



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on February 6, 2023 at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of February 6, 2023 be adopted.

4. PUBLIC COMMENTS REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes

- i. Minutes of the Special Regular Meeting of January 23, 2023 be adopted;
- ii. Minutes of the Public Hearing of January 23, 2023 be adopted;
- iii. Minutes of the Committee of the Whole Meeting of January 23, 2023 be adopted; and,
- iv. Minutes of the Regular Meeting of January 23, 2023 be adopted.

b) Correspondence

- i. Board Highlights for the North Coast Regional District for January 2023;
- ii. Letter from Lax Kw'alaams Band to the Right Honourable Justin Trudeau Re: support for City's water supply infrastructure;
- iii. Letter from the Metlakatla Governing Council to the Right Honourable Justin Trudeau Re: support for City's water supply infrastructure;
- iv. Information and request for Municipal Proclamation for Heritage BC; and,
- v. Thank you letter to the Prince Rupert Fire Department from the District of Port Edward

c) Release of Closed Meeting items

Recommendation:

THAT all items on the Consent Agenda be accepted and filed.

6. STAFF REPORTS

- a) Report from the Planning Manager Re: Style Guideline Policy for Wayfinding Signage.**

Recommendation

THAT Council adopt wayfinding signage style guidelines development by Tourism Prince Rupert for all future wayfinding signage in Prince Rupert.

- b) Report from the Manager of Communications, Engagement and Social Development Re: Application to UBCM Community Emergency Preparedness Fund for Emergency Support Services Capacity Funding**

Recommendation

THAT Council supports the City's application for funding to the UBCM Community Emergency Preparedness Fund for Emergency Support Services Capacity Funding.

- c) Report from the Corporate Administrator Re: Request for Support for Tourism Prince Rupert.**

Recommendation

THAT Council direct staff to provide a letter of support for Tourism Prince Rupert for their Kayak and Canoe Launch Project; and,

THAT Council direct staff to provide a letter of support for Tourism Prince Rupert's application to the Northern Development Initiative Trust ("NDIT") Recreation Infrastructure Program; and,

THAT this support be contingent upon approval of the 2023 City of Prince Rupert budget.

7. BYLAWS

- a) City of Prince Rupert Road Zoning Amendment Bylaw No. 3504, 2022 for Parking Specified Area.**

Recommendation:

THAT Council give third reading to the proposed City of Prince Rupert Zoning Amendment Bylaw No. 3504, 2022 to waive parking requirements for new buildings, with the exception of residential-only buildings, in the Parking Specified Area.

- b) City of Prince Rupert Zoning Amendment Bylaw No. 3505, 2022.**

Recommendation:

THAT Council give third reading to City of Prince Rupert Zoning Amendment Bylaw No. 3505, 2022;

- c) **City of Prince Rupert Fire Control and Protection Amendment Bylaw No. 3515, 2023.**

Recommendation:

THAT Council give first, second and third reading to the City of Prince Rupert Fire Control and Protection Amendment Bylaw No. 3515, 2023.

8. BUSINESS ARISING

9. COUNCIL ROUND TABLE

10. ADJOURNMENT



MINUTES

For the **SPECIAL MEETING** of Council held on January 23, 2023 at 5:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond
Councillor B. Cunningham
Councillor W. Niesh
Councillor N. Adey
Councillor T. Forster (by Zoom)
Councillor G. Randhawa
Councillor R. Skelton-Morven

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

1. CALL TO ORDER

The Chair 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 (g) litigation or potential litigation affecting the municipality

3. ADJOURNMENT TO CLOSED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **PUBLIC HEARING MEETING** of Council held on January 23, 2023 at 6:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond
Councillor B. Cunningham
Councillor W. Niesh
Councillor N. Adey
Councillor G. Randhawa
Councillor T. Forster (by Zoom)
Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager
C. Bomben, Chief Financial Officer
R. Miller, Corporate Administrator
R. Pucci, Director of Operations & Intergovernmental Relations
M. Pope, Planning Manager
V. Stewart, Manager of Communications

1. CALL TO ORDER

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

2. ZONING AMENDMENT BYLAW NO. 3504, 2022

- a. Report from Planning
- b. Public asked to provide comments
 - i. Terry Sawka (Rudderham Place, Prince Rupert)
 - ii. Joseph Marvici (Business located 336 Third Avenue, Prince Rupert)

2. ADJOURNMENT

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the meeting be adjourned at 6:18 p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council held on January 23, 2023 in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, BC.

PRESENT:

Mayor H. Pond
Councillor R. Skelton-Morven
Councillor W. Niesh
Councillor G. Randhawa
Councillor B. Cunningham
Councillor N. Adey
Councillor T. Forster (by Zoom)

STAFF:

R. Buchan, City Manager
R. Miller, Corporate Administrator
C. Bomben, Chief Financial Officer
R. Pucci, Director of Operations -and Intergovernmental Relations
M. Pope, Planner
V. Stewart, Communications Manager

1. CALL TO ORDER

The Chair called the Committee of the Whole Meeting to order at 7:01 pm.

2. ADOPTION OF AGENDA

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh that the Agenda for the Committee of the Whole Meeting of January 23, 2023 be adopted as circulated.

CARRIED

3. PETITIONS & DELEGATIONS

- a) Paul Lagace (Coordinator and Law Advocate, Prince Rupert Unemployed Action Centre), Arny Nagy (Indigenous Advocate, Prince Rupert Unemployed Action Centre), Sylvia Calder (Tenant at Harbour View Apartments), and Mike Hagen (Tenant at Harbour View Apartments) Re: Renovictions

4. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL.

5. ADJOURNMENT TO RECONVENE REGULAR COUNCIL MEETING.

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the meeting be adjourned at 7:48 p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **REGULAR MEETING** of Council held on January 23, 2023 at 7:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

PRESENT: Mayor H. Pond
Councillor W. Niesh
Councillor G. Randhawa
Councillor B. Cunningham
Councillor N. Adey
Councillor T. Forster (by Zoom)
Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager
C. Bomben, Chief Financial Officer
R. Miller, Corporate Administrator
M. Pope, Planning Manager
R. Pucci, Director of Operations & Intergovernmental Relations
V. Stewart, Communications Manager

1. CALL TO ORDER

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

CARRIED

2. APPROVAL OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Agenda for the Regular Council Meeting of January 23, 2023 be adopted as presented.

CARRIED

3. RECESS TO COMMITTEE OF THE WHOLE

- a) MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT the Regular Meeting be suspended and the Committee of the Whole Meeting be convened.

CARRIED

4. CONSENT AGENDA

a) Council minutes

- (i) Minutes of the Regular Meeting of January 9, 2023 be adopted.

b) Staff Reports for information purposes

- (i) Parks and Outdoor Recreation Plan – Round 1 Engagement Summary

c) Correspondence

- (i) Letter from the Prince Rupert Port Authority to Hon. Dominic Leblanc, Minister of Intergovernmental Affairs, Infrastructure and Communities

- and Hon. Rob Fleming, Minister of Transportation & Infrastructure
- (ii) Email from the Board and Committee Support for the North Central Local Government Association
- (iii) Bulletin from UBCM re: Province-wide housing summit
- (iv) Email from TC PAC Pacific Rail Engagement Re: Transport Canada Engagement Initiative and Call for Proposals

MOVED by Councillor Adey and seconded by Councillor Niesh THAT all items on the Consent Agenda be accepted and filed.

CARRIED

5. STAFF REPORTS

a) Report from City Manager Re: 2023 to 2026 Strategic Plan

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council approve the 2023 to 2026 Strategic Plan and direct staff to proceed with implementation.

CARRIED

b) Report from the Communications Manager Re: Summary of Odd Eidsvik Park Consultation and Council Support for PRPA Community Investment Fund Application

MOVED by Councillor Adey and seconded by Councillor Cunningham THAT Council support the consideration of \$50,000 in in-kind funding for the 2023 budget (previously committed in the 2022 budget) and support an application to the Prince Rupert Port Authority's Community Investment Fund and other available grant opportunities, based on community results.

CARRIED

c) Report from the Communications Manager Re: Support for Application for Funding to NDIT for Administration and Human Resources Internship Position

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council supports an application to Northern Development Initiative Trust for funding to support an Administration and Human Resources intern through their Local Government Internship Program.

CARRIED

d) Report from the Corporate Administrator Re: Request for Support

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT Council direct Staff to provide a Letter of Support for the Prince Rupert Performing Arts Centre Society for their application to the Northern Development Initiative Trust ("NDIT") Cultural Infrastructure Program for their "Please Be Seated" Project.

CARRIED

6. BYLAWS

a) City of Prince Rupert Road Dedication Bylaw No. 3512, 2023

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council give Second Reading to the City of Prince Rupert Road Dedication Bylaw No. 3512, 2023;

AND THAT Council proceeds to Public Hearing and Ministry referral.

CARRIED

b) City of Prince Rupert Road Dedication Bylaw No. 3513, 2023

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council give Second Reading to the City of Prince Rupert Road Dedication Bylaw No. 3513, 2023.

AND THAT Council proceeds to Public Hearing and Ministry referral.

CARRIED

c) Official Community Plan Amendment Bylaw No. 3514, 2023

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council give First and Second Reading of Official Community Plan Amendment Bylaw No. 3514 to allow exemptions to Development Permit Guidelines in the Heritage Core Character Area related to building colour and materials for businesses subject to internationally or nationally established brand guidelines; and,

THAT Council proceed to Public Hearing.

CARRIED

7. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the meeting be adjourned at 8:21pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR

Board Highlights

January 2023

Delegations:

Lauren Bell, Nathan Voogd, and Brett deHoog of the Ministry of Transportation and Infrastructure discussed Highway 16 winter maintenance as well as concerns with shoreline erosion on Haida Gwaii. The Board of the North Coast Regional District (NCRD) asked questions and highlighted the need for higher levels of service during winter months on Highway 16 and more proactive planning around erosion protection on Haida Gwaii. The Chair of the Board thanked Ms. Bell, Mr. Voogd, and Mr. deHoog.

Ron Poole, RBA Consultant, provided an orientation to the Board of the NCRD regarding the Northwest B.C. Resource Benefits Alliance. The Chair of the Board thanked Mr. Poole.

Board Business:

1. The Board scheduled the Parcel Tax Roll Review Panel meeting for February 10, 2023 at 6:45 p.m. to review the Sandspit Water Parcel Tax Roll. The parcel tax roll can now be reviewed [online](#) or at the NCRD administration office.
2. The Board resolved to send a letter of support for the proposed boundary amendments to Tow Hill ecological reserve as outlined in BC Parks' correspondence, dated December 15, 2022.
3. The Board resolved to send correspondence regarding the recommendations from the House of Commons Standing Committee on Fisheries and Oceans to Hon. Nathan Cullen, Minister of Water, Land and Resource Stewardship and copying Jennifer Rice, North Coast MLA and Kelly Greene, Parliamentary Secretary.
4. The Board resolved to submit an application to the Community Emergency Preparedness Fund's Disaster Reduction – Climate Adaptation funding stream for a Tlell mitigation planning project.
5. The Board gave two readings to Islands Solid Waste Management Amendment Bylaw No. 271.2, 2023. The bylaw proposes an increase to the maximum requisition rate for the Islands Solid Waste service. See the bylaw for consideration [here](#).
6. The Board adopted Bylaw No. 680, 2022, Islands Solid Waste Management Regulation, Fees & Charges Amendment Bylaw. The bylaw amends fees and charges of the Islands Solid Waste service. The adopted bylaw is available [here](#).



7. The Board resolved to send correspondence to TELUS to explore backup battery power for its cellular infrastructure in Oona River, B.C.
8. On January 21, 2023, the Board held its Round 1 Budget meeting to consider the NCRD's 2023-2027 Five-Year Financial Plan. The Round 2 Budget meeting is scheduled for February 11, 2023 at 10:00 A.M. To learn more about the NCRD's financial planning visit the [2023-2027 NCRD Financial Plan Consultation](#) webpage.

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.

Lax Kw'alaams Band
206 Shashaak Street
Lax Kw'alaams BC V0V 1H0
Telephone: (250) 625-3293
Fax: (250) 625-3246



Lax Kw'alaams Band
100 1st Ave East
Prince Rupert BC V8J 1A6
Telephone: (250) 627-5733
Fax: (250) 627-5933

January 24th, 2023

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON
K1A 0A2

Dear Prime Minister,

The City of Prince Rupert is in need of financial assistance in order to address the urgent replacement of critical water supply infrastructure that is at highest and most likely risk of failure. As a neighbour and regional partner, Lax Kw'alaams Band is echoing local calls for support from Federal and Provincial levels of government. Allowing the water system, and by default the community, to fail will hurt not only Prince Rupert but the region as a whole.

Lax Kw'alaams is a partner with the City of Prince Rupert, and we are currently making critical investments in housing as well as other assets in the urban center closest to us. We are active in economic development in the region that participates and benefits from growth in the local port economy, with those benefits helping us to support our membership. Prince Rupert is located on the territory of the Nine Allied Tribes of Lax Kw'alaams and Metlakatla, and is home to a significant number of our members. As the largest nearby community, it is also where those on reserve access critical health services, grocery shopping and other services not available in our community.

Without direct and immediate financial assistance, the path the City's water infrastructure is on a path towards failure, one that cannot be righted with the financial resources of the City alone. In order for the region to continue to grow, and to avoid risking the viability of the second largest port by volume in Canada, immediate attention must be paid to this issue.

Thank you for your time and consideration.

A handwritten signature in black ink, appearing to read 'Garry Reece', is written over a light blue circular stamp.

Mayor Garry Reece
Lax Kw'alaams Band

Cc: Honourable Minsiter Chystia Freeland, Deputy Prime Minister and Minister of Finance,
Honourable Minister Omar Alghabra, Minister of Transport;



Metlakatla Governing Council

January 23, 2023

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON
K1A 0A2

Dear Prime Minister,

We are writing in support of the City of Prince Rupert's request for funding to replace critical water infrastructure in their community. As evidenced by the State of Local Emergency called in December, this situation cannot be left to continue on the same trajectory – and extraordinary steps must be taken to prevent a catastrophic failure of the City's water supply infrastructure.

As neighbours, our community has a significant proportion of our band membership that live in Prince Rupert, which is located on Ts'msyen territory, relying directly on the services that are provided. Not only that, but our on-reserve membership also relies on Prince Rupert as its nearest urban centre in order to shop and access to a majority of health services.

Our Nation also actively participates in the local port economy through the activities of our Metlakatla Development Corporation. The real threat of collapse of the City's water conveyance system is a situation that will challenge the viability of future economic development for not only the region, but for Canada, given Prince Rupert is home to the nation's second largest port by volume. This major infrastructure challenge must be addressed promptly to show the region and investors that we can grow and prosper together. It is also not a circumstance the City can address on its own, given the scale and immediacy of the problem as well as available resources. As a regional partner and neighbour with deep connections to Prince Rupert, we call on the Federal Government to provide critical financial support in this time of need.

Thank you for your time and attention to this matter,

Chief Harold Leighton
Metlakatla First Nation

Cc: Honourable Minsiter Chystia Freeland, Deputy Prime Minister and Minister of Finance,
Honourable Minister Omar Alghabra, Minister of Transport

Heritage BC



Dear Mayor and Council,

We are sending you this poster to celebrate Heritage Week, which takes place on February 20-26, 2023. Heritage Week is an annual event, established by the National Trust for Canada in 1973, that encourages Canadians to learn about and advocate for the heritage in their communities.

Heritage BC is a not-for-profit that educates and builds awareness for heritage stewardship in the province, and every year we promote Heritage Week with posters, proclamations, and themed events to raise awareness for the importance of learning about our diverse heritage across the province.

As the leaders of your community, your initiative can play an important role in stewarding the heritage, both tangible and intangible, in our communities for future generations. There are a few key things that you can do to promote awareness of and advocate for heritage.

- **Declare Heritage Week through a Municipal Proclamation**
Every year, the Provincial Government and local governments across BC make proclamations for Heritage Week, signaling the importance of the stewardship of heritage in this province. If you have questions about this, please contact us.
- **Visit a Heritage Site, Museum, or Cultural Centre**
Consider a local government 'field trip' to a local heritage site, museum or heritage organization to learn more about your community's history. Your visit can have a lasting impact on a small not-for-profit, and signal the value they bring to the community as stewards of history and heritage.
- **Learn About the Basics of Local Heritage Conservation**
Local Governments have the capacity to conserve local heritage in all its forms through tools outlined in the Local Government Act. Familiarize yourself with these important tools by reading the free one-pagers on our website: heritagebc.ca/heritage-quick-studies.
- **Support and Introduce Heritage-Supporting Policies**
In 2022, we released a report on the need to seismically upgrade historic buildings in the case of an earthquake, which can pose risks both to occupants life safety and to that of the building. Read the report at heritagebc.ca/seismic-report to learn more, and consider introducing financial incentives to building conservation that are predicated on the inclusion of seismic upgrading.
- **Become a Member**
For \$100 a year, a Government Membership to Heritage BC provides all staff planners and associated committee members with free access to our on-demand and live webinars, as well as discounts for heritage workshops and our annual conference. Promoting continuing education will create a strong foundation for the protection of your community's unique heritage.

Have questions about what we do at Heritage BC? Learn more on our website, heritagebc.ca or reach out by email at info@heritagebc.ca. We would love to hear from you.

Thank you from all of us at Heritage BC!

Kirstin Clausen
Executive Director
604 417 7243
kclausen@heritagebc.ca
Greetings!

As a not-for-profit organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.



District of Port Edward

Clean, Neat & Green

January 27, 2023

Prince Rupert Fire Department
Attn: Fire Chief Jeff Beckwith
200- 1st Ave West
Prince Rupert, BC V8J 1A8

Re: Mutual Aid Coverage

The District of Port Edward Mayor and Council would like to thank the Prince Rupert Fire Department for their support in providing us a lengthy mutual aid coverage while our fire truck was being repaired. It's great to see our communities work together again and as neighbours to know we can depend on each other.

Once again thank you for your support in keeping our community safe.

Best Regards

Knut Bjorndal
Mayor

c: Port Edward Council
City of Prince Rupert Council
Port Edward, Fire Chief



REPORT TO COUNCIL

Regular Meeting of Council

DATE: February 6, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planning Manager

SUBJECT: Style Guideline Policy for Wayfinding Signage

RECOMMENDATION:

THAT Council adopt wayfinding signage style guidelines developed by Tourism Prince Rupert for all future wayfinding signage in Prince Rupert.

REASON FOR REPORT:

This report is intended for council to approve the wayfinding signage style guide developed by Tourism Prince Rupert as a policy to act as guidelines for all future community wayfinding signage as one action under the new Reconciliation Framework.

BACKGROUND & ANALYSIS:

Tourism Prince Rupert developed wayfinding signage as part of a Signage Improvement Project for the City of Prince Rupert, which they presented to council on March 28, 2022 during the Committee of the Whole Meeting. Wayfinding signage includes directional and informational signage to help visitors navigate their way around a community or location. Wayfinding signage can also be an integral part of a place-making strategy that provides a consistent visible identity, highlights community businesses and destinations, and creates a distinct sense of place. Tourism Prince Rupert worked with local artists, the Province, the Ts'msyen Sm'algyax Language Authority, and the City of Prince Rupert in the development of the signage to ensure consistency with the City's new logo and downtown districts, and help anchor Prince Rupert to Ts'msyen territory with visible Ts'msyen art and language.

In the development of these signs, Tourism Prince Rupert also developed a style guide to support consistency in future wayfinding signage development (Attachment 1).

Staff recommend adopting this style guide as a policy document for all future Prince Rupert wayfinding signage. These guidelines would apply to signage intended to provide community information and direction to the public. It would not apply to private signage for commercial or advertising purposes, wayfinding at privately-owned locations, or public art. Adopting this policy document will ensure consistency in the development of a sense of place and visual identity across the community, as well as signal support for working in

collaboration with community organizations. Most importantly, this policy is a continuation of the City's work to support the community's identity visually as Ts'msyen territory, which has begun with the City's adoption of a municipal brand, co-designed by Ts'msyen artist Russell Mather.

STRATEGIC PRIORITIES

This wayfinding signage policy aligns with the following strategic priorities:

Goal 6: *Community Renewal*, specifically working with Tourism Prince Rupert to support Wayfinding and Destination Development Efforts.

Goal 7: *Fostering its local economic, social, cultural and environmental wellbeing*, specifically Implement the Reconciliation Policy.

COST:

This resolution has no cost implications on the City's budget.

CONCLUSION:

Staff recommend that Council approve the resolution to adopt the wayfinding signage guide developed by Tourism Prince Rupert as an official style guide for all community wayfinding signage moving forward.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Planning Manager

Robert Buchan,
City Manager

Tourism Prince Rupert Signage Style Guide

August 2022 • Version 2.0



PRINCE RUPERT
DISCOVER OUR NATURE

Style Guide Overview

Sandblasted Cedar Artwork



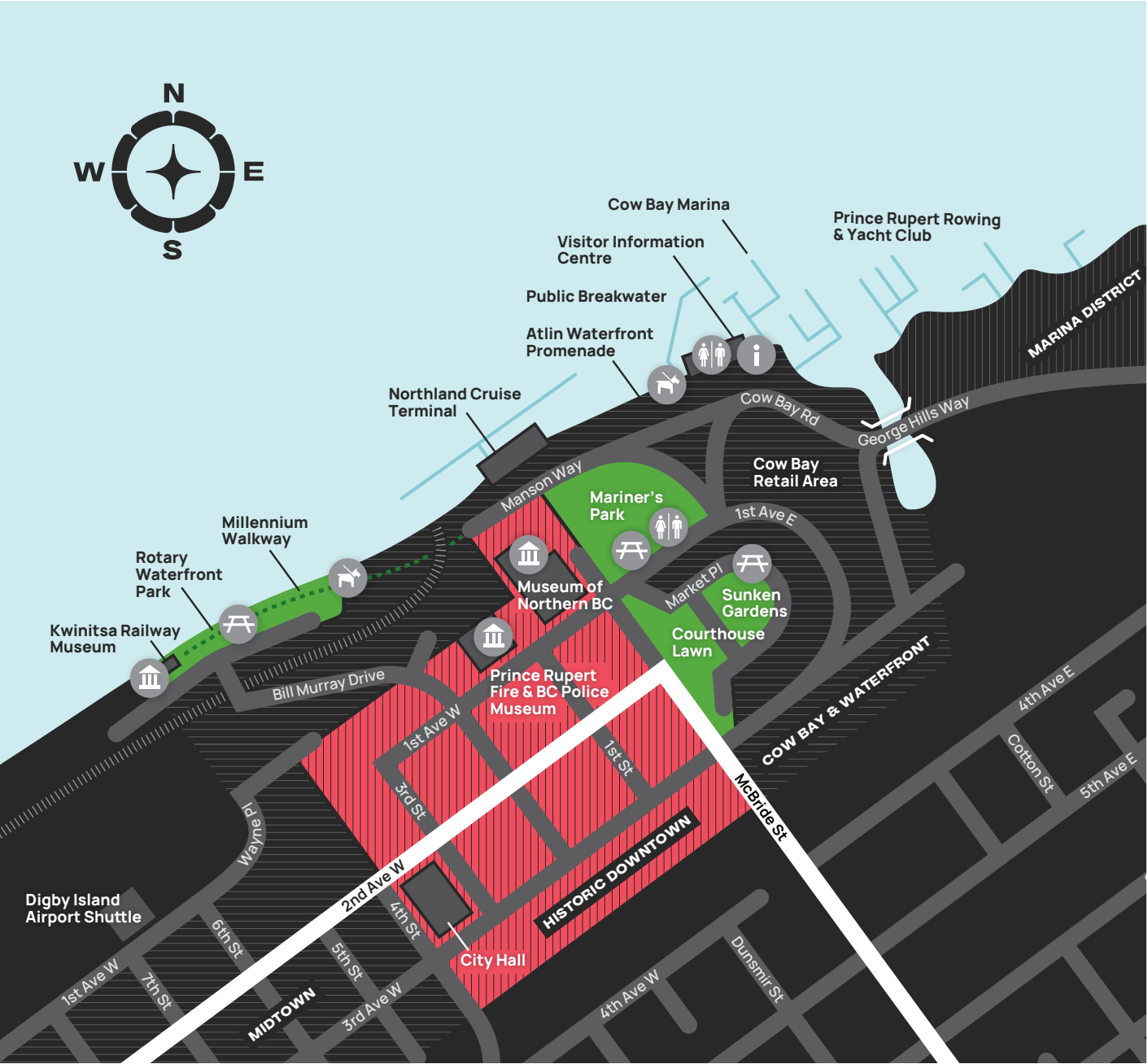
District Colour Palette



Typography



Map Style



District Map Style

The Prince Rupert Maps are designed to be legible, usable, and to convey the character of Prince Rupert.

Pointer lines

- Used when space is limited to connect labels to locations on the map

You Are Here

- Red arrow marker indicates location of sign
- The 'You Are Here' block's position can be adjusted in order to avoid covering information on the map
- When placed on a red background (eg. Historic Downtown District), outline the arrow marker and block in white

Out of Frame Locations

- Indicated with an arrow, text, and relevant icons

Kaien Island Mini Map

- Red marker indicates location of sign
- Can be removed on smaller map where space is limited

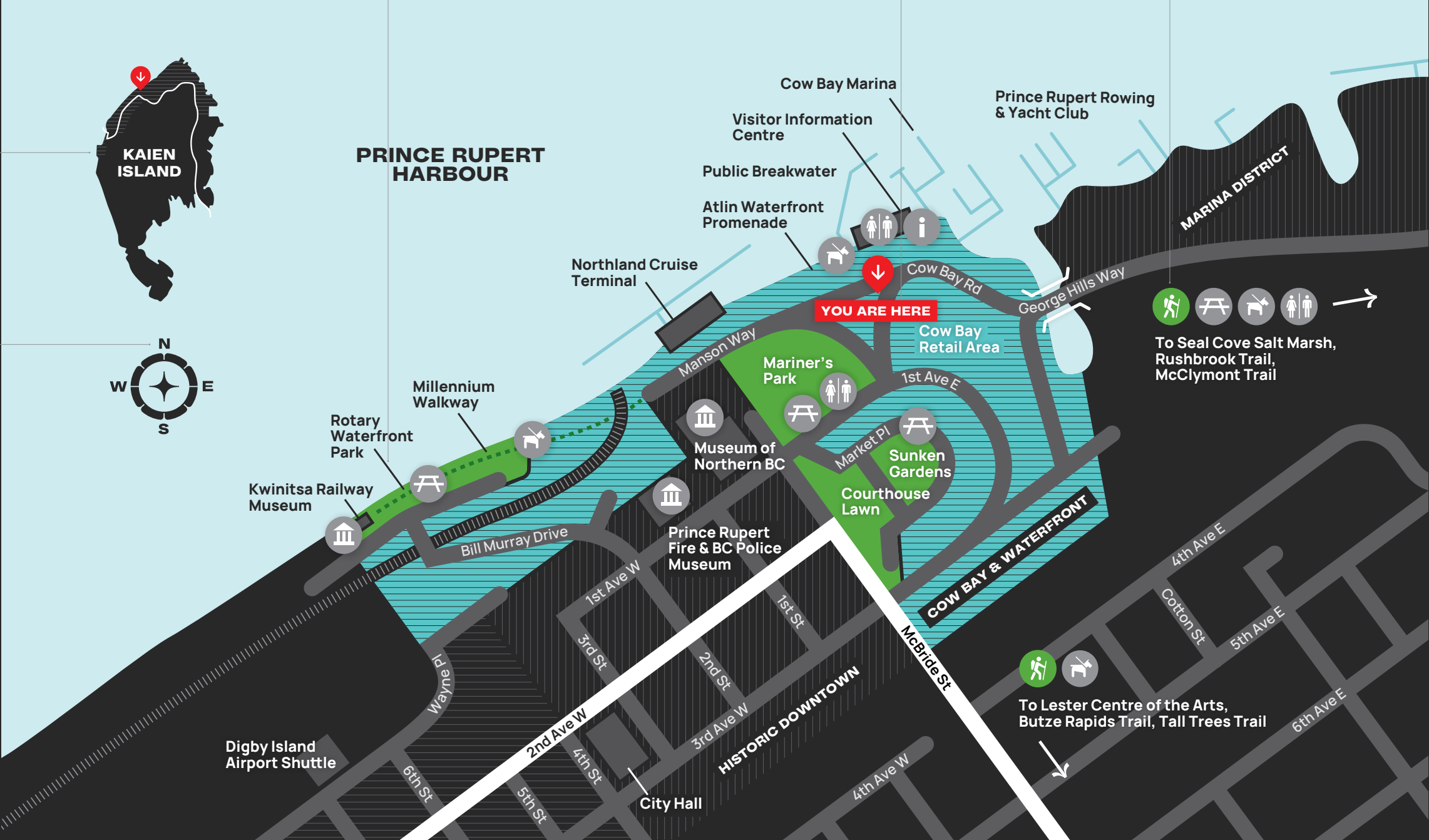
Prince Rupert Compass

MAP KEY

Road	Road Name St
Main road	Main Road Ave
Rail	
Trail	
Trail (Seal Cove only)	
Building	
Bridge	
Dock	

DISTRICT HIGHLIGHT
DISTRICT
Park
Ocean

Cow Bay & Waterfront Kiosk Map shown below



Map Iconography

Our icons are intended to convey information quickly and clearly. A consistent style should be maintained when creating any new icons.



Walking



Washroom



Museum



Pet walking trail



Hiking



Visitor information centre



Lookout



Rest area



Garbage



Parking

District Colours

Pantone colours have been selected to represent each of Prince Rupert's districts. Depending of the material used, different PMS codes have been specified to ensure the best match across different substrates.

	Powder-Coated Applications (eg. Kiosks)	Vinyl Applications (eg. Info Maps)
COW BAY & WATERFRONT	PMS 325 C	PMS 325 C
HISTORIC DOWNTOWN	PMS 1785 C	PMS 1785 C
MARINA DISTRICT	PMS 115 C	PMS Medium Yellow C
MIDTOWN	PMS 2414 C	PMS 339 C
SEAL COVE	PMS 2073 C	

A 70% Light Reflectance Value (LRV) contrast between sign text and background colours is considered an ideal guideline to follow when evaluating colour and finish options. LRV calculator:
<https://asisignage.com/doc-resource/lrv-calculator/>

Typography

Our two typefaces (Sombra and Manrope) allow for clear and consistent communication at all sizes.

Sombra – Districts, harbours

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345689

Manrope – Roads, labels, directions, facilities

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
012345689

Signage Layout Principles

Principles have been established to help keep layouts clear and consistent across all applications.

Prince Rupert + District Name Block

- Left-aligned with Guide 1
- Move upwards if incorporating artwork between district name and locations

Location names

- Left-aligned to Guide 2
- Evenly spaced vertically

Arrows

- Left-aligned with Guide 1
- Pedestrians should never be directed to facilities that are behind them. Instead, forwards, left, right and 45 degree angles are preferred

✓

Arrow Do's

→

↗

↑

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←

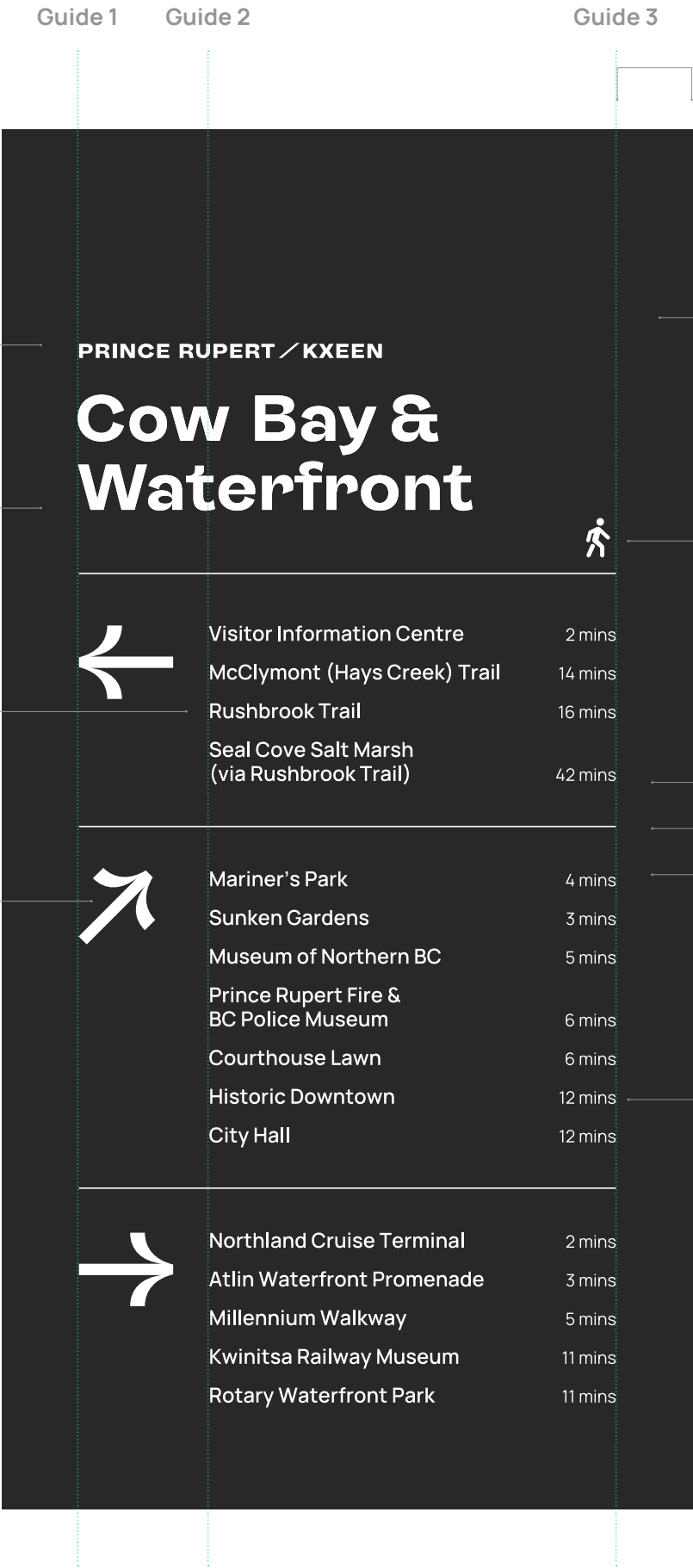
✗

Arrow Don'ts

↓

↘

↙



Side margins

- For rectangular applications, use even spacing on both sides
- For applications where information is contained within a curved shape, add more space on the curved side

Background Colour

- Same colour as city district
- Ensure adequate colour contrast between background and text

Walking Icon

Section Spacing

- Sections are separated by a line
- Optically balanced vertical spacing on both sides of the line
- Spacing should be larger than the spacing between locations

Walking Times

- Right-aligned with Guide 3
- Aligned to baseline of corresponding location name. When location name is on multiple lines, align times to bottom line
- Walking time information has been used rather than distances. This is designed to make walking to destinations more relatable, as distances are often misunderstood.
- Walking times are based on the following equation:

80 metres distance = 1 minute walking

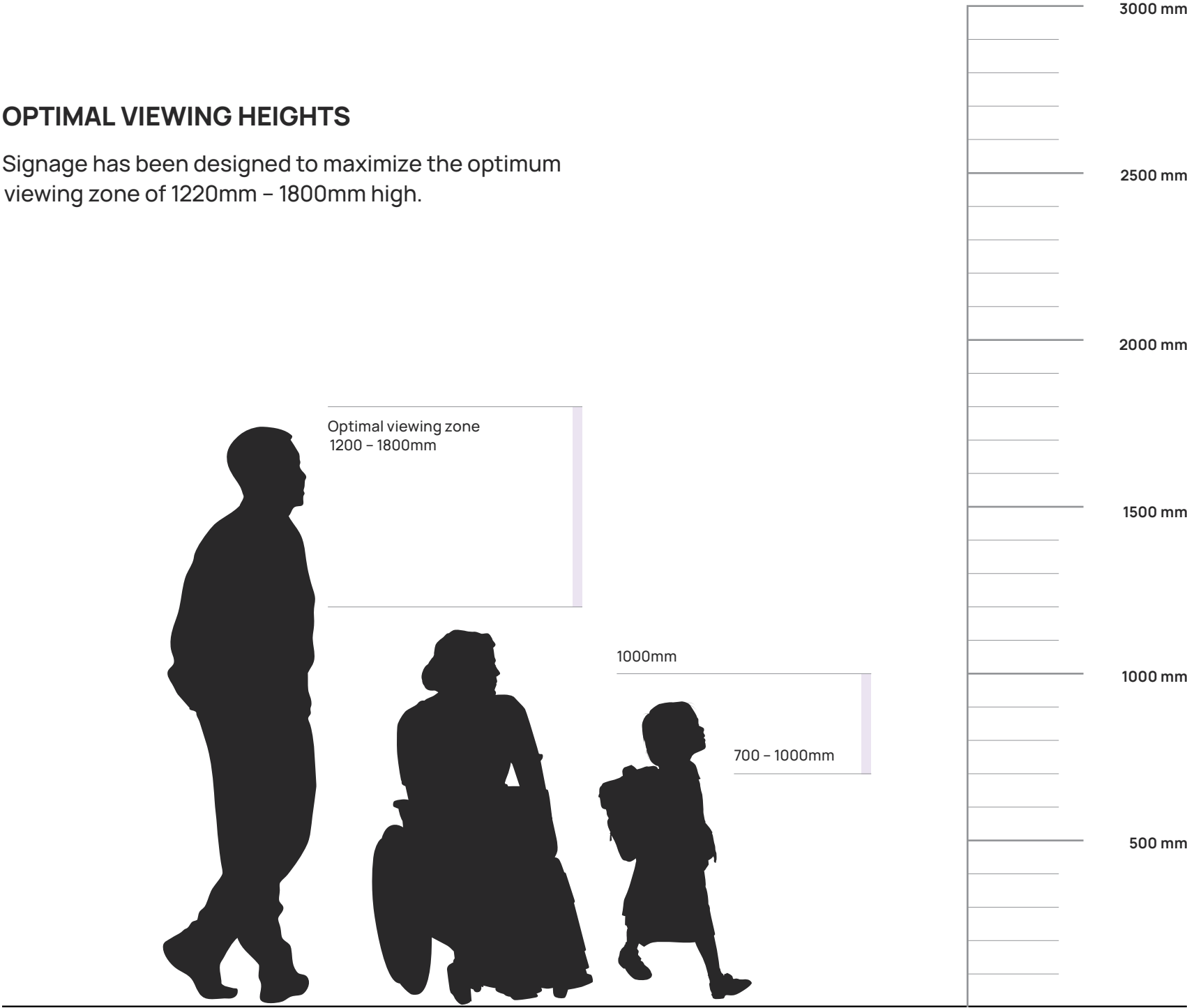
In rare instances where it would take longer than one hour to walk to a location, a distance (in km) may be used instead of a time

Optimal Viewing Area + Type Size

Optimal viewing considerations have informed the design of our signage, and should be taken into account when developing future signage.

OPTIMAL VIEWING HEIGHTS

Signage has been designed to maximize the optimum viewing zone of 1220mm – 1800mm high.



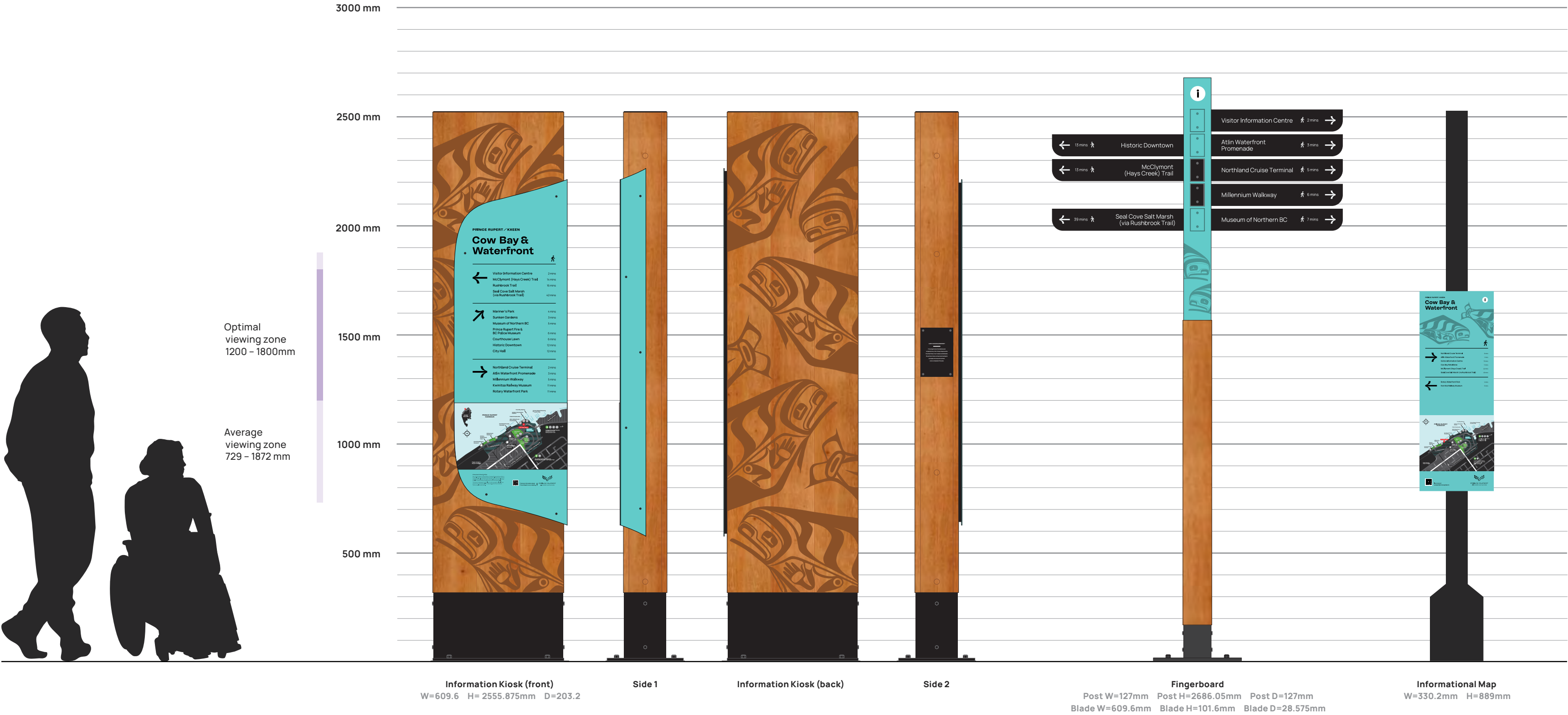
PEDESTRIAN VIEWING DISTANCES

The table below is a guide to ideal text height at each viewing distance.

Required Viewing Distance	Minimum Height of Letters
2 meters	6 millimetres
4 meters	12 millimetres
6 meters	20 millimetres
8 meters	25 millimetres
12 meters	40 millimetres
15 meters	50 millimetres
25 meters	80 millimetres
35 meters	100 millimetres
40 meters	130 millimetres
50 meters	150 millimetres

Signage Overview

Overview of the Prince Rupert signage system.



Informational Kiosk

Combines cedar wood, powder-coated aluminum, and West Coast art.

Sand Blasted Artwork

- Each district has its own unique artwork
- Sandblasting continues behind panel

Cedar Monolith

W=609.6mm H=2235.2mm D=203.2mm

Powder-Coated Aluminum Panel

W=526.263mm H=1614.119mm

- Right side of panel wraps around the side, with a 90 degree bend

Map

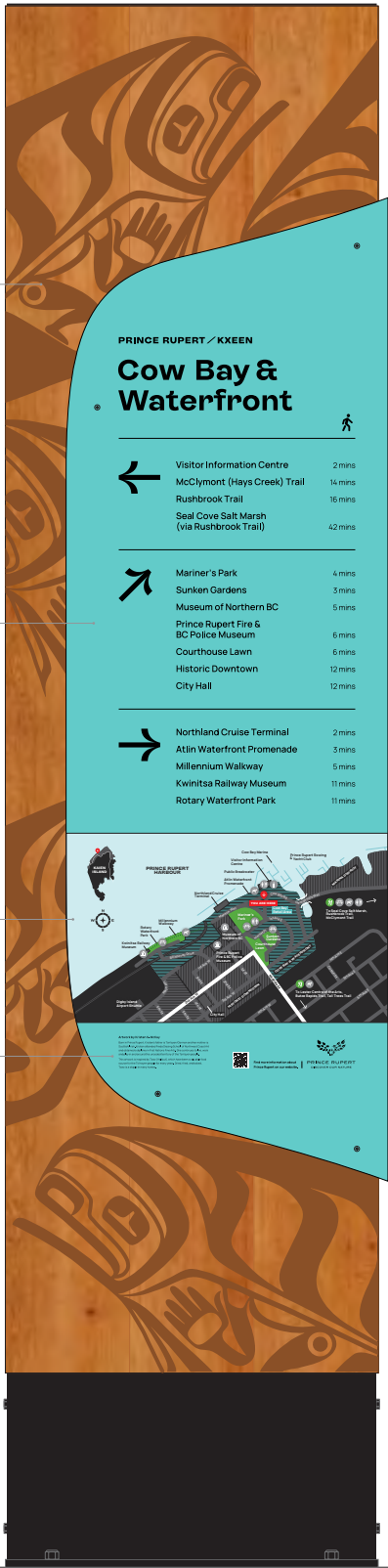
- Printed vinyl applied to aluminum panel

Additional Info

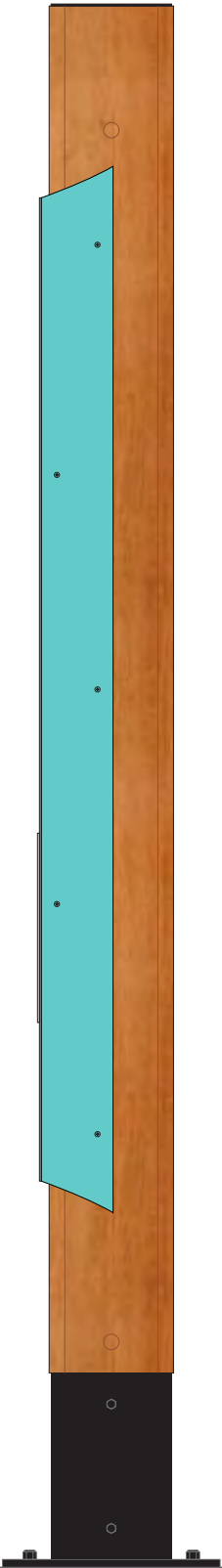
- Artist description, QR code, Prince Rupert Tourism logo

Powder-Coated Aluminum Base Plate

H=304.8mm



Information Kiosk (front)



Side 1



Information Kiosk (back)



Side 2

Land Acknowledgment Panel

W=127 H=203.2mm

Informational Kiosk Designs

PRINCE RUPERT / KXEEN

Cow Bay & Waterfront

←

Visitor Information Centre
McClymont (Hays Creek) Trail
Rushbrook Trail
Seal Cove Salt Marsh
(via Rushbrook Trail)

2 mins
14 mins
16 mins
42 mins

↗

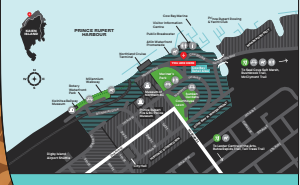
Mariner's Park
Sunken Gardens
Museum of Northern BC
Prince Rupert Fire & BC Police Museum
Courthouse Lawn
Historic Downtown
City Hall

4 mins
3 mins
5 mins
6 mins
6 mins
12 mins
12 mins

→

Northland Cruise Terminal
Atlin Waterfront Promenade
Millennium Walkway
Kwintita Railway Museum
Rotary Waterfront Park

2 mins
3 mins
5 mins
11 mins
11 mins



PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

Historic Downtown

→

Courthouse Lawn
Sunken Gardens
Cow Bay Retail Area
Visitor Information Centre
Atlin Waterfront Promenade
Northland Cruise Terminal
Millennium Walkway
Rushbrook Trail
Seal Cove Salt Marsh
(via Rushbrook Trail)

6 mins
6 mins
11 mins
12 mins
13 mins
14 mins
16 mins
26 mins
52 mins

↑

Airport Shuttle Station

6 mins

←

Moresby Pond Loop
BC Ferries Terminal

20 mins
42 mins



PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

Marina

←

Cow Bay Retail Area
Visitor Information Centre
Atlin Waterfront Promenade
Northland Cruise Terminal
Millennium Walkway
Mariner's Park
Sunken Gardens
Museum of Northern BC
Prince Rupert Fire & BC Police Museum
Historic Downtown
Kwintita Railway Museum
Rotary Waterfront Park

16 mins
17 mins
18 mins
19 mins
21 mins
21 mins
22 mins
23 mins
24 mins
25 mins
25 mins
29 mins

→

Seal Cove Salt Marsh
(via Rushbrook Trail)
Seaplane Base/Helipad

27 mins
28 mins



PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

Midtown

←

Historic Downtown
City Hall
Courthouse Lawn
Prince Rupert Fire & BC Police Museum
Museum of Northern BC
Cow Bay Retail Area
Visitor Information Centre
Northland Cruise Terminal

4 mins
5 mins
12 mins
13 mins
14 mins
17 mins
18 mins
18 mins

→

Moresby Pond Loop
BC Ferries Terminal

14 mins
50 mins



PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

Seal Cove

↗

Rushbrook Trail
Cow Bay (via Rushbrook Trail)
Visitor Information Centre
Northland Cruise Terminal

6 mins
42 mins
42 mins
43 mins

←

Museum of Northern BC
Sunken Gardens
Historic Downtown
Butte Rapids Trail
Tall Trees Trail

46 mins
48 mins
50 mins
4.6 km
4.8 km

→

Seaplane Base/Helipad

5 mins

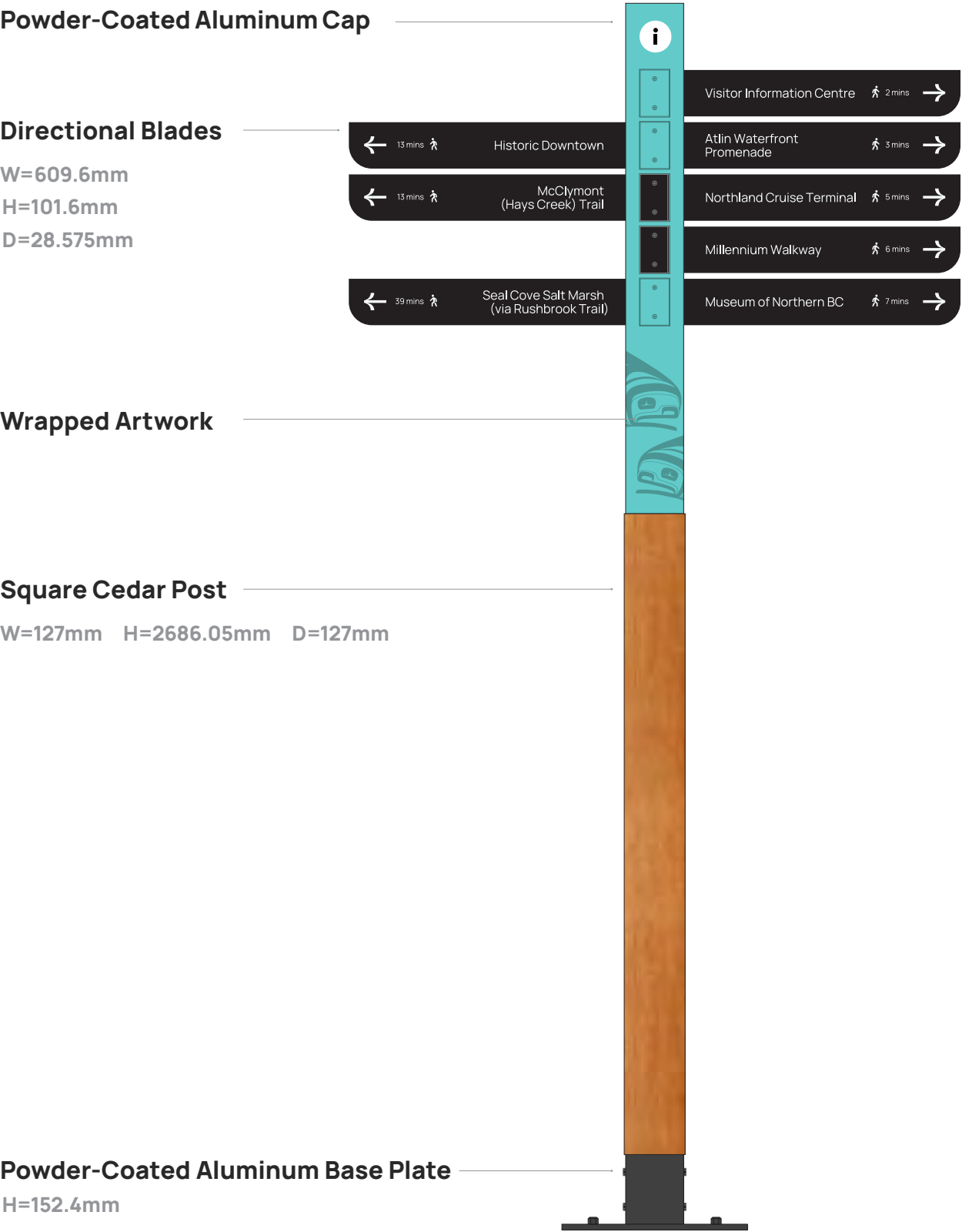


PRINCE RUPERT / KXEEN

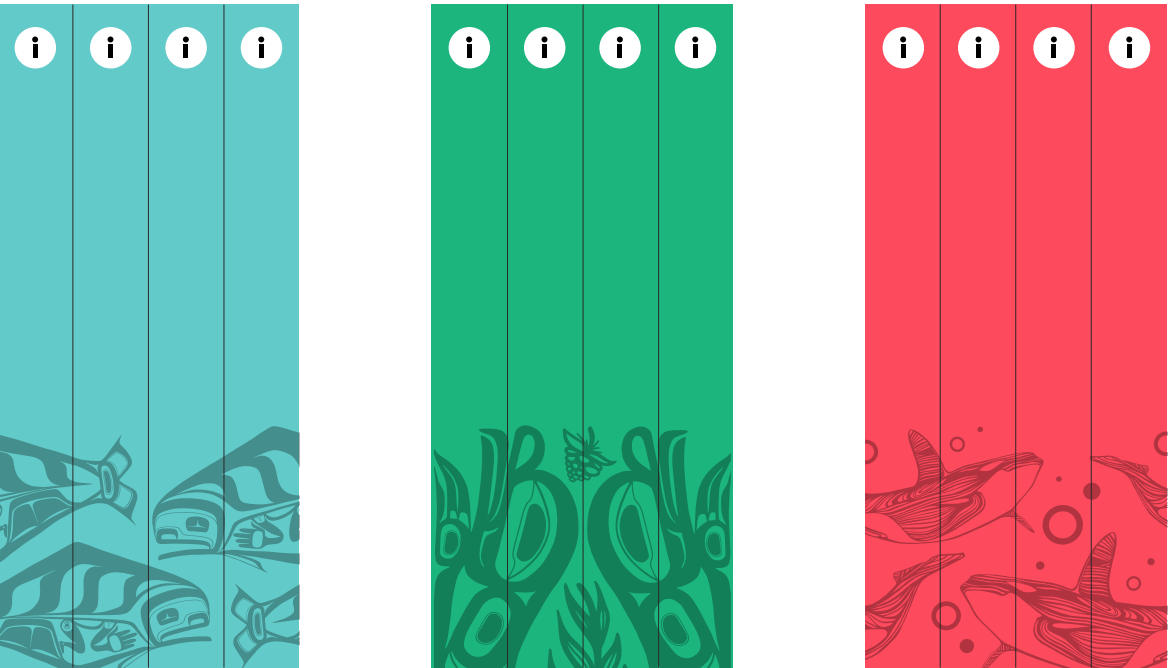
PRINCE RUPERT / KXEEN

PRINCE RUPERT / KXEEN

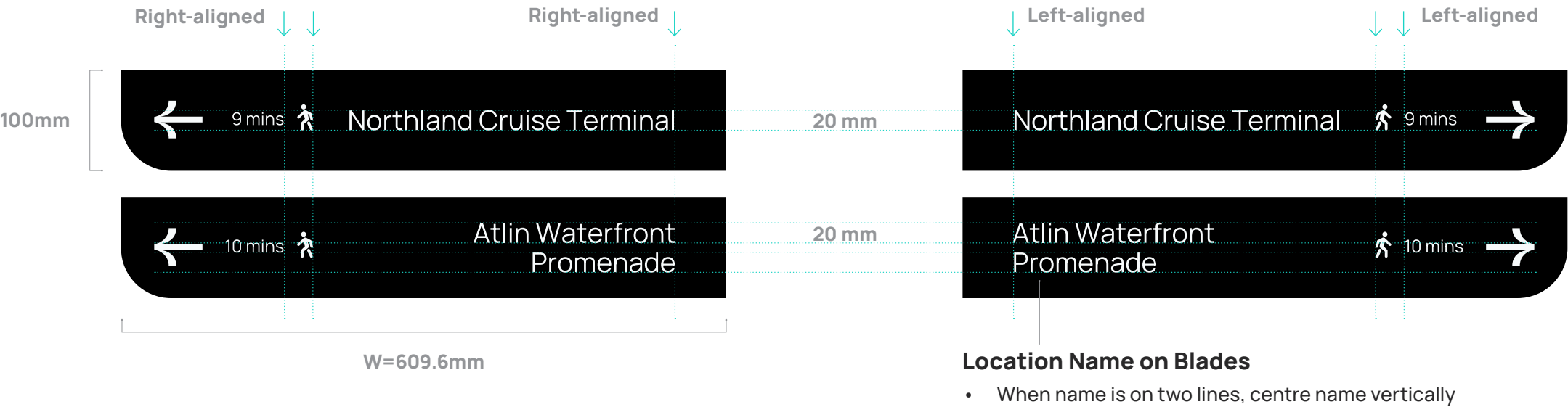
Fingerboard Signage



FINGERBOARD CAP ARTWORK



FINGERBOARD BLADE LAYOUT GUIDANCE



Informational Map Designs

PRINCE RUPERT / KXEEN

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➔

Northland Cruise Terminal

6 mins

Atlin Waterfront Promenade

7 mins

Visitor Information Centre

10 mins

Cow Bay Retail Area

11 mins

McClymont (Hays Creek) Trail

22 mins

Seal Cove Salt Marsh (via Rushbrook Trail)

48 mins

⬅

Rotary Waterfront Park

4 mins

Kwintsa Railway Museum

5 mins

learn more at
www.visitprinc Rupert.com

PRINCE RUPERT

DISCOVER OUR NATURE

PRINCE RUPERT / KXEEN

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Sunken Gardens

7 mins

Museum of Northern BC

8 mins

Prince Rupert Fire & BC Police Museum

10 mins

Cow Bay Retail Area

10 mins

Atlin Waterfront Promenade

10 mins

Visitor Information Centre

11 mins

Millennium Walkway

12 mins

Seal Cove Salt Marsh (via Rushbrook Trail)

50 mins

➔

Historic Downtown

1 mins

City Hall

2 mins

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Cow Bay Retail Area

8 mins

Visitor Information Centre

9 mins

Atlin Waterfront Promenade

10 mins

Northland Cruise Terminal

11 mins

Millennium Walkway

13 mins

Mariner's Park

13 mins

Sunken Gardens

14 mins

Museum of Northern BC

15 mins

Prince Rupert Fire & BC Police Museum

16 mins

Kwintsa Railway Museum

21 mins

Rotary Waterfront Park

21 mins

➔

McClymont (Hays Creek) Trail

5 mins

Rushbrook Trail

7 mins

Seal Cove Salt Marsh (via Rushbrook Trail)

35 mins

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PRINCE RUPERT

DISCOVER OUR NATURE

PRINCE RUPERT / KXEEN

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➔

Historic Downtown

1 mins

Courthouse Lawn

8 mins

Sunken Gardens

10 mins

Cow Bay Retail Area

13 mins

Visitor Information Centre

14 mins

Atlin Waterfront Promenade

15 mins

Northland Cruise Terminal

15 mins

⬅

Moresby Pond Loop

18 mins

BC Ferries Terminal

40 mins

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PRINCE RUPERT

DISCOVER OUR NATURE

Thank you!



PRINCE RUPERT
DISCOVER OUR NATURE



REPORT TO COUNCIL

Regular Meeting of Council

DATE: February 6th, 2023
TO: Robert Buchan, City Manager
FROM: Veronika Stewart, Manager of Communications, Engagement and Social Development

SUBJECT: APPLICATION TO UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND FOR EMERGENCY SUPPORT SERVICES CAPACITY FUNDING

RECOMMENDATION:

THAT Council support the City's Application for funding to the UBCM Community Emergency Preparedness Fund for Emergency Support Services Capacity Funding.

REASON FOR REPORT:

Emergency Support Services (ESS) provides short-term basic support to people impacted by disasters. The program is financed by the Provincial government and administered by Indigenous communities and local governments. Funds are distributed on an incident-related basis, with additional support for year-round capacity building available through grant funding.

The City's Emergency Support Services program is currently limited in its ability to attract and retain volunteers to support local programming, with an extremely limited pool of available volunteers to call on. In addition, there is limited capacity within existing staff capacity for volunteer recruitment and retention. To remedy this, the City is proposing to pursue funding from UBCM in order to fund additional hours (5 hours/month) of the existing Victim Services Manager position towards managing volunteer recruitment and training, as well as funds to be dedicated towards recruitment, retention and training programming.

BACKGROUND:

There is currently only one active ESS volunteer, with the remaining duties falling to City staff if that person is not available. This places undue burden on the sole volunteer to attend in emergency circumstances. In addition, by nature of their work Victim Services is already de-facto supporting the City's ESS program through their presence on site at many, if not all, local emergencies.

February 6th, 2023

Page 2

ANALYSIS:

Staff, including Victim Services, is in agreement that the Victim Services and Emergency Support Services roles at the City are complementary. It will benefit the City as a whole to house ESS volunteer management and recruitment under the Victim Services role by applying for capacity funding to increase the hours of the Victim Services Manager to manage volunteers, as well as additional funds for volunteer recruitment/retention programming efforts (room rentals, training, food/drink).

Historically ESS is most frequently employed to assist in displacements due to residential fires, scenes at which Victim Services/RCMP are already in attendance. The Victim Services Manager also has an extremely beneficial complement of training to act in an ESS oversight role – given the need for their work to be trauma-informed and culturally sensitive. The training they already obtain as part of regular duties will aid in ensuring that volunteers also will benefit from their training and experience, and will assist greatly in transferring emergency-related knowledge and skills. In addition, funding to support ESS training and recruitment efforts is much needed in order to increase volunteer membership and retention in the program.

COST:

The City is applying for approximately \$4000 in funding to UBCM for ESS capacity to support this work, with no impact to City budget. All additional costs for increased ESS capacity, above and beyond the existing budgeted salary for the Victim Services Manager will be funded through the UBCM grant, if successful.

CONCLUSION:

Given the opportunity to capitalize on existing resources to improve overall ESS services in Prince Rupert, and the need to retain/recruit ESS volunteers, staff recommend that Council support this application for funding.

Report Prepared By:

Report Reviewed By:

Veronika Stewart,
Manager of Communications,
Engagement and Social Development

Robert Buchan,
City Manager



REPORT TO COUNCIL

Regular Meeting of Council

DATE: February 6, 2023
TO: Robert Buchan, City Manager
FROM: Rosamaria Miller, Corporate Administrator
SUBJECT: REQUEST FOR SUPPORT

RECOMMENDATION:

THAT Council direct staff to provide a letter of support for Tourism Prince Rupert for their Kayak and Canoe Launch Project; and,

THAT Council direct staff to provide a letter of support for Tourism Prince Rupert's application to the Northern Development Initiative Trust ("NDIT") Recreation Infrastructure Program; and,

THAT this support be contingent upon approval of the 2023 City of Prince Rupert budget.

REASON FOR REPORT:

A request was received in January, 2023 from Tourism Prince Rupert requesting the City's support.

Images of location and rendering are attached for Council's information.

COST:

There is no cost to the City in their support of this application nor the acquisition of the equipment. Responsibility for maintenance for the structure would fall to the City and estimated at \$500 annually. Albeit a small cost of the service, Staff recommends that any costs be approved as a part of the larger overall budget and not approved separately, or in advance.

Report Prepared By:

Rosamaria Miller,
Corporate Administrator

Report Reviewed By:

Dr. Robert Buchan,
City Manager



REPORT TO COUNCIL

Regular Meeting of Council

DATE: February 6, 2023

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 3rd 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.**

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). Note that these changes will be accompanied by other actions outlined in the IPMS and the future Transportation Strategy to better manage parking demand and supply.

BACKGROUND:

Minimum parking requirements for off-street parking for new developments 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 or marketable for them, and does not affect existing businesses or buildings. 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 actual need for parking (more stalls are required than needed by the community), 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 other actions being taken in the City to increase transportation options and parking management, technological advancements in transportation, and findings in the 2007 study showing available parking within walking distance of destinations downtown. 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. This change will be implemented in conjunction with other actions to increase better parking management.

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

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 a property 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 commercial, office, or mixed-use buildings in the Parking Specified Area.
- b) Parking Requirements for new buildings that are exclusively for residential uses in the Parking Specified Area are as follows:

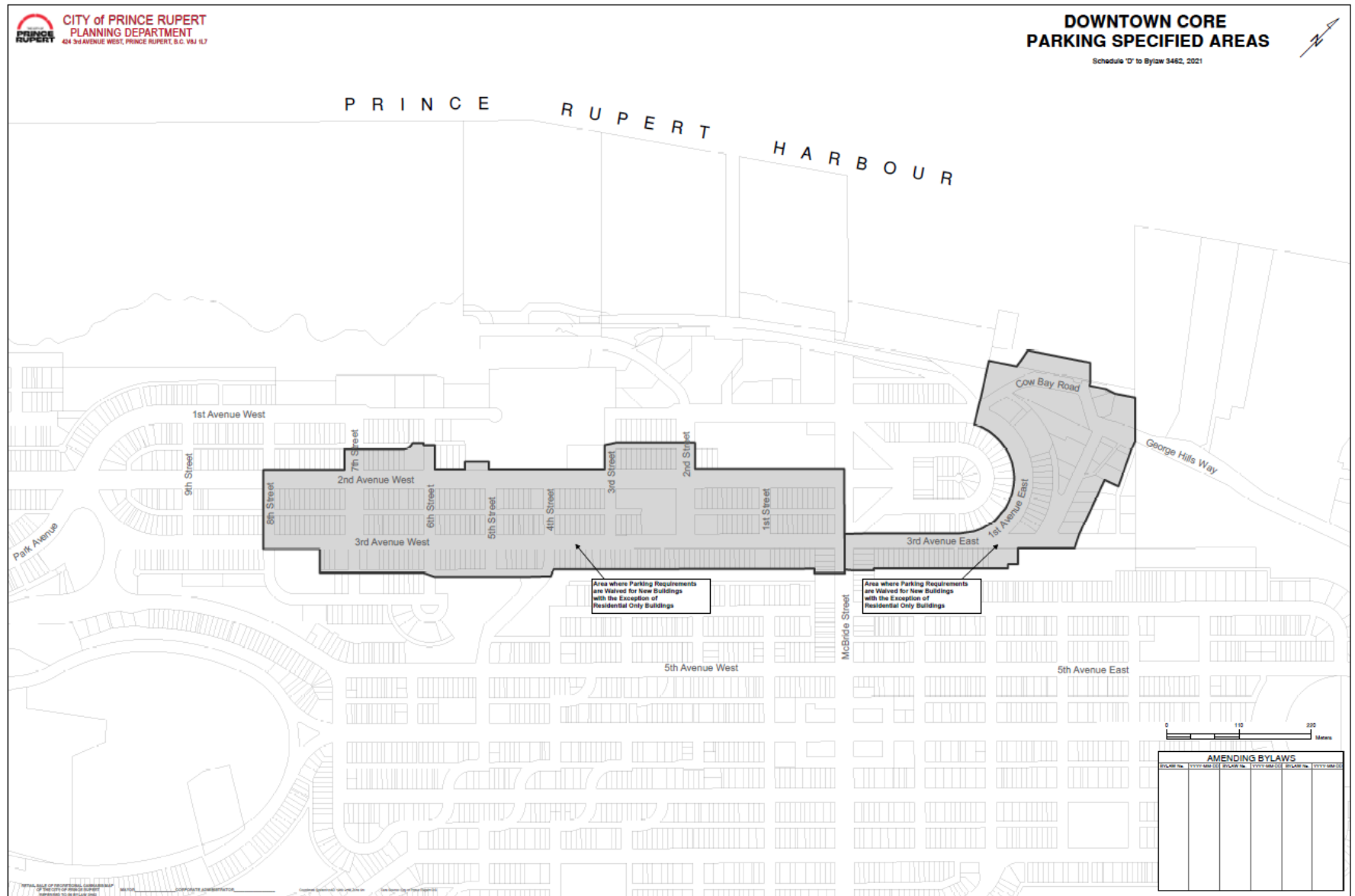
Use	Parking Standard
Single Family, Two Family & Multi-family	1 space per dwelling unit
Senior Citizens Housing	1 space per 4 living units
Accessory Dwelling Unit	1 space per accessory dwelling unit
Special Care Residential	1 space per 3 beds
Student Housing	0.2 spaces per bedroom

ATTACHMENT 2

UPDATE SECTION 9.3 (C):

Existing	Proposed
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.	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.

ATTACHMENT 3



Governing Copy_____

CITY OF PRINCE RUPERT
ZONING BYLAW AMENDMENT BYLAW NO. 3505, 2022

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

WHEREAS the Council of the City of Prince Rupert has enacted Zoning Bylaw No. 3462, 2021 for the City of Prince Rupert;

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

1. That City of Prince Rupert Zoning Bylaw No. 3462, 2021 be amended as follows:
 - a. **Remove** Section 3.19.0 (a) and (b)
 - b. **Add** Section 3.19.1 **with** the following:

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.
 - c. **Add** Section 3.19.2 **with** the following:

Shipping containers are permitted in the M1, M2, M3, and M6 zones.
 - d. **Add** Section 3.19.3 **with** the following:

One shipping container for temporary storage is permitted per property (placement on private property) in all zones with the following conditions:

 - a) The City receives a completed registration form provided by the City; the form including, without limitation:
 - i. Registrant(s) name(s) and contact information
 - ii. Information on site of shipping container placement
 - iii. Date of shipping container placement
 - iv. Latest date of shipping container removal, which can be:
 - i. Up to 60 days from date of shipping container placement; or
 - ii. Up to 365 days from date of shipping container placement with a relevant and active Building Permit
 - v. Property owner authorization
 - b) The City receives any relevant payments

- c) The placement of the shipping container must not be within a sight triangle (see Section 3.6.0 of the City's Zoning Bylaw No. 3462, 2021)
- d) A notice, provided by the City, must be displayed at all times by the registrant(s) in a conspicuous place at the site or on the shipping container; the notice indicating:
 - i. Shipping container registration number
 - ii. Information on site of shipping container placement
 - iii. Date of shipping container placement
 - iv. Latest date of shipping container removal
- e) Compliance with all of the City's bylaws in relation to shipping containers
- f) The shipping container must be removed from the site by the registrant(s) by the latest removal date unless otherwise permitted by a Zoning Bylaw or Temporary Use Permit of/from the City. If the shipping container is removed from the site earlier than the latest removal date, the City must receive notice including the date of shipping container removal – to be verified by a Bylaw Officer or designate
- g) No shipping container may be on the site for 30 days after the date of shipping container removal, as verified by a Bylaw Officer or designate, or latest date of shipping container removal, whichever is earlier, unless otherwise permitted by a Zoning Bylaw or Temporary Use Permit of/from the City

2. This Bylaw may be cited as "City of Prince Rupert Zoning Bylaw Amendment Bylaw No. 3505, 2022."

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

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

Public Hearing this ____ day of _____, 20__.

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

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

MAYOR

CORPORATE ADMINISTRATOR

CITY OF PRINCE RUPERT
REPORT TO COUNCIL
Meeting of Council

DATE: February 6, 2023

TO: Robert Buchan, City Manager

FROM: Jeff Beckwith, Fire Chief

SUBJECT: Fire Control and Protection Amendment Bylaw No. 3515, 2023

RECOMMENDATION:

THAT Council give First, Second and Third Reading to the City of Prince Rupert Fire Control and Protection Amendment Bylaw no. 3515, 2023.

REASON FOR REPORT:

With the increasing number of containers being used around the community for storage and the introduction of the City of Prince Rupert Zoning Amendment Bylaw 3505, 2022 presently before Council it has become necessary to ensure that we amend our Fire Control and Protection Bylaw.

Improper use of containers may result in unsafe situations for the community and first responders attending to scene. Amendment of the Fire Control and Protection Bylaw will allow for measures to be put into place to help to mitigate these risks.

COST:

There is no financial cost to the City for the implementation of these amendments.

Report Prepared by:

Report Reviewed by:

Jeff Beckwith,
Fire Chief

Robert Buchan,
City Manager

CITY OF PRINCE RUPERT

FIRE CONTROL AND PROTECTION AMENDMENT BYLAW NO. 3515, 2022

A BYLAW TO AMEND THE CITY OF PRINCE RUPERT FIRE CONTROL AND PROTECTION BYLAW NO. 2944, 1995, AS AMENDED

WHEREAS Council of City of Prince Rupert has enacted a Fire Control and Protection Bylaw;

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

1. The “City of Prince Rupert Fire Control and Protection Bylaw No. 2944, 1995 as amended” be further amended by:

- a. Add to section 2.0 Definitions:

“Container” means a large, strong container, usually of metal used to store goods, usually for shipment. May also be described as a “Sea-Can”, “Storage Container”, “Shipping Container” or “Cargo Container”.

- b. Add section for “Containers”:

- i. Code Compliance:

The Container must meet, or exceed as indicated, all relevant requirements of BC Safety Codes such as, but not limited to:

- Division B – Part 3 & Division B – Part 4 of the BC Fire Code will apply in all cases
- There will be no electrical to the container unless it meets or exceeds all requirements of the BC Building, Fire and Electrical Codes for explosive/moist/wet environments. It must be fully explosion proof and tested regularly to ensure compliance.
- Dangerous Goods storage shall be restricted to materials that are declared at the permit stage. Any changes to the type of dangerous goods must be approved by the City of Prince Rupert.
- No smoke shall be allowed in Containers.
- Where flammable liquids and combustible liquids are stored in the Container, combustible construction shall be removed, provisions for spill containment installed and the container shall be grounded. The dispensing of flammable liquids and the storage of open containers shall be prohibited in the Container.

- Compressed gases shall not be stored in the Containers. Limited amounts of aerosols shall be stored in the Containers only when stored in metal cabinets.

ii. Location:

The Container must be positioned such that:

- There is a minimum separation of 1.5m between any non-combustible structure and the Container to allow for fire fighting access to the exposed structures.
- The Container must be located at least 6m from exits, windows or unprotected openings of an exposed building.
- Greater separation distances will be required based upon exposure to any combustible materials or structure.
- The Container doors are positioned such that they face away from any other structure.
- The Container doors must be positioned such that they face away from any means of road access to the Container for fire personnel.
- No combustible materials may be stored near the Container.
- Containers shall not be installed under power lines.

iii. Identification:

The Container must be identified such that:

- UN Placards for all stored Dangerous Goods must be visible on the two Container sides visible to emergency responders.
- The name of the company/person responsible for the Container and an emergency telephone contact number must be marked on the Container in lettering visible from 10m.
- The Container and contents must be identified in the Fire Safety Plan.

iv. Safety Features to be added:

The Container must have the following safety features in place prior to any use:

- One ventilation opening must be added within 150mm of the floor in the container door primarily used for opening.
- One ventilation opening must be added within 150mm from the top of the container on the opposite end from the doors from cross ventilation.
- The high ventilation opening cannot be directly venting toward a structure
- Neither ventilation opening can be obstructed by stored materials at any time and must be kept clean of internal and external debris.
- The additional ventilation openings must be constructed based upon the following minimums:
 - o Two – 0.3m x 0.3m openings for a Container 6m or less.
 - o Two – 0.5m x 0.5m openings for a Container over 6m.

- o Both openings will be covered by open grate wire mesh with greater than 50% free area.
 - o Higher opening will also have a wind vent device, designated to generate a venturi effect during low wind speeds.
- Where heavier than air flammable and combustible liquids are stored in the Container a ventilation opening a low level should also be installed at the opposite end from the doors.
- Where 1A flammable liquids in quantities greater than 4 litres are stored in the Container then provisions shall be made to comply with the requirements for withstanding an internal explosion as per the BC Fire Code, BC Building Code and NFPA 68.
- Alternate engineering solutions for ventilation and explosion protection will be considered

NOTE: Standard existing environmental vents normally built into Containers **are not acceptable** as ventilation openings for land-based storage applications. These vents were designed for air movement based upon atmospheric weather changes only and do not provide for adequate air flow.

3. This Bylaw may be cited as “**City of Prince Rupert Fire Control and Protection Amendment Bylaw No. 3515, 2023**”.

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

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

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

Read a Fourth & Final time this ____ day of _____, 20__.

MAYOR

CORPORATE ADMINISTRATOR