



## REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, January 13, 2025, taking place at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

### 1. CALL TO ORDER

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

#### **Recommendation:**

THAT the Agenda for the Regular Council Meeting of January 13, 2025, be adopted as presented.

### 4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

### 5. CONSENT AGENDA

#### **a) Council minutes for approval**

- i. Minutes of the Special Meeting of December 11, 2024;
- ii. Minutes of the Regular Meeting of December 9, 2024;

#### **b) Reports for approval**

- iii. Report from the Manager of Communications, Engagement and Social Development Re: Request to Support a Joint Application to UBCM for Indigenous Cultural Safety and Humility Training Program Development;

#### **c) Reports for receipt**

- iv. Report from the Director of Recreation and Community Services Re: Recreation and Community Services 2024 Year End Update;
- v. Report from the Fire Chief Re: Monthly Fire / Rescue Report – December 2024;

#### **d) Correspondence for approval**

- vi. Request for Letter of Congratulations from Museum of Northern British Columbia;
- vii. Request for Letter of Support for Urology Program Equipment from Prince Rupert Regional Hospital;
- viii. Request for Proclamation for March 26, 2025 as International Purple Day for Epilepsy Awareness;

**e) Correspondence for receipt**

- ix. North Coast Regional District Re: December 2024 Board Highlights;and
- x. BC Honours and Awards Secretariat Re: Nominate a deserving individual for the province's top honours.

**Recommendation:**

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

**6. REPORTS**

**a) Report from the Manager of Communications, Engagement and Social Development Re: Request for Direction on Replacement of Mariners Memorial Wall.**

**Recommendation:**

THAT Council approve the removal and replacement of the Memorial Wall in Mariners Park to the area just adjacent to its current location in order to enable a covered seating area to be installed for public benefit.

**b) Report from the Manager of Communications, Engagement and Social Development Re: Memorial Programming Update.**

**Recommendation:**

THAT Council direct staff to develop an updated administrative memorial program policy based on the analysis provided in report.

**c) Report from the Deputy City Manager Re: Administrative Penalties (City Permits).**

**Recommendation:**

THAT Council receives this report for information purposes and directs the Staff on their preferred path forward at the Prince Rupert Landfill.

**7. COUNCIL ROUND TABLE**

**8. ADJOURNMENT**



## MINUTES

For the **SPECIAL REGULAR MEETING** of Council to be held on December 11, 2024, at 4:30 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor H. Pond  
Councillor G. Randhawa  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor T. Forster (Remote)

**ABSENT:** Councillor W. Niesh  
Councillor R. Skelton-Morven

**STAFF:** R. Buchan, City Manager  
R. Miller, Director of Corporate & Legislative Services / Corp. Officer  
C. Bomben, Chief Financial Officer  
R. Pucci, Director of Operations & Intergovernmental Relations

### 1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 4:30 pm.

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

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

CARRIED

### 4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

### 5. BYLAWS

a) **City of Prince Rupert Sanitary & Storm Sewer Utility Management Bylaw No. 3548, 2024.**

MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT Council give Fourth & Final reading to the City of Prince Rupert Sanitary & Storm Sewer Utility Management Bylaw No. 3548, 2024.

CARRIED

### 6. COUNCIL ROUND TABLE

### 7. ADJOURNMENT

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT the meeting be adjourned at 4:37 p.m.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

\_\_\_\_\_  
DIRECTOR OF CORPORATE  
& LEGISLATIVE SERVICES/ CORP. OFFICER



## MINUTES

For the **REGULAR MEETING** of Council to be held on Monday, December 9, 2024, at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor H. Pond  
Councillor W. Niesh  
Councillor G. Randhawa  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor R. Skelton-Morven (Remote)

**ABSENT:** Councillor T. Forster

**STAFF:** R. Buchan, City Manager  
R. Pucci, Deputy City Manager  
R. Miller, Director of Corporate & Legislative Services /  
Corporate Officer  
C. Bomben, Chief Financial Officer  
M. Pope, Director of Development Services  
V. Steward, Manager of Communications, Engagement and Social  
Development  
R. Paras, Planner

### 1. CALL TO ORDER

The Mayor called the regular meeting to order at 7:00 pm.

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Agenda for the Regular Council Meeting of December 9, 2024 be adopted as presented.

CARRIED

### 4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

### 5. CONSENT AGENDA

a) Council minutes for approval

- i. Minutes of the Special Meeting of January 22, February 12, February 26, March 11, March 25, April 8, May 27, June 17, June 24, July 22, August 19, October 15, October 25 and November 25, 2024;
- ii. Minutes of the Committee of the Whole Meeting of February 26 and November 25, 2024;
- iii. Minutes of the Regular Meeting of November 25, 2024;

**b) Reports for approval**

- iv. Kitimat/Terrace/Thornhill/Prince Rupert Mutual Aid Agreement 2024;
- v. Report from the Director of Economic Development & Transportation Re: Business Façade Improvement;

**c) Reports for receipt**

- vi. Report from the Planning Re: November 2024 Development Activity;
- vii. Report from the Director of Corporate & Legislative Services Re: Bylaw stats to October 2024;
- viii. Proposed 2025 Council Meeting Schedule;
- ix. Report from the Fire Chief Re: November 2024 Monthly Fire / Rescue information;
- x. Report from the Chief Financial Officer Re: September 2024 Financial Report;
- xi. Report from the Director of Development Services & City Planner Re: Interim Housing Needs Report Update;

**d) Correspondence for receipt**

- xii. North Coast Regional District Re: November 2024 Board Highlights; and
- xiii. Letter from the Village of Nakusp to Honorable Josie Osborne, Minister of Health Re: BC Alert-Ready Program to include Health Services for notification of Emergency Room Closures.

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT all items on the Consent Agenda be approved as requested.

CARRIED

**6. REPORTS**

**a) Report from the Chief Financial Officer Re: 2025 Five Year Financial Plan Bylaw No. 3554, 2024.**

MOVED by Councillor Niesh and seconded by Councillor Adey THAT Council proceed with consideration of the City of Prince Rupert 2025 Five Year Financial Plan Bylaw No. 3554, 2024;

AND THAT Council directs staff to proceed with 2025 spending as proposed.

OPPOSED: Councillor Randhawa  
CARRIED

**b) Report from the Chief Financial Officer Re: Authorization to Borrow for Digby Island Ferry Refit.**

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven WHEREAS under Section 175 of the *Community Charter* a council may incur a liability; and,

WHEREAS Council adopted the 2024 Five Year Financial Plan Amendment Bylaw 3529, 2024 on May 6th, 2024;

THEREFORE BE IT RESOLVED THAT Council, gives authorization to borrow from the Municipal Finance Authority (MFA) \$670,000 (Six hundred seventy thousand dollars) for funding the Digby Island Ferry Refit. Repayment of which to be made over five (5) years with no provisions for renewal.

CARRIED

**c) Report from the Planning Re: Development Variance Permit #24-10 – 975 Saskatoon Avenue.**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council proceeds with the statutory notification process for Development Variance Permit (DVP) #24-10.

CARRIED

**d) Report from the Deputy City Manager Re: Water/Solid Waste & Subdivision & Servicing Bylaws.**

MOVED by Councillor Niesh and seconded by Councillor Randhawa THAT Council considers Fourth and Final Readings on the Water Utility Management Bylaw - BYLAW NO. 3549, 2024 (Fee Schedule option 3);

AND THAT Council considers Fourth and Final Readings on the Collection and Disposal of Solid Wastes Bylaw - BYLAW NO. 3550, 2024 (Fee Schedule option 2);

AND THAT Council considers Fourth and Final Readings on the Subdivision and Servicing Bylaw - BYLAW NO. 3546, 2024.

CARRIED

**e) Report from the Deputy City Manager Re: Sanitary & Storm Sewer Utility Management Bylaw.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council considers the Provision and Use of Sanitary and Storm Sewer Utility Management Bylaw – Bylaw No. 3548, 2024 (Fee Schedule option 5).

CARRIED

**f) Report from the Planning Re: Complete Communities Plan.**

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council adopt the Complete Communities Plan as indicated in Attachment 1 and direct staff to begin actioning policy statements as budget and resources permit.

CARRIED

## 7. BYLAWS

**a) City of Prince Rupert Subdivision and Servicing Standard Bylaw No. 3546, 2024.**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council give Fourth and Final reading to the City of Prince Rupert Subdivision and Servicing Standard Bylaw No. 3546, 2024.

CARRIED

**b) City of Prince Rupert Sanitary & Storm Sewer Utility Management Bylaw No. 3548, 2024.**

MOVED by Councillor Niesh and seconded by Councillor Adey THAT Council give First, Second, and Third reading to the City of Prince Rupert Sanitary & Storm Sewer Utility Management Bylaw No. 3548, 2024.

CARRIED

**c) City of Prince Rupert Water Utility Management Bylaw No. 3549, 2024.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council give Fourth and Final reading to the City of Prince Rupert Water Utility Management Bylaw No. 3549, 2024.

CARRIED

**d) City of Prince Rupert Solid Waste Management Bylaw No. 3550, 2024.**

MOVED by Councillor Niesh and seconded by Councillor Adey THAT Council give Fourth and Final reading to the City of Prince Rupert Solid Waste Management Bylaw No. 3550, 2024.

CARRIED

**e) City of Prince Rupert 2024 Five Year Financial Plan Amendment Bylaw No. 3552, 2024.**

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council give Fourth and Final reading to the City of Prince Rupert 2024 Five Year Financial Plan Amendment Bylaw No. 3552, 2024.

CARRIED



**f) City of Prince Rupert Revitalization Tax Exemption Program Bylaw No. 3553, 2024.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council give Fourth and Final reading to the City of Prince Rupert Revitalization Tax Exemption Program Bylaw No. 3553, 2024.

CARRIED

**g) City of Prince Rupert 2025 Five Year Financial Plan Bylaw No. 3554, 2024.**

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council give First, Second, and Third reading to the City of Prince Rupert 2025 Five Year Financial Plan Bylaw No. 3554, 2024.

OPPOSED: Councillor Randhawa

CARRIED

**8. COUNCIL ROUND TABLE**

**9. ADJOURNMENT**

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT the meeting be adjourned to close at 7:47 pm.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

\_\_\_\_\_  
CORPORATE OFFICER



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** January 13th, 2025  
**TO:** Robert Buchan, City Manager  
**FROM:** Veronika Stewart, Manager of Communications, Engagement and Social Development

**SUBJECT: REQUEST TO SUPPORT A JOINT APPLICATION TO UBCM FOR INDIGENOUS CULTURAL SAFETY AND HUMILITY TRAINING PROGRAM DEVELOPMENT**

---

#### **RECOMMENDATION:**

**THAT Council support a Joint application to UBCM's Indigenous Cultural Safety and Cultural Humility Training funding stream in collaboration with the North Coast Regional District and District of Port Edward for \$110,000 to support development of a joint staff training program for our region, and that the North Coast Regional District be approved as the primary applicant to receive and manage grant funding on our behalf for the project.**

#### **REASON FOR REPORT:**

Note that this report is a duplicate of one provided in November. The resolution now explicitly notes the approval of the City for the NCRD to receive and manage joint grant funds as per UBCM's requirements.

In the summer of 2024, Council approved a Memorandum of Understanding between the City, Port Edward and the Regional District to collaborate on shared objectives around meeting the new requirements of EDMA, while reducing the burden presented by our shared consultation requests to neighbouring Indigenous governments. This MOU committed funds to work together on procuring a localized cultural safety training program as well as development of a communications protocol with Ts'msyen nations that could be appended to our respective emergency plans.

This additional stream of funding has been identified as an opportunity to substantially improve the quality and robustness of the training program developed.

#### **BACKGROUND:**

The BC government has provided funding for the implementation of BC's New Emergency and Disaster Management Act (EDMA), modernized Provincial emergency legislation inclusive of engagement provisions that promote relationship building and

collaboration across jurisdictions, and specifically between neighbouring municipalities and Indigenous Nations. This includes consultation and cooperation with Indigenous governing bodies, the incorporation of available Indigenous knowledge into emergency plans and risk assessments, and consideration of cultural safety across emergency management practices.

The Indigenous Engagement Requirements Funding Program is intended to:

- support relationship-building across jurisdictions through consultation and cooperation with Indigenous governing bodies;
- ensure the incorporation of Indigenous knowledge and cultural safety across emergency management practices;
- support policy improvements that reflect the lived experience of Indigenous Peoples; and,
- address the disproportionate impacts on Indigenous Peoples during emergency events.

**LINK TO STRATEGIC PLAN:**

This collaboration supports an explicit objective in the most recent version of the Strategic Plan, which identified the strategic and legislated priority for the City to meet the updated requirements of EDMA.

**ANALYSIS:**

A regional approach across the North Coast Regional District, Port Edward, & Prince Rupert optimizes costs by sharing training resources, facilitators, and venues, reducing redundancy. Centralized locations lower travel expenses, while a train-the-trainer model fosters sustainable, locally led cultural safety education. Collaboration further enhances cost-efficiency, supporting a consistent, high-impact program that strengthens cultural humility & relationship building in Ts'msyen territory. These training materials would be deployed to all emergency and Emergency Operations Centre personnel as part of onboarding, but could serve an added benefit of being part of overall employee onboarding processes at our respective institutions.

**COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:**

The initial MOU Agreement was developed to support the City's commitment to reconciliation and improving the cultural safety and sensitivity that the City and our partners have when responding to emergencies. Although the majority of our emergency responders have now taken cultural safety training, Indigenous considerations are generally un-represented in the City's emergency processes and protocols. There is also not an established process to ensure that training is built into the onboarding of both emergency personnel and staff as a whole.

Collaboration on this work with neighbouring institutions will assist us in improving understanding of the overall need for cultural safety and sensitivity, as well as how we can effectively integrate those imperatives into our work. In times of crisis, compassion

and understanding, and with a cultural lens, is an essential preventative measure to protect against the recreation of past wrongs perpetrated by governments against Indigenous peoples.

This is also an opportunity to stretch funding provided by the Province to develop a more robust training program, inclusive of stipended local knowledge-keeper involvement in its development.

**LINKS TO COUNCIL PLANS AND POLICY DIRECTION:**

This recommendation aligns with the City’s [Reconciliation Policy Framework](#), which commits to expanding our work around promoting cultural safety training and also to

**COST:**

There is no additional cost to this project proposed, which has a total proposed budget of \$160,000 – with \$110,000 funding requested via grant and \$50,000 in joint contributions from regional partners from existing EDMA funding, as considered in the MOU.

**CONCLUSION:**

Staff recommends that Council support the grant application.

**Report Prepared By:**

**Report Reviewed By:**

---

Veronika Stewart  
Manager of Communications,  
Engagement, and Social Development

---

Robert Buchan,  
City Manager

Originally signed available upon request



## REPORT TO COUNCIL

**DATE:** January 13<sup>th</sup>, 2025  
**TO:** Robert Buchan, City Manager and Richard Pucci, Deputy City Manager  
**FROM:** Nicole Beauregard, Director of Recreation and Community Services

**SUBJECT: Recreation and Community Services 2024 Year End Update**

---

### **RECOMMENDATION:**

**THAT Council receive the Recreation and Community Services Activities Update.**

### **REASON FOR REPORT:**

To provide an update to Council on the Recreation and Community Services Department's initiatives and activities for the third and fourth quarter of 2024.

### **BACKGROUND:**

The recreation department provides indoor/outdoor health and wellness opportunities for our community by delivering programs and services for the Earl Mah Aquatic and Fitness Centre, and the, Jim Ciccone Civic Centre and Arena.

Recreation experiences foster physical literacy as the gateway to physical activity, fitness, leisure and sport. Physical literacy is the physical competence, motivation and confidence for a person to be active for life; research show that developed physical literacy reduces injury and increases ability to participate in recreation, vocation and community.

In partnership with many community organizations, the recreation team facilitates opportunities for accessibility and equity through health and wellness initiatives. The recreation team also supports cultural and community education experiences.

### **LINK TO STRATEGIC PLAN:**

The Recreation and Community Services department operations support and create projects and activities that support Council's commitment to fostering its local economic,

January 13th, 2025

social, cultural and environmental well-being so its residents and businesses have a sustainable and prosperous future. By working in partnership with local community groups the department facilitates opportunities to support and undertake community renewal through health and wellness initiatives.

**ANALYSIS:** This report highlights department activities in the third and fourth quarter (July – Dec 2024). Information provided below.

### **New Memorandum of Understandings (MOU)**

- Northern Savings to support the Unplug and Play Event, Recreation Access Program and Seasonal Community Programming. \$5000 annual support committed. MOU drafted and in review.
- School District #52 to support a joint working relationship to conduct planning initiatives and community programming between the School District and the City's Development Services and Planning department and Recreation and Community Services department. MOU drafted and in review.

### **Community Engagement & Training:**

- Enhanced Mobility Kit Launch in partnerships with the Prince Rupert Library
- Enhanced Mobility Information Session Workshop hosted at the Seniors Centre: 18 participants
- With the popularity of the Enhanced Mobility Project, the Director of Recreation for Lax Kw'alaams reached out to the Director of Recreation and Community Services learn more about that project. That discussion opened the door to further opportunities to advance recreation and physical activity together for our communities. The Director of Recreation and Community Services and the Manager of Communication, Engagement and Social Development will be exploring this relationship development with Lax Kw'alaams to support physical activity, accessibility and Indigenous relations.

### **New Community Programming**

- **Fitness:** Zumba, Chair Yoga, Super Sweat, Seniors Fitness, Pre & Post-natal Fitness
- **Active Living:** Fly Fishing, Tie-Dying, Climbing Wall, Swordplay
- **Event:** Seniors Christmas Social, 40 seniors attended
- **KidSport Grants:** 68 grants provided with a total of \$15,447.60 funds distributed
- **Hockey:** Kids Shinny, Family Stick and Puck

### **Capital Projects & Facilities**

- Fire System and 5G network monitoring upgrades, complete.
- RFP 2<sup>nd</sup> Floor Bathroom and Shower at the Civic Centre, awarded. Start date after All Native Basketball Tournament 2025.

January 13th, 2025

- Arena Geotech bid awarded and contract initiated to KGS Group, work will commence spring 2025 when the ice comes out.
- Noteworthy facility maintenance and repairs:
  - Shower and roof drain maintenance
  - Facility painting
  - Tile laying in the boiler room
  - Mechanical motors and pump replacement/maintenance
  - Air handling unit’s maintenance
  - Facility electrical updates and maintenance
  - Arena glass install

### **Recreation Administration Procedures Updated**

- Fire
- Power Outage
- Restricted Opening Hours
- Child Supervision
- Lane Ropes
- Lost and Found

### **COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:**

The role and goals of a municipal recreation and community services department is to support the physical, cognitive, cultural and social wellbeing of all residents in our community, with a further additional lens of equity, diversity, inclusion and accessibility.

In consultation with evidence-based designs and community best practices our primary focus is to support quality of life through departmental capital projects, programs and services. As a department we are the community connectors and can facilitate sustainable access models by reducing barriers through policy, community engagement and a cross-sectoral partnerships.

### **LINKS TO COUNCIL PLANS AND POLICY DIRECTION:**

This department update meets the objectives or actions in the following plans or assessments:

**The OCP:** 3.3 Healthy Communities, 4.4 Parks and Recreation, 7. 1 Social and Cultural Policies

**Accessibility Plan:** The accessibility plan is to support a vision of an inclusive community. It supports things such as accessible recreation facility upgrades, equipment and practices for municipal programs and services.

**Social Development Assessment:** City Advocacy and Partnerships - Recommendation #2 for strategic action.

January 13th, 2025

**Equity Lens Policy:** Commitment to support the City to incorporate principals of Equity, Cultural Safety, and Accessibility into municipal practice to ensure inclusivity within the City’s services and programs.

**Connect Rupert:** Strategies to support Active Transportation through infrastructure improvements and support programs that contribute to increasing physical activity and decreasing in sedentary travel modes.

**Parks and Outdoor Plan:** Supporting community connectivity and physical activity through outdoor recreation and waterfront amenities, trails and parks.

## **FINANCIAL IMPLICATIONS**

No financial implications, this report is for information and updates only.

## **CONCLUSION:**

This report has been prepared as an update to Council to share the initiatives and activities on how the recreation, sport and culture is a gateway to community health and wellness. The Recreation and Community Services department contributes to Council’s Strategic Plan by developing community capacity building, improving citizens quality of life and supporting community renewal.

## **Report Prepared By:**



---

Nicole Beauregard, BKin  
Director of Recreation and Community Services

## **Report Approved By:**

---

Robert Buchan, PhD, FCIP  
City Manager

---

Richard Pucci, P.L.Eng  
Deputy City Manager

Originally signed available upon request





# REPORT

January 1, 2025

**TO:** City Manager Rob Buchan  
**FROM:** Fire Chief Jeff Beckwith  
**SUBJECT:** Monthly Fire / Rescue Report – December 2024

---

During the month of December 2024, the Prince Rupert Fire Rescue Department responded to 102 emergency incidents. Of these incidents, 1 property sustained significant damage due to fire. The Fire Department attended 8 small fire incidents, 6 MVI's, 1 Rescue and numerous medical responses.

Location	Property Value	Property Loss
240 Sherbrooke Ave	\$ 3,238,000.00	\$ 163,500.00
<b>Totals:</b>	<b>\$ 3,238,000.00</b>	<b>\$ 163,500.00</b>

## INCIDENT COMPARISON

December	2024	102 Incidents
December	2023	75 Incidents
December	2022	82 Incidents
December	2021	162 Incidents
December	2020	86 Incidents
December	2019	121 Incidents

## FIRE SERVICE ACT INSPECTIONS

During the month of December Fire Rescue Department personnel conducted Fire Service Act inspections within 18 public buildings in Prince Rupert

## INSPECTION COMPARISON

December	2024	18 Public Building Inspections
December	2023	9 Public Building Inspections
December	2022	1 Public Building Inspections
December	2021	0 Public Building Inspections
December	2020	22 Public Building Inspections
December	2019	43 Public Building Inspections

## DEPARTMENT ACTIVITIES AND PROGRAMS

### Fire Prevention and Public Education:

#### Training & Upgrading:

During the month of December 2024, 34 in-house training sessions were conducted involving hoisting hand lines, self-rescue, pelvic binder, truck placement, gas familiarization, truck tool location test, ladder 6 set up, EMR infant CPR, Hi Flow Hydrant familiarization, Forcible entry, Fairview Orientation, Familiarization New RCMP building, EMR drug monographs, Chimney Fire review, Functional workout, truck equipment familiarization, Acting Captain Training, hose deployment training, driver training, pump ops structure fire scenario, downed fire fighter, EV freightliner training and mask up drills.

#### Daily Apparatus & Equipment Maintenance:

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

### 911 DISPATCH SUMMARY

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

PR ADMIN	223
PR FIRE	14
PR AMB	214
PR EHS	81
PR RCMP	153
PR ALARM	21

PED ADMIN	0
PED FIRE	0
PED AMB	2
PED EHS	0
PED RCMP	3
PED ALARM	0

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

CITY	121
H/U	73
WRONG #	24
R.C.C.	0
CITYWEST	16
311	0

**Total: 945**

Respectfully Submitted



Jeff Beckwith, Fire Chief



December 18, 2024

Mayor and Council  
City of Prince Rupert  
424 3rd Ave West  
Prince Rupert BC  
V8J 1L7

100 First Avenue West

PO Box 669

Prince Rupert

British Columbia

Canada

V8J 1A8

Tel 250•624•3207

Fax 250•627•8009

Dear Mayor and Council

The Board of the Museum of Northern British Columbia passed a resolution at its last meeting requesting "Museum Staff prepare a letter for the Board to submit to Prince Rupert City Council requesting a letter from Council acknowledging the Museum's 100<sup>th</sup> Anniversary".

This letter, therefore, formally requests that the City of Prince Rupert acknowledge the 100<sup>th</sup> anniversary of the Museum of Northern British Columbia with a letter of congratulations to the Museum Board, staff, and membership. The Museum Board and staff hope that City Council looks back on the Museum's last 100 years with pride and appreciation for this significant institution and for the role the City has played in supporting it.

When former Premier Gordon Campbell visited the Museum for a City of Prince Rupert event in the early 2000s, he described the Museum as one of BC's three jewels, the other two being the Royal BC Museum and the Museum of Anthropology.

The receipt of such a letter would be very much appreciated.

Sincerely,

  
Bruce Rempel  
President

NOTE: Letter of Support requested from the North Coast Health Improvement Society regarding Urology Program Equipment. Staff's recommendation is to provide the support as requested.



**Prince Rupert Regional Hospital**  
1305 Summit Avenue,  
Prince Rupert, BC, V8J 2A6

**LETTER OF SUPPORT FOR UROLOGY  
PROGRAM EQUIPMENT**

2 January, 2024

To whom it may concern:

We are writing to express our strong support for the implementation and utilization of essential specialized urology equipment within our Surgical department at Prince Rupert Regional Hospital. Both Khaliliah (Clinical Lead) and I, Erin(Manager) are intensely involved in the management and success of the operating room, and firmly believe that this investment will significantly enhance our ability to provide exceptional care to our community.

These advanced technologies through laser systems, cystoscopes and VPRO S2 sterilizer offer significant benefits in the diagnosis, treatment and management of urological conditions. Cystoscopes allows physicians to examine the urological systems. Both laser therapies provide for less invasive surgical methods, precision and control for targeted procedures, reduced trauma and bleeding, rapid symptom relief, versatility for various conditions, procedures and treatments, reduced hospital stays, quicker recovery times, improved long term patient outcomes, satisfaction and quality of life and the VPRO S2 ensures best practice sterilization of instruments.

By supporting the investment of the urology equipment we are taking a proactive approach to ensuring the highest standard of care for the residents of Prince Rupert. For our patients, this means enhanced access to specialized care, reducing the need for lengthy travel to receive diagnosis and treatment, decreased wait times, promotes education and awareness, reduces risks of complications and improves surgical outcomes. This not only improves accessibility to invaluable specialized treatment for patients, but also strengthens the overall health care infrastructure in Prince Rupert.

In conclusion, we wholeheartedly endorse the investment in urology equipment, and urge your full support for this important initiative. Together, we can improve the standard of care in Prince Rupert and make a meaningful difference in the lives of people in our community.

Thank you for your attention to this matter, and we look forward to the positive impact that this investment will have on our community.

Sincerely yours,

Erin Stromdahl, BSN, RN  
Manager, Surgical Services  
Prince Rupert Regional Hospital  
Tel: 250-622-6236  
[erin.stromdahl@northernhealth.ca](mailto:erin.stromdahl@northernhealth.ca)

Khaliliah Wickham-Kamara BSN,  
RN  
Clinical Lead Operating Room  
Prince Rupert Regional Hospital  
Tel: 250-622-6222  
[khalilia.wickham-kamara@northernhealth.ca](mailto:khalilia.wickham-kamara@northernhealth.ca)

## Olena Moshko

---

**From:** Sonia Velji <sonia@bcepilepsy.com>  
**Sent:** Tuesday, December 17, 2024 2:38 PM  
**To:** City Hall  
**Subject:** Request for Proclamation from the City of Prince Rupert  
**Attachments:** 2025 Proclamation Draft.docx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To Whom It May Concern,

As you may already be aware, epilepsy is one of the most common neurological conditions, however, it currently has the least recognition in society.

My name is Deirdre Syms, and I am the Executive Director of the BC Epilepsy Society, which is a provincially incorporated non-profit organization and a federally registered charitable organization. We support people living with epilepsy in BC and their families, friends and loved ones and work to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will be taking place on March 26th, 2025. International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the world take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from the City of Prince Rupert designating March 26th, 2025 as International PURPLE DAY® for Epilepsy Awareness in the City of Prince Rupert. Included with this email correspondence is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26th, 2025, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy across the Province of British Columbia.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26th, 2025 and in the future. Please feel free to contact me via email at [deirdre@bcepilepsy.com](mailto:deirdre@bcepilepsy.com) or via telephone at 1-788-533-0790 should you have any questions or require any additional information.

Sincerely,  
Deirdre Syms  
Executive Director  
BC Epilepsy Society

--

Kind regards,  
Sonia Velji, BA, MPH  
Provincial Manager of Programs and Services  
BC Epilepsy Society

**Mailing Address:** PO Box 30521, Burnaby RPO Madison, BC V5C 6J5  
**Office Phone:** 604-875-6704  
**Cell Phone:** 236-334-7087  
**Email:** [sonia@bcepilepsy.com](mailto:sonia@bcepilepsy.com)  
**Website:** [www.bcepilepsy.com](http://www.bcepilepsy.com)

**Social Media:**

Instagram: [BCEpilepsySociety](#)

Facebook: [BC Epilepsy Society](#)

Twitter: [BCEpilepsy](#)

**The BC Epilepsy Society empowers, educates, and supports British Columbians living with epilepsy.**

2025 Proclamation Draft

“Purple Day”

WHEREAS Purple Day is celebrated on March 26<sup>th</sup> annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy in the community;

AND WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;

AND WHEREAS On Purple Day, people in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness;

AND WHEREAS increasing epilepsy awareness can help the public to recognize common seizure types or to respond with appropriate first aid, and

AND WHEREAS The onset of epilepsy can occur at any stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;

AND WHEREAS Purple Day can improve the quality of life of people living with epilepsy, create a society that embraces the beauty of difference and help us understand how we can all come together to make the world a better place:

NOW THEREFORE I **[Insert Name and Title]** DO HEREBY PROCLAIM Wednesday March 26<sup>th</sup>, 2025 as

“PURPLE DAY”

in the City of Prince Rupert

## **Board Highlights**

---

December 2024

---

### **Board Business:**

1. The Board resolved to direct staff to canvass the Board of the North Coast Regional District (NRD) for draft resolutions for the 2025 Association of Vancouver Island and Coastal Communities AGM & Convention and bring a report to the Board's January 24, 2025 Regular Board Meeting for further discussion.
2. The Board resolved to direct staff to research and bring forward a report on exploring providing economic development services to the District of Port Edward.
3. The Board resolved to make allocations of 2024 Resource Benefits Alliance Funding to its service capital reserves.
4. The Board received the updated Housing Needs Reports for Electoral Areas A, C, D and E.
5. The Board adopted [Bylaw No. 635.1, 2024](#), a bylaw to amend the Electoral Area "A" Recreation Service Establishing Bylaw No. 635, 2019.
6. The Board adopted [Bylaw No. 636.1, 2024](#), a bylaw to amend the Electoral Area "C" Recreation Service Establishing Bylaw No. 636, 2019.
7. The Board adopted its [2025 Board Meeting Schedule](#).
8. The Board made its [Board appointments for 2025](#).
9. The Board resolved to appoint Gail Henry, Mirjam Prudhomme, and Gordon Usher to the Sandspit Community Hall Standing Committee.
10. The Board resolved to appoint Civa Gauthier and Kelsey Kircheldorf to the Moresby Island Advisory Planning Commission.
11. The Board resolved to appoint Shanti Thurber and Leandre Vigneault to the Graham Island Advisory Planning Commission.

***For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at [www.ncrdbc.com](http://www.ncrdbc.com).***



## Olena Moshko

---

**From:** BC Honours and Awards HAS:EX <bchonoursandawards@gov.bc.ca>  
**Sent:** Tuesday, December 10, 2024 11:17 AM  
**To:** BC Honours and Awards HAS:EX  
**Subject:** Nominate a deserving individual for the province's top honours!

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



### **Don't miss your chance to recognize a deserving person in your community!**

The call for nominations for the British Columbia's two top honours – the Order of British Columbia and Medal of Good Citizenship is now open! The Order of B.C. recognizes individuals who have demonstrated outstanding achievement, excellence or distinction in a field of endeavour benefiting the people of the province or elsewhere. We encourage you to recognize someone for their accomplishments provincially, nationally or internationally by nominating them today.

The Medal of Good Citizenship recognizes individuals who have contributed significantly to their local communities without seeking remuneration. This prestigious honour recognizes acts of selflessness, generosity and contributions to the betterment of someone's local community. Youth aged 15 to 25 and posthumous nominations are welcome.

Please consider nominating someone for these honours and forward this information to others in your organization and/or community. You can also download a promotional poster by clicking [here](#).

The nomination deadline for both honours is **Friday, April 4, 2025**. Submissions received after this date will be considered in 2026. Please click on the icons below to submit your nomination(s).

Thank you in advance for your time and support in nominating exceptional citizens for a provincial honour!

B.C. Honours and Awards Secretariat  
[bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca)  
250.387.1616



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** January 13th, 2025  
**TO:** Robert Buchan, City Manager  
**FROM:** Veronika Stewart, Manager of Communications, Engagement and Social Development

**SUBJECT: REQUEST FOR DIRECTION ON REPLACEMENT OF MARINERS MEMORIAL WALL**

---

#### **RECOMMENDATION:**

**THAT Council approve the removal and replacement of the Memorial Wall in Mariners Park to the area just adjacent to its current location in order to enable a covered seating area to be installed for public benefit.**

#### **REASON FOR REPORT:**

Following the approval of \$150,000 in budget for replacement of the failing memorial wall in Mariners Park at the December 9<sup>th</sup> meeting, staff are requesting Council direction regarding options for minor reorientation of the new wall in a location that will better accommodate other planned improvements in Mariners Park.

#### **BACKGROUND:**

##### *Mariners Park Destination Development Plans*

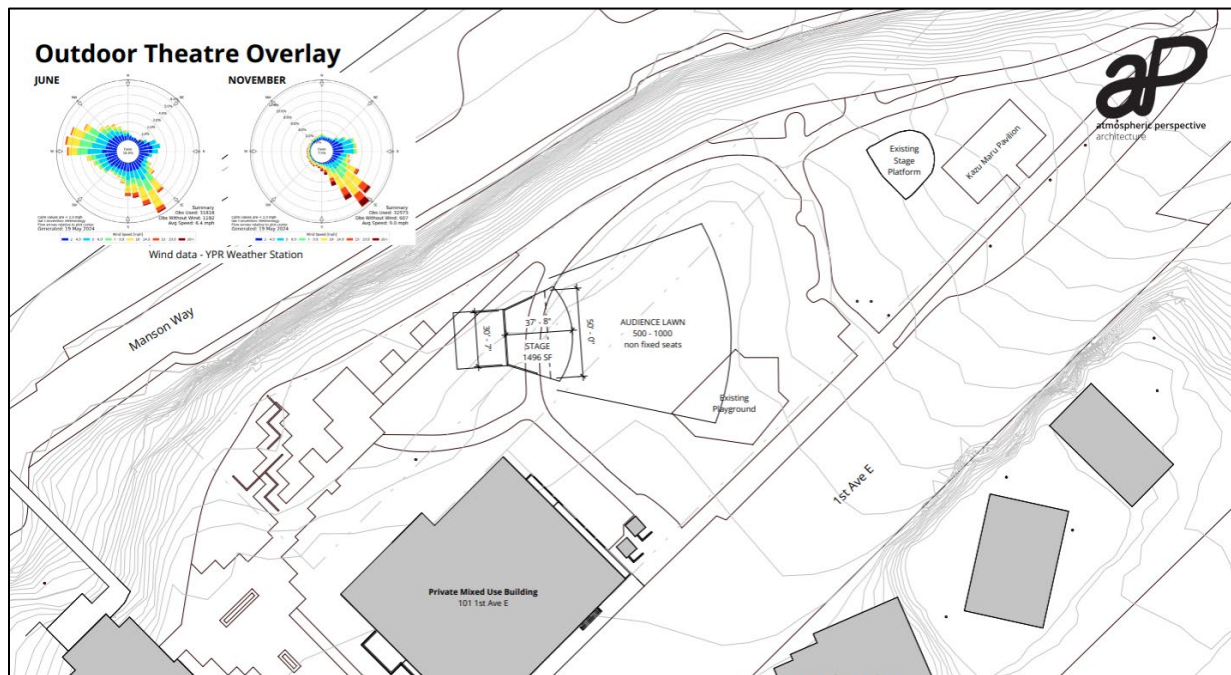
As part of a community design charette exercise completed by Tourism Prince Rupert in 2022-2023, input received suggested that the area of the park where the walls are currently located should be prioritized as a 'contemplative' zone to maintain consistency with existing use and respect for the initial vision of the park to memorialize those lost. For this reason, when the City was approached by the Japanese Canadian Legacies Society to apply for funds to commemorate the forced removal of Japanese Canadians from Prince Rupert, it was identified that the proposed project fits well within that area. The project was also viewed as an opportunity to incrementally implement the overall park design.

In the meantime, Council was approached by Prince Rupert Rotary Club to install a new bandshell in the park, and Community Futures has also expressed interest in installing a piece of art in the park – both projects that align well with earlier design schemes and overall public good. Given there were known to be multiple interests in park redevelopment, staff worked to bring all parties to the table. All are now working with

the design firm initially used by Tourism Prince Rupert on park planning. In the interests of supporting a coherent vision for the park, Community Futures has financially supported the development of the overall layout.

*Proposed Minor Relocation and Replacement of Wall to Those Lost at Sea*

As identified in the budget justifications, the existing wall structures dedicated to those who lost their lives at sea in the park are in very poor condition. These are now budgeted to be replaced in 2025 with Council direction provided in December. Given ongoing renewal work, an opportunity was identified by staff to site the JCLS project where the existing memorial walls are located and remove and replace the existing wall structures to the hilled area just behind its current location. This was presented as one of two options to Council when the JCLS grant proposal was presented to Council in Spring of 2024. At that time, Council requested staff to come back to confirm future project siting. In the intervening period, work with Rotary on a new location for the bandshell has presented a conflict with the secondary option initially identified by staff as an option to site the JCLS project. This area, behind the statue of the pointing mariner, is the most protected from wind and therefore the ideal location for the new bandshell/performance space.



**PLEASE NOTE:** This image is an early rendering of one of the proposed layouts provided by the design team, intended to show proposed location and associated wind data ONLY.

*Proposed Replacement Wall Characteristics*

To complete the replacement of the Memorial Wall, staff are proposing to use a Design Build RFP process, identifying the following characteristics as part of the design brief:

- Inclusion of removal of existing wall, including maintaining the bricks as much as possible so that they can be provided to loved ones. Note that the City will put a call out for contact information for families, and does have a number on file so that they can be made available for pick up;
- Inclusion of all existing names on the wall in the new design proposal, as well as room for additional names to be added in the coming decades to memorialize those lost at sea;
- Design aesthetic to complement Council's adopted signage wayfinding standards, developed by Tourism Prince Rupert and to incorporate marine elements;
- Consideration for maintaining view corridor from building behind and also through the walls via potential cut out shapes to retain sight-lines;
- Request for sturdy and vandalism proof materials; And,
- Consideration for simplicity and local capacity to add new entries to the wall (current brick program requires external sourcing of materials).

These considerations are based both on staff feedback as well as community input received in our memorial programming survey, attached to this report for reference. The requirements are intended to ensure that memorial programming for those lost at sea can continue while beautifying and keeping costs for maintenance low. To collect feedback on the proposed new design, staff will consult a small selection committee of community members to provide input on the design submissions for the new Mariners Park memorial wall.

#### **LINK TO STRATEGIC PLAN:**

Under Council's goal towards community renewal, renewal of memorial programming is an explicit objective (D7). In addition, renewal of Mariners Park overall and integration of cultural interpretative materials in this project align generally with the completed objective to complete a Parks Plan, as improvement to this park is a goal of the Plan.

#### **ANALYSIS:**

Staff recommends Council approving the minor relocation of the Mariners Memorial wall to the hill adjacent its existing location for the following reasons.

- Retaining the wall structures at the current location is not highest and best use of the space for the public.
  - Given requests in parks planning processes to provision covered spaces with waterfront views, the JCLS project is an opportunity to better meet community demand.
  - The new orientation would enable loved ones to visit the memorial walls, and then to benefit from the opportunity to sit as a group in the new covered space provided via JCLS funding with an unencumbered water view.

- The grade of the park area is a limiting factor in siting the JCLS project elsewhere, where memorial walls can be installed on the minor slope nearby.
- Placing the walls closer to the existing pathway will improve accessibility to the assets for those of differing physical abilities, where the current location has limited paving/surfacing.
- Having both projects adjacent to one another pays appropriate respect to both major losses in the community, and fits within the plan for the park to retain that area for contemplation.
- The proposal permits both the JCLS project and the memorial wall to not come into conflict with the new proposed bandshell which is proposed to be oriented for best sound and use.

Given the above, staff is recommending that Council approve the relocation of the wall(s) to the area just adjacent to the existing pathway.

Alternatively, Council could direct staff to replace the walls in its existing location and request staff to find an alternative location for the JCLS project, however location of an appropriate alternative may take time, and delay of schedule could have associated impacts to budget for both projects.

#### **COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:**

Knowing the sensitivity of memorial for the community, staff met with the Prince Rupert Archives in the summer of 2024 to better understand the history of the existing wall and expectations that were conveyed to initial participants in the program. A survey was also conducted to understand community support for replacing the asset, with 81% of the 133 survey respondents in favour of reconceptualizing and replacing the wall. In addition, staff intends to strike a small review committee to ensure that the final design incorporates local input and concerns. General outreach will also be conducted to the community to identify current participants in the wall program, which began through the survey and will assist in providing opportunity for residents to retain their memorial brick.

In terms of accessibility, re-siting the location of the new wall directly adjacent to the existing pathway will enable people of all abilities to view them, where the paved area surrounding the existing wall structures is limited. Finally, it is noted that this memorial is specific to the Japanese Canadian community of Prince Rupert, however the City remains open to hearing proposals from other underrepresented groups regarding additional future projects.

#### **LINKS TO COUNCIL PLANS AND POLICY DIRECTION:**

This recommendation supports a project that meets the highest demand from residents in the Parks Plan – installation of a covered area in a highly used park. Mariners Park is the second most frequently used park in the community, behind Rotary waterfront park, and so is a good candidate for this type of improvement. Relocation of the existing memorial walls will also enhance their accessibility, which aligns with objectives in the Accessibility Plan.

**COST:**

Implementation of a new memorial wall to those lost at sea, with a budget of \$150,000 was approved as part of the 2025 Budget. Re-siting of the wall should not impact this overall approved budget. Timing renewal of the memorial wall and JCLS covered area memorial project together may also enable the City to realize potential cost savings for planning, landscaping and construction. It may also enable the City and partners to leverage both projects to apply for funds to improve other areas of the park, given noted recent interest from the Rotary club and Arts Council in investing in a performance space, and Community Futures interest in the installation of public art in the area.

**CONCLUSION:**

Staff recommends Council approve the recommendations as presented.

**Report Prepared By:**

**Report Reviewed By:**

---

Veronika Stewart  
Manager of Communications, Engagement  
and Social Development

---

Robert Buchan,  
City Manager

Attachment(s):

- Memorial Programming Survey Results

Originally signed available upon request



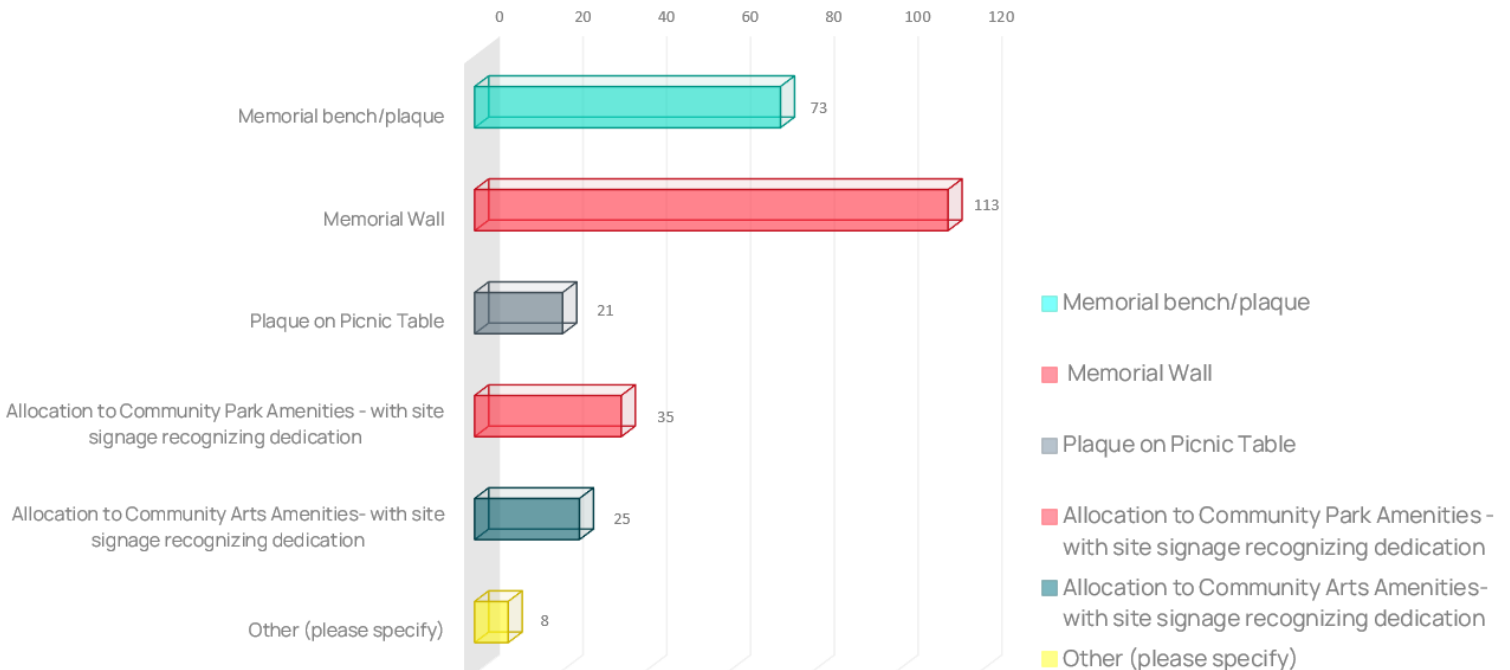
# Memorial Program

## Survey Results

In the Fall of 2024, City Staff launched a survey to ask the community about your priorities for memorial program offerings in Prince Rupert. The City’s memorial programming is over-subscribed and has been on hold for a number of years. This is due to in flux planning around the waterfront where existing memorial walls are located, the lack of additional space for new benches, deteriorating condition of the existing wall dedicated to those lost at sea, and the inability for the City to recuperate the costs of installing and maintaining the benches within the existing fee structure.

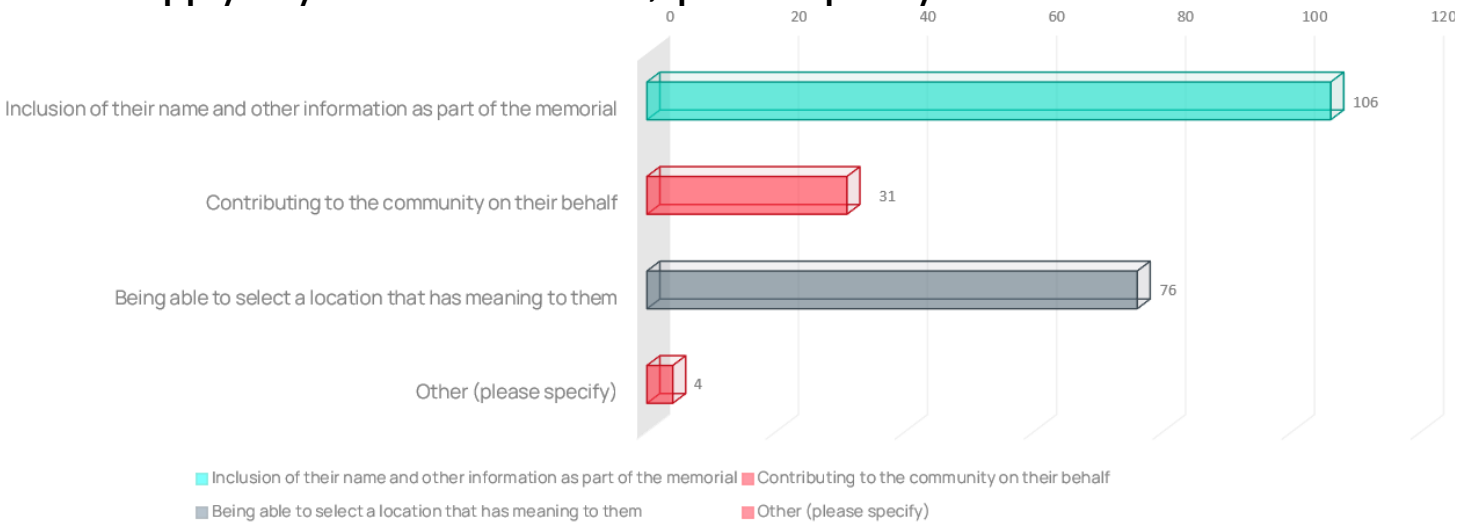
Given these issues, there’s a need to rethink the way we recognize and celebrate loved ones in Prince Rupert. Staff reviewed memorial programming options across other municipalities and developed the questionnaire to help inform a recommendation to Council regarding future programming and policy. There were 133 survey submissions received, and the results are summarized below.

### What type of memorial program(s) would you like to see in Prince Rupert and/or be likely to use? Select all that apply.



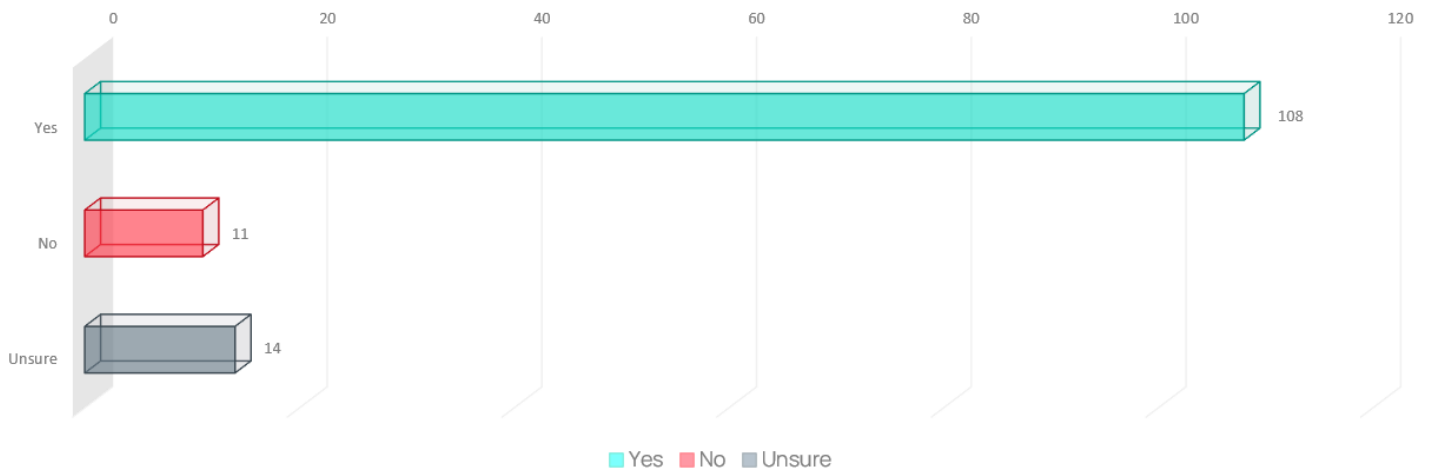
In the “Other” category, where written responses were provided to the question, six respondents also indicated desire for options related to plantings with or without a dedication plaque. Memorial gardens at the Civic Centre and Sunken Gardens were also proposed as well as benches along the Seal Cove Salt Marsh.

What is the most important aspect of memorializing a loved one to you? Select all that apply. If you selected 'Other,' please specify.

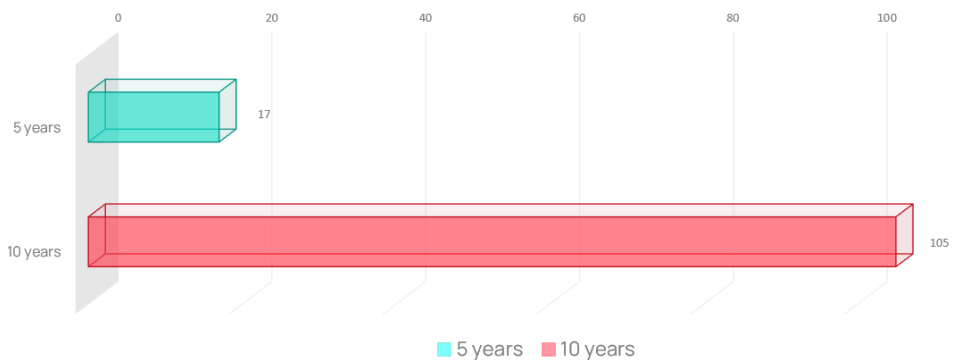


In the "Other" category, where written responses were provided to the question, someone mentioned a location that is accessible to both residents and visitors. One person expressed that only those lost at sea should be memorialized.

The state of the memorial wall to those lost at sea in Mariners Park is deteriorating and does not enable us to add any additional names. Would you be in favour of seeing this wall reconceptualized and replaced so that additional opportunities for recognition could be granted to future lost mariners?

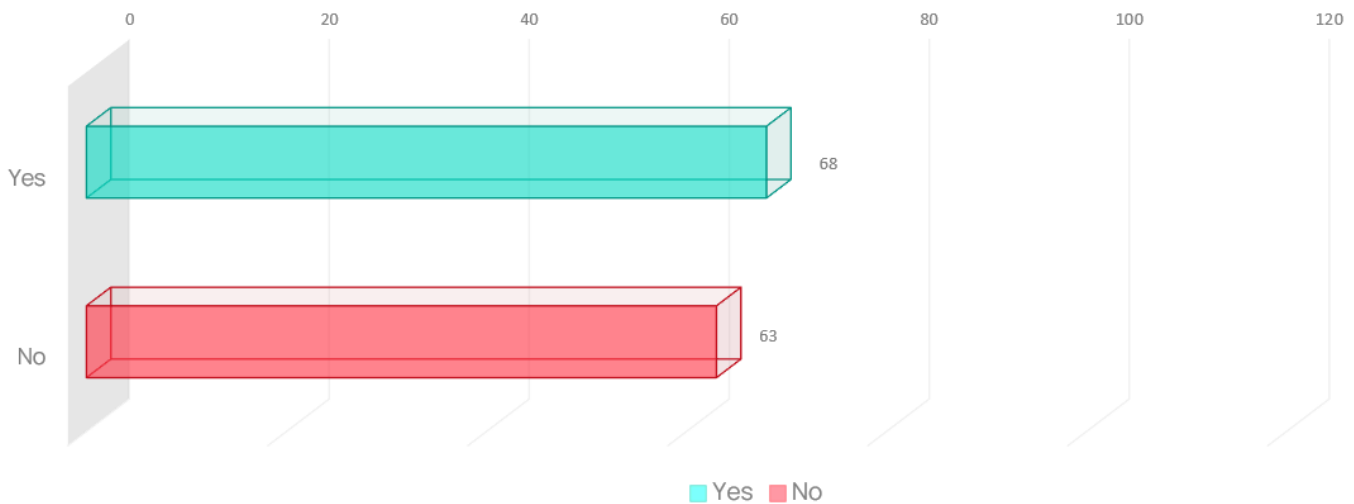


Most programs have an end date for the memorial so that all residents have greater opportunity to memorialize loved ones. What is your preference for the length of the memorial?





## Do you currently have a loved one memorialized through an existing City bench or wall plaque?



**\*Note**—where respondents answered 'yes', an opportunity to leave contact information for future outreach was provided.

### General Comments

- Multiple people suggested memorials should be longer than 10 years or permanent, and this was emphasized for the wall to those lost at sea
- Multiple people also emphasized the importance of retaining the program and maintenance
- Multiple people noted pending requests that have been on hold due to the program pause
- Two people requested additional clarity around submission of memorial request processes
- Two people requested that plaques be returned to residents if they are removed/replaced
- Kwinitsa Station area, Seal Cove, Court House and Rushbrook Trail were suggested as location options
- One person suggested enhancing the memorial to those lost at sea as an art installation, another noted that the existing design does not blend well into the park, others noted the importance of retaining it at its existing location and also retaining existing names
- One person suggested that walls could be dedicated based on professional designations and passions and associated with the related organization/location
- One person suggested selection of memorials by lottery
- One person suggested engraving names within a pathway
- One person suggested to discontinue the program



## REPORT TO COUNCIL

Regular Meeting of Council

**DATE:** January 13th, 2025  
**TO:** Robert Buchan, City Manager  
**FROM:** Veronika Stewart, Manager of Communications, Engagement and Social Development

**SUBJECT: MEMORIAL PROGRAMMING UPDATE**

---

### **RECOMMENDATION:**

**THAT Council direct staff to develop an updated administrative memorial program policy based on the analysis provided below.**

### **REASON FOR REPORT:**

Staff is providing the following review of existing City memorial programming in response to a previous request of Council, and in consideration of funding allocated towards the replacement of the Mariners Memorial Wall element in 2025. Issues with respect to the halting of the program have been raised through both community complaints via online and customer service channels, and to Council directly.

### **BACKGROUND**

#### **Existing Programs**

##### *Memorial Bench Program*

The City's memorial bench program has been on hold for a few years. This is due to the lack of additional space for new benches, and the inability for the City to recuperate the costs of installing and maintaining the benches within the existing fee structure. The program's current inventory of 72 benches is fully subscribed, and Development Services staff are aware of 47 benches where the original purchasers can be either provided the option to renew (inclusive of the benches at Fairview cemetery), or where they can remove their bench and it can be reopened to another community member. Staff is aware of at least eleven residents who would like to be contacted when the program is reoffered.

### *Millennium Walkway Memorial Wall Program*

Like the bench program, this program has been on hold now for several years as well. These wall structures are newer, however this area is slated for redevelopment as part of broader waterfront development efforts in that area. Given this context, there has been hesitance to expand the number of residents recognized on these wall structures or commit to additions given anticipated changes.

### *Mariners Park Memorial Wall to those Lost at Sea*

This program has also been hold due to challenges in sourcing the bricks that are part of the current wall structure. Staff requested funding in the 2025 budget to replace the walls to enable continuation and renewal of this program, as outlined in a separate RTC at tonight's meeting.

### **LINK TO STRATEGIC PLAN:**

Under Council's goal towards community renewal, renewal of memorial programming is an explicit objective (D7).

### **ANALYSIS:**

As noted above, the City currently has three primary memorial programs that it has offered to residents – the memorial bench program, Mariner's Park memorial wall for those lost at sea (direction requested in separate RTC), and memorial walls along the Millennium Walkway. As identified in the Community Survey results, the community continues to request local memorials to loved ones, and so the following relaunch of opportunities via an administrative Memorial Program Policy is proposed below.

- It is suggested that staff draft and adopt an administrative Memorial Program Policy, amending the program so that the City, as opposed to the purchaser, owns the City's bench inventory with provision for residents to purchase a plaque to be affixed to benches allocated for memorial purposes. This will lower the overall costs for the purchaser and provide the City more flexibility in managing its bench inventory and overall asset management of parks infrastructure. Cost recovery for an individual bench is approximately \$10,000 currently, which is far below the current rate charged to program users of ~\$2,700 on existing sites.
  - It is suggested that increments of 5 years with option for renewal for memorials be available, with expiration of memorials retained to ensure greater accessibility of the program for future residents.
- No additional benches are recommended in existing locations due to over-subscription, however staff have identified locations in the Parks and Outdoor

Recreation Plan that can be included as new locations in the program based on recommendations for seating at specific sites.

- It is recommended that the register of existing and new potential locations be kept as part of a comprehensive recording attached to the program and that the data be stored on the City's GOMAP so that renewal dates are known and can be actively managed.
  - Location selection will be provided to the applicant based on availability of pre-identified sites and bench inventory.
  - Where contact information is available, staff will need to contact all existing bench owners where their agreement has passed the existing ten year renewal timeline, which will be done based on time and capacity. It is recommended that these participants not be offered the opportunity for renewal until the outstanding wait list has been provided location options.
- Based on support received in the memorial survey results, staff recommends the addition of a policy to accept community donations in memoriam to loved ones for community park and arts amenities, with priority for those needs identified in capital and asset management planning or in existing City plans.
  - It is suggested to maintain the existing hold on additional memorial intake for the memorial wall program along the Millennium walkway due to current work with the community partners on potential renewal and development in that corridor. Reopening of the memorial bench program with the addition of opportunities for community amenity donations will provide another option for commemoration in the interim. Staff will update council with a proposal for those existing memorials with the proposed design concept.
  - With renewal of the Mariners Park Memorial Wall program, staff suggests that with asset renewal, the City's memorial policy identifies that these walls should be reserved to memorialize local residents who were lost at sea. Given this is intended to be a permanent installation, it is recommended that a more limited approach will be needed to conserve space and ensure the wall meets the intended purpose of the program.

These considerations are based both on staff feedback as well as community input received in our memorial programming survey, attached to a related report in this agenda for reference.

### **COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:**

The intent of the program is for all residents to be encouraged to apply and participate, and staff's proposal to broaden the scope of memorial options to include community amenities reflects the intent to diversify offerings for residents outside of the more

traditional existing program. Equity deserving neighbourhoods have been identified in our Transportation Plan and Parks and Outdoor Recreation Plan, and when developing a register of amenity contribution opportunities, these neighbourhoods will be given greater priority and promoted more strongly. With amenity contributions, accessibility of redevelopment and revitalization efforts will be prioritized.

In the Fall of 2024, a survey was conducted to engage with the community on their priorities for this community program. There were 133 survey submissions received and the results are attached. Both paper and online versions were made available to encourage participation from across the community. Once a new policy is adopted, this will be publicized to the community to encourage improved understanding of application processes and accessibility of programming.

### **LINKS TO COUNCIL PLANS AND POLICY DIRECTION:**

This recommendation aligns with the Parks and Outdoor Recreation Plan by allowing the City greater flexibility in identifying areas that require seating and developing our bench inventory to match those needs. Additional benches purchased will be to an accessible standard, which aligns with objectives in the Accessibility Plan.

### **COST:**

Incremental costs for bench replacement will need to be considered as part of future parks budgeting, as within this policy the City would be responsible to cover the costs of new bench installation as the old inventory requires replacement. Although this is not currently considered as part of annual budgeting, explicitly, the existing program did not account for full cost recovery, and so replacement costs are already incorporated in the Parks budget. Staff suggests that an increase to the parks budget of \$50,000/year for incremental replacement planning be integrated as a request to Council in the 2026 budget to encourage proactive management of the program and general parks stewardship.

Council has already approved funding to replace the Mariners Memorial Wall, which is the subject of a separate RTC and request for direction.

### **CONCLUSION:**


Staff recommends Council approve the recommendations as presented.

### **Report Prepared By:**



Veronika Stewart  
Manager of Communications, Engagement  
and Social Development

### **Report Reviewed By:**



Robert Buchan,  
City Manager

Originally signed available upon request



## REPORT TO COUNCIL

### Regular Meeting of Council

**DATE:** January 13<sup>th</sup>, 2025  
**TO:** Robert Buchan, City Manager  
**FROM:** Richard Pucci, Deputy City Manager

**SUBJECT: ADMINISTRATIVE PENALTIES (CITY PERMITS)**

---

#### **RECOMMENDATION:**

**THAT Council receives this Report for information purposes and directs the Staff on their preferred path forward at the Prince Rupert Landfill.**

#### **REASON FOR REPORT:**

The Ministry of Environment and Climate Change Compliance Branch (ENV) has recently inspected the City's Provincially held Permits. As a result, the City has received 3 Administrative Penalties (Fines) as follows:

1. Permit 4454 (Wantage Road Landfill)	<b>\$ 26,000.00</b>
2. Permit 5577 (Sewer Outfalls)	<b>\$ 18,460.00</b>
3. Permit 7988 (Prince Rupert Landfill)	<b>\$121,000.00</b>

An Administrative Penalty is a monetary penalty imposed on a Permit holder who fails to comply with a statute or regulation, an order given by a Ministry official, or an Authorization or Permit requirement.

Within 30 days of receiving an Administrative Penalty, the party can request an *opportunity to be heard (OTBH)*. This is the opportunity to tell 'their side of the story,' specifically to provide information the ENV was unaware of or did not consider. The decision maker will consider any new information and may decide to amend or cancel the Penalty. The Staff has initiated OTBHs in all 3 of these Penalties.

ENV's Administrative Penalty determinations are public records, and all enforcement actions are reported in the Environmental Violations Database and the Quarterly Enforcement Summaries.

**BACKGROUND:**

As the Council is aware, the City of Prince Rupert (City) has had a history of non-compliance regarding liquid and solid waste disposal. These non-compliances stem from a combination of locational and weather challenges, which the City has no control over.

**Permit 4454 – Wantage Road Landfill**

The Wantage Road Landfill (WRL) was Prince Rupert's primary disposal location for municipal solid waste (MSW) between the early 1970s and 1990, when the new landfill on Ridley Island Road opened. Since ceasing to place MSW at the WRL, the City occasionally used the property to place surplus inert soils from various civil construction projects within Prince Rupert and Port Edward. Before placing soil at the WRL, the City would consult with the applicable ENV contact assigned to the Permit.

Historic industrial and commercial activities highly disturb the area surrounding the WRL. This includes a former gravel quarry to the Southeast, historic United States Army munitions buildings to the South, and the Prince Rupert Golf Course to the Northeast. Further, based on aerial and historical information and a site plan, MSW and hog fuel were approved for use in the construction of select fairways and greens.

During the construction and operation of the WRL, the current Staff understands that the Landfill was not lined with an engineered barrier system before the placement of MSW and that no formal leachate collection system was implemented during its operation or in the 30-plus years since it last accepted MSW.

Although no evidence directly ties the WRL permitted footprint, as noted in the Pollution Control Order or Permit 4454, to offsite contamination, leachate from the **area** impacts Hays Creek. However, it should be noted that Hays Creek has been severely affected by anthropogenic changes over the last 100 years. This is seen in building walls to channel the creek, war-time activity near the banks, and the construction of a golf course using MSW fill in the area.

**Permit 5577 – Sewer Outfalls**

Much like the City's water system, the existing sewer and drainage system is deteriorating and dates back to the early 1900s. It is divided into ten sewerage areas, each with a piped untreated raw sewage discharge into Prince Rupert Harbour. The date of pipe installation is not well documented, but it is known that approximately 40 km of pipe were installed before 1960, much of it during the Second World War. Like all other City infrastructure, the sewer and drainage system operates in a semi-failure state with multiple breaks per week.

Environment Canada and Climate Change have issued a Federal Directive mandating the City to construct a wastewater treatment system that meets current environmental standards by 2030. To avoid the potential +\$250M anticipated cost of twinning the entire system and implementing three treatment facilities along the City's waterfront, the City is currently constructing a passive wetland treatment system, an innovative and green approach. This process uses wetland subsurface biological treatment with no exposed waste and will be expandable to several wetland areas throughout the community. This technology is used widely in Europe and on the east coast of Canada and meets WSER Regulations. This technology could save over \$100M in implementation costs, and the project could be replicated in other remote coastal and First Nations communities.

#### Permit 7988 – Prince Rupert Landfill

The City owns and operates a Landfill site on Ridley Island Road, 8km from town. This landfill was commissioned in 1991 and, depending on recycling and waste intake volumes, will be operational for another 50+ years.

The Prince Rupert Landfill (PRL) has been operating on its Phase 1 and 2 footprints for many years and has transitioned into Phase 3. The waste intake rate was relatively constant for years; however, the volumes are increasing due to regional development, home renovations, more stringent wood-burning policies and bans, multiple commercial building fires, and multiple residential home demolitions. Furthermore, since 2017, ENV has been increasing threshold requirements associated with leachate quality. This has taken the once-compliant system out of compliance due to the increased thresholds and volumes due to precipitation and generation.

Recently, the City opened an on-site liquid waste facility to support the dumping of septic waste. This septage site was operational for approximately six months before it experienced an event that led to its closure by the provincial and federal governments (Regulators).

As a result, City staff, under the advice of an environmental consultant, cleaned, tested, and reopened the pond; however, the Staff knew that the Regulators were conducting an ongoing investigation and that this facility was contributing to non-compliant discharges.

#### **ANALYSIS:**

Preliminary penalty assessments have been calculated in accordance with the Administrative Penalties Regulation (B.C. Reg. 133/2014), which governs the assessment of administrative penalties.

#### Permit 5577 – Sewer Outfalls (\$18,460.00)

The Administrative Penalty associated with the Sewer Outfalls pertains to:



- Sewerage discharge into aquatic environment \$10,000.00
- Contravention over multiple years \$ 3,000.00
- Penalty for delaying the required upgrades \$ 5,460.00

Staff will be finalizing the OTBH and working with ENV to reduce the penalty as much as possible. The challenge with the City’s outfall system is that it will be non-compliant until sewer treatment is deployed (2030). The City is working with the Regulators under the Federal Directive to eliminate Outfall J, L and C in the next 2 years. Further, the Staff monitors the flow of outfalls and is separating the storm from the sanitary in the areas considered in the *BIG* Project. The Staff will present this information, hoping the fines will be reduced.

**Permit 4454 – Wantage Road Landfill (\$18,460.00)**

The Administrative Penalty associated with the Wantage Road Landfill pertains to:

- Leachate detection in Hays Creek \$20,000.00
- Contravention over multiple years \$ 6,000.00

Staff have submitted an OTBH and are working with ENV to reduce the penalty as much as possible. The challenge with the WRL is that there is no way to trace the contamination in the Creek to a single point of origin; therefore, the Staff are suggesting a robust Landfill Closure Plan, more monitoring wells, and a rigorous monitoring program to narrow the search.

**Permit 7988 – Prince Rupert Landfill (121,000.00)**

The Administrative Penalty associated with Prince Rupert Landfill pertains to:

- Discharge into aquatic environment \$ 5,000.00
- Contravention over multiple years \$ 1,000.00
- Exceedance of Discharge Limit \$30,000.00
- Exceedance of Discharge Quality \$75,000.00
- Penalty for Litter Control \$10,000.00

Staff will be finalizing the OTBH and working with ENV to reduce the penalty as much as possible.

Unfortunately, with annual average precipitation around the 3000 mm range, managing stormwater and leachate generated from infiltration through waste has become extremely challenging. Liner installations for new phases of development and progressive closures, the construction of a new septage dewatering facility and a stormwater retention pond assist in managing the stormwater and leachate generated

at the site, but with the amount of rain, tidal constraints and changes in cold weather patterns, the site has challenges maintaining compliance year-round.

The amount of work required to facilitate full year-round compliance is not insurmountable. However, it is expensive and will take time due to the need to complete a comprehensive review of the site, cause and effect of the proposed designs associated with closure against weather, design any new permanent features or mechanical treatments, submit all proposed works to the ENV for approval, budget for works and then complete construction.

In response to the City’s situation, the City’s consultant has provided three options regarding liquid waste disposal, which will significantly reduce the amount of leachate in the system and reduce the amount of non-compliant discharges:

1. **Temporarily halt septage disposal** until the lagoon system is compliant. It also allows time to complete necessary upgrades to the facility. Haulers will have to seek dump sites in other municipalities.
2. **Continue accepting liquid waste**, but close the lagoon's valve and store it until the lagoon is operational. This requires additional measures, significant pumping costs, and checks. It also risks another wildlife incident and spills. If this is the chosen option, Staff recommend that the haulers bear any additional costs.
3. **Continue accepting septage** as it is an approved activity with authorization. Given that the City cannot "turn off the tap" on leachate generation, the site could continue to operate. Still, the Council must understand that there could be increased penalties as the City is not doing everything possible to reduce non-compliant discharges.

**LINK TO STRATEGIC PLAN:**

This Report is linked to actions in section C of the Strategic Plan as it relates to Sewer Treatment and infrastructure renewal.

**COST:**

Current Penalty Costs:

1. Permit 4454 (Wantage Road Landfill)	<b>\$ 26,000.00</b>
2. Permit 5577 (Sewer Outfalls)	<b>\$ 18,460.00</b>
3. Permit 7988 (Prince Rupert Landfill)	<b>\$121,000.00</b>

Further, the Staff are requesting that ENV allow the City to use the funds to work on the areas of concern if the penalties cannot be reduced. For example, the Staff know that the Landfill requires approximately \$2M worth of equipment to assist in the leachate treatment; \$121,000 would assist in that purchase.

**CONCLUSION:**

THAT Council receives this Report for information purposes and, using the information provided, directs the Staff on their preferred path forward at the Prince Rupert Landfill Liquid Waste Facility.

**Report Prepared By:**

**Report Reviewed By:**

\_\_\_\_\_  
Richard Pucci,  
Deputy City Manager

\_\_\_\_\_  
Robert Buchan,  
City Manager

Originally signed available upon request