



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on June 27, 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 27, 2022 be adopted as presented.

3. MINUTES

a) Recommendation:

THAT the Minutes of the Special Council Meeting of June 13, 2022 be adopted.
(attached)

b) Recommendation:

THAT the Minutes of the Regular Meeting of June 13, 2022 be adopted.
(attached)

4. REPORTS & RESOLUTIONS

**a) Report from the Director of Operations & Intergovernmental Relations -
Re: Major Projects - Monthly Update**

(attached)

**b) Report from the Director of Operations & Intergovernmental Relations -
Re: Wastewater Treatment Grant Application – Strategic Priorities Fund (SPF)**

(attached)

Recommendation:

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

Strategic Priorities Fund (SPF) grant application - Omineca Avenue Wastewater Treatment Facility.

c) Report from Planning Re: DVP-22-17 for 336 6th Ave East

(attached)

Recommendation:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #22-17.

d) Report from Planning Re: DVP-22-12 for 255 – 257 3rd Avenue West

(attached)

Recommendation:

THAT Council proceed with approval for Development Variance Permit (DVP) application #22-12.

e) Report from Planning Re: DVP-22-14 for 535 Tatlow Street

(attached)

Recommendation:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #22-14.

f) Report from Planning Re: DVP-22-15 for 224 9th Avenue East

(attached)

Recommendation:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #22-15.

g) Report from Planning Re: DVP-22-16 for 116 Hays Cove Circle

(attached)

Recommendation:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #22-16.

h) Resolution Ratification from the Committee of the Whole

i) Resolution from Closed Meeting

On Monday, June 13th, 2022, the Prince Rupert City Council at their Closed Council Meeting, made the following Resolution:

*MOVED by Mayor Brain and seconded by Councillor Cunningham
THAT Council review the nominations for the 2022 Civic Recognition
Awards as presented and indicate the awards to be bestowed upon
nominees as follows:*

Teresa Mackereth – Civic Merit Award

Ella Ferland – Civic Merit Award

Rob Gruber – Civic Merit Award

*AND THAT this Resolution be released at a future Regular Meeting of
Council.*

CARRIED

5. BYLAWS

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

(attached)

Recommendation:

THAT Council give Fourth and Final Reading to the City of Prince Rupert Elections Voting Procedure and Automated Vote Counting System Authorization Bylaw No. 3496, 2022.

b) 2022 Five Year Financial Plan Amendment Bylaw No. 3498, 2022

(attached)

Recommendation:

THAT Council give First, Second, and Third Readings to the 2022 Five Year Financial Plan Amendment Bylaw No. 3498, 2022.

c) Police Detachment Loan Authorization Bylaw No. 3484, 2022

(attached)

Recommendation:

THAT Council give Fourth and Final Reading to the Police Detachment Loan Authorization Bylaw 3484, 2022.

d) Zoning Amendment Bylaw No. 3493, 2022

(attached)

Recommendation:

THAT Council give Third Reading of Zoning Amendment Bylaw No. 3493, 2022.

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

7. ADJOURNMENT



MINUTES

For the **SPECIAL MEETING** of Council held on June 13, 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
Councillor B. Mirau (by Zoom)

ABSENT: Councillor R. Skelton-Morven

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

1. CALL TO ORDER

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

2. RESOLUTION TO EXCLUDE THE PUBLIC

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

- 90.1 (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;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary states and that, in the view of council, could reasonably be expected to harm the interest of the municipality if they were held in public.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **REGULAR MEETING** of Council held on June 13, 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

ABSENT: Councillor R. Skelton-Morven

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the Agenda for the Regular Council Meeting of June 13, 2022 be adopted.

CARRIED

3. MINUTES

a) MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT the Minutes of the Special Council Meeting of May 30, 2022 be adopted.

CARRIED

b) MOVED by Councillor Randhawa and seconded by Adey THAT the Minutes of the Public Hearing of May 30, 2022 be adopted.

CARRIED

c) MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Minutes of the Committee of the Whole Meeting of May 30, 2022 be adopted.

CARRIED

d) MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Minutes of the Regular Meeting of May 30, 2022 be adopted.

CARRIED

4. PETITIONS & DELEGATIONS

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

5. REPORTS & RESOLUTIONS

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

MOVED by Councillor Adey and seconded by Councillor Cunningham THAT Council Receive and File the Development Activity Report for May 2022.

CARRIED

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

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) No. 22-13.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #22-10.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council Receive and File the April 2022 Financial Variance Report.

CARRIED

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

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council, by resolution, approve the 2021 Statement of Financial Information.

CARRIED

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

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council Receive and File the Council Resolution Status for April / May 2022.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council direct Staff to complete the execution of a License of Occupation with the North Coast Mountain Bike Association to construct an all ages pump track in McClymont Park and public notices as appropriate.

CARRIED

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

MOVED by Councillor Cunningham and seconded by Councillor Adey 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 prospective Provincial representatives along with a letter of support.

CARRIED

6. BYLAWS

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

MOVED by Niesh and seconded by Councillor Cunningham 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 Bylaw and Automated Vote Counting System Authorization Bylaw No. 3496, 2022.

CARRIED

7. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

8. ADJOURNMENT

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be adjourned at 7:50 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



REPORT TO COUNCIL

Meeting of Council

DATE: June 27, 2022

TO: Robert Buchan, City Manager

FROM: Richard Pucci, Director of Operations & Intergovernmental Relations

SUBJECT: MAJOR PROJECTS – MONTHLY UPDATE

REASON FOR REPORT:

The City of Prince Rupert has several active Major Projects in various states completion. This Report aims to update Council and the public on the progress monthly.

ANALYSIS:

The Staff has completed the attached diagram to showcase the progress on our Major Projects.

3rd Avenue Extension – 15% Complete.

- Geotechnical Investigation is complete.
- Road is on hold until lot development is confirmed

Eat Street – 100% Complete.

New Landfill Cell – 100% Complete.

RCMP Detachment – 15% Complete.

- RCMP has been confirmed as a municipal detachment
- Demolition of the former Kingdom Hall site is underway

Recycling Program – 100% Complete.

SCADA System Upgrade – 8% Complete.

- RFP for upgrades has been released and tower location has been confirmed

Sewer Treatment Program – 8% Complete.

- 30% of design drawings are complete for the pilot program and approved to proceed

Submarine Line – 8% Complete.

- RFP process is complete and proposals are under review

Water Treatment – 10% Complete.

- Staff is working on the RFP to release

Waterfront Project – 15% Complete.

June 27, 2022

Page 2

- The Staff has completed several milestones necessary for the continuation of the Project. Staff has completed and submitted the Project Development Agreement

Woodworth Dam – 98% Complete.

- The Woodworth Dam Project is basically complete.
- Final mechanical work is in progress
- Decommission of the old dam is in progress
- We anticipate being fully complete by the next update

COST:

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

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Robert Buchan,
City Manager

Attachment(s):

- Major Projects Progress Chart
- Video

Major Project Update

MAJOR PROJECT	PRIORITY	STATUS	% COMPLETE
3rd Avenue Extension	High	In Progress	<div><div></div></div> 15%
Eat Street Project	High	Complete	<div><div></div></div> 100%
New Landfill Cell	High	Complete	<div><div></div></div> 100%
RCMP Detachment	High	In Progress	<div><div></div></div> 15%
Recycling Program	High	Complete	<div><div></div></div> 100%
SCADA System Upgrade	High	In Progress	<div><div></div></div> 5%
Sewer Treatment Program	High	In Progress	<div><div></div></div> 5%
Submarine Line	High	In Progress	<div><div></div></div> 5%
Water Treatment	High	In Progress	<div><div></div></div> 10%
Waterfront Project	High	In Progress	<div><div></div></div> 15%
Woodworth Dam	High	In Progress	<div><div></div></div> 95%



REPORT TO COUNCIL

Meeting of Council

DATE: June 27, 2022
TO: Robert Buchan, City Manager
FROM: Richard Pucci, Director of Operations & Intergovernmental Relations
SUBJECT: **WASTEWATER TREATMENT GRANT APPLICATION – STRATEGIC PRIORITIES FUND (SPF)**

RECOMMENDATION:

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

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

REASON FOR REPORT:

To minimize the impact on local taxpayers, the Operations Department proposes that the City apply for grant money from the **Strategic Priorities Fund (SPF)** with the **UBCM** to fund the majority of the remaining capital costs related to the construction of the **Omineca Avenue Wastewater Treatment Facility**.

BACKGROUND:

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

The proposed wastewater treatment facility would collect and treat sewer and stormwater from a catchment area of 100 homes in the area near Omineca Avenue. This project would replace the aging pump station in the area with an engineered wetland, which would biologically treat wastewater in a sustainable, low-cost, and low-maintenance manner. The

treatment wetlands would blend in with the surrounding landscape, and would produce no odour, as treatment occurs under the surface of the wetlands.

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

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

COSTS AND BUDGET IMPACT:

The total cost to complete design, construction, and five years of operation and monitoring is estimated to be \$6,808,500. Of this, \$613,000 has already been allocated by Council in the 2022 budget to complete engineering design, while \$700,000 would be required for operations and monitoring following construction completion in 2024. This grant application would apply for \$1.313M to cover the remaining costs that ICIP would not fund. If successful, the grant would significantly lessen the impact on the taxpayers of Prince Rupert

CONCLUSION:

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

Report Prepared By:**Report Reviewed By:**

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Robert Buchan,
City Manager



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 27, 2022

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planner

SUBJECT: DEVELOPMENT VARIANCE PERMIT #22-17
FOR 336 6TH AVE E

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #22-17.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 336 6TH Avenue East.

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 0.122 metres set-back from the west side property line and 0.732 metres setback from the east property line to account for a front deck extension. The required setback from the side property lines in an R2 zone is 1.2 metres. The applicant is requesting a variance of 1.078-metres to the setback on the west property line and 0.468 metres variance for the east property line.

The Site Plan and elevations are included as Attachments 1.

BACKGROUND AND ANALYSIS:

The proposed variance to the side-yard setbacks is requested by the applicant to accommodate a proposed front deck expansion that will be 3.35 metres by 6.25 metres. The existing deck currently already encroaches on the east side property line, which will not be changed. The applicant rationalized the proposed variance to the additional west side encroachment to accommodate the needs of the new owner's large family and to

align with the existing non-conformance of the house, which encroaches on side setbacks.

There are no known negative impacts of the proposed expansion of the existing deck footprint 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:

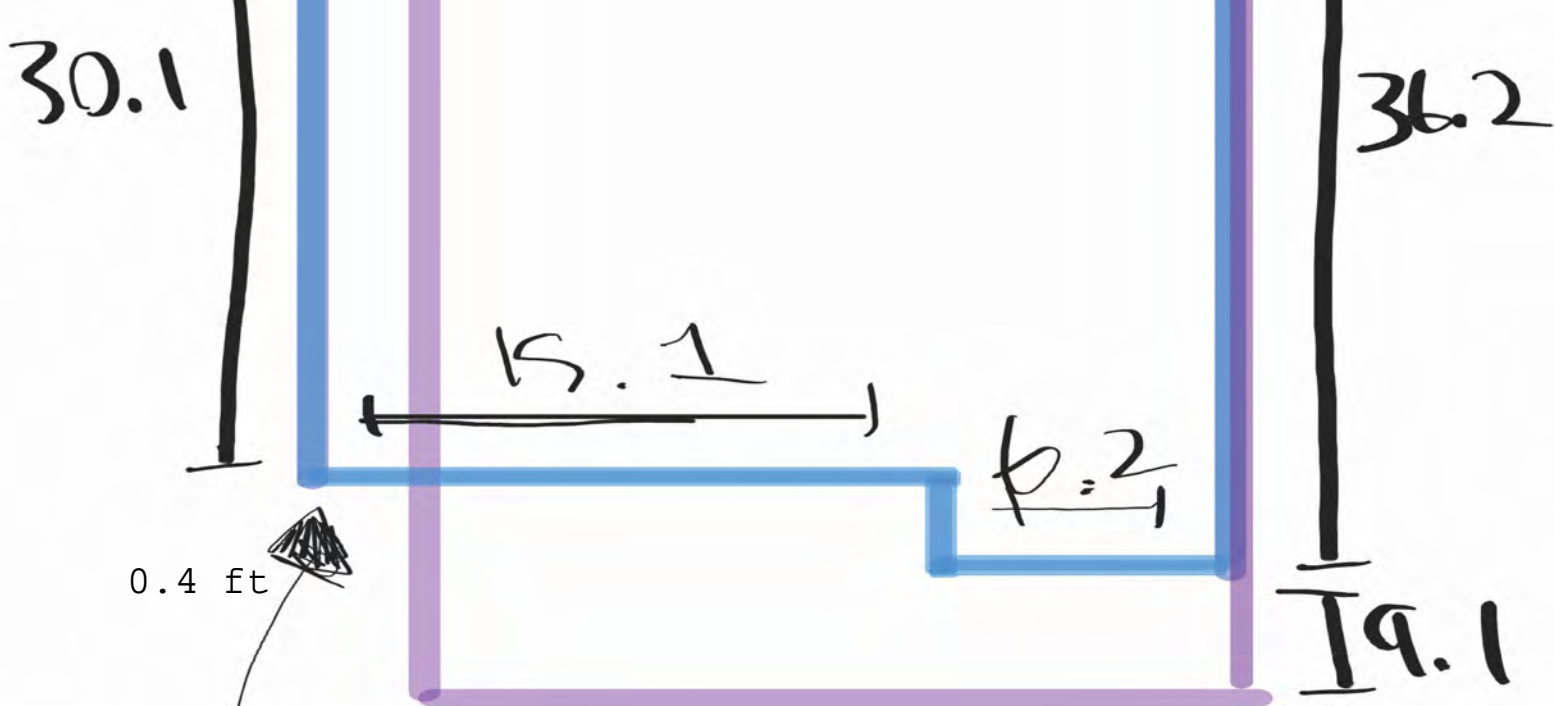
Report Reviewed By:

Myfannwy Pope,
Planner

Robert Buchan,
City Manager

Attachment(s):

- Attachment 1: Site Plan & Elevations
- Attachment 2: Context Map
- Attachment 3: Draft Development Variance Permit



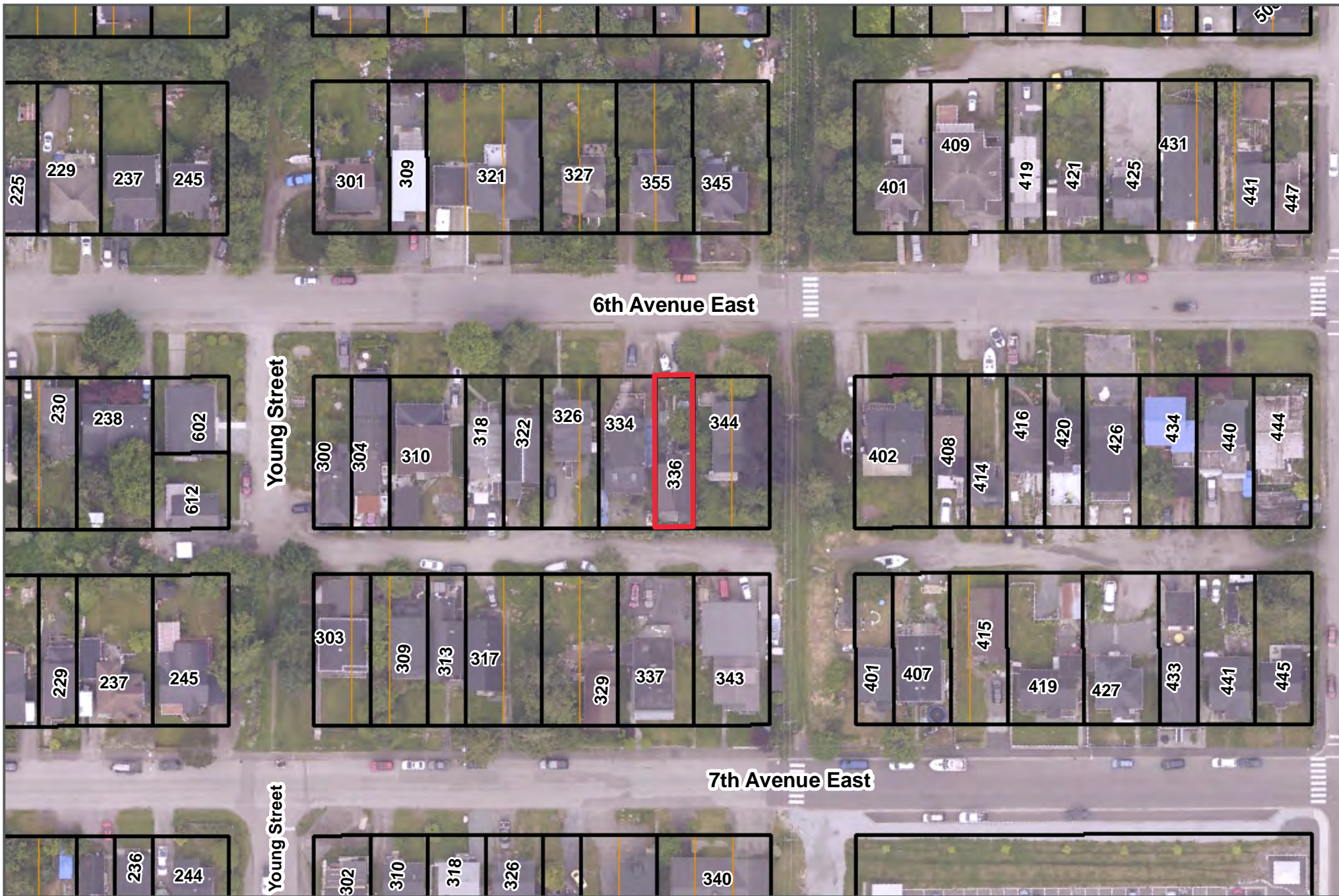
roof line is over the property line



 - Deck Dimensions

 - Property line

 - House Dimensions



Project #: DVP-22-17
 Author: RB
 Checked: -
 Status: FINAL
 Revision: A
 Date: 2022 / 6 / 15
 Scale: 1:1,000



Coordinate System:
 NAD 1983 UTM Zone 9N
Data Sources:
 Integrated Cadastral Information Society (ICIS)
 City of Prince Rupert
 2021 Orthophoto



DVP-22-17 CONTEXT MAP 336 6th Avenue East

Subject Property 
 Assessment Fabric 
 Cadastral Fabric 



OPERATIONS DEPARTMENT



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-22-17

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): PENNY PATRICIA WHITE & MAGIE-MAE QUEE-I-SOOK
THUL-LA-ME-EH ADAMS

APPLICANT: Jerriid Basso

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 10 BLOCK 17 SECTION 6 DISTRICT LOT 251 RANGE 5 COAST DISTRICT
PLAN 923

CIVIC ADDRESS:

336 6th Avenue East

3. The City of Prince Rupert Zoning Bylaw (Bylaw #3462) is varied as follows:
 - a. Section 5.2.6 (c) is varied from a 1.2-metre setback from the side property line to a 0.122-metre setback from the west side property line and 0.732-metre setback from the east side property line in relation to the proposed extension of the front deck, in accordance with the Site Plan and elevations attached as Schedule 1.

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 attached as Schedule 1.
- b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.

4. 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.
5. This permit is **NOT** a building permit, sign permit, or subdivision approval.
6. 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.
7. 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.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site Plan & 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: May 30th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

**SUBJECT: DEVELOPMENT VARIANCE PERMIT #22-12
FOR 255-257 3RD AVENUE WEST**

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #22-12.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 255-257 3rd Avenue West.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 10.17.0 (a) to have a maximum window coverage of 80% for a window sign. The maximum window coverage is 30% for a window sign. The applicant is requesting a variance of an additional 50% window coverage for a window sign.

The Sign Plan is included as Attachment 1 (A-B).

BACKGROUND AND ANALYSIS:

The proposed variance for maximum window coverage for a window sign is requested by the applicant to accommodate frosted vinyl window signs on three windows. The applicant rationalized the proposed variance for maximum window

coverage for a window sign in two ways. First, they believe the artistic element of the frosted vinyl window signs will be visually appealing to passersby. Second, they believe the design of the frosted vinyl window signs will not prevent passersby from looking into the new church location.

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 2.

COST AND BUDGET IMPACT:

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

CONCLUSION:

It is recommended that Council proceed with the statutory notification process for this Development Variance Permit application, giving affected property owners and tenants the opportunity to express their views prior to Council's final consideration of the permit application.

Report Prepared By:

Daniel Rajasooriar,
Planner

Report Reviewed By:

Robert Buchan,
City Manager

Attachment(s):

- Attachment 1 (A-B): Sign Plan
- Attachment 2: Draft Development Variance Permit

Sign Plan

[Return to top](#)

Placement of window decals at 255 3rd Avenue West:



From prior meeting - for reference purposes only.

[Return to top](#)

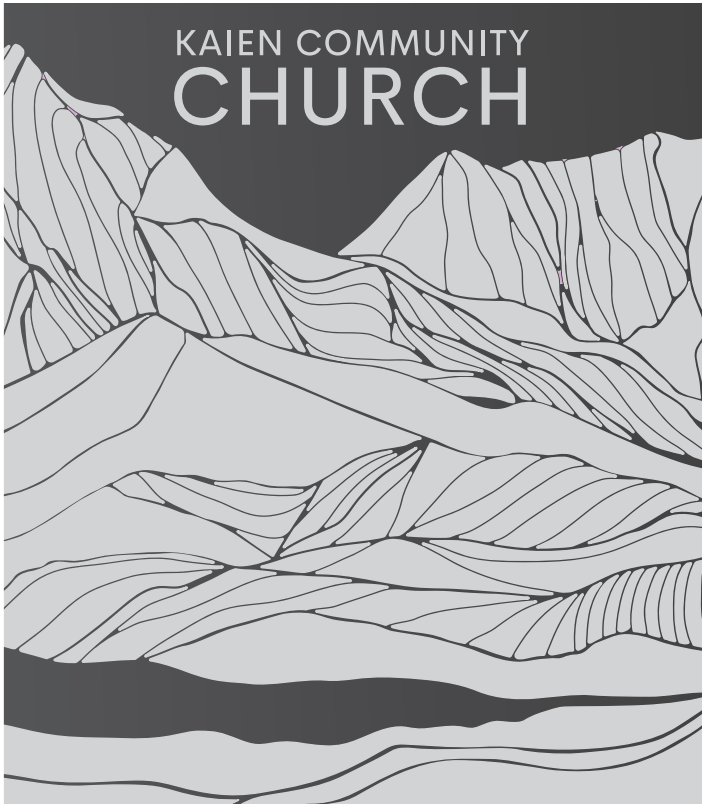
A



B



C



Order #71043 | Frost Window Vinyl - 3 panels 60.25"w x 68.5"h | Page 1 of 1



Dark grey background indicates transparent portion of window.



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-22-12

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): The Pentecostal Assemblies of Canada

APPLICANT: Kaien Community Church

1. 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 36-37 Block 34 Section 1 District Lot 251 Range 5 Coast District Plan 923

CIVIC ADDRESS(ES):

255-257 3rd Avenue West

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 10.17.0 (a) is varied from a maximum window coverage of 30% for a window sign to a maximum window coverage of 80% for a window sign, in accordance with the Sign Plan attached as Schedule 1 (A-B).
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Sign Plan attached as Schedule 1 (A-B).
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. 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.
5. This permit is **NOT** a Building Permit or Subdivision Approval.
6. 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.

7. 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.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1 (A-B): Sign Plan

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 27th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

**SUBJECT: DEVELOPMENT VARIANCE PERMIT #22-14
FOR 535 TATLOW STREET**

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #22-14.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 535 Tatlow Street.

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 0.21844-metre setback from a side property line in relation to the southwestern side property line in order to accommodate a proposed deck overhang. The required setback from a side property line in an R2 zone is 1.2 metres. The applicant is requesting a variance of 0.98156 metres in terms of the setback from a side 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 a side property line is requested by the applicant to accommodate a proposed deck overhang. The applicant rationalized

the proposed variance for the setback from a side property line in three ways. First, they note that the proposed deck overhang would protect the existing non-conforming deck and the front door from water damage. Second, they note that the proposed deck overhang would provide weather protection for residents and guests. Third, they believe the proposed deck overhang would not impact others as the relevant side property line abuts a street.

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 (A-B).

COST AND BUDGET IMPACT:

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

CONCLUSION:

It is recommended that Council proceed with the statutory notification process for this Development Variance Permit application, giving affected property owners and tenants the opportunity to express their views prior to Council's final consideration of the permit application.

Report Prepared By:

Daniel Rajasooriar,
Planner

Report Reviewed By:

Robert Buchan,
City Manager

Attachment(s):

- Attachment 1: Site Plan
- Attachment 2: Building Plan
- Attachment 3 (A-B): Draft Development Variance Permit





DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-22-14

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): John McCartney Farrell

APPLICANT: Dakota Piche

1. 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 23 Block 10 Section 5 District Lot 251 Range 5 Coast District Plan 923

CIVIC ADDRESS(ES):

535 Tatlow Street

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2.6 (c) is varied from a 1.2-metre setback from a side property line to a 0.21844-metre setback from a side property line in relation to the southwestern side property line and the proposed deck overhang, in accordance with the Site Plan and Building Plan attached as Schedules 1 and 2, respectively.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Site Plan and Building Plan attached as Schedules 1 and 2, respectively.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. 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.
5. This permit is **NOT** a Building Permit or Subdivision Approval.

6. 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.
7. 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.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site Plan
 - b. Schedule 2: Building Plan

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 27th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

**SUBJECT: DEVELOPMENT VARIANCE PERMIT #22-15
FOR 224 9TH AVENUE EAST**

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #22-15.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 224 9th Avenue East.

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 0-metre setback from a side property line in relation to the northeastern side property line in order to accommodate a proposed enclosed walkway. The required setback from a side property line in an R2 zone is 1.2 metres. The applicant is requesting a variance of 1.2 metres in terms of the setback from a side property line.
2. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.6 (c) to have a 1.0668-metre setback from a side property line in relation to the northeastern side property line in order to accommodate a proposed stairway and landing. The required setback from a side property line in an R2 zone is 1.2 metres. The applicant is requesting a variance of 0.1332 metres in terms of the setback from a side property line.

The Site Plan and Building Plan are included as Attachments 1 and 2 (A-B), respectively.

BACKGROUND AND ANALYSIS:

The proposed variances for the setback from a side property line are requested by the applicant to accommodate a proposed enclosed walkway and a proposed stairway and landing.

The applicant rationalized the proposed variance for the setback from a side property line in relation to the proposed enclosed walkway in two ways. First, they note that the proposed enclosed walkway would be an extension of an existing non-conforming enclosed walkway that is already 0 metres from the relevant side property line. Second, they note that the proposed enclosed walkway would protect the house from water damage. Third, they note that the proposed enclosed walkway would provide weather protection for residents and guests.

The applicant rationalized the proposed variance for the setback from a side property line in relation to the proposed stairway and landing in two ways. First, they note that the proposed stairway and landing would provide access to the backyard as well as a future balcony. Second, they note that the proposed stairway and landing would provide additional escape routes in the event of an emergency.

The proposed variance for the setback from a side property line in relation to the proposed enclosed walkway will negatively impact the relevant adjacent property, especially considering how the house on the relevant adjacent property has a door and a window facing the proposed enclosed walkway. With the proposed enclosed walkway, the door would have less use cases due to limited space outside of the door and the window would receive less sunlight and have less of a view. Apart from the aforementioned, 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 Attachment 3 (A-B).

COST AND BUDGET IMPACT:

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

CONCLUSION:

It is recommended that Council proceed with the statutory notification process for this Development Variance Permit application, giving affected property owners and tenants the opportunity to express their views prior to Council's final consideration of the permit application.

Report Prepared By:**Report Reviewed By:**

Daniel Rajasooriar,
Planner

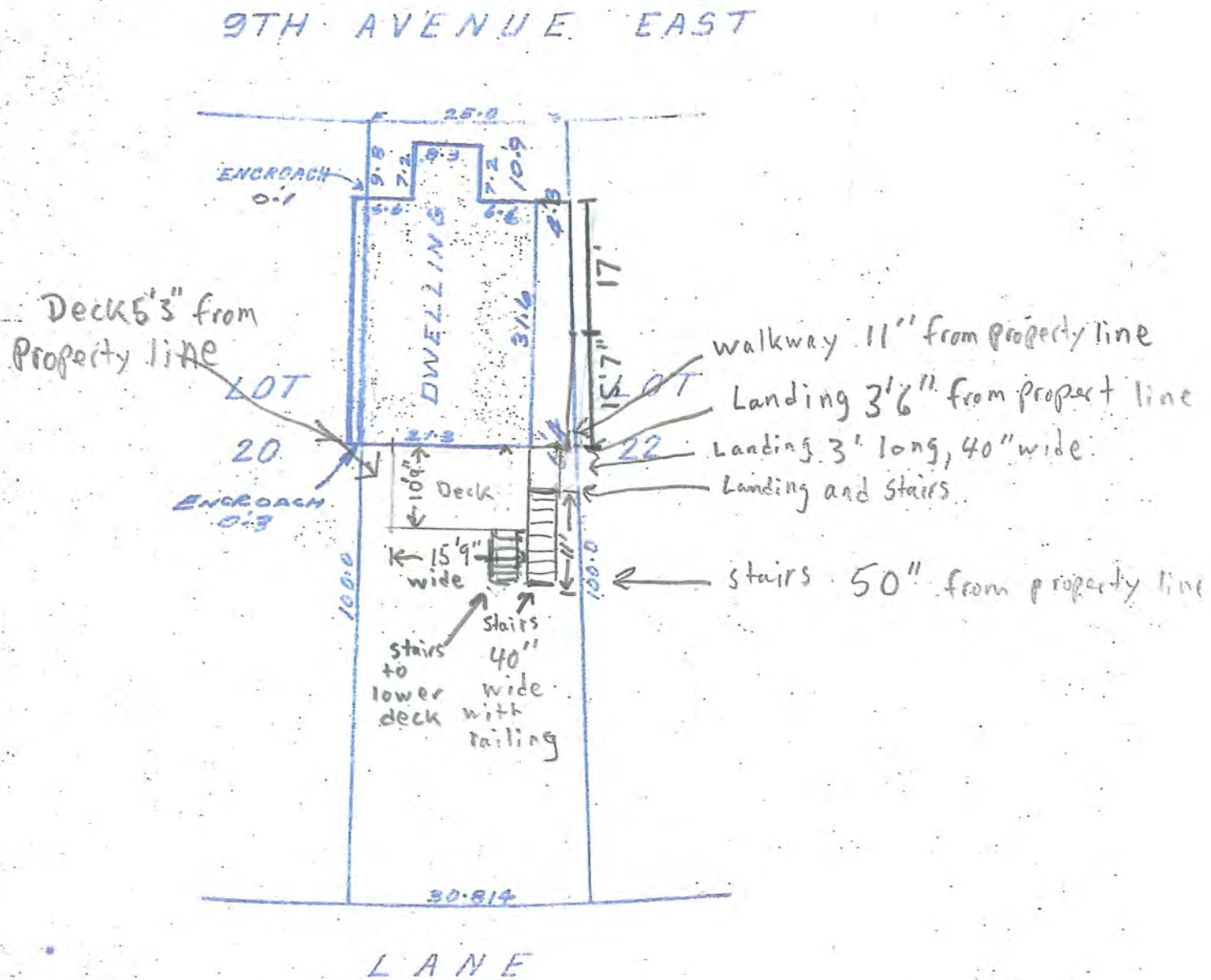
Robert Buchan,
City Manager

Attachment(s):

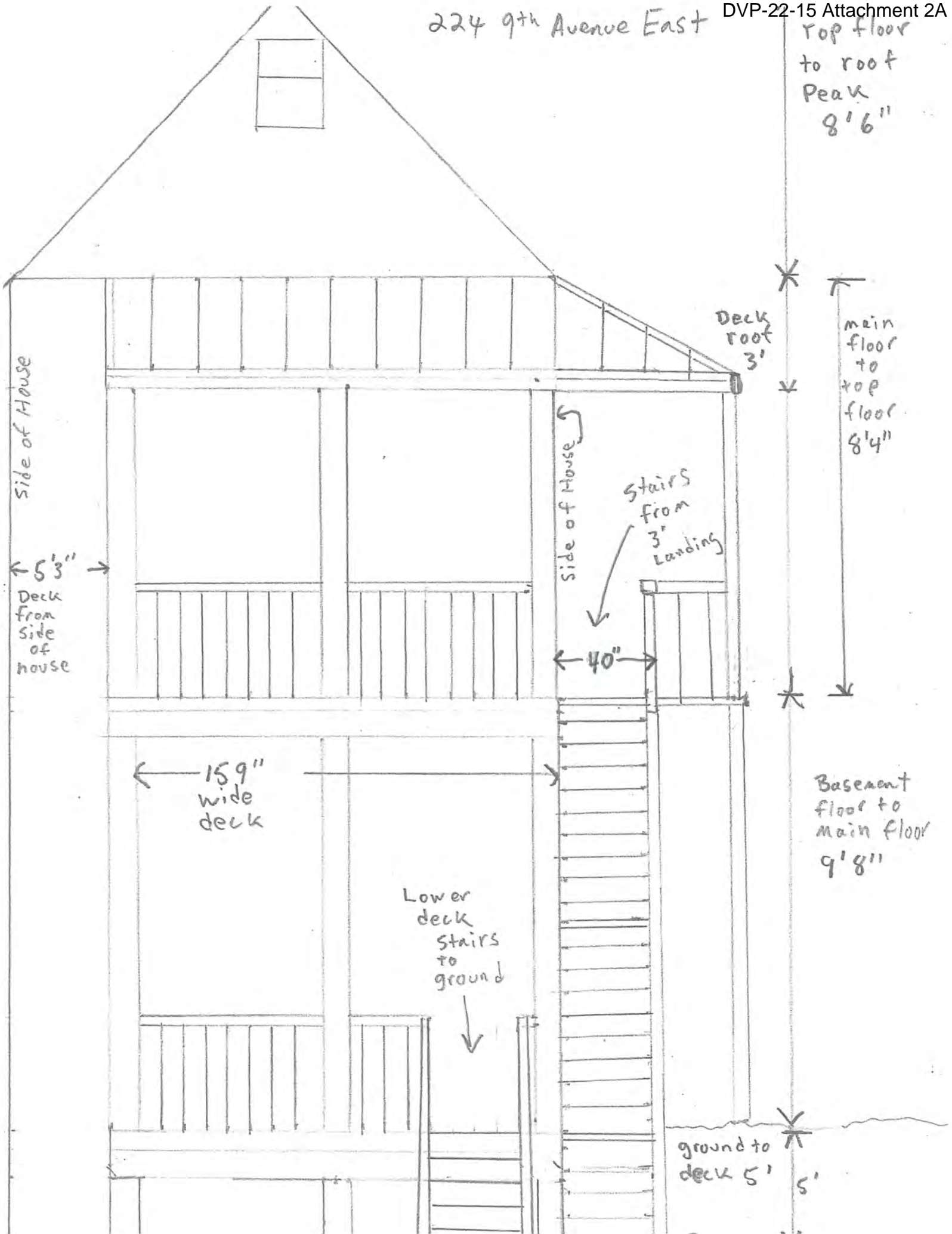
- Attachment 1: Site Plan
- Attachment 2 (A-B): Building Plan
- Attachment 3 (A-B): Draft Development Variance Permit

Proposed 3' landing added to
Top of Stairs, widen stairs by 7"

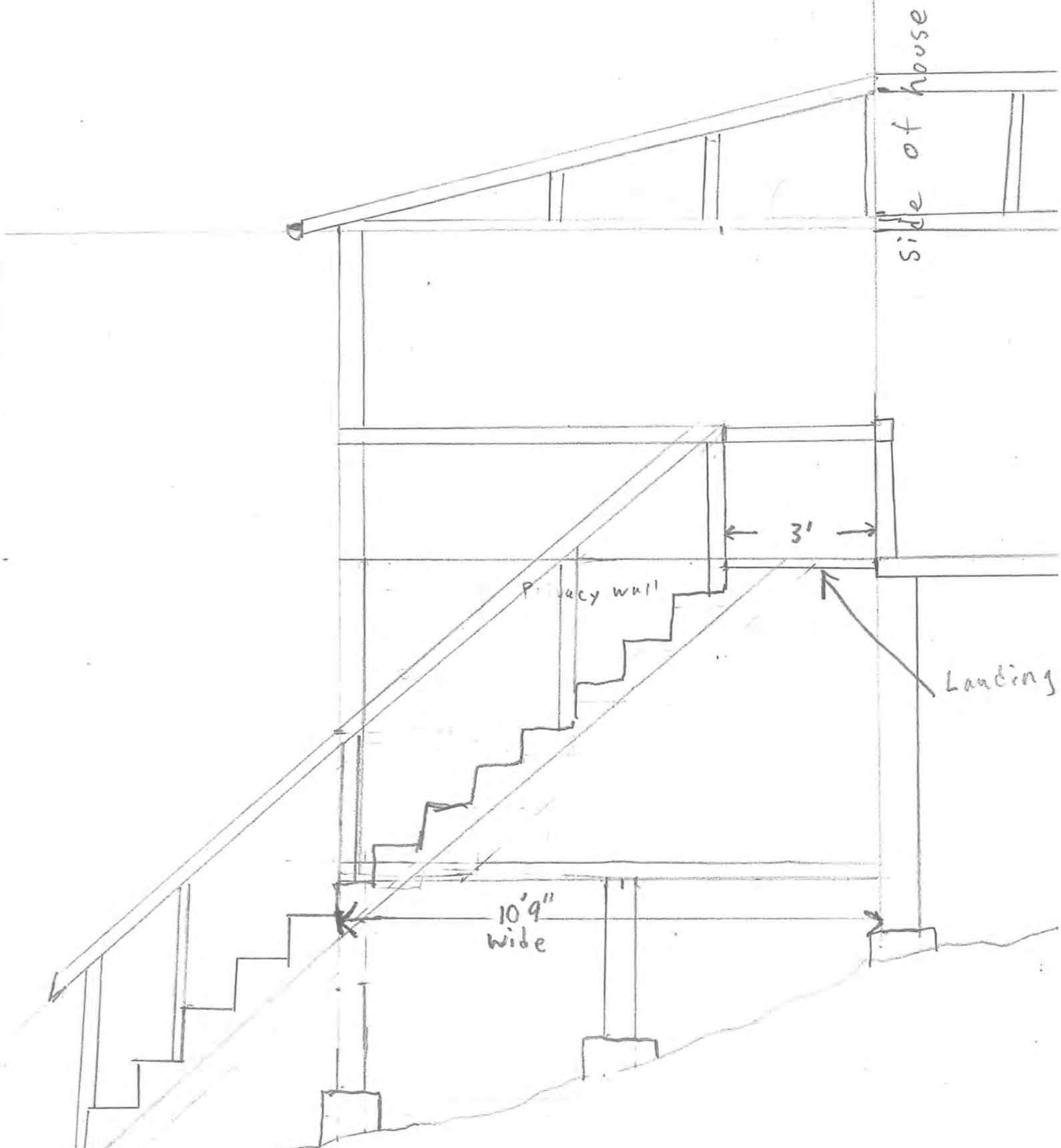
224 9th Avenue East



224 9th Avenue East



224 9th Avenue East





DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-22-15

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): David Anthony Robinson & Kristi Fall Ludwikowski

APPLICANT: David Anthony Robinson

1. 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 21 Block 29 Section 6 District Lot 251 Range 5 Coast District Plan 923

CIVIC ADDRESS(ES):

224 9th Avenue East

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2.6 (c) is varied from a 1.2-metre setback from a side property line to a 0-metre setback from a side property line in relation to the northeastern side property line and the proposed enclosed walkway, in accordance with the Site Plan and Building Plan attached as Schedules 1 and 2 (A-B), respectively.
 - b. Section 5.2.6 (c) is varied from a 1.2-metre setback from a side property line to a 1.0668-metre setback from a side property line in relation to the northeastern side property line and the proposed stairway and landing, in accordance with the Site Plan and Building Plan attached as Schedules 1 and 2 (A-B), respectively.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Site Plan and Building Plan attached as Schedules 1 and 2 (A-B), respectively.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.

4. 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.
5. This permit is **NOT** a Building Permit or Subdivision Approval.
6. 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.
7. 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.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site Plan
 - b. Schedule 2 (A-B): Building Plan

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 27th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

**SUBJECT: DEVELOPMENT VARIANCE PERMIT #22-16
FOR 116 HAYS COVE CIRCLE**

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #22-16.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 116 Hays Cove Circle.

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 0.85344-metre setback from a side property line in relation to the southern side property line in order to accommodate a proposed second-storey addition. The required setback from a side property line in an R2 zone is 1.2 metres. The applicant is requesting a variance of 0.34656 metres in terms of the setback from a side 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 a side property line is requested by the applicant to accommodate a proposed second-storey addition. The applicant

rationalized the proposed variance for the setback from a side property line in two ways. First, they note that the proposed second-storey addition would provide much-needed additional living space. Second, they believe the proposed second-storey addition would not impact others as it would be built out to the same footprint as the existing non-conforming house in relation to the relevant side property line.

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 (A-B).

COST AND BUDGET IMPACT:

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

CONCLUSION:

It is recommended that Council proceed with the statutory notification process for this Development Variance Permit application, giving affected property owners and tenants the opportunity to express their views prior to Council's final consideration of the permit application.

Report Prepared By:

Daniel Rajasooriar,
Planner

Report Reviewed By:

Robert Buchan,
City Manager

Attachment(s):

- Attachment 1: Site Plan
- Attachment 2: Building Plan
- Attachment 3 (A-B): Draft Development Variance Permit

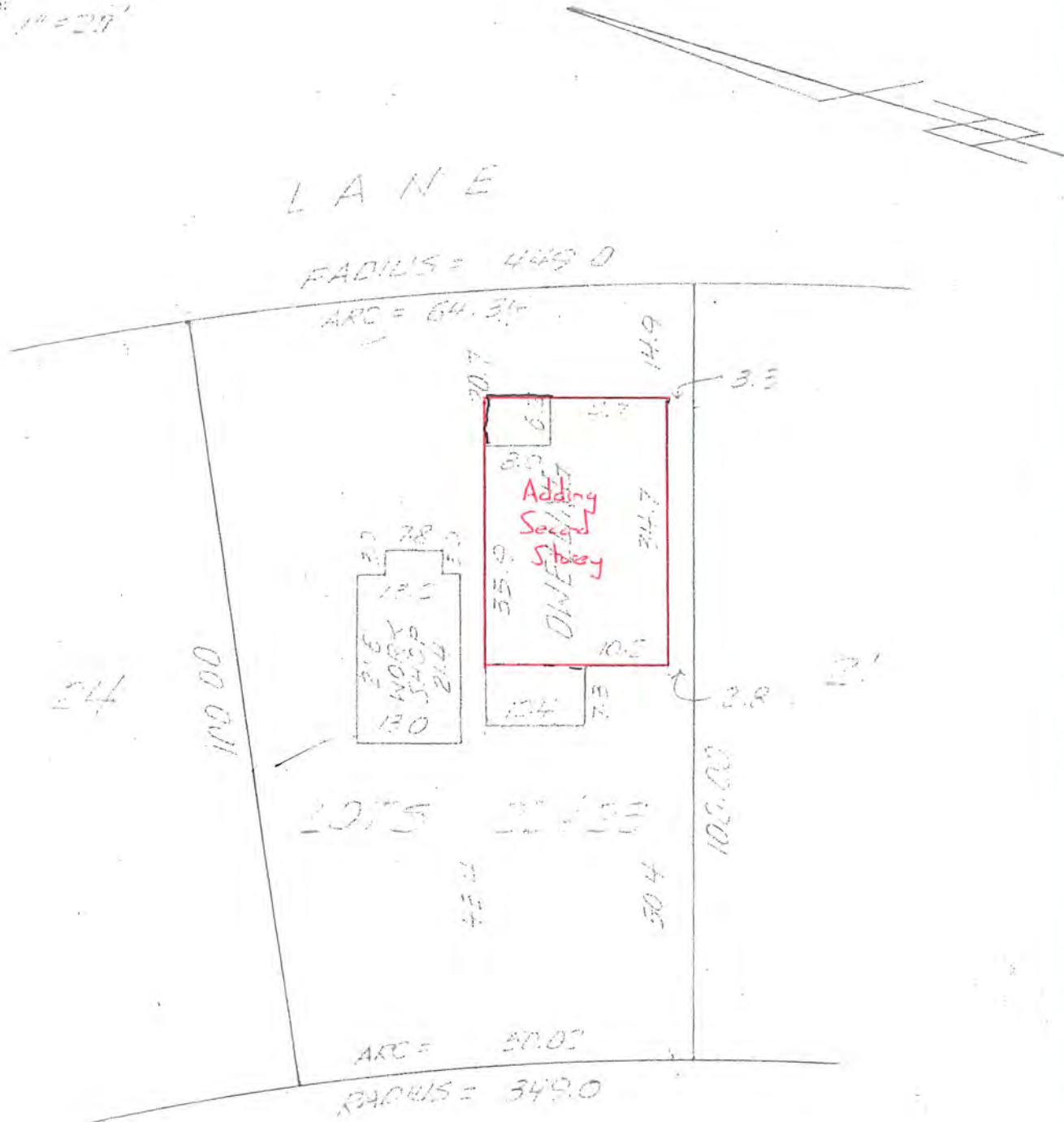
3355.00

SURVEY CERTIFICATE COVERING

LOTS 22 & 23, BLK. 21, SEC 6,
D.L. 251, RGE 5, T.2.
PLAN 923

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

Scale: 1" = 20'



#115 HAYS COVE CIRCLE

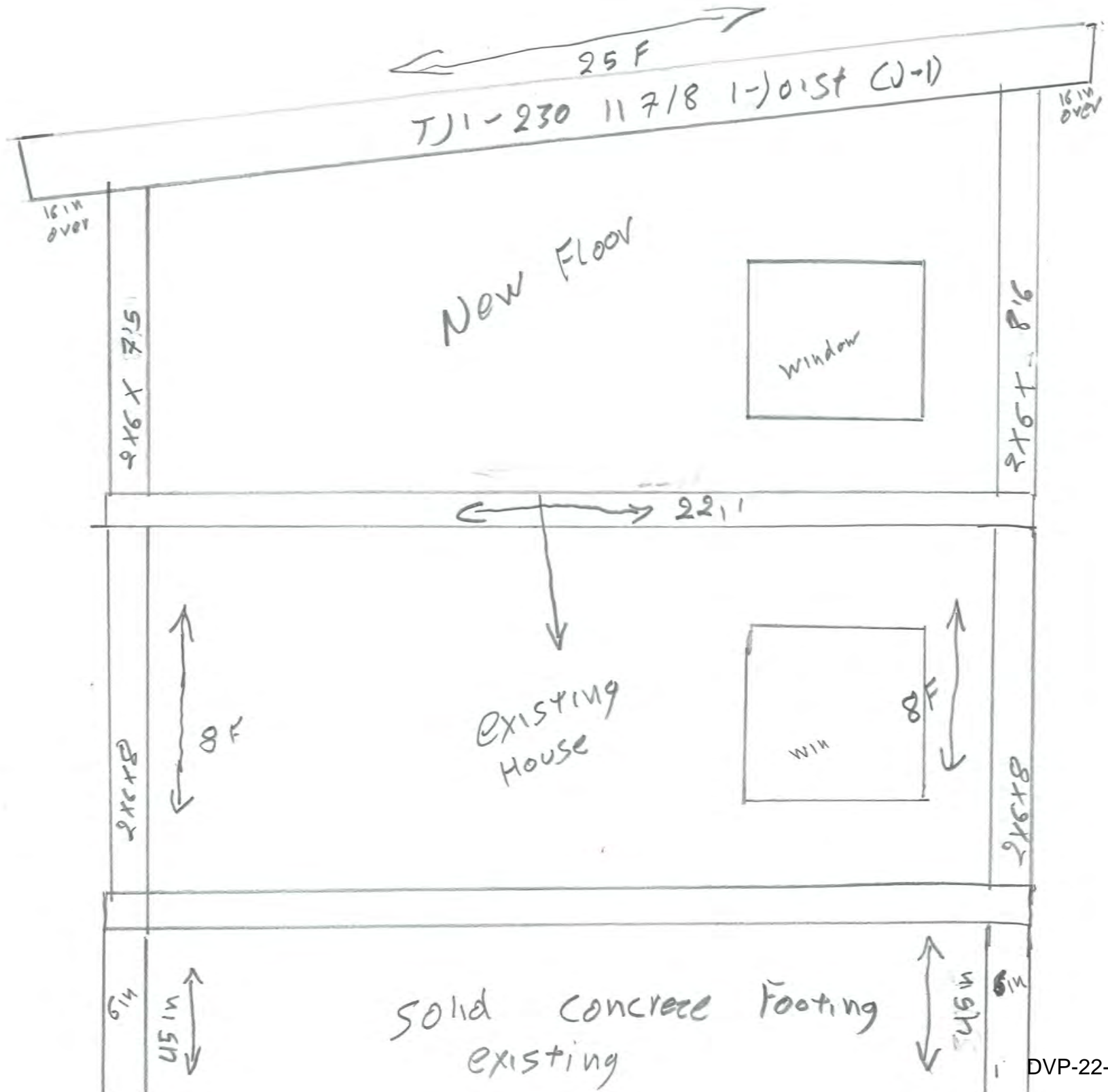
CERTIFIED CORRECT
according to Land Registry Plan
and survey evidence as shown

A. J. Horne, B.C.L.S.

Dated this 11th day of SEPT. 1999

McELHANNEY ASSOCIATES
205, 4630 LAZELLE AVENUE
TERRACE, B.C.
V8G 1S6

FILE 43525-11





DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-22-16

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): Chralampos Daniil & Jurudie Testa Daniil

APPLICANT: Chralampos Daniil

1. 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:

Parcel A (Being a Consolidation of Lots 22 and 23 See CA8380356)
Block 21 Section 6 District Lot 251 Range 5 Coast District Plan 923

CIVIC ADDRESS(ES):

116 Hays Cove Circle

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2.6 (c) is varied from a 1.2-metre setback from a side property line to a 0.85344-metre setback from a side property line in relation to the southern side property line and the proposed second-storey addition, in accordance with the Site Plan and Building Plan attached as Schedules 1 and 2, respectively.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Site Plan and Building Plan attached as Schedules 1 and 2, respectively.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. 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.
5. This permit is **NOT** a Building Permit or Subdivision Approval.

6. 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.
7. 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.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site Plan
 - b. Schedule 2: Building Plan

ISSUED ON THIS ____ DAY OF _____, 2022.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Corporate Administrator

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 time this 13th day of June, 2022.

Read a Second time this 13th day of June, 2022.

Read a Third time this 13th day of June, 2022.

Final Consideration and Adopted this ____ day of ____, 2022.

Mayor

Corporate Administrator



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 27 2022
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer/Deputy City Manager
SUBJECT: **2022 FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW
NO. 3498, 2022**

RECOMMENDATION:

THAT Council give First, Second and Third readings to the 2022 Five Year Financial Plan Amendment Bylaw No. 3498, 2022

REASON FOR REPORT:

Under the Community Charter, a municipality must adopt a Five Year Financial Plan annually. A financial plan may also be amended by bylaw at any time. This report outlines the items included in the attached Financial Plan Amendment Bylaw.

BACKGROUND:

Subsequent to adopting the Five Year Financial Plan, urgent works were identified resulting in the need to make an amendment.

ANALYSIS:

The attached financial plan amendment bylaw includes \$175,000 to conduct repairs to the Digby Island Ferry ramp for the Digby Island Ferry. These repairs are needed to ensure the structural integrity of the ramp for continued access to the airport. Funding for this project is proposed to come out of Capital Reserves which were allocated this budget year.

The second and final amendment is for the repair and rehab of the failed section on McBride Street. The works include not only the failed infrastructure, but also the full replacement of the water and sewer line up to the intersection at 5th Avenue. The estimated cost of the work is \$1 million and is proposed to be financed in part through surplus (\$150,000) and through short term borrowing over five years (\$850,000). Repayment of the debt is proposed through dividends from the City's wholly owned subsidiary, Prince Rupert Legacy Inc.

Public Comment

Notice of the proposed amendment to the Five Year Financial Plan was posted on the City Hall notice board as well as placed on the website. The public has been asked to submit comments by way of email or in written form at City Hall prior to the bylaw being considered by Council.

CONCLUSION:

THAT Council give First, Second, and Third Readings to the 2022 Five Year Financial Plan Amendment Bylaw No. 3498, 2022.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer/Deputy City Manager

Robert Buchan,
City Manager

Attachment:

- 2022 Five Year Financial Plan Amendment Bylaw No. 3498, 2022

CITY OF PRINCE RUPERT

2022 FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW NO. 3498, 2022

BEING A BYLAW TO AMEND THE 2022 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 3494, 2022 FOR THE PERIOD 2022 - 2026

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

1. **Schedule “A”** attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the City of Prince Rupert for the period ending December 31st, 2026.
2. This Bylaw may be cited as **“2022 Five Year Financial Plan Amendment Bylaw No. 3498, 2022”**.

Read a First time this ____ day of June, 2022.

Read a Second time this ____ day of June, 2022.

Read a Third time this ____ day of June, 2022.

Final Consideration and Adopted this ____ day of ____, 2022.

Mayor

Corporate Administrator

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment
June 27, 2022

The *Community Charter* requires certain information be presented as part of the Five Year Financial Plan. The following Section citations reference the *Community Charter*:

1. Portion of Funding from Revenue Sources (Section 165 (3.1)a)

Table One (1) shows the proportion and value of the total revenue proposed to be raised from each funding source in 2022. Debt forms the largest portion of planned revenue as the City is borrowing a large amount to build the new RCMP Detachment.

Property value taxes form the second greatest percentage of the revenue of the municipality. The property taxation system is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries, and street lighting. For these reasons, property value taxation will continue to be the major source of municipal revenue.

Table 1

Funding Source	Percentage (%) of Revenue	Amount (\$)
Municipal Property Taxes	20%	23,638,000
Parcel Taxes	0%	63,000
Payment in Lieu of Taxes & Prov. Grants	3%	4,074,000
User Fees & Charges	11%	13,828,000
Accruals	3%	3,675,000
Reserves	17%	20,386,000
Accumulated General Operating Surplus	1%	1,701,000
Accumulated Utilities Operating Surplus	2%	2,066,000
Grants and Other Miscellaneous Revenue	14%	16,738,000
Dividend- Prince Rupert Legacy	7%	7,834,000
Debt Financing	22%	27,150,000
Total	100%	121,153,000

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment
June 27, 2022Objective

- Council will attempt to increase the proportion of City revenue that is derived from sources other than property taxes.

Policy

- Council reviews the fees charged for various services to ensure that the users of the service are paying a fair portion of the operating and capital cost of the service;
- Council will supplement infrastructure expenditures by aggressively pursuing federal and provincial grants; and,
- Council will encourage staff to develop new revenue sources.

2. Distribution of Property Value Taxes (Section 165 (3.1)(b))

The City of Prince Rupert determines the current tax rate for each property class by first adjusting the prior year's tax rate by the BC Assessment generated statistic for *Change in Property Assessment Market Value* for that property classification. The adjusted tax rate is then increased or decreased by the percentage tax increase that Council has set for the current Financial Year.

By providing this consistency, taxpayers in the various classes have stability and confidence in knowing how their future tax bills will be calculated. The City also is required to follow the Provincial Regulation which sets the maximum rates for Port Property Taxes at \$27.50/\$1,000, and \$22.50/\$1,000 for property and improvements that are listed in the Regulation.

Table (2) shows the current property tax revenues of each classification except those classes with zero tax revenue:

Table 2

Property Class	% of Tax Revenue	Amount (\$)
Residential	31%	7,377,000
Utility	1%	298,000
Major Industry	27%	6,419,000
Major Industry Port Property Tax Act	16%	3,698,000
Light Industry	3%	682,000
Business	22%	5,144,000
Recreation	0%	20,000
Total	100%	23,638,000

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment June 27, 2022

Objective

- Council will encourage economic development by minimizing tax increases.

Policy

- Council will review user fees to ensure that they are appropriate;
- Council will rely primarily on new development and grant opportunities to fund infrastructure and new amenities;
- Council will encourage economic development by providing the stability of using a consistent methodology for calculating property tax levies;
- Council will continue to review its existing permissive property tax exemption practices;

3. Use of Permissive Tax Exemptions (Section 165 (3.1)(c))

Each year the City of Prince Rupert approves partial or full permissive tax exemptions for properties within the community.

Objectives

- Council will continue to provide permissive tax exemptions;
- Council will permit exemptions according to the Permissive Tax Exemption Policy;
- Council will permit exemptions to revitalize the downtown core

Policy

- Permissive tax exemptions will be considered in conjunction with:
 - a. The value of other assistance being provided by the Community;
 - b. The amount of revenue that the City will lose or forgo if the exemption is granted;
 - c. City of Prince Rupert Permissive Tax Exemption Bylaw 3447, 2019 and Permissive Property Tax Exemption Amendment Bylaw No. 3477, 2021; and,
 - d. Downtown Core Revitalization Tax Exemption Program Bylaw 3466, 2020.

Table 3 shows the properties which received permissive tax exemptions for 2022. The approximate amount of Municipal Tax exempted is \$367,000.

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment
June 27, 2022**Table 3**

Registered Owner/ Occupier Identity/ Facility	Estimated annual Permissive Tax Exemption based on 2022 Rates/Values	Roll Number
<u>Places of Worship (Exclude Statutory Exempt Portion)</u>		
Bishop of New Caledonia (Anglican Cathedral)	\$ 434.97	0001839.000
Church of Jesus Christ of Latter Day Saints Church	545.96	0091420.000
Cornerstone Mennonite Brethren Church	255.36	0002000.000
Fellowship Baptist Church	325.48	0003323.000
The Salvation Army	1,387.40	0001041.000
Harvest Time United Pentecostal Church	140.24	0003175.000
Indo-Canadian Sikh Association Temple	137.99	0002980.000
Prince Rupert Congregation of Jehovah's Witnesses	466.84	0002772.050
Prince Rupert Church of Christ Church	775.07	0009855.000
Prince Rupert Native Pentecostal Revival Church	301.85	0001038.000
Prince Rupert Pentecostal Tabernacle	631.08	0091412.000
Prince Rupert Sikh Missionary Society Temple	654.70	0006391.000
First United Church	28.87	0002099.000
First United Church (parking lot)	798.13	0002098.000
First United Church (parking lot)	798.13	0002097.000
St. Paul's Lutheran Church of Prince Rupert	149.99	0001958.000
Sub-total Places of Worship	\$ 7,832.05	

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment
June 27, 2022**Table 3 (continued)**

Other Properties		
Cultural Dance Centre & Carving House	\$ 13,720.69	0000382.000
Museum of Northern BC	43,090.13	9000165.002
Prince Rupert Performing Arts Centre Society	135,547.81	9000363.000
Jim Pattison Ind. Ltd (Canfisco Municipal Boat Launch Facility)	26,880.88	9000246.000
Prince Rupert Golf Club	24,404.20	9000322.000
Prince Rupert Golf Club	5,606.19	9000322.001
Prince Rupert Golf Club	450.63	9000322.003
Prince Rupert Golf Club	309.39	9000322.004
Prince Rupert Racquet Association	5,426.01	9000322.002
School District No. 52 (Prince Rupert) (Pacific Coast School)	7,290.80	0000525.000
School District No. 52 (Prince Rupert) (Pacific Coast School)	116.58	0000300.000
BC Society for the Prevention of Cruelty to Animals	2,376.46	0093225.000
BC Society for the Prevention of Cruelty to Animals	13,294.72	0093227.000
BC Society for the Prevention of Cruelty to Animals	1,455.02	0093230.000
Prince Rupert Loyal Order of Moose/Moose Lodge	614.58	0000261.000
Prince Rupert Salmon Enhancement Society	1,679.21	9000323.001
Prince Rupert Curling Club	12,577.29	9000299.000
Prince Rupert Rod & Gun Club	1,690.42	9000416.000
Prince Rupert Aboriginal Community Services Society	2,612.15	0009504.000
Friendship House Association of Prince Rupert	20,150.18	0000914.000
Kaien Island Daycare Services Family Resource Centre	1,051.93	0005167.002
Prince Rupert Senior Centre Association	890.93	0001044.000
North Coast Community Services Society (Previously Prince Rupert Community Enrichment Society)	6,344.70	0000906.000
The Royal Canadian Legion Branch 27 (Only area used by Legion)	825.69	0000641.000
Navy League Prince Rupert Branch	646.83	9000299.001
Prince Rupert Rowing & Yachting Club (Only area assessed as "Recreation/Non-Profit")	1,957.35	9000214.100
Kaien Senior Citizen's Housing	58.46	0003150.000
Prince Rupert Senior Citizen's Housing Society	2,002.63	9000089.000
Prince Rupert Indigenous Housing Society (Only area assessed as "Residential/Not-for-profit")	10,274.94	0040511.050
Cedar Village Housing Society (Only area assessed as "Residential/Not-for-profit")	15,702.54	0003411.000
Sub-total other Properties	\$ 359,049.35	
Estimated Annual Total Permissive Property Tax Exemptions	\$ 366,881.40	

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment
June 27, 2022

4. Proposed Expenditures (Section 165(4)(a))

Table 4 shows the proposed expenditures for the current year by Fund:

Table 4

Proposed Expenditures	Amount (\$)
Operating Fund	83,274,000
Sewer Utility Fund	4,476,000
Solid Waste Fund	13,380,000
Water Utility Fund	20,023,000
Total	121,153,000

5. Proposed Funding Sources (Section 165(4)(b) & Section 165(7)(a-e))

Table 5 shows the proposed funding sources for the current year:

Table 5

Funding Source	Percentage (%) of	Amount (\$)
Municipal Property Taxes	20%	23,638,000
Parcel Taxes	0%	63,000
Payment in Lieu of Taxes & Provincial Grants	3%	4,074,000
User Fees & Charges	11%	13,828,000
Accruals	3%	3,675,000
Reserves	17%	20,386,000
Accumulated General Operating Surplus	1%	1,701,000
Accumulated Utilities Operating Surplus	2%	2,066,000
Grants and Other Miscellaneous Revenue	14%	16,738,000
Dividend- Prince Rupert Legacy	7%	7,834,000
Debt Financing	22%	27,150,000
Total	100%	121,153,000

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment
June 27, 2022**6. Proposed Transfers Between Funds (Section 165(4)(c))**

See items 11 and 12 (including Tables 8 and 9) of this Schedule.

7. Amount Required to Pay Interest & Principal on Municipal Debt (Section 165(6)(a))

The amount required to pay interest and principal on municipal debt is approximately \$2,446,000.

8. Amount Required for Capital Purposes (Section 165(6)(b))Capital Purchases

Table 6 shows the 2022 Capital Purchases:

Table 6

Department	Amount (\$)
Fire Protection	1,381,000
Building	6,470,000
Policing	26,100,000
Recreation	200,000
Real Estate	265,000
Ferry	175,000
Civic Improvements	10,975,000
Vehicles & Mobile Equipment (General)	350,000
Vehicles & Mobile Equipment (Solid Waste)	1,400,000
Total	47,316,000

Capital Works

Table 7 shows the 2022 Capital Works:

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment
June 27, 2022**Table 7**

Fund	Amount (\$)
Water Utility	17,097,000
Sewer Utility	2,825,000
Solid Waste Utility	7,481,000
Civic Improvements	140,000
Transportation	1,610,000
Total	29,153,000

9. The Amount Required for a Deficiency (Section 165(6)(c) & Section (165(9))

Nil

10. The Amount Required for Other Municipal Purposes (Section 165(6)(d))

Expenditures for other municipal purposes are \$42,238,000 which is the total from Table 4 of \$121,153,000 less the amounts under Items 7 and 9 (\$2,446,000 and Nil) and the totals from Tables 6 and 7 (\$47,316,000 and \$29,153,000).

11. Proposed Transfers of Reserves (Section 165(8)(a))

Table 8 proposes the following transfers:

Table 8

Transfer of Reserves	Amount (\$)
From:	
Equipment Reserve	(1,580,000)
Land Reserve	(25,000)
Water Treatment Grant Reserve	(5,150,000)
General Capital Works Reserve	(175,000)
Northern Capital and Planning Grant Reserve	(10,357,000)
Community Work Fund (Gas Tax) Reserve	(1,130,000)
RCMP Reserve	(1,100,000)
Duncan Road Improvements Reserve	(250,000)
Solid Waste Asset Management Reserve	(419,000)
Water Asset Management Reserve	(200,000)
General Operating Fund	(2,119,000)
Total	(22,505,000)

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment
June 27, 2022

To:	
RCMP Reserve	1,050,000
Miscellaneous Reserves (interest)	200,000
Rushbrook Parking Program Reserve	88,000
General Capital Works Reserve	400,000
Public Works Vehicle Reserve	231,000
Ferry Maint. & Capital Replacement Reserve	150,000
General Operating Fund loan payments	180,000
General Operating Fund Capital Works	150,000
General Operating Fund Capital Purchases	5,400,000
Water Fund Capital Works	9,450,000
Solid Waste Fund Capital Works	3,706,000
Solid Waste Fund Capital Purchases	1,400,000
Sewer Fund Capital Works	100,000
Total	22,505,000

12. Proposed Transfers of Accumulated Surplus (Section 165(8)(b))

Table 9 shows the Accumulated Operating and Utility Fund Surpluses being used this year to fund operating activities, Special Projects and Capital expenditures.

Table 9

Transfers of Accumulated Surplus	Amount (\$)
From:	
General Operating Fund Surplus	(1,701,000)
Sewer Utility Fund Surplus	(1,261,000)
Water Utility Fund Surplus	(805,000)
Total	(3,767,000)
To:	
General Operating Fund Operations	850,000
General Operating Fund Special Projects	310,000
General Operating Fund Capital Purchases	431,000
General Operating Fund Capital Works	110,000
Sewer Utility Fund Capital Works	1,261,000
Water Utility Fund Capital Works	805,000
Total	3,767,000

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment
June 27, 2022**General Operating Fund Departmental Budgets**

Tables 10(a) & 10(b) show the General Operating Fund Budgets.

Table 10(a)

GENERAL OPERATING FUND	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026
<u>Revenues by Department</u>					
Airport Ferry	875,000	1,480,000	1,518,000	1,549,000	1,580,000
Cemetery	149,000	170,000	176,000	182,000	189,000
Cow Bay Marina	257,000	290,000	293,000	296,000	299,000
Development Services	565,000	611,000	617,000	623,000	623,000
Economic Development	70,000	70,000	70,000	70,000	70,000
FD 911 Services	92,000	90,000	88,000	86,000	84,000
FD Fire Protective Services	5,000	6,000	6,000	6,000	6,000
Finance	15,000	15,000	15,000	15,000	15,000
Fiscal Revenues	8,269,000	7,504,000	7,602,000	7,801,000	7,902,000
Information Technology	1,000	1,000	1,000	1,000	1,000
PW Engineering	5,000	5,000	5,000	5,000	5,000
PW Common Costs	35,000	36,000	37,000	38,000	39,000
RCMP	101,000	93,000	93,000	93,000	93,000
Rec. Centre Arena	204,000	223,000	233,000	243,000	254,000
Rec. Centre Civic Centre	254,000	311,000	324,000	339,000	354,000
Rec. Centre Community Services	3,000	15,000	15,000	15,000	15,000
Rec. Centre Pool	373,000	530,000	550,000	573,000	596,000
Transit	201,000	257,000	309,000	318,000	328,000
Victim Services	83,000	77,000	77,000	77,000	77,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Subtotal	11,957,000	12,184,000	12,429,000	12,730,000	12,930,000
Property Taxes (existing)	22,809,000	23,638,000	24,541,000	25,956,000	26,241,000
Property Tax Increase (Decrease) - Non-market change	131,000	-	-	-	-
Property Tax Increase (Decrease)	698,000	903,000	1,415,000	285,000	360,000
Appropriated Surplus - COVID 19 Safe Restart Grant	850,000	749,000	-	-	-
Total Operating Revenues	36,445,000	37,474,000	38,385,000	38,971,000	39,531,000
PR Legacy- Capital Works	200,000	-	-	-	-
PR Legacy- Capital Purchases	1,147,000	-	-	-	-
Conditional Project Grants - Capital Works	60,000	-	-	-	-
Conditional Project Grants - Capital Purchases	12,423,000	-	-	-	-
Appropriated Reserves - Capital Works	150,000	-	-	-	-
Appropriate Reserves - Capital Purchases	5,400,000	-	-	-	-
Appropriated Surplus - Capital Purchases	431,000	-	-	-	-
Appropriated Surplus - Capital Works	110,000	-	-	-	-
PR Legacy- Special Projects	150,000	-	-	-	-
Appropriated Surplus - Special Projects	310,000	-	-	-	-
Conditional Project Grants - Special Projects	148,000	-	-	-	-
Loans from MFA - Capital Purchases	26,300,000	-	-	-	-
Total Capital Revenues	46,829,000	-	-	-	-
Total General Operating Fund Revenues	83,274,000	37,474,000	38,385,000	38,971,000	39,531,000

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment

June 27, 2022

Table 10(b)

GENERAL OPERATING FUND	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026
<u>Expenditures by Department</u>					
Airport Ferry	2,403,000	2,652,000	2,856,000	2,907,000	2,966,000
Cemetery	300,000	305,000	311,000	317,000	321,000
Civic Properties	405,000	423,000	429,000	436,000	443,000
Corporate Administration	958,000	992,000	1,007,000	1,024,000	1,041,000
Cow Bay Marina	247,000	246,000	252,000	257,000	262,000
Development Services	1,358,000	1,377,000	1,400,000	1,422,000	1,432,000
Economic Development	211,000	220,000	223,000	227,000	232,000
FD 911	612,000	628,000	644,000	659,000	675,000
FD Fire Protective Services	4,445,000	4,680,000	4,732,000	4,762,000	4,775,000
FD Emergency Measures	42,000	43,000	44,000	45,000	46,000
Finance	1,082,000	1,104,000	1,126,000	1,148,000	1,171,000
Finance Cost Allocation	(465,000)	(465,000)	(465,000)	(465,000)	(465,000)
Fiscal Expenditures	2,823,000	2,993,000	4,204,000	4,150,000	4,111,000
Governance	407,000	422,000	432,000	442,000	452,000
Grants in Aid to Community Partners	1,640,000	1,668,000	1,736,000	1,784,000	1,813,000
Information Technology	588,000	585,000	595,000	606,000	617,000
Parks	1,295,000	1,322,000	1,349,000	1,376,000	1,403,000
PW Engineering	723,000	732,000	748,000	765,000	782,000
PW Common Costs	4,859,000	4,859,000	4,968,000	5,080,000	5,195,000
Allocation of PW Common Cost	(4,719,000)	(4,859,000)	(4,968,000)	(5,080,000)	(5,195,000)
PW Vehicles	1,623,000	1,681,000	1,710,000	1,739,000	1,768,000
Allocation of PW Vehicles	(1,623,000)	(1,681,000)	(1,710,000)	(1,739,000)	(1,768,000)
RCMP	6,540,000	6,594,000	6,748,000	6,907,000	7,069,000
Rec. Centre Arena	441,000	458,000	478,000	490,000	501,000
Rec. Centre Civic Centre	1,802,000	2,154,000	2,195,000	2,239,000	2,275,000
Rec. Centre Community Services	3,000	3,000	3,000	3,000	3,000
Rec. Centre Pool	1,506,000	1,597,000	1,635,000	1,672,000	1,710,000
Roads	2,319,000	2,372,000	2,429,000	2,485,000	2,542,000
Transit	745,000	851,000	953,000	989,000	1,027,000
Victim Services	165,000	168,000	171,000	174,000	177,000
Watson Island	400,000	400,000	400,000	400,000	400,000
Transfer to Reserves (Interest, RCMP Loan, Gas Tax)	1,250,000	1,250,000	200,000	200,000	200,000
Transfer to General Capital Reserves	400,000	400,000	400,000	400,000	400,000
Total Operating Expenses	34,785,000	36,174,000	37,235,000	37,821,000	38,381,000
Provision for Special Projects	823,000	-	-	-	-
Provision for Capital Purchases	45,916,000	-	-	-	-
Provision for Capital Works	1,750,000	1,300,000	1,150,000	1,150,000	1,150,000
Total Capital Expenses	48,489,000	1,300,000	1,150,000	1,150,000	1,150,000
Total Operating Fund Expenditures	83,274,000	37,474,000	38,385,000	38,971,000	39,531,000
Surplus(Deficit)	-	-	-	-	-

Schedule "A"

CITY OF PRINCE RUPERT

2022 Five Year Financial Plan Amendment
June 27, 2022

13. Utility Funds Revenue & Expenditure Budgets

Table 11 shows the Utility Operating Funds proposed budgets.

Table 11

UTILTY OPERATING FUNDS	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026
Sewer					
Revenues	2,715,000	2,769,000	2,825,000	2,882,000	2,940,000
Grants	400,000	-	-	-	-
Appropriated Surplus	1,261,000	-	-	-	-
Reserves	100,000	-	-	-	-
Capital Works	(2,825,000)	(1,075,000)	(1,092,000)	(1,110,000)	(1,129,000)
Revenue for operations	1,651,000	1,694,000	1,733,000	1,772,000	1,811,000
Expenditures	1,651,000	1,694,000	1,733,000	1,772,000	1,811,000
Surplus (Deficit)	-	-	-	-	-
Water					
Revenues	3,058,000	3,173,000	3,229,000	3,286,000	3,344,000
PR Legacy	5,860,000	742,000	742,000	742,000	742,000
Appropriated Surplus	805,000	-	-	-	-
Loans from MFA	850,000	-	7,000,000	-	-
Reserves	9,450,000	15,000,000	5,000,000	-	-
Capital Works	(17,097,000)	(15,750,000)	(12,750,000)	(750,000)	(750,000)
Revenue for operations	2,926,000	3,165,000	3,221,000	3,278,000	3,336,000
Expenditures	2,926,000	3,165,000	3,221,000	3,278,000	3,336,000
Surplus (Deficit)	-	-	-	-	-
Solid Waste					
Revenues	4,599,000	4,614,000	4,701,000	4,795,000	4,890,000
Funding from Accruals	3,675,000	-	-	-	-
Funding from Reserves	3,976,000	-	-	-	-
CWF Gas Tax Reserve	1,130,000	-	-	-	-
Capital Purchases	(1,400,000)	-	-	-	-
Capital Works	(7,481,000)	-	-	-	-
Revenue for operations	4,499,000	4,614,000	4,701,000	4,795,000	4,890,000
Expenditures	4,499,000	4,614,000	4,701,000	4,795,000	4,890,000
Surplus (Deficit)	-	-	-	-	-

CITY OF PRINCE RUPERT

POLICE DETACHMENT LOAN AUTHORIZATION BYLAW NO. 3484, 2022

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

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

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

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

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

READ A FIRST TIME this 10th day of January, 2022.

READ A SECOND TIME this 10th day of January, 2022.

READ A THIRD TIME this 10th day of January, 2022.

RECEIVED the approval of the Inspector of Municipalities this 5th day of [April](#), 2022.

RECEIVED the assent of the electors of City of Prince Rupert on the _____ day of _____, 2022.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this _____ day of _____, 2022.

MAYOR

CORPORATE ADMINISTRATOR

Certified a true copy of Bylaw No. _____ as adopted.

CORPORATE ADMINISTRATOR

CITY OF PRINCE RUPERT

ZONING BYLAW AMENDMENT BYLAW NO. 3493, 2022

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

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

That the City of Prince Rupert Zoning Bylaw No. 3462, 2021 be amended as follows:

1. That sections of the City of Prince Rupert Zoning Bylaw No. 3462, 2021 shall be amended according to Schedule A attached hereto and forming a part of this Zoning Bylaw Amendment Bylaw No. 3493, 2022.
2. This Bylaw may be cited as "Zoning Bylaw Amendment Bylaw No. 3493, 2022".
3. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

Read a First time this 25 day of April, 2022.

Read a Second time this 25 day of April, 2022.

Public Hearing this 27 day of June, 2022.

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

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

MAYOR

CORPORATE ADMINISTRATOR

Schedule A

Section 1 – Definitions

Section	Change From	Change To/Add
Creative Industry	CREATIVE INDUSTRY refers to a range of economic activities which are concerned with the generation or exploitation of knowledge and information. This includes technology development, operations and manufacture, Studios (creating and sales of product), galleries, marine manufacture spaces, live-work spaces, education uses and facilities	CREATIVE INDUSTRY refers to a range of economic activities which are concerned with the generation or exploitation of knowledge and information. This includes technology development, operations and manufacture, studios (creating and sales of product), galleries, museums, aquariums, marine manufacture spaces, live-work spaces, education uses and facilities
Gross Floor Area	GROSS FLOOR AREA means the total floor area as measured to the outer walls of the building, but excludes parking structures, swimming pools and deck, balcony and patio areas as long as such structures or areas do not exceed 0.6m above the average ground elevation	GROSS FLOOR AREA means the total floor area as measured to the extreme outer limits of the external walls of the building, with the exclusion of exterior wall thickness that is exclusively used for the provision of insulating materials and non-structural exterior cladding. Gross Floor Area does not include parking structures, swimming pools, or decks, balcony, and patios that are not fully enclosed.
Home Occupation	HOME OFFICE means a home occupation which operates without the on-site attendance from clients or customers.	HOME OFFICE means a home occupation which operates without the regular on-site attendance from clients or customers.
Off Street Parking	OFF STREET PARKING means a use providing for temporary parking or storage of vehicles.	OFF STREET PARKING means a use providing for parking or storage of vehicles.
1 Definitions		<p>Add</p> <p>LOCK-OFF SUITE means an accessory dwelling unit located within a multi-family dwelling unit, with a separate lockable entrance access to a shared common hallway and shared internal access, and which can be locked-off from the</p>

Schedule A

		primary dwelling unit, but does not include a secondary suite.
1 Definitions		<p>Add</p> <p>BUILDING FOOTPRINT means the horizontal area as seen in plan, measured from outside of all exterior walls and supporting columns. It includes dwellings and any area of attached garage. It does not include areas of porch, deck, and balcony more than 0.6 metres above average ground elevation; cantilevered covers, porches or projections; or ramps and stairways required for access.</p>
1 Definitions		<p>Add</p> <p>ANIMAL HOSPITAL or CLINIC means the use of land, buildings or structures for the care, examination, diagnosis and treatment of sick, ailing, infirm, or injured pets, including medical intervention, surgery, and may include accessory short-term accommodation of pets, pet grooming, and the sale of medicine and pet supplies.</p>
Single Family Dwelling	(b) SINGLE FAMILY DWELLING means a detached building that is used for a residential use. It must contain one dwelling unit, or one dwelling unit with a secondary suite if permitted. This does not apply to any mobile or modular units.	(b) SINGLE FAMILY DWELLING means a detached building that is used for a residential use. It must contain one dwelling unit, or one dwelling unit with a secondary suite if permitted. This does not apply to any mobile units.
Two-Family Residential Dwelling	(c) TWO-FAMILY RESIDENTIAL DWELLING means a building or single lot that contains two principal dwelling units. These units may be either one above another and separated by a ceiling and floor that extends from an exterior wall	(c) TWO-FAMILY RESIDENTIAL DWELLING means a building or single lot that contains two principal dwelling units, and may include up to one secondary suite per principle dwelling. These principle dwelling units may be either one above

	to exterior wall, or they may be located side by side and separated by a common party wall that extends from ground to roof. This includes detached dwelling units that are connected by a carport or garage if they share a continuous permanent foundation and common roof area.	another and separated by a ceiling and floor that extends from an exterior wall to exterior wall, or they may be located side by side and separated by a common party wall that extends from ground to roof. This includes detached dwelling units that are connected by a carport or garage if they share a continuous permanent foundation and common roof area. This does not apply to any mobile units.
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Section 3 – General Provisions

Section	Change From	Change To/Add
3.4.0 Secondary Suites & 3.4.1 General Regulations for Secondary Suites	<p>3.4.0 Secondary Suites A suite is permitted as an accessory use to a single family dwelling, or other type of dwelling unit as permitted in Section 5 of this Bylaw.</p> <p>3.4.1 General Regulations for Secondary Suites</p> <ul style="list-style-type: none"> a) There is only one suite permitted for each applicable lot. b) The secondary suite must be completely contained within the single family dwelling. c) The secondary suite must have a floor area of no more than 90m², or 40% of the buildings habitable area, whichever is less. d) A single additional off-street parking space must be provided for the exclusive use of the tenant. e) The suite and the single family dwelling must be a single real estate entitlement, 	<p>3.4 Accessory Dwelling Units</p> <ul style="list-style-type: none"> a) A Secondary Suite is permitted as an accessory use to a single or two-family dwelling as permitted in Section 5 of this Bylaw. b) A Lock-off Suite is permitted as an accessory use to a dwelling unit within multifamily housing, or other type of dwelling unit as permitted in Section 5 and 6 of this Bylaw. <p>3.4.1 General Regulations for Secondary and Lock-Off Suites</p> <ul style="list-style-type: none"> a) Secondary suites must have a floor area of no more than 90m², or 40% of the buildings habitable area, whichever is less. b) Lock-offs suite must have a floor area of no more than 45m² or 40% of the buildings habitable area, whichever is less.

Schedule A

	<p>Strata titling is not permitted. To achieve this, the owner shall register a covenant that specifically prohibits stratification of the suite.</p> <p>f) A secondary suite must not be short term rental (less than one month).</p>	<p>c) The minimum size for an accessory dwelling unit is 22 m²</p> <p>d) The suite and primary dwelling must be a single real estate entitlement, Strata titling is not permitted. To achieve this, the owner shall register a covenant that specifically prohibits stratification of the suite.</p> <p>e) A suite must not be short term rental (less than one month).</p> <p>f) There is only one suite permitted for each principle dwelling.</p> <p>g) The suite must be completely contained within the primary dwelling.</p> <p>h) A single additional off-street parking space per accessory dwelling must be provided for the exclusive use of the occupants.</p>
3.1.0 Uses Permitted in Several Zones		<p>Add</p> <p>l) Shipping containers are permitted for up to 60 days for temporary storage in all zones.</p>
3.19 Shipping Containers	<p>3.19.0 Shipping Containers</p> <p>(a) No shipping container may be located on any property and/or used as a temporary structure on any property unless it is designated in this Bylaw.</p> <p>(b) Shipping containers are permitted only in the M1, M2, M3 and M6 zones and are not to be stored in any other zone.</p>	<p>3.19 Shipping Containers</p> <p>(a) No shipping container may be located on any property and/or used as a temporary structure on any property except as designated in this Bylaw.</p> <p>(b) Shipping containers are permitted only in the M1, M2, M3 and M6 zones and are not to be stored in any other zone unless otherwise permitted in this Bylaw.</p>

Schedule A

Section 5 – Zoning Regulations & Requirements: Residential zones.

Section	Change From	Change To/Add
5.1.0 Permitted Uses: Subject to general provisions, the following accessory uses and no others are permitted	Subject to general provisions, the following accessory uses and no others are permitted: (a) One Secondary Suite.	Subject to general provisions, the following accessory uses and no others are permitted: (a) One Accessory Dwelling Unit.
5.2.0 Permitted Uses: Subject to general provisions, the following accessory uses and no others are permitted	Subject to general provisions, the following accessory uses and no others are permitted: (a) One Secondary Suite.	Subject to general provisions, the following accessory uses and no others are permitted: (a) Accessory Dwelling Units.
5.3.0 Permitted Uses: Subject to general provisions, the following accessory uses and no others are permitted		Add (c) Accessory Dwelling Units.
5.4.0 Permitted Uses: Subject to general provisions, the following accessory uses and no others are permitted		Add (c) Accessory Dwelling Units.
5.5.0 Permitted Uses: Subject to general provisions, the following accessory uses and no others are permitted		Add (c) Accessory Dwelling Units.
5.6.0 Permitted Uses: Subject to general provisions, the following accessory uses and no others are permitted		Add (f) Accessory Dwelling Units.

Schedule A

5.7.0 Permitted Uses: Subject to general provisions, the following accessory uses and no others are permitted		Add (c) Accessory Dwelling Units.
5.8.0 Permitted Uses: Subject to general provisions, the following accessory uses and no others are permitted		Add (c) Accessory Dwelling Units.
5.9.0 Permitted Uses: Subject to general provisions, the following accessory uses and no others are permitted		Add (c) Accessory Dwelling Units.

Section 6 – Zoning Regulations & Requirements: Commercial zones

Section	Change From	Change To/Add
6.2.0 Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted:	6.2.0 C2: General Commercial Zone Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted: (a) Retail use. (b) Cannabis retail stores (subject to section 3.17.0). (c) Personal service establishment. (d) Office. (e) Entertainment centre. (f) Traveler accommodation. (g) Child Care Facility.	6.2 C2: General Commercial Zone Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted: (a) Retail use. (b) Cannabis retail stores (subject to section 3.17.0). (c) Personal service establishment. (d) Office. (e) Traveler accommodation. (f) Child Care Facility. (g) Theater. (h) Multiple family dwelling buildings. (i) Sales of alcoholic beverages on lots with a minimum area 250m ² .

Schedule A

	<p>(h) Theater.</p> <p>(i) Multiple family dwelling Buildings.</p> <p>(j) Sales of alcoholic beverages on lots with a minimum area of 250m².</p> <p>(k) Entertainment centre located beyond 200 metres of a school property line.</p> <p>(l) Student housing.</p> <p>(m) Entertainment centre located beyond 200 metres of a school property line.</p>	<p>(j) Student housing.</p> <p>(k) Entertainment centre located beyond 200 metres of a school property line.</p>
6.5.0 Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted:		<p>Add</p> <p>(k) Creative Industry.</p> <p>(l) Animal Hospital or Clinic.</p>
6.1.0 Permitted Uses: Subject to general provisions, the following accessory uses or buildings and no others are permitted in retail and personal service use buildings		<p>Add</p> <p>(b) Accessory Dwelling Units.</p>
6.1.0 Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted:		<p>Add</p> <p>(j) Animal Hospital or Clinic.</p>
6.2.0 Subject to general provisions, the following accessory uses or buildings and no others are permitted in retail and personal service use buildings		<p>Add</p> <p>(b) Accessory Dwelling Units.</p>

Schedule A

6.3.0 Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted:		Add (j) Animal Hospital or Clinic.
6.3.0 Permitted Uses: Subject to general provisions, the following accessory uses or buildings and no others are permitted in retail and personal service use buildings	(a) Multiple family dwellings with separate exterior entrances.	(a) Multiple family dwellings with separate exterior entrances that may include accessory dwelling units.
6.4. 0 Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted:		Add (f) Animal Hospital or Clinic.
6.3.4 Permitted Uses: Minimum Dimensions Required for Yards	Minimum Dimensions Required for Yards Front yard 3.6 metres.	Minimum Dimensions Required for Yards For service stations, traveler accommodation, and theatres the minimum front yard shall be 3.6 metres.
6.4.0 Permitted Uses: Subject to general provisions, the following accessory uses or buildings and no others are permitted in retail and personal service use buildings	(a) Multiple family dwellings with separate exterior entrances.	a) Multiple family dwellings with separate exterior entrances that may include accessory dwelling units.
6.5.0 Permitted Uses: Subject to general provisions, the following accessory uses or buildings and no others are permitted in retail and personal service use buildings	(a) Multiple family dwellings with separate exterior entrances.	a) Multiple family dwellings with separate exterior entrances that may include accessory dwelling units.
6.6.0 Permitted Uses: Subject to general provisions, the following		Add (k) Animal Hospital or Clinic.

Schedule A

principal uses and no others are permitted		
6.6.0 Permitted Uses		Add Subject to general provisions, the following accessory uses or buildings and no others are permitted in multiple family dwelling buildings: (a) Accessory Dwelling Units

Section 7 – Zoning Regulations & Requirements: Industrial zones.

Section	Change From	Change To/Add
7	Section 7 – Zoning Regulations & Requirements: Industrial Zones	Section 7 – Zoning Regulations & Requirements: Marina District
7.1.0 Permitted Uses: Subject to general provisions, the following accessory uses or buildings and no others are permitted in retail and personal service use buildings		Add (b) Accessory Dwelling Units.
7.1.0 Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted		Add (k) Animal Hospital or Clinic.
7.2.0 Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted		8.1.1 Add (m) Animal Hospital or Clinic. (n) Creative Industry.
7.3.0 Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted		8.2.1 Add (v) Animal Hospital or Clinic.

Section 9 – Off-Street Parking and Off-Street Loading

Section	Change From	Change To/Add
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Schedule A

9.1.2 Parking Requirements		Add Row to Parking Requirement Table Marina Use 1 space per 2 mooring spaces and 1 space per 2 rental boats
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Section 10 - Signs

Section	Change From	Change To/Add
10.1.0 Definitions		Add DOMESTIC SIGN means a sign used for domestic purposes.
10 Signs		Add 11.18 Projecting Signs Projecting Signs are permitted as follows: (a) Projecting Signs are permitted in all Commercial Zones and Marine District Zones
10 Signs		Add and Renumber 11.19 Domestic Signs Domestic Signs are permitted as follows: (a) Domestic Signs are permitted in all Residential Zones
10.1.0 Definitions	CANOPY means a non-retractable, solid projection which extends from the wall of a building and includes a structure commonly known as the theatre marquee but does not include normal architectural features such as lintels, sills, and mouldings.	Canopy means a rigid structure extending out from the building face to provide shelter from sun and rain, and is entirely supported from the building. It does not include normal architectural features such as lintels, sills, and mouldings.
10.12.0 Painted Wall Sign	10.12.0 Painted Wall Sign Painted Wall Sign are permitted as follows: (a) Painted wall signs are permitted in the C- commercial zones, M-industrial zones and P zones. (b) One painted wall sign shall be permitted per business for every wall facing a highway or yard.	11.12 Wall Signs Wall Signs are permitted as follows: (a) Wall signs may be painted or attached through poster frames. (b) Wall signs are permitted in the C- commercial zones, M-industrial zones, MD- marina district zones and P- public facilities zones.

	<p>(c) For each wall the maximum area permitted for painted signs shall not exceed 25 percent of the façade upon which the sign or signs have been painted.</p>	<p>(c) One painted wall sign and one poster frame shall be permitted per business for every wall facing a highway or yard.</p> <p>(d) For each wall the maximum area permitted for painted signs shall not exceed 25 percent of the façade upon which the sign or signs have been painted or attached.</p>
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