

THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING
Monday, November 7, 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	November 7th, 2016, COTW	THAT the COTW adopts the November 7th, 2016, agenda as presented.
	b) Reminder	In-Camera Meeting directly following COTW Meeting	
3.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
	a) TELUS Delegation - TELUS	Update on the current TELUS PureFibre build	THAT the COTW receives for information the presentation from TELUS.
	b) The Phoenix Foundation of the Boundary Communities & Boundary Youth in Philanthropy Club Delegation - The Phoenix Foundation of the Boundary Communities Delegation - Boundary Youth in Philanthropy Club	Update on the October 24th Community Conversation and activities; and Club vision and plans	THAT the COTW receives for information the presentation from The Phoenix Foundation of the Boundary Communities.
	c) Boundary District Arts Council Delegation - The Boundary District Arts Council	Quarterly report presentation	THAT the COTW receives for information the verbal quarterly report from the Boundary Arts Council and refers the Fee for Service request to the 2017 budgeting process.
4.	<u>REGIONAL TOPICS FOR DISCUSSION - WITH AREA D</u>		
5.	<u>PRESENTATIONS FROM STAFF</u>		
	a) Manager of Development & Engineering Services RFD - Mgr. Dev. & Eng. Serv. - Clean Water & Wastewater Fund - WWTP Upgrade Grant Applic.	Clean Water and Wastewater Fund - Wastewater Treatment Plant Upgrade Grant Application	THAT the COTW recommends to Council to direct staff to develop and submit a proposal for the Clean Water and Wastewater Fund for Wastewater Treatment Plant upgrades, with the proposed project having a total budget of \$4,010,000, with the City

contribution of \$682,000 coming from reserves;
AND FURTHER THAT the COTW recommends to Council to direct staff to develop and submit a proposal for the Clean Water and Wastewater Fund for a Sewer Phasing Plan having a total budget of \$100,000, with the City contribution of \$17,000 coming from reserves.

- b) Deputy Manager of Operations
[RFD - Dep. Mgr. of Op. - BCAAP Grant and Early Budget Approval](#)

BCAAP Grant and Early Budget Approval

THAT the COTW recommends to Council to give early budget approval for 2017 of \$55,000 for the upgrade of the Navigation and Lighting Systems as part of the application for the BCAAP Grant for 2017/2018 and refers the report to the November 7, 2016, Regular Meeting for decision.

- c) Chief Financial Officer
[Memo - CFO - Qtr 3 2016 Financial Reports](#)

Memorandum regarding the Quarter 3, 2016, Financial Reports

THAT the COTW receives the memorandum from the Chief Financial Officer regarding the Quarter 3, 2016, Financial Reports.

- d) 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

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.

14. **ADJOURNMENT**

RECEIVED

OCT 13 2016

THE CORPORATION OF
THE CITY OF GRAND FORKS

Council Delegations

Background

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

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

Presentation Outline

Presentations may be a maximum of 10 minutes.

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

to request that you consider An update on the current TELUS PureFibre build

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

to keep the city and residences informed and up to date of the TELUS investment.

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

setting expectations of the build schedule and informing them of the
benefits of PureFibre in the Community

Council Delegations (cont.)

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

that Mayor and Council will not have the latest update.

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

stating: We will present a 10 minute update to Council in order to provide

insight into the current network upgrades conducted by TELUS.

Name: Trish Vroom

Organization: TELUS

Mailing Address: 2229 14th Ave, Castlegar BC V1N 3X5
(Including Postal Code)

Telephone Number: 250-304-5993

Email Address: trisha.vroom@telus.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

From: Gary Smith <bugsyblues@gmail.com> 2016-10-03 1:45:03 PM

Subject: New Online Delegation Form submission from Gary Smith

To: Info City of Grand Forks

RECEIVED

OCT -4 2016

THE CORPORATION OF
THE CITY OF GRAND FORKS

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

The Phoenix Foundation of the Boundary Communities

To request that you consider:

a brief presentation

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

To report out on the October 24th community conversation hosted by
the Phoenix Foundation of the Boundary Communities

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

Learning how Foundations are helping to effect meaningful and
positive change in their communities and what specific directions and
changes local citizens are prepared to get behind.

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

Not applicable

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

not applicable

Name

Gary Smith

Organization

Phoenix Foundation of the Boundary Communities

Mailing Address

PO Box 1608
1332-66th Ave
Grand Forks, British Columbia V0H 1H0
Canada
[Map It](#)

Telephone Number



250-443-1256

Email Address

bugsyblues@gmail.com

Nov 7th Council

FILE CODE
The Phoenix Foundation
D2 - of Boundary Communities

From:  Avery Nordman <averynordman1999@gmail.com> 2016-10-...
Subject: New Online Delegation Form submission from Avery Nordman
To:  Info City of Grand Forks



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

Boundary Youth In Philanthropy club

To request that you consider:

N/A

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

Our club would love to share our vision for how we hope to empower youth in our community. We believe that sharing our plans with the city council will be beneficial for both ends.

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

N/A

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

The city council will have a better understanding of the Boundary Youth In Philanthropy club, as well as understand what we are/ plan to do in the community.

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

N/A

Name

Avery Nordman

Organization

Phoenix Foundation

Mailing Address

7873 Pineview Crescent
Grand Forks, British Columbia V0H 1H2
Canada
[Map It](#)

Telephone Number

2504420109

Email Address

averynordman1999@gmail.com

FILE CODE
*Boundary Youth in
D2 - Philanthropy Club*

RECEIVED

OCT 31 2016

THE CORPORATION OF
THE CITY OF GRAND FORKS

Council Delegations

Background

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

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

Presentation Outline

Presentations may be a maximum of 10 minutes.

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

The Boundary District Arts Council.

to request that you consider supporting the Arts Council by
providing a \$4500 fee for service.

The reason(s) that ~~I/We~~ ^{is} are requesting this action ~~are~~:

As a non profit Arts Council providing
services to the citizens, we rely
of grants & fees for service to continue
to provide these services.

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

Having a strong Arts & Culture group
that works with and outside of
Gallery 2. Providing artist education
(see attached letter)

FILE CODE

The Boundary
D2 - District Arts Council

Council Delegations (cont.)

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

cut in programming we can provide to
the citizens.

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

stating: That The City of Grand Forks
support The Boundary District
Arts Council for Their 2016/17 year
by providing a \$4500 fee for
service.

Name: Sam White, President

Organization: Boundary District Arts Council

Mailing Address: Box 2636 Grand Forks, BC V1H 1H0
(Including Postal Code)

Telephone Number: 250-442-5513

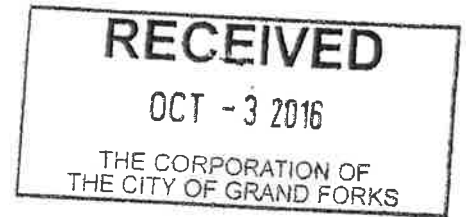
Email Address: boundarydistrictartscouncil@gmail.com

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



Boundary District Arts Council
Box 2636, Grand Forks, BC V0H 1H0
boundarydistrictartscouncil@gmail.com
boundaryarts.org



September 30, 2016

Honorable mayor Frank Konrad and
The City Council of the City of Grand Forks
Grand Forks City Hall
7214 - 4th Street
Grand Forks, BC
V0H 1H0

Re: Fee for Service Agreement - City of Grand Forks and Boundary District Arts Council (BDAC)

Dear Mayor Konrad and City Councilors:

We hereby submit our 2017 Fee for Service Request for \$4,500 as per our signed Fee for Service Agreement with the City of Grand Forks (dated April 24, 2015).

The following describes the services BDAC has already and will provide in our 2016-17 fiscal year.

1. Four Performances Series Presentations

- Tri Continental - 3 Juno award winning Blues artists presented at the Boundary Museum September 25, 2016
- Lorne Elliott - comedian/musician performing live at the Gem Theatre on October 23, 2016
- Roma Gry - an authentic Gypsy dance troupe who dances, has their own musicians and authentic costumes - February 3, 2017
- Don Alder - Don is a world class finger style guitarist with a wow factor that has led to winning all the top modern guitar competitions in the world - May 11, 2017

2. British Columbia Arts Week April 2017

During this time we will once again host a unjuried art show of local artists, we host over 150 school children at the Gallery over the period of 10 days to experience art. This is made possible by BDAC, British Columbia Arts Council and gallery 2 and the City of Grand Forks

FILE CODE
WE3
+ BI - Boundary District Arts
Council - Fee for
Service Agreement
Page 13 of 51

3. Annual Grants to Member Groups

We provide annual grants to qualifying Arts Member groups - these were disbursed in June 2016 and will be again in June 2017

4. Annual Scholarships

BDAC provides one qualified graduate from GFSS and Boundary Central Secondary. These scholarships were given out in May 2016 and will be given out again in 2017.

BDAC extends our appreciation to the City of Grand Forks for office/storage facilities provided by the City at gallery 2. Having an office to operate our business out of and store files and archives is of tremendous assistance to our organization.


In fostering arts and cultural events for all ages in the Boundary we strive for excellence. Our non-profit volunteer run organization provides arts experiences in the Boundary that enhance the lives of our residents.

We look forward to a productive 2016-17 Fee for Service Year in Collaboration with the City of Grand Forks.

Attached you will find our Financials for the year ending June 30, 2016.

If you have any questions or require more information please call Myrna Logan at 250-443-4437.

Yours truly,



Myrna Logan
Treasurer and Director
Boundary District Arts Council

Enc - 2016 Financials

cc - Juliette Rhodes, CFO, City of Grand Forks

Barbara Cornelius
Bookkeeping & Office Services

NOTES TO READER
Aug. 8, 2016

In compiling the accounts and financial statements of the **Boundary District Arts Council Society** for the fiscal year ending June 30, 2016 I have obtained all the information and explanations I required. In my opinion the current financial statements are properly drawn up so as to exhibit a true and correct view of the state of the Association's affairs according to the best of my information and the explanations given to me by the Treasurer of the Society. I have not performed an audit or a review engagement in respect of these financial statements.

Barbara A. Cornelius
Bookkeeper

BOUNDARY DISTRICT ARTS COUNCIL SOCIETY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2016

(unaudited)

CONTENTS:

NOTES TO READER

FINANCIAL STATEMENTS

Statement of Income

Balance Sheet

Comparative Statement of Income with Projects

Notes to Financial Statements

Barbara Cornelius
Bookkeeping & Office Services

BOUNDARY DISTRICT ARTS COUNCIL SOCIETY
STATEMENT OF INCOME
FOR THE YEAR ENDED JUNE 30, 2016

	Arts Council	Arts Week	Festival	Performance	2016 Total	2015 Total
1 REVENUE						
2 4125 Ticket Sales						
3 4125 Entry Fees				3,663.15	3,663.15	7,026.00
4 4155 Membership Fees	315.00	144.00	25.00		169.00	168.75
5 4160 Merchandise Sales, Commissions					315.00	340.00
6 4170 Recovered Costs, piano maint		15.00			15.00	114.00
7 4205 Interest	43.97					1,763.60
8 4305 Donations					43.97	594.16
9 4455 BCAC Grants		226.25			226.25	411.40
10 4515 City of Grand Forks Grant	10,296.00			2,225.00	12,521.00	10,456.00
	4,500.00				4,500.00	4,500.00
11 Total Current Revenue	15,154.97	385.25	25.00	5,888.15	21,453.37	25,373.91
12 EXPENSES						
13 5105 Performers				6,192.40	6,192.40	10,325.00
14 5115 Copyright, Royalties				139.35	139.35	292.61
15 5130 Stage & Sound				350.00	350.00	864.55
16 5131 Rent, Performance Venue		97.50		800.00	897.50	1,067.50
17 5140 Accommodations, Performers				104.86	104.86	538.11
18 5155 Grant Distribution	6,303.80				6,303.80	5,400.00
19 5155 Scholarships & Awards	300.00				300.00	300.00
20 5187 Membership & Registration	80.00				80.00	168.00
21 5310 Website	350.49	140.20	145.00	210.29	845.98	
22 5320 Advertising Purchases	23.48	217.43	474.86	126.00	841.77	204.79
23 5325 Photocopies, Tickets		62.14	23.51	211.45	297.10	60.07
24 5510 Admin Professional Fees	323.40	161.70	47.25	323.40	855.75	845.39
25 5550 Courier & Postage			10.83		10.83	67.35
26 5550 Office Supplies	192.36	32.76		82.00	307.12	930.78
27 5550 Interest & Bank Charges	34.50			14.25	48.75	97.00
28 5550 Insurance	212.50			212.50	425.00	425.00
29 5550 Meetings & Volunteers	67.52	25.98			93.50	210.62
30 Total Current Expenses	7,888.05	737.71	701.45	8,766.50	18,093.71	21,796.77
31 NET SURPLUS (LOSS)	7,266.92	352.46	676.45	2,878.35	3,359.66	3,577.14

**BOUNDARY DISTRICT ARTS COUNCIL SOCIETY
BALANCE SHEET @ June 30, 2016**

Page 1

1	ASSETS	
2	Cash Float	0.00
3	Arts Council Chequing	11,883.56
4	Grants Savings Acct (Arts Council)	6,300.58
5	Performance Committee Chequing	2,155.98
6	GFSCU Shares	25.00
7	Reserve Fund: GFCU Term Deposit	4,152.25
8	Total Cash	<u>24,517.37</u>
9	TOTAL ASSETS	<u><u>24,517.37</u></u>
10	LIABILITY	
11	Accounts Payable	-
12	TOTAL LIABILITY	<u><u>0.00</u></u>
13	EQUITY	
14	Deferred City of GF Operating Grant	4,500.00
15	Deferred BCAC Operating Grant	6,296.00
16	TOTAL DEFERRED REVENUE	<u><u>10,796.00</u></u>
17	Internally Restricted Funds	
19	Performance Series Fund	3,000.00
20	Contingency Fund	4,152.00
21	Total Restricted Funds	<u><u>7,152.00</u></u>
22	Accumulated Surplus	
23	Accumulated Surplus Previous Years	3,209.71
24	Current Surplus	3,359.66
25	Total Accumulated Surplus	<u><u>6,569.37</u></u>
26	TOTAL EQUITY	<u><u>24,517.37</u></u>
27	LIABILITIES AND EQUITY	<u><u>24,517.37</u></u>

APPROVED BY THE DIRECTORS:

Director

Director

BOUNDARY DISTRICT ARTS COUNCIL SOCIETY
STATEMENT OF INCOME: JULY 1, 2015 - JUNE 30, 2016

1	REVENUE		
2	CADAC Earned Revenue		
3	Ticket Sales	3,663.15	
4	Entry Fees	<u>169.00</u>	
5	4125 Admissions & Box Office		3,832.15
6	4155 Membership Fees		<u>315.00</u>
7	4160 Merchandise Sales, Commissions		15.00
8	Total Earned Revenue		<u>4,162.15</u>
9	Investment Income		
10	4205 Interest		<u>43.97</u>
11	Total Investment Income		<u>43.97</u>
12	Private Sector Revenue		
13	4305 Individual Donations		<u>226.25</u>
14	Total Private Sector Revenue		<u>226.25</u>
15	Public Sector Revenue		
16	4455 BC Arts Council Operating Grant	10,296.00	
17	4457 BC Arts Council Touring Grant	<u>2,225.00</u>	
18	Total Provincial Revenues		12,521.00
19	4515 City of Grand Forks Operating Grant	<u>4,500.00</u>	
20	Total Municipal / Regional Revenues		<u>4,500.00</u>
21	Total Public Sector Revenue		<u>17,021.00</u>
22	Total Current Revenue		21,453.37
23	EXPENSES		
24	Artistic Expenses		
25	5105 Performers		6,192.40
26	5115 Copyright, Royalties		139.35
27	5130 Stage and Sound		<u>350.00</u>
28	Rent, Performance Venue	897.50	
29	Accommodations (Performers)	<u>104.86</u>	
30	5140 Exhibition / Production Expenses		1,002.36
31	Grant Distribution	6,303.80	
32	Scholarships & Awards	<u>300.00</u>	
33	5155 Professional Dev for Arts Community		6,603.80
34	5187 Memberships & Registrations		<u>80.00</u>
35	Total Artistic Expenses		<u>14,367.91</u>
36	Marketing & Communications Expenses		
37	5310 Marketing Professional Fees (Website)		845.98
38	5320 Advertising Purchases		841.77
39	5325 Other Marketing Expenses		<u>297.10</u>
40	Total Marketing & Communications		<u>1,984.85</u>
41	Administration Expenses		
42	5510 Administrative Professional Fees		855.75
43	Courier & Postage	10.83	
44	Office Supplies	307.12	
45	Interest & Bank Charges	48.75	
46	Insurance	425.00	
47	Meetings & Volunteers	<u>93.50</u>	
48	5520 Other Administrative Expenses		885.20
49	Total Administration Expenses		<u>1,740.95</u>
50	Total Current Expenses		<u>18,093.71</u>
51	NET SURPLUS (LOSS)		<u><u>3,359.66</u></u>

BOUNDARY DISTRICT ARTS COUNCIL SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2016

(unaudited)

1. PURPOSE OF ORGANIZATION

The Boundary District Arts Council Society is a local not-for-profit organization, whose Purpose is to co-ordinate and support local projects, cultural activities and community organizations.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- (a) The Boundary District Arts Council Society follows the fund accounting method of recording its transactions for the various projects and services it provides to the community.
 - (b) Revenue and expense recognition
Restricted contributions to operations are recognized as revenue in the year in which related expenses are incurred. All unexpended funds to be applied to a subsequent period are reflected as deferred revenue. Expenditures incurred during the current year, which relate to a subsequent period in which the deferred revenue is recognized, are reflected as deferred expenses.
-

3. FINANCIAL INSTRUMENTS

The organization's financial instruments consist of cash and deferred revenues. The carrying amounts reflected in the balance sheet approximate their fair values.

BOUNDARY DISTRICT ARTS COUNCIL SOCIETY
NOTES TO THE FINANCIAL STATEMENTS (cont'd)

FOR THE YEAR ENDED JUNE 30, 2016

(unaudited)

4. INTERNALLY RESTRICTED FUNDS

The internally restricted funds are surplus funds of the Society that have been allocated for specific purposes. The restrictions can be changed by approval of the Board of Directors.

	2016	Additions	Reductions	2015
Piano Fund	0		-1338	1,338
Performance Series Fund	3,000			3,000
Grants & Awards	0			0
Emergency Fund	<u>4,152</u>	<u>32</u>	<u>0</u>	<u>4,120</u>
	8,458	208	-8,500	16,750



BOUNDARY DISTRICT ARTS COUNCIL FEE FOR SERVICE FUNDING AGREEMENT

THIS AGREEMENT made the 13th day of MAY 2016.

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

OF THE FIRST PART

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

OF THE SECOND PART

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

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

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

Definitions:

- (a) **Annual Financial Plan:** Financial Plan of the City prepared in accordance with the Community Charter.
- (b) **Twice a Year Reporting:** Summary of activities of the Boundary District Arts Council presented to the City as a Delegation at a Regular Meeting of Council on a twice a year basis (August & December) in alignment with the City's fiscal year of January – December.

- (c) **Approved Annual Budget:** Amount of funding allocated in the Fiscal Year and taxed for the Boundary District Arts Council Fee for Service.
- (d) **Approved Funding:** Amount of funding planned in the Annual Financial Plan subject to approval on an annual basis in the Approved Annual Budget.
- (e) **BDAC:** The acronym for Boundary District Arts Council
- (f) **Council:** City of Grand Forks City Council
- (g) **Fiscal Year (City):** January to December in any year for which the funding for the Boundary District Arts Council is approved and allocated by Council.
- (h) **Fiscal Year (BDAC):** July to June in any year for which the funding for the Boundary District Arts Council is approved and allocated by Council.
- (g) **Boundary District Arts Council Service:** the services listed on the first page of this agreement.

1. **Term of Operating Agreement**

The Operating Agreement takes effect on the 1st day of January, 2016 and terminates on the 31st day of December, 2016, unless the Parties enter into a renewal option for a further Term provided a written notice has been provided by either Party on or before September 1st, 2016. The renewal option is at the discretion of the City.

2. **Service Mandate**

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

3. **Service Requirements:**

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

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

4. **Timely Release of Funds**

The transfer of approved annual funding from the City will occur as follows: on or before September 1, 2016 in the amount of \$4,500. The Boundary District Arts Council to provide an invoice four weeks prior to funding date.

5. **Annual Report & Twice a Year Reporting**
The BDAC is responsible for providing a summary of activities of the Boundary District Arts Council presented to the City on a twice a year basis (August & December), in alignment with the City's fiscal period, and shall be provided in a summary format in the Boundary District's Arts Council Annual Report. The annual report to include the Annual Financial Statements prepared by the Boundary District Arts Council Bookkeeper for July 1 to June 30, 2016. The Annual Report would suffice as one of the reporting periods required by the City.
6. **Termination of Funding:**
The City may terminate the funding to the Service Provider:
 - (a) Non-compliance with any provisions of this Funding Agreement
 - (b) Failure to provide accountability on the funds received from the City
 - (c) Failure to provide Annual and Quarterly Reports to the City.
 - (d) Failure to meet with the City when requested to do so.
7. **Record Keeping and Statistical Information**
The Service Provider shall maintain accurate records of receipts and disbursements of funds allocated by the City. These shall be made available to the City when requested and shall be included in a summary format in the Quarterly and Annual Reports.
8. **Funding Allocation for Fee for Service:**
During the term of this agreement, the City agrees to allocate the annual amount of \$4,500 (four thousand five hundred dollars). Once the City's financial Plan has been approved, the City shall transfer funds in accordance with Clause 4.
9. **Annual Funding Submission:**
The Service Provider shall submit on an annual basis and no later than September 1st, 2016, a request for funding outlining details of staffing request, hours of operation, employee wages and benefits. The City shall review the submission and confirm the allocation for the next Fiscal Year through the next Fiscal Year budgeting process. The allocated funding may be reduced from the previous Fiscal Year if there are unallocated funds and surpluses.
10. **Work Safe BC**
The Service Provider must comply with Rules and Regulations governing work place and any violations issued by Work Safe BC must be complied with and rectified and fines issued must be paid by the Service Provider and not from the funds allocated from the City.
11. **Notice**
Any notice required to be given by this Agreement will be validly given if delivered by hand or addressed by mail and will be deemed to have been received by the other Party two (2) days after posting in Grand Forks Post Office

SIGNED, SEALED AND DELIVERED BY
Boundary Districts Arts Council
in the presence of:

Melissa Fagan
Authorized Signatory Treasurer

[Signature]
Authorized Signatory President

)
)
) [Signature]
) Witness

)
) Charlene Ewenby
) Name of Witness

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Development & Engineering Services
Date: November 7, 2016
Subject: Clean Water and Wastewater Fund – Wastewater Treatment Plant Upgrade Grant Application

Recommendation: RESOLVED THAT Committee of the Whole recommends to Council to direct Staff to develop and submit a proposal for the Clean Water and Wastewater Fund for Wastewater Treatment Plant Upgrades, with the proposed project having a total budget of \$4,010,000, with the City contribution of \$682,000 coming from reserves; and further,

THAT Committee of the Whole recommends to Council to direct Staff to develop and submit a proposal for the Clean Water and Wastewater Fund for a Sewer Phasing Plan having a total budget of \$100,000, with the City contribution of \$17,000 coming from reserves.

The Clean Water and Wastewater Fund (CWWF) is a \$2 billion program for projects that will contribute to the rehabilitation of water treatment and distribution infrastructure and wastewater treatment infrastructure, collection and conveyance infrastructure, and planning for future upgrades. This is a significant opportunity for major capital projects as the program funds must be spent in 2017 and the municipal contribution is only 17% of the total project budget.

Municipalities may submit two applications, which can include capital projects or planning projects. Staff and City engineers Urban Systems Limited have reviewed the priority areas in context of our Asset Management Plan and 20-year Capital Plan, and determined that the two projects best meeting the criteria and City objectives are **Wastewater Treatment Plant (WWTP) upgrades** and the **Sewer Phasing Plan**.

At the October 11 Regular Meeting, Council recommended the City applied for new construction of Well #2 (Well 2a) under this fund. Staff previously applied for Well 2a in March, 2016 under the New Building Canada Fund – Small Communities Fund (SCF). Announcements are expected by January 2017, and staff has determined that it would



REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



be preferable to retain the Well 2a grant in the SCF and move forward with wastewater treatment upgrades under the CWWF.

WWTP upgrades in the capital plan were scheduled to begin in 2017 and complete in 2024. If successful, the grant application for the capital upgrades will **reduce capital expenditures from the City's reserves from over \$4 million to less than \$700,000**, opening up significant opportunities in the 5 year and 20 year Capital Plans.

The rationale for the WWTP upgrades was discussed in the 2014 Wastewater Treatment Plant Assessment by Urban Systems and are summarized as follows. The principal benefit is increasing treatment plant capacity while **improving regulatory compliance and safeguarding the receiving waters** (Kettle River).

- Installing the new mixing reactor and splitting to two trains will provide redundancy in the system and increase capacity for future growth and to ensure the plant does not exceed permitted flows.
- De-sludging is **immediately required** to enable current and future capacity in the lagoon system.
- Energy optimization and improvements to the aerators will **pay themselves off** in several years and will also **be eligible for Fortis rebates if accomplished in the next two years**.

Urban Systems has provided updated cost estimates for both projects.

Wastewater Treatment Plant Components	Estimated Cost (2017)
Bio-Mix Reactor with split feed	\$1,232,000
Conversion to two-train system (lagoons and mech. plant)	\$1,456,000
Lagoon de-sludging and retrofitting new aerators	\$250,000
Upgrade grit removal and headworks facility	\$322,000
Centrifuge and centrifuge building for concentrat	\$650,000
Environmental Impact Assessment, permitting, energy planning	\$100,000
Total (excluding GST)	\$4,010,000.00

The Sewer Phasing Plan is required to examine options and priorities for future sewer system expansion into unserved areas of the community, such as the west end of the City, the Airport area, Donaldson Drive, South Ruckle, Johnson's Flats, and east of the Kettle River adjacent Highway 3. An additional aspect of this study will be to identify options for septage (septic tank sludge) receiving and processing and future composting



REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



of biosolids resulting from the WWTP upgrades. Extending the sewer into unserved areas would enable **increased industrial and commercial development** and residential density in some areas while **protecting groundwater and drinking water supplies** from aging and failing septic systems.

Sewer Phasing Plan	Estimated Cost (2017)
Community sewer extension strategy and phasing plan	\$48,000
Septage handling options assessment	\$23,000
Sludge composting feasibility study	\$25,000
Total (excluding GST)	\$96,000.00

The deadline for this grant is November 23, 2016.

Strategic Impact:

- The funding proposal, if successful, would significantly decrease capital expenditures for required upgrades and associated studies while leveraging already-committed funds.
- The proposed project could enable increased industrial, commercial and residential development
- The proposed project would improve wastewater treatment plant performance and reduce risks to the Kettle River.

Attachments: CWWF Frequently Asked Questions

Recommendation: RESOLVED THAT Committee of the Whole recommends to Council to direct Staff to develop and submit a proposal for the Clean Water and Wastewater Fund for Wastewater Treatment Plant Upgrades, with the proposed project having a total budget of \$4,010,000, with the City contribution of \$682,000 coming from reserves; and further,

THAT Committee of the Whole recommends to Council to direct Staff to develop and submit a proposal for the Clean Water and Wastewater Fund for a Sewer Phasing Plan having a total budget of \$100,000, with the City contribution of \$17,000 coming from reserves.



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



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.
-



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Deputy Manager of Operations
Date: November 7, 2016
Subject: BCAAP Grant and Early Budget Approval

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to give early budget approval for 2017 of \$55,000 for the upgrade of the Navigation and Lighting Systems as part of the application for the BCAAP Grant for 2017/2018 and refers the report to the November 7, 2016 regular meeting for decision.

BACKGROUND: A significant grant program is currently available from the BCAAP (British Columbia Air Access Program) for funding of investments in Airport infrastructure for projects focusing on safety for the Airport, this includes Airfield Lighting and Navigation. The program will fund up to 75% of the total cost of a minor infrastructure project that can be completed within 1 year.

Based on our assessment, the project best meeting the criteria of the grant program is to replace the AWOS (Automatic Weather Observation System) and the Solar panels and batteries at 4 beacon site locations. Both items are part of the Navigation and Lighting Systems to allow for a safe approach to the Airport. The total cost of the project should not exceed \$220,000. The City's portion would be \$55,000.

AWOS:

The AWOS system (current age 15+ years) is at end-of-life for support as the manufacturer will discontinue service in North America by December 31, 2016. The system also had several malfunctions throughout 2016 and has been partially off-line for an accumulated time of 3 months this year. Medevac pilots require, and other pilots rely on, the data from the AWOS to predict and plan a safe weather approach for day and night time flights. The 20 year capital plan showed a replacement for 2019, but due to the worsening condition of the system and the news about the exit of the manufacturer from the North American market, it should now be replacement in 2017.

SOLAR PANELS:

The Solar panels and batteries at 4 of our hazard beacon sites are also nearing end of life and/or are damaged beyond simple repair. The current system would be replaced with a hybrid system consisting of 2 batteries (currently 8), 1 high efficient solar panel (currently 2 at some sites), 2 methanol fuel cells and required technologies per site.



REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



This configuration would allow each system to run independently for up to 3 years with very little maintenance. The replacement fuel cartridges will only be \$200 each once they are required. Overall this configuration would decrease our carbon footprint significantly and would make the hazard lighting available 24-7 365 days a year greatly enhancing the availability of the Airport for emergency services. Functioning Hazard Lighting is also a requirement for Medevac night time flights. The 20 year capital plan anticipated this project for 2017 as part of the annual BCAAP grant for safety upgrades.

We require a Council resolution for early budget approval of this capital project as part of the application for the BCAAP grant. The application is due on December 16, 2016.





Benefits or Impacts of the Recommendation:

General: BCAAP grant application to replace essential equipment.

Financial: Early budget approval for 2017 of \$55,000.

Policy/Legislation: Early budget approval for Financial Plan 2017-2021

Strategic Impact:

-  Fiscally responsible procurement
-  Allow for safe day and night flights to and from Grand Forks
-  Partnership with Province of BC, strong partnership with aviation groups
-  Ensure safe night and day time Medevac flights to and from Grand Forks, also enhance the Airport as a Wildfire attack base

Attachments: N/A

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to give early budget approval for 2017 of \$55,000 for the upgrade of the Navigation and Lighting Systems as part of the application for the BCAAP Grant for 2017/2018 and refers the report to the November 7, 2016 regular meeting for decision.

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.



MEMORANDUM



DATE : November 7, 2016
TO : Mayor and Council
FROM : Chief Financial Officer
SUBJECT : Quarter 3, 2016 Financial Reports

The financial reports for the quarter ending September 30, 2016 are enclosed here for your review. These include statements of revenues, expenditures and capital expenditures, along with a continuity schedule of reserve funds.

These statements have been prepared from a management perspective, and consequently are presented on a different basis than the annual audited financial statements.

The budget figures used in these reports are the revised amounts presented in the amended Five Year Financial Plan, Bylaw No. 2021, adopted on July 18th.

The actual figures should be fairly representative of revenues and expenses for the year to date.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "J Rhodes".

Juliette Rhodes
Chief Financial Officer



CITY OF GRAND FORKS REVENUES

For the Three Quarters Ending
September 30, 2016

	BUDGET FULL YEAR 2016	ACTUAL YTD QTR 3 2016	% OF BUDGET 2016
GENERAL FUND REVENUES			
Taxes			
Property Taxes	3,408,705	3,410,580	100%
Parcel Taxes	234,817	234,721	100%
1% In Lieu and Franchise Fees	179,698	178,813	100%
Total Taxes	3,823,220	3,824,115	100%
Other Revenues			
Fees and Charges	-	48	
Airport	64,120	63,939	100%
Garbage Fees	197,000	138,988	71%
Cemetery	19,500	15,668	80%
Campground	45,000	60,324	134%
Building Permits	10,000	11,946	119%
Rezoning and Subdivision	1,000	2,850	285%
Business Licences	30,000	32,125	107%
Building Rentals and Leases	101,853	106,469	105%
Rural Fire Recovery	217,412	240,800	111%
Victim Assistance Funding	35,560	29,898	84%
Slag Revenue	235,000	160,150	68%
Equipment (net of expenses)	743	20,937	
Small Communities Operating Grant	465,000	484,796	104%
Other Grants and Donations	315,389	170,868	54%
Grant - Performance Measures	195,000	-	0%
Miscellaneous Income and Recoveries	289,600	59,503	21%
Sale Of Assets	-	243,408	
Interest and Penalties	98,000	94,780	97%
Investment Income - reserves	30,000	39,209	131%
Total Other Revenues	2,350,177	1,976,706	84%
Total Operating Revenues	6,173,397	5,800,821	94%
Transfers from Reserves and Surplus			
Contribution From Electrical	437,330	-	
Total from Reserves and Surplus	437,330	-	
TOTAL GENERAL FUND REVENUES	6,610,727	5,800,821	88%
WATER UTILITY REVENUES	864,590	582,738	67%
ELECTRICAL UTILITY REVENUES	4,655,000	2,856,668	61%
WASTEWATER UTILITY REVENUES	1,216,364	574,429	47%
TOTAL REVENUES	13,346,681	9,814,655	74%



**CITY OF GRAND FORKS
EXPENDITURES
For the Three Quarters Ending September 30, 2016**

	BUDGET FULL YEAR 2016	ACTUAL YTD QTR 3 2016	% BUDGET 2016
GENERAL FUND EXPENDITURES			
Operating Expenses			
Legislative Committees	15,000	1,356	9%
Legislative	233,700	195,919	84%
Elections	8,200	12,335	150%
Administrative	455,500	411,070	90%
Communications	33,390	16,730	50%
Finance	312,143	221,931	71%
Information Technology	-	44,861	
Asset Management	-	7,263	
Performance Measures	195,000	59,311	30%
Long Term Strategic Plan	-	5,196	
Fee For Service	241,900	192,394	80%
City Events	10,000	6,337	63%
Economic Development	79,000	14,449	18%
Engineering	178,000	142,517	80%
Zoning & Planning	168,360	92,341	55%
Property Management	49,500	5,438	11%
Building Inspection Services	109,000	46,898	43%
Fire & Emergency	535,154	365,732	68%
Protective Services	38,760	30,717	79%
Bylaw Enforcement	136,000	69,806	51%
Solid Waste	186,000	125,535	67%
Environment	7,500	-	0%
Slag Remediation	-	14,824	
Contaminated Sites	10,000	9,640	96%
Wildlife Management	30,000	8,000	27%
Public Works Admin	225,000	209,925	93%
Roads	832,122	415,602	50%
Airport	160,000	101,332	63%
Cemetery	92,355	39,785	43%
Facilities	280,000	138,294	49%
Parks	628,088	430,987	69%
	5,249,672	3,436,524	65%
Amortization	1,256,891	916,199	73%
Total Operating Expenses	6,506,563	4,352,723	
Debt payments	195,421	111,006	57%
Transfer to reserves	240,000	243,408	
TOTAL GENERAL FUND EXPENDITURES	6,941,984	4,707,137	



CITY OF GRAND FORKS
EXPENDITURES
For the Three Quarters Ending September 30, 2016

	BUDGET FULL YEAR 2016	ACTUAL YTD QTR 3 2016	% BUDGET 2016
WATER UTILITY			
Operating Expenses	791,590	617,251	78%
Amortization	193,200	144,142	75%
Debt payments	-	3,911	
TOTAL WATER UTILITY EXPENDITURES	984,790	765,304	78%
ELECTRICAL UTILITY			
Electricity Purchased	3,414,353	2,125,126	62%
Operating Expenses	683,317	489,899	72%
Amortization	42,000	30,807	73%
Debt payments	-	-	
TOTAL ELECTRICAL UTILITY EXPENDITURES	4,139,670	2,645,831	64%
WASTEWATER UTILITY			
Operating Expenses	699,946	466,849	67%
Amortization	164,400	128,283	78%
Debt payments	137,252	111,489	81%
TOTAL WASTEWATER UTILITY EXPENDITURES	1,001,598	706,622	71%



CITY OF GRAND FORKS
CAPITAL EXPENDITURES
For the Three Quarters Ending September 30, 2016

		AMENDED BUDGET 2016	YTD QTR3 2016	% BUDGET 2016	FUNDING SOURCE
GENERAL OPERATIONS					
1	Works Yard Fuel Pump Replacement	1,190	-	0%	Land sales reserve
2	Spray Park	53,876	41,209	76%	Slag reserve/grants
3	Generator 525 Central	5,232	3,962	76%	Land sales reserve
4	Airport Beacons	60,000	59,615	99%	Land sales reserve/grants
5	Playground Equipment	45,000	37,157	83%	Slag reserve/grants
6	1995 Ford Pick-up Replacement	45,000	39,035	87%	Equipment reserve
7	Silver Kettle Sidewalk	212,500	-	0%	DCC
8	Vadim Software E3 upgrade	7,857	7,857	100%	Surplus
9	Annual Emergency Repair Fund	200,000	-	0%	General capital reserve
10	Public Works Fuel Tanks	75,000	-	0%	General capital reserve
11	Whispers of Hope Roof	50,000	-	0%	General capital reserve
12	5 tonne Dump Truck	250,000	-	0%	Equipment reserve
13	T-Tech trailer	25,000	-	0%	Equipment reserve
14	GIS Phase 2	15,000	-	0%	General capital reserve
15	Pickleball Courts - Barbara Ann Park	34,556	3,769	11%	Slag reserve/donations
ENGINEERING					
16	West Side Fire Protection	928,784	-	0%	Debt
17	Eastside Reservoir Structure Study	1,210	710	59%	General capital reserve
18	Wastewater Treatment Plant UV	495,900	108,075	22%	Land sales reserve/grants
19	Multi Utility - 3rd St & 22nd St	3,324,130	-	0%	Debt
ELECTRICAL					
20	System & Voltage Conversion	20,666	20,514	99%	Electrical capital reserve
21	Electrical - Recloser controls	23,522	23,035	98%	Electrical capital reserve
22	Electrical System Upgrades	5,759	-	0%	Electrical capital reserve
23	Riverside Reconductor	30,096	22,701	75%	Electrical capital reserve
24	Electrical Substation Engineering	50,000	1,291	3%	General capital reserve
25	Electrical Upgrade- JD Park	36,000	29,132	81%	Surplus
WASTE WATER					
26	Headworks Grinder	50,446	16,103	32%	Land sales reserve
27	Water/Sewer Scada	11,150	-	0%	Land sales reserve
28	3rd Street Sewer Main Repair	100,000	64,569	65%	Wastewater capital reserve
WATER					
29	Residential Water Meter Project & Locates	393,702	375,219	95%	Gas tax
30	Well #3 Pump and Motor	100,000	45,037	45%	General capital reserve
31	5th Street Watermain Replacement	575,000	90,565	16%	Gas tax
TOTAL CAPITAL		7,226,576	989,553	14%	



CITY OF GRAND FORKS
RESERVE INCOME AND TRANSFERS
For the Three Quarters Ending September 30, 2016

	Climate Action	Capital	Equipment	Land Sales	Tax Sale Land	Parking	Slag	Gas Tax	Total
Balance - Jan 1, 2016	29,574	155,820	527,161	501,412	63,235	4,102	1,444,811	899,650	3,625,765
Interest income	167	7,855	4,185	3,676	296	32	26,346	7,449	50,006
Land sales				243,408					243,408
Slag sales							143,064		143,064
Gas tax grant								110,303	
Additional Carip funds	1,688								1,688
Transfer from reserves		1,263,530		(200,000)	(63,530)		(1,000,000)		-
Transfers from surplus: Additional user fees									
- water		98,000							98,000
- electrical		120,000							120,000
- wastewater		30,000							30,000
Asset Management Plan									
- electrical		500,000							500,000
- wastewater		500,000							500,000
Balance - Sep 30, 2016	31,429	2,675,206	531,345	548,496	-	4,134	614,221	1,017,402	5,311,931
Pending									
2016 Capital Allocations	-	(671,253)	(320,000)	(272,252)			(66,912)	(968,702)	(2,299,119)
Balance after Capital Allocations	31,429	2,003,953	211,345	276,244	-	4,134	547,309	48,700	3,012,812

MONTHLY HIGHLIGHT REPORTS



DATE : October 27, 2016

TO : Committee of the Whole

FROM: Manager of Building Inspection & Bylaw Services

HIGHLIGHTS: For the Month of October, 2016

❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ The remaining river camp is now being handled by the Ministry of Natural Resources
- ❖ 54 Unsightly Properties are in various stages of clean up
- ❖ 18 Of these properties are in compliance
- ❖ 2 more of our most severe Unsightly Properties Should be in compliance this month
- ❖ Working closely with Wild Safe and the Conservation Officer on the Bear aware program and feeding of wild life
- ❖ Working with the RCMP on controlling use of the Parks Washrooms after hours
- ❖ Public response to the Bylaw Enforcement Officer has been extremely positive

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
 - ❖ 10 New permit this month
 - ❖ 3 New Single Family Dwellings
 - ❖ 1 more Single Family Dwellings pending documents
 - ❖ 1 Institutional Renovation
 - ❖ 2 Accessory Buildings / Garage / Shop
 - ❖ 1 Sundeck / Wheel Chair Ramp
 - ❖ 1 Carport addition
 - ❖ 1 more Single Family Dwellings pending documents
 - ❖ The Building Permits have now exceeded 2.5 million dollars in construction costs for 2016
-

MONTHLY HIGHLIGHT REPORTS



DATE : November 7, 2016
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS: For the Month of October, 2016

- ❖ Review Vadim accounts in preparation for year end
- ❖ Preparation of RFP for 2017 Insurance Coverage
- ❖ Evaluation of proposals for Audit Services
- ❖ Department training – Municipal Law
- ❖ Hunter Wey assumed the position of Accountant/Comptroller
- ❖ Review resumes for Revenue Clerk posting
- ❖ Permissive Exemptions Bylaw 2033 adopted
- ❖ Revenue Anticipation Bylaw 2034 to be adopted
- ❖ Updating Vadim financial reports
- ❖ Preliminary work on 2017 Budget and 5 Year Financial Plan

MONTHLY HIGHLIGHT REPORTS



DATE: November 7, 2016
TO: Committee of the Whole
FROM: Acting Corporate Officer
HIGHLIGHTS: For the Month of October, 2016.

- ❖ Prepared and facilitated Council Meetings for the month of October
- ❖ Fulfilled FOI requests
- ❖ Ongoing updating of Facebook and Website
- ❖ Human Resources Duties for the months of October
- ❖ Prepared for and facilitated signage workshop and prepared report out
- ❖ Continued to work on Community Survey
- ❖ Volunteer appreciation event
- ❖ Organized Photo Op's for Council
- ❖ Preliminary work on Rural Dividend
- ❖ Preparation of Strategic Plan Review workshop
- ❖ Updated 2016-2017 workplans
- ❖ Facilities use –Scout Hall
- ❖ Participated in Campground follow up meeting


MONTHLY HIGHLIGHT REPORTS




DATE: November 7, 2016
TO: Committee of the Whole
FROM: Manager of Development & Engineering
HIGHLIGHTS: For the Month of October, 2016


Capital projects


- Continued the design options & reporting for the WWTP – UV Disinfection Project
- Research options and costing for pavement rehabilitation on 22nd St based on new information collected by staff
- 5th St / Darrell J. Priede Memorial Bridge Water Main project in progress, negotiated access agreement with Interfor and conducting field inspections and reporting to engineers
- City Park Tot Lot Playground install complete


 Began work on the Clean Water & Wastewater Fund grant application

 Supported preparation of Requests for Quotations and Proposals

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

 Department training: Continued Municipal Law and attended Emergency Operations Centre training

 Supported Wildlife / Danger Tree Assessment and planning for danger trees along trails and residential areas

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

 Continued work on the Municipal Natural Assets Initiative

 Continuing with legal requirements for land sale, to close October 31, 2016

 Development of application status forms for all developments

 Two excavation permits

MONTHLY HIGHLIGHT REPORTS



- Met with Ministry of Transportation and discussed access permit for one major commercial development, facilitated one highway commercial development
- Sign bylaw research and development and wayfinding sign planning & meeting
- Completed a floodplain exemption and a subdivision
- Received over 22 enquiries regarding lot lines, zoning, setbacks, fencing, and land availability for development
- Received 4 subdivision/development enquiries
- Received 6 enquiries from new/future residents re: zoning/land use
- Met with Trans Canada Trail development manager
- Creation of information packages and brochures regarding development, subdivision and planning approval processes
- Continued research, technical review and stakeholder outreach for Sustainable Community Plan update process and produced update report
- Finalized research on Deer management options, including funding availability and status of related initiatives
- Johnson Flats Wetland park dedication bylaw in progress



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

MONTHLY HIGHLIGHT REPORTS



DATE : October 27, 2016
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the month of October

- ❖ 24 emergency responses in October (to Oct 27th), 8 fire-related, 4 rescue, and 12 medical.
- ❖ Various Fire Prevention Week activities, including Home Smoke Detector checkup in partnership with Panago Pizza, and an Open House at the downtown Fire Hall.
- ❖ Training – Hazardous Materials Awareness for firefighters
- ❖ Public Education – Fire Safety presentation to Perley Grade 5's.
- ❖ Fire Training Ground – Fortis installed gas lines for training props
- ❖ Training – Certification (NFPA 1001) exams for firefighters.
- ❖ Planning for BC Volunteer Firefighters Association "Spring Training Seminar" in April 2017.
- ❖ Pump testing performed on all fire engines.
- ❖ Met with RDKB regarding long-range planning for fire services

MONTHLY HIGHLIGHT REPORTS



DATE : November 7th, 2016
TO : Committee of the Whole
FROM: Manager of Operations
HIGH LIGHTS: For the Month of October 2016

OCCUPATIONAL HEALTH AND SAFETY MONTHLY FOCUS FOR THE MONTH OF NOVEMBER 2016 ENVIRONMENTAL TOBACCO SMOKE, ERGONOMICS, AND NOISE CONTROL AND HEARING CONSERVATION PROGRAM

Public Works

- ❖ Playground renovations
- ❖ Tree replacement program continued 13 Maples and 7 trembling Aspen installed in the Cemetery
- ❖ Leaf control throughout the Roads and Parks
- ❖ Winterizing all irrigation system as well as public facilities
- ❖ Removal of all hanging baskets and portable planters throughout town for the winter
- ❖ Pothole patching
- ❖ Winter preparedness with fleet

MONTHLY HIGHLIGHT REPORTS



Water/Sewer

- ❖ Well #3 project
- ❖ Maintenance waste water treatment plant
- ❖ Odor control options at City Park lift station
- ❖ Education
- ❖ Chlorinator maintenance
- ❖ Well #5 repairs
- ❖ Helping winterizing water services

Electrical

- ❖ Supported other departments with events
- ❖ Ordered LED lights for pilot project
- ❖ 3 New service installs
- ❖ Locates for Telus
- ❖ Repaired one pad mount transformer for contractor
- ❖ Electrical department had 2 planned outage in October for repairs

MONTHLY HIGHLIGHT REPORTS



Capital projects

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

Campground

- ❖ Campground Review Meeting
- ❖ 1st year with a dedicated campground host (Joan)
- ❖ Overall fantastic feedback from Visitor Center, Campers, Residents
- ❖ Combination with Bylaw Officer to support Campground Host was key to success