

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

**Monday, February 15, 2016, at 9:00 am  
7217 - 4th Street, Council Chambers City Hall**

<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1. <b><u>CALL TO ORDER</u></b>		
2. <b><u>COMMITTEE OF THE WHOLE AGENDA</u></b>		
a) Adopt agenda	February 15th, 2016, COTW	Adopt agenda as presented.
b) Reminder	In-Camera Meeting directly following COTW Meeting	
3. <b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
a) Boundary Country Regional Chamber of Commerce <a href="#">Delegation - Boundary Country Reg. Chamber of Commerce</a>	Returning as per Mayor and Council request to answer question regarding 2016 Budget Strategic Plan	THAT the COTW receives the delegation from the Boundary Country Regional Chamber of Commerce.
b) Whispers of Hope <a href="#">Delegation - Whispers of Hope</a>	The impacts Whispers/BETHS has made through the partnership with the City of Grand Forks	THAT the COTW receives the presentation from Andre Boruck of Whispers/BETHS.
4. <b><u>PRESENTATIONS FROM STAFF</u></b>		
a) Deputy Corporate Officer/Communications	Verbal update on Family Day 2016	THAT the COTW receives for information the verbal update from the Deputy Corporate Officer/Communications on Family Day 2016.
b) Manager of Development & Engineering Services <a href="#">RFD - Mgr. Dev. &amp; Eng. - Argosy DVP</a>	Application for a Development Variance Permit to vary the exterior side parcel line setback to allow for the placement of a portable temporary office trailer	THAT the COTW receives the report and recommends to Council to approve the Development Variance Permit Application requesting an exterior side parcel line setback variance from 15 feet to a range of 2 feet on the south east corner of the office trailer and to 12 feet at the north east corner, as shown on the drawing attached with the application, and to direct staff to complete the necessary statutory requirements for the Development Variance Permit Application.

- c) Manager of Operations  
[RFD - Mgr. of Operations - Employee Health and Safety Policy](#)

Employees Health and Safety Policy

THAT the COTW recommends that Council update the Employees - Health and Safety Policy 604.

- d) Monthly Highlight Reports from Department Managers  
[Building & Bylaw Services](#)  
[Chief Financial Officer](#)  
[Corporate Services](#)  
[Development & Engineering Services](#)  
[Fire Chief](#)  
[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.

5. **REPORTS AND DISCUSSION**

6. **PROPOSED BYLAWS FOR DISCUSSION**

- a) Chief Financial Officer  
[Bylaw - RFD - CFO - Bylaw 2015-A1 - Electrical Utility Regulatory Amendment](#)

Bylaw 2015-A1 - Electrical Utility Regulatory Amendment Bylaw

THAT the COTW recommends to Council to give first three readings to Bylaw 2015-A1 - Electrical Utility Regulatory Amendment Bylaw at the February 29, 2016, Regular Meeting of Council.

7. **INFORMATION ITEMS**

- a) Deputy Manager of Operations  
[Memo - Dep. Mgr. of Operations - BL, F&C, MTI, AP Bylaws schedule](#)

Business Licensing Bylaw, Fees and Charges Bylaw, Municipal Ticketing Bylaw, and Airport Regulations Bylaw proposed timelines

THAT the COTW receives the Business Licensing Bylaw, Fees and Charges Bylaw, Municipal Ticketing Bylaw, and Airport Regulations Bylaw Proposed Bylaw proposed timelines.

- b) Deputy Manager of Operations  
[Memo - Dep. Mgr. of Operations - Gallery 2 Trees](#)

Trees by the Gallery 2 facility

THAT the COTW receives the memo from the Deputy Manager of Operations regarding trees by the Gallery 2 facility.

8. **CORRESPONDENCE ITEMS**

9. **LATE ITEMS**

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

11. **QUESTION PERIOD FROM THE PUBLIC**

12. **IN-CAMERA RESOLUTION**

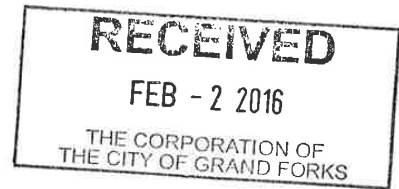
a) Chief Administrative Officer

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

THAT the COTW recommends Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)(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.

13. **ADJOURNMENT**

## Council Delegations



### Background

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

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

### Presentation Outline

Presentations may be a maximum of 10 minutes.

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

Boundary Country Regional C.O.F.C.

to request that you consider

Return to answer question  
we were unable to on Jan. 25, 2016  
Meeting.

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

2016 Budget

Membership No.

Strategic Plan.

Per Mayor & Council Request

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

FILE CODE

Boundary Country  
D2-Reg. Chamber of Commerce

## Council Delegations (cont.)

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

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

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Name:	Kathy Wright
Organization:	Boundary Country Regional Chamber of Commerce
Mailing Address: (Including Postal Code)	Box 2949, Grand Forks BC V0H 1H0
Telephone Number:	250 442-7263
Email Address:	info@boundarychamber.com

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

Thank You.

## Council Delegations



### Background

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

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

### Presentation Outline

Presentations may be a maximum of 10 minutes.

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

WHISPERS OF HOPE

to request that you consider THE IMPACT WHISPERS HAS MADE  
BETHS  
THROUGH OUR PARTNERSHIP

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

OFTEN LITTLE FEEDBACK IS GIVEN TO COUNCIL

ABOUT THE PARTNERSHIPS THE CITY HAS MADE

WITH NON-PROFITS IN OUR COMMUNITY

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

UNDERSTANDING THE CHALLENGES THAT WE FACE

WHEN TRYING TO HELP THE UNDER PRIVILEGED

IN OUR SOCIETY

FILE CODE

Whispers of Hope  
D2-

COUNCIL MEETING ON 15th / IN BY THE FIFTH

## Council Delegations (cont.)

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

STRAINED RELATIONSHIP BETWEEN US - CITY - COMMUNITY  
HOMELESS

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

THE CITY WOULD CONTINUE TO WORK  
CLOSELY WITH WHISPERS OF HOPE TO HELP  
THE LIVES OF THOSE IN OUR COMMUNITY  
WHO ARE OFTEN FORGOTTEN.

Name: ANDRE BORUCK

Organization: WHISPERS OF HOPE

Mailing Address: BOX 1561 GRAND FORKS B.C  
(Including Postal Code)

Telephone Number: (250) 442-2006

Email Address: andreboruck@hotmail.com

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

N:Forms/Delegation Form



# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole

**From:** Dolores Sheets, Manager of Development & Engineering Services

**Date:** February 15, 2016

**Subject:** Application for a Development Variance Permit to vary the exterior side parcel line setback to allow for the placement of a portable temporary office trailer.

**Recommendation:** **RESOLVED THAT** the Committee of the Whole receives the report and recommends to Council to approve the development variance permit application requesting an exterior side parcel line setback variance from 15 feet to a range of 2 feet on the south east corner of the office trailer and to 12 feet at the north east corner, as shown on the drawing attached with the application, and to direct staff to complete the necessary statutory requirements for the Development Variance Permit Application.

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**BACKGROUND:** The City has received a Development Variance Permit application from Argosy Construction Group Inc., owners of property legally described as Lot 10, District Lot 534, S.D.Y.D, Plan KAP34656, located at 400 Industrial Drive. The property in question is currently zoned I-4 (Gravel/Mineral Processing Industrial) in the City's Zoning Bylaw.

Section 542 of the Local Government Act states that a person may apply to the Board of Variance to relieve or exempt, to relieve hardship. At the present time, the City does not have a Board of Variance, so the approving body is Council.

The applicant wishes to place a 770 square foot (14' x 55') portable temporary office trailer beside the existing shop. He has asked for an exterior side parcel line variance from 15 feet to a range of 2 feet setback on the south east corner of the office trailer to 12 feet at the north east corner of the trailer.

Section 499 of the Local Government Act states that notice must be given to all owners or tenants, indicating the land that is subject of the application and the land that is adjacent to the subject of the application. Staff will send letters to the affected property owners, informing them of the variance application and inviting them to submit written notice to City Hall, if they have any comments or concerns regarding the proposed variance. Submissions will be read at the February 29, 2016 Regular meeting of Council.

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# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



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

- General:** Approving the development variance request would alleviate the applicant's hardship issue in that he could place a portable temporary office trailer beside the existing shop.
- Strategic Impact:** N/A
- Financial:** There is no cost to the taxpayers with regard to the development variance. The applicants have paid \$350.00 for the Development Variance application.
- Policy/Legislation:** Sections 498 and 499 of the Local Government Act govern development variance applications and procedures.
- Attachments:**
- Development Variance application complete with site plan showing the existing and proposed buildings on the property and a picture showing the proposed structure;
  - Excerpt from the City's Zoning Bylaw – I-4 Gravel/Mineral Processing Industrial Setbacks and Lot Coverage;
  - Aerial and Street view of the property;
  - Excerpt from the Local Government Act, Section 498 and 499.

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**Recommendation:** **RESOLVED THAT** the Committee of the Whole receives the report and recommends to Council to approve the development variance permit application requesting an exterior side parcel line setback variance from 15 feet to a range of 2 feet on the south east corner of the office trailer and to 12 feet at the north east corner, as shown on the drawing attached with the application, and to direct staff to complete the necessary statutory requirements for the Development Variance Permit Application.

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

**THE CORPORATION OF THE CITY OF GRAND FORKS**

7217-4<sup>th</sup> Street  
P.O. Box 220  
Grand Forks, B.C.  
V0H 1H0

Telephone: 250-442-8266  
Fax: 250-442-8000

**DEVELOPMENT VARIANCE PERMIT APPLICATION**

APPLICATION FEE      \$350.00

Receipt No. 193361

Registered Owner(s): ARGOSY CONSTRUCTION GROUP INC.

Mailing Address: P.O. BOX 2860  
GRAND FORKS, B.C. V0H 1H0

Telephone: Home: \_\_\_\_\_ Work 250.442.5750

Legal Description:

LOT 10, PLAN KAP34656, DISTRICT LOT 534,  
SIMILKAMEEN DIV OF YALE LAND DISTRICT: PID: 002-940-515

Street Address: 400 INDUSTRIAL DRIVE  
GRAND FORKS, B.C.

**DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT**

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

(signature)

FRES

(date)

January 27, 2016

.OVER.....

Outline the provisions of the respective Bylaw(s) that you wish to vary and give your reasons for making this request:

I WOULD LIKE TO PUT A PORTABLE  
TEMPORARY OFFICE TRAILER (SHOWN IN  
THE ATTACHED DRAWING) THAT IS WITHIN  
THE 15 FT. MANDATORY SET BACK NEXT  
TO THE CITY OWNED LANEWAY. ALL OTHER  
SET BACKS ARE WITHIN THE MANDATORY 15 FT  
SET BACKS AS PER ZONING.

Submit the following information with the application:

1. A legible site plan showing the following:

- (a) The boundaries and dimensions of the subject property.
- (b) The location of permanent or proposed buildings and structures existing on the property.
- (c) The location of any proposed access roads, parking, screening, landscaping or fencing.
- (d) The location and nature of any physical or topographic constraints on the property (stream, ravines, marshes, steep slopes, etc.)

Other information or more detailed information may be requested by the City of Grand Forks upon review of your application.

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



Signature of Owner

PRES.

January 27, 2016

Date

#### AGENT'S AUTHORIZATION

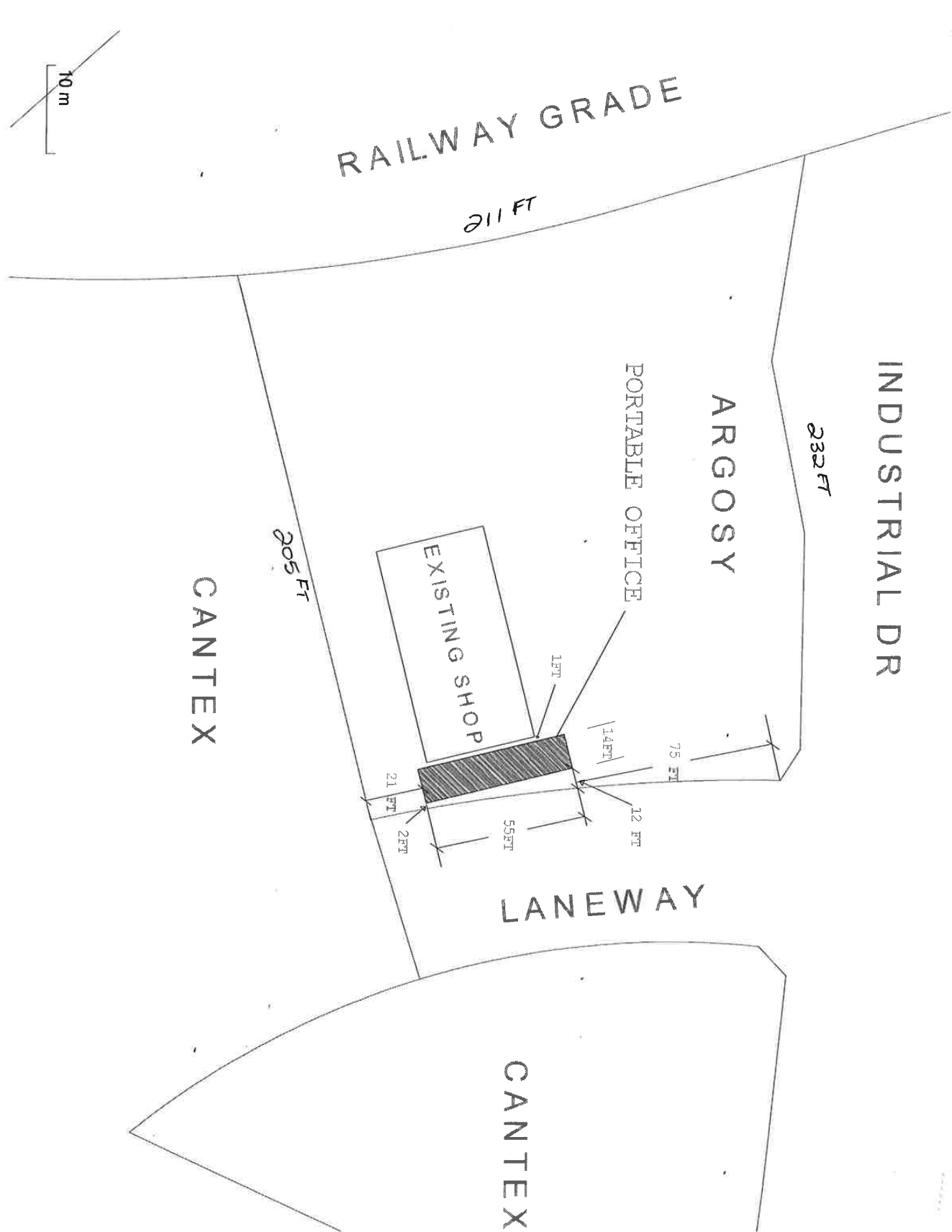
I hereby authorize the person/company listed below to act on my behalf with respect to this application:

Name of Authorized Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

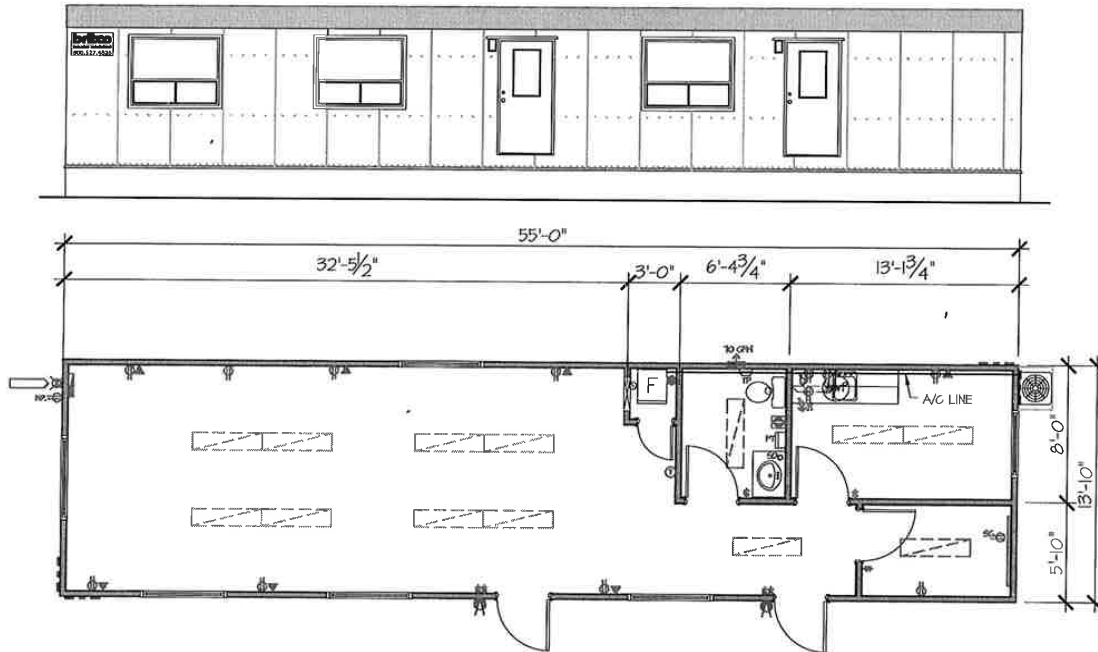
Telephone: \_\_\_\_\_

Owner(s) Signature of Authorization



10 m

## 14' x 55' FIELD OFFICE - L2039



### GENERAL SPECIFICATIONS

#### Roof

- 45 mil. EPDM roofing
- Ceiling: Vinyl clad gyproc (white)

#### Walls

- Exterior: Metal siding & metal fascia
- Interior Finish: Vinyl clad gypsum (Norwich Pearl)

#### Windows

- 5'-0" x 4'-0" O/XO c/w insect screens
- 4'-0" x 4'-0" XO c/w insect screens

#### Washroom / Kitchen

- Toilet with toilet paper holder
- Sink with 30" counter & cabinet under
- Electric hot water tank, 2 gallons
- Single stainless steel sink

#### Floor

- 2.0mm commercial sheet vinyl
- R31 fibreglass insulation

#### Doors

- Exterior: Solid core, "Gienow" door with deadbolt, passage set & lockbox
- Interior: Hollow core prefinished wood w/ passage set

#### HVAC

- Furnace, LPG
- Air conditioning

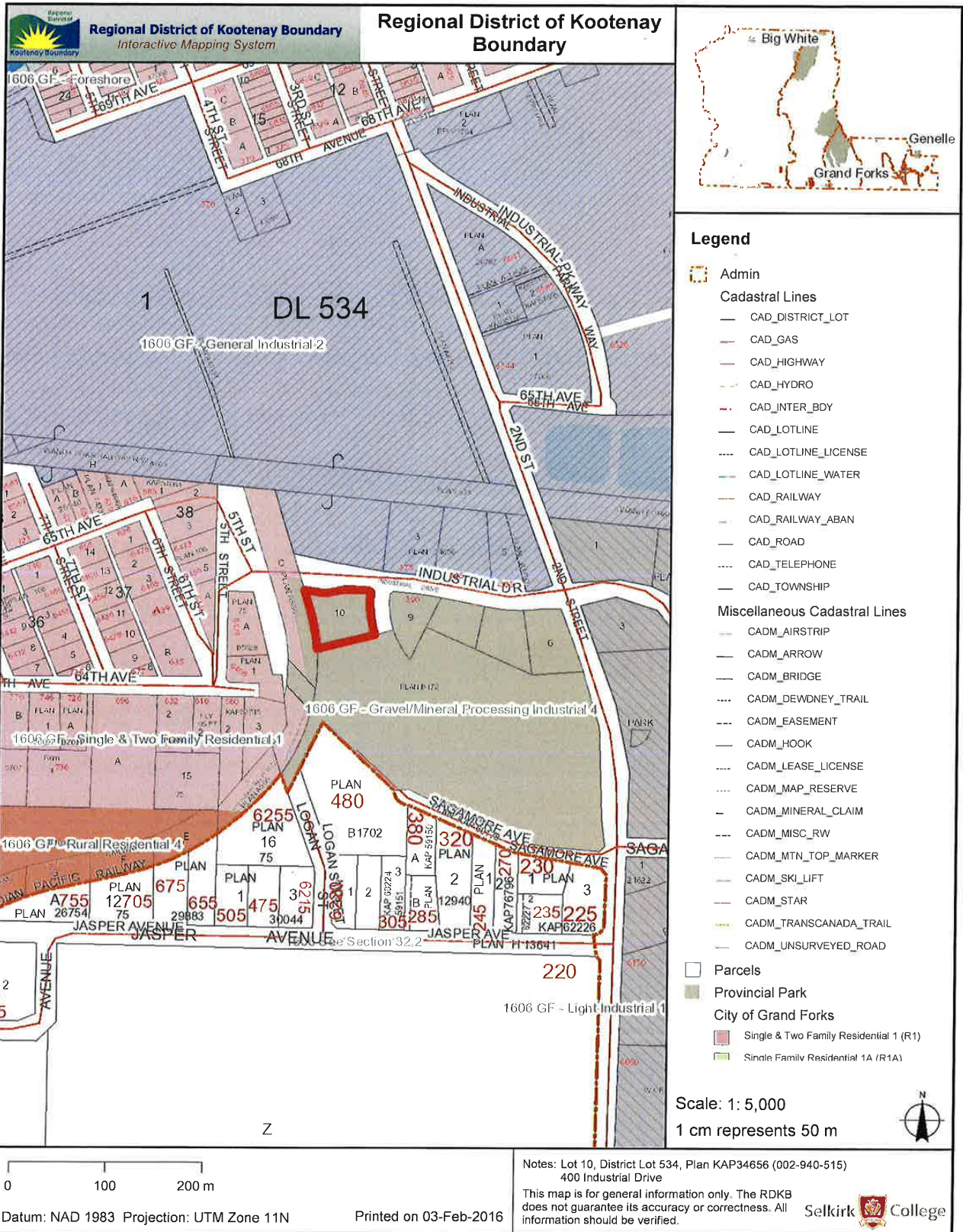
#### Electrical

- 115/230 volt single phase, mast & weather head
- 60 Amp. Main breaker
- Electrical receptacles & tel/data conduits
- Exterior Light (one per exterior door)
- Fluorescent lights, 2 tube, surface mounted

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Toll Free: 800.527.4826





## **SECTION 47**

## **I-4 (Gravel/Mineral Processing) Zone**

### **Permitted Uses**

1. The following uses and no others are permitted in an I-4 zone:
  - (a) gravel/mineral crushing or processing;
  - (b) gravel and mineral storage piles;
  - (c) watchman's quarters;
  - (d) storage of raw materials and finished products;
  - (e) manufacturing, including processing facilities and the retail sales of the products produced on-site;
  - (f) construction business operations;
  - (g) heavy equipment repair and maintenance operations.

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

- (h) accessory buildings for any of the above.

### **Regulations**

2. On a parcel located in an I-4 zone:

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

- (a) There is no minimum parcel size;

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

- (b) A maximum of one single-family detached dwelling, one mobile home or private apartment is permitted, as a watchman's quarters but not all **three**;

Bylaw 1679

#### **Height**

- (c) No building or structure shall exceed 15 metres (50 ft) in height;

#### **Setbacks**

- (d) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within 4.6 metres (15 ft) of any lot line.

#### **Accessory Buildings**

- (e) No accessory building shall have a floor area greater than 50% of the principal structure;



**SECTION 47**      **I-4 (Gravel/Mineral Crushing) Zone** cont'd

**Lot Area Coverage**

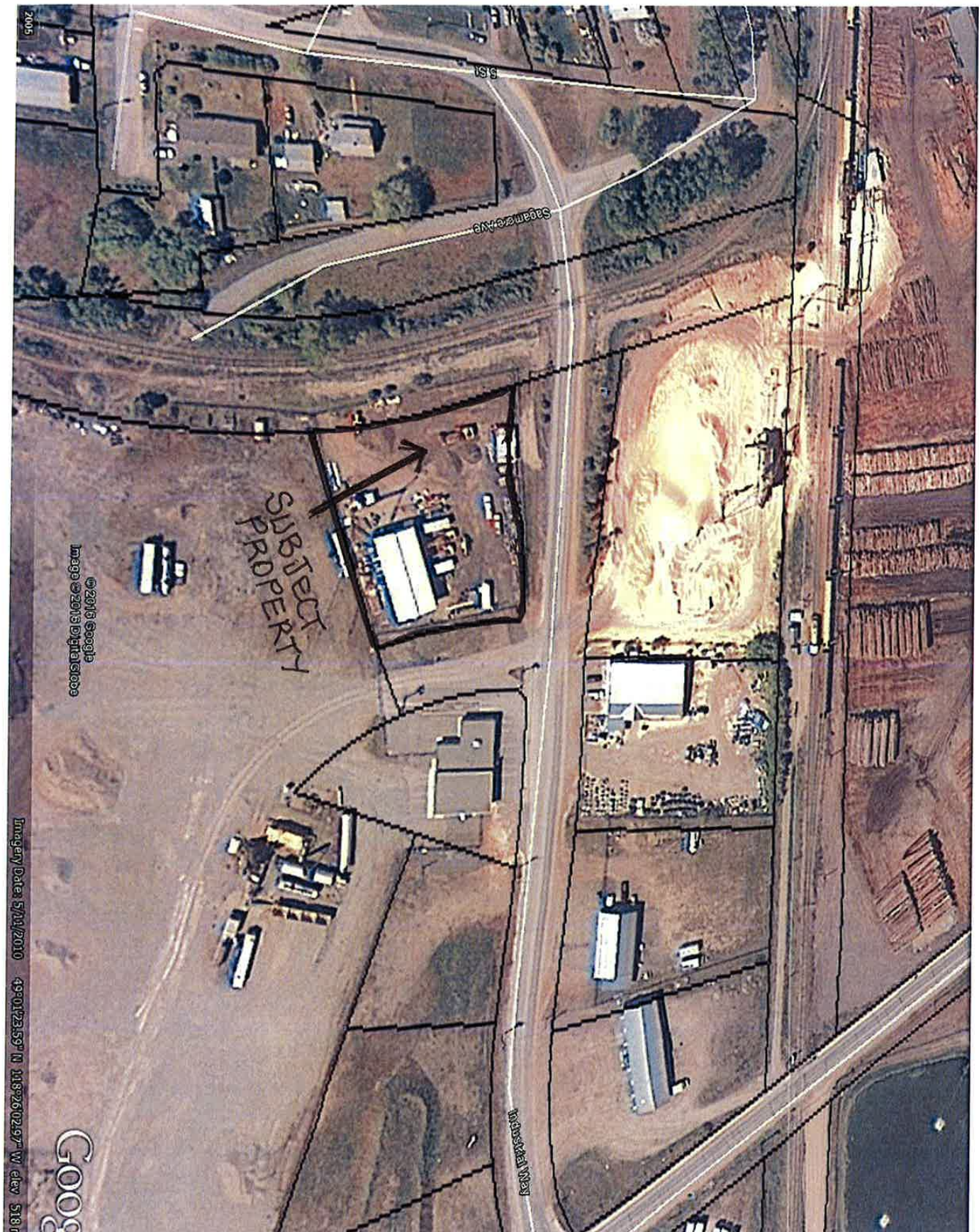
- (f) The maximum permitted lot area coverage shall be as follows:

Principal building with all accessory building and structures    60%

**Additional requirements**

Bylaw 1679

- (g) ***All outdoor storage areas and/or manufacturing activities*** that are adjacent to either a residential area or a street shall be screened by a solid fence or landscaped berm that shall be not less than 2.4 metres (8 ft) in height from the grade to the top of the berm or fence; and
- (h) See Sections 13 to 30A of this bylaw.



© 2016 Google  
Image © 2016 DigitalGlobe

Imagery Date: 5/11/2010 49°01'23.59" N 118°26'02.97" W elev 5180



## Argosy Construction

Office will go where the camper is currently situated



Google earth

© 2016 Google

2.34 m



**Division 9 – Development Variance Permits****Development variance permits**

- 498.** (1) On application by an owner of land, a local government may, by resolution, issue a development variance permit that varies, in respect of the land covered in the permit, the provisions of a bylaw under any of the following:
- (a) the following Divisions of this Part:
    - (i) Division 5 [*Zoning Bylaws*];
    - (ii) Division 11 [*Subdivision and Development: Requirements and Related Matters*];
    - (iii) Division 12 [*Phased Development Agreements*];
    - (iv) Division 13 [*Other Land Use Regulation Powers*];
    - (v) Division 17 [*Regulation of Farm Business in Farming Areas*];
  - (b) section 298 (1) (j) [*manufactured home parks and camping grounds*];
  - (c) section 8 (3) (g) [*fundamental powers – protection of persons and property*] of the *Community Charter* in relation to matters referred to in section 63 (e) [*manufactured home parks and camping grounds*] of that Act.
- (2) As restrictions on subsection (1), a development variance permit must not vary the following:
- (a) the use or density of land from that specified in the bylaw;
  - (b) a phased development agreement under section 516;
  - (c) a flood plain specification under section 524 (3) [*construction requirements in relation to flood plain areas*].
- (3) In the event of conflict, the provisions of a development variance permit prevail over any provision of the bylaw.
- (4) As a restriction on section 229 [*delegation of board authority*] of this Act and section 154 [*delegation of council authority*] of the *Community Charter*, a local government may not delegate the power to issue a development variance permit.

RS2015-1-498 (B.C. Reg. 257/2015).

**Notice to affected property owners and tenants**

- 499.** (1) If a local government proposes to pass a resolution to issue a development variance permit, it must give notice in accordance with this section.
- (2) The notice must state the following:
- (a) in general terms, the purpose of the proposed permit;
  - (b) the land or lands that are the subject of the proposed permit;
  - (c) the place where and the times and dates when copies of the proposed permit may be inspected.
- (3) The notice must be mailed or otherwise delivered at least 10 days before adoption of the resolution to issue the permit
- (a) to the owners, as shown on the assessment roll as at the date of application for the permit, and
  - (b) to any tenants in occupation, as at the date of the mailing or delivery of the notice, of each parcel, any part of which is the subject of the permit or is within a distance specified by bylaw from that part of the land that is subject to the permit.
- (4) The obligation to give notice under this section is satisfied if the local government made a reasonable effort to mail or otherwise deliver the notice.

RS2015-1-499 (B.C. Reg. 257/2015).

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole  
**From:** Manager of Operations  
**Date:** February 15, 2016  
**Subject:** Employees Health and Safety Policy  
**Recommendation:** RESOLVED THAT the Committee of the Whole recommends that Council update the Employees - Health and Safety policy 604



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**BACKGROUND:** The City of Grand Forks has an active health and safety program. Through the Joint Health and Safety Committee it was identified that the Employees - Health and Safety policy was last reviewed on March 16<sup>th</sup>, 2009. This recommendation is to ensure that the policy meets the needs of the employer and employees of the City of Grand Forks. It is the employer's responsibility to review the program annually. The attachment is a schedule for all departments to review the entire Health and Safety program through our tailgate meetings.

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

General: Keep the safety program updated to meet Worksafe BC standards

Strategic Impact:  Fiscally Accountable,  Community Livability

Financial: No added financial impact

Policy/Legislation: Employees – Health and Safety Policy 604, Bill C-45

Attachments: Employees – Health and Safety Policy 604, Occupational Health and Safety program manual monthly review schedule

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**Recommendation:** RESOLVED THAT the Committee of the Whole recommends that Council update the Employees - Health and Safety policy 604.

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**OPTIONS:** 1. COTW COULD CHOOSE TO SUPPORT THE RECOMMENDATION.  
2. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.

## OCCUPATIONAL HEALTH AND SAFETY PROGRAM MANUAL

In accordance with the City of Grand Forks Occupational Health and Safety Program, the following supplementary instructions have been developed and introduced to increase levels of Worker Health and Safety:

### Month to Review

<b>FEB</b>	Personal Protective Clothing and Equipment
<b>MARCH</b>	Reporting First Aid Incidents
<b>MARCH</b>	Reporting Compensable Incidents
<b>MARCH</b>	Immediate Reporting of an Incident (to WorkSafe BC)
<b>APRIL</b>	Incident Investigations
<b>APRIL</b>	Excavation Safety
<b>APRIL</b>	Mobile Equipment
<b>MAY</b>	Confined Space Entry
<b>MAY</b>	Lockout and Isolation Program
<b>JUNE</b>	Working Alone or in Isolation
<b>JUNE</b>	New Worker Orientation Program
<b>JULY</b>	General Duties and Responsibilities
<b>JULY</b>	General Safety Rules
<b>JULY</b>	Heat Stress
<b>AUG</b>	Emergency Evacuation Procedures
<b>AUG</b>	Emergency Washing Facilities
<b>AUG</b>	Workplace Inspections
<b>SEPT</b>	Violence in the Workplace
<b>SEPT</b>	Workplace Conduct
<b>OCT</b>	Duties and Functions of the Joint Health & Safety Committee
<b>OCT</b>	Contractor Coordination
<b>NOV</b>	Environmental Tobacco Smoke
<b>NOV</b>	Ergonomics
<b>NOV</b>	Noise Control and Hearing Conservation Program
<b>DEC</b>	Worker Instruction and Supervision (The Crew Talk Program)
<b>DEC</b>	Impairment
<b>JAN 2017</b>	Biohazardous Substances (Blood borne Pathogens, Airborne Pathogens, Pandemic Influenza)
<b>JAN 2017</b>	Cold Stress
<b>FEB 2017</b>	Due Diligence
<b>FEB 2017</b>	The Right to Refuse Unsafe Work
<b>MARCH 2017</b>	Respiratory Protective Equipment
<b>MARCH 2017</b>	Substance Specific Requirements
<b>MARCH 2017</b>	Toxic Process Gases
<b>APRIL 2017</b>	Vibration
<b>APRIL 2017</b>	Occupational First Aid (Procedures and Assessments)

CITY OF GRAND FORKS			
POLICY TITLE:	Employees – Health and Safety	POLICY NO:	604
EFFECTIVE DATE:	March 16 <sup>th</sup> , 2009	Reviewed:	
APPROVAL:	Council	PAGE:	1 of 1

**Policy:**

The Corporation of the City of Grand Forks wants its workplace to be a healthy and safe environment. To achieve this, the City of Grand Forks will establish and maintain an occupational health and safety program designed to prevent injuries and disease. City Supervisors will be responsible for providing workers with adequate instructions in health and safety and for addressing unsafe situations in a timely effective manner. All workers and service contractors are required to work safely and to know and follow the City's guidelines for safe work procedures.

**Employer's Responsibilities Include:**

Establishing and monitoring the health and safety program  
 Conducting an annual review of the program  
 Insuring that supervisors are well trained  
 Providing a safe and healthy work environment

**Supervisor's Responsibilities Include:**

Providing a health and safety orientation to new workers  
 Providing ongoing training to workers  
 Taking part in inspections and investigations  
 Reporting any safety or health hazards  
 Correcting unsafe acts and conditions  
 Informing workers of their rights and responsibilities to refuse work that is unsafe

**Worker's Responsibilities Include:**

Learning and following safe work procedures  
 Reporting unsafe working conditions or hazards to supervisors  
 Taking part in inspections and investigations  
 Using personal protective equipment where required  
 Helping to create a safe workplace by recommending ways to improve the health and safety program  
 Through training and education be responsible to identify and refuse work that is unsafe

**FOR THE CITY OF GRAND FORKS**

\_\_\_\_\_  
 MAYOR

\_\_\_\_\_  
 DATE



# MONTHLY HIGHLIGHT REPORTS



**DATE :** February 4, 2016  
**TO :** Committee of the Whole  
**FROM:** Manager of Building Inspection & Bylaw Services  
**HIGHLIGHTS:** For the Month of January, 2016

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❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ 2 new unsightly properties
- ❖ Working on 2 abandoned properties
- ❖ Finalizing Budgets
- ❖ Working on succession planning

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
  - ❖ 1 New permit this month – Accessory building renovation
  - ❖ 3 more permits being processed just awaiting some final documents
  - ❖ 1 residential and 2 commercial applications
-

# MONTHLY HIGHLIGHT REPORTS



**DATE :** February 15, 2016  
**TO :** Committee of the Whole  
**FROM:** Chief Financial Officer  
**HIGHLIGHTS:** For the Month of January, 2016

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- ❖ Revenue Anticipation bylaw passed
  - ❖ Issued 2016 Business Licence invoices
  - ❖ Year end Municipal Pension Plan and WCB reporting, quarterly GST and PST reporting
  - ❖ Begin T4 preparation, year-end payroll reconciling
  - ❖ Financial Plan Workshops January 18<sup>th</sup> and 27<sup>th</sup>, 2016 – next consultation
- February 22, 2016 – 10am Council Chambers**
- ❖ Preparing for 2016 audit scheduled for March 21- 23, 2016
  - ❖ Preparing annual Federal and Provincial Grant in Lieu payments to other governments
-

# MONTHLY HIGHLIGHT REPORTS



**DATE:** February 4<sup>th</sup>, 2016  
**TO:** Committee of the Whole  
**FROM:** Corporate & Legislative Services  
**HIGHLIGHTS:** For the Month of January, 2016

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- ❖ Prepared and facilitated Council Meetings for January, 2016
- ❖ Human Resources Requirements for the organization including Labour-Management Committee commencement for 2016
- ❖ Participated in the January Operating Budget presentation and workshop with Council
- ❖ Commencing research for an IT Policy as part of the records retention project
- ❖ Continued planning for Family Day Weekend Event
- ❖ Researched MRDT in the Boundary
- ❖ Ongoing Coordination of events (there are several new requests this year)
- ❖ Revisiting City Facility use procedure

# MONTHLY HIGHLIGHT REPORTS



**DATE:** February 15, 2016  
**TO:** Committee of the Whole  
**FROM:** Manager of Development & Engineering  
**HIGHLIGHTS:** For the Month of January, 2016

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- ❖ Continued the design options for the WWTP – UV Disinfection Project
- ❖ Received 1 development enquiry
- ❖ Received 2 enquiries regarding city-owned property
- ❖ Received 1 Development Variance Permit Application
- ❖ Received 5 enquiries from new/future residents regarding zoning and land use
- ❖ Continued statutory requirements for rezoning application
- ❖ Continued operating and capital budgets/presentations for 2016
- ❖ Continued implementation of the asset management and GIS software
- ❖ Transition Housing Society Steering Committee misc.
- ❖ Preparations for Family Day events
- ❖ Continued preparation & planning for SCEEP workshop
- ❖ Discussions with Ministry of Transportation regarding access issues
- ❖ Began WildSafeBC grant application process

# MONTHLY HIGHLIGHT REPORTS



**DATE :** February 1, 2016  
**TO :** Committee of the Whole  
**FROM:** Fire Chief  
**HIGHLIGHTS :** For the Month of January, 2016

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- ❖ Calls for January: 51 total: 7 Fire, 8 Rescue, 36 First Responder
- ❖ Structure fire on Son Ranch Road – 33 firefighters totaling 248 crew-hours
- ❖ Dale – Zone 4 Fire Chiefs Conference
- ❖ Several meetings with firefighters and outside agencies following up Dec 30 call
- ❖ Fire training ground burn building phase 1 construction completed.
- ❖ Work preparing and participating in budget 2016 presentations.

# MONTHLY HIGHLIGHT REPORTS



**DATE :** February 15<sup>th</sup>, 2016  
**TO :** Committee of the Whole  
**FROM:** Manager of Operations  
**HIGH LIGHTS:** For the Month of January 2016

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## **OCCUPATIONAL HEALTH AND SAFETY MONTHLY FOCUS FOR THE MONTH OF MARCH 2016**

### **❖ INCIDENTS ( REPORTING, INVESTIGATIONS, ETC.)**

#### **Public Works**

- ❖ Support for pit meter installs w/ Water Crew
- ❖ Learning Garden fence Installation
- ❖ Tree pruning program throughout town
- ❖ Snow plowing / sanding and clean up
- ❖ Refurbishing Picnic tables, Benches, Barricades

#### **Water/Sewer**

- ❖ Water main repair on Boundary
- ❖ Repaired 3 sewer services
- ❖ Headworks screener auger preparation
- ❖ Legislated requirements for sampling waste water
- ❖ Contact chamber electrical service repaired by Fortis

# MONTHLY HIGHLIGHT REPORTS



## Electrical

- ❖ Christmas pole mount decorations/ Gyro lights removed
- ❖ Set up Riverside Poles for other utilities to complete
- ❖ Support other departments in snow clearing
- ❖ Meter retests
- ❖ Identify structures that need immediate attention on replacement/repairs

## Capital

- ❖ Headworks auger screener 80% complete
- ❖ Fuel pump and software replacement 100% complete
- ❖ Recloser controls for substation 30% complete
- ❖ Universal Water Metering 1206 installed
  - Inside installations 81% complete
  - Pit meter installations 23% complete





# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole  
**From:** Chief Financial Officer  
**Date:** February 15, 2016  
**Subject:** Bylaw 2015-A1 – Electrical Utility Regulatory Amendment Bylaw  
**Recommendation:** RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to Bylaw 2015-A1 – Electrical Utility Regulatory Amendment Bylaw at the February 29, 2016 Regular meeting of Council.

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## **BACKGROUND:**

Each year in December, Fortis BC announces their proposed rate increase for the following year. This year, Fortis announced that there will be a 2.96% increase in electrical rates effective January 1, 2016. Power purchases from Fortis constitute approximately 80% of the Electrical department budget each year. In 2015, the City spent \$3,150,000 in power purchases from Fortis (net of GST).

Bylaw 2015-A1 amends the electrical rates charged by the City of Grand Forks to its electrical customers, enabling the City to meet its annual revenue requirements. Taking the increase in power purchases into account, the 2016 revenue requirements for the Electrical Utility are \$4,697,000.

The 2016 electrical budget includes a contribution to the Electrical Capital Reserve of \$120,000. The contribution to Capital Reserves will be used for asset management and infrastructure renewal as per the Asset Management Financial Policy presented to Council and adopted on January 11, 2016.

The rate increase will result in an additional \$1.61 per month for the basic charge for residential customers. The cost per kilowatt hour will also increase from \$0.10667 to \$0.11679. The average residential consumption in 2015 was 710 kilowatts. Therefore, these increases translate to a total average increase of \$8.80 per month for residential customers.

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

**General:** The rate increase will enable the utility to meet its revenue requirement

**Financial:** Power purchases from Fortis will increase 2.96% for 2016, which constitutes almost 80% of the Electrical operating budget.

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**Policy/Legislation:** All electrical rate adjustments are within the scope of Council's legislative authority

**Attachments:** DRAFT Bylaw 2015-A1 – Electrical Utility Regulatory Amendment Bylaw

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**Recommendation:** RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to Bylaw 2015-A1 – Electrical Utility Regulatory Amendment Bylaw at the February 29, 2016 Regular meeting of Council.

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**OPTIONS:**

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

THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 2015-A1**

**A Bylaw to Amend the  
Electrical Utility Regulatory Bylaw No. 2015**

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**WHEREAS** in accordance with the Community Charter, Council may, by bylaw, regulate and control the electrical service of the City of Grand Forks and amend rates, terms and conditions under which electricity service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This bylaw may be cited, for all purposes, as the **“Electrical Utility Regulatory Amendment Bylaw No. 2015-A1, 2016”**.
2. That Schedule “C” of Bylaw No. 2015, be deleted and replaced with a new Schedule “C”, which is identified as “Appendix 1”, and attached to this bylaw.
3. This bylaw shall come into force and effect, with all consumption billed for periods ended on or after March 14, 2016.

**INTRODUCED** this 15th day of February, 2016.

Read a **FIRST** time this \_\_\_\_ day of \_\_\_\_\_.

Read a **SECOND** time this \_\_\_\_ day of \_\_\_\_\_.

Read a **THIRD** time this \_\_\_\_ day of \_\_\_\_\_.

**FINALLY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_.

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Mayor Frank Konrad

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Corporate Officer Diane Heinrich

**CERTIFIED CORRECT**

I hereby certify the foregoing to be a true copy of Bylaw No. 2015-A1 as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

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

**Appendix 1**  
**SCHEDULE C**

**CITY OF GRAND FORKS**  
**ELECTRICAL UTILITY RATES AND CONNECTION CHARGES**

**1. Residential Service**

Available for residential usage in general including lighting, water heating, spaces heating and cooking.

- |     |  |                     |
|-----|--|---------------------|
| (a) | Basic minimum service charge:                    | \$18.58/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.11679 per KWH   |

**2. Commercial/Industrial/Institutional Service**

Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost.

- |     |  |                     |
|-----|--|---------------------|
| (a) | Basic minimum service charge:  | \$20.11/month, plus |
| (b) | Electrical rate per consumption for the first 200,000 KWH or less in a two-month billing period: | \$0.12498 per KWH   |
| (c) | Electrical rate per consumption for all usage above 200,000 KWH in a two-month billing period:   | \$0.09275 per KWH   |

**3. Seasonal Loads (minimum period of service is three months)**

Available for irrigation and drainage pumping and other repetitive seasonal loads taking service specifically agreed to by the City. The Customer will be required to provide all necessary service drop improvements including any step-down transformers at their direct cost unless otherwise specifically agreed to in writing by the City.

- |     |  |                     |
|-----|--|---------------------|
| (a) | Basic minimum service charge:                    | \$19.24/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.12498 per KWH   |

**4. Service Charges**

**4.1 Existing Service Connection and Reconnection Charges:**

A fee of **\$50.00** (plus applicable taxes) shall apply to all applications involving the following:

- (a) the owner of real property wishes to establish a new electrical utility account in their name;
- (b) the owner of real property wishes to have the electrical meter read;
- (c) the owner of real property wishes to have the existing electrical service turned off and/or turned on;
- (d) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw; and
- (e) where an officer, employee or agent of the City returns to the Owner's real property to complete work that he or she was unable to complete on a previous attendance by reason of the Owner's failure to comply with Section 1.1(e) of "Schedule B."

This fee is designed to defray the costs involved with service calls, meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. The Customer will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Electrical Service or Upgraded Service. If an existing service has been disconnected or salvaged due to inactivity (9 months or more) it will be treated as a new installation.

#### 4.2 New Service Installations or Upgrading of Existing Service:

- (a) Basic Single Phase Overhead Connection
  - i) 200 amp service \$ 700.00
  - ii) 400 amp service \$1,700.00

The City will provide up to 30 meters of appropriate sized wire, do the connection on the customers service entrance, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.

- (b) Basic Single Phase Underground Connection (includes dip service)
  - i) 200 amp service \$ 1,230.00
  - ii) 400 amp service \$ 2,230.00

The City will provide up to 30 meters of appropriate sized wire, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.

- (c) All other services greater than 400 amp At Cost
- (d) Three Phase - Overhead/Underground At Cost

New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the

sole cost of the developer. All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

#### 4.3 Temporary Construction Service

- (a) Temporary service - 100 amp or less \$250.00.

The City will make the connection to the City's distribution and install the appropriate meter. The Customer will supply and install all other required equipment

#### 4.4 Meter Checking

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or a certified meter inspection facility, responsible for affixing government seals on meters. No seal shall be broken and if found so the account holder will be charged for any costs incurred by the City to rectify the issue.

If a customer doubts the accuracy of the meter serving his/her premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as follows:

- (a) Meter removal charge and "in-house" inspection \$ 50.00.
- (b) Canada Department of Consumer and Corporate Affairs or a certified meter inspection facility, should it become necessary, shall be paid as determined by that Agency along with a \$50.00 administration charge.

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund the appropriate amount.

#### 4.5 Estimation of Readings

The City may estimate energy consumption and maximum power demand from the best evidence available where a meter has not been installed or is found to be not registering or when the meter reader is unable to read the meter on his/her regular meter reading trip.

Applicable to Residential Customers



An optional service will be offered to those customers who prefer not to have a radio read meter at their service entrance. A digital non-radio read meter will be installed as an alternate to the standard digital radio read meter.

The customer will be required to pay a onetime 'Setup Charge'. For each billing cycle thereafter the customer will be required to pay a 'Manual Read Charge" along with the regular residential service rates applicable under this bylaw.

This service may be discontinued if it is not compatible with the Technology, Practices, Procedures or Capacity of the Electrical Utility. In the event of program cancellation a refund of the setup fee will be made to any customer who subscribed to the service less than two years prior.

Rate: Setup Charge:       \$162.95

Manual Read Charge:     \$14.98

# MEMORANDUM



**DATE :** February 15, 2016

**TO:** Mayor and Council

**FROM:** Deputy Manager of Operations

**SUBJECT:** Business Licensing Bylaw, Fees and Charges Bylaw, Municipal Ticketing Bylaw, Airport Regulations Bylaw

The Business Licensing Bylaw should be updated before the end of 2016, so the new structure is in place for the 2017 calendar year. Some of the house keeping changes require to move items to the Fees and Charges Bylaw and the Municipal Ticketing Bylaw as well before the end of 2016.

The Airport Regulations Bylaw was introduced to Council at the COTW of October 13, 2015. A component of the Bylaw also includes additions to the Fees and Charges and Municipal Ticketing Bylaw. The airport user group has already been consulted regarding the bylaw but additional items are still being discussed.

To accomplish all of the above Bylaw implementations and changes before 2017 staff is proposing the following rough timelines.

Proposed Timelines:

Date	BL Bylaw	AR Bylaw	F&C Bylaw	MTI Bylaw
May/June 2016	Draft Bylaw to Council folder for input	Draft Bylaw to Council folder for input		
July 2016	Draft Bylaw to COTW	Draft Bylaw to COTW	Draft Bylaw to Council folder for input	Draft Bylaw to Council folder for input
August 2016	Regular Meeting First 3 Readings	Regular Meeting First 3 Readings		
September 2016	Final Reading – Bylaw in effect as of Jan 1, 2017	Final Reading	Draft Bylaw to COTW	Draft Bylaw to COTW

# MEMORANDUM



October 2016			Regular Meeting First 3 Readings	Regular Meeting First 3 Readings
November 2016			Final Reading – Bylaw in effect as of Jan 1, 2017	Final Reading

Respectfully submitted

A handwritten signature in black ink, appearing to read "Dan Drexler", written in a cursive style.

Daniel Drexler  
Deputy Manager of Operations

# MEMORANDUM



**DATE :** February 15, 2016  
**TO:** Mayor and Council  
**FROM:** Deputy Manager of Operations  
**SUBJECT:** Trees by Gallery 2 facility

A request was made by the operators/owners of Luna's Bed & Breakfast to have two mature maple trees removed due to safety concerns and a maple bug infestation.

The City requested a 3<sup>rd</sup> party assessment on the two trees which shows that the trees are considered healthy and that a removal of the trees would "not measurably affect insect populations". One large limb extending over the adjacent Bed & Breakfast property could be removed at the discretion of the City to reduce safety concerns.

Gallery2 was consulted regarding any concerns about the potential tree removal. The primary concern would be that the direct sunlight exposure would most likely decrease energy efficiency throughout the summer months.

Additional research is ongoing and will be presented to Council at the March 14, 2016 meeting.



# MEMORANDUM



## Financials:

The operators of Luna's Bed and Breakfast are proposing to cover the cost of removal of both trees. In addition, they are proposing to pay for two new trees as well as the planting of those trees.

## Proposed Timelines:

Date	Process
February 15, 2016	Memo to COTW
March 14, 2016	Regular Meeting of Council – Request for Decision regarding trees
2016	Potential tree removal will dependent on work windows for the least risk of impact to wildlife species, as determined by the Ministry of Environment, as they pertain to the works

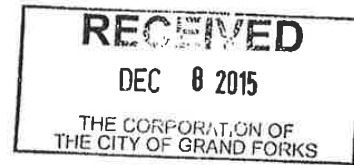
Attached are the request letters from the Owners of "Luna Bed & Breakfast".

Respectfully submitted

A handwritten signature in blue ink, appearing to read "Dan Drexler", written in a cursive style.

Daniel Drexler  
Deputy Manager of Operations

Untitled



Boxelder bugs (maple bugs)  
infestation from City Trees (Galley 2)  
to our house/ property

Hello,  
I would like to report that we have serious  
problems caused  
by the City Trees (Gallery 2 public yard)  
near our house on 558 Central Avenue (Lune  
Bed & Breakfast)  
One of the tree branch is 8 inches away from  
our house roof,  
posing a great danger in case of strong winds,  
  
roots of both trees are exposed, above the  
ground,  
and trees are infected with Boxelder bugs,  
that are infiltrating our house siding and  
interior walls,  
causing us a great expense.  
Please investigate this matter as any good  
neighbour will do  
and let us know about your decision.

Thank you,  
Gabriela Tanasescu  
Luna Bed & Breakfast  
558 Central Avenue  
Grand Forks, BC, V0H1H9  
250 443-3173

**FILE CODE**

WB-  
C/O - re Maple Bugs on  
(Trees...) City Trees Second  
Notice  
Tanasescu, Gabriela

Page 1

FOR THE MAYOR AND

CITY COUNCIL OF GRAND FORKS

Untitled

Décemebr 08,2015

As advised today by Mr Garry Smith with Gaia  
Principle Pest Management

the only way to resolve the Maple Buggs  
problem is to remove the trees.

None of these trees are beneficial to the City  
of Grand Forks or Luna Bed & Breakfast

We are forced to close our Bed & Breakfast  
because of this bug infestation as we can not  
run a reputable, clean accomodation

with dozens of bugs in the room, each day

Thank you and please help us resolve this  
situation.

Sincerely,  
Gabriela & Bujor Tanasescu

Luna Bed & Breakfast  
558 Central Avenue  
Grand Forks, BC,  
250 443-3173

December 11, 2015 +

To the Managers of Operation for the  
City of Grand Forks.

In reference to our letter from December 8  
and November 19, 2015 we agree to pay  
the cost of the removal of the 2 dangerous  
trees and replacement.

Sincerely,

Gabriel Tamasian  
Bijan Tamasian  
Lune Bed & Breakfast  
558 Central Ave  
Grand Forks, BC, V0H1H0  
Ph: 250 443-3173



( . )