

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

**Monday, January 28th, 2013 – 7:00 p.m.
Council Chambers City Hall**

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>PRESENTATION OF A DIAMOND JUBILEE MEDAL</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>RECESS TO PRIMARY COMMITTEE MEETING</u>		Recess meeting into Primary Committee Meeting. Reconvene Regular Meeting at conclusion of Primary Committee Meeting
4.	<u>REGULAR MEETING AGENDA</u>	January 28 th , 2013 Agenda	Adopt Agenda
5.	<u>MINUTES</u> <ul style="list-style-type: none">- January 14th, 2013- January 14th, 2013	Special Meeting Minutes Regular Meeting Minutes	Adopt Minutes Adopt Minutes
6.	<u>REGISTERED PETITIONS AND DELEGATIONS</u> None		
7.	<u>UNFINISHED BUSINESS:</u> None		
8.	<u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u> <ul style="list-style-type: none">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.
9.	<u>REPORT FROM THE COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u> <ul style="list-style-type: none">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.

10. **RECOMMENDATIONS FROM STAFF
FOR DECISIONS:**

- | | | |
|---|---|--|
| a) Manager of Technical Services-
Slag Piles – Costs for Short
Term Recommendations | As per the attached Geotechnical
Report in the agenda package, staff is
moving forward with short term
recommended remedial measures. | 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. |
| 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. | 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. |
| 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. | 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 _____. |
| 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. | 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. |

11. **REQUESTS ARISING FROM
CORRESPONDENCE:**
None

12. **INFORMATION ITEMS**

- | | | |
|----------------------------------|----------------------------------|---|
| - Summary of Informational Items | Information Items 12(a) to 12(e) | Receive the items and direct
staff to act upon as
recommended |
|----------------------------------|----------------------------------|---|

13. **BYLAWS**

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

At the Regular Meeting of Council on Monday, January 14th, 2013, Council gave first, second and third reading to Bylaw 1944.

Council considers giving final reading to Bylaw No. 1944 – “Electrical Utility Regulatory Amendment Bylaw No. 1944, 2013”

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

At the Regular Meeting of Council on Monday, January 14th, 2013, Council gave first, second and third reading to Bylaw 1945.

Council considers giving final reading to Bylaw No. 1945 – “Garbage Regulations and Rates Amendment Bylaw No. 1945, 2013”

14. **LATE ITEMS**

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

16. **ADJOURNMENT**

NOT ADOPTED
SUBJECT TO CHANGE

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING OF COUNCIL
MONDAY, JANUARY 14TH, 2013

PRESENT:

MAYOR BRIAN TAYLOR
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH
COUNCILLOR MICHAEL WIRISCHAGIN
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 6:00 p.m.

IN-CAMERA RESOLUTION:

MOTION: O'DOHERTY / SMITH

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: KROG

NOT ADOPTED
SUBJECT TO CHANGE

RESOLVED THAT THIS SPECIAL MEETING OF COUNCIL BE ADJOURNED AT 6:01 P.M.

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER –DIANE HEINRICH

THE CORPORATION OF THE CITY OF GRAND FORKS

REGULAR MEETING OF COUNCIL
MONDAY JANUARY 14TH, 2013

PRESENT:

MAYOR BRIAN TAYLOR
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH
COUNCILLOR MICHAEL WIRISCHAGIN
COUNCILLOR CHER WYERS

CHIEF ADMINISTRATIVE OFFICER
CHIEF FINANCIAL OFFICER
CORPORATE OFFICER
MANAGER OF OPERATIONS
MANAGER OF TECHNICAL SERVICES
MANAGER OF ENVIRONMENTAL AND
BUILDING CONSTRUCTION SERVICES

D. Allin
R. Shepherd
D. Heinrich
H. Wright
S. Bird
W. Kopan

GALLERY

CALL TO ORDER:

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

ADOPTION OF AGENDA:

MOTION: O'DOHERTY / SMITH

RESOLVED THAT THE JANUARY 14TH, 2013, REGULAR MEETING AGENDA BE ADOPTED AS CIRCULATED.

CARRIED.

MINUTES:

MOTION: SMITH / WIRISCHAGIN

RESOLVED THAT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON MONDAY, DECEMBER 17TH, 2012, BE ADOPTED AS CIRCULATED.

CARRIED.

MINUTES:

MOTION: O'DOHERTY / SMITH

RESOLVED THAT THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, DECEMBER 17TH, 2012, BE ADOPTED AS CIRCULATED.

CARRIED.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT THE MINUTES OF THE PRIMARY COMMITTEE MEETING OF COUNCIL HELD ON MONDAY, DECEMBER 17TH, 2012, AND ALL RECOMMENDATIONS CONTAINED THEREIN BE ADOPTED AS CIRCULATED.

CARRIED.

REGISTERED PETITIONS AND DELEGATIONS:

- a) Manager of Environmental and Building Construction Services – Carbon Neutral Kootenays Project

Patricia Dehnel, of the Carbon Neutral Kootenays Project made a PowerPoint presentation regarding Carbon Offset contributions which the City has incurred and a proposal that the City's offsets be made to the Darkwoods Project. Accompanying her, via telephone, was Dale Littlejohn, from Carbon Neutral Kootenays.

MOTION: SMITH / WYERS

RESOLVED THAT COUNCIL RECEIVES THE PRESENTATION MADE BY PATRICIA DEHNEL AND DALE LITTLEJOHN (VIA TELEPHONE), OF THE CARBON NEUTRAL KOOTENAY PROJECT AND DETERMINES TO SUBMIT ITS CARBON OFFSET 2012 PAYMENT TOWARDS A TRUST FUND FROM WHICH CARBON PROJECTS WITHIN THE BOUNDARY AND EAST AND WEST KOOTENAYS CAN BE UTILIZED, KNOWN AS THE DARKWOODS PROJECT.

CARRIED.

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- b) Corporate Officer's Report – Grand Forks Boundary Regional Agricultural Society Presentation

Sheila Dobie, a representative from the Grand Forks Boundary Regional Agricultural Society made a presentation to Council requesting that the organization work with the City to submit a grant application, and additionally, requesting that a Council liaison be appointed to the Society. Mayor Taylor advised that he was willing to volunteer as liaison for the group.

She asked if the City would like to become a co-sponsor for the grant application, as she reported that the Grand Forks Boundary Regional Agricultural Society does not have

charitable status and would require the City to submit the application. She commented that she and the Agricultural Society would be willing to work with City Staff on the grant application, and further advised that the application deadline date is March 1st, 2013.

MOTION: O'DOHERTY / KROG

RESOLVED THAT COUNCIL RECEIVES THE PRESENTATION MADE BY THE SHEILA DOBIE, OF THE GRAND FORKS BOUNDARY REGIONAL AGRICULTURAL SOCIETY AND FURTHER, RECEIVES HER REQUEST FOR THE AGRICULTURAL SOCIETY TO WORK WITH THE CITY IN REGARD TO A GRANT APPLICATION.

BE IT FURTHER RESOLVED THAT COUNCIL APPOINTS MAYOR BRIAN TAYLOR AS THE CITY LIAISON FOR THE GRAND FORKS BOUNDARY REGIONAL AGRICULTURAL SOCIETY.

CARRIED.

UNFINISHED BUSINESS

None

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

Councillor Wirischagin:

Councillor Wirischagin reported on the following items:

- He wished everyone a Happy New Year
- He advised that the Rotary Scotch Tasting Fundraiser is on January 26th at that tickets are \$30.00 a piece
- He advised that the Grand Forks' boys basketball team will be playing only 3 more games at home for the season

Councillor O'Doherty:

Councillor O'Doherty reported on the following items:

- He reported on his attendance at the Community Christmas Dinner on Christmas Day and that there were over 300 persons in attendance
- He advised of his visits to the seniors residing at the Boundary Lodge over the Christmas Season

Councillor Wyers:

Councillor Wyers reported on the following items:

- Please see Councillor Wyer's Report as attached.

MOTION: WYERS / O'DOHERTY

RESOLVED THAT COUNCIL APPROVES THE GRAND FORKS ENVIRONMENT COMMITTEE'S AIR QUALITY SUB-COMMITTEE PROCEEDING WITH THE PURCHASE OF THE 50 SOLAR CARS AT A COST OF \$890.40 FROM THE SUPPLIER SUNWIND SOLAR, TO CONTINUE THE EDUCATION COMPONENT STARTED BY THE BOUNDARY AIR QUALITY COMMITTEE IN 2010 INTRODUCING YOUTH TO ALTERNATE ENERGY SOURCES FOR SELECTED GRADES AT PERLEY & HUTTON ELEMENTARY SCHOOLS, WITH THE FUNDS COMING FROM 2013 BUDGET EXPENDITURES OF THE ENVIRONMENT COMMITTEE.

CARRIED.

Councillor Krog:

Councillor Krog reported on the following items:

- He provided an update on the activities at Gallery 2, advising that the Wine tasting was a successful fundraiser in November of 2012; and further that on the January 26th, Gallery 2 will be hosting the annual Rotary Scotch Tasting. He further reported that Gallery 2 is hosting their annual Masquerade Ball this year on February 25th.

Councillor Smith:

Councillor Smith reported on the following items:

- He reported on his attendance at a December 17th Deer Committee Meeting and advised that the committee has established two sub-committees: the first sub-committee undertaking a sign initiative regarding deer crossings, and the second sub-committee involved in science bases and strategies for Deer Management.
- He reported on his attendance to Gary Onion's retirement on December 20th at the Public Works Yard where burgers were enjoyed by all
- He spoke with regard to the Branding Process, and advised that the finished product unrolling in near future
- He reported on his attendance to BEDC Meeting on January 2nd along with Councillor Wyers and Mayor Taylor
- He reported on his attendance at an Emergency Preparedness Meeting on January 10th at the Regional District of Kootenay Boundary Boardroom.
- Councillor Smith spoke with regard to an Economic Development Advisory Committee recommendation to Council to support a \$650 contribution towards the World Host Program to come from the EDAC budget. He further advised that this funding is a matching fund and that participants in the program would be required to provide the other half of the required cost per participant. He advised that this program is intended to educate participants on dealing with the public and well as promoting the City to tourists and customers.

MOTION: SMITH / WYERS

RESOLVED THAT COUNCIL APPROVES ECONOMIC DEVELOPMENT ADVISORY COMMITTEE COMMITTING \$650 OF ITS 2013 BUDGET EXPENDITURES TOWARDS A WORLD HOST PROGRAM WORKSHOP WHICH IS OPEN TO CITY STAFF AND LOCAL BUSINESS' STAFF TO PARTICIPATE.

CARRIED.

Mayor Taylor:

Mayor Taylor reported on the following items:

- He spoke with regard to Committee Meetings and advised that Council is planning on restructuring their meeting style. He suggested that an open forum discussion would provide a greater opportunity for the public and committees to connect with Council. He advised that the "Committee of the Whole" would meet in the morning of the same day as a regular meeting from 9:00 am to Noon and that Council intends to start this new structure in March of this year.

MOTION: O'DOHERTY / WIRISCHAGIN

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 he didn't have a Regional District report this evening.

MOTION: SMITH / O'DOHERTY

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

CARRIED

RECOMMENDATIONS FROM STAFF FOR DECISIONS:

- a) Manager of Technical Services – Omega Restaurant Development Permit

The City is in receipt of a Development Permit application from the owner of the Omega Restaurant, to construct a 420 square foot freestanding pergola, to be used for outdoor seating, erected on an existing slab on the west side of the restaurant building.

MOTION: O'DOHERTY / WYERS

RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT AND APPROVES THE DEVELOPMENT PERMIT APPLICATION AS SUBMITTED BY GIANNIKOS HOLDINGS LTD. TO CONSTRUCT A FREE STANDING 420 SQ.FT. PERGOLA TO BE USED FOR OUTDOOR SEATING, TO BE LOCATED WEST OF THE EXISTING OMEGA RESTAURANT BUILDING AT THE PROPERTY LEGALLY DESCRIBED AS LOT 9 & 10, BLK 2, DL 493, SDYD, PLAN 89, LOCATED AT 7400 HIGHWAY #3.

CARRIED.

b) Corporate Officer's Report – Council & Staff Memberships & Conferences Policy

Staff is presenting to Council, a revised Policy for Memberships and Conferences for Council's consideration.

MOTION: SMITH / WIRISCHAGIN

RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT REGARDING THE REVISED COUNCIL & STAFF MEMBERSHIPS & CONFERENCES POLICY AND FURTHER APPROVES THE OF THE REVISED POLICY NO. 301, AS PRESENTED.

CARRIED.

REQUESTS ARISING FROM CORRESPONDENCE:

None

INFORMATION ITEMS:

MOTION: O'DOHERTY / SMITH

RESOLVED THAT INFORMATION ITEMS NUMBERED 10(a) TO 10(i)

BE RECEIVED AND ACTED UPON AS RECOMMENDED AND/OR AS AMENDED.

CARRIED.

a) From Nancy Green Raine, Senator - National Health & Fitness Day. **Recommend that Council receives for information.**

b) Gas Tax/Public Transit Management Services - Second Community Works Fund Transfer. **Recommend that Council receive for information.**

- c) Correspondence from Roy Ronaghan - Relaying his comments and questions which he addressed to Council on December 17th. **Recommend that Council receive for information.**
- d) Correspondence From the Royal Canadian Legion - Yearly Ad Request for Military Service Recognition Book- ¼ Page for \$450.00 Total. **Council to advise if they wish to continue to advertise in the Yearly Military Service Recognition Book.**

MOTION: O'DOHERTY / SMITH

RESOLVED THAT COUNCIL DETERMINES TO ADVERTISE IN THE ROYAL CANADIAN LEGION'S MILITARY SERVICE RECOGNITION BOOK IN THE AMOUNT OF \$450.00 FOR A QUARTER PAGE ADVERTISEMENT.

CARRIED.

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- e) From AKBLG - Request for Presentations for the 2013 AKBLG Annual General Meeting. **Recommend to receive for information Councillor Wyers advised that the organization is looking for regional collaboration projects and that the theme this year is "Build".**
 - f) Memo From AKBLG - Notice of Annual General Meeting and Second Call for Resolutions. **Council to advise if they have any resolutions to submit for the conference – deadline for submissions is February 18th, 2013.**
 - g) Environment Committee Minutes - From November 22nd, 2012. **Recommend to receive for information/discussion.**
 - h) Economic Development Advisory Committee - Minutes from November 28th, 2012. **Recommend to receive for information/discussion. Councillor Wirischagin advised that he was approached by an individual who was concerned with expenditures which were spent by a committee that hasn't been elected by the public and asked if Council could receive a complete breakdown of all the expenditures which was spent by the committees for 2012 to be attached to the next set of minutes of that particular committee. Councillor Wirischagin additionally asked with regard to the Request For Proposal for signs contained in the minutes and was advised that the information regarding the proposal would be brought to Staff to formulate a report for consideration of Economic Development Advisory Committee, and then would go to Council for their consideration.**
 - i) December 17th Task List – List of Completed and In-Progress Tasks. **Recommend to file.**

BYLAWS:

- a) Corporate Officer's Report – Bylaw No. 1943-Revenue Anticipation Bylaw

Presentation of Final Reading for the City's annual Revenue Anticipation Bylaw

MOTION: O'DOHERTY / WYERS

RESOLVED THAT BYLAW NO. 1943, CITED AS THE "City of Grand Forks Revenue Anticipation Borrowing Bylaw", BE GIVEN FINAL READING.

CARRIED.

b) Chief Financial Officer's Report – Bylaw 1944-Electrical Utility Regulatory Amendment Bylaw

Presentation of First, Second and Third Reading of the Electrical Utility Regulatory Amendment Bylaw. Alex Love, the City's electrical consultant, addressed Council with the key points of the Regulatory Bylaw and spoke with regard to rate re-balancing.

MOTION: O'DOHERTY / WYERS

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

CARRIED.

Councillor Wirischagin voted against the motion.

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MOTION: SMITH / KROG

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

CARRIED.

Councillor Wirischagin voted against the motion.

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MOTION: WYERS / O'DOHERTY

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

CARRIED.

Councillor Wirischagin voted against the motion.

c) Manager of Environmental and Building Construction Services Report – Bylaw No. 1945, Residential Garbage Collection Rates & Regulations Amendment Bylaw

Presentation of First, Second and Third Reading of the Residential Garbage Collection Rates & Regulations Amendment Bylaw. The Manager of Environmental and Building Construction Services spoke with regard to the reasons why a Waiver of Services would be put into effect for those properties that are tied into existing contracts with other disposal services.

MOTION: KROG / O'DOHERTY

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

CARRIED.

Councillor Wirischagin voted against the motion.

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MOTION: O'DOHERTY / WYERS

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

CARRIED.

Councillor Wirischagin voted against the motion.

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MOTION: KROG / SMITH

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

CARRIED

Councillor Wirischagin voted against the motion.

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LATE ITEMS:

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QUESTIONS FROM THE PUBLIC AND THE MEDIA:

ROY RONAGHAN – Asked with regard to the demolition plans of the Winnipeg Hotel. He was advised that the developers should be contacting the City soon on how they plan on moving forward. Mr. Ronaghan advised that the fence creates a safety hazard to pedestrians crossing over to Overwaitea side and suggested that the crosswalk be closed until the demolition has completed. He further suggested that the Crosswalks receive extra clearing attention this time of year due to slippery conditions.

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ADJOURNMENT:

MOTION: SMITH

RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE ADJOURNED AT 8:41 P.M.

CARRIED.

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NOT ADOPTED
SUBJECT TO CHANGE

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER- DIANE HEINRICH

Councillor Wyers' Council Report for January 14, 2013

January 7th I attended the **Boundary Economic Development Committee's (BEDC)** monthly meeting. Meetings have been moved from the first Tuesday of the month to the first Monday of each month. The new Chair is Marquerite Rotvold, Councillor from Village of Midway. The new Vice - Chair is Barry Noll, Councillor from the City of Greenwood. Reconsideration of a new Chair appointment for 2013 session evolved from the RDKB level seeing as a possible conflict of interest for Mayor Brian Taylor, the current Chair.

In the partner's report, CED coordinator from Community Futures Boundary outlined the 2013 tourism publications being supported, a new tear - off double - sided counter map for 2013, funding from TOTA and a focus towards Economic Development for the region including attending the upcoming Outdoor Adventure & Recreation Trade Show in Vancouver. The regional Boundary Country signs are being updated to include new logo and some relocated with project completion scheduled for spring. There is a strong focus in making the Boundary Country Regional Chamber sustainable and the mobile abattoir is coming on line with the Grand Forks and Boundary Regional Agricultural Society. Next meeting Monday February 4, 2013 09:30 AM.

On December 23rd, I attended the official **Diamond Jubilee Medal presentation to Deb Billwiller** at the Boundary Community Food Bank office in Grand Forks along with Mayor Taylor, Area D Director and MP for BC Southern Interior. A well deserving recognition to a volunteer who has given many years of service with the Food Bank.

On January 10, 2013 I attended a RDKB invitation to hear the new Regional Emergency Plan dated November 2012.

Emergency Management Agreement Discussion: Relationship between local governments. Emergency Management Agreement approved in November 2012 and sent out to partner communities to generate question and answer period. There is no additional cost to municipalities for moving forward with this agreement and we're merely formulating a relationship with partners.

Boundary Restorative Justice Program (BRJP) meeting of January 10, 2013 – a delegation including Richard Tarnoff, the Coordinator and Staff Sgt. Jim Harrison will come before City Council on January 28, 2013 to seek the City's support in a "Good Neighbour Policy" seeking community service opportunities on a case - to - case basis with the City. A 2012 BRJP Review has been published and attached to my Council report along with the November 22, 2012 minutes. SS Jim Harrison and the BRJP group discussed the MOU (Memorandum of Understanding) process with Crown Council for file referrals sent to the BRJP that puts the offender in a different picture. If they do not complete their forum with the BRJP in a time frame set by Crown Council, then they go back to Court. The offender would not incur a criminal record for the offense if the forum and contract were completed.

I am seeking support from Council for the following:

Grand Forks Environment Committee recommendation from the September 20, 2012 meeting Minutes earmarked \$1,000 to be allocated from the 2012 EC budget to the Air Quality Sub - Committee's Solar Kit Project 2013 for grade students at Perley & Hutton schools.

"MOTION that the Grand Forks Environment Committee's Air Quality Sub - Committee proceeds with the purchase of the 50 solar cars at a cost of \$890.40 from the supplier Sunwind Solar, to continue the education component started by the BAQC in 2010 introducing youth to alternate energy sources for selected grades at Perley & Hutton Elementary Schools."

Additional information:

1) The Boundary Woodworkers' Guild built a portable racetrack two years ago and the committee volunteers have conducted races at Clear Air Day, Solar Day and the Grand Forks & District Fall Fair in the past.

2) Cost breakdown provided below. ----- **Original Message** -----

On December 11, 2012, Paul Pinard, Grand Forks Environment Committee - Air Quality/Solar, wrote:

Here is the information on the cars for the Grand Forks Environment Committee's 2012 solar project. . We need 50 cars - 25 per school for Perley & Hutton. The solar cars come in kits of 10 cars. I talked Sunwind Solar Representative down from \$165 to \$155 per kit x 5 = \$775 plus \$20 shipping and \$95.40 H.S.T for a **grand total of \$890.40.**

The address for the solar cars is: Sunwind Solar

Box 614

Saltspring Island V8K

2W2

www.sunwind solar.com

1 - 866 - 248 - 5350

FORTIS has agreed to sponsor part of the cost but have not given me a number yet. We could go ahead and order the cars now since we have a \$1000.00 in the budget and we can use the FORTIS share to pay for prizes and solar day in May 2013. Paul Pinard 442 - 2575

Finally, the **BC Air Quality web site** at www.bcairquality.ca is reporting Grand Forks is approaching today, a 24 - hour average of 25 on the air - monitoring index. The quality of the air is determined by measuring the amount of pollutants that pose significant risks to human and environmental health. Air quality readings are a way

of transforming complex air - quality measurements into a single number or descriptive term(s). The local data is collected by the TEOM located on top of City Hall. In BC, the Province, Metro Vancouver, and industry, in co - operation with Environment Canada and regional districts, carry out monitoring.

If we do go over the threshold it will be interesting to see how MoE responds without a meteorologist on staff. The Environment Committee's Nephelometer Volunteer, Paul Pinard, will be monitoring the local airshed tonight using the portable Nephelometer.

Please join us at the Environment Committee's bi - monthly meeting Thursday January 17th, 11:00 AM at the RDKB boardroom 2140 Central Avenue.

Submitted by Councillor Cher Wyers

THE CITY OF GRAND FORKS

REQUEST FOR COUNCIL DECISION

DATE : January 22nd, 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.

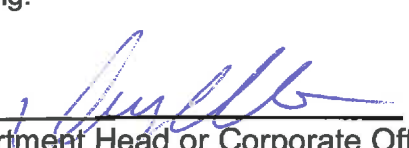
Option 2: The main advantage is that there is a genuine interest to resolve issues and seek clarifications without spending too much resources of the City. The disadvantage is that there may be issues brought forward which have no direct municipal jurisdiction, however, due to the motion of Council arising 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 22nd, 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.

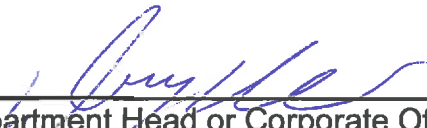
Option 2: The main advantage to this option is the same as Option 1.

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 : January 17, 2013
TOPIC: Slag Piles – Costs for Short Term Recommendations
PROPOSAL: Potential Stabalization/Remediation
PROPOSED BY: The City of Grand Forks

SUMMARY:

As per the attached Geotechnical Report, staff is moving forward with the following short term recommended remedial measures:

1. As the most likely cause of the expansion of the tension cracks is the source of water from Overton Creek, it is recommended that the creek be temporarily diverted in a closed culvert south along Granby Road for ultimate disposal into the Granby River at a location south of the slag pile. It is recommended that both civil and environmental consultants be retained to provide specific design guidance to complete this prior to next spring.
2. In order to better understand the impact of a slope failure into the Granby River, it is recommended that a series of cross sections be generated and provided to the geotechnical engineer for review. The cross sections should be generated at roughly 50 meters on center from the south end of the slag pile north to the existing Overton culvert crossing Granby Road. The individual cross section should extend from the east side of Granby Road westward to the walking trail at the top of the dyke or preferably all the way to Riverside Drive.
3. It is also recommended that a detailed survey monitoring program of the top of the slag pile be carried out. This would involve monthly monitoring to start to determine the level of risk and the remediation timeline.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

The benefits of commencing this work immediately are to alleviate any level of risk to the stability of the slag pile and to the community as a whole.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

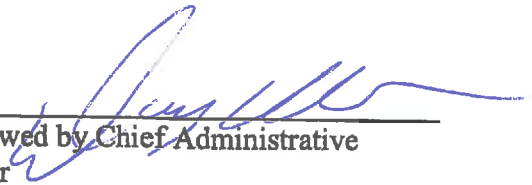
Costs for the above-mentioned work based on a Class “C” Estimate comes to a total of \$270,000. We are requesting that Council approve funding for this work from the slag reserve fund. This amount is to be included in the 5 year financial plan.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

None.



Department Head or
Chief Administrative Officer



Reviewed by Chief Administrative
Officer

**- INTERIOR -
TESTING SERVICES
- LTD. -**

**MATERIALS TESTING • SOILS
CONCRETE • ASPHALT • CORING
GEOTECHNICAL ENGINEERING**

**1 - 1925 KIRSCHNER ROAD
KELOWNA, B.C. V1Y 4N7
PHONE: 860-6540
FAX: 860-5027**

City of Grand Forks
Box 220 – 130 Industrial Drive
Grand Forks, B.C. V0H 1H0

December 5, 2012
Job 12.187-Rev2

Attention: Ms. Sasha Jeneane Bird, A.Sc.T.
Manager of Technical Services

Re: **Geotechnical Considerations
Existing Slag Stockpile
Granby Road
Grand Forks, B.C.**

As requested, Interior Testing Services Ltd. (ITSL) has reviewed the above noted property and provides the following comments. Please find attached a copy of our two page "Terms of Engagement", which forms the basis on which we undertake this work. Our general comments are as follows.

We understand that tension cracks have recently opened within the southern portion of the large slag stockpile located west of Granby Road, and immediately adjacent to the Granby River. The intent of this letter is to provide some baseline understanding of the existing stockpile, provide short term recommendations for potential stabilization/remediation, as well as provide some general comments on potential long term actions.

EXISTING CONDITION

The overall site was visited on December 4, 2012 by Mr. Peter Hanenburg, P. Eng. of our office. At that time we observed the location of the existing Overton Creek channel and the culvert that crosses beneath Granby Road. We understand that Overton Creek is an ephemeral source that typically only flows in the spring during snowmelt. We understand that this year, with the significant late spring precipitation, the stream continued to flow well into late summer.

During our site visit, we observed the creek channel and it appears to flow directly into the slag stockpile, as considerable settlement as a result of fines migration/sink hole was observed along the west edge of the slag stockpile.

We understand that the slag stockpile was likely placed as much as 100 years ago. Based on our limited understanding of mining operations, we speculate the ore was originally roasted and the molten slag was dumped. We speculate that the large majority of the slag was then ground and milled to a sand particle size in attempts to separate "free" minerals from the slag after the initial roasting process. Based on our review of the slag stockpile, it appears that the milling process was terminated roughly 200 m north of the south end as the poured molten slag is still present within the southern portion of the overall stockpile.

We observed numerous tension cracks within the southern portion of the poured molten slag stockpile. You advise that these cracks were a few inches wide within the past years, and that quite recently they have increased significantly. During our site visit, we observed some tension cracks as wide as 2 feet or more, and they extended at least 10 feet vertically.

RISK ASSESSMENT

It appears that the southern portion of the slag stockpile is experiencing some degree of slope creep or movement. Based on our discussions on site, it is unclear whether the tension cracks, which have been observed for a period of decades have recently opened. The memories of those who have observed these cracks are unclear whether the cracks have recently opened significantly. If the tension cracks have recently increased, it is anticipated that the cause of recent slope creep is most likely due to the significant volume of water that drained through the stockpile this year.

The slag stockpile in its solidified state appears relatively competent so that the potential for large scale slope instability appears to be low to moderate. The difficulty with a risk assessment at this stage is that we have very little information to use in an analysis so that the risk of a slope failure in the near future is currently unknown. However, if a portion of the slag stockpile were to fail into the Granby River, the potential for damage or loss of life appears to be moderate to high. If a slope failure were to occur, the river could be forced to overtop its banks and cause considerable flooding of the downtown area of Grand Forks. Obviously, the extent or significance of flooding is unknown at this time.

The potential for a large scale failure coupled with high river flow does exist, as the expansion of the tension cracks is believed to be related to a source of water that occurs during spring runoff (a time where river flows are also at their seasonal high). As the main intention of our site visit and your desire to obtain additional information is to be able to carry out your due diligence and determine to a better degree the potential risks, the following short term remedial measures are recommended.

SHORT TERM RECOMMENDATIONS

1. As the most likely cause of the expansion of the tension cracks is the source of water from Overton Creek, it is recommended that the creek be temporarily diverted in a closed culvert south along Granby Road for ultimate disposal into Granby River at a location south of the slag stockpile. We recommend that both civil and environmental consultants be retained to provide specific design guidance to complete this before next spring. Although the geotechnical scope of work related to this temporary diversion is minimal, we could provide additional guidance as necessary.
2. In order to better understand the impact of a slope failure into the Granby River, we recommend that a series of cross sections be generated and provided for our review. The cross sections should be generated at roughly 50 m o/c from the south end of the slag stockpile north to the existing Overton culvert crossing of Granby Road. The individual cross sections should extend from the east side of Granby Road westward to the walking path at the top of the levee or preferably all the way to Riverside Drive. Further discussion with your surveyor is suggested prior to field work commencing, so that the desired scope of survey work is achieved.

3. It is also recommended that a detailed survey monitoring program of the top of the slag stockpile be carried out. More detailed guidance with respect to the actual location, type, and frequency of the monitoring points can be provided once your surveyor is retained.

LONG TERM RECOMMENDATIONS

It is anticipated that the short term recommendations will likely be sufficient to prevent a large scale failure in the near future, so that longer term remedial work can be completed to further reduce the potential for slope instability. The following comments are suggested in order to continue to better understand the severity of the issue and attempt to provide solutions to mitigate the risk, and/or increase the overall factor of safety of the slag stockpile.

1. As mentioned, our experience with slag stockpiles is limited and we are attempting to assess this issue from either a soil or rock mechanics perspective. As an alternative, a mining engineering consulting firm may have considerably more understanding and experience with respect to this issue to be able to provide guidance and/or solutions that we are not familiar with.
2. To attempt to better understand the consistency and relative density of the slag stockpile, a drilling investigation could be completed. ITSL can provide a budget estimate for this scope of work if desired.
3. We understand that your fire chief is developing an Emergency Plan to deal with this issue if a large slope failure into the Granby River were to occur. Consideration should be given to very quickly diverting the Granby River back to its original channel by removing the slide material as opposed to addressing the issues that may occur downstream as a result of the flooding.
4. If the tension cracks continue to expand, and/or survey monitoring indicates movement, then mitigation with respect to draining the slag stockpile could be considered. It may be possible to install horizontal vacuum drain lines to facilitate better drainage of the slag stockpile.
5. We understand that overall slag stockpile area is currently being leased and the slag is being processed for reuse in other manufacturing sectors. Consideration should be given to having your leasee cut back the front face of the southern portion of the slag stockpile in the near future. This would effectively remove the tension cracks as well as the driving force behind any potential failure. The best way to mitigate any slope instability concern is to cut the slope back to a flatter angle. Further guidance to this respect can be provided once the cross sections recommended above have been reviewed.

As noted, the intent of this letter is to provide brief suggestions with respect to both short and long term remediation concepts to mitigate the risk of a slope stability of the slag stockpile. This should not be considered an exhaustive list, and additional measures may become apparent as initial mitigation measures are completed. Our comments are related to the geotechnical nature of this issue and may be oversimplified with respect to the additional challenges presented by your civil or environmental consultants.

We anticipate that we will provide further review and reporting as the short term recommendations noted above are completed. Please forward any survey data as it becomes

available, and if you need any additional guidance with respect to monitoring gauge construction/installation, please advise.

We trust this meets your current needs. Please call if you have any questions.

Yours truly,
Interior Testing Services Ltd.


Peter Hanenburg, P. Eng.



TERMS OF ENGAGEMENT

GENERAL

Interior Testing Services Ltd. (ITSL) shall render the Services performed for the Client on this Project in accordance with the following Terms of Engagement. ITSL may, at its discretion and at any stage, engage subconsultants to perform all or any part of the Services.

COMPENSATION

Charges for the Services rendered will be made in accordance with ITSL's Schedule of Fees and Disbursements in effect from time to time as the Services are rendered. All Charges will be payable in Canadian Dollars. Invoices will be due and payable by the Client within thirty (30) days of the date of the invoice without hold back. Interest on overdue accounts is 12% per annum.

REPRESENTATIVES

Each party shall designate a representative who is authorized to act on behalf of that party and receive notices under this Agreement.

TERMINATION

Either party may terminate this engagement without cause upon thirty (30) days' notice in writing. On termination by either party under this paragraph, the Client shall forthwith pay ITSL its Charges for the Services performed, including all expenses and other charges incurred by ITSL for this Project.

If either party breaches this engagement, the non-defaulting party may terminate this engagement after giving seven (7) days' notice to remedy the breach. On termination by ITSL under this paragraph, the Client shall forthwith pay to ITSL its Charges for the Services performed to the date of termination, including all fees and charges for this Project.

ENVIRONMENTAL

ITSL's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. ITSL will co-operate with the Client's environmental consultant during the field work phase of the investigation.

PROFESSIONAL RESPONSIBILITY

In performing the Services, ITSL will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services contemplated in this engagement at the time when and the location in which the Services were performed.

LIMITATION OF LIABILITY

ITSL shall not be responsible for:

- (a) the failure of a contractor, retained by the Client, to perform the work required in the Project in accordance with the applicable contract documents;
- (b) the design of or defects in equipment supplied or provided by the Client for incorporation into the Project;
- (c) any cross-contamination resulting from subsurface investigations;
- (d) any damage to subsurface structures and utilities;
- (e) any Project decisions made by the Client if the decisions were made without the advice of ITSL or contrary to or inconsistent with ITSL's advice;
- (f) any consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings and business interruption;
- (g) the unauthorized distribution of any confidential document or report prepared by or on behalf of ITSL for the exclusive use of the Client.

The total amount of all claims the Client may have against ITSL under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the lesser of our fees or \$50,000.00. Only if specifically agreed to in writing by ITSL would this be revised to the amount of any professional liability insurance ITSL may have available at the time such claims are made. In the event that ITSL is not carrying professional liability insurance at the time of a claim, the total amount payable would be \$0 under either circumstance.

No claim may be brought against ITSL in contract or tort more than two (2) years after the Services were completed or terminated under this engagement.

PERSONAL LIABILITY

For the purposes of the limitation of liability provisions contained in the Agreement of the parties herein, the Client expressly agrees that it has entered into this Agreement with ITSL, both on its own behalf and as agent on behalf of its employees and principals.

The Client expressly agrees that ITSL's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of ITSL's employees or principals in their personal capacity.

THIRD PARTY LIABILITY

This report was prepared by ITSL for the account of the Client. The material in it reflects the judgement and opinion of ITSL in light of the information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. ITSL accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report. This report may not be used or relied upon by any other person unless that person is specifically named by us as a beneficiary of the Report. The Client agrees to maintain the confidentiality of the Report and reasonably protect the report from distribution to any other person.

DOCUMENTS

All of the documents prepared by ITSL or on behalf of ITSL in connection with the Project are instruments of service for the execution of the Project. ITSL retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used on any other project without the prior written agreement of ITSL.

FIELD SERVICES

Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of ITSL, to observe whether the work of a contractor retained by the Client is being carried out in general conformity with the intent of the Services.

DISPUTE RESOLUTION

If requested in writing by either the Client or ITSL, the Client and ITSL shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, the dispute shall be referred to and finally resolved by an arbitrator appointed by agreement of the parties.

CONFIRMATION OF PROFESSIONAL LIABILITY INSURANCE

As required by by-laws of the Association of Professional Engineers and Geoscientists of British Columbia, it is required that our firm advise whether or not Professional Liability Insurance is held. It is also required that a space for you to acknowledge this information be provided.

Professional errors and omissions liability insurance is not an insurance policy for the project and should not be regarded as such. The premium that an insurance company would charge for a policy for no deductible, no limit, and an indefinite policy period, would be considerably more than the total engineering fees. If you require insurance for your project you should purchase a policy directly.

Accordingly, this notice serves to advise you that ITSL carries professional liability insurance. If you wish to acknowledge receipt of this information, please sign and return a copy of this form.

ACKNOWLEDGEMENT: _____

**THE CITY OF GRAND FORKS
REQUEST FOR COUNCIL DECISION**

DATE: January 18, 2013

TOPIC: Real Estate Strategy – Guiding Principles

PROPOSAL: 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.

PROPOSED BY: Staff to present opportunities to Council for the acquisition, disposition and leasing of City owned property.

SUMMARY:

The City owns numerous properties that are zoned residential, rural, commercial core, highway commercial, institutional and industrial at various locations in the City of Grand Forks. The City acquired these properties in various ways such as:

- non-redeemed tax sale property;
- acquisition of vacant land for future purposes such as roads, parks or future operational uses;
- properties gifted by individual citizens for use as dedicated parks. Although the property was gifted to the City, the citizens requested that the park be memorialized in the name of the family;
- properties acquired for the purpose of creating parks and playing fields;
- lots created through subdivision of City owned industrial properties as an incentive for future new development to come into the City to do business and bring in new industries;
- acquired properties that were steep hillside or environmentally sensitive areas.

If Council approves and makes a resolution for City Staff to administer City real estate transactions in the budgeting process or through a resolution, the work would be administered through the Chief Administrative Officer and be directed to the appropriate Managers.

The City would need to create a policy to guide the acquisition, disposition and leasing of City owned land in order to maximize the financial returns and for the utilization of these resources to the benefit of the entire community.

STAFF RECOMMENDATIONS:

Option 1: Council receives the 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 the best utilization of this resource to the benefit of the entire community. This option would give Council a clear direction in which to decide whether to dispose, acquire, develop or lease City owned property.

Option 2: Council receives the report and declines to accept the Real Estate Strategy – Guiding Principles. This option would see the City selling some of the properties that were not slated for future use or development or that the City not hold vacant lands for an unreasonable period of time.

Option 3: The Council reviews the report and refers the report back to Staff for further investigation and recommendations. The advantage of this option would be that Staff would have more time to review the strategy and guiding principles and return to Council with an updated proposal.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The advantage to this option is the fact that Staff will develop real estate principles for Council, to guide them in the acquisition, disposition and leasing of City owned lands and maximize the financial returns to the City and the Community.

Option 2: The advantage to this option is that Council declines to accept the Real Estate Strategy – Guiding Principles and sells, keeps or develops the City owned lands. The disadvantage would be that the City owned land situation would remain status quo.

Option 3: The advantage to this option is that Staff would have some extra to time to research and get further information on Real Estate Strategy – Guiding Principles for Council to consider.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

Option 1: the disposition and leasing of City owned land that has been deemed surplus to the City's operational need or that have no broader community purpose would bring financial returns to the City and the Community. The funds generated by the disposition and leasing of City owned lands could then be used for future acquisition of lands that the City regards as being beneficial to the City and the Community.

Option 2: Council would continue the past practice disposition, acquisition or leasing of City owned lands without the benefit of a Real Estate Strategy and bring financial returns to the City and the Community.

Option 3: the cost and budget impacts to this option would be further Staff time used to research Real Estate Strategy – Guiding Principles to bring back to Council for their consideration and recommendation.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Community Charter governs the actions of the Municipality in the acquisition, disposition and leasing of City owned lands. Staff would need to provide Council with a policy for the acquisition, disposition or leasing of City owned land.



Department Head or
Chief Administrative Officer



Reviewed by Chief Administrative Officer

1. **Purpose:**

To introduce real estate principles to guide the acquisition, disposition and leasing of City-owned land to maximize the financial returns and utilization of this resource to the benefit of the community.

2. **Time Critical:**

Yes. Staff will be presenting opportunities to Council for the acquisition, disposition and leasing of City-owned property during upcoming meetings.

3. **Background:**

The City owns numerous "properties in use" for operational purposes, parks, roads and community purposes. The City also owns properties that are being held for speculative (future considerations) purposes and surplus properties that may no longer be required by the City. Both properties in use and speculative properties are important community assets that can be used to achieve a variety of municipal objectives. Surplus properties can also be sold, leased or otherwise disposed of to create an important revenue source, yield new development, produce additional property tax revenues, facilitate creation of municipal assets and contribute to community development objectives.

The City staff administers all City real estate transactions and leases once approved by Council in the budgeting process or through a resolution. This work is administered through the Chief Administrative Officer and directed to the appropriate Manager. To date the City does not have a policy to guide the acquisition, disposition and leasing of City-owned land to maximize the financial returns and utilization of this resource to the benefit of the community.

4. **Project Information:**

In order to enable Council to frame real estate decisions in the context of an overall real estate strategy, rather than as one-off considerations, staff have identified ten (10) guiding principles for Council's consideration:

1. City Policy Documents Considered First

At the highest level, the fundamental policy documents of the City will provide guidelines for the potential acquisition, disposition and leasing of City-owned lands. These documents include:

- The **Sustainable Community Plan**, which establishes long-range physical development goals and objectives; and sets out municipal objectives on ensuring sustainability
- The **Long-Term Financial Strategy**, which established long-range financial goals and objectives
- The **Five-Year Financial Plan**, which includes identification of capital expenditures and proposed revenue sources;
- The **Annual Report**, which sets out municipal objectives, establishes measures and reports on progress.
- The **Corporate Strategic Plan** – as adopted by Council in January of 2011, which outlines Council's initiatives
- The **Community First agreement**, which sets out municipal objectives in partnership with the Province of BC on strategically prioritizing Community and Economic development needs.

2. Open Process

The City, unless otherwise directed by Council, will publicly offer City-owned lands for sale or lease, through an Expression of Interest, Request for Proposal, or other public marketing efforts.

3. Revenue Generation and Job Creation

In order to maximize revenues and create more jobs, the City will:

- Sell or lease, whichever is most advantageous for the City, any lands that have been deemed surplus to the City's operational needs or have no broader community purpose.
- Lease any lands that are vacant but are being retained by the City for future operational needs.
- Not hold vacant, City-owned lands for unreasonable periods of time.

4. Speculation/Development

The City will not pursue land or develop its own lands on a speculative basis. The municipality's purpose under the *Community Charter* is to provide for "stewardship of the public assets of the community." The City also does not possess the financial depth and staff resources to speculate on acquisitions or development.

5. Acquisitions Through Rezoning

The City will attempt to secure private lands of interest first through rezoning applications.

6. Sponsored Crown Grants

The City will attempt to locate any new municipal buildings, facilities, or parks on Crown lands through a Sponsored Crown Grant, wherever feasible. Sponsored Crown Grants are made available to municipalities by the Crown at no cost, provided the land is only used for municipal purposes.

7. Strategic Acquisitions

The City will explore acquisitions to enhance the value of existing City-owned lands or provide strategic benefits to the community and also with consideration to Council's Strategic Plan, SCP and other pertinent plans. (i.e. advancing environmental stewardship).

8. Secondary Benefits to Disposing

The City will also consider disposing of City-owned lands to create secondary benefits such as (1) catalyst to new development (2) attract a key industry (3) securing beneficial community services or facilities.

9. Support Community Groups

The City will continue to support community organizations by providing land at a nominal fee where The Council feels it supports their overall communities goals identified in the , Strategic plan, Sustainable Community Plan and other relevant plans

Annual Review to Develop Strategy

Drawing on the principles above, staff recommends that an annual review be performed to identify (1) City-owned properties for disposition and/or lease, (2) Crown/private properties for acquisition (3) properties with opportunities for enhancement to the City and/or the community. This analysis will provide important input into the City's Annual Operating Budget (i.e. appraisal costs, surveying...) and will provide input into the City's Capital Plan (i.e. potential proceeds, funds required). Staff also recommends that this review be incorporated into Council's review of priorities during annual Council priority and strategic planning sessions.

Community Charter Governs Actions

In terms of properties identified for acquisition/disposition, there are considerable regulations in the *Community Charter* governing how the City can participate in transactions. The requirements of the Community Charter are so prescriptive, staff believe there is no further requirement to establish policies in this regard. Key highlights of the Community Charter affecting the City's acquisitions/ dispositions include:

- Providing Assistance - If land is being disposed of to a business, Council needs to be aware of the prohibition against assistance to business: "council must not provide a grant, benefit, advantage or other form of assistance to a business," unless specifically provided for ([section 25](#)). Assistance includes disposing of land or improvements for less than market value. If Council wishes to dispose of land below market value to assist a business it can only do so in the context of a partnering agreement ([section 21](#)). A partnering agreement enables a person to provide a service on behalf of Council. Council must provide prior notice of its intention to provide such assistance ([section 24](#)).
- Fettering Council - Any acquisition/disposition that may involve Council also exercising its legislative powers in considering land use matters should recognize the need to avoid Council's decision

making.

- Use of Proceeds - Council is legally obligated to place the proceeds of property sales in a reserve fund for capital purposes and further restrictions exist in the case of:
 - o the sale of parkland dedicated on subdivision or received in place of a development cost charge; or
 - o the sale of closed roads which provided access to a body of water.
- **Special Provisions** - Special provisions are required for the exchange or disposal of parkland, disposal of water and sewer systems and other utilities, municipal roads, municipal forests, disposal of assets acquired using provincial grants and disposal of lands obtained by tax sales: Governed by Part 11, Division 8, Annual Tax Sale of the *Local Government Act*.

5. **Department Comments**

Staff recommends that Council endorse the principles outlined above for the future acquisition, disposition and management of City-owned lands as a first step in establishing a real estate strategy for the City. The annual review recommended by staff as the next step in the process to identify candidates for acquisition/disposition in the upcoming year has also been completed by staff for 2012. The findings and recommendations of this review are the subject of a report to follow.

6. **Budget Implications**

As outlined above, the recommended "Annual Review to Develop Strategy" will provide input into both the City's Annual Operating Budget and Capital Plan.

7. **Policy Implication**

Staff believe that the proposed real estate principles outlined herein and the regulations of the Community Charter provides a significant first step and foundation for guiding the City's future real estate decisions. Staff anticipate further policy work to follow regarding leases/licenses.

8. **Environmental Considerations**

Opportunities to advance environmental stewardship will be explored each year during the annual review and presented to Council for consideration.

9. **Cost benefit to the City**

Opportunities to take advantage of any cost benefits to the City will be explored each year and presented to Council for consideration.

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

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

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.

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



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 [REDACTED] 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 [REDACTED] 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 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;
- (i) 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 _____ 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 ____ day of February, 2013.

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

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

ADOPTED this ____ day of ____, 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 ____, 2013.

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



THE CORPORATION OF THE CITY OF GRAND FORKS

NOTICE OF YEAR 2013 REGULAR COUNCIL MEETINGS

In accordance with Section 127 of the Community Charter, please take notice that the following is a listing of scheduled Regular Meetings of Council for the City of Grand Forks for the Year 2013.

Monday January 14, 2013	Monday July 22, 2013
Monday January 28, 2013	Monday August 19, 2013
Monday February 4, 2013	Monday September 9, 2013
Monday February 18, 2013	Monday September 30, 2013
Monday March 4, 2013	Tuesday October 15, 2013
Monday March 18, 2013	Monday October 28, 2013
Tuesday April 2, 2013	Tuesday November 12, 2013
Monday April 15, 2013	Monday November 25, 2013
Monday May 6, 2013	Monday December 16, 2013
Tuesday May 21, 2013	
Monday June 10, 2013	
Monday June 24, 2013	

Please note there is only one Regular Meeting in the months of July, August & December. All Regular Meetings of Council are held in Council Chambers at City Hall, beginning at 7:00 p.m., unless otherwise advertised.

Following is a listing of scheduled Primary Committee Meetings of Council for the City of Grand Forks for the year 2013. Primary Committee Meetings are scheduled to follow the Regular Meeting of Council.

Monday January 28, 2013	Monday July 22, 2013
Monday February 18, 2013	Monday August 19, 2013
Monday March 18, 2013	Monday September 30, 2013
Monday April 15, 2013	Monday October 28, 2013
Tuesday May 21, 2013	Monday November 25, 2013
Monday June 24, 2013	Monday December 16, 2013

Dated this 6th day of December, 2012.
Diane Heinrich
Corporate Officer

(Current Procedure Bylaw)



City of Grand Forks

Council Procedure Bylaw No. 1889, 2009

CITY OF GRAND FORKS

A BYLAW TO GOVERN MEETINGS OF THE COUNCIL OF THE CITY OF GRAND FORKS BYLAW NO. 1889, 2009

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.

“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 Administrator 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.

“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 Administrator” 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. 1889, 2009**”.

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.

PART 3 - REGULAR MEETINGS

5.1 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.
- (2) Regular meetings of Council are to begin at 7:00 p.m. 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 5.1 (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 Administrator is hereby authorized to vary the start time of regular meetings scheduled to commence at 7:00 p.m. to reflect the amount of Council business, or to cancel them entirely if such meeting is not required.
- (6) The Corporate Administrator 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.

6. Notice of Regular Council Meetings

- (1) At least 72 hours before a regular meeting of Council, the Corporate Administrator 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 Administrator 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 Administrator 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 Administrator must
 - (a) post in the posting locations, and
 - (b) publish in accordance with section 94 of the *Act* at least once a yeara 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.

7. 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.

8. 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.

9. 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 Administrator 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 subclause (b) (i) or (ii).

9.1 Cancellation If No Quorum:

- (1) Notwithstanding section 9, if the Corporate Administrator knows in advance that there will not be a quorum present at the location for a regularly scheduled meeting of Council he may cancel the regular meeting and he 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

10. 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 Administrator 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 Administrator 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.

11. Postponement If No Quorum

- (1) Sections 9 and 9.1 apply to special meetings with the necessary changes, except that the Corporate Administrator need not give public notice of a cancelled or rescheduled meeting in respect of which Council has resolved to exclude the public.

PART 5 – ANNUAL MEETING

12. 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 6 – COMMITTEE MEETINGS

12.1 Time and Location of Regular Primary Committee Meetings

- (1) Commencing following the Inaugural Meeting of a new Council a regular

Primary Committee meeting is to be held as per resolution of Council adopted at the first regular meeting in December.

- (2) Regular Primary Committee meetings are to begin at the adjournment of the Regular meetings of Council as per section (1) or such other time as is fixed by resolution of the Council from time to time.
- (3) Regular Primary Committee meetings are to take place within City Hall unless, by resolution, Council has chosen another location specified in the resolution.
- (4) Despite subsections 12.1 (1), (2) and (3), no Primary Committee meeting 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 Administrator is hereby authorized to cancel such Primary Committee meetings as are considered unnecessary for the reason of lack of business and shall post notice of such cancellation in accordance with Section 12.2.

12.2 Notice of Committee Meetings

- (1) In this section:

“Primary Committee” means the following committees of Council:

- (a) Committee of the Whole

“Secondary Committee” means a committee of Council which is not a Primary Committee.

- (2) At least 72 hours before a regular meeting of a Primary Committee, the Corporate Administrator 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.
- (3) At least 72 hours before a regular meeting of a Primary Committee, the Corporate Administrator 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:

- (4) At least two (2) working days before a regular meeting of a Primary Committee, the Corporate Administrator must deliver a copy of the agenda to each member electronically to each member of Council's City email box.
- (5) At least 24 hours before:
 - (a) a special meeting of a Primary Committee; or
 - (b) a meeting of a Secondary Committee

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

PART 7 - OTHER MATTERS REGARDING MEETINGS

13. Meetings Outside Municipality

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

14. 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) Primary, 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.

15. Participation of Public at Council/Primary Committee Meetings

- (1) The public may participate in the Question Period portion of Primary Committee meetings in accordance with the rules and procedures established by resolution of Council from time to time.
- (2) From the close of nominations preceding a general local election or by-

election, the Petitions and Delegations portion of regular Council meetings and Primary Committee meetings shall be suspended until the meeting of Council following the election unless the delegation is representing an Advisory Committee to Council.

16. Improper Conduct

- (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.

16.1 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 Administrator, 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) Primary, 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.

17. 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.

18. Cancellation of Meetings

- (1) The Council may by resolution cancel any regular meeting. The Corporate Administrator must give public notice of cancellation of any regular meeting by posting notice of cancellation in a place accessible to the public at the location for the regular meeting.

18.1 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.
- (2) Each Councillor designated under subsection 18.1 (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 18.1 (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 8 - PROCEDURE FOR MEETINGS

19. 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.

20. 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 18.1 must take the Chair and call the meeting to order.

21. 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 Administrator 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.

22. 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 Public and the Media
 - n) Adjournment
- (2) When preparing the agenda prior to the meeting, the Mayor and Corporate Administrator may in their discretion:
 - (a) vary the order set out in section 22 (1), and
 - (b) delete agenda headings if there is no business under those items.
- (3) The order of business specified in Section 22 (1) and (2) hereof may be varied, as the Council deems necessary.

23. Meeting Agenda

- (1) The Corporate Administrator must prepare an agenda for each regular meeting, which must:
 - (a) set out each item of business to be dealt with specified in subsections 22 (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, the Acting Mayor, and the City Manager will review the agenda for each regular meeting, prior to the agenda being circulated in accordance with this bylaw.

24. Notice to Corporate Administrator 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 Administrator:
 - (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 Administrator a letter which contains:
 - (i) full particulars of the subject matter to be submitted to Council;
 - (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 and telephone number of the person who will speak to the Council on behalf of the delegation.

- (2) No petition or delegation may be presented to, appear before or be received by the Council unless this section 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 any meeting of Council or the Primary Committee as determined in accordance with the rules and procedures established by resolution of Council from time to time.

25. 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.

26. Adding Correspondence

- (1) Any member of Council, with the consent of the Mayor or Chair, may request the Corporate Administrator 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.

27. 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.

28. Recording and Certification of Minutes Of Council

- (1) The Corporate Administrator 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 Administrator and must be signed by the Mayor following the meeting at which the minutes are adopted.

29. 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 Administrator makes any changes which the Council has by resolution directed be made so that the minutes accurately record the meeting.

30. Committee Procedures

- (3) Section 19(1) applies to the conduct of meetings of:
 - (select or standing committees of Council;
 - (any other committee composed solely of Council members acting in that capacity; and
 - (Primary Committees

30.1 Order of Business at Primary Committee Meetings

- (1) Unless the Chair or Acting Chair of the Primary Committee otherwise directs, the business at all Primary committee meetings shall be proceeded with in the following order:
 - a) Call to Order
 - b) Adoption of Agenda
 - c) Registered Petitions and Delegations
 - d) Operational Discussions & Presentations by Staff
 - e) Recommendations for Consideration
 - f) Requests from Correspondence
 - g) Information Items
 - h) Proposed Bylaws for Discussion
 - 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 Administrator may in their discretion:
 - (a) vary the order set out in section 30.1 (1), and
 - (b) delete agenda headings if there is no business under those items.
- (3) The order of business specified in section 30.1 (1) and (2) hereof may be varied, as the Primary Committee deems necessary.

30.2 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 9 - RULES OF DEBATE

31. 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.

32. 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”.

33. 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.

34. 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 10 - ADOPTION OF BYLAWS

35. Proposing Bylaws

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

36. 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”.

37. Reconsideration Of Bylaws

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

PART 11 – DECISIONS OF COUNCIL

38. 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.

39. 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.

PART 12 – COMMITTEES

40. 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.

41. Reporting to Council by Committees

- (1) A committee:
 - (a) may report to the Council at any regular meeting of Council; and
 - (b) must report to the Council when directed by resolution of the Council.

42. 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 13 GENERAL

43. 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.

44. 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 14 - REPEAL OF EXISTING BYLAW

45. Repeal Of Existing Bylaw

City of Grand Forks Council Procedure Bylaw No. 1794, 2006 is hereby repealed.

Read a **FIRST** time this 19th day of January, 2009.

Read a **SECOND** time this 19th day of January, 2009.

Read a **THIRD** time this 19th day of January, 2009.

ADOPTED this 2nd day of February, 2009.

Original signed by Mayor

Mayor – Brian Taylor

Original signed by City Clerk

City Clerk – Lynne Burch

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1889 as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 2nd day of February, 2009.

Clerk of the Municipal Council of the Corporation
of the City of Grand Forks

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION RECOMMENDATION

DATE : January 22nd, 2013

TOPIC : Legislative: Delegation-Petition Protocol Policy

PROPOSAL : Review and Adoption of Revised Delegation-Petition Protocol Policy in Conjunction with proposed Procedure Bylaw No. 1946

PROPOSED BY : City Staff

SUMMARY:

In conjunction with the proposed amended Procedure Bylaw No. 1946, Council will additionally need to consider the proposed revisions to the current Delegation-Petition Protocol Policy. The proposed changes to this policy, as highlighted, reflect the changes, as presented to Council, in the proposed Procedure Bylaw No. 1946, and further to address some changes to the Procedure Sections 1 (d), (e) and (g). A copy of the current policy is attached to this report for reference purposes.

The times for commencing the Regular and proposed Committee of the Whole Meetings are left blank in the revised policy whereas these times will be filled in once Council has made a decision with regard to the newly proposed Procedure Bylaw No. 1946.

STAFF RECOMMENDATION:

Option 1 - 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.

Option 2 - Council determines to direct staff to further revise the "Legislative: Delegation-Petition Protocol Policy numbered 106, to work in conjunction with any additional amendments or changes to the proposed Procedure Bylaw No. 1946 as directed by Council.

Option 3 – Council receives the Staff report and determines not to approve the revised policy. This option would see the current policy remain in place. This option is provided in the possibility that Council decides to remain with the current Procedure Bylaw No. 1889, 2009.

OPTIONS AND ALTERNATIVES:

Option 1: Approval of the Policy: Under this option the revised policy will work in conjunction with the proposed Procedure Bylaw No. 1946 and will come into effect when the Bylaw has been adopted. With this option, any Delegations or Petitions registered for a scheduled meeting after the adoption date of the Bylaw, will follow the guidelines of new policy.

Option 1: Amendment of the revised Policy: Under this option, Staff will make additional changes or amendments to the revised policy intended to reflect the changes in conjunction with any revisions of the proposed Procedure Bylaw No. 1946, as directed by Council. Staff will present the revised Policy with the necessary changes back to Council within the necessary timeline process of the adoption of the proposed Procedure Bylaw.

Option 3: No change from the current policy. Under this option, the currently adopted Delegation-Petition Protocol Policy remains at the status quo.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The main advantage is that the revised policy will match the new guidelines of the proposed Procedure Bylaw No. 1946.

Option 2: The main advantage is that the requirements of the policy will meet the additional amendments or changes to the proposed Procedure Bylaw No. 1946 as directed by Council.

Option 3: Keeping the Status Quo and no changes will come into effect.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no additional cost to revising or denying this policy.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Policies follow from City Bylaws and from the Community Charter and the Local Government Act.



Department Head or CAO



Reviewed by Chief Administrative Officer

CITY OF GRAND FORKS			
POLICY TITLE:	Council - Meetings Delegation- Petition Protocol	POLICY NO:	106
EFFECTIVE DATE:		SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 2

POLICY:

A protocol of the conduct and procedures to be followed by the Public for making presentations or having a delegation before Council is established to ensure that the Committee of the Whole and Council meetings are conducted in a professional manner and within acceptable time to meet the time obligations of the business meeting of Council. Delegations will be presented at the Committee of the Whole Meeting. The consideration of a presentation at a Regular Meeting would be considered in extenuating circumstances. Staff will give any person or group requesting an audience with Council a copy of this policy.

PURPOSE:

To ensure that all members of the public wishing to make a presentation or have a delegation before the Committee of the Whole or Council are aware of the time allotment and protocol and procedures to be followed to meet the time and business obligations of the Council agenda

PROCEDURE:

The following are procedures that must be followed to obtain an appearance before the Committee of the Whole or City Council as a Delegation or present a Petition or to petition the Council on a matter within municipal jurisdiction:

1. The request for a presentation as a delegate and to present a petition to the Committee of the Whole or Council must be in writing and must include:
 - (a) the reason for the delegation and the petition
 - (b) who will form the delegation and who will present the petition
 - (c) if requesting some action of Council, very clearly document what you are asking for
 - (d) if the request includes any financial contribution, either direct funds or in-kind contributions, you must state the amount of funds within your request,
 - (e) your request should also include any information items you may wish Council to have. If you have a large amount of information, a paper copy for public viewing at the meeting would be supplied and not necessarily be included into the agenda package. In addition, Council will receive
 - (f) the more detailed information you supply to staff, the quicker your request can be reviewed and dealt with.
 - (g) If your delegation includes a PowerPoint Presentation, arrangements should be made at least three working days prior to the meeting
2. Staff will respond to your request, usually within 10 days. If you are approved for an appearance before the Committee of the Whole or Council, you will be scheduled for the first available time. (This may be several months away, depending on the number of approved requests received ahead of yours)

3. Committee of the Whole Council meetings begin at _____ and delegations, petitioners, speakers on behalf of delegations and petitioners must be present at that time. If you are granted a petition or delegation at a Regular Council Meeting, the meeting begins at _____. Your particular appearance will be subject to the agenda items already scheduled ahead of your scheduled appearance. Council retains the discretion on the time of your appearance and the speaking schedule.
4. When you are called by the Mayor or Chair of the meeting, come forward to the podium positioned in front of Council, where you may be seated or stand to make your presentation. Remember that Council meetings are public and it is therefore important that you introduce yourself and speak into the microphone in a clear voice. When you speak, you are addressing the Mayor or Acting Chair only. The appropriate forms of address to the Mayor are: Mr. Mayor, Mayor _____, or Your Worship. Councillors are addressed as Councillor _____.

Please do not use first names while the members of Council are in session in the Council Chambers no matter how well you are acquainted with the members.

5. The maximum time allotted for your verbal or visual presentation is ten (10) minutes unless, by resolution of Council, are allowed additional time. Before you finish your presentation, please ensure you summarize any requests you are making. The Mayor or Chair will ask Council members if they have any questions of you. Council will ask questions and then the Mayor or Chair will thank you for your presentation.
6. Council may not make any decisions, at that meeting, on any requests you have made. Requests will be referred to staff for review, report and recommendation to Council.
7. If you have had a presentation and delegation before Council in the last three months, please state in writing the matters which were presented.

Council's business meetings are very full. Delegations and petitioners must be considerate of their time allotment and ensure they do not go over.

Please do not read the written materials already provided. Council members have the materials in their packages. You should always summarize the matter or issue at hand and state your request to Council. Please do not assume that Council as a whole knows what your request is. Further you may have spoken to certain members of Council prior to your appearance; however, those conversations and discussions do not represent the views and position of the City or Council until such time it is formulated in a resolution or a bylaw and voted upon in a duly constituted Council Meeting.

Council Procedures Bylaw lists the Order of Business at the Regular Meeting and the Committee of the Whole Meetings of Council and the City's Corporate Officer must receive the Notice of Delegation and Petition in writing in accordance with the Bylaw.

If you wish to address Council on matters other than operational issues which can be dealt through staff, you may appear before Council without any appointment at any Committee of the Whole Meeting. Please check the Notice Board on the Market Street Entrance to City Hall or on the City's Website for dates and times of the meeting.

CITY OF GRAND FORKS			
POLICY TITLE:	Council - Meetings	POLICY NO:	106
	Delegation- Petition Protocol		
EFFECTIVE DATE:	February 3 , 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 2

POLICY:

A protocol of the conduct and procedures to be followed by the Public for making presentations or having a delegation before Council is established to ensure that Council meetings are conducted in a professional manner and within acceptable time to meet the time obligations of the business meeting of Council. Staff will give any person or group requesting an audience with Council a copy of this policy.

PURPOSE:

To ensure that all members of the public wishing to make a presentation or have a delegation before Council are aware of the time allotment and protocol and procedures to be followed to meet the time and business obligations of the Council agenda

PROCEDURE:

The following are procedures that must be followed to obtain an appearance before City Council as a Delegation or present a Petition or to petition the Council on a matter within municipal jurisdiction:

1. The request for a presentation as a delegate and to present a petition to Council must be in writing and must include:
 - (a) the reason for the delegation and the petition
 - (b) who will form the delegation and who will present the petition
 - (c) if requesting some action of Council, very clearly document what you are asking for
 - (d) if the request includes any financial contribution, either direct funds or in-kind contributions, you must complete a funding application that is available at the Corporate Administrator/City Clerk's office
 - (e) your request should also include any information pamphlets or items you may wish Council to have (if you have coloured pamphlets or material, we will require 10 copies 10 days prior to the meeting). All other material will be copied by us in Council's agenda package.
 - (f) the more detailed information you supply to staff, the quicker your request can be reviewed and dealt with.
2. Staff will respond to your request, usually within 10 days. If you are approved for an appearance before Council, you will be scheduled for the first available time. (This may be several months away, depending on the number of approved requests received ahead of yours)
3. All regular Council meetings begin at 7:00 p.m. and delegations, petitioners, speakers on behalf of delegations and petitioners must be present at that time. Your particular appearance will be subject to the agenda items already scheduled ahead of your scheduled appearance. Council retains the discretion on the time of your appearance and the speaking schedule.

-
4. When you are called by the Mayor or Chair of the meeting, come forward to the podium positioned in front of Council, where you may be seated or stand to make your presentation. Remember that Council meetings are public and it is therefore important that you introduce yourself and speak into the microphone in a clear voice. The appropriate forms of address for Council members are: the Mayor as Mr. Mayor, Mayor _____, or Your Worship. Councillors as Councillor _____.

Please do not use first names while the members of Council are in session in the Council Chambers no matter how well you are acquainted with the members.

5. The maximum time allotted for your verbal or visual presentation is ten (10) minutes. Before you finish your presentation, please ensure you summarize any requests you are making. The Mayor or Chair will ask Council members if they have any questions of you. Council will ask questions and then the Mayor or Chair will thank you for your presentation.
6. Council may not make any decisions, at that meeting, on any requests you have made. Requests will be referred to staff for review, report and recommendation to Council.
7. If you have had a presentation and delegation before Council in the last three months, please state in writing the matters which were presented.

Council's business meetings are very full. Delegations and petitioners must be considerate of their time allotment and ensure they do not go over.

Please do not read the written materials already provided. Council members have the materials in their packages. You should always summarize the matter or issue at hand and state your request to Council. Please do not assume that Council as a whole knows what your request is. Further you may have spoken to certain members of Council prior to your appearance, however, those conversations and discussions do not represent the views and position of the City or Council until such time it is formulated in a resolution or a bylaw and voted upon in a duly constituted Council Meeting.

Council Procedures Bylaw lists the Order of Business at the Regular Meeting and the Primary Committee Meetings of Council and the City's Corporate Administrator /City Clerk must receive the Notice of Delegation and Petition in writing in accordance with the Bylaw.

If you wish to address Council on matters other than operational issues which can be dealt through staff, you may appear before Council without any appointment at any Primary Committee Meeting. Please check the Notice Board on the Market Street Entrance to City Hall for dates and times of the meeting.



THE CORPORATION OF THE CITY OF GRAND FORKS

COUNCIL INFORMATION SUMMARY FOR JANUARY 28th, 2013

Date: January 23rd, 2013
 Agenda: January 28th, 2013
 Proposal: To Receive the Items Summarized for Information
 Proposal By: Staff

Staff Recommendation:

That Information Items numbered 12(a) to 12(e) be received and acted upon as recommended.

	ITEM	SUBJECT MATTER	RECOMMENDATION
CORRESPONDENCE TO/FROM MAYOR AND COUNCIL			
12(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	<p>Council to direct Staff to write a letter to the GF Curling Club advising the once the City has reviewed its needs for the tables and chairs internally, that the City would be pleased to allow the GF 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>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>
CORRESPONDENCE TO/FROM STAFF			
GENERAL INFORMATION			
FEDERAL AND PROVINCIAL GOVERNMENT			
INFORMATION FROM UBCM/FCM/AKBLG			
12(b)	Memo From AKBLG	Notice of Annual General Meeting; Third & Final Call for Resolutions	Receive for information. Council to advise if they have any resolutions to submit for the conference. Deadline is Monday, February 18 th , 2013.
MINUTES FROM OTHER ORGANIZATIONS			
12(c)	From the GF Public Library Association via Councillor Wyers, Liaison	Unaudited Financial Statements as at December 31, 2012	Receive for information
12(d)	From the Boundary Restorative Justice Prog. via Counc. Wyers, Liaison	Minutes from November 8 th , 2012 and the Program's 2012 Review	Receive for information
12(e)	Task List for January 14 th , 2013	List of completed and in-progress tasks	File

RECEIVED

JAN 21 2013



GRAND FORKS CURLING CLUB THE CORPORATION OF
P.O. BOX 358 THE CITY OF GRAND FORKS
GRAND FORKS, BC V0H 1H0
Phone: 250-442-3916

Jan. 17, 2013
Jan Laverne
Facility Coordinator
Grand Forks BC
Ph 250-442-3916
OR 250-442-7924

The City of Grand Forks, B. C.
Mayor and Counsel

Concerning the Grand Forks Wildlife Assn. tables and chairs

It has been brought to my attention that the City of Grand Forks now own the contents of the GFWA building. The Grand Forks Curling Club requires tables and chairs for their functions. We would like to set up an agreement where the GFCC would use the tables and chairs and store these items at the rink. These tables and chairs would be owned by the City and would be available to the city at short notice for special functions.

Thank you,

Doug Bannert, Recording Secretary, Grand Forks Curling Club
Guy Dubeault, President, Grand Forks Curling Club

FILE CODE

WE3, G1 - GRAND FORKS CURLING CLUB -
REQUEST TO USE TABLES & CHAIRS FROM
GFWA BLDG.



790 Shakespeare Street, Trail BC V1R 2B4
Cell 250-231-0404 | Email akblg@shaw.ca

TO: All AKBLG Members

FROM: Arlene Parkinson, Secretary/Treasurer

DATE: January 21, 2013

**RE: NOTICE OF ANNUAL GENERAL MEETING
and THIRD AND FINAL CALL FOR RESOLUTIONS 2013**

The 2013 Annual General meeting of the Association of Kootenay & Boundary Local Governments will be held **April 17, 18 and 19, 2013 and will be hosted by the Columbia Valley.**

Pursuant to Section 10 of your Constitution, this is the **THIRD AND FINAL FORMAL CALL FOR RESOLUTIONS** for the Annual General Meeting. If there is an issue of concern to your Municipality or Regional District, which cannot be resolved at the local level, please submit it to the Association in the form of a Resolution.

We will be circulating the resolution package for perusal by delegates prior to the convention. Please make note of the deadline date. ***All resolutions must be received at this office no later than Monday, February 18, 2013.*** Resolutions received after this date will be held over until the next Annual General Meeting.

The Executive will receive Special Resolutions no later than 10:00 a.m., Thursday, April 18, 2013, at the Annual General Meeting provided that there are 100 copies of each resolution. A Special Resolution requires a two thirds vote in support of consideration prior to being introduced onto the floor of the Annual General Meeting.

Background material and a brief statement of any previous action taken by the member should support each draft Resolution. Each Resolution may be submitted electronically to akblg@shaw.ca and should be on the letterhead of the Local Government submitting it with a short heading to designate the subject of the Resolution. **The Resolution may not contain more than two "Whereas" clauses.**



790 Shakespeare Street, Trail BC V1R 2B4
Cell 250-231-0404 | Email akblg@shaw.ca

Please do not hesitate to contact me at the above email address if you have any questions or concerns.

I have included below the updated Constitution excerpts that were passed at the 2010 AKBLG Annual General Meeting.

Thank you
Arlene Parkinson
Secretary Treasurer

10.4 Ordinary Resolutions

- (1) Each resolution shall be prepared on a separate sheet of 8 1/2" by 11" paper under the name of the sponsoring Member and shall bear a short descriptive title;
- (2) Each resolution shall be endorsed by the sponsoring Member.
- (3) All resolutions of the Association shall be deemed to be of a local (regional) nature unless specifically indicated by the sponsor that the resolution is to be handled at the Provincial Government level.

10.5 Late and Special Resolutions (April 2010)

- (i) Resolutions that are not received in accordance with the deadline outlined in 10.7 below shall be categorized as follows;
 - (a) Late Resolution
 - (b) Special Resolution
- (ii) A Late Resolution shall be held over until the next Annual Meeting
- (iii) A Special Resolution shall be determined by the Resolutions Committee, as being any resolution pertaining to a new issue that has arisen between the deadline outlined in 10.7 below and the Annual Meeting.
- (iv) A Special Resolution requires a two thirds vote in support of consideration prior to being introduced onto the floor of the Annual Meeting, and may only be introduced after all Ordinary Resolutions have been considered or if two thirds of the Delegates present determine to hear the resolution immediately.

10.6 The Executive will cause the resolutions to be printed and circulated to Members by way of the delegate packages.

10.7 All resolutions, along with supportive, background information, shall be sent to the Secretary-Treasurer sixty (60) days prior to the date of the Annual Meeting.

For City Council Information Summary & January 28th
Council Agenda package:

The Grand Forks & District Public Library Director, Avi Silberteint, has submitted the unaudited Financial Statements as at December 31, 2012 in the absence of the January 2013 monthly Board meeting showing the budgeting and management of the library. It is subject to the a year-end audit process yet to be completed. Avi has asked me to pass this information onto the City of Grand Forks.

Councillor Cher Wyers

Residence: #2, 7651 Granby Road

Mailing Address: #309, 5980-2nd Street

Grand Forks, BC V0H 1H4

City Hall: 250-442-8266

Fax: 250-442-8000

Mobile: 250-443-1476

Email: cwyers@grandforks.ca

www.city.grandforks.bc.ca

Grand Forks Public Library Association
Income Statement Comparison of Actual to Budget for Fiscal End 2012

Expenses		to December 31, 2012	2012	
TOTAL:		\$ 401,397	\$ 407,951	98.39%
General Operating Expenses	1 Accounting & Legal fees	\$ 2,592	\$ 3,000	86.41%
	1a Bookkeeper	\$ 4,423	\$ 5,000	88.47%
	2 Hiring Fees	\$ 2,608	\$ 300	869.19%
	3 Ads and Promo	\$ 1,293	\$ 1,700	76.05%
	4 Bank charges	\$ 354	\$ 400	88.54%
	6 Cash over/short	-\$ 308	\$ -	0.00%
	7 Dues, Seminars & PD	\$ 4,047	\$ 5,700	71.01%
	7a travel	\$ 1,901	\$ 1,000	190.07%
	8 Janitor supplies	\$ 1,110	\$ 700	158.64%
	9 Labour negotiation cost/transfer to reserve			0.00%
	10 Library & Office supplies	\$ 3,246	\$ 7,000	46.38%
	11 New equip & furniture	\$ 537	\$ 2,500	21.46%
	12 Photocopier	\$ 896	\$ 1,000	89.64%
	13 Postage	\$ 828	\$ 1,200	68.99%
	14 Reimbursable expenses	\$ -	\$ -	0.00%
Subtotals:		\$ 23,528	\$ 29,500	79.76%
	15 Collection - Books	\$ 31,725	\$ 36,000	88.13%
	16 Collection - Periodicals	\$ 7,232	\$ 5,000	144.64%
	17 Collection - Audio/Visual	\$ 2,036	\$ 2,000	101.80%
	18 Electronic Subscriptions	\$ 2,403	\$ 2,500	96.14%
Subtotals:		\$ 43,397	\$ 45,500	95.38%
Facility	19 Utilities - Power	\$ 13,701	\$ 15,000	91.34%
	20 Telephone/fax/internet	\$ 3,611	\$ 4,000	90.28%
	21 Repairs & maintenance	\$ 151	\$ 2,000	7.54%
	22 Janitor services	\$ 10,890	\$ 11,000	99.00%
	23 Maintenance Agreement	\$ 15,263	\$ 15,000	101.75%
	24 Insurance	\$ 4,115	\$ 4,000	102.88%
	25 Transfer to Facility improvement reserve		\$ -	0.00%
Subtotals:		\$ 47,731	\$ 51,000	93.59%
Technology	26 Computer equipment & Software		\$ 4,000	0.00%
	27 Patron Management software		\$ 550	0.00%
	28 Computer maintenance	\$ 2,045	\$ 2,000	102.26%
	29 Evergreen cost	\$ 2,207	\$ 2,250	98.09%
	30 transfer to technology reserve			0.00%
Subtotals:		\$ 4,252	\$ 8,800	48.32%
Services/Events	31 Volunteer & Staff Appreciation	\$ 1,184	\$ 1,000	118.43%
	32 Special Events - AGM	\$ 55	\$ 100	55.32%
	33 Special Events - Programs	\$ 1,874	\$ 2,500	74.95%
	34 Special Events - SRC	\$ 543	\$ 500	108.61%
	35 Christina Lake Service	\$ 1,149	-	0.00%
	36 CL Location	\$ 1,221	\$ 950	128.53%
Subtotals:		\$ 6,026	\$ 5,050	119.34%
Wages and Benefits	37 Salaries	\$ 232,259	\$ 224,445	103.48%
	38 transfer to sick leave contingency reserve			0.00%
	39 CPP	\$ 9,487	\$ 9,136	103.84%
	40 EI	\$ 4,878	\$ 5,424	89.93%
	41 WCB	\$ 395	\$ 471	83.77%
	42 Group Ins	\$ 3,827	\$ 3,936	97.24%
	43 Blue Cross	\$ 7,053	\$ 6,510	108.35%
	44 MSP	\$ 4,639	\$ 2,904	159.74%
	45 Pension	\$ 13,924	\$ 15,275	91.15%
Subtotals:		\$ 276,462	\$ 268,101	103.12%
TOTAL:		\$ 401,397	\$ 407,951	98.39%

Diff Budgeted Income over expenses \$ 3,866

Income			to December 31, 2012	2012	%
TOTAL:			\$ 406,035	\$ 411,817	98.60%
Grants	Operating	1 RDKB	\$ 329,756	\$ 329,756	100.00%
		2 Prov of BC	\$ 28,819	\$ 28,922	99.64%
		Subtotals:	\$ 358,575	\$ 358,678	99.97%
	Non Operating	3 Prov. Resource Sharing/ILL	\$ 2,262	\$ 2,937	77.02%
		4 Prov. BC OneCard	\$ 10,250	\$ 10,250	100.00%
		5 Prov. Equity/Literacy	\$ 6,744	\$ 6,744	100.00%
		6 Fed. CAP	\$ 3,708	\$ 3,708	100.00%
		7 Fed. YCW	\$ 2,284	\$ 3,000	76.14%
		8 Fed. CSJ	\$ 1,935	\$ 2,000	96.77%
		9 Fed. CAP YI	\$ -	\$ 4,200	0.00%
		10 Other Grant Income	\$ 256	\$ 5,000	5.12%
		Subtotals:	\$ 27,440	\$ 37,839	72.52%
Other Income	Daily Transactions	11 Memberships	\$ 387	\$ -	
		12 Fines	\$ 3,083	\$ 4,000	77.07%
		13 Sales - Books	\$ 1,355	\$ 2,000	67.77%
		14 Sales - Copies&Prints	\$ 2,070	\$ 1,500	138.00%
		15 Lost/Damaged books	\$ 1,012	\$ 1,000	101.22%
		16 Meeting room rental	\$ 686	\$ 500	137.10%
		17 Donations	\$ 2,416	\$ 2,000	120.78%
		Subtotals:	\$ 11,008	\$ 11,000	100.08%
	Fundraising	18 Fundraising		\$ 3,000	0.00%
		19 Friends of the Library	\$ 8,672	\$ 1,000	867.22%
		20 Used equipment sales		\$ -	0.00%
		Subtotals:	\$ 8,672	\$ 4,000	216.81%
	Misc.	21 Expense reimbursment		\$ -	0.00%
		22 Transfer from Reserve		\$ -	0.00%
		23 Income from interest	\$ 125	\$ 100	124.78%
		24 Other Income	\$ 215	\$ 200	107.45%
		Subtotals:	\$ 340	\$ 300	113.22%
TOTAL:			\$ 406,035	\$ 411,817	98.60%

Income	\$	406,035
Expense	\$	401,397
Balance	\$	4,638

**BOUNDARY RESTORATIVE JUSTICE PROGRAM
M I N U T E S
November 8, 2012**

PRESENT:	Acting Chair	John Heavener
	Vice President	Nancy Leitch (arrived 5:10 p.m.)
	Secretary/Treasurer	Christine Thompson
	Director	Bert Blom
	Director	Ed Bolinoff
	Member	George Anderson
	Member	Donna Besler
	Member	Richard Tarnoff
	Council Liaison	Cher Wyers

In the absence of the President and Vice-President, John Heavener acted as Chair and called the meeting to order at 4:50 p.m.

There were no additions to the agenda

MOTION: Richard / Donna

RESOLVED THAT the Agenda be adopted as circulated. CARRIED.

MOTION: Bert / George

RESOLVED THAT the Minutes of the September 13, 2012 meeting be adopted as read. CARRIED.

MOTION: Christine / Ed

RESOLVED THAT the Treasurer's report as read be adopted. CARRIED.

CO-ORDINATORS REPORT

Richard advised that one of the offenders from the September forum is not co-operating . Richard said that he is trying to work with the individual and the school councillors.

Richard advised that another file has been referred from the RCMP and that a forum is scheduled for November 17th at the Christina Lake Elementary School as all parties concerned are residents of Christina Lake.

The application for a CAP grant has been submitted.

MOTION: Richard / Bert

RESOLVED THAT the Co-ordinator's report be received. CARRIED.

NEW BUSINESS

Richard advised that he has made inquiries into a Community Gaming Grant and that we are eligible for a grant under Public Safety.

MOTION: Richard / Donna

RESOLVED THAT Cathy Riddle and Laranna Androsoff apply for a Community Gaming Grant to fund training and an honorarium for the Co-ordinator. CARRIED.

BUSINESS ARISING

Inasmuch as neither Cathy Riddle nor Laranna Androsoff was in attendance at this meeting, the matter of a Mounted Police Foundation Grant was tabled to the next business meeting.

Richard advised that S/Sgt. Harrison is putting together some information regarding a Memorandum of Understanding between Boundary Restorative Justice Program and Crown Counsel and will bring this forward at the next business meeting.

=====
It was the consensus of those present to cancel the practice session scheduled for December 13, 2012.

The next business meeting is scheduled for January 10, 2013.

The meeting adjourned at 5:15 p.m.

Boundary Restorative Justice Program- BRJP 2012 REVIEW

2012 was a year of activity and learning for Boundary Restorative Justice Program. We completed 3 forums successfully. This has been our average for the past 3 years. We also explored some new options and took part in a number of public education events. Our most ambitious project was to put on a facilitation workshop and a mentoring workshop.

Although we haven't been getting very many referrals from the RCMP, we felt we needed more trained facilitators. It has been a few years since we last offered the facilitator training and Nancy Leitch and myself were the only volunteers who had done any facilitating since then. 16 people took the facilitation training and a number of those have indicated their willingness to try it out. Donna Beslar was able to co-facilitate a forum.

We also wanted to offer training to mentors. We were fortunate in finding Sarah Chandler, the coordinator of the Lillooet Program, who is certified to do the Community Justice Forum training and who has also developed a mentoring training workshop. 20 people took the mentoring training. To bring Sarah here and offer the training for free, we needed to apply for grants. We were successful in getting grants from Areas C, D, and E of the Regional District and from the Phoenix Foundation. George Anderson has acted as mentor for our last referral.

In December, Jim Harrison and I met with Terry Skarbo and Kay Medland from the Greater Trail Community Justice Society. They have established a Memorandum of Understanding with the Crown and are now accepting referrals from Crown Counsel. They offered to help us understand what we need to do to be prepared, if we want to establish a similar arrangement.

Shoplifting has always seemed to me to be an activity that could be dealt with effectively by RJ. I drafted a letter to merchants and Jim Harrison has offered to have his officers hand deliver it to area store owners and managers.

Thanks to John Heavener, we were able to share an information table at the Fall Fair with Citizens on Patrol. We also had an information table at the BC Rural Summit Symposium. Christie Halvorson and I made a presentation to the staff at Christina Lake Elementary School. We are scheduled to address City Council at their January 28th meeting.

We applied for and were awarded the \$2500 CAP grant for 2013 from the Ministry of Justice. We will receive that in March. A number of people have suggested that we would be more effective if we could hire a part time coordinator. To try and make this possible, we have applied for a \$10,000 Civil Forfeiture Grant. We don't know yet if we will be successful. Thanks to Cathy Riddle, Chris Thompson, Larana Androsoff and Nancy Nikolai for helping put that together.

Richard Tarnoff, Coordinator

December 27, 2012

TASK LIST FOR MEETINGS SCHEDULED FOR JANUARY 14TH, 2013

ISSUE	ASSIGNED	COMPLETED
REGULAR MEETING OF COUNCIL		
Registered Petitions & Delegations:		
<p>a) Manager of Environmental and Building Construction Services – Carbon Neutral Kootenays Project RESOLVED THAT COUNCIL RECEIVES THE PRESENTATION MADE BY PATRICIA DEHNEL AND DALE LITTLEJOHN (VIA TELEPHONE), OF THE CARBON NEUTRAL KOOTENAY PROJECT AND DETERMINES TO SUBMIT ITS CARBON OFFSET 2012 PAYMENT TOWARDS A TRUST FUND FROM WHICH CARBON PROJECTS WITHIN THE BOUNDARY AND EAST AND WEST KOOTENAYS CAN BE UTILIZED, KNOWN AS THE DARKWOODS PROJECT.</p>	Wayne/Roxanne	In Progress
<p>b) Corporate Officer's Report – Grand Forks Boundary Regional Agricultural Society Presentation RESOLVED THAT COUNCIL RECEIVES THE PRESENTATION MADE BY THE SHEILA DOBIE, OF THE GRAND FORKS BOUNDARY REGIONAL AGRICULTURAL SOCIETY AND FURTHER, RECEIVES HER REQUEST FOR THE AGRICULTURAL SOCIETY TO WORK WITH THE CITY IN REGARD TO A GRANT APPLICATION.</p> <p>The Agricultural Society does not have charitable status and has asked the City to submit the application on their behalf</p> <p>BE IT FURTHER RESOLVED THAT COUNCIL APPOINTS MAYOR BRIAN TAYLOR AS THE CITY LIAISON FOR THE GRAND FORKS BOUNDARY REGIONAL AGRICULTURAL SOCIETY.</p>	<p>Roxanne/Sasha</p> <p>No further action required</p>	In Progress
Reports, Questions & Inquiries from Members of Council:		
1. Councillor Wyers:		
<p>RESOLVED THAT COUNCIL APPROVES THE GRAND FORKS ENVIRONMENT COMMITTEE'S AIR QUALITY SUB-COMMITTEE PROCEEDING WITH THE PURCHASE OF THE 50 SOLAR CARS AT A COST OF \$890.40 FROM THE SUPPLIER SUNWIND SOLAR, TO CONTINUE THE EDUCATION COMPONENT STARTED BY THE BOUNDARY AIR QUALITY COMMITTEE IN 2010 INTRODUCING YOUTH TO ALTERNATE ENERGY SOURCES FOR SELECTED GRADES AT PERLEY & HUTTON ELEMENTARY SCHOOLS, WITH THE FUNDS COMING FROM 2013 BUDGET EXPENDITURES OF THE ENVIRONMENT COMMITTEE.</p>	Roxanne for Budget 2013	In budget proceedings
2. Councillor Smith:		
<p>RESOLVED THAT COUNCIL APPROVES ECONOMIC DEVELOPMENT ADVISORY COMMITTEE COMMITTING \$650 OF ITS 2013 BUDGET EXPENDITURES TOWARDS A WORLD HOST PROGRAM WORKSHOP WHICH IS OPEN TO CITY STAFF AND LOCAL BUSINESS' STAFF TO PARTICIPATE.</p>	Roxanne for Budget 2013	In budget proceedings
3. Mayor Taylor:		
<p>He spoke with regard to Committee Meetings and advised that Council is planning on restructuring their meeting style. He suggested that an open forum discussion would provide a greater opportunity for the public and committees to connect with Council. He advised that the "Committee of the Whole" would meet in the morning of the same day as a regular meeting from 9:00 am to Noon and that Council intends to start this new structure in March of this year.</p>	Diane to check procedure Bylaw and the Ministry	New procedure bylaw presented to Council on Jan 28th
Recommendations From Staff for Decisions:		
<p>a) Manager of Technical Services – Omega Restaurant Development Permit RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT AND APPROVES THE DEVELOPMENT PERMIT APPLICATION AS SUBMITTED BY GIANNIKOS HOLDINGS LTD. TO CONSTRUCT A FREE STANDING 420 SQ.FT. PERGOLA TO BE USED FOR OUTDOOR SEATING, TO BE LOCATED WEST OF THE EXISTING OMEGA RESTAURANT BUILDING AT THE PROPERTY LEGALLY DESCRIBED AS LOT 9 & 10, BLK 2, DL 493, SDYD, PLAN 89, LOCATED AT 7400 HIGHWAY #3.</p>	Sasha	Done
<p>b) Corporate Officer's Report – Council & Staff Memberships & Conferences Policy RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT REGARDING THE REVISED COUNCIL & STAFF MEMBERSHIPS & CONFERENCES POLICY AND FURTHER APPROVES THE OF THE REVISED POLICY NO. 301, AS PRESENTED.</p>	Diane	Done
Summary of Information Items:		
<p>c) Correspondence From the Royal Canadian Legion - Yearly Ad Request for Military Service Recognition Book- ¼ Page for \$450.00 Total. Council to advise if they wish to continue to advertise in the Yearly Military Service Recognition Book.</p>		

RESOLVED THAT COUNCIL DETERMINES TO ADVERTISE IN THE ROYAL CANADIAN LEGION'S MILITARY SERVICE RECOGNITION BOOK IN THE AMOUNT OF \$450.00 FOR A QUARTER PAGE ADVERTISEMENT.	Diane/Roxanne	Done
d) Environment Committee Minutes - From November 22 nd , 2012. Recommend to receive for information/discussion.		
e) Economic Development Advisory Committee - Minutes from November 28 th , 2012. Recommend to receive for information/discussion. Councillor Wirischagin advised that he was approached by an individual who was concerned with expenditures which were spent by a committee that hasn't been elected by the public and asked if Council could receive a complete breakdown of all the expenditures which was spent by the committees for 2012 to be attached to the next set of minutes of that particular committee. Councillor Wirischagin additionally asked with regard to the Request For Proposal for signs contained in the minutes and was advised that the information regarding the proposal would be brought to Staff to formulate a report for consideration of Economic Development Advisory Committee, and then would go to Council for their consideration.	Roxanne Sasha	Information in progress to committees In Progress
Bylaws:		
a) Bylaw No. 1943-Revenue Anticipation Bylaw—Presented for Final Reading	Diane	Done
b) Bylaw 1944-Electrical Utility Regulatory – Presented for First Three Readings	Roxanne	Final Reading for Jan 28 th Regular Meeting
c) Bylaw No. 1945 - Residential Garbage Collection Rates & Regulations Amendment Bylaw – Presented for First Three Readings	Wayne	Final Reading for Jan 28 th Regular Meeting
QUESTIONS FROM THE PUBLIC & THE MEDIA:		
ROY RONAGHAN – Asked with regard to the demolition plans of the Winnipeg Hotel. He was advised that the developers should be contacting the City soon on how they plan on moving forward. Mr. Ronaghan advised that the fence creates a safety hazard to pedestrians crossing over to Overwaitea side and suggested that the crosswalk be closed until the demolition has completed. He further suggested that the Crosswalks receive extra clearing attention this time of year due to slippery conditions.	Sasha	In Progress – communication w/developer to have the fence moved along 4 th St

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : January 22nd, 2013

TOPIC : Bylaw 1944 – Electrical Utility Regulatory Amendment Bylaw

PROPOSAL : Final Reading

PROPOSED BY : City Staff

SUMMARY:

At the Regular Meeting of January 14th, 2013, Council gave three readings to Bylaw No. 1944, a Bylaw to Amend the Electrical Utility Regulatory Bylaw No. 1543, which intends to increase electrical rates to 98% of the Fortis BC rates for residential and establishes competitive commercial rates that foster energy conservation. Bylaw No. 1944 is therefore presented at this time for final reading.

STAFF RECOMMENDATIONS:

Council gives final reading to Bylaw No. 1944.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

All electrical rate adjustments are within the scope of Council's legislative authority. Any new rates are justified with the increase in costs from Fortis BC. Legislation is such that expenditures must have identified revenue sources.



Chief Financial Officer



Reviewed by Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1944

A Bylaw to Amend the Electrical Utility Regulatory Bylaw No. 1944

WHEREAS in accordance with the Community Charter, Council may, by bylaw, regulate and control the Electrical Service of the City of Grand Forks and amend rates, terms, and conditions under which electricity service will be provided and supplied to all users and for the collection of rates for the service provided;

NOW THEREFORE, Council for the Corporation of the City of Grand Forks in open meeting assembled, **ENACTS**, as follows:

1. This Bylaw may be cited for all purposes as the “**Electrical Utility Regulatory Amendment Bylaw No. 1944, 2013**”.
2. That Schedule “C” of Bylaw No. 1930, be deleted and replaced with a new Schedule “C”, which is identified as “Appendix 1”, and attached to this bylaw.
3. This bylaw shall come into force and effect, with all consumption billed for periods ended on or after January 1, 2013.

Read a **FIRST** time this 14th day of January, 2013.

Read a **SECOND** time this 14th day of January, 2013.

Read a **THIRD** time this 14th day of January, 2013.

FINALLY ADOPTED this 28th day of January, 2013.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFIED CORRECT

I hereby certify the foregoing to be a true copy of Bylaw No. 1944 as adopted by the Municipal Council of the City of Grand Forks on the 28th day of January, 2013

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

"SCHEDULE C"

ELECTRICAL UTILITY RATES AND CONNECTION CHARGES

RESIDENTIAL SERVICE

AVAILABILITY: Available for residential usage in general including lighting, water heating, spaces heating and cooking.

MONTHLY RATE
FOR EACH SERVICE: A basic minimum service charge of \$15.94 per month and the following rate based on the actual consumption.

\$0.10014 per KWH

COMMERCIAL / INDUSTRIAL / INSTITUTIONAL SERVICE

AVAILABILITY: Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost and the customer may be required to bear all maintenance and service costs related thereto throughout the life of the service, unless otherwise specifically agreed to by the City.

MONTHLY RATE
FOR EACH SERVICE: A basic minimum service charge of \$17.24 per month and the following rate based on actual consumption,

**\$0.10716 per KWH for the first 200,000 KWH or less
consumed in a two-month billing period**

**\$0.07952 per KWH for all usage above 200,000 KWH
consumed in a two month billing period**

“SCHEDULE C” cont’d

SEASONAL LOADS

AVAILABILITY: Available for irrigation and drainage pumping and other repetitive seasonal loads taking service specifically agreed to by the City. The Customer will be required to provide all necessary service drop improvements including any step-down transformers at their direct cost unless otherwise specifically agreed to in writing by the City.

MONTHLY RATE
FOR EACH SERVICE: A basic minimum service charge of \$16.50 per month (minimum period of service will be three months) and the following rate based on actual consumption.

\$0.10716 per KWH

SERVICE CHARGES

C.1 Existing Service Connection and Reconnection Charges:

The fee for making a standard new utility billing account application shall be \$30.00 (plus applicable taxes). This fee shall apply to all applications involving the following:

- i) the owner of real property wishes to establish a new electrical utility account in their name
- ii) the owner of real property wishes to have the electrical meter read
- iii) the owner of real property wishes to have the existing electrical service turned off or turned on
- iv) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw.

This existing service connection fee is designed to defray the costs involved with meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. They will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Connection or Upgraded Service.

“SCHEDULE C” cont’d

C.2 New Service Installations or Upgrading of Existing Service:

Basic Overhead <i>Connection</i> - 200 amp service	\$ 250.00
or less (single phase)	+ \$3.00/amp over
	200 amp service

Basic Underground <i>Connection</i> - 200 amp service	\$ 750.00
or less (single phase)	+ \$3.00/amp over
	200 amp service

Three Phase - *Overhead/Underground* At Cost
New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer.

Dip Service (only at the discretion of the City)
- installation at the service entrance
- customer to supply all required materials and is responsible for all costs related to the installation. At Cost

At the discretion of the City, where a customer desires to take underground service from the City's overhead lines, such customers may, at their own expense, make an approved underground service connection to a pole designated by the City and supply all the necessary conduit cable and other material required to run up the pole to the service head, provided all work on the pole is supervised by the City's employees. City Crews will work in conjunction with the customer's contractor.

An exception shall be made when existing City services are to be placed underground, in which case the City shall decide the allocation of costs.

All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

C.3 Temporary Service:

Temporary service shall be made available upon completion of the property application and the payment to the City of \$100.00.

“SCHEDULE C” cont’d

C.4 Meter Checking:

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or certified meter inspection facility. That department is responsible for affixing the seals on the meters and no such seal shall be broken without specific assent the department.

If a customer doubts the accuracy of the meter serving his premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as set out in the following schedule.

1. Meter removal charge and “in-house” inspection \$ 50.00
2. Canada Department of Consumer and Corporate Affairs or a certified meter inspection facility, should it become necessary, shall be paid as determined by that Agency along with a \$50.00 administration charge.

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund charges made in accordance with the foregoing schedule.

The Inspection Branch will consider the appropriate adjustment applicable to the customer’s account and will notify the City of the amount to be remitted to the customer.

C.5 Estimation of Readings:

The City may estimate energy consumption and maximum power demand from the best evidence available where a meter has not been installed or is found to be not registering or when the meter reader is unable to read the meter on his regular meter reading trip.

If the employees of the City are required to return to a residence to carry out their duties in the operation of the electrical utility, in accordance with Section B.1(f) of this bylaw, a service charge in the amount of \$50.00 will be levied to the property owner.

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : January 23rd, 2013

TOPIC : Bylaw 1945 – Amendment to the City of Grand Forks
Residential Garbage Collection Regulation

PROPOSAL : Final Reading

PROPOSED BY : City Staff

SUMMARY:

At their Regular Meeting on January 14th, 2013, Council gave the first three readings to Bylaw 1945, a bylaw to amend the City of Grand Forks Residential Garbage Collection Regulation Bylaw No. 1798, 2006. The report presented to Council at the January 14th, 2013 meeting is attached for information purposes. Bylaw No. 1945 is now presented for final reading.

STAFF RECOMMENDATIONS:

Council gives final reading to Bylaw No. 1945, Amendment to the City of Grand Forks Residential Garbage Collection Regulation.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Community Charter covers the requirements for this Bylaw.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1945

A Bylaw to amend the City of Grand Forks Residential Garbage Collection Regulation Bylaw No. 1798, 2006 & 1937 2012

=====

WHEREAS Council may, by bylaw, amend the provisions of a Garbage Regulations and Rates Bylaw pursuant to the provisions of the Community Charter;

AND WHEREAS Council of the Corporation of the City of Grand Forks believes it is in the public interest to amend the Garbage Regulations and Rates Bylaw;

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

1. This Bylaw may be cited for all purposes as **“Garbage Regulations and Rates Amendment Bylaw No. 1945, 2013”**.
2. That Section 3 “Definitions” be amended by amending the definition of “Waiver of Service” to read as follows:

“Waiver of Service” would include – Rowhouses

- Townhouses
- Gated Communities
- Manufactured Home Parks

That can provide proof that they have existing garbage contracts in place prior to the date that Bylaw 1937, a bylaw to amend the City of Grand Forks Garbage Collection Regulation Bylaw No.1798, 2006 was adopted.

Upon expiration of any existing Garbage Collection contract, as mentioned above, the Garbage Regulations and Rates Amended Bylaw No. 1937, 2012, will come into effect for those properties.

- 2.1 Every owner of a Residential Dwelling Premise within the collection area shall use the Garbage, Yard Waste and Mandatory Residential Recycling Materials collection systems established by the City of Grand Forks pursuant to this bylaw and shall pay the rates and fees set out in Schedule “A” to this bylaw, except those who have been granted a “waiver of service” by Management Staff.

3. That Section 15 be amended to read as follows:
Property owners shall be responsible for all rates for garbage services for properties owned by them with the exception to those properties with existing garbage contracts in place as described in the Waiver of Service as per Section 3 of the definitions section of the Bylaw.
4. This bylaw shall come into force and effect upon adoption.

Read a **FIRST** time this 14th day of January, 2013.

Read a **SECOND** time this 14th day of January, 2013

Read a **THIRD** time this 14th day of January, 2013

FINALLY ADOPTED this. ____ day of January, 2013

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1937 as passed by the Municipal Council of the City of Grand Forks on the 4th day of September, 2012.

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

“Appendix 1”

Schedule A

SCHEDULE OF RATES AND CHARGES

Residential Garbage Collection Service	\$10.00 per month (\$20.00 bi-monthly) Per residential dwelling unit as defined in this bylaw
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Residential Garbage Collection Service includes:

- Maximum of one (1) container or bag every second week of garbage as defined in this bylaw.
- Green Bin provided by the City, with food waste recycling material will be collected every week.
- Yard waste collection will be collected 9 times per year

“Tag-A-Bag” tags for bags of garbage in excess
Of the one-bag limit every two weeks

6 tags for \$18.00

COPY

**THE CITY OF GRAND FORKS
REQUEST FOR COUNCIL DECISION**

DATE : January 14, 2013

TOPIC : Bylaw 1945 – Residential Garbage Collection Rates and Regulations Amendment Bylaw

PROPOSAL : First, Second and Third Readings

PROPOSED BY : Manager of Environmental & Building Construction Services

SUMMARY:

In December 2012 a request has been made by Parkside Villa to opt out of the green bin program, due to the fact that they are in an existing 5 year contract with Alpine Disposal for their large bin garbage collection. The contract will expire in 2015 at which time they will then be required to comply with the City's Residential Garbage Collection Regulation.

The Parkside Villa is a provincially funded low income housing provider and due to the fact that they have an existing contract for garbage collection they have no means of funding the additional charges levied by the City's Residential Garbage Collection Regulation. This housing complex will fall under the amended "Waiver of Service" for Residential Garbage Collection Regulation Bylaw No. 1945 if approved by council.

The Community Charter gives municipalities the authority to operate garbage collection services, and implement rates, terms and conditions under which the service will be provided and supplied to all users and to amend the "Waiver of Service", terms and conditions, by bylaw. Bylaw No. 1945 proposes to amend a Waiver of Service to the users of the city's residential garbage collection service. Bylaw 1945 is now presented for the first three readings.

STAFF RECOMMENDATIONS:

Council gives first, second and third reading to Bylaw No. 1945.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Community Charter covers the requirements for this Bylaw.



Department Head or CAO



Reviewed by Chief Administrative Officer