COMMITTEE OF THE WHOLE

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

1. **CALL TO ORDER**

2. **ADOPTION OF THE AGENDA**

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

3. **REPORTS**

   a. **Report from the City Manager Re: Strategic Plan Update**

      Recommendation:
      THAT Coucil receive this updae for informaiton purposes.

   b. **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-04-2023 – Board, Society and Committee Appointments;
      2. GOV-07-2023 – Board, Committee and Commission Recommendations;
      3. GOV-09-2023 – Liaison, Council and its Committee Appointees;
      4. GOV-12-2023 – Civic Pride Materials;
      5. GOV-13-2023 – Snow and Ice Control;
      6. GOV-14-2023 – Crime Prevention Awards; and,
      7. GOV-17-2023 – Sidewalk Patios on City Property.

4. **QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

5. **ADJOURMENT to Regular Council Meeting**

REPORT TO COUNCIL

Regular Meeting of Council

DATE: July 22nd, 2024
TO: Prince Rupert Mayor & Council
FROM: Robert Buchan, City Manager

SUBJECT: STRATEGIC PLAN UPDATE

RECOMMENDATION:

THAT Council receive this update for information purposes.

REASON FOR REPORT:

The purpose of this report is to inform Council of the progress of its Strategic Plan actions and goals.

BACKGROUND:

The current Strategic Plan was prepared early 2023 and spans the four years of Council's term. This mid year update provides Council with knowledge of staff's progress in each strategic goal and action and affords an opportunity for Council to ask for additional information during the Council meeting. Because of the change in Budget preparation and the need to have the Strategic Plan inform the budget process, the annual year end review and amendment will occur in September of this year.

CONCLUSION:

The attachment includes the updates on each strategic plan goal for Council's information

Report Prepared By:

_____
Robert Buchan,
City Manager

Attch; Strategic Plan Update

Originally signed available on request

Attachment 1: Strategic Plan Action Status Update Tables

A. Goal: The City of Prince Rupert will provide *appropriate laws and services* to cost effectively provide for the needs of residents in their use and enjoyment of private and public lands.		
Action	**Priority (Preferred Timing)**	**Status**
1. Prepare Bylaw Enforcement Policy	2	Draft in progress for RTC by Fall
2. Explore transfer of Landfill operations to the NCRD	2	Ongoing process in discussions with RD, anticipate decision by RD in Fall
3. Continue to encourage review and amendments to Federal Medical Cannabis legislation	2	Nothing to report
4. Review developer incentives for effectiveness	2	Secured funding to support review
5. Update Solid Waste Management Bylaw to improve waste disposal controls	2	Bylaw being drafted, expected by Fall
6. Update Fire Protection Bylaw	2	To be updated in the Fall

B. Goal: The City of Prince Rupert will prioritize its actions to improve its *fiscal health.*		
Action	**Priority (Preferred Timing)**	**Status**
1. Support development of Watson Island and Lot 444	1	Multiple new tenants pursuing developments on Watson and RFEI concluding end of August; $150,000 grant to market Prince Rupert from Province
2. Continue to pursue negotiations and advocacy with the Federal and Provincial Government to ensure the City has the revenue sources required to run the city and service industry. This includes a focus on the Port Tax Cap, PILT, RBA, and Federal Stipend.	1	RBA secured, ongoing discussions with Provincial/Federal governments on other revenue streams; PILT process ongoing
3. Explore and advocate for fully subsidized ferry agreement with the Province	1	Ongoing discussions
4. Encourage and support development of renewable energy projects in Prince Rupert	2	REI launched, closing August 30th
5. Pursue amendment to landfill authorization on Watson Island to allow us to accept soils and generate funds for closure accruals	1	In process – expected completion by end of 2024

C. Goal: The City of Prince Rupert will aggressively work towards *replacing and renewing its infrastructure* in a cost effective and strategic way working with Provincial and Federal ministries, departments and agencies to secure and mobilize resources and undertake improvements with haste.

Action	Priority (Preferred Timing)	Status
1. Construction of the RCMP building	1	Building is 75% complete. To be done by Fall and is on budget
2. Relocate Public Works	1	Occupancy expected by end of year
3. Proceed with pursuing water treatment for the City and securing sufficient funding.	1	Ongoing discussions with Province/Federal government to pursue additional funding– extension to Operating Permit condition; Action to recommence after distribution system work;
4. Implement Infrastructure Replacement Strategy	1	Ongoing on Shawatlan Road, Design for year 1 corridors underway
5. Proceed with developing Sanitary sewer treatment and securing sufficient funding	2	Wetland treatment RFP for Moresby planned fore June. Construction starting Fall; Pursuing funding for other areas;
6. Explore and pursue development of a new Fire Hall Building subject to securing adequate funding and priority review.	2	Working with PRPA to find a site

D. Goal: The City of Prince Rupert will *provide good governance* by working with other governments, residents, neighbouring communities to ensure collaboration and open government.		
Action	**Priority (Preferred Timing)**	**Status**
1. Prepare Council Code of Conduct Policy	1	Complete
2. Develop long term and short term strategic plans	2	Complete
3. Further develop prosperity agreements with First Nations	2	Under way
4. Comprehensive Review of City Policies	2	Administrative policies complete. Council policies drafted and under review by council
5. Align local policies and programming with Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA), as per Provincial Directive (Section 55 of EDMA)	1	Working on partnership with NCRD, Port Ed to collaborate on project
6. Develop funding guide to assist with implementation of strategic goals	2	Under way
7. Clarify roles/responsibilities with respect to Council Committee appointments	2	Drafted and with council for review as part of Council policies
8. Address restrictive covenants on select City held properties (999 year leases)	2	Not started

E. Goal: The City of Prince Rupert will support and *encourage new and renewed housing* working with industry, senior government and First Nations.		
Action	**Priority (Preferred Timing)**	**Status**
1. Pursue housing funding, partnerships and projects and when appropriate using municipally owned land	1	Supporting housing to BC housing fund; exploration of proactive rezonings on select properties; resubmission of HAF application
2. Develop an affordable housing strategy to complement Housing Acceleration Plan pursuant to new Provincial legislation	1	Not started
3. Align local policies and bylaws with Provincial legislation on housing density (in line with implementation of Housing Acceleration Plan + Affordability initiatives)	1	Zoning amendment deadlines met. Oher policy in process.
4. Align policies and bylaws with Provincial legislation on short-term rentals	1	Complete
5. Update to Housing Needs Assessment to comply with Provincial directives	1	Contract awarded and project started
6. Update to Official Community Plan to comply with Provincial directives	1	Contract Awarded and project started

F. Goal : The City of Prince Rupert will encourage, support, and undertake *community renewal* to ensure it becomes a world class port city		
Action	**Priority (Preferred Timing)**	**Status**
1. Prepare a Public Realm (Streetscape) plan	1	Designs in draft - Landscape architect engaged
2. Undertake waterfront development	2	Paving completed on Bill Murray Drive. Design charette planned for Fall. Rail crossing upgrade to be designed this year. Zoning and OCP amendments in process;
3. Prepare a Place Making Plan	3	Best Practices review underway;
4. Prepare a Wilderness User Master Strategy	3	Not started
5. Develop community renewal/maintenance strategy to complement infrastructure renewal	1	Ongoing/underway
6. Exploration of paid parking implementation with proceeds towards downtown renewal	2	Initial meeting held
7. Develop Complete Communities Plan	2	Funding received, project commenced in 2023

G. Goal: The City of Prince Rupert will *foster its local economic, social, cultural and environmental well being* so its residents and businesses have a sustainable and prosperous future.

Action	Priority (Preferred Timing)	Update
1. Establish an Accessibility Committee and planning activities (must comply between Sept 2023-2024)	1	Accessibility committee and planning activities underway; To be completed in fall
2. Implement Reconciliation policy	1	Committee established and activities under way
3. Prepare a Climate Action Plan/Community Energy and Emissions plan (including potential sea level rise planning)	2	Ongoing, to be completed in August
4. Prepare a Social Development Strategy (addressing mental health, addictions, homelessness)	2	Complete
5. Continue implementation of Child Care Action Plan - via proposed amendments to Zoning, coordination of a quarterly childcare roundtable, and investigation of opportunities for child care on City properties	2	Zoning amendment complete; Child care roundtable not started and City property investigations ongoing
6. Develop Diversity, Equity and Inclusion Policy	2	Under way
7. Develop Food Strategy	2	Under way
8. Develop City strategy to advocate for quality local health care services	1	Complete

CITY OF PRINCE RUPERT CORPORATE POLICIES			
POLICY NAME	Board, Society and Committee Appointments	POLICY NO.	GOV-04-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE (Acceptance Date)	
APPROVED BY:	**☑COUNCIL ☐CITY M ANAGER**		

POLICY STATEMENT

City Council may make appointments to Boards, Council Committee, Societies and Commissions after advertising has been done through various media sources.

PROCEDURE:

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

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

3. **Timing of Appointments**
   All appointments will be made at a regular meeting of Council that is not an inaugural meeting or an annual meeting. Vacancies will be advertised in the City's November newsletter or as they arise and selections will be made "In Camera" during December or January or as they arise. With public appointment at the first meeting following the decision.

4. Eligibility for Appointment:
Applicants chosen for appointment must meet the following qualifications:

(a) preference will be given to an elector of the City, meeting all the requirements of sections 51 and 52 of the Local Government Act and preferably to resident electors;

(b) appointees must not be close relatives of Council members or Senior Management Staff (mother, father, sister, brother, spouse or children).

X

Certified Correct:

CITY OF PRINCE RUPERT CORPORATE POLICIES			
POLICY NAME	Board, Committee & Commission Recommendations	POLICY NO.	GOV-07-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE (Acceptance Date)	
APPROVED BY:	**☑COUNCIL ☐CITY M ANAGER**		

POLICY STATEMENT

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

PURPOSE

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

GUIDELINES

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

X _____

Certified Correct:

CITY OF PRINCE RUPERT CORPORATE POLICIES			
POLICY NAME	Liaison, Council & its Committee Appointees	POLICY NO.	GOV-09-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE (Acceptance Date)	
APPROVED BY:	**☑COUNCIL ☐CITY M ANAGER**		

POLICY STATEMENT

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

PURPOSE

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

GUIDELINES

Council appointees may be requested to:

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

X

Certified Correct;

CITY OF PRINCE RUPERT CORPORATE POLICIES			
POLICY NAME	Civic Pride - Materials	POLICY NO.	GOV-12-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE (Acceptance Date)	
APPROVED BY:	**☑COUNCIL ☐CITY M ANAGER**		

POLICY

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

1. All requests must be submitted in writing to the Director of Operations estimating the quantity of material required and specifying the location for use.

2. To qualify for consideration the material donation request MUST:

   - strengthen and enhance the well-being of our community;
   - be of benefit to the City of Prince Rupert and its residents; and,
   - support the beautification of the City.

3. Requests MUST NOT be for the direct benefit of private property owners.

4. The material cost must be reflected in the appropriate budget accounts.

5. Material use must be reported to Council in the monthly departmental report, indicating the cost and specifying the area the material was used.

X _____

Certified Correct:

CITY OF PRINCE RUPERT CORPORATE POLICIES			
POLICY NAME	Snow and Ice Control	POLICY NO.	GOV-13-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE (Acceptance Date)	
APPROVED BY:	**☑COUNCIL ☐CITY M ANAGER**		

POLICY

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

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

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

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

Roads

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

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

<u>Sidewalk</u>

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

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

DEFINITION

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

1. Ploughing operations shall commence when accumulations of snow on City streets exceed 5.0 centimeters (2 inches).

2. Snow removal and sanding/salting operations shall be carried out in order of priority and shall commence within two (2) hours of decision to mobilize.

PROCEDURE

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

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

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

The following appendices are attached to this report:

1. Roads Appendix A

   Priority #1 – Lists East Side and West Side bus routes (emergency routes – includes Fire Hall, Hospital, Ambulance & RCMP)

2. Roads Appendix B

   Priority #1 – Lists Special Attention Areas (hills)

3. Sidewalks Appendix C

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

X

Certified Correct:

CITY OF PRINCE RUPERT CORPORATE POLICIES			
POLICY NAME	Crime Prevention Rewards	POLICY NO.	GOV-14-2023
EFFECTIVE DATE	10/14/2003	REVISION DATE (Acceptance Date)	
APPROVED BY:	**☑COUNCIL ☐CITY M ANAGER**		

POLICY STATEMENT

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

PURPOSE

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

PROCEDURE:

1. A $500 reward for information leading to the conviction of persons causing vandalism to City property including trees, street signs, landscapes, street amenities, etc. may be offered.

2. Any person, or person, caught doing damage to City property will be charged and prosecuted to the full extent of the law.

3. Full financial restitution will be sought from a person found guilty of destroying, defacing, and/or otherwise damaging City property.

4. The parents of any juvenile who damages City property may be held responsible and the City will seek financial restitution from said parents for any damages thus incurred.

X _____

Certified Correct:

CITY OF PRINCE RUPERT CORPORATE POLICIES			
POLICY NAME	Sidewalk Patios on City Property	POLICY NO.	GOV-17-2023
EFFECTIVE DATE	5/25/2005	REVISION DATE (Acceptance Date)	
APPROVED BY:	**☑COUNCIL ☐CITY MANAGER**		

POLICY STATEMENT

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

PURPOSE

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

PROCEDURE:

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

1. **Applications for Small Sidewalk Patios.** Patios where furniture is brought in each evening and does not exceed two (2) tables (maximum 24" width) and four (4) chairs.
2. **Applications for Large Sidewalk Patios.** This involves occupation of City controlled property that is more extensive than above and requires the installation of railings, or other defined boundaries on the sidewalk.
3. The necessary application packages are attached and include:
   a) Small Patio – 18 pages
   b) Large Patio – 19 pages
4. The Development Services Department will assist the proponent with this proposal that must be submitted to the City Manager for approval, who may in his discretion refer it to City Council for approval. Any applications that are not approved by the City Manager shall be forwarded to City Council for their information.