



CITY OF PRINCE ALBERT

MANAGEMENT COMMITTEE REGULAR MEETING

AGENDA

**TUESDAY, JANUARY 31, 2023, 3:45 PM
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. APPROVAL OF MINUTES

- 4.1 August 22, 2022 Management Committee Meeting Minutes for Approval (MIN 22-64)
- 4.2 October 17, 2022 Management Committee Incamera Meeting Minutes for Approval (MIN 22-85)
- 4.3 November 7, 2022 Management Committee Incamera Meeting Minutes for Approval (MIN 22-96)
- 4.4 January 11, 2023 Management Committee Incamera Meeting Minutes for Approval (MIN 23-4)

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

- 6.1 Bylaw Enforcement - Seasonal Report for Management Committee (RPT 23-21)
- 6.2 Update from Communications Subcommittee December 5, 2022 Meeting (RPT 23-3)

7. UNFINISHED BUSINESS

8. ADJOURNMENT



City of
Prince Albert

MIN 22-64

MOTION:

That the Minutes for the Management Committee Regular & Incamera Meetings held August 22, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes
2. Incamera Minutes



CITY OF PRINCE ALBERT

MANAGEMENT COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, AUGUST 22, 2022, 2:30 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Mayor Dionne
Councillor Don Cody
Councillor Ted Zurakowski

Councillor Blake Edwards
Councillor Dawn Kilmer

Savannah Price, Acting City Clerk
Sherry Person, City Manager

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0013. **Moved by:** Councillor Zurakowski

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0014. **Moved by:** Councillor Cody

That the Minutes for the Management Committee Public and Incamera Meetings held February 14, 2022 and Management Committee Incamera Meeting held March 23, 2022, be taken as read and adopted.

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Update from Communications Subcommittee March 23, 2022 Meeting (RPT 22-189)

Verbal Presentation was provided by Councillor Kilmer, on behalf of the Communications Subcommittee.

0015. **Moved by:** Councillor Cody

1. That the City's Bylaw Division provide a seasonal update to Management Committee;
2. That the City Manager provide her vision for Internal Communication for consideration at an upcoming Management Committee meeting; and,
3. That the Communications Strategic Planning Session be re-scheduled to early 2023.

CARRIED

6.2 Update from Communications Subcommittee July 5, 2022 Meeting (RPT 22-281)

Verbal Presentation was provided by Councillor Kilmer, on behalf of the Communications Subcommittee.

0016. **Moved by:** Councillor Cody

1. That the City Manager forward a report to Executive Committee on how Integrated Planning will be measured;

2. That the City Manager and/or Department Heads prepare formal acknowledgments to share with staff and City Council when Senior Management begins employment and when staff with ten (10) or more years leaves employment with the City; and,
3. That the Director of Corporate Services establish a process to survey staff regarding what they like about their job, what the City is doing well and opportunities for improvement, to be completed during management training or annually as part of work plan meetings.

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 2:51 P.M.

0017. **Moved by:** Councillor Zurakowski

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 31ST DAY OF JANUARY, A.D. 2023.



City of
Prince Albert

MIN 22-85

MOTION:

That the Minutes for the Management Committee Incamera Meeting held October 17, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Incamera Minutes



City of
Prince Albert

MIN 22-96

MOTION:

That the Minutes for the Management Committee Incamera Meeting held November 7, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Incamera Minutes



City of
Prince Albert

MIN 23-4

MOTION:

That the Minutes for the Management Committee Incamera Meeting held January 11, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Incamera Minutes



RPT 23-21

TITLE: Bylaw Enforcement - Seasonal Report for Management Committee

DATE: **January 19, 2023**

TO: Management Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

That this report be received and filed as information.

TOPIC & PURPOSE:

The purpose of this report is to provide a seasonal update to the Management Committee on the state of the Bylaw Enforcement unit.

PROPOSED APPROACH AND RATIONALE:

As per the Committee meeting on August 22, 2022, Bylaw Enforcement will provide seasonal updates, this report being the first.

Staffing

2022 was a challenging year for Bylaw Enforcement. We have been growing and developing the Unit since it moved from the Police Service to City Hall in 2019, and have seen some great successes. However in 2022, although we were able to continue to provide effective Bylaw services, staffing issues greatly affected our division. Our division is small, with only three officers. At the beginning of last year, one of our officers needed to go on an extended leave, with no clear return date. As this position could not be filled in the interim, it meant that the workload fell to the remaining two officers. At the beginning of our busiest season (late Spring/early summer), one of the remaining officers resigned, leaving our Unit with just one officer to attend all new calls and manage the existing files of the previous officers. Mid-summer, the second officer who was on leave, also resigned. During this staff shortage, all calls were still attended to, but it took us longer to get to them. The biggest impact was that the file load built up to an unmanageable level, which meant gaining compliance may have taken longer than it typically would have. We are very pleased however that our one remaining officer was able to step up, and rise to the challenge of maintaining an effective Bylaw Division. With the recent hiring of two new officers, we are now getting our file load back to normal levels. These new officers are in the process of being trained, and our Unit should be back to

full strength soon.

Restructure

One improvement that we have seen this past fall is the restructure of our Bylaw Enforcement Unit which coincided with the restructuring in Finance. Rather than reporting directly to the Director of Planning and Development, we now have a tiered management system. Of the three Bylaw Officers, one is now a Supervisor who looks after the day to day operations and oversees the other officers in the field. In addition, we now have a Bylaw Services Manager who looks after the Bylaw Division, Parking Division and Impound Lot, reporting to the Director of Planning and Development. This system is proving to be very effective, allowing for more accountability and supervision of our officers in the field. It has also increased our efficiency, as there is always a supervisor who is able to assist with incoming calls and complex files, keeping them moving forward. As we flush out this new structure, we will see more expedient action taken towards compliance or court.

Statistics

Despite having less staff in 2022, our call volume has increased. In 2020, Bylaw attended 579 complaints. In 2021, Bylaw attended 1941 complaints. In 2022, that number increased to 2137. The breakdown of call types was approximately as follows:

Property Amenities – 39%

Traffic – 29%

Responsible Pet Ownership – 10%

Waste Collection and Disposal – 6%

Noise – 1%

Taxis – 1%

The last 14% split between inquires, parks, business licensing, property maintenance, and fortification

Property issues continue to be our greatest call type by far. This can include unsightly yards, junked vehicles, dilapidated structures, boarded houses, etc. We continue to have structures demolished through our property bylaws and have also had some very heavy fines applied by the courts to property owners. We recently had an \$80000.00 sentence from a Property Maintenance file that went through the courts. We have good enforcement tools available to us, and once we get our team rebuilt, we should see greater progress once again with our property bylaws.

Statistics continue to show that a majority of our complaints come in on weekdays and during business hours. For the 2022, the following is shown:

Weekdays – 95%

Weekends – 5%

Work Hours – 89%

After Work Hours – 11%

Another significant statistic for 2022 is the 15 structures that Bylaw was involved in that have ended up being demolished. This included 1 commercial building, 2 multi-dwelling units, 6 houses, 4 garages and 2 sheds.

Homelessness

The homelessness issues in Prince Albert have had an impact on our call volume but also have added new property issues that were not as prevalent as in previous years. The number of homeless encampments rose significantly this past summer, from 41 in 2021, to 118 in 2022. These are time consuming as we must verify the camp, then arrange and attend with sanitation to have the camp removed. Most often, Police also need to be involved as there are people that need to be evicted before the cleanup can happen. It is a heavy resource drain on the City which takes a lot of time away from other Bylaw Enforcement priorities.

We also noticed a large increase in tents being set up on private property with people living in them. Currently our Property Amenities Bylaw does not prohibit people living in tents on private property (it does prohibit habitation of campers, RV's, etc). We were able to deal with some of these situations by establishing that they had become a nuisance to the neighbourhood, under our general "nuisance" section of the bylaw, but it would be quicker and simpler to add tents to the list of where habitation is prohibited in the Property Amenities Bylaw. Perhaps this is something Council could consider before next summer when this issue arises again.

Boarded Buildings

Homelessness issues have also greatly affected our boarded house situation and is an extreme strain on our resources. We are continually told by landlords that any vacant property, even if left for a month to do renovations, would immediately be broken into and squatted in. Because of these issues, we have seen more and more property owners simply securing their properties with boards any time they sit vacant. Anecdotally, we are being told by landlords that simply boarding these homes and leaving them unrented is in some cases costing landlords **less** money than renting them out and repairing the damages incurred. However, our Property Amenities Bylaw requires these boards to be removed. We are then finding that as soon as the boards are removed, it is not a matter of "if" a vacant home will be broken into, but rather "when" it will be broken into. This is followed by vandalism, fires, broken windows, etc. and further visits from the Bylaw Enforcement Unit.

To further complicate the issue our Fire Department (as per their Bylaws) require vacant buildings to be securely boarded for public safety and to deter squatting. We have tried to balance the security needs of property owners and PAFD, with the demands of the Bylaw, and have been somewhat successful. We will typically allow a small window of time to keep boards on while renovations are being done, then step in with compliance orders if the boards do not get removed in reasonable timeframes.

We are however seeking input from Management Committee on some priorities for these boarded homes. As an example, if we receive direction to focus on the exterior of these buildings, ie. long grass, weeds, messy yards, garbage, etc. and provide more flexibility on the removal of the boards on the windows, this could significantly lessen these circular issues and free up resources.

Traffic

We are currently in a season where our main call type has changed from property amenities to traffic enforcement. Bylaw has spent quite a bit of time recently supporting our snow removal crews and our Parking Division. When temporary signs are put up, the Bylaw Manager is notified and a plan is put in place to ensure that vehicles comply with those signs in order for the streets to be properly cleared. For example, Bylaw Enforcement will attend a signed area before the graders, and ticket or tow vehicles that have not abided by the signs and snow route declarations. This will continue for the next couple of months. We are also dealing with a lot of complaints of snow being blown into City streets, which is against our Traffic Bylaw.

Neighborly Issues

Recently we have received many complaints of snow being purposely blown from one private property onto a neighboring property. We had similar complaints in the fall regarding leaves. We currently do not have a bylaw that directly addresses this, as it is considered a civil matter between neighbors. We have received much feedback from residents that the City should have a bylaw to prohibit this, however we are of the opinion that there is a fine line as to how much a City should get involved in enforcing matters between neighbors, but because of the regularity of these types of complaints, it is being brought forward. Is this something Council believes should be prohibited under a Bylaw and enforceable?

Taxi's

In 2021, Taxi licensing was taken over by the Department of Planning and Development Services from the Department of Finance. Bylaw Enforcement recently had its fall Taxi Inspections. We do these twice per year, where all the taxis in the City come to the Municipal Service Center and are inspected by officers to ensure they meet the minimum standards of the Taxi Bylaw. This is a process that has been developed from scratch since Bylaw has moved to City Hall. We can report that these inspections have proven to be very successful in bringing taxis in line with our taxi bylaw. At each subsequent inspection, the number and severity of infractions has been going down, as owners and drivers better understand what we will be requiring of them in terms of standards.

Officer Safety

Lastly, safety is becoming more of a concern for our Bylaw Enforcement Officers. This past summer, there were many instances where Police were called to assist in evicting people from encampments, however, police officers often leave the site before the eviction is completed,

leaving Bylaw Officers to try to remove people, while Sanitation crews look on, waiting for the site to clear so that they are able to commence their clean-up. Bylaw is not trained nor equipped to deal with these scenarios. There have also been encounters with angry and aggressive people during vehicle seizures where the safety of our Bylaw Officers was definitely in question. The Bylaw Manager and Supervisor are currently meeting with the Police Service in attempts to create better processes in how we work together in various dangerous scenarios. We are also looking into better personal protective equipment for our officers such as stab proof vests.

I would like to thank Council for their support and understanding as we reorganize our team. It is our belief that 2023 will see more efficiencies, and process improvements which will lead to even better service to the residents of Prince Albert, while also effectively implementing the mandates given to us by City Council and the Director of Planning and Development Services.

Respectfully submitted,

Tim Maier

Bylaw Enforcement Supervisor

PUBLIC NOTICE:

Public Notice pursuant to Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

None

Written by: Tim Maier, Bylaw Enforcement Supervisor

Approved by: Director of Planning and Development Services



RPT 23-3

TITLE: Update from Communications Subcommittee December 5, 2022 Meeting

DATE: January 5, 2023

TO: Management Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That members of Council be encouraged to follow Subsection 30(5) of The Procedure Bylaw as much as possible so that members of Administration can respond promptly and accurately to Council Inquiries at meetings for the benefit of the public that are watching the meetings and for the media reporting.

TOPIC & PURPOSE:

To report the communication improvement opportunities discussed at the December 5, 2022 Communications Subcommittee of the Management Committee meeting to the Management Committee for review and consideration.

BACKGROUND:

The Communications Subcommittee was established in 2021 to consider, investigate and report to the Management Committee regarding communication deficiencies within the City.

PROPOSED APPROACH AND RATIONALE:

Effective communication between City Council, Administration, and the community is key to establishing strong relationships and trust.

It is helpful for Administration to anticipate possible questions before they are asked and specifically everyone benefits when members of Council provide Administration notice in advance of making an inquiry at a Council meeting. This practice allows Administration the time to investigate and review the question and develop a thorough answer so as to avoid misunderstandings.

Council builds confidence with the public by ensuring the public then receives an efficient and accurate response at that time.

Well thought out answers are a more effective way to interact, and strengthens rapport and trust between the City and the community.

CONSULTATIONS:

The Communications Subcommittee invited the Director of Financial Services to participate in its December 5, 2022 meeting.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Recommendations of Management Committee will then proceed to Council for final consideration.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Financial, Policy, or Privacy implications, Official Community Plan implementation strategies, Options to the Recommendation or other considerations.

STRATEGIC PLAN:

This report supports the Council Direction to increase teamwork, trust and communication between and amongst City Council and Administration.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION:

Councillor Dawn Kilmer, Communications Subcommittee Chair, will be at the meeting to answer any questions the Management Committee may have in regards to the review of Financial Services Communication.

ATTACHMENTS:

1. The Procedure Bylaw Inquiries Section – pages 24 & 25

Written by: Renee Horn, Executive Assistant

Approved by: Director of Financial Services & City Manager

- (3) When the Clerk refers a delegation's request to speak to the Executive Committee, the following procedure shall be followed:
 - (a) the brief shall be deemed to be referred to the Executive Committee; and,
 - (b) the delegation shall be advised of the referral of their request to speak and the time and place of the Executive Committee meeting and shall have the right to attend that meeting and make their presentation.

Mayor and Councillors Forum

29. (1) Statements shall include the sharing of the following information:
 - (a) events, activities or community functions attended; and,
 - (b) general work of members on behalf of Council colleagues, constituents and the Community.
- (2) All comments will be verbal only and shall not be recorded in the minutes of the meeting.

Inquiries

30. (1) A member may make an inquiry at any Council meeting in regards to a general municipal concern.
- (2) Each inquiry shall be specific, brief and in the form of a question and shall be answerable by a brief statement and no preamble or introduction shall be permitted to explain the reason for such inquiry.
- (3) Inquiries shall be provided in writing to the Clerk immediately following the conclusion of the meeting with the exact wording of the inquiry to be entered in the minutes, or the matter shall be excluded from the minutes and further action by administration shall not be required.
- (4) All inquiries included in the minutes pursuant to Subsection (3), unless the Clerk has determined the inquiries to be answered sufficiently by

Administration at that Council meeting, shall be referred to the City Manager's office.

- (5) That where practical, the member may advise the City Manager and respective Department Director the day of the meeting, where the inquiry may be raised, to allow administration an opportunity to investigate the matter and report the details at the meeting where the inquiry is made.
- (6) When the cost to respond to an inquiry, incurred by reason of:
 - (a) the time of City employees which must be taken away from performance of their regular duties or overtime which must be worked;
 - (b) the need to hire additional employees; or,
 - (c) the necessity of obtaining and paying for the information required to answer the inquiry,is likely to be more than \$500 and no appropriation has been made for such expenditure in the budget, the City Manager shall report the anticipated cost to Council before undertaking a response to the inquiry.
- (7) When the City Manager has reported pursuant to Subsection (6), Council may, by a majority vote of the members present:
 - (a) direct that administration proceed with the investigation necessary to answer the inquiry; and,
 - (b) shall provide for the payment of costs.
- (8) An inquiry is not debatable.
- (9) A member who made an inquiry may instruct administration to abandon an inquiry.

Inquiry Responses

31. (1) Responses to inquiries shall be brief and factual, and shall not provoke debate.