

# Request for Decision



To: Regular Meeting  
From: **Corporate Services**  
Date: February 24, 2020  
Subject: Policy 115 – One Employee of Council  
Recommendation: **THAT Council approves Policy #115 “CAO - One Employee 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.

During discussions regarding this Bylaw, staff was asked to create a “CAO - One-Employee of Council” policy to codify the City of Grand Forks’ practices into policy.

Most of the framework of the new policy was based on a similar policy from the District of Lake Country. Their policy has become the example template for a One Employee Policy at the Local Government Management Association (LGMA). Our staff have adjusted the template policy to ensure that key elements requested by Council were added, including reports to Council of changes to the organizational structure or staffing.

Policy 115 was introduced for discussion at the Committee of the Whole meeting on February 10. It is now presented for adoption.

---

## Benefits or Impacts

### General

Formalizes current practices into an updated policy which is consistent with current bylaws and contracts.

### Policy/Legislation

Bylaw 2062 – *Officers’ Position Establishment Bylaw*

## Attachments

Policy 115 – *One Employee of Council*

---

## Recommendation

**THAT Council approves Policy #115 “CAO - One Employee of Council”.**

## Options

1. THAT Council adopts Policy 115.
2. THAT Council does not adopt Policy 115.
3. THAT Council refers the policy back to staff for further work.

### Report Approval Details

Document Title:	2020-02-24-Policy115-OneEmployee.docx
Attachments:	
Final Approval Date:	Feb 18, 2020

This report and all of its attachments were approved and signed as outlined below:

**Daniel Drexler - Feb 18, 2020 - 10:37 AM**

**No Signature - Task assigned to Ron Mattiussi was completed by assistant Daniel Drexler**

**Ron Mattiussi - Feb 18, 2020 - 10:39 AM**