

THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING
Monday, December 12, 2016, at 9:00 am
7217 - 4th Street, Council Chambers City Hall

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>		
2. <u>COMMITTEE OF THE WHOLE AGENDA</u>		
a) Adopt agenda	December 12, 2016, COTW	THAT the COTW adopts the December 12, 2016, agenda as presented.
b) Reminder	In-Camera Meeting to commence at 1:00 pm, following the COTW Meeting and Long Service Awards	
3. <u>REGISTERED PETITIONS AND DELEGATIONS</u>		
a) Ann Gordon Delegation - Grand Forks COPA62 re Snowbirds Airshow	Information regarding 2017 potential airshow event 'The Snowbirds'	THAT the COTW receives for information the presentation from Ann Gordon regarding 2017 potential airshow event 'The Snowbirds'.
b) The Sunshine Valley Women's Institute Delegation - The Sunshine Valley Women's Institute	Request to remember the importance of the sidewalk on 72nd Avenue in front of The Silver Kettle and onto Extra Foods	THAT the COTW receives for information the request from The Sunshine Valley Women's Institute regarding the request to remember the importance of the sidewalk on 72nd Avenue in front of The Silver Kettle and onto Extra Foods.
c) The Grand Forks Community Trails Society Delegation - The Grand Forks Community Trails Society	Information report on trail development in the City and surrounding region	THAT the COTW receives for information the report from The Grand Forks Community Trails Society regarding trail development in the City and surrounding region.
4. <u>REGIONAL TOPICS FOR DISCUSSION - AREA D</u>		
a) Councillor Butler Councillor Butler's Previous Report to Council	Previous report to Council regarding a Proposed Recreation and Culture Committee of Council	THAT the COTW receives Councillor Butler's previous report to Council regarding a Proposed Recreation and Culture Committee of Council for discussion.

5. **PRESENTATIONS FROM STAFF**

- | | | |
|---|--|--|
| a) Deputy Corporate Officer/Communications
Memo - Dep. Corp. Officer - Citizen Satisfaction Survey Update | Memorandum regarding the Citizen Satisfaction Survey Update | THAT the COTW receives the memorandum from the Deputy Corporate Officer/Communications regarding the Citizen Satisfaction Survey Update. |
| b) Deputy Corporate Officer/Communications
Memo - Dep. Corp. Officer - Wayfinding Signage Update | Memorandum regarding the wayfinding signage update | THAT the COTW receives the memorandum from the Deputy Corporate Officer/Communications regarding the wayfinding signage update. |
| c) Deputy Corporate Officer/Communications
RFD - Dep. Corp. Officer - Strategic Plan Update-Amendments | Strategic Plan update | THAT the COTW recommends to Council to receive the Strategic Plan update;
AND FURTHER THAT the COTW refers the report to the January 16, 2017, Regular Meeting. |
| d) Deputy Corporate Officer/Communications
Verbal Update - Dep. Corp. Officer - Boundary Economic Dev. Committee | Verbal update regarding the Boundary Economic Development Committee | THAT the COTW receives for information the verbal report from the Deputy Corporate Officer/Communications regarding the Boundary Economic Development Committee. |
| e) Chief Financial Officer
RFD - CFO - Write-Off of Uncollectible Business Licences | Write-off of uncollectible business licences | THAT the COTW recommends that Council directs staff to write-off uncollectible business licences for the businesses listed, at the December 12, 2016, Regular Meeting of Council. |
| f) Chief Financial Officer
Memo - CFO - Schedule for 2017 Financial Plan timeline | Schedule for the 2017 Financial Plan | THAT the COTW receives for information the Schedule for the 2017 Financial Plan from the Chief Financial Officer. |
| g) Manager of Development and Engineering Services
Memo - Mgr. Dev. & Eng. - SCP Theme 2 | Memorandum on the Sustainable Community Plan - Theme 2 Public Engagement Process | THAT the COTW receives for information the memorandum from the Manager of Development and Engineering Services regarding the Sustainable Community Plan - Theme 2 Public Engagement Process. |

- | | | | |
|----|---|---|--|
| h) | Bylaw Officer
Memo - Bylaw Officer - Unsightly Properties | Memorandum regarding a property owner's opportunity to appear before Council for unsightly premises | THAT the COTW receives for information the memorandum from the Bylaw Officer regarding unsightly properties. |
| i) | Manager of Operations | Verbal presentation regarding snow removal | THAT the COTW receives the verbal presentation from the Manager of Operations regarding snow removal. |
| j) | Manager of Operations | Verbal update regarding the headworks grinder | THAT the COTW receives the verbal update from the Manager of Operations regarding the headworks grinder. |
| k) | Monthly Highlight Reports from Department Managers
Building & Bylaw Services
Chief Financial Officer
Corporate Services
Development & Engineering Services
Fire Department
Operations | Staff request for Council to receive the monthly activity reports from department managers | THAT the COTW receives the monthly activity reports from department managers. |

6. **REPORTS AND DISCUSSION**

7. **PROPOSED BYLAWS FOR DISCUSSION**

8. **INFORMATION ITEMS**

9. **CORRESPONDENCE ITEMS**

10. **LATE ITEMS**

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

12. **QUESTION PERIOD FROM THE PUBLIC**

13. **IN-CAMERA RESOLUTION**

- | | | | |
|----|------------------------------|---|---|
| a) | Chief Administrative Officer | Following the COTW Meeting and the Long Service Awards, Council will hold an In-Camera Meeting at 1:00 pm | 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; Section 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;
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.

14. **LONG SERVICE AWARD PRESENTATIONS**

- a) Mayor Konrad

Prior to adjournment, commencement of the Long Service Award presentations to City employees. The public is welcome to observe the award presentations.

15. **ADJOURNMENT**

Council Delegations

Background

RECEIVED

DEC 2 2016

THE CORPORATION OF
THE CITY OF GRAND FORKS

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

GRAND FORKS COPA 62

to request that you consider WE CO-HOSTING THE SNOWBIRDS
AIRSHOW TO BE CONFIRMED IN DECEMBER
FOR JUNE 2017

The reason(s) that I/We are requesting this action are:

- 1) CANADA IS CELEBRATING THE 150 YEAR SINCE
CONFEDERATION
- 2) GRAND FORKS WILL ENJOY THIS ICONIC AIRSHOW
AS PART OF THIS EVENT AND OTHERS

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

THE SNOWBIRDS PERFORMED HERE IN 2000
WHICH DREW A CROWD OF CLOSE TO 10,000
FROM MANY AREAS. IT WILL SHOWCASE GRAND
FORKS AND ECONOMIC BENEFITS TO THE MERCHANTS

FILE CODE

Grand Forks COPA 62
D2 - re Snowbirds Airshow

Council Delegations (cont.)

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

FOREGOING AN EXCITING SHOW AND
ECONOMIC BENEFITS FROM THE LARGE
CROWD AS IN 2000

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

stating: AS IT REQUIRES MANY VOLUNTEER
HOURS AND EXPENSE. IT IS REQUESTED THAT
COUNCIL ADOPT THE RESOLUTION OF SUPPORT
AND A FINANCIAL CONTRIBUTION OF \$15,000
ITEMIZED EXPENSES WILL BE SUPPLIED.
ADDITIONAL FINANCIAL SUPPORT IS ALSO SOUGHT

Name: ANNE GORDON

Organization: AIRSHOW COORDINATOR

Mailing Address: 3461 PANDORA DRIVE UCH 142
(Including Postal Code)

Telephone Number: 250-442-8388

Email Address: CULVEN@Shaw.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

Council Delegations

RECEIVED

NOV 2 2016

THE CORPORATION OF
THE CITY OF GRAND FORKS

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

THE SUNSHINE VALLEY WOMEN'S INSTITUTE
to request that you consider REMEMBER THE IMPORTANCE

OF THE SIDEWALK ON MARSHALL IN FRONT
OF THE SILVER RETIRE + ON TO KATHAR FORDS
The reason(s) that I/We are requesting this action are:

SAFETY OF OUR SENIORS AND YOUNG
FAMILIES.

FILE CODE

The Sunshine
DS - Valley Women's Institute

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

have our seniors & families living in a
safer environment and allowing
our families to feel more
comfortable with our living out of
our home environment.

Council Delegations (cont.)

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

A SENIOR OR CHILD WILL BE
INJURED BY A VEHICLE TRAVELING
ON 72 AVE OR A CHILD OR
PARENT TRYING TO CROSS 72 AVE
OFF OF 25TH ST.

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

stating: THAT THIS SIDEWALK WILL
BE BUILT IN PLACE IN 2018.

Name: ELOISE M KINGSWOOD (Sec. TREASURER)

Organization: SUNSHINE VALLEY WI

Mailing Address: #105-2450 72 AVE
(Including Postal Code) GRAND FORKS-BC VOTING

Telephone Number: 250-584-4239

Email Address: strange lady@shaw.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

From:  Chris Moslin <chris.moslin@gmail.com> 2016-11-01 8:06:30 ...
Subject: New Online Delegation Form submission from Chris Moslin
To:  Info City of Grand Forks



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

The Grand Forks Community Trails Society

To request that you consider:

receiving our report on trail development in the the city and surrounding region

The reasons that I/We are requesting this action are:

To inform Council of our recent efforts mapping and trail building.

1. Creation of new trails map and guide
2. Registration of the CPR Trail to the Dam Site as a recreational trail
3. Completion of new surface installation on Lower North Fork TCT
4. Installation of new trail surface on the Kettle River Heritage Trail (TCT to Cascade)

To put before Council requests for supporting future trail development.

1. Place a city bench at the top of Observation Mountain which the Trails Society would purchase
2. Budget for repairing the decking of the Darrell Priede Trestle
3. Agree to placing the City Logo on our new trail head signs
4. Participate in the Regional District's Trails Master Plan

To thank Council for their support of trails and to commit to supporting Council's applications for Bike BC awards.

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

Informing and Engaging Council in trails construction so that the city will create and improve its trails system
Creating green transportation corridors between the city and its outlying communities
Creating a network of trails that will be an amenity for citizens and an attraction for visitors

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

Council losing an opportunity to support trails development within the city and the region
Slowing down the development of this recreational infrastructure

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

moved that Council receive this presentation and instruct staff to consider these requests and bring back their recommendations to a future Council meeting.

Name

FILE CODE
*The Grand Forks
D2-Community Trails Society*

Organization

Chris Moslin

Grand Forks Community Trails

Mailing Address

Box 2921, Grand Forks
9125 North Fork Road
Grand Forks, British Columbia V0H 1H2
Canada
[Map It](#)

Telephone Number

250-666-1262

Email Address

chris.moslin@gmail.com

Councillor's Report

Nov 28, 2016

Julia Butler

On November 8th I attended a capital planning open house at city hall. It was very informative to have staff explain all of the capital projects that they are working on or planning for the new year. November 11th I was honored to march with council in the Remembrance Day Parade. It was nice to see such a large turnout and meet with everyone back at the Legion.

The Rec Commission met on November 10th and unanimously passed a motion stating:

"Recommend that the Grand Forks Recreation Commission be in support of the Proposed Recommendation to City council for the formation of a Recreation and Culture Committee of council."

The proposed recommendation states:

Proposed Recreation and Culture Committee

In preparation for presenting a recommendation to City Council by Julia Butler on 7 November 2016, the 'special committee' has put together a document (mainly by Brian Noble) for the presentation. It is below. Please see if you can support it or are any alterations required. It is considered necessary to have the support of the Grand Forks and District Recreation Commission. It is hoped the document is valid and complete; time is of essence in order to get it to City Council before the Christmas chaos.

Recreation and Culture Committee of Grand Forks City Council

1. Purpose. The value and purpose of a Recreation and Culture Committee is to advise City Council on new policies, critical priorities and future directions to enhance Recreation, Parks and Cultural services within the City of Grand Forks.
2. Supporting Evidence. One document is especially relevant – The National Recreation and Park Association's document entitled "Why Parks and Recreation are Essential Public Services". It covers three main points: Economic Value, Health and Environmental Benefits, and Social Importance. These can be considered as essential services to our community. The document expands on these topics; it is available at www.nrpa.org and is well-worth being used as a reference and aide memoire.
3. Proposed recommendation to City Council.

WHEREAS within the strategic plan it states, in part:

Community Liveability: We will continue our investment in arts, culture, sport and heritage in Grand Forks; collaborate with grassroots organizations to understand better the needs in the community and work with groups to find solutions where possible, and

WHEREAS there currently is no committee of City Council to provide them with advice and recommendations on grassroots solutions to enhance Recreation, Parks and Cultural services within the City of Grand Forks, and

WHEREAS the population of Grand Forks is made up of about 4,000 residents of many cultures, backgrounds and interests,

therefore be it resolved that the City Council approve the formation of a Recreation and Culture Committee of Council to advise them on Policies, Critical Priorities and Future Directions in the areas of Recreation, Parks and Cultural Services within the City of Grand Forks and that the City Administration be instructed to bring to City Council recommendations on structure, membership, accountability and resources required for the committee.

These minutes are yet to be adopted by the committee and I would recommend council discuss this motion at the December 12th COTW meeting with the Regional Director, Roly Russell and Brian Noble from the Rec Commission. At this time, staff could also bring forward their supporting documentation on bylaws and background of the Rec Commission. As the mandate of the Rec Commission is only to oversee operations at the pool and arena, it would be beneficial for the city to have an advisory body to fill the need for other programming within the city and possibly the Regional District as well. Our Strategic Plan states the following:

Community Engagement:

- **WE RECOGNIZE OUR NATURAL RECREATIONAL AMENITIES ARE VALUABLE REGIONAL ASSETS.**
- **ENSURE GOVERNANCE STRUCTURE FOR RECREATION COMMISSION IS HIGHLY FUNCTIONAL &**
- **CONSIDER, REVIEW, IMPROVE & ENHANCE COMMUNICATIONS.**
- **INTEGRATED RECREATION PLANNING BETWEEN GRAND FORKS AND ELECTORAL AREAS & CONSIDER PARTNERSHIPS WITH ELECTORAL AREAS IN DEVELOPING JOINT PARTICIPATION IN RECREATION PLANNING & SHARE DATA AND INFORMATION ON RECREATIONAL PLANNING.**

As of the writing of this report, I look forward to our meeting on the 22nd to discuss the financials for 2016, council briefing, realtors' roundtable and IHA luncheon regarding "Primary Care Home/ Primary Medical Home in The Boundary".

MEMORANDUM




DATE : December 12, 2016

TO : Committee of the Whole

FROM : Deputy Corporate Officer / Communications

SUBJECT : Citizen Satisfaction Survey Update

 Fiscal Accountability  Economic Growth  Community Engagement  Community Liveability

BACKGROUND

City Council identified that they would like to undertake a community survey in their Strategic Plan 2015-2019. The goal is to administer the citizen satisfaction survey in January 2017.

WHY: The survey is intended to gauge public satisfaction as it relates to the delivery of services to the community.

OBJECTIVE: To engage a representative sample of residents to determine actionable steps (and adjust work plans where needed) to meet, and better understand, public expectations. The survey is designed to provide a snapshot of the community in 2016.

There are a number of advantages for utilizing a survey approach to better understanding public perspectives:

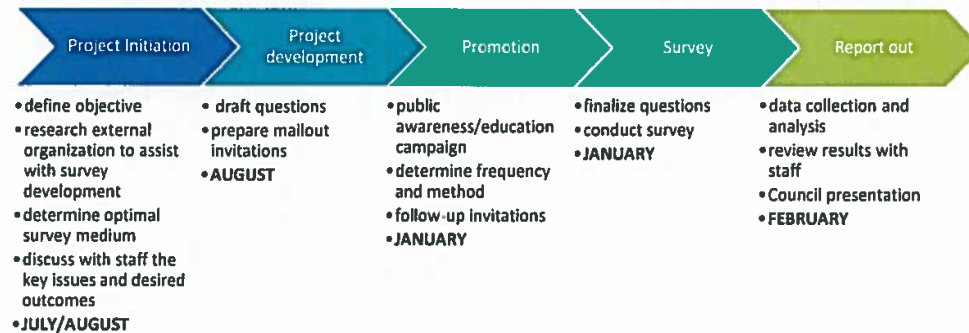
- Data will be based on real world observations (empirical data);
- The method permits (with the correct methodology) the results to be generalizable to a population;
- Surveys can produce a large amount of data in a short time at relatively low cost;
- Surveys can be set up for a finite time span to assist in planning and delivering results.

METHODOLOGY: The Grand Forks Community Survey will utilize the simplest method of probability sampling – random sampling. Under this approach, each member of the Grand Forks population is equally likely to be chosen to respond to the survey. The simple random sampling method is most appropriate for meeting the objectives of the Community Survey because it:

- allows generalization to the larger population of Grand Forks (depending on numbers of respondents);
- limits researcher bias;
- can generate responses from individuals the City does not always hear from;
- limits selection of individuals who have strong opinions about one or many issues;
- does not require additional information from the population such as geographic location or age;
- is supported by simple and easy to use formulas.

COMMUNITY ENGAGEMENT: Throughout the first few weeks of January the community can expect to see information regarding the survey on the city website, Facebook and in the Gazette. Staff will host at least two pop up city halls around town to share information and answer any questions about the process. There will be an incentive prize draw that respondents will be entered into.

TIMELINE:



Sarah Winton
Acting Corporate Officer/Communications

MEMORANDUM



DATE : December 12, 2016

TO : Council

FROM : Deputy Corporate Officer / Communications

SUBJECT : Wayfinding Signage Update

BACKGROUND: The community signs project aims to get cars to turn off of the highway and into town. Increasing the number of vehicles that come into town as opposed to only stopping along Central Avenue or driving through will help local businesses by exposing them to more customers. With over a half million vehicles travelling through Boundary Country on Highway 3 every year, the Central Avenue must give visitors a compelling reason to stop in Grand Forks.

Council heard from the Downtown Business Association and Chamber of Commerce regarding the need for signage.

At the September 6th, 2016, COTW meeting Council passed a resolution stating:

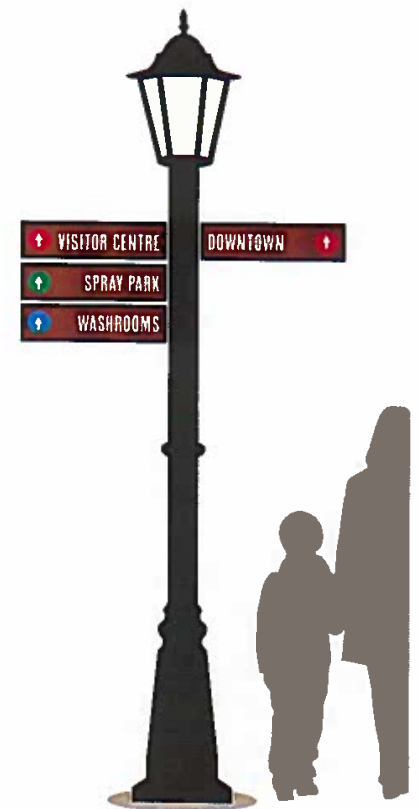
"RESOLVED THAT Council recommends that staff works with the Downtown Business Association, Chamber of Commerce, and Boundary Economic Development Committee for feedback on signage options and brings the information forward at the earliest time possible."

On October 19th, a workshop was held with the stakeholders identified above and others. The workshop included a review of the City's branding guidelines, understanding constraints, mapping and traffic patterns, and identifying information to be included on the signs. The report from this workshop is attached. The group made choices around design, information, and placement. With this information three sign designs were created, and are also attached.

On Tuesday December 13th from 4:30-6:30pm the public is invited to city hall to vote for their design of choice. In the new year the winning design will be brought forward for Council with a request for funding phase 2 of the project, wayfinding signs. Phase 1 was budgeted for in 2016.

Respectfully submitted,


Sarah Winton







Signage Strategy Meeting Report

Wednesday October 19, 2016

Attendees:

Sandy Elzinga – Community Futures Boundary
Wendy McCulloch – Community Futures Boundary
Kathy Wright – BCRCC
Becky Clements - GFCU
Teresa Taylor – Teresa Taylor Design
Danny Delisle – By Low / DBA
Chris Hammett – DBA / City Council
Gary Trent – Art Effects
Dolores Sheets – City of Grand Forks
Sarah Winton – City of Grand Forks

BACKGROUND

The community signs project aims to get cars to turn off of the highway and into town. Increasing the number of vehicles that come into town as opposed to only stopping along Central Avenue or driving through will help local businesses by exposing them to more customers. With over a half million vehicles travelling through Boundary Country on Highway 3 every year, the Central Avenue must give visitors a compelling reason to stop in Grand Forks. The top reasons to stop while traveling are to get gas, to use the washroom, and to eat. While some businesses are visible from Central Avenue, many amenities are further into town.

If the community's amenities are easy to find, visitors will end up spending more time and more money at local business. Not only for visitors, by putting key amenities on signs it gives locals an easy answer if they are asked to recommend something to do in the community and how to find it. Trail and Kelowna both have wayfinding signs designed to reflect their community features and used to increase traffic to local businesses. While their design strategies differed, they both tried to create a distinct visual identity in addition to the functional element of the signs.

Phase 1: Four signs will be built along Highway 3, two on the approach to town (east and west entry points), and two down town. The ones on the approach to town will alert travelers to the amenities available. The two in town will have directional arrows prompting travelers to turn into town. The community sign project will follow design guidelines to ensure adherence with the City brand and to provide consistent visual cues. Following the design guidelines will create a cohesive community identity and make wayfinding easier for visitors. The timeline for project completion is Spring 2017.

Phase 2: Section 10 of the Sustainable Community Plan sets the policy of promoting a 'gateway' from Highway 3 to the City Centre. The signs will support this goal by enhancing existing motivations for vehicles to exit the highway corridor. Wayfinding signs are also an action under the "Support the health, growth, and retention of existing business" strategic project of the Economic Growth strategic priority. With an easier wayfinding experience and more reasons to leave the highway, visitors will spend more time and money in Grand Forks.

A small committee was engaged to help choose design elements, information that should be included in the signs and placement.

DESIGN

- black
- neutral
- pink used sparingly

colour



- cheap pine
- trade gothic

font



- lamp post
- kiosk style

design



- wood
- black

background



INFORMATION

PRIORITY

WAYFINDING SIGNS		
Retail		7
RV parking		6
Restaurant/café		7
Gallery		6
Professional service		3
Financial Institution		7
Grocery		4
Park		5
Dog Park		5
Campground		7
Spray Park		6
Gifts		3
Hairstyling		3
Automotive		3
Pharmacy		3
Trails		7
Selkirk College		4
Public Washroom		7
WIFI		5
Visitor Info		3
Chamber of Commerce	I	1

1. Public Washroom
2. Retail
Restaurant/Café
Financial Institution
Campground
Trails
3. RV Parking
Gallery
Spray Park
4. Park
Dog Park
WIFI
5. Grocery
6. Professional Services
Gifts
Hairstyling
Automotive
Pharmacy
Visitor Info
7. Chamber

SIGN INFORMATION

ENTRY SIGNS
City Centre / Business Centre / Downtown <ul style="list-style-type: none">• Restaurants/Café• Shops• WIFI• Financial• Grocery• RV Parking• Visitor Info• Gallery
Parks and Recreation <ul style="list-style-type: none">• Trails• Rec Centre• City Park• Swimming• Ice Rink• Pool• Parks• Curling
Amenities <ul style="list-style-type: none">• Public washrooms
VIC <ul style="list-style-type: none">• Public Washrooms• Gallery• Information• Park
City Park <ul style="list-style-type: none">• RV Parking• Camping• Spray Park• Picnic• Dog walking• Public Washrooms• Swimming• Spray park

LOCATION MAP

Wayfinding signs



Entrance Signs

- West location is on City land at Spraggett Road and Highway #3
- East location is at the location of the old Expo Sign (at the bottom of Morrissey Creek Road)

NEXT STEPS

- Design process begins
- Set up meeting for public viewing and choosing one of two designs for signage
- Seek approval from MOTI for signage on Highway #3
- Have signs made and prepare for installation in spring 2017

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Deputy Corporate Officer
Date: December 12, 2016.
Subject: Strategic Plan Update
Recommendation: RESOLVED THAT THE COMMITTEE OF THE WHOLE
RECOMMENDS TO COUNCIL TO RECEIVE THE STRATEGIC
PLAN UPDATE;
AND FURTHER REFERS THE REPORT TO THE JANUARY 16,
2017, REGULAR MEETING.

BACKGROUND:

A strategic plan is the road map for Council decision making. In 2015 a strategic plan was developed that includes four Strategic Guiding Principles; Fiscal Accountability, Economic Growth, Community Engagement and Community Livability. The strategic plan informs the City's operational work plans. Council's Strategic Plan is reviewed with Council and Senior Managers annually to ensure the organization is on track.

In November of this year the Strategic Plan was reviewed and a few changes were recommended by council.



FISCAL ACCOUNTABILITY

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

1. We will continue to retain our natural assets as a public trust.
2. We will blend business values and social impact objectives through social procurement.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



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"

1. We will develop a Sustainability Charter.
2. We will consider alternative types of business and diversify target markets to include Not for Profits, when promoting land development.



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 ART ACTIVITIES THAT ALIGN WITH OUR STRATEGIC OBJECTIVES
- WE WILL CONTINUE OUR INVESTMENT IN ARTS, CULTURE, SPORT AND HERITAGE IN GRAND FORKS

1. We will promote our excellent health services to residents and potential residents.
2. We will continue to discuss shared funding of the Municipal Airport at the BEDC table.



COMMUNITY ENGAGEMENT

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

1. We will ask the community what is important to them and bring supporting resolutions forward at AKBG.

Benefits or Impacts of the Recommendation:

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



General: The Strategic Plan is a guiding document used by Council and staff. It provides direction in the decisions they make and the work they do. It is used as part of the process for evaluation of this work.

Strategic Impact: This document includes amendments to Council's Strategic Priorities

Financial: N/A

Policy/Legislation: N/A

Attachments: Council Strategic Plan

Recommendation: RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE STRATEGIC PLAN UPDATE;
AND FURTHER REFERS THE REPORT TO THE JANUARY 16, 2017, REGULAR MEETING.

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.



www.GrandForks.ca

STRATEGIC PLAN 2015-2019



Workshop Facilitated by:

Tracey Lee Lorensen

Prepared by Paragon Strategic Services

2/17/2015

GRAND FORKS STRATEGIC PLAN 2015-2019



FISCAL ACCOUNTABILITY

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



ECONOMIC GROWTH

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



COMMUNITY ENGAGEMENT

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

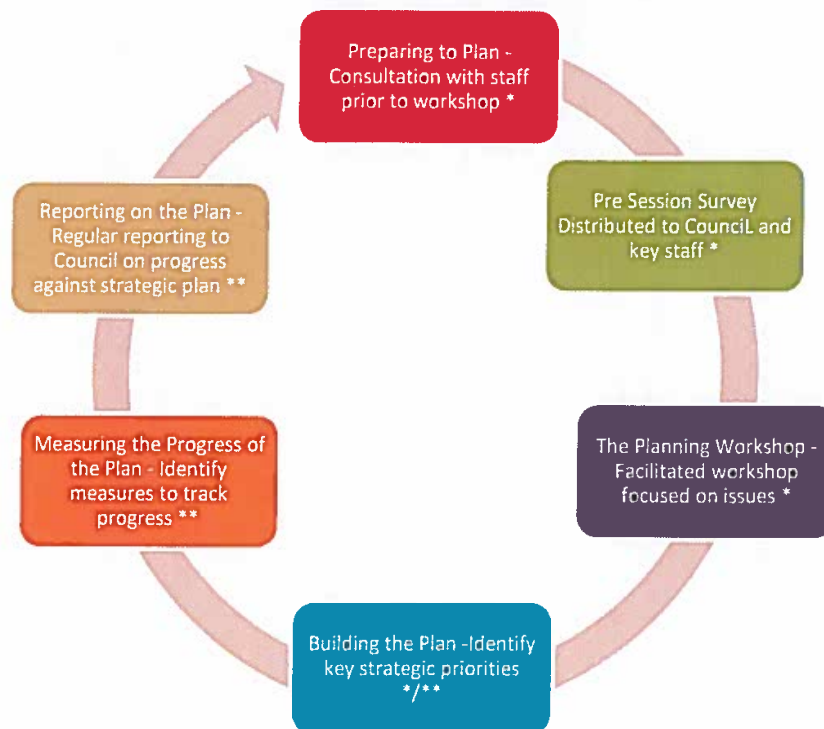


COMMUNITY LIVEABILITY

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

CITY OF GRAND FORKS

STRATEGIC PLANNING SESSION 2015



Responsibility = *Consultant **Management

Preparing to Plan

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

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

The Planning Workshop

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

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

Building the Plan

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

Measuring Plan Progress

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

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

Reporting on the Plan

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

Communicating the Plan

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

WHAT DO WE STAND FOR?

The current City vision is:

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

The current mission for the City is:

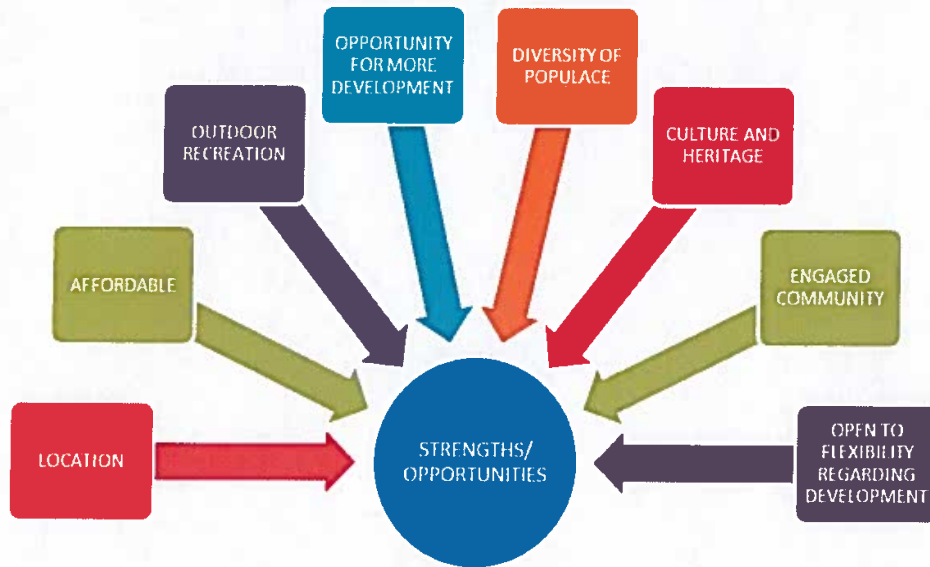
"The City of Grand Forks is committed to providing quality governance and excellent services that enhance and advance the quality of life for our community."

The City's values are:

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

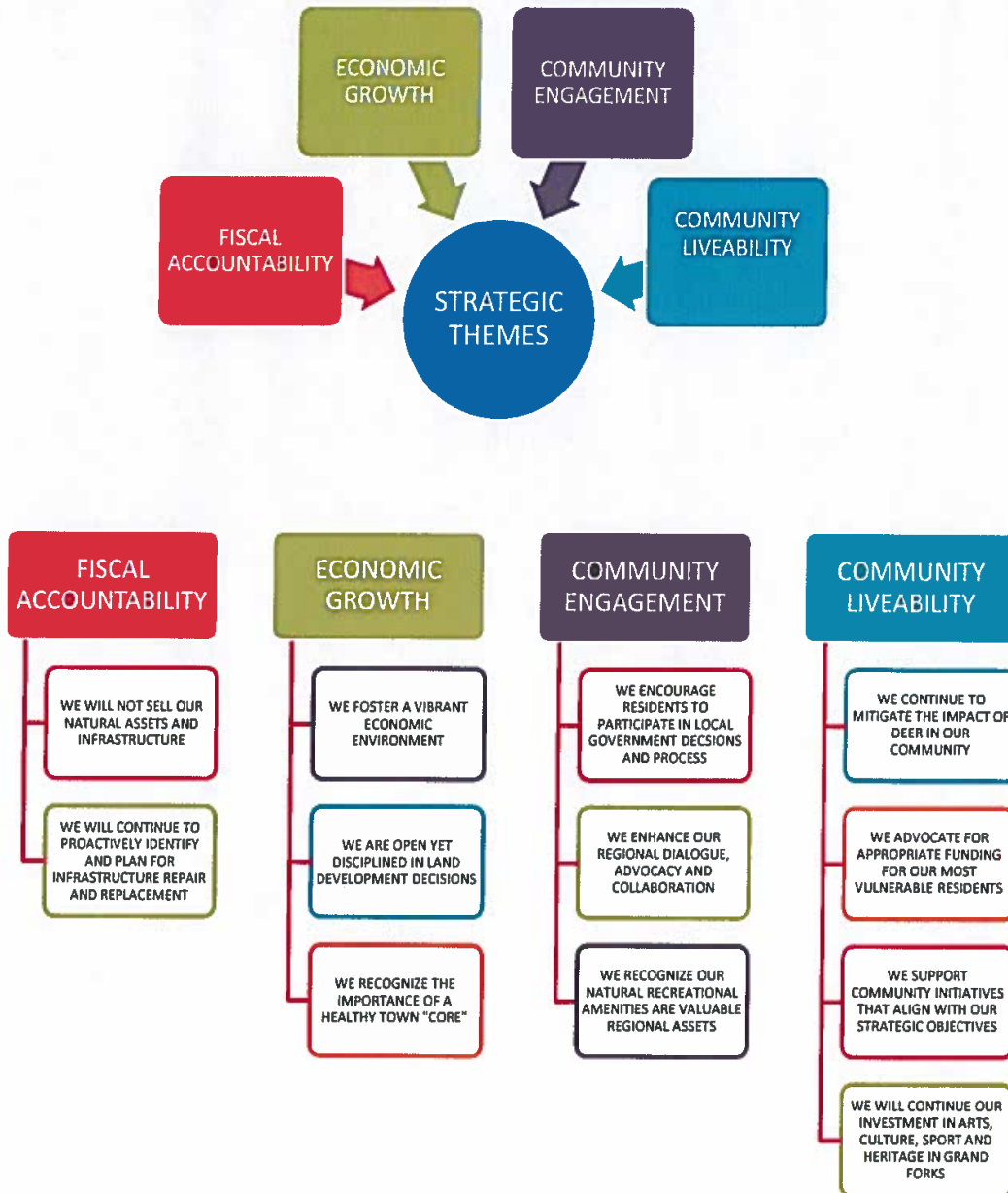
While the majority rated the current vision, mission and values as either "sounds great" or "good", there were some suggestions for improvement that should be considered in a future planning session. Those notes were provided under separate cover at the workshop.

WHERE ARE WE NOW?



DRAFT FOR DISCUSSION – PREPARED BY TRACEY LEE LORENSON PARAGON STRATEGIC SERVICES LTD.
WWW.PARAGONSTRATEGIC.COM TRACEY@PARAGONSTRATEGIC.COM

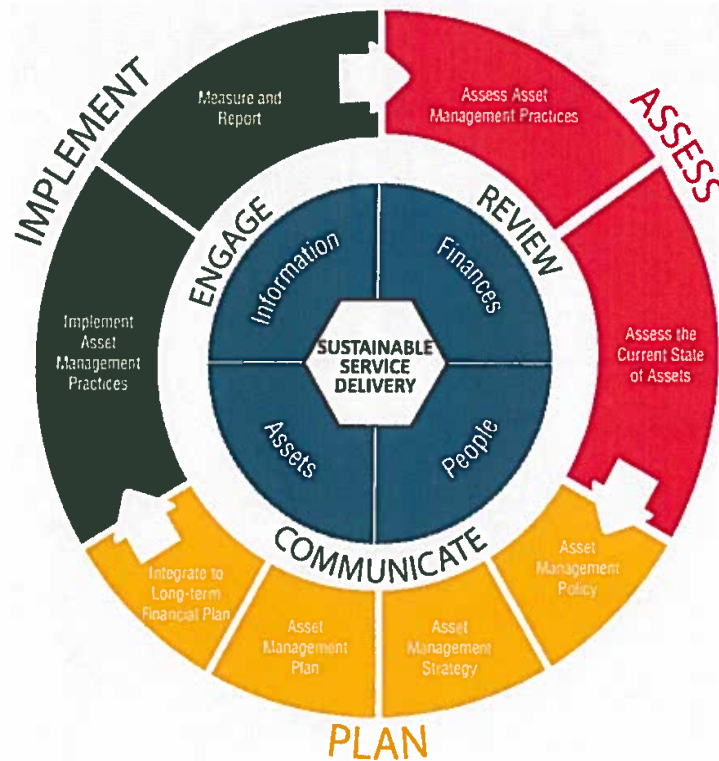
STRATEGIC THEMES AND PRIORITIES



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

FISCAL ACCOUNTABILITY

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

COMMUNITY ENGAGEMENT

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

COMMUNITY LIVABILITY

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

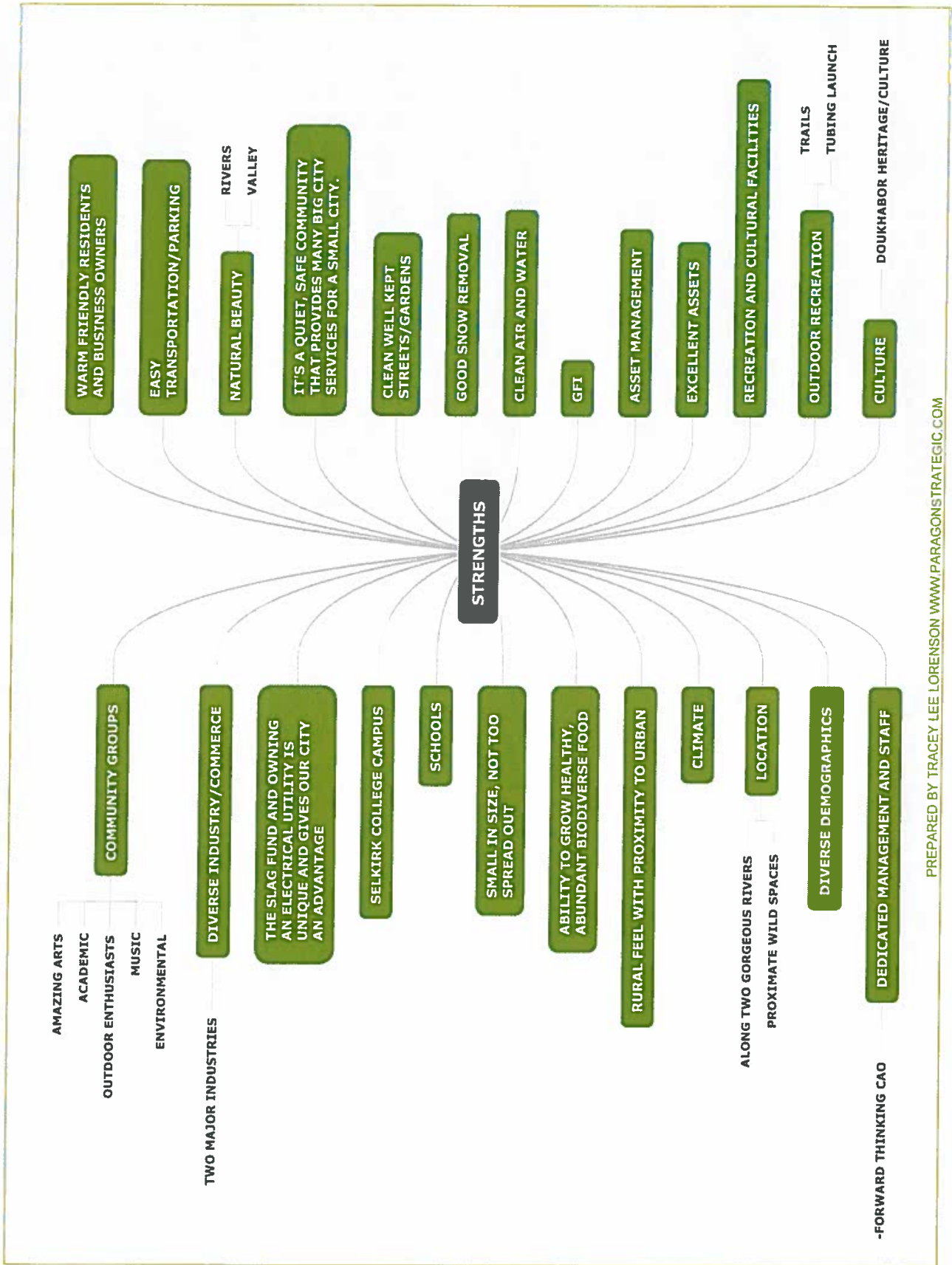
ECONOMIC GROWTH

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

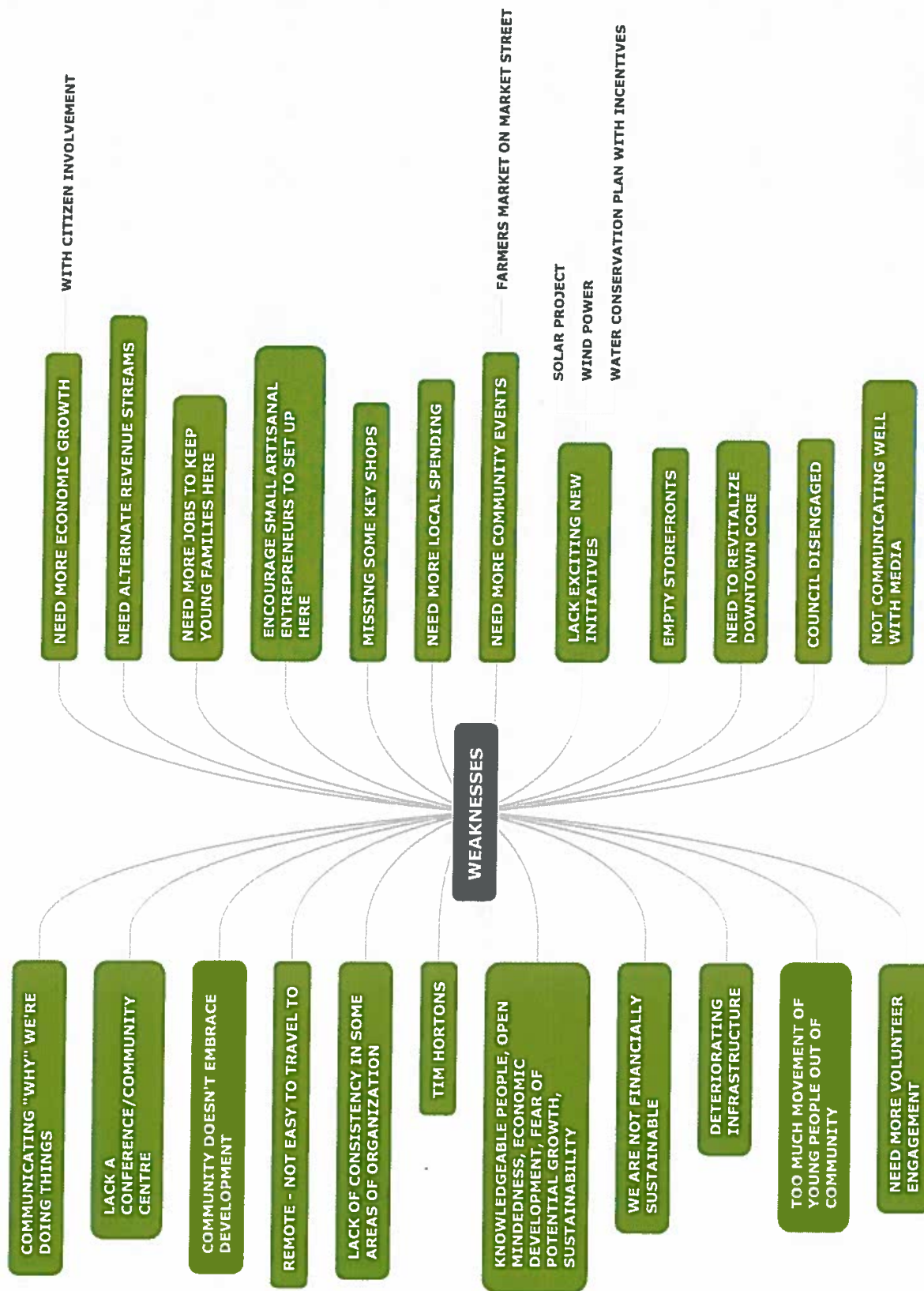
SURVEY SUMMARY NOTES GRAND FORKS COUNCIL WORKSHOP 2015



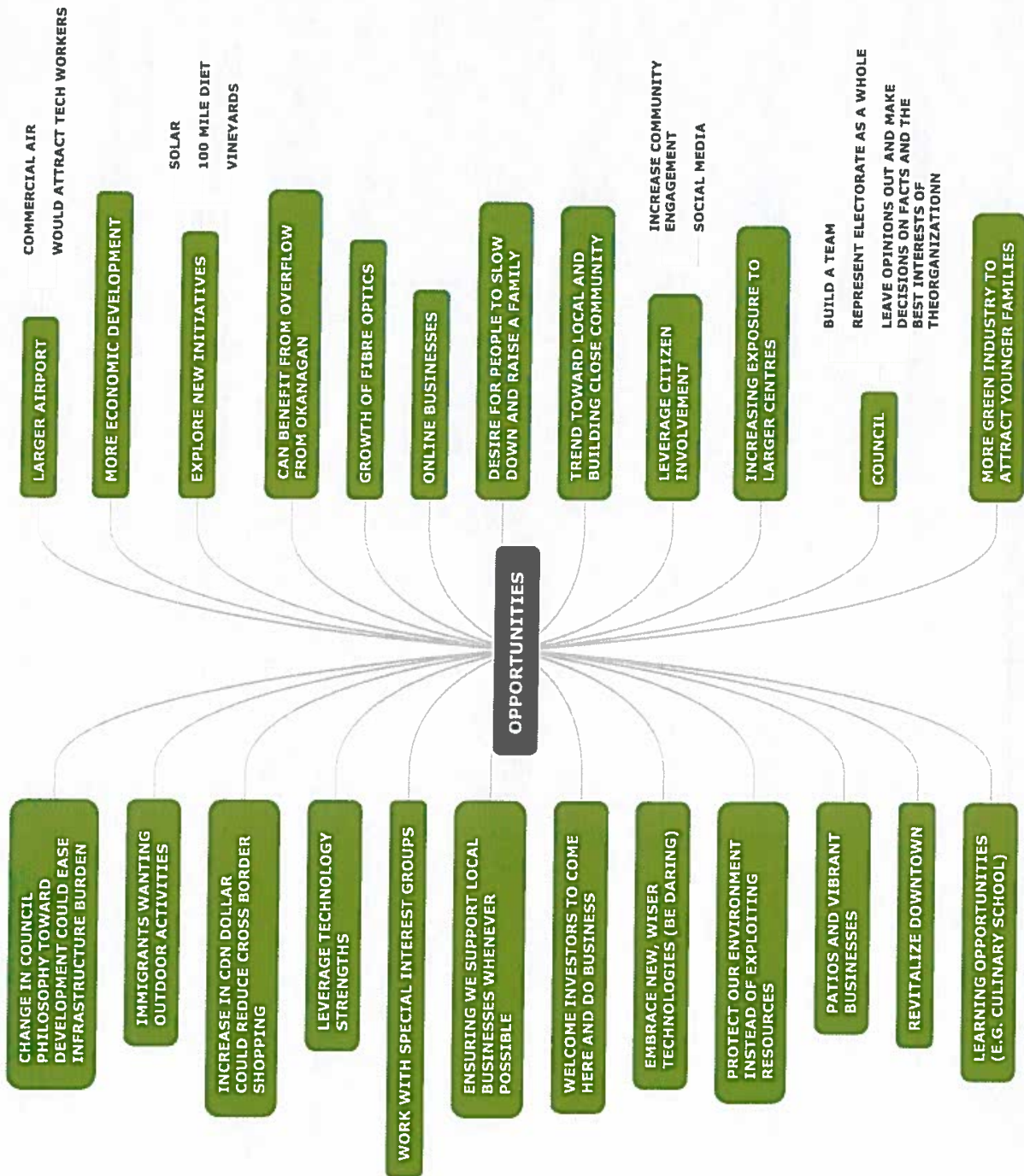
Tracey Lee Lorensen
tracey@paragonstrategic.com
250.275.4829



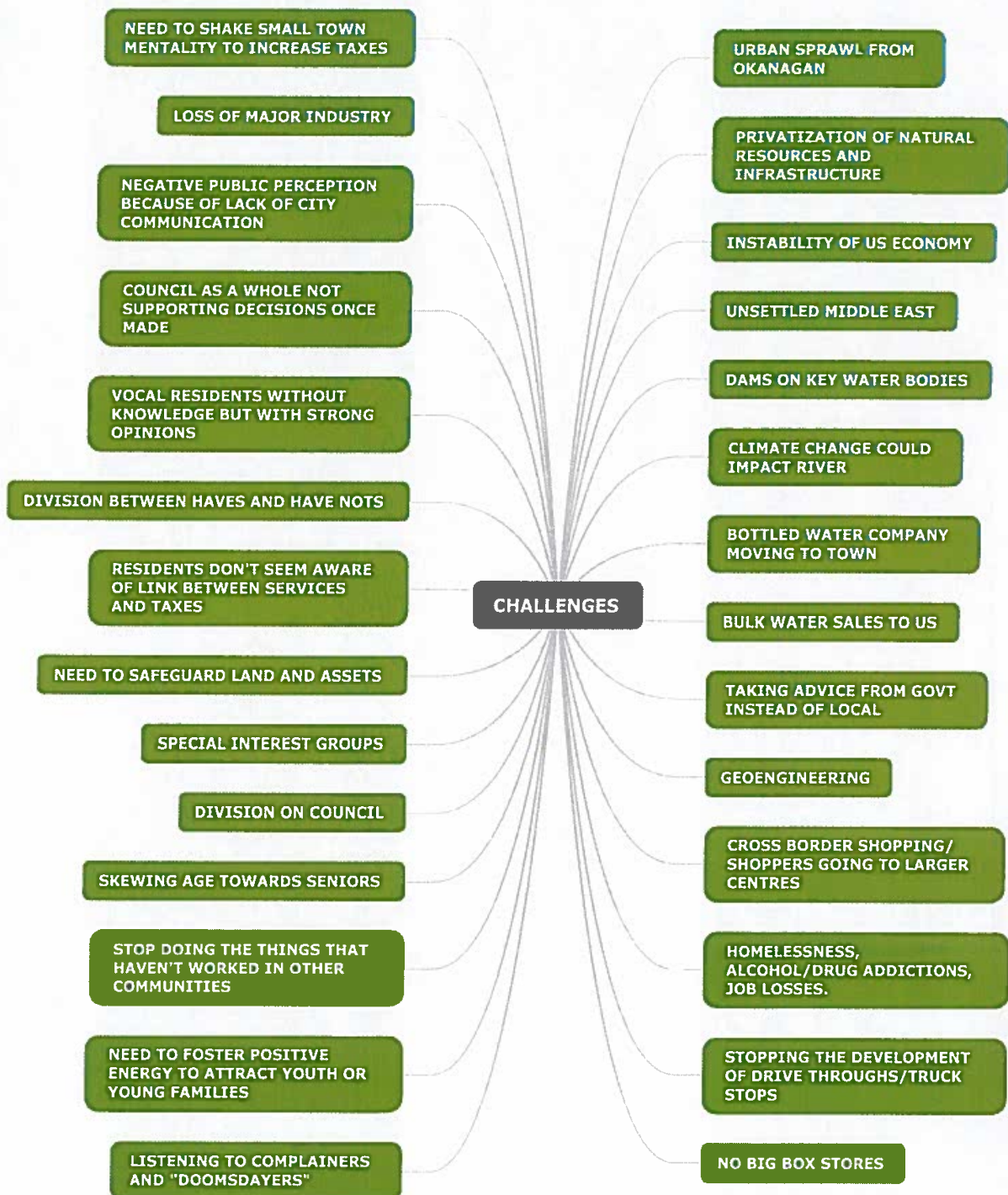
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	Critical Importance	Important	Not Important	Why are we doing this?	I'm not sure what this is	Total
Regional Services Integration	20.00% 1	80.00% 4	0.00% 0	0.00% 0	0.00% 0	5
Succession Planning	40.00% 2	40.00% 2	20.00% 1	0.00% 0	0.00% 0	5
Economic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

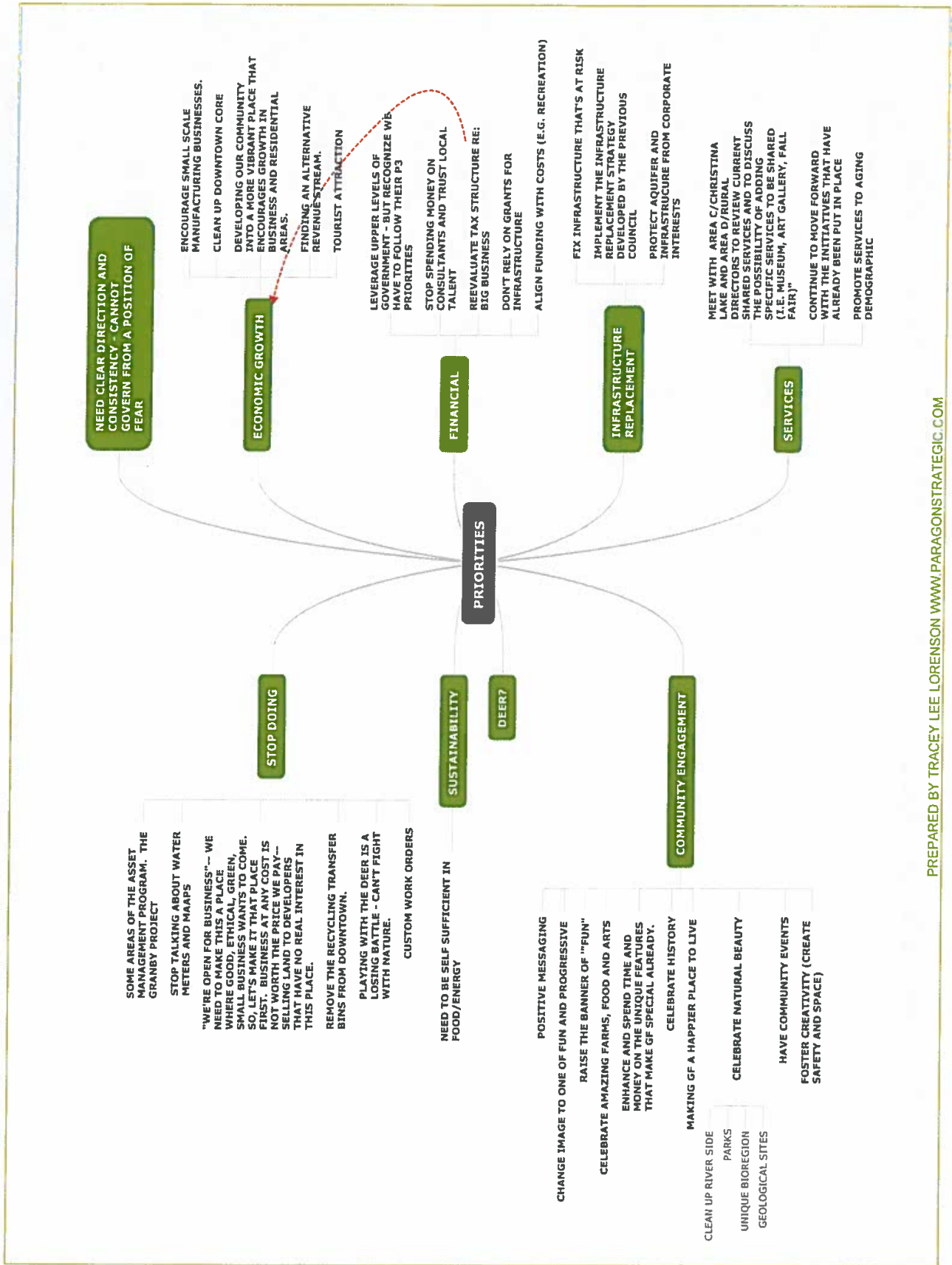
COUNCIL PREVIOUS PRIORITY CHART

PREPARED BY TRACEY LEE LORENSON WWW.PARAGONSTRATEGIC.COM

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

MANAGEMENT PREVIOUS PRIORITY CHART

PREPARED BY TRACEY LEE LORENSON WWW.PARAGONSTRATEGIC.COM



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 MEANING COMMUNITY THAT IS HEALTHY, FULL OF GOOD FOOD, ART, MUSIC, AFFORDABLE HOUSING AND YES JOBS THAT MEET MENTAL AND MEANINGLESS. BUILD A PLACE WHERE PEOPLE WANT TO COME AND START THEIR OWN BUSINESS.

WE ARE "OPEN FOR BUSINESS" WELCOME GREENER TECHNOLOGIES AND MEANINGFUL EMPLOYMENT

PROTECT THE ENVIRONMENT
"...GROWING BETTER OPPORTUNITIES FOR..."

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

"GARDEN CITY" IS CONTRIVED IT GIVES THE IMPRESSION THAT WE ARE PROMOTING FARMING MORE THAN DEVELOPMENT.

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

DOESN'T REALLY RELATE TO GRAND FORKS

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

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

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

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

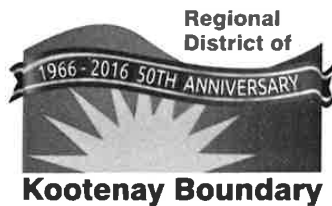
VISION

FOUNDATIONAL STATEMENTS

VALUES

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

MISSION



Boundary Economic Development Committee

Tuesday, November 1, 2016 - 10:00 a.m.

**The Regional District of Kootenay Boundary Board
Room, Grand Forks, BC**

A G E N D A

1. Call to Order
2. Consideration of the Agenda (additions/deletions)
 - A The agenda for the November 1, 2016 meeting of the Boundary Economic Development Committee is presented.

Recommendation: That the agenda for the November 1, 2016 meeting of the Boundary Economic Development Committee be adopted as presented.
3. Consideration of the Minutes
 - A The minutes of the Boundary Economic Development Committee meeting held on October 4, 2016 are presented.

Recommendation: That the minutes of the Boundary Economic Development Committee meeting held on October 4, 2016 be adopted as presented.
Minutes - BEDC - 04 Oct 2016 - BEDC-Nov 1, 2016 - Pdf
4. Delegations
5. Unfinished Business
 - A **Boundary Economic Development Committee Memorandum of Action Items - Ending October 31, 2016**

The Boundary Economic Development Committee Memorandum of Action Items for the period ending October 31, 2016, is presented.

Recommendation: That the Boundary Economic Development Committee Memorandum of Action Items for the period ending October 31, 2016, be received.

Committee Action Items - BEDC - Ending October 31, 2016-BEDC-Nov 1, 2016

B Discussion

Re: Heritage Inventory and Mapping Inventory Project

C Discussion

Re: Establishing a Process of Letters of Support for Rural Dividend Applications

6. New Business

A Community Futures Monthly Report - October 2016

The Boundary Economic Development Committee Monthly Report for October 2016, as prepared by Community Futures Boundary, is presented.

Recommendation: That the Boundary Economic Development Committee Monthly Report for October 2016, as prepared by Community Futures Boundary, is received as presented.

Comm Futures Report Oct 2016 - BEDC-Nov 1, 2016

B Discussion

Re: GIA from BC Conservation Foundation to Areas C/D/E

Grant-in-Aid requests from BC Conservation Foundation to Area C/D/E are attached for the Boundary Economic Development Committee's consideration.

Recommendation: That the grant-in-aid requests from the BC Conservation Foundation to Areas C/D/E be received by the Boundary Economic Development Committee.

GIA-BC Conservation Fnd to Area C-BEDC-Nov 1, 2016

GIA-BC Conservation Fnd to Area D-BEDC-Nov 1, 2016

GIA-BC Conservation Fnd to Area E-BEDC-Nov 1, 2016

C **Discussion**

Re: City of Grand Forks - Seeking Letter of Support

The City of Grand Forks is planning to replace 4 aging (20+ years and some partially damaged) solar panels and batteries with environmentally friendly autonomous hybrid methanol fuel cell/solar systems to allow for 24/7/365 availability of our beacon sites as well as replace the AWOS system due to age (15+ years) and discontinuation of support from the manufacturer. The AWOS also experienced several failures this year. Medevac requires a functioning AWOS for Navigation and the Beacon Lighting System for a safe approach to the Grand Forks Airport.

The City of Grand Forks is applying for the BCAAP grant. The total project cost is expected to be \$220,000. The City's portion would be 1/4 and BCAAP grant would be 3/4. The City of Grand Forks is requesting a letter of support from the Boundary Economic Development Committee.

Recommendation: That the Boundary Economic Development Committee approves submitting a letter of support to the City of Grand Forks for the airport grant.

D **Discussion**

Re: Meeting with School Trustees

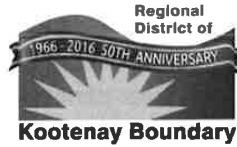
E **Discussion**

Re: Endorsement of the TOTA Rail Trail Strategy

7. Late (Emergent) Items
8. Discussion of items for future agendas
9. Question Period for Public and Media
10. Closed (In camera) Session

A There will be a closed session pursuant to Section 90 (1) (k) of the *Community Charter*.

11. Adjournment



**Boundary Economic Development Committee
Minutes
Tuesday, October 4, 2016 – 10:00 am
Grand Forks RDKB Boardroom**

Committee members present:

Director R. Russell, Chair
Director M. Rotvold
Director V. Gee
Director F. Konrad
Director E. Smith
Director G. McGregor

Staff and others present:

J. MacLean, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
D. Reid, City of Grand Forks

Call to Order

The Chair called the meeting to order at 10:00 am.

Consideration of the Agenda (additions/deletions)

The agenda for the October 4, 2016 meeting of the Boundary Economic Development Committee was presented.

The agenda was amended with the following:

Item 6B - City of Grand Forks' Request for Municipal Airport Cost Sharing - will be moved for discussion after Item 4 - Delegations.

Two late items will be added:

7A. Discussion of BEDC finances, and 7B. Discussion of Forestry Meeting at UBCM.

Moved: Director Rotvold Seconded: Director Smith

That the agenda for the October 4, 2016 meeting of the Boundary Economic Development Committee be adopted as amended.

Carried

Consideration of the Minutes

The minutes of the Boundary Economic Development Committee meeting held on September 6, 2016 were presented.

Moved: Director Gee Seconded: Director Rotvold

That the minutes of the Boundary Economic Development Committee meeting held on September 6, 2016 be adopted as presented.

Carried

Delegations

There were no delegations present.

Unfinished Business

Boundary Economic Development Committee Memorandum of Action Items - Ending September 30, 2016

The Boundary Economic Development Committee Memorandum of Action Items for the period ending September 30, 2016, was presented.

Director Gee and S. Elzinga, Community Futures, Boundary provided the Committee members with an update of the development of a heritage inventory website. There has been public interest in this project but no commitment by any organization or group to take the lead for this project. Director Russell informed the Committee members that this project will not be moving forward in the immediate future without an organization or group taking the lead. Further discussion will be needed to explore the costs of the project.

Moved: Director Smith Seconded: Director Gee

That the Boundary Economic Development Committee Memorandum of Action Items for the period ending September 30, 2016, be received.

Carried

J. M. MacLean

Re: Update on Status of Trails Master Plan RFP

J. M. MacLean provided the Committee members with an update on the status of the Trails Master Plan RFP.

He informed the Committee that 5 RFPs were received with one being rejected that was submitted after the due date. He is in the process of reviewing 3 qualifying RFPs. The RFPs will be brought to the Committee members for review with a decision to be made within the next 2 months. The Committee will be provided with scoring parameters and will meet outside of a regularly scheduled BEDC meeting. The review will take place prior to the October 27, 2016 Board meeting.

New Business

Community Futures Monthly Report - September 2016

The Boundary Economic Development Committee Monthly Report for September 2016, as prepared by Community Futures Boundary, was presented.

S. Elzinga, Community Futures, Boundary, informed the Committee members that TOTA is working on website updates. Currently a solid process is not in place for website review and she invited a Committee member from BEDC to provide input into the website review.

The Committee was informed that Mt. Baldy Ski Hill is under new ownership and undergoing numerous changes for this season. Director Russell asked that Mt. Baldy management be informed to go through the same structure as BEDC has with Big White.

Moved: Director Konrad Seconded: Director Gee

That the Boundary Economic Development Committee Monthly Report for September 2016, as prepared by Community Futures Boundary, is received as presented.

Carried

Discussion

Re: City of Grand Forks' Request for Municipal Airport Cost Sharing

The Boundary Economic Development Committee discussed and considered the City of Grand Forks' request for municipal airport cost sharing.

*Page 3 of 7
Boundary Economic Development Committee
October 4, 2016*

Committee Chair Russell recognized the importance of the Grand Forks airport in the community, however the Committee members were hesitant about becoming involved in municipal airport cost sharing. It was suggested that Grand Forks lobby the Province through health and transportation. The Committee members considered dealing with the airport case by case for improvements or cost sharing piece by piece.

Moved: Director Rotvold Seconded: Director Smith

That the letter from the City of Grand Forks request for municipal airport cost sharing be received.

Carried

Discussion

Re: Kettle Valley Express - Advertising in 2017

The Boundary Economic Development Committee discussed and considered advertising in the Kettle Valley Express in 2017. This item was deferred from the September 6, 2016 to the October meeting.

S. Elzinga, Community Futures, Boundary, informed the Committee members that she has had discussions with Kettle Valley Express staff in regards to the proposed content of the next issue which will be focusing on Canada 150 and trails. The cost of the ad will be \$3,328.50.

Moved: Director Smith Seconded: Director Rotvold

That the Boundary Economic Development Committee approves advertising in the Kettle Valley Express in 2017 for a one page ad in the amount of \$3,328.50.

Carried

Discussion

Re: Destination BC - Community Tourism Operators Funding

The Boundary Economic Development Committee discussed and considered partnering with Blackpress and Big White for Destination BC funding for 2017/18.

The Committee members were informed that the minimum funding requirement is \$20,000 and funding applications for the new fiscal year will be due November 30th.

Moved: Director Rotvold Seconded: Director Gee

That the Boundary Economic Development Committee approves the allocation of \$20,000 in the 2017 budget, and **FURTHER** that the Boundary Economic Development Committee directs staff to have a separate line item for this in the 2017 budget.

Carried

S. Elzinga, Community Futures, Boundary informed the Committee members that bicycle traffic is increasing at the Rock Creek Visitors Centre and would like to see a bike rack installed at a cost of approximately \$690.00 for construction.

Moved: Director Rotvold Seconded: Director Smith

That the Boundary Economic Development Committee supports the installation and associated costs to install bike racks at the Rock Creek Visitors Centre.

Carried

Discussion

Re: Performance Management of Economic Development in the Boundary

Committee Chair Russell requested the Committee members discuss the preparation for strategic planning.

The Committee members were informed that a performance measurement toolkit was provided at the previous meeting. Larry Olson, Regional Manager, South Okanagan Boundary, Regional Economic Operations, offered to help facilitate a strategic planning session using the model in the performance measurement toolkit.

Discussion ensued on the development of a performance measurement dashboard on monitoring and reporting on the economic development process and how to make it more instructive or valuable.

Director McGregor expressed interest in changing the definition of economic development scope and support and will be bringing this topic forward for discussion at Rural Advisory Council.

Discussion

Re: Regional District Process Regarding Rural Dividend Applications

Committee Chair Russell invited discussion from the Committee members on policy and protocol regarding rural dividend applications and applicants requesting letters of support for projects. He commented that providing letters of support for all projects loses significance. There was general consensus among the Committee members that when asked to provide letters of support, that requests would go to the Board.

*Page 5 of 7
Boundary Economic Development Committee
October 4, 2016*

Director McGregor informed the Committee that letters of support are no longer a requirement in the application process.

Late (Emergent) Items

Discussion

Re: BEDC Budget

Committee Chair Russell brought the list of BEDC projects on the financial plan to the Committee's attention asking for the Committee's agreement to identify sub-regional and West Boundary regional projects during the upcoming budgeting process. J. M. MacLean, CAO, informed the Committee members that two lines will be added to the budget: Big White Projects and Rural Projects.

Discussion

Re: UBCM Forestry Meeting and Current Forestry Status

Director Gee raised concerns about the recent meeting with government officials at the September 2016 UBCM. She informed the Committee members that a forestry practices investigation is currently under way and was wondering how this might impact the forestry practices in the Boundary in recreational and riparian areas and how to move forward with concerns.

Discussion ensued on how best to communicate any forthcoming government forestry policy changes to stakeholders and whether more involvement is needed by the BEDC to be better informed. Government officials or members of the Community Forest Committee may be invited to a future BEDC meeting to provide more information on these issues.

Director McGregor will update the Committee members with discussion around forestry practices to be held at the upcoming Rural Advisory Council meeting in Victoria.

Discussion of items for future agendas

Lumber transportation issues in the Boundary.

Question Period for Public and Media

A question period for public and media was not required.

Closed (In camera) Session

A closed (in camera) session was not required.

Adjournment

The meeting was adjourned at 12:00 pm.

**BOUNDARY ECONOMIC DEVELOPMENT COMMITTEE
MEMORANDUM OF ACTION ITEMS
ENDING OCTOBER 31, 2016**

Tasks from Sept 8/15, Oct 6/15, Apr 5/16 and June 7/16 meetings

Item/Issue	Actions Required/Taken	Status – C / IP
Agenda Information Items	Chair Russell will work with staff to incorporate information sharing by Committee members on future agendas.	IP
Revision of Boundary Agricultural Plan/Food Security Plan	<ol style="list-style-type: none"> 1. Staff will provide a report to the Committee showing what recommendations were/were not acted on from the current Boundary Agricultural Plan. 2. The cost of revising the Plan will be revisited during the budget process this fall. 3. Staff will move forward with revisions to the Ag Plan. 4. Staff will move forward with a funding request to Investment Agriculture Foundation. <p><i>Funding was received to move forward to revise the agricultural plan for the Boundary and the steering committee has been struck.</i></p>	IP

Tasks from Jan 21/16 meeting

Item/Issue	Actions Required/Taken	Status – C / IP
Rural Dividend Program	Staff will develop a list of suitable shovel ready projects for the roll out of the Rural Dividend Program.	IP

Tasks from Mar 1/16, June 7/16 and Aug 2, 2016 meetings

Item/Issue	Actions Required/Taken	Status – C / IP
Regional Boundary Economic Development	There will be further discussion on the proposed change to allow EA "C"/Christina Lake to rejoin the BEDC as a regional service. <i>A discussion is scheduled for the Oct 2016 meeting.</i>	C
Large Animal Veterinarian Services	An ad will be placed in the Western Producer paper.	C
Image Bank Development Project	<ol style="list-style-type: none"> 1. The need to engage a photographer or an outside organization to decide the best platform for delivering photos, developing a policy on key criteria addressing public/private use of assessable photos and storage of photos will be brought forward to the next meeting. <i>CF has received permission to utilize images that were taken during branding process. There is a considerable inventory of photos that have been sorted and easily accessible upon request to CF. These images will also be available through TOTA and kept as a separate DAMS site. CF has been in discussions with Sarah Winton, City of GF regarding a potential expansion of images from the public.</i> 2. Community Futures will provide a report on the development of historical, cultural and tourism inventory to share with Boundary residents, the cost of this project and models and/or phases on the project roll out. 3. Before committing to a delivery platform for heritage images, information will be circulated to the Committee members for feedback. 	IP
Heritage Mapping and Inventory for Tourism Purposes		IP

Page 1 of 3
Memorandum of Action Items
Boundary Economic Development Committee
Updated: October 27, 2016

ITEM ATTACHMENT # A

	4. Area E representative – Vicki Gee and CF Boundary – Sandy Elzinga met with Museums and Boundary Historical Society to discuss the project. There was interest in developing a website and gathering information, however it would require one organization with the capacity to take on a leadership role in order to apply for funding. CF requires further clarification on the scope of the project and a lead entity needs to be identified.	
2016-2017 BEDC Strategic Plan	The strategic plan will be reassessed in 2017.	IP

Tasks from June 7/16 meeting

Item/Issue	Actions Required/Taken	Status – C / IP
Trails Master Plan RFP	1. Staff will make amendments to the plan, as per minutes, using track changes and send the draft out again to Committee members for feedback. 2. The BEDC Committee will be provided with scoring parameters and will meet outside of the regularly scheduled BEDC meeting to discuss.	IP
Canada 150 Community Infrastructure Program	1. The BEDC supports the City of Grand Forks' proposal for a project to be funded by the Canada 150 Program pending information in a brief that will be provided to the Committee for review. 2. A letter of support will be provided to the City of Grand Forks.	IP

Tasks from Aug 2/16 meeting

Item/Issue	Actions Required/Taken	Status – C / IP
TOTA Advertising Request	A small ad will be placed in the Food & Wine Magazine through TOTA.	IP

Tasks from Sept 6/16 meeting

Item/Issue	Actions Required/Taken	Status – C / IP
Provision of Econ Dev Services in the Boundary	Staff will have discussions on allocating funds for sub-regional service areas in Electoral Areas D and E during the 2017 financial plan deliberations.	C
Economic Development Metrics	Chair Russell expressed the necessity of creating a document which would identify actions and strategies for economic development which would be considered on a BEDC agenda in early 2017.	IP
2017 Advertising in Kettle Valley Express Magazine	Discussion of advertising content and scale will be deferred to the October BEDC meeting.	C
City of Grand Forks Request for Municipal Airport Cost Sharing	A conversation will be added to the October BEDC meeting agenda.	C

Tasks from Oct 4/16 meeting

Item/Issue	Actions Required/Taken	Status – C / IP
Heritage Inventory Website	Further discussion will be needed to explore the costs of the project.	Ongoing
Destination BC-Community Tourism Operators Funding	Staff will add a separate line item to the 2017 budget for this - \$20,000.	C

Page 2 of 3
Memorandum of Action Items
Boundary Economic Development Committee
Updated: October 27, 2016

ITEM ATTACHMENT # A

Projects – Sub-Regional	Staff will add two lines to the 2017 budget as “Big White Projects” and “Rural Projects”.	C
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Discussion of items for future agendas:

1. Engage in discussion on education support and development funding for non-profit organizations.
2. Public Learning Garden – invite group to a future meeting.
3. Creation of trails site map.
4. How to gather information on econ dev on cycling by using a dashboard or key indicators.
5. Lumber transportation issues in the Boundary.

Page 3 of 3
Memorandum of Action Items
Boundary Economic Development Committee
Updated: October 27, 2016

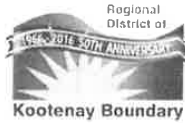
ITEM ATTACHMENT # A

BEDC – Monthly Report**October 2016***October 25, 2016*

CURRENT			
Activity	Details	Action	Time
TOTA		Currently working with TOTA on updates. As discussed with Chair Russell, process for website changes will include sending any significant changes to the Chair and CAO for input.	
Imagine Kootenay & Venture Connect		Continue to connect with local realtors and gather listings for Venture Connect and Imagine Kootenay.	ongoing
New Resident Surveys		5 completed surveys received in October <ul style="list-style-type: none"> Primarily 45 – 54 years of age Moving to the area for lifestyle and family/friends Most do not have secured employment One invested in a business 	
Signage		Community Futures assisted the City of Grand Forks with a meeting to gather input for signage design for way finding signs and larger signs at the east and west entrances of Grand Forks. Representatives from the City, Credit Union, local business, Chamber and Downtown Business Association participated. The process will include public consultation.	
Insurance Basics Workshop	For Not for Profits	Re-scheduled due to low number of registrants.	April 4 & 5 th 2017
Workforce Development Table		Sandy participated in a strategic planning session held September 29 th in Creston. Funding is in place until March 31, 2017.	
Economic Development Performance Tracking Tool		Tracking Economic Development Performance Tool – Roly/Sandy/Wendy met to discuss the tool How we determine what aspects of it that we like and can work for us in our communities. We have not completed this process but hope to have it completed in November 2016.	November 2016
Communiversy Conference		There were 20 attendees at this year's conference in California. The agenda was full with visits to two manufacturing companies, professional development and visioning/planning sessions for the Association. The planning session determined that there was a need to reach out to existing organizations throughout the United States and discuss membership opportunities	

Page 1 of 2

		with them. The conference delegates voted to come to Canada this coming year 2017 and we will host the Conference in June in Nelson. This will be the 4 th year for the conference and are hoping to have approximately 40 participants from the US and Europe.	
Economic Development Dialogue		Wendy organized and participated in the two day dialogue held in Castlegar. The "agenda" for the event included: <ol style="list-style-type: none"> 1. The Network – Value/Challenges/Active Membership 2. Creativity Leads to Results 3. Roundtable – Best Practises 4. Moving the Network Forward 5. Rural Business Growth – Best Practises 6. Show me the Money! Using performance measurement concepts to secure funding for economic development 7. Impact of Post Secondary Educational Institutes on Local Economies 8. Collaborative Initiatives in Rural Regions 	Oct.13/14
Rural Dividend Applications		Sandy assisted two organizations with applications	
Ad Design		In process - designer PinkDog Designs	
Agriculture Workshop		9 registrations have been received. The workshop will be held in Grand Forks. Community Futures is a sponsor.	October 28/29
Business Excellence Awards	Recognition of local businesses and volunteers	175 people attended these awards at the Curling Club. The City of Grand Forks used this forum for presentation of their "Volunteer Recognition Awards".	October 20th



Grant-in-Aid Request

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Applicant:	* British Columbia Conservation Foundation			
Address:	* 1B - 1445 1655 Ord Road Kamloops, BC V2C 6K7			
Phone:	* 250-828-2551	Fax:	250-828-2597	E-Mail: * jbellhouse@bccf.com
Representative:	* Jen Bellhouse			
Make Cheque Payable To:	* BC Conservation Foundation			

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 21,876.30 What amount are you requesting from this RDKB Director(s)? \$ 4,500.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

The Grant-in-Aid is for the delivery of the WildSafeBC program in the areas surrounding Grand Forks, that are not covered by the Grand Forks funding. WildSafeBC is a program designed to reduce human-wildlife conflict through education, innovation and cooperation. Our motto of keeping wildlife wild and communities safe underscores our belief that if we can keep wildlife from becoming habituated we can, in turn, make our communities safer for us and at the same time keep wildlife from coming to harm. The funding from the RDKB would provide hours and associated expenses, such as mileage, for the WildSafeBC Community Coordinator. Please see attached page for the details on what the coordinator would provide to the RDKB.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	Ministry of Environment (We receive funding confirmation at the start of 2017 for all three below)	
Amount Requested:	\$ 8,376.30	Amount Secured: \$ 0.00
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Name of Organization	BC Conservation Foundation	
Amount Requested:	\$ 1000.00	Amount Secured: \$ 0.00
Date:	Oct 17, 2016	Applicant Signature Jen Bellhouse
		Print Name Jen Bellhouse

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT

WildSafeBC Community Coordinator Overview

A WildSafeBC Community Coordinator (WCC) is a direct employee of the BC Conservation Foundation (BCCF) who is hired from the community in which he or she will be working in. If the sponsor of the program wishes, they can be involved in the hiring process with us. WCC's are then given intensive training at a week-long session in Kamloops where they learn how to carry out their community based tasks.

A WCC in your community would educate the public in ways to reduce human-wildlife conflict and would do so in a variety of ways: hosting booths at public events such as farmers markets, festivals and cultural celebrations; speaking to schools and community groups, door-to-door canvassing, and maintaining an effective social media presence on Facebook.

Please note: our coordinators are taught to deal with all forms of wildlife: bear, deer, cougars, coyotes, snakes, raccoons, and others and as the level of conflict grows around these species it is increasingly important that the public understands how to safely deal with the conflict.

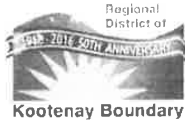
All Human-Resources matters are handled by the BCCF and while the WCC works closely with a community they remain our direct employee and responsibility.

WCCs work closely with the Conservation Officer Service and provide the educational component needed to pro-actively address human-wildlife conflict in an area. WCCs can also work closely with Bylaws, Parks and Recreation, and Environmental Services in a supporting role to assist them in their efforts to reduce human-wildlife conflict.

In some cases one or more Canada Summer Job (CSJ) students will be hired to act as WildSafeBC Ambassadors. These students assist the WCC in performing the door-to-door canvassing, public presentations, and general community outreach. The CSJ positions are an excellent choice as the base funding is provided by the Federal Government and the local community just covers the wage top-up and any operational expenses.

Typically WCCs are hired from the end of May through to the end of November and CSJs are hired from end of May to the end of August. The term for the WCC can be adjusted to suit the community but CSJ work terms are set by Federal requirements.

Our program has been in place since 1999 and last year we had over thirty WildSafeBC Community Coordinators and WildSafeBC Ambassadors creating safer communities throughout BC.



Grant-in-Aid Request

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Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT

WildSafeBC Community Coordinator Overview

A WildSafeBC Community Coordinator (WCC) is a direct employee of the BC Conservation Foundation (BCCF) who is hired from the community in which he or she will be working in. If the sponsor of the program wishes, they can be involved in the hiring process with us. WCC's are then given intensive training at a week-long session in Kamloops where they learn how to carry out their community based tasks.

A WCC in your community would educate the public in ways to reduce human-wildlife conflict and would do so in a variety of ways: hosting booths at public events such as farmers markets, festivals and cultural celebrations; speaking to schools and community groups, door-to-door canvassing, and maintaining an effective social media presence on Facebook.

Please note: our coordinators are taught to deal with all forms of wildlife: bear, deer, cougars, coyotes, snakes, raccoons, and others and as the level of conflict grows around these species it is increasingly important that the public understands how to safely deal with the conflict.

All Human-Resources matters are handled by the BCCF and while the WCC works closely with a community they remain our direct employee and responsibility.

WCCs work closely with the Conservation Officer Service and provide the educational component needed to pro-actively address human-wildlife conflict in an area. WCCs can also work closely with Bylaws, Parks and Recreation, and Environmental Services in a supporting role to assist them in their efforts to reduce human-wildlife conflict.

In some cases one or more Canada Summer Job (CSJ) students will be hired to act as WildSafeBC Ambassadors. These students assist the WCC in performing the door-to-door canvassing, public presentations, and general community outreach. The CSJ positions are an excellent choice as the base funding is provided by the Federal Government and the local community just covers the wage top-up and any operational expenses.

Typically WCCs are hired from the end of May through to the end of November and CSJs are hired from end of May to the end of August. The term for the WCC can be adjusted to suit the community but CSJ work terms are set by Federal requirements.

Our program has been in place since 1999 and last year we had over thirty WildSafeBC Community Coordinators and WildSafeBC Ambassadors creating safer communities throughout BC.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: December 12, 2016
Subject: Write-off of Uncollectible Business Licences
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to direct staff to write-off uncollectible business licences for the businesses listed below at the December 12th 2016 Regular Meeting of Council.

BACKGROUND:

The City issues business licence invoices in January each year, on a renewal basis, for businesses which were active and licensed during the previous year.

The business licence receivables are regularly monitored by staff, with reminder notices sent out initially, followed by attempts to contact business owners by telephone.

The City has made numerous unsuccessful efforts to collect outstanding amounts from the businesses listed below. These businesses have either confirmed that they are no longer operating, or their telephone numbers are out of service and they are otherwise unreachable.

We therefore request that Council direct staff to write-off the outstanding amounts as uncollectible, as a housekeeping item in preparation for year end.

Business Name	Amount	Year(s)
Creative Rockworx	\$150	2014/2015
Dark Coat Sealcoating & Paving	\$75	2015
Shelley's Belfry	\$75	2015
Stubby Dogs	\$75	2015
Valley Wide Home Improvements	\$75	2015
Wayne's Windshield Service	\$75	2015
Wreck-A-Mend-It Auto Body	<u>\$75</u>	2015
Total Uncollectible	\$600	

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Benefits or Impacts of the Recommendation:

General:	The above amounts have been determined to be uncollectible.
Strategic Impact:	N/A
Financial:	The total of the uncollectible accounts is \$600.
Policy/Legislation:	Business Licence Bylaw 1384, amendment Bylaws 1481, 1856 and 1872.

Recommendation:	RESOLVED THAT the Committee of the Whole recommends to Council to direct staff to write-off uncollectible business licences for Creative Rockworx, Dark Coat Sealcoating & Paving, Shelley's Belfry, Stubby Dogs, Valley Wide Home Improvements, Wayne's Windshield Service, and Wreck-A-Mend-It Auto Body at the December 12 th 2016 Regular meeting of Council.
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- OPTIONS:**
1. COTW COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
 2. COTW COULD CHOOSE NOT TO SUPPORT THE RECOMMENDATION.
 3. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.

MEMORANDUM



DATE : December 12, 2016

TO : Mayor and Council

FROM : Chief Financial Officer

SUBJECT : Schedule for 2017 Financial Plan

Enclosed is a preliminary timeline for the 2017 Budget and Five Year Financial Plan process.

The dates for 2017 Council meetings are preliminary at this time, subject to review and finalization. As there are COTW meetings on January 30 and February 14, a decision should be made on whether to include the workshops planned on those dates or to reschedule to an alternate date.

The main reports guiding the preparation of the Financial Plan will be Council's Strategic Plan and Asset Management Financial Policy no. 808. All recommendations brought forward will be driven by asset management requirements and within parameters determined by council.

DRAFT - REVISED

2017 FINANCIAL PLAN TIMELINE

<i>Date(s)</i>	<i>Responsibility</i>	<i>Description of Activity</i>
October 2016	COTW	2017 Fee for Service Presentations (Completed)
November 8, 2016	Management	20 Year Capital Plan Open House (Completed)
December 31, 2016	Management	2017 Draft operating budgets prepared
January 16, 2017 1:00 pm	Council Workshop	Budget Process Overview - Capital Budget Presentation
January 16, 2017	Regular Council Meeting	Early Budget Approvals for Capital Projects from 1:00 pm presentation
January 30, 2017 1:00 pm	Council Workshop	Capital budget presentations - continued Operations budget presentations by management 2017-2021 Revenue projections
February 6, 2017 11:00 am	Council Workshop	Workshop if necessary to continue presentations on operational & utilities budget
February 14, 2017 1:00 pm	Council Workshop	Review operating budgets and revenue requirements
February 27, 2017 1:00 pm	Council Workshop	Review & finalize tax and utility rates
March 13, 2017	COTW	Introduction of the 2017-2021 Financial Plan Bylaw
March 20, 2017	Potential Workshop	Potential Workshop – possibly amend 20 year cap plan due to grant announcements
March 27, 2017	Regular Council Meeting	1 st , 2 nd and 3 rd reading 2017-2021 Financial Plan Bylaw
April 10, 2017	COTW	Introduce 2017 Tax Rates Bylaw
April 10, 2017	Regular Council Meeting	Adopt 2017-2021 Financial Plan Bylaw
April 24 2017	Regular Council Meeting	1 st , 2 nd and 3 rd readings 2017 Tax Rates Bylaw
Early May 2017 TBA	Special Meeting	Adopt 2017 Tax rates
May 15, 2017		Deadline to adopt 2017-2021 Financial Plan Bylaw and Tax Rates Bylaw

MEMORANDUM



To: Committee of the Whole
From: Manager of Development & Engineering Services
Date: December 12, 2016
Subject: Sustainable Community Plan – Theme 2 Public Engagement Process

Background

On May 9, 2016, Council directed staff to further explore options for enabling and permitting innovative (small home, cluster home, and eco-home) housing in bylaws and regulations. The department identified that these changes should be discussed in context of other issues in the Sustainable Community Plan, and on June 13 Council directed staff to undertake a review of the SCP and undertake a public and stakeholder engagement program that addressed affordable and innovative housing.

With the majority of Theme 1 (Environmental Sustainability) complete, the department is preparing plans for research, engagement and policy development on this theme.

Housing research: Staff will gather current data on:

- Population profile
- Labour force
- Housing stock type, age, price, development activity, tenure, rental rates
- Housing affordability: income to housing cost ratio
- Current and future housing needs and land use with existing allowable densities
- Trends and tools supporting energy conservation / generation (net zero), water conservation, and other innovative housing solutions



Survey: A recent Facebook discussion generated over 11 pages (>6000 words) of debate about housing affordability and rental challenges in the City. The department proposes to implement a survey (attached) to provide some quantitative understanding of the key issues faced in the community including:

- Housing affordability
- Type, suitability, quality, and availability of housing
- Attainability of home ownership



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

MEMORANDUM



- Green building / energy and water conservation in new housing

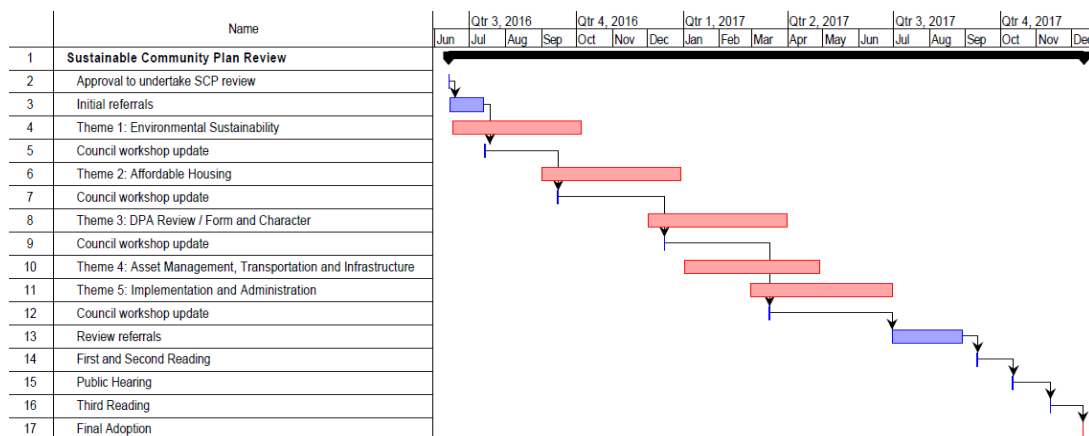
The department plans to conduct the survey from December 15-January 15 with a short pick-up/drop-off paper survey and a web-based survey available from our website and Facebook page.

Workshop: The department proposes a half-day workshop in mid-late January with Council and key stakeholders, social service organizations and housing experts in our community. The objective of the proposed workshop is to:

- Identify / clarify barriers to housing affordability
- Review statutory and policy options identified by the City for SCP, Zoning, and other implementing bylaws to reduce barriers and increase incentives
- Identify opportunities for community-based initiatives for developing capacity / partnerships / projects relating to affordable and innovative housing

Open House: Following the workshop and review of survey findings, the department plans to hold an open house by late January / early February for the public to provide comments on barriers, policy options, and community-based initiatives identified in Theme 2 discussions.

Subsequent themes: The department is planning to move Theme 4 (Asset Management, Transportation and Infrastructure) forward to Theme 3 to enable integration of all key planning themes into Development Permit Area policies in the new Theme 4. The overall timeline will be similar.



Attachments: Draft Survey Questions



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Community Engagement



Community Liveability

DRAFT AFFORDABLE HOUSING SURVEY

Housing Survey Draft Questions*

- 1) What age group do you belong to? (<25, 25-39, 40-54, 55+)
- 2) Do you consider yourself to be: (employed full time, employed part time, not employed)
- 3) Where do you live? (In Grand Forks, in rural Grand Forks, elsewhere)
- 4) How long have you lived in Grand Forks (less than one year, 1-5 years, 5-10 years, greater than 10 years)
- 5) What percentage of your monthly income goes to housing (<30%, 30-50%, >50%)
- 6) What type of housing do you currently live in? (Apt./condo, secondary suite, townhouse, detached house, duplex, mobile home, other)
- 7) Thinking of your current housing situation, how satisfied are you with the following (very unsatisfied, unsatisfied, neutral, satisfied, very satisfied):
 - A. Cost of housing
 - B. Quality of housing
 - C. Safety and security
 - D. Size of interior space
 - E. Energy / water efficiency
 - F. Exterior amenities (deck, patio, yard)
 - g. Amount of parking
 - H. Walkability / bikeability
 - I. Access to shops and services
 - J. Access to recreational amenities
- 8) When buying a home in Grand Forks, how easy is it to find the following (very difficult, difficult, neutral, easy, very easy, don't know)
 - A. A home that is affordable
 - B. A home that is affordable and has enough interior space to meet my needs or the needs of my family
 - C. A home that is affordable and has enough exterior space to meet my needs or the needs of my family
 - D. A home that is energy efficient and has low heating (and cooling) costs
- 9) How easy it is it to find rental housing that (very difficult, difficult, neutral, easy, very easy, don't know):
 - A. Is affordable
 - B. Is safe
 - C. Is well-maintained
 - D. Has enough interior space
 - E. Accepts pets
 - F. Offers a long term (>1 year) lease
 - G. Other (80 characters)



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Community Engagement



Community Liveability

DRAFT AFFORDABLE HOUSING SURVEY

- 10) What type of housing would you prefer to live in? (Apt./condo, secondary suite, detached secondary suite / tiny house, townhouse, detached house, duplex, mobile home, other)
- 11) If you believe housing in Grand Forks is not affordable, tell us why (choose all that apply and identify other reasons in 'other')
- A. There is limited supply
 - B. Competition from investment, second home purchasers or people relocating from elsewhere drives up costs
 - C. Housing costs are high compared to personal incomes
 - D. Other (80 characters)
- 12) If you think you will need to relocate within the Grand Forks area within the next five years, tell us why
- a. As my family grows, I will need more space for our home
 - b. I have more space than I need, and would like to move to a smaller home
 - c. I will be retiring, and would like to downsize to a smaller home
 - d. Other (80 characters)
- 13) Any other comments? (open question, 200 characters)

*to be formatted as appropriate for paper or web response



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

MEMORANDUM



DATE : December 5, 2016
TO : Mayor and Council
FROM : Bylaw Officer
SUBJECT : Unsightly Properties


Currently the City's Bylaw officer has 1 property that have been served with all of the required registered letters and there has been very little or no effort to clean up these properties by the owners. As per the Bylaw the owner must be given an opportunity to appear before council to plead their case.

Should the owners fail to appear before council, the next step will be to seek advice from the city's Lawyer and possibly proceed with Remedial Action of the Community Charter.

Division 12 – Remedial Action Requirements.

Section 74(1) A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:

(2) Subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community,


R.V. (Bud) Alcock
Bylaw Enforcement

MONTHLY HIGHLIGHT REPORTS



DATE : December 2, 2016
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS: For the Month of November, 2016

❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ The remaining river camp is now completed
- ❖ 2 additional properties remediated.
- ❖ 26 Unsightly Properties are in various stages of clean up
- ❖ 28 Of these properties are in compliance
- ❖ 3 more of our most severe Unsightly Properties Should be in compliance this month
- ❖ A Policy and Procedures manual is being developed for the Bylaw Enforcement Department
- ❖ Public response to the Bylaw Enforcement Officer has been extremely positive

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
 - ❖ 6 New permit this month
 - ❖ 1 New Single Family Dwellings
 - ❖ 1 Institutional Renovation
 - ❖ 1 Accessory Buildings / Garage / Shop
 - ❖ 1 Sundeck / Wheel Chair Ramp
 - ❖ 1 Demolition 2nd Street Fire
 - ❖ 2 Permit Renewals
 - ❖ The Building Permits have now exceeded 2.7 million dollars in construction costs for 2016
-

MONTHLY HIGHLIGHT REPORTS



DATE : December 12, 2016
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS: For the Month of November, 2016

- ❖ Evaluated proposals for 2017 Insurance Coverage
- ❖ Recommendation made for Council to approve appointment of Auditor
- ❖ Department training completed – Municipal Law
- ❖ Conducted interviews for Revenue Clerk posting; position not filled yet
- ❖ Council budget workshop conducted November 22
- ❖ Attended labour management meeting
- ❖ Completed presentation skills workshop
- ❖ Reviewed Vadim account structure for Worktech integration
- ❖ Continued preparation for year end and audit
- ❖ Continued work on 2017 Budget and 5 Year Financial Plan

MONTHLY HIGHLIGHT REPORTS



DATE: December 12, 2016
TO: Committee of the Whole
FROM: Corporate Officer
HIGHLIGHTS: For the Month of November, 2016.

- ❖ Prepared and facilitated Council Meetings for the month of November
- ❖ Human Resources Duties for the months of November
- ❖ Preparation for Christmas Light Up and hosting of event on December 2nd.
- ❖ Preparation and participation in the Strategic Planning Review and update with Council
- ❖ Signage workshop report and design meetings
- ❖ Family Day
 - Preliminary meetings
 - Letters of request
 - Budget preparation
- ❖ Capital Plan Open house
- ❖ Attended monthly DBA meeting and General Meeting
- ❖ Attended Realtor Roundtable
- ❖ Management Communications Training


MONTHLY HIGHLIGHT REPORTS




DATE: December 12, 2016
TO: Committee of the Whole
FROM: Manager of Development & Engineering
HIGHLIGHTS: For the Month of November, 2016

Capital projects


- Continued the design options & reporting for the WWTP – UV Disinfection Project
- Completed options and costing for pavement rehabilitation on 22nd St
- 5th St / Darrell J. Priede Memorial Bridge Water Main project in progress, conducted field inspections and reported to engineers

 Completed the Clean Water & Wastewater Fund grant applications for wastewater treatment system upgrades and sewer phasing planning study


 Continued implementation of the asset management and GIS software, including integration of GIS data model to Worktech system

 Completed acquisition of LIDAR data


 Department training: Completed Municipal Law course

 Interdepartmental meetings & collaboration: capital projects; communication, Natural Assets, Geographic Information Systems


 Continued work on the Municipal Natural Assets Initiative


 Development of application status forms for all developments and business licence applications

 Completed processing of excavation permits

 Continued communications with the Ministry of Transportation and regarding access permit for one major commercial development








 Sign bylaw research and development and wayfinding sign planning & meeting

 Received over 20 enquiries regarding lot lines, zoning, setbacks, fencing, and land availability for development

 Fiscal Accountability  Economic Growth  Community Engagement  Community Liveability

MONTHLY HIGHLIGHT REPORTS



-  Received 3 subdivision/development enquiries
-  Received 5 enquiries from new/future residents re: zoning/land use
-  Creation and review of information packages and brochures regarding development, subdivision, planning and business licence approval processes
-  Continued research, technical review and stakeholder outreach for Sustainable Community Plan update process and produced update reports & presentations
-  Johnson Flats Wetland park dedication bylaw complete
-  Hosted 2017 Capital Planning and Contractor's Open Houses
-  Hosted Realtor Round Table workshop



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Economic Growth



Community Engagement



Community Liveability

MONTHLY HIGHLIGHT REPORTS



DATE : December 1, 2016
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the month of November

- ❖ Total calls for November: 35 (11 fire-related, 5 rescue, 19 first responder)
- ❖ Public Education – Fire Safety Presentations to Hutton Grade 5's.
- ❖ Kevin – Training – Hazardous Materials Operations for 14 firefighters (32-hour course conducted over two weekends)
- ❖ Volunteers – Participated in Remembrance Day activities
- ❖ Dale – Incident Command Level 400 training
- ❖ Training – 1001 Certification Exams for some volunteer firefighters
- ❖ Work with RDKB on public meeting regarding long-range planning for fire services (scheduled for Dec 5)
- ❖ Dale – Local Emergency Services meeting (with Grand Forks RCMP and BC Ambulance) – Fentanyl
- ❖ Completed distributing Pet O₂ Masks to all fire trucks.
- ❖ Kevin – Attended Emergency Management BC Seasonal readiness workshop
- ❖ Fire Inspections for new business license applications

MONTHLY HIGHLIGHT REPORTS



DATE : December 12th, 2016
TO : Committee of the Whole
FROM: Manager of Operations
HIGH LIGHTS: For the Month of November 2016

OCCUPATIONAL HEALTH AND SAFETY MONTHLY FOCUS FOR THE MONTH OF DECEMBER 2016 WORKER INSTRUCTION AND SUPERVISION (CREW TALK PROGRAM) AND IMPAIRMENT

Public Works

- ❖ Playground renovations completed
- ❖ Danger tree removals and tree pruning maintenance on going
- ❖ Leaf control throughout the Roads and Parks completed
- ❖ Winterizing all irrigation system as well as public facilities completed
- ❖ Pothole patching on going
- ❖ Winter preparedness with fleet and work stations
- ❖ Shouldering to control poor drainage areas throughout town
- ❖ Gyro light up and Christmas parade creation complete
- ❖ Leaky valve repairs Parks

MONTHLY HIGHLIGHT REPORTS



Water/Sewer

- ❖ Waste water treatment plant maintenance and back on line
- ❖ Cross connection control, commercial surveys
- ❖ Leaking water valve repairs
- ❖ Sanitary service repairs
- ❖ Helping winterizing water services
- ❖ Water meter trouble shooting

Electrical

- ❖ Street light repairs
- ❖ Christmas decorations
- ❖ Tree trimming
- ❖ Locates for Telus
- ❖ Electrical department had 0 planned outages in November for repairs

MONTHLY HIGHLIGHT REPORTS



Projects

- ❖ Playground equipment
- ❖ Fleet replacement (electric truck, trailer)
- ❖ Water metering project
- ❖ Well #3 Motor and VFD
- ❖ 5th St Water main replacement
- ❖ Electrical Substation Engineering
- ❖ Head works grinder project
- ❖ Dog park