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CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Reconciliation Policy Framework	POLICY NO.	GOV-01-22
EFFECTIVE DATE	10/4/2022	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

Reconciliation is a critical, complex, and continuous process, and is the responsibility of individuals and institutions in Canada, including the City of Prince Rupert (City).

Reconciliation involves recognizing and being accountable to the intergenerational impacts of colonization, attempts at assimilation, and cultural genocide facing Indigenous communities and Peoples and committing to taking a role and assuming responsibility to work towards a better future. Given the complexity and broad-base of issues considered under the umbrella of reconciliation, any policy developed by the City will be iterative and a living document. This policy document is therefore not a final document, but a first effort at beginning an on-going conversation for our community.

PURPOSE

The purpose of this policy framework is to lay out a number of initial areas for City action and progress to advance reconciliation within Prince Rupert in a meaningful and impactful way. Several tools exist that call on and guide municipalities in doing their part. These include the Truth and Reconciliation Commission's (TRC) Calls to Action, the United Declaration on the Rights of Indigenous Peoples (UNDRIP) and

British Columbia's implementation of it, the National Inquiry in Missing and Murdered Indigenous Women and Girls (MMIWG) Calls to Justice, both Union of BC

Municipalities (UBCM) and Federation of Canadian Municipalities (FCM) recommendations for actions, and various examples of municipalities taking on Reconciliation or UNDRIP Action Plans.

Council and Staff at the City have been working on local agreements with the leadership of neighbouring Ts'msyen nations on specific opportunities for aid/mutual benefit; however, there remains opportunity to entrench these actions and also to take actions that will have a

broader impact and visibility to residents. The City's intent is to clearly signify to Prince Rupert residents that the City is committed to the values and goals of the TRC and to building equitable relationships between government and Indigenous nations.

In review of the TRC's Calls to Action, as well as identification of local conditions, the opportunities outlined in this framework policy document have been identified in order to begin to appropriately honour and respect the Indigenous peoples whose traditional lands the City resides on.

APPLICATION AND SCOPE

1.0 Signatory to UNDRIP

The City of Prince Rupert adopts the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as the framework for reconciliation and committing to develop an implementation plan in partnership with Indigenous governments, organizations, and individuals. This is the recommended basis of reconciliation according to the FCM as well as the TRC.

- 1.1 This plan would include a more comprehensive approach to developing our relationships with Ts'msyen First Nations, and may include but will not be limited to the following opportunities outlined in this policy framework.

2.0 Identity, Language and Culture

The City commits to support Ts'msyen Indigenous identity, language, and culture, including but not limited to:

- 2.1 Adoption of policy to better visually and culturally anchor Prince Rupert as Ts'msyen territory, while acknowledging the TRC principle that, 'the preservation, revitalization, and strengthening of Indigenous languages and cultures are best managed by Indigenous people and communities';
- 2.2 Implementation of a land acknowledgement (verified/supported by neighbouring Ts'msyen communities) at the outset of Council meetings and in public-facing documents, recognizing that this is a symbolic gesture alone and must be accompanied by additional actions;

- 2.3 Continuation of work to support the community's identity visually as Ts'msyen territory, which has begun with the City's adoption of a municipal brand, co-designed by Ts'msyen artist, Russell Mather;
 - 2.3.1 This includes adoption of the wayfinding standards guideline developed by Tourism Prince Rupert which incorporates Indigenous language/design in both content and aesthetic, and has worked with local Indigenous artists and the Local Language Authority, with an intent to continue to integrate Sm'algyax into interpretive signage moving forward;
- 2.4 Development of a new street naming and public space naming bylaw that identifies Indigenous names as priorities for future street and subdivision names as well as parks;
 - 2.4.1 Naming of City streets or parks after local Indigenous figures and/or place names, would be done in consultation with an advisory committee, a local language authority, or other appropriate authority.
- 2.5 Identifying of funding opportunities and/or partnerships to conduct planning around the future of Prince Rupert's traditional poles, the vast majority of which are replicas of Haida poles carved by a Ts'msyen artist. It is noted that moving forward, poles raised on City property should give preference to Ts'msyen origin.
 - 2.5.1 Future interpretive signage for existing poles should note the history of why Haida poles were in Prince Rupert, and their replication, in concert with local knowledge holders. Where possible, accountability for any wrong-doing to obtain the original poles should be noted.

3.0 Employment

The City will act as an example in employment practices for other governments and Prince Rupert employers, via the following avenues:

- 3.1 Development of an Equity in Employment policy, which focuses both on hiring on the basis of merit and potential, but which sets objectives for equitable representation in the organization.
- 3.2 Development of cultural sensitivity training for the City's employees to ensure that City services are accessible and work environments are welcoming to Indigenous residents and employees. This includes the history of Indigenous peoples, including the legacy of residential schools, UNDRIP, treaties and Indigenous rights, and other issues. This action supports the TRC's Call to Action #57, which calls on governments to provide education to public servants on the history of Indigenous Peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Indigenous rights, Indigenous law and Indigenous Crown relations.
 - 3.2.1 Training opportunities to include Indigenous Cultural Safety and Cultural Humility Training for our local emergency services and associated support services.

4.0 Relationship Building, Development and Housing

The City is committed as an organization to continue to build on existing relationships, respecting Indigenous beliefs, cultures, traditions, worldviews, challenges, and goals.

- 4.1 In partnership with our neighbours, the City will apply for funding for the Community 2 Community (C2C) Forum to entrench collaboration opportunities and seek out additional opportunities for pursuit of shared interests between Prince Rupert and neighbouring Indigenous communities (e.g. housing, parks development, etc), like those already identified in MOUs with neighbouring Indigenous communities;
- 4.2 The City commits to continuing to seek opportunities to partner with neighbouring Indigenous communities on housing efforts, with specific collaborative housing actions to be put forward as part of the City's Housing Action Plans.
- 4.3 The City commits to continued support for advocacy efforts and funding applications by Indigenous governments and Indigenous-led organizations, which has occurred historically.

- 4.4 The City also commits to encouraging major industry to sign Impact Benefit Agreements that will see local Indigenous nations directly benefit from development occurring on their territories.
- 4.5 The City will consider the opportunity to work with interested Ts'msyen Nations in developing data-sharing agreements that respect First Nations OCAP^{TM1} principles as well as the Freedom of Information and Protection of Privacy Act (FOIPPA), assuming interest from Indigenous communities to develop such agreements exists.
- 4.6 The City will convene a Council-appointed working group with majority Indigenous membership to bring forth future recommendations and help set in motion an adoption of a broader UNDRIP Plan.

X

Certified Correct:

¹ OCAP refers to the First Nations principles of ownership, control, access, and possession – more commonly known as OCAP® – assert that First Nations have control over data collection processes, and that they own and control how this information can be used.



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Release of Reports	POLICY NO.	GOV-02-2023
EFFECTIVE DATE	7/14/2003	REVISION DATE	
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY M ANAGER		

POLICY STATEMENT

Any reports prepared by City Staff must first be submitted to Council before any portion of the report is released to the public and news media unless the report is required to be released under the Freedom of Information Act.

Any release of information data must first be cleared through the City Manager or the Corporate Administrator/City Clerk.

PURPOSE

To ensure that Council has the opportunity to debate issues and review items prior to the release of reports to the public and news media.

PROCEDURE

Reports are deemed to be released upon publishing the agenda in which they are placed and at that time can be provided to interested parties.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Membership in Organization Policy	POLICY NO.	GOV-03-2023
EFFECTIVE DATE	9/2/2004	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

The City of Prince Rupert shall maintain memberships, attend conferences and fully participate in forums, workshops, business meetings and functions of the following municipal associations and organizations and encourages individual Council Members to assume executive and leadership roles in such associations.

GUIDELINES

1. **Union of British Columbia Municipalities**

This organization is the Provincial Association representing and enjoying 100% membership of all BC municipalities and regional districts and Islands Trust.

Policy

The City will maintain membership in the U.B.C.M. and all members of City Council and the City Manager or other senior staff are authorized to attend the annual U.B.C.M. conference provided funds are available in the approved budget.

2. **North Central Local Government Association**

This organization is a regional chapter of the parent U.B.C.M. referred to as the NGLGA which covers the geographic area from 100 Mile House to the Northern border. Municipalities and regional districts within this area are members and the organization holds an Annual Conference in April/May of each year in a member municipality.

Policy

The City will maintain membership in the N.C.L.G.A. and all members of City Council and the City Manager or other senior staff are authorized to attend the annual N.C.L.G.A. conference provided funds are available in the approved budget.

3. Federation of Canadian Municipalities

Since 1901 this organization has represented municipal government at the national level, and is committed to promoting strong, effective and accountable municipal government.

Policy

The City will maintain membership in the F.C.M. and all members of City Council and the City Manager or other senior staff are authorized to attend the annual F.C.M. conference provided funds are available in the approved budget.

4. Trans Canada Yellowhead Highway Association

A group with membership from Winnipeg MB to the Queen Charlotte Islands, which was initially concerned with improving the highway, and has expanded to address various other transportation concerns of the Yellowhead highway.

Policy

The City will maintain membership in the Trans Canada Yellowhead Highway Association. In addition one member of City Council and the City Manager or other senior staff are authorized to represent the City at the annual convention or to attend any meetings of the Association Board subject to funds being available in the budget.

5. Western Transportation Advisory Council (WESTAC)

A non-profit association of organizations in the Western Canadian transportation system. Members include carriers, shippers, ports and terminals, labour unions and three levels of government. The organization's goal is to highlight the contribution of transportation to Canada's economic and social well-being and to provide a focus on priorities to ensure competitiveness in world markets.

Policy

The City will maintain membership in WESTAC. In addition, one member of City Council and the City manager or other senior staff are authorized to attend the conferences / meetings of this organization subject to funds being available in the budget.

6. **Coastal Community Network**

This role of this organization is to link BC coastal communities and develop a common approach for resources and marine policy, and to articulate the needs of coastal communities to senior governments, industry, media and the general public. The goal of the organization is to enhance the long-term viability of communities, increase their self-reliance and ensure a balanced and fair approach to public policy development, as related to the marine environment.

Policy

The City will maintain membership in the C.C.N. and that one member of City Council and the City Manager or other senior staff are authorized to attend the conferences / meetings of this organization subject to funds being available in the budget.

7. **Southeast Conference**

This organization is an Alaska based lobbying group with interest in various issues, including transportation, economic development and tourism. Originally formed to lobby for the development of the Alaska Marine Highway system. Many issues affect Prince Rupert.

Policy

The City will participate in the annual conference and that all members of City Council and the City Manager or other senior staff may attend the annual conference subject to funds being available in the budget.

8. **Prince Rupert & District Chamber of Commerce**

The Chamber is a common vehicle through which business people work together for the common good of the community, and is a unified voice for businesses. The Chamber strives to promote trade and commerce, economic development, civil and social welfare of Prince Rupert.

Policy

The City will maintain annual membership in the Prince Rupert and District Chamber of Commerce and participate in the Chamber activities.

9. **Meetings with Provincial or Federal Ministers or Ministries**
Workshops/Economic Development Meetings/Miscellaneous Conferences

Policy

The City shall, subject to the budget, provide for the City to be represented at and participate in meetings, workshops or conferences that are beneficial to the City's financial or economic interests. Each year a budget allocation shall be determined by Council and City Council will, thereafter, by specific resolution, authorize Council Members, Employees or Officers or other persons to represent the City outside of municipal boundaries.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Board, Society and Committee Appointments	POLICY NO.	GOV-04-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

City Council may make appointments to Boards, Council Committee, Societies and Commissions after advertising has been done in the City's Newsletter and/or appropriate media.

PROCEDURE:

1. **Term**

Initial appointments are to be for two years with one-half of the membership eligible for renewal each year. An appointee may not serve more than six consecutive years on a Committee, Society, Board, or Commission (unless designated otherwise by statute). An appointee who has served six consecutive years may be eligible for re-appointment after one year of absence.

2. **Appointment Process**

All annual appointments required for a Board, Society, Committee or Commission will be advertised in the City's newsletter. Further, any vacancies during the year will also be advertised in an appropriate media or in the City's newsletter. All applications received will be reviewed and discussed in an "In Camera" meeting of Council. Council may then interview any applicants being considered for appointment prior to making any selections. The selection of appointees will be made by Council at an "In Camera" meeting. The actual appointment will be made in open public meeting of Council.

3. **Timing of Appointments**

All appointments will be made at a regular meeting of Council that is not an inaugural meeting or an annual meeting. Vacancies will be advertised in the City's November

newsletter or as they arise and selections will be made "In Camera" during December or January or as they arise. With public appointment at the first meeting following the decision.

4. **Eligibility for Appointment :**

Applicants chosen for appointment must meet the following qualifications:

- (a) preference will be given to an elector of the City, meeting all the requirements of sections 51 and 52 of the Local Government Act and preferably to resident electors;
- (b) appointees must not be close relatives of Council members or Senior Management Staff (mother, father, sister, brother, spouse or children).

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Council Indemnity Review	POLICY NO.	GOV-05-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE	Click here to enter a date.
DEPARTMENT	N/A		
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

An independent "Council Indemnity Review Committee" consisting of not more than five and not less than three residents of Prince Rupert will be appointed by Council. The Committee will make recommendations to Council on its findings and the appropriate level of indemnity for the Mayor and Councillors for the City of Prince Rupert not later than

PURPOSE

To ensure the most independent possible assessment of the workload of the Mayor and Councillors for the City of Prince Rupert and to establish an independent unbiased and reasonable level of remuneration for members of City Council.

GUIDELINES

1. The Council Indemnity Review Committee shall consist of citizens of Prince Rupert appointed by Council not later than December 31st in the year of general local election. The appointed members shall include a business person, a representative of the Clergy, and a former Prince Rupert City Council member, where possible.
2. The terms of Reference for the Committee shall be:
 - (a) to review existing indemnities and "history" of how present rates were established;
 - (b) to review comparative rates for other municipalities and like bodies where pertinent (e.g. Regional District Boards);

- (c) to consider the workload required, expected and undertaken by members of Council;
- (d) to consider any other pertinent data relating to Indemnities;
- (e) to recommend any formula which may provide a reasonable basis for establishing remuneration on an ongoing basis;
- (f) the Committee may call upon the City Administration resource persons;
- (g) to prepare recommendations for Council's consideration on or before February 15th in the year following a general municipal election; and



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Civic Recognition	POLICY NO.	GOV-06-2023
EFFECTIVE DATE	3/9/2009	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

General:

The Council of the City of Prince Rupert may bestow a "*Civic Recognition*" award, when deemed appropriate, for the formal recognition of outstanding achievements by an individual, and/or group.

There are six levels of "*Civic Recognition*" which may be bestowed:

"Freedom of the City"

Represents the highest honour that the City can bestow on an individual or unit of the armed forces of Canada or another nation, in accordance with Section 158 of the *Community Charter*.

"Civic Merit Award"

Represents an award bestowed on an individual who has brought distinction to the community through their outstanding achievement in one or more of the following areas: business and entrepreneurs, arts and entertainment, science and academics, health and education, sports and youth leadership and volunteer and community service.

"Civic Appreciation Award"

Represents the expression of appreciation to an individual and/or group for their services and/or contributions that have benefited the community.

"Certificate of Appreciation" Represents the expression of appreciation to an individual for their contribution to a Council established committee or task force to which they have been appointed.

"Appreciation Pin" Represents the expression of appreciation to an individual who has volunteered for a committee or the City for an event within the community.

"Achievement Award" Represents an award given to an individual, team or group of persons, who achieve Provincial, National or International honours in various areas of endeavour, or perform a noteworthy deed.

"Sgt. William Booth Award For Valour" Represents an award presented to an individual who, acting on their own initiative or as members of volunteer organizations, demonstrate unusual humanitarian effort in order to help and protect their fellow citizens, sometimes placing themselves at great personal risk.

"Council Recognition of Local Citizens and Businesses" Represents the significant wedding anniversaries and birthdays of local residents and also special occasions for local businesses.

I. FORMS OF RECOGNITION:

A. Freedom of the City Award Description:

- I. Section 158 of the Community Charter, provides Council the authority to confer the Freedom of the City upon distinguished persons, or a distinguished unit of the Armed Forces of Canada or other nation.*
- II. The purpose of this award and bestowing the honour of Freedom of the City is to recognize an individual who has created tremendous pride, given exemplary service to, or made an*

outstanding contribution to the City of Prince Rupert.

- III. Criteria include; selfless service to the community; outstanding achievements in a number of areas within the arts, business, humanities, political service, community service, sports, environment and professional endeavours over a substantial period of time.*
- IV. This honour shall be restricted to only very exceptional cases. In order to maintain this award at the high level it deserves, it requires the Council of the day to take a very strict position of reserving the honour only for cases of exceedingly high merit.*
- V. Nominations for potential recipients are submitted by members of Council. Nominations shall go to the subcommittee of Council and Staff who shall make recommendations to Council.*
- VI. Nomination of an ex-Council member is not considered for a minimum of one year after that member's term has ended.*
- VII. The awarding of the Freedom of the City requires the unanimous vote of Council members.*
- VIII. In accordance with Section 158 of the Community Charter, a person given the Freedom of the City or the Commander of the Armed Forces Unit, as applicable:*
 - a) is deemed to be an elector of the municipality and is eligible to be registered as such and to vote in an election for Mayor and/or Councillors, and,*
 - b) is deemed to be qualified to be nominated, be elected and hold office on the Council.*
- IX. The recipient of a Freedom of the City Award shall receive the following:*
 - a) Individually inscribed Freedom of the City Medal, consisting of a "Freedom" Bar, Ribbon and Corporate Coat of Arms.*

- b) *Framed Scroll which describes the achievements of the recipient which warranted the award, picture will be hung in Council Chambers and;*
- c) *Lifetime pass for the free use of all municipal recreational facilities, parking pass, bus pass, civic events & picture awards. Be at the top of the list of electors.*
- X. *It is the intent of Mayor and Council to recognize citizens in a timely manner.*

Procedure:

- I. *The award will be presented by the Mayor during a special reception, to which the family and friends of the recipient will be invited to attend and which the event will be posted in the local newspaper.*
- II. *The Office of the Corporate Administrator shall maintain an official record of award recipients through a Book of Freedoms in which the names of each award recipient, along with date of the award, are inscribed.*

**B. Civic Merit Award
Description:**

- I. *This award shall be bestowed upon retiring elected officials or individuals who have brought distinction to themselves and the City of Prince Rupert by outstanding achievements in a variety of areas, including, but not limited to: business and entrepreneurs, arts and entertainment, science and academics, health and education, sports and youth leadership, and volunteer and community service. This merit recognizes people who have made a positive and significant difference to our community. This award will celebrate and honour the dedication, generosity and achievement of its recipient's endeavours.*
- II. *The recognition of individuals worthy of receiving a Civic Merit Award may be suggested by any member of Council, staff or the public. A formal nomination and unanimous vote by Council is required.*
- III. *Nominations shall go to the subcommittee of Council and Staff who shall make recommendations to Council.*

- IV. *Federal, Provincial and Municipal politicians are not eligible for appointment while holding office.*
- V. *The recipient of a Civic Merit Award shall receive the following:*
 - a) *Individually inscribed Civic Merit Medal, consisting of a "Civic Merit" Bar, Ribbon and Corporate Logo.*
 - b) *Framed Certificate which describes the achievements of the recipient which warranted the award.*
 - c) *Name/photo will be placed on the City website.*
- XI. *It is the intent of Mayor and Council to recognize citizens in a timely manner.*

Procedure:

- I. *The award will be presented by the Mayor during a special ceremony at the start of a regularly scheduled Council Meeting, to which the family and friends of the recipient will be invited to attend and which event will be advertised in the local newspaper.*
- II. *After the televised presentation Council will take a short break and a small reception will be held.*
- III. *The Office of the Corporate Administrator shall maintain an official record of award recipients through a Civic Merit Book in which the names of each award recipient, along with date of the award, are inscribed and a brief description of reasons for receiving the award.*

C. Civic Appreciation Award

Description:

- I. *This award shall be presented to individuals who have provided a service and/or contribution which have benefited the community.*
- II. *The recognition of individuals worthy of receiving a Civic Appreciation Award may be suggested by any member of Council, staff or the public. A formal nomination and unanimous vote by Council is required.*
- III. *Nominations shall go to the subcommittee of Council and Staff who shall make recommendations to Council.*

- IV. *The recipients of the Civic Appreciation Award shall receive the following:*
 - a) *A signed certificate by the Mayor.*
 - b) *Name/photo will be placed on the City's website.*
- V. *It is the intent of Mayor and Council to recognize citizens in a timely manner.*

Procedure:

- I. *The recipient(s) of a Civic Appreciation Award will receive their certificate(s) from the Mayor and be recognized during the Special Presentation section of the Evening Session of a Regular Council Meeting or at another event which has been organized for the purpose.*

D. Certificate of Appreciation

Description:

- I. *This award shall be presented to an individual who has served on a Council established committee or task force and has been appointed by Council.*
- II. *The recipients of the Certificate of Appreciation shall receive the following:*
 - c) *A signed certificate by the Mayor.*
 - d) *Name/photo will be placed on the City's website.*
- III. *The Certificate of Appreciation will be presented to the volunteer in the year following completion of their term on the committee or task force.*
- IV. *It is the intent of Mayor and Council to recognize citizens in a timely manner.*

Procedure:

- I. *There will be an annual event in the month of March hosted by Council to which all Council appointed committee or task force members will be invited to be recognized.*
- II. *The venue for the event will be coordinated by the office of the Corporate Administrator.*
- III. *A certificate will be presented only to those members whose terms of engagement have ended. All others will be introduced by name and asked to stand and be recognized.*

E. Appreciation Pin

Description:

- I. *General volunteers of the community will be honoured by the committee that they have volunteered for or honoured by the City. The committee will be given Appreciation Pins to distribute to those volunteers.*

F. Achievement Award

Description:

- I. *This award shall be presented to individuals, teams or groups who have achieved Provincial, National or International recognition in the areas of sports and culture, business, academics, social, economic, political or have performed a noteworthy deed which is considered of benefit to the community. These individuals need to be representing Prince Rupert in their endeavours or have represented Prince Rupert in the past.*
- II. *First (Gold), Second (Silver), Third (Bronze) achieved at Regional, Provincial, National or International Competitions in any of above categories.*
- III. *Recognition or Award from an established organization recognized in the above categories as adjudicators of the standards expected from those in that field.*
- IV. *The recognition of individuals and/or groups worthy of the Achievement Award may be suggested by any member of Council, staff or the public. A formal nomination and a majority vote by Council is required.*
- V. *If the recipient(s) of this award is an individual they shall receive the following:*
 - a) *Personalized certificate signed by the Mayor.*
 - b) *Name/photo will be placed on the City website and a personalized certificate.*

If the recipient(s) of this award is a group, each member shall receive the following:

- a) *An Achievement Recognition Pin.*
- b) *Group certificate signed by the Mayor.*
- c) *Names/photos will be placed on the City website.*

- VI. *It is the intent of Mayor and Council to recognize citizens in a timely manner.*

Procedure:

- I. *The recipients(s) of an Achievement Award will receive their certificate(s) from the Mayor and be recognized during the Special Presentation section of a Regular Council Meeting or at another event which has been organized for the purpose.*

G. Sgt. William Booth Award of Valour

Description:

- I. *This award shall be presented to an individual or volunteer group who has on their own initiative or as a member of the volunteer organization, demonstrated unusual humanitarian effort to help and protect their fellow citizens when placing themselves at great personal risk.*
- II. *Nominations for potential recipients may be submitted by Council, heads of protective service agencies, staff and the public. Nominations shall go to the subcommittee of Council and Staff who shall make recommendations to Council.*
- III. *The awarding of the Sgt. William Booth Award of Valour requires the unanimous vote of Council.*
- IV. *The recipient of the Sgt. William Booth Award of Valour shall receive the following:*
- a) *A plaque honouring the individual, detailing the action taken by the recipient and their name will be added to the plaque displayed at City Hall.*
- b) *Name/photo will be placed on the City's website.*
- V. *It is the intent of Mayor and Council to recognize citizens in a timely manner.*

Procedure:

- I. *The award will be presented by the Mayor during a special ceremony at the start of a regularly scheduled Council*

Meeting, to which the family and friends of the recipient will be invited to attend and which event will be advertised in the local newspaper.

H. Council Recognition of Local Citizens and Businesses

Description:

- I. Council may recognize significant wedding anniversaries and birthdays of local residents. All 90th and 100th birthdays are recognized by a congratulatory letter from the Mayor. All 50th, 60th and 65th wedding anniversaries are recognized by a letter from the Mayor.*
- II. Council may recognize special occasions for local businesses and organizations by sending a letter or card from the Mayor.*

II. Administration of all the Civic Recognition Awards

The office of the Corporate Administrator shall coordinate and manage all duties related to the presentation of all Civic Recognition Awards.

Funding for the costs related to these awards shall be provided from the General Government Operating Budget.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Board, Committee & Commission Recommendations	POLICY NO.	GOV-07-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

Recommendations arising from all Council Committees, Boards, or Commissions, etc. must be presented to the Council for approval prior to its implementation.

PURPOSE

To ensure that elected officials who appoint members of Committees, Boards or Commissions to advise Council are aware that the decision making authority lies with Council. The appointed members of Boards, Societies, Commissions etc are in advisory capacity. The Boards, Societies, Commissions, etc using public funds are accountable to the City and the proceedings are open to the public unless prohibited by a statute, constitution and bylaws of incorporation.

GUIDELINES

1. Committee, Board or Commission minutes must be submitted to Council on a regular basis.
2. Where the decision-making authority of Societies, Boards etc which are constituted under an Act, only minutes are required to be sent to the City on a regular basis.
3. The minutes will be added to the Regular Meeting of Council unless the minutes deal with confidential issues as provided in the Local Government Act or another Act

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Liaison, Council & its Committee Appointees	POLICY NO.	GOV-09-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY M ANAGER		

POLICY STATEMENT

City Council may from time to time appoint non-elected persons to community boards and commissions (such as Economic Development, Airport Society, etc) to represent Council on those bodies.

PROCEDURE:

PURPOSE

To ensure that appointees adequately represent and maintain good liaison with Council.

GUIDELINES

Council appointees will be requested to:

1. Ensure that minutes of meetings are sent to City Hall to the attention of the Mayor and Council.
2. Personally prepare and submit to Council on a semi-annual basis (or more frequently if needed) a report highlighting issues or topics of particular concern to the City and/or its residents.
3. Meet with Council as needed (and at least semi- annually) to discuss issues of concern to City residents and/or controversial and sensitive topics currently under consideration, and receive information or direction from Council.
4. Staff are to distribute this policy to appointees.
5. When considered necessary Council will appoint one Council member to act as liaison contact for the appointee(s).

X

Certified Correct;

Option A



CITY OF PRINCE RUPERT CORPORATE POLICIES			
POLICY NAME	Proclamations	POLICY NO.	GOV-10-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY M ANAGER		

POLICY STATEMENT

Council regularly supports local individuals, groups, and organizations by means of a proclamation. To facilitate timely proclamation, council delegates proclamations to the Mayor, who may either sign the proclamation or, if considered controversial or political, bring the request to council for consideration. Any further support by means of advertising shall be at the expense of such individual, group or organization.

PURPOSE

Proclamations made by the Mayor or Council are generally intended as a means of generating publicity for community events and causes having broad public support.

GUIDELINES

1. All proclamations require the Mayor or Council approval.
2. Requests for Proclamations shall be in writing 60 days in advance of the actual date or event.
3. Proclamations shall form part of the consent agenda/information item on the Council Agenda, to either advise of Mayor's approval, or for consideration by Council.

X

Certified Correct:

Option B



CITY OF PRINCE RUPERT CORPORATE POLICIES			
POLICY NAME	Proclamations	POLICY NO.	GOV-10-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY M ANAGER		

POLICY STATEMENT

Council may support local individuals, groups, and organizations by means of a proclamation at regularly scheduled Council meetings. Any further support by means of advertising shall be at the expense of such individual, group or organization.

PURPOSE

Proclamations made by Council are generally intended as a means of generating publicity for community events and causes having broad public support, and the City is, by statute, prohibited from dealing with issues beyond its specified jurisdiction.

GUIDELINES

1. All proclamations require majority decision of Council members present at a meeting.
2. Requests for Proclamations shall be in writing 60 days in advance of the actual date or event.
3. Proclamations shall form part of the consent agenda/information item on the Council Agenda.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Civic Pride - Materials	POLICY NO.	GOV-12-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY M ANAGER		

POLICY

To promote the beautification of the City, topsoil, gravel and other materials may be provided to the public for use in common areas, where the recipient performs a task that would otherwise be done by the City.

- 1) All requests must be submitted in writing to the Manager of Operations estimating the quantity of material required and specifying the location for use.
- 2) To qualify for consideration the material donation request MUST:
 - strengthen and enhance the well-being of our community;
 - be of benefit to the City of Prince Rupert and its residents;
 - support the beautification of the City.
- 3) Requests MUST NOT:
 - be for the direct benefit of private property owners.
- 4) The material cost must be reflected in the appropriate budget accounts.
- 5) Material use must be reported to Council in the monthly departmental report, indicating the cost and specifying the area the material was used.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Snow and Ice Control	POLICY NO.	GOV-13-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY

The Public Works Department shall provide the City with a cost-effective program of snow removal and ice control within the Municipal boundaries. Work carried out under this program shall be scheduled based on priorities established in this document. Major transportation arteries in the City will be maintained in passable condition at all times. Areas identified historically as being hazardous will be give special attention.

The Public Works Department does not clean snow and/or ice from residential sidewalks or from residential driveways or residential driveway entrances.

Snow removal on the Highway 16 route coming from the highway to McBride Street, 2nd Avenue West, 5 corners and Park Avenue down to the BC Ferry Terminal is the Ministry of Highways' responsibility.

City transportation routes have been divided into two prioritized groups: Roads and Sidewalks.

Roads

Priority #1 – Bus Routes (emergency routes – includes Fire Hall, Hospital, Ambulance & RCMP). Hills (special attention areas), intersections, downtown streets.

Priority #2 – General residential streets (through roads first, side streets and then cul-de-sacs last).

Sidewalks

Priority #1 – Downtown sidewalks that front City owned property, downtown City owned parking lots; sidewalks on bridges (2nd Avenue West, 6th Avenue East and Cow Bay).

Priority #2 – Stairs, pathways, bus stops, City owned parking lots (not in downtown area), McBride Street and Park Avenue sidewalks (one side).

DEFINITION

Snow removal in the Municipality shall be based on the following:

1. Ploughing operations shall commence when accumulations of snow on City streets exceed 5.0 centimeters (2 inches).
2. Snow removal and sanding/salting operations shall be carried out in order of priority and shall commence within two (2) hours of decision to mobilize.

PROCEDURE

In early part of winter season, institute daily inspections of the downtown area to ensure compliance with Traffic Bylaw #2470. Downtown properties fronting uncleared sidewalks shall be notified promptly to rectify the problem.

Establishments that have not complied with Traffic Bylaw #2470 (clearing sidewalks by 12:00 noon) may be ticketed under Municipal Ticketing Bylaw #2783 as well as a penalty under Traffic Bylaw #2470.

City forces, when available, shall clear vacant properties not clear by 12:00 noon. Work order accounts shall be established for those properties requiring this service (Traffic Bylaw #2470).

The following appendices are attached to this report:

1. Roads Appendix A
Priority #1 – Lists East Side and West Side bus routes (emergency routes – includes
Fire Hall, Hospital, Ambulance & RCMP)
2. Roads Appendix B

Priority #1 – Lists Special Attention Areas (hills)

3. Sidewalks Appendix C

Priority #1 – Lists Downtown Sidewalks and Sidewalks on Bridges (2nd Avenue West, 6th Avenue East & Cow Bay).

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Crime Prevention Rewards	POLICY NO.	GOV-14-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

The City may offer a reward for information leading to conviction of persons causing vandalism to City properties.

PURPOSE

To dissuade people from committing acts of vandalism on City properties and to establish a zero tolerance policy for such acts.

PROCEDURE:

1. A \$500 reward for information leading to the conviction of persons causing vandalism to City property including trees, street signs, landscapes, street amenities, etc may be offered.
2. Any person, or person, caught doing damage to City property will be charged and prosecuted to the full extent of the law.
3. Full financial restitution will be sought from a person found guilty of destroying, defacing, and/or otherwise damaging City property.
4. The parents of any juvenile who damages City property may be held responsible and the City will seek financial restitution from said parents for any damages thus incurred.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Advertising and Promotions	POLICY NO.	GOV-15-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

Council may allocate funds annually in the City's financial plan for advertising and promotion of general benefit to promote the issues of public interest, safety messages, messages of goodwill, community interest, and the economic well-being of the City.

GUIDELINES

Requests for use of these funds must be in writing and submitted to the City Manager for approval.

Promotion of City works and projects will be done on a regular basis in the City's newsletter. Special event and tourism promotions may be published in brochures, magazines, and publications or advertised on radio as required. The City will issue City pins and replicas of the coat of arms for promotional purposes to groups visiting or traveling to other communities.

The City Manager may approve expenditures for specific promotions provided funds have been designated for that purpose or may refer special items to Council for approval.

X

Certified Correct:

Option A



CITY OF PRINCE RUPERT CORPORATE POLICIES			
POLICY NAME	Hours of Liquor Service	POLICY NO.	GOV-16-2023
EFFECTIVE DATE	05/26/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

Changes made by the Province of British Columbia to liquor licence rules and regulations has determined that licensed Liquor Establishments may be able to remain open until 4:00 a.m., subject to Local Government approval.

Therefore, the following policy has been developed to outline the process by which Council shall review, evaluate, and provide input on applications to amend the hours of operation for Liquor-Primary and Food-Primary liquor licences in the City of Prince Rupert.

AMENDMENTS TO LIQUOR LICENSES - Service Hour Extensions

GUIDELINES

In order to provide direction to the community regarding the hours of liquor service of licensed liquor establishments in the City of Prince Rupert, the following guidelines are provided. All aspects of each application shall be evaluated on a case-by-case basis with respect to the expected impact of the hours of liquor service on the immediate area, the community as a whole, and the type of licensed establishment.

Hours of Liquor Service

a. **Permanent Hours of Service.**

Council may consider supporting permanent extension of hours of liquor service for Liquor-Primary and Food-Primary establishments between the hours of **9:00 a.m.** up to **2:00 a.m. (and no later)**. Liquor service shall be limited to earlier times where there is an expected negative impact on residential or other properties, or, in the case of Food-Primary establishments, where the hours of operation will result in the

establishment operating in a manner contrary to the primary purpose of the establishment, which is the service of food.

b. Temporary Hours of Service

Council may consider supporting temporary extension of hours of liquor service by Liquor-Primary and Food-Primary establishments between the hours of **9:00 a.m.** up to **4:00 a.m.** for special occasions on a case-by-case basis. Applications for temporary changes to the hours of operation may be considered for multiple occasions on the same application in order to simplify the application process.

LIQUOR LICENSE AMENDMENT PROCEDURE

1. The application is processed and reviewed by City staff.
2. City staff will coordinate input from the various City departments, the RCMP, determine if the views of residents should be gathered, and will prepare a report for Council.
3. After considering the application and the report, City Council may recommend to:
 - (i) deny the application, giving reasons as to the denial;
 - (ii) direct staff to gather the views of the residents and determine the most appropriate method of gathering those views;
 - (iii) pass a resolution as outlined in the document entitled "Role of Local Government and First Nations in the Provincial Liquor Licensing Process".

If you require additional information or assistance please contact City of Prince Rupert Administration Department at (250) 627-0934.

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose for which it was collected. If you have any questions about the collection and use of this information, contact the City's Freedom of Information Co-ordinator at (250) 627-0963.

X

Certified Correct:

Option B



CITY OF PRINCE RUPERT CORPORATE POLICIES			
POLICY NAME	Hours of Liquor Service	POLICY NO.	GOV-16-2023
EFFECTIVE DATE	5/26/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

The Province of B.C. refers liquor licences and amendments to municipalities for comment. Approval of all liquor licences and amendments there to are the responsibility of the province. Council makes its land use decision in its Zoning Bylaw. Because the province is responsible for liquor licences, and because referrals take staff time and resources to undertake public consultations, Councils direction is for administration to respond to all liquor licences and amendments. Respond as follows: advise the Province BC of the zoning in place for the property, opt out of the referral process, and offer no comment.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Sidewalk Patios on City Property	POLICY NO.	GOV-17-2023
EFFECTIVE DATE	5/25/2005	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

This policy defines a process by which restaurant or cafe operators may apply to encroach onto or occupy a portion of the public sidewalk directly adjacent to the restaurant's property for the purpose of extending seating capacity to an outdoor area while enhancing the streetscape of the downtown core.

PURPOSE

To provide a guide to the issuance of permits for placement of limited street furniture (daytime) and construction of sidewalk cafes or patios associated with adjacent restaurant property.

PROCEDURE:

The following types of applications may be submitted under this policy:

1. **Applications for Small Sidewalk Patios.** Patios where furniture is brought in each evening and does not exceed two (2) tables (maximum 24" width) and four (4) chairs.
2. **Applications for Large Sidewalk Patios.** This involves occupation of City controlled property that is more extensive than above and requires the installation of railings, or other defined boundaries on the sidewalk.
3. The necessary application packages are attached and include:
 - a) Small Patio – 18 pages
 - b) Large Patio – 19 pages

4. The Development Services Department will assist the proponent with this proposal that must be submitted to the City Manager for approval, who may in his discretion refer it to City Council for approval. Any applications that are not approved by the City Manager shall be forwarded to City Council for their information.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Disposal of Found Goods	POLICY NO.	GOV-18-2023
EFFECTIVE DATE	1/1/2024	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

1. In accordance with Section 67 of the Community Charter, property that has come into the custody and possession of the Municipality or by the RCMP on behalf of a Municipality may be disposed of and the proceeds from that disposal dealt with in accordance with the regulations under the Community Charter if
 - a. The owner of the property has not been identified after reasonable effort, and
 - b. A court of competent jurisdiction has not made an order in respect of the property.
2. Property may be disposed of at any time if
 - a. The property is a perishable article,
 - b. The property has no apparent marketable value, or
 - c. Custody of the property involves unreasonable expense or inconvenience.

PURPOSE

To provide direction to Municipal and RCMP Staff with regard to property that has come into the possession of the Municipality or the RCMP on behalf of the Municipality.

GUIDELINES

Unclaimed Property

- a. The lost property will be held for 3 months. After that time, notice will be given in accordance with Section 94 of the Community Charter for lot property with an estimated value of over \$500.
- b. If the property still remains unclaimed, the property will be sent to public auction either conducted by a public auction service or conducted by the City itself under similar rules as those utilized for tax sales or disposed of in another method that brings best value to the City.

- c. Proceeds from the auction will be held for 6 months from the date of sale and will then be transferred to general revenue.
- d. Proceeds from the auction of bikes will be allocated to a community organization as determined by the Firefighters Local from year to year.

Claimed Property

- a. The found property will be held for 30 days from the date of the claim. After that time, notice will be given in accordance with Section 94 of the Community Charter for lost property with an estimated value over \$500.
- b. If, after the notice is given, the item still remains unclaimed by the owner, the item will be returned to the finder.
- c. If the owner claims the property within this period, the finder will be advised in writing.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Administrative Fairness	POLICY NO.	GOV-19-2023
EFFECTIVE DATE	14/10/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY M ANAGER		

POLICY STATEMENT

To provide for an appropriate and timely review of decisions and recommendations made by all City Employees and all non-Council Committees which have decision-making and/or recommendation responsibilities to Council.

PURPOSE

To ensure that there exists a mechanism in our decision-making structure at the administrative, supervisory and management levels for a review process. It is important to the City to have this policy as part of quality assurance and good service to the public.

EXCLUSIONS FROM REVIEW

Excluded from this policy are those functions and services for which there is either a statutorily prescribed appeal process or prohibition to local review of the decision, such as the Board of Variance, Subdivision Approving Officer Authority, Council decision/resolution, City Bylaws, CityWest Bylaw, City of Prince Rupert Water & Sewer Rates Bylaw, and Property Taxation Bylaw. Also excluded from this policy are those functions and services, which are outside the jurisdiction of the City of Prince Rupert and CityWest.

The Freedom of Information and Protection of Privacy Act may have a potential effect on this policy and the Act may override the Policy.

DEFINITION

1. **Receipt of Complaint**

(a) **Informal Complaint**

Where a public complaint with the complainant's name and phone number (either verbal or written) is made against an employee decision and cannot be resolved by the decision-maker, the complainant should be directed to the supervisor of the person or department from which the complaint has been generated. The supervisor will attempt to resolve the matter in consultation with the decision-maker and the complainant. If it cannot be resolved, the complaint should be formalized. The complaint shall remain confidential as well as the complainant's identity.

Where a complaint is made against a decision of a committee or commission, the complainant should be directed to the City Manager who will attempt to resolve the matter in consultation with the chair of the appropriate body and the complainant.

(b) **Formal Complaint**

The complaint should be in writing to the City Manager and be signed by the complainant. The complaint may be on a form provided by the City or in another written form and must state the nature of the complaint and the name, address and telephone number of the complainant. The complaint shall remain confidential as well as the complainant's identity.

Because some complainants may have difficulty with written communication or may be unable to travel, the complainant will be given the option of submitting concerns in person, by telephone or in writing or some combination of these. However, any allegation of serious impropriety must be in writing.

2. **Record Keeping**

All formal complaints received must be filed in a central Administrative Fairness Review file under this Administrative Fairness policy. The file must contain the copy of formal complaint, notes summarizing any meetings held to attempt to informally resolve the complaint and documentation arising from each stage of the formal process of appeal.

3. **Processing of Formal Complaints**

(a) **Acknowledgement**

The complaint is first reviewed by either the Supervisor or the Department Head or the Corporate Administrator who will acknowledge in writing to the complainant receipt of the complaint and will describe to the complainant the various review stages and the appeal process, as well as the time when the complainant may expect to receive a reply.

A copy of the complaint and acknowledgement letter shall be copied in the information file.

Stage One - Referral/Review

The complaint is then referred to the individual(s) or committee whose decision precipitated the complaint and the immediate supervisor of the person(s) for review. The immediate supervisor is required to invite the complainant to discuss the concerns. Upon completion of the review, the results will be conveyed in writing to the complainant, including reasons for the decision, as well as any legal, legislative or policy restriction, which may have affected the decision. The results should also be copied to the Corporate Administrator or the City Manager.

Stage two - Review by City Manager

Where the previous steps have not resolved the complaint, the City Manager who will invite the complainant and staff or committee to discuss the concerns will review the complaint. Upon completion of this review, the results will be conveyed in writing by the City Manager to the complainant, including the reasons for the decision, as well as any legal, legislative or policy restrictions, which may have affected the decision. The complainant should be advised at this time that, if they are not satisfied with the results, an appeal could be made.

4. **Appeals**

In the event the complainant is not satisfied with the efforts of the City Manager to address the complaint, the complainant may file a further complaint with the Council, which must be in writing, and the Council must conduct a review "in camera" in accordance with the following:

- (a) When conducting a review, the Council must give reasonable and timely notice to all persons, including the City Manager and the complainant, who might be

affected by the review process. All supporting information shall be provided to the Council. There may be circumstances where a complainant would prefer to make only a written submission.

- (b) The complainant and the City Manager shall appear before the Council. However, if the complainant is not comfortable appearing in a formal setting, at the request of the complainant, discussions may be held informally, before a committee of Council or the Mayor.
- (c) The decision of Council in respect of the review should be made reasonably promptly in all circumstances.
- (d) The decision shall be confirmed in writing, outlining the reasons for the decision and noting any legislative, bylaw or policy restrictions affecting the decision. This decision will also be copied to the staff member and the supervisor.
- (e) The complainant should be advised at this time that if the complainant is not satisfied with the outcome, the Complainant may seek the assistance of the Office of the Ombudsman for resolution.

5. Confidentiality:

The complaint shall be treated confidentially unless the complainant authorizes in writing that such complaint can be made public.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Vending & Sales from Public Property	POLICY NO.	GOV-20-2023
EFFECTIVE DATE	12/10/2004	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

The use of City properties may be permitted through a licence of occupancy issued by the City manager for vending and sales provided the structure utilized is transportable and is not permanently affixed to the property; the proponent/operator complies with the terms and conditions outlined herein and in any City Bylaw; and, the proposed business meets health and public sanitation standards. This permission is granted, subject to the realization that City properties are designed and meant for general public use including the City's requirement for utilities and public works and these must always be the first priorities.

PURPOSE

To establish guidelines and give direction for orderly establishment and temporary use of available City properties for vending and sales where such activities enhance the public convenience, provide complementary services to the users within the area, encourage economic development, improve quality of life, and are not in direct conflict with any other use which has a priority over such vending and sales.

GUIDELINES

- 1) Vending or sales areas will be limited to the use of a portion of a designated area within the larger property.
- 2) A vending vehicle, structure shall be situated so that patrons do not access the sales/vending area in an unsafe manner.
- 3) A vending/sales area must not exceed the width of a designated area and must permit the free flow of vehicle and pedestrian traffic.
- 4) The vending/sales area used must not extend onto any pathway, sidewalk, street etc in front of an adjacent business, public facility, structure etc without the approval or agreement of the adjacent business/property owners etc provided to the City in writing.
- 5) All operators of vending vehicles/structures/sales areas must obtain the necessary

licensing from the City, the Ministry of Health, and other relevant or applicable licensing or regulatory agencies for the specific activities in which they are proposing to engage.

- 6) Businesses using the designated approved city property for these purposes must be adequately insured to satisfy the City Manager that the City is indemnified and saved harmless against any and all damages, injuries or claims arising from their use of the approved designated City Property.
- 7) The City retains the right to revoke any permission granted to use the area for such purposes at any time where it is found that the use is creating difficulties deemed unacceptable to the City or where any conditions of this policy have not been met or the operator has consistently and repeatedly ignored requests from the City to rectify the unsatisfactory condition.
- 8) The fee charged for a Site Licence of occupation shall be 5% of a Vendor's gross sales; and shall be paid as follows:
 - a) 50%, based on projected sales payable at the time a Site Licence is approved;
 - b) 25%, based on projected sales, after two months of operation or July 1st whichever is sooner; and,
 - c) the balance owing, based on actual sales, on September 30th, or;
 - d) a minimum of \$50 per month, whichever is greater.
- 9) It is the Licensee's responsibility to pay for any site preparation and improvement costs and to remove such improvements to its prior condition. The City may require a deposit if in the opinion of the City the operator may not be in a position to undertake such work.
- 10) Water, sewer and garbage rates where applicable must be paid in accordance with the City Bylaws for these services as are paid by other businesses of similar nature
- 11) Sun/rain shelters must be supported by the sales assembly and have a minimum canopy height of 2 metres and a maximum length, width or diameter of 2.5 metres.
- 12) Prior to issuance of the licence, the applicant is to furnish proof of compliance with all Provincial and Municipal licensing and regulations and proof of any required liability insurance.
- 13) Licences may be issued for periods of time between 4:00 a.m. and 1:00 a.m., subject to such openings and closings not causing a noise or nuisance hardship for the area residents and/or increased enforcement by the Police in which case these hours may be amended by the City.
- 14) Structures/Vehicle vending areas must not block the view of any established adjoining business during its hours of operation.
- 15) Applications for vending sales areas must include:
 - (a) a letter of intent that includes the operating hours and days of the week.
 - (b) a drawing that indicates the exact location of the parking area to be used and the location of the vehicle/structures and other seating areas and its dimensions.
 - (c) a photograph or drawing of the vehicle or plans for the area.

- (d) a list of merchandise and services to be provided.
- 16) Structures/Vending vehicles/seating arrangements must be removable within 24 hours when ordered to do so.
 - 17) The maximum period of licence may not exceed three years and extensions may only be granted after public advertisement of the availability of the vending/sales area.
 - 18) The City may revoke the occupation if the property is required immediately for City purposes, or for other development, or if the City determines that the occupation is no longer appropriate for that location.
 - 19) All use of public lands will be subject to advertisement in accordance with the *Community Charter* and *the Local Government Act*. To this end the proponents and operators must allow sufficient time to undertake the public process as may be required before the City may approve the Licence of Occupation.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Council Policy for Consideration of Cannabis Retail Applications	POLICY NO.	Gov-21-2023
EFFECTIVE DATE	12/10/2018	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY

This policy defines a process by which Council will consider applications for retail cannabis licenses from both government applications and nongovernment applicants referred by the Liquor Control Regulation Branch.

DEFINITIONS

Provincial (LCRB) Licence: A Provincial Licence refers to the licence required for those seeking to open a non-government operated cannabis retail store. These licences are administered through the Provincially designated authority over Liquor and Cannabis, the Liquor and Cannabis Regulation Branch (LCRB). Cannabis retail stores run by the Provincial Government (Government-Cannabis Stores, defined below) are not subject to this licencing program.

Cannabis Retail Store: This is a store run by a non-government operator that sells cannabis, and is governed by the Cannabis Control and Licencing Act (CCLA) and Cannabis Distribution Act (CDA).

Government Cannabis Store: A government cannabis store refers to a government-run store established under the CDA for the sale of cannabis to consumers.

PURPOSE

The Provincial Cannabis Control and Licensing Act stipulates that the legal sale of non-medical cannabis by non-government agencies is subject to issuance of a provincial (LCRB) licence. Once a proposed retailer makes an application for a provincial (LCRB) licence the

Province will inform the local government in whose boundaries a provincial Cannabis Retail License is proposed. Once the application is forwarded to the municipality, the City may provide a recommendation as to whether the Council supports the application. Council may decide, by resolution, to:

- Support an application for a provincial Cannabis Retail License
- Support an application for a provincial Cannabis Retail License with terms and conditions
- Not support a provincial Cannabis Retail License

If a recommendation is not received the LCRB will not consider the license further.

To ensure a similar standard of community input and oversight is applied to both government and non-government cannabis retailers, the policies related to business licencing and community consultation also apply to Government Cannabis Stores.

This policy will serve as a procedural guideline for Council's evaluation of LCRB applications, as well as applications from government retailers, as they are referred to the City for review.

PROCEDURE

1. The Cannabis Retail Store applicant will complete and submit a provincial Cannabis Retail Licence application to the LCRB, a separate application from the municipal one described below. If the LCRB approves a licence application to move to municipal consideration, a referral will be sent to the City's Licence Inspector for internal review, public feedback, consideration of a conditional business licence, and Council consideration.
 - Potential applicants are encouraged to review the City's Zoning Bylaw, and Business Licence Bylaw to ensure their proposal can meet all location-related and other regulatory requirements prior to submitting the LCRB Application for a provincial (LCRB) Cannabis Retail Licence.
 - The issuance of a business licence to all retailers is conditional upon Council approval of the application.
2. In the City of Prince Rupert, a government cannabis store must also comply with the City's Zoning Bylaw, Business Licence Bylaw, and this Council Policy for the Consideration of Cannabis Retail Applications, and therefore must meet the requirements laid out in section 3 – 8 of this policy.

3. If the proposed retail location is within 75 m of another location (which is not permitted within the Zoning Bylaw), the applicant must obtain a Development Variance Permit to vary the distance restriction before making an application for a Business Licence, collection of public feedback, and proceeding to Council consideration.
4. If the Government Cannabis Store or Cannabis Retail Store is proposed in an area where the Zoning Bylaw does not permit cannabis retail, the applicant must apply for a Zoning Bylaw Amendment. The amendment must be received before making an application for a Business Licence, collection of public feedback, and proceeding to Council consideration.
5. If the Cannabis Retail Store *is* proposed in a location that is zoned to permit cannabis retail stores as a land use, the Development Services Department will:
 - a. Require the Applicant to submit an application for a Business Licence, and pay all associated fees specified in City of Prince Rupert Fees and Charges Bylaw, including a \$500 Cannabis Retail Application processing fee.
 - i. The Business Licence fee of \$5,000 shall be held by the City until the application is adjudicated by the LCRB.
 - ii. Should the application to the LCRB be unsuccessful, \$4,500 of the Business Licence fee will be refunded.
 - iii. The processing fee of \$500 is non-refundable.
 - iv. All government and non-government retailers are required to obtain a City Business Licence and pay associated fees.
 - b. Business Licence Application and referral processing will not commence until a complete application to the City and fees are received.
 - c. Business Licence Applications will be processed in the order they are received either by the Government Cannabis Store applicant, or as referrals from the LCRB.
6. As part of the Business Licence application process, the Development Services Department will:
 - a. Make the full application, including Business Licence Application information, available at the Development Services Department counter and City website.

- b.** Refer the application to internal departments for technical review, including the Planning Department.
- c.** Refer the application to the Fire Department for a fire safety review of the proposed location.
- d.** Refer the application to RCMP for review of the site security plan.

i. RCMP members may request additional security measures from the applicant based on specific site conditions or needs as part of the review process. Applicants are encouraged to work with RCMP to meet security requirements. RCMP comment on site security plans will be strongly considered in Council recommendations.¹

- e.** Prepare report to Council to be presented at a Regular Meeting of Council, including any written comments from the public, response from RCMP, results of the technical review, and Business Licence Application information.

7. In addition to an application for a Business Licence, the applicant will notify nearby residents as follows:

- a.** Place one quarter page advertisement in one edition of the local newspapers, with the text as included in Attachment 1 (non-government applicants) and Attachment 2 (Government Cannabis Store applicants).
- b.** Deliver a public notice, with the text as included in Attachment 1, to all property owners and occupants within a 50m radius. The Planning Department will supply addresses of property owners to the applicant upon receipt of the full application. Notices to out of town occupants must be sent through registered mail.
- c.** Dates for public response to be coordinated with a minimum of 14 days for public to submit written notices from the date notices are mailed, hand delivered, and published in the local newspapers.

¹ The Provincial licencing authority will conduct final inspections of the retail location prior to the issuance of a licence. Ensuring that the applicant has followed the RCMP approved Site Security Plan will be a component of the final inspection.

- d. Those from the public who consider themselves to be impacted by the application will also have an opportunity to speak at the meeting where the application will be considered.
8. All information and requirements of the Business Licence and public notification must be submitted by the applicant and a final staff report prepared prior to Council consideration, as per the requirements for Cannabis Retail sales set out in Business Licence Bylaw No. 2426.
- i. A final Business Licence will not be issued without a positive recommendation from Council.
 - ii. The Business Licence will be issued only following a positive recommendations from Council.
 - iii. The timeline for City review will be subject to the frequency of Council meetings, whether the application initially meets local and Provincial regulatory requirements, and the applicant's response time to requests for additional information.
9. Once Council has had the opportunity to hear from staff and the public, and review the Business Licence Application, they will make a decision regarding the proposed application and forward it to the applicant. In the case of non-government Cannabis Retail Store applicants, this decision will be forwarded to the LCRB for consideration as well.

ATTACHMENT 1: Text of Public Notification for Non-Government Cannabis Retail Store Applicants

Name of Applicant has applied to Liquor and Cannabis Regulation Branch (LCRB) for a Retail Cannabis Sales Licence to be located in City of Prince Rupert at Civic Address. The establishment is within the area and zones where Retail Cannabis Stores, as defined in the City of Prince Rupert Zoning Bylaw, are permitted, and proposes to be open no longer than Insert Hours of Operation.

The Council of the City of Prince Rupert wishes to determine the views of the residents. Comments may be forwarded in writing no later than Insert Date (two weeks from date that notices are published in newspaper and sent to residents) to:

Corporate Administrator, City of Prince Rupert
424 3rd Avenue West,
Prince Rupert, BC
V8J 1L7
Or email: cityhall@princerupert.ca

ATTACHMENT 2: Text of Public Notification for Government Applicants

Name of Applicant has applied to the City for a Business Licence to be located in City of Prince Rupert at Civic Address. The establishment is within the area and zones where Retail Cannabis Stores, as defined in the City of Prince Rupert Zoning Bylaw, are permitted, and proposes to be open no longer than Insert Hours of Operation.

The Council of the City of Prince Rupert wishes to determine the views of the residents. Comments may be forwarded in writing no later than Insert Date (two weeks from date that notices are published in newspaper and sent to residents) to:

Corporate Administrator, City of Prince Rupert
424 3rd Avenue West,
Prince Rupert, BC
V8J 1L7
Or email: cityhall@princerupert.ca

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Insurance – Settlements of Small Claims	POLICY NO.	GOV-22-2023
EFFECTIVE DATE	1/1/2023	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

To minimize insurance premium risk, small claims may be settled by the City Manager or designate up to a maximum amount as set out in this policy.

PURPOSE

To ensure that small claims are not charged against policies driving up the insurance premiums.

DEFINITION

Small claims refer to claims under the policy deductible up to a maximum of \$10,000

POLICY APPLICATION

All small claims below the amount of the policy deductible up to a maximum of \$10,000 filed and properly adjudicated by the City Manager or designate may be settled and the amount of the claim so settled may be charged against the Insurance Reserve. The City Manager is also authorized to refer the small claim to the City's insurer for settlement under the policy if the claim could create a future liability.

GUIDELINES

1. All small claims for reimbursement must be filed in writing to the City.
2. All small claims must be investigated and a report prepared by the Department Head, the Supervisor or the employee.

Policy 110-06-01

3. Before settlement of small claims, a written waiver must be signed releasing the City from any future claims and liabilities. Under no circumstances should a claim be settled unless a release has been signed by the claimant.
4. A record of all small claims must be maintained and reported on a monthly basis
5. The City Manager may refer all small claim adjudication to Council.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Insurance Liability Coverage – Third Party	POLICY NO.	GOV-23-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY M ANAGER		

POLICY STATEMENT

Council will manage liability risk and any associated financial exposure to the City in respect of third parties operating or performing services on City property through the application of this policy.

PURPOSE

To establish the minimum liability coverage and evidence of insurance naming the City of Prince Rupert as additional insured on the insurance policies of standing contractors in relation to agreements, contracts, licenses, and permits issued by the City.

GUIDELINES

A minimum liability coverage of two million dollars (\$2,000,000) naming the City of Prince Rupert as additional insured shall be required for all standing contractors/consulting agreements, contracts, agreements, licenses, and permits issued by the City.

A minimum liability coverage of three million dollars (\$3,000,000) naming the City of Prince Rupert as additional insured shall be required for organized sport leagues that enter into an Agreement to Licence City owned Facilities.

A minimum liability coverage of ten million dollars (\$10,000,000) naming the City of Prince Rupert as additional insured shall be required for all marine works that enter into an Agreement to Licence City owned Facilities.

A minimum blanket liability insurance policy in the amount of two million dollars (\$2,000,000) be maintained by the City of Prince Rupert for incidental recreation users and private events that do not have the ability to secure an independent insurance policy.

For Capital Projects, the Principal contract shall have a minimum five million dollar (\$5,000,000) general liability policy. The Project Leader, Finance Manager and City Manager shall determine if the general liability should be increased, or decreased, considering the following criteria: Contract value; location; type of work; duration and any other criteria deemed appropriate for evaluation.

Council authorizes the City Manager to waive the requirement if in the opinion of the City Manager such waiver would be in the public interest and is not for commercial purposes.

PROCEDURE

A copy of the liability insurance coverage by way of certificate of insurance must be provided to the Project Leader/Finance Manager prior to issuance of the contract, agreement, license or permit evidencing the City as additional insured.

Standing contractors/consultants must complete the Standing Contractors/Consultants Agreement (Appendix A) in full.

Capital Projects shall include the insurance coverage requirements included in the contract document.

If making a request for policy waiver, such request for waiver must be made in writing two weeks prior to a scheduled regular Council Meeting. The applicant must provide supporting documents and reasons for the waiver request, which would include benefit to the public.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Employee Family Assistance Program	POLICY NO.	GOV-24-23
EFFECTIVE DATE	4/26/2004	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

Employee Family Assistance Program

PURPOSE

The City of Prince Rupert and its employees recognize the impact of personal difficulties on employees, members and families, and share a mutual concern and responsibility for their health and wellbeing. Most of these difficulties can be successfully resolved or prevented, especially when identified early and given appropriate care.

GUIDELINES

We have taken our responsibility seriously by establishing a joint Employee and Family Assistance Program (EFAP). Our program is administered by a workplace EFAP Committee comprised of representatives from union and management. This Committee ensures:

1. The availability of the EFAP to all employees; active, retired or disabled; spouses and dependants.
2. A set of Program Responsibilities and Procedures which assure access to the program on a voluntary basis only.
3. The availability of EFAP Representatives, union and management, through which program and contract information can be obtained.
4. A professional assessment and resource service, located away from the workplace, which will provide confidential assessment, counselling as appropriate, referral and

follow-up services for EFAP clients.

5. The maintenance of an annual schedule of education, training and awareness for employees and dependants.
6. An annual evaluation of the EFAP.
7. That an annual report on EFAP is presented to union and management.
8. That all EFAP activities strongly support client confidentiality.

The guidelines by which the EFAP Committee directs the ongoing operation of the program are contained in the EFAP Program Responsibilities and Procedures.

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Purchasing Policy	POLICY NO.	GOV-25-2023
EFFECTIVE DATE	28/03/22	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

SECTION 1 – INTRODUCTION:

- 1.1 This Purchasing Policy and Procedure ("**Policy**") is intended for use in the City's purchase of all goods and services.
- 1.2 City employees involved in the purchasing process should familiarize themselves with, and adhere to, this Policy.

SECTION 2 – OBJECTIVES:

- 2.1 The primary objectives of this Policy are to ensure that the City obtains the best value expenditure while ensuring that all purchases and procurement processes are characterized by a high level of integrity and that the procurement process is open, transparent and fair. The City is committed to developing and maintaining a procurement culture that encourages procurement activities to deliver best value procurement to the community and support sustainable procurement objectives. Criteria will be specific to the nature and scale of the procurement and where applicable, clearly state in the procurement documents to include sustainable procurement along with price and performance.
- 2.2 The Policy is intended to support the development and diversification of the supply chain in a way that makes positive contributions to the local economy while ensuring transparency and non-discriminatory practices for competitive purchasing to ensure that all qualified vendors are given the opportunity to compete for the City's purchases of goods and services.

- 2.3 The Policy outlines methods and procedures in administering competitive procurement processes and the authorization thresholds and requirements for awarding contracts.

SECTION 3 – SCOPE:

- 3.1 This Policy applies to all procurement of goods and services, construction and consulting/professional services made by or on behalf of the City, unless a purchase is otherwise authorized on an exception basis by City Council or the City Manager.

SECTION 4 - GENERAL:

- 4.1 Under authority delegated by Council to the City Manager, Department Heads and the Chief Financial Officer, the City Manager, Department Heads, Corporate and Chief Financial Officers are authorized to commit the City to service agreements, purchase orders, licenses, contracts, leases and other legally enforceable agreements, in accordance with this Policy.
- 4.2 The City Manager, Chief Financial and Corporate Officers, and Department Heads may assign specific purchasing authority to authorized employees, provided that functional authority over such employees is retained with respect to the specific purchasing authority assigned under this Policy.
- 4.3 Definitions for terms used within this policy are attached in Appendix A

SECTION 5 – POLICY:

5.1 OVERVIEW

- 5.1.1 The procedure used to select vendors for the delivery of goods and services, construction or provision of consulting/professional services can vary depending on a variety of factors such as: the type, quantity or value of the goods or services; the frequency or duration that such goods or services are required; the availability or competitiveness in the market place; and, the urgency with which such goods or services are required.
- 5.1.2 The competitive procurement thresholds outlined below reflect the City's commitment and effective stewardship of funds as well as compliance to applicable legislation and regulations such as the United States-Mexico-Canada Agreement (USMCA) and the New West Partnership Trade Agreement (NWPTA).

5.2 PROCEDURE

- 5.2.1 The City does not have a central purchasing department. As such, each City department is responsible for carrying out its purchasing in compliance with the Policy.
- 5.2.2 Purchases are generally commenced with a properly completed and authorized purchase requisition form (Purchase Order), or other similar form of documentation approved by the City, and must be in place prior to any commitment being made for the purchase of goods and services.
- 5.2.3 Approval Authority is outlined in Appendix B. Approvals of purchase requisition forms must relate only to the authorizing personnel's own area of responsibility within the City's departmental structure or to carrying out a work assignment or project from another department. The CFO and the City Manager have general authority to approve purchases across departments.
- 5.2.4 Where possible, the City encourages purchases being made on a consolidated basis, by combining all like purchases across departments, to achieve economic value.
- 5.2.5 The City may participate in co-operative purchasing initiatives with other government or broader public sector entities where it is in the best interests of the City to do so. The co-operative purchasing process may be conducted in accordance with the procurement policies and procedures of the entity that is responsible for coordinating and leading the process, provided that those policies and procedures are consistent with the City's obligations under applicable trade agreements and the City's procurement objectives set out in this policy.
- 5.2.6 Exceptions to the policy include:
 - a. Certain purchases as outlined in Appendix C. Authority limits still apply.
 - b. The use of Purchasing Cards is permitted for the ordering of goods and services which are in line with the authorized purchasing card limits.
 - c. All exemptions, exclusions, or exceptions that exist in applicable Trade Agreements.

5.3 PROCUREMENT METHODS:

Estimated Cost Transaction	Method
Goods and Services	
Up to \$7,500	Direct Award
\$7,500 to \$25,000	Informal Quote Process
\$25,000 to \$75,000	Formal Quotation Process
Greater than \$75,000	Formal Competitive Process
Construction	
Up to \$200,000	Formal Quotation Process
Greater than \$200,000	Formal Competitive Process

5.3.1 Direct Award

Purchases with a value of less than \$7,500 for one-time procurement. Staff are responsible for ensuring reasonable fair market value. All information relating to procurement under this method must be documented and maintained on file. Purchases may only be made by authorized employees. Authorized employees must have a supervisor co-sign receipts under \$1,000.

5.3.2 Informal Quote Process

At minimum three quotes are solicited through an informal communication process including email or phone. Documentation is required and must include time, date, nature of service and/or goods solicited, as well as any additional criteria considered. Authorized staff are responsible for ensuring reasonable fair market value. Preference generally is to be given to local suppliers where appropriate on the basis of overall value to the City. Written quotes are preferred, verbal quotes are acceptable where necessary

5.3.3 Formal Quotation Process

Written proposals/quotes are solicited to select a supplier that offers the best value to the City. Staff must include

- Specifications for goods and services required;
- Required delivery date;
- Where applicable, additional criteria being considered
- Date and time for closing of receiving quotes and contact info quotes are to be

submitted to at the City.

Quotes must be received in writing either through mail or digitally to designated email account. The supplier that offers the best value to the City, may be selected provided that the following conditions are satisfied:

- a. purchase price is within the approved budget amount; and
- b. supplier is the lowest priced or highest ranked compliant vendor, as the case may be.

Authorized staff may determine that it is appropriate to use a formal competitive process rather than the formal quotation process even though the value is less than the transaction threshold noted for Goods and Services and Construction in this section.

5.3.4 **Formal Competitive Process**

A formal competitive procurement process for goods and services valued at over \$75,000 and construction valued at over \$200,000 must be advertised in a nationally accessible web-based service providing access to public sector business opportunities, such as BC Bid. Such purchases must be approved by a Director and one of either the CFO or City Manager (or their appointed Deputy), provided however that the following conditions are satisfied:

- a. goods or services are included in the approved annual budget;
- b. purchase price is within the approved budget amount; and
- c. supplier is the lowest priced or highest ranked compliant vendor, as the case may be.

The following competitive processes may be used:

Invitation to Tender (ITT): used to solicit bid submissions from suppliers for the provision of construction services where the specifications, terms, conditions and other details are set out in the invitation and the responsive bids are evaluated against criteria outlined in the ITT.

Request for Expression of Interest (RFEOI): used to survey the market for suppliers interested in responding to a tender or RFP where the City is interested in receiving information from suppliers on any products or services available to achieve a particular outcome and may issue an RFQ, RFP or ITT depending on the response.

Request for Proposals (RFP): issued based on a generalized scope of requirement. Proposals are evaluated on predetermined evaluation criteria where the selection of a supplier may not be made solely on the basis of lowest price.

Request for Quotations (RFQ): issued to request prices for goods or services from suppliers. The primary focus of an RFQ is price and the contract award is typically awarded to the lowest price.

Request for Qualifications (RFQ): used as a non-binding request to potential suppliers who wish to be considered for future RFPs or other competitive purchasing processes to pre-qualify based on various factors including but not limited to expertise, experience, availability, and prior performance in order to avoid devoting resources to preparing and evaluating future RFPs or competitive processes.

5.3.5 **Council Approval**

Notwithstanding sections 5.3.3 and 5.3.4, Council approval is required where:

- a. purchase price is over \$500,000;
- b. purchase price is not within the approved budget amount;
- c. supplier is not the lowest priced or highest ranked compliant vendor; or
- d. with respect to construction, the City intends to award work under a Master Services Agreement*

Council approval must be given at a meeting open to the public, except otherwise permitted by legislation.

5.3.6 **Reporting to Council**

All approved purchases over \$100,000 will be reported to Council on a regular basis in conjunction with regular financial reporting to Council. This reporting requirement includes the reporting of individual projects awarded under a Master Services Agreement*

*See Appendix D - Approval and Reporting Requirements with MSAs Flow Chart.

5.4 **SOLE SOURCE PURCHASES**

- 5.4.1 Notwithstanding the process and approval requirements under section 5.3, a purchase may be sole sourced where the opportunity to obtain quotes or solicit competitive bids does not exist or is not justified in the circumstances. Sole source purchases must be accompanied by a sole source justification form (Appendix E).

A sole source purchase may be considered in the following circumstances:

- a. where there is an absence of competition for technical reasons and the goods and services can be supplied only by a particular services provider and no reasonable alternative or substitute exists;
- b. where only one service provider has the unique qualifications or skills needed for the work;

- c. The project is a “follow-up” assignment that is most appropriately done by the original contractor;
- d. where the time frame for delivery is urgent and cannot be exceeded to allow the time needed for competitive procurement;
- e. where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of competitive procurement methods;
- f. where the project is highly sensitive or confidential and broadcasting it via open competition is not appropriate;
- g. where the planned expenditure is small and the savings of competitive contracting would not justify the increased costs involved with more competitive procurement methods;
- h. where the work is a continuation or follow-up assignment most appropriately done by the original service provider;
- i. for work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- j. where there has not been a receipt of any submissions in response to a competitive procurement process made by the City;
- k. to ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licences, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer (or representative) of the product;
- l. where procurement objectives can be met by purchasing from an auction or liquidation firm; or
- m. procurement of real property interests, whether by means of purchase, lease or otherwise.

5.4.2 **EMERGENCY PURCHASES**

Emergency purchasing results when an unforeseeable situation of urgency exists (outside a state of local emergency) and the goods, services or construction cannot be obtained in time by means of open procurement procedures and includes, without limitation:

- a. A condition where lack of supplies or services may adversely affect the functioning of local government, threaten public or private property or the environment, or jeopardize the health or safety of the public;
- b. Interim contract arrangements following the expiration of, or breach of a contract.

Emergency purchases are completed using the most expedient method, but shall take economy into consideration where possible. Expenditure limits for emergency

purchases shall fall within the City's approved financial plan and all must be authorized by the City Manager or designate in their absence. Expenditures in excess of the approved financial plan must receive Council's retroactive approval.

In the event the City opens an EOC, the City Manager authorizes the EOC Director and/or the Fire Chief (including designate) to make emergency purchases without the prior approval of the City Manager. Every effort will be made to notify the City Manager of emergency expenditures on a continuous basis while the EOC is in operation.

5.5 SERVICE CONTRACTS, RENTALS, LEASES

- 5.5.1 All service contracts (other than consulting/professional or construction services), rentals, licenses or leases should be contracted for no longer than an annual term with the provision for extension to a maximum 4-year term upon acceptable terms and financial arrangements.
- 5.5.2 Contracts exceeding a 1-year term must receive approval from the City Manager, CFO, or Corporate Officer before a legal commitment is made with the vendor.
- 5.5.3 The authorization thresholds outlined in Appendix B apply to all service contracts, rentals, licenses and leases.

5.6 PURCHASE ORDERS

- 5.6.1 Purchase Orders (POs) are to be used wherever appropriate to document approval for a purchase, in accordance with the approval thresholds outlined in Appendix B, and to communicate the authorization for the purchase to the vendor. Minor POs are to be used for purchases up to the direct award limit, Major POs are to be used for all purchases over the direct award limit.
- 5.6.2 Notwithstanding section 5.6.1, but subject to all applicable approval requirements under this Policy, a Purchase Order is not required to document the purchase of the following goods and services:
 - a. recurring monthly utility charges such as postage, telephone, gas, hydro, telecommunications, etc.;
 - b. recurring annual charges such as subscriptions, association and membership dues, payment to other governmental authorities and investments;
 - c. refundable employee expenses such as travel expenses, meals, parking, hotel, airline charges and mileage allowances;
 - d. general expenses such as payroll remittances, tax remittances, grants, payments made to partners of co-sponsored programs;
 - e. land acquisitions; and

- f. professional consulting services, legal services, insurance, banking, financial or audit services.

5.7 **GUIDANCE**

Declaration of Interests

- 5.7.1 Any personal interests which may impinge or might reasonably be deemed by others to impinge on a member's impartiality in a matter relevant to their duties should be declared to their Manager. Where a declared interest exists, the Manager will in all cases reassign the duties to another staff member.

The City has a "no-tolerance" policy to circumstances that produce, or reasonably appear to produce, a conflict between the personal interests of a City employee and the interests of the City.

Solicitation, Acceptance or Offering of Gifts or Donations

- 5.7.2 Employees shall not solicit, or accept unsolicited donations of gifts, prizes or money from any person, firm or corporation which is interested directly or indirectly in any manner in business dealings with the City of Prince Rupert.

Nominal gifts received (eg: chocolates or small gift baskets) may be shared by the individual with their department.

The City may, at its discretion, take disciplinary action, including dismissal, against a City employee who solicits or accepts any financial benefits prohibited under section.

5.8 **VENDOR RELATIONS**

- 5.8.1 The City encourages Department Heads to promote a purchasing program of fairness and friendship with all vendors. To this end, Department Heads and other authorized employees should receive vendor representatives as promptly and courteously as time allows, provided however that:

- a. no City employee is required to place his/her time at the disposal or discretion of a vendor's representative;
- b. during negotiations with a would-be vendor, prices received from one supplier must not be shared with other suppliers; and
- c. an unsuccessful participant of a competitive procurement process that has requested feedback from the City should be provided minimal debriefing as to the disposition of its submission.

SECTION 6 – SUSTAINABLE PROCUREMENT PRACTICES

- 6.1 In an effort to leverage procurement dollars to benefit the community and society; the City may include the consideration of sustainability in Best Value Procurements.

Sustainability may include attention to environmental, ethical and corporate social responsibility as well as social value.

Sustainability considerations will be balanced against best value requirements for each individual procurement. The weighting toward sustainability in each procurement may be based on the marketplace, Scope of Work and/or level of risk inherent with the procurement.

When evaluating sustainability factors, City staff may look to third party verification and certifications when awarding points and may also look to utilize reference checks to verify the content of a submission.

6.2 **Environmental Responsibility**

When evaluating environmental responsibility in City procurements, points may be awarded where proponents:

- Minimize environmental harm, including end of life impacts.
- Maximize resource efficiency (e.g. reduce energy and water consumption and minimize waste).
- Minimize carbon emissions.

6.3 **Ethical Responsibility**

When evaluating ethical responsibility, points may be awarded where proponents:

- Maximize fair trade opportunities
- Ensure sound working conditions throughout the supply chain that meet or exceed provincial, national or international employment standards.

6.4 **Social Value**

When considering social value, points may be awarded where proponents:

- Maximize contracting or sub-contracting opportunities for indigenous businesses.
- Maximize employment opportunities for indigenous populations.
- Commit to paying a Living Wage to all staff directly employed by the proponent.
- Maximize employment, training and apprenticeship opportunities among local, disadvantaged, equity-seeking or marginalized individuals and populations.
- Maximize the diversification of the supply chain by including non-profit organizations, social enterprises and small-medium enterprises.
- Contribute to the strengthening of the community by supporting the social goals

and objectives of the City.

- Include any corporate social responsibility initiatives undertaken by the organization that contribute to social wellbeing.

SECTION 7 – DISPOSAL OF ASSETS

- 7.1 This section applies to City assets which have either been replaced, are beyond economical repair, and/or cannot be repurposed and are no longer required for City purposes. This does not apply to City owned land or buildings.
- 7.2 Disposal of assets shall be done in an open, fair and transparent manner while delivering best value for the City.
- 7.3 Disposal of all corporate wide related assets (such as furniture or IT equipment) shall be approved and coordinated by the respective department heads. Disposal of infrastructure related assets (such as fleet and mobile equipment) shall be approved and coordinated by the General Manager of Public Works.
- 7.4 For assets noted in 7.3, staff shall have authority to sell, exchange, donate or otherwise dispose of such assets by any of the following disposal methods:
- a. Trade-in or salvage during a related replacement procurement process;
 - b. Sale through an auction site for public sector agencies, or another open and fair public process;
 - c. Donation to a non-profit agency;
 - d. Recycling.
- 7.5 In the event that all efforts to dispose of the assets by the means detailed above fail, surplus assets may be scrapped or destroyed in a manner that considers health, safety and environmental concerns.

X

Certified Correct:



APPENDIX A – DEFINITIONS

“Award” – refers to the business decision to enter into a contract for goods, services, and construction.

“BC Bid” – The British Columbia government electronic sourcing mechanism in which procurement opportunities for goods and services are listed in accordance, as may be required, with the NWPTA and other legislated requirements.

“Best Value Procurement” means a procurement that considers factors other than only price.

“Co-operative Purchasing” means a variety of arrangements whereby two or more public procurement entities combine their requirements in a single procurement process to obtain advantages of volume purchases from the same supplier(s) or contractor(s).

“City Manager” means the Chief Administrative Officer of the City or, in the absence of the Chief Administrative Officer, their designate.

“CFO” means the Chief Financial Officer of the City or, in the absence of the Chief Financial Officer, their designate.

“City” means the City of Prince Rupert.

“Department” – refers to the user department requisitioning goods, service, and construction.

“Department Director” – refers to the senior management positions responsible for duties of their respective departments.

“Department Manager” – for the purposes of this policy refers to the management positions at the operational level.

“Emergency” – means a sudden, unexpected, urgent event or impending situation that may affect the health, safety, life, environment, property or the welfare of the public or cause delays, liabilities, damage and/or interference with the normal activities of the City and which, therefore, requires immediate attention and remedial action.

“Financial Plan” means City approved budget and five year financial plan adopted by the City each year.

“Living Wage” means the living wage identified for Prince Rupert by the www.livingwageforfamilies.ca website.

“NWPTA” means the New West Partnership Trade Agreement between the provinces of British Columbia, Alberta, Saskatchewan and Manitoba and any of its successors.

“Purchase Order” – a formal document utilized to identify procurement transactions.

“Scope of Work” means a description of work or services that is to be performed by a vendor.

“Surplus” – refers to municipally owned furniture, supplies, vehicles and equipment (assets) with remaining useful life, which does not meet the City’s current or foreseeable future need and is not considered waste.



APPENDIX B – APPROVAL AUTHORITIES

The authority for expenditures is the City's current year Financial Plan as adopted or amended by Council.

The following personnel are authorized to execute procurement commitments (exclusive of refundable taxes) up to the value limits as identified in the following table:

Purchasing Approval Authority

Position	Threshold
Director and City Manager or CFO	\$100,000
Department Director	\$75,000
Department Manager	\$50,000
Supervisor/Executive Assistant	\$7,500

- (1) Above provides authority for approval. Staff must also follow the required procurement methods as prescribed in Section 5.3.
- (2) Upon Council resolution to award a contract, the Mayor, City Manager, or Officers shall sign on behalf of Council for contracts greater than \$100,000.
- (3) In the case where either the City Manager or CFO have provided secondary approval, written notification to the other must be provided.
- (4) Notification of Emergency purchases must be provided to the CFO.



APPENDIX C – LIST OF EXCEPTIONS

1. Corporate General Expenses:
 - Payroll, benefits premiums, payroll associated remittances
 - Debt Payments
 - Tax Remittances
 - Real Property-including land, building, leasehold interest, easements, encroachments, and rights-of-way
 - Ongoing Licenses (vehicles, software, etc.)
 - Grants to Agencies
 - Charges to or from other government or Crown corporations
 - Bank Charges and Underwriting Services where covered by agreements
 - Development charges, cash in lieu refunds
 - Building/development permit refunds and deposit returns
 - Property Tax Refunds
 - Recruitment Services
 - Payment of Damages
 - Water and Sewage Charges
 - Hydro and Gas
 - Telephone and Internet
 - Postage and Courier Services
2. Professional and Special Services:
 - Arbitrators, Mediators, Investigators
 - Legal Counsel as authorized by the City Manager, Officers or Department Director
 - Consultants or contractors hired to complete project deficiencies
3. Training and Education:
 - Conferences, Conventions and Tradeshow
 - Newspapers, Magazines and Periodicals
 - Memberships
 - Seminars and Workshops

4. Refundable Employee/Other Expenses

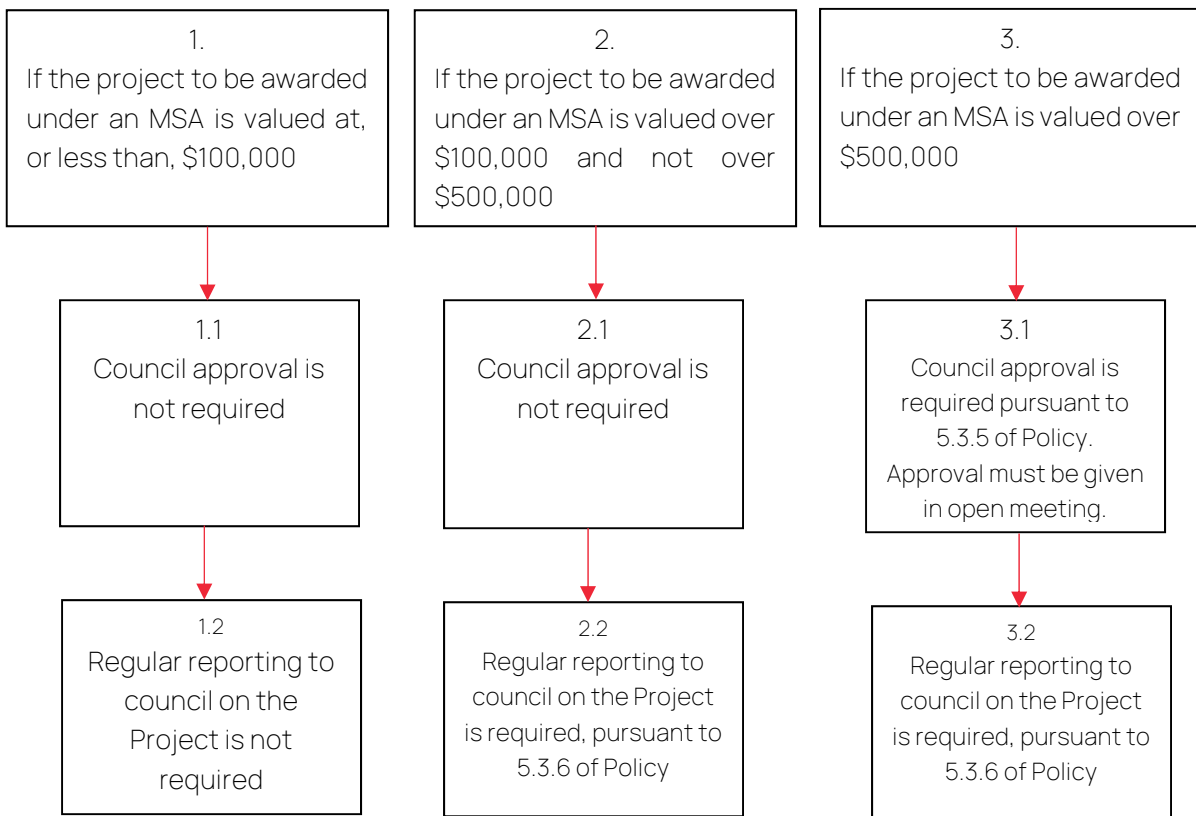
- **Advances** – Meal Allowances
- **Course** and Travel Expenses
- **Entertainment** – Hotel Accommodation
- **Miscellaneous Non-Travel** – Refunds: tax recreation, permits



APPENDIX D

APPROVAL AND REPORTING REQUIREMENTS WITH MASTER SERVICE AGREEMENTS

NOTE: This Flowchart assumes that the City has already conducted a procurement process and entered into a Master Services Agreement with Council approval in a Council Meeting open to the public. ^[1]



[1] If the MSA was not approved by Council at an open meeting, then additional approvals may be required for projects.



APPENDIX E – SOLE SOURCE JUSTIFICATION FORM

To meet the City's Procurement Policy requirements, the requester must complete this form as documentation to forgo the normal competitive bid process and direct award to a supplier.

Date: _____

Submitted by: _____

Title: _____

Proposed Supplier: _____

Description of Goods or Services:

Indicate which eligible sole source circumstance(s) the direct award qualifies (a through m of Section 5.4.1 of the Purchasing Policy). Attach supporting evidence for all circumstances noted.



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Permissive Property Tax Exemption	POLICY NO.	GOV-26-2023
EFFECTIVE DATE	17/9/2012	REVISION DATE	Click here to enter a date.
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.

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CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Grant: Transit, Pool & Other types of Passes to Conferences & Events & to Non-Profits	POLICY NO.	GOV-27-2023
EFFECTIVE DATE	1/8/2003	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

That complimentary Transit, Pool and other City approved passes may be issued by the City Manager to conferences or events held in the City and to Non-Profit Organizations upon a written request.

PURPOSE

To assist conference and event attendees from out of the Prince Rupert area to get to and from their conference and City amenities. Further, to encourage the use of our transit system by visitors and to, where possible, decrease the amount of parking spaces used by conference and event attendees.

To provide assistance to non-profit organizations in the use of City Facilities and Services.

GUIDELINES

- Applications for complimentary transit, pool passes and other passes are to be made to the City Manager.
- When issuing complimentary transit/or other types of passes, the City Manager will ensure that the numbers issued will not cause undue hardship on the regular transit passengers and in the case of other types of passes, will not cause undue hardship, congestion, etc to an extent that would hinder regular business or to the residents of the community.
- The City Staff will make the necessary arrangement for the issuance of the approved complimentary transit and other passes for the days specified by the City Manager.
- Passes for non-profit organizations may be issued by the City Manager.
- Approved passes and requests must be included in the Information Item of the Public Agenda of the Council.

- Financial limitation of this policy is to the value assigned as a provision for later applicants in the Community Enhancement Grant budget included in the Five Year Financial Plan

X

Certified Correct:



CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Community Enhancement Grants	POLICY NO.	GOV-28-2023
EFFECTIVE DATE	13/2/2012	REVISION DATE	Click here to enter a date.
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

POLICY STATEMENT

The City of Prince Rupert supports the enhancement of a positive quality of life for all its residents, and Prince Rupert City Council has recognized that one means of helping to achieve this goal is through an annual Community Enhancement Grants program.

Council may give Community Enhancement Grants at its discretion and subject to any requirements outlined in the *Community Charter, Local Government Act*, and, provided Council has made an allocation of funds in the City's Five Year Financial Plan.

PURPOSE

The intent of the City's grant program is to support and encourage community programs and projects that enhance quality of life for all residents, contribute to a vital, active, engaged, and culturally whole community. We also seek to ensure that through our grants, the diversity of our community is considered, and their accessibility needs are accommodated. To ensure the long-term sustainability of community work, preference will be given to projects and programs where City funding is not the sole source of funds.

ELIGIBILITY

To be considered and awarded a Community Enhancement Grant, the following criteria must be met:

PROGRAMS/ACTIVITIES/EVENTS MUST:

- strengthen and enhance the well-being of our community;
- be of benefit to the City of Prince Rupert and its residents;
- address community needs;
- seek to promote cultural and social understanding and/or inclusion, including and especially of Ts'msyen and First Nations peoples;
- consider diverse needs of residents, including for accessibility;
- seek opportunities to reduce climate and environmental impacts;
- be well publicized in the community; and,
- be sponsored by a local not-for-profit organization.

Programs/Activities/Events MUST NOT:

- offer direct financial assistance to individuals or families;
- duplicate services that fall within the mandate of either a senior government agency or a local agency, except where there is an established need; and,
- be for any other form or section of a taxing or Local Government Authority, such as School Districts, Regional Districts, Hospital Districts, etc.

Preference may be given to applications that:

- partner with other service providers in the Community;
- request seed money in order to launch a program/activity/event, rather than requesting ongoing financial support;
- provide programs/activities/events that are available to the community broadly;
- demonstrate wide based community support;
- promote volunteer support; and,
- have minimal or no paid staff.

The City may, at its sole discretion enter into funding agreements with organizations for up to a maximum of five (5) years.

Types of grants the City will consider funding are attached in Appendix A.

GUIDELINES

- 1) Applications for Grants must be submitted to the City on the required "Community Enhancement Grant" application form. (Appendix B)
- 2) Applications for Grants must be submitted by July 31 of each Calendar year.
- 3) Council will review Grants applications and award grants as a part of the Financial Plan process.
- 4) Council may, depending on the circumstances, approve grant applications received after the annual July 31st deadline. Staff will ensure these applications are brought forward to Council for review.
- 5) Where the amount of the Grant is \$10,000 or more, the Council may require that a representative of the City be on the Board of Directors or other governing body, or otherwise be involved in the event or project.
- 6) Consideration of any waiver or reduction in any rates, charges or rental fees shall be provided as an In-kind Grant and the amount of such waiver or reduction shall be through the Community Enhancement Grants only.
- 7) Requests for pool passes and transit passes must be in writing and the applicant need not complete the Community Enhancement Grant application form for these two types of requests. The City Manager or designate is delegated authority to approve requests received during the year under the same community enhancement grant criteria.
- 8) Applicants for funds and Recipients of funding may, at Council's sole discretion be required to make a public presentation to Council.

Community Enhancement Grant Review Consideration

Council may, at its discretion, award grants to groups that offer a service deemed by Council to be of value to the City, or to a community group whose mandate is to function for the good of the City and its residents. Council may take into consideration whether the organization has or will receive a Permissive Tax Exemption. As a condition of receiving a Grant, the recipient may be required to report back to Council on specified objectives that have been set by Council

Successful Recipients

The successful recipient of a Community Enhancement Grant does not automatically guarantee funding in subsequent years. Grants are intended to indicate the City's support and encouragement of venture, and should not be expected to substantially fund any undertaking.

In accepting a grant, the organization agrees to provide the City within 90 days of completion of the activity/event/program with an accounting of how funds were used. And further, the City should be acknowledged as a sponsor of the organization's programs, activities, or events in all published materials and advertising.

X

Certified Correct:

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**Administration**

424 3rd Avenue West

Prince Rupert, BC, V8J 1L7

Phone: (250) 627 0934 **Fax:** (250) 627 0999

Appendix A

Grant Programs

Seed Grants

- Start up (seed) grant funding for not for profit and/or volunteer organizations to develop projects of benefit to the City of Prince Rupert and its residents which would demonstrate value through community pride. Seed grants are not for funding of existing programs.

Projects

One-Time-Only projects, which respond to:

- Health, social and cultural needs within Prince Rupert;
- Have a specific set of objectives that align with identified goals in our Community Enhancement Grant policy; and,
- Have a defined start and finish date.

Programs and Services

Ongoing programs and services which:

- Contribute to the health, social and cultural well-being of Prince Rupert residents; or,
- Contribute to the general interest and advantage of the City; and,
- and align with identified goals in our Community Enhancement Grant Policy

Events (Community Promotion)

Events that have the following 3 characteristics:

- Enhance and contribute to the cultural life of Prince Rupert, which promote community involvement and spirit;
- Have a defined start and finish date (but may also be held annually); and,
- Promote Prince Rupert outside the City.

**Administration**

424 3rd Avenue West

Prince Rupert, BC, V8J 1L7

Phone: (250) 627 0934 **Fax:** (250) 627 0999

Appendix B

CITY OF PRINCE RUPERT COMMUNITY ENHANCEMENT GRANT **APPLICATION GUIDELINES**

City of Prince Rupert Community Enhancement Grant application forms are available from the Administration Department at City Hall or on our website www.princerupert.ca. Please read these instructions before completing the application form.

Instructions

1. Complete the application form and send the **original application** to the **Administration Department** at City Hall by the stated deadline.

Note: Late submissions will not be considered.

2. Please ensure your application includes the following documents:
 - A list of your organization's Board of Directors, Officers and Executive Directors;
 - Your organization's audited financial statements for the most recent completed fiscal year;
 - If audited financial statements are not available, submit the financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors; and
 - Your organization's current fiscal year operating budget.
3. Submissions that do not contain complete financial and budgetary information will be considered incomplete and will not be accepted.
4. Please keep promotional support documents to a minimum.
5. If you have general questions regarding your application, please contact Brianne Bunko, Administration Department at 250-627-0934.
6. Return completed City of Prince Rupert Grant Applications and enclosures by July 31 to:

City of Prince Rupert

Administration

424 3rd Avenue West

Prince Rupert, BC V8J 1L7

cityhall@princerupert.ca

7. Upon receipt of your application, a member of City Staff may contact you to go over the details of your application.
8. Decisions regarding funding allocations from the City of Prince Rupert Budget for Community Enhancement Grants are the responsibility of Prince Rupert City Council.
9. Following Council approval of the Community Enhancement Grant Budget, each applicant will receive written notification of Council's decision pertaining to their application. The budgetary approval process may take three to five months.