

**THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA – REGULAR MEETING**

**Monday, February 4th, 2013 – 7:00 p.m.
Council Chambers City Hall**

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1. <u>PRESENTATION OF TWO VOLUNTEER FIREFIGHTER 20 YEAR SERVICE MEDALS</u>		
2. <u>CALL TO ORDER</u>	7:00 p.m. Call to Order	Call Meeting to Order at 7:00 p.m.
3. <u>REGULAR MEETING AGENDA</u>	February 4 th , 2013 Agenda	Adopt Agenda
4. <u>MINUTES</u>		
- January 28 th , 2013	Special Meeting Minutes	Adopt Minutes
- January 28 th , 2013	Regular Meeting Minutes	Adopt Minutes
- January 28 th , 2013	Primary Committee Meeting Minutes	Adopt Minutes and all recommendations contained therein
5. <u>REGISTERED PETITIONS AND DELEGATIONS</u>		
None		
6. <u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u>		
a) Corporate Officer's Report	Members of Council may ask questions, seek clarification and report on issues	Issues seeking information on operations be referred to the Chief Administrative Officer prior to the meeting.
7. <u>REPORT FROM THE COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u>		
a) Corporate Officer's Report	The City's Representative to the Regional District of Kootenay Boundary will report to Council on actions of the RDKB.	Receive the Report.
8. <u>RECOMMENDATIONS FROM STAFF FOR DECISIONS:</u>		
a) Fire Chief's Report – Regional District Kootenay Boundary Emergency Management Agreement	The Fire Chief is seeking the City's acceptance of the proposed RDKB Emergency Management Agreement	Council receives the Staff Report and approves the Emergency Management Agreement between the City of Grand Forks and the Regional District of Kootenay Boundary in providing response and recovery from emergencies and disasters

- b) Chief Administrative Officer's Report – Monthly Highlight Reports from Department Managers

Managers of each department will submit a brief report of the highlighted projects and tasks from the past month for Council's and the Public's information

Council receives the Chief Administrative Officer's Report regarding the monthly report from the department managers

9. **REQUESTS ARISING FROM CORRESPONDENCE:**

None

10. **INFORMATION ITEMS**

- Summary of Informational Items

Information Items 10(a) to 10(g)

Receive the items and direct staff to act upon as recommended

11. **BYLAWS**

- a) Corporate Officer's Report – Bylaw 1946 "City of Grand Forks Procedure Bylaw No. 1946, 2013"

At the Regular Meeting of Council on Monday, January 28th, 2013, Council was presented with the proposed Procedure Bylaw and directed Staff to proceed with the new bylaw in accordance with the Community Charter

Council considers giving first, second and third readings to Bylaw No. 1946 – "City of Grand Forks Procedure Bylaw No. 1946, 2013"

12. **LATE ITEMS**

13. **QUESTIONS FROM THE PUBLIC AND THE MEDIA**

14. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING OF COUNCIL
MONDAY, JANUARY 28TH, 2013

PRESENT: MAYOR BRIAN TAYLOR
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH
COUNCILLOR CHER WYERS

CHIEF ADMINISTRATIVE OFFICER	D. Allin
CORPORATE OFFICER	D. Heinrich
CHIEF FINANCIAL OFFICER	R. Shepherd
MANAGER OF ENVIRONMENTAL & BUILDING CONSTRUCTION SERVICES	W. Kopan

The Chair called this Special Meeting to order at 6:30 p.m.

IN-CAMERA RESOLUTION:

MOTION: KROG / O'DOHERTY

RESOLVED THAT COUNCIL CONVENE AN IN-CAMERA MEETING AS OUTLINED UNDER SECTION 90 OF THE COMMUNITY CHARTER TO DISCUSS MATTERS IN A CLOSED MEETING WHICH ARE THE SUBJECT OF SECTION 90(1)(e), THE ACQUISITION, DISPOSITION OR EXPROPRIATION OF LAND OR IMPROVEMENTS, IF COUNCIL CONSIDERS THAT DISCLOSURE COULD REASONABLY BE EXPECTED TO HARM THE INTERESTS OF THE MUNICIPALITY.

BE IT FURTHER RESOLVED THAT PERSONS, OTHER THAN MEMBERS, OFFICERS, OR OTHER PERSONS TO WHOM COUNCIL MAY DEEM NECESSARY TO CONDUCT CITY BUSINESS, WILL BE EXCLUDED FROM THE IN-CAMERA MEETING.

CARRIED.

ADJOURNMENT:

MOTION: O'DOHERTY

RESOLVED THAT THIS SPECIAL MEETING OF COUNCIL BE ADJOURNED AT 6:31 P.M.

CARRIED.

NOT ADOPTED
SUBJECT TO CHANGE

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER –DIANE HEINRICH

THE CORPORATION OF THE CITY OF GRAND FORKS

REGULAR MEETING OF COUNCIL
MONDAY, JANUARY 28TH, 2013

PRESENT: MAYOR BRIAN TAYLOR
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH
COUNCILLOR CHER WYERS

CHIEF ADMINISTRATIVE OFFICER
CORPORATE OFFICER
CHIEF FINANCIAL OFFICER

D. Allin
D. Heinrich
R. Shepherd

GALLERY

PRESENTATION OF DIAMOND JUBILEE MEDAL:

The Mayor presented to Michele Caskey a Queen Elizabeth II Diamond Jubilee Medal and extended congratulations to Michele on behalf of the City for her accomplishment. The Mayor advised that Ms. Caskey was nominated for the medal by the BC Lung Association and advised that Ms. Caskey has been a volunteer with the BC Lung Association since 1976.

CALL TO ORDER:

The Mayor called the Meeting to order at 7:00 p.m.

RECESS TO PRIMARY COMMITTEE MEETING:

MOTION: SMITH / O'DOHERTY

RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE RECESSED AT 7:10 P.M. TO ALLOW FOR THE PRIMARY COMMITTEE MEETING, AND THAT THIS REGULAR MEETING OF COUNCIL BE RECONVENED AT THE CONCLUSION OF THE PRIMARY COMMITTEE MEETING.

CARRIED.

The regular meeting reconvened at 7:32 p.m.

ADOPTION OF AGENDA:

MOTION: O'DOHERTY / SMITH

RESOLVED THAT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON MONDAY, JANUARY 14TH, 2013, BE ADOPTED AS CIRCULATED.

CARRIED.

MINUTES:

MOTION: WYERS / KROG

RESOLVED THAT THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, JANUARY 14TH, 2013, BE ADOPTED AS CIRCULATED.

CARRIED.

DELEGATION:

None

UNFINISHED BUSINESS

None

REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)

Councillor Smith:

Councillor Smith reported on the following items:

- He advised that he met with Christy Luke, from Selkirk College, on January 16th and advised that she will be rolling out an education program dedicated to the provision of good customer service. He advised that this program intends to educate those involved in retail businesses and that the program is free and will run for 6 weeks.
- He reported on his attendance at an Environment Committee Meeting on January 17th.
- On January 18th, he advised that he met with Paul Pinard regarding Solar opportunities for the area.
- On January 19th, he advised that he and Mayor Taylor attended a Boundary Woodlot Association Meeting.
- On January 21st, he reported that he had met with Bud Alcock, the President of Grand Forks International organization and advised that they talked about expanding the use of James Donaldson Park to include other activities other than for baseball.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT STAFF BRING FORWARD THE EXISTING POLICY REGARDING THE USE OF JAMES DONALDSON PARK, FOR DISCUSSION AND REVIEW.

CARRIED.

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- On January 22nd , Councillor Smith advised that he sat down with Wayne Kopan, Manager of Environmental and Building Construction Services, in order to go over Carbon Neutral Kootenays program, to discuss other options to reduce the City's carbon footprint
 - He advised that the Economic Development Advisory Committee had adopted a Strategic Plan on January 22nd, where the group identified a number of areas to champion. He further advised that the plan will be available for public information at the February 4th Regular Meeting.
 - On January 23rd, he reported that he had met with Angela Soukoroff, Christine Thompson and Ellen Strelaeff, regarding Family Friendly Businesses program. He advised that on February 8th at 10:00 AM, the program will be unveiled at the Credit Union. Councillor Smith advised that he will be in attendance and encouraged other members of Council to attend
 - He reported on his attendance at the City's Budget Workshop on January 24th and 25th.
 - He reported on his attendance to the annual Scotch Tasting at Gallery 2 on January 26th.

Councillor Krog:

Councillor Krog reported on the following items:

- He reported on his attendance at the January 25th Budget Meeting.
- He reported on his attendance at a Boundary Literacy Day on January 25th, and spoke with regard to a favourite word contest which was conducted on this day as well.

Councillor Wyers:

Councillor Wyers reported on the following items:

- Please see Councillor Wyers report as attached.

MOTION: WYERS / SMITH

RESOLVED THAT THE COUNCIL APPROVES THE COMPENSATION TO MR. PINARD ON MILEAGE FOR HIS PERSONAL VEHICLE/FUEL USE FOR NEPHELOMETER MONITORING TRIPS DURING NOVEMBER & DECEMBER, AT THE GOVERNMENT RATE FOR A TOTAL OF 241 KILOMETERS.

CARRIED.

Councillor O'Doherty:

Councillor O'Doherty reported on the following items:

- He reported on his attendance at the City Budget Workshop on January 24th and 25th
- He advised that the Grand Forks International Organization is getting ready for their yearly baseball event.

Mayor Taylor:

The Mayor reported on the following items:

- The Mayor spoke with regard to two land acquisition items which are now released from In-Camera, and advised that the City has acquired the Wildlife Hall property and has, additionally purchased 7212 Riverside Drive in Grand Forks. He spoke with regard to the proposed Real Estate Strategy Policy which will be presented for Council's discussion and direction later on in the evening's agenda.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT STAFF BE DIRECTED TO PUT TOGETHER REQUEST FOR PROPOSALS FOR THE PROPERTY AND LAND KNOWN AS THE WILDLIFE HALL AND FOR THE PROPERTY LOCATED AT 7212 RIVERSIDE DRIVE, INTENDED TO INVITE EXPRESSIONS OF INTEREST FROM THOSE ORGANIZATIONS, WHO MAY HAVE A DESIRED COMMUNITY USE.

CARRIED.

Councillor Krog voted against the motion.

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- The Mayor advised that he will be seeking the NDP Riding nominations in the next provincial election and reported that he will not be neglecting his role of Mayor during the process.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.

CARRIED

REPORT FROM THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY (VERBAL)

- The Mayor advised that Councillor Wyers will be attending the January 31st Regional District of Kootenay Boundary meeting in his place.

- He spoke with regard to the Forestry Industry and advised that there will be a conference call on the morning of February 7th. He reported that the stakeholders of this meeting will be putting together a plan to address Areas C, D & E, in addition to the City, with regard to allocations of timber and buy back opportunities. He advised that he will provide information to Council after the conference call has been completed.
- He spoke with regard to the Boundary Regional Hospital and of their plan for a large hospital project within the next 5 to 10 years. He advised that this proposed project would impact the City's tax level and has asked the Chief Financial Officer to do some research on the City's tax impacts should this plan go forward.

MOTION: SMITH / KROG

RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.
CARRIED.

RECOMMENDATIONS FROM STAFF FOR DECISIONS:

- a) Manager of Technical Services-Slag Piles – Costs for Short Term Recommendations

As per the Geotechnical Report in the agenda package, staff is moving forward with short term recommended remedial measures. The Chief Administrative Officer advised that once Council has given direction to do so, that the City will go out for tender on this project.

MOTION: O'DOHERTY / SMITH

RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT AND APPROVES THE FUNDING FOR THE SHORT TERM REMEDIAL MEASURES AS RECOMMENDED IN THE GEOTECHNICAL REPORT AS PRESENTED, BASED UPON A CLASS "C" ESTIMATE TO A TOTAL OF FUNDING OF \$270,000 TO COME FROM THE SLAG RESERVE FUND, AND THAT THIS AMOUNT IS TO BE INCLUDED IN THE FIVE YEAR FINANCIAL PLAN.
CARRIED.

- b) Manager of Technical Services – Real Estate Strategy, Guiding Principles

To introduce real estate principles to guide in the acquisition, disposition and leasing of City owned lands to maximize the financial returns and utilization of this resource to the benefit of the Community. Councillor Krog spoke with regard to a few concerns: Number one with regard to what is an "unreasonable" amount of time that the City holds onto a property; and second concern is regarding item number 4, which he advised may be restrictive to the municipality; and third – Number 6 - Sponsored Crown Grants and seeking any crown land which would benefit the community – Councillor Krog advised that the policy should have more latitude and freedom to do with what the community needs regarding Crown property.

MOTION: SMITH / WYERS

RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT AND ACCEPTS THE PROPOSED STRATEGY AND GUIDELINES, AND DIRECTS STAFF TO PROCEED WITH THE CREATION OF REAL ESTATE PRINCIPLES AND A POLICY TO GUIDE COUNCIL WITH THE ACQUISITION, DISPOSITION AND LEASING OF CITY OWNED LAND TO MAXIMIZE THE FINANCIAL RETURNS AND PROVIDE THE BEST UTILIZATION OF THIS RESOURCE TO THE BENEFIT OF THE ENTIRE COMMUNITY.
CARRIED.

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c) Corporate Officer – New Procedure Bylaw Discussion and Direction to Staff

As Council is considering changing the format of the current meeting structure, the City is legislatively required to change its procedure bylaw to reflect those proposed changes.

MOTION: O'DOHERTY / SMITH

RESOLVED THAT COUNCIL TO INSTRUCT STAFF TO PROCEED TO BRING FORWARD THE PROPOSED PROCEDURE BYLAW NO. 1946, 2013, AS PRESENTED, AND FURTHER THAT THE TIME FOR COMMENCING THE SCHEDULED REGULAR COUNCIL MEETINGS IS 7:00 PM, AND THE TIME FOR COMMENCING THE SCHEDULED COMMITTEE OF THE WHOLE MEETING IS 9:00 AM.

CARRIED.

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d) Corporate Officer – Legislative: Delegation – Petition Protocol Policy

In conjunction with the proposed Procedure Bylaw, Council will need to consider the proposed revisions to the current Delegation-Petition Protocol Policy.

MOTION: O'DOHERTY / SMITH

RESOLVED THAT COUNCIL DETERMINES TO APPROVE THE REVISED "LEGISLATIVE: DELEGATION-PETITION PROTOCOL POLICY NUMBERED 106, SUBJECT TO THE ADOPTION OF THE PROCEDURE BYLAW NO. 1946, AND WILL COME INTO EFFECT UPON THE ADOPTION OF THE PROPOSED PROCEDURE BYLAW.

CARRIED.

REQUESTS ARISING FROM CORRESPONDENCE:

None

INFORMATION ITEMS:

MOTION: SMITH / O'DOHERTY

RESOLVED THAT INFORMATION ITEMS NUMBERED 12(a) TO 12(e) BE RECEIVED AND ACTED UPON AS RECOMMENDED AND/OR AS AMENDED. CARRIED.

- a) Correspondence from the Grand Forks Curling Club - Request for use and offering of storage of City acquired tables and chairs from the Wildlife Hall. Council to direct Staff to write a letter to the Grand Forks Curling Club.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT COUNCIL TO DIRECT STAFF TO WRITE A LETTER TO THE GRAND FORKS CURLING CLUB ADVISING THAT ONCE THE CITY HAS REVIEWED ITS NEEDS FOR THE TABLES AND CHAIRS INTERNALLY, THAT THE CITY WOULD BE PLEASED TO ALLOW THE GRAND FORKS CURLING CLUB THE USE OF THE REMAINDER OF TABLES AND CHAIRS AND FURTHER TO THANK THEM AND UTILIZE THEIR OFFER TO STORE THEM AT THE CURLING RINK.

BE IT FURTHER RESOLVED THAT THE CITY TO FURTHER ADVISE THE CURLING CLUB THAT, ON OCCASION, AND UPON A SHORT NOTICE, SPECIAL FUNCTIONS WITHIN THE COMMUNITY MAY REQUIRE THE UTILIZATION OF THE CITY OWNED TABLES AND CHAIRS. CARRIED.

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- b) Memo from AKBLG - Notice of Annual General Meeting; Third & Final Call for Resolutions. **Recommend to receive for information. Council to advise if they have any resolutions to submit for the conference. Deadline is Monday, February 18th, 2013. Council will determine at the February 4th, 2013 Meeting if they require any resolutions to go to the AKBLG.**
- c) From the Grand Forks Public Library Association via Councillor Wyers, Liaison - Unaudited Financial Statements as at December 31, 2012. **Recommend to receive for information.**
- d) Correspondence from the Boundary Restorative Justice Program via Councillor Wyers, Liaison - Minutes from November 8th, 2012 and the Program's 2012 Review. **Recommend to receive for information.**
- e) Task List for January 14th, 2013 - List of Completed and/or In Progress Tasks. **Recommend to file.**
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BYLAWS:

- a) Chief Financial Officer – Bylaw 1944 "Electrical Utility Regulatory Amendment Bylaw"

MOTION: O'DOHERTY / SMITH

RESOLVED THAT BYLAW NO. 1944, CITED AS THE "Electrical Utility Regulatory Amendment Bylaw No. 1944, 2013", BE GIVEN FINAL READING.

CARRIED.

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- b) Manager of Environmental and Building Construction Services – Bylaw 1945 – "Amendment to the City of Grand Forks Residential Garbage Collection Regulation"

MOTION: O'DOHERTY / WYERS

RESOLVED THAT BYLAW NO. 1945, CITED AS THE "Garbage Regulations and Rates Amendment Bylaw No. 1945, 2013", BE GIVEN FINAL READING. CARRIED

LATE ITEMS:

QUESTIONS FROM THE PUBLIC:

ADJOURNMENT:

MOTION: O'DOHERTY

RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE ADJOURNED AT 8:43 P.M. CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER- DIANE HEINRICH

Councillor Wyers City Council Report For January 28, 2013

I begin my report with the **Grand Forks Environment Committee's** bi-monthly meeting on January 17th at the Regional District's boardroom. The meeting was well attended to hear City Technical Services & Utilities Manager, Sasha Bird and CAO Doug Allin responded to questions with regards to the Overton Creek Diversion by the Granby Road Slag Piles and the Boundary Drive culvert replacement addressing the water accumulation in the vicinity. The Environment Committee's Minutes will be included in the Council agenda for Feb 4th. Good dialogue took place around the City's chlorination of its treated water.

Sasha provided a Q and A sheet on a number of items that evolved from the circulation of the draft report "Management of Community Water Wells by Piteau Associates presented at the Primary Meeting of Council on November 19th, 2012. Cheryl Unger, IHA participant at the EC table, discussed the health risks associated with chlorinating drinking water with studies showing that the benefits of chlorination outweigh the risks. Chlorine is effective against virtually all microorganisms and in-home filter systems can remove chlorine and the by products.

There are six Environmental events coming in 2013:

Earth Hour Challenge Saturday March 23, 2013 8:30 PM www.earthhour.org

2) BC Drinking Water Week May 20 - 26th www.drinkingwaterweek.org

3) Bike To Work Week May 27 - June 2nd www.biketowork.ca

4) Environment Canada's E - Week National Commuter Challenge Jun 2 - 8th <http://commuterchallenge.ca/blog>

5) Clean Air Day & Solar Kit Races June 5th

<http://www.bcairquality.ca/101/clean-air-daybc.html>

6) BC Rivers Day September 29th <http://commons.bcit.ca/riversday>

A sub-committee was struck to meet February 4th to investigate potential partnership opportunities with the Kettle River Watershed Management Plan Project Coordinator, Graham Watt. Graham visualizes educational tools around water conversation and a shared summer student. His project will include the **Kettle River Water Wise** initiative that will increase the level of understanding for the Kettle River Watershed - a program that fits well with the EC's vision around water conservation and educating the community on the Domino effect that conservation plays on treated water infrastructure, fire flows and insurance premiums as examples.

The portable Nephelometer has been busy with volunteer Paul Pinard actively conducting routine drives throughout the community since October 2012 covering a distance of 241 kms. At this time I would like to bring forward a recommendation from the Environment Committee for Council's approval:

MOTION TO COMPENSATE PAUL PINARD FOR MILEAGE AT THE LOCAL GOVERNMENT RATE FOR HIS PERSONAL VEHICLE/FUEL USED FOR NEPHELOMETER MONITORING TRIPS IN NOVEMBER & DECEMBER 2012 FOR A TOTAL OF 241 KMS.

The 2nd recommendation from the committee deals with the financial request for 2013 to continue with the work of the three sub-committees, Air Quality, Water Sustainability and Carbon Neutrality. The committee's 2013 budget has been submitted to the City for inclusion in the scheduled budget sessions. In 2012, the budget was \$20,000 and this year's budget request has been reduced to \$16,000 as we see opportunities for funding partnerships and grants.

Note: No MOTION is required of Council, as the 2013 Budget document has been moved to the City's 2013 budget process.

Original recommendation from the Environment Committee:

MOTION: TO REQUEST \$16,000 FROM THE CITY FOR THE ENVIRONMENT COMMITTEE OPERATING BUDGET IN 2013. MOVED: Gary, Paul CARRIED

The Boundary Sentinel on-line news article for January 21st, covers the Nephelometer monitoring program for 2.5 particulate content in the community air shed. ***Nephelometer Continues To Sniff Its Way Around Grand Forks, Woodstoves on the Radar.***

[http://boundarysentinel.com/news/nephelometer-continues-sniff-its-way-around-grand-forks-](http://boundarysentinel.com/news/nephelometer-continues-sniff-its-way-around-grand-forks-woodstoves-radar-22885#.UQWTEDmLSWA.email)

[woodstoves-radar-22885#.UQWTEDmLSWA.email](http://boundarysentinel.com/news/nephelometer-continues-sniff-its-way-around-grand-forks-woodstoves-radar-22885#.UQWTEDmLSWA.email)

Citizens On Patrol (COP) met January 17th at the RCMP detachment. The volunteer group will continue airshed monitoring with the portable Nephelometer on board and, as always, we welcome new members to join this diverse and committed group that act as the eyes and ears while on community watch. Candidates who are interested can contact the RCMP during regular hours at the detachment office. Training is provided –applicants will need to complete a Criminal Record Check.

On January 19th, I attended the **Boundary Historical Society's** special meeting and luncheon held at the Boundary Museum Society's Fructova facility. The 2013 election took place with Les Johnson re-elected as President

for a 2nd year, Delphine Novak - Vice President, Deb Billwiller - Secretary and John Billwiller as Treasurer, Peter Kootchin & Peter Koftinoff are directors. The Society has been challenged to elect a board from the past two years but from the attendance I saw, the region is behind the organization that has been in existence since the early 1950's keeping local history alive for future generations. A revived momentum has surfaced that includes engaging our youth in participating and strong regional support.

January 24 and 25th, I participated in the **2013 Budget** discussions at City Hall. All day sessions opened up opportunities to hear from the Boundary Museum Society and Grand Forks Art Gallery Society for their 2013 requests for funding plus the organizations' long term projects, goals and visions that will assist Council in determining the levels of support from the City today and into the future.

January 25th I attended the **Boarder Bruins Home Game** against the Revelstoke Grizzlies. Final score 7-4. It's important to keep youth sport organizations in our community and I was impressed by the team's integrity and the sportsmanship on the ice. Great team!

Christina Lake Winterfest is this weekend February 1 and 2nd with the **Boundary Dog Sled Association** holding a sprint race with four teams on Saturday February 2nd 11:00 AM on the Stewardship lands around the Welcome Centre. Bring the family and enjoy celebrating this annual event with our neighbouring community.

Submitted by:
Councillor Cher Wyers

THE CORPORATION OF THE CITY OF GRAND FORKS

PRIMARY COMMITTEE MEETING OF COUNCIL
MONDAY JANUARY 28TH, 2013

PRESENT: MAYOR BRIAN TAYLOR
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH
COUNCILLOR CHER WYERS

CHIEF ADMINISTRATIVE OFFICER D. Allin
CORPORATE OFFICER D. Heinrich
CHIEF FINANCIAL OFFICER R. Shepherd

GALLERY

The Mayor called the meeting to order at 7:01 p.m.

ADOPTION OF THE AGENDA:

MOTION: SMITH / O'DOHERTY

RESOLVED THAT THE AGENDA OF THE PRIMARY COMMITTEE MEETING OF COUNCIL HELD MONDAY, JANUARY 28TH, 2013, BE ADOPTED AS CIRCULATED.
CARRIED.

DELEGATIONS:

a) Corporate Officer's Report – Boundary Invasive Species Society

Barb Stewart, of the Boundary Invasive Species Society made a PowerPoint presentation to Council, proposing that the City implement a management program for invasive plants and further, to provide financial support toward the Society's Region-wide education program. She suggested that a program, such as controlled grazing by use of goat herds, has been proven effective.

MOTION: WYERS / SMITH

RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION FROM THE BOUNDARY INVASIVE SPECIES SOCIETY AND REFERS THE ISSUE TO STAFF FOR FURTHER RESEARCH AND OPTIONS IN DEVELOPING AN EFFECTIVE WEED MANAGEMENT PLAN.

CARRIED.

b) Corporate Officer's Report - Boundary Restorative Justice Program

Richard Tarnoff, Coordinator for the Boundary Restorative Justice Program, and Staff Sergeant Jim Harrison, made a presentation to Council with regard to raising awareness about the program and further, to work with the City on opportunities to provide Community Service through the program. Mr. Tarnoff suggested that the Society meet with members of Council and Staff to discuss how the Justice Program can contribute in volunteer community services in partnership with the City.

MOTION: O'DOHERTY / KROG

RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION FROM THE BOUNDARY RESTORATIVE JUSTICE PROGRAM.

CARRIED.

UNFINISHED BUSINESS:

None

RECOMMENDATIONS FOR CONSIDERATION:

OPERATIONAL DISCUSSION FROM STAFF:

None

PROPOSED BYLAWS FOR DISCUSSION:

None

LATE ITEMS:

None

REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)

None

QUESTION PERIOD FROM THE PUBLIC:

Mayor Taylor stated that City Council is interested in hearing from the public on the issues it is dealing with or on any other issue that is of interest to the general public. To ensure that this process is open and does not feel uncomfortable to

NOT ADOPTED
SUBJECT TO CHANGE

anyone, he advised that Council has set up some parameters to follow, and the normal rules apply.

ADJOURNMENT:

MOTION: SMITH

RESOLVED THAT THIS PRIMARY COMMITTEE MEETING BE ADJOURNED AT 7:32 P.M.

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER – DIANE HEINRICH

THE CITY OF GRAND FORKS

REQUEST FOR COUNCIL DECISION

DATE : January 30th, 2013
TOPIC : Reports, Questions and Inquiries from the Members of Council
PROPOSAL : Members of Council May Ask Questions, Seek Clarification
and Report on Issues
PROPOSED BY : Procedure Bylaw / Chief Administrative Officer

SUMMARY:

Under the City's Procedures Bylaw No. 1889, 2009, the Order of Business permits the members of Council to report to the Community on issues, bring community issues for discussion and initiate action through motions of Council, ask questions on matters pertaining to the City Operations and inquire on any issues and reports.

STAFF SUGGESTION FOR HANDLING QUESTIONS AND INQUIRIES: (no motion is required for this)

Option 2: Issues which seek information on City Operations or have been brought to the attention of the Members of Council prior to the meeting of Council should be referred to the Chief Administrative Officer so that Staff can provide background and any additional information in support of the issues and the member can report at the meeting on the issue including the information provided by Staff. Further the member may make motions on issues that require actions. It is in the interest of fiscal responsibility members may wish to avoid committing funding without receiving a report on its impact on the operations and property taxation.

OPTIONS AND ALTERNATIVES:

Option 1: Submit a motion for Approval: Under this option, a member might wish to submit an immediate motion for expediency to resolve an issue or problem brought forward by a constituent. This approach might catch other members by surprise, result in conflict and might not resolve the problem.

Option 2: Issues, Questions and Inquiries should be made with the intent to resolve problems, seek clarification and take actions on behalf of constituents. Everyone is well served when research has been carried out on the issue and all relevant information has been made available prior to the meeting. It is recognized that at times this may not be possible and the request may have to be referred to another meeting of Council.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The main advantage of using this approach is to bring the matter before Council on behalf of constituents. Immediate action might result in inordinate amount of resource inadvertently directed without specific approval in the financial plan.

Option 2: The main advantage is that there is a genuine interest to resolve issues and seek clarifications without spending too much resources of the City. The disadvantage is that there may be issues brought forward which have no direct municipal jurisdiction, however, due to the motion of Council arising from the issue, resources are directed and priorities are altered without due process.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

Both options could result in expenditures being incurred as a result of a motion on an issue without supporting documentation and report on its implications.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.



Department Head or Corporate Officer
Or Chief Administrative Officer



Reviewed by Chief Administrative
Officer

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : January 30th, 2013
TOPIC : Report - from the Council's Representative to the Regional District of Kootenay Boundary
PROPOSAL : Regional District of Kootenay Director representing Council
Will report on actions and issues being dealt with by the
Regional District of Kootenay Boundary
PROPOSED BY : Procedure Bylaw / Council

SUMMARY:

Under the City's Procedures Bylaw No. 1889, 2009, the Order of Business permits the City's representative to the Regional District of Kootenay to report to Council and the Community on issues, and actions of the Regional District of Kootenay Boundary.

STAFF RECOMMENDATION:

Option 1: Receive the Report.

OPTIONS AND ALTERNATIVES:

Option 1: Receive the Report: Under this option, Council is provided with the information provided verbally by the Regional District Director representing Council.

Option 2: Receive the Report and Refer Any Issues for Further Discussion or a Report: Under this option, Council provided with the information given verbally by the Regional District of Kootenay Boundary Director representing Council and requests further research or clarification of information from Staff on a Regional District issue

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.


Option 2: The main advantage to this option is the same as Option 1.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no direct financial impact on the provision of information.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting. Bylaw 1889, Council's Procedure Bylaw, was implemented in early February to include a specific line item in the Order of Business at a Regular Meeting to include a Report on the Regional District of Kootenay Boundary.



Department Head or Corporate Officer
or Chief Administrative Officer



Reviewed by Chief Administrative
Officer

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : February 4, 2013

TOPIC : Regional District Kootenay Boundary Emergency Management Agreement

PROPOSAL : Acceptance of proposed RDKB Emergency Management Agreement

PROPOSED BY : Dale Heriot, Fire Chief

SUMMARY: The Regional District of Kootenay Boundary applied for and received a joint Emergency Preparedness Grant. The project applied for included an Emergency Plan Review and Revision to ensure compliance with British Columbia Emergency Response Management System. Over the last six months the Emergency Plan Revision has been completed. A review and revision of the Regional Emergency Plan identified the need for a comprehensive Regional Emergency Agreement. The agreement is intended to aid local jurisdictions in determining appropriate prevention, response and recovery from emergencies and disasters. Emergency Management organization and procedures are outlined within the agreement to assist local jurisdictions in determining appropriate levels of assistance and or response within our community. The agreement clarifies and formalizes the relationship between the Regional District and the municipality.

STAFF RECOMMENDATIONS:

Option 1: Council approves the Emergency Management Agreement between the City of Grand Forks and the Regional District of Kootenay Boundary in providing response and recovery from emergencies and disasters.

OPTIONS AND ALTERNATIVES:

Option 1: Council approves and enters into an agreement with Regional District of Kootenay Boundary to provide prevention, response and recovery aid to the community.

Option 2: Council declines the proposed agreement. This option would see the City of Grand Forks solely responsible for response and recovery aid.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The municipality and the regional district are intertwined within the Grand Forks valley. The opportunity to partner with other local government during emergencies and disasters, providing equipment and resources during EOC operations lends to increased experience, cost-sharing, and a successful outcome.

Option 2: The city can decline the agreement and provide emergency response management while having limited experience or funds to mitigate the situation. The result may be increased damage and costs to the city.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

Entering into a partnership with the Regional District of Kootenay Boundary will aid in determining appropriate prevention, response and recovery during emergencies and disasters and lead to opportunities for cost recovery.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

None.



Department Head or CAO



Reviewed by Chief Administrative Officer

Regional Emergency Management Agreement

THIS AGREEMENT made the _____ day of _____, 2012

BETWEEN:

The REGIONAL DISTRICT OF KOOTENAY BOUNDARY
[address]

AND:

The Corporation of the VILLAGE OF FRUITVALE
[address]

AND:

The Corporation of the VILLAGE OF MONTROSE
[address]

AND:

The Corporation of the VILLAGE OF WARFIELD
[address]

AND:

The Corporation of the VILLAGE OF MIDWAY
[address]

AND:

The Corporation of the CITY OF TRAIL
[address]

AND:

The Corporation of the CITY GRAND FORKS
[address]

AND:

The Corporation of the CITY OF GREENWOOD
[address]

(hereinafter called "the parties")

NOW THIS AGREEMENT WITNESSETH:

WHEREAS it is desirable that the resources and facilities of the parties, their various departments and agencies, be made mutually available to prevent and combat the effects of emergencies and disasters;

WHEREAS the *Regional District of Kootenay Boundary Emergency Planning Service Establishment Bylaw No. 1256* and its amending bylaws, enacted under the *Local Government Act*, grants to the Regional District of Kootenay Boundary the additional power to provide emergency programs as an extended service under the *Emergency Program Act*.

WHEREAS the parties agree to fully integrate their Emergency Management Programs in order to collaborate in the prevention, planning, response and recovery from emergencies and disasters;

WHEREAS, Pursuant to section 176(1)(b), enacted under *the Local Government Act*, a local authority may enter into a mutual aid agreement with one or more local authorities for emergency resources of all types and subsequent cost recovery.

WHEREAS it is necessary and desirable that an Emergency Management Agreement be executed for the interchange of such mutually beneficial assistance and to integrate emergency management services.

NOW, THEREFORE it is hereby agreed by and between each and all of the parties hereto as follows:

1. INTERPRETATION

In this Agreement:

“Disaster” means a calamity that

- (a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
- (b) has resulted in serious harm to the health, safety or welfare of people or in widespread damage to property;

“Emergency” means a present or imminent event that

- (a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
- (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

“EOC” means Emergency Operations Centre. A pre-designated facility established by a local authority, jurisdiction or agency to coordinate the overall response and support to an emergency.

“Emergency Management Program” means to plan, organize, establish and operate salvage, precautionary, and safety measures, controls, facilities and services of all kinds vital and necessary for the public welfare for meeting, preventing, reducing and overcoming the effects of civil disaster in and for the parties to this agreement.

“Local Authority” means

- (a) for a municipality, the municipal council;
- (b) for an electoral area in a regional district, the board of the regional district, if the regional district has been granted the powers of a municipality under section 800(2)(a) of the *Local Government Act*;

“Providing Party” means a party receiving a request for assistance under this Agreement;

“Requesting Party” means a party requesting assistance under this Agreement;

“Resources” means persons, equipment, supplies and other property of the Providing Party which has been designated to be made available to a Requesting Party under this agreement.

“Senior Elected Representative” means the Chair, or in his or her absence, the vice-Chair of the Regional District of Kootenay Boundary; the Mayors of the Villages of Fruitvale, Montrose, Warfield, Midway; and/or the Mayors from the Cities of Trail, Grand Forks and Greenwood.

2. SERVICES

- (a) The parties agree to provide assistance in the case of disaster or emergency in accordance with this Agreement.
- (b) Each party to this Agreement shall provide for the effective mobilization and utilization of its resources to respond to an emergency or disaster requiring site support, coordination and additional resources.
- (c) Each party to this Agreement agrees to the structure and procedures as stated in the attached “Emergency Program Organization and Procedures”.
- (d) Each of the parties to this Agreement are committed to ensuring that the use of personnel, equipment and supplies, and other emergency response resources and capabilities are directed toward achieving a common goal: to maximize the efficiency of

coordinated planning and response to, and recovery from major emergencies and disasters within the jurisdictional areas of the parties to this Agreement.

- (e) All parties understand that resources may be deployed outside their own jurisdiction. The Providing Party shall have the primary interest of protecting the welfare of their own jurisdiction and does not assume any responsibilities or liabilities by not providing provisions as laid out in this Agreement.
- (f) The extent of the assistance provided by a Providing Party will be at the discretion of the Providing Party having regard for its own need for its own resources.
- (g) The parties acknowledge that this Agreement is not intended to replace any mutual aid agreement in force between any of the parties nor to prevent any party from negotiating a new mutual aid agreement or from renewing or amending an existing mutual aid agreement.
- (h) Assistance extended pursuant to this agreement shall be provided in accordance with current governing legislation, the *British Columbia Emergency Program Act (1996)*, and the *British Columbia Emergency Response Management System (BCERMS)*.

3. Term

The Agreement will be in effect for a five (5) year period (hereinafter called the "Term") commencing on _____, 2012 and ending on _____, 2017.

4. Cost Sharing of Resources

Schedule "A" sets out Compensation and Payment provisions or what and to whom payments are to be made.

5. Claims

Claims for compensation by owners of real or personal property for damage or injury suffered in a disaster should be processed, either individually or jointly through the existing *Compensation and Disaster Financial Assistance Regulation of the Emergency Program Act*. The *Financial Assistance Guidelines for Local Authorities and First Nations* as produced by Emergency Management BC (EMBC) shall be used as a tool for claims and compensation during response and recovery.

6. Independent Jurisdiction

- (a) Any and all agents, servants or employees of each of the parties or other persons, while engaged in the performance of any work or services required to be performed by the parties under this Agreement shall not be considered employees of any other party and a party shall not be responsible for any act or omission of any person other than one of its own agents, servants, or employees, except as provided in this agreement.
- (b) Each party to this Agreement will retain decision-making authority within their own jurisdiction via unified command at the EOC, unless otherwise determined by the emergency or disaster.
- (c) Each party to this Agreement is responsible for declaring its own State of Local Emergency and Evacuation Alerts, Orders and Rescind as per the *Emergency Program Act*, should it be deemed necessary. The other parties are to be notified as soon as possible, should this occur.

7. Indemnity

Where a Providing Party supplies resources to a Requesting Party pursuant to this Agreement, the Requesting Party shall indemnify and save harmless the Providing Party from any and all claims, causes of actions, suits and demands whatsoever arising out of the assistance rendered by the Providing Party, its servants, employees or agents, the failure to respond to a request for assistance pursuant to this Agreement, the failure to render adequate assistance, or any other reason.

8. Insurance

All parties to this Agreement agree to maintain insurance and liability coverage, subject to the terms and conditions of its insurance policy as provided by the insurer of the party on any and all chattels and equipment owned by the party and utilized to meet the provisions of this Agreement.

9. Waivers

The failure at any time of any party to enforce any of the provisions of this Agreement or to require at any time performance by the other parties of any such provision shall not constitute or be construed to constitute a waiver of such provision, nor in any way to affect the validity of this Agreement or any parts thereof, or the right of any party thereafter to enforce each and every provision of this Agreement.

10. Modification

No waiver, modification or amendment of any of the provisions of this Agreement shall be binding unless it is in writing and signed by the duly authorized representatives of all parties.

11. Termination

Notwithstanding any other provision of this Agreement:

- (a) If any party fails to comply with any provision of this Agreement, then, and in addition to any other remedy or remedies available a party may, at its option, terminate this Agreement by giving written notice of termination to all other parties.
- (b) Any party may terminate this Agreement at any time upon giving the other parties thirty (30) days notice of such termination.

If either such option is exercised by a party ("the terminating party"), the terminating party will be under no further obligation to the other parties except to pay the parties such amount as the parties may be entitled to receive for services properly performed and provided to the date notice is given to the parties less any amounts necessary to compensate the terminating party for damages or costs incurred by the terminating party arising from another party's default.

12. Program Review

All parties to the Agreement will meet at least annually to discuss and review the terms of this agreement and the overall status of the Emergency Management Program.

13. Dispute Resolution

Any and all claims arising in and out of the implementation of this agreement will not be brought forward until the response phase of the emergency is over.



All parties to the Agreement will mutually resolve any issue(s) arising out of the implementation of this Agreement. An external arbitrator may be brought in to assist in the resolution of any outstanding issues, if required. The appointment is mutually agreed upon and cost is jointly shared.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:



The Corporate Seal of the
REGIONAL DISTRICT KOOTENAY BOUNDARY
as hereto affixed in the presence of:

_____)
_____)
Authorized Signatory _____)
_____)
_____)
Authorized Signatory _____)

The Corporate Seal of the
VILLAGE OF FRUITVALE
as hereto affixed in the presence of:


_____)
_____)
Authorized Signatory _____)

_____)
_____)
Authorized Signatory _____)

The Corporate Seal of the
VILLAGE OF MONTROSE
as hereto affixed in the presence of:

 Mayor
_____)
_____)
Authorized Signatory _____)
 CAO
_____)
_____)
Authorized Signatory _____)

The Corporate Seal of the
VILLAGE OF WARFIELD
as hereto affixed in the presence of:

_____)
_____)
Authorized Signatory_____)
_____)
_____)
Authorized Signatory_____)
_____)

The Corporate Seal of the
VILLAGE OF MIDWAY
as hereto affixed in the presence of:

_____)
_____)
_____) Mayor
Authorized Signatory_____)
_____)
_____) CAO
Authorized Signatory_____)
_____)

The Corporate Seal of the
CITY OF TRAIL
as hereto affixed in the presence of:

_____)
_____)
Authorized Signatory_____)
_____)
_____)
Authorized Signatory_____)
_____)

The Corporate Seal of the
CITY OF GRAND FORKS
as hereto affixed in the presence of:

_____)
_____)
Authorized Signatory_____)
_____)
_____)
Authorized Signatory_____)

The Corporate Seal of the
CITY OF GREENWOOD
as hereto affixed in the presence of:

*Nipper Korte Mayor*_____)
Authorized Signatory_____)
*Paul B. Pabst CAO*_____)
Authorized Signatory_____)

SCHEDULE "A"

EMERGENCY MANAGEMENT PROGRAM ORGANIZATION AND PROCEDURES

The parties agree to the following Emergency Management Program Organization and Procedures as outlined below.

1. PROGRAM ADMINISTRATION

- (a) The Emergency Management Program will be managed by the Regional District of Kootenay Boundary.
- (b) Program activities will be coordinated by a Regional Emergency Program Coordinator(s).
- (c) Regular reporting on the Emergency Management Program will be conducted via to the Protective Services Committee and the Regional Board, as required.
- (d) The administrators of the parties to this agreement will meet at least annually to discuss, review and test the effectiveness of the Emergency Management Agreement and the overall status of the Emergency Management Program.

2. PREPAREDNESS

- (a) Each party agrees to update, maintain and develop components of the Regional Emergency Plan as they apply to the participating party.
- (b) Each party agrees to identify staff to fill roles within the Emergency Operations Centre (EOC) structure and to support training and exercise initiatives.
- (c) Each party will support annual exercises and training initiatives that are intended to test the Regional Emergency Plan(s) and to ensure that EOC personnel practice their roles and responsibilities.

3. RESPONSE AND RECOVERY

- (a) Each party agrees to the use of the BC Emergency Response Management System (BCERMS) and Incident Command System (ICS).
- (b) Each party will use the adopted Regional Emergency Plan, which includes standardized Emergency Operations Centre (EOC) Guidelines when providing support during an emergency or disaster. **All existing municipal emergency plans shall be replaced by the Regional Emergency Plan.**

- (c) When site support is required an Emergency Operations Centre will be established as per the policies and procedures contained within the Regional Emergency Plan.
- (d) Each party will appoint one or more individuals (or administrative positions) as EOC Directors.
- (e) Each EOC activation will be overseen by a pre-identified EOC Director whenever possible. This individual will have the authority to represent all parties participating in the integrated EOC. If in the course of an emergency or disaster the parties wish to appoint two or more individuals as EOC Director it will be done following the standardized Unified Command process.
- (f) Should a participating municipality chose to activate the EOC to support response efforts within its jurisdiction, it will do so according to the procedures outlined in this Agreement and the Regional Emergency Plan. The municipality will also provide notification of the activation to the Regional District.
- (g) All actions and costs incurred will follow the purchasing policies of the authority having jurisdiction and the policies in the *Financial Assistance Guide for Local Governments and First Nations* as prepared by Emergency Management BC (EMBC). Any costs outside of these guidelines require policy approval from the appropriate elected officials (policy group).
- (h) The Policy Group (Regional Board, Mayor and/or and Councilors) will be kept informed by the EOC Director(s) on a regular basis. They will be consulted regarding policy-related issues as required.

4. MITIGATION

- (a) Mitigation projects (i.e. dike construction, operational fuel treatments, etc.) may be identified and implemented through local, municipal and/or regional functions.

5. COSTS

- (a) The Administrative costs of the Program will be determined on an annual basis through the Regional District of Kootenay Boundary 5 Year Financial Plan. The Financial Plan will include staffing, administrative, exercise, training, public education, communication and other items as appropriate.
- (b) When resources of one jurisdiction are required by the other jurisdiction, the Requesting Party shall pay to the Providing Party:

- i. Salaries, wages and other employment expenses of employees or members of volunteer emergency programs, if such volunteers are entitled to compensation under their arrangements with the Providing Party for the time spent by such persons combating the emergency or disaster in the Requesting Party.
 - ii. Market value of resources consumed or otherwise not returnable to the Providing Party as outlined in the *Financial Assistance for Emergency Response and Recovery Costs: A Guide for BC Local Authorities and First Nations*.
- (c) Following the cessation of the emergency or disaster, the Providing Party shall submit a bill to the Requesting Party for payment pursuant to Paragraph 2 and the Requesting Party shall make payment within thirty (30 days) of receipt.
- (d) The Requesting Party shall:
 - i. Be responsible for the operating costs of resources provided; and
 - ii. Be responsible for repair costs for resources in its possession, in order to return resources to the Providing Party in the state of repair that they enjoyed when they were borrowed.
- (e) Each party to this agreement will be responsible for its share of recovery costs (i.e. \$1000 plus 20% of recovery costs) associated with a Regional District and/or municipal service.
- (f) Where there is no associated Regional District and/or Municipal service recovery costs become the responsibility of the Regional District Emergency Preparedness service.
- (g) The costs of mitigation projects will be covered by the local, municipal and/or regional jurisdictions included within the scope of the project. Cost sharing arrangements will be determined on a project by project basis.

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : January 25th, 2013

TOPIC : Monthly Highlight Reports from Department Managers

PROPOSAL : Council to Receive the Monthly Activity Reports

PROPOSED BY : City Staff

SUMMARY:

As part of a new initiative, the Managers of each department will submit a brief report of their highlighted projects and tasks from the past month for Council's and the Public's information. This new reporting plan intends to provide a snapshot of some of the tasks and projects that each department may be working on so that Council and members of the public may get a "peek" at some of the daily operations of City Staff, and of projects that are being worked on at present.

STAFF RECOMMENDATIONS:

That Council receives the monthly highlight report from the department managers.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

The main advantage is that Council is apprised of projects and activities which are currently being undertaken.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no cost attached to the report of Staff

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

As part of good legislative practice, Council is provided with information regarding daily operations at Public Works, the Fire Department and City Hall.



Department Head or Corporate Officer
Or Chief Administrative Officer



Reviewed by Chief Administrative
Officer



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – OPERATIONS
MANAGER – Hal Wright

FOR THE MONTH OF JANUARY, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Said Good Bye to retiring Electrical Distribution Coordinator Gary Onions.
- ✓ Said Good Bye to Water & Wastewater's Corey Makortoff who has accepted a position in the Okanogan. (Rutland Water Utility)
- ✓ Posted Request for Quotes (RFQ) for 2013 Hanging Basket Program
- ✓ Picnic table repairs and repainting started
- ✓ Snow removal work heavy first part of January
- ✓ Currently recruiting for an Electrical Power Line Technician
- ✓ Preparation of Department's Operation and Capital Budgets
- ✓ RFQ for this year's Traffic Line Painting
- ✓
- ✓
- ✓



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

ROXANNE SHEPHERD
CHIEF FINANCIAL OFFICER

FOR THE MONTH OF JANUARY, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Business Licence invoices mailed out, ad sent to newspaper, 2012 outstanding invoices contacted
- ✓ Utility balances transferred to taxes, Notice of Transfer to Taxes mailed out
- ✓ Implemented taxable benefits system for City vehicles personal use
- ✓ Amended Electrical rates for 2013
- ✓ Updated information in Finance section of website
- ✓ Working towards year-end audit last week of March
- ✓ Submitted grant application for playground equipment
- ✓ Prepared T4s
- ✓ Budget workshop Jan 24th/25th
- ✓ Completed Inventory count with Public Works
- ✓ Working on plan to implement PST on April 1st
- ✓ Adjusted pre-authorized payments for 2013 utility payments
- ✓ Rolled our Vadim software to 2013



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Environmental &
Building Construction
Services

MANAGER – Wayne Kopan

FOR THE MONTH OF JANUARY, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Land Purchase Agreement (Wildlife Hall)
- ✓ Land Purchase Agreement (7212 Riverside Drive.)
- ✓ Complaints
- ✓ Bylaws - MTI
- ✓ Bylaws - Noise Control
- ✓ Bylaws - Traffic
- ✓ Bylaws - Unsightly Premises
- ✓ Budgets
- ✓ Night Phone Call Manager System



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Fire Department
Fire Chief – Dale Heriot

FOR THE MONTH OF JANUARY, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ 2012 Emergency Responses – 298 (Fire – 174, Rescue – 41, First Responder – 83). Emergency Responses in 2011 – 240
- ✓ Total Volunteer Hours (calls, training, fire prevention) – 10,000 hrs
- ✓ Recruiting Drive beginning in January
- ✓ Regular demolition inspections at Interfor mill
- ✓ EOC monitoring of snow pillow is slightly above average for this time of year but not of concern at this time
- ✓ Initiated Fire PrePlan program for commercial, industrial, institutional, assembly, and multi-family buildings.
- ✓ Performing Fire Inspections
- ✓ Implementing new database for managing all fire department information
- ✓ First Responder training for volunteers
- ✓
- ✓
- ✓



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – PLANNING,
DEVELOPMENT & ENGINEERING
MANAGER – SASHA J. BIRD

FOR THE MONTH OF JANUARY, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ COMMENCED WORK ON SUBDIVISION AND DEVELOPMENT GUIDELINES
- ✓ OMEGA DEVELOPMENT PERMIT - PERGOLA
- ✓ ROXUL ROAD CLOSURE
- ✓ UPDATED LIST OF FIXED ASSETS
- ✓ UPDATED SPREADSHEET FOR CITY OWNED PROPERTIES
- ✓ PREPARATION OF 2013 CAPITAL BUDGET REPORTS
- ✓ COMMENCED ENVIRONMENTAL ASSESSMENT ON SLAG PILES AND BOUNDARY DRIVE STORM SEWER
- ✓ COMMENCED RESEARCH AND REVIEW FOR NEW MTI BYLAW
- ✓ REAL ESTATE STRATEGY FOR ACQUISITION AND DISPOSITION OF CITY OWNED PROPERTY
- ✓ HELD MEETINGS WITH QNET AND CBT REGARDING THE FIBER OPTIC NETWORK
- ✓ FINALIZED MANAGEMENT OF COMMUNITY WATER WELLS



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Corporate Administration
CORPORATE OFFICER – Diane Heinrich

FOR THE MONTH OF JANUARY, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Conducted Interviews with CAO on January 3rd & 4th for the Deputy Corporate Secretary Position
- ✓ CAO and CO determined New Hire to be Sarah Winton
- ✓ Prepared Agendas for January 14th Council Meetings along with Paper Copies, Website Posting, Drafting Minutes, PowerPoint, Task List
- ✓ Compiled and distributed Weekly Summary for January 11th, 18th & 25th
- ✓ January 14th – Council Meetings and Briefing
- ✓ Researched and rewrote sections for New Procedure Bylaw and Delegation Policy
- ✓ Prepared Agendas for January 28th Council Meetings along with Paper Copies, Website Posting, Drafting Minutes, PowerPoint, Task List



THE CORPORATION OF THE CITY OF GRAND FORKS

COUNCIL INFORMATION SUMMARY FOR FEBRUARY 4th, 2013

Date: January 30th, 2013
 Agenda: February 4th, 2013
 Proposal: To Receive the Items Summarized for Information
 Proposal By: Staff

Staff Recommendation:

That Information Items numbered 10(a) to 10(g) be received and acted upon as recommended.

	ITEM	SUBJECT MATTER	RECOMMENDATION
CORRESPONDENCE TO/FROM MAYOR AND COUNCIL			
10(a)	Email from Lifeforce	Organization recognizing communities for not slaughtering deer and advising that they have removed the petitions and advised the signors	Receive for information and refer a copy of the email to the Deer Committee
10(b)	Newsletter from Alex Atamanenko, MP	Regarding Health Care and S-11 Food Safe Act	Receive for information
CORRESPONDENCE TO/FROM STAFF			
GENERAL INFORMATION			
FEDERAL AND PROVINCIAL GOVERNMENT			
10(c)	West Kootenay Labour Council opposing CETA	Correspondence regarding the position of the WKLC and proposed resolution that they are asking Councils to support	Receive for information/discussion.
INFORMATION FROM UBCM/FCM/AKBLG			
MINUTES FROM OTHER ORGANIZATIONS			
10(d)	From the Environment Committee – Minutes of the January 17 th Meeting	Also included: -2012 Revenue & Expenditure Report -Environment Committee Proposed 2013 Budget -Nephelometer Activities in kms for Nov & Dec, 2012 -Q & A from Manager of Technical Services -Columbia Basin RDI-State of the Basin Report 2012	Receive for information/discussion
10(e)	From the Economic Development Advisory Committee	-Minutes from January 21 st Meeting -2012 Revenue & Expenditure Report	Receive for information/discussion



THE CORPORATION OF THE CITY OF GRAND FORKS

COUNCIL INFORMATION SUMMARY
FOR FEBRUARY 4th, 2013

10(f)	Economic Development Advisory Committee	Presentation of their Strategic Planning Report for 2013	Receive for information/discussion
10(g)	Task List for January 28 th , 2013	List of completed and in-progress tasks	File

From: "Lifeforce" <lifeforcesociety@hotmail.com> 1/18/2013 1:21:47 ...
Subject: Deer Killing Stopped?
To: <premier@gov.bc.ca> <gyoung@victoria.ca>
"Dan Ashton" <mayor@penticton.ca> <mayor@invermere.net>
<councillorAnderson@invermere.net>
<councillorAtterbury@invermere.net>
<councillorDenchuk@invermere.net>
<councillorHawes@invermere.net> Info City of Grand Forks
<info@city.kimberley.bc.ca>

RECEIVED

JAN 21 2013

THE CORPORATION OF
THE CITY OF GRAND FORKS

Dear Premier, Mayors, and Councillors:

Please be advised that thousands of people throughout the world have signed petitioners urging your governments to stop the mass slaughter of innocent deer. It is great to read that you are looking at why killing does not work and that there must be long term strategies to prevent any true human/wildlife conflicts.

We have removed the petitions and advised the signors:

Due to mass public protest against the BC governments' plans to kill thousands of deer it appears that the cities WILL NOT slaughter more deer this year. People throughout the world said they would boycott BC if they continue to expand their deer killing plans.

Thank you for signing.

Please advise if our information is incorrect and that you are planning to kill more deer.

Thank you,

Peter Hamilton
Lifeforce Founding Director
(604)649-5258
lifeforcesociety@hotmail.com
www.lifeforcefoundation.org

FILE CODE

WE4, LI - Lifeforce - Deer Killing Stopped?

JAN - 7 2013

THE CORPORATION OF
THE CITY OF GRAND FORKS

OTTAWA - Room 525 Confed. Bldg.
House of Commons Ottawa, ON K1A 0A6
Alex.atamanenko@parl.gc.ca
Tel: 613-996-8036 Fax: 613-943-0922

CASTLEGAR - 337 Columbia Ave.
Castlegar, BC V1N1G6
Alex.atamanenko.c1@parl.gc.ca
Toll Free: 800-667-2393 Phone: 250-365-2792
Fax: 250-365-2793

HEALTH CARE



The following is part of what he said:

"The founding principle of health care in Canada is equality. This principle gave us the Canada Health Act which provides for equal access to quality health care regardless of who you are, where you live, or how much money you

The federal NDP is organizing public consultations on the future of free, universal health care in our country. The consultations will focus on four priority areas: improving access to prescription medication, home and long-term care services, the role of health care professionals and how to assist all Canadians in leading a healthier life.

As NDP Health critic Libby Davies stated, "We can work together with Canadians, health care professionals and the provincial and territorial governments to determine what changes are needed to adapt our health care system to the 21st century."

At my recent Princeton MP forum, Ed Staples, Vice-President of the Save Our Hospital Coalition gave an excellent overview of health care in Canada as part of his presentation.

make. Unfortunately, this principle is under attack at both the provincial and federal levels. These attacks come in the form of budget cuts justified by the alarmist message that health care costs are unsustainable.

Sustainability rationale is a myth. As a percentage of Canada's Gross Domestic Product, health care spending has remained steady at between 4 and 5% since 1975.

In solidarity with the BC Health Coalition, the Princeton Save Our Hospital Coalition opposes any erosion of the Canada Health Act's principles of universality, comprehensiveness, portability, accessibility, and public administration."

Health care:
Now is the time



FILE CODE

WEY, AI - Atamanenko, Alex -
Health Care



S-11 Food Safe Act

Ottawa, ON –BC Southern Interior MP Alex Atamanenko reacted today to the House of Commons Committee hearing on Bill S-11, *The Safe Food for Canada Act*. According to the long-time Agriculture Committee member, there was absolutely no willingness on the part of the Conservative majority to consider any of the Opposition amendments.

“I find this totally reprehensible”, stated the former NDP Agriculture critic. “Both Opposition parties told the Conservatives we support the bill especially in light of the recent crisis at XL Foods. We offered very positive amendments to strengthen the bill – all were rejected.”

The NDP prepared 11 amendments including provisions for whistleblower protection, an independent audit and an exemption in regard to domestic regulations for foods processed strictly for export.

“Today’s experience with S-11 put the current state of affairs in Parliament in perspective,” concluded Atamanenko. “I am convinced now more than ever, that the Conservatives have absolutely no interest in making Parliament work in a spirit of cooperation. This is a black day for democracy!”

Alex Atamanenko British Columbia Southern Interior, BC



“We’re here to look at Bill S-11. Obviously the reason there is a new bill is it was felt that the current system isn’t working, so we’re here to improve it. I would hope, as we examine this bill, that if certain amendments are put forward, we’ll discuss this and strengthen it, because that’s our purpose here: to strengthen this piece of legislation.”

From: WKLC <wklc1958@gmail.com> Sunday, January 27, 2013 1:18:13 PM

Subject: Mayor & Council: West Kootenay Labour Council Opposition To CETA; Resolution ...

To: mmcisaac@trail.ca cityhall@rossland.ca "il: info"@warfield.ca
admin@montrose.ca karen@village.fruitvale.bc.ca info@salmo.ca
castlegar@castlegar.ca Info City of Grand Forks
greenwoodcity@shaw.ca midwaybc@shaw.ca
info@villageofslocan.ca village@netidea.com info@nakusp.com
office@newdenver.ca Alex Atamanenko <atamaa1@parl.gc.ca>

Cc: Gerry <gerryandgloria@shaw.ca> Cindy <rebelle@telus.net>

Attachments: wklc_cetaopposition&resolution.pdf / Uploaded File (91K)

RECEIVED
JAN 28 2013
THE CORPORATION OF
THE CITY OF GRAND FORKS

Mayor and Council Members,

The West Kootenay Labour Council opposes CETA in its entirety and made this clear at its January meeting on January 22. Further, the council supported a resolution presented to Nelson Council by councillor Candace Batycki which called for Nelson council to not accept any part of CETA as it is proposed.

Find attached the position of the WKLC and the resolution as proposed. The council asks that your council consider supporting this resolution, clearly indicating to the province and federal government that your municipality does not want any part of CETA as it is proposed.

--

Andrew Chernoff
WKLC Recording Secretary

FILE CODE

WE51 West Kootenay Labour
WI-Council - Opposition to
CETA



WEST KOOTENAY LABOUR COUNCIL

#2, 910 Portland Street, Trail, BC V1R 3X7 **Email:** wklc1958@gmail.com **Fax:** 250-364-0945

January 25, 2013

Dear Mayor and Members of Council,

At a West Kootenay Labour Council meeting on January 22, 2013, the council took a position of opposition to CETA (Comprehensive Economic and Trade Agreement). As part of the opposition, the council also endorsed a resolution presented to Nelson Council by Councillor Candace Batycki earlier this month which is attached to this letter.

The West Kootenay Labour Council asks that you consider supporting this resolution and let Christy Clark, Premier of British Columbia, and Stephen Harper, Prime Minister of Canada know that your municipality does not want any part of CETA as it is proposed.

Thanking you in advance for your consideration.

Sincerely,

Andrew Chernoff
for Gerry Shmon
Acting President
West Kootenay Labour Council

Cc: Alex Atamanenko, MP Southern Interior of British Columbia

Motion on Canada-EU Trade Agreement
January 7, 2013
Moved by Councillor Candace Batycki, City of Nelson

WHEREAS the Canadian government will soon conclude negotiations with the European Union (EU) on a Comprehensive Economic and Trade Agreement (CETA); and

WHEREAS the City of Nelson recognizes the importance of trade to local, provincial, territorial and national economies; and

WHEREAS, as an integral part of the CETA, the EU is requiring full access to municipal procurement; and

WHEREAS the CETA would increase municipal administrative costs by requiring additional reporting and contract management; and

WHEREAS the CETA, unlike previous international trade agreements, explicitly includes access to water rights and services; and

WHEREAS disputes by private firms against local policy decisions could be taken before private trade tribunals that lack transparency and have the authority to impose fines; and

WHEREAS these and other clauses of the CETA diminish the capacity of local government to hire or buy locally so as to use public spending as a tool for local economic development; and

WHEREAS the CETA will thus limit the powers of local governments to act in the best interest of its residents; and

WHEREAS it is not the international norm for municipal governments to be covered by procurement agreements such as the one proposed in the CETA; and

WHEREAS the Federation of Canadian Municipalities has secured Federal Government support for seven fair trade principles; therefore

BE IT THUS RESOLVED THAT:

- 1) City Council ask the Province of British Columbia for a clear, permanent exemption for the City of Nelson from the Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA); and
- 2) City Council ask the Federal Government to protect the autonomous powers of the City of Nelson - to create local jobs, protect the environment, and provide services and programs as it sees fit - from any restrictions to those powers in the CETA; and
- 3) City Council ask the Federal Government to further exempt from the CETA any municipality that so requests; and
- 4) City Council encourage and support the Federation of Canadian Municipalities in its work with the Federal Government to change the terms of the draft CETA to protect the autonomy of municipal governments; and
- 5) A copy of this resolution be forwarded to The Right Honourable Stephen Harper, Prime Minister of Canada, The Honourable Christy Clark, Premier of British Columbia, The Honourable Ed Fast, Canadian Minister of International Trade, The Honourable Pat Bell, BC Minister of Jobs, Tourism, and Innovation, local MPs and MLAs, Union of BC Municipalities and Federation of Canadian Municipalities, requesting their consideration and support.

MINUTES OF THE ENVIRONMENT COMMITTEE OF THE CITY OF GRAND FORKS
Held at the Regional District Board Room on January 17, 2013 at 11:00 AM
(Subject to Approval at the March 21, 2013 EC Meeting)

Present: Gary Smith, Mike Van Ek, Paul Pinard, Mike Klassen, Michele Caskey, Cheryl Unger, Jenny Coleshill, Cher Wyers, Sarah Winton, Karin Bagn & Wonder Dog, Graham Watt, John Vere,

Absent: Chris Moslin, Peter Shilton, A.J. Downie, Alvin Boyer, Grace McGregor, Greg Baytalan, Irene Perepolkin, Larry Ballard, Roly Russell, Sally Garcelon, Jennifer Wetmore,

Guests: Sasha Bird - Manager of Technical Services, Doug Allin - CAO City of Grand Forks, Gene Robert, Peter Bowen, Roy Ronaghan

CALL TO ORDER, WELCOME AND REGRETS

Counselor Wyers called the meeting to order at 11:05am. With new participants joining the committee, a round table of introductions followed.

PRESENTATION: SASHA BIRD MANAGER OF TECHNICAL SERVICES AND UTILITIES - THE DIVERSION OF OVERTON CREEK AND THE REPLACEMENT OF WORKS ON BOUNDARY ROAD

Sasha Bird and CAO Doug Allin attended the meeting to answer questions the committee had generated based on the draft report "Management of Community Water Wells by Piteau Associates, presented at the Primary Meeting of Council on November 19th, 2012.

Sasha responded in writing to these questions (see attached) with CAO Doug Allin and Sasha addressing additional questions and discussion from the committee.

It would be unlikely that there would be a decrease or suspension of chlorination. Sasha Bird responded that it would depend on the outcome of the Ground Water Under Direct Influence (GWUDI) and Ground Water at Risk of Containing Pathogens (GARP) investigation of the wells. At this time, the chlorination is managing the bacteria in the system and there have not been any signs of E. Coli in the system since the City began chlorination.

There was some discussion around alternative methods of treatment such as UV and Reverse Osmosis. Sasha explained that these are both primary treatments and Chlorination is a secondary treatment that takes the process a step further.

Data from regular samples is accumulated over time to efficiently manage the bacteria presence in the system. So far Chlorination has been successful.

Cheryl Unger from Interior Health discussed the issues around health risks associated with chlorinating drinking water. At this point studies show that the benefits of chlorination outweigh the risks. Chlorine is effective against virtually all microorganisms and in home filters such as Carbon Filters can remove Chlorine and it's by products.

Doug confirmed the chlorine in the Grand Forks city system is well below recommended safe levels.

Although the committee would like to have the consultant come to the Environment Committee meeting, CAO Doug Allin stressed that there would be a cost associated with this but it was a possibility.

The City of Grand Forks hired a Geotechnical Engineer to address concerns around the slag pile on Granby Road. A preliminary report was submitted to the City in the fall of 2012 with recommendations for the diversion of Overton Creek and monitoring of the area for further movement.

Overton Creek runs through the lower area of the slag pile and this is where changes are most apparent. It is not clear where its current path runs. The creek will be diverted to run into the Granby River. The Geotechnical Engineer is currently completing a report and it will look at the costs associated with the diversion; this will be presented to council at the January 28th meeting.

Once the Geotechnical Engineer has the opportunity to monitor the slag pile, a forecast can be made and appropriate measures taken to mitigate the risks. Because this recommendation comes from a Geotechnical Engineer, the process will be expedited and implemented very quickly.

The City estimates there is approximately 60 years left of slag, which is a major revenue generator. It is very important to the City as a source of revenue (legacy) and it needs to be managed properly and respectfully.

The replacement of a culvert on Boundary Rd is taking place. The City is aware of a blockage at Boundary Drive as 17th and 77th Street residences have been experiencing some flooding and there are higher than average water levels across from A&W. The area of concern is in wetlands and therefore requires a Qualified Environmental Professional (QEP) assessment.

It is believed that this specific area was an old oxbow of the Kettle River and the water is coming from Ward Lake.

CAO Doug Allin has requested input from the environment committee on the City's undertaking to improve and update the City's website.

ADOPTION OF THE AGENDA

Addition(s) to Agenda: Jenny Coleshill - Wildlife Aware Program

Moved: John, Michele

RESOLVED THAT THE AGENDA FOR JANUARY 17, 2013 BE ADOPTED AS AMENDED.

CARRIED

ADOPTION OF THE MINUTES

Moved: Paul, John

RESOLVED THAT THE MINUTES OF THE NOVEMBER 22, 2012 ENVIRONMENT COMMITTEE MEETING BE ADOPTED AS AMENDED TO INCLUDE PAUL PINARD'S ATTENDANCE NOVEMBER 22ND.

CARRIED.

KETTLE RIVER WATER MANAGEMENT PLAN UPDATE - GRAHAM WATT

Activities to date: Wrapping up data responses from the survey that was circulated throughout the Boundary. There were 750 responses, online and through mail.

The next KRWMP Stakeholder Advisory Committee is on Feb 7th from 1-3pm at the RDKB building. Graham will speak to survey results; agenda will be circulated to committee (See attached). This meeting will address the uses and value of water and issues around this, as well as work that came out of the recommendations. The link to the survey is [direct link to the survey](#). Graham will circulate the survey to the committee for an opportunity to comment but these will not be reflected in the results due to the closing date in December.

Kettle River Water Wise initiative will increase the level of understanding for KRWS, providing educational material and literature, as well as information on what we need to do to conserve water. There will be a web site, training through workshops etc, and printed material will be distributed.

A shared summer student with the City is a partnership idea Graham would like to explore with committee. Graham could use the student to put together educational material.

Rotary has an Ambassador program that focuses on stewardship and water conservation. Graham is working with Rotary to develop this program in the area.

A **“2013 Environmental Events Sub-Committee”** was formed to meet on **Monday February 4th at 11:30am at the RDKB office** with Graham Watt and EC participants who want to come out including John Vere, Jenny Coleshill, Cher Wyers, Michele Caskey, Paul Pinard and Chris Moslin to strategize partner projects around the following:

- 1) Earth Hour Challenge Saturday March 23, 2013 8:30 PM www.earthhour.org
 - 2) BC Drinking Water Week May 20-26th www.drinkingwaterweek.org
 - 3) Bike To Work Week May 27-June 2nd www.biketowork.ca
 - 4) Environment Canada's E-Week National Commuter Challenge Jun 2-8th
<http://commuterchallenge.ca/blog>
 - 5) Clean Air Day & Solar Kit Races June 5th <http://www.bcairquality.ca/101/clean-air-day-bc.html>
 - 6) BC Rivers Day September 29th <http://commons.bcit.ca/riversday>
-

AIR QUALITY SUB-COMMITTEE REPORT

a. Nephelometer Sub Committee Monitoring - Paul Pinard

Have worked with Citizens on Patrol (COP) collecting data. The data does match the data collected with the TEOM particularly within the area close to City Hall where the TEOM is located.

b. Neph Maps

Paul reviewed the Maps. Not much difference on the December 5th map. Paul is making some alterations to the Neph so it can be stationary for 24 hour stretches. Another group that John Vere has been speaking with recommended that we keep the device stationary as their findings showed data collected consistency once they stopped moving the Neph. This group had made the Neph stationary in areas that were identified as problem areas and discovered the air quality was much worse than previously thought. The Neph needs to be protected from the elements, from being tampered with the weather, allow for good airflow, and from being tampered allow for good airflow and secure from any tampering.

The Dec 5th map is showing the green dots are consistently high. This could be from trucks speeding up; residential areas always have higher rates than non-residential areas; particularly when there is an inversion. Times noticed where rates are high is between 9:30pm and early morning.

The December 20th map is all yellow because the hose wasn't attached properly.

The January 4th map shows higher levels between Boundary Dr and 2nd Street. There are additional maps to be analyzed once Peter Shilton returns. Peter has been instrumental in downloading the data into the legible map format.

c. Correspondence from A.J. Downie, MOE

Chris has corresponded with A.J. Downie and arranged for the subcommittee to get together with MOE.

THE WATER SUSTAINABILITY SUB-COMMITTEE REPORT

a. Drinking Water Week May 20 - 26, 2013 - Cher Wyers

Ideally the City, Environment Committee and KRWS Committee host events throughout this week to educate the general public about initiatives, projects and research undertaken. State of The Basin report is inclusive of Boundary Country.

b. Small Community Grants Program - Deadline January 31, 2013

The City has applied for the BCWWA grant with the idea of a community open house to view the City's Water Systems and see first hand how they get their water. CAO Doug Allin will bring forward to Council the application result when received. This is a good opportunity to partner and develop education programs.

CARBON NEUTRALITY SUB-COMMITTEE REPORT

a. Carbon Neutral Kootenays Darkwood Project, Joint procurement proposal of bulk carbon offsets - Gary Smith

Gary will be working with Wayne Kopan from the City on CN. In 2013 the City will be required to pay for Carbon Offsets. This project proposes to contribute these funds to towards the Darkwoods Project in an effort to keep the Carbon Offset contributions within our region. This creates a trust from which carbon projects in the Boundary and East and West Kootenays may be funded. In the past the city has had to pay these funds to the provincial Pacific Carbon Trust Fund. We can now pay for the carbon offsets for one year to the Darkwoods Project (2013 Council passed this resolution January 14th). Over the next year there are other projects that can be brought forward to Carbon Neutral Kootenays that these funds can support.

REVENUE AND EXPENDITURE REPORT

The November R&E report shows a balance of \$13,830.

The December R&E report shows a balance of \$13,720. The December report does not reflect the Pesticide Awareness week project. The December report is subject to change because it is the City's year end.

MOTION: TO SPEND \$25.52 ON A SMALL AD TO CLOSE THE PESTICIDE AWARENESS WEEK PROJECT TO BE SPENT BY THE END OF JANUARY.

MOVED: Gary, Paul

CARRIED

Gary will work on *Pesticide Awareness Week* for 2013. The obsolete pesticides collected were picked up from Advance Nursery by the Clean Farms Program out of the Okanagan www.cleanfarms.ca at no cost to the Grand Forks event. Revised income and expenditures will follow from Gary once the advertisement has run locally. Grant-in-Aide from RDKB Area D currently outstanding until final financial report reflects actual expenditures.

NEW BUSINESS

a. 2013 Environment Committee Budget discussion.

Suggested for projects for 2013.

- **Solar cars** project has been approved by Council to come out of the 2013 budget (\$890.40) The solar car race is usually on the 24th of May.
- **Clean Air Day** is always the first week in June, usually a Wednesday. Michele has enough kites for 1 class.
- **Bike to Work Week** is the first week in June.
- **BC Rivers Day** last Sunday in September (29)
- **Portable Nephelometer** purchase

January 24 & 25th City Council Budget deliberations begin. What are the Environment Committee's objectives for 2013?

Considerations:

- 1) Portable Nephelometer purchase
- 2) City Staff person recommendation from EC to monitor local Nephelometer Program.
- 3) Environment Committee will request funding for a summer student - Education program partnership discussed earlier with Graham Watt & CAO Doug Allin.
- 4) 2012 Budget: \$20,000 2013 Budget Proposed: \$16,000
 - a) \$ 8,000 for a Project(s) - Nephelometer, Water Conservation, Environmental
 - b) \$ 8,000 for committee expenses
 - c) Allocate \$2,000 in budget for "Materials and Supplies" expenditure. Current account allocation list is inclusive of committee goals.

MOTION: TO REQUEST \$16,000 FROM THE CITY FOR THE ENVIRONMENT COMMITTEE OPERATING BUDGET IN 2013.

MOVED: Gary, Paul

CARRIED

MOTION TO COMPENSATE PAUL PINARD FOR MILEAGE AT THE LOCAL GOVERNMENT RATE FOR HIS VEHICLE/FUEL USED PERSONALLY FOR NEPHELOMETER MONITORING TRIPS IN NOVEMBER & DECEMBER, 2012.

MOVED: Michele, Cheryl

CARRIED

Paul will submit a statement of his mileage. (Copy attached)

QUESTIONS AND DISCUSSION FORM THE PUBLIC

Peter Bowen attended the meeting representing the Residence of Riverside Dr. and their concerns regarding the slag pile. Peter and several other residences spoke with CAO Doug Allin. Doug Allin responded in writing to Peter. City Hall responded quickly to concerns from this group and hired an engineer to evaluate the situation.

The group is grateful for the City for moving quickly on this but feels the city is not sharing the information openly.

Cher explained the process to Peter and that the City is working towards a resolution to mitigate any potential issues with these cracks. There is a process in place and until all the information is gathered they can't make it public. Council approved the preliminary consultants report and Peter would like a copy of this, but it has not been made public as of yet.

Why isn't the report from the consultant available to the public? Peter would like to see this report. Councilors Wyers and Smith advised the report is simply a preliminary report with recommendations (limited scope of work) at the time and is the legal property of the City.

Roy Ronaghan asked if the Geo Tech was working steadily. Councilor Wyers responded that they are working on the diversion of Overton Creek as presented earlier. Do we know anything about the soil under the slag? CAO Doug Allin stated earlier in the meeting that they don't know at this point what the state of the soil is, the engineer will look at this as part of the work that is being performed.

NEXT MEETING DATE

Thursday March 21, 2013 11:00am RDKB Board Room

Councillor Gary Smith will Chair the meeting.

ADJOURNMENT

The Environment Committee of the City of Grand Forks was adjourned at 1:40 p.m.

Cher Wyers, Chair

Corporation of the City of Grand Forks
Environment Committee
Revenue and Expenditure Report
December 31, 2012

	Budget	Revenue & Expenditures		
		705		
		Environment Committee	Nephelometer	Total
Revenue				
City of Grand Forks (Note)	\$ 20,000	\$ 10,000	\$ 10,000	20,000
Canada Summer Student	2,514	\$ -	\$ 2,139	2,139
Total Revenue	22,514	\$ -	\$ 12,139	22,139
Expenditures				
Wages and benefits (administrative)	5,000	-	6,691	6,691
Advertising and Promotion	500	43	-	43
Computer support	300	-	-	-
Nephelometer Calibration	500	-	-	-
Training and travel	1,300	-	-	-
Subcontracts (Recording Secretary Agreement)	800	600	-	600
Meeting Expenses	800	263	-	263
Materials and supplies (Educational Brochure)	500	-	30	30
Telephone	500	-	-	-
Conference and workshop fees	1,000	-	792	792
Office/Hall rental space	100	-	-	-
Miscellaneous	1,214	-	-	-
Total Expenditures	12,514	906	7,513	8,419
Remaining		\$ 9,094	\$ 4,626	\$ 13,720

Note: Budget is \$10,000 for the Nephelometer & \$10,000 for the Committee

Grand Forks Environment Committee

Proposed Budget 2013

Revenue

City of Grand Forks	\$ 16,000
Canada Summer Student Program	2,700
Partnerships & Grant-in-Aide	1,000

Total Revenue \$ 19,700

Expenditures

Wages & Benefits (Administrative & Summer Student	7,000
Advertising & Promotion	500
Computer Support	200
Nephelometer Calibration-maintenance	300
Training & Travel	1,000
Subcontracts	800
Meeting Expenses	500
Materials & Supplies (Educational Tools, brochures)	2,000
Telephone	200
Conference & Workshop Fees	600
Office/Hall Rental Space	100
Miscellaneous - Projects	6,500

Total Expenditures \$ 19,700

Note: The Committee is proposing the purchase of a portable Nephelometer in 2013

To: Grand Forks Environment Committee

From: Paul Pinard

January 21, 2013

Here are the kilometers traveled with the Nephelometer for the months of November and December 2012 as requested by the Environment Committee at the January 17, 2013 meeting.

Nov.5 42 k/m

Nov 8 25 k/m

Nov 16 42 k/m

Nov 17 32 k/m

Nov 28 32 k/m

Dec 5 36 k/m

Dec 20 32 k/m

Total 241 k/m

Paul Pinard
2228 Central Avenue
PO Box 1083
Grand Forks, BC V0H 1H0
Phone: 250-442-2575
Cell: 250-442-6243
email: jpfp42@gmail.com

At the Grand Forks Environment Committee meeting held November 22, 2012, a few questions arose from the Grand Forks Management of Community Water Wells Draft Report by Piteau Associates presented at the Primary Meeting of Council on November 19th:

1) Is it possible that IHA will suspend the chlorinating requirements?

- That depends on the outcome of the GWUDI/GARP investigation for the wells. If the wells are deemed to be at risk then chlorination is a treatment barrier that may need to stay on the system. Chlorination was also installed to manage the bacteria presence in the system and it seems to be successful. Secondary chlorination provides protection in the distribution system by having a residual in the lines. From an operations and maintenance standpoint, having a chlorine residual in the lines is more efficient for watermain flushing purposes. Currently, there is no concrete evidence telling IHA that the system is ready to go without chlorination.

2) Is the system ready to go without chlorination?

- Just to clarify is this question related to equipment or water quality?
- Components to consider: cross connection, the age and type of pipe in the system, abandoned wells, etc.

3) Has the city 'solved' the contamination problem(s) from 2007 that resulted in the chlorination program.

- At this time my understanding is that there have not been any positive bacteriological results since chlorination was installed. Chlorination is a preferred treatment barrier to manage bacteria such as Total coliforms and *E.coli*, which were both present in the system pre-chlorination. It seems chlorination is managing this risk effectively.

4) Why weren't flow requirements part of the study?

- In response to question #4 raised by the Environmental Committee, I have completed a water balance as per the attached spreadsheet. I also provide the following staged response - in a logical order:
 1. The Kettle Watershed Report by Summit Environmental indicates the average annual groundwater withdrawal by SION + GFID + City + Covert is 9,132,000 m³/yr.
 2. Based on 2012 records, the City pumped 1,980,000 m³, which at first glance infers the City was accountable for 21.7 % of the total withdrawn.

3. Accounting for returns directly to the river from the treatment plant, the net water usage is approximately 560,000 m³ less, or a total of 15.5 percent of the total withdrawn from the Aquifer.
4. If irrigation return flow to the Aquifer is considered, the net water usage by SION + GFID + City + Covert is effectively reduced by at least 15 % over the irrigation period, which translates into a total annual (net) withdrawal of 8,648,000 m³/yr.
5. The additional well is needed primarily for ensuring short term fire flow and not to permanently or substantially increase the annual withdrawals by the City from the Grand Forks Aquifer. The 5 wells operated by the City are currently capable of meeting demand.
6. It could be argued that most of the agricultural potential of the Valley and hence water demand for agriculture needs has already been developed in the Valley. On the assumption that 10 percent of the water demand for agriculture is actually for rural domestic needs, approximately 75 % of the demand on the Grand Forks Aquifer is due to crop water demand.
7. Assuming that the potable water demand by the City (not the need for standby capacity for fire flows) increases by 10% in the future, the City would still only be using 17 percent of the total demands on the Aquifer. That would only be a 2 percent increase and it can be argued that demand side management (less water use by the City and the other groundwater users) could easily offset this increase.

5) Is there any way we can get the consultant back to the environment committee or the Environment Committee invited to any follow-up with the consultant?

- Yes, we can have the consultant come to an environment committee meeting but there will be costs associated for Remi to do so.

Preliminary Estimate of Groundwater Use by the City of Grand Forks in Comparison to Total Annual Withdrawals in the Grand Forks Aquifer

A. Current Conditions

	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	Total (m3)
monthly demand as percentange of annual withdrawal	5.3%	5.2%	5.5%	5.8%	9.8%	8.0%	13.2%	18.5%	13.4%	5.9%	4.5%	5.1%	100%
Total Pumped From All Wells	104,470	101,937	108,152	113,968	194,209	157,529	261,463	365,157	264,945	117,250	88,979	100,984	1,979,043
Total Discharged from Effluent Treatment Plant	49,063	45,507	47,229	49,063	51,124	67,295	66,099	47,487	35,593	35,219	35,665	31,589	560,933
Effluent volume as compared to total pumped volume	47.0%	44.6%	43.7%	43.0%	26.3%	42.7%	25.3%	13.0%	13.4%	30.0%	40.1%	31.3%	-
Irrigation Return Flow (15% of surplus demand during summer months)	0	0	0	595	12,631	7,129	22,719	38,274	23,242	1,088	0	0	105,678
Net Water Use	55,407	56,430	60,923	64,310	130,454	83,105	172,645	279,396	206,110	80,944	53,314	69,395	1,312,432

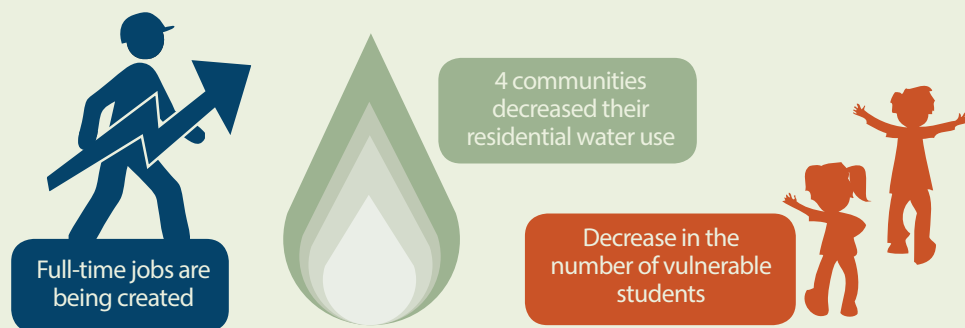
B. Assuming a 10 percent increase in demand by the City

	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	Total (m3)
monthly demand as percentange of annual withdrawal	5.8%	5.7%	6.0%	6.3%	10.8%	8.8%	14.5%	20.3%	14.7%	6.5%	4.9%	5.6%	110%
Total Pumped From All Wells	114,917	112,131	118,967	125,365	213,630	173,282	287,609	401,673	291,440	128,975	97,877	111,082	2,176,947
Total Discharged from Effluent Treatment Plant	49,063	45,507	47,229	49,063	51,124	67,295	66,099	47,487	35,593	35,219	35,665	31,589	560,933
Effluent volume as compared to total pumped volume	42.7%	40.6%	39.7%	39.1%	23.9%	38.8%	23.0%	11.8%	12.2%	27.3%	36.4%	28.4%	-
Irrigation Return Flow (15% of surplus demand during summer months)	0	0	0	2,305	15,544	9,492	26,641	43,751	27,216	2,846	0	0	127,796
Net Water Use	65,854	66,624	71,738	73,997	146,961	96,495	194,869	310,435	228,631	90,910	62,212	79,493	1,488,218

- Notes: (1) Total annual pumped by Covert, City of Grand Forks, Grand Forks ID and SION ID (2003-2010) = 9,132,000 m3/yr. (2012 Summit report on Kettle Watershed)
(2) Irrigation return flow estimated to be 15 % during irrigation season only (based on Jan 2013 discussion with Denise Neilsen of Agriculture Canada Research Station, Summerland, BC)
(3) Irrigation return flow equals approximately 5.3 % of total annual volume pumped
(4) Total discharged from effluent treatment plant based on data provided by the City of Grand Forks. Annual volume equivalent to approximately 28 % of groundwater pumped.

2012 State of the Basin

SNAPSHOT REPORT



We know life here is good. But how good is it?
Let's find out more about our region...

STATE OF THE BASIN AT A GLANCE

INDICATOR	DESCRIPTION	HIGHLIGHT
 DEMOGRAPHICS	• Total Population • Age	4 th fastest growing population in BC
 EDUCATION	• Early Development Vulnerability • High School Completion Rate	Decrease in the number of vulnerable students
 HEALTH	• Life Expectancy • Mortality Ratio • Causes of Death	We can expect to live 81 years
 SOCIETY	• Crime Rate • Dependency Ratio	Serious crime rate is well below the BC average
 ENVIRONMENT	• Protected Areas • Species at Risk	13% of our region's land area is protected
 CONSERVATION	• Water Use • Wastewater Treatment	4 communities decreased their residential water use
 HOUSING	• Housing Types • Dwellings Occupied by Non-Residents	Higher number of detached dwellings than the BC average
 ECONOMY	• Job Creation • Provincial GDP • Workforce Education	2/3 of all jobs created over the last year were full-time
 EMPLOYMENT	• Labour Force Replacement • Unemployment Rate	Unemployment rates are improving
 INCOME	• Personal Income • Employment Insurance Recipients	3 rd highest increase in average income out of 8 BC regions
 WELL-BEING	• Perceptions of Well-Being	42% of residents take advantage of cultural opportunities

The State of the Basin is an RDI initiative to monitor and report on information relating to well-being within the Columbia Basin Boundary region. The 2012 State of the Basin Snapshot Report provides an abridged version of State of the Basin research findings. For more information visit www.cbrdi.ca.



COLUMBIA BASIN
RDI
RURAL DEVELOPMENT INSTITUTE



British Columbia Development Regions



British Columbia Development Regions

This map provides an overview of the 8 BC regions that are referenced throughout this report.

The Kootenay region is referred to as “our region” throughout this report and does not include the communities of Golden, Revelstoke and Valemount which are also located within the RDI catchment area. These communities are included in the reporting of community-level indicators.

DEMOGRAPHICS Total Population / Age

The total population alongside age breakdown gives us an idea of the types and location of services that are needed in our region. Population change and comparison to other BC regions gives us a sense of where we are retaining and attracting residents to our rural communities and how we measure up against other regions in BC.

TODAY

The **5th** largest region in BC, out of 8 BC regions, with over 145,000 people or 3.3% of the BC population.

Close to **80%** of the region's population lives in the West Kootenay, Creston-Cranbrook-Kimberley and Elk Valley corridors.



There are twice as many seniors than children in our region.



5 YEAR TREND

We grew by **30%**

the 4th fastest growing region in BC, out of 8 BC regions.

Growth is **concentrated in rural areas** adjacent to growth corridors (West Kootenay, Creston-Cranbrook-Kimberley and Elk Valley).

We have the oldest median age of any other region in BC at:

46.9 years

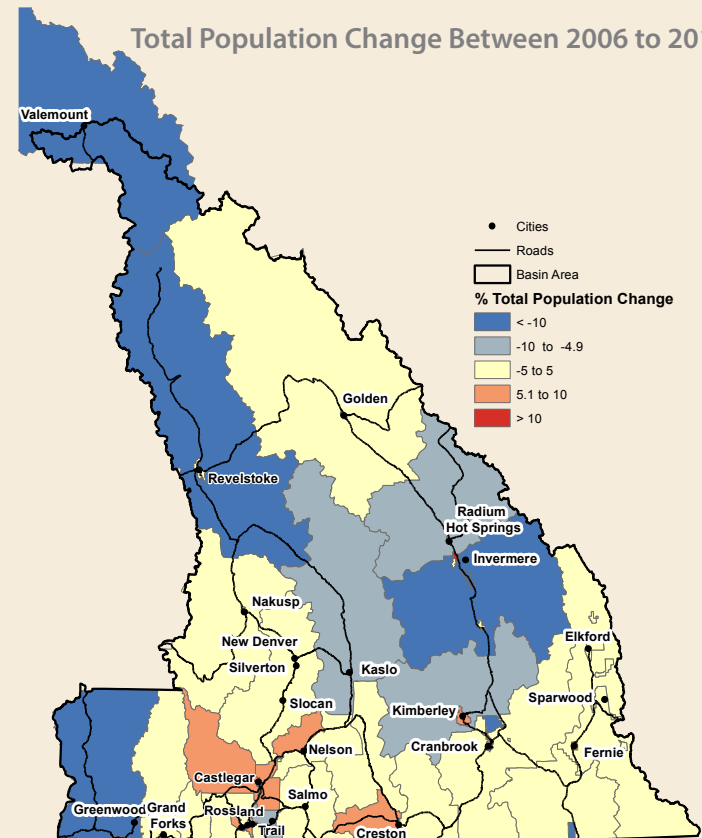
Our region appears to be slowly (re) attracting young adults 25+ after an out-migration of 20-25 year olds.



TOTAL POPULATION, 2011

27,368 Cranbrook & Area	17,987 Nelson & Area	15,667 Trail & Area	13,382 Castlegar & Area	13,285 Creston & Area	11,915 Grand Forks & Boundary
8,494 Columbia Valley	8,286 Kimberley & Area	7,691 Revelstoke & Area	6,766 Golden & Area	6,347 Fernie & Area	6,190 Elkford & Sparwood
5,284 Slocan Valley	3,556 Rossland	3,328 Nakusp & Area	2,736 Salmo & Area	2,439 Kaslo & Area	1,020 Valemount

Total Population Change Between 2006 to 2011





EDUCATION Early Development Vulnerability / High School Completion Rate

Understanding where the young children who are most vulnerable live allows us to allocate our resources and adjust policies to most effectively support all children in their early years. Children are considered vulnerable when some aspect of their development is delayed at kindergarten entry. High school graduation is now the minimum education level for most employment options so this is an important foundation for future employment success and well-being.

TODAY

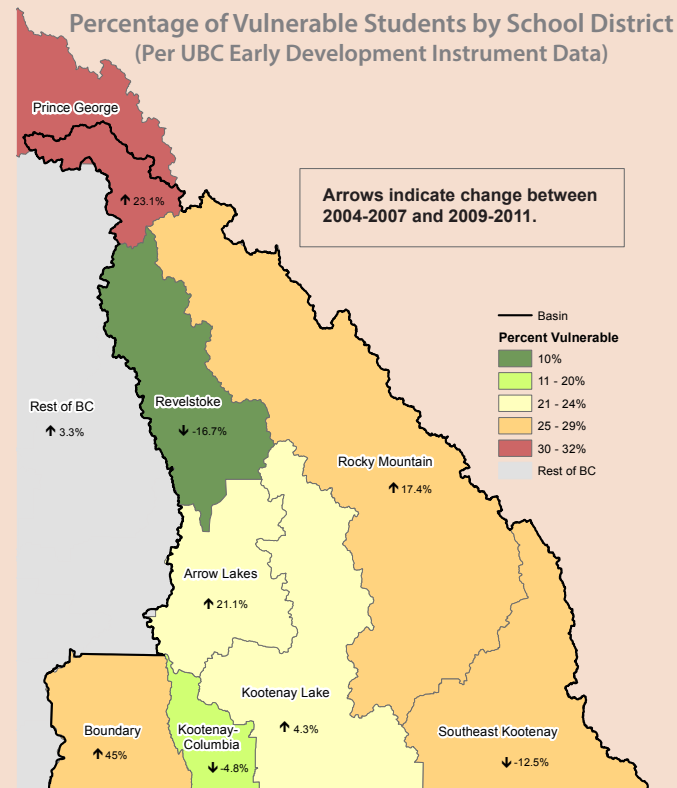
All 7 of our school districts have a lower percentage of vulnerable kindergarteners than the provincial average of 31%.



Revelstoke School District has the least number of vulnerable kindergarten students in BC at 10%, well below the BC average of 31%.



5 of our school districts match or surpass the BC high school completion rate of 81%, including Boundary and Arrow Lakes at 94%.

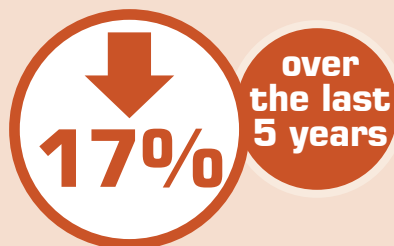


5 YEAR TREND

We **decreased the number of vulnerable kindergarten students** in 3 of our 7 school districts while the BC average has increased by 3.3%.

We increased our high school completion rate in 3 of 7 school districts, including an **improvement of 16% in the Boundary**.

Revelstoke School District decreased their number of vulnerable kindergarten students by:



% High School Completion Rates

School Districts	2006-07	2007-08	2008-09	2009-10	2010-11	% CHANGE 2006-11
BC Public Schools	80.1	78.8	79.2	79.7	81.0	1.1
Southeast Kootenay	81.5	84.2	74.2	80.8	75.0	-8.0
Rocky Mountain	82.0	85.7	78.0	79.3	81.3	-0.9
Kootenay Lake	80.3	75.5	77.8	74.0	76.0	-5.4
Arrow Lakes	90.9	75.1	84.5	88.1	93.7	3.1
Revelstoke	82.6	80.2	88.2	97.9	87.4	5.8
Kootenay-Columbia	82.2	78.7	82.8	83.9	80.1	-2.6
Boundary	81.1	84.0	83.8	85.4	94.2	16.2



HEALTH

Life Expectancy / Mortality Ratio / Causes of Death

While a longer life does not automatically mean a better life, it is generally understood to be an important and positive trend. Longer life expectancy reveals impacts on society when more citizens live to older ages. Mortality ratios and causes are useful in identifying health service priorities and opportunities to improve the health of individuals and the population as a whole. Mortality ratios greater than 1 indicate that more people died than expected based on population and life expectancy statistics.

TODAY



The Windermere Local Health Area (LHA) enjoys the **highest life expectancy in our region at 84 years.**



We can expect to live

81 years

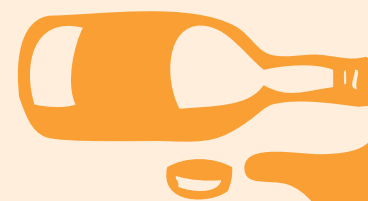
1 year less than the BC average, but ranked 4th out of 8 regions, in life expectancy compared to other BC regions.

- Only 2 of 14 LHAs experienced lower mortality ratios than expected (Windermere and Kettle Valley).
- This means that in these LHAs less people died than expected based on population and life expectancy.

5 YEAR TREND

Only 2 of our LHAs compared to 4 in 2006 experienced lower mortality ratios than expected (Windermere and Kettle Valley).

Our region's life expectancy increased only by 1% and is outpaced by 5 out of 8 BC regions and the provincial average increase of 1.5%.



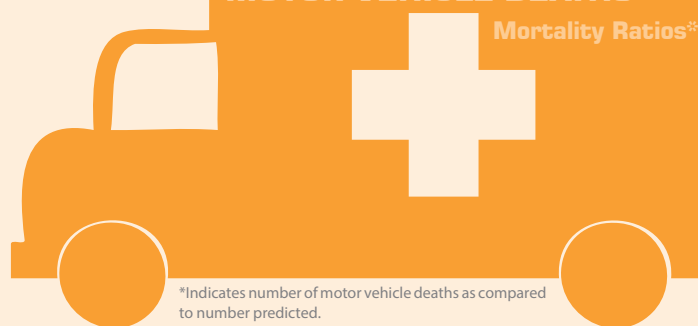
*Indicates number of alcohol related deaths as compared to number predicted.

ALCOHOL RELATED DEATHS Mortality Ratios*

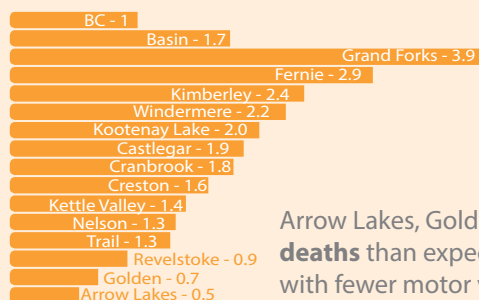


MOTOR VEHICLE DEATHS

Mortality Ratios*



*Indicates number of motor vehicle deaths as compared to number predicted.



Arrow Lakes, Golden and Revelstoke experienced **fewer motor vehicle deaths** than expected, as compared to 2006 when there were no LHAs with fewer motor vehicle deaths than expected.



SOCIETY Crime Rate / Dependency Ratio

Crime rates provide an indicator of how we are doing in terms of creating safe communities. Crime rates measure the number of reported offences for every 1,000 people. Dependency ratios measure the percentage of residents who are not in the workforce, compared to those who are. The higher the percentage, the greater the level of dependency and the greater the challenge for the workforce to maintain supports and services.

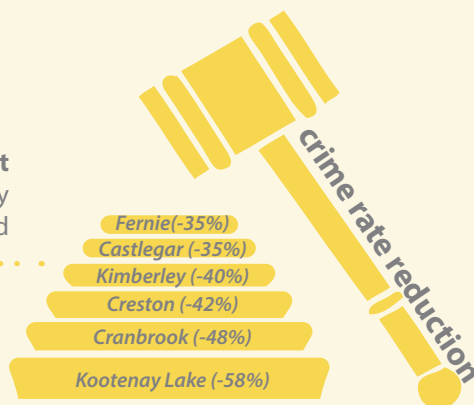
TODAY



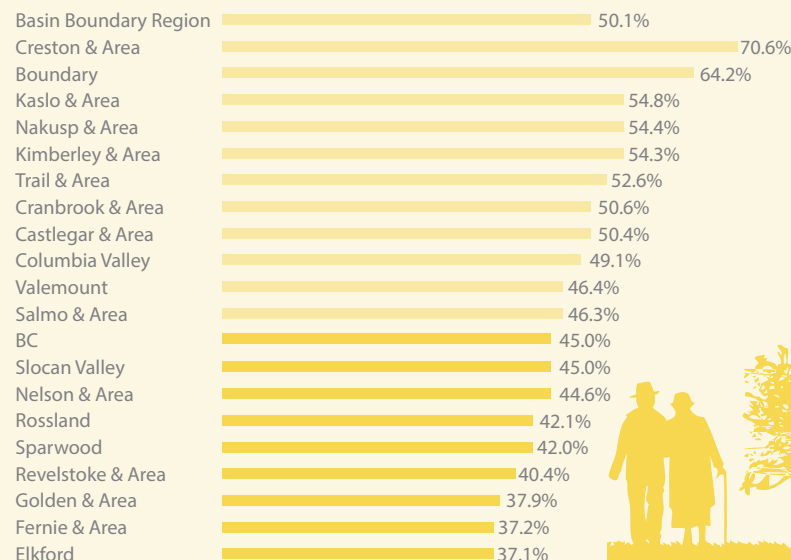
11 of our 14
Local Health Areas (LHAs) are
in the **top 20**
safest LHAs in BC,
including Kootenay Lake
(2nd), Nelson (6th) and Arrow
Lakes (8th).

5 YEAR TREND

6 of our region's 14 LHAs **ranked in the top 20 most improved** in crime rate reduction, including Kootenay Lake, Cranbrook, Creston, Kimberley, Castlegar, and Fernie.



We have the **4th highest dependency ratio in BC**, greater than the BC average of 45.0%, signaling a challenge for our workforce in meeting support needs for seniors and children.



7 of our 19 communities have lower dependency ratios than the provincial average.

Our dependency ratio dropped by 3.5%, the biggest improvement in BC over the last 5 years.

Our region's total serious crime rate of 6.4 is **well below the BC average** of 11.1.





ENVIRONMENT Protected Areas / Species at Risk

The protected areas indicator considers the portion of the land that is legally protected by Parks Canada or the BC Government. Protected areas provide benefits including conservation of biodiversity, habitat and specific natural features, contributions to health and recreation, and preservation of wilderness area and ecosystems. Species at risk monitors population levels of mountain caribou and white sturgeon in the region.

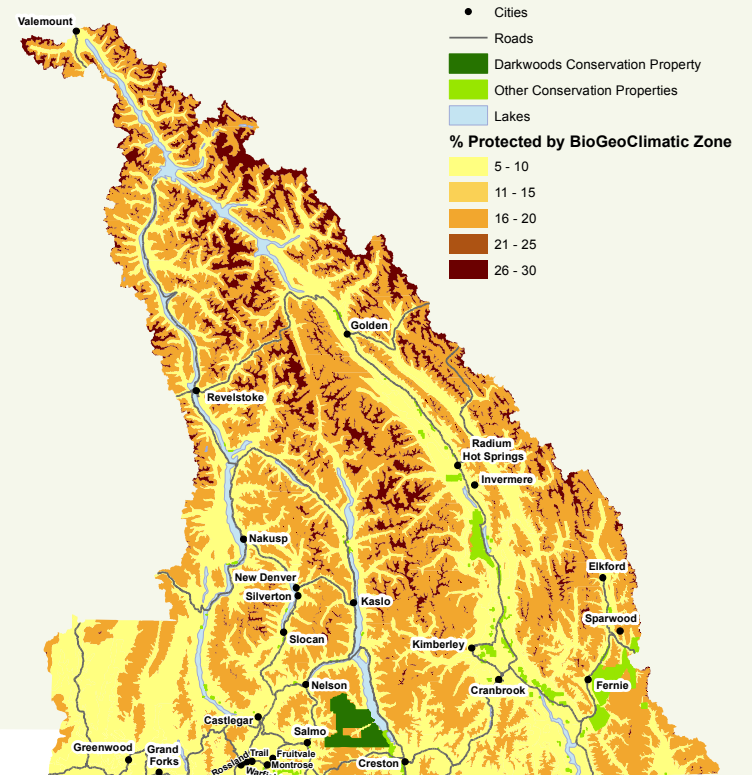
TODAY

2/3 of BC's national park area and 6% of BC's protected lands are in our region.

13% of our region's land area is protected compared to 12% of BC's land area.

Protected lands in the region are concentrated in higher elevation areas and under-represented in lower elevation areas.

Protected Area within BioGeoClimatic Zones Not Inclusive of Conservation Properties



TRENDS

The Nature Conservancy of Canada has added 55,000 hectares of darkwoods conservation property to our region, including 17 watersheds, 50 lakes and a stand of 500 year old western cedar.

White sturgeon population decline sits at 4% per year.

Mountain caribou herds have been **declining**, with the exception of the Nakusp and Kinbasket herds.



CONSERVATION Water Use / Wastewater Treatment

Water use per capita measures the estimated average daily residential water use per person served with municipal water. This measure demonstrates the demand that residential water use is placing on local water sources. Wastewater treatment measures the portion of the population in municipalities with primary, secondary and tertiary wastewater treatment.

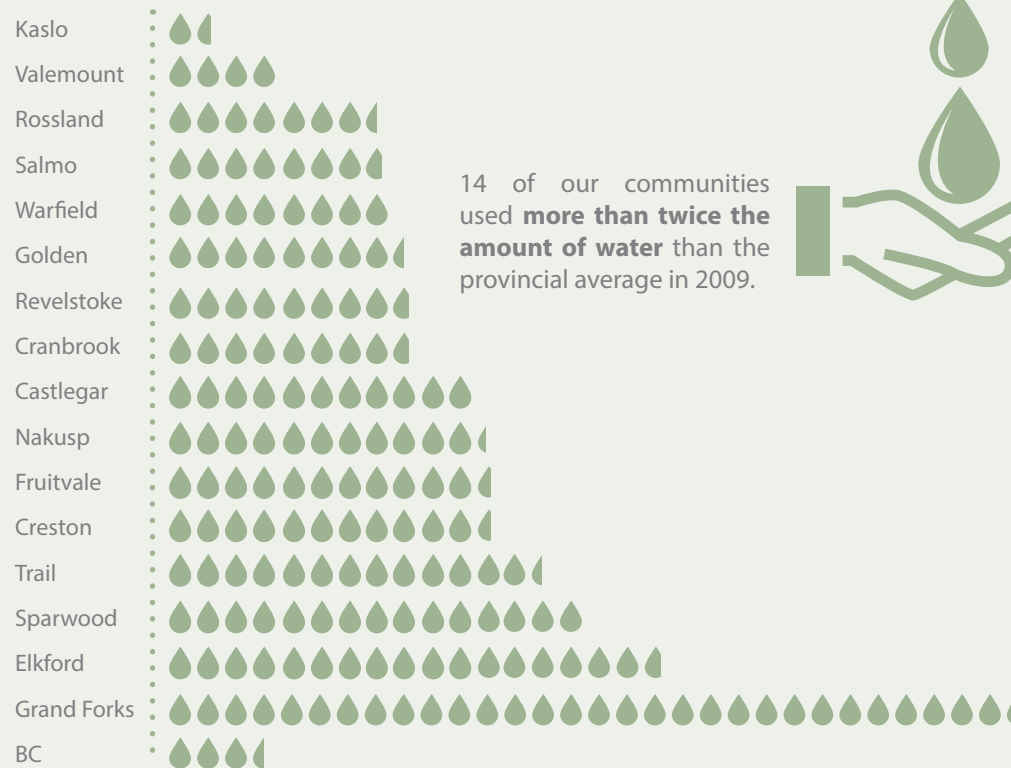


18% of the municipal population has primary wastewater treatment serviced by the Columbia Pollution Control Centre in Trail and the remaining 82% has secondary treatment.

TODAY

We were well above the BC average for daily per person residential water use (353 litres) in all of our communities in 2009, except for Kaslo (165 litres).

= 100 litres



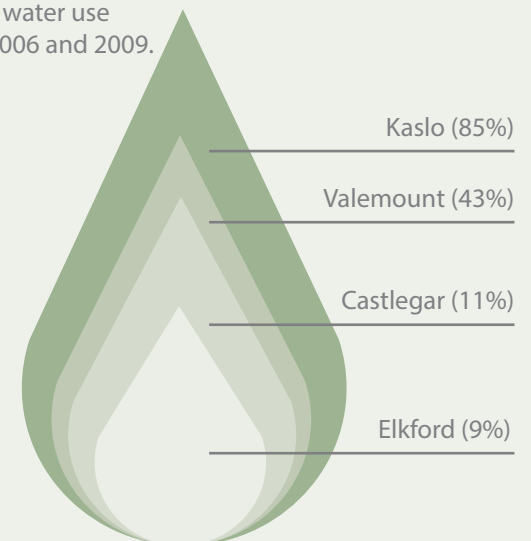
14 of our communities used **more than twice the amount of water** than the provincial average in 2009.



3 YEAR TREND

Our region experienced no change in our municipal water treatment structure.

4 communities in our region decreased their residential water use between 2006 and 2009.





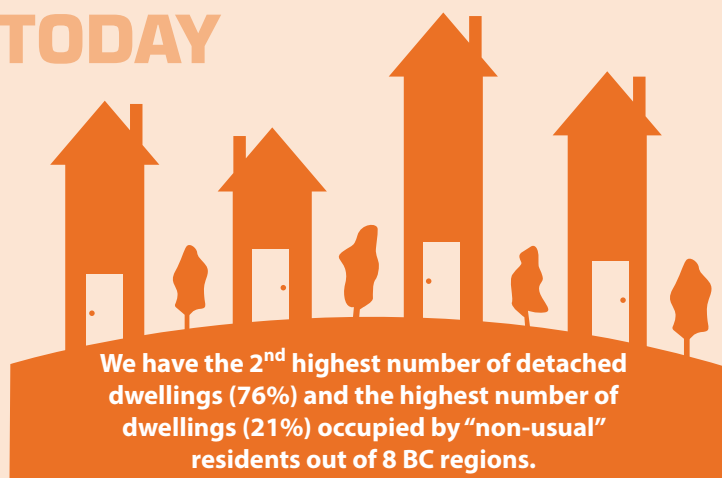
HOUSING Housing Types / Dwellings Occupied by Non-Residents

The housing types indicator measures the percentage of households living in detached houses as compared to multi-family dwellings (e.g. duplexes, apartments or mobile homes). A variety of types of housing are needed to meet the range of needs and financial resources of residents. The number of dwellings occupied by "non-usual" residents provides us with an indication of the level of second-home ownership. Second-home ownership can have positive and negative impacts on rural communities (e.g. infuses money into the local economy, drives up rural housing prices).

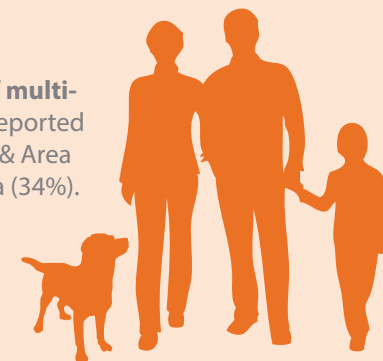


We have a higher number of detached dwellings (76%) than the BC average (48%) and a lower number of multi-family dwellings (24%) than the BC average (52%).

TODAY



The **highest number of multi-family dwellings** were reported in Elkford (44%), Fernie & Area (37%) and Nelson & Area (34%).



The **highest number of dwellings occupied by "non-usual" residents** were reported in the Columbia Valley (56%), the Boundary (41%) and Fernie & Area (35%).

5 YEAR TREND



Our region **increased** the number of detached dwellings by **3.8%** compared to the average **decrease** of 3.0% across the province.

We increased the number of dwellings occupied by "non-usual" residents by

24%

slightly higher than the provincial average increase of

14%



ECONOMY Job Creation / Provincial GDP / Workforce Education

Job creation reflects the general health of the economy and identifies shifts that take place over time. Gross Domestic Product (GDP) per capita measures the average amount of goods and services produced by the average citizen. Workforce education levels measure the percentage of the labour force (15-54 years) with a post-secondary certificate, diploma or higher. Workforce education levels are tied to productivity and the future generation of wealth.

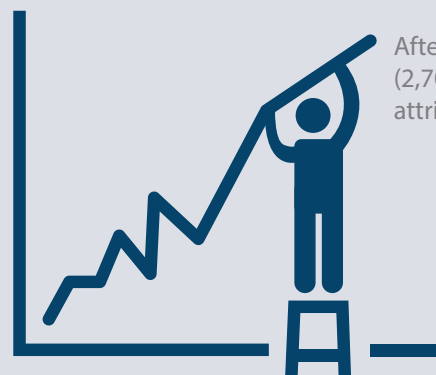


2/3

of all jobs created over the last year were full-time.

TODAY

Our workforce education level jumped by 15% in the last year, with **63.2% of the workforce now having a post secondary education.**



After 3 years of job losses, employment rose by 2.9% (2,700 jobs) in our region between 2011 and 2012, mainly attributed to growth in the services-producing sector.

Our region has a labour force of
78,000 people
with over 72,000 employed.



\$36,899
BC



\$38,826
Canada

BC per capita GDP was \$36,899 in 2010 compared to Canadian per capita GDP of \$38,826.

5 YEAR TREND

We experienced the **3rd largest increase** of 8 BC regions in job growth (5.4%) over the last 5 years.



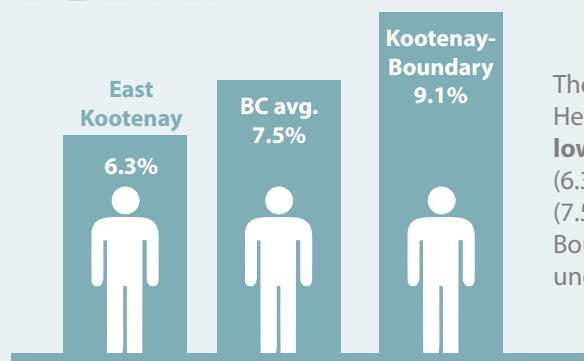
Our region experienced the highest increase of 8 BC regions in workforce education levels. **(19%)**
over the last 5 years



EMPLOYMENT Labour Force Replacement / Unemployment Rate

If an area is not able to maintain the current labour force with regional replacement workers, it will either have to find ways to encourage older workers to continue to work, bring in labour from other regions or countries, adopt technology to replace labour or scale-down the economy to fit the available labour force. The unemployment rate is the percentage of the labour force (aged 15-64 years) that is unemployed but actively seeking employment.

TODAY



The East Kootenay Local Health Area (LHA) has a **lower unemployment rate** (6.3%) than the BC average (7.5%), while the Kootenay-Boundary LHA has a higher unemployment rate (9.1%).



Only 3 of our 19

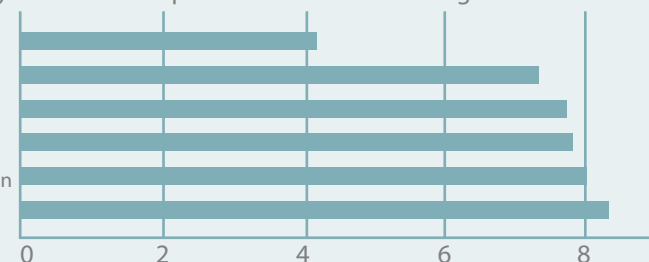
communities have higher labour force replacement rates than the provincial average, including Rossland (0.78), Sparwood (0.78), and Elkford (0.77).



Our region's labour force replacement rate of 0.58 is lower than the BC rate of 0.70 and the 2nd lowest of the 8 BC regions signaling a need to recruit workers to meet future labour force demand.

Unemployment rates are improving but our region still has the highest unemployment rate compared to the other 8 BC regions.

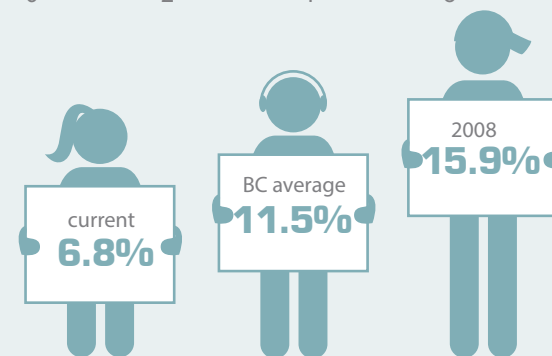
Northwest
Lower Mainland
Caribou
Vancouver Island
Thompson-Okanagan
Kootenay



5 YEAR TREND

All BC regions experienced a decline in their labour force replacement rates with an average decline of -15.1%.

but our region dropped the least with a labour force replacement rate decline of -13.9%.



Our youth unemployment rate (6.8%) is well below the BC average (11.5%), recovering from a spike of 15.9% in 2008.



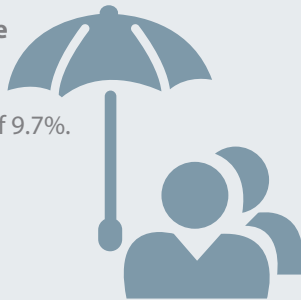
INCOME Personal Income / Employment Insurance Recipients

Personal average income measures the average income of the population. Median income measures the mid-point, meaning half of the population has incomes above that point and half below. Median income and personal income reflect the relative income opportunities in a local economy. The employment insurance (EI) recipient indicator measures the percentage of the workforce (15-64 yrs) who received EI benefits. The portion of the working-age population receiving EI indicates the scale of challenges in matching worker abilities with employment opportunities in an area.

TODAY

6 of our 27 municipalities exceeded the BC personal income average, including Elkford (\$55,851), Sparwood (\$48,259), Rossland (\$45,595), Montrose (\$44,362), Fernie (\$43,272) and Invermere (\$40,022).

13.5% of our workforce receives Employment Benefits compared to the provincial average of 9.7%.



5 YEAR TREND

Largest increases in average income from 2004 to 2009 were seen in Sparwood (40%), Elkford (33%) and Fernie (29%).

Elkford (\$55,851)

Sparwood (\$48,259)

Rossland (\$45,595)

Montrose (\$44,362)

Fernie (\$43,272)

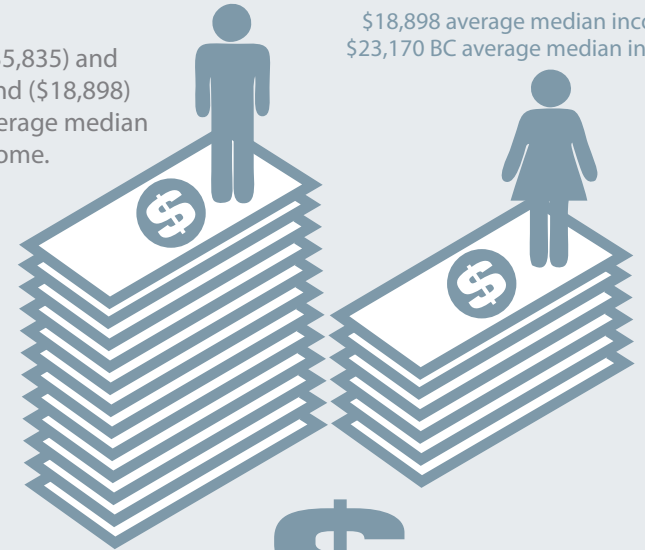
Invermere (\$40,022)

BC Median Income of \$39,754

\$35,835 average media income
\$34,316 BC average median income

Males exceed (\$35,835) and females fall behind (\$18,898) the provincial average median employment income.

\$18,898 average median income
\$23,170 BC average median income



Our region's average income (\$36,640) in 2009 was

\$3000 less

than the BC average income (\$39,754) in 2009.



Our region experienced the 3rd highest increase (20%) in average income compared to the 8 other BC regions between 2004 and 2009.

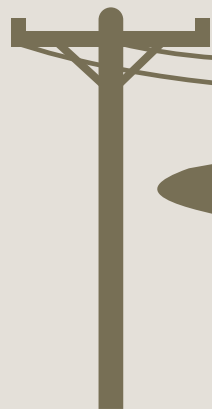




WELL-BEING Perceptions of Well-Being

A random sample of 400 Columbia Basin Boundary residents completed a telephone survey in the summer of 2012. Residents were asked to rate their level of satisfaction with several well-being measures.

ECONOMIC FACTORS



52% agree there is an adequate telecommunications system in the region.

75% agree we have adequate power service.

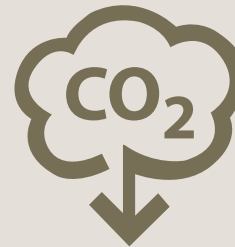
56% agree
we have an adequate
road system allowing for
easy movement of people
and products within the region.

33% signal a
concern over
money being
spent outside
of our region.



22%
agree there is
affordable housing
available.

ENVIRONMENTAL FACTORS



75% of Central Kootenay and
East Kootenay residents compared
to **45%** of Kootenay Boundary
residents agree we have clean air
with low levels of pollution.

79%
agree we
have healthy
ecosystems.



81% agree
we have a good supply of clean
drinking water.



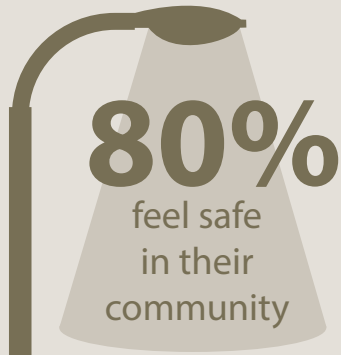
60% agree
we take environmental values into
consideration when planning land use.



WELL-BEING Perceptions of Well-Being

A random sample of 400 Columbia Basin Boundary residents completed a telephone survey in the summer of 2012. Residents were asked to rate their level of satisfaction with several well-being measures.

SOCIAL FACTORS

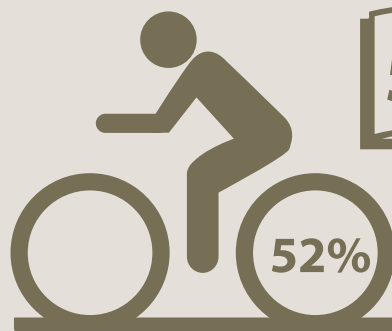


67% of respondents feel that residents contribute to their community and 59% report good mental health and a positive sense of well-being.

Only 21% report to having adequate money to be able to afford necessities and still have disposable income left over for extras.



report a strong sense
of belonging to their
community.



feel they have a range
of lifelong learning
opportunities.

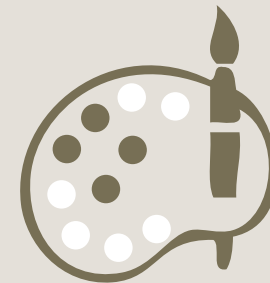
52% are active and in good physical shape.

CULTURAL FACTORS



of residents
take advantage
of cultural
opportunities.

42%
agree



that cultural opportunities generate economic
revenue for the region and residents have diverse
cultural opportunities.





State of the Basin findings have been developed by a team of qualified researchers. A variety of data sets were used to develop indicator findings and as such community groupings may vary from indicator to indicator. In some cases community-specific data is not available. State of the Basin research should not be considered to be a complete analysis and we make no warranty as to the quality, accuracy or completeness of the data. Neither the Columbia Basin Regional Development Institute, Selkirk College or Columbia Basin Trust will be liable for any direct or indirect loss resulting from the use of or reliance on this data. The user assumes all risk in using or relying on this data.

For more information on the State of the Basin or the RDI visit www.cbrdi.ca.

State of the Basin 2012 and beyond

We know we live in a great place and we want to continue to make it better. To do so we need the facts.

To provide us with the information we need, the RDI will continue to evolve its approach to monitoring and reporting on information relating to well-being within the Columbia Basin Boundary region.



Future iterations of the State of the Basin will see indicators re-framed according to economic, social, cultural and environmental pillars of sustainable development.

For more information on the State of the Basin, to provide feedback or to access data visit www.cbrdi.ca.



RDI Region

The RDI is a regional centre of excellence in applied research and information provision focused on strengthening rural communities in the Columbia Basin Boundary region.



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We Need Your Input
Visit www.cbrdi.ca to complete our survey and
help shape future State of the Basin research.



COLUMBIA BASIN
RDI
RURAL DEVELOPMENT INSTITUTE

EDAC Meeting Minutes

January 21, 2013

Grand Forks City Hall

Present: Gary, Lorraine, Hazel, Sarah, Mark, Teresa, Sandy, Mayor Taylor

Regrets: Alan, Bob

Call to order 6:05

Additions to agenda: none

Approval of agenda: Mark, Hazel all in favor

There was no discussion from the committee around the EDAC 2013 strategic plan.

MOTION to approve the EDAC 2013 Strategic Plan

MOVED Sandy, Lorraine

All in favor

Gary explained that "Committee of the Whole" or COW is a new process that council is looking to adopt for council meetings. This will be held during the day and community groups, general public, presentations, delegations etc can attend this informal meeting. The meetings will run from 9am -12pm on council days. Members of the public are encouraged to participate. The evening the council meetings will be reserved for a more formal gathering where motions, policy etc will be discussed.

These meetings will still be organized with agendas etc. Teresa asked why the change. Gary responded that it was just time for a change, and council is hopeful the public will feel a little more engaged. Council is talking about accessibility, using social media to be more transparent and make keep information more accessible.

The Committee asked if Gary and Bob will continue to report on EDAC's behalf. Gary responded that sub committees are welcome to attend and participate and report.

Gary asked council on behalf of EDAC to support the committee providing financial support for the World Host program to businesses. Council passed a motion to support this.

Diane Heinrich posted for a new EDAC member position. The posting closes on the 31st.

Sandy asked Gary to officially request that Area Directors sit as ex-officio on EDAC. Gary has asked Irene Perepolkin verbally but not in writing. Grace McGregor has requested this be put in writing.

Expense Reports need to be reported monthly at EDAC meetings.

There was discussion amongst council that expenses (over a certain amount of money) should be approved by council.

There was some discussion by the committee regarding the committee budget and expenses. Sandy pointed out there is lots of work to be done that has been identified in the start plan and that could be identified in a budget.

Budget discussions with Council will take place in the last council meeting of January.

Mayor Taylor commented on the committee budgets and reiterated that major projects need to come back to council for approval. The City and Council cannot give spending authority to the committees unless approved by council.

Teresa brought up the fact that the committee did not approve the cost of the Strategic planning session and neither did council.

After consideration the committee agreed that EDAC should request the same amount of money from the City (\$10,000) as last year.

MOTION to ask council for \$10,000 for EDAC operating expenses for 2013

MOVED Mark, Lorraine

All in favor.

Committee Reports:

a. Tourism and Promotions – Christina Lake needs to work on tourism. Sandy is hosting a Tourism workshop at the lake on Monday. Focus on Inbound marketing. The CL Chamber has decided to take on a value added agreement with **Total Snap**. This ecommerce web site group utilizes social media as a marketing tool. The door will be open for others to participate once Christina Lake gets it under control. Sandy is working with a consultant to be more effective in the tourism market. Looking to identify gaps in community, will offer this more broadly once it is sorted out in CL.

TOTA is supposed to be assisting and may be coming to do a work shop on reputation management (on line). As well as how to get your business positioned favorably on the internet. Once this is going Teresa and Sandy will discuss how to include Grand Forks.

Key piece is to look at Demand Development. How information goes from the tourist back to their home. Recommendations that FAM Tours are offered to tourism operators out of the area, such as Calgary.

Sandy is working with a consultant from Alberta who runs Sunwapta Falls. The recommendation from the consultant is to focus on Albertans and overseas visitors; particularly Germans.

b. Investments – Sandy has been researching this, and without money it will be hard to attract people. She recommends the committee consider a Venture capital pool; to start there needs to be a \$25,000 investment. Sandy is suggesting that there is the Southern Interior Investment Fund run by John Drope. The committee could invite him to come and speak to the community about this. This organization is made up of Credit Unions throughout the province. Although the Grand Forks Credit Union does not belong to this organization other Credit Unions in the Kootenays do.

Initial investments need to stay in the fund for 5 years before they can be removed.

John will share with us how these funds perform

MOTION to invite John Drope from the Southern Interior Innovation Fund to the next EDAC meeting and to pay his expenses (dollar amount to come from Sandy)

MOVED Lorraine, Hazel

All in favor.

c. Open Markets – Gary to meet with Market President and will meet with the Down Town merchants on Wednesday January 23 where he will discuss the market on market. Merchants meet tomorrow at 1pm.

d. Revitalization Incentives: Doug is working to organize a meeting with Down Town businesses and merchants. This meeting will provide an opportunity for the city to share what its plans are in terms of cleaning the city up and for the businesses to share what they would like to see change, issues and challenges and recommendations.

e. Economic Development Plans: Need a champion for this. Sandy and Gary have agreed to work on this together.

f. Community Economic Identity:

Tree asked when we get the final product (Brand) from Story & Co. Gary said they are aiming for the end of the month. Although EDAC has a say in the final product Council must approve it.

Story and Co advised that there should not be an event to roll out the new brand. There is a section of the material designed for internal communications. This will help with community buy in. Council is holding off on having business cards, letter head etc printed until the branding is complete.

Gary let EDAC know that City Staff will put the RFP for the signs together. Committee would like to have some input on it, before it goes out.

g. Air port marketing. Gary needs to talk to Doug about fuel prices, this fell off his radar.

Sandy is working with a fellow who works in Fort MacMurray to see who and how many people may be interested in utilizing the airport.

The flying club is meeting on Feb 7th to discuss these concerns. Gary and Alan are champions for this initiative so it may be an idea for them to attend. Gary can't attend the meeting but Alan, Lorraine and Sandy could team up and go.

Sandy mentioned that perhaps a survey could be done to gage the appetite for flying in and out of the Grand Forks airport. There are other airports doing the research and we could potentially partner with them.

This is a good example of where feasibility funds would be helpful. Mayor Taylor would support this (research dollars).

h. Business Retention and Expansion

Mark is willing to take this on. He asked for more clarification of the priorities.

Gary noted that Selkirk College is running a Service Sector program for 6 weeks. The course is full.

PST return is a concern for many merchants. The Small business amount has changed for cross border purchases. Mickie Naden gave a report and put together a package with great information.

ACTION: Sandy to get Gary Mickie's contact info.

Mark asked what "increase capacity through training and online study" refers to; i.e. looking at meeting the needs of employers through training opportunities.

New Business:

Gary is the new president of the Music guild. Gary has approached other organizations and community groups to work together to have an event. Doug Allin and Gary have been talking about utilizing James Donaldson Park for more events with a variety of tournaments. Doug has the connections to bring other types of ball tournaments to town.

Gerry Foster did present to council on Sports Tourism and Gary will connect with him again.

Next meeting date: February 26th, 6pm City hall

MOTION to Adjourn 7pm

MOVED Mark

Corporation of the City of Grand Forks
Economic Development
Revenue and Expenditure Report
December 31, 2012

ECONOMIC DEVELOPMENT		BRANDING PROJECT	
	<i>Budget</i>		<i>Budget</i>
Revenue		Revenue	
City of Grand Forks	\$ 10,000	Council Resolution May 7, 2012 (re-allocation from entrance sign funds)	\$ 30,000
Total Revenue	10,000	Total Revenue	30,000
Expenditures		Expenditures	
Wages and benefits (administrative)	-	Wages and benefits (administrative)	-
Advertising and Promotion	827	Advertising and Promotion	-
Public Meeting Costs	100	Public Meeting Costs	-
Food & Bev - Local	149	Food & Bev - Local	-
Food & Bev - Conferences	-	Food & Bev - Conferences	-
Transportation - Conferences	127	Transportation - Conferences	-
Subcontracts: Chamber Service Agreement	1,832	Subcontracts: Story & Co Branding strategy	16,789
Subcontracts: Strategic Planning	1,018	Materials & Supplies	-
Materials & Supplies	53		-
Total Expenditures	4,104	Total Expenditures	16,789
Remaining	\$ 5,896	Remaining	\$ 13,211



Grand Forks Economic Development Advisory Committee Strategic Planning Report for 2013

Submitted by



The EDAC is an advisory committee that will assist Council and Staff on matters pertaining to sustainable Economic Development and Tourism including:

- 1) Maintaining and enhancing our economic development plan;*
- 2) Work on strategies for advancing economic development within the City which facilitates community sustainability in areas of business attraction, expansion and retention;*
- 3) Collaborate with other Community Stakeholder groups to establish economic development and tourism common goals/practices for the good of a sustainable community.*
- 4) Assist the City in building appropriate relationships with regional stakeholder groups, provincial government ministries and provincial agencies for the good of a sustainable community.*



On December 17th 2012 the Economic Development Advisory Committee (EDAC) met to review the following:

- Clarify the Vision of the EDAC
- Define the direction to realize that vision
- Review the details of the strategies of the direction
- Focus on the execution of those plans
- Allocation of resources for all strategies

In attendance were:

- Sandy Mark
- Alan Cooper
- Lorraine Dick
- Teresa Taylor
- Margret Steele (retiring)
- Bob Kendal (chair)
- Gary Smith (chair)

Regrets

- Mark Grimm
- Sarah Winton (admin)

The session was facilitated by John Singleton CEC.

This report is the compilation of the pre-session survey responses and the results of the conversations held during the meeting.

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Expectations of the Session

Approached this session with the following desires:

- Clarity of our priorities
- Define our focus for the next 2 years
- Understand our role as an Advisory Committee
- Provide value from the EDAC
- Leave a proven legacy for the future AC's
- Define how we will make a difference
- Be courageous for our community
- Focus on our fundamentals
- Draft a roadmap of direction and benchmarks
- Have a clear picture of the end results we expect
- Understand how we fit with other groups and efforts

What does Economic Development mean to this Committee?

- Sustainable Agriculture
- Be a Locavore (100 km user)
- Be interdependent with others
- Provide value added (not shipped out of region) products
- Grow it, process it, sell it here
- Close the production and processing loops
- Reduce the Ec-Dev leakage
- Provide for those who live here
- Create an economic development base that grows
- Support diverse employers
- Have all our businesses:
 - Non polluting
 - No big boxes
 - Contain a local flavour
 - Agriculture as well as other sectors
- Have a two-pronged growth curve:
 - Build the population to 5 thousand locally and 12 thousand regionally
- Keep young families here through:
 - Health care
 - Infrastructure
 - Education
 - Lifestyle
 - Technology
 - Transportation
 - Housing
- Create positive conversations



Economic aspects of

Tourism

Christina Lake
TOTA use
Branding Implementation
Understand the seasonality
Focus on the 100 mile draw
Post Boomer experiences
Be a tourist in your own town
Community Futures and TOTA
Support the investments
Support the infrastructure
Provide weekend get a ways

Business

Retention
Expansion
Reduce the local apathy
Provide more business education
Provide marketing method training
Be a source of investment
Be a facilitator for investors
Cater to year round markets

“What we need is more collaboration through better communication.”

Vision of the EDAC

To be the catalyst to support and grow sustainable business activities through a nurturing interdependent infrastructure that encourages change.

This will be accomplished by:

- Providing a value added focus to businesses
- Reducing the economic leakage
- Supporting a business base that grows
- Encouraging the diversity of employees
- Businesses that are not polluting
- Encouraging independent business ownership
- Maintain a local flavour
- Increase the local population to 5000
- Increase the population of the region to 12000
- Providing the amenities for young families and tourists
- Addressing the infrastructure of
 - Transportation
 - Health Care
 - Technology
 - Education
 - Housing
 - Post boomer lifestyle



Values of the EDAC

- Celebration of the successes
- Change for the better
- Commitment to the future
- Collaboration with all
- Diversity embraced
- Innovation used in our thinking and actions
- Investment today for future returns
- Resilience in our efforts and focus
- Stewardship of our assets

Mission ... areas of focus

Business

- Retention
- Expansion
- Remove apathy
- Facilitate the education of businesses
- Marketing Methods
- Be a source of Investment
- Open up year round markets
- More collaboration
- More communication

Tourism

- Christina Lake
- Branding Implementation
- Seasonal activities
- 100 mile draw
- Post Boomer Experiences
- Tourist in our own town
- Weekend Getaway

Partners

- TOTA ... Kootenay Tourism
- Community Futures
- Regional District
- Chambers of Commerce
- BEDC



Expectations of a Committee member

- Have a 'champion' of a project
- Invest 2 hours per month in meetings and all the necessary time for the projects you choose to undertake

EDAC work is completed by:

- Prepare a recommendation for the Council to consider based on the who, what, why, where, when and how format
- Having a champion for a project or focus
- Have clarity of the champions role
- Advise Council of plans and process for their acknowledgment and approval
- Champions report to the EDAC and Council via submitted written reports and Q&A at meetings
- Follow-up with staff on process and updates
- Clarify the CAO Executive Assistant role
- Note that there are limited staff support resources currently

A champion is the person who has committed to keep the EDAC and the Council up to date on any specific project, research or approved undertaking. The 'Champion' is the conduit of information and the catalyst of the action ... not the person who necessarily does the task.

Short Term Objectives

Begin reporting in January 2013

1. Tourism Promotion

Begin reporting in February 2013

1. Investments
2. Open Markets
3. Revitalization Incentives
4. Economic Development Plans

Begin reporting in March 2013

5. Community and Economic Identity
6. Airport Marketing

Begin reporting in ... *Date to be announced*

7. Business Retention/ Business Expansion



Tourism Promotion

Championed by Sandy and Teresa

Reporting Monthly

Beginning January 2013

Top Actions for 2013

1. Create a Highway #3 tourism Group to collaborate efforts of all
 - 100 kilometer/mile Tourism Strategy
 - Co-op with Christina Lake Tourism Initiative
2. Branding Promotion management
 - Professional videos and photos for Branding
 - Promotion Branded video
 - Mountain biking video
 - Branded booth for trade shows
 - Brand Ambassadors and Champions
 - Train Community Ambassadors
 - Signage that has consistent Branding

Other Comments for future consideration

1. Cross Border Strategy
2. Re-examine tourism as to whether it is a large enough economic factor
3. Motorcycle tours
4. Healing Conference Centre
5. Promotional hiking, biking in Granby Valley
6. Paved bike trails from Christina Lake to Grand Forks
7. Medieval Fair

Community and Economic Identity

Championed by Bob

Supported by Lorraine and Gary

Reporting Monthly

Beginning March 2013

Top Actions for 2013

1. Create a sustainable rural community demonstration project
 - Solar panels
 - Green roofs
 - Rainwater catchment
 - etc.

Other Comments for future consideration

1. Fix your storefront campaign
2. Revisit the Imagine Grand Forks vision



Business Retention/ Business Expansion

Championed by (Mark Grimm to be approached)

Supported by Gary and Bob

Reporting TBA

Beginning TBA

Top Actions for 2013

1. Employee training researched to increase the general knowledge and skilled worker pool
2. Increase marketing capacity through training and online study
3. Empower the Downtown Merchants Association
4. E-commerce infrastructure analysis related too fibre optics
 - Bring in Brian Millward to speak to this topic

Other Comments for future consideration

1. Eliminate red tape that limits the abilities of local businesses to expand their businesses
 - Tax incentive strategy for businesses to expand
 - Tax deferments for business improvement (Refer to Castlegar)
2. Review the infrastructure planning for industrial park

Investments

Championed by Sandy and Lorraine

Supported by Bob

Reporting Monthly

Beginning February 2013

Top Actions for 2013

1. Work with the GFCCU to join the Southern Interior Investment Fund
Or
2. Establish a community investment pool
3. Deliver a workshop on creating a local co-operative investment fund

Other Comments for future consideration

1. Plan for strategic board and government placement to provide for succession planning with a purpose to support economic development strategies



Airport Marketing

Championed by Alan and Gary

Supported by Sandy

Reporting Monthly

Beginning March 2013

Top Actions for 2013

1. Follow-up on the creation of an Airport Commission progress

Other Comments for future consideration

1. Investigate Kelowna flight costs
2. Continue and expand the fly-in
3. Co-ordinate the annual fly-in with local business promotions
4. “live here ... work here” slogan as a marketing tool
 - Sell the lifestyle
 - Inexpensive real estate
 - Help with tourism
5. Create a small plane subdivision where you could park your plane by your house (re: Mable Lake)

Open Markets

Championed by Sandy and Gary

Reporting Monthly

Beginning February 2013

Top Actions for 2013

1. Create a value added small scale processing plant
 - (All in with commercial kitchen, machinery and equipment)
2. R&D a Farmer and Agriculture school
3. Host a year round market including a co-operative
4. Look into a Market on Market Ave

Other Comments for future consideration

1. Find a permanent location for the market
2. Provide some coaching and assistance for the esthetics and promotion of goods within market booths
3. Review the Farmers Basket Program
4. Research a Community Shared Agriculture crop investment program
5. Review a healing co-operative



Revitalization Incentives

Championed by Gary

Reporting Monthly

Beginning February 2013

Top Actions for 2013

1. Make Market Ave more pedestrian friendly
2. Host annual business awards for business revitalization
3. Provide a central location to schedule and promote all local events
4. Create a theme for the downtown
 - Revisit the Imagine Grand Forks
 - Add the Branding format

Other Comments for future consideration

1. Look into store front fillers
 - Contact the Museum Society
 - As per Victoria and Oliver
2. Have signage repainted
3. Create awnings standards and upgrades
4. Review business opening and closing times
5. Review extended summer hours
6. Seek input and comments from the Branding Group
7. Request from Community Futures what business opportunities or 'seeds of business ideas' could be researched their known feasibility opportunities

Economic Development Plans

Championed by TBA

Reporting Monthly

Beginning February 2013

Top Actions for 2013

1. Create a Presidents/Chairs group to share information and resources
2. "live here ... work anywhere" infrastructure gap analysis to define needed infrastructure for 'e-business'

Other Comments for future consideration

1. Review Rural Ec-Dev paper and recommendations
2. Explore the agriculture opportunities
3. Review installing highway directional signs
4. Review a food manufacturing initiative that is gluten free
5. Review hemp production, processing and seed production
6. Review feasibility of a community conference centre



Parting thoughts:

Attendees were asked what they were leaving the session with. Their responses are:

- *We have a focus for our efforts*
- *Knowing we have shared values*
- *Understanding each other more*
- *Appreciation of our group strengths*
- *Defined some great projects*
- *See how we will be a tool of Council*
- *We have accountability to Council and to ourselves as a committee*
- *We are solidified*

Actions Steps for the EDAC

During the conversations during the day, the Committee members reviewed some immediate and short term objectives. The longer term considerations are noted as Other Comments for consideration at future planning sessions

Immediate Actions

1. Define the quality of life factors of Grand Forks
2. Grace McGregor to update EDAC on Rural Ec-Dev
3. List all successful and current projects
4. List all roadblocks we face in Ec-Dev
5. Review the Branding Diagnostic Report
6. Design a framework to promote innovative ideas
7. List all City initiatives
8. List all Regional initiatives

Short Term Actions

1. Tourism Promotion
2. Investments
3. Open Markets
4. Revitalization Incentives
5. Economic Development Plans
6. Community and Economic Identity
7. Airport Marketing
8. Business Retention/ Business Expansion



Monthly Champion Short-term Reporting Checklist

Tourism Promotion

Championed by Sandy and Teresa

1. Create a Highway #3 Tourism Group to collaborate efforts of all
2. Branding Promotion management

Investments

Championed by Sandy and Lorraine

1. Work with the GFCCU to join the Southern Interior Investment Fund
2. Establish a community investment pool
3. Deliver a workshop on creating a local co-operative investment fund

Open Markets

Championed by Sandy and Gary

1. Create a value added small scale processing plant
2. R&D a Farmer and Agriculture school
3. Host a year round market including a co-operative
4. Look into a Market on Market Ave

Revitalization Incentives

Championed by Gary

1. Make Market Ave more pedestrian friendly
2. Host annual business awards for business revitalization
3. Provide a central location to schedule and promote all local events
4. Create a theme for the downtown

Economic Development Plans

Championed by TBA

1. Create a Presidents/Chairs group to share information and resources
2. “live here ... work anywhere” infrastructure gap analysis

Community and Economic Identity

Championed by Bob

1. Create a sustainable rural community demonstration project

Airport Marketing

Championed by Alan and Gary

1. Follow-up on the creation of an Airport Commission progress

Business Retention/ Business Expansion

Championed by (Mark Grimm to be approached)

1. Employee training researched to increase skilled worker pool
2. Increase marketing capacity through training and online study
3. Empower the Downtown Merchants Association
4. E-commerce infrastructure analysis related to fibre optics



Suggested Next Steps

1. Follow-up on the **8 Immediate Actions** list
2. Confirm the list of **8 Short-term Action Steps**
3. Review report and adjust where necessary
4. Confirm Champion assignments
5. Confirm reporting schedule
6. Incorporate reporting in monthly agenda items
7. Provide written reports in advance of meetings for preview
8. Define the process to communicate with Council
9. Put that communication process on paper and share
10. Follow-up on monthly basis
11. Revisit the strategic plans every quarter to ensure focus is relevant
12. Celebrate all steps forward!!!

Role of the Champion

Champions of projects or actions are the people who are responsible for being the conduit of communication between the EDAC, City Council and interested parties.

Champions are not solely responsible to complete the tasks however if there are obstacles, the champion would bring that to the attention of the EDAC and the group as a whole resource would then take action as appropriate.

Champions keep the focus, the communication and the actions of the EDAC for the task or project they have committed to.

TASK LIST FOR MEETINGS SCHEDULED FOR JANUARY 28TH, 2013

ISSUE	ASSIGNED	COMPLETED
PRIMARY COMMITTEE MEETING		
<p>Presentation from Barb Stewart, of the Boundary Invasive Species Society proposing that the City implement a management program for invasive plants and further, to provide financial support toward the Society's Region-wide education program.</p> <p>RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION FROM THE BOUNDARY INVASIVE SPECIES SOCIETY AND REFERS THE ISSUE TO STAFF FOR FURTHER RESEARCH AND OPTIONS IN DEVELOPING AN EFFECTIVE WEED MANAGEMENT PLAN.</p>	Hal/Sasha	In Progress
<p>Richard Tarnoff, Coordinator for the Boundary Restorative Justice Program will make a presentation to Council with regard to raising awareness about the program and further, to work with the City on opportunities to provide Community Service through the program</p> <p>RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION FROM THE BOUNDARY RESTORATIVE JUSTICE PROGRAM.</p>	No further action required at this time	
REGULAR MEETING OF COUNCIL		
Reports, Questions & Inquiries from Members of Council:		
1. Councillor Wyers:		
<p>RESOLVED THAT THE COUNCIL APPROVES THE COMPENSATION TO MR. PINARD ON MILEAGE FOR HIS PERSONAL VEHICLE/FUEL USE FOR NEPHELOMETER MONITORING TRIPS DURING NOVEMBER & DECEMBER, AT THE GOVERNMENT RATE FOR A TOTAL OF 241 KILOMETERS</p>	Roxanne	In Progress
2. Councillor Smith:		
<p>RESOLVED THAT STAFF BRING FORWARD THE EXISTING POLICY REGARDING THE USE OF JAMES DONALDSON PARK, FOR DISCUSSION AND REVIEW.</p>	Doug to bring forward to future meeting	
3. Mayor Taylor:		
<p>RESOLVED THAT STAFF BE DIRECTED TO PUT TOGETHER REQUEST FOR PROPOSALS FOR THE PROPERTY AND LAND KNOWN AS THE WILDLIFE HALL AND FOR THE PROPERTY LOCATED AT 7212 RIVERSIDE DRIVE, INTENDED TO INVITE EXPRESSIONS OF INTEREST FROM THOSE ORGANIZATIONS, WHO MAY HAVE A DESIRED COMMUNITY USE.</p>	Sasha	In Progress
Recommendations From Staff for Decisions:		
<p>Manager of Technical Services-Slag Piles – Costs for Short Term Recommendations</p> <p>RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT AND APPROVES THE FUNDING FOR THE SHORT TERM REMEDIAL MEASURES AS RECOMMENDED IN THE GEOTECHNICAL REPORT AS PRESENTED, BASED UPON A CLASS "C" ESTIMATE TO A TOTAL OF FUNDING OF \$270,000 TO COME FROM THE SLAG RESERVE FUND, AND THAT THIS AMOUNT IS TO BE INCLUDED IN THE FIVE YEAR FINANCIAL PLAN.</p>	Sasha	In Progress
<p>Manager of Technical Services – Real Estate Strategy, Guiding Principles</p> <p>RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT AND ACCEPTS THE PROPOSED STRATEGY AND GUIDELINES, AND DIRECTS STAFF TO PROCEED WITH THE CREATION OF REAL ESTATE PRINCIPLES AND A POLICY TO GUIDE COUNCIL WITH THE ACQUISITION, DISPOSITION AND LEASING OF CITY OWNED LAND TO MAXIMIZE THE FINANCIAL RETURNS AND PROVIDE THE BEST UTILIZATION OF THIS RESOURCE TO THE BENEFIT OF THE ENTIRE COMMUNITY.</p>	Sasha (Minor changes to implement)	In Progress
<p>Corporate Officer – New Procedure Bylaw Discussion and Direction to Staff</p> <p>RESOLVED THAT COUNCIL TO INSTRUCT STAFF TO PROCEED TO BRING FORWARD THE PROPOSED PROCEDURE BYLAW NO. 1946, 2013, AS PRESENTED, AND FURTHER THAT THE TIME FOR COMMENCING THE SCHEDULED REGULAR COUNCIL MEETINGS IS 7:00 PM , AND THE TIME FOR COMMENCING THE SCHEDULED COMMITTEE OF THE WHOLE MEETING IS 9:00 AM.</p>	Diane	1,2 & 3rd Reading to Feb 4 th Meeting
<p>Corporate Officer – Legislative: Delegation – Petition Protocol Policy</p> <p>RESOLVED THAT COUNCIL DETERMINES TO APPROVE THE REVISED "LEGISLATIVE: DELEGATION-PETITION PROTOCOL POLICY NUMBERED 106, SUBJECT TO THE ADOPTION OF THE PROCEDURE BYLAW NO. 1946, AND WILL COME INTO EFFECT UPON THE ADOPTION OF THE PROPOSED PROCEDURE BYLAW.</p>	Diane	In Progress

Summary of Information Items:		
<p>a) Correspondence from the Grand Forks Curling Club - Request for use and offering of storage of City acquired tables and chairs from the Wildlife Hall. Council to direct Staff to write a letter to the Grand Forks Curling Club.</p> <p>RESOLVED THAT COUNCIL TO DIRECT STAFF TO WRITE A LETTER TO THE GRAND FORKS CURLING CLUB ADVISING THAT ONCE THE CITY HAS REVIEWED ITS NEEDS FOR THE TABLES AND CHAIRS INTERNALLY, THAT THE CITY WOULD BE PLEASED TO ALLOW THE GRAND FORKS CURLING CLUB THE USE OF THE REMAINDER OF TABLES AND CHAIRS AND FURTHER TO THANK THEM AND UTILIZE THEIR OFFER TO STORE THEM AT THE CURLING RINK.</p> <p>BE IT FURTHER RESOLVED THAT THE CITY TO FURTHER ADVISE THE CURLING CLUB THAT, ON OCCASION, AND UPON A SHORT NOTICE, SPECIAL FUNCTIONS WITHIN THE COMMUNITY MAY REQUIRE THE UTILIZATION OF THE CITY OWNED TABLES AND CHAIRS.</p>	Wayne/Diane	In Progress
<p>b) Memo from AKBLG - Notice of Annual General Meeting; Third & Final Call for Resolutions. Recommend to receive for information. Council to advise if they have any resolutions to submit for the conference. Deadline is Monday, February 18th, 2013. Council will determine at the February 4th, 2013 Meeting if they require any resolutions to go to the AKBLG.</p>	Council	In Progress
Bylaws:		
<p>a) Bylaw No. 1944 – Chief Financial Officer – Bylaw 1944 “Electrical Utility Regulatory Amendment Bylaw”</p> <p>Council’s consideration of Final Reading</p>	Roxanne	Done
<p>b) Bylaw No. 1945 – Manager of Environmental and Building Construction Services – Bylaw 1945 – “Amendment to the City of Grand Forks Residential Garbage Collection Regulation”</p> <p>Council’s consideration of Final Reading</p>	Wayne	Done

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : January 30, 2013

TOPIC : Bylaw 1946 – City of Grand Forks Council Procedure Bylaw No. 1946, 2013

PROPOSAL : First, Second and Third Reading

PROPOSED BY : City Staff

SUMMARY: At the last Regular Meeting, on January 28th, 2013, Council was presented with a new procedure bylaw which outlined the request for the change in structure of current Council Meetings to commence at the March 4th Meeting. (A copy of the January 18th, 2013 Report is attached for Council's reference and for the timeline requirements). At the same meeting, Council adopted a resolution to direct staff to proceed with proposed bylaw and further to determine that the time to hold the "Committee of the Whole Meetings" would be 9:00 am on the day of the Regular Meeting. Council additionally determined that the time of the Regular Meeting would remain at 7:00 PM.

Prior to any amendment to the procedure bylaw, Council, in accordance with Section 124 of the Community Charter must not consider *adoption* of the bylaw unless it has advertised notice to the public of the intention to adopt a new or amendment to the Procedure Bylaw. This required advertising will take place, with statutory notices being placed in the February 6th and February 13th issues of the Gazette.

To this end, Bylaw No. 1946, City of Grand Forks Council Procedure Bylaw No. 1946, 2013, is being presented to Council for the first three readings.

STAFF RECOMMENDATION: Council gives first, second and third reading to Bylaw 1946.

OPTIONS AND ALTERNATIVES:

Option 1. Give first, second and third reading to Bylaw 1946 the new City of Grand Forks Council Procedure Bylaw.

Option 2. Maintain the status quo and not amend the City of Grand Forks Council Procedure Bylaw.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS: The proposed new procedure bylaw includes all the changes required to modify the meeting structure as requested by

Council, and in addition, to meet future requirements which may pertain to proposed legislative changes to the Local Government Election dates. Additionally, by holding a Committee of the Whole Meeting during the day will allow for more opportunities for Delegations in the daylight hours and may encourage additional engagement from members of public who may not wish to attend meetings during the evening hours.


Failing to adopt the new Procedures Bylaw will result in this Council continuing on with the current Procedure Bylaw 1889.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no direct financial impact to adopting a new Procedure Bylaw. There will be a minimal cost to required legislative advertising. At present, Council receives dinner supplied by the City – the cost of dinner would be transferred to a lunch instead. The intent of the Committee of the Whole (COTW) format is to provide coffee to member of the Gallery and well as for delegations making presentations – there will be a nominal cost of provisions for coffee supplies.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Community Charter provides the authority for Council to adopt a Procedure Bylaw. In accordance with this Section of the Community Charter the required advertising of Council's intent to adopt a new Procedures Bylaw will be completed with these statutory advertisements appearing in the February 6th and 13th issues of the Gazette.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DISCUSSION

DATE : January 18th, 2013

TOPIC : New Procedure Bylaw

PROPOSAL : Discussion and Direction to Staff on New Procedure Bylaw

PROPOSED BY : City Staff

COPY

SUMMARY:

The Mayor advised in his verbal report at the Regular Meeting on January 14th, 2013, that Council is considering changing the format of their current meeting structure. Rather than use the current Primary Committee Meeting structure, Council is considering a proposed "Committee of the Whole" (referred to as a COTW) meeting which could occur during the morning working hours of the same day as the regularly scheduled meetings. The Committee of the Whole meeting is intended to be a less formal forum for discussing concerns. Staff will attend to speak on their reports, and to answer any questions that Council may have on any matter. Public attendance and participation is encouraged, and these meetings will be the main forum for public delegations to appear and participate during daylight hours rather than late into an evening. A Committee of the Whole does not have the authority to initiate an action (limited to providing direction to the CAO). Instead, it reviews and gathers information on behalf of Council, relative to a particular topic. Once the Committee of the Whole has received the information it requires, a recommendation may be referred to Council for consideration. All Committee of the Whole and other Committee recommendations are forwarded to Council at its Regular Council meetings at which time, Council decides whether or not it will adopt the recommendations.

In order for Council to consider facilitating this new format, the City is legislatively required to change its procedure bylaw to reflect those changes. A proposed Council Procedure Bylaw No. 1946, 2013 is presented for Council's consideration. The report intends that Council review the Bylaw and advise Staff of any amendments that they would like to see, or ask questions with regard to the information. The areas of the proposed bylaw that indicate a change from the existing Procedures Bylaw No. 1889, are highlighted for convenience. A copy of the 2013 Regular Council meeting schedule is attached to this report as well as a copy of the existing Procedure Bylaw No. 1889, 2009 for Council's reference.

Council is to note that there are a couple of blanks requesting times in the proposed Procedure Bylaw that will require a Council decision:

Regular Meeting Times

The beginning time of the Regular Meeting on page 3 of the proposed bylaw. Currently, Regular Meetings occur at 7:00 PM; however, Council may choose an earlier time to commence. If the COTW meetings are held in the mornings, the intent would be that Council would receive lunch at City Hall either preceding or following the Staff Briefing as opposed to an evening dinner. If there is an In-Camera Agenda, Council may choose to go In-Camera

during the day as opposed to the evening with a resolution at the COTW Meeting as outlined in the new Procedure Bylaw. The evening meeting could involve only the Regular Meeting, and Council may find it beneficial (as well as members of public who attend as a gallery), to hold the evening meetings at an earlier time. Some examples of what other communities do with regard to their Regular Meeting times: Cities of Castlegar and Rossland – 7:00pm; Cities of Trail and Penticton – 6:00 pm; City of Cranbrook and Town of Creston – 4:00 pm; Town of Osoyoos - 2:00 pm; Cities of Kamloops- 1:30 pm and Kelowna – 8:30 am & 1:30 pm. The City of Nelson has one Regular Meeting a month and one COTW Meeting a month – both at 7:00 PM but on separate dates.

Committee of the Whole (COTW) Meeting Times

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As part of the new proposed meeting process, the Committee of the Whole could occur during the morning of the same day as the Regular Meeting and on the date of the first regular meeting of the month. Council has the discretion to choose a suitable start time for the COTW Meeting. In comparison to other communities: Town of Osoyoos is 9:00 am; Qualicum Beach is 10:00 am; City of Trail is at 3:30 PM (called a General Government meeting); City of Rossland – between 4:00 pm and 5:30 pm (no definitive scheduled time) and the rest of the researched places – no COTW meeting. Page 7 of the proposed Bylaw Section 10. (2) will require a decision of Council with regard to the COTW start time.

Timeline for Adoption of New Format

The suggested change to the structure was for the first meeting on the 4th of March. If Council wishes to facilitate this format by this date, the following timeline would need to be followed:

- Council to advise of any additional changes to the proposed Bylaw at the January 28th, 2013 Regular Meeting, in addition to providing meeting times for the Regular and COTW meetings as outlined in the above discussion.
- The revised Procedure Bylaw will be presented to Council at the February 4th Regular Meeting for first, second and third readings.
- Advertising of Council's intent to adopt the statutory bylaw in two consecutive papers in the Grand Forks Gazette as required by legislation on February 6th and 13th, 2013
- Council's consideration of final adoption of Procedure Bylaw No. 1946 at the February 18th Regular Meeting
- Two consecutive advertisements in the paper, as required by legislation, to repost the amended times and dates of the 2013 meeting schedule on February 20th and 27th
- New meeting format commences on March 4th, 2013.

STAFF RECOMMENDATIONS:

Option 1: Council to instruct Staff to proceed to bring forward the proposed Procedure Bylaw No. 1946, 2013, as presented, and further that the time for commencing the scheduled Regular Council Meetings is _____, and the time for commencing the scheduled Committee of the Whole Meeting is _____.

Option 2: Council to instruct Staff to bring forward further amendments or additions to the proposed Procedure Bylaw 1946, 2013, as follows: _____, and further

that the time for commencing the scheduled Regular Council Meetings is _____, and the time for commencing the scheduled Committee of the Whole Meeting is _____.

Option 3: Council to receive the Staff Report and determines to maintain the existing Procedure Bylaw No. 1889, 2009.

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OPTIONS AND ALTERNATIVES:

Option 1: Amendments to new procedures bylaw: This resolution would allow staff to continue with the timeline of the new procedures bylaw as proposed.

Option 2: Additional amendments to the new procedures bylaw: This resolution would allow Council to make additional amendments to the newly proposed bylaw if they so choose. If extensive amendments are required, it may change the proposed timeline for implementation of the new structure.

Option 2: Council continues with the procedures bylaw 1889, 2009. This resolution would have the effect of remaining with the status quo, inasmuch as Council must have a procedures bylaw.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: Proceeding with the new procedures bylaw, gives the new Council the opportunity to have their own stamp on meeting procedures, and to facilitate a new structure, which may prove beneficial to Council, Delegations, members of the public and Staff, in addition to an opportunity to optimize presentations and travel from out of town presenters. Council may see additional community participation with meetings occurring earlier in the day.

Option 2: Same as Option 1

Option 3: Declining to proceed with the new procedures bylaw is a lost opportunity to try a new meeting format.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

No impact in the change of the Procedures. There will be a minimal cost to required legislative advertising. At present, Council receives dinner supplied by the City – the cost of dinner would be transferred to a lunch instead. The intent of the COTW format is to provide coffee to members of Gallery and well as for delegations making presentations – there will be a nominal cost of provisions for coffee supplies.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Section 124 of the Community Charter requires that Council have a bylaw outlining the procedures for which meetings will be conducted, and that prior to adoption of this bylaw, notice must be published in a newspaper in accordance with the Act. The ability to change meeting times is the prerogative of Council.



Department Head or CAO



Reviewed by Chief Administrative Officer



THE CORPORATION OF THE CITY OF GRAND FORKS

NOTICE OF COUNCIL'S INTENT TO ADOPT STATUTORY BYLAW

PROCEDURE BYLAW NO. 1946

Please take notice that Council for the City of Grand Forks intends to adopt Bylaw No. 1946, a bylaw to outline the procedures for which Council will conduct their meetings. The bylaw is intended to provide for the following:

- the establishment of rules of procedure for council meetings, special meetings, and committee of the whole meetings
- provide for the advance public notice respecting the time, place and date of council committee meetings and establish procedure for giving notice
- identify places that are designating as public notice posting places

Bylaw No. 1946 has been presented to Council for the first three readings on February 4th, 2013, and is intended to be presented to Council for consideration of final adoption at the February 18th, 2013, in accordance with the Community Charter.

Notice given this 4th day of February, 2013
Diane Heinrich
Corporate Officer



City of Grand Forks

Council Procedure Bylaw No. 1946, 2013

CITY OF GRAND FORKS

A BYLAW TO GOVERN MEETINGS OF THE COUNCIL OF THE CITY OF GRAND FORKS BYLAW NO. 1946, 2013

WHEREAS under section 124 of the *Community Charter* Council must by bylaw establish the procedures to be followed by Council and Council Committees in conducting their business;

NOW, THEREFORE, the Council of the City of Grand Forks in open meeting assembled enacts as follows:

PART 1 – INTERPRETATION

1. Definitions

(1) In this Bylaw:

“Act” means the *Community Charter*, SBC 2003, Chapter 26, as amended.

“Committee” means a standing, select, or other committee of Council, but does not include COTW (Committee of the Whole)

“COTW” means Committee of the Whole

“Council” means the governing and executive body of the City of Grand Forks constituted as provided in the Act.

“Councillor” means a member of the Council.

“Councillor’s address” means the residential address or the mailing address if this is different, given to the Corporate Officer by each Councillor in the nomination documents they filed for the local government office they were elected to.

“inaugural meeting” means the meeting at which the members elected at the most recent general local election are sworn in.

“in-camera meeting” refers to a closed meeting in accordance with Section 90 of the *Community Charter*

“member” means the Mayor or a Councillor.

“municipality” means the City of Grand Forks.

“posting locations” means the notice board at the north entrance (Market Street entrance) of City Hall, and the regular Council meeting place.

“Special meeting” means a meeting of the Council other than a regular or inaugural meeting.

“Corporate Officer” means the person assigned by Council the responsibility of corporate administration pursuant to section 148 of the *Act*.

2. Incorporation Of Acts' Definitions

- (1) Any definition in the Act which is incorporated into this bylaw has the meaning given to it in the Act as of the date of adoption of this bylaw.

3. Interpretation of Bylaw

- (1) Reference in this bylaw to:
 - (a) a numbered "section" or "part" is a reference to the correspondingly numbered section or part of this bylaw;
 - (b) the plural is to be considered to be a reference also to the singular, unless the context otherwise requires; and
 - (c) unless the context otherwise dictates, a resolution or vote of the Council is a reference to a resolution or vote passed by the affirmative vote of a majority of the Councillors present and entitled to vote on the matter.

4. Citation

- (1) This bylaw may be cited for all purposes as **"City of Grand Forks Council Procedure Bylaw No. 1946, 2013"**.

PART 2 – INAUGURAL MEETING

5. Inaugural Meeting

- (1) The first regular Council meeting following a general local election must be held on the first Monday in December following the general local election provided that the election occurs the third Saturday in November. In the likelihood that the proposed legislation passes in the future, and the election is scheduled to occur the third week in October, the first regular Council meeting following the general local election may be held on the first Monday in November therein.

PART 3 - REGULAR MEETINGS

6. Time and Location of Regular Meetings

- (1) Commencing following the Inaugural Meeting of a new Council, regular meetings are scheduled by resolution of Council adopted at the first regular meeting in December, or as soon as practicable thereafter. In the likelihood that the proposed legislation passes in the future, and the election is scheduled to occur the third week in October, regular meetings would be scheduled by resolution of Council adopted at the first regular meeting in November, or as soon as practicable thereafter.

- (2) Regular meetings of Council are to begin at 7:00 PM or such other time as is fixed by resolution of the Council from time to time.
- (3) Regular meetings of Council are to take place within City Hall unless, by resolution, Council has chosen another location specified in the resolution.
- (4) Despite subsections 6 (1), (2) and (3), no regular meeting is to be held if the meeting has been cancelled by a resolution of Council passed at a previous meeting.
- (5) The Corporate Officer is hereby authorized to vary the start time of regular meetings scheduled to commence at 7:00 PM to reflect the amount of Council business, or to cancel them entirely if such meeting is not required.
- (6) The Corporate Officer is hereby authorized to cancel such other meetings as are considered unnecessary for the reason of lack of business and shall post notice of such cancellation in accordance with Section 6.1

6.1 Notice of Regular Council Meetings

- (1) At least 72 hours before a regular meeting of Council, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted in the posting locations, being the bulletin board on the north entrance of City Hall, and the City of Grand Forks Website. The City of Grand Forks Website posting will include all background information.
- (2) At least 72 hours before a regular meeting of Council, the Corporate Officer must give further public notice of the meeting by leaving copies of the agenda, including all background information, at the reception counter at City Hall for the purpose of making them available to members of the public:
- (3) At least two (2) working days before a regular meeting of Council, the Corporate Officer must deliver a copy of the agenda and all background information to each member of Council electronically to each member of Council's City email box.
- (4) The Corporate Officer must:
 - (a) post in the posting locations, and
 - (b) publish in accordance with section 94 of the *Act* at least once a year a schedule of the date, time and place of regular Council meetings.

- (5) If the agenda for the meeting contains a proposal to close all or part of the meeting to the public, the notice must state the basis under the Act on which the portion of the meeting is to be closed, but the notice must not otherwise describe the matter in respect of which the meeting is to be closed.

6.2 Postponement for Statutory Holiday

- (1) If the Monday is a statutory holiday, the regular meeting which would otherwise be held on that Monday must be held at the usual time on the next day which is not a statutory holiday, a Saturday or a Sunday.

6.3 Quorum

- (1) A quorum of the Council is a majority of Councillors on the Council, including the Mayor, as per section 129 of the Act.

6.4 Postponement If No Quorum

- (1) If there is no quorum of Councillors at the location for regular meetings within 30 minutes after the usual time for a regular meeting, or a quorum is lost during a meeting:
 - (a) the Corporate Officer shall record in the Minute Book the names of the members present at the expiration of such thirty minutes;
 - (b) the members present must direct that the regular meeting be held or continued
 - (i) the same hour the following night, or
 - (ii) on the date of the next scheduled regular meeting.
 - (c) all business on the agenda for that regular meeting not dealt with at that regular meeting is incorporated in the agenda for the regular meeting held on the earlier of the dates referred to in sub clause (b) (i) or (ii).

6.5 Cancellation If No Quorum:

- (1) Notwithstanding section 6.4, if the Corporate Officer knows in advance that there will not be a quorum present at the location for a regularly scheduled meeting of Council she/he may cancel the regular meeting and they shall use reasonable efforts to give advance public notice of the cancellation of the regular meeting by posting notice of the cancellation in the posting locations.

PART 4 - SPECIAL MEETINGS

7. Notice of Special Council Meetings

- (1) Except where notice of a special meeting is waived by a unanimous vote of all Council members under section 127(4) of the Act, at least 24 hours before a special meeting of Council, the Corporate Officer must:
 - (a) give advance public notice of the time, place and date of the meeting and describe in general terms the purpose of meeting by way of a notice posted in the posting locations; and
 - (b) give notice of the special meeting in accordance with section 127 of the Act.
- (2) Where a special meeting is called and where notice may be waived by a unanimous vote under section 127(4) of the Act, the Corporate Officer shall use reasonable efforts to give advance public notice of the proposed special meeting by posting a notice of the proposed meeting in the posting locations.
- (3) If the agenda for the meeting contains a proposal to close all or part of the meeting to the public, the notice must state the basis under the Act on which the portion of the meeting is to be closed, but the notice must not otherwise describe the matter in respect of which the meeting is to be closed.

7.1 Postponement If No Quorum

- (1) Section 6.4 applies to special meetings with the necessary changes, with exception that the Corporate Officer need not give public notice of a cancelled or rescheduled meeting of which Council has resolved to exclude the public as in a Special Meeting to go in-camera.

PART 5 – IN-CAMERA MEETINGS

8. Notice of In-Camera Meetings

- (1) Notice of Council's intent to conduct an in-camera meeting in accordance with Section 90 of the Community Charter:
 - (a) by public posting of a special meeting agenda to go in-camera. The notice must state the basis under the Act on which the portion of the meeting is to be closed, but the notice must not otherwise

describe the matter in respect of which the meeting is to be closed. Except where notice of a special meeting to go in-camera is waived by a unanimous vote of all Council members under section 127(4) of the Act, the Special Meeting to go in-camera must be posted at least 24 hours before a special meeting of Council.

Where a special meeting to go in-camera is called and where notice may be waived by a unanimous vote under section

- (i) 127(4) of the Act, the Corporate Officer shall use reasonable efforts to give advance public notice of the proposed special meeting to go in-camera, by posting a notice of the proposed meeting in the posting locations;
- (b) or by passing a resolution at a Regular, Special or COTW Meeting, Council's wishes to go in-camera in accordance with Section 92 of the Community Charter, Council must:
 - (i) state publicly, the fact that the meeting or part is to be closed, and
 - (ii) state the basis under the applicable subsection of Section 90 on which the meeting or part is to be closed;
- (c) or by passing a resolution at a Regular, Special or COTW Meeting, Council's wishes to go in-camera in accordance with Section 92 of the Community Charter to a **future meeting date**, Council must:
 - (i) state publicly, the fact that the meeting or part is to be closed, and when the meeting is to be held; and
 - (ii) state the basis under the applicable subsection of Section 90 on which the meeting or part is to be closed.

8.1 Postponement If No Quorum

- (2) Section 8 applies to special meetings to go in-camera with the necessary changes, except that the Corporate Officer need not give public notice of a cancelled or rescheduled meeting in respect of which Council has resolved to exclude the public.

PART 6 – ANNUAL MEETING

9. Notice of Annual Meeting

- (1) The corporate officer must give notice of the Council meeting or other public meeting in respect of which Council has resolved to consider
 - (a) the annual report prepared under section 98 of the Act, and
 - (b) submissions and questions from the public, by giving public notice by

- (c) posting notice of the date, time and place of the annual meeting in the posting locations, and
- (d) publishing notice of the date, time and place of the annual meeting in accordance with section 94 of the *Act*.

PART 7 – COMMITTEE OF THE WHOLE MEETINGS

10. Time and Location of Committee of the Whole Meetings

- (1) Commencing following the Inaugural Meeting of a new Council a Committee of the Whole meeting is to be held as per resolution of Council adopted at the first regular meeting in December. In the likelihood that the proposed legislation passes in the future, and the election is scheduled to occur the third week in October, committee of the whole meetings would be scheduled by resolution of Council adopted at the first regular meeting in November, or as soon as practicable thereafter.
- (2) Committee of the Whole (COTW) meetings are to begin at 9:00 AM the day of the first regular meeting date of each month or such other time as is fixed by resolution of Council from time to time.
- (3) COTW are to take place within City Hall unless, by resolution, Council has chosen another location specified in the resolution.
- (4) Despite subsections 10.1 (1), (2) and (3), no COTW is to be held if the meeting has been cancelled by a resolution of Council passed at a previous regular Council meeting.
- (5) The Corporate Officer is hereby authorized to cancel such COTW meetings as are considered unnecessary for the reason of lack of business and shall post notice of such cancellation in accordance with Section 10.1(1).

10.1 Notice of Committee of the Whole Meetings

- (1) At least 72 hours before a scheduled meeting of a COTW, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted in the posting locations, being the bulletin board on the north entrance of City Hall, and the City of Grand Forks Website. The City of Grand Forks Website posting will include all background information.

- (2) At least 72 hours before a **scheduled meeting of a COTW**, the Corporate Officer must give further public notice of the meeting by leaving copies of the agenda, including all background information, at the reception counter at City Hall for the purpose of making them available to members of the public;
- (3) At least two (2) working days before a **scheduled meeting of a COTW**, the Corporate Officer must deliver a copy of the agenda to each member electronically to each member of Council's City email **system**.
- (4) At least 24 hours before:

- (a) an unscheduled meeting of a **COTW**;

the Corporate Officer must give advance public notice of the time, place and date of the meeting by way of a notice posted in the posting locations.

10.2 Conduct and Debate of COTW Meetings

The following rules apply to COTW Meetings:

- a) a motion is not required to be seconded;
- b) a member may speak any number of times on the same question;
- c) a member must not speak longer than a total of 10 minutes on any one question;
- d) the public and media, in attendance, may ask questions with regard to each topic as they are addressed, and must not speak longer than 5 minutes on any one topic; An addendum to these rules and procedures may be established by resolution of Committee of the Whole from time to time.
- e) the public and media, in attendance, may ask questions that **do not** pertain to any topic discussed within the agenda during the "Question Period" section of the meeting; must not speak longer than 5 minutes on non-agenda topics and must not refer to any in-camera or personnel issues; An addendum to these rules and procedures may be established by resolution of Committee of the Whole from time to time.

PART 8 - OTHER MATTERS REGARDING MEETINGS

11. Meetings Outside Municipality

- (1) A meeting may be held outside the Municipality if the Council passes a resolution to that effect.

11.1 Attendance of Public at Meetings

- (1) Subject to sections 90 and 133 of the Act, all Council meetings must be open to the public.
- (2) Where Council wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with section 92 of the Act.
- (3) This section applies to meetings of bodies referred to in section 145 of the Act, including, without limitation:
 - (a) COTW, select or standing committees of Council;
 - (b) The board of variance;
 - (c) The court of revision;
 - (d) An advisory committee, or other advisory body, established by Council under the Act, or any other legislation.

11.2 Participation of Public at Council/Committee of the Whole Meetings

- (1) The public and media may participate in the Committee of the Whole meetings in accordance with Section 10.2 (e) & (f), in addition to the Question Period within a Regular Meeting.
- (2) From the close of nominations preceding a general local election or by-election, the Petitions and Delegations portion of regular Council meetings and COTW meetings shall be suspended until the meeting of Council following the election unless the delegation is representing an Advisory Committee to Council.

11.3 General Conduct for all Meetings

- (1) No member or person attending the meeting may interrupt a member who is speaking, except that a Councillor may raise a point of order.
- (2) No member or person attending the meeting may cause a disturbance, disrupt or in any manner delay the conduct of business at a meeting.
- (3) No member or person permitted or invited to speak on any matter coming before the Council or a committee may use rude or offensive language or, by tone or manner of speaking, express a point of view or opinion or make an allegation which, directly or indirectly, reflects upon the public conduct or private character of any person.

11.4 Removal of Those Behaving Improperly

- (1) The Mayor or other person presiding may expel from a meeting of Council any person he or she considers guilty of improper conduct.
- (2) If a person resists or disobeys an order of the Mayor or other person presiding to leave a meeting of Council, that person may be removed by the Corporate Officer or other City Staff member present at the meeting, or, if necessary, by a peace officer at the direction of the Mayor or other person presiding.
- (3) In addition to its application to Council meetings, the ability of the person presiding to expel persons he or she considers guilty of improper conduct also applies to meetings of the following:
 - (1) COTW, select or standing committees of Council;
 - (2) The board of variance;
 - (3) The court of revision;
 - (4) An advisory committee, or other advisory body, established by Council under the Act, or any other legislation.

11.5 Adjournment of Meeting

- (1) The Council may at any time by resolution adjourn any meeting to a date, time and location specified in the resolution.
- (2) Council Meetings shall adjourn no later than 11:00 p.m. unless an extension beyond that time is determined by Unanimous Resolution of the Council.

11.6 Cancellation of Meetings

- (1) The Council may, by resolution, cancel any regular meeting and/or COTW Meeting. The Corporate Officer must give public notice of cancellation of any regular and/or COTW meeting by posting notice of cancellation in a place accessible to the public at the location for the regular meeting.

11.7 Acting Mayor

- (1) At the first regular meeting held in December each year, or at an inaugural meeting held under section 5, or as soon after those

meetings as practicable, Council must in respect of the ensuing calendar year designate from among its members Councillors to serve on a rotating basis as Acting Mayor to act in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant. In the likelihood that the proposed legislation passes in the future, and the election is scheduled to occur the third week in October, the designation of Acting Mayor among its Council members would be adopted at the first regular meeting in November, or as soon as practicable thereafter.

- (2) Each Councillor designated under subsection 11.7 (1) must fulfill the responsibilities of the Mayor in the absence of the Mayor.
- (3) If both the Mayor and the member designated under subsection 11.7 (1) are absent from the Council meeting, the Council member next on the approved list of Acting Mayors shall be chosen to fulfill the role of Acting Mayor and shall have the same powers and duties as the Mayor in relation to the applicable matter.

PART 9 - PROCEDURE FOR MEETINGS

12. Authority

- (1) All meetings of the Council and all other matters of practice and procedure not otherwise herein specified shall be governed by Robert's Rules of Order or by any authority whose codification of Canadian Procedure shall be declared by the Parliament of Canada to replace or supersede Robert's Rules of Order.
- (2) Notwithstanding the above statement of Authority, the Provisions of Division 2 of the Act on "Council Proceedings" are to be considered a part of this Bylaw and to have the same force and effect by reference as though the same were severally, fully, and particularly set forth herein.

12.1 Mayor To Open Meetings

- (1) If a quorum is present, the Mayor must call the meeting to order; however, where the Mayor is absent, the Councillor designated as Acting Mayor in accordance with Section 11.7 must take the Chair and call the meeting to order.

12.2 Appointment of Acting Chair

- (1) If a quorum is present but neither the Mayor nor the Acting Mayor are

present at the time at which the meeting is scheduled to begin, the Corporate Officer must call the meeting to order and by resolution, the Council must appoint a Councillor to act as chair for that meeting until the Mayor or Acting Mayor arrives. The acting chair of a meeting has the powers and duties of the Mayor in respect of that meeting.

12.3 Order Of Business At Regular Meetings

- (1) Unless the Mayor or Acting Mayor otherwise directs, the business at all regular meetings shall be proceeded with in the following order:

- a) Call to Order
- b) Adoption of Agenda
- c) Adoption of Minutes of the last regular meeting
- d) Registered Petitions and Delegations
- e) Unfinished Business
- f) Reports, Questions and Inquiries from Members of Council (verbal)
- g) Report – Regional District of Kootenay Boundary
- h) Recommendations from Staff for Decision
- i) Requests Arising from Correspondence
- j) Information Items
- k) Bylaws
- l) Late Items
- m) Questions from the Media and Public
- n) Adjournment

- (2) When preparing the agenda prior to the meeting, the Mayor and Corporate Officer may in their discretion:

- (a) vary the order set out in section 12.3 (1), and
- (b) delete agenda headings if there is no business under those items.
- (c) The order of business specified in Section 12.3 (1) and (2) hereof may be varied, as the Council deems necessary.

12.4 Meeting Agenda

- (1) The Corporate Officer must prepare an agenda for each regular meeting, which must:

- (a) set out each item of business to be dealt with specified in subsections 12.3 (1) and (2);
- (b) state the general nature of each item of business to be dealt with at the regular meeting; and
- (c) be made available to each Council member electronically to Council's city email boxes at least two (2) working days before the

date on which the regular meeting is to be held.

- (2) The Mayor or the Acting Mayor may choose to review the agendas either in person or by telephone for each meeting, prior to the agenda being circulated in accordance with this bylaw.

12.5 Petitions and Delegations:

- (1) Petitions and Delegations will be presented to Council at the COTW Meetings which are held the first meeting of the month, or at an alternative date as deemed by resolution from Council from time to time
- (2) Petitions and Delegations may be considered during Regular Meetings if the issue is of a time sensitive nature

12.6 Notice to Corporate Officer of Petitions and Delegations:

- (1) At least ten (7) working days before the date of the meeting at which:
 - (a) any person wishing to present a petition to the Council, that person must deliver to the Corporate Officer:
 - (i) a written request to present the petition and the name and address of the presenter;
 - (ii) the complete petition; and,
 - (iii) the name and address of each person who has signed the petition.
 - (b) any delegation who wishes to appear before the Council, the convener of the delegation must deliver to the Corporate Officer a letter which contains:
 - (i) full particulars of the subject matter to be submitted to Council including any written data which the presenter would like included in the agenda package (in the case of large amounts of data, the Corporate Officer may provide a separate paper copy meant for viewing by the public during the course of the meeting instead of inclusion within the agenda) ; and,
 - (ii) the proposed action, which is within the authority of the City which the delegation wishes the City to take in response to the submission;
 - (iii) the names and addresses of the persons or the organization comprising the delegation; and
 - (iv) the name, civic address, email address (if applicable) and telephone number of the person who will speak to the Council on behalf of the delegation.
 - (v) if a PowerPoint or computer generated presentation forms part of the delegation, arrangements should be made with the

Corporate Officer at least three working days prior to the meeting.

- (2) No petition or delegation may be presented to, appear before or be received by the Council unless section 12.6 has been complied with, except that the Council may resolve by a simple majority vote to waive compliance with this section.
- (3) There may be a limit of a maximum of three (3) petitions or delegations at a Committee of the Whole Meeting, or as determined in accordance with the rules and procedures established by resolution of Council from time to time.

12.7 Time Allowed For Petitions And Delegations

- (1) Unless the Council otherwise resolves, the maximum time for presentation of a petition or appearance of a delegation before the Council is 10 minutes excluding time which members of Council may require to ask questions and seek clarification. This section does not apply to public hearings conducted by the Council under the Act.

12.8 Adding Correspondence

- (1) Any member of Council, with the consent of the Mayor or Chair, may request the Corporate Officer to add an item of correspondence or business to the agenda three (3) working days prior to the date on which the regular meeting is to be held.
- (2) Any member may request an item of correspondence or business be added as a late item at the date of the regular meeting of Council before the adoption of the agenda by consent of a majority of Council members after informing Council of the general nature of the correspondence or business and the reason for urgent consideration.

12.9 Minutes of Meetings

- (1) Minutes of Council meetings must be kept in accordance with section 97 of the Act.
- (2) Minutes of Committee meetings referred to in section (3) must be kept in accordance with section 97 of the Act.
- (3) Section (2) applies to meetings of:

- (a) Select or standing committees of Council; and
- (b) Any other body composed solely of Council members acting as Council members.

12.10 Recording and Certification of Minutes Of Council

- (1) The Corporate Officer must cause minutes of every Council meeting to be recorded legibly in a minute book.
- (2) The minutes of every Council meeting must be certified as correct by the Corporate Officer and must be signed by the Mayor following the meeting at which the minutes are adopted.

12.11 Adoption of Minutes

- (1) The minutes of every Council meeting must be adopted by resolution of Council. If each Councillor has received a copy of the minutes of a meeting, those minutes may be adopted by resolution of the Council without their being read to the meeting. The minutes of a meeting may not be adopted until the Corporate Officer makes any changes which the Council has by resolution directed be made so that the minutes accurately record the meeting.

12.12 Committee Procedures

- (3) Section 11.3 applies to the general conduct of meetings of:
 - (select or standing committees of Council;
 - (any other committee composed solely of Council members acting in that capacity; and
 - (Committee of the Whole)

12.13 Order of Business for Committee of the Whole Meetings

- (1) Unless the Chair or Acting Chair of the Committee of the Whole otherwise directs, the business at all COTW meetings shall be proceeded with in the following order:
 - a) Call to Order
 - b) Adoption of Agenda
 - c) Registered Petitions and Delegations
 - d) Presentations by Staff
 - e) Reports and Discussion
 - f) Proposed Bylaws for Discussion
 - g) Information Items
 - h) Correspondence Items
 - i) Late Items
 - j) Reports, Questions and Inquiries from Members of Council (verbal)
 - k) Question Period
 - l) Adjournment
- (2) When preparing the agenda prior to the meeting, the Mayor and Corporate Officer may in their discretion:
 - (a) vary the order set out in section 12.13 (1), and
 - (b) delete agenda headings if there is no business under those items.
- (3) The order of business specified in section 12.13 (1) and (2) hereof may be varied, as the COTW deems necessary.

12.14 Electronic Meetings

- (1) Subject to the *Act*
 - (a) a special meeting may be conducted by means of electronic or other communication facilities,
 - (b) a member of Council or a Council committee who is unable to attend a Council meeting or a Council committee meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities, and the member participating shall be recorded as being in attendance at the meeting.

PART 10 - RULES OF DEBATE

13. Recognition of Speakers

- (1) A Councillor may speak in a meeting after the Councillor has raised his or her hand and the Mayor has recognized the Councillor. If two or more Councillors raise their hands at the same time, the Mayor may designate the order in which each is to speak. If the Mayor wishes to speak in a meeting, the Mayor need only address the meeting. If a Councillor has raised his or her hand at the same time the Mayor begins to speak, the Mayor may speak first.

13.1 Manner Of Address By Speakers

- (1) A Councillor must address the Mayor as "Mister Chairman" or "Madame Chairman" as the case may be, or "Your Worship" and must address another Councillor by that Councillor's surname preceded by "Councillor".

13.2 Conduct and Debate

- (1) A member may speak only to a matter being debated by the Council.
- (2) Speak only twice to a matter unless the member is providing clarification on the material or the speech or is asking questions of another member.
- (3) Speak for no more than five minutes at a time except with the permission of the presiding Member, may speak longer provided the presiding Member allows equal time to other members who may wish to speak.
- (4) A member may not speak to a matter already dealt with by Council.
- (5) A member shall not speak unless a motion has been moved and seconded and further once a question has been called.
- (6) A member may require a matter being debated or require the presiding member to state the provision of the bylaw or other rule of order be read to the member's information but may not interrupt another member who has the floor.
- (7) The presiding member must inform the Council upon which the point of order is decided.

13.3 Voting By Show Of Hands

- (1) Whenever a vote is called for, the question shall be decided by a show of hands. The presiding member shall call aloud the results of any vote and the names of those members voting contrary to the majority. These names may be entered in the minutes, when requested by the dissenting member.

PART 11 - ADOPTION OF BYLAWS

14. Proposing Bylaws

- (1) Unless the Council otherwise resolves, the Council may not consider a proposed bylaw unless:
 - (a) the Corporate Officer has given a copy of it to each Councillor and the Mayor, and
 - (b) it is on the agenda for the meeting.

14.1 Adoption Of Bylaws

- (1) The only motion required for the introduction of a Bylaw shall be "That the ". Bylaw" (giving the short title) be now Read for the First, Second, or Third Time", whichever the case may be, provided that upon request by any member of the Council the whole or any part of the draft bylaw shall be read before the motion is put.
- (2) The only motion necessary for the final passing shall be "That the ". Bylaw" (giving the short title) be adopted".

14.2 Reconsideration Of Bylaws

- (1) The Council may reconsider any part or all of a proposed bylaw before its adoption.

PART 12 – DECISIONS OF COUNCIL

15. Resolutions and Bylaws

- (1) Resolutions, the reading of bylaws and the adoption of bylaws must be dealt with on a motion put by a member and seconded by another member.

15.1 Reconsideration Of Decisions Of Council

- (1) No bylaw, resolution, proceeding or other decision of Council shall be reconsidered by motion of Council within six (6) months except where the motion to reconsider the matter has received the unanimous consent of the Council. The Mayor has the authority to require that Council reconsider and vote again on a matter that was the subject of a vote in accordance with Section 131 of the Community Charter.

PART 13 – COMMITTEES

16. Committee Meeting Procedures

- (1) Council meeting procedures stipulated by this bylaw apply to every standing committee established by the Mayor and select or other committee established by the Council.

16.1 Reporting to Council by Committees

- (1) A committee:
 - (a) may report to the Council at any COTW Meeting, or if time sensitive, any regular meeting of Council; and
 - (b) must report to the Council when directed by resolution of the Council.

16.2 Mayor is a Member of All Committees

- (1) The Mayor is an ex-officio member of all committees and is a voting member to the committees of which the Mayor is appointed.

PART 14 - GENERAL

17. Severance

- (1) If any section, subsection, clause or other provision of this bylaw is held to be invalid by a Court of competent jurisdiction, such invalidity does not affect the validity of the remaining portions of this bylaw.

17.1 Irregularity

- (2) The failure of Council to observe the provisions of this bylaw does not affect the validity of resolutions passed or bylaws enacted by Council.

PART 15 - REPEAL OF EXISTING BYLAW

18. Repeal Of Existing Bylaw

City of Grand Forks Council Procedure Bylaw No. 1889, 2009 is hereby repealed.

Read a **FIRST** time this 4th day of February, 2013.

Read a **SECOND** time this 4th day of February, 2013.

Read a **THIRD** time this 4th day of February, 2013.

ADOPTED this _____ day of February, 2013.

Mayor, Brian Taylor

Corporate Officer, Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1946 as passed by the Municipal Council of the Corporation of the City of Grand Forks on the _____ day of February, 2013.

Corporate Officer of the Municipal Council of the Corporation
of the City of Grand Forks