

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

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

<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1. <b><u>CALL TO ORDER</u></b>		
a)		Call the meeting to order
2. <b><u>COMMITTEE OF THE WHOLE AGENDA</u></b>		
a) Adopt agenda	November 9th, 2015, COTW	Adopt agenda as presented
b) Reminder	In-Camera Meeting directly following COTW Meeting	
3. <b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
a) Boundary Country Regional Chamber of Commerce <a href="#">Delegation - 2015 BRCC Fee For Service Agreement</a>	2016 Fee for Service requests to Council	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.
b) Boundary Museum <a href="#">Delegation - 2015 Boundary Museum Fee For Service Funding Agreement</a>	2016 Fee for Service requests to Council	THAT the COTW receives for information purposes from the Boundary Museum and determines to forward the request to the 2016 Budgeting process.
c) Grand Forks Art Gallery <a href="#">Delegation - 2015 Gallery 2 Fee for Service Agreement</a>	2016 Fee for Service requests to Council	THAT the COTW receives for information purposes from the Grand Forks Art Gallery and determines to forward the request to the 2016 Budgeting process.
d) Boundary & District Arts Council <a href="#">Delegation - 2015 BDAC Fee for Service Funding Agreement</a>	2016 Fee for Service requests to Council	THAT the COTW receives for information purposes from the Boundary & District Arts Council and determines to forward the request to the 2016 Budgeting process.
e) Selkirk College <a href="#">Delegation - Selkirk College</a>	To update the community leaders on the enrollment numbers, financial impact, and current strategic goals	THAT the COTW receives the presentation from Angus Graeme and Tiffany Snauwaert of Selkirk College.

4. **PRESENTATIONS FROM STAFF**

- |  |  |   |
|--|--|---|
| a) Chief Financial Officer<br><a href="#">RFD - CFO - Sole Source 2016 Property Insurance</a>  | 2016 Property Insurance<br>Sole-Sourcing   | 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.   |
| b) Chief Financial Officer<br><a href="#">RFD - CFO - Business Licence Write-off</a>   | Write-off of uncollectible<br>Business Licences  | 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. |
| c) Deputy Corporate Officer/Communications<br><a href="#">RFD - Dep. Corp. Officer - Communications Strategy</a>   | Communications Policy and<br>Procedures  | 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.   |
| d) Chief Administrative Officer<br><a href="#">RFD - CAO - Strategic Plan</a>  | City of Grand Forks Strategic<br>Plan 2015-2019  | THAT the COTW recommends to Council to adopt the 2015-2019 Strategic Plan at the November 30, 2015, Regular Meeting.  |
| e) Monthly Highlight Reports from<br>Department Managers<br><a href="#">Chief Financial Officer</a><br><a href="#">Corporate Services</a><br><a href="#">Development &amp; Engineering Services</a><br><a href="#">Fire Chief</a><br><a href="#">Operations</a><br><a href="#">Building &amp; Bylaw Services</a> | Staff request for Council to<br>receive the monthly activity<br>report from department<br>managers | THAT the COTW receives the monthly activity reports.  |

5. **REPORTS AND DISCUSSION**

6. **PROPOSED BYLAWS FOR DISCUSSION**

- |  |   |   |
|--|---|---|
| a) Manager of Development & Engineering Services<br><a href="#">Bylaw - RFD - Mgr. of Dev. &amp; Eng. - Saini Rezoning</a> | 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 | 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. |
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7. **INFORMATION ITEMS**

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|--|---|---|
| a) Chief Financial Officer<br><a href="#">Memo - CFO - Ladder Truck funding options</a>                  | Ladder truck funding options                              | THAT the COTW receives for discussion the information regarding the ladder truck funding options.     |
| b) Chief Financial Officer<br><a href="#">Memo - CFO- 2016 Financial Plan timeline</a>                   | Schedule for the 2016 Financial Plan                      | THAT the COTW receives for information the Schedule for the 2016 Financial Plan.                      |
| c) Building Inspector<br><a href="#">Report - Building Inspector - Building Office Report Oct 2015</a>   | Building Department Report from July 2013 to October 2015 | THAT the COTW receives for information the Building Department Report from July 2013 to October 2015. |
| d) Regional District of Kootenay Boundary<br><a href="#">Report - Building Act Implications for RDKB</a> | Building Act Implications for RDKB                        | THAT the COTW receives for information the Building Act Implications for the RDKB.                    |
| e) Manager of Operations<br><a href="#">Memo - Mgr. of Operations - Mtg. with Water Purveyors Group</a>  | Meeting with Water Purveyors Group                        | THAT the COTW receives for information the meeting with Water Purveyors Group.                        |

8. **CORRESPONDENCE ITEMS**

9. **LATE ITEMS**

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

11. **QUESTION PERIOD FROM THE PUBLIC**

12. **IN-CAMERA RESOLUTION**

a) Chief Administrative Officer

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

THAT the COTW recommends Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; 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.

13. **ADJOURNMENT**

~~BOUNDARY~~  
**BOUNDARY COUNTRY REGIONAL CHAMBER OF  
COMMERCE  
FEE FOR SERVICE FUNDING AGREEMENT**

**THIS AGREEMENT** made the 30 day of June 29 2015.

**BETWEEN:**           **THE CORPORATION OF THE CITY OF GRAND FORKS**  
7217-4<sup>TH</sup> Street  
Box 220  
Grand Forks, BC  
VOH 1H0  
(Hereinafter called "the City")

OF THE FIRST PART

**AND**                   **BOUNDARY COUNTRY REGIONAL CHAMBER OF COMMERCE**  
PO Box 2949, 1647 Central Avenue  
Grand Forks, BC V0H 1H0  
  
(Hereinafter called "the Service Provider")

OF THE SECOND PART

**WHEREAS** the BOUNDARY COUNTRY REGIONAL CHAMBER  
OF COMMERCE agrees to provide services for the organizations' funding to the City  
by:

- (a) Maintain a business listing of all licensed businesses that links to City website
- (b) Provide social media presence at City request – ie e-blasts and
- (c) Information sharing when requested
- (d) Assist the City in maintaining a complete listing of businesses working within the City
- (e) Inform unlicensed businesses of the City Business License requirements
- (f) Report twice per year, January and July, to City Council

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that the  
Parties hereto in consideration of the promises and mutual covenants hereinafter  
contained, do mutually agree as follows:

**Definitions:**

- (a) **Annual Financial Plan:** Financial Plan of the City prepared in accordance with the Community Charter.

- (b) **Annual Report:** Summary of activities of the Boundary Country Regional Chamber of Commerce presented to the City two months after the close of the Fiscal Year.
- (c) **Approved Annual Budget:** Amount of funding allocated in the Fiscal Year and taxed for the Boundary Country Regional Chamber of Commerce Fee for Service.
- (d) **Approved Funding:** Amount of funding planned in the Annual Financial Plan subject to approval on an annual basis in the Approved Annual Budget.
- (e) **Council:** City of Grand Forks City Council
- (f) **Fiscal Year:** January to December in any year for which the funding for the Boundary Regional Chamber of Commerce is approved and allocated by Council.
- (g) **Boundary Country Regional Chamber of Commerce Service:** \_\_\_\_\_

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1. **Term of Operating Agreement**

The Operating Agreement takes effect on the 1<sup>st</sup> day of January, 2015 and terminates on the 31<sup>st</sup> day of December, 2015, unless the Parties enter into a renewal option for a further Term provided a written notice has been provided by either Party on or before October 31, 2015. The renewal option is at the discretion of the City.

2. **Service Mandate**

The Society shall set a standard of service that takes into consideration Approved Funding, donations and grants towards this Service.

3. **Service Requirements:**

In operating the Boundary Country Regional Chamber of Commerce Service, the Service Provider:

- (a) Must maintain all supporting details and records of Revenues and Expenditures relating all funds transferred from the City.
- (b) Must use funds provided by the City solely for the purposes as per Definitions in 'g' above, i.e., **Boundary Country Regional Chamber of Commerce Service**
- (c) Must carry forward into the next Fiscal Year any surplus arising from the operation of the Boundary Country Regional Chamber of Commerce.
- (d) Must comply and operate within the rules and regulations issued by Work Safe BC governing workers and volunteers on the Building and Premises.
- (f) Must pay employees on regular basis and as a minimum be in compliance with the Employment Standards Act.

4. **Timely Release of Funds**

The transfer of approved annual funding from the City will occur as follows: on or before June 30, 2015 in the amount of \$20,000. The Boundary Country Regional Chamber of Commerce to provide an invoice four weeks prior to funding date.

5. **Staffing and Hours of Operation**

The Society is responsible for staffing and maintaining the Service in accordance with the Approved Annual Budget. The Service Provider is responsible for the Employees and complying with the payment of wages, benefits, safety at the worksite and remitting deductions. Failure to pay employees and deductions will result in a breach of this agreement.

6. **Termination of Funding:**

The City may terminate the funding to the Service Provider:

- (a) Non-compliance with any provisions of this Funding Agreement
- (b) Failure to provide accountability on the funds received from the City
- (c) Failure to provide Annual Reports to the City within two months after the end of the Fiscal Year.
- (d) Failure to meet with the City when requested to do so.

7. **Record Keeping and Statistical Information**

The Service Provider shall maintain accurate records of receipts and disbursements of funds allocated by the City. These shall be made available to the City when requested and shall be included in a summary format in the Annual Report.

8. **Funding Allocation for Fee for Service:**

During the term of this agreement, the City agrees to allocate the annual amount of \$20,000 (twenty thousand dollars). Once the City's financial Plan has been approved, the City shall transfer funds in accordance with Clause 4.

9. **Annual Funding Submission:**

The Service Provider shall submit on an annual basis and no later than November 1<sup>st</sup>, 2015, a request for funding outlining details of staffing request, hours of operation, employee wages and benefits, The City shall review the submission and confirm the allocation for the next Fiscal Year through the next Fiscal Year budgeting process. The allocated funding may be reduced from the previous Fiscal Year if there are unallocated funds and surpluses.

10. **Work Safe BC**

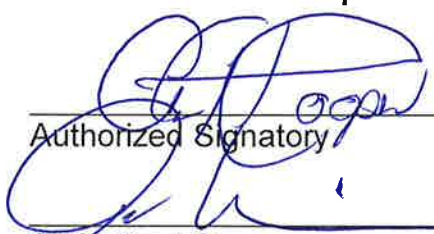
The Service Provider must comply with Rules and Regulations governing work place and any violations issued by Work Safe BC must be complied with and rectified and fines issued must be paid by the Service Provider and not from the funds allocated from the City.


11. **Notice**





**SIGNED, SEALED AND DELIVERED BY  
Boundary Country Regional Chamber  
of Commerce in the presence of:**

  
\_\_\_\_\_  
Authorized Signatory

  
\_\_\_\_\_  
Authorized Signatory

)   
) \_\_\_\_\_  
) Witness Signature

)   
) \_\_\_\_\_  
) Susan Green

) \_\_\_\_\_  
) Name of Witness



**BOUNDARY MUSEUM SOCIETY  
FEE FOR SERVICE FUNDING AGREEMENT  
FOR THE STEWARDSHIP OF THE COMMUNITY ARCHIVES AND ARTIFACTS**

THIS AGREEMENT made in duplicate the 27<sup>th</sup> day of APRIL 2015.

**BETWEEN:**            **THE CORPORATION OF THE CITY OF GRAND FORKS**  
7217-4<sup>TH</sup> Street  
Box 220  
Grand Forks, BC  
VOH 1H0  
(Hereinafter called "the City")

OF THE FIRST PART

**AND**                    **BOUNDARY MUSEUM SOCIETY**  
6145 Reservoir Road  
Grand Forks, British Columbia  
VOH 1H5  
(Hereinafter called "the Service Provider")

OF THE SECOND PART

**WHEREAS** the City desires that the Community Archives and Artifacts be operated by a Society that is experienced and knowledgeable;

**AND WHEREAS** the City has provided space at City Hall, located at 7217 – 4<sup>th</sup> Street for the purposes of operating the community archives;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that the Parties hereto in consideration of the promises and mutual covenants hereinafter contained, do mutually agree as follows:

**Definitions:**

- (a) **Annual Financial Plan:** Financial Plan of the City prepared in accordance with the Community Charter.
- (b) **Annual Report:** Summary of activities of the Museum presented to the City two months after the close of the Fiscal Year.
- (c) **Approved Annual Budget:** Amount of funding allocated in the Fiscal Year and taxed for the Museum Service.
- (d) **Approved Funding:** Amount of funding planned in the Annual Financial Plan subject to approval on an annual basis in the Approved Annual Budget.
- (e) **Council:** City of Grand Forks City Council
- (f) **Fiscal Year:** January to December in any year for which the funding for the Museum Service is approved and allocated by Council.

- (g) **Museum/Archive Service:** stewardship of the Community Archives and Artifacts, including the City's Archives on the City Hall premises, in the space provided by the City at City Hall located at 7217-4<sup>th</sup> Street and funded by property taxes based on approved funding
- (h) **City Archives:** With relation to the care of the City (Local Government) Archives, the City indemnifies the Boundary Museum of any Legal Responsibilities towards those archives.

1. **Term of Operating Agreement**

The Operating Agreement takes effect on the 1<sup>st</sup> day of January, 2015 and terminates on the 31<sup>st</sup> day of December, 2015, unless the Parties enter into a renewal option for a further Term provided a written notice has been provided by either Party on or before September 1<sup>st</sup>, 2015. The renewal option is at the discretion of the City.

2. **Service Mandate**

The Society shall set a standard of service that takes into consideration Approved Funding, donations and grants towards this Service.

3. **Service Requirements:**

In operating the Museum Service the Service Provider:

- (a) Must maintain all supporting details and records of Revenues and Expenditures relating all funds transferred from the City and received for operating the museum and archive service.
- (b) Must use funds provided by the City solely for the purposes of operating the museum and archive service.
- (c) Must dedicate a maximum of 500 hours per year towards the archival services.
- (d) Must carry forward into the next Fiscal Year any surplus arising from the operation of the Museum.
- (e) Must comply and operate within the rules and regulations issued by Work Safe BC governing workers and volunteers on the Building and Premises.
- (f) Must pay employees on regular basis and as a minimum be in compliance with the Employment Standards Act.
- (g) Work with the City to promote historical values/initiatives that represent the area.

4. **Timely Release of Funds:**

The transfer of approved annual funding from the City will occur as follows: on or before May 15<sup>th</sup>, 2015 in the amount of \$30,000; August 15<sup>th</sup>, 2015 in the amount of \$20,000; and October 15<sup>th</sup>, 2015, in the amount of \$20,000. The Boundary Museum Society to provide an invoice two weeks prior to funding dates.

5. **Staffing and Hours of Operation**

The Society is responsible for staffing and maintaining the Service in accordance with the Approved Annual Budget. The Service Provider is responsible for the Employees and complying with the payment of wages, benefits, safety at the worksite and remitting deductions. Failure to pay employees and deductions will result in a breach of this agreement.

6. **Termination of Funding:**

The City may terminate the funding to the Service Provider:

- (a) Non-compliance with any provisions of this Funding Agreement
- (b) Failure to provide accountability on the funds received from the City
- (c) Failure to provide Annual Reports to the City within two months after the end of the Fiscal Year.
- (d) Failure to meet with the City when requested to do so.

7. **Record Keeping and Statistical Information**

The Service Provider shall maintain accurate records of receipts and disbursements of funds allocated by the City in addition to statistical information on visits to both the Boundary Museum and the archives. These shall be made available to the City when requested and shall be included in a summary format in the Annual Report.

8. **Funding Allocation for Fee for Service:**

During the term of this agreement, the City agrees to allocate a minimum annual amount of \$70,000 (seventy thousand dollars). Once the City's financial Plan has been approved, the City shall transfer funds in accordance with Clause 4.

9. **Annual Funding Submission:**

The Service Provider shall submit on an annual basis and no later than September 1<sup>st</sup>, a request for funding outlining details of staffing request, hours of operation, employee wages and benefits. The City shall review the submission and confirm the allocation for the next Fiscal Year through the next Fiscal Year budgeting process. The allocated funding may be reduced from the previous Fiscal Year if there are unallocated funds and surpluses.

10. **Outdoor Display Area and Structures – Gyro Park Area**

The artifacts housed at Gyro Park located at 7370-5<sup>th</sup> Street, fall under the stewardship obligations of the Boundary Museum on behalf of the community. It is understood that the structures and property which house said artifacts are the sole ownership of the City. The future intent to house these artifacts is that they will eventually be displayed at the main Museum Site located at 6145 Reservoir Road once secured area(s) at this site become available. A minimum of a 120 days' notice must be provided by either the City or by the Service Provider to activate the removal of said artifacts at Gyro Park once a secured area has become available for them. The method of removal of artifacts must be mutually

agreed upon by both parties.

**11. Work Safe BC**

The Service Provider must comply with Rules and Regulations governing work place and any violations issued by Work Safe BC must be complied with and rectified and fines issued must be paid by the Service Provider and not from the funds allocated from the City.

**12. Notice**

Any notice required to be given by this Agreement will be validly given if delivered by hand or addressed by mail and will be deemed to have been received by the other Party two (2) days after posting in Grand Forks Post Office in British Columbia or on the date of hand delivery. Any notice so given shall be addressed;

if to the City: The Corporate Officer, The Corporation of the City of Grand Forks, 7217-4<sup>th</sup> Street, Box 220 Grand Forks, B.C. V0H 1H0;

and if to the Service Provider: Boundary Museum Society, 6145 Reservoir Road, Grand Forks, British Columbia V0H 1H5

**13. Freedom of Information**

Personal information is collected by the City of Grand Forks pursuant to the Local Government Act, the Community Charter and other Acts and Statutes and City By-Laws for the purpose of administering City operations. Information on this Agreement may routinely be made available to the public under Freedom of Information Legislation. The Service Provider must make available to the City information requested under the Freedom of Information Act relating to the operation of the Museum Service. The record keeping and minutes must be kept in compliance with the Local Government Act, Community Charter and the Freedom of Information Act.

**14. Settlement of Disputes**

Any dispute arising between the Service Provider and the City shall be discussed and settled between the Service Provider's Representative and the Chief Administrative Officer. The Service Provider may advance the dispute to City Council whose decision shall be final and binding.

**SIGNED SEALED AND DELIVERED BY  
THE CORPORATION OF THE CITY OF  
GRAND FORKS in the presence of:**

  
Authorized City Signatory

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)  
)  
)  
)  
Chubby  
\_\_\_\_\_  
Witness  
  
) Charles Evers  
\_\_\_\_\_  
Name of Witness

Wm G Palm  
Authorized Signatory

) ) ) ) ) ) ) ) )  
\_\_\_\_\_ Witness  
  
\_\_\_\_\_  
Name of Witness





The City of Grand Forks and the Grand Forks Art Gallery Society  
Fee for Service Funding Agreement

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**2015 FEE FOR SERVICE FUNDING AGREEMENT**  
**FOR THE OPERATION OF THE GRAND FORKS ART GALLERY, MUSEUM AND**  
**VISITOR CENTRE**

**THIS AGREEMENT** made the 23rd day of April, 2015.

**BETWEEN:** THE CORPORATION OF THE CITY OF GRAND FORKS  
721- 4<sup>th</sup> Street  
Box 220  
Grand Forks, British Columbia  
V0H 1H0  
(Hereinafter called "the City")

OF THE FIRST PART

**AND:** THE GRAND FORKS ART GALLERY SOCIETY  
524 Central Avenue  
PO Box 751  
Grand Forks, British Columbia  
V0H 1H0  
(Hereinafter called "the Society")

OF THE SECOND PART

**WHEREAS** the City desires that the Services of an Art Gallery, Museum, and Visitor Centre are to be provided by a Society that is experienced and knowledgeable;

**AND WHEREAS** the City through a Revised Lease Agreement dated December 29, 2014 (Attached) authorizes the Society to occupy a City owned building for the purposes of operating an Art Gallery, Museum and Visitor Centre and for providing the related services to the community on a fee for service basis;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that the Parties hereto in consideration of the promises and mutual covenants hereinafter contained, do mutually agree as follows:

**Definitions:**

- a) Annual Financial Plan: Financial Plan of the City prepared in accordance with the Community Charter
- b) Annual Report: Summary of activities of the Art Gallery, Museum and Visitor Centre presented to the City two months after the close of the Fiscal Year.

# The City of Grand Forks and the Grand Forks Art Gallery Society

## Fee for Service Funding Agreement

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- c) **Approved Annual Budget:** Amount of funding allocated in the Fiscal Year to the Grand Forks Art Gallery Society for the operations of the Art Gallery, Museum and Visitor Centre.
- d) **Approved Funding:** Amount of funding planned in the Annual Financial Plan subject to approval on an annual basis in the Approved Annual Budget.
- e) **Approved Hours of Operating:** Total number hours of service funded that includes paid time for staff while the Art Gallery, the Museum and the Visitor Centre is open to the Public and paid time for statutory holidays, vacation and employee approved leaves of absences.
- f) **Building, Building Operating Costs, Premises and Lands** as defined in the Lease Agreement
- g) **Core Hours of Operations:** Hours of funded service to the public in the Approved Annual Budget.
- h) **Core Theme of Display:** Display of exhibits from time to time as determined by the Society.
- i) **Council:** City of Grand Forks City Council
- j) **Display:** Exhibitions of art and displays of artifacts
- k) **Fiscal Year:** January to December in any year for which the funding for the Art Gallery, Museum and Visitor Centre service is approved and allocated by the Council.
- l) **Improvements:** As per Clause 3.2, 7.6 and 7.8 of the Lease Agreement
- m) **Inventory of Display:** List of all major display in the building, grounds and in storage on the Building and Premises identifying the ownership.
- n) **Repairs & Maintenance:** As per Clauses 7.1, 7.3, 7.4, 7.5 and Schedule A of the Lease Agreement.
- o) **Revised Lease Agreement** means the Agreement dated December 29, 2014 between the Service Provider and the City for the occupancy of the Building and Premises and Terms and Conditions of occupancy.
- p) **Service:** Operations of the Art Gallery, Museum and Visitor Centre located in the City owned building at 524 Central Avenue leased to the Society under the Revised Lease Agreement dated December 29, 2014 and funded by property tax based on Approved Funding.

### **1. Term of Fee for Service Funding Agreement**

The Fee for Service Funding Agreement takes effect on the 1<sup>st</sup> day of January 2015 and terminates on the 31<sup>st</sup> day of December 2015, unless the Parties enter into a renewal option for a further Term of five (5) years provided a written notice has been provided by either Party on or before July 31, 2015. The renewal option is at the discretion of the City.

### **2. Service Mandate**

The Society shall set a standard of service for the art Gallery, Museum and Visitor Centre that takes into consideration Approved Funding, donations and grants towards this Service.

# **The City of Grand Forks and the Grand Forks Art Gallery Society Fee for Service Funding Agreement**

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### **3. Conditions of Funding Art Gallery, Museum and Visitor Centre**

The Society:

- a) Shall maintain all supporting details and records of Revenues and Expenditures relating all funds transferred from the City and received for operating the Service.
- b) Shall use funds provided by the City solely for the purposes of operating the Service.
- c) Shall maintain an Inventory of Display current identifying the ownership and segregation of ownership of Display belonging to the City and that belonging to the Society.
- d) Shall use the Building and Premises in accordance with the Lease Agreement.
- e) Shall identify any surplus occurring in the Fiscal Year and incorporate this surplus into the Society's annual financial statements.
- f) Shall comply and operate within the rules and regulations issued by Work Safe BC governing workers and volunteers on the Building and Premises.
- g) Shall pay employees on a regular basis and as a minimum be in compliance with the Employment Standards Act

### **4. Timely Release of Funds**

The transfer of Approved Annual Funding from the City will occur on or before May 15<sup>th</sup> (50%), August 15 (50%).

### **5. Staffing and Hours of Operation**

The Society is responsible for staffing and maintaining Core Hours of Service in accordance with the Approved Annual Budget. The Society is responsible for the Employees and complying with the payment of wages, benefits, safety at the worksite and remitting deductions. Failure to pay employees and deductions, the provisions of the Lease Agreement will apply.

### **6. Buildings and Premises**

The Society is to operate the Service from the Building, Premises and Lands and within the Building Service Costs as per the Revised Lease Agreement.

### **7. Insurance**

The city shall pay insurance premiums for art effects and museum artifacts where insurance is available and within reasonable cost of which the ownership is to the City. In accordance with the Lease Agreement the premiums for insurance shall be included in the Annual Budget to the extent on properties, Art Display, Museum Displays, liability and directors to which the City has agreed in writing to providing funding. The Society shall be responsible for insurance premiums for art and artifacts that belong to others on the Buildings and Premises.

### **8. Inventory of Display**

The Society shall maintain a current list of major insurable Display by ownership for insurance purposes and for the establishment of accountability should there be fire, theft and removal

# The City of Grand Forks and the Grand Forks Art Gallery Society

## Fee for Service Funding Agreement

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from the building. The Society shall keep the list current and a copy provided to the City on a semi-annual basis.

### **9. New Purchases and Donations**

Arts purchased using City funds and donations of art and museum artifacts received shall be the Property of the City of Grand Forks unless stated otherwise in writing.

### **10. Termination of Funding**

The City may terminate funding to the Society:

- a) Non-compliance with any provisions of this Fee for Service Funding Agreement.
- b) Violations of any provisions of the Revised Lease Agreement.
- c) Failure to rectify service complaints within 60 days of notification from the City.
- d) Failure to provide accountability on the funds received from the City.
- e) Failure to provide Annual Reports to the City within two months after the end of the Fiscal Year.
- f) Failure to meet with the City on quarterly basis when requested to do so and once a schedule has been mutually agreed upon. Termination shall not occur if there is cancellation of meetings.

### **11. Record Keeping and Statistical Information**

The Society shall maintain accurate records of receipts and disbursements of funds allocated by the City and statistical information on visits. These shall be made available to the City when requested and shall be included in a summary format in the Annual Report.

### **12. Improvements**

The cost estimate for Improvements shall be submitted to the City and the City will give consideration for Improvements subject to the availability of funding.

### **13. Funding Allocation**

During the Term the City agrees to allocate a minimum annual amount of **\$142,000** which shall be the costs of services provided by the Society as specified in this Fee for Service Funding Agreement and the Revised Lease Agreement. Once the City's Financial Plan has been approved, the City shall transfer funds in accordance with Clause 4.

### **14. Annual Funding Submission**

The Society shall submit on an annual basis and no later than October 31st a request for funding outlining details of staffing request, hours of operation, purchase of supplies and services, advertising, employee wages benefits and Building Service Costs. The City shall review the submission and confirm the allocation for the next Fiscal Year no later than November 30<sup>th</sup>. The previous Fiscal Year's allocated funding shall not be reduced unless 90 days notice has been provided by the City to the Society before the commencement of the next Fiscal Year.

# The City of Grand Forks and the Grand Forks Art Gallery Society

## Fee for Service Funding Agreement

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### **15. Maintenance and Repairs**

The Society must include the cost of maintenance and repairs in the Annual Funding Submission in accordance with the Revised lease Agreement.

### **16. Work Safe BC**

The Society must comply with Rules and Regulations governing work place and any violations issued by Work Safe BC must be complied with and rectified and fines issued must be paid by the Society and not from the funds allocated from the City.

### **17. Notice**

Any notice required to be give by this Agreement will be validly given if delivered by hand or addressed by mail and will be deemed to have been received by the other Party two (2) days after posting in the Grand Forks Post Office in British Columbia or on the date of hand delivery. Any notice so given shall be addressed; if to the City:

The City Clerk, The Corporation of the City of Grand Forks, 7217-4<sup>th</sup> Street, Box 220, Grand Forks, B.C., V0H 1H0;

And if to the Society: The Grand Forks Art Gallery Society, 524 Central Avenue, Box 2140, Grand Forks, British Columbia, V0H 1H0.

### **18. Freedom of Information**

Personal information is collected by the City of Grand Forks pursuant to the Local Government Act, the Community Charter and other Acts and Statutes and City By-Laws for the purpose of administering City operations. Information on this Agreement may routinely be made available to the public under Freedom of Information Legislation. The Service Provider must make available to the City information requested under the Freedom of Information Act relating to the operation of the Service. The record keeping and minutes must be kept in compliance with the Local Government Act, Community Charter and the Freedom of Information Act.

### **19. Settlement of Disputes**

Any dispute arising between the Society and the City shall be discussed and settled between the Society's Representative and the Chief Administrative Officer of the City of Grand Forks. The Society may advance the dispute to City Council whose decision shall be final and binding.

### **20. Entire Agreement**

The Fee for Service Funding Agreement and the Revised Lease Agreement shall be deemed to constitute the entire agreement between the City and the Society hereto with respect to the operation and provision of services related to the Art Gallery, the Museum and the Visitor

# The City of Grand Forks and the Grand Forks Art Gallery Society Fee for Service Funding Agreement

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Centre and shall supersede all previous negotiations, representations and documents in relation hereto made by any party to this agreement.

**IN WITNESS WHEREOF** the Parties have hereunto set their respective hands and seals the day and the year first above written.

**SIGNED, SEALED AND DELIVERED:**

## **THE CORPORATION OF THE CITY OF GRAND FORKS:**

By its authorized signatories:

ROXANNE SHEPHERD  
Print Name

R Shepherd  
Signature

DIANE HEINRICH  
Print Name

[Signature]  
Signature

## **GRAND FORKS ART GALLERY SOCIETY:**

By its authorized signatories:

SHARON HOLLIST CHAIR  
Print Name

[Signature]  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**BOUNDARY DISTRICT ARTS COUNCIL  
FEE FOR SERVICE FUNDING AGREEMENT**

THIS AGREEMENT made the 24<sup>th</sup> day of APRIL 2015.

**BETWEEN:**            **THE CORPORATION OF THE CITY OF GRAND FORKS**  
7217-4<sup>TH</sup> Street  
Box 220  
Grand Forks, BC  
VOH 1H0  
(Hereinafter called "the City")

OF THE FIRST PART

**AND**                    **BOUNDARY DISTRICT ARTS COUNCIL**  
P.O. Box 2636  
Grand Forks, BC V0H 1H0  
(Hereinafter called "the Service Provider")

OF THE SECOND PART

**WHEREAS** the BOUNDARY DISTRICT ARTS COUNCIL agrees to provide services for the organizations' funding to the City by:

1. *Four Performance Series live concerts in the 2015-2016*
2. *British Columbia Arts Week, Spring 2016*
3. *Kettle River Festival of the Arts and Culture, May to September 2016*
4. *Grants to Boundary District Arts Council Member Groups 2015-2016*

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that the Parties hereto in consideration of the promises and mutual covenants hereinafter contained, do mutually agree as follows:

**Definitions:**

- (a) **Annual Financial Plan:** Financial Plan of the City prepared in accordance with the Community Charter.
- (b) **Annual Report:** Summary of activities of the Boundary District Arts Council presented to the City three months after the close of the Fiscal Year.
- (c) **Approved Annual Budget:** Amount of funding allocated in the Fiscal Year and taxed for the Boundary District Arts Council Fee for Service.
- (d) **Approved Funding:** Amount of funding planned in the Annual Financial Plan subject to approval on an annual basis in the Approved Annual Budget.
- (e) **BDAC:** The acronym for Boundary District Arts Council

- (f) **Council:** City of Grand Forks City Council  
(g) **Fiscal Year (BDAC):** July to June in any year for which the funding for the Boundary District Arts Council is approved and allocated by Council.  
(h) **Boundary District Arts Council Service:**

1. *Four Performance Series live concerts in the 2015-2016 season*
2. *British Columbia Arts Week, Spring 2016*
3. *Kettle River Festival of the Arts and Culture, May to September 2016*
4. *Grants to Boundary District Arts Council Member Groups 2015-2016*

1. **Term of Operating Agreement**

DECEMBER 15 2014  
The Operating Agreement takes effect on the 1st day of January, 2015 and terminates on the 31st day of January, 2015, unless the Parties enter into a renewal option for a further Term provided a written notice has been provided by either Party on or before December 1st, 2015. The renewal option is at the discretion of the City.

2. **Service Mandate**

The Society shall set a standard of service that takes into consideration Approved Funding, donations and grants towards this Service.

3. **Service Requirements:**

In operating the Boundary District Arts Council Service, the Service Provider:

- (a) Must maintain all supporting details and records of Revenues and Expenditures relating to funds transferred from the City to BDAC
- (b) Must use funds provided by the City solely for the purposes as per Definitions in "h," above, i.e., **Boundary District Arts Council Services.**
- (c) Must carry forward into the next Fiscal Year any surplus arising from the operation of the Boundary District Arts Council.
- (d) Must comply and operate within the rules and regulations issued by Work Safe BC governing workers and volunteers.
- (e) Work with the City to promote artistically values/initiatives that represent the area.

4. **Timely Release of Funds**

The transfer of approved annual funding from the City will occur as follows: on or before the 1<sup>st</sup> day of September, 2015 or earlier, in the amount of \$4,500. The Boundary District Arts Council to provide an invoice by July 31, 2015..

5. **Annual Report**

The BDAC is responsible for providing a summary of activities of the Boundary District Arts Council presented to the City within three months after the close of the BDAC's Fiscal Year. The report to include the *Annual Financial Statements prepared by the Boundary District Arts Council Bookkeeper for July 1, 2014 to June 30, 2015.*

6. **Termination of Funding:**

The City may terminate the funding to the Service Provider:

- (a) Non-compliance with any provisions of this Funding Agreement



- (b) Failure to provide accountability on the funds received from the City
- (c) Failure to provide Annual Reports to the City within two months after the end of the Fiscal Year.
- (d) Failure to meet with the City when requested to do so.

**7. Record Keeping and Statistical Information**

The Service Provider shall maintain accurate records of receipts and disbursements of funds allocated by the City. These shall be made available to the City when requested and shall be included in a summary format in the Annual Report.

**8. Funding Allocation for Fee for Service:**

During the term of this agreement, the City agrees to allocate the annual amount of \$4,500 (four thousand five hundred dollars). Once the City's financial Plan has been approved, the City shall transfer funds in accordance with Clause 4.

**9. Annual Funding Submission:**

*RS SAAH*  
The Service Provider shall submit on an annual basis and no later than December 1<sup>st</sup>, 2016, a request for funding outlining details of staffing request, hours of operation, employee wages and benefits. The City shall review the submission and confirm the allocation for the next its Fiscal Year through the next Fiscal Year budgeting process. The allocated funding may be reduced from the previous Fiscal Year if there are unallocated funds and surpluses.

**10. Work Safe BC**

The Service Provider must comply with Rules and Regulations governing work place and any violations issued by Work Safe BC must be complied with and rectified and fines issued must be paid by the Service Provider and not from the funds allocated from the City.

**11. Notice**

Any notice required to be given by this Agreement will be validly given if delivered by hand or addressed by mail and will be deemed to have been received by the other Party two (2) days after posting in Grand Forks Post Office in British Columbia or on the date of hand delivery. Any notice so given shall be addressed;

if to the City: The Corporate Officer, The Corporation of the City of Grand Forks, 7217-4<sup>th</sup> Street, Box 220 Grand Forks, B.C. V0H 1H0;

and if, to the Service Provider: Boundary District Arts Council, \_\_\_\_\_  
Grand Forks, British Columbia V0H 1H5

**13. Freedom of Information**

Personal information is collected by the City of Grand Forks pursuant to the Local

## 14. Settlement of Disputes

Grand Forks

## Council Delegations

### Background

Council for the City of Grand Forks welcomes public input and encourages individuals and groups to make their views known to Council at an open public meeting.

Council needs to know all sides of an issue, and the possible impacts of any action they make take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming. Council may not make a decision at this meeting.

### Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Konrad, and Members of Council, I/We are here on behalf of

Selkirk College

to request that you consider \_\_\_\_\_

The reason(s) that I/We are requesting this ~~action are:~~ presentation is to  
update community leaders on the following topics:

- Enrollment numbers
- Financial impact information
- Current Strategic Goals

I/We believe that in approving our request the community will benefit by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FILE CODE

D2 - Selkirk College

## Council Delegations (cont.)

I/We believe that by not approving our request the result will be:

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating: \_\_\_\_\_

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

Name: Angus Circone, President, Tiffany Snaawaert,  
Board Member

Organization: Selkirk College

Mailing Address: 301 Frank Beinder Way  
(Including Postal Code) Castlegar BC V1N 4L3

Telephone Number: 250-365-1225

Email Address: charderc@selkirk.ca

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks.

N:Forms/Delegation Form

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole  
**From:** Chief Financial Officer  
**Date:** November 9, 2015  
**Subject:** 2016 Property Insurance sole-sourcing  
**Recommendation:** RESOLVED THAT the Committee of the Whole recommends to Council to waive the requirements of Purchasing Policy 802-A1 and allow sole-sourcing for 2016 property insurance at the November 30<sup>th</sup>, 2015 Regular meeting of Council.

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## **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.

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## **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.

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# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**Recommendation:**

RESOLVED THAT the Committee of the Whole recommends to Council to waive the requirements of Purchasing Policy 802-A1 and allow sole-sourcing for 2016 property insurance at the November 30<sup>th</sup>, 2015 Regular meeting of Council.

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**OPTIONS:**

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

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole  
**From:** Chief Financial Officer  
**Date:** November 9, 2015  
**Subject:** Write-off of uncollectible Business Licences  
**Recommendation:** RESOLVED THAT the Committee of the Whole 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<sup>th</sup> Regular meeting of Council.

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## 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 but has had 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

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



TOTAL request for write-off:

≡ \$1275

This is a housekeeping item to clean up business licence receivables for 2015 audit.

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## **Benefits or Impacts of the Recommendation:**

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

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<b>Recommendation:</b>	RESOLVED THAT the Committee of the Whole 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 <sup>th</sup> Regular meeting of Council.
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<b>OPTIONS:</b>	<b>1. COTW COULD CHOOSE TO SUPPORT THE RECOMMENDATION.</b> <b>2. COTW COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.</b> <b>3. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.</b>
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# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole  
**From:** Deputy Corporate Officer / Communications  
**Date:** October 30, 2015  
**Subject:** Communications Policy and Procedures  
**Recommendation:** **RESOLVED THAT THE COMMITTEE OF THE WHOLE 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.**

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## **BACKGROUND:**

The City of Grand Forks has identified improving communications as a key priority in their ongoing operations.

In 2013 Council and senior staff participated in a half-day communication planning and policy setting workshop. The next day the entire staff team participated in a full-day communication planning workshop. The purpose of the facilitated sessions was to identify priorities based on successful current practices and gaps and opportunities for improvement. It was determined that a need existed for more strategic, coordinated communications that reflect consistent standards and branding was needed.

The draft Communications Policy and Procedures includes suggestions for guiding principles, recommendations to enhance communications procedures and processes to facilitate Council member's community outreach, to adopt a more strategic approach to City communications and to ensure successful internal and external communications.

The draft Communications Policy and Procedures is intended to form the foundation for discussion and continued development between Council, Staff and the public.

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



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## **Benefits or Impacts of the Recommendation:**

- General:** Strong communications is central to the success of the City of Grand Forks and the well-being of its citizens. The draft policy and procedures focuses on developing a sustainable, long term framework with and allows for the addition of many advance communication tools and methods over time.
- Strategic priority:** As a function of good government, open and proactive communications ensures the public receives clear, relevant and timely information from the City. Citizens are empowered to hold the City accountable and to ensure transparency.
- Financial:** The majority of the communications work included will involve all staff throughout the organization and will be included in each departments annual operating budgets.
- Policy/Legislation:** N/A
- Attachments:** Draft Communications Policy and Procedures

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**Recommendation:** RESOLVED THAT THE COMMITTEE OF THE WHOLE 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.

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



## COMMUNICATIONS POLICY AND PROCEDURES

### Executive Summary

The City of Grand Forks recognizes the need to implement new policies, procedures and strategies to enhance communications in the community and within the organization.

Through the strategic and coordinated delivery of communications, the City can increase the effectiveness of its decision-making by informing and engaging the community, clearly and consistently, with timely and relevant information, reducing misinformation and ultimately saving time and resources and improving outcomes.

Strong communications is central to the success of the City of Grand Forks and the well being of its citizens. The objective of the Communications Policy and Procedures is to effect information sharing. As a function of good governance, open and proactive communications is aimed at ensuring the public receives clear, relevant and timely information from the City. Information is the lever that people need to hold the City accountable and to ensure transparency in participative and empowering processes.

### Guiding Principles

*Guiding principles are used to help guide decisions around communications. These principles speak to how the City will implement the communication policies of Council, improving communications with key stakeholders, including tax payers, community, Federal and Provincial government and others.*

*The following suggestions for guiding principles could be used to provide direction for decisions regarding the City's communications.*

- Ensure the City's messages are communicated in a clear, relevant and proactive manner that is consistent throughout the organization
- Every member of Council and staff has a role to play in assisting the City to listen to citizens, incorporate feedback and communicate its message.
- Provide accurate, relevant and timely information to target select audiences with appealing, positive, open and honest information
- Offer opportunities for two-way communications and continuous dialogue to the mutual benefit of the City and its citizens and stakeholders
- Be proactive in seeking opportunities to inform and engage key stakeholders, residents, businesses, community groups and the media, using a wide range of communication strategies, tools and channels
- Increase awareness about the role of the City of Grand Forks and programs and services

- Seek to build trust, increase understanding and reduce misinformation
- Ensure all communications, both internal and external, are respectful, recognizing, and seeking to understand different perspectives
- Allocate the adequate and/or necessary resources, both financial and human, to implement communications as identified and approved.

DRAFT

### 1.1.1 COMMUNICATION AND CONSULTATION PLANNING

Communication planning will be incorporated into annual work and/or project plans in order to inform and engage key stakeholders and audiences such as residents, businesses, opinion leaders, community groups, service clubs and the media.

Communication plans will identify the level of desired consultation using levels of engagement, identified by the International Association of Public Participation Spectrum (i.e. inform, consult, involve, collaborate, and empower) for key target audiences and projects ([www.iap2.com](http://www.iap2.com))

A variety of communication channels and communiqués will be used to meet the needs of the City's growing and diverse audience, and may include traditional print advertising as well as digital or online opportunities such as the City's existing Twitter profile and website.

### 1.2 AUDIENCES

Communication plans will identify audiences in order to ensure the right messages and right channels are used to inform and engage these groups. Key audiences for the City of Grand Forks may include but are not limited to:

- Residents
- Businesses
- Business groups (i.e. Community Futures Boundary, Boundary Country Regional Chamber of Commerce)
- Community groups
- Service clubs
- Schools
- Post-secondary institutions
- Associations
- Regional District of Kootenay Boundary
- Boundary Economic Development Committee
- Provincial Government
- Federal Government
- First Nations
- Other local governments
- UBCM, LGMA
- Other provincial or federal ministries or departments

Understanding the needs of the citizens and larger community, as well as the impacts of existing or changing programs, projects or services is important to the City of Grand Forks. It is important to identify appropriate audiences and to better understand audience knowledge or acceptance of an issue and increase awareness where deemed important and/or necessary.

### **1.3 MESSAGE CONTENT**

In keeping with Council's Guiding Principles, messaging will be developed to provide clear, consistent and accurate information in plain language.

When representing the City, Council and staff will provide a consistent message about the City's projects, programs, services and decisions. Briefing notes including key points will be used as needed to assist in creating a consistent message.

### **1.4 MEDIA RELATIONS**

**The implementation of strategic media relations practices will be aimed at enriching media relationships, growing the City's brand and reputation and informing and engaging the community.**

The City seeks to proactively engage the media to increase the publication of accurate, timely and relevant information, striving for balanced representation in the media on any issue. And, to leverage earned media coverage as a venue to reach the broader community.

The City will endeavor to respond promptly and accurately to media requests to increase coverage, build stronger relationships and be able to act as "experts" on City projects.

The City will seek to respond to published misinformation in a timely manner by providing the correct facts with a focus on the specific issue.

The Mayor or their designate will be the official spokesperson for the City.

The Communications Officer and /or CAO may designate staff as the spokesperson for specific programs, projects or services.

### **1.5 EXTERNAL COMMUNICATIONS**

**To provide accurate and timely information to the community about City activities, share accomplishments, manage inquiries and advertise key initiatives.**

The City seeks to provide clear, relevant and timely information to its external audience.

Each department is responsible for ensuring that pertinent information is communicated out in a timely and accurate manner.

Co-operation and co-ordination between departments is necessary in ensuring the City's guiding principles are reflected in information and messaging in communications to the public.

The City's web site [www.grandforks.ca](http://www.grandforks.ca) provides the main source of City information; however, it is important to use as many channels of communication as possible including email, direct mail, print and broadcast media and the internet.

Each department will be responsible for ensuring that timely and relevant information is made available externally, and that this information will be reviewed by the Communications Officer prior to distribution.

#### **Council Communications**

The City will ensure that Council priorities are met through regular dialogue, information exchange and by understanding communications needs as they relate to City strategic priorities.

#### **Paid Advertising**

The City recognizes that ensuring a consistent source of information is a key component to communicating with its citizens. Paid advertising will be used to promote decisions of Council, statutory requirements and ongoing programs, Request for Proposals, tenders, projects and services as necessary.

#### **Personal and Community Contact**

The City strives to provide a high level of customer-centered service that recognizes the importance of personal contact with its citizens. The City seeks to engage its community members through a variety of strategies, including personal contact of both Council and staff at community events, open houses, meetings, presentations and/or visits.

#### **Promotional and Informational Materials**

Ensuring clear and consistent visual representation of the City's message in a variety of formats is important to creating a positive and proactive message. Materials should be of high quality, appealing and appropriately written/produced to match the content. All promotional materials will be reviewed and approved by the Communications Officer and /or CAO.

#### **Brand Guidelines**

The City's logo is the official symbol of the community and to be used on all City materials in keeping with the City's adoption of the Brand Guidelines (2013).

### **1.6 INTERNAL COMMUNICATIONS**

The City aims to establish effective internal communication practices that are integrated with external communications and branding. The internal communications objective is to build trust and demonstrate authenticity, transparency and accessibility.

Each department is responsible for ensuring that pertinent operational information is posted in first class.

Information that is to include Council will be posted to the Council folder by the Communications Officer, Corporate Officer or CAO.

#### **1.7 ONLINE: WEBSITE AND SOCIAL MEDIA**

**The City will utilize social media and the city website to build the community's knowledge in order to enhance communications and engagement.**

Meeting the needs of a diverse and growing population requires use of a wide range of communications channels and tools. The City supports the use of the website and social media such as Twitter for informing citizens as well as encouraging dialogue and input. Other forms of social media such as Facebook and/or You Tube may also be considered. Social media policies will be developed to govern the use of social media as required.

#### **1.8 COMMUNITY ENGAGEMENT**

**The City will use various techniques and channels to encourage information sharing and dialogue.**

The City recognizes that the decision-making process is improved by engaging citizens and other stakeholder groups when appropriate. Informing and involving those affected or interested in a decision is a priority of the City, leading to sustainable decisions by providing participants with the information they need to be involved in a meaningful way, early in the process and describes how citizen input affects the decision.

#### **1.9 COMMITTEES**

**Council determines the committees of council and committee liaisons as part of a strategy to encourage strategic decision making, information sharing and dialogue amongst community groups.**

#### **1.10 RESOURCES**

While communications takes time and energy up front, it can greatly benefit the City and its citizens by ensuring people have the opportunity to become informed, to provide input and take action as needed. Annual and/or project plans and/or action plans will identify the resources, financial and human, required to implement communications.

#### **1.11 EVALUATION**

Ensuring the best uses of communications resources is part of sustainable and prudent governance. Project plans will include evaluation indicators to determine the success of various programs, projects and services.



From time to time, the City may also seek to better understand the impact of various programs, projects and services and may engage in research such as an annual citizen survey or a specific communication survey.

DRAFT

## **2. COMMUNICATIONS PROCEDURES - DRAFT**

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*The following describes suggested procedures relating to various aspects of the above communications policy.*

### **2.1.1 COMMUNICATION AND CONSULTATION PLANNING**

Communication plans are the responsibility of department managers and will be incorporated into existing and new project plans. Communications Plans will identify the following:

- Corporate and communications goals and objectives
- Desired level of consultation for specific key audiences using the IAP2 Spectrum (i.e. inform, consult, collaborate, etc.)
- Clearly identified audiences
- An internal and external assessment of impacts or sensitive issues (i.e. who will be impacted and how and/or a SWOT analysis) and any potential steps to mitigate the impact if/as required (i.e. identifying barriers and benefits and removing barriers if the ability exists)
- Key messages
- Communication tools and channels for dissemination
- Action plans and/or timelines for implementation
- Evaluation indicators

Project plans will also list the resources, financial and human, necessary to carry out the desired communications.

In addition, action plans may be developed for specific communications initiatives to assist in achieving City goals and objectives.

A Communications Calendar may be used to assist with annual planning and to ensure coordinated implementation.

### **2.2. AUDIENCES**

Communication plans will identify key audiences and associated strategies. Audience research may be conducted to learn more about any perceived barriers or challenges and potential opportunities and benefits. This may include a variety of topics related to the City's overall operations and/or specific projects or questions. These may include:

- Exit surveys at events and open houses
- Annual citizen survey
- Feedback from frontline staff
- Monitoring emails, calls and other requests for information or comments
- Media analysis of number and tone/content of articles
- Mobile access to surveys on website
- Surveys in utility bills

- Peer research
- Mini focus groups
- Key informant interviews
- Testing of messages, strategies, tools, etc.
- Use of available data on demographics and psychographics such as census data and economic profiles.

## **2.3 MESSAGE CONTENT**

Content for communications materials should be in keeping with Council's Policies and Guiding Principles and include information that is:

- Clear, easy-to-understand in plain language
- Respectful
- Positive
- Appealing
- Sensitive to the audience(s)
- Incorporates the use of stories, examples, stats, facts, etc. as required
- Uses testimonials from locals or others as warranted.

Briefing notes regarding resolutions of Council will be developed. Draft versions will be circulated to Council, managers and other team members as required to ensure the information is accurate and relevant to key audiences prior to public release. Final versions are to be shared with Council, managers and staff as required.

Briefing notes will be developed as a necessary part of approved projects plans. Draft versions will be circulated to managers and other team members as required to ensure the information is accurate and relevant to key audiences. Final versions are to be shared with Council, managers and staff as required.

## **2.4 MEDIA RELATIONS**

### **2.4.1 Implement proactive media outreach practices**

Strengthen relationships with local media

Encourage staff to send new contact information that may benefit from receiving some media releases to Communications.

Nurture relationships built on trust, transparency and reliability with local reporters.

Share information not only in response to inquiries but provide post-event photos etc.

Manage a regional media list

Pitch good news stories to local media

Ensure that project plans identify opportunities to proactively communicate with the media and leverage media coverage where possible. Action plans may include the use of:

- News releases, also available on the website
- Public service announcements (PSA)
- Media interview and photo opportunity invitations
- Backgrounders, links and other support materials
- Interviews
- Photo opportunities (e.g., events such as the Sneak Peek showing of City Hall after the fire)

#### **2.4.2 Ensure staff and Council receive ongoing media relations and spokesperson training as needed.**

Provide media counsel prior to media interviews for Council and Senior Management team.

Follow established protocols for approval processes, templates and statutory requirements.

Ensure that news releases, advertisements and other media correspondence are shared internally prior to external publication.

### **2.5 EXTERNAL COMMUNICATIONS**

#### **2.5.1 Clearly define roles and responsibilities for communications within the organization**

#### **2.5.2 Create a work environment that understands the value of communications**

#### **2.5.3 Review privacy and correspondence policy's**

- Utilize First Class email addresses for Mayor, Council and staff.
- Clarify procedures for tracking and responding to correspondence received by [info@grandforks.ca](mailto:info@grandforks.ca), correspondence received directly by Mayor and Council, correspondence received through the regular mail system.

#### **2.5.4 Event Management**

- Communications Officer or Corporate Officer will write speaking notes for the Mayor
- Compile briefs prior to attendance by the Mayor to share event details in advance.

#### **2.5.5 Correcting misinformation**

Correcting misinformation is a sensitive issue and can detract from the City's objectives to provide clear, accurate, relevant and timely information. As such, decisions on how to handle this type of information in the media need to be both strategic and thoughtful.

Published misinformation, either in the mainstream media or online, is to be brought to the attention of the Communications Officer for future action which could include:

- Personal contact
- Request for correction

- Request for new article on same/similar topic
- Letter to the editor
- Advertising
- Or other measures as required.

#### **2.5.6 City Website**

The addition of a "For the Record" section will be added to the City website. "For the record" will be used to respond to questions, correspondence, inquiries and statements made by the public on social media forums such as Facebook, twitter and other social media, as well as printed material such as letters to the editor in the local newspaper. The Communications Officer will be responsible for posting on "For the Record" and will seek input from department managers as needed.

#### **2.5.7 Council Communications**

- The development of monthly / bimonthly / quarterly City newsletters will be circulated through print media and the City website. There will be an inclusion of "From Council Chambers" which identifies Council news.
- Council will recognize that negative commentary in the public arena as it relates to staff performance counteracts the ability to meet objectives outlined in the Communications policy.
- Media training will be arranged for Council.
- Understand that access to information is the starting point for all forms of community engagement.
- Consider community engagement at the outset of policy and decision making process

Council may determine to establish a Council Communications Committee. This committee will be responsible for input and approval of Council communications in respect to Council resolutions and not the operations of the City. Communications regarding Council resolutions, once approved by the Communications committee, will be posted in print media, social media and on the City website as necessary and by the Communications Officer.

#### **2.5.8 Paid Advertising**

The use of paid advertising will be identified in the work plan and may include:

- Newspapers
- Radio
- TV
- Web
- Online
- Social media
- Signage
- Other opportunities as identified.

Continued use of advertisements in the Grand Forks Gazette newspaper to broadcast decisions of Council, and ongoing or upcoming programs, projects and services as necessary. Advertising can also be used to ask survey questions or as a poster for placement at various community locations. The content will vary as required and identified in the action plan.

Advertising may be further leveraged with the use of a news release to announce projects.

#### **2.5.9 Personal and Community Contact**

Depending on the program, project or service, project plans may include a variety of outreach strategies to make personal contact. This may include:

- Presentations or visits to community groups, service clubs, business organizations and schools
- Hosting open house events, City hall or public meetings, tours or a combination
- Participating in or attending community events, trade shows and fairs

Contact email lists of community, service, business groups and other key contacts should be kept up-to-date and used to circulate information as identified. This could also include distribution of regular communiqués such as news releases, posters and newsletters as another way to leverage this informational piece.

Ensure Council and staff are prepared with any necessary information such as key messages, and/or promotional materials as required in advance.

#### **2.5.10 Promotional and Informational Materials**

Visual materials help promote the City's brand, providing clarity and consistency. These materials should be easy-to-read, appealing with a consistent look and colours which are similar to the City's logo. These materials may include:

- Newsletters/utility bill inserts both print and online
- Brochures, flyers, post cards
- Door hangers, shelf labels or tags
- Fact sheets, Frequently Asked Questions
- Posters
- Signage
- Open house panels
- Visuals for advertisements such as bus boards, transit shelters, theatre ads, grocery store dividers, etc. that can also be used as .jpgs for the website or other materials
- Items such as buttons, stickers, mugs, fridge magnets, seed packets, mascots, etc.

Materials should be of high quality, appealing and appropriately written/produced to match the content as outlined in the City's Brand Guidelines document. All materials will be reviewed and approved by the Communications Officer.

### **2.5.11 Visual Identity Guidelines**

The City's logo is the official symbol of the community. The logo may be used on other organization's publications with approval of the Communications Officer or their designate. The logo should be reproduced in the official colours or black and white (or grayscale). The logo's integrity should be maintained, in accordance with the Brand Guidelines and should always retain the same aspect (i.e. is should never be stretched or skewed as when one corner is dragged, creating a heightened or flattened version).

## **2.6 INTERNAL COMMUNICATIONS**

The City aims to establish effective internal communication practices that are integrated with external communications and branding. The internal communications objective is to be consistent with messaging, build trust and demonstrate authenticity, transparency and accessibility.

Each department is responsible for ensuring that pertinent operational information is posted in first class. Each department will identify who in that department is responsible for current information updates.

Continually review and discuss within departments how internal communications can be improved.

Managers will communicate key issues, significant successes and major challenges related to their portfolios to the Communications Officer.

Communications updates will be provided and incorporated into management meetings. These updates will include sharing key news stories, recommendations for improving internal and external communications, crisis management issues and communications contributions to projects and events.

Fact sheets will be made available for front line staff and Council.

Communications plans will be developed for major events in order to ensure team members communicate the same messages and understand objectives and media outreach is proactive. The department manager in conjunction with the Communications Manager will write communications plans for major events held in Grand Forks such as Family Day and Christmas Light Up.

Information that is to include Council will be posted to the Council folder by the Communications Officer, Corporate Officer or CAO.

## **2.7 ONLINE: WEBSITE AND SOCIAL MEDIA**

The City currently maintains a website and a Twitter profile. Content and use of these important ~~communications tools are to be considered when developing project plans.~~

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### **2.7.1 Social Media**

The City does not currently maintain a Facebook page. Given that social media is one of the main information sharing tools today, it is important that the City consider monitoring Facebook and other social media sites in order to respond to comments and concerns in a proactive, accurate and timely manner. The Communications Manager will be responsible for monitoring and responding to social media sites and will defer to department managers when necessary.

The Communications Officer will provide information to community members in a professional forum that does not foster or tolerate disparaging commentary.

### **2.7.2 City website**

The addition of a "For the Record" section will be added to the City website. "For the record" will be used to respond to questions, correspondence, inquiries and statements made by the public on social media forums such as Facebook, twitter and other social media, as well as printed material such as letters to the editor in the local newspaper. The Communications Manager will be responsible for posting on "For the Record" and will seek input from department managers as needed.

A social media policy will be developed by the Communications Manager that will include:

- Key staff identified and trained to maintain site
- Guidelines for Council, staff and public users
- Posting
- Responding
- Advertising
- Leveraging and coordinating with other communications tools
- Consideration or criteria for further uses of social media such as Facebook and/or YouTube

## **2.8 COMMUNITY ENGAGEMENT**

The City recognizes that the decision-making process is improved by engaging citizens and other stakeholder groups when appropriate.

Council's decision making will be balanced by a range of key considerations including: technical feasibility, financial viability and social acceptability.

The City's community engagement procedure achieves:

- Alignment with Council's strategic priorities and guiding principles
- Supports Council's decision making by providing information on citizens and stakeholder opinions
- Ensuring consistent and clear practices for involvement and/or information sharing



- Ensuring an appropriate level of engagement based on assessed community impact and benefit
- Identifies the parameters and resources for public engagement

The City will use various techniques and channels to encourage information sharing and dialogue based on eight public engagement and guiding principles, which outline what the community can expect from the City.

- **Accountability:** Elected officials and staff are accountable for ensuring meaningful public engagement
- **Inclusiveness:** Public dialogue and decision making processes, reach out to, and encourage participation of the community.
- **Transparency:** Public decision-making processes are accessible, honest and understandable.
- **Fiscally sustainable:** Ensure methods and resources for public notice and engagement reflect the magnitude and complexity of the initiative.
- **Early involvement:** Helps identify issues and look at opportunities and challenges during concept development, design and implementation of city policies, projects and initiatives.
- **Timely communications:** Ensure there is enough time within the engagement process to provide information to the community.
- **Clear and accessible information:** Ensures the use of plain language in a wide variety of formats and channels of communication.
- **Suitable process:** Design and implementation of public engagement processes and techniques that reflect the magnitude and complexity of the initiative. Processes adapt to changing needs and issues as the move forward.

## **Process**

The strategies and methods that will be used to involve and inform those affected by a decision are based on the IAP2 Spectrum of Participation, an international standard. The Communications Officer will develop a community engagement template in order to support staff in delivering quality engagement practices in the community as outlined in three phases:

### **Phase 1 - Assessing Community Impact**

The term 'level of community impact' refers to the magnitude of change citizens may experience as a result of a project/issue or change in policy or service.

The assessment criteria has four levels of impact which range from:

- Level 1 - High impact city wide
- Level 2 – High impact on select area and/or defined groups
- Level 3 – Moderate impact city wide
- Level 4 – Moderate impact on select area and/or defined groups

### **Phase 2 - Identifying and Achieving Goal of Public Engagement, IAP2 Spectrum of Inform, Consult, Involve, Collaborate and Empower.**

This phase outlines the commitment(s) made to citizens and stakeholders and examples of techniques and tools that align to each goal.

**INFORM – GOAL:** *To provide balanced and objective information in a timely manner. “We will keep you informed.”*

**CONSULT – GOAL:** *To obtain feedback on analysis, issues, alternatives and decisions. “We will keep you informed, listen to and acknowledge concerns and preferences, and will provide feedback on how public input influenced the decision.”*

**INVOLVE – GOAL:** *To work with the public to make sure concerns and aspirations are considered and understood. “We will work with you to ensure your concerns and aspirations inform the outcome to the maximum extent possible.”*

**COLLABORATE – GOAL:** *To partner with the public in each aspect of the decision making. “We will look to you for advice and innovation and incorporate this in decisions as much as possible.”*

**EMPOWER – GOAL:** *To place final decision making in the hands of the public. “We will implement what you decide.”*

## **2.9 COMMITTEES**

Committees of Council include Standing Committees, Select Committees and Ad Hoc committees. Council may appoint members of Council to sit on committees of other boards, acting as the liaison between City Council and that board.

In an effort to provide current and relevant information to council a report out, on a consistent basis, from committees is required. Reporting out should be on a regular basis throughout the year, and through either a written report that is included in the council agenda or in person at a Committee of the Whole meeting, by the Chair of the Board of a committee. A Council liaison may from time to time bring forward requests to Council, at a Council meeting, from committees. Proposed resolutions will be provided to the Corporate Officer prior to the agenda deadline.

## **2.10 RESOURCES**

Project plans will identify the resources, financial and human, required to implement communications. This may include the following and will vary according to project:

- Staff time
- Resources required for project support (i.e. printing, events, etc.)
- Contract services
- Consulting services

Resources may also be identified in the annual budget process for the City’s Communications for ongoing communications that may not be specifically related to a project. These may include projects such as the website, social media, media releases, annual reports and/or surveys, etc.

## **2.11 EVALUATION**

Project plans will include evaluation indicators to determine the success of various programs, projects and services. Evaluation will at a minimum be based on the objectives for communications set out in the work plan and may also include information on outputs and outcomes. Ongoing monitoring of communications tools will also be used to determine effectiveness and address any issues as they arise.

From time to time, the City may also seek to better understand the impact of various programs, projects and services and may engage in research such as an annual citizen survey.

The true impact of this policy will be more apparent over an extended period of time, as tools, processes and procedures become utilized as a matter of habit and as a culture that recognizes the importance of solid internal and external communications is established. Tactics to measure long term success of the plan may include:

- Effectiveness in communicating key messages
- Tone of media coverage
- Tone and content of community and stakeholder engagement
- Number of media impressions
- Number of partnerships built
- Operating performance
- Opportunity to see key messages, brand representation, articles, photos used, quotes and testimonials
- Impact on other departments, including number and content of complaints and tone and content of feedback received
- Number of website hits

### **Ensuring Success**

The success of this plan relies on the support and engagement of Council to effect change and foster constructive dialogue throughout the organization and City. This can only work to create an environment that encourages a spirit of community and positive action and discourse. Communications is, therefore, understood as a shared responsibility. It is the intent of this policy to build in steps to ensure its success. These include:

- A well-organized plan
- An achievable Action Plan
- Reasonable objectives that align with Council priorities
- Council and staff commitment
- Management of the plan through diligent and knowledgeable execution, flexibility and measure of control (to avoid scope creep)



# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole  
**From:** Chief Administrative Officer  
**Date:** November 9, 2015  
**Subject:** City of Grand Forks Strategic Plan 2015-2019  
**Recommendation:** **RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO ADOPT THE 2015-2019 STRATEGIC PLAN AT THE NOVEMBER 30, 2015, REGULAR MEETING.**

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**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.

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



## **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
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

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## **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

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**Recommendation:** RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO ADOPT THE 2015-2019 STRATEGIC PLAN AT THE NOVEMBER 30, 2015, REGULAR MEETING.

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**OPTIONS:**

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



# CITY OF GRAND FORKS 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 TO FOREIGN INTERESTS (E.G. WATER)
- WE WILL ENSURE LONG TERM FINANCIAL PLANNING
- 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 INVOLVE RESIDENTS IN DECISIONS THAT AFFECT THEM
- WE WILL ENHANCE OUR REGIONAL DIALOGUE, ADVOCACY AND DECISION MAKING
- WE RECOGNIZE OUR NATURAL RECREATIONAL AMENITIES ARE VALUABLE REGIONAL ASSETS



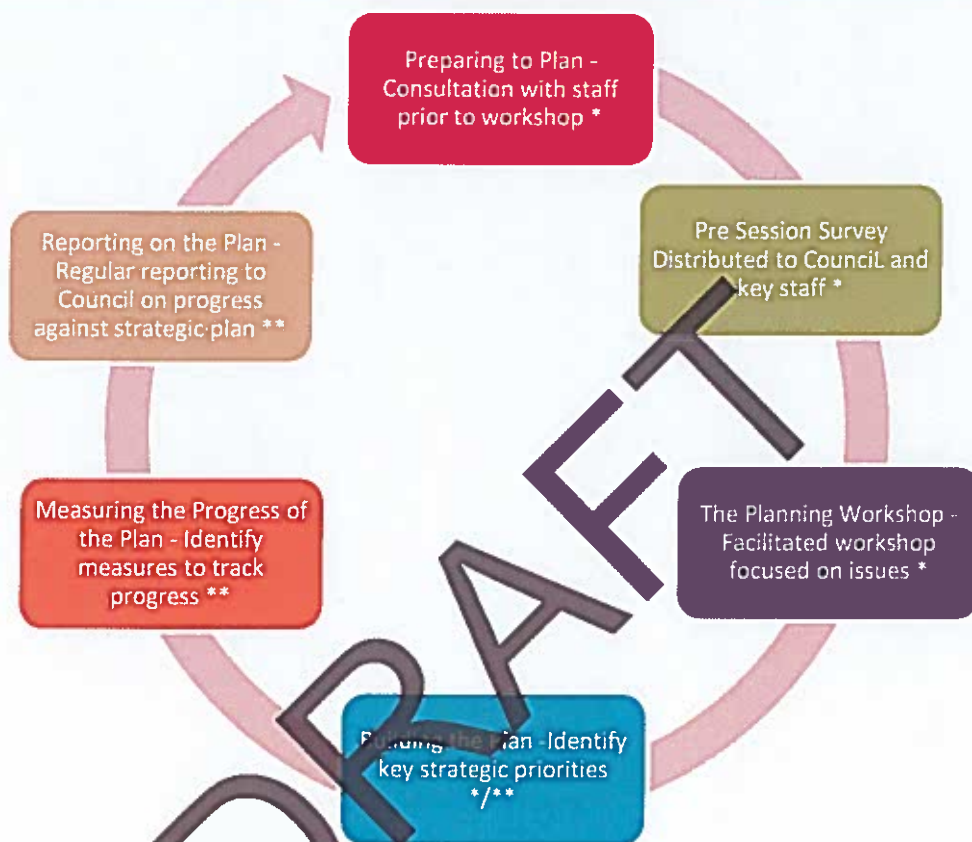
## COMMUNITY LIVEABILITY

- 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 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:

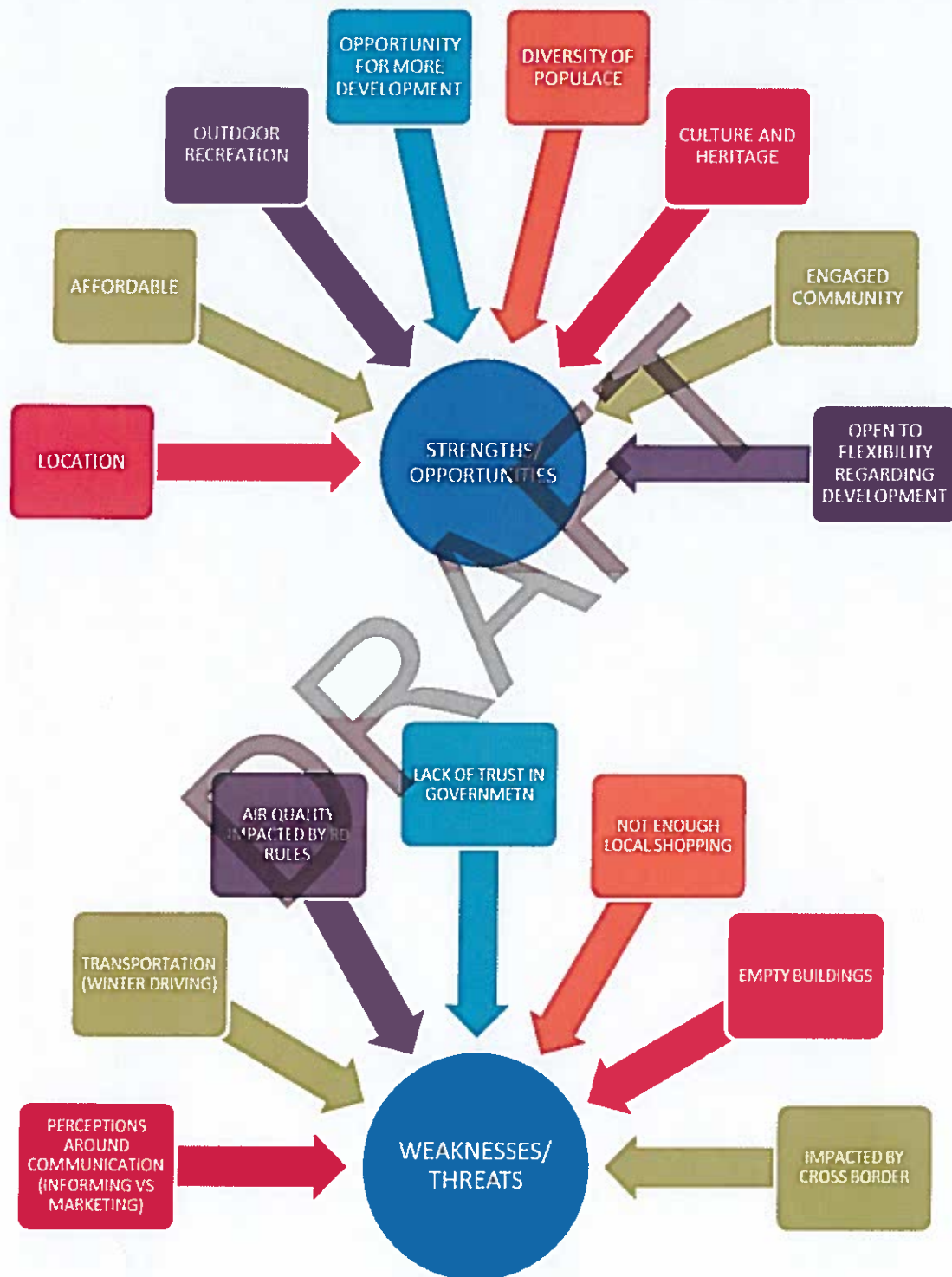
*"The City of Grand Forks is committed to providing quality governance and excellent services that enhance and advance the quality of life for our community."*

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 HeartWhat*

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.

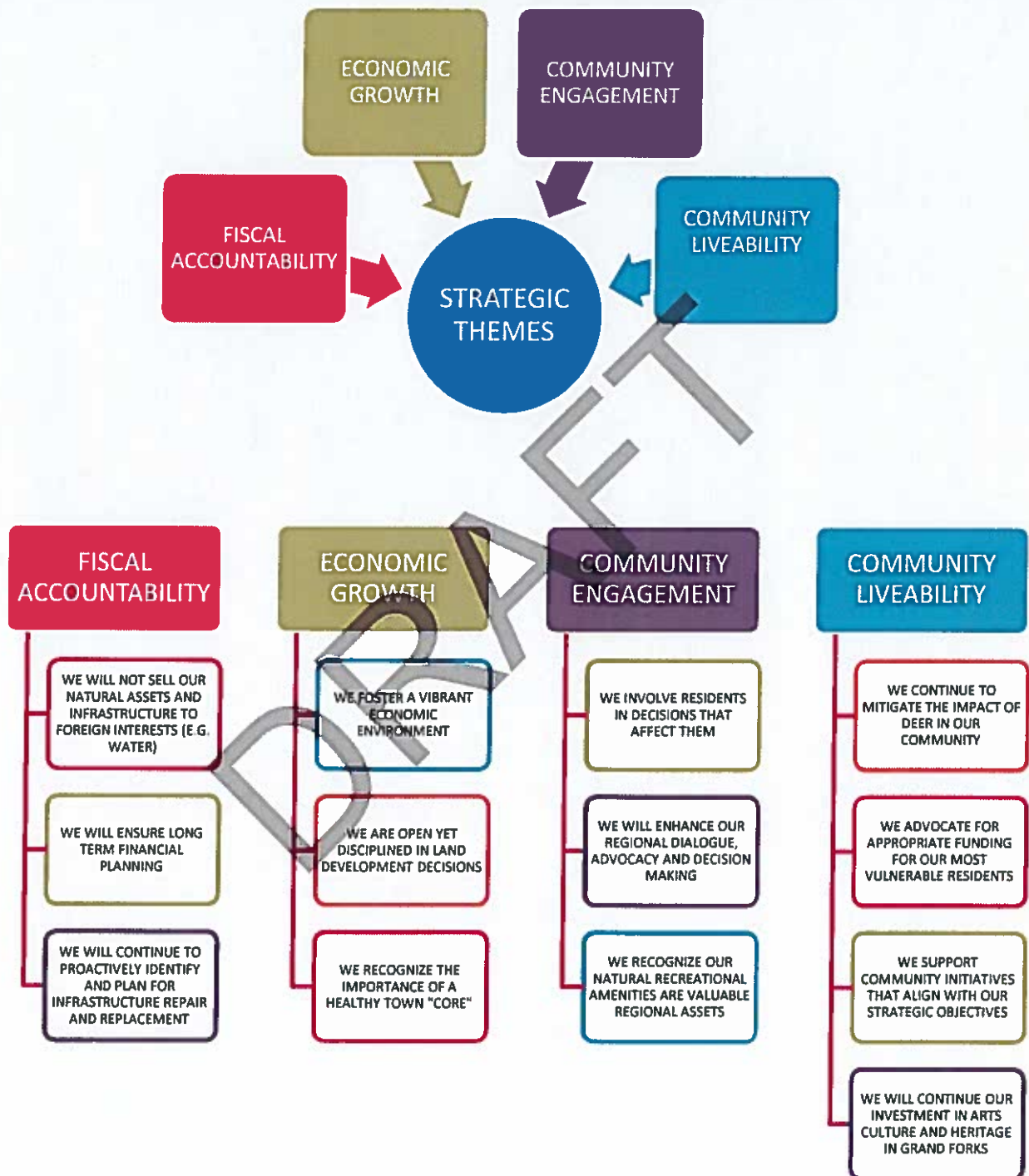
# WHERE ARE WE NOW?



DRAFT FOR DISCUSSION – PREPARED BY TRACEY LEE LORENSON PARAGON STRATEGIC SERVICES LTD.  
[WWW.PARAGONSTRATEGIC.COM](http://WWW.PARAGONSTRATEGIC.COM) [TRACEY@PARAGONSTRATEGIC.COM](mailto:TRACEY@PARAGONSTRATEGIC.COM)



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



## FISCAL ACCOUNTABILITY

	STRATEGIC PROJECTS	ACTIONS
<b>FISCAL ACCOUNTABILITY</b>  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"> <li>• ENSURE THAT CITY OWNED LAND IS SOLD AT FAIR MARKET VALUE AND CONSIDERS THE BEST OVERALL IMPACT TO THE CITY (ORGANIZATIONAL ACTION)</li> <li>• COUNCIL WILL ENHANCE POLICIES AND BYLAWS TO MEET STRATEGIC PRIORITIES</li> <li>• SLAG PILE REVENUE WILL CONTINUE TO BENEFIT THE CITY'S OVERALL NEEDS AS DIRECTED BY COUNCIL</li> <li>• CONTINUE TO REVIEW AND ASSESS TAX MIX</li> </ul>
	PROTECT AQUIFER AND INFRASTRUCTURE FROM ANY EXTERNAL INTERESTS (AT ALL COSTS)	<ul style="list-style-type: none"> <li>• DEVELOP POLICIES AND GUIDING PRINCIPLES TO PROTECT THE CITY'S VALUABLE ASSETS</li> <li>• CONTINUE WITH CONSERVATION EDUCATION FOR THE PUBLIC IN THE VALLEY</li> <li>• FORM REGIONAL WATER PARTNER GROUP AND CREATE A PLAN FOR PROTECTING THE AQUIFER</li> </ul>
	DEVELOP FINANCIAL ANALYSIS TO SHOW WHAT FUNDS ARE AVAILABLE CONSULT WITH COMMUNITY TO IDENTIFY PRIORITIES	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
<p><b>COMMUNITY ENGAGEMENT</b></p> <p>WE ENCOURAGE RESIDENTS TO PARTICIPATE IN LOCAL GOVERNMENT DECISIONS AND PROCESS</p> <p>WE ENHANCE OUR REGIONAL DIALOGUE, ADVOCACY AND COLLABORATION</p> <p>WE RECOGNIZE OUR NATURAL RECREATIONAL AMENITIES ARE VALUABLE REGIONAL ASSETS</p>	WE ARE CONSISTENT IN COMMUNICATING OUR PRIORITIES AND DECISIONS	<ul style="list-style-type: none"> <li>ALL ZONING AND SCP AMENDMENTS WILL FOLLOW ALL LEGISLATIVE REQUIREMENTS UNDER THE LGA AND CC</li> <li>HOLD OPEN HOUSES AND PROMOTE ACTIVITIES THAT ENGAGE THE PUBLIC AND ENCOURAGE FEEDBACK</li> <li>DETERMINE LEVELS OF ENGAGEMENT REQUIRED BY EACH DEPARTMENT TO THE COMMUNITY FOR DEPARTMENTAL ACTIVITIES</li> <li>DEVELOPMENT OF COMMUNICATIONS STRATEGY/POLICY</li> </ul>
	OPPORTUNITY TO LINK GRAND FORKS AND SURROUNDING RURAL AREA TO FACILITATE ALIGNMENT AND LEVERAGE VOICE	<ul style="list-style-type: none"> <li>ONGOING ASSESSMENT OF "VALUE FOR MONEY"</li> <li>CITY ENTER INTO CONTRACT REVIEW WITH ROKB IN 2015-2016 FOR FIRE SERVICES</li> <li>DISCUSSION OF COST SHARING ARRANGEMENTS</li> <li>DEFINE BUSINESS RELATIONSHIP AND ENHANCE FINANCIAL EFFICIENCIES OF THE FIRE SERVICE</li> <li>TRANSPORTATION ENHANCEMENT AND LINKAGE</li> <li>AIRPORT FUNDING, DEVELOPMENT AND ACCESS</li> <li>ENCOURAGE STRONGER RELATIONSHIP AND INCREASED DIALOGUE WITH REGIONAL PARTNERS</li> </ul>
	CONTINUE TO WORK WITH LOCAL EDUCATIONAL INSTITUTIONS TO ENHANCE EDUCATIONAL OPPORTUNITIES AND PROGRAMS	<ul style="list-style-type: none"> <li>ASSET MANAGEMENT, JOINT OCCUPATIONAL HEALTH AND SAFETY</li> <li>ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM</li> <li>PILOT PROGRAM FOR STUDENTS TRANSITIONING OUT OF HIGH SCHOOL</li> </ul>
	IDENTIFY AND ENGAGE REGARDING KEY REGIONAL RECREATION OPPORTUNITIES AND STRATEGIES	<ul style="list-style-type: none"> <li>KETTLE RIVER WATERSHED STUDY, WASTE WATER, REGIONAL PROTECTION OF NATURAL ASSETS</li> <li>COLLABORATE WITH STAKEHOLDERS I.E. COMMUNITY FUTURES, BEDC</li> </ul>
	ENSURE GOVERNANCE STRUCTURE FOR RECREATION COMMISSION IS HIGHLY FUNCTIONAL	<ul style="list-style-type: none"> <li>CONSIDER, REVIEW, IMPROVE</li> <li>ENHANCE COMMUNICATIONS</li> </ul>
	INTEGRATED RECREATION PLANNING BETWEEN GRAND FORKS AND ELECTORAL AREAS	<ul style="list-style-type: none"> <li>CONSIDER PARTNERSHIPS WITH ELECTORAL AREA'S IN DEVELOPING JOINT PARTICIPATION IN RECREATION PLANNING</li> <li>SHARE DATA AND INFORMATION ON RECREATIONAL PLANNING</li> </ul>
	DETERMINE NEW, INNOVATIVE AND MEANINGFUL WAYS TO ENGAGE THE PUBLIC	<ul style="list-style-type: none"> <li>UNDERTAKE A COMMUNITY SURVEY AND REPORT OUT TO THE PUBLIC</li> <li>LEVERAGE EVERY OPPORTUNITY FOR COMMUNITY ENGAGEMENT</li> </ul>

## COMMUNITY LIVABILITY

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

## ECONOMIC GROWTH

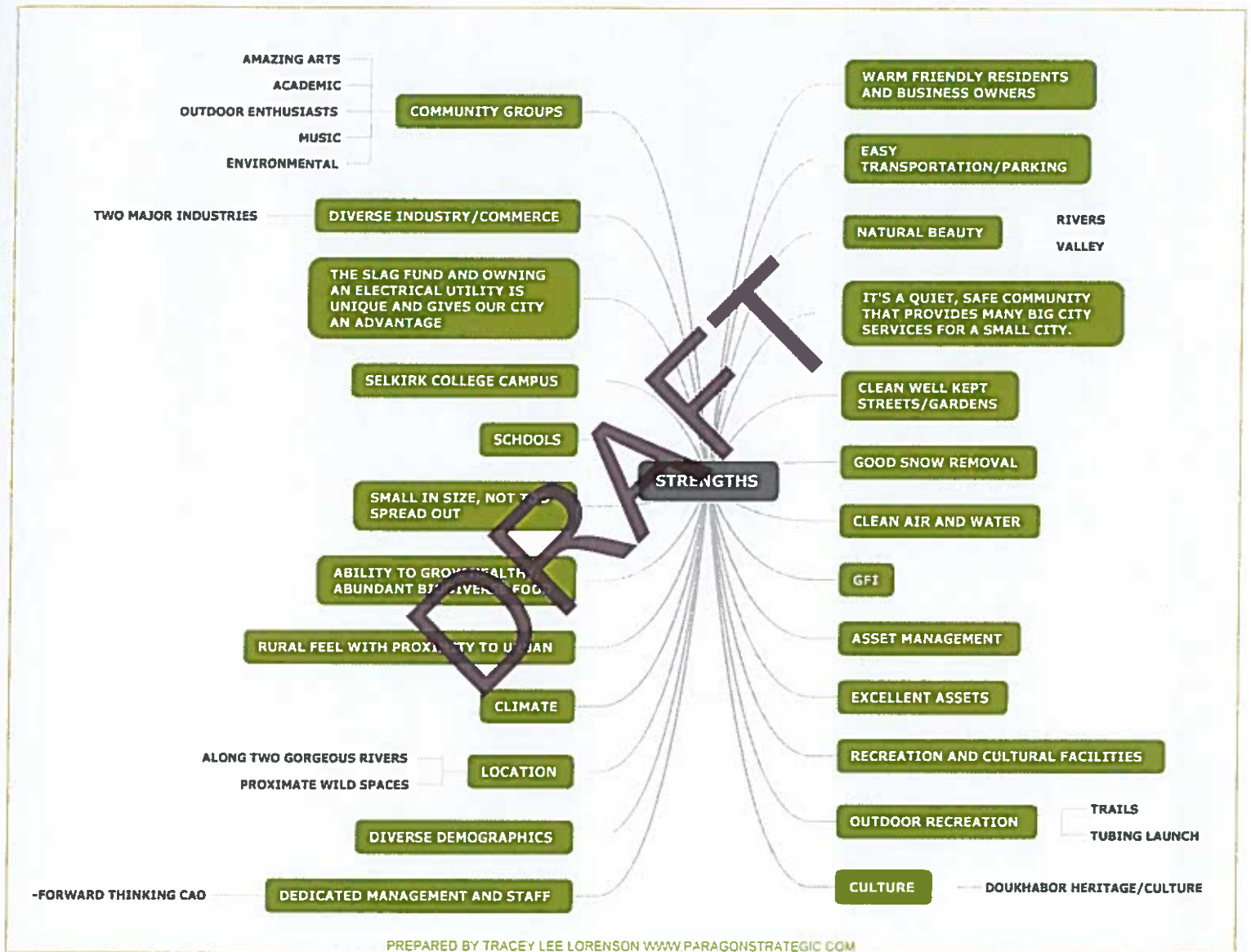
STRATEGIC PROJECTS		ACTIONS
<b>ECONOMIC GROWTH</b>  WE FOSTER A VIBRANT ECONOMIC ENVIRONMENT  WE ARE OPEN YET DISCIPLINED IN LAND DEVELOPMENT DECISIONS  WE RECOGNIZE THE IMPORTANCE OF A HEALTHY TOWN CORE	CONTINUE TO FOSTER RELATIONSHIPS THAT SUPPORT ECONOMIC DEVELOPMENT IN EVERY CAPACITY, INCLUDING: ENVIRONMENTAL, FINANCIAL, SOCIAL AND SUSTAINABILITY	<ul style="list-style-type: none"> <li>• WORK CLOSELY WITH COMMUNITY FUTURES, RDI, BCRC, PROVINCE AND FEDERAL GOV'T IN ORDER TO ACCESS ECONOMIC DEVELOPMENT OPPORTUNITIES</li> <li>• DEVELOP STRONG RELATIONSHIPS WITH DEVELOPMENT COMMUNITY</li> </ul>
	ENSURE EC DEV IS CONSISTENT WITH DEEP REGARD FOR NATURAL ENVIRONMENT AND TRIP BOTTOM LINE	<ul style="list-style-type: none"> <li>• ENSURE THAT ALL DEVELOPMENT IS IN LINE WITH VISIONS AND GUIDING PRINCIPLES OF THE SCP AND CURRENT BEST PRACTICES</li> </ul>
	SUPPORT THE HEALTH, GROWTH AND RETENTION OF EXISTING BUSINESSES	<ul style="list-style-type: none"> <li>• WAY FINDING SIGNAGE –CONSISTENT, DIRECTIONAL TO CITY ASSETS, FOCUSED ON BUSINESS AND AMENITIES</li> <li>• INVEST IN APPROPRIATE SIGNAGE TO HIGHLIGHT PARKS AND OTHER COMMUNITY ASSETS</li> <li>• WE ARE OPEN TO INITIATIVES DRIVEN BY OUR DOWNTOWN CORE TO SUPPORT VIBRANCY</li> <li>• ESTABLISH A CONNECTION WITH NEW BUSINESSES THROUGH BIZ LICENCE PROCESS</li> <li>• ENCOURAGE PARTICIPATION IN TRAINING PROGRAMS FOR BUSINESS</li> </ul>
	ENSURE ALIGNMENT BETWEEN OUR EC DEV INITIATIVES AND FINANCIAL POLICIES	<ul style="list-style-type: none"> <li>• 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</li> </ul>
	WORK TO REDUCE RED TAPE	<ul style="list-style-type: none"> <li>• 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</li> <li>• DEVELOP COLLABORATIVE SOLUTIONS FOR REDUCTION OF BUREAUCRACY</li> </ul>
	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"> <li>• LEVERAGE MARKETING OPPORTUNITIES</li> <li>• MARKET THE COMMUNITY TO A LARGER MORE DIVERSE AUDIENCE</li> <li>• INVESTIGATE OVERSEAS OPPORTUNITIES IE EXCHANGE WITH SISTER CITY</li> <li>• CONTINUE TO EXPAND ON AND BE CREATIVE WITH COMMUNITY EVENTS</li> </ul>
	CONSIDER INNOVATIVE AND SUSTAINABLE DEVELOPMENTS ON GRAND FORKS OWNED LAND	<ul style="list-style-type: none"> <li>• 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</li> </ul>
	IDENTIFY ECONOMIC DEVELOPMENT LINKAGES	<ul style="list-style-type: none"> <li>• WORK WITH VARIOUS AGENCIES TO FOSTER CREATIVITY, INNOVATION AND SUSTAINABILITY THRU URBAN-RURAL DEVELOPMENT INITIATIVES</li> <li>• DEVELOP AND FOSTER RELATIONSHIPS WITH COMMUNITY STAKEHOLDERS TO BETTER PROMOTE THE CITY</li> </ul>

# SURVEY SUMMARY NOTES GRAND FORKS COUNCIL WORKSHOP 2015

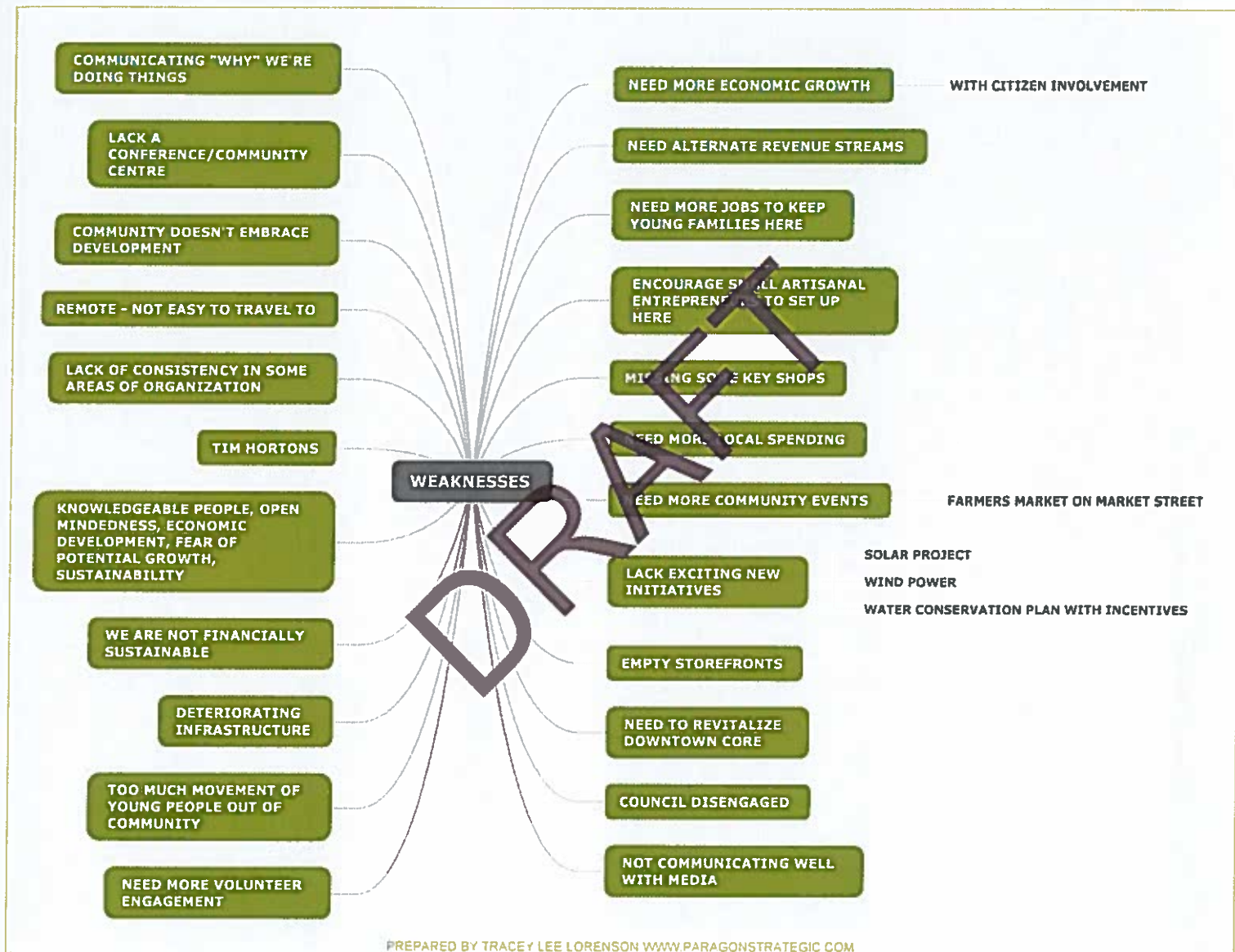
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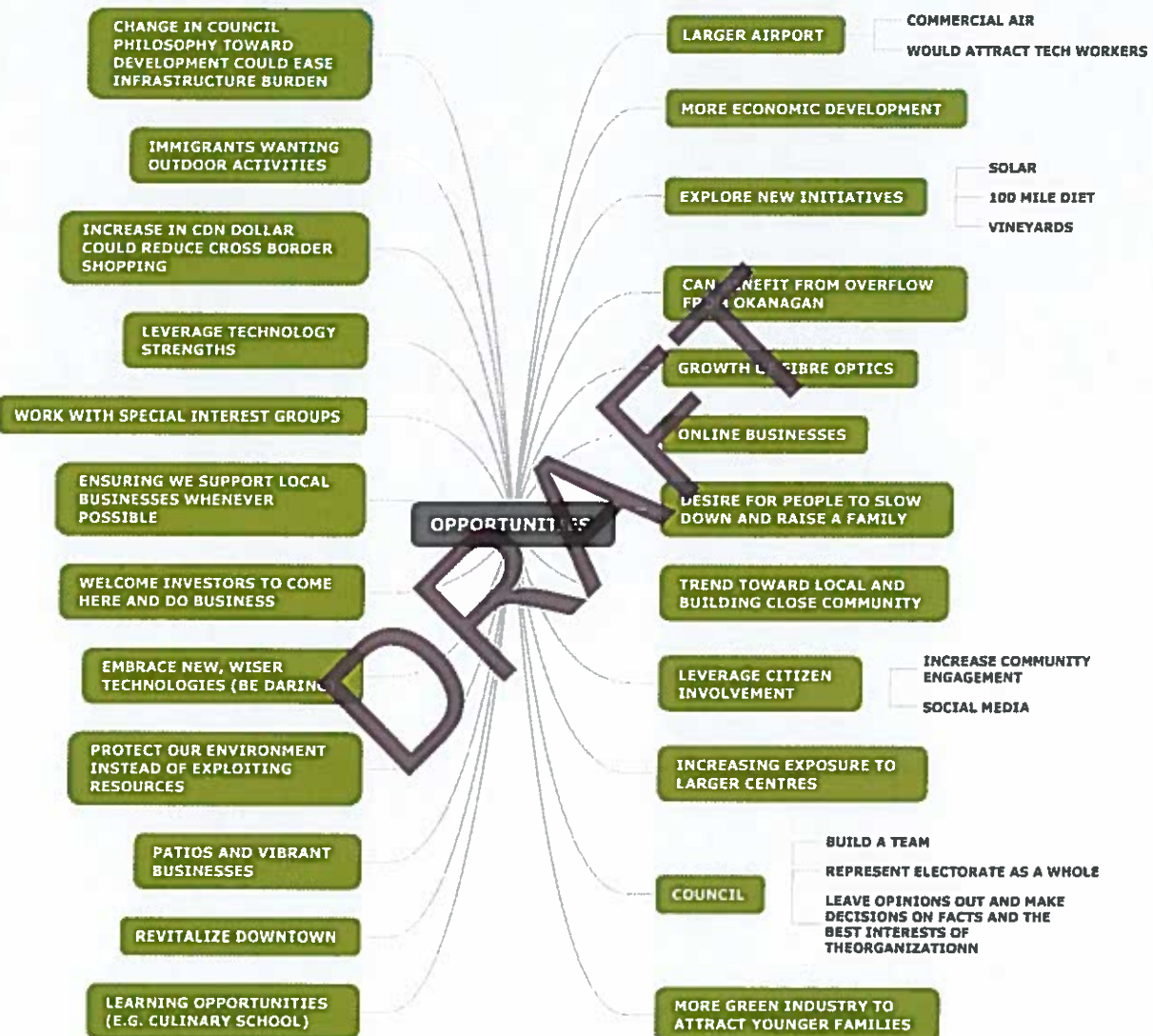


Tracey Lee Lorensen  
[tracey@paragonstrategic.com](mailto:tracey@paragonstrategic.com)  
250.275.4829



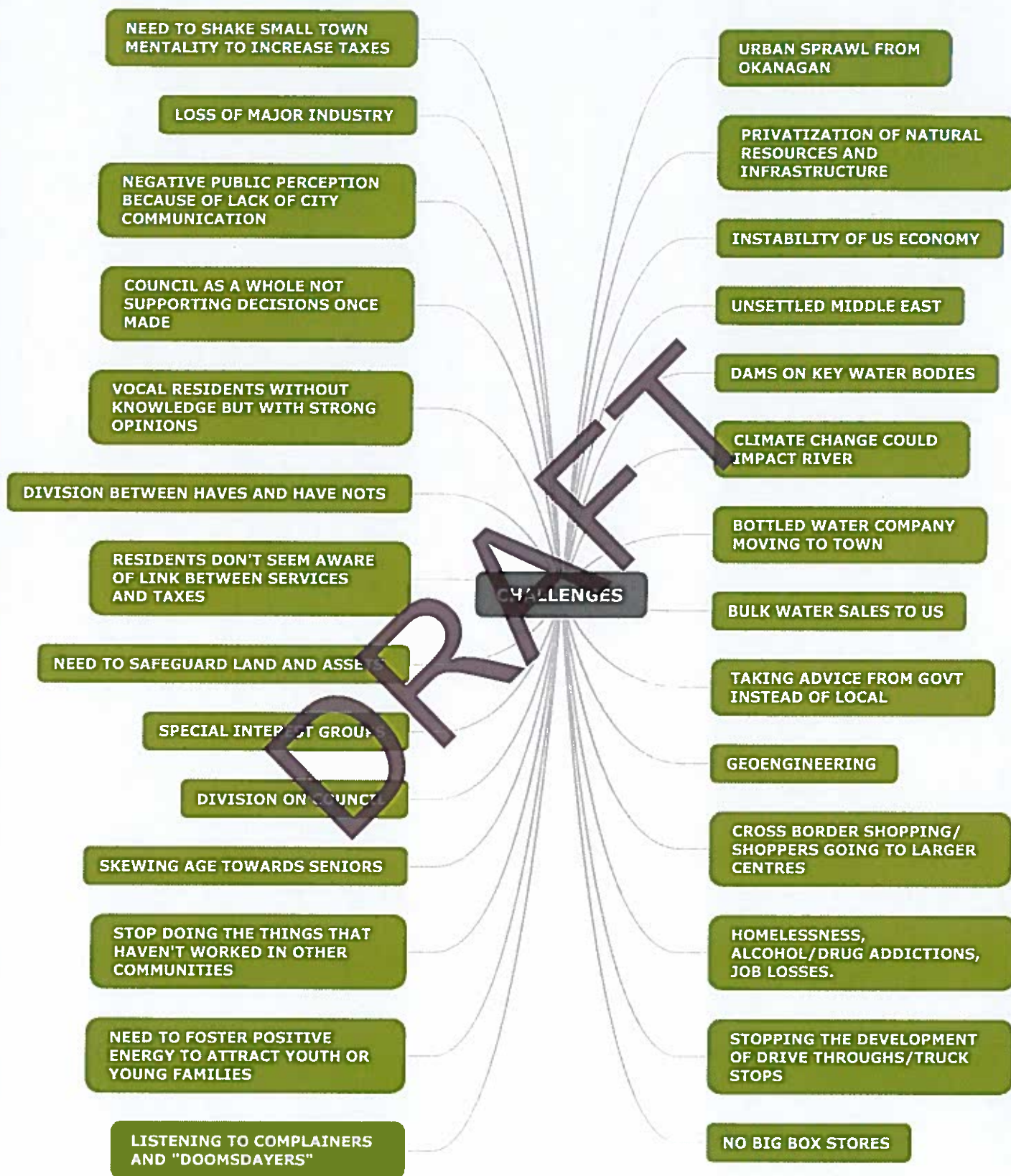






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	Critical Importance	Important	Not Important	Why are we doing this?	I'm not sure what this is	Total
Regional Services Integration	20.00% 1	80.00% 4	0.00% 0	0.00% 0	0.00% 0	5
Succession Planning	40.00% 2	40.00% 2	20.00% 1	0.00% 0	0.00% 0	5
Economic 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

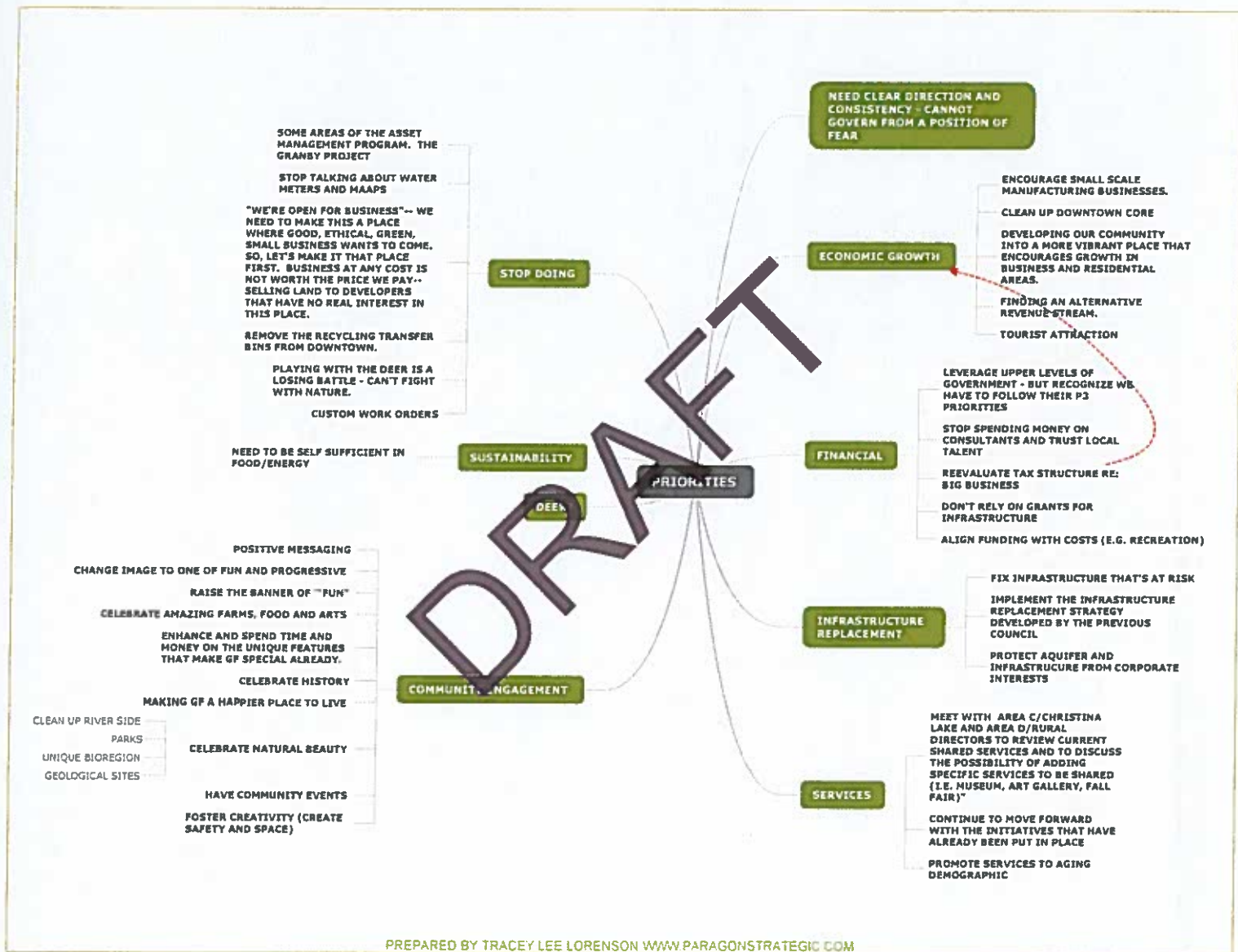
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	Critical Importance	Important	Not Important	Why are we doing this?	I'm not sure what this is	Total
Regional Services Integration	16.67% 1	83.33% 5	0.00% 0	0.00% 0	0.00% 0	6
Succession Planning	16.67% 1	83.33% 5	0.00% 0	0.00% 0	0.00% 0	6
Economic Stimulation	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

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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



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  
 GP.

FIRST THIS SHOULD BE TO ENSURE  
 THAT THE CITIZENS OF GP 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.

PREPARED BY TRACEY LEE LORENSON WWW.PARAGONSTRATEGIC.COM



# MONTHLY HIGHLIGHT REPORTS



**DATE :** November 9, 2015

**TO :** Committee of the Whole

**FROM:** Chief Financial Officer

**HIGHLIGHTS :** For the Month of October, 2015

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- ❖ Wrapping up summer fire EOC claims, City Hall fire claim
  - ❖ Fire truck funding options to Council, begin equipment financing set-up
  - ❖ Budget schedule to Council, working on operating budget templates
  - ❖ Met with auditors, audit set for March 21-23, 2016
  - ❖ 3<sup>rd</sup> reminder sent for O/S business licenses
  - ❖ Responding to requests from media, Ombudsperson, taxpayers, other municipalities
  - ❖ Labour Management meetings
  - ❖ Working on Purchasing Policy amendment and 2015 Financial Plan amendment for presentation at December COTW
  - ❖ Work Tech (Asset Management software) training sessions
-





# MONTHLY HIGHLIGHT REPORTS



**DATE`:** October 29<sup>th</sup>, 2015

**TO:** Committee of the Whole

**FROM:** Corporate & Legislative Services

**HIGHLIGHTS:** For the Month of October, 2015

---

- ❖ Prepared and facilitated Council Meetings for October, 2015
- ❖ Dealt with the ongoing Human Resources Requirements for the organization
- ❖ Provided support to community events for October: Rotary Halloween Bonfire, Christian Service Brigade Baseball game, Good Sam's RV Club for 2016 event.
- ❖ Prepared Certificates and bios for the Volunteer Appreciation Evening held on October 15<sup>th</sup> in conjunction with the Community Futures Business Excellence Awards
- ❖ Completed Councils Strategic Plan 2015-2019
- ❖ Held Strategic Plan workshop with Council
- ❖ Assisted in organization of Economic Advisory table session in partnership with Area D and Community Futures



# MONTHLY HIGHLIGHT REPORTS



**DATE:** November 9, 2015

**TO:** Committee of the Whole

**FROM:** Manager of Development & Engineering

**HIGHLIGHTS:** For the Month of October, 2015

---

- ❖ Held a Transition Housing Project Steering Committee (THPSC) meeting and finalized the Preliminary Needs Assessment Report and Finalized Site Options
- ❖ Continued Construction on the Rotary Spray Park Project
- ❖ Commenced the Survey and Design Options for the East Reservoir Structure Study
- ❖ Commenced the Survey and Design Options for the UV Disinfection Project
- ❖ Commenced Dike Inspections and Reporting
- ❖ Received 5 Development Enquiries
- ❖ Received 4 Zoning Enquiries
- ❖ Received 5 Enquiries Regarding City Owned Property
- ❖ Received 1 Development Variance Permit Application
- ❖ Continued Capital Budgeting for 2016
- ❖ Continued Implementation of the Asset Management and GIS Software



# MONTHLY HIGHLIGHT REPORTS



**DATE :** October 29, 2015  
**TO :** Committee of the Whole  
**FROM:** Fire Chief  
**HIGHLIGHTS :** For the Month of October, 2015

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- ❖ Calls for October (to Oct 29): 40 total: 10 Fire, 3 Rescue, 27 First Responder  
Year-to-date (to Oct 29): 503.
- ❖ Various Fire Prevention Week activities, including Home Smoke Detector checkup in partnership with Panago Pizza, and rescheduled Volunteer Association "Ladder-a-thon".
- ❖ Begin 2016 budget process (City and Regional District fire protection budgets)
- ❖ Seasonal hazard preparedness workshop with Emergency Management BC.
- ❖ Asset Management – Preparing capital inventories
- ❖ Participate in industrial evacuation drill (Roxul)



# MONTHLY HIGHLIGHT REPORTS



**DATE :** November 9, 2015  
**TO :** Committee of the Whole  
**FROM:** Manager of Operations  
**HIGHLIGHTS :** For the Month of October 2015

---

## **Public Works**

- ❖ Completed cemetery test holes for Dog Park
- ❖ Working on planter and hanging basket plan for 2016
- ❖ Event support : Prep for Halloween Bonfire, James Donaldson Ball under the lights evening ,
- ❖ Completed Concrete sidewalk repairs for the year
- ❖ Cleaning out in ground flower beds throughout town, Leaf control throughout parks & streets in town almost complete.
- ❖ Irrigation in all parks blown out for winter as well as all public washrooms winterized and locked down.

## **Water/Sewer**

- ❖ Working on water system assessments for Universal Water Metering program
- ❖ Headworks grinder preparation
- ❖ Regular maintenance items

# MONTHLY HIGHLIGHT REPORTS



## **Electrical**

- ❖ Voltage Conversion completed on area from 12<sup>th</sup> street to 8<sup>th</sup> street north of Central
- ❖ Rod Zielinski and David Reid attended Fortis rate hearing
- ❖ EV charger arrived and ready to be installed in early November
- ❖ Working on quotes for new/upgraded customers
- ❖ Working on asset management plan for system upgrades for future discussions

## **Capital**

- ❖ Library L.E.D. lighting project started, (estimated 3 weeks to complete)
- ❖ PCB transformer removal 90% complete
- ❖ Headworks auger screener project 50% complete
- ❖ Fuel pump and software replacement ordered
- ❖ Water and Sewer Scada 95% complete
- ❖ Generator at 525 Central 50% complete
- ❖ Recloser controls for substation 30% complete
- ❖ Riverside reconductor project 90% complete
- ❖ System and voltage conversion for 2015 completed
- ❖ Fleet Asset Disposal for 2015



# MONTHLY HIGHLIGHT REPORTS



**DATE :** November 2, 2015  
**TO :** Committee of the Whole  
**FROM:** Manager of Building Inspection & Bylaw Services  
**HIGHLIGHTS:** For the Month of October, 2015

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❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ Working on several Unsightly Properties
- ❖ Working on Zoning Bylaw review

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
  - ❖ 1 New permit this month - Home Renovations
  - ❖ Building Permits in 2015 have now exceeded 1.53 million dollars in construction value.
  - ❖ Several projects have been put on hold since the Wild Fires this summer, with some of the projects proposed for the spring of 2016.
-



# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole

**From:** Sasha Bird, Manager of Development & Engineering Services

**Date:** November 9, 2015

**Subject:** 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

**Recommendation:** **RESOLVED THAT** the Committee of the Whole 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.

---

**BACKGROUND:** The City is in receipt of an application to rezone property located at 6401 Highway #3, legally described as Lot 3, District Lot 653, S.D.Y.D., Plan 3072 Except Plan H17066, from the TC (Tourist Commercial) zone to the HC (Highway Commercial) zone. The land use designation for this property in the Sustainable Community Plan (SCP) is HT (Highway & Tourist Commercial) and the property is located in the Commercial Development Permit area. Excerpts from the Zoning Bylaw and SCP detailing these designations are attached.

The property is 4.12 acres (~1.67 hectares) in size and the rear lot line abuts the Kettle River and is located in the floodplain. The adjacent property on the east side is zoned Highway Commercial and the adjacent property on the west side is zoned Tourist Commercial.

The proposed rezoning does not affect the SCP in that the designation allows for highway and tourist commercial uses, so an amendment to the SCP is not required.

The applicant wishes to fully utilize the property and the HC zoning would allow for restaurants, auto sales and parts supply, service stations, convenience stores including gas bars, car wash establishment and retail sales. There is an existing non-conforming residence on the property which has been there for many years.

The property is not serviced with City water or sewer, however, the property is serviced by a well and septic.

---

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



## **Benefits or Impacts of the Recommendation:**

- General:** The request is consistent with the vision of the SCP and would allow the applicant the opportunity to use the property to its fullest potential.
- Strategic Impact:** N/A
- Financial:** There would be the cost of newspaper advertising in two consecutive issues of the newspaper and the notification to surrounding property owners. The costs to the City are covered by the application fees payable at the time of the application.
- Policy/Legislation:** Council's authority to adopt, amend and repeal bylaws comes from the Local Government Act.
- Attachments:**
- 1) Completed application form;
  - 2) Parcel report of subject property;
  - 3) Legal Plan of subject property;
  - 4) Zoning & SCP land use maps;
  - 5) Google maps – aerial and street views;
  - 6) Excerpts from the Zoning Bylaw and SCP.

---

<b>Recommendation:</b>	<b>RESOLVED THAT</b> the Committee of the Whole 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.
------------------------	---

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

**The Corporation of the City of Grand Forks**

P.O. Box 220  
Grand Forks, B.C.  
VOH 1H0

7217-4<sup>th</sup> Street  
Telephone (250) 442-8266  
Fax (250) 442-8000

**Zoning AND/OR Official Community Plan Amendment  
Application**

Application to amend the Zoning Bylaw AND/OR Official Community Plan Bylaw

**Zoning OR Official Community Plan Application Fee:**



**\$1,000.00**

Receipt No. 191126

**Zoning AND Official Community Plan Application Fee:**



**\$1,200.00**

Receipt No. \_\_\_\_\_

The subject fee is applicable to each request for an amendment to the Zoning or Official Community Plan Bylaw, or to both. Should this request **not** proceed to Public Hearing, one-half (1/2) the fee (\$500.00 or \$600.00) shall be refunded.

Registered Owner of Property to be rezoned:

AMRITPAL SAINI (MRS.) AND BALBIR SAINI

Mailing Address: P. Box #2525  
GRAND FORKS, B.C., VOH.1H0

Telephone: 250-442-2599 (RES.) 250-443-1599  
(CELL)

Full Legal Description of property to be rezoned:

LOT #3, PLAN 3072, DL # 653.  
EXC PL H17066, ROLL 210 01384.000  
PID 009-716-891

Street Address of Property 6401 - HIGHWAY #3, GRAND FORKS, B.C.

**Please submit the following information with this application:**

- (i) the legal boundaries and dimensions of the subject property;
- (ii) the location of permanent buildings and structures existing on the property;
- (iii) the location of any proposed access roads, parking, driveways, and any screening, landscaping and fences;
- (iv) the location and nature of any physical or topographic constraints on the property (ie: streams, ravines, marshes, steep slopes etc)

=====

**Upon reviewing your application, the City of Grand Forks may request other, or more detailed information.**

=====

The information provided is full and complete and is, to the best of my knowledge, a true statement of facts relating to this application.

  
\_\_\_\_\_  
Signature of Owner

20<sup>TH</sup> OCT. 2015  
Date

=====

**AGENT'S AUTHORIZATION**

I hereby authorize : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(full name, address and telephone number of Agent)

to act on my behalf with regards to this application.

\_\_\_\_\_  
Owner's Signature

The personal information on this form is collected under the authority of the Local Government Act. The information collected will be used to process your application for a Rezoning or Official Community Plan amendment. If you have questions about the collection use and disclosure of this information, contact the "Coordinator City of Grand Forks.

Please outline the provisions of the respective Bylaw that you wish to vary or supplement and give your reasons for making this request:

6401-Hwy. #3 (Lot #3, Plan 3072, DL #653)

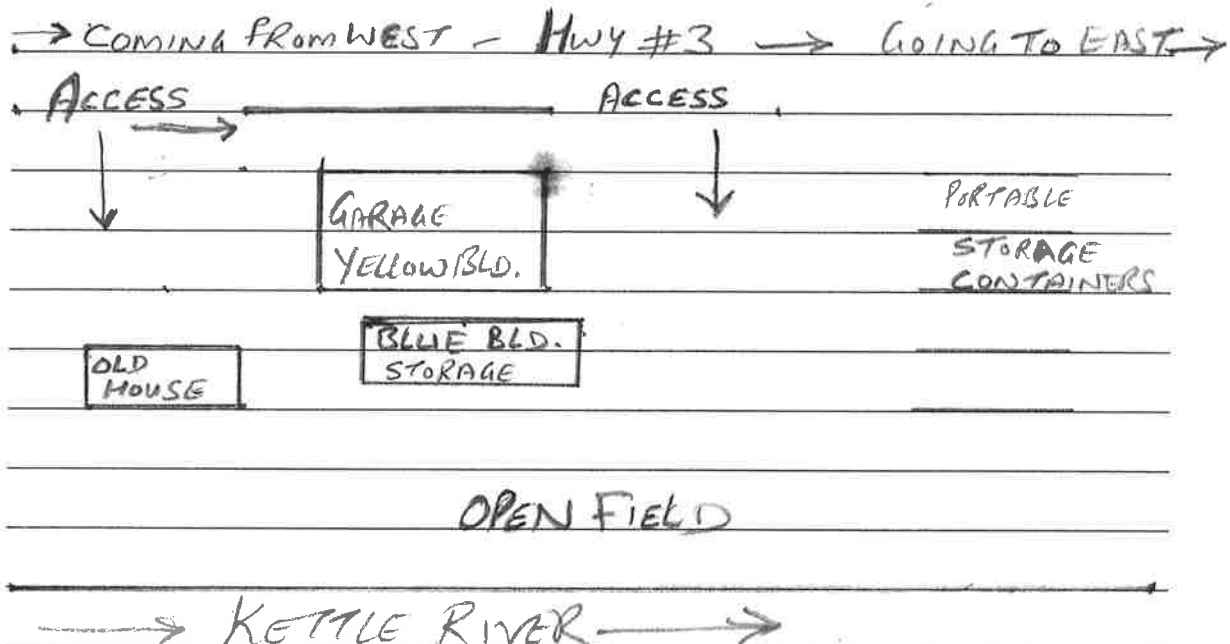
IS IN THE TC ZONE (TOURIST COMMERCIAL).

WE WISH TO USE THIS LAND TO BUILD:- RESTAURANTS, AUTOMOBILE SALES & PARTS SUPPLY, SERVICE STATIONS, CONVENIENCE STORES INCLUDING GAS-BARS, CAR WASH ESTABLISHMENTS & RETAIL SALES.

ALL OF THE ABOVE USES ARE PERMITTED IN A HC ZONE. SO WE REQUESTING CITY OF GRAND PRIS TO RE-ZONE ABOVE PROPERTY.

PARCEL SIZE OF ABOVE LAND IS OVER 4 ACRES. THE LOCATION OF PERMANENT BUILDINGS & STRUCTURES EXISTING ON THE PROPERTY AS FOLLOW:-

APPROX - NO SCALE



#### DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT

I, BALBIR SAINI, owner of the subject property described on this application form, hereby declare that the land which is the subject of this application has not to my knowledge been used for industrial or commercial activity as defined in the list of "Industrial Purposes and Activities: (Schedule 2) of the Contaminated Sites Regulation (B.C. Reg. 375/96). I therefore declare that I am not required to submit a Site Profile under Section 26.1 or any other section of the Waste Management Act.

Balbir Saini  
(signature)

20TH OCT. 2015  
(date)





# Parcel Report

Wednesday, October 21, 2015

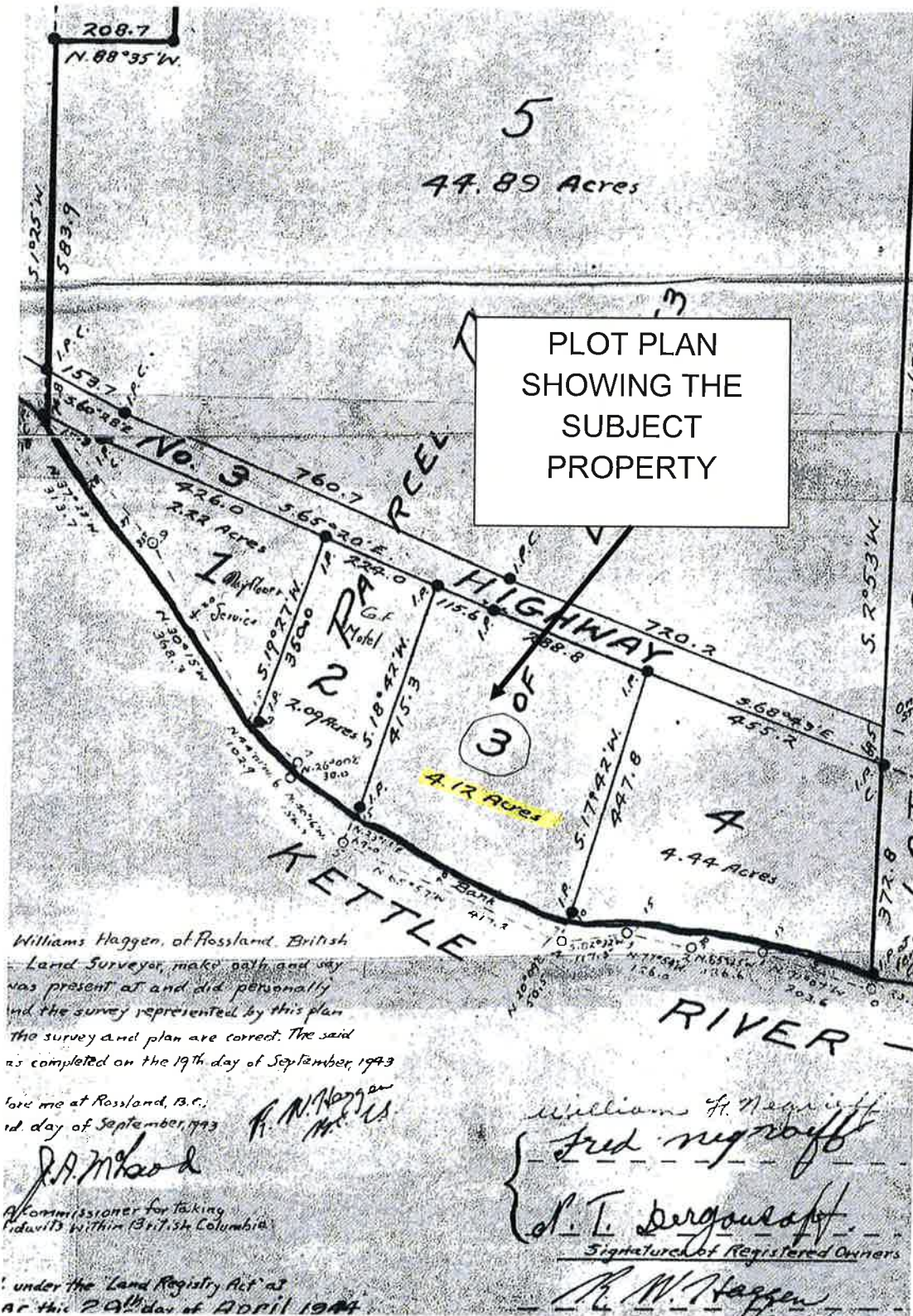


Scale 1: 1,486

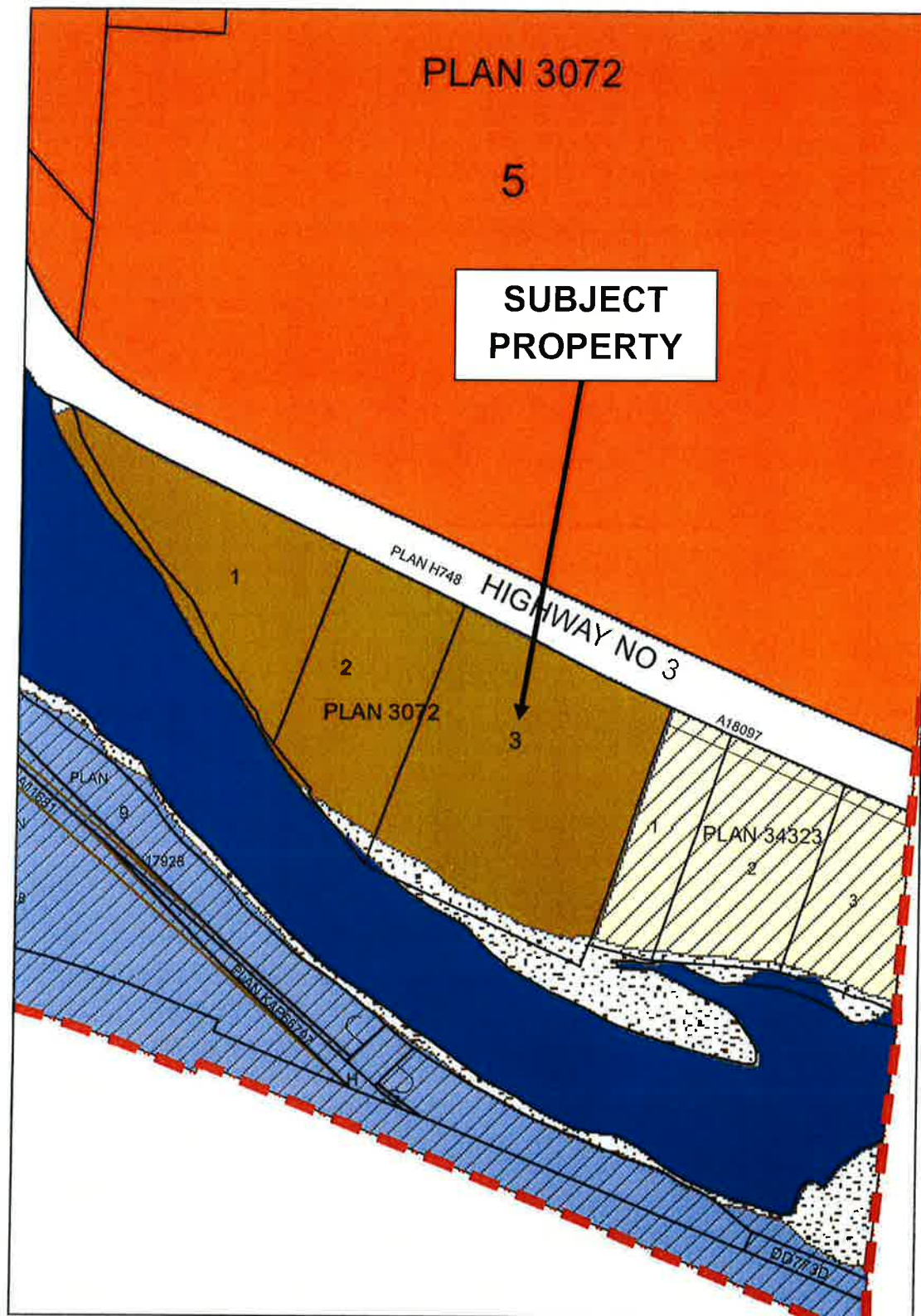
## Legal Information

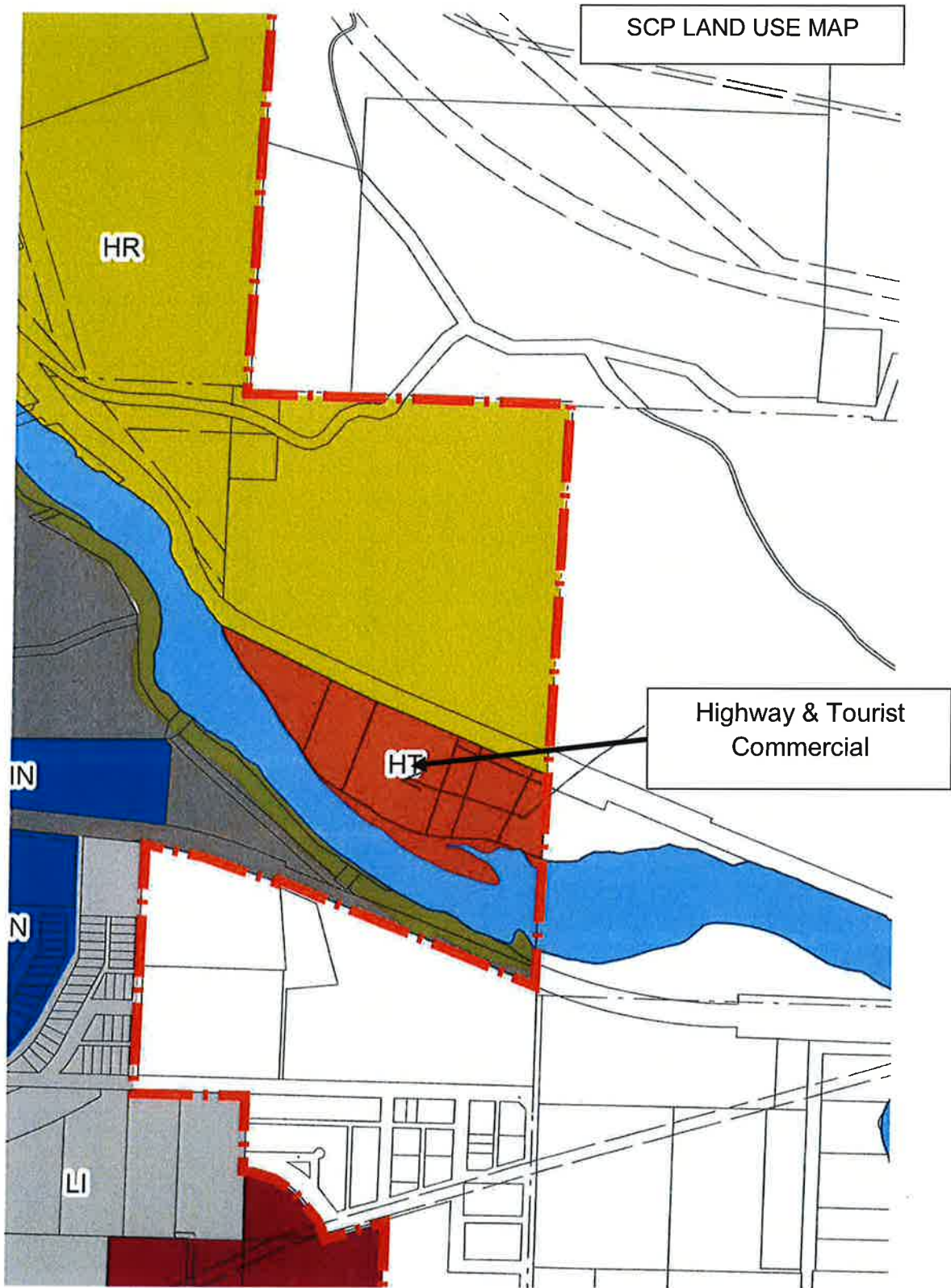
Plan: KAP3072	Section:	Jurs: 210	Lot Area: 4.05
Block:	Township:	Roll: 1384000	Area Unit: acr
Lot: 3	Land District: 54	PID: 009-716-891	Width (ft): 0
District Lot: 653			Depth (ft): 0
Street: 6401 HWY 3 W			
Description: Except Plan H17066.			

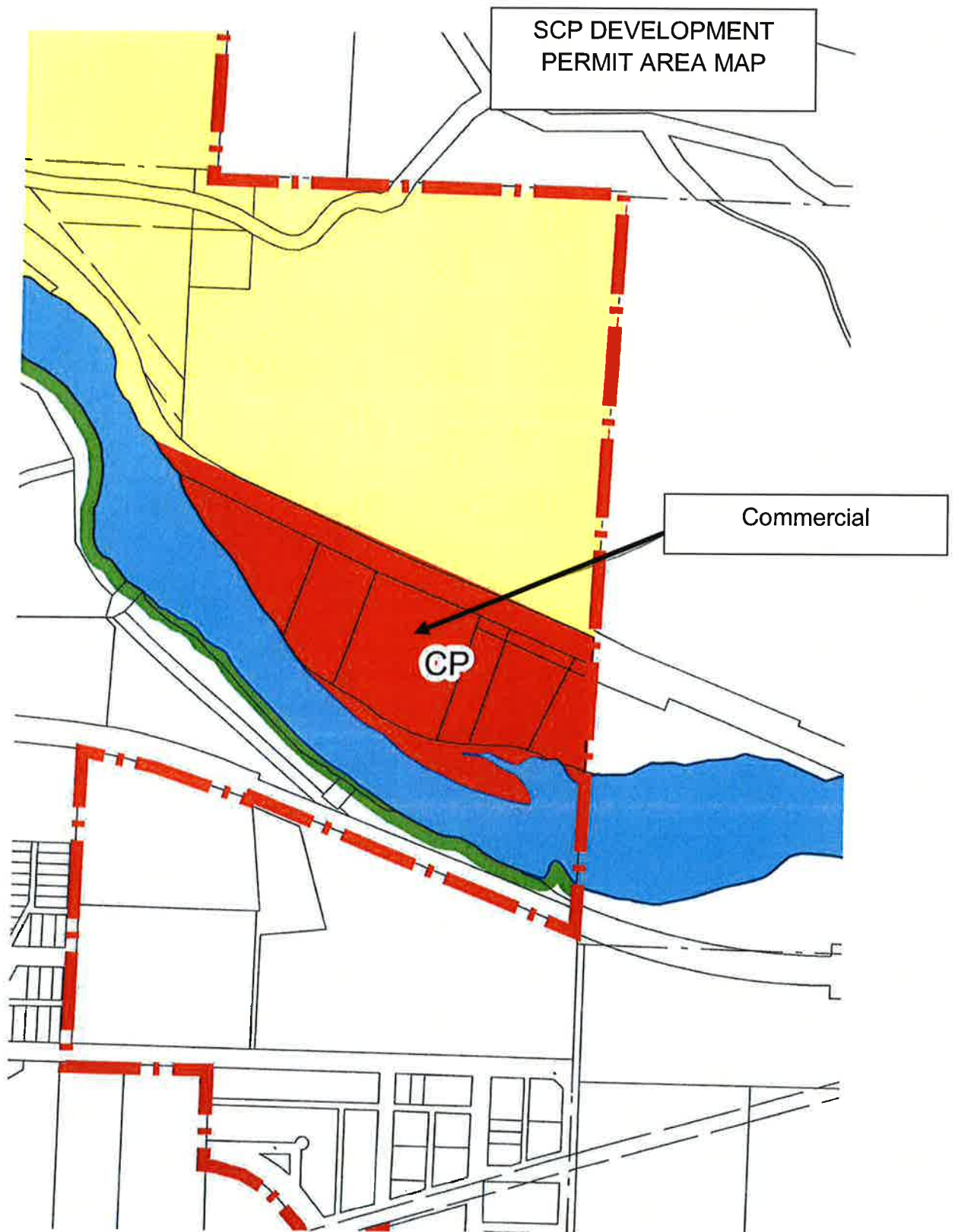




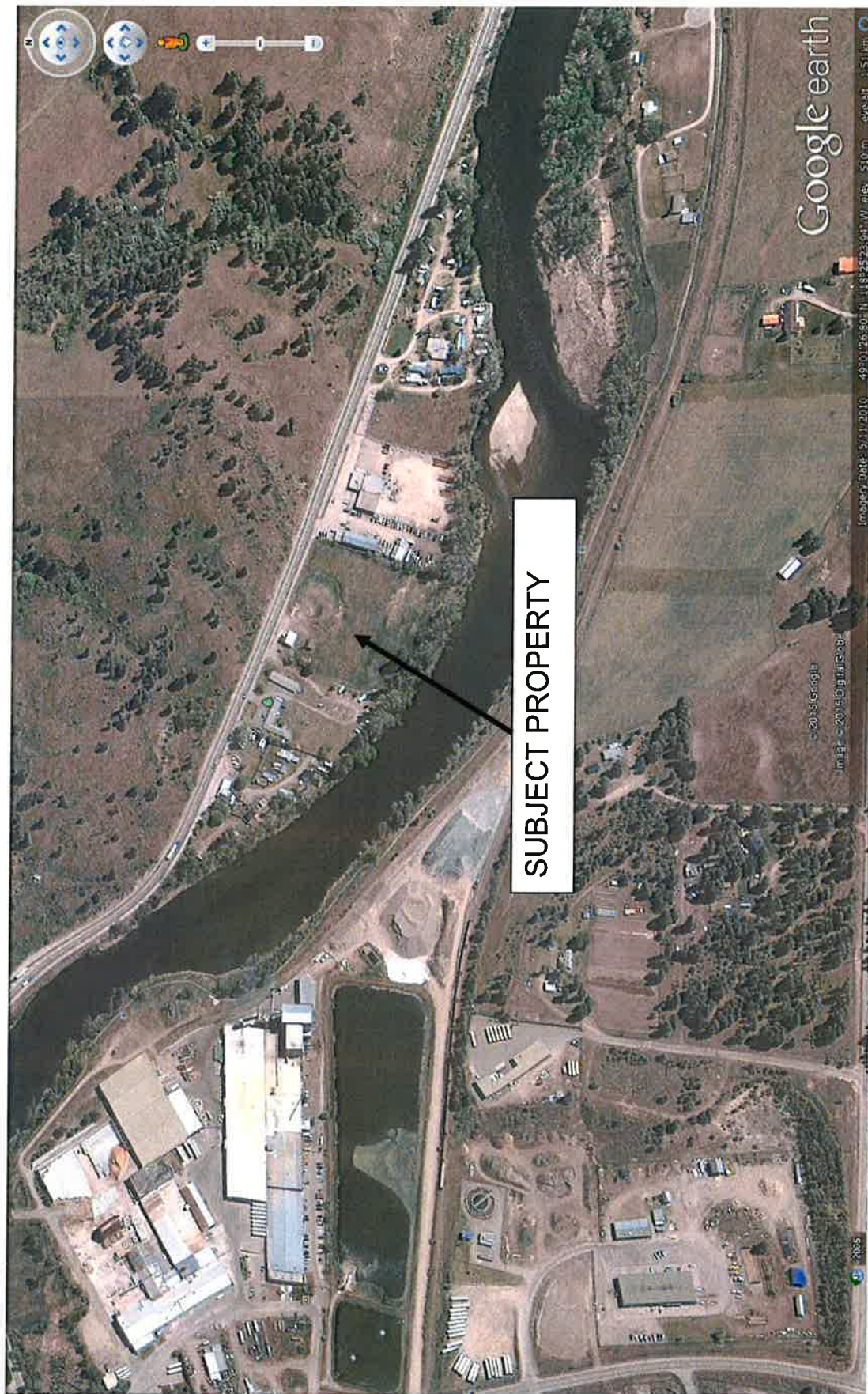




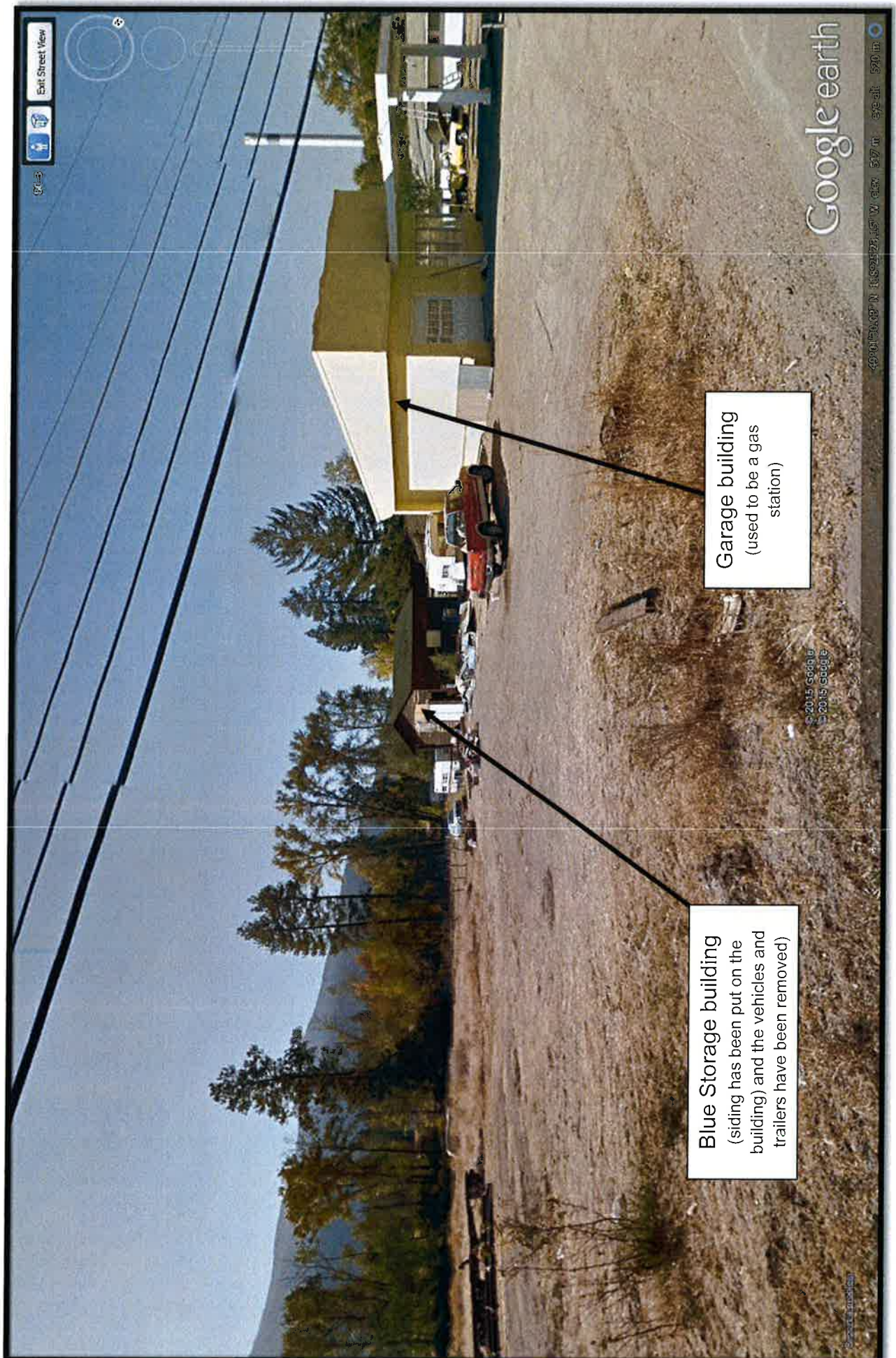












Garage building  
(used to be a gas  
station)

Blue Storage building  
(siding has been put on the  
building) and the vehicles and  
trailers have been removed)

## **SECTION 41**

## **HC (Highway Commercial) Zone**

### **Permitted Uses**

1. The following uses and no others are permitted in a HC zone:

- (a) hotels or motels;
- (b) restaurants;
- (c) automobile sales and parts supply, service stations;
- (d) convenience stores including gas bars;
- (e) car wash establishments;
- (f) retail sales establishments;
- (g) personal service establishments;
- (h) liquor licensed premises;
- (i) animal hospitals;
- (j) building supply establishments;
- (k) offices;
- (l) tool and equipment rental establishments.

Permitted accessory uses and buildings on any parcel includes the following:

- (m) a dwelling unit contained within the above noted permitted uses;
- (n) any accessory building or structure for the above noted uses.

### **Regulations**

2. On a parcel located in a HC zone:

#### **Minimum Parcel Size for Subdivision purposes**

- (a) There is no minimum parcel size and the parcel shall be connected to a community sewage and water system;

#### **Number and type of Dwelling Units allowed**

- (b) Apartment units contained within the above-mentioned commercial activities are permitted. Not more than 30% of the principal building shall be used for apartments.

#### **Height**

- (c) No building or structure shall exceed 12 metres (40 ft) in height;

#### **Setbacks**

Bylaw 1679

- (d) Except as otherwise specifically permitted in this bylaw, ***no building, structure or illuminated sign shall be located within 4.6 meters (15 ft) of a lot in a Residential zone;***

## SECTION 41

## HC (Highway Commercial) Zone cont'd

### Accessory Buildings

- (e) No accessory building shall have a total floor area greater than 25% of the principal structure;
- (f) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line.

### Lot Area Coverage

- (g) The maximum permitted lot area coverage shall be as follows:

Principal building with all accessory buildings and structure 60%

### Additional Requirements

- (h) ***deleted by Bylaw 1679***
- (i) If a fence is erected it shall not exceed a height of 2.4 metres (8 ft);
- (j) See Sections 13 to 30A of this Bylaw.





Development within this designation may occur up to a maximum of 60 units per hectare.

#### *Highway & Tourist Commercial (HT)*

- Within this designation, automobile oriented tourist services areas for visitors and residents are encouraged and focused along Central Avenue/Highway #3. Development will consist primarily of commercial and institutional uses. Some residential development may occur where appropriate.

#### *Heritage Corridor (HC)*

- This designation is located along Central Ave/Highway #3, immediately west of the Core Commercial area of Grand Forks.

#### *Light Industry (LI)*

- This designation is located in strategic locations in Grand Forks, including in the northwest along Donaldson Drive, in the northeast along Granby Road and in the southeast along Sagamore Ave. This designation includes light industrial uses and service commercial uses that can be developed in a manner compatible with adjacent uses.

#### *Heavy Industry (HI)*

- Located in the northeast along Granby Road and south of the Kettle River, this designation supports the continued use and development of heavy industrial activities, such as lumber production, log storage and other associated industrial uses.

#### *Institutional (IN)*

- Institutional land uses within Grand Forks are located throughout the community. Over time, the types of institutional uses have evolved with the growth and maturation of the community and it is

anticipated that the demand for these types of uses will continue to increase.

#### *Hillside & Resource District (HR)*

- Within Grand Forks, this designation is applied to those parts of the City which are largely undeveloped and lacking municipal services, or located on slopes greater than 20%. These areas are generally located along the eastern boundary of Grand Forks and are not to be urbanized until municipal services can be made available, once infilling and densification of other areas has occurred.

#### *Environmental Resource District (ER)*

- The Environmental Resource District designation applies to an area located in the northwestern area of the community. Although the ER designation generally allows for uses and densities within the Low Density Residential (LR) designation, this area acknowledges the groundwater and floodplain conditions associated with these lands. Any development in this area will require an Environmental Development Permit to ensure that steps are taken to address the potential groundwater conditions and/or flood hazard.

#### *Park & Open Space (PK)*

- This designation encourages recreation and transportation opportunities for local residents and captures the beauty and setting of natural areas, parks and open spaces and trails throughout Grand Forks and along the Kettle and Granby Rivers.

In addition, the form and character of the community is guided by the objectives outlined in a number of Development Permit (DP) Areas. These DP areas are



#### **14.4 General Commercial Development Permit Area**

The General Commercial Development Permit Area is designated under Section 919.1(1)(d) (revitalization of a commercial area) and Section 919.1(1)(f) (form and character of commercial development) of the *Local Government Act*.

##### Area

Within the City of Grand Forks, all lands designated Highway & Tourist Commercial are designated as a General Commercial Development Permit Area on the Development Permit Area Map (Schedule 'C').

Commercial Core areas, surrounding the Historic Downtown, are designated as a General Commercial Development Permit Area on the Development Permit Area Map (Schedule 'C').

##### Justification

##### ***Highway & Tourist Commercial***

Highway & Tourist Commercial areas are quite visible from Highway 3 and often are the first impression that tourists get of Grand Forks. For commercial development in the Highway & Tourist Commercial area, special considerations are required to address the following:

- the highway corridor is a high visibility area and therefore the visual image of the community must be presented in a positive way;
- access along a high volume controlled access route has implications on commercial development; and

- compatibility between the residential areas and the commercial development.

##### *Commercial Core*

The Commercial Core areas, surrounding the Historic Downtown, form a strong part of the community's identity. As development occurs, Council would like to ensure that the visual character of these areas improves in a way that compliments the Historic Downtown area.

An objective of this designation is to maintain and enhance the image of the Commercial Core areas, surrounding the Historic Downtown, by requiring a high standard of development. Development will meet a consistently high standard of visual quality to assure that the character of the commercial core will continue to improve over time.

#### **14.4.1 - Conditions for which a Commercial Development Permit is not Required**

The following may be undertaken without a Commercial Development Permit:

- internal alterations, which do not affect the outer appearance of the building;
- replacement, upgrading or repair of roofing;
- painting the exterior of a building;
- replacement of windows;
- construction of a fence;
- construction of an accessory building or addition to a commercial building that does not alter patterns or requirements of parking, access, loading or landscaping on the site; and
- replacement of an existing sign or canopy, where the size and design of the replacement



sign or canopy are generally consistent with the sign or canopy being replaced.

#### **14.4.2 - Guidelines**

Development permits issued in this designation shall be in accordance with the following guidelines:

##### Buildings and Structure

- .1 Buildings should be designed in a way that enhances the visual character of the commercial area.
- .2 The shape, scale and siting of buildings should be consistent with adjacent development.
- .3 The shape, siting, rooflines, architectural features and exterior finish should be sufficiently varied to create interest and avoid a monotonous appearance.
- .4 Monolithic structures and long expanses of straight walls should be avoided.
- .5 Large buildings should be designed in a way that creates the impression of smaller units and less bulk, by using building jogs and irregular faces.
- .7 Buildings should be designated in a way that relates positively to pedestrians at the street level.

##### Access and Parking

- .8 Parking areas with more than 20 stalls should be broken into smaller groups, divided by landscaping.
- .9 Off-street parking and loading should be encouraged where possible and designed to promote safe and efficient vehicle entrances and exits, and on-site circulation.
- .10 Sites should be designed in a way that accommodates alternative modes of transportation, with provisions made for features such as pedestrian sidewalks, bicycle and walking paths or lanes, and bicycle racks on the site. Pedestrian and bicycle networks on the site should link with networks off the site.

##### Screening, Landscaping and Amenities

- .11 Sites should be provided with screening in the form of walls, decorative fencing, hedging, planting, other screening materials or a combination of materials in the following areas:
  - around outdoor storage areas, waste containers, heating and cooling equipment, and other service areas; and
  - between the rear of commercial areas and any residential area.
- .12 The site should be provided with landscaping:
  - between parking areas and roadways; and
  - between buildings and parking areas.



- .13 Where setbacks are required between the building and the property line, the site should be provided with landscaping:
- along the property edge next to roadways; and
  - along the sides of buildings.

#### Lighting

- .14 Land uses or establishments should be designed to ensure that they do not produce a strong glaring light or reflection of that light beyond their lot lines. Shielded or controlled intensity lights are required.

#### Signage

- .15 Signage should complement the building design and finish.

# MEMORANDUM



**DATE :** November 9, 2015

**TO :** Mayor and Council

**FROM :** Chief Financial Officer

**SUBJECT :** Ladder Truck Funding Options

**ATTACHMENTS:** MFA Financing Schedule  
Parcel Tax vs. Property Tax Spreadsheet

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At the January 13, 2014 Regular Meeting, Council resolved to "give early budget approval for the purchase of the ladder truck for the fire department in the amount of \$1,300,000 to be financed through a 5 year short term borrowing and funded by a five year parcel tax".

The new truck has now been delivered, for a total cost of \$1,072,718.58, less a small outstanding credit. The Regional District Kootenay Boundary has agreed to contribute \$350,000 towards the truck. The balance, \$722,518.58, must be funded through the City.

Although the City had resolved to fund entirely through taxation at the beginning of the purchase, we still have an option to change the funding. In light of current discussions regarding Asset Management, Council may wish to alter the funding. Changes to funding can be reflected in the 2015 Financial Plan Amendment, which will be first presented at Committee of the Whole in December.

The City can borrow from reserves and payback the reserves over several years, or fund through reserves and not pay it back. The City can participate in the Municipal Finance Authority's Equipment Financing Program and borrow over 5 years. Or, the City could use a combination of the above options. It is recommended that they City finance 50% through own sources (mainly reserves) and 50% through debt financing, to be recovered through taxation.

In 2015, the City received \$46,000 revenue from the sale of a 1992 Superior E-One Ariel Pumper. Therefore, the City could fund \$46,000 from this sale and the balance, \$315, 260 from the Equipment Reserve. The remaining balance, \$361,260 could be funded through MFA Equipment Financing.

The Equipment Financing Program is currently at a variable rate of 1.33%. Attached is the MFA Equipment Loan Calculator. Over five years, monthly payments would total \$74, 721 per year. Interest paid over the five years would total \$12,555.74.

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In order to cover the loan payments, there are two taxation options for the next five years.

1. Increase in property taxes for 5 years for the amount of the equipment financing payments.
2. Impose a Parcel Tax for 5 years. Parcel taxes may be levied as a flat amount for each parcel, or based on the taxable area or taxable frontage of each parcel.

The attached spreadsheet gives a comparison of municipal taxes paid by each class under each option.

If funded by property taxes, the amount each taxpayer contributes will depend on assessed values of property and municipal tax rate for each property class. Property tax owners with higher assessments would have a larger share of the tax burden, while property owners with lower assessments may not necessarily have their taxes raised if they fall within the minimum tax threshold of \$350. Funding through property tax requires minimal administrative time and is simple in nature.

Parcel taxes based on taxable area or taxable frontage can be complex and must be based on the physical characteristics of the parcel. As these methods are open to dispute, it is recommended a flat parcel tax be imposed if a parcel tax is chosen.

If funded by parcel tax, the total collected is spread relatively evenly through the tax classes so that commercial and industrial classes would see a small increase in their taxes.

Imposing parcel taxes requires a great deal of administrative time. The typical process for a parcel tax includes establishing a tax roll review panel or Court of Revision, to consider any complaints respecting the tax roll and authenticate the tax roll. The City must send a letter to every property owner which explains the flat tax and gives the time and place of the first sitting of the Court of Revision. Parcel tax bylaws must be passed for preparation of the roll and the imposition of the tax. The parcel tax must be advertised each year. An advantage of parcel tax is that it is separately identified on the tax notice for taxpayers.

Council can decide whether to fund the truck through a parcel tax or property tax during the upcoming financial plan deliberations. This decision can be made early in the process, during the revenue discussions, giving staff the time necessary to impose a parcel tax if needed.





## Member's Area – Grand Forks

### Equipment Finance - Loan Application and Calculator

Please fill in the EQUIPMENT FINANCING PARAMETERS form, then click the "Generate Estimate" to fill in the equipment financing summary and the amortization schedule below. If you cannot see the equipment financing summary and amortization schedule, please scroll down.

If you wish to apply for a equipment financing based on the estimate you have generated, click "Apply for Equipment Financing" button, and an application automatically be sent to MFA Equipment Financing Corporation.

Current Interest Rate is **1.33%**

Period/Payment*:	Amortization Period ▼
Funding Date*:	2015-12-15 <input type="text"/>
	(date format, yyyy-mm-dd)
Resolution*:	642
Principal Amount*:	361,260.00
Amortization Period*:	60
Monthly Payment*:	6,226.75
Term:	60
Description*:	Ladder truck

#### Equipment Financing Summary

##### Equipment Financing Details

Principal Value:	361,260.00
Current Monthly Interest Rate:	1.33%
Amortization Period:	60
Payments in Term:	60
Base Monthly Payment:	6,226.75
Total Estimated Principal:	361,260.00
Total Estimated Interest:	12,555.74
Total Estimated Repaid:	373,815.74
Final Payment Details	
Anticipated Final Payment:	6,226.87
Residual Value:	0.00

#### Amortization Schedule

No.	Date	Principal	Interest	Payment	Balance
	2015-12-15				361,260.00
	2015-12-31	0.00	210.62	210.62	361,260.00
1	2016-01-31	5,826.35	400.40	6,226.75	355,433.65
2	2016-02-29	5,832.81	393.94	6,226.75	349,600.84
3	2016-03-31	5,839.28	387.47	6,226.75	343,761.56
4	2016-04-30	5,845.75	381.00	6,226.75	337,915.81
5	2016-05-31	5,852.23	374.52	6,226.75	332,063.58
6	2016-06-30	5,858.71	368.04	6,226.75	326,204.87
7	2016-07-31	5,865.21	361.54	6,226.75	320,339.66
8	2016-08-31	5,871.71	355.04	6,226.75	314,467.95
9	2016-09-30	5,878.21	348.54	6,226.75	308,589.74
10	2016-10-31	5,884.73	342.02	6,226.75	302,705.01
11	2016-11-30	5,891.25	335.50	6,226.75	296,813.76
12	2016-12-31	5,897.78	328.97	6,226.75	290,915.98
13	2017-01-31	5,904.32	322.43	6,226.75	285,011.66
14	2017-02-28	5,910.86	315.89	6,226.75	279,100.80
15	2017-03-31	5,917.41	309.34	6,226.75	273,183.39
16	2017-04-30	5,923.97	302.78	6,226.75	267,259.42
17	2017-05-31	5,930.54	296.21	6,226.75	261,328.88
18	2017-06-30	5,937.11	289.64	6,226.75	255,391.77
19	2017-07-31	5,943.69	283.06	6,226.75	249,448.08
20	2017-08-31	5,950.28	276.47	6,226.75	243,497.80
21	2017-09-30	5,956.87	269.88	6,226.75	237,540.93
22	2017-10-31	5,963.48	263.27	6,226.75	231,577.45
23	2017-11-30	5,970.08	256.67	6,226.75	225,607.37

24	2017-12-31	5,976.70	250.05	6,226.75	219,630.67
25	2018-01-31	5,983.33	243.42	6,226.75	213,647.34
26	2018-02-28	5,989.96	236.79	6,226.75	207,657.38
27	2018-03-31	5,996.60	230.15	6,226.75	201,660.78
28	2018-04-30	6,003.24	223.51	6,226.75	195,657.54
29	2018-05-31	6,009.90	216.85	6,226.75	189,647.64
30	2018-06-30	6,016.56	210.19	6,226.75	183,631.08
31	2018-07-31	6,023.23	203.52	6,226.75	177,607.85
32	2018-08-31	6,029.90	196.85	6,226.75	171,577.95
33	2018-09-30	6,036.58	190.17	6,226.75	165,541.37
34	2018-10-31	6,043.27	183.48	6,226.75	159,498.10
35	2018-11-30	6,049.97	176.78	6,226.75	153,448.13
36	2018-12-31	6,056.68	170.07	6,226.75	147,391.45
37	2019-01-31	6,063.39	163.36	6,226.75	141,328.06
38	2019-02-28	6,070.11	156.64	6,226.75	135,257.95
39	2019-03-31	6,076.84	149.91	6,226.75	129,181.11
40	2019-04-30	6,083.57	143.18	6,226.75	123,097.54
41	2019-05-31	6,090.32	136.43	6,226.75	117,007.22
42	2019-06-30	6,097.07	129.68	6,226.75	110,910.15
43	2019-07-31	6,103.82	122.93	6,226.75	104,806.33
44	2019-08-31	6,110.59	116.16	6,226.75	98,695.74
45	2019-09-30	6,117.36	109.39	6,226.75	92,578.38
46	2019-10-31	6,124.14	102.61	6,226.75	86,454.24
47	2019-11-30	6,130.93	95.82	6,226.75	80,323.31
48	2019-12-31	6,137.72	89.03	6,226.75	74,185.59
49	2020-01-31	6,144.53	82.22	6,226.75	68,041.06
50	2020-02-29	6,151.34	75.41	6,226.75	61,889.72
51	2020-03-31	6,158.16	68.59	6,226.75	55,731.56
52	2020-04-30	6,164.98	61.77	6,226.75	49,566.58
53	2020-05-31	6,171.81	54.94	6,226.75	43,394.77
54	2020-06-30	6,178.65	48.10	6,226.75	37,216.12
55	2020-07-31	6,185.50	41.25	6,226.75	31,030.62
56	2020-08-31	6,192.36	34.39	6,226.75	24,838.26
57	2020-09-30	6,199.22	27.53	6,226.75	18,639.04
58	2020-10-31	6,206.09	20.66	6,226.75	12,432.95
59	2020-11-30	6,212.97	13.78	6,226.75	6,219.98
60	2020-12-31	6,219.98	6.89	6,226.87	0.00
Totals:		361,260.00	12,555.74	373,815.74	

[Terms and Conditions](#)





City of Grand Forks

Property Tax versus Parcel Tax

Funding the 2015 Fire Truck

Based on 2015 Municipal Taxation Rates and Assessments

Total to be funded through MFA: 361,260  
 Yearly payments: 74,721  
 Total collected 2015: 3,047,872

**OPTION 1 - FUND THROUGH PROPERTY TAXES**

	# folios	Assessments	Conversion	Total Collected	Add'l Tax Rate	Avg Assess	Avg Tax/yr for 5 yrs
Residential	2503	367,301,483		38,089.16	0.1037	146,744.50	15.22
Utilities	31	1,135,280		***	0.0000	36,621.94	
Major Industry	4	18,974,200	10.42	20,502.49	1.0805	4,743,550.00	5,125.62
Light Industry	11	3,375,100	2.93	1,025.49	0.3038	306,827.27	93.23
Business	422	61,032,550	2.39	15,126.49	0.2478	144,626.90	35.84
Rec/Non-Profit	72	82,900	0.80	6.88	0.0830	1,151.39	0.10
Farm	5	105,271	1.08	11.79	0.1120	21,054.20	2.36
				<u>74,762.31</u>			

\*\*\*Class 2 is already at max rate

\*average assesment includes vacant land

**OPTION 2 - FUND THROUGH PARCEL TAXES**

Total number of parcels: 3048  
 Flat tax per parcel: 24.51 per year for five years



# MEMORANDUM



**DATE :** November 9, 2015

**TO :** Mayor and Council

**FROM :** Chief Financial Officer

**SUBJECT :** Schedule for 2016 Financial Plan

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## **2016 FINANCIAL PLAN TIMELINE**

<i>Date(s)</i>	<i>Responsibility</i>	<i>Description of Activity</i>
<b>In Progress</b>	Department Heads	2016 Operating and Capital Budgets Five Year Financial Plan
<b>November 9, 2015</b>	CFO	Budget Schedule to Council
<b>November 9, 2015</b>	COTW	2016 Fee For Service Presentations
<b>January, 2015</b>	Council Workshop	Operations budget presentations by Managers 2016-2020 Revenue Projections
<b>January, 2015</b>	Council Workshop	Capital budget presentations by Managers
<b>February, 2015</b>	Council Workshop	Review Operating & Capital Budgets
<b>March, 2016</b>	Regular Council Meeting	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> reading 2016-2020 Financial Plan Bylaw
<b>April, 2016</b>	COTW Meeting	Introduce 2016 Tax Rates Bylaw

<b>April, 2016</b>	Regular Council Meeting	Adopt 2016-2020 Financial Plan Bylaw
<b>April, 2016</b>	Regular Council Meeting	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> readings 2015 Tax Rates Bylaw
<b>May, 2016</b>	Regular Council Meeting	Adopt 2016 Tax Rates Bylaw

The schedule for the 2016 Council meetings will be set in December. In the past we have combined the Committee of the Whole meetings with Council budget workshops. However, this made the COTWs extremely long. An alternative would be to have the Council workshops in the week after COTW meetings. The City can advertise these workshops in the newspaper and they will be open to the public for consultation.

The main reports guiding the preparation of the Financial Plan will be Council's Strategic Plan and the Asset Management Investment Plan. All recommendations brought to Council for the Financial Plan will be based on the work done to date on the Asset Management Plan, with the cost reductions identified during that process.

During financial plan discussions, we will also review Citizen Budget, a public engagement tool that Council may wish to use during 2017 financial plan deliberations. Below is a link to a community currently using Citizen Budget.

<http://coquitlam.citizenbudget.com/>

# THE CORPORATION OF THE CITY OF GRAND FORKS



## BUILDING INSPECTION OFFICE

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

October 16, 2015

To Mayor and Council

### **Re: Building Department Report July 2013 to October 2015**

Since the Building Inspection Office opened on July 2, 2013, there has been 107 Building Permits issued to date with an investment into the community of \$5,951,184.00. The city has seen 10 single family homes constructed, 7 new businesses open and 15 other businesses that have done both major and minor renovations.

The Building Inspection Office also has 47 active permits in various stages of construction, which were transferred from the Regional District when the office was opened. At the present time the City has 100 active Building Permits in place.

Below are the statistics for our Municipality.

#### **2013 (July – December)**

10 Transferred files Closed RDKB  
2 Demolitions Permits  
2 Commercial Renovations (New business)  
1 Institutional Renovation (Church)  
3 Home Additions (Sheds, Decks & Porches)  
1 Home Addition  
1 Single Family Dwelling  
1 Mobile Home  
2 Accessory Buildings (Garages / Shops)  
11 of the 14 new permits issued in 2013 are now complete and closed  
New Permits Construction values for 2013      \$567,300.00  
Demolition Permits Values      \$1500.00  
Total permits for 2013      \$568,800.00

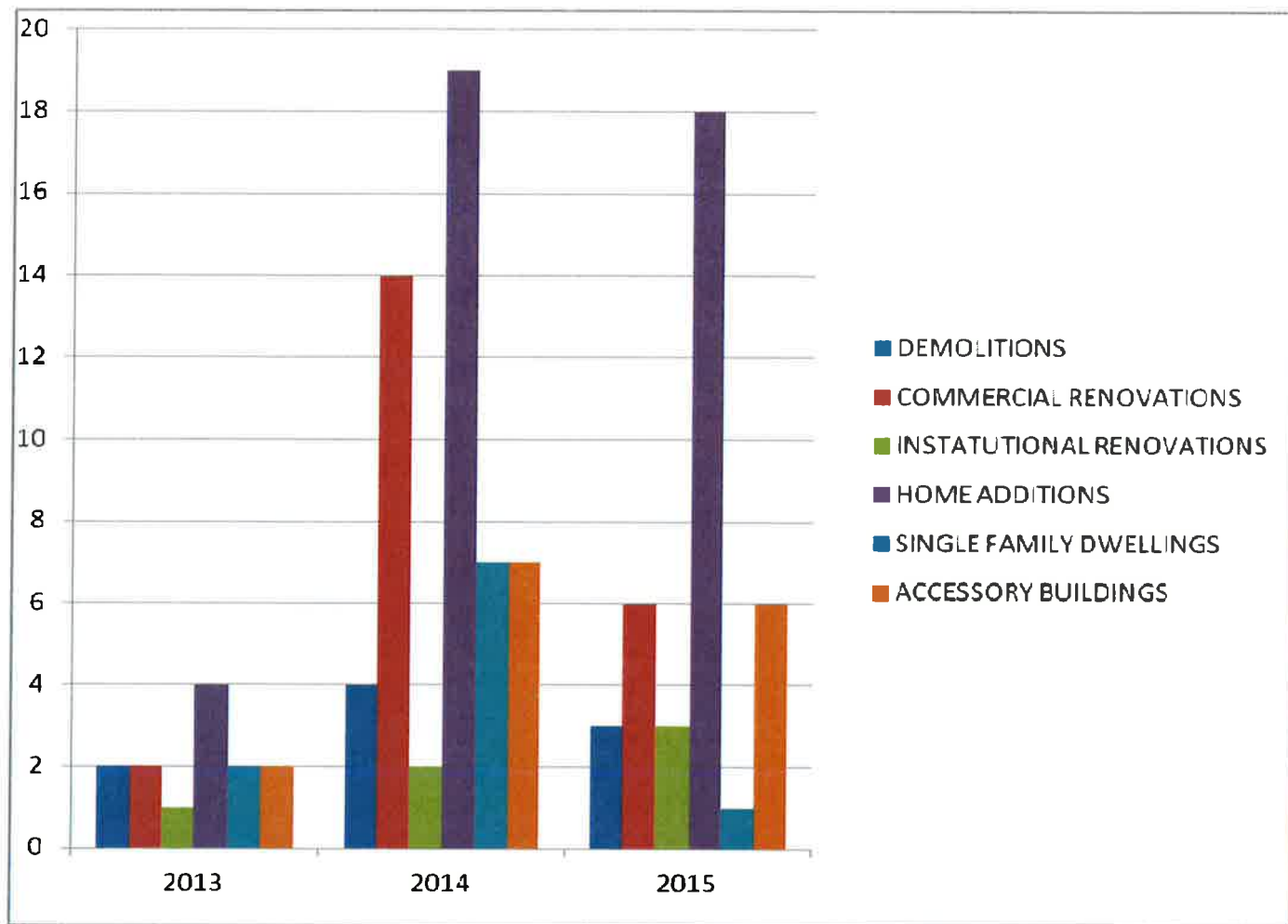
## **2014**

9 Transferred files Closed RDKB  
4 Demolitions Permits  
14 Commercial Renovations (5 New business & 9 Renovations of business)  
2 Institutional Renovations (Church, Seniors Hall)  
11 Home Additions (Sheds, Decks & Porches)  
8 Home Additions  
7 Single Family Dwelling  
0 Mobile Home  
7 Accessory Buildings (Garages / Shops)  
24 of the 53 new permits issued in 2014 are now complete and closed  
New Permits Construction values for 2014      \$3,813,316.00  
Demolition Permits Values      \$58,500.00  
Total permits for 2014      \$3,871,816.00

## **2015**

1 Transferred files Closed RDKB  
3 Demolitions Permits  
6 Commercial Renovations ( 6 Renovations to existing business)  
3 Institutional Renovations (Schools, Seniors Housing & IHA )  
9 Home Additions (Sheds, Decks & Porches)  
9 Home Additions  
1 Single Family Dwelling  
0 Mobile Home  
6 Accessory Buildings (Garages / Shops)  
17 of the 38 new permits issued in 2015 are now complete and closed  
New Permits Construction values for 2015      \$1,476,638.00  
Demolition Permits Values      \$33,930.00  
Total permits for 2015      \$1,510,568.00

Total Permit Construction Value Since July 2, 2013 is \$5,951,184.00



In 2015 new construction was moving at a steady pace until the Wild Fire season took a foot hold of our area. The Stickpin Fire affected the City the most from early August to mid September. During this period, Insurance Companies would not provide purchasers or contractors the ability to obtain Fire Insurance for their proposed projects. In order to receive financing for a mortgage or construction loan, the purchaser had to provide proof of insurance (fire insurance), therefore several of the land and proposed building deals collapsed as a result. This has reduced the number of building permit requests during this period.

### **OCHS Building & Safety Standards Branch**

The Building Act is new legislation introduced in spring 2015.

**What is it?** The Building Act is B.C.'s first act dedicated just to building and construction - it's designed to modernize and streamline the building regulatory system.

Below is a resent e-mail from Jarrett Hutchinson, Minister Responsible for Housing

Dear Local Government Officials:

I write to let you know the Province has started to bring sections of the *Building Act* (the Act) into force. However, these sections will not result in any immediate changes for construction industry stakeholders.

Among other administrative and legislative matters, the sections bring into force:

- The definitions in the Act;
- The Minister's authority to set building regulations (this authority is being removed from the *Local Government Act*);

Local authorities' powers to (continue to) administer and enforce provincial building regulations;

The Minister's authority to enter into an administrative agreement with an external organization to administer the qualification requirements for building officials; and

The continuation of the Building Code Appeal Board under the Act.

Other sections of the *Building Act* will be brought into force in phases, the timeline for which is still being determined. The Province anticipates the next sections of the *Building Act* to be brought into force will include sections 5 and 7:

Section 5 will place restrictions on local government authority to set building requirements, and will be phased in over a two-year transition period; and

Section 7 will allow local governments to apply for a variation from provincial building requirements if they have a compelling reason for their application. (Under the Act, a variation is a building requirement that differs from or exceeds the requirements in the BC Building Code or in another provincial building regulation.)

The Province anticipates other sections of the Act, including the sections that set qualification requirements for building officials, will be brought into force in 2016.

The Building and Safety Standards Branch will notify stakeholders by email whenever a primary change under the *Building Act* comes into effect. For more information about the Act, the sections now in force, and new sections of the Building Act Guide, please see the *Building Act* website ([www.gov.bc.ca/buildingact](http://www.gov.bc.ca/buildingact)).

If you have questions about the *Building Act* or its implementation, please contact staff in the Building and Safety Standards Branch at [building.safety@gov.bc.ca](mailto:building.safety@gov.bc.ca).

I would appreciate if this information could be shared as appropriate with others in your organization.

Respectfully,

Jarrett Hutchinson  
Acting Executive Director  
Building and Safety Standards Branch  
Ministry of Natural Gas Development and  
Minister Responsible for Housing



## **What is the Building Act all about?**

The Building Act is new legislation introduced in spring 2015.

**What is it?** The Building Act is B.C.'s first act dedicated just to building and construction - it's designed to modernize and streamline the building regulatory system.

### **What are the main changes under the act?**

- **Consistency** - establishes the Province as the sole authority to set building requirements (that is, technical requirements for the construction, alteration, repair and demolition of buildings) - the objective is to create more consistent building requirements across B.C., while still providing local governments with flexibility to meet their needs
- **Competency** - establishes qualification requirements for building officials to improve consistency in how the B.C. Building Code is interpreted, applied and enforced
- **Innovation** - supports local governments and other local authorities through the implementation of a provincial review process to evaluate innovative building proposals

**Where does it apply?** It applies in all parts of the province **except** the City of Vancouver and federal lands and reserves.

**Who's affected?** Directly or indirectly, everyone involved in the building construction sector but especially local governments, building officials, developers and builders.

**When does it take effect?** The act will be brought into force over time. Some sections are in effect now. The main changes will take effect over two to four years to give everyone time to adjust.

## **Succession Planning for the Future**

As the City moves forward in the next year, the time has arrived for some succession planning in the Building and Bylaw office. The current Building Inspector & Bylaw Officer has plans for retirement in 2017 this would make succession planning and training of personnel for this position of the up most importance to maintain continuity with the department. Attached is a copy of the minimum requirements for the position from BOABC (Building Officials Association of British Columbia.)

When the new Building Act was brought forward by the Province in early 2015 the Building Officials, Building Industry Leaders and Contractors, would be given four years to comply with the new Building Act and regulations. The Province anticipates other sections of the Act, including the sections that set qualification requirements for building officials, will be brought into force in 2016.



# boabc



## Estimated Costs for Building Official Qualifications

Costs are subject to change; please contact the BOABC to confirm.

### Executive Committee

**PRESIDENT**  
**Manjit S. Sohi**

**PAST PRESIDENT**  
**Ron Dickinson**

**VICE PRESIDENTS**  
**Mo Bayat**  
**Brian Champlin**  
**Zara Rockwell**  
**John de Ruiter**

**TREASURER**  
**Colin Bollinger**

**SECRETARY**  
**Frankie Victor**

**REGISTRAR**  
**Dave Jackson**

**ZONE DIRECTORS**  
**Robert Baker**  
**Stephen Cote-Rolvink**  
**Gary Deane**  
**Catherine Ernst**  
**Robert Gutierrez**  
**Charlie Hoeller**  
**Roye Lovgren**  
**Doug McPherson**  
**Doug Patan**

**EXECUTIVE DIRECTOR**  
**Derek Townson**



Estimated One-time Costs for Qualification	Estimated Annual Costs for Qualification
<b>BOABC MEMBERSHIP APPLICATION FEE</b> One-time new member application fee, if a building official is not already a member <b>\$131.25</b>	<b>ANNUAL BOABC MEMBERSHIP FEE</b> <b>\$420.00</b>
<b>EXAMS</b> The number of exams required depends on the building official's level of responsibility. Level 2 and 3 building officials must also pass the lower level exams.  <b>Building Official Exams: Required for Building Officials</b> <b>\$236.25 per exam</b> , as follows: <ul style="list-style-type: none"> <li>Level 1: 1 exam x \$236.25 each</li> <li>Level 2: 2 exams x \$236.25 each = \$472.50 (Level 2 building officials must also pass the Level 1 exam)</li> <li>Level 3: 4 exams x \$236.25 each = \$945 (Level 3 building officials must also pass a Level 1 exam and 2 Level 2 exams)</li> </ul>	<b>ANNUAL ADMINISTRATION FEE</b> Payable to the administrative authority (BOABC) <b>Estimate: \$50.00</b>
<b>Plumbing Official Exams: Required for Plumbing Officials (and building officials who inspect plumbing services)</b> <b>\$236.25/exam</b> , as follows: <ul style="list-style-type: none"> <li>Level 1: 1 exam x \$236.25 each</li> <li>Level 2: 1 exam x \$236.25 each (Level 2 plumbing officials must also pass the Level 1 exam)</li> </ul>	

Building Officials' Association of BC - Head Office  
 Suite 205, 3740 Chatham Street, Richmond, BC V7E 2Z3  
 604-270-9516 ph / 604-270-9488 fax / email: [info@boabc.org](mailto:info@boabc.org)  
[www.boabc.org](http://www.boabc.org)



# boabc



## **EXAM PREPARATION TRAINING: (OPTIONAL)**

BCIT will be offering Level 2 and 3 training online by the end of 2015. Costs are not yet known but are likely to be comparable to the cost of their Level 1 course.

- Level 1: \$492 (BCIT online Building Code Part 9 course)
- Level 2: \$735 (BOABC course, currently in class only)
- Level 3: \$735 (BOABC course, to be offered in class Spring 2016)

## **CODE CHANGE SEMINARS AND CONTINUING PROFESSIONAL DEVELOPMENT**

### **Code Change Seminar**

**Estimate: \$290.00**

Code change seminars will be mandatory and will be offered when major changes are made to the Code, estimated to be every two to three years.

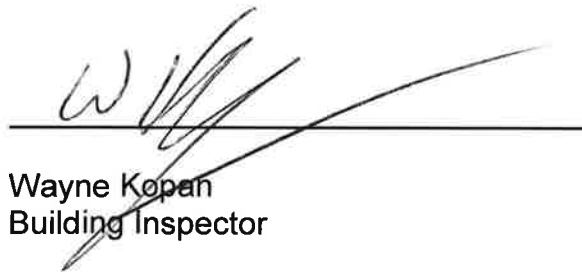
### **Continuing Professional Development**

Required continuing professional development can be obtained through low-cost or no-cost options, such as attendance at webinars and in person or conference call attendance at local BOABC meetings.

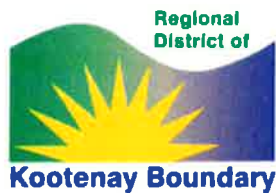
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[www.boabc.org](http://www.boabc.org)

In closing there are several projects & potential developments on the horizon and if everything starts to fall into place, the next few years could be very busy years for the Building Department. Should one substantial development occur which translates into jobs, that requires people to fill those jobs and in turn the people would require places to live. This will be the snowball effect which will help Grand Forks grow into the future.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wayne Kopan', is written over a horizontal line. The signature is stylized with a large 'W' and a long, sweeping underline that extends to the right.

Wayne Kopan  
Building Inspector



## STAFF REPORT

**Date:** 15 October 2015

**File:** BC Building Act 2015

**To:** Chair Worley and Members, Electoral Area Services Committee

**From:** Mark Andison, General Manager, Operations / Deputy CAO

**Re:** Building Act Implications for RDKB

### Issue Introduction

The purpose of this report is to summarize the most relevant provisions of the new *Building Act* and the implications of the new legislation for the RDKB.

### History/Background Factors

Fundamental sections of the new B.C. *Building Act*, enacted earlier this year, came into effect on September 18, 2015. A copy of the Province of B.C.'s explanatory guide for the new legislation, *A Guide to the Building Act: Modernizing B.C.'s Building Regulatory System*, is provided along with this report for information purposes. To summarize, the key elements of the new *Building Act* are:

- The establishment of mandatory credentials for building officials, and a Province-wide register of building officials;
- A restriction of local government bylaws that include building standards or requirements that go beyond those of the *BC Building Code*;
- Potential for site-specific building regulations by the Province; and
- Potential for Provincial regulation of building beyond the current *BC Building Code*, in relation to the manner of inspection, construction, demolition, and other activities

### Implications

The main implications for the RDKB relate to the first two bullet points noted above.

The establishment of mandatory credentials for building officials under the new Act will require individual building officials to have attained minimum certification standards in order to be permitted to practice within their defined scope of competency. So, for example, a Level 1 Building Inspector will be limited to doing inspections on simple single family dwellings and accessory buildings that fall under the scope of Part 9 of the *BC*

*Building Code*. Those with Level 3 certification will be able to do inspection work on the most complex buildings that fall under the scope Part 3 of the *BC Building Code*. These new legislated competency requirements will require local governments across the Province to ensure that their building inspection staff have attained the qualifications that match the type of inspections that they are being asked to perform. For the RDKB, currently four of our five building inspectors have Level 3 certification, the other has Level 1 certification.

As well as meeting required minimum training standards, building officials will be required to be registered members of the Building Officials Association of British Columbia within six months of the new legislation coming into force. All of the RDKB's building officials are already registered with BOABC.

A new restriction under the Act on local government building bylaws having provisions that go beyond the scope of the *BC Building Code* will have an impact upon the RDKB. Currently, the RDKB's sprinkler control bylaws that apply to Big White and Mount Baldy, requiring sprinklers for most new construction, extend beyond the scope of the *BC Building Code*. The new Act would require the RDKB to repeal these bylaws within two years of the Act coming into force (by September 2017). The new Act also, though, provides that local governments may apply to the minister for a Provincial regulation applicable to individual local governments to allow regulations that go beyond the *BC Building Code*. Local governments will have to wait for the accompanying regulation to come into effect before we can determine how this process will be applied. At that point, the RDKB will be in a position to determine whether it wishes to make an application to the Province to allow the sprinkler control bylaws to remain in effect or repeal them as per the requirements of the new Act.

#### **Background Information Provided**

*A Guide to the Building Act: Modernizing BC's Building Regulatory System*

#### **Recommendation**

That the report regarding the BC Building Act Implications for the RDKB from Mark Andison, General Manager, Operations / Deputy CAO be received.





BUILDING ACT GUIDE SERIES: SECTION A2

# A Guide to the Building Act: Modernizing B.C.'s Building Regulatory System

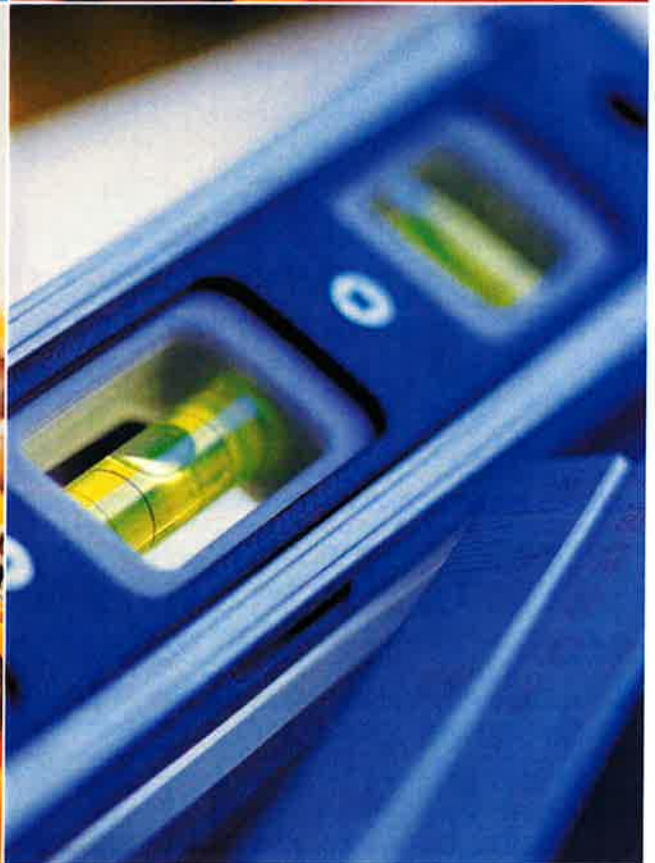
JUNE 2015



Office of Housing and  
Construction Standards

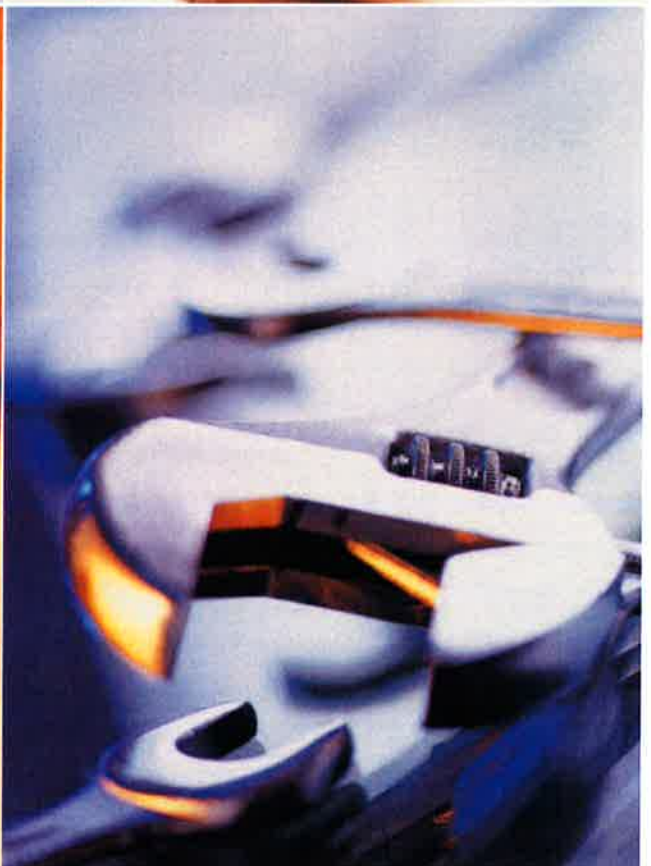
# A2





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# About This Guide

Having safe and healthy buildings is important. The Province plays a key role in setting the rules for building in British Columbia. The Province sets rules for all aspects of building, including construction, alteration, repair and demolition.

Effective and consistent rules also support efficiency in the building construction industry and lower costs for builders and consumers. The rules must balance public health and safety with social and economic interests. The Province works with communities, the construction industry, safety associations and others to find the right balance.

In spring 2015, the Province introduced the *Building Act*, the first stand-alone act for building and construction in B.C. It will change some of the rules about how buildings are built, altered, renovated or demolished in B.C.

This guide is part of a series that explains the *Building Act* for local governments, building officials, those who work in the construction industry and the public. It provides easy-to-understand, plain language information.

If the information you're looking for is not in this guide, check online for more information and other booklets in this series.

## The *Building Act*

### **What is it?**

In February 2015, the Province introduced the *Building Act*. It is British Columbia's first act dedicated just to building and construction. It will change some of the rules about how buildings are built, altered, renovated or demolished in B.C.

The *Building Act* is designed to improve the building regulatory system by:

- » Streamlining the rules for building.
- » Setting mandatory qualifications for building officials.
- » Expanding the Province's ability to support local authorities and the construction industry by:
  - Reviewing innovative proposals for new buildings; and
  - Enabling the Building Code Appeal Board to rule on more technically complex appeals brought by the construction industry.

*Q: What are building requirements?*

*A: Building requirements are technical requirements for the construction, alteration, repair and demolition of buildings. They are primarily found in the BC Building Code (the Province's main building regulation) but are also in other provincial building regulations, such as the Solar Hot Water Ready Regulation.*

*Q: What are local authorities?*

*A: Local authorities are official bodies that may choose to administer and enforce provincial building regulations such as the BC Building Code. Local authorities are usually local governments, but they also include treaty First Nations, Nisga'a Lisims Government and the University of British Columbia's Board of Governors.*

*Since most local authorities are local governments, this guide uses the term 'local government.'*

## **Why Do We Need it?**

The *Building Act* modernizes B.C.'s building regulatory system, making it more efficient and productive and better able to support innovation.

The *Building Act* makes three major improvements:

### **1. CONSISTENCY**

Prior to the *Building Act*, local governments could make rules about how buildings could be built, rules that were in addition to those in the BC Building Code. This created a patchwork of different building requirements in different communities, making it challenging for the construction sector to manage the differences. For example, a builder trying to construct townhomes in two adjacent communities might find the requirements different in each one. The result was a system more complex than it needed to be, more time consuming to understand and work within, and more costly for builders and consumers.

Now, under the *Building Act*, only the Province has the authority to establish building requirements. This will make building requirements more consistent throughout British Columbia, reducing costs for the construction sector and improving productivity and efficiency.

### **2. COMPETENCY**

Consumers need to have confidence that everyone involved in building and construction has an appropriate level of training. This includes architects, engineers, developers, builders, contractors, tradespeople and others who play a role in the building process. The Province works to help ensure competency by setting educational or professional requirements. For example, the Province recently established new qualifications and mandatory continuing professional development requirements for licensed residential builders.

Building officials have the same need for training and competency, given the key role they play in the construction industry. Local governments hire building officials to review plans and monitor construction of buildings to assess compliance with the BC Building Code. They make decisions on what the BC Building Code means and how it's applied. Their work is important to the safety of buildings people live and work in.

Prior to the *Building Act*, building officials weren't required to have any minimum qualifications. With the increasing complexity of construction, building officials as a group want to improve their knowledge and professionalism.

Now, under the *Building Act*, there are mandatory qualifications for building officials. Having mandatory qualifications will increase the competency of building officials and support a more consistent application of the BC Building Code.

### 3. INNOVATION

As building science evolves and market demand changes, the construction sector is developing more and more proposals for innovative buildings — like the Wood Innovation Design Centre in Prince George. These proposals may not meet some of the requirements of the BC Building Code, but they can still be designed and built to provide an acceptable level of safety and performance.

Now, under the *Building Act*, the Province will provide the necessary level of review and oversight to assess innovative proposals. Having this option will encourage the implementation of new building ideas, materials and techniques in B.C. communities.

## Where Does it Apply?

The *Building Act* applies in all parts of the province except the City of Vancouver, Indian Reserves and federal lands such as airports. This includes the jurisdictions of all local governments and local authorities such as treaty First Nations and the Board of Governors of the University of British Columbia. The Building Act applies even where local authorities have chosen not to enforce the BC Building Code.

## Who's Affected?

The *Building Act* streamlines the building regulatory system in B.C. and affects everyone involved in the building sector. The following groups will need to learn about their new roles and responsibilities under the *Building Act*:

**Local governments and the University of British Columbia Board of Governors** – will need to review their bylaws and amend if necessary to remove building requirements that go beyond the BC Building Code. They will also need to ensure their building officials meet the mandatory qualifications.

**Treaty First Nations and the Nisga'a Lisims Government** – will need to ensure their building officials meet the mandatory qualifications.

**Building officials** – will need to make sure they become members of the Building Officials' Association of BC and meet the mandatory qualifications. They will also have to understand any changes to the bylaws in the jurisdictions where they work, as local governments undergo the process of eliminating local building requirements.

*Q: Why doesn't the Building Act apply to the City of Vancouver?*

*A: Under the Vancouver Charter, the City of Vancouver has authority to adopt its own bylaws to regulate the design and construction of buildings. It does this through the Vancouver Building Bylaw. It's the only community in B.C. with this authority.*



*Q: What is the BC Building Code? Does it change under the Building Act?*

*A: The BC Building Code (which includes the BC Plumbing Code) applies to the construction of new residential, commercial, institutional and industrial buildings as well as to alterations and additions to existing buildings. It sets minimum standards for health; safety; accessibility, fire and structural protection; and energy efficiency.*

*The BC Building Code is updated periodically but it won't change when the Building Act takes effect. The Building Act is not about a new or different code, it's about improving the regulatory system in which the existing code is applied and enforced.*

**People working in the construction industry** – will need to understand that only the building requirements in the BC Building Code and other provincial regulations will apply to their projects once local building requirements are eliminated.

## ***When Does it Take Effect?***

The *Building Act* was introduced in February 2015, and received Royal Assent March 25, 2015. Nothing changes at Royal Assent. The *Building Act* will come into effect over a period of time. As parts of the act come into force, there will be a two- to four-year transition period before the major changes take effect, to give local governments, building officials and the construction industry time to adapt.

## ***How Were People Consulted?***

Since 2004, the Province has conducted extensive consultations with stakeholders about improving the building regulatory system, and worked with many groups and organizations to find ways to improve it. This consultation included meetings, presentations, teleconference sessions and an extensive online survey.

The Province also established a series of stakeholder advisory groups to provide advice and insight on the Building Act and its implementation.

# How the *Building Act* Improves the Building System

## ***1. Consistency: Streamlining the Rules***

The *Building Act* will result in more consistent building requirements throughout British Columbia.

Under the *Building Act*, the Province has sole authority to set building requirements. If local governments have any existing building requirements in their bylaws that go beyond the BC Building Code they will need to eliminate them. Local governments will have time — two years from when these sections of the act take effect — to amend their bylaws.

In the future, if a local government wants to create a new local building requirement it can apply to the Province for a 'variation.' If the minister approves the request, the Province will enact it as a provincial regulation.

The Province is creating working groups to deal with the most common local building requirements that exceed the BC Building Code, namely fire sprinklers, energy efficiency and accessibility. The Province is also working to address local wildland-urban interface building requirements. In addition to these, a few local governments may have unique circumstances that require them to have building requirements in their community that go beyond those in the BC Building Code. In these cases, local governments may apply to the Province to have these additional building requirements apply in their communities. If the minister approves the request, the Province will enact it as a provincial regulation.

The Province sets the BC Building Code, and local governments administer and enforce it if they choose to. The *Building Act* doesn't affect local government land-use planning, zoning or development authorities. It also doesn't affect how local governments decide to administer the BC Building Code through processes such as issuing building permits.

## 2. Competency: Setting Building Official Qualifications

The *Building Act* sets mandatory qualifications for building officials to ensure they have the knowledge and skills to do their job.

Under the act, building officials are required to be qualified. Being qualified means building officials must:

- » Become a member of the Building Officials' Association of B.C.;
- » Pass exams according to the scope of their responsibilities; and
- » Undertake continuing professional development every year.

Building officials have six months from the date the requirements take effect to join the Building Officials' Association of B.C. and start the qualification process. Then they'll have an additional three and a half years to meet the exam requirements.

### DID YOU KNOW?

*The building official qualification requirements don't apply to building officials who are registered architects or professional engineers. They're exempt and deemed qualified because they're already entrusted to assure building design and construction meet BC Building Code requirements.*

An appointed registrar will keep a list of all qualified building officials. As part of being qualified, building officials will have to submit annual reports to the registrar on their continuing professional development.

*Myth: The Province enforces the BC Building Code in all parts of the province except the City of Vancouver.*

*Fact: The Province sets the BC Building Code, and local governments administer and enforce it if they choose to. Local governments generally hire building officials for this work. In B.C., the building owner is ultimately responsible for ensuring that construction work proceeds according to the requirements of the BC Building Code. This is the case for both new buildings under construction and existing buildings being altered, repaired or demolished.*

*Q: What's an example of an innovative building proposal?*

*A: The Wood Innovation and Design Centre in Prince George. Two innovative features of this wood building are its use of cross-laminated timber and its 30-metre height. Neither met the requirements of the BC Building Code. To allow these and other new features, the Province developed a special building regulation unique to the Centre. While the Centre is innovative today, the construction system it uses has the potential to be applied to other buildings in the future.*

The *Building Act* has penalties for building officials who practice without the right qualifications. It also has penalties for local governments if they require unqualified building officials to work beyond the scope of their qualifications. The registrar will have authority to issue penalties.

If building officials or local authorities receive a penalty, they can make an informal appeal of the penalty to the registrar. This is called a reconsideration. If they're still subject to the penalty after the reconsideration and don't think they should be, they can make a formal appeal to the Safety Standards Appeal Board.

### **3. Innovation: Supporting Local Governments and the Construction Industry**

Under the *Building Act*, the Province will better support local governments and the construction industry by:

- » Developing a provincial review process for innovative building proposals; and
- » Expanding the scope of the Building Code Appeal Board.

#### **INNOVATIVE PROPOSALS**

Sometimes, a builder or developer may want to construct an innovative building that uses materials or construction methods that do not meet the requirements of the BC Building Code. This can happen as a result of rapidly evolving building materials, methods and technologies, such as for massive wood construction or energy efficiency.

Under the *Building Act*, when a builder or developer has a proposal for an innovative building that does not conform to the BC Building Code, they can apply to the Province to have their proposal reviewed. The Province will review the proposal to assess if the proposed building will be as safe as the requirements laid out in the BC Building Code.

The Province will support these types of innovative proposals by:

- » Setting application guidelines and accepting proposals from applicants;
- » Conducting technical reviews of those proposals to ensure they meet an adequate level of safety; and
- » Enacting site-specific building regulations to permit proposals that receive approval.

Under the *Building Act*, the site-specific regulation would specify which building requirements in the BC Building Code do not apply and would replace them with substitute requirements.

A request for an innovative proposal from an applicant can apply to a single building or multiple buildings on a single site.

Applicants will pay the costs of their applications based on a fee and cost-recovery model.

### **DID YOU KNOW?**

*Under the Building Act, there are two types of variations:*

- » *Those that result from requests from local governments for variations from the BC Building Code or other provincial building regulations.*
- » *Those that result from requests from individuals for innovative building proposals.*

### **BUILDING CODE APPEAL BOARD**

The Building Code Appeal Board is an adjudicative tribunal that resolves disputes about the interpretation and application of the BC Building Code. The two parties to an appeal are the applicant, who is typically a developer, designer, builder or contractor, and the local government that made the decision.

Under the *Building Act*, the board will hear more complex construction appeals than it has previously. Applicants will pay the costs of complex appeals based on a fee and cost-recovery model.

### **FEE AND COST-RECOVERY MODEL**

Applications to the Province for innovative building proposals, and to the Building Code Appeal Board for complex construction appeals, will both use a fee and cost-recovery model.

### **HOW IT WORKS**

1. Send in an application, including a flat fee.
2. The Province or Building Code Appeal Board reviews the application and identifies if it requires the expertise of consultants or specialists.
3. The applicant receives a cost estimate for the review. The applicant can pay it if they wish to continue, or withdraw their application.
4. As the review occurs, the Province or board will notify the applicant if there is a possibility the cost of the review will exceed the estimated amount the applicant paid.
5. Once the review is complete, the applicant either:
  - Receives a refund (if the final cost is less than what was already paid); or
  - Pays the additional cost (if the final cost is more than what was already paid).

*Q: What's an example of a complex construction appeal?*

*A: The BC Building Code requires that some ceilings be made of material that doesn't burn, but an architect might design a ceiling of wood because their client wants to feature natural wood products in the building. The architect might find through computer fire modelling that the wood ceiling is so high above the floor it's beyond the reach of fire for the required time. Theoretically, this ceiling could be as safe as a ceiling made of material that doesn't burn. If the local building official doesn't accept the architect's argument and refuses to approve such a ceiling, the architect could appeal the decision to the Building Code Appeal Board.*

6. An applicant can withdraw their proposal or appeal at any stage, and only pay costs incurred to date.
7. The applicant receives a formal decision on their application. Paying the review fee does not automatically mean the application is accepted.
  - In the case of a successful proposal for an innovative building, the result will be a site-specific regulation for the building.
  - In the case of a complex appeal, the Building Code Appeal Board will make a decision on whether the appeal is successful or not.

## For More Information

Find out more about the *Building Act*:

**WEBSITE:** Regular updates, including other booklets in this series, will be posted online at [www.gov.bc.ca/buildingact](http://www.gov.bc.ca/buildingact)

**EMAIL:** [Building.Safety@gov.bc.ca](mailto:Building.Safety@gov.bc.ca)

**MAIL:** Building and Safety Standards Branch  
Office of Housing and Construction Standards  
PO Box 9844 Stn Prov Govt  
Victoria, B.C. V8W 9T2 CANADA

## Glossary of Terms

**BC Building Code:** The BC Building Code (which includes the BC Plumbing Code) applies to the construction of new residential, commercial, institutional and industrial buildings as well as to alterations and additions to existing buildings. It sets minimum standards for health; safety; fire and structural protection; accessibility; energy efficiency; protection from water and sewer damage; and water efficiency. The BC Building Code is the main provincial building regulation.

**Building Act:** Introduced in the legislature in 2015, the *Building Act* is B.C.'s first act dedicated solely to building and construction.

**Building Code Appeal Board:** The Building Code Appeal Board is an adjudicative tribunal that, upon receipt of an application, resolves disputes between applicants and local authorities that enforce the BC Building Code and other provincial building regulations. The board may confirm, vary or reverse the decision of a local authority on whether a matter conforms to a building regulation.

Applicants are typically those working in the construction industry, including developers, designers, builders and contractors. The board is independent of government in its decision making. Board decisions are site specific, final and binding. Under the *Building Act*, the board will hear more complex construction appeals than it did prior to the act.

**Building Regulation:** A provincial regulation made under Section 3 of the *Building Act*. Building regulations generally include a number of building requirements. The main provincial building regulation is the BC Building Code.

**Building Requirements:** Building requirements are the technical requirements for the construction, alteration, repair and demolition of buildings. A requirement can define the methods, materials, products, assemblies, dimensions or performance required by the regulation. Building requirements can be found in the BC Building Code (a provincial regulation) and other provincial building regulations.

**Local Authority:** Under the *Building Act*, local authority means any of the following bodies that have authority to enforce the BC Building Code:

- a. A municipality;
- b. A regional district;
- c. The Nisga'a Lisims Government;
- d. A treaty First Nation;
- e. The board of governors of the University of British Columbia; and
- f. Any other authority prescribed by provincial regulation.

**Qualified Building Official:** Qualified building official means a person who is qualified as a building official under Section 11 of the *Building Act*.

**Safety Standards Appeal Board:** The Safety Standards Appeal Board is an adjudicative tribunal that resolves appeals from decisions made under the *Safety Standards Act* and the *Homeowner Protection Act*. The board determines if the decisions were fairly made in accordance with the provisions of the legislation. The board is established under the *Safety Standards Act* and operates at arm's length from government in its decision making. Under the *Building Act*, the board will hear appeals of administrative penalties imposed for contraventions of the act.

**Variation:** Under the *Building Act*, a variation is a building requirement that is different from the requirements in the BC Building Code or other provincial building regulations. Under sections 7 and 8 of the act, a local authority or a person may make an application to the Province for a variation. If the application is accepted, the variation is enacted through a provincial building regulation.







FOR MORE INFORMATION PLEASE VISIT:  
[WWW.GOV.BC.CA/BUILDINGACT](http://WWW.GOV.BC.CA/BUILDINGACT)



Office of Housing and  
Construction Standards



## **CITY OF GRAND FORKS MEMORANDUM**

Settle down.

**DATE : November 9, 2015**

**TO : Council**

**FROM : David Reid, Manager of Operations**

**SUBJECT: Meeting with water purveyors group**

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The City of Grand Forks is currently under Stage 2 Water Restrictions. The local water purveyors group are tentatively scheduling a follow up meeting November 19, 2015 to discuss future conservation efforts. We are asking if anyone from Council would like to partake in this meeting along with our City Utilities Coordinator and myself, to determine water usage and restrictions for the Boundary Area for 2016.

The following are some of the topics at hand that were discussed at the previous meeting:

- the need for regular information updates and information products for use by water suppliers and general water users,
- there is also a need for extension, training and information as well as incentives on water conservation options and crop alternatives, especially for farmers,
- a standard approach for instituting water restrictions with timing based on summer water flow and provincial drought levels is defensible, practical and achievable,
- sharing drought level and water restriction terminology and water regulations across water suppliers would increase impact and spill over to water users outside purveyor boundaries,
- sharing information and experience from implementing water conservation strategies would be very valuable for water suppliers.

The Kettle River Watershed Steering Committee (RDKB Boundary Electoral Area and Municipal Directors) wishes to formalize this network as the Water Supply Working Group, to enable ongoing discussions, capacity-building, information sharing and policy support in the areas of water supply, water quality, source-water protection and other related concerns.