,421,816
NEDCO - DIV OF REXEL CANADA ELECTRICAL INC.	32,021
NORCO SEPTIC SERVICE (2006) INC.	55,098
NORTH COAST REGIONAL DISTRICT (MFA)	659,092
NORTHERN LABORATORIES (2010) LTD.	38,888
NORTHLANDS WATER & SEWER SUPPLIES LTD.	51,343
NORTHWEST FUELS LTD.	452,622
OCEAN DRY ENT. LTD. DBA SAANICH PLUMBING &	45,611
ODA ENTERPRISES LTD.	29,862
ORGANIZED CRIME AGENCY OF BC	31,048
PACIFIC NORTHERN GAS LTD.	235,040
PACIFIC NORTHWEST ELECTRIC AND CONTROLS	129,995
PEMBINA INFRASTRUCTURE & LOGISTICS LP	1,340,126
PETERBILT PACIFIC INC.	66,479
PORT EDWARD HARBOUR AUTHORITY	25,380
PROGRESSIVE STEEL	44,302
PW TRANSIT CANADA LTD.	222,133
R&R REWINDING LTD.	65,184
RAINBOW CHRYSLER DODGE JEEP LTD.	65,374
RECEIVER GENERAL FOR CANADA - GST	169,503
RECEIVER GENERAL FOR CANADA - PAYROLL (CITY PORTION ONLY)	770,837
RECEIVER GENERAL FOR CANADA - RCMP "E"	3,994,298
REVENUE SERVICES OF B.C.	280,729
ROCKY MOUNTAIN PHOENIX	32,673
ROGERS	32,614
Sub-total	\$ 12,465,517

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Schedule of Suppliers of Goods and Services
Supplier Payments Over \$25,000

ROLLINS MACHINERY LIMITED	\$ 658,834
ROSE & BRODY LTD.	52,556
RUPERT CLEANERS & LAUNDRY LTD.	72,435
RUPERT DISPOSAL LTD.	128,067
RUPERT WOOD 'N STEEL CONSTRUCTION LTD.	439,157
SEA-SPORT OUTBOARD MARINA LTD.	85,367
SECURIGUARD SERVICES LIMITED	204,036
SHELL ENERGY NORTH AMERICA (CANADA) INC.	136,668
SPATIAL TECHNOLOGIES	27,684
SPERLING HANSEN ASSOCIATES	802,999
STANTEC CONSULTING LTD	52,252
STOREY'S EXCAVATING	648,284
STUCK ON DESIGNS	23,964
SULLIVAN MECHANICAL LTD.	66,120
SUMAS ENVIRONMENTAL SERVICES INC.	118,325
TENAQUIP LIMITED	48,461
TERVITA CORPORATION	607,081
VIMAR EQUIPMENT LTD	54,936
WEAVER TECHNICAL CORP.	71,632
WEST FRASER CONCRETE LTD.	76,346
WESTERN EQUIPMENT LTD.	30,012
WESTERN TANK & LINING LTD.	699,840
WHITE CAP SUPPLY CANADA INC.	32,437
WORKER'S COMPENSATION BOARD	541,005
YELLOWHEAD PAVEMENT MARKING INC.	58,417
Sub-total	\$ 5,736,915

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021

Schedule of Suppliers of Goods and Services
Supplier Payments Over \$25,000

Suppliers (1st Page)	\$ 20,768,672
Suppliers (2nd Page)	3,703,711
Suppliers (3rd Page)	12,465,517
Suppliers (4th Page)	<u>5,736,915</u>
Suppliers paid equal and over \$25,000	42,674,815
Other suppliers paid under \$25,000	<u>1,763,779</u>
Total paid to Suppliers in 2020	44,438,594
Grants to community partners	1,528,168
Council & employee remuneration	16,474,726
Council & employee expenses	<u>219,880</u>
	62,661,368
Less investment in tangible capital assets	(24,747,316)
Add back Legacy investment in tangible capital assets	834,403
Net change in accrued expenses	4,633,813
Less principal portion of loan payments made to NCRD for MFA	(384,174)
Net change in Inventory	(165,008)
Amounts billed back via accounts receivable	(2,382,832)
Refundable sales tax included in amounts paid to vendors	(1,636,917)
Less expense reported for Prince Rupert Legacy Inc.	<u>(1,699,434)</u>
Expenses as per audited financial statement "B"	<u>\$ 37,113,903</u>

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021**

Schedule of Severance Agreements

Nil

(Prepared as required by *Financial Information Regulation*, Schedule 1, Subsection 6(7))

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021**

Schedule of Guarantee and Indemnity Agreements

Nil

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 5)

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021**

Schedule of Long Term Debt

Information on all long-term debt is included in the Financial Statements in
Schedule 11 – Schedule of Equipment / Short Term Financing Debt and
Schedule 12 – Schedule of Debenture Debt.

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 4)

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2021**

**Audited 2021 Financial Statements
(Attached)**



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 13, 2022
TO: Robert Buchan, City Manager
FROM: Rosa Miller, Corporate Administrator
SUBJECT: COUNCIL RESOLUTION STATUS UPDATES – APRIL/MAY 2022

REASON FOR REPORT:

THAT Council pass a resolution to Receive and File the Council Resolution Status Updates for April and May 2022.

SUMMARY:

The attached document provides an outline of carried Council resolutions April 2022 and May 2022 Regular Council Meetings.

Items for which addition information is required is noted separately. Once a resolution's action has been completed and reported out it is placed at the bottom of the report.

Report Prepared By:























Report Reviewed By:


Rosa Miller,
Corporate Administrator

Dr. Robert Buchan,
City Manager

Council Resolution Status Updates

April / May 2022

Date	Resolution	Status
22-Nov-2021	NCMBA Pump Track – License to Occupy	
	<i>Update: Licence has been executed by NCMBA with advertisements place. To Council for notice and final approval: 13-Jun-2022.</i>	
10-Jan-2022	Police Detachment Loan Authorization Bylaw No. 3484, 2022	
	<i>Update: Currently going through Alternative Approval process.</i>	
7-Feb-2022	Street Names Resident Request	
	<i>Update: Pending work plan review (2023).</i>	
28-Feb-2022	Business Regulation & Licensing Bylaw No. 3476, 2022	
14-Mar-2022	OCP Amendment Bylaw No. 3489, 2022	
14-Mar-2022	Zoning Amendment Bylaw No. 3490, 2022	
28-Mar-2022	Cemetery Fees & Charges Amendment Bylaw No. 3491, 2022	
28-Mar-2022	Road Closure Bylaw No. 3488, 2022	
11-Apr-2022	CN Station & RCMP Detachment Project Transition Notification	
25-Apr-2022	Waterfront Project Update & MSA Award	
25-Apr-2022	City of Prince Rupert 2022 Budget	
25-Apr-2022	Moosehide Campaign Day Declaration	
25-Apr-2022	Zoning Amendment Bylaw No. 3493, 2022	
9-May-2022	Service Provider Agreement – Kaien Island Trails	
9-May-2022	2021 Audited Financial Statements	
9-May-2022	Letter of Support – Northern BC Tourism	
9-May-2022	Zoning Amendment Bylaw No. 3492, 2022	
	<i>Update: Passed Third Reading.</i>	
9-May-2022	Five Year Financial Plan Budget No. 3494, 2022	
9-May-2022	2022 Property Tax Bylaw No. 3495, 2022	
30-May-2022	UBCM Award Submission for Branding Project	
30-May-2022	Cannabis Regulation	
30-May-2022	Notice of Motion: Health Care Concern petition	
	<i>Update: For June 13th Meeting</i>	

 In progress

 Completed

Rosamaria Miller
Corporate Administrator

Date	Resolutions - COMPLETED	Status
24-Jan-2022	DVP-21-07 for 201 – 7 th Avenue East to statutory notification; applicant to upgrade laneway to City Standards	●
28-Feb-2022	DVP-22-04 (CBC Building)	●
28-Feb-2022	DVP-21-14 for 1429 Overlook Street	●
28-Feb-2022	DVP-21-15 for 1039 Hays Cove Avenue	●
14-Mar-2022	DVP-22-01 for 1531 Atlin Avenue	●
14-Mar-2022	DVP-22-06 for 221 – 11 th Street	●
14-Mar-2022	DVP-22-03 for 1444 – 2 nd Avenue West	●
14-Mar-2022	DVP-22-07 for 337 McBride Street	●
14-Mar-2022	Master Service Agreement – Award CT Northern Contractors Alliance Limited Partnership (22-10)	●
28-Mar-2022	Outdoor Patio – Wheelhouse Brewing Company	●
28-Mar-2022	Master Service Agreement – Award CT Northern Contractors Alliance Limited Partnership (22-09)	●
24-Jan-2022	Zoning Amendment Bylaw No. 3485, 2022	●
7-Feb-2022	DVP-21-11 for 885 Borden Street	●
7-Feb-2022	DVP-22-02 for 945 Hays Cove Avenue	●
7-Feb-2022	Letter of Support: Tourism Prince Rupert	●
7-Feb-2022	Letter of Support: Odd Eidsvik Community Park	●
7-Feb-2022	Letter of Support: City Staff/ICIP Grant Application Re: Omenica Avenue Wastewater Treatment Facility	●
7-Feb-2022	Letter of Support: Oldfield Creek Hatchery	●
7-Feb-2022	Letter of Support: Friendship House Association of Prince Rupert	●
7-Feb-2022	Letter of Support: Prince Rupert Golf Club	●
7-Feb-2022	Letter of Support: Snow Valley Nordic Ski Club	●
28-Feb-2022	Cost & Commissioning Consultants	●
28-Feb-2022	Consideration of a Final Brand Package	●
28-Feb-2022	Master Service Agreements – Award: Colliers Project Leaders	●
28-Feb-2022	Subdivision and Servicing Bylaw No. 3486, 2022	●
28-Feb-2022	Delegation Amendment Bylaw No. 3487, 2022	●



REPORT TO COUNCIL

Meeting of Council

DATE: June 13, 2022
TO: Robert Buchan, City Manager
FROM: Rosa Miller, Corporate Administrator
SUBJECT: NCMBA Pump Track

RECOMMENDATION:

THAT Council direct execute a License of Occupation with the North Coast Mountain Bike Association to construct an all ages pump track in McClymont Park and publish Notices as appropriate.

REASON FOR REPORT:

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

ANALYSIS:

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

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

COSTS AND BUDGET IMPACT:

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

CONCLUSION:

THAT Council direct execute a License of Occupation with the North Coast Mountain Bike Association to construct an all ages pump track in McClymont Park and publish Notices as appropriate.

Report Prepared By:

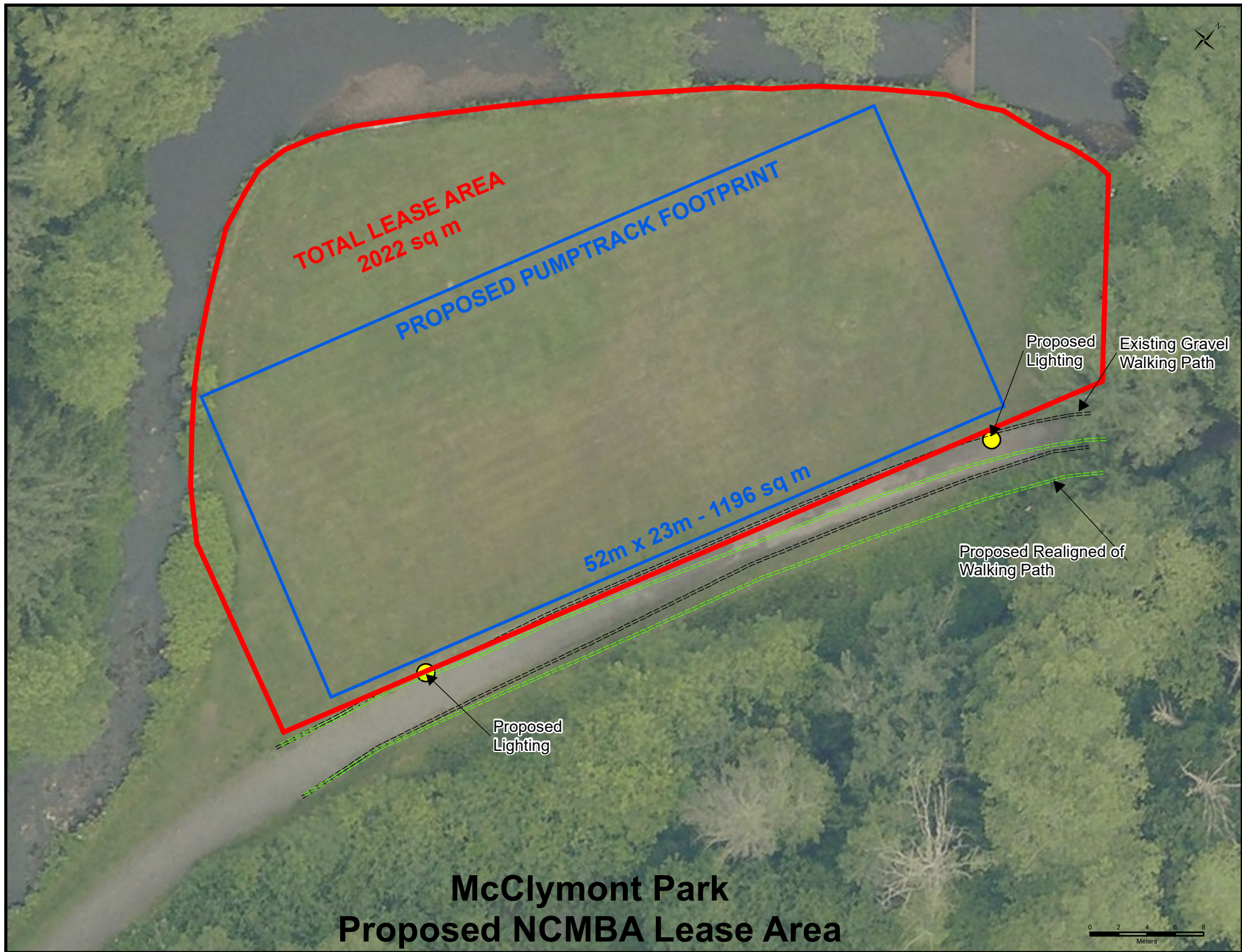
Report Reviewed By:

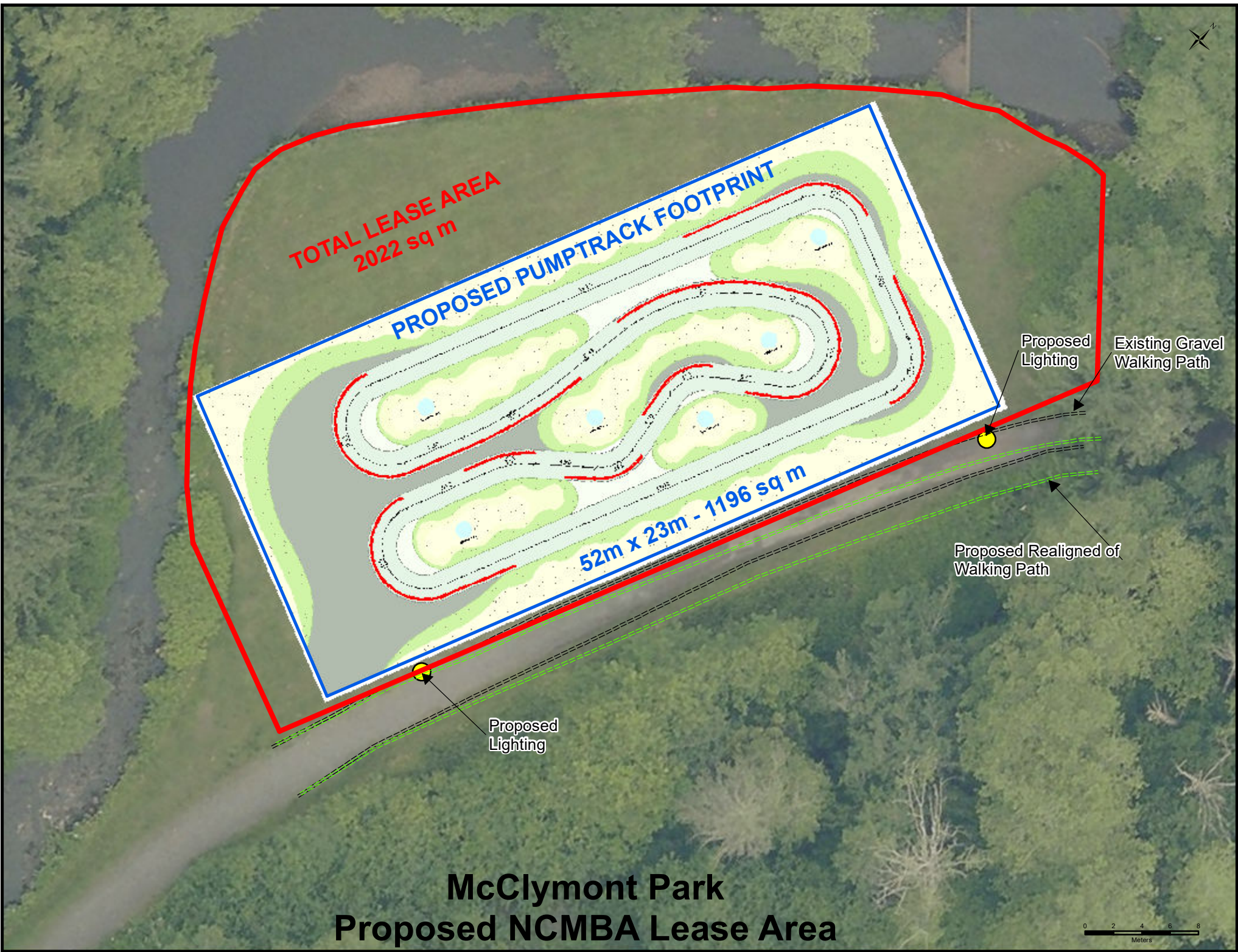
Rosa Miller,
Corporate Administrator

Dr. Robert Buchan,
City Manager

Attachments:

- Proposed Lease Area
- Proposed Pump Track Layout





McClymont Park
Proposed NCMBA Lease Area



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 13, 2022
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, CFO/Deputy City Manager/Chief Election Officer
SUBJECT: ELECTIONS VOTING PROCEDURE AND AUTOMATED VOTE COUNTING SYSTEM AUTHORIZATION BYLAW NO. 3496, 2022

RECOMMENDATION:

THAT Council repeal Elections Voting Procedure and Automated Vote Counting System Authorization Bylaw No. 3428, 2018; and,

THAT Council give First, Second and Third Readings to the Elections Voting Procedure and Automated Vote Counting System Authorization Bylaw No. 3496, 2022.

REASON FOR REPORT:

This year is a general local election year. The current elections bylaw has been reviewed and updated.

ANALYSIS:

The existing bylaw refers to a specific date for the second required advance voting opportunity. This has been updated to reflect the day in more general terms and is now referenced as the 3rd day before the general voting day.

The *Local Government Act* allows for a municipality over a population threshold of 5,000 to set the number of nominators at 10. It also allows for the local government to charge a refundable nomination deposit of \$100 to be collected and returned in accordance with the *Act*. Both of these provisions have been included in the bylaw to encourage sincere consideration into the decision to run for office.

Finally, the pandemic caused the Provincial Government to change the *Local Government Act* in 2021 thereby removing restrictions on mail ballot voting. Seeing as the pandemic has not ended and recognizing that many may still not feel comfortable in a public setting, the provisions for mail ballot voting have been inserted into the bylaw.

June 13, 2022

Page 2

COST:

There are no significant financial implications expected through the addition of these changes.

CONCLUSION:

Elections bylaws must be adopted by July 4, 2022. Council is asked to give three readings to the elections bylaw as presented.

Report Prepared By:

Report Reviewed By:

Corinne Bomben
CFO/D.City Manager/Chief Election Officer

Robert Buchan,
City Manager

Attachment:

- Elections Voting Procedure and Automated Vote Counting System Authorization Bylaw No. 3496, 2022

The City of Prince Rupert

**ELECTIONS VOTING PROCEDURE AND AUTOMATED VOTE COUNTING SYSTEM
AUTHORIZATION BYLAW NO. 3496, 2022**

A bylaw to authorize various procedures for the conduct of elections voting and the use of an automated vote counting system

WHEREAS the Council of the City of Prince Rupert wishes to establish various voting procedures and requirements under that authority;

AND WHEREAS under the *Local Government Act*, the Council may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in elections;

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

1. CITATION

- 1.1 This Bylaw may be cited as “Elections Voting Procedure and Automated Vote Counting System Authorization Bylaw No. 3496, 2022.”

2. DEFINITIONS

- 2.1 In this Bylaw the following terms have the following meanings:

Acceptable mark means a completed arrow which the **vote counting unit** is able to identify, which has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either ‘yes’ or ‘no’ on any other voting question.

Automated vote counting system means a system that counts and records votes and processes and stores election or any voting results which comprises:

- (a) a number of **ballot scan vote counting units**, each of which rests on a two-compartment **ballot** box, one compartment of which is for:
- (i) voted ballots; and
 - (ii) returned ballots which have been reinserted using the ballot override procedure;

and the other compartment is for the temporary storage of voted ballots during such time as the **vote counting unit** is not functioning; and

- (b) a number of **storage ballot compartments** into which voted **ballots** are deposited where a **vote counting unit** is not functioning or being used which will therefore be counted after the close of voting on general voting day.

Ballot means a single ballot card designed for use in an **automated vote counting system**, which shows:

- (a) the names of all of the candidates for each of the offices to be filled; and
- (b) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

Ballot return override procedure means the use, by an election official, of a device on a **vote counting unit**, which causes the unit to accept a **returned ballot**.

Election headquarters means Jim Ciccone Civic Centre, 1000 McBride Street.

General voting day means the third Saturday in October in an election year.

Memory pack means a computer software cartridge which is inserted into the **vote counting unit** and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of “yes” or “no” for each question on the **ballot**, and which records and retains information on the number of acceptable marks made for each.

Portable ballot box means a ballot box, for use in the election, where a **vote counting unit** is not being used at the time of voting.

Results tape means the printed record generated from a **vote counting unit** at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matters on which the opinion or assent of the electors is sought.

Returned ballot means a voted **ballot** which was inserted into the **vote counting unit**, but which was not accepted and which was returned to the elector with an explanation of the **ballot** marking error which caused the **ballot** not to be accepted.

Secrecy sleeve means an open-ended folder or envelope used to cover **ballots** to conceal the choices made by each elector.

Storage ballot compartment means a ballot box under each **vote counting unit** into which voted **ballots** are temporarily deposited in the event that the unit ceases to function.

Vote counting unit means the device into which voted **ballots** are inserted and which scans each **ballot** and records the number of votes for each candidate and for and against each question on which the opinion or assent of the electors is sought.

3. USE OF VOTING MACHINES

- 3.1 As authorized under section 12 of the *Local Government Act*, Council hereby provides for the use of an **automated vote counting system** for the conduct of elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.

4. AUTOMATED VOTING PROCEDURES

- 4.1 The presiding election official for each voting place shall offer, and if requested, ensure that a demonstration of how to vote using a **vote counting unit** is provided to an elector, as soon as such elector enters the voting place and before a **ballot** is issued.
- 4.2 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing **ballots**, who, upon fulfilment of the requirements of the *Local Government Act*, shall then provide a **ballot** to the elector, a **secrecy sleeve** if requested by the elector, the ballot marking instrument, and any further instructions the elector requests.
- 4.3 Upon receiving a **ballot** the elector shall immediately proceed to a voting compartment to vote.
- 4.4 The elector may vote only by making an **acceptable mark** on the **ballot**:
- (a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
 - (b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
- 4.5 Once the elector has finished marking the **ballot**, the elector must either place the **ballot** into the **secrecy sleeve**, if one has been requested, or turn the ballot upside down and proceed to the **vote counting unit**, and under the supervision of the election official in attendance, insert the **ballot** directly from the **secrecy sleeve**, if applicable, into the **vote counting unit** without the **acceptable marks** on the **ballot** being exposed.
- 4.6 If, before inserting the **ballot** into the **vote counting unit**, an elector determines that a mistake has been made when marking the **ballot**, or if the **ballot** is returned by the **vote counting unit**, the elector may return to the voting compartment to correct the ballot or request a replacement **ballot** by informing the election official in attendance.

- 4.7 Upon being informed of the replacement **ballot** request, the presiding election official shall issue a replacement **ballot** to the elector and mark the **returned ballot** “spoiled” and shall retain all such spoiled **ballots** separately from all other **ballots**, and they shall not be counted.
- 4.8 If the elector declines the opportunity to obtain a replacement **ballot** and has not damaged the **ballot** to the extent that it cannot be reinserted into the **vote counting unit**, the election official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote counting unit** to count any **acceptable marks** which have been made correctly.
- 4.9 Any **ballot** counted by the **vote counting unit** is valid and any acceptable marks contained on such **ballots** will be counted, subject to any determination made under a judicial recount.
- 4.10 Once the **ballot** has been inserted into the **vote counting unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.
- 4.11 During any period that a **vote counting unit** is not functioning, the election official supervising the unit shall insert all **ballots** delivered by the electors during this time, into the **storage ballot compartment**, on the understanding that if the **vote counting unit**:
- (a) becomes operational, or
 - (b) is replaced with another **vote counting unit**,
- the **ballots** in the **storage ballot compartment** shall, as soon as reasonably possible, be removed by an election official and, under the supervision of the presiding election official, shall be inserted into the **vote counting unit** to be counted.
- 4.12 Any **ballots** which were temporarily stored in the **storage ballot compartment** during a period when the **vote counting unit** was not functioning, which are returned by the **vote counting unit** when being counted shall, through the use of the **ballot return override procedure** and under the supervision of the presiding election official, be reinserted into the **vote counting unit** to ensure that any **acceptable marks** are counted.

5. **ADVANCE VOTING OPPORTUNITY PROCEDURES**

- 5.1 **Vote counting units** shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Section 4 of this Bylaw.
- 5.2 At the close of voting at each advance voting opportunity, the presiding election official in each case shall ensure that:

- (a) no additional **ballots** are inserted in the **vote counting unit**;
- (b) the **storage ballot compartment** is locked to prevent insertion of any **ballots**;
- (c) the **results tapes** in the **vote counting unit** are not generated; and
- (d) the **memory pack** of the **vote counting unit** is secured.

5.3 At the close of voting at the final advance voting opportunity, the presiding election official shall:

- (a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
- (b) secure the **vote counting unit** so that no more **ballots** can be inserted; and
- (c) deliver the **vote counting unit** together with the **memory pack** and all other materials used in the election to the chief election officer at **election headquarters**.

6. SPECIAL VOTING OPPORTUNITY PROCEDURES

6.1 Unless the chief election officer determines it is practical to use a **vote counting unit**, a **portable ballot box** as defined herein, shall be used for all special voting opportunities. The presiding election official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 4.2, 4.3, 4.4 and 4.5 of this Bylaw so far as applicable, except that the voted **ballots** shall be deposited into the **portable ballot box** supplied by the presiding election official.

6.2 The presiding election official at a special voting opportunity shall ensure that the **portable ballot box** is secured when not in use and at the close of voting at the final special voting opportunity, the presiding election official shall seal the **portable ballot box** and return it together with all other election materials to the custody of the chief election officer.

6.3 If a **vote counting unit** is in use at a special voting opportunity, the presiding election official appointed to attend the special voting opportunity shall follow the procedures outlined in Section 5 of this Bylaw as if it were an advance voting opportunity.

7. PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

7.1 After the close of voting on general voting day, each presiding election official, except those responsible for advance and special voting opportunities, shall undertake all of the following, generally in the order stipulated:

- (a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
- (b) secure the **vote counting unit** so that no more **ballots** can be inserted;
- (c) generate three copies of the **results tape** from the **vote counting unit**;

- (d) communicate the result to **election** headquarters immediately;
- (e) account for the unused, spoiled and voted **ballots** and place them, packaged and sealed separately, together with the **memory pack** from the **vote counting unit** and one copy of the **results tape**, into the ballots and results box;
- (f) complete the ballot account and place the duplicate copy in the ballots and results box;
- (g) seal the ballots and results box;
- (h) place the voting books, list of electors, the original copy of the ballot account, one copy of the **results tape**, completed registration cards, keys and all completed forms into the election materials box; and
- (i) deliver, or have available for pick-up, the sealed ballots and results box, **vote counting unit** and the election materials box, to the chief election officer at **election headquarters**.

7.2 At the close of voting on general voting day, the chief election officer shall direct the presiding election official for the advance voting opportunity and any special voting opportunities where **vote counting units** were used, to proceed in accordance with Section 7.1 of this Bylaw.

7.3 All **portable ballot boxes** used in the election will be opened, under the direction of the chief election officer, at the close of voting on general voting day and all ballots shall be removed and inserted into a **vote counting unit** to be counted, after which the provision of Sections 7.1 (a) to (h), so far as applicable, shall apply.

7.3 Upon the fulfilment of the provisions of Section 7.1 to 7.3 inclusive, the chief election officer shall, to obtain the election results, direct an election official to place the results in a spreadsheet, which may be used for display in the [location], indicating the total results.

8. RECOUNT PROCEDURE

8.1 If a recount is requested by a candidate after the preliminary election results are announced, it shall be conducted under the direction of the chief election officer using the **automated vote counting system** and generally in accordance with the following procedure:

- (a) the **memory packs** of all **vote counting units** will be cleared;
- (b) a **vote counting unit** will be designated for each voting place;
- (c) all voted **ballots** will be removed from the sealed election materials boxes, except spoiled ballots, and reinserted in the appropriate **vote counting unit** under the supervision of the chief election officer;
- (d) any **ballots** returned by the **vote counting unit** during the recount process shall, through the use of the **ballot return override procedure**, be reinserted in the **vote counting unit** to ensure that any **acceptable marks** are counted; and

- (e) to obtain election results, the chief or deputy chief election officer shall place the results of each voting place on spreadsheets so as to tally the total election results.

9. ELECTOR REGISTRATION

- 9.1 As authorized under section 76 of the *Local Government Act*, for all elections and assent voting (if applicable) the most current available Provincial list of voters prepared under the *Election Act*, shall become the register of resident electors on the 52nd day prior to general voting day [or other time which is no later than 52 days prior to general voting day].

10. ADVANCE VOTING OPPORTUNITIES

10.1 Required Advance Voting

Under section 107 of the *Local Government Act*, at least 2 advance voting opportunities must be held for an election by voting. Both days are defined as follows:

- (a) As required under section 107 of the *Local Government Act*, the required advance voting opportunity is held on the 10th day before the general voting day.
- (b) The second advance voting opportunity is to be held on the 3rd day before the general voting day.

10.2 Additional Advance Voting

- (a) As authorized under section 108 of the *Local Government Act*, the Council authorizes the chief election officer to establish dates for additional voting opportunities to be held in advance of general voting day and to designate the voting places and set the voting hours for these voting opportunities.

11. SPECIAL VOTING OPPORTUNITIES

- 11.1 As authorized under section 109 of the *Local Government Act*, special voting opportunities will be provided, and the chief election officer is hereby authorized to establish the dates, locations, and voting hours within the limits set out in section 99 of the *Local Government Act*, for the special voting opportunities.
- 11.2 The following procedures for voting and for conducting the voting proceedings apply to the special voting opportunities:

- (a) **Bedside voting:** a mobile poll, operated by City of Prince Rupert voting staff, shall travel in an orderly manner to each floor of the designated special voting location and visit residents or patients that are assigned a room or a hospital bed, to allow the said patient or resident an opportunity to vote.
- (b) Staff of the designated special voting location will be eligible to vote at a stationary voting space within the special voting location.

11.3 The number of candidate representatives who may be present at a special voting opportunity is limited to one representative for each candidate.

12. ADDITIONAL GENERAL VOTING OPPORTUNITIES

12.1 As authorized under section 106 of the *Local Government Act*, additional voting opportunities for general voting day shall be held as follows:

- (a) Electors, who for medical reasons (or because of infirmity) cannot leave their residence for **general voting day**, can request a mobile voting station operated by City of Prince Rupert voting staff to attend their place of residence to allow that person to vote. Requests to have a mobile voting station attend a residence on general voting day must be received by the Chief Election Officer or Deputy Chief Election Officer or a designate before 4:30 p.m. of the second day before the general voting day;
- (b) The voting hours for the additional general voting opportunity as described in 12.1 (a) shall be between 8:00 a.m. and 8:00 p.m.

13. MAIL BALLOT VOTING

13.1 As authorized under section 110 of the *Local Government Act*, voting may be permitted by mail ballot subject to timelines and procedures in this section.

13.2 The chief election officer is authorized to establish time limits in relation to voting by mail ballot.

13.3 Once a mail ballot package has been accepted by the chief election officer, that voter may only vote by mail ballot.

13.4 Eligible mail ballot voters must have registered to vote 53 days prior to general voting day with Elections BC and be included on the Provincial list.

13.5 The following procedures for voting by mail ballot must apply:

- (a) Sufficient record will be kept by the chief election officer so that challenges of the elector's right to vote may be made in accordance with the intent of section 126 of the *Local Government Act*.
- (b) A person exercising the right to vote by mail under the provisions of section 110 may be challenged in accordance with, and on the grounds specified in section 126 of the *Local Government Act*, until 4:30 p.m. two (2) days before general voting day.
- (c) In accordance with section 110 (9) of the *Local Government Act*, a mail ballot must be received by the chief election officer before the close of voting on general voting day in order to be counted for an election or other voting.
- (d) Procedures for conduct of mail ballot voting shall be in accordance with those outlined in sections 110 (5), 110 (6), 110 (7), and 110 (8) of the *Local Government Act*.

14. MINIMUM NUMBER OF NOMINATORS

- 14.1 As authorized under section 86 of the *Local Government Act*, the minimum number of qualified nominators required to make a nomination for office as a member of council shall be ten (10).

15. NOMINATION DEPOSITS

- 15.1 As authorized under section 88 of the *Local Government Act*, nominations for Mayor and Councillor must be accompanied by a nomination deposit in the amount of one hundred dollars (\$100) to be collected and returned in accordance with that section.

16. ORDER OF NAMES ON BALLOT

- 16.1 The order of names of candidates on the ballot will be determined by lot in accordance with section 117 of the *Local Government Act*.

17. NUMBER OF SCRUTINEERS AT VOTING PLACES

- 17.1 As authorized under section 120 of the *Local Government Act*, the number of scrutineers for each candidate that may attend at an election is one scrutineer for each ballot box in use

18. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

- 18.1 In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

19. GENERAL

- 19.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 19.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

READ A FIRST, SECOND AND THIRD TIME on [insert date].

ADOPTED on [insert date].

MAYOR [CHAIR]

[CORPORATE OFFICER]