



COMMITTEE OF THE WHOLE

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, June 24, 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, June 24, 2024, be adopted as circulated.

3. PETITIONS & DELEGATIONS

- I. Presentation from the Manager of Communications, Engagement, and Social Development Re: 2023 Annual Report.
- II. Presentation from Anne Burrill and Will Volpe of Urban Matters Re: Prince Rupert Social Development Assessment.
- III. Presentation from the Prince Rupert Cricket Club.

4. REPORTS

- a. Report from the Director of Corporate & Legislative Services/Corporate Officer Re: City of Prince Rupert Governance (Corporate) Policies:

Recommendation:

THAT Council approve the following City of Prince Rupert Policies:

- 1. GOV-19-2023 – Administrative Fairness;**
- 2. GOV-20-2023 – Vending Sales from Public Property;**
- 3. GOV-21-2023 – Council Policy for Consideration of Cannabis Retail Applications;**
- 4. GOV-22-2023 – Insurance – Settlements of Small Claims;**
- 5. GOV-23-2023 – Insurance Liability Coverage – Third Party; and**
- 6. GOV-25-2023 – Purchasing Policy.**

5. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

6. ADJOURNMENT to Regular Council Meeting

Annual Public Meeting + Report

For the year ended December 31st, 2023



Agenda

- Community Vision + Strategic Plan Goals
- Review of Strategic Priorities for 2023 – 2024
- Awards + Recognition
- Additional Information in the Report
- Public comment opportunity

Pursuing the Community Vision

Prince Rupert, a World Class Port City, is:

Vibrant

Resilient

Sustainable

Prosperous

Active and Vital

Safe and Beautiful

Healthy and Active

Proud of its Heritage

Inclusive and Equitable

Proud of its Community

Nestled Carefully in Nature

A Place That People Want to be



Strategic Plan Goals

- Fiscal health
- Appropriate laws/services
- Replace/Renew Infrastructure
- Support new/renewed housing
- Good governance
- Community renewal
- Foster local economic, social, cultural and environmental well being





Strategic Priorities Reporting **2023 + 2024**

Fiscal Health

- Dispute Advisory Panel over Payment in Lieu of Taxes
- RBA Negotiations
- Watson Island/Lot 444 Development
- Resolution to Port Property Tax Caps
- Pursuit of subsidization of airport ferry service
- Pursuit of landfill authorization for Watson Island to accept soils, generate closure revenues



Strategic Priorities Reporting 2023 + 2024

Appropriate Laws + Services

- Transportation Plan
- Bylaw Enforcement Policy
- Exploration of transfer of landfill to Regional District
- Encourage review of Federal Medical Cannabis regulations
- Review developer incentives for effectiveness
- Update Solid Waste Management Bylaw to improve waste disposal controls
- Update Fire Protection Bylaw



Strategic Priorities Reporting 2023 + 2024

Replacing and Renewing Infrastructure

- Infrastructure Replacement Strategy - head to engage.princerupert.ca/big for more info
- Relocate Public Works/Operations yard
- RCMP building replacement
- Water treatment - *delayed*
- Fire hall renewal
- Sanitary/sewer treatment



Strategic Priorities Reporting 2023 + 2024

Community Renewal

- Parks Plan
- Waterfront Development
- Streetscape Plan for 2nd Ave Corridor
- Collaboration on Mariners Park renewal
- Odd Eidsvik Park
- Parking Strategy Implementation
- Placemaking Plan
- Community renewal/maintenance strategy to complement infrastructure + asset management
- Exploration of paid parking
- Complete Communities Plan

Plans → Reality

2024-2025 Projects that help bring our plans to life:

- Installation of 3 new transit shelters
- Collaboration with partners on Mariners Park renewal
- Parking/rail crossing access along Bill Murray Drive
- Continued fundraising for Odd Eidsvik Park



Parks Plan
in Action



Transportation
Plan in Action



Strategic Priorities Reporting 2023 + 2024

Good Governance

- Council Code of Conduct Policy
- Cooperation agreement with Port Ed
- Adopt Strategic Plans
- Update Fire Service Agreement
- Council Procedure Bylaw Update
- Further develop Prosperity Agreements with First Nations
- EDMA and Indigenous Engagement
- Update Public Notice Bylaw
- Comprehensive review of City policies
- Funding Guide
- Roles/responsibilities of Council Committees
- 999 year lease covenant release
- Health Care Advocacy strategy



Strategic Priorities Reporting **2023 + 2024**

Encourage New + Renewed Housing

- Implement Interim Housing Strategy
- Dispose of City lands to Prince Rupert Legacy Inc for housing
- Housing Needs Assessment
- Establish peat dump site
- Develop comprehensive Housing Strategy + Action Plan
- 2 applications to the Federal Rapid Housing Initiative to meet severe housing need
- Applied for funding from Federal Housing Accelerator Fund
- Affordable Housing Strategy – starting 2024

Goals that are Specific to Provincial Regulatory Changes

Provincial changes to regulations around short term rentals as well as small scale, multi-unit housing, and a number of other land use rules linked to promoting housing.

Means we needed to:

- Update our Housing Needs Assessment
- Update our OCP
- Align our regulation of short-term rentals
- Update our regulations around density



Strategic Priorities Reporting 2023 + 2024

Foster Local Economic, Social, Cultural and Environmental Well Being

- Indigenous Relations Committee
- 3 new transit shelters
- Accessibility Committee + Plan
- City website updated to Accessible standard
- Child care rezonings complete
- Climate Action Plan
- Social Development Assessment
- Diversity, Equity and Inclusion Policy
- Food Strategy

Enhancing **Health + Wellness**

Recreation has been expanding available programming – including Pickleball and an Enhanced Mobility Program with partners in 2024

Supporting Healthy People



8713 participants in various programs



43,606 annual visits to the Earl Mah Aquatic Centre



67 kids registrations covered by KidSport, 64 people in our Rec Access Program



9 new lifeguards trained, 1 new icemaker apprentice, 1 new lifeguard instructor

Department Facts & Stats

Here are some key statistics that tell you a bit about what our Departments get up to:

Communications



8,600+ visits to Rupert Talks engagement site



1,606 survey, poll and map interaction responses, and **7** in person engagements

Funding Achievements



\$65 Million in Provincial Funding for water renewal, plus **\$450,000+** in various other grants



Over **\$78 Million** applied for in 2023, primarily comprised of the \$77 Million application to the Federal government for water and sewer lines

Fire Department



Took in **13,238** calls to 911 Dispatch



Responded to **911** Emergency incidents (fires, vehicle incidents, ambulance, and more)



\$527,800 recorded in property loss; **\$16,246,200** in property saved

Policing + Victim Services



548 Referrals to the Victim Services program



Emergency Social Services to **3** house fire incidents,



8 people supported
Responded to **8453** calls for service; **65** traffic stops; **1006** Traffic Contacts with **207** impaired offences

2023 Awards + Recognition

Lieutenant
Governor's Award
at the ACEC-BC
Awards for the
Woodworth Dam



Pictured above, the dam was designed to be over-topped entirely during a flood event.

More information available!

What else is in the Report?

- Detailed updates on key projects
- Photo highlights
- Full adopted Financial Statements

Annual Public Meeting

Opportunity for public comment



PRINCE RUPERT

Social Development Assessment

JUNE 17, 2024



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The authors of the Prince Rupert Social Development Assessment respectfully acknowledge the Ts'msyen people on whose unceded traditional territory this work has been undertaken. This acknowledgement is a reminder of the discriminatory, racist, and colonial practices that have had a lasting legacy and continue to create barriers for Indigenous peoples and communities in Prince Rupert.

Prepared by:

This report is prepared for the sole use of the City of Prince Rupert.
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matters

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Acknowledgements

The City of Prince Rupert received funding from the Union of BC Municipalities for Poverty Reduction Planning & Action program. This program provides funding to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy.

We are grateful for the contribution of time, energy, and vital information from many individuals and organizations who participated in the development of this report. We wish to thank the people with lived experience of accessing social services in Prince Rupert who shared their experiences, knowledge, and ideas. Their contribution is the foundation of the findings and recommendations in this report. This report would not be possible without them.

We also wish to thank the members of the Community Advisory Group who took time out of their day to provide feedback on the engagement approach and engagement findings.

- Tamara Maier – Northern Health
- Andy Klimach – Coast Mountain College
- Dawn Butt – Salvation Army
- Paul Lagace – Prince Rupert Unemployed Action Centre
- Miranda Kessler – Kxeen Community Services Society
- Grainne Barthe – North Coast Transition Society
- Karen Buchanen – Changemakers Education Society
- Joyce Charlton – RCMP Victim Services

We also wish to thank the participants of the social services provider focus groups and the organizations that provided feedback on the service inventory. The participants were from the following organizations:

- Berry Patch Child Care Resource and Referral
- Coast Mountain College
- Change Makers' Education Society
- Friendship House Association of Prince Rupert
- Hecate Strait Employment Development Society
- Kxeen Community Services Society
- Lester Centre of the Arts
- Ministry of Children and Family Development
- North Coast Community Services Society
- North Coast Literacy Now
- North Coast Transition Society
- Northern Health
- Northwest International Family Services Society
- Prince Rupert Seniors Centre
- Prince Rupert Library
- Prince Rupert Unemployed Action Centre
- RCMP Victim Services
- Thompson Community Services
- Salvation Army



Introduction

In recent years, the City of Prince Rupert has experienced increasing social challenges including a growing income disparity, high household and child poverty rates, and increased visible homelessness and substance use. The COVID pandemic and worsening housing challenges have increased the barriers to supporting people experiencing poverty and overlapping experiences with mental health and addictions.

Social services include, income assistance, general social service supports for families, local food bank and food distribution programming, homelessness prevention supports, Indigenous-focused social service supports, as well as programs specific to mental health and addictions.

While social issues are felt most acutely at the local level, municipalities often do not have the powers, jurisdiction, or resources to address them. Under the Local Government Act, municipalities may include policies with respect to social, environmental and economic well-being as part of their planning efforts – however the vast burden of responsibility for providing social services falls to the Provincial and Federal governments. As such, the appropriate, practical and typical role for municipalities in supporting the social service sector is through the provision of information, advocacy to higher levels of government, and coordination between community partners. In some instances, policy adjustments to support social service activities or certain disadvantaged groups may also be possible. This can include implementing permissive zoning to allow for more child care spaces, allowing supportive housing developments in all zones, providing tax incentives or land for development of certain services such as affordable housing, and implementing of policy that allows low-income families to access recreation programs as examples.

The City undertook this Social Development Assessment as an initial step to better understand local social challenges and the City's role in supporting local solutions to those challenges. This Assessment works towards specific goals, including:

- 1** **Identifying existing supports** and gaps so local service providers will be better equipped to advocate for improvements to social service provision in the community.
- 2** **Supporting the City and the social service sector to apply for additional funding** that supports programming/activities that are directly informed by local data and experience.
- 3** **Supporting the City to improve its role as a facilitator and information-gatherer** through a fulsome inventory of available programming that will enable the City to update an existing Community Resource Directory.

Once the Assessment is complete and local poverty-related barriers are better understood, City staff will **implement a Poverty Reduction/Social Impact Assessment Tool** that will be applied to municipal policies/programming to ensure that local policy applies a poverty reduction lens.

This Social Development Assessment is also being supported by other municipal-led initiatives including a food systems assessment and climate action plan as well as the establishment of committees on accessibility and Indigenous relations.

Understanding Systems and Trauma

The challenges that Prince Rupert faces are related to much larger social, cultural, economic, and environmental systems. These systems directly inform and are impacted by the work undertaken by the City of Prince Rupert and its partners.

Engagement with service providers and People with Lived Experience and Living Experience (PWLLE) has highlighted how many people seeking access to social supports carry trauma with them. These systems of support and care can unintentionally inflict further trauma. Work through the Collective Change Lab¹ acknowledges how social systems carry trauma through relationships between people within the system. They explain trauma as the invisible force contributing to the “stuckness” of virtually all social systems and acknowledge that we must focus on healing these social systems (the individuals and relationships within these systems) to solve social problems.

1. Calderon der la Barca, L., Milligan, K., Kania, J. (2024). Healing Systems. Stanford Social Innovation Review. Retrieved from: <https://ssir.org/articles/entry/healing-trauma-systems#>

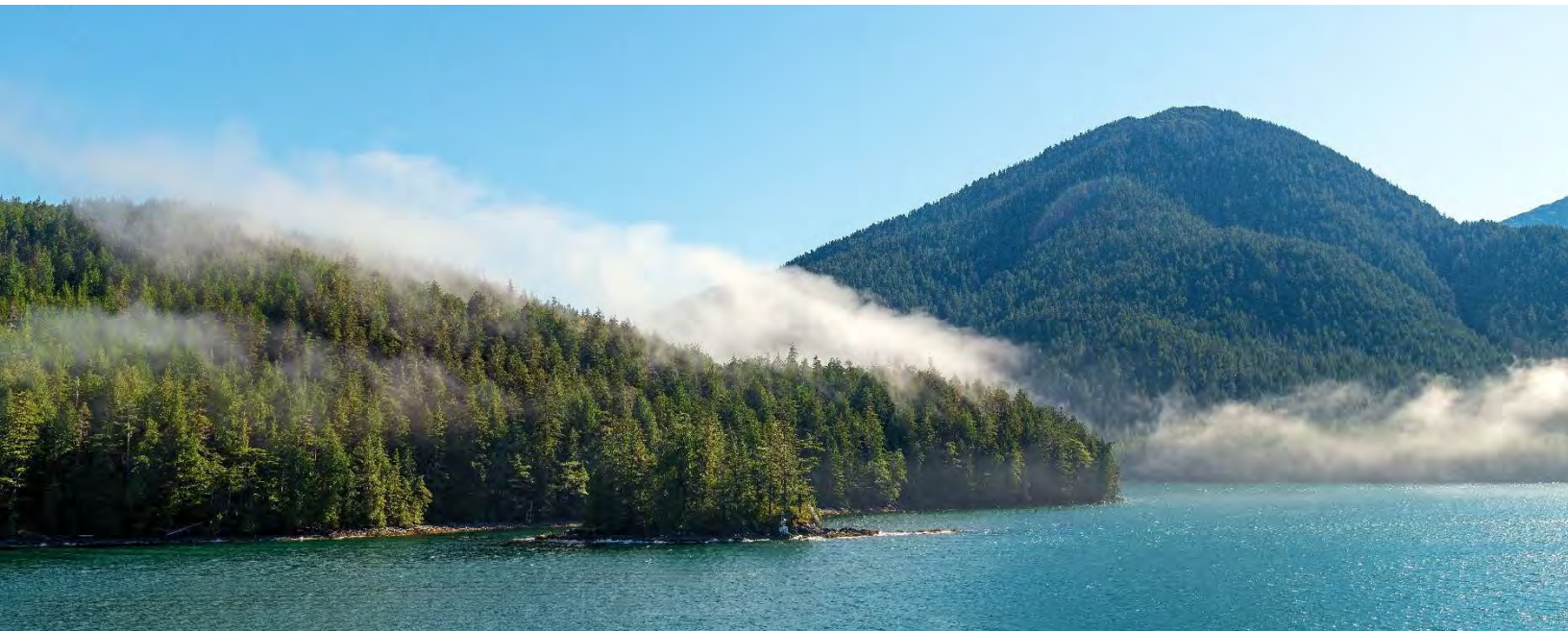
While this Assessment focuses on a defined aspect of social service needs and delivery in the City, understanding the influence of trauma can help Prince Rupert understand its role in the broader systems and the opportunities it has to support approaches that can help to heal these systems.

Methodology

This Assessment draws on the following sources of information:

- 1) **Local Knowledge of People Accessing Social Services in Prince Rupert** - The project team held focus groups at Cranes Crossing and the Prince Rupert Salvation Army. Project team members were also available for individual discussions after these focus groups for people who felt more comfortable engaging one-on-one. Everyone who participated received a \$25 honorarium.
- 2) **Local Knowledge of Service Providers** – The project team held in-person and virtual workshops with local social service providers in Prince Rupert. This included a session with an Indigenous-focused social service provider. The project team was also guided by an Advisory Group that provided input on the project’s engagement approach and key findings.
- 3) **Federal and Provincial Datasets** – This includes Federal Census data, Provincial child poverty and homelessness data, and early childhood learning and vulnerability data from the University of British Columbia.

While this process was able to engage with Indigenous people living in Prince Rupert, it was not able to engage with Indigenous Nations who provide services to their people in Prince Rupert. Readers of this report should be mindful of this key information gap. Action coming from this Assessment by the City and its partners should work to ensure this engagement gap is addressed.





Community Context

The City of Prince Rupert is located on the unceded traditional territory of the Ts'msyen people and the traditional keepers of their land. What's now called Prince Rupert Harbour had long been an intersection of trade and commerce for Indigenous people dating back to time immemorial.

The City of Prince Rupert is now a small but resilient community. The City has gone through several periods of economic expansion and decline. For many in the community, what makes the City strong is its diversity and ability for the community to come together to support one another. Over 40% of the population (according to Census data²) is Indigenous and the City is home to offices of many First Nations and Indigenous service organizations that offer local services to their members.

While the City of Prince Rupert has strong economic industries, community members have noted that this strong economic growth has not been directly reflected in the current circumstances of all residents. The City is experiencing an affordable housing crisis. Children and youth are experiencing some of the highest levels of poverty and vulnerability in the entire Province. The community is also seeing an increasing number of people experiencing homelessness and accessing services to meet their basic human needs.

Specific indicators of community well-being indicators are outlined in the sections below.

2. The Census likely underrepresents the number of Indigenous people in Prince Rupert.

Population and Demographics³

13,442

PEOPLE

In 2021, there were 13,442 living in the Prince Rupert Census Agglomeration. Approximately 12,300 of those individuals lived in the City of Prince Rupert. This represents an increase from 12,220 in 2016.

40.4

AVERAGE AGE

The population in Prince Rupert is slightly younger than the Provincial average. In 2021, the average age of the population was 40.4, both in the Census Agglomeration and the City. This is lower than the Provincial average age of 42.3.

40.5%

**INDIGENOUS
POPULATION**

In 2021, there were 5,390 Indigenous people in Prince Rupert Census Agglomeration, making up 40.5% of the population. In the City, 37.3% of the population were Indigenous. Of the Indigenous population in Census Agglomeration, 90.1% (4,855) were First Nations people, 7.1% (380) were Métis, and 0.2% (10) were Inuit. Due to the nature of Census data collection methods this is likely an underestimation.

35.5

**AVERAGE AGE OF
INDIGENOUS
POPULATION**

In 2021, the Indigenous population in Prince Rupert Census Agglomeration was much younger than the non-Indigenous population. The average age of the Indigenous population was 35.5 years in the Census Agglomeration and 34.8 years in the City.

13%

**FOREIGN-BORN
POPULATION**

In 2021, 13% of the City of Prince Rupert population were foreign-born. Approximately 12.2% of the population in the wider Census Agglomeration were foreign-born. The top three places of birth among immigrants living in Prince Rupert were Vietnam, India, and the Philippines.

3. Statistics Canada. (2023). Prince Rupert Census Profile. 2021 Census of Population. Retrieved from: www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&DGUIDlist=2021A00055947012&GENDERlist=1&STATISTIClist=1&HEADERlist=0

Labour and Income^{4,5}

9.8%

UNEMPLOYMENT RATE



MAIN SECTORS

In 2021, the unemployment rate in Prince Rupert was 9.5% compared to 8.4% across the province. Unemployment among the age groups varied. In the Census Agglomeration, the unemployment rate among people aged 15 to 24 was 17.1%, 8% for those aged 25 to 64, and 11% for those over 65. While there is no City-specific data for 2024, the North Coast and Nechako region has seen a 0.4% reduction in the unemployment rate from 2021 to 2024. The region's unemployment rate sits at 6.2% (as of January 2024).

The three main sectors by percentage of total employment for Prince Rupert and the surrounding area (based on the Census Agglomeration area) were transportation and warehousing, retail trade, and health care and social assistance.

12.1%

OF POPULATION WITH INCOME UNDER \$30,000

In 2020⁶, 12% of households in the Census Agglomeration people had incomes under \$30,000. This statistic differs from past Census years (2016 and 2011) and likely represents the introduction of the Canadian Child Benefit and the temporary pandemic benefits.

7.7%

OF POPULATION LIVING IN POVERTY

In 2020, approximately 7.7% of the population in Prince Rupert lived in poverty according to the Individual Market Basket Measure. This is likely an underestimation of need as this data was collected when many households were receiving temporary income supports during the pandemic.

Children and Youth^{7,8,9}

18.8%

CHILD POVERTY RATE

In 2022, the Prince Rupert Census Agglomeration had the third highest rate (18.8%) of child poverty in the Province.

42.6%

CHILD POVERTY RATES FOR LONE PARENT HOUSEHOLD

4. Statistics Canada. (2023). Prince Rupert Census Profile. 2021 Census of Population. Retrieved from: www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&DGUIDlist=2021A00055947012&GENDERlist=1&STATISTIClist=1&HEADERlist=0

5. Statistics Canada. (2022). Individual Market Basket Measure poverty status by demographic and economic family characteristics of persons: Canada, provinces and territories, census metropolitan areas and census agglomerations with parts. Retrieved from: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=9810011201&pickMembers%5B0%5D=1.160&pickMembers%5B1%5D=2.1&pickMembers%5B2%5D=3.1&pickMembers%5B3%5D=4.1>

6. For the 2021 Census, the reference period for income data is the calendar year 2020.

7. Human Early Learning Partnership. (2024a). EDI Dashboard. University of British Columbia. Retrieved from: dashboard.earlylearning.ubc.ca/#demographics

8. Human Early Learning Partnership. (2024b). MDI Dashboard. University of British Columbia. Retrieved from: mdi.dashboard.earlylearning.ubc.ca/

9. First Call. (2023). 2022 BC Child Poverty. Retrieved from: baseline.bchumanrights.ca/wp-content/uploads/2023/07/2022-Child-Poverty-Report-Card.pdf

In 2022, 27.4% of children aged 0 to 14 in the Prince Rupert Census

46%

STUDENT RATE OF LOW WELL BEING

Agglomeration lived in a one-parent family. Child poverty rates for children in lone-parent families across 26 BC cities and towns were the highest in Prince Rupert at 42.6%.

Middle Years Development Instrument 2022-23 survey reported the following rates of low well-being among surveyed students in Prince Rupert: Grade 4 (45.8%), Grade 5 (45.2%), Grade 6 (49.1%), and Grade 7 (45.5%). This measure of well-being is based on a combined score of optimism, self-esteem, happiness, absence of sadness, and general health. Across all four grades, students in Prince Rupert reported higher rates of low well being compared to the Provincial average.

43%

VULNERABLE ON MORE THAN ONCE SCALE

According to the Early Development Instrument 2022-2023 survey of 119 children in Prince Rupert, 43% were vulnerable on at least one or more of the five scales of the EDI. These vulnerabilities include physical health and well-being, social competence, emotional maturity, language and cognitive development, and communication skills and general knowledge. The Provincial average was 33%.

Housing¹⁰

4,840

NEW HOMES BY 2030

According to the 2022 Housing Needs Report, Prince Rupert will need an additional 4,840 new homes by 2030, with 35% needing to accommodate families with 3 or more bedrooms, and 47% needed to serve households earning less than \$60,000 per year.

7.3%

**HOUSEHOLDS IN CORE
HOUSING NEED**

In 2021, the 7.3% of households in Prince Rupert were in core housing need. A household is in core housing need if its housing does not meet one or more of the adequacy, suitability, or affordability standards, and it would have to spend 30% or more of its before-tax income to access acceptable local housing. The number of households reported to be in Core Housing Need is likely lower than 2024 levels due to the pandemic-related income benefits that were available during the 2021 Census data collection.



MANY HOUSING NEEDS

The 2022 Housing Needs Report highlighted several areas of key housing need, including the growing need for seniors housing with varying levels of support, the need for housing with supports for people living with complex mental health challenges and acquired brain injuries, a need for 2+ bedroom units for larger families, and affordable rental and ownership housing in good condition.

10. City Spaces. (2022). City of Prince Rupert – Housing Needs Report. Retrieved from: www.princerupert.ca/sites/7/files/2023-06/221128_Final_PR_HNR.pdf

Homelessness^{11,12}

146

**INDIVIDUALS
EXPERIENCING
HOMELESSNESS**

In the 2023 Homeless Count, 146 people were identified as experiencing homelessness compared to 118 in 2021. These Point-in-time Counts are often under representation of homelessness, as they only capture visible homelessness.

41%

UNSHELTERED

Of the 41% unsheltered individuals identified in the 2023 Homeless Count, 68% were staying at someone else's place, 11% stayed outside, and 8% stayed in a makeshift shelter or tent.

88%

**INDIGENOUS
RESPONDENTS**

Approximately 88% of the people experiencing homelessness in the 2023 Homeless Count identified as Indigenous. Approximately 94% of the Indigenous-identifying respondents have lived or had generational experience with residential schools.

44%

**LACKED INCOME TO
MAINTAIN HOUSING**

Of the respondents in the 2023 Homeless Count, 44% of individuals noted a lack of income as their reason for housing loss.

Approximately 25% noted substance use, 15% noted conflict with their landlord, and 15% noted conflict with a partner or spouse.

60%

MEN

A majority (60%) of respondents to the 2023 Homelessness Count identified as male. Approximately 37% identified as female, and 3% identified with another gender identity.

11. BC Housing. (2021). Prince Rupert – 2021 Homeless Count. Retrieved from: bchousing.org/sites/default/files/media/documents/Homeless-Count-Prince-Rupert-2021.pdf

12. BC Housing. (2023). Prince Rupert – 2023 Homeless Count. Retrieved from: bchousing.org/sites/default/files/media/documents/Homeless-Count-Prince-Rupert-2023.pdf

20%

2SLGBTQIA+

Approximately 20% of respondents identified as 2SLGBTQIA+, while approximately 5% of respondents identified trans experience.

58%EXPERIENCED
HOMELESSNESS LONG-
TERM

Approximately 58% of respondents to the 2023 Homeless Count had experienced homelessness for more than one year.

91%

LONG-TERM RESIDENTS

Approximately 91% of respondents to the 2023 Homeless Count had been in the community for more than one year. 83% had been in the community for five years or more, and 45% had always been in the community.





Assessment of Community Strengths and Needs

Summary of Lived Experience Interviews

This section highlights the experiences, knowledge, and ideas of the participants who participated in the focus groups for people who have lived or living experience of accessing social services in Prince Rupert.

SERVICES THEY USE

Participants noted that the services they use the most include the Salvation Army meals, Cranes Crossing housing, counselling, local transit, and the offices of the First Nations they belong to. While this is not a full list of services in Prince Rupert, it helps understand the focus of the feedback the project team received. The feedback in this section may not be fully reflective of the clients accessing services at other organizations in the City.

CURRENT CHALLENGES AND SERVICE GAPS

Challenging and Traumatic Experiences Living in the Community

People spoke to the difficult moments in their lives and trauma that has led to their mental health challenges and addictions, including recent deaths that have collectively impacted their communities. They also talked about feeling stuck, not hopeful about the future, and not happy with their lives right now.

Difficulty Getting the Right Help

People mentioned it's tough to find and use services that could help them. They explained that they sometimes don't know what services are out there. Some people also mentioned being kicked out of specific programs/services, not being able to regularly attend sessions to receive training, and difficulty achieving practice hours for specific trades training.

Not Much to Do During the Day

People said there's not a lot going on during the day, especially when the shelter is getting cleaned. In the winter, they mentioned there aren't many places to go to stay warm. They said having nothing to do, especially in winter, makes them more likely to turn to substance use to escape from their current experience.

Finding the Right Place to Live is Tough

People living in the shelter said it's hard to go to appointments or other commitments because they have to sign in at a specific time every day to keep their bed. They also said it's tough to find an open spot in a permanent place to live, like at Cranes Crossing. Spaces in housing are so limited that they can't always access the service that might work best for them, such as finding sober housing when they need a sober space for recovery or vice versa.

Not Enough Help After Treatment

People said there aren't enough support services for them after they get help for addiction. They have to leave the community for treatment, and when they come back, it's hard to stay sober because there's not enough support.

Unequal Access to Services

There is a perception among some people that they receive unfair treatment when they try to use services or get training. Specifically, they didn't understand why certain people can access housing and training programs over others.

OPPORTUNITIES TO IMPROVE THEIR SITUATION**Short-Term Jobs**

People talked about problems they faced in keeping a steady job. They noted they would be looking for shorter-term and low-barrier opportunities to make money. They said this would help them make ends meet and build a sense of pride and respect within themselves.

Low Barrier Training

People found it hard to access training programs in the community. Once they did access training they had difficulty getting the required hours for certain trade certifications.

Wrap-Around and Peer Supports

People mentioned it would be useful if they had someone to check on them regularly, especially after going to treatment outside the city. One person said having someone who cares about them to guide their recovery would make a big difference.

Creative Outlets

People have hobbies like drawing, making crafts, and music, but they can't afford to do them. They think being able to pursue these hobbies would boost their self-esteem. Some said they'd like help to turn these hobbies into ways to make money, like selling art at a local market.

Connecting to Culture

Some Indigenous people talked about feeling disconnected from their culture. They said they need to connect with Elders and people who hold traditional knowledge to rebuild their ties to their community.

Summary of Service Provider Interviews and Focus Groups

It is important to note that many of the community strengths are also highlighted as challenges. They exist in both spaces as there are services helping to fill a specific need in the community, but they are not enough to address worsening community challenges. Many if not all of the community organizations noted that the need in the community is increasing, services are stretched to capacity, and they require more resources and capacity to address these needs.

COMMUNITY STRENGTHS

Advocacy and Justice Supports

Several organizations, including the Prince Rupert Unemployed Action Centre, Kxeen Community Services Society, North Coast Transition Society, and the Prince Rupert Indigenous Justice Centre are providing necessary supports to navigate legal and justice processes.

Children, Youth, and Family Support

There are several organizations in the City offering support for children, youth, and families including the Berry Patch Child Care Resource and Referral, Change Makers' Education Society, Friendship House Association of Prince Rupert, Kxeen Community Services Society, the local office of the Ministry of Children and Family Development, North Coast Community Services Society, North Coast Literacy Now, North Coast Transition Society, Northwest International Family Services Society, and the Prince Rupert Library.

Community Diversity

For a relatively small city in the north, Prince Rupert has a very diverse population. This is a strength for the community. Over 40% of the population is Indigenous and there are many people from around the world who have made the Prince Rupert their home.

Community Relationships and Support

Participants of this project have noted the sense of community connection. During focus groups, several initiatives were highlighted that speak to the community's ability to come together for a shared purpose. There were also several instances of local businesses supporting social service organizations.

Employment and Training Supports

Community members have access to several education and training opportunities through School District 52, Coast Mountain College, TRICORP, North Coast Community Services, and Hecate Straight Employment and Development Services.

Food Security Programs

The Salvation Army runs the local food bank which is seeing an increasing number of people needing its services. The Church of Annunciation also provides soup and sandwiches every Sunday and holidays. These services need more capacity and resources to advance this work. For Indigenous residents, there are also food distribution systems that share specific allotments of seafood with area band memberships if/when it is available. The Nisga'a society also provides their members with fresh produce distribution opportunities through their local greenhouse at Yaga.

Housing Supports

Housing remains one of the top challenges for the community. A limited number of organizations have been offering emergency shelter and supportive housing options to help people experiencing or at risk of homelessness and at-risk women and their children. Organizations providing this support include the North Coast Transition Society and Trinity Recovery House.

Indigenous-Specific Supports

In addition to local services offered by First Nations government offices to urban members, there are several organizations offering supports to meet the specific needs of Indigenous people in the City, including Kxeen Community Services, the Friendship House Association of Prince Rupert, and the Prince Rupert Indigenous Justice Centre (run by BC First Nations Justice Council), as well as support for Residential School and Day School program applications through the Unemployed Action Centre. These services need more capacity and resources to advance this work. Kxeen Community Services in particular runs a cultural connections program that offers creative and cultural connections at KCSS, and they try to integrate a variety of Indigenous cultural practices.

Partnerships Between Organizations

Even with limited capacity and resources, organizations are working to break down silos and partner together to support the community. Quarterly meetings are being held to bring together local service providers and ensure the lines of communication stay open. There is a local Situation Table that is a resource for service providers to access multi agency supports for at-risk clients. Organizations outside of the social service delivery space, including the library, are also acting as key connection points for services.

Mental Health and Addiction Supports

As the mental health crisis worsens in Prince Rupert, several organizations have worked to provide a high-quality of care for their community including Northern Health, the local Ministry of Children and Family Development office, North Coast Transition Society, the Trinity Recovery House, and the Friendship House Association of Prince Rupert.

Seniors Support

Seniors in the community are supported by several programs offered by the Prince Rupert Seniors Centre, the Better at Home program through Kxeen Community Services Society, and the Friendship House Association of Prince Rupert. These services need more capacity and resources to advance this work.



Transit for Size of Community

Participants noted that while transit is lacking, it is much more useful compared to other communities of a similar size. There is the HandyDart and the local public transit are all great resources for the community. The Northern Health Bus and Friendship House Shuttle to Terrace are also available to access services outside of the community.

Upcoming Childcare Initiatives

In 2023, School District 52 received funding to add 111 childcare spaces. Childcare is currently being supported by several organizations in the community including Berry Patch Child Care Resource and Referral, Kxeen Community Services Society, and the Friendship House Association of Prince Rupert.

Upcoming Housing Initiatives

The City and its partners are working to support new housing projects that will help address the community's current housing needs. Other partners are also exploring partnerships with the Province to develop housing projects. Indigenous organizations and governments are either actively building or applying for funding to build non-market housing.

Upcoming Reconciliation Initiatives

The City and Kxeen Community Services have started an Indigenous Relations Committee and are actively working on group priorities, projects and policy recommendations to bring forward to City Council.

Upcoming Safety Initiatives

The RCMP is launching a Car 68 program which will have a nurse in an RCMP vehicle to support mental health calls. The RCMP has recently reinitiated engagement with Kxeen community services Restorative Justice program.

CRITICAL COMMUNITY NEEDS

Service Delivery Issues/Opportunities to Address Multiple Needs

There are three core issues that impact many local organisations' ability to deliver services. These issues are a foundational barrier to addressing the community's needs.

1

Housing

The housing crisis is one of the main barriers to employment. Many staff leave the community due to the lack of affordable housing. It can also be hard to recruit new people who don't already live in the community.

The Housing crisis is also affecting everyone in the community. Families are struggling to find affordable homes. The lack of affordable housing is pushing many people into homelessness. Many international students are being taken advantage of due to the lack of housing options.

2

Staffing

Hiring remains a challenge across the sector, but particularly in Prince Rupert. Many individuals don't want to live in a remote Northern small town. The people that do come to the community are often earlier in their careers and don't stay long. The staff that do stay often deal with compassion fatigue, burnout, and lack of adequate compensation for the role they take on. These staffing challenges lead to issues of coverage; if someone needs to go on leave, this can lead to temporarily shutting down a service.

3

Funding

Funding is often short-term and inconsistent, which creates issues operating consistent and reliable programs for clients. The lack of suitable funding often means organisations can't provide the necessary stability that clients need to access support, leading to a lack of hope and trust. A lot of staff capacity is also spent searching for new funding sources and fitting their programs within a funding source's requirements.

Community Needs

Families, Children, and Youth

Families across the City are struggling to keep things together, given rising cost of living, lack of housing, and other issues. There is a need to further support organizations who are providing services for families as a unit, including the Friendship House Association of Prince Rupert, the Ministry of Child & Family Services Office for Prince Rupert, North Coast Community Services, Northwest Inter-Nation Family and Community Services Society, and the Indian Residential School Survivors Society.

The North Coast Transition Society offers housing for women and children fleeing domestic violence, though spaces are extremely limited. There is no similar service for men in the community.

The City lacks services for youth, including:

- **Youth Experiencing Homelessness:** There are no options for youth experiencing homelessness in Prince Rupert as all existing emergency and supportive housing facilities have minimum age requirements.
- **Mental Health Services:** The existing mental health services provided by School District 52 and Northern Health are often at capacity.
- **2SLGBTQ+ Support:** There are no specific supports for 2SLGBTQ+ youth. Community members have witnessed a rise of anti-2SLGBTQ+ sentiment in the community leading many members of the community (including adults) to feel unsafe.

There is a lack of respite care for families who have children with special needs, people caring for family members, and foster parents. Community members believe the lack of respite care can partially explain the shortage of foster parents.

Current services for children with special needs are sometimes only offered virtually and do not have the capacity to meet the demand.



Income and Employment Supports

Life in Prince Rupert is becoming increasingly unaffordable for many community members.

There are opportunities for employment. However, these opportunities do not work for everyone. People accessing services have noted a desire for employment, but they sometimes struggle to meet the reliability requirements.

Employment is especially hard for people who were recently incarcerated, people struggling with mental health and addictions, and single parents. Employment is made even more difficult due to the lack of childcare spaces.

The Prince Rupert Unemployed Action Centre does provide advocacy services for employment insurance, tenancy issues, income assistance, Canada Pension Plan, disability, and employment standards. However, it needs more capacity and resources to advance this work.

Local Food Bank and Food Distribution Programming

Many households in Prince Rupert are food insecure given the rising number of people accessing food bank supports. The Food Bank isn't always able to meet the needs in the community – for example, some people noted that they receive ingredients for meals but have no place to prepare these meals.

The Salvation Army Soup Kitchen only operates Monday to Friday. The Annunciation Church offers meals on Sundays and holidays, but not during the summer so there are no meals available over the summer on weekends.

Homelessness Prevention Supports

Community members have pointed to the larger housing crisis that has forced many people into homelessness. There is a shortage of both affordable market rental units and units with deeper subsidies which is forcing many people into homelessness. There is also a reported problem of 'bad-faith evictions' and people being displaced.

The waitlists for supportive housing are extremely long. When there is a spot available people are not always paired up with the type of housing support that would best meet their needs and they are not able to easily move through various types and stages depending on their life circumstances.

Much of the homelessness in the City is invisible and not counted in traditional point-in-time counts. Common populations of hidden homelessness in the City include youth and seniors.

Indigenous-Focused Social Service Supports

Discriminatory, racist, and colonial practices and systems have had a lasting legacy and continue to create barriers for Indigenous peoples and communities in Prince Rupert.

Indigenous peoples accessing services report experiences issues of discrimination and racism.

The local Reaching Home grant, which offers funding to meet the needs of First Nations, Inuit, and Métis people who are experiencing homelessness or are at risk of homelessness, is undersubscribed.

There are very few services for Indigenous Peoples that are not connected with a specific Nation who have offices located in Prince Rupert.



Mental Health and Addiction

Many community social events revolve around alcohol consumption. There are very few sober spaces for community socializing.

There is no medically supported detox service in the community. Clients would have to travel to Prince George, which is a major barrier for anyone without transportation or resources.

There are a very limited number of treatment spaces in the community. Across the province, treatment facilities have long waitlists. When a spot becomes available it often does not line up with when a person is feeling ready to access treatment.

In-community mental health supports are at capacity and individuals often have to wait months to access support. The waitlist for Northern Health mental health services is at least a couple of months.

People accessing substance use treatment services must leave the community. When they return, there are few support services to help them stay sober if Alcoholics Anonymous and Narcotics Anonymous doesn't work for them.

Other General Social Supports Challenges

After-Hours Services: Many services are offered Monday to Friday, 9:00am to 5:00pm. This does not fit the schedules of many shift workers, especially those who work with the port and related industries who can be penalized if they miss or decline shifts.

Transportation to Other Communities: The bus to Terrace only runs twice a week and is expensive. People sometimes have to stay in Terrace for specific appointments that don't align with the bus schedule, which can add significant costs.

Transportation Within the Community: The bus does not run on Sundays, there is no bike infrastructure in the City, and the HandyDart doesn't run after 3:00 pm and doesn't go to Prince Edward.

No Funeral Home: The community lacks a funeral home which creates issues when there is a death in the community, as family members have to go to Terrace.

Lack of Options and Second Chances: Due to the size of the community, once someone is banned from a service, they do not have any alternatives to go to.

Lack of Referral Options: Every service has long waitlists, so it can be difficult to find places to refer people to specific services.



Recommendations for Strategic Action

This Assessment is a step towards understanding and documenting the City's social needs. The City could benefit from undertaking the development of a Social Strategy that aims to understand opportunities to address the community's challenges and the role that the City and social service sector organizations will play in the solutions. The following recommendations are pieces that could be further explored in a Social Development Strategy.

City Actions

- 1** Explore opportunities to better define the City of Prince Rupert's role in poverty reduction, social inclusion, and systems healing based on the existing assessment of strengths, challenges, and opportunities. This can include the development of a Social Development Strategy that clearly defines what is in and out of scope for the City's social development work. This Strategy can also support the City to prioritize the various opportunities.
- 2** Continue City's participations in the work being done by the Indigenous Relations Committee and Accessibility Committee.
- 3** Explore opportunities to develop incentive programs that would support the attraction of specific community services to address gaps, including youth programs or addiction services to the community.
- 4** communication and collaboration of social service organizations across the City, including the ongoing maintenance of the service inventory.
- 5** Develop a lens tool to support inclusion of poverty reduction and accessibility considerations in the development of policies and projects, as well as events.

Continue to support the

City Advocacy and Partnerships

- 1** Continue to work with partners to address the community's housing needs. This can involve several actions, including:
 - Implementing the Housing Acceleration Action Plan to increase the speed and supply of housing development.
 - Exploring opportunities for non-profit workforce housing to support staff hiring and retention.
 - Leveraging City-owned land to develop housing that will maintain affordability in perpetuity.
 - Supporting local non-profits to develop a range of housing projects that meets the diverse needs of the community.
- 2** Partner with local organizations, to explore opportunities to facilitate funding for and support development of new programs or retrofit existing programs that address the opportunities highlighted by people with lived experience of accessing service in Prince Rupert, including:
 - Programs to support short-term/low barrier employment, such as neighbourhood cleaning crews.
 - Activities offered during the day, including access to arts, culture, and community.
 - Programs that incorporate peer-navigation and peer support.
 - Support for placemaking activities that encourage the celebration of Indigenous culture and history and involvement of un-housed population, where possible
- 3** Continue to advocate for and support social service organizations across the City as outlined in Section 3 Assessment of Community Strengths and Needs.
- 4** Continue to support local social service organizations in their capacity-building and hiring processes. This includes supporting Community Future's work to attract Social Service Workers.
- 5** Continue to support Indigenous organizations that provide social services to Indigenous Peoples.

Engaging Indigenous People

- 1** Continue work to engage Indigenous Nations who provide services to their people in Prince Rupert as the City moves forward with its social development work, recognizing that building trust and engaging in reconciliation will have social benefits.

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CITY OF PRINCE RUPERT CORPORATE POLICIES

POLICY NAME	Administrative Fairness	POLICY NO.	GOV-19-2023
EFFECTIVE DATE	14/10/2003	REVISION DATE (Acceptance Date)	
APPROVED BY:	☒ COUNCIL ☐ CITY MANAGER		

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 Officer 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 (Acceptance Date)	
APPROVED BY:	☒ COUNCIL ☐ 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.

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.

- 10) 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.
- 11) Structures/Vehicle vending areas must not block the view of any established adjoining business during its hours of operation.
- 12) 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.
- 13) Structures/Vending vehicles/seating arrangements must be removable within 24 hours when ordered to do so.
- 14) 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.
- 15) 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.

- 16) 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 (Acceptance Date)	
APPROVED BY:	☒ COUNCIL ☐ 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 licensing 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 Licensing 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 licensing 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; and,

- 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 License 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).

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.

- 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.
 - 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 recommendation 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 decide 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.

X

Certified Correct:

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:

City of Prince Rupert
424 3rd Avenue West,
Prince Rupert, BC
V8J 1L7
Attention: Corporate Officer

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:

City of Prince Rupert
424 3rd Avenue West,
Prince Rupert, BC
V8J 1L7
Attention: Corporate Officer

Or email: cityhall@princerupert.ca



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 (Acceptance Date)	
APPROVED BY:	☒ COUNCIL ☐ CITY M ANAGER		

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.
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 (Acceptance Date)	
APPROVED BY:	☒ COUNCIL ☐ 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	Purchasing Policy	POLICY NO.	GOV-25-2023
EFFECTIVE DATE	28/03/22	REVISION DATE (Acceptance Date)	
APPROVED BY:	☒ COUNCIL ☐ 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:
- Certain purchases as outlined in Appendix C. Authority limits still apply.
 - The use of Purchasing Cards is permitted for the ordering of goods and services which are in line with the authorized purchasing card limits.
 - 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

- a. Specifications for goods and services required;
- b. Required delivery date;
- c. Where applicable, additional criteria being considered
- d. 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.

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Certified Correct:

“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

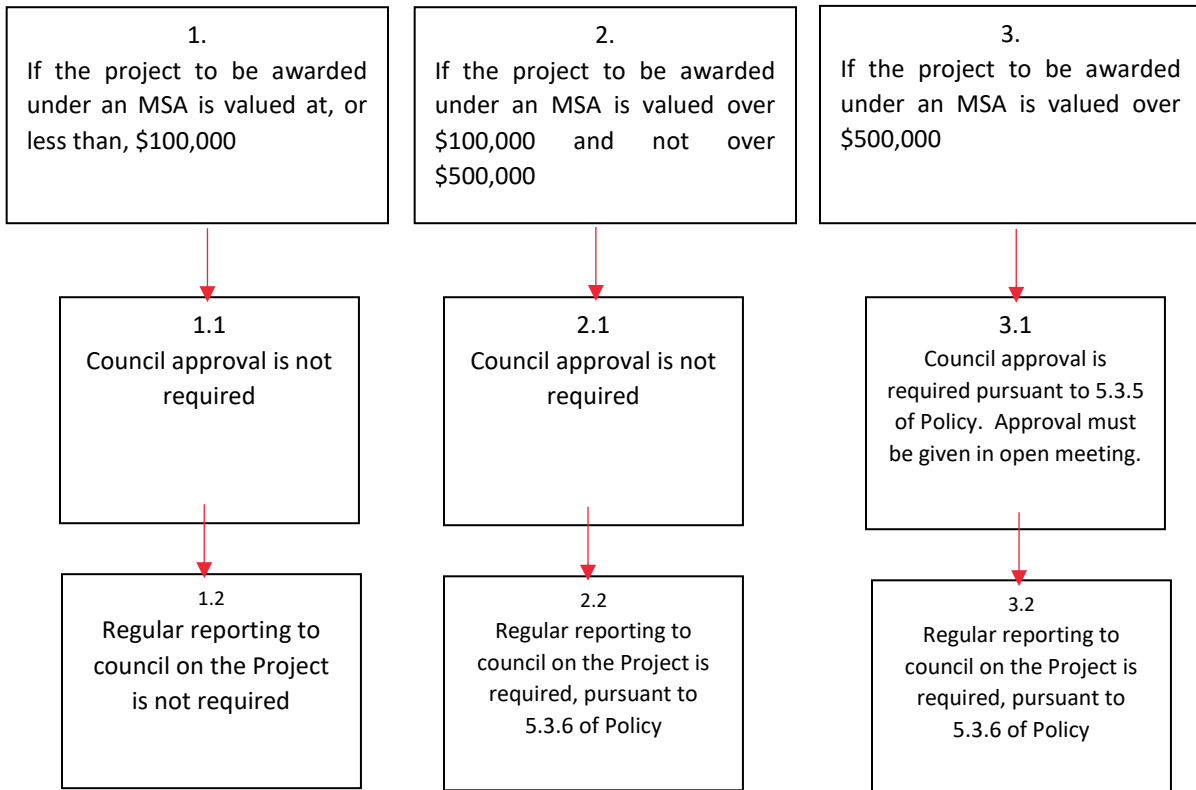
1. Corporate General Expenses:
 - Payroll, benefits premiums, payroll associated remittances
 - Debt Payments
 - Tax Remittances
 - Real Property-including land, building, leasehold interest, easements, encroachments, and rights-of-way
 - Ongoing Licenses (vehicles, software, etc.)
 - Grants to Agencies
 - 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.