

CORPORATION OF THE CITY OF GRAND FORKS

Bylaw # 1623

A Bylaw to establish the Officer Positions of the Corporation of the City of Grand Forks and to establish the powers, duties and responsibilities of such Officers.

WHEREAS, in accordance with the Municipal Act, a local government must, by bylaw, establish officer positions in relation to Corporate Administration and Financial Administration, with titles it considers appropriate and assign powers, duties and functions to those officers positions;

NOW THEREFORE, the Council of the Corporation of the City of Grand Forks, in open meeting assembled ENACTS the following:

TITLE

1. This Bylaw may be cited as the "Officers and Employees Bylaw No.1623, 2000"

DEFINITIONS

2. In this Bylaw:
 - a. "Act" means the Municipal Act;
 - b. "City" means the Corporation of the City of Grand Forks;
 - c. "Council" means the governing and executive body of the City of Grand Forks constituted as provided in the Act

OFFICER POSITIONS

3. The following positions are hereby established as officer positions of the City of Grand Forks:
 - a. City Administrator
 - b. City Clerk
 - c. Treasurer/Collector
 - d. Superintendent of Public Works
 - e. Assistant Works Superintendent

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- f. Deputy Clerk/Confidential Secretary
- g. Fire Chief/Municipal Emergency Coordinator

POWERS, DUTIES AND RESPONSIBILITIES

- 4.
 - a. The powers, duties and responsibilities of the **City Administrator** are as set out in **Schedule "A"**.
 - b. The powers, duties and responsibilities of the **City Clerk**, are as set out in **Schedule "B"**.
 - c. The powers, duties and responsibilities of the **Treasurer/Collector**, are as set out in **Schedule "C"**.
 - d. The powers, duties and responsibilities of the **Superintendent of Public Works** are as set out in **Schedule "D"**.
 - e. The powers, duties and responsibilities of the **Assistant Works Superintendent** are as set out in **Schedule "E"**.
 - f. The powers, duties and responsibilities of the **Deputy Clerk/Confidential Secretary** are as set out in **Schedule "F"**.
 - g. The powers, duties and responsibilities of the **Fire Chief/Municipal Emergency Coordinator** are as set out in **Schedule "G"**.

In accordance with the Municipal Act, the same person may be appointed to two or more positions.

OATH OF OFFICE

- 5. The oath of office as set out in Schedule "H" to this Bylaw is hereby adopted as the oath of office for officers of the Corporation of the City of Grand Forks


Read a **first** time this 15th day of May, 2000

Read a **second** time this 15th day of May, 2000.

Read a **third** time this 15th day of May, 2000.

Finally adopted this 5th day of June, 2000



Mayor Lori Lum

Lynne Burch, City Clerk

CERTIFICATE

I hereby certify that the foregoing is a true copy of Bylaw No. 1623, as passed by the Municipal Council of the City of Grand Forks on the 5th day of June, 2000.

Clerk of the Municipal Council of the
City of Grand Forks

SCHEDULE " A "

POWERS, DUTIES AND RESPONSIBILITIES

CITY ADMINISTRATOR

Recommends goals, objectives, policies and programs to Council. Meets with Council regularly to review and update. Encourages, and is involved in, an annual corporate planning process with Council.

Directs the implementation and monitors progress of policies and programs approved by Council; evaluates and recommends changes as required. Ensures that Council policies are promptly and effectively discharged. Updates existing policies and ensures that all of Council and staff are aware of current policies.

Coordinates departmental activities; recommends to Council any necessary changes in duties or authority of departments. Chairs regular management team meetings. Ensures that Council is provided with properly researched and coordinated information.

Directs the development of budgets and establishment of financial controls. Works with the Director, Corporate Services in coordinating budget information; assists all Department Heads in preparing their budget estimates. Monitors all municipal investments.

Ensures that expenditures are within the Council approved budget. Ensures that Council is kept aware of any changes to the proposed budget. Reviews Regional District functions and budget requirements.

Within established Council policies and budget guidelines, directs the appointment, promotion, demotion, transfer or dismissal of staff. Ensures that the municipality has a well-developed, comprehensive human resource plan. Recommends the hiring or dismissal of department head staff. Has final authority on subordinate staff (ie. non-department head levels) hiring or dismissal.

Coordinates the prompt and proper handling of all requests, inquiries or complaints by the public. Acts as a liaison between Council and the public.

Directs the execution of all documents, agreements or contracts approved by Council. Ensures that the municipality has a comprehensive records management system.

Attends all regular and special meetings of Council and other meetings as requested by Council. Directs the preparation of Council agenda packages,

including background documentation.. Ensures that all business items are fully researched, including options, and provides a recommendation on each to Council.

Ensures the satisfactory preparation of bylaws and that copies of all official correspondence, records, bylaws, etc., are retained by the office. Ensures that the statutory provisions of the Act are complied with; corrects any deficiencies. Delegates to the Clerk and reviews the work of this office.

Drafts correspondence resulting from decisions of Council. Delegates as appropriate. Ensures that correspondence to the Mayor and Council is responded to under the signature of the Mayor.

Coordinates the provision of special services (eg. legal, audit, consulting) to the City of Grand Forks.

Prepares a monthly report to Council on all major ongoing issues. Updates Council regularly on such issues. Maintains an awareness of Regional District activities.

Prepares resolutions for Council's consideration and the consideration of the provincial and federal municipal associations. Provides comments to Council on the resolutions under consideration by both bodies.

Performs other related duties as may be requested by Council.

SCHEDULE " B"

POWERS, DUTIES AND RESPONSIBILITIES

CITY CLERK

1. Provides advice to the Administrator on appropriate policies for the governance of the Department. Prepares procedural statements in support of approved policies. Performs the duties of the Officer responsible for Corporate Administration as described in the Municipal Act.
 2. Directs, coordinates, supervises and controls assigned staff activities; oversees the work performance. Delegates work appropriately. Hires, trains appraises and releases (as necessary and in consultation with the Administrator) assigned departmental staff within approved personnel policies. Conducts annual appraisals. Directs the planning, development, licensing, personnel and bylaw enforcement functions.
 3. Directs the preparation of the annual and long term budgets for the department. Ensures that departmental spending is appropriately monitored. Approves invoices for payment.
 4. Ensures that Staff are appropriately qualified for their duties. Recommends a staff training program to the Administrator. Conducts annual appraisals of subordinate staff.
 5. Coordinates, facilitates or provides advice to committees, boards or commissions (as appropriate) on matters within the jurisdiction of this department.
 6. Directs or prepares background materials and reports for hearings regarding planning matters. Directs or prepares recommendations for the consideration of Council with respect to appeals to decisions taken by applicable committees; reviews strategy with department staff or external expertise retained by the City.
 7. Directs the preparation of (or provides input to) original or amending planning documents (eg. Official Community Plan, Zoning Bylaw, Site Plan Agreements), and to bylaws impacting animal control.
 8. Prepares or directs the preparation of background reports and recommendations or draft agreements for review by the Legislative Services Committee and/or Council.
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9. Attends or provides departmental representation at meetings or Council, Committees, etc. As necessary or as directed by the Administrator. Oversees the City's advisor regarding matters pertaining to the planning and development functions.
 10. Monitors the duties and responsibilities of the Bylaw Enforcement Officer and the animal control function. Ensures that policies and bylaws are complied with in accordance with departmental policy and bylaws.
 11. Prepares reports and statistical summaries as necessary for review by the Administrator, Council or other bodies. Reviews and assesses long range policy initiatives by Province, other jurisdictions, etc.
 12. Performs other related duties as requested by the Administrator.
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SCHEDULE "C"

POWERS, DUTIES AND RESPONSIBILITIES

TREASURER / COLLECTOR

1. Recommends appropriate policies to govern the Department. Prepares procedural statements in support of approved policies. Provides advice to the Administrator.
 2. Discharges the responsibilities of Officer responsible for Financial Administration as defined in the Municipal Act. Discharges the responsibility of the Collector.
 3. Coordinates the preparation of short and long term operational and capital budgets. Provides assistance to other senior staff as requested.
 4. Ensures that the municipality's assets are invested wisely. Provides advice to the Administrator and to Council on any suggested change in investments. Maintains up-to-date insurance coverage for all municipal assets.
 5. Supervises and directs the subordinate staff of the department. Trains and appraises assigned departmental staff within approved personnel policies. Conducts annual appraisals of all subordinate personnel.
 6. Controls departmental spending within the approved budget for the Corporate Services department. Approves departmental invoices for payment. Prepares monthly and annual financial statements for the municipality and variance reports as requested. Researches, recommends and prepares other financial management reports.
 7. Acts as an advisor to assigned Committee of Council. Attends all meetings of the assigned Committee and Council meetings as requested by the Administrator.
 8. Directs the provision of the City's support services, including human resources, audit, accounting, tax and treasury, management information systems, etc.
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9. Ensures that appropriate financial controls are developed. Advises the Administrator and Council of any changes necessitated by the auditor's report.
 10. Develops appropriate reports of the current and projected financial condition of the municipality (eg. Trend analysis) for Council and senior administrative staff.
 11. Oversees the central computer system. Ensures that appropriate management information systems are developed and that additional staff are trained to act as back-up operators on the computer.
 12. Supervises the City's personnel functions, including such matters as payroll and fringe benefit esquires, grievance procedures, salary reviews, occupational safety regulations, compensation plans, pay equity matters, staff training, etc. Liaises with other senior management with regard to these issues. Stays current with new developments in the field of human resources.
 13. Performs other related duties as requested by the Administrator.
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SCHEDULE " D"

POWERS, DUTIES AND RESPONSIBILITIES

SUPERINTENDENT OF PUBLIC WORKS

1. Plans and directs comprehensive engineering and operational services for all City-owned roads, lanes, water and sewer utilities, electrical department and related facilities. Prepares plans and schedules for the electrical department.
2. Directs the senior supervisory staff. Reviews their activities for optimum results.
3. Prepares the annual and long term operational and capital budgets for the department. Seeks the advice and assistance of senior staff as appropriate. Controls spending within the budget allocation. Approves invoices for payment.
4. Hires, trains, appraises and releases (as necessary and in consultation with the Administrator) all assigned staff within approved personnel policies. Conducts annual appraisals.
5. Acts as the Approving Officer, as required by the Land Titles Act. Reviews all subdivision and development applications for servicing requirements. Performs engineering duties as necessary or as requested. Conducts internal studies within the scope of his competencies.
6. Acts as an advisor to assigned Committees of Council and to Council as a whole, as requested. Attends all Committee Meetings and Council Meetings, as requested.
7. Recommends to the Administrator when external assistance is required. Supervises consultant's work; inspects projects and invoices.
8. Directs the input of Public Works to the preparation of, and revisions to, the Official Community Plan, Land Use Bylaw, and other planning documents.
9. Ensures that there is an appropriate and prompt response to all citizen inquiries and complaints regarding this department.
10. Prepares agendas and chairs, the monthly Public Works staff meeting. Ensures that all staff are regularly and fully informed as to matters impacting this department and the City.
11. Performs other related duties as requested by the Administrator.

SCHEDULE " E"

POWERS, DUTIES AND RESPONSIBILITIES

ASSISTANT WORKS SUPERINTENDENT

1. Provides advice and assistance to the general public and fellow employees on technical matters and safety relating to public works.
2. Produces layout and field surveys of public works projects and infrastructure.
3. Drafts a variety of maps, plans and presentation documents.
4. Operates computer systems designed for public works.
5. Researches and prepares quotes for major equipment purchases and materials required for public works.
6. Participates with consultants and contractors regarding department related projects and activities.
7. Prepares designs and estimates for municipal related projects.
8. Provides construction coordination for department related projects.
9. Maintains and updates water and sewer records.
10. Inspects works and services to ensure compliance with applicable zoning, subdivision and development bylaws, policies, procedures, contracts and standards are requested.
11. Performs similar duties as assigned.

SCHEDULE " F"

POWERS, DUTIES AND RESPONSIBILITIES

DEPUTY CLERK / CONFIDENTIAL SECRETARY

1. Discharges the responsibilities of the Officer responsible for Corporate Administration as described in the Municipal Act in a back up capacity when the City Clerk is unavailable.
 2. Prepares and assembles Agendas for Regular Council meetings in consultation with the Clerk, the Administrator and the Mayor. Assembles the Agenda package, including the collection of all staff reports and back up documentation.
 3. Provides secretarial services for Council and its committees. Prepares correspondence and meeting materials.
 4. Prepares and publishes notices in the local and regional newspaper.
 5. Types the agenda for senior management meetings and circulates to the Administrator and senior staff. Assists in preparing materials for these meetings.
 6. Files all confidential correspondence. Maintains an appropriate filing system.
 7. Acts as the principal and confidential secretary to the Mayor and Administrator on a daily basis, and for the Council as required.
 8. Receives the mail for the office of the Mayor, Council and Administrator. Reviews how mail should be handled (ie. Priority, method, etc.).
 9. Reviews the Mayor's and Administrator's schedule with each individual. Receives requests for appointments with the Mayor and Administrator and establishes within approved guidelines.
 10. Responds to telephone inquiries. Forwards to the Mayor or Administrator or handles when appropriate.
 11. Assists the City Clerk and City Treasurer in handling secretarial requirements in a back up capacity.
 12. Takes on special projects as delegated.
 13. Performs other related duties as requested.
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SCHEDULE " G"

POWERS, DUTIES AND RESPONSIBILITIES

FIRE CHIEF / MUNICIPAL EMERGENCY COORDINATOR

1. Provides advice and information to the Administrator relating to fire services within the City.
2. Develops, recommends and implements plans and programs for the Fire Department, for presentation by the Administrator to Council, for inclusion in the City's Policy & Procedures Manual.
3. Prepares rules and regulations for the efficient operation of the Fire Department within approved policies, and consults with the Administrator regarding policy issues.
4. Prepares correspondence and Inspection Reports, handles complaints and maintains records.
5. Prepares and monitors the annual and long range operational and capital budgets for the Fire Department, in accordance with approved guidelines, and makes recommendations to the Administrator regarding acquisitions, equipment levels, etc.
6. Recruits, trains, develops and evaluates Fire Department volunteers and makes recommendations to the Administrator regarding staffing levels and training.
7. Reviews existing programs and develops new training programs as required so that Fire Department staff have skills necessary to provide effective fire fighting, fire prevention and other related services. Delegates as appropriate.
8. Conducts fire inspections of commercial, industrial, institutional, and residential buildings as required in the City Bylaws and Fire Code Regulations.
9. Prepares reports and recommendations for committee meetings and attends committee meetings; attends Council meetings as requested.
10. Provides overall direction for the operational maintenance of fire equipment and buildings, and advises on adequacy and recommend replacement policies.
11. Enforces all provincial and municipal fire prevention legislation,

enforces codes, performs inspections and analyzes new and existing structures, reviews and approves plans for construction occupancy, fire protection and exposures.

12. Cooperates and works with all Department Managers in matters concerning public fire safety and assists Managers in fire prevention and safety plans for their areas.
13. Plans, coordinates and directs fire prevention programs for the public, schools, business, volunteer groups, etc. and prepares public information materials relating to safety and fire prevention.
14. Researches and interprets codes, implements policies, testifies at legal proceedings, creates forms and job aids.
15. Perform the duties of Municipal Emergency Coordinator, which is coordinating, development of and maintenance of emergency plans for the city.
16. Coordinates, organizes recruits and trains volunteers, formulates and organizes training programs and assists in carrying out studies, exercises and activities as are required to keep the plan in a state of readiness.
17. Performs other related duties as required by the Administrator.

SCHEDULE " H"

CORPORATION OF THE CITY OF GRAND FORKS

Oath of Office

I, [] having been appointed to the Office of [insert name of Office] for the Corporation of the City of Grand Forks do hereby promise and swear and/or affirm:

- a. I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- b. I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- c. I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Municipality;
- d. I will not allow my personal interests to conflict with the duties of my Office; and
- e. I will comply with all policies and directives of the Municipality and comply with all laws.