



**The Corporation of the City of Grand Forks
Committee of the Whole Meeting
REVISED AGENDA**

Meeting #: C-2020-02
Date: Monday, February 10, 2020, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda
February 10, 2020, Committee of the Whole

Recommendation

THAT the Committee of the Whole adopts the February 10, 2020, agenda as presented.

3. MINUTES

- a. Adopt Minutes - Committee of the Whole
January 13, 2020, Committee of the Whole Meeting Minutes

1 - 5

Recommendation

THAT the Committee of the Whole adopts the January 13, 2020, Committee of the Whole Minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Proposed Community Center
Community Futures - Jennifer Wetmore/Roly Russell

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

- a. Monthly Highlight Reports
Department Managers

6 - 10

Recommendation

THAT the Committee of the Whole receives the monthly highlight reports from department managers.

7. REPORTS AND DISCUSSION

- *a. CAO - One Employee of Council Policy
Corporate Services

11 - 14

Recommendation

THAT the Committee of the Whole recommends to Council to approve Policy #115 "CAO - One Employee of Council", at the February 24, 2020 Regular Meeting of Council.

8. PROPOSED BYLAWS FOR DISCUSSION

9. INFORMATION ITEMS

10. CORRESPONDENCE ITEMS

11. LATE ITEMS

12. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF THE COUNCIL (VERBAL)

13. QUESTION PERIOD FROM THE PUBLIC

14. ADJOURNMENT



The Corporation of the City of Grand Forks
Committee of the Whole
MINUTES

Meeting #: C-2020-01
Date: Monday, January 13, 2020, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Councillor Zak Eburne-Stoodley
Councillor Cathy Korolek (*via phone*)
Acting Mayor Neil Krog
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski

Absent: Mayor Brian Taylor

Staff: Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Daphne Popoff - Corporate Administrative Assistant
Juliette Rhodes - Chief Financial Officer
Ron Mattiussi - Interim Chief Administrative Officer

GALLERY

1. CALL TO ORDER

Mayor Taylor called the January 13, 2020, Committee of the Whole Meeting to order at 9:05 am.

2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda

January 13, 2020, Committee of the Whole

MOVED

THAT the Committee of the Whole adopts the January 13, 2020, agenda as presented.

Amended

MOVED

THAT the Committee of the Whole adopts the January 13, 2020, agenda, with the addition of Item 7 b. Warming Shelter discussion, as amended.

Carried

3. MINUTES

- a. Adopt Minutes - Committee of the Whole

December 16, 2019, Committee of the Whole Meeting Minutes

- clarification regarding the Fee for Service resolution for Gallery 2 - **'THAT the Committee of Whole refers the Fee for Service request of \$8,000 from Gallery 2 to the budget process.'** - this is meant for the Arts Council piece only and not for the full Gallery 2 Fee for Service request.

MOVED

THAT the Committee of the Whole adopts the December 16, 2019, Committee of the Whole Minutes as presented.

Carried

4. REGISTERED PETITIONS AND DELEGATIONS

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

- a. Monthly Highlight Reports

Department Managers

Discussion:

- Capital Projects report
- Current Planning points, end of Boundary Drive

MOVED

THAT the Committee of the Whole receives the monthly highlight reports from department managers.

Carried

7. REPORTS AND DISCUSSION

a. AKBLG Resolutions

Mayor and Council

Discussion:

- Expropriation Act
- responsibility for extreme weather and smoke emergency, regional level
- deadline for resolutions to AKBLG

b. Warming Shelter

Discussion:

- City was approached by a provider to run a Warming Shelter
- rule concerns around shelter
- important to follow and enforce bylaws
- emergency weather, people at risk
- exceptions for Council to deal with immediate emergency
- trusting provider, location, Boundary Family Services monitoring current site, service funded through BC Housing
- scenario of possible lawsuit against the City and taxpayers
- City's policy is to act on complaints, process
- last year's shelter

- steps in how long a bylaw can be changed
- public comments, ad hoc, Social Services Advisory Group
- litigation on the Donaldson Drive property
- how did Warming Shelter become open last night?
- Facebook comments
- using 'Extreme' or 'Cold' for shelter name wording, possibility of shelter being only open during extreme weather

MOVED

THAT the COTW forwards discussion to Council's January 13, 2020, Regular Meeting to suspend enforcement of zoning bylaws regarding 7500 Donaldson Drive to permit the use of the location as an Extreme Weather Shelter until March 31, 2020, and that use of the site be monitored.

Carried

8. PROPOSED BYLAWS FOR DISCUSSION

- a. Bylaw 2062 and 1623-R - Officer Positions Establishment

Corporate Services

Discussion:

- job descriptions and transparency
- City Administrator section '...hiring or dismissal of department head staff'
- internal reorganization
- Community Charter
- creating a Council policy

MOVED

THAT the Committee of the Whole recommends to Council to give first three readings to the Officer Positions Establishment Bylaw No. 2062 at the January 13, 2020, Regular Meeting of Council.

Carried

MOVED

THAT the Committee of the Whole recommends to Council to give first three readings to the Officer Positions Repeal Bylaw No.1623-R at the January 13, 2020, Regular Meeting of Council.

Carried

9. INFORMATION ITEMS

10. CORRESPONDENCE ITEMS

11. LATE ITEMS

12. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF THE COUNCIL (VERBAL)

13. QUESTION PERIOD FROM THE PUBLIC

- Anne Palmer spoke in regard to people that work during the day and cannot attend the COTW

14. ADJOURNMENT

The January 13, 2020, Committee of the Whole Meeting was adjourned at 10:46 am.

Acting Mayor Neil Krog

Corporate Administrative Assistant -
Daphne Popoff

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: February 10, 2020
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

Calls this month: 32(Fire – 16, Rescue – 5, First Responder – 11)
Year to date calls: 32

- Fire inspections and fire safety education:
 - 4 fire inspections were completed
 - 2 public ed events: “Too Hot for Tots” at Glanville centre and “Helmet Safety” at Perley elementary school.
- Notable calls were a structure fire on Central Ave. where all occupants were able to get out of the home safely and a motorhome fire up Morrissey Creek Rd.
- One of our members, (Dave Paulett) received his 30 and 40-year service medal from the Office of the Governor General as well as 35 Office of the Fire Commissioner service award.
- NFPA 1001 members training for the month was electrical safety, ground ladders and thermal imaging camera review as well as a review of a carbon monoxide call and procedures for responding.
- NFPA 1001 training class completed Ch 8 - Fire Extinguishers, Ch 19 - Salvage and Overhaul, and Ch 23 - Fire Suppression theory exams and are working their way through the practical evaluation components for each of these chapters.

Outside Works

General

Electrical

- Removed decorations from Gyro Park
- One outage caused by a FortisBC broken cutout and one outage from a bird contact
- One service upgrade and one new house service
- Changed more LED streetlights
- 2020 work plan
- Canadian Electrical Code refresher course

Public Works

- Snow, snow, snow and more snow.
-

Water and Sewer

- WWTP Upgrades ongoing.
- Fire Hydrant maintenance.
- Well/Chlorine maintenance.
- Sewer service blockages.
- 2020 work plan.

Development and Engineering

General

- Approximately 60 front counter, telephone, email and miscellaneous requests for property purchase information, zoning requirements and implications as well as other planning and development issues
- Planning is working with administration to complete the final processes required to electronically file and register with the Land Title and Survey Authority (LTSA). It is anticipated that electronically registering and filing documents will provide some reduction in legal costs incurred by the City while expediting the registration process.
- Building on the October 21, 2019 and November 25, 2019 reports to council, staff continue to work toward the zoning amendments required to include definitions for extreme weather response shelter, emergency shelter, transitional housing units and supportive housing units. Staff continue to work with council and the Social Services Advisory Group (SSAG) to inform Council's decision on identifying those areas in the community most appropriate for each use.
- Staff have initiated conversations with Ministry of Transportation and Infrastructure staff toward streamlining referral processes.
- Review of upcoming grant opportunities to determine priority projects and availability of matching grants
- Preparation of operating and capital budgets and presentations
- Continued recruitment for a Senior Planner position and initiated recruitment for a Planning Technician

Capital Projects

- Disaster Mitigation and Adaptation Fund
 - Project definition underway for environmental permitting and approvals program, First Nations engagement, and engineering and design program.
- Land Acquisition and Reinvestment
 - Council approval of Land Acquisition Program and budget for Real Estate Strategy, which will be used in support of the In-Kind/Reinvestment Program
 - Keystone Appraisals has conducted appraisals on 75% of single-family homes and all vacant lots. As of the end of January compensation calculations and offer background documents have been prepared a large cross section of single-family dwellings.
 - The Land Acquisition Program is posted publicly at <https://keystoneappraisals.ca/grand-forks-voluntary-land-acquisition-program/>

Long Range Planning

- Staff continue to work with developers to bring several subdivision proposals and projects online.
- Work on various rights-of-way and road dedication projects continue
- Staff continue to work with developers on potential temporary use permit proposals
- Discussions continue with developer on proposal for Highway Commercial property rezoning/subdivision/development
- Staff continue to work with property owners to develop infill properties
- Staff have started working on the next consolidated zoning bylaw which will include zoning regulations and zoning scheduled changes adopted since the last zoning bylaw consolidation in February of 2019

Current Planning

- Staff continue to work with developers to bring several subdivision proposals and projects online.
- Work on various rights-of-way and road dedication projects continue
- Staff continue to work with developers on potential temporary use permit proposals
- Discussions continue with developer on proposal for Highway Commercial property rezoning/subdivision/development
- Staff continue to work with property owners to develop infill properties
- Staff have started working on the next consolidated zoning bylaw which will include zoning regulations and zoning scheduled changes adopted since the last zoning bylaw consolidation in February of 2019

Business Licencing

- Staff have prepared the necessary reports and have set in motion the completion of the public hearing notice requirements required for 3rd reading of the Inter-Community Business Licence Bylaw (also referred to as Mobile Business Licence or Inter-Municipal Business Licence).
- Staff review of draft Business Licence Bylaw commenced
- Processed 12 Business Licence Applications.

Building Inspection and Bylaw Enforcement

General

- Building Bylaw review underway, expected introduction in March.
- Meeting with developers currently being planned, prior to bylaw introduction.
- Soil gas (radon) testing completed. Results indicate that homes with the least amount of air leakage (newer homes) have higher levels of radon and are slightly higher than the concern threshold. Will continue to test throughout 2020 and encourage all homeowners to proactively test as per Health Canada guidelines.
- Arranged for indoor air quality testing at the public works office.
- Secured engineering services for firehall slab review (possible flood damage).

Bylaw Services

- Parking and snow clearing issues resolved.
- Enhanced security presence requested at the library, art gallery and Service BC.

Building Inspection

- Building Permit applications this month: 6
- Year to date Building Permit applications: 6
- Year to date construction value: \$253,130.00

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 4 In-Camera, 2 Workshop)
- Prepared weekly summaries/updates (4 summary, 3 org. updates, 2 internal updates)
- Budget preparation
- Communications briefings
- Contracts/Fee-for-Service Agreements
- Corporate Tasks completed: 7
- Human Resources Duties
- Supported Public Works operations
- Work preparing Public Works updated Utility Regulation bylaws
- Legal
- Media Releases/Communications
- Review Bylaws, related Provincial legislation and Court decisions
- Off-site Training

Information Technology

- Continued support for desktop services (PC's, phones, copiers)
- Security Panel upgrade at Court House completed
- Account Security Updates
- Audit of mobile devices and planning for replacements
- IT tasks completed: 5

Financial Services

General

- Amended Utility Billing Bylaw 2064 to third reading January 13th
- Facilitated Council capital projects workshop January 27
- Work proceeding on 2020 operating budgets
- Auditors on-site January 27-31 for testing and review
- Year end entries and working papers in progress
- Preparation and filing of T4 and Worksafe returns for 2019
- DFA and insurance claims in progress
- Responded to requests from the public regarding utility billings and property taxes

Procurement

RFPs and RFQs Issued

- RFQ - 2020 Hanging Baskets

RFPs and RFQs Awarded

- 2020 Hanging Baskets – Mariposa Greenhouses and Country Road Greenhouses

Purchase Orders Issued

Total value	\$53,502
• Less than \$5,000	8
• \$5,000 to \$25,000	4
• \$25,000 to \$75,000	0
• Greater than \$75,000	0

Total value of purchases \$446,402

1 direct award < \$25,000: Nor-ex Engineering – GHG mitigation assessment

0 direct award \$25,000-\$75,000:

0 direct award > \$75,000:

Recommendation

THAT the Committee of the Whole receives the monthly highlight report for information.

Request for Decision



To: Committee of the Whole
From: **Corporate Services**
Date: February 10, 2020
Subject: CAO - One Employee of Council Policy
Recommendation: **THAT the Committee of the Whole recommends to Council to approve Policy #115 "CAO - One Employee of Council", at the February 24, 2020 Regular Meeting of Council.**

Background

At the Regular Meeting of Council on January 27, 2020, Council gave final reading to the Officers Position Establishment Bylaw No. 2062.

In prior discussions regarding Bylaw No. 2062, staff was asked to create a "CAO - One-Employee of Council" policy to codify the City of Grand Forks practices into policy.

The majority of the policy is directly from the District of Lake Country which has become the example template for a one employee policy for the Local Government Management Association (LGMA). Staff then adjusted the template policy slightly to ensure that key elements that Council requested were added accordingly, such as information updates regarding the organizational structure and staffing changes.

Policy 115 is now presented for discussion at the Committee of the Whole meeting with a request to forward the policy to the Regular Meeting of Council on February 24, 2020 for adoption.

Benefits or Impacts

General

Codifying existing practices into policy to ensure accountability.

Policy/Legislation

New Policy 115

Officers Position Establishment Bylaw No. 2062

Attachments

DRAFT Policy 115 – CAO – One Employee of Council

Recommendation

THAT the Committee of the Whole recommends to Council to approve Policy #115 “CAO - One Employee of Council”, at the February 24, 2020 Regular Meeting of Council.

Options

1. THAT the Committee of the Whole accepts the report.
2. THAT the Committee of the Whole does not accept the report.
3. THAT the Committee of the Whole refers the matter back to staff for further information.



City of Grand Forks
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Council Policy

CAO - One Employee of Council

Established: February 24, 2020

Rescinded: N/A

Contact Department: Corporate Services

Purpose

- To establish a 'CAO - One Employee of Council' Policy as identified in the current Officer Positions Establishment Bylaw 2062, or any amendments or replacements thereto, and to codify City of Grand Forks practices into policy.

Policy Statement

The City of Grand Forks endorses the 'CAO - One Employee of Council' model of Corporate structure. This model establishes the Chief Administrative Officer (CAO) as the sole employee of Council; all other City employees report (directly or indirectly) to the CAO rather than to Council. The CAO is the link between policy makers (Council) and policy implementers (staff).

Policy

- The CAO is Council's chief policy advisor. The CAO is responsible for providing Council with background information to make policy decisions, and for ensuring that administration carries out the policies in a neutral and efficient manner.
- The CAO as policy advisor is accountable to Council in the following roles:
 - Assistance in Direction Setting - provides Council with background information on actions and decisions of previous Councils; the role of planning in the budget process; the impact of work plans on administration; project commitments by past or current Councils; public consultation and engagement on community priorities.
 - Fiscal Management - ensures the municipality's finances are managed; provide ongoing advice to Council and to department heads.
 - Leadership - fosters positive administrative leadership to instill exceptional work ethics in all employees; mentoring of management skills; encourages new techniques and ideas for maximum efficiencies and unnecessary duplication; directing/selecting key senior positions within the organization; guides the vision and performance of the organization.
 - Relationship Building with Council - ensures that Council has full access to information and advice to support their governance functions; strong mandate for Council that focuses on political direction; ensures that enactment of bylaws, Council policies, and Council directives are properly carried out by staff.
 - Quality Reports to Council - provides quality reports that include comprehensive and well written background information, research data, jurisdictional, and budget implications that ensure the issue is addressed completely and fairly, and supported with an appropriate recommendation.
- The CAO or his or her designate is responsible for all hiring and firing within the corporation within the budgetary framework approved by Council for FTE's (Full Time Equivalents), PTE's (Part Time Equivalents) and contracted staff.

- Recognizing that City Council as the governing body has a right to be kept informed of changes within the Corporation; and that the three officers positions (CAO, CFO and Corporate Officer) require a formal process outlined in legislation prior to any terminations, City Council will be informed in the following ways:
 - City Council will approve the Organizational Chart and Staff Complement and all additions or deletions of positions which impact the budget.
 - City Council will be informed of any proposed hiring, firing, reclassifying or restructuring of individuals at the manager level before action is carried out by the CAO.
 - City Council will be informed of any changes to the organizational below the level of Manager, by either email (if deemed by the CAO to be significant) or within the quarterly HR report.
- The CAO is the link between Council and City employees. All Council directives, correspondence, and requests for information will be channeled through the CAO who will forward to the appropriate staff and ensure follow-up actions. All submissions to Council, including Staff Reports, delegation requests, and correspondence will be channeled through the CAO. Significant information provided to any member of Council, which is likely to be used in Council or in political debate, will also be submitted to the CAO who will ensure that all Council members are provided the information.