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Council Policy

Policy & Bylaw Development

Approval Date: November 23, 2020
 Resolution No.: R293/20/11/23
 Rescinded: N/A

Contact Department: Corporate Services

Purpose

The purpose of this Policy is to provide for guidance regarding adoption of Council policies & bylaws.

Scope

This Policy applies to Council and all City employees that prepare policies or bylaws for Council approval.

Policy Statements

1. Council will adopt policies and bylaws that have had the broadest possible consultation with departments of the City, including City employees who may have special knowledge of, or particular interest in, the policy or bylaw under consideration.
2. Any member of Council may request to place any policy or bylaw on the agenda for discussion.
3. To ensure that feedback from groups that are affected by a proposed new or changed policy or bylaw is sought, City staff will, unless in an emergency situation, place a policy or bylaw on the Committee of the Whole (COTW) agenda for Introduction before bringing the policy or bylaw to a regular meeting for readings or adoption. This is to ensure that the Public has an opportunity to provide input at the COTW meeting or submit feedback to a subsequent Regular meeting when the policy or bylaw is further discussed.
4. The policy or bylaw presented at the COTW should be presented by Staff, if possible, at the next scheduled Regular meeting, typically at least 14 days after the COTW meeting, for adoption of the policy or first readings of the bylaw.
5. If there is no COTW scheduled, yet the need arises to implement or amend a policy or bylaw, Staff may present the policy or bylaw at a Regular meeting for Introduction.
6. Bylaws that require a Public Hearing process (zoning, official community plan, etc) may be presented by Staff at a Regular meeting for Introduction and up to Second Reading without the need for presentation at a COTW as the Public will be allowed to provide feedback through the statutory processes surrounding those bylaws.
7. If required, Bylaws that are cyclical in nature, such as, but not limited to: Tax Exemption, Revenue Anticipation, Property Tax Rates, etc; may be presented by Staff at a Regular meeting for Introduction and up to Third Reading without the need for presentation at a COTW.
8. In emergency situations, Council reserves the right to formulate or delete policy or to modify existing policy for immediate implementation. If such a situation arises, to ensure that the policy is well-considered and remains appropriate for continued use, Council will review such policy after it has been in force for four months. For bylaws, statutory guidelines must be followed to create, amend, or repeal a bylaw.
9. Suggestions for new policies at Council level or bylaws should be referred to the Chief Administrative Officer, who will screen the proposed policies or bylaws to ensure the policies or bylaws align with Council's and organizational strategies.

10. When action must be taken and Council has provided no guidelines in policy or in bylaw, the Chief Administrative Officer shall have the power to act. At the next Regular Meeting, the decisions of the Chief Administrative Officer will be brought to Council's attention. It shall be the duty of the Chief Administrative Officer to inform Council promptly of any emergency action taken, and, if appropriate, to advise Council of the need for a policy or bylaw.

Resolutions and Amendments

November 23, 2020 – R293/20/11/23 – Council Policy 116 Established