



CITY OF PRINCE GEORGE

Welcome to the City of Prince George Online Council Agenda.

Monday, November 26, 2018

6:00 p.m. - Council Chambers

[2018 Council Meeting Calendar](#)

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CELEBRATING SUCCESS

Thank you to outgoing Council members, Councillor Koehler, who has served seven years, and Councillor Merrick, who has served four years on the Prince George City Council. We thank you for your insights, guidance, and commitment to Prince George throughout your years of service.

A. ADOPTION OF THE AGENDA

B. MINUTES

- B.1 Report: [Adoption of Minutes](#)
Attachment: [Minutes of Regular Council Meeting held October 15, 2018](#)
Attachment: [Council Voting Summary for October 15, 2018](#)
Attachment: [Minutes of Inaugural Council Meeting held November 5, 2018](#)
Attachment: [Council Voting Summary for November 5, 2018](#)

RECOMMENDATION: *That the minutes of the regular Council meeting held October 15, 2018 and inaugural Council meeting held November 5, 2018 BE ADOPTED as read on this day and that such minutes as read set out all of the business before Council at those meetings and fully and properly record all of the resolutions and bylaws passed and adopted by Council at those meetings.*

C. CONSENT AGENDA (FOR INFORMATION)

- C.1 Report: [2018 Q3 Consultant Spending Report](#)
Attachment: [Consultant Spending Summary - Less than or equal to \\$25,000](#)
Attachment: [Consultant Spending Summary - Greater than \\$25,000](#)

RECOMMENDATION: *That the report dated November 5, 2018 from the Director of Finance titled "2018 Q3 Consultant Spending Report", BE RECEIVED FOR INFORMATION.*

- C.2 Report: [Procurement Quarterly Report 2018 - Quarter Three \(July - September\)](#)

RECOMMENDATION: *That the report dated October 26, 2018 from the General Manager of Administrative Services, titled "Procurement Quarterly Report 2018 - Quarter Three (July - September)", BE RECEIVED FOR INFORMATION.*

- C.3 Report: [Monthly Building Permit and Development Permit Summary \(October 2018\)](#)

Attachment: [Building Permit Data for October 2016, 2017 and 2018](#)

RECOMMENDATION: *That the report dated November 5, 2018 from the General Manager of Planning and Development, titled "Monthly Building Permit and Development Permit Summary (October 2018)", BE RECEIVED FOR INFORMATION.*

D. INFORMAL HEARING(S) - COMMENCING AT 7:00 P.M.

1. Information from Administration
2. Presentation by Applicant
3. Representations by Members of Gallery
4. Resolution on granting of permit

D.1 Subject: [Variance Permit Application No. VP100521](#)

Applicant: Shane Bunce for Glayne Guild

Location: 7731 Sabyam Road

Attachment: [Location and Existing Zoning Map](#)

Attachment: [Variance Permit No. VP100521](#)

Attachment: [Exhibit "A" to VP100521](#)

Attachment: [Exhibit "B" to VP100521](#)

Submission: [Three \(3\) Letters in Support of the Application](#)

RECOMMENDATION: *THAT Council APPROVE Variance Permit No. VP100521 to vary "City of Prince George Zoning Bylaw No. 7850, 2007" for the property legally described as Parcel A (N31219) of Lot 19, District Lot 2424, Cariboo District, Plan 9563 as follows:*

- a. *Vary Section 9.5.6 1. by increasing the maximum total combined gross floor area of accessory buildings and structures on site from 90.0 square metres (m²) to 207.0 square metres (m²), as shown on Exhibit "A" to VP100521; and*
- b. *Vary Section 9.5.6 2. by increasing the maximum height of an accessory building from 6.0 metres (m) to 7.0 metres (m), as shown on Exhibit "B" to VP100521.*

D.2 Subject: [Liquor License Application No. LL100159](#)

Applicant: Bailey Hoefels of Trench Brewing & Distilling

Location: 399 2nd Avenue

Attachment: [Location and Existing Zoning Map](#)

Attachment: [Appendix "A" Resolution for LL100149](#)

Attachment: [Liquor and Cannabis Regulation Branch - Application for a Permanent Change to a Liquor License](#)

RECOMMENDATION: *Be it resolved that:*

1. *The Council supports the amendment of the hours of liquor service from 11:00 pm to 3:00 am Monday to Sunday for Trench Brewing & Distilling, located at 399 2nd Avenue, for the following reasons:
This application is not expected to have a negative impact on the community or produce any significant negative land use impacts on adjacent properties.*
2. *The Council's comments on the prescribed considerations are as set out in the November 1, 2018 staff report from Ian Wells, General Manager of Planning and Development for Liquor Licence Application No. LL100159.*
3. *The methods used to gather the views of residents are as follows: The views of residents were collected in a Public Hearing held on November 26, 2018 in Council Chambers. The public notice for this hearing included 1) a sign was posted on the property ten (10) days prior to the hearing, 2) written notification to owners and tenants in occupation of all parcels within the area that was the subject of the application, and within a distance 30 metres (m) from the land that was subject of this application ten (10) days prior to the hearing, and 3) advertisements were placed in two (2) consecutive issues of a newspaper, not less than three (3) and not more than ten (10) days before the hearing.*

The views of residents are as summarized in the minutes of the Public Hearing held on November 26, 2018.

D.3 Subject: [Liquor License Application No. LL100157](#)

Applicant: Canadian Brew House and Grill (Prince George) for 0948523 BC Ltd., Inc. No. BC0948523

Location: 3036 Recplace Drive

Attachment: [Location and Existing Zoning Map](#)

Attachment: [Appendix "A" Resolution for LL100157](#)

Attachment: [Liquor and Cannabis Regulation Branch Application](#)

Attachment: [Current Liquor Primary License No. 307760](#)

RECOMMENDATION: *Be it resolved that:*

1. Council supports the change to the existing Liquor Primary License to increase occupancy from 298 to 360 persons for the Canadian Brew House and Grill located at 3036 Recplace Drive for the following reasons:
This application is not expected to have a negative impact on the community or produce any significant negative land use impacts on adjacent properties.
2. Council's comments on the prescribed considerations are as set out in the November 1, 2018 staff report from Ian Wells, General Manager of Planning and Development, for Liquor Licence Application No. LL100157.
3. The methods used to gather the views of residents are as follows: The views of potentially affected property owners were collected in a Public Hearing held on November 26, 2018 in Council Chambers. The public notice for this hearing included 1) a sign was posted on the property ten (10) days prior to the hearing, 2) written notification to owners and tenants in occupation of all parcels within the area that was the subject of the application, and within a distance of 30 metres from the land that was the subject of this application ten (10) days prior to the hearing, and 3) advertisements were placed in two (2) consecutive issues of a newspaper, not less than three (3) and not more than ten (10) days before the hearing.
The views of affected property owners are as summarized in the minutes of the Public Hearing held on November 26, 2018.

E. FORMAL PUBLIC HEARINGS - COMMENCING AT 7:00 P.M.

1. Information from Administration
2. Presentation by Applicant
3. Representations by Members of Gallery
4. Closure of Hearing
5. Third Reading of Bylaw (if appropriate)

- E.1 Subject: Official Community Plan Amendment Application No. CP100147 (Bylaw No. 8981, 2018) and Rezoning Application No. RZ100603 (Bylaw No. 8982, 2018)
- Applicant: City of Prince George
- Location: 8670 and 8766 Highway 16W
- Report: [Consultation for Official Community Plan Amendment Application No. CP100147 \(Bylaw No. 8981, 2018\)](#)
- Attachment: [Exhibit "A" to Application No. CP100147](#)
- Attachment: [Request for Comment Letter](#)
- Attachment: [Newspaper Notice](#)
- Report: [Previously Submitted Staff Report: Official Community Plan Amendment Application No. CP100147 \(Bylaw No. 8981, 2018\) and Rezoning Application No. RZ100603 \(Bylaw No. 8982, 2018\) \(Considered at the October 1, 2018 regular Council meeting\)](#)
- Attachment: [Location and Existing Zoning Map](#)
- Attachment: [Appendix "A" to Bylaw No. 8981, 2018](#)
- Attachment: [Appendix "A" to Bylaw No. 8982, 2018](#)
- Attachment: [Exhibit "A" to Application No. CP100147](#)
- E.2 Bylaw: [City of Prince George Official Community Plan Bylaw No. 8383, 2011, Amendment Bylaw No. 8981, 2018 \(Third Reading\)](#)
- RECOMMENDATION: *That "City of Prince George Official Community Plan Bylaw No. 8383, 2011, Amendment Bylaw No. 8981, 2018", BE GRANTED THIRD READING.*
- E.3 Bylaw: [City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8982, 2018 \(Third Reading\)](#)
- RECOMMENDATION: *That "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8982, 2018",*

F. REPORTS

GENERAL MANAGER OF COMMUNITY SERVICES - ROB WHITWHAM

F.1 Report: [Union of British Columbia Municipalities \(UBCM\) Community Emergency Preparedness Fund Evacuation Route Planning](#)

RECOMMENDATION: *That Council:*

1. SUPPORT the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund - Evacuation Route Planning grant application in the amount of \$25,000 to conduct an 'Evacuation Plan' tabletop exercise in April 2019; and
2. AUTHORIZE the City's Financial Officer and General Manager of Community Services to sign grant application documents and any contract documents should grant approval be received.

GENERAL MANAGER OF ENGINEERING AND PUBLIC WORKS - DAVE DYER

F.2 Report: [Hwy 97 and 22nd Avenue Intersection Traffic Pattern Changes](#)

Attachment: [Slide Presentation: Hwy 97N/22nd Avenue Intersection and Northbound Westwood Drive Traffic Pattern Changes](#)

RECOMMENDATION: *That the report dated November 15, 2018 from the General Manager of Engineering and Public Works titled, "Hwy 97 and 22nd Avenue intersection Traffic Pattern Changes", BE RECEIVED FOR INFORMATION.*

GENERAL MANAGER OF PLANNING AND DEVELOPMENT - IAN WELLS

F.3 Report: [Marleau Road - O'Grady Road Road Closure Bylaw No. 8988, 2018](#)

Applicant: City of Prince George

Location: Marleau - O'Grady Road

Attachment: [Appendix A - Proposed Road Closure](#)

Attachment: [Exhibit A - Proposed Consolidation](#)

Attachment: [Exhibit B - Road Dedication](#)

Attachment: [Exhibit C - Location Map](#)

F.4 Bylaw: [Marleau Road - O'Grady Road Road Closure Bylaw No. 8988, 2018 \(First and Second Readings\)](#)

RECOMMENDATION: *That "Marleau Road - O'Grady Road Road Closure Bylaw No. 8988, 2018", BE GRANTED FIRST AND SECOND READINGS.*

F.5 Report: [Rezoning Amendment Application No. RZ100606 \(Bylaw No. 8987\)](#)

Applicant: Scott Atherton

Location: 4585 Martin Road

Attachment: [Location and Existing Zoning Map](#)

Attachment: [Appendix "A" to Bylaw No. 8987](#)

F.6 Bylaw: [City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8987, 2018 \(First and Second Readings\)](#)

RECOMMENDATION: *That "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8987, 2018", BE GRANTED FIRST AND SECOND READINGS.*

F.7 Report: [Request for Concurrence - Proposed Rogers Wireless Communications Facility](#)

Applicant: Marshall Rasmussen of Medallion Wireless for Rogers Communications Inc.
Location: 8715 Willow Cale Road
Attachment: [Location and Existing Zoning Map](#)
Attachment: [Public Consultation Package](#)
RECOMMENDATION: *That Council instruct the Corporate Officer to advise Innovation, Science and Economic Development Canada in writing that:*

- a. *Rogers Communications Inc. (Rogers) has satisfactorily completed its consultation with the City of Prince George;*
- b. *The City of Prince George is satisfied with Rogers' public consultation process and does not require any further consultation with the public; and*
- c. *The City of Prince George concurs with Rogers' proposal to construct a wireless communications facility provided it is constructed substantially in accordance with the plans submitted to the City of Prince George for a 70.0 metres (m) tall antenna and ancillary equipment at 8715 Willow Cale Road (Lot 5, District Lot 749, Cariboo District, Plan BCP41575).*

GENERAL MANAGER OF ADMINISTRATIVE SERVICES - WALTER BABICZ

F.8 Report: [Council Representative Appointments to External Organizations](#)

RECOMMENDATION: *That Council:*

1. *APPOINT one (1) member of Council to serve as the City of Prince George representative on the Regional District of Bulkley-Nechako Regional Transit Service Committee until the 2022 general local election;*
2. *APPOINT one (1) member of Council to serve as the City of Prince George representative on the Canadian Urban Transit Associations (CUTA) Transit Board Members Committee (TBMC) until the 2022 general local election;*
3. *APPOINT up to two (2) members of Council to serve as Council liaison(s) to the Prince George Council of Seniors and its member organizations until the 2022 general local election;*
4. *APPOINT one (1) member of Council to serve as the City of Prince George representative on the Prince George Community Foundation Board of Directors until the 2022 general local election;*
5. *APPOINT one (1) member of Council and one (1) alternate member of Council to serve as the City of Prince George representative on the Mount Milligan Community Sustainability Committee until the 2022 general local election;*
6. *APPOINT one (1) member of Council to serve on the Prince George Public Library Board for a one year term ending December 31, 2019; and*
7. *APPOINT one (1) member of Council and one (1) alternate member of Council to serve as the City of Prince George representative on the Prince George Regional Advisory Committee (PG RAC) of the Northern Development Initiatives Trust until the 2022 general local election.*

G. BYLAWS - FINAL READING AND ADOPTION

G.1 Bylaw: [City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8963, 2018](#)

Applicant: Jacqueline Marion

Location: 1180 3rd Avenue

RECOMMENDATION: *That "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8963, 2018", BE GRANTED FINAL READING AND ADOPTION.*

G.2 Bylaw: [City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8962, 2018](#)

Applicant: Keystone Architecture & Planning Ltd. for Kelson Investments Ltd., Inc. No. BC0754748

Location: 4441, 4427 and 4413 Glen Shee Road

RECOMMENDATION: *That "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8962, 2018",*

BE GRANTED FINAL READING AND ADOPTION.

- G.3 Bylaw: [City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8792, 2017](#)
Applicant: Marnie Martin for Heinrich Tillmanns
Location: 2863 Range Road
RECOMMENDATION: *That "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8792, 2017", BE GRANTED FINAL READING AND ADOPTION.*
- G.4 Bylaw: [City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8935, 2018](#)
Applicant: Access Engineering Consultants for The Roman Catholic Episcopal Corporation of Prince Rupert
Location: 6700 Southridge Avenue
RECOMMENDATION: *That "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8935, 2018", BE GRANTED FINAL READING AND ADOPTION.*

H. CORRESPONDENCE

- H.1 [Correspondence received October 31, 2018 from Sylvia Layzell, President, Prince George Agricultural and Historical Association: Request for Resolution in Support of a Northern Development Initiative Trust Grant Application for the Purchase of Portable Covered Bleachers](#)
RECOMMENDATION:
That the City of Prince George SUPPORT the application to Northern Development Initiative Trust from the Prince George Agricultural and Historical Association for a grant of up to \$30,000 for the purchase of Portable Covered Bleachers from the Prince George Regional Account.
- H.2 [Correspondence dated October 4, 2018 from Attorney General, David Eby, and the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General: Issuing Licenses for the Retail Sale of Non-Medical Cannabis](#)
- H.3 [Correspondence dated November 5, 2018 from Sue Judge, Artistic/Executive Director, Coldsnap, Prince George Folkfest Society: Request for Resolution in Support of a Northern Development Initiative Trust Grant Application for the 2019 Coldsnap music festival](#)
RECOMMENDATION:
That the City of Prince George SUPPORT the application from Prince George Folkfest Society to Northern Development Initiative Trust's Fabulous Festivals and Events program for a grant of up to \$5000 for Coldsnap 2019, to be paid from the Prince George Regional Development Account.
- H.4 [Correspondence dated October 25, 2018 from the Honourable Katrine Conroy, Minister of Children and Family Development: Follow-up to the attendance of the City of Prince George's delegation at a meeting with the Ministry of Children and Family Development](#)
- H.5 [Correspondence dated October 29, 2018 from the Honourable Selina Robinson, Minister of Municipal Affairs and Housing: Follow-up to the attendance of the City of Prince George's delegation at a meeting with the Ministry of Municipal Affairs and Housing at the 2018 Union of British Columbia Municipalities \(UBCM\) Convention](#)
- H.6 [Correspondence dated November 6, 2018 from Scott Sitter, Assessor, Northern BC Region, BC Assessment: Congratulations to Mayor and Council for their recent success in the 2018 Local Government General Election.](#)
- H.7 [Correspondence dated November 2, 2018 from the Honourable Katrine Conroy, Minister of Children and Family Development: Proclamation of November as Adoption Awareness Month](#)

ADJOURNMENT

STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: November 7, 2018

TO: MAYOR AND COUNCIL

NAME AND TITLE: WALTER BABICZ, GENERAL MANAGER OF ADMINISTRATIVE SERVICES

SUBJECT: Adoption of Minutes

ATTACHMENTS: Minutes of regular Council Meeting held October 15, 2018
Council Voting Summary for regular Council Meeting held October 15, 2018
Minutes of regular Council Meeting held November 5, 2018
Council Voting Summary for regular Council meeting held November 5, 2018

RECOMMENDATION:

That the attached minutes of the regular Council meetings held October 15, 2018 and November 5, 2018, be adopted as read on this day and that such minutes as read set out all of the business before Council at those meetings and fully and properly record all of the resolutions and bylaws passed and adopted by Council at those meetings.

PURPOSE:

For Council decision.

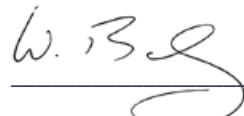
POLICY / REGULATORY ANALYSIS:

As required by the *Community Charter*, the "City of Prince George Council Procedures Bylaw No. 8388, 2011" provides for the taking of minutes of Council meetings, including requiring certification of those minutes.

OTHER CONSIDERATIONS:

It is recommended that Council pass a resolution confirming that the minutes of the regular Council meetings held October 15, 2018 and November 5, 2018, are an accurate record of the business considered by Council at those meetings. Council voting summary tables for the aforementioned meetings are also attached for reference.

RESPECTFULLY SUBMITTED:



Walter Babicz,
General Manager of Administrative Services/
Acting City Manager

Meeting date: November 26, 2018

REGULAR COUNCIL MEETING

Minutes of the Regular Meeting of Council of the City of Prince George, held in the Council Chambers of City Hall, 1100 Patricia Boulevard, Prince George, BC, on October 15, 2018 at 6:00 p.m.

PRESENT:

Mayor Lyn Hall, Chair

Councillor Everitt
Councillor Frizzell <6:17 p.m. to 8:52 p.m.>
Councillor Krause
Councillor McConnachie
Councillor Merrick
Councillor Scott
Councillor Skakun

IN ATTENDANCE:

Mr. Walter **Babicz**, General Manager of Administrative Services; Mr. Ian **Wells**, General Manager of Planning and Development/Acting City Manager; Mr. Kris **Dalio**, Director of Finance; Mr. Dave **Dyer**, General Manager of Engineering and Public Works; Mr. Rob **Whitwham**, General Manager of Community Services; Mr. Rob **van Adrichem**, Director of External Relations; and Ms. Leslie **Jackson**, Legislative Coordinator.

A. ADOPTION OF AGENDA

COUNCIL RESOLUTION:

Moved by Councillor Skakun, seconded by Councillor Everitt, that the agenda for the regular meeting of Council scheduled for October 15, 2018, BE ADOPTED.

Carried Unanimously

B. MINUTES

B.1 Report dated October 2, 2018 from Walter Babicz, General Manager of Administrative Services, regarding Adoption of Minutes.

COUNCIL RESOLUTION:

Moved by Councillor Krause, seconded by Councillor Scott, that the minutes of the regular Council meeting held October 1, 2018, BE ADOPTED as read on this day and that such minutes as read set out all of the business before Council at that meeting and fully and properly record all of the resolutions and bylaws passed and adopted by Council at that meeting.

Carried Unanimously

C. DELEGATION(S)

C.1 ConnectPG

Ms. Laurie Dillman, Project Lead, ConnectPG, provided a PowerPoint presentation regarding "ConnectPG Program Update" including information on the work of volunteers acting as a "Community Connector" by discussing shared interests and introducing new residents of Prince George to new people, new events and new locations based on their interests.

Discussion commenced and Ms. Dillman responded to questions of Council.

C.2 Prince George Agricultural and Historical Association

Ms. Sylvia Layzell, President, and Mr. Curt Wallach, Vice President, Prince George Agricultural and Historical Association, provided an update on the 2018 British Columbia Northern Exhibition (BCNE) and presented a plaque of appreciation to the City of Prince George.

Discussion commenced and Ms. Layzell responded to questions of Council.

Councillor Frizzell entered Council Chambers at 6:17 p.m.

D. CONSENT AGENDA (FOR INFORMATION)

Councillor Skakun requested further consideration of Consent Agenda item D.1

D.1 Report dated October 3, 2018 from Ian Wells, General Manager of Planning and Development, regarding Monthly Building Permit and Development Permit Summary (September 2018).

Discussion commenced.

COUNCIL RESOLUTION:

Moved by Councillor Frizzell, seconded by Councillor Everitt, that Consent Agenda item D.1, BE RECEIVED FOR INFORMATION.

Carried Unanimously

G. REPORTS

COUNCIL COMMITTEES
SELECT COMMITTEE ON EDUCATION

G.1 Report dated October 9, 2018 from Councillor Albert Koehler, Chair, Select Committee on Education, regarding Report from the Chair of the Select Committee on Education.

Discussion commenced.

COUNCIL RESOLUTION:

Moved by Councillor Scott, seconded by Councillor McConnachie, that Council DISSOLVES the Select Committee on Education, as the Committee has achieved the objectives outlined in its mandate as defined in the Committee's Terms of Reference.

Carried Unanimously

COUNCIL COMMITTEES
SELECT COMMITTEE ON STUDENT NEEDS

G.2 Report dated October 9, 2018 from Councillor Jillian Merrick, Chair, Select Committee on Student Needs, regarding Student Mentorship Recipients and Future of the Select Committee on Student Needs.

Mr. Emilio Caputo, Student Mentorship Recipient, provided a verbal report regarding his experience attending the 2018 Federation of Canadian Municipalities Convention and the importance of student and youth engagement in government.

Discussion commenced.

COUNCIL RESOLUTION:

Moved by Councillor Merrick, seconded by Councillor Frizzell, that Council:

- 1. RECEIVES FOR INFORMATION the report dated October 9, 2018, from Councillor Merrick, titled "2018 Student Mentorship Recipients and Future of the Select Committee on Student Needs"; and**
- 2. DISSOLVES the Select Committee on Student Needs, as the Committee has achieved the objectives outlined in its mandate as defined in the Committee's Terms of Reference.**

Carried Unanimously

CITY MANAGER – Kathleen Soltis

- G.3** Report dated October 16, 2018 from Kathleen Soltis, City Manager, regarding Union of British Columbia Municipalities (UBCM) 2019 Age-friendly Communities Grant Program – Stream 2 Project Funding.

Discussion commenced.

COUNCIL RESOLUTION:

Moved by Councillor Scott, seconded by Councillor Krause, that Council:

- 1. APPROVES that the City of Prince George submit an application under UBCM's 2019 Age-friendly Communities Grant Program in the amount of \$15,000 to work in partnership with the Prince George Council of Seniors, to plan and host a housing information and dialogue session; and**
- 2. AUTHORIZES Administration to enter into any associated funding agreements.**

Carried Unanimously

GENERAL MANAGER OF COMMUNITY SERVICES – Rob Whitwham

- G.4** Report dated October 4, 2018 from Rob Whitwham, General Manager of Community Services, regarding Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund - Emergency Social Services (ESS).

COUNCIL RESOLUTION:

Moved by Councillor Scott, seconded by Councillor McConnachie, that the City of Prince George SUPPORTS the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund - Emergency Social Services grant application in the amount of ten thousand dollars (\$10,000) to host and participate in the 7th Annual 2019 Northern Emergency Social Services Training (NESST) Conference.

Carried Unanimously

- G.5** Report dated October 5, 2018 from Rob Whitwham, General Manager of Community Services, regarding Becoming a Canadian Sport for Life Community.

Mr. Brad Beckett, Manager of Community Partnerships, Ms. Mandi Graham, Executive Director, Engage Sport North, and Ms. Leanne Schinkel, Manager of Sport and Event Development, Tourism Prince George, provided a presentation regarding Prince George becoming a Sport for Life Community including a video presentation regarding physical literacy and healthy active lifestyles.

Discussion commenced. Mr. Beckett, Ms. Graham and Ms. Schinkel responded to questions of Council.

COUNCIL RESOLUTION:

Moved by Councillor Frizzell, seconded by Councillor Everitt, that Council:

- 1. RECEIVES this report for information and;**
- 2. APPROVES Prince George as a Canadian Sport for Life Community by:**
 - Recognizing the importance of physical literacy for all residents;**
 - Believing that all children and youth should have the opportunity to master fundamental movement skills and develop physical literacy through quality active programming in the community;**
 - Supporting opportunities for all residents to develop physical literacy and maintain healthy active lifestyles.**

Carried Unanimously

GENERAL MANAGER OF PLANNING AND DEVELOPMENT – Ian Wells

- G.6 Report dated October 2, 2018 from Ian Wells, General Manager of Planning and Development, regarding City of Prince George Participation in the Regional Land Use Planning Services (2019 - 2022).

Discussion commenced and I. Wells, General Manager of Planning and Development, responded to questions of Council.

COUNCIL RESOLUTION:

Moved by Councillor Frizzell, seconded by Councillor Krause, that Council:

1. APPROVES the Draft Regional Land Use Planning Service - Participation Agreement between the Regional District of Fraser-Fort George and the City of Prince George (the Agreement) attached to the report dated October 2, 2018, from the General Manager of Planning and Development titled "Regional Land Use Planning Service - Participation Agreement"; and
2. AUTHORIZES the Mayor and Corporate Officer to sign the Agreement.

Carried Unanimously

H. **BYLAWS – FINAL READING AND ADOPTION**

- H.1 City of Prince George Permissive Tax Exemption Bylaw No. 8990, 2018

COUNCIL RESOLUTION:

Moved by Councillor Everitt, seconded by Councillor McConnachie, that "City of Prince George Permissive Tax Exemption Bylaw No. 8990, 2018", BE GRANTED FINAL READING AND ADOPTION.

Carried Unanimously

- H.2 City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8974, 2018

Discussion commenced and I. Wells, General Manager of Planning and Development, responded to questions of Council.

COUNCIL RESOLUTION:

Moved by Councillor Frizzell, seconded by Councillor Scott, that "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8974, 2018", BE GRANTED FINAL READING AND ADOPTION.

Carried Unanimously

- H.3 City of Prince George Business License Bylaw No. 7851, 2007, Amendment Bylaw No. 8975, 2018

COUNCIL RESOLUTION:

Moved by Councillor McConnachie, seconded by Councillor Everitt, that "City of Prince George Business License Bylaw No. 7851, 2007, Amendment Bylaw No. 8975, 2018", BE GRANTED FINAL READING AND ADOPTION.

Carried Unanimously

- H.4 City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2007, Amendment Bylaw No. 8976, 2018

COUNCIL RESOLUTION:

Moved by Councillor Everitt, seconded by Councillor Skakun, that "City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2007, Amendment Bylaw No. 8976, 2018", BE GRANTED FINAL READING AND ADOPTION.

Carried Unanimously

I. CORRESPONDENCE

Councillor Frizzell requested further consideration of Correspondence item I.1.

Councillor Scott requested further consideration of Correspondence item I.2.

I.1 Correspondence dated October 2, 2018 from Vonda Hofferdt, Board of Directors, Prince George Golf and Curling Club: Request for resolution of support for a Northern Development Initiative Trust grant application for a patio deck accessibility enabling project

Discussion commenced.

COUNCIL RESOLUTION:

Moved by Councillor Frizzell, seconded by Councillor Everitt, that the City of Prince George SUPPORTS the Northern Development Initiative Trust Community Halls and Recreation Facility Grant application October submission from The Prince George Golf and Curling Club for an amount up to \$15,000 for the patio deck enabling accessibility project, to be paid from the Prince George Regional Development Account.

Carried Unanimously

I.2 Correspondence dated October 4, 2018 from the Honourable Katrine Conroy, Minister of Children and Family Development, proclaiming October as Foster Family Month in British Columbia

Discussion commenced.

I.3 Correspondence dated October 9, 2018, from the Honourable Selina Robinson, Minister of Municipal Affairs and Housing, thanking Mayor Hall and Councillors for attendance of the City of Prince George delegation at a meeting with the Minister of Municipal Affairs and Housing during the 2018 Union of British Columbia Municipalities (UBCM) Convention**COUNCIL RESOLUTION:**

Moved by Councillor Scott, seconded by Councillor Krause, that Correspondence items I.1 to I.3, BE RECEIVED FOR INFORMATION.

Carried Unanimously

Mayor Hall called a recess of the regular Council meeting at 6:54 p.m.

The regular Council meeting reconvened at 7:00 p.m. and attendance of Council and Staff was the same as at the time recess was called.

E. INFORMAL HEARING(S) – COMMENCING AT 7:00 P.M.

The Regular Meeting of Council adjourned to the Informal Hearing at 7:00 p.m.

**E.1 Development Variance Permit Application No. VP100520
APPLICANT: L&M Engineering Ltd. for Clayton and Tania Sharko
LOCATION: 2924 Austin Road East**

Council considered the following documents in conjunction with Development Variance Permit Application No. VP100520:

1. Staff Report dated September 13, 2018 from Ian Wells, General Manager of Planning and Development, regarding Development Variance Permit Application No. VP100520;
2. Location and Existing Zoning Map;
3. Land Use Contract Bylaw No. 3095, 1977;
4. Development Variance Permit No. VP100520;
5. Exhibit "A" to VP100520;
6. Letter of Support;
7. Conceptual Site Plan;
8. Correspondence dated September 19, 2018 from L&M Engineering Limited in Support of the Application;
9. PowerPoint Presentation received October 9, 2018 from L&M Engineering on behalf of Clayton and

**Tania Sharko in Support of the Application; and
10. Correspondence received October 12, 2018 from Daniel and Elaine Aubry in Opposition to the Application.**

Discussion commenced and I. Wells, General Manager of Planning and Development, responded to questions of Council.

Applicant:

Ms. Ashley Elliott, Planner, L&M Engineering, Ltd., Mr. Clayton Sharko and Ms. Tania Sharko attended Centre Table and provided a PowerPoint presentation in support of the application, including information on the existing Land Use Contract, size and aesthetics of the proposed workshop, property constraints and conformation of the application with the “City of Prince George Zoning Bylaw No. 7850, 2007” for the AR3 zone.

Gallery:

Mr. Daniel Aubry and Ms. Elaine Aubry, 6703 Butte Place, attended Centre table and spoke in opposition to the application, noting that the existing Land Use Contract that sets the interior side yard setback at 9.1 metres (m) was a factor in their purchase and development of their property. They submitted that the application to vary the existing Land Use Contract will result in a reduction of green space at the property line and does not provide sufficient screening between their house at 6703 Butte Place and the applicant’s proposed workshop. Ms. Aubry advised of her attempt to rebuild the natural vegetation along their property line to increase the green space buffer before the Land Use Contract expires in 2024, and permitting the variance before that expiration date will not provide enough time to create a visual screening.

Discussion commenced. Ms. Aubry and I. Wells, General Manager of Planning and Development, responded to questions of Council.

Ms. Tandra Massey, 7050 Valleyview Drive, attended Centre Table and spoke in support of the application, noting the need for the applicants to protect and secure equipment and recreational vehicles stored on their property in an aesthetically pleasing workshop rather than an unsecured tarp.

Mr. Ryan Swanson, 2915 Austin Road, attended Centre Table and spoke in support of the application, noting the applicants have worked to improve the value of their property through yard maintenance and that there would be no negative visual impact should the application be approved.

The Informal Hearing adjourned to the Regular Meeting of Council at 7:34 p.m.

Discussion commenced.

**E.1 Development Variance Permit Application No. VP100520
APPLICANT: L&M Engineering Ltd. for Clayton and Tania Sharko
LOCATION: 2924 Austin Road East**

COUNCIL RESOLUTION:

Moved by Councillor Skakun, seconded by Councillor McConnachie, that Council APPROVES Development Variance Permit No. VP100520 to vary Schedule "A", Special Conditions 1 (a) of "Land Use Contract Bylaw No. 3095, 1977" (Land Title Office Document No. N17871) for the property legally described as Lot 14, District Lot 4028, Cariboo District, Plan 24401 as follows:

- a. Reduce the interior side yard setback from 9.1 metres (m) to 1.5 metres (m) for the construction of a 90 square metres (m2) accessory development, as shown on Exhibit "A" to VP100520.

Carried Unanimously

F. FORMAL PUBLIC HEARING(S) – COMMENCING AT 7:37 P.M.

The Regular Meeting of Council adjourned to the Formal Public Hearing at 7:37 p.m.

F.1 Liquor License Application No. LL00154

APPLICANT: Jacqueline Marion

LOCATION: 1180 3rd Avenue

Council considered the following documents in conjunction with Liquor License Application No. LL00154:

1. Staff Report dated September 24, 2018 from Ian Wells, General Manager of Planning and Development, regarding Liquor License Application No. LL00154;
2. Location and Existing Zoning Map;
3. Appendix “A” Resolution for LL100154;
4. Letter of Intent from the Applicant;
5. Liquor and Cannabis Regulation Branch Application;
6. Correspondence dated October 5, 2018 from Ben Levine in opposition to the application; and
7. Correspondence received October 15, 2018 from Ben and Marlene Spyker in opposition to the application.

Heard in conjunction with:

F.2 Rezoning Application No. RZ100593 (Bylaw No. 8963, 2018)

APPLICANT: Jacqueline Marion

LOCATION: 1180 3rd Avenue

Council considered the following documents in conjunction with Rezoning Application No. RZ100593 (Bylaw No. 8963, 2018):

1. Previous Staff Report dated September 14, 2018 from Ian Wells, General Manager of Planning and Development, regarding Rezoning Application No. RZ100593 (Bylaw No. 8963, 2018);
2. Location and Existing Zoning Map;
3. Appendix “A” to Bylaw No. 8963, 2018;
4. Correspondence dated October 5, 2018 from Ben Levine in opposition to the application; and
5. Correspondence received October 15, 2018 from Ben and Marlene Spyker in opposition to the application.

Discussion commenced and I. Wells, General Manager of Planning and Development, responded to questions of Council.

Applicant:

Mr. Walter McCue, Ms. Jacqueline Marion and Mr. Ron Craig attended Centre Table and provided a verbal report in support of the application including information on the purpose of the Liquor License application, history of the business, and salon services currently offered at the location.

Discussion commenced and Ms. Marion responded to questions of Council.

Gallery:

Mr. Ben Steiger, Ms. Marlene Spyker, and Mr. Donald Trudeau, Prince George New Life Centre Society, 1164 3rd Avenue, attended Centre Table and spoke in opposition of the application, noting concerns that the proposed rezoning would remain for future building owners which could operate other types of establishments, and further noted concerns that the selling of liquor at the salon is in conflict with services provided by Prince George New Life Centre Society that provides assistance to underprivileged and homeless people.

Discussion commenced. I. Wells, General Manager of Planning and Development, Ms. Spyker, Mr. McCue, Ms. Marion, and W. Babicz, General Manager of Administrative Services, responded to questions of Council.

Ms. Marlene Spyker, Prince George New Life Centre Society, 1164 3rd Avenue, attended Centre Table for a second time and provided information that the hours of operation of the Society are similar to those of the applicant’s business.

COUNCIL RESOLUTION:

Moved by Councillor McConnachie, seconded by Councillor Frizzell, that Formal Public Hearing regarding Liquor License Application No. LL00154 and Rezoning Application No. RZ100593 (Bylaw No. 8963, 2018), BE CLOSED.

Carried Unanimously

The Formal Public Hearing adjourned to the Regular Meeting of Council at 8:14 p.m.

Discussion commenced.

COUNCIL RESOLUTION:

Moved by Councillor Everitt, seconded by Councillor Skakun, that:

Be it resolved that:

1. Subject to adoption of "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8963, 2018", Council supports the issuance of a Liquor Primary License for liquor service for the Special Beauty Parlor & Day Spa located at 1180 3rd Avenue for the following reasons:

This application is not expected to have a negative impact on the community or produce any significant negative land use impacts on adjacent properties.

2. Council's comments on the prescribed considerations are as set out in the September 24, 2018 staff report from Ian Wells, General Manager of Planning and Development, for Liquor Licence Application No. LL100154.
3. The methods used to gather the views of residents are as follows: The views of potentially affected property owners were collected in a Public Hearing held on October 15, 2018 in Council Chambers. The public notice for this hearing included 1) a sign was posted on the property ten (10) days prior to the hearing, 2) written notification to owners and tenants in occupation of all parcels within the area that was the subject of the application, and within a distance of 30 metres from the land that was the subject of this application ten (10) days prior to the hearing, and 3) advertisements were placed in two (2) consecutive issues of a newspaper, not less than three (3) and not more than ten (10) days before the hearing.

The views of affected property owners are as summarized in the minutes of the Public Hearing held on October 15, 2018.

F.3 City of Prince George Zoning Bylaw No. 7850, Amendment Bylaw No. 8963, 2018

COUNCIL RESOLUTION:

Moved by Councillor Skakun, by Councillor McConnachie, that "City of Prince George Zoning Bylaw No. 7850, Amendment Bylaw No. 8963, 2018", BE GRANTED THIRD READING.

Carried Unanimously

The Regular Meeting of Council adjourned to the Formal Public Hearing at 8:20 p.m.

F.4 Rezoning Application No. RZ100592 (Bylaw No. 8962, 2018)

APPLICANT: Keystone Architecture & Planning Ltd. for Kelson Investments Ltd., Inc. No. BC0754748

LOCATION: 4441, 4427 and 4413 Glen Shee Road

Council considered the following documents in conjunction with Rezoning Application No. RZ100592 (Bylaw No. 8962, 2018):

1. Staff Report dated August 27, 2018 from Ian Wells, General Manager of Planning and Development, regarding Rezoning Application No. RZ100592 (Bylaw No. 8962, 2018);
2. Location and Existing Zoning Map;
3. Appendix “A” to Bylaw No. 8962;
4. Conceptual Site Layout; and
5. Correspondence dated October 8, 2018 from Karin Kingston in support of the application.

Applicant:

The applicant was in attendance and available for questions.

Gallery:

Ms. Chelsea VanTassel, 4427 Glen Shee Road, attended Centre Table and inquired on the impacts of the application on the current apartments located on Glen Shee Road.

Discussion commenced. I. Wells, General Manager of Planning and Development, responded to questions of Council.

Applicants, Mr. Kelly Fawcett, Vice President of Maintenance and Construction, Kelson Investments Ltd., and Mr. Steven Bartok, Project Manager and Associate, Keystone Architecture, attended Centre Table and responded to questions of Council noting there is no intent to evict existing tenants or modify the existing buildings located on Glen Shee Road and that the only known impact to the existing residents may be normal construction noise during the construction of the proposed building.

COUNCIL RESOLUTION:

Moved by Councillor Skakun, seconded by Councillor Krause, that Formal Public Hearing regarding “Rezoning Application No. RZ100592 (Bylaw No. 8962, 2018)”, BE CLOSED.

Carried Unanimously

The Formal Public Hearing adjourned to the Regular Meeting of Council at 8:27 p.m.

F.5 City of Prince George Zoning Bylaw No. 7850, Amendment Bylaw No. 8962, 2018

COUNCIL RESOLUTION:

Moved by Councillor McConnachie, by Councillor Everitt, that “City of Prince George Zoning Bylaw No. 7850, Amendment Bylaw No. 8962, 2018”, BE GRANTED THIRD READING.

Carried Unanimously

ADJOURNMENT

COUNCIL RESOLUTION:

Moved by Councillor Merrick, seconded by Mayor Hall, that there being no further business the Regular Meeting of Council, BE ADJOURNED.

Carried Unanimously

THE REGULAR MEETING OF COUNCIL ADJOURNED AT 8:52 P.M.

CHAIRPERSON

CERTIFIED CORRECT

Agenda Item	Description	Mayor Hall	Councillor Everitt	Councillor Frizzell	Councillor Koehler	Councillor Krause	Councillor McConnachie	Councillor Merrick	Councillor Scott	Councillor Skakun	Decision	For/Against Count
A.	ADOPTION OF AGENDA	Yes	Yes	Absent	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	7 - 0
B.	ADOPTION OF MINUTES											
B.1	Minutes of Regular Council Meeting held October 1, 2018	Yes	Yes	Absent	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	7 - 0
C.	DELEGATION(S)											
C.1	<u>ConnectPG</u>											
C.2	<u>Prince George Agricultural and Historical Association</u>											
D.	CONSENT AGENDA (FOR INFORMATION ONLY)											
D.1	Report: Ian Wells, General Manager of Planning and Development: <u>Monthly Building Permit and Development Permit Summary (September 2018)</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0
E.	INFORMAL HEARING(S)											
E.1	Report: Ian Wells, General Manager of Planning and Development: <u>Development Variance Permit Application No. VP100520</u> 2924 Austin Road East	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0
F.	FORMAL PUBLIC HEARING(S)											
F.1	Report: Ian Wells, General Manager of Planning and Development: <u>Liquor License Application No. LL100154</u> 1180 3rd Avenue	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0

F.2	Report: Ian Wells, General Manager of Planning and Development: <u>Rezoning Application No. RZ100593 (Bylaw No. 8963, 2018)</u> 1180 3rd Avenue												
F.3	Bylaw: <u>City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8963, 2018 (Third Reading)</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0	
F.4	Report: Ian Wells, General Manager of Planning and Development: <u>Rezoning Application No. RZ100592 (Bylaw No. 8962, 2018)</u> 4441, 4427 and 4413 Glen Shee Road												
F.5	Bylaw: <u>City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8962, 2018 (Third Reading)</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0	
G.	REPORTS												
G.1	Report: Councillor Albert Koehler, Chair, Select Committee on Education: <u>Report from the Chair of the Select Committee on Education</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0	
G.2	Report: Councillor Jillian Merrick, Chair, Select Committee on Student Needs: <u>2018 Student Mentorship Recipients and Future of the Select Committee on Student Needs</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0	
G.3	Report: Kathleen Soltis, City Manager: <u>Union of British Columbia Municipalities (UBCM) 2019 Age-Friendly Communities Grant Program - Stream 2 Project Funding</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0	
G.4	Report: Rob Whitwham, General Manager of Community Services: <u>Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund - Emergency Social Services (ESS)</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0	
G.5	Report: Rob Whitwham, General Manager of Community Services: <u>Becoming a Canadian Sport for Life Community</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0	

G.6	Report: Ian Wells, General Manager of Planning and Development: <u>City of Prince George Participation in the Regional Land Use Planning Services (2019 - 2022)</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0
H.	BYLAWS - FINAL READING AND ADOPTION											
H.1	Bylaw: <u>City of Prince George Permissive Tax Exemption Bylaw No. 8990, 2018</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0
H.2	Bylaw: <u>City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8974, 2018</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0
H.3	Bylaw: <u>City of Prince George Business License Bylaw No. 7851, 2007, Amendment Bylaw No. 8975, 2018</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0
H.4	Bylaw: <u>City of Prince George Comprehensive Fees and Charges Bylaw No. 7557, 2007, Amendment Bylaw No. 8976, 2018</u>	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0
I.	CORRESPONDENCE											
I.1	Correspondence dated October 2, 2018 from Vonda Hofferd, Board of Directors, Prince George Golf and Curling Club: Request for resolution of support for a Northern Development Initiative Trust grant application for a patio deck accessibility enabling project (<i>motion to support NDIT grant application</i>)	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0
I.2	Correspondence dated October 4, 2018 from the Honourable Katrine Conroy, Minister of Children and Family Development, proclaiming October as Foster Family Month in British Columbia (<i>motion to receive for information</i>)	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0

I.3	Correspondence dated October 9, 2018, from the Honourable Selina Robinson, Minister of Municipal Affairs and Housing, thanking Mayor Hall and Councillors for attendance of the City of Prince George delegation at a meeting with the Minister of Municipal Affairs and Housing during the 2018 Union of British Columbia Municipalities (UBCM) Convention (<i>motion to receive for information</i>)	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0
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REGULAR COUNCIL MEETING

Minutes of the Regular Meeting of Council of the City of Prince George, held in the Council Chambers of City Hall, 1100 Patricia Boulevard, Prince George, BC, on November 5, 2018 at 6:40 p.m.

PRESENT:

Mayor Lyn Hall, Chair

Councillor Everitt
Councillor Frizzell
Councillor Krause
Councillor McConnachie
Councillor Ramsay
Councillor Sampson
Councillor Scott
Councillor Skakun

IN ATTENDANCE:

Mr. Walter **Babicz**, General Manager of Administrative Services; Ms. Kathleen **Soltis**, City Manager; Mr. Kris **Dalio**, Director of Finance; Mr. Dave **Dyer**, General Manager of Engineering and Public Works; Mr. Rob **Whitwham**, General Manager of Community Services; Mr. Rob **van Adrichem**, Director of External Relations; and Ms. Leslie **Jackson**, Legislative Coordinator.

A. ADOPTION OF AGENDA

COUNCIL RESOLUTION:

Moved by Councillor Skakun, seconded by Councillor Scott, that the agenda for the regular meeting of Council scheduled for November 5, 2018, BE ADOPTED.

Carried Unanimously

B. REPORTS

GENERAL MANAGER OF ADMINISTRATIVE SERVICES – Walter Babicz

B.1 Report dated October 26, 2018 from Walter Babicz, General Manager of Administrative Services, regarding 2018 Local Government Election – Official Results.

COUNCIL RESOLUTION:

Moved by Councillor Krause, seconded by Councillor Sampson, that Council RECEIVES the report dated October 26, 2018 from Walter Babicz, General Manager of Administrative Services titled "2018 General Local Election Council – Official Results".

Carried Unanimously

B.2 Report dated October 26, 2018 from Walter Babicz, General Manager of Administrative Services, regarding 2019 Council Meeting Calendar.

COUNCIL RESOLUTION:

Moved by Councillor Scott, seconded by Councillor McConnachie, that Council APPROVES the 2019 Council Meeting Calendar attached to the report dated October 26, 2018 from Walter Babicz, General Manager of Administrative Services, titled "2019 Council Meeting Schedule".

Carried Unanimously

B.3 Report dated October 25, 2018 from Walter Babicz, General Manager of Administrative Services, regarding Appointment of Acting Mayors.

COUNCIL RESOLUTION:

Moved by Councillor McConnachie, seconded by Councillor Ramsay, that Council APPROVES the designation of Councillors as Acting Mayor from November 2018 to October 2022, as set out on the Acting Mayor Schedule attached to the report dated October 25, 2018, from the General Manager of Administrative Services, titled "Appointment of Acting Mayors".

Carried Unanimously

- B.4** Report dated October 25, 2018 from Walter Babicz, General Manager of Administrative Services, regarding Appointment of Municipal Directors to the Regional District of Fraser-Fort George.

COUNCIL RESOLUTION:

Moved by Councillor Skakun, seconded by Councillor Frizzell, that Council APPOINTS Mayor Lyn Hall to serve as a Municipal Director on the Regional District of Fraser- Fort George Board until the first meeting of Council is held after the 2022 General Local Election, and that a voting strength of five (5) votes BE ASSIGNED to him.

Carried Unanimously

Discussion commenced. The following Councillors were nominated to serve as a Municipal Director on the Regional District of Fraser-Fort George Board: Councillor Everitt, Councillor Frizzell, Councillor Krause, Councillor McConnachie, Councillor Sampson, and Councillor Scott.

Council voted through a process involving four (4) ballot packages, and W. Babicz, General Manager of Administrative Services, announced the results of the votes.

COUNCIL RESOLUTION:

Moved by Councillor Everitt, seconded by Councillor Ramsay, that Council APPOINTS Councillor Krause to serve as a Municipal Director on the Regional District of Fraser-Fort George Board until the first meeting of Council is held after the 2022 General Local Election, and that a voting strength of five (5) votes BE ASSIGNED to him.

Carried Unanimously

COUNCIL RESOLUTION:

Moved by Councillor Frizzell, seconded by Councillor Krause, that Council APPOINTS Councillor McConnachie to serve as a Municipal Director on the Regional District of Fraser-Fort George Board until the first meeting of Council is held after the 2022 General Local Election, and that a voting strength of five (5) votes BE ASSIGNED to her.

Carried Unanimously

COUNCIL RESOLUTION:

Moved by Councillor Skakun, seconded by Councillor Scott, that Council APPOINTS Councillor Sampson to serve as a Municipal Director on the Regional District of Fraser-Fort George Board until the first meeting of Council is held after the 2022 General Local Election, and that a voting strength of four (4) votes BE ASSIGNED to him.

Carried Unanimously

COUNCIL RESOLUTION:

Moved by Councillor Sampson, seconded by Councillor Frizzell, that Council APPOINTS Councillor Everitt to serve as the Floating Primary Alternate Municipal Director on the Regional District of Fraser-Fort George Board until the first meeting of Council is held after the 2022 General Local Election.

Carried Unanimously

COUNCIL RESOLUTION:

Moved by Councillor Everitt, seconded by Councillor Sampson, that Council:

1. APPOINTS Councillor Ramsay to serve as Secondary Alternate Municipal Director to Mayor Hall on the Regional District of Fraser-Fort George Board until the first meeting of Council is held after the 2022 General Local Election;
2. APPOINTS Councillor Frizzell to serve as Secondary Alternate Municipal Director to Councillor Krause on the Regional District of Fraser-Fort George Board until the first meeting of Council is held after the 2022 General Local Election;
3. APPOINTS Councillor Scott to serve as Secondary Alternate Municipal Director to Councillor McConnachie on the Regional District of Fraser-Fort George Board until the first meeting of Council is held after the 2022 General Local Election; and
4. APPOINTS Councillor Skakun to serve as Secondary Alternate Municipal Director to Councillor Sampson on the Regional District of Fraser-Fort George Board until the first meeting of Council is held after the 2022 General Local Election.

Carried Unanimously

ADJOURNMENT

COUNCIL RESOLUTION:

Moved by Mayor Hall, seconded by Councillor Frizzell, that there being no further business the Regular Meeting of Council, BE ADJOURNED.

Carried Unanimously

THE REGULAR MEETING OF COUNCIL ADJOURNED AT 7:11 P.M.

CHAIRPERSON

CERTIFIED CORRECT

Agenda Item	Description	Mayor Hall	Councillor Everitt	Councillor Frizzell	Councillor Krause	Councillor McConnachie	Councillor Ramsay	Councillor Sampson	Councillor Scott	Councillor Skakun	Decision	For/Against Count
A.	ADOPTION OF AGENDA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	CARRIED	9 - 0
B.	REPORTS											
B.1	Report: Walter Babicz, General Manager of Administrative Services: <u>2018 Local Government Election - Official Results</u>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	CARRIED	9 - 0
B.2	Report: Walter Babicz, General Manager of Administrative Services: <u>2019 Council Meeting Calendar</u>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	CARRIED	9 - 0
B.3	Report: Walter Babicz, General Manager of Administrative Services: <u>Appointment of Acting Mayors</u>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	CARRIED	9 - 0
B.4	Report: Walter Babicz, General Manager of Administrative Services: <u>Appointment of Municipal Directors to the Regional District of Fraser-Fort George</u>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	CARRIED	9 - 0

STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: November 5, 2018

TO: MAYOR AND COUNCIL

NAME AND TITLE: KRIS DALIO, DIRECTOR OF FINANCE

SUBJECT: 2018 Q3 CONSULTANT SPENDING REPORT

ATTACHMENT(S): Consultant Spending Summary – Less than or equal to \$25,000
Consultant Spending Summary – Greater than \$25,000

RECOMMENDATION:

That the report dated November 5, 2018 from the Director of Finance titled “2018 Q3 Consultant Spending Report”, BE RECEIVED FOR INFORMATION.

PURPOSE:

To provide Council with information concerning consultant spending for the period July 1st to September 30th, 2018.

POLICY / REGULATORY ANALYSIS:

This report has been provided as an outcome of the September 21st, 2014 Notice of Motion from Councillor Brian Skakun, Councillor Frank Everitt and Councillor Garth Frizzell. The Notice of Motion recommended that Administration prepare a separate yearly report that would show consultant spending for values over \$25,000 and under \$25,000.

The associated Council resolution on October 6th, 2014 directed Administration to prepare a *quarterly* report that includes the costs of consultant spending and a *description of the project*, in the categories of: values less than or equal to \$25,000; and greater than \$25,000.

STRATEGIC PRIORITIES:

N/A

SUMMARY AND CONCLUSION:

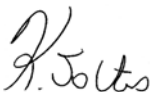
This report has been prepared for informational purposes only as per Council’s resolution.

RESPECTFULLY SUBMITTED:



Kris Dalio, Director of Finance

APPROVED:



Kathleen Soltis, City Manager
Meeting date: November 26, 2018

CITY OF PRINCE GEORGE
CONSULTANTS - GENERAL
[object code 7715]
July 1, 2018 TO September 30, 2018
Suppliers greater than \$25,000

Supplier	Capital?	Project(s)	Project Total	Supplier Total *
A&T Project Developments Inc	✓	George St Parkade Construction	\$ -	\$ 654,779
AECOM Canada Limited	-	Civic Facilities - Admin	-	55,537
Associated Engineering (BC) Ltd	✓	Willowcave/Haggith Cr Repair	33,441	114,595
	✓	Airport Hill Drainage Control	58,400	
	✓	Winnipeg Sinkhole Remediation	22,754	
Chernoff Thompson Architects North	✓	Library New Entrance	-	80,462
Diamond Head Consulting Ltd.	-	Infrastructure Planning - General	-	32,719
EDI Environmental Dynamics	✓	Winnipeg Sinkhole Remediation	9,636	27,295
	-	Storm Operations Asset Maint	17,659	
FVB Energy Inc	✓	Downtown Utilities Relocation	9,907	35,551
	✓	District Energy - Hookups	9,467	
	✓	George St Parkade DES Install	13,174	
	-	District Energy Operations	3,003	
Golder Associates Ltd	✓	Willowcave/Haggith Cr Repair	-	30,418
HCMA Architecture + Design	✓	Fire Hall 1 Replacement	-	107,650
KMBR Architects Planners Inc	✓	PW Yard Development	-	25,664
L&M Engineering Limited	✓	Highway 16W Boulevard Trail	8,528	48,229
	✓	Rec Place/Pine Centre Connect	12,534	
	✓	Fire Hall 1 Replacement	12,528	
	-	Engineering	4,372	
	-	Infrastructure Planning - General	2,593	
	✓	Dunbar Place Sewer LAS	64	
	✓	Rec Place Water Main Extension	6,493	
	✓	Henry/Bear to Bunce Road Main	1,420	
	✓	Vista-N. St. Water Main Connect	(303)	

CITY OF PRINCE GEORGE
CONSULTANTS - GENERAL
[object code 7715]
July 1, 2018 TO September 30, 2018
Suppliers greater than \$25,000

Supplier	Capital?	Project(s)	Project Total	Supplier Total *
McElhanney Consulting Services	✓	McMillan Creek Crossing-Aberdeen	9,447	68,866
	✓	Hart Ind-Storm Drain Treatment	2,202	
	✓	Ospika and 22nd Signalization	12,359	
	✓	Kelly Rd North Culvert Replacement	24,736	
	-	Infrastructure Planning - General	14,254	
	✓	WWTC-Transformer & Power Dist	1,092	
	✓	PW660 to PW605 Water Connector	4,776	
Opus International Consultants	-	Pedestrian Network Re-Inspection	(7,400)	47,933
	✓	Danson Lagoon System Upgrade	3,312	
	✓	Blackburn Lagoon Syst Upgrades	9,569	
	✓	Rec Place to PW803 Water Main	2,674	
	✓	Water Main Twinning PW650-817	4,708	
	✓	PW615 Emergency Power Supply	32,340	
	✓	Water Pump Stations Upgrade	2,730	
R.F. Binnie & Associates Ltd.	-	Sportsfield, Turf, & Irrigation	7,030	25,681
	-	Infrastructure Planning - General	17,500	
	✓	New Water Mains	1,151	
R Radloff & Associates Inc	-	Infrastructure Planning - General	11,343	58,574
	✓	Blackburn Lagoon Syst Upgrades	10,876	
	✓	Sewer Main R/W Access Road	4,940	
	✓	Western Acre Lagoon Upgrade	13,673	
	✓	Rec Place to Massey Looping	17,742	
Stantec Consulting Ltd	✓	BCR Gravity Sewer Upgrade	19,244	70,809
	✓	PW 660 New Pump Installation	(464)	
	✓	PW623 Booster Pump	8,159	
	✓	Western Acres Water System UG	43,870	

CITY OF PRINCE GEORGE
CONSULTANTS - GENERAL
 [object code 7715]
July 1, 2018 TO September 30, 2018
Suppliers greater than \$25,000

Supplier	Capital?	Project(s)	Project Total	Supplier Total *
TerraWest Environmental Inc	✓	Testing, Tank Removal	-	38,501
Twin Rivers Developments (1981) Ltd	✓	Airport Hill Drainage Control	118,935	
	✓	Willowdale/Haggith Cr Repair	(3,500)	115,435

\$ 1,638,698

CITY OF PRINCE GEORGE
CONSULTANTS - GENERAL
[object code 7715]
July 1, 2018 TO Sept 30, 2018
Suppliers less than or equal to \$25,000

Supplier	Capital?	Project(s)	Project Total	Supplier Total *
Aase Roof Inspection Ltd	✓	B. Harkins Mechanical Syst UG	-	\$ 2,000
Acuren Group Inc	-	Infrastructure Planning - General	-	260
Admiral Roofing Ltd	-	Aquatic Centre - Building Operations	-	2,128
All-Span Engineering & Construction Ltd	✓	Willowdale/Haggith Cr Repair	-	10,344
BC Hydro	✓	Fire Hall 1 Replacement	-	1,000
Bruce Carscadden Architect Inc	✓	Masich Place Enhancements	-	1,190
Carscadden Stokes McDonald Art	✓	Masich Place Enhancements	-	605
Community Futures Fraser Fort George	-	Economic Development	-	8,715
DWB Consulting Services Ltd	✓	Willowdale/Haggith Cr Repair	-	425
ERM Focus Services Inc	-	Risk Management - Admin	-	500
ESRI Canada Ltd	✓	Computerized Mtce Mgmt System	-	3,924
Fred Cummings Ltd	-	Human Resources Operations	-	5,806
GeoNorth Engineering Ltd	✓	Willowdale/Haggith Cr Repair	15,665	
	-	Storm Operations Asset Maint	7,319	
	✓	Downtown Util Relocation-Water	248	23,232
Global Knowledge Network Canada	-	IT Maintenance	-	7,680
Hometech Energy Solutions Inc	-	Aquatic Centre - Building Operations	1,060	
	-	Fire Halls	385	1,445
HPF Engineering Ltd	✓	City Hall Server Room AC Upgrade	-	7,875
Iridia Medical	-	Health & Safety	-	450
Lamar Companies	-	Economic Development	-	1,000
Lazzarin Svisdahl Landscape Architects	-	Infrastructure Planning - General	-	13,683
Mc Squared System Design Group	✓	Council Chambers Video Replace	1,950	
	✓	Rolling Mix Concrete Arena Sound System	8,400	10,350
Mirkwood Engineering BC Ltd	✓	Civic Centre-Replace Kitchen Equip	10,100	
	-	Infrastructure Planning - General	3,660	13,760

CITY OF PRINCE GEORGE
CONSULTANTS - GENERAL
 [object code 7715]
 July 1, 2018 TO Sept 30, 2018
Suppliers less than or equal to \$25,000

Supplier	Capital?	Project(s)	Project Total	Supplier Total *
NRS Engineering Ltd	✓	Downtown Util Relocation-Gen	560	
	✓	Connaught Youth Centre - Fire Alarm Upgr	3,338	3,898
Pinchin Ltd	-	18th Ave Yard Bldg - Operation	-	3,300
Power Plan	✓	IT Betterments	-	9,285
Regional District of Fraser Fort George	-	Solid Waste Operations	-	11,750
Tempest Development Group	✓	IT Betterments	-	645
The Funding Portal Inc	✓	Hart Ind-Storm Drain Treatment	-	11,200
University of Northern British Columbia	-	NCPC Strengthening Families	-	8,500
Urban Systems Ltd	-	Asset Management	-	11,586
Vista Radio Ltd	-	Economic Development	-	5,386
Wilkes, Kristin	✓	IT New	-	5,855
Williams Engineering Canada	-	Westel Parkade-Gas Sensor Syst	-	3,074
Wood Enviro & Infrastructure Solutions	-	Bridge Structures Rehab	17,139	
	✓	Rec Place to Massey Looping	3,567	20,706

\$ 211,557

DATE: October 26, 2018

TO: MAYOR AND COUNCIL

NAME AND TITLE: Walter Babicz, General Manager of Administrative Services

SUBJECT: Procurement Quarterly Report 2018 – Quarter Three (July - September)

ATTACHMENT(S): None

PURPOSE:

The purpose of this report is to provide City Council with information concerning the contracts issued by Procurement for the time period from July 1 to September 30, 2018. The Tender, Request for Proposal, Exemption (Sole Source), Corporate Service Arrangement (Buying Groups), Formal Request for Quote and Informal Request for Quotation contracts have been approved pursuant to the limits within the Purchasing Bylaw, applicable financial plan and the Purchasing Procedures shown below:

- A) Manager of Risk and Procurement – up to \$100,000;
- B) General Manager of Administrative Services – up to \$250,000;
- C) City Manager – over \$250,000 and all revenue generating contracts.

STRATEGIC PRIORITIES:

The Purchasing Delegation of Authority Bylaw contributes to the City's financial sustainability.

A) APPROVALS – MANAGER OF RISK AND PROCUREMENT

INFORMAL REQUEST FOR QUOTATION:

IRFQ	Product/Services	Contract Dollar Amount	Supplier
IRFQ18-005	Supply & Deliver Crack Seal Material	\$28,011.20	Sealtec Industries Ltd.
IRFQ18-013	Consulting Services for Demolition of 600 Quebec Street (Days Inn) Prince George BC	\$32,335.00	Pinchin Ltd.
IRFQ18-015	Feasibility Study for Renovation & Expansion of PG Conference and Civic Centre	\$72,610.00	HLT Advisory Inc.
IRFQ18-016	Archeological Permitting and Investigative Services	\$75,000.00	- Norcan Consulting Ltd. - Archer CRM Partnership - Stantec Consulting Ltd.
IRFQ18-017	Supply and Deliver PG Aquatic Centre Pumps	\$52,118.03	Sopers Supply Ltd.
IRFQ18-018	Westel Parkade – Gas Detection System Replacement	\$32,300.00	Inland Control & Services Inc.
IRFQ18-019	Supply and Deliver Six (6) Editions of Community Active Living Guide	\$24,473.04	International Web Express

IRFQ18-020	Bathymetric Surveys	\$22,970.00	Northwest Hydraulic Consultants Ltd.
IRFQ18-022	District Energy In-depth Analysis	\$48,250.00	Atticus Financial Inc.
IRFQ18-023	Freezer and Cooler Addition PGCCC	\$86,300.00	Inland Control & Services Inc.
IRFQ18-024	Kiosk Pump PW121/PW124	\$59,348.00	Northwest Test Con Systems Ltd.

INVITATION TO TENDER:

Tender	Product/Services	Contract Dollar Amount	Supplier
T18-060	Fire Alarm System Upgrade - Connaught Youth Centre	\$62,500.00	Bryant Electric Ltd.

B) APPROVALS BY THE GENERAL MANAGER OF ADMINISTRATIVE SERVICES

INFORMAL REQUEST FOR QUOTATION:

IRFQ	Product/Services	Contract Dollar Amount	Supplier
IRFQ18-026	Rolling Mix Concrete Arena Sound System Upgrade	\$120,339.24	Houle Electric Ltd.

INVITATION TO TENDER:

Tender	Product/Services	Contract Dollar Amount	Supplier
T18-076	Bulk Water Filling Station Supply and Commissioning	\$182,148.84	Flowpoint Environmental Systems LP

REQUEST FOR PROPOSAL:

Proposal	Product/Services	Contract Dollar Amount	Supplier
P18-030	Climate Change Mitigation Plan	\$139,550.00	Community Energy Association
P18-065	Provision of Aerial Photography and LiDAR	\$133,596.50	GEOSYS Technology Solutions Ltd.
P18-077	Cottonwood HRT Riverfront Design	\$111,244.00	DWB Consulting Services

C) APPROVALS BY CITY MANAGER

EXEMPTION (SOLE SOURCE):

Exemption	Product/Services	Expenditures as of Sept. 30, 2018	Supplier
X18-075	Winnipeg Street Sink Hole	\$460,069.21	<ul style="list-style-type: none"> - Formula Contractors - Associated Engineering - United Rentals - EDI (Environmental Dynamics Inc. - GeoNorth Engineering Ltd. - K2 Electric - Paladin Security PG - SLR Consulting (Canada)

INVITATION TO TENDER:

Tender	Product/Services	Contract Dollar Amount	Supplier
T17-056A*	Supply and Delivery of Winter Road De-icing Products (Road Salt)	\$510,900.00	Klysen Group Ltd
T17-056B*	Supply and Delivery of Winter Road De-icing Products (Liquid Salt)	\$47,400.00	Tiger Calcium Services Inc.
T17-086*	Supply of Winter Road Maintenance Materials (Winter Sand and Winter Crush)	\$277,237.00	Kode Contracting Ltd.
T18-034	HWY 16W Frontage Road Improvements (Westgate Avenue to Marleau Road) Proposed Bike Trail	\$753,257.50	Capco Construction Services Ltd.

* *Extension*

REQUEST FOR PROPOSAL:

Proposal	Product/Services	Contract Dollar Amount	Supplier
P18-026	Traffic Engineering and Construction Services	\$400,000.00	McElhanney Consulting Services Ltd.
P18-046	Voice Radio System Upgrade	\$625,820.30	Turriss Communications Ltd.
P18-066	Supply & Delivery of One (1) New Tandem Axle Plow Wing Truck	\$399,495.20	Inland Kenworth Ltd.
P18-069	Annual Financial Audit	\$321,000.00	KPMG LP

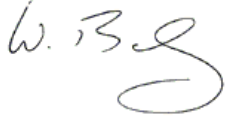
REQUEST FOR PRE-QUALIFICATION:

Proposal	Product/Services	Contract Dollar Amount	Supplier
PQ18-064	Downtown Pool Replacement - Prime Consultant Services	N/A	<ul style="list-style-type: none"> - HCMA Architecture + Design - HDR CEI Architecture Associates Inc. - MJMA + SHAPE Architecture
PQ18-081	Fire Hall #1 Replacement – Construction Management for Services and Construction	N/A	<ul style="list-style-type: none"> - IDL Projects Inc. - Chandos Construction Ltd. - Clark Builders - Liberty (Joint Venture)

SUMMARY AND CONCLUSION:

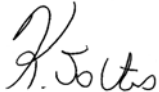
Administration has provided this report for Council's information to summarize the number of contracts issued by Procurement during Quarter 3 – July 1 through September 30, 2018.

RESPECTFULLY SUBMITTED:



Walter Babicz, General Manager of Administrative Services

APPROVED:



Kathleen Soltis, City Manager
Meeting date: November 26, 2018

DATE: November 5, 2018

TO: **MAYOR AND COUNCIL**

NAME AND TITLE: Ian Wells, General Manager of Planning and Development

SUBJECT: Monthly Building Permit and Development Permit Summary (October 2018)

ATTACHMENT(S): Building Permit Data for October 2016, 2017 and 2018

RECOMMENDATION(S):

THAT the report dated November 5, 2018 from the General Manager of Planning and Development titled "Monthly Building Permit and Development Permit Summary (October 2018)", BE RECEIVED FOR INFORMATION.

PURPOSE:

This information report provides a summary of Building Permits and Development Permits issued for the month of October 2018. This report will also provide Council with a comparison of issued Building Permit(s) and Development Permit(s) for the month of October in the years 2016 and 2017. Please see attached Building Permit data for the month of October for 2016, 2017 and 2018.

BUILDING PERMIT:

Significant Building Permit(s) issued in October 2018 (i.e. residential, commercial, industrial and institutional), and the estimated total construction value of each development are provided below. The construction values reflect the construction of the building/structure, and do not include the cost of any mechanical equipment.

Residential Development

- Thirteen (13) new single family dwellings (\$7,703,832); and,
- One (1) new multi-family dwelling consisting of five (5) units (\$1,600,000).

Commercial, Industrial and Institutional Development

- BP039836 – 3167 Massey Drive interior renovations to the existing building (\$1,500,000);
- BP040026 – 287 Ongman Road construct an addition to an existing building (\$850,000);
- BP039941 – 5520 Hartway Drive interior renovations and addition of two additional gas pumps (\$467,100);
- BP039971 – 3040 Recplace Drive construct a new building at the River Point Landing (\$1,100,000); and
- BP040032– 8465 Kelly Road North construct a new building (\$165,600).

DEVELOPMENT PERMIT:

Development Permits issued for the month of October 2018 are noted below:

Riparian Protection Development Permit

- DP100659 – 4087 Brink Place and 4296 Stevens Drive

Multiple Residential Form and Character Development Permit

- DP100641 – 2425 Rowe Street

SUMMARY AND CONCLUSION:

Administration recommends that Council receive this report for information.

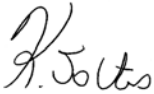
RESPECTFULLY SUBMITTED:



Ian Wells, General Manager of Planning and Development

PREPARED BY: Mandy Stanker, MCIP, RPP, Supervisor of Current Planning

APPROVED:



Kathleen Soltis, City Manager
Meeting date: November 26, 2018

October-18

	Month of Oct 2016		Year to Date 2016		Month of Oct 2017		Year to Date 2017		Month of Oct 2018		Year to Date 2018	
	PERMITS	VALUE	PERMITS	VALUE	PERMITS	VALUE	PERMITS	VALUE	PERMITS	VALUE	PERMITS	VALUE
Commercial/ Alt	3	253,750	46	17,529,236	3	1,815,000	44	7,563,765	3	2,817,100	41	14,661,759
Commercial/New	1	600,000	12	26,835,320	2	4,077,400	20	19,872,371	1	1,100,000	14	16,342,973
Industrial/Alt	0	-	4	276,000	0	-	6	1,074,400	1	165,600	6	6,739,372
Industrial/New	0	-	4	2,141,866	0	-	0	-	0	-	1	3,500,000
Institutional/Alt	0	-	4	5,175,813	0	-	6	5,268,500	0	-	4	861,000
Institutional/New	0	-	1	50,000	0	-	2	5,100,000	0	-	2	28,323,950
Duplex/Alt	2	4,320	2	4,320	0	-	0	-	0	-	1	8,000
Duplex/New	1	532,290	5	2,198,325	0	-	2	1,362,348	1	841,620	1	841,620
Multi/Alt	0	-	8	370,550	0	-	1	8,500	0	-	4	765,177
Multi/New	0	-	1	20,000,000	1	1,000	4	6,740,611	1	1,600,000	24	20,335,000
Garage/Carport	5	188,760	63	2,596,479	9	318,480	69	2,890,020	8	291,018	60	2,911,458
Mobile/Alt	0	-	4	65,200	1	99,000	3	144,216	0	-	3	169,014
Mobile/New	0	-	7	130,265	0	-	7	424,100	1	205,200	12	2,181,478
SFD/New	11	3,252,805	133	38,479,623	9	4,970,232	128	53,750,969	13	7,703,832	126	70,155,803
SFD/Alt	9	237,265	78	2,898,335	13	295,540	80	2,130,313	11	495,965	75	3,194,822
SFD Sc/Ste	2	81,900	35	1,356,370	8	207,960	48	1,308,161	16	446,299	61	1,718,251
TOTAL:	34	5,151,090	407	120,107,702	46	11,784,612	420	107,638,274	56	15,666,634	435	172,709,677

STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: November 1, 2018

TO: **MAYOR AND COUNCIL**

NAME AND TITLE: Ian Wells, General Manager of Planning and Development

SUBJECT: Variance Permit Application No. VP100521

Applicant: Shane Bunce for Glayne Guild
Location: 7731 Sabyam Road

ATTACHMENT(S):

- Location and Existing Zoning Map
- Variance Permit No. VP100521
- Exhibit "A" to VP100521
- Exhibit "B" to VP100521

RECOMMENDATION(S):

1. THAT Council APPROVE Variance Permit No. VP100521 to vary City of Prince George Zoning Bylaw No. 7850, 2007 for the property legally described as Parcel A (N31219) of Lot 19, District Lot 2424, Cariboo District, Plan 9563 as follows:
 - a. Vary Section 9.5.6 1. by increasing the maximum total combined gross floor area of accessory buildings and structures on site from 90.0 square metres (m²) to 207.0 square metres (m²), as shown on Exhibit "A" to VP100521; and
 - b. Vary Section 9.5.6 2. by increasing the maximum height of an accessory building from 6.0 metres (m) to 7.0 metres (m), as shown on Exhibit "B" to VP100521.

PURPOSE:

The applicant has applied to vary the AR3m: Rural Residential accessory development regulations to facilitate the construction of an accessory building on the subject property located at 7731 Sabyam Road. The AR3m accessory development regulations restrict the maximum total combined gross floor area of accessory buildings on a site to 90.0 m² with a maximum height of 6.0 m.

Background

Site Characteristics

Location	7731 Sabyam Road
Current Use	Residential
Site Area	0.34 ha (0.85 acres)
Zoning	AR3m: Rural Residential

Official Community Plan

Future Land Use	Neighbourhood Residential
Growth Management	Infill

Surrounding Land Use Table

North	Residential
South	Residential
East	Sabyam Road /Residential
West	Vacant Land

POLICY/REGULATORY ANALYSIS:

Zoning Bylaw

The subject property is zoned AR3m: Rural Residential. The purpose of the AR3m zone is to foster a suburban lifestyle and provides for complementary residential related uses that are compatible with the rural character of the area.

Accessory development regulations in the AR3m zone, as per Zoning Bylaw No. 7850, 2007, restrict the maximum total combined gross floor area of accessory buildings on a site to 90.0 m². The applicant has applied to vary the maximum total combined gross floor area of accessory buildings and structures on site from 90.0 m² to 207.0 m². This will facilitate the construction of the proposed 167.0 m² accessory building, in addition to the existing 40.0 m² accessory building, as shown on Exhibit "A" to VP100521.

The AR3m zone also restricts the maximum height of accessory buildings to 6.0 m. The applicant has applied to vary the maximum height from 6.0 m to 7.0 m in order to facilitate the construction of the proposed 167.0 m² accessory building on the subject property, as shown on Exhibit "B" to VP100521.

Administration supports the variance request for the following reasons:

- The west half of the subject property and a portion of the front property line is treed, reducing potential aesthetic impacts. Additionally, the proposed accessory building is to be located behind the existing residence further moderating potential aesthetic impacts from Sabyam Road.
- The proposed 167.0 m² accessory building will increase the site coverage to approximately 9%. The subject property is permitted up to 30% site coverage.
- The increased height (1.0 m) is unlikely to have negative impacts such as shadowing on adjacent lots.
- The proposed accessory building is to be located near the center of the property and will exceed the required front, side and rear yard setbacks.

As the application is consistent with surrounding land uses, Administration supports this application.

OTHER CONSIDERATIONS:

Referrals

This application was referred to internal City divisions and external agencies with no outstanding concerns.

Notification to Adjacent Property Owners

As per the requirements set out in the *Local Government Act*, the City of Prince George will provide a delivery of notice to adjacent property owners whose interests may be affected by this variance.

ALTERNATIVES:

1. Approve the permit
2. Approve the permit as amended
3. Refuse the permit
4. Defer or otherwise deal with the permit

Administration recommends that Variance Permit No. VP100521 be approved.

SUMMARY AND CONCLUSION:

Administration recommends that Council approve the applicant's request to increase the maximum total combined gross floor area of accessory buildings and structures on site from 90.0 m² to 207.0 m² and increase the maximum height of an accessory building from 6.0 m to 7.0 m, as shown on Exhibits "A" and "B" to VP100521.

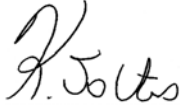
RESPECTFULLY SUBMITTED:



Ian Wells, General Manager of Planning and Development

PREPARED BY: Kali Holahan, Planner

APPROVED:



Kathleen Soltis, City Manager
Meeting date: November 26, 2018



VARIANCE PERMIT

No. VP100521

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

1) This Variance Permit is issued to:

Name: Glayne Guild
Address: 7731 Sabyam Road
Prince George, BC V2K 2K4

cc: **Name:** Shane Bunce
Address: 21670 Chief Lake Road
Prince George, BC V2K 5K5

2) This Variance Permit applies to:

Address: 7731 Sabyam Road
Legal Description: Parcel A (N31219) of Lot 19, District Lot 2424, Cariboo District, Plan 9563

3) This Permit is issued subject to compliance with all of the Bylaws of the City of Prince George applicable thereto, except as specifically varied by this Permit.

4) This Permit varies **City of Prince George Zoning Bylaw No. 7850, 2007**, as follows:

- a. **Section 9.5.6 1.** by increasing the maximum total combined gross floor area of accessory buildings and structures on site from 90.0 m² to 207.0 m²; and
- b. **Section 9.5.6 2.** by increasing the maximum height of an accessory building from 6.0 m to 7.0 m.

This variance is only granted for the existing and proposed accessory buildings, as shown on Exhibits "A" and "B" to VP100521.

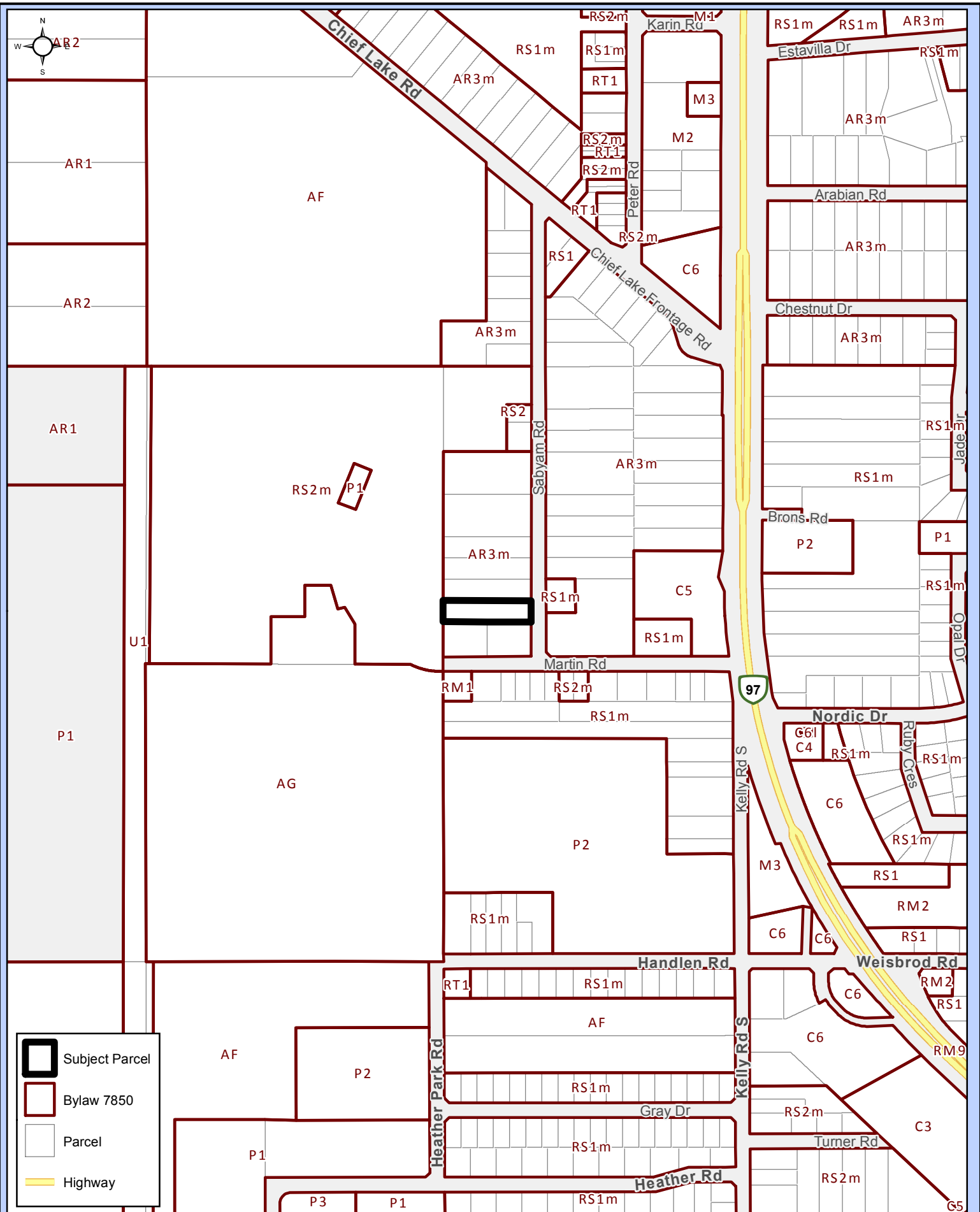
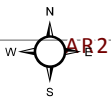
5) This Variance Permit is not a Building Permit.





6) This Variance Permit does not satisfy any other approvals required by the City of Prince George, the Province of British Columbia or the Federal Government.

Authorizing resolution passed by Mayor and Council on ____ day of _____, 2018

Issuance date: _____

Authorizing Signature: _____



-  Subject Parcel
-  Bylaw 7850
-  Parcel
-  Highway

0 20 40 80 120 160 200 Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:6500

Location and Zoning Map



\\princegeorge.ca\GIS\mxd\2015\20150701\20150701_01.mxd 2015-07-01 10:45:41 AM



PCL A

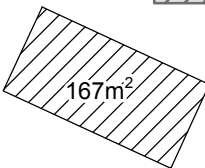
20

19

Vary Section 9.5.6 1. of City of Prince George Zoning Bylaw No. 7850, 2007 as follows:
Increase the maximum total combined gross floor area of accessory buildings and structures on site from 90.0 m². to 207.0 m².

19

40m²



167m²








SABYAM RD

A

B

MARTIN RD

-  Proposed Accessory Building
-  Existing Accessory Building
-  Existing House
-  Subject Parcel
-  Parcel

0 5 10 20 30 Meters

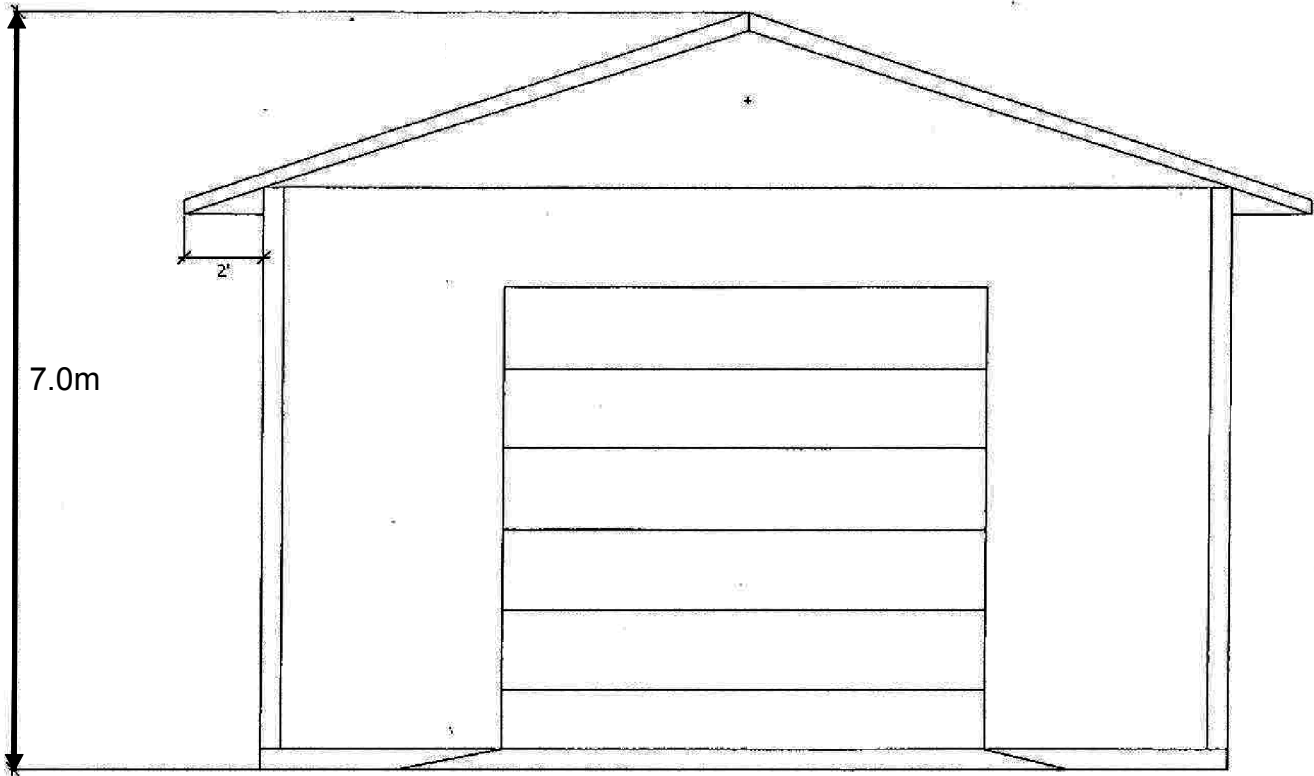
Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:750

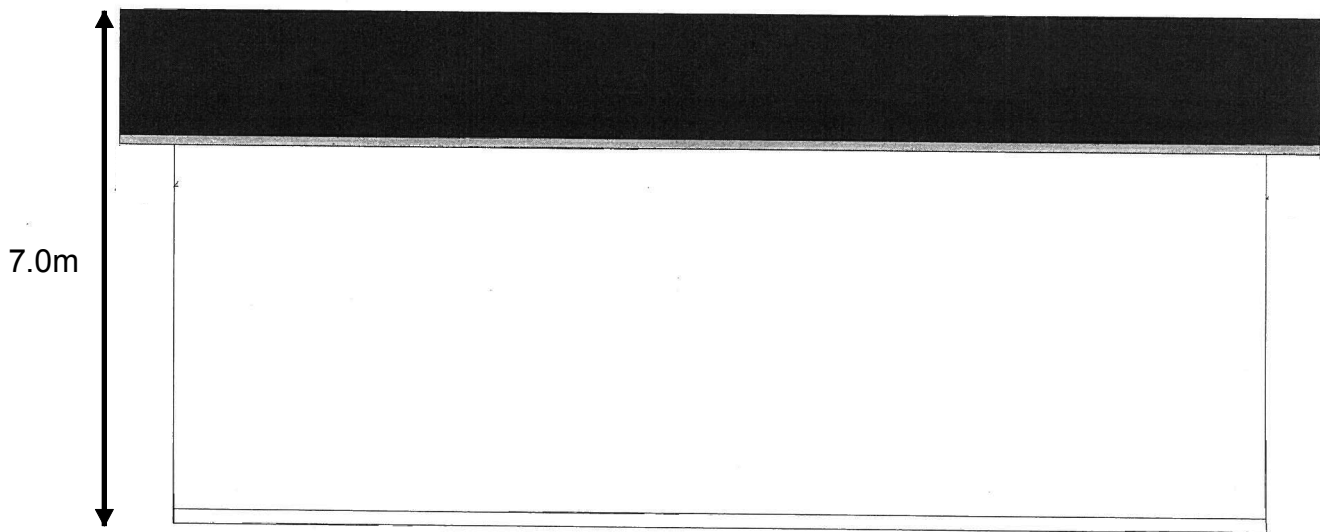
Exhibit "A" to VP100521

Parcel A (N31219) of Lot 19, DL 2424, CD, Plan 9563

Vary Section 9.5.6 2. of City of Prince George Zoning Bylaw No. 7850, 2007 as follows:
Increase the height of an accessory building from 6.0 m to 7.0 m.



Front Elevation



Side Elevation

Exhibit "B" to VP100521

Parcel A (N31219) of Lot 19, DL 2424, CD, Plan 9563

SHOP VARIANCE

TO WHOM IT MAY CONCERN

I Stuart Bird give Glayne Guild permission to build a shop 40 x 60 on his property as per his drawing. The shop is not to encroach any property lines on any side of his property. The structure must be sided as soon as possible after erection of building (not to be left unsided)

Redacted Signature



NOV 12/2018

HELLO:

THIS A LETTER TO
CITY OF P.G.

MY NAME IS JOE A. HORDOS
AND WRITING THIS
LETTER FOR GLAYNE
GUILD. I HAVE
NO PROBLEM IF
GLAYNE BUILDS SHOP
APPROVED BY CITY
~~UP~~ UP TO 40' BY 60'
MAX.

MY ADDRESS IS 4784 MARTIN ~~RD~~

THANK V

Redacted Signature

PHONE #

Redacted

13 November 2018

To Whom This May Concern:

This is to advise that I have no objection to my neighbour,
Glayne Guild, to build a 40 ft. x 60 ft. shop on his property.

Redacted Signature

George Collett
7753 Sabyam Road
Prince George, V2K2K4

Phone Redacted

STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: November 1, 2018

TO: **MAYOR AND COUNCIL**

NAME AND TITLE: Ian Wells, General Manager of Planning and Development

SUBJECT: Liquor License Application No. LL100159

Applicant: Bailey Hoefels of Trench Brewing & Distilling
 Location: 399 2nd Ave.

ATTACHMENT(S):

- Location and Existing Zoning Map
- Appendix “A” Resolution for LL100159
- Liquor and Cannabis Regulation Branch – Application for a Permanent Change to a Liquor Licence

RECOMMENDATION(S):

1. THAT Council APPROVE the resolution attached as Appendix “A” to the report dated November 1, 2018 from the General Manager of Planning and Development titled “Liquor License Application No. LL100159”.

PURPOSE:

Trench Brewing & Distilling has applied to amend their existing Brewery Lounge Endorsement. The applicant is requesting to extend hours of service from 11:00 pm to 3:00 am, seven (7) days a week. The licensed area for liquor service will remain the same.

The Liquor and Cannabis Regulation Branch (LCRB) is the authority for liquor licensing and must therefore approve liquor licenses. For a manufacturers lounge, the LCRB requires that the local government reviews the application, gathers the views of residents that will be affected by the proposed amendment and passes a resolution on the application. Once Council reviews this application, the decision will be forwarded to the LCRB.

Background

Site Characteristics

Location	399 2 nd Ave.
Current Use	Trench Brewing & Distilling
Site Area	0.3 ha
Zoning	M1: Light Industrial

Liquor Licence Information

Type of Licence	Brewery Lounge Endorsement Licence #307753
Current Hours of Liquor Service	Monday - Sunday: 9 am to 11 pm
Proposed Hours of Liquor Service	Monday - Sunday: 9 am to 3 am
Occupant Load	100 persons (Lounge Endorsement)

Relevant Applications:

Rezoning Application No. RZ100552 (Bylaw No. 8843, 2017):

On July 24, 2017, Council approved Bylaw No. 8843, 2017 to rezone the subject property (399 2nd Ave) to permit a Liquor Primary Establishment, Minor.

Liquor Licence Application No. LL100138: At the June 12, 2017 Council Meeting, Council approved a resolution to the LCLB supporting a Brewery Lounge Endorsement for Trench Brewing & Distilling.

POLICY/REGULATORY ANALYSIS:

Liquor and Cannabis Regulation Branch (LCRB)

The LCRB regulates British Columbia's liquor industries and private retail non-medical cannabis industries and therefore must approve all liquor license applications.

City of Prince George Liquor and Cannabis Licensing Policy

The City of Prince George Liquor and Cannabis License Policy (LCLP) establishes guidelines for the operation of licensed establishments within City boundaries. The LCLP provides guidelines on location of establishments, hours of liquor service, occupant load and noise and traffic.

Hours of Liquor Service

The LCLP provides direction that Liquor Primary Establishments (i.e. Lounges) outside the Downtown may have hours of liquor service between 9:00 am and 1:00 am. However, the LCLP indicates that Council may increase or decrease the suggested hours of operation on a case specific basis in consideration of Community Impacts. The potential community impacts as a result of Trench Brewing & Distilling extending hours of service from 11 pm to 3 am are considered in this report.

Purpose of the Establishment

The establishment's primary purpose is the manufacturing of liquor (i.e. Brewing and Distilling). However, the Lounge endorsement allows for the sale and service of liquor at Trench Brewing & Distilling. The primary focus of the lounge is the sale and service of liquor manufactured on-site.

Occupant Load

The applicant has indicated an Occupant Load of 100 persons (including staff) for the proposed establishment. This occupant load is consistent with the LCLP, which indicates that occupant loads outside of the downtown should be no greater than 125. The occupant load will not be changing as part of this application.

Community Impacts

Location of the Establishment

The subject property is located in the Queensway East neighbourhood. Uses within this area of the City are primarily light industrial in nature. For Council's consideration, the below surrounding land use table has been provided.

Table 1. Surrounding Land Use Table

North	2 nd Avenue, wrecking yard
South	Lane, automotive repair, storage area
East	Windsor Street, storage area
West	London Street, wholesale

As identified in Table 1 above, Trench Brewing and Distilling is surrounded by light industrial uses. This establishment is not in close proximity to social, recreational facilities or public buildings.

Noise

The nearest residential area to the subject property (i.e. the Millar Addition) is located approximately 200 m south of the subject property. The residential neighbourhood is naturally buffered from the subject property by a greenbelt. Further, the Queensway East neighbourhood is located at a significantly lower elevation than that of the Millar Addition. Due to the natural topography of the area, greenbelt area, and nature of the use, Administration does not anticipate any negative impacts as a result of this application.

Parking and Traffic

There is both on-site parking and on-street angle parking along 2nd Avenue. There is no transit service in this area; however, the subject property is located approximately 700 m from Downtown Prince George where transit service past 9:00 pm is available.

Further, the peak hours of the proposed lounge will not conflict with the peak hours of existing businesses (e.g. 9:00 am to 5:00 pm) in the area.

The City has not received any bylaw complaints of noise, parking or traffic as a result of the operation of Trench Brewing & Distilling. Administration believes that the proposed liquor primary establishment will have minimal negative effects on the surrounding area, and is consistent with the City of Prince George Liquor Licence Policy. Therefore, Administration is supportive of this application.

Referrals

This application was referred to internal City divisions and external agencies with no outstanding concerns.

Notification to Adjacent Property Owners

As per the requirements set out in the *Local Government Act*, the City of Prince George will provide a delivery of notice to adjacent property owners whose interests may be affected by this variance.

ALTERNATIVES:

1. Approve the resolution;
2. Approve the resolution as amended;
3. Refuse the resolution; or
4. Defer or otherwise deal with the resolution.

Administration recommends that Council approve the resolution attached as Appendix "A".

SUMMARY AND CONCLUSION:

Trench Brewing & Distilling has applied to amend their existing Brewery Lounge Endorsement at 399 2nd Avenue by extending hours of service from 11:00 pm to 3:00 am, seven (7) days a week. Administration recommends that Council approve the resolution as the application is consistent with the LCLP.

RESPECTFULLY SUBMITTED:



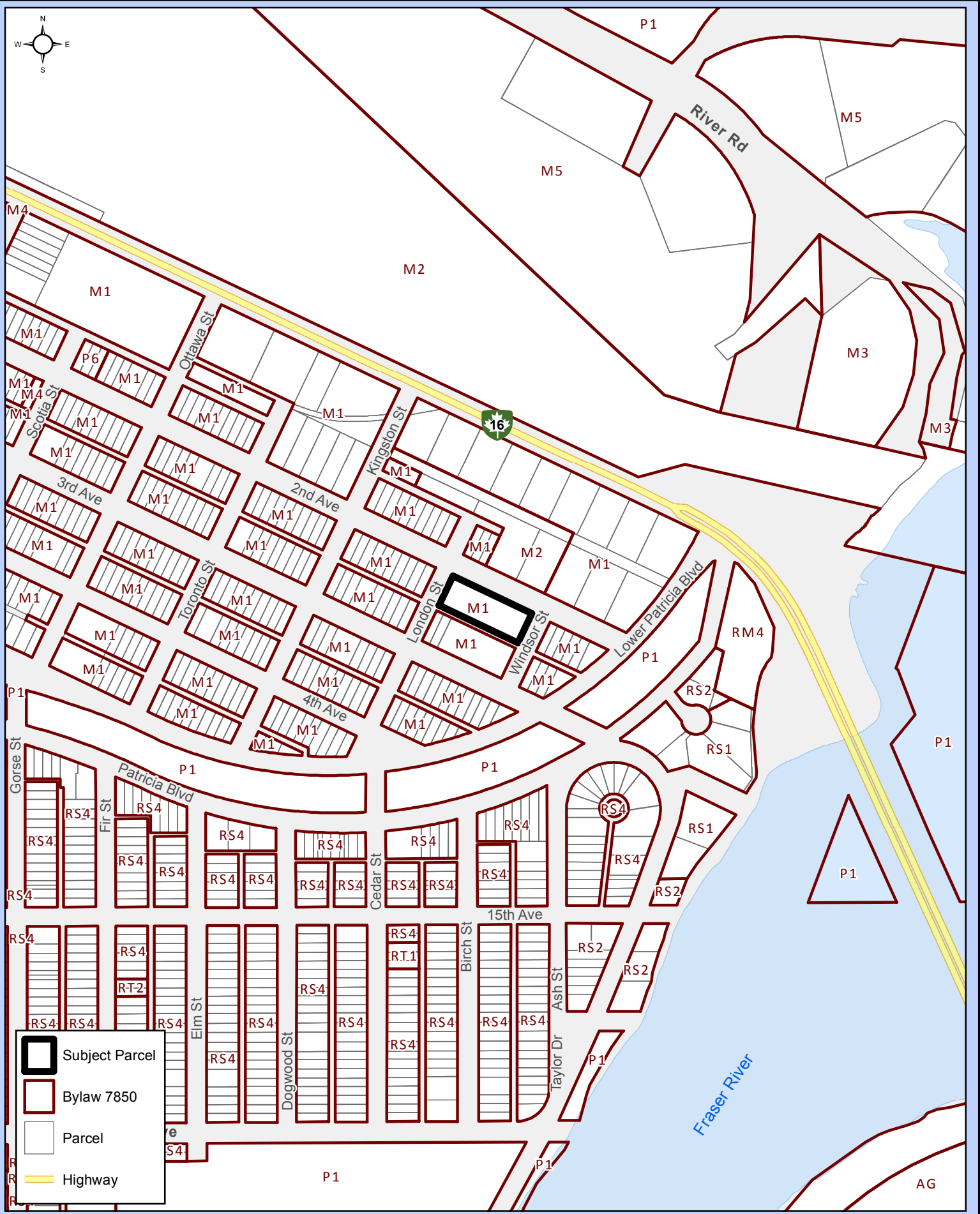
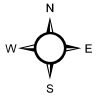
Ian Wells, General Manager of Planning and Development





PREPARED BY: Nicole Fraser, Planner

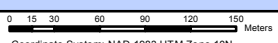
APPROVED:



Kathleen Soltis, City Manager
Meeting date: November 26, 2018



-  Subject Parcel
-  Bylaw 7850
-  Parcel
-  Highway



Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:5000

Location and Zoning Map



Appendix "A"

- Re: Application to permanently change the hours of liquor service for Trench Brewing & Distilling**
- 399 2nd Avenue, Prince George, BC
 - Brewery Licence # 307753
-

Be it resolved that:

1. The Council supports the amendment of the hours of liquor service from 11:00 pm to 3:00 am Monday to Sunday for Trench Brewing & Distilling, located at 399 2nd Avenue, for the following reasons:

This application is not expected to have a negative impact on the community or produce any significant negative land use impacts on adjacent properties.

2. The Council's comments on the prescribed considerations are as set out in the November 1, 2018 staff report from Ian Wells, General Manager of Planning and Development for Liquor Licence Application No. LL100159.
3. The methods used to gather the views of residents are as follows:

The views of residents were collected in a Public Hearing held on November 26, 2018 in Council Chambers. The public notice for this hearing included 1) a sign was posted on the property ten (10) days prior to the hearing, 2) written notification to owners and tenants in occupation of all parcels within the area that was the subject of the application, and within a distance 30 metres (m) from the land that was subject of this application ten (10) days prior to the hearing, and 3) advertisements were placed in two (2) consecutive issues of a newspaper, not less than three (3) and not more than ten (10) days before the hearing.

The views of residents are as summarized in the minutes of the Public Hearing held on November 26, 2018.



Liquor and Cannabis Regulation Branch
 400-645 Tye Road, Victoria, BC V9A 6X5
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
 Phone: 1 866 209-2111 Fax: 250-952-7086

APPLICATION FOR A PERMANENT CHANGE TO A LIQUOR LICENCE ALL LICENCE TYPES

Liquor and Cannabis Regulation Form LCLB005B

Instructions:

Complete all applicable fields and submit with the required documentation, if applicable, and payment as outlined in Part 9 of this application form. If you have any questions about this application, call Liquor and Cannabis Regulation Branch (LCRB) toll-free at: 1 866 209-2111.

Licensee Information

Licensee name (as shown on licence): Trench Brewing & Distilling

Establishment name (as shown on licence): Trench Brewing & Distilling

Establishment Location address (as shown on licence):
399 2nd Ave Prince George BC V2L 2Z4
Street City Province Postal Code

Mailing address: (All correspondence will go to this address)
399 2nd Ave Prince George BC V2L 2Z4
Street City Province Postal Code

Business Tel with area code: 1-236-423-6500 Business Fax with area code:

Business e-mail: info@trenchbrew.ca

Contact Name: Hoeffels, Bailey, Dawn Title/Position: Director
last / first / middle

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCRB101 Add, Change or Remove Licensee Representative

Contact Person

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Bailey Hoeffels Phone number: * * *

E-mail address: * *

Type of Change Requested

Please check (☑) appropriate box(es) below and provide licence numbers affected for each requested change. You may complete more than one change section on this form. An incomplete application will be held for a maximum of thirty (30) days. If still incomplete after the thirty (30) day period, the application may be terminated. See Part 12 for the approval process for the change you have requested.

Type of change requested	Licence numbers affected (Mandatory)	Job Number (Office Use Only)
<input type="checkbox"/> 1. Establishment/business or licence name change (p.2)	<u></u>	(C2-LIC) (sub)
<input type="checkbox"/> 2. Food-primary entertainment endorsement (p.2)	<u></u>	(C2-LIC) (sub)
<input type="checkbox"/> 3. Request for change in terms and conditions/request for discretion (p.2)	<u></u>	(C3-LIC) (sub)
<input type="checkbox"/> 4. Live theatres requesting liquor service (p. 2)	<u></u>	(C3-LIC) (sub)
<input checked="" type="checkbox"/> 5. Change to hours of liquor service (p.3)	<u>307753</u>	(C3-LIC) (sub)
<input type="checkbox"/> 6. Catering endorsement (p.4)	<u></u>	(C3-LIC) (sub)
<input type="checkbox"/> 7. Temporary off-site sale endorsement (p.4)	<u></u>	(C2-LIC) (sub)

Applying for other permanent changes to your licence?

- To apply for alterations or additions to a licensed establishment (structural changes), use an *Application for a Structural Change*. For Liquor Primary and Liquor Primary Club, use form LCRB012A; for Food Primary, use LCRB012B; for Manufacturer and Winery Endorsements, use LCRB013; for Wine Store and Licensee Retail Store, use LCRB012C.
- To apply to have a third party operator operate your licensed establishment, use the *Application to Add or Change a Licensee's Third Party Operator* (LCRB026)
- To apply for a change to the shareholders, directors, licensee name or to add a receiver or executor, use the *Application for a Permanent Change to a Licensee* (LCRB005A).

Part 1: Establishment or Business Name Change and/or Licence Name Change

C2 - LIC

To be completed when the licensee wishes to change the name of an establishment or business and/or licence.

Note: If a name change results in a change in exterior signs, the signs are subject to branch approval.

Fee: \$220 per licence x licences = \$

Establishment or business name change:

Current establishment or business name as shown on licence:

Proposed name:

Licence name changes:

Licence #: Current licence name:

Proposed licence name:

Licence #: Current licence name:

Proposed licence name:

Attach the following:

Sketch or picture of the proposed establishment or business signage.

Also complete Parts 8 and 9

Part 2. Entertainment Endorsement (Food Primary licenses only)

C2 - LIC

According to the type of entertainment being applied for, complete below and attach required documents:

Patron participation entertainment endorsement (e.g., dance floor):

Note: Patron participation entertainment must end by midnight. Fee: \$330 per licence x licences = \$

- Submit a letter of intent describing, in detail, the form of patron participation entertainment proposed and where it will take place in your restaurant.
- Request a local government/First Nation resolution commenting on the application (local government must complete Part 11 of this form. For further information on local government resolutions, read Part 10).

There are restrictions related to forms of entertainment, sound systems, etc. If you are uncertain about any of the details of your proposal, consult with licensing staff at LCRB in Victoria. (see contact information on page 1 of this form).

Note: When relocating a Food-Primary establishment: An endorsement for patron participation entertainment cannot transfer location without local government/First Nations comment and LCRB approval. This is required because the local government/First Nation must be provided an opportunity to reconsider the impact of the endorsement on the community given the establishment's new location. Use this form to reapply for the endorsement but do not pay the application fee(s).

Are you submitting an application to transfer the location of a Food Primary licence with this application? Yes No

Also complete Parts 8 and 9

Part 3. Request of Change in Terms and Conditions/Request for Discretion

C3 - LIC

This section may be used for requests to change the terms and conditions on a liquor licence including requests for discretion. Depending on the nature of the licence change requested, local government/first nation (LG/FN) and public input may be required.

Complete A and B: Fee: \$220 per licence x licences = \$

A) Type of Request:

- Hours extension outside permitted hours of liquor service - Also complete Part 5
- Change to event driven term and condition - requires LG/FN resolution - LG/FN must complete Part 11
- Change or close of primary business with a liquor licence onsite
- Other

B) Attach:

A letter of intent describing, in detail, the proposed change to your licence. To request discretion, provide a written submission detailing compelling reasons/exceptional circumstances for your request and why a request for discretion should be approved. All documentation to support your request for discretion must be submitted with this application.

Also complete Parts 8 and 9

Part 4. Live theatres requesting liquor service in conjunction with films/broadcasts

C3 - LIC Fee: \$330

Licensed live event theatres may apply for permission to serve liquor in conjunction with films and broadcasts. Please provide a written proposal detailing your request. LCRB will forward your application to your local government/first nation for comment. Consideration will also be given to the compliance history of the establishment.

Also complete Parts 8 and 9

Part 5. Change to Hours of Liquor Service

C3 - LIC

Licensees may apply to revise hours of liquor service, subject to any restrictions within the *Liquor Control and Licensing Act*, Regulations, branch policies and/or original terms and conditions of licensing.

Check (☑) the appropriate change, and provide the requested information and documents:

A) Food Primary

- Request to change hours of liquor service between 9am - midnight Fee: \$220 per licence x licences = \$
- complete proposed hours of liquor service table below
- Request to extend hours of liquor service between midnight - 4am Fee: \$330 per licence x licences = \$
- complete proposed hours of liquor service table below
- if requesting to extend hours outside of 9am - 4am, also complete Part 3
- request a local government resolution - local government must complete Part 11 of this form.

B) Liquor-Primary, manufacturer lounge or special event area

- Request to change the hours of liquor service within the hours currently approved:
 - complete proposed hours of liquor service table below Fee: \$220 per licence x licences = \$
- Request to change the hours of liquor service outside the hours currently approved:
 - complete proposed hours of liquor service table below Fee: \$330 per licence x licences = \$
 - if requesting to extend hours outside of 9am - 4am, also complete Part 3
 - request a local government resolution - local government must complete Part 11 of this form.

C) Licensee Retail Store/Wine Store

- Request to extend hours outside of 9am - 11pm
 - complete proposed hours in table below
 - complete Part 3

Complete the tables below, indicating current and proposed hours of liquor sales:

Current Hours of Liquor Service:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
Closed	11:00 PM	11:00 PM	11:00 PM	11:00 PM	11:00 PM	11:00 PM	11:00 PM

Proposed Hours of Liquor Service:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
Closed	3:00 AM	3:00 AM	3:00 AM	3:00 AM	3:00 AM	3:00 AM	3:00 AM

Note: When relocating a Food-Primary establishment: An endorsement for hours of liquor service after midnight cannot transfer location without local government/First Nations comment and LCLB approval. Use this form to reapply for the endorsement but do not pay the application fee(s).

Are you submitting an application to transfer the location of a Food Primary licence with this application? Yes No

Also complete Parts 8 and 9

Part 6. Request for Catering Endorsement (Food Primary and Liquor Primary licences only)

Food primary and liquor primary licensees (excluding liquor primary club licensees) may apply for a catering endorsement if they wish to be licensed to transport and sell liquor at catered events where they have been hired to provide food service. The catered events must be hosted by other people and must take place outside the 'red-lined area' (the area where liquor is sold, served and consumed) and generally away from the establishment. The caterer must be present for the duration of a catered event. Licences with a catering endorsement are subject to an annual licensing fee of \$100 in addition to the annual renewal fees.

Fee: \$330 per licence x licences = \$

To qualify for an endorsement the applicant must demonstrate at the time of inspection:

- Catering service is focused on the preparation and serving of food.
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's existing licensed establishment.

Note: If a licence is approved with a catering endorsement, the licensee must notify LCRB of all catered events (except in private residences) using OneStop (www.bcbusinessregistry.ca). Some events may require approval from LCRB before the catered event can take place. Further information about how to notify LCRB will be provided by your local liquor inspector when they complete their final inspection.

LCRB will review your application and if approved you will be required to arrange a final inspection. If the liquor inspector is not satisfied with your kitchen equipment, food selection, advertising and staffing, you may be required to make changes and schedule a second (2nd) inspection to confirm you meet the requirements of a catering endorsement. A fee of \$200 will be charged if a second (2nd) inspection is required.

Also complete Parts 8 and 9

Part 7. Temporary Off-Site Sale Endorsement (Licensee Retail Store & Wine Store licences only)

Licensee retail store (LRS) licensees and wine store (WS) licensees may apply for a temporary off-site sale endorsement to permit the sale of packaged liquor in conjunction with a Special Event Permit (SEP) event that has a focus on food and/or beverage tasting (e.g., a wine festival).

A temporary off-site store can only operate during the festival days and hours but liquor sales cannot take place before 9am or after 11pm. The LRS or WS licensee must have an agreement with the SEP licensee and confirm with the SEP licensee that Local Government /First Nations permits the sale of packaged liquor products for off site consumption at the SEP event. Wine store licensees can only sell the range of products permitted by their store licence.

No Fee

Note: If a licence is approved with a temporary off-site sale endorsement, the licensee must notify LCRB for each temporary off-site store they will be operating by submitting a complete Temporary Off-site Sale Authorization form (LCRB091) by fax or email 14 calendar days prior to the SEP event. A copy of LCRB091 form can be found on our website. An event specific authorization will be issued.

Also complete Parts 8 and 9

Part 8: Declaration

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: *[Handwritten Signature]*
Authorized signatory of the licensee

Name: (last / first / middle) Position: (if not an individual) Date: (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCRB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature

Part 9: Application Fees

Total Fee Submitted: \$

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check one):

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card: VISA MasterCard AMEX
- I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
- I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

Part 10: Local Government/First Nation Resolutions: (Information for the Applicant)

For the following changes a resolution from your local government or First Nation, commenting on the application is required:

- Part 2: Food-primary patron participation entertainment endorsement, and
- Parts 5(A) and (B): Change to hours of sale
- Part 3: Change to event driven term and condition

Licensee responsibilities:

- Fill out appropriate change application sections in this form.
- Request your local government/First Nation to sign and date Part 11 of this form.
- Provide a photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor and Cannabis Regulation Branch, Victoria Head Office.
- Send the original form and application fees to the branch.
- The Liquor and Cannabis Regulation Branch will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. If they indicate on the form that they opt out of providing comment, submit your application to LCRB.

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number: Expiry date: /
(Month) (Year)

Signature:

Part 11: Local Government/First Nation Confirmation of Receipt of Application

This application serves as notice from the Liquor and Cannabis Regulation Branch (LCRB) that an application for one or more of the following changes to a liquor licence has been made within your community:

- Hours of liquor service past midnight for a food primary licence.
- Change to hours of liquor service for a liquor primary, liquor primary club, manufacturer lounge or special event endorsement
- Addition of patron participation entertainment endorsement for a food primary licence.
- Change to event driven term and condition.

Local government/First Nation (name): City of Prince George

Name of Official: Nitz, Melissa Anne Title/Position: Planner 1
(last / first / middle)

Email: melissa.nitz@prince-george.ca Phone: 250-561-7752

Date Received: 23/10/2018
(Day/Month/Year)

Signature of Official: [Signature]

Check here if LG/FN will not be providing comment: Yes, opting out of comment

Note: The LG/FN cannot provide comment for their own application.

Is this establishment on Treaty First Nation land? Yes No

Instructions for Local Government/First Nation (LG/FN)

The Branch requests that you consider this application (application form and floor plan) and provide the Branch with a resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form to LG/FN.
- If there are any major issues (e.g. bylaws), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign above and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community in the immediate vicinity of the proposed endorsement service area(s).
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
 - The impact of noise on nearby residents.
 - The impact on the community if the application is approved.
 - If the application is to amend a Food Primary licence, whether the amendment will result in the service area being operated in a matter that is contrary to primary purpose
 - The view of residents and a description of the method used to gather views.
 - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111.

Part 12: Application and Approval Process – What happens next?

For the following change requests (all C2):

- Part 1 Establishment or Licence Name Change
- Part 2 Food-Primary Entertainment Endorsement (requires local government/First Nations resolution)
- Part 8 Temporary Off-site Sale Endorsement

The process is:

1. Applicant will complete the appropriate section of this form and Parts 8 and 9, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor and Cannabis Regulation Branch.
3. Liquor and Cannabis Regulation Branch (LCRB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. LCRB staff will advise the applicant and the liquor inspector when the application is approved.

For the following change requests:

- Part 3 Change to Terms and Conditions and Request of Discretion (all C2)
- Part 4 Live theatres requesting liquor service (all C2)
- Part 5 Change to Hours of Sale (may require local government/First Nations resolution) (all C3)

The process is:

1. Applicant will complete the appropriate section of this form and Parts 9 and 10, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor and Cannabis Regulation Branch.
3. Liquor and Cannabis Regulation Branch (LCRB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. LCRB staff may request your local liquor inspector to provide comments regarding your application.
5. LCRB staff will advise the applicant and the liquor inspector when the application is approved.

For the following change request:

- Part 6 Catering Endorsement (all C1)

The process is:

1. Applicant will complete the appropriate section of this form and Parts 9 and 10, and attach all required documents.
2. Applicant must submit a complete application package and fee to the Liquor and Cannabis Regulation Branch.
3. Liquor and Cannabis Regulation Branch (LCRB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed. If a complete application is not received within 30 days of notification, your application will be terminated and you will have to re-apply and pay the application fees.
4. If the application requirements have been met, the applicant will be asked to contact the inspector for an interview/final inspection. Before contacting the inspector for the interview/final inspection, the applicant must have the inspector interview letter.
Note: The applicant must contact the local area inspector to arrange for a final inspection by the date noted on the letter (30 days from the date on the letter). If the inspector is not contacted to arrange for a final inspection or for an extended time, the application will be terminated.
5. At your final inspection, the inspector will verify that your business location meets the requirements for a catering licence by reviewing the food selection, the kitchen equipment, advertising and staffing resources. If the inspector is not satisfied your business location meets the requirements of a catering licence you may be asked to make changes and schedule a second (2nd) inspection to confirm you meet the requirements of a catering licence. A fee \$200 will be charged if a second (2nd) inspection is required.
6. LCRB staff will advise the applicant and the liquor inspector when the application is approved.

Part 13: Submit Application Package

Once signed by local government/First Nation, submit your complete application package to:

Liquor and Cannabis Regulation Branch
Courier: 400-645 Tyee Road, Victoria BC V9A 6X5
Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8
E-mail: liquor.licensing@gov.bc.ca

If you have any questions, contact us toll-free at 866-209-2111 or email us at liquor.licensing@gov.bc.ca. Visit our website for more information: www.gov.bc.ca/liquorregulationandlicensing

The information requested on this form is collected by the Liquor and Cannabis Regulation Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: November 1, 2018

TO: **MAYOR AND COUNCIL**

NAME AND TITLE: Ian Wells, General Manager of Planning & Development

SUBJECT: Liquor License Application No. LL100157

Applicant: Canadian Brew House and Grill (Prince George) for 0948523 BC Ltd.,
Inc. No. BC0948523

Location: 3036 Recplace Drive

ATTACHMENT(S):

- Location and Existing Zoning Map
- Appendix "A" Resolution for LL100157
- Liquor and Cannabis Regulation Branch Application
- Current Liquor Primary License No. 307760

RECOMMENDATION(S):

THAT Council APPROVE the resolution attached as Appendix "A" to the report dated November 1, 2018 from the General Manager of Planning and Development titled "Liquor License Application No. LL100157"

PURPOSE:

The applicant has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a change to their existing Liquor Primary License located at 3036 Recplace Drive. This application will facilitate an increase in occupancy to the existing Liquor Primary License.

The LCRB is the authority for liquor licensing, and must therefore approve liquor licenses and changes to an existing license. The LCRB requires that the local government reviews the application, gathers the views of residents that will be affected by the proposal and passes a resolution on the application. Once Council reviews this application, the resolution will be forwarded to the LCRB.

Background

Site Characteristics

Location	3036 Recplace Drive
Legal Description	Lot B, District Lot 8180, Cariboo District, Plan BCP25328 Except Plan EPP43542
Current Use	River Point Landing Shopping Centre
Zoning	Z8: Regional Shopping

Liquor License Information

Type of License	Liquor Primary License
Current Hours of Service	Monday to Sunday: 9:00 am to 2:00 am
Current Occupant Load	Indoor: 190 Outdoor (Patio): 108 Total: 298
Proposed Occupant Load	Indoor: 245 Outdoor (Patio): 115 Total: 360

Relevant Applications

Liquor License Application No. LL100143: On June 12, 2017, Council approved a resolution to support the extension of liquor service hours for the Food Primary License at the Canadian Brewhouse and Grill from 9:00 am to 2:00 am Monday to Sunday.

Liquor License Application No. LL100146: On November 20, 2017, Council approved a resolution to support a change from a Food Primary License to a Liquor Primary License for the Canadian Brewhouse and Grill.

Rezoning Application No. RZ100564 (Bylaw No. 8875, 2017): On December 4, 2017, Council approved a site specific rezoning to allow a Liquor Primary Establishment, Major on the subject property.

POLICY/REGULATORY ANALYSIS:

Liquor and Cannabis Regulation Branch

The LCRB is the provincial authority for liquor licensing and is regulated by the *Liquor Control and Licensing Act* and the Liquor Control and Licensing Regulation. All liquor licenses and changes to existing licenses are approved and issued by the LCRB. The applicant has concurrently submitted an application to the LCRB for a change to the existing Liquor Primary License.

City of Prince George Liquor and Cannabis License Policy

The City of Prince George Liquor and Cannabis Licensing Policy (LCLP) establishes guidelines for the operation of licensed liquor establishments within the City. The LCLP provides guidelines on hours of liquor service, occupant load, and location of Liquor Primary Establishments. The LCLP provides direction to permit Liquor Primary Establishments. Staff have evaluated the criteria outlined in the LCLP and have considered their relevance to this application. Please see below:

Hours of Liquor Service

The LCLP guidelines allow for Liquor Primary Licenses outside of the Downtown to have hours of liquor service between 9:00 am and 1:00 am. Hours of liquor service for existing Liquor Primary establishments will not change without an application to LCRB, and resolution from City Council pursuant to the Liquor Control and Licensing Act and Regulation.

Council approved LL100143 in 2017, to allow the extension of liquor service hours from Monday to Sunday 9:00 am to 2:00 am. There is no proposed change to the hours of liquor service. Administration is supportive of this application as the proposed hours of liquor service are consistent with the current Liquor Primary License.

Occupant Load

The LCLP guidelines allow primary liquor licenses outside of the downtown to have an occupant load no greater than 125. The applicant's current Liquor Primary License was approved with occupancy of 298 persons.

This application is specifically to facilitate an increase in occupancy to the current Liquor Primary License. The Canadian Brewhouse and Grill is not undergoing any renovations or additions to increase the occupancy. The applicant has provided occupant load calculations for 360 persons, as determined by a Qualified Professional, to certify the building can accommodate the increased number of patrons.

Location of Establishment

The subject property is located in the Riverpoint Landing commercial complex along Highway 16 West at 3036 Recplace Drive. The table below summarizes the surrounding land uses.

Surrounding Land Uses

North	Sandman Hotel
South	Commercial Uses
East	Highway 16, Residential Uses
West	Prince George Golf & Curling Club

The LCLP sets a minimum separation of Liquor Primary Establishments outside of the Downtown of 1.6 km. There are a number of liquor licenses in the surrounding area within 1.6 km of the subject property. The LCLP allows this separation to be decreased on a case by case basis in consideration of the potential community impact. This establishment is part of a commercial node of compatible uses. There are no anticipated conflicts with residential neighbourhoods or adjacent land uses in the area. Administration has considered the potential impacts regarding noise, parking and traffic below.

Community Impacts

The proposed liquor primary license is not expected to have significant impacts on the surrounding properties. This application will allow the Canadian Brew House and Grill to increase their occupancy from 298 to 360 persons. Administration has considered the following potential impacts:

Noise

Administration does not expect the increase in occupancy to negatively impact the adjacent land uses. Highway 16 and an existing berm located on the east side of Highway 16 provide a buffer between the subject property and residential uses. Administration believes that noise impacts will be minimal due to the surrounding land uses and the distance between the subject property and residential uses.

Parking and Traffic

Riverpoint Landing is a comprehensive commercial development. The parking provided on site meets the requirements of Zoning Bylaw No. 7850, 2007. The subject property has access to transit services along Ferry Avenue, and is in close proximity to pedestrian connections. Bylaw Services has received no complaints regarding traffic or parking concerns from the operation of the Canadian Brewhouse and Grill.

Administration supports this application as the proposed liquor license is consistent with LCLP direction and is not expected to negatively impact the surrounding uses.

OTHER CONSIDERATIONS:

Referrals

This application was referred to internal City divisions and external agencies for comments. There are no outstanding comments or concerns with this application.

ALTERNATIVES:


1. Approve the resolution
2. Approve the resolution as amended
3. Refuse the resolution
4. Defer or otherwise deal with the resolution

Administration recommends that Council approve the resolution attached as Appendix "A".

SUMMARY AND CONCLUSION:

The applicant has applied for a change to an existing Liquor Primary License for the Canadian Brewhouse and Grill. Administration recommends that Council approve the resolution attached as Appendix "A", and forward that resolution to the LCRB as the application is consistent with the Official Community Plan Bylaw No. 8383, 2011, and the LCLP.

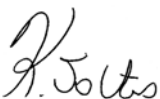
RESPECTFULLY SUBMITTED:



Ian Wells, General Manager of Planning and Development

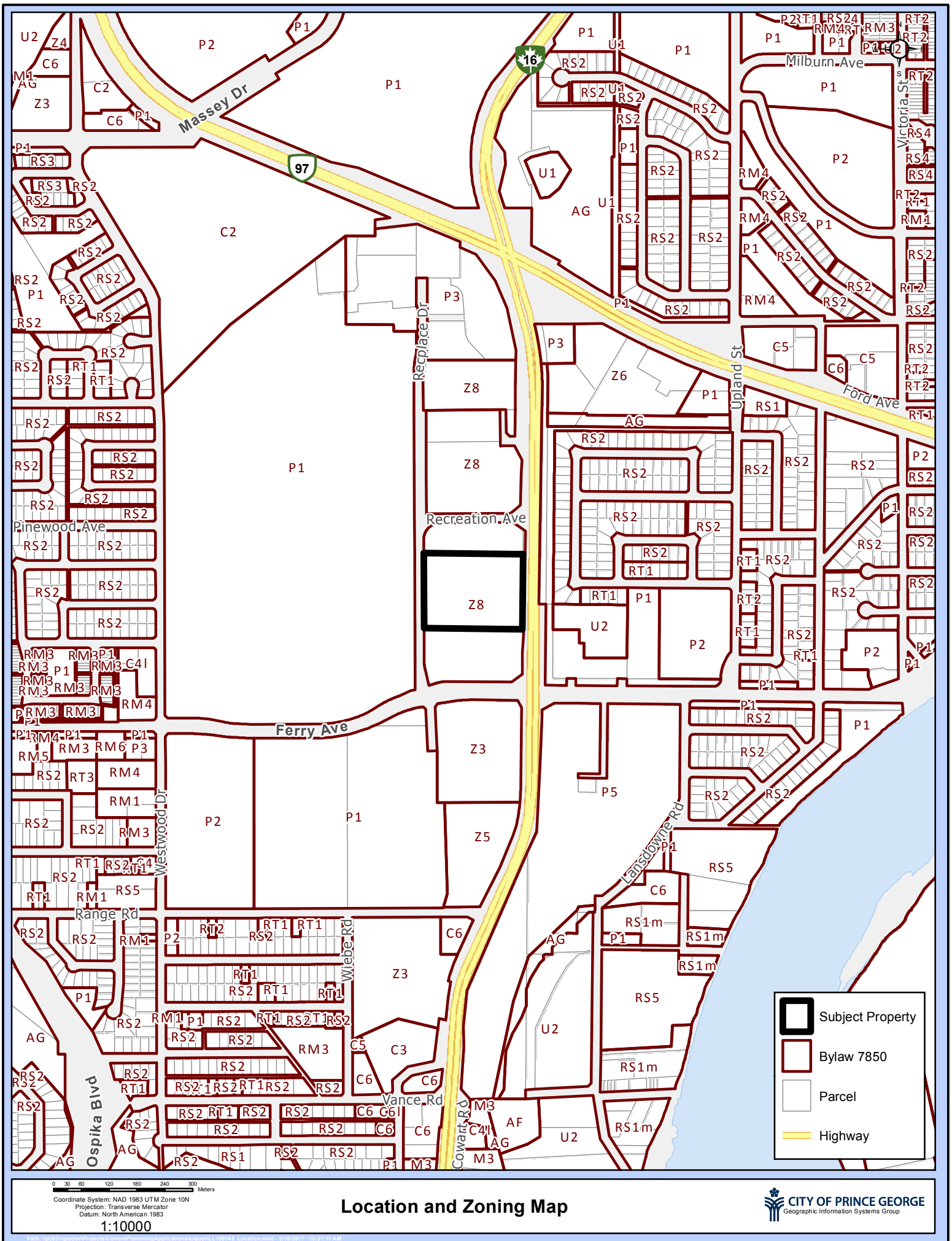
PREPARED BY: Kali Holahan, Planner

APPROVED:



Kathleen Soltis, City Manager

Meeting date: November 26, 2018



Appendix "A"

RE: Application to Change Current Liquor Primary License

- Canadian Brew House and Grill, 3036 Recplace Drive, Prince George, BC
 - LCRB Liquor Primary License No. 307760
-

Be it resolved that:

1. Council supports the change to the existing Liquor Primary License to increase occupancy from 298 to 360 persons for the Canadian Brew House and Grill located at 3036 Recplace Drive for the following reasons:

This application is not expected to have a negative impact on the community or produce any significant negative land use impacts on adjacent properties.

2. Council's comments on the prescribed considerations are as set out in the November 1, 2018 staff report from Ian Wells, General Manager of Planning and Development, for Liquor Licence Application No. LL100157.
3. The methods used to gather the views of residents are as follows:

The views of potentially affected property owners were collected in a Public Hearing held on **November 26, 2018** in Council Chambers. The public notice for this hearing included 1) a sign was posted on the property ten (10) days prior to the hearing, 2) written notification to owners and tenants in occupation of all parcels within the area that was the subject of the application, and within a distance of 30 metres from the land that was the subject of this application ten (10) days prior to the hearing, and 3) advertisements were placed in two (2) consecutive issues of a newspaper, not less than three (3) and not more than ten (10) days before the hearing.

The views of affected property owners are as summarized in the minutes of the Public Hearing held on **November 26, 2018**.



Liquor and Cannabis Regulation Branch
 400-645 Tyee Road, Victoria, BC V9A 6X5
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
 Phone: 250-952-5787 Fax: 250-952-7066

LIQUOR PRIMARY AND LIQUOR PRIMARY CLUB STRUCTURAL CHANGE APPLICATION

Liquor and Cannabis Regulation Form LCRB012A

What is a Structural Change?

It is defined as a change to the existing approved service area(s), including but not limited to:

- a change in the position of a wall or partial height divider (pony wall) or fixed planters used as separation between/within a service area
- new construction
- the removal or addition of permanent display cabinets, stages or dance floors
- a change to the food and liquor service bar location or size
- in the position of access and exit points leading to or from a licensed service area
- the removal of a service area from the liquor licence
- addition of a new outdoor patio or the removal or expansion of an existing patio
- change to capacity (occupant load) of a licensed establishment with or without changes to the licensed service area(s)
- such other construction or changes the general manager considers may affect patron routing, capacity, or the line of sight between a staff control point and the service area of the establishment.

If you are making changes to the current approved floor plan, other than cosmetic changes, a structural change application is required. If your liquor primary licence overlaps a food primary licence (aka dual licence), a structural change application is also required for the food primary. **Note:** This does not include cosmetic changes such as changes to existing flooring, wallpaper, reconfiguring tables and chairs, countertops, painting, or changing the type of material used in the perimeter bounding of an outdoor patio.

If you have any questions about this application, call the Liquor and Cannabis Regulation Branch toll-free at 1 866 209-2111.

Licence Information

Licence # affected: 307760

Please check if licence is currently dormant.

If yes, attach a letter signed by the licensee requesting the licence to be reactivated if this application is approved.

Do you currently hold other licences at this location? Food Primary (Licence #) _____

Liquor Primary (Licence #) _____ Licensee Retail Store (Licence #) _____ UBrew/UVin or Other (Licence #) _____

Licensee name (as shown on licence): The Canadian Brew House (Prince George) Ltd.

Establishment name (as shown on licence): The Canadian Brewhouse & Grill

Establishment

Location address: 3036 Recplace Drive

(as shown on licence)

Street

Prince George

City

BC

Province

V2N 0G2

Postal Code

Business Tel with area code: 778-763-1207

Business Fax with area code: N/A

Business e-mail: princegeorgeap@thecanadianbrewhouse.com

Business

Mailing address: 1112 95 St. SW

(if different from above)

Street

Edmonton

City

AB

Province

T6X 0A7

Postal Code

Contact Name: Jenson, Kaylah, Leanne

last / first / middle

Title/Position: Business Development Coordination

Type of Change Requested

Sub- Job Number
Office use only

Please check appropriate box(es) below:

Part 1	<input type="checkbox"/> Addition of a New Outdoor Patio	Outdoor Patio (C3-LIC) _____
Part 2	<input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Removal of an existing service area <input checked="" type="checkbox"/> Other	Structural - capacity change (C3-LIC) _____ Structural - no capacity change (C4-LIC) _____

Application Contact Person

This applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Kaylah Jenson

Phone number: 780-469-5126 Ext. 104

Fax number: 780-469-2252

E-mail address: kaylah.jenson@thecanadianbrewhouse.com

Part 1: Addition of New Outdoor Patio

Fee: \$440

C3 - LIC

Provide the following information:

1. Attach one 11" x 17" copy of the proposed patio floor plan (see Appendix I on page 6 for floor plan instructions).

The branch requires an occupant load (patrons plus staff) for the proposed patio area(s) which must be marked/stamped and dated on the plan you submit. Do not submit this application if you do not have the occupant load calculation stamped on your patio plans.

2. What is the occupant load calculation for the new patio(s)?

Patio #1: Patio #2: Patio #3:

3. If the patio(s) is already constructed, attach a photo.

4. Describe the height and composition of the patio perimeter or bounding (i.e. railings, fencing, planters, hedging, etc.). A patio must be bounded by fixed and immovable physical separation in order to control patrons and liquor within the service area.

5. Describe the location of the patio in relation to the licensed interior - the patio must be immediately adjacent to the interior area.

6. Describe how staff will manage and control the patio from the interior service area.

7. Specify if liquor service to the patio is from: (a) fixed bar located on the patio, (b) portable bar for the patio, (c) licensed interior.

8. Do servers have to carry liquor through any unlicensed areas to get to the patio? Explain:

Note: Patios on grass, earth or gravel require a permit from the local Health Authority. Sidewalk patios require a permit from LG/FN. A resolution from your Local Government/First Nation is required. Part 3 of this form must be completed by Local Government/First Nation.

You must also complete Parts 4 and 5.

Part 2: Structural Changes

Fee: \$440 C3 - Cap Ch.
C4 - No Cap Ch.

(Excluding construction of new patios)

Provide the following information:

1. Describe in full detail the reason for this application and what the changes are that you want considered.

When we opened this restaurant, we had a Food Primary license. While operating, we were requested by an LCLB inspector to increase our occupant load to better-reflect our true patron/seat count. When we applied for a change of license, to Liquor Primary license, we thought the updated occupant load would be transferred, but we reverted back to the original FP occupant loads (Jan 2018). We are now at risk of going over capacity, even with empty seats in the

2. If you are applying to remove the interior area and create a stand-alone patio, describe the location of the patio in relation to the unlicensed permanent structure. A stand-alone patio must adjoin a permanent structure (affixed to a foundation) which is plumbed and wired, and which the applicant owns or leases.

N/A.
Our patio already exists and is already operating. We would just like to update our occupant loads to better-reflect the number of seats that we have available to our guests. We were already stamped for a higher occupancy back in January 2018 but were too far into the LP application process to change it without an entirely new application.

3. Attach one 11" x 17" copy of the proposed floor plan or patio plan (if creating a stand-alone patio). See Appendix I on page 6 for floor plan instructions.

4. Current total of all service areas (as shown on the liquor licence): 298

5. By making these alterations, the total occupant load will:

- Decrease to: [] (patrons plus staff)
- Stay the same: [] (patrons plus staff)
- Increase to: 371 (patrons plus staff)

If there is an increase to occupant load, a resolution from your Local Government/First Nation (LG/FN) is required. Take your application and floor plan to LG/FN. Part 3 of this form must be completed by LG/FN.

Part 3: Local Government/First Nation Resolutions: Confirmation Receipt of Application

If you are applying for a new patio (Part 1) or a proposed change that increases the occupant load (Part 2) then public interest factors may be affected by the structural change(s). This section is to be filled out by the LG/FN prior to submitting this application to the Branch.

Local Government/First Nation (name): City of Prince George

Name of Official: Kali Holahan Title/Position: Planner

Phone: 250-561-7791 E-mail: kali.holahan@princegeorge.ca

Signature of Official: [Redacted] Date: 26/09/2018 (Day/Month/Year)

Check here if the LG/FN will not be providing comment: Yes, opting out of comment.

Note: The LG/FN cannot provide comment for their own application.

Is this establishment located on Treaty First Nation land? No Yes

Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application for a structural change to a liquor primary (LP) licence is being made within your community. The Branch requests that you consider this application (application form and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed Structural Change application form and floor plan to LG/FN.
- If there are any major issues LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 3 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
 - The impact of noise on nearby residents.
 - The impact on the community if the application is approved.
 - The view of residents and a description of the method used to gather views.
 - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111.

Part 4: Declaration of Signing Authority Including Valid Interest

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature:  _____
Authorized signatory of the licensee

Name: Position: Date:
(last / first / middle) (if not an individual) (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

Part 5: Application Fees - Payment Options

Total Fee Submitted: \$

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check one):

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card: VISA MasterCard AMEX
 - I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
 - I am submitting my application by mail and have given my credit information in the space provided at the bottom of the page.

Note: To ensure legibility, do not submit by fax.

Part 6: Submit Application Package

Once signed by local government/First Nation (if applicable), submit your complete application package to:

Liquor and Cannabis Regulation Branch
 Courier: 400-645 Tyee Road, Victoria BC V9A 6X5
 Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8
 E-mail: liquor.licensing@gov.bc.ca

If you have any questions, contact us toll-free at 866-209-2111 or email us at liquor.licensing@gov.bc.ca. Visit our website for more information: www.gov.bc.ca/liquorregulationandlicensing

The information requested on this form is collected by the Liquor and Cannabis Regulation Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number: Expiry date: /
(Month) (Year)

Signature: _____

Appendix I (Floor Plan & Occupant Load Requirements Guide)

Floor Plan

Your application can only be considered if you include floor plans with occupant load. One copy of each of 11"x17" floor plan is required. Plans must show all service areas and the following details:

- labels for each room
- patio(s)
- liquor service bars
- furniture layout
- kitchen
- stage
- sound or DJ booth
- washrooms
- stairs, entrances and exits

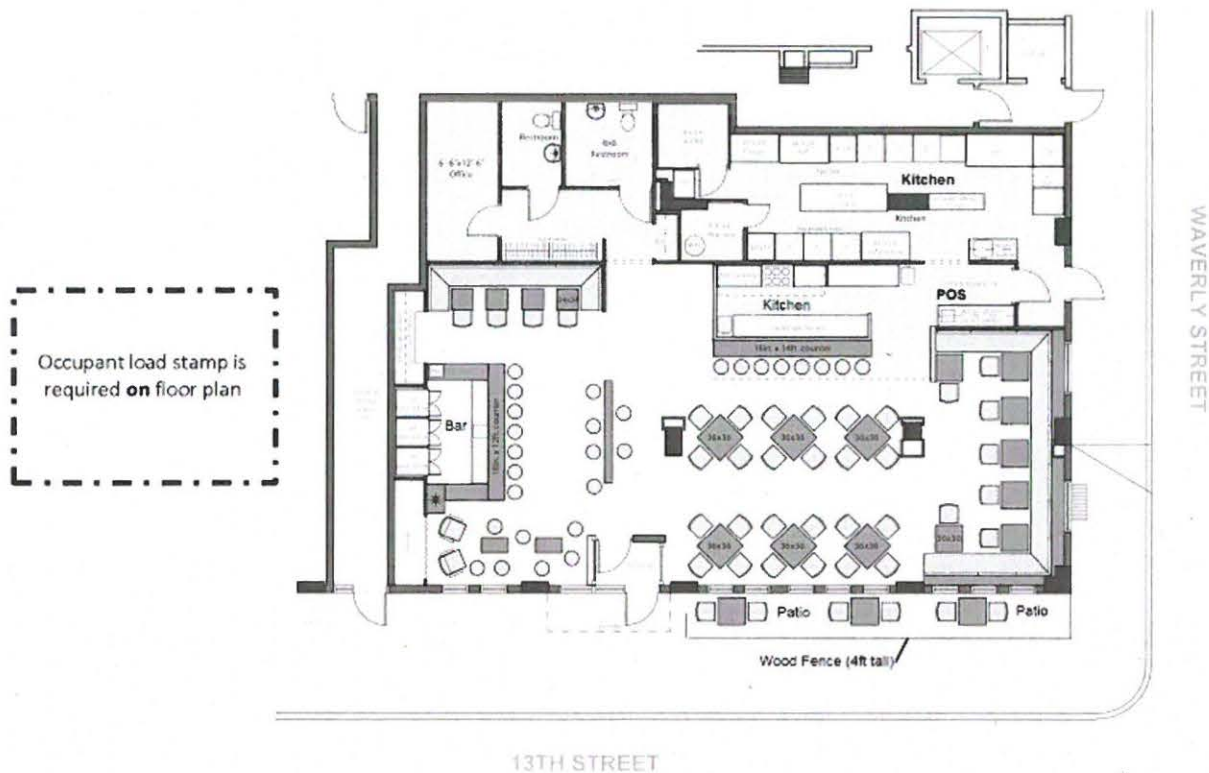
Plans must also show the physical separation (e.g. pony wall or full height wall) separating the proposed service area(s) from other licenses or unlicensed areas. If there is another licence, or another business (such as a retail store) at the same site, provide floor plans showing the other business in relation to the proposed LP establishment.

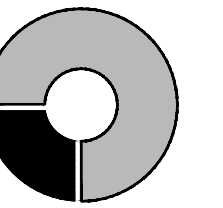
Occupant Load Calculation

Occupant Load is the maximum number of people (patrons plus staff) permitted in a service area. Contact the Local Government/First Nation to obtain an occupant load on your floor plan. The occupant load must be stamped or written, dated and signed on the floor plan by the appropriate authority.

If Local Government/First Nation (LG/FN) will not provide the occupant load, they must provide a letter confirming they do not issue occupant load. You must submit the LG/FN letter with your floor plan. The Branch will accept an occupant load calculation from a professional architect or engineer.

Sample Floor Plan



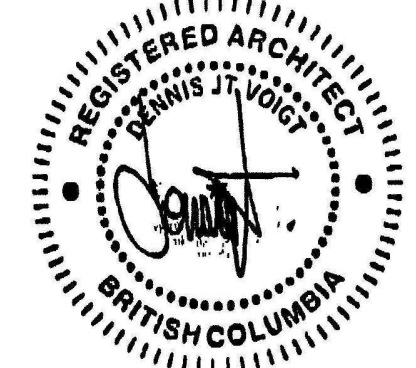


CKDESIGN ASSOCIATES INC.

202, 10526 124 STREET
EDMONTON, ALBERTA
T5N 1R9
780.488.7505

IMPORTANT NOTE:
All dimensions shall be verified on site by the contractor - any discrepancies shall be reported to the designer. All shop drawings are to be provided to the designer - failure of this is the responsibility of the contractor.

DRAWN BY: RA
CHECKED BY: CK
DATE: NOV 27, 2017
SCALE: AS NOTED
JOB NO: 16-108



1	MAY 17, 2016 - ISSUED FOR 25% REVIEW
2	JUNE 3, 2016 - ISSUED FOR 80% REVIEW
3	JUNE 28, 2016 - ISSUED FOR 95% REVIEW
4	JULY 26, 2016 - ISSUED FOR CONSTRUCTION
5	OCT 20, 2016 - RE-ISSUED FOR CONSTRUCTION
6	NOV. 27, 2017 - RE-ISSUED FOR CONSTRUCTION

FURNITURE PLAN AND KITCHEN EQUIPMENT LAYOUT NOTES:

1. FURNITURE PLAN AND KITCHEN EQUIPMENT PLAN ISSUED FOR SPACE PLANNING AND COORDINATION PURPOSES ONLY.
2. FURNITURE SUPPLIER SHALL CONFIRM FINAL LAYOUT AND SHALL BE RESPONSIBLE FOR ENSURING FURNITURE FITS WITHIN SITE CONDITIONS.
3. CONTRACTOR SHALL COORDINATE AND CONFIRM VOICE AND DATA LOCATIONS WITH FURNITURE SUPPLIER PRIOR TO ELECTRICAL ROUGH-IN.
4. CONTRACTOR SHALL COORDINATE AND CONFIRM POWER KITCHEN EQUIPMENT SUPPLIER PRIOR TO ELECTRICAL ROUGH-IN.
5. READ THIS DRAWING IN CONJUNCTION WITH RELATED SPECIFICATION SECTIONS FOR TABLES SUPPLIED AND INSTALLED BY GENERAL CONTRACTOR.

FURNITURE PLAN KEYNOTES:

- 1 INSTALL PORTABLE TABLE SPEAKER SHELF ABOVE POS STATION C/W POWER.
- 2 INSTALL HALBAR MOP SINK SHROUD

PLUMBING FIXTURES SCHEDULE
COORDINATE WITH MECHANICAL ENGINEERING DRAWINGS.

BARRIER FREE TOILET:
AMERICAN STANDARD 'CHAMPION PRO' RIGHT-HEIGHT ELONGATED TOILET
MODEL: TANK: 4225A164 4 BOWL 3195A101, LEVER ON SIDE TO SUIT SEAT; CHAMPION 5905-110, OPEN FRONT LESS COVER WITH EVERCLEAN SURFACE FOR ELONGATED BOWL
COLOUR: WHITE

STANDARD TOILET:
AMERICAN STANDARD 'CHAMPION PRO' RIGHT-HEIGHT ELONGATED TOILET
MODEL: TANK: 4225A164 4 BOWL 3195A101, LEVER ON SIDE TO SUIT SEAT; CHAMPION 5325-010, SLOW CLOSE SEAT EL WITH COVER
COLOUR: WHITE

WALL HUNG LAVATORY:
AMERICAN STANDARD 'LUCERNE' WALL-MOUNT LAVATORY W/ INTEGRAL BACK AND SIDE SHIELDS
MODEL: 0355.012 4' CENTRE
NOMINAL DIMENSIONS: 20-1/2"W x 18-1/4"D, 6-1/2"D BOWL
COLOUR: WHITE

WALL HUNG LAVATORY FAUCET:
DELTA 'HICER-TECK' HAND WASHING FAUCET, 4" CENTRE
MODEL: 21C132
NOMINAL DIMENSIONS: 6.64" x 3.75"H
FINISH: POLISHED CHROME

UNDERMOUNT LAVATORY:
FRANKE KINDRED STEEL QUEEN UNDERMOUNT SINGLE BOWL SINK, 18 GAUGE STAINLESS STEEL
MODEL: KSOV1318U/7
NOMINAL DIMENSIONS: 13-3/8"W x 17-7/8"D, 7"D BOWL
FINISH: RADIANT SILK

LAVATORY FAUCET:
DELTA 'HDF COMMERCIAL' ELECTRONIC HAND WASHING FAUCET, SINGLE HOLE, BLACK THROAT PLATE, C/W BOX MOUNT ADAPTOR
MODEL: 590-L6H6M4DF
NOMINAL DIMENSIONS: 2.2" x 4.3"H
FINISH: SATIN CHROME, INCL. METAL THROAT PLATE

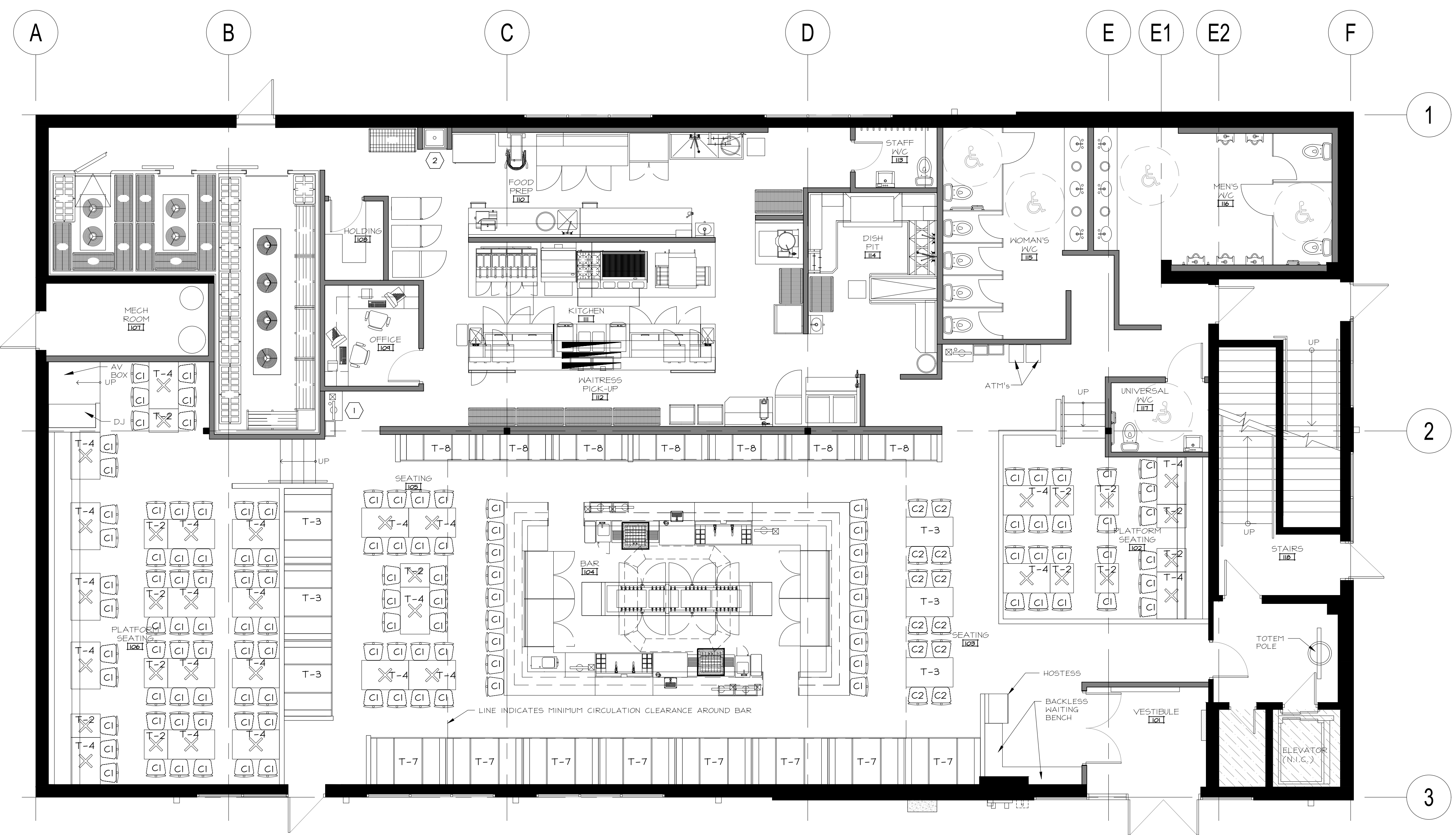
MOP SINK, FAUCET AND ACCESSORIES:
FIAT 'MOLDED-STONE' MOP SERVICE BASIN, FLOOR MOUNT OR EQUAL
MODEL: MSB2424
NOMINAL DIMENSIONS: 24"W x 24"W, 10"D BASIN
COLOUR: WHITE
FAUCET: MOEN M-DURA WALL MOUNTED SERVICE FAUCET, 8" CENTERS, ROUGH CHROME PLATED BRASS FINISH

URINAL AND FLUSH VALVE:
AMERICAN STANDARD 'WASHBROOK' FLOWISE UNIVERSAL URINAL C/W EXPOSED TOP SPUD FLUSH VALVE
MODEL: 6590.001 UNIVERSAL TOP SPUD (3/4")
NOMINAL DIMENSIONS: 18-7/8" x 14-1/8" x 26-1/8"
COLOUR: WHITE
FLUSH VALVE: DELTA 'TECK II' 81T231BTA BATTERY OPERATED SENSOR ACTIVATED FLUSHOMETER, .5gpf/1.9Lpf, TOP SPUD

PLUMBING NOTES

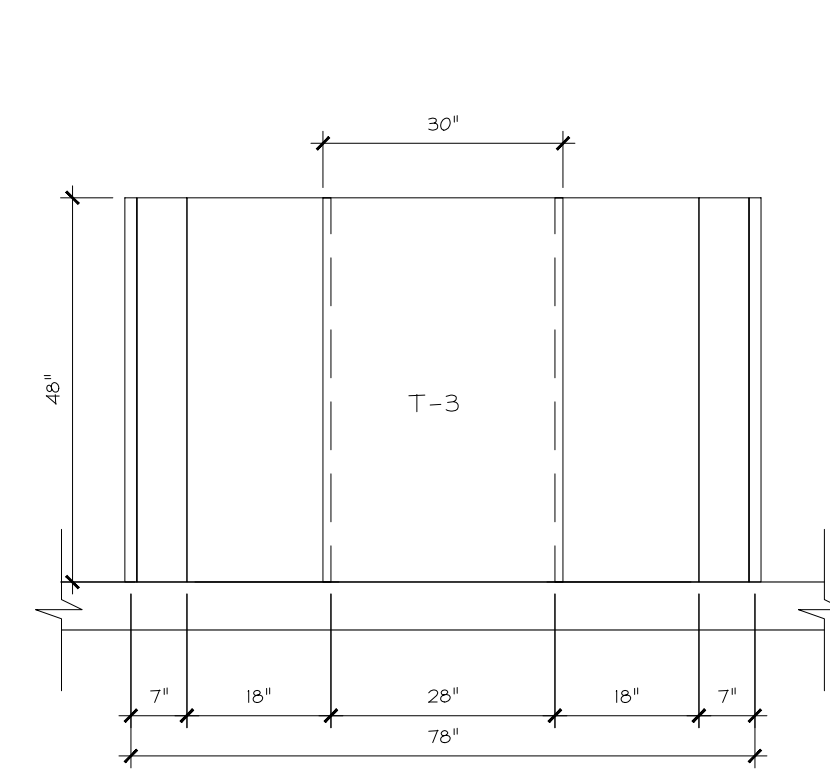
1. CONTRACTOR AND PLUMBING CONTRACTOR TO READ DESIGNER'S DRAWINGS IN CONJUNCTION WITH MECHANICAL CONSULTANT'S DRAWINGS. IMMEDIATELY REPORT ANY DISCREPANCIES TO DESIGNER.
2. SUBMIT SHOP DRAWINGS FOR APPROVAL. PLUMBING SHOP DRAWINGS FOR FIXTURES AND FAUCETS TO BE REVIEWED BY DESIGNER IN ADDITION TO BY MECHANICAL CONSULTANT.
3. ALL FIXTURES TO BE INSTALLED AS PER MANUFACTURER'S RECOMMENDATIONS AND CURRENT LOCAL CODES AND REGULATIONS, INCLUDING ANY CURRENT BARRIER FREE DESIGN GUIDELINES.
4. WALL HUNG SINKS TO BE INSTALLED USING CONCEALED ARM CARRIERS WHEN THAT OPTION IS AVAILABLE.
5. CONTRACTOR TO DEMONSTRATE OPERATION OF PLUMBING FIXTURES INCLUDING FAUCETS PRIOR TO CLIENT USE.
6. PLUMBING CONTRACTOR TO ALLOW FOR 1" WATER SUPPLY FOR ALL AUTOFLUSH TOILETS TYPICAL. CONFIRM WITH MECHANICAL CONSULTANT'S DRAWINGS AND SPECIFICATIONS.

REFER TO ID103b FOR SECOND FLOOR FURNITURE AND FIXTURE PLAN, FURNITURE LEGEND, WASHROOM ACCESSORIES SCHEDULE, TOILET STALL PARTITION, AND DIMENSIONS FOR BARRIER FREE WASHROOMS

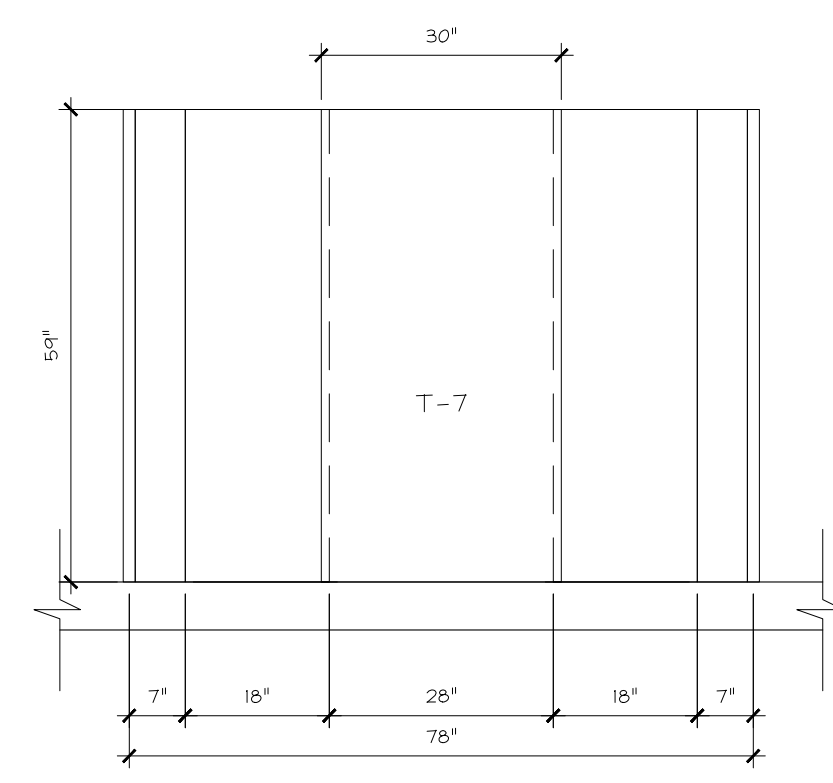


MAIN FLOOR FURNITURE & FIXTURES PLAN

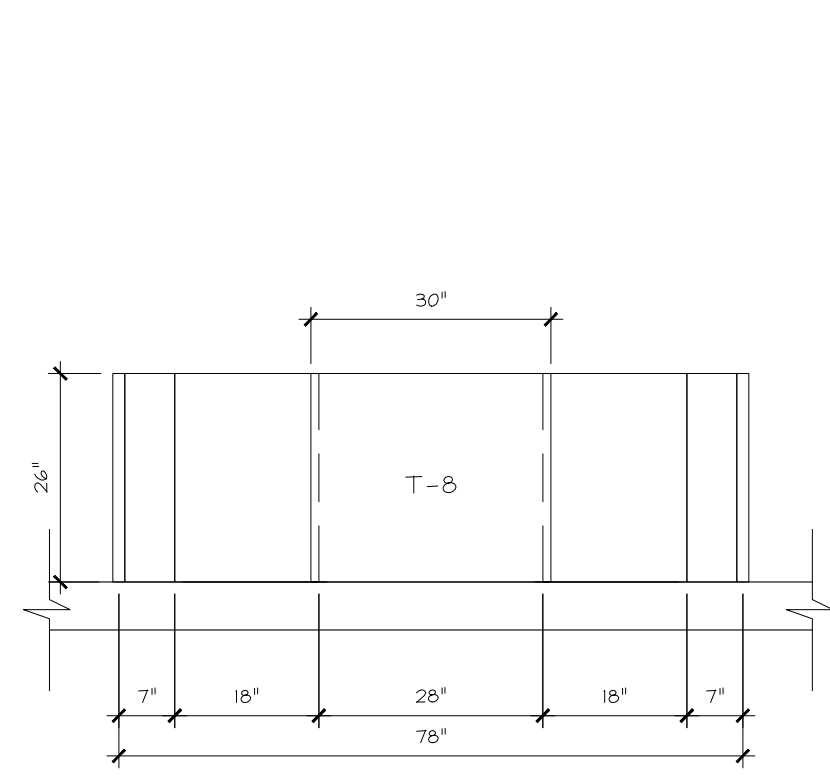
SCALE: 3/16" = 1'-0"



1 BOOTH PLAN T-3
SCALE: 1/2" = 1'-0"



2 BOOTH PLAN T-7
SCALE: 1/2" = 1'-0"



3 BOOTH PLAN T-8
SCALE: 1/2" = 1'-0"

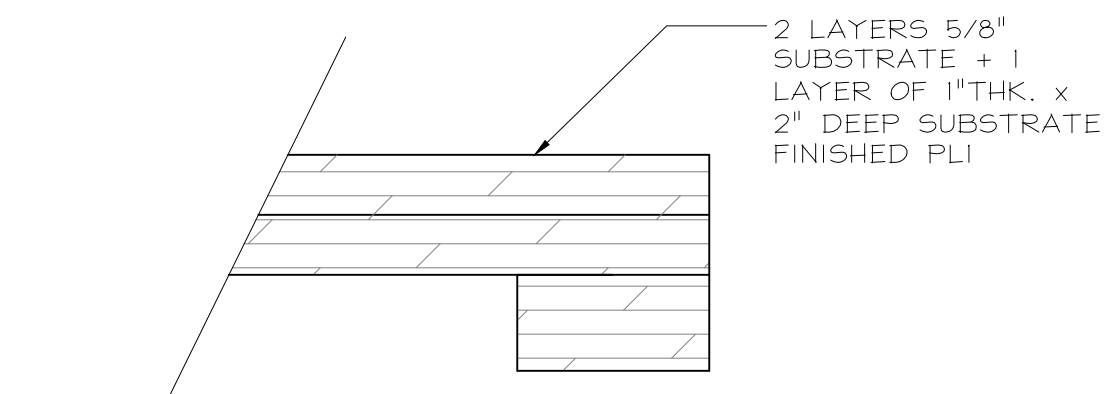


TABLE EDGE PROFILE
SCALE: 6" = 1'-0"

CODE OCCUPANT LOAD	
MAX. # OF PERSONS BY BUILDING CODE:	
304	MAIN FLOOR FOH (SEATING SPACE)
243	SECOND FLOOR FOH (SEATING SPACE)
18	BOH (STAFF)
565	PERSONS TOTAL

DESIGN OCCUPANT LOAD	
# OF SEATS PROVIDED:	206 BY DESIGN
# OF STAFF:	40 BY TYPE OF SERVICE PROVIDED
# OF PATIO SEATS:	125 BY DESIGN
MAX. # PERSONS BY DESIGN:	371 PERSONS TOTAL

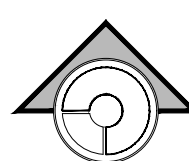
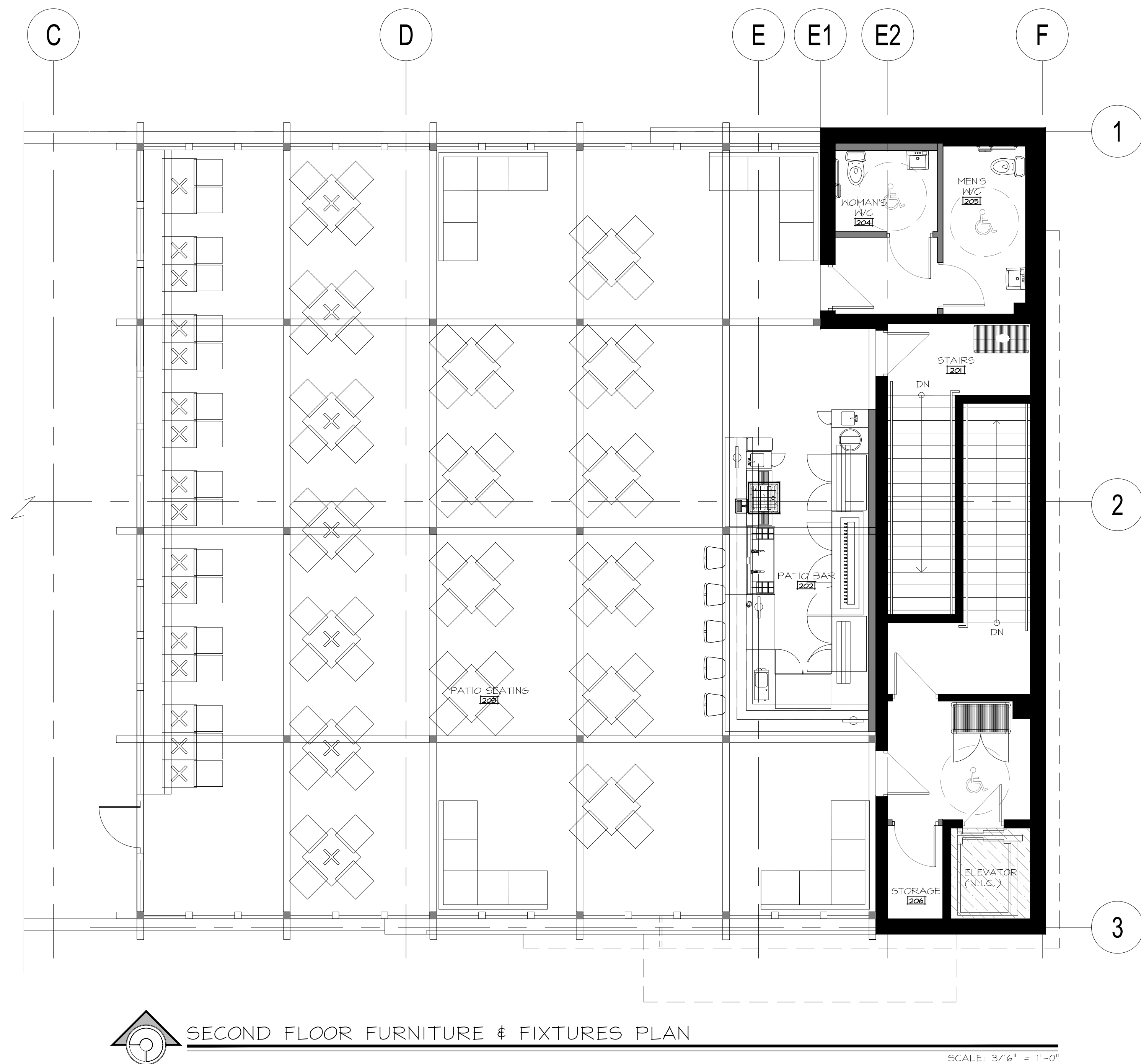
THE CANADIAN BREWHOUSE
RIVER POINT LANDING
3036 RECPALCE DR.
PRINCE GEORGE, BC

DESCRIPTION:
MAIN FLOOR FURNITURE PLAN & DETAILS

ID103a

FURNITURE LEGEND:			
SITE VERIFY LOCATION OF ALL TABLES WITH CLIENT PRIOR TO SECURING.			
ITEM	CODE	DESCRIPTION	REMARKS
SEATING	C1	BAR HEIGHT CHAIR HEIGHT: 30" FINISH: UPHOLSTERED UPI	OWNER SUPPLIED
	C2	NEW DINING HEIGHT CHAIR HEIGHT: 18" FINISH: UPHOLSTERED UPI	OWNER SUPPLIED
TABLES	T-1	NOT USED THIS LOCATION	
	T-2	NEW BAR HEIGHT 2 TOP TABLES HEIGHT: 42" SIZE: 24"L X 30"W FINISH: PLS TOP C/W 2" SELF EDGE BASE STYLE: CAST IRON 'X', AS REQ'D FOR TABLE TOP SIZE.	TABLE TOP SUPPLIED & INSTALLED BY G.C. BASE SUPPLIED BY CBHLTD AND INSTALLED BY G.C.
	T-3	NEW TOP BOOTH TABLE ON RAISED PLATFORM AND STANDARD HEIGHT 4 TOP TABLES HEIGHT: 30" SIZE: 48"L X 30"W FINISH: PLS TOP C/W 2" SELF EDGE BASE STYLE: CAST IRON 'X', AS REQ'D FOR TABLE TOP SIZE TO BE BOLTED TO FLOOR.	TABLE TOP SUPPLIED & INSTALLED BY G.C. BASE SUPPLIED BY CBHLTD AND INSTALLED BY G.C.
	T-4	NEW BAR HEIGHT 4 TOP TABLES HEIGHT: 42" SIZE: 48"L X 30"W FINISH: PLS TOP C/W 2" SELF EDGE BASE STYLE: CAST IRON 'X', AS REQ'D FOR TABLE TOP SIZE.	TABLE TOP SUPPLIED & INSTALLED BY G.C. BASE SUPPLIED BY CBHLTD AND INSTALLED BY G.C.
	T-5	NOT USED THIS LOCATION	
	T-6	NOT USED THIS LOCATION	
	T-7	NEW EIGHT TOP BOOTH TABLE ON RAISED PLATFORM HEIGHT: 30" SIZE: 43"L X 30"W FINISH: PLS TOP C/W 2" SELF EDGE BASE STYLE: CAST IRON 'X', AS REQ'D FOR TABLE TOP SIZE TO BE BOLTED TO FLOOR.	TABLE TOP SUPPLIED & INSTALLED BY G.C. BASE SUPPLIED BY CBHLTD AND INSTALLED BY G.C.
	T-8	NEW SEVEN TOP BOOTH TABLE ON RAISED PLATFORM HEIGHT: 30" SIZE: 26"L X 30"W FINISH: PLS TOP C/W 2" SELF EDGE BASE STYLE: CAST IRON 'X', AS REQ'D FOR TABLE TOP SIZE TO BE BOLTED TO FLOOR.	TABLE TOP SUPPLIED & INSTALLED BY G.C. BASE SUPPLIED BY CBHLTD AND INSTALLED BY G.C.
PATIO		PATIO FURNITURE (SEE ROOFTOP)	SUPPLIED BY CBHLTD & INSTALLED BY G.C.
POS STATIONS & PRINTERS		POS STATIONS /W PRINTERS GC TO SUPPLY POWER AND DATA AS REQUIRED QUANTITY: 10 X POS STATIONS 10 X PRINTERS	SUPPLIED & INSTALLED BY OWNER
TELEPHONES		TELEPHONES GC TO SUPPLY POWER AND DATA AS REQUIRED QUANTITY: 2	SUPPLIED & INSTALLED BY OWNER
NOTE:			
ALL CHAIRS, STOOLS AND TABLE BASES SUPPLIED BY CBHLTD AND INSTALLED BY GC.			
ALL FEATURES AND DECOR INCLUDING ARTWORK, NFL FOAMCORE LOGOS, NFL HELMETS, ARTIFICIAL ANIMAL HEADS, CANOE, TVS, KEGS, PENNY WALL, CORK DISPLAY, WINE BOX DISPLAY, HOCKEY STICK WALL, BOTTLE CAP WALL, SLEEMAN CRATES, TROPHY RAIL, WINE BOXES, BEER BOXES, VINTAGE BEER CANS, TEAM LOGOS, CIG MACHINE, BRIC-A-BRAC, GAMES, TOTEM POLE, POWER SCREENS, GOLF BAGS AND STANLEY CUPS, GARBAGE BINS, 3D GIMMICKS, ETC. SUPPLIED BY CBHLTD AND INSTALLED BY GC. CONTRACTOR SHALL INSTALL BLOCKING FOR ALL WALL OR CEILING MOUNTED ITEMS ACCORDING TO GENERAL REQUIREMENTS, COORDINATION OF WORK. VERIFY ALL LOCATIONS WITH CBHLTD.			
AV CONTRACTOR SUPPLIES TV MOUNTING BRACKETS, AND GC INSTALLS THE TVS.			
PROVIDE POWER AND DATA OUTLETS CENTERED BEHIND WALL MOUNTED TV. SEE RCP AND ELEVATIONS FOR TV LOCATIONS.			

WASHROOM ACCESSORIES SCHEDULE:	
WASHROOM ACCESSORIES ARE SUPPLIED AS NOTED BELOW AND INSTALLED BY G.C. UNLESS NOTED OTHERWISE.	
SPECIFIED ACCESSORIES ARE STAINLESS STEEL W/ ARCHITECTURAL SATIN FINISH UNLESS NOTED OTHERWISE. REFER TO SECTION 10 26 00. MANUFACTURER AND MODEL INDICATED HEREIN PROVIDES THE MINIMUM STANDARDS. REFER TO WASHROOM ACCESSORY NOTES.	
DESCRIPTION	
TOILET TISSUE DISPENSER: SUPPLIED BY CBHLTD, INSTALLED BY G.C.	
PAPER TOWEL DISPENSER: SUPPLIED BY CBHLTD, INSTALLED BY G.C. G.C. TO VERIFY POWER REQUIREMENTS IF MOTORIZED.	
WASTE RECEPTACLE: SUPPLIED BY CBHLTD, INSTALLED BY G.C.	
NAPKIN DISPOSAL: SUPPLIED BY CBHLTD, INSTALLED BY G.C.	
COAT HOOK C/W BUMPER: SUPPLIED AND MOUNTED ON BACK OF STALL OR PASSAGE DOOR AT 55" A.F.F. OR ON SIDE WALL FOR BARRIER FREE STALLS; REFER TO WASHROOM ACCESSORY NOTES. AS PROVIDED BY NOVA MILLWORK.	
SOAP DISPENSER: BRADLEY, MODEL #6A00; DIPLOMAT BATTERY OPERATED SOAP DISPENSER.	
GRAB BAR: BRADLEY, MODEL #832055-2 24" x 24" W/ 120° ANGLE, C/W PEENED SAFETY GRIP FINISH, MOUNTED BESIDE TOILET (REFER TO ELEVATIONS)	
GRAB BAR: BRADLEY, MODEL #832001-24-2 24" GRAB BAR C/W PEENED SAFETY GRIP FINISH, MOUNTED VERTICALLY ON EACH SIDE OF URINAL (REFER TO ELEVATIONS)	
TOILET STALL PARTITION - PLASTIC LAMINATE FACED:	
PROVIDE OVERHEAD BRACED TOILET STALL PARTITIONS MANUFACTURED BY NOVA MILLWORK, PLASTIC LAMINATE ON 1" SUBSTRATE C/W ALL STAINLESS STEEL FITTINGS, PRIVACY HARDWARE, COAT HOOKS, HANDLE IN BARRIER FREE STALL, ETC., FINISHED IN PLS.	
USE HEAVY DUTY FASTENERS TO SUIT SUBSTRATE FOR ALL WALL-MOUNTED ITEMS. GENERAL CONTRACTOR TO PROVIDE SOLID BLOCKING.	
WOMEN'S TOILET STALL PARTITIONS TO INCLUDE PARTITION DOOR PRIVACY STRIPS BY ROBERT BROOKE & ASSOCIATES, PART # 9A1219.	



SECOND FLOOR FURNITURE & FIXTURES PLAN

SCALE: 3/16" = 1'-0"

CODE OCCUPANT LOAD MAX. # OF PERSONS BY BUILDING CODE:	
304	MAIN FLOOR FOH (SEATING SPACE)
243	SECOND FLOOR FOH (SEATING SPACE)
18	BOH (STAFF)
565	PERSONS TOTAL

DESIGN OCCUPANT LOAD	
# OF SEATS PROVIDED:	206 BY DESIGN
# OF STAFF:	40 BY TYPE OF SERVICE PROVIDED
# OF PATIO SEATS:	125 BY DESIGN
MAX. # PERSONS BY DESIGN:	371 PERSONS TOTAL

REFER TO ID103b FOR MAIN FLOOR FURNITURE AND FIXTURES PLAN, FURNITURE PLAN AND KITCHEN EQUIPMENT LAYOUT NOTES, FURNITURE PLAN KEYNOTES, PLUMBING FIXTURES SCHEDULE, AND PLUMBING NOTES.

DIMENSIONS FOR BARRIER FREE WASHROOMS (AS PER BCBC 2012)

BARRIER FREE WATER CLOSET STALL: MINIMUM CLEAR DEPTH 4'-11" (500mm); MINIMUM CLEAR WIDTH 7'-0" (2134mm). DOORS SHALL SWING OUTWARD AGAINST A WALL.

LAVATORY:
CENTER LINE BETWEEN SINK AND SIDE WALL SHALL BE MINIMUM 18" (460mm).
SURFACE HEIGHT SHALL NOT BE MORE THAN 34" (865mm) AFF. SURFACE DEPTH MINIMUM OF 22" (560mm) C/W 4" BACK SPLASH. VANITY SHALL NOT HAVE AN APRON THAT FALLS BELOW 29" (735mm) AFF AND SHALL BE CLEAR BELOW. WASTE AND HOT WATER SUPPLY PIPES SHALL BE INSULATED WHERE BURN HAZARD OCCURS.

MIRROR:
MIRROR SHALL BE MOUNTED SO THAT THE BOTTOM EDGE IS NOT MORE THAN 3'-3" (1000mm) AFF.

FAUCET:
FAUCET HANDLES SHALL BE LEVER TYPE WITHOUT SPRING LOADING, UNLESS SPECIFIED OTHERWISE.

ACCESSORIES:
ACCESSORIES SHALL BE LOCATED NOT MORE THAN 4'-0" (1200mm) AFF EXCEPT COAT HOOKS SHALL BE LOCATED NO MORE THAN 5'-6" (1400mm) AFF. INSTALL GRAB BARS AT WATER CLOSET AND BARRIER FREE URINAL TO CODE.

WATER CLOSET:
SEAT SHALL BE LOCATED BETWEEN 16" (400mm) AND 18" (460mm) AFF. HOT SPRING ACTUATED C/W RECESSED BASE. HAND OPERATED FLUSHING CONTROLS SHALL BE EASILY ACCESSIBLE. CENTER LINE OF WATER CLOSET SHALL BE BETWEEN 18" (460mm) AND 19" (480mm) AFF.

IMPORTANT NOTE:
All dimensions shall be verified on site by the contractor - any discrepancies shall be reported to the designer. All shop drawings are to be provided to the designer - failure of this is the responsibility of the contractor.

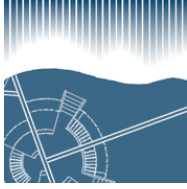
DRAWN BY: RA
CHECKED BY: CK
DATE: NOV 27, 2017
SCALE: AS NOTED
JOB NO: 16-108

1	MAY 17, 2016 - ISSUED FOR 25% REVIEW
2	JUNE 3, 2016 - ISSUED FOR 80% REVIEW
3	JUNE 28, 2016 - ISSUED FOR 95% REVIEW
4	JULY 26, 2016 - ISSUED FOR CONSTRUCTION
5	OCT 20, 2016 - RE-ISSUED FOR CONSTRUCTION
6	NOV. 27, 2017 - RE-ISSUED FOR CONSTRUCTION

THE CANADIAN BREWHOUSE
RIVER POINT LANDING
3036 RECPLACER DR.
PRINCE GEORGE, BC

DESCRIPTION:
ROOF TOP PATIO FURNITURE PLAN & NOTES

ID103b



Northern Sky Architecture Inc.

Donald K Oliver, Architect, MAA, OAA, SAA, AAA, AIBC, AIA, FRAIC, President
Kent D. Woloschuk, Architect, MAA, OAA, SAA, AAA, AIBC, AIA, Secretary Treasurer
M. Daniel Matzkin, Architect, MAA, MRAIC, AIA
100 – 128 James Avenue
Winnipeg, Manitoba R3B 0N8
204.943.6767 fax 204.956.7979
www.nσαι.ca
email: contact@nsai.ca

November 8th, 2018

Planning & Development Dept/Development Services
Development Services
1100 Patricia Blvd
Prince George, British Columbia
V2L 3V9

Attention: Kali Holahan, M.Plan, Planner

**Regarding: The Canadian Brewhouse – City of Prince George
Liquor License Application No.LL100157
3036 Replac Drive**

In response to your letter issued September 26th, 2018 to The Canadian Brewhouse we can provide the following clarification:

The Canadian Brewhouse 371 people occupant load based on area/person can not be reached and is supporting an Occupant Load based on design of 360 people.

The watercloset requirement are intended to be satisfied by replacing one of the male washrooms in the second floor for a female washroom, bringing the total watercloset count to:

Main Floor	Second Floor	Total Water Closets
5 Female	2 Female	7 Female
8 Male		8 Male
1 Universal		1 Universal
1 Staff		1 Staff

Based on Table 3.7.2.2.A. of The British Columbia Building Code 2012 the maximum Occupant Load is 175 people per sex for a total of 350 people, plus 10 extra people allowed for providing a Universal Washroom as per 3.7.2.2. (2).

We trust that this response will provide you with the information and clarification you are looking for. If you have any questions or concerns please do not hesitate to contact us.

Sincerely,

Per:

Donald K. Oliver, Architect, MAA, OAA, SAA, AAA, AIBC, AIA, FRAIC
President, Northern Sky Architecture Inc.



Liquor Control and Licensing Branch
Liquor Primary Licence #307760

Expires on December 31, 2018

Establishment Name: **The Canadian Brewhouse & Grill**
 Licence Name: **The Canadian Brewhouse & Grill**
 Location Address: 3036 Recplace Drive
 PRINCE GEORGE, BC V2N 0G2
 Issued to: The Canadian Brew House (Prince George) Ltd.

TERMS AND CONDITIONS

HOURS OF SALE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
Close	2:00 AM	2:00 AM	2:00 AM	2:00 AM	2:00 AM	2:00 AM	2:00 AM

CAPACITY

Patio1	108	Person01	190
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- The terms and conditions to which this licence is subject include the terms and conditions contained in the licensee Terms and Conditions Handbook, which is available on the Liquor Control and Licensing Branch website. The Terms and Conditions Handbook is amended from time to time.
- Liquor may only be sold, served and consumed within the service areas outlined on the official plan, unless otherwise endorsed or approved by the LCLB.
- Subject to terms and conditions specified in the restriction or approval letter(s). A copy of restriction or approval letter (s) to be kept with current liquor licence.
- Family Foodservice term and condition permits minors accompanied by a parent or guardian in all service areas until 10 PM when meal service is available.

YOUR CURRENT VALID LICENCE MUST BE PROMINENTLY DISPLAYED AT ALL TIMES. TAMPERING, ALTERING OR DEFACING THIS LICENCE IN ANY MANNER MAY RESULT IN THE LICENCE BEING CANCELLED.

January 25, 2018

DATE

GENERAL MANAGER
 LIQUOR CONTROL AND LICENSING BRANCH

DATE: November 1, 2018

TO: **MAYOR AND COUNCIL**

NAME AND TITLE: Ian Wells, General Manager of Planning and Development

SUBJECT: Consultation for Official Community Plan Amendment Application No. CP100147 (Bylaw No. 8981, 2018)

Applicant: City of Prince George
Location: 8670 and 8766 Highway 16 West

ATTACHMENT(S):

- Exhibit "A" to Application No. CP100147
- Request for Comment Letter
- Newspaper Notice

RECOMMENDATION(S):

THAT the report dated November 1, 2018 from the General Manager of Planning and Development titled "Consultation for Official Community Plan Amendment Application No. CP100147 (Amendment Bylaw No. 8981, 2018)", BE RECEIVED FOR INFORMATION.

PURPOSE:

The purpose of this report is to provide Council with the comments received through the public consultation process for Official Community Plan (OCP) Amendment Application No. CP100147, Amendment Bylaw No. 8981. This applicant has applied to amend the OCP in order to facilitate a water pump station, reservoir and well to service the Western Acres neighbourhood.

Background

On October 1, 2018 Council reviewed OCP Amendment Application No. CP100147 (Bylaw No. 8981) and Rezoning Application No. RZ100603 (Bylaw No. 8982) for first and second reading. This application involves the re-designation of the subject properties located at 8670 and 8766 Highway 16 West from Rural Resource to Utility on Schedule B-6: Future Land Use of the Official Community Plan.

POLICY/REGULATORY ANALYSIS:

The *Local Government Act* requires that local governments consult with persons, organizations, and authorities considered to be affected by an Official Community Plan amendment. On October 1, 2018 Council approved the following consultation process for Official Community Plan Application No. CP100147, Amendment Bylaw No. 8981:

- Request for written comment from properties identified on Exhibit "A" to CP100147; and
- One Citywide Newspaper advertisement requesting written comment.

Request for Written Comment and Newspaper Advertisements

Eight (8) letters requesting comment were mailed to residents within the immediate area on October 9, 2018. A City-wide newspaper notice requesting comment was published in the Prince George Citizen "City Matters" on October 19, 2018. The letters and newspaper notice requested that residents forward written submissions regarding the OCP amendment application to the City of Prince George Development Services Division by November 9, 2018. Information pertaining to the proposed amendment, such as the Report to Council and Supporting Documents, were made available on the City of Prince George website under the "Land Use" webpage.

During the OCP public consultation process (October 9 to November 9, 2018), Administration did not receive any written correspondence in regard to this application.

Any correspondence received after the OCP public consultation will be provided to Council prior to public hearing.

SUMMARY AND CONCLUSION:

Administration has undertaken the public consultation process for Official Community Plan Application No. CP100147, Amendment Bylaw No. 8981 in accordance with City Council's direction and the *Local Government Act*. Administration did not receive any written correspondence for this application.

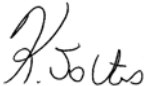
RESPECTFULLY SUBMITTED:



Ian Wells, General Manager of Planning and Development

PREPARED BY: Kali Holahan, Planner

APPROVED:



Kathleen Soltis, City Manager
Meeting date: November 26, 2018



Exhibit "A" to CP100147
Notification Area

1: 5000
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



REQUEST FOR COMMENT

CP100147 – Bylaw No. 8981

8670 and 8766 Highway 16 West

Location

Location:

8670 Highway 16 West, and
8766 Highway 16 West

Legal Description:

Lot B and Lot C, District Lot 619,
Cariboo District Plan 28304

Proposal

The City of Prince George is proposing an amendment to the City of Prince George Official Community Plan Bylaw No. 8383, 2011, to facilitate a water pump station, reservoir and well to service the Western Acres neighbourhood.



Request for Comment

Please forward written submissions identifying comments or concerns by 9:00 am, November 9, 2018 to:

Mail: City of Prince George
Development Services
1100 Patricia Boulevard
Prince George, BC V2L 3V9

Fax: 250-561-7721
E-mail: devserv@princegeorge.ca

Any comments received will be forwarded to City Council for their consideration at the Public Hearing tentatively scheduled for Monday, November 26, 2018 at 7:00pm.

Need More Information?

Please visit the City of Prince George website at www.princegeorge.ca/landuse

Contact

Kali Holahan, MPlan

Planner

P: 250.561-7600

E: kali.holahan@princegeorge.ca

PUBLIC NOTICE

REQUEST FOR COMMENT

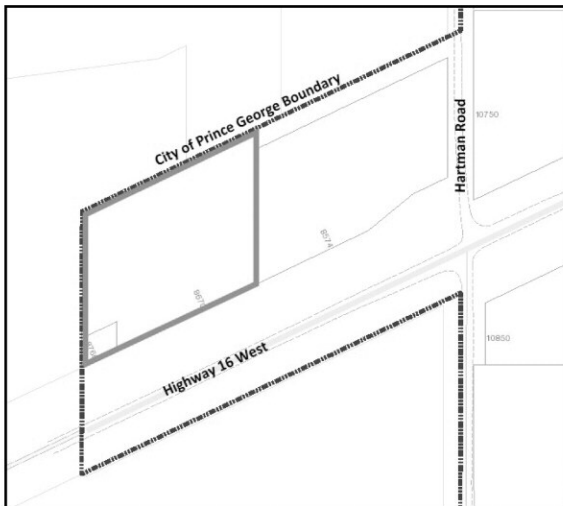
OFFICIAL COMMUNITY PLAN BYLAW NO. 8383, 2011 AMENDMENT BYLAW NO. 8981, 2018

Subject Property - 8670 and 8766 Highway 16 West

The City of Prince George is proposing an amendment to Schedule B-6: Future Land Use of City of Prince George Official Community Plan Bylaw No. 8383, 2011 to facilitate a water pump station, reservoir and well to service the Western Acres neighbourhood. This application to amend the Official Community Plan also includes a rezoning application (Bylaw 8982, 2018).

Please visit the City of Prince George website at www.princegeorge.ca/landuse for more detailed information.

The City requests written comment from any person, organization, or agencies that may be affected by this amendment. Please forward any written submissions by 9:00 am, November 9, 2018 to the Development Services Division at 1100 Patricia Boulevard, PG V2L 3V9, Fax: 561-7721, Email: devserv@princegeorge.ca



STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: September 18, 2018

TO: **MAYOR AND COUNCIL**

NAME AND TITLE: Ian Wells, General Manager of Planning & Development

SUBJECT: Official Community Plan Amendment Application No. CP100147 (Bylaw No. 8981, 2018) and Rezoning Application No. RZ100603 (Bylaw No. 8982, 2018)

Applicant: City of Prince George
Location: 8670 and 8766 Highway 16W

ATTACHMENT(S):

- Location and Existing Zoning Map
- Appendix "A" to Bylaw No. 8981, 2018
- Appendix "A" to Bylaw No. 8982, 2018
- Exhibit "A" to Application No. CP100147

RECOMMENDATION(S):

THAT Council:

1. GIVE first two readings to "City of Prince George Official Community Plan Bylaw No. 8383, 2011, Amendment Bylaw No. 8981, 2018."
2. CONSIDER "City of Prince George Official Community Plan Bylaw No. 8383, 2011, Amendment Bylaw No. 8981, 2018", in conjunction with the current Financial Plan and confirm there are no issues.
3. CONSIDER "City of Prince George Official Community Plan Bylaw No. 8383, 2011, Amendment Bylaw No. 8981, 2018", in conjunction with the current Regional District of Fraser Fort-George Solid Waste Management Plan and confirm there are no issues.
4. CONSIDER "City of Prince George Official Community Plan Bylaw No. 8383, 2011, Amendment Bylaw No. 8981, 2018", in conjunction with the City of Prince George Strategic Framework for a Sustainable Prince George and confirm there are no issues.
5. APPROVE the following public consultation process to fulfill the requirements of Section 475 of the *Local Government Act*:
 - a. One (1) Citywide Newspaper advertisement requesting written comment; and
 - b. Request for written comment from properties identified on Exhibit "A" to CP100147.
6. GIVE first two readings to "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8982, 2018".

PURPOSE

The City of Prince George is proposing to amend the Official Community Plan (OCP) and rezone the subject properties in order to facilitate a water pump station, reservoir and well to service the Western Acres neighbourhood. The City of Prince George has applied to amend the OCP from Rural Resource to Utility; and rezone the subject properties from U1: Minor Utilities and AR2: Rural Residential to U1: Minor Utilities.

Background

Site Characteristics

Location	8670 Highway 16 West	8766 Highway 16 West
Legal Description	Lot B District Lot 619 Cariboo District Plan 28304	Lot C District Lot 619 Cariboo District Plan 28304
Current Use	Vacant Land	Vacant Land
Subject Property	1.6 ha (4.03 acres)	636 m ² (0.16 acres)
Growth Management Class	Rural Resource	Rural Resource
Servicing	Servicing upgrades required	

Schedule B-6: Future Land Use - Official Community Plan (see Appendix "A" to Bylaw No. 8981, 2018)

Location	8670 Highway 16 West	8766 Highway 16 West
Current Future Land Use	Rural Resource	
Proposed Future Land Use	Utility	

Zoning (see Appendix "A" to Bylaw No. 8982, 2018)

Location	8670 Highway 16 West	8766 Highway 16 West
Current Zoning	U1: Minor Utilities and AR2: Rural Residential	U1: Minor Utilities
Proposed Zoning	U1: Minor Utilities	U1: Minor Utilities

Surrounding Land Use

North	Regional District of Fraser-Fort George - Rural Residential
South	Highway 16 West / Regional District of Fraser-Fort George
East	Vacant Land / Hartman Road
West	Regional District of Fraser-Fort George - Rural Residential

POLICY/REGULATORY ANALYSIS:

Intent of the Official Community Plan

As identified in Section 1.2: Intent, Application, and Interpretation of the OCP, the *Local Government Act* establishes that all bylaws enacted or works undertaken by Council after adoption of the OCP must be consistent. An OCP, however, is not intended to be a static document, but should adapt to new trends within society and respond to changing circumstances. As such, following appropriate public consultation and careful consideration by Council, policies and land use designations in an OCP may be revised by an amending bylaw pursuant to provisions outlined within the *Local Government Act*.

Official Community Plan

Future Land Use

The subject properties are designated as Rural Resource in Schedule B-6: Future Land Use of the OCP. The Rural Resource designation is intended for agriculture, forestry, and resource extraction activities that are important in the long-term health of the regional economy. Water servicing required for all development, whether or not consistent with the growth management objectives and policies within the OCP shall be determined from water servicing studies prepared by a qualified professional engineer (Policy 8.8.5). The City has determined that water servicing is deficient in the Western Acres neighbourhood. Qualified professional engineers have determined this location is required to provide adequate water servicing.

Utilities

The subject properties are designated as a proposed “potable water well” location in Schedule B-14: Water Network Improvements of the OCP. The OCP specifically identifies Western Acres as requiring significant water service improvements including a new water well source (Policy 8.8.9). Where water infrastructure renewal is planned for the replacement of sub-standard or old infrastructure, new infrastructure shall be sized to accommodate new development or re-development in accordance with the growth management objectives and policies within the OCP (Policy 8.8.8).

The applicant has applied to amend the OCP from Rural Resource to Utility in order to facilitate a water pump station, reservoir and well, as shown on Appendix “A” to Bylaw No. 8981, 2018. Administration supports this application as it aligns with policy direction of the OCP.

Growth Management

The subject properties are identified as Rural Resource, as per Schedule B-4: Growth Management Class of the OCP. The Rural Resource designation encompasses natural open spaces, environmentally sensitive areas, and natural hazard areas in which development is restricted. The subject properties do not have any environmentally sensitive or natural hazard areas. OCP policy states that the City shall phase and guide growth within this area based on required servicing with preference to locations adjacent to existing residential areas and close to identified neighbourhood centres (Policy 8.1.13).

Administration supports this application as it will support and service existing land uses within Western Acres.

Zoning Bylaw

The subject property located at 8766 Highway 16 West is zoned U1: Minor Utilities. This property is already zoned to permit minor utilities therefore it is not part of the rezoning application.

The subject property located at 8670 Highway 16 West is split zoned U1: Minor Utilities and AR2: Rural Residential. The purpose of the U1 zone is to provide for utilities that may only have a minor impact on adjacent uses. The purpose of the AR2 zone is to foster a rural lifestyle on properties larger than 2.0 ha and provide for complementary residential related uses that are compatible with the rural character of the area.

The applicant is proposing to rezone the subject property located at 8670 Highway 16 West from U1 and AR2 to U1 in order to facilitate a water pump station, reservoir and well, intended to service the Western Acres neighbourhood. This will expand the existing U1 zoning boundary. Administration supports this application as it aligns with policy direction of the OCP to improve water servicing in the Western Acres neighbourhood.

Land Use Impacts

The subject property is located adjacent to Highway 16W. The proposed water pump station, reservoir and well are passive land uses and require little monitoring by staff. Traffic, parking, access and noise generation will be minor.

OTHER CONSIDERATIONS:

Referrals

This application was referred to internal City divisions and external agencies for comments. The following comments were received during the referral process.

Ministry of Transportation and Infrastructure

As per Section 52 of the *Transportation Act*, Bylaw No. 8981 and Bylaw No. 8982 require Ministry of Transportation and Infrastructure’s approval prior to Final Reading.

Sequence of Adoption for the Official Community Plan

Pursuant to the *Local Government Act*, City of Prince George OCP Bylaw No. 8383, 2011 was adopted by considering the Financial Plan, Solid Waste Management Plan and Strategic Framework. Therefore, any amending bylaws to the OCP must also consider these plans.

Section 477 of the *Local Government Act* identifies the adoption procedures for the development, repeal or amendment to the OCP bylaw. This sets in motion the following sequence which identifies the *Local Government Act* requirements and the City's own procedures:

1. After a bylaw has been given first reading the following must occur:
 - a) Consideration of the plan in conjunction with the current [Financial Plan](#);
 - b) Consideration of the plan in conjunction with the current [Regional District Solid Waste Management Plan](#);
 - c) Consideration of any other plan and policies that the local government considers relevant (i.e. [Strategic Framework for a Sustainable Prince George](#));
 - d) Referral to the Agricultural Land Commission if the Plan applies to Agricultural Land Reserve land (*not applicable to these applications*);
 - e) Second Reading;
 - f) Public notice of the Public Hearing; and
 - g) Public Hearing.
2. Third Reading of the bylaw
3. Final Reading and Adoption of the bylaw

The *Local Government Act* requires that each reading of the OCP bylaw must receive an affirmative vote of a majority of all Council members. The adoption procedures found in Section 477 of the *Local Government Act* are required, and should any changes occur to the bylaw, the sequence of steps would be repeated.

ALTERNATIVES:

1. Approve the bylaw
2. Approve the bylaw as amended
3. Refuse the bylaw
4. Defer or otherwise deal with the bylaw

Administration recommends that Council approve Bylaw No. 8981, 2018 and Bylaw No. 8982, 2018 for the reasons outlined in this report.

SUMMARY AND CONCLUSION:

The applicant has applied to amend the OCP and rezone the subject properties to facilitate the construction of a water pump station, reservoir and well to support and service existing land uses. Administration supports this application for the reasons outlined in this report.

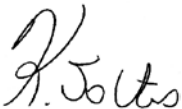
RESPECTFULLY SUBMITTED:



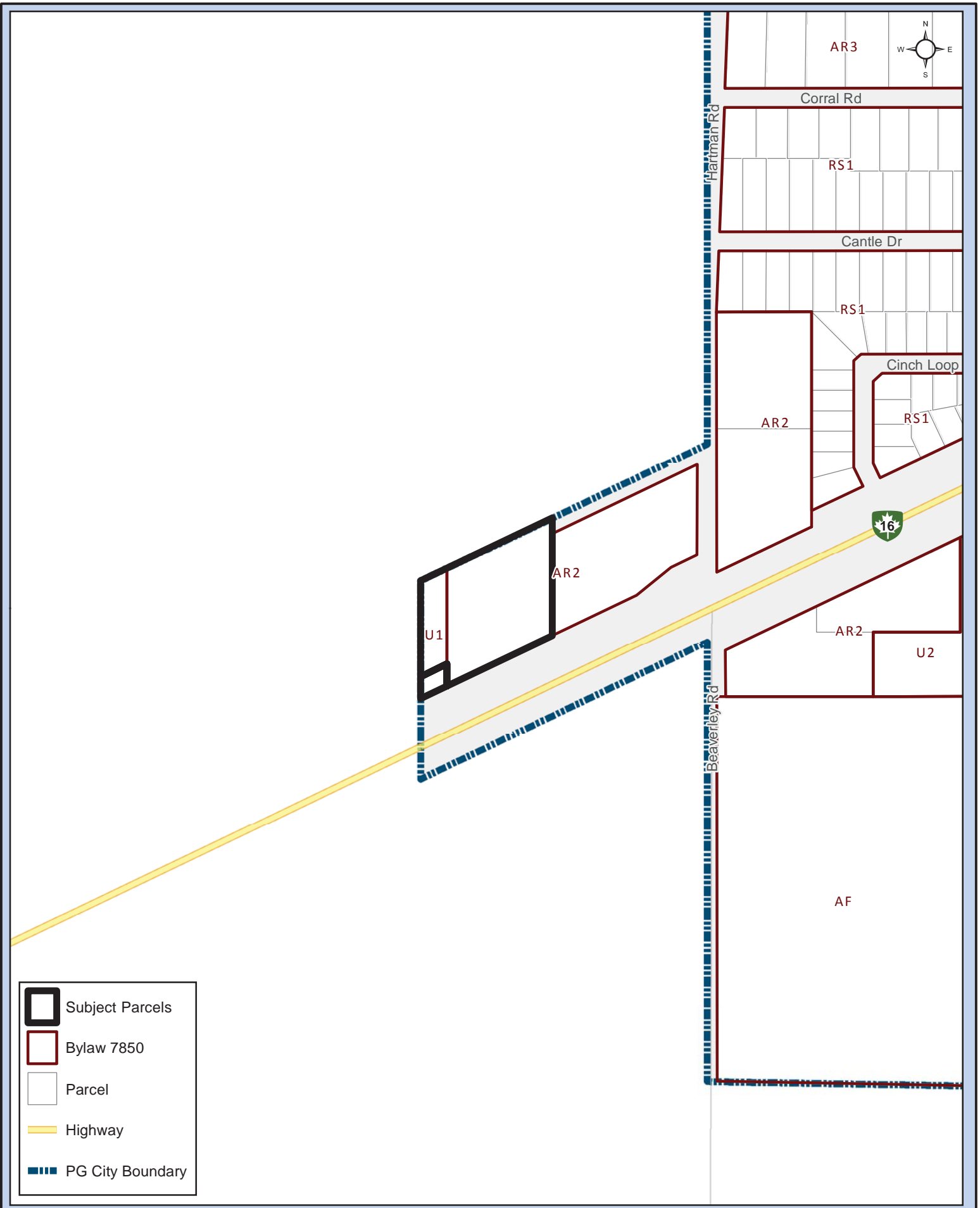
Ian Wells, General Manager of Planning and Development






PREPARED BY: Kali Holahan, Planner

APPROVED:



Kathleen Soltis, City Manager
Meeting date: October 1, 2018



	Subject Parcels
	Bylaw 7850
	Parcel
	Highway
	PG City Boundary

0 20 40 80 120 160 Meters
 Coordinate System: NAD 1983 UTM Zone 10N
 Projection: Transverse Mercator
 Datum: North American 1983
1:5000

Location and Zoning Map



Path: \\pge\GIS\Projects\GIS\Projects\GIS\Applications\Reporting\R2100003_Location.mxd - 9/21/2019 - 4:10:33 PM



Exhibit "A" to CP100147

1: 5000
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

READ A THIRD TIME THIS DAY OF , 2018.

Third reading passed by a decision of Members of City Council present and eligible to vote.

Certified correct as passed Third Reading, this day of , 2018.

CORPORATE OFFICER OF THE CITY OF PRINCE GEORGE

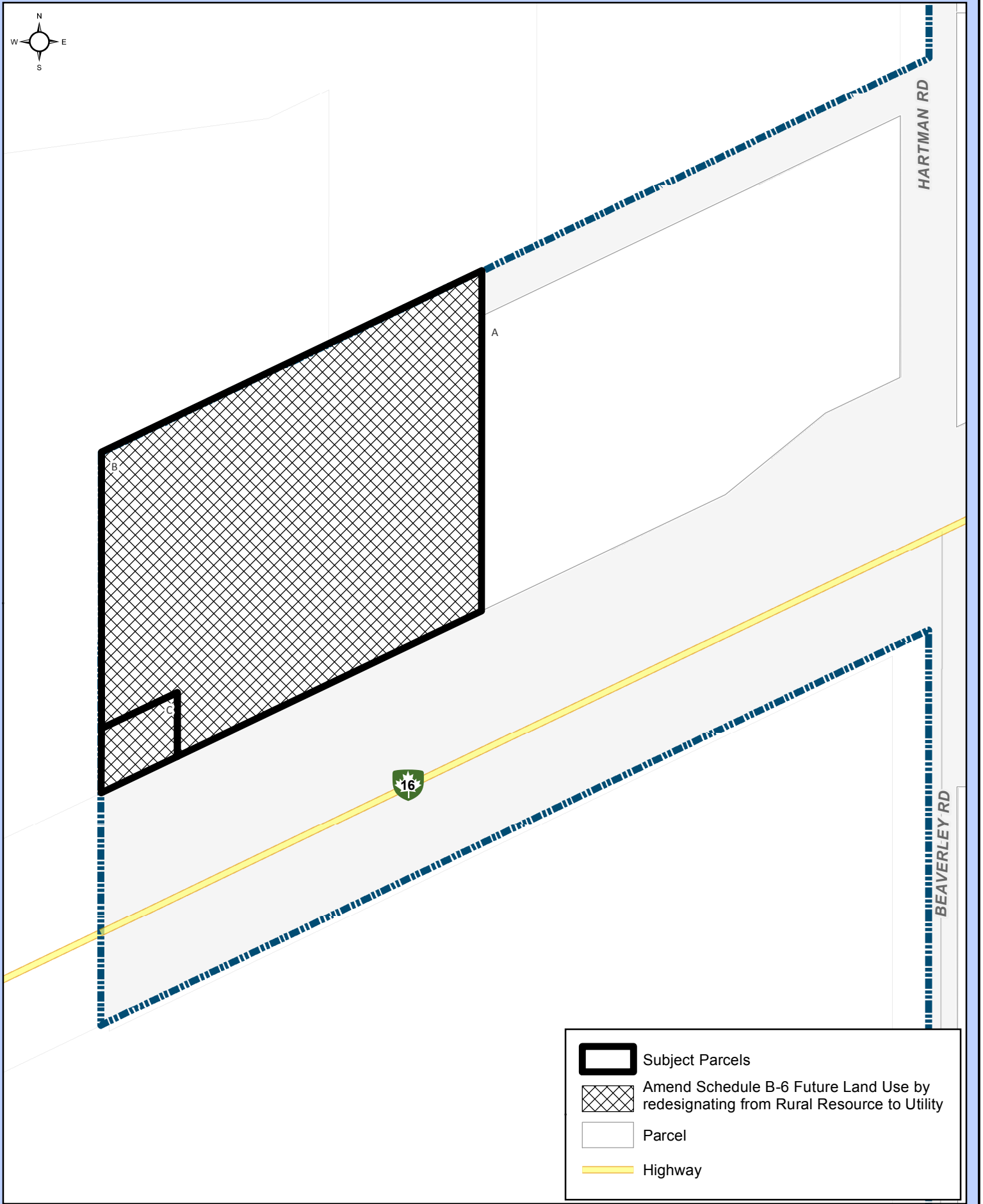
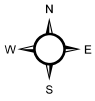
APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE PURSUANT TO THE PROVISIONS OF SECTION 52(3)(a) OF THE TRANSPORTATION ACT THIS DAY OF , 2018.





for MINISTER OF TRANSPORTATION AND INFRASTRUCTURE

ADOPTED THIS DAY OF , 2018, BY A DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

MAYOR

CORPORATE OFFICER



	Subject Parcels
	Amend Schedule B-6 Future Land Use by redesignating from Rural Resource to Utility
	Parcel
	Highway

0 5 10 20 30 40 Meters
Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983
1:1750

Appendix "A" to Bylaw No.8981
Lot B, DL 619, CD, Plan 28304
Lot C, DL 619, CD, Plan 28304



CITY OF PRINCE GEORGE
BYLAW NO. 8982

A Bylaw of the City of Prince George to rezone certain lands and to amend the City of Prince George Zoning Bylaw No. 7850, 2007.

WHEREAS pursuant to the provisions of Section 479 of *the Local Government Act*, in relation to zoning, the Council of the City of Prince George is empowered to make regulations thereto;

AND WHEREAS “City of Prince George Zoning Bylaw No. 7850, 2007” has been adopted to make regulations thereto;

AND WHEREAS the Council of the City of Prince George has deemed it desirable that a certain property be rezoned from U1: Minor Utilities and AR2: Rural Residential to U1: Minor Utilities, to facilitate a water pump station, reservoir and well, intended to service the Western Acres neighbourhood, or other uses, pursuant to the U1: Minor Utilities zoning designation(s);

APPLICANT: **City of Prince George**

SUBJECT PROPERTY: **8670 Highway 16 West**

AND WHEREAS a Public Hearing was held in accordance with the *Local Government Act* and notice of such hearing was given as required by Bylaw;

NOW THEREFORE the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the “City of Prince George Zoning Bylaw No. 7850, 2007”, be amended as follows:
 - a. That Lot B District Lot 619 Cariboo District Plan 28304, be rezoned from U1: Minor Utilities and AR2: Rural Residential to U1: Minor Utilities, as shown on Appendix “A”, attached to and forming part of this Bylaw;
2. That the Zoning Map referred to as Schedule "A" of the “City of Prince George Zoning Bylaw No. 7850, 2007”, shall be amended accordingly.
3. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
4. That this Bylaw may be cited for all purposes as the "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8882, 2018".

READ A FIRST TIME THIS 1 DAY OF OCTOBER , 2018.

READ A SECOND TIME THIS 1 DAY OF OCTOBER , 2018.

First Two readings passed by a UNANIMOUS decision of Members of City Council present and eligible to vote.

READ A THIRD TIME THIS DAY OF , 2018.

Third reading passed by a decision of Members of City Council present and eligible to vote.

Certified correct as passed Third Reading, this day of , 2018.

CORPORATE OFFICER OF THE CITY OF PRINCE GEORGE

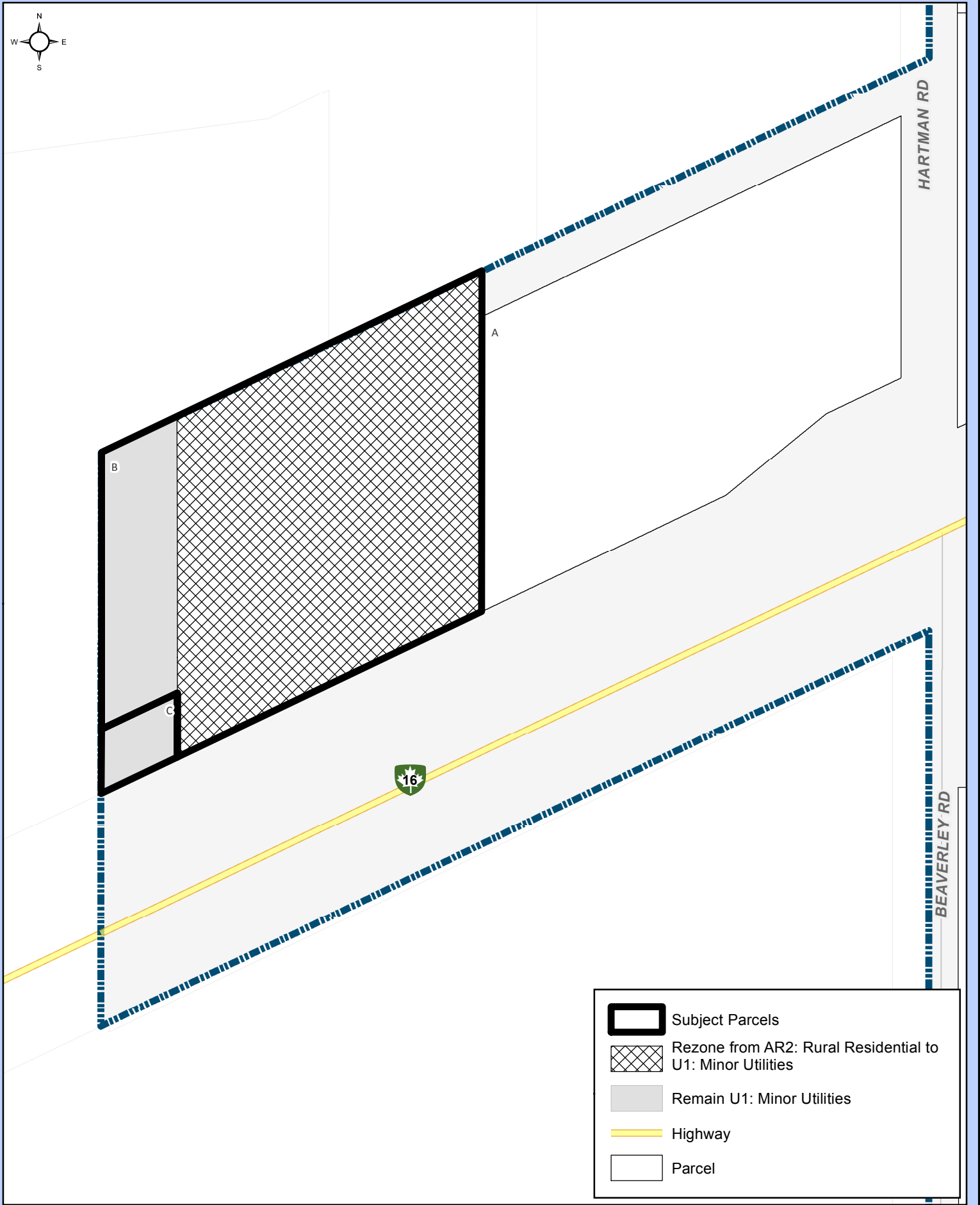
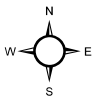
APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE PURSUANT TO THE PROVISIONS OF SECTION 52(3)(a) OF THE TRANSPORTATION ACT THIS DAY OF , 2018.






for MINISTER OF TRANSPORTATION AND INFRASTRUCTURE

ADOPTED THIS DAY OF , 2018, BY A DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

MAYOR

CORPORATE OFFICER



	Subject Parcels
	Rezone from AR2: Rural Residential to U1: Minor Utilities
	Remain U1: Minor Utilities
	Highway
	Parcel

0 5 10 20 30 40 Meters
Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983
1:1750

Appendix "A" to Bylaw No.8982

Lot B, DL 619, CD, Plan 28304
Lot C, DL 619, CD, Plan 28304

DATE: November 9, 2018

TO: MAYOR AND COUNCIL

NAME AND TITLE: Rob Whitwham, General Manager, Community Services

SUBJECT: Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund Evacuation Route Planning

ATTACHMENT(S): None

RECOMMENDATION(S):

That Council:

1. SUPPORT the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund – Evacuation Route Planning grant application in the amount of \$25,000 to conduct an ‘Evacuation Plan’ tabletop exercise in April, 2019; and
2. AUTHORIZE the City’s Financial Officer and General Manager of Community Services to sign grant application documents and any contract documents should grant approval be received.

PURPOSE:

The purpose of this report is to seek a City Council resolution in support of a Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund – Evacuation Route Planning grant in order to hire a third-party (consultant team) to validate the City’s Evacuation Plan, via a table-top exercise in April, 2019.

STRATEGIC PRIORITIES:

This item assists in meeting the ‘Social Development’ section goal areas of *Safe Environment, Clear Identity and Pride, Supportive and Engaged Community*, and the ‘City Government’ goals of *Organizational Excellence and Effective Governance*.

BACKGROUND:

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities.

The City of Prince George (CPG) formed an evacuation planning task force in October comprised of members of the Emergency Planning Committee and additional subject-matter-experts from numerous

departments. The objective of the task force is to build and deliver a comprehensive city-wide evacuation plan no later than June, 2019. The intent of this grant is to utilize Provincial funding to cover third-party (consultant) fees to test and validate our Evacuation Plan through the use of a two-phased, two-day table-top exercise that focuses on both a localized evacuation, such as a neighbourhood (referred to in the evacuation plan as a “zone”) and a city-wide scenario. It is anticipated that this exercise will be well-attended by numerous agencies and organizations. The use of consultants (exercise instructors) is to effectively produce a ‘blinded experiment’ validation exercise that allows full participation by CPG’s Emergency Operations Centre (EOC) Team and partner external agencies.

Of interest, to further enhance emergency planning and response within the city, Prince George Fire Rescue Services also lead two other external emergency management groups: the Integrated Regional (Emergency) Planning Group (IRPG), comprised of: Regional District of Fraser-Fort George (RDFFG), Northern Health Authority, School District 57, UNBC, Canfor, the RCMP and other agencies. In 2018/19 the IRPG is focusing on evacuation planning for each respective organization, which will then contribute and align with CPG’s evacuation plan. The IRPG is the ‘public sector’ side of the emergency management community within Prince George. Prince George Industrial Mutual Aid Committee (PGIMAC) is focused on the industrial-operational side of the emergency management community. Membership includes many of the major industrial organizations within the city, in addition to involved public agencies. Both of these groups have overlapping representation to ensure liaison activities occur.

Delivering a comprehensive city-wide evacuation plan is a major cornerstone of CPG’s strategic emergency program, 2018-22. Validating the plan via an exercise is instrumental to achieve success. The emergency program’s objectives are aligned within CPG’s Corporate Plan.

FINANCIAL CONSIDERATIONS:

- UBCM funding in the amount of \$25,000;
- CPG In-Kind staffing costs estimated at \$75,000 to design, develop, and implement a comprehensive city-wide evacuation plan; and
- Potential additional budget of less than \$10,000 for exercise materials and instructional costs

SUMMARY AND CONCLUSION:

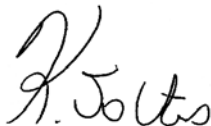
A Resolution of Council is required in order to access \$25,000 in UBCM funding for this project.

RESPECTFULLY SUBMITTED:



Rob Whitwham, General Manager, Community Services

APPROVED:



Kathleen Soltis, City Manager
Meeting date: November 26, 2018

DATE: November 15, 2018

TO: MAYOR AND COUNCIL

NAME AND TITLE: Dave Dyer, General Manager, Engineering and Public Works

SUBJECT: Hwy 97 and 22nd Avenue Intersection Traffic Pattern Changes

ATTACHMENT(S): Slide Presentation: Highway 97N/22nd Avenue Intersection and Northbound Westwood Drive Traffic Pattern Changes

RECOMMENDATION(S):

That the report dated November 15, 2018 from the General Manager of Engineering and Public Works titled, "Hwy 97 and 22nd Avenue Intersection Traffic Pattern Changes", BE RECEIVED FOR INFORMATION.

PURPOSE:

This report provides City Council with information regarding the Ministry of Transportation and Infrastructure proposed traffic pattern changes at the intersection of Highway 97N and 22nd Avenue. This will result in changes for accessing Hwy 97 from Westwood Drive.

STRATEGIC PRIORITIES:

An arterial road network to provide for the movement of large volumes of people and goods between different areas of the city is an objective of the Official Community Plan.

BACKGROUND:

Traffic signalization at the intersection of Hwy 97N and 22nd Avenue is operated and maintained by the BC Ministry of Transportation and Infrastructure (MoTI). Connecting City streets enter and exit the intersection as follows:

- Westwood Drive connects to the southwest corner – Eastbound (EB) traffic on 22nd Ave may turn Southbound (SB) onto Westwood; Northbound (NB) traffic on Westwood may access 22nd Avenue to then proceed through Hwy97/22nd intersection to East Central Street or Griffith Avenue or turn north onto Hwy 97, which is the far more predominant movement from Westwood. Traffic is not able to turn onto 22nd Ave Westbound (WB) from Westwood, nor turn south onto Westwood from 22nd Avenue.
- East Central Street connects to the northeast corner – Traffic entering from East Central SB may turn north (right) onto Hwy 97, proceed through the intersection to 22nd Avenue WB or turn (left) onto Hwy 97 SB. Traffic may enter East Central NB from the intersection (left turn).

- Griffiths Avenue connects to the southeast corner – Traffic entering from Griffiths NB has the same options as East Central Street traffic. Traffic may enter Griffiths SB from the intersection (right turn).

Properties adjacent to the intersection of Hwy 97 and 22nd Avenue are:

- Northwest – College of New Caledonia (CNC)
- Northeast – multiple family (townhouse) residential development
- Southeast – Prince George Secondary School
- Southwest – BC Hydro

In June 2018, a pedestrian fatality occurred, north of the intersection, on Hwy 97 in front of CNC. The location of the pedestrian-motor vehicle incident was near an old transit stop (decommissioned in 2004). The location was commonly used by CNC students and staff to cross the four-lane Hwy 97 to access CNC from the residential area east of East Central Street at the intersection of East Central and 20th Avenue. This was not a designated crosswalk location and pedestrians crossed the highway at their own risk.

Following the incident, action was taken by the City, MoTI and CNC to discourage crossing Hwy 97 at the location of the incident. Works include the removal of the sidewalk from the CNC campus to the decommissioned bus stop, on-campus signage to direct pedestrians to the intersection of 22nd Ave and Hwy 97, installation of concrete barriers on the west side of East Central at 20th Avenue with signage to direct pedestrians to the 22nd Ave/Hwy 97 intersection, the construction of a sidewalk on East Central from 20th Ave to the 22nd Ave/Hwy 97 intersection and installation of fence in the centre of the median along Hwy 97 from 22nd Avenue to 18th Avenue.

The remaining works being undertaken by MoTI is a change to the traffic signalization at the Hwy 97/22nd Avenue intersection. The signal sequence will include a dedicated left turn movement for 22nd Avenue traffic. The pedestrian crosswalk signal will be synchronized with the 22nd Avenue through and right turn movements, to improve the safety to pedestrians using the intersection. Further, a countdown feature will be added to the pedestrian signal.

DISCUSSION:

Attached is a PowerPoint presentation, [Highway 97N/22nd Avenue Intersection and Northbound Westwood Drive Traffic Pattern Changes](#), that illustrates the existing and the proposed traffic patterns. Each of the illustrations are described below.

Existing East-West Green Phase - During the current green phase for 22 Avenue traffic, right-turn, left-turn, through traffic and pedestrians proceed through the intersection at the same time. There is potential for nine conflict points (as denoted by a star) being vehicles and between vehicles and pedestrians.

Proposed East-West Green Phase 1 - The advance left turn will allow vehicles to turn left with no potential conflicts.

Proposed East-West Green Phase 2 – During this phase, through traffic and right-turn vehicle movements are allowed with the pedestrian crossing movement. There are potentially three conflict points.

Proposed Northbound Westwood Drive Closure – A consequence of the introduction of the dedicated, advance left turn movement onto Hwy 97N is the requirement to prohibit the northbound Westwood traffic entering 22nd Avenue. With through traffic idle while the left-turning traffic advances, Westwood northbound traffic will not be able to advance and long queues will develop creating traffic congestion and traffic backing up towards Massey Drive.

Highway 97 Access Via Massey Drive – On-ramps accessing Hwy 97, both northbound and southbound, already exist and are under-utilized. The red line shows the access ramp onto Hwy 97 northbound that would be the alternative to the closed section of Westwood Drive northbound. The ramp is 550m from

the intersection of Massey and Westwood. There is no change to southbound access to Westwood from 22nd Avenue or Hwy 97.

The closure of the Westwood Drive Northbound access to 22nd Avenue is planned for mid to late January 2019. Informational signage will be installed at intersections to notify drivers of the proposed closure of Westwood northbound between the Hwy 97 on/off ramp and 22nd Avenue.

SUMMARY AND CONCLUSION:

Pedestrian infrastructure improvements, including signage and the removal of a sidewalk on the CNC campus and the construction of a new sidewalk by the City on East Central Street, were completed in the summer of 2018 in an effort to direct and encourage pedestrians to cross Highway 97 at the intersection of Hwy 97 and 22nd Avenue. To further improve pedestrian safety, at the Hwy 97/22nd Avenue intersection the BC Ministry of Transportation and Infrastructure are in the process of changing the traffic signalization to introduce a dedicated left turn movement from 22nd Avenue Eastbound to Hwy 97 Northbound. Pedestrians will be allowed to cross Hwy 97 on the north side of the intersection without the potential of a conflict with left turning traffic.

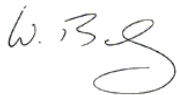
The traffic pattern changes will require that northbound traffic from Westwood Drive be prohibited from entering the intersection at Westwood and 22nd Avenue. Alternate access to Hwy 97 northbound is available from the on-ramp east of the overpass on Massey Drive, 550m east of the intersection of Westwood Drive and Massey Drive. The northbound lane of Westwood Drive between the Hwy 97 southbound off-ramp/on-ramp and 22nd Avenue will be permanently closed to traffic in mid to late January 2019.

RESPECTFULLY SUBMITTED:



Dave Dyer, General Manager, Engineering & Public Works

APPROVED:

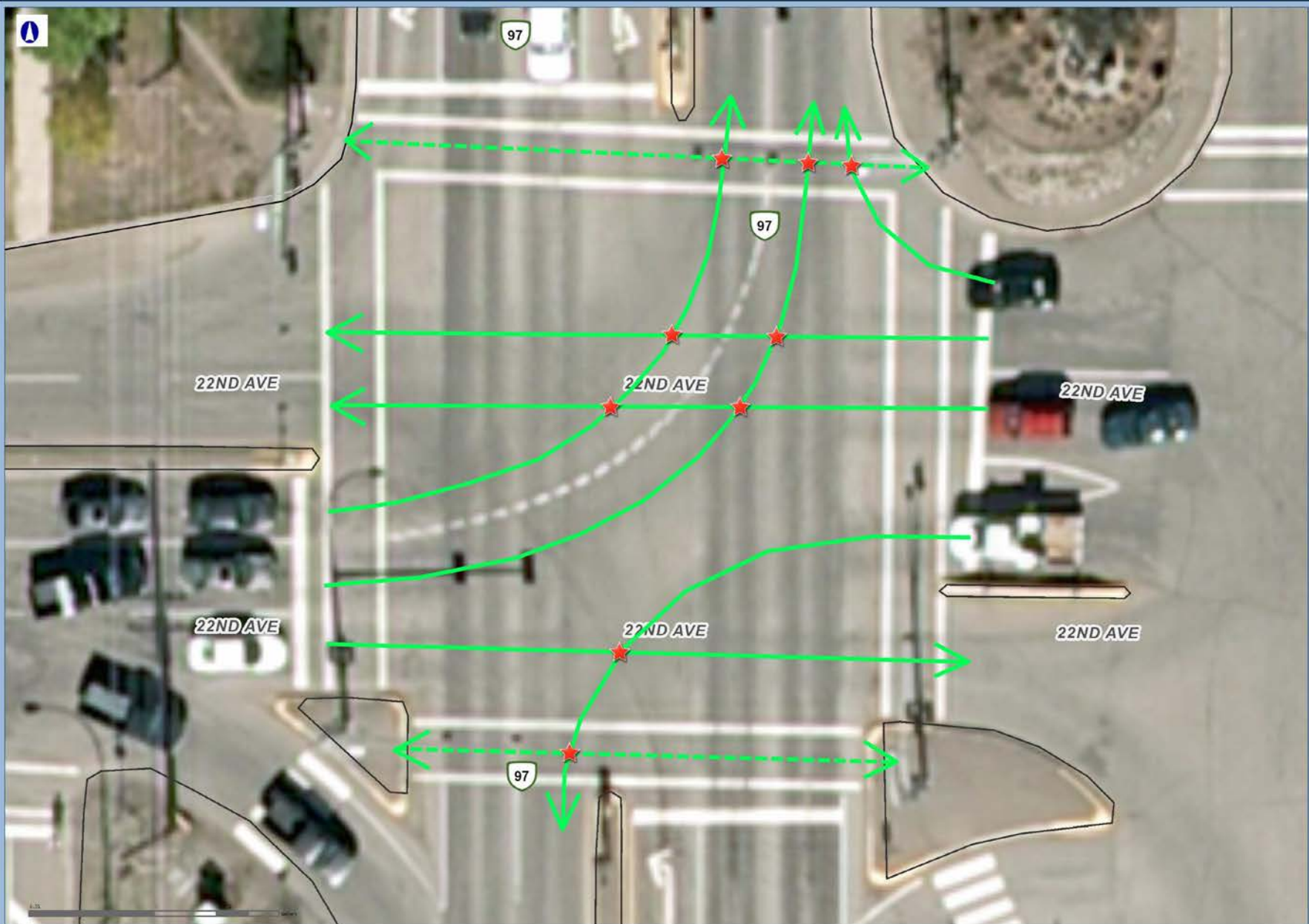


Walter Babicz, General Manager of Administrative Services/
Acting City Manager

Meeting date: November 26, 2018

Highway 97N/22nd Avenue Intersection and Northbound Westwood Drive

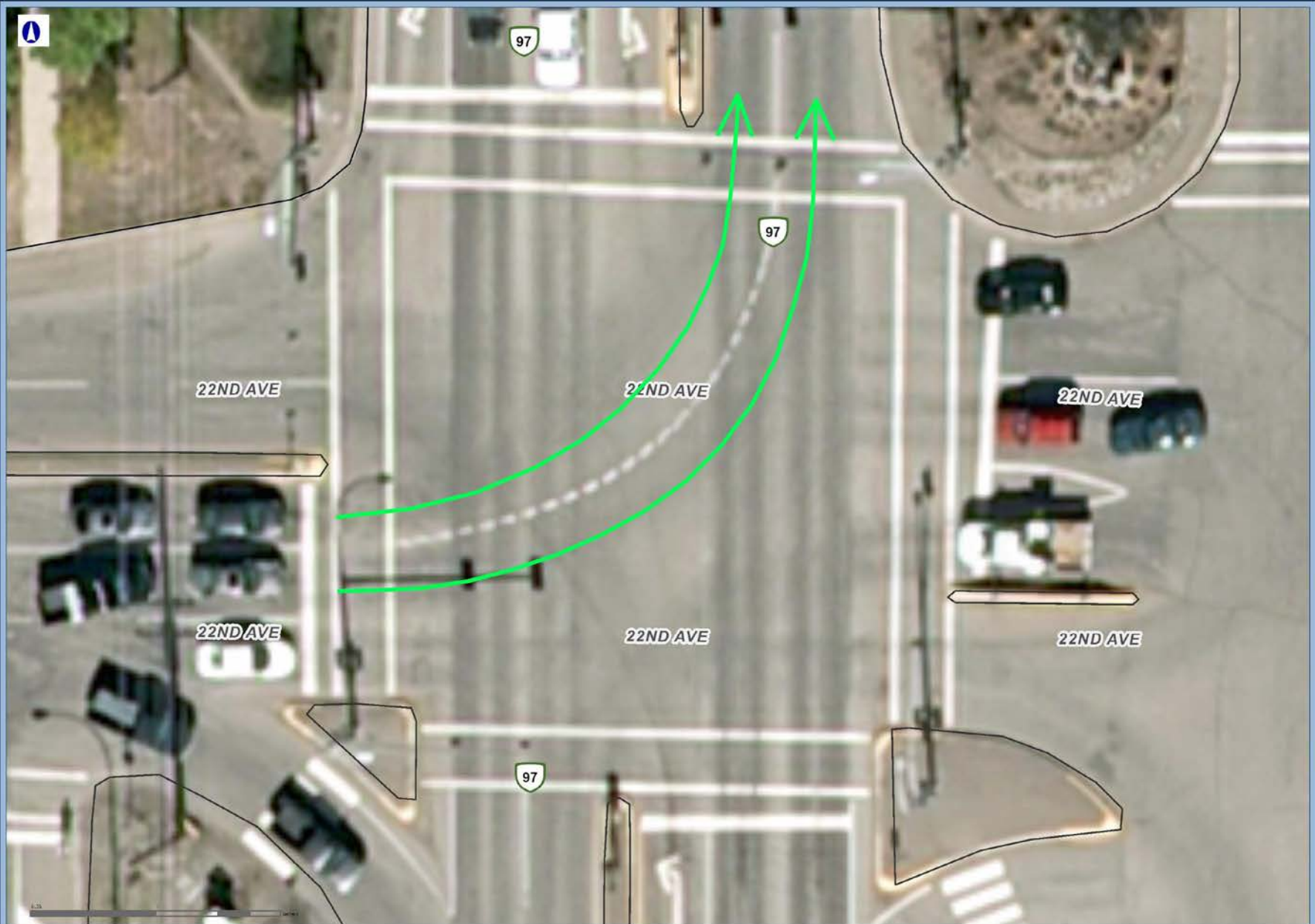
Traffic Pattern Changes



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This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

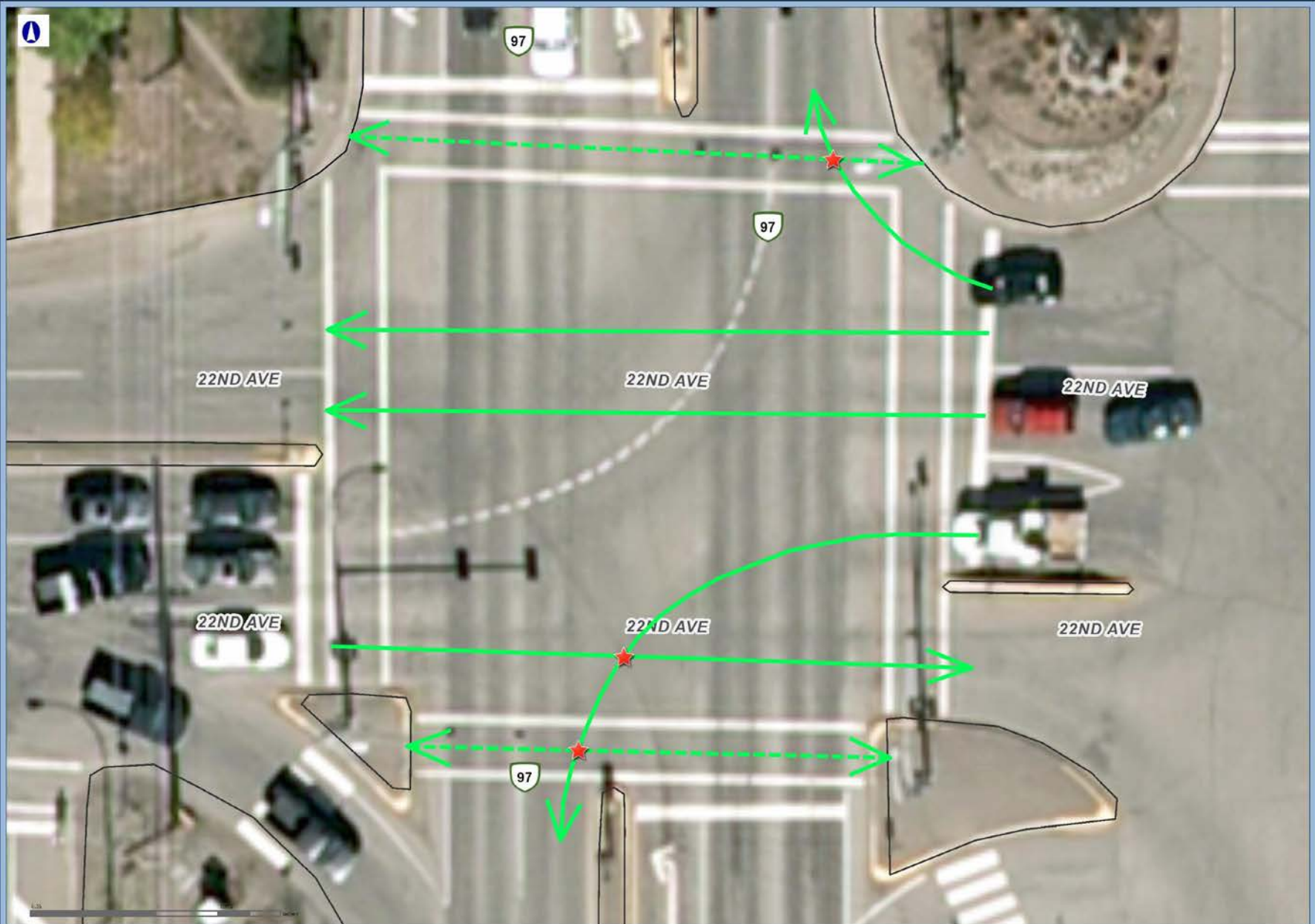
Existing East-West Green Phase



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This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Proposed East-West Green Phase 1

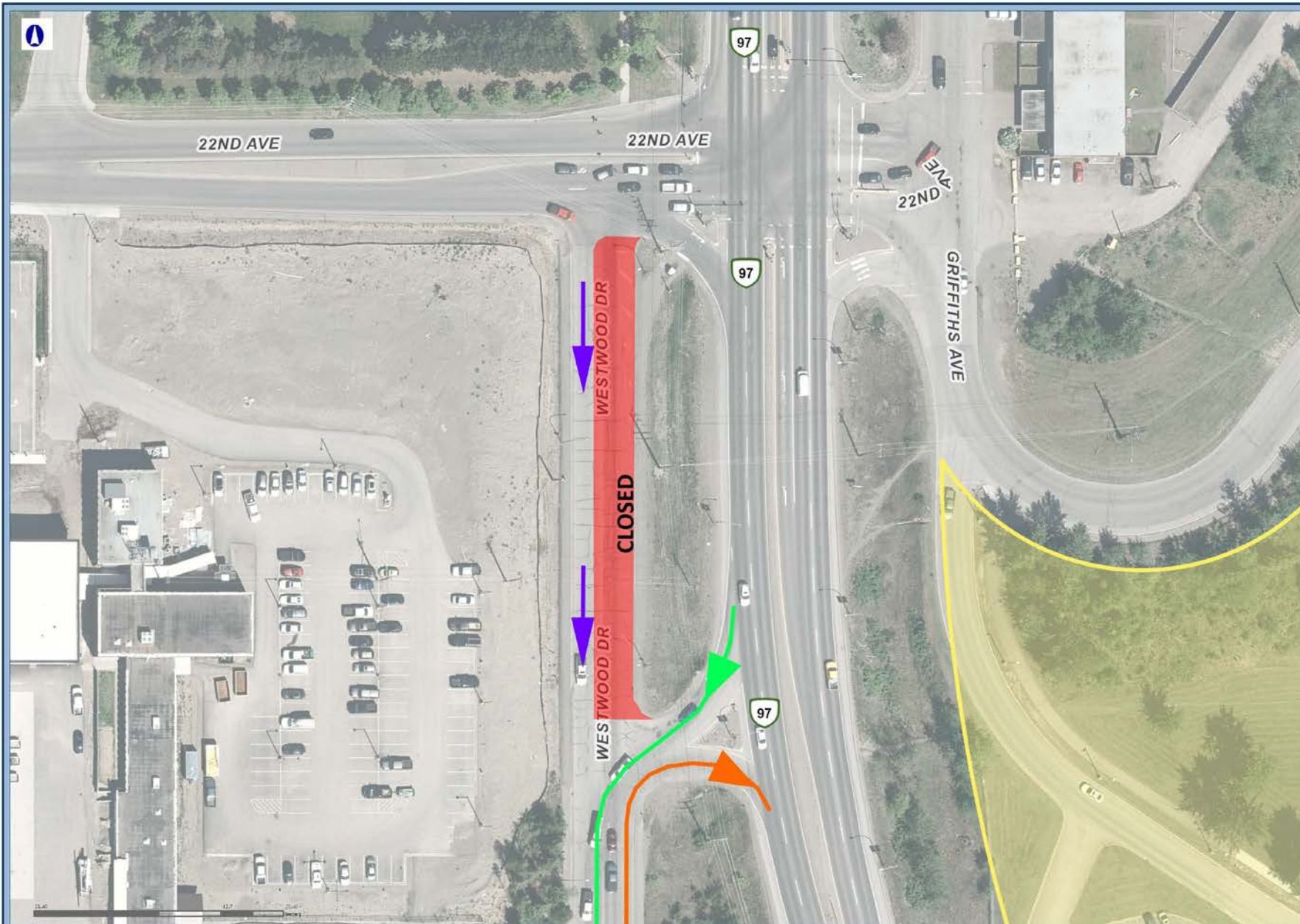




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This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Proposed East-West Green Phase 2

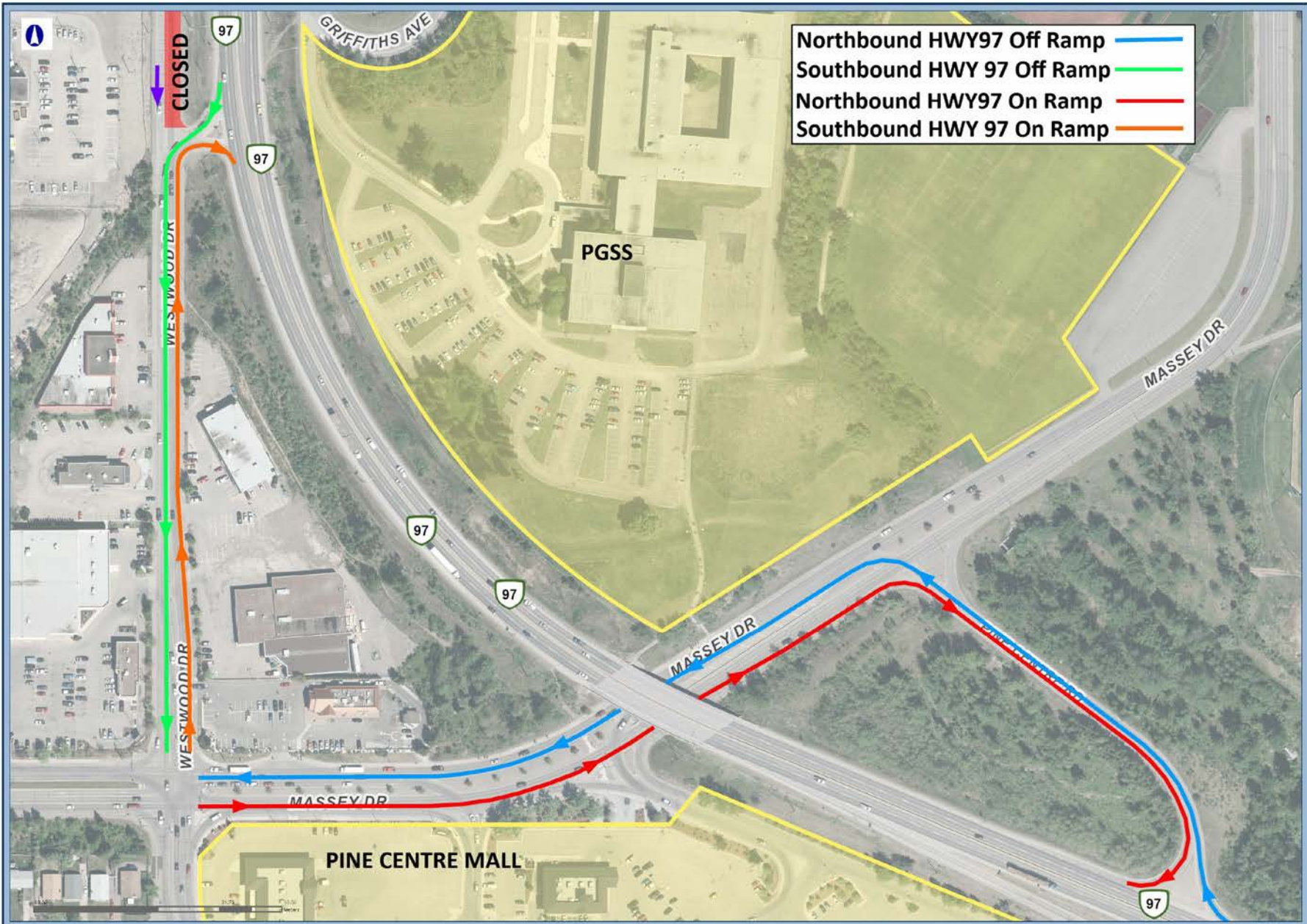




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This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Proposed Northbound Westwood Drive Closure



- Northbound HWY97 Off Ramp —
- Southbound HWY 97 Off Ramp —
- Northbound HWY97 On Ramp —
- Southbound HWY 97 On Ramp —

1: 2500
 This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

**Highway 97 Access via
 Massey Dr - Westwood Dr Intersection**

DATE: October 26, 2018

TO: MAYOR AND COUNCIL

NAME AND TITLE: IAN WELLS, GENERAL MANAGER, PLANNING AND DEVELOPMENT

SUBJECT: Marleau Road - O'Grady Road Road Closure Bylaw No. 8988, 2018

ATTACHMENTS:

- Appendix A - Proposed Road Closure
- Exhibit A - Proposed Consolidation
- Exhibit B - Road Dedication
- Exhibit C - Location Map

RECOMMENDATION:

THAT Council GIVE FIRST and SECOND READINGS to "Marleau Road – O'Grady Road Road Closure Bylaw No. 8988, 2018.

PURPOSE:

This report is to obtain City Council's approval to close the road area as shown on Appendix A with the intent to sell the closed road area to the adjacent property owner, Roman Catholic Episcopal Corporation of Prince Rupert. The proposed closure and sale provides the owner the ability to consolidate same with their adjacent property thereby creating a more desirable development parcel.

POLICY/REGULATORY ANALYSIS:

Under the "City of Prince George Positions and Delegation of Authority Bylaw No. 8340, 2011, Amendment Bylaw No. 8663, 2015" Real Estate Services has approved the sale of 1620m² (0.162 hectares) of dedicated road as shown on Appendix A for purchase by the adjacent landowner, Roman Catholic Episcopal Corporation of Prince Rupert.

Proposed Bylaw 8988, 2018 authorizes the City to close the road area as shown on Appendix A and remove its road dedication thereby allowing for consolidation of the 1620m² (0.162 hectares) portion of road area with the adjacent lands being Lot 1 District Lot 2003 Cariboo District Plan 9567 as shown by the heavy outlined area on the Proposed Consolidation Plan attached hereto as Exhibit A.

STRATEGIC PRIORITIES:

Closing the road area and consolidating it with the adjacent lands will enable the approved sale to occur; as well, closure will address the following areas:

- Sustainable Fiscal Management
- Sustainable Infrastructure
- Diversifying our Economy

FINANCIAL CONSIDERATIONS:

Purchase price for the road closure is being satisfied by an exchange for road dedication required by the City of Prince George totaling 1620m² (0.162 hectares) from Lot 2 District Lot 2003 Cariboo District Plan EPP81720 as shown highlighted on Exhibit B. The value of the land exchange is considered to be of equal market value at \$80,060.00.

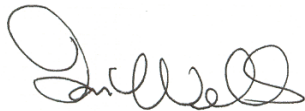
SUMMARY AND CONCLUSION:

Real Estate has conducted a circulation of the road closure proposal to various external utilities (Shaw Direct, BC Hydro, Fortis BC and Telus) which resulted in no concerns with this closure. FortisBC will require a Right of Way for existing facilities.

As the road area to be closed is located within 800 meters of an arterial highway, the Ministry of Transportation's approval is required.

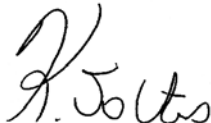
If approved, the bylaw, consolidation and road dedication plans will be deposited at the Land Title Office to consolidate the road area with the adjacent Lot as shown on Exhibit A Proposed Consolidation Plan and to dedicate road as shown on Exhibit B Proposed Road Dedication.

RESPECTFULLY SUBMITTED:



Ian Wells,
General Manager, Planning and Development

APPROVED:



Kathleen Soltis, City Manager
Meeting date: November 26, 2018

Edoc #481708

REFERENCE PLAN OF ROAD CLOSURE TO ACCOMPANY BY-LAW No. 8988,
(PRINCE GEORGE) CLOSING A PORTION OF ROAD DEDICATED ON PLAN 9567,
DISTRICT LOT 2003, CARIBOO DISTRICT.

PLAN EPP86922

PURSUANT TO SECTION 120 OF THE LAND TITLE ACT AND
SECTION 40 OF THE COMMUNITY CHARTER.

INTEGRATED SURVEY AREA No. 39 PRINCE GEORGE, BC, NAD83 (CSRS) 4.0.0.BC.1
BCGS 93G.087



THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH BY 432mm IN
HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:1000.

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN GEODETIC
CONTROL MONUMENTS 86H1561 AND 86H1706.

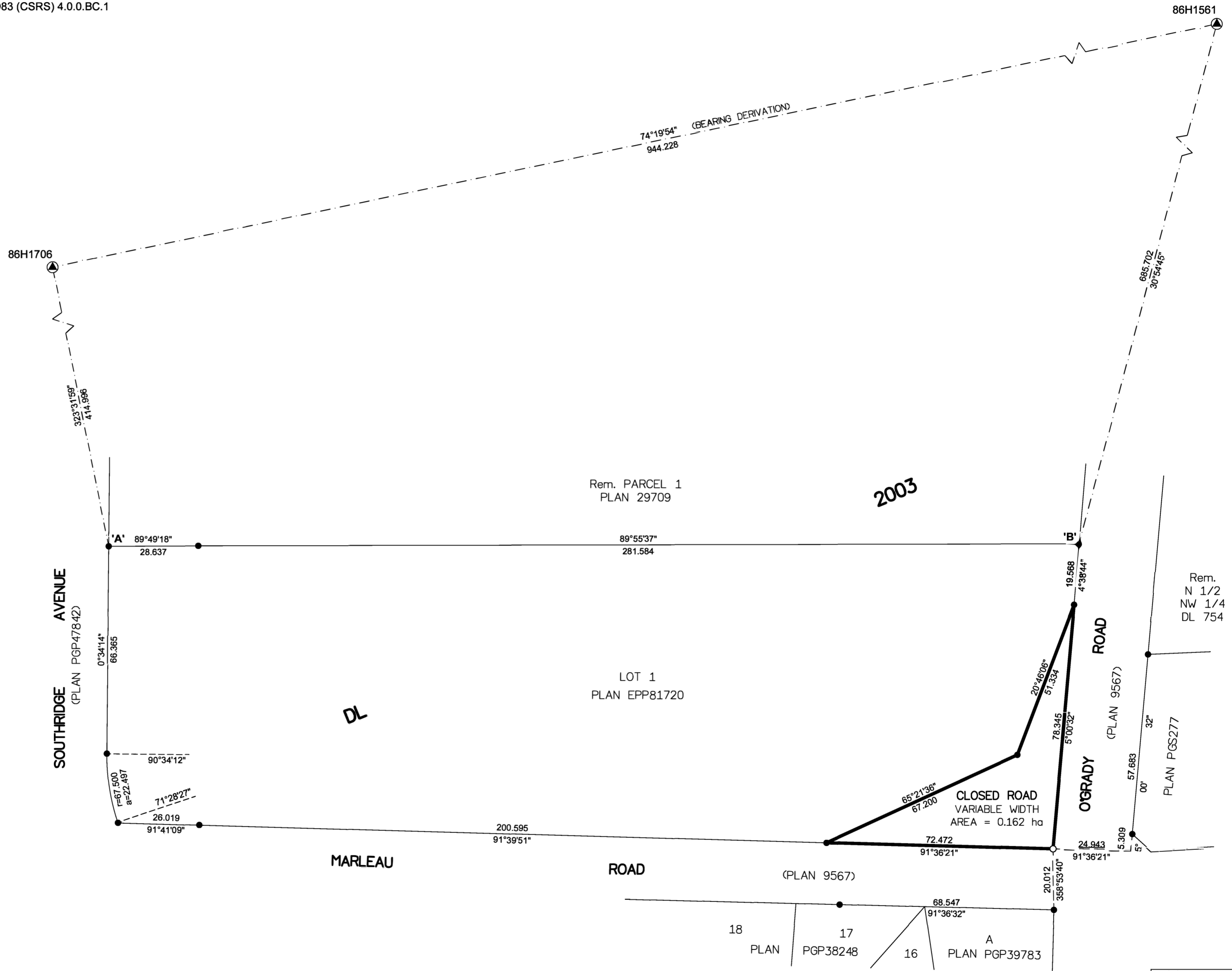
THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL
ACCURACY ACHIEVED HAVE BEEN DERIVED FROM MASCOT PUBLISHED
COORDINATES AND STANDARD DEVIATIONS FOR GEODETIC CONTROL
MONUMENT 86H1706.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS
OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY
GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF
0.9995015 WHICH HAS BEEN DERIVED FROM CONTROL MONUMENTS 86H1561
AND 86H1706.

LEGEND

SYMBOLS		DESCRIPTION
FOUND	PLACED	
		CONTROL MONUMENT
		STANDARD IRON POST
		COMBINED SCALE FACTOR
		ESTIMATED HORIZONTAL POSITIONAL ACCURACY

GEOREFERENCING POSITIONS UTM COORDINATES, ZONE 10, NAD 83 (CSRS), 4.0.0.BC.1				
STATION	NORTHING	EASTING	EHPA	CSF
Fd.IP'A'	5968214.21	514235.71	0.12	0.9994986
Fd.IP'B'	5968303.10	514542.94	0.11	0.9995035



THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED
ON THE 26th DAY OF SEPTEMBER, 2018
SHAUNA C. GOERTZEN, BCLS 798

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF FRASER-FORT GEORGE.

McElhanney
McELHANNEY ASSOCIATES
LAND SURVEYING LTD.
Suite 12
556 North Nechako Road
Prince George BC
Canada V2K 1A1
Tel 250 561 2229
File No. 2341-6646-01-RC

REFERENCE PLAN OF CONSOLIDATION OF LOT 1, PLAN EPP81720,
AND THAT PART OF CLOSED ROAD SHOWN ON PLAN EPP86922,
ALL IN DISTRICT LOT 2003, CARIBOO DISTRICT.

PLAN EPP86923

PURSUANT TO SECTION 100(1)(b) OF THE LAND TITLE ACT.

INTEGRATED SURVEY AREA No. 39 PRINCE GEORGE, BC, NAD83 (CSRS) 4.0.0.BC.1

BCGS 93G.087



THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH BY 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:1000.

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN GEODETIC CONTROL MONUMENTS 86H1561 AND 86H1706.

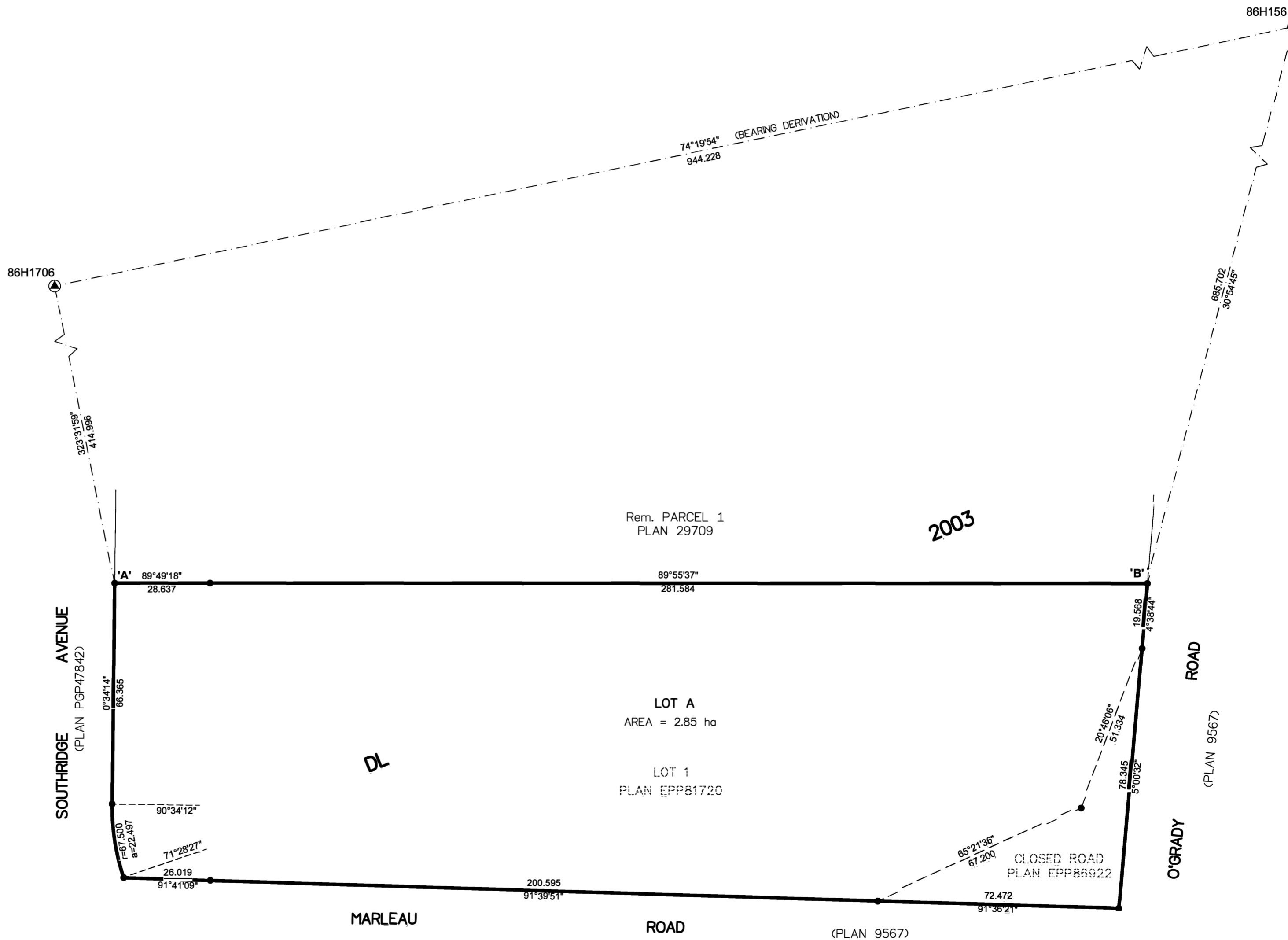
THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL ACCURACY ACHIEVED HAVE BEEN DERIVED FROM MASCOT PUBLISHED COORDINATES AND STANDARD DEVIATIONS FOR GEODETIC CONTROL MONUMENT 86H1706.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF 0.9995015 WHICH HAS BEEN DERIVED FROM CONTROL MONUMENTS 86H1561 AND 86H1706.

LEGEND

SYMBOLS	DESCRIPTION
FOUND PLACED	
	CONTROL MONUMENT
	STANDARD IRON POST
CSF	COMBINED SCALE FACTOR
EHPA	ESTIMATED HORIZONTAL POSITIONAL ACCURACY

GEOREFERENCING POSITIONS				
UTM COORDINATES, ZONE 10, NAD 83 (CSRS), 4.0.0.BC.1				
STATION	NORTHING	EASTING	EHPA	CSF
Fd.IP'A'	5968214.21	514235.71	0.12	0.9994986
Fd.IP'B'	5968303.10	514542.94	0.11	0.9995035



THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 26th DAY OF SEPTEMBER, 2018
SHAUNA C. GOERTZEN, BCLS 798

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF FRASER-FORT GEORGE.

McElhanney
McELHANNEY ASSOCIATES
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556 North Nechako Road
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Canada V2K 1A1
Tel 250 561 2229

File No. 2341-6646-01-CON

**SUBDIVISION PLAN OF LOT 3, PLAN 9102,
EXCEPT PLAN PGP47842, AND LOT 1, PLAN 9567,
EXCEPT PLAN PGP39017, ALL IN DISTRICT LOT 2003,
CARIBOO DISTRICT.**

PURSUANT TO SECTION 67 OF THE LAND TITLE ACT

INTEGRATED SURVEY AREA No. 39 PRINCE GEORGE, BC, NAD83 (CSRS) 4.0.0.BC.1

BCGS 93G.087



THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH BY 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:2000.

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN GEODETTIC CONTROL MONUMENTS 86H1561 AND 86H1706.

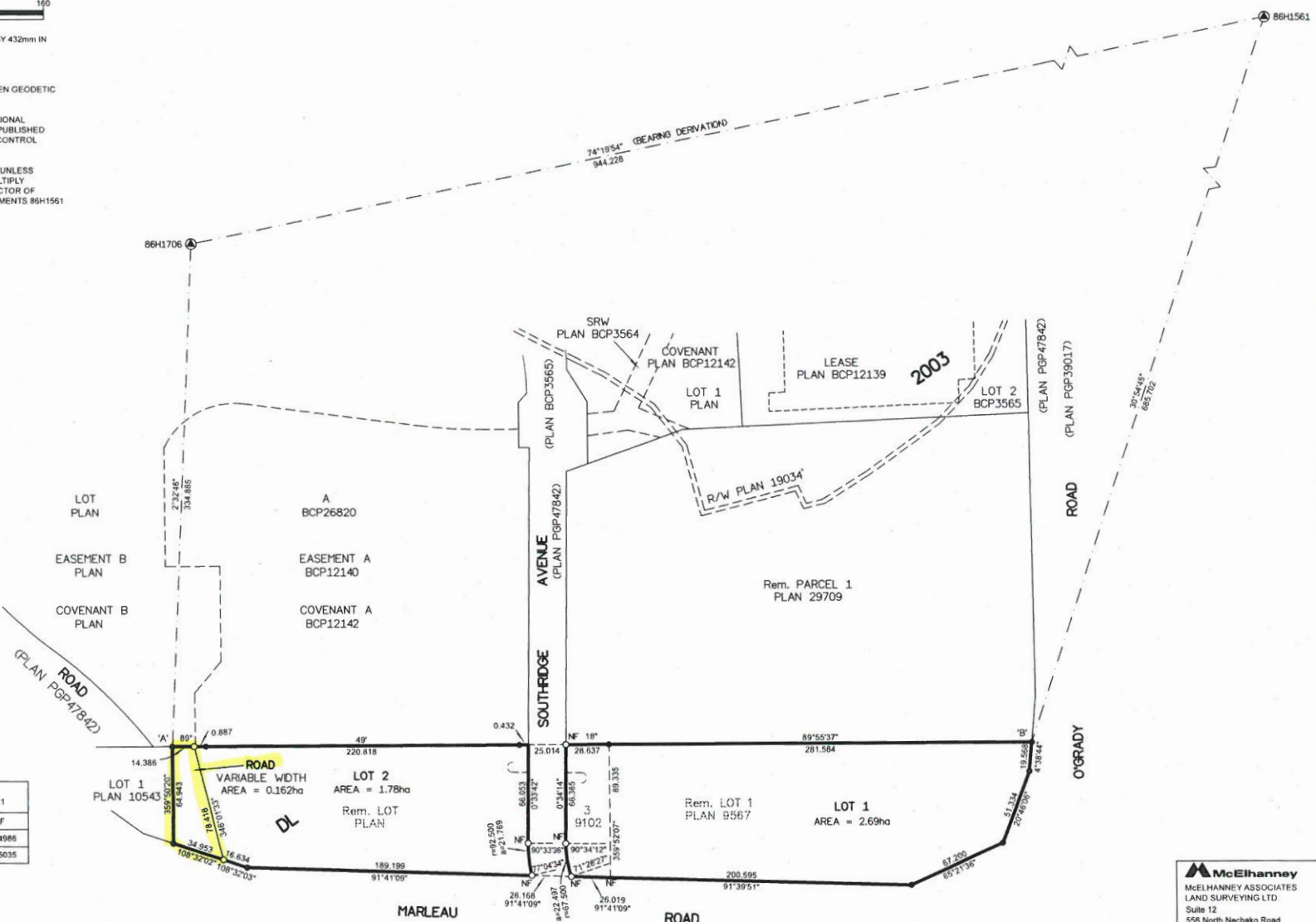
THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL ACCURACY ACHIEVED HAVE BEEN DERIVED FROM MASCOIT PUBLISHED COORDINATES AND STANDARD DEVIATIONS FOR GEODETTIC CONTROL MONUMENT 86H1706.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF 0.9995015 WHICH HAS BEEN DERIVED FROM CONTROL MONUMENTS 86H1561 AND 86H1706.

NOTE:
SOME POSTS AND LINES ARE EXAGGERATED FOR CLARITY.

LEGEND

SYMBOLS	DESCRIPTION
FOUND	PLACED
⊙	CONTROL MONUMENT
●	STANDARD IRON POST
CSF	COMBINED SCALE FACTOR
EHPA	ESTIMATED HORIZONTAL POSITIONAL ACCURACY



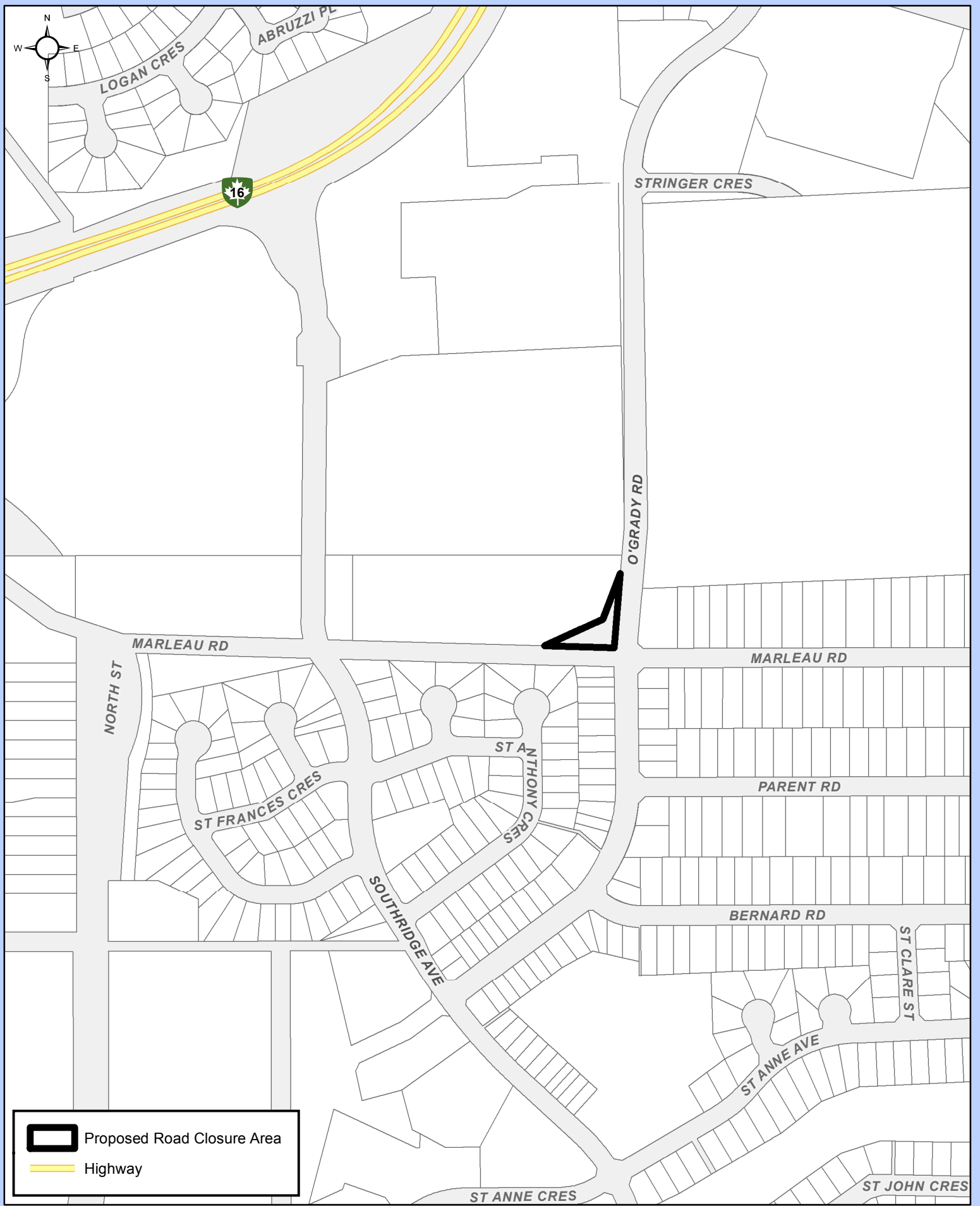
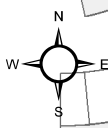
GEOREFERENCING POSITIONS				
UTM COORDINATES, ZONE 10, NAD 83 (CSRS), 4.0.0.BC.1				
STATION	NORTHING	EASTING	EHPA	CSF
Fd IPA'	5968301.84	513971.47	0.12	0.9994986
Fd IPIB'	5968303.10	514542.94	0.11	0.9995035


THIS PLAN LIES WITHIN THE JURISDICTION OF THE APPROVING OFFICER FOR THE CITY OF PRINCE GEORGE.
CPG FILE NO. SD100558


THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 10th DAY OF AUGUST, 2018
SHAUNA C. GOERTZEN, BCLS 798

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF FRASER-FORT GEORGE.

McElhanney
McELHANNEY ASSOCIATES
LAND SURVEYING LTD.
Suite 12
556 North Nechako Road
Prince George BC
Canada V2K 1A1
Tel 250 561 2229
File No. 2341-6646-S
CPG File No. SD100558



 Proposed Road Closure Area

 Highway

0 15 30 60 90 120 150 Meters
 Coordinate System: NAD 1983 UTM Zone 10N
 Projection: Transverse Mercator
 Datum: North American 1983
 1:5000

Exhibit "C" - Location Map

CITY OF PRINCE GEORGE
BYLAW NO. 8988

A Bylaw of the City of Prince George to permanently close a portion of road located near the intersection of Marleau Road and O'Grady Road to remove its highway dedication for the purpose of future disposal of the lands.

WHEREAS the Council of the City of Prince George deems it desirable that an approximate 1620 square meters (.162 hectares) of road dedicated on Plan 9567 be closed to traffic, and that the highway dedication thereof be removed;

AND WHEREAS, in accordance with section 40 of the *Community Charter*, notice of intention to adopt this bylaw has been delivered, posted and published, and an opportunity has been provided for persons who consider they are affected by this bylaw to make representations to Council;

NOW THEREFORE the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the portion of highway dedicated on Plan 9567, as shown outlined in bold black on Reference Plan EPP86922 attached hereto as Appendix "A" and forming part of this Bylaw, is closed to traffic.
2. That the dedication of the portion of highway dedicated by Plan 9567, District Lot 2003, Cariboo District, as shown outlined in bold black on Reference Plan EPP86922, attached hereto as Appendix "A" and forming part of this Bylaw, is removed.
3. The Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
4. This Bylaw shall come into full force and take effect upon its adoption and shall be filed with the Registrar of the applicable Land Title Office.
5. This Bylaw may be cited for all purposes as "Marleau Road - O'Grady Road Road Closure Bylaw No. 8988, 2018".

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

First two readings passed by a decision of Member of City Council present and eligible to vote.

READ A THIRD TIME THIS DAY OF 2018

Third reading passed by a decision of Member of City Council present and eligible to vote.

Certified correct as passed third reading this day of 2018

CORPORATE OFFICER OF
THE CITY OF PRINCE GEORGE

APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE PURSUANT TO THE PROVISIONS OF SECTION 41(3) OF THE COMMUNITY CHARTER

THIS DAY OF 2018

for MINISTER OF TRANSPORTATION
AND INFRASTRUCTURE

ADOPTED THIS DAY OF 2018,
BY A DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND
ELIGIBLE TO VOTE

MAYOR

CORPORATE OFFICER

REFERENCE PLAN OF ROAD CLOSURE TO ACCOMPANY BY-LAW No. 8988,
(PRINCE GEORGE) CLOSING A PORTION OF ROAD DEDICATED ON PLAN 9567,
DISTRICT LOT 2003, CARIBOO DISTRICT.

PLAN EPP86922

PURSUANT TO SECTION 120 OF THE LAND TITLE ACT AND
SECTION 40 OF THE COMMUNITY CHARTER.

INTEGRATED SURVEY AREA No. 39 PRINCE GEORGE, BC, NAD83 (CSRS) 4.0.0.BC.1
BCGS 93G.087



THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH BY 432mm IN
HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:1000.

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN GEODETIC
CONTROL MONUMENTS 86H1561 AND 86H1706.

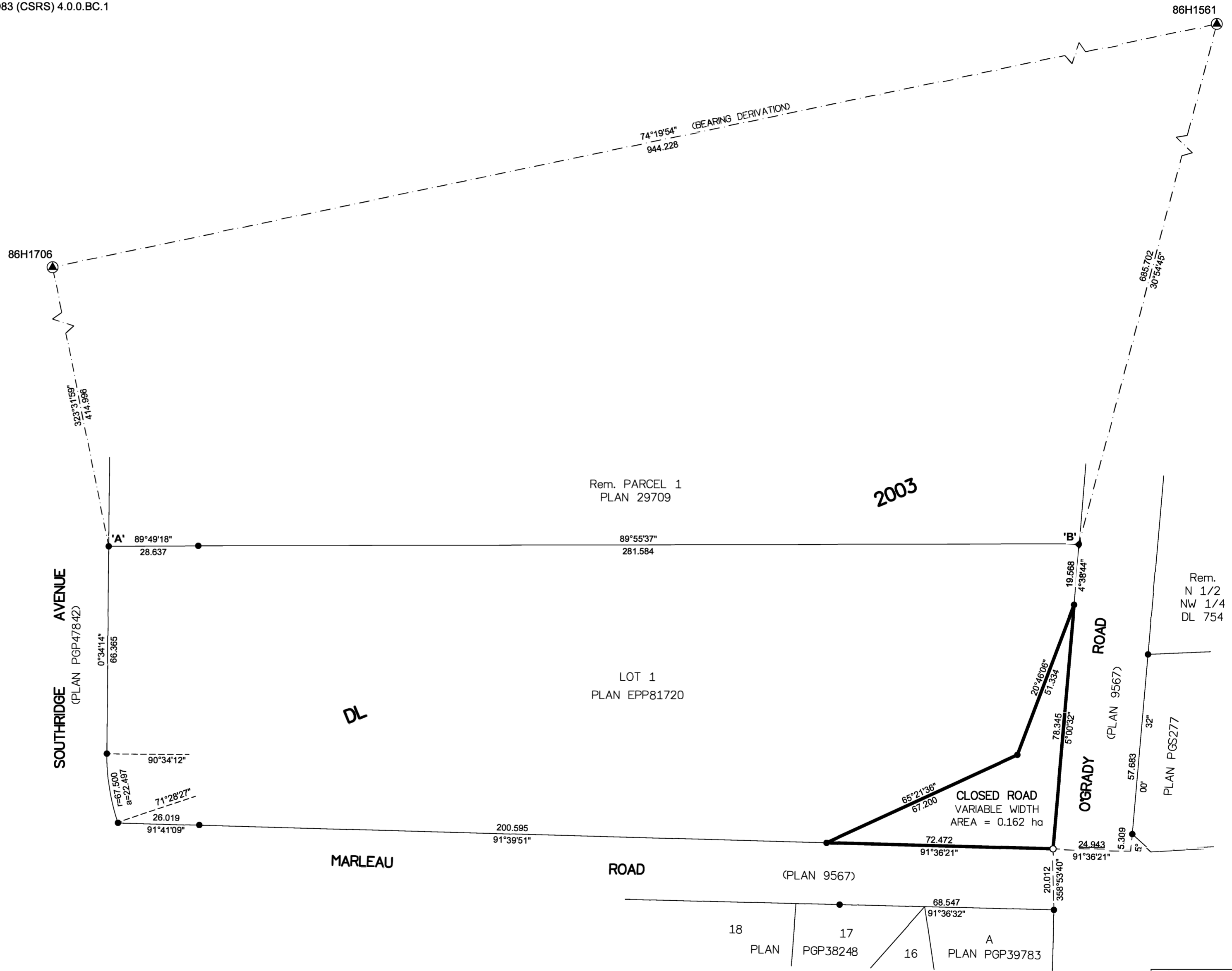
THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL
ACCURACY ACHIEVED HAVE BEEN DERIVED FROM MASCOT PUBLISHED
COORDINATES AND STANDARD DEVIATIONS FOR GEODETIC CONTROL
MONUMENT 86H1706.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS
OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY
GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF
0.9995015 WHICH HAS BEEN DERIVED FROM CONTROL MONUMENTS 86H1561
AND 86H1706.

LEGEND

SYMBOLS		DESCRIPTION
FOUND	PLACED	
		CONTROL MONUMENT
		STANDARD IRON POST
		COMBINED SCALE FACTOR
		ESTIMATED HORIZONTAL POSITIONAL ACCURACY

GEOREFERENCING POSITIONS UTM COORDINATES, ZONE 10, NAD 83 (CSRS), 4.0.0.BC.1				
STATION	NORTHING	EASTING	EHPA	CSF
Fd.IP'A'	5968214.21	514235.71	0.12	0.9994986
Fd.IP'B'	5968303.10	514542.94	0.11	0.9995035



THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED
ON THE 26th DAY OF SEPTEMBER, 2018
SHAUNA C. GOERTZEN, BCLS 798

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF FRASER-FORT GEORGE.

McElhanney
McELHANNEY ASSOCIATES
LAND SURVEYING LTD.
Suite 12
556 North Nechako Road
Prince George BC
Canada V2K 1A1
Tel 250 561 2229
File No. 2341-6646-01-RC

STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: November 8, 2018

TO: **MAYOR AND COUNCIL**

NAME AND TITLE: Ian Wells, General Manager of Planning and Development

SUBJECT: Rezoning Amendment Application No. RZ100606 (Bylaw No. 8987)

Applicant: Scott Atherton
Location: 4585 Martin Road

ATTACHMENT(S): - Location and Existing Zoning Map
- Appendix "A" to Bylaw No. 8987

RECOMMENDATION(S):

THAT Council GIVE first two readings to "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8987, 2018".

PURPOSE:

The applicant would like to rezone the subject property located at 4585 Martin Road from RS1m: Suburban Residential to RS2m: Single Residential to facilitate a proposed subdivision to create one (1) additional lot.

Site Characteristics

Location	4585 Martin Road
Legal Description	Lot 7, District Lot 2424, Cariboo District, Plan 9705
Current Use	Residential
Site Area	1580 m ²
OCP Designation	Neighbourhood, Residential
Growth Management Class	Infill
Servicing	Water and Sanitary connections

Zoning (see Appendix "A" to Bylaw No. 8987)

Current Zoning	RS1m: Suburban Residential
Proposed Zoning	RS2m: Single Residential

Surrounding Land Use Table

North	Martin Road; Suburban Residential; Rural Residential
South	Suburban Residential
East	Suburban Residential
West	Suburban Residential

Relevant Applications

Subdivision Application No. SD100584: The applicant has applied to create one (1) additional lot at 4585 Martin Road.

POLICY/REGULATORY ANALYSIS:

Official Community Plan

Future Land Use

The subject property is designated as Neighbourhood, Residential in Schedule B-6: Future Land Use of the Official Community Plan. This designation encourages development that is consistent with form and character of existing neighbourhoods (Policies 8.3.58 and 8.3.62) and permits housing forms with a density of less than 22 units/ha (Policy 8.3.59) The OCP supports infill and redevelopment in existing neighbourhoods that is incremental, respects the scale and character of the existing neighbourhood and has relatively minor immediate impacts on the surrounding area (Policies 8.3.45, 8.3.48). As identified above, the applicant has proposed to rezone the subject property to facilitate a proposed subdivision of the subject property to create one (1) additional lot.

The permitted uses and density in the proposed RS2m: Single Residential zone is consistent with the above mentioned OCP policy.

Growth Management

The subject property is designated as Infill in Schedule B-4: Growth Management of the Official Community Plan. Properties with this designation are intended to be a priority for redevelopment and infill projects.

Growth Management designations allow the City to direct growth in ways that support community goals. The Official Community Plan indicates that areas designated as Infill should be a priority for upgrades and extensions to networks and services (e.g. pipes, sidewalks, roads etc.). Further, these areas are intended to facilitate redevelopment and infill, create land-use patterns which are supportive of walking, cycling and transit, promote walkable communities, strengthen neighbourhoods, minimize replacement and maintenance of infrastructure, and remove barriers to growth.

The proposed rezoning will facilitate redevelopment within an established neighbourhood, and will utilize existing City infrastructure. The redevelopment of existing properties within an existing neighbourhood is consistent with the Growth Management Infill designation.

Zoning Bylaw

The subject property is zoned RS1m: Suburban Residential and has a house on the east portion of the property. The RS1m zone is intended to foster a suburban lifestyle on properties larger than 845 m² and provide for complementary residential related uses that are compatible with the residential character of the area. Areas designated RS1m allow manufactured housing.

The property owner would like to rezone the subject property from RS1m: Suburban Residential to RS2m: Single Residential in order to facilitate the future subdivision of the parcel to create one (1) new lot. The RS2m zone is intended to foster an urban lifestyle on properties larger than 500 m² and provide for complementary residential related uses that are compatible with the residential character of the area. Areas designated RS2m also allow for manufactured housing.

Table 1. Zoning Comparison

	RS1m: Suburban Residential	RS2m: Single Residential
Subdivision Regulations		
Minimum Lot Width	20.0 m	15.0 m
Minimum Lot Area	845 m ²	500 m ²
Maximum Lot Area	0.4 ha	
Development Regulations		
Maximum Site Coverage	30%	40%
Maximum Height	10.0 m	10.0 m
Minimum Setbacks	Interior Side Yard: 1.2m Front Yard: 4.5m Rear Yard: 6.0m	Interior Side Yard: 1.2m Front Yard: 4.5m Rear Yard: 6.0m

The existing property is approximately 39.0 m wide and has a lot area of 1580 m². As shown above in Table 1., the minimum lot width and lot area of the RS2m zone is less than the RS1m zone and therefore facilitates the proposed subdivision. Through the subdivision process, the proposed lots would need to meet the minimum site area and lot width of the RS2m zone. Furthermore, the existing house would also need to meet the minimum interior side yard setback from the newly created interior lot line.

The parcel is surrounded by properties that range in size from 788.9 m² to 10611.8 m² and a mix of zones (i.e. AR3m, RS1m and RS2m), with the nearest RS2m zone within 40 meters of the subject property. The proposed RS2m zone is consistent with the form and character of the area and the density supported in the OCP, therefore, Administration supports this application.

Referrals

This application was referred to internal City divisions and external agencies for comment and there were no concerns.

ALTERNATIVES:

1. Approve the bylaw
2. Approve the bylaw as amended
3. Refuse the bylaw
4. Defer or otherwise deal with the bylaw

Administration recommends that Bylaw No. 8987, 2018 be approved.

SUMMARY AND CONCLUSION:

The applicant would like to rezone the subject property located at 4585 Martin Road from RS1m: Suburban Residential to RS2m: Single Residential to facilitate a proposed subdivision to create one (1) additional lot. Administration is in support of this application for the reasons outlined in this report.

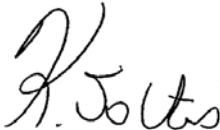
RESPECTFULLY SUBMITTED:



Ian Wells, General Manager of Planning and Development

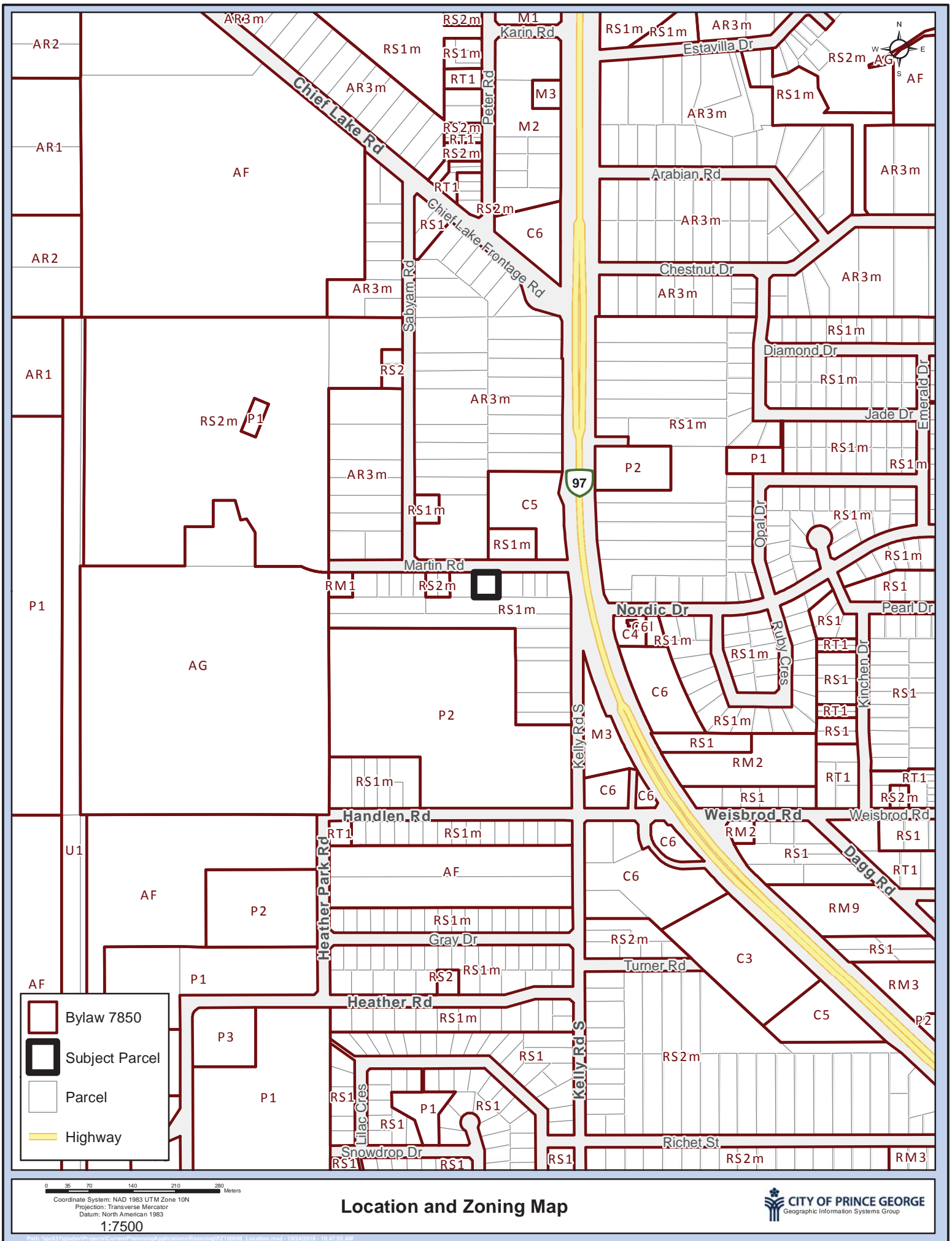
PREPARED BY: Nicole Fraser, Planner

APPROVED:



Kathleen Soltis, City Manager

Meeting date: November 26, 2018



- Bylaw 7850
- Subject Parcel
- Parcel
- Highway

0 35 70 140 210 280 Meters
 Coordinate System: NAD 1983 UTM Zone 10N
 Projection: Transverse Mercator
 Datum: North American 1983
 1:7500

Location and Zoning Map



Path: \\p251\geoinform\Projects\2106096\GIS\MapServer\config\2106096_Location.mxd - 10/24/2018 - 10:47:55 AM



MARTIN RD

Rezone from RS1m: Suburban Residential to
RS2m: Single Residential

6

7



Subject Parcel



Parcel



Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:500

Appendix "A" to Bylaw No.8987

Lot 7, DL 2424, CD, Plan 9705

CITY OF PRINCE GEORGE
BYLAW NO. 8987

A Bylaw of the City of Prince George to rezone certain lands and to amend the City of Prince George Zoning Bylaw No. 7850, 2007.

WHEREAS pursuant to the provisions of Section 479 of the *Local Government Act*, in relation to zoning, the Council of the City of Prince George is empowered to make regulations thereto;

AND WHEREAS “City of Prince George Zoning Bylaw No. 7850, 2007” has been adopted to make regulations thereto; and

AND WHEREAS the Council of the City of Prince George has deemed it desirable that a certain property be rezoned from RS1m: Suburban Residential to RS2m: Single Residential to facilitate a proposed subdivision to create one (1) additional lot, or other uses, pursuant to the RS2m: Single Residential zoning designation.

APPLICANT: **Scott Atherton**

SUBJECT PROPERTY: **4585 Martin Road**

AND WHEREAS a Public Hearing was held in accordance with the *Local Government Act* and notice of such hearing was given as required by Bylaw;

NOW THEREFORE the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the “City of Prince George Zoning Bylaw No. 7850, 2007”, be amended as follows:
 - a. That Lot 7, District Lot 2424, Cariboo District, Plan 9705, be rezoned from RS1m: Suburban Residential to RS2m: Single Residential, as shown on Appendix “A”, attached to and forming part of this Bylaw.
2. That the Zoning Map referred to as Schedule "A" of the “City of Prince George Zoning Bylaw No. 7850, 2007”, shall be amended accordingly.
3. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
4. That this Bylaw may be cited for all purposes as the "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8987, 2018".

READ A FIRST TIME THIS DAY OF , 2018.

READ A SECOND TIME THIS DAY OF , 2018.

First Two readings passed by a decision of Members of City Council present and eligible to vote.

READ A THIRD TIME THIS DAY OF , 2018.

Third reading passed by a decision of Members of City Council present and eligible to vote.

Certified correct as passed Third Reading, this day of , 2018.

CORPORATE OFFICER OF THE CITY OF PRINCE GEORGE

APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE PURSUANT TO THE PROVISIONS OF SECTION 41(3) OF THE COMMUNITY CHARTER

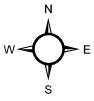
THIS DAY OF 2018

for MINISTER OF TRANSPORTATION AND INFRASTRUCTURE

ADOPTED THIS DAY OF , 2018, BY A DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

MAYOR

CORPORATE OFFICER





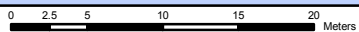
MARTIN RD

Rezone from RS1m: Suburban Residential to
RS2m: Single Residential

6

7

	Subject Parcel
	Parcel



Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:500

Appendix "A" to Bylaw No.8987
Lot 7, DL 2424, CD, Plan 9705



STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: November 1, 2018

TO: **MAYOR AND COUNCIL**

NAME AND TITLE: Ian Wells, General Manager of Planning and Development

SUBJECT: Request for Concurrence – Proposed Rogers Wireless Communications Facility

Applicant: Marshall Rasmussen of Medallion Wireless for Rogers Communications Inc.
Location: 8715 Willow Cale Road

ATTACHMENT(S):

- Location and Existing Zoning Map
- Public Consultation Package

RECOMMENDATION(S):

1. THAT Council instruct the Corporate Officer to advise Innovation, Science and Economic Development Canada in writing that:
 - a. Rogers Communications Inc. (Rogers) has satisfactorily completed its consultation with the City of Prince George;
 - b. The City of Prince George is satisfied with Rogers' public consultation process and does not require any further consultation with the public; and,
 - c. The City of Prince George concurs with Rogers' proposal to construct a wireless communications facility provided it is constructed substantially in accordance with the plans submitted to the City of Prince George for a 70.0 m tall antenna and ancillary equipment at 8715 Willow Cale Road (Lot 5, District Lot 749, Cariboo District, Plan BCP41575).

PURPOSE:

The City has received a Public Consultation Package from Medallion Wireless who is representing Rogers in identifying a suitable site for the installation and operation of a wireless communication facility. The proposed wireless communication facility will improve coverage and network quality in the City of Prince George and surrounding area.

The applicant is proposing to erect a 70.0 m tall antenna and ancillary equipment on the subject property. The applicant has proposed to place the facility in the north-east portion of the subject property. The proposed antenna and ancillary equipment will be securely fenced by a 30.0 m by 30.0 m compound area at the base. A preliminary site plan, compound layout and photo rendering are included in the attached Consultation Package.

The applicant is requesting that Council, through resolution or a letter, confirm that the City has been consulted, and concurs with the design and location of the proposed wireless communications facility.

Background

Site Characteristics

Location	8715 Willow Cale Road
Current Use	Vacant Land / Utility Corridor
Site Area	2.5 ha (6.3 acres)
Zoning	M5: Heavy Industrial and U1: Minor Utilities

Official Community Plan

Future Land Use	Business District Medium Industrial and Utility
Growth Management	Infill

Surrounding Land Use Table

North	Willow Cale Road / Vacant Land / BCR Industrial Park (Industrial)
South	BCR Industrial Park (Industrial)
East	Willow Cale Road / BCR Industrial Park (Industrial)
West	Fraser River

POLICY/REGULATORY ANALYSIS:

Radiocommunication Act

Wireless communications are federally regulated by Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, under the *Radiocommunication Act*. Provincial and municipal governments lack constitutional jurisdiction to interfere with or impair communication facilities licensed under federal legislation.

The Federal government recognizes that municipal governments should be informed and consulted with when ISED uses its authority to locate radiocommunications facilities and ancillary structures. Therefore, ISED has instituted a consultation policy. Since the City of Prince George does not have policy addressing land use consultation for the siting of antenna systems, ISED's default public consultation process is used. The policy requires that the proponent provide written notification of the proposal to the public, land use authority, and ISED. The municipality then has the opportunity to review and comment on the proposed antenna structure and location. The proponent would respond in an attempt to address any reasonable and relevant comments provided. The submissions would be reviewed by ISED who would then determine whether or not a license, with or without conditions, should be granted. ISED's default public consultation process requires the City of Prince George's concurrence with the tower proposal.

Although the City of Prince George has regulatory requirements (i.e., zoning) on the subject property, ISED's Federal policies and regulations supersede municipal regulatory requirements. It is ultimately ISED's decision to move forward with the installation of a radiocommunication facility and does not require City 'approval'.

Official Community Plan

The Official Community Plan contains no specific guidance with respect to the location of wireless communications facilities.

Zoning Bylaw

The subject property is zoned M5: Heavy Industrial. The purpose of the M5 zone is to provide for minor and major institutional and recreational uses. The M5 zone limits the height of development to 15.0 m. However, Section 4.3 of the Zoning Bylaw outlines that antenna structures are not subject to the maximum height limits of a zone, provided that no such structure shall cover more than 20% of the site area. The proposed tower and accessory equipment covers approximately 4% of the subject property; therefore the proposal is consistent with zoning.

The purpose of zoning is to create areas where compatible uses can co-exist while excluding uses that may not be compatible. From a land use perspective, wireless communications facilities do not raise compatibility issues such as hours of operation, noise, traffic generation, or intensity of the use. The main area of concern is the visual impact of such a structure, particularly in regards to height.

OTHER CONSIDERATIONS:

Public Consultation

The proponent followed ISED's default public consultation process for this proposal as the City of Prince George does not have policy addressing land use consultation for the siting of wireless communications facilities. Public consultation was carried out through written notification to adjacent landowners and stakeholders. Property owners within 210 m and less from the proposed installation received a copy of the attached consultation package and were provided 68 days to respond. The applicant has indicated that no written comments were received regarding the proposed facility.

The applicant is requesting that Council, through resolution or a letter, confirm that the City has been consulted and that Council concurs with the design and location of the proposed tower. Staff believes that this proposal will not cause any undue concerns and recommend that Council concur with the proposal.

Health and Safety

There are often concerns about potential health risks related to the placement of wireless communications facilities. ISED requires that such systems are operated in accordance with the safety guidelines established by Health Canada's publication "Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3Hz - 300 GHz". This is referred to as Safety Code Six. Prior to receiving a license from ISED, the operator must submit the calculations of the intensity of the radiofrequency fields to ensure that this installation does not exceed the maximum levels established by Safety Code Six requirements. This proposal indicates no concerns with respect to Safety Code Six.

ALTERNATIVES:

THAT Council instruct the Corporate Officer to advise ISED in writing that the City of Prince George does not support the Rogers proposal to construct a wireless communications facility described as a 70.0 m antenna and ancillary equipment on the subject property.

Should Council object to the proposed antenna there must be reasonable and relevant concerns identified and recorded in the minutes of the relevant Council Meeting. The City of Prince George is to provide written notice to the local ISED office who would initiate a dispute resolution process. The submission would be reviewed by ISED, who would then make a final decision on the issue(s) in question.

SUMMARY AND CONCLUSION:

The applicant is requesting that Council, through resolution or a letter, confirm that the City of Prince George has been consulted and that Council concurs with the design and location of the proposed antenna. Administration recommends that Council concur with the proposal as per the information provided in this report.

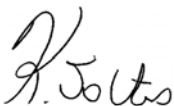
RESPECTFULLY SUBMITTED:



Ian Wells, General Manager of Planning and Development

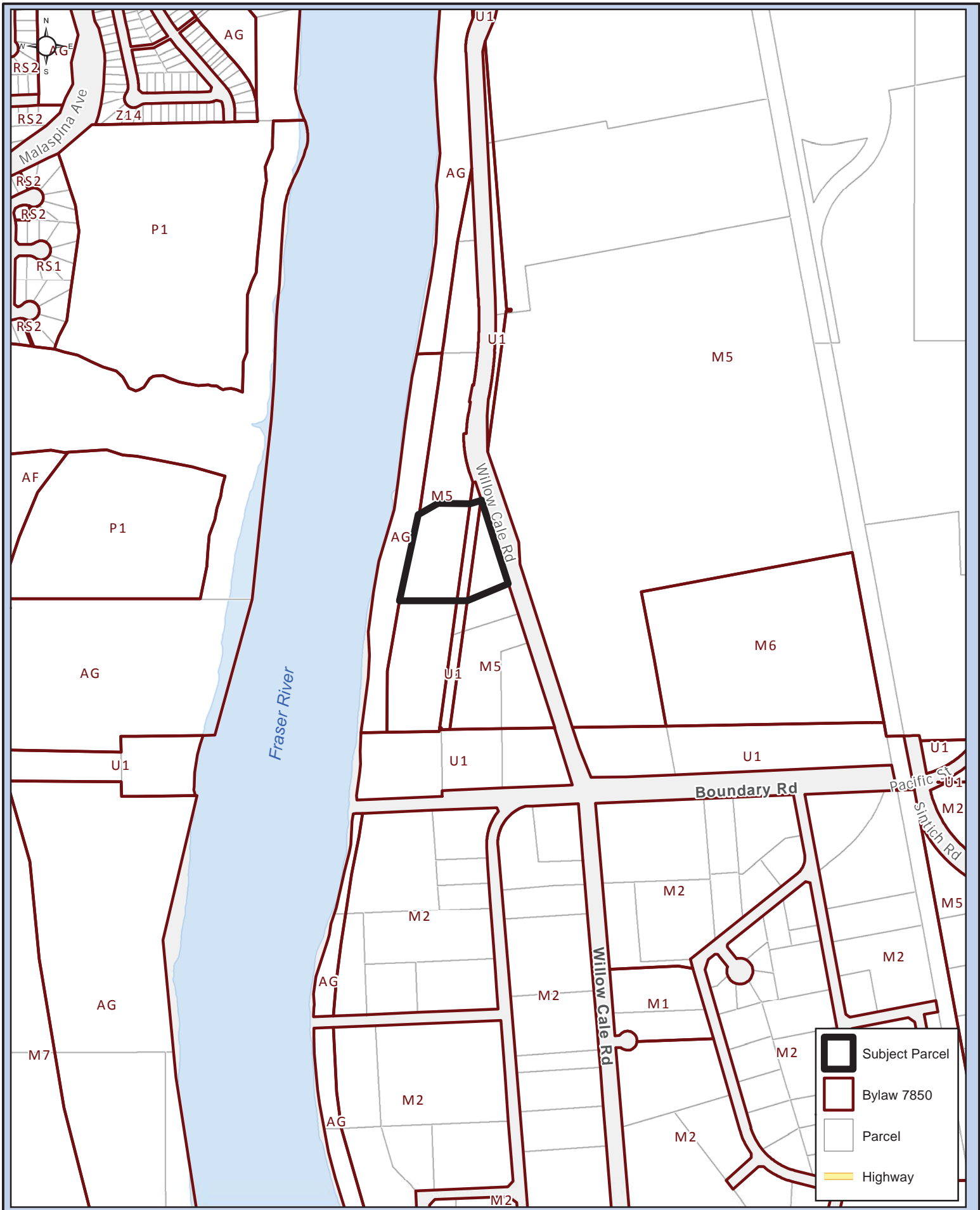
PREPARED BY: Kali Holahan, Planner

APPROVED:



Kathleen Soltis, City Manager

Meeting date: November 26, 2018



	Subject Parcel
	Bylaw 7850
	Parcel
	Highway

0 25 50 100 150 200 250
Meters

Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:8500

Location and Zoning Map



F:\GIS\Projects\GIS\Projects\GIS\Applications\Overlaid\Watershed_Location.mxd - 10/20/2016 - 12:12:53 PM



Public Consultation Package – Wireless Communications Site

Rogers Site: W3516 Prince George South

Location: 8715 Willow Cale Road, Prince George, V2N 6Z9

Lat: 53.845887, Lon: -122.742141

Contact

Rogers c/o Medallion Wireless, Consultant for Rogers

Attn: Marshall Rasmussen

#150 – 2417 Main Street

West Kelowna, BC, V4T 2H8

Telephone: 1-250-878-8831

Fax: 604-469-6838

Email: MarshallR@medallionwireless.com

August 24, 2018



#150 – 2417 Main Street, West Kelowna, BC V4T 2H8
Phone: 250-878-8831 Fax: 604-469-6838

Purpose of the Notice

This notification package is an invitation to the public to provide comments regarding a proposed wireless communication site to be located on a private land in Prince George at 8715 Willow Cale Road, V2N 6Z9. The coordinates are: Lat: 53.845887, Lon: -122.742141.

Introduction

Rogers Communications Inc. (“Rogers”) strives to improve coverage and network quality to remain the leading wireless provider in Canada. Rogers is proposing a wireless installation which consists of a self support tower and equipment shelter. Once completed the antenna system will measure 70 meters in height. Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, is responsible for the approval of this antenna system and requires Rogers to consult with the nearby public and local municipality. After reviewing this proposal, the City of Prince George will make its recommendation to ISED and Rogers.

The antenna system will be located here:



Antennas in the Vicinity

There is an existing Telus tower approximately 3.2 km North West of the proposed Rogers tower, however, this tower is not suitable for Rogers to co-locate on.

Network Requirements and Site Selection

The proposed site location is a result of many considerations. Existing structures, including towers, were initially reviewed during the site selection process. After careful examination, it has been determined there are no viable existing structures in the area that would be suitable for the operations of Rogers' network equipment.

The proposed location is considered to be appropriate given the surrounding areas and network requirements. The proposed location is well suited to provide coverage to the residential neighborhoods in the area. Rogers has invited Freedom Mobile, Bell Mobility, and TELUS to collocate on the proposed tower. Their responses are pending.

Details of the Proposed Tower

Rogers has completed preliminary design plans and a photo-simulation. These preliminary design plans are subject to final engineered design, land survey and approval of Transport Canada. The Photo-Simulation is a close representation and is for conceptual purposes only. Applications to both Nav Canada and Transport Canada have been submitted.

PHOTO-SIMULATION

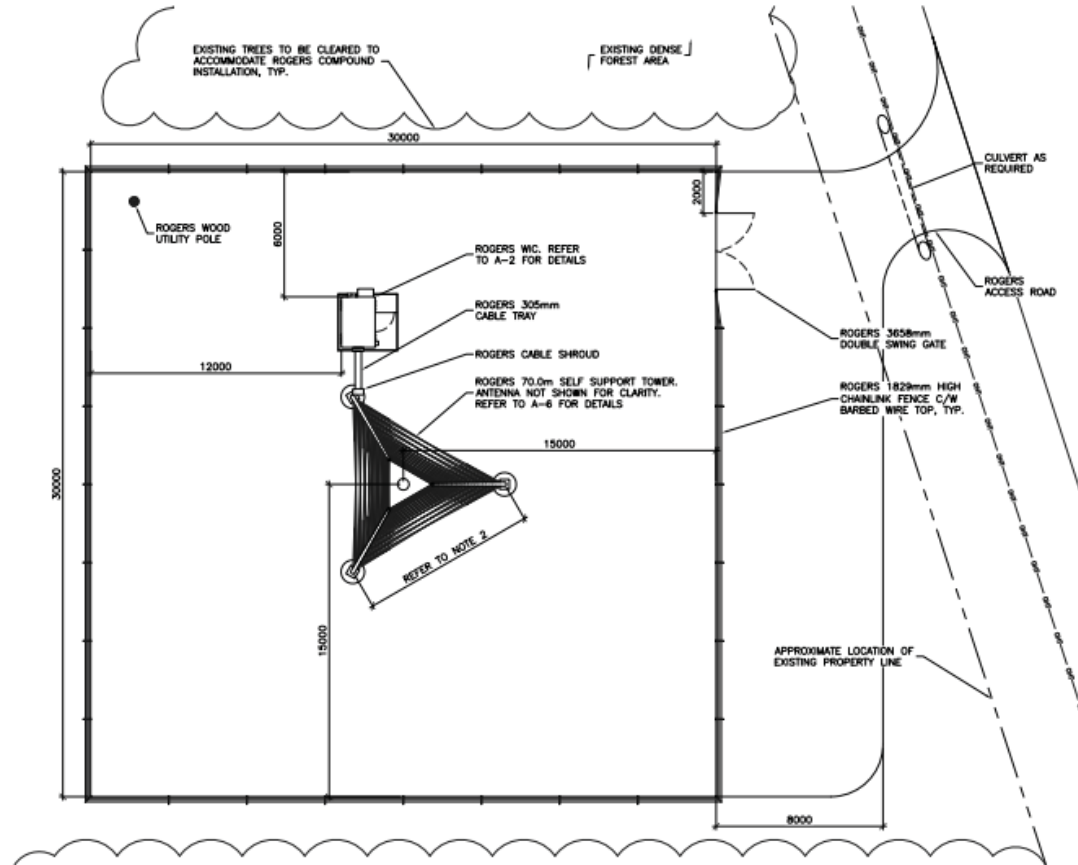
Looking North From Willow Cale Rd and Boundry Rd At Proposed Tower



*Photo Simulation is a close representation and is for conceptual purposes only – not to scale.
Proposed design is subject to change based on final engineer plans
The tower will be marked in accordance with Transport Canada Obstruction Marking and NAV Canada requirements.*



TRUE NORTH ARROW SHOWN ON THIS DRAWING IS APPROXIMATE ONLY AND MUST BE VERIFIED



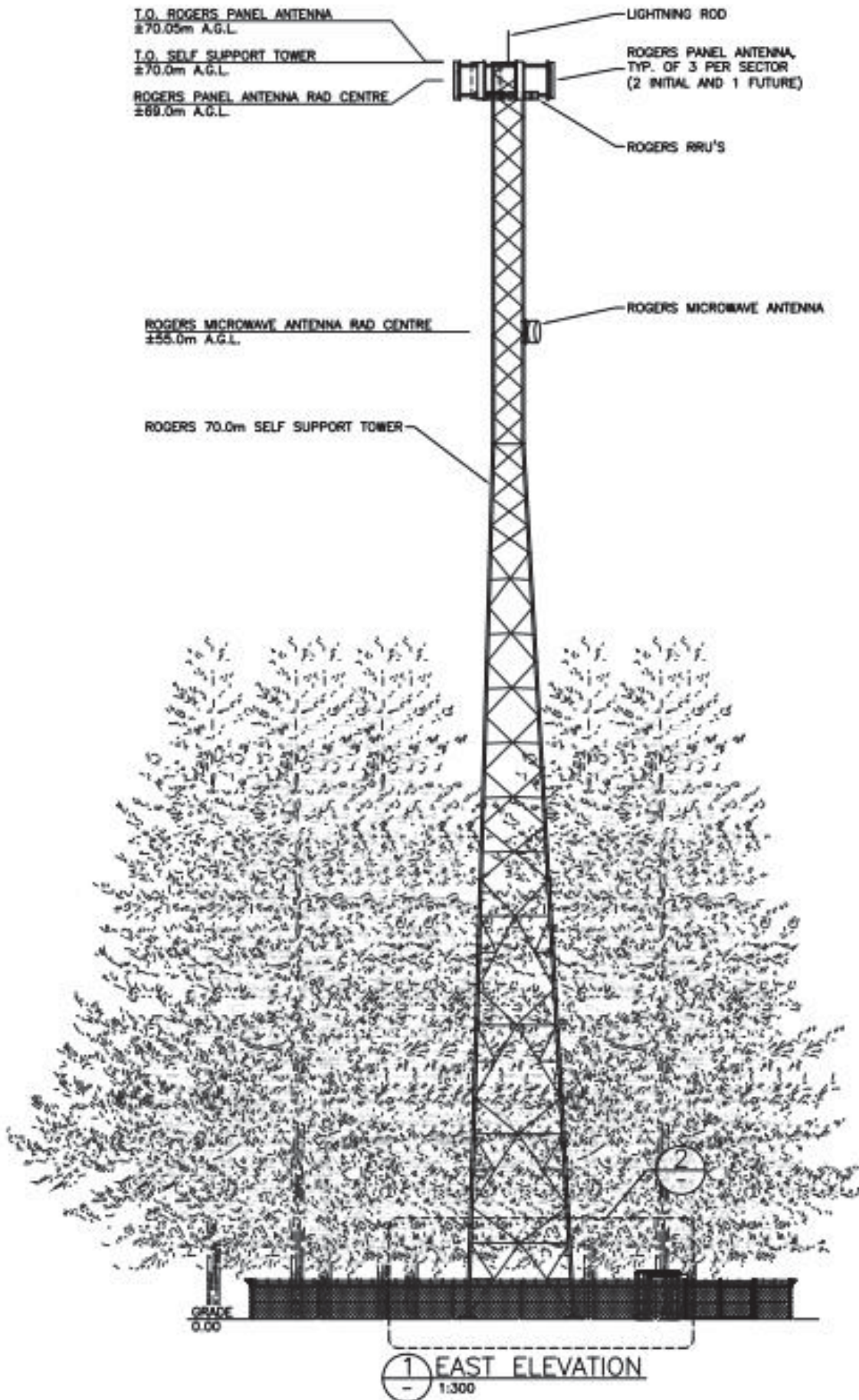
NOTES:

1. COMPOUND LAYOUT INFORMATION OBTAINED FROM SITE MEASUREMENTS TAKEN BY CORE ONE CONSULTING LTD. DATED JULY 6, 2018.
2. ROGERS TO PROVIDE EXACT TOWER MODEL AND SIZE.

1 COMPOUND LAYOUT
1:200

REV	ISSUED FOR REVIEW	DATE	BY
0	ISSUED FOR REVIEW	JUL 18/18	JC

	PROJECT: W3516 PRINCE GEORGE SOUTH PRINCE GEORGE BRITISH COLUMBIA	SCALE: AS NOTED CHECK BY: LC DRAWN BY: JC DATE: JUL/18/18 CAD FILE: ACS
	 225 • 1825 53RD AVENUE SURREY, BC V3S 3M4 TEL: (604) 866-6666 INFO@COREONECONSULTANTS.COM	DRAWING TITLE: COMPOUND LAYOUT



Health Canada's Safety Code 6 Compliance

Health Canada is responsible for research and investigation to determine and promulgate the health protection guidelines/limits for exposure to electromagnetic energy. Accordingly, Health Canada has developed a guideline entitled "Limits of Human Exposure to Radiofrequency Electromagnetic Field in the Frequency Range from 3kHz to 300 GHz – Safety Code 6". Canada's exposure limits are among the most stringent guidelines that are based on established effects.

ISED, under its authority, has adopted Safety Code 6 for the protection of the general public. As such, ISED requires all proponents and operators to ensure that their installations comply with the Safety Code 6 at all times.

Rogers attests that the radio antenna system described in this notification package will at all times comply with Health Canada's Safety Code 6 limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier co-locations and nearby installations within the local radio environment.

More information in the area of radiofrequency exposure and health is available at the following web site:

http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php

Transport Canada's Aeronautical Obstruction Marking Requirements

Rogers attests that the radio antenna system described in this notification package will comply with Transport Canada / NAV Canada aeronautical safety requirements. Rogers will make all necessary applications to Transport Canada and NAV Canada. Transport Canada has confirmed no marking or lighting of the tower are required.

For additional detailed information, please consult Transport Canada at:

<http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-512.htm>

Canadian Environmental Assessment Act

ISED requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation, including the Canadian Environmental Assessment Act. Rogers attests the installation proposed will comply with the Environmental Assessment Act requirements.

Engineering Practices

Rogers attests that the radio antenna system described in this notification package will be constructed in compliance with the National Building Code of Canada and comply with good engineering practices including structural adequacy.

ISED's Spectrum Management

Please be advised that the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through ISED. For more information on ISED's public consultation guidelines including CPC-2-0-03 contact (<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>) or the local ISED office at:

Northern British Columbia and Yukon Office

280 Victoria Street, Room 203
Prince George BC V2L 4X3
Telephone: 250-561-5291 or 1-800-667-3780
Fax: 250-561-5290
Email: ic.spectrumprincegeorge-princegeorgespectre.ic@canada.ca
(By appointment only)

Contact Information - Rogers and Public Comment Submission

Rogers is committed to effective public consultation. The public is invited to provide comments to Rogers about this proposal by mail, electronic mail, phone or fax. Please send your comments to the address below by the close of business day on date November 1, 2018.

Rogers will respond to all reasonable and relevant concerns. The City will be taking into account comments from the public and the proponent's response to each when providing its position to the proponent and ISED.

Closing Date for Submission of Written Public Comments

ISED's rules contain requirements for timely response to your questions, comments or concerns. We will acknowledge receipt of your communication within **14 days** and will provide a formal response to the Municipality and those members of the public who communicated to Rogers, within **60 days**. The members of the public who communicated with Rogers will then have **21 days** to review and reply to Rogers a final response.

Proponent's Contact Information

Rogers c/o Medallion Wireless, Consultant for Rogers
Attn: Marshall Rasmussen
#150 - 2417 Main Street
West Kelowna, BC, V4T 2H8
Telephone: 1-250-878-8831 | Fax: 604-469-6838
Email: MarshallR@medallionwireless.com

Contact Information – Local Gov't

Kali Holahan
1100 Patricia Blvd,
Prince George, BC V2L 3V9
250-561-7791
Kali.Holahan@princegeorge.ca



DATE: November 26, 2018

TO: MAYOR AND COUNCIL

NAME AND TITLE: WALTER BABICZ, GENERAL MANAGER OF ADMINISTRATIVE SERVICES

SUBJECT: Council Representative Appointments to External Organizations

ATTACHMENTS: None

RECOMMENDATION:

That Council:

1. APPOINT one (1) member of Council to serve as the City of Prince George representative on the Regional District of Bulkley-Nechako Regional Transit Service Committee until the 2022 general local election;
2. APPOINT one (1) member of Council to serve as the City of Prince George representative on the Canadian Urban Transit Associations (CUTA) Transit Board Members Committee (TBMC) until the 2022 general local election;
3. APPOINT up to two (2) members of Council to serve as Council liaison(s) to the Prince George Council of Seniors and its member organizations until the 2022 general local election;
4. APPOINT one (1) member of Council to serve as the City of Prince George representative on the Prince George Community Foundation Board of Directors until the 2022 general local election;
5. APPOINT one (1) member of Council and one (1) alternate member of Council to serve as the City of Prince George representative on the Mount Milligan Community Sustainability Committee until the 2022 general local election;
6. APPOINT one (1) member of Council to serve on the Prince George Public Library Board for a one year term ending December 31, 2019; and
7. APPOINT one (1) member of Council and one (1) alternate member of Council to serve as the City of Prince George representative on the Prince George Regional Advisory Committee (PG RAC) of the Northern Development Initiatives Trust until the 2022 general local election.

PURPOSE:

For Council to appoint its representatives to serve on the external organizations set out above.

STRATEGIC PRIORITIES:

1. Regional District of Bulkley-Nechako Regional Transit Service Committee

The Bulkley-Nechako Regional Transit Service Committee serves as an advisory body to the local government and first nations funding partners of the Highway 16 Regional Transit Service. Specifically, this body works to advise on topics including expansion and changes to existing service, related fares, and infrastructure needs. The Committee schedules approximately four meetings per year.

City Council may appoint one (1) of its members to the Bulkley-Nechako Regional Transit Service Committee.

2. Canadian Urban Transit Association (CUTA) Transit Board Members Committee (TBMC)

The Transit Board Members Committee (TBMC) is one of six sub-committees of the Canadian Urban Transit Association (CUTA) and is comprised of municipal councillors who sit on their local transit boards. It serves as a forum to share experiences, best practices, explore and study mutual topics of interest and coordinate national and provincial efforts to improve transit from a municipal perspective. Much like CUTA, the topics and discussions focus on the municipal-federal transit relationship and include discussion about different provincial approaches. It also raises awareness and promotes the use of CUTA reports and activities throughout the municipal sector.

The committee strives to have varied geographic and municipal size representation with approximately 15 members on the committee from all over Canada. Under the direction of the new Chair of TBMC, the committee will be actively promoting CUTA'S Transit Vision 2040 to municipalities across the country and will encourage them to adopt it. Members of the committee will also focus their efforts in reaching out to their Federal counterparts to discuss transit issues. TBMC holds regular meetings three to four (4) times per year, generally in February, May, September and November.

City Council may appoint one (1) of its members to the CUTA Transit Board Members Committee.

3. Prince George Council of Seniors (PGCOS) and Member Organizations

The Prince George Council of Seniors (PGCOS) is an active community organization governed by a volunteer Board of Directors that provides a variety of programs and services to seniors in our community. Member organizations include five seniors activity centres, various seniors and community organizations as well as a number of individual seniors unaffiliated with those centres or groups.

As in the previous term, City Council may appoint up to two (2) of its members to serve as a liaison to City Council in providing support for seniors' services, the Prince George Council of Seniors and their member organizations provide to the community.

4. Prince George Community Foundation

Founded in 1995, the Prince George Community Foundation is an independent, volunteer-driven, charitable organization that brings together people who care about their community. As a member of the

Community Foundations of Canada, the Prince George Community Foundation facilitates philanthropy, by partnering with donors to build permanent endowment funds that support community projects.

The Prince George Community Foundation offers the unique opportunity to support our community and to share in shaping its future by pooling and investing the charitable gifts of its donors. Gifts and bequests are accumulated in a permanent trust fund managed by a highly skilled team of professionals. Investment income is allocated carefully and responsibly to charitable organizations committed to enhancing the quality of life in our community.

The Prince George Community Foundation Board of Directors is responsible to set policies and practices that reflect clearly articulated values, vision and missions, which in turn inspire trust and stress fairness, flexibility and inclusiveness for the Prince George Community Foundation.

City Council may appoint one (1) of its members to the Prince George Community Foundation Board of Directors.

5. Mount Milligan Community Sustainability Committee

The Mount Milligan Community Sustainability Committee (CSC) is a collaboration of community--based organizations, local governments, First Nations, and Centerra Gold established to facilitate communication and better understanding between regional residents and the owners of the Mount Milligan Mine.

The CSC operates as a vehicle for the discussion of plans, programs, recommendations, and issues of concern and interest to Centerra Gold and the surrounding communities. The purpose of the CSC is to support open communication between Centerra Gold and the communities, and to assist Centerra Gold in identifying ways to maximize benefits of the mine, to improve its operations and to reduce impacts on the communities in ways that benefit all concerned. The CSC is an advisory group, with the right, and the responsibility, to make recommendations or requests to Centerra Gold, which will be reviewed, considered and responded to. The CSC meets at least quarterly. Members are required to attend a minimum of two meetings per year.

City Council may appoint one (1) of its members to the CSC.

6. Prince George Public Library Board

The Prince George Public Library Board consists of nine members. One (1) member of Council is selected to sit on the Board, and eight (8) members are appointed by Council from applications received from residents or electors of the municipality.

Annual appointments to the Library Board are to be made each November at the first regular meeting of the municipal Council in accordance with the *Library Act*.

The *Library Act* requires that the member of Council appointed to the Library Board serve for a term of one year. Councillor Terri McConnachie has served as Council Representative to the Board for three (3) one-year terms with her current term expiring on December 31, 2018.

City Council must appoint one (1) of its members to serve on the Library Board for a one-year term, beginning on January 1, 2019.

7. **Prince George Regional Advisory Committee (PG RAC) of the Northern Development Initiative Trust**

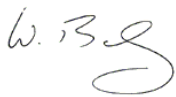
PG RAC's role is to provide advice to the Northern Development Initiative Trust (NDIT) board on governing NDIT's assets and corporate policy. It is also the responsibility of the regional advisory committees to elect two of their members to represent them on the NDIT board for two-year terms. Although each regional advisory committee member is appointed by a local government or represents a provincial constituency or appointment, the committees are intended to function in the best interests of the corporation and to make decisions by consensus or vote.

Council may appoint one of its members to serve as its representative on the PG RAC and one of its members to serve as its alternate representative on the PG RAC. Traditionally, Council has appointed the Mayor as its primary representative on PG RAC.

SUMMARY AND CONCLUSION:

It is recommended that Council appoint members of Council to the seven external organizations described in the report.

RESPECTFULLY SUBMITTED:



Walter Babicz, General Manager of Administrative Services/Acting City Manager

MEETING DATE: November 26, 2018

CITY OF PRINCE GEORGE
BYLAW NO. 8963

A Bylaw of the City of Prince George to rezone certain lands and to amend the City of Prince George Zoning Bylaw No. 7850, 2007.

WHEREAS pursuant to the provisions of Section 479 of *the Local Government Act*, in relation to zoning, the Council of the City of Prince George is empowered to make regulations thereto;

AND WHEREAS "City of Prince George Zoning Bylaw No. 7850, 2007" has been adopted to make regulations thereto;

AND WHEREAS the Council of the City of Prince George has deemed it desirable that a certain property be rezoned from C1: Downtown to C1I: Downtown, to facilitate a Liquor Primary License, or other uses, pursuant to the C1I: Downtown zoning designation(s).

APPLICANT: **Jacqueline Marion**

SUBJECT PROPERTY: **1180 3rd Avenue**

AND WHEREAS a Public Hearing was held in accordance with the *Local Government Act* and notice of such hearing was given as required by Bylaw;

NOW THEREFORE the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the "City of Prince George Zoning Bylaw No. 7850, 2007", be amended as follows:
 - a. That Lot 13, Block 43, District Lot 343, Cariboo District, Plan 1268, be rezoned from C1: Downtown to C1I: Downtown, as shown on Appendix "A", attached to and forming part of this Bylaw;
2. That the Zoning Map referred to as Schedule "A" of the "City of Prince George Zoning Bylaw No. 7850, 2007", shall be amended accordingly.
3. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
4. That this Bylaw may be cited for all purposes as the "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8963, 2018".

READ A FIRST TIME THIS 1 DAY OF OCTOBER , 2018.

READ A SECOND TIME THIS 1 DAY OF OCTOBER , 2018.

First Two readings passed by a UNANIMOUS decision of Members of City Council present and eligible to vote.

READ A THIRD TIME THIS 15 DAY OF OCTOBER , 2018.

Third reading passed by UNANIMOUS decision of Members of City Council present and eligible to vote.

Certified correct as passed Third Reading, this 17th day of OCTOBER , 2018.


CORPORATE OFFICER OF
THE CITY OF PRINCE GEORGE

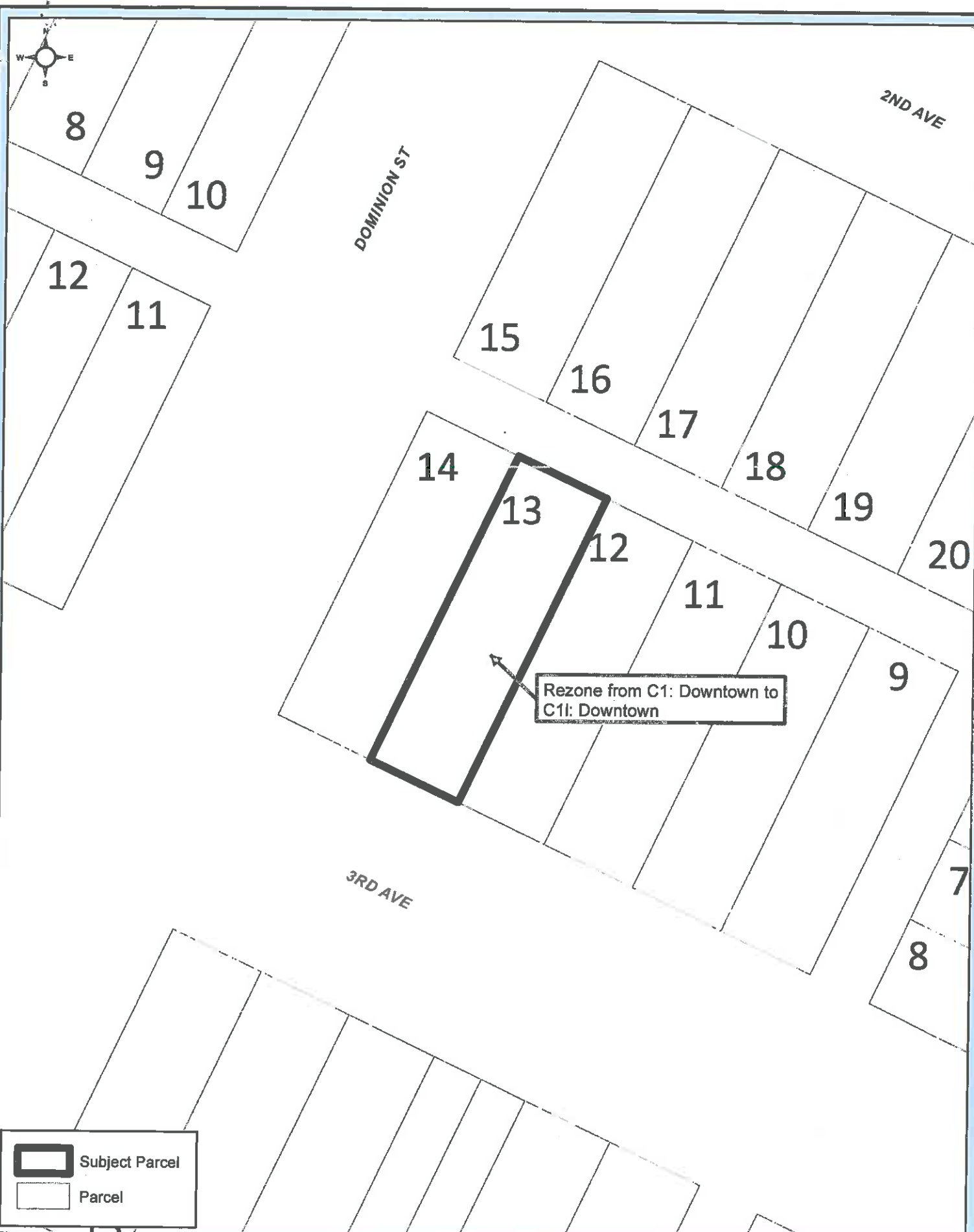
APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE PURSUANT TO THE PROVISIONS OF SECTION 52(3)(a) OF THE TRANSPORTATION ACT
THIS 26th DAY OF October , 2018.


for MINISTER OF TRANSPORTATION
AND INFRASTRUCTURE



ADOPTED THIS DAY OF , 2018,
BY A DECISION OF ALL MEMBERS OF CITY COUNCIL
PRESENT AND ELIGIBLE TO VOTE.

MAYOR

CORPORATE OFFICER



Rezone from C1: Downtown to C1i: Downtown

	Subject Parcel
	Parcel



Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:500

Appendix "A" to Bylaw No.8963

Lot 13, Block 43, DL 343, CD, Plan 1268



CITY OF PRINCE GEORGE
BYLAW NO. 8962

A Bylaw of the City of Prince George to rezone certain lands and to amend the City of Prince George Zoning Bylaw No. 7850, 2007.

WHEREAS pursuant to the provisions of Section 479 of the *Local Government Act*, in relation to zoning, the Council of the City of Prince George is empowered to make regulations thereto;

AND WHEREAS "City of Prince George Zoning Bylaw No. 7850, 2007" has been adopted to make regulations thereto;

AND WHEREAS the Council of the City of Prince George has deemed it desirable that certain properties be rezoned from C4: Local Commercial and RM4: Multiple Residential to RM5: Multiple Residential to facilitate the construction of a four (4) storey, 50-unit apartment building, or other uses, pursuant to the RM5: Multiple Residential zoning designation,

APPLICANT: **Keystone Architecture & Planning Ltd. for Kelson Investments Ltd.
Inc. No. BC0754748**

SUBJECT PROPERTY: **4441, 4427, and 4413 Glen Shee Road**

AND WHEREAS a Public Hearing was held in accordance with the *Local Government Act* and notice of such hearing was given as required by Bylaw;

NOW THEREFORE the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the "City of Prince George Zoning Bylaw No. 7850, 2007", be amended as follows:
 - a. That Lot A, District Lot 2508, Cariboo District, Plan 20433; Lot B, District Lot 2508, Cariboo District, Plan 20433; and Lot A, District Lot 2508, Cariboo District, Plan EPP72193, be rezoned from C4: Local Commercial and RM4: Multiple Residential to RM5: Multiple Residential, as shown on Appendix "A", attached to and forming part of this Bylaw;
2. That the Zoning Map referred to as Schedule "A" of the "City of Prince George Zoning Bylaw No. 7850, 2007", shall be amended accordingly.
3. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
4. That this Bylaw may be cited for all purposes as the "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8962, 2018".

BYLAW NO. 8962, 2018

READ A FIRST TIME THIS 17 DAY OF SEPTEMBER , 2018.

READ A SECOND TIME THIS 17 DAY OF SEPTEMBER , 2018.

First Two readings passed by a UNANIMOUS decision of Members of City Council present and eligible to vote.

READ A THIRD TIME THIS 15 DAY OF OCTOBER , 2018.

Third reading passed by a UNANIMOUS decision of Members of City Council present and eligible to vote.

Certified correct as passed Third Reading, this 17th day of OCTOBER , 2018.

W. S. Q.

DEPUTY CORPORATE OFFICER OF
THE CITY OF PRINCE GEORGE

ADOPTED THIS DAY OF , 2018,
BY A DECISION OF ALL MEMBERS OF CITY COUNCIL
PRESENT AND ELIGIBLE TO VOTE.

MAYOR

DEPUTY CORPORATE OFFICER



15TH AVE

UNIVERSITY WAY

GLEN SHEE RD

FOOTHILLS BLVD



Subject Area



Rezone from C4: Local Commercial to RM5: Multiple Residential



Rezone from RM4: Multiple Residential to RM5: Multiple Residential



Parcel



Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983

1:1500

Appendix "A" to Bylaw No.8962

Lot A, DL 2508, CD, Plan 20433, Lot B, DL 2508, CD, Plan 20433,
Lot A, DL 2508, CD, Plan EPP72193



CITY OF PRINCE GEORGE
BYLAW NO. 8792

A Bylaw of the City of Prince George to amend "City of Prince George Zoning Bylaw No. 7850, 2007"

WHEREAS pursuant to the provisions of Section 479 of the *Local Government Act*, in relation to zoning, the Council of the City of Prince George is empowered to make regulations thereto;

AND WHEREAS "City of Prince George Zoning Bylaw No. 7850, 2007" has been adopted to make regulations thereto;

AND WHEREAS the Council wishes to amend "City of Prince George Zoning Bylaw No. 7850, 2007" by rezoning certain properties from RS2: Single Residential to RM2: Multiple Residential to facilitate the construction of multi-family housing on the subject property;

APPLICANT: Marnie Martin for Heinrich Tillmanns
SUBJECT PROPERTY: 2863 Range Road

AND WHEREAS a Public Hearing was held in accordance with the *Local Government Act* and notice of such hearing was given as required by Bylaw;

NOW THEREFORE the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the "City of Prince George Zoning Bylaw No. 7850, 2007", be amended as follows:
 - a. That Lot 6, District Lot 1433, Cariboo District, Plan 17737, Except Plan 26746, be rezoned from RS2: Single Residential to RM2: Multiple Residential, as shown on Appendix "A" attached to and forming part of this Bylaw.
 - 1.1 That the Zoning Map referred to as Schedule "A" of the "City of Prince George Zoning Bylaw No. 7850, 2007", shall be amended accordingly.
2. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
3. That this Bylaw may be cited for all purposes as the "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8792, 2017".

READ A FIRST TIME THIS 11th DAY OF SEPTEMBER, 2017.

READ A SECOND TIME THIS 11th DAY OF SEPTEMBER, 2017.

First Two readings passed by a UNANIMOUS decision of Members of City Council present and eligible to vote.

READ A THIRD TIME AS AMENDED THIS 16th DAY OF OCTOBER, 2017.

Third Reading passed by a UNANIMOUS decision of Members of City Council present and eligible to vote.

Certified correct as passed Third Reading, this 23rd day of October, 2017.

M. Connelly
DEPUTY CORPORATE OFFICER OF
THE CITY OF PRINCE GEORGE

ADOPTED THIS _____ DAY OF _____, 2017, BY A
DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND
ELIGIBLE TO VOTE.

MAYOR

DEPUTY CORPORATE OFFICER



RANGE RD

Rezone from RS2: Single Residential to
RM2: Multiple Residential

5

6

7

ROMANIN CRES

33

34

35

30

 Subject Property
 Parcel

0 2.5 5 10 15 Meters

Coordinate System: NAD 1983 UTM Zone 18N
Projection: Transverse Mercator
Datum: North American 1983

1:500

Appendix "A" to Bylaw No. 8792

Lot 6, DL 1433, CD, Plan 17737, Except Plan 26746



CITY OF PRINCE GEORGE
BYLAW NO. 8935

A Bylaw of the City of Prince George to rezone certain lands and to amend the City of Prince George Zoning Bylaw No. 7850, 2007.

WHEREAS pursuant to the provisions of Section 479 of the *Local Government Act*, in relation to zoning, the Council of the City of Prince George is empowered to make regulations thereto;

AND WHEREAS "City of Prince George Zoning Bylaw No. 7850, 2007" has been adopted to make regulations thereto;

AND WHEREAS the Council of the City of Prince George has deemed it desirable that certain properties be rezoned from P2: Minor Institutional to P2: Minor Institutional and RM5: Multiple Residential to facilitate the development of a multi-residential development, or other uses, pursuant to the P2: Minor Institutional and RM5: Multiple Residential zoning designation(s);

APPLICANT: **Access Engineering Consultants for The Roman Catholic Episcopal Corporation of Prince Rupert**

SUBJECT PROPERTY: **6700 Southridge Avenue**

AND WHEREAS a Public Hearing was held in accordance with the *Local Government Act* and notice of such hearing was given as required by Bylaw;

NOW THEREFORE the Council of the City of Prince George, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. That the "City of Prince George Zoning Bylaw No. 7850, 2007", be amended as follows:
 - a. That Lot 3, District Lot 2003, Cariboo District, Plan 9102, Except Plan PGP47842, be rezoned from P2: Minor Institutional to P2: Minor Institutional and RM5: Multiple Residential, as shown on Appendix "A", attached to and forming part of this Bylaw;
2. That the Zoning Map referred to as Schedule "A" of the "City of Prince George Zoning Bylaw No. 7850, 2007", shall be amended accordingly.
3. That the Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
4. That this Bylaw may be cited for all purposes as the "City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 8935, 2018".

READ A FIRST TIME THIS 16th DAY OF APRIL , 2018.

READ A SECOND TIME THIS 16th DAY OF APRIL , 2018.

First Two readings passed by a UNANIMOUS decision of Members of City Council present and eligible to vote.

READ A THIRD TIME THIS 30th DAY OF APRIL , 2018.

Third reading passed by a UNANIMOUS decision of Members of City Council present and eligible to vote.

Certified correct as passed Third Reading, this 1st day of MAY , 2018.


DEPUTY CORPORATE OFFICER OF
THE CITY OF PRINCE GEORGE

APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE PURSUANT TO THE PROVISIONS OF SECTION 52(3)(a) OF THE TRANSPORTATION ACT
THIS 17th DAY OF October , 2018.


for MINISTER OF TRANSPORTATION
AND INFRASTRUCTURE

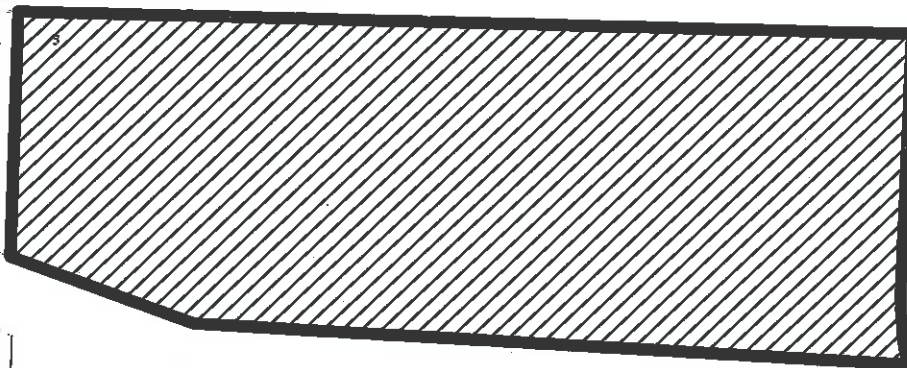
ADOPTED THIS DAY OF , 2018,
BY A DECISION OF ALL MEMBERS OF CITY COUNCIL
PRESENT AND ELIGIBLE TO VOTE.

MAYOR

DEPUTY CORPORATE OFFICER



PCL A



MARLEAU RD

MARLEAU RD





SOUTH RIDGE AVE

ST FRANCES CRT

ST FRANCES PL

ST FRANCES CRES

ST ANTHONY CRES

-  Rezone from P2: Institutional to RM5: Multiple Residential
-  Remain P2: Institutional
-  Subject Parcel
-  Parcel

0 5 10 20 30 Meters
Coordinate System: NAD 1983 UTM Zone 10N
Projection: Transverse Mercator
Datum: North American 1983
1:2000

Appendix "A" to Bylaw No.8935
Lot 3, DL 2003, CD, Plan 9102 Except Plan PGP47842

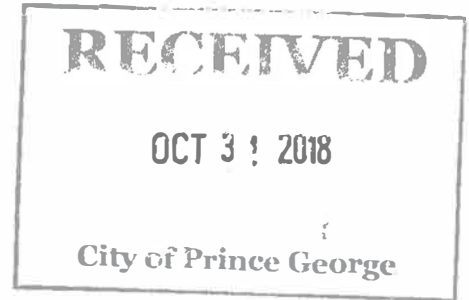




British Columbia Northern Exhibition

4175 18th Avenue
Prince George, British Columbia
Tel: 250-563-4096
Fax: 250-563-3088

Mayor and Council
City of Prince George
1100 Patricia Blvd.
Prince George, BC
V2L 3V9



Dear Mayor and Council:

We are writing to request Council's approval for our application to the Northern Development Initiative Trust. The wording that NDIT has requested is as follows:

"That the City of Prince George supports the application to Northern Development Initiative Trust from the Prince George Agricultural and Historical Association for a grant of up to \$30,000 for the purchase of Portable Covered Bleachers from the Prince George Regional Account."

The Prince George Agricultural and Historical Association (PGAHA) is a non-profit organization run by volunteers to host the 106 year tradition of the Fall Fair, the BCNE, formally known as the PGX. The PGAHA currently borrows bleachers from the City for events. These bleachers are not highway portable, covered or wheelchair friendly. The PGAHA has agreed to add covered seating for the Rodeo Grounds.

These funds, if approved, will be used to purchase a portable model with 4 wheelchair accessible spots making it easier for all to enjoy events at the Rodeo Grounds. This unit would also be available for rent/share to other user groups who would benefit from covered/wheelchair accessible bleachers, which would help the PGAHA create revenue.

Thank you very much for considering our request and we look forward to your response.

Sincerely

Sylvia Layzell
President

Email: gmbcne@gmail.com

Website: www.bcne.ca

OCT 12 2018



October 4, 2018

Mayor and Council
City of Prince George
1100 Patricia Blvd
Prince George BC V2L 3V9

Dear Mayor and Council:

The Province will be able to issue licences for the retail sale of non-medical cannabis on or after October 17, 2018, and we are currently in the process of assessing the applications that have been submitted to us.

Our consultations with local governments indicated you wanted to ensure that the needs of your communities were considered as part of the licensing process. We would like to take this opportunity to explain the important role local governments have in cannabis licensing.

It will be up to each municipality to determine if and where non-medical cannabis can be sold, and whether it is sold in private or government stores, or a mixture of both.

Once an application is received by the provincial government and it is deemed to contain the required information, the Province will notify the respective local government of the area where the proposed store is located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the Province cannot issue a licence unless the local government gives a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence.

If the local government makes a recommendation to deny the application then the Province may not issue the licence, and if a recommendation in favour of the application is made, then the Province has discretion whether or not to issue the licence, but must consider the local government's recommendation in the decision whether to issue a licence.

.../2

Mayor and Council
Page 2

The Province will notify local governments about applications in the order that they are confirmed as complete. This ensures that you will have all the information you need to begin your process of making a recommendation.

We would also like to remind local governments that they may delegate the recommendation decision to staff.

We invite you to review the enclosed Local Government's Role in Licensing Cannabis Retail Stores for detailed information that will help you navigate the recommendation process. If after reviewing this information you have any questions, please email Cannabis.Licensing@gov.bc.ca.

Thank you for your consideration in this important new process.

Yours truly,



David Eby, QC
Attorney General



Mike Farnworth
Minister of Public Safety
and Solicitor General

Enclosure

pc: Chief Administrative Officer



Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores

If you have any questions about this document, please contact the Liquor and Cannabis Regulation Branch toll-free at 1-866 209-2111, or email cannabisregs@gov.bc.ca. NOTE: This document will be updated from time to time as additional information surrounding the regulatory framework for cannabis retail sales becomes available. (Last updated 28 September, 2018)

Non-medical cannabis retail licence

The province will be issuing licences for non-medical cannabis retail stores. A cannabis retail store must be a standalone business. This licence requires input and a positive recommendation from a local government in whose area the proposed store is located.

The province recognizes the importance of ensuring carefully regulated access to non-medical cannabis in all areas of the province, including rural areas.

As a first step, the province will open opportunities to apply for regular retail licences. Once the regional distribution of retail non-medical cannabis stores is known, the province will consider issuing licences to service rural or remote areas that are not sufficiently served by existing retail cannabis stores.

The role of local governments in the cannabis retail store licensing process

Applicants for a non-medical cannabis retail store licence must submit a licence application to the LCRB. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the LCRB cannot issue a licence unless the local government gives the LCRB a positive recommendation that the licence be issue)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence. Note that:
 - if the local government chooses to make a comments and recommendation on the licensee's application to the LCRB, it must gather the views of residents
 - if it makes a recommendation to deny the application then the LCRB may not issue the licence
 - if it makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government's recommendation.

Local Governments (municipalities, regional districts or Islands Trust local trust committees) have some or all of the following regulatory powers in respect of cannabis retail store licences:

- Impose restrictions in its zoning bylaws regarding the location of cannabis retail stores
- Regulation of business (municipalities only): by terms and conditions in its business licensing bylaw, a municipality may limit the hours that cannabis retail stores can operate or impose other conditions such specifications regarding signage
- Charge the applicant fees if choosing to assess an application.

The above process applies to all relocations of existing cannabis retail stores.

Gathering residents' views

If the local government decides to consider the notice of application and to provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. It may gather resident's views by using one or more of the following methods:

- Receiving written comment in response to a public notice of the application
- Conducting a public hearing in respect of the application
- Holding a referendum, or
- Using another method the local government considers appropriate.

It is up to the local government to determine the area, relative to the licensee's application, where resident's views must be gathered.

Please note: Gathering the views of residents of the area/providing a recommendation to the LCRB must be unique to each provincial licence application. In other words, past recommendations cannot be used in a new licensing process. Each individual application must be considered separately by the local government.

What must the local government's recommendation include?

The recommendations and comments the local government provides to the LCRB must:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

What if the local government does not want to provide a recommendation?

If a local government does not want to accept the notice of application and provide a recommendation for the proposed retail location, they should notify the LCRB. A licence for a cannabis retail store will not be issued without a positive recommendation from a local government. If a response is not received, LCRB will not consider the application any further.

What if the recommendation does not meet the regulatory requirements?

If the recommendation does not meet the regulatory requirements, the LCRB will ask the local government to provide new or amended comments that address outstanding issues.

How long does the local government have to provide comments?

Unlike in the process for liquor licensing, local governments are not required to provide a recommendation on a cannabis retail store application within a specific time period. Please note that delays in the application process can have a significant impact on the applicant. If the applicant is the reason for the delay, please notify the LCRB. If the applicant is not trying to move an application forward, the application can be cancelled.

Can the local government recommend approval subject to certain conditions?

In some circumstances, the local government can recommend that the LCRB approve the application as long as certain restrictions (e.g. hours of operation) are placed on the licence. In these situations, the recommendation should clearly explain the rationale for placing restrictions.

If the local government intends to request that the LCRB impose terms and conditions on a licence, prior to sending such a recommendation the local government should consult with the LCRB so that the LCRB can determine whether it has the authority to impose the requested terms and conditions before finalizing their conditional recommendation.

The local government may also have the ability to impose other operating rules on the proposed store through the terms and conditions of the applicant's business licence, zoning or bylaw. The local government is responsible for enforcing these rules.

Floor Plans

Applicants must submit a floor plan with their licence application for approval so the LCRB can identify store features such as sales, storage and delivery areas. Unlike for some kinds of liquor licence applications, local governments are not required to provide occupant load stamps or approve the applicant's floor plans as part of the provincial licensing process for cannabis retail stores.

A municipal council or regional district board can delegate authority to their staff to provide comments and a recommendation to the LCRB

A municipal council or regional district board may delegate its powers and duties to provide comments and a recommendation to the LCRB regarding a cannabis retail store licence application. If a council or board has delegated this authority, a cannabis retail store applicant may ask for comments and recommendations made by delegated staff to be reconsidered by the local government.

Council as defined in the Vancouver Charter:

A Council, as defined in the *Vancouver Charter*, choosing to delegate to its staff must establish procedures for a reconsideration of comments and recommendations made by delegated staff, including how a cannabis retail store applicant may apply for reconsideration. In undertaking a reconsideration, the Council will have the same authority as it delegated to staff.

Right of reconsideration:

Delegated local government staff must advise the cannabis retail store licence applicant that the applicant has the right of reconsideration of the staff's recommendation by the council or board.

How local governments inform the LCRB of delegation:

A local government that has delegated authority to staff should send a copy of the delegation to the LCRB at Cannabis.Licensing@gov.bc.ca.

Revised
September
2018



Prince George Folkfest Society
PO Box 2185, Stn B, Prince George, BC V2N 2J6
phone: (250)613-8442
email: info@coldsnapfestival.com
www.coldsnapfestival.com

November 5, 2018

Mayor and Council
City of Prince George
1100 Patricia Boulevard
Prince George, BC V2L 3V9

Dear Mayor and Council,

We are writing to request a resolution of support from Council for Prince George Folkfest Society as part of our application to the Northern Development Initiatives Trust (NDIT) to help with financial support of the 2019 version of "Coldsnap - the prince george winter music festival". Coldsnap 2019 will be a nine day winter music festival to be held from January 25 to February 2 and is designed to bring people together to celebrate winter in Prince George and Northern BC.

Coldsnap 2019 will be our twelfth winter music festival. The festival provides opportunities for Northern British Columbians to experience high quality live music productions from a variety of professional level, non-mainstream musical artists and emerging local and regional musicians. We also make this music accessible to everyone in the community through our free, daytime Come In From the Cold community outreach series. We believe in using music and musicians to bring the community together and to promote and celebrate our shared human need for arts, culture and communication.

We request that Mayor and Council consider the following resolution:

“That the City of Prince George supports the application from Prince George Folkfest Society to Northern Development Initiative Trust’s Fabulous Festivals and Events program for a grant of up to \$5000 for Coldsnap 2019 to be paid from the Prince George Regional Development Account.”

Please contact me if you have any questions.

Best Regards,

A handwritten signature in blue ink that reads "Sue Judge". The signature is written in a cursive, flowing style.

Sue Judge, Artistic/Executive Director
Coldsnap – the prince george winter music festival
Prince George Folkfest Society
(250) 613-8442



October 29, 2018

Ref: 240694

His Worship Mayor Lyn Hall
and Members of Council
City of Prince George
1100 Patricia Blvd
Prince George BC V2L 3V9

Dear Mayor Hall and Councillors:

I greatly appreciated the opportunity to meet with your delegation at the 2018 Union of British Columbia Municipalities (UBCM) Convention. Our government is committed to partnering with local governments to build vibrant and healthy communities that are more affordable, economically resilient, and socially and environmentally responsible.

The issues brought forward in our meeting were of great interest to me.

Thank you for providing me with an update on the Integrated Health and Housing project and the Four Seasons Leisure Pool project. These types of projects require a great deal of coordination and your commitment to supporting the needs of the community is appreciated. Please keep me informed on your progress. I would also like to congratulate you on the City's successful infrastructure planning grant application and I wish you all the best on the Winnipeg Stormwater Management and Treatment Plan project.

As I announced at Convention, the Province of British Columbia has partnered with the federal government on the Investing in Canada Infrastructure Program (ICIP) and has current intakes for two programs: the Community, Culture and Recreation Program and the Rural and Northern Communities Program. Both of these programs support projects that will improve access or increase the quality of cultural, recreational or community infrastructure. For the Four Seasons Leisure Pool project, details are available on the program website at: www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program.

For more information or if you have any questions about the programs, please contact Brian Bedford, Director, Infrastructure and Engineering Unit, Local Government Division, by telephone at: 778 698 3232, or by email at: Brian.Bedford@gov.bc.ca.

I also offer my heartfelt thanks on behalf of government, and the people of your region, for your support to people affected by this season's wildfires. I appreciate hearing about your experiences and the role your community had in the relief efforts.

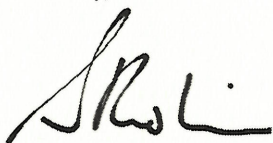
.../2

His Worship Mayor Lyn Hall
Page 2

As my second Convention as Minister has come to an end, I trust we will continue to embrace this year's theme of "Communication, Collaboration and Cooperation". Through meaningful connections and productive dialogue, I look forward to working in partnership with local governments to deliver the services that British Columbians count on.

Thank you again to your delegation for taking the time to meet with me.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Robinson', written in a cursive style.

Selina Robinson
Minister

Enclosure

pc: Shirley Bond, MLA
Prince George-Valemount

Brian Bedford, Director
Infrastructure and Engineering Unit
Local Government Division
Minsitry of Municipal Affairs and Housing



November 6, 2018

Attn: Mayor Hall
City of Prince George
1100 Patricia Blvd
Prince George, BC V2L 3V9

Dear Mayor Hall and Councillors,

Congratulations on behalf of BC Assessment and the Northern BC assessment region, regarding your recent success in the 2018 local government general elections. My name is Scott Sitter, and I am the Assessor for the Northern BC Region. My Deputy Assessor team includes Darin Johnson, Geoff Radtke, Jarret Krantz, and David Keough.

BC Assessment is the Crown corporation responsible for producing independent and equitable annual property assessments and trusted assessment information. The products and services that we offer support development of strong and vibrant communities in British Columbia. Please visit bcassessment.ca to learn more.

BC Assessment holds ourselves accountable to local governments. We are committed to providing transparent, fair, timely, and respectful communications and assessment services. In addition to our regional team, our Local Government Department strives to serve local governments with continuous improvement to ensure our products and services effectively meet your needs. Contact our Local Government Department at 1-866-valueBC (825-8322) local 00498 or localgovernment@bcassessment.ca.

Congratulations once again, and we look forward to opportunities to meet at your civic offices and local government conferences in order to grow the relationship between BC Assessment and your Council. We are also available to present to your Council upon request to share more details about our mandate and relationships with local governments.

Sincerely,

Scott Sitter
Assessor, Northern BC Region

Subject: Letter from the Honourable Katrine Conroy

From: MCF Info MCF:EX [<mailto:MCF.Info@gov.bc.ca>]

Sent: Friday, November 02, 2018 3:06 PM

To: cityclerk

Subject: Letter from the Honourable Katrine Conroy

Ref: 240087

His Worship Mayor Lyn Hall and Council
City of Prince George
E-mail: cityclerk@princegeorge.ca

Dear Mayor Hall and Council:

As the Minister of Children and Family Development, I am honoured and delighted to proclaim November as Adoption Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and their homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are hundreds of children and youth in foster care hoping for a permanent home to call their own. Some are part of a sibling group, some have special needs, and some are teens. Each and every child deserves a family to belong to, a stable place to grow up, help and guidance preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

This year the ministry is pleased to announce a new Adoption Campaign. For more information on this important campaign, please see the following Web link at: Adoptnow.ca.

There are many ways to celebrate adoptive families and help raise awareness of the need for more adoptive families in British Columbia. Your council could proclaim Adoption Awareness Month in your community, you could create an adoption display in your office, use a copy of the Provincial Proclamation, invite Ministry of Children and Family Development (MCFD) Adoption Social Workers to set up an information booth, have your community newspaper feature articles on adoption, and invite local adoptive parents to a “meet and greet”. If you are interested in exploring these ideas please contact MCFD staff at: MCF.AdoptionsBranch@gov.bc.ca.

The Adoptive Families Association of British Columbia (AFABC) has been supporting adoptive families in British Columbia for forty years. The AFABC’s representative for your area can provide you with information on events in your community and on adoption in general. Their contact information, as well as contact information for the three licensed adoption agencies in British Columbia, can be accessed at: <https://www2.gov.bc.ca/gov/content/life-events/birth-adoption/adoptions/how-to-adopt-a-child>.

Adopt BC Kids Web site is an online portal that allows citizens to complete an adoption application online 24/7. Please take a look at the site and encourage community members who are interested in adopting a child in foster care to register at: www.gov.bc.ca/adoptbckids.

On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and working with us to find homes for British Columbia’s children and youth.

Sincerely,

ORIGINAL SIGNED BY

Katrine Conroy
Minister of Children and Family Development

Sent on behalf of the Minister by:



Client Relations Branch
Executive Operations
Ministry of Children and Family Development