



## **REGULAR MEETING**

For the **REGULAR MEETING** of Council to be held on March 20, 2023 at 7:00 pm in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

### **1. CALL TO ORDER**

### **2. INTRODUCTION OF LATE ITEMS**

### **3. APPROVAL OF AGENDA**

#### **Recommendation:**

THAT the Agenda for the Regular Council Meeting of March 20, 2023 be adopted as presented.

### **4. PUBLIC COMMENTS REGARDING AGENDA ITEMS**

### **5. CONSENT AGENDA**

#### **a) Council minutes**

- i. Minutes of the Regular Meeting of March 6, 2023.

#### **b) Correspondence**

- i. North Coast Regional District Board Highlights;
- ii. Letter from Union of British Columbia Municipalities re: Provincial Response to 2022 Resolutions;
- iii. Letter from the Province of British Columbia, Ministry of Forests re: Interfor Corporate's Tenure Dispositions in Coastal British Columbia;
- iv. Email from LCRB Liquor Policy re: Bulletin 23-01 extension of TESA's to December 31, 2024;
- v. NCLGA Member Notice re: NCLGA Bylaw Review Summary of Proposed Changes;
- vi. NCLGA Member Notice re: Proposed Total Membership Fee Increase;
- vii. PRPA Notice to All Customers re: May 2023 Tariff Revision;
- viii. Email from Old Growth Engagement re: Multisectoral Regional workshop on implementing Old Growth Strategic Review; and,
- ix. Email from Alisa Thompson, ED for the North West Regional Hospital District re: BVDH replacement.
- x. Email from Sonia Ali re: Proclamation Request for International Purple Day for Epilepsy Awareness.

**Recommendation:**

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

**6. REPORTS**

**a) Report from the Manager of Communications, Engagement & Social Development re: Support For Development of Accessibility Committee**

**Recommendation:**

THAT Council direct staff to establish an Accessibility Committee and to advertise for membership to establish a committee of seven people.

**b) Report from the Corporate Administrator re: DVP-23-01.**

**Recommendation:**

THAT Council proceed to the statutory notification process for Development Variance Permit #23-01.

**7. BYLAWS**

**a) City of Prince Rupert Adjudication Bylaw No. 3497, 2023.**

**Recommendation:**

THAT Council give fourth & final reading to City of Prince Rupert Adjudication Bylaw No. 3497, 2023.

**8. BUSINESS ARISING**

**9. COUNCIL ROUND TABLE**

**10. ADJOURNMENT**



## MINUTES

For the **REGULAR MEETING** of Council held on March 6, 2023 at 7:00 p.m. in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

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

**STAFF:** R. Miller, Corporate Administrator (Acting City Manager)  
C. Bomben, Chief Financial Officer  
V. Stewart, Manager of Communication, Engagement & Social Development

### 1. CALL TO ORDER

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

CARRIED

### 2. INTRODUCTION OF LATE ITEMS

### 3. APPROVAL OF AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the Agenda for the Regular Council Meeting of March 6, 2023 be adopted as amended to adjourn to Closed following the commencement of the Regular Meeting.

CARRIED

### 4. PUBLIC COMMENTS REGARDING AGENDA ITEMS

### 5. CONSENT AGENDA

#### a) Council minutes

- (i) Minutes of the Public Hearing of February 23, 2023 be adopted; and,
- (ii) Minutes of the Regular Meeting of February 23, 2023 be adopted.

#### b) Staff reports for Information Purposes

- (i) Prince Rupert Blvd. Land Sale Information Request;
- (ii) City application to UBCM Poverty Reduction Planning Grant for \$25,000 and staff support to oversee the project;
- (iii) Letter of Support for Gitmaxmak'ay Nisga'a Society Re: marketing Initiatives Program grant in the amount of \$20,000; and,
- (iv) Proclamation request from Anne Falvo of the Prince Rupert Hospice

Society proclaiming April 16 “National Advanced Care Planning Day”.

**c) Correspondence**

- (i) Letter to mayor Pond from The Honourable Dominic LeBlanc, P.C., K.C, M.P., Minister of Intergovernmental Affairs, Infrastructure and Communities;
- (ii) News Release from Natural Resources Canada and FCM;
- (iii) Letter to Mayor Pond from Jay Chalke, Ombudsperson for the Province of British Columbia; and,
- (iv) Northern Health News Release: Northern Health Board recognizes and celebrates the efforts of foundations and auxiliaries.

**d) Release of Closed Meeting Items**

- (i) Resolution from the February 21, 2023 Closed meeting of Council:

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council appoint Ms. Toni Carlson and Councillor Nick Adey to the Performing Arts Centre Society Board of Directors.

MOVED by Councillor Cunningham and seconded by Councillor Adey THAT all items on the Consent Agenda be accepted as noted and filed.

CARRIED

**6. BYLAWS**

**a) City of Prince Rupert Adjudication Bylaw No. 3497, 2023.**

MOVED by Councillor Adey and seconded by Councillor Niesh THAT Council give first, second and third reading to the City of Prince Rupert Adjudication Bylaw No. 3497, 2023 as amended with the removal of 7.1 (c).

CARRIED

**b) City of Prince Rupert Fire Control and Protection Amendment Bylaw No. 3515, 2023.**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council give fourth and final reading to City of Prince Rupert Fire Control and Protection Amendment Bylaw No. 3515, 2023.

CARRIED

**c) City of Prince Rupert Road Dedication Bylaw 3512, 2023.**

MOVED by Councillor Niesh and seconded by Councillor Cunningham THAT Council give fourth and final reading to the City of Prince Rupert Road Dedication Bylaw No. 3512, 2023.

CARRIED



**d) City of Prince Rupert Road Closure Bylaw No. 3513, 2023.**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council give fourth and final reading to the City of Prince Rupert Road Closure Bylaw No. 3513, 2023.

CARRIED

**7. ADJOURNMENT**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT the meeting be adjourned to a Closed Meeting of Council at 7:42pm under 90.2(b) of the Community Charter *the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR

**Originally executed copies  
available upon request.**

## **Board Highlights**

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February 2023

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### **Delegations:**

Gary Coons, Director, BC Ferry Authority Board, provided an update as the BC Ferry Authority's Northern Coastal and North Vancouver Island Appointment Area Representative. Mr. Coons discussed BC Ferries' governance, executive compensation, and performance term 6. Mr. Coons also requested that the North Coast Regional District (NCRD) keep him apprised of any relevant discussions or meetings pertaining to BC Ferries so he is able to advocate on behalf of the NCRD. The Chair of the Board thanked Mr. Coons.

### **Board Business:**

1. The Parcel Tax Roll Review Panel authenticated the 2023 Parcel Tax Roll.
2. The Board passed a third reading and adopted the [Islands Solid Waste Management Amendment Bylaw No. 271.2, 2023](#).
3. The Board supported BC Hydro's License of Occupation for the installation of two helipads on the east bank of the Ecstall River.
4. Taylor Bachrach, Member of Parliament attended the February 10, 2023 Regular Board Meeting and expressed that it was great to be back in the North Coast Regional District. Mr. Bachrach provided an update on federal initiatives.
5. On February 11, 2023, the Board held its Round 2 Budget meeting to consider the NCRD's 2023-2027 Five-Year Financial Plan. The Round 3 Budget meeting is scheduled for March 8, 2022 at 7:00 P.M. To learn more about the NCRD's financial planning visit the [2023-2027 NCRD Financial Plan Consultation](#) webpage.

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

March 6, 2023

Mayor Herb Pond  
City of Prince Rupert  
424 West Third Avenue  
Prince Rupert, BC V8J 1L7

Dear Mayor Pond:

**Re: Provincial Response to 2022 Resolutions**

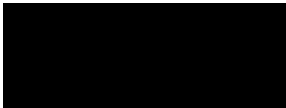
UBCM has received the Province's response to your Council resolution(s) from 2022. Please find the enclosed resolution(s) and their provincial response(s).

All responses from the Province have been posted to the UBCM web site under Convention & Resolutions, then under Resolutions & Responses.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Sincerely,



Jen Ford  
UBCM President

*Enclosure*

Whereas the availability of safe and affordable housing is an ongoing crisis in Canada that is worsening and which requires urgent and bold action;

And whereas secondary suites are often not built with permits or registered with local governments because owners may wish to avoid paying income tax on the suite revenues, resulting therefore in some secondary suites not being built or being built unsafely without permits:

Therefore be it resolved that UBCM request the provincial government provide tax exemptions for all income derived from the rental of secondary suites as a measure to encourage the provision of safe and affordable housing.

**Convention Decision:**                      **Endorsed as Amended**

### Provincial Response

#### ***Ministry of Finance***

*Safe and more affordable housing is a priority for our government as evidenced by our 30-point housing plan and our work throughout the province with municipalities to create the types of homes people can afford to rent or buy.*

*The design of the tax system balances fairness, competitiveness, efficiency, administrative simplicity, and economic objectives.*

*Under the federal Income Tax Act (Canada), rental income is considered income from property and is included in an individual's taxable income for the purpose of calculating income tax. The Income Tax Act (Canada) makes no distinction between rental income from secondary suites and rental income from other types of housing.*

*Under the Canada-BC Tax Collection Agreement, BC agrees to use the same tax base as the federal government, including the inclusion of rental income for the purpose of calculating an individual's income. Therefore, you may wish to share your suggestions regarding tax exemptions for income derived from secondary suites with the Department of Finance Canada for their consideration. Contact information can be found online at: <https://www.canada.ca/en/department-finance/corporate/contact-us.html>.*



File: 19040-20/1330

Reference: 273557

March 14, 2023

**VIA EMAIL:** [cityhall@princerupert.ca](mailto:cityhall@princerupert.ca)

Mayor Herb Pond and Councillors  
City of Prince Rupert  
424 – 3<sup>rd</sup> Avenue West  
Prince Rupert, British Columbia  
V8J 1L7

Dear Mayor Pond and Councillors:

**Re: Interfor Corporation's Tenure Dispositions in Coastal British Columbia**

The Ministry of Forests (FOR) is writing to notify you of requests received from Interfor Corporation (Interfor) to transfer Crown forest tenures, resulting in the disposition of 558,607 m<sup>3</sup>/year of timber harvesting rights to First Nation controlled entities and 104,486 m<sup>3</sup>/year to a manufacturing company. Interfor is conducting a strategic review of their remaining coastal operations and may request approval for disposition of additional tenures and permits in the future.

The requested tenure dispositions require the approval of the Minister of Forests. In reviewing these requests, the minister must consider the effect of the proposed transfers on the marketing of fibre and the public interest. The minister may attach conditions to an approval to address concerns resulting from the dispositions.

The ministry is engaging with stakeholders and the public on the proposed dispositions in support of the minister's decisions. Further details on the proposed dispositions, Interfor's statement on the proposed dispositions, and how the public can provide input is available at: [Information and Providing Input on the Interfor Tenure Dispositions](#). This website allows for the submission of comments regarding the proposed transfers. Additionally, information is provided in the attached backgrounder. This letter is being sent to all municipalities and regional districts where Interfor has operations that may be impacted by the proposed transfers. Consultation with potentially affected First Nations has also been initiated.

As a key stakeholder, your comments, expressing support or concerns on the proposed dispositions with respect to protecting the public's interest, will be documented for consideration by the minister. If you wish to respond with a letter, or have further questions, please direct them to Emma Neill, Senior Timber Tenures Forester, Forest Tenures Branch at [Emma.Neill@gov.bc.ca](mailto:Emma.Neill@gov.bc.ca). Upon request, an information session (using either an online platform or in-person) can be scheduled with FOR representatives and Interfor representatives to outline the transfer process and answer any questions you may have.

To increase awareness of these proposed transfers, and to enhance our ability to engage with the public, we respectfully request that this information and website link be shared on your website and social media pages.

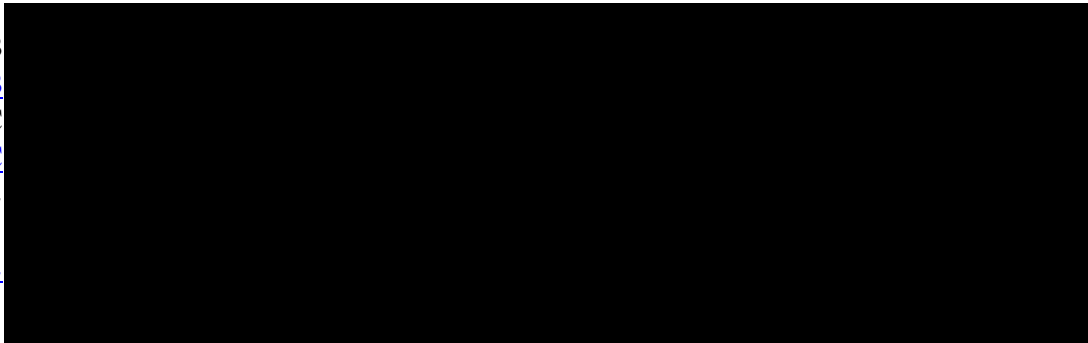
Yours truly,



Doug Kelly  
Director

Attachment: Proposed Tenure Disposition in Coastal British Columbia – December 2022

pc: B  
[B](#)  
C  
[C](#)  
E  
  
[E](#)



## Diana Goncalves

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**From:** LCRB Liquor Policy LCRB:EX <LCRBLiquorPolicy@gov.bc.ca>  
**Sent:** Friday, March 10, 2023 2:37 PM  
**Subject:** Bulletin 23-01 extension of TESAs to December 31, 2024  
  
**Importance:** High

**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.

Hello,

This email is to inform you of changes that affect the following licences with Temporary Expanded Service Areas (TESAs):

- Food Primary
- Liquor Primary
- Manufacturer

Please review the change on our website in [Bulletin 23-01: extension of TESAs to December 31, 2024](#).

Local governments and First Nations **have until March 20, 2023, to raise concerns about TESAs in their jurisdiction**. To raise concerns about a TESA in your jurisdiction, please email the LCRB's Manager of Licensing, [Rachel.Deloughery@gov.bc.ca](mailto:Rachel.Deloughery@gov.bc.ca).

As always, licensing staff work with local governments, First Nations, and licensees to resolve any concerns with TESAs. Licensees must ensure their TESAs follow local bylaws and requirements.

If local authorities have no concerns, the TESA authorizations will extend to **December 31, 2024**. The Branch will reissue authorization letters with the new expiry date.

Licensees can learn [how to make their TESA permanent](#) on our website.

We commit to supporting local governments and First Nations to ensure TESAs operate in the interest of their communities.

If you have any questions about this policy, please email [LCRBLiquorPolicy@gov.bc.ca](mailto:LCRBLiquorPolicy@gov.bc.ca).

Sincerely,

Liquor Policy and Communications  
Liquor and Cannabis Regulation Branch  
[www.gov.bc.ca/LCRB](http://www.gov.bc.ca/LCRB)

Dear Members,

On March 5<sup>th</sup>, 2023, the NCLGA Governance Committee and Board of Directors identified several potential amendments (Table 1.0) to the Society Constitution and Bylaws and approved the submission of a **Resolution to Amend** (see below), for member consideration, at the upcoming Annual General Meeting & Convention (May 9-12, 2023, Ovintiv Centre, Dawson Creek, BC).

Link: [NCLGA Constitution and Bylaws](#)

**RESOLUTION TO AMEND:**

*WHEREAS* the North Central Local Government Association Constitution and Bylaws were last updated in April 2018.

*AND WHEREAS* maintaining an updated Constitution and Bylaws is important for the integral governance of the NCLGA.

*THEREFORE BE IT RESOLVED* that the amendments identified in Table 1.0 (NCLGA Society Constitution and Bylaws Summary of Amendments) be **APPROVED**.

**Table 1.0 NCLGA Society Constitution and Bylaws Summary of Amendments**

Section	Current Wording	Amended Wording
Society Purposes a	To secure united action among the members in dealing with <b>all</b> matters of <b>individual or common</b> local government interest.	To secure united action among the members in dealing with matters of local government interest.
Society Purposes b	To be an agency for cooperation with the Union of British Columbia Municipalities for the continued development of sound local government.	To be an agency for cooperation with the Union of British Columbia Municipalities <b>(UBCM)</b> for the continued development of sound local government.
4	Cities, districts, townships, towns, villages, regional districts and other local governments in the north area of British Columbia as described above may apply to the directors for membership in the society and on acceptance by the directors will become members.	Cities, districts, townships, towns, villages, regional districts, <b>First Nations</b> , and other local governments in the north area of British Columbia as described above may apply to the directors for membership in the society and on acceptance by the directors will become members.
7	A municipality, regional district or other local government ceases to be a member of the society: a) by delivering its resignation in writing to the secretary of the society or by	<b>A city, district, township, town, village, regional districts, First Nations</b> , or other local government, ceases to be a member of the society:



**NCLGA MEMBER NOTICE**  
**NCLGA BYLAW REVIEW**  
**SUMMARY OF PROPOSED CHANGES**  
**MARCH 9, 2023**

	<p>mailing or delivering it to the address of the society;</p> <p>b) on being expelled; or</p> <p>c) on having been a member not in good standing for <b>12</b> consecutive months.</p>	<p>a) by delivering its resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;</p> <p>b) on being expelled; or</p> <p>c) on having been a member not in good standing for <b>6</b> consecutive months.</p>
13 (1)	Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.	Notice of a general meeting must specify the <b>place (if in person), the videoconference format (if virtual)</b> , day and hour of the meeting, and, in case of special business, the general nature of that business.
27 (1)	If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a delegate of a member to take the place of the former director.	If a director resigns <b>their</b> office or otherwise ceases to hold office, the remaining directors must appoint a delegate of a member to take the place of the former director.
28 (1)	The members may by special resolution remove a director before the expiration of his or her term of office and may elect a successor to complete the term of office.	The members may by special resolution remove a director before the expiration of <b>their</b> term of office and may elect a successor to complete the term of office.
28 (2)	<p>The office of a director must be vacated if the director:</p> <p>a) delivers a resignation in writing to the secretary or mails or delivers it to the address of the Society;</p> <p>b) is convicted of an indictable offence, and the directors must have resolved to remove him;</p> <p>c) fails to attend three consecutive meetings of the directors without good and sufficient reason in the opinion of the directors and the directors must have resolved to remove him;</p> <p>d) if he or she is found by a court to be of unsound mind;</p> <p>e) if he or she becomes bankrupt; or on death;</p>	<p>The office of a director must be vacated if the director:</p> <p>a) delivers a resignation in writing to the secretary or mails or delivers it to the address of the Society;</p> <p>b) is convicted of an indictable offence, and the directors must have resolved to remove <b>them</b>;</p> <p>c) fails to attend three consecutive meetings of the directors without good and sufficient reason in the opinion of the directors and the directors must have resolved to remove him;</p> <p>d) if <b>they are</b> found by a court to be of unsound mind;</p> <p>e) if <b>they</b> become bankrupt; or on death;</p>
30 (1)	The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.	The directors may meet at the <b>places (in person or virtually)</b> they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

35	A director who may be absent temporarily from British Columbia may send or deliver to <b>the address of</b> the society a waiver of notice, which may be by letter or email, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,	A director who may be absent temporarily from British Columbia may send or deliver to the society a waiver of notice, which may be by letter or email, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
39 (4)	Either the president or a director authorized by resolution of the directors must co-sign with the secretary/treasurer banking resolutions and <b>cheques</b> drawn on the society's bank account.	Either the president or a director authorized by resolution of the directors must co-sign with the secretary/treasurer banking resolutions and <b>payments</b> drawn on the society's bank account.
39 (6)	The president may appoint two persons to audit the accounts of the secretary/treasurer if <b>he or she</b> deems it necessary.	The president may appoint two persons to audit the accounts of the secretary/treasurer if <b>they deem</b> it necessary.
39 (7)	The president may appoint such special committees as <b>he or she</b> deems necessary.	The president may appoint such special committees as <b>they deem</b> necessary.
45	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify a director or former director of the Society and <b>the</b> heirs and personal representatives of any such person against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred <b>by him, her or</b> them including an amount paid to settle an action or satisfy a judgment in a civil, criminal or administrative action or proceeding to which he or she or they are made a party by reason of their being or having been a director of the Society, including any action brought by the Society. Each director of the Society on being elected or appointed must be deemed to have contracted with the Society on the term of the foregoing indemnity.	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify a director or former director of the Society and <b>their</b> heirs and personal representatives of any such person against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred by them including an amount paid to settle an action or satisfy a judgment in a civil, criminal or administrative action or proceeding to which he or she or they are made a party by reason of their being or having been a director of the Society, including any action brought by the Society. Each director of the Society on being elected or appointed must be deemed to have contracted with the Society on the term of the foregoing indemnity.
46	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify any officer or former officer of the Society and <b>his or her</b> heirs and personal representatives against all costs and expenses whatsoever incurred by	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify any officer or former officer of the Society and <b>their</b> heirs and personal representatives against all costs and expenses whatsoever incurred by

**NCLGA MEMBER NOTICE**  
**NCLGA BYLAW REVIEW**  
**SUMMARY OF PROPOSED CHANGES**  
**MARCH 9, 2023**

	him, her, or them and resulting from acting as an officer of the Society.	them and resulting from acting as an officer of the Society.
47	The directors may cause the Society to purchase and maintain insurance for the benefit of any person who is or was serving as a director or officer of the Society and his or her heirs or personal representatives against any liability incurred by him or her as such director or officer.	The directors may cause the Society to purchase and maintain insurance for the benefit of any person who is or was serving as a director or officer of the Society and their heirs or personal representatives against any liability incurred by them as such director or officer.

<b>STAFF CONTACT(S):</b>	Terry Robert, Executive Director [REDACTED] Sandra Moore, Board and Committee Support [REDACTED]
<b>NCLGA GOVERNANCE COMMITTEE MEMBERS</b>	Steve Forseth, President Sheila Boehm (Chair), 1 <sup>st</sup> Vice President Judy Greenaway, 2 <sup>nd</sup> Vice President Cori Ramsay, Past President



**NCLGA MEMBER NOTICE**  
**PROPOSED TOTAL MEMBERSHIP FEE INCREASE**  
**2023/24 BUDGET**  
**MARCH 16, 2023**

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Dear Members,

On March 5<sup>th</sup>, 2023, the NCLGA Board of Directors identified a 2% increase in the total annual membership fee amount (from \$160,000 to \$163,200) for inclusion in the 2023/24 NCLGA Budget (Attachment 1), which will be presented to the membership at the Annual General Meeting on May 10<sup>th</sup> 2023 in Dawson Creek.

The total annual membership fee amount was previously adjusted in 2018/19 and the recommended 2% increase for 2023/24 is designed to help mitigate the impacts of inflation. The 2% (\$3,200) increase in total annual membership fees would be pro-rated across the entire membership based on the established criteria (proportion of population and proportion of regional hospital district value) during the next invoicing cycle (June 2023).

However, even with the 2% increase in total membership fees in 2023/24, and with additional 2% increases projected in 2025/26 & 2027/28 as identified in the current multi-year budget plan (Attachment 2), the following unidentified discretionary revenue is still required to meet operational needs:

- 2023/24 = \$64,753, Proposed 2% increase in the total membership fee year
- 2024/25 = \$49,069
- 2025/26 = \$44,567, Projected 2% increase in the total membership fee year
- 2026/27 = \$53,528
- 2027/28 = \$49,003, Projected 2% increase in the total membership fee year
- 2028/29 = \$83,667
- Total Required Unidentified Discretionary Revenue to be secured = \$344,587

We recognize that an increase in membership fees is challenging and have made every effort to keep the increase to a manageable amount in 2023/24. The Board is committed to exploring options for securing the additional required unidentified discretionary revenue, from other sources, prior to implementing any additional increases in the total membership fees.

Please feel free to contact me if you have any questions or would like additional information. Thank you for your continued support of the NCLGA.

Sincerely,

Terry Robert  
Executive Director

**Attachment 1: NCLGA 2023/24 Budget**

Category	2023/24	Notes
<b>REVENUE</b>		
Non-Restricted Deferred Revenue	\$ 40,000	Deferred from 2022/23
<b>Total Membership Fees</b>	<b>\$ 163,200</b>	Increased by \$3,200 (2%)
AGM & Convention	\$ 322,000	Sponsorship and Registration
Solid Waste Forum	\$ 35,625	Sponsorship and Registration
Webinars	\$ 3,054	Sponsorship
UBCM Convention	\$ 5,090	Sponsorship
<b>Unidentified Discretionary</b>	<b>\$ 64,753</b>	Sources to be identified
<b>TOTAL REVENUE</b>	<b>\$ 633,722</b>	
<b>EXPENSES</b>		
Professional Services – Operations	\$ 90,000	FBC Services Agreement Ends 31/12/2023
Professional Services – Organizational	\$ 17,500	Consultants – Strat plan
AGM & Convention	\$ 301,210	Event Planner, Venue, Catering, Tech...
Solid Waste Forum	\$ 32,750	Event Planner, Venue, Catering, Tech...
Webinars	\$ 611	Online Support Tools
UBCM Convention	\$ 3,818	Venue, Catering, Tech...
Interest & Bank Charges	\$ 104	Annual Fees
Office Expense	\$ 3,500	Office Setup for New Staff Starting in Q3/Q4
Miscellaneous	\$ 1,050	Materials and Supplies
Communications	\$ 12,500	Website Update
Rent	\$ 2,700	Office Setup for New Staff Starting in Q3/Q4
Telephone	\$ 1,800	NCLGA Land Line and Mobile
Board Meetings	\$ 30,000	Venue, Catering, Director Travel
Insurance	\$ 4,800	Directors/Event Insurance
Accounting	\$ 5,600	Notice to Reader and Bookkeeping
Advocacy and Outreach	\$ 13,500	Victoria Delegation Travel
Wages	\$ 65,000	New Staff (~ 1.5 FTE) starting in Q3/Q4
EI	\$ 845	New Staff (~ 1.5 FTE) starting in Q3/Q4
CPP	\$ 3,835	New Staff (~ 1.5 FTE) starting in Q3/Q4
WCB	\$ 1,170	New Staff (~ 1.5 FTE) starting in Q3/Q4
Benefits	\$ 1,430	New Staff (~ 1.5 FTE) starting in Q3/Q4
<b>TOTAL EXPENSES</b>	<b>\$ 593,722</b>	
<b>NET</b>	<b>\$ 40,000</b>	<b>Deferred for expenses in next fiscal</b>

**Notes:**

- NCLGA Fiscal Year – April 1<sup>st</sup> to March 31<sup>st</sup>.
- For decision at the upcoming Annual General Meeting.

## Attachment 2: NCLGA Multiyear Budget Plan

Category	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Notes
REVENUE								
Non-Restricted Deferred Rev	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	From previous fiscal for expenses in Q1
<b>Total Membership Fees</b>	<b>\$ 163,200</b>	<b>\$ 163,200</b>	<b>\$ 166,464</b>	<b>\$ 166,464</b>	<b>\$ 169,793</b>	<b>\$ 169,793</b>	<b>\$ 998,915</b>	2% increase in 2023/24, 2025/26 & 2027/28
AGM & Convention	\$ 322,000	\$ 327,796	\$ 333,696	\$ 339,703	\$ 345,818	\$ 352,042	\$ 2,021,055	Sponsorship and registration fees
Solid Waste Forum	\$ 35,625	\$ 2,500	\$ 36,266	\$ 2,500	\$ 36,919	\$ 2,500	\$ 116,310	Sponsorship and registration fees
Webinars	\$ 3,054	\$ 3,109	\$ 3,165	\$ 3,222	\$ 3,280	\$ 3,339	\$ 19,169	Sponsorship
UBCM Convention	\$ 5,090	\$ 5,182	\$ 5,275	\$ 5,370	\$ 5,466	\$ 5,565	\$ 31,948	Sponsorship
<b>Unidentified Discretionary</b>	<b>\$ 64,753</b>	<b>\$ 49,069</b>	<b>\$ 44,567</b>	<b>\$ 53,528</b>	<b>\$ 49,003</b>	<b>\$ 83,667</b>	<b>\$ 344,587</b>	Sources to be determined
<b>TOTAL REVENUE</b>	<b>\$ 633,722</b>	<b>\$ 590,855</b>	<b>\$ 629,434</b>	<b>\$ 610,787</b>	<b>\$ 650,279</b>	<b>\$ 656,906</b>	<b>\$ 3,571,983</b>	
EXPENSES								
Professional Services-Ops	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	FBC Agreement ends December 31, 2023
Professional Services-Org	\$ 17,500	\$ 17,815	\$ 18,136	\$ 18,462	\$ 18,794	\$ 19,133	\$ 109,840	1.8% inflation
AGM & Convention	\$ 301,210	\$ 306,632	\$ 312,151	\$ 317,770	\$ 323,490	\$ 329,313	\$ 1,890,565	1.8% inflation
Solid Waste Forum	\$ 32,750	\$ 2,125	\$ 30,826	\$ 2,125	\$ 31,381	\$ 2,125	\$ 101,332	Every two years
Webinars	\$ 611	\$ 622	\$ 633	\$ 644	\$ 656	\$ 668	\$ 3,834	1.8% inflation
UBCM Convention	\$ 3,818	\$ 3,886	\$ 3,956	\$ 4,027	\$ 4,100	\$ 4,174	\$ 23,961	1.8% inflation
Interest & Bank Charges	\$ 104	\$ 106	\$ 108	\$ 110	\$ 112	\$ 15,000	\$ 15,539	1.8% inflation
Office Expense	\$ 3,500	\$ 2,400	\$ 2,443	\$ 2,487	\$ 2,532	\$ 2,578	\$ 15,940	New office setup in 2023/24
Miscellaneous	\$ 1,050	\$ 1,069	\$ 1,088	\$ 1,108	\$ 1,128	\$ 1,148	\$ 6,590	1.8% inflation
Communications	\$ 12,500	\$ 2,000	\$ 2,036	\$ 2,073	\$ 2,110	\$ 12,725	\$ 33,444	Material updates in 2023/24 & 2027/28
Rent	\$ 2,700	\$ 10,800	\$ 10,994	\$ 11,192	\$ 11,394	\$ 11,599	\$ 58,679	New office setup in Q3 of 2023/24
Telephone	\$ 1,800	\$ 1,832	\$ 1,865	\$ 1,899	\$ 1,933	\$ 1,968	\$ 11,298	1.8% inflation
Board Meetings	\$ 30,000	\$ 30,540	\$ 31,090	\$ 31,649	\$ 32,219	\$ 32,799	\$ 188,297	1.8% inflation
Insurance	\$ 4,800	\$ 4,886	\$ 4,974	\$ 5,064	\$ 5,155	\$ 5,248	\$ 30,128	1.8% inflation
Accounting	\$ 5,600	\$ 7,839	\$ 7,980	\$ 8,123	\$ 8,270	\$ 8,418	\$ 46,230	Auditor, new bookkeeper in Q3 of 2023/24
Advocacy and Outreach	\$ 13,500	\$ 13,743	\$ 13,990	\$ 14,242	\$ 14,499	\$ 14,760	\$ 84,734	1.8% inflation
Wages	\$ 65,000	\$ 130,000	\$ 132,340	\$ 134,722	\$ 137,147	\$ 139,616	\$ 738,825	New staff (1.5 FTE) in Q3/Q4 of 2023/24
EI	\$ 845	\$ 1,690	\$ 1,720	\$ 1,751	\$ 1,783	\$ 1,815	\$ 9,605	New staff (1.5 FTE) in Q3/Q4 of 2023/24
CPP	\$ 3,835	\$ 7,670	\$ 7,808	\$ 7,949	\$ 8,092	\$ 8,237	\$ 43,591	New staff (1.5 FTE) in Q3/Q4 of 2023/24
WCB	\$ 1,170	\$ 2,340	\$ 2,382	\$ 2,425	\$ 2,469	\$ 2,513	\$ 13,299	New staff (1.5 FTE) in Q3/Q4 of 2023/24
Benefits	\$ 1,430	\$ 2,860	\$ 2,911	\$ 2,964	\$ 3,017	\$ 3,072	\$ 16,254	New staff (1.5 FTE) in Q3/Q4 of 2023/24
<b>TOTAL EXPENSES</b>	<b>\$ 593,722</b>	<b>\$ 550,855</b>	<b>\$ 589,433</b>	<b>\$ 570,787</b>	<b>\$ 610,279</b>	<b>\$ 616,906</b>	<b>\$ 3,531,983</b>	
<b>NET (to be deferred)</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	To next fiscal for expenses in Q1

### Notes:

- Total membership fee 2% increases projected for 2023/24, 2025/26 and 2027/28 (every two years).
- Remaining total unidentified discretionary revenue required to meet operational needs (after projected total membership fee 2% increases) = \$344,587 (between April 1<sup>st</sup> 2023, and March 31<sup>st</sup> 2029).

February 23, 2023

**NOTICE TO ALL CUSTOMERS**  
**RE: MAY 2023 PORT TARIFF REVISION**

The Prince Rupert Port Authority hereby provides notice of a proposed tariff revision that would come into effect on May 1, 2023.

The proposed revisions are set out below:

**1) Tariff Schedule and Structural Change:**

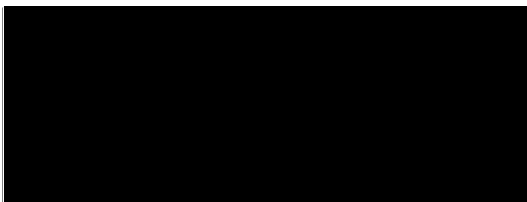
- a) Removal of **Schedule 6 Dockage**
  - i) Removal of this Schedule is being done as PRPA will no longer be the terminal operator.
- b) Removal of **Schedule 7 Services and Facilities Fees**
  - i) Removal of this Schedule is being done as PRPA will no longer be the terminal operator.

For your convenience, the proposed tariff has been posted to our website at [www.rupertport.com](http://www.rupertport.com). Alternatively, if you would prefer to receive a paper copy, please contact our office. Persons interested in making representation in writing to the Port Authority about the proposed tariff may do so to the address above or email to [business@rupertport.com](mailto:business@rupertport.com).

Thank you for your continued interest in the Port of Prince Rupert.

Sincerely,

**PRINCE RUPERT PORT AUTHORITY**



Shaun Stevenson  
President & Chief Executive Officer



## Brianne Bunko

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**From:** OldGrowthEngagement <OldGrowthEngagement@castlemain.com>  
**Sent:** Thursday, March 9, 2023 11:39 AM  
**Subject:** Multisectoral Regional workshop on implementing Old Growth Strategic Review

**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.

Hello,

The Ministry of Forests and the Ministry of Water, Lands and Resource Stewardship are collaborating with First Nations and engaging with stakeholders across British Columbia to develop an action plan and a provincial declaration on ecosystem health and biodiversity, to support the implementation of the Old Growth Strategic Review recommendations.

In January and February, the province brought together more than 300 First Nations and multisector participants for a forum to share ideas and better understand the current state, opportunities for improvements and the future management of our forests and ecosystems. Building on those conversations, the province is organizing a series of in-person or virtual regional workshops in the coming weeks for more opportunities to continue the discussions.

You are invited to attend any of the multi-sectoral workshops to share your voice and hear directly from others. Your insights will help shape the content of the old growth strategic action plan and will contribute to future regional planning efforts to implement changes from the Old Growth Strategic Review.

### **SAVE THE DATE**

The following regional workshops will be offered to First Nations and select stakeholders together:

- **Wednesday, April 12, 2023 – 9:30 a.m. – 4 p.m. Virtual**
- **Tuesday, April 18, 2023 – 9:30 – 4 p.m. in Burns Lake, BC**
- **Friday, April 21, 2023 – 9:30 a.m. – 4 p.m. in Terrace, BC**
- **Tuesday, April 25, 2023 – 9:30 a.m. – 4 p.m. in Prince George, BC**

All workshops will have a similar format and will be facilitated to allow for ideas to be shared and discussed between workshop participants and ministry staff in a respectful and collaborative way.

### **Registration**

A registration invitation will follow from the Castleman Group who is organizing workshops on behalf of the British Columbia Ministry of Forests. Registration is free, and your business information will be required to ensure participation. Once your registration has been collected, background information will be shared in advance of the meeting to support meaningful and informed participation. For virtual workshops, a link to attend the session will also be provided.

If you have any questions regarding the content, please email Yvonne Parkinson at [Yvonne.parkinson@gov.bc.ca](mailto:Yvonne.parkinson@gov.bc.ca).

Thank you for your interest. We hope you or a designate from your organization will attend these sessions with us.



Sincerely,

Norah White

Executive Director, Provincial Old Growth Strategy

Office of the Chief Forester

Ministry of Forests

## Diana Goncalves

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**From:** Alisa Thompson <northwestrhd@gmail.com>  
**Sent:** Tuesday, February 21, 2023 2:30 PM  
**Subject:** Replacement of the Bulkley Valley District Hospital  
**Attachments:** BVDH replacement (February 2023).pdf; BVDH replacement sample letter.docx

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

The North West Regional Hospital District has written to the Minister of Health regarding the replacement of the Bulkley Valley District Hospital in Smithers. A copy of this correspondence is attached to this email.

In 2019, Northern Health submitted a master plan to the province, which is the first step towards the replacement of the hospital. The master plan must be approved by the province if the project is to proceed to the next step, the development of a concept plan. This concept plan is developed and submitted to the province for approval before the business plan can be prepared and then hopefully approved by the Treasury board. This process takes years before an approval can be reached, and then the construction phase commences but will also take several years.

The replacement of Bulkley Valley District Hospital has been identified as a priority and with the time needed to develop the plans and obtain the necessary approvals, the board would like to see this hospital replacement master plan proceed so the project can move forward.

We ask that your board or council consider writing a letter to the province in support of this request to approve the master plan. Your voice adds strength to our position. For your convenience, I have attached a template to use.

Sincerely,

Alisa Thompson  
Executive Director  
North West Regional Hospital District  
300-4545 Lazelle Avenue  
Terrace, BC V8G 4E1  
Phone: 250-615-6125  
[https://www.rdks.bc.ca/government/north\\_west\\_regional\\_hospital\\_district](https://www.rdks.bc.ca/government/north_west_regional_hospital_district)



## Diana Goncalves

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**From:** Sonia Ali <[sonia@bcepilepsy.com](mailto:sonia@bcepilepsy.com)>  
**Sent:** Tuesday, March 14, 2023 4:42 PM  
**To:** City Hall  
**Subject:** Proclamation for International Purple Day for Epilepsy Awareness

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

To Whom It May Concern,

My name is Sonia Ali and I work for the BC Epilepsy Society, a non-profit charitable organization dedicated to serving the over 50,000 people living with epilepsy in BC.

I was informed by one of our staff members that the City of Prince Rupert has provided us with the Proclamation for International Purple Day for Epilepsy Awareness on March 26th and I was hoping to please receive a PDF copy of the Proclamation.

Any help you can provide would be greatly appreciated. Thank you and take care!

Kind regards,  
Sonia Ali  
Provincial Manager of Programs and Services  
BC Epilepsy Society

**Mailing Address:** PO Box 30521, Burnaby RPO Madison, BC V5C 6J5

**Phone:** 236-334-7087

**Email:** [sonia@bcepilepsy.com](mailto:sonia@bcepilepsy.com)

**Website:** [www.bcepilepsy.com](http://www.bcepilepsy.com)

**Social Media:**

**Instagram:** [BCEpilepsySociety](https://www.instagram.com/BCEpilepsySociety)

**Facebook:** [BC Epilepsy Society](https://www.facebook.com/BCEpilepsySociety)

**Twitter:** [BCEpilepsy](https://twitter.com/BCEpilepsy)

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

2023 Proclamation Draft

“Purple Day”

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

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

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

AND WHEREAS There are over 50,000 people in British Columbia, over 380,000 people in Canada and over 65 Million people worldwide living with epilepsy;

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

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

NOW THEREFORE I **[Insert Name and Title]** DO HEREBY PROCLAIM Sunday March 26<sup>th</sup>, 2023 as

“PURPLE DAY”

in the **[City/Municipality/Town/Village]** of **[Insert Name of City/Municipality/Town/Village]**.



## **REPORT TO COUNCIL**

### Regular Meeting of Council

**DATE:** March 20<sup>th</sup>, 2023

**TO:** Robert Buchan, City Manager

**FROM:** Veronika Stewart, Manager of Communications, Engagement and Social Development

**SUBJECT: SUPPORT FOR DEVELOPMENT OF ACCESSIBILITY COMMITTEE**

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#### **RECOMMENDATION:**

THAT Council direct staff to establish an Accessibility Committee and to advertise for membership to establish a committee of seven people.

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

As per Provincial regulations in the Accessible BC Act, as well as direction from Council in the 2023 Strategic Plan, the City is seeking to better understand barriers to participation in local service provision so that we can update our policies and services to better accommodate all residents. The establishment of an Accessibility Committee will not only support meeting Provincial requirements, but also the City's own aims to adopt policy pertaining to Justice, Equity, Diversity and Inclusivity that were identified in both the Strategic Plan and the Reconciliation Framework.

#### **BACKGROUND:**

As per the Accessible BC Act, organizations subject to the Act (which includes municipalities), three requirements come into force on September 1<sup>st</sup>, 2023. These requirements are as follows:

- Establishment of an accessibility committee;

- Development of an accessibility plan; and
- Establishment of a process for receiving public feedback.

#### *Establishment of an accessibility committee*

The legislation requires that the City establish an accessibility committee to assist in identifying barriers to individuals in or interacting with our organization and provide advice on removing and preventing barriers to individuals in or interacting with our organization.

The Accessibility Committee must, to the extent possible, have at least half of its members be persons with disabilities or individuals who support or represent organizations that support persons with disabilities. In addition, the committee must reflect the diversity of persons with and without disabilities in British Columbia, including at least one indigenous person as a member.

#### *Development of an accessibility plan*

Organizations have different capacities, priorities, and requirements, so committees must adapt to meet the organization's context. Staff will work with the committee to develop their Terms of Reference to ensure the Accessibility Plan is relevant.

In general, plans should address and consider principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design. According to legislation, an accessibility plan should outline how the organization will identify, remove and prevent barriers to people in the organization or interacting with it. The focus of individual Accessibility Plans of organizations will be dependent on the mandate of the specific organization. For instance, the City's Plan will be tailored to increasing accessibility across the programs, services and amenities provided by the municipality.

#### *Establishment of a process for receiving public feedback*

The plan must be reviewed and updated at least once every three years, with an opportunity for input from the Accessibility Committee and through the established feedback mechanism. Although there is no requirement to submit the Accessibility Plan to the provincial government for review or approval, the municipality will make their plans available to the public via the City website and at City Hall, as requested.

**ANALYSIS:**

The formation of this committee will ensure that the municipality meets legislated requirements under the Accessible BC Act, and supports complementary objectives identified in the Strategic Plan. Importantly, this work will also contribute to the long term well-being and inclusion of all residents.

**LINK TO STRATEGIC PLAN:**

Specifically, Council identified the strategic action to develop a Justice, Equity, Diversity and Inclusion Policy. Review of this policy will be an outcome of the work of the Accessibility Committee. Staff will work with the Accessibility Committee to ensure that an appropriate lens of accessibility is applied to this important policy work.

**COST:**

The intent is for this committee to meet in Council Chambers, as it is a wheelchair accessible space, and will also ensure cost savings for committee operations. Additional cost for the committee will be approximately \$150 towards annual refreshment costs for committee members, and \$350 towards the cost of advertising in the local newspaper for membership.

**CONCLUSION:**

It is recommended that Council direct staff to establish an Accessibility Committee of seven and direct staff to advertise for membership.

**Report Prepared By:****Report Reviewed By:**

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Veronika Stewart,  
Manager of Communications, Engagement,  
And Social Development

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Robert Buchan,  
City Manager

Attn: Province of BC – Frequently Asked Questions re: Accessibility Committees

# CITY OF PRINCE RUPERT

## REPORT TO COUNCIL

**DATE:** March 20, 2023  
**TO:** Mayor and Council  
**FROM:** Rosa Miller, Corporate Administrator  
**SUBJECT:** **DEVELOPMENT VARIANCE PERMIT DVP-23-01**

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### **RECOMMENDATION:**

**THAT** Council proceed to the statutory public notification for Development Variance Permit Application #23-01.

### **REASON FOR REPORT:**

In February, 2023, the City of Prince Rupert received a Development Variance Permit for 227 – 4<sup>th</sup> Avenue East. The applicant wishes to construct a greenhouse at the side of their property.

### **BACKGROUND and ANALYSIS:**

The applicant is proposing to construct a 10' x 12' greenhouse at the side of the property. Once the project had commenced it was determined that the side setback was insufficient although does align with the existing property, which would be considered existing, no-conforming. The main property is 0.6' from the property line. The proposed shed would be between 0.8' and 0.27' from the property line. The property is adjacent to a City Right of Way. There is a significant slope to the property.

Photos have been provided by the applicant to provide a clearer view of the structure.

Permit application has gone to staff for internal referrals.

### **COST and BUDGET IMPACT:**

There is no cost to the City with the approval or denial of this permit.

Report Prepared By:  
Rosa Miller

Attachment(s):

1. Project photos
2. Drawing
3. Survey copy

**Originally executed copies  
available upon request.**



2/9/2023

IMG\_1248.jpg





2/9/2023

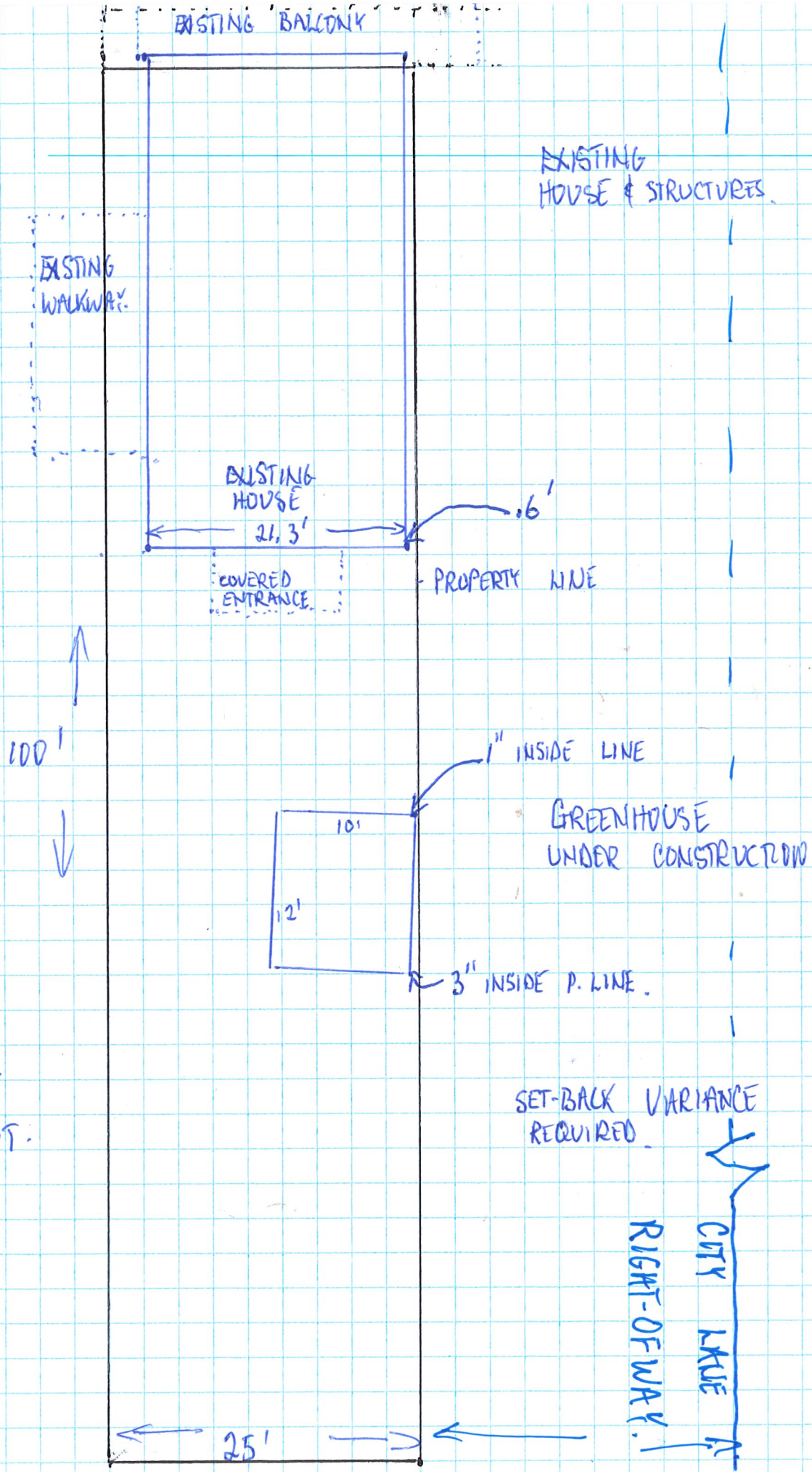
IMG\_1247.jpeg



<https://mail.google.com/mail/u/0/#inbox/QgrcJHsbDJZsWJCwgCjKPZxqCQrcNHPfLnv?projector=1>

2/





227 1/4<sup>th</sup> EAST.

STEPPY. SLOPED LOT.

G.D.L. 251, R5, C.D.  
1/21/05 9.2%

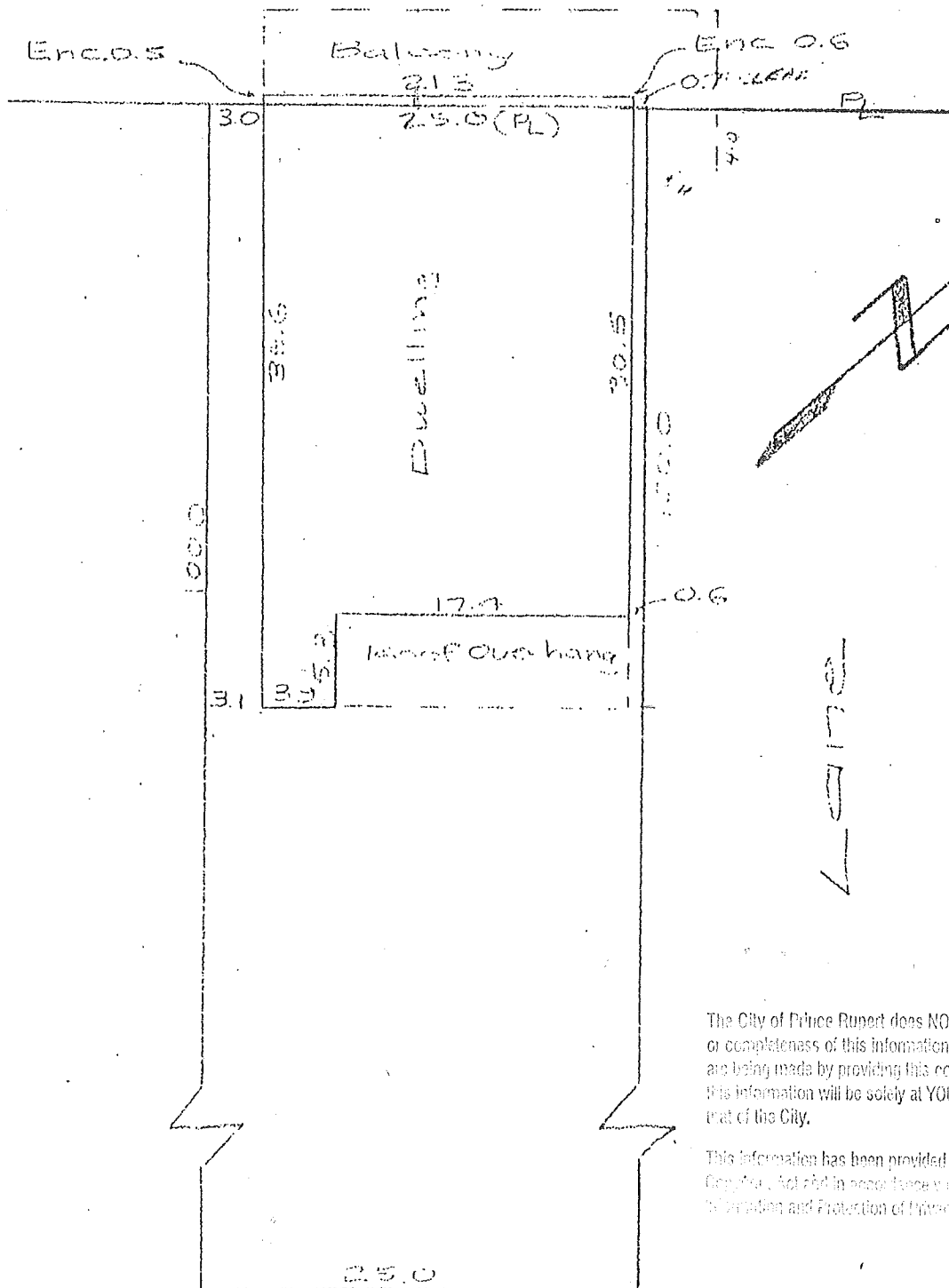
TO DEFINE BOUNDARIES.

Scale: 1" = 10' (Distances in Feet + Decimals Thereof)

RL = Property Line

Enc = Encroachment

Rem Plat 23, Assigned Plc 1014



The City of Prince Rupert does NOT warrant the accuracy or completeness of this information and no representations are being made by providing this copy. Any reliance on this information will be solely at YOUR OWN RISK and not that of the City.

This information has been provided subject to the Federal Copyright Act and in accordance with the Freedom of Information and Protection of Privacy Act.

This document is not valid unless originally signed and sealed.

4<sup>th</sup> Ave E

CERTIFIED CORRECT

McELHANNEY ASSOCIATES

4004 4540 LAKEVIEW AVENUE

# CITY OF PRINCE RUPERT

## ADJUDICATION BYLAW NO. 3497, 2023

### A BYLAW TO PROVIDE FOR ENFORCEMENT BY BYLAW NOTICES

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WHEREAS the *Local Government Bylaw Notice Enforcement Act, S.B.C, 2003, c. 60* empowers the Council of the City of Prince Rupert, by Bylaw, to designate those bylaws for which bylaw notice enforcement may be used;

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

## PART 1 – INTRODUCTION

### Title

1. This Bylaw may be cited as “**City of Prince Bylaw Notice Enforcement Bylaw No. 3497, 2022**”.

## PART 2 – DEFINITIONS

2. In this Bylaw:

“Act” means *Local Government Bylaw Notice Enforcement Act*;

“Bylaw Enforcement Officer” means a person or person appointed by Council, or their designate, from time to time to enforce the regulatory bylaws of the municipality;

“City” means the City of Prince Rupert;

“Designated Bylaw” means a bylaw listed in Column 1 of Schedule “A” to this bylaw;

“Designated Schedule” means the schedule specified in Column 3 of Schedule “A” to this bylaw that corresponds with and is attached to the Designated Bylaw being enforced; and,

“Registry” means the Bylaw Notice Adjudication Registry established pursuant to this bylaw.

## PART 3 – STATUTORY TERMS

3. Subject to subsection 2, the terms of this bylaw have the same meaning as the terms defined in the Act.

## **PART 4 – BYLAW CONTRAVENTIONS**

4. The bylaws listed in Column 1 of Schedule "A" to this Bylaw may be dealt with by bylaw notice.

## **PART 5 – PENALTY OR DISPUTE**

- 5.1 A person who receives a bylaw notice must, within 14 days of the date on which the person received or is presumed to have received the bylaw notice:
  - a. Pay to the City the penalty in the amount specified in Column A5 (Early Payment) of the Designated Schedule for the contravention; or,
  - b. Request dispute adjudication by filling in the appropriate portion of the bylaw notice indicating either an intention to dispute and delivering it, either in person during regular office hours, or by mail, to the City.

### **PAYING FOR A DISPUTE NOTICE**

- 5.2 If a person receives a bylaw notice but falls to pay the penalty or dispute the bylaw notice in the time required under section 5.1 of this bylaw, that person must:
  - a. Pay to the City the penalty in the amount specified in Column A4 of the Designated Schedule for the contravention if the payment is received by the City within 30 days of the date on which the person received the bylaw notice or is presumed to have received the bylaw notice; or
  - b. Pay to the City the penalty in the amount specified in Column A6 of the Designated Schedule for the contravention.
- 5.3 Where a person was not personally served with a bylaw notice and advises the City, in accordance with the requirements of Section 25 of the Act, that they did not receive a copy of the original notice, the time limits for responding to a bylaw notice under subsection 5.1 and making a payment under subsection 5.2 of this bylaw do not begin to run until a copy of the bylaw notice is redelivered to them in accordance with the Act.

## **PART 6 – BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY**

- 6.1 The Registry is established to provide a bylaw notice dispute adjudication system for the purpose of hearing disputes in accordance with the Act.

- 6.2 The civic address of the Registry is the City of Prince Rupert, 424 Third Avenue West, Prince Rupert, BC, V8J 1L7
- 6.3 Every person who is unsuccessful in a dispute adjudication hearing in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this section must pay the City an additional fee of \$25.00 for the purpose of the City recovering the costs of the adjudication system

## **PART 7 – SCREENING OFFICERS**

- 7.1 The following may be appointed as screening officers:
- a. Corporate Administrator
  - b. City Manager

## **PART 8 – POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS**

- 8.1 The powers, duties, and functions of screening officers are as set out in the Act, and include the following powers:
- a. where requested by the person against whom a contravention is alleged, to communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice dispute adjudication system and the fee or fees payable in relation to the bylaw notice enforcement process;
  - b. to communicate with any or all of the following for the purposes of performing their functions under this bylaw or the Act:
    - (i) the person against whom a contravention is alleged or their representative;
    - (ii) the officer issuing the notice;
    - (iii) the complainant or their representative; and
    - (iv) the City's staff and records regarding the disputant's history of bylaw compliance;
  - c. To prepare and enter into compliance agreements under the Act with persons who dispute bylaw notices, including to establish terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with the bylaw;

- d. To enable the payment of a reduced penalty if a compliance agreement is entered into, as provided in each bylaw; and
  - e. To cancel bylaw notices in accordance with the Act and City policies and guidelines.
- 8.2 Screening Officer may only enter into a compliance agreement for a contravention that is indicated as being available for a compliance agreement under Column A7 of the Designated Schedule.
- 8.3 The maximum duration of a compliance agreement is one year.

## **PART 9 – ADMINISTRATIVE**

- 9.1 Schedule “A” is attached to this bylaw and forms a part of this bylaw.
- 9.2 If any provision of this bylaw is declared or held to be illegal, invalid, or ultra vires, in whole or in part, then the provision shall not apply and the remainder of this bylaw shall be in full force and effect and be construed as if it had been enacted without the illegal, invalid or ultra vires provision.

Read a First time this 6th day of March, 2023.

Read a Second time this 6th day of March, 2023.

Read a Third time this 6th day of March, 2023.

Read a Fourth & Final time this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

MAYOR

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CORPORATE ADMINISTRATOR

## **SCHEDULE “A”**



- Business Regulation and Licensing (Rental Units) Bylaw 3476, 2021
- Dog Control Bylaw – Consolidated Bylaw 3250
- Fireworks Regulation Bylaw (1996) Bylaw 2978
- Noise Control Bylaw – Consolidated Bylaw 2430
- Nuisance Prohibition Bylaw – Consolidated Bylaw 2709
- Property Maintenance Bylaw (2010) Bylaw 3297
- Solid Waste Management Bylaw (2021) Bylaw 3480
- Trade or Business License Bylaw – Consolidate (2018) Bylaw 2426
- Traffic Bylaw – Consolidated Bylaw 2470

and including any amendments thereto.