

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

**LEGISLATIVE: Governance**

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**CITY OF GRAND FORKS**

<b>POLICY TITLE:</b>	<b>Administrative Fairness</b>	<b>POLICY NO:</b>	<b>101</b>
<b>EFFECTIVE DATE:</b>	<b>Feb 6<sup>th</sup>, 2006</b>	<b>SUPERSEDES:</b>	<b>NONE</b>
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 3</b>

**POLICY:**

To provide for an appropriate and timely review of decisions and recommendations made by all City Employees and all non Council Committees which have decision-making and /or recommendation responsibilities to Council.

**PURPOSE:**

To ensure that there exists a mechanism in our decision-making structure at the administrative, supervisory and management levels for a review process. It is important to the City to have this policy as part of quality assurance and good service to the public.

**EXCLUSIONS FROM REVIEW:**

Excluded from this policy are those functions and services for which there is either a statutorily prescribed appeal process or prohibition to local review of the decision, such as the Board of Variance, Subdivision Approving Officer Authority, Council decision/resolution, City Bylaws, City of Grand Forks- Electrical Bylaw, City of Grand Forks Water & Sewer Rates Bylaw and Property Taxation Bylaw. Also excluded from this policy are those functions and services, which are outside the jurisdiction of the City of Grand Forks.

The Freedom of Information and Protection of Privacy Act may have a potential effect on this policy and the Act may override the Policy.

**PROCEDURES:**

**1. Receipt of Complaint**

**☛ Informal Complaint**

Where a public complaint with the complainant's name and phone number (either verbal or written) is made against an employee decision and cannot be resolved by the decision maker, the complainant should be directed to the supervisor of the person or department from which the complaint has been generated. The supervisor will attempt to resolve the matter in consultation with the decision maker and the complainant. If it cannot be resolved, the complaint should be formalized. The complaint shall remain confidential as well as the complainant's identity.

Where a complaint is made against a decision of a committee or commission, the complainant should be directed to the Chief Administrative Officer who will attempt to resolve the matter in consultation with the chair of the appropriate body and the complainant.

#### ☛ **Formal Complaint**

The complaint should be in writing to the Chief Administrative Officer and be signed by the complainant. The complaint may be on a form provided by the City or in another written form and must state the nature of the complaint and the name, address and telephone number of the complainant. The complaint shall remain confidential as well as the complainant's identity.

Because some complainants may have difficulty with written communication or may be unable to travel, the complainant will be given the option of submitting concerns in person, by telephone or in writing or some combination of these. However, any allegation of serious impropriety must be in writing.

## **2. Record Keeping**

All formal complaints received should be filed in a central Administrative Fairness Review file under this Administrative Fairness policy. The file should contain the copy of formal complaint, notes summarizing any meetings held to attempt to informally resolve the complaint and documentation arising from each stage of the formal process of appeal.

## **3. Processing of Formal Complaints**

### ☛ **Acknowledgment**

The complaint is first reviewed by either the Supervisor or the Department Head or the Corporate Administrator who will acknowledge in writing to the complainant receipt of the complaint, and will describe to the complainant the various review stages and the appeal process, as well as the time when the complainant may expect to receive a reply.

A copy of the complaint and acknowledgment letter shall be copied in the information file.

### ☛ **Stage One - Referral/Review**

The complaint is then referred to the individual(s) or committee whose decision precipitated the complaint and the immediate supervisor of the person(s) for review. The immediate supervisor is required to invite the complainant to discuss the concerns. Upon completion of the review, the results will be conveyed in writing to the complainant, including reasons for the decision, as well as any legal, legislative or policy restriction, which may have affected the decision. The results should also be copied to the Corporate Administrator or the Chief Administrative Officer.

☞ **Stage two - Review by Chief Administrative Officer**

Where the previous steps have not resolved the complaint, the Chief Administrative Officer will invite the complainant to discuss the concerns and will review the complaint. Upon completion of this review, the results will be conveyed in writing by the Chief Administrative Officer to the complainant, including the reasons for the decision, as well as any legal, legislative or policy restrictions, which may have affected the decision. The complainant should be advised at this time that, if they are not satisfied with the results, an appeal could be made.

**4. Appeals**

In the event the complainant is not satisfied with the efforts of the Chief Administrative Officer to address the complaint, the complainant may file a further complaint with the Council, which must be in writing, and the Council must conduct a review "in camera":

1. When conducting a review, the Council must give reasonable and timely notice to all persons, including the Chief Administrative Officer and the complainant, who might be affected by the review process. All supporting information shall be provided to the Council. There may be circumstances where a complainant would prefer to make only a written submission.
2. The complainant and the Chief Administrative Officer shall appear before the Council. However, if the complainant is not comfortable appearing in a formal setting, at the request of the complainant, discussions may be held informally, before a committee of Council or the Mayor.
3. The decision of Council in respect of the review should be made reasonably promptly in all circumstances.
4. The decision shall be confirmed in writing, outlining the reasons for the decision and noting any legislative, bylaw or policy restrictions affecting the decision. This decision will also be copied to the staff member and the supervisor.
5. The complainant should be advised at this time that if the complainant is not satisfied with the outcome, the Complainant may seek the assistance of the Office of the Ombudsman for resolution.

**5. Confidentiality:**

The complaint shall be treated confidentially unless the complainant authorizes in writing that such complaint can be made public.

## CITY OF GRAND FORKS

**POLICY TITLE:** Advertising & Promotions

**POLICY NO:** 102

**EFFECTIVE DATE:** Feb 6<sup>th</sup>, 2006

**SUPERSEDES:**

**APPROVAL:**

Council

**PAGE:**

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### **POLICY:**

Council may allocate funds annually in the City's financial plan for advertising and promotion for the general benefit to the Community as a whole and to promote the issues of public interest, safety messages, messages of goodwill, community interest and the economic well being of the City.

### **PROCEDURE:**

Requests for use of these funds must be in writing and submitted to the City Manager for approval.

Promotion of City works and projects will be done on a regular basis in the City's newsletter. Special event and tourism promotions may be published in brochures, magazines, and publications or advertised on radio as required. The City will issue City pins and replicas of the coat of arms for promotional purposes to groups visiting or traveling to other communities.

The City Manager may approve expenditures for specific promotions provided funds have been designated for that purpose or may refer special items to Council for approval.

**THE CORPORATION OF THE CITY OF GRAND FORKS**

**POLICY TITLE:** Council Agendas      **POLICY NO:** 103

**EFFECTIVE DATE:** February 3, 2009      **SUPERSEDES:**

**APPROVAL:** Council      **PAGE:** 1 of 1

**POLICY:**

Administration is authorised to close the Regular Council Agenda at noon the Friday preceding agenda week. Council shall not consider late items for decision making unless they are of an emergency nature. Members of Council may present late items at the Regular meeting of Council; however, this shall be referred for further report and dealt with at the next Meeting of Council.

The Corporate Administrator is responsible for the preparation of all Council Agendas in consultation with the Mayor and the City Manager. The completed agendas shall be circulated to all members of Council the Wednesday afternoon prior to any regular Council Meeting. The agendas shall be available to the public on the Thursday, prior to any regular Council Meeting.

**PURPOSE:**

To ensure that staff is able to provide research, and report on all items coming before Council for decision.

**DEFINITION:**

Corporate Administrator includes the Office of the City Clerk and the City Manager includes the office of the City Manager or his designate and his Department Heads. The Mayor includes the Office of the Mayor and the Acting Mayor or the Chair of the regular meeting of the Council.

**PROCEDURE:**

- All staff reports for the Council agenda shall be in the Office of the City Manager or the City Clerk by Thursday afternoon preceding the week the agenda is to be distributed.
- All correspondence received up to 4:30pm on the Friday preceding the week the agenda is distributed will be included in the agenda with staff reports where such correspondence does not require extensive research. The item may be included with a motion for referral to another meeting of the Council.
- Any issues dealing with unbudgeted funds will be circulated to Council as information only on the agenda and will be referred to the next regular meeting of Council.

## CITY OF GRAND FORKS

**POLICY TITLE:** Council Agendas: Closed Session **POLICY NO:** 103-1

**EFFECTIVE DATE:** February 6, 2006

**SUPERSEDES:**

**APPROVAL:**

Council

**PAGE:**

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### **POLICY:**

Council endorses and consents that the Closed Session or "In-Camera" agenda of Council shall only deal with issues as defined in the Local Government Act and Community Charter. No bylaws shall be introduced and passed in a closed session of a Council Meeting. Council further endorses that no "In-Camera meeting of Council shall have agenda items which are not in compliance with the Local Government Act and the Community Charter.

### **PURPOSE:**

The purpose of this policy is to define "confidential" or "in-camera" items or documents and to establish written procedures for handling "confidential" or "in-camera" items, documents or matters by City Council and staff which will prevent any breach or leak of confidential issues and provide for consistency in such matters. Further it assures the public that only those matters defined in the Local Government Act and the Community Charter are subject to closed session of Council. In this manner, Council's proceedings are open and accountable to the general public.

### **DEFINITION:**

The following items shall be "deemed to be confidential or "in-camera":

- Matters specifically listed in the Local Government Act and the Community Charter. This includes issues relating to personnel, labour negotiations, contract negotiations, initial proposed consideration of land transactions and leases, rent or other consideration of proposals, risks, consideration of appointments of personnel to City's positions, consideration of appointment of members of public to Boards and Commissions, and legal issues. After the final decisions have been made, some issues may be released to the public such as contract negotiations, risks and municipal land transactions, rents, leases.
- Any items requested by a person to be dealt with in a "closed session" provided it complies with sections of the Local Government Act and the Community Charter.
- Consideration of award to a person and consideration of freeman of the City.

### **PROCEDURE:**

1. All "in-camera" items shall be marked "In -Camera" or " confidential" and shall be distributed with the regular Council Agenda and Committee Agenda for the following persons only:
  - Mayor and Councillors
  - City Manager/CAO

**POLICY ON 'IN-CAMERA' AGENDA ITEMS; Page 2/2**

- Corporate Administrator/City Clerk
  - All other department heads designated by the City Manager.
2. All "in-camera" items and documents are to be kept in strictest confidence and shall under no circumstances be discussed, circulated or otherwise confided to any person other than those persons authorized under this policy to have "in-camera" items.
  3. The Mayor and the City Manager/CAO shall be the persons authorized to make press releases to the media regarding "in-camera" items or documents which are considered and or resolved by Council at "in-camera" meetings except for those items, documents or matters dealing with City Personnel, legal and property issues under negotiations and consideration.
  4. Minutes of meetings held "in-camera" should not be available to the public pursuant to the provisions of the Local Government Act, Community Charter and the Freedom of information and Protection of Privacy Act.
  5. Any member of Council or staff who knowingly or deliberately violates any of the provisions of this policy shall be deemed to be guilty of improper conduct and may be expelled or excluded in future from "in-camera" meetings of Council and Council Committees.

**CITY OF GRAND FORKS**

**POLICY TITLE:** Anonymous Complaints & Letters      **POLICY NO:** 104

**Incoming – Unsigned and no names**

**EFFECTIVE DATE:** February 6th , 2006      **SUPERSEDES:**

**APPROVAL:** Council      **PAGE:** 1 of 1

**POLICY:**

**Incoming, unsigned correspondence to the Mayor, Council and staff will be treated on an unofficial basis and will not be acknowledged. Anonymous phone calls with complaints may not be investigated.**

**PURPOSE:**

**There is no means to communicate with unsigned correspondence and anonymous phone calls with no return address and phone numbers and may even be considered a prank.**

**PROCEDURE:**

- Such correspondence will not be placed on the Council agenda.**
- Such correspondence, if directed to the Mayor and Councillors will be copied for their information.**
- Staff may investigate or address the issue, at its discretion, if the matter deals with City services of a public safety matter.**
- The foregoing also is applicable to anonymous phone calls.**

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	Correspondence	<b>POLICY NO:</b>	105
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	Incoming Mail
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<b>EFFECTIVE DATE:</b>	February 6, 2006	<b>SUPERSEDES:</b>
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<b>APPROVAL:</b>	Council	<b>PAGE:</b>	1 of 1
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**POLICY:**

All incoming signed correspondence with a return address shall be answered.

**PURPOSE:**

To ensure that the City responds to all who communicate with the City about City operations and requests for services.

**PROCEDURE:**

All signed incoming mail with a name and return address shall be directed in this manner:

- cheques and invoices to the Finance Department
- requests for information and records will be directed to the appropriate City department for direct response.
- requests for new services and facilities will be put on the Council Agenda by the City Manager or the City Clerk for Council's action.
- general, routine and falling within the guidelines of City Policy shall be answered by the City Manager or City Clerk or by other Department Heads
- addressed to a member of Council, the Council member shall be given a copy and the original sent to the City Manager or City Clerk who shall handle the correspondence as outlined above.

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	Council - Meetings Delegation- Petition Protocol	<b>POLICY NO:</b>	106
<b>EFFECTIVE DATE:</b>	February 18 <sup>th</sup> , 2013	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	Council	<b>PAGE:</b>	1 of 2

**POLICY:**

A protocol of the conduct and procedures to be followed by the Public for making presentations or having a delegation before Council is established to ensure that the Committee of the Whole and Council meetings are conducted in a professional manner and within acceptable time to meet the time obligations of the business meeting of Council. Delegations will be presented at the Committee of the Whole Meeting. The consideration of a presentation at a Regular Meeting would be considered in extenuating circumstances. Staff will give any person or group requesting an audience with Council a copy of this policy.

**PURPOSE:**

To ensure that all members of the public wishing to make a presentation or have a delegation before the Committee of the Whole or Council are aware of the time allotment and protocol and procedures to be followed to meet the time and business obligations of the Council agenda

**PROCEDURE:**

The following are procedures that must be followed to obtain an appearance before the Committee of the Whole or City Council as a Delegation or present a Petition or to petition the Council on a matter within municipal jurisdiction:

1. The request for a presentation as a delegate and to present a petition to the Committee of the Whole or Council must be in writing and must include:
  - (a) the reason for the delegation and the petition
  - (b) who will form the delegation and who will present the petition
  - (c) if requesting some action of Council, very clearly document what you are asking for
  - (d) if the request includes any financial contribution, either direct funds or in-kind contributions, you must state the amount of funds within your request,
  - (e) your request should also include any information items you may wish Council to have. If you have a large amount of information, a paper copy for public viewing at the meeting would be supplied and not necessarily be included into the agenda package. In addition, Council will receive
  - (f) the more detailed information you supply to staff, the quicker your request can be reviewed and dealt with.
  - (g) If your delegation includes a PowerPoint Presentation, arrangements should be made at least three working days prior to the meeting
  
2. Staff will respond to your request, usually within 10 days. If you are approved for an appearance before the Committee of the Whole or Council, you will be scheduled for the first available time. (This may be several months away, depending on the number of approved requests received ahead of yours)

3. Committee of the Whole Council meetings begin at 9:00 am and delegations, petitioners, speakers on behalf of delegations and petitioners must be present at that time. If you are granted a petition or delegation at a Regular Council Meeting, the meeting begins at 7:00 pm. Your particular appearance will be subject to the agenda items already scheduled ahead of your scheduled appearance. Council retains the discretion on the time of your appearance and the speaking schedule.
4. When you are called by the Mayor or Chair of the meeting, come forward to the podium positioned in front of Council, where you may be seated or stand to make your presentation. Remember that Council meetings are public and it is therefore important that you introduce yourself and speak into the microphone in a clear voice. When you speak, you are addressing the Mayor or Acting Chair only. The appropriate forms of address to the Mayor are: Mr. Mayor, Mayor \_\_\_\_\_, or Your Worship. Councillors are addressed as Councillor \_\_\_\_\_.

**Please do not use first names while the members of Council are in session in the Council Chambers no matter how well you are acquainted with the members.**

5. The maximum time allotted for your verbal or visual presentation is ten (10) minutes unless, by resolution of Council, are allowed additional time. Before you finish your presentation, please ensure you summarize any requests you are making. The Mayor or Chair will ask Council members if they have any questions of you. Council will ask questions and then the Mayor or Chair will thank you for your presentation.
6. Council may not make any decisions, at that meeting, on any requests you have made. Requests will be referred to staff for review, report and recommendation to Council.
7. If you have had a presentation and delegation before Council in the last three months, please state in writing the matters which were presented.

Council's business meetings are very full. Delegations and petitioners must be considerate of their time allotment and ensure they do not go over.

Please do not read the written materials already provided. Council members have the materials in their packages. You should always summarize the matter or issue at hand and state your request to Council. Please do not assume that Council as a whole knows what your request is. Further you may have spoken to certain members of Council prior to your appearance; however, those conversations and discussions do not represent the views and position of the City or Council until such time it is formulated in a resolution or a bylaw and voted upon in a duly constituted Council Meeting.

Council Procedures Bylaw lists the Order of Business at the Regular Meeting and the Committee of the Whole Meetings of Council and the City's Corporate Officer must receive the Notice of Delegation and Petition in writing in accordance with the Bylaw.

If you wish to address Council on matters other than operational issues which can be dealt through staff, you may appear before Council without any appointment at any Committee of the Whole Meeting. Please check the Notice Board on the Market Street Entrance to City Hall or on the City's Website for dates and times of the meeting.

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	Release of Reports	<b>POLICY NO:</b>	107
<b>EFFECTIVE DATE:</b>	February 6, 2006	<b>SUPERSEDES:</b>	

<b>APPROVAL:</b>	Council	<b>PAGE:</b>	1 of 1
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### **POLICY:**

Any reports prepared by City Staff and consultants reports must first be submitted to Council before any portions of the reports are released to the public and news media unless the report is required to be released under the Freedom of Information Act.

Any release of information data must first be cleared through the City Manager or the Corporate Administrator/City Clerk.

### **PURPOSE:**

To ensure that Council has the opportunity to debate issues and review items prior to the release of reports to the public and news media.

### **PROCEDURE:**

- Internal reports prepared for Council must be addressed to the City Manager who will provide a recommendation to Council.
- Internal reports originating in a department must first be dealt with by the Department Head who will provide a covering report with recommendations to the City Manager.
- Consultants hired by the City Manager must submit their report to the City Manager who will review with senior staff and present the report to Council for review and decision.

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Council Interference</b>	<b>POLICY NO:</b>	<b>108</b>
<b>EFFECTIVE DATE:</b>	<b>February 6, 2006</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

### **POLICY:**

**Responsibilities of individual members of Council is to consider the well being and interests of the City, to contribute to the development and evaluation of policies and programs, participate in Council and other meetings, carryout duties assigned by Council and any other duties authorized by Statute, declare conflict of interest and remove from participation and respect confidentiality of information, however, an individual member of Council shall not interfere with municipal employees performing their duties or with employees of companies under contract to the City. Individual Councillors should refer their request and concerns to the Mayor or City Manager/CAO.**

### **PURPOSE:**

**To ensure that there is a clear separation of duties of elected officials and that of appointed and hired workers and personnel.**

### **PROCEDURE:**

- **If an individual Councillor interferes with a municipal employee or contractor, the employee shall bring the matter to the attention of the City Manager/CAO who shall refer it to the Mayor.**
- **The Mayor as the Chief Executive Officer of the City is empowered to order the conduct of all Officers and employees of the City to ensure good government of the City is duly executed by all City personnel.**
- **Community Charter section 102 provides penalty for the members who contravene this section.**

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Communications</b>	<b>POLICY NO:</b>	<b>109</b>
	<b>Information to the Media</b>		
<b>EFFECTIVE DATE:</b>	<b>February 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 2</b>

**POLICY:**

Employees may communicate with the media about specific operational, safety and prevention issues at their discretion and if that discretion is to be exercised, employees must obtain prior permission from their Supervisor, another designated Senior Manager or the City Manager.

Employees are prohibited from giving opinions to any media representative regarding City operations, City Council, a member of City Council, an employee, City Management and any appointed member of any of the City's Committees, Commissions and Boards.

Employees may give information on facts provided such facts are not prohibited from release by the Information and Privacy Act as determined by the Corporate Administrator/City Clerk, CFO or City Manager.

**PURPOSE:**

The Media plays an important role in providing communication to the public about City operations and every effort should be made to provide accurate information.

**DEFINITIONS:**

*City Manager or his /her designate* means the City Manager (CAO), Corporate Administrator/ City Clerk, or Acting City Manager as designated from time to time by the City Manager.

*Opinions* refer to matters which have no basis in fact.

*Factual Information* relates to such issues as financial plans and amounts for a service, permit fees, taxation, water and sewer rates, and any issues covered in any City Bylaws or policies.

**PROCEDURE:**

When a member of the media calls, the following procedures must be followed:

- \_ the Employee shall take the questions and requests from the media;
- \_ the Employee then researches and verifies information based on the questions asked;
- \_ the Employee then contacts his/her immediate supervisor or the City Manager or his designate and provides and reviews the questions and researched information with them.
- \_ The supervisor or the employee will contact the City Manager or his designate and both will determine whether the release will be done by the City Manager, a member of Council or the individual who was first contacted.

- \_ If the employee is in doubt he/she shall seek clarification from the immediate Supervisor or City Manager.
- Calls to the media must be returned in a timely fashion.
- \_ If the information or requests falls under the Information and Privacy Act, the information or requests will be handled under the provisions of the Act and the media will be notified by the Information and Privacy Officer (Corporate Administrator/City Clerk).
- \_ The opinions of an employee must not be tied to the information requested and to the facts provided.
- \_ If the request relates to a fact, a City Bylaw, a City Policy or a financial plan item, such information may be provided directly to the media provided such information has already been made public by the City elsewhere and in these circumstances, there will be no need to contact the Supervisor or the City Manager. If in doubt, an employee must check with their supervisor or department head.
- \_ Employees should always keep in mind, there is no law requiring them to speak to the media and the media may be attempting to obtain information that should not be released. Employees should be "street smart" and ensure they are not releasing information without giving the proper thought and process. Employees shall always limit their remarks to questions of fact and make no "off the record comments".

## CITY OF GRAND FORKS

**POLICY TITLE:** Plaques on City Facilities

**POLICY NO:** 110

**EFFECTIVE DATE:** February 6<sup>d</sup>, 2006

**SUPERSEDES:**

**APPROVAL:** Council

**PAGE:** 1 of 2

### **POLICY:**

Council may establish a protocol for recognizing volunteerism in establishing community facilities/amenities.

### **PROCEDURE:**

Whereas it is the policy of City Council to recognize the official opening of City owned facilities by way of a plaque, which shall include:

1. Date of opening
2. Philosophical statement about project origin
3. Reference to the Commemorative Book

And if appropriate, the name of:

4. The group of volunteers who played a significant role in the planning and construction of the facility—alternatively if the group and City Council agree, the name(s) of up to two individuals who are particularly deserving of mention
5. Architect
6. Contractor

Council also recognizes that in a community with as much volunteer spirit as Grand Forks, that there will be many occasions where:

1. Naming up to two individuals will not be sufficient and putting the names of all on a plaque not practical.
2. Even naming this current group of volunteers on the plaque is not sufficient as, for example, the group may have been formed only for this purpose (there may have been a series of separate groups e.g. fundraising, land acquisition, etc.) and its members soon forgotten or the membership changes and those who originally participated are no longer present.

Therefore, be it resolved that at the Opening Ceremonies, or as soon as possible thereafter, a Commemorative Book shall be prepared by the group which shall include:

1. The names of the volunteers who participated in the project, their duties and date of service
2. Members of Council in office at the time
3. Elected officials participating in the Opening Ceremony
4. A history of how the project was initiated
5. Milestones up to and including the official Opening Ceremonies
6. Such other information that would give the appropriate recognition for the volunteers involved
7. Any pictures, newspaper clippings, etc. as deemed appropriate

The plaque shall also state where the Commemorative Book is being kept for viewing of our citizens today and in the future.

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Sidewalk Patios on City Property</b>	<b>POLICY NO:</b>	<b>111</b>
<b>EFFECTIVE DATE:</b>	<b>February 6, 2006</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>February 6<sup>d</sup>, 2006</b>	<b>PAGE:</b>	<b>1 of 1</b>

### **POLICY:**

**This policy defines a process by which restaurant or Café operators may apply to encroach onto or occupy a portion of the public sidewalk directly adjacent to the restaurant's property for the purpose of extending seating capacity to an outdoor area while enhancing the streetscape of the downtown core.**

### **PURPOSE:**

To provide a guide to the issuance of permits for placement of limited street furniture (daytime) and construction of sidewalk cafes or patios associated with adjacent restaurant property.

### **PROCEDURE:**

The following types of applications may be submitted under this policy:

1. **Applications for Small Sidewalk Patios.** Patios where furniture is brought in each evening and does not exceed three (3) tables (maximum 24" width) and six (6) chairs. Permitting shall be at the discretion of the City Manager or a designate and does not require Council approval. The attached application package for Small Sidewalk Patio on City Sidewalks applies.
2. **Applications for a Large Sidewalk Patios.** This involves occupation of City controlled property that is more extensive than (1.) above and/or requires the installation of railings, or other defined boundaries on the sidewalk. The necessary application package is attached. Public Works Superintendent will assist the proponent with this proposal that must be submitted to the City Manager for approval, who may in his discretion refer it to City Council for approval. Any applications that are not approved by the City Manager shall be forwarded to City Council for their information.

## **CITY OF GRAND FORKS**

**POLICY TITLE: Travel Expense Allowance**

**POLICY NO: 112-A1**

**EFFECTIVE DATE: September 14, 2015**

**SUPERSEDES: MARCH 6<sup>TH</sup>, 2012**

**APPROVAL: Council**

**PAGE: 1 of 4**

### **POLICY:**

The Chief Financial Officer (CFO) or the Chief Administrative Officer (CAO) on budget approval for such purposes, may reimburse expenditures as listed below and incurred by an officer, an employee, a Council member and other authorized individuals and persons while representing the municipality, engaging in municipal business, attending meetings, courses, conventions, seminars and training in work related matters.

### **PURPOSE:**

To reimburse allowable travel expenses associated with City business and ensure expenditures are accountable, cost effective and practicable.

### **PROCEDURE**

- 1. All travel must be authorized prior to departure using the standard City travel form authorization. The CAO will approve Mayor and Council expense claims. CAO or Manager will pre-approve staff attendance and days of travel.  
Any attendance at pre-convention and post-convention seminars and courses must be approved prior to departure.**
- 2. All travel reservations for mode of travel, car rental, event attendance and accommodation should be made by City staff who should obtain most economical rates. City staff should use City credit cards.**
- 3. All allowable travel expenses other than per diem costs may be paid with City credit cards by card holders.**
- 4. Original expense receipts and documentation on reason for travel such as meetings, conference, training, etc. should be attached to travel claim. All expense receipts should indicate event, person for and date.**
- 5. Travel claim to be completed within 5 working days after travel and submitted on the standard City travel expense form.**
- 6. Where costs are not specified in this policy or in another policy for reimbursement, prior approval from the City Chief Administrative Officer must be sought before an expense is incurred.**
- 7. Travel advances of City representative's meal and incidental allowances may be applied for when travel is for 5 or more working days. Travel advances may be permitted as authorized by the CAO.**
- 8. Spousal travel costs will be paid by the City representative unless specifically authorized otherwise by the Chief Administrative Office.**

9. All claims for reimbursement of expenses must be signed by the claimant, CFO and Manager or CAO who has responsibility for the budget where the expenditures will be charged.

**TRAVEL BY VEHICLE-** If available for use, using a City owned vehicle for City business should be the first priority mode to minimize costs. Fleet should be booked as soon as travel approved.

- Actual expenses incurred supported by receipts will be reimbursed. No mileage claim is allowed for City owned vehicles.
- When City owned vehicle is not available and personal vehicle has to be used then reasonable expenses upon proof of payment will be reimbursed including actual mileage.
- If personal vehicle is preferred vehicle of choice then mileage allowance must be approved by CAO prior to travel. Otherwise only actual expenses such as fuel, ferry, parking supported by receipts will be reimbursed.
- Mileage reimbursement will be at the rate approved by CRA allowance.
- Extraordinary mileage may be claimed separately for the exact number of kilometres travelled, provided by an acceptable explanation or at the discretion of the CFO or CAO or acting person therein.

#### **ACCIDENT DEDUCTIBLE REIMBURSEMENT**

- Where City staff's personal vehicle is involved in an accident outside the Municipal boundaries, while performing the duties of the City and provided the member is not at fault and had sufficient business insurance coverage, the City shall reimburse the amount of the deductible the member is required to pay.

#### **TRAVEL BY AIRFARE**

- City staff should book air travel. Lowest possibly economy fare should be booked.
- Payment of actual costs of domestic economy airfare rates or actual costs of international economy airfare rates.

#### **CAR RENTAL**

- Car rental to travel to destination may be an economical mode of travel. A car rental quote should be obtained by City staff to ensure cost effective.
- Car rental at the destination may be appropriate when a cost savings can be justified such as travelling in a group of 3 or more City representatives and requiring numerous taxi rides each day.

#### **FERRY, BUS, TRAIN, SHUTTLE, AIRPORT LIMO, TAXI FARES**

- Actual cost supported by receipt.

#### **ACCOMMODATION**

- Actual hotel room cost for single accommodation supported by hotel/motel receipt and tips and gratuities. Hotel expenses such as in room movies, mini bar are not allowed.
  - o City staff to make reservations and to obtain government rate or

special event rate where applicable. When a spouse accompanies an employee on a trip only the single rate will be allowable.

- Alternate accommodation allowance of \$40.00 per night in lieu of hotel will be allowed without submission of receipts.
- If travelling on City business to destinations outside the greater Grand Forks area and such destination can be achieved within a return travel time of eight hours during daylight or less, no overnight accommodation will be paid by the City unless circumstances such as unsafe weather arises.
- Actual cost of business internet, telephone and telefax charges supported by receipts.

**WORKSHOP, SEMINAR OR CONVENTION REGISTRATION/COURSE/TRAINING MATERIALS/FEES** Actual costs supported by receipts.

**MEALS:**

<b><u>DAILY MEAL</u></b>	<b>WITHIN MUNICIPAL BOUNDARY</b>	<b>OUTSIDE MUNICIPAL BOUNDARY</b>	<b>VANCOUVER- 100 KM RADIUS &amp; INTERNATIONAL</b>
<b>Breakfast</b>	<b>\$15</b>	<b>\$15</b>	<b>\$20</b>
<b>Lunch</b>	<b>\$20</b>	<b>\$25</b>	<b>\$30</b>
<b>Dinner</b>	<b>\$30</b>	<b>\$35</b>	<b>\$40</b>

-Meal allowance in lieu of actual costs is provided while on travel status requiring overnight stay.

-The per diem allowance for the day of departure and day of return will be calculated on a pro rate basis with one half the per diem payable for any portion of the day prior to 12:00 non and one –half of the per diem payable for any portion of the day after 12:00 noon.

-Travel of less than one day by City representative can claim actual costs of expenses supported by receipts. Reimbursed expense must not exceed meal allowance amount.

-Meal rate will be reduced when a meal is provided at the function attending.

-International meals will be the foreign currency equivalent to allowance.

**DAILY INCIDENTAL ALLOWANCE:**

- A per diem allowance of \$15.00 for reimbursement for incidental expenses such as dry cleaning, gratuities, etc will be paid for each full day of travel status

**TELEPHONE/FAX**

- Actual costs supported by receipt.

### **MEMBERSHIP FEES/DUES**

Actual costs in approved and direct work-related organizations.

### **PARKING FEES**

- Actual costs supported by receipts.

### **TRAVEL INSURANCE**

- Actual costs supported by receipts.

### **OTHER REIMBURSEMENTS**

- Entertaining visitors, guests, members of Council, committees, members of other community agencies, groups and individuals on authorized municipal business within and outside of the City boundary supported by receipts. Actual costs for extra meals supported by receipts. Names of persons entertained and company name, City business must be indicated on receipts.

-

### **INELIGIBLE EXPENSES FOR REIMBURSEMENT:**

- Vehicle infractions
- Alcoholic beverages
- Parking tickets, fines, towing charges
- Vehicle damages
- Mini bar chargers, in-room movies or personal services
- Costs for spouse/partner programs unless approved as allowable
- Recreation and social activities not included in registration fee

### **SPOUSAL/PARTNER EXPENSES**

- Spousal expense may be paid by the City if it is beneficial for the interests of the City, such as at official functions of Governor General, Prime Minister, the Premier, Lt Governor General and entertainment of official foreign visitors and ministerial delegations.
- Spousal expenses may be paid in relation to Banquet/Reception meals

Other expenses of the spouse shall not be reimbursed by the City and are the costs of the City representative.

**CITY OF GRAND FORKS**

**POLICY TITLE:** Unbudgeted items

**POLICY NO:** 113

**EFFECTIVE DATE:** February 6<sup>d</sup>, 2006

**SUPERSEDES:**

**APPROVAL:** Council

**PAGE:** 1 of 1

**POLICY:**

Council will defer decisions on all requests for financial expenditures that have not been included in the City's approved Financial Plan to the next Regular Council meeting following the first presentation of the item or refer the financial matter to Staff for a further report for the next Council meeting.

**PURPOSE:**

To allow Council time to review the expenditure decision for one meeting prior to committing the funds and to avoid financial commitment on the spur of the moment for which the public and the financial officer has not been provided advance notice of.

**PROCEDURE:**

All decisions on financial expenditures that have not been included in the adopted financial plan of the City coming before Council shall be deferred for one meeting unless Council was provided an intent to commit funds prior to the actual decision.

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Temporary Commercial Use on Public Property</b>	<b>POLICY NO</b>	114
<b>EFFECTIVE DATE:</b>	<b>March 27, 2017</b>	<b>SUPERSEDES:</b>	Policy 114 v. Feb 2006
<b>APPROVAL:</b>	<b>Council – March 27, 2017</b>	<b>PAGE:</b>	1 of 2

### **PURPOSE:**

To establish guidelines and give direction for orderly establishment and temporary use of available and under-utilized City properties for commercial use where such activities enhance the public convenience, provide complementary services to the users within the area, encourage economic development, improve quality of life and are not in direct conflict with any other use which has a priority.

### **POLICY:**

The use of City properties may be permitted for temporary commercial use provided the property is returned to its original state; the proponent/operator complies with the terms and conditions of any agreement issued and any City Bylaws; and, the proposed business meets health, safety and public sanitation standards. This permission is granted, subject to the realization that City properties are designed and meant for general public use including the City's requirement for utilities and public works and these must always be the first priorities.

The City will interpret this policy in congruence with section 25 (1) of the Community Charter which states that "Unless expressly authorized under this or another Act, a council must not provide a grant, benefit, advantage or other form of assistance to a business".

### **DEFINITIONS:**

"Temporary" means for no period greater than 16 hours at a time, unless otherwise approved by the City Manager or his designate.

### **PROCEDURE:**

1. This policy applies to all 'temporary' commercial use of public property, including parks, sidewalks or streets.
2. Site Licences, outlining the details rules for Temporary Commercial Use of Public Property, may be issued authorizing such commercial use.
3. Proximity to permanent businesses offering similar products for sale will be a consideration of any application.

4. The fee charged for a Site Licence is detailed in the Fees and Charges Bylaw.  
The City may invoke a minimum fee, which reflects the average cost of similar business operating in the City.
5. It is the Licensee's responsibility to pay for any site preparation and improvement costs and to remove such improvements and restore the site to its prior condition. The City may require a deposit if in the opinion of the City the operator may not be in a position to undertake such work.
6. The City Manager, or his designate, is authorized to approve the issuance of Site Licences in any areas previously approved by Council for Temporary Commercial Use on Public Property.
7. The City reserves the right to revoke any Site Licences issued, at any time, where it is found that the use is creating difficulties deemed unacceptable to the City or where any conditions of this policy or any Site Licence issued have not been met or the operator has consistently and repeatedly ignored requests from the City to rectify the unsatisfactory condition.
8. Licensees should not be selling the same menu items or merchandise, during the same hours as other retailers/operators in the approved larger area, unless the City is satisfied that there are unmet needs and demands.
9. Upon approval of the Site Licence, the applicant is to furnish proof of compliance with all Provincial and Municipal licensing and regulations and proof of any required liability insurance.
10. Applications for a Site Licence must include:
  - (a) a letter of intent that includes the operating period.
  - (b) a site plan indicating parking, fire access, or other convenience and safety requirements.
  - (c) a list of merchandise and services to be provided.

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

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**LEGISLATIVE: Community**

<b>201</b>	Half Masting of Canadian Flag	Revised	2009
<b>202</b>	Freeman of the City Award	Revised	2009
<b>203</b>	Community Legacy Award	Revised	2009
<b>204-A1</b>	Volunteer of the City	New	2017
<b>205</b>	Wood First Policy	New	2010
<b>206</b>	Communications Policy and Procedures	New	2015
<b>207</b>	Social Media	New	2016

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Half Masting of Canadian Flag</b>	<b>POLICY NO:</b>	<b>201</b>
<b>EFFECTIVE DATE:</b>	<b>February 16, 2009</b>	<b>SUPERSEDES</b>	
<b>APPROVAL:</b>		<b>PAGE:</b>	<b>1 of 2</b>

**Policy:**

The Canadian Flag at City Hall and the Heritage Courthouse will be flown at half-mast following the death of a dignitary as defined in this policy.

The following procedures are to be followed:

Flags are half-masted as a sign of respect and mourning upon death. Flags are normally flown at half-mast from the time of notification of death, up to and including the day of the funeral.

At half-mast, the centre of the flag should be exactly half way down the mast height.

Flags will be flown at half-mast in the case of the death of:

1. The Sovereign, or a member of the Royal Family related in the first degree to the Sovereign.
2. Governor General or former Governor General of Canada.
3. Prime Minister or former Prime Minister of Canada.
4. Chief Justice of Canada.
5. Lieutenant Governor of British Columbia.
6. Premier or former Premier of British Columbia.
7. Chief Justice of British Columbia.
8. Speaker of the Legislative Assembly.
9. Provincial Cabinet Ministers.
10. The sitting member in the provincial legislature or a past sitting member for the local riding.
11. The sitting Member of Parliament or a past sitting member for the local riding.
12. Mayor or sitting member of Council of Grand Forks.

13. On other occasions as recommended by the Protocol Office of British Columbia.
14. On other occasions as deemed appropriate by Council resolution.

**Purpose:**

The purpose of this Policy is to establish guidelines for the half-masting of the Canadian flag at City Hall and the Heritage Courthouse.

## CITY OF GRAND FORKS

**POLICY TITLE:** Freedom of the City **POLICY NO:** 202

**EFFECTIVE DATE:** February 16, 2009 **SUPERSEDES:**

**APPROVAL:** Council **PAGE:** 1 of 1

### **POLICY:**

Council may give special honour to a person or a distinguished unit of the Armed Forces by conferring Freedom of the City as outlined in the Community Charter.

### **PROCEDURE:**

When Council is giving consideration to granting the honour of Freedom of the City to an individual or Armed Forces Unit, it shall make its deliberations "in camera" and when a decision to grant this honour has been made, it shall then be announced by the Mayor at an open Council meeting.

Further, when giving consideration to granting the honour, Council may consider the following criteria:

- the individual or armed forces unit should be honoured for its volunteer work in the City of Grand Forks or for volunteer work that has had an impact on the City of Grand Forks.
- the individual or armed forces unit should not have been paid or received any form of financial remuneration for the work or activity for which the honour is being considered
- the individual or armed forces unit should have made a significant commitment to the community to be considered for this honour
- the designation of Freedom of the City should not be used as a long-service award for retired employees or members of Council, except where such employee or member has also contributed to the community in other capacities

**FREEMAN OF THE CITY OF GRAND FORKS**

**NOMINATION FORM**

Freedom of the City of Grand Forks is the highest award given by the City of Grand Forks. Reserved for exceedingly high merit, it is given only in exceptional cases usually to someone who has gained acclaim in areas of community service, business, philanthropy or the arts, and/or who has brought provincial, national or international recognition to Grand Forks through his or her achievements.

Please place the following nomination before the Awards Committee for consideration for Freeman of the City of Grand Forks

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Occupation: \_\_\_\_\_

Is the nominee currently a resident of Grand Forks? \_\_\_\_\_

My reasons for making this nomination are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

(Use a separate sheet of paper if necessary)

See over

Following is a biographical sketch of the career of my nominee:

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(Use a separate sheet of paper if necessary)

**Nominator Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Enclosed are letters of support of this nomination by the following individuals or organizations:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Date

The personal information on this form is collected under the authority of the Community Charter. The information collected will only be used for consideration of the Freeman of the City nomination. Any questions regarding the collection, use and/or disclosure of this information should be directed to the Coordinator for the City of Grand Forks.

Mail completed nomination forms to City of Grand Forks P.O. Box 220 Grand Forks, B.C. V0H 1H0

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Community Legacy Program</b>	<b>POLICY NO:</b>	<b>203</b>
<b>EFFECTIVE DATE:</b>	<b>February 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>		<b>PAGE:</b>	<b>1 of 3</b>

### Policy:

1. To provide a means by which individuals or groups may dedicate a park bench or a tree as celebrations of an event such as a birth, marriage or in memory of a loved one; and
2. To provide a framework for the acceptance of donations to the City of Grand Forks that will add to the enjoyment of the community by its residents.

### Procedure:

#### DEDICATED PARK BENCHES

1. The style and type of bench to best withstand weather and vandalism shall be chosen by the City of Grand Forks in consultation with the group, family or persons (applicant) that requests the bench dedication.
2. The purchase, delivery and installation costs of the bench and memorial plaque shall be the sole responsibility of the applicant. The memorial plaque shall be the size and design selected by the City. The exact message on any plaque shall be spelled out on the application form. The wording on all plaques is subject to the approval of the Manager of Works and Services.
3. The placement of the bench will be determined on an individual basis and in consultation with the Manager of Works and Services. The proposed location shall be approved by the Manager of Works and Services prior to any installation.
4. The installation of benches shall be carried out by the City of Grand Forks Public Works Department.
5. All benches shall be maintained by the City of Grand Forks
6. The City will continue maintenance of the benches until it is no longer feasible to do so. The City reserves the right to determine whether or not any bench is repairable. If it is not practical to repair a bench, the original applicant(s) may replace the bench and plaque for a fee equal to the costs of replacement by the City. If the original applicant( s) cannot be contacted, the bench will be removed and the location reallocated.

## **DEDICATED TREE PLANTINGS**

1. All trees for dedication shall be purchased through the City of Grand Forks. The appropriateness of the species and proposed location shall be undertaken in consultation with the Manager of Works and Services. Fruit trees are not permitted.
2. The purchase, delivery and installation costs of the tree and memorial plaque shall be the responsibility of the group, family or persons (applicant) that requested the tree dedication.
3. An appropriate memorial plaque may be installed in consultation with the Manager of Works and Services. Plaques shall be encased in a concrete base, flush with the ground.
4. The City shall prepare the site, plant and stake the dedicated tree. The City of Grand Forks cannot guarantee the life span of any tree.

## **OTHER TYPES OF MEMORIAL DONATIONS**

1. Other types of memorials will be accepted by the municipality.
2. Other types of memorials may include, but are not limited to donations of cash, land, public art items, picnic tables, and any other such commemorative items.
3. The disposition of such memorial donations shall be determined by Council and Administration.
4. A donation account shall be established for those unable to fund the entire cost of a memorial item, but who wish to contribute funds. No plaques are permitted in this case but City shall give recognition.
5. A City record will be established to record all commemorative items and contributions.

## **GENERAL REGULATIONS**

1. In order to maintain control and to coordinate purchasing and installation of all memorials, an application, attached as Schedule "A" to this policy, shall be completed by the applicant.
2. Upon receipt of an application, the City will require a deposit for the estimated cost to purchase and install the item, with the understanding that should the actual cost exceed the deposit, the applicant will be required to pay the actual cost. If the actual cost is less than the deposit, the applicant will receive a refund of the balance of the deposit.
3. It shall be the municipality's responsibility to order the trees, benches, plaques and any other commemorative items as may be required.

4. The City of Grand Forks reserves the right to relocate any bench, tree or other such commemorative item for operational reasons which may include enhancing the life of the memorial by reducing the risk of vandalism. A reasonable effort shall be made to notify the donor if their item is affected.

**SCHEDULE 'A'**  
**CITY OF GRAND FORKS**  
**COMMUNITY LEGACY PROGRAM APPLICATION**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Item to be purchased:	Estimated cost:
_____	\$ _____
_____	\$ _____
Installation Costs (labour, equipment, materials)	\$ _____

Wording on Plaque:

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Estimated Deposit Amount: \_\_\_\_\_

Location Information: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

I have read and agree to the terms and conditions as set out in the policy, including the information contained on this application.

\_\_\_\_\_  
City of Grand Forks

\_\_\_\_\_  
Purchaser's signature

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b> Volunteer of the City	<b>POLICY NO:</b> 204-A1
<b>EFFECTIVE DATE:</b> September 5, 2017	<b>SUPERSEDES:</b> 204

<b>APPROVAL:</b> Council	<b>PAGE:</b> 1 of 1
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**POLICY:**

Council may give recognition to a volunteer or a group of volunteers for service above and beyond of those generally performed in the Community.

**PROCEDURE:**

When Council is giving consideration to the recognition to an individual or group, it shall make its deliberations "in camera" and when a decision to give recognition has been made, it shall then be announced by the Mayor at the Annual Volunteer Appreciation Night.

Further, when giving consideration to recognizing a special volunteer, Council may consider the following criteria:

- the individual or group should be honoured for its volunteer work in the City of Grand Forks or for volunteer work that has had an impact on the City of Grand Forks;
- the individual or group should not have been paid or received any form of financial remuneration for the work or activity for which the volunteer is being considered;
- The individual or group should have made a significant commitment to the community to be considered for the recognition;
- There is substantial support from the Community through letters of recommendations outlining the volunteerism history and the impact on the Community;
- A special volunteer recognition may be given after the passing of the individual;

Prior to giving any recognition of volunteer of the year, the City must call for nominations publicly through the Newspaper, the City's website, and the City's Facebook page.

## CITY OF GRAND FORKS

**POLICY TITLE: WOOD CHAMPION WOOD FIRST POLICY    POLICY NO:    205**

**EFFECTIVE DATE:    February 28, 2010**

**SUPERSEDES:**

**APPROVAL:    Council**

**PAGE:    1 of 1**

The City of Grand Forks is a Wood Champion. BC's forest industry, as an integral part of the community of Grand Forks, is developing new markets and new opportunities for wood products, as a long term strategy for a sustainable wood industry.

The BC Government has passed a Wood First Act to facilitate a culture of wood by requiring the use of wood as the primary material in all new provincially funded buildings, in a manner consistent with the British Columbia Building Code.

### **POLICY:**

The City of Grand Forks will continue to support the ongoing development of its wood culture by:

### **PROCEDURE:**

- **Selecting wood champion designers and builders for all municipal building projects so that the opportunities for building with wood cost-effectively are maximized.**
- **Insuring all requests for proposals will request experience and excellence in building with wood as key qualifying criteria.**
- **Seeking those that can find practical, efficient, versatile and cost-effective building and design solutions through the use of wood, the most sustainable, natural and renewable building material grown under the sun.**
- **Ensure that all construction projects in Grand Forks, receiving either public or wood industry financial support, optimize the structural and architectural use of wood. Comparisons to the cost of building with other competing materials will take into account all long-term and life cycle benefits to BC of building with wood.**

CITY OF GRAND FORKS			
POLICY TITLE: Communications Policy and Procedures	POLICY NO:	206	
EFFECTIVE DATE:	December 14, 2015	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 19

**Executive Summary**

The City of Grand Forks recognizes the need to implement new policies, procedures and strategies to enhance communications in the community and within the organization.

Through the strategic and coordinated delivery of communications, the City can increase the effectiveness of its decision-making by informing and engaging the community, clearly and consistently, with timely and relevant information, reducing misinformation and ultimately saving time and resources and improving outcomes.

Strong communications is central to the success of the City of Grand Forks and the well-being of its citizens. The objective of the Communications Policy and Procedures is to effect information sharing. As a function of good governance, open and proactive communications is aimed at ensuring the public receives clear, relevant and timely information from the City. Information is the lever that people need to hold the City accountable and ensure transparency in participative and empowering processes.

**Guiding Principles**

*Guiding principles are used to help guide decisions around communications. These principles speak to how the City will implement the communication policies of Council, improving communications with key stakeholders, including tax payers, community, Federal and Provincial government and others.*

*The following suggestions for guiding principles could be used to provide direction for decisions regarding the City’s communications.*

- **Accountability:** Ensure the City’s messages are communicated in a clear, relevant and proactive manner that is consistent throughout the organization
- **Commitment/Accountability:** Every member of Council and staff has a role to play in assisting the City to listen to citizens, incorporate feedback and communicate its message.

- **Integrity:** Provide accurate, relevant and timely information to target select audiences with positive, open and honest information
- **Inclusiveness:** Offer opportunities for two-way communications and continuous dialogue to the mutual benefit of the City and its citizens and stakeholders
- **Transparency:** Be proactive in seeking opportunities to inform and engage key stakeholders, residents, businesses, community groups and the media, using a wide range of communication strategies, tools and channels
- **Commitment:** Increase awareness about the role of the City of Grand Forks and programs and services
- **Transparency:** Seek to build trust, increase understanding and reduce misinformation
- **Authenticity:** Ensure all communications, both internal and external, are respectful, recognizing, and seeking to understand different perspectives
- **Commitment:** Allocate the adequate and/or necessary resources, both financial and human, to implement communications as identified and approved.

### 1.1.1 COMMUNICATION AND CONSULTATION PLANNING

Communication planning will be incorporated into annual work and/or project plans in order to inform and engage key stakeholders and audiences such as residents, businesses, opinion leaders, community groups, service clubs and the media.

Communication plans will identify the level of desired consultation using levels of engagement, identified by the International Association of Public Participation Spectrum (i.e. inform, consult, involve, collaborate, and empower) for key target audiences and projects ([www.iap2.com](http://www.iap2.com))

A variety of communication channels and communiqués will be used to meet the needs of the City's growing and diverse audience, and may include traditional print advertising as well as digital or online opportunities such as the City's existing Twitter profile and website.

### 1.2 AUDIENCES

Communication plans will identify audiences in order to ensure the right messages and right channels are used to inform and engage these groups. Key audiences for the City of Grand Forks may include but are not limited to:

- . Residents
- . Businesses
- . Business groups (i.e. Community Futures Boundary, Boundary Country Regional Chamber of Commerce)
- . Community groups
- . Service clubs
- . Schools
- . Post-secondary institutions
- . Associations
- . Regional District of Kootenay Boundary
- . Boundary Economic Development Committee
- . Provincial Government
- . Federal Government
- . First Nations
- . Other local governments
- . UBCM, LGMA
- . Other provincial or federal ministries or departments

Understanding the needs of the citizens and larger community, as well as the impacts of existing or changing programs, projects or services is important to the City of Grand Forks. It is important to identify appropriate audiences and to better understand audience knowledge or acceptance of an issue and increase awareness where deemed important and/or necessary.

### **1.3 MESSAGE CONTENT**

In keeping with Council's Guiding Principles, messaging will be developed to provide clear, consistent and accurate information in plain language.

When representing the City, Council and staff will provide a consistent message about the City's projects, programs, services and decisions. Briefing notes including key points will be used as needed to assist in creating a consistent message.

### **1.4 MEDIA RELATIONS**

**The implementation of strategic media relations practices will be aimed at enriching media relationships, growing the City's brand and reputation and informing and engaging the community.**

The City seeks to proactively engage the media to increase the publication of accurate, timely and relevant information, striving for balanced representation in the media on any issue. And, to leverage earned media coverage as a venue to reach the broader community.

The City will endeavor to respond promptly and accurately to media requests to increase coverage, build stronger relationships and be able to act as "experts" on City projects.

The City will seek to respond to published misinformation in a timely manner by providing the correct facts with a focus on the specific issue.

The Mayor or their designate will be the official spokesperson for the City. The Communications Officer and /or CAO may designate staff as the spokesperson for specific programs, projects or services.

### **1.5 EXTERNAL COMMUNICATIONS**

**To provide accurate and timely information to the community about City activities, share accomplishments, manage inquiries and advertise key initiatives.**

The City seeks to provide clear, relevant and timely information to its external audience. The Auditor General of British Columbia Guidelines for Public Participation: Principles and Best Practices for British Columbia, will be used as reference for best practices in

public consultation.

Each department is responsible for ensuring that pertinent information is communicated out in a timely and accurate manner.

Co-operation and co-ordination between departments is necessary in ensuring the City's guiding principles are reflected in information and messaging in communications to the public.

The City's web site [www.grandforks.ca](http://www.grandforks.ca) provides the main source of City information; however, it is important to use as many channels of communication as possible including email, direct mail, print and broadcast media and the internet.

Each department will be responsible for ensuring that timely and relevant information is made available externally, and that this information will be reviewed by the Communications Officer prior to distribution.

### **Council Communications**

The City will ensure that Council priorities are met through regular dialogue, information exchange and by understanding communications needs as they relate to City strategic priorities.

### **Paid Advertising**

The City recognizes that ensuring a consistent source of information is a key component to communicating with its citizens. Paid advertising will be used to promote decisions of Council, statutory requirements and ongoing programs, Request for Proposals, tenders, projects and services as necessary.

### **Personal and Community Contact**

The City strives to provide a high level of customer-centered service that recognizes the importance of personal contact with its citizens. The City seeks to engage its community members through a variety of strategies, including personal contact of both Council and staff at community events, open houses, meetings, presentations and/or visits.

### **Promotional and Informational Materials**

Ensuring clear and consistent visual representation of the City's message in a variety of formats is important to creating a positive and proactive message. Materials should be of high quality and appropriately written/produced to match the content. All promotional materials will be reviewed and approved by the Communications Officer and /or CAO.

## **Brand Guidelines**

The City's logo is the official symbol of the community and to be used on all City materials in keeping with the City's adoption of the Brand Guidelines (2013).

## **1.6 INTERNAL COMMUNICATIONS**

**The City aims to establish effective internal communication practices that are integrated with external communications and branding. The internal communications objective is to build trust and demonstrate authenticity, transparency and accessibility.**

Each department is responsible for ensuring that pertinent operational information is posted in first class.

Information that is to include Council will be posted to the Council folder by the Communications Officer, Corporate Officer or CAO.

## **1.7 ONLINE: WEBSITE AND SOCIAL MEDIA**

**The City will utilize social media and the city website to build the community's knowledge in order to enhance communications and engagement.**

Meeting the needs of a diverse and growing population requires use of a wide range of communications channels and tools. The City supports the use of the website and social media such as Twitter for informing citizens as well as encouraging dialogue and input. Other forms of social media such as Facebook and/or You Tube may also be considered. Social media policies will be developed to govern the use of social media as required.

## **1.8 COMMUNITY ENGAGEMENT**

**The City will use various techniques and channels to encourage information sharing and dialogue.**

The City recognizes that the decision-making process is improved by engaging citizens and other stakeholder groups when appropriate. Informing and involving those affected or interested in a decision is a priority of the City, leading to sustainable decisions by providing participants with the information they need to be involved in a meaningful way, early in the process and describes how citizen input affects the decision.

## **1.9 COMMITTEES**

**Council determines the committees of council and committee liaisons as part of a strategy to encourage strategic decision making, information sharing and dialogue amongst community groups.**

## **1.10 RESOURCES**

While communications takes time and energy up front, it can greatly benefit the City and its citizens by ensuring people have the opportunity to become informed, to provide input and take action as needed. Annual and/or project plans and/or action plans will identify the resources, financial and human, required to implement communications.

## **1.11 EVALUATION**

Ensuring the best uses of communications resources is part of sustainable and prudent governance. Project plans will include evaluation indicators to determine the success of various programs, projects and services.

From time to time, the City may also seek to better understand the impact of various programs, projects and services and may engage in research such as an annual citizen survey or a specific communication survey.

## **2. COMMUNICATIONS PROCEDURES**

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*The following describes suggested procedures relating to various aspects of the above communications policy.*

### **2.1.1 COMMUNICATION AND CONSULTATION PLANNING**

Communication plans are the responsibility of department managers and will be incorporated into existing and new project plans. Communications Plans will identify the following:

- Corporate and communications goals and objectives
- Desired level of consultation for specific key audiences using the IAP2 Spectrum (i.e. inform, consult, collaborate, etc.)
- Clearly identified audiences
- An internal and external assessment of impacts or sensitive issues (i.e. who will be impacted and how and/or a SWOT analysis) and any potential steps to mitigate the impact if/as required (i.e. identifying barriers and benefits and removing barriers if the ability exists)
- Key messages
- Communication tools and channels for dissemination
- Action plans and/or timelines for implementation
- Evaluation indicators

Project plans will also list the resources, financial and human, necessary to carry out the desired communications.

In addition, action plans may be developed for specific communications initiatives to assist in achieving City goals and objectives.

A Communications Calendar may be used to assist with annual planning and to ensure coordinated implementation.

### **2.2. AUDIENCES**

Communication plans will identify key audiences and associated strategies. Audience research may be conducted to learn more about any perceived barriers or challenges and potential opportunities and benefits. This may include a variety of topics related to the City's overall operations and/or specific projects or questions. These may include:

- Exit surveys at events and open houses
- Annual citizen survey
- Feedback from frontline staff
- Monitoring emails, calls and other requests for information or comments

- Media analysis of number and tone/content of articles
- Mobile access to surveys on website
- Surveys in utility bills
- Peer research
- Mini focus groups
- Key informant interviews
- Testing of messages, strategies, tools, etc.
- Use of available data on demographics and psychographics such as census data and economic profiles.

## **2.3 MESSAGE CONTENT**

Content for communications materials should be in keeping with Council's Policies and Guiding Principles and include information that is:

- Clear, easy-to-understand in plain language
- Respectful
- Positive
- Appealing
- Sensitive to the audience(s)
- Incorporates the use of stories, examples, stats, facts, etc. as required
- Uses testimonials from locals or others as warranted.

Briefing notes regarding **resolutions of Council** will be developed. Draft versions will be circulated to Council, managers and other team members as required to ensure the information is accurate and relevant to key audiences prior to public release. Final versions are to be shared with Council, managers and staff as required.

Briefing notes will be developed as a necessary part of approved projects plans. Draft versions will be circulated to managers and other team members as required to ensure the information is accurate and relevant to key audiences. Final versions are to be shared with Council, managers and staff as required.

## **2.4 MEDIA RELATIONS**

### **2.4.1 Implement proactive media outreach practices**

Strengthen relationships with local media

Encourage staff to send new contact information that may benefit from receiving some media releases to Communications.

Nurture relationships built on trust, transparency and reliability with local reporters.

Share information not only in response to inquiries but provide post-event photos etc.

Manage a regional media list

Pitch good news stories to local media

Ensure that project plans identify opportunities to proactively communicate with the media and leverage media coverage where possible. Action plans may include the use of:

- News releases, also available on the website
- Public service announcements (PSA)
- Media interview and photo opportunity invitations
- Backgrounders, links and other support materials
- Interviews
- Photo opportunities (e.g., events such as the Sneak Peek showing of City Hall after the fire)

#### **2.4.2 Ensure staff and Council receive ongoing media relations and spokesperson training as needed.**

Provide media counsel prior to media interviews for Council and Senior Management team.

Follow established protocols for approval processes, templates and statutory requirements.

Ensure that news releases, advertisements and other media correspondence are shared internally prior to external publication.

## **2.5 EXTERNAL COMMUNICATIONS**

**2.5.1 Clearly define roles and responsibilities for communications within the organization**

**2.5.2 The Auditor General of British Columbia, Public Participation: Principles and Best Practices for British Columbia provides guidelines for putting the public participation guidelines into practice. This is a seven step process that was derived from existing best practices in the province's public sector, and in governments across Canada.**

#### **Seven Steps for designing a successful public participation**

1. Determine who the decision maker is, what the pending decision is and who will be affected.
2. Decide if public participation should be used.
3. Determine the issues related to the decision for each of the affected parties.

4. Determine the level of public participation that the decision-maker needs and what to consult on.
5. Determine the public participation methods best suited to the needs of participants.
6. Determine how public participation is to support and link to the decision.
7. Determine how the results are to be used.

Refer to **The Auditor General of British Columbia, Public Participation: Principles and Best Practices for British Columbia**, pages 23-34.

### **2.5.3 Create a work environment that understands the value of communications**

#### **2.5.4 Review privacy and correspondence policies**

- Utilize First Class email addresses for Mayor, Council and staff.
- Clarify procedures for tracking and responding to correspondence received by [info@grandforks.ca](mailto:info@grandforks.ca) , correspondence received directly by Mayor and Council, correspondence received through the regular mail system.

#### **2.5.5 Event Management**

- Communications Officer or Corporate Officer will write speaking notes for the Mayor
- Compile briefs prior to attendance by the Mayor to share event details in advance.

#### **2.5.6 Correcting misinformation**

Correcting misinformation is a sensitive issue and can detract from the City's objectives to provide clear, accurate, relevant and timely information. As such, decisions on how to handle this type of information in the media need to be both strategic and thoughtful.

Published misinformation, either in the mainstream media or online, is to be brought to the attention of the Communications Officer for future action which could include:

- . Personal contact
- . Request for correction
- . Request for new article on same/similar topic
- . Letter to the editor
- . Advertising
- . Or other measures as required.

#### **2.5.7 City Website**

The addition of a "For the Record" section will be added to the City website. "For the record" will be used to respond to questions, correspondence, inquiries and statements made by the public on social media forums such as Facebook, twitter and other social

media, as well as printed material such as letters to the editor in the local newspaper. The Communications Officer will be responsible for posting on “For the Record” and will seek input from department managers as needed.

### **2.5.8 Council Communications**

- The development of monthly / bimonthly / quarterly City newsletters will be circulated through print media and the City website. There will be an inclusion of “From Council Chambers” which identifies Council news.
- Council will recognize that negative commentary in the public arena as it relates to staff performance counteracts the ability to meet objectives outlined in the Communications policy.
- Media training will be arranged for Council.
- Understand that access to information is the starting point for all forms of community engagement.
- Consider community engagement at the outset of policy and decision making process

Council may determine to establish a Council Communications Committee. This committee will be responsible for Input and approval of Council communications in respect to Council resolutions and not the operations of the City. Communications regarding Council resolutions, once approved by the Communications committee, will be posted in print media, social media and on the City website as necessary and by the Communications Officer.

### **2.5.9 Paid Advertising**

The use of paid advertising will be identified in the work plan and may include:

- Newspapers
- Radio
- TV
- Web
- Online
- Social media
- Signage
- Other opportunities as identified.

Continued use of advertisements in the Grand Forks Gazette newspaper to broadcast decisions of Council, and ongoing or upcoming programs, projects and services as necessary. Advertising can also be used to ask survey questions or as a poster for placement at various community locations. The content will vary as required and identified in the action plan.

Advertising may be further leveraged with the use of a news release to announce projects.

### **2.5.10 Personal and Community Contact**

Depending on the program, project or service, project plans may include a variety of outreach strategies to make personal contact. This may include:

- Presentations or visits to community groups, service clubs, business organizations and schools
- Hosting open house events, City hall or public meetings, tours or a combination
- Participating in or attending community events, trade shows and fairs

Contact email lists of community, service, business groups and other key contacts should be kept up-to-date and used to circulate information as identified. This could also include distribution of regular communiqués such as news releases, posters and newsletters as another way to leverage this informational piece.

Ensure Council and staff are prepared with any necessary information such as key messages, and/or promotional materials as required in advance.

### **2.5.11 Promotional and Informational Materials**

Visual materials help promote the City's brand, providing clarity and consistency. These materials should be easy-to-read, appealing with a consistent look and colours which are similar to the City's logo. These materials may include:

- Newsletters/utility bill inserts both print and online
- Brochures, flyers, post cards
- Door hangers, shelf labels or tags
- Fact sheets, Frequently Asked Questions
- Posters
- Signage
- Open house panels
- Visuals for advertisements such as bus boards, transit shelters, theatre ads, grocery store dividers, etc. that can also be used as .jpgs for the website or other materials
- Items such as buttons, stickers, mugs, fridge magnets, seed packets, mascots, etc.

Materials should be of high quality, appealing and appropriately written/produced to match the content as outlined in the City's Brand Guidelines document. All materials will

be reviewed and approved by the Communications Officer.

### **2.5.12 Visual Identity Guidelines**

The City's logo is the official symbol of the community. The logo may be used on other organization's publications with approval of the Communications Officer or their designate. The logo should be re-produced in the official colours or black and white (or grayscale). The logo's integrity should be maintained, in accordance with the Brand Guidelines and should always retain the same aspect (i.e. is should never be stretched or skewed as when one corner is dragged, creating a heightened or flattened version).

## **2.6 INTERNAL COMMUNICATIONS**

The City aims to establish effective internal communication practices that are integrated with external communications and branding. The internal communications objective is to be consistent with messaging, build trust and demonstrate authenticity, transparency and accessibility.

Each department is responsible for ensuring that pertinent operational information is posted in first class. Each department will identify who in that department is responsible for current information updates.

Continually review and discuss within departments how internal communications can be improved.

Managers will communicate key issues, significant successes and major challenges related to their portfolios to the Communications Officer.

Communications updates will be provided and incorporated into management meetings. These updates will include sharing key news stories, recommendations for improving internal and external communications, crisis management issues and communications contributions to projects and events.

Fact sheets will be made available for front line staff and Council.

Communications plans will be developed for major events in order to ensure team members communicate the same messages and understand objectives and media outreach is proactive. The department manager in conjunction with the Communications Manager will write communications plans for major events held in Grand Forks such as Family Day and Christmas Light Up.

Information that is to include Council will be posted to the Council folder by the Communications Officer, Corporate Officer or CAO.

## **2.7 ONLINE: WEBSITE AND SOCIAL MEDIA**

The City currently maintains a website and a Twitter profile. Content and use of these important communications tools are to be considered when developing project plans.

### **2.7.1 Social Media**

The City does not currently maintain a Facebook page. Given that social media is one of the main information sharing tools today, it is important that the City consider monitoring Facebook and other social media sites in order to respond to comments and concerns in a proactive, accurate and timely manner. The Communications Manager will be responsible for monitoring and responding to social media sites and will defer to department managers when necessary.

The Communications Officer will provide information to community members in a professional forum that does not foster or tolerate disparaging commentary.

### **2.7.2 City website**

The addition of a “For the Record” section will be added to the City website. “For the record” will be used to respond to questions, correspondence, inquiries and statements made by the public on social media forums such as Facebook, twitter and other social media, as well as printed material such as letters to the editor in the local newspaper. The Communications Manager will be responsible for posting on “For the Record” and will seek input from department managers as needed.

A social media policy will be developed by the Communications Manager that will include:

- . Key staff identified and trained to maintain site
- . Guidelines for Council, staff and public users
- . Posting
- . Responding
- . Advertising
- . Leveraging and coordinating with other communications tools
- . Consideration or criteria for further uses of social media such as Facebook and/or YouTube

## **2.8 COMMUNITY ENGAGEMENT**

The City recognizes that the decision-making process is improved by engaging citizens and other stakeholder groups when appropriate.

Council's decision making will be balanced by a range of key considerations including: technical feasibility, financial viability and social acceptability.

The City's community engagement procedure achieves:

- Alignment with Council's strategic priorities and guiding principles
- Supports Council's decision making by providing information on citizens and stakeholder opinions
- Ensuring consistent and clear practices for involvement and/or information sharing
- Ensuring an appropriate level of engagement based on assessed community impact and benefit
- Identifies the parameters and resources for public engagement

The City will use various techniques and channels to encourage information sharing and dialogue based on eight public engagement and guiding principles, which outline what the community can expect from the City.

- **Accountability:** Elected officials and staff are accountable for ensuring meaningful public engagement
- **Inclusiveness:** Public dialogue and decision making processes, reach out to, and encourage participation of the community.
- **Transparency:** Public decision-making processes are accessible, honest and understandable.
- **Fiscally sustainable:** Ensure methods and resources for public notice and engagement reflect the magnitude and complexity of the initiative.
- **Early involvement:** Helps identify issues and look at opportunities and challenges during concept development, design and implementation of city policies, projects and initiatives.
- **Timely communications:** Ensure there is enough time within the engagement process to provide information to the community.
- **Clear and accessible information:** Ensures the use of plain language in a wide variety of formats and channels of communication.
- **Suitable process:** Design and implementation of public engagement processes and techniques that reflect the magnitude and complexity of the initiative. Processes adapt to changing needs and issues as the move forward.

## **Process**

The strategies and methods that will be used to involve and inform those affected by a decision are based on the IAP2 Spectrum of Participation, an international standard. The Communications Officer will develop a community engagement template in order to support staff in delivering quality engagement practices in the community as outlined in

three phases:

### **Phase 1 - Assessing Community Impact**

The term 'level of community impact' refers to the magnitude of change citizens may experience as a result of a project/issue or change in policy or service.

The assessment criteria has four levels of impact which range from:

- . Level 1 - High impact city wide
- . Level 2 – High impact on select area and/or defined groups
- . Level 3 – Moderate impact city wide
- . Level 4 – Moderate impact on select area and/or defined groups

### **Phase 2 - Identifying and Achieving Goal of Public Engagement, IAP2 Spectrum of Inform, Consult, Involve, Collaborate and Empower.**

This phase outlines the commitment(s) made to citizens and stakeholders and examples of techniques and tools that align to each goal.

*INFORM – GOAL: To provide balanced and objective information in a timely manner. “We will keep you informed.”*

*CONSULT – GOAL: To obtain feedback on analysis, issues, alternatives and decisions. “We will keep you informed, listen to and acknowledge concerns and preferences, and will provide feedback on how public input influenced the decision.”*

*INVOLVE – GOAL: To work with the public to make sure concerns and aspirations are considered and understood. “We will work with you to ensure your concerns and aspirations inform the outcome to the maximum extent possible.”*

*COLLABORATE – GOAL: To partner with the public in each aspect of the decision making. “We will look to you for advise and innovation and incorporate this in decisions as much as possible.”*

*EMPOWER – GOAL: To place final decision making in the hands of the public. “We will implement what you decide.”*

## **2.9 COMMITTEES**

Committees of Council include Standing Committees, Select Committees and Ad Hoc committees. Council may appoint members of Council to sit on committees of other boards, acting as the liaison between City Council and that board.

In an effort to provide current and relevant information to council a report out, on a consistent basis, from committees is required. Reporting out should be on a regular basis throughout the year, and through either a written report that is included in the council agenda or in person at a Committee of the Whole meeting, by the Chair of the

Board of a committee. A Council liaison may from time to time bring forward requests to Council, at a Council meeting, from committees. Proposed resolutions will be provided to the Corporate Officer prior to the agenda deadline.

## **2.10 RESOURCES**

Project plans will identify the resources, financial and human, required to implement communications. This may include the following and will vary according to project:

- . Staff time
- . Resources required for project support (i.e. printing, events, etc.)
- . Contract services
- . Consulting services

Resources may also be identified in the annual budget process for the City's Communications for ongoing communications that may not be specifically related to a project. These may include projects such as the website, social media, media releases, annual reports and/or surveys, etc.

## **2.11 EVALUATION**

Project plans will include evaluation indicators to determine the success of various programs, projects and services. Evaluation will at a minimum be based on the objectives for communications set out in the work plan and may also include information on outputs and outcomes. Ongoing monitoring of communications tools will also be used to determine effectiveness and address any issues as they arise.

From time to time, the City may also seek to better understand the impact of various programs, projects and services and may engage in research such as an annual citizen survey.

The true impact of this policy will be more apparent over an extended period of time, as tools, processes and procedures become utilized as a matter of habit and as a culture that recognizes the importance of solid internal and external communications is established. Tactics to measure long term success of the plan may include:

- Effectiveness in communicating key messages
- Tone of media coverage
- Tone and content of community and stakeholder engagement
- Number of media impressions
- Number of partnerships built
- Operating performance

- Opportunity to see key messages, brand representation, articles, photos used, quotes and testimonials
- Impact on other departments, including number and content of complaints and tone and content of feedback received
- Number of website hits

### **Ensuring Success**

The success of this plan relies on the support and engagement of Council to effect change and foster constructive dialogue throughout the organization and City. This can only work to create an environment that encourages a spirit of community and positive action and discourse. Communications is, therefore, understood as a shared responsibility. It is the intent of this policy to build in steps to ensure its success. These include:

A well-organized plan

An achievable Action Plan

Reasonable objectives that align with Council priorities

Council and staff commitment

Management of the plan through diligent and knowledgeable execution, flexibility and measure of control (to avoid scope creep)

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>SOCIAL MEDIA</b>	<b>POLICY NO:</b>	<b>207</b>
<b>EFFECTIVE DATE:</b>	<b>April 11, 2016</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 3</b>

**PURPOSE**

The City of Grand Forks Social Media Policy No. 207 establishes a framework for staff when engaging and posting on the municipality’s social media accounts.

**POLICY**

The City uses social media accounts (Facebook, Twitter and YouTube) and websites to communicate City initiatives, goals and objectives with the community and various stakeholder groups.

The goals of the City’s social media accounts are to provide timely and accurate information and promote the goals of the municipality. The City’s social media accounts are not intended to be used for political forums or information outside of the City’s intent.

**PRIMARY GOALS**

- Increase awareness of municipal services and City events including Council meetings, Public Hearings, departmental public events, municipal special events, and relevant regional events.
- Disseminate time-sensitive information accurately and quickly.
- Develop trust and opportunities to build stronger relationships with community members.
- Correct misinformation, remedy mistakes, or alter services.
- Disseminate Emergency Operations information as determined by the Communications department.
- Additional information may be provided at the discretion of the Communications Department.

## PROCEDURE

### TIMELINES

Information posting and maintenance will occur during office hours Monday to Friday 9:00 a.m. to 4:00 p.m. (excluding statutory holidays). The Communications department will ensure social media sites are monitored and updated each business day during normal business hours.

Inquiries or requests for action stemming from the City's social media sites will be forwarded by the next business day to the appropriate department for follow up.

### GUIDING PRINCIPLES OF APPROPRIATE USE

The Communications department reserves the right to remove or restrict any content that is deemed in violation of this policy or applicable law. Communications will retain a record of the removed material.

The following information will not be included on the City's social media sites:

- a. Libellous or defamatory statements
- b. Obscene language or sexual content
- c. Discriminatory content
- d. Illegal activity promotion
- e. Commercial promotion unless approved through the Communications Department
- f. Negative in nature

### DISCLAIMER

The following disclaimer is posted on Facebook:

*We value the opportunity for dialogue that this Facebook page provides, but reserve the right to remove any comments that we deem discriminatory, slanderous, or obscene. Comments should reflect the topic or subject.*

### RECORDS

Information provided on social media will link to existing City records via the City website where possible. Information will be made accessible to Corporate Services. All City of Grand Forks social networking sites shall adhere to applicable Provincial, Federal and local laws, regulations and policies.

***The Freedom of Information & Protection of Privacy Act*** applies to social media content and therefore content must be managed, stored and retrieved to comply with the Act.

## SCOPE

- Social Media profiles and websites representing the Mayor and Members of Council are exempt from this policy, as are sites representing individuals and Committees of Council that do not fall under City employee mandate or this policy.
- Social Media profiles and websites representing Members of Council will not act as official information platforms on behalf of the City of Grand Forks. Any information to be communicated to the City's followers via social media will be provided by the Communications Department or designate.
- City Council acknowledges that it is not their role to report directly on City related business and will use their social media profiles and websites as a secondary information source once matters have been officially released through/from the City. Council will use the designated sharing tools on the various social media platforms based on this direction.

## RESPONSIBILITY

- This Policy applies to social media use for official and authorized City purposes.
- The City's presence on Facebook and Twitter is managed by the Communications Department or designate.
- The Communications Department may assign administrators from other departments to post department related information to Facebook, adhering to the direction of this policy. The Communications Department will ensure that, as well as communication activities, communications through social media channels are accurate, consistent and professional.
- Employees assigned to represent the City on social media are expected to conduct themselves at all times in accordance with the City's Code of Ethics Policy.
- City staff not assigned as administrators are discouraged from providing comments on The City's social media sites. Staff may make suggestions to the Communications Department for content on social media sites.

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

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**LEGISLATIVE: ELECTED OFFICIALS**

<b>301</b>	Attendance: Workshops and Conferences	Revised	2013	Approved
<b>302</b>	Certificates of Merit	Existing	2009	Approved
<b>303</b>	Ethics, Conduct, and Conflict of Interest	Existing	2009	Approved
<b>304</b>	Minimum Expense, Benefits & Allowance	Existing	2009	Approved
<b>305</b>	Council Indemnity Review	Revised	2014	Approved
<b>306</b>	Elected Official Vehicle Use	New	2009	Approved
<b>307</b>	Committee Protocol	New	2009	Approved
<b>308</b>	Council Code of Conduct	New	2016	Approved

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Council &amp; Staff Memberships &amp; Conferences Policy</b>	<b>POLICY NO:</b>	<b>301</b>
<b>EFFECTIVE DATE:</b>	<b>January 15<sup>th</sup>, 2013</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>		<b>PAGE:</b>	<b>1 of 5</b>

The City and the representatives of the City shall maintain memberships, attend conferences and fully participate in forums, workshops, business meetings and functions of the following municipal associations and organizations and encourages individual Council Members to assume executive and leadership roles in such associations.

### 1. Union of British Columbia Municipalities

This organization is the Provincial Association representing and enjoying 100% membership of all BC municipalities and regional districts and Islands Trust.

#### Policy

The City will maintain membership in the U.B.C.M. and all members of City Council and the Chief Administrative Officer or other senior staff are authorized to attend the annual U.B.C.M. conference provided funds are available in the approved budget.

### 2. Association of Kootenay Boundary Local Governments

This organization is a regional chapter of the parent U.B.C.M. referred to as the AKBLG which covers the geographic area of the boundary, and the Kootenays to the Alberta border. Municipalities and regional districts within this area are members and the organization holds an Annual Conference in April/May of each year in a member municipality.

#### Policy

The City will maintain membership in the AKBLG. and all members of City Council and the Chief Administrative Officer or other senior staff are authorized to attend the annual AKBLG Conference provided funds are available in the approved budget.

3. **Federation of Canadian Municipalities**

Since 1901 this organization has represented municipal government at the national level, and is committed to promoting strong, effective and accountable municipal government.

**Policy**

The City will maintain membership in the F.C.M. and approved members of City Council and the Chief Administrative Officer or other senior staff are authorized to attend the annual F.C.M. conference provided funds are available in the approved budget.

4. **Highway 3 Association**

A group with membership from Osoyoos to Alberta Border, with a desire to generate economic activities through tourism, and has subsequently expanded to address various other transportation concerns of the highway.

**Policy**

The City will maintain membership in the Association. In addition one member of City Council and the Chief Administrative Officer or senior staff are authorized to represent the City at the annual convention or to attend any meetings of the Association Board subject to funds being available in the budget.

5. **Boundary Economic Development Committee**

The group provides a coordinated approach to economic activity in the region.

**Policy**

The City will maintain membership. In addition, all members of the City Council and the senior staff are authorized to attend the conferences / meetings of this organization subject to funds being available in the budget.

6. **Boundary Country Regional Chamber of Commerce**

The Chamber is a common vehicle through which business people work together for the common good of the community, and is a unified voice for businesses. The Chamber strives to promote trade and commerce, economic development, civil and social welfare of the region.

## **Policy**

The City will maintain annual membership in the Boundary Country Regional Chamber of Commerce and participate in the Chamber activities.

7. **Meetings with Provincial or Federal Ministers or Ministries  
Workshops/Economic Development Meetings/Miscellaneous Conferences**

## **Policy**

The City shall, subject to the budget, provide for the City to be represented at and participate in meetings, workshops or conferences that are beneficial to the City's financial or economic interests. Each year a budget allocation shall be determined by Council and City Council will, thereafter, by specific resolution, authorize Council Members, Employees or Officers or other persons to represent the City outside of municipal boundaries.

Two or more members of Council on a rotational basis, accompanied by members of senior staff member when considered necessary, may travel to Victoria for the purposes of presenting local issues to the Provincial Ministers and/or their delegates, subject to Council approval by specific resolution.

8. **North West Public Power and Interior Municipal Electric Utility:**  
North West Public Power represents the interests of all public owned electric utilities in the North West of Canada and USA providing training and technical assistance to employees. Interior Municipal Electric Utility represents the interests of all municipally owned utilities and provides representations and workshops on hearings before BCUC.

## **Policy:**

The City will maintain membership. In addition, authorized members of the City Council and the senior staff are authorized to attend the conferences / meetings of this organization subject to funds being available in the budget, and subject to Council approval by specific resolution.

9. **Local Government Management Association, Provincial and Local Chapters, Government Finance Officers Association, Corporate Officers' and CAO's Forums, National Association of Parliamentarians, International Institute of Municipal Clerks (IIMC), and Fire Chief's Association, Certified General Accountants and Certified Management Accountants Associations, Public Works Association, BC Water & Waste Water Association, Building Officials Association of BC, Licence Inspector & Bylaw Officers Association of BC, Applied Science Technologists and Technicians of BC (ASTTBC).**

These organizations provide training and technical assistance to City staff in performance of their duties.

**Policy:**

The City shall, subject to the budget, provide for the City staff members to be represented at and participate in meetings, workshops or conferences that are beneficial to the City's financial or economic interests. Where necessary, permission of Council by resolution may be required when there is a need subject to the discretion of the Chief Administrative Officer.

**10. General**

**Policy**

The Chief Administrative Officer or Chief Financial Officer is authorized to pay the membership dues, upon approval of the Annual Financial Plan.

Attendances at workshops and conferences shall be subject to the funds approved in the Financial Plan and further subject to the Travel Policy.

**11. Council Workshops and Training:**

**Policy:**

Council Members are encouraged to attend "Newly Elected" training seminars, which shall be made available to all Members of Council following a local general election. Funds for these training seminars will be provided in the financial plans of the years, in which a local government election takes place.

Other training courses and workshops, which are provided by UBCM and/or AKBLG, for example the Local Government Leadership Academy (LGLA), will be available to Members of Council, subject to available funding, and subject to Council approval, by specific resolution.

Funding for other training courses, which specifically pertain to Council related duties, as outlined in Sections 115 and 116 of the Community Charter, may be available, subject to available funds in the Financial Plan, and subject to Council approval by specific resolution.

**12. Staff Workshops and Training:**

**Policy:**

Training courses and workshops, which are provided by LGMA, GFOA, and other professional associations, such as Municipal Administration Training Institutes (MATI's) will be available to Staff, subject to available funding, and the

approval of the Chief Administrative Officer.

Funding for other training courses, which specifically pertain to Staff members related duties, as outlined in their specific job descriptions, may be available, subject to available funds, approval of the Chief Administrative Officer.

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Certificates of Merit elected &amp; Appointed Officials</b>	<b>POLICY NO:</b>	<b>302</b>
<b>EFFECTIVE DATE:</b>	<b>February 16<sup>th</sup>, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

### **POLICY:**

**Mayor and Councillors retiring from City Council shall receive a Certificate of Merit at the end of the term, where deemed necessary and at the discretion of the Mayor and Councilors of the day.**

**A member of the public appointed by Council to serve in a volunteer capacity to a Committee of the City, City's Society Boards and Commissions shall receive a Certificate of Recognition presented by the Mayor and Council at an appropriate public meeting of the City.**

### **PURPOSE:**

To recognize service to the City and the Community.

**Definitions:** Retiring refers to members who do not seek re-election to Council. A defeated member of Council is not considered retired.

### **PROCEDURE:**

- Staff will make a Certificate of Merit with the City's Corporate Seal and appropriate wordings relative to the service and office held on Council.
- A Certificate of Recognition shall be made with appropriate wording signed and sealed by the Mayor, Councillors and the Corporate Secretary.
- All presentations shall be made at a public gathering such as at the City's Inaugural meeting or a regular scheduled Council Meeting or an annual meeting hosted by the City where volunteers are recognized.
- The Certificate of Merit and Certificate of Recognition shall be framed before presentation.

## CITY OF GRAND FORKS

**POLICY TITLE:** Ethics, Conduct, and Conflict of Interest **POLICY NO:** 303

**EFFECTIVE DATE:** February 16, 2009

**SUPERSEDES:**

**APPROVAL:** Council Resolution

**PAGE:**

1 of 3

### **POLICY:**

The proper operation of a democratic local government requires that elected officials be independent, impartial and duly responsible to the people. To this end, it is imperative that:

- Local government decisions and policies are made through the proper channels of the local government structure.
- Public office shall not be used for personal gain and for gains of others associated with elected officials.
- The public have confidence in the integrity and independence of its local government elected officials.

### **PURPOSE:**

Accordingly, it is the purpose of these standards of conduct to establish recommended rules or guidelines for all local government elected officials of the City of Grand Forks, to carry out their duties with impartiality and equality of service to all, recognizing that the basic functions of elected local government officials are, at all times, providing service to their community and the public. This policy does not over-ride the statutory requirement of the Community Charter and any Court Rulings issued in determination of Conflict of Interest and Bias. In the event of conflict with the City Policy, Legislation and Court Rulings, the latter two shall prevail.

### **PROCEDURE:**

To further these objectives, these general ethical principles should govern the conduct of all elected local government officials in the City in order that they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear or favour.

### **Local Elected Officials shall:**

1. Declare to Council or the City Manager at the first opportunity their interests, or known interests of any close relatives and associates in any enterprise and organization that might be before staff and the city which proposes to transact business or is associated with the City, not enter into the discussion and the vote on the matter, or thing and should leave the place of the meeting during the discussion and the vote on the subject and the matter.

2. **Declare to Council or the City Manager at the first opportunity, their interests or the known interest of any close relatives, or associates, in any property or matter that is before staff and the city which is subject to a rezoning proposal, development proposal, subdivision or any permit or other consideration within the City, not vote on the matter or thing and leave the place of the meeting during the discussion and the vote on the subject.**
3. **Declare to Council and the City Manager at the first opportunity, their interest in any matter or thing that is before staff and the city, including participation in any non-profit Boards of Directors of Societies that enter into discussions with the city on any services, properties, use of city infrastructure, equipment or enters into discussion on persuasion of service deliveries, seeks exemption, relief of taxation and user fees, and seeks grants or other funding other than on those matters before staff and the city that are in "common" generally with the public.**
4. **Not use information designated confidential for the personal profit of themselves, associates or any other person to whom the elected official is in discussion with.**
5. **Not communicate information designated confidential to anyone unless such information has been declared public by Council or such information is protected by the Freedom of Information Act.**
6. **Not use the position of elected official to secure special privileges, favours or exemptions for themselves, their associates, relatives, or any other person.**
7. **Avoid any situations that could cause a reasonable person to believe that the elected officials have brought conflict of interest, bias or partiality to a question before staff, the city and council.**
8. **Where an elected official is appointed by City Council as a representative of the City in a capacity to liaise between the Organization and the City, a conflict or bias shall not arise unless the elected official is a member of the organization and is also appointed as a member of the Board of Directors wherein the elected official shall leave the place of discussion and the meeting.**
9. **For a period of twelve (12) months after leaving office, abide by these ethical standards of conduct listed above and the Conflict of Interest of the Community Charter, except those related to confidential information which shall apply in perpetuity.**
10. **Members of Council, prior to declaring a conflict of interest at a Council Meeting must complete the form, attached to this policy, and submit it to the City Clerk and accordingly declare briefly the nature of the conflict or bias to the Chair before leaving the place of discussion and meeting.**

**Elected Officials shall not assume that activities not covered by or specifically prohibited by these ethical standards of conduct, Conflict of Interest or by any**

legislation, are therefore condoned. It is the onus of the elected officials to seek clarification if in doubt.

These standards of conduct and conflict of interest shall be read and signed by all members of Council at each inaugural meeting of Council or immediately after the implementation of the Policy whichever occurs first.

**THE CORPORATION OF THE CITY OF GRAND FORKS  
DECLARATION OF CONFLICT OF INTEREST**

"Your Worship, I \_\_\_\_\_ wish to declare at this time that I

am not entitled to participate in the discussion or vote on the next item of business before this

meeting, that is item no. \_\_\_\_\_ on the meeting agenda, by reason of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

And that I wish to leave this meeting at this time and request that the minutes record my leaving the meeting for the reasons stated."

Date:

\_\_\_\_\_

Time of Departure:

\_\_\_\_\_

Time of Return:

\_\_\_\_\_

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Council-elected members</b>	<b>POLICY NO:</b>	<b>304</b>
<b>Minimum Expense, Benefits &amp; Allowance Policy</b>			
<b>EFFECTIVE DATE:</b>	<b>February 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 2</b>

**POLICY:**

Subject to the Remuneration and Expense Bylaw governing the remuneration and allowance, members elected to City Council shall be reimbursed for benefits premiums, allowances and expenses as provided herein and this policy shall be reviewed by Council on an annual basis as proposed by the City Manager. Where there is a conflict between this Policy and the Bylaw or the Community Charter or the Local Government Act, the Bylaw or the Act shall prevail.

**PURPOSE:**

To ensure that elected members have a policy that provides guidance to staff and the general public for reimbursement of expenses and allowances when members of Council are engaged in performing the duties of the City within and outside the municipal boundary.

**Reimbursement Policy applies to the following:**

**Medical, Vision, Dental & Extended Health:**

The City contributes 100% of the premiums for medical, dental, vision and extended health benefits to ensure that the member has coverage that equals the minimum coverage offered in any City collective agreement provided there is a minimum group enrolment available for the members of Council.

**Life Insurance and AD& D:**

The City contributes 100% of the premiums for life insurance for a coverage of \$30,000 per member while the member is engaged in the traveling to and from Council meetings and travels outside the municipal boundary of Council provided there is a minimum group enrolment available for the members of Council.

**Car allowance and mileage:**

Where an elected member is required to use his or her own vehicle for city purposes outside the boundaries of the City, the member shall be reimbursed for mileage at the rate specified in the Income Tax Act. A monthly allowance may be paid provided prior to the use of personal vehicle, an agreement on the amount of allowance has been reached with the City Manager or the City Council by a resolution.

**Accommodation:**

When a member is required to attend approved meetings and approved workshops related to the business of the City, the City shall reimburse 100% of the accommodation paid by the member.

**Meals and Allowances: Within and Outside of Municipal Boundary.**

Members of Council are entitled to the reimbursement of meals while the members have been called to meetings at City Hall or at another designated place or have been engaged in meetings with staff on municipal business and also engaged in meetings prior to the regularly scheduled meetings of Council.

Reimbursement for meals shall be provided when the member is performing duties of the City outside the municipal boundaries. The reimbursement shall be the actual cost of the meals.

**Internet and email account Charges:**

Members of Council may receive 50% reimbursement of Internet charges for cost of Internet and email for the convenience of receiving electronic communication from the City staff.

**Accident Deductible reimbursement:**

Where a member's personal vehicle is involved in an accident outside the municipal boundaries while performing the duties of the City and provided the member is not at fault, the City shall reimburse the amount of the deductible the member is required to pay.

**Rental of Vehicle and other Transportation Charges**

Members of Council are entitled to the reimbursement of rental of vehicle, ferry charges, airline tickets and related charges, bus tickets, rail tickets and other transportation charges while traveling on approved municipal business outside the municipal boundary.

**Direct Expenses:**

Members of Council may be reimbursed for any direct cost relating to the performance of municipal duties provided such direct cost has been approved prior to the incurrence of the expenses either by a resolution of Council or by the City Manager and such direct cost shall not relate to these:

- Entertainment of constituents and meeting costs associated with constituents
- Municipal Election
- Campaign Expenses
- Distribution of Flyers on any municipal issues
- Advertising in Newspaper and radio or any form of media
- Legal and accounting fees
- Consultant Fees
- Engineering Fees
- Indemnification of member unless there is a bylaw for Indemnification
- Loss of personal property of any nature and value
- Personal expenses of any amount and for any purpose
- Laundry expenses unless it was incurred while traveling on municipal business.

**General Prohibition on Expenses Reimbursement**

**An expense not provided for reimbursement in this policy is not eligible to be reimbursed unless the member has received prior approval by a resolution of Council.**

## CITY OF GRAND FORKS

**POLICY TITLE:** Council Remuneration      **POLICY NO:** 305

**EFFECTIVE DATE:** January 13<sup>th</sup>, 2014      **SUPERSEDES:** Feb. 16, 2009

**APPROVAL:** Council      **PAGE:** 1 of 1

### **POLICY:**

During the expiring quarter of a Council's term, Council will establish a committee consisting of 3 to 7 members of the community, to review Council's remuneration, and make recommendations to the current Council for the new incoming Council's remuneration. Council may, if they wish, appoint a member of the current Council to the committee, who is not planning to run in the upcoming election.

The committee shall report back to the current Council with their recommendations at a Regular Council meeting, at least two weeks prior to Election Day.

### **PURPOSE:**

The Council Remuneration Policy establishes a process to review and make recommendations with respect to Council Remuneration for the next incoming Council during an Election Year.

### **TERMS OF REFERENCE:**

The terms of Reference for the Committee shall be:

- to review existing indemnities and "history" of how present rates were established
- to review comparative rates for other municipalities and like bodies where pertinent (e.g. Regional District Boards)
- to consider the workload required, expected and undertaken by members of Council
- to consider any other pertinent data relating to Indemnities
- to recommend any formula which may provide a reasonable basis for establishing remuneration on an ongoing basis
- the Committee may call upon the Chief Administrative Officer, the Chief Financial Officer and the Corporate Officer as resource persons
- To prepare recommendations for Council's consideration no later than two weeks prior to an Election, or at a date set by Council
- Recommendations on indemnities and remunerations accepted by Council shall be effective January 1<sup>st</sup> following the general election.

## CITY OF GRAND FORKS

POLICY TITLE: Elected Official Vehicle Use Policy      POLICY NO: 306

EFFECTIVE DATE: September 8th, 2009

SUPERSEDES:

APPROVAL: Council

PAGE: 1 of 2

### **POLICY:**

A member of Council, a member of the Regional District of Kootenay Boundary Board, a member of the School District Board, a member of the Hospital District Board, an appointed member of an advisory board, commission, standing and select committees of the City, School, Hospital and the Regional District and a volunteer serving in an appointed capacity of the City, School, Hospital and the Regional District is authorized to use the city vehicle where a city vehicle is available for travels while representing and engaging exclusively for the City or in joint municipal, school, hospital and regional district issues, local government business, attending meetings, courses, conventions, seminars, workshops, local government sessions on issues and presentations, training in local government related matters and any other approved municipal, school, hospital and regional district joint services and issues.

### **PURPOSE:**

To reimburse all costs associated with City services and issues arising from being a local government and jointly with other local governments represented by elected members of Council and Boards with appointees and volunteers representing the City, School, Hospital and Regional Districts

### **PROCEDURE:**

- Appointment must have been made through the City or by the Regional, Hospital, School Districts to serve on any exclusive city or joint regional, school, hospital or on exclusive city or joint city committees, commissions and advisory boards or to make exclusive to city or joint representations to senior levels of governments on approved local government issues and services.
- Use of the City vehicle must conform to the business arising from the appointment and exclusive city or joint services and issues.
- Vehicle must be reserved in advance in the "Vehicle Booking Calendar" indicating the purpose of use.
- All drivers using City vehicle must hold valid driver's licence.
- Persons other than drivers in the City vehicle must be related to the business of the exclusive City and joint services and issues that may include speakers, guests, and attendees to a gathering and forum on local government issues

## **City of Grand Forks: Elected Officials Use of City Vehicle**

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- A person driving the City vehicle must have either a member of Council or senior staff in the vehicle or a special permission has been granted to use the city vehicle where neither an elected member of City Council or senior staff are in the vehicle while representing exclusively the City or in joint services and issues.

### **Approval**

- Approval to use the City vehicle must be obtained from the City Manager or his/her designate prior to travel date
- In the event, any exclusive city use or joint use is in conflict with the purpose of the appointment and local government business, the City Manager or his/her designate will refer the matter to Council for further approval.

### **Restriction on Use:**

- City vehicle shall not be used by any elected officials of the City, Regional District, Hospital and School District including their appointees and volunteers for any political gathering and any political rally regardless of whether supporting for or against any local, provincial and federal government issue including any support for local MP and ML A.

## **CITY OF GRAND FORKS**

**POLICY TITLE:**      **Committee Protocol**

**POLICY NO:**      **307**

**EFFECTIVE DATE:**      **Sept 8th, 2009**

**SUPERSEDES:**

**APPROVAL:**                      **Council**

**PAGE:**                              **1 of 2**

### **POLICY:**

**Council and Mayor may create agencies, boards, commissions and committees (ABCC) which in the opinion of Council and the Mayor may assist the peace, order and good government of the City.**

### **PURPOSE:**

Creation of ABCC is to provide input and consultations on issues of direct relevance to the good governance of the Community.

### **PROCEDURE:**

1. All boards, committees and commissions are considered to be advisory to Council unless otherwise stated in the Bylaw or resolution governing the board, committee or commission.
2. Unless specifically granted the power to do so, no board, committee or commission of Council has the power to pledge the credit of the Municipality or commit the Municipality to any particular action.
3. The minutes of all standing committees are to be recorded by the senior staff member present (or his/her designate) and shall be forwarded to the Clerk to be considered at the next Council meeting for action or information. The Chairman of the committee shall be given the first opportunity to speak to the items covered by the minutes.
4. The boards, commissions and ad hoc committees shall appoint their own volunteer secretary.
5. Minutes of all board, commission or ad hoc committee meetings shall be forwarded through the Clerk to Council to be considered at the next Council meeting.
6. The chairman of any board, commission or ad hoc committee may present the minutes or may request the Council member appointed to that body to present the minutes.
7. Council members should not be expected to make motions at advisory board, commission or ad hoc committee meetings where the majority of such bodies are public members. Council members should, however, always be free to vote and voice their opinion on such issues.

## **City of Grand Forks: Policy on Committee Protocol**

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8. It is expected that the Councillors appointed to a committee/board/commission shall ensure that the minutes and agenda of each meeting are forwarded to all members of the committee/board/commission. Any Councillor unable to attend a scheduled meeting of a committee/board/commission to which he/she is appointed shall contact his/her alternate and, in the absence of the alternate, shall contact either the Mayor or Clerk to request assistance in designating an alternate member.
9. No member of Council shall give specific direction to any staff member at any committee/board/commission meeting. The responsibility for giving specific direction to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the senior staff member(s).
10. Committee/board/commission meetings shall be recorded in sufficient detail (including a listing of alternatives considered and costs for any action item) to enable Council members to be reasonably conversant with the action required.
11. All action items included in board/commission/committee meetings shall be referred to the City Manager for review prior to consideration by Council.
12. Council may appoint special ad hoc committees from time to time to undertake the review of a special issue or short term project. All ad hoc committees of Council will not be established unless they are governed by clear terms of reference and a sunset clause (indicating when the committee will cease to exist).
13. Before a request for the structuring of Committee/board/commission is undertaken, Council must ensure that there is a Staff Report provided on the implications of such a Committee. The Staff Report must indicate, membership in the committee, appointment methods, staff commitment, financial resources, legislative and "political" authorities.
14. All appointed members must be advised that Council may not proceed with any recommendations. All appointed members must undergo orientation given by the City Manager. Such orientation shall include municipal legislative authorities, city organization structure, governance model, conflict of interest (pecuniary interest and bias) Council Procedure Bylaws and record keeping.
15. Any Committee/board/commission that may be structured by the Mayor under the legislative authority exclusively granted to the Mayor that may not require Council's consent and considering the Mayor's leadership role within the Council the Mayor should consult with all members of Council and Council as a whole should approve appointments by a majority vote.
16. On an annual basis, membership and Councillors appointed to Committee/board/commission should be reviewed and when necessary rotated. All appointees must be advised of this prior to any appointment made effective. No member of Council shall solicit appointment of members unless it has been publicly advertised in the City's Newsletter and a written invitation has been sent either under the signature of the Mayor or City Staff.

## **City of Grand Forks: Policy on Committee Protocol**

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17. A member of Council considering recommending to the Mayor or to Council the formation and structuring of Committee/board/commission, must give sufficient details including purpose and time frame in a "Notice of Motion". Council must not approve Committee/board/commission unless a Staff Report has accompanied the "Notice of Motion".
18. Prior to the creation of Committees, Council and the Mayor must give public notice in a Council Meeting.

## CITY OF GRAND FORKS

**POLICY TITLE:** Council Code of Conduct

**POLICY NO:** 308

**EFFECTIVE DATE:** June 27<sup>th</sup>, 2016.

**SUPERSEDES:**

**APPROVAL:** Council

**PAGE:**

### **POLICY:**

Council Members of the City, have an obligation to provide to their residents a fair, ethical, and accountable level of governance, so as to maintain the highest level of integrity in the public eye, for the Municipality they represent. Some of the core values reflected in this Code are honesty, integrity, objectivity, and an expectation that members of Council perform their oath of office to the best of their ability and knowledge. This Code applies to all Members of City Council. ("Members")

### **PURPOSE:**

To establish guidelines for the highest standards of professional and ethical conduct of the Members.

### **LAWS:**

Members shall always be in compliance with all applicable Federal, Provincial, and Municipal laws, while performing their public duties, including but not limited to: the *Local Government Act*, the *Community Charter*, the *Freedom of Information and Protection of Privacy Act*, the *Financial Disclosure Act*, and all applicable City bylaws and policies.

### **CONDUCT:**

Members, while in the performance in their duties with the City, shall always conduct themselves in a professional manner. Members shall refrain from verbal attacks and other disrespectful conduct towards other members of Council, committees, City Staff, and the

Public. Members shall refrain from undermining or criticizing other Members, City Administration and staff, in public or to the media.

**MEETINGS:**

All meetings of Council shall be conducted in an orderly and respectful manner. Behavior of Members prior to, during, and following a meeting or hearing shall always be courteous, professional, fair, and unbiased towards other Members and City Administration and staff. Members shall be prepared, courteous, and attentive to all discussions, and remain focused on subject matter on hand. Members shall not interrupt other speakers or make inappropriate personal comments, and will refrain from disrespectful conduct, sarcasm, derogatory comments, or questions and comments designed to embarrass or undermine other Members, City Administration and staff, or the Public. Members shall base their decisions on the relevant merits and substance of the subject matter at hand, including input received from the City Administration and staff and the Public.

**ROLE OF MEMBERS:**

Members shall respect and adhere to the Council - CAO structure of Municipal government as per City protocol practiced in the City. Members shall not contact City staff directly to discuss official municipal business except to the CAO, through the Mayor. Members shall refrain from publicly criticizing individual members of City staff so as not to cast aspersions on their professional competence and credibility. Comments about the performance of City staff shall only be made to the CAO through the Mayor in private correspondence or conversation. Members' request for information from City staff shall be directed to the CAO through the Mayor. If the response constitutes more than a technical clarification, then the response shall be provided to all Members so that all Members have access to the same information.

### **ADVOCACY:**

Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Members shall explicitly state they do not represent Council of the City, nor shall they allow the inference that they do.

### **COMPLIANCE AND ENFORCEMENT:**

Members, and or City staff are encouraged to report, in good faith, any known or suspected violation of this Code. No reprisals or threat of reprisals shall be made against such a complainant, or against anyone for providing relevant information in connection with a suspected violation of this Code. As such, any reports in regards to situations of actual or potential non-compliance shall be dealt with, by making prompt and full disclosure in writing to the Mayor. This disclosure should include a detailed description of the actual or potential breach of this Code, including dates, times, locations and any other relevant information. The report shall be reported to Council at a closed meeting, if permitted under the *Community Charter*.

At such time, advisement may be given to the Member in question that their behavior or activity maybe in contravention of this Code and encourage that Member to stop their behavior or activity.

City Council may impose sanctions on a Member whose conduct does not comply with this Code, including but not limited to a motion of censure.

A violation of this Code shall not be considered a basis for challenging the validity of a Council decision.

### **IMPLEMENTATION:**

As an expression of the standards of conduct expected by the City, this Code is intended

to be self-enforcing. This Code becomes most effective when Members are thoroughly familiar with it and embrace its provisions. For this reason, this Code shall be provided as information to candidates for Council. Members elected to Council shall be requested to sign a Member statement affirming they have read and understand this Code, and that they agree to conduct themselves in accordance with it.

Upon adoption of this Code of Conduct, and thereafter at the beginning of each term, Members will be required to sign two copies of the Code (one for the Member and one for Corporate Records) to convey to each other that Members have read, understand and accept it.

**SIGNATURES:**

**Members of Council:**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

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**LEGISLATIVE: ELECTED OFFICIALS**

<b>401</b>	Noise Control Bylaw Guidelines	Existing	2009	Approved
<b>402</b>	Unsightly Premises Guidelines	Existing	2009	Approved
<b>403</b>	Wood Stove Bylaw Guidelines	New	2010	Approved

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Noise Control Bylaw Guidelines</b>	<b>POLICY NO:</b>	<b>401</b>
<b>EFFECTIVE DATE:</b>	<b>March 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council Resolution</b>	<b>PAGE:</b>	<b>1 of 3</b>

**Purpose:**

Upon notification from the RCMP, or upon receipt of a written complaint from two or more persons in the vicinity, that a contravention of the noise bylaw has occurred, the Clerk's department will determine to either notify the property owners by letter, refer to another appropriate agency, contract the services of a Bylaw Enforcement Officer (BEO) to investigate and proceed with the file, or refer the matter to Council for further direction.

**Policy Procedure:**

In the normal course of events there is a three step process to ensure compliance with the Noise Control Bylaw, HOWEVER should an alleged offender indicate unwillingness to attempt to achieve compliance with the Noise Control Bylaw the process will be expedited to the third step upon the first contact.

**Notification by the RCMP that the Noise Bylaw has been contravened (contraventions outside of office hours)**

The RCMP will attend the premises and discuss the complaint with the occupant(s), provide a copy of the bylaw, and advise the occupant that further complaints may lead to legal action.

The complaint will be followed up by an advisory letter, delivered by the BEO, to the occupant(s) and, where applicable, a copy to the registered property owner. If the occupant(s) cannot be contacted personally, City Staff shall send the advisory letter to the occupant(s) by registered mail, and where applicable, a copy to the registered property owner.

Upon the RCMP receiving a second neighbourhood complaint, BEO shall send by registered mail a letter of Final Notice to the occupant(s) and where applicable, a copy to the registered property owner, advising that further complaints may lead to legal action being taken, including fines for each incident.

Upon the RCMP receiving a third neighbourhood complaint,

- a) Staff shall contract the services of a BEO to further investigate the complaint and, if required, to take the matter through the provincial court system.

**Written Complaints from two or more separate residences received at City Hall**

- a) Staff shall contract the services of a BEO to investigate the complaints.
- b) The BEO will attend the premises and discuss the complaint with the occupant, provide a copy of the bylaw, and advise the occupant(s) that further complaints may lead to legal action.
- c) The complaint will be followed up by an advisory letter, delivered by the BEO, to the occupant(s) and, where applicable, a copy to the registered property owner. If the occupant(s) cannot be contacted personally, City Staff shall send the advisory letter to the occupant(s) by registered mail, and where applicable, a copy to the registered property owner.
- d) Upon the BEO receiving a second neighbourhood complaint, the BEO shall send by registered mail a letter of Final Notice to the occupant(s) and where applicable, a copy to the registered property owner, advising that further complaints may lead to legal action being taken, including fines for each incident.
- e) Upon the BEO receiving a third neighbourhood complaint, the BEO will file "an information" with the Provincial Court Registry, outlining the nature of the contravention, and take the matter through the Provincial Court System.

The foregoing actions will be initiated in accordance with at least one of the following:

- Two (2) or more separate neighbourhood complaints are received regarding unreasonable noise, and the complainants indicate their willingness to testify as a witness in Provincial Court.
- The BEO personally observes unreasonable noise, and in his/her opinion, regards the noise as a disturbance in accordance with the bylaw
- Special circumstances, e.g., only one complainant may be physically exposed to the unreasonable noise, may result in legal action as described above.

The BEO may issue a fine by Municipal Ticket Information during the first contact with an alleged offender if he or she indicates an unwillingness to attempt to achieve compliance with the Noise Control Bylaw.

## DOUBLE REGISTERED MAIL

**Dear**

The City has received complaints as to the unreasonable noise emanating from your property located at \_\_\_\_\_. Bylaw # \_\_\_\_\_ prohibits an owner or occupier of property from making or causing certain noises which Council deems to disturb the quiet, peace, rest, comfort, enjoyment or convenience of neighbourhood persons in the vicinity or the public, as defined in Sections 3, 4, 5 and 6 of the Bylaw. Enclosed, for your perusal, please find a copy of Bylaw \_\_\_\_\_, with relevant sections highlighted.

You are hereby requested to ensure that this bylaw contravention discontinues. Failure to do so will result in the City of Grand Forks taking further action, as specified in the bylaw, to ensure compliance.

Thank you for your anticipated cooperation in this matter.

Yours truly,

## DOUBLE REGISTERED MAIL

### FINAL NOTICE

**Dear**

With reference to my letter to you of \_\_\_\_\_, 2009, requesting your cooperation in complying with the noise bylaw, relating to unreasonable noise from your property located at \_\_\_\_\_, I wish to advise that we continue to receive complaints as regarding your contravention of Section \_\_\_\_\_ of Bylaw No. \_\_\_\_\_.

Continuing non-compliance will result in legal action being taken, including fines for each incident.

Thank you for your anticipated cooperation in this matter.

Yours truly,

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Unsightly Premises Bylaw Guidelines</b>	<b>POLICY NO:</b>	<b>402</b>
<b>EFFECTIVE DATE:</b>	<b>March 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>		<b>PAGE:</b>	<b>1 of 2</b>

**Purpose:**

The Clerk's Department will enforce, upon written complaint from a neighbour(s), the Unsightly Premises bylaw with respect to a property becoming or remaining unsightly, as defined in the City of Grand Forks Unsightly Premises Bylaw No.1680.

**Policy Procedure:**

**Step One**

- a) Upon receipt of a written complaint, Staff shall discuss the complaint with the Bylaw Enforcement Officer, to determine that the complaint has merit and shall have the Bylaw Enforcement Officer attend the premise that is alleged to be unsightly, take photos and file a report with Staff.
- b) Staff shall write a First Notice letter to the registered property owner and, where applicable, a copy to the occupant(s), advising the registered property owner that the problem needs to be rectified within ten days or further action, including referral to City Council, for a resolution under Sections 72 and 74 of the Community Charter and under Bylaw 1680 declaring the property a nuisance and ordering it to be cleaned up. This letter shall be delivered by double registered mail.

**Step Two**

- a) After the ten days have elapsed, should the situation not be rectified, the Staff shall send, by double registered mail, a letter of Second Notice to the registered property owner asking them to appear before City Council in a public meeting to "show cause" for ignoring the first written request before Council adopts a resolution under Sections 72 and 74 of the Community Charter.

**Step Three**

- a) When the property owner either does not appear or refuses to appear before Council on the date requested and further fails to respond to the first and second written notices, Council will proceed to adopt a remedial Resolution. A third notice will be issued advising the property owner that the City intends to enter the property for clean up purposes and all costs incurred by the City in cleaning up the property will be invoiced to the property owner for payment. The Resolution will be in effect for any further clean ups. The letter will further advise that should the bill remain unpaid after December 31<sup>st</sup> in that particular year, the cost will be added to the property taxes as taxes in arrears.

The foregoing actions will be initiated in accordance with at least one of the following:

- Two (2) or more separate neighbourhood complaints are received regarding the premises, and the complainants indicate their willingness to testify as a witness in Provincial Court.
- The Bylaw Enforcement Officer personally observes the unsightliness and in his/her opinion, regards the premises as unsightly in accordance with the bylaw
- Special circumstances, e.g., only one complainant may be physically exposed to the unsightliness, may result in legal action as described above.

CITY OF GRAND FORKS			
<b>POLICY TITLE:</b>	<b>Wood Burning Appliance Bylaw Enforcement Guidelines</b>	<b>POLICY NO:</b>	<b>403</b>
<b>EFFECTIVE DATE:</b>	<b>August 16<sup>th</sup> , 2010</b>	<b>NEW:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

**Purpose:**

The Corporate Services Department will enforce, upon receiving two separate written complaints from two or more persons from separate dwellings in the vicinity, the Wood Burning Appliance Bylaw, with respect to a person creating a nuisance that is liable to foul or contaminate the atmosphere, as defined in the City of Grand Forks Wood Burning Appliance Bylaw No.1879.

**Policy Procedure:**

**Step One**

- a) Upon receipt of a written complaint, from each of two persons from separate dwellings in the vicinity, or upon the email complaint, from each of two persons from separate dwellings in the vicinity, Staff shall write a letter to the offending household requesting that they discontinue the nuisance and include educational materials about the ill effects of wood smoke.

**Step Two**

- a) Upon the receipt of additional complaints from two persons from separate dwellings in the vicinity, Staff may levy a fine of up to \$500.00.

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

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**LEGISLATIVE: ELECTED OFFICIALS**

<b>501</b>	Grant In Aid & Application	Rescinded	2009	Rescinded
<b>502</b>	GFSS Scholarships	Existing	2009	Approved
<b>503</b>	Community & Organization Support	New	2013	Approved

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>GFSS Scholarships</b>	<b>POLICY NO:</b>	<b>502</b>
<b>EFFECTIVE DATE:</b>	<b>March 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council Resolution</b>	<b>PAGE:</b>	<b>1 of 1</b>

### **Purpose:**

The purpose of this Policy is to establish guidelines for the giving of an annual scholarship to two graduating students from Grand Forks Secondary School.

### **Policy:**

The following procedures are to be followed:

1. Council will provide two scholarships of \$500 each, annually, for two students graduating from the Grand Forks Secondary School
2. The student recipients must reside within the City of Grand Forks
3. The criteria for awarding the scholarships shall read as follows: \$500.00 to be awarded to each of two candidates proceeding to a Technology or Vocational training, who reside within the geographic boundaries of the City of Grand Forks."

<b>THE CORPORATION OF THE CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b> Community & Organization Support (Events and Community Oriented Services)	<b>POLICY NO:</b>	<b>503</b>	
<b>EFFECTIVE DATE:</b>	<b>SUPERSEDES:</b>		
<b>APPROVAL:</b> Council Resolution		<b>PAGE:</b>	<b>1 of 4</b>

**POLICY:**

**1. PROVISION OF INFORMATION REGARDING GRANT OPPORTUNITIES**

The City of Grand Forks' website will include a page dedicated to Community and Organizational Grant Funding Opportunities that intends to provide links to current granting information. The City of Grand Forks will provide up to date Grant Opportunities information on a quarterly basis or as currently received to the City from the Provincial and Federal Governments or their individual Ministries to be placed on the City's website. Organizations should be aware that besides governmentally driven funding information that would be provided as information from the City, that research should be done with regard to the multitudes of other funding opportunities available outside of the governmental realm.

**2. NON-MONETARY CITY SUPPORT TO ORGANIZATIONS**

**a) Assistance to Grant Applicants** – Although the role of City Staff is not to fill out or submit Grant applications, Staff may be able to provide advice and/or assistance of information pertinent to the municipality, for the benefit of the grant application.

**b) Support Letters to Organizations and Groups** – City Council authorizes City Staff to provide Letters of Support in an on-going basis to organizations requesting said support to accompany their funding applications. Letters of Support do not commit the City to any monetary commitments unless previously directed by resolution of Council in compliance with budget restraints.

Organizations requiring letters of support should do so in writing or via email outlining the nature of their funding request; the community or organizational benefits if they receive the grant; identify to whom the request should be addressed; and supply instructions to Staff on where the support letter should be sent – whether it be by personal pick-up at the front counter at City Hall, via email (email address required) or by mail (complete mailing address required), and allow City Staff two weeks in advance to provide their support letter.

### **3. CITY SUPPORT FUNDING OPTIONS**

Council may determine to provide support funding at its discretion and subject to the requirements of the Community Charter and provided Council has an annual allocation of funds in the City's Financial Plan for some or all of the following funding components:

#### **a) Umbrella Organizations**

Council may choose to appoint a qualified umbrella organization in compliance with the Canada Revenue Agency's Policy Statement CPS-026, "Guidelines for the Registration of Umbrella Organizations" and in compliance with Subsection 149.1(1) of the Income Tax Act, to act as a funding distributor for determined budgeted allocated funds intending to support other registered charitable community organizations. By law, qualified beneficiaries are regarded as registered charities and the umbrella organization must demonstrate that at least 90 percent of the beneficiaries of its service are registered charities.

Council may determine that yearly allocated funds be directed to the care of the Umbrella Organization with consideration of a set of guidelines that would outline specific requirements geared to benefit the City. It would be Council's discretion whether they wish to provide funding to an umbrella organization within any given year.

#### **b) Fees for Services**

Council may determine to provide funding to an organization contingent on a community service agreement between the two parties. The organization entering into the agreement would be obligated to provide determined community services in lieu of funding.

Fees for service requests are required to make their presentations to Council on an annual basis during the City's budgeting process (to allow Council to consider allocating funds for the following year), by presenting their business case for the requested funding amount, in addition to in-kind requirements of the City, in any, and outlining the "community as a whole" services that they intend to provide to the City. If an existing funding agreement is already in place, those agreements would remain in effect until their expiry date. Business cases and correspondence should be submitted in writing to the City by October 31<sup>st</sup> in order to be presented to Council during the budgeting process for the following year. It is Council's prerogative to accept or reject any proposals.

## **COMMUNITY SPIRIT EVENT FUNDING PROGRAM**

The Community Spirit Events funding program would include funding from both in-kind City contributions and by funds set aside for community events and entertainment opportunities throughout the year. The dedication of funds will determine the caliber and quantities of the events for the following year.

### **a) In-Kind City Services**

Council would determine an annual budget amount for the in-kind services. While no money changes hands, events can incur a significant in-kind to dollar amount in the form of wages paid to employees who are dedicating their time to City assistance for and during an event, and also by use of City equipment and supplies such as loaders, water trucks, sound system, barricades, posters, etc.

During the annual budgeting process, Staff will review with Council, the previous & current year's in-kind contributions to date, in addition to including any scheduled, pre-planned significant events for the following year, so that Council will be able to make the next year's in-kind funding decision.

The in-kind funding will support the yearly smaller and "anchor" events. Posting of in-kind services for these events should be clearly identified as per each event so that costs can be properly tracked and will provide the foundation for budgeting purposes. "Anchor" events are identified as those which traditionally repeat themselves year after year such as a Fall Fair, Canada Day, etc.

In order to protect the assets of the City that may be distributed and requested by various groups and organizations, a refundable deposit will be required by the City. The amount of the deposit will be determined by Staff contingent to those assets which are lent out.

### **City Sponsored Events and/or Activities**

Council may determine to allocate a determined amount of funds through the yearly budgeting process to go towards community events and activities. To assist in the determination of total allocated funds for the program, Staff would review and present to Council, the past City funded sponsorships in addition to reviewing and discussing possible future events and activities for which Council may wish the City to participate.

Working with volunteers and various organizations in relation to events, holidays and activities, Staff would have discretion to determine how to utilize the budgeted funds throughout the year, and have the ability to carry over any surplus funding to the following

year with regard to items 1 through 4, as below. An exception to this guideline would be in relation to larger events and requests, such as festivals, where the City is considering or is requested for event funds exceeding \$2,000, wherein Council would be presented with an event & expense plan (complying within the current budget), either by Staff, or by an organization wishing to become an event host.

Organizations seeking funding from the City must first demonstrate, disclose and provide proof of other applications and funding which may be received from other sources paid to that organization for their event. Organizations or groups that have grants or funding applications in process, or pending, must provide acknowledgments and/or correspondence from the other "grantors", prior to making their presentations to Council as a Delegation in accordance with the City's Delegation Policy.

1. **Statutory Holiday & Seasonal Sponsorship** in the form of "no charge" activities and/or entertainment that would be planned and collaborated with City Staff and event volunteers and organizations in relation to the events.
2. **Advertising Sponsorship** where determined funds intending to support events through advertising requests would be allocated by Staff in compliance with the current budget. Some examples, (but not limited to) are: Event & program booklets, newspaper support regarding community events, "Chuckwagon" Tarps;
3. **Educational Scholarships** – Annually, the City receives a request from the Grand Forks Secondary School for two \$500 scholarships to be given out to two graduation students as per the GFSS Scholarship Policy no. 502
4. **Volunteer Appreciation** – Traditionally, on an annual basis, the City contributes funds toward the recognition and appreciation of its Volunteers
5. **City Sponsored Festival Considerations** – The City may decide to sponsor a Seasonal Festival or Festivals e.g. (but not limited to) are: A Winter Festival, and/or a Summer Festival. A festival would require considerable planning with several groups, organizations and volunteers. The City would require an entity to facilitate and coordinate the details. Council should decide during the annual budgeting process, if they are willing to commit funds for Event Hosting each year.

### **EVENT HOST & HOSTING FUNDS**

The City may advertise for organizations to apply to be an Event Host for yearly festivals. Organizations would be encouraged to apply to be the Event Host and subsequently present their business case to Council. As part of the process, the group would apply for a Hosting Fund in order for the group to do the work and would work with vendors, other organizations and volunteer groups that would be involved in the "festival"; in addition, they would be required to outline all expenses expected to be funded by the City for the venue and would follow the following criteria as part of the application:

- Event Host Group must make a presentation to Council at least four months in advance of the event, fair or a tournament. The presentation must be accompanied by a written plan and requests of the City.
- If at all possible, the presentation to be made in conjunction with the City's budgeting process commencing in the fall taking in consideration of at least four months in advance of the event
- The applicants must specify the amount of event host funding required.
- The applicant must demonstrate the acceptability of the event, fair and tournament within the community and the involvement of volunteers
- The applicant must provide a financial plan for the tournament, event or the fair including donations and advertising revenues and specify the financial and in-kind expectations of the City
- The applicant must specify any waivers of fees, charges and permits from the City including city employee commitment required during the event.

### **General Requirements**

Preference may be given to applications that:

- Partner with other service providers in the community;
- Requesting Provincial Grant money as a priority in order to improve community infrastructure with matching funds from donations and grants, rather than requesting ongoing financial support.

### **ADDITIONAL REQUIREMENTS**

Events support funding allocation unspent from operating fund shall be carried forward into the following fiscal year.

Programs, activities and events must not offer direct financial assistance to businesses, individuals or families.

The City has an Events Request Form which must be completed by those requesting City venues, services and staff. As part of the City's contribution, whether it be financially or in-kind, would require the utilization of the City's brand as a supporter of said event.

In order for Staff to facilitate Council's decisions within this policy, forms and applications would be "as appendices" to this policy and would need to be developed and/or altered by Staff from time or time to facilitate event requirements.

CITY OF GRAND FORKS  
POLICY INDEX

Policy  
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**GENERAL GOVERNMENT: All Employees**

<b>601</b>	Conduct	Revised	<b>2012</b>	Approved
<b>602</b>	Conflict of Interest	Existing	<b>2009</b>	Approved
<b>603</b>	Dress Code	Existing	<b>2009</b>	Approved
<b>604</b>	Health and Safety	Existing	<b>2009</b>	Approved
<b>604A</b>	Excavation Safety Plan	New	<b>2011</b>	Approved
<b>605</b>	Harassment	Existing	<b>2009</b>	Approved
<b>605A</b>	Workplace Violence Prevention Program	New	<b>2011</b>	Approved
<b>606</b>	Information for Personal Records	Existing	<b>2009</b>	Approved
<b>607</b>	Memberships	Existing	<b>2009</b>	Approved
<b>608</b>	Step Discipline System	Existing	<b>2009</b>	Approved
<b>609</b>	Substance Abuse	Existing	<b>2009</b>	Approved
<b>610</b>	Employees - Training	Revised	<b>2014</b>	Approved
<b>611</b>	Retirement Gift	Existing	<b>2009</b>	Approved
<b>612</b>	Long Service Award	Existing	<b>2009</b>	Approved
<b>613</b>	Vehicle Use: City Owned	Revised	<b>2014</b>	Approved
<b>614</b>	WCB Regulations	Existing	<b>2009</b>	Approved
<b>615</b>	Annual Vacation	Revised	<b>2012</b>	Approved
<b>616</b>	Respectful Work Place Policy	New	2014	Approved

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Employees – Code of Conduct</b>	<b>POLICY NO:</b>	<b>601</b>
<b>EFFECTIVE DATE:</b>	<b>March 16th, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

### **POLICY:**

**Policy and Regulations for the acceptable conduct of employees are necessary for the orderly operation of any organization and for the benefit and protection of the rights and safety of all persons with whom the City comes in contact. They are the cornerstones of any successful organizations operations.**



**THE CORPORATION OF THE CITY OF GRAND FORKS**

**EMPLOYEE CONDUCT  
RULES AND REGULATIONS  
POLICY**

# EMPLOYEE CONDUCT RULES AND REGULATIONS POLICY

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## **POLICY AND REGULATIONS**

### **CONDUCT OF EMPLOYEES**

Policy and regulations for the acceptable conduct of employees are necessary for the orderly operation of any organization and for the benefit and protection of the rights and safety of all persons with whom the City comes in contact. They are the cornerstones of any successful organization's operation.

Certain policy and regulations, including others which may be established from time to time, and the procedures for disciplinary action, have been developed in order to promote understanding of what is considered unacceptable conduct and to encourage consistent action in the event of violations, thereof.

These guidelines are not designed to restrict the individual but rather to protect him/her by assuring stable working conditions and responsible treatment of employees.

Any rules and regulation initiated by the City shall not contravene the Collective Bargaining Agreement between the City and the Canadian Union of Public Employees, Local 4728, individual contracts of employment, in the case of Management employees and any rights granted under applicable law. If any such rules or regulations are found to be in contravention thereof, such Agreements shall take precedence.

For interpretation purposes, a "Supervisor" can mean a Coordinator, a Manager or the Chief Administrative Officer.

## 1. ATTENDANCE

Virtually, all employees (including the Public Sector) estimate their manpower needs based on the amount of work to be completed over fixed and variable periods of time. Ongoing requirements as well as specific minor or major projects, can affect manpower requirements on a day-to-day, month-to-month or annual basis. In the event, once the City has determined it's personnel needs, it typically expects to be able to complete necessary work within the required time periods and with the staffing complement employed to perform the work required.

The City recognized that, for a variety of perfectly valid reasons, individual employees may not be available to perform their duties on certain days. Reasons such as legitimate illness, various leaves of absence, vacation, etc., are accepted as valid, however, at the same time, the City's expectations are that when employees are fit, able and have reported to work, they will perform their functions to the best of their abilities, including appropriate use of time available to them in a work day.

### Reporting/Finishing Times

Employees are expected to report to work, ready to perform their duties, be at their assigned work locations at the scheduled starting time and not leave at the end of the work day until the scheduled finishing time, except where specific permission has been granted to do otherwise.

### Rest Periods

Rest periods and lunch periods are scheduled or available at certain times during the workday.

Rest periods are typically 15 minutes each, including any travel time. Normally, employees will take their rest periods in the facilities available to them on City property, or at the worksite, if employees are working out in the field. Employees may, with permission from the Supervisor, only, take their work breaks elsewhere than those areas noted above. Typically, there will be one 15-minute rest period available in the first half of a full time shift and a second 15-minute rest period in the last half of a full time shift.

### Lunch Periods

Lunch periods are in accordance with the Collective Agreement, either 1 or 1/2 hour in duration. This period, regardless of its length, includes travel time. As identified in the rest period policy, employees are expected to insure that they take their lunch breaks within the confines of the time available and where it means that meals are taken to the worksite in order that the time restraints be accommodated, then such must be the case.

### Absences

Employees are expected to be away from their jobs only for legitimate reasons and only with the permission from the Manager. Should an employee wish to be absent on a particular day, as much notice as possible must be given in order that the determination as to whether the requested absence can be accommodated and/or is appropriate under specific provisions of the Collective Agreement.

In the case of SICK LEAVE (including family illness), the affected employee is required to contact his/her Manager, or nominee, personally, within 1 hour prior to the employee's scheduled starting time, or earlier. Where an employee cannot reasonably give notice to his/her Manager personally, then a spouse or other family member may do so. Nonetheless, appropriate notice must be received prior to the start of the shift by the appropriate Management official.

Sending a message through another employee will not be deemed as proper notice. Although the City will be made aware of an absence by virtue of a fellow employee's statement of confirmation, any statements by such person will be considered a confirmation only, and the City will await proper notice. If, in very unusual circumstances, an employee, a spouse or family member cannot contact the appropriate official within the proper time limit, then contact must be made as early as possible, following the start of shift.

Notice of absence for sick leave must include a statement of the expected duration of the absence and in instances where the absence will be for periods greater than 1 day; continued updates on the employee's condition must be given not less than ever 3<sup>rd</sup> day of absence. These requirements may be varied in accordance with the expected term of illness.

In the case of COMPASSIONATE LEAVE, the affected employee is required to notify his/her Manager, of such leave requirement, giving as much notice as possible. Where advance notice is not possible, the employee is required to notify his/her Manager at the earliest possible time available, following the start of the leave.

All other leaves of absence must be applied for through the use of the appropriate form, giving as much notice as is reasonably possible. It is important to re-iterate that such absences from work are legitimate only when accompanied by permission from the Manager.

## **2. WORK PERFORMANCE**

Although output is measurable and continues to be a major factor in assessing productivity, it is not the only criteria to be measured in overall productivity assessments. Productivity includes quality of work, the volume, conditions, safety, timeliness and even how people work together, to achieve the necessary outcomes.

The City expects that employees work to the best of their abilities, within the confines of reasonableness; that employees apply themselves to their assigned tasks with diligence and pride; that they remain cognizant of cost and time limitations; that they are always mindful of safety implications of an untidy, messy and/or dirty work location, they are hygienic and simple housekeeping needs, need to be constantly addressed.

The City does not set undue standards of performance, neither does it wish to apply unreasonable expectations on it's staff, yet it is important that employees attempt to meet, as best they can, the time requirements set for tasks, projects, etc., and that the levels of productivity be constantly evaluated in order that improvements be made in methods, procedures and general quality and quantity of work performed.

Employees are required to work in harmony with each other, Management, Council and the Community. They are not expected to work against one another, by allowing or initiating, distracting influences. Employees should expect to receive appropriate verbal and/or written instructions, as is essential for the proper performance of their jobs. The employer, also, has the expectation that employees follow such direction and stay within established line of authority.

The City realizes that personal needs sometimes become pressing and employees can find it expedient to discharge some of those needs at a convenient time during their normal shift. However, since the time spent on such activities would be spent on City time, it is imperative that permission be received prior to an employee taking such time away from their regular duties. Employees are expected to properly perform the duties of their job during their regular shifts. Personal projects, telephone calls, etc., are expected to be done on the employee's own time, unless specific permission has been sought and granted by the Supervisor.

Internet:

The primary purpose of the City's internet connection is informational and that, as such, shall be used for research and administrative purposes only. The City's internet accounts shall be used for City purposes and personal use time on the internet shall be limited to Employee's lunch hours and coffee breaks. Employees shall conduct themselves in such a manner that public confidence and trust in the integrity and professionalism of the City is conserved and enhanced.

E-mail:

The City's email system is provided for official business use. Occasional personal use of the organization's email is permitted during the employee's personal time or during lunch and coffee breaks. However, personal messages will be treated no differently from business messages. The City reserves the right to access, use and disclose all messages sent over its email system for any purpose. Any email system, paid for by the Union and used exclusively by Union members, and which is hosted on the City's server, is exempt from the "right to access" provision. Harassing, discriminatory or otherwise inappropriate email is strictly forbidden. This includes the transmission of "jokes" that could be offensive to some.

**3. SAFETY – PROTECTION OF PROPERTY**

The safety of the Community, its employees and property, is paramount in the mind of the City. Everything that an employee does must be done with safety, as his/her number one priority. At no time should safety be lost, at the expense of time, nor should productivity, or the need to achieve the City's goals, replace the need to achieve each, safely.

City facilities, equipment and materials are far too valuable and hard to come by, for anyone to use indiscriminately, or without due care or unwisely. So are people! Every person employed by the City is responsible to ensure that they utilize the City facilities, equipment, etc., in both an operational and physically safe manner. No item is to be neglected, misused, nor carelessly operated, in a way that will, or could contribute to damage, personal injury or unsafe conditions, nor shall employees contribute to, or participate in, unsafe acts, including horseplay.

All employees have the right to refuse to perform work in accordance with the Workers' Compensation Board Safety Regulations, where they believe that their personal safety or the personal safety of others is at risk, providing that there is sufficient reason to justify such action. Where there is a dispute between the affected employee and his/her Manager an officer of the Workers' Compensation Board shall be called in to finally determine the matter.

City facilities, equipment and materials are not to be used for personal use by employees except with specific permission from the Manager responsible.

City facilities, equipment, etc., may only be operated by qualified staff and/or qualified Management personnel. The City shall identify, from time to time, those individuals so qualified and determine who should be trained and become qualified, as it deems appropriate.

#### **4. GENERAL DEPARTMENT**

All employees are expected to display a polite and courteous manner, at all times, to other employees, Management staff, Council members and the general public. Any actions, or words, suggesting the use of threats, intimidation, interference, coercion or any other unprofessional or unethical behavior is strictly forbidden and unacceptable. Argumentativeness, insubordination, coarse language or violations of confidentiality are likewise, unacceptable. Employees who find themselves being subjected to such, or being taunted, tempted or pressured in such a way as to put them in a position of losing control, are advised to contact their Supervisor.

The City and the Union believe and have agreed that, every person has a right to work in an environment free of all forms of harassment. Employees or others found to be guilty of harassment, will be dealt with accordingly.

Certain dress codes have been established for good reason. In most instances, dress codes deal with employees who either work with, or are

seen by the public, on a regular basis. For these and other reasons, appropriate dress codes, shall be strictly adhered to.

For "dress code" clarity, Outside Works employees must wear shirts, and any safety gear required for the job. Inside employees are required to wear slacks or skirts. Casual Fridays dress can include blue jeans provided they do not have holes or tears in them.

### Harassment

The City of Grand Forks supports the right of all it's staff, to be employed and work in a harassment-free environment. To this end, the City wishes to state emphatically that it would take every reasonable action necessary, as outlined in Council's policy No. 605, to ensure that the work environment becomes and remains, free from harassment.

## **5. CONTRAVENTION OF LAWS OF THE LAND**

Illegal activity has no part to play in the operation of the City. Employees, the Union, City officials and Council members must always guard against any such activities. Stealing or theft can neither be condoned nor tolerated. Other activities which would be considered by Council as unacceptable behavior, would be embezzlement, falsifying records, attending work under the influence of alcohol or illicit drugs, \*consuming alcohol or illicit drugs on City premises or while working, and participation in an assault or assault and battery. All other, less obvious illegal acts, are likewise prohibited, even though such are not listed here. Although these other acts are not specific, they are not the less important.

Employees, who are in so desperate a situation as to believe that they have no alternatives available to them other than to take illegal action, are encouraged to discuss their problems with their Supervisor. All such discussions would be kept in strictest confidence and the City will offer whatever help, encouragement or advice, available to it.

### Progressive Discipline

The City of Grand Forks has adopted a PROGRESSIVE DISCIPLINARY SYSTEM to be applied in all instances, where it is determined, that disciplinary measures must be taken.

Discipline is not intended to be viewed as punishment, or a simple angry reaction to a previous action. Discipline is a sense of order among the total staff of the City. It can also be termed as a training process, intended to bring employees to the appropriate level of order, necessary to operate the City. It is a positive process which is used only when a person or persons has been identified, as requiring some additional direction or help, to reach the desired level of conduct, or productivity.

Properly used, a progressive discipline system includes counseling, guidance, direction, supervision, training and help. It does not mean only warnings, letters or censure, suspensions or terminations. Where the former is offered to, and rejected by the employee, the latter must then be employed. Most often, the two will be used together, in order that the most effective program can be implemented on behalf of the employee concerned.

It must be remembered that consistency does not demand the same outcome. It demands that the method of measure be consistent in determining the outcome. Employees, naturally, will be dealt with differently, depending on their specific needs and the circumstances that prevail, at that time.

To PROGRESSIVELY DISCIPLINE means to ever or continuously increase the extent of discipline being applied, as previous processes have been ignored or proven unsuccessful. It is absolutely essential that employees know clearly and exactly, what is expected of them, in each circumstance, hence the previous policy directions.

Violations of City policy or rules and regulations, must be monitored and dealt with by their immediate Supervisor. Appropriate records must be kept for follow-up, as well as future reference. Certainly, appropriate action must be taken in each instance. If progressive discipline is required the next step will be acted on by the appropriate Manager and will be assisted by the immediate Supervisor.

It is very important to remember that each individual employee is just that, an individual. Consistency, again, is the model. The only individuals, who can adequately determine the appropriate action, are the ones who know the employee best – the Supervisor. Not only must they assess the solutions, they must also identify the problem. This identification

and subsequent recommendation for action will form the basis for an overall direction with respect to discipline.

Each aspect of a program must be recorded properly, completely and in the correct format. As mentioned earlier, this responsibility rests with the Manager.

The Employee is responsible for meeting the expectations clearly laid out to the employee by the Manager.

It is important to note that, individual indiscretions or violations may not, in themselves, or in isolation, warrant severe action. But taken together with other offences, like or dissimilar, these isolated violations may well form the basis for culminating incident with the resultant termination, or some lesser discipline, but more than that which would be expected for those individual violations.

Care must be exercised in determining the appropriate action to be taken and must always meet the test of just and reasonableness. Further, where the employer chooses to take into consideration, other violations in accord with its rights, as set out in the William Scott case, the employer must first ensure that both the Union and the employee are first aware that any future violations may result in increased or more severe discipline being applied, including but not limited to suspension or termination.

#### Probationary Employees

Should a discipline issue arise with a probationary employee, the Manager will review the purpose of the probationary period, in light of the offense or infraction and take appropriate action. Where a probationary employee is retained on staff, any subsequent offenses may result in automatic discharge.

#### All Employees

All Employees can expect to be disciplined for any contravention of the City's policies, rules or regulations. All such action shall be dependent on the severity of the individual infraction and the circumstances under which the infraction occurred. Managers can be disciplined for contravention of City policies, rules and regulations.

**EXPECTED EMPLOYER ACTION DEPENDENT  
UPON SEVERITY OF THE INFRACTION**

FIRST OFFENSE      SECOND OFFENSE      THIRD OFFENSE      FOURTH OFFENSE

**ATTENDANCE**

Persistent Absenteeism	Verbal Warning	Written Warning	Suspension	Discharge
Tardiness	Verbal Warning	Written Warning	Suspension	Discharge
Inappropriate Use of Sick Leave	Written Warning	Suspension	Discharge	
Absence Without Leave	Written Warning	Suspension	Discharge	
Failure to Notify Employer of Impending Absence	Written Warning	Suspension	Discharge	
Failure to Notify Employer of Requirement to Leave Work	Written Warning	Suspension	Discharge	

**PERFORMANCE**

Failure to Perform to Acceptable Levels – Productivity	Verbal Warning	Written Warning – May include Training and/or Improvement Program	Suspension	Discharge
Failure to Follow Oral or Written Instructions	Verbal Warning	Written Warning	Suspension	Discharge

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Failure to Meet Appropriate Timeliness	Verbal Warning	Written Warning – May include Training and/or Improvement Program	Suspension	Discharge
Failure to Satisfactorily Perform/Discharge Duties and Responsibilities	Verbal Warning IMPROVEMENT PROGRAM	Written Warning – May include Training and/or Improvement program	Suspension	Discharge
Contributing to Poor Housekeeping or Unsanitary Conditions	Verbal Warning	Written Warning	Suspension	Discharge
Distracting Influence or Interference With Other Employees in Their Performance	Written Warning	Suspension	Discharge	
Performing Other Than City Authorized Business	Verbal Warning	Written Warning	Suspension	Discharge

**EXPECTED EMPLOYER ACTION DEPENDENT  
UPON SEVERITY OF THE INFRACTION**

**SAFETY & PROTECTION OF PROPERTY**

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Rough-housing/Horseplay	Written Warning	Suspension	Discharge	
Contributing to Unsafe Conditions	Written Warning	Suspension	Discharge	
Misuse or Damage to City Property	Written Warning	Suspension	Discharge	
Working Unsafely With Threat to Self or Others	Written Warning	Suspension	Discharge	

**GENERAL DEPARTMENT**

Inappropriate Language /Gestures	Written Warning	Suspension	<b>Discharge</b>	
Threats, Intimidation or Interference with Other Employees, Public, Etc.	Written Warning	Suspension	Discharge	
Unprofessional or Unethical Behavior	Written Warning	Suspension	Discharge	
Insubordination	<b>Written Warning</b>	Suspension	Discharge	
Participation in Illegal Work Stoppage	Suspension	Discharge		

**EXPECTED EMPLOYER ACTION DEPENDENT  
UPON SEVERITY OF THE INFRACTION**

FIRST      SECOND      THIRD      FOURTH  
OFFENSE      OFFENSE      OFFENSE      OFFENSE

**MAJOR CONTRAVENTIONS**

Theft	<b>Suspension</b>	Discharge	
Deliberately Falsifying Records	Suspension	Discharge	
Under Influence of Alcohol or Illegal Drugs At Work	Suspension	Discharge	
Consuming Illegal Drugs While at Work or on City Premises	Suspension	Discharge	
Consuming Alcohol at Work	Suspension	Discharge	
Assault, Assault and Battery or Fighting	Suspension	Discharge	
Malicious or Willful Damage	Suspension	Discharge	

**6. IMPROVEMENT PROGRAM**

An Improvement Program is a program set up to begin and end at certain times specified, wherein the employee will be required to achieve certain acceptable levels of productivity or deportment. These programs may or may not include training, but will always include additional supervision, assistance and direction over the specified period, and could include statements depicting future action by the employer, where an employee fails to show the needed level of improvement, within the time limits specified.

**7. LOSS OF QUALIFICATIONS OR INABILITY TO MAINTAIN QUALIFICATIONS**

From time to time, an employee may be in a position of not being able to continue to meet ongoing qualification requirements, such as various tickets of qualification, drivers license or, for that matter, physical capability. Rather than perceiving this problem as a disciplinary problem, the City must address it as one of competence or rather, the lack thereof. The City can not allow unqualified or un-licensed individuals to operate its equipment, or not perform a reasonable and required function. In such instances, the collective agreement, "Duty to Accommodate" will apply.

**THE CORPORATION OF THE CITY OF GRAND FORKS**

**DISCIPLINARY ACTION REPORT**

(to be completed by the Manager)

Please forward a complete copy of this report IMMEDIATELY to the Chief Administrative Officer.

EMPLOYEE NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_

DESCRIPTION OF WHAT TOOK PLACE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION: \_\_\_\_\_

TIME: \_\_\_\_\_

NAMES OF OTHERS INVOLVED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAMES OF WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach statements to this form)

DETAILED REASONS OR STATEMENT BY EMPLOYEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach statements to this form for additional comments)

MITIGATING CIRCUMSTANCES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREVIOUS INFRACTIONS: (see employee file)

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SUPERVISOR'S ANALYSIS AND COMMENTS:

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\*SUPERVISOR'S RECOMMENDATION:

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STATUS OF DISCIPLINARY PROCESS:

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\_\_\_\_\_  
Manager's Signature

THE CORPORATION OF THE CITY OF GRAND FORKS

DISCIPLINARY ACTION REPORT

(a copy of this page is given to the employer)

DATE: \_\_\_\_\_

NAME OF EMPLOYEE: \_\_\_\_\_

POSITION: \_\_\_\_\_

ASSIGNMENT AREA: \_\_\_\_\_

TYPE OF OFFENCE: (please check)

- Attendance  General Department
- Performance  Major Contravention
- Safety

REASONS FOR DISCIPLINARY ACTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS DISCIPLINARY ACTION IS FOR:

- FIRST OFFENSE  THIRD OFFENSE
- SECOND OFFENSE  FOURTH OFFENSE

ACTION BEING TAKEN:

- Verbal Warning  Written Warning  Suspension
- Discharge  Other: \_\_\_\_\_

SUPERVISOR'S COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE'S COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Employee  
Acknowledgment of  
Receipt of Copy of Form Only

CITY OF GRAND FORKS			
<b>POLICY TITLE:</b>	<b>Employees – Conflict Of Interest</b>	<b>POLICY NO:</b>	<b>602</b>
<b>EFFECTIVE DATE:</b>	<b>March 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

**POLICY:**

**Employees, management or supervisory staff must not have a conflict of interest when dealing with suppliers and contractors. All conflicts of interest must be declared to the City Manager prior to acting on behalf of the City. The City Manager shall declare his conflict of interest to the Mayor or Council and remove himself from further participation.**

**PROCEDURE:**

1. Where an employee has an outside interest in either a business enterprise or is an employee for another employer and which is so demanding on their time and energies as to interfere with the employee's ability to carry out their full job functions for the City meeting the expectations of the City , the employee must eliminate the interference.
2. Buyer/Supplier relationships involving City employees are particularly prone to give rise to conflict of interest relationships. No employee shall accept gifts or other favours from suppliers and must immediately report to a supervisor any attempt by a supplier to provide same.

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Employees - Dress Code</b>	<b>POLICY NO:</b>	<b>603</b>
<b>EFFECTIVE DATE:</b>	<b>March 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

**POLICY:**

Employees who work out doors shall wear suitable clothing and footwear of a type and condition that will not expose them to any unnecessary and avoidable hazards. Short sleeved shirts or short pants are not acceptable for outdoor work or shop type situations, except for employees in the City Parks and By-Law Enforcement Departments, nor are runners, dress or street shoes, sandals, and other types of recreational shoes.

Long sleeved shirts and long pants will provide a degree of protection from mechanical abrasion, injurious materials, electric flash, burns, bites, and stings. Adequate footwear will provide necessary protection and support under most working conditions.

Employees who work indoors shall wear suitable clothing and footwear appropriate for indoor office environment.

All dress codes must meet WCB standards and regulations where stipulated.

**PURPOSE:**

To establish dress requirements for City employees that will enhance employee safety, provide public confidence and be comfortable and acceptable to the employee.

**PROCEDURE:**

- This policy shall be applicable to outside City workers only.
- Employees working at City Hall or in other clerical or office type work in other City Departments are to wear clothing appropriate to the department and acceptability to office work.
- Wherever there is a conflict between this policy and WCB Regulations, the provisions of the WCB Regulations shall prevail.
- This policy shall form part of the Rules and Regulations established by the City and will be presented to each new employee upon commencement of employment with the City.

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Employees – Health and Safety</b>	<b>POLICY NO: 604</b>	
<b>EFFECTIVE DATE:</b>	<b>March 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

**Policy:**

The Corporation of the City of Grand Forks wants its workplace to be a healthy and safe environment. To achieve this, the City of Grand Forks will establish and maintain an occupational health and safety program designed to prevent injuries and disease. City Supervisors will be responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and service contractors are required to work safely and to know and follow the City's guidelines for safe work procedures.

**Employer's Responsibilities Include:**

- Establishing and monitoring the health and safety program
- Conducting an annual review of the program
- Insuring that supervisors are well trained
- Providing a safe and healthy work environment

**Supervisor's Responsibilities Include:**

- Providing a health and safety orientation to new workers
- Providing ongoing training to workers
- Taking part in inspections and investigations
- Reporting any safety or health hazard
- Correcting unsafe acts and conditions
- Informing workers of their right and responsibility to refuse work that is unsafe

**Worker's Responsibilities Include:**

- Learning and following safe work procedures
- Reporting unsafe working conditions or hazards to supervisors
- Taking part in inspections and investigations
- Using personal protective equipment where required
- Helping to create a safe workplace by recommending ways to improve the health and safety program
- Through training and education be responsible to identify and refuse work that is unsafe

**FOR THE CITY OF GRAND FORKS**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

<b>CITY OF GRAND FORKS</b>		
<b>POLICY TITLE:</b>	<b>Employees – Excavation Safety Plan</b>	<b>POLICY NO: 604A</b>
<b>EFFECTIVE DATE:</b>	<b>May 30th, 2011</b>	<b>SUPERSEDES: NEW</b>
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE: 1 of 1</b>

**INTRODUCTORY COMMENT**

Municipal Workers are often called upon to do excavation work under emergency or other high pressure situations and sometimes, preoccupation with “getting the system back in service” may detract from “getting the job done safely”

**OBJECTIVE**

This excavation safety plan has been developed to assist the City in complying with WorkSafe’s requirements under Part 20 of the Regulation, by summarizing steps taken to ensure Worker safety while working in or around excavations.

***Please note that this document is not intended to supersede or replace WorkSafe BC’s requirements.***

**LIST OF CONTENTS**

1. Policy Statement
2. Legislated Requirements
3. Duties and Responsibilities
4. Training
5. Worker Instruction
6. Personal Protective Clothing & Equipment
7. Workplace Inspections
8. Accident Reporting and Investigation
9. Additional Information
10. New, Young and Returning Worker Orientation
11. Joint Health and Safety Committee Involvement
12. Annual Review

## **1. POLICY STATEMENT**

As an Employer, the City of Grand Forks recognizes its responsibility to ensure the health and safety of its Workers and others sharing the workplace.

Furthermore, the City acknowledges the significant hazards associated with excavation work and is committed to ensuring that all reasonable steps are taken to prevent injury to Workers assigned to work in or around excavations.

This policy makes the Manager of Technical Services responsible to implement and maintain this Excavation Safety Plan in the Public Works department as it relates to the work done by City Employees and Contractors, and to ensure that all related activities are appropriately documented as evidence of due diligence.

This policy applies to all Workers and Supervisors of Workers who work in or around excavations as part of their work activities.

**Effective date of the policy is: May 30<sup>th</sup>, 2011**

## **2. LEGISLATED REQUIREMENTS**

The Occupational Health and Safety Regulation makes provision for excavation safety under Part 20, *Construction, Excavation and Demolition*.

## **3. DUTIES AND RESPONSIBILITIES**

All City Supervisors are responsible to implement the Excavation Safety Plan if it relates to the work they supervise. This means that information about the plan, including the policy statement and any guidelines and safe work procedures must be communicated to Workers.

Workers are responsible to comply with the requirements of the Excavation Safety Plan as it relates to their work activities and to ask questions if they are not sure.

## **4. TRAINING**

This Excavation Safety Plan makes provision for all Workers who work in or around excavations to receive regular training at an appropriate workshop. Consultants of D.W. McMullen & Associates are currently contracted to maintain the City's OHS Program which includes presentation of a one-day, onsite workshop entitled "Excavation Safety" every second year. This workshop, which was originally developed in consultation with OSO Dave Springall of WorkSafe BC, is also credited at 0.6 of a Continuing Education Point by the EOCP.

## **5. WORKER INSTRUCTION**

In addition to the formal training provisions outlined above, the Manager of Technical Services shall ensure that Coordinators provide Workers with regular and ongoing instruction in matters relating to excavation safety. Coordinators must also be provided with similar levels of instruction by the Manager of Technical Services. Such instruction, which is intended to increase levels of safety awareness will be delivered and documented via the City's Crew Talk Program.

## **6. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT**

All items of personal protective clothing and equipment provided to Workers working in or around excavations will be selected, used, stored and maintained in accordance with the City's PPC&E Program and with manufacturer's instructions.

## **7. WORKPLACE INSPECTIONS**

Every excavation jobsite will be inspected by the project Coordinator before work commences, in order to confirm that foreseeable hazards are identified and controlled. The excavation will be inspected for safe dig faces and other hazards using the appropriate checklist. Excavations more than 4 feet deep will be inspected by the Manager of Technical Services using the appropriate checklist.

## **8. ACCIDENT REPORTING AND INVESTIGATION**

All incidents that result in injury to Workers, as well as near misses, regardless of their nature must be reported following established reporting procedures.

The Manager of Technical Services, the responsible Coordinator and the department Safety Rep will conduct an investigation, as soon as possible after an incident, to identify causes and contributing factors. As part of this process, recommendations to prevent recurrence will be identified, documented and implemented.

## **9. ADDITIONAL INFORMATION**

A WorkSafe BC booklet has been supplied with this excavation safety plan. The booklet should be used for crew talks and be made readily available to Workers for reference and information purposes.

## **10. NEW, YOUNG AND RETURNING WORKER ORIENTATION**

To ensure that new, young or returning Workers who are or who may be assigned to work in or around excavations receive appropriate information, this Excavation Safety Plan will be introduced via the City's New, Young and Returning Worker Orientation Program.

**11. JOINT HEALTH AND SAFETY COMMITTEE INVOLVEMENT**

To ensure its participation in this component of the City's OHS Program, all written instructions and training initiatives will be reviewed by the Joint Health and Safety Committee and feedback reflected in the minutes.

**12. ANNUAL REVIEW**

To ensure its ongoing effectiveness, this Excavation Safety Plan will be reviewed on an at least annual basis or as required following an incident.

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Employees – Harassment Policy</b>	<b>POLICY NO: 605</b>	
<b>EFFECTIVE DATE:</b>	<b>September 7, 2010</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 6</b>

**Purpose:**

Workplace harassment, including personal harassment, is a form of discrimination. This is unacceptable in our work environment. Achieving a harassment free work environment requires mutual understanding and cooperation. The City of Grand Forks has therefore adopted this policy, which

- a) defines workplace harassment,
- b) establishes a complaint procedure and
- c) sets out the responsibilities of all employees.

**Policy:**

The City of Grand Forks supports a work environment that treats all people with dignity and respect. The City recognizes that employees have the right to work in an environment that is free of harassment, as set out in the B.C. Human Rights Code. Accordingly, the City of Grand Forks policy is that no employee be subject to or shall subject another person to workplace harassment as it is defined in this policy.

**Guidelines:**

This policy applies to all employees, including supervisory and management, and Council. Employees are responsible for conducting themselves in accordance with this policy and for maintaining a work environment that is free from harassment.

**Where and When this Policy Applies**

The workplace is not just the offices and buildings of the City of Grand Forks. Workplace harassment can occur at work-related functions during or after working hours, on or off City property, wherever behavior has a subsequent negative effect on the work environment.

**A) Definition:**

Harassment means any improper behaviour by a person that is directed to and/or is offensive to any employee and which that person knew or ought reasonably to have known would be inappropriate or unwelcome.

Many people think of harassment as sexual in nature, but it can take many forms. The definition of discrimination and harassment contained within the British Columbia Human Rights Act also applies.

The characteristics protected by the B.C. Human Rights Code are:

- Race
- Color
- Ancestry
- Place of origin
- Political belief
- Religion
- Marital status
- Criminal conviction unrelated to employment
- Family status
- Physical disability
- Mental disability
- Sex
- Sexual orientation
- Age (19-64)

Examples of Workplace Harassment can include, but are not limited to:

- Unwelcome remarks, jokes, e-mail, innuendos or taunting related to any of the grounds protected by the Human Rights Code and this policy;
- Written or verbal insults, abuse or threats;

- Racial or ethnic slurs, including racially derogatory nicknames;
- Practical jokes which cause embarrassment, endanger an employee's safety or negatively affect work performance;
- Unwanted actions, derogatory or demeaning comments, jokes or slurs;
- Derogatory or demeaning posters, pictures, cartoons, graffiti, drawings, or e-mails;
- Innuendoes, taunting, ostracizing or refusing to communicate with persons because of any of the characteristics listed above.

Sexual harassment is just one particular common type of workplace harassment. It is unwelcome conduct, of a sexual nature that detrimentally affects the work environment or leads to adverse job related consequences for the victims of the harassment.

Examples of sexual harassment can include, but are not limited to:

- Unwelcome written or verbal remarks, questions, jokes, innuendo or taunting about a person's body or sex, including sexist comments or sexual invitations.
- Verbal abuse or threats of a sexual nature;
- Leering, staring or making sexual gestures;
- Display of sexual images in the form of pictures, opinions, graffiti, cartoons, internet, e-mail or other electronically generated or distributed material;
- Unwanted physical contact such as touching, kissing, patting, pinching, or hugging;
- Sexual advances with actual or implied work-related consequences, such as actual or implied reward for compliance with the advances, actual or implied reprisals or denial of opportunity for refusal to comply with the advances;
- Creation of an intimidating, poisoned or offensive work environment;
- Inquiries or comments about a person's sex life or sexual orientation;

- Patronizing behavior, language or terminology that reinforces stereotypes and undermines self-respect.

Workplace harassment is a form of discrimination and it is illegal. Employees engaging in workplace harassment may be subject to discipline up to and including dismissal.

Physical and sexual assault, or threats of violence directed towards you, your family and your possessions are criminal matters best referred to the RCMP.

### **When and How Does Harassment Occur**

Workplace harassment may occur between employees, or between employees and members of the public, clients, customers or others with whom employees interact in the course of their employment.

The person being harassed may be male or female. The harasser may be of the same or opposite sex of the victim, or the same or other sexual orientation. Harassment can occur with one incident or a series of incidents which, in isolation, would not necessarily constitute harassment... It may be directed at one person, or it may be general, creating an offensive or "poisoned" work environment. *Behavior does not need to be intentional in order to be considered harassment.*

Workplace harassment, which includes sexual harassment, is illegal, unwelcome behavior. Workplace harassment does *not* include consensual relationships or mutually welcome social invitations or interaction. This policy is designed to eliminate unwelcome workplace harassment, and to not inhibit normal social contact between employees.

Workplace harassment does *not* include legitimate performance reviews, counseling or discipline.

### **B) Complaint Procedures: Where to go for Assistance or Information**

Harassment is one of the most sensitive issues in the workplace. The intent of this complaint procedure is to be flexible enough to apply to all situations.

The procedure is accessible on several levels, immediately available, confidential initially and provides a mechanism for investigation. It is also separate and distinct from other existing procedures. The commencement of the procedure will not prejudice an employee's right to access other remedies, such as those available through the Human Rights Commission or Union; however, this procedure may not be pursued concurrently with those other remedies.

*Note that employees should pursue their complaints to the B.C. Human Rights Commission within 12 months of the latest incident upon which the complaint is based.*

The City's procedure is not meant to be restrictive. Employees may prefer to talk initially to their supervisor or Department Head, Union or even the Chief Administrative Officer. What follows does not prohibit that; it is presented as a recommended procedure.

### **Informal Complaint**

An effective way to end the problem of harassment in the workplace is to communicate concerns directly by telling the person that their behavior is unwelcome and must stop. If done verbally, it may be best to have a witness present or it may also be done in writing.

A person may also request the assistance of his or her supervisor, Union representative or other appropriate person in the informal resolution of a workplace harassment complaint. This approach

may include a mediation process to assist the parties in voluntarily reaching an acceptable solution. The supervisor, union representative or other appropriate person must maintain written notes of their actions.

Where an informal agreement has been reached, all parties will sign a statement of the terms of the resolution. The statement of the resolution will be kept in the personnel file. The statement of resolution will be without prejudice to any further action by all parties. If the informal complaint procedure is not successful, the department contact shall recommend further action to resolve the situation.

### **Formal Complaint**

A person may choose to file a formal complaint either as a first step or if the informal complaint process was not successful. The City of Grand Forks is committed to responding to all complaints made within twelve (12) months of the date of the last alleged incident of harassment and recognizes that complaints not filed within a reasonable time may be difficult to investigate or substantiate.

A formal complaint must be in writing and signed. Either a complainant or a respondent may file a written formal complaint under this policy. This written complaint is made to the Department Head and must contain:

- a) the name of complainant;
- b) the name of the respondent;
- c) a full account of the incident;
- d) where and when the incident occurred;
- e) names of witnesses, if any;
- f) the written complaint must be signed and dated.

It should give an accurate account of the incident or incidents of harassment including times, places, and parties involved. The complainant submits the complaint to their Department Head with a copy to the Chief Administrative Officer. In the circumstance that the complaint may involve the Department Head, the complainant may choose to submit the complaint directly to the Chief Administrative Officer.

The Department Head or designate may investigate the complaint, or the CAO may appoint a third party fact finder to do so. The third party fact finder cannot undertake an investigation based on an anonymous complaint. The complainant and the alleged harasser, and any witnesses or co-workers interviewed, should be advised of the following: They have the right to have a representative present at all meetings, ie: union representative.

The discretion of the supervisor in handling these situations should be in consultation with the Chief Administrative Officer and should be dealt with in its own merits.

The person against whom a complaint has been filed shall be informed of the complaint, and afforded a reasonable opportunity to respond.

There is a need to maintain a safe, harassment-free work environment while the investigation takes place.

### **Investigative Process**

**The Complainant's allegations(s) must be explored in detail. All relevant facts, dates, locations, conversations, gestures, written or printed material and names of potential witnesses should be documented. A formal written statement should be taken from the alleged harasser by the Employer. The complainant and the alleged harasser, and any witnesses or co-workers interviewed, should be advised of the following:**

- i) They have the right to have a Union Representative at all meetings.**
- ii) There is a need to maintain a safe, harassment-free work environment while the investigation takes place. In cases of harassment, the complainant has the right to request, through the Supervisor, to discontinue contact with the alleged harasser without any penalty, pending determination of the investigation.**

**Such request shall not be unreasonably withheld. In cases where harassment may result in the transfer of an individual, where possible, it shall be the alleged harasser who is transferred. The individual who is harassed will not be transferred against his/her will.**

- iii) If the allegations are substantiated, appropriate disciplinary action in accordance with the Collective Agreement.**
- iv) The investigation of the complaint is to be treated in a confidential manner.**
- v) Counselling services are available to them through the Employee Assistance program.**
- vi) Both the complainant and alleged harasser should be advised that the harassment complaint maybe recorded in the harasser's file if the complaint is substantiated. The record will include remedial action taken. There will be no record on the complainant's file unless the complainant was determined to be malicious or vexatious and resulted in disciplinary action (to the complainant).**

**The alleged harasser has the right to be advised of the substances of the complaint and given an opportunity to respond.**

**Where reasonable, any witness(es) identified by the complainant and alleged harasser may be interviewed and formal written statements should be taken. Co-workers may also be interviewed.**

**The supervisor and/or the Chief Administrative Officer should establish whether or not there is a past history of harassing conduct by the alleged harasser towards either the complainant or other employees.**

**Both the complainant and the harasser should be kept informed throughout the process. Where reasonable, the investigator should re-interview any or all of the employees/witness(es) as new facts or questions surface. Any written statements should be added to their original statement.**

**The Chief Administrative Officer and/or supervisor shall prepare a written report to the supervisor and/or Chief Administrative Officer which should contain:**

- **The findings on the allegation of harassment;**
- **Recommended disciplinary action, if any;**
- **Any other recommendations designed to ensure harassment does not recur in the workplace**

**The report may also include some or all of the following:**

- **Background in chronological order (past to present);**
- **Facts from interviews with the alleged harasser and witnesses; corroborative evidence for the complainant and the alleged harasser**
- **Previous disciplinary record of harassment of the alleged harasser (if any);**
- **All relevant statements and documents.**

**Chief Administrative Officer will meet with the complainant and the alleged harasser after the investigation in order to:**

- **Explain the disposition of the complaint**
- **Advise the complainant that no record of the complaint will be made in their file**
- **Explain what steps are being taken to ensure a harassment-free environment**
- **Identify any ongoing concerns the complainant or alleged harasser may have.**

**Any report on the outcome of the investigation will be forwarded to the Union within thirty (30) days.**

### **False and Malicious Complaints**

The City may take disciplinary action against the complainant if they make a false complaint with a malicious intent to cause harm. Complaints based on mistakes, misunderstanding or misinterpretations are not malicious complaints.

### **Retaliation**

The City will not tolerate retaliation against anyone who has been involved in a complaint of harassment. Retaliation is a violation of this policy and may be subject to discipline. Employees are encouraged to report incidents of harassment without fear of retaliation or reprisal.

### **C) Specific Responsibilities**

It is the responsibility of all employees to refrain from workplace harassment and to support a work environment free of harassment. Supervisors and Managers are agents of the employer, (the City) and are required to respond appropriately, promptly and in accordance with this policy, whenever harassment occurs. Supervisors and Managers are also required to help educate employees about their responsibilities under this policy, to monitor the workplace and to model appropriate behaviour.

The City believes that the work environment should be supportive of the dignity and self-esteem of individuals. It is therefore committed to preventing and eradicating harassment in the workplace through the measures outlined in this policy.

**Building a respectful workplace is something we all benefit from – preventing harassment is a responsibility we all share.**

Employees who have questions or comments about this policy or its application may contact the Chief Administrative Officer.

All City records are subject to the *Freedom of Information and Protection of Privacy Act* and as such, the City will not disclose any records of a complaint except in the following circumstances:

- In situations deemed legally appropriate by legal counsel (this may include the Commissioner of Privacy ordering harassment-related materials to be disclosed),
- Under subpoena by a Court of Law, or
- With permission of the complainant.
- No information will be released prior to notifying the person/s to whom the information pertains.

Exact copies of information to be released may be viewed by the individual to whom it pertains prior to release.

The *Freedom of Information and Protection of Privacy Act* states under Section 22 (1) “the head of a public body must refuse to disclose personal information to an applicant if the disclosure would be an unreasonable invasion of a third party’s personal privacy. Section 22 (2) references “personal information has been supplied in confidence” while Section 22 (2) (h) states “the disclosure may unfairly damage the reputation of any person referred to in the record requested by the applicant”.

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Employees – Workplace Violence Prevention Program</b>		
		<b>POLICY NO: 605A</b>	
<b>EFFECTIVE DATE:</b>	<b>January 17, 2011</b>	<b>SUPERSEDES:</b>	<b>New</b>
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

**Purpose:**

To address the requirements of the City's Occupational Health and Safety Program's development.

**Policy:**

As the Employer, the City of Grand Forks recognizes the potential for violence against its employees and their families by members of the general public. It is further aware of its responsibility to take all reasonable steps to ensure the health and safety of its Workers.

To address these requirements under due diligence, as part of the City's Occupational Health and Safety Program's development, a Violence Prevention Program has been prepared for implementation in all City Departments.

The purpose and intent of the Violence Prevention Program is to provide a structured means for the City to comply with current legislated requirements, while taking the necessary steps to control Worker exposure to incidents of workplace violence.

This policy aims to make each City Supervisor responsible to ensure the Violence Prevention Program is implemented and properly administered in his/her department, and that all related activities are appropriately documented.

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Employees - Information</b>	<b>POLICY NO:</b>	<b>606</b>
<b>EFFECTIVE DATE:</b>	<b>March 16 , 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

### **POLICY:**

**All employees shall supply the City with their current address, telephone number and the next of kin. All employees must notify their Supervisor of any change of address, telephone number and next of kin immediately. Any additions or changes in beneficiaries should be noted on the required forms and submitted to the employees Supervisor.**

### **PURPOSE:**

**To keep employees records up to date.**

### **PROCEDURE:**

- **File changes with payroll on an annual basis or as changes occur.**
- **File changes in benefits and beneficiaries as they occur.**
- **All changes should be submitted to payroll via the employees Supervisor**

CITY OF GRAND FORKS			
<b>POLICY TITLE:</b>	<b>Employees - Memberships</b>	<b>POLICY NO:</b>	<b>607</b>
<b>EFFECTIVE DATE:</b>	<b>March 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

**POLICY:**

**The City will assume the cost of an employee becoming a member of a professional organization that is related to his/her employment with the City.**

**PROCEDURE:**

1. Membership in the organization will provide a benefit to the City through the employee's membership.
2. The organization is a registered professional or technical organization that requires certain qualifications for membership.
3. The organization provides the employee with an educational service through regular communication with members, seminars and course, meetings, etc.
4. The membership fees are reasonable.
5. Requests for permission to apply for membership under this policy are to be submitted to the employee's Department Head who is responsible for adjudicating the request, subject to approval of the City Manager in cases where this policy is not entirely applicable.
6. In Departments where more than one employee qualifies or desires membership in the same organization, the City Manager reserves the right to limit membership as deemed appropriate.

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Employees - Step</b>	<b>POLICY NO:</b>	<b>608</b>
	<b>Discipline Process</b>		
<b>EFFECTIVE DATE:</b>	<b>March 16 , 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 2</b>

**POLICY:**

All employees shall comply with rules, regulations and policies of the City and non-compliance of such rules and regulations may result in discipline and/or dismissal.

**PURPOSE:**

To make it clear to all employees that certain actions will not be tolerated and will result in discipline of the offending employee and in serious cases may also result in discharge of that employee.

**PROCEDURE:**

**RULES AND REGULATIONS - STEP DISCIPLINE WORK INFRACTIONS**

1. Absent without leave.
2. Leaving the job without permission.
3. Leaving the Department without permission.
4. Coming to work late.
5. Failure to perform assigned work.
6. Inadequate, incompetent and/or unsatisfactory job performance.
7. Sleeping on the job.
8. Horseplay.
9. Unable to perform or unfit for work.
10. Safety infractions of any kind.
11. Fighting or other altercations.
12. Willful damage of City property or the property of a fellow employee or contractor working for the City while on City property.
13. Participation in an illegal work stoppage.
14. Failure to follow a specific instruction of a Supervisor.
15. Insubordination of any kind whatsoever.
16. Damage to equipment or production losses due to negligence.
17. Continuing inability to work on a consistent and regular basis or to perform the tasks required by the job.
18. Persistent absenteeism.
19. Falsification of records.
20. Theft of City property or the property of another City employee or contractor working for the City.

**All of these infractions will be communicated to the employee(s) verbally and/or in written form. And the following will apply:**

- 1) All present and new employees shall receive a copy of the above with the City's Rules and Regulations.
- 2) The step discipline policy is subject to the grievance procedures of the collective agreement.
- 3) Any of the above infractions may result in a verbal and/or written warning, suspension or dismissal, depending on the seriousness of the action and the past record of the individual employee.
- 4) All employees have the right to discuss any of the above infractions with their Supervisor, Department Head or the City Manager.

## CITY OF GRAND FORKS

**POLICY TITLE:** Employees - **POLICY NO:** 609

**Substance Abuse (Drugs & Alcohol)**

**EFFECTIVE DATE:** March 16, 2009 **SUPERSEDES:**

**APPROVAL:** Council **PAGE:** 1 of 1

### **POLICY:**

Employees using illicit drugs or alcohol while at work will be subject to discharge.

### **PURPOSE:**

Safety of employees and the public is a high priority for the City, because of this concern, employees using illicit drugs and alcohol while at work will be subject to discharge without recourse.

### **PROCEDURE:**

The step-discipline system will be followed for any infraction of this nature. Depending on the circumstances and severity of the offence and whether it is a safety issue will be taken into consideration.

## CITY OF GRAND FORKS

**POLICY TITLE:** Employees - Training      **POLICY NO:** 610

**Educational Courses**

**EFFECTIVE DATE:** January 13<sup>th</sup>, 2014      **SUPERSEDES:** 2009

**APPROVAL:** Council      **PAGE:** 1 of 1

**POLICY:**

The City will pay the 100% cost of any educational course or other course of instruction for any City employee, where such course has been requested by the City to better qualify the employee and where such educational course or other course of instruction is related to the job duties established for the various City Departments.

**PURPOSE:**

To provide an incentive to encourage employees to better qualify themselves, to improve their work skills and to upgrade their training for purposes of promotion or transfer to vacant or higher classifications within the City's operations and to encourage such employee to give the City the benefit of such upgrading and training.

**PROCEDURE:**

1. Employees must receive approval from the City Manager prior to taking any educational course or other course of instruction in order to be eligible for payment of such course by the City.
2. The City Manager or his/her designate shall have the authority to limit the number of educational courses or other courses of instruction to be paid by the City at any one time or in any year.
3. Courses taken under this policy must be related to one or more of the various job classifications established for the various City Departments and approved by the Supervisor.
4. The City Manager requires all employees to provide a summary of their learning experience at such course that has been paid for by the City.
5. Approval of courses shall be in line with amounts provided in the City's Financial Plan. All training and development needs must be submitted with the budget for consideration and approval.

**CITY OF GRAND FORKS**

**POLICY TITLE:** Retirement Gift Policy      **POLICY NO:** 611

**EFFECTIVE DATE:** March 16, 2009      **SUPERSEDES:**

**APPROVAL:** Council      **PAGE:** 1 of 1

**Purpose:**

Council is desirous of recognizing service to the City of Grand Forks upon retirement or resignation of a City employee or upon completion of term of office by a member of Council.

**Policy:**

**City employee:**

1. The Retirement Committee will arrange a luncheon for retiring employees. Each person in attendance shall pay for his/her own meal. The retiree and a guest will be paid for by the City of Grand Forks
2. Council may award gift as follows:
  - Less than 5 years service – A Certificate of Appreciation
  - 5 – 10 years service – A gift not exceeding \$100
  - 10 – 15 years service – A gift not exceeding \$125
  - 15 – 20 years service – A gift not exceeding \$150
  - 20 plus years of service – A gift of \$10 per year of service not exceeding \$350
3. The gift to be presented at the retirement luncheon
4. A Certificate of Appreciation from the Mayor to be presented at a Regular Council meeting, or, if the employee prefers, presentation in the Mayor's office
5. Administration will select an appropriate gift.

**Member of Council**

1. At the inaugural meeting of Council, members of Council not returning to office after having completed one term of office shall be presented with a plaque.

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Long Service Awards</b>	<b>POLICY NO:</b>	<b>612</b>
<b>EFFECTIVE DATE:</b>	<b>March 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

**POLICY:**

Long Service Awards will normally be presented to employees in December of each year, but may be presented at other times under special circumstances. Awards presented in December shall be based on the length of service of the employee at the end of the current calendar year.

**PURPOSE:**

It is the City's policy to recognize extended periods of service to the City by its employees.

**PROCEDURE:**

In recognition of the service of regular employees, the City shall annually make long service awards as set out below. Years of service need not be continuous. Where a cash value is indicated, the award may be in the form of a cheque, gift certificate or gift as determined annually by the City Manager in consultation with the Mayor, however, all awards made in each year shall be in the same form. Awards for service up to and including 20 years shall be accompanied by an appropriate certificate.

**Years of Service**

**Award**

5	Presentation Pin or similar item
10	\$ 50
15	\$ 100
20	\$ 150 + plaque
25	\$ 200 + plaque
30	\$ 300 + plaque

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Vehicle Use – City Owned</b>	<b>POLICY NO: 613</b>
<b>EFFECTIVE DATE:</b>	<b>January 13<sup>th</sup>, 2014</b>	<b>SUPERSEDES: 2009</b>

<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>
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### Purpose:

To ensure that City assets are secure and protected.

### Policy:

1. The following shall be deemed to be employees that are required to have a City vehicle at home in order to be able to respond quickly to emergencies, or that require the employee to drive many kilometers per year on City business; namely:
  - Fire Chief
  - Deputy Fire Chief
  - Manager of Operations
  - Manager of Development and Engineering
  - Manager of Building Inspection and Bylaw Services
  - Electrical Coordinator or on-call personnel
  - Sewer & Water Coordinator or on-call personnel
  - Roads & Equipment Coordinator when on-call
2. Only those employees who are "on call" shall be permitted to take a city vehicle home overnight; all other vehicles shall be parked overnight at the Public Works Yard.
3. Employees, referred to in #1, who drive City vehicles and who are on vacation, sick leave, bereavement leave, etc., shall not leave the City vehicle at their residence.
4. Employees using on-call City vehicles shall keep a log of their personal mileage, including to and from work.
5. Employees using City vehicles shall not use the vehicle for personal use without prior authorization from their Manager.

<b>CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Employees - WCB</b>	<b>POLICY NO:</b>	<b>614</b>
	<b>Regulations</b>		
<b>EFFECTIVE DATE:</b>	<b>March 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

**POLICY:**

All City employees shall follow Worker's Compensation Board rules and regulations in the performance of their duties. These rules and regulations shall not be inconsistent with any other rules and regulations agreed to by the employer through the Collective Agreement process or through its policies, procedures, conditions of employment and exemptions and variations obtained from WCB

**PURPOSE:**

To ensure that City employees are provided with a safe work environment.

**PROCEDURE:**

- Employees must observe all rules and regulations applicable to the City under the Workers Compensation Regulations.
- Orders issued by WCB must be rectified within the time limits provided
- Variations may be sought from WCB if such variations are clearly outside the regular and safe practices of the employer.
- Particular care will be taken by all employees to ensure that they are wearing the required safety equipment for the work they are performing, such as safety glasses, hard hats, safety boots, etc. The employee is responsible for ensuring they arrive at the job site with the required safety gear and equipment.

<b>CITY OF GRAND FORKS</b>		
<b>POLICY TITLE:</b>	<b>Annual Vacation</b>	<b>POLICY NO: 615</b>
<b>EFFECTIVE DATE:</b>	<b>September 4<sup>th</sup>, 2012</b>	<b>SUPERSEDES:</b>
<b>APPROVAL: Council</b>		<b>PAGE: 1 of 2</b>

**PURPOSE:**

It is the City's policy to allow time off to Staff for the purpose of using their accrued and allotted hours for vacation time.

**POLICY:**

Where two or more employees in a given department have requested annual vacation which overlap, and due to workload requirements, it is not in the best interest of the department to grant all requests, preference will be given to the employee with the most seniority.

**PROCEDURE:**

Staff shall submit their requests for vacation time off by the first working day of March of each year. Request for remaining vacation time after the deadline shall be on a first come basis.

Seniority shall prevail when more than one request is submitted at the same time, for the same vacation period.

Earned vacation time shall be accredited to employees based on their anniversary date and all current year's vacation time shall be taken by the anniversary date. 30 days extension may be granted in extenuating circumstances. Carryover of vacation entitlement will be considered in accordance with the Collective Agreement.

Vacation time may be booked, in the current year, prior to being earned, but not taken before the time has been earned.

For (Public Works Employees), 2 employees from one department can be on vacation at any one given time. Any further vacation requests from a department where 2 employees are already on vacation may be granted at the discretion of Management. In order to accomplish the workplan, all (Public Works Employees) will generally be limited to a maximum of three consecutive weeks of annual vacation. Requests for more than three consecutive weeks of annual vacation will be considered at the discretion of Management.

For (Financial and Corporate Services Employees), one or more employees can be on vacation at the same time, at the discretion of Management. Financial and Corporate Services Staff will not be granted vacation time in the month of June, up to and including the first week of July, and/or at critical times as established annually, and posted. (ie: critical billing dates) .

Public Works employees may use up to 16 hours vacation time, and Finance and Corporate Services employees may use up to 15 hours of vacation time, in half hour increments, when the employee has no accrued time or other leave available.

<b>CITY OF GRAND FORKS</b>		
<b>POLICY TITLE:</b>	<b>Respectful Workplace Policy</b>	<b>POLICY NO: 616</b>
<b>EFFECTIVE DATE:</b>	<b>April 28<sup>th</sup>, 2014</b>	<b>SUPERSEDES:</b>
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE: 1 of 6</b>

**PURPOSE:**

The purposes of the Respectful Workplace are:

- to formalize the responsibility and commitment of the City of Grand Forks to ensure that all employees, elected officials, volunteers, residents, customers and visitors enjoy a workplace and service environment that is free from any form of discrimination or harassment (including sexual harassment).
- to establish that the City of Grand Forks promotes a work environment in which all employees, elected officials and volunteers are treated with respect and dignity and can contribute to a productive and professional atmosphere.
- To ensure that all employees, elected officials and volunteers understand what is meant by a respectful workplace and know what to do to ensure that a respectful workplace is created and maintained at the City of Grand Forks.
- To provide processes and procedures to handle complaints and remedy situations when workplace discrimination, harassment or conflict, as defined by this policy, occurs.

Nothing in this Policy should be construed as depriving employees covered under the collective agreement of CUPE Local 4728, of their rights under the collective agreement. The intention is for this policy to work in conjunction with any language on discrimination contained in the collective agreement.

**IMPLICATIONS OF POLICY:**

**GENERAL**

**What is a respectful workplace?**

- ❖ A respectful workplace is one which is free from discrimination and harassment as prohibited by the BC Human Rights Code. Discrimination and harassment are not tolerated at the City of Grand Forks. All employees, elected officials, volunteers, residents, customers and visitors at the City of Grand Forks shall have a respectful experience free from discrimination and harassment.
- ❖ A respectful workplace is a workplace where each employee, elected official, volunteer, resident, customer and visitor feels comfortable and is treated fairly and civilly by others. All employees, elected officials and volunteers of the City of

Grand Forks are expected to conduct themselves in a friendly, courteous and professional manner. The philosophy which must be shared by employees, elected officials and volunteers of the City of Grand Forks, is “treat others as you would have them treat you”. Employees and elected officials are expected to consider the feelings and pride of others and to respect their unique backgrounds and contributions.

- ❖ A respectful workplace promotes cooperative and collaborative behaviors including healthy group dynamics and proactive problem solving.

Each member of management and elected official at the City of Grand Forks will act as a model for his/her staff and will perform his/her supervisory duties in a respectful, non-discriminatory way.

In order to foster a respectful workplace, everyone at the City of Grand Forks must understand that this policy applies to all. Every employee, elected official and volunteer must accept his or her responsibility and accountability to ensure that a discrimination and harassment free work and service environment exists at the City of Grand Forks.

### **Our Commitment to Employment Equity**

The City of Grand Forks incorporates the intent of the respectful workplace policy in its hiring practices. The City of Grand Forks promotes equal access to jobs, promotions, transfers, pay increases, training and development opportunities, and other aspects of employment to all individuals.

The City of Grand Forks will provide fair and equal opportunities to all employees and prospective employees. The City of Grand Forks will employ people who are capable of carrying out the work available, regardless of their ethnicity, gender, culture, religion, age or affiliations.

### **How Do We Define Respectful Communication**

English is the language for communicating about the work of the business. While employees may speak in a language other than English at work, each employee must be aware of how their choice of language is affecting others. If an individual in a group does not understand the language being spoken, he/she may feel excluded and uncomfortable. This is contrary to the spirit of a respectful workplace, which promotes a workplace where employees feel comfortable and included.

### **What is Discrimination**

Discrimination refers to unfair, differential treatment of individuals or groups and is prohibited by law. Discrimination may be intentional or unintentional and often stems from prejudice and/or stereotypes we have of others. Discrimination can result in one individual or group having an advantage over another. Discrimination can cause an individual or group to be excluded from activities, which they have the right to be included in.

All employees, elected officials and volunteers at the City of Grand Forks are protected from discrimination in employment by the BC Human Rights Code on the following grounds: race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, political belief or unrelated criminal or summary conviction.

All residents and visitors who access the services provided by the City of Grand Forks are protected from discrimination by the BC Human Rights Code on the following grounds: race, color, ancestry, place of origin, religion, marital status, family status physical or mental disability, sex or sexual orientation of that person or class of persons.

### **What is Harassment**

Harassment is a type of discrimination. It is a serious violation of fundamental human rights. Harassment means engaging in a course of annoying comment or conduct that is known or ought reasonably to be known to be unwelcome, and is tied to a prohibited ground of discrimination. It is behavior which causes distress and serves no legitimate work related purpose. Harassment attacks a person's dignity, health and well being. It is unwarranted comment or conduct that humiliates, intimidates, excludes, isolates and undermines the individual's self esteem due to membership in a protected group. It can be a single incident (in the case of physical contact) or a pattern of repeated incidents directed against an individual or group. Whether intentional or unintentional, harassment demonstrates a lack of respect for the individuality and the dignity of those it targets.

Harassment behaviour includes, but is not limited to:

- Physical threats or intimidation
- Words, gestures, actions or jokes which may humiliate, degrade or abuse
- Distribution or displaying of offensive pictures or materials, including materials on computers.

### **What is Sexual Harassment**

Sexual harassment is a type of discrimination under the BC Human Rights Code. Sexual harassment is uninvited and unwelcome conduct this is sexual in nature that may detrimentally affect the work or service environment or lead to adverse job related or other consequences for the victim of harassment. The term "sexual harassment" has come to be used to identify those kinds of sexual coercion and exploitation of women and men in a formal or structured relationship in which we have an expectation that the relationship has nothing to do with sex or sexuality.

Sexual harassment behavior includes, but is not limited to:

- Remarks, jokes, innuendoes or derogatory or demeaning comments regarding someone's body, appearance, physical or sexual characteristics or clothing;

- Displaying of sexually offensive or derogatory pictures, cartoons or other material;
- Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation;
- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the victim of harassment;
- **Unwanted** physical contact of any kind.

### **What is Criminal Harassment**

Criminal harassment may be defined as adverse differential treatment of an individual or individuals which involves assault, damage to personal property or company property, and stalking.

### **What is a Poisoned Environment**

Harassment can "poison" the work environment for the victim of harassment as well as for others who share the work environment. A "poisoned" work environment is one which is hostile, intimidating or offensive. Comments or actions of a co-worker or a supervisor may create a poisoned environment. This unethical behavior and/or actions make the workplace uncomfortable and can interfere with productivity and interactions of the work group. The poisoned environment forms an unequal term or condition of employment and is therefore a violation of the right to be free from discrimination.

### **ORGANIZATIONAL:**

The City of Grand Forks Official Harassment Complaint Procedure is outlined in Council Policy 605 – Harassment Policy.

### **What About Workplace Conflict**

Discrimination and harassment are specific types of conflicts which are prohibited by the BC Human Rights Code. There are many other types of conflicts that can arise in the workplace that are not dealt with by the BC Human Rights Code. For the purpose of this Policy, these other types of conflicts are dealt with as "Workplace Conflict".

Getting along with co-workers or supervisors may not always be easy, but making an effort to resolve conflict at work should be a goal of all employees at the City of Grand Forks. It is the expectation of the City of Grand Forks that each employee will try his/her best to get along with his/her co-workers. This means:

- Respect the fact that others may be different from you and that they may have a different approach or way of doing something than you do.
- Be aware of the fact that how you act can impact others in the workplace.
- Avoid talking negatively, gossiping or being judgmental about your co-workers. This type of behavior encourages conflict in the workplace, and is not consistent with the goals of the Respectful Workplace Policy.

- If you are not sure if your behavior is welcome, ask.

## **Workplace Violence**

Employees must not engage in any improper activity or behavior or violent behavior in the Workplace that might create or constitute a hazard to them or any other person.

Improper activity or behavior includes the attempted exercise by a person towards another person in the workplace of any physical force or violence so as to cause injury and includes any threatening statement or behavior which gives a person reasonable cause to believe he or she is at risk of injury. Improper activity or behavior also includes physically or mentally bullying, tormenting or other demeaning behaviors towards another person.

## **Workplace Bullying**

Workplace bullying can be defined as a conscious, willful and deliberate hostile activity intended to harm.

Bullying usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or group of people.

Bullying can also be described as the assertion of power through aggression.

Bullying or other aggressive or demeaning behaviors towards others are contrary to a respectful workplace and will not be tolerated at the City of Grand Forks. Individuals who are found to be bullying or otherwise tormenting others, either physically or mentally, will be subject to discipline.

## **Workplace Conflict Complaint Procedure**

If someone is behaving in a way that makes you feel uncomfortable at work, or if you are having a conflict with someone at work, you are encouraged to try and speak with the person directly and discuss the matter with him/her. If you do not feel comfortable dealing with the individual directly, you should speak to the Chief Administrative Officer (and a union official, if he/she wishes) who will assist you in resolving the situation. If the complaint involves the Chief Administrative Officer, the complaint should be reported another Manager.

If you see others behaving in a way that is inappropriate or disrespectful, try and speak to the person(s) involved or bring the matter to the attention of the Chief Administrative Officer.

## **Workplace Conflict Discipline Procedure**

All employees are subject to the following disciplinary procedures:

- ❖ First contravention: verbal warning followed up with a letter which will be placed in the employee's personnel file;
- ❖ Second contravention: one day work suspension without pay;
- ❖ Third contravention: one week work suspension without pay;
- ❖ Fourth contravention: termination of employment.



<b>CITY OF GRAND FORKS</b>		
<b>POLICY TITLE:</b>	<b>Employees - Management</b>	<b>POLICY NO: 701</b>
	<b>Minimum Benefits Policy</b>	
<b>EFFECTIVE DATE:</b>	<b>March 16, 2009</b>	<b>SUPERSEDES:</b>
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE: 1 of 3</b>

**POLICY:**

City Management Staff benefits shall be as a minimum and subject to the individual contract of employment between the employer and the management staff as outlined in this policy and shall be reviewed by Council on an annual basis or as proposed by the City Manager. Where there is a conflict between this Policy and the employment contract, the employment contract shall prevail.

**PURPOSE:**

To ensure that Management Staff with the City have a benefit package that is at a minimum equal to the package offered the City's collective agreement. Where a benefit is not provided in the contract of employment, as a minimum the benefit provided in the Collective Agreement may be available to the management staff.

**PROCEDURE:**

**Holidays:**

3 weeks after 1 year; 5 weeks after 5 years; 6 weeks after 10 years; 7 weeks after 20 years

After 25 years of service one additional day for each additional year of service unless a different schedule of holidays is agreed in the contract of employment.

**Sick Leave:**

Management employees will accumulate sick leave offered in the City's collective agreement with Local 4728 unless the sick leave benefit is provided in the contract of employment or the employer has established a sick leave bank for the management staff.

**Leaves of absence and Statutory Holidays:**

Management staff as a minimum are eligible for the leaves of absences as specified in the City's Collective Agreement with Local 4728

**Clothing Allowance:**

A clothing allowance equal to the amount paid annually to union employees where applicable shall be paid to all management positions where applicable.

**Medical, Vision, Dental & Extended Health:**

The City contributes 100% of the premiums for medical, dental, vision and extended health benefits to ensure that management employees have coverage that equals the minimum coverage offered in any City collective agreement.

**Life Insurance:**

The City contributes 100% of the premiums for life insurance for coverage to ensure that management have the life insurance coverage offered in the City's collective agreement.

**Overtime:**

The City Manager may grant equivalent time off for excess overtime worked by management employees, subject to documentation and reasons being provided by the employee.

**Probations Period:**

All new management employees shall serve a six (6) month probation (qualifying) period unless the probationary period is waived by the CAO for senior staff and Council waives the probationary period for the City Manager.

**Acting Pay:**

The City Manager is authorized at his discretion to appoint management staff in acting capacity when an incumbent in the position is away from the office. The rate of pay shall not exceed the incumbent's rate of pay and the staff in the acting capacity discharges the duties in the acting capacity.

**Car allowance and mileage:**

Where a management staff is required to use his or her own vehicle for city purposes, the employee shall be reimbursed for mileage at the rate specified in the Income Tax Act. A monthly allowance may be paid provided prior to the use of personal vehicle, an agreement on the amount of allowance has been reached with the City Manager or the City Council when it applies to the City Manager.

**Meals and Allowances:**

Management employees are entitled to the reimbursement of meals while working overtime provided the reimbursement has been authorized and approved by the City Manager for senior employees and for City Manager by the Mayor. The reimbursement shall be the actual cost of the meals.

**Telephone & Internet Charges:**

Management employees may receive 50% reimbursement of Internet charges when the employee performs after hours work at home and is required to be on call after hours. Cellular phone is provided to senior employees at no charge to the employee. All personal charges on cellular phone shall be reimbursed to the City.

**Accident Deductible reimbursement:**

Where the management's personal vehicle is involved in an accident while performing the duties of the City and provided the employee is not at fault, the employer shall reimburse the amount of the deductible the employee is required to pay.

**Transportation:**

**Where management staff are required to use transportation other than their own car, such as airlines, ferry, rail, rental car and a combination of transportation means, the employee shall be reimbursed 100% of the actual cost of transportation.**

**Incidental and Direct Costs**

**Any cost which is directly related in the performance of the management employees' duties shall be reimbursed at an actual cost. Laundry and other incidental costs may be reimbursed while traveling for extended period of time away from the City on municipal business.**

**General Prohibition on Reimbursement:**

**Where costs are not specified in this policy or in another policy for reimbursement, prior approval from the City Manager must be sought before an expense is incurred.**

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

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**GENERAL GOVERNMENT: Finance**

<b>801</b>	Bank Signing Authorization	Revised	2018	Approved
<b>801.1</b>	Payment Processing Policy	New	2014	Approved
<b>802A-1</b>	Contracting Authority & Purchasing Policy	Revised	2015	Approved
<b>803</b>	Asset Management	New	2011	Approved
<b>804-A1</b>	Tangible Capital Assets	New	2014	Approved
<b>805</b>	Asset Disposal Procedure Policy	New	2013	Approved
<b>806</b>	Real Estate Strategy Guiding Principles	New	2014	Approved
<b>807</b>	Inventory Policy	New	2014	Approved
<b>808</b>	Asset Management Financial Policy	New	2016	Approved



City of Grand Forks  
7217 4<sup>th</sup> Street  
Grand Forks, BC V0H 1H0  
250.442.8266  
www.grandforks.ca

# Council Policy

## Bank Signing Authorization

Established: January 13, 2014

Rescinded: N/A

Contact Department: Finance

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### Purpose

This policy establishes the signing authorities, authority limits, and acceptable form of authorization for payments made by the City of Grand Forks in a manner which promotes efficiency and cost-effectiveness, while maintaining the necessary controls to safeguard the City's financial assets.

### Scope

This policy applies to all payments made from the City's bank accounts by cheque, electronic funds transfer, direct withdrawal, or other means.

### Policy Statements

#### 1. Authorized Signatories

The following persons are authorized as signing officers for the City of Grand Forks:

- a) Mayor and Councillors
- b) Chief Administrative Officer
- c) Chief Financial Officer
- d) Corporate Officer

In addition, the Accountant/Comptroller has limited authority to initiate electronic transfers or payments with secondary approval required from one of the above.

#### 2. General Banking

The Chief Financial Officer or Accountant/Comptroller is authorized to give instructions and provide verifications, approvals or similar documentation to the bank on behalf of the City.

The opening of additional new bank accounts requires authorization by the Mayor and a minimum of one Councillor.

#### 3. Cheques and Electronic Fund Transfers (EFT)

Subject to the exceptions noted below, all cheques and electronic fund transfers in excess of \$25,000 shall require manual signatures from each of the following

- a) Mayor or Councillor
- b) Chief Administrative Officer, Chief Financial Officer, or Corporate Officer

The following cheques and EFTs may be signed manually, mechanically, or electronically by any two authorized signatories:

- a) payments of less than \$25,000
- b) payments to FortisBC
- c) payments to the Government of Canada, Province of BC and their agencies, for payroll remittances, commodity taxes or property taxes
- d) payments to the Regional District of Kootenay Boundary, Municipal Finance Authority, or Municipal Pension Plan

4. Pre-Authorized Payments, Direct Debits and Automatic Withdrawals

Direct debits and withdrawals for the following remittances may be authorized by any one of the Chief Financial Officer, Chief Administrative Officer, or Corporate Officer:

- a) Municipal Pension Plan and Municipal Investment Plan
- b) WorkSafeBC
- c) Provincial Sales Tax and Goods and Services Tax
- d) BC Land Title and Survey Authority and BC Online
- e) BC School Tax

The initial setup of a new payment to be made by pre-authorized debit or direct withdrawal will require authorization as denoted in Section 3. Payments made after the initial approval may be authorized by any one of the officers noted above.

5. Electronic Payments - Payroll

The release of payroll direct deposit transactions to the bank for processing requires approval of the Chief Financial Officer prior to submission, and subsequent review and approval of the Chief Administrative Officer.

6. Other Transfers, Investments and Debt Management

The following transfer of funds may be authorized by any one of the Chief Financial Officer, Chief Administrative Officer, or Corporate Officer:

- a) Transfers between the City's operating and reserve or trust bank accounts;
- b) Transfers to or from the Municipal Finance Authority for drawdowns and repayments of authorized short-term, long-term and temporary debt, or for the purchase and sale of municipal investments.

## THE CITY OF GRAND FORKS

POLICY TITLE: Payment Processing Policy

POLICY NO:

801.1

EFFECTIVE DATE: January 13<sup>th</sup>, 2014

SUPERSEDES: New

APPROVAL: Council

PAGE:

1 of 1

### POLICY:

That City Council provides for the efficient processing of payments for City services in accordance with banking regulations by authorizing the following:

- a.) To record in our financial system the effective date of the home banking notification as the City's processing date.
- b.) To record the date of payment for mail payments as the date the payments are received, not the postmark.

### PURPOSE:

To establish a procedure for processing date of payments.

### PROCEDURE

- Determining the processing date for payments received.
- To correctly follow the agreements with each bank for online banking payments.

# THE CITY OF GRAND FORKS

POLICY TITLE: Contracting Authority & Purchasing

POLICY NO: 802A-1

EFFECTIVE DATE: February 23, 2015

SUPERSEDES:  
802

APPROVAL: Council

PAGE: 1 of 8

## **POLICY:**

The City of Grand Forks will procure all goods, services and construction of assets in accordance with this procedure.

## **POLICY OBJECTIVES:**

The objectives of this policy are to:

- a) Establish authority to enter into a procurement contract on behalf of the City.
- b) Establish spending authority limits within approved budget limits.
- c) Identify types of procurement contracts that can be entered into.
- d) Encourage as a preference, contracting agreements and purchasing criteria that:
  - (i) promotes reduction of Green House Gases.
  - (ii) considers the life cycle cost of the acquisition rather than just the initial purchase price.
  - (iii) seeks the best value and service.

In addition to the objectives outlined above, City employees will demonstrate ethical purchasing behavior, including:

- Declaration of Interest – An employee who has a direct or indirect interest with the supplier should disclose this relationship and will be excluded from the quote or tender process;
- Confidentiality and Accuracy of Information – The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead;
- Competition – While considering the advantages of the City of Grand Forks maintaining a continuing relationship with a supplier, any arrangement which might prevent the effective operation of fair competition should be avoided;
- Business Gifts and Hospitality – To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts;

## PROCEDURE

### General:

a) Responsibilities:

- i. Department Heads are to ensure that funds are available within the spending authority of those authorized to sign a procurement contract on behalf of the Department.
- ii. The Chief Administrative Officer may designate Department Heads to approve incoming invoices from contracts, utilities, government agencies and any other approved payables up to specified limits. Authorizations to be in writing and may be revoked at any time.

b) Sustainable Business Practice:

- i. The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.ii. Evaluation criteria shall make reference to purchase cost, fuel consumption cost, GHG emissions and total life cycle cost (including purchase, fuel operating and maintenance costs) over the life of the equipment of contracted service.

c) Application:

This policy applies to all activities, works or services entered into by the City except contracts of employment.

d) Prohibition:

- i. All procurement by the City of Grand Forks will be consistent with the requirements under AIT (Agreement on Internal Trade) and TILMA (Trade, Investment and Labour Mobility Agreement).
- ii. No one other than the Chief Administrative Officer or the Chief Financial Officer will enter into a contract for goods or services.

e) Spending Authority:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to Department Heads for individual invoices and individual contract limits.

	<b>Spending Limit</b>
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000.00
Corporate Officer	\$10,000.00
Deputy Corporate Officer	\$10,000.00
Manager of Operations	\$10,000.00
Public Works Foreman	\$10,000.00

Manager of Development & Engineering	\$10,000.00
Fire Chief	\$10,000.00
Deputy Fire Chief	\$10,000.00
Manager of Building Inspection & Bylaw Services	\$ 5,000.00

Workforce Spending:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to various employees within their Department budgets:

	<b>Spending Limit</b>	<b>Type of Goods</b>
All Coordinators	\$1,500	All
Mechanic	\$1,500	Supply
Accountant/Comptroller	\$1,500	All
All Permanent Employees	\$100	Supply

Department Heads must counter-sign all Departmental Purchase Orders prior to submitting to Accounting Department.

**Definitions:**

Alternate Fuels - fuels available for use other than conventional fuels (oil, gasoline, natural gas, propane and diesel).

City - the Corporation of the City of Grand Forks.

Formal Public Tendering Process - the process whereby bids are solicited by the City by means of public advertising including by newspaper, publications, website or BC Bid. Bids are normally opened and read publicly at a fixed time and place.

GHG (Greenhouse gases) - equivalent tones of carbon dioxide (CO2) emitted into the environment through the use of various types of energy sources.

Goods - materials, equipment, or supply

Holdback - monies held back from progress payments.

Late Bid - an offer received in the designated location after the specified closing date and/or time.

Lease - a contract by which the City acquires the use and possession of lands, buildings, and personal property for a specified time at a fixed payment.

Life Cycle Cost - the total cost to purchase and operate a type of vehicle or equipment or contracted service. This shall include initial purchase cost, operational cost,

maintenance cost, fuel cost and GHG emissions.

Lowest Evaluated Bid - the bid which meets the specifications at the lowest overall cost to the City, as determined by the Chief Administrative Officer or designate, considering such factors as suitability, price, availability, service related administrative cost and disposal value. The lowest overall cost shall be evaluated over the life cycle of the equipment or contracted service. This shall include purchase cost, operating cost, maintenance cost, fuel cost and GHG emissions.

Procurement Contract -

- Purchase Order issued for procurement of goods or services;
- Service Contract issued under a written agreement with the supplier of services, or;
- Construction Contract entered into in writing with the successful bidder following an invitation to tender for construction of an asset.

Progress Payment - a payment made under the terms of the contract before completion of the contract.

Proposal - an offer to provide goods, services, or construction submitted to the City in response to a request for a proposal.

Purchase Order - the pre-printed, pre-numbered form containing all the necessary information and signatures required to begin procurement action.

RFP (Request for Proposal) - the process whereby proposals are solicited by the City by means of invitation to particular suppliers or advertising. Proposals are reviewed by Staff against grading criteria as described in the proposal.

Security -

- Certified cheque or other legal instrument made payable to the City of Grand Forks;
- Government guaranteed bond; or
- Other security as may be considered appropriate.

Service - performance of work to meet a general need by a person(s) not an employee of the City of Grand Forks.

**Responsibilities**

a) Department Head:

- i. Ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, to be authorized by Council, prior to being sent for procurement action.
- ii. Ensure that expenditures are identified in the Financial Plan and within the spending authority of those authorized to sign a procurement contract on

behalf of the department.

b) General Guidelines:

- i. Procurement documentation must be in place before goods are delivered or services rendered, including a contract for services covered under a Service Contract.
- ii. Unauthorized Purchasing: Any employee who willfully acquires goods or services in contravention of this policy or relevant procedures is liable to disciplinary action.
- iii. Purchase Orders:
  - Official; 8 ½" x 11" sequentially numbered form.
  - All applicable sections must be completed, including an actual or estimated cost, and the account to be charged for the item(s).
  - Copy distribution: White - Accounting  
Scanned to Manager  
Scanned electronically
  - May have additional information attached such as drawings, detailed specifications, samples, etc.
  - Cancellation of a Purchase Order - ensure that all copies are cancelled/marked as VOIDED.
  - Ensure that a Purchase Order is completed and its number quoted when an order is placed with a supplier.

Purchase orders shall be issued for all goods and services in excess of \$1,000.00, unless exempted under procedures.

When an invoice is received the issuer of the order, or designate, must confirm that the goods received are as requested and priced as quoted.

Exemptions: the following expenditures do not require a Purchase Order:

1. Petty Cash disbursements
2. Purchases covered by annual or other contracts such as: chlorine, gasoline, diesel, equipment leases, fees for service
3. Association dues and membership fees, publications, legal and accounting fees, donations and grants-in-aid
4. Utility charges
5. Travel expenses and advances
6. Payment for expenditures relating to payroll and payroll deductions, including union dues and social club fees

7. Payments to other governments and their agencies.

iv. Service Contract:

A pre-negotiated and/or tendered agreement, usually of a long-term duration, for such items as:

- Auditing services
- Bonding services
- Maintenance agreements
- Lease agreements
- Fuel supplies
- Externally owned machinery and/or operators, or
- Other

When a Service Contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

v. Verbal Quotes:

Verbal quotes are to be sought for supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$5,000.00.

Managers are to record in writing, the results of the verbal quotations when the cost is estimated to be between \$5,000.00 and \$10,000.00.

vi. Formal Written Quotations:

Written quotations are to be sought for the supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$10,000.00 and not exceed \$50,000.00.

vii. Formal Public Tendering and Request for Proposals:

Tenders and request for proposals are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000.00. Procedures for receiving and opening tenders shall conform to the following:

- Tenders and RFP's enclosed in sealed envelopes will be received at the tender address until tender closing time;

- All tenders and RFP's will be recorded as to the date and time received at the front counter who will file the tender in the vault until tenders are opened;
  - Verbal and late bids will not be accepted.
  - One member from Corporate Services and the department head or designate responsible for the project will proceed with the tender and RFP opening at precisely the designated time on the closing day.
  - Tender and RFP envelopes shall be opened and each tender and RFP shall be checked to ensure that it is signed and valid in respect of any bid bonds, etc. Any financial securities shall be stored in the vault for safekeeping.
  - Security, as required by the Invitation to Tender, must accompany the tender bid in order to be considered.
  - Tenders are normally opened/registered in public at the City Office. Requests for Proposals are not normally opened publicly.
- Where only one tender is received, the City reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

A contract may, in most cases, be awarded to the lowest bid. However, the City, for its sole benefit, reserves the right to award a bidder it deems appropriate based on scoring of evaluation criteria identified in the tender or RFP document.

viii. Notwithstanding Section v and vi above, a purchase or contract may be sole sourced when:

- Goods, services or construction are urgently required and delay would be injurious to the public interest; or
- Recurring or Non-Competitive Expenditures – these are for specifically identified items such as training and statutory payments
- Only one party is available and capable of performing the contract
- Professional Consulting Services

The City purchasing practices for sole sourced procurements shall employ such value analysis and negotiation methods as deemed appropriate for the occasion

by the Chief Financial Officer

All sole sourcing requests between \$5000 and \$25,000 will require approval of the Chief Financial Officer. Any sole source purchase over \$25,000 will require a Staff report to City Council.

<b>THE CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Asset Management</b>	<b>POLICY NO:</b>	<b>803</b>
<b>EFFECTIVE DATE:</b>	<b>June 13, 2011</b>	<b>SUPERSEDES:</b>	<b>New</b>
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of</b>

### **Background and Purpose of Policy**

The City of Grand Forks has undertaken the development of an infrastructure Asset Management Investment Plan (AMIP) to help establish the importance of an affordable, balanced and well maintained suite of infrastructure that supports the economic health of the community.

An AMIP needs to be balanced against an Asset Management Financial Plan (AMFP) so that the City can live within affordable infrastructure management limits, and to enable Council and staff to determine appropriate and affordable levels of service, performance and risk.

To ensure residents, businesses and industries enjoy an appropriate level of reliable services, Council has a mandate to provide a wide range of infrastructure and services designed to maintain and promote a resilient community.

The purpose of this policy is to assist Council and staff to develop and maintain accurate and complimentary long range cost and revenue plans that have been designed collaboratively. This will provide an appropriate and affordable balance of City infrastructure in a cost effective state of repair.

### **Definitions**

**Asset Management:** The business practice of collaboratively managing the supply, condition and performance of tangible capital infrastructure assets in a strategic cost effective manner for the long term benefit and sustainability of the City.

**Asset Management Champion:** A small representative group of senior decision-makers who implement and project manage the many cyclic asset management activities each year.

**Asset Management Funding Plan (AMFP):** A 20 year funding cash flow analysis for all of the City's tangible capital linear and non-linear infrastructure assets.

**Asset Management Investment Plan (AMIP):** A 20 year cost cash flow analysis for all of the City's tangible capital linear and non-linear infrastructure assets.

Collaborative:	The act of City staff working collectively and concurrently to manage the City's tangible capital assets for the long term benefit and sustainability of the City.
Cost Drivers:	Reasons for investing in infrastructure: renewal, replacement, regulatory, growth, safety, economic development, community development, operations and maintenance (to ensure life cycle).
Cross Functional Team:	Is a collaborative team of tangible capital asset, financial and corporate City managers, and may include a Council representative.
Infrastructure Deficit:	A backlog of work on depreciated assets that often results in infrastructure failure, complaints and claims. Infrastructure deficit results in more costly repairs, reconstruction or replacement.
Linear Asset:	Linear infrastructure systems such as (but not limited to) roadway, water, wastewater, storm water, electrical distribution.
Non-Linear Asset:	Typically points of infrastructure such as (but not limited to) parks, playgrounds, buildings, vehicles, waste management facilities.
Quarterly Asset Management Meetings:	Regular pre-scheduled meetings held by the Cross Functional Team to collaborate on each year's investment in infrastructure, and discuss appropriate levels of revenues to fund infrastructure investment for a sustainable City.
Tangible Capital Asset:	Infrastructure that lives longer than one year and directly or indirectly provides a service the City residents, business or industry.

## **Vision and Goals for Infrastructure Asset Management**

Council's vision and goal for the City is a safe, liveable, resilient, sustainable and economically vibrant community underpinned by well managed and maintained infrastructure assets. These assets include but are not limited to efficient transportation networks, economic and reliable water and electrical distribution networks, safe and reliable sewage collection systems, reliable information technology systems, productive fleets, and accessible parks, recreation and civic facilities.

Though these assets age and deteriorate, by using sound asset management practices, Council and staff can be assured that the assets meet performance levels, are used to deliver the desired service in the long term and are managed for present and future City users.

This policy is to articulate Council's commitment to asset management, and guide staff using the policy. In doing so, this policy also outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective and organizationally adopted and used. This policy also demonstrates to the City that Council and staff are exercising good stewardship, and

is delivering sustainable services while considering its legacy to current and future City residents, businesses and industries.

Staff will implement the policy through the development and use of asset management practices, and will collaborate in their infrastructure decision-making and in their recommendations to Council. Since the performance of asset management is organization-specific, reflective of knowledge, technologies and available tools, and will evolve overtime, the responsibility for guidelines, practices and development of support tools are delegated to staff.

## **Policy Statements**

Infrastructure asset management is the strategic and tactical business practice of managing community infrastructure, encompasses many disciplines within the City, and involves the entire organization. To guide the organization, the following policy statements have been developed:

1. Council and staff will maintain and manage infrastructure assets at sustainable levels to support public safety, community well-being, economic prosperity, and community goals.
2. Staff will monitor standards and service levels to ensure that they meet and support the City's needs, goals and objectives.
3. Staff will develop, maintain and report on asset inventories of all its infrastructures.
4. Council and staff will establish infrastructure investment strategies through the use of full life cycle costing principles.
5. Council and staff will plan financially for the appropriate level of infrastructure investment to deliver service levels and extend the useful life of assets at acceptable levels of risk.
6. Council and staff will plan for and provide sustainable long term funding to replace and/or renew and/or expand and/or decommission infrastructure assets.
7. Where appropriate, Council and staff will consider and incorporate asset management in its other corporate plans, such as (but not limited to) Master plans, Official Community Plan, Integrated Community Sustainability Plan, Business Plans, Resource Management Plans, Environmental Plans, Designs, Facility Plans, and Economic Development Plans.
8. Council and staff will report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.

## **Policy Principles and Guidelines**

Council and staff will endeavour to undertake and adopt the following key principles of the infrastructure asset management policy:

1. Appoint and support an Asset Management Champion.

2. Ensure there are adequate people resources (staffing levels and skill sets) to undertake the City's asset management initiatives.
3. Develop and maintain a rolling 20 year AMIP, and include all cost drivers.
4. Develop and maintain a rolling 20 year AMFP.
5. Ensure there is a balance between the AMIP costs and AMFP revenues by making informed decisions, identifying all long term cost drivers and revenues associated with infrastructure asset decisions, including additions and deletions. Develop an infrastructure deficit management plan as part of balancing the AMIP and AMFP.
6. Tradeoffs should be done through the balancing of the AMIP and AMFP and decisions should be articulated and evaluated, and the basis for the decision recorded.
7. Use available resources effectively and manage assets in a sustainable business manner, minimizing total life cycle costs of assets.
8. Collaboratively integrate corporate, financial, business, technical and budgetary planning and decision-making for infrastructure assets. Collaboration to consist of regular quarterly meetings each year, with updates to Council and feedback from Council.
9. Establish organizational accountability and responsibility for asset inventory and reporting system, data rules/definitions, and levels of service, risk and performance.
10. Consult with stakeholders when and where appropriate.
11. Implement cost containment practices and explore economies of scale to reduce cost pressures.
12. Update other City plans with infrastructure asset management planning, priorities, and findings. Such plans to include (but not limited to): Master plans, Official Community Plan, Integrated Community Sustainability Plan, Business Plans, Resource Management Plans, Environmental Plans, Designs, Facility Plans, and Economic Development Plans.

### **Scope and Application**

This policy applies to Council and all staff using and managing the City's tangible capital assets in providing services to residents, business and industry.

### **Authority and Responsibility**

City policies are approved by Council. While staff, public and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend or rescind policies.

#### **Actions**

Adopt Asset Management Policy

#### **Responsibility**

Council and Chief Administrative

Monitor and review infrastructure levels of service, performance and risk at established intervals	Officer  Council and Chief Administrative Officer
Champion asset management within the City and ensure quarterly asset management meetings scheduled, chaired, and action items delivered: Q1. Mar – Needs & Cost Assessment Q2. June – Business Case Development Q3. September – Preliminary Budget Review Q4. December – Budget Approval and Allocation	Council and Chief Administrative Officer, senior staff
Develop and maintain infrastructure strategies and plans	Planning, Public Works, other asset operation and maintenance departments, Finance
Develop and maintain asset inventories and data system	Public Works, other asset operation and maintenance departments, Finance
Assess infrastructure levels of service, performance and risk	Public Works and other asset operation and maintenance departments
Establish and program balanced cost effective infrastructure replacement plans	Public Works and other asset operation and maintenance departments
Develop and maintain financial plans for infrastructure cost drivers. Balance AMIP and AMFP through collaborative trade-offs	Public Works, other asset operation and maintenance departments, Finance, Council
Report to citizens on status of the community's infrastructure assets and asset management program. The channels may include annual citizen reports, business plans, etc.	Council, Chief Administrative Officer, Corporate Communications

<b>THE CITY OF GRAND FORKS</b>			
<b>POLICY TITLE: Tangible Capital Assets</b>	<b>POLICY NO:</b>	<b>804-A1</b>	
<b>EFFECTIVE DATE: August 18, 2014</b>	<b>SUPERSEDES:</b>	<b>804</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 12</b>

**POLICY:**

The City of Grand Forks will record, account and disclose of its capital assets in accordance with the Public Sector Accounting Board (PSAB) requirements and this policy.

**POLICY OBJECTIVE:**

Under the *Community Charter*, the Municipality is required to comply with the financial reporting requirements of the Public Sector Accounting Board (PSAB).

The objective of this policy is to promote sound asset management and accounting for tangible capital assets (“TCA”) by establishing a framework for the accounting of the Municipality’s TCAs in accordance with PSAB 3150 Tangible Capital Assets. Accordingly, this policy should be considered within the overall context, constraints and requirements of PS3150, which remains the senior authoritative document.

**DEFINITIONS**

*All definitions are taken from PSAB 3150 (as at June 24, 2009) and are included here for ease of reference only; the reader should refer to section 3150 to ensure the definitions remain current.*

**Tangible Capital Assets:** Are non-financial assets having physical substance that:

- Are held for use in the production or supply of goods or services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets,
- Have useful economic lives extending beyond an accounting period,
- Are to be used on a continuing basis, and
- Are not for sale in the ordinary course of operations.

**Cost:** The gross amount of consideration given up, and directly attributable to, the acquisition, construction, development or betterment of a TCA. Capital grants would not be netted against the cost of the related TCA.

- capitalization thresholds
- segregation and pooling
- work in progress
- write-downs, write-offs, betterments
- amortization
- trade-ins and
- disposal
- presentation and disclosure.

Additional guidelines relating to the purchase and disposal of assets are contained in the City's Contracting Authority and Purchasing Policy 802 and Asset Disposal 804/805.

### ***Financial Accountability***

1. Departments are responsible for maintaining tangible capital asset information as provided through the application of these policies.
2. Departments are required to record and report periodic changes in tangible capital assets to the Finance Department consistent with the application of these policies.
3. Departments are required to verify tangible capital assets under their control through the completion of periodic physical counts. A reconciliation of each physical count to the Finance Department's accounting records should be completed as a part of this process.
4. It is policy that physical counts on moveable tangible capital assets are conducted at least annually and verification of non-moveable tangible capital assets be conducted at least every three years.
5. Departments are required to maintain tangible capital information such as location, usage, condition and maintenance records and ensure that proper control of tangible capital assets is maintained.
6. Departments are required to submit periodic tangible capital asset information in the designated format as requested by the Finance Department.
7. The Finance Department is responsible for monitoring the application of this policy and updating the policy on a regular basis.
8. The Finance Department is responsible for facilitating the approval of the capital budget and accounting for tangible capital assets in accordance with this policy, including the application of proper capitalization, categorization and amortization policies of the tangible capital assets.

9. The Finance Department is responsible for the accurate recording and reporting of tangible capital assets in the financial statements of the Corporation of the City of Grand Forks.

### ***Valuation and Measurement***

Purchased and constructed TCAs are valued and recorded at cost.

1. Costs for a purchase would include all direct purchase costs such as: purchase price, cost of installation, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs and duties.
  2. Cost for constructed assets would include all direct construction costs (equipment, material and labor charges) and directly related overhead.
  3. Direct costs DO NOT include:
    - General studies not related to a specific capital works (such as Service Master Plans that detail how to maintain an asset or asset category, or future capital works planning).
    - Carrying costs, such as interest charges on debt incurred to finance the construction, during the period of active construction to the date of substantial completion.
    - Costs for staff (and related operating costs) that perform administrative and managerial functions with respect to the capital works. This would include the management of the overall capital works program including the planning and tendering of works, grant application completion and development and management of related funding structures such as development cost charges.
- Direct costs DO include:
    - Third party costs incurred in anticipation of specific projects such as grant applications (whether approved or not), preliminary design or engineering works, appraisal costs, applications fees, handling and storage costs, advertising, public open houses etc.. These costs may be incurred a number of years prior to the works being approved and started. These costs are capitalized as Work In Progress until such time as the works are completed, or the costs are written off.
    - Costs for City staff who work directly on the construction of the capital works, such as installing a new water main. Costs would include salary, benefits and an allocation of directly related overhead (public works cost center costs for management, building & equipment, training etc.).
    - Costs for City equipment used directly on the construction of the capital works. Such costs are allocated through the use of equipment charge out rates times actual time spent on the capital work.

4. Costs of betterments are considered to be part of the cost of a TCA and are added to the recorded cost of the related asset.
5. Leased TCAs are valued and recorded in accordance with Public Sector Guidelines PSG-2 -Leased Tangible Capital Assets.
6. Contributed or donated TCAs are
  - Valued and recorded at **fair value** at the date of contribution. Where an estimate of fair value cannot be made, the TCA is valued and recorded at \$1.00.
  - TCAs contributed in lieu of a developer charge or as part of the normal development process (contribution of infrastructure upon development of a subdivision)

### **Classification**

The level of detail of capital assets maintained by the City is dependent on costs of data collection and storage vs benefit.

#### 1. Primary Asset Classification:

The primary classification breaks down the assets into the various government functions as follows:

- General Government
- Protective Services – Fire
- Protective Services - Other
- Transportation
- Sanitary Sewer System
- Storm Sewer System
- Water System
- Electrical System
- Recreation & Culture
- Development Services
- Cemetery
- Other

#### 2. Secondary Asset Classification:

The secondary classification breaks down each asset function into various asset types. The asset types and the assets included in each type, are the same\* as that detailed in the Ministry of Municipal Affairs, Local Government Infrastructure and Finance Division, May 2008, *Guide to the Amortization of Tangible Capital Assets*.

The asset types are summarized below (see Attachment A for more details).

- Land
- Land Improvements
- Buildings & Other Structures
- Furniture, Equipment and Technology
- Vehicles
- Transportation Infrastructure
- Water Infrastructure
- Sanitary Sewer Infrastructure
- Electrical Infrastructure
- Storm Sewer Infrastructure
- Other.

**Recognition and Capitalization Thresholds**

1. Tangible capital assets are recognized on the date of receipt of the capital goods, or when the asset is put into use for capital construction projects referred to as the “in-service date”. During construction capital work is classified as Work in Progress.
2. Capitalization Thresholds – Thresholds apply to the total cost of the purchased or constructed asset put into use. Future refinement to threshold levels may be necessary

<u>Asset Classification</u>	<u>Threshold</u>
Land	All
Land Improvements	>= \$5,000.00
Buildings & Other Structures	>= \$5,000.00
Furniture, Equipment and Technology	>= \$5,000.00
Vehicles	>= \$5,000.00
Infrastructure Assets	>=\$10,000.00
Other	>= \$5,000.00
Work-in-Progress	All

3. TCAs not meeting the above thresholds are expensed.

## Segmentation and Pooling

The total aggregate cost of a capital asset is segmented into components based on useful life. See following table for asset segmentation.

<u>Asset Classification</u>	<u>Level of Segmentation and/or Pooling</u>
Land	Segment by each legal parcel held.
Land Improvements	Segment by individual asset.
Buildings & Other Structures	<p><u>Generally</u> pooled by envelope, roof cover, interior finishes, and services (see Attachment A for a summary of what is included in each pool). May elect to further segment material, distinct components (eg.: electrical, flooring, interior finish etc.) to partially or fully replace the respective pool.</p> <p>The degree of segmentation for each building should be based on the value of the building (net book value) and variances in the useful lives of the various components. In general, a higher value and significant variances in useful lives would lead to greater segmentation.</p> <p>Older buildings owned prior to Jan/1/2009 will be initially accounted for on a single asset basis and converted to a component basis (pooled components or individual material components) as the components are replaced in future years.</p>
Furniture, Equipment and Technology	Similar assets will be pooled when the individual asset value is less than \$5,000 but when acquired in the same year as other like assets where the total value of the like assets purchased in the year exceeds \$5,000. Assets in these pools will be disposed of using the deemed disposition method.**
Motor Vehicles	<p>Segment by individual asset.</p> <p>Apparatus and equipment added to a vehicle will be accounted for as part of the Vehicle (single asset) if it is expected to have a useful life similar to that of the Vehicle. If its useful life is significantly different it may be recorded as a separate asset and classified under Furniture, Equipment and Technology.</p>
Infrastructure Assets	<p>Vertical Assets – segment by individual asset and further break into components as deemed appropriate by the Finance Officer.</p> <p>Linear Assets – segment by:</p> <ul style="list-style-type: none"> <li>• Major type as defined in terms of the assets specifications (ex. collector road, rural road etc.)</li> <li>• Then breakdown by length (typically road name measured from center line to centerline)</li> </ul>

**\*\*Deemed disposition** – assets in this pool may be replaced on a regular basis but the administrative costs to separately track and account for each acquisition and disposal

*transaction would be prohibitive. In these situations, the total additions are recorded and amortized over the applicable estimated useful life. The asset is assumed or deemed to have been disposed of in the last year of its estimated useful life. At the deemed disposition, the full cost of the addition and the related accumulated amortization is removed from the accounting records.*

### **Work in Progress**

1. Work-in-progress includes all current construction or development in progress on all tangible capital assets. These are costs incurred to construct a tangible capital asset before it is available for use. Accumulation of these costs cease when the asset is put into service.
2. All work-in-progress costs are to be reported separately under the work-in-progress asset category. As assets or significant portions of assets become available for service, they must be transferred to the regular asset categories for similar assets.
3. Where an asset has been constructed or developed, the estimated cost of the asset to final completion should be compared with the threshold for the asset category, to determine whether the asset would meet the minimum requirements to be considered a tangible capital asset.
4. Interest costs, incurred during the construction or development of tangible capital assets until the asset is ready for use and the asset is transferred to a regular asset category, may be added to the capitalized asset cost base.
5. Where a tangible capital asset is being constructed the department will clearly identify all costs related to the work and communicate these costs to the Finance Department.

### **Write-Downs**

1. Where it can be objectively estimated that a reduction in a tangible capital asset's useful life or service potential has occurred, and the reduction is expected to be permanent, then the tangible capital asset should be written down to the revised estimate.
2. A write-down shall not be reversed.
3. All write-downs must be approved by Council, with a copy of the approval forwarded to the Finance Department.

### ***Write-Offs***

1. When an asset is no longer useful or it is obsolete then it may be written off. When a write-off occurs, the historic cost of the asset and the related accumulated amortization are reduced to zero. Any remaining net book value of the asset becomes an expense in the accounting period.
2. Costs of projects that have been abandoned or indefinitely postponed should be written off in the period of abandonment or indefinite postponement.
3. All write-downs must be approved by Council, with a copy of the approval forwarded to the Finance Department.

### ***Betterments***

1. Betterments, which extend the useful life or improve the efficiency of the asset and meet the capitalization threshold of the asset class to which it relates, must be added to the historical cost and amortized.

### ***Amortization***

1. Amortization is a non cash expense for the use of the capital asset and is allocated based on its useful life. See Attachment A for Useful Life Estimates.
2. All assets, except land and work in progress assets, are amortized.
3. The amortization basis is straight line basis over the assets useful life, less salvage value if material.
4. Amortization begins on the first day of the month following purchase or construction completion.

### ***Trade-Ins***

1. Capital assets may be disposed of by trading them in.

### ***Disposals***

1. On disposal of a tangible capital asset, the asset and its associated accumulated amortization are to reduced to zero, and any gain or loss on disposal is recorded as a revenue or expense for the period.

**Presentation and Disclosure**

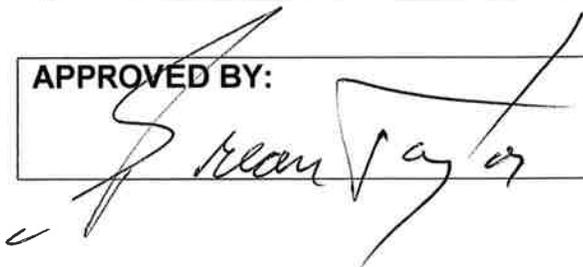
1. The City will present in accordance with PSAB
  - a. Cost of the asset
  - b. Additions to the assets
  - c. Disposals of the asset
  - d. Write downs
  - e. Amortization
  - f. Net book value
  
2. The City's annual audited financial statements will disclose
  - a. Method used to determine asset costs
  - b. Amortization
  - c. Estimated useful life of asset

**Living Document**

This policy is established to set guidelines for determining the valuation, classification, amortization rates and life expectancy of assets. It is recognized that not all assets will fall within the guidelines established, and from time to time there may be value in capitalizing assets that fall below the established thresholds, or to change the amortization method and expected useful economic life, or to account for an asset outside of an established pool. When determining the method for recording an asset, the City will consider the usefulness of the resulting information and the cost versus the benefit of collecting and maintaining it.

**RELATED POLICIES**

Policy No#	Policy Name
802	Contracting Authority & Purchasing
805	Asset Disposal

<b>APPROVED BY:</b> 	<b>DATE:</b> <i>Sept 2, 2014</i>
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## ATTACHMENT A

### SECONDARY ASSET CLASSIFICATION DETAILS

- Land - All land, except held for resale. Includes parkland, land for City facilities and land under roads and sidewalks.
- Land Improvements - All land improvements which will generally decay or break-down over time. Includes: landscaping, lighting (not street-lights), park infrastructure (tennis courts, outdoor pool, playing fields, playground equipment, fencing etc.), etc.
- Buildings & Other Structures - All buildings, arenas, stadiums etc. Includes the envelope/structure (including all studies, architectural and engineering services etc.), roof cover, services (plumbing, HVAC electrical etc.), and interiors (fittings and fixtures, elevators, ceiling/floor/wall finishes, doors etc.). Other structures include: retaining walls and parking structures (parkades).
- Furniture, Equipment and Technology - Includes tools, apparatus, computer equipment, office equipment, furniture and fixtures, vehicle attachments, library books, phone system, etc. May be installed in a building but can be moved and re-installed in another location.
- Vehicles – Insured, means of transportation.
- Transportation Infrastructure – Includes roads (roadway, sidewalks, medians, signage and curb and gutter), street lights, parking lots (but not parkades), alleys, bike and jogging paths, tunnels, bridges, and noise reduction berms.
- Water Infrastructure – Includes supply, distribution and treatment infrastructure.
- Sanitary Sewer Infrastructure – Includes collection, treatment and discharge infrastructure.
- Storm Sewer Infrastructure – Includes culverts and storm drains.
- Other – Includes assets not included in the other categories.

<b><u>Secondary Asset Classification</u></b>	<b><u>Useful Life</u></b>
Land Improvements	
Playground Equipment	15-20
Fencing	40-50
Artificial Turf Field	10-12
Washrooms	40-50
Building Structure	40-75
Building Improvements	
Exterior envelope	30-40
Services - HVAC systems, Electric/Plumbing/Fire	10-20
Roofs	15-20
Furniture, Equipment and Technology	
Public Works and Parks Equipment	7-10
Fire Services Equipment	15-20
Office Furniture, Fixtures & Equipment	5-20
Information Systems - Hardware	4-5
Information Systems - Software	5-10
Telephone System	7-10
Motor Vehicles	
Cars and Trucks	5-10
Fire Trucks	15-20
Infrastructure Assets	
Transportation	10-100
Water	10-100
Sewer	10-100
Storm Sewer	10-100

<b>THE CITY OF GRAND FORKS</b>			
<b>POLICY TITLE:</b>	<b>Asset Disposal Procedure Policy</b>	<b>POLICY NO:</b>	<b>805</b>
<b>EFFECTIVE DATE:</b>	<b>January 15, 2013</b>	<b>SUPERSEDES:</b>	<b>New</b>
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 2</b>

## **1.0 Purpose of Policy**

This procedure establishes guidelines for Departments to properly dispose of a Tangible Capital Asset.

## **2.0 Objectives**

- 2.1 Department managers will determine when municipal assets eventually become obsolete or have reached the end of their useful life.
- 2.2 Department managers will dispose of these assets while achieving maximum revenue potential and minimal disposal costs.
- 2.3 Department managers will protect the City's data and client information at all times.
- 2.4 Department managers will dispose of all assets with the environment and recycling in mind.

## **3.0 Responsibilities**

- 3.1 Department managers and supervisors will initiate the asset disposal process by completing an asset disposal request form and forwarding the form to the Chief Financial Officer.
- 3.2 The Chief Financial Officer will consider the information provided and together with the Department manager will recommend whether the asset should be traded in, sold by auction, sold by tender, offered to one of the City's reporting entities, taken to the Reuse Centre at the landfill or destroyed.
- 3.3 The asset disposal form and recommendations of the Chief Financial Officer will be forwarded to the Chief Administrative Officer for approval or other instruction.

3.4 The Chief Financial Officer will assist in coordination of the asset disposal by auction or tender and will direct Department managers or supervisors on other asset disposal methods.

i. All bids will be addressed to the Corporate Officer and will be opened precisely at the designated time on the designated day.

NO EXCEPTIONS.

ii. Notice for items to be disposed by auction or tender must meet Community Charter s. 94 Requirements for public notice.

3.5 The Department Manager responsible will destroy obsolete computer hard drives (understanding and agreeing that any computers, software, data and storage media may contain proprietary and confidential information about the City and its customers or its vendors, and that it is the property of the City at all times) and coordinate with the Chief Financial Officer to send the remainder of obsolete computers for e-waste recovery at the nearest recovery centre.

3.6 The Department Manager responsible for disposal will ensure that all City of Grand Forks identification marks are removed prior to disposal.

3.7 Persons responsible for supervising the disposal of the asset will record the date and certify the disposal on the asset disposal request form.

3.8 The completed asset disposal form will be forwarded to the Chief Financial Officer to update financial and asset records.

## **CITY OF GRAND FORKS**

**POLICY TITLE:** Real Estate Strategy Guiding Principles      **POLICY NO:** 806

**EFFECTIVE DATE:** March 26, 2014

**APPROVAL:** Council

**PAGE:** 1 of 4

### **POLICY:**

This policy defines a strategy to guide the City of Grand Forks in the acquisition, disposition and leasing of City owned property, in order to maximize the financial returns and for the utilization of these resources, to the benefit of the entire Community.

### **PURPOSE:**

To administer City real estate transactions in the budgeting process or through resolution of Council.

### **PROCEDURE:**

The following guiding principles, for Council's consideration, are as follows:

#### **1. City Policy Documents Considered First**

At the highest level, the fundamental policy documents of the City will provide guidelines for the potential acquisition, disposition and leasing of City-owned lands. These documents include:

- The **Sustainable Community Plan**, which establishes long-range physical development goals and objectives and sets out Municipal objectives on ensuring sustainability.
- The **Long-Term Financial Strategy**, which established long-range financial goals and objectives.
- The **Five-Year Financial Plan**, which includes identification of capital expenditures and proposed revenue sources.
- The **Annual Report**, which sets out Municipal objectives, establishes measures and reports on progress.
- The **Corporate Strategic Plan**, as adopted by Council in January of 2011, which outlines Council's initiatives.

- The **Community First agreement**, which sets out Municipal objectives in partnership with the Province of B.C., on strategically prioritizing Community and economic development needs.

## **2. Open Process**

The City, unless otherwise directed by Council, will publicly offer City-owned lands for sale or lease, through an Expression of Interest, Request for Proposal or other public marketing efforts.

## **3. Revenue Generation and Job Creation**

In order to maximize revenues and create more jobs, the City will:

- Sell or lease, whichever is most advantageous for the City, any lands that have been deemed surplus to the City's operational needs or have no broader Community purpose. Lease any lands that are vacant but are being retained by the City for future operational needs;
- Not hold vacant, City-owned lands for unreasonable periods of time.

## **4. Speculation/Development**

The City will not pursue land or develop its own lands, on a speculative basis. The Municipality's purpose under the Community Charter is to provide for "stewardship of the public assets of the Community." The City also does not possess the financial depth and Staff resources to speculate on acquisitions or development.

## **5. Acquisitions Through Rezoning**

The City will attempt to secure private lands of interest first, through rezoning applications.

## **6. Sponsored Crown Grants**

The City will attempt to locate any new Municipal buildings, facilities or parks, on Crown lands through a Sponsored Crown Grant, wherever feasible. Sponsored Crown Grants are made available to Municipalities by the Crown, at no cost, provided the land is only used for Municipal purposes.

## **7. Strategic Acquisitions**

The City will explore acquisitions to enhance the value of existing City-owned lands or provide strategic benefits to the Community and also with consideration to Council's Strategic Plan, SCP and other pertinent plans, (i.e. advancing environmental stewardship).

## **8. Secondary Benefits to Disposing**

The City will also consider disposing of City-owned lands to create secondary benefits, such as

- (1) catalyst to new development;
- (2) attract a key industry'
- (3) securing beneficial Community services or facilities.

## **9. Support Community Groups**

The City will continue to support Community organizations by providing land at a nominal fee, where the Council feels it supports their overall Community's goals, indentified in the Strategic Plan, Sustainable Community Plan and other relevant plans.

## **10. Annual Review to Develop Strategy**

Drawing on the principles above, it is recommended that an annual review be performed to identify:

- (1) City-owned properties for disposition and/or lease;
- (2) Crown/private properties for acquisition;
- (3) properties with opportunities for enhancement to the City and/or the Community. This analysis will provide important input into the City's Annual Operating Budget (i.e. appraisal costs, surveying...) and will provide input into the City's Capital Plan (i.e. potential proceeds, funds required). This review to be incorporated into Council's review of priorities during annual Council priority and strategic planning sessions.

## **11. Community Charter Governs Actions**

In terms of properties identified for acquisition/disposition, there are considerable regulations in the Community Charter governing how the City can participate in transactions. The requirements of the Community Charter are so prescriptive. There is no further requirement to establish policies in this regard. Key highlights of the Community Charter affecting the City's acquisitions/ dispositions include:

- Providing Assistance - if land is being disposed of to a business, Council needs to be aware of the prohibition against assistance to business: "Council must not provide a grant, benefit, advantage or other form of assistance, to a business," unless specifically provided for (Section 25). Assistance includes disposing of land or improvements for less than market value. If Council wishes to dispose of

land below market value, to assist a business, it can only do so in the context of a partnering agreement (Section 21). A partnering agreement enables a person to provide a service on behalf of Council. Council must provide prior notice of its intention to provide such assistance (Section 24).

- Fettering Council - any acquisition/disposition that may involve Council also exercising its legislative powers in considering land use matters should recognize the need to avoid Council's decision making.
- Use of Proceeds - Council is legally obligated to place the proceeds of property sales in a reserve fund for capital purposes and further restrictions exist in the case of:
  - the sale of parkland dedicated on subdivision or received in place of a development cost charge; or
  - the sale of closed roads which provided access to a body of water.
- Special Provisions - special provisions are required for the exchange or disposal of parkland, disposal of water and sewer systems and other utilities, Municipal roads, Municipal forests, disposal of assets acquired using provincial grants and disposal of lands obtained by tax sales: governed by Part 11. Division 8. Annual Tax Sale of the Local Government Act.

## **12. Budget Implications**

As outlined above, the recommended "Annual Review to Develop Strategy" will provide input into both the City's Annual Operating Budget and Capital Plan.

## **13. Policy Implication**

Provides a significant first step and foundation for guiding the City's future real estate decisions. Further policy work will follow with respect to leases/licenses.

## **14. Environmental Considerations**

Opportunities to advance environmental stewardship will be explored each year during the annual review and presented to Council for consideration.

## **15. Cost benefit to the City**

Opportunities to take advantage of any cost benefits to the City will be explored each year and presented to Council for consideration.

## THE CITY OF GRAND FORKS

POLICY TITLE: Inventory Policy

POLICY NO: 807

EFFECTIVE DATE: September 15, 2014

SUPERSEDES: New

APPROVAL: Council

PAGE:

1 of 4

### POLICY:

The City of Grand Forks will record, account and disclose inventory in accordance with the Public Sector Accounting Board (PSAB) requirements and this policy.

### POLICY OBJECTIVE:

The objective of this policy is to promote sound asset management accounting for inventory by establishing a framework for the consistent and accurate accounting of the City's inventory in accordance with PSAB 1201.

### DEFINITIONS:

***Inventory Held for Resale:*** Inventories held for sale are financial assets. These inventories are expected to be publicly sold by the City in an active market within one year. These assets provide resources to pay for existing liabilities or finance future operations of the City. These assets are not consumed by the City. Example are jet and aviation fuels and lands held for sale.

***Inventory Held for Use or Consumption:*** These are tangible non-financial assets which are acquired, developed or constructed and will be used or consumed by the City in the course of its operation to provide services in the future. Examples are park benches, fuel, department parts and supplies.

***Cost:*** Inventory will be recorded in the City records at cost being the gross amount of consideration given up and directly attributable to acquire, develop or construct the item.

***Lower of cost or net realizable valuation:*** To determine financial statement inventory valuation at year end, the value of inventory held for use will be lower of original cost or replacement cost. Inventory held for sale valuation will be determined as lower of cost or net realizable value being the estimated selling price in the ordinary course of business.

**Financial Statement Presentation:** According to PSAB 1201.050 and .057 the format of the statement of financial position should report segregated by main classification: Financial assets - inventories for resale and Non-financial assets - inventories held for use or consumption respectively.

## **PRINCIPLES**

The purpose of this policy is for the benefit of the City as a whole; for the user of the City's financial statements and managers of the City's assets. The City's financial stewardship of its inventories includes

- minimizing inventories on hand
- protecting inventories
- removal of obsolete/redundant inventory assets
- maximizing revenue potential and
- following environmentally responsible practices.

## **POLICY FRAMEWORK**

Included in this framework are policies for

- financial accountability
- classification
- management
- valuation
- presentation and disclosure

### ***Financial Accountability***

1. Department managers and supervisors will acquire assets following the City purchasing policy requirements. Purchase orders will support inventory purchases over \$1,000.00.
2. Responsibility for receipt of inventory includes inspecting for quality and quantity and if acceptable, confirming by initialing the invoice. The inventory should be recorded in the City's financial system and protected and secured in the stockroom until needed.
3. Cost threshold of individual inventory items is the responsibility of the Manager of Operations.

### **Classification**

#### **1. INVENTORIES FOR USE OR CONSUMPTION**

These assets have following attributes:

- a. Parts and supplies that are absolutely essential to restore services in the event the City experiences an emergency
- b. Parts and supplies needed to provide services on an ongoing basis and are not readily available (within 2 days)
- c. Custom items ordered by the City and required to provide services
- d. Unique inventory items from outside Canada.
- e. Fuels required for daily City vehicle operation
- f. Individual items with a cost greater than \$1,000.00 per unit.

#### **2. INVENTORIES HELD FOR RESALE:**

These assets include:

- a. Jet fuel
- b. Aviation fuel
- c. Land held for resale

#### **3. Items required that do not meet these characteristics should be expensed.**

### **Management**

1. Inventory items to have on hand and quantity thresholds are the responsibility of the Manager of Operations.
2. Inventory items on hand and excluded from the count should be considered for trade in, sale by auction or tender, offered to one of the City's reporting entities, taken to the Reuse Centre at the landfill or destroyed as per the Asset Disposal Policy. These items should be removed from the City's financial system.

### **Valuation**

1. Annually after December 31<sup>st</sup> a physical inventory count will be completed by each Department. The valuation of the physical inventory count will be determined by the Finance Department.
2. The Chief Financial Officer and Manager of Operations, prior to the physical count, will evaluate the criteria to be used in the inventory count.
3. The count sheets, provided by Finance, will be dated and signed by the Department individuals completing the physical count. The Manager of

Operations will review and approve the inventory counts before forwarding to the Finance Department for valuation.

4. The Finance Department is responsible for monitoring the application of this policy and updating the policy on a regular basis.

**Presentation and Disclosure**

1. The City will present in accordance with PSAB
  - a. Financial Assets – Inventories for resale
  - b. Non-financial Assets – Inventory held for use or consumption
2. The City's annual audited financial statements will disclose
  - a. Method used to determine inventory valuation costs

**RELATED POLICIES**

<b>Policy No#</b>	<b>Policy Name</b>
802	Contracting Authority & Purchasing
805	Asset Disposal

<b>APPROVED BY:</b>	<b>DATE:</b>
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<b>CITY OF GRAND FORKS</b>	
<b>POLICY TITLE: Asset Management Financial Policy</b>	<b>POLICY NO: 808</b>
<b>EFFECTIVE DATE: January 11, 2016</b>	<b>SUPERSEDES: NEW</b>
<b>APPROVAL: Council</b>	<b>PAGE: 1 of</b>

**BACKGROUND**

The City of Grand Forks’ Sustainable Community Plan, which provides a vision for the City and guidance on addressing several key challenges facing the City. One of these challenges is: “How we do strategically and sustainably deliver affordable services to our community?” To help address this challenge, the City developed its Asset Management Program.

The City’s Asset Management Program is founded on the concept of sustainable service delivery. This aims to ensure that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible manner), do not compromise the ability of future generations to meet their own needs. Failure to care for our infrastructure and manage our natural resources risks degrading, or even losing, the services our community enjoys, and that future generations may rely on.

At the core of sustainable service delivery is financial sustainability. A financially sustainable government provides valuable services to residents within available means while proactively taking measures to build and preserve services in the long run. Although the City can balance its operating budget to meet annual requirements, the City will have to adapt to revenue opportunities, expense pressures, and service demands that may change in the future. Only with stable and reliable revenues, and careful planning of expenditures, will the City be able to provide the services its residents need and enjoy both today and in the future.

Sustainable service delivery is achieved by ensuring that decisions made by staff and Council, both today and tomorrow, are guided by a cohesive set of principles and policies based on financial sustainability, as well as Council priorities. Asset Management BC has established a framework for sustainable service delivery.

The following wheel shows the systematic, integrated process the City will follow for Asset Management. The Framework, like this policy, is a living document. As best practices change and are updated, this Policy will also be periodically updated.



**PURPOSE**

The purpose of this document is to articulate the principles, strategies and policies to guide staff and Council in the work they do. This document provides the City with a blueprint for making good financial decisions through changing conditions, including the funding of asset renewal and aims to provide clarity to staff, Council and the community with respect to how financial decisions are made today and into the future.

This document is an important resource in the City’s overall decision-making framework. The graphic below illustrates the components of the framework for financial management.



## **SCOPE**

The scope of the principles and policies applies to decisions made by City Council and staff regarding financial management and service provision to residents, business and industry, in the following key areas:

1. Property taxation and Utility Rates
2. User Fees
3. Asset Renewal and Replacement
4. New Capital and Enterprise
5. Reserves and Surplus Funds
6. Debt
7. Grants
8. Development Finance
9. Operating

While each of these areas represents particular financial decisions regarding the financial balance – i.e., revenues and expenses – they are all interrelated and work together to provide the basis for the policy statements.

## **FINANCIAL MANAGEMENT PRINCIPLES**

The financial management policy statements contained within this document are consistent with the principles presented below. These principles serve as a basis against which the financial policies can be tested, reviewed and updated as needed in the future.

### **1. STABLE – The City’s financial management practices will be reasonably consistent year to year**

Residents and business would prefer that taxes, rates and user fee increases are measured and relatively consistent year-to-year, so that they are able to anticipate coming changes in their personal or business expenses.

### **2. INFORMED - Financial decisions take measured risks and maximize the utilization of assets and resources**

While in theory it is possible for all financial decisions made by a community to be free from risk, it wouldn’t necessarily be practical. There will be occasions when assuming some degree of risk is advantageous to the City in order to take advantage of opportunities or to be ready to meet the needs of a changing population. However, any risks that are taken need to be measured and carefully considered such that the delivery of City services is never in jeopardy.

### **3. FLEXIBLE - Financial decisions ensure future flexibility to adapt to opportunities and changing circumstances**

In an ever-changing world, opportunities and challenges inevitably will present themselves. The City needs the flexibility to take advantage of arising opportunities and to respond to imminent challenges. Resources will need to be accessible for the unforeseen and policy frameworks will need to allow for flexibility and swift action when required.

#### **4. RELIABLE - Revenues have a high level of certainty to support long-term service needs of the community**

The residents of Grand Forks value the services that they receive and are accustomed to. In order to meet these service level expectations, the City needs to ensure that spending for operations and infrastructure is effective and efficient. Similarly, revenues need to be reliable so that the investment required can be sustained over the long term.

#### **5. TRANSPARENT - Financial strategies, plans and processes are accessible and visible**

The citizens of Grand Forks, like in any community, need to understand what their local government is doing. Having information easily available and presented in a form that is easy to understand encourages discussion and engagement, and holds decision-makers accountable. Being transparent ultimately builds trust in the government and benefits the community overall.

#### **6. FAIR - Everyone pays a fair amount for the services they receive, services are reasonably accessible by all citizens, and the burden is spread evenly amongst all generations.**

### **FINANCIAL MANAGEMENT POLICY STATEMENTS**

Financial management policy statements have been developed for each of the nine key areas. They are intended to work together cohesively to align decision-making by City staff and Council.

#### **1. PROPERTY TAXATION AND UTILITY RATES**

Property taxes are generally used to fund services that are provided broadly to the whole community (e.g., roads, fire, transportation, drainage, waste collection and disposal).

Property tax is based on the assessed value of a property (i.e., land and improvements/buildings). Property owners have their property assessed on an annual basis by BC Assessment, and the assessed value of the property is then multiplied by the Grand Forks' tax rate (expressed as the amount of tax per thousand dollars of assessed property value) to compute an annual property tax. The tax rates are set for each of the various property classifications and adjusted annually to ensure that the City raises the required funds to support its annual budget.

**Objective** - To ensure property taxes and rates are sufficient to meet the community's short and long-term needs.

#### **Policy Statements**

Policy 1.1            The City will strive to ensure that property tax increases remain as stable as possible over time and within 2 percent of inflation year to year after the initial 3 year correction period has been completed.

Policy 1.2            Periodic reviews of taxes paid by individual classes will be conducted. Tax rates should be kept as competitive as possible to ensure continued investment both in the community and in the property itself. Recognizing that all tax classes have their financial challenges, tax shifts or tax redistributions will only be considered where a full comprehensive analysis and impact is undertaken. Where a tax shift is required, a gradual phase in will be considered to allow the properties in the class to adjust their budgets accordingly.

- Policy 1.3            Beginning in 2017, The City’s utility rates will increase consistently over time between 3 and 4 percent year to year, or balanced with additional revenues that have not yet been allocated or identified, to fund the asset management capital reserves.
- Policy 1.4            Information about how property tax is allocated will be provided to residents in a manner that is easy to understand.

## 2. USER FEES & CHARGES

User fees and charges are a way that the City raises revenues to cover the cost of providing a service to those that benefit from it.

User fees and charges should have a direct relationship to the actual cost of providing a service. Some services are funded by a mix of fees and general taxation; recreation facilities and the cemetery are a good example: user fees pay for some of the cost but taxation covers the balance.

**Objective** - To ensure user fees and charges are sufficient to meet the City’s needs.

### Policy Statements

- Policy 2.1            The City will evaluate and set user fees and charges fairly for the services received. This means that the user fees and charges reflect the level of service provided to the people who benefit from it and their ability to pay; it does not necessarily mean that user fees and charges will be equal for all users.
- Policy 2.2            The City will regularly review and communicate to the public how user fees are established.
- Policy 2.3            Fees and charges will be periodically reviewed to ensure accounting for inflation and any changes in the level of service provided.

## 3. ASSET RENEWAL AND REPLACEMENT

The delivery of local services greatly depends on a wide variety of infrastructure, such as roads, buildings and water systems. While much of this infrastructure lasts a long time, it does eventually need to be renewed or replaced. The replacement of these assets is expensive and therefore needs to be carefully planned for so that the City maintains its financial sustainability over the long term. The timing and funding requirements for asset renewal and replacement are part of the City’s long-term capital plan.

The Asset Management Plan sets out priorities for capital infrastructure upgrades in order to provide appropriate levels of service to the community over the long term. Deviations from the plan that defer needed asset renewal or replacement projects add to the City’s infrastructure deficit and can jeopardize future service levels and lead to unexpected asset failures which can be costly and potentially pose a risk to public health and safety.

The City’s Asset Management Plan using a risk based decision-support tool prioritizes investments in linear infrastructure (water, sewer, roads) renewal and replacement based on an assessment of:

- **Risk (likelihood of occurrence; consequence or impact)**
- **Desired level of service**
- **Affordability**

The decision-support tool identified three levels of funding for roads, water and sewer assets only. There is over \$58 million in priority 1-3 projects required in the next 20 years. Priority 1 investments are assets with a high likelihood and consequence of failure. For example, 5<sup>th</sup> Street Water Main Replacement is a Priority 1 renewal.

Asset Category		Total Cost Priority 1	Total Cost Priority 2	Total Cost Priority 3	Total Infrastructure Investment
Linear	Water System	\$ 2,616,494	\$ 4,966,512	\$ 777,158	\$ 8,360,164
	Wastewater System	\$ 6,306,309	\$ 13,470,105	\$ 862,643	\$ 20,639,057
	Roadways	\$ 5,078,765	\$ 13,909,426	\$ 10,372,419	\$ 29,360,610
<b>Totals</b>		<b>\$ 14,001,568</b>	<b>\$ 32,346,043</b>	<b>\$ 12,012,220</b>	<b>\$ 58,359,831</b>

The following table summarizes the amount needed to fund 50% of recommended annual investment for all assets including roads, water, waste water, buildings, fleet, storm and electrical systems.

Asset Category		Replacement Value	Average Annual Infrastructure Investment*	50% of Average Annual Infrastructure Investment
Linear	Water System	\$ 27,200,000	\$ 784,000	\$ 392,000
	Wastewater System	\$ 25,994,000	\$870,000	\$ 435,000
	Stormwater System	\$ 5,201,000	\$131,000	\$ 65,500
	Electrical System	\$ 9,700,000	\$228,000	\$ 114,000
	Roadways	\$ 34,533,000	\$1,240,000	\$ 620,000
Non-Linear	Buildings and Facilities	\$ 20,053,000	\$293,000	\$146,500
	Fleet	\$ 4,382,000	\$276,000	\$138,000
<b>Totals</b>		<b>\$ 127,063,000</b>	<b>\$ 3,852,000</b>	<b>\$ 1,926,000</b>

\*\$30,000/year has been included for annual infrastructure inspections and asset management planning

**Objective** - To proactively manage and re-invest in City assets in order to, at a minimum, maintain levels of service for future generations.

### Policy Statements

- Policy 3.1 The City will, at a minimum, invest 50% of the annual recommended infrastructure investment in accordance with the Asset Management Plan.
- Policy 3.2 The City will conduct reviews of the Asset Management Plan and annual asset funding every five years to ensure it continues to meet the long-term infrastructure renewal needs of the community.
- Policy 3.3 The Asset Management Plan will balance funding with level of service and risk. For example, if the likelihood of failure of a sanitary main is high due to its age

and condition, and the potential consequences to public health are deemed to be high, the City may decide that the risk to public health is sufficiently high to renew the infrastructure earlier than what would be required to accommodate growth.

It is important to note, as infrastructure investments are delayed, risks grow exponentially. Some assets could be run to failure, while other will need to be replaced before they fail. By understanding the risk (consequence and likelihood of failure) and condition, projects can be strategically prioritized to address infrastructure investment needs while minimizing risk.

- Policy 3.4 The City will seek additional sources of funding for asset renewal. As the additional funding will mostly be from uncertain sources (e.g., grants), it is not intended to replace the certain funding established in the annual base budget.
- Policy 3.5 The City will implement proactive, preventative maintenance and renewal strategies to minimize the life cycle costs of infrastructure.
- Policy 3.6 The City will continually consider options for cost containment measures and alternative revenue sources to balance costs and revenues. This could include investigating approaches such as: alternate maintenance management practices, adjusting levels of service, increasing risk where appropriate, refining system capacity, building and protecting reserves, economies of scale, renewable energy sources and applying these measures to a triple bottom line approach to capital planning.

#### 4. NEW CAPITAL & ENTERPRISE

Just as it is imperative for a local government to invest in asset renewal and replacement, it must also invest in new capital in order to meet the needs of a growing and dynamic population. New capital projects should be supported by a sound business plan. Having a clear process in place for deciding when and how to invest in new capital, grounded in best practices, will facilitate sound financial decision-making that is understood and supported by Council, staff and the general community.

The City will take a holistic, multiple-account approach to prioritizing capital projects; evaluating emergent opportunities against existing priorities; and communicating the decision-making process in a way that is transparent and easy for all to understand.

**Objective:** To ensure the provision of new capital projects is financially sustainable, and leverage resources to provide services that are aligned with City priorities.

##### Policy Statements

- Policy 4.1 The City will follow a clear, documented process for decision-making on new capital. This process will be openly communicated to Council, staff, and the community.
- Policy 4.2 New capital investments should be made in accordance with the City's master plans in order to address the community's highest needs.
- Policy 4.3 The City's long-term capital plan will be prioritized based on social, economic and environmental factors, full life cycle cost, and risk tolerance.
- Policy 4.4 The City may invest in capital projects in response to emergent opportunities if they align with the community objectives and priorities.
- Policy 4.5 In order to provide new services that might not normally be funded, the City may consider establishing new sources of funding or revenue streams. This may be accomplished, for example, through exercising rights conferred on the City through legislation, and leveraging City assets.
- Policy 4.6 The City may partner with and leverage other entities in order to deliver the most effective and efficient services to residents.

## 5. RESERVES AND SURPLUS FUNDS

Saving money for future projects and unexpected expenditures is an important planning consideration for the City. Reserves provide a financial mechanism for saving money to finance all or part of future infrastructure, equipment, and other requirements. Reserve funds can also provide a degree of financial stability, by reducing reliance on indebtedness to finance capital projects and acquisitions, or flexibility to leverage opportunities as they arise.

There are three basic types of reserves:

<b>Accumulated surplus</b>	This is the net annual surplus that builds up over time.
<b>Reserve accounts</b>	These are reserves that are set aside for a future purpose, but can be readily repurposed through a Council resolution, based on a solid business case.
<b>Statutory reserves (Reserve funds)</b>	These are reserves that are established by Council for a specific purpose through a bylaw. These reserves cannot be repurposed without revising the bylaw. Legislated use reserves (as identified in the Community Charter), such as DCC's, cannot be repurposed.

Sufficient reserves offer the City resiliency in the event of abrupt changes to costs or revenues, and they should be generated and allocated judiciously as part of the City's overall financial management practices.

**Objective** - To build reserves so the City has the flexibility to invest into asset renewal, respond to opportunities, and maintain or improve levels of service

### Policy Statements

Policy 5.1	The City will ensure that each fund (General, Water, Electrical and Sewer) has a dedicated asset management capital reserve, the purpose of which is documented at the time it is established.
Policy 5.2	Operating surplus balances will be maintained at a minimum of 15 percent to a maximum of 25 percent of operating costs.
Policy 5.3	Minimum asset management capital reserve balances will be sufficient to fund Priority 1 asset replacement. Maximum asset management capital reserve balances will be in accordance with the long-term asset management requirements identified in the asset management plan.
Policy 5.4	Uncommitted annual surplus will be directed to asset management capital reserves to fund asset renewal.

## 6. DEBT

Debt is a common tool that local governments use to finance capital expenditures over both the medium and long terms. Debt is viewed as a fair way of financing a project since those who are paying the principal and interest charges are able to benefit from the service immediately. This is different than having a "pay as you go" strategy, which requires some or all of the funds to be built up over time before completing the project.

When interest rates are low, the use of debt to deliver projects can be very attractive; however, local governments need to carefully consider the long-term financial impacts. Generally, a local government may not commit more than 25 per cent of its total own-purpose revenues to service debt and other long-term obligations without requesting permission from the Province.

**Objective** - To ensure debt is used prudently to maintain the City's financial sustainability.

### **Policy Statements**

- Policy 6.1 Debt servicing costs will remain at or below 20 percent of annual taxation in order to ensure that the annual debt payments are reasonable and that future debt capacity remains to take advantage of emergent opportunities.
- Policy 6.2 Relatively stable capital expenditures, such as paving roads and replacing water mains, will be financed using current revenues wherever possible; debt will not be the preferred financing mechanism.
- Policy 6.3 Debt capacity will be preserved for when it is truly needed; e.g., for major capital investments such as community sewer system expansions, wastewater treatment plant improvements, or a major community facility.
- Policy 6.4 The City will make the early retirement of existing debt a priority when it is beneficial to do so.

## **7. GRANTS**

A grant is a transfer of money to the City from another entity (generally a higher level of government). There are two types of grants in general: conditional and unconditional.

- Conditional grants** These are provided for a specific purpose and may not be used for any other project. An example would be the provincial Gas Tax Capital Grants.
- Unconditional grants** These are provided without conditions on their use. An example would be the provincial Gas Tax community works fund.

Grants are a useful tool in a local government's financial tool box, and they can be used strategically to offset costs to taxpayers and ratepayers. However, a reliance on grants to fund capital projects and services will undermine a community's ability to attain financial sustainability. Furthermore, most grants require that the beneficiary covers a portion of the cost to deliver the project; this can lead to funds being diverted from where they are actually, and highlights the need for grants to be leveraged for projects that are a local priority.

**Objective** - To strategically leverage grant opportunities.

### **Policy Statements**

- Policy 7.1 The City will budget for projects annually under the assumption that conditional grants will not be available.
- Policy 7.2 The City will only pursue grants that will support community projects that have previously been identified as a local priority.

## 8. DEVELOPMENT FINANCING

As Grand Forks grows, so too does the demand for new or expanded infrastructure. Financing this necessary infrastructure is an important responsibility of the City and requires careful consideration.

A number of development finance tools are available to local governments with development cost charges (DCCs) being the most prevalent. DCCs are collected by local governments from land developers to offset the cost of new or expanded infrastructure for new users, such as roads, drainage, sewers, water, and parks. DCCs are one-time charges that are paid by the developer at the time of subdivision or acquiring a building permit. DCCs do not pay for operating costs or for the future repair, rehabilitation or replacement of infrastructure; i.e., asset renewal.

**Objective** - To ensure growth pays for growth and does not impose a financial burden on City taxpayers.

### Policy Statements

- Policy 8.1 DCCs will be used as part of the overall financing strategy to pay for new infrastructure required to service growth.
- Policy 8.2 Where existing users benefit from new or upgraded infrastructure required to service growth, the costs to pay for the infrastructure will be distributed fairly between the existing and the developer.
- Policy 8.3 The breakdown of costs between developers and existing users will be fair and will be made available to residents in a way that is easily understood.

## 9. OPERATING

The City strives to provide infrastructure and to deliver services to the community that meet its residents' needs today and over the long term; and residents expect relatively consistent levels of service over time and across neighborhoods. In order to achieve this, reliable revenues are needed in order to sustain ongoing operations over the lifetime of a service or assets; without them, service levels may be affected and assets can quickly become liabilities.

The City will live within its means and follow best practices in order to ensure that existing and future services align with priorities; that the full financial cost of operations are understood in order to adequately cover them through appropriate means; and that future needs are anticipated and planned for today.

**Objective:** To ensure operations receive sufficient financial support to provide programs and services to residents.

### Policy Statements

- Policy 9.1 The City will regularly review its services to ensure they align with the City's priorities.
- Policy 9.2 The City will regularly review its operating costs to ensure that services are being delivered effectively and efficiently.
- Policy 9.3 The full financial cost of service provision, including long-term staffing requirements, will be understood and considered by Council and administration when making investment decisions.
- Policy 9.4 The City will set taxes, fees and charges to achieve full cost recovery, where appropriate, for operating costs. Ongoing operating costs will not be covered through reserves, debt, or grants.

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

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**PROTECTIVE SERVICES: Fire Services**

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

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**PROTECTIVE SERVICES: Community Safety**

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

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**PUBLIC WORKS: Roads, Streets, Sidewalks**

<b>1101</b>	Banners: Central Avenue	Revised	2009	Approved
<b>1102</b>	Banners: Light Standards	Revised	2009	Approved
<b>1103</b>	Snow Clearing Roads and Airport	Revised	2012	Approved
<b>1104</b>	Snow Clearing of Sidewalks	Revised	2012	Approved
<b>1105</b>	Urban Forest	New	2018	Approved

## CITY OF GRAND FORKS

**POLICY TITLE: Banners – Central Avenue**

**POLICY NO: 1101**

**EFFECTIVE DATE: JULY 20, 2009**

**SUPERSEDES:**

**APPROVAL: Council**

**PAGE: 1 of 3**

### **POLICY:**

Council may provide an opportunity and venue for the advertisement of special community events in and around the City, provide a venue to capture tourist traffic off Highway #3, and to increase local awareness of community functions.

### **PROCEDURE:**

#### **Location:**

- Banner poles are located on Central Avenue between 2<sup>nd</sup> and 3<sup>rd</sup> Streets.

#### **Banner Specifications:**

- 1) Banners eligible for display shall meet the criteria established in this policy. The City of Grand Forks reserves the option of not honoring a request to display a banner, which does not meet the specified banner criteria.
- 2) Banners used for display shall be purchased, paid for and owned by the applicant. The City assumes no responsibility for the care, maintenance or condition of the banner displayed.
- 3) Banners shall meet the following construction specifications:
  - Standard length shall be determined by staff.
  - Standard width shall be 4 ft. (1.2m).
  - Sufficient vent openings to minimize the "sail effect".
  - Connection breakaway strength 1,000 lb. (454kg) to withstand 45 mph winds (80km).
  - 3/16<sup>th</sup> inch stainless steel cable (no rope) sewn into top and bottom.
  - Fabric must be of canvas or vinyl to ensure durability for the display period.
- 4) Banners shall be designed so that both sides of the banner surface contain a message and/or decoration.
- 5) The visual images and written messages of the banners shall be within the confines of good taste. City staff processing the application may reject an application deficient in this regard.
- 6) Banners are permitted only to advertise time-limited community festivals, events and activities. Commercial sponsorship of events will be limited to identification only and occupy no more than 20% of the surface. Commercial advertising is not allowed. Any federal, provincial and/or municipal regulations concerning commercial sponsorship shall also apply.

**Banner Display:**

- 1) Applicants permitted to display banners shall be non-profit, charitable groups or municipal government.
- 2) The standard period for banner display will be one week but may be renewed weekly up to three weeks if no other applications are pending for the period.
- 3) Completed applications for the display of a banner shall be considered on first come first served basis. Where there is more than one application received for a single or overlapping display period, staff will negotiate with the applicants in an effort to reach a mutually agreeable arrangement for display.
- 4) Completed applications shall be submitted to City Hall at least four weeks prior to the desired banner display period.

**Banner Installation and Removal:**

- 1) Applicants shall deliver the banner to the City Works Yard at least 3 days before the start of the approved display period.
  - 2) Applicants may request the City to store the banner at the City Works Yard. The Manager of Works & Services has the authority to request that owners store their own banners.
  - 3) The City of Grand Forks shall not assume any responsibility for the cost of any damages to the banners whatsoever. In the event the banner becomes significantly damaged, deteriorated or detached, it will be removed
- 
-

## REQUEST TO HANG BANNER

**Note:** All banners must be in good repair with adequate ventilation for wind conditions. It must have 3/16<sup>th</sup> inch stainless steel cable sewn into top and bottom and fabric must be canvas or vinyl to ensure durability. City staff has the authority to refuse unsafe banners. The City is not responsible for loss or damage to banners.

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Dates Requested: \_\_\_\_\_  
(preferably Monday – Friday)

Has your banner been approved by the City in the past?    YES \_\_\_\_\_ NO \_\_\_\_\_

Is your banner stored at the Public Works Yard?    YES \_\_\_\_\_ NO \_\_\_\_\_

Have you read the Policy attached to this form?    YES \_\_\_\_\_ NO \_\_\_\_\_

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**CITY OF GRAND FORKS**

<b>POLICY TITLE: Banners – Light Standards</b>	<b>POLICY NO: 1102</b>
<b>EFFECTIVE DATE: JULY 20, 2009</b>	<b>SUPERSEDES:</b>
<b>APPROVAL: Council</b>	<b>PAGE: 1 of 2</b>

**POLICY:**

To bring colour to the City, specifically Central Avenue, Council may provide an opportunity and venue for the advertisement of special events occurring in and around the City, provide a venue to capture tourist traffic, and to increase local City visitation.

**PROCEDURE:**

**Location:**

1. **Location:**

The light standards are located in four specified group areas along Highway #3 and Central Avenue.

- (a) Spraggett intersection
- (b) 68<sup>th</sup> intersection
- (c) between Riverside and 7<sup>th</sup> Streets
- (d) between Boundary Drive and the A & W Restaurant

**Banner Specifications:**

2. **Banner Specifications:**

- (a) Banners eligible for display shall meet the criteria established in this section. The City of Grand Forks reserves the option of not honoring a request to display banners which do not meet specified criteria:
  - Standard length 72 inches.
  - Standard width 30 inches.
  - Standard sleeves – tip and bottom 3 inches.
  - Standard 1-inch grommets, inner top and bottom, to secure banner to pole.
  - Fabric must be minimum 200 denier nylon or cloth equivalent.
- (b) Banners shall be designed so that both sides of the banner surface contain a message and/or decoration.
- (c) Visual images on banners shall be within the confines of good taste and shall uniquely represent Grand Forks (ie. Sunflowers, Sasha, City Hall, Slag, Russian buildings, heritage buildings, Flour Mill, etc).

- (d) Written messages shall be discouraged (see thru fabric reverse image) and shall occupy no more than 20% of the surface.
- (e) Commercial sponsorship of community events will be limited to identification only and occupy no more than 20% of the surface. Commercial advertising is not allowed.

**Banner Display:**

- 1) Applicants permitted to display banners shall be non-profit, charitable groups or municipal government.
- 2) The standard period for banner display will be one week but may be renewed weekly up to three weeks if no other applications are pending for the period.
- 3) Completed applications for the display of a banner shall be considered on first come first served basis. Where there is more than one application received for a single or overlapping display period, staff will negotiate with the applicants in an effort to reach a mutually agreeable arrangement for display.
- 4) Completed applications shall be submitted to City Hall at least four weeks prior to the desired banner display period.

**Banner Installation and Removal:**

- 1) Applicants shall deliver the banner to the City Works Yard at least 3 days before the start of the approved display period.
- 2) The City of Grand Forks shall not assume any responsibility for the cost of any damages to the banners whatsoever. In the event the banner becomes significantly damaged, deteriorated or detached, it will be removed

## CITY OF GRAND FORKS

**POLICY TITLE:** Snow Clearing Roads & Airport **POLICY NO:** 1103

**EFFECTIVE DATE:** August 20<sup>th</sup>, 2012 **SUPERSEDES:**

**APPROVAL:** Council **PAGE:** 1 of 1

### **POLICY:**

This policy defines a process by which the City of Grand Forks will provide snow-clearing services for Municipal Roads and the Grand Forks Airport. Snow removal operations shall be carried out in order of street priority, as indicated below.

### **PURPOSE:**

To identify the City's snow clearing priorities for Roads and the Airport.

**STREETS:** (A see attached map.)

## **Priority #1**

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- Granby Road from Highway 3 to City gravel pit and Valley Heights Dr.
- 2nd Street from Airport to north side of bridge.
- 72<sup>nd</sup> Ave. from 5<sup>th</sup> Street to 8<sup>th</sup> Street.
- 8<sup>th</sup> Street from 72<sup>nd</sup> Ave. to Kettle River Dr.
- Kettle River Dr. from 8<sup>th</sup> Street to 68<sup>th</sup> Ave.
- 68<sup>th</sup> Ave. from Kettle River Dr. to Spraggett.
- 7<sup>th</sup> Street from 72<sup>nd</sup> Ave. to 75<sup>th</sup> Ave. (excluding Central Ave)
- 75<sup>th</sup> Ave. from 7<sup>th</sup> Street to Riverside Dr.
- Riverside Dr. from 75<sup>th</sup> Ave. to Riverside Meadows
- Boundary Dr. from 68<sup>th</sup> Ave. to 77th Ave. (excluding Central Ave)
- 19<sup>th</sup> Street from 68<sup>th</sup> Ave. to Donaldson Dr. (excluding Central Ave)
- Donaldson Dr. from 19<sup>th</sup> Street to North Fork Rd.
- 77<sup>th</sup> Ave. from Boundary Dr. to 17<sup>th</sup> Street.
- 17<sup>th</sup> Street from 77<sup>th</sup> Ave. to McCallum View Dr.
- McCallum View Dr. from 17<sup>th</sup> Street to 76<sup>th</sup> Ave.
- 76th Ave. from McCallum View Dr. to Donaldson Dr.

- 22nd Street from Central Ave. to 78<sup>th</sup> Ave.
- 76<sup>th</sup> Ave. from 22<sup>nd</sup> Street to 23<sup>rd</sup> Street
- 75th Ave. from 22nd Street to North Fork Rd.
- 27<sup>th</sup> Street from 68<sup>th</sup> Ave. to Central Ave.
- 27<sup>th</sup> Street from Central Ave. to 75<sup>th</sup> Ave.
- 25<sup>th</sup> Street from Central Ave. to 75<sup>th</sup> Ave.
- 73<sup>rd</sup> Ave from Boundary Drive to 11<sup>th</sup> Street.
- 11<sup>th</sup> street from 73<sup>rd</sup> Ave to Kettle River Dr.
- 72<sup>nd</sup> Ave. from Boundary Dr. to 12<sup>th</sup> Street
- 12<sup>th</sup> Street from 72<sup>nd</sup> Ave. to 73<sup>rd</sup> Ave.

## **Priority #2**

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- City owned parking lots and general residential streets.

## **Priority #3**

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- Cul-de-sacs, lanes and alleys.

## **Downtown Core Snow Removal**

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- The downtown core will be cleared when deemed necessary by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator. (Typically a Priority #2, some clearing of piled snow may drop to a Priority #3)

(Downtown snow removal can be complex and should be cleared taking into consideration the amount of snow, temperature, time of day, day of week etc.. Therefore the timing for the removal of snow in the downtown core will be decided on by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator)

# Airport Snow Removal

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Snow removal at the Municipal Airport shall be as follows:

## **Priority #1**

- When an emergency Medi-vac call originates, personnel will immediately be dispatched to clean the runway and taxiway A of snow.
- When more than 4 inches of snow falls runway and taxiway A are cleared.
- When freezing is expected after melting conditions the runway and taxiway A may be cleared as a Priority #1.  
(Not being proactive with removal of slush or melted snow during the day could negate 24 hour Medi-Vac access to the Grand Forks Airport when temperatures drop below freezing)

## **Priority #2**

- At all other times the airport will be considered a priority #2.

## CITY OF GRAND FORKS

**POLICY TITLE:** Snow Clearing of Sidewalks **POLICY NO:** 1104

**EFFECTIVE DATE:** August 20, 2012 **SUPERSEDES:**

**APPROVAL:** Council **PAGE:** 1 of 1

### **POLICY:**

This policy defines a process by which the City of Grand Forks will provide snow-clearing services for Municipal Sidewalks. The City will clear snow and ice from sidewalks in the priority identified below.

### **PURPOSE:**

To identify the City's snow clearing priorities for Sidewalks.

**SIDEWALKS:** (A see attached map.)

## **Priority #1**

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- Multi-Use Trail in South Ruckle from Community Garden to Central Avenue
- Central Avenue on south side from Multi-Use Trail end to 19<sup>th</sup> Street
- Central Avenue on north side from 19<sup>th</sup> Street to Boundary Drive
- Boundary Drive from 68<sup>th</sup> Avenue to 77<sup>th</sup> Avenue
- Central Avenue north side from Boundary Drive to Yale Bridge
- Sidewalks in the downtown core adjacent to city owned property
- Wheel chair ramps and alley drops
- Central Avenue on south side from 2<sup>nd</sup> to 19<sup>th</sup> Streets
- 19<sup>th</sup> Street from Central Avenue to 68<sup>th</sup> Avenue
- 68<sup>th</sup> Avenue from 19<sup>th</sup> Street to Kettle River Drive
- Kettle River Drive from 13<sup>th</sup> Street to 8<sup>th</sup> Street
- 8<sup>th</sup> Street from Kettle River Drive to 72<sup>nd</sup> Avenue
- 2<sup>nd</sup> Street from 72<sup>nd</sup> Avenue to Industrial Drive

## **Priority #2**

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- All other sidewalks within the Municipal boundary as deemed most efficient by City Staff.



City of Grand Forks  
7217 4<sup>th</sup> Street  
Grand Forks, BC V0H 1H0  
250.442.8266  
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# Council Policy

**Urban Forest**

Established: May 7, 2018

Rescinded: N/A

Contact Department: Public Works

## Guiding Principle

A healthy urban forest provides habitat, ecosystem function and amenity values to the City.

## Purpose

To provide regulations for the control and management of trees and vegetation on City owned property.

## Definitions

In this policy, unless the context otherwise requires:

“**certified wildlife / danger tree assessor**” means a person who has completed the *Wildlife Danger Tree Assessor’s Course*, administered by the Wildlife Tree Committee (WTC).

“**dangerous tree**” means the same as in the Occupational Health and Safety Regulation

“**managed open space**” means all City-owned parks, playgrounds, pathways and boulevards

“**recreational trail**” means an informal trail used by the public for accessing natural areas and waterways and not established or maintained by the City.

“**wildlife trees**” means any standing dead or live tree with special characteristics that provide valuable habitat for the conservation or enhancement of wildlife.

## Scope

This policy applies to City staff and contractors maintaining the City’s urban forest.

## Policy Statements

The City will manage its urban forest for the public benefit including, but not limited to:

- Reduction of air pollution
- Dust control
- Wind breaks
- Noise control
- Rainfall interception
- Shade
- Habitat improvement
- Aesthetics
- Biodiversity
- Soil stabilization and improvement
- Riparian area improvement

The City will maintain and periodically review an Urban Forest Plan to meet these policy goals.

**Risk management**

The City will manage risk in accordance with industry standards for recreational trails and areas. The City will provide minimal oversight of natural areas with no City maintained infrastructure.

To manage risk for trees with the potential to interact with City-maintained public use areas, trails, roads, and infrastructure, and private property, the City will undertake a periodic risk assessment of trees and vegetation to:

- inform planning decisions and management procedures regarding trails, parks, recreation, infrastructure and property protection;
- identify areas with wildlife habitat value and potential danger tree issues requiring further assessment;
- inspect trees capable of causing damage.
- minimize the spread of invasive species.

The City will comply with the federal Migratory Birds Convention Act, federal Species at Risk Act and the provincial Wildlife Act. Tree-cutting will be avoided during the bird nesting season and a Qualified Environmental Professional (QEP – includes Arborist, R.P. Biologist, or R.P. Forester) is required to complete an assessment prior to cutting during bird nesting season.

**Tree Donations by Individuals**

At the discretion of the Manager of Operations or designate, the City will accept donations by individuals for trees. Tree location and species must be approved by Manager of Operations or designate. Fees may apply.

**Prohibitions**

The City of Grand Forks shall not permit the planting or pruning of any tree on property owned by the City except in compliance with the guidelines set by the Provincial and Federal legislation or this policy.

**Tree Selection**

The selection of City tree types shall be chosen from the recommended list of trees by the public works department and will take into account the input from the affected neighbors.

**Tree Removal**

The Tree Management Procedure directs the pruning, removal, or transplanting of any City tree by public works or authorized persons. It considers:

1. staff decision making and authorizations
2. tree management triggers
  - a. disease or injurious insects
  - b. interference with another tree
  - c. interference with municipal or utility infrastructure
  - d. high hazard rating as determined by a certified wildlife / danger tree assessor
3. replacement plan
  - a. ratio of trees removed to trees planted
4. tree management requests by residents
  - a. neighbourhood significance
  - b. removal and replacement costs
  - c. impact on service provided by green infrastructure
5. reconsideration of staff decisions.

**References**

- Urban Forest Plan
- Tree Management Procedure

Amendments

- N/A

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

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**PUBLIC WORKS:**

<b>1201</b>	Use of James Donaldson Park	Existing	2009	Approved
<b>1202</b>	Water Use and Regulation	Revising	2009	Approved
<b>1203</b>	Use of City Park	Existing	2009	Approved
<b>1204</b>	Sewer Blockages in Private Sewers	New	2009	Approved
<b>1205</b>	Establishment of Electrical Utility Rates	Rescinded	2015	Rescinded
<b>1206</b>	Campground Procedure Policy	New	2013	Approved

**CITY OF GRAND FORKS**

**POLICY TITLE: Use of James Donaldson Park POLICY NO: 1201**

**EFFECTIVE DATE: July 20, 2009**

**SUPERSEDES:**

**APPROVAL: Council**

**PAGE: 1 of 1**

**PURPOSE:**

To establish criteria for the use of James Donaldson Park to protect the substantial taxpayer investment in the baseball facilities in the park.

**POLICY:**

James Donaldson Park is designated as primarily a baseball park. The Park can be used for other events, subject to the following conditions:

1. The organizers enter into a Park User Agreement with the City of Grand Forks, and obtain 3<sup>rd</sup> party liability insurance naming the City as an additional insured on that policy (for the duration of the event).
2. No Cleats are to be worn in the park, with the exception of playing baseball on a 90 foot base field.
3. No change to the in-field can occur. The basic configuration of the baseball field must remain in tact. No changes to the bases, pitcher's mound, etc. will be permitted.

**CITY OF GRAND FORKS**

**POLICY TITLE:** Water Use and Regulation **POLICY NO:** 1202

**EFFECTIVE DATE:** September 15th, 2010 **SUPERSEDES:**

**APPROVAL:** Council **PAGE:** 1 of 4

**PURPOSE:**

To establish criteria for Water usage within the City.

**POLICY:**

Schedule A attached to this policy will determine the water usage regulations for the City.

The City Manager or designate is authorized to issue watering restrictions from time to time as conditions warrant. Hours of usage may be varied from time to time depending on weather, water consumption, pumping station and well capacity and reservoir levels.

In the event of mechanical breakdown that causes pumping capacity to be reduced or reservoir level to drop, the City Manager or designate may cancel water usage times.

# THE CORPORATION OF THE CITY OF GRAND FORKS

## SCHEDULE A TO POLICY NO: 1202

*"Water usage for sprinkling shall be restricted to all City consumers to the following days and times:*

*Those premises with "even" numbered civic addresses may sprinkle on "even" numbered days (ie: 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, etc)*

*Those premises with "odd" numbered civic addresses may sprinkle on "odd" numbered days (ie: 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, etc)"*

### MANUAL SPRINKLERS

*From 7:00 a.m. until 9:00 a.m.*

*And*

*From 7:00 p.m. until 9:00 p.m.*

### AUTOMATIC TIMED UNDERGROUND SPRINKLERS

*Either*

*From 12:00 a.m. (Midnight) until 4:00 a.m.*

*Or*

*From 7:00 a.m. until 9:00 a.m.*

*And*

*From 7:00 p.m. until 9:00 p.m.*

*But not both*

*"Water usage for sprinkling shall be permitted on the 31<sup>st</sup> day of any month as follows:*

**MANUAL SPRINKLERS**

*Those premises with "odd" numbered civic addresses may sprinkle in the mornings from 7:00 a.m. until 9:00 am*

*And*

*Those premises with "even" number civic addresses may sprinkle in the evenings from 7:00 p.m. until 9:00 p.m.*

**AUTOMATIC TIMED UNDERGROUND SPRINKLERS**

*Either*

*From 12:00 AM (Midnight) until 4:00 a.m.*

*Or*

*Those premises with "odd" numbered civic addresses may sprinkle in the mornings from 7:00 a.m. until 9:00 am*

*And*

*Those premises with "even" number civic addresses may sprinkle in the evenings from 7:00 p.m. until 9:00 p.m.*

*But not both*

*Flower gardens, vegetable gardens and newly planted lawns and landscapes may be hand watered at any time using a hand held nozzle. i.e.- no manual sprinklers.*

**FOR NEW PLANTED LAWNS AND LANDSCAPES – FIRST MONTH ONLY**

*Newly planted lawns and landscapes may be sprinkled twice a day everyday from 7:00 a.m. to 9:00 a.m. and 7:00 p.m. to 9:00 p.m. for the first month only using either manual sprinklers or automatic timed underground sprinklers.*

*Automatic timed systems can be used to water up to 5 minutes per zone at a time with total watering time not to exceed 4 hours.*

*Newly planted lawns and landscapes may be hand watered using a hand held nozzle at any time. i.e. no manual sprinklers.*

*City Parks and Cemetery will adhere to the same number of hours as residential water sprinkling.*

*Other water usage restrictions would be subject to:*

- 1. News bulletins on the radio and in the newspaper*
- 2. City Newsletter*
- 3. Notice presented to individual property owners*

**CITY OF GRAND FORKS**

<b>POLICY TITLE:</b>	<b>Use of City Park</b>	<b>POLICY NO:</b>	<b>1203</b>
<b>EFFECTIVE DATE:</b>	<b>July 20, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

**PURPOSE:**

To establish criteria for the use of City Park to protect the substantial taxpayer investment in the park facilities.

**POLICY:**

City Park is designated to accommodate family activities. The Park can be used for a number of events, subject to the following conditions:

1. Recognizing that the Park is located in proximity to a residential area, and the park includes an area used by overnight campers, the organizers of events are responsible to keep the noise level in the park to a reasonable level, and if asked to turn the music, or any other public address system, down, they must do so.
2. All Park Use Must be Terminated by 10:00 p.m.
3. The City may require that security be provided for some events.
4. No service of liquor, unless it is approved by Council resolution and declared as a special event day, for obtaining the required Special Occasion Liquor Licence. This approval will be conditional upon the organizers entering into a Park Use Agreement with the City, obtaining Party Alcohol Liability Insurance and naming the City of Grand Forks as an additional insured on this policy for the days approved by Council.
5. All Food vendors must be licenced by the City of Grand Forks and located in approved areas only.
6. Event Organizers are requested to fill out an Event Form, available at City Hall, at least one month prior to the event to assist our Public Works department in coordinating their workplan.
7. Event Organizers may be required to provide a deposit, in an amount to be determined by the type of event, where there is potential for damage and vandalism
8. Event Organizers shall ensure that no person will:
  - damage or destroy any sign, building, property or fixture
  - deposit rubbish, garbage, or refuse of any kind except in receptacles provided for that purpose
  - start, maintain or renew a fire except in a camp stove, fireplace and grill provided for that purpose
9. Event Organizers shall ensure that the event will not operate to exclude any member of the public from use and enjoyment of the park.
10. The City reserves the right to refuse use of the park for events where there is potential for damage, vandalism, crowd control issues, liquor abuse, or inadequate planning and security for events.

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Blockages in Private Sewers</b>	<b>POLICY NO:</b>	<b>1204</b>
<b>EFFECTIVE DATE:</b>	<b>JULY 20, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>		<b>PAGE:</b>	<b>1 of 2</b>

### Purpose:

The purpose of this Policy is to establish guidelines for the City's involvement in cleaning private sewers.

### Policy:

1. It is the responsibility of the owner or occupant to have a qualified plumber, with a City of Grand Forks business licence for plumbing work, respond to all private sewer problems.
2. The owner is responsible for all costs for blockages and backups that occur within or below their property.
3. The owner is responsible for all costs for blockages and/or sanitary sewer backups caused by neglect of the owner or the occupant of the premises. This includes but is not limited to, blockages due to grease build up, blockages due to large materials being discharged into the sewer and any tree roots from within their property.

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Campground procedure policy</b>	<b>POLICY NO:</b>	<b>1206</b>
<b>EFFECTIVE DATE:</b>	<b>May 1, 2013</b>	<b>NEW:</b>	<b>2013</b>
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

### **Purpose:**

The Operations Department will operate the City Campground in accordance the policy of the City of Grand Forks. The policy will address the dates for the site to be opened and closed, how the site will operate and the rules that will regulate the site as per the approval of City Council.

### **Policy Procedure:**

### **Establishing rates:**

This will be completed by August 1 each year for the subsequent year of camping to assist with timely advertising of rates through the Visitor Information Center

The rates will be established by multiple criteria:

1. Comparable rates for municipal campgrounds in BC that provide similar services
2. Consider the operational costs for the past three years and ensure the cost are being covered to include labour, materials and equipment
3. A meeting that includes the Manager of Operations, Representative from the Visitor Information Center and the Chief Financial Officer shall be arranged annually to audit the costs. This information will be used to assist with preparation of the following year's operational budget for the campground.
4. Once the review has been completed the findings will be discussed with the Chief Administrative Officer and considered as part of the following year's operational budget.
5. Once the rates are established by Council resolution they will be included in the City's rates bylaw and amended annually by Council as needed.

### **Current Rates:**

Current Campground Rates once established, will be noted in the "Rates Bylaw".

**Seasonal (May 1 to Sept 30<sup>th</sup>) rates for services will include:**

Tenting

RV Parking - No Hook-ups

RV Parking - Water, Sewer & 50/30 AMP service

Long term tenting (Over two weeks) Paid in advance

Long term camping (Over two weeks) Paid in advance

**Off Season (October 1 to April 30<sup>th</sup>) rates shall be paid in advance. Services include:**

- No tenting
- No washrooms
- RV Parking – No Hook-ups
- RV Parking – Sewer (weather permitting) & 50/30 AMP service (no water service)
- No snow removal service

**Group Rate** - Any inquiries must be requested to the City Council in writing addressed to Mayor and Council and should clearly outline the request. Peak season requests will be considered at the Peak seasonal rate. All requests are required to be submitted by January 15<sup>th</sup> and October 15<sup>th</sup> of each year.

**Camp Fires: No Campfires are Allowed**

**Cancellation Policy:**

- 48 hour cancellation policy; if there is no written receipt prior to 48 hour cancellation policy the penalty shall be charged to the customer shall be one night camping rate as per the site reserved and the type of camping requested. (No exceptions)

**Check in and Checkout:**

- Checkout at 12:00PM
- Check in 1:00PM or earlier if the site is ready ( Subject to the campground attendants information)

**Pets:**

- Pet friendly, but pets must be on a leash at all times

**RV Site Size and Restrictions :**

- 40' RV maximum; no restrictions on slides or width of RV
- Sites 1-7 is 30' deep (for shorter RVs)
- Sites 8-15 is 40' deep (for longer RVs)
- Sites 16- 21 Pull-through
- Parking for 2 vehicles is allowed on an RV site

## **Reservations:**

Reservations are handled at three locations: City Hall and the Visitor Information Center and by the seasonal staff on site. No reservations will be booked until the site availability has been confirmed by staff.

All reservations will be booked into the cloud service set up by the City of Grand Forks. All reservations bookings outlined on the Cloud Service will be considered final and will prevail in the event there is a discrepancy

### **Information required to reserve a site:**

- Credit card info including: Name, expiry date and CVD (3 digit #)
- Address including e-mail (if available), phone number and dates reserved (arriving & departing dates)
- Names, number of people, and if there will be pets

## **Tenting:**

### **Maximum # of tents per site = 2, configured as follows:**

- one family size tent and a smaller one, or
- 2 medium sized tents, or
- 1 medium sized tent and a smaller one, or
- 2 pup tents
- Visitors staying in the back of trucks pay a tent fee with no extra charge for one additional pup tent on the same site

## **WI-FI**

- Wireless internet is included and the access code will be provided upon receipt of payment

## **Washrooms and Showers**

Subject to availability the campground washrooms will be available to the guests of the campsite at no additional cost. (Campground Washrooms are closed during heating season)

## **Unauthorized Camping**

All unauthorized or un- paid occupation of any campsite will result in the Bylaw enforcement officer attending the site and attempting to contact the unauthorized occupant. If the Bylaw Enforcement Officer is not able to locate the occupant the site will be cleared at the owner's expense.

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

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**ENVIRONMENT & WASTE MANAGEMENT**

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Use of City Property or Facilities</b>	<b>POLICY NO:</b>	<b>1207</b>
<b>EFFECTIVE DATE:</b>	<b>July 17, 2017</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 7</b>

### Purpose

To establish guidelines for the use of City property or facilities.

### Definitions

**Event Organizers** means the non-City organizer of the activity or event.

### Policy Statements

#### 1. Limitations

The City will endeavour to meet all requests to use its property or facilities so long as it does not represent an unreasonable burden on its resources. The City reserves the right to refuse use of its property for events where there is potential for damage, crowd control issues, liquor abuse, inadequate planning, or if any provision of this policy is not met.

#### 2. Public good

Requests that would require a significant amount of City resources may require a statement of anticipated benefit to the City or its residents, or may be sent to Council for decision.

#### 3. Sufficient notice

Event Organizers will fill out an Event Request Form, available at City Hall, at least one month prior to the event.

#### 4. Food and drink

Event Organizers will follow the Interior Health Authority regulations for permits and food safety.

5. Alcohol

Event Organizers will hold a liquor license and Serving It Right certification.

6. Amplified sound and noise

Event Organizers will comply with the noise bylaw or have an exemption passed by Council.

7. Fires

Event Organizers must follow fire safety protocols acceptable to the fire department.

8. Hazardous materials

All hazardous materials stored or used in an activity or event will follow safety protocols and have emergency plans in place.

9. Waste management

Event Organizers will ensure there are sufficient garbage and recycling bins and that the site is left clean.

10. Electrical services

The City will provide electrical connections at its discretion, where available, and upon request.

11. Road closures

Road closures are at the discretion of the City. The authorization of road closures will take into account the potential impact on emergency access, businesses and residents.

12. Tents, stages, and temporary structures

Temporary structures will be set up safely and in a way that allows emergency access, and must be removed by the event organizer.

### 13. Liability and Insurance

The City will not be responsible for personal injury or damage, for loss, damage or theft of clothing, materials and/or equipment on the premises. The Event Organizer shall indemnify and save harmless the City and its staff, and will hold adequate insurance that names the City as additional insured.

### 14. Parking

Activities or events will not block access to private property or public services, or unduly encroach on residential parking. It is the responsibility of the Event Organizer to notify residents if they anticipate an impact.

### 15. Attendance

Events expecting more than 150 people attending will have a risk management plan.

### 16. Smoking

Event Organizers must follow provincial smoking regulations, identify a designated smoking area, and provide butt disposal. Smoking is prohibited indoors or around children.

### 17. Washrooms

Events with public assembly in enclosed areas will meet BC Building Code requirements for the number of washrooms provided. Event Organizers will ensure washrooms are kept in sanitary condition.

### 18. Commercial Use on Public Property

See Policy 1208: Temporary Commercial Use on Public Property.

### 19. Playing fields

The City will ensure playing fields are kept in good condition and will accommodate reasonable requests for special maintenance related to the event.

## 20. City Equipment

The City will lend bleachers, barricades, picnic tables, garbage cans, Hi-Viz vests, and traffic cones as available and upon request.

## 21. City Facilities

City facilities are available for use subject to the terms of a Facility Use Agreement.

## 22. Private Equipment Stored on City Property

Private equipment may only be stored on City property by special arrangement. The City is **not** responsible for managing or safeguarding private equipment stored on City property.

## 23. Damage

The City may require a damage deposit in a Facility Use Agreement.

Event Organizers shall ensure that no person will:

- damage or destroy any sign, building, or property;
- deposit rubbish, garbage, or refuse of any kind except in receptacles provided for that purpose.

## 24. Security

The City may require the Event Organizer to provide security for large events.

## Schedule A: Procedure

<b>Item</b>	<b>Description</b>	<b>Staff responsible or designate</b>
Food and Drink	Obtain copies of the permits or a description of why they are exempt.	Deputy Corporate Officer
Alcohol	Create an RFD for the requested liquor license. Obtain a copy of liquor license if issued.  <u>Supporting document:</u> RFD for liquor license request.	Deputy Corporate Officer
Amplified Sound System	Create an RFD for a requested exemption to the noise bylaw.  <u>Supporting document:</u> RFD for noise bylaw exemption.	Deputy Corporate Officer
Fires	Coordinate the activity specifications with the requirements of the fire department.	Fire Chief
Hazardous Materials	Obtain a copy of the safety protocols and emergency plan for any hazardous materials.	Deputy Corporate Officer
Waste Management	Ask what type and how much waste will be generated. Offer City equipment as appropriate and make sure the Event Organizer has a plan for managing waste.  <u>Supporting document:</u> Event request form	Deputy Corporate Officer
Electrical Services	Have the Event Organizer fill in an Electrical Service Request form and coordinate it with Public Works.  <u>Supporting document:</u> Electrical Service Request form	Power Distribution Coordinator and Deputy Corporate Officer

Item	Description	Staff responsible or designate
Road Closures	<p>Have the Event Organizer fill in the "Road Closure Notification" form. Check that all properties that use the affected road are included on the form. Make sure the Event Organizer has the capacity and equipment to safely close the road and put up appropriate signage, and that they notify emergency services.</p> <p><u>Supporting document:</u> Road Closure Notification form</p>	<p>Manager of Operations and Deputy Corporate Officer</p>
Tents, stages, and temporary structures	<p>If many structures are planned, obtain a site plan. Check with Public Works for buried utilities if the structures are heavy or if any stakes etc. are being driven into the ground. Run any site plans past the building inspector and fire department to check for additional requirements.</p> <p><u>Supporting document:</u> Site plan template</p>	<p>Deputy Corporate Officer</p>
Insurance	<p>Check the MIA risk matrix for the appropriate level of insurance.</p> <p><u>Supporting document:</u> MIA risk matrix</p>	<p>Chief Financial Officer and Deputy Corporate Officer</p>
Parking	<p>Obtain a parking plan for large events.</p> <p><u>Supporting document:</u> Parking plan template</p>	<p>Manager of Operations and Deputy Corporate Officer</p>
Attendance	<p>If the event expects more than 150 attendees, then obtain a risk management plan.</p> <p><u>Supporting document:</u> Risk management plan template</p>	<p>Fire Chief and Deputy Corporate Officer</p>

<b>Item</b>	<b>Description</b>	<b>Staff responsible or designate</b>
Smoking	Ask Event Organizer if they will have a designated smoking area. If so, have them mark it on a site plan.  <u>Supporting document:</u> Site plan template	Deputy Corporate Officer
Number of Toilets	Check the number of existing facilities against the anticipated number of attendees. If more toilets are required, inform the Event Organizer of how many portable toilets they will need.  <u>Supporting document:</u> BC Building Code	Manager of Development and Engineering, and Deputy Corporate Officer
Washrooms	Ensure there are enough City staff on during the event to do extra cleaning, or for larger events, obtain the event plan for janitorial services.	Deputy Corporate Officer
Vending / Commercial Use of Public Property	Follow Policy No. 1208	Deputy Corporate Officer
Playing Fields	Ensure there are enough City staff resources and accommodate all reasonable requests for special maintenance.  <u>Supporting document:</u> Event request form	Public Works Coordinator and Deputy Corporate Officer
City Equipment	If available and appropriate, lend City equipment to the Event Organizer.  <u>Supporting document:</u> Event request form	Public Works Coordinator and Deputy Corporate Officer
City Facilities	Fill out a facility use agreement and go over it with the Event Organizer.  <u>Supporting document:</u> Facility Use Agreement.	Manager of Operations and Deputy Corporate Officer

**CITY OF GRAND FORKS  
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**ARTS AND CULTURE:**

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**LAND AND DEVELOPMENT:**

<b>1501</b>	Road Closure Policy	Reviewed	2009	Approved
<b>1502</b>	Strata Title Conversion Policy	Reviewed	2009	Approved
<b>1503</b>	Economic Dev. Advisory Committee	New	2011	Approved

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Road Closure Policy</b>	<b>POLICY NO:</b>	<b>1501</b>
<b>EFFECTIVE DATE:</b>	<b>July 20, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

### Purpose:

To have money on hand for the recovery of costs for expenses involved in a permanent road closure and ensure that the City does not incur any costs relative to another party's request for road closure.

### Policy:

It is Council's policy that all applications for permanent road closures from applicants wishing to take title to the property in question shall be accompanied by a deposit of \$2,500.00. All costs relative to the road closure and payment of market value for any property transferred will be at the sole cost of the purchaser. The City will establish the market value price for the property.

### Policy Procedure:

1. \$2,500.00 deposit and a fair market value appraisal, agreed to by the applicant, will be required prior to the City taking any action to initiate road closure.
2. Should the Applicant decide not to proceed with the road closure, at any time during the process, the deposit will be refunded to the applicant, less any related costs incurred by the City. Should the City decide not to proceed with the Road Closure, at any time during the process, the deposit will be refunded to the Applicant.
3. Where the costs of the road closure exceed the amount of the deposit, the applicant will be required to pay such excess costs, as calculated by the City and will include all legal, survey, appraisal, advertising and land title fees.
4. Where the total final costs of the road closure are less than the deposited amount, the overpayment will be refunded to the applicant.
5. As a condition of the road closure, the closed portion of road must either be consolidated with the adjoining property, or another road must be constructed to replace the closed road.
6. The process for the road closure must follow the Provincial Government regulations.

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b> Strata Title Conversion Policy	<b>POLICY NO:</b> 1502
<b>EFFECTIVE DATE:</b> July 20, 2009	<b>SUPERSEDES:</b>
<b>APPROVAL:</b> Council	<b>PAGE:</b> 1 of 2

### **Purpose:**

To establish a procedure for dealing with applications to Council for the conversion of previously occupied buildings into strata lots as required by the Strata Property Act.

### **Policy:**

1. Requests to Council for conversion shall meet the following criteria:
  - Compliance with the applicable bylaws of the municipality;
  - Compliance with the B.C. Building code; and
  - The applicant must submit a letter of intent and an application for preliminary acceptance of subdivision, with the applicable fees set out in the Fees and Charges Bylaw.

The above criteria will require a building inspection and zoning check.

1. Council must consider the following when making their decision of approval or denial of a request for conversion:
  - Rental vacancy rate;
  - Proposals to relocate persons currently occupying the building;
  - Life expectancy of the building;
  - Increases in maintenance costs due to condition of building; and
  - Any other matters deemed relevant to the conversion;
  - Council, by resolution will delegate to the Approving Officer, the authority to sign the "Endorsement by Approving Authority", which is attached to this policy as "Schedule A" and the final signing approval of the strata plans, on the proviso that the applicant meets the following terms and conditions within one (1) year of the approval in principle:

- A report from a structural engineer, registered in the Province of B.C. stating that the building is of a reasonable quality for its age, including reference to the state of repair, general workmanship and measure of compliance with relevant bylaws; and
  - That the building meets all the current building code requirements for strata conversion.
3. If the application for conversion is denied, Council's decision is final and may not be appealed.

**Strata Property Act**

**Form T**

**ENDORSEMENT BY APPROVING AUTHORITY**

*(Section 242; Regulation section 14.5 (4))*

I certify that the conversion of the buildings included in this strata plan have been approved under section 242 of the *Strata Property Act*.

Date: .....[month day, year]\*.

.....

Signature of Authorized Signatory of Approving Authority

.....

Name of Municipality (or as the case may be)

\* Section 242 (9) provides that the endorsement must be dated not more than 180 days before the date the strata plan is tendered for deposit.

## CITY OF GRAND FORKS

**POLICY TITLE: Economic Development Advisory Committee POLICY NO: 1503**

**EFFECTIVE DATE: November 7, 2011**

**NEW:**

**APPROVAL: Council**

**PAGE: 1 of 2**

### **Purpose:**

To establish An Economic Development Advisory Committee with Terms of Reference.

### **Policy:**

#### 1. Purpose of Committee:

The purpose of the Economic Development Advisory Committee is to assist and advise Council and Staff on matters pertaining to sustainable Economic Development and Tourism including but not limited to the following:

- (i) Maintaining a comprehensive economic development plan;
- (ii) Work on strategies for advancing economic development within the City which facilitates community sustainability in areas of business attraction, expansion and retention;
- (iii) Collaborate with other Community Stakeholder groups to establish economic development and tourism common goals/practices for the good of a sustainable community;
- (iv) Assist the city in building appropriate relationships with regional stakeholder groups, provincial government ministries and provincial agencies for the good of a sustainable community.

#### 2. Scope:

Due to the broad nature of the advisory committee, members will be required to have a general knowledge of economic development, tourism and community sustainability principals.

#### 3. Advisory Committee Membership:

The Grand Forks Economic Development Advisory Committee shall be appointed by resolution of Council and will be comprised of:

- One (1) City Councillor (and 1 alternate)

- Eight (8) public members

4. Term of Office:

Public members appointed on a three (3) year calendar rotation by resolution of Council expires December 31<sup>st</sup> in the year;

2012 – 2 public members

2013 – 3 public members

2014 – 3 public members

Public members shall not serve more than two (2) consecutive terms unless no one is re-appointed by direction of Council. Council members may be appointed annually. Council may request the resignation of any Committee member at any time or if a member misses four (4) consecutive meetings. Any member of the Committee may resign at any time upon sending notice to Council.

5. Chairmanship:

Chairperson shall be elected annually by members of the Committee at the first meeting of the year and shall remain in the chair for their term.

6. Meetings:

Meetings will be set monthly, day and time to be set at the first meeting of the year.

7. Budget:

The Committee will develop a budget that will be presented to Council for inclusion in the 5 year financial plan.

8. Remuneration:

Citizen volunteers will serve without remuneration.

9. Administrative Authority:

Chief Administrative Officer

**CITY OF GRAND FORKS  
POLICY INDEX**

**Policy  
No.**

**STATUS      DATE      PROPOSAL**

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**RISK MANAGEMENT:**

<b>1601</b>	Administration	Existing	2009	Approved
<b>1602</b>	Building Inspection-Planning	Existing	2009	Approved
<b>1603</b>	City Electrical	Revised	2018	Approved
<b>1604</b>	Finance	Existing	2009	Approved
<b>1605</b>	Fire Suppression & Prevention	Existing	2009	Approved
<b>1606</b>	Small Claims	Existing	2009	Approved
<b>1607</b>	Public Works	Existing	2009	Approved
<b>1608</b>	Maint. & Inspection of Roadways & Sidewalks	Existing	2009	Approved

## CITY OF GRAND FORKS

**POLICY TITLE:** Risk Management Administration      **POLICY NO:** 1601

**EFFECTIVE DATE:** September 8, 2009      **SUPERSEDES:**

**APPROVAL:** Council      **PAGE:** 1 of 1

**POLICY:**

City Hall Staff will provide information to and from elected officials of the community and staff. Administrative staff will respond and direct members of the public to the appropriate office or department on specific inquiries.

**PURPOSE:**

To ensure that the City is in compliance with relevant municipal statutes, regulations, by-laws and policies which govern the operation and management of the municipality and to respond to the requests and directions from Council.

**PROCEDURE:**

The City will provide through the office of the City Manager/City Clerk, a number of administrative functions, including, but not necessarily limited to the following:

Public Relations	Council/Staff Relations
Preparation of Agendas	Recording Minutes
By-law Drafting	By-law Administration
Business Licences	Building Permits
Zoning Applications	Development Permits
Legal Opinions	Liability Questions
Complaint Resolution	Labour Relations

## CITY OF GRAND FORKS

**POLICY TITLE:** Risk Management POLICY NO: 1602  
Building Inspection/Planning

**EFFECTIVE DATE:** September 8, 2009

**SUPERSEDES:**

**APPROVAL:** Council PAGE: 1 of 1

### **POLICY:**

The City of Grand Forks will strive within the approved financial and manpower resources to plan the development of the City through community plans and through the construction plan review process as set out in the City's by-laws.

### **PURPOSE:**

To ensure compliance with the City's by-laws including but not necessarily limited to the Official Community Plan By-law, the Land Use Regulation By-law, the Building By-law, the British Columbia Building Code, the Business Licence By-law and the Unsightly Premises By-law.

### **PROCEDURE:**

All applications for Building Permits, Development Permits, Development Variance Permits and any other permits or approvals required under the jurisdiction of the Department will be processed in an efficient and expedient manner.



City of Grand Forks  
 7217 4<sup>th</sup> Street  
 Grand Forks, BC V0H 1H0  
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 www.grandforks.ca

# Council Policy

## Risk Management City Electrical

Established: September 11, 2006  
 Rescinded: N/A

Contact Department: Electrical

### **Guiding Principle**

According to the Workers Compensation Act Section 115, every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which that employer's work is being carried out.

Accidents can be controlled through good management in combination with active employee involvement.

### **Purpose**

To provide electrical service to customers in accordance with the terms and conditions set in the "City of Grand Forks Electrical Regulatory Bylaw", as well as any terms or conditions that may be required by the Canadian Standards Association.

To maintain the City Electrical Utility System, including the distribution equipment and other related equipment and accessories, in a safe manner within the approved financial resources.

### **Scope**

This policy applies to anyone working on the City's electrical distribution system.

### **Policy Statements**

The City of Grand Forks is committed to providing a safe, healthy work environment and to conducting its various operations in a safe and protective manner.

The City will provide and maintain a safe and healthy work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness.

All employees will perform their jobs properly in accordance with established procedures and safe work practices.

Safety is the direct responsibility of all managers, supervisors and employees.

### **References**

- Electrical Department Safety and Operational Procedures
- Workers Compensation Act

### **Amendments**

- February 2018 – review and rewrite of existing policy 1603 in conjunction with new operational procedures.

## THE CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Risk Management Finance</b>	<b>POLICY NO:</b>	<b>1604</b>
<b>EFFECTIVE DATE:</b>	<b>September 8, 2009</b>	<b>SUPERSEDES:</b>	

<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>
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### **POLICY:**

The Finance Department will manage the financial affairs of the City (including its owned utilities) in accordance with the provisions of the Local Government Act and Community Charter, and any other relevant direct applicable legislation and the financial policies and directions as may be established from time to time by City Council.

### **PURPOSE:**

To ensure that the City is in compliance with all accepted rules of sound accounting practices, as well as all relevant direct applicable statutes, regulations, by-laws and policies which govern the operation and management of the municipality and to respond to the requests and direction from council.

### **PROCEDURE:**

The City will supervise, manage and administer, through the office of the Chief Financial Officer, a number of fiscal functions, including, but not necessarily limited to, the following:

- a) ***Accounts of Receipts and Expenditures:*** Keep in an up-to-date proper record, a full and accurate account of all the moneys received and disbursed on behalf of the City .
- b) ***Financial Plans:*** Prepare estimates of revenue and expenditure for the City in accordance with the provisions of the Local Government Act and the accepted rules of sound accounting practices.
- c) ***Financial Statements:*** To prepare or cause to be prepared, financial statements for the City in accordance with the provisions of the Local Government Act and Community Charter.
- d) ***Custody of Bonds, Notes, Debts, Mortgages, Etc.:*** Keep custody of the official bonds, including those of City employees, as well as the custody of all deeds, mortgages, fiscal contracts, judgments, notes, debts, securities and bonds.
- e) ***Collection of Taxes:*** Supervise the collection of all taxes in the manner authorized and required by the Local Government Act & Community Charter.

**f) *Internal Policies:* Establish internal policies to deal effectively with such high risk issues as Cash Accounting, Bank Deposits, Cheque Registry, Cheque Signing, and Payroll.**

**g) *Assets and Liabilities:* Maintain an accurate, up-to-date record of all City assets and liabilities.**

## CITY OF GRAND FORKS

**POLICY TITLE:** Risk Management      **POLICY NO:** 1605  
Fire Suppression & Prevention

**EFFECTIVE DATE:** September 8, 2009      **SUPERSEDES:**

**APPROVAL:** Council      **PAGE:** 1 of 1

### **POLICY:**

The City of Grand Forks will provide the community of Grand Forks and its residents with an efficient and effective fire suppression and prevention service.

### **PURPOSE:**

To assist in the protection of life and property within the City and the rural areas under contract where applicable with the Regional District of Kootenay Boundary against such perils as members of the community may be exposed to from time to time.

To ensure compliance with the city's "Fire Prevention By-law" as well as provide for the administration and enforcement of the Fire Services Act and regulations, the B.C. and National Fire Codes and regulations and the B.C. Building Code. To control the use of buildings and the installation of equipment moved into the Buildings in connection with their use and the maintenance of safe and satisfactory conditions for occupancy, escape and fire fighting.

### **PROCEDURE:**

The City will establish a Fire Suppression and Prevention Department for the purpose of providing regular, routine and recorded inspections of all commercial, industrial and multi-family buildings and structures within the City limits and the rural areas under contract with the Regional District of Kootenay Boundary.

The City will establish and implement schedules dealing with the maintenance of Fire Suppression and Prevention equipment, staff training and first aid administration. The City will also entertain Mutual Aid Agreements with other Fire Departments in the area.

City staff shall immediately notify the Fire Suppression and Prevention Department of the following incidents:

- Accidents involving City owned vehicles or equipment
- Land or water rescues
- Natural gas line breaks or leaks
- Leaks or spills involving fuels, toxic waste and other hazardous goods or materials
- Downed power lines
- Floods
- Emergencies where the Department can be of assistance to access or stabilize an unnatural situation

## CITY OF GRAND FORKS

**POLICY TITLE:**      **Small Claims          Settlement**      **POLICY NO:**          **1606**

**EFFECTIVE DATE:** **September 8, 2009**

**SUPERSEDES:**

**APPROVAL:**

**Council**

**PAGE:**

**1 of 1**

### **POLICY:**

All small claims of value under \$2,000 filed and properly adjudicated by the City Manager or designate may be settled and the amount of the claim so settled may be charged against the Insurance Reserve. The City Manager is also authorized to refer the small claim to the City's insurer for settlement under the policy if the claim could create a future liability.

### **PURPOSE:**

To ensure that small claims are not charged against policies driving up the insurance premiums.

### **DEFINITIONS:**

Small claims refers to claims under the policy deductible of up to \$2,000.

### **PROCEDURE:**

- All small claims for reimbursement must be filed in writing to the City.
- All small claims must be investigated and a report prepared by the Department Head, the Supervisor or the employee.
- Before settlement of small claims, a written waiver must be signed releasing the City from any future claims and liabilities. Under no circumstances should a claim be settled unless a release has been signed by the claimant.
- A record of all small claims must be maintained.
- On quarterly basis, a summary shall be provided in the open Council meeting including the type of claim and the value without the name of the individual.

## **CITY OF GRAND FORKS**

**POLICY TITLE:** Risk Management      **POLICY NO:** 1607  
Public Works

**EFFECTIVE DATE:** Sept. 8, 2009      **SUPERSEDES:**

**APPROVAL:** Council      **PAGE:** 1 of 2

**POLICY:**

The City of Grand Forks' Public Works Department is responsible for operating and maintaining all municipally owned facilities, including water and sanitary sewer utilities, storm drainage, municipal airport , municipally owned properties and equipment for the benefit of the community and its employees in a safe manner and within the financial resources approved in the Financial Plan.

**PURPOSE:**

- To provide regular, routine and recorded inspections of all municipal assets with the assistance of other City Departments consistent with the approved financial resources and manpower.
- To respond in a timely and expedient manner to repair reported and identified problems.
- To provide ongoing training within the approved training budget for all staff to identify and control dangerous situations within the City .

**PROCEDURE:**

The City will from time to time establish and implement the necessary internal policies and procedures as deemed necessary and appropriate to ensure the safe and efficient operation and maintenance of all municipal facilities, functions and activities.

Attached is the Annual Inspections Work Plan.

## CITY OF GRAND FORKS

**POLICY TITLE:** Risk Management POLICY NO: 1608  
Maintenance & Inspection  
Of Roadways & Sidewalks

**EFFECTIVE DATE:** September 8, 2009 **SUPERSEDES:**

**APPROVAL:** Council **PAGE:** 1 of 1

### **POLICY:**

For financial planning purposes, the Manager of Works and Services or such other person designated by the City Manager will annually inspect within the approved Financial Resources all roadways and sidewalks within City boundaries to determine areas requiring repair and/or replacement.

### **PURPOSE:**

- a) To demonstrate that balanced against the nature and quantity of the risks involved, the City's system of inspections is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.
- b) To clearly exhibit that City Officials and Staff attempt to do everything within their means to reduce possible hazards on a continuous basis and within the approved financial resources.

### **PROCEDURE:**

1. On an on-going basis, City Officials and Staff will observe the condition of roadways and sidewalks in the City and advise the Manager of Works and Services of any defects so that repairs can be carried out forthwith.
2. For height differentials between sections of sidewalks, the courts are accepting the following definitions:
  - No. 1 Trips - a differential of less than 1.25 cms. (1/2 inch).
  - No. 2 Trips - a differential of between 1.25 cms (1/2 inch) and 2.5 cms (1 inch).
  - No. 3 Trips - a differential of 2.5 cms. (1 inch) or greater.
3. The "No. 3 Trips" must be repaired as quickly as possible. When noted, these conditions should be marked for public notice immediately.
4. Annually where weather conditions and authorized staffing levels permit, an asphalt crew with maintenance equipment will repair any noted defected (e.g. potholes and sidewalk level differentials).
5. Members of the public are encouraged to immediately report any observed defects in roadways and sidewalks in the City to City Hall or Public Works Department personnel.