



REGULAR AGENDA

For the **REGULAR MEETING** of Council to be held on Monday, February 10, 2025, taking place at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd 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 February 10, 2025, be adopted as presented.

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes for approval

- i. Minutes of the Regular Meeting of January 27, 2025;
- ii. Minutes of the Committee of the Whole Meeting of January 27, 2025;

b) Reports for receipt

- iii. Report from the Manager of Communications, Engagement and Social Development Re: Communications and Social Development 2024 Year End Update;

c) Correspondence for approval

- iv. Prince Rupert Golf Club Re: Golf Course Partnering and Operating Agreement; and

d) Correspondence for receipt

- v. North Coast Regional District Re: Board Highlights January 2025.

Recommendation:

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

6. REPORTS

- a) Report from the Director of Development Services Re: Highway Road Closure Bylaws Nos 3555 & 3556.**

Recommendation:

THAT Council consider this report in regards to Highway Road Closure Bylaws Nos. 3555 & 3556;

AND THAT Council direct Staff to proceed with the Public Notification for the Bylaws Nos. 3555 & 3556.

7. BYLAWS

a) City of Prince Rupert Highway Road Closure Bylaw No. 3555, 2025

Recommendation:

THAT Council give First and Second Readings to the City of Prince Rupert Highway Road Closure Bylaw No. 3555, 2025.

b) City of Prince Rupert Highway Road Closure Bylaw No. 3556, 2025

Recommendation:

THAT Council give First and Second Readings to the City of Prince Rupert Highway Road Closure Bylaw No. 3556, 2025.

8. COUNCIL ROUND TABLE

9. ADJOURNMENT



MINUTES

For the **REGULAR MEETING** of Council to be held on Monday, January 27, 2025, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Buchan, City Manager
R. Pucci, Deputy City Manager (Remote)
R. Miller, Director of Corporate & Legislative Services /
Corporate Officer (Remote)
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services
N. Beauregard, Director of Recreation & Community Services
R. Fraser, Director of Operations
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 7:22 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 January 27, 2025 be adopted as presented.

CARRIED

4. PUBLIC COMMENT(S) REGARDING AGENDA ITEMS

5. CONSENT AGENDA

a) Council minutes for approval

- i. Minutes of the Regular Meeting of January 13, 2025;

b) Reports for receipt

- ii. Report from the Planning Re: December 2024 Development Activity;
- iii. Report from the Manager of Communications, Engagement and Social Development: Update on Request for Extension of Millennium Walkway Memorial Wall Program;
- iv. Report from the Planning Re: January 2025 Community Planning Activity Report;
- v. Report from the Deputy City Manager Re: Follow-Up to Council Inquires – Consent Agenda;
- vi. Report from the Director of Operations Re: Prince Rupert Major Project Update;

c) Correspondence for approval

- vii. North Coast Regional District Re: United Coast - Collective Advocacy for Northern Ferry Routes;
- viii. Request for Support for the Application to Northern Development Trust from the Prince Rupert Performing Arts Centre Society for the Freshened Impression project; and

d) Correspondence for receipt

- ix. Union of BC Municipalities Re: 2024/25 Urban Communities Partnering for Reconciliation Pilot – Approval Agreement & Terms and Conditions of Funding.

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

CARRIED

6. REPORTS

a) Report from the Planning Re: Climate Change Adaptation Plan

MOVED by Councillor Forster and seconded by Councillor Adey THAT Council adopt the Climate Change Adaptation and Action Plan indicated in Attachment 1 and direct staff to integrate plan direction into departmental and budgeting as resources permit.

CARRIED

b) Report from the Director of Corporate & Legislative Services Re: Liquor License Amendment (New Outdoor Patio)

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council direct Staff to provide a Letter of Support to the BC Liquor and Cannabis Licensing Branch with respect to the application for Port City Spirits for an application for a Liquor Primary New Outdoor Patio at 1F-801 Fraser

Street with hours of operation from 10:00 am to 11:00 pm Sunday through Saturday for the patio.

CARRIED

c) Report from the Director of Recreation and Community Services Re: 2025 All Native Basketball Tournament arena set-up fee removal

MOVED by Councillor Forster and seconded by Councillor Cunningham THAT Council approve waiving the 2025 bylaw fees associated for the arena dry floor set up on Friday February 7th, from 10:30 pm to Saturday February 8th, 8 am for the All Native Basketball Tournament (ANBT).

CARRIED

d) Report from the Director of Operations Re: Lisa Walters Drive Improvements

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council resolves that expenditures for improvements to Lisa Walters Drive be approved and directs the work to be included in the 5 Year Financial Plan Bylaw.

CARRIED

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

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council approves of Development Variance Permit (DVP) #24-10.

CARRIED

f) Report from the Planning Re: Rezoning Application ZBLA-24-04

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council consider the Rezoning Application ZBLA-24-04;

AND THAT a Section 219 covenant is registered in the Land Title Office prior to 4th reading of this Bylaw on the property titled LOTS 1 TO 4 BLOCK 16 SECTION 1 DISTRICT LOT 251 RANGE 5 COAST DISTRICT PLAN 923 that requires the owner to upgrade servicing to the subject property as required by the City to accommodate any future land-use changes or development.

CARRIED

7. BYLAWS

a) City of Prince Rupert Zoning Bylaw Amendment Bylaw No. 3537, 2025

MOVED by Councillor Adey and seconded by Councillor Skelton-Morven THAT Council give First and Second Readings to the City of Prince Rupert Zoning

Bylaw Amendment Bylaw No. 3537, 2025;

AND THAT Council proceed to the Public Hearing.

CARRIED

8. COUNCIL ROUND TABLE

The City doesn't have any plans to close the Library.

Staff will look into a new system to implement for the Spring Clean up program for 2025.

Request from Director of Recreation & Community Services for support in voting for Prince Rupert to win the Kraft Hockeyville community prize of \$250,000.00 for arena upgrades.

Thank you from the City to the North Coast Transition Society, the Highliner Hotel, the Prestige Hotel, the Bargain Shop and others for helping victims of the fire in the Sherbrook Apartments.

The Health Committee (a task force on recruitment and retention) has done great work to facilitate physician visits and to help find solutions to barriers for these physicians to settle in Prince Rupert.

9. ADJOURNMENT

MOVED by Councillor Cunnigham and seconded by Councillor Niesh THAT the meeting be adjourned to close at 7:54 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



COMMITTEE OF THE WHOLE MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council to be held on Monday, January 27, 2025, at 7:00 pm in the Council Chambers of City Hall, 424 – 3rd Avenue West, Prince Rupert, B.C.

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

STAFF: R. Buchan, City Manager
R. Pucci, Deputy City Manager (Remote)
R. Miller, Director of Corporate & Legislative Services /
Corporate Officer (Remote)
C. Bomben, Chief Financial Officer
M. Pope, Director of Development Services
N. Beauregard, Director of Recreation & Community
Services
V. Steward, Manager of Communications, Engagement and
Social Development

1. CALL TO ORDER

The Mayor called the Committee of the Whole Meeting to order at 7:00 pm.

2. ADOPTION OF THE AGENDA

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT the Agenda for the Committee of the Whole Meeting of Monday, January 27, 2025, be adopted as circulated.

CARRIED

3. PRESENTATIONS

- i. **Presentation from the Sustainability Solution Group (Chris Strashok) Re: Climate Change Adaptation Plan**

4. QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

5. ADJOURNMENT to Regular Council Meeting

MOVED by Councillor Niesh and seconded by Councillor Randhawa THAT the meeting be adjourned to Regular Council Meeting at 7:21 pm.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE OFFICER



REPORT TO COUNCIL

DATE: January 20th, 2025
TO: Rob Buchan, City Manager
FROM: Veronika Stewart, Manager of Communications, Engagement and Social Development

SUBJECT: Communications and Social Development 2024 Year End Update

RECOMMENDATION:

THAT Council receive the Communications and Social Development Activities Update for information purposes.

REASON FOR REPORT:

To provide an update to Council on the activities relating to Communications and Social Development occurring with the Administration Department in 2024.

BACKGROUND:

With the City's Administration Department, cross-Departmental support is provided for communications and engagement, and also administrative support and capacity for several social development related initiatives. In addition to specific projects and initiatives noted below, this function provides communications advice, guidance, and review to the senior management team as needed. Operational support is also provided for day-to-day communications activities occurring across departments such as Annual Report development, budget consultations, and other regular updating to the community. Finally, grant writing and review is also supplied on an as-needed basis for projects.

LINK TO STRATEGIC PLAN:

Several activities below are in direct support of Council's goals under the 2023-2026 Strategic Plan.

ANALYSIS:

This report highlights notable department activities in 2024, with information provided below.

Support for Strategic Initiatives

- Communications and grant writing support was provided as needed for Hydrogen development + Innovative Energy Hub to Economic Development, including promotion of the RFEI, press event coordination support, and promotional materials development;
- Developed Equity Lens Policy, adopted Q4 2024 and Report to Council Template updated to reflect policy guidance. Lunch and learn event provided to staff;
- Working to align local programming with Indigenous Engagement Requirements within the Emergency and Disaster Management Act (EDMA), as per Provincial Directive (Section 55 of EDMA). MOU signed to collaborate with Port Ed, Regional District, additional grant applied to generate local cultural safety training materials;
- Communications support for the BIG Project ongoing with project page, FAQs, releases and notices occurring in 2024 and continuing into 2025 and beyond;
- Secured funding to replace 3 bus shelters in priority locations to be installed in 2025;
- Provided grant writing support and initial coordination work for traffic calming initiative at CHSS intersection. Final scope of work increased due to area water break and was completed by Operations;

Community Engagement & Training:

- Community engagement, development and adoption of an Accessibility Plan in coordination with the Regional District, Library and District of Port Edward;
- Indigenous Relations committee meetings ongoing. Matriarchs tea event hosted and funds awarded to Indigenous Education for mural project following call for projects;
- Grant writing to support cultural safety training for 50 staff in 2024 and with regional materials under development that can be rolled out in future to remaining and new staff;
- Support for local Situation Table through co-chairing weekly meetings with Victim Services to support continued success of the local program that provides support to those in the community who are at acutely elevated risk. Coordinated safety training for social service providers coordinated and completed Q3 2024

Support for Planning Activities:

- Support for the Planning Department for regulatory updates required by the Province for small scale and multi-unit housing, our housing needs assessment, updates to our Official Community Plan, short term rental housing, and development approvals process review and grant support. Work to update our OCP and development approvals processes are continuing into 2025;
- Engagement support and review provided to the Complete Communities Plan and Climate Plan;
- Completed the Social Development Assessment in collaboration with the Planning Department, adopted in 2024;

- Assisted update of Housing Accelerator Strategy to support resubmission of HAF application. Additional engagement support anticipated 2024-2025;

Support for Recreation Activities:

- Support provided for Age Friendly Communities grant and accessible equipment grant applications for Recreation Complex planning and improvements;
- Support for various new programs and activities – enhanced mobility, sponsorship recognition, neuro-divergent swim lessons, etc.

COMMUNITY SOCIAL, ENVIRONMENTAL AND EQUITY CONSIDERATIONS:

A number of the initiatives above are directly related to addressing social and equity concerns within the community, and better equipping the City as a whole to consider these needs. This includes updating of this Report to Council template, training opportunities for staff, completion of a Social Development Assessment to identify community needs, and adoption of an Accessibility Plan that identifies priorities to improve the community for people of all abilities.

CONCLUSION:

This report has been prepared as an update to Council on communications, engagement and social development.

Report Prepared By:



Veronika Stewart, MPA candidate
Manager of Communications, Engagement
and Social Development

Report Approved By:

Robert Buchan, PhD, FCIP
City Manager

Originally signed available upon request

Olena Moshko

From: Prince Rupert Golf Club <proshop@princerupertgolf.com>
Sent: Friday, January 17, 2025 12:04 PM
To: City Hall
Subject: agreement

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: Mayor and Council

With reference to the agreement between P.R.G.C. and the City of Prince Rupert. We are requesting that the monies allocated for capital be allowed to purchase parts to maintain and repair the equipment (rough and fairway mowers) in particular. Most of this equipment is used for eight months every day of the week and therefore requires regular maintenance. The cost to replace one mower is approximately \$160,000.00. Our organization is in a break-even financial position and we feel that it would be in the best interest of the City of Prince Rupert and the golf course to allow the equipment allocation to be used for repair and maintenance of our equipment. We are currently working on a five year plan to address replacing the aging equipment. We would appreciate your consideration of our request.

Sincerely, Iain Cullen
President, P.R.G.C.

Board Highlights

January 2025

Delegations:

The Ministry of Transportation and Transit delegation consisting of Lauren Bell, Nathan Voogd, and Michaela Yeo provided an update on 2024/25 Winter Maintenance Program. The Chair of the Board thanked the delegation.

The Northern Health delegation consisting of Lana Pestaluky provided an update on the Healthy Communities Program. The Chair of the Board thanked Ms. Pestaluky.

Board Business:

1. The Board resolved to send a letter to the Ministry of Transportation and Transit highlighting urban versus northern rural differences in housing development and local government autonomy in decision-making for subdivision approvals
2. The Board resolved to direct staff to prepare draft resolutions to be submitted for consideration by the Association of Vancouver Island and Coastal Communities in advance of the AVICC 2025 AGM & Convention.
3. The Board resolved to send a letter to the Premier of B.C. supporting the International Longshore and Warehouse Union on its recent position on the B.C. Port Cap Tax.
4. The Board scheduled a Parcel Tax Roll Review panel meeting for February 21, 2025 at 1:45 p.m. to review the Sandspit Water Parcel Tax Roll. The parcel tax roll will be available at the NCRD administration office and on the NCRD website starting on Wednesday February 5, 2025.
5. The Board adopted [the Sandspit Parks and Trails Advisory Committee Establishing Bylaw No. 697, 2025](#) and [Sandspit Emergency Planning Advisory Committee Establishing Bylaw No. 698, 2025](#). Advertising for Committee members will commence in February 2025.
6. The Board resolved to sign a joint letter with communities along BC Ferries' northern routes regarding collective advocacy for the Northern Ferry Routes and continuation of the Ferry Advisory Committees.
7. On January 24, 2025, the Board held its Round 1 Budget meeting to consider the NCRD's 2025-2029 Five-Year Financial Plan. The Round 2 Budget meeting is scheduled for February 21, 2025 at 10:00 A.M. To learn more about the NCRD's financial planning visit the [2025-2029 NCRD Financial Plan Consultation](#) webpage.

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.



REPORT TO COUNCIL

Regular Meeting of Council

DATE: February 10, 2025
TO: Robert Buchan, City Manager
FROM: Myfannwy Pope, Director of Development Services

SUBJECT: HIGHWAY ROAD CLOSURE BYLAWS NOS. 3555 & 3556

RECOMMENDATION:

THAT Council consider this report in regards to Highway Road Closure Bylaws Nos. 3555 & 3556.

REASON FOR REPORT:

In 2024, Council approved the sale of land to School District 52 for the development of the new middle school. The undeveloped road right of ways indicated in these bylaws are proposed to be closed to be sold as part of that land transfer. The School District intends to consolidate the land into one parcel and allow the school to be built along 9th Avenue West.

BACKGROUND:

The road right of ways proposed for closure in this plan are currently undeveloped. One is a road right away that leads to the current SD52 property and does not provide access to any other properties. The school proposes to develop this as the primary access to the school. Closing this road will put primary maintenance of that driveway onto the school district, reflecting the current access which is on a parcel.

Bylaw No. 3356 proposes to close a section of undeveloped laneway behind lots fronting along 9th Avenue that are owned by the School District or are being sold to them. Maintenance and servicing agreements will ensure that any City infrastructure within this laneway is easily maintained and updated.

LINK TO STRATEGIC PLAN:

This action supports the strategic goals of providing good governance by working with other governments, residents, neighbouring communities to ensure collaboration and open government.

COST:

Closing of these laneways have no budgetary implications for the City.

CONCLUSION:

Staff recommend that Council undertake 1st and 2nd Readings of the given bylaws.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Director Development Services

Robert Buchan,
City Manager

Originally signed available upon request



HIGHWAY ROAD CLOSURE BYLAW NO. 3555, 2025

BEING A BYLAW TO CLOSE A PORTION OF HIGHWAY ALLOWANCE

Pursuant to Section 40 of the *Community Charter*, Prince Rupert City Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway, if prior to adopting the bylaw, Council publishes notices of its intention in a newspaper and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

The Council of the City of Prince Rupert deems that it is in the public interest to close to traffic, remove the dedication of highway comprising of approximately 278.361 sqm of dedicated Highway on Plan 923, which is shown outlined in bold black on the reference plans EPP142596 prepared by McElhanney, a reduced copy of which is attached hereto (*the "Road Closure Plan"*);

The City intends to close that portion of highway to sell for consolidation with a neighbouring lot.

Notices of Council's intention to close that portion of highway to traffic, to remove its dedication as highway, and published in a newspaper and posted in the public notice posting place, and the Council has provided an opportunity for persons who consider they are affected by the closure and disposition to make representations to Council; and

The Council of the City of Prince Rupert does not consider that the closure of the Closed Road will affect the transmission or distribution facilities or works of utility operators;

The Council of the City of Prince Rupert, in an Open meeting assembled, enacts as follows:

1. Attached to this Bylaw as Schedule "A" and forming part of this Bylaw is a reduced copy of the explanatory plan of highway closure (*the "Road Closure Plan"*).
2. The City hereby authorizes the closure to traffic and removal of highway dedication of the 278.361 sqm portion of highway which was dedicated as

highway at the New Westminster Land Title Office by Plan 923, outlined in Bold on the Road Closure Plan (the "Closed Road").

3. On deposit of the Road Closure Plan and all other documentation for the closure of the road allowance in the New Westminster Land Title Office, the Closed Road is closed to public traffic, it shall cease to be public highway, and its dedication as a highway is cancelled.
4. The Mayor and Corporate Administrator are authorized to execute all deeds of land, plans and other documentation necessary to effect this road closure and disposition.
5. This Bylaw may be cited as **"HIGHWAY CLOSURE BYLAW NO. 3555, 2025"**

READ A FIRST TIME this ____ day of _____, 2025.

READ A SECOND TIME this ____ day of _____, 2025.

PUBLIC NOTIFICATION this ____ day of _____, 2025.

MINISTRY OF TRANSPORTATION APPROVAL this ____ day of _____, 2025 (APPROVAL NO. _____).

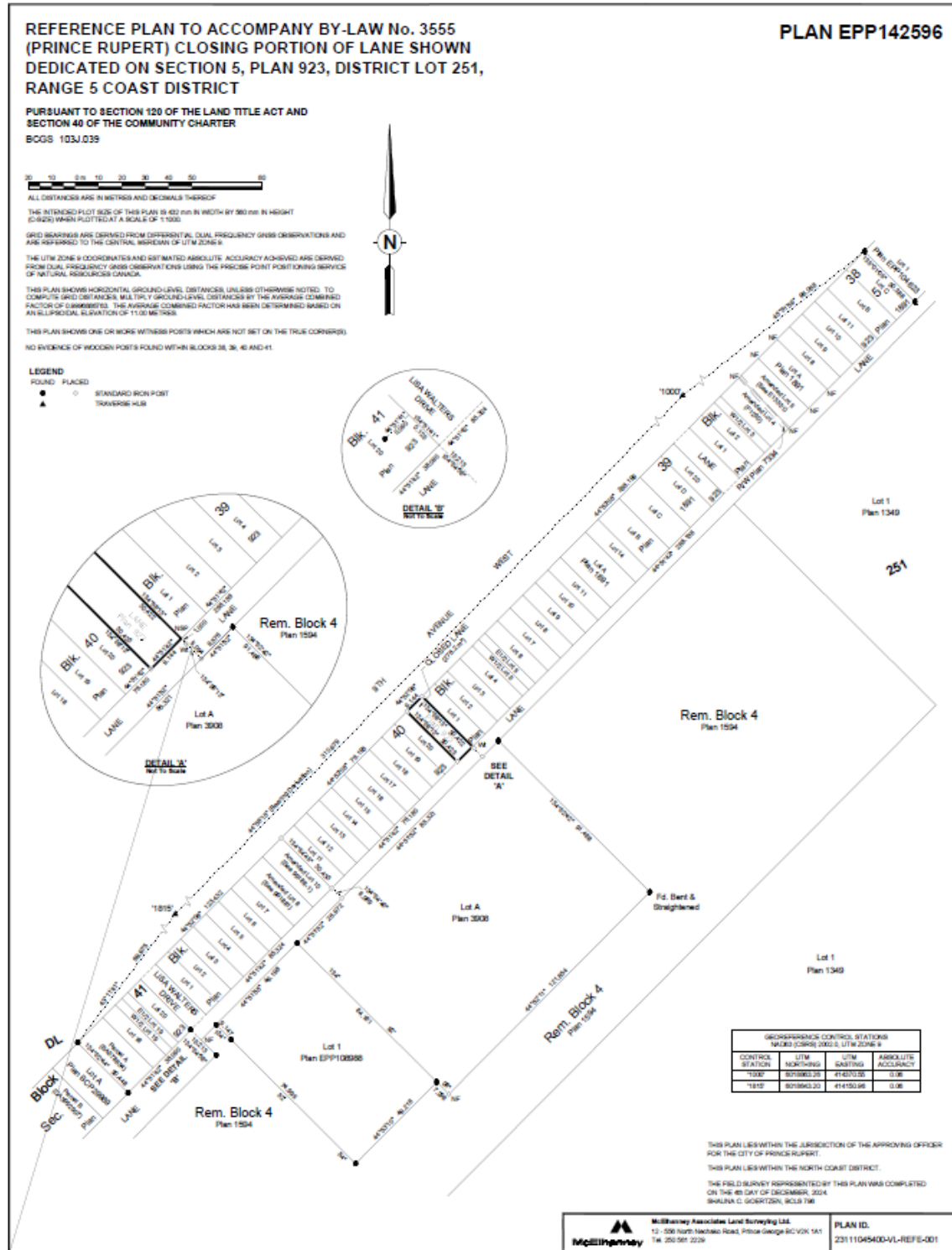
READ A THIRD TIME this ____ day of _____, 2025.

FINALLY CONSIDERED AND ADOPTED this ____ day of _____, 2025.

Mayor

Corporate Administrator

SCHEDULE "A" – ROAD CLOSURE PLAN (DRAFT) **BYLAW NO. 3555, 2025**





HIGHWAY ROAD CLOSURE BYLAW NO. 3556, 2025

BEING A BYLAW TO CLOSE A PORTION OF HIGHWAY ALLOWANCE

Pursuant to Section 40 of the *Community Charter*, Prince Rupert City Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway, if prior to adopting the bylaw, Council publishes notices of its intention in a newspaper and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

The Council of the City of Prince Rupert deems that it is in the public interest to close to traffic, remove the dedication of highway comprising of approximately 434.625 sqm of dedicated Highway on Plan 923, which is shown outlined in bold black on the reference plans EPP142597 prepared by McElhanney, a reduced copy of which is attached hereto (*the "Road Closure Plan"*);

The City intends to close that portion of highway to sell for consolidation with a neighbouring lot.

Notices of Council's intention to close that portion of highway to traffic, to remove its dedication as highway, and published in a newspaper and posted in the public notice posting place, and the Council has provided an opportunity for persons who consider they are affected by the closure and disposition to make representations to Council; and

The Council of the City of Prince Rupert does not consider that the closure of the Closed Road will affect the transmission or distribution facilities or works of utility operators;

The Council of the City of Prince Rupert, in an Open meeting assembled, enacts as follows:

1. Attached to this Bylaw as Schedule "A" and forming part of this Bylaw is a reduced copy of the explanatory plan of highway closure (*the "Road Closure Plan"*).
2. The City hereby authorizes the closure to traffic and removal of highway dedication of the 434.625 sqm portion of highway which was dedicated as

highway at the New Westminster Land Title Office by Plan 923, outlined in Bold on the Road Closure Plan (the "Closed Road").

3. On deposit of the Road Closure Plan and all other documentation for the closure of the road allowance in the New Westminster Land Title Office, the Closed Road is closed to public traffic, it shall cease to be public highway, and its dedication as a highway is cancelled.
4. The Mayor and Corporate Administrator are authorized to execute all deeds of land, plans and other documentation necessary to effect this road closure and disposition.
5. This Bylaw may be cited as **"HIGHWAY CLOSURE BYLAW NO. 3556, 2025"**

READ A FIRST TIME this ____ day of _____, 2025.

READ A SECOND TIME this ____ day of _____, 2025.

PUBLIC NOTIFICATION this ____ day of _____, 2025.

MINISTRY OF TRANSPORTATION APPROVAL this ____ day of _____, 2025 (APPROVAL NO. _____).

READ A THIRD TIME this ____ day of _____, 2025.

FINALLY CONSIDERED AND ADOPTED this ____ day of _____, 2025.

Mayor

Corporate Administrator

SCHEDULE "A" – ROAD CLOSURE PLAN (DRAFT) **BYLAW NO. 3556, 2025**

