



## **COMMITTEE OF THE WHOLE**

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, May 27, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> 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, May 27, 2024, be adopted as circulated.

### **3. PETITIONS & DELEGATIONS**

- i. Kaien Island Trail Enhancement & Recreation Society;
- ii. Coast Mountain College
- iii. Prince Rupert Special Events Society

### **4. REPORTS**

Review and adoption of City of Prince Rupert Corporate (Council) Policies:

1. GOV-03-2023: Membership in Organizations
2. GOV-06-2023: Civic Recognition
3. GOV-10-2023: Proclamations
4. GOV-15-2023: Advertising and Promotions
5. GOV-24-2023: Employee Family Assistance Program
6. GOV-27-2023: Transit, Pool & Other types of Passes to Conferences & Events & to Non-Profits
7. GOV-29-2024: Standard of Conduct

**Recommendation:**

**THAT Council adopt City of Prince Rupert Corporate (Council) Policies GOV 03, 06, 10, 15, 24, 27 and 29 as presented.**

### **5. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

### **6. ADJOURNMENT to Regular Council Meeting**



**Prince Rupert Special Events Society**

1000 McBride Street  
PO Box 306  
Prince Rupert, BC V8J 3P9  
(250) 624-9118  
office@prspecialevents.com

May 8, 2024

Dear Prince Rupert Mayor and City Council,

We are writing today to inform you of the issue being faced by the Prince Rupert Special Events Society (PRSES). For fifteen years we have relied upon the generosity of the Northern Savings Credit Union (NSCU), who have provided PRSES with a large secure storage space in which to house the Society's extensive collection of festival operating equipment. This equipment is integral in completing our organization's mission of organizing festivals that bring our community together to celebrate life in Prince Rupert. Some of the equipment is also available to members of our community who organize events that promote our mission statement, such as the celebration of National Indigenous Peoples Day.

Unfortunately, we have received notice that the storage space in NSCU will no longer be available, and that we need to seek alternative arrangements immediately. Without a large secure storage location, we will be forced to sell off the equipment and materials that our organization has painstakingly acquired over the years since 1992.

We are a non-profit organization and renting the size of storage that is required is an insurmountable financial barrier. Our organization can create an outsized impact on life in Prince Rupert through voluntarily organizing the four very successful annual community festivals on behalf of The City. These efforts require that we have the equipment available to facilitate community involvement. PRSES relies on the generous support of our community partners to facilitate the various festivals that we organize each year. PRSES was designed and built in 1992 by The City to partner for the well-being of its' citizens.

We are hereby requesting assistance from the City of Prince Rupert in allocating or otherwise facilitating a dry and temperature-controlled secure storage space for PRSES to house this necessary equipment for the continued success of Prince Rupert's community festivals.

Thank you for your immediate attention and support.

Sincerely,

*Kyle Schille*

Kyle Schille  
PRSES Secretary



## CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Membership in Organization Policy	POLICY NO.	GOV-03-2023
EFFECTIVE DATE	9/2/2004	REVISION DATE (Acceptance 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

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Certified Correct:



## CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Civic Recognition	POLICY NO.	GOV-06-2023
EFFECTIVE DATE	3/9/20093/9/20093/9/2009	REVISION DATE (Acceptance Date)	
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY M ANAGER		

### 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 90<sup>th</sup> and 100<sup>th</sup> birthdays are recognized by a congratulatory letter from the Mayor. All 50<sup>th</sup>, 60<sup>th</sup> and 65<sup>th</sup> 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**

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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 (Acceptance 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**

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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	<a href="#">Click here to enter a date.</a>
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**

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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 (Acceptance 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:



## CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Employee Family Assistance Program	POLICY NO.	GOV-24-23
EFFECTIVE DATE	4/26/2004	REVISION DATE (Acceptance Date)	
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY M ANAGER		

### 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**

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Certified Correct:



## 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 (Acceptance Date)	
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY M ANAGER		

### 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**

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Certified Correct:



## CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Standard of Conduct	POLICY NO.	GOV-29-2024
EFFECTIVE DATE	5/27/2024	REVISION DATE (Acceptance Date)	
APPROVED BY:	<input checked="" type="checkbox"/> COUNCIL <input type="checkbox"/> CITY MANAGER		

### PURPOSE

Community members are entitled to a fair, honest and open Local Government that has full confidence and trust. The City of Prince Rupert seeks to maintain and enhance the quality of life for all residents through responsible and ethical representation.

### PRINCIPLES

1. Council members will conduct themselves, at all times, in a manner which discharges their obligations under the *Community Charter*. More specifically, Council members' objective is to serve the citizens of the community and, in so doing, must act with the highest standard of integrity, honesty and transparency.
2. Council members shall comply with all local, provincial and federal laws in the performance of their duties:
  - a. Includes the *Community Charter, Local Government Act, Human Rights Code, Criminal Code and Canadian Constitution*.
3. Council members shall refrain from abusive conduct, personal or verbal character attacks of other Council members, City staff and the public. Council members are expected to maintain and contribute to a positive image and the credibility of their respective offices.
4. Council members shall perform their duties and responsibilities in accordance with all City policies and procedures and the rules of order governing deliberation of public policy issues, public engagement and the implementation of the policy decisions.
5. Council members shall regularly attend Council and Committee meetings. Extended absences, unless a result of illness or injury or with the approval of Council, could result in disqualification in accordance with section 110 of the *Community Charter*.

6. Council members shall be prepared for all Council meetings by reading all applicable materials prior to the meetings and obtaining clarification to ensure meetings are productive and efficient. During Council meetings, elected officials shall listen to each other, staff, and the public without interrupting or otherwise disturbing the meeting. In making comments or offering opinions, elected officials will address the issue being presented or debated and not make comments of a personal nature against the speaker, presenter or any other individual.
7. Council members shall be aware of, and act in accordance with Division 6 – Conflict of Interest of the *Community Charter*.
8. Council members shall not accept any gifts, money, property, position or favour of any kind whether in the present or in the future, from a person or business having dealings with the City of Prince Rupert. Exclusions may include appropriate refreshments or meals or where such gifts are as an incident of protocol, social obligation or common hospitality which may accompany the duties and responsibilities of the Office. All gifts and personal benefits are to be disclosed in accordance with Section 6 of the *Community Charter*.
9. Council members shall respect the confidentiality of all information concerning property, personnel, legal or other matters of the municipality which is provided to them in their role as elected officials. Any information provided to Council members shall not be disclosed to any person not entitled to have such information nor will the information be used by the Council members to advance personal, financial or private interests of themselves, members of their families, family friends or business associates. Council members must familiarize themselves with Section 117 of the *Community Charter* and, should they have any doubts about their obligations, seek clarity from the City Manager.
10. Council members shall not use resources not available to the public for private gain or personal purposes.
11. Council members shall represent accurately the official policies and positions of the City, as adopted by the majority of Council. Council members expressing personal views or opinions, must explicitly state that such opinions/positions are their personal views and do not necessarily represent the views of the majority of Council or of the City. Council members are not entitled and must not use the City's official social media or other platforms to express personal views.
12. Council members shall treat other members of Council, the staff and the public with respect and personal dignity. Council members should be aware of all City of Prince Rupert respectful workplace policies.
13. Council members shall treat other members of Council, the Staff and the members of the public with courtesy, civility and professionalism. Council members' roles includes questioning, challenging and criticizing facts and opinions. However, in doing so, Council matters must address the issue at hand and not engage in personal attacks.

Council members must be familiar with the City's Respectful Workplace policies and comply with same, and mandated by the *Workers Compensation Act and Regulations*.

14. A complaint by any individual claiming that a Council member has violated a term of this Code, must be provided in writing to the Mayor and/or City Manager. In the event that the accused is the Mayor, the complaint shall be provided to the City Manager. All complaints will be investigated by the City Manager or their delegate. The investigator will prepare a report setting out the investigation processes and findings of the fact. The report will be presented to Council and should the investigator have concluded that there was a breach of this Policy, the individual found to have breached the Policy will be subject to sanctions, including:
- a. Removal of committee appointments;
  - b. Removal of Acting Mayor status;
  - c. Removing from speaking on behalf of the City of Prince Rupert to any Regional, Provincial, or Federal Government;
  - d. Reduction in remuneration; and/or
  - e. Disqualification under Section 110 of the *Community Charter*.

## ACKNOWLEDGEMENT & AGREEMENT

I, \_\_\_\_\_, acknowledge that I have read the Standard of Conduct Policy of the City of Prince Rupert. I understand that if I violate the principles outlined in this policy I may face disciplinary action as noted above.

Name:	
Signature:	
Date:	
Witness:	

**X**

\_\_\_\_\_  
Certified Correct: