



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on October 24, 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 October 24, 2022 be adopted.

3. MINUTES

a) Recommendation:

THAT the Minutes of the Special Council Meeting of October 3, 2022 be adopted.

(attached)

b) Recommendation:

THAT the Minutes of the Regular Meeting of October 3, 2022 be adopted.

(attached)

4. REPORTS & RESOLUTIONS

a) Report from the Director of Government Relations & Intergovernmental Relations Re: Major Projects Update

(attached)

Recommendation

THAT Council receive and file this report as provided.

b) Report from the Corporate Administrator Re: Council Resolutions Update to September 2022

(attached)

Recommendation

THAT Council receive and file this report as provided.

c) Report from the Chief Financial Officer Re: August 2022 Financial Variance Report

(attached)

Recommendation:

THAT Council receive and file this report as provided.

d) DVP-22-20 for 1153 Ambrose Avenue

Recommendation:

THAT Council proceed with approval of DVP-22-20 for 1153 Ambrose Avenue.

e) Report from Planner Re: Development Activity Report for September 2022

(attached)

Recommendation:

THAT Council receive and file this report as provided.

f) Report from Planning Re: Development Variance Permit #22-21 for 539 – 6th Avenue West

(attached)

Recommendation:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #22-21 for 539 – 6th Avenue West.

g) Report from Planning Re: Development Variance Permit #22-22 for 1546 India Avenue

(attached)

Recommendation:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #22-22 for 1546 India Avenue.

h) Report from Planning Re: Support from the 2022/23 BC Active Transportation Network Planning Grant

(attached)

Recommendation:

THAT Council support the for funding from the 2022/23 BC Active Transportation Network Planning Grant for the active transportation component of the City's transportation plan and for a detailed design of a reconfigured 2nd Avenue incorporating active transportation.

i) Report from Planning Re: Extension of Housing Incentives

(attached)

Recommendation:

THAT Council waive all fees for residential Rezoning, Development Permit and Building Permit applications outside the City Core that result in new residential units for one-year effective November 1, 2022 to November 1, 2023.

5. BYLAWS

- a) **Digby Island Ferry and Prince Rupert Airport Ground Transportation, System Tariffs, Fees and Charges Amendment Bylaw No. 3503, 2022.**

Recommendation:

THAT Council give Fourth & Final Reading to the City of Prince Rupert Digby Island Ferry and Prince Rupert Airport Ground Transportation, System Tariffs, Fees and Charges Amendment Bylaw No. 3503, 2022.

- b) **Report from Planning Re: Prince Rupert Zoning Amendment Bylaw No. 3504, 2022 for Parking Specified Area.**

(attached)

Recommendation:

THAT Council give First and Second Reading to the proposed Zoning Bylaw Amendment No. 3504, 2022 to waive parking requirements for new buildings, with the exception of residential-only buildings, in the Parking Specified Area; and,

THAT Council direct staff to proceed to public hearing.

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

7. ADJOURNMENT



MINUTES

For the **SPECIAL MEETING** of Council held on October 3, 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. Gurvinder

STAFF: R. Buchan, City Manager / City Planner (by Zoom)
C. Bomben, Chief Financial Officer / Deputy City Manager
R. Miller, Corporate Administrator / Director of Recreation

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 5:04 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

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

- 90.1 (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agenda of the municipality or another position appointed by the municipality; and,
- (k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests 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 October 3, 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 R. Skelton-Morven
Councillor W. Niesh
Councillor G. Randhawa
Councillor B. Cunningham
Councillor N. Adey
Councillor B. Mirau

STAFF: R. Buchan, City Manager / City Planner
C. Bomben, Chief Financial Officer / Deputy City Manager
R. Miller, Corporate Administrator / Director of Recreation

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 October 3, 2022 be adopted as presented and amended with the addition of item 5.c) Permissive Tax Exemption Bylaw No. 3501, 2022 and to change the order to moving item 4.c) to 4.a).

CARRIED

3. MINUTES

a) MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Minutes of the Special Council Meeting of September 20, 2022 be adopted.

CARRIED

b) MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Minutes of the Regular Meeting of September 20, 2022 be adopted.

CARRIED

c) MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the Minutes of the Committee of the Whole Meeting of September 20, 2022 be adopted.

CARRIED

4. REPORTS & RESOLUTIONS

- a) **Welcoming by Nistooix (Clarence Nelson Sr.), Hereditary Chief with the Metlakatla First Nation (Gilwilgoots Hereditary Chief)**

Report from the Communications Manager Re: Framework for Reconciliation Policy Document.

MOVED by Councillor Skelton-Morven and seconded by Councillor Adey THAT Council consider adoption of the attached policy framework and direct staff to begin actioning on items within the framework.

CARRIED

- b) **Recommendation**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council authorize the Mayor to send a letter to the Premier and Cabinet members requesting immediate action on providing funding and new/restored revenues to enable the City of Prince Rupert to respond to our critical infrastructure renewals as soon as possible.

CARRIED

- c) **Temporary Use Permit Application #22-03 (TUP-22-03) for 191 Metlakatla Road.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council proceed with approval for Temporary Use Permit (TUP) application #22-03 with the addition of "In the event that hazardous materials are discovered on a ship after it has been brought to the property, the owner is responsible for containment, removal and if necessary any remediation. In such event, the City must be immediately notified."

CARRIED

- d) **Report from Planning Re: Prince Rupert Low Carbon Resilience Climate Action Plan.**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council fully supports the City of Prince Rupert's Low Carbon Resilience Climate Action Plan and directs staff to allocate time for the overall project including grant management, public engagement and communication.

CARRIED

5. BYLAWS

- a) **Report from the Chief Financial Officer/Deputy City Manager Re: Digby Island Ferry and Prince Rupert Airport Ground Transportation, Systems Tariffs, Fees and Charges Amendment Bylaw No. 3503, 2022.**

MOVED by Councillor Adey and seconded by Councillor Cunningham THAT Council give First, Second and Third Readings to the City of Prince Digby Island

Ferry and Prince Rupert Airport Ground Transportation, System Tariffs, Fees and Charges Amendment Bylaw No. 3503, 2022.

CARRIED

b) Police Detachment Temporary Borrowing Bylaw No. 3502, 2022.

MOVED by Councillor Mirau and seconded by Councillor Randhawa THAT Council give Fourth & Final Reading to the Police Detachment Temporary Borrowing Bylaw No. 3502, 2022.

CARRIED

c) Permissive Tax Exemption Bylaw No. 3501, 2022.

MOVED by Councillor Adey and seconded by Councillor Mirau THAT Council give Fourth & Final Reading to the Permissive Tax Exemption Bylaw No. 3501, 2022.

CARRIED

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

7. ADJORNMENT

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the meeting be adjourned at 8:01 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



REPORT TO COUNCIL

Meeting of Council

DATE: October 24, 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 – 25% Complete.

- Demolition of the former Kingdom Hall is complete
- Conceptual Design is Complete
- Earthworks Program for foundations is underway

Recycling Program – 100% Complete.

SCADA System Upgrade – 15% Complete.

- RFP is Awarded
- Project design for Towers is underway

Sewer Treatment Program – 15% Complete.

- 90% of design drawings are complete for the pilot program and approved to proceed

Submarine Line – 15% Complete.

- RFP is Awarded
- Design is underway

Water Treatment – 10% Complete.

- Staff is working on the RFP to release

Waterfront Project – 15% Complete.

- Bathymetric Survey is complete
- Functional assessment and design have begun

Woodworth Dam – 100% Complete.

- The Woodworth Dam Project is complete.
- Decommission of the old dam is in progress
- Reservoir is in the process of filling

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
- Photos





Major Project Update


MAJOR PROJECT	PRIORITY	STATUS	% COMPLETE
3rd Avenue Extension	High	In Progress	15%
Eat Street Project	High	Complete	100%
New Landfill Cell	High	Complete	100%
RCMP Detachment	High	In Progress	25%
Recycling Program	High	Complete	100%
SCADA System Upgrade	High	In Progress	15%
Sewer Treatment Program	High	In Progress	15%
Submarine Line	High	In Progress	15%
Water Treatment	High	In Progress	10%
Waterfront Project	High	In Progress	15%
Woodworth Dam	High	In Progress	100%


Council Resolution Status Updates

June – September 2022

Date	Resolution	Status
22-Nov-2021	NCMBA Pump Track – License to Occupy	●
10-Jan-2022	Police Detachment Loan Authorization Bylaw No. 3484, 2022	●
7-Feb-2022	Street Names Resident Request	●
	<i>Update: Pending work plan review (2023).</i>	
25-Apr-2022	Zoning Amendment Bylaw No. 3493, 2022	●
9-May-2022	Zoning Amendment Bylaw No. 3492, 2022	●
	<i>Update: Passed Third Reading.</i>	
30-May-2022	Cannabis Regulation	●
30-May-2022	Notice of Motion: Health Care Concern petition	●
	<i>Update: For June 13th Meeting</i>	
13-Jun-2022	April 2022 Financial Variance Report	●
13-Jun-2022	2021 Financial Variance Report	●
13-Jun-2022	Elections Voting Procedure Bylaw & Automated Vote Counting System Authorization Bylaw No. 3496, 2022	●
27-Jun-2022	Wastewater Treatment Grant Application – Strategic Priorities Fund (SPF)	●
27-Jun-2022	2021 Annual Report	●
27-Jun-2022	2022 Civic Recognition Awards	●
27-Jun-2022	Port Edward Harbour Authority Letter of Support	●
27-Jun-2022	2022 Five Year Financial Plan Amendment Bylaw No. 3498, 2022	●
25-Jul-2022	Contract to receive Active Transportation Funding	●
25-Jul-2022	Fire Engine Build	●
25-Jul-2022	Proposed Interim Parking Strategy	●
25-Jul-2022	May 2022 Financial Variance Report	●
25-Jul-2022	Bylaw Notification System	●
25-Jul-2022	Fire Department response to medical incidents	●
25-Jul-2022	Prince Rupert Golf Club Request for Support	●
25-Jul-2022	Public Notice Bylaw No. 3500, 2022	●
25-Jul-2022	Prince Rupert Road Dedication Bylaw No. 3499, 2022	●
22-Aug-2022	July 2022 Fire Rescue Report	●
22-Aug-2022	Ministry of Environment & Climate Change Strategy	●
22-Aug-2022	Amended Supplementary Letters Patent Tax Share Information	●
22-Aug-2022	Fire Safety Inspections – Bylaw amendment	●
22-Aug-2022	Bylaw Notification System	●
22-Aug-2022	EcoTrust Canada Request for Support	●
22-Aug-2022	Amendment to EcoTrust Canada Support from 2021	●
22-Aug-2022	Appointment of 2 nd Deputy Election Officer	●

22-Aug-2022	Police Detachment Temporary Borrowing Bylaw No. 3502, 2022	
20-Sep-2022	Westcoast Gas Transmission Project Environmental Assessment Certificate Extension Request	
20-Sep-2022	Permissive Tax Exemption Bylaw No. 3501, 2022	
20-Sep-2022	Zoning Amendment Bylaw No. 3503, 2022	

 In progress

 Completed

Rosamaria Miller
Corporate Administrator

Date	Resolutions - COMPLETED	Status
14-Mar-2022	Master Service Agreement – Award CT Northern Contractors Alliance Limited Partnership (22-10)	●
28-Mar-2022	Outdoor Patio – Wheelhouse Brewing Company	●
28-Mar-2022	Master Service Agreement – Award CT Northern Contractors Alliance Limited Partnership (22-09)	●
24-Jan-2022	Zoning Amendment Bylaw No. 3485, 2022	●
7-Feb-2022	Letter of Support: Tourism Prince Rupert	●
7-Feb-2022	Letter of Support: Odd Eidsvik Community Park	●
7-Feb-2022	Letter of Support: City Staff/ICIP Grant Application Re: Omenica Avenue Wastewater Treatment Facility	●
7-Feb-2022	Letter of Support: Oldfield Creek Hatchery	●
7-Feb-2022	Letter of Support: Friendship House Association of Prince Rupert	●
7-Feb-2022	Letter of Support: Prince Rupert Golf Club	●
7-Feb-2022	Letter of Support: Snow Valley Nordic Ski Club	●
28-Feb-2022	Cost & Commissioning Consultants	●
28-Feb-2022	Consideration of a Final Brand Package	●
28-Feb-2022	Master Service Agreements – Award: Colliers Project Leaders	●
28-Feb-2022	Subdivision and Servicing Bylaw No. 3486, 2022	●
28-Feb-2022	Delegation Amendment Bylaw No. 3487, 2022	●
28-Feb-2022	Business Regulation & Licensing Bylaw No. 3476, 2022	●
14-Mar-2022	OCP Amendment Bylaw No. 3489, 2022	●
14-Mar-2022	Zoning Amendment Bylaw No. 3490, 2022	●
28-Mar-2022	Cemetery Fees & Charges Amendment Bylaw No. 3491, 2022	●
28-Mar-2022	Road Closure Bylaw No. 3488, 2022	●
11-Apr-2022	CN Station & RCMP Detachment Project Transition Notification	●
25-Apr-2022	Waterfront Project Update & MSA Award	●
25-Apr-2022	City of Prince Rupert 2022 Budget	●
25-Apr-2022	Moosehide Campaign Day Declaration	●
25-Apr-2022	Zoning Amendment Bylaw No. 3493, 2022	●
9-May-2022	Service Provider Agreement – Kaien Island Trails	●
9-May-2022	2021 Audited Financial Statements	●
9-May-2022	Letter of Support – Northern BC Tourism	●
9-May-2022	Five Year Financial Plan Budget No. 3494, 2022	●
9-May-2022	2022 Property Tax Bylaw No. 3495, 2022	●
30-May-2022	UBCM Award Submission for Branding Project	●
30-May-2022	Cannabis Regulation	●
30-May-2022	Notice of Motion: Health Care Concern petition	●



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 24, 2022
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer/Deputy City Manager

SUBJECT: AUGUST 2022 FINANCIAL VARIANCE REPORT

REASON FOR REPORT:

THAT Council receives this report for information purposes.

REASON FOR REPORT:

This report is to apprise Council of the City's current financial experience versus the approved budget for the period ending August 31, 2022.

OPERATING BUDGET

Overall, operating revenues and expenses are on track with the overall budget. Fiscal revenues compared to the previous year are lower although this is just a timing delay.

UTILITIES BUDGET

Revenues and expenses for utility funds are trending in line with the budget.

CAPITAL & SPECIAL PROJECTS

Costs associated with projects in progress will continue to be recorded as they are received through the remainder of the construction season.

Report Prepared By:

Report Reviewed By:

Corinne Bomben
Chief Financial Officer/Deputy City Manager

Robert Buchan,
City Manager

Attachments:

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

CITY OF PRINCE RUPERT					
August 2022 Departmental Report					
REVENUES	YTD 2021 Actual (\$)	YTD 2022 Actual (\$)	2022 Budget (\$)	Budgeted Amount Left (\$)	% Left
Airport Ferry	143,202	637,200	875,000	(237,800)	(27.18)
Cemetery	117,757	119,421	149,000	(29,579)	(19.85)
Cow Bay Marina	159,875	290,710	257,000	33,710	13.12
Development Services	580,692	518,861	565,000	(46,139)	(8.17)
Economic Development	17,000	25,000	70,000	(45,000)	(64.29)
FD 911	55,012	51,284	92,000	(40,716)	(44.26)
FD Fire Protective Services	1,588	7,873	5,000	2,873	57.46
Finance	15,934	13,098	15,000	(1,902)	(12.68)
Fiscal Revenues	7,108,570	4,838,420	8,269,000	(3,430,580)	(41.49)
Information Technology	-	-	1,000	(1,000)	(100.00)
Parks	-	5,400	-	5,400	N.A.
PW Engineering	1,820	2,073	5,000	(2,927)	(58.54)
PW Common cost	57,387	60,523	35,000	25,523	72.92
RCMP	84,700	54,804	101,000	(46,196)	(45.74)
Rec. Centre Arena	53,247	132,217	204,000	(71,783)	(35.19)
Rec. Centre Civic Centre	86,172	203,517	254,000	(50,483)	(19.88)
Rec. Centre Community Services	-	-	3,000	(3,000)	(100.00)
Rec. Centre Pool	128,863	252,319	373,000	(120,681)	(32.35)
Transit	110,913	117,962	201,000	(83,038)	(41.31)
Victim Services	50,991	53,374	83,000	(29,626)	(35.69)
Watson Island	-	-	400,000	(400,000)	(100.00)
	8,773,723	7,384,056	11,957,000	(4,572,944)	(38.24)
Property Taxes	22,845,416	23,638,321	23,638,000	321	0.00
Appropriated Surplus- COVID 19 Safe Restart Grant	-	-	850,000	(850,000)	(100.00)
Capital Works- Funding from PR Legacy	-	-	200,000	(200,000)	(100.00)
Capital Works- Funding from Grants	-	-	60,000	(60,000)	(100.00)
Capital Works- Funding from Appr. Surplus	-	-	110,000	(110,000)	(100.00)
Capital Works- Fundinf from Reserves	-	-	150,000	(150,000)	(100.00)
Capital Purchases- Funding from PR Legacy	-	-	1,147,000	(1,147,000)	(100.00)
Capital Purchases- Funding from Grants	5,200,000	4,000,000	12,423,000	(8,423,000)	(67.80)
Capital Purchases- Funding from Appr. Surplus	-	-	431,000	(431,000)	(100.00)
Capital Purchases- Fundinf from Reserves	-	-	5,400,000	(5,400,000)	(100.00)
Capital Purcahses- Funding from Borrowing	-	-	26,300,000	(26,300,000)	(100.00)
Special Projects- Funding from PR Legacy	-	-	150,000	(150,000)	(100.00)
Special Projects- Funding from Grants	-	56,750	148,000	(91,250)	(61.66)
Special Projects- Funding from Appr. Surplus	-	-	310,000	(310,000)	(100.00)
	36,819,139	35,079,127	83,274,000	(48,194,873)	(57.88)

CITY OF PRINCE RUPERT					
August 2022 Departmental Report					
EXPENDITURES	YTD 2021 Actual (\$)	YTD 2022 Actual (\$)	2022 Budget (\$)	Budgeted Amount Left (\$)	% Left
Airport Ferry	1,270,484	1,503,599	2,403,000	899,401	37.43
Cemetery	189,866	204,833	300,000	95,167	31.72
Civic Properties	173,264	217,474	405,000	187,526	46.30
Corporate Administration	495,761	762,049	958,000	195,951	20.45
Cow Bay Marina	162,763	232,354	247,000	14,646	5.93
Development Services	842,002	694,113	1,358,000	663,887	48.89
Economic Development	109,250	146,077	211,000	64,923	30.77
FD 911	416,241	374,949	612,000	237,051	38.73
FD Fire Protective Services	2,557,573	2,934,205	4,445,000	1,510,795	33.99
FD Emergency Measures	21,369	19,144	42,000	22,856	54.42
Finance	579,227	675,597	1,082,000	406,403	37.56
Finance Cost Allocation	(465,000)	(465,000)	(465,000)	-	-
Fiscal Expenditures	2,094,376	2,286,586	2,823,000	536,414	19.00
Governance	227,944	236,902	407,000	170,098	41.79
Grants	1,363,053	1,427,057	1,640,000	212,943	12.98
Information Technology	374,640	404,486	588,000	183,514	31.21
Parks	681,489	711,508	1,295,000	583,492	45.06
PW Engineering	327,055	340,303	723,000	382,697	52.93
PW Common Cost	2,969,925	3,019,567	4,859,000	1,839,433	37.86
Allocation of Common Cost	(2,775,515)	(2,755,932)	(4,719,000)	(1,963,068)	41.60
PW Vehicles	738,962	800,017	1,623,000	822,983	50.71
PW Vehicle Cost Allocation	(999,268)	(1,084,015)	(1,623,000)	(538,985)	33.21
RCMP	3,943,772	4,261,531	6,540,000	2,278,469	34.84
Rec. Centre Arena	236,896	281,233	441,000	159,767	36.23
Rec. Centre Civic Centre	978,774	1,154,310	1,802,000	647,690	35.94
Rec. Centre Community Services	5	676	3,000	2,324	77.47
Rec. Centre Pool	895,473	947,621	1,506,000	558,379	37.08
Roads	1,440,176	1,493,225	2,319,000	825,775	35.61
Transit	344,916	484,801	745,000	260,199	34.93
Victim Services	83,721	96,983	165,000	68,017	41.22
Watson Island	290,812	245,084	400,000	154,916	38.73
Transfer to Reserves	-	700,000	1,650,000	950,000	57.58
Special Projects	-	293,783	823,000	529,217	64.30
Capital Purchases	876,925	2,117,117	45,916,000	43,798,883	95.39
Capital Works	1,016,332	1,088,576	1,750,000	661,424	37.80
	21,463,263	25,850,813	83,274,000	57,423,187	68.96

CITY OF PRINCE RUPERT					
August 2022 Utilities Report					
Utilities	YTD 2021 Actual (\$)	YTD 2022 Actual (\$)	2022 Budget (\$)	Budgeted Amount Left (\$)	% Left
Water					
Operating Revenue	2,695,465	2,802,581	3,058,000	(255,419)	(8.35)
Funding from PR Legacy- Capital Works	-	5,300,000	5,300,000	-	-
Funding from PR Legacy- Debenture Debt Payment	-	492,653	560,000	(67,347)	(12.03)
Funding from LT Debt- MFA	5,518,471	850,000	850,000	-	-
Funding from Reserves- Capital Works	38,783	2,776,477	9,450,000	(6,673,523)	(70.62)
Funding from Appropriated Surplus- Capital Works	-	230,000	805,000	(575,000)	(71.43)
Less: Capital Works	(5,852,081)	(9,492,504)	(17,097,000)	7,604,496	44.48
Net Revenue	2,400,638	2,959,207	2,926,000	33,207	1.13
Operating Expenditure	1,566,891	2,245,507	2,926,000	680,493	23.26
Surplus /(Deficit)	833,747	713,700	-	713,700	-
Sewer					
Operating Revenue	2,448,040	2,517,550	2,715,000	(197,450)	(7.27)
Funding from Grants- Capital Works	87,000	-	400,000	(400,000)	100.00
Funding from App Surplus- Capital Works	318,732	234,468	1,261,000	(1,026,532)	100.00
Funding from Reserves- Capital Works	-	1,302	100,000	-	100.00
Less: Capital Works	(1,315,068)	(734,243)	(2,825,000)	2,090,757	74.01
Net Revenue	1,538,704	2,019,077	1,651,000	368,077	22.29
Operating Expenditure	1,077,016	877,991	1,651,000	773,009	46.82
Surplus/(Deficit)	461,688	1,141,086	-	1,141,086	-
Solid Waste					
Operating Revenue	2,894,669	3,788,670	4,599,000	(810,330)	(17.62)
Funding from Debenture Debt (MFA)- Capital Works	4,355,123	-	-	-	-
Funding from Accruals- Capital Works	-	3,210,493	3,675,000	(464,507)	100.00
Funding from Reserves- Capital Works	-	850,000	3,976,000	(3,126,000)	100.00
Funding from CWF (Gas Tax)- Capital Works	604,390	-	1,130,000	(1,130,000)	100.00
Less: Capital Purchases	-	-	(1,500,000)	1,500,000	100.00
Less: Capital Works	(4,959,513)	(4,060,493)	(7,381,000)	3,320,507	(44.99)
Net Revenue	2,894,669	3,788,670	4,499,000	(710,330)	(15.79)
Operating Expenditure	1,993,438	3,165,747	4,499,000	1,333,253	29.63
Surplus /(Deficit)	901,231	622,923	-	622,923	-

CITY OF PRINCE RUPERT August 2022 Capital Purchases Budget Variance Report	Budget	Actual	Variance
Special Projects	823,000	293,783	529,217
Waterfront Landing	10,900,000	25,394	10,874,606
Ferry Dock & Pontoons Repair	175,000	67,594	107,406
Recreation	200,000	-	200,000
RCMP Bulding	26,100,000	396,226	25,703,774
Civic Properties	6,500,000	1,549,496	4,950,504
Fire Department	1,381,000	-	1,381,000
Land Acquisition	50,000	47,165	2,835
Watson Island	185,000	-	185,000
Public Works	425,000	31,242	393,758
Solid Waste	1,500,000	-	1,500,000
Total	\$ 48,239,000	\$ 2,410,900	\$ 45,828,100

CITY OF PRINCE RUPERT August 2022 Capital Works Budget Variance Report	Budget	Actual	Variance
General Operating	\$ 1,750,000	\$ 1,088,576	\$ 661,424
Water Utility	\$ 17,097,000	\$ 9,492,504	\$ 7,604,496
Sewer Utility	\$ 2,825,000	\$ 734,243	\$ 2,090,757
Solid Waste Utility	\$ 7,381,000	\$ 4,060,493	\$ 3,320,507
Total	\$ 29,053,000	\$ 15,375,816	\$ 13,677,184



REPORT TO COUNCIL

Regular Meeting of Council

DATE: September 19, 2022

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planner

SUBJECT: DEVELOPMENT VARIANCE PERMIT #22-20 FOR 1153 AMBROSE

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) #22-20.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1153 Ambrose Avenue.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.7 (b) to build a 6.86-metres shed on the applicant's property. The maximum height for an accessory building is 3.6 metres. The applicant is requesting a variance of 3.26 metres above the current maximum height.

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

BACKGROUND AND ANALYSIS:

The proposed height variance is requested by the applicant to accommodate a proposed accessory building that includes a new garage on the bottom level and a workshop on the top floor consisting of an open concept room for hobbies. The applicant rationalized this variance based on a need for additional space to accommodate hobby and play space for family, and specifically grandchildren, as there is insufficient space in the main house.

The applicant has also proposed to install a washroom in this unit and hook the garage up to water, sewer, and electricity for an electric car charging station. While this does not affect the applicant's height variance application, they have been informed that any connection to sewer and water lines will be new (as opposed to through the existing connection) and at cost (not at the subsidized rate). This would also result in a second utilities bill, and therefore the garage will likely need to be addressed to allow for billing (i.e. 1153a Ambrose Avenue).

Our current zoning bylaw does not currently permit detached accessory dwelling units, or carriage suites. However, council may be concerned that the water/sewer connection, addressing requirements, and height variance request may result in an unauthorized accessory dwelling unit, or suite. If council wishes, the Development Variance Permit can be amended to include a clause that no building may proceed until a covenant is registered that raises the penalty if an unauthorized suite is installed. This covenant will serve to disincentivize the use of the building as an unauthorized dwelling unit.

The proposed garage site currently sits approximately 3 metres below street-level, and the house backs onto designated alley and trees, with no houses behind. Given this elevation and location, the 3.22 metres variance is unlikely to impact any views or otherwise affect neighbouring properties. However, the neighbours 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 at this time to proceed to public notification. Affected property owners will have the opportunity to express their views on the application through the public notification period.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,

Robert Buchan,

Planner

City Manager

Attachment(s):

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

For Informational purposes only.
From Previous Meeting.



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 24th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

SUBJECT: DEVELOPMENT ACTIVITY REPORT FOR SEPTEMBER 2022

REASON FOR REPORT:

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

SUMMARY:

The table below provides a summary of the applications that were approved, approved with amendment(s), rejected, in progress, on hold, discontinued, or lapsed as of the end of September 2022.

In terms of development permits, one was approved, one was in progress, and one lapsed. In terms of development variance permits, one was approved with amendments, three were in progress, and one was on hold. In terms of temporary use permits, one was in progress and one was on hold. In terms of Official Community Plan and/or Zoning Bylaw amendments, one was in progress and four were on hold.

File No.	Location	Proposal Description	Date Received	Status	Date of Decision
DP-22-10	413 3 rd Avenue West	Application to have a sign.	March 9 th 2022	Lapsed	N/A
DP-22-19	515 3 rd Avenue West	Application to have a sign.	September 15 th 2022	Approved	September 22 nd 2022
DP-22-20	515 3 rd Avenue West	Application to have a sign.	September 26 th 2022	In Progress* *Awaiting additional documentation from the applicant.	N/A
DVP-22-11	938 Alfred Street	Application to have a front yard area maximum fence height variance to accommodate a proposed fence.	May 16 th 2022	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A

DVP-22-18	1444 2 nd Avenue West	Application to have a maximum lot coverage variance, front property line setback variances, and side property line setback variances to accommodate a proposed front deck and stairs with an overhang over the front deck, a proposed overhang over the rear deck with side walls, and a proposed enclosure of the space beneath the rear deck.	June 23 rd 2022	Approved with Amendments	September 20 th 2022
DVP-22-20	1153 Ambrose Avenue	Application to have an accessory building height variance to accommodate a proposed accessory building.	August 10 th 2022	In Progress* *Before Council on October 24 th 2022 for final consideration.	N/A

DVP-22-21	539 6 th Avenue West	Application to have a rear property line setback variance and a side property line setback variance to accommodate an existing/proposed second-storey alteration.	September 23 rd 2022	In Progress* *Before Council on October 24 th 2022 with a recommendation to proceed with the statutory notification process.	N/A
DVP-22-22	1546 India Avenue	Application to have a maximum lot coverage variance, a rear property line setback variance, and a side property line setback variance to accommodate a proposed attached garage.	September 28 th 2022	In Progress* *Before Council on October 24 th 2022 with a recommendation to proceed with the statutory notification process.	N/A
TUP-21-03	1502 2 nd Avenue West	Application to temporarily have a container located in a backyard.	September 27 th 2021	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A

TUP-22-03	191 Metlakatla Road	Application to temporarily have a shipwrecking yard and store, handle, and sell scrap material on the subject property.	July 21 st 2022	In Progress	N/A* *The application has since been approved with an amendment on October 3 rd 2022.
ZBLA-21-01	712-714 McKay Street	Application to rezone from R2 to RM2.	April 7 th 2021	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A
ZBLA-22-01	1307-1309 Sloan Avenue	Application to rezone from R2 to RM1.	January 20 th 2022	On Hold* *The application is on hold in consideration of a Zoning Bylaw amendment proposal.	N/A
ZBLA-22-02	542 8 th Avenue East	Application to rezone from R2 to RM2.	January 31 st 2022	On Hold* *The application is on hold in consideration of a Zoning Bylaw amendment proposal.	N/A

ZBLA-22-03	125 3 rd Avenue East	Application to rezone from C5 to P1.	March 23 rd 2022	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A
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<p>ZBLA-22-05</p>	<p>N/A</p>	<p>Omnibus Zoning Bylaw Amendment. Section 1 covers twelve items including the addition and alteration of definitions, permitted uses within existing zones, and signage regulations, as well as the removal of the Marina District Zone from the section for Industrial Zones and the consequent renumbering. Section 2 covers accessory dwelling units including the proposed permitting of lock-off suites in multi-family buildings and secondary suites in duplexes.</p>	<p>April 25th 2022</p>	<p>In Progress* *With Council.</p>	<p>N/A</p>
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Report Prepared By:

Report Reviewed By:

Daniel Rajasooriar,
Planner

Robert Buchan,
City Manager



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 24th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

**SUBJECT: DEVELOPMENT VARIANCE PERMIT #22-21
FOR 539 6TH AVENUE WEST**

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #22-21.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 539 6th Avenue West.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.6 (b) to have a 1.24968-metre setback from the rear property line in order to accommodate an existing/proposed second-storey alteration. The required setback from the rear property line in an R2 zone is 3.0 metres.
2. 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 the side property line in relation to the southwestern side property line in order to accommodate an existing/proposed second-storey alteration. The required setback from a side property line in an R2 zone is 1.2 metres.

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

BACKGROUND AND ANALYSIS:

The proposed rear property line setback and side property line setback variances are requested by the applicant to accommodate an existing/proposed second-storey alteration. The non-conforming second-storey alteration was completed without obtaining a Development Variance Permit and a Building Permit for the work, as necessary for it to be legal.

The applicant has only received Building Permits for the following work:

- “Flooring, 9 Windows (4 First Floor, 1 Staircase, 4 Main Floor) Same Size, Some Siding Repair & Completion”
- “Plumb 4 Fixtures On 1st Floor”

On March 21st 2022, one of the City’s building inspectors was called to the subject property for an insulation and vapour barrier inspection in relation to the first of those Building Permits. The building inspector noticed work done for a second-storey alteration, outside of that Building Permit’s scope of work, and directed the applicant to meet with one of the City’s planners to discuss the City’s Development Variance Permit application process due to the work’s non-conformity with the City’s Zoning Bylaw.

On June 24th 2022, the applicant met with one of the City’s planners to discuss the Development Variance Permit application process.

On September 23rd 2022, the applicant’s Development Variance Permit application package was accepted by the City.

The applicant rationalized the proposed variances in two ways. First, they note that the existed/proposed second-storey alteration has added much-needed headroom for a longstanding second-storey living space within the non-conforming building. Second, they note that the existing/proposed second-storey alteration is within the non-conforming building’s longstanding building footprint.

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

Attachments:

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

PREPARED FOR:
KAMALDEEP BEDI
539 6th AVENUE WEST
PRINCE RUPERT, BC
V8J 1Z7

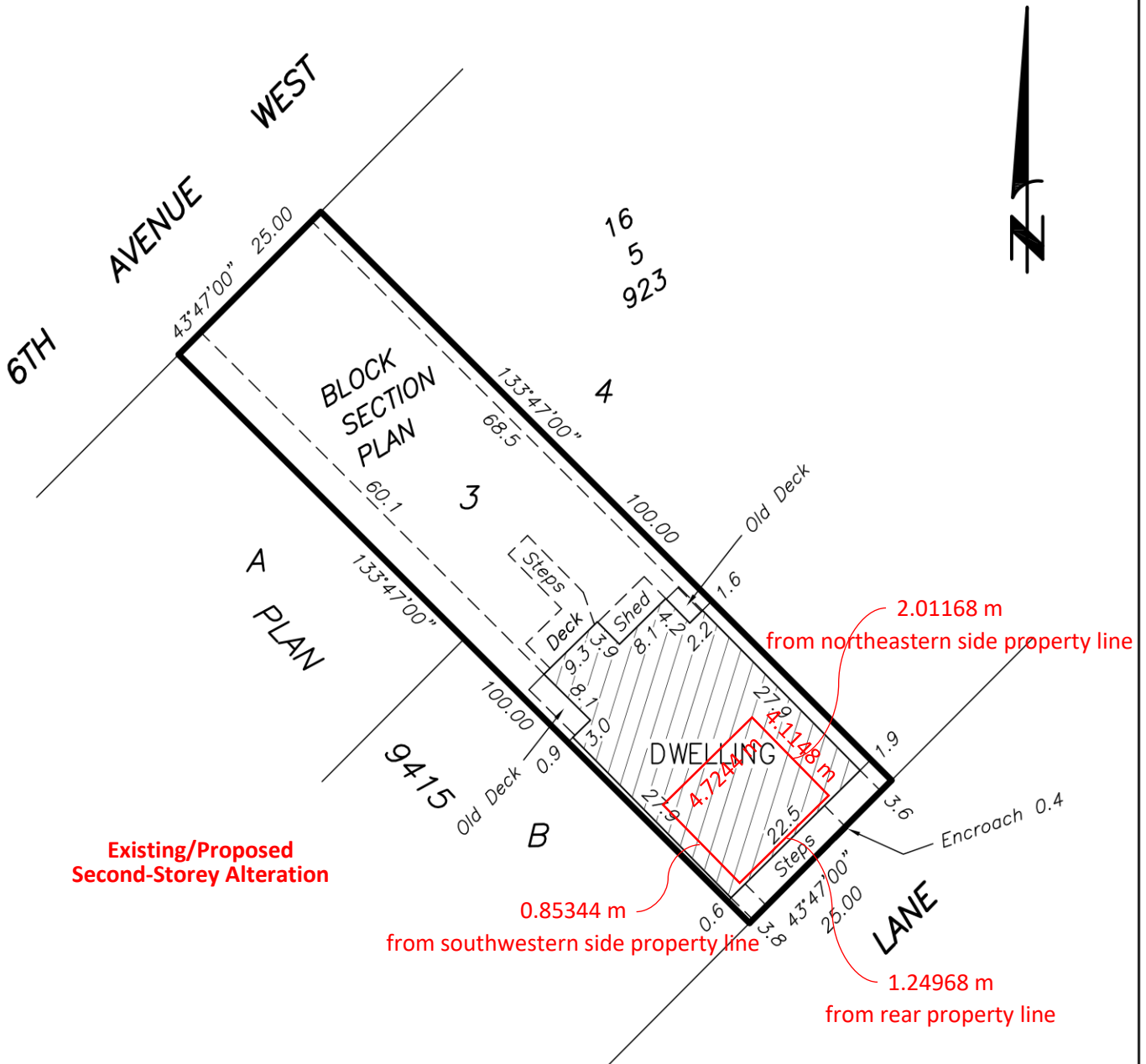


McElhanney Associates Land Surveying Ltd.

1 - 5008 POHLE AVENUE, TERRACE, BC V8G 4S8 TEL: 250-635-7163

OUR FILE: 2321-5010-14
FIELD SURVEY DATE: JUNE 30, 2022

BRITISH COLUMBIA LAND SURVEYOR'S CERTIFICATE OF LOCATION SHOWING
IMPROVEMENTS OVER LOT 3, BLOCK 16, SECTION 5, DISTRICT LOT 251,
RANGE 5, COAST DISTRICT PLAN 923.



Existing/Proposed
Second-Storey Alteration

Note: All markings in red are not from McElhanney Associates Land Surveying Ltd.

NOTE:
THIS PROPERTY MAY BE AFFECTED BY THE FOLLOWING CHARGES:
- SEE TITLE FOR CHARGES

ALL MEASUREMENTS SHOWN ARE IN FEET AND DECIMALS THEREOF. OFFSET DIMENSIONS ARE TO EXTERIOR SIDING AND ARE PERPENDICULAR TO PROPERTY LINES, UNLESS OTHERWISE SHOWN.



THE INTENDED PLOT SIZE OF THIS PLAN IS 8.5x14 INCHES (LEGAL SIZE) WHEN PLOTTED AT A SCALE OF 1"=20'.

DIMENSIONS DERIVED FROM PLAN 923

CIVIC ADDRESS: 539 6th AVENUE WEST
PRINCE RUPERT, BC

PID: 014-670-038

THIS BUILDING LOCATION CERTIFICATE HAS BEEN PREPARED FOR CITY ZONING PURPOSES AND IN ACCORDANCE WITH THE PROFESSIONAL REFERENCE MANUAL AND IS CERTIFIED CORRECT ACCORDING TO LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.

Todd Basky
WINQ46

Digitally signed by Todd Basky
WINQ46
Date: 2022.06.30 13:06:39 -07'00'

TODD BASKY

BCLS 899

THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED

THIS BUILDING LOCATION CERTIFICATE WAS PREPARED FOR THE EXCLUSIVE USE OF OUR CLIENT. THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS. THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF THE SIGNATORY.

539 6th AVE WEST.

19 JULY 2022

RIDGE BOARD ROOF STRUCTURE: RAFTER WITH - RIDGE BOARD

PR BC V85 127. RAFTERS (2x10)

ROOF TYPE: MODIFIED BITUMINOUS MEMBRANE.

STEEL TIES

PROPOSED LATERAL STABILITY, AND ADDED SUPPORT REACTION TO EXISTING ROOF RAFTERS.

EXISTING STRUTS

RAFTERS (2"x4")

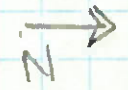
CEILING JOISTS (2"x4")

TWO SIDE WALLS AND CENTER WALL BRACED/PLATED

4"x10" BEAM

POST AND WALL

WALL



(10"x6") BEAM.

(10"x10) BEAM.

12x6 BEAM

10x8 BEAM

10x8 BEAM

EXISTING ROOF RETAINED

WALL

WALL CORNER POST

REFER FIRST FLOOR PLAN FOR DETAILS.

8'-2"

7'-9"

4'

6'

2(6"x6") + (4"x4") BEAM.

REFER FOUNDATION PLAN FOR DETAILS.

CONCRETE LOAD BEARING WALL

HARD ROCK.

2'-6"
2'-5"

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

TYPICAL SECTION

PREPARED BY KAMALOEF BEOI/RS

SCALE: 1 SQUARE = 1 SQUARE FEET

UNLESS NOTED.



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-22-21

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: Kamaldeep Bedi

APPLICANT: Kamaldeep Bedi

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 3 Block 16 Section 5 District Lot 251 Range 5 Coast District Plan 923

CIVIC ADDRESS:

539 6th Avenue West

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2.6 (b) is varied from a 3.0-metre setback from the rear property line to a 1.24968-metre setback from the rear property line in relation to the existing/proposed second-storey alteration, in accordance with the Site Plan and Building Plan attached as Schedules 1 and 2, respectively.
 - b. Section 5.2.6 (c) is varied from a 1.2-metre setback from a side property line to a 0.85344-metre setback from a side property line in relation to the southwestern side property line and the existing/proposed second-storey alteration, 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: October 24th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

**SUBJECT: DEVELOPMENT VARIANCE PERMIT #22-22
FOR 1546 INDIA AVENUE**

RECOMMENDATION:

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

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1546 India Avenue.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.4 to have a lot coverage of 52.47% in order to accommodate a proposed attached garage. The maximum lot coverage in an R2 zone is 50%.
2. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.6 (b) to have a 1.28016-metre setback from the rear property line in order to accommodate a proposed attached garage. The required setback from the rear property line in an R2 zone is 3.0 metres.
3. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.6 (c) to have a 0.4572-metre setback from the side property line in relation to the southwestern side property line in order to accommodate a proposed

attached garage. The required setback from a side property line in an R2 zone is 1.2 metres.

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

BACKGROUND AND ANALYSIS:

The proposed maximum lot coverage, rear property line setback, and side property line setback variances are requested by the applicant to accommodate a proposed attached garage. The applicant rationalized the proposed variances in four ways. First, they note that the proposed attached garage would allow them to park their large truck in a location that is off-street and weather-protected. Second, they note that the proposed attached garage would enable them to safely access and easily utilize their truck during the winter. Third, they note that the proposed attached garage would provide adequate space for exercising. Fourth, they note that the proposed attached garage would be built with the same distance from the southwestern side property line as the existing house.

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

Spanning lot lines, the proposed development would not conform with the City of Prince Rupert Zoning Bylaw, Section 5.2.6 (c) concerning the setback from a side property line. Therefore, the Draft Development Variance Permit includes a subject clause that the permittee(s) successfully has/have the lots consolidated or the interior lot lines cancelled prior to the issuance of a Building Permit.

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

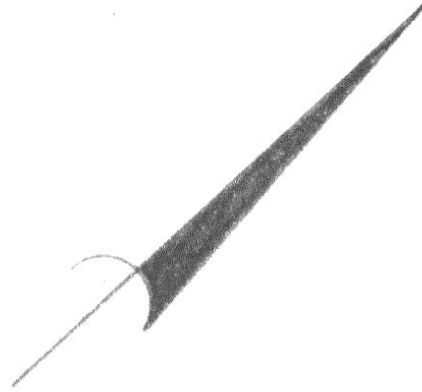
Attachments:

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

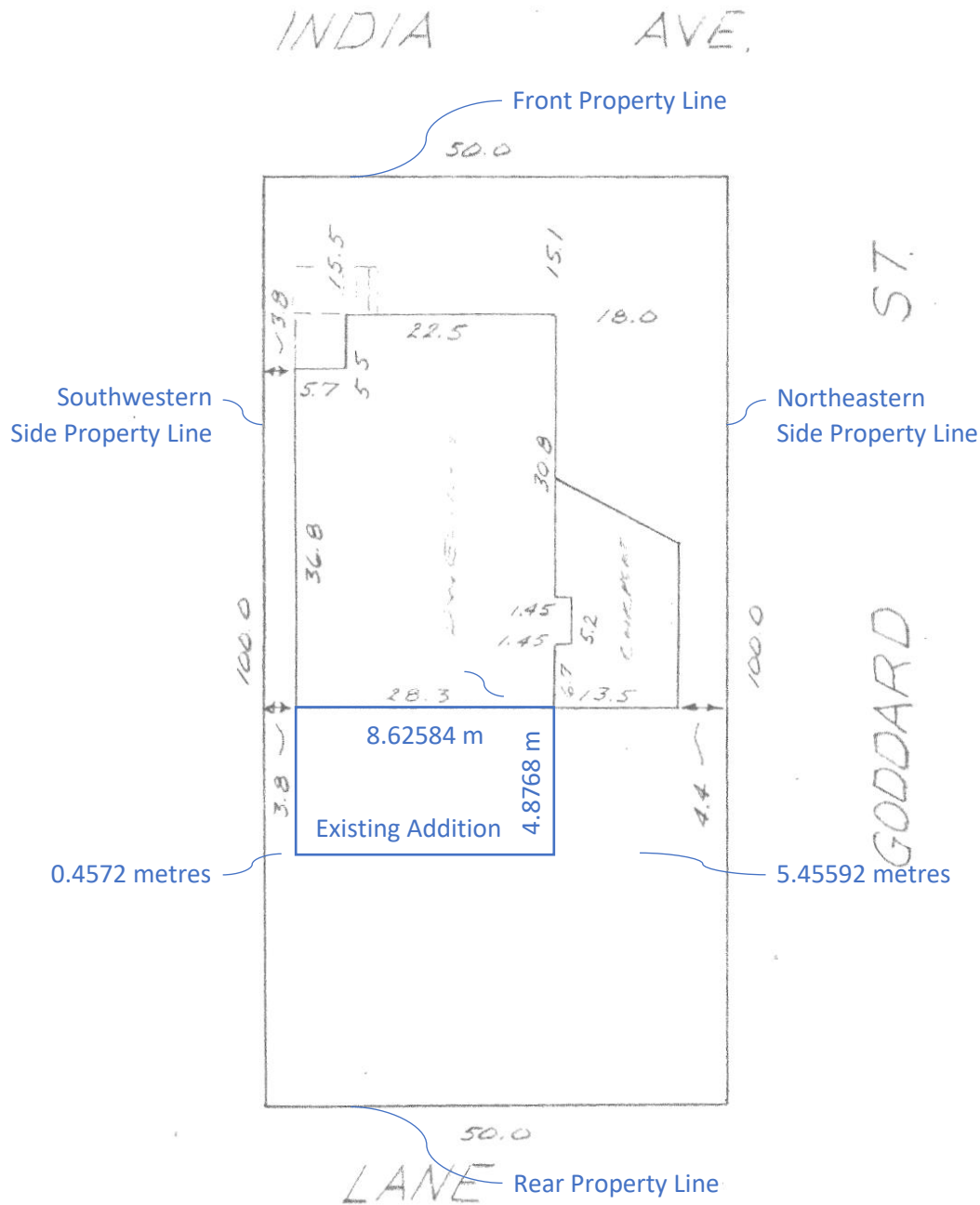
SURVEY CERTIFICATE COVERING
LOTS 17 AND 18
BLOCK 45 SECTION 8
DL 251, R.S.C. PLAN 923

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

Scale: 1 inch = 20 feet



EXISTING SITE PLAN



Note: All markings in blue and red are not from McElhanney Associates Professional Land Surveyors

CERTIFIED CORRECT

As. Dizze B.C.L.S.

Dated this 8th day of August, 1980

McELHANNEY ASSOCIATES
PROFESSIONAL LAND SURVEYORS

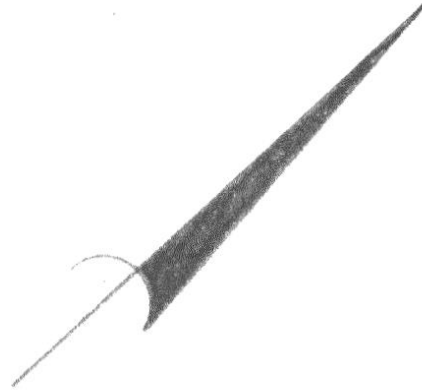
205 - 4630 Lazelle Avenue
Terrace, B.C.

FILE: 042315-3

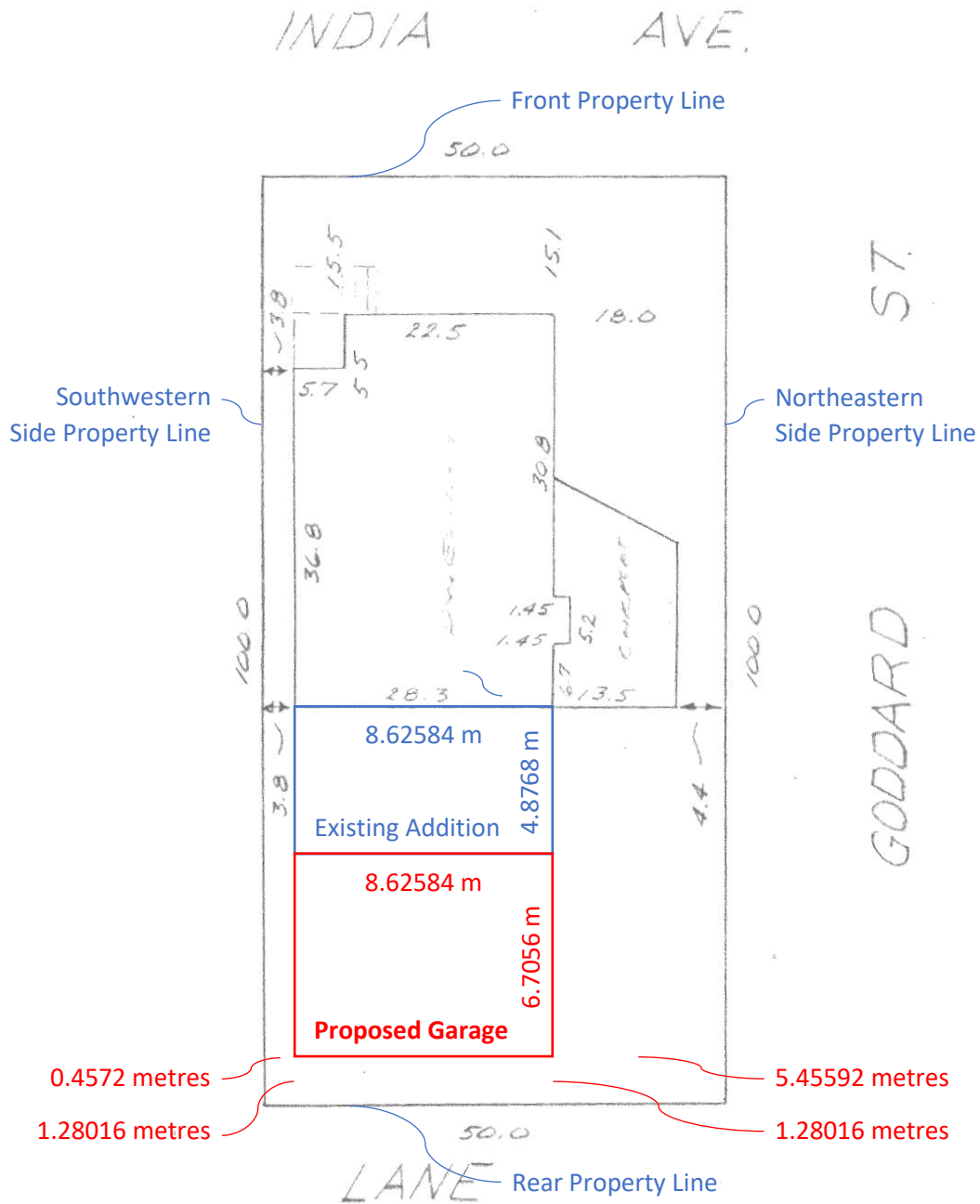
SURVEY CERTIFICATE COVERING
LOTS 17 AND 18
BLOCK 45 SECTION 8
DL 251, R.S.C. PLAN 923

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

Scale: 1 inch = 20 feet



PROPOSED SITE PLAN



Note: All markings in blue and red are not from McElhanney Associates Professional Land Surveyors

CERTIFIED CORRECT

As. Dizze B.C.L.S.

Dated this 8th day of August, 1980

McELHANNEY ASSOCIATES
PROFESSIONAL LAND SURVEYORS

205 - 4630 Lazelle Avenue
Terrace, B.C.

FILE: 042315-3

ELEVATION PLAN
1546 INDIA AVE
PRINCE RUPERT

Lot 17 & 18 Block 45 Plan PRP923
District Lot 251 Section 8 Range 5
Land District 14



ELEVATION PLAN
1546 INDIA AVE
PRINCE RUPERT

Lot 17 & 18 Block 45 Plan PRP923
District Lot 251 Section 8 Range 5
Land District 14





DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-22-22

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 OWNERS: Jordy Bouillet and Carol Susan Bouillet

APPLICANTS: Jordy Bouillet and Carol Susan Bouillet

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 17-18 Block 45 Section 8 District Lot 251 Range 5 Coast District Plan 923

CIVIC ADDRESS:

1546 India Avenue

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2.4 is varied from a maximum lot coverage of 50% to a maximum lot coverage of 52.47%, in accordance with the Site Plan and Building Plan attached as Schedules 1 (A-B) and 2 (A-B), respectively.
 - b. Section 5.2.6 (b) is varied from a 3.0-metre setback from the rear property line to a 1.28016-metre setback from the rear property line in relation to the proposed attached garage, in accordance with the Site Plan and Building Plan attached as Schedules 1 (A-B) and 2 (A-B), respectively.
 - c. Section 5.2.6 (c) is varied from a 1.2-metre setback from a side property line to a 0.4572-metre setback from a side property line in relation to the southwestern side property line and the proposed attached garage, in accordance with the Site Plan and Building Plan attached as Schedules 1 (A-B) 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 (A-B) and 2 (A-B), respectively.
 - b. The permittee(s) successfully has/have the lots consolidated or the interior lot lines cancelled prior to the issuance of a Building Permit.

- c. 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): 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: October 24th, 2022

TO: Robert Buchan, City Manager

FROM: Daniel Rajasooriar, Planner

**SUBJECT: RESOLUTION TO SUPPORT APPLICATION FOR FUNDING FROM THE
2022/23 BC ACTIVE TRANSPORTATION NETWORK PLANNING
GRANT**

RECOMMENDATION:

THAT Council fully supports the City of Prince Rupert's application for funding from the 2022/23 BC Active Transportation Network Planning Grant for the active transportation component of the City's transportation plan and for a detailed design of a reconfigured 2nd Avenue incorporating active transportation, and directs staff to allocate staff time and money for the projects.

REASON FOR REPORT:

The application process for the 2022/23 BC Active Transportation Network Planning Grant requires a Council resolution in support of the City's application for funding. The City is applying for funding for the active transportation component of the City's transportation plan and for a detailed design of a reconfigured 2nd Avenue incorporating active transportation. Fully supporting the City's application would include committing some of the City's in-kind resources (staff time) toward the overall project, including grant and project management. Furthermore, fully supporting the City's application would include committing some of the City's monetary resources toward the cost-share for a detailed design of a reconfigured 2nd Avenue incorporating active transportation.

BACKGROUND:

The City, in conjunction with Urban Systems, is currently developing a transportation plan including an active transportation component. \$29,000 of grant funding has been secured for the active transportation component (costing \$32,000) through two grants: 2021 UBCM Active Transportation Grant (\$20,000) and the Federal Active Transportation Fund Grant (\$9000). The City is seeking to secure grant funding for the remaining \$3000 through the 2022/23 BC Active Transportation Network Planning Grant.

To complement the transportation plan and its active transportation component, the City is also seeking to secure grant funding through the 2022/23 BC Active Transportation Network Planning Grant to have detailed designs (priority project) completed for a reconfigured 2nd Avenue incorporating active transportation. The reconfiguration would include, amongst other assets, a separated cycling lane, curb extensions, and end-of-trip facilities to promote active transportation. As 2nd Avenue is part of a highway that is under the purview of the Province's Ministry of Transportation and Infrastructure, the detailed designs would be developed in consultation with the Province.

Selected grant application documents have been attached as Attachment 1 (A-G).

COST AND BUDGET IMPACT:

Staff have already spent the time necessary to complete the grant application by the submission deadline of October 21st, 2022. If successful, moderate staff time will be required to manage the grant as well as the new priority project (see above). The Planning Department or designate would head/liaise on the new priority project, with main participation coming from the Communications and Engineering Departments.

Funding from the 2022/23 BC Active Transportation Network Planning Grant is available to a maximum 50% cost-share or \$50,000, whichever is less. With \$29,000 of grant funding secured for the transportation plan's active transportation component (costing \$32,000) through two grants, the City is seeking to secure grant funding for the remaining \$3000 through the 2022/23 BC Active Transportation Network Planning Grant. In terms of the priority project, the City has received an approximate quote of \$125,000. Given a total estimated eligible project cost of \$192,000 (including a \$35,000 contingency) for the active transportation component of the transportation plan and the priority project, and subtracting third-party contributions of \$29,000, the City's grant request is \$50,000.

As the transportation plan has been allocated funding from the City, the City's share of the additional cost for the priority project would be approximately \$110,000. Staff would need to be directed to allocate money toward the priority project.

CONCLUSION:

It is recommended that Council fully supports the City of Prince Rupert's application for funding from the 2022/23 BC Active Transportation Network Planning Grant for the active transportation component of the City's transportation plan and for a detailed design of a reconfigured 2nd Avenue incorporating active transportation, and directs staff to allocate staff time and money for the projects.

Report Prepared By:

Report Reviewed By:

Daniel Rajasooriar,
Planner

Robert Buchan,
City Manager

Attachment:

- Attachment 1 (A-G): Selected Grant Application Documents

BC ACTIVE TRANSPORTATION NETWORK PLAN APPLICATION FORM 2022/2023



BRITISH
COLUMBIA

Ministry of Transportation
and Infrastructure

Submit the completed application form in fillable PDF format (not printed and scanned) along with the Network Planning Cost Estimate, Signature Form, Council/Board/Band Council Resolution/Approval, and any other supporting documentation via email to BCATgrants@gov.bc.ca by 11:59PM on October 21, 2022.

If more space is needed than the form allows, you may refer to an attached supplement. If you require further information or assistance, please read the Program Guidelines, review the [BC Active Transportation Infrastructure Grants Program website](#), or contact program staff at BCATgrants@gov.bc.ca.

Information collected is subject to [BC's Freedom of Information and Protection of Privacy Act](#).

SECTION 1. CONTACT INFORMATION

Legal name of applicant: _____	Census 2021 Population:
Applicant Address: _____ City: _____ Postal Code: _____	
Check which applies:	
<input type="checkbox"/> Indigenous Government <input type="checkbox"/> Municipality <input type="checkbox"/> Islands Trust	
<input type="checkbox"/> Regional District or an Electoral Area of a Regional District	
<input type="checkbox"/> Indigenous Economic Development Corporation where the Nation is the shareholder	
Primary Contact Name: _____	Phone: _____
Title: _____	Email: _____
Primary Contact Address: _____	City: _____ Postal Code: _____

SECTION 2. REQUIREMENTS IN ORDER TO ADVANCE (Project may be ineligible if any of the answers to the questions below is "NO")

1. Is the population of the community less than 25,000? Yes No
 The Province supports smaller communities through 50% cost-sharing of up to \$50,000 for development of an Active Transportation Network Plan. Larger communities are not eligible.
2. Is the Active Transportation Network Plan Cost Estimate form submitted with your application? Yes No
3. Has the Council/Board/Band Council Resolution/Approval been obtained and submitted with your application? See requirements in Program Guidelines. Yes No
 Note that if an authorized resolution is not available by the application deadline due to meeting schedules, a draft resolution with anticipated date of submission for fully authorized resolution may be submitted with application package. The fully authorized resolution must be submitted by December 1, 2022.

SECTION 3. COMPONENTS

1. Project Title: _____
2. Description (high level scope outline): _____
3. Will the Active Transportation Network Plan address conflicts caused by traffic congestion? Yes No
4. Will the Active Transportation Network Plan support active transportation commuting? Active transportation is defined as human-powered forms of commuting to work, school, recreation, socializing or running errands. Yes No
5. Will the Active Transportation Network Plan include access to major destinations within a municipality, regional districts and/or provincial active transportation routes (e.g. major employers, business districts, schools, hospitals, recreation areas, shopping, trails, transit)? Describe: Yes No

BC ACTIVE TRANSPORTATION NETWORK PLAN APPLICATION FORM 2022/2023



BRITISH
COLUMBIA

Ministry of Transportation
and Infrastructure

6. Will the Active Transportation Network link to any of the following?

- Transit
 Aviation
 Train
 Ferries
 Park and Ride
 Roads
 Other Describe: _____

SECTION 4. HEALTH AND ECONOMY

- Describe how the Active Transportation Network Plan will align with the community's goals and priorities related to healthy living.
- Describe the potential economic benefits to your community (*e.g. construction of the infrastructure will provide local jobs; enhance tourism, connect retail centres and employment*).

SECTION 5. SAFETY

- What are some of the safety issues in your community that will be addressed in your Active Transportation Network Plan (*e.g. stairway linking neighbourhoods to schools; sidewalks for safer pedestrian travel; bike paths linking the town centre to recreation areas*)?

Please provide details on how the Active Transportation Network Plan will address safety concerns, including supporting documentation and quantitative data or anecdotal data. ([ICBC Statistics](#) and crash maps for the province and Transport Canada's [National Collision Database](#) provides data on bicycle and pedestrian collisions with vehicles).

- Provincially funded active transportation projects must be consistent with best practices for active transportation design. Indicate which documents you plan to use in network plan development:

- [BC Active Transportation Design Guide](#) (*This is the preferred document*)
 [Guideline for the Development of Bicycle Facilities \(4th Edition\)](#)
 [Urban Bikeway Design Guide](#)
 [Bikeway Traffic Control Guidelines for Canada](#)
 Other
 (specify): _____

SECTION 6. TIMING, CONSULTATION AND MONITORING

- Will the Active Transportation Network Plan be complete and approved by March 2024? Yes No
- Describe any consultation and/or engagement you will be undertaking, include key stakeholders, methodology and possible timing.

BC ACTIVE TRANSPORTATION NETWORK PLAN APPLICATION FORM 2022/2023



BRITISH
COLUMBIA

Ministry of Transportation
and Infrastructure

3. Describe any data collection you will be undertaking, and if/how longer-term data collection will be a part of the Active Transportation Network Plan.

4. Describe how you will monitor the implementation of the Active Transportation Network Plan to ensure success.

SECTION 7. PARTNERSHIPS

1. What other agencies have right-of-way(s) within the proposed Active Transportation Network Plan area (e.g. provincial highway, railway, BC Hydro)? Please list all agencies.

2. Will the above agencies be consulted during the development of the Active Transportation Network Plan?

Yes No

SECTION 8. PROJECT COST INFORMATION

Please see Program Guidelines for information on eligible costs, ineligible costs, and third-party contributions.	Total Estimated Project Cost	_____	(A)
	Total Estimated Eligible Project Cost (must match Cost Estimate)	_____	(B)
	Third party contribution(s) or in-kind/donated contributions:	_____	(C)
Grant request must be 50% of total eligible costs less third-party or in-kind funding, or \$50,000, whichever is less.	Total Estimated Eligible Project Cost less third party or in-kind contributions: (B) – (C)	_____	(D)
	Grant Request: 50% of (D) or \$50,000, whichever is less	_____	(E)

Applicant Share: (A) – (C + E) _____

**BC ACTIVE TRANSPORTATION
NETWORK PLAN APPLICATION FORM
2022/2023**BRITISH
COLUMBIAMinistry of Transportation
and Infrastructure**SECTION 9. DOCUMENT CHECKLIST** *Attach documents*

- Active Transportation Network Plan Cost Estimate
- Council/Board/Band Council Resolution/Approval OR Draft Resolution with Anticipated Submission Date for Fully Authorized Resolution (Note that fully authorized resolution must be submitted by December 1, 2022)
- Signature Form
- Complete Application Form

COST ESTIMATE
Applicant Name: Daniel Rajasooriar

Project Title: Transportation Plan & Detailed Design for Reconfigured 2nd Ave.
Incorporating Active Transportation

Cost Estimate Prepared By: Daniel Rajasooriar

Date of Cost Estimate (dd-mm-yyyy): 13-10-2022
 Cost estimate must be current or forecasted to planned date of construction (specify in comments).

Cost Estimate Class (select one, guidance below. Only A-C are eligible for this program): Class C

ELIGIBLE COSTS				
* Insert rows as necessary	Description	Quantity	Per Unit Amount	Total Cost
Plan Development				
	Consultant Fees			32,000
Plan Development Sub-Total:				\$32,000
Design / Engineering (option to prepare project specific design for priority projects using principles in the B.C. Active Transportation)				
	Topographic Survey			125,000
	Traffic Counting			
	Enviro - Contaminated Sites (Desktop Review Only)			
	Civil - Transportation Design			
	Project Management			
Design / Engineering Sub-Total:				\$125,000
Materials				
	E.g. printing costs			0
Materials Sub-Total:				\$0
Other Eligible Costs				
				0
Other Eligible Costs Sub-Total:				\$0



* Insert rows as necessary	Description	Quantity	Per Unit Amount	Total Cost
Contingency				
No greater than 20% of total eligible costs	Contingency			35,000
Contingency Sub-Total:				\$35,000
TOTAL ELIGIBLE COSTS*:				\$192,000

*** Total Eligible Costs must match total in the Total Eligible Costs in the Application Form - Fiscal Year Breakdown.**

**** Do not include In-kind contribution as it is an ineligible cost.**

Cost Estimate Comments

Cost estimate is current. The City is currently developing a transportation plan, with Urban Systems, and is seeking funding for the active transportation component of the transportation plan. To complement the transportation plan and its active transportation component, the City is also seeking funding to have detailed designs (priority project) completed for a reconfigured 2nd Avenue incorporating active transportation. The cost estimate for design/engineering relates to this priority project.



Cost Estimate Classes - definitions & assumptions

[sourced from the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)]

Cost estimate class	Features & Uses
Class A	<ul style="list-style-type: none"> - Detailed estimate based on final drawings and specifications - Used to evaluate tenders
Class B	<ul style="list-style-type: none"> - Prepared after completing site investigations and studies, and after defining major systems - Based on a project brief and preliminary design - Used for project approvals and budgetary control
Class C	<ul style="list-style-type: none"> - Prepared with limited site information and based on probable conditions - Captures major cost elements - Used to refine project definition and for preliminary approvals
Class D (INELIGIBLE)	<ul style="list-style-type: none"> - Preliminary estimate based on little or no site information - Represents the approximate magnitude of cost, based on broad requirements - Used for preliminary discussion and long-term capital planning

Eligible/Ineligible Costs: The list below is not exhaustive but suggests typical cost-shareable items and associated labour and materials

Eligible Costs	Ineligible Costs
Consultant fees (including travel costs, engineer assessment, etc.)	Legal costs
Printing costs	Costs incurred prior to the start date or after the project completion date set out in the Conditional Grant Agreement
Community engagement and consultation costs	Any goods and services costs which are received through donations or in-kind
	Taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates



REPORT TO COUNCIL

Regular Meeting of Council

DATE: Oct 3, 2022

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planner

SUBJECT: Extension of Housing Incentives

RECOMMENDATION:

THAT Council waive all fees for residential Rezoning, Development Permit and Building Permit applications outside the City Core that result in new units for one-year effective November 1, 2022 to November 1, 2023.

REASON FOR REPORT:

This report is intended for council to consider waiving the fees for residential development outside of the City Core for developments resulting in new units, whether through new builds or the addition of rental suites.

BACKGROUND & ANALYSIS:

On September 20, 2021 Council made the resolution to waive all fees for residential Rezoning, Development Permits, and Building Permit applications outside the City Core for one-year effective October 1, 2021-2022 as part of a suite of housing actions to promote new residential development. This incentive ended on October 1, 2022.

Housing supply continues to be a major issue facing the community. Therefore, there are several options that council can consider for moving forward on this incentive.

1. Extend the waiver for new builds and renovations that add additional units (e.g. secondary suites or new builds).
2. Extend the waiver as is. This will apply to all building permits, development permits, and rezoning for residential outside the City Core.
3. Do not extend the waiver.

Staff recommend extending the waiver for new builds and renovations that add additional units (Option 1). This option reflects the original intent of the incentive, which was to encourage new residential development. This would not apply to permit renewals. This option will reduce opportunity cost while continuing to incentivize residential development. However, it may result in fewer renovations and retrofits that do not produce new units. Due to the age and condition of some housing in Prince Rupert, Mayor and Council may wish to continue incentivizing renovations as well.

COST:

There are no additional resources needed to renew this incentive from the previous year. However, the continued waiving of fees will result in an opportunity cost.

CONCLUSION:

Staff recommend extending incentives for developing new units by waiving all fees for residential rezoning, development permit and building permit applications that result in new units for another year.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Planner

Robert Buchan,
City Manager



REPORT TO COUNCIL

Regular Meeting of Council

DATE: October 24, 2022

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planner

**SUBJECT: PRINCE RUPERT ZONING AMENDMENT BYLAW NO 3504, 2022 FOR
PARKING SPECIFIED AREA**

RECOMMENDATION:

THAT Council

- 1) **GIVE First and Second Reading to the proposed Zoning Bylaw Amendment No. 3504, 2022 to waive parking requirements for new buildings, with the exception of residential-only buildings, in the Parking Specified Area.**
- 2) **PROCEED to public hearing.**

REASON FOR REPORT:

On July 25, 2022 councilors approved an interim parking management strategy (IPMS) that characterized and proposed strategies to address parking issues in Prince Rupert's downtown. One of these recommendations was to introduce a Parking Specified Area (PSA) in Prince Rupert's Downtown where new commercial and mixed-use developments were exempted from minimum parking requirements. The proposed bylaw enacts these changes (Attachment 1).

BACKGROUND:

Minimum parking requirements for off-street parking are specified within our Zoning Bylaw. The waiving of these requirements within the PSA would mean that developers are no longer required to provide the specified number of parking stalls or pay in-lieu fees for new buildings that are commercial, office, or mixed-use within this area. This does not prevent developers providing additional off-street

parking if desired and does not affect existing businesses. This change would be introduced to ensure that there is no loss of existing parking, as the waiving only applies to new commercial, office, or mixed-use buildings provided existing parking is maintained. Previous parking policies, such as the reduction of pay-in-lieu fees to \$200/stall in 2010 and a parking credit system that confirmed existing non-conformance, have attempted to reduce barriers to development. This policy simplifies this system and incentivizes development in areas that are intended for densification.

The proposed policy change would do the following:

1. Establish an area where no minimum off-street parking requirements are in effect with the exception of exclusive residential uses (single, duplex, and multifamily buildings).
2. Maintain any existing off-street parking in this area (no loss of off-street parking).
3. Maintain existing parking regulations outside of the specified area.
4. Ensure that all other sections in Section 9 of the Zoning Bylaw regarding standards and ratios for bicycle, disabled parking, loading, and electrified parking requirements are applicable in and outside of the PSA.

POLICY ANALYSIS

Removing parking minimums in the PSA can support sustainable and Smart Growth Principles. City staff investigated parking as part of a review for multifamily housing density and found an existing 1677 existing off-street parking spaces downtown. If the existing minimum parking requirements were met, space for an additional 5105 additional stalls would have been required. This number suggests that existing off-street parking minimums downtown are out of step with existing space and need for parking (more stalls required than needed), as well as best practices regarding parking management. Best practices for parking management discourage parking minimums as they introduce sprawl and promote automobile dependency.

Removing minimum parking requirements is recommended as a best practice to create efficient use of existing parking, remove barriers to development, and support densification. Minimums result in an oversupply of off-street parking that takes up otherwise developable land or potential green spaces. Whereas,

removing minimums can allow for more density and encourage more shared arrangements that serve an entire area. Dense, walkable areas encourage more customer use as it increases foot traffic and reduces vehicle traffic safety risk. Furthermore, maintaining requirements for bicycle parking, as well as ratios for accessible and electrified parking, ensures that any parking that is provided meets diverse needs and encourages greener transportation options. Therefore, waiving vehicle parking minimums in the PSA supports Healthy Communities planning.

Waiving minimum parking requirements in the PSA will support City Core revitalization. Minimums give property owners little incentive to manage parking more efficiently since reducing demand would leave expensive parking spaces unoccupied. In contrast, reducing or eliminating minimum parking requirements encourages developers to implement management strategies such as parking pricing and incentives to use alternative transportation modes. It allows them to determine parking supply based on market demands, removing an often-costly barrier to development.

Removing parking minimums better supports flexible and adaptive land-use. This policy change requires a shift in thinking from worst-case scenario to contingency planning. It may result in overflow to on-street parking, which in some cases may take up parking that provides access to other uses. However, removing these requirements in the downtown area is unlikely to result in a parking shortage given findings in the 2007 study showing available parking within walking distance of destinations, other actions being taken in the City to increase transportation options, and technological advancements. For example, advancements in autonomous ride-hail vehicles and additions of ride hailing and carsharing strategies in our transportation plan may reduce the need for parking overall in the future. As parking spots are difficult to accommodate within Rupert's small lots and can pose design and financial barriers to development, it is more efficient to implement additional, public parking strategies if necessary based on performance indicators that identify parking congestion or spillover problems rather than planning for worst-case scenarios.

COSTS:

No impacts to budget are foreseen with the proposed bylaw amendment.

CONCLUSION:

The waiving of parking minimum requirements indicated in the Prince Rupert Zoning Bylaw No. 3462, 2021 within a parking specified area (Attachment 1) is a key step in incentivizing development. Enacting this element of the IPMS is a first step in responding to Council’s 2022 strategic direction for a parking strategy, and an important step in helping to meet goals for downtown revitalization and those developed through the Redesign Rupert process and Official Community Plan.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Planner

Robert Buchan,
City Manager

Attachment(s):

- Prince Rupert Zoning Bylaw Amendment No 3504, 2022

CITY OF PRINCE RUPERT

DIGBY ISLAND FERRY AND PRINCE RUPERT AIRPORT GROUND TRANSPORTATION SYSTEMS TARIFFS, FEES AND CHARGES AMENDMENT BYLAW NO. 3503, 2022

A BYLAW TO AMEND THE 2010 FIVE YEAR FINANCIAL PLAN, FEES AND CHARGES AMENDMENT & PRINCE RUPERT FEE-SETTING AMENDMENT BYLAW NO. 3295, 2010

WHEREAS Section 194 of the Community Charter, SBC 2003, Chapter 26, authorizes Council to, by bylaw, impose fees payable in respect of services of the City or the exercise of its authority to regulate, prohibit or impose requirements;

AND WHEREAS the Community Charter, SBC 2003, Chapter 26, authorizes Council to adopt and amend bylaws relating to the providing of services or the exercise of its authority to regulate, prohibit or impose requirements;

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

1. The “2010 Five Year Financial Plan, Fees and Charges Amendment & Prince Rupert Fee-Setting Amendment Bylaw No. 3295, 2010” be amended by replacing Bylaw Schedule “C” entitled “Schedule ‘F’ Digby Island Ferry and Prince Rupert Airport Ground Transportation Systems Tariffs, Fees and Charges” with Attachment “A” entitled “Schedule ‘F’ Digby Island Ferry and Prince Rupert Airport Ground Transportation Systems Tariffs, Fees and Charges”.
2. This Bylaw may be cited as **“Digby Island Ferry and Prince Rupert Airport Ground Transportation Systems Tariffs, Fees and Charges Amendment Bylaw No. 3503, 2022”**.

Read a First time this 3rd day of October, 2022.

Read a Second time this 3rd day of October, 2022.

Read a Third time this 3rd day of October, 2022.

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

Mayor

Corporate Administrator

ATTACHMENT "A"

SCHEDULE "F" DIGBY ISLAND FERRY AND PRINCE RUPERT AIRPORT GROUND
TRANSPORTATION SYSTEMS TARIFFS, FEES AND CHARGES

Category	2022	2023	2024	2025	2026	2027
<u>Individual Bus Fares</u>						
Aircraft Passenger (one way)	19.00	19.00	19.00	19.00	19.00	19.00
<u>Vehicle Fares (round trip)</u>						
Passenger Vehicle	40.00	41.00	42.00	43.00	44.00	45.00
2,300 kg to 11,500 kg	100.00	103.00	106.00	109.00	112.00	115.00
11,501 kg - 13,646 kg	130.00	134.00	138.00	142.00	146.00	150.00
<u>Monthly Passes</u>						
Freight Transportation Vehicle	2,000.00	2,060.00	2,122.00	2,186.00	2,252.00	2,320.00
Passenger Vehicle (Airport Site Employees Exempt)	400.00	400.00	400.00	400.00	400.00	400.00
<u>Charter Service Outside of Regular Scheduled Hours</u>						
Per hour or portion thereof for service less than two hours before or less than one hour after Regular Hours of Operation, during shift break	920.00	950.00	975.00	1,005.00	1,035.00	1,065.00
Minimum 3 hour fee for service more than two hours before or more than one hour after Regular Hours of Operation	2,760.00	2,850.00	2,925.00	3,015.00	3,105.00	3,195.00
Additional hourly rate applied for each hour or portion thereof beyond 3 hours of service	920.00	950.00	975.00	1,005.00	1,035.00	1,065.00
<u>Charter Service Inside Regular Scheduled Hours</u>						
Other usage (per hour)	300.00	310.00	320.00	330.00	340.00	350.00
<u>Additional Fee for Dangerous Cargo</u>	150.00	155.00	160.00	165.00	170.00	175.00

CITY OF PRINCE RUPERT

CITY OF PRINCE RUPERT ZONING AMENDMENT BYLAW NO. 3504, 2022

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

WHEREAS the Community Charter, SBC 2003, Chapter 26, authorizes Council to adopt and amend bylaws relating to the providing of services or the exercise of its authority to regulate, prohibit or impose requirements;

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

1. Section 9 of the Prince Rupert Zoning Bylaw No. 3462, 2021 is amended to shift numbers 9.1.1-9.1.8 to 9.1-9.8.
2. Section 9.1.2 of the Prince Rupert Zoning Bylaw No. 3462, 2021 is amended as indicated in Attachment 1 of this bylaw to include the addition of a Parking Specified Area in which new commercial, office, and mixed-use development is exempted from existing minimum parking requirements provided no existing parking is lost.
3. Section 9.1.3 (c) of Prince Rupert Zoning Bylaw No. 3462, 2021 is amended to be 9.3 and include reference to Parking Specified Area as indicated in Attachment 2.
4. Attachment 3 is added to Prince Rupert Zoning Bylaw No. 3462, 2021 as Schedule "D" to indicate the boundaries of the Parking Specified Area.
5. This Bylaw may be cited as **Prince Rupert Zoning Amendment Bylaw No. 3504, 2022.**

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

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

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

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

Mayor

Corporate Administrator

ATTACHMENT 1

9.2 Parking Requirements

9.2.1 City-Wide Requirements

- a) Parking requirements in Table 1 apply to new buildings City-Wide outside of the Parking Specified Area indicated in Schedule “D”, and to existing buildings both in and outside of the Parking Specified Area at the time of the adoption of Zoning Bylaw Amendment No. 3504, 2022.

Use:	Parking Standard:
Entertainment Centres	1 space per 30m ² of gross floor area (GFA)
Neighborhood Pubs	1 space per 5 seats for patron use
Offices	1 space per 35m ² of GFA
Retail Use	1 space per 30m ² of GFA, a minimum of 3 spaces per retail use.
Personal Service Shops	1 space per 30m ² of GFA
For Every 2 Boarders or Lodgers	1 space per 2 sleeping units
Laundromat	1 space per 36 m ² of GFA
Liquor Primary Establishments	1 space per 5 seats
Restaurants	1 space per 4 seats for patron use
Traveler Accommodation	1 space per room and 1 space per 4 seats in a restaurant or lounge. And additional 1 space per 12m ² of meeting space
Animal Hospital or Clinic	1 space per 30m ² of GFA
Hospitals, Convalescent Homes	1 space per 2 patient beds
Medical & Dental Offices	1 space per 35m ² of net floor area
Automobile Gasoline Bars, Service & Repair	1 space per 5m ² of sales floor area (SFL) and 2 spaces per service bay or car wash bay.
General Industrial Use	1 space per 100m ² of GFA
Warehousing, storage, mini storage, and similar uses	1 space per 200m ² of GFA
Beverage Container Return Centres	1 space per 40m ² of GFA or a minimum of 6 spaces, whichever is greater.
Bus & Airline Terminals	1 space per 10m ² of waiting or lobby area.
Community & Commercial Assembly Halls	1 space per 20m ² of GFA
Elementary Schools	2 spaces per classroom
Theatres, Churches, Funeral Homes	1 space per 6 seats provided for public seating
Indoor Recreation Use	1 space per 2 employees and 1 space per 2 player capacity
Secondary Schools	1 space per 5 students
Single Family, Two Family & Multi-family	1 space per dwelling unit
Senior Citizens Housing	1 space per 4 living units

Secondary Suites	1 space per secondary dwelling unit
Special Care Residential	1 space per 3 beds
College/University	1 space per 10 students
Student Housing	0.2 spaces per bedroom

9.2.2 Parking Requirements in Parking Specified Area

The following provisions apply for parking requirements in the Parking Specified Area as outlined on Schedule “D”:

- a) Providing that any new development on the lot maintains the number of parking stalls existing on the property at the time of the adoption of Zoning Bylaw Amendment No. 3504, 2022, no off-street parking space requirement applies to new buildings in the Parking Specified Area, with the exception of new buildings of which uses are exclusively residential.
- b) Parking Requirements for new buildings that are exclusively for residential uses in the Parking Specified Area are as follows:

Use	Parking Standard
Single Family, Two Family & Multi-family	1 space per dwelling unit
Senior Citizens Housing	1 space per 4 living units
Accessory Dwelling Unit	1 space per accessory dwelling unit
Special Care Residential	1 space per 3 beds
Student Housing	0.2 spaces per bedroom

ATTACHMENT 2

UPDATE SECTION 9.3 (C):

Existing	Proposed
<p>In lieu of providing the required on-site parking in the Downtown Core Areas (as defined by the Official Community Plan Bylaw #3460) an Owner or developer shall pay to the City twelve thousand five hundred dollars (\$12,500) for every parking space not provided in compliance with the requirements of this Bylaw.</p>	<p>In lieu of providing the required on-site parking in the Downtown Core Areas (as defined by the Official Community Plan Bylaw #3460) excluding new office, commercial, and mixed-use buildings in the Parking Specified Area (as defined in Schedule "D") an Owner or developer shall pay to the City twelve thousand five hundred dollars (\$12,500) for every parking space not provided in compliance with the requirements of this Bylaw.</p>

ATTACHMENT 3

