

THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING
Monday December 15th, 2014, 9:00am
6641 Industrial Parkway, Meeting Room

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1	<u>CALL TO ORDER</u>		
	Call the meeting to order		
2	<u>COMMITTEE OF THE WHOLE AGENDA</u>		
	Adopt agenda	December 15th, 2014	THAT Council adopt the November 3rd, 2014, agenda as presented
3	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
4	<u>PRESENTATIONS FROM STAFF</u>		
	Acting Chief Administrative Officer RFD - Acting CAO - Corporate Strategic Plan.pdf	Corporate Strategic Plan	THAT the Committee of the Whole recommends to Council that staff be directed to obtain a facilitator to hold a workshop session that will define Council's strategic plan for the 2015-2018 term in accordance with the City's purchasing policy and to refer this report the Regular Meeting of Council on December 15th, 2014 for Council's decision.
	Chief Financial Officer RFD - CFO - Bylaw 2007 - 2015 Revenue Anticipation Borrowing.pdf	Bylaw 2007 - The City of Grand Forks 2015 Revenue Anticipation Borrowing Bylaw	THAT the Committee of the Whole recommends to Council to give first three readings to Bylaw 2007 - 2015 Revenue Anticipation Borrowing Bylaw at the January 12th, 2015, Regular Meeting of Council.
	Monthly highlight reports from Department Managers Building & Bylaw Services.doc Chief Financial Officer.doc Corporate & Community Services.doc	Staff request for Council to receive the monthly activity report from department managers	THAT the Committee of the Whole receives the monthly activity reports

[Development & Engineering.doc](#)
[Fire Chief.doc](#)
[Operations.doc](#)

- 5 **REPORTS AND DISCUSSION**
- 6 **PROPOSED BYLAWS FOR DISCUSSION**
- 7 **INFORMATION ITEMS**
- 8 **CORRESPONDENCE ITEMS**
- 9 **LATE ITEMS**
- 10 **REPORTS, QUESTIONS AND INQUIRIES**
 FROM MEMBERS OF THE COUNCIL
 (VERBAL)
- 11 **QUESTION PERIOD FROM THE PUBLIC**
- 12 **ADJOURNMENT**

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Acting Chief Administrative Officer
Date: December 3rd, 2014
Subject: Corporate Strategic Plan
Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council that Staff be directed to obtain a facilitator to hold a workshop session that will define Council's strategic plan for 2015-2018 Term in accordance with the City's Purchasing Policy and to refer this report to the Regular Meeting of Council on December 15th, 2014 for Council's decision.

BACKGROUND: It is customary that when a new Council has been elected for their term in office, that a Strategic Plan be developed early in the new year (traditionally this has been January). The strategic plan represents Council's visioning and provides the direction that Staff will be taking to facilitate that vision for the next four years. The importance of the early implementation of this plan is contingent with the budgeting process; inasmuch as any early initiatives within the Strategic Plan should be included in the financial plan process for 2015.

With Council's decision to direct Staff to seek out a qualified facilitator in accordance with our Purchasing Policy, will allow the Strategic Plan process to move forward.

Benefits or Impacts of the Recommendation:

General: The provision of a Strategic Plan will provide Council's vision for the community for the next four years, a will give Staff the direction for planning and implementing that vision.

Strategic Impact: As this is the Strategic Plan, it is provides the means for impact.

Financial: Staff estimates that the workshop would cost between \$5,000 and \$10,000; however, the provision of verbal quotes, as per policy, will provide a more accurate number.

Policy/Legislation: The Community Charter requires that all municipalities identify goals and objectives and the means by which performance of these goals and objectives will be measured, in their Annual Reports, due to be presented to the public annually in June.

Attachments: 1) Copy of Strategic Plan for 2012-2014; 2) Contracting Authority & Purchasing Policy #802

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council that Staff be directed to obtain a facilitator to hold a workshop session that will define Council's strategic plan for 2015-2018 Term in accordance with the City's Purchasing Policy and to refer this report to the Regular Meeting of Council on December 15th, 2014 for Council's decision.

OPTIONS:

- 1. COTW COULD CHOOSE TO SUPPORT THE RECOMMENDATION AND DETERMINE A MAXIMUM COST.**
- 2. COTW COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.**
- 3. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.**



City of Grand Forks

Grand Forks, British Columbia

Strategic Planning Workshop January 25th and 26th, 2012

Facilitated by Rick Beauchamp

R. A. Beauchamp & Associates

Corporate Strategic Plan 2012-2014

Adopted by Council February, 2012

PARTICIPANTS

Brian Taylor

Bob Kendel

Neil Krog

Patrick O'Doherty

Gary Smith

Cher Wyers

Lynne Burch

Cecile Arnott

Diane Heinrich

Hal Wright

Sasha Bird

Wayne Kopan

Bev Porter

David Reid

Mike Noseworthy

Dean Chapman

Steve Howard, (Day One only)

James Traynor, (Day Two only)

Alex Love

Dale Heriot

What is Strategic Planning?

Strategic Planning is a system to lead, manage, and change an organization in a conscious, well planned out, integrated fashion, based on corporate priorities and a well-defined vision.

Strategic planning is essentially a process of determining a local government's long term vision, current goals, and developing an action plan to achieve those goals. It also provides an opportunity for the City Council and senior staff to communicate strategic priorities to line staff and citizens, thereby providing direction for internal operating departments to align their service delivery activities with the corporate priorities.

The Corporate Strategic Plan for the City of Grand Forks is the basis for determining the City's Vision, Mission, Values, Goals and Actions to be accomplished, within the next three-year mandate of the City Council. This plan is based on a collaborative process, in which members of Council, Management Staff and employees participated. It represents an effort by Council in reaching consensus on important issues in the municipality setting some specific goals for 2012 – 2014.

The Plan demonstrates the City Council's commitment in working with staff to build a safe, sustainable and complete community that will provide diverse employment opportunities and continued high quality of life for the residents of Grand Forks. While the Council realizes that priorities will change with time, it is the City Council's plan to provide for this process of strategic thinking with the firm belief that the Grand Forks residents will benefit from this on-going exercise.

To assist with the development of a corporate vision, mission and values a SWOT analysis was used to identify the key internal and external factors that are important to achieving stated objectives. This analysis examined community and organization strengths, weaknesses, opportunities and threats. The results were used to identify a "baseline" to establish the corporate vision for the future of Grand Forks.

VISION:

“A Garden City Growing Opportunities within the Boundary Country.”

MISSION:

“The City of Grand Forks is committed to providing quality governance and excellent services that enhance and advance the quality of life for our community.”

CORPORATE VALUES:

GARDEN CITY

- 1) **G** - Growing responsibly
- 2) **A** - Accountability
- 3) **R** - Resilience
- 4) **D** - Diversity
- 5) **E** - Efficiency
- 6) **N** - Natural Beauty

- 7) **C** - Collaboration with Integrity
- 8) **I** - Innovation
- 9) **T** - Transparency
- 10) **Y** - Young at Heart

CORPORATE PRIORITIES 2012-2014:

1) Regional Services Integration – CAO / Director of Finance

- Fire contract with improvement district within Area D
- Regional Fire Service Opportunities
- Parks and playground
- Ski Hill
- Capital replacement for all services
- Cats Management
- Airport
- Waste Management
- Cultural Services (museum, art gallery)
- Economic Development
- Emergency Planning
- Treatment plant sludge dumping

Actions

- 1) Staff evaluate cost implications for all proposed new and re-negotiated services with the RDKB – ***April, 2012***
- 2) Develop a strategy for regional service integration – ***June, 2012***

2) Succession Planning - Council / CAO

- CAO and 3 Operations staff retiring

Actions

- 1) Council to develop Action Plan to replace CAO – ***March, 2012***
- 2) CAO to develop Action Plan to replace electrical lineman – ***February, 2012***
- 3) Staff develop database of potential employee retirements – ***February, 2012***
- 4) Staff develop a succession plan for the organization – ***September, 2012***

3) Economic Stimulation – Council / CAO / Staff

- Encouraging development which will increase tax base
- Community identity and tourism promotion
- Downtown revitalization incentives
- Enhancing Open Market
- Economic Strategy
- Marketing airport and foreign investment

Actions

- 1) Develop a community identity theme – Council, ***March 31, 2012***
- 2) Staff evaluate tax incentive bylaws in other municipalities for fit for the City and report back to Council – CAO, ***June, 2012***.
- 3) Develop an action plan for downtown rejuvenation – Council and CAO, ***December, 2012***
- 4) Determine the usability of City lands through an inventory – Tech Services, ***June, 2012***
- 5) Refer the sub-regional economic development strategy to the Economic Development Advisory Committee for review and recommendations – CAO - ***July, 2012***
- 6) Develop a marketing strategy following feedback from the Economic Development Committee – ***2013***

4) Infrastructure Replacement Strategy

Actions

- 1) Implement fire flow protection back-up generation PW– ***2012– 2013***
- 2) Investigate suitable location for new water well / nitration PW– ***2012– 2013***
- 3) Explore alternate river crossing for water PW – ***2012***
- 4) Prioritize multi-utility projects PW – ***2012– 2014***
- 5) Building structure assessment for replacement PW – ***2013-2014***
- 6) Parks assessment Recreation – ***2014***

5) Deer Issue – Council / CAO

Action

- 1) Develop an Action Plan for dealing with the deer issue (Deer Committee feedback) – ***December – 2012***

6) Sustainability Actions – Public Works

Actions

- 1) Water meters – staff prepare report including data and costing for Council decision to move forward on water meter installation – **September, 2012**
- 2) Develop a water meter implementation plan explaining consequences and costs for public – **2013– 2014**

OPERATIONAL PRIORITIES 2012-2014:

- **Asset Management** – Emergency Water Supply for Fire Protection. Need to proceed with plan including time-lines to install back-up generators on all wells. Need to do study on location of new well. **2012**
- **Asset Management** – Determine Priority for Multi-Utility Project. With Assistance from Professional Engineers, develop a priority list of Multi-Utility Projects. **2012**
- **Asset Management** – Acquire Engineering needed for the first priority on the Multi-Utility Project list and tender the project. **2013**
- **Asset Management** – Construct the first priority project on the Multi-Utility Project list. **2014**
- **Fibre Optic Cable Network** – Joint Project with School District 51. Need to finalize agreement with the School District. Potential for Revenue Generation, but need someone to develop business case on how this would work. Also need to ensure that the City has trained linemen in fibre installation and maintenance. **2012**
- **Cemetery Rehabilitation Project** – Includes the leveling of cemetery gravesites and re-landscaping. Project further includes the surveying of future grave spaces. To be completed in three phases: **First Phase in 2012, Second Phase in 2013, and Third Phase in 2014.**
- **Lift Station Landscaping Project** – Includes the asphalt and/or concrete work on the west side of 4th Street, the construction and planting of the amphitheatre berm, the installation of irrigation on the east side of City Park from 5th Street east to 4th Street as well as the irrigation in the City Park Campground, and the plantings required. **2012.**
- **West and East side Entrance Signs**
- **Airport Lighting**
- **Carbon Neutrality**

ADVOCACY PRIORITIES 2012-2014:

- **Policing Costs**
- **Low Cost Housing**
- **Auditor General Audit Commission**

Summary of Goals and Actions In Date Order

- CAO to develop Action Plan to replace electrical lineman – **February, 2012**
- Staff develop database of potential employee retirements – **February, 2012**
- Council to develop Action Plan to replace CAO – **March, 2012**
- Develop a community identity theme – Council, **March 31, 2012**
- Staff evaluate cost implications for all proposed new and re-negotiated services with the RDKB – **April, 2012**
- Develop a strategy for regional service integration – **June, 2012**
- Staff to evaluate tax incentive bylaws in other municipalities for fit for the City and report back to Council – CAO, **June, 2012**.
- Determine the usability of City lands through an inventory – Tech Services, **June, 2012**
- Refer the sub-regional economic development strategy to the Economic Development Advisory Committee for review and recommendations – CAO - **July, 2012**
- Staff develop a succession plan for the organization – **September, 2012**
- Water meters – staff prepare report including data and costing for Council decision to move forward on water meter installation – **September, 2012**
- Develop an Action Plan for dealing with the deer issue (Deer Committee feedback) – **December – 2012**
- Develop an action plan for downtown rejuvenation – Council and CAO, **December, 2012**

Summary of Goals and Actions By Years

- Develop a marketing strategy following feedback from the Economic Development Committee – **2013**
- Implement fire flow protection back-up generation PW– **2012– 2013**
- Investigate suitable location for new water well / nitrification PW– **2012– 2013**
- Explore alternate river crossing for water PW – **2012**
- Prioritize multi-utility projects PW – **2012– 2014**
- Building structure assessment for replacement PW – **2013-2014**
- Parks assessment Recreation – **2014**
- Develop a water meter implementation plan explaining consequences and costs for public – **2013– 2014**

THE CITY OF GRAND FORKS			
POLICY TITLE: Contracting Authority & Purchasing		POLICY NO:	802
EFFECTIVE DATE: January 13, 2014		SUPERSEDES:	Jan, 2013
APPROVAL: Council		PAGE:	1 of 6

POLICY:

The City of Grand Forks will procure all goods, services and construction of assets in accordance with this procedure.

POLICY OBJECTIVES:

The objectives of this policy are to:

- a) Establish authority to enter into a procurement contract on behalf of the City.
- b) Establish spending authority limits within approved budget limits.
- c) Identify types of procurement contracts that can be entered into.
- d) Encourage as a preference, contracting agreements and purchasing criteria that:
 - (i) promotes reduction of Green House Gases.
 - (ii) considers the life cycle cost of the acquisition rather than just the initial purchase price.
 - (iii) seeks the best value and service.

PROCEDURE

General:

a) **Responsibilities:**

- i. Department Heads are to ensure that funds are available within the spending authority of those authorized to sign a procurement contract on behalf of the Department.
- ii. The Chief Administrative Officer may designate Department Heads to approve incoming invoices from contracts, utilities, government agencies and any other approved payables up to specified limits. Authorizations to be in writing and may be revoked at any time.

b) **Sustainable Business Practice:**

- i. The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.

- ii. Evaluation criteria shall make reference to purchase cost, fuel consumption cost, GHG emissions and total life cycle cost (including purchase, fuel operating and maintenance costs) over the life of the equipment of contracted service.

c) Application:

This policy applies to all activities, works or services entered into by the City except contracts of employment.

d) Prohibition:

- i. All procurement by the City of Grand Forks will be consistent with the requirements under AIT (Agreement on Internal Trade) and TILMA (Trade, Investment and Labour Mobility Agreement).
- ii. No one other than the Chief Administrative Officer or the Chief Financial Officer will enter into a contract for goods or services.

e) Spending Authority:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to Department Heads for individual invoices and individual contract limits.

	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$20,000
Corporate Officer	\$10,000
Manager of Operations	\$10,000
Manager of Technical Services	\$10,000
Fire Chief ^	\$10,000
Manager of Environmental Services & Building Construction	\$5,000

Workforce Spending:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to various employees within their Department budgets:

	Spending Limit	Type of Goods
All Coordinators	\$1,500	All
Mechanic	\$1,500	Supply
Accountant/Comptroller	\$1,500	All
All Employees	\$100	Supply

Department Heads must counter-sign all Departmental Purchase Orders prior to submitting to Accounting Department.

Definitions:

Alternate Fuels - fuels available for use other than conventional fuels (oil, gasoline, natural gas, propane and diesel).

City - the Corporation of the City of Grand Forks.

Formal Public Tendering Process - the process whereby bids are solicited by the City by means of public advertising including by newspaper, publications, website or BC Bid. Bids are normally opened and read publicly at a fixed time and place.

GHG (Greenhouse gases) - equivalent tones of carbon dioxide (CO₂) emitted into the environment through the use of various types of energy sources.

Goods - materials, equipment, or supply

Holdback - monies held back from progress payments.

Late Bid - an offer received in the designated location after the specified closing date and/or time.

Lease - a contract by which the City acquires the use and possession of lands, buildings, and personal property for a specified time at a fixed payment.

Life Cycle Cost - the total cost to purchase and operate a type of vehicle or equipment or contracted service. This shall include initial purchase cost, operational cost, maintenance cost, fuel cost and GHG emissions.

Lowest Evaluated Bid - the bid which meets the specifications at the lowest overall cost to the City, as determined by the Chief Administrative Officer or designate, considering such factors as suitability, price, availability, service related administrative cost, and disposal value. The lowest overall cost shall be evaluated over the life cycle of the equipment or contracted service. This shall include purchase cost, operating cost, maintenance cost, fuel cost and GHG emissions.

Procurement Contract -

- Purchase Order issued for procurement of goods or services;
- Service Contract issued under a written agreement with the supplier of services, or;
- Construction Contract entered into in writing with the successful bidder following an invitation to tender for construction of an asset.

Progress Payment - a payment made under the terms of the contract before completion of the contract.

Proposal - an offer to provide goods, services, or construction submitted to the City in response to a request for a proposal.

Purchase Order - the pre-printed, pre-numbered form containing all the necessary information and signatures required to begin procurement action.

RFP (Request for Proposal) - the process whereby proposals are solicited by the City by means of invitation to particular suppliers or advertising. Proposals are reviewed by Staff against grading criteria as described in the proposal.

Security -

- Certified cheque or other legal instrument made payable to the City of Grand Forks;
- Government guaranteed bond; or
- Other security as may be considered appropriate.

Service - performance of work to meet a general need by a person(s) not an employee of the City of Grand Forks.

Responsibilities

a) Department Head:

- i. Ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, to be authorized by Council, prior to being sent for procurement action.
- ii. Ensure that expenditures are identified in the Financial Plan and within the spending authority of those authorized to sign a procurement contract on behalf of the department.

b) General Guidelines:

- i. Procurement documentation must be in place before goods are delivered or services rendered, including a contract for services covered under a Service Contract.
- ii. Unauthorized Purchasing: Any employee who willfully acquires goods or services in contravention of this policy or relevant procedures is liable to disciplinary action.
- iii. Purchase Orders:
 - Official; 8 ½" x 11" sequentially numbered form.
 - All applicable sections must be completed, including an actual or estimated cost, and the account to be charged for the item(s).
 - Copy distribution: White - Supplier

Yellow - Accounting

Scanned to file

- May have additional information attached such as drawings, detailed specifications, samples, etc.
- Cancellation of a Purchase Order - ensure that all copies are cancelled/marked as VOIDED.
- Ensure that a Purchase Order is completed and its number quoted when an order is placed with a supplier.

Purchase orders shall be issued for all goods and services in excess of \$1,000, unless exempted under procedures.

When an invoice is received the issuer of the order, or designate, must confirm that the goods received are as requested and priced as quoted.

Exemptions: the following expenditures do not require a Purchase Order:

1. Petty Cash disbursements
2. Purchases covered by annual or other contracts such as: chlorine, gasoline, diesel, equipment leases, fees for service
3. Association dues and membership fees, publications, legal and accounting fees, donations and grants-in-aid
4. Utility charges
5. Travel expenses and advances
6. Payment for expenditures relating to payroll and payroll deductions, including union dues and social club fees
7. Payments to other governments and their agencies.

iv. Service Contract:

A pre-negotiated and/or tendered agreement, usually of a long-term duration, for such items as:

- Auditing services
- Bonding services
- Maintenance agreements
- Lease agreements
- Fuel supplies
- Externally owned machinery and/or operators, or
- Other

When a Service Contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

v. Verbal Quotes:

Verbal quotes are to be sought for supply of all goods and services from at least three suppliers when the cost is estimated not to exceed \$5,000.

Managers are to record in writing, the results of the verbal quotations when the cost is estimated to be between \$5,000 and \$10,000.

vi. Formal Written Quotations:

Written quotations are to be sought for the supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$10,000 and not exceed \$50,000.

vii. Formal Public Tendering and Request for Proposals:

Tenders and request for proposals are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000. Procedures for receiving and opening tenders shall conform to the following:

- Tenders and RFP's enclosed in sealed envelopes will be received at the tender address until tender closing time;
- All tenders and RFP's will be recorded as to the date and time received at the front counter who will file the tender in the vault until tenders are opened;
- Verbal and late bids will not be accepted.
- Facsimile transmitted bids or tenders will be accepted up to the closing time and date of the tender. Facsimile amendments to bids or tenders will be accepted unless specifically prohibited in the bid or tender document.
- One member from Corporate Services and the department head or designate responsible for the project will proceed with the tender and RFP opening at precisely the designated time on the closing

day. Council is invited to be in attendance.

- Tender and RFP envelopes shall be opened and each tender and RFP shall be checked to ensure that it is signed and valid in respect of any bid bonds, etc. Any financial securities shall be stored in the vault for safekeeping.
 - Security, as required by the Invitation to Tender, must accompany the tender bid in order to be considered.
 - Tenders are normally opened/registered in public at the City Office. Requests for Proposals are not normally opened publicly.
- Where only one tender is received, the City reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

A contract may, in most cases, be awarded to the lowest bid. However, the City, for its sole benefit, reserves the right to award a bidder it deems appropriate based on scoring of evaluation criteria identified in the tender or RFP document.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: December 2, 2014
Subject: Bylaw 2007 – The City of Grand Forks 2015 Revenue Anticipation Borrowing Bylaw
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give the first three readings to Bylaw 2007 – 2015 Revenue Anticipation Borrowing Bylaw

BACKGROUND:

The Community Charter gives municipalities the authority to borrow money to cover obligations during the period between the beginning of the fiscal year (January 1) and the property tax payment due date of the first working day after July 1.

Although the City has enough cash on hand to cover its obligations for a considerable length of time, the adoption of an annual Revenue Anticipation Bylaw is a requirement of the City's banking contract with the Grand Forks and District Credit Union as it covers the City's overdraft.

Bylaw 2007 is the City's proposed 2015 Revenue Anticipation Borrowing Bylaw.

Benefits or Impacts of the Recommendation:

General: This bylaw is a Statutory and Contractual requirement which allows for coverage of the City's overdraft.
Strategic Impact: N/A
Financial: The City currently has \$2 million in overdraft protection.
Policy/Legislation: This is an annual bylaw which is covered under Section 177 of the Community Charter and fulfils the requirement of the banking agreement with the Credit Union.
Attachments: Bylaw 2007 "The City of Grand Forks 2015 Revenue Anticipation Borrowing Bylaw"

Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give the first three readings to Bylaw 2007 – 2015 Revenue Anticipation Borrowing Bylaw

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



- OPTIONS:**
- 1. COTW COULD CHOOSE TO SUPPORT THE RECOMMENDATION.**
 - 2. COTW COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.**
 - 3. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.**

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2007

**A Bylaw Authorizing the Corporation of the City of Grand Forks
to Borrow the Sum of Two Million Dollars to Meet the
Current Year's Expenditures**

=====

WHEREAS pursuant to Section 177 of the Community Charter, the Council of a Municipality may, by bylaw, provide for the borrowing of such sums of monies as may be necessary to meet the current lawful expenditures of the Municipality;

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

1. It shall be lawful for the Corporation of the City of Grand Forks to establish a line of credit to borrow upon the credit of the City, from the Grand Forks Credit Union, the sum, at any one time, of up to Two Million Dollars (\$2,000,000.00) in such amounts and at such times as may be required, bearing interest at a rate not exceeding the rate established for Municipalities, as set by the Grand Forks Credit Union from time to time.
2. That the money borrowed and interest thereon, shall be repaid on or before the 31st day of December 2015.
3. That the amounts so borrowed shall be a liability payable out of the City's revenues for the year ended December 31st, 2015.
4. That the form of the obligation to be given as an acknowledgment of the liability to the Grand Forks Credit Union shall be a promissory note(s) or overdraft lending agreement for sums as may be required from time to time, signed by the Mayor and the Chief Financial Officer of the City and shall bear the Corporate Seal and all such notes(s) or overdraft lending agreements shall be made payable on or before the 31st day of December, 2015.
5. This bylaw may be cited as the "**City of Grand Forks Revenue Anticipation Borrowing Bylaw - 2015**".

Introduced this 15th day of December, 2014

Read a **FIRST** time this ____ day of _____

Read a **SECOND** time this ____ day of _____

Read a **THIRD** time this ____ day of _____
FINALLY ADOPTED this ____ day of _____

Frank Konrad - Mayor

S. Winton – Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2007
as passed by the Municipal Council of the Corporation of the
City of Grand Forks on the ____ of _____.

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

MONTHLY HIGHLIGHT REPORTS



DATE : December 3, 2014
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS : For the Month of November, 2014

❖ **Bylaw Office Review**

- ❖ Continuing with the removal of sea cans in the downtown core
- ❖ Continuing with the removal of unlicensed vehicles and trailers from the boulevards in preparation for snow clearing procedures
- ❖ Continuing with unsightly property notices
- ❖ Began work on a new Sign Bylaw for Grand Forks

❖ **Building Inspections review**

- ❖ November has seen 1 new permit for a single family dwelling issued and 5 permits pending documentation
 - ❖ 1 Single Family Dwelling
 - ❖ Total of \$3,817,816 in construction value to the end of November
 - ❖ Several inquires for new housing starts going into 2015
-

MONTHLY HIGHLIGHT REPORTS



DATE : December 3, 2014
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS : For the Month of November, 2014

- ❖ Preparing for Interim Audit scheduled for January 20 & 21, 2014
 - ❖ 2015 Financial Plan - reviewed operating budgets with managers and coordinators, schedule to managers and Council, first presentation January 26, 2015
 - ❖ Internal posting for Receivables Clerk closed December 9th
 - ❖ Reconciling payroll for last pay period of year in December
 - ❖ Reviewing contracts, operating agreements and insurance policies that will be renewed at year end
-

MONTHLY HIGHLIGHT REPORTS



DATE : December 15th, 2014
TO : Committee of the Whole
FROM: Corporate & Community Services
HIGHLIGHTS: For the Month of November, 2014

- ❖ Managed the 2014 Municipal Election
 - ❖ Organized the New elected officials workshop with Tracey Lorensen for Nelson, Rossland, Castlegar and Grand Forks
 - ❖ Organized the New Council orientation sessions
 - ❖ Organized the New Council orientation packages
 - ❖ Coordinated the Christmas light up event and participation of Council in the Santa Claus Parade
 - ❖ Discussed next steps in the land development showcase and economic development for the City with FOCUS
 - ❖ Provided ongoing communications for Public Notices, media releases and events
 - ❖ Prepared agendas and meeting minutes
-

MONTHLY HIGHLIGHT REPORTS



DATE : December 15, 2014
TO: Committee of the Whole
FROM: Manager of Development & Engineering
HIGHLIGHTS: For the Month of November, 2014

- ❖ City Hall Re-Construction Project – Main Contract 86% Complete, Changes to Contract 71% Complete
 - ❖ Received 2 Development Enquiries
 - ❖ Received 2 Enquiries Regarding City Owned Property for Sale
 - ❖ Put an RFP out for Asset Management Software – Currently Under Review
 - ❖ Completed Airport Subdivision
 - ❖ Advertised the New Subdivision, Development and Servicing Bylaw In Two Consecutive Weeks of The Gazette for Public Comment – Received None
 - ❖ Commenced 2015 Budget Briefings for Council Presentation
 - ❖ Completed 1 Year Maintenance Inspections for Capital Projects Completed in 2013
 - ❖ Researched Economic Development Web Portals
 - ❖ Researched Infrastructure Grant Opportunities
 - ❖ Researched Airport Master Plan
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MONTHLY HIGHLIGHT REPORTS



DATE : December 1, 2014
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the Month of November, 2014

- ❖ Calls for November: 34: 12 Fire, 4 Rescue, 18 First Responder
 - ❖ Kevin – EOC Essentials course in Trail (w/ Roger, Roxanne)
 - ❖ Dale/Kevin – Fire Prevention symposium, Kelowna
 - ❖ City OH&S – Group safety meeting for outside crew
 - ❖ Volunteers – Remembrance Day service
 - ❖ Volunteers – Train-the-Trainer - Wildland for Structural Firefighters
 - ❖ Volunteers – Train-the-Trainer – Emergency Scene Traffic Control
 - ❖ Pub Ed – Session w/ K-1 from Perley Elementary
 - ❖ Volunteers – Assist at Community Christmas Hamper Borscht Dinner
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MONTHLY HIGHLIGHT REPORTS



DATE : December 15, 2014
TO : Committee of the Whole
FROM: Manager of Operations
HIGHLIGHTS : For the Month of November, 2014

Roads/Parks/Facilities

- ❖ Snow removal. Night shift crew (standby) has proceeded
- ❖ Tree clean-up and subsequent tree evaluations from the first snow event
- ❖ Drainage improvements – 68th Ave., 75th Ave.
- ❖ All parks and required buildings winterized.
- ❖ Install winter hanging baskets.
- ❖ HVAC system installed at Library.
- ❖ Sidewalk re-construction on 3rd Street, 8th Street, Kettle River Drive

Water/Sewer

- ❖ Sanitary sewer main line flushing
- ❖ Drainage improvements at Sewer Contact Chamber.
- ❖ Sewer service repair on 2071 66th Avenue. Root infestation.

Electrical

- ❖ Continue pole replacement program
- ❖ Install Christmas decorations downtown