



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on Monday, March 25, 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. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda for the Regular Council Meeting of March 25, 2024, be adopted as presented.

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes

- i. Minutes of the Regular Meeting of March 11, 2024;

b) Reports

- ii. Building Department Activity Report for February 2024;
- iii. Request for Support Application to the Local Government Development Approvals Process Fund;
- iv. Monthly Fire / Rescue Report for February 2024;
- v. Minutes of the Accessibility Committee of January 16, 2024; and,

c) Correspondence

- vi. Prince Rupert Children's Festival – Certificate of Appreciation.

Recommendation:

THAT all items on the Consent Agenda be approved as requested.

6. REPORTS

a) Rotary Club of Prince Rupert Re: Bandshell Proposal – Pacific Mariners Memorial Park.

Recommendation:

THAT Council direct Staff to work with the Rotary Club of Prince Rupert in their efforts to fundraise and place a Bandshell in Pacific Mariners Park to ensure

consistency and compliance with current park plans;

AND THAT Council provide a Letter of Support “in principle” to the Rotary Club of Prince Rupert for this project.

7. COUNCIL ROUND TABLE

8. ADJOURNMENT



MINUTES

For the **REGULAR MEETING** of Council to be held on March 11, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

ABSENT: Councillor W. Niesh

STAFF: R. Buchan, City Manager
R. Pucci, Director of Operations & Intergovernmental Relations
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

Added as items:

6.e) Report from City Manager Re: Overland Water Main Replacement (Phase 1) Award.

3. APPROVAL OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the Agenda for the Regular Council Meeting of March 11, 2024, be adopted as presented and amended.

CARRIED

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes

i. Minutes of the Regular Meeting of Feb 26, 2024;

b) Reports

- ii. Council Resolution Status updates to February 2024;
- iii. Development Activity Report for February 2024;
- iv. Monthly Fire / Rescue Report for February 2024;

c) Correspondence

- v. Northern Development Initiative Trust Re: Invitation to Support Northern BC Public Transit Campaign.

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

CARRIED

6. REPORTS

a) Report from City Manager Re: Updated 2023 to 2026 Strategic Plan.

MOVED by Councillor Forster and seconded by Councillor Skelton-Morven THAT Council approve the updated (2024) 2023 to 2026 Strategic Plan and direct staff to proceed with implementation.

CARRIED

b) Report from Director of Corporate & Legislative Services Re: 234 – 11th Avenue East: Remedial Action Order.

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council direct staff to proceed with a Remedial Action Order under Section 73 of the *Community Charter* whereby the City of Prince Rupert will proceed with the building removal located at 234 – 11th Avenue East with the costs of removal placed on the property taxes for the said property;

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

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

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

CARRIED

c) Report from Director of Corporate & Legislative Services Re: 309 McBride Street: Remedial Action Order.

MOVED by Councillor Cunningham and seconded by Councillor Forster THAT Council direct staff to proceed with a Remedial Action Order under Section 73 of the *Community Charter* whereby the City of Prince Rupert will proceed with the building

removal located at 309 McBride Street with the costs of removal placed on the property taxes for the said property;

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

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

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

CARRIED

d) Report from Director of Corporate & Legislative Services Re: 1056 – 8th Avenue East: Remedial Action Order.

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council direct staff to proceed with a Remedial Action Order under Section 73 of the *Community Charter* whereby the City of Prince Rupert will proceed with the building removal located at 1056 – 8th Avenue East with the costs of removal placed on the property taxes for the said property;

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

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

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

CARRIED

e) Report from City Manager Re: Overland Water Main Replacement (Phase 1) – Award.

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT Mayor and Council pass a Resolution to award the Overland Water Main Replacement (Phase 1) to Broadwater Industries Ltd.

CARRIED

7. COUNCIL ROUND TABLE

8. ADJOURNMENT

MOVED by Councillor Randhawa and seconded by Councillor Cunningham THAT the meeting be adjourned at 8:02 p.m.

CARRIED

Confirmed:

MAYOR

Certified Correct:

DIRECTOR OF CORPORATE
& LEGISLATIVE SERVICES/ CORP. OFFICER



REPORT TO COUNCIL

Regular Meeting of Council

DATE: March 25th, 2023
TO: Robert Buchan, City Manager
FROM: Rodolfo Paras, Urban Planner I

SUBJECT: BUILDING DEPARTMENT ACTIVITY REPORT FOR FEBRUARY 2024

RECOMMENDATION

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

REASON FOR REPORT:

This report summarizes building department activity in the City of Prince Rupert for February 2024. This report is intended to inform the Council on applications that have been received and their status to date.

Report Prepared By:

Report Reviewed By:

Rodolfo Paras,
Urban Planner I

Robert Buchan,
City Manager

Originally signed available on request

Attachments:

1. Building Department Activity Report

Building Department Activity

File No.	Location	Proposal Description	Status	Date of Decision
23/24	1006 Alfred Street	Alteration and improvements	Permit Granted	February 1, 2024
24/24	101 Dry Dock Road	Alteration and improvements	Permit Granted	February 1, 2024
25/24	800 Summit Ave	Plumbing	Permit Granted	February 2, 2024
26/24	249 4th Ave East	Alteration and improvements	Permit Granted	February 5, 2024
27/24	230 4th Ave East	Alteration and improvements	Permit Granted	February 5, 2024
28/24	230 4th Ave East	Plumbing	Permit Granted	February 5, 2024
29/24	1321 Overlook Street	Alteration and improvements	Permit Granted	February 6, 2024
30/24	634 - 636 3rd Ave West	Alteration and improvements	Permit Granted	February 8, 2024
31/24	1045 Frederick Street	Alteration and improvements	Permit Granted	February 8, 2024
32/24	1668 Herman Street	Alteration and improvements	Permit Granted	February 8, 2024
33/24	1709 11th Ave East	Alteration and improvements	Permit Granted	February 9, 2024
34/24	2050 Atlin Ave	Plumbing	Permit Granted	February 13, 2024
35/24	555 Hays Cove Ave	Alteration and improvements	Permit Granted	February 21, 2024
36/24	90 Charlie Currie Road	Plumbing	Permit Granted	February 22, 2024
37/24	129 Alpine Drive	Alteration and improvements	Permit Granted	February 22, 2024
38/24	1100 McBride Street	Alteration and improvements	Permit Granted	February 22, 2024
39/24	334 6th Ave East	Alteration and improvements	Permit Granted	February 28, 2024
40/24	1033 - 1037 7th Ave East	Alteration and improvements	Permit Granted	February 29, 2024
41/24	1033 - 1037 7th Ave East	Plumbing	Permit Granted	February 29, 2024



REPORT TO COUNCIL

Regular Meeting of Council

DATE: March 25th, 2024
TO: Robert Buchan, City Manager
FROM: Veronika Stewart, Manager of Communications, Engagement and Social Development; Myfannwy Pope, Director of Planning and Development Services

SUBJECT: REQUEST FOR SUPPORT APPLICATION TO THE LOCAL GOVERNMENT DEVELOPMENT APPROVALS PROCESS FUND

RECOMMENDATION:

THAT Council support the City's application to UBCM to the Local Government Development Approvals Process fund for \$56,800 including staff time to implement the project and to provide overall grant management.

REASON FOR REPORT:

The intent of this project is to increase the efficiency of our development procedures process through engagement activities with the development community to identify end-user needs, take in recommendations, to support the development of communications and educational materials that address those needs. In addition, we intend to streamline internal development processes by developing guidelines and checklists that will support better collaboration between City departments

BACKGROUND:

Funded by the Ministry of Municipal Affairs, the intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives. Staff have identified this source of funding as an opportunity to support improvements to our internal processes and external understanding of current development incentives and processes.

ANALYSIS:

This application is for 100% funding and will support improvements to both internal and external communications surrounding proposed developments in Prince Rupert. The City's

strategic plan identifies the significant need to address a lack of housing supply, and so ensuring the expedition of all housing development approvals will be critical to achieving this objective. In addition, the Housing Needs report identifies an additional 5,000 units due to projected growth from the Port of Prince Rupert and the state of housing stock over the next 5-10 years. If even half of that development comes to pass, this will be an exponential increase in the number of new build permits the City currently receives. In addition, amendments in relation to the Small Scale Multi-Unit Housing requirements from the Province may increase the uptake in the development of secondary suites, carriage homes and ground oriented development. As projected growth comes to fruition, it is important that both the development community and internal staff are well informed about City processes to achieve maximal efficiencies in supporting new housing and development.

In addition, staff are currently unsure about awareness regarding the City's existing suite of development incentives. The exercise of engagement with development community that this funding will support us to understand if/how incentives are working and improve communication surrounding them.

LINK TO STRATEGIC PLAN:

This project will support the Council's Strategic Plan broad goal of supporting the addition of new housing, as well as appropriate laws and services and assessing development incentives.

COST:

The total cost of the project is \$56,800 with 100% of those costs proposed to be covered by grant. This will provide a significant benefit by increasing reliability of communications between staff and the development community with the only cost to the City being in-kind staff support time.

CONCLUSION:

It is recommended that Council support the City's application to UBCM to the Local Government Development Approvals Process fund for \$56,800 including staff time to implement the project and to provide overall grant management.

Report Prepared By:

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

Report Reviewed By:

Robert Buchan,
City Manager

Originally signed available on request



REPORT

March 1, 2024

TO: City Manager
FROM: Fire Chief Jeff Beckwith
SUBJECT: Monthly Fire / Rescue Report – February 2024

During the month of February 2024, the Prince Rupert Fire Rescue Department responded to 53 emergency incidents. Of these incidents, there were 10 fires, with 2 properties sustaining significant damage, and 3 motor vehicle incidents (MVI's).

Location	Property Value	Property Loss
241 11 th Ave East	10 000	10 000
601 6 th Ave West	280 600	5 000
Totals:	\$290 600	\$15,000

INCIDENT COMPARISON

February	2024	53 Incidents
February	2023	53 Incidents
February	2022	120 Incidents
February	2021	109 Incidents
February	2020	128 Incidents

FIRE SERVICE ACT INSPECTIONS

During the month of February Fire Rescue Department personnel conducted Fire Service Act inspections within 3 public building in Prince Rupert.

INSPECTION COMPARISON

February	2024	3 Public Building Inspections
February	2023	3 Public Building Inspections
February	2022	1 Public Building Inspection
February	2021	1 Public Building Inspections
February	2020	62 Public Building Inspections

DEPARTMENT ACTIVITIES AND PROGRAMS

Training & Upgrading:

During the month of February, 46 in-house training sessions were conducted involving safe fire ground techniques focusing on safely bringing tools to roof tops, TIC usage, ladder placement, RIT and smoke out environments. Fire fighters also focused on their ongoing EMR training and the Master Your Medics Course. Some street familiarization and radio communications were also reviewed with dispatch.

Daily Apparatus & Equipment Maintenance:

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

911 DISPATCH SUMMARY

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

PR ADMIN	180
PR FIRE	23
PR AMB	128
PR EHS	35
PR RCMP	136
PR ALARM	13

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

OTH FIRE	0
OTH AMB	0
OTH EHS	0
OTH RCMP	0

CITY	75
H/U	54
WRONG #	19
R.C.C.	0
CITYWEST	4
311	0

Total: 669

Respectfully Submitted



Jeff Beckwith
Fire Chief



Accessibility Committee – Minutes
Tuesday, January 16, 2024 7:00 PM
Prestige Hotel Prince Rupert (118 6 St, Prince Rupert BC)

Chair V. Stewart, City of Prince Rupert

Members: V. Wiley
A. Falvo
E Landrath
G. Barthe
E. Skelton
E. Kivisild

Regrets: V. Fraser

Staff: H. Tsang, North Coast Regional District
M. Taylor, Prince Rupert Library

Public Media: 0

**1. CALL TO ORDER / INTRODUCTIONS /
MOMENT OF SILENCE FOR SHARON SMALL**

1.1. *The Prince Rupert & Area Accessibility Committee acknowledges the traditional territory of the Ts'msyen on which this meeting takes place.*

1.2. Call to Order at 7:06 p.m.

1.3. The Committee observed a moment of silence for Sharon Small.

**2. CONSIDERATION OF AGENDA
(ADDITIONS/DELETIONS)**

2.1. Adoption of Agenda

That the Prince Rupert & Area Accessibility Committee resolves to adopt the January 16, 2024 Prince Rupert & Area Accessibility Committee agenda as presented.

**Kivisild/Landrath
CARRIED**

001-2024

**3. BOARD MINUTES & BUSINESS ARISING FROM
MINUTES**

3.1. Adoption of Minutes

That the Prince Rupert & Area Accessibility Committee resolves to adopt the November 28, 2023 Prince Rupert & Area Accessibility Committee minutes as presented.

**Falvo/Kivisild
CARRIED**

002-2024

4. UPDATE ON GRANT APPLICATIONS

- 4.1. V. Stewart provided an update on the successful Northern Health 2023 IMAGINE Community Grant to support accessibility improvements at the Earl Mah Aquatic Centre for pool showers and the purchase of a narrow profile water wheel chair.

5. CURLING RINK UPDATE

- 5.1. A. Falvo provided an update on Prince Rupert Special Olympics using the Prince Rupert Curling Club facilities.

6. OPPORTUNITY TO ENGAGE WITH COMPLETE COMMUNITIES

- 6.1. V. Stewart provided an update on the City of Prince Rupert's Complete Communities program. The City will provide engagement opportunities for Prince Rupert & Area Accessibility Committee on its Complete Communities program.

The Committee discussed ideas relating to a sensory playgrounds and parks.

7. WINTERFEST ACTIVITIES/TROLLEY

- 7.1. V. Stewart provided an update on Winterfest activities, including an Olde Time Trolley Company ride for members of Special Olympics and the Prince Rupert & Area Accessibility Committee. While the Committee was happy with the experience, they also discussed including a moveable platform to help with entering and exiting the trolley for future years.

8. INFORMATION SHARING

- 8.1. V. Stewart provided an update on information sharing, including:
- City of Prince Rupert webpage;
 - Accessibility Resources on City of Prince Rupert website;
 - Accessibility Resources poster/brochure; and
 - Blog/website/social media information sharing.

The Prince Rupert & Area Accessibility Committee discussed creating a Facebook page and exploring planning for spring/summer social events.

9. UPDATE ON ACCESSIBILITY PLAN

- 9.1. V. Stewart provided an update on comments received on the Prince Rupert & Area Accessibility Plan from stakeholders so far, including the Kaien Island Trail Enhancement and Recreation Society and Coast Mountain College. The deadline to submit feedback is January 19, 2024.

10. UPDATE ON LETTER PROVIDED TO NORTHERN BC TOURISM ON BEHALF OF ACCESSIBILITY COMMITTEE

- 10.1. V. Stewart provided an update on a letter provided to Northern BC Tourism on behalf of the Prince Rupert & Area Accessibility Committee.

11. ADDITIONAL ITEMS

- 11.1. The Prince Rupert & Area Accessibility Committee discussed the passing away of Committee member Sharon Small. The Committee discussed ideas on how to honour her memory.

12. NEXT MEETING

- 11.1. The Prince Rupert & Area Accessibility Committee will meet on Tuesday, February 20, 2024.

13. ADJOURNMENT

13.1. Adjournment

That the Prince Rupert & Area Accessibility Committee adjourns the Prince Rupert & Area Accessibility Committee meeting held January 16, 2024, the time being 8:10 p.m.

003-2024

**Barthe/Falvo
CARRIED**

Approved and adopted:

Certified correct:

Chair

Secretary

Originally signed available on request

Children's Festival



PRINCE RUPERT
SPECIAL EVENTS SOCIETY

CERTIFICATE OF APPRECIATION

Presented to

City of Prince Rupert

Thank you for your donation and continued support. It helped in making our 31st annual Prince Rupert Children's Festival a success!

Bev. Killbery, Ashley Daigle, Robyn Martin, Alex Hogendoorn
Children's Festival Coordinators

March 2nd, 2024

PO BOX 225 PRINCE RUPERT, BC CANADA V8J 3P6

prrotaryclub@citywest.ca

March 18, 2024

City of Prince Rupert
Attn: Robert Buchan, CAO
424 3rd Avenue West
Prince Rupert, BC V8J 1L7

RECOMMENDATION: THAT Council direct staff to work with the Rotary Club of Prince Rupert in their efforts on their project for fundraising and placing a Bandshell in Mariners Park;
AND THAT Council provide a letter to provide "support in principle" of a Bandshell for Mariner's Park.

Re: Bandshell Proposal – Pacific Mariners Memorial Park

Dear Mr. Buchan,

The Rotary Club of Prince Rupert is interested taking the project lead towards the building of a Bandshell structure in Mariners Park. We have recently received a \$100,000 estate donation that we would expect to use in securing matching funding from a variety of sources.

As the City of Prince Rupert owns the land in Mariners Park, the purpose of this letter is to receive an "approval in principle" from the City of Prince Rupert at your earliest convenience for this project before we continue any further.

During 2023, the Rotary Club has been in communication with Tourism Prince Rupert regarding the Bandshell project in Mariners Park and their efforts towards securing grant funding for the overall park enhancement (<https://visitprincerupert.com/our-program-projects/mariners-park/>). As the overall park enhancement is a large project, Tourism Prince Rupert is receptive to having the Rotary Club focus specifically on the Bandshell portion of the project.

If we were successful in the completion of the Bandshell project, it is expected that the City of Prince Rupert would be the legal owners of the structure and we are in discussions with the Special Events Society to oversee the management of the Bandshell venue.

Please refer to the attached appendix for some conceptual ideas for the Bandshell. Let me know if you require any further information at 778-645-0134 or bnicholls@citywest.ca.

Thanks,
Bill Nicholls, Treasurer
Rotary Club of Prince Rupert

Cc: Rotary Club of Prince Rupert – Executive Committee
Tourism Prince Rupert – Ceilidh Marlow, Executive Director
Special Events Society – Board of Directors
City of Prince Rupert – Rosa Miller, Director of Corporate & Legislative Services

Appendix – Bandshell Concept Items

Rotary Bandshell in Kamloops – low maintenance, concrete block structure and basically vandalism proof (steel curtain to protect stage area and storage rooms)



Tourism Prince Rupert – Mariners Park concept drawings from 2023 – The Pavilion is general location of proposed Bandshell structure

