



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on June 26, 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 June 26, 2023, be adopted as presented.

4. PUBLIC COMMENTS REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes

- i. Minutes from the Public Hearing of June 12, 2023;
- ii. Minutes of the Regular Meeting of June 12, 2023;

b) Reports

- iii. Report from the Chief Financial Officer Re: 2024 Budget Process;
- iv. Report from the Chief Financial Officer Re: April 2023 Financial Variance Report;
- v. Report from the City Planner and Director of Development Services Re: Prince Rupert Zoning Amendment Bylaw No. 3504, 2022 for Parking Specified Area;
- vi. Report from the Manager of Communications, Engagement & Social Development Re: Update on Tourism Prince Rupert's Destination Development Project for Mariners Park;

c) Correspondence

- vii. Email from Skeena Roundtable Re: Gitanyow Field Trip Reflections & Thank you; and,
- viii. Email from Alexandra Verlaan, Acting Senior Program Advisor, Strategy and Engagement, Fish and Fish Habitat Protection Program.

Recommendation:

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

6. REPORTS

a) Report from the Director of Development Services Re: DVP-23-02.

Recommendation:

THAT Council proceeds with approval for Development Variance Permit #23-02 for 105 – 6th Avenue East.

b) Report from the Director of Development Services Re: DVP-23-04.

Recommendation:

THAT Council proceeds with approval for Development Variance Permit #23-04 for 630 Sherbrooke Avenue.

c) Report from the Director of Development Services Re: DVP-23-07.

Recommendation:

THAT Council proceeds with approval for Development Variance Permit (DVP) application #23-07 for 1300 Hays Cove Avenue.

d) Report from the Director of Development Services Re: DVP-23-11.

Recommendation:

THAT Council proceed with approval for Development Variance Permit (DVP) application #23-11 for 330 – 8th Avenue East.

e) Report from the Director of Development Services Re: DVP-23-13.

Recommendation:

THAT Council proceed with approval for Development Variance Permit (DVP) application #23-13 for 1808 – 1810 – 7th Avenue East.

f) Report from the Chief Financial Officer Re: 2022 Statement of Financial Information (SOFI).

Recommendation:

THAT Council approves the 2022 Statement of Financial Information as presented.

g) Report from the Chief Financial Officer Re: Alternative Approval Process for Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023 and Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023.

Recommendation:

THAT Council, by resolution, receives this report;

AND THAT, in accordance with s. 86(3) of the *Community Charter*, establishes Monday, August 14, 2023 at 4:30pm as the deadline by which elector responses, under the Alternative Approval Process for each of Bylaw No. 3519, 2023 and Bylaw No. 3520, 2023 must be submitted to the City of Prince Rupert by qualified electors within the participating area;

AND THAT the elector response forms attached as Attachment One (1) and Attachment Two (2), be approved and established as the single response forms for Bylaw No. 3519, 2023 and Bylaw No. 3520, 2023;

AND THAT the notice of Alternative Approval Process attached as Attachment Three (3) entitled Noticed of Alternative Approval Process, Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023 and Attachment Four (4) entitled Notice of Alternative Approval Process, Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023, by approved;

AND FURTHER THAT, pursuant to s. 86(3) of the *Community Charter*, a fair determination of the total number of eligible electors within the participating area is 10,292, with 10% of the eligible electors amounting to 1,029.

h) Report from the Corporate Administrator Re: Resolutions from the Committee of the Whole.

7. BYLAWS

a) City of Prince Rupert Zoning Amendment Bylaw No. 3504, 2022.

Recommendation:

THAT Council gives third reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3504, 2022.

b) City of Prince Rupert Zoning Amendment Bylaw No. 3506, 2023.

Recommendation:

THAT Council gives third reading to the City of Prince Rupert Zoning Amendment Bylaw 3506, 2023 to permit childcare facilities in all Public Facilities zone.

c) City of Prince Rupert Zoning Amendment Bylaw No. 3507, 2023.

Recommendation:

THAT Council gives the fourth and final reading to the City of Prince Rupert Zoning Amendment Bylaw 3507, 2023.

8. BUSINESS ARISING

9. COUNCIL ROUND TABLE

10. ADJOURNMENT TO CLOSED

THAT Council adjourn to a Closed Meeting under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of 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.



MINUTES

For the **PUBLIC HEARING MEETING** of Council held on June 12, 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 (Virtual)
Councillor B. Cunningham
Councillor W. Niesh
Councillor N. Adey (Chair)
Councillor G. Randhawa
Councillor T. Forster
Councillor R. Skelton-Morven

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

1. CALL TO ORDER

The Chair called the Public Hearing 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. 3507, 2023

- a. Report from Planning
- b. Public comments
 - i. Petition in opposition to the proposed Northstar Development (31 signatures) ;
 - ii. Letter in opposition provided by B. Bryan Cox;
 - iii. Letter in opposition provided by Mary Allen;
 - iv. Letter in opposition provided by Paul Marhenke and Margaret Travis;
 - v. Letter in opposition from provided by Warren DeVorkin and Emily Berrigan
 - vi. James Horne (SD52)
 - vii. Mary Ellen, 4th Avenue West
 - viii. Jeff Brawn, Proponent
 - ix. Kate Toye, Prince Rupert

2. ADJOURNMENT

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT the meeting be adjourned at 6:14 p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **REGULAR MEETING** of Council held on June 12, 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 (Virtual)
Councillor W. Niesh
Councillor G. Randhawa
Councillor B. Cunningham
Councillor N. Adey (Chair)
Councillor T. Forster
Councillor R. Skelton-Morven

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

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

6.b) vii – Council support for UBCM Complete Communities Fund Application; and,
7.g) Development Variance Permit #23-04 for 630 Sherbrooke Avenue.

3. APPROVAL OF AGENDA

a) **MOVED** by Councillor Cunningham and seconded by Councillor Niesh **THAT** the Agenda for the Regular Council Meeting of June 12, 2023, be adopted as presented and amended.

CARRIED

4. PRESENTATION

Manager of Communications, Engagement and Social Development Re:
Annual Report

5. PUBLIC COMMENTS REGARDING AGENDA ITEMS

John Farrell – Re: Port City Spirits (in favour)

Lloyd Quast (Prince Rupert) – Re: Notification Process

Daum Quast (Prince Rupert) – Re: Notification Process

Terry Sawka – Re: Prince Rupert Spirits

Paul Svendsen – Re: Port City Spirits (in support)

Tom Cheng – Re: Port City Spirits (in support)

6. CONSENT AGENDA

a) Council minutes

- i. Minutes for the Regular Meeting of May 23, 2023;

b) Reports

- ii. 2023 Annual Report;
- iii. Development Activity Report for April 2023;
- iv. Memorandum re: 630 Sherbrooke Avenue Road Allowance Review;
- v. Major Projects update;
- vi. Report from the Manager of Communications, Engagement & Social Development and the Director of Development Services and City Planner Re: Council Support for UBCM Complete Communities Fund Application;

c) Correspondence

- vii. UBCM Child Care Resolution;
- viii. Letters of Support Re: Port City Spirits (50);
- ix. North Coast Regional District Press Release;
- x. North Coast Regional District April 2023 Board Highlights;
- xi. Email from Transport Canada Rail Safety; and,
- xii. Email and resource document from Northern Health.

MOVED by Councillor Randhawa and seconded by Councillor Cunningham THAT all items on the Consent Agenda be accepted as noted and filed.

CARRIED

REPORTS

a) Report from the Director of Development Services Re: DVP-23-11.

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council proceed with statutory notification for DVP-23-11 for 330 – 8th Avenue East.

CARRIED

b) Report from the Director of Development Services Re: DVP-23-13.

MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT Council proceed with statutory notification for DVP-23-11 for 1808/1810 – 7th Avenue East.

CARRIED

c) Report from the Director of Development Services Re: DVP-23-06.

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT Council approve DVP-23-06 for 212 – 9th Avenue East.

CARRIED

d) Report from the Director of Development Services Re: DVP-23-09.

MOVED by Councillor Randhawa and seconded by Councillor Niesh THAT Council approve DVP-23-09 for 1129 – 11th Avenue East.

CARRIED

e) Report from the Director of Development Services Re: DVP-23-10.

MOVED by Councillor Forster and seconded by Councillor Cunningham THAT Council approve DVP-23-10 for 945 Hays Cove Avenue.

CARRIED

f) Report from the Director of Operations & Intergovernmental Relations Re: 4th Avenue West Pathway – Operations Dept. Report.

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT Council receives this report and, if Council wishes to proceed with the rehabilitation of the 4th Avenue West Pathway, Staff recommends using the Odd Eidsvik Park budget first for the purposes of investigation.

g) Report from the Corporate Administrator Re: Liquor License Amendment for Port City Spirits.

MOVED by Councillor Niesh and seconded by Councillor Forster THAT Council approve Liquor License Amendment for Port City Spirits.

CARRIED

7. BYLAWS

a) City of Prince Rupert Zoning Amendment Bylaw No. 3506, 2023.

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council repeals first and second reading from May 23, 2023, and gives first and second reading to the City of Prince Rupert Zoning Amendment Bylaw 3506, 2023 to permit childcare facilities in all Public Facilities zones.

CARRIED

b) City of Prince Rupert Zoning Amendment Bylaw No. 3507, 2023.

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council gives third reading to the City of Prince Rupert Zoning Amendment Bylaw No. 3507, 2023.

CARRIED

8. ADJOURNMENT

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh THAT the meeting be adjourned at 8:48 pm to a Closed Meeting under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (c) labour relations or other employee relations; and,
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 26, 2023
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: 2024 BUDGET PROCESS

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

Under the *Community Charter*, Council is required to pass a Five Year Financial Plan Bylaw annually. This report provides notice to Council of a change to the budget process to enable Council the opportunity to pass the Five Year Financial Plan Bylaw as close to the beginning of the fiscal year as possible.

ANALYSIS:

The Community Charter defines the date that the Tax Rate Bylaw must be adopted annually (May 15). Prior to the Tax Rate Bylaw adoption, the Five Year Financial Plan (5YFP) Bylaw must be adopted. Historically, the City has undertaken the budget process within the fiscal year for which the 5YFP and the Tax Rate Bylaw are adopted. Adoption of the 5YFP part way through the fiscal year comes with operational challenges such as:

- delays procurement for projects approved to be completed in the same budget year causing rollovers and sometimes increased costs due to limited contractor/supply availability;
- delays hiring approved staff for operations or consultants required for special projects;
- poses engagement challenges as consultation typically occurs over spring break.

Many other municipalities have moved towards adopting the 5YFP prior to the municipal budget year. For example, the City of Terrace made the change in 2021. Aside from addressing the challenges mentioned above, the benefits include the community gaining greater certainty earlier in a calendar year of the estimated increases (if any) to fees and taxes the municipality requires to provide services. It also enables Council to consider permissive tax exemptions and community enhancement grants in the context of the overall budget. To meet the proposed timeline, the call for community enhancement grant applications has been moved up. Communication through the website, our social media platform, advertising in the paper is proceeding.

Budget timeline

The change will mean staff will begin the budget process again this summer with the goal that the 5YFP is adopted in December. The projected timeline is expected as follows:

Month	Milestones
July	Staff begin compiling municipal needs
September	Introduce 2024 Draft Budget
October	Public consultation
December	Adoption of 5YFP

BC Assessment property values are received in early January. Having the service levels determined in advance will enable the City to then calculate the expected tax rates earlier in the calendar year assisting all property owners with their budgets. The Tax Rate Bylaw would not be provided to Council until after final BC Assessment values are received in early April.

Budgeting Assumptions

The inflation environment has softened, however the City still must meet certain contractual obligations and estimate for service and supply increases necessary to provide existing levels of service as a baseline. With this in mind, it is expected that operational service cost will increase between 4%-6%. Increases necessary to meet new debt servicing for the RCMP detachment are estimated at an additional 4-5% should the interest rates stay at present levels by the time the City triggers the debenture. Increases for Utilities projects are still being determined and are subject to approvals and current work to obtain other revenue sources.

Any direction received by Council to change the service levels will impact the current assumptions either upwards or downwards.

LINK TO STRATEGIC PLAN:

Supports overall Strategic Goals of Council.

CONCLUSION:

Changing the timing of the budget process will enable the City and the community to gain certainty of operational service costs for the calendar year earlier than has occurred historically as well as provides for greater opportunities for success in achieving Council’s strategic goals.

Report Prepared By:

Report Reviewed By:

Corinne Bomben,
Chief Financial Officer

Robert Buchan,
City Manager



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 26, 2023
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: APRIL 2023 FINANCIAL VARIANCE REPORT

RECOMMENDATION:

THAT Council receive 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 April 30, 2023.

OPERATING BUDGET

Revenues and expenses are currently on target despite inflationary pressures. Actual impacts will be better reflected in future reports as we proceed through the year. The roads maintenance budget is higher than budget and the prior year mainly due to spring snow and sanding.

UTILITIES BUDGET

Utilities operating revenues and expenses are tracking as expected for this time of year.

CAPITAL & SPECIAL PROJECTS

The capital and special projects programs for the year have just begun with certain ones in finalization. The Woodworth Lake Dam is done & CN Building upgrade was nearing completion. The RCMP building is progressing well and on budget while other approved major projects were rolling out once the budget was adopted.

LINK TO STRATEGIC PLAN

Supports the City's overall strategic goals.

Report Prepared By:

Report Reviewed By:

Corinne Bomben
Chief Financial Officer

Robert Buchan,
City Manager

Attachments:

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

CITY OF PRINCE RUPERT					
April 2023 Departmental Report					
	YTD 2022	YTD 2023	2023	Budgeted	
REVENUES	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
Airport Ferry	234,264	327,851	1,157,000	(829,149)	(71.66)
Cemetery	63,892	42,682	134,000	(91,318)	(68.15)
Corporate Admin	-	-	84,000	(84,000)	(100.00)
Cow Bay Marina	82,459	86,090	413,000	(326,910)	(79.15)
Development Services	323,493	345,698	626,000	(280,302)	(44.78)
Economic Development	25,000	25,000	70,000	(45,000)	(64.29)
FD 911	29,178	27,247	84,000	(56,753)	(67.56)
FD Fire Protective Services	1,320	4,042	5,000	(958)	(19.15)
Finance	7,307	6,155	15,000	(8,845)	(58.97)
Fiscal Revenues	2,756,143	3,538,902	8,044,000	(4,505,098)	(56.01)
Information Technology	-	-	1,000	(1,000)	(100.00)
Parks	2,700	910	-	910	N.A.
PW Engineering	804	1,310	5,000	(3,690)	(73.79)
PW Common cost	30,618	19,331	70,000	(50,669)	(72.38)
RCMP	11,046	21,786	145,000	(123,214)	(84.98)
Rec. Centre Arena	118,054	126,337	242,000	(115,663)	(47.79)
Rec. Centre Civic Centre	113,521	148,897	298,000	(149,103)	(50.03)
Rec. Centre Community Services	-	-	3,000	(3,000)	(100.00)
Rec. Centre Pool	128,754	189,399	409,000	(219,601)	(53.69)
Transit	60,899	73,704	175,000	(101,296)	(57.88)
Victim Services	36,020	34,710	84,000	(49,290)	(58.68)
Watson Island	-	-	400,000	(400,000)	(100.00)
	4,025,472	5,020,051	12,464,000	(7,443,949)	(59.72)
Property Taxes			25,999,000	(25,999,000)	(100.00)
Appropriated Surplus- COVID 19 Safe Restart Grant	-	-	403,000	(403,000)	(100.00)
Capital Works- Funding from PR Legacy	-	-	140,000	(140,000)	(100.00)
Capital Works- Funding from Appr. Surplus	-	-	123,000	(123,000)	(100.00)
Capital Works- Funding from Reserves	-	-	510,000	(510,000)	(100.00)
Capital Purchases- Funding from PR Legacy	-	-	2,472,000	(2,472,000)	(100.00)
Capital Purchases- Funding from Grants	4,000,000	132,227	11,700,000	(11,567,773)	(98.87)
Capital Purchases- Funding from Appr. Surplus	-	146,067	465,000	(318,933)	(68.59)
Capital Purchases- Funding from Reserves	-	2,496,820	3,185,000	(688,180)	(21.61)
Capital Purchases- Funding from Borrowing	-	1,133,620	26,600,000	(25,466,380)	(95.74)
Special Projects- Funding from PR Legacy	-	-	272,000	(272,000)	(100.00)
Special Projects- Funding from Grants	19,615	96,362	456,000	(359,638)	(78.87)
Special Projects- Funding from Appr. Surplus	-	10,207	203,000	(192,793)	(94.97)
	8,045,087	9,035,354	84,992,000	(75,956,646)	(89.37)

CITY OF PRINCE RUPERT					
April 2023 Departmental Report					
EXPENDITURES	YTD 2022 Actual (\$)	YTD 2023 Actual (\$)	2023 Budget (\$)	Budgeted Amount Left (\$)	% Left
Airport Ferry	776,631	830,130	2,519,000	1,688,870	67.05
Cemetery	89,549	53,450	313,000	259,550	82.92
Civic Properties	140,879	135,855	451,000	315,145	69.88
Corporate Administration	413,386	402,450	1,347,000	944,550	70.12
Cow Bay Marina	129,142	149,925	403,000	253,076	62.80
Development Services	349,404	438,626	1,526,000	1,087,374	71.26
Economic Development	82,050	76,590	226,000	149,410	66.11
FD 911	184,016	199,577	651,000	451,423	69.34
FD Fire Protective Services	1,549,408	1,744,520	4,479,000	2,734,480	61.05
FD Emergency Measures	10,682	10,003	29,000	18,997	65.51
Finance	334,349	346,946	1,144,000	797,054	69.67
Finance Cost Allocation	(465,000)	(470,000)	(470,000)	-	-
Fiscal Expenditures	1,021,295	912,076	4,350,000	3,437,924	79.03
Governance	117,205	148,307	414,000	265,693	64.18
Grants	1,299,929	1,440,649	1,841,000	400,351	21.75
Information Technology	242,540	284,605	667,000	382,395	57.33
Parks	220,679	216,966	1,303,000	1,086,034	83.35
PW Engineering	215,245	201,079	611,000	409,921	67.09
PW Common Cost	1,600,520	1,784,848	5,222,000	3,437,153	65.82
Allocation of Common Cost	(1,352,354)	(1,287,918)	(4,915,000)	(3,627,082)	73.80
PW Vehicles	449,045	439,439	1,746,000	1,306,561	74.83
PW Vehicle Cost Allocation	(546,666)	(462,774)	(1,746,000)	(1,283,226)	73.50
RCMP	2,056,476	2,346,039	6,907,000	4,560,961	66.03
Rec. Centre Arena	179,291	180,159	473,000	292,841	61.91
Rec. Centre Civic Centre	700,882	716,994	1,908,000	1,191,006	62.42
Rec. Centre Community Services	254	391	3,000	2,609	86.98
Rec. Centre Pool	446,587	449,025	1,460,000	1,010,975	69.24
Roads	828,675	1,126,251	2,407,000	1,280,749	53.21
Transit	185,298	187,347	719,000	531,653	73.94
Victim Services	60,371	43,511	174,000	130,489	74.99
Watson Island	124,647	107,750	400,000	292,251	73.06
Transfer to Reserves	-	-	1,079,000	1,079,000	100.00
Special Projects	20,440	76,407	931,000	854,593	91.79
Capital Purchases	930,099	3,905,733	44,547,000	40,641,267	91.23
Capital Works	-	900	1,873,000	1,872,100	99.95
	12,394,954	16,735,855	84,992,000	68,256,145	80.31

CITY OF PRINCE RUPERT					
April 2023 Utilities Report					
Utilities	YTD 2022 Actual (\$)	YTD 2023 Actual (\$)	2023 Budget (\$)	Budgeted Amount Left (\$)	% Left
Water					
Operating Revenue	2,424,301	2,501,998	3,187,000	(685,002)	(21.49)
Capital Works- Funding from Grants	-	157,487	31,269,000	(31,111,513)	(99.50)
Capital Works- Funding from PR Legacy	-	113,918	1,100,000	(986,082)	(89.64)
Debenture Debt- Funding from PR Legacy	61,298	199,326	1,280,000	(1,080,674)	(84.43)
Capital Works- Funding from Debt (MFA)	-	-	3,000,000	(3,000,000)	(100.00)
Capital Works- Funding from Reserves	4,024,700	573,734	8,365,000	(7,791,266)	(93.14)
Less: Capital Purchases	-	-	(165,000)	165,000	(100.00)
Less: Capital Works	(4,135,334)	(972,538)	(44,319,000)	43,346,462	97.81
Net Revenue	2,374,965	2,573,925	3,717,000	(1,143,075)	(30.75)
Operating Expenditure	1,019,223	896,952	3,717,000	2,820,048	75.87
Surplus /(Deficit)	1,355,742	1,676,973	-	1,676,973	-
Sewer					
Operating Revenue	2,216,706	2,281,109	2,764,000	(482,891)	(17.47)
Capital Works- Funding from Grants	-	-	4,750,000	(4,750,000)	100.00
Capital Works- Funding from Appropriated Surplus	-	533,076	4,980,000	(4,446,924)	100.00
Capital Works- Funding from Debt (MFA)	-	-	12,000,000	(12,000,000)	100.00
Capital Works- Funding from Reserves	-	18,837	450,000	-	100.00
Less: Capital Works	(205,433)	(1,259,026)	(23,555,000)	22,295,974	94.65
Net Revenue	2,011,273	1,573,996	1,389,000	184,996	13.32
Operating Expenditure	464,128	416,522	1,389,000	972,478	70.01
Surplus/(Deficit)	1,547,145	1,157,474	-	1,157,474	-
Solid Waste					
Operating Revenue	2,859,451	7,042,781	8,864,000	(1,821,219)	(20.55)
Capital Works- Funding from Accruals	25,738	22,894	2,400,000	(2,377,106)	100.00
Capital Works- Funding from Debt (MFA)	-	761,736	1,489,000	(727,264)	100.00
Capital Works- Funding from Reserves	1,711,214	-	1,797,000	(1,797,000)	100.00
Less: Capital Purchases	-	(761,736)	(1,786,000)	1,024,264	100.00
Less: Capital Works	(1,736,953)	(22,894)	(4,000,000)	3,977,106	(99.43)
Net Revenue	2,859,450	7,042,781	8,764,000	(1,721,219)	(19.64)
Operating Expenditure	1,339,845	1,752,375	8,764,000	7,011,625	80.00
Surplus /(Deficit)	1,519,605	5,290,406	-	5,290,406	-

CITY OF PRINCE RUPERT April 2023 Capital Purchases Budget Variance Report	Budget	Actual	Variance
Special Projects	931,000	76,407	854,593
Waterfront Landing	10,890,000	129,227	10,760,773
Victim Services Vehicle	42,000	-	42,000
Recreation	255,000	-	255,000
RCMP Bulding	26,100,000	2,233,620	23,866,380
Civic Properties	4,710,000	1,422,966	3,287,034
Fire Department	1,650,000	-	1,650,000
Land Acquisition	50,000	-	50,000
Watson Island	135,000	-	135,000
Public Works	715,000	119,921	595,079
Water Utilities	165,000	-	165,000
Solid Waste	1,786,000	761,736	1,024,264
Total	\$ 47,429,000	\$ 4,743,877	\$ 42,685,123

CITY OF PRINCE RUPERT April 2023 Capital Works Budget Variance Report	Budget	Actual	Variance
General Operating	\$ 1,873,000	\$ 900	\$ 1,872,100
Water Utility	\$ 44,319,000	\$ 972,538	\$ 43,346,462
Sewer Utility	\$ 23,555,000	\$ 1,259,026	\$ 22,295,974
Solid Waste Utility	\$ 4,000,000	\$ 22,894	\$ 3,977,106
Total	\$ 73,747,000	\$ 2,255,358	\$ 71,491,642



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 26, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planner

SUBJECT: PRINCE RUPERT ZONING AMENDMENT BYLAW NO 3504, 2022 FOR 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.

Council did 1st and 2nd Reading of this Bylaw on October 24, 2023 and held a Public Hearing on February 6, 2024. When the bylaw was proposed for 3rd Reading, council opted to table the decision until staff were able to meet with business owners in the City Core to communicate plans and hear their concerns. Staff met with business owners in the City Core on June 7, 2023.

Business and property owners in the City Core who attended the June 7th session generally supported the purpose of the PSA with a suggestion to expand it to include Fraser Street, an amendment which is included for council's consideration. Other comments received were regarding parking management in the City Core, including the need to encourage higher parking turnover through metering and enforcement, and ensuring that parking management and regulations are broken into smaller areas with regard for specific local conditions. Parking management is a goal of the interim parking strategy and included in recommendations of the Transportation Strategy, which is nearing completion. Attendees also supported the conceptual changes proposed for 2nd and 3rd Street reconfigurations included in the interim parking plan, and noted that there should be notice and opportunity for comment for significant parking regulation changes.

After this meeting, staff amended the proposed bylaw to include Fraser Street as suggested due to potential for revitalization and geographical constraints for parking in that area.

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.

This Parking Specified Area proposal is one of a suite of actions regarding parking supply and demand in the City Core. Parking management for street-parking requires additional approaches that address the issue of supply for longer-term parking users, low turn-over in prime parking locations for customers, and a lack of accessible parking and loading zones close to destinations. This proposal would be implemented in concert with actions to address those issues as outlined in the Interim Parking Management Strategy.

COSTS:

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

ALIGNMENT WITH STRATEGIC PRIORITIES

This amendment aligns with the following Strategic Priority adopted by Council:

1. The City of Prince Rupert will encourage, support, and undertake community renewal to ensure it becomes a world-class port city.

This goal specifically identifies the City Core Parking Strategy as an action.

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. Business and property owners downtown have expressed their approval in principle and identified their wish to see other management actions identified in the Parking Management strategy adopted.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Development Services Director

Robert Buchan,
City Manager

Attachment(s):

- Prince Rupert Zoning Bylaw Amendment No 3504, 2022



REPORT TO COUNCIL

Regular Meeting of Council

DATE: April 11th, 2023
TO: Robert Buchan, City Manager
FROM: Veronika Stewart, Manager of Communications, Engagement and Social Development

SUBJECT: UPDATE ON TOURISM PRINCE RUPERT'S DESTINATION DEVELOPMENT PROJECT FOR MARINERS PARK

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

Tourism Prince Rupert (TPR) has held several public engagement sessions towards the design for Mariner's park as a part of their efforts to develop 'destination' sites in the community, benefitting both tourists and locals alike. They have also now released an online survey to complement and truth out those findings in the community, available here: <https://sprw.io/stt-xetBfisvfKGsg687CzaPQo>.

As Council is aware from past reports, TPR has pursued grant funds in order to support the eventual implementation of the designs, and has been working with City staff on logistical considerations. TPR was recently informed that both applications to the Provincial Rural Economic Diversification and Infrastructure Program (REDIP) fund and Destination Development Fund were not successful. They are now working to identify potential funding to complete shelf-ready designs and look to the next round of available grants to fund the future project.

BACKGROUND:

TPR is a distinct society from the City, with the City appointing one member of Council and 4 community members to sit on their Board of Directors. In 2022, TPR adopted a new mandate that included the development of destination-focused amenities in Prince

Rupert that benefit not only tourists but our local population as well. Given their availability of funds that year towards designs for a potential destination development project, TPR approached the City in 2022 to collaborate on a design and redevelopment plan for Mariners Park. This site was selected due to proximity to the cruise terminal, as well as the high level of general traffic from within the community. A design process funded directly by TPR has now been initiated with their selected design firm, Atmospheric Perspective Architects, and landscape designers Hapa Collaborative.

From the outset of the project, TPR and the City have convened a working group between select City staff in Administration, Planning, and Operations, in order to ensure that the City's considerations for planning, logistics and long-term maintenance are taken into account. An initial design process and information collection began in the Spring/Summer of 2022. Within the working group, the City has articulated to the designers the importance of retaining certain existing community assets within the design, such as the memorial wall, that are of key significance to residents. Additionally, the designers have been guided by the 2030 Redesign Rupert Vision, City brand guidelines, and staff have also emphasized consideration for connections to Ts'msyen culture, local character, sustainability and programmable outdoor space for residents. These values also align with feedback provided in the Parks and Outdoor Recreation Planning process, which also identified a local demand for an outdoor community performance and gathering space.

Moreover, from a landscaping perspective, the City has requested a focus on low-maintenance hardscape features and local plantings to reduce potential future costs and take into account local climate. In addition to City suggestions, the designers have attended the park site and provided a list of recommendations for aesthetic and design improvements. In April of 2023, Tourism PR held in person consultations with the community to gain their insight and perspective on what is desired at that park location. A summary of public feedback is appended to this report.

A community survey was distributed starting last week. Following the public input process, designs for the project will be completed and provided to the City for review.

ANALYSIS:

This project has been delayed due to availability of grant funding, however the City will continue to work with Tourism PR to advocate for the project works through grants. Grant applications will offset potential capital costs to Prince Rupert's taxpayers. This project being driven by an external partner, and embodies the collaborative spirit that was embedded in the City and Redesign Rupert partner's 2030 Vision, which focused on the need for multi-stakeholder partnership to support revitalization. Given limited availability of funds often restricts the City's ability to invest in 'nice to have' projects such as park redevelopments, openness to partnerships such as this empowers the City to continue to improve community amenities. By working with TPR to support grant-

writing and logistics for the project, the City and community will see the benefit of a revitalized and inviting space for residents and tourists alike to gather.

LINK TO STRATEGIC PLAN:

This project aligns with a number of the goals and objectives identified in the 2023-2027 Council-adopted Strategic Plan, as well as the overall Vision of the community as a vibrant place that people want to be. Redevelopment of Mariners Park supports the goal of community renewal, and will help to foster local economic, social, cultural and environmental well-being. Collaboration with Tourism Prince Rupert on wayfinding and designation development efforts was also explicitly identified as a priority action as part of the Plan.

COST:

Overall, this project is moving ahead with little anticipated cost impact to the City, aside from staff time, with a significant potential improvement to the user experience of this key City park. As previously noted, TPR has been very diligent in their pursuit of funding opportunities, with over \$2 million applied for thus far, and City staff are actively engaged to ensure that municipal considerations related to the long-term maintenance of the site are factored into project designs. As maintenance of the park is a City responsibility, this collaboration will help to reduce potential additional costs associated with improvements.

CONCLUSION:

It is recommended that Council receive this report for information purposes, and encourage public participation in the online survey, which is now available.

Report Prepared By:

Report Reviewed By:

Veronika Stewart,
Manager of Communications, Engagement,
And Social Development

Robert Buchan,
City Manager

Atch: Tourism Prince Rupert – Mariners Park Engagement Summary

From: Skeena Roundtable FOR:EX <Skeena.Roundtable@gov.bc.ca>

Sent: Monday, June 19, 2023 10:00 AM

Subject: Gitanyow Field Trip Reflections & Thank you!

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello everyone,

Our first annual Skeena Roundtable field trip was a great success – thank you to those who came out!

We enjoyed some beautiful weather, great food and conversations, and learned so much about Gitanyow governance, land use planning, and fisheries and wildlife management. We are so grateful to our Gitanyow hosts for having us on their Lax'yip to enjoy this experience! Thank you also to Shelley Blackstock for the amazing lunch by the river.

Some of our Roundtable members shared their thoughts below:

I am so impressed with the work of Gitanyow, the passion with which they do it, and their willingness and openness to sharing it with us.

So grateful to be welcomed and educated about Gitanyow governance and stewardship. Thanks for your leadership and caring for the land for future generations.

It was a beautiful day and gave a sense of hope with all the amazing work being done and information shared.

Incredible commitment, passion, and love for the land. Gitanyow are foraging an incredible path!

For more information on Gitanyow First Nation, visit their website at: [Gitanyow Hereditary Chiefs \(gitanyowchiefs.com\)](http://gitanyowchiefs.com). We would also like to share the [Gitanyow Huwilp Constitution](#), [Gitanyow Lax'yip Land Use Plan](#), and a [Gitanyow territory map](#), which were all discussed during the day.

A paper was discussed during the field trip called “‘Berry Patch’ As a Kind of Place – the Ethnoecology of Black Huckleberry in Northwestern Canada.” A link to the paper can be found [here](#) for those who would like to check in out.



Thank you again for making this day a great experience. We are already looking forward to planning our next field trip!

Sincerely,
The Skeena Roundtable Team

Diana Goncalves

From: Verlaan, Alexandra <Alexandra.Verlaan@dfo-mpo.gc.ca>
Sent: Friday, June 9, 2023 1:43 PM
Cc: Harding, Jennifer (DFO/MPO); Northrup, Scott (he/him | il/lui) (DFO/MPO)
Subject: [Attention] Join us for a presentation on the Restoration Priorities Plan for Pacific Region
Attachments: Restoration Priorities Plan for Pacific Region_2023-06.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

Please join us on **June 21 and/or June 26** for an upcoming information and engagement session on the first draft of the *Restoration Priorities Plan for Pacific Region*.



Background: The *Restoration Priorities for Pacific Region* (the Regional Plan) is a DFO initiative to prioritize fish habitat restoration in Pacific Region (British Columbia and Yukon) and will provide a framework to guide prioritization of restoration projects. The *Regional Plan* is guided by the [Framework to Identify Fish Habitat Restoration Priorities](#), a national approach to establishing fish habitat restoration priorities in all seven DFO regions.

The purpose of the *Regional Plan* is to develop restoration goals and priorities that consider the unique ecological, social, and cultural characteristics of Pacific Region through extensive internal and external

engagement with Indigenous Peoples, all levels of government, non-governmental organizations, community groups, academia, development proponents, and others.

The feedback survey will be available online at [Let’s Talk Pacific Salmon](#) for review prior to the engagement sessions.

How can you help? We invite you to share your expertise and knowledge on important species, areas and ecosystem functions (e.g. water quality and quantity, habitat connectivity) as well as on broad regional habitat restoration goals and priorities.

This opportunity differs from previous Waves of engagement, in that it is a regionally-led initiative looking for specific and localized feedback on restoration priorities, which will help shape habitat restoration goals for British Columbia and Yukon.

Timeline for development: We are engaging on the first version of the plan between June and October 2023. Feedback will be used to further develop the draft plan through 2023.

A second draft with restoration goals and priorities, shaped by the conversations and feedback we receive, will be available for review in early 2024. The *Restoration Priorities Plan* is scheduled to be launched in late Summer 2024.

Engagement Sessions: There are **two** introductory information sessions for provincial and municipal government, ENGOs, academics, stream keepers, consultants and development proponents.

You may attend either session or both.

The presentation will be the same for both sessions with lots of time for Q&A.

Date	Time	MS Teams Meeting Link:	Call In (Audio Only)
Wednesday, June 21	9:00 am to 11:00 am	<p>Join on your computer, mobile app or room device</p> <p>Click here to join the meeting Meeting ID: 244 737 391 527 Passcode: zKTRRL Download Teams Join on the web</p> <p>Join with a video conferencing device</p> <p>teams@dfo-mpo.video.canada.ca Video Conference ID: 115 893 147 1 Alternate VTC instructions</p>	<p>Or call in (audio only)</p> <p>+1 647-484-5913,195520498# Canada, Toronto Phone Conference ID: 195 520 498# Find a local number Reset PIN</p>

<p>Monday, June 26</p>	<p>1:00 pm to 3:00 pm</p>	<p>Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 265 840 777 439 Passcode: g5LHdS Download Teams Join on the web Join with a video conferencing device teams@dfo-mpo.video.canada.ca Video Conference ID: 118 627 791 1 Alternate VTC instructions</p>	<p>Or call in (audio only) +1 647-484-5913,603418573# Canada, Toronto Phone Conference ID: 603 418 573# Find a local number Reset PIN Learn More Meeting options</p>
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These meetings are being facilitated by the DFO Fish and Fish Habitat Protection Program’s Strategies and Engagement Unit.

If you would like to meet directly with the engagement team at the Restoration Centre of Expertise or have any questions about the *Regional Plan*, feedback survey or upcoming engagement sessions please contact Jennifer Harding or Scott Northrup at DFO.PAC.PSSInitiative-InitiativeSSP.PAC.MPO@dfo-mpo.gc.ca.

Thank you very much.

Take good care and talk to you soon

If you wish to be excluded from future emails about the Restoration Priorities Plan for Pacific Region, please respond by [clicking here](#) with UNSUBSCRIBE FROM RPP ENGAGEMENT in the subject line.

Sent on behalf of Jennifer and Scott

Regards,

Alexandra Verlaan

Acting Senior Program Advisor, Strategy and Engagement, Fish and Fish Habitat Protection Program

She/Her

Department of Fisheries and Oceans Canada

E: Alexandra.verlaan@dfo-mpo.gc.ca

Alexandra Verlaan

Conseiller principal de programme par intérim, Stratégie et mobilisation, Programme de protection du poisson et de son habitat

Elle/Elle

Ministère des Pêches et des Océans du Canada

E : Alexandra.verlaan@dfo-mpo.gc.ca

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Restoration Priorities for Pacific Region

Version 1.0

Fisheries and Oceans Canada
June 2023



Sthegi Channel Restoration. J. Bielenburg (2022)

14 **Table of Contents**

15 Table of Contents 2

16 List of Tables 4

17 List of Figures 4

18 Glossary 5

19 Abbreviations 7

20 Note to the reader 8

21 Introduction 9

22 Pacific Region 10

23 Climate change and other large-scale Landscape impacts 10

24 Purpose 11

25 Guiding Principles for Restoration 12

26 Method of Identifying Restoration Priorities 12

27 Engagement 13

28 Five Steps to Identifying Restoration Priorities 14

29 1. Describe the current state of fish habitat restoration activities 15

30 2. Identify important species, areas and ecosystem functions 15

31 3. Set regional restoration goals and supporting actions 15

32 4. Identify restoration priorities 15

33 5. Evaluate and update restoration priorities 16

34 Developing a Draft Restoration Priorities Plan for Pacific Region 17

35 Step 1: describe The current state of fish habitat restoration activities 17

36 Summary of Threats and Impacts to Fish Habitat in Pacific Region 17

37 Summary of Restoration Projects in Pacific Region 17

38 Step 2: Identify important species, areas and ecosystem functions 21

39 Step 2.1 Important Species 21

40 Step 2.2 Important Areas 23

41 Step 2.3 Important Ecosystem Functions 24

42 Step 3. Set regional restoration goals and supporting actions 26

43 Step 4. Identify restoration priorities 27

44 Step 5. Evaluate and update restoration priorities 29

45 Appendix 1: Considerations When Selecting Regional Restoration Priorities 30

46 Appendix 2: Data Sources 31

47 Appendix 3: Regional Summary of Species, Areas and Ecosystem Functions 36
48 Appendix 4: Engagement Feedback..... 43
49 Appendix 5: Version History 44
50
51

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52 **List of Tables**

53 Table 1. Examples of important species and associated sub-regions and areas in Pacific Region as identified
 54 by Recovery Strategies, Action Plans, Status Reports and other published material. 23

55 Table 2. Examples of important areas in Pacific Region as identified by Recovery Strategies, Action Plans,
 56 Status Reports and other published material..... 24

57 Table 3. Examples of important ecosystem function in Pacific Region as identified by Recovery Strategies,
 58 Action Plans, Status Reports and other published material. 25

59
60
61
62

63 **List of Figures**

64 Figure 1. Regional Prioritization Plan Development Process (adapted from the National Framework)..... 14

65 Figure 2. DFO Pacific Areas 18

66 Figure 3. Catalogued restoration projects by DFO area between 2015-2022 (FIA: Fraser Interior Area; SCA:
 67 South Coast Area; NCA: North Coast Area) coloured by restoration activity per reporting fiscal year. . 19

68 Figure 4. Catalogued restoration projects (2015-2021 fiscal years) coloured by restoration activity and
 69 categorized by DFO area (FIA: Fraser Interior Area; SCA: South Coast Area; NCA: North Coast Area) and
 70 target salmonid species (BT: bull trout; CH: Chinook; CM: chum; CO: coho; CT: cutthroat trout; DV:
 71 Dolly Varden; PK: pink salmon; RB: rainbow trout; SK: sockeye; ST: steelhead; WCT: westslope
 72 cutthroat trout)..... 20

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Term	Definition
Conservation Unit (CU)	A Conservation Unit is a group of wild Pacific salmon sufficiently isolated from other groups that, if extirpated, is very unlikely to recolonize naturally within an acceptable timeframe, such as a human lifetime or a specified number of salmon generations. ^{1,2}
Designatable Unit (DU)	Species, subspecies, variety, or geographically or genetically distinct population that may be assessed by COSEWIC, where such units are both discrete and evolutionarily significant ³ .
Ecosystem function	A suite of physical, chemical and biological processes that maintain life for fishes. These include measures of productivity, energy flow and nutrient cycling that are maintained by a diverse grouping of species. See Step 2.3 for further details.
Floodplain	Low lying area adjacent to a river that is formed by river sediment and is periodically inundated during flood conditions.
Off-channel	A periodically flooded channel connected to the mainstem at one end, with similar characteristics to a slough. Off-channel habitats tend to exist along the edges of rivers and are often relict channels where the mainstem once flowed.
Restoration	Returning an aquatic system or habitat to its original or a more resilient state through active (e.g. landscape manipulation to restore processes or conditions) or passive (e.g. removing anthropogenic material to allow natural recovery) means. ⁴
Restoration Community	All levels of government, Indigenous communities, non-governmental organizations, community groups, academia, development proponents, and others.




¹ Government of Canada. Pacific Salmon Conservation Units, Sites and Status. Accessed March 1, 2023:

<https://open.canada.ca/data/en/dataset/1ac00a39-4770-443d-8a6b-9656c06df6a3>

² Canadian Science Advisory Secretariat. 2009. Framework for implementation of the wild salmon policy: Initial lists of conservation units for British Columbia. Report 2009/055.

³ COSEWIC. Definitions and Abbreviations. Accessed March 1, 2023: [https://www.cosewic.ca/index.php/en-ca/about-us/definitions-abbreviations.html#:~:text=Designatable%20unit%20\(DU\)%3A%20Species,Guidelines%20for%20Recognizing%20Designatable%20Units](https://www.cosewic.ca/index.php/en-ca/about-us/definitions-abbreviations.html#:~:text=Designatable%20unit%20(DU)%3A%20Species,Guidelines%20for%20Recognizing%20Designatable%20Units).

⁴ Roni, P and T. Beechie. 2013. Stream and Watershed Restoration: A guide to restoring riverine processes and habitats. Wiley-Blackwell, Oxford

Side-channel	<p>Periodically or permanently flooded channel connected to the mainstem at the upstream and downstream end.</p> <p>Example of a side channel off the Fraser River mainstem (yellow arrow).</p>	
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78 **Abbreviations**

Abbreviation	Term
COE	(Restoration) Centre of Expertise
CU	Conservation Unit
DFO	Fisheries and Oceans Canada
DU	Designatable Unit
FFHPP	Fish and Fish Habitat Protection Program
SoFFH	State of Fish and Fish Habitat report
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96 **Note to the reader**

97 This document is a work in progress. Engagement with restoration partners,
98 including Fisheries and Oceans Canada (DFO) staff, Indigenous groups and external
99 habitat restoration practitioners will shape the contents of the
100 Restoration Priorities Plan for Pacific Region.

101
102 This document is divided into two major parts: 1) Description of the prioritization
103 process following the National Framework (pp. 9-16) and 2) First draft of the
104 Regional Plan (pp. 17-44).

105
106 Habitat restoration goals and priorities are not yet included. They will be developed
107 following feedback from the first round of internal and external engagement.

108
109 This document will also be updated to reflect feedback received from the
110 restoration community in British Columbia and Yukon and as new information
111 becomes available from the field and lessons learned from habitat restoration
112 practitioners.

113
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115
116 **RECOMMENDED CITATION**

117 Fisheries and Oceans Canada. 202#. Restoration Priorities for Pacific Region. Ottawa, His Majesty the King
118 in Right of Canada. ## pp. ***Add website when available***

119 Introduction

120 Both human-caused and natural losses and alterations of fish habitat have led to widespread changes in
121 ecosystem function and habitat structure required for all life history stages of fish.⁵ Habitat restoration
122 aims to repair, rehabilitate or enhance the form and function of fish habitat, aid in rebuilding and
123 recovering populations and contribute to sustainable fisheries by improving ecosystem health, increasing
124 resiliency to climate change and conserving biodiversity at various scales.^{6,7}

125 In Pacific Region, fish species and salmon stock declines have been attributed to:

- 126 ➤ Climate change
- 127 ➤ Habitat loss
- 128 ➤ Fishing pressures
- 129 ➤ Acute one-time events
- 130 ➤ Land and water use pressures, and,
- 131 ➤ Pollution

132 The primary actions taken to address fish population declines include modifying harvest, modifying
133 hatchery production and habitat restoration. The state of fish populations and watershed condition, along
134 with the most effective means of reversing population declines will be identified during watershed planning
135 processes. Our approach, which is outlined in the following sections, assumes that, after we have assessed
136 all factors contributing to declines, habitat restoration is either the most effective tool or one in a suite of
137 tools to improve conditions for fish.

138 The *Restoration Priorities for Pacific Region* (the Regional Plan) will identify and prioritize fish habitat
139 restoration goals in the Region (British Columbia and Yukon) and provide a framework to prioritize
140 restoration projects. The Regional Plan is guided by the *Framework to Identify Fish Habitat Restoration*
141 *Priorities* (the National Framework),⁸ which is a national approach to establishing fish habitat restoration
142 priorities in all 7 DFO regions. The purpose of the Regional Plan is to establish restoration goals and specific
143 priorities that consider the unique ecological, social, and cultural characteristics of the Region. It will be
144 designed to be adaptive, enhance the coordination of restoration planning, and improve the delivery of
145 restoration work in collaboration with all levels of governments, Indigenous communities, stakeholders and
146 partners. Improved information sharing across the restoration community⁹ will lead to actions aimed at
147 achieving regional restoration goals.

⁵ Beechie, T. et al. 2010. Process-based principles for restoring river ecosystems. *BioScience* 60: 209-222.

⁶ Roni, P and T. Beechie. 2013. *Stream and Watershed Restoration: A guide to restoring riverine processes and habitats*. Wiley-Blackwell, Oxford.

⁷ Wohl, E, S. N. Lane and A. C. Wilcox. 2015. The science and practice of river restoration. *Water Resource Research* 51: 59974-59977.

⁸ Fish and Fish Habitat Protection Program, DFO. 2022. *Framework to Identify Fish Habitat Restoration Priorities*. Ottawa, His Majesty the King in Right of Canada. 16 pp. Available: [Framework to Identify Fish Habitat Restoration Priorities \(dfo-mpo.ca\)](https://www.dfo-mpo.ca/eng/framework-to-identify-fish-habitat-restoration-priorities.html)

⁹ From the *National Framework*, 2022: all levels of government, Indigenous Peoples, non-governmental organizations, community groups, academia, individuals through stewardship actions, development proponents, and others

148 Pacific Region

149 DFO Pacific Region is a large and diverse region. Yukon and British Columbia encompass 1.43 million km² of
150 land (14% of Canada), include approximately 27,500 km of coastline, and are home to the longest salmon
151 migration routes in the world. Yukon River Chinook salmon and Fraser River sockeye salmon travel 3,200
152 km and 1,100 km respectively from the Pacific Ocean to their spawning grounds. This region covers 20
153 degrees of latitude and hosts Canada's highest peaks across 20 mountain subranges. The geomorphology
154 and its proximity to the Pacific Ocean make Pacific Region the most climatically and biologically diverse
155 region in Canada.^{10,11,12} There are nearly 500 species of coastal and freshwater fishes, many of which only
156 occur in this part of the world.

157 This incredible diversity in the landscape has been the home to an equally diverse Indigenous population
158 for millennia. Of the 12 distinct Indigenous language families, 6 are spoken exclusively in Pacific Region by
159 217 First Nations across Yukon (14) and British Columbia (203).^{13,14,15} Many Indigenous groups are self-
160 governing and live on unceded traditional territories across the region.

161 The ecological, geomorphological, cultural and political landscape of Pacific Region is rich and unique in
162 Canada. Defining regional habitat restoration goals and priorities across a landscape of diversity will be
163 challenging, however the Regional Plan will be supported by watershed-based planning that is being led by
164 communities at finer scales.

165

166 Climate change and other large-scale Landscape impacts

167 Climate change is already having major implications for terrestrial and aquatic ecosystems – and these
168 impacts are only expected to increase.¹⁶ Across western Canada, average temperatures have increased by
169 more than 1° C over the past century, and the increasing severity of extreme weather is already apparent.²²
170 The magnitude of the impact and sensitivity of affected habitats varies across the landscape and, in many
171 areas, is compounded by other anthropogenic impacts, including historical land and water use.

172 There are many pathways through which the impacts of climate change may affect both currently well-
173 functioning aquatic ecosystems and the success and resilience of habitat restoration activities. Some key
174 expected climatic changes include an overall increase in water temperature, increased high/low flow
175 events, and loss of upland vegetation cover, leading to radiative heating and increased run-off (i.e., water
176 pulses and sedimentation).

¹⁰ James-Abra, E. 2022. First Nations in Yukon. In *The Canadian Encyclopedia*. Retrieved from: <https://www.thecanadianencyclopedia.ca/en/article/first-nations-in-yukon>. Accessed May 2023.

¹¹ Province of British Columbia, Ministry of Forests. Biodiversity Facts. Retrieved from: <https://www.for.gov.bc.ca/hfd/pubs/docs/bro/bro06.pdf>. Accessed May 2023.

¹² Wildlife Management Advisory Council. The Yukon North Slope. Retrieved from: <https://wmacns.ca/yukon-north-slope/>. Accessed May 2023.

¹³ Government of Canada. Indigenous Peoples in British Columbia. Retrieved from: [Indigenous Peoples in British Columbia \(isc.gc.ca\)](https://www.isc.gc.ca). Accessed May 2023.

¹⁴ First Peoples' Map of B.C. Retrieved from: [Indigenous Languages List in British Columbia \(fpcc.ca\)](https://www.firstpeoples.ca)

¹⁵ Council of Yukon First Nations. Our Languages. Retrieved from: [Our Languages – Council of Yukon First Nations \(cyfn.ca\)](https://www.cyfn.ca). Accessed May 2023.

¹⁶ Lemmen, D.S. and F. J. Warren. 2016. Synthesis; in Canada's Marine Coasts in a Changing Climate, (ed.) D.S. Lemmen, F.J. Warren, T.S. James and C.S.L. Mercer Clarke; Government of Canada, Ottawa, ON, p. 17-26.

177 Climate change and large-scale land uses must be considered when planning for restoration activities.
178 Habitat restoration will be less successful or not succeed in watersheds where longstanding upland issues
179 are not addressed.¹⁷

180 The Regional Plan will highlight where climate change predictions and/or largescale impacts may affect
181 successful habitat restoration. As more information becomes available (e.g. improved predictions, area-
182 specific predictions, updated geospatial layers), these impacts will be reassessed and incorporated into the
183 Regional Plan.

184

185 Purpose

186 The diversity of Pacific Region extends to the different approaches to habitat restoration and the effects of
187 climate change and land uses across British Columbia and Yukon. For these reasons, the purpose of
188 establishing priorities for fish habitat restoration in Pacific Region is to enhance the long-term coordination
189 of restoration planning and financial resources and result in improved decision-making for aquatic
190 resources. Improved information sharing will help address the challenges of habitat degradation and
191 climate change and foster species and ecosystem recovery through strategic action toward restoration
192 goals.¹⁸

193 The *Regional Plan* aims to:

- 194 • Align and integrate available information on fish habitat restoration;
- 195 • Set and prioritize fish habitat restoration goals;
- 196 • Adapt to new and emerging information; and
- 197 • Act as a reference document for allocating resources towards habitat restoration.

198

199 Regional fish habitat restoration goals and priorities may be used by:

- 200 • Restoration practitioners undertaking restoration projects;
- 201 • Organizations or individuals funding restoration to inform restoration planning and project
202 selection;
- 203 • Resource managers and decision-makers during planning and development (e.g., land use planning,
204 watershed management plans, fisheries management plans, marine spatial planning, and fish stock
205 rebuilding plans);
- 206 • Proponents that need to develop offsetting plans or habitat banks; and
- 207 • Regulators in support of decision-making related to conservation and protection of fish and fish
208 habitat (e.g., during the regulatory review of project applications for authorization of works,
209 undertakings, or activities under the *Fisheries Act*).

210

¹⁷ Bernhardt, E.S., M.A. Palmer. 2011. River restoration: the fuzzy logic of repairing reaches to reverse catchment scale degradation. *Ecological Applications* 21(6): 1926-1931.

¹⁸ Walsh, J. C. et al. 2020. Prioritizing conservation actions for Pacific salmon in Canada. *Journal of Applied Ecology* 57: 1688-1699.

211

212 Guiding Principles for Restoration

213 The *National Framework* identifies 7 guiding principles for restoration adapted from the United Nations
214 Decade on Ecosystem Restoration (2021-30),¹⁹ the Society for Ecological Restoration *International*
215 *Principles and Standards*,²⁰ Parks Canada's *Principles and Guidelines for Ecological Restoration in Canada's*
216 *Protected Areas*,²¹ and DFO's *Fish and Fish Habitat Protection Policy Statement*.²²

217 The principles provide a foundation for planning, designing, and implementing restoration projects with the
218 aim of increasing their long-term success. These 7 principles should be used to help identify restoration
219 priorities in Pacific Region and should apply when planning habitat restoration programs and projects.

220 Principle 1. Address the root cause of degradation

221 Principle 2. Result in self-sustaining habitat improvement

222 Principle 3. Consider ecological, cultural and socioeconomic contexts

223 Principle 4. Incorporate engagement and collaboration

224 Principle 5. Include the best available information from all sources in decision making

225 Principle 6. Integrate policies and activities across programs and jurisdictions

226 Principle 7. Include effectiveness monitoring and adaptive management

227

228 Method of Identifying Restoration Priorities

229 Habitat restoration in Pacific Region is supported and carried out by the Restoration Community. The
230 criteria used to select projects are undoubtedly different from group to group and likely depend on a wide
231 array of variables. The Regional Plan will draw extensively on the collective knowledge, experience and
232 perspectives of the community with a broad engagement plan to create a list of restoration goals and
233 priorities for Pacific Region.

234 Wherever possible, this plan will also consider the predicted effects and uncertainty of climate change and
235 impacts from large-scale land and water uses in the region. Climate change is affecting Pacific Region in a
236 variety of ways and at different spatial and temporal scales. These effects will be even greater in areas

¹⁹ United Nations, 2020. Principles for ecosystem restoration to guide the United Nations Decade on Ecosystem Restoration 2021-2030. Online: <https://www.fao.org/3/cb6591en/cb6591en.pdf>

²⁰ Gann G.D., McDonald T., Walder B., Aronson J., Nelson C.R., Jonson J., Hallett J.G., Eisenberg C., Guariguata M.R., Liu J., Hua F., Echeverria C., Gonzales E.K., Shaw N., Decler K., Dixon K.W., 2019. International principles and standards for the practice of ecological restoration. Second edition. *Restoration Ecology* S1-S46.

²¹ Parks Canada, 2008. Principles and guidelines for ecological restoration in Canada's protected natural areas. ISBN 978-0-662-48575-9. Cat. No. R62-401/2008E. Online: <https://www.pc.gc.ca/en/nature/science/conservation/ie-ei/re-er/pag-pel>

²² DFO, 2019. Fish and fish habitat protection policy statement, August 2019. Online: <https://www.dfo-mpo.gc.ca/pnw-ppe/policy-politique-eng.html>

237 already facing losses or threatened by other compounding factors such as urbanization, agriculture and
238 forestry.²³

239 This document will be a resource for restoration practitioners, planners and funding agencies to better
240 collaborate on habitat restoration in the region.

241 ENGAGEMENT

242 The Regional Plan will reflect a wide range of experience and perspectives throughout the planning process
243 and regularly thereafter. The intention of engagement is to draw upon the restoration community's
244 collective knowledge to produce a focused and prioritized reference tool that represents common habitat
245 restoration goals for the region. The document will be evergreen and will be revisited regularly to reflect
246 new ideas and modify goals and priorities as new information becomes available.

247 Engagement will include internal DFO programs as well as the broader restoration community.

248 Engagement will include virtual presentations, follow-up calls, targeted workshops and accompanying
249 surveys to seek input on the following:

- 250 1. The prioritization process;
- 251 2. Data sources used to identify priorities;
- 252 3. List of important species, areas and ecosystem functions;
- 253 4. Spatial scale(s) for which restoration should be prioritized (e.g. watershed, sub-regional); and
- 254 5. Specific regional restoration goals and priorities.

255 Engagement on the Regional Plan will include two rounds of review: Round 1) Information Gathering
256 beginning in Spring 2023 and Round 2) Restoration Priority Plan Review beginning in Winter 2024.

- 257 1. Round 1: Information Gathering - The restoration community will have an opportunity to comment
258 on the Regional Plan version 1.0, provide DFO with important local knowledge and expertise on
259 species, areas and ecosystem functions as well as an opportunity to develop the regional fish
260 habitat restoration goals and priorities.
- 261 2. Round 2: Review – The second review will allow the restoration community to see what type of
262 feedback was received during the first review. The restoration community will also have an
263 opportunity to comment on a consolidated list of goals and priorities derived from engagement.

264 The Regional Plan will be refined using information from Round 2 engagement in Spring 2024, with the final
265 version launched in Summer 2024.

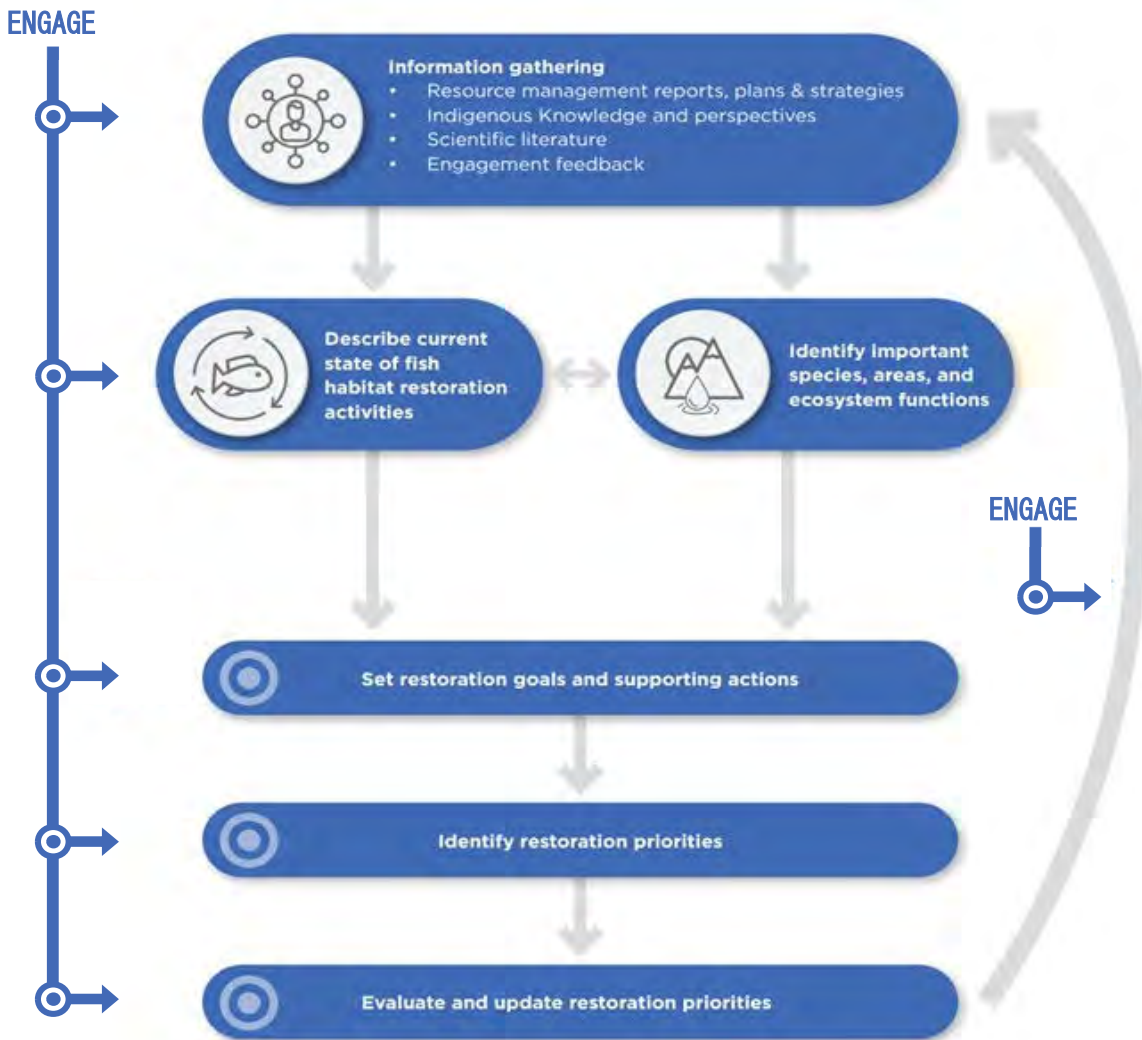
266 All stages of engagement will be summarized in an Appendix in the Regional Plan. Sorted by themes, the
267 summaries will include details on how feedback improved and shaped the Regional Plan.

²³ Schindler, D. W. 2001. The cumulative effects of climate warming and other human stresses on Canadian freshwaters in the new millennium. *Canadian Journal of Fisheries and Aquatic Sciences* 58(1) <https://doi.org/10.1139/f00-179>

268 **FIVE STEPS TO IDENTIFYING RESTORATION PRIORITIES**

269 The National Framework outlines 5 steps to identifying restoration priorities and are intended to be
270 iterative as new information becomes available (**Figure 1**). The steps are summarized below from the
271 National Framework.

272



273 *Figure 1. Regional Prioritization Plan Development Process (adapted from the National Framework).*

274

275 **1. DESCRIBE THE CURRENT STATE OF FISH HABITAT RESTORATION ACTIVITIES**

276 This step describes who is involved in fish habitat restoration, where it is taking place, and what is being (or
277 has been) restored. Compiling and describing planned, ongoing, and completed regional restoration
278 activities will help establish a baseline for restoration in the Region and help identify potential partners to
279 leverage for future restoration projects. This step will also describe habitat pressures and historic
280 degradation.

281 **2. IDENTIFY IMPORTANT SPECIES, AREAS AND ECOSYSTEM FUNCTIONS**

282 The second step identifies important fish species, areas, and
283 ecosystem functions in the region or at smaller
284 biogeographical areas of interest (e.g. sub-region, watershed).
285 Assigning importance can be difficult, depending on
286 experience and perspective. Importance may be defined by
287 ecological significance, cultural significance, contribution to a
288 fishery or other criteria. However the restoration community
289 defines importance, this step will start by identifying species,
290 areas and ecosystem functions based on a review of existing
291 information. The Regional Plan will aim to line up with
292 provincial and territorial fisheries management objectives,
293 Indigenous action plans, recovery plans and restoration priorities, and will emphasize the priorities of
294 Indigenous Groups and communities. The Regional Plan will also list relevant ‘habitat indicators’ (i.e., the
295 pressure, threat or limiting factor) that may be addressed by restoration.



296 **3. SET REGIONAL RESTORATION GOALS AND SUPPORTING ACTIONS**

297 Regional restoration goals will be set by applying the results of Steps 1 and 2 and considering predicted
298 impacts of climate change, large scale land use and expected shifting ecological baseline conditions to
299 promote resilient fish habitat restoration projects. Restoration goals should target long-term outcomes for
300 species, areas, or ecosystem functions. This is an important step, as habitat restoration priorities identified
301 in Step 4 will support restoration goals identified in this step. Specific restoration objectives and outcomes
302 will be decided at the site level by the lead organization for a given restoration project. The considerations
303 that influence developing restoration goals and priorities are listed in Appendix 1 and in the National
304 Framework.

305 **4. IDENTIFY RESTORATION PRIORITIES**

306 Restoration priorities may be specific to a species, area, or ecosystem function or may address habitat
307 degradation that benefits all 3. Priorities will be defined for the region and designed to be applicable at
308 smaller spatial scales (e.g. sub-region, watershed, or biogeographical area of interest).

309 Restoration priorities will be based on the best available information, the guiding principles for restoration
310 adapted from the United Nations Decade on Ecosystem Restoration, the characteristics detailed in
311 [Appendix 1](#), and the engagement process.

312 **5. EVALUATE AND UPDATE RESTORATION PRIORITIES**

313 The *Restoration Priorities for Pacific Region* will be evergreen and adaptive, with a review intended every 5
314 years and smaller updates (e.g. updated links and sources) undertaken on an as-needed basis. Updates will
315 make use of the best available information and as new data becomes available. For example, the following
316 changes could result in an update to the priorities in the Regional Plan:

- 317 • Revisions to stock recovery or management plans;
- 318 • Revisions to species at risk recovery/action plans;
- 319 • New recovery, management or action plans;
- 320 • Changes to Provincial or Territorial restoration or species recovery priorities;
- 321 • Priorities in First Nations management plans;
- 322 • Impacts of aquatic invasive species (e.g., spread or novel species);
- 323 • Inclusion of new or revised data from climate models;
- 324 • Alignment with other DFO Departmental Plans (e.g., the Salmonid Enhancement Program); and
- 325 • Inclusion of new or revised data on previous restoration activities, which may impact future
326 restoration.

327 A restoration project inventory will track aquatic habitat restoration projects. The inventory will be used to
328 track these projects with standardized assessment and monitoring tools. Effectiveness monitoring will
329 assess how well they adhere to the priorities identified in the Regional Plan and if projects are meeting
330 their restoration goals.

331 Updates to documents and links will be reflected in [Appendix 2](#) and written updates to the Regional Plan
332 will be documented in [Appendix 4](#). When significant changes in regional priorities are required, we will
333 undertake additional engagement with restoration community partners.

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348 Developing a Draft Restoration Priorities Plan for Pacific Region

349 STEP 1: DESCRIBE THE CURRENT STATE OF FISH HABITAT RESTORATION ACTIVITIES

350 The Regional Plan will summarize information gathered from both published material and engagement with
351 the restoration community to confirm major threats and impacts faced by each sub-region. Identifying
352 impacts and taking stock of the current state of restoration in the region will improve goal-setting,
353 prioritizing and implementing fish habitat restoration work following an adaptive management process²⁴
354 and the steps proposed by the National Framework.

355 SUMMARY OF THREATS AND IMPACTS TO FISH HABITAT IN PACIFIC REGION

356 Fish habitat is being threatened by multiple and interrelated factors, driving the need for habitat
357 restoration, and affecting the long-term success of habitat restoration efforts. Regional overviews have
358 found the prevailing threats to fish in Pacific Region include habitat loss, modification and degradation,
359 pollution, climate change, over-exploitation and invasive species and that habitat loss, modification and
360 degradation are primarily a result of human-induced land uses such as dam construction, urbanization,
361 forestry, agriculture, mining and linear development.²⁵ These must be considered when planning for
362 restoration activities. Habitat restoration will be less successful or not succeed in watersheds where
363 prevalent threats are not addressed.²⁶

364 We have initiatives currently under way to assess threats in Pacific Region, including the regional
365 contribution to the National State of Fish and Fish Habitat (SoFFH), led by the Integrated Planning Unit with
366 the Fish and Fish Habitat Protection Program (FFHPP) and work being conducted by the Integrated Planning
367 for Salmon Ecosystems Unit (IPSE) with FFHPP. IPSE is working closely with Indigenous groups and other
368 partners in the Thompson-Shuswap watersheds to understand habitat-related impacts and identify
369 prioritized actions and recommendations to address those impacts to salmon habitat (e.g. habitat
370 protection, best practices, restoration activities). In comparison to the Regional Plan, these watershed
371 assessments are lengthier, more detailed initiatives working at smaller, sub-regional scales. Initial findings
372 and summaries will help shape the Regional Plan once they are completed.

373 SUMMARY OF RESTORATION PROJECTS IN PACIFIC REGION

374 Habitat restoration has a long and productive history in Pacific Region. Since 1977 DFO has had staff
375 focusing on managing, conserving and restoring Pacific Salmon stocks.²⁷ We have worked in collaboration
376 with Indigenous groups, other government agencies, non-government organizations, stakeholders and local
377 community groups to support habitat improvements, effectiveness monitoring, watershed planning and
378 partnerships to repair or rehabilitate salmon habitat at the local and watershed levels. The Province of
379 British Columbia has worked closely with DFO on various funds and initiatives over the years with initial

²⁴ Roni, P and T. Beechie. 2013. Stream and Watershed Restoration: A guide to restoring riverine processes and habitats. Wiley-Blackwell, Oxford.

²⁵ Fish & Wildlife Compensation Program. 2017-2021. Action Plans for the Peace, Columbia and Coastal areas in British Columbia. Accessed March 1, 2023: [Action Plans - Fish and Wildlife Compensation Program \(fwcp.ca\)](https://www.fwcp.ca)

²⁶ Bernhardt, E.S., M.A. Palmer. 2011. River restoration: the fuzzy logic of repairing reaches to reverse catchment scale degradation. *Ecological Applications* 21(6): 1926-1931.

²⁷ Fisheries and Oceans Canada. 2020. Salmonid Enhancement Program 2019 Report. 30pp. Accessed May 2023: <https://waves-vagues.dfo-mpo.gc.ca/library-bibliotheque/41009782.pdf>

380 support to create the Salmonid Enhancement Program (1977), the BC Salmon Habitat Conservation Plan
381 (1995) and Fisheries Renewal Advisory Board (1997).²⁸ The most recent collaboration is the funding
382 commitment by DFO and the Province of BC to support salmon habitat recovery with the British Columbia
383 Salmon Restoration and Innovation Fund.²⁹

384 We are compiling a list of known restoration activities around the Pacific Region in a restoration project
385 database. It includes details on where, when and why restoration activities were undertaken. This database
386 is limited to work that began after that began after April 1, 2015; it is a work in progress but captures some
387 of the habitat restoration activities in Pacific Region up to 2022. Engagement with the restoration
388 community will add to the database and an overall understanding of restoration practices across the
389 region. Analyzing the information will highlight areas, species and watersheds with a high degree of focus
390 and those that may need additional resources. The restoration project database is a useful tool to gain a
391 broad understanding of restoration in Pacific Region over the last decade.

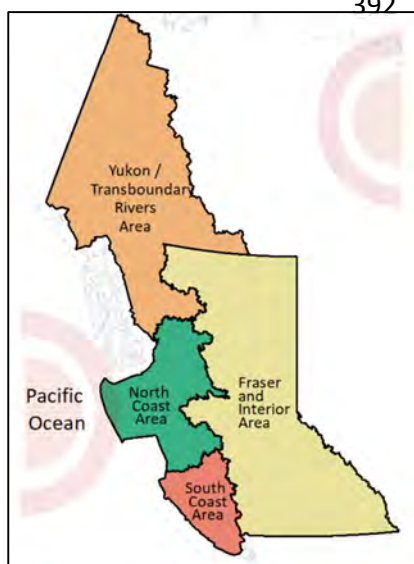


Figure 2. DFO Pacific Areas 407

408 The database is currently categorized by departmental administrative areas (Error! Reference source not found.). The *Fraser and Interior Area* (FIA) encompasses the Fraser River Basin, the Thompson, Okanagan and Columbia Rivers. This large sub-region covers most of British Columbia and the large population centers. It is bordered by the United States, Alberta and Yukon to the south, east and north, respectively, while its western boundary includes the Lower Mainland, Howe Sound, Whistler and Pemberton and follows the Fraser River Watershed north. The *South Coast Area* (SCA) encompasses Vancouver Island, the Gulf Islands, the Sunshine Coast and mainland inlets. The *North Coast Area* (NCA) includes more than a half of the British Columbia coastline. It extends from the Yukon and Alaska borders to the north end of Vancouver Island. It includes Haida Gwaii, the central coast, and the Skeena River, Nass River, Bear River and Kitimat River watersheds. The *Yukon Transboundary Rivers Area* (YTR) includes the Yukon Territory and transboundary river watersheds for the Chilkat, Taku, Whiting, Stikine, Unuk and Chickamin Rivers. The restoration

409 database does not currently have information for the Yukon Transboundary Rivers Area, but this
410 information will be added as it becomes available.

411 Along with being categorized by departmental areas, the database is organized by fiscal year (April 1 -
412 March 31) and restoration activity (e.g. riparian area restoration). A multi-year project with multiple
413 restoration activities and/or in two or more sub-regions will be represented multiple times in the following
414 figures. Another important note is this summary does not reflect total area, total lineal measurement or
415 the difference in funding across the region. When this additional information can be collated, the following
416 brief analysis will better reflect effort on the ground.

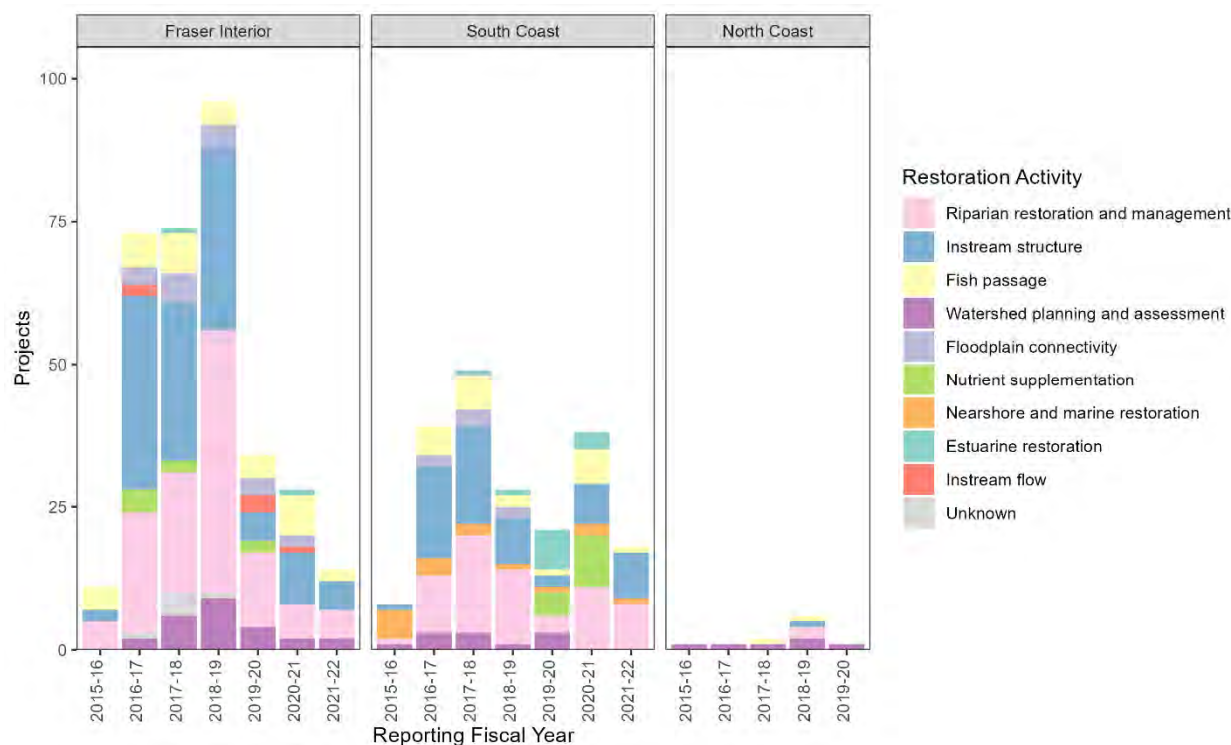
²⁸ Intergovernmental Habitat Restoration and Salmon Enhancement Working Group. 1998. Federal-Provincial Framework for Salmon Enhancement and Habitat Restoration. 25 pp.

²⁹ Government of Canada. 2022. British Columbia Salmon Restoration and Innovation Fund. Retrieved from: <https://www.dfo-mpo.gc.ca/fisheries-peches/initiatives/fish-fund-bc-fonds-peche-cb/index-eng.html>. Accessed May 2023.

417 The role of the information in its current form is to provide a broad snapshot of restoration in Pacific
418 Region. The database is undergoing continual refinement and this document will be updated to reflect
419 changes in the database and data analyses when more information becomes available.

420 Of the restoration projects we have currently catalogued, most restoration efforts since 2015 have focused
421 on: 1. Riparian restoration and management, 2. Adding or improving instream structure and complexity and
422 3. Addressing fish passage issues (**Figure 3**).

423



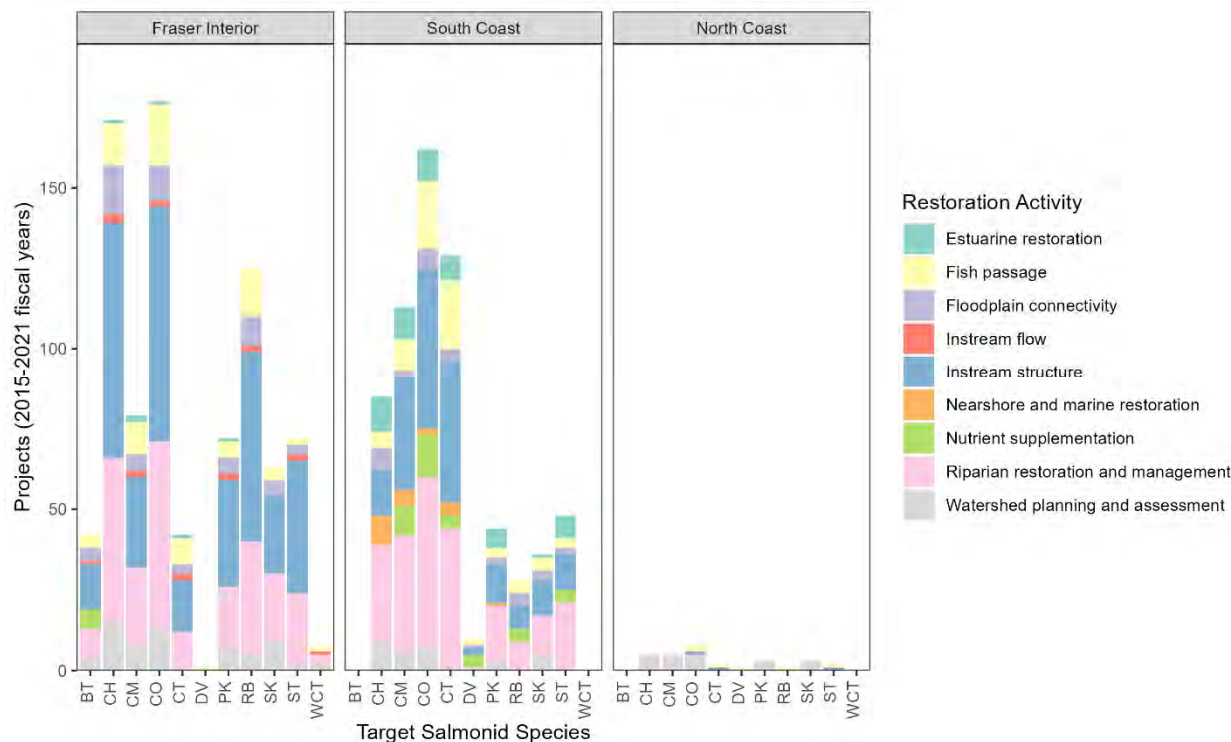
424
425 *Figure 3. Catalogued restoration projects by DFO area between 2015-2022 (FIA: Fraser Interior Area; SCA: South Coast*
426 *Area; NCA: North Coast Area) coloured by restoration activity per reporting fiscal year.*

427 To date, projects in Pacific Region have focused on restoring habitat for Pacific salmon, with a particular
428 focus on coho, Chinook, and chum salmon and to a lesser extent pink and sockeye salmon (**Figure 4**).

429 Restoration activities in the Fraser Interior Area have focused primarily on restoring and managing riparian
430 areas and improving instream structures, fish passage and floodplain connectivity for coho, Chinook and
431 chum salmon. Projects in the South Coast Area have also focused on these main activities, but with more
432 coastline projects being undertaken. Projects in nearshore marine and estuarine habitats focused primarily
433 on estuarine rehabilitation, restoring eelgrass meadows, restoring marine riparian areas, stabilizing
434 beaches, coastal habitat connectivity and removing debris. Notably, projects focused on nutrient
435 supplementation in the South Coast Area between 2019-2021 (**Figure 3**), which targeted chum and coho
436 salmon (**Figure 4**). These studies assessed biological productivity and rearing conditions in salmon-bearing
437 watersheds after applying biodegradable fertilizer and salmon carcasses.

438 From 2015 to 2021, Fraser Interior and South Coast also prioritized connecting floodplains for Chinook and
439 coho salmon, as well as rainbow trout (**Figure 3** and **Figure 4**).

440 Between 2015 and 2021, projects currently catalogued for the North Coast Area included watershed
 441 planning and assessment, restoring and managing riparian areas, and improving instream structure and fish
 442 passage for all species of Pacific salmon (**Figure 4**).



443
 444 *Figure 4. Catalogued restoration projects (2015-2021 fiscal years) coloured by restoration activity and categorized by*
 445 *DFO area (FIA: Fraser Interior Area; SCA: South Coast Area; NCA: North Coast Area) and target salmonid species (BT:*
 446 *bull trout; CH: Chinook; CM: chum; CO: coho; CT: cutthroat trout; DV: Dolly Varden; PK: pink salmon; RB: rainbow*
 447 *trout; SK: sockeye; ST: steelhead; WCT: westslope cutthroat trout).*



Despite a focus on Pacific salmon, projects across all sub-regions have included work to restore fish habitat for bull trout (FIA), cutthroat trout (primarily SCA), Dolly Varden char (primarily SCA), rainbow trout (primarily FIA), steelhead (primarily FIA) and westslope cutthroat trout (FIA).

Restoration activities led and supported by our department in Pacific Region have been guided by the Salmonid Enhancement Program

458 (SEP), and will continue under the Restoration Centre of Expertise. This newly created unit will continue to
 459 focus its efforts on projects that support Pacific salmon species in the region; however the Regional Plan
 460 will highlight goals and priorities for all fish species.

461 The Regional Plan will also continue to examine restoration efforts across Pacific Region with the help of
 462 the restoration community and additional data analyses. More detailed assessments will help guide us in
 463 setting initial goals and priorities in the sections to follow. For example, habitat restoration in the Fraser

464 Interior geared towards Chinook salmon has focused on restoring riparian areas, improving instream
465 structure and, to a lesser extent, reconnecting floodplains and fish passage. However, these efforts may
466 not align with the habitat restoration needs identified in the sections below and, as a result other actions
467 may be better suited to recover this species in the region.

468 **STEP 2: IDENTIFY IMPORTANT SPECIES, AREAS AND ECOSYSTEM FUNCTIONS**

469 Existing restoration plans, watershed plans, and other management plans identify species, stocks, sub-
470 regions or watersheds for recovery that are required under legislation and/or define high priorities for
471 restoration at various scales in Pacific Region. These information sources (summarized below and detailed
472 in [Appendix 2](#)) were reviewed to create a preliminary list of important species, areas and ecosystem
473 functions.

- 474 • Departmental Stock Recovery/Management Plans (Canadian
- 475 Science Advisory Secretariat (CSAS)/Other)
- 476 • Departmental policies (e.g. Wild Salmon Policy)
- 477 • Species at Risk (SAR) Recover Strategies and Action Plans
- 478 • COSEWIC Status Reports
- 479 • Provincial/Territorial Species Listings
- 480 • Other departmental Action/Restoration Plans (e.g. SEP)
- 481 • Indigenous Action Plans
- 482 • Watershed Action Plans and Regional Flood Management Strategies
- 483 • Funding Criteria and Priorities from departmental Grants and Contributions Programs, and other
- 484 funding sources (e.g. Provincial, Fish and Wildlife Compensation Program (FWCP))
- 485 • Published literature that sets priorities and summarizes impacts within the region



486 Species, areas and ecosystem functions highlighted in these documents have been summarized in
487 [Appendix 3](#). However, the sources reviewed to date do not address low-abundance species, species that
488 have not yet been assessed, or species of special concern listed under Schedule 1 of the *Species at Risk Act*
489 (SARA; 2002) or at the provincial or territorial levels. Additional information on these and other species,
490 areas and ecosystem functions identified through engagement will be integrated into the plan and
491 appendices.

492 In the sections to follow, important species, areas and ecosystem functions have been organized by the 4
493 main departmental areas. Further refinement and engagement will help re-organize the areas into more
494 relevant geographic areas (e.g. using biogeography, watershed boundaries, overlapping boundaries of
495 salmon conservation units or species distribution ranges, provincial regions and districts, Indigenous
496 language or aggregate boundaries or other relevant ecological, cultural or fisheries management criteria).

497 **STEP 2.1 IMPORTANT SPECIES**

498 We have identified several populations and stocks as important from a variety of regional, provincial,
499 territorial and federal references (e.g. Chinook salmon, Thompson steelhead, white sturgeon). This section
500 outlines two measures to identify important species in the region.

501 A list of important fish stocks may be derived from criteria in Section 6.2 of the 2019 *Fisheries Act*, which
502 contains provisions for:

- 503 a) maintaining major fish stocks at levels necessary to promote sustainability;
504 b) developing and implementing rebuilding plans for stocks that have declined to their critical zone;
505 and,
506 c) development of a list of major stocks to which these requirements apply.

507 If habitat loss or degradation has contributed to a fish stock's decline, the rebuilding plan will list habitat
508 restoration measures that are planned or are already in place.

509 Similarly, fish species listed as threatened or endangered under SARA or the Committee on the Status of
510 Endangered Wildlife in Canada (COSEWIC) can be identified as important in Pacific Region. These species
511 require recovery strategies, action plans, and management plans to protect and restore listed at-risk
512 populations. These documents incorporate strategic actions, and may identify specific restoration actions
513 that could improve habitat conditions and the likelihood of population viability for aquatic species at risk.
514 For SARA-listed species, we are required by legislation to perform restoration activities that support the
515 rebuilding of designated stocks and recovery of species at risk.

516 Consideration will also be given to species or stocks that have not been designated as threatened or
517 endangered, but are of concern due to a decline in population or because they are of significant cultural
518 importance to Indigenous Peoples in British Columbia and the Yukon. Restoration
519 activities in advance of population-level declines that are related to habitat
degradation or loss may be particularly effective for species of special
concern, cultural or ecological significance. Restoration activities that
support already identified species-, population- or stock-specific goals
will be important components of the Regional Plan.

Table 1 provides a few examples of important species derived from
SARA, COSEWIC and other watershed-based planning reports in Pacific
Region. A more comprehensive list has been summarized in [Appendix 3](#).

527 We will update important species listed in **Table 1** and [Appendix 3](#) based on
528 feedback we receive during engagement with the restoration community.

Tell us what you think
in the survey!

What important species
are in your area?
Why are they important?
See Appendix 3

529

530 *Table 1. Examples of important species and associated sub-regions and areas in Pacific Region as identified by*
 531 *Recovery Strategies, Action Plans, Status Reports and other published material.*

Species	Departmental Area	Geographic Area	Significant Cultural Importance*	Information Source
Bull trout (western arctic population)	Fraser Interior	Western Arctic population	TBD during engagement	COSEWIC Status Report (2013)
Steelhead trout		Thompson River	Secwépemc people and Nłeʔkpmx Nation	COSEWIC 2020 Status Report
White sturgeon		Lower Fraser	TBD during engagement	FWCP Watershed Plan (July 2021)
Chinook salmon	South Coast	Coastline from Sydney River to Sooke River	Ahousaht, Ehattesaht, Hesquiaht, Tla-o-qui-aht and Mowachaht/Muchalaht First Nations	COSEWIC 2020 Status Report
All salmonids	North Coast	Skeena River	TBD during engagement	Falls River Watershed Action Plan
Chinook salmon	Yukon Transboundary	Yukon River	TBD during engagement	Yukon River Watershed Plan

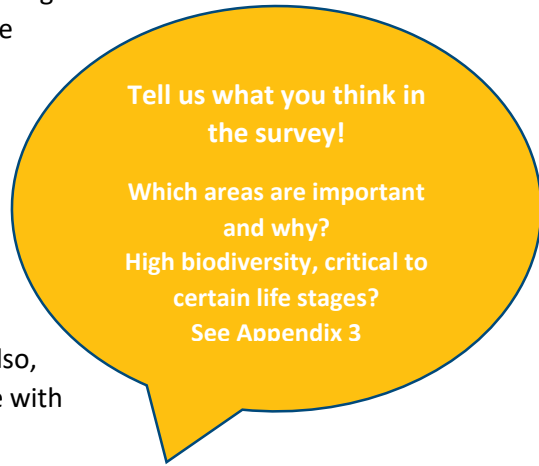
532 *Identified from Indigenous-led documents, engagement and other published reports

533 STEP 2.2 IMPORTANT AREAS

534 Important areas may be defined at various scales, including sub-region or watershed, cross-watershed or
 535 sub-watershed, and may be identified from Recovery Strategies, Action Plans, Status Reports or any other
 536 published material. Important areas may also be selected because of their significant
 537 cultural importance, the number of impacts, their susceptibility to climate
 538 change, or may include specific watersheds encompassing particular
 539 species, Conservation Units³⁰ (CUs), Designatable Units³¹ (DUs), the
 540 distribution ranges or critical habitat of species at risk, and/or
 541 ecologically significant areas (ESAs).

542 Area-based restoration priorities should consider the species and the
 543 known pressures or threats which are contributing to or limiting their
 544 recovery, as well as their socioeconomic or cultural importance within
 545 these defined sub-regions or watersheds. Area-based priorities should also,
 546 wherever possible, consider benefits to multiple species, especially those with
 547 overlapping pressures and limiting factors.

548 **Table 2** provides a few examples of key areas, including habitat types and associated important species in
 549 Pacific Region. A comprehensive list has been compiled in [Appendix 3](#).



³⁰ "A group of wild salmon sufficiently isolated from other groups that, if extirpated is very unlikely to recolonize naturally within an acceptable timeframe...". See Canada's Policy for Conservation of Wild Pacific Salmon, page 10.

³¹ "A unit below the level of a recognized taxonomic species if it has attributes that make it both "discrete" and "evolutionarily significant." See "[COSEWIC guidelines for recognizing designatable units](#)."

550 Table 2. Examples of important areas in Pacific Region as identified by Recovery Strategies, Action Plans, Status
 551 Reports and other published material.

Departmental Area	Geographic Area	Habitat Type	Species	Information Source
Fraser Interior	Lower Fraser River	Side-channels	White Sturgeon	Recovery Potential Assessment Report (September 2020)
		Off-channel Riparian areas	Chinook salmon	Coastal Restoration Fund Criteria to 2021 Recovery Potential Assessment Report (March 2021)
		Instream structure and connectivity Riparian areas	Nooksack Dace Salish Sucker	Action Plans for Nooksack Dace and Salish Sucker (April 2008)
	Fraser River upstream of Hell's Gate and Thompson River	Instream structure and connectivity Riparian areas	Coho	CSAS Report (May 2019)
	Peace River	Instream connectivity Side-channels	Bull trout	FWCP: Peace Region Rivers, Lakes and Reservoirs Action Plan (August 2020)
South Coast	West Coast Vancouver Island	Instream structure and connectivity Estuarine habitat	Chinook salmon	COSEWIC 2020 Status Report
	North East Vancouver Island	Instream structure and connectivity Estuarine habitat	Chinook salmon Chum salmon	COSEWIC 2020 Status Report
North Coast	Falls River Skeena River southeast of Prince Rupert	Rearing and spawning substrate Instream structure	All salmonids	FWCP: Falls River Watershed Action Plan (July 2020)
Yukon Transboundary	Yukon River	Nursery Instream connectivity	Chinook salmon	Yukon River Panel: R&E Fund Priorities Plan (April 2018)

552 **STEP 2.3 IMPORTANT ECOSYSTEM FUNCTIONS**

553 Ecosystem functions are the suite of physical, chemical and biological
 554 processes that maintain life for fishes. These include measures of
 555 productivity, energy flow and nutrient cycling that are maintained by
 556 a diverse grouping of species. Ecosystem functions vary by habitat
 557 and are maintained by community redundancy, resiliency and
 558 genetic diversity. For example, riparian vegetation can provide the
 559 following ecosystem functions around rivers: erosion control, flood



560 protection, filtration and thermal refuge for fish.³² Likewise, floodplains provide flood attenuation,³³
 561 wetlands contribute to nutrient recycling,³⁴ and eelgrass communities offset wave action and shoreline
 562 erosion.³⁵

563 The importance of ecosystem functions may not be stated explicitly in recovery documents but can be
 564 inferred from persistent pressures and threats identified for various areas, species or ecosystem functions.
 565 Persistent pressures or threats are important to track, as they may lead to further species declines and/or
 566 habitat degradation. “Habitat indicators,” derived from *Canada’s Policy for the Conservation of Wild Pacific*
 567 *Salmon*, broadly align with “ecosystem functions” and can be monitored and assessed and are reflective of
 568 habitat health and restoration.

569 These indicators or ecosystem functions also map closely to “limiting factors” identified in existing stock
 570 recovery or management plans, species at risk recovery/action plans, and provincial/territorial action plans.
 571 Therefore, restoration priorities identified for ecosystem functions will align with known limiting factors or
 572 habitat indicators for a species and area and wherever possible, restoration priorities will seek to restore
 573 ecosystem functions that benefit multiple species – particularly those identified as a priority in the region.

574 Table 3 lists a few examples of ecosystem functions that align with a list of important species and areas
 575 derived from [Steps 2.1](#) and [Steps 2.2](#).

576 *Table 3. Examples of important ecosystem function in Pacific Region as identified by Recovery Strategies, Action Plans,*
 577 *Status Reports and other published material.*

Ecosystem Function	Departmental Area	Geographic Area	Species	Limiting Factor	Information Source
Habitat connectivity	Fraser Interior	Lower Fraser	Chinook salmon	<ul style="list-style-type: none"> • Accessible side-channel habitat 	Coastal Restoration Fund Criteria to 2021 Recovery Potential Assessment Report (March 2021)
Estuarine habitat condition	South Coast	Southwest Vancouver Island	Chinook salmon	<ul style="list-style-type: none"> • Estuarine connectivity • Eel grass beds 	Pacheedaht First Nation
Instream structure, complexity and refugia	North Coast	Falls River and Skeen River	Salmonids	<ul style="list-style-type: none"> • Lack of spawning and rearing habitat 	FWCP Falls River Watershed Action Plan (July 2020)
Fish passage	Yukon Transboundary	Yukon River	Chinook salmon	<ul style="list-style-type: none"> • Inaccessible spawning and rearing habitat 	Yukon Salmon Sub-Committee (2020)

³² Province of British Columbia. Riparian Areas Regulation Information Note #1: Introduction to the Riparian Areas Regulation.

³³ Opperman, J. J. et al. 2010. Ecologically Functional Floodplains: Connectivity, Flow Regime, and Scale. *Journal of the American Water Resources Association* 46(2):211-226.

³⁴ Bodelier, P. L and S. N. Dedysh. 2013. Microbiology of wetlands. *Frontiers in Microbiology* 4(79): 1-4.

³⁵ Koch, E. W. et al. 2009. Non-linearity in ecosystem services: temporal and spatial variability in coastal protection. *Frontiers in Ecology and the Environment* 7(1): 29-37.

578 STEP 3. SET REGIONAL RESTORATION GOALS AND SUPPORTING ACTIONS

Tell us what you think in the survey!

What habitat restoration goals need to be set in your area?
See the examples below.

579 Restoration goals are achievable outcomes that describe the desired
580 future condition of a site. Goals should be broad and long-term and will
581 need to account for the often slow recovery of natural systems.
582 Ecosystems and restoration function at multiple spatial and temporal
583 scales.³⁶ The time lag between restoration activities and associated
584 benefits will take time to achieve;³⁷ therefore, restoration goals and
585 supporting actions will need to be explicit about the scale and
586 timeframe expected for restoration so that their progress can be
587 assessed realistically. Restoration goals will also need to account for the
588 predicted impacts of climate change and expected shifting ecological baseline
589 conditions to ensure resilient fish habitat restoration.

590
591 Beechie et al. (2008) notes that “a well-crafted restoration goal identifies the biological objective of
592 restoration, addresses underlying causes of habitat change, and recognizes that social, economic, and land
593 use objectives may constrain restoration options.”³⁸ Engagement with the restoration community will not
594 only help identify common objectives, important species, areas and ecosystem functions, but will also help
595 set common goals that will take into account the threats that may limit restoration options for a given area
596 in the region.

597
598 Longer term goals will be supported by shorter term and finite objectives determined at the sub-regional
599 level in collaboration with restoration partners for specific restoration programs. Restoration goals will
600 remain dynamic and flexible to target long-term outcomes for species, areas and ecosystem functions and
601 adjust to shifting climate conditions, new data, and species/stock recovery trajectories.

602
603 Evidence from process-based restoration programs supports this combination
604 of long-term goals and shorter term supporting actions. Process-based
605 restoration is based on re-establishing fluvial, hydrological and biological
606 processes to support the natural ecosystem.³⁹ This approach requires long-
607 term collaborative goals established with the help of baseline studies,
608 thoughtful design, long-term monitoring and adaptive management. Shorter
609 term, discreet projects will support the long-term goals set out by the Regional
610 Plan.

611
612 The following **sample restoration goals** have been identified from important
613 species, areas and ecosystems functions summarized in [Appendix 2](#).
614 Additional restoration goals will be co-developed using the feedback received
615 from engagement and additional information from the resources listed in [Appendix 2](#).

616

**“What if
restoration was
about stream
power doing the
work, not diesel
power?”**

-Jared McKee (USFWS)

³⁶ Holt, R.F. 2000. An Ecological Foundation for a Proposed Terrestrial Ecosystem Restoration Program (TERP) Final Report. Unpublished report prepared for Forest Renewal BC and BC Environment.

³⁷ Roni, P. and T. Beechie. 2013. Stream and Watershed Restoration: A guide to Restoring Riverine Processes and Habitats. Wiley-Blackwell, Oxford. pp 177-179 and Table 5-8.

³⁸ Beechie, T. G. Pess, P. Roni, and G. Giannico. 2008. Setting river restoration priorities: A review of approaches and a general protocol for identifying and prioritizing actions. North American Journal of Fisheries Management 28: 891-905.

³⁹ Beechie, T. J., et al. 2010. Process-based principles for restoring river ecosystems. BioScience 60: 209-222.

Sample Restoration Goal 1	Increase quantity and quality of estuarine habitat
Purpose	<ol style="list-style-type: none"> 1. To provide rearing habitat for Fraser Chinook salmon stocks. 2. To rebuild the white sturgeon population.
Supporting Actions	<ol style="list-style-type: none"> 1. Remove or improve tidal barriers (e.g., floodgates) to allow fish unimpeded access and restore function to estuarine ecosystems. 2. Reconnect or enhance estuarine marshes.
Area:	Lower Fraser River estuary
Related goal:	Increase quantity and quality of spawning habitat in Interior Fraser for Chinook salmon
Sample Restoration Goal 2	Improve or maintain water temperature and cold water refugia
Purpose	<ol style="list-style-type: none"> 1. Rebuild Westslope cutthroat trout populations 2. Rebuild Thompson River and Chilcotin River steelhead populations
Supporting Actions	<ol style="list-style-type: none"> 1. Improve conditions in cold-water streams by increasing riparian vegetation (shading)
Area	Chilcotin River and Thompson River watersheds; Kettle River watershed
Related Goal	To be determined

618 STEP 4. IDENTIFY RESTORATION PRIORITIES

619 Prioritization is the process of evaluating and ranking restoration goals
620 to help inform funding and implementation decisions. Restoration
621 priorities will be based on the important species, areas and ecosystem
622 functions and resultant restoration goals shaped by the restoration
623 community.

624 The Regional Plan will summarize and rank restoration goals and
625 present a framework to guide the prioritization of restoration. Both
626 will help streamline the collective resources of the restoration
627 community. Prioritization will be systematic, repeatable and based on
628 transparent rationale.^{40,41} This will bring clarity to the decision-making
629 process for funding agencies, proposal reviewers, project proponents and other stakeholders seeking to
630 focus restoration on important species, areas and/or ecosystem functions. The Regional Plan will follow an
631 adaptive management process, allowing us to revisit priorities regularly upon project completion, when the

Tell us what you think
in the survey!

What is a priority in your
area? How can priorities
in Pacific Region be
established?

⁴⁰ Beechie, T. G. Pess, P. Roni, and G. Giannico. 2008. Setting river restoration priorities: A review of approaches and a general protocol for identifying and prioritizing actions. *North American Journal of Fisheries Management* 28: 891-905.

⁴¹ Roni, P and T. Beechie. 2013. *Stream and Watershed Restoration: A guide to restoring riverine processes and habitats*. Wiley-Blackwell, Oxford.

632 results of monitoring demonstrate the need for additional restoration and when new restoration programs
633 are identified.

634 Several approaches for identifying restoration priorities are outlined in Beechie et al. (2008) and Roni et al.
635 (2013). They include:

- 636 • Project type;
- 637 • Refugia;
- 638 • Decision support systems;
- 639 • Single-species analysis;
- 640 • Multispecies analysis; and
- 641 • Cost effectiveness.

642
643 Each approach or set of approaches has its strengths and weaknesses. For example, using project type,
644 refugia, or decision support systems requires the least quantitative information and is described as
645 relatively easy to implement. Single-species, multispecies, and cost-effectiveness approaches require more
646 quantitative information and technical methods such as modeling but can be a sound approach for species
647 at risk.

648
649 Prioritization planning will benefit from consistent approaches to watershed or sub-regional assessments.
650 Watershed assessments will support priority setting by identifying the causes of habitat loss, modification
651 and/or degradation and the related effects on species, areas and ecosystem functions.

652
653 Simple decision systems can be valuable for areas with incomplete information or when comparing
654 assessments that do not measure consistent parameters. Simple decision or scoring systems have been
655 effectively implemented in other jurisdictions^{42,43} but require a combination of quantitative data and
656 professional opinion to set priorities. One such approach is the multi-criteria decision analysis (MCDA)⁴⁴,
657 commonly used at the watershed, sub-watershed and project level. Typical MCDA approaches use a scoring
658 system and analysis by experts from the restoration community. Given the parameters identified in the
659 scoring system, the approach is transparent and flexible.

660
661 Some of the metrics that may be chosen to support such an analysis have already been presented here:
662 important species, areas and ecosystem functions. However, many other parameters may also be
663 considered important by the restoration community. Some examples include Indigenous knowledge, socio-
664 economic factors, hydrological metrics (e.g. minimum water flow; flooding frequency), geomorphology (e.g.
665 elevation; riparian width), ecological considerations (e.g. species richness; habitat area). .

666
667 The selection of a prioritization approach for Pacific Region will be shaped by the outcomes of the
668 engagement process. Prioritization criteria and approaches, as well as restoration goals and objectives will
669 be reviewed on a continuous basis and systematic updates to the Regional Plan will be undertaken every 5
670 years.

⁴² Beechie, T. G. Pess, P. Roni, and G. Giannico. 2008. Setting river restoration priorities: A review of approaches and a general protocol for identifying and prioritizing actions. *North American Journal of Fisheries Management* 28: 891-905.

⁴³ Roni, P and T. Beechie. 2013. *Stream and Watershed Restoration: A guide to restoring riverine processes and habitats*. Wiley-Blackwell, Oxford.

⁴⁴ Convertino, M., K. M. Baker, J. T. Vogel, C. Lu, B. Suedel and I. Linkov. 2013. Multi-criteria decision analysis to select metrics for design and monitoring of sustainable ecosystem restorations. *Ecological Indicators* 26: 76-86.

671 **STEP 5. EVALUATE AND UPDATE RESTORATION PRIORITIES**

672 Regular review and updates to the Regional Plan will be driven by changing landscape conditions, how fish
673 populations respond to habitat restoration and other interventions, and new data as it becomes available.

674 Regional restoration priorities will be evergreen, with updates scheduled every 5 years at minimum.

675 Revisions to the Regional Plan will be tracked in an accompanying appendix.

676

DRAFT

677 **Appendix 1: Considerations When Selecting Regional Restoration Priorities**

678 Considerations when selecting regional restoration priorities (not ranked or exhaustive).⁴⁵

Restoration Goal	Example
Biological and ecological considerations	
Improves conditions for aquatic species at risk	<ul style="list-style-type: none"> Improves habitat of species at risk Improves habitat where restoration is identified as a need in species at risk recovery documents
Addresses threat of aquatic invasive species	<ul style="list-style-type: none"> Removes or suppresses aquatic invasive species Restores degraded areas to improve natural resilience
Improves biodiversity	<ul style="list-style-type: none"> Improves degraded habitat in biodiversity hot spots, or areas that previously supported high biodiversity
Improves conditions in regionally important areas	<ul style="list-style-type: none"> Improves habitat in or adjacent to an existing or planned protected or conserved area Improves habitat in or adjacent to a unique, sensitive, and/or highly productive, or culturally significant area
Improves ecosystem functions	<ul style="list-style-type: none"> Improves connectivity (e.g. barrier removal) Improves climate change resilience (e.g. carbon storage, climate-induced stress mitigation) Improves natural processes (e.g. hydrodynamics and morphology) Repairs, reinstates or rebuilds degraded or impaired habitats Restores historic connectivity of a waterway for fish passage
Benefits regionally important species	<ul style="list-style-type: none"> Improves outcomes for species identified as important in a particular region Targets depleted or declining fish stocks

679

680

681

⁴⁵ Fish and Fish Habitat Protection Program, DFO. 2022. Framework to Identify Fish Habitat Restoration Priorities. Ottawa, His Majesty the King in Right of Canada. 16 pp. Available: [Framework to Identify Fish Habitat Restoration Priorities \(dfo-mpo.ca\)](https://www.dfo-mpo.ca/eng/framework-to-identify-fish-habitat-restoration-priorities)

682 Appendix 2: Data Sources

683

684 Summary of documents reviewed and to be reviewed for Step 1

Source	Hyperlink	Priority Criteria?	Last update	Complete at update?
Funding Criteria				
Coastal Restoration Fund	https://www.dfo-mpo.gc.ca/oceans/crf-frc/index-eng.html	Yes	May '22	Yes
Aquatic Habitat Restoration Fund	https://www.canada.ca/en/campaign/trans-mountain/what-is-tm/the-decision/background11/aquatic-habitat-restoration-fund.html	Yes	May '22	Yes
British Columbia Salmon Restoration and Innovation Fund	https://www.dfo-mpo.gc.ca/fisheries-peches/initiatives/fish-fund-bc-fonds-peche-cb/index-eng.html	Yes	May '22	Yes
SEP Community Involvement Contribution Program	https://www.pac.dfo-mpo.gc.ca/sep-pmvs/cicp-pcpc-eng.html	Yes	May '22	Yes
Canada Nature Fund for Aquatic Species at Risk	https://www.dfo-mpo.gc.ca/species-especes/sara-lep/cnfasar-fnceap/index-eng.html	Yes	May '22	Yes
Aboriginal Fund for Species at Risk	https://www.dfo-mpo.gc.ca/species-especes/sara-lep/afsar-faep/about-sur/index-eng.html	Yes	May '22	Yes
Habitat Stewardship Program	https://www.canada.ca/en/environment-climate-change/services/environmental-funding/programs/habitat-stewardship-species-at-risk.html#toc5	Yes	May '22	Yes
Nature Smart Climate Solutions	https://www.canada.ca/en/environment-climate-change/services/environmental-funding/programs/nature-smart-climate-solutions-fund.html	Yes	May '22	Yes
Pacific Salmon Commission (Northern Fund)	https://www.psc.org/about-us/structure/the-endowment-funds/calls-for-proposals/northern-fund-announcement-for-projects-beginning-in-2022/	Yes	May '22	Yes
Pacific Salmon Commission (Southern Fund)	https://www.psc.org/about-us/structure/the-endowment-funds/calls-for-proposals/southern-fund-announcement-for-projects-beginning-in-2022/	Yes	May '22	Yes
Pacific Salmon Foundation CSP	https://psf.smapply.ca/	Yes	May '22	Yes
Indigenous Habitat Participation Program	https://www.dfo-mpo.gc.ca/ecosystems/ihpp-ppha/index-eng.html	No	May '22	Yes
Innovative and Transformative Science	https://www.dfo-mpo.gc.ca/science/partnerships-partenariats/recherche-recherche/its-sit/index-eng.html#wb-auto-4	No	May '22	Yes
Pacific Integrated Commercial Fisheries Initiative	https://www.pac.dfo-mpo.gc.ca/fm-gp/picfi-ipcip/index-eng.html	No	May '22	Yes
Environmental Damages Fund	https://www.canada.ca/en/environment-climate-change/services/environmental-funding/programs/environmental-damages-fund.html	No	May '22	Yes
Water Security Fund Position Paper	https://poliswaterproject.org/files/2019/11/Watershed-Security-Fund-Position-Paper-1.pdf	Yes	July '22	Yes
R&E Fund Priorities Plan	https://www.yukonriverpanel.com/restoration-enhancement-fund/r-e-fund-budget-priorities-framework/	Yes	July '22	Yes
Recovery/Action Plans & Policies				
CSAS Science Advisory Reports	https://www.isdm-gdsi.gc.ca/csas-sccs/applications/Publications/index-eng.asp See below under species/stocks	Yes	May '22	TBC
FWCP Watershed Action Plans	https://fwcp.ca/action-plans/	Yes	Ongoing	Yes
Species at Risk Plans	https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html	Yes	Ongoing	Yes
Wild Salmon Policy	https://www.pac.dfo-mpo.gc.ca/fm-gp/salmon-saumon/wsp-pss/ip-pmo/index-eng.html#stocks	Yes	TBC	TBC
BC Protocol for Prioritizing Sites for Fish Passage Remediation	https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystems/fish-fish-habitat/fish-passage/strategic20approach20july202014.pdf	Yes	May '22	Yes-

Source	Hyperlink	Priority Criteria?	Last update	Complete at update?
SEP/PSSI restoration plans	TBD	Yes	N/A	No
Steelhead action plan (DFO & BC)	https://www.canada.ca/en/fisheries-oceans/news/2019/07/background-govt-of-canada-and-province-of-british-columbia-partner-to-take-bold-action-to-protect-steelhead-trout.html	Yes	May '22	Yes
Regional/Watershed Plans				
Campbell River	https://www.crsalmonfoundation.ca/	Yes	May '22	Yes
Coquitlam River	https://www.coquitlamriverwatershed.ca/roundtable/watershed-plan/?msclid=f0ed226dcd8911ec8367cfe054b7d04d	Yes	May '22	Yes
Nicola				
Columbia Basin	https://ourtrust.org/wp-content/uploads/downloads/2022-03-28_ProgramGuide_EEP_Final-1.pdf	Yes	May '22	Yes
Kootenay Region	https://kootenayconservation.ca/wp-content/uploads/RDCK_KLLCF_Guidance_Doc_Final_15May2018.pdf	Yes	May '22	Yes
Fraser Basin	https://www.fraserbasin.bc.ca/about_fraser_basin.html	Yes	Jun '22	No
Cultus Lake	https://www.fraserbasin.bc.ca/fvr_class.html	Yes	Jun '22	Yes
Nechako Watershed Strategic Plan	https://www.fraserbasin.bc.ca/Library/UFR/NWR_Strategic_Plan_2022-2026_Full_Plan.pdf	Yes	Jun '22	Yes
Shuswap Watershed Council	https://www.fraserbasin.bc.ca/Library/TR_SWC_2/SWC_AnnualHighlightsReport_2021-22_WEB.pdf	Yes	Jun '22	Yes
Lower Nicola River Watershed Connectivity Remediation Plan	https://www.fraserbasin.bc.ca/Nicola_Basin_Collaborative.html	Yes	Jun '22	Yes
Nicola Basin Chinook Risk Assessment	https://www.fraserbasin.bc.ca/Nicola_Basin_Collaborative.html	Yes	Jun '22	Yes
Horsefly River Watershed Connectivity Remediation Plan	https://cwfc-fcf.org/en/resources/research-papers/Horsefly_WCRP_12-08-2021.pdf	Yes	Jun '22	Yes
Kootenai River Network Watershed Restoration Plan	Kootenai River Network (USA focus) https://kootenairivernetwork.org/our-work/watershed-restoration-planning/	No	Jun '22	No
Lower Mainland Flood Management Strategy	https://www.fraserbasin.bc.ca/water_flood.html	No	Jun '22	Yes
Nanaimo RD Drinking Water & Watershed Protection Program: 10 Year Action Plan	https://www.rdn.bc.ca/dms/documents/dwwwp-reports/region-wide-reports/10_year_action_plan_implementation_review_-_september_2018.pdf#:~:text=The%20Regional%20District%20of%20Nanaimo%20%208RDN%29%20began%20implementing,made%20tremendous%20strides%20towards%20fulfilling%20the%20initiatives%E2%80%99%20objectives	No	Jun '22	Yes
Peel Watershed Land Use Plan	https://yukon.ca/sites/32ukon.ca/files/emr/emr-peel-watershed-regional-land-use-plan_0.pdf	No	Jun '22	Yes
Yukon River Watershed Plan	https://www.yritwc.org/files/ugd/dcbdaf_51f388dfaaa843fa86272033214dd563.pdf	Yes	Jun '22	Yes
Chilliwack River Watershed Strategy	https://www.fraserbasin.bc.ca/fvr_crws.html	Unk	Jun '22	No
Sea-to-Sky Land and Resource Management Plan	https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/land-water-use/crown-land/land-use-plans-and-objectives/southcoast-region/seatosky-lrmp/plan/seatosky_lrmp_plan_apr2008.pdf	Yes	Jun '22	Yes
Cowichan Basin Water Management Plan	https://cowichanwatershedboard.ca/wp-content/uploads/2019/04/CowichanBasinWaterManagementPlan-March2007.pdf	Yes	Jun '22	Yes
Cowichan Watershed Board	https://cowichanwatershedboard.ca/wp-content/uploads/2019/04/CWBCaseStudy-Aug2014.pdf	Yes	Jul '22	Yes
Indigenous-Led Plans				
Pacheedaht First Nation	https://www.canada.ca/en/fisheries-oceans/news/2019/05/government-of-canada-works-with-pacheedaht-first-nation-to-restore-wild-salmon-habitat.html	Yes	May '22	Yes
Skeena Fisheries Commission (SFC)	See individual nations below	No	May '22	Yes

Source	Hyperlink	Priority Criteria?	Last update	Complete at update?
Gitanyow Fisheries Authority	http://www.gitanyowfisheries.com/	No	May '22	Yes
Gitksan Watershed Authorities	http://gitksanwatershed.com/	No	May '22	Yes
Wet'suwet'en Fisheries Program	http://www.wetsuweten.com/departments/fisheries-and-wildlife/	No	May '22	Yes
Lake Babine Nation Fisheries Program	https://www.lakebabine.com/programs-services/fisheries/	No	May '22	Yes
LFFA: Blueprint for restoring ecological governance to the Lower Fraser River	https://www.lffa.ca/downloadable-documents/reports/reports-2020	No	May '22	Yes
LFFA: Climate Adapt Prioritization Framework	https://www.lffa.ca/initiatives/climate-change-adapt	Yes	May '22	Yes
BC First Nations Climate Strategy	https://www.bcafn.ca/sites/default/files/2022-04/BCFNCSAP%20Final%20Draft%20%2822April2022%29.pdf	No	Jun '22	Yes
Burrard Inlet Action Plan	Burrard Inlet Action Plan https://twinsacredtrust.ca/burrard-inlet-action-plan/	Yes	Jun '22	Yes
Water Quality Objectives For Burrard Inlet	https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/waterquality/water-quality-objectives/bc_env_twn_burrardinlet_wqo_2021_wqo-02.pdf	Yes	Jun '22	Yes
Other				
North Pacific Anadromous Fish Commission	https://npafc.org/	No	May '22	Yes
First Nations Fisheries Council of British Columbia	https://www.fnfisheriescouncil.ca/programs/	No	May '22	Yes
Salish Sea Initiative	https://www.canada.ca/en/campaign/trans-mountain/what-is-tm/the-decision/background11/salish-sea-initiative.html	No	May '22	Yes
Aboriginal Aquatic Resources & Oceans Management	https://www.dfo-mpo.gc.ca/fisheries-peches/aboriginal-autochtones/aarom-pagrao/index-eng.html	No	May '22	Yes
Aboriginal Fisheries Strategy	https://www.dfo-mpo.gc.ca/fisheries-peches/aboriginal-autochtones/afs-srapa-eng.html	No	May '22	Yes
Salt Spring Island Watershed Protection Alliance	https://www.ssiwpa.org/wp-content/uploads/Public-Library/SSIWPA-Structure-and-Management/SSIWPA-TOR-Current.pdf	No	Jun '22	Yes
Okanagan Wetland Action Plan	https://www.obwb.ca/newsite/wp-content/uploads/rpt_wetlands_final_singles_1_1.pdf	Yes	Jun '22	Yes
Nicola Water Use Management Plan	https://www.nwcr.ca/water-use-management/reports-and-downloads/	No	Jun '22	Yes
Kootenay Lake Partnership	http://kootenaylakepartnership.com/	No	Jun '22	Yes
Healthy Watersheds Initiative Interim Report	https://healthywatersheds.ca/wp-content/uploads/2021/08/OurWaterOurFuture_HWI_InterimReport_Aug2021-1.pdf	Yes	Jun '22	Yes
BC Watersheds Security	https://engage.gov.bc.ca/watershedsecurity/process/	Unknown	Jun '22	No
Okanagan basin water board governance manual	https://www.obwb.ca/fileadmin/docs/obwb_governance_manual.pdf	No	Jul '22	Yes
A Handbook for Water Champions: First Edition	https://www.poliswaterproject.org/files/2019/04/A-Handbook-for-Water-Champions_web_final.pdf	No	Jul '22	Yes
Priority Species/Stocks				
Coho: Interior Fraser	DFO - Southern Salmon Integrated Fisheries Management Plan 2022/23 https://waves-vagues.dfo-mpo.gc.ca/Library/4106110x.pdf	Yes	Jul '22	Yes
Coho: Interior Fraser	COSEWIC 2017 Status Report - Interior Fraser Coho https://wildlife-species.canada.ca/species-risk-registry/virtual_sara/files/cosewic/sr_Coho%20salmon_2016_e.pdf	Yes	Jul '22	Yes

Source	Hyperlink	Priority Criteria?	Last update	Complete at update?
Chinook: West Coast Vancouver Island	DFO - Southern Salmon Integrated Fisheries Management Plan 2022/23 https://waves-vagues.dfo-mpo.gc.ca/Library/4106110x.pdf	No	Jul '22	Yes
Chinook: Okanagan	DFO - Southern Salmon Integrated Fisheries Management Plan 2022/23 https://waves-vagues.dfo-mpo.gc.ca/Library/4106110x.pdf Integrated Biological Status of Southern BC Chinook under the Wild Salmon Policy https://publications.gc.ca/collections/collection_2016/mpo-dfo/Fs70-6-2016-042-eng.pdf	No	Jul '22	Yes
Chinook: Fraser/Thompson	Fraser River Chinook RPA 2021: Elements 12-22 https://waves-vagues.dfo-mpo.gc.ca/Library/40988697.pdf	Yes	Jul '22	Yes
Steelhead: Thompson/Chilcotin	DFO - Backgrounder: The Steelhead Action Plan (2019) https://www.canada.ca/en/fisheries-oceans/news/2019/07/backgrounder-government-of-canada-and-province-of-british-columbia-partner-to-take-bold-action-to-protect-steelhead-trout.html	Yes	Jul '22	Yes
Steelhead: Thompson/Chilcotin	COSEWIC Status Report (2020) https://species-registry.canada.ca/index-en.html#/species/1400-1009	Yes	Jul '22	Yes
Coho: Interior Fraser	DFO - Southern Salmon Integrated Fisheries Management Plan 2022/23 https://waves-vagues.dfo-mpo.gc.ca/Library/4106110x.pdf	Yes	Jul '22	Yes
Chinook: North East VI	TBD		Jul '22	
Chinook – other Fraser	TBD - DU2, 4, 5, 7, 8		Jul '22	
White Sturgeon: Lower Fraser	COSEWIC 2012 Status Report - White Sturgeon (all populations) https://wildlife-species.canada.ca/species-risk-registry/virtual_sara/files/cosewic/sr_esturgeon_blanc_white_sturgeon_1113_e.pdf	Yes	Jul '22	Yes
White Sturgeon: All populations	White Sturgeon Provincial Action Framework (working draft – Oct 2019) https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystems/fish-fish-habitat/fishery-resources/fraser-river-white-sturgeon/bc_gov_fraser_river_white_sturgeon_plan_final_working_draft_oct2019.pdf	Yes	Jul '22	Yes
White Sturgeon: All populations	Recovery Strategy for White Sturgeon - White Sturgeon (all populations) https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry/recovery-strategies/white-sturgeon.html	Yes	Jul '22	Yes
Westslope Cutthroat Trout	Management Plan for Westslope Cutthroat Trout in British Columbia, 2013 https://a100.gov.bc.ca/pub/eirs/finishDownloadDocument.do;jsessionid=D2F5FB35702DD2EE3B98612626998B76?subdocumentId=9781	Yes	Jul '22	Yes
Sockeye: Fraser River	Recovery Potential Assessment: Fraser Sockeye Salmon (9 DUs) https://publications.gc.ca/collections/collection_2022/mpo-dfo/fs70-6/Fs70-6-2022-003-eng.pdf https://waves-vagues.dfo-mpo.gc.ca/library-bibliotheque/40980765.pdf	Yes	Jul '22	Yes
Groundfish	IFMP Groundfish 2022/23 https://waves-vagues.dfo-mpo.gc.ca/Library/41034971.pdf	No	Jul '22	Yes
Eulachon	IFMP Eulachon Fraser River, Jan 1, 2022 to Dec 31, 2022 https://waves-vagues.dfo-mpo.gc.ca/Library/41036190.pdf	No	Jul '22	Yes
Salmon – Northern BC	IFMP 2022/2023 Salmon – Northern BC https://waves-vagues.dfo-mpo.gc.ca/Library/41061093.pdf	No	Jul '22	Yes
Salmon – Transboundary	IFMP 2021/2022 Salmon – Transboundary Rivers https://waves-vagues.dfo-mpo.gc.ca/Library/41000341.pdf	No	Jul '22	Yes
Salmon – Yukon River	IFMP Yukon River salmon July 1, 2019 to June 30, 2020. https://www.pac.dfo-mpo.gc.ca/fm-gp/mplans/smon-yukon-ifmp-pgip-sm-eng.html	No	Jul '22	Yes
Nooksack Dace	https://wildlife-species.canada.ca/species-risk-registry/virtual_sara/files/plans/Rs-NaseuxNooksackDace-v00-feb2020-Eng.pdf	Yes	Nov '22	Yes
Speckled Dace	https://wildlife-species.canada.ca/species-risk-registry/virtual_sara/files/plans/Rs-NaseuxMoucheteSpeckledDace-v00-2018Mai-Eng.pdf	Yes	Nov '22	Yes
Vancouver Lamprey	Action Plan for the Vancouver Lamprey (<i>Entosphenus macrostomus</i>) in Canada 2019. https://sararegistry.gc.ca/virtual_sara/files/plans/Ap-LamprieVancouverLamprey-v00-2019-En.pdf	Yes	May '22	Yes
Lamprey, Western Brook (Morrison Creek)	Action Plan for the Western Brook Lamprey – Morrison Creek (<i>Lampetra richardsoni</i>) 2018 https://sararegistry.gc.ca/virtual_sara/files/plans/Ap-WblMorrison-v00-2018Nov-Eng.pdf	Yes	May '22	Yes
Sculpin, Cultus Pygmy (Coastrange Sculpin)	https://wildlife-species.canada.ca/species-risk-registry/virtual_sara/files/plans/Ap-CultisPygmySculpin-v00-2017Apr-Eng.pdf	Yes	Nov '22	Yes

Source	Hyperlink	Priority Criteria?	Last update	Complete at update?
Stickleback (Paxton Lake and Vananda Creek)	Recovery Strategy for Paxton Lake and Vananda Creek Stickleback Species Pairs (<i>Gasterosteus aculeatus</i>) https://wildlife-species.canada.ca/species-risk-registry/virtual_sara/files/plans/Ap-EpinochesStickleback-v00-2020Feb-Eng.pdf	Yes	Jun '22	Yes
White Sturgeon, Upper Kootenay				
White Sturgeon, Upper Columbia				
White Sturgeon, Nechako				
White Sturgeon, Upper Fraser				
Salish Sucker	https://wildlife-species.canada.ca/species-risk-registry/virtual_sara/files/plans/Rs-MeunierSalishSucker-v01-2020Jun-Eng.pdf	Yes	Nov '22	Yes

To Be Reviewed

Thorne, C., et al. 2014. Project Risk Screening Matrix for River Management and Restoration.

Upper Columbia Regional Technical Team. 2021. Habitat Action Prioritization within the Upper Columbia River Basin.

Lloyd, M. 2016. An Internal Inter-Jurisdictional Review of Habitat Restoration Approaches.

Skidmore, P. B., et al. 2011. Science Base and Tools for Evaluating Stream Restoration Project Proposals.

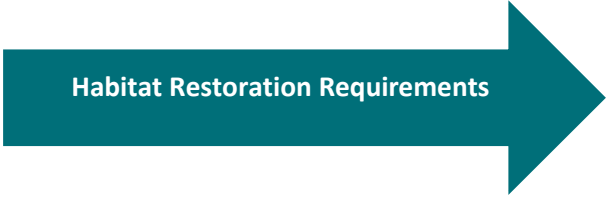
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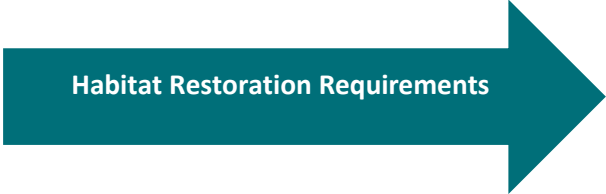
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Appendix 3: Regional Summary of Species, Areas and Ecosystem Functions

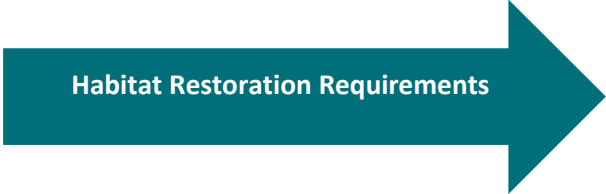
Collated list of species, areas and ecosystem functions found in each sub-region derived from Step 2.



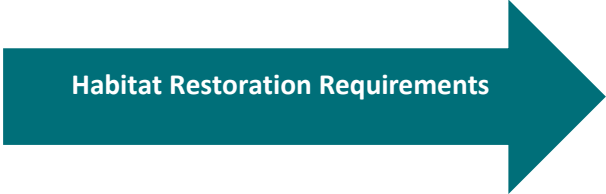
Sub-Region	Area	Species	Source(s)	Water Quantity		Water Quality				Passage				Notes				
				Water Shortage: Drought or Impoundment	Water Shortage: Manage stream discharge	Pollution (e.g. point sources)	Temperature	Increased Nutrient Input	Dissolved Oxygen	Not Specified	Instream Structure, Complexity and Refugia	Floodplain, Wetland, Side Channels	Stream Crossings: Accessible lengths		Stream Crossings	Surface Erosion and Sedimentation	Riparian (Functional Area)	Estuarine Habitat Condition
Fraser Interior	Lower Fraser	Chinook	RPA (CSAS Report 2021/030); CRF criteria (to 2021)															
Fraser Interior	Lower Fraser	White Sturgeon	RPA (CSAS Report 2021/011)															
Fraser Interior	Lower Fraser	Cultus Pygmy Sculpin	SAR Plan (2020)			✓		✓										
Fraser Interior	Lower Fraser	Salish Sucker	SAR Plan (2020)	✓	✓	✓		✓		✓			✓	✓				
Fraser Interior	Lower Fraser	Nooksack Dace	SAR Plan (2020)	✓	✓	✓		✓		✓			✓	✓				
Fraser Interior	Cultus Lake	Sockeye	RPA (CSAS Report 2022/051)					✓										
Fraser Interior	Stave Lake	Coho	WP (FWCP)								✓						✓	
Fraser Interior	Stave Lake	Chinook	WP (FWCP)								✓						✓	
Fraser Interior	Stave Lake	Cutthroat	WP (FWCP)								✓						✓	
Fraser Interior	Stave Lake	Salmonids	WP (FWCP)														✓	✓
Fraser Interior	Lower Coquitlam R	Chinook	WP (FWCP)														✓	Spawning habitat
Fraser Interior	Lower Coquitlam R	Coho	WP (FWCP)														✓	Rearing habitat
Fraser Interior	Lower Coquitlam R	Steelhead	WP (FWCP)														✓	Rearing habitat
Fraser Interior	Coquitlam-Buntzen	Sockeye	WP (FWCP)										✓					
Fraser Interior	Coquitlam River	Salmonids	WP (FWCP)														✓	
Fraser Interior	Herrling Island	White Sturgeon	WP (FWCP)								✓						✓	Spawning habitat
Fraser Interior	Wahleach Lake	Kokanee	WP (FWCP)														✓	Migration, spawning, incubation or rearing habitat



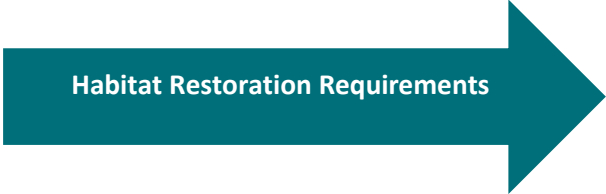
				Water Quantity	Water Quality				Passage					
Sub-Region	Area	Species	Source(s)	Water Shortage: Drought or Impoundment Water Shortage: Manage stream discharge Pollution (e.g. point sources)	Temperature Increased Nutrient Input Dissolved Oxygen Not Specified	Instream Structure, Complexity and Refugia Floodplain, Wetland, Side Channels Stream Crossings: Accessible lengths Stream Crossings	Surface Erosion and Sedimentation Riparian (Functional Area)	Estuarine Habitat Condition Not Specified or Not yet identified	Other			Notes		
Fraser Interior	Wahleach Lake	Rainbow Trout	WP (FWCP)									✓	Migration, spawning, incubation or rearing habitat	
Fraser Interior	BC - TMX Corridor & Salish Sea	All (or not specified)	AHRF									✓		
Fraser Interior	BC (Columbia and Fraser)	Species at Risk	CNFASAR									✓		
Fraser Interior	BC (Fraser River)	Sockeye	PSC (Southern Fund)									✓	Spawning habitat	
South Coast	Squamish	Salmon (any)	WP (FWCP)	✓		✓						✓	Migration, spawning, incubation or rearing habitat	
South Coast	Cheakamus River	Salmonids	WP (FWCP)						✓			✓	Migration, spawning, incubation or rearing habitat	
South Coast	Texada Island	Stickleback	SAR Plans (2019 & 2020)	✓		✓						✓	Habitat not currently considered limiting	
South Coast	Sakinaw Lake	Sockeye	RPA (CSAS Report 2018/042)									✓	Habitat not currently considered limiting	
South Coast	Clowhorn Watershed	Pacific Herring	WP (FWCP) 2020									✓		
South Coast	Clowhorn Watershed	Salmonids	WP (FWCP) 2020					✓						
South Coast	Clowhorn Watershed	All (or not specified)	WP (FWCP) 2020									✓		
Vancouver Island	Capital Region District	All (or not specified)	WP (FWCP) 2020									✓		
Vancouver Island	Capital Region District	Salmonids	WP (FWCP) 2020					✓	✓			✓		
Vancouver Island	Cowichan	All (or not specified)	Cowichan Watershed Board	✓						✓		✓	Spawning habitat, climate change mitigation	
Vancouver Island	Cowichan	Salmon (any)	WP (Cowichan Basin) 2007	✓						✓		✓	Spawning habitat, climate change mitigation	
Vancouver Island	Cowichan	Chinook & other Salmonids	Wild Salmon Policy									✓		
Vancouver Island	Cowichan Lake	Vancouver Lamprey	SAR Plan (2019)									✓		
Vancouver Island	East Coast	Chinook	COSEWIC Status Report (2020)	✓								✓	Access to spawning, rearing and overwintering habitat	
Vancouver Island	East Coast	Chum	CRF criteria (to 2021)									✓		



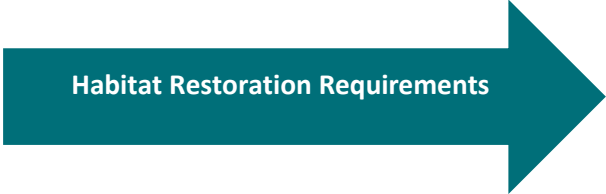
				Water Quantity	Water Quality				Passage											
				Water Shortage: Drought or Impoundment	Water Shortage: Manage stream discharge	Pollution (e.g. point sources)	Temperature	Increased Nutrient Input	Dissolved Oxygen	Not Specified	Instream Structure, Complexity and Refugia	Floodplain, Wetland, Side Channels	Stream Crossings: Accessible lengths	Stream Crossings	Surface Erosion and Sedimentation	Riparian (Functional Area)	Estuarine Habitat Condition	Not Specified or Not yet identified	Other	Notes
Sub-Region	Area	Species	Source(s)																	
Vancouver Island	South West	Chinook	<i>Funding (Pacheedaht FN)</i>									✓					✓			Estuarine connectivity, tidal channels
Vancouver Island	West Coast - Barkley, Clayoquot, Nootka Sounds	Chinook	<i>CRF criteria (to 2021)</i>														✓			
Vancouver Island	West Coast - Somass, Ash	Salmonids and other	<i>WP (FWCP) 2020</i>							✓					✓					Not specified - spawning, rearing, incubation, migration habitat
Vancouver Island	West Coast - Stamp, Somass, Ash	Salmonids	<i>WP (FWCP) 2020</i>														✓			
Vancouver Island	West Coast	Chinook (any priority stock)	<i>Wild Salmon Policy</i>														✓			
Vancouver Island	East (Campbell River)	Salmonids	<i>WP (FWCP) 2020</i>							✓							✓			Not specified - spawning, rearing, incubation, migration habitat
Vancouver Island	East (Courtenay)	Morrison Creek Lamprey	<i>SAR Plan (2018)</i>	✓						✓		✓								
Vancouver Island	East (Puntledge, K'omoks, Morrison)	All (or not specified)	<i>WP (FWCP) 2020</i>														✓			
Vancouver Island	East (Puntledge, K'omoks, Morrison)	Chinook	<i>WP (FWCP) 2020</i>														✓			
Vancouver Island	East (Puntledge, K'omoks, Morrison)	Coho	<i>WP (FWCP) 2020</i>														✓			
Vancouver Island	East (Puntledge, K'omoks, Morrison)	Salmonids	<i>WP (FWCP) 2020</i>							✓	✓		✓							Not specified - spawning, rearing, incubation, migration habitat
Vancouver Island	South (Jordan River)	All (or not specified)	<i>WP (FWCP) 2020</i>														✓			
Vancouver Island	South (Jordan River)	Chum	<i>WP (FWCP) 2020</i>							✓	✓						✓	✓		
Vancouver Island	South (Jordan River)	Pink	<i>WP (FWCP) 2020</i>							✓	✓						✓	✓		
Vancouver Island	South (Jordan River)	Salmonids	<i>WP (FWCP) 2020</i>							✓		✓					✓			Spawning habitat
Interior	Columbia Basin - Kootenay and Arrow	All (or not specified)	<i>WP (FWCP) 2019</i>									✓								



				Water Quantity	Water Quality				Passage												
Sub-Region	Area	Species	Source(s)	Water Shortage: Drought or Impoundment	Water Shortage: Manage stream discharge	Pollution (e.g. point sources)	Temperature	Increased Nutrient Input	Dissolved Oxygen	Not Specified	Instream Structure, Complexity and Refugia	Floodplain, Wetland, Side Channels	Stream Crossings: Accessible lengths	Stream Crossings	Surface Erosion and Sedimentation	Riparian (Functional Area)	Estuarine Habitat Condition	Not Specified or Not yet identified	Other	Notes	
Interior	Nechako Watershed	Salmonids	<i>Nechako Roundtable 2022</i>	✓																	Spawning habitat
Interior	Nechako Watershed	White Sturgeon	<i>Nechako Roundtable 2022</i>	✓																	Spawning habitat
Interior	Thompson & Chilcotin	Steelhead	<i>RPA (CSAS Report 2018/050)</i>	✓							✓					✓					
Interior	Upper Fraser/Nechako	White Sturgeon	<i>SAR Plan (2014); RPA (CSAS Report 2016/040)</i>	✓							✓										
Interior	Nicola	All (or not specified)	<i>WP (Lower Nicola) 2021</i>	✓	✓		✓				✓		✓		✓						Spawning & rearing habitat
Interior	Nicola	Chinook	<i>WP (Nicola Basin) 2022</i>	✓	✓		✓									✓					
Interior	Nicola	Salmon (any)	<i>WP (Nicola Forum) 2019</i>	✓	✓		✓									✓					Incorporation/primacy of IK
Interior	North Fraser & South Thompson	Chinook	<i>RPA (CSAS Report 2021/030)</i>								✓	✓	✓		✓						
Interior	Okanagan	All (or not specified)	<i>Okanagan Basin Plan 2019</i>							✓		✓							✓		
Interior	Okanagan	Chinook	<i>RPA (CSAS Report 2019/052)</i>				✓				✓	✓			✓						
Interior	Okanagan - Shuswap & Bessette	Salmonids	<i>WP (Shuswap) 2019</i>								✓	✓			✓	✓					Spawning & rearing habitat
Interior	Okanagan - Shuswap	All (or not specified)	<i>WP (Shuswap) 2019</i>					✓											✓		
Interior	Peace	All (or not specified)	<i>WP (FWCP) 2020</i>									✓	✓								
Interior	Peace	Arctic Grayling	<i>WP (FWCP) 2020</i>																✓		
Interior	Peace	Bull Trout	<i>WP (FWCP) 2020</i>									✓	✓		✓				✓		
North & Central Coast	North & Central Coast	All (or not specified)	<i>CRF criteria (to 2021)</i>									✓	✓						✓		
North & Central Coast	North Coast (Skeena - Falls River)	All (or not specified)	<i>WP (FWCP) 2020</i>																✓		
North & Central Coast	North Coast (Skeena - Falls River)	Salmonids	<i>WP (FWCP) 2020</i>								✓										Spawning habitat
North & Central Coast	West of Bella Coola (Clayton Falls)	All (or not specified)	<i>WP (FWCP) 2017</i>																✓		
North & Central Coast	West of Bella Coola (Clayton Falls)	Salmonids	<i>WP (FWCP) 2017</i>								✓										



				Water Quantity	Water Quality				Passage												
Sub-Region	Area	Species	Source(s)	Water Shortage: Drought or Impoundment	Water Shortage: Manage stream discharge	Pollution (e.g. point sources)	Temperature	Increased Nutrient Input	Dissolved Oxygen	Not Specified	Instream Structure, Complexity and Refugia	Floodplain, Wetland, Side Channels	Stream Crossings: Accessible lengths	Stream Crossings	Surface Erosion and Sedimentation	Riparian (Functional Area)	Estuarine Habitat Condition	Not Specified or Not yet identified	Other	Notes	
Yukon & Transboundary	Yukon and Transboundary (Yukon River)	All (or not specified)	WP (Yukon River) 2013							✓											
Yukon & Transboundary	Yukon and Transboundary (Yukon River)	Chinook	yssc.ca recommendations 2020										✓						✓		
Yukon & Transboundary	Yukon and Transboundary (Yukon River)	Salmon (any)	Yukon River Panel 2018									✓	✓								Not specified - spawning, rearing, incubation, migration habitat
Marine	Marine (Strait of Georgia)	Yelloweye Rockfish	Rebuilding Plan (CSAS Report 2020/056)															✓			
Marine	BC (Coast)	Northern Abalone	CSAS 2021/001																		None: Habitat availability is not a limiting factor for abalone populations
Region-wide	All Pacific	All (or not specified)	CRF criteria (to 2021), AERF, Watersheds Society									✓	✓			✓	✓				
Region-wide	All Pacific	Green Sturgeon	SAR Plan (2017)			✓				✓									✓		
Region-wide	All Pacific	Salmon (any)	PSF (Community Salmon Program)																✓		
Region-wide	All Pacific	Species at Risk	AFSAR, HSP																✓		
Region-wide	All Pacific	Steelhead	WP (Watersheds Society)	✓										✓							
Region-wide	All Pacific (focus on Southwestern BC and Dry Interior)	All (or not specified)	Nature Smart Climate Solutions															✓	✓		
Region-wide	BC	Important salmon populations	BC Fish Passage Protocol									✓	✓								
Region-wide	BC	Salmon (any)	SEP (Community Involvement Program)													✓		✓			
Region-wide	BC	Salmon populations at risk (red status CUs)	BCSRIF													✓		✓			
Region-wide	BC	Species at Risk	BC Fish Passage Protocol									✓	✓								
Region-wide	BC	Westslope Cutthroat Trout	BC Management Plan	✓			✓							✓							



				Water Quantity	Water Quality				Passage									
				Water Shortage: Drought or Impoundment Water Shortage: Manage stream discharge Pollution (e.g. point sources)	Temperature	Increased Nutrient Input	Dissolved Oxygen	Not Specified	Instream Structure, Complexity and Refugia	Floodplain, Wetland, Side Channels	Stream Crossings: Accessible lengths	Stream Crossings	Surface Erosion and Sedimentation	Riparian (Functional Area)	Estuarine Habitat Condition	Not Specified or Not yet identified	Other	Notes
Sub-Region	Area	Species	Source(s)															
Region-wide	BC (North & Yukon)	Salmon (any)	<i>PSC (Northern Fund)</i>															
Region-wide	BC (South)	Salmon (any)	<i>PSC (Southern Fund)</i>						✓	✓	✓				✓			Spawning habitat, estuarine, marsh, eelgrass
Region-wide	Pacific (Coastal areas)	All (or not specified)	<i>CRF (to 2021)</i>							✓					✓	✓		

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Appendix 4: Engagement Feedback

Internal

Date	Program	Category	Comments, Concerns, Input, Questions and or Response of Participants	Response/Follow up on Actions, Decision, Outcomes
YY-MM-DD		<i>Important S/A/EF Prioritization Information Source</i>	<i>What was the response, concerns, questions, suggestions, input, etc. from participants? Additional lines can be added to capture follow up interactions as needed</i>	<i>Additional lines can be added to capture follow up interactions as needed</i>

External

Date	Indigenous communities/Indigenous Organization/Commercial/Recreational/ENGO-Stewardship/General Public/Other	Consultation Method	Category	Comments, Concerns, Input, Questions and or Response of Participants	Departmental Response/Follow up with Participant - Actions, Decision, Outcomes
YY-MM-DD		<i>e.g. Advisory committee, email, letter, meeting (in person, virtual, hybrid)</i>	<i>Important S/A/EF Prioritization Information Source</i>	<i>What was the response, concerns, questions, suggestions, input, etc. from participants? Additional lines can be added to capture follow up interactions as needed</i>	<i>Additional lines can be added to capture follow up interactions as needed</i>

Appendix 5: Version History

Version Number	Date	Author(s)	Brief Summary
Version 1.0	June 2023	Jennifer Harding Scott Northrup Robert Sambrook Krista Forsysinski	First draft of the Restoration Priorities Plan for Pacific Region.



REPORT TO COUNCIL

Regular Meeting of Council

DATE: April 22, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planning Manager

**SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-02
FOR 1052 6TH AVENUE EAST**

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Development Variance Permit (DVP) application #23-02.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1052 6th Avenue East.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2 side yard setbacks to allow a distance of 0.15 m from the northwest side property line for a proposed deck. The deck is proposed to be 3.05 m long by 6.92 m width, and 2.74 m high with handrails. This would be a 1.348 m encroachment into the existing side yard setback which is set at 1.05 m.

The Site Plan is included as Attachment 2.

BACKGROUND AND ANALYSIS:

The proposed variance is requested to allow the deck to extend from the house, which has an existing non-conforming encroachment into the side-yard setback of

0.15 m. This proposed alignment will accommodate the placement of a door from the 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.

The Draft Development Variance Permit is included as Attachment 1.

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:

Myfannwy Pope,
Planning Manager

Robert Buchan,
City Manager

Attachments:

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



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-02

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: Tyler Ronald Aasman

APPLICANTS: James Haley

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 13-14 BLOCK 16 SECTION 7 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN
923

CIVIC ADDRESS:

1052 6th Avenue East

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2. Side Yard Setbacks are varied by 1.05 m
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
 - 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

ISSUED ON THIS ___TH DAY OF _____, 2023.

**CITY OF PRINCE RUPERT
By an authorized signatory**

Rosamaria Miller
Corporate Administrator

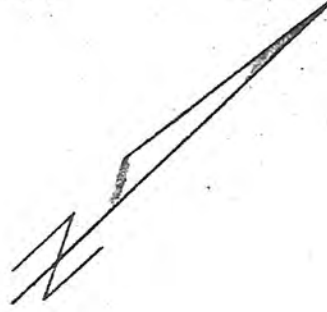
DRAFT

SURVEY CERTIFICATE COVERING

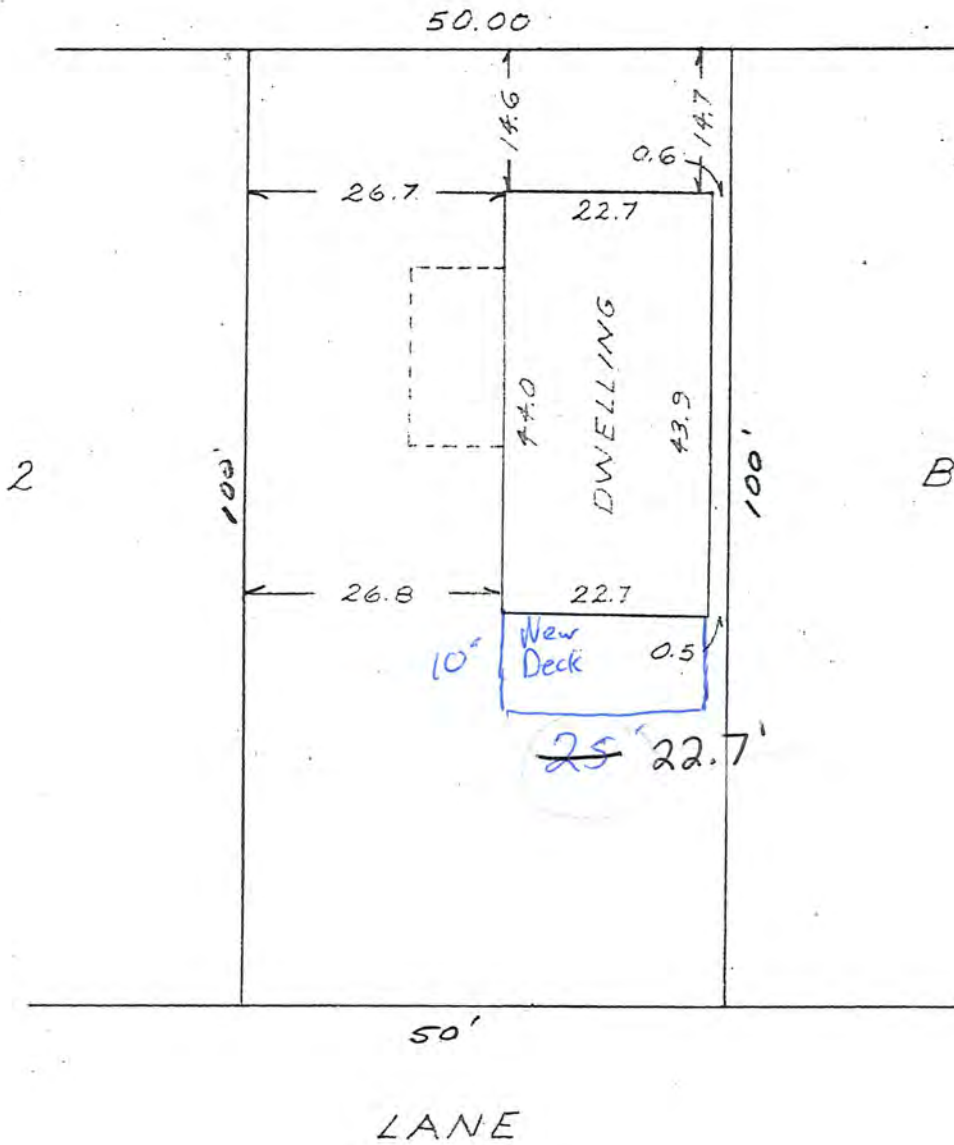
LOTS 13 & 14, BLK. 16, SECT. 7,
D.L. 251, RGE 5, COAST DISTRICT
PLAN 923

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

Scale: 1 inch = 20 feet



6TH AVE. EAST



CERTIFIED CORRECT

Ad. Dazzi

B.C.L.S.

Dated this 8th day of Dec., 1980

McELHANNEY ASSOCIATES
PROFESSIONAL LAND SURVEYORS

205 - 4630 Lazelle Avenue
Terrace, B.C.

FILE: 042330-16



REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 8, 2023
TO: Robert Buchan, City Manager
FROM: Myfannwy Pope, Planning Manager

SUBJECT: DVP-23-04 – 630 SHERBROOKE AVENUE

RECOMMENDATION:

THAT Council not proceed with the statutory notification process for Development Variance Permit and deny the application.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 630 Sherbrooke Avenue.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2 rear lot line setbacks to 0 m to allow a 6.1m (20ft) by 9.14m (30 ft) shed that would encroach into designated City road allowance (undeveloped).

The Site Plan is included as Attachment 2.

BACKGROUND:

The proposed variance is requested to allow 6.1m by 9.14m shed that is proposed to encroach onto City road allowance for Sherbrooke Avenue by 4.88 m x 2.29 m. Sherbooke Avenue is undeveloped and the property is accessed through the designated laneway.

To build this shed, the applicant would require a permit to construct and an encroachment agreement. The applicant was directed to begin this process prior to submission of the variance. They were denied the permit to construct on the basis of the size of the proposed shed and its significant encroachment into roadway, as well as there being apparent sufficient room on the property to build the proposed shed without encroachment.

The applicant then proceeded to apply for a Development Variance Permit with the same design, including encroachment.

ANALYSIS:

As the proposed shed would require a permit to construct and accompanying encroachment agreement with the City in order to build the proposed structure with the current designs, the granting of a variance for this structure should consider whether that permit to construct would be granted. The permit to construct for this structure has already been denied, and therefore the proposed structure would not be permitted to be constructed whether a variance is granted or not. Consequently, it is recommended that Council deny this variance.

Internal referrals from building, engineering, and the approving officer also provided recommendations for denial based on the level of encroachment of such a large structure, as well as the existence of other options on the property for building a structure of this size.

COST:

The approval or denial of this variance request will have no budget impacts.

CONCLUSION:

It is recommended that Council not proceed with the statutory notification process for Development Variance Permit and deny the application.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope
Planning Manager

Robert Buchan,
City Manager

Attachment(s):

- Draft Development Variance Permit
- Site Plan



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-04

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

PERMIT ISSUED TO OWNER(S): PAUL MATTHEW JAMES JOHNSTON, ADRIENNE CARMEN JOHNSTON

APPLICANT: PAUL MATTHEW JAMES JOHNSTON

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 C (BA294081) BLOCK 27 SECTION 8 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923

CIVIC ADDRESS(ES):

630 Sherbrooke Avenue

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 rear yard setbacks are varied to 0m to allow an encroachment onto municipal road allowance to accommodate a shed.
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 attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit 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

ISSUED ON THIS _____ DAY OF _____, 2023.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Corporate Administrator

DRAFT

SURVEY CERTIFICATE COVERING

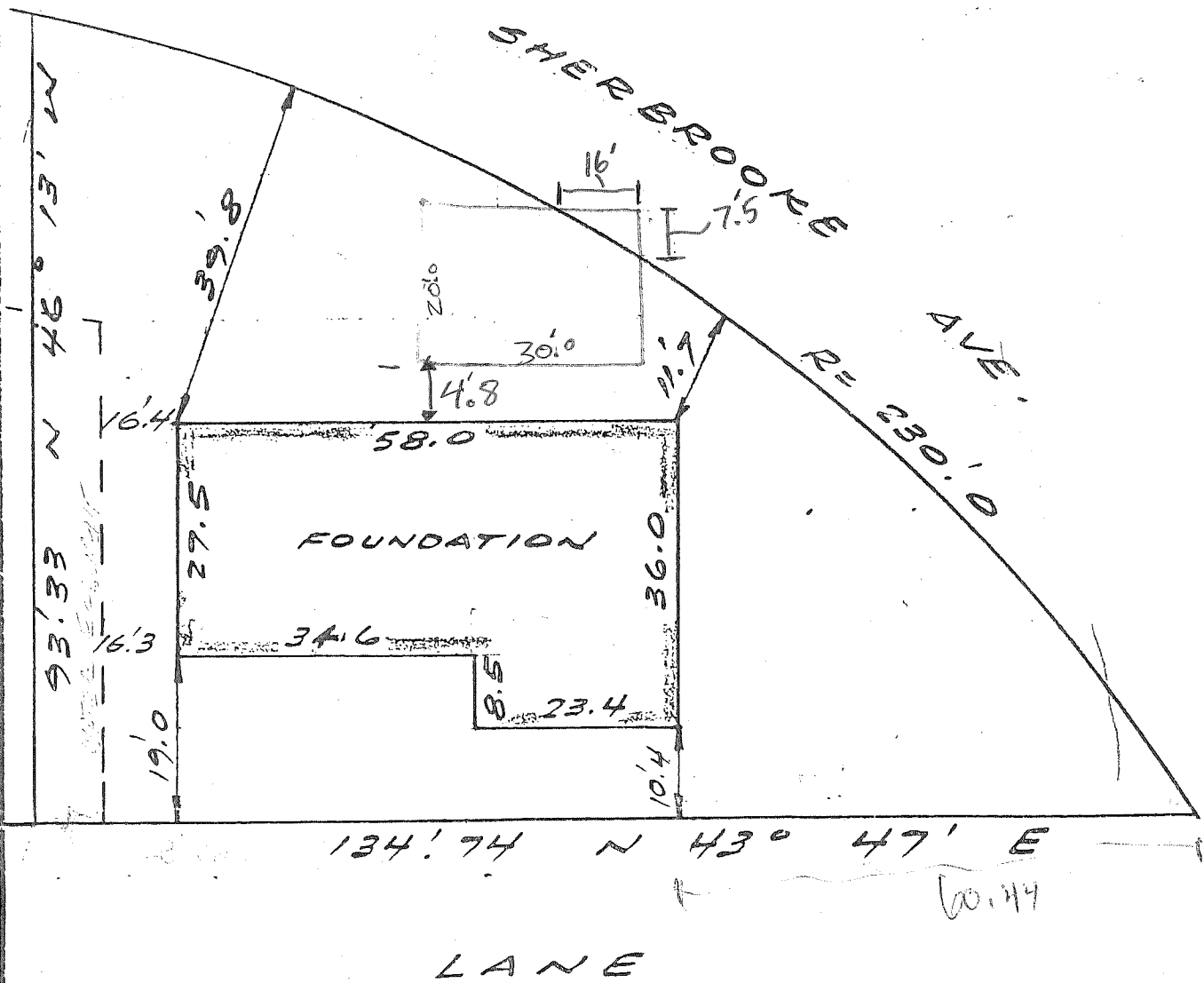
LOTS 24, 25 & 26,
BLK. 27, SEC. 8, D.L. 251,
R.S. C.D., PLAN 923
CITY OF PRINCE RUPERT

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

Scale: 1 inch = 20 feet

20x30 = 600
58x36 = 2088
8.5x34.6 = 294.1

2393.95 SQ. FT.



27% Lot Coverage

CERTIFIED CORRECT

A.S. Ylazi

B.C.L.S.

Dated this 12th day of December 1977

McELHANNEY ASSOCIATES
PROFESSIONAL LAND SURVEYORS

205 - 4630 Lazelle Avenue
Terrace, B.C.

FILE: 041951-11



REPORT TO COUNCIL

Regular Meeting of Council

DATE: May 8, 2023
TO: Robert Buchan, City Manager
FROM: Myfannwy Pope, Planning Manager

SUBJECT: DVP-23-07 – 1300 Hays Cove Avenue

RECOMMENDATION:

THAT Council proceed to statutory notification for DVP-23-07.

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property proposed at 1300 Hays Cove, the lot at the corner of Hays Cove Avenue and Frederick Street.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.3 building height to allow a building with average height of 14 metres, or 4 metres higher than the 10 metres limit in the RM1 zone, for a 34-unit multifamily building designed for those in severe housing need.
2. A request for a variance of City of Prince Rupert Zoning Bylaw, Section 9.1.2 Parking Requirements for Single Family, Two Family & Multi-family parking to allow 6 parking stalls less than required by providing 28 stalls instead of the required 34 to serve 34 units.

The Site Plan is included as Attachment 2.

BACKGROUND:

The multifamily building is proposed by the City of Prince Rupert under the Rapid Housing Initiative program to serve those in severe housing need, specifically serving women or women and their children.

The City worked with contractors at no cost to develop designs, budget, and plans for this development on City owned property that would be funded in full under the Rapid Housing Initiative funding through Canadian Mortgage and Housing Corporation. This

location offered a site that would not require any rezoning to allow the proposed density, and allowed the City to provide land in order to score higher on the application criteria for funding. These designs included providing only 28 parking stalls to serve 34 units, as well as a taller building to accommodate density without needing to add significant extra cost for earth works.

The proposed height variance and parking reduction is largely due to physical constraints of the property. The proposed location on the site is the only place as determined by contractors to blast bedrock and place the building with parking. These designs were used to determine the contribution ask for the Rapid Housing Initiative funding from CMHC.

The City will know whether the application will receive funding at the beginning of July, but if successful will be required to reach occupancy within 18 months. Consequently, the City is seeking permits ahead of July so that contractors may begin land clearing and construction immediately after funding is confirmed.

ANALYSIS:

The City of Prince Rupert understands that there is a serious need of more housing, and for the past several years has been working to not only encourage investment in additional non-market/affordable units, but has also listed a number of City-held lots for sale in order to free up new lands for development within the City's limited urban footprint. Furthermore, following the adoption of a Housing Strategy in 2021, the City has been carrying out a number of the recommendations, including permitting increased density, incentivizing housing development through waiver of fees and tax exemptions, and has completed a Housing Needs Report to inform a more comprehensive housing strategy.

In 2023, Council identified it as a strategic priority to support and encourage new and renewed housing working with industry, senior government and First Nations. Specifically, this included an action to pursue housing funding, partnerships and projects and when appropriate using municipally owned land. The Rapid Housing Initiative provided an opportunity to directly supply housing to meet the needs identified currently and anticipated in the close future, and specifically target those at risk of displacement or unable to access housing. The proposed variances are required to follow the designs developed to best meet the funding criteria established by CMHC. According to the City's Housing Needs Report, completed in 2022, there is an anticipated need of an additional 1,560 units for very low- and low-income households by 2030 of 1 to 4-bedroom units. This proposal would serve to meet that need in part.

The proposed variances are unlikely to have negative impact on the neighbouring properties and are largely aligned with development permit guidelines for multifamily housing.

Impacts of Height Variance

Increased height will be unlikely to have additional effect on surrounding houses along the 1200 block of 11th Avenue, as many back onto treed area. The building will be setback from the property line and likely to have this natural shielding between houses and the property maintained or replaced with other landscaping. Additionally, the proposed building location is to be at an elevation of 42m, while the site rises to 46m towards the houses along 11th Avenue where most houses sit above 46m elevation. Therefore, the structure will sit 4m lower than the view from the edge of the sites along 11th Avenue, which may negate any additional visual impacts that the extra 4m would add.

The smaller footprint on a large site means that this view will remain largely the same for most of the houses between 1200 and 1300 block on 11th Avenue. As this lot is already zoned for multifamily, the resultant tree removal and its impacts to neighbouring houses are reduced due to the smaller footprint.

Note that landscaping, access, and services will be finalized at the Development Permit stage or after funding is confirmed.

Impacts of Parking Variance

Given the location and target income- and demographic-group of the housing development, there is a low likelihood of street parking overflow with a reduction in parking spots. Firstly, the targeted demographic for this housing is less likely to own vehicles. Funding for this development requires that this housing is geared towards those experiencing severe-housing need, and the building will be further targeted towards women or women and their children. This demographic is less likely to own their own vehicle due to financial constraints and may engage in ride sharing, taxi-use, and public transit more often. For comparative purposes, there is low use of vehicle parking observed in neighbouring lots that also provide non-market housing.

Second, the proximity to buslines, as well as school and childcare services, may reduce need for vehicles overall. There is a bus route along Hays Cove Avenue which is within walking/rolling distance. The site is in proximity to Conrad Elementary School and the Frederick Street at Hayes Cove bus stop on the 99 Special, which busses students to the Middle School, Charles Hays School, and downtown for Pacific Coast School. There are also several childcare centres within walking/rolling distance. The proximity of these resources may reduce need for vehicles as well.

Alignment with DP Guidelines

Given the physical site restrictions, the variances maintain or increase alignment with many development permit guidelines for multifamily housing.

- The building height in a highly treed area promotes privacy, view and sunlight for the building residents and its neighbours. The proposed height allows the building to get sunlight despite being surrounded by a treed area, while not affecting the majority of tree coverage that provides privacy to neighbouring houses due to the resultant smaller footprint.
- The smaller footprint permitted by a higher building and smaller/condensed parking area allows the maintenance of the natural landscaping and existing greenspace, which supports soil stabilization, shade and windbreak for surrounding neighbourhood. These elements meet our landscaping requirements regarding hardiness and appropriateness of landscaping, as well as use of natural landscaping over hardscaping.
- The smaller footprint permitted by the proposed reduction of parking stalls and greater height allows natural landscaping of trees and indigenous plants that maintain open green space and natural treed areas to improve attractiveness and increase opportunities for recreation in the site overall. This smaller footprint design may also maintain space for landscaped gathering spaces within the buildable areas of the site that are overlooked by the residences. This satisfies our guideline for a site design that contributes to a sense of neighbourhood identity and security by providing places for social engagement and avoids creating hard barriers to adjacent streets.
- Finally, the difficult terrain results in fewer options for parking areas. A reduction in stalls allows a smaller parking area for the site which is still shielded by landscaping. This avoids the use of a large, isolated treeless parking area as required in the guidelines.

LINK TO STRATEGIC PLAN:

This proposal will support the following Strategic Goal and associated actions:

Goal: The City of Prince Rupert will support and encourage new and renewed housing working with industry, senior government and First Nations.

- Action: Pursue housing funding, partnerships and projects and when appropriate using municipally owned land

Goal: The City of Prince Rupert will foster its local economic, social, cultural and environmental well being so its residents and businesses have a sustainable and prosperous future.

COST:

All costs for this development would be recoverable through the Rapid Housing Initiative if the City is successful in receiving funding for this proposal. If the City is unsuccessful, the development will not proceed at this time.

CONCLUSION:

It is recommended that the City proceed to statutory notification.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Planning Manager

Robert Buchan,
City Manager

Attachment(s):

- Site and Building Plans



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-07

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

PERMIT ISSUED TO OWNER(S): CITY OF PRINCE RUPERT
APPLICANT: CITY OF PRINCE RUPERT

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

LEGAL DESCRIPTION:

PARCEL A (D.F. 15457 & PLAN 5236) DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923
EXCEPT PLAN 6387

CIVIC ADDRESS(ES):

1300 Hays Cove Avenue (Proposed)

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.3 Building Height for principle buildings is varied from 10m to 14m.
 - b. Section 9.1.2 is varied to allow 6 parking stalls fewer than required for a 34-unit multifamily building, the equivalent of 1 stall per unit to an average of 0.82 stalls per unit.
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 and Building Plans attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit 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: Building and Design Plans

ISSUED ON THIS _____ DAY OF _____, 2023.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Corporate Administrator

DRAFT

PRINCE RUPERT RAPID HOUSING INITIATIVE PROJECT

PRINCE RUPERT, BC

dys architecture

260 - 1770 Burrard Street Vancouver BC V6J 3G7
tel 604 669 7710 www.dysarchitecture.com



STATISTICS:	
LOT SIZE:	117,32.9 SF (10,882 SM)
LOT COVERAGE:	8,741.3 SF (928.3 SM) = 8.5%
BUILDING AREA:	34,421.9 SF (3,191.9 SM)
ZONING:	RMI
PROPOSED BUILDING USE:	MULTI-FAMILY RESIDENTIAL
UNIT COUNT	
STUDIO	7 UNITS
1 BED ACCESSIBLE	1 UNITS
2 BED	4 UNITS
3 BED	12 UNITS
4 BED	4 UNITS
TOTAL	34
BUILDING HEIGHT:	43'-0" (4 STOREYS)
PARKING:	
ON-SITE RESIDENTIAL 0.8/UNIT	28 STALLS
ACCESSIBLE	1 STALLS
TOTAL	28 STALLS
*ACCESSIBLE STALLS ARE INCLUDED IN ON-SITE RESIDENTIAL COUNT	
CODE SUMMARY B.C.B.C. 2018 PART 3	
FULLY SPRINKLERED BUILDING	
COMBUSTIBLE CONSTRUCTION	
MAJOR OCCUPANCY - C (RESIDENTIAL)	
FIRE SEPARATIONS WITHIN OCCUPANCIES	
- 1 HR BETWEEN SUITES AND ACCESS TO EXITS	
- 1 HR SERVICE ROOMS	
ENERGY EFFICIENCY REQUIREMENTS	
PROJECT TO EXCEED THE ENERGY EFFICIENCY STANDARDS IN THE 2017 NATIONAL CODE FOR BUILDINGS (NEBC) FOR PART 3 BUILDINGS BY 20%	

CLIENT

CITY OF PRINCE RUPERT

NO. | DATE | ISSUE

1 | 2023-03-15 | RHI FUNDING APPLICATION

NO. | DATE | REVISION

CONSULTANT TEAM

CONSTRUCTION MANAGER

IDL PROJECTS INC.
1088 GREAT ROAD
PRINCE GEORGE, BC
TEL: 250-644-0561

DEVELOPMENT MANAGER

RELATIVITY PROJECTS INC.
12-14451 SUTTON AVE.
PITT MEADOWS, BC V3Y 0G6
TEL: 718-388-2611

ARCHITECT

DYS ARCHITECTURE
260-1770 BURKARD STREET
VANCOUVER, BC V6J 3G7
TEL: 604-669-7710
FAX: 604-669-6629

STRUCTURAL

ACCESS ENGINEERING CONSULTANTS LTD.
181 VANCOUVER STREET
PRINCE GEORGE, BC V2L 0E7
TEL: 250-562-4345

DRAWING LISTS

ARCHITECTURAL

A1.00	COVER SHEET, DRAWING LIST, CONSULTANT LIST
A1.01	SITE PLAN
A1.02	SURVEY PLAN
A2.01	LEVEL 1, 2 & 3 FLOOR PLANS
A2.02	LEVEL 4 FLOOR PLAN & ROOF PLAN
A3.01	SOUTH & EAST BUILDING ELEVATIONS
A3.02	NORTH & WEST BUILDING ELEVATIONS
A4.01	BUILDING SECTIONS

PROJECT

PRINCE RUPERT
RAPID HOUSING INITIATIVE

3RD AVENUE WEST
PRINCE RUPERT, BC

COVER

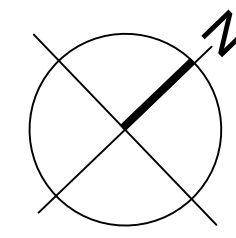
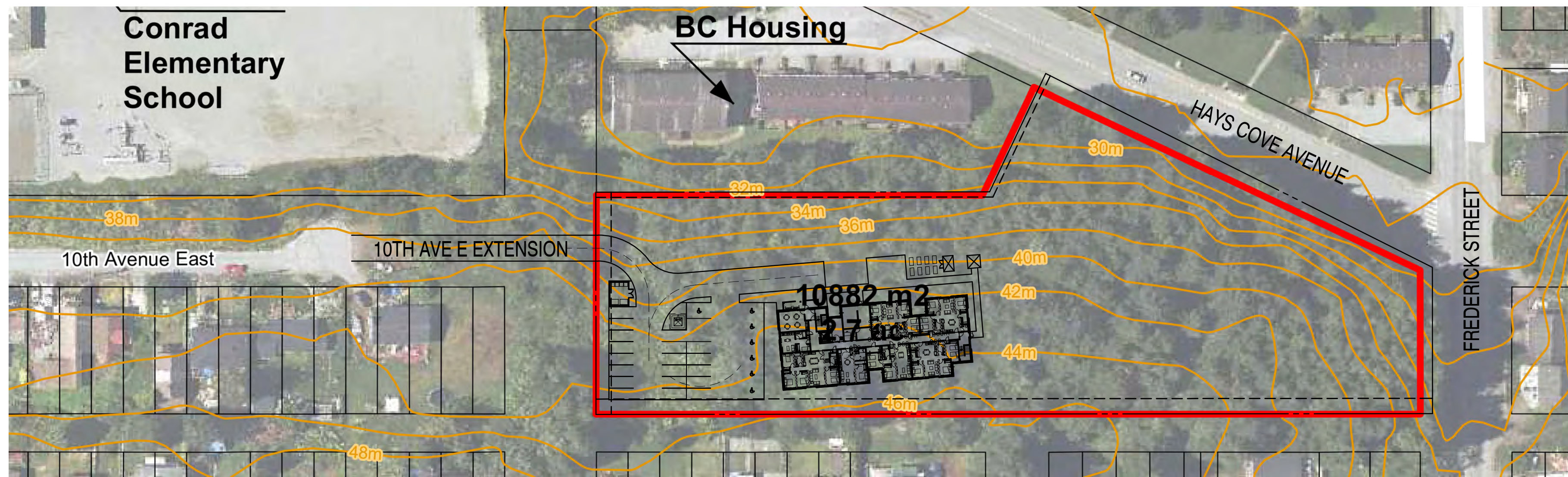
This drawing, as an instrument of service, is the property of dys architecture and may not be reproduced without their permission and provided always that any production carries their name. All designs and other information shown on this drawing are for use on the specified project only and shall not be used otherwise without written permission of dys architecture. Payment of all sums due to dys architecture up to the date of use of this drawing is a condition precedent to the use thereof.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and dys architecture shall be informed of any variations from the dimensions and conditions shown on the drawings. Shop drawings shall be submitted to dys architecture for review before proceeding with fabrication.

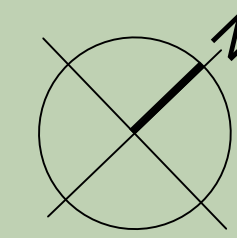
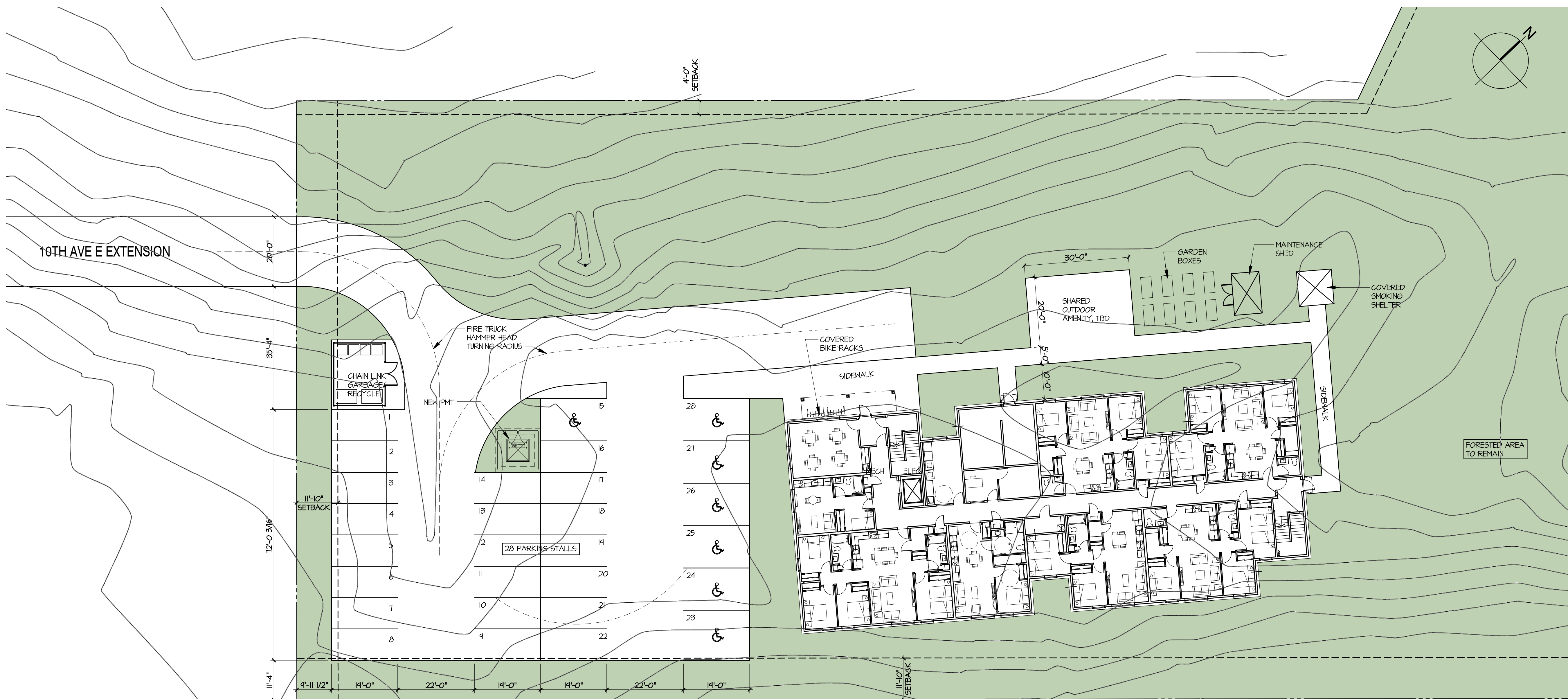
PROJECT A222568

DRAWN DI CHECKED DS

SCALE 1/32" = 1'-0"
DATE MAR. 15, 2023



1 CONTEXT PLAN
1/64" = 1'-0"



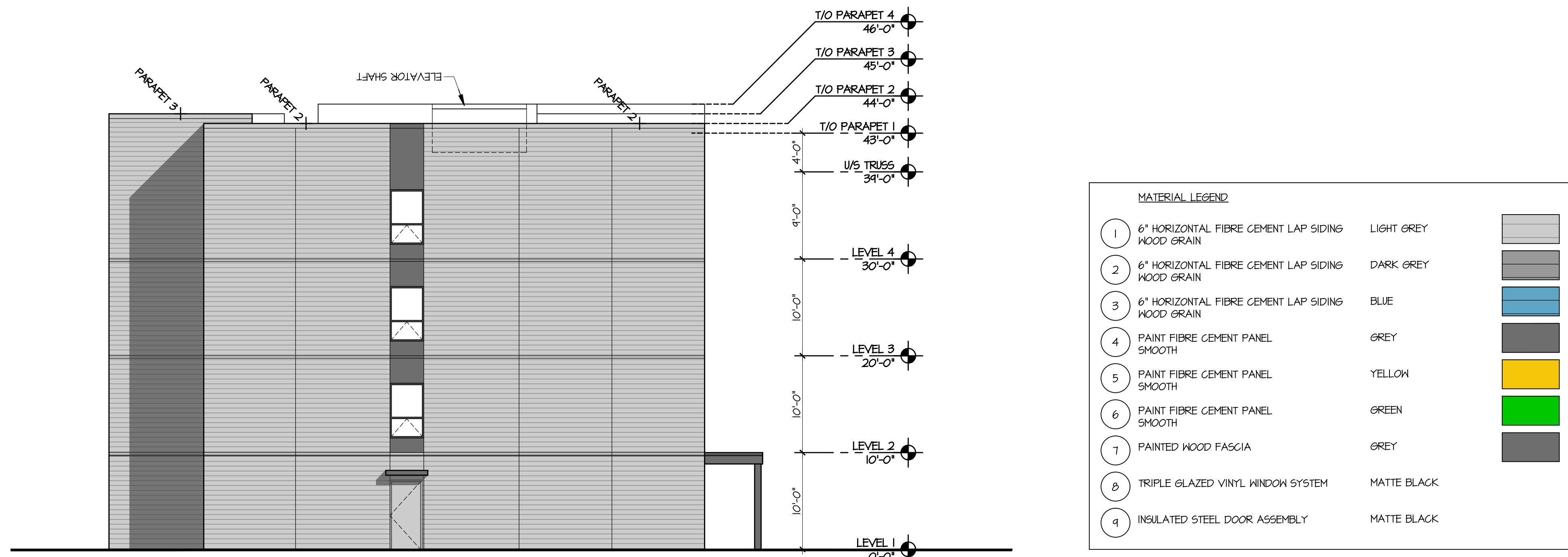
2 SITE PLAN
1/16" = 1'-0"

This drawing, as an instrument of service, is the property of dys architecture and may not be reproduced without their permission and provided always that any production carries their name. All designs and other information shown on this drawing are for use on the specified project only and shall not be used otherwise without written permission of dys architecture. Payment of all sums due to dys architecture up to the date of use of this drawing is a condition precedent to the use thereof.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and dys architecture shall be informed of any variations from the dimensions and conditions shown on the drawings. Shop drawings shall be submitted to dys architecture for review before proceeding with fabrication.



1 NORTH ELEVATION (FRONT)
1/8" = 1'-0"



2 EAST ELEVATION
1/8" = 1'-0"

MATERIAL LEGEND		
1	6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN	LIGHT GREY
2	6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN	DARK GREY
3	6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN	BLUE
4	PAINT FIBRE CEMENT PANEL SMOOTH	GREY
5	PAINT FIBRE CEMENT PANEL SMOOTH	YELLOW
6	PAINT FIBRE CEMENT PANEL SMOOTH	GREEN
7	PAINTED WOOD FASCIA	GREY
8	TRIPLE GLAZED VINYL WINDOW SYSTEM	MATTE BLACK
9	INSULATED STEEL DOOR ASSEMBLY	MATTE BLACK

PROJECT

**PRINCE RUPERT
RAPID HOUSING INITIATIVE**

3RD AVENUE WEST
PRINCE RUPERT, BC

**NORTH & EAST
ELEVATIONS**

This drawing, as an instrument of service, is the property of dys architecture and may not be reproduced without their permission and provided always that any production carries their name. All designs and other information shown on this drawing are for use on the specified project only and shall not be used otherwise without written permission of dys architecture. Payment of all sums due to dys architecture up to the date of use of this drawing is a condition precedent to the use thereof.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and dys architecture shall be informed of any variations from the dimensions and conditions shown on the drawings. Shop drawings shall be submitted to dys architecture for review before proceeding with fabrication.

PROJECT A222568
DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE MAR. 15, 2023

A3.01



1 SOUTH ELEVATION (REAR)
1/8" = 1'-0"



2 WEST ELEVATION
1/8" = 1'-0"

MATERIAL LEGEND			
1	6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN	LIGHT GREY	
2	6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN	DARK GREY	
3	6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN	BLUE	
4	PAINT FIBRE CEMENT PANEL SMOOTH	GREY	
5	PAINT FIBRE CEMENT PANEL SMOOTH	YELLOW	
6	PAINT FIBRE CEMENT PANEL SMOOTH	GREEN	
7	PAINTED WOOD FASCIA	GREY	
8	TRIPLE GLAZED VINYL WINDOW SYSTEM	MATTE BLACK	
9	INSULATED STEEL DOOR ASSEMBLY	MATTE BLACK	

PROJECT

**PRINCE RUPERT
RAPID HOUSING INITIATIVE**

3RD AVENUE WEST
PRINCE RUPERT, BC

**SOUTH & WEST
ELEVATIONS**

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Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and dys architecture shall be informed of any variations from the dimensions and conditions shown on the drawings. Shop drawings shall be submitted to dys architecture for review before proceeding with fabrication.

PROJECT A222568
DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE MAR. 15, 2023

A3.02



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 12, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Development Services Director

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-11

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-11

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 330 8th Avenue East.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.5.2 Maximum building Height, to build an 5 metres tall accessory building. The maximum height for an accessory building within the R2 zone is 3.6 metres. The applicant is requesting a variance of 1.4 metres to the building height limit.

The Site Plan and Elevations are included as Attachment 2.

BACKGROUND & ANALYSIS:

The proposed variance for the building height of an accessory building is requested by the applicant to build a 5-metres tall building intended for use as a garden shed. The applicant rationalized the proposed variance to the building height as necessary to make the pitch for the roof the same for the proposed accessory building as the existing house and keep the property aesthetically pleasing.

Staff have flagged that the adjacent undeveloped lane holds an important utility, and that the proposal may increase risk of vehicle use on this laneway to accommodate building or use of the shed in the future. However, this may be unlikely as the proponent's driveway appears able to accommodate access to the proposed building and the stated intention is for this proposal to be a garden shed. Additionally, this risk

may also exist with any development on the property which is already permitted (e.g. a shed that is under 3.6m).

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

The Draft Development Variance Permit is included as Attachment 1.

COST:

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

CONCLUSION:

This Development Variance Permit application is recommended to proceed to public notification.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Development Services Director

Robert Buchan,
City Manager

Attachment(s):

- Draft Development Variance Permit
- Site Plan & Elevations



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-11

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

PERMIT ISSUED TO OWNER(S): Tracy Williams and Brian Hunchuk

APPLICANT: Brian Hunchuk

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 1 BLOCK 30 SECTION 6 DISTRICT LOT 251 RANGE 5 COAST DISTRICT
PLAN 923

CIVIC ADDRESS(ES):

330 8th Avenue East

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Maximum Building Height (b) is varied from 3.6 metres to 5 metres.
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 and Building Plan attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.

6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.
7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site Plan & Elevations

ISSUED ON THIS _____ DAY OF _____, 2023.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Corporate Administrator

GENERAL NOTES

This plan set designed and drafted by Advanced House Plans to meet average conditions and codes in the United States as it may vary. The Designer, Designer Codes and Requirements are shown and may vary from jurisdiction to jurisdiction. Consult your local building codes and requirements, including but not limited to the local building codes and requirements, to determine the specific codes and requirements for your area. The purchaser shall be responsible for obtaining the appropriate building codes and requirements for their area. The purchaser shall be responsible for obtaining the appropriate building codes and requirements for their area. The purchaser shall be responsible for obtaining the appropriate building codes and requirements for their area.

If the contractor or subcontractor is the owner of their work, find any discrepancies between the plan and the physical conditions of the site or structure, or the owner of the plan or specifications, it shall be their responsibility to amend plans. They shall not be held responsible for any discrepancies in the working drawings, in any case where such amending will be done at the contractor's expense.

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DESIGN LOADS:

Minimum design wind speed: 75 mph, Exposure Category B

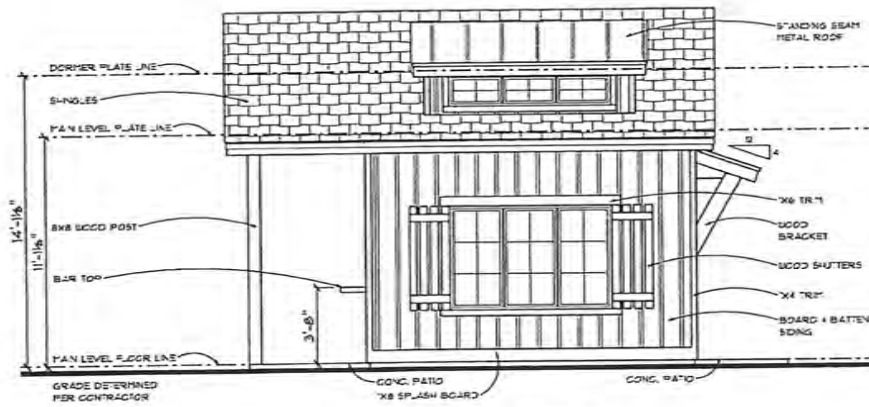
Seismic Design Category A

Floor: 10 psf, live 10 psf, dead 5 psf, wind 10 psf, snow 5 psf, dead 5 psf, wind 10 psf

Roof: 10 psf, live 10 psf, dead 5 psf, wind 10 psf

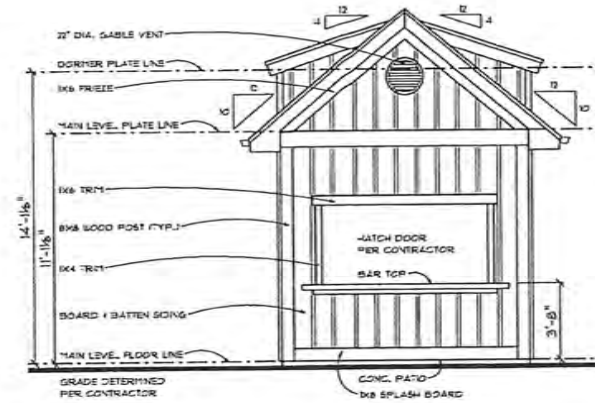
Soil bearing Capacity - 1500 psf

Use 2x4, 2x6, 2x8, 2x10, 2x12, 4x4, 4x6, 4x8, 4x10, 4x12, 6x6, 6x8, 6x10, 6x12, 8x8, 8x10, 8x12, 10x10, 10x12, 12x12, 12x14, 12x16, 12x18, 12x20, 12x24, 12x30, 12x36, 12x42, 12x48, 12x54, 12x60, 12x66, 12x72, 12x78, 12x84, 12x90, 12x96, 12x102, 12x108, 12x114, 12x120, 12x126, 12x132, 12x138, 12x144, 12x150, 12x156, 12x162, 12x168, 12x174, 12x180, 12x186, 12x192, 12x198, 12x204, 12x210, 12x216, 12x222, 12x228, 12x234, 12x240, 12x246, 12x252, 12x258, 12x264, 12x270, 12x276, 12x282, 12x288, 12x294, 12x300, 12x306, 12x312, 12x318, 12x324, 12x330, 12x336, 12x342, 12x348, 12x354, 12x360, 12x366, 12x372, 12x378, 12x384, 12x390, 12x396, 12x402, 12x408, 12x414, 12x420, 12x426, 12x432, 12x438, 12x444, 12x450, 12x456, 12x462, 12x468, 12x474, 12x480, 12x486, 12x492, 12x498, 12x504, 12x510, 12x516, 12x522, 12x528, 12x534, 12x540, 12x546, 12x552, 12x558, 12x564, 12x570, 12x576, 12x582, 12x588, 12x594, 12x600, 12x606, 12x612, 12x618, 12x624, 12x630, 12x636, 12x642, 12x648, 12x654, 12x660, 12x666, 12x672, 12x678, 12x684, 12x690, 12x696, 12x702, 12x708, 12x714, 12x720, 12x726, 12x732, 12x738, 12x744, 12x750, 12x756, 12x762, 12x768, 12x774, 12x780, 12x786, 12x792, 12x798, 12x804, 12x810, 12x816, 12x822, 12x828, 12x834, 12x840, 12x846, 12x852, 12x858, 12x864, 12x870, 12x876, 12x882, 12x888, 12x894, 12x900, 12x906, 12x912, 12x918, 12x924, 12x930, 12x936, 12x942, 12x948, 12x954, 12x960, 12x966, 12x972, 12x978, 12x984, 12x990, 12x996, 12x1002, 12x1008, 12x1014, 12x1020, 12x1026, 12x1032, 12x1038, 12x1044, 12x1050, 12x1056, 12x1062, 12x1068, 12x1074, 12x1080, 12x1086, 12x1092, 12x1098, 12x1104, 12x1110, 12x1116, 12x1122, 12x1128, 12x1134, 12x1140, 12x1146, 12x1152, 12x1158, 12x1164, 12x1170, 12x1176, 12x1182, 12x1188, 12x1194, 12x1200, 12x1206, 12x1212, 12x1218, 12x1224, 12x1230, 12x1236, 12x1242, 12x1248, 12x1254, 12x1260, 12x1266, 12x1272, 12x1278, 12x1284, 12x1290, 12x1296, 12x1302, 12x1308, 12x1314, 12x1320, 12x1326, 12x1332, 12x1338, 12x1344, 12x1350, 12x1356, 12x1362, 12x1368, 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LEFT ELEVATION

SCALE: 1/4" = 1'-0"



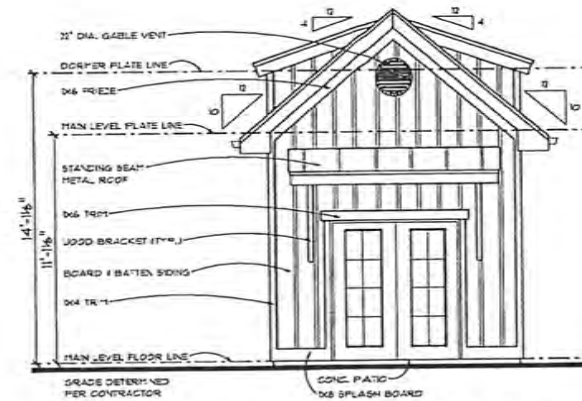
REAR ELEVATION

SCALE: 1/4" = 1'-0"



RIGHT ELEVATION

SCALE: 1/4" = 1'-0"



FRONT ELEVATION

SCALE: 1/4" = 1'-0"

PREP
DESIGN
FINAL
REVISED

Brian Hunchuk



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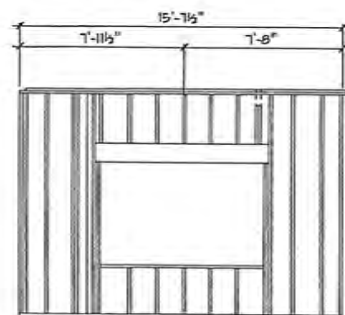
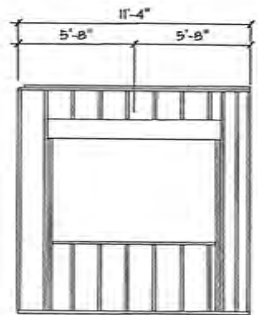
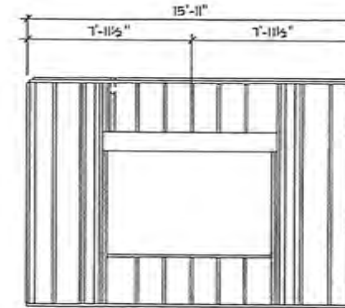
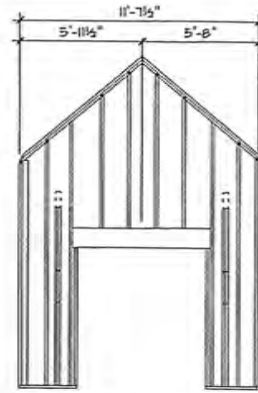
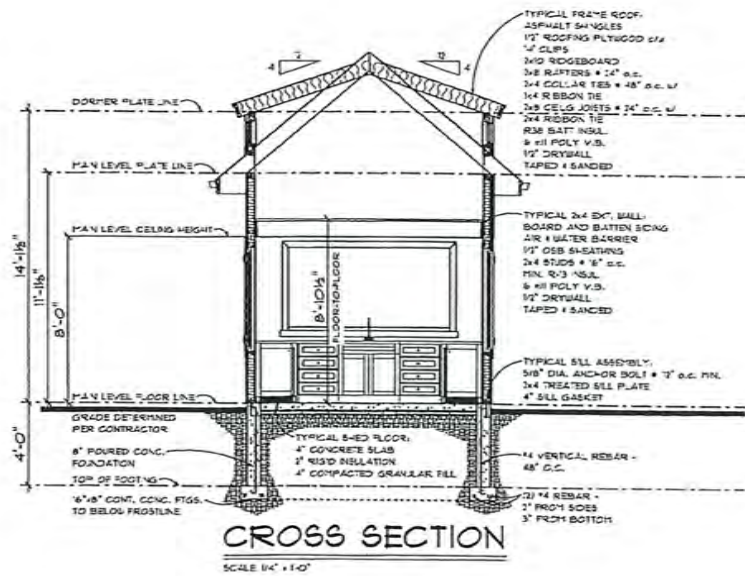
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23344

SHEET
2
OF
5

100% SCALE = 8"=1'

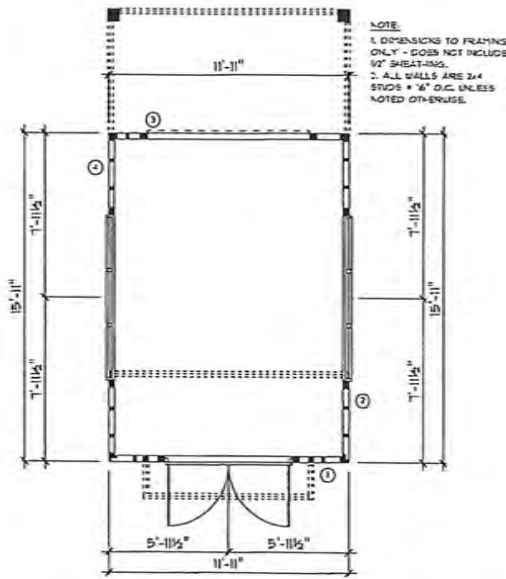
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REVISED 11/2023



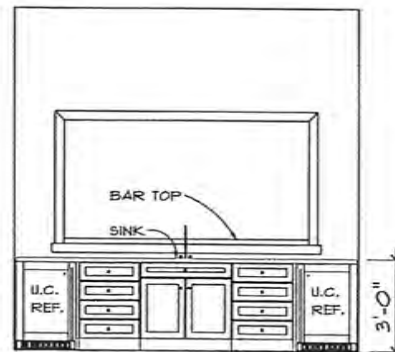
WALL PANELS

SCALE 1/4" = 1'-0"



MAIN LEVEL FRAMING PLAN

SCALE 1/4" = 1'-0"



DETAIL 1

CABINET ELEVATIONS

SCALE: 3/8" = 1'-0"



FRAMING DIAGRAM

NOT TO SCALE

FIELD
5-2-2013
DATE
5-2-2013
REVISION

Brian Hunchuk



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2023
23344

SHEET
4
 OF
 5
 100% SCALE = 1/4" = 1'-0"

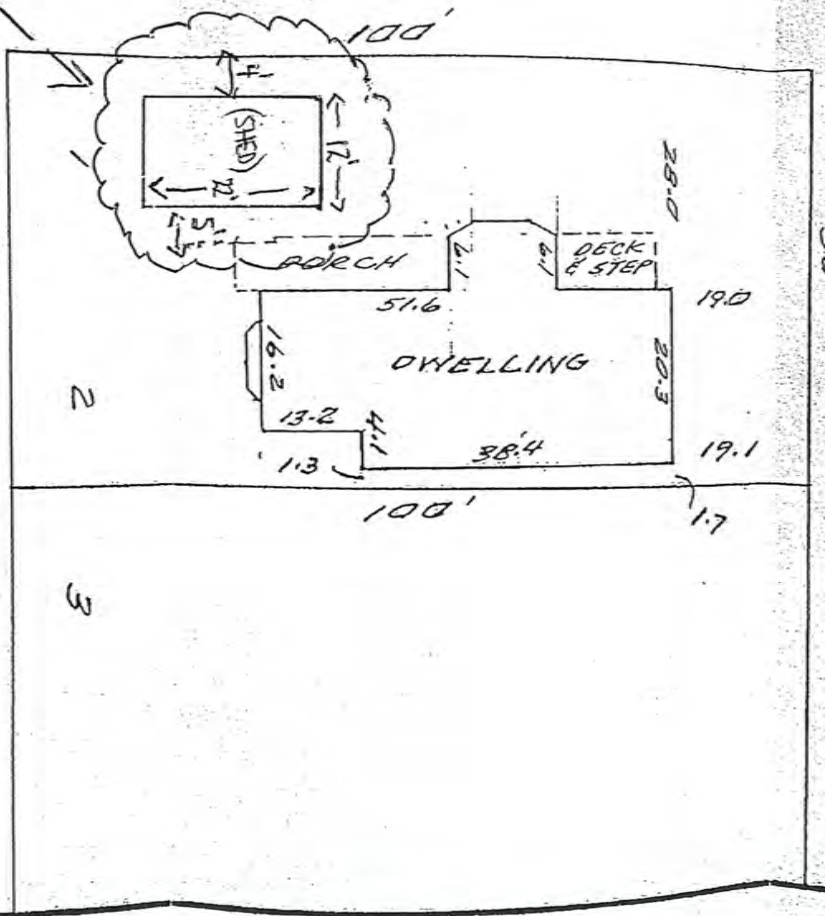
SURV. CERTIFICATE NO. 71818

LOTS 1 AND 2, BLOCK 30, SECTION 6, CERTIFICATE ARE NOT TO BE USED TO DEFINE BOUNDARIES

PRINCE RUPERT, B.C.

SCALE 1" = 20'

330 8TH AVE. EAST



SHED LOCATION ON PROPERTY

This document is not valid unless originally signed and sealed.

CERTIFIED CORRECT

According to Land Registry Plan and survey evidence as shown



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

MCELHANNNEY ASSOCIATES
#201, 4548 LAKEUSE AVENUE
TERRACE, B.C.
V8G 1P8



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 12, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Development Services Director

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-13

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-13

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1808-1810 7th Avenue East.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.5.2 (c) to have a 2.07 metres setback from the front property line to account for a proposed new deck and deck cover to be added to the existing building. The required distance from the front property line in an R2 zone is 3.6 metres. The applicant is requesting a variance of 1.53 metres to the front property line setback.

The Site Plan is included as Attachment 2.

BACKGROUND & ANALYSIS:

The proposed variance to the front property setback is requested by the applicant to accommodate a proposed deck that will be 6 metres by 2.43 metres (20' by 8'). The applicant rationalized the proposed variance to the front property line as necessary due to the need to replace the existing deck, which is in poor condition. The applicant is hoping to update the home and increase the aesthetics of the property.

The proposed deck and rain cover are in alignment with the neighbouring property, which is built very close to the front property line as well. There are no known negative impacts of the proposed variance on the surrounding neighbourhood; however, the public will have the opportunity to provide input during the public consultation period.

Referrals have been sent to staff.



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-13

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

PERMIT ISSUED TO OWNER(S): KIRK ALFRED HART
APPLICANT: Kirk Hart

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 3-4 BLOCK 27 SECTION 7 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN
923

CIVIC ADDRESS(ES):

1808-1810 7th Avenue East

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2 Minimum Dimensions Required For Yards (c) is varied from 3.6 metres to 2.07 metres setback from the front property line,
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 and Building Plans attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit 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 Plans and Elevations

ISSUED ON THIS _____ DAY OF _____, 2023.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Corporate Administrator

The Draft Development Variance Permit is included as Attachment 1.

COST:

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

CONCLUSION:

This Development Variance Permit application is recommended to proceed to public notification.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Development Services Director

Robert Buchan,
City Manager

Attachment(s):

- Draft Development Variance Permit
- Site Plan & Elevation Information

House - 14.8' from Property line (front)

Deck Footprint

Rain cover footprint

20'

6.8'
from
city
Property

8'

Proposed
deck/rain
cover
footprint

Property line
with city

Elevation info

- Roof: 10.5' at house (max height) above finished concrete driveway
- Deck: 12" above finished concrete driveway

$$\frac{1}{4}'' = 1'$$



REPORT TO COUNCIL
Regular Meeting of Council

DATE: June 26, 2023
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: 2022 STATEMENT OF FINANCIAL INFORMATION (SOFI)

RECOMMENDATION:

THAT Council approves the 2022 Statement of Financial Information as presented.

REASON FOR REPORT:

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

BACKGROUND:

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

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

CURRENT:

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

LINK TO STRATEGIC PLAN:

Acceptance of the financial statements is required in accordance with *Section 2(3)* of the *Financial Information Act*.

CONCLUSION:

Council by approving the 2022 Statement of Financial Information will fulfill the requirements of the *Financial Information Act*.

Report Prepared by:

Corinne Bomben,
Chief Financial Officer

Report reviewed by:

Robert Buchan,
City Manager

Attachment:

- 2022 Statement of Financial Information

City of Prince Rupert

2022 Statement of Financial Information

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022**

Table of Contents

Description	Page
Statement of Financial Information Approval	3
Management Letter	4
Schedule of Elected Officials' Remuneration and Expenses	5
Schedule of Employees' Remuneration and Expenses	6
Schedule of Grants or Contributions	9
Schedule of Suppliers of Goods and Services	10
Schedule of Severance Agreements	15
Schedule of Guarantee and Indemnity Agreements	16
Schedule of Long-Term Debt	17
City of Prince Rupert Audited 2022 Financial Statements	18

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

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022

Statement of Financial Information Approval

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

Herb Pond
Mayor on behalf of Council

Corinne Bomben
Chief Financial Officer

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

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022

Management Letter

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

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

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

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

On behalf of the City of Prince Rupert

Corinne Bomben
Chief Financial Officer

Date

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

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022

Schedule of Elected Officials' Remuneration and Expenses

		<u>Remuneration & Taxable Benefits</u>	<u>Expenses</u>	<u>Total</u>
Mayor	BRAIN, LEE	\$ 75,870	\$ 5,571	\$ 81,441
	POND, HERBERT	11,727	207	11,934
Councillor	ADEY, NICHOLAS	21,762	-	21,762
	CUNNINGHAM, BARRY	21,762	4,041	25,803
	FORSTER, TERESA	2,932	-	2,932
	MIRAU, BLAIR	18,831	3,019	21,850
	NIESH, WADE	21,762	2,729	24,491
	RANDHAWA, GURVINDER	21,762	-	21,762
	SKELTON-MORVEN, REID	<u>21,762</u>	<u>3,030</u>	<u>24,792</u>
		<u>\$ 218,170</u>	<u>\$ 18,597</u>	<u>\$ 236,767</u>

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

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022

Schedule of Employees' Remuneration and Expenses

Employee	Remuneration and Taxable Benefits	Other Remuneration (Note 1)	Total Remuneration	Training & Related Travel Expenses	Business Travel & Other Expenses
ACETO, VINCE	\$ 99,036	\$ -	\$ 99,036	\$ 300	\$ 900
BEATTIE, ROBIN	77,495	-	77,495	716	-
BECKWITH, JEFFERY	245,452	-	245,452	5,196	1,851
BISHOP, BRODY	145,042	-	145,042	2,483	-
BLAKE, CHRISTOPHER	82,438	-	82,438	-	391
BOMBEN, CORINNE	182,127	-	182,127	6,027	4,220
BRLECIC, LAURA	81,478	-	81,478	100	1,425
BROOKS, RHEANNON	79,540	-	79,540	-	-
BUCHAN, ROBERT	235,115	11,385	246,500	-	33,836
BUNKOWSKI, ANDREW	92,452	-	92,452	-	110
BURROWS, JORDAN	151,682	-	151,682	320	3,641
CAM, DANIEL	98,617	-	98,617	-	813
CARIGNAN, MATHIEU	76,840	-	76,840	-	492
COOPER, CHAD	150,304	-	150,304	2,207	-
DAIGLE, ASHLEY	84,015	-	84,015	1,038	-
DANIELE, JAMES	171,674	-	171,674	29	-
DAVIDSON, MICHAEL	139,470	-	139,470	-	-
DE RUYTER DE WILDT, HEIDI	83,760	-	83,760	-	-
DOPKO, TIMOTHY	160,902	-	160,902	-	1,611
DRURY, DONNA	84,528	-	84,528	-	148
DUTTON, TRYSTA	77,529	-	77,529	599	165
EDWARDS, STEPHANIE	77,098	-	77,098	1,116	-
FERGUSON, CRAIG	168,653	-	168,653	-	158
FODOR, STEPHEN	98,569	9,330	107,899	-	631
FUZI, RYAN	171,261	-	171,261	1,056	-
GALE, DANIEL	148,233	-	148,233	-	158
GARDINER, GARIN	128,948	67,234	196,182	-	946
GERMAN, RON	86,271	-	86,271	-	-
GREEN, KASPER	111,287	-	111,287	2,207	-
GURNSEY, MATTHEW	59,242	44,581	103,823	-	50
HANSEN, KAREN	78,077	-	78,077	-	-
HAWKINS, KELLI	75,154	-	75,154	-	-
HIGGINSON, TRISTAN	100,601	-	100,601	100	2,336
HOFFMAN, JONATHAN	104,437	-	104,437	-	658
HURLBURT, PAUL	110,431	-	110,431	-	-
JAMES, DAVID	151,380	-	151,380	-	856
JOHNSON, DUSTIN	102,698	5,484	108,182	1,232	605
JOHNSON, HUNTER	75,064	-	75,064	784	1,434
JONES, REAL	153,347	-	153,347	708	-
Sub-total	\$ 4,600,245	\$ 138,014	\$ 4,738,259	\$ 26,217	\$ 57,432

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

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

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022

Schedule of Employees' Remuneration and Expenses

Employee	Remuneration and Taxable Benefits	Other Remuneration (Note 1)	Total Remuneration	Training & Related Travel Expenses	Business Travel & Other Expenses
KAWAGUCHI, GREGORY	\$ 79,357	\$ 1,504	\$ 80,861	\$ 1,081	\$ 403
KESSLER, MARKO	110,187	-	110,187	649	-
KNOWLAN, AUSTIN	89,929	-	89,929	387	741
KORMENDY, DEREK	169,177	-	169,177	-	-
KRISTMANSON, MICHAEL	112,105	-	112,105	1,348	585
KRISTOFF, MARVIN	82,898	48,336	131,234	-	-
LAWRENCE, STEPHEN	138,906	-	138,906	1,259	-
LEIGHTON, TROY	115,330	-	115,330	-	-
LUSSIER, HADEN	92,702	-	92,702	-	236
MACILROY, MOYNA	75,067	-	75,067	-	-
MACKENZIE, DIANE	75,506	763	76,269	-	-
MILLER, ROSAMARIA	135,672	-	135,672	8,142	267
MORASH, ROBERT	83,856	-	83,856	-	-
MORSE, JAMES	57,370	133,124	190,493	-	-
MUELLER, ILA	81,536	-	81,536	-	-
NEL, SEBASTIAN	94,421	-	94,421	195	191
NICHOLLS, CRAIG	133,558	-	133,558	-	781
OSTROM, TANYA	121,562	-	121,562	-	60
PAOLO, ROCKY	188,163	-	188,163	-	-
PATERSON, TREENA	89,167	-	89,167	876	985
PELOQUIN, FLORIAN	89,164	-	89,164	-	883
PETERS, KEVIN	67,752	29,557	97,309	-	251
POMPONIO, REMO	180,160	-	180,160	-	-
PROKSCH, GARY	80,011	-	80,011	3,485	692
PUCCI, RICHARD	176,627	-	176,627	-	46,285
ROBINSON, LINDA	54,968	23,486	78,453	-	-
ROWSE, SEAN	84,217	-	84,217	1,360	692
SAMPSON, ROGER	75,502	4,198	79,700	1,556	545
SCHMIDT, JORDAN	174,832	-	174,832	299	-
SEIDEL, MARK	132,062	-	132,062	492	924
SEIDEMANN, HANS	73,963	5,948	79,911	155	1,472
SHAREEF, ASNA	89,064	-	89,064	-	-
SIDONI, DYLAN	185,985	-	185,985	-	-
SOARES, JOSE	86,531	18,587	105,118	169	130
STEWART, VERONIKA	89,858	-	89,858	-	-
TEO, KIM	113,316	-	113,316	100	1,263
TRAN, NICK	73,779	41,709	115,488	-	354
TREE, JONI	92,520	-	92,520	-	1,298
TRETHEWEY, DREW	152,403	-	152,403	-	-
Sub-total	\$ 4,199,184	\$ 307,210	\$ 4,506,394	\$ 21,554	\$ 59,039

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

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

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022**

Schedule of Employees' Remuneration and Expenses

Employee	Remuneration and Taxable Benefits	Other Remuneration (Note 1)	Total Remuneration	Training & Related Travel Expenses	Business Travel & Other Expenses
UPPAL, GUNEET	\$ 124,204	\$ -	\$ 124,204	\$ -	\$ 1,456
VENDITTELLI, JORDAN	173,933	-	173,933	2,353	-
VENDITTELLI, PAUL	137,370	-	137,370	-	45,258
VERA, ANTONIO	105,977	-	105,977	2,203	1,310
VICENTE, JOAO	77,180	-	77,180	784	602
WEICK, RALPH	100,561	31,254	131,815	-	-
ZACHARIAS, KYLE	79,455	-	79,455	337	1,221
Sub-total	<u>\$ 798,681</u>	<u>\$ 31,254</u>	<u>\$ 829,935</u>	<u>\$ 5,677</u>	<u>\$ 49,846</u>
		Employee (1st page)	4,738,259	26,217	57,432
		Employee (2nd Page)	4,506,394	21,554	59,039
		Employee (3rd Page)	829,935	5,677	49,846
		Total for employees earning more than \$75,000	<u>\$ 10,074,588</u>	<u>\$ 53,449</u>	<u>\$ 166,318</u>
		Total remuneration to Council members	218,170		
		Total remuneration to all other employees	<u>7,264,127</u>		
		Total employee remuneration and taxable benefits	<u>\$ 17,556,885</u>		

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

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

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022

Schedule of Grants or Contributions

AFFNO Sugar Shack Grant (in kind)	\$	950
BC SPCA		28,676
Halloween Festival (in kind)		3,960
National Aboriginal Day (in kind)		1,716
Navy League of Canada (in kind)		4,044
Prince Rupert Racquet Association		8,500
Prince Rupert Arts Council		20,000
Prince Rupert Special Events Society (in kind)		6,694
Prince Rupert Special Events Society (operating)		15,000
Prince Rupert Wildlife Rehab Shelter		6,600
CHSS Evergreen Program (operating)		750
CHSS Evergreen Program (in kind)		142
Ecotrust Canada		7,500
Prince Rupert Golf Course (Operating)		160,000
Tourism Prince Rupert (Hotel Tax Only)		332,449
Tourism Prince Rupert (Visitors Information Centre)		17,000
Museum of Northern BC - Kwinsta Station Grant		15,000
Museum of Northern BC		155,253
Prince Rupert Library		737,000
Prince Rupert Library (vested benefit accrual)		9,048
Lester Centre of the Arts		148,780
		<hr/>
Total	\$	<u>1,679,062</u>

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

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022**

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

1279608 B.C. LTD. (MACCARTHY GM TRUSTEE)	\$ 257,235
4 SEASON MAINTENANCE LTD	38,751
ACKLANDS-GRAINGER INC.	42,015
ADAMS DIVING AND MARINE SERVICES LTD.	32,811
ADVENTURE CONSTRUCTION	1,967,856
ALLNORTH CONSULTANTS LIMITED	92,869
AMAZON.CA	33,558
AQUILA SAFETY	116,366
ASSOCIATED ENGINEERING (B.C.) LTD.	265,639
ASSOCIATED FIRE SAFETY	89,136
B.C. HYDRO	777,188
B.C. TRANSIT	695,137
BABINE TRUCK AND EQUIPMENT	47,629
BANDSTRA TRANSPORTATION SYSTEMS LTD.	85,729
BBA ENGINEERING LTD.	362,660
BEAR CREEK CONTRACTING LTD.	58,696
BLACK PRESS GROUP LTD.	55,473
BONI-MADDISON ARCHITECTS	220,983
BRENNTAG CANADA INC.	93,745
BROADWATER INDUSTRIES (2011) LTD.	2,576,198
BTY CONSULTANCY GROUP INC	37,824
BYTOWN DIESEL SALES LIMITED	80,968
CANADA'S BIG TRUCK RENTAL	113,654
CANADIAN FISHING COMPANY	177,608
CARSON METAL & HVAC	33,462
CENTRALSQUARE CANADA SOFTWARE INC.	46,578
CFDC OF THE PACIFIC NORTHWEST	33,123
CIMCO REFRIGERATION	81,662
CIMS LIMITED PARTNERSHIP	165,338
CITYWEST CABLE & TELEPHONE CORP.	153,509
CIVIC LEGAL LLP	97,116
COLLIERS PROJECT LEADERS INC.	387,246
	387,246
Sub-total	\$ 9,317,762

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

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022**

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

COMMERCIAL EMERGENCY EQUIPMENT CO.	\$ 138,085
CORCOAT CONTRACTING LTD.	80,943
CT NORTHERN CONTRACTORS ALLIANCE LP	8,770,745
DB PERKS & ASSOCIATES LTD	46,822
ECOTRUST CANADA	66,442
EIFFAGE INNOVATIVE CANADA INC.	12,790,333
EMCO CORPORATION	108,123
EMIL ANDERSON GROUP	51,896
EMPIRE TREE SERVICES	129,481
EXECUTRADE CONSULTANTS LTD.	101,403
EXP SERVICES INC.	29,925
FINNING (CANADA)	31,110
FIREWORKS CONSULTING INC.	51,466
FLOCOR INC	330,895
FRED SURRIDGE LTD.	102,706
GLOBAL AFFAIRS	44,000
GREATPACIFIC CONSULTING LTD	136,065
GROSSO PRE-CAST SERVICE LTD.	28,904
GROUP MILLS LTD.	115,186
HARBOUR MACHINING WELDING & FABRICATING	38,551
HARRIS & COMPANY	25,714
I.C.B.C	57,061
ISCO CANADA INC	26,127
IT BLUEPRINT SOLUTIONS INC.	71,539
JOHNNY'S MACHINE SHOP LTD.	137,468
KAL TIRE	45,818
L & M ENGINEERING LTD	108,826
LAWSON LUNDELL LLP	167,293
LIDSTONE & COMPANY BARRISTERS & SOLICITORS	145,877
LIGHTEN UP ELECTRIC LTD.	252,078
LINDE CANADA INC.	47,732
LOCAL RENTAL SOLUTIONS	69,491
	Sub-total \$ 24,348,105

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

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022**

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

MAGNA ENGINEERING SERVICES INC.	\$ 382,792
MANULIFE FINANCIAL	697,186
MCELHANNEY LTD.	1,243,523
METLAKATLA GOVERNING COUNCIL	59,688
MIDWAY PURNEL SANITARY SUPPLY (PG) LTD.	67,695
MUNICIPAL FINANCE AUTHORITY	669,619
MUNICIPAL INSURANCE ASSOCIATION OF B.C.	314,099
MUNICIPAL PENSION PLAN	1,394,706
NEILSON STRATEGIES INC.	38,299
NORTHCOAST REGIONAL REGIONAL DISTRICT (MFA)	1,746,392
NORTHERN LABORATORIES (2010) LTD.	43,945
NORTHERN SONS VENTURES LTD.	175,819
NORTHLANDS WATER & SEWER SUPPLIES LTD.	106,016
NORTHWEST FUELS LTD.	721,019
OCEAN DRY ENT. LTD. DBA SAANICH PLUMBING & ORGANIZED CRIME AGENCY OF BC	61,150 31,048
PACIFIC FLAGGING	57,988
PACIFIC NORTHERN GAS LTD.	421,136
PACIFIC NORTHWEST ELECTRIC AND CONTROLS	84,532
PEMBINA INFRASTRUCTURE & LOGISTICS LP	1,234,945
PETERBILT PACIFIC INC.	59,724
PORT EDWARD HARBOUR AUTHORITY	26,454
PRINCE RUPERT PORT AUTHORITY	22,149
PW TRANSIT CANADA LTD.	400,027
R. RADLOFF & ASSOCIATES	39,006
RECEIVER GENERAL - PAYROLL DEDUCTIONS	917,428
RECEIVER GENERAL FOR CANADA - RCMP "E"	4,545,670
RECEIVER GENERAL- GST	181,387
REVENUE SERVICES OF B.C.	330,701
ROGERS	41,240
ROLLINS MACHINERY LIMITED	127,794
ROSE & BRODY LTD.	41,191
Sub-total	\$ 16,284,368

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

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022**

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

RUPERT CLEANERS & LAUNDRY LTD.	\$ 87,778
RUPERT DISPOSAL LTD.	210,478
RUPERT WOOD 'N STEEL CONSTRUCTION LTD.	236,289
SEA-SPORT OUTBOARD MARINA LTD.	63,777
SECURICORE	144,032
SECURIGUARD SERVICES LIMITED	217,384
SILVERSIDES MERRICK & MCLEAN	46,490
SKEENA CONCRETE PRODUCTS LTD	161,850
SPERLING HANSEN ASSOCIATES	410,108
STOREY'S EXCAVATING	445,637
STUCK ON DESIGNS	27,826
SULLIVAN MECHANICAL LTD.	25,740
TENAQUIP LIMITED	60,330
TETRA TECH CANADA INC.	46,463
THE DRIVING FORCE INC.	29,922
TOMKO SPORTS SYSTEMS INC.	59,204
URBAN SYSTEMS LTD.	237,691
VIMAR EQUIPMENT LTD	50,472
VOHORA LLP	34,388
WEST FRASER CONCRETE LTD.	36,356
WESTCANA ELECTRIC INC.	104,064
WESTERN EQUIPMENT LTD.	33,593
WESTERN TANK & LINING LTD.	745,502
WFR WHOLESALE FIRE & RESCUE LTD.	34,094
WHITE CAP SUPPLY CANADA INC.	41,958
WILL CREATIVE INC.	28,079
WORKER'S COMPENSATION BOARD	666,898
YELLOWHEAD PAVEMENT MARKING INC.	99,473
ZIRCO (1989) LTD.	27,318
Sub-total	\$ 4,413,194

City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022

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

Suppliers (1st Page)	\$	9,317,762
Suppliers (2nd Page)		24,348,105
Suppliers (3rd Page)		16,284,368
Suppliers (4th Page)		<u>4,413,194</u>
Suppliers paid equal and over \$25,000		54,363,429
Other suppliers paid under \$25,000		<u>1,722,579</u>
Total paid to Suppliers in 2022		56,086,008
		Grants to community partners 1,679,062
		Council & employee remuneration 17,556,885
		Council & employee expenses <u>238,363</u>
		75,560,318
		Less investment in tangible capital assets (23,214,589)
		Add back Legacy investment in tangible capital assets 895,098
		Net change in accrued expenses (4,276,959)
		Less principal portion of loan payments made to NCRD/MFA (1,372,956)
		Net change in Inventory 239,362
		Amounts billed back via accounts receivable (2,066,489)
		Refundable sales tax included in amounts paid to vendors (1,811,279)
		Less expense reported for Prince Rupert Legacy Inc. <u>(1,929,468)</u>
		Expenses as per audited financial statement "B" \$ <u>42,023,038</u>

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

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022**

Schedule of Severance Agreements

Nil

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

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022**

Schedule of Guarantee and Indemnity Agreements

Nil

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

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022**

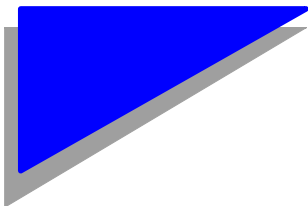
Schedule of Long-Term Debt

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

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

**City of Prince Rupert
Statement of Financial Information
For the Year Ended December 31, 2022**

**Audited 2022 Financial Statements
(Attached)**



Vohora LLP
CPAs & Business Advisors

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Toll Free Phone: (800) 281-5214
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www.vohora.ca

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council

Report on the Financial Statements

Opinion

We have audited the financial statements of the City of Prince Rupert (the City), which comprise the Consolidated Statement of Financial Position at December 31, 2022, the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the City in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

The financial statements for the year ended December 31, 2021 were audited by another auditor who expressed an unmodified opinion on those financial statements on May 9, 2022.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

(continues)

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INDEPENDENT AUDITOR'S REPORT *(continued)*

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- 1 Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

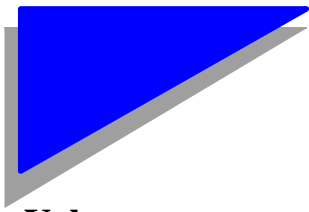
- 1 Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.

- 1 Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- 1 Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.

- 1 Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

(continues)



Vohora LLP
CPAs & Business Advisors

INDEPENDENT AUDITOR'S REPORT *(continued)*

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince Rupert, BC
May 8, 2023

Vohora LLP

Chartered Professional Accountants

City of Prince Rupert

2022 Audited Financial Statements

City of Prince Rupert

Consolidated Statement of Financial Position December 31

	<u>2022</u>	<u>2021</u>
Financial Assets		
Cash and Cash Equivalents	\$ 59,429,659	\$ 78,097,653
Taxes Receivable (Note 2a)	1,350,732	908,357
General Receivables (Note 2b)	3,566,143	2,852,019
Deposit-Municipal Finance Authority (Note 3)	408,181	413,271
Land Inventory Held for Resale (Note 4)	9,618,106	9,618,106
Loans to Prince Rupert Airport Authority (Note 5)	6,861,311	6,829,163
	<u>\$ 81,234,132</u>	<u>\$ 98,718,569</u>
Liabilities		
Accounts Payable and Accrued Liabilities (Note 6a)	\$ 15,147,296	\$ 19,783,807
Deferred Revenue (Note 6b)	12,746,702	9,960,797
Landfill Closure Cost (Note 9b)	3,445,852	3,724,251
Reserves - Municipal Finance Authority (Note 3)	85,304	83,441
Loans Payable (Schedule 11 and Note 7)	1,820,916	1,611,220
Debenture Debt (Schedule 12 and Note 7)	24,840,713	25,986,676
	<u>\$ 58,086,783</u>	<u>\$ 61,150,192</u>
Net Financial Assets (Statement C)	<u>\$ 23,147,349</u>	<u>\$ 37,568,377</u>
Non-financial Assets		
Tangible Capital Assets (Schedule 3 and Note 1c)	\$ 133,914,306	\$ 114,478,588
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 8)	47,452,763	46,459,763
Inventory (Note 1d)	1,011,236	771,874
	<u>\$ 182,378,305</u>	<u>\$ 161,710,225</u>
Surplus and Equity (Statement B)	<u>\$ 205,525,654</u>	<u>\$ 199,278,602</u>
City Position		
Accumulated Operating Surplus (Schedule 1)	\$ 23,131,087	\$ 31,305,265
Bylaw and Statutory Reserve Funds (Schedule 2)	25,197,437	31,822,769
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 8)	47,452,763	46,459,763
Investment in Tangible Capital Assets (Schedule 5)	109,744,367	89,690,805
Net Position (Statement B)	<u>\$ 205,525,654</u>	<u>\$ 199,278,602</u>



Corinne Bomben, CPA, CA
Chief Financial Officer

City of Prince Rupert

Consolidated Statement of Operations For The Year Ended December 31

	Unaudited <u>2022 Budget</u>	2022 <u>Actual</u>	2021 <u>Actual</u>
Revenues			
Taxes (Net) (Schedule 6)	\$ 26,851,000	\$ 26,800,843	\$ 25,978,970
Sale of Services (Schedule 7)	12,904,000	13,259,124	10,922,138
Services Provided to Other Governments	79,000	135,338	127,467
Government Transfers (Schedule 8)	15,716,000	4,088,766	2,323,513
Fees, Permits, Licenses and Fines (Schedule 9)	374,000	442,955	498,266
Investment Income	420,000	1,208,652	437,776
City West Cable & Tel. Corp.	-	993,000	3,989,000
Prince Rupert Legacy Inc.	-	3,690,532	3,043,935
Miscellaneous (Schedule 9)	1,354,000	1,356,341	1,378,788
Total Revenue	<u>\$ 57,698,000</u>	<u>\$ 51,975,551</u>	<u>\$ 48,699,853</u>
Expenses			
Protection to Persons and Property	\$ 12,531,600	\$ 12,821,423	\$ 12,958,842
Water, Sewage and Solid Waste	8,356,200	9,339,906	7,258,158
Roadways and Transportation	18,131,000	7,198,641	6,348,324
Recreation and Culture	6,562,900	6,351,805	5,623,653
General Government	5,568,000	5,965,652	4,595,556
Other	356,500	345,611	329,370
Total Expenses (Schedule 10)	<u>\$ 51,506,200</u>	<u>\$ 42,023,038</u>	<u>\$ 37,113,903</u>
Revenue Over Expenditure Before Amortization	\$ 6,191,800	\$ 9,952,513	\$ 11,585,950
Amortization of Tangible Capital Assets	\$ -	\$ (3,778,871)	\$ (4,310,832)
Gain on Disposition of Land Held for Resale	\$ -	\$ 66,410	\$ -
Gain on disposition of Tangible Capital Assets	<u>\$ -</u>	<u>\$ 7,000</u>	<u>\$ -</u>
Revenue Over Expenditure	\$ 6,191,800	\$ 6,247,052	\$ 7,275,118
Opening City Position	<u>\$ 199,278,602</u>	<u>\$ 199,278,602</u>	<u>\$ 192,003,484</u>
Closing City Position (Statement A)	<u>\$ 205,470,402</u>	<u>\$ 205,525,654</u>	<u>\$ 199,278,602</u>

City of Prince Rupert

Consolidated Statement of Changes in Net Financial Assets For The Year Ended December 31

	2022	2021
	<u>Actual</u>	<u>Actual</u>
Revenue Over Expenditure (Statement B)	\$ 6,247,052	\$ 7,275,118
Acquisition of Tangible Capital Assets (Schedule 1 & 3)	(23,214,589)	(24,747,316)
Amortization of Tangible Capital Assets	3,778,871	4,310,832
City West Cable and Tel. Corp. (Increase)/Decrease in Equity	(993,000)	(3,189,000)
Change in Inventory	<u>(239,362)</u>	<u>(153,819)</u>
Change in Net Financial Assets	<u>\$ (14,428,028)</u>	<u>\$ (16,504,185)</u>
Net Financial Assets at Beginning of Year	<u>\$ 37,568,377</u>	<u>\$ 54,072,562</u>
Net Financial Assets at End of Year	<u><u>\$ 23,140,349</u></u>	<u><u>\$ 37,568,377</u></u>

City of Prince Rupert

Consolidated Statement of Cash Flows For The Year Ended December 31

	<u>2022</u>	<u>2021</u>
Operating Activities		
Revenue Over Expenditure	\$ 6,247,052	\$ 7,275,118
Non-cash Items		
Amortization	3,778,871	4,310,832
City West Cable & Tel. Corp	(993,000)	(3,989,000)
Taxes Receivable	(442,375)	340,352
General Receivables	(714,124)	3,060,977
Land inventory held for resale	-	(11,189)
Inventory	(239,362)	(153,819)
Accounts Payable and Accrued Liabilities	(4,636,511)	5,686,610
Deferred Revenue	2,785,905	5,856,045
Landfill Closure Costs	(278,399)	(1,334,749)
Cash Provided by Operating Activities	<u>\$ 5,501,057</u>	<u>\$ 21,041,177</u>
Financing Activities		
Equipment and Short Term Loans	\$ 850,000	\$ -
Debenture Debt	-	20,000,000
MFA Deposits and Reserves	6,953	(203,154)
Repayment (Loans) from Prince Rupert Airport Authority	(32,148)	91,086
Principal Repayments	(1,786,267)	(3,755,679)
Cash provided by/(applied to) Financing Activities	<u>\$ (961,462)</u>	<u>\$ 16,132,253</u>
Investing Activities		
Tangible Capital Assets Additions	\$ (23,214,589)	\$ (24,747,316)
City West Cable & Tel. Corp. Loan Repayment	-	800,000
Cash Provided by/(applied to) Investing Activities	<u>\$ (23,214,589)</u>	<u>\$ (23,947,316)</u>
Increase/(Decrease) in Cash and Cash Equivalents	\$ (18,674,994)	\$ 13,226,114
Cash and Cash Equivalents at Beginning of Year	<u>78,097,653</u>	<u>64,871,539</u>
Cash and Cash Equivalents at End of Year	<u>\$ 59,422,659</u>	<u>\$ 78,097,653</u>

City of Prince Rupert

Notes to the Consolidated Financial Statements December 31, 2022

1) Significant accounting policies

a) *Basis of presentation*

It is the Municipality's policy to follow accounting principles generally accepted for British Columbia Municipalities and to apply such principles consistently. These consolidated statements include the operations of the General, Water, Sewer, Solid Waste, Capital and Reserve Funds, Prince Rupert Legacy Inc. and City West Cable & Telephone Corp. They have been prepared using guidelines issued in the CPA Canada Public Sector Accounting Handbook.

b) *Revenue and expenses recognition*

The accrual method for reporting revenues and expenditures has been used.

Revenues are normally recognized in the year in which they are earned and measurable.

Government transfers are recognized in the financial statements as revenue in the period in which the eligibility criteria have been met and reasonable estimates of the amounts can be made. Transfers received for which the expenditures have not yet been incurred are reported as deferred revenue.

Deferred revenue includes grants, contributions and other amounts received from third parties which are specifically designated and the expenditures have not yet been incurred.

c) *Tangible capital assets*

Tangible capital assets are reported at cost. Donated assets are reported at fair market value at the time of donation. Tangible capital assets are amortized using the straight-line method as follows:

	<u>Years</u>
Buildings and Improvements	5 to 50
Equipment	5 to 20
Infrastructure	25 to 100

d) *Inventory*

Inventory is reported at average cost.

e) *Estimates*

The preparation of financial statements in accordance with CPA Canada Public Sector Accounting Standards requires management to make estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates.

City of Prince Rupert

Notes to the Consolidated Financial Statements December 31, 2022

f) Reporting entity

The City's reporting entity includes the municipal government and entities that are either controlled or owned by it. All controlled entities are fully consolidated on a line-by-line basis except for government business enterprises.

Government business enterprises are consolidated on a modified equity basis. Under the modified equity basis, accounting policies are not adjusted to conform to the City's, inter-organizational transactions and balances are not eliminated and the City recognises annual earnings or losses in its statement of operations with a corresponding increase or decrease in the investment. Any distributions reduce the carrying value of the investment.

The City's reporting entities include:

Prince Rupert Legacy Inc.	Controlled Entity	100%
City West Cable & Telephone Corp.	Government Business Enterprise	100%

g) Financial instruments

The City's financial instruments consist of cash, taxes and accounts receivable, accounts payable, accruals and deferred revenue, equipment and short term financing debt, and debenture debt. It is management's opinion that the City is not exposed to significant interest, currency or credit risk arising from these financial instruments. The fair value of these financial instruments approximate their carrying value.

2) Receivables

	<u>2022</u>	<u>2021</u>
a) Taxes receivable		
Current	\$ 756,551	\$ 311,549
Arrears	281,910	296,515
Tax sale properties	312,271	300,293
Net taxes receivable	<u>\$ 1,350,732</u>	<u>\$ 908,357</u>
b) General receivables		
General receivables	\$ 3,604,153	\$ 2,867,823
Allowance for doubtful accounts	(38,010)	(15,804)
Net general receivables	<u>\$ 3,566,143</u>	<u>\$ 2,852,019</u>

City of Prince Rupert

Notes to the Consolidated Financial Statements December 31, 2022

3) Municipal Finance Authority reserve and deposit

The City issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the Municipality may be required to loan certain amounts to the Municipal Finance Authority.

4) Land inventory held for resale

The Watson Island land property value is reported at the gross value of the property taxes owing when it was acquired through tax sale in 2008 plus \$3.7 million of remediation costs incurred to prepare the island for resale, less \$1.2 million for 35 acres leased out. Management believes current market value exceeds net book value. There is approximately \$1.6 million owing to the Ministry of Education that is included in accounts payable.

5) Loans to Prince Rupert Airport Authority

	<u>2022</u>	<u>2021</u>
From Municipal Finance Authority (MFA)	\$ 4,770,378	\$ 5,088,802
Rescheduled payments	1,051,717	701,145
	\$ 5,822,095	\$ 5,789,947

(Details per Schedule 12. Due to COVID 19 disruption, the annual combination principal and interest repayment for 2020, 2021, and 2022 from Prince Rupert Airport are rescheduled to the end of the term. Normal payments will resume in 2023.)

From Prince Rupert Legacy

Payments include interest at 2.5% per annum, secured by mortgage on Airport Lands. Effective March 1, 2020, Prince Rupert Legacy suspended the requirement for loan repayments and interest accruals until the 2023 financial year.

\$24,080 due January 28 and July 28 each year with a final payment on January 28, 2033.	\$ 405,312	\$ 405,312
\$16,054 due April 6 and October 6 each year with a final payment on October 6, 2033.	282,750	282,750
\$9,030 due June 20 and December 20 each year with a final payment on December 20, 2033.	159,046	159,046
\$10,033 due February 28 and August 28 each year with a final payment on February 28, 2034.	192,108	192,108
	\$ 1,039,216	\$ 1,039,216
Total loans to Prince Rupert Airport Authority	\$ 6,861,311	\$ 6,829,163

City of Prince Rupert

Notes to the Consolidated Financial Statements December 31, 2022

6) Accounts payable, accrued liabilities and deferred revenue

	<u>2022</u>	<u>2021</u>
a) Accounts payable and accrued liabilities		
Trade payables	\$ 6,073,835	\$ 9,148,526
Accrued liabilities	33,000	33,000
Accrued interest payable - MFA	141,156	142,269
Taxes due to other governments	2,314,812	2,673,251
Salaries, wages, other payroll payables	5,948,386	5,372,844
Holdbacks and deposits	636,107	2,413,917
	<u>\$ 15,147,296</u>	<u>\$ 19,783,807</u>
b) Deferred revenue		
Prepaid taxes	\$ 1,280,982	\$ 1,331,613
Deferred revenue - PR Legacy	2,572,284	2,573,071
Other deferred revenue	8,893,436	6,056,113
	<u>\$ 12,746,702</u>	<u>\$ 9,960,797</u>

7) Debenture debt and loans payable

Debenture debt and loans are with the Municipal Finance Authority and are being repaid in accordance with approved bylaws and agreements.

8) Investment in City West Cable & Telephone Corp.

Financial information for the Company as at December 31 is as follows

	<u>2022</u>	<u>2021</u>
Assets	\$ 81,260,000	\$ 66,394,000
Liabilities to arms-length parties	\$ 33,808,000	\$ 19,935,000
Net income	\$ 993,000	\$ 3,989,000

9) Commitments and contingencies:

a) Pension information

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

City of Prince Rupert

Notes to the Consolidated Financial Statements December 31, 2022

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The City of Prince Rupert paid \$1,420,985 (2021 - \$1,465,654) for employer contributions while employees contributed \$1,247,286 (2021 - \$1,227,278) to the plan in fiscal 2022.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

b) *Landfill closure costs*

The City is responsible for closing the landfill (and each cell located there) in accordance with Ministry of Environment regulations. The active cell at Ridley Island landfill site is expected to reach full capacity in 2023 and a newly constructed cell is ready to accept waste once this occurs. Closure and post-closure costs have been fully accrued based on the latest landfill closure plan.

c) *Third party claims*

The City has various lawsuits and claims pending by and against it. It is the opinion of management that the determination of these claims will not materially affect the financial position or the operating results of the City.

d) *Payments in lieu of taxes*

Payments in lieu of taxes are recorded as revenue based on managements' best estimates of taxes due. Property assessment values are subject to dispute and the Dispute Advisory Panel is being asked to provide advice in a matter spanning multiple years. The impact of any future settlement agreement is as yet unknown.

City of Prince Rupert

Operating Funds and Surplus Allocation For The Year Ended December 31

Fund	General	Water	Sewer	Solid Waste	Prince Rupert Legacy Inc.	2022 Total	2021 Total
Operating Results							
Revenue	\$ 36,713,920	\$ 3,125,665	\$ 2,974,194	\$ 5,471,240	\$ 3,690,532	\$ 51,975,551	\$ 48,699,853
Expenditure (Exclude Tangible capital assets)	32,683,132	3,540,338	1,277,210	4,522,358	-	42,023,038	37,113,903
	<u>\$ 4,030,788</u>	<u>\$ (414,673)</u>	<u>\$ 1,696,984</u>	<u>\$ 948,882</u>	<u>\$ 3,690,532</u>	<u>\$ 9,952,513</u>	<u>\$ 11,585,950</u>
Add /(Less)							
Additions to Tangible capital assets	\$ (5,823,599)	\$ (11,657,283)	\$ (1,276,775)	\$ (3,523,281)	\$ (933,651)	\$ (23,214,589)	\$ (24,747,316)
Gain on Disposition of Land Held for Resale	66,410	-	-	-	-	66,410	-
Gain on disposition of Tangible Capital Assets	2,000	-	-	5,000	-	7,000	-
New Debenture Loans from MFA	-	850,000	-	-	-	850,000	20,000,000
Debt payment and Actuarial Adjustments	(837,653)	(304,131)	(21,928)	(304,131)	-	(1,467,843)	(3,449,502)
Bylaw and Statutory Reserve Interest Income	(790,276)	-	-	-	-	(790,276)	(241,398)
Prince Rupert Legacy Dividend	1,438,534	5,861,466	-	-	(7,300,000)	-	-
City West Cable & Tel. Corp Loan Repayment	-	-	-	-	-	-	800,000
City West Cable & Tel. Corp (Income)/Loss	(993,000)	-	-	-	-	(993,000)	(3,989,000)
Transfer (to)/ from Reserves (Schedule 2)	1,432,842	3,596,468	(51,080)	2,437,378	-	7,415,608	(882,256)
	<u>\$ (5,504,742)</u>	<u>\$ (1,653,480)</u>	<u>\$ (1,349,783)</u>	<u>\$ (1,385,034)</u>	<u>\$ (8,233,651)</u>	<u>\$ (18,126,690)</u>	<u>\$ (12,509,472)</u>
Total Operating Surplus/(Deficit)	\$ (1,473,954)	\$ (2,068,153)	\$ 347,201	\$ (436,152)	\$ (4,543,119)	\$ (8,174,177)	\$ (923,522)
Balance forward Surplus/(Deficit)	11,952,724	2,185,108	4,637,925	149,733	12,379,774	31,305,264	32,228,787
Accumulated Surplus/(Deficit)	<u>\$ 10,478,770</u>	<u>\$ 116,955</u>	<u>\$ 4,985,126</u>	<u>\$ (286,419)</u>	<u>\$ 7,836,655</u>	<u>\$ 23,131,087</u>	<u>\$ 31,305,265</u>
Surplus Allocation							
Unappropriated Surplus (deficit)	\$ 1,477,947	\$ 116,955	\$ 5,126	\$ (286,419)	\$ 3,814,655	\$ 5,128,264	\$ 10,809,442
Restricted Land Surplus	7,994,823	-	-	-	-	7,994,823	7,994,823
2023 Appropriated Surplus	1,006,000	-	4,980,000	-	4,022,000	10,008,000	12,501,000
	<u>\$ 10,478,770</u>	<u>\$ 116,955</u>	<u>\$ 4,985,126</u>	<u>\$ (286,419)</u>	<u>\$ 7,836,655</u>	<u>\$ 23,131,087</u>	<u>\$ 31,305,265</u>

City of Prince Rupert

**Statement of Bylaw and Statutory Reserve Fund Balances
December 31, 2022**

	<u>Opening Balance</u>	<u>Interest/Income</u>	<u>Transfer (to)/from Other Funds</u>	<u>Year End Balance</u>	RESERVE ALLOCATION		
					<u>2023 Budget Appropriation</u>	<u>Unappropriated Reserve</u>	<u>Year End Balance</u>
BYLAW & OTHER RESERVES							
General Reserves	\$ 7,401,973	\$ 185,049	\$ 266,510	\$ 7,853,532	\$ 1,250,000	\$ 6,603,532	\$ 7,853,532
Public Work Equipment Reserves	1,310,109	32,753	535,000	1,877,862	807,000	1,070,862	1,877,862
Ferry Maintenance Reserves	318,965	7,974	150,000	476,939	-	476,939	476,939
NCPG Reserve (Schedule 13)	11,525,181	288,130	(7,475,750)	4,337,561	3,730,000	607,561	4,337,561
Water Asset Management Reserve	8,775,983	219,400	(643,468)	8,351,915	8,200,000	151,915	8,351,915
Sewer Asset Management Reserve	263,899	6,597	54,986	325,482	-	325,482	325,482
Solid Waste Asset Management Res.	332,396	8,309	(290,378)	50,327	-	50,327	50,327
Total Bylaw & Other Reserves	\$ 29,928,506	\$ 748,212	\$ (7,403,100)	\$ 23,273,618	\$ 13,987,000	\$ 9,286,618	\$ 23,273,618
STATUTORY RESERVES							
Capital Assets & Land Acquisition	\$ 1,495,266	\$ 37,382	\$ (25,000)	\$ 1,507,648	\$ 50,000	\$ 1,457,648	\$ 1,507,648
Parkland Reserves	7,051	176	-	7,227	-	7,227	7,227
Parking Space Requirements	147,382	3,685	-	151,067	-	151,067	151,067
Cemetery Care Trust	244,564	821	12,492	257,877	-	257,877	257,877
Total Statutory Reserves	\$ 1,894,263	\$ 42,064	\$ (12,508)	\$ 1,923,819	\$ 50,000	\$ 1,873,819	\$ 1,923,819
TOTAL RESERVES	\$ 31,822,769	\$ 790,276	\$ (7,415,608)	\$ 25,197,437	\$ 14,037,000	\$ 11,160,437	\$ 25,197,437

City of Prince Rupert

Consolidated Statement of Tangible Capital Assets December 31

	<u>CAPITAL ASSETS</u>				<u>ACCUMULATED AMORTIZATION</u>			<u>NET BOOK VALUE</u>		
	<u>Opening Balance</u>	<u>Additions</u>	<u>Disposals/ Write-Downs</u>	<u>Closing Balance</u>	<u>Opening Balance</u>	<u>Amortization</u>	<u>Disposals/ Write-Downs</u>	<u>Closing Balance</u>	<u>2022</u>	<u>2021</u>
Land	\$ 11,435,191	\$ 988,463	\$ -	\$ 12,423,654	\$ -	\$ -	\$ -	\$ -	\$ 12,423,654	\$ 11,435,191
Buildings	\$ 13,737,612	\$ 4,522,855	\$ -	\$ 18,260,467	\$ 8,741,368	\$ 477,392	\$ -	\$ 9,218,760	\$ 9,041,707	\$ 4,996,244
Equipment	\$ 11,004,795	\$ -	\$ (350,844)	\$ 10,653,951	\$ 6,642,948	\$ 806,763	\$ (350,844)	\$ 7,098,867	\$ 3,555,084	\$ 4,361,847
Infrastructure	\$ 147,866,055	\$ 17,703,271	\$ (506,934)	\$ 165,062,392	\$ 54,180,749	\$ 2,494,716	\$ (506,934)	\$ 56,168,531	\$ 108,893,861	\$ 93,685,306
	<u>\$ 184,043,653</u>	<u>\$ 23,214,589</u>	<u>\$ (857,778)</u>	<u>\$ 206,400,464</u>	<u>\$ 69,565,065</u>	<u>\$ 3,778,871</u>	<u>\$ (857,778)</u>	<u>\$ 72,486,158</u>	<u>\$ 133,914,306</u>	<u>\$ 114,478,588</u>

City of Prince Rupert

City West Cable & Telephone Corporation Statement of Financial Position December 31

	<u>2022</u>	<u>2021</u>
ASSETS		
City West Cable & Telephone Corporation		
Investment	\$ 1	\$ 1
Loan	17,132,762	17,132,762
Equity	<u>30,320,000</u>	<u>29,327,000</u>
	<u>\$ 47,452,763</u>	<u>\$ 46,459,763</u>
LIABILITIES AND EQUITY		
Equity, Beginning of Year	\$ 46,459,763	\$ 43,270,763
Net Income of Corporation	993,000	3,989,000
Repayment of loan	<u>-</u>	<u>(800,000)</u>
Equity, End of Year	<u>\$ 47,452,763</u>	<u>\$ 46,459,763</u>

City of Prince Rupert

**Statement of Changes in Investment in Tangible Capital Assets
December 31**

	<u>2022</u>	<u>2021</u>
Opening Balance	\$ 89,690,805	\$ 85,804,819
Tangible Capital Assets Purchased By Operations	\$ 22,364,589	\$ 4,747,316
Debenture Debt Repayment	732,653	149,100
Actuarial Additions	94,887	113,598
Loan Repayment	640,304	3,186,804
Amortization	<u>(3,778,871)</u>	<u>(4,310,832)</u>
Closing Balance	<u>\$ 109,744,367</u>	<u>\$ 89,690,805</u>

City of Prince Rupert

Schedule of Tax Revenues For The Year Ended December 31

	Unaudited 2022 Budget	2022 Actual	2021 Actual
Real Property Taxes			
Municipal Property Tax			
Residential	\$ 7,377,000	\$ 7,370,484	\$ 7,097,282
Utilities	298,000	298,485	285,999
Major Industry	10,117,000	10,117,624	9,886,978
Light Industry	682,000	670,833	649,652
Business	5,144,000	5,143,748	4,649,712
Recreational	20,000	20,287	19,577
	<u>\$ 23,638,000</u>	<u>\$ 23,621,461</u>	<u>\$ 22,589,200</u>
Less: Tax Sharing with District of Port Edward	\$ (973,000)	\$ (945,698)	\$ (1,014,753)
	<u>\$ 22,665,000</u>	<u>\$ 22,675,763</u>	<u>\$ 21,574,447</u>
Special Payments			
Port Competitiveness Tax Grant	\$ 1,845,000	\$ 1,845,534	\$ 1,795,267
Revenue Tax	\$ 329,000	\$ 327,651	\$ 330,496
Specified Area Tax	\$ 63,000	\$ -	\$ 63,170
Payments in Lieu of Tax			
Federal Government Properties	\$ 162,000	\$ 161,667	\$ 160,704
Prince Rupert Port Authority	1,326,000	1,299,370	1,606,246
	<u>\$ 1,488,000</u>	<u>\$ 1,461,037</u>	<u>\$ 1,766,950</u>
Grants in Lieu of Tax			
Provincial Government Properties	\$ 248,000	\$ 268,279	\$ 248,043
BC Buildings Corp.	40,000	43,628	40,220
BC Housing Commission	90,000	95,848	90,284
BC Hydro and Power Authority	74,000	73,687	61,344
Insurance Corporation of BC	9,000	9,416	8,749
	<u>\$ 461,000</u>	<u>\$ 490,858</u>	<u>\$ 448,640</u>
	<u>\$ 4,186,000</u>	<u>\$ 4,125,080</u>	<u>\$ 4,404,523</u>
Net Tax Revenue	<u><u>\$ 26,851,000</u></u>	<u><u>\$ 26,800,843</u></u>	<u><u>\$ 25,978,970</u></u>

City of Prince Rupert

Schedule of Sale of Service Revenues For The Year Ended December 31

	Unaudited 2022 Budget	2022 Actual	2021 Actual
GENERAL FUND			
Protective Services (RCMP)	\$ 22,000	\$ 25,217	\$ 23,820
Transportation Services			
Public Transit	\$ 201,000	\$ 179,556	\$ 174,806
Airport Ferry	875,000	\$ 1,016,156	464,545
	<u>\$ 1,076,000</u>	<u>\$ 1,195,712</u>	<u>\$ 639,351</u>
Other			
Rezoning / Subdivision Services	\$ -	\$ 5,780	\$ 20,243
Parking	110,000	\$ 91,274	96,304
Franchise Fees	220,000	\$ 243,749	218,269
	<u>\$ 330,000</u>	<u>\$ 340,803</u>	<u>\$ 334,816</u>
Public Health (Cemetery)	<u>\$ 149,000</u>	<u>\$ 144,823</u>	<u>\$ 147,793</u>
Recreation and Cultural Services			
Civic Centre Rentals & Programs	\$ 254,000	\$ 286,600	\$ 158,438
Swimming Pool	373,000	\$ 393,862	249,704
Arena	204,000	\$ 237,987	139,461
	<u>\$ 831,000</u>	<u>\$ 918,449</u>	<u>\$ 547,603</u>
Cow Bay Marina	<u>\$ 257,000</u>	<u>\$ 415,076</u>	<u>\$ 212,741</u>
TOTAL GENERAL OPERATING FUND	<u>\$ 2,665,000</u>	<u>\$ 3,040,080</u>	<u>\$ 1,906,124</u>
SOLID WASTE FUND	<u>\$ 4,599,000</u>	<u>\$ 4,469,469</u>	<u>\$ 3,442,672</u>
WATER FUND	<u>\$ 2,925,000</u>	<u>\$ 2,984,516</u>	<u>\$ 2,877,884</u>
SEWER FUND	<u>\$ 2,715,000</u>	<u>\$ 2,765,059</u>	<u>\$ 2,695,458</u>
	<u><u>\$ 12,904,000</u></u>	<u><u>\$ 13,259,124</u></u>	<u><u>\$ 10,922,138</u></u>

City of Prince Rupert

Schedule of Government Transfers For The Year Ended December 31

	Unaudited 2022 Budget	2022 Actual	2021 Actual
Federal Grant- Conditional			
General Fund			
Canada Summer Jobs	\$ -	\$ 9,772	\$ 22,173
Active Transportation Strategy - Infrastructure Canada	20,000	20,000	-
	<u>\$ 20,000</u>	<u>\$ 29,772</u>	<u>\$ 22,173</u>
Provincial Grants			
Unconditional			
General Fund - Small Community	\$ 390,000	\$ 454,000	\$ 366,000
- Traffic Fines	250,000	219,522	246,330
- Carbon Tax Rebate	-	-	75,260
Total Unconditional	<u>\$ 640,000</u>	<u>\$ 673,522</u>	<u>\$ 687,590</u>
Conditional			
General Fund			
Victim Services	\$ 73,000	\$ 70,729	\$ 69,669
Casino Revenue	600,000	582,887	302,373
Two Percent (2%) Hotel Tax	280,000	332,449	237,913
Situation Tables	43,000	7,500	15,000
NDIT- Economic Development	50,000	50,000	68,864
NDIT- Business Façade	20,000	20,000	-
Waterfront Rupert's Landing & Ferry Development	10,900,000	10,188	53,639
CleanBC Communities Fund (Charge North)	10,000	-	-
CN Building Revitalization - ICIP	1,300,000	1,000,000	-
Wind storm claim - EMBC	-	44,969	-
Total Conditional	<u>\$ 13,276,000</u>	<u>\$ 2,118,722</u>	<u>\$ 747,458</u>
Regional and Other External Transfers - Conditional			
General Fund			
PRACSS- Downtown Public Washroom	\$ -	\$ -	\$ 220,000
PRPA- New Fire Hall Building	175,000	-	-
FCM- Asset Management Strategy Development	65,000	56,750	4,950
UBCM - Housing Needs Assessment	10,000	10,000	-
Sewer Fund			
FCM- Liquid Waste Management Plan	400,000	200,000	87,000
Solid Waste Fund			
UBCM- Community Work Fund (Gas Tax)	1,130,000	1,000,000	542,918
Canada Parks and Recreation	-	-	11,424
	<u>\$ 1,780,000</u>	<u>\$ 1,266,750</u>	<u>\$ 866,292</u>
Total Government Transfer	<u><u>\$ 15,716,000</u></u>	<u><u>\$ 4,088,766</u></u>	<u><u>\$ 2,323,513</u></u>

City of Prince Rupert

Schedule of Revenue from Own Sources For The Year Ended December 31

	Unaudited 2022 Budget	2022 Actual	2021 Actual
Licenses and Permits	\$ 249,000	\$ 337,861	\$ 382,509
Fines	33,000	18,950	23,172
911 Service Fee	92,000	86,144	92,585
	<u>\$ 374,000</u>	<u>\$ 442,955</u>	<u>\$ 498,266</u>
Miscellaneous revenues			
Actuarial Additions	\$ -	\$ 178,238	\$ 184,703
Cemetery Care Fund	-	12,143	12,763
Miscellaneous - General Fund	521,000	585,167	655,126
Miscellaneous Grants - General Fund	118,000	39,516	30,000
Penalties and Interest on Taxes	-	212,411	246,260
Property Rentals	182,000	189,488	119,510
Disposal of scrap materials	400,000	-	-
Water Meter Rentals	133,000	139,378	130,426
Total Miscellaneous Revenues	<u>\$ 1,354,000</u>	<u>\$ 1,356,341</u>	<u>\$ 1,378,788</u>

City of Prince Rupert

Schedule of Expenditure by Objects of Expense For The Year Ended December 31

	Unaudited 2022 Budget	2022 Actual	2021 Actual
Wages	\$ 17,209,000	\$ 17,240,437	\$ 15,533,415
Benefits	4,160,000	4,309,182	3,784,590
Professional Fees	1,731,000	1,810,904	1,572,677
Supplies	2,241,500	2,700,020	2,656,093
Services	4,207,500	4,931,073	3,544,963
Energy	1,247,000	1,527,555	1,212,584
Fiscal Expenses	2,877,000	3,027,605	2,162,581
Grants in Aid to Community Partners	1,633,000	1,679,062	1,528,168
Contracts	5,860,000	5,731,410	5,901,767
	<u>\$ 41,166,000</u>	<u>\$ 42,957,248</u>	<u>\$ 37,896,838</u>
Capital Purchases & Capital Works (Per budget)	73,468,000	23,888,934	25,012,591
Wages & Vehicle cost allocated to Capital Works	-	(235,599)	(212,306)
Less:			
Investments in Tangible Capital Assets	(61,363,000)	(23,214,589)	(24,747,316)
Debt Repayment	(1,764,800)	(1,372,956)	(835,904)
Total Expenses (Statement B)	<u>\$ 51,506,200</u>	<u>\$ 42,023,038</u>	<u>\$ 37,113,903</u>

City of Prince Rupert

Schedule of Equipment / Short Term Financing Debt December 31

Loan No.	Purpose	New/ Renewal	Amount of Issue	2021 Balance	Additions	Principal Payments	2022 Balance
Equipment Financing							
0002-0	2017 Pumper Truck	2017	890,000	\$ 151,115	\$ -	\$ (151,115)	\$ -
0003-0	2019 Vactor Truck	2019	450,000	265,527	-	(92,437)	173,090
0004-0	Garbage Truck	2020	850,000	677,188	-	(166,712)	510,476
				<u>\$ 1,093,830</u>	<u>\$ -</u>	<u>\$ (410,264)</u>	<u>\$ 683,566</u>
Short Term / Temporary Financing							
695-6	2018 Cell Block Reno and PW Buildings	2019	1,150,000	\$ 517,390	\$ -	\$ (230,040)	\$ 287,350
695-3	2022 McBride Street Water Main Repair	2022	850,000	-	850,000	-	850,000
				<u>\$ 517,390</u>	<u>\$ 850,000</u>	<u>\$ (230,040)</u>	<u>\$ 1,137,350</u>
				<u>\$ 1,611,220</u>	<u>\$ 850,000</u>	<u>\$ (640,304)</u>	<u>\$ 1,820,916</u>

City of Prince Rupert

Schedule of Debenture Debt December 31

Bylaw No.	No.	Maturity Date	Amount of Issue	2021 Balance	Additions	Principal Payment	2021 Accrued Actuarial	2022 Actuarial	2022 Accrued Actuarial	2022 Balance	
General Fund											
3201	Cruise Ship Dock	94	2025	3,133,056	808,087	-	(115,139)	17,472	(80,726)	(18,956)	610,738
3333	Airport Upgrade	127	2034	7,000,000	5,088,802	-	(235,072)	54,530	(74,267)	(63,615)	4,770,378
				<u>\$ 5,896,889</u>	<u>\$ -</u>	<u>\$ (350,211)</u>	<u>\$ 72,002</u>	<u>\$ (154,993)</u>	<u>\$ (82,571)</u>	<u>\$ 5,381,116</u>	
Water Fund											
3433	Woodworth Dam	156	2046	\$ 10,000,000	\$ 10,000,000	\$ -	\$ (302,360)	\$ -	\$ -	\$ (1,771)	\$ 9,695,869
Sewer Fund											
3201	Moresby Sewer Upgrade	94	2025	\$ 346,970	\$ 89,787	\$ -	\$ (12,793)	\$ 1,941	\$ (8,970)	\$ (2,106)	\$ 67,859
Solid Waste Fund											
3454	New Landfill Cell	156	2046	\$ 10,000,000	\$ 10,000,000	\$ -	\$ (302,360)	\$ -	\$ -	\$ (1,771)	\$ 9,695,869
				<u>\$ 25,986,676</u>	<u>\$ -</u>	<u>\$ (967,724)</u>	<u>\$ 73,943</u>	<u>\$ (163,963)</u>	<u>\$ (88,219)</u>	<u>\$ 24,840,713</u>	

City of Prince Rupert

Schedule of Northern Capital and Planning Grant For Year Ended December 31, 2022

Grant Balance as at Jan 1, 2022	\$ 11,525,181
Interest earned in 2022	288,130
CN Heritage Building Revitalization Project	(2,352,570)
City Hall Boiler Replacement	(23,180)
Development of New Landfill Cell	(2,147,000)
Woodworth Dam Construction	(2,953,000)
Grant Balance as at Dec 31, 2022 (Schedule 2)	\$ 4,337,561

This money is used at the discretion of the municipality for capital and long term planning purposes in accordance with S.32 of the Local Government Grants Regulation (BC Reg. 221/95) which cross-references with S.4(1)(a) & (c) of the Local Government Grants Act.

City of Prince Rupert

Schedule of COVID-19 Safe Restart Grant for Local Governments For Year Ended December 31, 2022

Grant Balance as at Jan 1, 2022	\$ 1,199,000
Use of funds in 2022:	
Revenue shortfall from PR Airport Authority loan payment	(350,000)
Reduction in City of Prince Rupert airport ferry revenue	(446,000)
Grant Balance as at Dec 31, 2022	\$ 403,000

This money is used at the discretion of the municipality to address increased operating costs and lower revenue due to COVID-19 accordance with section 36 of the Local Government Grants Regulation and this schedule is attached to the Financial Statements as per section 167 of the Community Charter.



REPORT TO COUNCIL

Regular Meeting of Council

DATE: June 26, 2023
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: ALTERNATIVE APPROVAL PROCESS FOR INFRASTRUCTURE REPLACEMENT DESIGN LOAN AUTHORIZATION BYLAW NO. 3519, 2023 AND LINEAR LIQUID WASTE INFRASTRUCTURE REPLACEMENT LOAN AUTHORIZATION BYLAW NO. 3520, 2023

RECOMMENDATION:

That Council by resolution receive this report;

AND THAT, in accordance with s. 86(3) of the *Community Charter*, establishes Monday August 14th, 2023 at 4:30 p.m. as the deadline by which elector responses, under the alternate approval process for each of Bylaw No. 3519, 2023 and Bylaw No. 3520, 2023 must be submitted to the City of Prince Rupert by qualified electors within the participating area;

AND THAT the elector response form attached as Attachment 1 and Attachment 2 be approved and established as the single response forms for Bylaw No. 3519, 2023 and Bylaw No. 3520, 2023;

AND THAT the notice of alternative approval process attached as Attachment 3 entitled Notice of Alternative Approval Process Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023, and Attachment 4 entitled Notice of Alternative Approval Process Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023 be approved;

AND FURTHER THAT, pursuant to s. 86(3) of the *Community Charter*, a fair determination of the total number of eligible electors within the participating area is 10,292, with 10% of the eligible electors amounting to 1,029.

REASON FOR REPORT:

The purpose of this report is to establish the total number of electors, approve the notice of the Alternative Approval Process (AAP) and elector response forms for each of the respective loan authorization bylaws, and set the deadline to receive elector responses.

BACKGROUND:Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023

The City is undertaking the replacement of 26 kms worth of critical water and sewer infrastructure starting in 2023. Engineering/design works are necessary to conduct the replacement of the piping. The City received a significant grant (\$65M) from the Provincial government for the water piping replacement with one of the conditions being that engineering and design would be covered by the City. Given the water utility is driving the undertaking, the debt is proposed to be funded through a 60/40 split between the Water and Sewer Utilities, or a 7% increase to Water fees and a 4.5% increase to Sewer fees in order to make the annual repayment over 30 years. This translates into an additional \$35 for water fees and \$21 for sewer fees annually in 2024 (net of discount).

Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023

The City is pursuing contributory Federal funding for the water piping replacement as well as sewer piping replacement. As a condition of possibly receiving Federal funding, the Federal government requires the City to contribute towards the expected overall costs of the 26 km replacement project (\$205M). The City's contribution is \$40M which will be for sewer replacement. Debenture financing is expected to be taken in stages to match the proposed works plan. The estimated increases to Sewer rates to meet annual repayments of the initial and each successive debenture is as follows:

	2024	2025	Total
Anticipated Debt obtained	\$15M	\$25M	\$40M
Estimated Annual repayment	\$979,000	\$1,631,000	\$2,610,000
Sewer Fee increase	35%	44%	
Fee increase (net discount)	\$163	\$277	\$440

ANALYSIS:

Council gave three readings to both Bylaws on May 8th, 2023. On June 14th, 2023 the Bylaws received Inspector of Municipality Statutory approval.

The next step in the loan approval process is to obtain elector assent through the AAP, which Council directed staff to proceed with on May 8th, 2023. If obtained, Council may consider the adoption of the Bylaw which would then enable the City to proceed to borrow up to the amount noted to finance both works noted in the bylaws.

Given there are two loan authorization bylaws being considered for two different projects, each one will need to attain elector assent individually. The attached Elector Response Forms (Attachment 1 & 2) and Notices of AAP (Attachment 3 & 4) have been prepared in accordance with s. 86 of the *Community Charter*. Staff is proposing that, in accordance with s. 94 of the *Community Charter*, notice be published in the *Northern View* on July 6th and July 13th, 2023.

Using Statistics Canada, BC Statistics and BC Assessment data forming the municipal tax roll, the total number of eligible electors in the participating area, the City of Prince Rupert, is determined to be 10,292 (Attachment 5). Council may proceed with adopting the Bylaw unless at least 10% of the electors, 1,029, indicate that the Council must obtain the assent of the electors by way of assent voting (referendum).

In accordance with s. 86(3)(a) of the *Community Charter*, the proposed deadline to receive elector responses is Monday, August 14th, 2023 at 4:30 p.m.

COST:

The estimated cost of the Alternate Approval Process is \$7,000 which is mostly made up of the cost of advertising.

CONCLUSION:

Council is asked to approve by resolution the elector response form, the notice, establish the total number of electors in Prince Rupert, and set the deadline to receive the elector response form.

Report Prepared By:

Report Reviewed By:

 Corinne Bomben,
 Chief Financial Officer

 Robert Buchan,
 City Manager

Attachments:

- Attachment 1 – Elector Response Form – Alternative Approval Process for Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023
- Attachment 2 - Elector Response Form – Alternative Approval Process for Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023
- Attachment 3 – Notice of Alternative Approval Process – Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023
- Attachment 4 – Notice of Alternative Approval Process - Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023
- Attachment 5 - Alternative Approval Process: Report for Determining Number of Eligible Electors



Administration
424 3rd Avenue West
Prince Rupert, BC, V8J 1L7
Phone: (250) 627 0934 Fax: (250) 627 0999

ELECTOR RESPONSE FORM

*ALTERNATIVE APPROVAL PROCESS FOR INFRASTRUCTURE REPLACEMENT DESIGN LOAN
AUTHORIZATION BYLAW NO. 3519, 2023*

NOTE TO PETITIONERS:

To be eligible to sign a petition opposing the adoption of Bylaw No. 3519, 2023, you must be entitled to register as an elector within the City of Prince Rupert.

By completing this elector response form I oppose City Council's intention to adopt Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023, which authorizes the borrowing of up to \$5,000,000 over a 30 year period to design water and sewer linear infrastructure replacement within the City. Repayment of the proposed borrowing is expected to be split 60/40 between water and sewer fees, with an estimated water fee increase of 7% (\$35) and an estimated sewer fee increase of 4.5% (\$21) (both net of discount). The estimated servicing cost for the borrowing is \$325,000 annually at the current Municipal Finance Authority interest rate of 4.62%. City Council may proceed with the adoption of Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023 unless 1,029 electors submit a completed copy of this elector response form to the City of Prince Rupert by the deadline noted below.

Pursuant to the *Community Charter*, I certify that I am a person entitled to be registered as an Elector (pursuant to the Local Government Act) within the City of Prince Rupert, that I have not previously signed an Elector Response Form with respect to this matter, and I am **OPPOSED** to the City of Prince Rupert's intent to adopt Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023, which will authorize borrowing for design of water and sewer linear infrastructure replacement with the City.

Full name of elector: _____
(please print)

Signature of elector: _____

Address of elector: _____
(please print)

Choose one: I am a resident elector (see below for eligibility requirements)

I am a non-resident property elector who lives in another community but who owns property in the City of Prince Rupert located at:

(Address of property)

The deadline for submitting this elector response form to the City of Prince Rupert is 4:30 p.m. on

Monday, August 14th, 2023. Electors may submit this form by hand delivery or mail to:

Address for delivery or mail: Corporate Administrator, City of Prince Rupert
424 West 3rd Avenue, Prince Rupert, B.C. V8J 1L7

Eligibility + Submission Requirements:

- No facsimile or other electronic form submissions will be accepted. Forms must be dropped off/mailed to City Hall at the front desk or via the mail slot.
- A person may not sign more than one elector response form in relation to this alternative approval process.
- In order to sign this elector response form a person must either be a resident elector or a non-resident property elector (not both).
- A resident elector is an individual who is qualified to vote in a jurisdiction by virtue of living in the jurisdiction. To sign this elector response form as a resident elector a person must:
 - Be a Canadian citizen;
 - Be at least 18 years of age;
 - Have lived in British Columbia for at least the last six months; and
 - Live within the City of Prince Rupert at the time of signing the response form.
- A non-resident property elector is an individual who does not live in a jurisdiction but is entitled to vote in an election there by virtue of owning property in that jurisdiction. To sign this elector response form as a non-resident property elector a person must:
 - Be a Canadian citizen;
 - Be at least 18 years of age;
 - Have lived in British Columbia for at least the last six months; and
 - Have owned property within the City of Prince Rupert for at least the last 30 days.
- Note that if a property is owned by more than one individual, only one of them may sign an elector response form. If a property is owned by more than one individual, then the person signing this elector response form declares that they have received the written consent of the majority of the property owners to sign and submit this elector response form.



Administration
424 3rd Avenue West
Prince Rupert, BC, V8J 1L7
Phone: (250) 627 0934 Fax: (250) 627 0999

ELECTOR RESPONSE FORM

*ALTERNATIVE APPROVAL PROCESS FOR LINEAR LIQUID WASTE INFRASTRUCTURE
REPLACEMENT LOAN AUTHORIZATION BYLAW NO. 3520, 2023*

NOTE TO PETITIONERS:

To be eligible to sign a petition opposing the adoption of Bylaw No. 3520, 2023, you must be entitled to register as an elector within the City of Prince Rupert.

By completing this elector response form I oppose City Council's intention to adopt Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023, which authorizes the borrowing of up to \$40,000,000 over a 30 year period to replace certain sewer linear infrastructure within the City. Repayment of the proposed borrowing schedule is expected to result in an estimated sewer fee increase in 2024 of 35% (\$163) and 44% in 2025 (\$277) (net of discount). The estimated servicing cost for the scheduled borrowing is \$979,000 annually on \$15M of debt and \$1,631,000 annually on \$25M of debt for a total annual repayment of \$2,610,000 at the current Municipal Finance Authority interest rate of 4.62%. City Council may proceed with the adoption of Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023 unless 1,029 electors submit a completed copy of this elector response form to the City of Prince Rupert by the deadline noted below.

Pursuant to the *Community Charter*, I certify that I am a person entitled to be registered as an Elector (pursuant to the Local Government Act) within the City of Prince Rupert, that I have not previously signed an Elector Response Form with respect to this matter, and I am **OPPOSED** to the City of Prince Rupert's intent to adopt Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023, which will authorize borrowing for design of water and sewer linear infrastructure replacement with the City.

Full name of elector: _____
(please print)

Signature of elector: _____

Address of elector: _____
(please print)

Choose one: I am a resident elector (see below for eligibility requirements)

I am a non-resident property elector who lives in another community but who owns property in the City of Prince Rupert located at:

(Address of property)

The deadline for submitting this elector response form to the City of Prince Rupert is 4:30 p.m. on

Monday, August 14th, 2023. Electors may submit this form by hand delivery or mail to:

Address for delivery or mail: Corporate Administrator, City of Prince Rupert
424 West 3rd Avenue, Prince Rupert, B.C. V8J 1L7

Eligibility + Submission Requirements:

- No facsimile or other electronic form submissions will be accepted. Forms must be dropped off/mailed to City Hall at the front desk or via the mail slot.
- A person may not sign more than one elector response form in relation to this alternative approval process.
- In order to sign this elector response form a person must either be a resident elector or a non-resident property elector (not both).
- A resident elector is an individual who is qualified to vote in a jurisdiction by virtue of living in the jurisdiction. To sign this elector response form as a resident elector a person must:
 - Be a Canadian citizen;
 - Be at least 18 years of age;
 - Have lived in British Columbia for at least the last six months; and
 - Live within the City of Prince Rupert at the time of signing the response form.
- A non-resident property elector is an individual who does not live in a jurisdiction but is entitled to vote in an election there by virtue of owning property in that jurisdiction. To sign this elector response form as a non-resident property elector a person must:
 - Be a Canadian citizen;
 - Be at least 18 years of age;
 - Have lived in British Columbia for at least the last six months; and
 - Have owned property within the City of Prince Rupert for at least the last 30 days.
- Note that if a property is owned by more than one individual, only one of them may sign an elector response form. If a property is owned by more than one individual, then the person signing this elector response form declares that they have received the written consent of the majority of the property owners to sign and submit this elector response form.



CITY OF PRINCE RUPERT

NOTICE OF ALTERNATIVE APPROVAL PROCESS

Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023

NOTICE IS HEREBY GIVEN THAT the Mayor and Council of the City of Prince Rupert proposes to adopt the *Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023* to authorize the borrowing of up to \$5,000,000 over a 30 year period to complete the design of certain water and sewer linear infrastructure deemed high risk of failure. Repayment of the proposed borrowing is expected to be split 60/40 between water and sewer fees, with an estimated water fee increase of 7% (\$35) and an estimated sewer fee increase of 4.5% (\$21) (both net of discount). The estimated servicing cost for the borrowing is \$325,000 annually at the current Municipal Finance Authority interest rate of 4.62%.

FURTHER NOTICE IS HEREBY GIVEN THAT the Mayor and Council of the City of Price Rupert may adopt the *Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023*, if, after the deadline, elector response forms are certified by the Corporate Administrator as having been signed by less than 10% of the eligible electors in the City of Prince Rupert. If, after the deadline, elector response forms are certified by the Corporate Administrator as having been signed by at least 10% of the eligible electors in the City of Prince Rupert (calculated to be 1,029), Mayor and Council may not proceed with the adoption of the *Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023* and may not proceed with the process unless the matter receives assent of the electors in a voting proceeding.

Elector Response Forms

The response of the electors must be in the form established by the City of Prince Rupert. Forms are available at the front desk of City Hall (424 3rd Avenue West, Prince Rupert). Blank forms can be mailed, faxed, or emailed, upon request. An accurate copy of the elector response form may be utilized, provided that it is made of the form prior to any electors signing such form, so that only elector response forms with original signatures are submitted. For an elector response form to be accepted, it must meet the following conditions:

- Only eligible electors of the City of Prince Rupert are entitled to sign an elector response form;
- The full name of the elector must be stated;
- The residential address of the elector must be stated;
- If applicable, the address of the property in relation to which the person is entitled to vote as a non-resident property elector must be stated; and,
- The elector response form must be submitted to the Corporate Administrator before the deadline.

Forms may be submitted in person or by mail to be received by the Corporate Administrator at City Hall located at 424 3rd Avenue West, Prince Rupert, BC, V8J 1L7 **NO LATER THAN 4:30 PM ON Monday August 14th, 2023.** Elector response forms must be in the possession of the Corporate Administrator by this time, as postmarks **WILL NOT** be accepted as date of submission. **FORMS MAY NOT BE RETURNED BY FAX OR EMAIL.**

Eligible Elector

An eligible elector for the purpose of this Alternative Approval Process is a person entitled to be registered as an elector and who meets the following criteria:

- Is age 18 or older;
- Is a Canadian citizen;
- Has been a resident of British Columbia for at least 6 months;
- Lives within the City of Prince Rupert at the time of signing; and,
- Is not disqualified from voting by the *Local Government Act* or any other act.

A non-resident property elector who meets the following criteria is also an eligible elector:

- Is not entitled to register as a resident elector for the City of Prince Rupert;
- Is age 18 or older;
- Is a Canadian citizen;
- Has been a resident of British Columbia for at least 6 months;
- Has been a registered owner of the real property within the City of Prince Rupert for at least 30 days; and,
- Is not disqualified from voting by the *Local Government Act* or any other act.

Note: Corporations or land held in a corporate name are not entitled to vote. In the case of multiple owners of a parcel, only one person (with consent of the majority of owners) may vote as a non-resident property elector.

What is an Alternative Approval Process?

On January 1st, 2004, the *Community Charter* came into force and prescribes two methods by which a local government may seek approval of the electors. These are *Assent of the Electors* (which is approval by voting) or *Alternative Approval Process* which allows Mayor and Council to proceed with an action unless at least 10% of the eligible electors state their opposition within a prescribed period. In this case, Mayor and Council have opted for the latter process. If at least 10% of the eligible electors state their opposition to the proposed Loan Authorization Bylaw, the matter requires the *Assent of the Electors* if Mayor and Council wish to proceed with the loan. The *Alternative Approval Process* under the *Community Charter* replaces the *Counter Petition Opportunity* under the *Local Government Act* that residents may have been familiar with.

More information can be obtained by contacting Corinne Bomben, Chief Financial Officer at City Hall at 424 3rd Avenue West, Prince Rupert BC, or by calling (250) 627 0935.



CITY OF PRINCE RUPERT

NOTICE OF ALTERNATIVE APPROVAL PROCESS

Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023

NOTICE IS HEREBY GIVEN THAT the Mayor and Council of the City of Prince Rupert proposes to adopt the *Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023* to authorize the borrowing of up to \$40,000,000 over a 30 year period to replace certain sewer linear infrastructure. Debt is expected to be taken in stages (allowing for opportunities for new revenue sources to reduce the borrowing necessary should they become available). Expected stages are \$15M in 2024 and \$25M in 2025. Repayment of the proposed borrowing schedule is expected to result in an estimated sewer fee increase in 2024 of 35% (\$163) and 44% in 2025 (\$277) (net of discount). The estimated servicing cost for the scheduled borrowing is \$979,000 annually on \$15M of debt and \$1,631,000 annually on \$25M of debt for a total annual repayment of \$2,610,000 at the current Municipal Finance Authority interest rate of 4.62%.

FURTHER NOTICE IS HEREBY GIVEN THAT the Mayor and Council of the City of Price Rupert may adopt the *Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023*, if, after the deadline, elector response forms are certified by the Corporate Administrator as having been signed by less than 10% of the eligible electors in the City of Prince Rupert. If, after the deadline, elector response forms are certified by the Corporate Administrator as having been signed by at least 10% of the eligible electors in the City of Prince Rupert (calculated to be 1,029), Mayor and Council may not proceed with the adoption of the *Linear Liquid Waste Infrastructure Replacement Loan Authorization Bylaw No. 3520, 2023* and may not proceed with the process unless the matter receives assent of the electors in a voting proceeding.

Elector Response Forms

The response of the electors must be in the form established by the City of Prince Rupert. Forms are available at the front desk of City Hall (424 3rd Avenue West, Prince Rupert). Blank forms can be mailed, faxed, or emailed, upon request. An accurate copy of the elector response form may be utilized, provided that it is made of the form prior to any electors signing such form, so that only elector response forms with original signatures are submitted. For an elector response form to be accepted, it must meet the following conditions:

- Only eligible electors of the City of Prince Rupert are entitled to sign an elector response form;
- The full name of the elector must be stated;
- The residential address of the elector must be stated;
- If applicable, the address of the property in relation to which the person is entitled to vote as a non-resident property elector must be stated; and,
- The elector response form must be submitted to the Corporate Administrator before the deadline.

Forms may be submitted in person or by mail to be received by the Corporate Administrator at City Hall located at 424 3rd Avenue West, Prince Rupert, BC, V8J 1L7 **NO LATER THAN 4:30 PM ON Monday August 14th, 2023.** Elector response forms must be in the possession of the Corporate Administrator by this time, as postmarks **WILL NOT** be accepted as date of submission. **FORMS MAY NOT BE RETURNED BY FAX OR EMAIL.**

Eligible Elector

An eligible elector for the purpose of this Alternative Approval Process is a person entitled to be registered as an elector and who meets the following criteria:

- Is age 18 or older;
- Is a Canadian citizen;
- Has been a resident of British Columbia for at least 6 months;
- Lives within the City of Prince Rupert at the time of signing; and,
- Is not disqualified from voting by the *Local Government Act* or any other act.

A non-resident property elector who meets the following criteria is also an eligible elector:

- Is not entitled to register as a resident elector for the City of Prince Rupert;
- Is age 18 or older;
- Is a Canadian citizen;
- Has been a resident of British Columbia for at least 6 months;
- Has been a registered owner of the real property within the City of Prince Rupert for at least 30 days; and,
- Is not disqualified from voting by the *Local Government Act* or any other act.

Note: Corporations or land held in a corporate name are not entitled to vote. In the case of multiple owners of a parcel, only one person (with consent of the majority of owners) may vote as a non-resident property elector.

What is an Alternative Approval Process?

On January 1st, 2004, the *Community Charter* came into force and prescribes two methods by which a local government may seek approval of the electors. These are *Assent of the Electors* (which is approval by voting) or *Alternative Approval Process* which allows Mayor and Council to proceed with an action unless at least 10% of the eligible electors state their opposition within a prescribed period. In this case, Mayor and Council have opted for the latter process. If at least 10% of the eligible electors state their opposition to the proposed Loan Authorization Bylaw, the matter requires the *Assent of the Electors* if Mayor and Council wish to proceed with the loan. The *Alternative Approval Process* under the *Community Charter* replaces the *Counter Petition Opportunity* under the *Local Government Act* that residents may have been familiar with.

More information can be obtained by contacting Corinne Bomben, Chief Financial Officer at City Hall at 424 3rd Avenue West, Prince Rupert BC, or by calling (250) 627 0935.



City of Prince Rupert

Alternative Approval Process: Report for Determining Number of Eligible Electors

The purpose of this report is to show the basis for determining the total number of electors in relation to (specific bylaw number to be inserted) that is the subject of an alternative approval process. Section 86(3)(c) of the Community Charter requires the council to make a fair determination of the total number of electors of the area to which the approval process applies. In addition, the council must make available to the public, on request, a report respecting the basis on which the determination was made. The number of people eligible to be a resident elector or a non-resident property elector is determined based on those individuals who when signing an elector response form that:

- are 18 years of age or older;
- are a Canadian citizen;
- have lived in British Columbia for at least six months;
- owned property in the jurisdiction for at least 30 days (non-resident requirement)
- live, or own property in the area defined for the AAP; and,
- are not disqualified under the Local Government Act, or any other enactment from voting in a local election, or be otherwise disqualified by law.

The estimated number of eligible electors within the area defined for the AAP is based on information from various sources as indicated below, is calculated as follows:

1. Estimated population: 13,175
2. Estimated number of people 18 years of age or older: 10,858
3. Minus number of people estimated as not being Canadian citizens: 713
4. Minus the number of people who are estimated not to be residents of British Columbia for the past six months: 158
5. Minus the number of residents who are estimated to have moved out of the jurisdiction in the past 30 days: 20
6. Add the number of residents who are estimated to have moved into the jurisdiction in the past 30 days: 34
7. Add estimated number of non-resident property electors: 291

Estimated total number of eligible electors in the area defined for the AAP: 10,292

Ten percent of the total number of eligible electors is estimated to be: 1,029

1. The total estimated population of the City of Prince Rupert was listed at 13,175 based on information obtained from BC Statistics, prepared January 2023.
2. The estimated number of people 18 years of age or older is 10,789. (13,175 total population, minus 2,386, the population under 18 – note that the 2021 Census states 2110 are between 0-14, and 690 people between 15-19. Because data on individual ages is not available, we divided $690/5 = 138$ and multiplied by 1.5 to add the ages 15 and half of 16 year olds who would be 18 in 2023. Result is $2110 + 138(1.5) = 2,317$ under the voting age, 18% of population <18 years of age).

3. The number of people estimated as not being Canadian citizens is estimated to be 6.6% of the population, or 870 based on information retrieved from Statistics Canada that was prepared on as part of the 2021 Census. Less 18% < 18 years of age (157) = 713 are not Canadian Citizens and > 18 years of age.
4. The number of people who are estimated not to be residents of B.C. for the past 6 months due to immigration/movement records obtained from BC Statistics prepared for 2022 is estimated to be 158 (Prince Rupert's population proportion of interprovincial and international migration into British Columbia quarter 3 and 4 of 2022).
5. The number of residents who are estimated to have moved out of the jurisdiction in the past 30 days based on immigration/movement records obtained from BC Statistics that was prepared for 2022 is estimated to be 20 (Prince Rupert's population proportion of British Columbia out migration in 2022).
6. The number of residents who are estimated to have moved into the jurisdiction in the past 30 days based on immigration/movement records obtained from BC Statistics that was prepared for 2022 is estimated to be 34 (Prince Rupert's population proportion of British Columbia in migration in 2022).
7. The number of non-resident property electors is estimated to be 291 based on information received from the City of Prince Rupert's municipal tax roll that was prepared April, 2023.

Approved by a resolution passed by Prince Rupert City Council at an open meeting held on the _____ day of _____, 2023.

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 24th day of October, 2022.

Read a Second time this 24th day of October, 2022.

Read a Third time this ____ day of _____, 2023.

Final Consideration and Adopted this ____ day of _____, 2023.

Public Hearing: 23rd January 2023.

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:

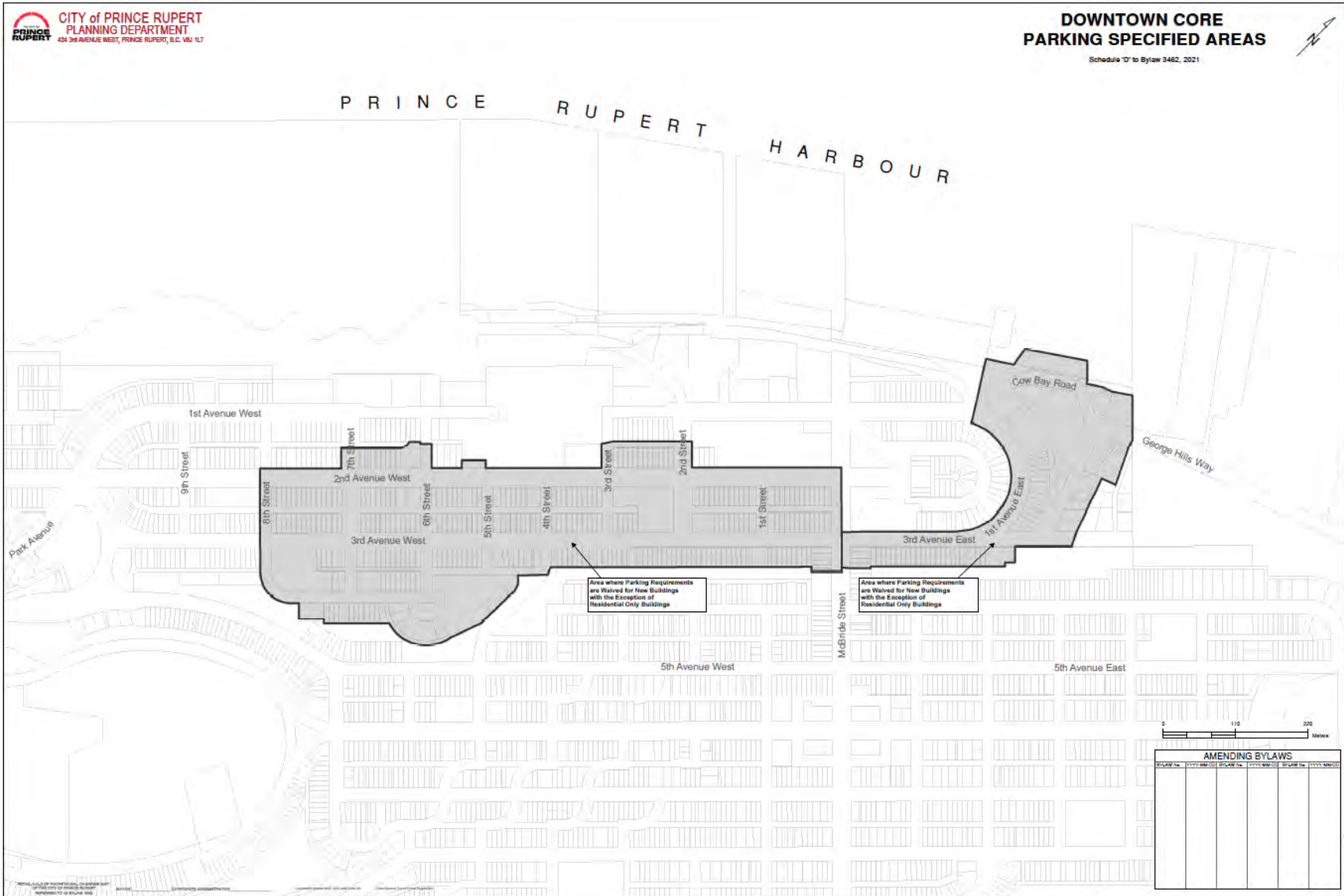
Use	Parking Standard
Single Family, Two Family & Multi-family	1 space per dwelling unit
Senior Citizens Housing	1 space per 4 living units
Accessory Dwelling Unit	1 space per accessory dwelling unit
Special Care Residential	1 space per 3 beds
Student Housing	0.2 spaces per bedroom

ATTACHMENT 2

UPDATE SECTION 9.3 (C):

Existing	Proposed
<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





CITY OF PRINCE RUPERT

ZONING BYLAW AMENDMENT BYLAW NO. 3506, 2023

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; AND,

WHEREAS the Council of the City of Prince Rupert has adopted Official Community Plan, Section 7.1 that directs inclusion of Child Care Facilities as a permitted use in Commercial and Public Facilities Zones; AND,

WHEREAS Council adopted the 2019 Child Care Assessment and Action Plan that directs the same;

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 indicated in Schedule 1 of this Bylaw to allow the following:
 - a. Inclusion of Child Care Facility in Section 8.1.0 P1 Public Facilities Zone, list of permitted uses.
 - b. Addition of Child Care Facility in Section 9.1.2 Parking Requirements with the parking standard of 1 space per 8 Full Time Equivalent child care spaces.
 - c. Addition of Child Care Facility in Section 5: RM1-5 Zones as an accessory use, not including home occupations and limited to the first floor with ground level access.
2. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3506, 2023

READ A FIRST TIME this 12th day of June, 2023.

READ A SECOND TIME this 12th day of June, 2023.

READ A THIRD TIME this _____ day of _____, 2023.

READ A FOURTH & FINAL TIME this _____ day of _____, 2023.

MAYOR

CORPORATE ADMINISTRATOR

Schedule 1

Section 5 – RM1-5 Zones

Section	Existing Regulation	Proposed Amendment
<p>5.3.0: RM1: Multiple Family Residential Zone</p>	<p>Subject to general provisions, the following accessory uses and no others are permitted: (a) Home office. (b) Accessory buildings and structures.</p>	<p>Add (c) Child Care Facility as an accessory use, not including home occupations and limited to the first floor with ground level access</p>
<p>5.4.0: RM2 Multiple Family Residential Zone</p>	<p>Subject to general provisions, the following accessory uses and no others are permitted: (a) Home office. (b) Accessory buildings and structures.</p>	<p>Add (c) Child Care Facility as an accessory use, not including home occupations and limited to the first floor with ground level access</p>
<p>5.5.0: RM3 Multiple Family Residential Zone</p>	<p>Subject to general provisions, the following accessory uses and no others are permitted: (a) Home office. (b) Accessory buildings and structures.</p>	<p>Add (c) Child Care Facility as an accessory use, not including home occupations and limited to the first floor with ground level access</p>
<p>5.6.0: RM4: Mixed Use Zone</p>	<p>Subject to general provisions, the following accessory uses and no others are permitted: (a) Home office. (b) Retail use as part of a multiple family dwelling building. (c) Offices as part of a multiple family dwelling building. (d) Accessory buildings and structures. (e) Retail and office use shall be limited to the first floor with ground level access.</p>	<p>Add (f) Child Care Facility as an accessory use, not including home occupations and limited to the first floor with ground level access</p>
<p>5.7.0: RM5: Multiple Family Residential Zone</p>	<p>Subject to general provisions, the following accessory uses and no others are permitted: (a) Home office. (b) Accessory buildings and structures.</p>	<p>Add (c) Child Care Facility as an accessory use, not including home occupations and limited to the first floor with ground level access</p>

Section 8 – Zoning Regulations & Requirements: Public Facilities Zone

Section	Existing Regulation	Proposed Amendment
<p>8.1.0 P1: Public Facilities Zone</p>	<p>Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted: (a) Park and recreation facilities. (b) Public institutional facilities. (c) Public utility building. (d) Education centre. (e) Unenclosed Storage. (f) Cemeteries. (g) Resource lands and activities. (h) Wind power project.</p> <p>The following accessory uses and no others are permitted: (a) Accessory building and structures.</p> <p>Minimum Dimensions Required for Yards 3.0 metres from any property zoned Residential.</p> <p>Building Height Accessory building 3.6 metres.</p>	<p>Permitted Uses: Subject to general provisions, the following principal uses and no others are permitted: (a) Park and recreation facilities. (b) Public institutional facilities. (c) Public utility building. (d) Education centre. (e) Child Care Facility (f) Unenclosed Storage. (g) Cemeteries. (h) Resource lands and activities. (i) Wind power project.</p> <p>The following accessory uses and no others are permitted: (a) Accessory building and structures.</p> <p>Minimum Dimensions Required for Yards 3.0 metres from any property zoned Residential.</p> <p>Building Height Accessory building 3.6 metres.</p>

Section 9 – Off Street Parking and Off-Street Loading

Section	Existing Regulation	Proposed Amendment
<p>9.1.2</p>		<p>Add Row to Parking Requirement Table</p> <p>Child Care Facility 1 space per 8 Full Time Equivalent child care spaces</p>



CITY OF PRINCE RUPERT

ZONING BYLAW AMENDMENT BYLAW NO. 3507, 2023

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; AND,

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


1. Amend "Schedule B" Zoning Map by rezoning lots legally described as LOTS 1-7 BLOCK 40 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923 and AMENDED LOT 8 (SEE 99188I) BLOCK 40 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923 from R2: Duplex and Two Family Residential Zone and P1: Public Facilities Zone to RM5: Multiple Family Residential Zone as indicated in Schedule A of this bylaw.
2. Amend RM5: Multiple Family Residential Zone exclusively at the lots legally described as LOTS 1-7 BLOCK 40 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923 and AMENDED LOT 8 (SEE 99188I) BLOCK 40 SECTION 5 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923 to have a Building Height for a principle building of 21 metres and Minimum Dimensions Required for Yards at 2.5 metres from a side property line.
3. This Bylaw may be cited as Prince Rupert Zoning Bylaw Amendment No. 3507, 2023

READ A FIRST TIME this 12th day of June, 2023.

READ A SECOND TIME this 12th day of June, 2023.

READ A THIRD TIME this 12th day of June, 2023.

READ A FOURTH & FINAL TIME this _____ day of _____, 2023.

Approved under the Transportation Act
this 22nd day of June 2023

Ministry of Transportation & Infrastructure

MAYOR

CORPORATE ADMINISTRATOR