



REGULAR MEETING

For the **REGULAR MEETING** of Council to be held on January 23, 2023 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 January 23, 2023 be adopted.

4. RECESS TO COMMITTEE OF THE WHOLE

5. PUBLIC COMMENTS REGARDING AGENDA ITEMS

6. CONSENT AGENDA

a) Council minutes

- i. Minutes of the Regular Meeting of January 9, 2023 be adopted.

b) Staff Reports for information purposes

- i. Parks and Outdoor Recreation Plan – Round 1 Engagement Summary

c) Correspondence

- i. Letter from the Prince Rupert Port Authority to Hon. Dominic Leblanc, Minister of Intergovernmental Affairs, Infrastructure and Communities and Hon. Rob Fleming, Minister of Transportation & Infrastructure
- ii. Email from the Board and Committee Support for the North Central Local Government Association
- iii. Bulletin from UBCM re: Province-wide housing summit
- iv. Email from TC PAC Pacific Rail Engagement Re: Transport Canada Engagement Initiative and Call for Proposals

d) Release of Closed Meeting items

Recommendation:

THAT all items on the Consent Agenda be accepted and filed.

7. STAFF REPORTS

a) Report from the City Manager Re: 2023 to 2026 Strategic Plan.

Recommendation

THAT Council approve the 2023 to 2026 Strategic Plan and direct staff to proceed with implementation.

- b) Report from the Communications Manager Re: Summary of Odd Eidsvik Park Consultation and Council Support for PRPA Community Investment Fund Application.**

Recommendation

THAT Council supports the rollover of the \$50,000 in in-kind funding (previously committed in the 2022 budget) and support a City-led application to the Prince Rupert Port Authority's Community Investment Fund and other available grant opportunities, based on community results.

- c) Report from the Communications Manager Re: Support for Application for Funding to NDIT for Administration and Human Resources Internship Position.**

Recommendation

THAT Council supports an application to Northern Development Initiative Trust for funding to support an Administration and Human Resources intern through their Local Government Internship Program.

- d) Report from the Corporate Administrator Re: Request for Support**

Recommendation

THAT Council direct staff to provide a letter of support for the Prince Rupert Performing Arts Society for their application to the Northern Development Initiative Trust ("NDIT") Cultural Infrastructure Program for their "Please Be Seated" project.

8. BYLAWS

- a) City of Prince Rupert Road Dedication Bylaw No. 3512, 2023.**

Recommendation:

THAT Council give second reading to City of Prince Rupert Road Dedication Bylaw No. 3512, 2023;

AND THAT Council proceeds to Public Notification and Ministry referral.

- b) City of Prince Rupert Road Dedication Bylaw No. 3513, 2023.**

Recommendation:

THAT Council give second reading to City of Prince Rupert Road Dedication Bylaw No. 3513, 2023;

AND THAT Council proceeds to Public Notification and Ministry referral.

c) Official Community Plan Amendment Bylaw No. 3514, 2023.

Recommendation:

THAT Council give first and second reading of Official Community Plan Amendment Bylaw No. 3514 to allow exemptions to Development Permit Guidelines in the Heritage Core Character area related to building colour and materials for businesses subject to internationally or nationally established brand guidelines.

9. BUSINESS ARISING

10. COUNCIL ROUND TABLE & PUBLIC QUESTION PERIOD

11. ADJOURNMENT



MINUTES

For the **REGULAR MEETING** of Council held on January 9, 2023 at 7:00 p.m. 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

ABSENT: Councillor R. Skelton-Morven

STAFF: R. Buchan, City Manager
C. Bomben, Chief Financial Officer
R. Miller, Corporate Administrator
M. Pope, Planning Manager
R. Pucci, Director of Operations & Intergovernmental Relations

1. CALL TO ORDER

The Chair called the Regular Meeting of Council to order at 7:00 p.m.

MOVED by Councillor Forster and seconded by Councillor Randhawa THAT the Regular Meeting be chaired by Councillor Cunningham.

CARRIED

2. ADOPTION OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Forster THAT the Agenda for the Regular Council Meeting of January 9, 2023 be adopted as presented, **with the addition of item 4(f) Report from the Chief Financial Officer Re: Property Values for PILT.**

CARRIED

3. MINUTES

a) MOVED by Councillor Randhawa and seconded by Councillor Niesh THAT the Minutes of the Regular Council Meeting of December 5, 2022 be adopted.

CARRIED

4. REPORTS & RESOLUTIONS

a) **Report from Planning Re: Development Activity Reports for November and December 2022**

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council receive and file the reports as provided.

CARRIED

b) Report from the Director of Operations & Intergovernmental Relations Re: Public Works Building Update

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council receive and file the reports as provided.

CARRIED

c) Report from the Director of Operations & Intergovernmental Relations Re: Major Projects Monthly Update

MOVED by Councillor Niesh and seconded by Councillor Forster THAT Council receive and file the reports as provided.

CARRIED

d) Report from the Corporate Administrator Re: Rural Economic Diversification and Infrastructure (REDIP) Fund Letter of Support for the Prince Rupert Golf Club

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council direct Staff to provide a Letter of Support for the Prince Rupert Golf Club's application to the REDIP Fund for greens renovations, covering the driving range tees and possibly extending storage.

CARRIED

e) Report from the Corporate Administrator Re: Rural Economic Diversification and Infrastructure (REDIP) Fund Letter of Support for Tourism Prince Rupert

MOVED by Councillor Adey and seconded by Councillor Forster THAT Council direct Staff to provide a Letter of Support for Tourism Prince Rupert's application to the REDIP Fund their Mariner's Park Project.

CARRIED

f) Report from the Chief Financial Officer Re: Property Values for PILT

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council receive this report.

CARRIED

5. BYLAWS

a) City of Prince Rupert Road Dedication Bylaw No. 3512, 2023

MOVED by Councillor Randhawa and seconded by Councillor Adey THAT Council introduce and give First Reading to the City of Prince Rupert Road Dedication Bylaw No. 3512, 2023.

CARRIED

b) City of Prince Rupert Road Dedication Bylaw No. 3513, 2023

MOVED by Councillor Adey and seconded by Councillor Forster THAT Council introduce and give First Reading to the City of Prince Rupert Road Dedication Bylaw No. 3513, 2023.

CARRIED

c) City of Prince Rupert Council Procedure Bylaw No. 3508, 2022

MOVED by Councillor Adey and seconded by Councillor Randhawa THAT Council give Fourth and Final Reading to the City of Prince Rupert Council Procedures Bylaw No. 3508, 2022;

AND THAT Council rescind City of Prince Rupert Council Procedures Bylaw No. 3092 and all amendments thereto.

CARRIED

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

7. ADJOURNMENT

MOVED by Councillor Randhawa and seconded by Councillor Niesh THAT the meeting be adjourned to the Closed Council Meeting at and that the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

Confirmed:

MAYOR

Certified Correct:

CORPORATE ADMINISTRATOR



REPORT TO COUNCIL
Regular Meeting of Council

DATE: January 23, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planning Manager

SUBJECT: Parks and Outdoor Recreation Plan – Round I Engagement Summary

RECOMMENDATION:

THAT Council receive and file the attached Engagement Summary from the Parks and Outdoor Recreation Plan.

REASON FOR REPORT:

The reason for this report is to provide an update on the Parks and Outdoor Recreation Round I engagement. The Plan is currently being drafted based on input from the public and best practices research and will be undergoing a second round of engagement before being finalized. This report has been posted to Rupert Talks.

COST:

This report has no effect on budget.

CONCLUSION:

THAT Council receive and file the attached Engagement Summary from the Parks and Outdoor Recreation Plan.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Planning Manager

Robert Buchan,
City Manager

Attachment(s):

- Prince Rupert Parks and Outdoor Recreation Survey Summary



PRINCE RUPERT PARKS AND OUTDOOR RECREATION PLAN

Community Survey Summary





Prepared for:

City of Prince Rupert
424 3rd Avenue West
Prince Rupert, BC V8L 1L7

Prepared by:

Urban Systems
344 2nd Avenue West
Prince Rupert, BC V8J 1G6

October 2022

All images provided by the City of Prince Rupert
or Urban Systems unless noted otherwise.

Overview

As part of the City of Prince Rupert Parks and Outdoor Recreation Plan, an online community survey was available through the Rupert Plays RupertTalks page between August 26 to October 2, 2022. It received 342 responses. The survey was designed to gather feedback on the current use and perceptions of Prince Rupert's parks, trails, and outdoor amenities.

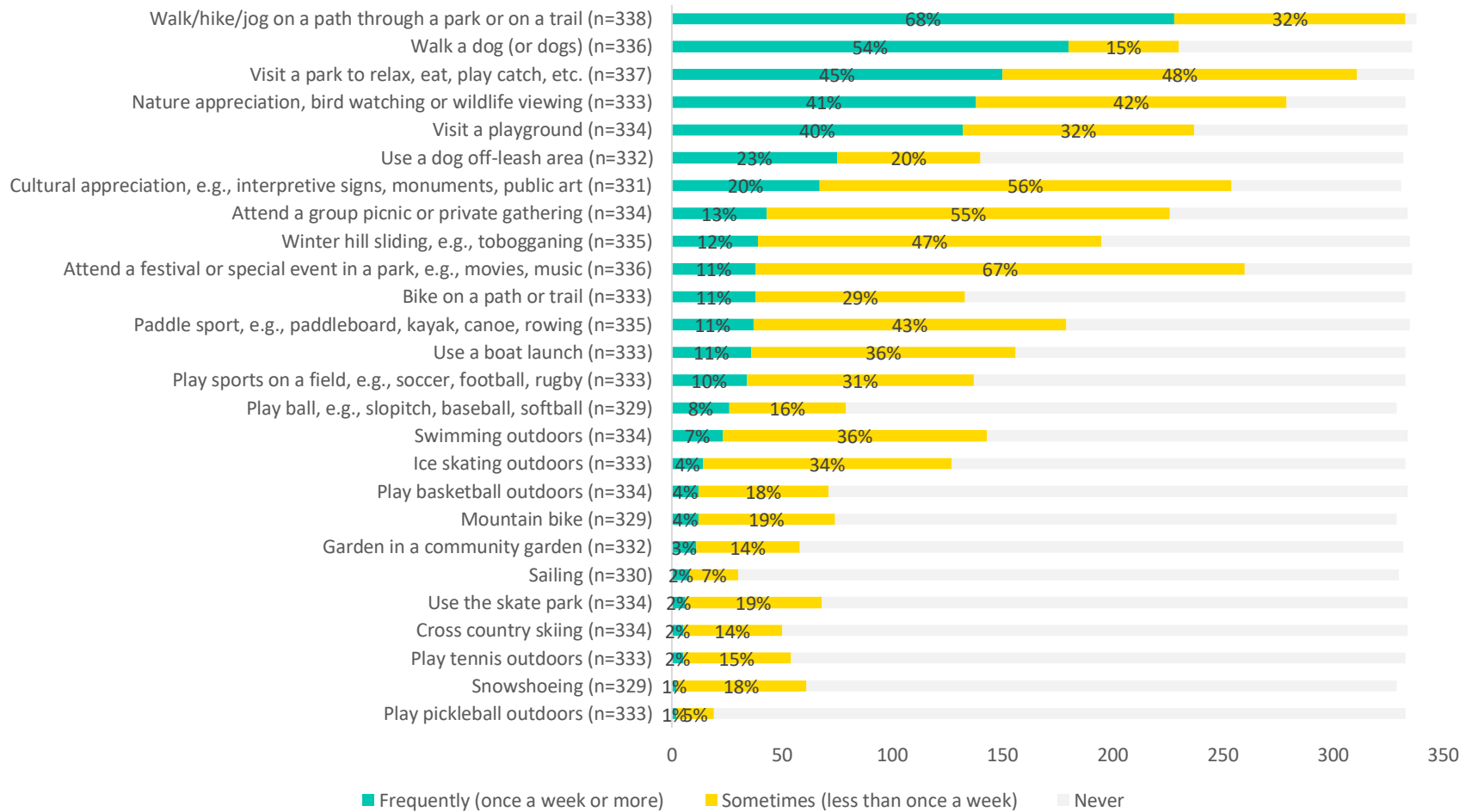
The following is a summary of the input received. Themes of open-ended questions are listed for topics mentioned by more than one person.



Results

Participation in Outdoor Activities

Question 1 In the past year, did you participate in the following outdoor activities at a park or trail in the City? (select all that apply)

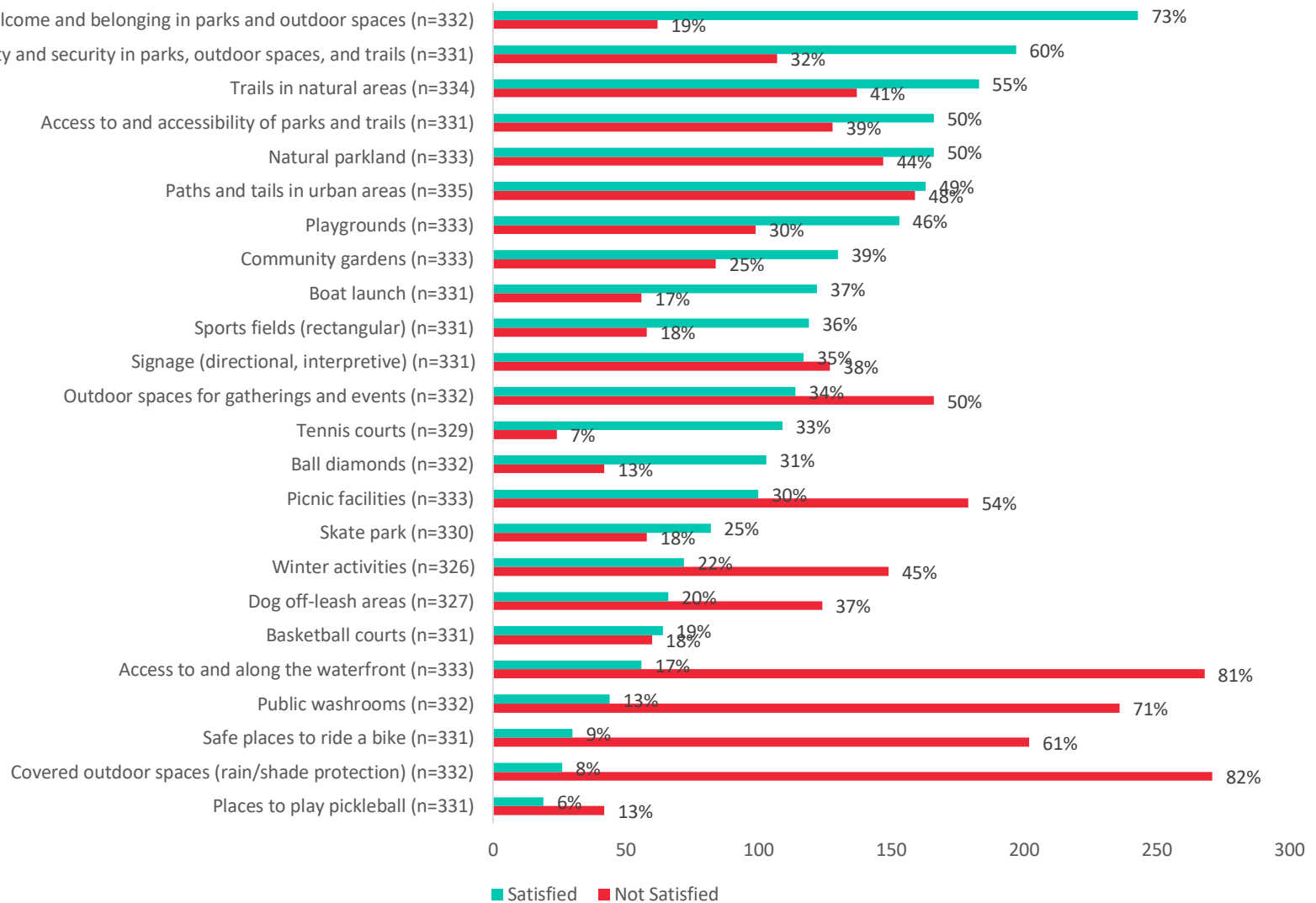


Participants were invited to share any other outdoor activities that they participate in within the City of Prince Rupert. Responses included:

- Golf (16)
- Walking (12)
- Foraging (6)
- Hiking (6)
- Dirt biking (5)
- Community events/markets (5)
- Beachcombing/rock hounding (4)
- Biking (4)
- Camping (3)
- Geocaching (3)
- ATVing (2)
- Disc Golf (2)
- Fishing (2)
- Going to the Park (2)
- Litter clean-up (2)
- Shooting Range (2)
- Soccer (2)
- Sword Fighting (2)
- Volleyball (2)
- Yoga (2)

Satisfaction with Parks and Outdoor Amenities

Question 2 What is your level of satisfaction with park and outdoor amenities, features, and characteristics in Prince Rupert?



Participants were invited to provide comments to help explain their satisfaction ratings. Responses with two or more comments included:

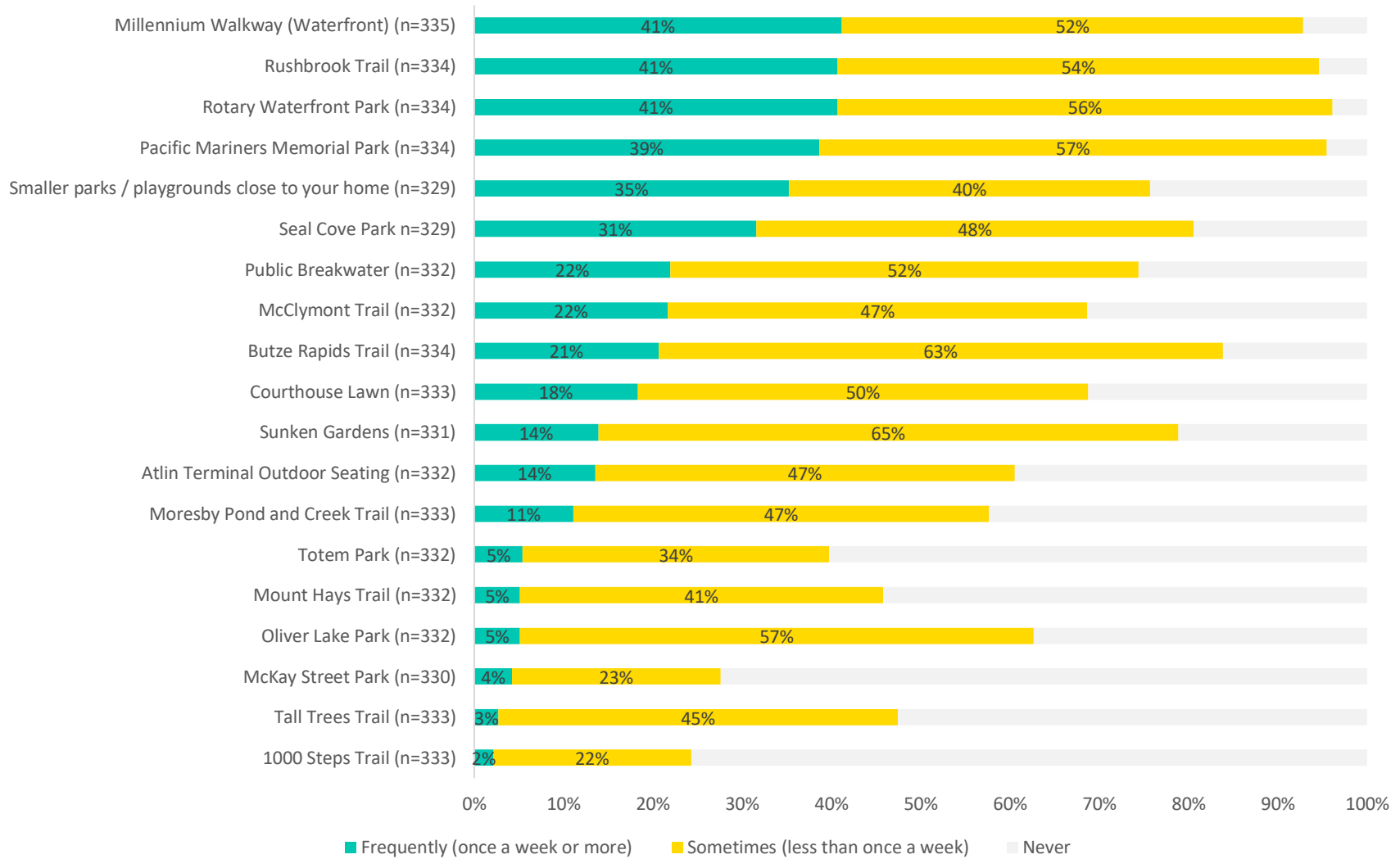
- Need more (and better) public access to the waterfront and beach areas (51 responses)
- Need more covered areas in parks (26 responses)
 - Spaces for gathering
 - Picnic tables
 - Play spaces for children
 - Sports fields and courts (basketball and tennis courts)
- Need more public amenities in parks and along trails (20 responses)
 - Year-round washrooms
 - Rest areas
 - Garbage bins
- Need more dog-friendly and off-leash spaces (18 responses)
 - Need a dog park on the east side of the city
- Need more bike lanes and trails (16 responses)
- Expand trail network (13 responses)
- Need more parks and trails accessible for all ages and abilities (13 responses)
 - Playgrounds for young children
 - Play spaces for users with diverse abilities
- Improve condition of trails and sidewalks (13 responses)
 - Degraded, overgrown, in disrepair
 - Poorly signed or marked
 - Unsafe
 - Too narrow
 - Uneven surfaces
 - Need amenities including lighting, fencing, and paved surfaces
- Concerned about transients and drinking in the park and public spaces (12 responses)
- Improve bylaw enforcement (12 responses)
 - Dogs being off leash
 - Public drinking
- Upgrade and expand boat launch (11 responses)

- Include a fish washing station
 - Dedicated launch for kayaks and canoes
- Want more outdoor activities and community events (9 responses)
- Improve cleanliness of parks and trails (8 responses)
 - Remove glass, litter, dog waste, used needles
- Need more parks, playgrounds, and recreation facilities (8 responses)
 - Soccer fields
 - Multi-use pathways
- Improve signage and wayfinding (7 responses)
 - Current signs are in poor condition
 - Install interpretive signage
- Want a water park/splash pad (7 responses)
- Improve trail maintenance (7 responses)
- Need trails for mountain biking, dirt biking, and motocross (7 responses)
- Improve appeal of Prince Rupert for newcomers and visitors (highlight city attractions) (5 responses)
- Upgrade parks and playgrounds (5 responses)
 - Need more inclusive equipment
 - Need to upgrade unsafe materials (splintering wood)
- Improve maintenance at dog parks (remove dog waste) (4 responses)
- Improve access to trails (4 responses)
 - More parking at trail heads
 - Local transit options for accessing trails
- Improve maintenance of facilities (4 responses)
 - Debris covering courts and skate park
- Need more space dedicated to winter recreation (4 responses)
- Personal safety concerns (transients living near trails) (4 responses)
- Unsure where to find information about the parks and services (4 responses)
- Want to see parks improved (4 responses)
 - Not just minor repairs
- Need more bike and skate parks (3 responses)
- Need more indoor recreation facilities (3 responses)

- Improve safety around parks (3 responses)
 - Install fencing where parks front roadways
 - Lighting at night
 - More crosswalks near playgrounds
- Protect natural environment (3 responses)
- Need picnic areas along the waterfront (2 responses)
- Improve condition of parks and facilities (2 responses)
 - Sports facilities in disrepair
- Need fewer parks and recreation facilities (2 responses)

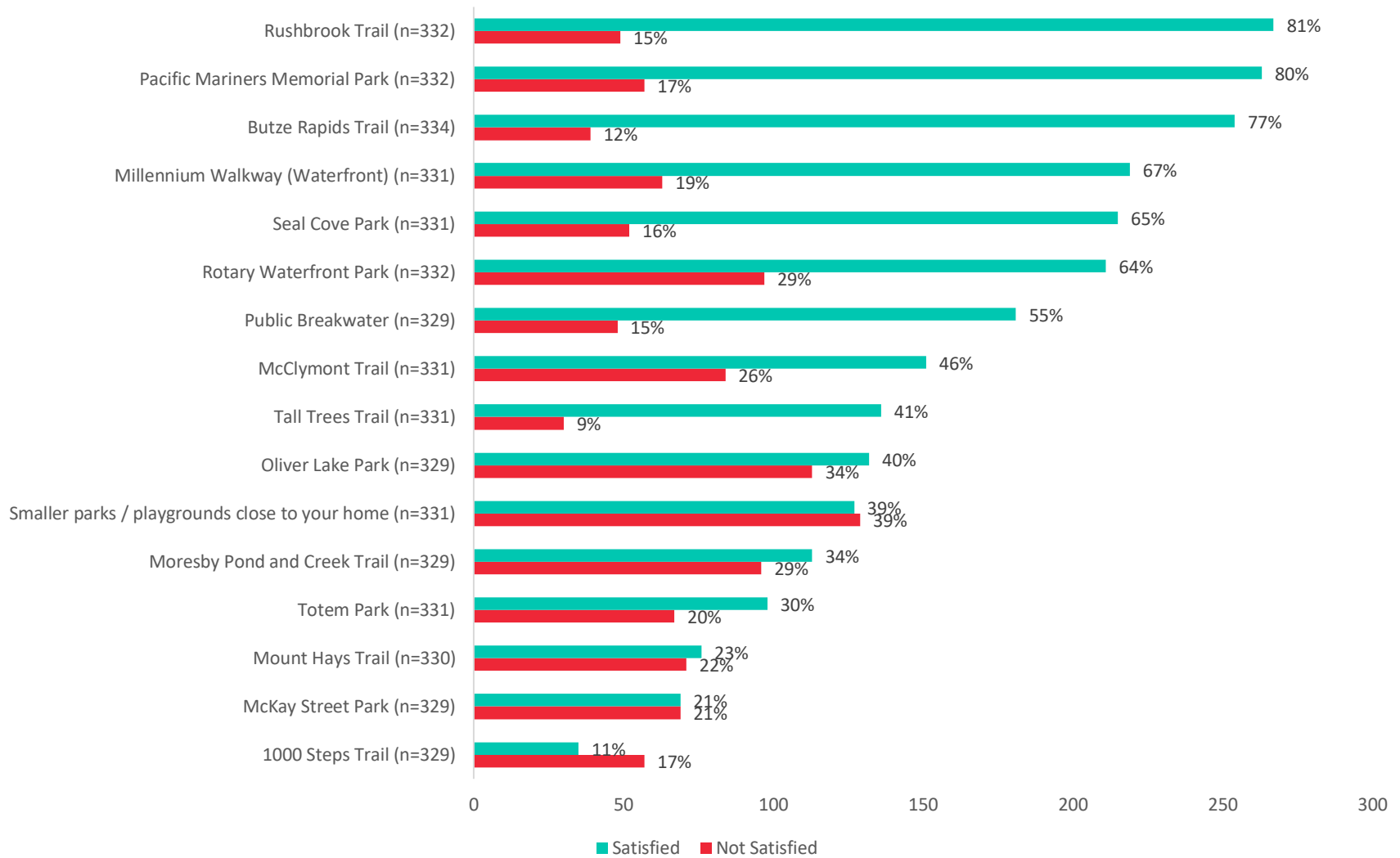
Visiting Parks and Trails

Question 3 In the past year, did you visit any of the following major parks or trails?



Satisfaction with Outdoor Recreation

Question 4 What is your level of satisfaction with the following parks and trails?



Participants were invited to provide comments to explain their satisfaction ratings. Below is what we heard for the specific parks and trails.

Rushbrook Trail (19 responses)

- Enjoy this trail
- Safety concerns around the steep cliffs and sharp turns
- Would like to see the trail expanded and incorporate more biking facilities
- Needs amenities, including rest areas, garbage bins, and public washrooms
- Trail should incorporate public beach access
- Concerned about public drinking along the trail
- North trailhead needs improvement

McClymont Trail (15 responses)

- Need to improve conditions (unkept, muddy trails, need to add more gravel fill)
- Improve maintenance and cleanliness (clear litter)
- Personal safety concerns (interactions with transients, previous abduction attempt)
- Improve signage and wayfinding
- Should install picnic areas along the trail

Millennium Walkway (Waterfront) (15 responses)

- Enjoy this trail and how well it is maintained
- Need to improve cleanliness (clean up litter and dog waste)
- Would like covered areas along the walkway (including basketball and tennis courts)
- Should allow for public access to the beach
- Would like connections to other areas
- Need better enforcement of leash bylaws

Moresby Pond and Creek Trail (14 responses)

- Trail is in poor condition (unkept, overgrown, need to add more gravel fill)
- Improve maintenance and cleanliness (clear litter and overgrown vegetation)
- Personal safety concerns (poorly lit, concerned about transients along the trail)

Seal Cove Park (14 responses)

- Enjoy this park
- Needs amenities, including public washrooms, garbage bins, and covered areas
- Would like to see the park expanded, and potentially a clam garden in the lagoon
- Would like a playground installed

Mariners Park (12 responses)

- Enjoy this park and how well it is maintained
- Need to improve cleanliness (clean up litter)
- Playground needs to be updated
- Would like a fence where the park fronts the roadway
- Concerned about transients and public drinking in the park
- Need more rest areas and activities in the park

1000 Steps Trail (10 responses)

- In poor condition (unkept, deteriorating, dangerous conditions)
- Poorly marked, need to improve signage and wayfinding

Butze Rapids Trail (10 responses)

- Like this trail
- Difficult to access without a car
- Safety concerns (wildlife encounters, tripping hazards along the trail, off-leash dogs)

Mount Hays Trail (7 responses)

- Feel unsafe with trail being so close to the road
- Need to improve signage
- Need to improve cleanliness (clear trash and dumped appliances)

Rotary Waterfront Park (6 responses)

- Needs more play equipment, picnic tables, and covered areas

- Should have public access to the beach
- Concerned about unleashed dogs
- Needs public washrooms

Odd Eidsvick Memorial Park (5 response)

- Playground needs to be updated (equipment is old and unsafe)
- Needs picnic tables

Oliver Lake Park (5 responses)

- Need to improve cleanliness (clean up litter and dog waste)
- Need more covered areas and picnic tables

McKay Street Dog Park (4 responses)

- Need to install a dog water fountain
- Park is very noisy and unattractive

Totem Park (4 responses)

- Need to improve maintenance and cleanliness (clear litter and used needles, clear overgrown vegetation)
- Needs a rest area
- Would be a great to have a coffee shop near by
- Need to improve park signage

Tall Trees Trail (3 responses)

- Need to improve the trail conditions (unkept)
- Need to improve trail signage

McKay Street Park (2 responses)

- Need to improve upkeep (add more gravel fill, garbage bins, and update signage)

George Casey Park (2 responses)

- Need updated playground equipment

Moose Tot Park (2 responses)

- Playground equipment needs to be updated
- Need public washrooms at this park

Atlin Terminal (1 response)

- Well maintained

Kiwanis (1 response)

- Should provide a connection to Tall Trees

Omenica (1 response)

- In need of repair

Public Breakwater (1 response)

- Dislike that it is not open to the public at all times

Some participants provided comments on the parks and trails in general.

General Comments on Parks and Trails (70 responses)

- Satisfied with Prince Rupert's parks and trails
- Need more public amenities, including public washrooms, garbage bins, lighting
- Need more covered areas in parks and along trails
- Need to improve condition of parks and trails (parks and trails are in need of repair)
- Need to improve maintenance and cleanliness in parks and along trails (clearing litter, broken glass, dog waste, and vandalism)
- Playground equipment is outdated and dangerous
- Need to improve signage and wayfinding around parks and trails
- Need more parks and playgrounds

- Need more parks and playgrounds that are accessible for those with diverse abilities and children of all ages
- Personal safety concerns (concerned about isolated and hidden areas, and transients in parks or along trails)
- Would like to see more effort on improving the visual appeal of Prince Rupert, including featuring public art in public spaces
- Would like a multi-use pathway that crosses the city
- Need more dog-friendly and off-leash areas
- Need better bylaw enforcement (leash and drinking bylaws)
- Need more public access to the waterfront
- Need mountain biking trails
- Do not approve of closing public spaces (Public Breakwater has limited hours)
- Would like community garden spaces
- Parks should have fencing when they front roadways
- Would like to see focus on more natural spaces, and less on built spaces

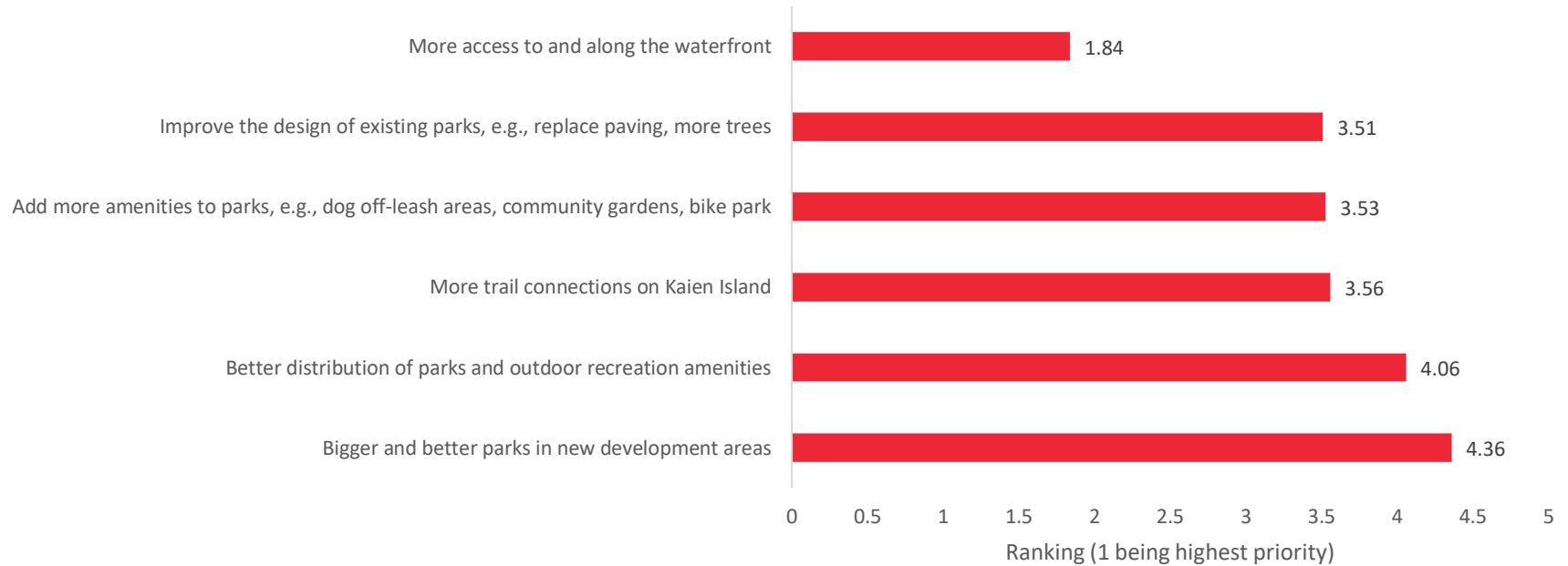
General Comments Specific to Trails (27 responses)

- Enjoy all trails, are well maintained
- Would like to see the trail network expanded
- Improve maintenance and cleanliness of trails
- Trails are in poor condition (unkept, degraded, unsafe)
- Need to improve maintenance and cleanliness (clear litter and overgrown vegetation)
- Concerned about transients along the trails
- Need amenities, including public washrooms, garbage bins, and rest areas
- Trails should be made accessible for users of all ages and abilities
- Need updated signage and wayfinding
- It is difficult to access trails outside the city without a car

Planning for the Future

The City identified six broad priorities for the Parks and Open Spaces Plan. Respondents were asked to rank the priorities, with 1 being the highest priority.

Question 5 Please indicate in order the priorities most important to you (n=330)

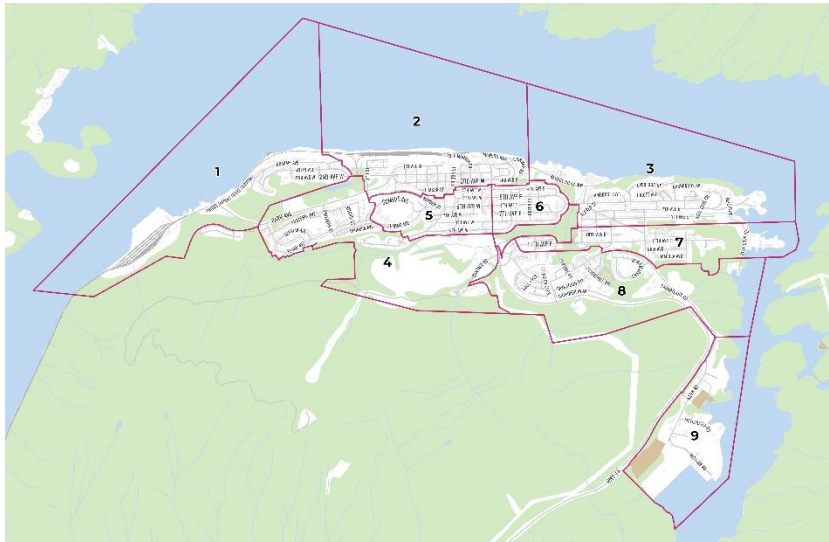


Respondents were asked to elaborate on their priorities. Responses by two or more respondents included:

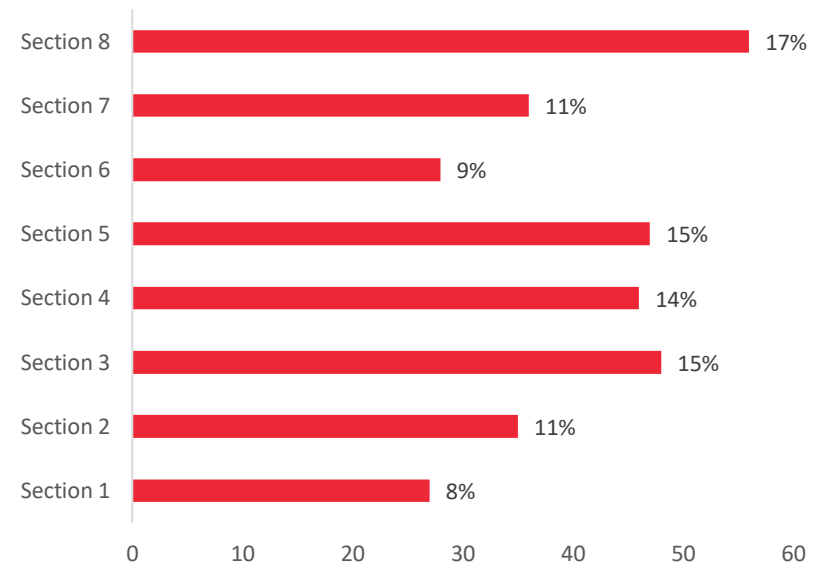
- Need more public access to the waterfront and beach (42 responses)
- Would like to see improvements to existing parks and trails (32 responses)
- Need more parks, playgrounds, and sport facilities (16 responses)
- Need more bike facilities, including trails for mountain biking and motocross (15 responses)
- Improve trail connections throughout the City (13 responses)
- Need more parks and trails accessible for those with diverse abilities and users of all ages (13 responses)
- Improve maintenance and cleanliness of parks and trails (clear litter and broken glass, pressure wash surfaces) (13 responses)
- Want more covered areas for picnics, gathering, play spaces, and community events (12 responses)
- Need more amenities, including public washrooms, garbage bins, lighting, and dog waste bags) (10 responses)
- Need more off-leash and dog-friendly spaces, including amenities for dogs (dog water fountain) (10 responses)
- Find ways to revitalize parks and trails, including incorporating art into public spaces and hosting community events for all ages (10 responses)
- Improve safety at parks and trails (fences where parks front roadways, monitoring transients) (8 responses)
- Expand the trail and sidewalk networks (8 responses)
- Would like a water park or splash park (6 responses)
- Need to upgrade and expand the boat launch, and include a boat launch for non-motorized boats (canoes and kayaks) (5 responses)
- Need more bylaw enforcement (leash bylaws) (4 responses)
- Need to improve signage and wayfinding at parks and trails (4 responses)
- Need more bike and skate parks (4 responses)
- Need more indoor recreation facilities (2 responses)
- Prioritize the natural environment (less built spaces) (2 responses)

Demographics

Based on the map provided below, respondents were asked which section of Prince Rupert they live in. There was a good distribution of participants.

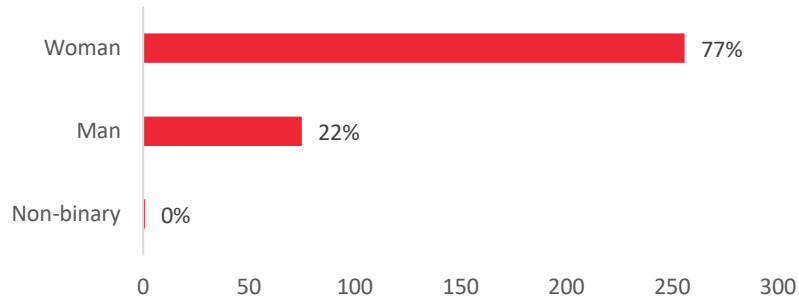


Question 6 In what section of town do you live? (n=323)



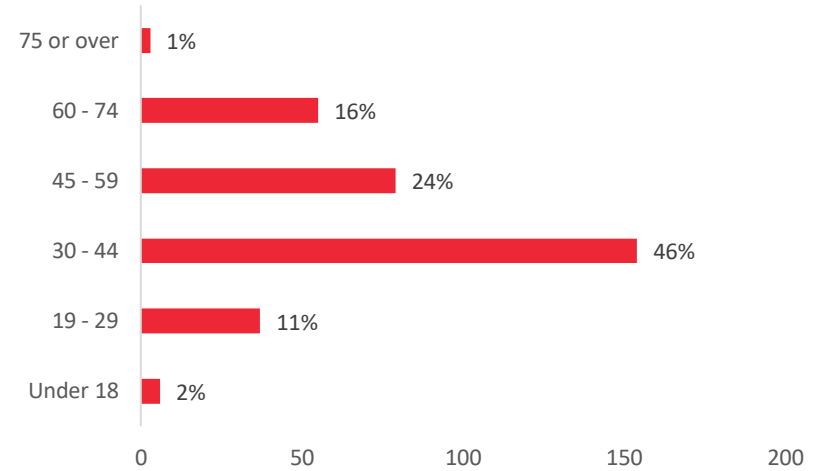
Women were overrepresented in this survey, as they represent 49% of Prince Rupert's population based on the 2021 Census results.

Question 7 With which gender identity do you most identify? (n=334)

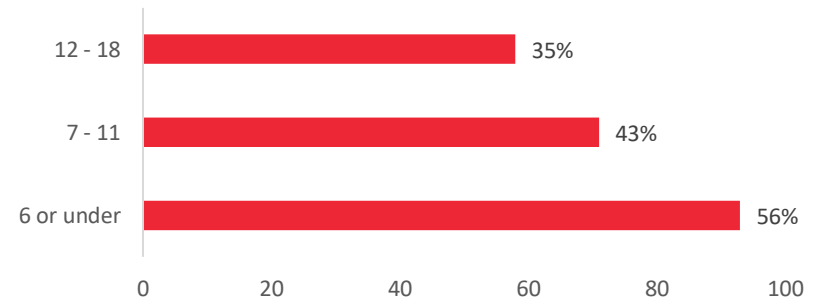


Based on the 2021 Census, Prince Rupert residents under the age of 30 are underrepresented in these survey results.

Figure 8 What is your age bracket? (n=334)



Question 9 If you have answered for children in your household, what are their age brackets? (n=165, multiple answers accepted)



December 29, 2022

Via Email:

minister-ministre@infcc.gc.ca

Hon. Dominic Leblanc
Minister of Intergovernmental Affairs,
Infrastructure and Communities
P.O. Box 8777, Postal Station T
Ottawa, ON
K1G 1C0

Via Email:

Minister.Transportation@gov.bc.ca

Hon. Rob Fleming
Minister of Transportation &
Infrastructure
P.O. Box 9055, Stn Prov Govt
Victoria, BC
V8W 9E2

Re: Support for City of Prince Rupert Municipal Infrastructure Investment

Dear Minister Leblanc & Minister Fleming,

As you both are aware, from December 17 to December 24, 2022, the City of Prince Rupert declared a State of Emergency due to an escalation of water main and water service breaks in the community. Terminal operations in the Port of Prince Rupert make limited, but critical, use of City water infrastructure. The Prince Rupert Port Authority (PRPA) closely monitored the situation and was not aware of any direct impacts to port operations during that time.

As noted in previous representations from the City, as well as PRPA's recent advocacy letters and budget recommendations to both the Federal and Provincial governments, the City of Prince Rupert has stated it is facing a \$600 million municipal infrastructure deficit that City officials and the current local taxbase are unable to finance in the short term. Within this figure, City officials have identified critical immediate investments into aging water distribution infrastructure that require financial assistance from both senior levels of government.

The municipal infrastructure deficit will remain a concern for PRPA and we will continue to support the City's ongoing advocacy for federal and provincial government support. The inability to rely on the City to provide adequate service levels impacts local business and industry, the port's labour force and other residents in the community, and the long-term reputation of the Port and community generally. The need to declare a State of Emergency because of seasonal environmental and weather factors, and their ability to increase the potential risk of water main breaks, is an unsustainable and untenable situation.

PRPA and Port of Prince Rupert businesses continue to be vital community partners that have supported the revitalization of Prince Rupert through ongoing port expansion, economic benefits, tax base growth and community investment. We rely on a vibrant community and healthy municipal infrastructure to support the workforce and resident demands that anchor an essential trade gateway for Canada. A strong, sustainable Port needs a strong, sustainable community to support its growth.

As part of our ongoing advocacy for much needed federal and provincial investment into local government services, we strongly urge the Government of Canada and the Government of British Columbia to support the City of Prince Rupert's infrastructure funding requests and work with them to facilitate this investment in a strategic and timely manner.

Sincerely,

Prince Rupert Port Authority

Ken Veldman
Vice-President, Public Affairs & Sustainability

CC:

Hon. Chrystia Freeland, Deputy Prime Minister & Minister of Finance,
chrystia.freeland@fin.gc.ca

Hon. Omar Alghabra, Minister of Transport, [tc.ministeroftransport-
ministredestransports.tc@tc.gc.ca](mailto:tc.ministeroftransport-ministredestransports.tc@tc.gc.ca)

Hon. Katrine Conroy, Minister of Finance, FIN.Minister@gov.bc.ca

Hon. Anne Kang, Minister of Municipal Affairs, MAH.Minister@gov.bc.ca

Mayor and Council, City of Prince Rupert, cityhall@princerupert.ca

Rob Buchan, Chief Administrative Officer, City of Prince Rupert,
Robert.Buchan@princerupert.ca

Taylor Bachrach, Member of Parliament, Skeena-Bulkley Valley, Taylor.Bachrach@parl.gc.ca

Jennifer Rice, Member of Legislative Assembly, North Coast, Jennifer.Rice.mla@leg.bc.ca

Brianne Bunko

From: NCLGA <admin@nclga.ca>
Sent: January 10, 2023 3:39 PM
Subject: NCLGA 2023-2026 Strategic Plan - now available on website
Categories: Info Package

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.

Greetings NCLGA Members,

The NCLGA Board would like to thank members for their input into the development of strategic priorities for the 2023-2026 NCLGA Strategic Plan. The Strategic Plan presents priorities and goals, which address the challenges facing our regional community.

The Board of Directors approved the 2023-2026 NCLGA Strategic Plan in December 2022. Members can access a copy of the Plan on the NCLGA website [here](#).

Kind regards,

Sandra Moore
Board and Committee Support
North Central Local Government Association



email admin@nclga.ca website www.nclga.ca
phone 604-512-4604



UBCM to host province-wide housing summit

Publishing Date: January 18, 2023

Housing policy for all orders of government is evolving in response to the continuing crisis in housing affordability and attainability. To support and accelerate further development, UBCM will host a province-wide housing summit at the Sheraton Vancouver Wall Centre on April 4-5, 2023. The conference will assist in the identification of solutions to address gaps in current policy, strengthen intergovernmental collaboration, and highlight best practices for local government.

The two-day summit is open to local elected officials and staff; provincial leadership and staff; First Nations leadership; not-for-profit leaders; and industry.

The two-day summit will operate similarly to a UBCM convention, with a mix of keynote addresses, panel presentations, and workshops. Input will be sought from local government delegates on a variety of topics to inform the updating and enhancement of UBCM's 2018 **housing strategy**. UBCM is engaging with the Province of B.C. on agenda development and looks forward to robust provincial participation in the program.

The summit will be focused on engagement on the key policy issues that define local government roles in the housing system, but will also offer valuable learning

opportunities. It will feature a full agenda addressing critical housing issues that include:

- Densification, upzoning, community amenity and infrastructure needs,
- Rural and northern challenges and opportunities,
- Housing and local government finance,
- Indigenous housing needs,
- Homelessness, supportive housing and complex care,
- Climate change implications, and
- Approvals streamlining best practices.

We look forward to welcoming local government elected officials and planning staff together with representatives from all sectors involved in the delivery of housing to connect, collaborate, and contribute to these issues.

Details on registration, accommodation, keynotes, panellists and the program will roll out over the coming weeks. We are very excited to build the agenda for this event and look forward to welcoming delegates to Vancouver in April.

[Home](#) > [About the UBCM](#) > [Latest News](#)

> [UBCM to host province-wide housing summit](#)

Brianne Bunko

From: TC PAC Pacific Rail Engagement / Engagement Ferroviaire Du Pacific
<PacificRailEngage-EngagementFerroviairePacifique@tc.gc.ca>

Sent: January 5, 2023 8:18 AM

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Subject: Transport Canada Engagement Initiative and Call for Proposals

Attachments: RDIMS-#19121658-v1-PERSE-TMPL-BUDGET_PROPOSAL_TEMPLATE-ENGLISH.XLSX; RDIMS-#19143636-v1-PERSE-GUIDE-PROGRAM_TO_ENHANCE_RAIL_SAFETY_ENGAGEMENT_ENGLISH-PDF.PDF; RDIMS-#19121669-v1-PERSE-TMPL-PROPOSAL_TEMPLATE_-ENGLISH.DOC

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.

Happy New Year from the Transport Canada Pacific Region Rail Safety Engagement Team!

Further to our December 15, 2022 email regarding funding opportunities to facilitate Indigenous and local community engagement in rail safety, we're sharing a few reminders and updates as we begin the new year.

In 2022, Transport Canada launched a new Rail Safety Engagement Initiative to connect with Indigenous and local communities living and working in proximity to railways, to discuss their perspectives and concerns with respect to rail safety. We are grateful to the communities who have reached out to us to discuss their perspectives and concerns with respect to rail safety. In 2023 we look forward to continuing these initial conversations and further engaging with communities we have not yet heard from.

Please accept this gentle reminder that applications for the new [Program to Enhance Rail Safety Engagement \(PERSE\)](#) are now being accepted until February 16th, 2023 (11:59 PM PST) with the intention to have contribution agreements in place for the 2023-24 fiscal year. Indigenous and local communities, organizations, and entities are welcome to apply for funding with successful recipients of the program eligible to receive funding to a maximum of \$150,000 (per recipient and per application).

Information Sessions regarding PERSE will be held on **January 17th and January 25th, 2023 at 11:00am PST**. To register for one of the sessions please email ProgramEnhanceREngagement-ProgrammeAmeliorerMobilisationSF@tc.gc.ca. A copy of the the Applicant Guide, Proposal Template and Budget Template are attached to this message.

In addition to PERSE, the [Community Participant Funding Program \(CPFP\) - Rail Safety Component](#) complements the PERSE Program and is available to support short-term, event-based participation. Please follow the link for information regarding the CPFP and to apply for funding.

If you have not already done so, please reply to this email indicating your interest in engaging and who your primary community contact should be and a member of our team will be in touch with you. If we don't hear from you, we will still reach out periodically to share new information of relevance to your community. If you would rather not be included in this outreach please let us know.

We look forward to hearing from you.

Sincerely,

On behalf of Transport Canada - Pacific Region, Rail Safety Engagement

Laura Strand

Manager, Engagement & Issues Management

Surface Branch | Transport Canada – Pacific Region



REPORT TO COUNCIL

DATE: January 23, 2023
TO: Mayor & Council
FROM: Robert Buchan, City Manager / Planner
SUBJECT: 2023 - 2026 STRATEGIC PLAN

RECOMMENDATION:

THAT Council approve the 2023 to 2026 Strategic Plan and direct staff to proceed with implementation.

REASON FOR REPORT:

Staff have completed their review regarding resourcing and the proposed Strategic Plan along with resourcing comments (these comments will be removed in the final draft) and the plan is ready for Council's final consideration or amendment.

BACKGROUND:

A strategic plan outlines a City's vision, goals, and actions to achieve those goals and vision. It is typically a shorter timeframe than contemplated by an OCP. For this Strategic Plan, the timeframe is aligned with Council's term of office: 2023 to 2026. The Strategic Plan guides the City in focusing and expending resources. Without a strategic plan, activities and resources may be expended without any overall vision or goal. They are simply actions without guidance from a broader purpose.

On December 13, 2022, Council and staff participated in a Strategic Planning workshop. This workshop produced a strategic vision, and goals and actions required for achieving that vision. Tentative priority ranking was assigned to each action.

Council is now in the position to make any changes and consider approval of the draft Strategic Plan. With that approval, departmental work plans and the City Budget would be prepared guided by this plan. Adopting the Strategic Plan does not bind or commit Council to any of the actions. The Strategic Plan should be treated as a guide and framework for action and is amendable by Council. It does, though, provide a framework

to target and prioritize City goals and resources. Review of and changes to the Strategic Plan should be conducted periodically.

CONCLUSION:

It is recommended that Council adopt the draft 2023 to 2026 Strategic Plan.

Report Prepared By:

Dr. Robert Buchan,
City Manager



2023-2026
STRATEGIC PLAN

December 2022

A Strategic Plan is a living document that will be updated from time to time as objectives are met, and priorities change according to the needs of the day. Please see below for the revision log to be updated any time that the document undergoes substantive changes.

REVISION LOG:

Date Revised by Council	Signature:

Introduction

A strategic plan outlines a City’s vision, goals, and actions to achieve those goals and vision. It is typically a shorter timeframe than contemplated by an OCP.

The Strategic Plan guides the City in focusing workplans and expending resources. Without a strategic plan, activities and resources may be expended without any overall vision or goal. They are simply actions without guidance from a broader purpose. To paraphrase the Cheshire Cat, *“If you don’t know where you are going, any road will take you there”* (Alice in Wonderland).



In preparing this Strategic Plan, Council considered the purpose of municipalities as established in Section 7 of the Community Charter, and the recently completed Vision 2030 strategy and Official Community Plan documents. It also considered the incomplete strategic actions set by the prior Council along with all potential new actions referred for consideration in the updated Strategic Plan. From these materials, Council established this Strategic Plan document which articulates the guiding vision, the goals intended to move the City toward achieving that vision, and the specific actions need to realize it.

Strategic Plan Vision

The following vision statement articulates several community aspects and qualities that the City aspires to fully achieving.



Prince Rupert, a World Class Port City, is:

- Vibrant
- Resilient
- Sustainable
- Prosperous
- Active and Vital
- Safe and Beautiful
- Healthy and Active
- Proud of its Heritage
- Inclusive and Equitable
- Proud of its Community
- Nestled Carefully in Nature
- A Place That People Want to be

Goals

The following statements are the Strategic Plan goals intended to achieve the Strategic Plan Vision.

- 1) The City of Prince Rupert will prioritize its actions to improve its ***fiscal health***.
- 2) The City of Prince Rupert will provide ***appropriate laws and services*** to cost effectively provide for the needs of residents in their use and enjoyment of private and public lands.
- 3) The City of Prince Rupert will aggressively work towards ***replacing and renewing its infrastructure*** in a cost effective and strategic way working with Provincial and Federal ministries, departments and agencies to secure and mobilize resources and undertake improvements with haste.
- 4) The City of Prince Rupert will support and encourage ***new and renewed housing*** working with industry, senior government and First Nations.
- 5) The City of Prince Rupert will provide ***good governance*** by working with other governments, residents, neighbouring communities to ensure collaboration and open government.
- 6) The City of Prince Rupert will encourage, support, and undertake ***community renewal*** to ensure it becomes a world class port city.
- 7) The City of Prince Rupert will ***foster its local economic, social, cultural and environmental well being*** so its residents and businesses have a sustainable and prosperous future.

Actions

To realize the above Strategic Plan goals, several priority actions have been set for each of the goals. These actions are shown in the following tables and are each given a priority ranking from 1 to 3. Each of the actions are a priority but the actions given a priority 1 ranking are expected to receive the most resources and attention. However, it is also anticipated that actions identified as priority 2 and 3 may also receive resources and attention in the first two years of Council's 2023 to 2026 term

should there be opportunity. This might occur, for example, if grants are available or community groups encourage and participate in moving forward with a lower ranked action. Actions have been ordered within the tables by weighting both their relative importance and priority in terms of timing.

A. Goal: The City of Prince Rupert will prioritize its actions to improve its *fiscal health*.

Action	Priority (Preferred Timing)	Resources Required
1. Support development of Watson Island and Lot 444	1	Funded by Legacy
2. Continue to pursue negotiations and advocacy with the Federal and Provincial Government to ensure the City has the revenue sources required to run the city and service industry. This includes a focus on the Port Tax Cap, PILT, and RBA.	1	No additional resources (NAR)
3. Explore and advocate for fully subsidized ferry agreement with the Province	1	NAR
4. Encourage and support development of renewable energy projects in Prince Rupert	2	Funded by Legacy

B. Goal: The City of Prince Rupert will provide *appropriate laws and services* to cost effectively provide for the needs of residents in their use and enjoyment of private and public lands.

Action	Priority (Preferred Timing)	Resources Required
1. Complete Master Community Transportation Plan	1	NAR
2. Prepare Bylaw Enforcement Policy	2	NAR
3. Explore transfer of Landfill operations to the NCRD	2	NAR
4. Continue to encourage review and amendments to Federal Medical Cannabis legislation	2	NAR

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

Action	Priority (Preferred Timing)	Resources Required
1. Construction of the RCMP building	1	NAR (loan)
2. Relocate Public Works	1	Funded by Legacy
3. Proceed with pursuing water treatment for the City and securing sufficient funding.	1	Will require borrowing
4. Complete and implement Asset Management and Infrastructure Replacement Strategies, as well as streamlined asset data collection policy.	1	None for strategy completion; Implementation resources TBD (need RBA, PTA, PILT resolution)
5. Proceed with developing Sanitary sewer treatment and securing sufficient funding	2	Grants and borrowing
6. Explore and pursue development of a new Fire Hall Building subject to securing adequate funding and priority review.	2	Borrowing likely required

D. Goal: The City of Prince Rupert will *provide good governance* by working with other governments, residents, neighbouring communities to ensure collaboration and open government.

Action	Priority (Preferred Timing)	Resources Required
1. Prepare Council Code of Conduct Policy	1	NAR
2. Complete Cooperation agreement with Port Edward.	1	NAR
3. Long term and short term strategic plans	2	NAR
4. Update Fire service agreement with Port Edward	2	NAR
5. Further develop prosperity agreements with First Nations	2	NAR
6. Comprehensive Review of City Policies	2	NAR

E. Goal : The City of Prince Rupert will encourage, support, and undertake *community renewal* to ensure it becomes a world class port city

Action	Priority (Preferred Timing)	Resources Required
1. Complete the Parks and Open Space Master Plan	1	NAR
2. Work with Tourism Prince Rupert to support Wayfinding and Destination Development Efforts	1	NAR
3. Prepare a Public Realm (Streetscape) plan	1	Consultant est @ \$60,000
4. Prepare City Core Parking Strategy	2	Consultant estimate @ \$50,000
5. Undertake waterfront development	2	Provincially funded
6. Prepare a Place Making Plan	3	Consultants est @ \$60,000
7. Prepare a Wilderness User Master Strategy	3	Consultants est @ \$50,000

F. Goal: The City of Prince Rupert will support and *encourage new and renewed housing* working with industry, senior government and First Nations.

Action	Priority (Preferred Timing)	Resources Required
1. Establish peat dump site	1	NAR
2. Pursue housing funding, partnerships and projects and when appropriate using municipally owned land	1	No additional resources
3. Develop a comprehensive Housing Strategy following completion of the housing needs assessment	2	Consultants est @ \$50,000

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

Action	Priority (Preferred Timing)	Resources
1. Establish an Accessibility Committee and planning activities (must comply between Sept 2023-2024)	1	No additional resources
2. Implement Reconciliation policy	1	No additional resources
3. Prepare a Climate Action Plan/Community Energy and Emissions plan (including potential sea level rise planning)	2	Consultants est @ \$100,000 (<i>grant contingent</i>)
4. Prepare a Social Development Strategy (addressing mental health, addictions, homelessness)	2	Consultant est @ \$60,000 (<i>grant contingent</i>)
5. Continue implementation of Child Care Action Plan - via proposed amendments to Zoning, coordination of a quarterly childcare roundtable, and investigation of opportunities for child care on City properties	2	NAR
6. Develop Diversity, Equity and Inclusion Policy	2	No additional resources
7. Develop Food Strategy	2	Consultant est @ \$60,000 (<i>grant contingent</i>)

Implementation

The strategic plan provides important direction to staff for preparing work plans. It informs how staff time and resources are committed. While Council can amend the Strategic Actions during each year, this should be done after consideration of existing actions underway and the possibility of deferring further work in respect to current year actions should new actions warrant inclusion in the annual work plans. This practice keeps the organization on the road to where it wants to go.

In addition to general project updates during Council meetings and associated public notifications, the community will be informed on the status of Strategic Plan activities within

the City's Annual Report and during the Annual General Meeting – which occurs in May – June of each year for the previous year. The City's new Annual Report will identify the status of Council's strategic priorities for the previous year.

Completed actions

Strategic Plan to be updated as actions are completed.



REPORT TO COUNCIL

Regular Meeting of Council

DATE: January 23rd, 2023

TO: Robert Buchan, City Manager

FROM: Veronika Stewart, Communications Manager;

SUBJECT: SUMMARY OF ODD EIDSVIK PARK CONSULTATION RESULTS AND COUNCIL SUPPORT FOR PRPA COMMUNITY INVESTMENT FUND APPLICATION

RECOMMENDATION:

THAT Council supports the rollover of \$50,000 in in-kind funding (previously committed in 2022 budget) and support a City-led application to the Prince Rupert Port Authority's Community Investment Fund and other available grant opportunities, based on community consultation results.

REASON FOR REPORT:

In 2022, at the request of the Rotary Club and community, the City set aside \$50,000 in the budget for in-kind support to address on-site drainage at the Odd Eidsvik Park, and support locally-led funding applications. Unfortunately, 2022 grant applications were not successful, and so now staff is requesting Council to roll over the in-kind amount and provide administrative support to grant applications that would fund the remainder of the project, which is anticipated to cost in the neighbourhood of \$250,000. A detailed project scope and budget is currently being prepared based on a January 11th community consultation held with area residents (Consultation Report attached).

The Prince Rupert Port Authority's Community Investment fund for 2023 is currently open, and given the mandate and objectives of the fund, staff and community members who have supported this project feel the revitalization of Odd Eidsvik Park

would be suitable for CIF funding. Should there be a remaining shortfall, the City will look to additional grant opportunities to fund the remainder of project costs.

BACKGROUND:

The City of Prince Rupert is currently in the process of completing a Parks and Outdoor Recreation Master Plan. While it would generally be preferable to wait for the directive and adoption of this plan to proceed, the Plan will not be complete prior to upcoming grant deadlines, and specifically the CIF, that could support the project.

The City has long been approached by residents of Section 2 (Atlin, Graham and 2nd Avenues), advocating for improvements to the Odd Eidsvik Park at the top of Atlin Avenue. The park has a dated swing set and slide, which are not appropriate for all ages and provide minimal entertainment for area children. While other neighbourhoods in the community have benefitted from efforts of the local School District to renew their playgrounds, the area over the 2nd Avenue bridge has no developed play area suitable for school age children. This particular area was also identified as a priority for future development by the City's initial surveying during the Outdoor Parks and Recreation Plan consultation.

To inform potential future plans, City staff held a consultation session that saw 17 area residents attend and provide feedback about priorities and concerns related to future development of Odd Eidsvik Park. Information was also initially collected during the City's Outdoor Parks and Recreation survey, including the need for playground material for all ages (specifically toddlers/young children), picnic benches, accessible play equipment, covered areas, general concern for maintenance/waste pick up. The City also received submissions regarding concern for nearby nesting habitat. Staff are now in the process of developing a project scope and budget based on community feedback.

ANALYSIS:

If successful, City pursuit of funding opportunities to support the redevelopment of Odd Eidsvik Park will provide a community amenity to this underserved neighbourhood for years to come, at a reduced cost to the taxpayer.

Within the draft of the Outdoor Parks and Recreation Plan, the Odd Eidsvik Park is tentatively designated a 'neighbourhood park'. This refers to parks that serve the immediate neighbourhood, and help to form the visual, physical and social focus of

the neighbourhood. These may include playgrounds, paths open grass, seating, and food assets (e.g. garden). Although a washroom was requested at the meeting, given residential proximity, neighbourhood parks are not a priority for the installation of washroom amenities and due to maintenance costs, staff are not recommending the inclusion of a washroom in the scope of the project at this time.

Although not anticipated as an expense for 2023, future ancillary costs may include \$40,000 towards the removal of the house located adjacent to the park, currently used as training for the local Fire Department. This cost may be anticipated with or without future development of the park, due to the condition of the asset.

COST:

Although a detailed budget for the project is currently under development following the community consultation, the total cost of the project is estimated to be between \$200,000 - \$250,000, of which the majority will be applied for through grants. The financial cost to the City would be a roll-over of the previously committed \$50,000 in drainage costs, alongside in kind staff time to complete the application and oversee the project.

CONCLUSION:

It is recommended that Council support an application for funding to the Port's Community Investment Fund for the project, and roll over the \$50,000 committed in the 2022 Budget for the Odd Eidsvik Park project.


Report Prepared By:

Veronika Stewart,
Communications Manager

Report Reviewed By:

Robert Buchan,
City Manager

Attachment: Odd Eidsvik Park Community Consultation Summary



ROTARY
INTERNATIONAL
ODD EIDSVIK
MEMORIAL PARK

ODD EIDSVIK PARK

Public Consultation Summary

January 11th, 2023



Input Session – Park Priority Setting – January 11th, 2023

The following consultation document has been prepared to summarize the results of a community feedback session regarding the future development of Odd Eidsvik Park held Wednesday, January 11th at Council Chambers in City Hall. Residents were provided a list of existing potential opportunities to improve the space, as well as the opportunity to provide their own thoughts and ideas. From there, residents were asked to prioritize the level of importance for each opportunity.

Summary of Findings

Total Participants: There were 17 resident attendees at the meeting; two staff in attendance as facilitators, and 2 City Councillors.

Based on the number of votes tallied in Appendix A – the following were identified as **key priorities** (where over half of respondents considered an opportunity 'Very Important') to consider in future plans for the Odd Eidsvik Park, in order of priority.

- Additional seating/picnic area with a view - proposed to be covered;
- Accessibility of the space (surfacing + improved access)
- Natural play opportunities (including puddles)
- Safety + waste clean up
- Accommodating for age ranges from 2-5 years
- Forest access
- Play equipment that speaks to local character

Secondary priorities, those that received 5 or more votes as 'very important', include:

- Accommodating for age ranges from 5-12 years
- Lighting (*may be out of scope depending on site limitations*)
- Rain activated equipment
- Multiple smaller play structures (vs. one big)
- A lending library
- Interpretive/educational components

A note – those opportunities that were not selected by the group as neighbourhood priorities, but that may present a safety concern, will be flagged for internal referral (for instance, fencing).

What's Next?

City staff will now work to develop a design plan and budget for the Odd Eidsvik park area based on the above noted primary and secondary priorities identified in the public feedback session. Taking into account potential servicing and budgetary constraints, this may be presented in a phased approach – with the first order of business to provide a usable play space for children, and seating opportunities for all residents.

Once the design plan and budget are formulated, staff will provide this information to Council and seek their support for to seek grant opportunities to fund the project. As we proceed along the process, we will work to update participants in the workshop. We thank all those that participated for their feedback.

APPENDIX A: Park Opportunity Summary Table

Below is a tally of the respective votes on each park opportunity, according to their respective valuations of importance.

Park Opportunity	Very Important	Somewhat Important	Not Important	Don't know
Accessibility (rubberized surfacing, access point for strollers)	14	0	0	0
Additional seating/picnic benches on site (with a view)	15	0	0	0
One big play structure	1	0	7	1
“Art desk” installation with supplies by donation	0	3	0	0
Multiple smaller play structure (vs. one big)	6	3	2	1
Lending library	5	4	2	
Accommodating for age range from 2-5 years	13	1	0	0
Accommodating for age range from 5-12 years	7	0	0	0
Lighting	7	3	3	0
Play equipment that speaks to local character	9	1	2	0
Fencing (nearby cliff – Westview school) <i>(maybe out of scope)</i>	1	1	9	2
Defined forest entrance point across the street <i>(maybe out of scope)</i>	1	3	3	0
Covered areas (proposed combination with picnic site)	13	0	0	0
Safety + waste clean up	13	1	0	0
Interpretive/educational play components	5	1	1	0
Rain activated equipment	7	3	0	0
Fencing (for park)	1	4	9	1
Natural Play (including puddles)	14	0	0	0
Forest access	11	2	1	0

**Note that not all participants voted on every opportunity listed above*

APPENDIX B: List of Strengths and Weaknesses

Participants were asked to list both the strengths and weaknesses of Odd Eidsvik Park site.

Strengths	Weaknesses
Views	Parking not marked out
Parking/accessible lane	Currently accessed by Fire Dept
Few obstacles to work around; already cleared;	Need to secure cliff nearby (westview)
Path between school + park – nearby parking; lots of connectivity;	Training house doesn't fit potential/existing use
Bordered by forest	Wolves in area
Protected area/heron habitat	Barbed wire in forest
Separation from street	Accessibility/steep grade for entrance
Good sun exposure	Puddles up hill/freezing
	Existing equipment needs replacing
	Placement of existing benches
	No bathroom

APPENDIX C: Summary of Map Comments

Additional ideas shared by the group on the map component of the design activity include:

- Angling seating towards the view up Tuck Inlet
- Washroom (*maybe out of scope*)
- Viewpoint/panoramic/Instagram spot
- Adult friendly exercise equipment
- Outdoor nature playground 'mud kitchen'
- Play structure should be appropriate from 2 years – School age
- Undercover seating area with power
- Covered picnic space that doesn't impede view
- Proper wood path for accessibility into forest – present ones are broken
- Logs, stumps, natural, rope swings
- Stump seating, fire pit, plank seating
- Parking for 4-5 cars with defined spots



For more information on this report and project, contact Communications staff:

Veronika Stewart,
Communications Manager, City of Prince Rupert
(250) 627 0976
veronika.stewart@princerupert.ca

Thank you to the following residents for your participation in this event:

Micah Pyde, Heidi Richardson, Brian Denton, Penny Denton, Michelle Delloch, Judy Warren, Carole Kristmanson, Bill Kristmanson, Sapphira Hagen, Olivia Mowatt, Jesse Berton, Ceilidh Marlow, Richard Wright, Kristy Maier, Wilma Walker, Robert Stromdahl and Blair Mirau



REPORT TO COUNCIL

Regular Meeting of Council

DATE: January 23rd, 2023

TO: Robert Buchan, City Manager

FROM: Veronika Stewart, Communications Manager;

**SUBJECT: SUPPORT FOR APPLICATION FOR FUNDING TO NDIT FOR
ADMINISTRATION AND HUMAN RESOURCES INTERNSHIP POSITION**

RECOMMENDATION:

THAT Council supports an application to Northern Development Initiative Trust for funding to support an Administration and Human Resources intern through their Local Government Internship Program.

REASON FOR REPORT:

The City's Human Resources Department has several key projects that require additional capacity and support to roll out. The City's HR Department is currently under-resourced, and serves all municipal internal HR needs. The Department is currently in the process of reviewing and updating several of our HR policies and rolling out new programs, and this additional support would assist in facilitating a smooth internal transition with these changes.

BACKGROUND:

The City of Prince Rupert has a staff of over 250, with the HR Manager providing the main source of support to all staff and Department Heads. The City has used the Local Government Internship program through NDIT in the past in 2017, with the intern completing several key projects – including the updating of our Emergency Plan, among other projects. In the past, this program was a great benefit to both the City and the participating intern.

ANALYSIS:

If successful, this grant will add capacity to the City's HR Department, at a significant cost savings to the community.

COST:

The total cost of hiring the Administration and HR Intern is anticipated to be \$66,285.50, inclusive of benefits and training, with the City responsible for approximately \$16,285.50 of those costs .

CONCLUSION:

It is recommended that Council support an application for funding to Northern Development Initiative Trust's Local Government Intern Program to hire an Administration and Human Resources Intern.

Report Prepared By:

Veronika Stewart,
Communications Manager

Report Reviewed By:

Robert Buchan,
City Manager



REPORT TO COUNCIL

Regular Meeting of Council

DATE: January 23, 2023
TO: Robert Buchan, City Manager
FROM: Rosamaria Miller, Corporate Administrator
SUBJECT: REQUEST FOR SUPPORT

RECOMMENDATION:

THAT Council direct staff to provide a letter of support for the Prince Rupert Performing Arts Centre Society for their application to the Northern Development Initiative Trust (“NDIT”) Cultural Infrastructure program for their “Please Be Seated” project.

REASON FOR REPORT:

A letter was received on January 13, 2023 from the Lester Center.

The Lester Centre of the Arts has initiated a project called “Please Be Seated,” whose intent is to replace the seats in the theatre.

We will be applying to Northern Development’s “Cultural Infrastructure” program for funding, and one of the requirements of that program is to obtain a letter of support from the municipality.

With that in mind, we are humbly asking for the following resolution to be included in the agenda for the January 23 regular meeting of council:

THAT, the City of Prince Rupert supports the application to Northern Development Initiative Trust from the Prince Rupert Performing Arts Centre Society for the “Please Be Seated” project.

There is no cost to the City in their support of this application.

Report Prepared By:

Report Reviewed By:

Rosamaria Miller,
Corporate Administrator

Dr. Robert Buchan,
City Manager



January 13, 2023

City of Prince Rupert
ATTN Rosa Miller, Corporate Administrator
424 3rd Ave. West
Prince Rupert, BC
V8J 1L7

Dear Rosa,

The Lester Centre of the Arts has initiated a project called “Please Be Seated,” whose intent is to replace the seats in the theatre.

We will be applying to Northern Development’s “Cultural Infrastructure” program for funding, and one of the requirements of that program is to obtain a letter of support from the municipality.

With that in mind, we are humbly asking for the following resolution to be included in the agenda for the January 23 regular meeting of council:

THAT, the City of Prince Rupert supports the application to Northern Development Initiative Trust from the Prince Rupert Performing Arts Centre Society for the “Please Be Seated” project.

Thank you in advance for your consideration. Please feel free to reach out if you have any questions.

Sincerely yours,

Chris Armstrong
General Manager
Lester Centre of the Arts
(250) 627-8888 | manager@lestercentre.ca



REPORT TO COUNCIL

Meeting of Council

DATE: January 23, 2023
TO: Robert Buchan, City Manager
FROM: Richard Pucci, Approving Officer

SUBJECT: ROAD DEDICATION BYLAW NO. 3512, 2023

RECOMMENDATION:

THAT Council gives Second Reading to Road Dedication Bylaw No. 3512, 2023, and proceeds to Public Notification and Ministry referral.

REASON FOR REPORT:

The Digby Towers is preparing for occupancy and the building requires appropriate parking.

ANALYSIS:

In the July 20th, 2015 Council meeting, the Approving Officer proposed this land swap, and it was Resolved by the Council of the day; however, the owner at the time decided not to proceed.

The same proposed land swap attached is favoured because our existing lane terminates into an undeveloped parkland. The exchange will rectify the current unusable lane, add capacity for parking and allow thoroughfare traffic and emergency access to pass along the front of the property.

This Department has confirmed the areas and can see that the exchange is fair and equally in the best interest of both parties.

COSTS AND BUDGET IMPACT:

There is no impact on the Annual Budget or Strategic Priorities for the Staff.

CONCLUSION:
THAT Council gives Second Reading to Road Bylaw No. 3512, 2023, and proceeds to Public Notification and Ministry referral.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Approving Officer

Robert Buchan,
City Manager

Attachment(s): Proposed Bylaw



PRINCE RUPERT BOULEVARD ROAD DEDICATION BYLAW NO. 3512, 2023

BEING A BYLAW TO OPEN A PORTION OF HIGHWAY ROAD ALLOWANCE

Pursuant to Section 40 of the *Community Charter*, Prince Rupert City Council may, by bylaw, open a portion of a highway to traffic through the dedication of the highway.

The Council of the City of Prince Rupert deems that it is in the public interest to open to traffic a dedication of highway comprising of approximately 203.7 square meters dedicated on Plan EPP120581, which is shown outlined in bold black on the reference plan prepared by McElhanney, on the 14 day of December, 2022, a reduced copy of which is attached hereto (*the "Road Dedication Plan"*);

The City intends to open that portion of highway to allow through traffic in front of 200 Prince Rupert Boulevard.

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 dedication (*the "Road Dedication Plan"*).
2. The City hereby authorizes the dedication to traffic and highway of the 203.7 square meters portion of highway which will be dedicated as highway at the New Westminster Land Title Office by Plan EPP120581, outlined in Bold on the Road Dedication Plan (*the "Dedicated as Road"*).
3. On deposit of the Road Dedication Plan and all other documentation for the dedication of the road allowance in the New Westminster Land Title Office,

the Opened Road is opened to public traffic, it shall be used as a public highway.

4. The Mayor and Corporate Administrator are authorized to execute all deeds of land, plans, and other documentation necessary to effect this road dedication.
5. This Bylaw may be cited as **“HIGHWAY DEDICATION BYLAW NO. 3512, 2023”**

READ A FIRST TIME this ____ day of _____, 2023.

READ A SECOND TIME this ____ day of _____, 2023.

PUBLIC NOTIFICATION this ____ day of _____, 2023.

MINISTRY OF TRANSPORTATION APPROVAL this ____ day of _____, 2023 (APPROVAL NO. _____).

READ A THIRD TIME this ____ day of _____, 2023.

FINALLY CONSIDERED AND ADOPTED this ____ day of _____, 2023.

Mayor

Corporate Administrator



REPORT TO COUNCIL

Meeting of Council

DATE: January 23th, 2023
TO: Robert Buchan, City Manager
FROM: Richard Pucci, Approving Officer

SUBJECT: ROAD CLOSURE BYLAW NO. 3513, 2023

RECOMMENDATION:

THAT Council gives Second Reading to Road Closure Bylaw No. 3513, 2023, and proceeds to Public Notification and Ministry referral.

REASON FOR REPORT:

The City of Prince Rupert has been requested for a Road Closure and Sale of the property shown on EPP124015.

ANALYSIS:

The City of Prince Rupert has been requested for these two Road Closure properties for the purpose of consolidation with the parent lot. The owner/developer requires additional lands for onsite turning radiuses and parking for their proposed development.

COSTS AND BUDGET IMPACT:

There is no impact on the Annual Budget or Strategic Priorities for the Staff.

Report Prepared By:

Report Reviewed By:

Richard Pucci,
Director of Operations &
Intergovernmental Relations

Robert Buchan,
City Manager

Attachment(s):

- Proposed Bylaw



HIGHWAY ROAD CLOSURE BYLAW NO. 3513, 2023

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 252.4 sqm of dedicated Highway on Plan 923, which is shown outlined in bold black on the reference plan EPP124015 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 and consolidate it to 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 252.4 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. 3513, 2023”**

READ A FIRST TIME this ____ day of _____, 2023.

READ A SECOND TIME this ____ day of _____, 2023.

PUBLIC NOTIFICATION this ____ day of _____, 2023.

MINISTRY OF TRANSPORTATION APPROVAL this ____ day of _____, 2023 (APPROVAL NO. _____).

READ A THIRD TIME this ____ day of _____, 2023.

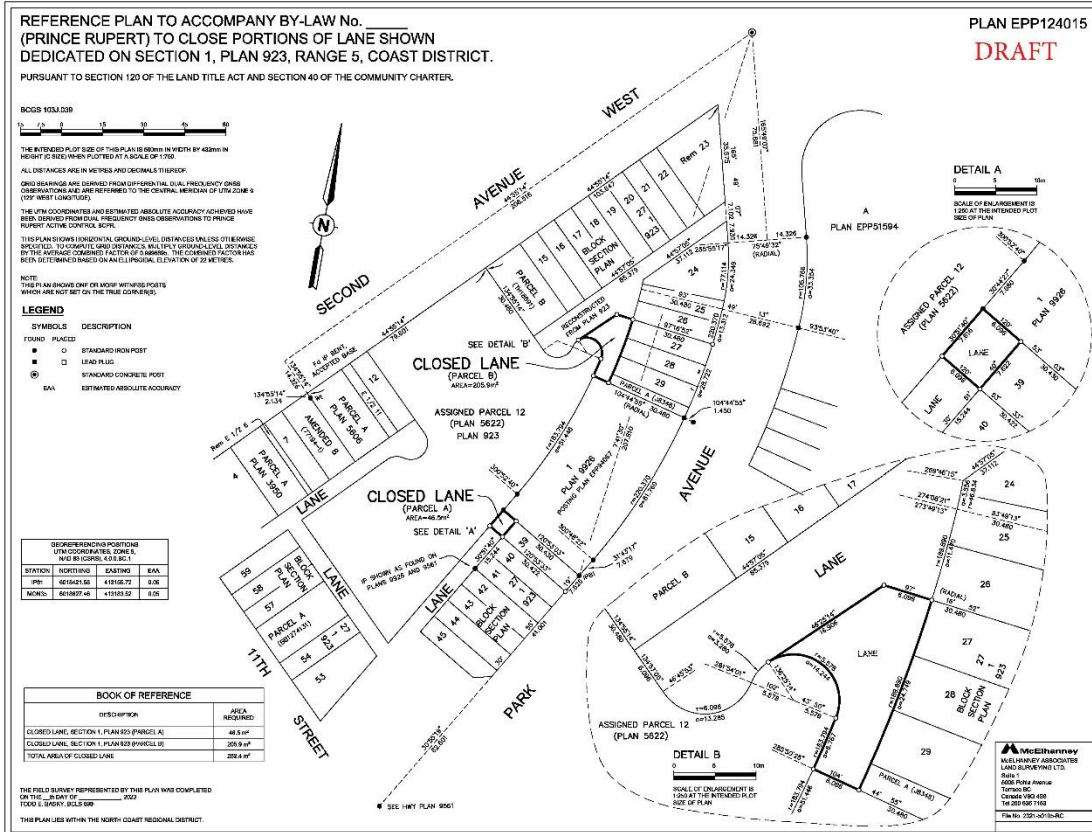
FINALLY CONSIDERED AND ADOPTED this ____ day of _____, 2023.

Mayor

Corporate Administrator

SCHEDULE "A" – ROAD CLOSURE PLAN (DRAFT)

BYLAW NO. 3513, 2023





REPORT TO COUNCIL

Regular Meeting of Council

DATE: January 23, 2023

TO: Robert Buchan, City Manager

FROM: Myfannwy Pope, Planning Manager

SUBJECT: Official Community Plan Amendment Bylaw No. 3514, 2023

RECOMMENDATION:

THAT Council give first and second reading of Official Community Plan Amendment Bylaw No. 3514 to allow exemptions to Development Permit Guidelines in the Heritage Core Character area related to building colour and materials for businesses subject to internationally or nationally established brand guidelines.

THAT Council proceed to Public Hearing.

REASON FOR REPORT:

This amendment provides an exemption for colour and material Development Permit Guidelines within the Heritage Core Character Area for internationally or nationally-established corporate or franchised brands. The intention of this amendment is to support the investment of these corporations or franchises in City Core areas, as these entities may be constrained by their national branding requirements to meet form and character guidelines outlines in the Official Community Plan (OCP).

BACKGROUND & ANALYSIS:

The City of Prince Rupert's Development Permit Design guidelines are established in part to ensure cohesiveness of character and form of developments in different areas of Prince Rupert, contributing to the City's goals for sustainable and well-

planned development. The OCP establishes a Development Permit Area for the City Core that is intended to promote revitalization based on the 2030 visioning process. It further characterizes both District Guidelines and Character Area Guidelines within the City Core developed with input from the public.

The proposed amendment specifically addresses restrictions in the Heritage Core Character Area, which currently promotes natural or heritage materials and subdued or earth tones. The current guidelines around colour and materials in this character area can act as barriers to investment in our City Core when entities with (inter)nationally-established corporate or franchised brands, such as fast food or coffee chains, are not able to vary their building colour or material schemes to meet them. Many (inter)nationally-established corporations or franchises require that their building's colour and design adhere to strict colour and material guidelines to support their branding. In these cases, the colour guidelines in our OCP may act against City policy goals of revitalization, as these corporations or franchises are well-placed to help revitalize areas in the City Core through their financial capacity to build new and upgrade existing buildings. We have seen this effect already in Prince Rupert and other Cities.

However, the existing guidelines are derived through community input and are important to maintaining cohesive character in the area. Therefore, the proposed amendment does not remove these guidelines entirely. It provides an exemption only in cases where investment would otherwise be halted, which we have seen in cases of (inter)nationally-established corporate or franchised brands. Consequently, these exemptions would not apply to buildings hosting entities that are not restricted by (inter)nationally-established brand guidelines.

COST:

This amendment would add no additional cost to the budget.

CONCLUSION:

THAT Council give first and second reading of Official Community Plan Amendment Bylaw No. 3514.

THAT Council proceed to Public Hearing.

Report Prepared By:

Report Reviewed By:

Myfannwy Pope,
Planning Manager

Robert Buchan,
City Manager

Attachment(s):

- Official Community Plan Amendment Bylaw No. 3514

CITY OF PRINCE RUPERT
OFFICIAL COMMUNITY PLAN AMENDMENT
BYLAW NO. 3514, 2023

A BYLAW TO AMEND CITY OF PRINCE RUPERT
OFFICIAL COMMUNITY PLAN BYLAW NO. 3460, 2021

WHEREAS the Council of the City of Prince Rupert has enacted Official Community Plan Bylaw No. 3460, 2021 for the City of Prince Rupert;

NOW THEREFORE the Council of the City of Prince Rupert in an open meeting assembled, enacts as follows:

1. That City of Prince Rupert Official Community Plan Bylaw No. 3460, 2021 be amended as follows:

- a. **Replace** the following in Appendix: CITY CORE DEVELOPMENT PERMIT GUIDELINES (Page 169; Appendix Page 70)

Acceptable:

[...]

- Stucco with a smooth, sand float finish in muted colours (preferably earth tones) mixed directly into stucco mortar. The amount of stucco on front (primary) façade should not exceed 25% of the total surface area of opaque elements.

With the following in Appendix: CITY CORE DEVELOPMENT PERMIT GUIDELINES (Page 169; Appendix Page 70)

Acceptable:

[...]

- Stucco with a smooth, sand float finish in muted colours (preferably earth tones) mixed directly into stucco mortar. The amount of stucco on front (primary) façade should not exceed 25% of the total surface area of opaque elements. Corporations and franchises are exempted where internationally or nationally established brand guidelines prohibit this.

- b. **Replace** the following in Appendix: CITY CORE DEVELOPMENT PERMIT GUIDELINES (Page 169; Appendix Page 70)

Strongly Discouraged:

[...]

- Significant use of stucco, and stucco with decorative finishes or bright colours.

With the following in Appendix: CITY CORE DEVELOPMENT PERMIT GUIDELINES (Page 169; Appendix Page 70)

Strongly Discouraged:

[...]

- Significant use of stucco, and stucco with decorative finishes or bright colours, with exception for businesses subject to internationally- or nationally-established franchised or corporate brands guidelines.

2. This Bylaw may be cited as “City of Prince Rupert Official Community Plan Bylaw Amendment Bylaw No. 3479, 2022.”

Read a First time this ____ day of _____, 20__.

Read a Second time this ____ day of _____, 20__.

Public Hearing this ____ day of _____, 20__.

Read a Third time this ____ day of _____, 20__.

Final Consideration and Adopted this ____ day of _____, 20__.

MAYOR

CORPORATE ADMINISTRATOR