

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

**Monday, November 30th, 2015, at 7:00 pm
7217 - 4th Street, Council Chambers City Hall**

Presentation from Mayor Konrad to Mr. John Billwiller for his 35 years of Volunteer Fire Service.

Presentation from Mayor Konrad to Councillor Krog.

Presentation from Mayor Konrad to be announced at meeting.

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>CALL TO ORDER</u>		
2.	<u>ADOPTION OF AGENDA</u>		
	a) Adopt agenda	November 30th, 2015, Regular Meeting agenda	THAT Council adopt the November 30th, 2015, Regular Meeting agenda as presented.
3.	<u>MINUTES</u>		
	a) Adopt minutes Minutes - November 9th COTW Meeting Minutes	November 9th, 2015, Committee of the Whole Meeting minutes	THAT Council adopt the November 9th, 2015, Committee of the Whole Meeting minutes as presented.
	b) Adopt minutes Minutes - November 9th Regular Meeting Minutes	November 9th, 2015, Regular Meeting minutes	THAT Council adopt the November 9th, 2015, Regular Meeting minutes as presented.
4.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
5.	<u>UNFINISHED BUSINESS</u>		
6.	<u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL</u>		
	a) Corporate Officer's Report RFD - Proc. Bylaw-CAO - Rpts., Questions, & Inquiries from Council Councillor Ross's Report Councillor Thompson's Report Councillor Butler's Report Councillor Hammett's Report	Written reports of Council	THAT all written reports of Council be received.

7. **REPORT FROM COUNCIL'S
REPRESENTATIVE TO THE REGIONAL
DISTRICT OF KOOTENAY BOUNDARY**

- a) Corporate Officer's Report
[RFD - Proc. Bylaw-Council - RDKB
Council's Rep.](#)

Verbal report from Council's
representative to the
Regional District of Kootenay
Boundary

THAT Councillor Krog's report
on the activities of the
Regional District of Kootenay
Boundary, given verbally at
this meeting be received.

8. **RECOMMENDATIONS FROM STAFF FOR
DECISIONS**

- a) Chief Financial Officer
[RFD - CFO - 2016 Property Insurance
sole-sourcing](#)

2016 Property Insurance
Sole-Sourcing

THAT Council waive the
requirements of Purchasing
Policy 802-A1 and allow sole-
sourcing for 2016 property
insurance.

- b) Chief Financial Officer
[RFD - CFO - Business Licence write
off](#)

Write-off of uncollectible
Business Licences

THAT Council write-off
uncollectible business
licences for Boundary
Houseworks, Grand Forks
Monuments, Kettle Valley
Chiropractic, Pinky's, Qwikfire
Exhaust & Vent Cleaning,
World Within Workshops,
Rest Assured Respite Care,
Wizard of Pawz, Lalande
Contracting, and Misty Creek
Productions for the 2012,
2013, and 2014 licence
years.

- c) Manager of Development and
Engineering
[RFD - Mgr. of Dev. & Eng. - Lots 21 &
22 on 18th St. - Land Disposal](#)

To proceed with the
disposition of Lots 21 and 22,
Plan 67, Block 4, DL 533,
SDYD, PID #005-190-801
and PID #005-190-835

THAT Council direct staff to
proceed with the disposition
of Lots 21 and 22, Plan 67,
Block 4, DL 533, SDYD, PID
#005-190-801 and PID #005-
190-835 to Barry and Bree
Becker for the amount of
\$49,000 plus GST.

- d) Fire Chief/Manager of Emergency
Services
[RFD - Fire Chief - Sale of 1979 Chevy
Utility Fire Truck](#)

Sale of 1979 Chevy Utility
Fire Truck

THAT Council waive the
requirements of Asset
Disposal Policy 805 to allow
for the sale of the 1979
Chevy Utility Fire Truck.

- e) Manager of Operations
[RFD - Mgr. of Operations - Water
Conservation & Drought Response
Plan](#)

Water Conservation and
Drought Response Plan

THAT Council support the
Kettle River Watershed Water
Supply Working Group in
developing a collaborative
Water Conservation and
Drought Response Plan;
AND FURTHER that Council
agrees to participate in the
Water Supply Working Group
and directs staff to provide

assistance, information, and data, as appropriate, to support the initiative.

- f) Corporate Services
[RFD - Corp. Services - Strategic Plan 2015-2019](#)

City of Grand Forks Strategic Plan 2015-2019

THAT Council adopt the City of Grand Forks Strategic Plan 2015-2019.

- g) Corporate Services
[RFD - Corp. Services - Appts. of Acting Mayor for Council Year 2015-2016](#)

Appointments of Acting Mayor for Council Year 2015-2016

THAT Council designates members of Council to serve on a rotating basis as Acting Mayor during the year 2015-2016:
 Councillor Thompson - December 2015 and January 2016
 Councillor Ross - February 2016 and March 2016
 Councillor Krog - April 2016 and May 2016
 Councillor Hammett - June 2016 and July 2016
 Councillor Butler - August 2016 and September 2016
 Councillor _____ - October 2016 and November 2016.

- h) Corporate Services
[RFD - Corp. Services - 2016 Regular & COTW Meeting Schedule](#)

2016 Regular and COTW Meeting Schedule

THAT Council adopts the meeting dates as presented, provides notice to the public of the 2016 Regular Council Meeting Schedule and the schedule for Committee of the Whole Meetings, and further directs staff to publish the notice in the Gazette in accordance with the Community Charter.

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a) Ministry of Forests, Lands and Natural Resource Operations
[SOII - Letter from Minister Thomson re Urban Deer Mgmt.](#)

Letter from Minister Thomson regarding the Urban Deer Management

THAT Council receives for information the letter from Minister Thomson regarding the Urban Deer Management and circulates a copy of the letter to the Deer Committee.

- b) Mayor Konrad
[SOII - Letter from Mayor to Honourable Steve Thomson re Deer Advisory Committee](#)

Letter to the Honourable Steve Thomson, Ministry of Forests, Lands, and Natural Resource Operations regarding Provincial Urban Deer Advisory Committee

THAT Council receives the proposed letter with regard to their suggestion to use Provincial annual funding for deer culling tools for affected BC Communities for discussion purposes;

BE IT FURTHER RESOLVED
 Page 3 of 158

		<p>THAT staff be advised of changes, if any, to the correspondence and to send the letter to the Ministry of Forests, Lands, and Natural Resource Operations.</p>
c)	<p>Ministry of Community, Sport and Cultural Development and Minister Responsible for TransLink SOII - Letter from Minister Fassbender from UBCM Meeting</p>	<p>Letter from Minister Fassbender from the UBCM Meeting</p> <p>THAT Council receives for information the letter from Minister Fassbender from the UBCM Meeting.</p>
d)	<p>Regional District of Kootenay Boundary SOII - RDKB - Thank You Letter to G.F. Fire Dept.</p>	<p>Letter of thank you to the Grand Forks Fire Department for their experience, dedication, and sacrifice during the summer of fire</p> <p>THAT Council receives for information the letter of thank you to the Grand Forks Fire Department from the Regional District of Kootenay Boundary.</p>
e)	<p>Regional District of Kootenay Boundary SOII - Kettle River Watershed Mgmt. Plan Request to Consider Financial Support</p>	<p>Letter of request to consider support of the Kettle River Watershed Management Plan implementation</p> <p>THAT Council receives the request from the RDKB for "municipal councils to consider financial support of core implementation and/or project funding for Phase 3 of the Kettle River Watershed Management Plan, through the RDKB annual requisition" for discussion and decision; AND FURTHER THAT Council determines to forward the consideration of funding support to the 2016 Budget process.</p>
f)	<p>Graham Watt, CommonsPlace Consulting Ltd. SOII - CommonsPlace Consulting Ltd. - Funding Opportunity with TD Tree Canada for Urban Forest Inventory</p>	<p>Letter of request for Council to consider entering into a partnership with CommonsPlace Consulting Ltd. in order for them to obtain funding to support data acquisition and analysis for a Phase 1 inventory for an Urban Forest Management Plan</p> <p>THAT Council receives the request from Graham Watt, representative of CommonsPlace Consulting Ltd., for discussion and decision, in order for them to apply for funding for a Phase 1 inventory for an Urban Forest Management Plan through TD Tree Canada Green Streets Program.</p>
g)	<p>The AG Society - Grand Forks and Boundary Regional Agricultural Society SOII - AG Society - Thank You to City for Support and Contribution</p>	<p>Thank you letter to the City for their support and contribution to the development of the Learning Garden at the Aquatic Centre and continued support and involvement</p> <p>THAT Council receives for information the thank you letter from The AG Society to the City for their support and contribution to the development of the Learning Garden at the Aquatic Centre and continued support and involvement.</p>

- | | | | |
|----|--|---|--|
| h) | Cavan Gates, Community Coordinator, Christina Gateway Community Development Association
SOII - Community Dev. Assoc. re Municipal Reg. District Tax Applic. | Letter regarding Municipal Regional District tax application motion of support | THAT Council supports the Regional District of Kootenay Boundary's application to the Ministry of Finance for the 2% Municipal and Regional District Tax for the designated accommodation area that includes the majority of RDKB electoral areas C, D, and E, and the municipalities therein; AND THAT support from the City of Greenwood or the Village of Midway is not forthcoming, that Council nonetheless supports the MRDT for a modified designed accommodation area including RDKB Areas C and D, and the City of Grand Forks. |
| i) | Chief Financial Officer
Memo - CFO - City Hall Fire Update | City Hall fire update | THAT Council receives for information the City Hall fire update memo from the Chief Financial Officer. |
| j) | Deputy Corporate Officer/Communications
Memo - Deputy Corp. Officer - Letter of Support for BC Pain Society | Letter of support for BC Pain Society | THAT Council receives the request from Mr. Varabioff of the BC Pain Society, requesting a letter of support for the BC Pain Society and the Cannafest Event; AND FURTHER advises staff as to whether they wish to provide a letter of support. |
| k) | Grand Forks Community Christmas Dinner Coordinators
SOII - G.F. Community Christmas Dinner Contribution | Letter of support and request for contribution for the 34th Annual Community Christmas Dinner | THAT Council receives for information and contribute \$500 from the community services fund for the dinner. |

11. **BYLAWS**

- | | | | |
|----|--|--|---|
| a) | Manager of Operations
Bylaw - Mgr. of Operations - Fees and Charges Amendment Bylaw No. 1958-A1 | Fees and Charges Amendment Bylaw No. 1958-A1 | THAT Council give the final reading to the Fees and Charges Amendment Bylaw No. 1958-A1. |
| b) | Manager of Operations
Bylaw - Mgr. of Operations - Water Regulations Bylaw No. 1973-A1 | Water Regulations Bylaw No. 1973-A1 | THAT Council rescind the 3rd reading of Bylaw No. 1973-A1, AND BE IT FURTHER RESOLVED THAT COUNCIL direct staff to amend the bylaw to allow for the new timelines to complete the |

Universal Water Metering
Program by July 31, 2016,
and housekeeping items, as
presented.

12. **LATE ITEMS**
13. **QUESTIONS FROM THE PUBLIC AND THE
MEDIA**
14. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF GRAND FORKS

COMMITTEE OF THE WHOLE MEETING

Monday, November 9, 2015

NOT ADOPTED
SUBJECT TO CHANGE

PRESENT: MAYOR FRANK KONRAD
COUNCILLOR JULIA BUTLER
COUNCILLOR NEIL KROG
COUNCILLOR CHRISTINE THOMPSON
COUNCILLOR CHRIS HAMMETT (joined the COTW Mtg. at 9:03 am)

CHIEF ADMINISTRATIVE OFFICER	D. Allin
CORPORATE OFFICER	D. Heinrich
DEPUTY CORPORATE OFFICER/COMMUNICATIONS	S. Winton
CHIEF FINANCIAL OFFICER	R. Shepherd
MANAGER OF DEVELOPMENT AND ENGINEERING	S. Bird
MANAGER OF BUILDING AND BYLAW SERVICES	W. Kopan
MANAGER OF OPERATIONS	D. Reid
FIRE CHIEF	D. Heriot
CORPORATE ADMINISTRATIVE ASSISTANT	D. Popoff

GALLERY

ABSENT: COUNCILLOR ROSS

1. CALL TO ORDER

The Mayor called the meeting to order at 9:02 am.

CARRIED.

2. COMMITTEE OF THE WHOLE AGENDA

- a) Adopt agenda
November 9th, 2015, COTW

MOTION: THOMPSON

RESOLVED THAT the COTW amend the November 9th, 2015, COTW agenda to include under Late Items a presentation overview from Dave Smith regarding the Transitional Housing Project Steering Committee and amend the agenda to reverse the order of points 4 c) and 4 d).

CARRIED.

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- b) Reminder
In-Camera Meeting directly following COTW Meeting
-

NOT ADOPTED
SUBJECT TO CHANGE

3. **REGISTERED PETITIONS AND DELEGATIONS**

- a) Boundary Country Regional Chamber of Commerce
2016 Fee for Service requests to Council
- Alan Cooper, President gave an overview of the Boundary Country Regional Chamber of Commerce, its members, and its purpose
 - Kathy Wright, Executive Director gave an update of 2015 activities of the Chamber, priorities and goals with the City of Grand Forks

MOTION: KROG

RESOLVED THAT the COTW receives for information purposes from the Boundary Country Regional Chamber of Commerce and determines to forward the request to the 2016 Budgeting process.

CARRIED.

- b) Boundary Museum
2016 Fee for Service requests to Council

- Joe Mottishaw, President and Cher Wyers, Manager gave an overview of the Boundary Museum, its members, highlights, events, solar project, local mapping program for 2016, and planning

MOTION: THOMPSON

RESOLVED THAT the COTW receives for information purposes from the Boundary Museum and determines to forward the request to the 2016 Budgeting process.

CARRIED.

- c) Grand Forks Art Gallery
2016 Fee for Service requests to Council

- Steve Hollett, Co-Chair and Terry Woodruff, Chair of the Finance Committee gave an overview of the Grand Forks Art Gallery, its members, exhibits, collections, educational programs, Visitor Information Centre, and highlight events

Discussion:

- Councillor Thompson inquired as to the rental increases for the facilities of the Gallery
- Mr. Hollett explained that they have gone through the Strategic Planning exercise and are revisiting the increases

MOTION: THOMPSON

RESOLVED THAT the COTW receives for information purposes from the Grand Forks Art Gallery and determines to forward the request to the 2016 Budgeting process.

CARRIED.

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- d) Boundary & District Arts Council
2016 Fee for Service requests to Council

- Susan Hals, Treasurer gave an overview of the Boundary & District Arts Council, performances, events, and yearly scholarships to GFSS

Discussion:

- Councillor Hammett suggested to approach the Regional District for some funding
- Councillor Krog stated that the \$4,500 requested would be matched by the province
- Councillor Thompson inquired as to membership and funds

MOTION: KROG

RESOLVED THAT the COTW receives for information purposes from the Boundary & District Arts Council and determines to forward the request to the 2016 Budgeting process.

CARRIED.

-
- e) Selkirk College
To update the community leaders on the enrollment numbers, financial impact, and current strategic goals

- Angus Graeme, President and Tiffany Snauwaert, Chair of Education Council gave an update and overview of Selkirk College, communities operating in, students, employees, job opportunities, and programs

Discussion:

- Councillor Butler inquired how the City of Grand Forks can better work with or support Selkirk College
- Angus Graeme replied community service providers, special education, facilitate dialogue, local government meeting our objectives and local support, bandwidth, and connectivity
- Councillor Hammett inquired as to Telus and fibre optics
- types of products developing for seniors and response from seniors
- Councillor Thompson inquired as to enrollment and registration

MOTION: THOMPSON

RESOLVED THAT the COTW receives the presentation from Angus Graeme and Tiffany Snauwaert of Selkirk College.

CARRIED.

4. **PRESENTATIONS FROM STAFF**

- a) Chief Financial Officer
2016 Property Insurance Sole-Sourcing

NOT ADOPTED
SUBJECT TO CHANGE

MOTION: THOMPSON

RESOLVED THAT the COTW recommends to Council to waive the requirements of Purchasing Policy 802-A1 and allow sole-sourcing for 2016 property insurance at the November 30th, 2015, Regular Meeting of Council.

CARRIED.

-
- b) Chief Financial Officer
Write-off of uncollectible Business Licences

Discussion:

- Chief Financial Officer will look into the licence for Kettle Valley Chiropractic prior to the November 30th Regular Meeting as Councillor Krog believes that this business is still in operation

MOTION: THOMPSON

RESOLVED THAT the COTW recommends to Council to write-off uncollectible business licences for Boundary Houseworks, Grand Forks Monuments, Kettle Valley Chiropractic, Pinky's, Qwikfire Exhaust & Vent Cleaning, World Within Workshops, Rest Assured Respite Care, Wizard of Pawz, Lalande Contracting, and Misty Creek Productions for the 2012, 2013, and 2014 licence years at the November 30 Regular Meeting of Council.

CARRIED.

-
- c) Chief Administrative Officer
City of Grand Forks Strategic Plan 2015-2019

Discussion:

- Councillor Butler would like to see, in the future, Council more involved in forming the actual document of the Plan, feels it's important for the community to stay involved and connected with what Council is doing and understand

- setting of regular meetings

- not selling of natural assets clarity and definition of natural assets

- WorkTech software

- Pilot Program for students through Selkirk College

- marketing the community and investigate overseas opportunities exchange with sister cities

- during future COTW meetings, questions may still be asked about the Strategic Plan

MOTION: THOMPSON

RESOLVED THAT the COTW recommends to Council to adopt the 2015-2019 Strategic Plan at the November 30, 2015, Regular Meeting.

CARRIED.

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- d) **The Mayor recessed the COTW Meeting at 11:08 am.
The Mayor reconvened the COTW Meeting at 11:18 am.**
-

- e) Deputy Corporate Officer/Communications
Communications Policy and Procedures

- Councillor Thompson would like to recommend that the word 'appealing' be removed and on Page 43 the word 'appealing' be replaced by the word 'honest' in the document
- Councillor Butler commented that the Policy is very long and if it can be a bit more consolidated; she also feels that it is the democratic right of the people to be able to come to the City, ask questions, and get answers and not have to go through the FOI requests
- CAO spoke regarding the democratic process, Council's decisions, Freedom of Speech and critiquing of employer in the public eye
- technical point of views and PowerPoint presentations
- clarity of briefing notes to Council

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends Council receive the Draft Communications Policy and Procedures;
AND FURTHER recommends Council adopt the Communications Policy and Procedures at the November 30, 2015, Regular Meeting.**

CARRIED.

Councillor Butler opposed the motion.

-
- f) Monthly Highlight Reports from Department Managers
Staff request for Council to receive the monthly activity report from department managers

Discussion:

- EOC claims explained
- commencement of Survey and Design Options for East Reservoir and UB Disinfection

MOTION: BUTLER

RESOLVED THAT the COTW receives the monthly activity reports.

CARRIED.

5. **REPORTS AND DISCUSSION**

6. **PROPOSED BYLAWS FOR DISCUSSION**

- a) Manager of Development & Engineering Services
To amend the current Zoning Bylaw by rezoning property located at 6401 Highway #3 from the current TC (Tourist Commercial) zone to the HC (Highway Commercial) zone

Discussion:

- uses of land, water and sewer services, Public Hearing, Ministry of Transportation, and Council decision prior to development

MOTION: BUTLER

RESOLVED THAT the COTW recommends to Council to direct staff to draft the appropriate amendment bylaw and proceed with notification to surrounding property owners, publish notice in two consecutive issues of the Grand Forks Gazette and hold a Public Hearing in accordance with the Local Government Act.

CARRIED.

7. **INFORMATION ITEMS**

- a) Chief Financial Officer
Ladder truck funding options

Discussion:

- Councillor Thompson would support the flat parcel tax
- Councillor Krog spoke about the balances
- consolidating land parcels by owners prior to using flat parcel tax
- suggestion for maximum industry charge and then divide the rest
- suggestion for three flat tax rates
- one resident stated that they do not have a problem with paying the \$24.51 per year
- good asset to have

MOTION: BUTLER

RESOLVED THAT the COTW receives for discussion the information regarding the ladder truck funding options.

CARRIED.

-
- b) Chief Financial Officer
Schedule for the 2016 Financial Plan

MOTION: KROG

RESOLVED THAT the COTW receives for information the Schedule for the 2016 Financial Plan.

CARRIED.

-
- c) Building Inspector
Building Inspection Department Report from July 2013 to October 2015

Discussion:

- benefits to the City to have a Building Inspector
- Councillor Butler inquired as to the qualifications currently of a Building & Plumbing Inspector
- Building Inspector position when Mr. Kopan retires
- Councillor Thompson inquired as to training in-house
- Regional District and building inspection

MOTION: BUTLER

RESOLVED THAT the COTW receives for information the Building Inspection Department Report from July 2013 to October 2015.

CARRIED.

-
- d) Regional District of Kootenay Boundary
Building Act Implications for RDKB

MOTION: THOMPSON

RESOLVED THAT the COTW receives for information the Building Act Implications for the RDKB.

CARRIED.

-
- e) Manager of Operations
Meeting with Water Purveyors Group

Discussion:

- invitation for Council to attend meetings
- Graham Watt, Kettle River Management Plan Project Coordinator explained the reason behind forming this Group in the Summer and the issues
- CAO explained regarding public participation and In-Camera information
- Councillor Butler would like to see a Standing Committee of Council formed

MOTION: BUTLER

RESOLVED THAT the COTW receives for information the meeting with Water Purveyors Group.

CARRIED.

NOT ADOPTED
SUBJECT TO CHANGE

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- f) **The Mayor recessed the COTW Meeting at 12:23 pm.
The Mayor reconvened the COTW Meeting at 12:25 pm.**
-

8. CORRESPONDENCE ITEMS

9. LATE ITEMS

- a) Dave Smith
Transitional Housing Project Steering Committee (THPSC)
- Mr. Smith gave an overview of the THPSC
 - Preliminary Needs Assessment Report
 - research materials, observations, recommendations
 - Business Case
 - potential housing assistance from Government

MOTION: THOMPSON

RESOLVED THAT the COTW receives the information and presentation from Dave Smith for the Transitional Housing Project Steering Committee for information and discussion purposes.

CARRIED.

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

11. QUESTION PERIOD FROM THE PUBLIC

- a)
 - fire insurance and increased City ads in the newspaper
 - CAO stated that there are legislative obligations such as lands, job postings, community, City Hall Times
 - Councillor Hammett explained how The City Hall Times were published
-

12. IN-CAMERA RESOLUTION

- a) Chief Administrative Officer

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

MOTION: THOMPSON

RESOLVED 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; and 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)(g) litigation or potential litigation affecting the municipality; and 90 (2)(c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 of that 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.

CARRIED.

13. ADJOURNMENT

a) The Mayor adjourned the COTW Meeting at 12:52 pm.

MOTION: THOMPSON

RESOLVED THAT the COTW Meeting be adjourned at 12:52 pm.

CARRIED.

CERTIFIED CORRECT:

MAYOR FRANK KONRAD

CORPORATE ADMINISTRATIVE
ASSISTANT - DAPHNE POPOFF

THE CORPORATION OF THE CITY OF GRAND FORKS

NOT ADOPTED
SUBJECT TO CHANGE

REGULAR MEETING OF COUNCIL
NOVEMBER 9, 2015.

PRESENT: MAYOR FRANK KONRAD
COUNCILLOR JULIA BUTLER
COUNCILLOR CHRIS HAMMETT
COUNCILLOR CHRISTINE THOMPSON

CHIEF ADMINISTRATIVE OFFICER
DEPUTY CORPORATE OFFICER
CHIEF FINANCIAL OFFICER
MANAGER OF DEVELOPMENT & ENGINEERING
BUILDING AND BYLAW SERVICES

D. Allin
S. Winton
R. Shepherd
S. Bird
W. Kopan

ABSENT:
COUNCILLOR KROG
COUNCILLOR ROSS
GALLERY

1. CALL TO ORDER

- a) The Mayor called the meeting to order at 7:02 PM

2. ADOPTION OF AGENDA

- a) Adopt agenda
November 9th, 2015, Regular Meeting agenda

MOTION: THOMPSON / BUTLER

RESOLVED THAT Council adopt the November 9th, 2015, Regular Meeting agenda as presented.

CARRIED.

3. MINUTES

- a) Adopt minutes
October 26th, 2015, Special Meeting To Go In-Camera minutes

MOTION: BUTLER / THOMPSON

RESOLVED THAT Council adopt the October 26th, 2015, Special Meeting To Go In-Camera minutes as presented.

CARRIED.

-
- b) Adopt minutes
October 26th, 2015, Regular Meeting minutes

MOTION: BUTLER / HAMMETT

RESOLVED THAT Council adopt the October 26th, 2015, Regular Meeting minutes as presented.

CARRIED.

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a) Corporate Officer's Report
Written and verbal reports of Council

Councillor Hammett:

- On October 28th, she participated in the strategic planning workshop for council.
- On October 29th, she attended the Gilpin Grasslands committee meeting.
- On November 4th, she attended the Emcon winter meeting.
- On November 7th, she attended the Habitat for Humanity fundraiser in Greenwood. This was a fundraiser for victims of the wildfires this summer.
- She advised that there is a Deer Committee meeting on November 10th.

Councillor Butler:

She spoke with regard to her written report and advised that she requested a workshop at the public works yard. She further advised that she does not fully understand the operations of the City and feels that having more knowledge in the area of public works will equip council to make better policy decisions.

The Mayor advised that he has concerns about the time required to do this.

The CAO advised that this is not an unreasonable request to have a tour and informed council that the maintenance management plan provides an overview of the roles and responsibilities of staff. A tour could be arranged after hours so as not to inconvenience staff. A direct working relationship with employees other than the CAO

is not common or recommended.

Councillor Butler made the motion "THAT council determine to support the request for a council tour at the public works yard and to meet the public works staff". There was no seconder for the motion.

Councillor Thompson:

Advised that on November 3rd, there was a team based care community road show at Boundary Hospital. The group meets with physicians and other care givers in the area to determine needs and challenges. The group is finding it to be very successful.

MOTION: THOMPSON / BUTLER

RESOLVED THAT all written and verbal reports of Council be received.

CARRIED.

-
- b) Mayor Konrad - Discussion on appointments of Director and Alternate Directors for the Regional District of Kootenay Boundary

MOTION: THOMPSON / BUTLER

RESOLVED THAT Council appoints Mayor Konrad as the Director of the Regional District of Kootenay Boundary Board of Directors; AND FURTHER that Mayor Konrad be appointed to the West Kootenay Boundary Regional Hospital District Board.

CARRIED.

MOTION: THOMPSON / HAMMETT

RESOLVED THAT Councillor Ross act as the alternate Director for the Regional District of Kootenay Boundary Board of Directors, as the representative for the City of Grand Forks.

CARRIED.

7. REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

- a) Corporate Officer's Report
Verbal report from Council's representative to the Regional District of Kootenay Boundary
Councillor Krog was absent this evening

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a) Manager of Development & Engineering Services
Application for a Development Variance Permit to request an increase in the ratio of

apartments to the principal building from 30% to 50% to allow for the current four apartments upstairs to remain and be in compliance with the City's Zoning Bylaw

MOTION: HAMMETT / THOMPSON

RESOLVED THAT Council approve the request for a Development Variance Permit for 7330 Riverside Drive by increasing the ratio of apartments to the principal building to 50% in order to bring the building into compliance with the City's Zoning Bylaw.

CARRIED.

-
- b) Manager of Development & Engineering Services
Preliminary Needs Assessment Report - Housing needs for the homeless in Grand Forks, BC

MOTION: THOMPSON / BUTLER

RESOLVED THAT Council endorse the Preliminary Needs Assessment Report undertaken by the Transitional Housing Project Steering Committee (THPSC) and direct the THPSC to proceed to the next steps in formalizing a Business Plan and approaching Senior Government for funding assistance.

CARRIED.

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

- a) Community Futures Boundary
Letter of thank you for participation at Annual Small Business Awards Event

MOTION: BUTLER / HAMMETT

RESOLVED THAT Council receives for information.

CARRIED.

-
- b) Transition Housing Project Steering Committee (THPSC)
Minutes from the September 16th and October 20th, 2015, meetings

MOTION: BUTLER / HAMMETT

RESOLVED THAT Council receives for information.

CARRIED.

-
- c) Phoenix Foundation of the Boundary Communities
Invitation to the Annual Community Social on Thursday, November 12th

MOTION: THOMPSON / HAMMETT

RESOLVED THAT Council receives for information and notes invitation to attend this event.

CARRIED.

-
- d) Canadian Fallen Heroes Foundation
Request from Project Manager for sponsorship towards the campaign that honours BC's fallen soldiers

Council discussed bringing this request to the 2016 budget process.

MOTION: THOMPSON / BUTLER

RESOLVED THAT Council refer the request from the Canadian Fallen Heroes Foundation, requesting sponsorship towards the campaign that honours BC's fallen soldiers, to the 2016 budget process.

CARRIED.

-
- e) Manager of Development and Engineering
Deer Collaring Memorandum

Council discussed the deer collaring memorandum:

- removal of the collars
- 7 remaining collars, and that the biologist advised that the collars did not cause chafing and that they are designed to fall off on their own.
- It would likely cost more to have them taken off at this time.
- Councillor Hammett will take this discussion to the deer committee meeting on Nov 10th.
- The cost was \$650 for the additional year of collaring and monitoring and the subscription has been purchased.

MOTION: HAMMETT / THOMPSON

RESOLVED THAT Council receives for information.

CARRIED.

-
- f) Building Inspector
Water meter installations

Council discussed:

- The time lines for installation and the potential for an extension to the completion date

The CAO advised that the bylaw sits at third reading which will could be rescinded (third reading) with changes made to the completion date. It would then be brought back to council for third and final reading. This would occur at the December 14th meeting.

MOTION: THOMPSON / HAMMETT

RESOLVED THAT Council receive for information and discussion.

CARRIED.

MOTION: BUTLER / THOMPSON

RESOLVED THAT Council determines to waive the building permit fee of \$85.00 per water meter, for a period of six months (April 30th, 2016), to allow those residents who choose to install their own water meters within their homes the ability to do the install without the additional cost of the building permit fee.

CARRIED.

11. **BYLAWS**

- a) Manager of Development & Engineering Services
To amend the current Zoning Bylaw by rezoning property located at 6401 Highway #3 from the current TC (Tourist Commercial) zone to the HC (Highway Commercial) zone

MOTION: THOMPSON / BUTLER

RESOLVED THAT Council direct staff to draft the appropriate bylaw and proceed with notification to surrounding property owners, publish notice in two consecutive issues of the Grand Forks Gazette and hold a public hearing in accordance with the Local Government Act.

CARRIED.

-
- b) Manager of Operations
Fees and Charges Amendment Bylaw No. 1958-A1

MOTION: THOMPSON / BUTLER

RESOLVED THAT Council give the first three readings to the Fees and Charges Amendment Bylaw No. 1958-A1.

CARRIED.

12. LATE ITEMS

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

- a) Sukie Lawrence
He spoke with regard to the phone system referred to in the fees and charges.

The CAO advised that the phone system is part of the cisco phone system that the City uses.

14. ADJOURNMENT

- a) The meeting was adjourned at 7:41PM

MOTION: THOMPSON

RESOLVED THAT the meeting be adjourned at 7:41PM

CARRIED.

CERTIFIED CORRECT:

MAYOR FRANK KONRAD

DEPTUY CORPORATE OFFICER – SARAH
WINTON

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Procedure Bylaw / Chief Administrative Officer
Date: November 30th, 2015
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the members of Council to report to the Community on issues, bring community issues for discussion and initiate action through motions of Council, ask questions on matters pertaining to the City Operations and inquire on any issues and reports.

Benefits or Impacts of the Recommendation:



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

Strategic Impact: Members of Council may ask questions, seek clarification and report on issues.

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

Recommendation: **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

- OPTIONS:**
- 1. RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED**
 - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMBERS OF COUNCIL.**

	
Department Head or CAO	Chief Administrative Officer

November 30, 2015
Councillor Report- Colleen Ross

ENVIRONMENT:

Water Supplier Meeting— Well attended by all the water purveyors in the immediate region, Regional Directors, members of the farming community represented by the Agriculture Society, Kettle River Watershed Management director and several city councillors. Any number from each organization, board or group may attend. Strictly, two representatives from each organization, board or group may participate in the meetings. The Water Supplier Meeting was attended by 5 council members, including the mayor.

The purpose of this group will be to create a consensus model for water conservation and drought management. Protocols and coordinated response for water conservation and drought management throughout the irrigation districts. Decisions will be made using a consensus model. *If consensus can not be reached then democratic voting will be imposed in order to reach decisions.*

MOTION:

Whereas Councillor Ross is the Environmental Liaison for the City of Grand Forks and,
Whereas, Councillor Hammett has been working with the Gilpin Grasslands Group which has a direct interest in Source Water Management,
Therefore be it resolved that Councillor Ross and Councillor Hammett be the official representatives on the Water Supply Committee,
and be it further resolved that Councillor Ross attend and represent the City of Grand Forks at the Kettle River Management Plan meetings, as appropriate.

COMMUNITY DEVELOPMENT/AG:

Grand Forks Learning Garden— The committee is meeting regularly and had made many advancements towards having a working garden in 2016. Approval for alternative building materials has been achieved. Plans are now being scrutinized by the committee to ensure that the buildings meet the needs of the community, and the planned activities associated with the goals and objectives of the Learning Garden.

A formal delegation from the Learning Garden Committee will give council a comprehensive update, including income and expenses, and 2016 plans and financial projections.

Grand Forks and Boundary Region Agriculture Society— reviewed the Boundary Meat Works Abattoir future. This local abattoir has been a major undertaking for the Agriculture Society board and volunteers. They are thrilled to see it up and running, with 7 months of activity and use by local livestock producers. At this time the future and support for the abattoir looks very promising.

Kettle Valley Food Co-op: Attended a general meeting with board and some volunteers to determine next steps to revitalize the co-op so that it becomes more viable for farmers. There is

a real need to outreach so that more people in the community who are concerned about our food system begin to support the coop through active membership.

REPORT TO COUNCIL

TO: Mayor and Council
FROM: Councillor Christine Thompson
DATE: November 30, 2015
SUBJECT: Report to Council

November 11th, it was my pleasure to participate in the Remembrance Day Parade and ceremonies at the Cenotaph. It was wonderful to see the crowd in attendance, especially young families with their children.

As Council's representative to the Phoenix Foundation, I was invited to a November 12th meeting with our MLA Linda Larsen and her Executive Assistant Colleen Misner, to discuss funding for the Success by 6 Program and other services provided by Boundary Family and Individual Services Society (BFISS). Ms. Larsen was very interested in the presentations and asked that she be kept informed and up-to-date on these and any other issues that may arise.

The Phoenix Foundation held its Annual Social November 12th at the Christina Lake Community Hall. There were 40 people in attendance to hear presentations from the Christina Lake Stewardship Society, Grand Forks Rotary Club (Spray Park) and Agricultural Society Learning Garden, recipients of grants in 2015.

I attended a meeting of the Kettle River Water Supply Working Group on November 19th. There was excellent representation from our City Council and staff, along with representatives from the Village of Midway, City of Greenwood, Rural Grand Forks Area D and West Boundary and Big White Area E, the Agricultural Society and all Irrigation Districts.

Respectfully submitted,

Christine Thompson, Councillor

Councillor's Report

November 30, 2015

Julia Butler

On November 19, I attended the Water Supply Working Group hosted by Graham Watt and RDKB area D. The purpose of the meeting was to get together with the other water districts, cities and regional districts in our watershed to see if there was interest in formulating a coordinated drought response plan. At the beginning of the meeting everyone had a chance to say how the hot dry summer affected the delivery of water in their area.

Fife reported having a strong watershed that produced exceedingly well. Their surface water also had cool temperatures for healthy fish habitat. Grand Forks reported that the levels in our wells were normal. Covert Irrigation District had no adverse effects in their wells. Sion Irrigation District reported good water supply and their customers voluntarily cut back on their usage. They use dose valves to regulate water for over users. Grand Forks Irrigation District reported using 50% of the water in the valley with 1 billion US gallons for the season. They monitored the ground water table closely and their wells were unaffected. They sighted previous years that were quite similar and didn't see any reason to enforce restrictions on their customers. RDKB area E said that after the fires in that area it went against people's natural reaction to conserve water. Greenwood had no problems with their water supply. Midway said they had already reduced by 50%. A member of the agriculture society was concerned that the effects of the low precipitation wouldn't show up until next year. Graham Watt explained this wasn't the case as our sand/gravel aquifer is replenished each year. To help alleviate the cities concerns GFREC has volunteered to dump and refill the pool in the winter as opposed to during the summer maintenance shut down. Ferry County in Washington State declined the invitation to attend.

With such minimal impact to the aquifer this year some people were questioning the motives of the group. Irrigation Districts were concerned this was part of a Provincial Government strategy to eliminate Irrigation districts all together and centralize control under the regional districts. Indeed, all of us are wondering just how the new Provincial Water Sustainability Act will affect us locally. Another speaker was concerned that if we weren't proactive by forming a cohesive drought response we would not be viewed favorably by the Provincial Government and therefore not have as much say over our local watershed. In the end the Irrigation districts requested a letter of intent to take back to their respective boards for consideration. The next meeting will take place in the spring.

November 10 - Deer Committee meeting

Update: spoke with Craig MacLean (biologist) re: removal of collars. Craig confirmed that the cost would be more per deer than what we would receive back from the province, and that it would be too dangerous for both the deer and the community to tranquilize unnecessarily for fear that stunned deer could pose a threat to humans and vehicles. He also confirmed that the collars are designed to fall off around the 2 year mark.

November 11: Participated in the Remembrance Day Parade and ceremonies, followed by sandwiches and entertainment from the Pipers at the Legion.

November 17: Attended the BCRCC AGM at Community Futures. Due to the extreme weather it was decided to reschedule the AGM to March.

November 16: Attended the Kettle River Starts Here workshop.

- meeting was well attended by representatives from the AG Society, Sutherland Waterworks, the City of Grand Forks, the City of Greenwood, Sion Water District, Colvert Water District, Grand Forks Irrigation System, the Village of Midway, Regional District Areas C, D, and E

Discussed:

- formation of a regional Kettle River Water Supply Working Group
- Water supply protection
- Water conservation and drought response planning
- Watershed Information System
- Water Sustainability Act
- terms of reference to be developed by Steering Committee

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Procedure Bylaw / Council

Date: November 30th, 2015

Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary

Recommendation: **RESOLVED THAT COUNCILLOR KROG'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the City's representative to the Regional District of Kootenay to report to Council and the Community on issues, and actions of the Regional District of Kootenay Boundary.

Benefits or Impacts of the Recommendation:

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

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

Recommendation: **RESOLVED THAT COUNCILLOR KROG'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

OPTIONS:

- 1. RESOLVED THAT COUNCILLOR KROG'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**
- 2. RECEIVE THE REPORT AND REFER ANY ISSUES FOR FURTHER DISCUSSION OR A REPORT: UNDER THIS OPTION, COUNCIL PROVIDED WITH THE INFORMATION GIVEN VERBALLY BY THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY DIRECTOR REPRESENTING COUNCIL AND REQUESTS FURTHER RESEARCH OR CLARIFICATION OF INFORMATION FROM STAFF ON A REGIONAL DISTRICT ISSUE**

 Department Head or CAO	 Chief Administrative Officer
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REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Chief Financial Officer
Date: November 30, 2015
Subject: 2016 Property Insurance sole-sourcing
Recommendation: **RESOLVED THAT COUNCIL** waive the requirements of Purchasing Policy 802-A1 and allow sole-sourcing for 2016 property insurance

BACKGROUND:

The City's property insurance runs from January 1 to December 31 each year. In 2015, the City spent \$107,956 on property insurance.

The City has an outstanding 2013 City Hall Fire Claim that should wrap up by the end of 2015. Although there was a two year limitation date on the claim, our insurer applied for a two month extension to November 19, 2015. If we have not completed the claim by this date, our insurer may have to apply for another extension. It is recommended that the City not change insurance providers until the claim for City Hall is finalized.

The City will have all building appraised in early 2016 to determine current property values. An RFP for 2017 Property Insurance will be posted in September 2016 to ensure insurance is in place by January 1, 2017.

Benefits or Impacts of the Recommendation:

General: Staying with our current insurance provider until the large City Hall claim is complete will make the claim easier to administer and complete.

Financial: Maintaining our long standing relationship with our current provider may be advantageous while wrapping up the City Hall fire claim

Policy/Legislation: A one-time exclusion from the RFP requirements will ensure that the City does not violate Purchasing Policy #802-A1.



Recommendation: **RESOLVED THAT COUNCIL** waive the requirements of Purchasing Policy 802-A1 and allow sole-sourcing for 2016 property insurance

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Chief Financial Officer

Date: November 30, 2015

Subject: Write-off of uncollectible Business Licences

Recommendation: **RESOLVED THAT COUNCIL** write-off uncollectible business licences for Boundary Houseworks, Grand Forks Monuments, Kettle Valley Chiropractic, Pinky's, Qwikfire Exhaust & Vent Cleaning, World Within Workshops, Rest Assured Respite Care, Wizard of Pawz, Lalande Contracting and Misty Creek Productions for the 2012, 2013 and 2014 licence years

BACKGROUND:

The City issues Business Licence invoices in January each year. If a business had a licence in the prior year, it is assumed that they will require a licence in the current year. However, that is not always the case. The City monitors business licence payments and send letters out to businesses that have not paid their current fees. In these letters, we urge businesses to contact us if they are no longer doing business in the City.

The City has made numerous efforts to contact the businesses below with no success. We request that Council write-off the outstanding amounts as we are unable to determine if these businesses were active during these years.

Boundary Houseworx - 2012 2013, 2014 @ \$75	= \$225
Grand Forks Monuments - 2014 @ \$75	= \$75
Kettle Valley Chiropractic - 2014 @ \$75	= \$75
Pinky's - 2013, 2014 @ \$75	= \$150
Qwikfire Exhaust & Vent Cleaning – 2012, 2013, 2014 @\$75	= \$225
World Within Workshops – 2012, 2013, 2014 @ \$75	= \$225
Rest Assured Respite Care – 2014	= \$75
Wizard of Pawz – 2014	= \$75

The City has contacted the following businesses with outstanding 2014 business licences and determined that they were not doing business in the City in 2014.

Lalande Contracting – 2014	= \$75
Misty Creek Productions – 2014	= \$75

TOTAL request for write-off: = \$1275

At the Committee of the Whole on November 9th, Council questioned if Kettle Valley Chiropractic was still in business. On January 23, 2015 the owner of Kettle Valley Chiropractic came into City Hall and informed staff that he was no longer in business effective January 1, 2015.

REQUEST FOR DECISION

— REGULAR MEETING —



Benefits or Impacts of the Recommendation:

General: The above amounts have been determined to be uncollectible.
Financial: The total of the uncollectible accounts is \$1275.
Policy/Legislation: Business Licence Bylaw 1384, amendment Bylaws 1481, 1856 and 1872.

Recommendation: **RESOLVED THAT COUNCIL** write-off uncollectible business licences for Boundary Houseworks, Grand Forks Monuments, Kettle Valley Chiropractic, Pinky's, Qwikfire Exhaust & Vent Cleaning, World Within Workshops, Rest Assured Respite Care, Wizard of Pawz, Lalande Contracting and Misty Creek Productions for the 2012, 2013 and 2014 licence years

OPTIONS:

1. **RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
2. **RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
3. **RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Manager of Development and Engineering
Date: November 30, 2015
Subject: To proceed with the disposition of Lots 21 and 22, Plan 67, Block 4, DL 533, SDYD, PID #005-190-801 and PID #005-190-835.
Recommendation: **RESOLVED THAT** Council direct staff to proceed with the disposition of Lots 21 and 22, Plan 67, Block 4, DL 533, SDYD, PID #005-190-801 and PID #005-190-835 to Barry and Bree Becker for the amount of \$49,000 plus GST.

BACKGROUND: At the October 13, 2015 In-Camera Meeting, Council was requested to consider the offer submitted by Barry and Bree Becker and direct staff to proceed with the statutory requirements under Section 26 of the Community Charter to advertise the disposition of the property.

Staff advertised the disposition of the property in two consecutive weeks of the newspaper – October 21, 2015 and October 28, 2015. No comments or questions were received.

Benefits or Impacts of the Recommendation:

General: Council would be seen as supporting the asset management program.

Strategic Impact: Council would be following the Real Estate Strategy Guiding Principles policy and the disposition would be aligned with the City's economic and land development strategies to source alternative revenue sources to fund its asset management priorities.

Financial: The City would see no cost to the taxpayers for the disposition of the land and the City would benefit from the increased tax base.

Policy/Legislation: The Community Charter governs the statutory requirements for land disposition and public notice.

Attachments: N/A

Recommendation: **RESOLVED THAT** Council direct staff to proceed with the disposition of Lots 21 and 22, Plan 67, Block 4, DL 533, SDYD, PID #005-190-801 and PID #005-190-835 to Barry and Bree Becker for the amount of \$49,000 plus GST.

REQUEST FOR DECISION

— REGULAR MEETING —



-
- OPTIONS:**
- 1. COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.**
 - 2. COUNCIL COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.**
 - 3. COUNCIL COULD CHOOSE TO REFER THE ISSUE BACK TO STAFF FOR FURTHER INFORMATION.**
-

	
Department Head or CAO	Chief Administrative Officer

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Fire Chief/Manager of Emergency Services
Date: November 30, 2015
Subject: Sale of 1979 Chevy Utility Fire Truck
Recommendation: **RESOLVED THAT Council** waive the requirements of Asset Disposal Policy 805 to allow for the sale of the 1979 Chevy Utility Fire Truck.

BACKGROUND:

With the acquisition of the new 2015 Chevrolet Pickup Command vehicle and the movement of the 1999 Dodge Command vehicle into the fleet as a utility vehicle, the 1979 Chevy Utility Fire Truck has become surplus.

The Village of Midway Fire Department has offered to purchase the 1979 Chevy Utility Fire Truck for the required asking price. The Asset Disposal Policy 805 requires the assets to be sold by auction, sold by tender, offered to one of the City's reporting entities, traded in, taken to the Reuse Centre, or destroyed. The fire truck is an emergency vehicle that cannot be sold to the public as-is. The emergency lights, siren, mobile radio, and emergency vehicle decaling would have to be removed prior to its sale. This could eliminate any revenue generated from the sale.

The sale of the truck to Midway Fire Department would allow the truck to be sold as-is.

Benefits or Impacts of the Recommendation:

General: Allowing the policy to be waived enables the fire department to sell the truck without having to remove all of the emergency equipment and decaling.
Financial: Maximum profit is realized without the expense of equipment removal.
Policy/Legislation: A one – time exclusion from the RFP requirements will ensure that the City does not violate Purchasing Policy #805.

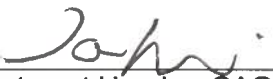
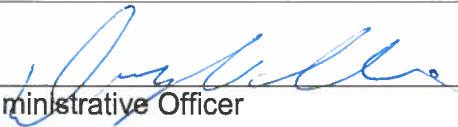
Recommendation: **RESOLVED THAT Council** waive the requirements of Asset Disposal Policy 805 to allow for the sale of the 1979 Chevy Utility Fire Truck.

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT.**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT.**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Manager of Operations

Date: November 30, 2015

Subject: Water Conservation and Drought Response Plan

Recommendation: **RESOLVED THAT COUNCIL support the Kettle River Watershed Water Supply Working Group in developing a collaborative Water Conservation and Drought Response Plan.**

Further that Council agrees to participate in the Water Supply Working Group and directs staff to provide assistance, information and data, as appropriate, to support the initiative.

BACKGROUND:

In June 2015 the City received the "Snow Survey and Water Supply Bulletin" from the River Forecast Center of British Columbia and the "Integrated Seasonal Climate Bulletin" with an outlook for summer of 2015. Both reports highlighted that "overall, Spring 2015 was warmer and significantly drier than normal" and that the snowpack levels were, as of June 1, 2015, at 1% of the normal snowpack. The predictions were forecasting generally a long hot summer.

City Council made the decision to move to stage 2 water restrictions and accepted the yellow flag awareness program at the July 20, 2015 regular Council meeting.

Many areas in Southeast BC were facing critical water shortages in August. The province sent a letter with the purpose to request our participation in voluntary water usage reductions for the remainder of the dry season and to give you advance notification of the potential for regulated restrictions on water licenses should conditions worsen.

The summer of 2015 brought low water advisories and fishing closers to our rivers.

August 2015, a group of water purveyors met to share their water system information and discuss different challenges they faced throughout the summer.

REQUEST FOR DECISION

— REGULAR MEETING —



At the recent Water Supply Working Group on November 19, 2015 participants discussed the rationale and potential scope of a 'Water Conservation and Drought Response Plan' for the Kettle River Watershed. The Water Supply Working Group will be the main vehicle for developing the terms of reference and scope for this plan. We will work closely with each of the water suppliers to ensure that the Plan proactively supports a collaborative approach towards water conservation and provides consistent guidelines for drought response, while allowing flexibility for the measures taken by each supplier. This collaborative approach will enable us to leverage resources, funding, and outside support in a way that few of the suppliers could do alone.

Benefits or Impacts of the Recommendation:

General: A Regional strategy in drought management

Strategic Impact:

- Community Engagement
- Enhance our regional dialogue, advocacy and collaboration

Financial: Staff time to take part in the working group and possibly initiatives that could come from the group eg. Educational correspondence

Policy/Legislation: Policy No. 1202, Water Regulation Bylaw No. 1973

Attachments: Invitation from Kettle River Watershed Management Plan Coordinator
Draft Organization Chart for Kettle River Watershed Management Plan
Terms of Reference – Implementation Advisory Group

REQUEST FOR DECISION

— REGULAR MEETING —



Recommendation:

RESOLVED THAT COUNCIL supports the Kettle River Watershed Water Supply Working Group in developing a collaborative Water Conservation and Drought Response Plan.

Further that Council agrees to participate in the Water Supply Working Group and directs staff to provide assistance, information and data, as appropriate, to support the initiative.

- OPTIONS:**
- 1. RESOLVED THAT COUNCIL CHOOSE TO ACCEPT RECOMMENDATION**
 - 2. RESOLVED THAT COUNCIL DOES NOT SUPPORT RECOMMENDATION**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION**

	
Department Head or CAO	Chief Administrative Officer



Kettle River Watershed Management Plan

The Kettle River Starts Here

To: Mayor Frank Konrad and Council, City of Grand Forks

From: Graham Watt, Coordinator, Kettle River Watershed Management Plan

Water Conservation and Drought Response Planning with Water Supply Working Group

November 23, 2015

Dear Mayor Konrad and Council,

Thank you for your participation at the Water Supply Working Group on November 19. At that meeting, participants discussed the rationale and potential scope of a 'Water Conservation and Drought Response Plan' for the Kettle River Watershed. As identified in the November 20th letter from RDK Directors Russell and MacGregor, the RDKB wishes to obtain support for moving forward with a collective effort on this initiative.

The Water Supply Working Group will be the main vehicle for developing the terms of reference and scope for this plan. We will work closely with each of the water suppliers to ensure that the Plan proactively supports suppliers collaborative working towards water conservation and provides consistent guidelines for drought response, while allowing flexibility for the measures taken by each supplier. This collaborative approach will enable us to leverage resources, funding, and outside support in a way that few of the suppliers could do alone.

To that end, the RDKB requests that the City of Grand Forks supports this initiative by approving the following resolution:

"The City of Grand Forks supports the Kettle River Watershed Water Supply Working Group in developing a collaborative Water Conservation and Drought Response Plan. Further, Council agrees to participate in the Water Supply Working Group and directs staff to provide assistance, information and data, as appropriate, to support the initiative."

The Steering Committee has not yet completed a Terms of Reference for this Working Group (see attached chart and Terms of Reference for Implementation Advisory Group). However, it is anticipated that membership will include up to two representatives (one board / council and one staff) for each water supplier / municipality as well as representatives of agriculture, ranching and industrial water users. The group will likely meet semi-annually or greater if circumstances require, and will provide both technical expertise and representation of decision makers.

We look forward to collaboration with the City of Grand Forks, other Boundary members of the RDKB and all water suppliers in the region to support the sustainable management of our water supply.

Sincerely,

A handwritten signature in blue ink, appearing to read "Graham Watt", written over a horizontal line.

Graham Watt

Coordinator, Kettle River Watershed Management Plan

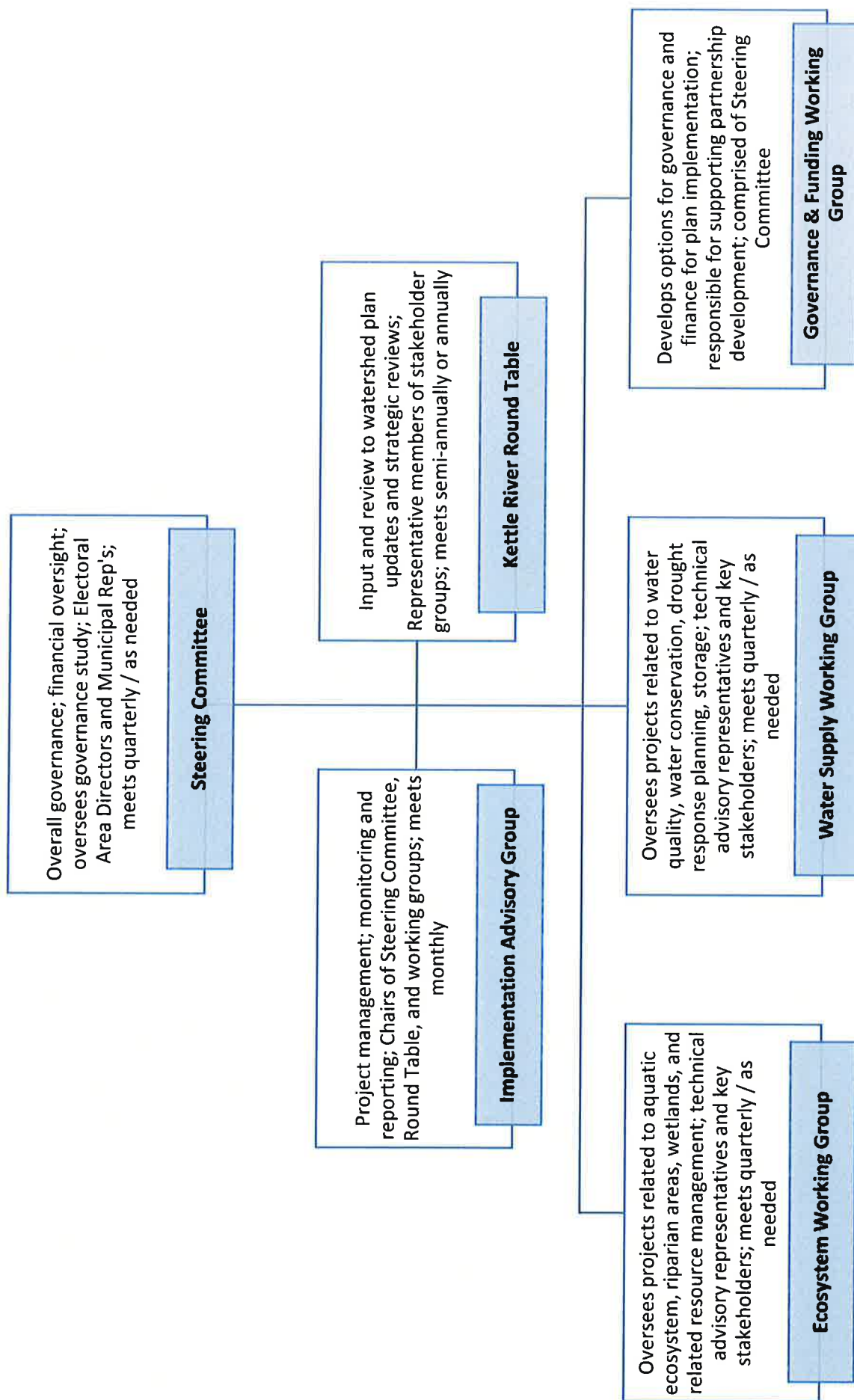


Figure 1. Draft Organization Chart for Kettle River Watershed Management Plan

Terms of Reference – Implementation Advisory Group

September, 2015

1. Purpose

The purpose of this Terms of Reference (ToR) is to outline the roles and responsibilities of the Implementation Advisory Group (Implementation Group) for the Kettle River Watershed Management Plan.

Please refer to the Terms of Reference for the Kettle River Watershed Management Plan (KRWMP ToR)¹ and the Kettle River Watershed Management Plan (the Plan)² for background information on the plan area, planning approach and process; public involvement; and timeline. Both this document and the KRWMP ToR may be amended by the Steering Committee if required by changes to scope of work, membership, timeline, or other matters.

2. Background

The lead organization for the Plan is the Regional District of Kootenay Boundary. The Kettle River Watershed Committee³ met in 2010 to create a Terms of Reference for the Plan, and the Regional District contracted Summit Environmental to conduct a “State of the Watershed” technical assessment. A Technical Advisory Committee⁴ with representatives from multiple agencies and organizations supported Phase 1 and 2 of the Plan.

The RDKB has committed to continuing support for project coordination through three years of implementation. The roles, scope, timeline and funding for this coordination have been developed by the Steering Committee.

The Steering Committee is creating an “Implementation Advisory Group” which will include the chair and vice-chair of the Steering Committee, selected members of the former Stakeholder Advisory Group and each of the project working groups struck by the Steering Committee.

The Implementation Group reports to the Steering Committee, which is composed of six elected officials from RDKB Electoral Areas ‘C’, ‘D’, and ‘E’, the City of Grand Forks, the City of Greenwood,

¹ http://kettleriver.ca/wp-content/uploads/2012/04/kettleriver_tor.pdf

² <http://kettleriver.ca/watershed-management-plan/>

³ <http://kettleriver.ca/wp-content/uploads/2012/04/Kettle-River-Watershed-Committee-Members.pdf>

⁴ <http://kettleriver.ca/wp-content/uploads/2012/04/Kettle-River-Technical-Advisory-Committee-Members-no-contact.pdf>



Kettle River Watershed Management Plan

The Kettle River Starts Here

and the Village of Midway. The Steering Committee is responsible for governing the planning process and making decisions about contracting, strategic planning, and project milestones. The Steering Committee also provides the role of the governance and funding working group, with additional support as required.

3. Project Coordinator Role

The role of the Project Coordinator is to coordinate the implementation and update of the Plan, working closely with the Steering Committee, Implementation Group, and Working Groups. The Project Coordinator reports to the Steering Committee and the RDKB Manager of Planning and Development and is ultimately responsible for preparing the deliverables to the RDKB.

The Project Coordinator coordinates the Implementation Group and supports each of the working groups, and acts as a liaison between different stakeholder organizations, government agencies, and the Steering Committee. The Project Coordinator will also provide project management and delivery, as needed, for special projects undertaken during implementation.

4. Implementation Group Role & Membership

The primary role of the Implementation Group will be to a) oversee the prioritization and implementation of Plan strategies and actions, and b) contribute to the annual review and update of the Plan. The Implementation Group also provides advice to the KRWMP Steering Committee and the RDKB on strategic directions based on learning and feedback during Plan implementation.

The Implementation Group will consist of a variety of members, as determined by the Steering Committee. It is important to note that this is not a *stakeholder* committee representing all groups, but an *advisory* group considering the breadth of technical and governance initiatives addressed in Plan implementation. Members of the former Stakeholder Advisory Group will be asked if they would like to be considered for the Implementation Group, and Team members will be selected by appointment by the Steering Committee. Selected members must demonstrate:

- interest in the management of the Kettle River watershed
- experience related to watershed management issues in the region
- capacity to support the implementation of priority strategies and actions
- a willingness and ability to commit to participating in the Implementation Group

The desired composition of the Implementation Group includes a cross-section of sectoral and local government expertise and experience. Variations will be approved by the Steering Committee as needed:



Kettle River Watershed Management Plan

The Kettle River Starts Here

Sector	#
Electoral Area Directors (C,D,E)	3
Forestry	1
Conservation (Aquatic Ecosystem Working Group representative)	1
Recreation / Tourism	1
Water Supply (W.S. Working Group representatives)	2
First Nations	1
Total:	9

The Implementation Group will be supported by the KRWMP coordinator and RDKB Manager of Planning and Development (non-voting members).

The Implementation Group will be chaired by a member of the Steering Committee. The Project Coordinator will be present in a facilitation, resource and advisory capacity. RDKB staff members and others may be present in an advisory and resource capacity. Membership may be changed as needs or issues arise and other organizations may be called on where partnerships are identified that would be of mutual benefit.

The Project Coordinator, with guidance from the Steering Committee and Implementation Group, will develop draft revisions and updates to the Plan for consideration by the Implementation Group. Draft materials will be posted on the project website and input will be solicited on the website, via email and during regular scheduled meetings.

A semi-annual or annual 'Round Table' Special Meeting of the Implementation Group will include all members of advisory and working groups as well as public, to review Plan implementation progress and advise on major revisions to the Plan.

5. Working Groups

Three working groups will be struck by to provide direction and support on the prioritization, funding and coordination of key sets of strategies and actions in the Plan, and to provide feedback on relevant policy or legislative initiatives from local and senior levels of government. Working Groups will be requested to meet three to four times per year. Further working groups may be identified and developed by the Steering Committee or Implementation Group.

a. Governance & Funding Working Group

The Governance and Funding Working Group is composed of the Steering Committee with additional support, as required, to study governance options and long-term funding arrangements for implementation strategies and actions. This working group will also consider requirements for capacity building and information system development.

b. Water Supply Working Group



Kettle River Watershed Management Plan

The Kettle River Starts Here

The Water Supply Working Group supports implementation of actions related to water supply (including storage and source water protection, distribution, treatment, and wastewater management). Consideration will also be given to water quality monitoring and water quality objectives. This group includes technical and elected official representation (11) from agencies and groups with the resources and capacity to support implementation of priority projects in this area: local government (3); small water supply (2); large water supply (2); Interior Health Authority (2); Provincial Government (1); and agriculture / nursery (1).

c. Aquatic Ecosystem Working Group

The Aquatic Ecosystem Working Group (formerly Riparian Working Group) supports implementation of actions related to fisheries, riparian areas, wetlands, floodplain management, and cumulative effects of land use, resource management, and development. This group includes technical representation (15) from agencies and groups with the resources and capacity to support implementation of priority projects in this area: conservation groups (2); recreation/tourism (2); aquatic invasive species (1); Provincial Government (3); forest industry (2); mining (1); local government (3); First Nations (1).

6. Work Plan

The KRWMP Implementation Advisory Group ToR is supplemented by a Work Plan to be developed in consultation with the Implementation Group and Steering Committee. The Work Plan itemizes the scope, prioritization, timeline and deliverables of the implementation process. Timelines and deliverables in the work plan shall be updated as required in consultation with the Implementation Group or Steering Committee for the Round Table and as needed.

7. Decision Making

The Implementation Group will strive to make decisions and recommendations using consensus. In the case that consensus cannot be reached, the Implementation Group may decide that a decision will be made through a two-thirds vote provided that a quorum (5) is present. Minority opinions will be recorded. Each Implementation Group member has one vote.

8. Budget and Administrative Support

The RDKB will provide administrative and budget support for the Implementation Group. Members will be reimbursed for mileage to and from meetings at the current RDKB travel expense reimbursement policy rate by submitting a mileage claim. Depending on the time of meetings meals or snacks will be provided.

9. Meeting Schedule

The Implementation Group will meet quarterly, or as required to support the achievement of the Work Plan. All Implementation Group meetings will be 2-3 hours in duration and held on weekdays except for scheduled workshops, public meetings or special events. The Chairperson may call an extra meeting of the Implementation Group upon giving at least seven (7) days' notice to each member.



Kettle River Watershed Management Plan

The Kettle River Starts Here

The meetings of the Implementation Group will be open to the public and posted on the Plan website.⁵

10. Ground Rules

The Implementation Group identifies the following 'ground rules' for successful participation. All Implementation Group members agree to have open communications with each other that are characterized by respect, understanding, and politeness. Members will support the Chairperson and Project Coordinator in the goal of hearing from all group members, and will seek to understand each other's views. Disagreements should be aired during meetings when issues come up, with a commitment to come to a mutual understanding during or in a follow-up meeting.

Media and Public Interaction

All media requests related to the KRWMP specifically will be directed to the Implementation Group Chairperson, Steering Committee Chairperson, Project Coordinator, and/or RDKB Manager of Planning and Development.

⁵ <http://kettleriver.ca>

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Corporate Services
Date: November 18, 2015
Subject: City of Grand Forks Strategic Plan 2015-2019
Recommendation: **RESOLVED THAT COUNCIL adopt the City of Grand Forks Strategic Plan 2015-2019.**

BACKGROUND: A Strategic Plan is one of the most important "big picture" documents that a community can have. A Strategic Plan assesses the changing needs of residents, the ways in which those needs can best be met, and how to implement those strategies to address those needs in the most efficient and effective way.

Council recognized the need to revisit the City's 2012-2014 Strategic Plan and make it their own while taking into consideration the many changes that have taken place over the past few years. Council indicated that it wished to take a more comprehensive and proactive approach to obtain public feedback in the suitability of City activities and the principles that guide civic decisions and actions. To help accomplish this, the City commissioned Paragon Strategic Services.

The Strategic Plan is a high-level document that provides guidance and direction for the City's plans, programs and services.

Upon endorsement by Council, the Strategic Plan will outline future directions for City policies and services over the next four years. The Strategic Plan will be implemented through an annual priority setting process, including the development of operational work plans and budgeting sessions.

PROCESS: The Strategic Planning Process undertaken by the Council was heavily invested in preparation – Council and key staff completed online surveys to identify the strengths, weaknesses, opportunities and threats facing the organization. The feedback from these surveys was shared with Council prior to commencing the session.

In addition, previous planning documents were reviewed and considered to build on the work the organization has done in prior years and preparatory conference calls were held. Another focus of the session was to ensure there was alignment between the direction of Council and management of the City. The workshop was attended by all members of Council and senior staff. The workshop focused on the key issues facing the organization and the strategic priorities were chosen specifically to take advantage of opportunities as well as to protect the organization against threats. In the workshop Council focused on those issues most important to the community and revisited past priorities.

A workshop was held where Council reviewed the final strategic plan

NEXT STEPS:

1. Communicate the priorities to staff and the community.
2. Assign specific action items under each strategic priority – these do NOT need to be new initiatives and may in fact be already underway – This forms part of the annual work plan for the organization

REQUEST FOR DECISION

— REGULAR MEETING —



3. Assign measures and time frames to these activities so staff and the Council can ensure progress towards the strategic priorities
4. Set regular meetings to review the strategic priorities and to identify any changes that need to be made
5. Ensure the strategic priorities drive regular Council decision making – if an initiative is brought to the Council there should be a review of the its alignment with the priorities selected by the Council

Benefits or Impacts of the Recommendation:

Strategic Impact: Provides a road map and direction for the organization

Financial: None



Policy/Legislation: None

Attachments: DRAFT City of Grand Forks Strategic Plan 2015-2019

Recommendation:

RESOLVED THAT COUNCIL adopt the City of Grand Forks Strategic Plan 2015 -2019.

- OPTIONS:**
1. **RESOLVED THAT COUNCIL SUPPORT THE RECOMMENDATION.**
 2. **RESOLVED THAT COUNCIL DOES NOT SUPPORT THE RECOMMENDATION.**
 3. **RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer



www.GrandForks.ca

STRATEGIC PLAN 2015-2019



DRAFT

Workshop Facilitated by:

Tracey Lee Lorensen

Prepared by Paragon Strategic Services

2/17/2015

GRAND FORKS STRATEGIC PLAN 2015-2019



FISCAL ACCOUNTABILITY

- WE WILL NOT SELL OUR NATURAL ASSETS AND INFRASTRUCTURE
- WE WILL CONTINUE TO PROACTIVELY IDENTIFY AND PLAN FOR INFRASTRUCTURE REPAIR AND REPLACEMENT



ECONOMIC GROWTH

- WE FOSTER A VIBRANT ECONOMIC ENVIRONMENT
- WE ARE OPEN YET DISCIPLINED IN LAND DEVELOPMENT DECISIONS
- WE RECOGNIZE THE IMPORTANCE OF A HEALTHY TOWN "CORE"



COMMUNITY ENGAGEMENT

- WE ENCOURAGE RESIDENTS TO PARTICIPATE IN DECISIONS AND PROCESS
- WE ENHANCE OUR REGIONAL DIALOGUE, ADVOCACY AND COLLABORATION
- WE RECOGNIZE OUR NATURAL RECREATIONAL AMENITIES ARE VALUABLE REGIONAL ASSETS

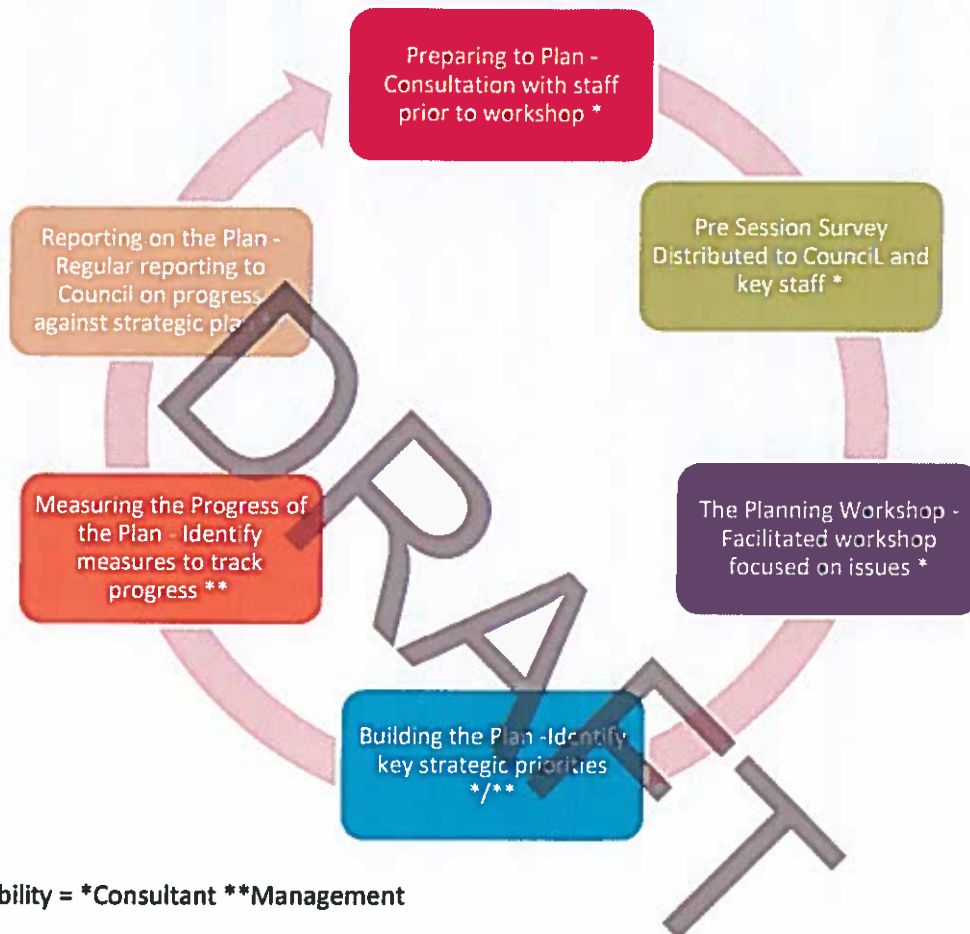


COMMUNITY LIVEABILITY

- WE CONTINUE TO MITIGATE THE IMPACT OF DEER IN OUR COMMUNITY
- WE ADVOCATE FOR APPROPRIATE FUNDING FOR OUR MOST VULNERABLE RESIDENTS
- WE SUPPORT COMMUNITY INITIATIVES THAT ALIGN WITH OUR STRATEGIC OBJECTIVES
- WE WILL CONTINUE OUR INVESTMENT IN ARTS, CULTURE, SPORT AND HERITAGE IN GRAND FORKS

CITY OF GRAND FORKS

STRATEGIC PLANNING SESSION 2015



Responsibility = *Consultant **Management

Preparing to Plan

The Strategic Planning Process undertaken by the Council was heavily invested in preparation – the Council and key staff completed online surveys to identify the strengths, weaknesses, opportunities and threats facing the organization. The feedback from these surveys was shared with the Council prior to commencing the session (see copies attached).

In addition, previous planning documents were reviewed and considered to build on the work the organization has done in prior years and preparatory conference calls were held. Another focus of the session was to ensure there was alignment between the direction of Council and management of the Town.

The Planning Workshop

The workshop was attended by all members of Council and senior staff. The workshop focused on the key issues facing the organization and the strategic priorities were chosen specifically to take advantage of opportunities as well as to protect the organization against threats.

In the workshop the Council focused on those issues most important to the community and revisited the priorities from the previous plan.

Building the Plan

The notes of the workshop were compiled by Paragon Strategic Services Ltd., and form the basis of this report.

Measuring Plan Progress

The next step for staff will be attaching measures to the strategic priorities, including:

- Identifying the staff member accountable
- Identifying achievable timelines for each action/goal
- Identifying measures that show progress to goals
- Prioritizing activities within the plan
- Tracking progress on at least a quarterly basis

Reporting on the Plan

Council and staff need to agree on a reporting frequency to ensure that progress to goals is tracked on a regular basis – usually on a quarterly basis. The nature and structure of this report should be agreed upon in advance by Council and staff.

Communicating the Plan

Attached to this report are draft graphics that can be used to aid the organization in communicating the plan through posters, handouts or on the web.

WHAT DO WE STAND FOR?

The current City vision is:

"A Garden City Growing Opportunities within the Boundary Country."

The current mission for the City is:

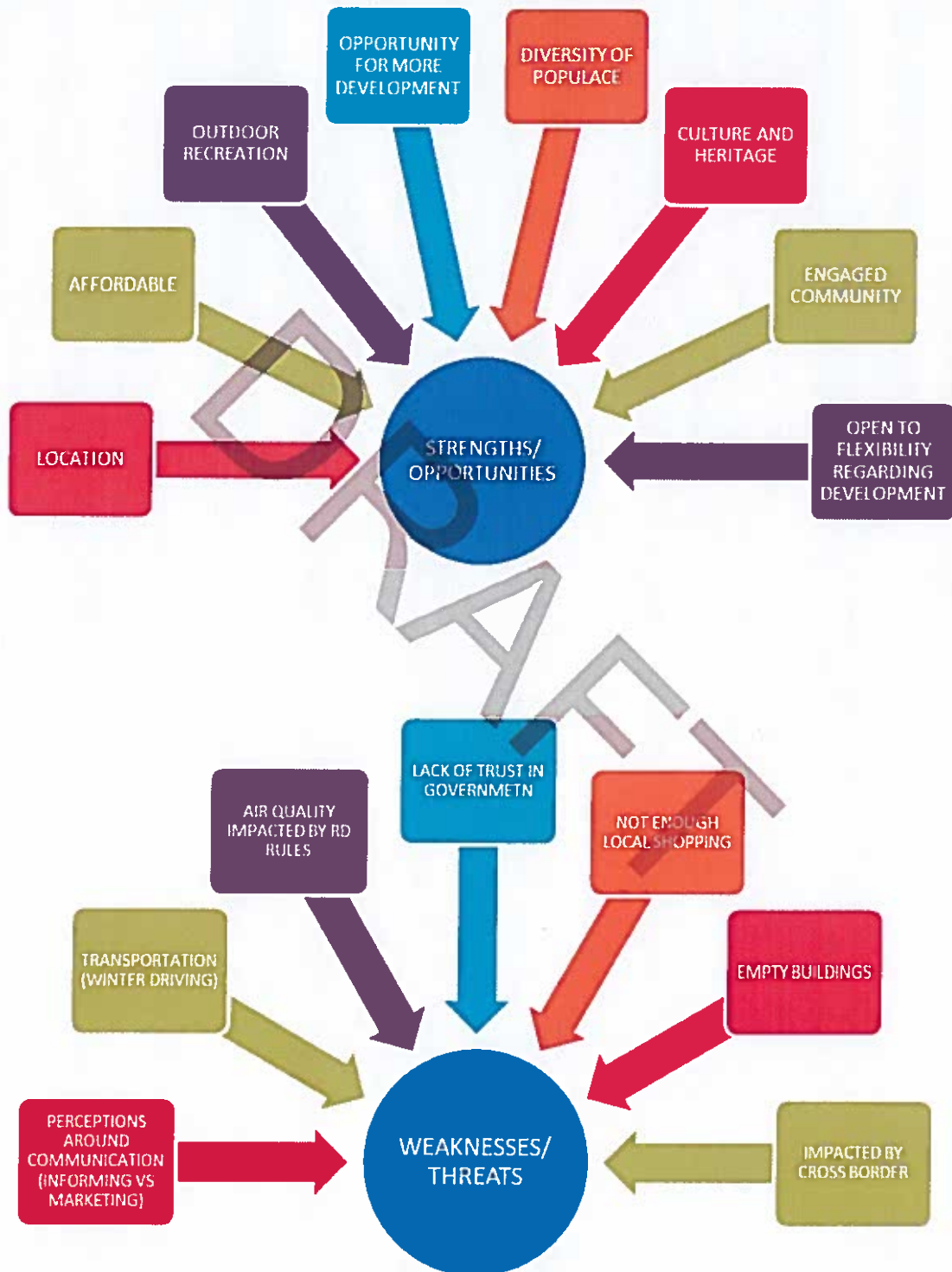
"The City of Grand Forks is committed to providing quality governance and excellent services that enhance and advance the quality of life for our community."

The City's values are:

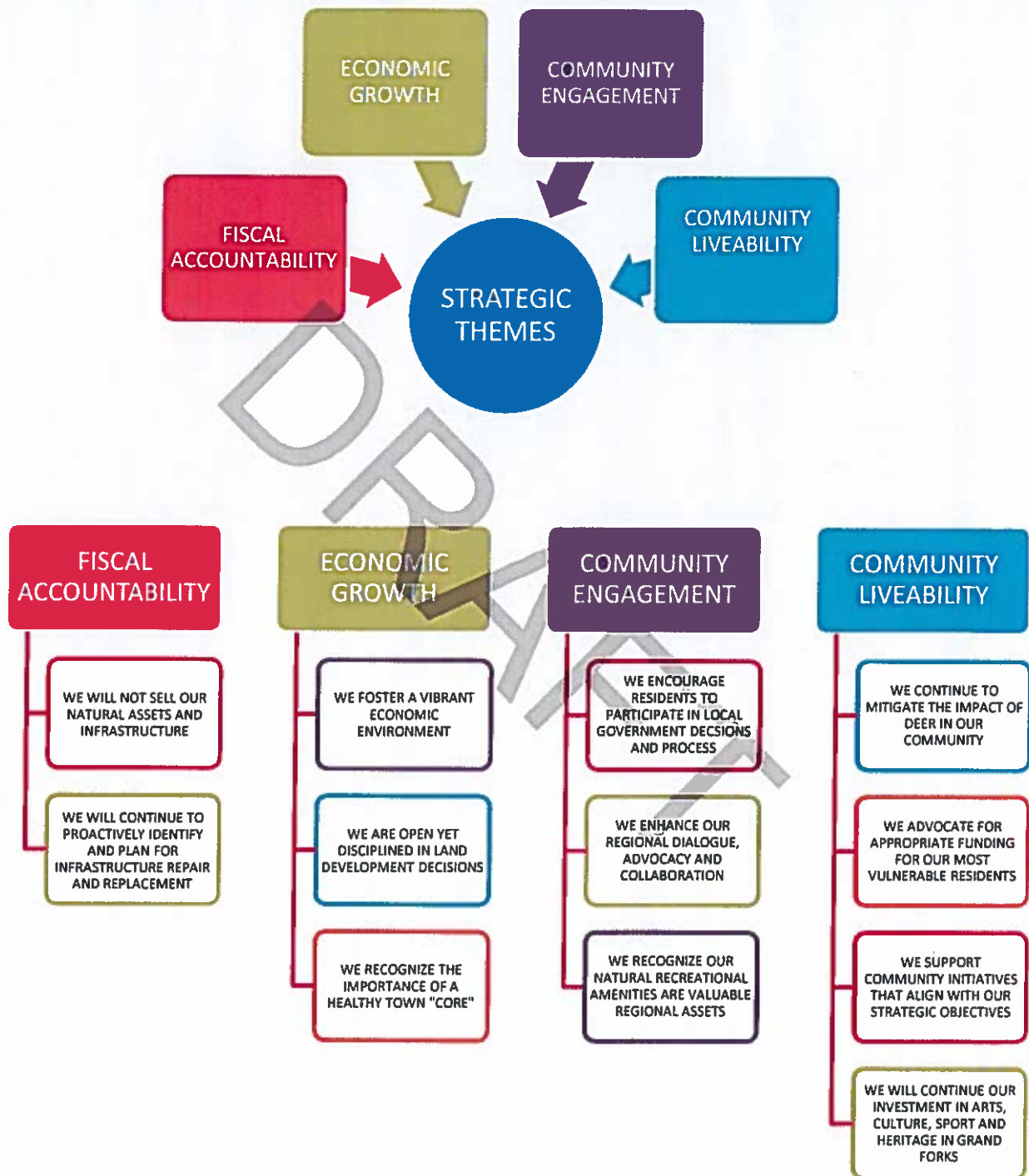
- 1) G - Growing responsibly**
- 2) A - Accountability**
- 3) R - Resilience**
- 4) D - Diversity**
- 5) E - Efficiency**
- 6) N - Natural Beauty**
- 7) C - Collaboration with Integrity**
- 8) I - Innovation**
- 9) T - Transparency**
- 10) Y - Young at Heart**

While the majority rated the current vision, mission and values as either "sounds great" or "good", there were some suggestions for improvement that should be considered in a future planning session. Those notes were provided under separate cover at the workshop.

WHERE ARE WE NOW?



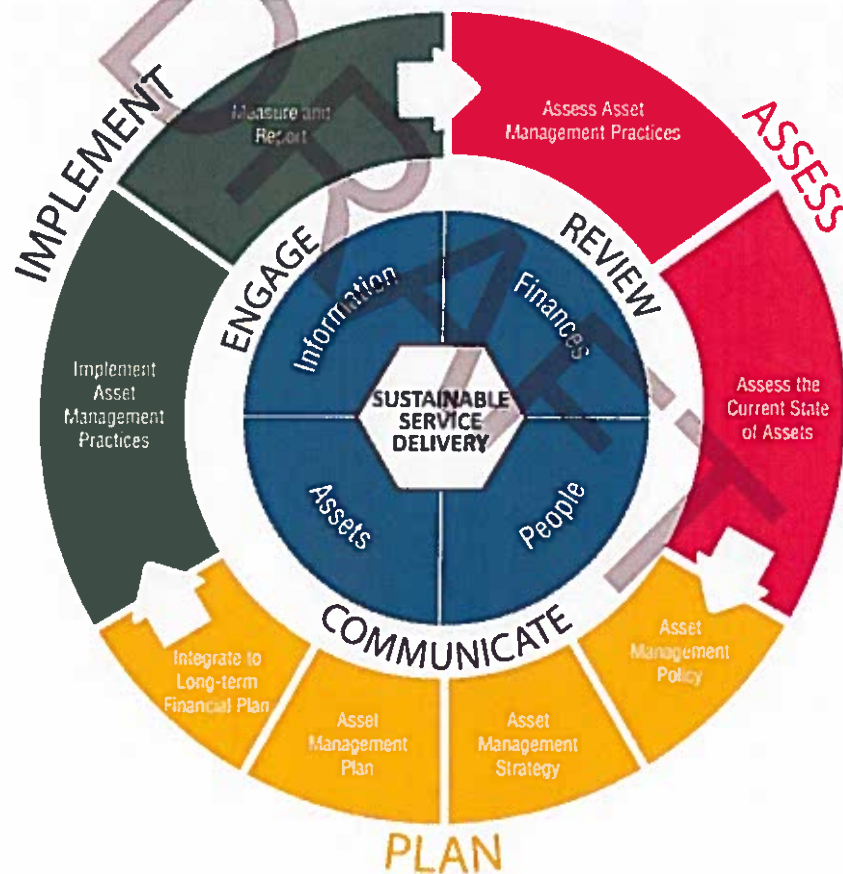
STRATEGIC THEMES AND PRIORITIES



LINK BETWEEN STRATEGIC PLANNING AND ASSET MANAGEMENT

The City is taking a leadership role when it comes to addressing its long term needs for asset repair and replacement. This strategic planning process is inextricably linked to the extensive work that Council and the Management team has done to prepare the community for future needs, and to proactively plan for the financial impacts.

This work on Asset Management (*which was developed outside of this process*) has been recognized as amongst the best in Canada, and is something Council and the community should be very proud of. It is included here as it is core to the strategic focus of Grand Forks.



NEXT STEPS

In order to ensure that the plan is utilized by the Council we recommend the following:

1. Detailed review of the Plan above to ensure it captures the intent of the Council during the workshop
2. Assign specific action items under each strategic priority – these do NOT need to be new initiatives and may in fact be already underway
3. Assign measures and time frames to these activities so staff and the Council can ensure progress towards the strategic priorities (SEE ATTACHED SAMPLE)
4. Set regular meetings to review the strategic priorities and to identify any changes that need to be made
5. Ensure the strategic priorities drive regular Council decision making – if an initiative is brought to the Council there should be a review of the its alignment with the priorities selected by the Council
6. Communicate the priorities to staff and the community.

Please let us know if there are any questions concerning this summary. Thank you!

FISCAL ACCOUNTABILITY

STRATEGIC PROJECTS		ACTIONS
FISCAL ACCOUNTABILITY WE WILL NOT SELL OUR NATURAL ASSETS AND INFRASTRUCTURE WE WILL CONTINUE TO PROACTIVELY IDENTIFY AND PLAN FOR INFRASTRUCTURE REPAIR AND REPLACEMENT	EXPLORE VARIABLE GROWTH OPPORTUNITIES AND PRESENT TO COUNCIL FOR CONSIDERATION	<ul style="list-style-type: none"> • ALTERNATE ENERGY – SOLAR GARDEN • FIBRE OPTICS – CONTINUE TO CONNECT OTHER COMMUNITY ORGANIZATIONS AND REGIONAL EXPANSION • COMMUNITY ENERGY
	ENSURE THAT SERVICE LEVELS ALIGN WITH TAXATION LEVELS	<ul style="list-style-type: none"> • PROVIDE CONTINUAL ANALYSIS ON SERVICE LEVELS (ORGANIZATIONAL ACTION) • DEPARTMENTS WILL CONTINUE TO REVIEW SERVICE AND TAX RATES IN ANNUAL BUDGET AND WILL ENSURE CONSISTENCY WITH THE ASSET MANAGEMENT PLAN • DEVELOP TAXATION POLICY TO ASSIST WITH SERVICE LEVELS • DEVELOP SURPLUS POLICY
	SERVICE PERFORMANCE REVIEWS ENSURE LEVELS OF SERVICE MEET INFRASTRUCTURE NEEDS	<ul style="list-style-type: none"> • CONTINUE TO DEVELOP PERFORMANCE MEASURES IN DATABASE OF INFORMATION THROUGH ASSET MANAGEMENT SOFTWARE, AND REPORT BACK TO COUNCIL ANNUALLY • CONTINUE TO BENCHMARK SERVICE DELIVERY AGAINST SIMILAR MUNICIPALITIES • ENSURE STAFFING LEVELS ARE ALLOCATED PROPORTIONALLY PROLONGING LIFE IN ASSETS – NOT JUST FOR CUSTOMER SERVICE • DEVELOP AIRPORT MANAGEMENT/SERVICE STRUCTURE • CUSTOMER SERVICE SURVEY
	CONTINUE TO IMPLEMENT LONG TERM VIABILITY OF THE ASSET MANAGEMENT PLAN AS A LIVING DOCUMENT	<ul style="list-style-type: none"> • CONTINUE WITH THE SYSTEMATIC PROCESS OF DEPLOYING, OPERATING, MAINTAINING, UPGRADING AND DISPOSING OF ASSETS COST-EFFECTIVELY AND EFFICIENTLY • ENSURE CONSISTENT AND CURRENT INTER-DEPARTMENTAL COMMUNICATION • TRAINING AND PROGRESS DEVELOPMENT AND IMPLEMENTATION OF CONTINUED DEVELOPMENT OF ASSET MANAGEMENT PLAN • WORKTECH TO BEGIN • CONTINUE TO HOLD ORGANIZATIONAL WORKSHOPS AND COMMUNICATIONS • WORKTECH & GIS AND MAPPING OF INFRASTRUCTURE • LONG TERM PLANNING IN DEPARTMENTS REGARDLESS OF GRANTS • REVIEW ASSET MANAGEMENT PLAN ANNUALLY AND REPORT OUT TO PUBLIC

FISCAL ACCOUNTABILITY

	STRATEGIC PROJECTS	ACTIONS
FISCAL ACCOUNTABILITY WE WILL NOT SELL OUR NATURAL ASSETS AND INFRASTRUCTURE WE WILL CONTINUE TO PROACTIVELY IDENTIFY AND PLAN FOR INFRASTRUCTURE REPAIR AND REPLACEMENT	SHORT TERM FINANCIAL BENEFITS WILL NOT OVERRIDE LONG TERM IMPACTS AND WILL CONSIDER THE TRIPLE BOTTOM LINE: SOCIAL, ENVIRONMENTAL AND ECONOMIC	<ul style="list-style-type: none"> • ENSURE THAT CITY OWNED LAND IS SOLD AT FAIR MARKET VALUE AND CONSIDERS THE BEST OVERALL IMPACT TO THE CITY (ORGANIZATIONAL ACTION) • COUNCIL WILL ADOPT POLICIES AND BYLAWS TO MEET STRATEGIC PRIORITIES • SLAG PILE REVENUE WILL CONTINUE TO BENEFIT THE CITY'S OVERALL NEEDS AS DIRECTED BY COUNCIL • CONTINUE TO REVIEW AND ASSESS TAX MIX
	PROTECT AQUIFER AND INFRASTRUCTURE FROM ANY EXTERNAL INTERESTS (AT ALL COSTS)	<ul style="list-style-type: none"> • DEVELOP POLICIES AND GUIDING PRINCIPLES TO PROTECT THE CITY'S VALUABLE ASSETS • CONTINUE WITH CONSERVATION EDUCATION FOR THE PUBLIC IN THE VALLEY • BUILD REGIONAL WATER PARTNER GROUP AND CREATE A PLAN FOR PROTECTING THE AQUIFER
	DEVELOP FINANCIAL ANALYSIS TO SHOW WHAT FUNDS ARE AVAILABLE AND CONSULT WITH COMMUNITY TO IDENTIFY PRIORITIES	<ul style="list-style-type: none"> • INFRASTRUCTURE RISK MANAGEMENT AND PRIORITIZATION • BETTER IDENTIFY ISSUES PRIOR TO CATASTROPHIC FAILURE – USE WORK TECH FOR THIS • BUSINESS CASE DEVELOPMENT ON ALL NEW SERVICES AND ASSETS WILL CONSIDER TRIPLE BOTTOM LINE

COMMUNITY ENGAGEMENT

STRATEGIC PROJECTS		ACTIONS
COMMUNITY ENGAGEMENT WE ENCOURAGE RESIDENTS TO PARTICIPATE IN LOCAL GOVERNMENT DECISIONS AND PROCESS WE ENHANCE OUR REGIONAL DIALOGUE, ADVOCACY AND COLLABORATION WE RECOGNIZE OUR NATURAL RECREATIONAL AMENITIES ARE VALUABLE REGIONAL ASSETS	WE ARE CONSISTENT IN COMMUNICATING OUR PRIORITIES AND DECISIONS	<ul style="list-style-type: none"> ALL ZONING AND SCP AMENDMENTS WILL FOLLOW ALL LEGISLATIVE REQUIREMENTS UNDER THE LGA AND CC HOLD OPEN HOUSES AND PROMOTE ACTIVITIES THAT ENGAGE THE PUBLIC AND ENCOURAGE FEEDBACK DETERMINE LEVELS OF ENGAGEMENT REQUIRED BY EACH DEPARTMENT TO THE COMMUNITY FOR DEPARTMENTAL ACTIVITIES DEVELOPMENT OF COMMUNICATIONS STRATEGY/POLICY
	OPPORTUNITY TO LINK GRAND FORKS AND SURROUNDING RURAL AREA TO FACILITATE ALIGNMENT AND LEVERAGE VOICE	<ul style="list-style-type: none"> ONGOING ASSESSMENT OF "VALUE FOR MONEY" CITY ENTER INTO CONTRACT REVIEW WITH RDKB IN 2015-2016 FOR FIRE SERVICES DISCUSSION OF COST SHARING ARRANGEMENTS REFINE BUSINESS RELATIONSHIP AND ENHANCE FINANCIAL EFFICIENCIES OF THE FIRE SERVICE TRAILS ENHANCEMENT AND LINKAGE AIRPORT FUNDING, DEVELOPMENT AND ACCESS ENCOURAGE STRONGER RELATIONSHIP AND INCREASED DIALOGUE WITH REGIONAL PARTNERS
	CONTINUE TO WORK WITH LOCAL EDUCATIONAL INSTITUTIONS TO ENHANCE EDUCATIONAL OPPORTUNITIES AND PROGRAMS	<ul style="list-style-type: none"> ASSET MANAGEMENT, JOINT OCCUPATIONAL HEALTH AND SAFETY ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM PILOT PROGRAM FOR STUDENTS TRANSITIONING OUT OF HIGH SCHOOL
	IDENTIFY AND ENGAGE REGARDING KEY REGIONAL ADVOCACY OPPORTUNITIES AND STRATEGIES	<ul style="list-style-type: none"> KITTLE RIVER WATERSHED STUDY, WASTE WATER, REGIONAL PROTECTION OF NATURAL ASSETS COLLABORATE WITH STAKEHOLDERS I.E. COMMUNITY FUTURES, BEDC
	ENSURE GOVERNANCE STRUCTURE FOR RECREATION COMMISSION IS HIGHLY FUNCTIONAL	<ul style="list-style-type: none"> CONSIDER, REVIEW, IMPROVE ENHANCE COMMUNICATIONS
	INTEGRATED RECREATION PLANNING BETWEEN GRAND FORKS AND ELECTORAL AREAS	<ul style="list-style-type: none"> CONSIDER PARTNERSHIPS WITH ELECTORAL AREA'S IN DEVELOPING JOINT PARTICIPATION IN RECREATION PLANNING SHARE DATA AND INFORMATION ON RECREATIONAL PLANNING
	DETERMINE NEW, INNOVATIVE AND MEANINGFUL WAYS TO ENGAGE THE PUBLIC	<ul style="list-style-type: none"> UNdertAKE A COMMUNITY SURVEY AND REPORT OUT TO THE PUBLIC LEVERAGE EVERY OPPORTUNITY FOR COMMUNITY ENGAGEMENT

COMMUNITY LIVABILITY

	STRATEGIC PROJECTS	ACTIONS
COMMUNITY LIVABILITY WE CONTINUE TO MITIGATE THE IMPACT OF DEER IN OUR COMMUNITY WE ADVOCATE FOR APPROPRIATE FUNDING FOR OUR MOST VULNERABLE RESIDENTS WE SUPPORT COMMUNITY INITIATIVES THAT ALIGN WITH OUR STRATEGIC OBJECTIVES WE WILL CONTINUE OUR INVESTMENT IN ARTS, CULTURE, SPORTS AND HERITAGE IN GRAND FORKS	BUILD CAPACITY WITHIN THE COMMUNITY	<ul style="list-style-type: none"> • CONTINUE TO ENDEAVOR TO SHOP LOCAL AT EVERY OPPORTUNITY • IDENTIFY GRANT OPPORTUNITIES AND LIST THESE ON THE CITY WEBSITE TO ENABLE FUNDING FOR COMMUNITY GROUPS • CONTINUE TO EXPLORE PARTNERSHIPS THAT BALANCE COMMUNITY IMPACT WITH THE BURDEN ON TAXPAYERS • CONSIDER NEW OPPORTUNITIES AS THEY ARISE AND BRING FORWARD TO COUNCIL
	CONTINUE TO ENFORCE THE DEER FEEDING BYLAW	<ul style="list-style-type: none"> • BYLAW ENFORCEMENT • EDUCATION • LOBBY PROVINCIAL GOV'T WHILE WORKING IN COLLABORATION WITH OTHER COMMUNITIES WHO FACE SIMILAR DEER CHALLENGES • WORK WITH REGIONAL AND PROVINCIAL PARTNERS TO ENSURE A LONG TERM SOLUTION • REVIEW OF DEER COMMITTEE
	COLLABORATE WITH GRASS ROOTS ORGANIZATIONS TO BETTER UNDERSTAND NEEDS IN COMMUNITY AND WORK WITH GROUPS TO FIND SOLUTIONS WHERE POSSIBLE	CONTINUE TO WORK WITH VARIOUS AGENCIES TO DETERMINE THE NEEDS OF THE COMMUNITY FOR TRANSITION HOUSING AND FORM PARTNERSHIP TO SELECT AN APPROPRIATE SITE FOR PROJECT <ul style="list-style-type: none"> • OUR TRAIL NETWORK IS A KEY COMMUNITY AND REGIONAL ASSET - PUBLIC AWARENESS CAMPAIGN, PENDING SIGNAGE, REGIONAL DISTRICT PARTNERSHIP • COMMUNITY GARDENS • ENHANCE TRAIL SYSTEM • DEVELOP INCLUSIVE COMMUNITY INITIATIVES
	WORK WITH FEE FOR SERVICE PROVIDERS TO LEVERAGE AND PROVIDE MORE EFFECTIVE SERVICES	<ul style="list-style-type: none"> • ART GALLERY • MUSEUM • LIBRARY • BCRC • BDAC

ECONOMIC GROWTH

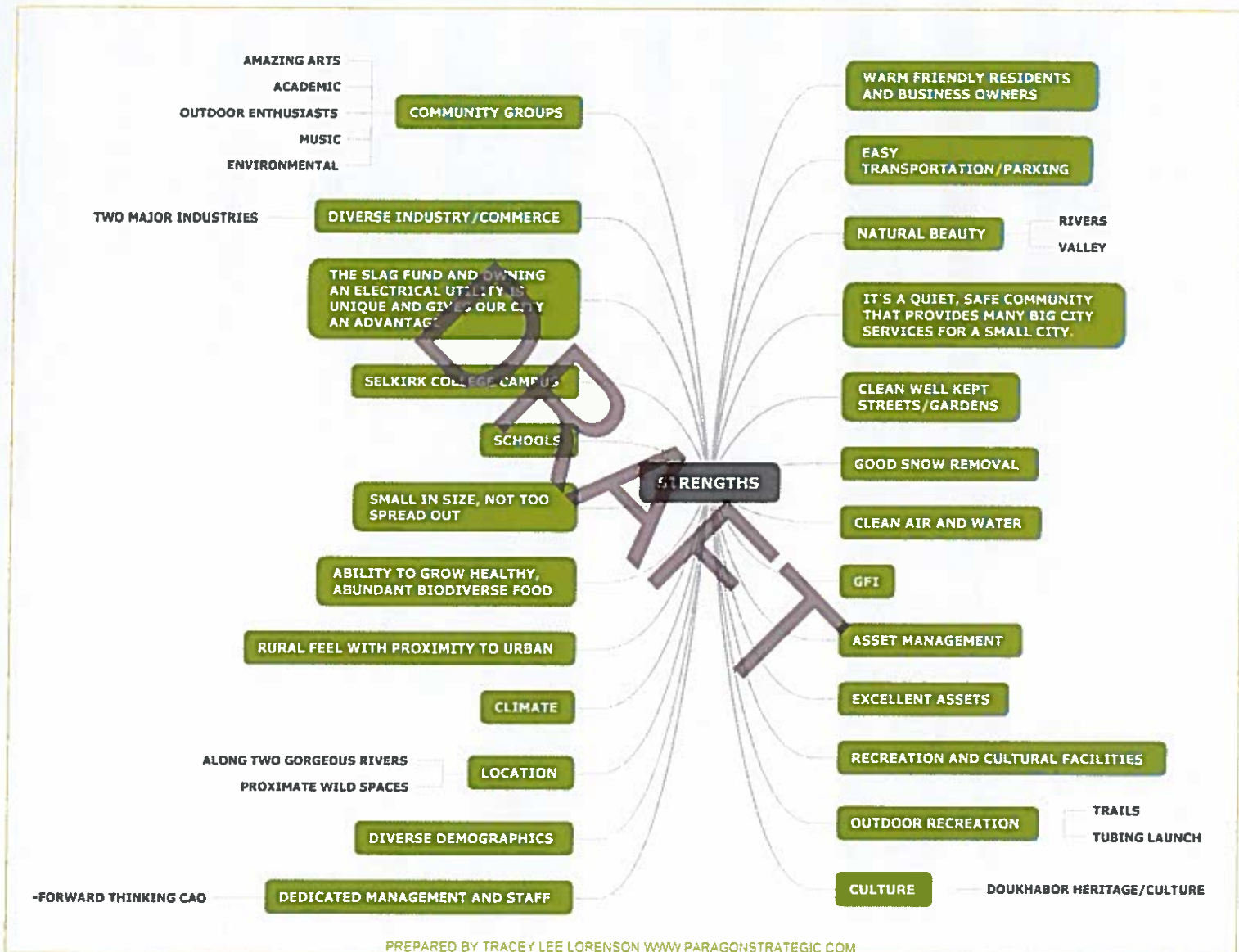
STRATEGIC PROJECTS		ACTIONS
ECONOMIC GROWTH WE FOSTER A VIBRANT ECONOMIC ENVIRONMENT WE ARE OPEN YET DISCIPLINED IN LAND DEVELOPMENT DECISIONS WE RECOGNISE THE IMPORTANCE OF A HEALTHY TOWN CORE	CONTINUE TO FOSTER RELATIONSHIPS THAT SUPPORT ECONOMIC DEVELOPMENT IN EVERY CAPACITY, INCLUDING: ENVIRONMENTAL, FINANCIAL, SOCIAL AND SUSTAINABILITY	<ul style="list-style-type: none"> • WORK CLOSELY WITH COMMUNITY FUTURES, RDI, BCRC, PROVINCE AND FEDERAL GOV'T IN ORDER TO ACCESS ECONOMIC DEVELOPMENT OPPORTUNITIES • DEVELOP STRONG RELATIONSHIPS WITH DEVELOPMENT COMMUNITY
	ENSURE EC DEV IS CONSISTENT WITH DEEP REGARD FOR NATURAL ENVIRONMENT AND TRIP BOTTOM LINE	<ul style="list-style-type: none"> • ENSURE THAT ALL DEVELOPMENT IS IN LINE WITH VISIONS AND GUIDING PRINCIPLES OF THE SCP AND CURRENT BEST PRACTICES
	SUPPORT THE HEALTH, GROWTH AND RETENTION OF EXISTING BUSINESSES	<ul style="list-style-type: none"> • WAY FINDING SIGNAGE –CONSISTENT, DIRECTIONAL TO CITY ASSETS, FOCUSED ON BUSINESS AND AMENITIES • INVEST IN APPROPRIATE SIGNAGE TO HIGHLIGHT PARKS AND OTHER COMMUNITY ASSETS • WE ARE OPEN TO INITIATIVES DRIVEN BY OUR DOWNTOWN CORE TO SUPPORT VIBRANCY • ESTABLISH A CONNECTION WITH NEW BUSINESSES THROUGH BIZ LICENCE PROCESS • ENCOURAGE PARTICIPATION IN TRAINING PROGRAMS FOR BUSINESS
	ENSURE ALIGNMENT BETWEEN OUR EC DEV INITIATIVES AND FINANCIAL POLICIES	ENSURE THAT ALL NEW DEVELOPMENT IS IN LINE WITH THE ZONING BYLAW AND POLICIES AND GUIDING PRINCIPLES OF THE SCP AND THE ASSET MANAGEMENT PLAN
	WORK TO REDUCE RED TAPE	<ul style="list-style-type: none"> • ENSURE EXISTING BYLAWS AND POLICIES ARE UP TO DATE AND CONSISTENT WITH INDUSTRY STANDARDS THAT WILL FOSTER POTENTIAL DEVELOPMENT INITIATIVES THAT WOULD BENEFIT THE COMMUNITY, BUSINESS LICENCES, UNSIGHTLY PREMISES, SIGNAGE • DEVELOP COLLABORATIVE SOLUTIONS FOR REDUCTION OF BUREAUCRACY
	BUILD A FOUNDATION THAT CONTINUES TO PROMOTE A COMMITMENT TO A DIVERSE CROSS SECTION OF INDUSTRY, BUSINESS AND PEOPLE	<ul style="list-style-type: none"> • LEVERAGE MARKET OPPORTUNITIES • MARKET THE COMMUNITY TO A LARGER MORE DIVERSE AUDIENCE • INVESTIGATE OVERSEAS OPPORTUNITIES I.E EXCHANGE WITH SISTER CITY • CONTINUE TO EXPAND ON AND BE CREATIVE WITH COMMUNITY EVENTS
	CONSIDER INNOVATIVE AND SUSTAINABLE DEVELOPMENTS ON GRAND FORKS OWNED LAND	<ul style="list-style-type: none"> • WORKING WITHIN THE GUIDING PRINCIPLES OF THE SCP, CONSIDER CREATIVE ECO FRIENDLY METHODS OF USE FOR LAND I.E. ECO HOMES, ALTERNATIVE COMMUNITY LIVING AND HIGHER DENSITY
	IDENTIFY ECONOMIC DEVELOPMENT LINKAGES	<ul style="list-style-type: none"> • WORK WITH VARIOUS AGENCIES TO FOSTER CREATIVITY, INNOVATION AND SUSTAINABILITY THRU URBAN-RURAL DEVELOPMENT INITIATIVES • DEVELOP AND FOSTER RELATIONSHIPS WITH COMMUNITY STAKEHOLDERS TO BETTER PROMOTE THE CITY

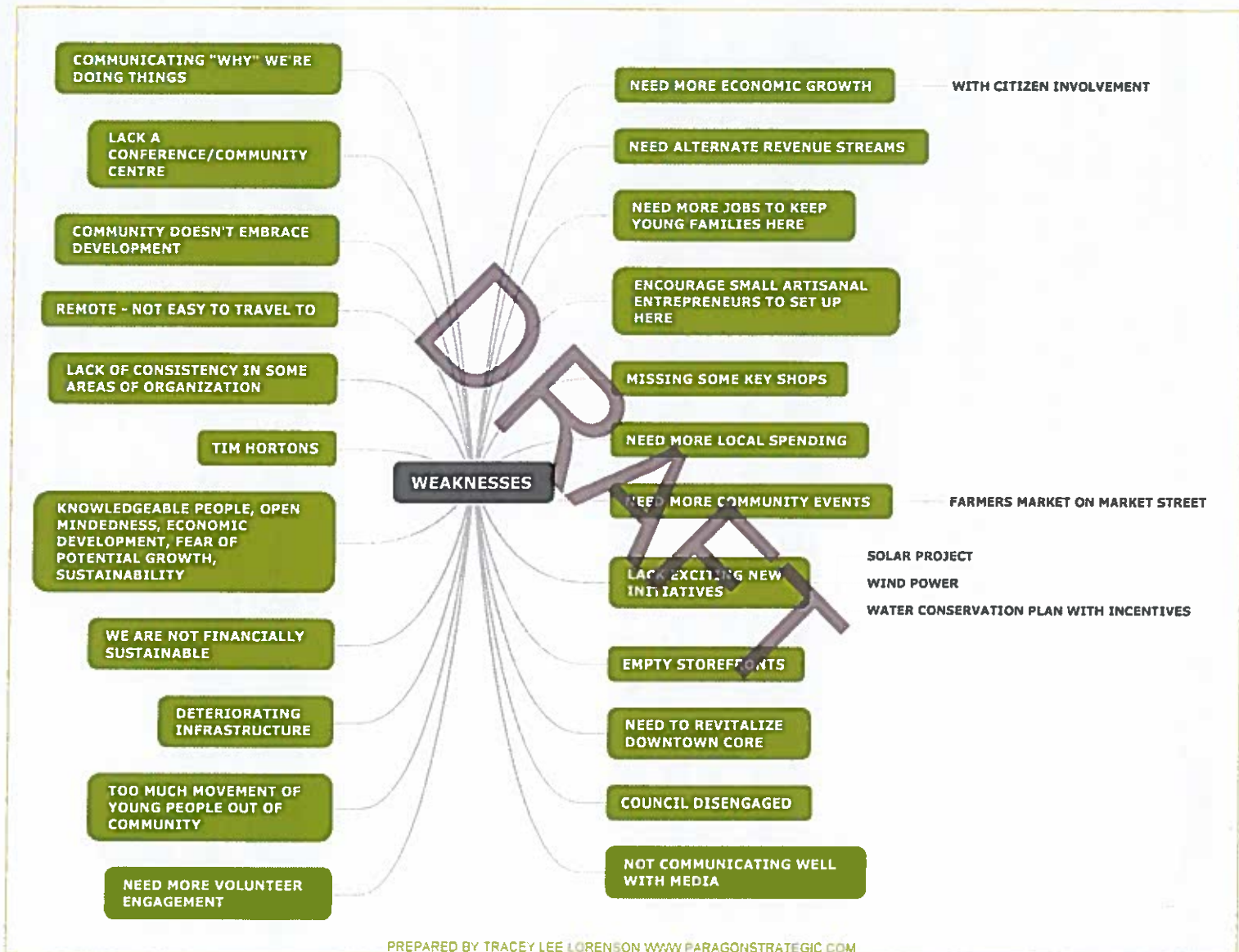
SURVEY SUMMARY NOTES GRAND FORKS COUNCIL WORKSHOP 2015

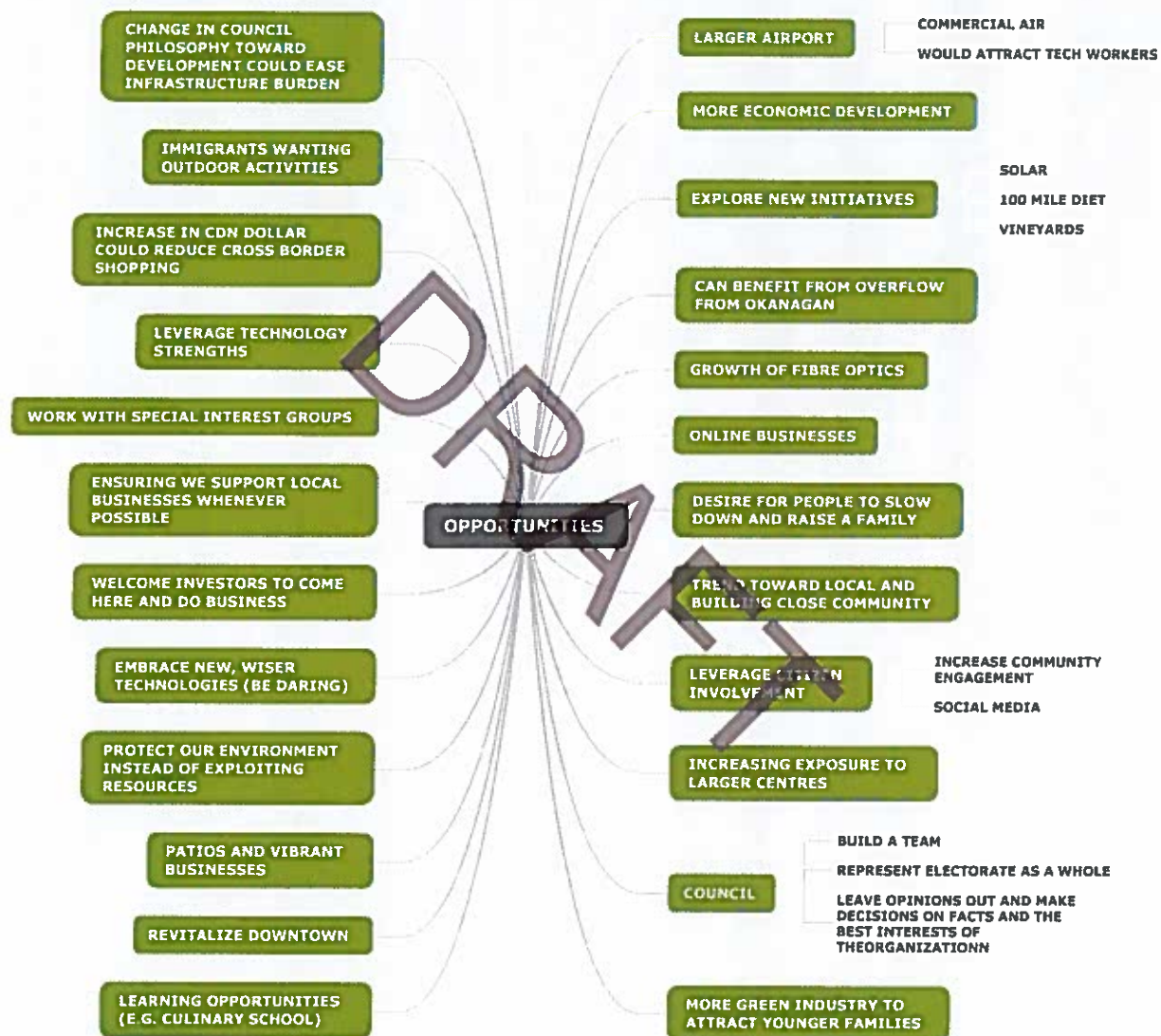
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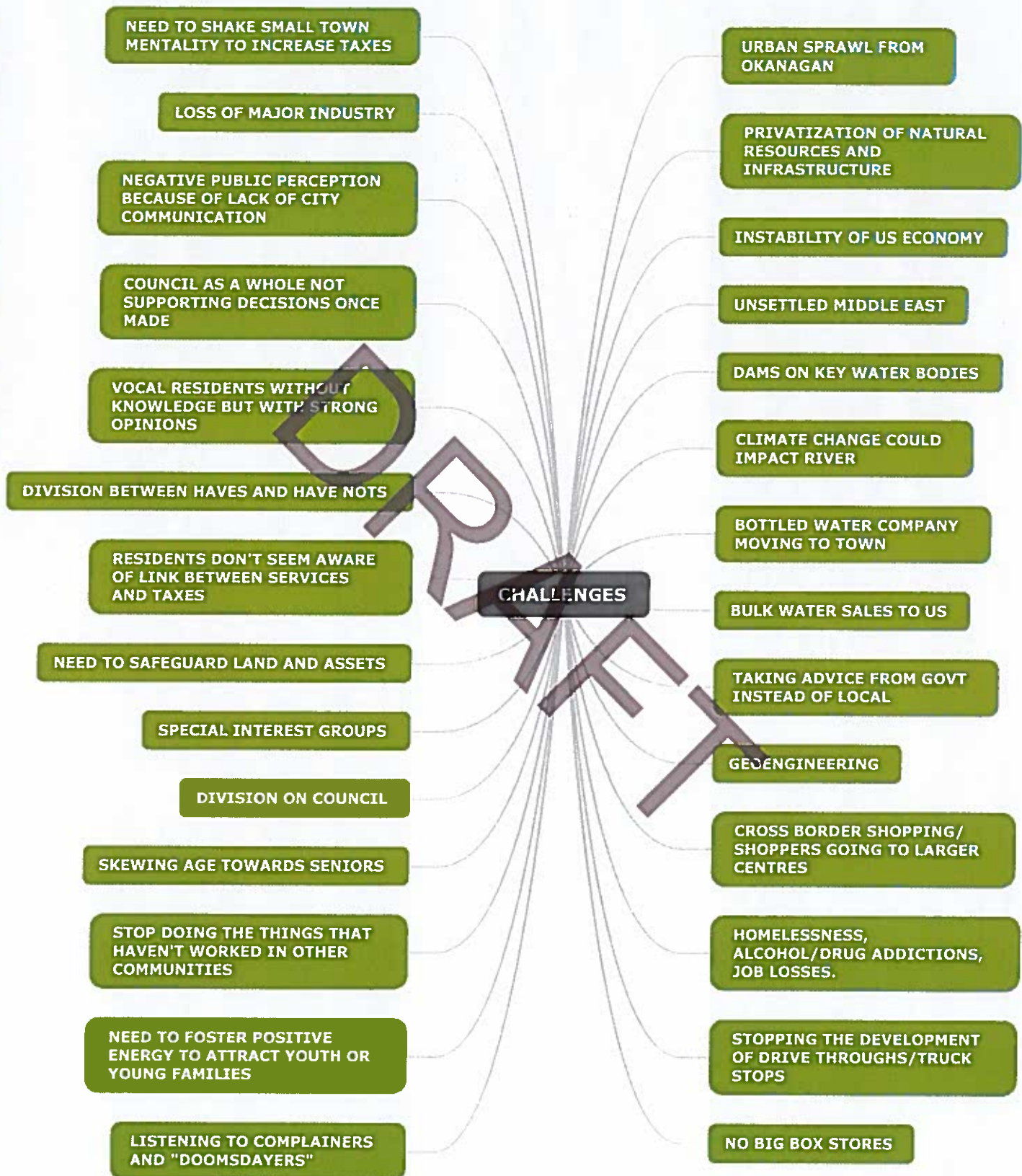
Tracey Lee Lorenson
tracey@paragonstrategic.com
250.275.4829







PREPARED BY TRACEY LEE LORENSON WWW.PARAGONSTRATEGIC.COM



	Critical Importance	Important	Not Important	Why are we doing this?	I'm not sure what this is	Total
Regional Services Integration	20.00% 1	80.00% 4	0.00% 0	0.00% 0	0.00% 0	5
Succession Planning	40.00% 2	40.00% 2	20.00% 1	0.00% 0	0.00% 0	5
Economic Stimulation	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	5
Infrastructure Replacement Strategy	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	5
Deer Issue	20.00% 1	80.00% 4	0.00% 0	0.00% 0	0.00% 0	5
Sustainability Actions	80.00% 4	0.00% 0	20.00% 1	0.00% 0	0.00% 0	5

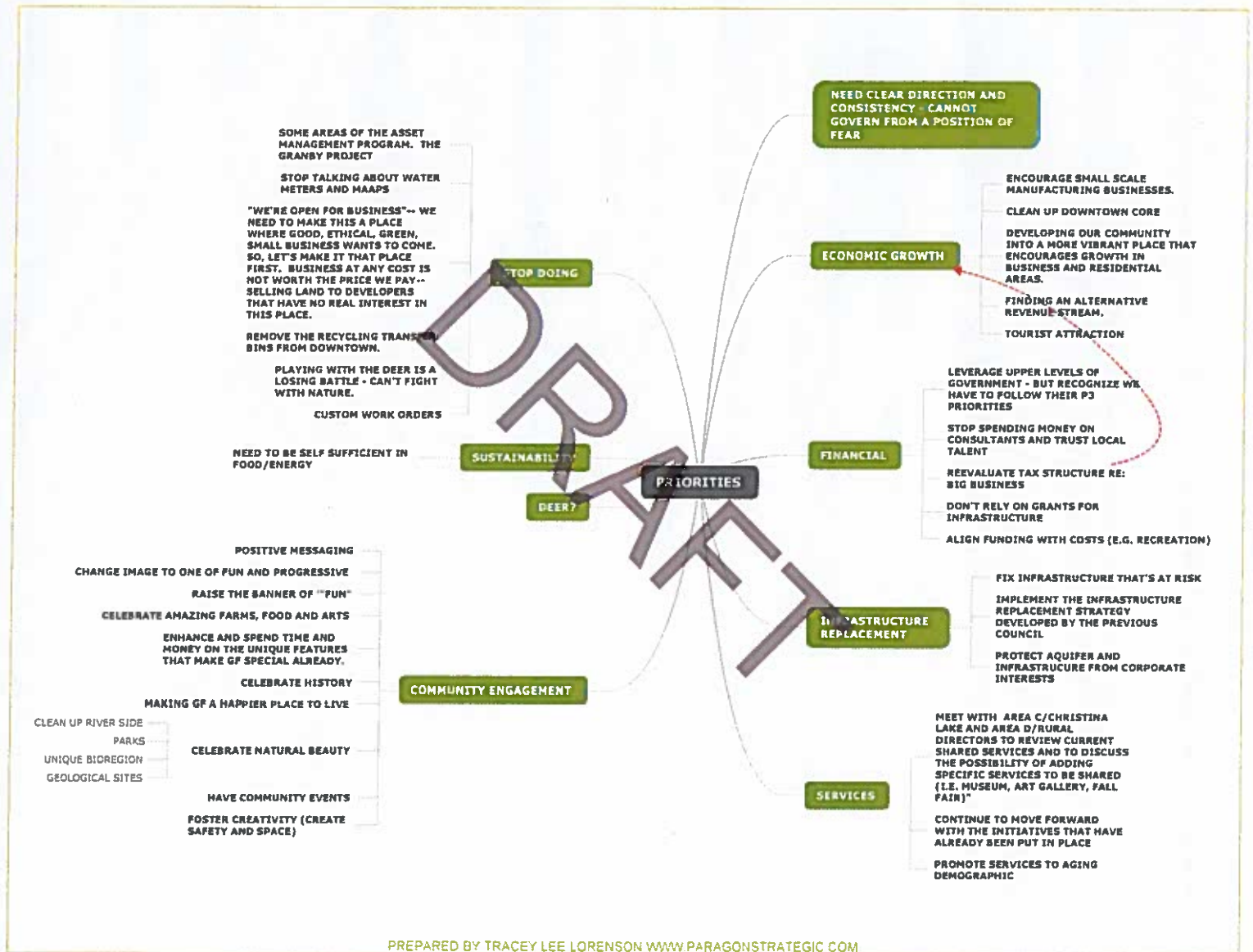
COUNCIL PREVIOUS PRIORITY CHART

PREPARED BY TRACEY LEE LORENSON WWW.PARAGONSTRATEGIC.COM

	Critical Importance	Important	Not Important	Why are we doing this?	I'm not sure what this is	Total
Regional Services Integration	16.67% 1	83.33% 5	0.00% 0	0.00% 0	0.00% 0	6
Succession Planning	16.67% 1	83.33% 5	0.00% 0	0.00% 0	0.00% 0	6
Economic Stimulation	83.33% 5	16.67% 1	0.00% 0	0.00% 0	0.00% 0	6
Infrastructure Replacement Strategy	100.00% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6
Deer Issue	0.00% 0	33.33% 2	50.00% 3	16.67% 1	0.00% 0	6
Sustainability Actions	66.67% 4	33.33% 2	0.00% 0	0.00% 0	0.00% 0	6

MANAGEMENT PREVIOUS PRIORITY CHART

PREPARED BY TRACEY LEE LORENSON WWW.PARAGONSTRATEGIC.COM





WHY DO WE NEED TO GROW?
MOST OF THOSE VALUES ARE
EXPECTED, AND NOT UNIQUE.
DIVISION ON COUNCIL MAKES IT
HARD TO LIVE UP TO THESE
VALUES GOOD - ACRONYM IS FORCED
HOW DOES COUNCIL SEE THESE IN ACTION
TOO MANY - NOT ACTUAL VALUES

VALUES

VISION

GARDENING REQUIRES AFFORDABLE WATER, EVEN WITH PERMACULTURE PRACTICES.

WE NEED TO GROW MORE THAN OPPORTUNITIES. LET'S GROW A VIBRANT CARING COMMUNITY. THE WORD "OPPORTUNITY" USUALLY RELATES SPECIFICALLY TO JOBS. WE NEED JOBS, YES, BUT WE NEED A CARING COMMUNITY THAT IS HEALTHY, FULL OF GOOD FOOD, ART, MUSIC, AFFORDABLE HOUSING AND YES, JOBS THAT ARE NOT MENIAL AND MEANINGLESS. BUILD A PLACE WHERE PEOPLE WANT TO COME AND START THEIR OWN BUSINESS.

WE ARE "OPEN FOR BUSINESS"

WELCOME GREENER TECHNOLOGIES AND MEANINGFUL EMPLOYMENT

PROTECT THE ENVIRONMENT

"...GROWING BETTER OPPORTUNITIES FOR..."

I LIKE IT, BUT WITH ALL OF THE CONTROVERSY OVER WATER METERS THERE MAY BE SOME IN OUR COMMUNITY WHO WOULD PREFER THE CITY NOT HAVE GREEN BOULEVARDS AND COLOURFUL PLANTERS.

"GARDEN CITY" IS CONTRIVED

IT GIVES THE IMPRESSION THAT WE ARE PROMOTING FARMING MORE THAN DEVELOPMENT.

THE WORD GARDEN COULD BE CONSTRUED DIFFERENTLY FOR INDIVIDUALS; PERHAPS A "SUSTAINABLE" CITY MIGHT BE MORE APPROPRIATE.

DOESN'T REALLY RELATE TO GRAND FORKS

THAT IS EVERY CITY'S GOAL. LET'S MAKE THIS STATEMENT UNIQUE TO GF.

FIRST THIS SHOULD BE TO ENSURE THAT THE CITIZENS OF GF LIVE HEALTHY, PEACEFUL, ABUNDANT LIVES, IN SAFETY. COUNCIL IS RESPONSIBLE FOR MANAGING THE ASSETS AND SERVICES NEEDED TO ENSURE THE ABOVE HAPPENS.

GOVERNANCE IMPLIES GOVERNMENT, CONTROL, POLITICS. WE WELCOME CREATIVE COMMUNITY ENGAGEMENT THAT ENHANCES AND ADVANCES THE QUALITY OF LIFE IN OUR COMMUNITY, WHILE PROVIDING SERVICES THAT SUPPORTS AND CARES FOR EVERYONES NEEDS.

GOOD GOVERNANCE AND LEADERSHIP WILL PROMOTE OUR COMMUNITY TO ENSURE A STRONG AND BETTER FUTURE.

MISSION

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Corporate Services

Date: November 18th, 2015

Subject: Appointments of Acting Mayor for Council Year 2015-2016

Recommendation: **RESOLVED THAT COUNCIL DESIGNATES MEMBERS OF COUNCIL TO SERVE ON A ROTATING BASIS AS ACTING MAYOR DURING THE YEAR 2015-2016:**

COUNCILLOR THOMPSON – DECEMBER 2015 AND JANUARY 2016
COUNCILLOR ROSS – FEBRUARY 2016 AND MARCH 2016
COUNCILLOR KROG – APRIL 2016 AND MAY 2016
COUNCILLOR HAMMETT – JUNE 2016 AND JULY 2016
COUNCILLOR BUTLER – AUGUST 2016 AND SEPTEMBER 2016
COUNCILLOR _____ – OCTOBER 2016 AND NOVEMBER 2016

BACKGROUND: Procedure Bylaw No. 1946, 2013 requires Council, to designate from among its members, Councillors to serve on a rotating basis as Acting Mayor to act in the place of the Mayor when the Mayor is absent or unavailable. Typically, this is done on the first meeting in December; however since the December meeting date falls in the middle of month, the November 30th Regular meeting date will suffice to determine acting Mayors, inasmuch as Council would need to determine who would be acting for the entire month of December. Section 11.7 Acting Mayor in the City of Grand Forks' Procedure Bylaw No. 1946 excerpt is attached to this report for reference.

Additionally, as the City currently has a vacant seat yet to be determined by an upcoming by-election for 2016, the Councillor who is to be elected will fill the vacancy for the October/November months.

Benefits or Impacts of the Recommendation:

General: Council may consider to keep to the same rotation schedule for the role of Acting Mayor, as was determined in reverse order, at the Inaugural Meeting in December 2014. The resolution outlines appointments from December to November inasmuch as Council's term of office began on December 1, 2014. Council may choose to change the order to go in alphabetical order or change the order of names as they see fit.

Strategic Impact: N/A

Financial: Legislative Advertising requirements as allotted for in the Financial Plan.

REQUEST FOR DECISION

— REGULAR MEETING —



Policy/Legislation: Each year, Council must, in respect of the ensuing calendar year, designate from among its members, Councillors to serve on a rotating basis as Acting Mayor.

Attachments: Excerpt of Section 11.7 for City of Grand Forks Procedure Bylaw No. 1946.

Recommendation: **RESOLVED THAT COUNCIL DESIGNATES MEMBERS OF COUNCIL TO SERVE ON A ROTATING BASIS AS ACTING MAYOR DURING THE YEAR 2015-2016:**

COUNCILLOR THOMPSON – DECEMBER 2015 AND JANUARY 2016
COUNCILLOR ROSS – FEBRUARY 2016 AND MARCH 2016
COUNCILLOR KROG – APRIL 2016 AND MAY 2016
COUNCILLOR HAMMETT – JUNE 2016 AND JULY 2016
COUNCILLOR BUTLER – AUGUST 2016 AND SEPTEMBER 2016
COUNCILLOR _____ – OCTOBER 2016 AND NOVEMBER 2016

OPTIONS: 1. COUNCIL COULD DETERMINE TO APPOINT ANY MEMBERS OF COUNCIL TO A TERM OF ACTING MAYOR IN DIFFERENT MONTHS THAN THOSE OUTLINED IN THE RECOMMENDED RESOLUTION. THERE IS NO OPTION TO DECLINE THE APPOINTMENT OF MEMBERS OF COUNCIL TO ACT AS MAYOR FOR THE ENSUEING YEAR. DECLINING TO ADOPT THE RESOLUTION AT THE FIRST MEETING IN DECEMBER WOULD MEAN THAT COUNCIL IS NOT IN COMPLIANCE WITH THEIR OWN BYLAW.

	
Department Head or CAO	Chief Administrative Officer

11.4 Removal of Those Behaving Improperly

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

11.5 Adjournment of Meeting

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

11.6 Cancellation of Meetings

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

11.7 Acting Mayor

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

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

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

PART 9 - PROCEDURE FOR MEETINGS

12. Authority

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

12.1 Mayor To Open Meetings

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

12.2 Appointment of Acting Chair

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

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Corporate Services

Date: November 18th, 2015

Subject: 2016 Regular & COTW Meeting Schedule

Recommendation: **RESOLVED THAT COUNCIL ADOPTS THE MEETING DATES AS PRESENTED, PROVIDES NOTICE TO THE PUBLIC OF THE 2016 REGULAR COUNCIL MEETING SCHEDULE AND THE SCHEDULE FOR COMMITTEE OF THE WHOLE MEETINGS, AND FURTHER DIRECTS STAFF TO PUBLISH THE NOTICE IN THE GAZETTE IN ACCORDANCE WITH THE COMMUNITY CHARTER.**

BACKGROUND: Attached, is a 2016 calendar identifying the proposed Regular meetings and the Committee of the Whole meetings for the year 2016. There are typically 2 Regular meetings per month, except for July, August and occasionally, December, where there is only one meeting scheduled. All meetings have been scheduled to avoid UBCM, FCM and AKBLG conferences. In accordance with the Community Charter, Council must provide notice to the public of the 2016 Regular Council meeting schedule and publish notice in two consecutive issues of the newspaper.

Benefits or Impacts of the Recommendation:

General: By providing notice of the 2016 Regular meeting schedule ensures that Council is meeting their legislative obligations. Although Council may change meeting dates as presented, there is no option to defer the matter inasmuch as the meeting date listing must be advertised in accordance with the Charter.

Strategic Impact: N/A

Financial: No impact. The Financial Plan allows for advertising expenses throughout the year.

Policy/Legislation: Section 127 of the Community Charter speaks to the necessity of Council to make available to the public, a schedule of yearly meeting dates in accordance with Section 94 as it pertains to advertising guidelines.

Attachments: Community Charter Sections 127 and 94; Calendar of meeting dates.

REQUEST FOR DECISION

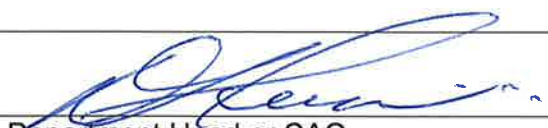

— REGULAR MEETING —



Recommendation:

RESOLVED THAT COUNCIL ADOPTS THE MEETING DATES AS PRESENTED, PROVIDES NOTICE TO THE PUBLIC OF THE 2016 REGULAR COUNCIL MEETING SCHEDULE AND THE SCHEDULE FOR COMMITTEE OF THE WHOLE MEETINGS, AND FURTHER DIRECTS STAFF TO PUBLISH THE NOTICE IN THE GAZETTE IN ACCORDANCE WITH THE COMMUNITY CHARTER.

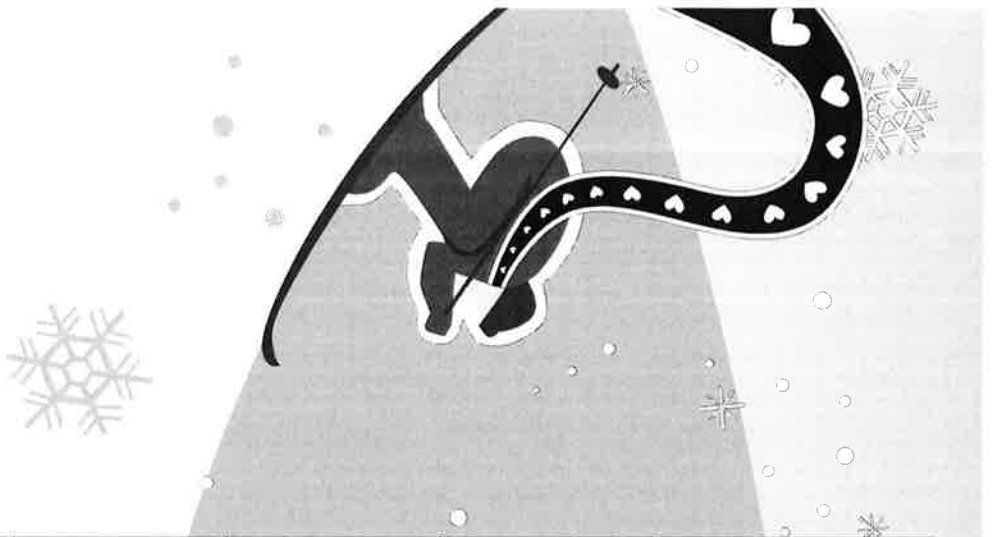
OPTIONS: 1. COUNCIL DETERMINES TO ALTER THE SCHEDULE BY RESOLUTION.

	
Department Head or CAO	Chief Administrative Officer



January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01 New Year's Day	02
03	04	05	06	07	08	09
10	11 Regular Meeting	12	13	14	15	16
17	18	19	20	21	22	23
24	25 COTW and Regular Meeting	26	27	28	29	30
31	01	02	03	04	05	06



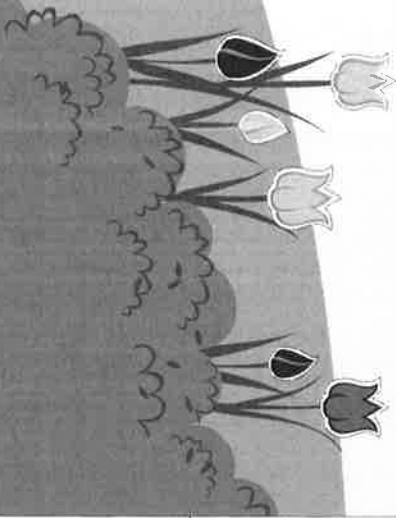
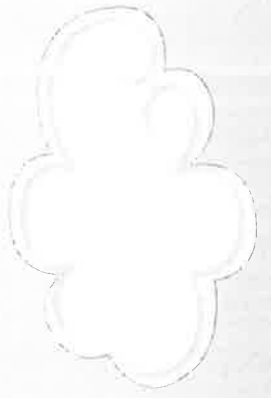
February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02	03	04	05	06
07	08 BC Family Day	09 FCM	10 Sustainable Ottawa	11 Communitie s ↓	12	13
14	15 COTW & Regular Meetings	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Regular Meeting	01	02	03	04	05
06	07	08	09	10	11	12



March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	01	02	03	04	05
06	07	08	09	10	11	12
13	14 COTW & Regular Meetings	15	16	17	18	19
20	21	22	23	24	25 Good Friday	26
27	28 Easter Monday	29 Regular Meeting	30	31	01	02
03	04	05	06	07	08	09



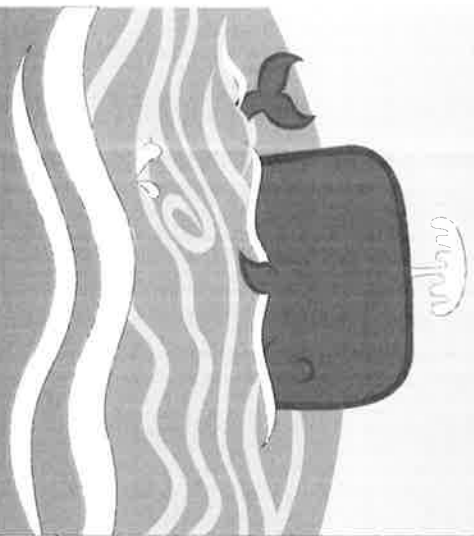
April 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11 COTW & Regular Meeting	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Regular Meeting	26	27 AKBLG	28 AKBLG	29 AKBLG	30
01	02	03	04	05	06	07



May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09 COTW & Regular Meetings	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Victoria Day	24	25	26	27	28
29	30 Regular Meeting	31	01	02	03	04
05	06	07	08	09	10	11



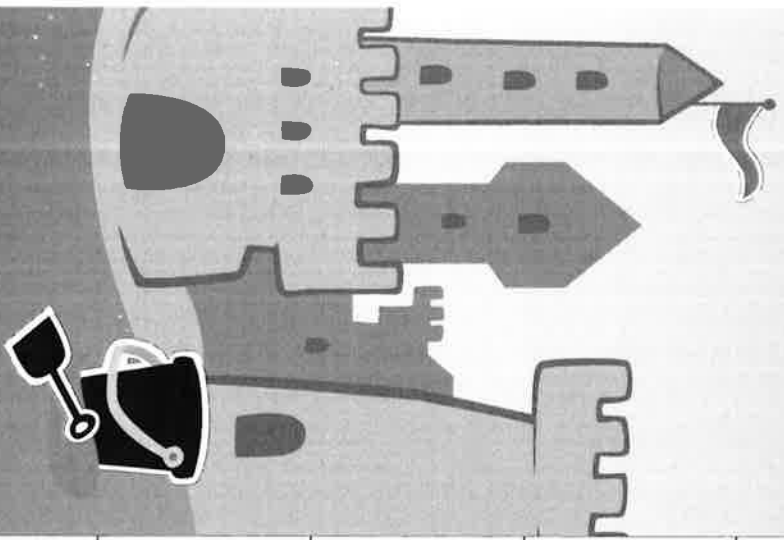
June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01	02	03 FCM Winnipeg	04 FCM Winnipeg
05 FCM Winnipeg	06	07	08	09	10	11
12	13 COTW & Regular Meetings	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Annual Report & Regular Meetings	28	29	30	01	02
03	04	05	06	07	08	09



July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01 Canada Day	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18 COTW & Regular Meetings	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

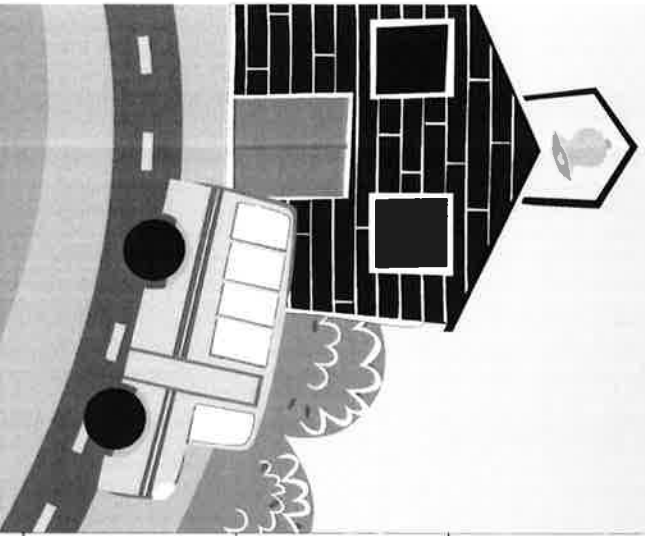


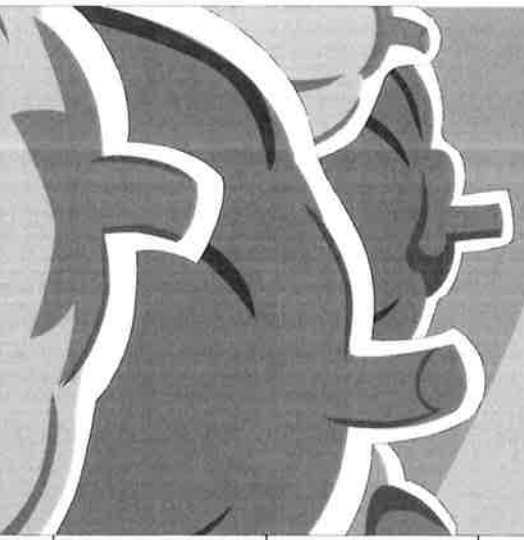
August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01 BC Day	02	03	04	05	06
07	08	09	10	11	12	13
14	15 COTW & Regular Meetings	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	06	07	08	09	10	11

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05 Labour Day	06 COTW & Regular Meetings	07	08	09	10
11	12	13	14	15	16	17
18	19 Regular Meeting	20	21	22	23	24
25	26 UBCM	27 UBCM	28 UBCM	29 UBCM	30 UBCM	01
02	03	04	05	06	07	08

September
2016





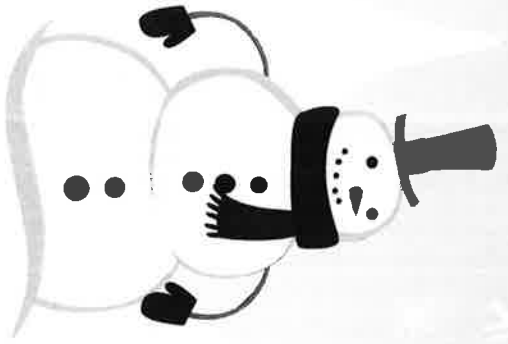
October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01
02	03	04	05	06	07	08
09	10 Thanksgiving	11 COTW & Regular Meetings	12	13	14	15
16	17	18	19	20	21	22
23	24 Regular Meetings	25	26	27	28	29
30	31	01	02	03	04	05



November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01	02	03	04	05
06	07 COTW & Regular Meetings	08	09	10	11 Remembran ce Day	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Regular Meeting	29	30	01	02	03
04	05	06	07	08	09	10



December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12 COTW & Regular Meetings	13	14	15	16	17
18	19	20	21	22	23	24
25 CHRIST- MAS DAY	26 BOXING DAY	27 Christmas Day Stat	28	29	30	31
01	02	03	04	05	06	07



Ref: 218360

November 3, 2015

His Worship Mayor Frank Konrad
City of Grand Forks
P.O. Box 220
Grand Forks, British Columbia
V0H 1H0

Dear Mayor Konrad:

I understand that local officials met with representatives from my office and the ministry on Wednesday, September 23 at the 2015 UBCM Convention to discuss urban deer management. I regret that I was unable to attend this year's convention, but was pleased to hear that you had a productive meeting. I am also in receipt of your letter of September 29, 2015.

As I am sure you are aware, the provincial government has committed to forming an urban deer advisory committee and has allocated up to \$100,000 for future urban deer management operations. The creation of this committee will help ensure greater collaboration between municipalities and the province and provide the resources necessary for communities to make informed choices when exploring potential solutions to urban deer issues. We look forward to working with you and other involved communities further once the committee has been established.

Again, thank you for bringing this significant issue to our attention.

Sincerely,

Steve Thomson
Minister

pc: Tom Ethier, Assistant Deputy Minister, Resource Stewardship Division
Dan Peterson, Director, Fish and Wildlife Branch
Jeff Morgan, Manager, Fish and Wildlife Policy, Fish and Wildlife Branch

FILE CODE

WE3
Letter from Minister
m16 - Thomson re Urban
Deer Mgmt.

THE CORPORATION OF THE CITY OF GRAND FORKS



7217 – 4TH STREET, BOX 220 • GRAND FORKS, BC V0H 1H0 • FAX 250-442-8000 • TELEPHONE 250-442-8266

November 19th, 2015

Ministry of Forests, Lands, and Natural Resource Operations
P.O. Box 9049, Stn Prov Govt
Victoria, BC
V8W 9E2

Attention: Honourable Steve Thomson

Dear Minister Thomson:

We would like to extend our gratitude, once again, for the most productive meeting that we had with your office at the UBCM this year, with regard to the deer issue that is affecting a number of BC communities.

Further as part of the group of those communities, we are exceptionally thankful for your ministry's decision to strike a Provincial Urban Deer Advisory Committee along with the provision of up to \$100,000 annually for future urban deer management operations.

At Council's Regular Meeting on October 26th, 2015, Council adopted the following resolution:

RESOLVED THAT the City send a letter to the Provincial Government requesting that the funds regarding the Deer issue be used for tools intending to cull deer that could be used for all affected communities.

We would sincerely ask that the Provincial Urban Deer Advisory Committee consider Council's suggestion as a possible option that would prove to be both economical and that would allow the affected communities to share the much needed tools required to perform culls in their perspective areas in the most humane practice.

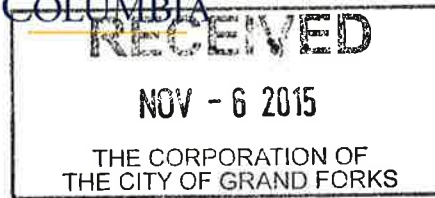
Best regards,

Frank Konrad
MAYOR

WE4 – Council's letter to the Ministry of Forests regarding suggestion for use of funds regarding community deer culling issue

Website: www.grandforks.ca

Email: info@grandforks.ca



OCT 28 2015

Ref: 159565

His Worship Mayor Frank Konrad
and Members of Council
City of Grand Forks
PO Box 220
Grand Forks, BC V0H 1H0

Dear Mayor Konrad and Councillors:

As the new Minister of Community, Sport and Cultural Development, I appreciated meeting with your delegation at the 2015 UBCM Convention in Vancouver. It is always valuable to hear directly from local governments regarding issues and concerns in their communities.

I was very pleased to learn more about the importance Grand Forks places on asset management. Your work is a great example to other communities across the province.

I was also interested to hear about your application to the Strategic Priorities Fund (SPF) grant program for funding to advance asset management and infrastructure renewal in Grand Forks. As you may know, Ministry of Community, Sport and Cultural Development staff are providing technical resources to support UBCM in the review of applications. The projects are being reviewed against strong assessment criteria enabling the approval of projects that best meet program goals and objectives, including strong economy, clean environment and sustainable communities. The announcement of the successful applications is expected to be made by UBCM in early 2016.

Part of our work is to help you be successful with our capital funding programs. Ministry staff are pleased to answer any questions about your application and to explore potential options for funding under other funding programs. As announced at the Convention, the Small Communities Fund intake is now open and more application information will be posted by October 30, 2015. Please contact Mr. Brian Bedford, Director, Infrastructure and Engineering Unit, by telephone at: 250 356-0700, or by email at: Brian.Bedford@gov.bc.ca.

.../2

FILE CODE

*Letter from Minister
WEB: m9 - Fassbender from
UBCM meeting*

Ministry of Community,
Sport and Cultural Development and
Minister Responsible for TransLink

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC

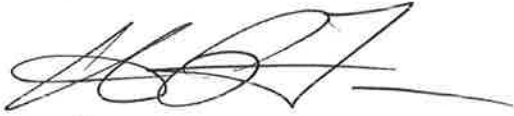
www.gov.bc.ca/cscd

Page 103 of 158

His Worship Mayor Frank Konrad
and Members of Council
Page 2

Thank you again for taking the time to meet with me at the Convention. I look forward to a continuing productive dialogue with your community.

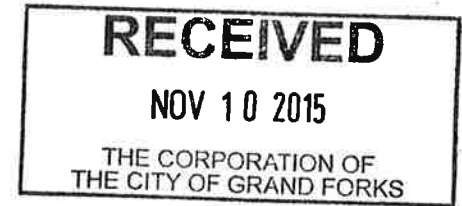
Sincerely,

A handwritten signature in black ink, appearing to read 'P. Fassbender', with a long horizontal line extending to the right.

Peter Fassbender
Minister

pc: Mr. Brian Bedford
Director
Infrastructure and Engineering Unit
Ministry of Community, Sport and Cultural Development





To everyone at the Grand Forks Fire Department,

The summer of 2015 will long live in the memory of the Regional District of Kootenay Boundary.

This past August saw our residents and organization face incredible challenges due to the wildfires burning near our homes and communities.

Rock Creek/Westbridge, Anarchist Mountain, Stickpin, Paulson, Christina Lake are all names that we will associate with fire, smoke, challenge and worry.

However, thanks to a dedicated team of people, from far and wide, from many different organizations, we faced the fire, smoke, challenge and worry and served our communities well.

You played an important part.

Please accept our thanks for your experience, dedication and sacrifice during our summer of fire. Having you as part of our team was important to our success.



Grace McGregor
Chair, Board of Directors



Joe Danchuk
Chair, Protective Services Committee



Dan Derby
Emergency Program Coordinator
Deputy Regional Fire Chief

FILE CODE
F3 Thank You Letter
+ R2 - to G.F. Fire Dept.
WEB





Kettle River Watershed Management Plan

The Kettle River Starts Here

Request to Consider Support of Kettle River Watershed Management Plan Implementation

To: Mayor Frank Konrad and Council, City of Grand Forks

November 19, 2015

Dear Mayor Konrad and Council,

RECEIVED

NOV 23 2015

THE CORPORATION OF
THE CITY OF GRAND FORKS

At the Kettle River Watershed Management Plan Steering Committee on November 18, the Committee approved a motion to *'Request municipal councils to consider financial support of core implementation and/or project funding for Phase 3 of the Kettle River Watershed Management Plan'*. This request is in line with the City's commitment to "support implementation of priority strategies and actions where the City of Grand Forks is involved, as appropriate and at Council's discretion" (COTW and Regular Council Minutes, February 10, 2015).

As of the end of November, it will be one year since the Regional District of Kootenay Boundary endorsed the Kettle River Watershed Management Plan (Phase 2) and 'launched' it for the benefit of the Kettle River and its communities. The mutual endorsement by the RDKB, the City of Grand Forks, other Boundary municipalities, and other organizations signaled a significant commitment to continued local leadership in watershed management.

As background information, since inception in 2011 this project has been funded through the Gas Tax with additional contributions from Southern Interior Beetle Action Coalition (SIBAC), the Real Estate Foundation, and the City of Grand Forks (Joint Emergency Preparedness Program – JEPP) (Table 1, attached).

Current funds will support core coordination through April, 2016. Going forward, Plan implementation will require continued funding for both coordination (approximately \$70,000 through to the end of 2017) and implementation actions (amounts to be determined by scope of actions and funding availability).

The Steering Committee and Implementation Advisory Group have agreed to proceed with project development for two initiatives (among others) that will be of direct interest to the City: a map-based Watershed Information system; and a coordinated Water Conservation and Drought Response Plan for the entire Kettle River Watershed. We look forward to further discussions with you about City's roles on these or other priority projects.

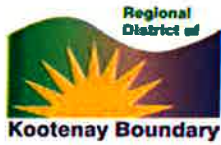
We look forward to further productive collaboration among Boundary members of the RDKB (such as the City of Grand Forks) and other stakeholders as partners on Plan implementation and on a number of exciting initiatives.

Sincerely,

Roly Russell, Chair
KRWMP Implementation Advisory Group

Grace McGregor, Chair
KRWMP Steering Committee

THE CODE
Kettle River Watershed
R2- Mgmt. Plan Request
to Consider Financial Support
Page 109 of 138



Kettle River Watershed Management Plan

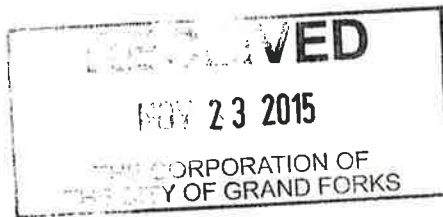
The Kettle River Starts Here

Table 1. Funding sources and costs, 2011-April 2016

Funding Source	Contribution	Proportion
SIBAC	\$30,000	7.1%
Real Estate Foundation	\$25,000	6.0%
RDKB Admin	\$5,000	1.2%
City of Grand Forks / JEPP	\$33,500	8.0%
Area 'C'/Christina Lake	\$22,000	5.2%
Area 'D'/Rural Grand Forks	\$127,000	30.3%
Area 'E'/West Boundary	\$177,000	42.2%
Total	\$419,500	100.0%



CommonsPlace Consulting



Graham Watt, Consultant
graham@commons.place
250.444.0550

To: Mayor Frank Konrad and Council, City of Grand Forks
From: Graham Watt, CommonsPlace Consulting, Ltd.
Regarding: Funding opportunity with TD Tree Canada for Urban Forest Inventory
November 20, 2015

Dear Mayor Konrad and Council,

The purpose of this letter is to request a partnership with the City of Grand Forks to obtain funding to support data acquisition and analysis for a Phase 1 Inventory for an Urban Forest Management Plan. The requested resolution reads: "Council supports the concept of a Phase 1 Urban Forest Inventory and directs staff to develop the TD Tree Canada funding proposal in partnership with CommonsPlace Consulting, Ltd."

A key component of municipal asset management is 'green infrastructure', which is the role of ecosystems in supporting tangible benefits to society such as dust reduction, cooling, stormwater improvement and carbon sequestration as well as intangible benefits such as beauty and quality of life, which reflect back as property values and tax revenues. Treating street trees and the urban forest as an 'ecological asset' requires us to keep track of them – developing an inventory, updating the inventory as we plant, prune, or remove trees, and recording conflicts with sidewalks, sewers or other infrastructure components.

We have had initial discussions with Operations about the required data and analysis for the inventory, and wish to proceed with securing outside funding from TD Tree Canada Green Streets and other funders to support the data acquisition, analysis, training, and inventory reporting for Phase 1. The Green Streets application is due November 30th and we intend to work closely with City staff to develop the proposal.

This inventory would ideally form Phase 1 of an Urban Forest Management Plan, which identifies the benefits and costs, long term management, and community partnerships. Potential partners would include the Grand Forks and Boundary Region Agricultural Society, School District 51, RDKB, Kettle River Watershed Management Plan, Rec Commission, and Chamber of Commerce.

Our team is uniquely suited to support this role: as consultants to the RDKB for the Kettle River Watershed Management Plan we have strong links with local and regional community partners; we provide forestry mapping services to local woodlots and small forestry businesses; and we are leading innovative community development initiatives related to natural resource management and ecosystem restoration. Our associate consultants include a professional forester and arborist and an expert in environmental remediation.

We look forward to working with the City of Grand Forks on this opportunity and supporting your ongoing role in stewardship of City resources.

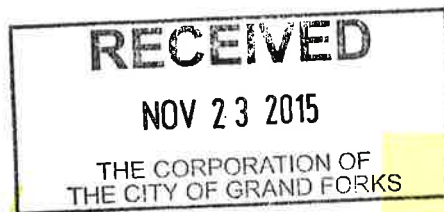
Sincerely,

Graham Watt
CommonsPlace Consulting, Ltd.

FILE CODE
CommonsPlace Consulting
CI - Ltd. - Funding Opportunity
w/ TD Tree Canada for
Forest Inventory
Page 011 of 158



Grand Forks and Boundary Regional Agricultural Society



November 19, 2015

From: Graham Watt, Learning Garden Project Team, Grand Forks and Boundary Regional Agricultural Society

To: City of Grand Forks, Mayor and Council,

Dear Mayor Konrad and Council,

The purpose of this letter is to thank the City for the tremendous support and contribution to the development of the Learning Garden at the Aquatic Centre, and to look ahead to next year's work plan with a request for continued support and involvement of City staff.

First of all, on behalf of the Learning Garden Team and the Agricultural Society, thank you so much for the support over the last year and a half of planning and putting down roots in the Learning Garden. As you know, the Learning Garden will provide a venue for hands-on demonstration of how to make a sustainable community: green infrastructure, edible landscaping, solar heating and energy, and xeriscaping and water conservation. Already the Garden is attracting interest from beyond the region, and the City should be applauded for recognizing the importance of this unique project.

The knowledge, skill, professionalism and support from all of Council and staff has enabled the Project Team to secure significant funding and make tremendous progress in our first year of developing the garden (Table 1). This support has enabled the Learning Garden to install water supply, electricity, fencing, and other infrastructure, built on the 'soft' foundations of partnerships, the Licence of Occupation, and the building permit for the innovative green building structure.

Table 1. Funding for Learning Garden 2015 Activities

Funding	Amount	For:
Grand Forks Rec Commission	\$5,000.00	Cash - fencing and infrastructure
City of Grand Forks	land donation	In-kind
RDKB	land donation	In-kind
City of Grand Forks	\$13,000.00	(est) In-kind – installation of fencing and infrastructure and other support
Phoenix Foundation	\$5,750.00	Cash – water system
Grand Forks Credit Union	\$14,000.00	Cash – fencing and infrastructure
Agricultural Society - Learning Garden Team	\$15,500.00	In-kind volunteer support for education, programs, and building/fencing
Total	\$48,250.00	

Next year, the Learning Garden Project Team plans to install several key components of the garden, including: shed/water supply protection green building; paths and earthworks; irrigation mains;

FILE CODE

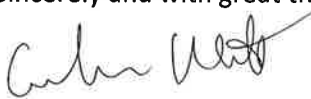
AG Society - Thank you
AI - to City for support
Contribution

propagation beds; and initial plantings. Additionally, we would like to partner with the City to source funding for developing a successful home-scale solar demonstration project as part of the Garden green building projects.

We respectfully request the continued in-kind support by City workers in the installation of irrigation mains and construction of paths and earthworks, in addition to support for building inspection, hosting of grants where applicable, and other aspects. The success of this project and the long term benefits to the community depend on your support, and we look forward to scoping the requirements with you in the coming weeks. We intend to provide an update to the Committee of the Whole in December to discuss these issues further with you.

We also look forward to City Council and staff joining the growing number of enthusiastic community volunteers during planting events and workshops in the spring, and are very excited about growing the friendships nurtured by such events.

Sincerely and with great thanks,

A handwritten signature in dark ink, appearing to read 'Graham Watt', with a stylized flourish at the end.

Graham Watt
plan@kettleriver.ca / 250.444.0550

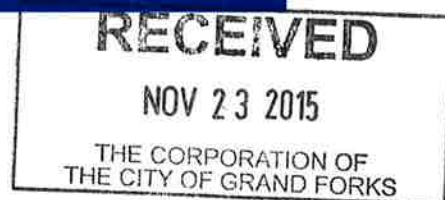
cc: Learning Garden Project Team - Sheila Dobie, Peter Matheson, Cavan Gates, Laurie Grant, Lada Kurnoff, Sarah Orłowski



Christina Gateway
Community Development Association

City of Grand Forks
7217 – 4th Street
Grand Forks, BC V0H 1H0

November 18, 2015



Re: Municipal Regional District Tax application

Dear City of Grand Forks,

A group of regional tourism accommodators and non profit societies is requesting a letter of support for the application to implement a Municipal Regional District Tax (MRDT). The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits. The funds will be used to implement a marketing plan developed by a steering committee and reviewed by the provincial government. The applicant organization, in our case the Regional District of Kootenay Boundary (pending), will engage a service provider to implement the marketing plan.

As part of the application process, all municipalities in the proposed designated accommodation area must pass a motion of support. Below is the proposed wording of the motion:

That the City of Grand Forks supports the Regional District of Kootenay Boundary's application to the Ministry of Finance for the 2% Municipal and Regional District Tax for the designated accommodation area that includes the majority of RDKB electoral areas C, D, and E, and the municipalities therein; and

That if support from the City of Greenwood or the Village of Midway is not forthcoming, the City of Grand Forks nonetheless supports the MRDT for a modified designated accommodation area including RDKB Areas C and D; and the City of Grand Forks.

The MRDT is a tool to strengthen marketing of Boundary Country to increase our tourism sector. Many of the surrounding areas like Castlegar, Rossland, Nelson – Kootenay Lake, and Big White have already implemented an MRDT. Visitors are used to paying the fee in other areas and as such it will not put us at a disadvantage. Boundary Country stands to gain from implementing a MRDT by accessing increased funding for regional promotion that in turn will increase local tourism revenue.

Sincerely,

Cavan Gates
Community Coordinator
Christina Gateway CDA

1675 Highway #3, Christina Lake, BC V0H 1E2

250-447-6165
www.christinalake.ca

FILE CODE
Community Dev. Assoc.
C1 - re Municipal Reg. District
Tax Applic. Page 115 of 158

MEMORANDUM



DATE : November 30, 2015

TO : Mayor and Council

FROM : Chief Financial Officer

SUBJECT : City Hall Fire Update

In 2014 it was necessary to include a contingency in the financial plan for items not yet approved or not covered by insurance for the City Hall fire.

Bylaw 2005, Year 2014-2018 Financial Plan Amendment 1 included \$300,000 as a contingency for City Hall Fire. Although the contingency was included in the financial plan, it was agreed that staff would come back to Council before spending any of the contingency.

In 2014, \$15,000 of the contingency was approved for the City Hall lighting upgrade. In 2015, \$10,000 was approved to cover extra furniture not covered by insurance.

There is a two year limitation on the insurance claim, which expired on September 19, 2015. As the claim was not complete, a two month extension to November 19th was granted by the insurer. However, the claim was still not complete on November 19th so another two month extension was granted to January 2016.

As we are nearing the end of the claim, there are items that have been identified as not being covered by the claim. Including the items mentioned above, these items have been identified as:

City Hall lighting upgrade	\$13,160
Additional window	\$ 2,028
Professional Fees over max	\$ 1,104
Wages for set-up of temp location	\$ 6,661
Original furniture order	\$13,737
2015 Additional Furniture	\$ 7,700 to date
Personal items	<u>\$2,987</u>
TOTAL:	\$47,377

As soon as the claim is complete, an updated report will be provided to Council.

MEMORANDUM



DATE : November 18, 2015

TO : Mayor and Council

FROM : Deputy Corporate Officer/Communications

SUBJECT : Letter of Support for BC Pain Society

In an email, attached for reference, from Chuck Varabioff, of the BC pain Society and Cannafest organizer, he advised that his business (BC Pain Society) that sponsors and funds the Cannafest event is in jeopardy of being closed by the new City of Vancouver bylaws.

Mr. Varabioff is requesting that Council provide a letter of support that speaks to the impact to the City if the BC pain Society were forced to close. If the BC Pain Society is forced to close, Mr. Varabioff would likely not be able to have a five year Cannafest plan.


Mr. Varabioff is requesting that the letter speak to the positive economic impact the Cannafest event has on the City of Grand Forks. A sample letter of support is attached for consideration, should Council resolve to provide one to Mr. Varabioff.

Recommendation:

RESOLVED THAT Council receives the request from Mr. Varabioff of the BC Pain Society, requesting a letter of support for the BC Pain Society and the Cannafest event; AND Further advises staff as to whether they wish to provide a letter of support.

Respectfully submitted,


Deputy Corporate Officer/Communications

From: [REDACTED] chuck varabioff <chuck.varabioff@gmail.com> 2015-11-03 10:... 
Subject: CannaFest 2016
To: [REDACTED] Sarah Winton

Sarah,

How are you? I haven't forgotten about the CannaFest picture you want for the city website, my photographer will have something to me later this week.

In the mean time a couple things..

Can you send me the dimensions and requirements for a highway banner please —
BC Pain Society, my business in Vancouver that was able to sponsor and fund CannaFest 2015 is in jeopardy of being closed by the new city of Vancouver bylaws. I have received a letter telling me I have to relocate. Relocating anywhere in the city of Vancouver that meets their guidelines is absolutely impossible. I am appealing the decision to the board of variance and feel I have a very good chance of staying put with enough letters of support.

Is it possible for the city, the mayor, counselors or city workers to write a letter of support saying what it would mean to the city (or citizens) of Grand Forks if BC Pain Society were forced to close? If my business were forced to close it would be very tough, if not impossible to have a 5 year CannaFest plan.

example... "BC Pain Society brought in a world class event to our city and a big economic boost. The citizens of this community are very excited about the event continuing for years to come, we feel that if BC Pain Society were forced to close the economic loss to this area (and all of BC) would be a tragedy. CannaFest not only benefits our community but the entire province, fans coming from other areas of the province fuel up their cars, purchase food, camping supplies and other convenience items. CannaFest also hires many local businesses throughout the year leading up to the event held in August each year. I hope you will consider the economic impact forcing BC Pain Society to close will have on us all"

Something like that would go a long way in helping ensure this festival will continue for YEARS to come.

Thanks, I will get back to you with an eta on my highway banner and will also submit a request for the event this week.

Chuck

FILE CODE

E3 - CannaFest 2016 -
Letter of Support
for BC Pain Society



Chuck Varabioff
BC Pain Society
2908 Commercial Drive
Vancouver, BC
V5N 4C9

November 18, 2015

Dear Mr. Varabioff,

The City of Grand Forks would like to thank you for the excellent event that you facilitated this summer.

Cannafest was a world class event that brought people of all ages out to listen to great music and have fun. This event provided a boost to our economy that we had not anticipated, attracting people from all over British Columbia to our community. The hotels were booked, and grocery stores and restaurants were busy. It was a pleasure for Council to see the community looking vibrant and busy for the August long weekend.

Cannafest was a well-run event, with no issues. City staff, and other organizations that participated in the safety and emergency aspect of the event were all very pleased with the way the event evolved over the weekend.

The City of Grand Forks is fully supportive of events that encourage the economic and social well-being of its residents. We are proud to be in support of Cannafest and are looking forward to many more events like this in coming years.

Yours truly,

Mayor Konrad
City of Grand Forks



RECEIVED

NOV 13 2015

THE CORPORATION OF
THE CITY OF GRAND FORKS

GRAND FORKS COMMUNITY CHRISTMAS DINNER

C/O Box 1046

Grand Forks, BC V0H 1H0



It's that time of year again! Volunteers for the 34th Annual Community Christmas Dinner are busy making plans for this important community event. Every year we see a greater number of citizens, of all ages, take advantage of this wonderful opportunity to share a beautiful meal in the true spirit of the season on Christmas Day.

This year we anticipate 400 sit-down guests and take-out dinners, which are prepared and delivered entirely by volunteers. We provide transportation to and from the event for those who need it. A visit from Santa, bearing a small gift for the children, is also included.

There is no charge for the meal, however, a donation box is inconspicuously provided for those who feel they can contribute. All left over food is collected by a local agency for distribution for those in need.

However, our principal funding is obtained through thoughtful individuals and businesses such as yours, in the form of cash, gift certificates, store discounts and food or product donations.

At this time of year it is extremely satisfying to see the warmth and generosity of our community showered upon those who need it most. Your contribution to this worthwhile community event would be greatly appreciated and acknowledged both at the dinner and in the media.

Thank you for your support. May your holidays be filled with the true spirit of the season.

Sincerely,


Paula Wolkosky 250-442-2689

Linda Lane 250-442-2207
Co-Coordiators, Grand Forks Community Christmas Dinner

FILE CODE

E3 G.F. Community
+ G1- Christmas Dinner
Contribution

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Manager of Operations
Date: November 30, 2015
Subject: Fees and Charges Amendment Bylaw No. 1958-A1
Recommendation: **RESOLVED THAT COUNCIL give the final reading to the Fees and Charges Amendment Bylaw No. 1958-A1.**

BACKGROUND: The City is in the process to consolidating fees and charges from assorted bylaws into a single bylaw. This Amendment Bylaw would move the campground related Fees and Charges into Schedule F, while also adjusting the Schedules A & B (Please see attached Bylaw 1958-A1 Change Overview for details). Schedule D (Airport) has been removed from this amendment and will be re-introduced in Spring 2016.

Regarding Schedule F (Campground), a rate analysis comparing municipal campgrounds highlights the need to adjust our fees which have not been adjusted since 2012. The Province has also raised rates in 2015 by \$2 per night for Provincial Park campgrounds throughout the area to deal with rising expenses. The new rates would not take effect until the 2017 camping season as rates need to be adjusted before August 1 of the previous year for advertising purposes.

Location	Full Hookup	No Hookup	Tenting	Showers	Sanidump Campers	Sanidump Others
Kaslo	\$30	\$25	\$25	\$1	\$5	\$8
Golden	\$35	\$28	\$28	coin		
Nelson	\$35	\$25	\$25		\$7	\$7
Grand Cache	\$32	\$26	\$26			
Nakusp	\$27	\$23	\$19		free	\$5
Grand Forks						
Current Rates	\$33	\$23	\$18	free	free	free
Proposed Rates	\$36	\$26	\$20	free	free	free

This is the final reading of the proposed Amendment Bylaw No. 1958-A1.

REQUEST FOR DECISION

— REGULAR MEETING —





Benefits or Impacts of the Recommendation:

General:	Consolidating the campground fees and charges into this bylaw and adjusting fees and charges for other services provided.
Strategic Impact:	n/a
Financial:	Increasing the Campground revenue by adjusting rates. This will offset expenses incurred. First increase since 2012.
Policy/Legislation:	Council has the authority to amend bylaws.
Attachments:	Draft Fees and Charges Amendment Bylaw No. 1958-A1 including any updated Schedules (changes in yellow) Bylaw No 1958-A1 Change Overview Schedule A and B from current Bylaw No 1958 – Fees and Charges (in red colour) Schedule A from current Bylaw No. 1940 – Campground (in red colour)

Recommendation: **RESOLVED THAT COUNCIL give the final reading to the Fees and Charges Amendment Bylaw No. 1958-A1.**

OPTIONS: 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT
 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT
 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1958-A1

A BYLAW TO AMEND THE CITY OF GRAND FORKS FEES AND CHARGES BYLAW NO. 1958

WHEREAS the Community Charter empowers Council to acquire, accept and hold any property in the Municipality for pleasure, recreation or Community uses of the public and to make regulations governing the management, maintenance, improvement, operation, control and use of such property;

AND WHEREAS Council deems it necessary and expedient to amend fees & charges;

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

1. This bylaw may be cited as the “**City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A1, 2015**”.
2. That Bylaw No. 1958, cited as “Fees and Charges Bylaw No. 1958, 2014” be amended by adding under Section 3.1 “Schedule F – Campground Fees” and adding “Schedule F” to the Bylaw, and furthermore by replacing “Schedule A” and “Schedule B” with a new “Schedule A” and “Schedule B”. All new and updated schedules are identified as “Appendix 1” and attached to this bylaw.
3. That this bylaw shall come into force and effect upon its adoption.

INTRODUCED this 13th day of October, 2015.

READ A FIRST time this 9th day of November, 2015.

READ A SECOND time this 9th day of November, 2015.

READ A THIRD time this 9th day of November, 2015.

FINALLY ADOPTED this 30th day of November, 2015.

Mayor Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1958-A1, as passed by the Municipal Council of the City of Grand Forks on this ____ day of _____, 2015.

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

Date Signed

APPENDIX 1

SCHEDULE "A" GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
For Freedom of Information Requests		
For locating and retrieving a record	\$7.50	per 1/4 hour after first 3 hours
For producing a record manually	\$7.50	per quarter hour
For shipping copies	actual costs of shipping method chosen by applicant	
For photocopying, please see fees below		
Administrative Fees		
Copy of Council Minutes - per page	\$0.50	/page
Miscellaneous Copies/Reports	\$0.50	/page
Copy of the List of Electors	\$10.00	flat rate
Tax Demand Notice (other than to an owner)	\$5.00	flat rate
Certificate of Tax Status	\$25.00	flat rate
Mobile Home Tax Status Certificate	\$25.00	flat rate
Compliance Letter	\$25.00	flat rate
N.S.F. Payment	\$25.00	flat rate
Information requiring research (billable in 1/4 hour increments)	\$35.00	/hour
Mortgage Roll Register	\$5.00	flat rate
Refund Overpayment (excluding sale and final)	\$25.00	flat rate
Payment Redistribution (change account, transfer credit)	\$25.00	flat rate
Property Tax Notice / Utility Bill Reprint	\$10.00	flat rate
Real Estate Board Data File	\$200.00	flat rate
General Accounts Receivable	2%	/month*
*On overdue accounts		
City of Grand Forks "Sustainable Community Plan" Bylaw		
Current Bylaw - includes all amendments and maps	\$30.00	flat rate
City of Grand Forks "Zoning" Bylaw		
Current Bylaw - includes all amendments and maps	\$25.00	flat rate

City of Grand Forks "Subdivision, Development and Servicing" Bylaw

Current Bylaw - includes all amendments and design standards	\$30.00	flat rate
All other Bylaws	\$0.50	/page

Maps - Plotter Printing Fees

Tabloid Size Sheets (11" x 17") - B&W	\$3.00	/page
Tabloid Size Sheets (11" x 17") - Colour	\$7.50	/page
Arch D Size Sheets (24" x 36") - B&W	\$7.50	/page
Arch D Size Sheets (24" x 36") - Colour	\$15.00	/page
Arch E Size Sheets (36" x 48") - B&W	\$10.00	/page
Arch E Size Sheets (36" x 48") - Colour	\$30.00	/page

Subdivision Application Fees	\$100 non-refundable for physical examination of the first parcel of land \$100.00 for each new parcel of land
------------------------------	---

****fees do not include applicable taxes**

SCHEDULE "B"
INFORMATION TECHNOLOGY AND NETWORKING SERVICES
FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
Service		
Spam Filtering	\$350.00	/year
Web Hosting	\$250.00	/year
Email Hosting (up to 10 accounts)	\$450.00	/year
Virtual Server Bundle	\$1,900.00	/year
Virtual Storage 300GB	\$1,700.00	/year
Phone Systems 7 Phones	\$300.00	/year
Dedicated Fiber*	\$3,000.00	/year
Patch through to 3rd Party ISP*	\$1,500.00	/year
Initial Fiber Installation*	at cost	/one-time
Phone Systems 20 Phones	\$800.00	/year
Phone Systems 50 Phones	\$1,850.00	/year
Virtual Rack Space 2U	\$1,300.00	/year
Virtual Rack Space 21U	\$6,500.00	/year
Technology Support	\$75.00	/hour

* At the discretion of the City, an alternate fee schedule may be negotiated with other government entities and their support groups for the installation and fiber use.

SCHEDULE "F"
CAMPGROUND FEES AND CHARGES

	<u>2016</u>	<u>2017</u>
Tenting	\$18.00	\$20.00
RV Parking – No Hook-ups	\$23.00	\$26.00
RV Parking – Water, Sewer & 50 AMP service	\$33.00	\$36.00

- Rates are “peak” season and are subject to change as deemed necessary by the Chief Administrative Officer
- All rates include applicable taxes
- 48 hour cancellation policy
- If no cancellation lose 1 day's fee

Bylaw 1958-A1 Change Overview:

Schedule A – Administration Fees

Type	New Item	Previous Item
Changed	NSF Payment	NSF Cheque
Added	Mortgage Roll Register	
Added	Refund Overpayment	
Added	Payment Redistribution	
Added	Property Tax Notice / Utility Bill Reprint	
Added	Real Estate Board Data File	
Added	**fees do not include applicable taxes	

Schedule B – Technology

Type	New Item	Previous Item
Added	Patch Through to 3 rd Party ISP*	
Added	Initial Fiber Installation*	
Added	Technology Support	
Added	* At the discretion of the City, an alternate fee schedule may be negotiated with other government entities and their support groups for the installation and fiber use.	
Changed	Increased all dollar values except for "Dedicated Fiber"	Lesser dollar values

Reason: Allow for cost sharing initiative with CBBC (Columbia Basin Broadband Corporation) a subsidiary of the CBT. To allow for connection to RDKB office in Grand Forks.
Increase in dollar values to account for added generator asset for Data Center and directly affected services.

Schedule F – Campground – see small presentation

New: Entire Schedule is new

Reason: Housekeeping – moving schedule from Campground bylaw to this bylaw.
Planning for a small fee increase for the 2017 camping season, at which point this would be the first increase in 5 years (last one in 2012)

SCHEDULE "A"
GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
For Freedom of Information Requests		
For locating and retrieving a record	\$7.50	per 1/4 hour after first 3 hours
For producing a record manually	\$7.50	per quarter hour
For shipping copies	actual costs of shipping method chosen by applicant	
For photocopying, please see fees below		
Administrative Fees		
Copy of Council Minutes - per page	\$0.50	/page
Miscellaneous Copies/Reports	\$0.50	/page
Copy of the List of Electors	\$10.00	flat rate
Tax Demand Notice (other than to an owner)	\$5.00	flat rate
Certificate of Tax Status	\$25.00	flat rate
Mobile Home Tax Status Certificate	\$25.00	flat rate
Compliance Letter	\$25.00	flat rate
N.S.F. Cheques	\$25.00	flat rate
Information requiring research (billable in 1/4 hour increments)	\$35.00	/hour
General Accounts Receivable	2%	/month*
*On overdue accounts		
City of Grand Forks "Sustainable Community Plan" Bylaw		
Current Bylaw - includes all amendments and maps	\$30.00	flat rate
City of Grand Forks "Zoning" Bylaw		
Current Bylaw - includes all amendments and maps	\$25.00	flat rate
City of Grand Forks "Subdivision, Development and Servicing" Bylaw		
Current Bylaw - includes all amendments and design standards	\$30.00	flat rate
All other Bylaws	\$0.50	/page
Maps - Plotter Printing Fees		
Tabloid Size Sheets (11" x 17")	B&W	\$3.00 /page
	Colour	\$7.50 /page
Arch D Size Sheets (24" x 36")	B&W	\$7.50 /page
	Colour	\$15.00 /page
Arch E Size Sheets (36" x 48")	B&W	\$10.00 /page
	Colour	\$30.00 /page
Subdivision Application Fees	\$100 non-refundable for physical examination of the first parcel of land \$100.00 for each new parcel of land	

SCHEDULE "B"
INFORMATION TECHNOLOGY AND NETWORKING SERVICES
FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
Service		
Spam Filtering	\$300.00	/year
Web Hosting	\$200.00	/year
Email Hosting (up to 10 accounts)	\$400.00	/year
Virtual Server Bundle	\$1,800.00	/year
Virtual Storage 300GB	\$1,600.00	/year
Phone Systems 7 Phones	\$250.00	/year
 Dedicated Fibre	 \$3,000.00	 /year
Phone Systems 20 Phones	\$700.00	/year
Phone Systems 50 Phones	\$1,750.00	/year
Virtual Rack Space 2U	\$1,200.00	/year
Virtual Rack Space 21U	\$6,000.00	/year

SCHEDULE "A"
to Bylaw 1940

RATE PER NIGHT

Tenting	\$18.00
RV Parking – No Hook-ups	\$23.00
RV Parking – Water, Sewer & 50 AMP service	\$33.00

- Rates are "peak" season and are subject to change as deemed necessary by the Chief Administrative Officer
- All rates include applicable taxes
- 48 hour cancellation policy
- If no cancellation lose 1 day's fee

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Manager of Operations

Date: November 30, 2015

Subject: Water Regulations Bylaw No. 1973-A1

Recommendation: **RESOLVED THAT COUNCIL rescind the 3rd reading of Bylaw No. 1973- A1,**

AND BE IT FURTHER RESOLVED THAT COUNCIL direct staff to amend the bylaw to allow for the new timelines to complete the Universal Water Metering Program by July 31, 2016 and housekeeping items, as presented.

BACKGROUND: City staff are currently working on completing the Universal Water Metering project with both pit meter and inside meter installations. In late August, the program resumed with City staff creating a data base to work from, reassessment of all properties currently without a water meter, locating curb stops, ordering of Neptune water meters from Fred Surridge and other materials (7 week delivery from manufacturer), and working with contractors (water on/off, BC 1 calls and worksite inspections). After the assessments were substantially completed, the numbers from the original program for pit meters vs inside installations were almost reversed. This substantially changed the RFP posted by staff in late August and also affected the process for the inside water meter installations due to the increased numbers. The City will not be awarding the RFP posted in August for the Pit Meter Installations due to the substantial change with the program. The City is also pursuing an opportunity to apply for a grant that may qualify for the pit meter installations and backflow protection.

Under the current Bylaw No. 1973, the timelines do not allow for residents that have already signed up for their water meter installation to be installed without being billed. Water Regulations Bylaw No. 1973-A1 was originally drafted to extend timelines for water meter installations to December 31, 2015 and clean up some language/billing concerns. With these addition reasons, Council is requested to consider extending the Universal Water metering deadline to July 31st, 2016. The residents have been very good with staff while working towards the completion of this program. The City would like to give our residents the best possible value, this would be facilitated by extending the timeline for having their water meter installed by July 31, 2016. In order to make these additional changes, Council would need to rescind the third reading of Bylaw No. 1973 –A1 which was given at the August 17, 2015 Regular meeting.

REQUEST FOR DECISION

— REGULAR MEETING —



Benefits or Impacts of the Recommendation:

- General:** Inside water meter installations are under way and an RFP was recently posted after the City assessments were substantially completed. The pit meter sample batches have just been completed by the interested proponents for budgeting purposes.
- Strategic Impact:** Fiscal Accountability
Asset Management
Universal Water Metering for optimizing water system services and reducing energy requirements.
- Financial:** This project has been funded through accumulated gas tax funding. Budget numbers after City assessments are currently on track to fall within the originally budgeted amount.
- Policy/Legislation:** Water Regulations Bylaw No.1973, Bylaw 2014, and Water Regulations Bylaw No. 1973-A1.
- Attachments:** Water Regulations Bylaw No.1973 draft, Bylaw No. 2014, and Water Regulations Bylaw No.1973-A1

REQUEST FOR DECISION

— REGULAR MEETING —





Recommendation: **RESOLVED THAT COUNCIL rescind the 3rd reading of Bylaw No. 1973- A1,**

And be it further resolved that Council direct staff to amend the bylaw to allow for the new timelines to complete the Universal Water Metering Program by July 31, 2016 and housekeeping items.

OPTIONS: **1. RESOLVED THAT COUNCIL CONTINUES TO PROCEED WITH CURRENT BYLAW AMMENDMENT NO. 1973 –A1.**

2. RESOLVED THAT COUNCIL APPROVES RECOMMENDATION OF STAFF TO RECSIND

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

WATER REGULATIONS BYLAW NO. 1973-A1

A bylaw to provide for the regulation and use of the water system of the City of Grand Forks

WHEREAS the City of Grand Forks has established and operates a water system pursuant to its powers under the Community Charter, for the purpose of providing water to the residents, institutions, commercial and industrial users and all other consumers in the City;

AND WHEREAS the City Council of the City of Grand Forks deems it necessary to set the rates, fees, charges and terms and conditions under which water may be supplied, protected and used;

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

1. TITLE

- 1.1 This bylaw may be cited for all purposes as the **“Water Regulations Bylaw No. 1973-A1, 2015”**.

2. DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:

“Agricultural User” means any Owner of land in the Agricultural Land Reserve or bona fide agricultural land that is connected to the Waterworks System;

“Applicant” means any Owner or duly authorized agent making an application for Service, Water Connection/Disconnection or the Turn-on or Turn-off of water;

“Backflow Preventer” means a mechanical apparatus installed in a water system that prevents the backflow of contaminants into the potable Waterworks System;

“Bi-monthly” means every two-month period;

“Bone Fide Agricultural Land” means land used for agricultural purposes, as defined by the BC Assessment Authority;

“Bylaw Enforcement Officer” means a person in a class prescribed under Section 273 (c) of the Community Charter who is designated by a local government as a bylaw enforcement officer and every Peace Officer;

“City” means the Corporation of the City of Grand Forks;

“City specifications” means the specifications, drawings and other standards for works and services established under the Subdivision, Development and Servicing Bylaw No. 1424, 1994.

“Collector” means the Person appointed from time to time by Council as the Collector;

“Collector’s Roll” means a list of each property served by the Waterworks System that is liable to water charge and which designates the Owner as a Domestic User, a Non-Domestic User, an Agricultural User or a combination thereof;

“Commercial” means all industrial, utility and business properties as defined as Class 2, 4, 5 and 6 under the B.C. Assessment Act and any institutional and apartment buildings with three or more units and any residential with two or more units within the same assessment folio, upon written application by the Owner;

“Council” means the Municipal Council of the Corporation of City of Grand Forks;

“Curb Stop” means the valve on a Service pipe located on the street or lane at or near an Owner’s Parcel Boundary;

“Customer” means any person, company or corporation who has opened a service account with the City for the purpose of being supplied water from the City Waterworks System;

“Domestic User” means any Owner of land connected to the Waterworks System using water for residential household requirements, sanitation, fire prevention or lawn and garden irrigation purposes;

“Dwelling Unit” means a building or a part of a building in which a person or persons live. This means one or more rooms are to be used as or designed as a residence, which contains sleeping, cooking and sanitary facilities and has an independent entrance, either directly from outside a building or from a common hallway inside a building.

“Manager of Operations” means the individual appointed by Council to manage and oversee the day-to-day operation of the Waterworks System or his/her designate and, along with other City Staff, to administer this bylaw;

“Meter Pit” means a chamber installed below or above the ground over a residential or irrigation water Service for the purpose of installing a Water Meter;

“Non-Domestic User” means any Owner of land connected to the Waterworks System that is not using water as a Domestic User or Agricultural User;

“Occupier” has the same meaning as in the Community Charter, as amended from time to time;

“Owner” has the same meaning as in the Community Charter, as amended from time to time;

“Parcel Boundary” means the line that defines the perimeter of a parcel of land;

“Person” includes a corporation, partnership or party and the Personal or legal representatives of a Person to whom the context can apply, according to law;

“Service” means and includes the supply of water to any Owner or any lot and all the pipes, valves, fittings, meters, connections and other things necessary for the purpose of such supply;

“Service Connection” means the connecting line from the Waterworks System to the Parcel Boundary and includes all related pipes, shut off valves and other appurtenances;

“Single-family Detached Dwelling” means a Dwelling Unit generally designed for and occupied by one family;

“Sprinkling” means to allow water from the City's water supply to enter onto lawns, gardens and other outdoor areas;

“Turn-off” means to discontinue the Service to any Owner or any lot by closing a Curb Stop or by such other means as the City finds appropriate;

“Turn-on” means to commence the Service to any Owner or any lot by opening a Curb Stop or by such other means as the City finds appropriate;

“Water Connection” means the pipes and appurtenances on private property used or intended to be used to conduct water from the Curb Stop to the private property;

“Water Meter” means an apparatus or device used for measuring the volume of water passing through it and includes any accessories such as a remote reader device and the connecting cable;

“Water User” means any Person who is the Owner or agent for the Owner of any premises to which the Service is provided and also any Person who is the Occupier of any such premises and also any Person who is actually a user of water supplied to any premises;

“Waterworks System” means the entire water system of the City, including, without limitation, the distribution system and the intake, reservoirs and any water treatment facilities.

3. GENERAL PROVISIONS

- 3.1 To the extent that the City has not already established the Service of water supply, the City hereby establishes the Service of supplying water to the City through the Waterworks System and operating, constructing, maintaining and regulating the Waterworks System.
- 3.2 The City does not guarantee water pressure, continuous supply or direction of water flow. The City reserves the right at any time, without notice, to change the operating pressure, to shut off water or to change the direction of flow. The City, its officers, employees, nor agents shall be liable for any damage or other loss caused by changes in water pressure, shutting off water or change in direction of flow or by reason of the water containing sediments, deposits, or other foreign matter.
- 3.3 Nothing contained in this bylaw shall be construed to impose any liability on the City to provide water to any Person or property or to provide a continuous supply of water or water of any particular quantity or quality.
- 3.4 Any supply of water by the City is subject to the following conditions, in addition to the other conditions set out in this bylaw:
- (a) the City is not responsible for the failure of the water supply as a result of any accident or damage to the Waterworks System;
 - (b) the City is not responsible for any excessive water pressure or lack of water pressure;
 - (c) the City is not responsible for any temporary stoppage of water supply on account of alterations or repairs to the Waterworks System,

whether such arises from the negligence of any Person in the employ of the City or another Person, or through natural deterioration or obsolescence of the Waterworks System or otherwise.

4. APPLICATIONS FOR SERVICE CONNECTION AND WATER CONNECTION

- 4.1 An Owner or an Owner's duly authorized agent must make an application to the City to install a **Water** Service Connection from the Waterworks System to the

Owner's Parcel Boundary, and ~~a the~~ Water Connection from property line the Curb Stop to his or her private property and shall **must** submit the application on the required form(s), as provided by the City and amended from time to time. Such Applicant shall, on making the application, pay to the City the applicable fee(s) as set out in Schedule A.

5. CONSTRUCTION OF THE WATER SERVICE CONNECTION

- 5.1 Upon a completed application being received for the installation of a Service Connection, and payment of applicable fee(s) in full, a contractor pre-approved by the City may install a Service Connection from the Waterworks System to the Parcel Boundary and a Curb Stop at the Parcel Boundary.
- 5.2 An Owner is responsible for the installation of a Water Service Connection and a Curb Stop at the Parcel Boundary, at his or her sole cost.
- 5.3 Each property shall have only one Service Connection except where a separate connection is required by the Manager of Operations.
- 5.4 The size of the pipe to be used in providing a Water Service Connection to any premises and also the position in the street in which the Water Service Connection is to be laid shall be determined by the Manager of Operations.
- 5.5 No work of any kind in relation to a Water Service Connection, either for the laying of a new Water Service Connection or repair of an existing Water Service Connection, shall be done by any Person other than a contractor approved by the Manager of Operations.

6. CONSTRUCTION OF THE WATER CONNECTION

- 6.1 Upon a completed application being received for the installation of a Water Connection and payment of the applicable fee(s) in full, the Owner may install a Water Connection from the ~~property line~~ Curb Stop to the Owner's private property and the Manager of Operations shall classify the Owner as either a Domestic User, a Non-domestic User, an Agricultural User, or any combination thereof.
- 6.2 An Owner is responsible for the installation of a Water Connection, at his or her sole cost.

6.3 Installation of a Water Connection must comply with the following requirements:

- (a) the type and size of pipe used for the Water Connection must meet the standards for piping as determined by the Manager of Operations or his/her designate;
- (b) all Water Connection lines shall be installed to provide a minimum depth of 1.5 metres cover;
- (c) where required by the Manager of Operations, a Backflow Preventer must be installed at the building as close as possible to the entrance point of the Water Connection into the building; and
- (d) after the Water Connection lines have been installed, the Owner must not backfill the excavation until the installation of the Water Connection has been inspected and approved by the City.

6.4 No work of any kind in relation to a Water Connection, either for the laying of a new Water Connection or repair of an existing Water Connection, shall be done by any Person other than a contractor approved by the Manager of Operations.

6.5 The Owner is solely responsible for supplying, installing and maintaining the Curb Stop and the connection or joint at the property line between the Water Service Connection and the Water Connection.

6.6 The Owner is responsible for any damage caused by the Owner to the Curb Stop and must immediately notify the Manager of Operations of any such damage. The City will repair and bill the repair on utility bill.

6.7 Where required by the Manager of Operations, an Owner shall install a pressure-reducing device on his or her property, to the satisfaction of the Manager of Operations.

6.8 An Owner is responsible for maintaining the Water Connection and Backflow Preventer in good repair and in a clean and sanitary condition at all times, and must remedy any defect in the Water Connection as soon as the Owner becomes or is made aware of the defect. The Owner must immediately advise the Manager of Operations of any defect in the Water Connection.

7. WATER TURN-OFF / TURN-ON

7.1 All applications for the Turn-off or Turn-on of the water Service must be made in writing to the Manager of Operations not less than forty-eight (48) hours before the Turn-off or Turn-on is required.

- 7.2 On application by a property Owner or duly authorized agent, on the required form(s) as provided by the City and amended from time to time, the applicant shall pay the applicable fee as set out in Schedule A.
- 7.3 Any Person who applies to the City for the Turn-on of the Service **Water Connection** shall provide to the Manager of Operations confirmation that the Water Connection was satisfactorily tested, inspected and approved by the City.
- 7.4 No Person shall make an application for the Turn-off of the Service **Water Connection** from any premises in use, or occupied by any other Person, until such use or occupation has ceased, the premises have been vacated or the occupying Person **has been given notification of thirty (30) days** consents.
- 7.5 Any unauthorized Person found to have turned the water on or off is guilty of an offence under this bylaw and will be subject to a penalty in accordance with Section 12.11.

8. WATER DISCONNECTION/RECONNECTION

- 8.1 When any building within the City is removed, demolished or abandoned, application for disconnection of a water Service shall be made in writing, by the property Owner, on the required form(s) as provided by the City and amended from time to time and delivered to the City Office. Until such application has been submitted, water rates may be charged as prescribed in Schedule A to the property Owner.
- 8.2 All applications for the disconnection or reconnection of the water Connection Service must be made in writing to the Manager of Operations not less than one (1) week before the disconnection/reconnection is required.
- 8.3 On application by a property Owner or duly authorized agent, on the required form(s) as provided by the City and amended from time to time, the applicant shall pay the applicable fee as set out in Schedule A.
- 8.4 Any Person who applies to the City for reconnection of the **Water Service** shall provide to the Manager of Operations confirmation that the **Water Service Connection** was satisfactorily tested, inspected and approved by the City.
- 8.5 Any unauthorized Person found to have disconnected from or reconnected to the water **Connection Service** is guilty of an offence under this bylaw and will be subject to a penalty in accordance with Section 12.11.
- 8.6 **Should the property owner elect to have the water service to a building turned on or off, as described in Section 8 of this bylaw, water customer charge and fixed and capital fees will continue to be charged.**

9. RESTRICTIONS ON USE OF WATER

- 9.1 Council may at such times and for such length of time as is considered necessary or advisable by Council, restrict or prohibit irrigation, yard and garden Sprinkling, car washing and private pool filling to reduce water usage when it considers water to be in short supply and every Person shall abide by such restriction or prohibition.
- 9.2 The City may at such times and for such length of time as is considered necessary or advisable by Council, restrict or prohibit other water uses when it considers water to be in short supply and every Person shall abide by such restriction or prohibition.

10. WATER METERS

- 10.1 ~~Every Owner of property that receives the supply of water from the Waterworks System shall, at the sole cost of the Owner, purchase a Water Meter from the City and shall install the Water Meter on his or her property in compliance with the provisions of this bylaw.~~
Every Owner of property that receives the supply of water from the Waterworks System shall, at the sole cost of the Owner, pay for the cost of a Water Meter from the City and shall install the Water Meter on his or her property in compliance with the provisions of this bylaw. The Water Meter shall remain the property of the City of Grand Forks.
- 10.2 Notwithstanding Section 10.1, the City shall supply and install Water Meters to those properties built prior to January 1, **July 31, 2016**, free of charge.
- 10.3 Only one Water Meter shall be installed for each Water Connection on a property.
- 10.4 The Manager of Operations may determine and specify the type and size of Water Meters for each type of property and use, considering the Manager of Operation's estimate of water consumption and other factors considered relevant by the Manager of Operations.
- 10.5 Every Water Meter shall be installed by a certified plumber or qualified contractor retained by the Owner of the parcel and approved by the Manager of Operations.
- 10.6 Where water services a single building on private property, the Water Meter shall be located in the building as close as possible to the entrance point of the Water Connection into the building, unless otherwise approved by the Manager of Operations.
- 10.7 Notwithstanding Section 10.6, the Owner of each newly constructed Single-family Detached Dwelling in the City shall install a water meter within the Dwelling Unit or

a Meter Pit, as per current industry standards as determined by the Manager of Operations, with a Water Meter at the Parcel Boundary. For clarity, a newly constructed single-family detached dwelling is any single-family detached dwelling constructed after adoption of this bylaw. The City will provide a water meter free of charge up until July 31, 2016. Any new construction building permit after January 1, 2016 the water meter will be supplied by the City and billed to the utility account with the home owner being responsible for the installation of the water meter by a qualified contractor.

- 10.8 Where water services multiple-unit housing or Commercial, industrial or institutional property, the Water Meter must be located within a meter room or some other location approved by the Manager of Operations.
- 10.9 The Owner shall maintain the Water Meter on his or her property in good repair and shall not tamper with the Water Meter in any manner. The Owner shall provide adequate protection for the Water Meter against freezing, heat and other severe conditions that might damage the Water Meter.
- 10.10 If any breakage, stoppage or other irregularity in a Water Meter is observed by an Owner, the Owner shall notify the Manager of Operations immediately.
- 10.11 If a Water Meter installed on a property is destroyed, lost or damaged in any way, the Owner shall repair or replace the Water Meter at his or her sole cost.
- 10.12 An Owner must, at all reasonable times, provide adequate, convenient, and unobstructed access to the City for inspecting and reading the Water Meter.
- 10.13 No Person shall remove or in any way disturb a Water Meter except under the direction of the Manager of Operations.
- 10.14 The Service shall not be activated to a property until a Water Meter has been installed on the property and any Meter Pit has been inspected by the City and found to be in compliance with this bylaw.
- 10.15 If the City or an Owner questions the accuracy of the record of a Water Meter, the City shall designate a qualified professional to remove and test the Water Meter.
- 10.16 If the test performed under Section 10.15 discloses that the Water Meter is not less than 98% accurate in recording the water passing through the Water Meter, the party questioning the accuracy of the Water Meter shall pay the meter testing fee specified in Schedule A. If the test performed under Section 10.15 discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the cost of the test shall be borne by the City.

10.17 If the test performed under Section 10.15 discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the City shall repair or replace the Water Meter, at its own cost.

10.18 If the test performed under Section 10.15 discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the Manager of Operations shall adjust the Owner's water bill by the amount of the inaccuracy for a period not exceeding one (1) year. The adjustments shall only apply to the Owner who overpaid or underpaid and not to any subsequent Owner of the property.

11. FAILURE TO INSTALL A WATER METER

11.1 If an Owner fails to install a Water Meter as required by this bylaw, the City may, upon giving notice to the Owner, install a Meter Pit and Water Meter at the Curb Stop at the sole cost of the Owner. Prior to and including July 31, 2016 the Owner will be responsible for the difference in cost between in-home installation and Meter Pit installation. After July 31, 2016, the Owner will be responsible for all costs associated with installation. **unless booked for installation on or prior to December 15, 2015.**

12. OFFENCES AND PROHIBITIONS

12.1 No Person shall:

- (a) connect or maintain any connection to, or use water from the Waterworks System without first obtaining permission from the Manager of Operations in accordance with this bylaw;
- (b) connect, cause to be connected or allow to remain connected any building on any property already connected to the Waterworks System to any other source of water;
- (c) connect, cause to be connected or allow to remain connected to the Waterworks System any pipe, fixture, fitting, container, appliance or apparatus, in any manner which, under any circumstances, could cause or allow any part of the Waterworks System to become contaminated;
- (d) sell, dispose of or otherwise give away water from the City Waterworks System; **unless a written request has been approved by the Manager of Operations.**
- (e) connect any apparatus, fitting, or fixture to the Waterworks System which may in any way harm the Waterworks System.

- 12.2 No Person shall cause, permit or allow any device or apparatus of any kind to be or remain connected to the Waterworks System or allow it to be operated in such a manner as to cause sudden large demands for water or otherwise affect the stability of water pressure in the Waterworks System and, for the purposes of this section, such prohibited devices and apparatuses include, without limitation:
- (a) booster pumps;
 - (b) quick opening valves or quick closing valves;
 - (c) flush meters;
 - (d) rod hopper water closets;
 - (e) water-operated pumps or siphons;
 - (f) standpipes;
 - (g) large outlets.
- 12.3 Notwithstanding Section 12.2, an Owner may apply to the Manager of Operations in writing for permission to connect a prohibited device or apparatus to the Waterworks System. Upon receiving permission from the Manager of Operations, the Owner may connect a prohibited device or apparatus to the Waterworks System, subject to any terms and conditions imposed by the Manager of Operations.
- 12.4 No Person shall destroy, injure, obstruct access to, or tamper with any hydrant, valve, Curb Stop, pipe, pump or other fixture of the Waterworks System or the Water Connection and no Person shall, in any manner, make any additions, alterations or other changes to the Waterworks System or the Water Connection.
- 12.5 No Person shall use water from the Waterworks System unless that usage is recorded by a properly functioning Water Meter that is installed and maintained in accordance with this bylaw.
- 12.6 No Person shall install any piping or other works designed to allow water from the Waterworks System to be used without that usage being recorded by a Water Meter.
- 12.7 Where the Manager of Operations considers that a Person has violated Section 12.5 or 12.6, the City may install a Meter Pit with a Water Meter at or near the Parcel Boundary of the property either on the property or on the adjacent highway.
- 12.8 Where the City has installed a Meter Pit with a Water Meter under Section 12.7, the Owner of the property in respect of which the Meter Pit with a Water Meter was

installed shall pay to the City a fee equal to the cost incurred by the City to install the Meter Pit and Water Meter, including the cost of the pit and meter.

- 12.9 Where a Person has violated Section 12.4, 12.5 or 12.6, the Owner of the property in respect of which the violation has occurred shall pay to the City an unrecorded water usage penalty as set out in Municipal Ticket Information Bylaw No. 1957, and additional charges as described in Schedule A, whether or not the City has installed a Meter Pit with a Water Meter at or near the Parcel Boundary under Section 12.7.
- 12.10 Charges imposed under Section 12.8 or 12.9 are due and payable within 30 days of the date on which an invoice setting out the amount of the fee is mailed to the address of the Owner as shown on the assessment roll for the property referred to in those Sections and if unpaid on December 31 of the year in which the charges became due and payable, may be collected in the same manner and with the same remedies as property taxes.
- 12.11 Any Person who contravenes any of the provisions of this bylaw is liable, upon summary conviction, to a minimum fine of not less than One Thousand Dollars (\$1,000.00) and a maximum fine of Ten Thousand Dollars (\$10,000.00) and the cost of prosecution. Every day during which there is an infraction of this bylaw shall constitute a separate offence.
- 12.12 Any Person who contravenes any of the provisions of the Stage 1 through Stage 4 Watering Restrictions may be subject to a fine as described in Schedule 12 – A3 of the Municipal Ticketing and Information Bylaw No 1957

13. SHUT OFF OF WATER SUPPLY

- 13.1 The Manager of Operations may shut off the supply of water to any property for any or all of the following reasons:

- (a) a request for Turn-off or discontinuance of the Service;
- (b) maintaining, repairing, renovating, replacing, disinfecting or otherwise operating the Waterworks System;
- (c) an emergency that threatens the safety of the Waterworks System or the public;

and the City may shut off the supply of water to any property for any or all of the following reasons;

- (d) non-compliance with any provision of this bylaw;
- (e) shortage of water supply pursuant to Section 9.1 or 9.2 of this bylaw.

14. NOTICES OF WATER SHUT OFF

- 14.1 Where water supply is to be shut off for non-compliance with any provision of this bylaw, the City will give thirty (30) days notice to the Owner.
- 14.2 Where water supply is to be shut off for reason of non-compliance with any provision of this bylaw, the City will give the Person affected the opportunity to make representations to Council in respect of such non-compliance.
- 14.3 Where water supply is to be shut off for reason of shortage of water supply pursuant to Section 9.1 or 9.2 of this bylaw, the City will give at least seven (7) days notice, but no notice will be given where safety of life or property is at risk.
- 14.4 Where water supply is to be shut off for maintenance, repair, renovation, replacement, disinfection or other operation of the Waterworks System, the City will give at least two (2) working days notice for scheduled work, but no notice will be given where safety of life or property is at risk.
- 14.5 Notice under Sections 14.1, 14.3 and 14.4 may be given by one or more of the following:
- (a) posting notice on the property;
 - (b) providing notice on an Owner's water bill;
 - (c) mailing notice to the address supplied by the Owner or the address of the property;
 - (d) telephoning the Owner, which may include speaking directly to the Owner or leaving a message at the telephone number supplied by the Owner.
- 14.6 The City is not responsible for any notice failing to reach an Owner or other Water User prior to the shut off of water.

15. WATER USE CHARGES

- 15.1 Property Owners shall be responsible for payment of all rates for water used and consumed on properties owned by them.
- 15.2 The user rates and charges specified in Schedule A are imposed and levied for Water Services supplied by the City. All such rates shall be due and payable on or before the date shown as the DUE DATE on the Bi-monthly billing rendered by the City. These rates may also be paid on the City's Tax/Utility Preauthorized Pre-Payment Plan.

- 15.3 User rates and charges not paid by the DUE DATE shall be subject to an overdue account penalty, as set out in the current Fees and Charges Bylaw, on the working day after the DUE DATE and monthly thereafter.
- 15.4 For any new water Service connected to the City system during a Bi-monthly billing period, full basic charges for the billing period will apply and the user rates relating to consumption shall be based on recorded consumption. If no meter reading is available, the user rate will be prorated over the number of days from connection to the end of the billing period.
- 15.5 For any Water Service disconnected or reconnected from the City system, Section 8 of this bylaw shall apply. Should the property Owner elect to have water Service to a building turned on or off, as described in Section 7 of this bylaw, water basic charges and user rates will continue to be charged.
- 15.6 The charges prescribed in Schedule A to cover the cost of disconnecting or reconnecting the service or turning the water supply "off" or "on" shall apply.
- 15.7 User rates shall be invoiced on a Bi-monthly basis.
- 15.8 Upon application, the City will permit qualifying customers, to make equal monthly payments. The payments will be calculated to yield during the period ending in December, the total estimated amount that would be payable by the customer during the year. Application will be accepted at any time of the year. All accounts will be reconciled in December.

A customer will qualify for the plan provided the account is not in arrears and the customer expects to be on the plan for at least one (1) year.

The equal payment plan may be terminated by the customer, or the City, if the customer has not maintained his credit to the satisfaction of the City. The City deems credit to be unsatisfactory if, for any reason, two payments fail to be honoured. On the reconciliation date, or termination, the amounts payable by the customer to the City for water Service actually consumed during the equal payment period will be compared to the sum of equal payments made during the period. Any resulting amount owing by the customer will be paid to the City. An excess of payments over charges will be paid or credited by the City to the customer. If such amounts are less than \$10.00 (ten dollars), they will be carried forward and included in the calculation of the equal payments for the next period.

- 15.9 All rates and charges remaining unpaid on the 31st day of December in each year shall be added to and form part of the taxes payable in respect of the land and improvements therein, and shall be entered on the Collector's Roll as taxes in arrears.

16. INSPECTION

- 16.1 The Manager of Operations and any Bylaw Enforcement Officer may enter on any property at any reasonable time for the purpose of inspecting and ascertaining whether the regulations and requirements of this bylaw are being observed.
- 16.2 No Person shall obstruct or interfere with the Manager of Operations or any Bylaw Enforcement Officer in the performance of his or her duties or the exercise of his or her powers under this bylaw.

17. SEVERABILITY

- 17.1 If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this bylaw.

18. REPEAL

- 18.1 The "Corporation of the City of Grand Forks Waterworks Regulation Bylaw No. 1973, 2014 and Bylaw No. 2014, 2015" and all amendments thereto are hereby repealed.

19. ENACTMENT

- 19.1 This bylaw is to take effect upon adoption by the Council of the Corporation of the City of Grand Forks.

READ A FIRST TIME this 17th day of August, 2015.

READ A SECOND TIME this 17th day of August, 2015.

READ A THIRD TIME this 17th day of August, 2015.

FINALLY ADOPTED this _____ day of _____, 2015.

Mayor

Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1973-A1, as passed by the Municipal Council of the City of Grand Forks on the _____ day of _____, 2015.

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

Date Signed

DRAFT

SCHEDULE "A"

SERVICE CHARGES

1. *Charges for installation of water service:*

- (a) Residential: 19 mm diameter (3/4") & 24.5 mm diameter (1")

***NOTE: Water Meter Mandatory**

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- (b) Commercial, Industrial & Institutional

***NOTE: Water Meter Mandatory**

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- (c) Renewal (upgrading, including meter retrofit)

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- d) Additional service costs not included in (a), (b), and (c) above:

i) Service or main extension (greater than 25.4 mm diameter and/or where the service line exceeds 15 m in length)

ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping

iii) Inspections and/or pressure testing \$150.00

2. *Charges for each time the water supply is turned on/off*

During normal working hours (Monday – Friday) \$ 50.00

3. *Charges for after-hours callout – evenings, weekends, statutory holidays*

Private property issue \$ 250.00

4. Purchase of water from City Bulk Water Facility

Rate per cubic meter or portion thereof \$4.00

5. Water Meter Installation – subject to Sections 10.2, 10.7 & 11.1

(a) Standard in-house installation

At Cost by Contractor, plus 15%

(b) In-house installation with modifications*

At Cost by Contractor, plus 15%

(c) Pit meter

At Cost by Contractor, plus 15%

(d) Water meter for new house construction

At Cost supplied by City, plus 15% added to utility bill

*Any modifications to water meter installation that result in the requirement for a manual read of the meter will result in a reading charge.

6. Additional Charges

(a) Manual meter reading charge – per occurrence \$ 25.00

(a)(b) Meter re-read at Customer's request – per occurrence \$ 25.00

(b)(c) Meter testing at Customer's request – per occurrence At Cost

(c)(d) Water meter tampering charge – per occurrence \$200.00

(d)(e) Charge for damage due to tampering

(e) Curb stop damaged by owner repaired by City At cost plus 15%

At Cost by Contractor for installation of new water meter plus the water meter tampering charge.

Schedule A
Bylaw No. 1973-A1
Page 3 of 3

7. User Rates – Effective July 1, 2014

	Per Unit Bi-monthly Fixed Charge & Capital Charge	Per Account (per meter) Bi-monthly Fixed Charge & Capital Charge	Per Account Bi-monthly Customer Charge	Per Cubic Meter	Bi-Monthly Variable Water Charges for Non-Metered, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	\$28.50 \$29.18		\$7.00 \$7.17	\$0.113 \$0.116	
Commercial Office Properties (water use restricted to staff washroom)		\$26.50 \$27.14	\$7.00 \$7.17	\$0.113 \$0.116	
Commercial (Class 06) Properties not listed below		\$59.00 \$60.42	\$7.00 \$7.17	\$0.124 \$0.127	
Large Industrial (Class 04) Properties		\$59.00 \$60.42	\$7.00 \$7.17	\$0.124 \$0.127	
Commercial laundry, car wash Properties		\$59.00 \$60.42	\$7.00 \$7.17	\$0.124 \$0.127	
Hotels, Restaurants, Malls		\$59.00 \$60.42	\$7.00 \$7.17	\$0.124 \$0.127	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		\$59.00 \$60.42	\$7.00 \$7.17	\$0.124 \$0.127	
Buildings not connected to Water System on lots where service is available		\$21.50 \$22.02	\$7.00 \$7.17		
Residential Properties not metered	\$45.25		\$7.00 \$7.17		\$16.40 \$16.79