

July 10, 2024

1:30 PM

Council Chambers, City Hall

ATTENDEES

Mayor J. Clayton, G. Berg, G. Blackmore, W. Bosch, D. Bressey, M. O'Connor, K. O'Toole, W. Pilat,
C. Thiessen

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 \(cityofgp.com\)](https://www.cityofgp.com/MeetingWebcast)

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

3. CORRESPONDENCE

3.1 Alberta Municipal Affairs

3.2 Alberta Transportation & Economic Corridors

4. REPORTS

4.1 Advocacy Priorities Update

Rory Tarant

4.2 Roads and Sidewalks

Brian Glavin

4.3 Red Tape & Building Codes

Rory Tarant

4.4 Committee Structure

Leona Hanson

5. IN CAMERA

5.1 FOIP Act Section 16 - Business Interests of a Third Party

5.2 FOIP Act Section 27 - Privileged Information

6. ADJOURN MEETING



*Office of the Minister
MLA, Calgary-Hays*

AR115137

June 7, 2024

Her Worship Jackie Clayton
Mayor
City of Grande Prairie
PO Bag 4000
Grande Prairie AB T8V 6V3

Dear Mayor Clayton:

Thank you for your letter of May 17, 2024, regarding the Local Government Fiscal Framework (LGFF) capital funding formula, as well as the letters of support from the towns of Sexsmith and Wembley, and the County of Grande Prairie. I appreciate you, and the neighbouring municipalities of Grande Prairie, taking time to articulate your positions on incorporating data on capital assets owned by municipally controlled corporations into the LGFF funding calculations.

The LGFF formula has been designed to strike a balance between the needs of diverse municipalities in Alberta while maintaining transparency of the calculation methodology and using publicly available data. As outlined in the briefing note you provided, financial information of municipally controlled corporations, such as Aquatera Utilities Inc., is not submitted to Municipal Affairs as part of audited financial reporting required annually from municipalities.

Municipally controlled corporations also operate and manage infrastructure in a different manner than municipalities, including seeking to make a profit, which also poses challenges for including them in the formula.

The LGFF capital funding formula has been set. However, Municipal Affairs is committed to continuing to work with Alberta Municipalities and Rural Municipalities of Alberta to evaluate the data used in the model and explore potential options for improving data quality if required. I have asked Ethan Bayne, Assistant Deputy Minister, Municipal Assessment and Grants, Municipal Affairs, to meet with your officials to discuss your concerns.

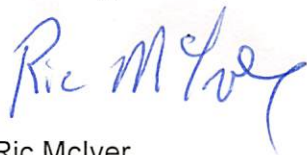
The office of Mr. Bayne will contact your administration, and the administrations of the towns of Sexsmith and Wembley, and the County of Grande Prairie, to arrange a suitable time for the meeting.

.../2

- 2 -

Thank you again for writing.

Sincerely,



Ric McIver
Minister

cc: Nolan Dyck, MLA, Grande Prairie
Ron Wiebe, MLA, Grande Prairie-Wapiti
Her Worship Kate Potter, Mayor, Town of Sexsmith
His Worship Kelly Peterson, Mayor, Town of Wembley
Bob Marshall, Reeve, County of Grande Prairie
Shane Bourke, City Manager, City of Grande Prairie
Rachel Wueschner, Chief Administrative Officer, Town of Sexsmith
Noreen Zhang, Chief Administrative Officer, Town of Wembley
Joulia Whittleton, County Manager, County of Grande Prairie
Ethan Bayne, Assistant Deputy Minister, Municipal Affairs



ALBERTA
TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

RECEIVED

JUN 25 2024

June 19, 2024

AR 98102

Her Worship Jackie Clayton
Mayor
City of Grande Prairie
P.O. Bag 4000
Grande Prairie, AB T8V 6V3
jclayton@cityofgp.com

Dear Mayor Clayton:

As you are aware, the City of Calgary declared a State of Local Emergency on June 15, 2024, following the main water break that took place on June 5, 2024, impacting the city's water infrastructure and water availability throughout the city and neighboring communities.

The Government of Alberta is taking swift action in response to the crisis and to ensure that, going forward, residents and essential service providers across Alberta have access to clean and safe water.

Transportation and Economic Corridors is endeavouring to create a panel of experts with representation from the Cities of Lethbridge, Grande Prairie, Red Deer, and Edmonton (including EPCOR) to be supported by an external consultant, with expertise in water infrastructure maintenance and asset management. Inclusion of other municipalities may be considered subsequently. Beginning immediately, and proceeding over the course of approximately the next six months, this panel will be tasked with assessing and identifying vulnerabilities and best practices, as well as informing a broader asset management framework for critical drinking water infrastructure in the interests of municipalities across Alberta.

Please confirm your participation by having the appropriate official contact Mr. Paul Smith, Assistant Deputy Minister of Capital Planning, Grants and Engineering Services, at paul.c.smith@gov.ab.ca, or by phone toll-free by first dialing 310-0000, then 780-293-4901.

Thank you in advance, and I look forward to your city's participation and contributions.

Sincerely,

Honourable Devin Dreesen, ECA
Minister of Transportation and Economic Corridors

cc: Paul Smith, Assistant Deputy Minister, Transportation and Economic Corridors

ADMINISTRATIVE REPORT

TO: Shane Bourke, City Manager	DATE: January 23, 2024
FROM: Janet MacEachern, Chief of Staff	MEETING: Strategy & Communication Services Committee
REPORT WRITER: Leona Hanson, Director Legislative Services	
SUBJECT: Alternate Standing Committee Structure	

RECOMMENDATIONS

That Committee accept the report for information.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the October 11, 2022 Corporate Services Committee Meeting, the following motion was passed:

“Committee direct Administration to bring back report with an alternate committee schedule for consideration including a survey of Alberta midsize cities, outlining which ones operate with a Standing Committee structure and which ones operate with a Council Committee of the Whole structure.”

BACKGROUND

The City of Grande Prairie periodically reviews its Council Committee structure to assist the Council in meeting their intended needs. For background, and to assist in weighing the attributes of one structure and schedule versus another, the following amendments have been made to the Committee Structures in recent years:

Pre 2017 – October 2017

- Four (4) Standing Committees were in place (Community Growth, Community Living, Corporate Services, and Community Safety).
- Committees met on alternating Tuesdays with two (2) meeting each week at 10am and at 2pm.

October 2017 - May 2019

- Three (3) Standing Committees were in place (Community Living, Corporate Services, and Infrastructure & Protective Services).
- All committees met every Tuesday with 10am and 2pm meetings one week and 9am the next, alternating which committee met each week.

May 2019 – October 2019

- Three (3) Standing Committees were in place (Community Living, Corporate Services, Infrastructure & Protective Services).
- All committees meet at one time with back-to-back separate meeting schedules every second Tuesday from 9am-12pm.

October 2019 – October 2022

- Four (4) Standing Committees were in place (Infrastructure & Economic Development, Protective & Social Services, Community Services, Corporate Services).
- All committees meet at one time with back-to-back separate meeting schedules every second Tuesday from 9am-12pm.

October 2022 – Current

- Five (5) Standing Committees are in place (Strategy & Communication Services, Financial & Administrative Services, Operational Services, Public & Protective Services, Invest GP).
- All committees meet at one time with back-to-back separate meeting schedules every second Tuesday from 9am-12pm.

ANALYSIS

A scan of comparative mid-sized city structures was undertaken. The table attached under Schedule A summarizes the findings from the research conducted.

For further reference, data for the two metropolitan cities (Edmonton and Calgary), small-sized cities, and the two specialized municipalities were captured.

Of the Council Standing Committee structures referenced, most of the larger populated cities (over 60K) have incorporated the multiple standing committee structure for conducting regular Council business. It is notable that within these standing committee structures the type and function of the committees varies considerably. It is further noted that one municipality, the City of St. Albert, with a population of 65,589, moved from a multiple standing committee structure to a standing committee of the whole in August 2022. St. Albert's Standing Committee of the Whole meets twice per month.

In many cases, smaller municipalities use the Council Committee of the Whole as an ad hoc procedure to bring forward time sensitive items requiring attention outside of the regular council meeting schedule. All other items or matters for council consideration are brought to a Regular Council Meeting where they are heard, received for information, or a motion to approve or sent back to Administration for further information may occur.

As noted in the background section above, the council committee structure has been amended on four (4) occasions in the last five (5) years. City Council approved, at the October 17, 2022, City Council meeting, the amendments to the Procedures Bylaw C-1299 to function within a five (5) Standing Committee structure to align with the City's reorganization in September 2022. Council appointments were subsequently made to the five (5) standing committees at the Organizational Meeting on October 24, 2022. Should there be a change to the committee structure, amendments to the Procedure Bylaw, appointments to Council Standing Committee/s, and an update to the Council 2023 Meeting Schedule will be required.

Within the analysis advantages, disadvantages, neutrality, and leadership functions of adopting a Council Standing Committee of the Whole were assessed. Considerations of each follow.

Advantages

The benefits of moving to one full Standing Council Committee of the Whole structure offers several possible process improvements have been identified, including:

- The full Council complement makes it easier to meet quorum requirements where there are times with a smaller number of committee members that quorum is not attainable, and the meeting is cancelled.
- Time efficiencies may be achieved as the business arising at Committee is managed through one agenda that proceeds seamlessly without adjourning and starting several new meetings that also may require a break in between to meet the pre-set meeting times posted.
- Improved administrative efficiencies through the production of one agenda versus five (5) separate agendas that extends to publishing each one on the City website and, also managing and publishing You Tube livestreaming and recording of each separate meeting. This would further extend to the time saved in recording, reviewing, approving, and publishing minutes from the multiple meetings.
- All Members of Council would be engaged in the decision-making process at the Committee level.
- Enhanced process for public participation using the live-stream viewing option. A one-committee structure would allow the public to follow along from the start of the meeting to the end without having to close one window and then open the next Committee agenda window to view the discussion for each separate agenda and areas of business. The one meeting structure would also remove the occasions where the start of a Standing Committee meeting is delayed due to the prior Standing Committee meeting running longer than expected.

Disadvantages

- All Council members would attend the Standing Council Committee of the Whole meetings thereby removing the option to only attend standing committees that each Council member has been appointed to as a representative of Council.
- Council members currently are assigned to the role of Chair for each of the Standing Committees. The Chair role is assigned on an annual basis and provides opportunity for increased leadership involvement. The alternative structure outlined would reduce the number of Committee Chair roles from five (5) for the Standing Committees to one (1) that could be assigned on a rotational basis.

Neutral

Process areas that were deemed neutral in nature include:

- Management and administrative staff would prepare, attend, and participate in the scheduled bi-weekly meetings for an equal time commitment.
- Council members' preparation and attendance at multiple Committee meetings versus one would be the same time commitment.

Leadership Function

Leadership Functionality of a Council Standing Committee of Whole (CSCW) Structure (option)

- CSCW meeting is on the same Tuesday bi-weekly beginning at 9am.
- The rotating Deputy Mayor could be the designated Chair of the CSCW thereby providing a similar leadership and governance growth opportunity like Chairing a Council Committee.
- All Council, CLT, and required staff members (subject matter experts) would attend.

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

Innovative Efficiencies & Economic Readiness

- Council has a strategy that focuses on building an environment conducive to accelerating opportunities for purposeful growth. Providing an efficient process that enables an efficient

response to innovation and investment attraction opportunities is an essential element to meet the strategy put forth. Council and Management's effective use of time and resources within a defined meeting process lends to the City's decision-making capacity that leads to a positive investment readiness position.

Engaging Relationships

- Council places an elevated level of importance on communication and public engagement. Among the options described for the Council to meet and make decisions, the opportunity for public engagement and participation is achievable.

Environmental Impact

No environmental impact identified.

Economic Impact

No direct economic impact identified.

Social Impact

No direct social impact identified.

Relevant Statutes / Master Plans / City Documents

- The City of Grande Prairie Procedure Bylaw C-1299
- Council Standing Committee Appointments October 2023 – October 2024
- Council and Committee Meeting Schedule January 2024 - October 2024

Risk

No risks identified.

STAKEHOLDER ENGAGEMENT

No public stakeholder engagement was conducted. Internal stakeholder discussions were held through the Corporate Leadership Team (CLT).

BUDGET / FINANCIAL IMPLICATIONS

No budgetary requirements.

SUMMARY / CONCLUSION

ATTACHMENTS

Schedule A – Midsized Cities Comparative Standing Committee Structures

Schedule A

Midsized Cities Comparative Standing Committee Structures

Midsized City (60K+ population)	Standing Committees	Standing Committee of the Whole	Population	Schedule Standing CCW
Red Deer	Audit Emergency Advisory Municipal Planning Commission Nomination Council Agenda Review		103,588	
Lethbridge	Standing Policy Committees: Economic Civic Works Community Safety Cultural and Social Governance Audit		92,730	
Airdrie	Budget Community Services Emergency Advisory Environmental Municipal Planning Commission Municipal Policing Advisory Board		68,091	
St. Albert		Standing CCW (New effective Aug/2022)	65,589	2x per month

Medicine Hat	Administrative Administrative & Legislative Review Audit Corporate Services Energy and Infrastructure Public Services		63,260	
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Other Data: Small City, Metro Centers, and Specialized Municipalities

Small City	Standing Committees	Standing Committee of the Whole	Population	Schedule Standing CCW
Spruce Grove		Standing CCW	34,066	1x per month
Lloydminster		Governance and Priorities Committee	31,410	1x per month
Leduc	Strategic Planning Committee	Standing CCW	29,993	
Cochrane		Standing CCW	29,277	
Okotoks	Emergency Advisory Family and Community Support Services Finance and Audit Governance and Priorities Intermunicipal		28,881	
Fort Saskatchewan		Standing CCW	26,942	
Chestermere		Standing CCW	19,887	
Camrose	Finance Committee of Council Emergency Advisory Committee Discretionary Grants Review Committee Camrose Recreation Committee		18,742	
Beaumont		Standing CCW	18,320	
Cold Lake		Corporate Priorities Committee	14,961	
Brooks		Standing CCW	14,451	
Lacombe		Standing CCW	13,057	
Metropolitan	Standing Committees	Standing Committee of the Whole	Population	Schedule Standing CCW
Calgary	Community Development Infrastructure and Planning Executive Intergovernmental Affairs Audit		1.336 million	
Edmonton	Agenda Review Audit City Manager & City Auditor Performance Evaluation Community & Public Services Council Services Emergency Advisory Executive Urban Planning Utility		981,280	
Specialized/Regional Municipalities	Standing Committees	Standing Committee of the Whole	Population	Schedule Standing CCW
Strathcona County (with Sherwood Park)		Priorities Committee	98,044	1x per month
Regional Municipality of Wood Buffalo (Fort Mac)		Committee of the Whole	71,589	Ad hoc