



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on August 28, 2023, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of August 28, 2023, be adopted as presented.

4. PUBLIC COMMENTS REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes

- i. Minutes from the Committee of the Whole Meeting of July 24, 2023;
- ii. Minutes of the Regular Meeting of July 24, 2023;
- iii. Minutes of the Special Regular Meeting of August 16, 2023;

b) Reports

- iv. Report from the Fire Chief Re: Monthly Fire / Rescue Report – July 2023;
- v. Report from the Chief Financial Officer Re: June 2023 Financial Variance Report;
- vi. Report from the Director of Operations & Intergovernmental Relations Re: Cow Bay Parking Options & Opportunities;
- vii. Report from the Director of Operations & Intergovernmental Relations Re: MacCarthy Building – Public Works Update;
- viii. Memorandum from the Director of Operations & Intergovernmental Relations Re: 4th Avenue West Pathway Update;
- ix. Report from Planning Re: Development Activity Report for July 2023;

c) Correspondence

- x. Resolution in Support of Rail Safety Week from CN/Operation Lifesaver;
- xi. Request for Support from the Gitmaxmak 'ay Nisga'a Society Re: Application to NDIT for their Economic Infrastructure Fund, in the amount of \$120,000 to go towards the purchase and installation of a second Hydroponics unit at Yaga in Seal Cove;
- xii. Request for Proclamation for March 26, 2024 as International PURPLE DAY for Epilepsy Awareness;

- xiii. Request for Support from the City of Quesnel Re: Request for Support for the Quesnel Highway 97 North-South Interconnector Project;
- xiv. Communication from The Corporation of the Township of Spallumcheen RE: Recycling Program for Antifreeze Containers and Used Oil Collection at the Armstrong Spallumcheen Diversion and Disposal Facility;
- xv. North Coast Regional District Board Highlights for August 2023;
- xvi. Email from Keith Atkinson, Chair, BC Forest Practices Board Re: Forest and Fire Management in BC: Toward Landscape Resilience report;; and,
- xvii. Email from BC Honours & Awards Re: Medal of Good Citizenship for 2023.

Recommendation:

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

6. REPORTS

a) Report from Planning Re: Temporary Use Permit #22-03 – 191 Metlakatla Road.

Recommendation:

THAT Council proceed with the statutory notification process for the renewal of the Temporary Use Permit (TUP) #22-03 and include as a permit condition that the City retains a \$5,000 cash bond until the temporary use is discontinued.

b) Report from Planning Re: Development Variance Permit #23-17 – 1321 Overlook Street.

Recommendation:

THAT Council proceed with the statutory notification process for Development Permit #23-17 for 1321 Overlook Street.

c) Report from Chief Financial Officer Re: Permissive Property Tax Exemption Policy.

Recommendation:

THAT Council approves the Permissive Property Tax Exemption Policy 180-02 as presented.

d) Report from Manager of Communications, Engagement & Social Development Re: Replacement of City Flag.

Recommendation:

THAT Council review and select a preferred design from in-house flag design options presented in the attachment.

- 7. BUSINESS ARISING**
- 8. COUNCIL ROUND TABLE**
- 9. ADJOURNMENT**



COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council held on July 24, 2023, in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, BC.

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

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

1. CALL TO ORDER

The Chair called the Committee of the Whole Meeting to order at 7:00 pm.

2. ADOPTION OF AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Niesh that the Agenda for the Committee of the Whole Meeting of July 24, 2023, be adopted as circulated.

CARRIED

3. PETITIONS & DELEGATIONS

- i. Veronika Stewart, Manager of Communications, Engagement & Social Development
Re: Municipal Website Renewal
- ii. Urban Systems Re: Transportation Plan presented by Brian Patterson, Urban Systems.

CARRIED

4. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

5. ADJOURNMENT to Regular Council Meeting

MOVED by Randhawa and seconded by Councillor Adey THAT the meeting be adjourned at 7:33 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **REGULAR MEETING** of Council held on July 24, 2023, at 7:00 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

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

1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 7:34 pm.

2. INTRODUCTION OF LATE ITEMS

- a) 5. b) x. Development Activity Report – June 2023;
- b) 6. d) Report from Planning Re: DVP-23-14 for 108 Rudderham Place;
- c) 6. e) Report from Planning Re: DVP-23-15 for 640 – 8th Avenue East;
- d) 6. f) Report from Planning Re: DVP-23-16 for 618 Ritchie Street.

3. APPROVAL OF AGENDA

- a) MOVED by Councillor Adey and seconded by Councillor Forster THAT the Agenda for the Regular Council Meeting of July 24, 2023, be adopted as presented **with the addition of the June 2023 Development Activity Report (added under 5. b), and DVP's 23-14, 23-15, and 23-16 (added as items 6. d-f) respectively.**

CARRIED

4. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Toby Lake (new construction setbacks/ green roofs/ placemaking).

5. CONSENT AGENDA

- a) **Council minutes**
 - i. Minutes from the Committee of the Whole Meeting of June 26, 2023;
 - ii. Minutes of the Regular Meeting of June 26, 2023;
- b) **Reports**

- iii. Report from the Corporate Administrator Re: 2023 Civic Recognition Awards;
 - iv. Council Resolutions status update to June 2023;
 - v. Report from the Manager of Communications, Engagement & Social Development re: municipal website renewal;
 - vi. Monthly Fire/Rescue Report – June 2023;
 - vii. Proclamation re: National Drowning Prevention Week;
 - viii. Report from the Director of Operations & Intergovernmental Relations re: Infrastructure Replacement Strategy – Disaster Mitigation and Adaption Fund (DMAF);
 - ix. Report from the Chief Financial Officer re: May 2023 Financial Variance Report;
 - x. Development Activity Report – June 2023
- c) **Correspondence**
- xi. North Coast Regional District Board Highlights – May 2023;
 - xii. Email from Northern Health re: B.C. Speak Survey;
 - xiii. Letter from the Office of the Mayor from the City of Surrey re: RCMP;
 - xiv. Letter from the Province of British Columbia re: RCMP;
 - xv. Thank you card from the Lester Centre (Chris Armstrong) re: Mamma Mia;
 - xvi. Ministry of Emergency Management and Climate Readiness Community News;
 - xvii. Invitation to Review and Comment on the NCRD Draft2 Solid Waste Management Plan and Attend a Council;
 - xviii. Resolution Submitted to the 2023 UBCM Convention from the City of Prince George;
 - xix. Letter of Support from the North Coast Regional District re: Prince Rupert Port Authority's Community Investment Fund for public recycling bins in Port Edward.

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

CARRIED

6. REPORTS

a) **Report from the Director of Development Services Re: Prince Rupert Transportation Plan.**

MOVED by Councillor Forster and seconded by Councillor Skelton-Morven THAT Council approve the Prince Rupert Transportation Plan as included in Attachment 1;

AND THAT Council direct staff to advance the actions identified in Attachment 1 through the mechanisms described in the report as budget and resources allow.

CARRIED

b) **Report from the Corporate Administrator Re: Remedial Action Order for 741 – 3rd Avenue West.**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council direct staff to proceed with a Remedial Action Order under Section 73 of the *Community Charter* whereby the City of Prince Rupert will proceed with the building removal located at 741 – 3rd Avenue West, **legally described as Parcel B (BV18042), Block 32, Section 1, District Lot 251, Range 5, Coast District Plan 923 (PID: 025-584-006)** with the costs of removal placed on the property taxes for the said property;

AND THAT Council direct staff to proceed with a Remedial Action Order under Section 74 of the *Community Charter* whereby the City of Prince Rupert will proceed with the bus and vehicle removal with the costs of removal placed on the property taxes for the said property;

AND THAT Council direct staff to provide notice to the property owner in accordance with Section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14 days of the notice provided under Section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14 days of the notice provided Staff are directed to proceed with the Remedial Action Orders immediately as requested.

CARRIED

c) Report from the Corporate Administration Re: Remedial Action Order for 1127 & 1133 – 2nd Avenue West.

MOVED by Councillor Forster and seconded by Councillor Niesh THAT Council direct staff to proceed with a Remedial Action Order under Section 73 of the *Community Charter* whereby the City of Prince Rupert will proceed with the building removal located at 1127 & 1133 2nd Avenue West, **legally described as Lots 18, 19, 20 & 21, Block 27, Section 1, District Lot 1992, Range 5, Coast District Plan 923 (PID's: 012-028-746, 012-028-754, 012-028-762 and 012-028-771)** with the costs of removal placed on the property taxes for the said property;

AND THAT Council direct staff to provide notice to the property owner in accordance with Section 77 of the *Community Charter*;

AND THAT Council agree that reconsideration of these orders may be made, in writing, within 14 days of the notice provided under Section 77 of the *Community Charter*;

AND THAT if no reconsideration notices are received within 14 days of the notice provided Staff are directed to Proceed with the Remedial Action Orders immediately as requested.

CARRIED

d) Report from Planning RE: DVP-23-14 for 108 Rudderham Place.

MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT Council proceeds with the statutory notification process for Development Variance Permit DVP-23-14 for 108 Rudderham Place;

CARRIED

e) Report from Planning Re: DVP-23-15 for 640 – 8th Avenue East.

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven THAT Council proceeds with the Statutory notification process for Development Variance Permit DVP-23-15 for 640 – 8th Avenue East;

CARRIED

f) Report from Planning RE: DVP-23-16 for 618 Ritchie Street.

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council proceeds with the statutory notification process for Development Variance Permit DVP-23-16 for 618 Ritchie Street;

CARRIED

7. BUSINESS ARISING

8. COUNCIL ROUND TABLE

Councillor Forster requested the PURS update on August 28, 2023.

9. ADJOURNMENT

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT the meeting be adjourned at 8:13 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



MINUTES

For the **SPECIAL MEETING** of Council held on August 16, 2023, at 5:30 p.m. in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Miller, Corporate Administrator
R. Pucci, Director of Operations & Intergovernmental Relations

GUESTS: Pierre K. Wong, Peter and Marie N. Luong, Parm Sandhu

1. CALL TO ORDER

The Chair called the Special Meeting of Council to order at 5:30 p.m.

2. ADOPTION OF AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Skelton-Morven that the Agenda for the Special Council Meeting of August 16, 2023, be adopted as presented and amended.

CARRIED

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Terry Sawka (Prince Rupert) – Re: Pressure on Yellowhead Pavement for the lines

4. CONSENT AGENDA

a) Reports

- i. Report from the Director of Operations & Intergovernmental Relations Re: Capital & Major Projects – Monthly Update;
- ii. Report from the Director of Operations & Intergovernmental Relations Re: Council Notification – Purchases Update; and,
- iii. Memorandum from the Director of Operations & Intergovernmental Relations Re: Water Provisions to Community Garden;
- iv. Memorandum from the Director of Operations & Intergovernmental Relations Re: Community Water Treatment – Staff update.

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

CARRIED

5. REPORTS

a) Report from the Director of Operations & Intergovernmental Relations Re: 2023 Capital Paving Program – Award

MOVED by Councillor Cunningham and seconded by Councillor Niesh
THAT Mayor and Council approve the recommendation of Staff and award the 2023 Capital Paving Program to Adventure Paving.

CARRIED

b) Report from the Corporate Administrator Re: Remedial Action Order for 741 – 3rd Avenue West, Prince Rupert, BC; legally described as Parcel B (BV18042), Block 32, Section 1, District Lot 251, Range 5, Coast District Plan 923 (PID: 025-584-006) – reconsideration request.

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven
THAT the bus and car (the “Chattels”) located adjacent to the building located at 741 – 3rd Avenue West, Prince Rupert, BC; legally described as Parcel B (BV18042), Block 32, Section 1, District Lot 251, Range 5, Coast District Plan 923 (PID: 025-584-006) (the “Property”), be declared a Hazard under Section 73 and a Nuisance under Section 74 of the Community Charter at that the registered owner of the Property be required to remove the Chattels by 4:30 pm, PST, Friday, August 18, 2023;

AND THAT if the Chattels are not removed by 4:30 pm, PST, Friday, August 18, 2023, Staff are directed to remove said Chattels with all costs associated to be borne by the registered owner;

AND THAT the building (the “Building”) located at the Property, be declared a Hazard under Section 73 and a Nuisance under Section 74 of the Community Charter at that the registered owner of the Property be required to commence action to remove or demolish the Building within 30-days;

AND THAT if the work to have the Building removed has not substantially commenced within 30-days Staff are directed to remove the Building with all costs associated to be borne by the registered owner;

AND THAT, for the purposes of this resolution, “remove or demolish” shall mean to either remove or cause to be removed, all building components, including but not limited to the roof, beams, walls, floors, electrical, plumbing, and mechanical systems to the remaining foundation, and any wood or concrete pilings, piers and foundation be removed and that the building site be filled to the prevailing grade.

CARRIED

- c) **Report from the Corporate Administrator Re: Remedial Action Order for 1127 & 1133 – 2nd Avenue West, Prince Rupert, BC; legally described as lots 18, 19, 20 & 21, Block 27, Section 1, District Lot 1992, Range 5, Coast District Plan 923 (PIDs: 012-028-746, 012-028-754, 012-028-762 and 012-028-771). – reconsideration request.**

Recommendation:

MOVED by Councillor Forster and seconded by Councillor Adey THAT the property located at 1127 & 1133 2nd Avenue West, Prince Rupert, BC; legally described as lots 18, 19, 20 & 21, Block 27, Section 1 (the “Property”), be declared a Hazard under Section 73 and a Nuisance under Section 74 of the Community Charter and that the registered owner of the Property be required to be substantially clean by August 31, 2023, including the removal of all outside and area garbage and recycling, including garbage (the “Remediation”) from in between 1127 & 1133 2nd Avenue West;

AND THAT if the Remediation cited above work is not completed by August 31, 2023, Staff are directed to proceed with the Remediation with all costs associated to be borne by the registered owner;

AND THAT the building (the “Building”) located at the Property, be declared a Hazard under Section 73 and a Nuisance under Section 74 of the Community Charter and that the registered owner of the Property be required to commence action to remove or demolish the Building within 30-days;

AND THAT if the work to have the Building removed has not substantially commenced within 30-days Staff are directed to remove the Building with all costs associated to be borne by the registered owner;

AND THAT, for the purposes of this resolution, “remove or demolish” shall mean to either remove or cause to be removed, all building components, including but not limited to the roof, beams, walls, floors, electrical, plumbing, and mechanical systems to the remaining foundation, and any wood or concrete pilings, piers and foundation be removed and that the building site be filled to the prevailing grade.

CARRIED

6. BYLAWS

- a) **Infrastructure Replacement Design Loan Authorization Bylaw No. 3519, 2023.**

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council introduces and gives Fourth & Final Reading to the Infrastructure Replacement Design Loan Authorization Bylaw No. 3419, 2023.

CARRIED

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

MOVED by Councillor Adey and seconded by Councillor Forster THAT Council introduces and gives Fourth & Final Reading to the Infrastructure Replacement Design Loan Authorization Bylaw No. 3420, 2023.

CARRIED

7. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

8. ADJOURNMENT

MOVED by Councillor Randhawa and seconded by Councillor Forster THAT the meeting be adjourned at 6:42 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



REPORT

August 1, 2023

TO: City Manager

FROM: Fire Chief Jeff Beckwith

SUBJECT: Monthly Fire / Rescue Report – July 2023

During the month of July 2023 the Prince Rupert Fire Rescue Department responded to 174 incidents. Of these incidents, no property sustained significant damage due to fire. There was one (1) Motor Vehicle Incident (MVI), ten (10) nuisance/non-structural fires, one (1) explosion, and two (2) structural fires. Both structure fires were contained quickly and loss kept at a minimum.

Location	Property Value	Property Loss
704 McBride	163 300	1 000
201 Cow Bay Road	399 700	1 500
Totals:	563 000	2 500

INCIDENT COMPARISON

July	2023	174 Incidents
July	2022	143 Incidents
July	2021	168 Incidents
July	2020	184 Incidents
July	2019	138 Incidents
July	2018	122 Incidents

FIRE SERVICE ACT INSPECTIONS

During the month of July 2023 Prince Rupert Fire Rescue conducted 27 Fire Service Act inspections.

INSPECTION COMPARISON

July	2023	27 Public Building Inspections
July	2022	10 Public Building Inspections
July	2021	0 Public Building Inspections
July	2020	138 Public Building Inspections

DEPARTMENT ACTIVITIES AND PROGRAMS

Fire Prevention and Public Education:

Public education has continued through social media sites, City of Prince Rupert Web Site and the local newspaper. The Friendship House brought their children down to the fire station for a hall tour and Prince Rupert Fire Rescue also upgraded/tested fire alarms at a couple of senior citizen households this month. We also assisted with the mounting of a fire extinguisher at a residence.

Training & Upgrading:

During the month of July, In-house training sessions were conducted involving fire rescue personnel. Crews have been involved in recruit training, two new Firefighters have joined the hall this month. Captains have been reviewing operational guidelines, practicing equipment & street familiarization as well as orientating the new recruits to the hall.

Daily Apparatus & Equipment Maintenance:

Daily inspections and maintenance was conducted on all equipment and apparatus and they remain in working condition.

911 DISPATCH SUMMARY

The following is a summary of emergency calls received and handled by the 911 Operators/Dispatchers.

PR ADMIN	353
PR FIRE	21
PR AMB	183
PR EHS	83
PR RCMP	174
PR ALARMS	7

PED ADMIN	2
PED FIRE	0
PED AMB	0
PED EHS	0
PED RCMP	4
PED ALARM	1

OTH FIRE	1
OTH AMB	2
OTH EHS	0
OTH RCMP	0

CITY	130
H/U	143
WRONG #	75
R.C.C.	1
CITYWEST	21
311	0

Total:



Respectfully Submitted
Jeff Beckwith, Fire Chief



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 28, 2023
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: JUNE 2023 FINANCIAL VARIANCE REPORT

RECOMMENDATION:

THAT Council receive this report for information purposes.

REASON FOR REPORT:

This report is to apprise Council of the City's current financial experience versus the approved budget for the period ending June 30, 2023.

OPERATING BUDGET

Overall, operating revenues and expenses are on track with the 2023 budget and trends are in line with expectations for this time of year. The City has received the Growing Communities grant from the Province which was announced in the spring (\$4M) but unbudgeted. This amount will be transferred to reserve as is a condition of the grant.

UTILITIES BUDGET

Utilities revenues and expenses are in line with the budget for this time of year.

CAPITAL & SPECIAL PROJECTS

Renovation at the CN Building is completed and the tenant has moved in. The RCMP building is progressing well and on budget while other approved major projects were rolling out as contracts are signed. Capital pipe replacement projects have been delayed while matching funding from the federal government is being sought. It is expected that these projects will begin in earnest in the fall.

LINK TO STRATEGIC PLAN

Supports the City's overall strategic goals.

Report Prepared By:

Corinne Bomben
Chief Financial Officer

Report Reviewed By:

Robert Buchan,
City Manager

Attachments:

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

Originally signed available on request

REPORT TO COUNCIL – JUNE 2023 FINANCIAL VARIANCE REPORT

August 28, 2023

Page 3

CITY OF PRINCE RUPERT					
June 2023 Departmental Report					
	YTD 2022	YTD 2023	2023	Budgeted	
REVENUES	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
Airport Ferry	402,036	490,789	1,157,000	(666,211)	(57.58)
Cemetery	102,984	45,694	134,000	(88,306)	(65.90)
Corporate Admin	-	-	84,000	(84,000)	(100.00)
Cow Bay Marina	146,691	195,929	413,000	(217,071)	(52.56)
Development Services	379,794	417,044	626,000	(208,956)	(33.38)
Economic Development	25,000	25,000	70,000	(45,000)	(64.29)
FD 911	36,882	33,906	84,000	(50,094)	(59.64)
FD Fire Protective Services	2,480	29,042	5,000	24,042	480.84
Finance	10,438	8,082	15,000	(6,918)	(46.12)
Fiscal Revenues	5,346,920	9,558,505	8,044,000	1,514,505	18.83
Information Technology	-	-	1,000	(1,000)	(100.00)
Parks	5,400	910	-	910	N.A.
PW Engineering	1,119	2,096	5,000	(2,904)	(58.08)
PW Common cost	50,852	28,824	70,000	(41,176)	(58.82)
RCMP	50,630	56,076	145,000	(88,924)	(61.33)
Rec. Centre Arena	123,189	134,376	242,000	(107,624)	(44.47)
Rec. Centre Civic Centre	158,715	208,983	298,000	(89,017)	(29.87)
Rec. Centre Community Services	-	-	3,000	(3,000)	(100.00)
Rec. Centre Pool	195,629	287,609	409,000	(121,391)	(29.68)
Transit	90,899	105,961	175,000	(69,039)	(39.45)
Victim Services	36,020	34,709	84,000	(49,291)	(58.68)
Watson Island	-	-	400,000	(400,000)	(100.00)
	7,165,678	11,663,535	12,464,000	(800,465)	(6.42)
Property Taxes	23,638,321	25,999,410	25,999,000	410	0.00
Appropriated Surplus- COVID 19 Safe Restart Grant	-	-	403,000	(403,000)	(100.00)
Capital Works- Funding from PR Legacy	-	-	140,000	(140,000)	(100.00)
Capital Works- Funding from Appr. Surplus	-	-	123,000	(123,000)	(100.00)
Capital Works- Funding from Reserves	-	8,815	510,000	(501,185)	(98.27)
Capital Purchases- Funding from PR Legacy	-	196,858	2,472,000	(2,275,142)	(92.04)
Capital Purchases- Funding from Grants	4,000,000	665,394	11,700,000	(11,034,606)	(94.31)
Capital Purchases- Funding from Appr. Surplus	-	134,052	465,000	(330,948)	(71.17)
Capital Purchases- Funding from Reserves	-	1,769,552	3,185,000	(1,415,448)	(44.44)
Capital Purchases- Funding from Borrowing	-	3,903,631	26,600,000	(22,696,369)	(85.32)
Special Projects- Funding from PR Legacy	-	-	272,000	(272,000)	(100.00)
Special Projects- Funding from Grants	37,595	109,556	456,000	(346,444)	(75.97)
Special Projects- Funding from Appr. Surplus	-	41,628	203,000	(161,372)	(79.49)
	34,841,594	44,492,431	84,992,000	(40,499,569)	(47.65)

REPORT TO COUNCIL – JUNE 2023 FINANCIAL VARIANCE REPORT

August 28, 2023

Page 4

CITY OF PRINCE RUPERT					
June 2023 Departmental Report					
	YTD 2022	YTD 2023	2023	Budgeted	
EXPENDITURES	Actual (\$)	Actual (\$)	Budget (\$)	Amount Left (\$)	% Left
Airport Ferry	1,178,847	1,395,430	2,519,000	1,123,570	44.60
Cemetery	145,756	107,032	313,000	205,968	65.80
Civic Properties	175,739	194,984	451,000	256,016	56.77
Corporate Administration	610,634	611,266	1,347,000	735,734	54.62
Cow Bay Marina	172,691	193,643	403,000	209,357	51.95
Development Services	511,678	648,442	1,526,000	877,558	57.51
Economic Development	110,878	123,073	226,000	102,927	45.54
FD 911	286,115	320,049	651,000	330,951	50.84
FD Fire Protective Services	2,229,871	2,647,051	4,479,000	1,831,949	40.90
FD Emergency Measures	14,024	15,601	29,000	13,399	46.20
Finance	494,045	558,211	1,144,000	585,789	51.21
Finance Cost Allocation	(465,000)	(470,000)	(470,000)	-	-
Fiscal Expenditures	1,260,386	1,136,243	4,350,000	3,213,757	73.88
Governance	180,013	210,043	414,000	203,957	49.26
Grants	1,360,064	1,497,382	1,841,000	343,618	18.66
Information Technology	334,460	362,462	667,000	304,538	45.66
Parks	483,015	506,915	1,303,000	796,085	61.10
PW Engineering	266,996	334,965	611,000	276,035	45.18
PW Common Cost	2,298,358	2,658,702	5,222,000	2,563,298	49.09
Allocation of Common Cost	(2,095,603)	(2,128,174)	(4,915,000)	(2,786,826)	56.70
PW Vehicles	634,036	661,087	1,746,000	1,084,913	62.14
PW Vehicle Cost Allocation	(839,556)	(789,814)	(1,746,000)	(956,186)	54.76
RCMP	3,082,637	3,474,167	6,907,000	3,432,833	49.70
Rec. Centre Arena	237,742	228,275	473,000	244,725	51.74
Rec. Centre Civic Centre	878,710	1,038,574	1,908,000	869,426	45.57
Rec. Centre Community Services	439	496	3,000	2,504	83.47
Rec. Centre Pool	727,692	702,820	1,460,000	757,180	51.86
Roads	1,136,717	1,543,261	2,407,000	863,739	35.88
Transit	364,482	355,750	719,000	363,250	50.52
Victim Services	78,492	71,485	174,000	102,515	58.92
Watson Island	190,546	118,305	400,000	281,695	70.42
Transfer to Reserves	525,000	4,748,708	1,079,000	(3,669,708)	(340.10)
Special Projects	108,800	117,853	931,000	813,147	87.34
Capital Purchases	1,715,000	6,666,076	44,547,000	37,880,924	85.04
Capital Works	57,144	9,783	1,873,000	1,863,217	99.48
	18,450,848	29,870,146	84,992,000	55,121,854	64.86

CITY OF PRINCE RUPERT					
June 2023 Utilities Report					
Utilities	YTD 2022 Actual (\$)	YTD 2023 Actual (\$)	2023 Budget (\$)	Budgeted Amount Left (\$)	% Left
Water					
Operating Revenue	2,598,414	2,680,008	3,187,000	(506,992)	(15.91)
Capital Works- Funding from Grants	1,996,967	1,257,648	31,269,000	(30,011,352)	(95.98)
Capital Works- Funding from PR Legacy		104,518	1,100,000	(995,482)	(90.50)
Debenture Debt- Funding from PR Legacy	61,293	234,359	1,280,000	(1,045,641)	(81.69)
Capital Works- Funding from Debt (MFA)	356,599	-	3,000,000	(3,000,000)	(100.00)
Capital Works- Funding from Reserves	4,100,000	259,687	8,365,000	(8,105,313)	(96.90)
Capital Works- Funding from Appropriated Surplus	277,000	-	-	-	-
Less: Capital Purchases	-	-	(165,000)	165,000	(100.00)
Less: Capital Works	(6,993,899)	(1,805,919)	(44,319,000)	42,513,081	95.93
Net Revenue	2,396,374	2,730,301	3,717,000	(986,699)	(26.55)
Operating Expenditure	1,444,956	1,275,966	3,717,000	2,441,034	65.67
Surplus /(Deficit)	951,418	1,454,335	-	1,454,335	-
Sewer					
Operating Revenue	2,356,290	2,421,500	2,764,000	(342,500)	(12.39)
Capital Works- Funding from Grants	-	-	4,750,000	(4,750,000)	100.00
Capital Works- Funding from Appropriated Surplus	-	1,419,494	4,980,000	(3,560,506)	100.00
Capital Works- Funding from Debt (MFA)	-	-	12,000,000	(12,000,000)	100.00
Capital Works- Funding from Reserves	-	313,818	450,000	-	100.00
Less: Capital Works	(270,053)	(1,896,128)	(23,555,000)	21,658,872	91.95
Net Revenue	2,086,237	2,258,684	1,389,000	869,684	62.61
Operating Expenditure	711,045	642,890	1,389,000	746,110	53.72
Surplus/(Deficit)	1,375,192	1,615,794	-	1,615,794	-
Solid Waste					
Operating Revenue	3,334,858	7,548,996	8,864,000	(1,315,004)	(14.84)
Capital Works- Funding from Accruals	1,803,042	21,147	2,400,000	(2,378,853)	100.00
Capital Works- Funding from Debt (MFA)	-	1,070,805	1,489,000	(418,195)	100.00
Capital Works- Funding from Reserves	850,000	19,342	1,797,000	(1,777,658)	100.00
Less: Capital Purchases	-	(1,070,805)	(1,786,000)	715,195	100.00
Less: Capital Works	(2,653,042)	(40,489)	(4,000,000)	3,959,511	(98.99)
Net Revenue	3,334,858	7,548,996	8,764,000	(1,215,004)	(13.86)
Operating Expenditure	2,125,072	2,527,997	8,764,000	6,236,003	71.15
Surplus /(Deficit)	1,209,786	5,020,999	-	5,020,999	-

CITY OF PRINCE RUPERT June 2023 Capital Purchases Budget Variance Report	Budget	Actual	Variance
Special Projects	931,000	117,853	813,147
Waterfront Landing	10,890,000	622,394	10,267,606
Victim Services Vehicle	42,000	39,590	2,410
Recreation	255,000	-	255,000
RCMP Bulding	26,100,000	3,603,631	22,496,369
Civic Properties	4,710,000	1,959,994	2,750,006
Fire Department	1,650,000	-	1,650,000
Land Acquisition	50,000	-	50,000
Watson Island	135,000	6,415	128,585
Public Works	715,000	434,052	280,948
Water Utilities	165,000	-	165,000
Solid Waste	1,786,000	1,070,805	715,195
Total	\$ 47,429,000	\$ 7,854,734	\$ 39,574,266

CITY OF PRINCE RUPERT June 2023 Capital Works Budget Variance Report	Budget	Actual	Variance
General Operating	\$ 1,873,000	\$ 9,783	\$ 1,863,217
Water Utility	\$ 44,319,000	\$ 1,805,919	\$ 42,513,081
Sewer Utility	\$ 23,555,000	\$ 1,896,128	\$ 21,658,872
Solid Waste Utility	\$ 4,000,000	\$ 40,489	\$ 3,959,511
Total	\$ 73,747,000	\$ 3,752,319	\$ 69,994,681



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 28th, 2023
TO: Dr. Robert Buchan, City Manager
FROM: Richard Pucci, Director of Operations & Intergovernmental Relations

SUBJECT: COW BAY PARKING OPTIONS AND OPPORTUNITIES

RECOMMENDATION:

That Mayor and Council receive this Report for Information Purposes

REASON FOR REPORT:

The City Council has requested that the Staff review options and opportunities to increase parking in the Cow Bay area.

ANALYSIS:

The Staff has reviewed areas and has developed the Plan attached. The Staff has already approved the new angled parking on 1st Avenue with the stairs to connect 1st Avenue with Cow Bay as part of the 1st Avenue Renewal Project. This work will increase parking by approximately 7 to 9 spots.

Additionally, the Staff has developed opportunities for 2 newly defined areas on the 3rd Avenue Extension and George Hills Way. The Staff is currently reviewing these options for cost and the number of parking spots that it will increase.

LINK TO STRATEGIC PLAN:

The completion of this work is in alignment with the D.4 Parking section of the Strategic Plan.

COSTS AND BUDGET IMPACT:

There is no Budget impact at this time.

CONCLUSION:

That Mayor and Council receive this Report for information purposes.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Dr. Robert Buchan,
City Manager

Originally signed available on request

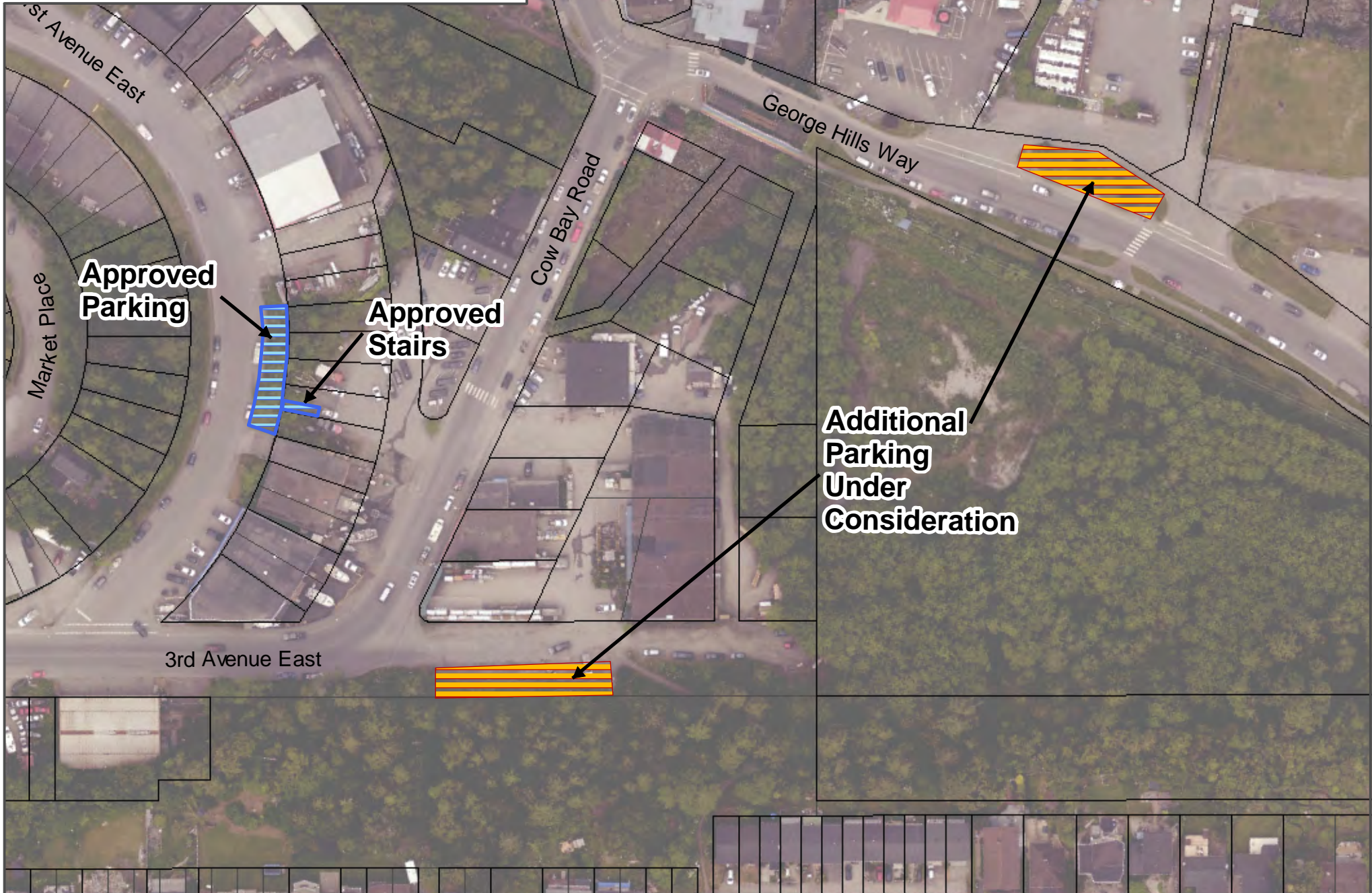


COW BAY PARKING APPROVED AND UNDER CONSIDERATION



0 4.75 9.5 19 28.5 38
Meters

Project #: 23-0035 Date: 2023 / 8 / 11





REPORT TO COUNCIL

Meeting of Council

DATE: August 28th, 2023
TO: Robert Buchan, City Manager
FROM: Richard Pucci, Director of Operations & Intergovernmental Relations
SUBJECT: **MACCARTHY BUILDING - PUBLIC WORKS UPDATE**

RECOMMENDATION:

THAT Council receives and files this Report for information purposes.

REASON FOR THE REPORT:

The Director of Operations has been requested to provide an update on the progress to move the Public Works Department to the MacCarthy site.

BACKGROUND:

The current Public Works yard dates back to the early 1950s and has seen little to no renewal over the years. In 2016, the Department completed an extensive assessment that brought forward many safety hazards, including the presence of mold, electrical code non-compliances, and, most of all, structural deficiencies. This unfortunate assessment rendered the building unsafe and made the Staff only use the main Public Works building for transient occupancy and move into used secondhand portables from Kitimat. These portables were a temporary stop-gap and are now starting to leak, have electrical and heating issues, rodent issues, and showing signs of overall failure.

Further, the current location is not geotechnical ideal to rebuild on and is challenging to get in and out of at peak traffic times.

Public Works is an essential part of our organization and requires a safe and secure home that our team can be proud of for years to come.

ANALYSIS:

After the GM Dealership officially closed, City Staff approached the owners for an option to lease or purchase the property for the new Public Works facility. The

owners were interested so the Staff assessed the building for the needs of the Public Works.

It was determined that the space available was adequate for Public Works' needs with some renovations required. The building requires interior work to allow for more washrooms, lunchroom, offices, and a first aid area. Additionally, the building has a mechanics shop with bays large enough for our fire truck, room for a welding shop, and a small warehousing area. The idea is to use this facility as Public Works' primary location and keep all raw materials like aggregate, salt/sand, and piping at the old yard.

PROGRESS TO DATE:

- MacCarthy Motors Ltd. and City have entered into a Lease and the Staff will be recommending to Council that the City exercise the option to purchase the property;
- Initial functional design for the building layout is complete;
- RFP for the replacement of the mezzanine has been issued and awarded;
- Mezzanine work is complete and under budget;
- Review of HVAC is underway as we now understand that significant upgrades to the HVAC are required;
- RFP for Construction Management/Design/Build Contract closed and August 14th and Proposals are under review.

NEXT STEPS:

- Award the RFP for Construction Management/Design/Build.
 - Complete a detailed review of the exact needs of our Department;
 - Look at growth or shrinkage potentials;
 - Complete a detailed design of exactly what renovations are required;
 - Complete a Class B cost estimate;
 - Internally review if the work can be phased or not.
- Bring Construction Review and Cost Estimate to the City Council for review and consideration similar to the RCMP Facility process.

BUDGET:

Early projections put the completion of this work at approximately \$5M exclusive of property purchase.

The Staff appreciates that this is significantly higher than originally estimated at between \$2M & \$3M exclusive of property purchase; however, the original estimates

August 28, 2023

Page 3

were complete pre-Covid. Further, this is just an estimate and the Staff will be given a Class B cost estimate to bring to the Council prior to advancing or approving construction.

CONCLUSION:

THAT Council receives this Report for information purposes.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Robert Buchan,
City Manager

Originally signed available on request



MEMORANDUM

DATE: August 28, 2023
TO: Dr. Robert Buchan, City Manager
FROM: Richard Pucci, Director of Operations & Intergovernmental Relations
SUBJECT: **4th Avenue West Pathway Update**

Through the City Manager:

At the Council meeting of June 12th, 2023, the Staff was tasked to complete a structural and geotechnical assessment on the condition of the pathway between 3rd Avenue and 4th Avenue West. The Staff was given a Budget of \$50,000 and has so far committed approximately half of it toward the appropriate assessments with recommendations for repairs.

This memo is to update the Council that both of these assessments have now taken place. Unfortunately, however, they are still being processed and the Operations Department has not received them yet to review and possibly implement.

Additionally, at this time, the cost of repairs, or if any are required, is still unknown.

The Staff understands that many members of the Public use this Pathway; however, the Public needs to understand that the Staff can only work within the Budget they have and repairs if costly will have to wait until next year.

Thank you, and please direct any questions or concerns to the City Manager.

Regards,

Richard Pucci,
Director of Operations &
Intergovernmental Relations



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 28, 2023
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner I

SUBJECT: DEVELOPMENT ACTIVITY REPORT FOR JULY 2023

RECOMMENDATION

THAT Council Receive and File the attached Development Activity Report in Attachment 1.

REASON FOR REPORT:

This report summarizes development application activity active in the City of Prince Rupert for July 2023. This report is intended to inform Council on applications that have been received and their status to date.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras,
Urban Planner I

Robert Buchan,
City Manager

Attachments:

1. Development Activity Report

Originally signed available on request

File No.	Location	Proposal Description	Date Received	Status	Date of Decision
ZBLA-21-01	712-714 McKay Street	Application to rezone from R2 to RM2.	April 7, 2021	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A
ZBLA-22-07	N/A	Zoning Bylaw Amendment to remove parking requirements in a specified area.	October 25, 2022	In Progress* * 4 th reading August 28th	Passed 3 rd June 26th
ZBLA-23 -02	Various	Allowing Child Care Centres in RM1-5 and P1 facilities.	May 15, 2023	In Progress* * 4 th reading August 28th	Passed 3 rd June 26th
DVP-23-08	1946 11 th Avenue E	Construction of a shop/garage over height	April 21, 2023	On Hold* *The application is on hold until the applicant provides additional documentation.	N/A
DVP-23-12	432 8 th Avenue W / 721 Lobiniere	Deck/entrance-way into an existing non-conforming house onto rear lot-lines.	May 31, 2023	On Hold* *The application is on hold until the applicant receives additional permits.	N/A
DVP-23 -14	108 Rudderham Place	Proposed garage to be attached to back of existing house. Garage would encroach back setback.	June 21 st , 2023	In Progress* *Public Notification	N/A
DVP-23 -15	640 8th Avenue East	Back deck follows existing non-conforming house encroaching side setback.	June 21, 2023	In Progress* *Public Notification	N/A
DVP-23 -16	618 Ritchie Street	Proposed detached building to be used for storage, needing of height variance.	June 27, 2023	In Progress* *Public Notification	N/A

DVP-23 -17	1321 Overlook St.	Proposed front porch extension, needing of setback variance.	July 21, 2023	In Progress* *1 st hearing on 28 th August, 2023	N/A
TUP-23-01	935 2 nd Ave	Temporary permit to have goats in property.	June 08, 2023	On Hold	N/A

RESOLUTION
IN SUPPORT OF RAIL SAFETY WEEK

WHEREAS *Rail Safety Week* is to be held across Canada from September 18 to 24, 2023;

WHEREAS, 232 railway crossing and trespassing incidents occurred in Canada in 2022; resulting in 66 avoidable fatalities and 43 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

Whereas CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

seconded by Councillor _____

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 18 to 24, 2023.



www.operationlifesaver.ca

Rosamaria Miller

From: Cole Marogna <cole@gitmaxmakay.ca>
Sent: August 23, 2023 12:07 PM
To: Rosamaria Miller
Subject: City Council Letter of Support - NDIT Application

Follow Up Flag: Flag for follow up
Flag Status: Flagged

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

Hi Rosa,

I'm hoping we can get this on the next available council meeting agenda. We are looking for a letter of support from council for the Gitmaxmak'ay Nisga'a Societies application to NDIT for their Economic Infrastructure Fund with the amount being \$120,000.

Just some additional details on the application for you;

Funding will go towards the purchase and installation of a second Hydroponics unit at Yaga in Seal Cove. We have seen great success with our current unit and we are now looking to scale up in order to serve a greater number of people while continuing donations back to our community.

If you need any more information let me know and I will do my best to get it to you.

Thanks!

Cole Marogna, Economic Development Officer
Gitmaxmak'ay Nisga'a Society
Office | 250.627.1595
Fax | 250.627.1575

Heather MacRae

From: Sonia Ali <sonia@bcepilepsy.com>
Sent: Thursday, August 17, 2023 4:01 PM
To: City Hall
Subject: Request for Proclamation from the City of Prince Rupert
Attachments: 2024 Proclamation Draft.docx

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

To Whom It May Concern,

As you may already be aware, epilepsy is one of the most common neurological conditions, however, it currently has the least recognition in society.

My name is Deirdre Syms, and I am the Executive Director of the BC Epilepsy Society, which is a provincially incorporated non-profit organization and a federally registered charitable organization. We support the over 50,000 people living with epilepsy in BC and their families, friends and loved ones and work to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will be taking place on March 26th, 2024. International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the world take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from the Mayor and Council designating March 26th, 2024, as International PURPLE DAY® for Epilepsy Awareness in the City of Prince Rupert. Included with this email correspondence is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26th, 2024, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy in the community.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26th, 2024, and in the future. Please feel free to contact me via email at deirdre@bcepilepsy.com or via telephone at 1-788-533-0790 should you have any questions or require any additional information.

Sincerely,
Deirdre Syms
Executive Director
BC Epilepsy Society

--

Kind regards,
Sonia Ali
Provincial Manager of Programs and Services
BC Epilepsy Society

Mailing Address: PO Box 30521, Burnaby RPO Madison, BC V5C 6J5

Phone: 236-334-7087

Email: sonia@bcepilepsy.com

Website: www.bcepilepsy.com

Social Media:

Instagram: [BCEpilepsySociety](#)

Facebook: [BC Epilepsy Society](#)

Twitter: [BCEpilepsy](#)

The BC Epilepsy Society empowers, educates, and supports British Columbians living with epilepsy.

THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



July 15, 2023

File: 0380-30-03

Regional District of North
Okanagan
9848 Aberdeen Road
Coldstream, BC V1B 2K9

Ministry of Environment &
Climate Change
PO Box 9047 Stn Prov Gov
Victoria, BC V8W 9E2

Recycle BC
405-221 West Esplanade
North Vancouver, BC
V7M 3J3

**Re: Recycling Program for Antifreeze Containers and Used Oil Collection at the
Armstrong Spallumcheen Diversion and Disposal Facility**

At the Monday, May 1, 2023 Township of Spallumcheen Regular Council Meeting, the following resolution was passed:

"...THAT the Township of Spallumcheen Council recommend a letter be sent to the Regional District of North Okanagan (RDNO), Ministry of Environment and Climate Change, and Recycle BC to support plastic, such as antifreeze containers, and used oil collection/recycle depot at the Armstrong Spallumcheen landfill/transfer station located at 4399 Powerhouse Road, noting that the program should be at no cost due to the environmental fee already being paid at the time of product purchase;

AND THAT the Township of Spallumcheen Council direct staff to carbon-copy the letter to the BC member municipalities and to the Union of British Columbia Municipalities (UBCM) to gain support of Municipal and RDNO landfill/transfer station sites."

The Township Council believes that keeping these types of containers and contaminants out of our landfills is essential to maintaining healthy lands and aquifers.

Thank you for your attention to this matter. If you have any questions in this regard, please contact the undersigned.

Respectfully,

Cindy Webb
Corporate Officer

CW/mw

cc: Member Municipalities

August 8, 2023

Via email

Communities & Stakeholders

**Re: Quesnel Highway 97 North-South Interconnector Project
REQUEST FOR SUPPORT**

During the July 18, 2023, Quesnel City Council Meeting, Council reviewed and discussed the status and next steps of the Quesnel Highway 97 North-South Interconnector Project ("Interconnector"). This project has been on hold by the Province due to other local and provincial road priorities which took precedence over the Interconnector.

The Interconnector is a bypass type project which will provide significant benefits to the Region and anyone travelling or shipping goods either North or South on Highway 97 through Quesnel. The Regional and Provincial benefits are outlined in the background section below. The goal of Quesnel City Council is to get this project back into the Provincial capital project queue, as it has already undergone the feasibility phases and the business case analysis.

ASK

Quesnel City Council requests that you pass a resolution in support of the **Quesnel Highway 97 North-South Interconnector Project** or, prepare a letter of support for same. Please forward the resolution or letter to the City of Quesnel for collation and delivery to the Province, care of: llong@quesnel.ca and bjohnson@quesnel.ca (SAMPLE RESOLUTION attached for reference).

BACKGROUND INFORMATION

The key regional and provincial benefits of the interconnector are as follows:

- Travel time improvements through Quesnel. The traffic bottlenecks in downtown Quesnel would be bypassed.
- Improved uptime for the bridge and rail overhead.

Mayor Ron Paull

Councillors Scott Elliott, Martin Runge, Debra McKelvie, Mitch Vik, Laurey-Anne Roodenburg, Tony Goulet



- There are no traffic detours for large trucks around these bridges, so the traffic backs up very quickly in the event of a temporary bridge shutdown.
 - The lack of alternative routes, combined with the age and deterioration of the infrastructure make this a high-risk section of Highway 97.
- The two main pieces of infrastructure are the Quesnel River Bridge and the Rail Overhead, both are very old and are close to the end of their life cycles.
 - The current plan by the Ministry of Transportation and Infrastructure (MOTI) is to rehabilitate these structures to extend their life.
 - The re-build of the Quesnel River Bridge and Rail Overhead is estimated to take 2 years to complete, with single-lane alternating traffic required for an estimated 10 month minimum of that time.
- The plan for the Interconnector completely rethinks the traffic flows in downtown Quesnel.
 - The new Quesnel River Crossing and Rail Overpass would be realigned.
 - The old infrastructure would be left in place until the new infrastructure is ready for use, significantly reducing downtime due to construction.
- Most heavy truck traffic will be gone from downtown Quesnel, reducing downtown traffic congestion, and improving safety outcomes, seven traffic lights would be bypassed.
 - Pedestrian/Vehicular interactions would be minimized.
- Improvement in safety due to dangerous goods and other heavy traffic being moved away from downtown and the hospital.

Project Scope

- The project encompasses a 3.7 km section of Highway 97 through the downtown of Quesnel, including:
 - Replacement of the existing two-lane bridge over the Quesnel River to a four-lane structure
 - Replacement of the existing two-lane B.C. Rail overhead to a four-lane structure
 - Addition of a dedicated pathway for use by pedestrians and cyclists over the structures.



- Addition of a four-lane Interconnector to bypass the Quesnel downtown core.

Council appreciates your support for this important project, benefiting the Regional and Provincial traffic that uses Highway 97 through Quesnel.

Best Regards,

Mayor Ron Paull
City of Quesnel

Enclosure(s):

- SAMPLE Resolution

cc: Minister of Transportation & Infrastructure, Rob Fleming
Union of B.C. Municipalities
North Central Local Government Association
Northern Health Authority
Industry & Stakeholders
City of Quesnel, City Manager, Byron Johnson



Sample Resolution:

Quesnel Highway 97 North-South Interconnector Project

WHEREAS Highway 97 is a very significant provincial highway that is critical to the continued economic prosperity of Northern and Central BC and all British Columbia;

AND WHEREAS Highway 97 is at a considerable and growing risk level for extended delays due to aged-out highway infrastructure in Quesnel, and unacceptable construction delays in the future based on the current plans by the Ministry of Transportation and Infrastructure:

THEREFORE, BE IT RESOLVED THAT <The City of ?> or <The Community of ?> or <The business/stakeholder name> supports the Quesnel Highway 97 North-South Interconnector Project and requests the Province proceed without delay to the Functional Design phase of the project.

Board Highlights

August 2023

Delegations:

Jennifer Rutt provided an update of the Misty Isles Economic Development Society. Dale Richardson of Pacific Economic Development Canada provided an introduction to PacifiCan. The Chair of the Board thanked the delegations.

Board Business:

1. The Board resolved to request meetings at the 2023 UBCM Convention with the Minister of Municipal Affairs and Northern Health.
2. The Board resolved to support co-hosting NCLGA 2025 with the City of Prince Rupert and the District of Port Edward.
3. The Board resolved to use the Local Government Climate Action Program funding and the Growing Communities funding to support needed equipment purchases for the Islands Solid Waste landfill operations.
4. The Board received an informational update on the Coastal Flood and Erosion Study Workshop for Sandspit, Tlell, and Tow Hill. This workshop is scheduled for Tuesday, September 12, 2023 at 7 p.m. via Zoom. Please see [website](#) for more information.
5. The Board adopted [Bylaw No. 280.3, 2023 – A bylaw to Amend the North Pacific Cannery Village Museum Grant-in-Aid Local Service Establishment Bylaw No. 280-1995](#).
6. The Board adopted [Bylaw No. 683, 2023 – Mainland Arts and Culture Contribution Bylaw](#).
7. The Board resolved to support an application to the Canada Mortgage and Housing Corporation's Housing Accelerator Fund program.
8. The Board directed staff to reach out to Fisheries and Oceans Canada (DFO) to invite a DFO delegation to a future meeting of the Board of the North Coast Regional District to discuss the invasive green crab issue and crab fisheries management.

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

Olena Moshko

From: FPBoard, Public Access <FPBoard@bcfpb.ca>
Sent: Wednesday, August 9, 2023 11:06 AM
Subject: Attn: Mayor & Council, Chief Administrative Officer

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

Dear Mayor & Council, and Chief Administrative Officer,

I would like to draw your attention to a special report recently released by the Forest Practices Board, [Forest and Fire Management in BC: Toward Landscape Resilience](#). The report highlights an urgent need to change how BC's forests and landscapes are managed to reduce the risk of catastrophic wildfire. Over 39 million hectares of public land in BC are at high or extreme threat of wildfire, and the negative effects on health, the environment and the economy affect all British Columbians. The Board is calling for urgent action by the provincial government to create a province-wide vision and action plan to improve landscape resilience and reduce the risk of catastrophic wildfire.

This report aims to raise public and policymaker awareness about the broad negative consequences of catastrophic wildfire, the impacts of climate change, and the inability of current forest and fire management policies to solve this problem. The Board recognizes that the level of action required to address catastrophic wildfire will require coordination and cooperation across all levels of government. We encourage you to read the report, consider how a change in how landscapes are managed could benefit your community, and consider your role in effecting this change.

The Forest Practices Board will be a participant in the 2023 UBCM Convention and tradeshow. Please visit our booth to learn more about the Board's work, including the recommendations in the report.

The Forest Practices Board is BC's independent watchdog for sound forest and range practices, reporting its findings and recommendations directly to the public and government. The board audits forest and range practices on public lands and the appropriateness of government enforcement. It can also make recommendations for improvement to practices and legislation. To find out more, please visit our website at <https://www.bcfpb.ca/>

Sincerely,

Keith Atkinson
Chair, BC Forest Practices Board

Please forward to other persons as appropriate. Many thanks!

Heather MacRae

From: BC Honours and Awards HAS:EX <bchonoursandawards@gov.bc.ca>
Sent: Tuesday, July 25, 2023 3:47 PM
Subject: Medal of Good Citizenship - Call for Nominations

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



Do you know a deserving citizen in your community? Nominate them today!

Nominations are open for the Province's **Medal of Good Citizenship** for 2023. This prestigious medal recognizes people who have made outstanding contributions to their communities without expectation of remuneration or reward. The medal reflects people's generosity, service, acts of selflessness and contributions to community life.

Please nominate someone you feel meets the criteria and share this e-mail with others in your organization and/or community. You can also download or share a promotional poster by clicking [here](#).

Nominations are due by **Monday, September 4, 2023**. Submissions received after this date will be considered for 2024.

For nomination forms and additional information on this honour, [please visit our website](#).

Thank you in advance for your time and support in nominating exceptional citizens in your community.



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 28, 2023
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner I

SUBJECT: TEMPORARY USE PERMIT #22-03 - 191 METLAKATLA ROAD

RECOMMENDATION:

THAT Council proceed with the statutory notification process for Renewal of Temporary Use Permit (TUP) #22-03 and include as a permit condition that the City retains a \$5000 cash bond until the temporary use is discontinued.

REASON FOR REPORT:

An application was received to extend the use of the Temporary Use Permit, which is currently set to expire on October 03, 2023, for the property located at 191 Metlakatla Road.

The application involves:

1. A request to have a shipwrecking yard and to store, handle, and sell scrap material on the subject property for up to one year.

The Site Plan is included as Attachment 1, and the original TUP #22-03, set to expire October 03, is included as Attachment 2.

BACKGROUND AND ANALYSIS:

The applicant wishes to renew their existing Temporary Use Permit to allow them to have a shipwrecking yard where they can store, handle, and sell scrap material on the subject property for another year.

On October 03 of, 2022, after completing the appropriate procedures, the City of Prince Rupert accepted the request made by the applicant and issued the Temporary Use Permit 22-03 to allow the use of the property for a shipwrecking yard where they can store, handle, and sell scrap material on the subject property for up to one year. The aforementioned Permit expires in October 2023, and the applicant seeks to renew the Temporary Use Permit.

The applicant requested this TUP to accommodate potential shipwrecking contracts awarded by the Canadian Coast Guard to dispose of vessels. Although the applicant was not able to secure a contract during the period of the last Permit, they hope to secure a contract in the near future, and it is for that reason that they intend to extend the Temporary Use Permit.

If offered the contract, the work performed at the location would consist of towing vessels to the subject property using pneumatic airbags under the vessels. Next, the ship would be cut up,

and the resulting scrap metal would be barged to Vancouver, BC, for further processing. No buildings or structures would be used.

The subject property is currently zoned M3 (Waterfront Industrial Zone), which allows for shipbuilding and repair as permitted uses, but a shipwrecking yard, and the storage, handling, and sale of scrap material are not permitted uses. The applicant desires to maintain the M3 zoning and proceed with this Temporary Use Permit application.

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

To ensure compliance, the Draft Temporary Use Permit includes a condition that the City retains the \$5000 bond the applicant paid when the original Permit was given until the temporary use is discontinued. Additionally, the Draft Temporary Use Permit includes the following conditions:

- No hazardous materials are brought to, or stored on, the subject property.
- All hazardous materials are removed from ships before they are brought to, or stored on, lands within the City of Prince Rupert.
- It is the responsibility of the applicant/owner(s) to ensure that any required permits from other government agencies have been secured prior to commencing the temporary use.

Property owners and the public have had the opportunity to provide input during the public consultation period.

The Draft Temporary Use Permit is included in Attachment 1.

COST AND BUDGET IMPACT:

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

CONCLUSION:

This Temporary Use Permit application is recommended to proceed to public notification. Affected property owners will have the opportunity to express their views on the application when Council considers the Permit.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras,
Urban Planner I

Robert Buchan,
City Manager

Attachment(s):

- Attachment 1: Draft Temporary Use Permit
- Attachment 2: Original TUP #22-03 expiring October 03, 2023.
- Attachment 3: Site Plan

Originally signed available on request



TEMPORARY USE PERMIT - RENEWAL
FILE NO. TUP-22-03

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

PERMIT ISSUED TO OWNER(S): 0813985 B.C. Ltd.

APPLICANT: 1315340 BC Ltd dba AMRC Pacific, Amix Marine Salvage Ltd., and Marine Recycling Corporation.

1. This Temporary Use Permit is issued subject to compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented in this permit.
2. This Temporary Use Permit applies to those lands within the City of Prince Rupert that are described below and, any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:

Block C of District Lot 735 Range 5 Coast District

CIVIC ADDRESS(ES):

191 Metlakatla Road

3. Pursuant to Division 8 in Part 14 of the *Local Government Act*, this permit authorizes the owner(s) and applicant to have a shipwrecking yard and store, handle, and sell scrap material on the subject property, in accordance with the Site Plan attached as Schedule 1, for up to one year.

SUBJECT TO the following conditions to the satisfaction of the City:

- a. The City retains a \$5000 cash bond until the temporary use is discontinued.
- b. No hazardous materials are brought to, or stored on, the subject property.
- c. All hazardous materials are removed from ships before they are brought to, or stored on, lands within the City of Prince Rupert.
- d. In the event that hazardous materials are discovered on a ship after it has been brought to the property, the owner is responsible for containment, removal, and, if necessary, any remediation. In such an event, the City must be immediately notified.

- e. The applicant/owner(s) is responsible for ensuring that any required permits from other government agencies have been secured prior to commencing the temporary use.
- 4. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site Plan

ISSUED ON THIS ____ DAY OF _____, 2023.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Corporate Administrator



TEMPORARY USE PERMIT
FILE NO. TUP-22-03

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

PERMIT ISSUED TO OWNER(S): 0813985 B.C. Ltd.

APPLICANT: Butze Terminal Ltd.

1. This Temporary Use Permit is issued subject to compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented in this permit.
2. This Temporary Use Permit applies to those lands within the City of Prince Rupert that are described below, and any and all buildings, structures, and other development thereon:

LEGAL DESCRIPTION:

Block C of District Lot 735 Range 5 Coast District

CIVIC ADDRESS(ES):

191 Metlakatla Road

3. Pursuant to Division 8 in Part 14 of the *Local Government Act*, this permit authorizes the owner(s) and applicant to have a shipwrecking yard and store, handle, and sell scrap material on the subject property, in accordance with the Site Plan attached as Schedule 1, for up to one year.

SUBJECT TO the following conditions to the satisfaction of the City:

- a. The City receives and retains a \$5000 cash bond until the temporary use is discontinued.
- b. No hazardous materials are brought to, or stored on, the subject property.
- c. All hazardous materials are removed from ships before they are brought to, or stored on, lands within the City of Prince Rupert.
- d. In the event that hazardous materials are discovered on a ship after it has been brought to the property, the owner is responsible for containment, removal, and, if necessary, any remediation. In such event, the City must be immediately notified.

- e. It is the responsibility of the applicant/owner(s) to ensure that any required permits from other government agencies have been secured prior to commencing the temporary use.
- 4. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site Plan

ISSUED ON THIS 3RD DAY OF OCTOBER, 2022.

CITY OF PRINCE RUPERT
By an authorized signatory



Rosamaria Miller
Corporate Administrator

Site Plan

Land to be used on a temporary basis for a shipwrecking yard and for the storage, handling, and sale of scrap material is outlined in blue.





REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 28, 2023
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner 1

SUBJECT: DEVELOPMENT VARIANCE PERMIT #23-17 – 1321 Overlook Street.

RECOMMENDATION:

THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #23-17

REASON FOR REPORT:

An application was received for a Development Variance Permit for the property located at 1321 Overlook St.

The application involves:

1. A request for a variance of the City of Prince Rupert Zoning Bylaw, Section 5.2.0 Minimum Dimensions Required for Yards (a) to replace the front porch of the existing house, the proposed porch will encroach on the front setback by 36 cm (.36 metres). The required distance for the front setback in a R2 zone is 3.6 metres, and the distance from the proposed porch and the property line would be of 3.24 metres. The applicant requests a variance of 0.36 metres to the minimum dimensions required for front setbacks.

The Site Survey and elevation drawing are included as Attachment 3.

BACKGROUND & ANALYSIS:

The applicant requests the proposed variance to the front property setback to replace the front porch of their existing home. The existing porch is in poor condition (rotten). The applicant intends to take advantage of the variance to replace the existing porch with a porch with a deck at the same location that would encroach on the front property line setback by 0.36 metres. Additionally, the existing porch roof will also be extended to match the proposed length.

The applicant ensures that the city water shut-off will remain accessible, and the application has gone through the internal referral process. There are no known negative impacts of the proposed variance on the surrounding neighbourhood;

however, the public will have the opportunity to provide input during the public consultation period.

The Draft Development Variance Permit is included in Attachment 1.

COST:

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

CONCLUSION:

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

Report Prepared By:

Report Reviewed By:

Rodolfo Paras,
City Planner I

Robert Buchan,
City Manager

Attachment(s):

- Attachment 1: Draft Development Variance Permit
- Attachment 2: Proposed Plan and Site Survey

Originally signed available on request



DEVELOPMENT VARIANCE PERMIT
FILE NO. DVP-23-17

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

PERMIT ISSUED TO OWNER(S): RENEE MELANIE MAURO

APPLICANT: RENEE MELANIE MAURO

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

LEGAL DESCRIPTION:

LOT 43 BLOCK G SECTION 7 DISTRICT LOT 251 RANGE 5 COAST DISTRICT
PLAN 1920

CIVIC ADDRESS(ES):

1321 OVERLOOK STREET

2. This permit varies the City's Zoning Bylaw (Bylaw #3462) as follows:
 - a. Section 5.2.0 Minimum Dimensions Required for Yards (a) is varied from 3.6 metres to 3.24 metres.
3. This permit is issued subject to the following conditions to the City's satisfaction:
 - a. The permittee(s) develop(s) the proposed development in accordance with the Site and Building Plan attached as Schedule 1.
 - b. Compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented.
4. If the permittee(s) does/do not substantially commence the development permitted by this permit within 24 months of the date of this permit, the permit shall lapse and be of no further force and effect.
5. This permit is **NOT** a Building Permit or Subdivision Approval.
6. This permit does not authorize works on adjacent properties. Encroachment on any adjacent property for the purposes of excavation, or the deposit or removal or fill requires the written consent of the owner of such adjacent property.

7. The terms and conditions contained in this permit shall inure to the benefit of, and be binding upon, the owner(s), their executors, heirs or administrators, successors and assignees as the case may be or their successors in title to the land.
8. The following plans and specifications are attached to and form part of this permit:
 - a. Schedule 1: Site and Building Plan

ISSUED ON THIS ____ DAY OF _____, 2023.

CITY OF PRINCE RUPERT
By an authorized signatory

Rosamaria Miller
Corporate Administrator

7

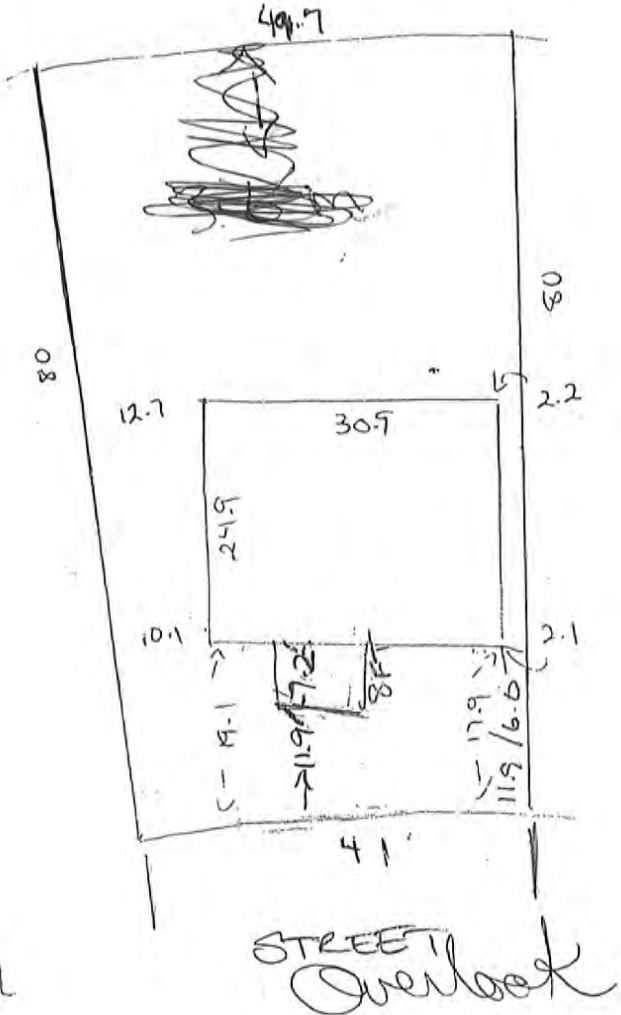
- 10

134.00

at lights)

TEP

2ph
1 - City
Counsel



McHANNAY - SITE SURVEY

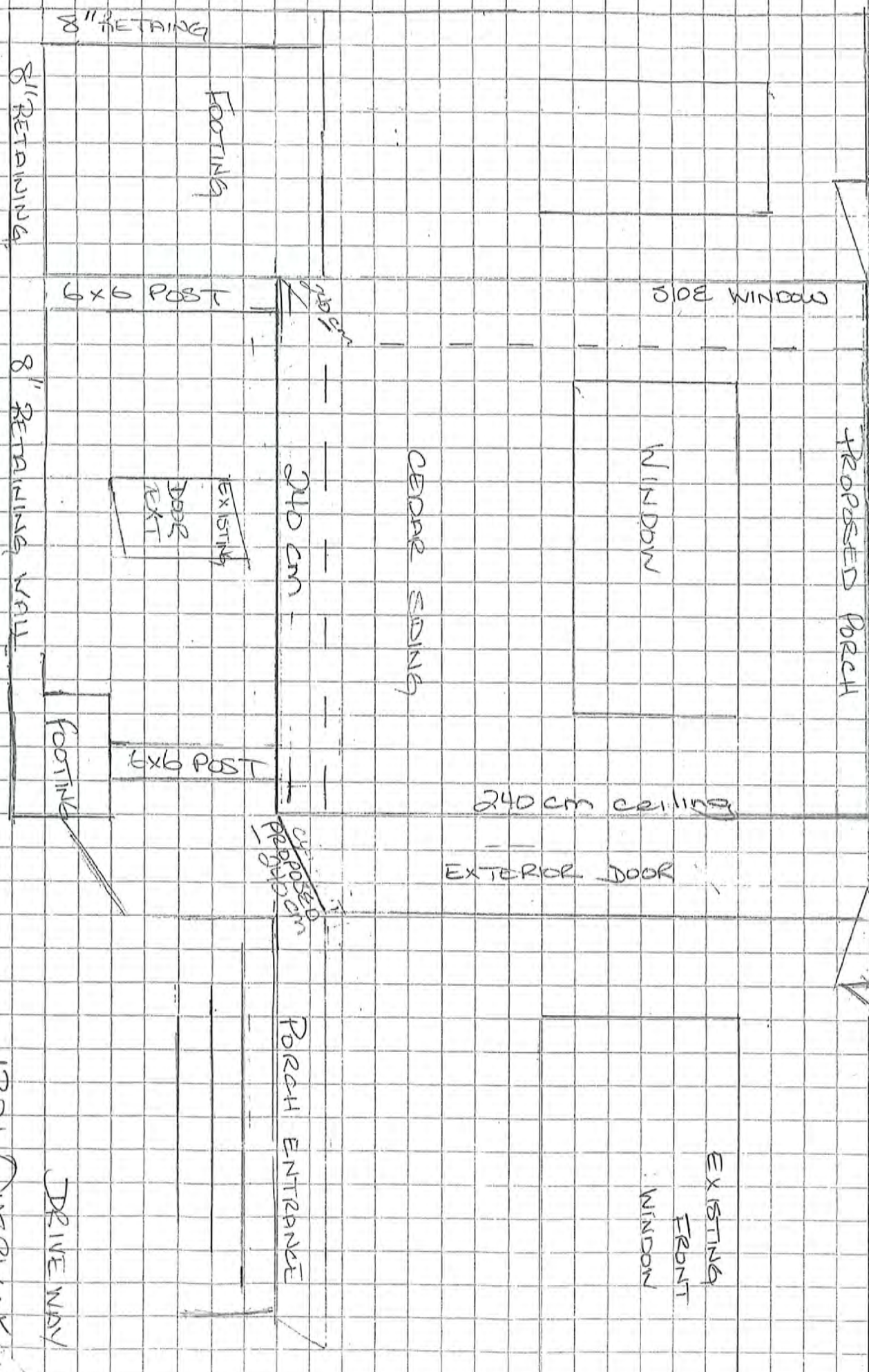
GOMAPS - CH4 WEBSITE

$$\begin{array}{r} 18.5' \text{ AV:} \\ - 11.9 \\ \hline 6.6 \end{array}$$

NOT TO
SCALE

APPROX
40° SLOPE

10:41 AM

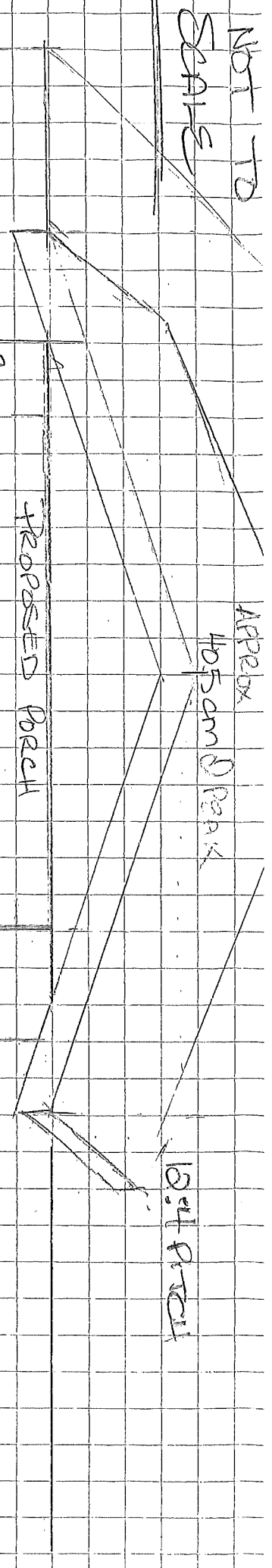


1321 OVERLOOK

NOT TO
SCALE

Approx
405cm Deep

10.4m



PROPOSED PORCH

MAIN WINDOW

WINDOW

240 cm ceiling

EXTERIOR DOOR

CEDAR SIDING

240 cm

PROPOSED PORCH

PORCH ENTRANCE

EXISTING FRONT WINDOW

FOOTING

8" RETAINING

8" RETAINING

8" RETAINING WALL

FOOTING

6x6 POST

EXISTING DOOR EXT

6x6 POST

DRIVEWAY

1321 OVERLOOK



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 28, 2023
TO: Robert Buchan, City Manager
FROM: Corinne Bomben, Chief Financial Officer

SUBJECT: PERMISSIVE PROPERTY TAX EXEMPTION POLICY

RECOMMENDATION:

THAT Council approves the permissive property tax exemption policy 180-02 as presented.

REASON FOR REPORT:

The City's existing permissive tax exemption policy was updated June 2019. This policy update has been prepared to reflect Council's priorities.

BACKGROUND:

Permissive tax exemptions are one means for a Council to provide a level of support for organizations enhancing the quality of life of the general public. Council has the authority under section 224 of the *Community Charter* to grant permissive exemption in any proportion from municipal property taxes provided an organization qualifies under the *Community Charter*

Council can place any justifiable conditions it believes are warranted in transferring tax burden onto other taxpayers. Establishing criteria that is clear for applicants and the public makes the value exchange understandable. The Permissive Tax Exemption Policy provides clarity, consistency and certainty to Council, staff, the public and prospective applicants. It also identifies the process, eligibility criteria, and administration of the policy which informs the Permissive Tax Exemption Bylaw.

CURRENT:

The existing policy was reviewed rigorously in 2019. This iteration of the policy incorporates a minor amendment (8c) to include the opportunity for seniors housing already provided through bylaw. Given the fact that the City's policies are being reviewed and the Permissive Property Tax Exemption Bylaw is to be placed on the agenda in September, it was considered appropriate to make the minor amendment to the policy now.

LINK TO STRATEGIC PLAN:

Contributes to good governance goal action number 6, comprehensive review of City policies.

CONCLUSION:

Council is recommended to approve the attached policy prior to deliberating on the 2024 permissive tax exemptions which must be adopted by October 31, 2023.

Report Prepared by:

Corinne Bomben,
Chief Financial Officer

Report reviewed by:

Robert Buchan,
City Manager

Attachment:

- Permissive Property Tax Exemption Policy No. 180-02

Originally signed available on request



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Permissive Property Tax Exemption	POLICY NO.	180-02
EFFECTIVE DATE		SUPERSEDES:	180-01
DEPARTMENT	Administration		
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

The City of Prince Rupert recognizes the significant value of volunteers, volunteer groups and agencies to the spiritual, educational, social, cultural, and physical well-being of the community. A permissive tax exemption is a means for Council to support organizations within the community that further Council's objective to enhance the quality of life while delivering services economically to the citizens of Prince Rupert.

DEFINITION

A permissive tax exemption granted to a not-for-profit group means that those taxes are then covered by the remainder of the municipal tax payers. The service provided by the not-for-profit and the need for the tax exemption must be a justifiable burden on other tax payers.

Permissive tax exemptions are at the discretion of Council and there is no obligation to provide an exemption; and exemptions cannot be granted if the organization does not qualify under the *Community Charter*.

PURPOSE

The Permissive Tax Exemption Policy is intended to provide clarity, consistency and certainty to the municipality, the public and prospective applicants.

EXTENT, CONDITIONS, AND PENALTIES

1. Council may designate only a portion of land/improvements as exempted where the following circumstances exist:
 - a. A portion of the land/improvements is used by private sector and/or organization not meeting Council's exemption criteria;
 - b. The applicant already receives grant in aid from the municipality, provincial or federal government; and,
 - c. The applicant meets all eligibility criteria, however Council may at its discretion grant a partial exemption.
2. Council may impose conditions on the exempted land/improvements with the applicant organization, including but not limited to:
 - a. Registration of a covenant restricting use of the property;
 - b. An agreement committing the organization to continue a specific service/program;
 - c. An agreement committing the organization to have field/facilities open for public use for specific times or a total amount of time;
 - d. An agreement committing the organization to offer use of the field/facility to certain groups free of charge or at reduced rates; and,
 - e. An agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue (i.e. receives large operating grant from senior government).
3. Council may impose penalties on an exempted organization for breaching conditions of exemption, including but not limited to:
 - a. Revoking exemption with notice;
 - b. Disqualifying any future application for exemption for specific time period; and,
 - c. Requiring repayment of monies equal to the foregone tax revenue.
4. Council may at its discretion provide partial exemptions.

PROCESS

1. Council will consider applications for permissive tax exemptions in an annual intake.
2. The opportunity to apply will be advertised annually in the local newspaper, posted on the City's website and advertised on social media in the month of June. Application forms can be downloaded from the City of Prince Rupert website, or picked up at City Hall.
3. Applications must be submitted on or before July 15th of each year to the Finance Manager using the City's application form (attached as Appendix A). The Finance Manager or designate will review the applications and contact applicants if there is any missing information.
4. The permissive tax exemption process for most applicants will follow **a 4-year cycle**. Once an eligible organization has been granted an exemption it will be valid to the end of that 4-year cycle, provided they continue to qualify. All exemptions are to be reviewed by the City each year to ensure that, based on the most current available information, they continue to be qualified for the exemption.
5. Letters will be sent out to current tax exemption recipients to notify them in June of the year the current cycle is ending informing them of the need to re-apply.
6. Applications approved mid-cycle will be harmonized with the current tax exemption cycle (i.e. if received in year two of the cycle the exemption will only be valid until the end of the current cycle).
7. Applications received after the deadline will not be considered for an exemption in the current year but, provided they are eligible, will be put forward to the following annual intake for consideration.
8. Applicants that have a property statutorily exempt under Section 220 paragraphs (h) and (i) of the *Community Charter* (public worship property and elderly citizens housing built between 1947 and 1974) who apply for permissive exemptions for the remainder of said property will be administered on **an 8 year cycle**.

Application Forms

Comprehensive Application Form – this form must be completed along with required attachments by all first-time applicants and at the end of each exemption cycle when re-applying for an exemption. (Attached as Appendix A)

Annual Confirmation Form – this form must be completed annually by all applicants that have received an exemption for the coming year. The form requests confirmation that the use of the parcel receiving the exemption has not changed and that the information submitted in the original application is substantially the same. (Attached as Appendix B)

Comprehensive Applications with required supporting information must be submitted prior to July 15th of each year to be considered for the next permissive tax exemption year or cycle. Incomplete applications will be rejected.

Annual Confirmation Forms must also be submitted by July 15th of each year.

Additional Information

Council may request a presentation from applying organization.

The City of Prince Rupert may request additional information.

The City of Prince Rupert reserves the right to review records and/or property to verify information provided in support of the application.

Successful applicants may be asked to publicly acknowledge the exemption. Council may, at its discretion, reject any or all applicants in any given year.

This policy does not apply to permissive tax exemptions for heritage revitalization, riparian, and other special exemption authority.

There is no obligation on the part of Council to grant permissive tax exemptions in any given year to any given applicant.

ELIGIBILITY CRITERIA

The application forms and supporting documentation are an integral part of this policy. To be eligible for a permissive tax exemption an organization must comply with all of the eligibility criteria outlined below.

1. Applicants must qualify for an exemption under the provisions of the *Community Charter*, general authority for permissive exemptions. (Part 7, Division 7, Section 224).
2. The property must be in compliance with all municipal policies, plans, bylaws, and regulations (i.e. business licensing, zoning).
3. The applicant must be a registered charitable, philanthropic or other not-for-profit society incorporated under the Societies Act of British Columbia.
4. The property/facility being considered for the exemption must be owned or leased by the applicant with a lease agreement in place indicating that the not-for-profit is responsible for paying the property taxes.
5. Exemptions are based on the principal use of the property, not on the charitable service of the organization as a whole. Principal use of property must meet Council's objectives (see "Evaluation Categories" below). For example, if a not for profit organization opened a restaurant as a fundraiser to support their charitable work, the restaurant would not be eligible for exemption because its principal use is not of a charitable nature.
6. The services/programs provided by the not-for-profit must provide a benefit to the broader community and should be available to the general public. Members of the public, within the appropriate age range, should be able to join a club or organization and participate in its activities for a nominal rate or fee. Prince Rupert residents must be the primary beneficiaries of the organization's services. The services provided on the property must be accessible to the public.
7. Applicants that provide liquor and/or meal services as their primary function and/or source of revenue will not be eligible for permissive tax exemption.

8. In addition to the above criteria, not-for-profit organizations whose operations fall into the housing continuum must also meet the following eligibility criteria:

- a. The property/facility must be used to provide short-term stay (less than two years), non-rental housing such as emergency shelters or transitional housing with the provision of and supportive housing for people with special needs.
- b. Properties that have a residence in the building or on the property will only be exempt if a caretaking function is performed and the property owner (organization) can provide a copy of a current caretaker agreement demonstrating rent is not collected on the residence.
- c. Properties that provide rental/lease dwelling unit accommodation facilities exclusively to seniors aged 55 and over. Accommodation facilities include those with 8 or more units.

EVALUATION CATEGORIES

All applications must meet the description of at least one of the following categories:

- a. Supportive housing properties: short-term stay (less than 2 years and stated purpose is to be short-term), emergency or crisis protection, or transitional housing for members of the community with the provision of support services, seniors housing.
- b. Community support programs: support services and programs to members of the community with special needs, who are in some way disadvantaged and need assistance in maximizing their quality of life.
- c. Arts and cultural facilities: preparation and delivery of artistic and cultural events or exhibits to the public.
- d. Complementary extensions to municipal services and programs: The services provided fulfill some basic need that the City could/would otherwise provide.
- e. Athletic or recreational facilities: provide space, equipment, and/or programs for the physical and mental enjoyment of the participants.
- f. Licensed day cares providing group child care or Preschool services to at least 9 children

g. Places of worship:

- i. Facilities for public worship occupied by a religious organization as a tenant;
- ii. Land surrounding places for public worship; church halls and land surrounding them or other property attached and deemed necessary.

ADMINISTRATION

City staff will review all applications for completeness and contact the applicant if additional information is necessary. City staff will prepare a summary report of applications and bylaw for presentation to Council in September/October for approval and adoption prior to October 31st of each year. Public notice will comply with Section 94 of the *Community Charter*, and notice provisions adopted by City Bylaws in effect in each year application intake is made.

Policy Prepared By:

Policy Authorized By:

X

Corinne Bomben
Chief Financial Officer

X

Dr. Robert Buchan
City Manager

APPENDIX A: Application Form for Permissive Property Tax Exemption



APPLICATION FORM FOR PERMISSIVE EXEMPTION FROM PROPERTY TAXATION FOR YEAR - YEAR

FOR OFFICE USE ONLY

Date Received: _____

Received Stamp:

Method Received:

- ☐ In Person
☐ Mail
☐ E-Mail

Stamped Copy Given/Sent to Applicant ☐

APPLICANT INFORMATION

Organization name: _____

Contact name: _____ Title: _____

Telephone no: _____ Fax No: _____

Email address: _____

Mailing address: _____

Are you registered under the societies act? ☐ Yes ☐ No

If so, please provide registration number: _____

Are you a registered charity? ☐ Yes ☐ No

If so, please provide registration number: _____

ABOUT YOUR ORGANIZATION

Describe your organization. Include a short history and briefly describe the goals and objectives. (Attach a separate sheet if necessary.) OR Please provide a brief description of the goals and objectives of the organization



APPLICATION FORM FOR PERMISSIVE
EXEMPTION FROM PROPERTY
TAXATION FOR YEAR - YEAR

DETAILS OF PROPERTY

Please complete a separate "Details of Property" form for each property being claimed

Property address: _____ Folio No: _____

Briefly describe the principle use of the property and how it benefits the community: _____

Is your facility open to the public or to members only? Public ☐ Members ☐

If members only, is membership available to any individual in the community? Yes ☐ No ☐

Does your organization own or lease the property? Own ☐ Lease ☐
If lease, please provide a copy of the lease.

If portion, please provide the following:

Gross floor area of the building: _____ sq ft

Floor area being claimed for use: _____ sq ft

Is part of the property being utilized for a for-profit Commercial enterprise or to sell alcohol/meals? Yes ☐ No ☐
If yes, please provide a copy of the lease & map indicating the property area used.

Is the property offering services/programs that are in direct competition with privately-owned facilities providing a similar service? Yes ☐ No ☐

Is the property being used to provide rental housing, except for short term housing units as per Policy 180-02? Yes ☐ No ☐

Is the property vacant land or a building without an Occupancy Permit? Yes ☐ No ☐

Do you plan on selling any portion of the property during the 2020-2023 term? Yes ☐ No ☐

Is there any other reason that would make this property ineligible during the four year cycle? If yes, please attach explanation. Yes ☐ No ☐

APPLICATION FORM FOR PERMISSIVE EXEMPTION FROM PROPERTY TAXATION FOR YEAR - YEAR

DETAILS OF PROPERTY Cont'd

Please complete a separate "Details of Property" form for each property being claimed

Please select the applicable permissive tax exemption category for which you are applying.

For definitions of these categories, please review the Permissive Tax Exemption Policy 180-02

- ☐ **Supportive Housing Properties:** short-term stay (less than 2 years and stated purpose is to be short-term), emergency or crisis protection, or transitional housing for members of the community with the provision of support services, seniors housing.
- ☐ **Community Support Programs:** support services and programs to members of the community with special needs, who are in some way disadvantaged and need assistance in maximizing their quality of life
- ☐ **Arts & Culture Facilities:** preparation and delivery of artistic and cultural events or exhibits to the public
- ☐ **Complementary Extensions to Municipal Services & Programs:** support services provided fulfill some basic need that the City could/would otherwise provide
- ☐ **Athletic or Recreational Facilities:** provide space and equipment for the physical and mental enjoyment of the participants
- ☐ **Licensed Day Care/preschool Facilities:** provide space, equipment and qualified staff for group child care and education, licensed by the local health authority
- ☐ **Places of Worship:**
 - i) facilities for public worship occupied by a religious organization as a tenant
 - ii) land surrounding places for public worship; church halls and land surrounding them or other property attached and deemed necessary

ATTACHMENTS REQUIRED

- ☐ Latest Financial Statements (signed)
- ☐ Budget for upcoming year
- ☐ List of executive/board members including **full** contact information
- ☐ Leases or rent agreements for any portion of the identified property
- ☐ Last Registered Charity Information Return or Non-profit Organization Return submitted to CRA
- ☐ Number of **active** volunteers/congregants/worshippers at time of application
- ☐ Number of employees in last year
- ☐ Details of grant funding received in the past year from other levels of government (Federal, Provincial, Tribal) or expected in the next year (capital and operating)



APPLICATION FORM FOR PERMISSIVE EXEMPTION FROM PROPERTY TAXATION FOR YEAR - YEAR

DECLARATION

I am an authorized signing officer of the organization and certify that the information given in this application is correct. Should a permissive tax exemption be granted on the above property, I agree to the following terms:

- If the property is sold within the exemption cycle, the organization will notify the City of this sale.
- If the property is sold prior to the exemption expiration, the organization will remit to the City an amount equal to the taxes that would have otherwise been payable to the City by a non-exempt owner.
- The property use will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the permissive tax exemption granted by the city

Signature: _____ Position: _____

Name (Please Print): _____ Date: _____

APPENDIX B: Permissive Property Tax Exemption Annual Confirmation Form

City of Prince Rupert

Property Tax Exemption Annual Confirmation Form

Registered Owner:

Assessment Roll No:

Civic Address:

Legal Description:

Please check any of the following that have changed significantly since your last Comprehensive Application Form was submitted and attach any changes:

- ☐ List of executive/board members including **full** contact information
- ☐ Leases or rent agreements for any portion of the identified property
- ☐ Number of **active** volunteers/congregants/worshippers
- ☐ Number of employees
- ☐ Details of grant funding received in the past year from other levels of government (Federal, Provincial, Tribal) or expected in the next year (capital and operating)

I, _____, an authorized signatory for the abovementioned Organization, hereby confirm that there has been no change to the use of our property that would amend the status of our prior years' exemption.

Certified Correct _____

Authorized Signatory

This form must be duly completed, signed and received by City Hall by July 15, YEAR, for the organization to be eligible for the YEAR Property Tax Exemption.



REPORT TO COUNCIL

Regular Meeting of Council

DATE: August 28th, 2023
TO: Robert Buchan, City Manager
FROM: Veronika Stewart, Manager of Communications, Engagement and Social Development

SUBJECT: RECOMMENDATION FOR REPLACEMENT OF CITY FLAG

RECOMMENDATION:

THAT Council review and select a preferred design from in-house flag design options presented in the attachment.

REASON FOR REPORT:

Following the City's rebranding initiative in the Spring of 2022, Staff is requesting Council direction to replace the existing flag design, pictured right, which features the City's crest. This flag is now dated, and while vibrant, is generally considered overly complex in design. Standards for flag design from the North American Vexillological Association (see attachment) suggest the following best practices to follow in City flag design:

- a simple design (the standard being that it could be redrawn from memory by a child);
- inclusive of meaningful symbolism;
- no lettering or seals;
- distinctive;
- and, with 2 or 3 basic colours.



Above is the existing flag design, developed circa 2001

As an alternative to the existing design, and keeping these design standards in mind, staff has presented four potential new flag designs that incorporate approved brand

elements and imagery provided by Ts'msyen artist Russell Mather in collaboration with Will Creative. We are seeking Council input on the appropriate process to move forward in a way that is both cost effective and incorporates existing branding.

BACKGROUND:

The existing inventory of dated City flags has now been exhausted, and now staff are looking to determine a new design from which to base future orders for local flags. Historically, City flags are flown in Mariners Park, at City Hall, and at the Civic Centre, and the flags in these areas are required to be replaced. Flags are also brought to conferences like UBCM and others on an ad-hoc basis.

Based on an internal memo discovered by staff, the existing flag design (pictured on previous page) was created in 2001 by a flag printing company who were provided the City's crest and a series of colours to use in an outsourced flag design. To our knowledge, there is no particular local connection or attachment to the existing design.

In 2022, the City adopted a new brand with designs from Russell Mather integrated into visual elements. With it, the City formally readopted the 'City of Rainbows' moniker. Given the brand package included extensive brand elements, it was felt that these simple elements, and specifically the rainbow, would be appropriate symbolism to present on a new iteration of the City's flag. The rainbow is a natural phenomenon that represents diversity, wealth, inclusion, and most obviously what comes after the storm – representing an optimistic take on our title as the rainiest City in Canada. The design also reflects Ts'msyen territory through the use of the formline designed rainbow element. The majority options presented are fairly simple to let the rainbow element and formline inspired text speak for itself; however, the fourth option also includes mountains in the forefront of the rainbow, to represent the mouth of the Skeena River. Russell Mather was sent the use of this formline/logo element design for flags, and had no objections to their use in this manner.

ANALYSIS:

Staff have provided designs based on the adopted branding for consideration to reduce potential costs for outsourcing design work, however Council may decide to pursue an alternative course, if desired. With the need to replace worn municipal flags in public areas such as City Hall, the Rec Complex and Mariners Park as part of annual maintenance, staff are seeking direction from Council about how to proceed. The options are as follows:

- Have Council review and directly select their preferred option from in-house designed options, based on the new City branding + using brand elements (Cost is staff time);

- Have Council review and select potential designs from in-house options (existing or new ones can be developed), and put them to a community vote for final decision (Cost is staff time);
- Outsource the design of a new flag to an external party based on brand guidelines (An additional cost – currently unknown);
- Retain the design of the existing flag, which has the City's crest (No additional cost, but not in line with current brand standards or vexillological design theory. This option is not recommended);

LINK TO STRATEGIC PLAN:

Given challenging fiscal circumstances and the goal of the City to improve its financial health while also providing appropriate services, every effort has been made to propose a means of updating the flag at minimal cost, which is why in-house designed options have been presented at this juncture. Like the City's website, the flag is not a part of fixed infrastructure, but updating this community asset and symbol also aligns with Council's efforts to undertake and encourage community renewal and also reconciliation through the use of a Ts'msyen designed element that will be proudly displayed in various places throughout the community.

COST:

The costs of flag orders are considered within existing Administrative and Operational budgets, with flag orders that include a pre-supplied design costing roughly \$20 per flag. As previously noted, in-house designs have been presented as the most cost-efficient option for renewing the City flag, which also fully utilize past purchase of existing brand assets; however, if Council determines that additional design work is required, staff will need to explore the potential cost for additional design consultant work.

CONCLUSION:

It is recommended that Council review and select a preferred design from in-house flag design options presented in the attachment.

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

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

Rosamaria Miller
Acting City Manager

Atch(s): In-house designed flag options for consideration
 Good Flag, Bad Flag – Booklet from the North American Vexillological Association

Originally signed available on request

Attachment 1: In-house designed flag options for consideration

Option A:



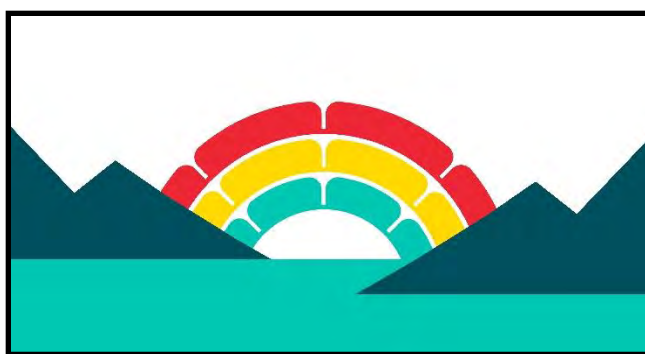
Option B:



Option C:



Option D:



“GOOD” FLAG, “BAD” FLAG

How to Design a Great Flag



These principles of good flag design distill the wisdom of many people who have written on the subject, including Philippe Bondurand, Frederick Brownell, William Crampton, Michael Faul, Jim Ferrigan, Richard Gideon, Kevin Harrington, Lee Herold, Ralph Kelly, Rich Kenny, David Martucci, Clay Moss, Peter Orenski, Whitney Smith, Steve Tyson, Henry Untermeyer, and Alfred Znamierowski.

What is NAVA?

The North American Vexillological Association (NAVA) is an international, non-profit, scholarly organization dedicated to vexillology, the study of flags and their cultural, historical, political, and social significance. With members across North America and around the world, NAVA comprises flag scholars, designers, collectors, conservators, educators, merchants, manufacturers, historians, and hobbyists. For more information about its activities, publications, and membership, visit www.nava.org.

Note:

Design principles are guidelines, not rules—they help designers create flags that will be effective, widely adopted, and loved. In some cases it makes sense to depart from the guidelines to reach a creative, compelling, or politically acceptable solution.

Like all fields of design, flag-design (vexillography) has a rich and complex history with many nuances. Any full account is beyond the scope of this booklet. Interested readers should seek out the many excellent and informative papers and perspectives in periodicals such as NAVA's *Raven* and *Vexillum*, along with the flag-design resources and case studies on www.nava.org.

It can be tempting to use these principles to denigrate poorly designed flags. The specific examples here only serve to illuminate the principles by showing flags that fail to follow them.

ISBN-13: 978-0-9747728-1-3
ISBN-10: 0-9747728-1-X

Designed by Melissa Meiner
© 2006, 2020 North American Vexillological Association

“GOOD” FLAG, “BAD” FLAG

How to Design a Great Flag



USE 5 BASIC PRINCIPLES TO CREATE AN
OUTSTANDING FLAG FOR YOUR ORGANIZATION,
CITY, TRIBE, COMPANY, FAMILY, NEIGHBORHOOD,
OR EVEN COUNTRY!

COMPILED BY TED KAYE

North American Vexillological Association
The World's Largest Organization of Flag Enthusiasts and Scholars

WHAT IS A FLAG?

A flag's purpose is to represent a place, organization, or person, generally on a rectangular piece of cloth, to be seen at a distance, often moving, and reproduced in quantity and in many sizes.

The 5 principles of good flag design will lead to a successful flag that accomplishes that purpose.

Flags began thousands of years ago, first used for military purposes on land and then as identifying signals at sea. They evolved to represent royal houses, then countries and other levels of government, businesses, military ranks and units, sport teams, and political parties.

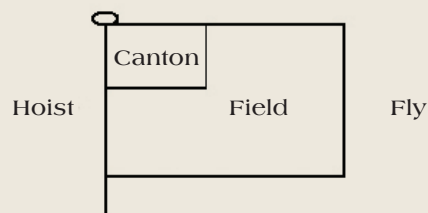
Ultimately, a flag's design should reflect its intended use—flying from a pole, hanging downward, draping limp, displayed with other flags, portrayed from lapel-pin to football-field size.

Flags grew out of heraldry—the practice of designing coats of arms—and follow many of the same design principles. Following this guide will help any person or group produce a great flag.

A flag should be simple, readily made, and capable of being made up in bunting; it should be different from the flag of any other country, place or people; it should be significant; it should be readily distinguishable at a distance; the colors should be well contrasted and durable; and lastly, and not the least important point, it should be effective and handsome.

— William Porcher Miles, 1861

ANATOMY OF A FLAG



This guide was compiled by Ted Kaye, former editor of *RAVEN, A Journal of Vexillology* (published annually by NAVA), who is solely responsible for its content and the opinions expressed.

THE FIVE BASIC PRINCIPLES OF FLAG DESIGN

1. KEEP IT SIMPLE

The flag should be so simple that a child can draw it from memory . . .

2. USE MEANINGFUL SYMBOLISM

The flag's images, colors, or patterns should relate to what it symbolizes . . .

3. USE 2–3 BASIC COLORS

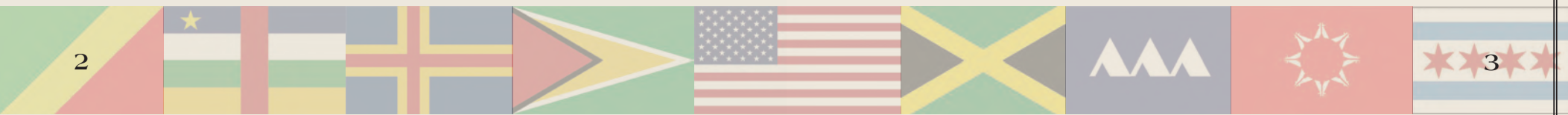
Limit the number of colors on the flag to three, which contrast well and come from the standard color set . . .

4. NO LETTERING OR SEALS

Never use writing of any kind or an organization's seal . . .

5. BE DISTINCTIVE OR BE RELATED

Avoid duplicating other flags, but use similarities to show connections . . .



1. KEEP IT SIMPLE

THE FLAG SHOULD BE SO SIMPLE THAT
A CHILD CAN DRAW IT FROM MEMORY . . .

Flags flap. Flags drape. Flags must be seen from a distance and from their opposite side. Under these circumstances, only simple designs make effective flags. Furthermore, complicated flags cost more to make, which often can limit how widely they are used.

Most poor designs have the elements of a great flag in them—simplify them by focusing on a single symbol, a few colors, large shapes, and no lettering. Avoid the temptation to include a symbol for everybody.

Ideally the design will be reversible or at least recognizable from either side. Don't put a different design on the back.

YES



BANGLADESH

With two strong colors and a single symbol—the rising sun of independence (slightly offset to the hoist), this flag succeeds admirably.

NO



TURKMENISTAN

This very complicated rug contains 5 traditional patterns! Better to leave it off and keep the moon and stars.

YES



REP. OF THE CONGO

With bold, contrasting colors, large shapes, and parallel lines, this flag is also easily recognized when reversed.

NO



WEST VIRGINIA (USA)

The seal itself is complex, the white background is boring, and the overall design differs from other state flags only in its blue border.

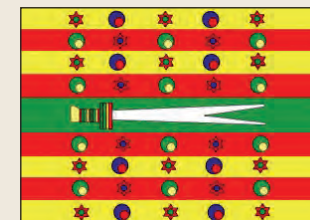
YES



ALASKA (USA)

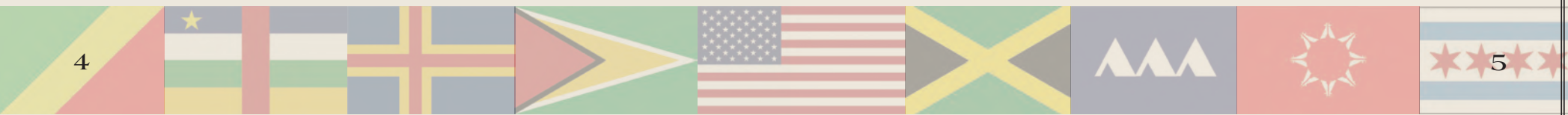
The stars, a standard U.S. symbol, form the "Big Dipper" constellation and the North Star, representing the northernmost U.S. state.

NO



BEY OF TUNISIA

Replete with stars, crescents, and the Sword of Ali, this 19th-century design's overwhelming complexity defeats its purpose.



2. USE MEANINGFUL SYMBOLISM

THE FLAG'S IMAGES, COLORS, OR PATTERNS SHOULD RELATE TO WHAT IT SYMBOLIZES . . .

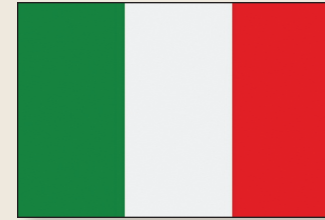
Symbolism can be in the form of the “charge” or main graphic element, in the colors used, or sometimes even in the shapes or layout of the parts of the flag.

Usually a single primary symbol is best—avoid those that are less likely to be representative or unique. Colors often carry meanings: red for blood or sacrifice, white for purity, blue for water or sky.

Diagonal stripes are an alternative to the generally horizontal and vertical stripes of European countries.

In choosing symbols, consider their history, cultural heritage, emotional value, branding, and usage—assure they resonate with the people or institutions represented. Stylized or silhouette symbols often succeed better than realistic depictions.

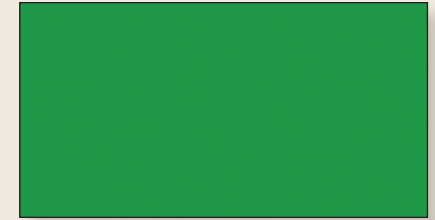
YES



ITALY

Based on the revolutionary flag of France, the vertical orientation of Italy's stripes represented a challenge to the typical horizontal stripes of the ruling kingdoms of Europe.

NO



*LIBYA
(1977-2011)*

Although Libya's green field was chosen for its Islamic symbolism, a solid-color flag is too simple to represent a country, and is meaningless when depicted in grayscale.

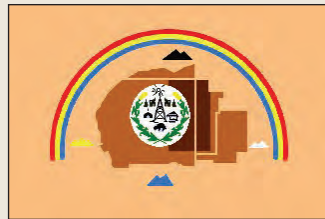
YES



*IROQUOIS
CONFEDERACY (USA)*

“Hiawatha's Belt”, a symbol for five tribes since before 1600, appears on the traditional blue of wampum shell beads.

NO



*NAVAJO NATION
(USA)*

Over 20 graphic elements overwhelm the viewer and none are large enough to be seen easily.

YES



UKRAINE

The light blue and yellow represent the sky over wheat fields—both the color and the direction of the stripes carry the meaning.

NO



*ORGANIZATION
OF AMERICAN
STATES*

Believe it or not, this flag depicts the flags of all the member countries, and must be changed each time one joins, drops out, or changes its flag!

3. USE 2–3 BASIC COLORS

LIMIT THE NUMBER OF COLORS ON THE FLAG TO THREE, WHICH CONTRAST WELL AND COME FROM THE STANDARD COLOR SET . . .

The basic flag colors are red, blue, green, black, yellow, and white. They can range from dark to light. Occasionally other colors are also used, such as purple, gray, and orange, but they are seldom needed in a good design.

Separate dark colors with a light color, and light colors with a dark color, to help them create effective contrast. A good flag should also reproduce well in “grayscale”, that is, in black and white shades.

More than four colors are hard to distinguish and make the flag unnecessarily complicated and expensive. Flag fabric comes in a relatively limited number of colors—another reason to stick to the basics.

YES



AMSTERDAM
(NETHERLANDS)

These colors contrast well, even though the red and black are not separated by a light color.

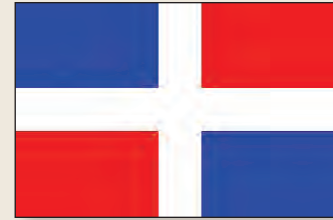
NO



CHINESE ADMIRAL
(1882)

Too many colors! At the least, the yellow and white should be separating the dark colors. While the dragon is in the position of honor, it is very hard to distinguish.

YES



DOMINICAN
REPUBLIC

These colors provide balance and contrast, leaving a white cross as “negative space” in the middle of the flag.

NO



DOMINICA

By using ALL six basic flag colors, this flag creates unnecessary cost and complexity. Who can see the parrot's red and black eye?

YES



NEW MEXICO
(USA)

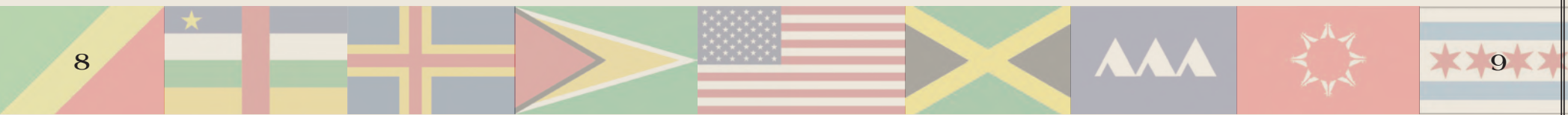
Red and yellow recall the state's Spanish heritage, while the sun symbol comes from the Zia Indians. This design was voted the best U.S. state flag by NAVA members.

NO



VIRGINIA
(USA)

Imagine, 18 different colors in the official flag specifications! Not only are they difficult to distinguish, but having so many colors drives up the manufacturing cost.



4. NO LETTERING OR SEALS

NEVER USE WRITING OF ANY KIND OR
AN ORGANIZATION'S SEAL . . .

Words defeat the purpose: why not just write "U.S.A." on a flag? A flag is a graphic symbol. Lettering is nearly impossible to read from a distance, hard to sew, and difficult to reduce to lapel-pin size. Words are not reversible—this forces double- or triple-thickness fabric.

Don't confuse a flag with a banner, such as what is carried in front of a marching band in a parade, or draped behind a speaker's platform—such banners don't flap; they are seen from only one side; and they're usually seen closer-up.

Seals were designed for placement on paper to be read at close range. Very few are effective on flags—too detailed. Better to use some element from the seal as a symbol. Some logos work; most don't.

YES



SOUTH CAROLINA (USA)

The palmetto tree represents the "Palmetto State" far better than the state's seal could. The crescent is in the position of honor.

NO



SOUTH DAKOTA (USA)

This flag uses a seal AND lettering! The name of the state actually appears twice.

YES



*CÔTES D'ARMOR
(FRANCE)*

Rather than the logo style frequently used by French departments and regions, Côtes d'Armor uses a stylized seagull in the shape of its coastline.

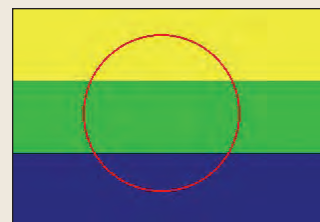
NO



*LOIR-ET-CHER
(FRANCE)*

All those words, plus an indistinguishable gray shape . . . Better to have used the stylized salamander on a more interesting background color.

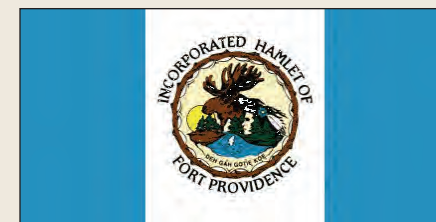
YES



*PEGUIS NATION
(CANADA)*

The contrasting colors with a single central symbol represent this Indian nation far better than could any seal.

NO



*FT. PROVIDENCE, NWT
(CANADA)*

Despite the overall pattern recalling Canada, this flag (for a Native community) stumbles with a virtually indistinguishable seal.

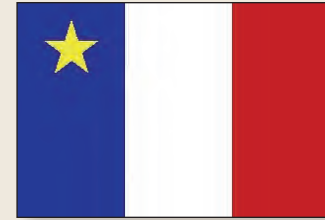
5. BE DISTINCTIVE OR BE RELATED

AVOID DUPLICATING OTHER FLAGS, BUT
USE SIMILARITIES TO SHOW CONNECTIONS ...

This is perhaps the most difficult principle, but it is very important. Sometimes the good designs are already “taken”. However, a flag’s symbols, colors, and shapes *can* recall other flags—a powerful way to show heritage, solidarity, or connectedness. This requires knowledge of other flags.

Often the best way to start the design process can be looking to one’s “roots” in flags—by country, tribe, or religion. Use some of the many resources available to help you with flag identification and history, such as “Flags of the World”: www.fotw.info, or your local library.

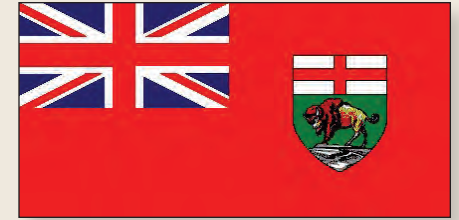
YES



ACADIA
(CANADA)

French-speaking Acadians in Canada place a yellow star for St. Mary, their national symbol and patron saint of mariners, on the flag of France.

NO



MANITOBA
(CANADA)

While the British “Red Ensign” signifies connectedness within the Commonwealth, the distinguishing feature is the small shield. Better to have used the bison as the main flag symbol.

YES



GHANA

Using the same colors used by many countries in West Africa, this flag shows a strong connection to its neighbors’ flags.

NO



INDONESIA

Except for its proportions, this flag is exactly the same as Monaco’s (which had it first), but there is no connection between the two countries. Upside-down it is the same as Poland or as Cantabria, Spain!

YES



LIBERIA

Founded by free African Americans, Liberia reflects that heritage with a similar yet distinctive flag.

NO



VERMONT
(USA)

This flag is virtually indistinguishable from 20 other U.S. state flags, all with a seal on a blue field.

A rectangle is the standard flag shape. Keep the width-to-length proportions between 1:1.5 and 1:2. Canadian flags are usually 1:2; U.S. flags are usually 1:1.5 or 1:1.67. Square flags are unusual in North America. Abandon such rectangles only when meaningful.

Flags wear. By retaining a rectangular shape and avoiding symbols at the fly end, a flag can be hemmed repeatedly and given a longer life.

The point of honor is the “canton” area—the upper-left corner. This corresponds to the part of the flag that is seen when it hangs limp from a flagpole. The center or left-of-center position is the most visible spot for a symbol when the flag is flying.

Consider the fabrication methods. Curved lines add to the cost of sewn flags. Holes or “negative space” hurt a flag’s fly-ability and wear-ability. “Swallow-tail” shapes fray more easily.

All rules have exceptions. Colorado’s “C” is a stunning graphic element. Maryland’s complicated heraldic quarters produce a memorable and distinctive flag. Military unit flags often need letters or numbers. California’s design recalls a historic relic from 1846. All six colors on South Africa’s 1994 design have deep symbolic meaning. But depart from these five principles only with caution and purpose.



COLORADO (USA)



MARYLAND (USA)



CALIFORNIA (USA)



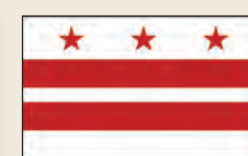
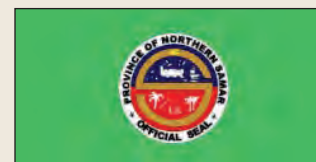
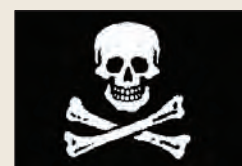
SOUTH AFRICA

Don’t allow a committee to design a flag. Instead, empower individuals to design flags, and use a committee to select among them.

An old rule of heraldry has images of animals look toward the hoist.

And most of all, design a flag that looks attractive and balanced to the viewer and to the place, organization, or person it represents!

FIND THE GOOD DESIGNS AND THE BAD DESIGNS:



DRAW YOUR FLAG!