



CORPORATE SERVICES COMMITTEE
AGENDA

July 5, 2022
9:00 AM
Council Chambers, City Hall

ATTENDEES

J. Lehnert, K. O'Toole, G. Blackmore, Mayor J. Clayton

All City of Grande Prairie public meetings of Council are accessible to the public as a live stream broadcast through our website at: [Meeting Webcast / City of Grande Prairie \(cityofgp.com\)](#)

Anyone wishing to attend to speak as a delegate must contact Legislative Services at AgendaAdmin@cityofgp.com to submit their presentations in advance. Delegation requests must be submitted by 12:00 p.m. on July 4.

1. CALL TO ORDER

2. DELEGATIONS

3. REPORTS

- | | | |
|------|---|-------------------|
| 3.1. | <u>Director's Service Area Report</u> | Danielle Whiteway |
| 3.2. | <u>CKC Grandstand Concession Construction and Operation</u> | Angela Redding |
| 3.3. | <u>2022 Mid-Year Capital Review</u> | Shauna Hanson |
| 3.4. | <u>2022 Mid-Year Capital Requests</u> | Shauna Hanson |

4. CORRESPONDENCE

5. OTHER BUSINESS

6. BYLAW & POLICY REVIEW

- | | | |
|------|--|-------------------|
| 6.1. | <u>Policy 100 - Council Remuneration and Expense Reimbursement Policy Amendments</u> | Danielle Whiteway |
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7. OUTSTANDING ITEMS LIST

8. ADJOURN



ADMINISTRATIVE REPORT

TO: Robert Nicolay, City Manager	DATE: July 5, 2022
FROM: Angela Redding, Community Knowledge Campus, General Manager	MEETING: Corporate Services Committee
SUBJECT: CKC Grandstand Concession Construction and Operation	

RECOMMENDATIONS

That Committee receive this report for information.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the May 10th, 2022, Community Services Committee meeting the following motion was passed:

Committee direct Administration to bring back a report to Committee on the opportunities of working with delegate in the concession at the Community Knowledge Campus field.

BACKGROUND

On May 10th, 2022, Public delegate Jeremy Thiessen presented his vision to Committee regarding an opportunity of the construction completion of the concession space at the CKC Grandstand. Mr. Thiessen has secured local support from certified trade businesses to complete the construction as gift in kind to the City of Grande Prairie (City).

Mr. Thiessen's additional request to Committee was to have the City explore alternative procurement options outside of typical municipal processes. This could potentially lead to entrepreneurs with learning disabilities that have a desire to provide employment opportunities for other individuals with disabilities to be successful in a submission.

Due to the limitations for commercial cooking appliances within the space, the most suitable operating concept would be to operate the space with limited hot food items.

ANALYSIS

Relationship to City Council's Areas of Focus / Strategic Priorities

Quality of Life, Inclusive and Caring Community and Engaging Relationships.

Environmental Impact

No environmental impact.

Economic Impact

Economic and stakeholder impact would be the consideration that no food trucks would be permitted at the grandstand location (outside of approved special events). CKC food vendors have verbally provided support of this initiative.

Positive economic impact added to a recreational sporting venue that does not currently have food sales.

Social Impact

Meaningful and positive employment opportunities for individuals with disabilities.
Improved experience and convenience for spectators and user groups.
Community spirit and pride in supporting this social enterprise.

Relevant Statutes / Master Plans / City Documents

CKC Master Plan – related to the design concept and construction completion of the concession space.

Risk

Oversaturating the concession sales food market at CKC and surrounding area.

Impact on the operator due to limited seasonal opportunity of approximately 4-6 months.

If mid-year capital request is denied and funding request is delayed until budget deliberations, then potential is lost for upcoming 2022 fall football season.

Alternatives (Optional)

City operated concession space with City employed staff. If this alternative is desired, an operating salary budget would need to be identified for 2022. City Administration would also aim to work within the Rotary Employment Partnership Memorandum of Understanding.

STAKEHOLDER ENGAGEMENT

External: Rotary Employment Partnership, Inclusion Alberta, CKC Food Vendors
Internal: Corporate Facilities Management, SDWC, Procurement, Legislative Services, Corporate Finance

BUDGET / FINANCIAL IMPLICATIONS

A mid-year capital request for \$15,000 has been submitted and will be presented at Corporate Services Committee on July 5th. The estimated project cost are:

Construction completion costs: \$3650
Commercial equipment: \$7630
Costs for promotional collateral, signage, and installation: \$3720
Total potential cost: \$15,000

Minimal impact for the additional CKC utility costs due to a 4-6 month operating season. Estimated at \$2500 or less for a 6-month operating year. This can be used to assist in determining nominal lease fees.

Limited ongoing maintenance costs outside of an anticipated seasonal opening/closing that would ensure the current winterization processes can be maintained by CFM.

Operational costs for custodial, security personnel, pest control, alarm system monitoring etc. remain the same as current CKC operational budget.

SUMMARY / CONCLUSION

If the capital request for acquisition of electrical commercial equipment is approved, a fair and equitable Expression of Interest (EOI) will be distributed for seasonal operations of the CKC concession for interested seasonal partnerships through application process. The EOI would offer an opportunity to food service entrepreneurs for a fully functional lease space at nominal rent for four to six months.

Annually the concession could operate through an application process from social enterprises. Submissions would be welcomed in March to April for operations May-October. It may be an initial award for a 5-year seasonal lease, with 4-year first right of refusal to operate subsequent seasons. This ensures that the successful tenant is not locked into a 5-year, six-month lease contract.

The community benefit in approving the mid-year capital request of \$15,000 and turning the space to a functioning asset includes an improved spectator experience at sporting games or events and entrepreneurial opportunities in our community.

ATTACHMENTS

None



ADMINISTRATIVE REPORT

TO: Robert Nicolay, City Manager	DATE: July 5, 2022
FROM: Shauna Hanson, Senior Accountant	MEETING: Corporate Services Committee
SUBJECT: 2022 Mid Year Capital Review	

RECOMMENDATIONS

Administration recommends that Corporate Services Committee receive the report for information.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

No previous Council or Committee directions.

BACKGROUND

Each year Administration brings forward recommendations to Council for capital projects to be approved as part of the subsequent year's capital plan. The 2022 capital plan was approved at a total value of \$48.6M and includes funding from Federal and Provincial grants, Municipal Reserves, Long-Term Debt and Capital Tax.

The Mid Year Capital Review is a touch point for Administration to highlight the progress achieved on the most significant approved capital projects.

ANALYSIS

Administration has identified six capital projects to highlight based on the dollar value of funding committed to the project and/or the impact that the project will have to residents. In addition to the five capital projects detailed below, Appendix A summarizes the progress of all capital projects that were active as of January 1, 2022 and have funding that exceeds \$500,000.

Enterprise Resource Planning (ERP) System Procurement and Implementation

The ERP system procurement and implementation has been a multi year project with the final stage of implementation commencing in early 2022. The City has been working closely with the implementation consultants to meet an aggressive timeline for go-live on Oct 3, 2022 for most modules, with the final module going live later in 2022. Finance, Human Resources, and Procurement have provided significant input into system configurations and are currently in the process of testing transactions in the system to ensure accuracy, completeness, and reliability for reporting purposes. The project is expected to be on budget and completed in early 2023.

Road Rehabilitation

The Road Rehabilitation project is an annual program that encompasses road overlay, reconstruction, and reclamation. For the 2022 capital plan, Council approved \$16.75M in funding with \$14.5M of funding coming from the Provincial Municipal Sustainability Initiative grant program. Most notable projects for the 2022 fiscal year include road reconstruction in the Richmond Industrial Park, reconstruction of 84 Ave from Resources Road to 100 St, and the continued work on the previous Highway 43 Bypass with the 100th St road rehab from 116 Ave to 128 Ave. A full listing of road rehabilitation projects can be found on the City of Grande Prairie's website. Road rehabilitation projects have already commenced for the year and are on track to be completed in the fall of 2022.

Downtown Phase 4 Rehab

The Downtown Phase 4 Rehab project had significant progress during the 2021 construction season. Construction resumed this May and includes installation of paving stones, landscaping, and streetscape furnishings. The project is expected to be complete by Aug 2022. Phase 4 is part of a multi year project that began in 2016. The Downtown Rehabilitation project was initiated to upgrade the underground infrastructure along 101 St, 101 and 100 Ave to allow for higher density development, as well as; upgrade the above ground infrastructure and streetscape to reflect the City of Grande Prairie's modern and revitalized downtown core.

Leisure Centre Demolition

For the 2022 Capital Plan, Council approved funding of \$3.9M to be utilized towards the demolition of The Leisure Centre. To acquire the most economical price on the demolition, the City partnered with the Government of Alberta on the procurement process for the demolition of both the old Composite high school and the Leisure Centre by one vendor. The project is currently in phase 1 of the abatement process. The demolition is expected to be completed by November 2023.

Development Incentives Grant (DIG) Program

The DIG Program began in the summer of 2021 and is comprised of five separate incentive or grant streams. Each program provides various levels of financial assistance to stimulate investment in residential infill in the City's core and to encourage investment in business redevelopment. To date, the City has received numerous applications and has approved:

- 1 Business Retention and Expansion Grant
- 9 Business Revitalization Grants
- 2 Residential Infill Grants
- 4 Municipal Fee Rebate Grant

Coordinated Care Campus

Approved in the 2021 capital plan as a Rapid Housing Initiative, the Coordinated Care Campus will see a former hotel and conference centre converted into supportive housing units and municipal offices. Administration has been working with various consultants on the renovation design and previously unknown issues have delayed completion of the renovations. A Mid Year Capital Request has been submitted for a contingency fund for the revised renovation scope.

Relationship to City Council's Areas of Focus / Strategic Priorities

The City's capital plan aligns with many of Council's Areas of Focus. Most notably, investments in infrastructure, facilities, long term development planning and economic incentives align with Council's focus area of Attraction by ensuring our community can draw people in through a strong and resilient economy, opportunities for growth in business, and social benefits achievable through the City's many recreational spaces.

Environmental Impact

There are no environmental impacts regarding the recommended action.

Economic Impact

There are no economic impacts regarding the recommended action.

Social Impact

There are no social impacts regarding the recommended action.

Relevant Statutes / Master Plans / City Documents

2022 - 2026 Capital Plan

Risk

There are no identified risks in approving the recommended action.

STAKEHOLDER ENGAGEMENT

Stakeholder engagement is conducted each year leading up to the approval of the subsequent years operating and capital budgets. As well, stakeholder engagement has been completed specifically for the Downtown Rehabilitation project.

BUDGET / FINANCIAL IMPLICATIONS
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Capital project funding is approved by Council each year during budget deliberations. Administration conducts a mid year capital review and brings forward any mid year capital requests in a separate report. No significant variances from budget are expected. Any expected surpluses in municipally funded projects will be transferred to the Future Expenditures Reserve at year end when the project is completed and used to fund future projects. Any surpluses expected in grant funded projects, will also be considered in future capital budgets.

SUMMARY / CONCLUSION

The Mid Year Capital Review is a touch point for Administration to highlight the progress achieved on the most significant approved capital projects. This year, Administration has highlighted six capital projects and included an appendix that summarizes all capital projects that were active as of Jan 1, 2022 and had funding of \$500K or more.

The five highlighted projects include:

- ERP System Procurement and Implementation – This project is expected to be complete by Jan 2023 and is currently on budget.
- Road Rehabilitation – 2022 road rehabilitation projects have commenced and expected to be on budget and finalized before the end of October 2022.
- Downtown Phase 4 Rehab – This phase of the project commenced in 2021 with a small portion of the paving stones and landscaping finishing in 2022. The project is expected to be on budget and complete by the end of Aug 2022.
- The Leisure Centre Demolition – This project is in phase 1 of abatement and is expected to be on budget and completed by Nov 2023.
- DIG Program – This is an ongoing grant and incentive program that has received numerous applications to date. The City reviews and approves applications that meet the criteria set out in the Council policy for the program.
- Coordinated Care Campus – This project is in the final stage of design for the renovations. Supportive units are expected to be complete by Nov 2022.

City Council has placed significant funding towards City infrastructure, recreational, economic incentive programs and IT infrastructure/software. These projects ensure that the City can provide the services and programs that residents expect, as well as ensuring future needs can be met.

ATTACHMENTS

Appendix A - Active Capital Projects at Jan 1, 2022 with funding of \$500K or more.

Appendix A - Active Capital Projects at Jan 1, 2022 with funding of \$500K or more

Project Name	Department	% of Project Completion to Date	Estimated Completion Date	Forecasted Variance from Budget	Comment
ELC Tunnel, Access, Equipment & Lockers	Community Knowledge Campus	60%	Dec-22	\$0	Egress project complete, equipment & locker replacement 90% complete, tunnel repairs are 25% complete
Affordable Housing	Community Social Development	100%	Complete	\$0	Funding for Rent Supplement Program for GSF released in early 2022
Coordinated Care Campus	Community Social Development	50%	Jan-23	-\$3,750,000	Design work underway. Mid year capital request submitted for contingency fund
Eastlink Centre AHU03 Section Replacement	Corporate Facilities Management	95%	Sep-22	\$0	Working on final controls integration, delays due to component availability
South Peace Regional Archives/Museum Upgrades	Corporate Facilities Management	5%	TBD	\$0	Museum plans are currently in design phase
Coca Cola Crawlspace/Geotech Liner	Corporate Facilities Management	90%	Nov-22	\$0	Project nearing completion, should be completed ahead of schedule
Leisure Centre Selective Demolition	Corporate Facilities Management	10%	Nov-23	\$0	Currently in Phase 1 - Abatement
DIG Municipal Funded Grants	Economic Development	19%	N/A	\$0	Approved grant applications total \$251K
Council Economic Recovery Fund	Economic Development	68%	N/A	\$0	\$552K in funds remaining to be committed to grant submissions
Coca Cola Centre Solar	Energy & Environment	0%	Aug-23	-\$800,000	Mid year capital request. Grant funding not available and seeking additional funding.
Combined Heat & Power Unit - ELC	Energy & Environment	100%	Nov-22	\$0	Construction and landscape complete, project expected to be closed in November 2022
Traffic Signals & Geometric Upgrades (132 Ave & 97 St)	Engineering	15%	Sep-22	\$0	Utility companies notified to move infrastructure. Additional funding was approved by Council May 2, 2022
Road Land Acquisition	Engineering	N/A	Ongoing	\$0	Ongoing project for acquiring land for road widening and new growth
2019 - 2022 Bridge Maintenance & Replacement Program	Engineering	25%	Dec-24	\$0	Construction commenced
2019 - 2022 Intersection Improvement Program	Engineering	20%	TBD	\$0	Work to commence soon
Old Hwy 43 Rehab/Overlay	Engineering	95%	Ongoing	\$0	Project is in third year of rehab/overlay with 2022 work starting soon
2019 - 2022 Concrete Crushing Program	Engineering	100%	Jun-23	\$0	Crushing program funding carrying forward to 2023 season
2020 - 2022 Storm Pond, Ditch, PUL & Lanes	Engineering	65%	Oct-24	\$0	Construction resuming in 2022
Smith Subdivision Road Work	Engineering	60%	Oct-24	\$0	Construction started for 2022, includes paving, sidewalks, curbs, gutters and landscaping
Snow Dump Liner & Construction	Engineering	85%	Oct-23	\$0	Paving complete, work on forebays to be completed in 2022
Spillway Study & Construction	Engineering	25%	Oct-24	-\$885,067	Additional funding required, separate request brought forward to Council
Crystal Ridge Road	Engineering	95%	Oct-23	\$0	Deficiencies being addressed in 2022
2021 Road Rehab/Overlay	Engineering	85%	Oct-24	\$0	Two sites in Phase 4 being completed in 2022
Priority Storm Infrastructure Repair & Improvement	Engineering	95%	Oct-22	\$0	Some landscaping and deficiency work carried into 2022 season
103 Ave Slope/Rehab	Engineering	99%	Oct-23	\$0	Completion of deficiency work in 2022
Road Rehab (Local Roads)	Engineering	95%	Oct-22	\$0	Deficiency work being completed in 2022
Downtown Rehab/Streetscape Ph 4	Engineering	80%	Jun-22	\$0	Work underway and expected completion end June 2022
2021 Trail Resurfacing & Missing Links	Engineering	95%	Oct-23	\$0	Project complete, Warranty period ends in 2023
2021 Sidewalk/Trail Program	Engineering	90%	Oct-23	\$0	One sidewalk site being completed in 2022

City Owned Parking Lots	Engineering	90%	Oct-24	\$0	Work commencing for 2022
2021 - 2022 Inspection Programs	Engineering	85%	Oct-22	\$0	Work complete, awaiting final reports
2021 Storm Replacement & Rehab Programs	Engineering	85%	Nov-23	\$0	Work completed, awaiting CCC and FAC
108 St Upgrade (132 Ave & North to City Limits)	Engineering	15%	Sep-24	\$0	Tender awarded in March 2022
2022 Road Rehab/Overlay	Engineering	20%	Sep-24	\$0	Phase 1 through 4 have been awarded, construction has commenced
Slope Repair North of 68th Ave	Engineering	15%	TBD	\$0	Construction contract at tender stage
2022 Pedestrian Links - Sidewalk/Pathways	Engineering	15%	Sep-24	\$0	Trail and Sidewalk Phase 1 awarded, construction to commence soon
2022 Storm Replacement & Rehab	Engineering	15%	TBD	\$0	Work underway
Plans & Studies	Engineering	5%	Ongoing	\$0	RFP being worked on
Roads- New Construction Design	Engineering	5%	Sep-22	\$0	RFP being worked on
Bonnetts Energy Centre Vision	Events & Entertainment	90%	Jul-22	\$0	Construction of concessions is underway
Fire & Dispatch Technologies	Fire Department	50%	Dec-23	\$0	CAD system expected to be online early 2023, Records Mgmt System to be online late 2023
Fleet Equipment and Vehicle Replacement	Fleet Department	50%	Dec-22		Replacement equipment & vehicles for 2022 on order
Municipal Wireless Project	Geographic and Information Technology Systems	75%	Dec-22	\$0	Ongoing work with outdoor and indoor WIFI access points
Business Application and Upgrades	Geographic and Information Technology Systems	75%	Ongoing	\$0	Projects include upgrades to Cityview, XERA, and timecard system
Security and Disaster Recovery	Geographic and Information Technology Systems	75%	Dec-22	\$52,000	Surplus from External Security Assessment and Network Firewall Hardware Upgrades
SBC Ball Diamonds (x2)	Parks Department	10%	Nov-22	\$0	Contract awarded and construction to start summer 2022
Playground Replacement Program	Parks Department	0%	Ongoing	\$0	2022 playground replacement has not commenced
Avondale Area Redevelopment Plan	Planning & Development	0%	TBD	\$0	TBD subsequent to the Leisure Centre demolition and Council direction
Emergency Response & Activity Centre	Sports Development, Wellness & Culture	100%	May-22	\$0	Project complete
Community Group Funding - Grande Prairie Regional Hospital Foundation	Sports Development, Wellness & Culture	100%	Jan-22	\$0	Funding released in early 2022
ERP System Procurement and Implementation	Strategic Initiatives	50%	Jan-23	\$0	Project is on track to complete early 2023



ADMINISTRATIVE REPORT

TO: Robert Nicolay, City Manager	DATE: July 5, 2022
FROM: Shauna Hanson, Senior Accountant	MEETING: Corporate Services Committee
SUBJECT: 2022 Mid Year Capital Requests	

RECOMMENDATIONS

Administration recommends that Committee recommend Council amend the 2022 capital plan to include the additional projects as presented in Appendix 1.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

No previous Council or Committee directions.

BACKGROUND

Council approves the subsequent years capital plan as part of budget deliberations each November. As a means of ensuring that emergent capital projects are not required to be held until the next years budget deliberations, Administration brings forward any mid year capital requests that have been identified as requiring immediate funding.

ANALYSIS

Mid year capital requests are brought forward to Council for approval when capital projects meet one of the following requirements:

1. The project was unplanned and requires immediate action.
2. The project was planned but the estimated budget is insufficient to complete the project.
3. The project has been brought forward by community stakeholders.
4. The project significantly promotes one of Council's Area of Focus.

Provided below is a summary of each Mid Year Capital Request. Appendix A summarizes the requested funding and recommended funding source by project.

CKC Grandstand Concession Construction & Operational Equipment

At the May 10, 2022 Community Services Committee, a public delegate brought forward an operational opportunity from completing the unfinished concession space at the CKC Grandstands. The public delegate has secured local support from certified trades businesses to complete the construction as gift in kind to the City. Additional costs to the City include commercial operating equipment and promotional costs for signage and installation.

This project has been brought forward as an emergent request so that construction could be complete for the start of the 2022 Fall Athletic Season.

Service Centre Small Scale CHP vs. Coca Cola Centre Solar Project

Included in the 2022 capital plan is a small scale CHP for the Service Centre and a Solar project for the Coca Cola Centre. Since budget deliberations, emerging information has required Administration to re-evaluate the two approved capital projects.

The Coca Cola Centre Solar Project was approved with total funding of \$2.1M, \$800,000 of which was expected to be grant funded. Administration was unable to secure the grant. Administration could proceed with the project at a smaller scale, utilizing the remaining \$1.3M budget after the grant funding is removed. The smaller scale solar array will still achieve savings on energy costs of 32%.

The Service Centre Small Scale CHP was approved with a total funding of \$300,000. A project engineering firm was consulted to provide further recommendations on size and placement of the CHP. The engineering firm has recommended the City install two 35 kW output units rather than a single 65-70 kW output unit. The two units would provide the opportunity to cycle one unit on and off in seasons when minimal waste heat streams are available. The change in scope would require additional funding of \$312,000.

Administration has completed a comparison of the two projects and is recommending Council to cancel the small scale CHP project and further fund the full scale solar project. The Coca Cola Centre is one of the City's most energy intensive sites. The additional funding to complete the full scale solar array would provide the City with a 100% renewal energy source that is expected to reduce emissions by 415 carbon dioxide equivalent. The recommendation would require an additional \$550,000 in funding. \$50,000 would be utilized for costs incurred to date for the small scale CHP and \$500,000 would be combined with the original \$300,000 approved for the CHP to substitute the grant funding originally budgeted for the solar project.

Brandt Sky Loft Renovation

Events & Entertainment have received sponsorship funding of \$37,700 and a commitment of additional equipment contributions of \$12,500 towards the renovations of the Brandt Sky Loft. The full renovation is expected to cost \$100,000, requiring an additional \$50,000 in funding. To ensure that both the Sponsor and the City receive the highest return possible on the Brandt Sky Loft renovation, Administration is requesting funding be approved as part of the 2022 capital plan so renovations can be complete prior to the 2022 PBR event and 2022 - 2023 Storm season.

Curling Club Year-Round Feasibility Study

At the June 13, 2022 Council Committee of a Whole, a motion was passed to bring forward a mid year capital request for engineer involvement (up to \$20,000) to determine facility needs to support year-round operations.

Activity and Reception Centre Fencing

Since the opening of the Activity Centre, there has been damage caused by vandalism to the facility exterior HVAC units and landscaping. Administration is requesting \$25,340 of funding for fencing to be installed from Rotary Field along the length of the building to Park Road, as well as, around the various components of the HVAC units. This fencing will protect the City assets from further vandalism.

Board and Netting Sport Containment System

Administration is requesting \$65,000 of funding for the purchase and install of a board and netting sport containment system at the Activity and Reception Centre. A board and netting sport containment system will allow user groups to continue sport play in the Activity and Reception Centre following the demolition of the Leisure Centre. Once installed, both recreational activities and programming could occur within the Centre as the boards and netting would allow for confinement of sport related equipment. In addition, the system would allow the ability to move the boards outside to be utilized in a sport field during the summer months.

Sound Attenuation Activity and Reception Centre

Ambient noise levels at the Activity and Reception Centre have been estimated to be nearing and/or exceeding 85 decibels for prolonged periods of time. Administration is requesting \$470,000 of funding for the engineered design and implementation of sound attenuation devices at the Centre.

Cross Country Ski Equipment

To promote active lifestyles during the winter months, Administration is requesting \$70,000 of funding for the purchase of a Alpina Snowmobile with a cross country groomer to create and maintain cross country ski trails within South Bear Creek Park. To provide this option to residents for the 2022 – 2023 cross country skiing season, the equipment would need to be ordered with a lead time of 40-60 days for delivery.

Coordinated Care Campus

Professional involvement during Phase 1 renovations has identified a previously unknown fire separation issue which requires correction regardless of the residential occupancy classification. Architects and Engineers have designed a correction that allows the project to move forward and meet the original programming intents. To provide contingency for the revised scope of work, Administration is requesting \$3,750,000 in funding.

Relationship to City Council's Areas of Focus / Strategic Priorities

The City's capital plan aligns with many of Council's Areas of Focus. Most notably, investments in infrastructure, facilities, long term development planning and economic incentives align with Council's focus area of Attraction by ensuring our community can draw people in through a strong and resilient economy, opportunities for growth in business, and social benefits achievable through the City's many recreational spaces.

Environmental Impact

The full scale solar array proposed for the Coca Cola Centre would decrease the City's usage of non-renewable energy.

Economic Impact

There are no economic impacts regarding the recommended action.

Social Impact

Many of the mid year capital requests either directly or indirectly promote active lifestyles of residents. Projects like the Grandstand Concession upgrade, sport containment system, and Brandt Sky Loft renovation encourages spectators to take part in many of the events and recreational sports events held at City facilities.

Relevant Statutes / Master Plans / City Documents

2022 – 2026 Capital Plan

Risk

There are no identified risks in approving the recommended action.

Alternatives (Optional)

1. Corporate Services Committee could recommend Council approve specific capital projects identified.
2. Corporate Services Committee could recommend Council defer all or some of the capital projects to budget deliberations.

STAKEHOLDER ENGAGEMENT

Stakeholder engagement is conducted each fall leading up to budget deliberations. Specific engagement has been conducted, except for the Cross-Country Snowmobile. The Sports Development, Wellness & Culture department previously received letters of support from the Grande Prairie Public School Division, Wapiti Nordic Ski Club, Grande Prairie Catholic School Division and Grande Prairie Regional Sport Connection supporting the purchase.

BUDGET / FINANCIAL IMPLICATIONS

The requested projects will require a funding source to be identified. Administration has provided a recommended funding source for each project to fully utilize any grant funding available prior to recommending reserve funding.

SUMMARY / CONCLUSION

Each year, Council approves the subsequent years capital plan during the November budget deliberations. As the year progresses, unplanned and emergent capital projects are identified by various departments.

Administration has outlined the capital projects in the body of the report that are requiring Council direction. Required funding and funding sources are outlined in Appendix A. These projects have been brought forward due to the time sensitivity of completing the projects prior to the fall or early winter of 2022.

ATTACHMENTS

Appendix A – Summary of Mid Year Capital Requests

Appendix A - Summary of Mid Year Capital Requests

Project	Department	Council Strategic Priority	Funding Required	Funding Source
CKC Grandstand Concession Construction & Operational Equipment	Community Knowledge Campus	Fierce Community Pride	\$15,000	Council's Strategic Initiatives Fund
Brandt Sky Loft Renovation	Events & Entertainment	Active Lifestyle	\$50,000	Council's Strategic Initiatives Fund
Service Centre Small Scale CHP	Corporate Facilities Management	Innovation	\$50,000	Future Expenditures Reserve
Coca Cola Centre Solar Project	Energy & Environment	Innovation	\$500,000	Canada Community Building Fund
Curling Club Year Round Feasibility Study	Sports Development, Wellness, & Culture	Active Lifestyle	\$20,000	Council's Strategic Initiatives Fund
Activity and Reception Centre Fencing	Sports Development, Wellness, & Culture	Safety	\$25,340	Council's Strategic Initiatives Fund
Board and Netting Sport Containment System	Sports Development, Wellness, & Culture	Active Lifestyle	\$65,000	Investing in Canada Infrastructure Program
Sound Attenuation Activity Centre	Sports Development, Wellness, & Culture	Active Lifestyle	\$470,000	Future Expenditures Reserve
Cross Country Ski Equipment	Sports Development, Wellness, & Culture	Active Lifestyle	\$70,000	Council's Strategic Initiatives Fund
Coordinated Care Campus	Community Social Development	Housing	\$3,750,000	\$1,000,000 funded from Old Firehall Sale and \$2,750,000 borrowed from Future Expenditure Reserve. To be repaid with grant funding that is awaiting Federal approval.



ADMINISTRATIVE REPORT

TO: Robert Nicolay, City Manager	DATE: July 5, 2022
FROM: Danielle Whiteway, Chief Financial Officer	MEETING: Corporate Services Committee
SUBJECT: Policy 100 – Council Remuneration and Expense Reimbursement Policy - Amendments	

RECOMMENDATIONS

Committee recommend Council approve amendments to Policy 100 – Council Remuneration and Expense Reimbursement, as presented.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

There are no previous council or committee directions regarding the proposed amendment.

BACKGROUND

On August 10, 2020, the Council Remuneration Review Committee brought forward their report and proposed amendments to update Council Policy 100 in preparation for the 2021 – 2025 Council term. Council approved the policy to become effective after the General Municipal Election which was held on October 19, 2021.

The policy establishes the rate of remuneration for the Mayor and Councillors and includes rules for reimbursement of expenses related to the office of an elected official. This policy came into effect on October 25, 2021, and since then, Administration has identified opportunities to enhance the policy language to better support the needs of Council.

ANALYSIS

The definition of “Local Region” has been enhanced to better clarify how to measure the distance. The amendment specifies that the maximum distance of 50km is “one way, beginning at the City Limits.”

The current policy also identifies a fixed reimbursement rate specific to mileage for the use of a personal vehicle for travel outside of the local region. This fixed rate no longer aligns with the current rate set by the Government of Canada. The proposed amendment removes the reference to a fixed rate and replaces it with a general statement referring to the “current Government of Canada rate.”

The Alberta Urban Municipalities Association (AUMA) has undergone a restructure and is now called “Alberta Municipalities.” The proposed amendments update all references to AUMA under

Schedule “A” – Mandatory Events to align with the new name and specify which events held by Alberta Municipalities are considered “mandatory events.”

Additional references have been added to the mandatory events listed in Schedule “A” to include:

- the name of the event; and
- the number of Councillors delegated to attend (where applicable) each year.

The proposed amendments will enable Administration to project the financial requirements needed to support Council’s operational budget year over year.

Relationship to City Council's Areas of Focus / Strategic Priorities

Council is committed to protecting and enhancing our reputation as a community of choice. Keeping the governing documents of the City relevant and up to date by encouraging the regular and timely review of bylaws and policies supports the City’s Guiding Beliefs, the standards to which we hold each other accountable, and which remain the core of our leadership philosophy.

Environmental Impact

Environmental impacts are minimal.

Economic Impact

Economic impacts are minimal.

Social Impact

Ensuring the City’s bylaws and Council policies are current and support the strategic priorities of council enhances accountability and public trust in local government.

Relevant Statutes / Master Plans / City Documents

Municipal Government Act, R.S.A. 2000, c-M-26;
Policy 100 – Council Remuneration and Expense Reimbursement Policy

Risk

Amendments to Policy 100 address outdated information that affects Council expense reimbursement rates, and the established list of mandatory events Council is required to attend every year. Risk of non-compliance with a council approved policy will occur if amendments are not approved. Risk of disproportionate budget allocation for Council’s mandatory events expenses will occur if mandatory events are not accurately specified within the policy.

Alternatives

1. Committee direct Administration bring forward further amendments to Policy 100 for Committee’s consideration;
2. Committee recommend Council approve Policy 100 – Council Remuneration and Expense Reimbursement, as amended;

STAKEHOLDER ENGAGEMENT

Legislative Services, Finance and Mayor's Executive Assistant collaborated on the proposed amendments to ensure all changes align with current information and allow for accurate reporting of expenses for mandatory events year over year.

BUDGET / FINANCIAL IMPLICATIONS

At the time this policy was presented to Council for approval, the mandatory events listed in Schedule "A" were intended to be single major events such as the FCM Annual Conference or the AUMA Fall Convention. Both the Council Remuneration Review Committee and the previous Council did not anticipate the addition of the Municipal Leaders Caucus sessions or the RMA Spring Convention.

The proposed amendments to Schedule "A" list the additional Municipal Leaders Caucus sessions and the RMA Spring convention as mandatory events. Based on the attendance limits established for the FCM Conference, Administration is recommending similar limits for the additional events.

The budget implications for the proposed additions are estimated at \$40,000.00.

The budget implications for all of Council attending all additional Mandatory events is estimated at \$90,000.00.

Administration recommends Council establish a funding source to support the additional expenses not previously budgeted for in the 2022 operating budget. Finance recommends any additional funding be supported through the Council Strategic Initiatives fund.

SUMMARY / CONCLUSION

The current council Policy 100 sets the remuneration rates and expense reimbursement rates for this council term. Since this policy was approved in August of 2020, changes have occurred that cause the policy to no longer support current information. Specifically, the amendments address the fixed rate for mileage reimbursement for the use of a personal vehicle and updates the mandatory events Schedule "A" to replace "AUMA" with "Alberta Municipalities" and to identify specific events pertaining to Alberta Municipalities, FCM and RMA that take place annually.

Administration is proposing amendments to update Policy 100 to support recent changes and recommend Council approve the amended policy at the next City Council meeting.

ATTACHMENTS

Amended Policy 100 – Council Remuneration and Expense Reimbursement Policy - Draft



POLICY

POLICY NO:	100	APPROVAL DATE:	February 1, 1999
TITLE:	Council Remuneration and Expense Reimbursement	REVISION DATE:	August 10, 2020
SECTION:	Administration	EFFECTIVE DATE:	October 25, 2021
DEPARTMENT:	Legislative Services	LAST REVIEWED:	
		PAGE 1 OF 7	

POLICY STATEMENT

The City of Grande Prairie (“City”) commits to providing a fair and equitable level of remuneration for time and compensation including expenses incurred by the Mayor and Councillors while conducting business on behalf of the City.

REASON FOR POLICY

To establish the rate of remuneration for the Mayor and Councillors, including rules for the reimbursement of expenses, to become effective after the Municipal Election for the four (4) year term of the next Council.

In support of Council’s Strategic Priorities that enable and enhance trust and transparency, all approved expenses related to Mayor and Councillors’ accommodation, travel, meals and event tickets are reported in the unaudited financial statements for the City on a quarterly basis and disclosed to the public on the City’s website.

DEFINITIONS

Benefits Package means the City will provide a combination of insurance, extended health care and dental coverage to current Mayor and Councillors.

Council Professional Development Account means the discretionary spending account assigned individually to Mayor and Councillors and funded annually to a maximum of \$20,000.00 for the Mayor and \$10,000.00 per Councillor from which all Discretionary Costs for Optional Events are paid.

Discretionary Costs means all costs incurred by the Mayor or Councillors for the purpose of attending an Optional Event.

Event(s) means conferences, workshops, seminars, social functions and educational or training opportunities in support of Council duties and responsibilities while serving as Mayor or Councillor for the City.

COUNCIL REMUNERATION AND EXPENSE REIMBURSEMENT

Flexible Spending Allowance means an annual amount provided as additional remuneration to current Mayor and Councillors. The Flexible Spending Allowance will have a range of payment options to choose from.

General Expenditures means an amount paid to a current Mayor or Councillors upon presentation of receipts or other supporting documentation for reimbursement of eligible expenditures incurred in the regular course of duties as an elected official for the City.

Local Region means the City and surrounding area to a maximum distance of 50 km, **one way, beginning at the City limits.**

Mandatory Costs means all costs incurred by Mayor or Councillors for the purpose of attending a Mandatory Event while conducting City.

Mandatory Event means all Events as listed in Schedule “A” of this Policy.

Optional Event means any Event that is not identified as a Mandatory Event.

Remuneration - Salary means an annual amount, paid by-weekly to the Mayor and Councillors.

REMUNERATION REVIEW - COMMITTEE

The Council Remuneration Review Committee will be established as set out in Schedule “A” of [Bylaw C-1422 Boards and Committees](#). The Committee will begin its work in January of the third year of the current Council term and will provide its final recommendations to Council no later than September of that year.

Council will approve the overall annual remuneration for the Mayor and Councillors in the third year of the current Council term, to become effective after the General Municipal Election for the four (4) year term of the next Council.

GENERAL PROVISIONS

The annual salary and benefits are paid to the Mayor and Councillors for their attendance and performance of regular duties associated with the following responsibilities:

1. Regular and Special meetings of Council, including Public Hearings, Quasi-Judicial Hearings and Committees of the Whole;
2. Boards, Commissions and Committees as appointed within the Local Region;
3. Annual Strategic Planning workshops, Budget deliberations and regional sessions/meetings regarding Intermunicipal Collaborative Framework projects;
4. Conventions, conferences, seminars or workshops within the Local Region;
5. Attendance at City of Grande Prairie functions including employee recognition, Municipal Government Day, cultural celebrations and festivals; and
6. Attendance at ceremonies, grand openings, social functions, fundraisers for which ticket/expenses are paid by the City.

COUNCIL REMUNERATION AND EXPENSE REIMBURSEMENT**SALARY & BENEFITS**

An annual salary cost of living adjustment will be applied equal to the Alberta Consumer Price Index, as reported by [Statistics Canada](#), for the previous year and will take effect January 1. If the Alberta Consumer Price Index reflects a negative value, the value will revert to zero (0) for the purpose of this calculation.

All salaries will be paid through the City's payroll system, on a bi-weekly basis and subject to applicable Canada Revenue Agency ("CRA") regulations.

POSITION	BASE SALARY
Mayor	\$ 109,917.48
Councillor	\$ 58,348.05

Benefits:

Benefit rates are established by the service providers. The following benefits will be available to Mayor and Councillors:

Benefit	Premium - Member Paid	Premium - City Paid
Group Life Insurance	100%	0%
Accidental Death & Dismemberment	0%	100%
Dependent Insurance	0%	100%
Extended Health & Dental Care	0%	100%
Employee & Family Assistance Plan	0%	100%
Healthcare Spending Account (subject to CRA Regulations) (\$500.00)	0%	100%

FLEXIBLE SPENDING ALLOWANCE

The Flexible Spending Allowance is calculated at 6.25% of the individual Mayor or Councillor's approved base salary, calculated annually, on January 1.

The Mayor and Councillors, individually, may choose one (1) of the following options for pay out:

- 100% on the second (2nd) pay period of each fiscal year;
- In equal monthly instalments, paid on the second (2nd) pay period of each month;
- In equal quarterly instalments, paid on the second (2nd) per pay period of each quarter (January, April, July and October); OR
- As a direct contribution to a registered retirement savings plan, the Mayor or Councillor will have an existing plan and will be required to provide the City payroll department with the appropriate forms from their financial institution to initiate the transfer. This option is subject to available contribution room for each individual, subject to applicable CRA regulations.

Flexible Spending Allowance will be prorated for the newly elected Mayor and Councillors in an election year and paid out on the second (2nd) pay period of November.

POLICY NO: 100
COUNCIL REMUNERATION AND EXPENSE REIMBURSEMENT

PAGE 4 OF 7

PER DIEMS

A Per Diem shall be paid to the Mayor and Councillors to attend an approved Event occurring outside of the Local Region on behalf of the City, at the individual's discretion, as follows:

“Half Day” means less than or equal to four (4) continuous hours and paid a total of \$150.00.

“Full Day” means greater than four (4) continuous hours and paid a total of \$300.00.

All Per Diems shall be paid through the City's payroll system and are subject to applicable CRA regulations.

Per Diem shall not apply, nor be paid for an absence from a Council or Standing Committee meeting when the absence is a result of another Event.

TRANSITION SUBSIDY

The Mayor and Councillors may be entitled to a transition subsidy, paid out as a lump sum payment on their last day as an elected official.

The Mayor or Councillor is eligible for the transition subsidy if:

1. They have served a minimum of two (2) consecutive terms of office; and
2. They have been defeated in the most recently held municipal election.

OR:

1. They have served a minimum of two (2) consecutive terms of office; and
2. They choose not to run in the next municipal election.

The transition subsidy will be calculated at 12.5% of the current Base Salary.

VEHICLE ALLOWANCE

An amount paid monthly to the current Mayor and Councillors of the City will be paid for the use of their private vehicle for the purpose of conducting business on behalf of the City within the Local Region.

The Mayor vehicle allowance will be paid monthly, through the City payroll system, and is set at \$500.00 per month.

The Councillors vehicle allowance will be paid monthly, through the City payroll system, and is set at \$200.00 per month.

Note: The established vehicle allowance is intended to cover all costs incurred by the Mayor and Councillors for use of their vehicle for City business and includes but is not limited to; fuel, business insurance, repairs and maintenance.

COUNCIL REMUNERATION AND EXPENSE REIMBURSEMENT

EVENT ATTENDANCE

Expenses incurred for attending Mandatory Events will be paid from Council's General Operating Budget. The Mayor or Council may specifically appoint a Councillor to attend an Event containing relevant and timely information. This is considered a Mandatory Event and any expenses incurred as a result of attendance will be paid from Council's General Operating Budget.

Mandatory Events:

Annually, Council will review Schedule "A" being the Mandatory Events listing.

Optional Events:

Any or all members of Council may attend Optional Events at their discretion, subject to available funds allocated through their Council Professional Development Account. Any applicable Per Diems claimed will be paid from the Council Professional Development Account, subject to CRA regulations.

Council Professional Development Event Summary:

Optional Events that incur expenses greater than \$2,000.00 shall require the attendee to provide Council with a brief summary of the information obtained from attending the Optional Event. The Council Professional Development Event Summary - Schedule "B" of this Policy, shall be provided during Council Round Table at a regular City Council meeting no later than 15 days from the date of the Optional Event.

EXPENSES

The City will reimburse the Mayor and Councillors for reasonable expenses incurred while conducting business on behalf of the City.

The Mayor and Councillors are encouraged to use the most economical method of travel available. In order to promote this value, reimbursement for travel will be on the most economical travel option available for each specific trip.

REIMBURSEMENT - RATES & ALLOWANCES

Payment will be made through the City's Accounts Payable department upon submission of a completed Expense Claim form, approved by the Chief Financial Officer or designate, provided in Schedule "C" of this Policy.

Unless otherwise indicated in this Policy, all expenses claimed for reimbursement must include supporting documentation that includes:

1. Ticket/electronic ticket (for travel via bus, plane or train); and
2. Payment receipt (for accommodation, meals, travel via taxi, limousine, or other car service).

COUNCIL REMUNERATION AND EXPENSE REIMBURSEMENT

Air Travel and Ground Transportation Costs:

1. Air Travel will be reimbursed at economy rates by the most direct route;
2. Ground Transportation including vehicle rental, limousine, taxi, on-demand pick-up, train and/or bus will be reimbursed at cost; and/or
3. Use of Personal Vehicle for travel outside the Local Region will be reimbursed at a rate of \$0.53/km the current Government of Canada rate.

Accommodation and Subsistence Rates:

1. Accommodation will be reimbursed for:
 - a. actual hotel or other room rental costs based upon single room occupancy; and
 - b. the amount of \$50.00 per overnight stay for private accommodation. Receipts are not required to submit a claim.
2. Where meals are not provided as part of the Event, the maximum amounts (including gratuities) that may be claimed, without receipts, are:
 - a. Breakfast \$12.00;
 - b. Lunch \$18.00; and
 - c. Dinner \$25.00.

USE OF PERSONAL TECHNOLOGY

The Mayor and Councillors who choose to use their own cell phone for conducting City business are eligible to submit a request for an allowance, to be paid monthly, through the City's payroll system, at an amount equal to the allowance set for City employees.

INELIGIBLE EXPENSES

Ineligible expenses include:

1. Alcohol;
 2. Costs incurred for spouses, partners, companions attending workshops, seminars, conferences, conventions or educational opportunities; and
 3. Costs incurred due to absences - Mayor or Councillors who do not attend an Event for which a registration fee, ticket, airfare, hotel accommodation or other associated cost has been purchased on their behalf will be required to reimburse the City for the costs.
(**Note:** This may be waived due to emergent/extenuating circumstances if approved by the City Manager.)
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RELATED INFORMATION

1. Receipts are required for registration fees for conferences, conventions, seminars and training sessions/courses;
2. Gratuities are reimbursed to a maximum of 15%;
3. Foreign exchange rate costs for approved travel or other business purpose will be reimbursed, where applicable, at the actual cost in Canadian funds as indicated on credit card or other statement. Proof of current exchange rate charged must be provided;

COUNCIL REMUNERATION AND EXPENSE REIMBURSEMENT

4. Appropriate miscellaneous expenses (parking) will be reimbursed; (**Note:** Fines for parking and traffic violations will not be reimbursed.)
 5. When the Mayor or a Councillor, as a representative of the City is attending a local social Event, banquet or fundraiser the cost of their spouse or partner's ticket for that Event will be reimbursed at actual cost;
 6. When the Mayor or a Councillor, as a representative of the City is attending a conference or convention, and the banquet is a ticketed Event, the cost of their spouse or partner's ticket for the banquet will be paid by the City; and
 7. When personal credit cards are used for business expenses, the City will not reimburse annual fees and interest charges.
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RESPONSIBILITIES

City Council will review and approve any revisions to this Policy.

City Manager will review and approve any Procedures related to this Policy.

City Administration will carry out this Policy based on established Procedures.

POLICY 100

SCHEDULE "A"

Mandatory Events

1. ~~Alberta Urban Municipalities Association (AUMA);~~ Alberta Municipalities - Annual Fall Convention;
2. Alberta Municipalities - Municipal Leaders Caucus - Spring/Summer/Fall/Winter Sessions;*
3. Elected Officials Education Program;
4. Federation of Canadian Municipalities (FCM) - Annual Conference;**
5. Rural Municipalities of Alberta (RMA) - Annual Spring/Fall Conventions;***
6. Economic Development Developers Alberta Conference;**
7. ~~Francophone and Francophile Cities Network Conference;***~~
8. Growing the North Conference; and
9. Council appointed to Boards, Commissions and Committees that require attendance outside the Local Region.

The Mayor and Councillors will make every effort to attend Mandatory Events.

* The Mayor or delegate may attend all Municipal Leaders Caucus sessions and shall designate up to two (2) Councillors per session to attend as a Mandatory Event per year. Costs for any other Councillor that chooses to attend will be identified as Discretionary Costs.

** The Mayor or delegate with up to four (4) other Councillors shall be designated to attend the FCM Annual Conference every year.

*** The Mayor or delegate with up to two (2) Councillors per convention will be designated to attend as a Mandatory Event per year. Costs for any other Councillor that chooses to attend will be identified as Discretionary Costs.

CORPORATE SERVICES COMMITTEE - OUTSTANDING ITEMS LIST - JULY 5, 2022

ID	Title	Requested on	People Responsible	Item Notes	Expected Report Date
0					