

COMMITTEE OF THE WHOLE

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, August 19, 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, August 19, 2024, be adopted as circulated.

3. PRESENTATIONS

a. Jennifer Massig, P.Eng, Magna Engineering Consultants Re: Wastewater Treatment Project

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-01-2022 Reconciliation Framework Policy;
- 2. GOV-18-2023 Disposal of Found Goods; and,
- 3. GOV-28-2023 Community Enhacement Grants (Grant-In-Aid).
- 5. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL
- 6. ADJOURMENT to Regular Council Meeting

Clearwater County







Clearwater County







Stephenville







Stephenville









CITY OF PRINCE RUPERT CORPORATE POLICIES					
POLICY NAME	Reconciliation Policy Framework	POLICY NO.	GOV-01-2022		
EFFECTIVE DATE		REVISION DATE (Acceptance Date)			
APPROVED BY:	☑COUNCIL □CITY M ANAGER				

POLICY STATEMENT

Reconciliation is a critical, complex, and continuous process, and is the responsibility of individuals and institutions in Canada, including the City of Prince Rupert (City). Reconciliation involves recognizing and being accountable to the intergenerational impacts of colonization, attempts at assimilation, and cultural genocide facing Indigenous communities and Peoples and committing to taking a role and assuming responsibility to work towards a better future. Given the complexity and broad-base of issues considered under the umbrella of reconciliation, any policy developed by the City will be iterative and a living document. This policy document is therefore not a final document, but a first effort at beginning an on-going conversation for our community.

PURPOSE

The purpose of this policy framework is to lay out a number of initial areas for City action and progress to advance reconciliation within Prince Rupert in a meaningful and impactful way. Several tools exist that call on and guide municipalities in doing their part. These include the Truth and Reconciliation Commission's (TRC) Calls to Action, the United Declaration on the Rights of Indigenous Peoples (UNDRIP) and British Columbia's implementation of it, the National Inquiry in Missing and Murdered Indigenous Women and Girls (MMIWG) Calls to Justice, both Union of BC Municipalities (UBCM) and Federation of Canadian Municipalities (FCM) recommendations for actions, and various examples of municipalities taking on Reconciliation or UNDRIP Action Plans.

Council and Staff at the City have been working on local agreements with the leadership of neighbouring Ts'msyen nations on specific opportunities for aid/mutual benefit; however, there remains opportunity to entrench these actions and also to take actions that will have a broader impact and visibility to residents. The City's intent is to clearly signify to Prince Rupert residents that the City is committed to the values and goals of the TRC and to building equitable relationships between government and Indigenous nations.

In review of the TRC's Calls to Action, as well as identification of local conditions, the opportunities outlined in this framework policy document have been identified in order to begin to appropriately honour and respect the Indigenous peoples whose traditional lands the City resides on.

APPLICATION AND SCOPE

1.0 Signatory to UNDRIP

The City of Prince Rupert adopts the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as the framework for reconciliation and committing to develop an implementation plan in partnership with Indigenous governments, organizations, and individuals. This is the recommended basis of reconciliation according to the FCM as well as the TRC.

1.1 This plan would include a more comprehensive approach to developing our relationships with Ts'msyen First Nations, and may include but will not be limited to the following opportunities outlined in this policy framework.

2.0 Identity, Language and Culture

The City commits to support Ts'msyen Indigenous identity, language, and culture, including but not limited to:

- 2.1 Adoption of policy to better visually and culturally anchor Prince Rupert as Ts'msyen territory, while acknowledging the TRC principle that, 'the preservation, revitalization, and strengthening of Indigenous languages and cultures are best managed by Indigenous people and communities';
- 2.2 Implementation of a land acknowledgement (verified/supported by neighbouring Ts'msyen communities) at the outset of Council meetings and in public-facing documents, recognizing that this is a symbolic gesture alone and must be accompanied by additional actions;
- 2.3 Continuation of work to support the community's identity visually as Ts'msyen territory, which has begun with the City's adoption of a municipal brand, codesigned by Ts'msyen artist, Russell Mather;
 - 2.3.1 This includes adoption of the wayfinding standards guideline developed by Tourism Prince Rupert which incorporates Indigenous language/design in both content and aesthetic, and has worked with local Indigenous artists and the Local Language Authority, with an intent to continue to integrate Sm'algyax into interpretive signage moving forward;
- 2.4 Development of a new street naming and public space naming bylaw that identifies Indigenous names as priorities for future street and subdivision names as well as parks;
 - 2.4.1 Naming of City streets or parks after local Indigenous figures and/or place names, would be done in consultation with an advisory committee, a local language authority, or other appropriate authority.
- 2.5 Identifying of funding opportunities and/or partnerships to conduct planning around the future of Prince Rupert's traditional poles, the vast majority of which are replicas of Haida poles carved by a Ts'msyen artist. It is noted that moving forward, poles raised on City property should give preference to Ts'msyen origin.

2.5.1 Future interpretive signage for existing poles should note the history of why Haida poles were in Prince Rupert, and their replication, in concert with local knowledge holders. Where possible, accountability for any wrong-doing to obtain the original poles should be noted.

3.0 Employment

The City will act as an example in employment practices for other governments and Prince Rupert employers, via the following avenues:

- 3.1 Development of an Equity in Employment policy, which focuses both on hiring on the basis of merit and potential, but which sets objectives for equitable representation in the organization.
- 3.2 Development of cultural sensitivity training for the City's employees to ensure that City services are accessible and work environments are welcoming to Indigenous residents and employees. This includes the history of Indigenous peoples, including the legacy of residential schools, UNDRIP, treaties and Indigenous rights, and other issues. This action supports the TRC's Call to Action #57, which calls on governments to provide education to public servants on the history of Indigenous Peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Indigenous rights, Indigenous law and Indigenous Crown relations.
 - 3.2.1 Training opportunities to include Indigenous Cultural Safety and Cultural Humility Training for our local emergency services and associated support services.

4.0 Relationship Building, Development and Housing

The City is committed as an organization to continue to build on existing relationships, respecting Indigenous beliefs, cultures, traditions, worldviews, challenges, and goals.

- 4.1 In partnership with our neighbours, the City will apply for funding for the Community 2 Community (C2C) Forum to entrench collaboration opportunities and seek out additional opportunities for pursuit of shared interests between Prince Rupert and neighbouring Indigenous communities (e.g. housing, parks development, etc.), like those already identified in MOUs with neighbouring Indigenous communities;
- 4.2 The City commits to continuing to seek opportunities to partner with neighbouring Indigenous communities on housing efforts, with specific collaborative housing actions to be put forward as part of the City's Housing Action Plans.
- 4.3 The City commits to continued support for advocacy efforts and funding applications by Indigenous governments and Indigenous-led organizations, which has occurred historically.
- 4.4 The City also commits to encouraging major industry to sign Impact Benefit Agreements that will see local Indigenous nations directly benefit from development occurring on their territories.

- 4.5 The City will consider the opportunity to work with interested Ts'msyen Nations in developing data-sharing agreements that respect First Nations OCAP™ 1 principles as well as the *Freedom of Information and Protection of Privacy Act* (FOIPPA), assuming interest from Indigenous communities to develop such agreements exists.
- 4.6 The City will convene a Council-appointed working group with majority Indigenous membership to bring forth future recommendations and help set in motion an adoption of a broader UNDRIP Plan.

¹ OCAP refers to the First Nations principles of ownership, control, access, and possession – more commonly known as OCAP® – assert that First Nations have control over data collection processes, and that they own and control how this information can be used.



CITY OF PRINCE RUPERT CORPORATE POLICIES						
POLICY NAME	Disposal of Found Goods	POLICY NO.	GOV-18-2023			
EFFECTIVE DATE	1/1/2024	REVISION DATE (Acceptance Date)				
APPROVED BY:	☑COUNCIL □CITY M ANAGER					

POLICY STATEMENT

- 1. In accordance with Section 67 of the *Community Charter*, property that has come into the custody and possession of the Municipality or by the RCMP on behalf of a Municipality may be disposed of and the proceeds from that disposal dealt with in accordance with the regulations under the *Community Charter* if:
 - a. The owner of the property has not been identified after reasonable effort; and,
 - b. A court of competent jurisdiction has not made an order in respect of the property.
- 2. Property may be disposed of at any time if:
 - a. The property is a perishable article;
 - b. The property has no apparent marketable value; or,
 - c. Custody of the property involves unreasonable expense or inconvenience.

PURPOSE

To provide direction to Municipal and RCMP Staff with regard to property that has come into the possession of the Municipality or the RCMP on behalf of the Municipality.

GUIDELINES

Unclaimed Property

- a) The lost property will be held for 3 months. After that time, notice will be given in accordance with Section 94 of the *Community Charter* for lot property with an estimated value of over \$500.
- b) If the property still remains unclaimed, the property will be sent to public auction either conducted by a public auction service or conducted by the City itself under similar rules as those utilized for tax sales or disposed of in another method that brings best value to the City.

- c) Proceeds from the auction will be held for 6 months from the date of sale and will then be transferred to general revenue.
- d) Proceeds from the auction of bikes will be allocated to a community organization as determined by the City Manager each year.

Claimed Property

- a) The found property will be held for 30 days from the date of the claim. After that time, notice will be given in accordance with Section 94 of the *Community Charter* for lost property with an estimated value over \$500.
- b) If, after the notice is given, the item still remains unclaimed by the owner, the item will be returned to the finder.
- c) If the owner claims the property within this period, the finder will be advised in writing.



CITY OF PRINCE RUPERT CORPORATE POLICIES						
POLICY NAME	Community Enhancement Grants	POLICY NO.	GOV-28-2023			
EFFECTIVE DATE	13/2/2012	REVISION DATE (Acceptance Date)				
APPROVED BY:	☑COUNCIL □CITY M ANAGER					

POLICY STATEMENT

The City of Prince Rupert supports the enhancement of a positive quality of life for all its residents, and Prince Rupert City Council has recognized that one means of helping to achieve this goal is through an annual Community Enhancement Grants program.

Council may give Community Enhancement Grants at its discretion and subject to any requirements outlined in the *Community Charter*, *Local Government Act*, and, provided Council has made an allocation of funds in the City's Five-Year Financial Plan.

PURPOSE

The intent of the City's grant program is to support and encourage community programs and projects that enhance quality of life for all residents, contribute to a vital, active, engaged, and culturally whole community. We also seek to ensure that through our grants, the diversity of our community is considered, and their accessibility needs are accommodated. To ensure the long-term sustainability of community work, preference will be given to projects and programs where City funding is not the sole source of funds.

ELIGIBILITY

To be considered and awarded a Community Enhancement Grant, the following criteria must be met:

PROGRAMS/ACTIVITIES/EVENTS MUST:

- strengthen and enhance the well-being of our community;
- be of benefit to the City of Prince Rupert and its residents;
- address community needs;
- seek to promote cultural and social understanding and/or inclusion, including and especially of Ts'msyen and First Nations peoples;
- consider diverse needs of residents, including for accessibility;
- seek opportunities to reduce climate and environmental impacts;

- be well publicized in the community; and,
- be sponsored by a local not-for-profit organization.

Programs/Activities/Events MUST NOT:

- offer direct financial assistance to individuals or families;
- duplicate services that fall within the mandate of either a senior government agency or a local agency, except where there is an established need; and,
- be for any other form or section of a taxing or Local Government Authority, such as School Districts, Regional Districts, Hospital Districts, etc.

Preference may be given to applications that:

- partner with other service providers in the Community;
- request seed money in order to launch a program/activity/event, rather than requesting ongoing financial support;
- provide programs/activities/events that are available to the community broadly;
- demonstrate wide based community support;
- promote volunteer support; and,
- have minimal or no paid staff.

The City may, at its sole discretion enter into funding agreements with organizations for up to a maximum of five (5) years.

Types of grants the City will consider funding are attached in Appendix A.

GUIDELINES

- 1) Applications for Grants must be submitted to the City on the required "Community Enhancement Grant" application form. (Appendix B);
- 2) Applications for Grants must be submitted by August 31st of each Calendar year:
- 3) Council will review Grants applications and award grants as a part of the Financial Plan process;
- 4) Council may, depending on the circumstances, approve grant applications received after the annual July 31st deadline. Staff will ensure these applications are brought forward to Council for review:
- 5) Where the amount of the Grant is \$10,000 or more, the Council may require that a representative of the City be on the Board of Directors or other governing body, or otherwise be involved in the event or project:
- 6) Consideration of any waiver or reduction in any rates, charges or rental fees shall be provided as an In-kind Grant and the amount of such waiver or reduction shall be through the Community Enhancement Grants only;
- 7) Requests for pool passes and transit passes must be in writing and the applicant need not complete the Community Enhancement Grant application form for these two types of

- requests. The City Manager or designate is delegated authority to approve requests received during the year under the same community enhancement grant criteria; and,
- 8) Applicants for funds and Recipients of funding may, at Council's sole discretion be required to make a public presentation to Council;

Community Enhancement Grant Review Consideration

Council may, at its discretion, award grants to groups that offer a service deemed by Council to be of value to the City, or to a community group whose mandate is to function for the good of the City and its residents. Council may take into consideration whether the organization has or will receive a Permissive Tax Exemption. As a condition of receiving a Grant, the recipient may be required to report back to Council on specified objectives that have been set by Council

Successful Recipients

The successful recipient of a Community Enhancement Grant does not automatically guarantee funding in subsequent years. Grants are intended to indicate the City's support and encouragement of venture, and should not be expected to substantially fund any undertaking.

In accepting a grant, the organization agrees to provide the City within 90 days of completion of the activity/event/program with an accounting of how funds were used. And further, the City should be acknowledged as a sponsor of the organization's programs, activities, or events in all published materials and advertising.



Administration

424 3rd Avenue West Prince Rupert, BC, V8J 1L7

Phone: (250) 627 0934 Fax: (250) 627 0999

Appendix A

Grant Programs

Seed Grants

Start up (seed) grant funding for not for profit and/or volunteer organizations to develop projects
of benefit to the City of Prince Rupert and its residents which would demonstrate value through
community pride. Seed grants are not for funding of existing programs.

Projects

One-Time-Only projects, which respond to:

- Health, social and cultural needs within Prince Rupert;
- Have a specific set of objectives that align with identified goals in our Community Enhancement Grant policy; and,
- Have a defined start and finish date.

Programs and Services

Ongoing programs and services which:

- Contribute to the health, social and cultural well-being of Prince Rupert residents; or,
- Contribute to the general interest and advantage of the City; and,
- and align with identified goals in our Community Enhancement Grant Policy

Events (Community Promotion)

Events that have the following 3 characteristics:

- Enhance and contribute to the cultural life of Prince Rupert, which promote community involvement and spirit;
- Have a defined start and finish date (but may also be held annually); and,
- Promote Prince Rupert outside the City.



Administration

424 3rd Avenue West Prince Rupert, BC, V8J 1L7

Phone: (250) 627 0934 **Fax:** (250) 627 0999

Appendix B

CITY OF PRINCE RUPERT COMMUNITY ENHANCEMENT GRANT APPLICATION GUIDELINES

City of Prince Rupert Community Enhancement Grant application forms are available from the Administration Department at City Hall or on our website www.princerupert.ca. Please read these instructions before completing the application form.

Instructions

1. Complete the application form and send the **original application** to the **Administration Department** at City Hall by the stated deadline.

Note: Late submissions will not be considered.

- 2. Please ensure your application includes the following documents:
 - A list of your organization's Board of Directors, Officers and Executive Directors;
 - Your organization's audited financial statements for the most recent completed fiscal year;
 - If audited financial statements are not available, submit the financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors; and
 - Your organization's current fiscal year operating budget.
- 3. Submissions that do not contain complete financial and budgetary information will be considered incomplete and will not be accepted.
- 4. Please keep promotional support documents to a minimum.
- 5. If you have general questions regarding your application, please contact the Administration Department at 250-627-0934.
- 6. Return completed City of Prince Rupert Grant Applications and enclosures by August 31st to:

City of Prince Rupert

Administration
424 3rd Avenue West
Prince Rupert, BC V8J 1L7
cityhall@princerupert.ca

- 7. Upon receipt of your application, a member of City Staff may contact you to go over the details of your application.
- 8. Decisions regarding funding allocations from the City of Prince Rupert Budget for Community Enhancement Grants are the responsibility of Prince Rupert City Council.
- 9. Following Council approval of the Community Enhancement Grant Budget, each applicant will receive written notification of Council's decision pertaining to their application. The budgetary approval process may take three to five months.