



COMMITTEE OF THE WHOLE

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, January 22, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the Committee of the Whole Meeting of Monday, January 22, 2024, be adopted as circulated.

3. PETITIONS & DELEGATIONS

- a. Magna Engineering Services Inc.
- b. Crime Stoppers

4. REPORTS

- a. Report from the City Manager Re: Council Policy Review 2023

5. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

6. ADJOURNMENT to Regular Council Meeting



Canada
Province of British Columbia
A Proclamation

CHARLES THE THIRD, by the Grace of God, of the United Kingdom,
Canada and His other Realms and Territories, King, Head of the
Commonwealth, Defender of the Faith

To all to whom these presents shall come – Greeting

WHEREAS a network of 17 volunteer-driven, community Crime Stoppers programs operate as non-profit organizations throughout British Columbia, and

WHEREAS each January, Crime Stoppers programs around the world celebrate Crime Stoppers Month to highlight their successes, and

WHEREAS the 2023 theme is "Stand Up – Stand Together" to encourage British Columbians to be vigilant in fighting crime to keep communities safe, and

WHEREAS criminal activities such as human trafficking, physical violence, property theft, organized crime, drug-related crime, money laundering and fraud undermine the health and economic vibrancy of communities across British Columbia, and

WHEREAS concerned British Columbians contributed approximately 12 000 tips in 2021 to provide information to law enforcement to prevent, solve and reduce crime in communities across the province, and

WHEREAS the government of British Columbia wishes to recognize the positive contribution of Crime Stoppers programs to communities throughout British Columbia;

NOW KNOW YE THAT We do by these presents proclaim and declare that January 2023 shall be known as

"Crime Stoppers Month"

in the Province of British Columbia.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our Province of British Columbia to be hereunto affixed.

WITNESS, The Honourable Janet Austin, Lieutenant Governor of Our Province of British Columbia, in Our City of Victoria, in Our Province, this twenty-third day of December, two thousand twenty-two and in the first year of Our Reign.

BY COMMAND.


Attorney General


Lieutenant Governor



PRIME MINISTER • PREMIER MINISTRE

January 2024

Dear Friends:

I am pleased to extend my warmest greetings to everyone taking part in National Crime Stoppers Month.

This month offers a wonderful opportunity to bring awareness to the Crime Stoppers program, which encourages Canadians to report suspicious or criminal activity anonymously. I am certain that the many events centered on this year's theme, "Be a Crime Stopper / Keep Your Community Safe," will prove to be both insightful and rewarding.

I would like to commend everyone involved with the Canadian Crime Stoppers Association for their commitment to the fight against crime. You can take pride in knowing your efforts are helping to shape our communities for the better.

Please accept my best wishes for a successful National Crime Stoppers Month.

Sincerely,

The Rt. Hon. Justin P. J. Trudeau, P.C., M.P.
Prime Minister of Canada





REPORT TO COUNCIL

Regular Meeting of Committee of the Whole

DATE: January 22, 2022
TO: Mayor and Council
FROM: Rob Buchan
SUBJECT: COUNCIL POLICIES REVIEW

RECOMMENDATION:

THAT Council re-approve the Council policies as presented in this report.

REASON FOR REPORT:

Council policies have not been reviewed comprehensively for many years. It is prudent to periodically review policies for the purpose of ensuring they are up-to-date and relevant.

BACKGROUND:

Staff have been gathering all policies (administrative and Council) to ensure they are still providing sound direction to staff. This has involved inventoring policies, checking them to ensure the purpose of each policy, information within them, and content is clear, up-to-date and useful.

Several of the policies were found to be old versions that were superseded by newer versions, or contained obsolete information, or were redundant. There were also different policy formats and an inconsistent naming/numbering convention. The majority, though, were only in need of minor, non-substantive changes.

All the Council policies are attached as Appendix A to this report. Each policy is represented by the original version, one with track changes and a clean proposed final version.

A similar administrative review is occurring for all administrative policies.

POLICY REVIEW

All policies have been placed in a new format and a consistent numbering convention.

Two policies have been redrafted with minor changes as follows:

Gov 09 2023 Council Appointments: The Recreation Board is defunct and has been removed from the policy.

Gov 110 07 03 Insurance Liability Coverage Third Party: We have added a \$10,000,000.00 category for marine works.

Four policies have been redrafted with significant changes as follows:

Gov 10 2023 Proclamations: Two options are presented for Council consideration.

Option A is the recommended option and it would serve to delegate all proclamation decisions to the Mayor. In this version the Mayor may refer a proclamation to Council for consideration if the Mayor determined that the matter was significant or controversial enough to warrant a Council discussion. This option would allow routine, non-controversial proclamations to be made expeditiously.

The second option is similar to the current council policy on proclamations, but it removes the requirement for support from other organizations.

Gov 16 2023 Liquor License Referrals

The approval authority for issuing liquor licenses is the Province of BC. This has not been delegated to local governments; however, the province has structured its referral of liquor license applications to have local governments undertake community consultation. This imposes a cost on local governments and can place the Council and staff into a controversial process.

Council determines land uses through its zoning bylaw, which has gone through a public consultation process. Council could take the position that the City will only advise the province whether a proposed liquor license is permitted within the existing zoning or not. Effectively this would have Council opt out of undertaking liquor license consultations leaving that to the province.

This approach is recommended by staff and is represented by Option B of Gov 16 2023

Gov 100 18

This policy consolidates two previous policies regarding temporary vending licensing. One was for Semi-Permanent Vending and Sales from Public Property and the other for Temporary Vending/Commercial Use on Public property. Given the similarity between these policies, staff are recommending the consolidated version.

Gov 03 2023

This policy was revised to remove several defunct organizations.

LINK TO STRATEGIC PLAN:

This report responds directly to Council's strategic goal of good governance and its specific action to review City Policies.

COST:

Cost associated with this review have been limited to staff time.

CONCLUSION:

The policy review and consolidation into one policy manual, and recommended policy changes are recommended for approval.

Report Prepared By:

Robert Buchan, City Manager

Attachment(s):

- Appendix A, Council Policy Manual