

**THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING**

**Monday, August 17, 2015, at 9:00 am
7217 - 4th Street, Council Chambers City Hall**

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>		
a)		Call the meeting to order.
2. <u>COMMITTEE OF THE WHOLE AGENDA</u>		
a) Adopt agenda	August 17th, 2015, COTW	Adopt agenda as presented.
b) Reminder	In-Camera Meeting directly following COTW Meeting	
3. <u>REGISTERED PETITIONS AND DELEGATIONS</u>		
4. <u>PRESENTATIONS FROM STAFF</u>		
a) Chief Financial Officer RFD - CFO - Rescind Policy #1205.pdf	Rescind Policy #1205	THAT the COTW recommends to Council to rescind Policy #1205 Public Works - Electrical Utility Rate increases at the September 14, 2015, Regular Meeting of Council.
b) Chief Financial Officer RFD - CFO - Travel Policy #112 amend.pdf	Travel Policy #112 Amendment	THAT the COTW recommends to Council to adopt Policy #112-A1 - Travel Allowances Expenses at the September 14, 2015, Regular Meeting of Council.
c) Manager of Operations RFD - Manager of Operations - Dog Park.pdf	Grand Forks Dog Park update	THAT the COTW recommends to Council to select the level of support for the Dog Park group from the City; and FURTHER THAT the COTW recommends that Council approves amending the 2015 Financial Plan from Surplus to include the construction.

- d) Manager of Operations
[RFD - Manager of Operations - EV Charging.pdf](#)

EV Charging Station

THAT the COTW recommends to Council to proceed with the EV Charging Stations Project in the downtown area of Grand Forks; and
FURTHER THAT the COTW recommends that Council approves amending the 2015 Financial Plan from Surplus to include the installation costs of \$5,000.00

- e) Monthly Highlight Reports from Department Managers
[Building & Bylaw Services.doc](#)
[Chief Financial Officer July 2015.doc](#)
[Corporate Services.doc](#)
[Development & Engineering Services.doc](#)
[Fire Chief.doc](#)
[Operations.docx](#)

Staff request for Council to receive the monthly activity report from department managers

THAT the COTW receive the monthly activity reports.

5. **REPORTS AND DISCUSSION**

6. **PROPOSED BYLAWS FOR DISCUSSION**

- a) Chief Financial Officer
[Bylaw - CFO - Community Works Funds Reserve.pdf](#)

Community Works Reserve Fund Establishment

THAT the COTW recommends to Council to give first three readings to Community Works Reserve Fund Establishment Bylaw 2020, 2015, at the September 14, 2015, Regular Meeting of Council.

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. **IN-CAMERA RESOLUTION**

a) Chief Administrative Officer

Immediately following the COTW Meeting, Council will hold an In-Camera Meeting

THAT the COTW recommends Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality; and 90 (1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the *Freedom of Information and Protection of Privacy Act*; 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.

13. **ADJOURNMENT**

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: August 17, 2015
Subject: Rescind Policy #1205
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to rescind Policy #1205 Public Works – Electrical Utility Rate Increases at the September 14, 2015 regular meeting of Council.

BACKGROUND:

In 2011 Council passed Policy #1205 Public Works – Electrical Utility Rate Increases. The purpose of the policy was to provide clear direction for City Staff in drafting electrical utility rates by setting residential rates to 98% of the rates charged by Fortis. In this policy, rates above 98% need to be presented to Council with a detailed business case or asset management plan.

At the January 12, 2015 regular meeting of Council, the City's electrical contractor Alex Love submitted a memo regarding electrical rates. In the memo he explained that it was no longer possible to set the rates at 98% as Fortis had implemented stepped residential rates and commercial rates that included demand charges. He suggested it was time to remove a policy constraint that is no longer practical to implement.

The 2015 rates were not set according to Policy #1205. The 2016 rates will be brought to Council late in 2015 with a recommendation from our Electrical Consultant, Alex Love.

Benefits or Impacts of the Recommendation:

General: Policy #1205 is no longer practical to implement
Financial: Electrical rates will be set to meet the revenue requirements of the Utility each year.
Policy/Legislation: Policy #1205
Attachments: Policy #1205

Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to rescind Policy #1205 Public Works – Electrical Utility

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Rate Increases at the September 14, 2015 regular meeting of Council.

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- 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.**

CITY OF GRAND FORKS

POLICY TITLE: Public Works – Electrical Utility Rate
Increases

POLICY NO: 1205

EFFECTIVE DATE: April 11, 2011

SUPERSEDES:

APPROVAL: Council

PAGE: 1 of 1

PURPOSE:

Electrical service in the City of Grand Forks is supplied to most residential and commercial residents of the City, by the City's own Electrical Utility. The City of Grand Forks purchases power from Fortis BC at wholesale power rates and provides this power to City residential and commercial customers at City of Grand Forks established retail rates. At present, there are approximately 1,800 Residential customers and another 310 Commercial customers in Grand Forks. The purpose of this policy is to provide clear direction for City Staff in drafting electrical utility rate increase bylaws, for Council's consideration. The policy further addresses those times when and if rates have to increase to be higher than 98% of Fortis BC rates for residential.

POLICY:

The rates charged by the City are determined to be 98% of those rates charged by Fortis BC for residential and that commercial rates are adjusted to maintain competitive rates to Fortis BC while fostering energy conservation. Council will only consider rate adjustments that are in excess of the 98% of the Fortis BC rate for residential, when capital upgrades and/or special projects to the electrical utility system are required and which such cannot be accommodated from the normal electrical utility revenue surplus, based on a detailed business case or asset management plan prepared for Staff and presented to Council.

PROCEDURE:

From time to time, Fortis BC increases the wholesale electrical rate to the City of Grand Forks for the purchase of electrical power. In order to maintain the revenue requirement from the City of Grand Forks Electrical Utility, any increase in wholesale electrical rates received from Fortis BC, must be passed on to City of Grand Forks customers.

Staff is directed to bring forward a bylaw, amending the Electrical Utility Regulatory Bylaw, anytime there is an approved electrical rate increase in the wholesale rate, established by Fortis BC, so long as the rates outlined in the amendment bylaw are 98% of the rates charged by Fortis BC for residential and that commercial rates are adjusted to maintain competitive rates compared to Fortis BC. Staff is further directed to advise Council when a rate, equal to 98% of Fortis BC rates for residential and competitive commercial rates compared to Fortis BC rates, will not be sufficient to meet the revenue requirements of the electrical utility. In this regard, Staff will ensure that Council is presented with a detailed business case of the revenue requirement and the plan to achieve the required revenue.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: August 17, 2015
Subject: Travel Policy 112 Amendment
Recommendation: THAT the Committee of the Whole recommends to Council to adopt Policy #112-A1 – Travel Allowances Expenses at the September 14th regular meeting of Council.

BACKGROUND:

The City travel expense allowance policy #112 needs revision to add clarity and practicality to the process. Allowable travel expenses and eligibility were not well defined resulting in a policy requiring additional administrative staff time and resources to maintain.

The following are the updated changes to the policy:

- Additional procedures to simplify administration, enhance understanding and increase accountability
 - Allowable daily meal allowance and eligibility has been clearly defined
 - Flat daily incidental allowance separate from daily meal allowance
 - Alternate accommodation allowance increased to \$40.00 per night
 - Vehicle travel options have been simplified
 - Staff responsibilities for making travel arrangements and method of payment
 - Increased details for claimed travel expenses is required
 - Included accident deductible eligibility for personal vehicle use
-

Benefits or Impacts of the Recommendation:

General: The changes to the policy simplify the process and ensure allowances and eligibility is reasonable.

Strategic Impact: Indemnify and limit potential liability of the City when City staff use their personal vehicles.

Financial: Daily meal allowance outside the municipal boundary and in Vancouver or outside Canada has increased to \$75 and \$90 per diem respectively from \$80 per day. Daily incidental allowance set at \$15 per day.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



- Attachments:**
- Travel Expense Allowance Policy 112
 - Changes to Travel Expense Allowance Policy 112
 - Draft Travel Expense Allowance Policy 112-A1
-

Recommendation: THAT the Committee of the Whole recommends to Council to adopt Policy #112-A1 – Travel Allowances Expenses

- 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.

CITY OF GRAND FORKS

POLICY TITLE: Travel Expense Allowance

POLICY NO: 112

EFFECTIVE DATE: March 6th, 2012

SUPERSEDES: February 6, 2006

APPROVAL: Council

PAGE: 1 of 4

POLICY:

The Chief Financial Officer (CFO) or the Chief Administrative Officer (CAO) on budget approval for such purposes, may reimburse expenditures as listed below and incurred by an officer, an employee, a Council member and other authorized individuals and persons while representing the municipality, engaging in municipal business, attending meetings, courses, conventions, seminars and training in work related matters.

PURPOSE:

To reimburse all costs associated with City business by the most cost effective means.

PROCEDURE:

Use of City Vehicle:

- If available for use, using a City owned vehicle for City business should be the first consideration, unless an alternative mode is more cost effective.
- All receipts submitted with respect to fuel and maintenance (should any emergency arise, eg. flat tire or other necessary mechanical) while operating a City vehicle, will be reimbursed to the payee.

Use of Individual or other vehicle than those owned by the City, if a City vehicle is not available:

- Mileage will be reimbursed at the rate approved in the Income Tax Act unless it is more cost effective to commercially fly.
- Vehicle mileage to reach and return from a flight destination will be reimbursed at the rate approved in the Income Tax Act.
- Mileage to be calculated as the maximum mileage specified as the shortest route over assigned highways.
- Extraordinary mileage may be claimed separately for the exact number of kilometres travelled, provided by an acceptable explanation or at the discretion of the CFO or CAO or acting person therein.

Use of Individual or other vehicle than those owned by the City if a City vehicle is available:

- Those choosing to utilize their own means of automotive transportation when the City has an available vehicle, (provided it is not more cost effective to commercially fly) will be reimbursed for fuel only by submission of gas receipts for that period of travel.
- An exception would apply, if a group travelling, numbers more than to practically fit into available City vehicle(s), then reimbursement for mileage at the approved rate in the Income Tax Act would apply to those individual(s) not travelling via a City owned vehicle.

Airfare:

- Within Canada, the actual cost of airfare from Castlegar, Grand Forks or Kelowna to destination and return supported by an airline ticket receipt.
- If travel is into the United States, the actual cost of airfare from Spokane, WA to destination and return supported by an airline ticket receipt.

Car Rental: Actual cost inclusive of insurance coverage and drop-off charges supported by receipt.

Ferry Fare: - Actual cost inclusive of vehicle or walk on charge supported by receipt.

Accommodations:

- Actual costs supported by hotel/motel receipt and tips and gratuities.
- If travelling on City business to destinations outside the greater Grand Forks area and such destination can be achieved within a return travel time of eight hours during daylight or less, no overnight accommodation will be paid by the City unless circumstances such as unsafe weather arises.
- Actual cost of business internet, telephone and telefax charges supported by receipts.

Taxi/Airport Limo Fare:- Actual costs supported by receipts.

Workshop, Seminar or Convention Registration/Course/Training Materials Fees:
Actual costs supported by receipts.

Meals and Incidentals per diem rate:

- An allowance of \$80.00 per day outside of City boundary without a receipt.
- If meals are included in the registration, convention, seminar or workshop, an allowance of \$50.00 per day may be claimed.
- Meals and incidentals not involving overnight stays outside of the municipal boundaries must be claimed on actual basis when a member of Council or City Employee is performing duties for the City.

Telephone/Telefax: Actual costs supported by receipt.

Membership Fees/Dues: Actual costs in approved and direct work-related organizations.

Parking Fees: Actual costs supported by receipts.

Homestay: An allowance of \$30.00 per night in lieu of hotel accommodation.

Travel Insurance: Actual costs supported by receipts.

Attendance at Conventions, Courses, Etc.:

- The Chief Administrative Officer will approve the reimbursement of expenses incurred by the Mayor & Councillors (subject to approved policy and resolutions of Council).
- Department Head(s), CAO or CFO will approve Staff attending conventions, courses or other approved municipal business for the dates of the activity inclusive of travel days.
- Reimbursement for expenses incurred in attending pre-convention and post-convention seminars and courses must be approved by the Department Head, Chief Administrative Officer or Acting Person therein, prior to departure.

Other Reimbursements:

- Actual costs of meals and incidentals incurred in entertaining visitors, guests, members of Council, committees, members of other community agencies, groups and individuals on authorized municipal business within and outside of the City boundary supported by receipts.
- All reimbursements for expenses shall be on an approved form. Claims for reimbursement of expenses shall be filed by those individuals claiming the expenses within 5 working days of return from the approved trip, course, training, convention and other municipal business.

Spousal/Partner Expenses:

- May be paid by the City if it is beneficial for the interests of the City, such as at official functions of Governor General, Prime Minister, the Premier, Lt Governor General and entertainment of official foreign visitors and ministerial delegations.
- May be paid in relation to Banquet/Reception meals, if in attendance.
- Expenses relating to "Partner Programs", flights or other separate

transportation costs and other incidentals that are not shared with a member of Council or City employee (eg shared accommodations, shared automotive travel would not count), shall be paid by the member of Council or employee.

Approval:

- All claims for reimbursement of expenses must be signed by the claimant and counter-signed by either the Chief Administrative Officer, Chief Financial Officer or the Corporate Officer.

CITY OF GRAND FORKS	
POLICY TITLE: Travel Expense Allowance	POLICY NO: <u>112112-A1</u>
EFFECTIVE DATE: March 6th, 2012 <u>September 14, 2015</u>	SUPERSEDES: February 6, 2006 <u>MARCH 6TH, 2012</u>
APPROVAL: Council	PAGE: 1 of 4

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POLICY:

The Chief Financial Officer (CFO) or the Chief Administrative Officer (CAO) on budget approval for such purposes, may reimburse expenditures as listed below and incurred by an officer, an employee, a Council member and other authorized individuals and persons while representing the municipality, engaging in municipal business, attending meetings, courses, conventions, seminars and training in work related matters.

PURPOSE:

To reimburse all costs allowable travel expenses associated with City business and ensure expenditures are accountable, cost effective and practicable by the most cost-effective means.

PROCEDURE:

1. All travel must be authorized prior to departure using the standard City travel form authorization. The CAO will approve Mayor and Council expense claims. CAO or Manager will pre-approve staff attendance and days of travel.
Any attendance at pre-convention and post-convention seminars and courses must be approved prior to departure.
2. All travel reservations for mode of travel, car rental, event attendance and accommodation should be made by City staff who should obtain most economical rates. City staff should use City credit cards.
3. All allowable travel expenses other than meals and per diem related costs may be paid with City credit cards by card holders.
4. Original expense receipts and documentation on reason for travel such as meetings, conference, training, etc. should be attached to travel claim. All expense receipts should indicate event, person for and date.
5. Travel claim to be completed within 5 working days after travel and submitted on the standard City travel expense form.
6. Where costs are not specified in this policy or in another policy for reimbursement, prior approval from the City Chief Administrative Officer must be sought before an expense is incurred.

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7. Travel advances of City representative's meal and incidental allowances may be applied for when travel is for 5 or more working days. Travel advances may be permitted as authorized by the CAO.
8. Spousal travel costs will be paid by the City representative unless specifically authorized otherwise by the Chief Administrative Office.

All claims for reimbursement of expenses must be signed by the claimant, CFO and Manager or CAO who has responsibility for the budget where the expenditures will be charged.

9.

Use of City Vehicle: TRAVEL BY VEHICLE

- If available for use, using a City owned vehicle for City business should be the first consideration, unless an alternative mode is more cost effective, priority mode to minimize costs. Fleet should be booked as soon as travel approved.
- Actual expenses incurred supported by receipts will be reimbursed. No mileage claim is allowed for City owned vehicles.
- When City owned vehicle is not available and personal vehicle has to be used then reasonable expenses upon proof of payment will be reimbursed including actual mileage.
- If personal vehicle is preferred vehicle of choice then mileage allowance must be approved by CAO prior to travel. Otherwise only actual expenses such as fuel, ferry, parking supported by receipts will be reimbursed.
- Mileage reimbursement will be at the rate approved by CRA allowance.
- Extraordinary mileage may be claimed separately for the exact number of kilometres travelled, provided by an acceptable explanation or at the discretion of the CFO or CAO or acting person therein.

All receipts submitted with respect to fuel and maintenance (should any emergency arise, eg. flat tire or other necessary mechanical) while operating a City vehicle, will be reimbursed to the payee.

ACCIDENT DEDUCTIBLE REIMBURSEMENT

- Where City staff's personal vehicle is involved in an accident outside the Municipal boundaries, while performing the duties of the City and provided the member is not at fault and had sufficient business insurance coverage, the City shall reimburse the amount of the deductible the member is required to pay.

Use of Individual or other vehicle than those owned by the City, if a City vehicle is not available:

- Mileage will be reimbursed at the rate approved in the Income Tax Act unless it is more cost effective to commercially fly.
- Vehicle mileage to reach and return from a flight destination will be reimbursed at the rate approved in the Income Tax Act.

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- Mileage to be calculated as the maximum mileage specified as the shortest route over assigned highways.
- Extraordinary mileage may be claimed separately for the exact number of kilometres travelled, provided by an acceptable explanation or at the discretion of the CFO or CAO or acting person therein.

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~~Use of Individual or other vehicle than those owned by the City if a City vehicle is available:~~

~~Those choosing to utilize their own means of automotive transportation when the City has an available vehicle, (provided it is not more cost effective to commercially fly) will be reimbursed for fuel only by submission of gas receipts for that period of travel.~~

~~An exception would apply, if a group travelling, numbers more than to practically fit into available City vehicle(s), then reimbursement for mileage at the approved rate in the Income Tax Act would apply to those individual(s) not travelling via a City owned vehicle.~~

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TRAVEL BY AIRFARE

Airfare:

~~City staff should book air travel. Lowest possibly economy fare should be booked.~~

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~~Payment of actual costs of domestic economy airfare rates or actual costs of international economy airfare rates.~~

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~~Within Canada, the actual cost of airfare from Castlegar, Grand Forks or Kelowna to destination and return supported by an airline ticket receipt.~~

~~If travel is into the United States, the actual cost of airfare from Spokane, WA to destination and return supported by an airline ticket receipt.~~

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Car Rental: CAR RENTAL

~~Car rental to travel to destination may be an economical mode of travel. A car rental quote should be obtained by City staff to ensure cost effective.~~

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~~Car rental at the destination may be appropriate when a cost savings can be justified such as travelling in a group of 3 or more City representatives and requiring numerous taxi rides each day.~~

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~~Actual cost inclusive of insurance coverage and drop-off charges supported by receipt.~~

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Ferry Fare: FERRY, BUS, TRAIN, SHUTTLE, AIRPORT LIMO, TAXI FARES

~~Actual cost inclusive of vehicle or walk on charge supported by receipt.~~

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Accommodations: ACCOMMODATION

~~Actual hotel room cost for single accommodation costs supported by hotel/motel receipt and tips and gratuities. Hotel expenses such as in room movies, mini bar are not allowed.~~

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~~City staff to make reservations and to obtain government rate or special event rate where applicable. When a spouse accompanies an employee on a trip only the single rate will be allowable.~~

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~~Alternate accommodation allowance of \$40.00 per night in lieu of hotel will~~

be allowed without submission of receipts.

- If travelling on City business to destinations outside the greater Grand Forks area and such destination can be achieved within a return travel time of eight hours during daylight or less, no overnight accommodation will be paid by the City unless circumstances such as unsafe weather arises.
- Actual cost of business internet, telephone and telefax charges supported by receipts.

Taxi/Airport Limo Fare: Actual costs supported by receipts.

WORKSHOPorkshop, SEMINAR OR CONVENTIONeminar or Convention
REGISTRATIONegistration/COURSEourse/TRAININGraining MATERIALS/aterials
FEESees: Actual costs supported by receipts.

Meals and Incidentals per diem rate: MEALS:

<u>DAILY MEAL</u>	<u>WITHIN MUNICIPAL BOUNDARY</u>	<u>OUTSIDE MUNICIPAL BOUNDARY</u>	<u>VANCOUVER- 100 KM RADIUS & INTERNATIONAL</u>
<u>Breakfast</u>	<u>\$15.</u>	<u>\$15.</u>	<u>\$20</u>
<u>Lunch</u>	<u>\$20</u>	<u>\$25</u>	<u>\$30</u>
<u>Dinner</u>	<u>\$30</u>	<u>\$35</u>	<u>\$40</u>

-Meal allowance in lieu of actual costs is provided while on travel status requiring overnight stay.

-The per diem allowance for the day of departure and day of return will be calculated on a pro rate basis with one half the per diem payable for any portion of the day prior to 12:00 non and one -half of the per diem payable for any portion of the day after 12:00 noon.

-Travel of less than one day by City representative can claim actual costs of expenses supported by receipts. Reimbursed expense must not exceed meal allowance amount.

-Meal rate will be reduced when a meal is provided at the function attending.

-International meals will be the foreign currency equivalent to allowance.

DAILY INCIDENTAL ALLOWANCE:

- A per diem allowance of \$15.00 for reimbursement for incidental expenses such as dry cleaning, gratuities, etc will be paid for each full day of travel status

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~~— An allowance of \$80.00 per day outside of City boundary without a receipt.~~
~~— If meals are included in the registration, convention, seminar or workshop, an allowance of \$50.00 per day may be claimed.~~
~~— Meals and incidentals not involving overnight stays outside of the municipal boundaries must be claimed on actual basis when a member of Council or City Employee is performing duties for the City.~~

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Telephone/Telefax TELEPHONE/FAX:

- Actual costs supported by receipt.

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Membership Fees/Dues MEMBERSHIP FEES/DUES:

- Actual costs in approved and direct work-related organizations.

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Parking Fees: PARKING FEES

- Actual costs supported by receipts.

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Homestay: An allowance of \$30.00 per night in lieu of hotel accommodation.

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Travel Insurance: TRAVEL INSURANCE

- Actual costs supported by receipts.

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Attendance at Conventions, Courses, Etc.:

- ~~— The Chief Administrative Officer will approve the reimbursement of expenses incurred by the Mayor & Councillors (subject to approved policy and resolutions of Council).~~
- ~~— Department Head(s), CAO or CFO will approve Staff attending conventions, courses or other approved municipal business for the dates of the activity inclusive of travel days.~~
- ~~— Reimbursement for expenses incurred in attending pre-convention and post-convention seminars and courses must be approved by the Department Head, Chief Administrative Officer or Acting Person therein, prior to departure.~~

Other Reimbursements: OTHER REIMBURSEMENTS

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- ~~— Actual costs of meals and incidentals incurred in Entertaining visitors, guests, members of Council, committees, members of other community agencies, groups and individuals on authorized municipal business within and outside of the City boundary supported by receipts.~~
- Actual costs for extra meals supported by receipts. Names of persons entertained and company name, City business must be indicated on receipts.
- ~~— All reimbursements for expenses shall be on an approved form. Claims for reimbursement of expenses shall be filed by those individuals claiming the~~

~~expenses within 5 working days of return from the approved trip, course, training, convention and other municipal business.~~

INELIGIBLE EXPENSES FOR REIMBURSEMENT:

- -Vehicle infractions
- -Alcoholic beverages
- -Parking tickets, fines, towing charges
- -Vehicle damages
- -Mini bar charges, in-room movies or personal services
- C-costs for spouse/partner programs unless approved as allowable
- R-recreation and social activities not included in registration fee

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SPOUSAL/PARTNER EXPENSES~~Spousal/Partner Expenses:~~

- Spousal expense May be paid by the City if it is beneficial for the interests of the City, such as at official functions of Governor General, Prime Minister, the Premier, Lt Governor General and entertainment of official foreign visitors and ministerial delegations.
- Spousal expenses May be paid in relation to Banquet/Reception meals, if in attendance.
- Other expenses of the spouse shall not be reimbursed by the City and are the costs of the City representative.
- ~~Expenses relating to "Partner Programs", flights or other separate transportation costs and other incidentals that are not shared with a member of Council or City employee (eg shared accommodations, shared automotive travel would not count), shall be paid by the member of Council or employee.~~

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Approval:

- ~~All claims for reimbursement of expenses must be signed by the claimant and counter-signed by either the Chief Administrative Officer, Chief Financial Officer or the Corporate Officer.~~

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CITY OF GRAND FORKS

POLICY TITLE: Travel Expense Allowance

POLICY NO: 112-A1

EFFECTIVE DATE: September 14, 2015

SUPERSEDES: MARCH 6TH, 2012

APPROVAL: Council

PAGE: 1 of 4

POLICY:

The Chief Financial Officer (CFO) or the Chief Administrative Officer (CAO) on budget approval for such purposes, may reimburse expenditures as listed below and incurred by an officer, an employee, a Council member and other authorized individuals and persons while representing the municipality, engaging in municipal business, attending meetings, courses, conventions, seminars and training in work related matters.

PURPOSE:

To reimburse allowable travel expenses associated with City business and ensure expenditures are accountable, cost effective and practicable.

PROCEDURE

1. All travel must be authorized prior to departure using the standard City travel form authorization. The CAO will approve Mayor and Council expense claims. CAO or Manager will pre-approve staff attendance and days of travel.
Any attendance at pre-convention and post-convention seminars and courses must be approved prior to departure.
2. All travel reservations for mode of travel, car rental, event attendance and accommodation should be made by City staff who should obtain most economical rates. City staff should use City credit cards.
3. All allowable travel expenses other than per diem costs may be paid with City credit cards by card holders.
4. Original expense receipts and documentation on reason for travel such as meetings, conference, training, etc. should be attached to travel claim. All expense receipts should indicate event, person for and date.
5. Travel claim to be completed within 5 working days after travel and submitted on the standard City travel expense form.
6. Where costs are not specified in this policy or in another policy for reimbursement, prior approval from the City Chief Administrative Officer must be sought before an expense is incurred.
7. Travel advances of City representative's meal and incidental allowances may be applied for when travel is for 5 or more working days. Travel advances may be permitted as authorized by the CAO.
8. Spousal travel costs will be paid by the City representative unless specifically authorized otherwise by the Chief Administrative Office.

9. All claims for reimbursement of expenses must be signed by the claimant, CFO and Manager or CAO who has responsibility for the budget where the expenditures will be charged.

TRAVEL BY VEHICLE- If available for use, using a City owned vehicle for City business should be the first priority mode to minimize costs. Fleet should be booked as soon as travel approved.

- Actual expenses incurred supported by receipts will be reimbursed. No mileage claim is allowed for City owned vehicles.
- When City owned vehicle is not available and personal vehicle has to be used then reasonable expenses upon proof of payment will be reimbursed including actual mileage.
- If personal vehicle is preferred vehicle of choice then mileage allowance must be approved by CAO prior to travel. Otherwise only actual expenses such as fuel, ferry, parking supported by receipts will be reimbursed.
- Mileage reimbursement will be at the rate approved by CRA allowance.
- Extraordinary mileage may be claimed separately for the exact number of kilometres travelled, provided by an acceptable explanation or at the discretion of the CFO or CAO or acting person therein.

ACCIDENT DEDUCTIBLE REIMBURSEMENT

- Where City staff's personal vehicle is involved in an accident outside the Municipal boundaries, while performing the duties of the City and provided the member is not at fault and had sufficient business insurance coverage, the City shall reimburse the amount of the deductible the member is required to pay.

TRAVEL BY AIRFARE

- City staff should book air travel. Lowest possibly economy fare should be booked.
- Payment of actual costs of domestic economy airfare rates or actual costs of international economy airfare rates.

CAR RENTAL

- Car rental to travel to destination may be an economical mode of travel. A car rental quote should be obtained by City staff to ensure cost effective.
- Car rental at the destination may be appropriate when a cost savings can be justified such as travelling in a group of 3 or more City representatives and requiring numerous taxi rides each day.

FERRY, BUS, TRAIN, SHUTTLE, AIRPORT LIMO, TAXI FARES

- Actual cost supported by receipt.

ACCOMMODATION

- Actual hotel room cost for single accommodation supported by hotel/motel receipt and tips and gratuities. Hotel expenses such as in room movies, mini bar are not allowed.
 - o City staff to make reservations and to obtain government rate or

special event rate where applicable. When a spouse accompanies an employee on a trip only the single rate will be allowable.

- Alternate accommodation allowance of \$40.00 per night in lieu of hotel will be allowed without submission of receipts.
- If travelling on City business to destinations outside the greater Grand Forks area and such destination can be achieved within a return travel time of eight hours during daylight or less, no overnight accommodation will be paid by the City unless circumstances such as unsafe weather arises.
- Actual cost of business internet, telephone and telefax charges supported by receipts.

WORKSHOP, SEMINAR OR CONVENTION REGISTRATION/COURSE/TRAINING MATERIALS/FEES Actual costs supported by receipts.

MEALS:

<u>DAILY MEAL</u>	WITHIN MUNICIPAL BOUNDARY	OUTSIDE MUNICIPAL BOUNDARY	VANCOUVER- 100 KM RADIUS & INTERNATIONAL
Breakfast	\$15	\$15	\$20
Lunch	\$20	\$25	\$30
Dinner	\$30	\$35	\$40

-Meal allowance in lieu of actual costs is provided while on travel status requiring overnight stay.

-The per diem allowance for the day of departure and day of return will be calculated on a pro rate basis with one half the per diem payable for any portion of the day prior to 12:00 noon and one –half of the per diem payable for any portion of the day after 12:00 noon.

-Travel of less than one day by City representative can claim actual costs of expenses supported by receipts. Reimbursed expense must not exceed meal allowance amount.

-Meal rate will be reduced when a meal is provided at the function attending.

-International meals will be the foreign currency equivalent to allowance.

DAILY INCIDENTAL ALLOWANCE:

- A per diem allowance of \$15.00 for reimbursement for incidental expenses such as dry cleaning, gratuities, etc will be paid for each full day of travel status

TELEPHONE/FAX

- Actual costs supported by receipt.

MEMBERSHIP FEES/DUES

Actual costs in approved and direct work-related organizations.

PARKING FEES

- Actual costs supported by receipts.

TRAVEL INSURANCE

- Actual costs supported by receipts.

OTHER REIMBURSEMENTS

- Entertaining visitors, guests, members of Council, committees, members of other community agencies, groups and individuals on authorized municipal business within and outside of the City boundary supported by receipts. Actual costs for extra meals supported by receipts. Names of persons entertained and company name, City business must be indicated on receipts.

INELIGIBLE EXPENSES FOR REIMBURSEMENT:

- Vehicle infractions
- Alcoholic beverages
- Parking tickets, fines, towing charges
- Vehicle damages
- Mini bar chargers, in-room movies or personal services
- Costs for spouse/partner programs unless approved as allowable
- Recreation and social activities not included in registration fee

SPOUSAL/PARTNER EXPENSES

- Spousal expense may be paid by the City if it is beneficial for the interests of the City, such as at official functions of Governor General, Prime Minister, the Premier, Lt Governor General and entertainment of official foreign visitors and ministerial delegations.
- Spousal expenses may be paid in relation to Banquet/Reception meals

Other expenses of the spouse shall not be reimbursed by the City and are the costs of the City representative.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



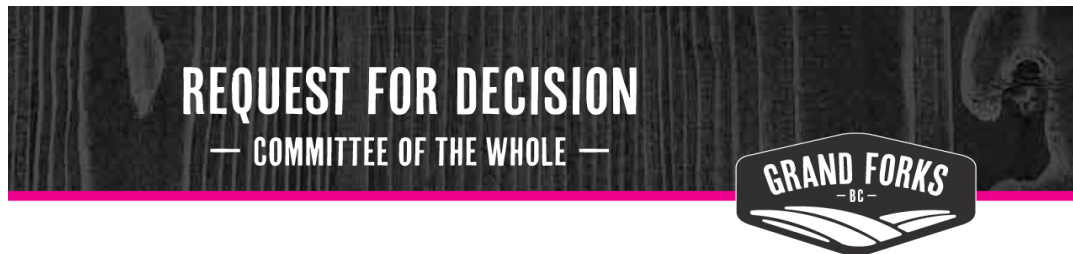
To: Committee of the Whole
From: Manager of Operations
Date: August 17, 2015
Subject: Grand Forks Dog Park update
Recommendation: **RESOLVED THAT the Committee of the Whole recommends to Council to select the level of support for the Dog park group from the City**
Further that COTW recommends that Council approves amending the 2015 Financial Plan from Surplus to include the construction

BACKGROUND:

In 2010, City Council established a Dog Park at the South Side of the City Cemetery along 18th Street. The park was created with a single large dog play area and a small entrance area.

The Dog Park Association would like to pursue a list of updates to make the park more safe and user friendly. The list is in priority sequence.

1. Split the large dog play area into 2 smaller ones and install a separate entrance gate within the small entrance area. – This will allow for additional usage of the park as the separate area would be used to separate dogs that need to adjust to the others as well as allow for smaller dogs to have a play area away from the bigger ones.
2. Extend one of the play areas by 10-20 feet to the north (cemetery) – This will make one play area bigger again for the larger dogs to have the same space as before the division.
3. Create a shelter and memorial section – This will allow for a covered area for all seasons for patrons of the park. The memorial piece would provide the dog park a way to raise funds to maintain the asset.
4. A small set of stairs or other improvement for the parking area – Currently this is a safety issue as the ground is slippery.
5. Porta-Potty – Sanitary restroom for dog park users.
6. Guest book box – Sign in for local and out of town dog park users.



In the event that there is a discovery of human remains that are not identified on our city mapping the project will cease and a report will be presented Council.

Benefits or Impacts of the Recommendation:

General: The dog park association would like to update the dog park in stages as after being in use for 5 years some upgrades could improve the usability of the space

Strategic Impact:

Financial: These updates were not planned for in the City of Grand Forks 2015 budget and would require a financial plan amendment. Other local user groups have funds and/or in kind labour donations that may be used.

1. (#1 & #2 in the background section) \$2000 in fence and other materials, 32 hours of labour which would be taken from regular maintenance of our assets. 32 hours x approximately \$50 including which is \$1600
2. (#2 in the background section) Area needs to be tested for previous cemetery use, 2 hours of labour \$50 hr = \$100
3. (#3 in the background section) Dog Park Association has funds and in kind labour donations for most of this, City Staff will need to be involved for footings of structure (8 hours) \$50 hr x 8 = \$400
4. (#4 in the background section) Dog Park Association has funds and in kind labour donations
5. (#5 in the background section) Porto-Potty rental - \$2000 year around

Policy/Legislation: LOU#29 between City and CUPE in place to allow the Dog Park Association user group to perform the work for items 3 and 4

Attachments: Dog Park Update.pdf (Drawing)

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



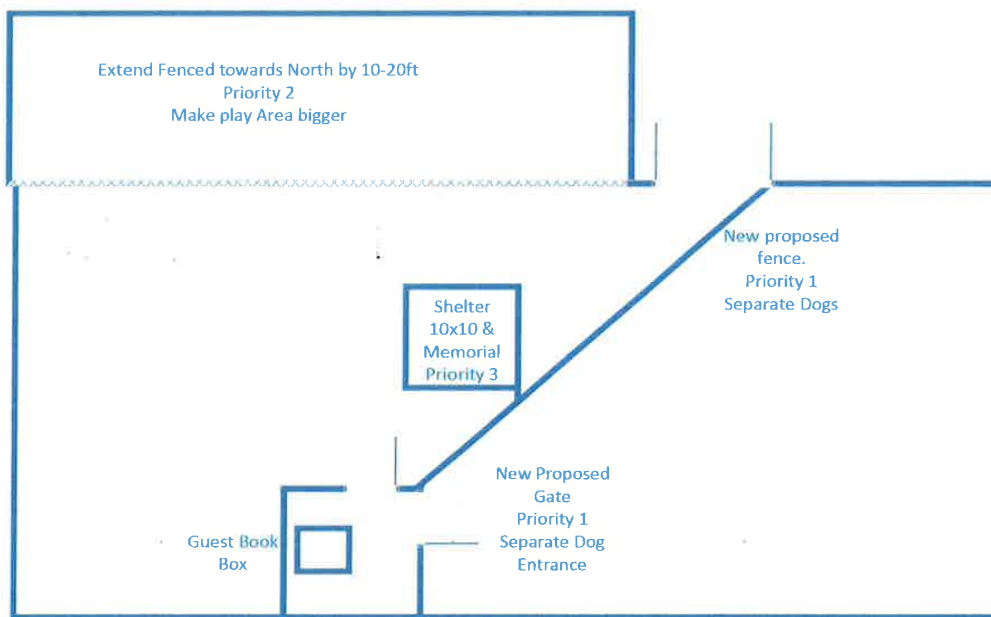
Recommendation:

RESOLVED THAT the Committee of the Whole recommends to Council to select the level of support for the Dog park group from the City

Further that COTW recommends that Council approves amending the 2015 Financial Plan from Surplus to include the construction

OPTIONS:

- 1. COTW COULD CHOOSE, ANY OR ALL, UPDATES FOR CITY STAFF TO PURSUE AND TIMELINES.**
- 2. COTW COULD CHOOSE TO NOT SUPPORT CITY STAFF WORKING ON DOG PARK UPDATE IN 2015.**
- 3. COTW COULD CHOOSE SUPPORT CITY STAFF WORKING ON DOG PARK UPDATE ONLY FOR ITEM 3**
- 4. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.**



Stairs to Parking
Lot



Port-a-potty
By parking lot

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Operations
Date: August 17, 2015
Subject: EV Charging Station
Recommendation: **RESOLVED THAT the Committee of the Whole recommends to Council to proceed with the EV Charging stations project in the downtown area of Grand Forks.**
Further that COTW recommends that Council approves amending the 2015 Financial Plan from Surplus to include the installation costs of \$5000

BACKGROUND:

The City was approached by travelers regarding Electrical Vehicle (EV) charging options in this area.

Electric Vehicles can travel about 2.5 to 3 hours without the need for recharging. They have a smaller carbon footprint for fuel/energy as gasoline powered vehicles do.

www.plugshare.com currently lists Osoyoos to the West, Rossland and Castlegar to the East and Kettle Falls to the South as the closest publicly accessible charging stations.

Sun Country Highway Destination Program is offering up to 3 free charging stations currently (valued at up to \$7000). They are working with TOTA and Destination Osoyoos on improving the Highway 3 & 97 routes for EV traffic. Their preferred location for additional EV chargers is currently Grand Forks as Grand Forks is situated in the most opportune location.

On average a charge takes about 30min to 1hour for a fast charge and up to 8hrs to fully recharge, mostly done overnight. The electrical cost per charge would be about \$3 to \$7 depending on vehicle and battery size.

Benefits or Impacts of the Recommendation:

General: EV charging promotes a sustainable community and a positive environmental attitude. Additional visitors will be enticed to stop in Grand Forks to charge their vehicles in the downtown core.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



- Strategic Impact:** Establish Grand Forks as the primary destination in the Boundary for EV owners. Local establishments will also benefit by visitors shopping or enjoying a meal while waiting for their vehicle to charge
- Financial:** These updates were not planned for in the City of Grand Forks 2015. The meters will be added to the Asset Management program. Usage will be monitored to start. Pay per use modules can be installed to help fund replacements in the future when usage increases.
- Policy/Legislation:** Once approved other departments and organizations need to be contacted to establish a proper location for the EV chargers.
- Attachments:** Highway 3 & 97 – High level overview

-
- Recommendation:** **RESOLVED THAT the Committee of the Whole recommends to Council to proceed with the EV Charging stations project in the downtown area of Grand Forks.**
- Further that COTW recommends that Council approves amending the 2015 Financial Plan from Surplus to include the installation costs of \$5000**
-

- 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.



Introduction to BC Highway 3 & 97 EV Infrastructure Project

I'm working with Linda Larson, MLA for Boundary-Similkameen, Kim Maynard, Councilor with the Town of Princeton, Black Hills Wines, Burrowing Owl Wines, Cassini Wines, and The Plug-In Center of North Central Washington on a very cool project that will expand western Canada's Electric Vehicle highway infrastructure into Washington State. The purpose of this project is to attract American electric vehicle owners to western Canada.

Using international Highway 97 as the artery, I'm working with Jack Anderson, President of The Plug-In Center of North Central Washington, and Kim Maynard, Council and Deputy Mayor, Princeton, BC. This group will provide the means to connect southern BC and Alberta to the Cascadia corridor. This includes the region from Weed California to Jasper National Park and from Hope BC to Medicine Hat Alberta.

By including California, the scope of this project makes this corridor very attractive to the more than 7,000 Tesla owners up and down the Pacific Coast Region. This group of owners has been targeted as they have the range to take full advantage of this highway - not to mention the means to enjoy touring and taking part in all the activities available at world-class facilities such as the Canadian Rockies and the Okanagan Valley.

Part of Sun Country Highway's Mission Statement addresses this very issue; that is, to assist regional economic, socio and environmental sustainability. EV owners and associations have told us that this new mode of transportation (electric vehicles) will boost all stakeholders' profile. The installation of EV infrastructure will drive new business to destinations throughout the Rockies.

This project will connect Interstate 5, US97 and US20 to the Trans-Canada Highway and BC97, two, very popular north-south routes that cross the Can-Am border, for electric vehicle drivers. At the end of the day, US golfers, wine aficionados and Eco Tourists will be able to tour BC's spectacular scenic regions, and vice versa.

Sun Country Highway brings logistics and implementation experience to assist you in your decision to become involved in this project that will:

1. show the world that destination resorts are world-class leader in green transportation initiatives,
2. connect Alberta, BC, Washington, Oregon and California together via a high profile touring highway, equipped with EV infrastructure, and
3. continue the momentum created by Sun Country Highway as we provide North Americans with public access to EV infrastructure.

Greening the World's Highways



SUN COUNTRY
H I G H W A Y

About Sun Country Highway Ltd.

Sun Country Highway is a wholly Canadian owned company focused on creating Canada's electric vehicle infrastructure. Its aim is to promote the adoption of clean energy transportation by greening Canada's Highways.

Founded in 2012, Sun Country Highway is a Canadian electric vehicle infrastructure and electric truck distribution and sales company based in Saskatoon Saskatchewan. The Mission: "To create the most 'earth-friendly' country in the world. Our aim is to empower Canadians to make choices that promote economic and environmental sustainability; we want to help green Canada's highways by fostering a culture shift toward greener living," and drive "the Movement" to provide every community across Canada the opportunity to install electric vehicle infrastructure for use by all stakeholders.

For more information, please contact:

Rob MacGregor

Western Regional Director

Sun Country Highway

rob@suncountryhighway.ca

604.999.3055

Greening the World's Highways

MONTHLY HIGHLIGHT REPORTS



DATE : August 4, 2015
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS: For the Month of July, 2015

❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ Working on a Unsightly Property on 68th Avenue
- ❖ No new deer feeding complaints
- ❖ Working on long term camping issues at the City Park Campgrounds
- ❖ Evening tours for stage 2 watering infractions
- ❖ 62 Watering notices have been hand delivered to July 31, 2015

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
 - ❖ 3 New permits this month
 - 1 Accessory Buildings
 - 1 Sundeck Renovations
 - 1 Institutional Renovation
-

MONTHLY HIGHLIGHT REPORTS



DATE : August 17, 2015
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS : For the Month of July, 2015

- ❖ Working through insurance claims, lawsuit
 - ❖ Meetings with taxpayers
 - ❖ Set-up e-transfers for City payments
 - ❖ Posted to refill Casual Pool for front desk (Admin Asst 1)
 - ❖ Attended meetings for Cannafest, Spray Park, grant announcements
 - ❖ Began initial preparation for 2016-2020 Financial Plan process
-

MONTHLY HIGHLIGHT REPORTS



DATE: August 17th, 2015
TO: Committee of the Whole
FROM: Corporate & Legislative Services
HIGHLIGHTS: For the Month of July, 2015

- ❖ Prepared and facilitated Council Meetings for the month
- ❖ Dealt with the organization's Human Resources Requirements
- ❖ Provided support to community events
- ❖ Performed Acting Corporate Officer role for the later part of the month

MONTHLY HIGHLIGHT REPORTS



DATE: August 17, 2015
TO: Committee of the Whole
FROM: Manager of Development & Engineering
HIGHLIGHTS: For the Month of July, 2015

- ❖ Received 2 Development Enquiries
- ❖ Held 2 Meetings for the Rotary Spray Park project and proceeded with administration requirements
- ❖ Received confirmation of award for Canada 150 grant for replacement of Tot-Lot playground equipment – completed and submitted required paperwork
- ❖ Received confirmation of award for the BC Air Access Program grant
- ❖ Completed updates/revisions to Kiosk Maps and printed hard-copies for mounting
- ❖ Undertook GIS and Asset Management Software Training
- ❖ Transition Housing Project Steering Committee (THPSC) communications and review/revisions to consultant reports
- ❖ Completed contract administration and inspections/reporting on Highway #3 paving project
- ❖ Completed statutory requirements for 2 Development Variance Permits
- ❖ Consultation and review of Capital Projects for 2015-16

MONTHLY HIGHLIGHT REPORTS



DATE : August 6, 2015
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the Month of July, 2015

- ❖ Calls for July: 56 total: 31 Fire, 4 Rescue, 21 First Responder
Year-to-date: 338
- ❖ Training: Four members have completed their Class 3 drivers training; four more are scheduled for September.
- ❖ BC MFLNRO River Forecast Centre has the Kettle basin (includes both Grand Forks rivers) at drought level 4, along with most of Southwest and South Central BC.
- ❖ Temperatures in August are forecast to be 3-4 degrees above normal (30-year average); precipitation forecast to be 75-100% less than normal.
- ❖ Coordination with Wildfire Management Branch regarding fire risks in the Grand Forks valley.
- ❖ Volunteers continue work on the organization of Firebells & Fanfare antique fire apparatus parade and show & shine scheduled for August 14–16 weekend.

MONTHLY HIGHLIGHT REPORTS



DATE : August 17, 2015
TO : Committee of the Whole
FROM: Manager of Operations
HIGHLIGHTS : For the Month of July 2015

Roads/Parks/Facilities

- ❖ Event support : GFI completion, Soccer quest, GF slow pitch tournament preparation, Dennine's fundraiser, Music in the Park, Cricket in the park, Piranhas BBQ, preparation for Cannafest,
- ❖ Fencing and brick repairs
- ❖ Installation of Observation mountain bench with help from the Grand Forks flying association

Water/Sewer

- ❖ Restored power to contact chamber
- ❖ Operationally water restriction implementation to stage 2 shows significant reduction
- ❖ Had independent sewer operator review sewer system and had a positive system maintenance report
- ❖ Interior Health Authority water system inspection with a new inspector
- ❖ Safe Work procedures for safety program completed

MONTHLY HIGHLIGHT REPORTS



Electrical

- ❖ Recent meter exchange batch have been completed
- ❖ Pole replacement preparation
- ❖ Street light repairs
- ❖ Supporting other departments as required (events)

Capital

- ❖ RFQ posted for vehicle replacement
- ❖ RFQ posted for Library lighting
- ❖ RFP posted for PCB transformer removal
- ❖ RFP for headworks grinder closed
- ❖ RFP posted for fuel pump replacement

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: August 17, 2015
Subject: Community Works Reserve Fund establishment
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to Community Works Reserve Fund Establishment Bylaw 2020, 2015 at the September 14, 2015 regular meeting of Council.

BACKGROUND:

In 2014 the City signed a renewed agreement for the Community Work Fund (CWF) Agreement, also known as Gas Tax. In the prior agreement, there were many restrictions on the type of eligible capital projects. As a result, Public Sector Accounting Board (PSAB) required that the City record these funds as restricted revenues and not realize the funds as revenue until the corresponding expenses were recorded.

The new agreement expanded the Eligible Project Categories to include many capital projects that were not included in the first agreement. As most of the restrictions around types of eligible capital projects were lifted, PSAB now requires that the funds be recognized as revenue when received. The creation of a Reserve Fund will ensure the funds are tracked and expended in accordance with the Community Works Agreement that the City signed with the Federal Government and UBCM.

Benefits or Impacts of the Recommendation:

General: Provide efficient accounting of funds received, interest earned and capital projects expenditures as well as simplify annual reporting of fund activities.

Strategic Impact: Segregated funds will be clearly identified and directed to local priorities that fall within one of the Eligible Project categories pursuant to the Community Works Fund Agreement.

Policy/Legislation: Community Charter S. 188 and S. 189
Public Sector Accounting (PSA) Handbook
Community Works Fund Agreement

Attachments: DRAFT Bylaw 2020

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Recommendation:

RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to Community Works Reserve Fund Establishment Bylaw 2020, 2015 at the September 14, 2015 regular meeting of Council.

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. 2020

A Bylaw to Establish a Reserve Fund for Community Works Funds

=====

WHEREAS it is provided by Section 188 of the Community Charter that Council may establish a reserve fund for a specified purpose;

AND WHEREAS the Corporation of the City of Grand Forks is a signatory to the 2014-2024 Community Works Fund Agreement;

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

1. This Bylaw may be cited as, **"Community Works Reserve Fund Establishment Bylaw 2020, 2015"**
2. Net proceeds received from the Union of British Columbia Municipalities under the Community Works Fund Agreement and interest earned on the fund balance shall be placed to the credit of the "Community Works Reserve Fund".
3. Monies in the "Community Works Reserve Fund" will be solely used for the purposes allowed under the Community Works Fund Agreement.
4. The money set aside in this Reserve Fund shall be recorded separately and may be invested in the manner provided by the Community Charter until its use is required.

INTRODUCED this 17th day of August, 2015.

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

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

Read a **THIRD** time this ____ day of _____.

FINALLY ADOPTED this ____ day of _____.

Mayor Frank Konrad

Corporate Officer Diane Heinrich

C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2020,
cited as the "Community Works Reserve Fund Establishment Bylaw".

Clerk of the Municipal Council of the
City of Grand Forks