

**THE CORPORATION OF THE CITY OF GRAND FORKS  
 AGENDA - COMMITTEE OF THE WHOLE MEETING  
 Monday, January 30, 2017, at 9:00 am  
 7217 - 4th Street, Council Chambers City Hall**

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>	
1.	<b><u>CALL TO ORDER</u></b>		
2.	<b><u>COMMITTEE OF THE WHOLE AGENDA</u></b>		
a)	Adopt agenda	January 30th, 2017, COTW	THAT the COTW adopts the agenda as presented.
3.	<b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
a)	Grand Forks Art Gallery Society <a href="#">Grand Forks Art Gallery Society</a>	Presentation of quarterly financial report	THAT the COTW receives for information the quarterly report from the Grand Forks Art Gallery Society and refers the Fee for Service request to the 2017 budgeting process.
b)	Grand Forks and District Fall Fair <a href="#">Delegation - Grand Forks and District Fall Fair</a>	Request to consider supporting the Grand Forks and District Fall Fair by providing items and services listed on their Request Form	THAT the COTW receives for information and discussion the request to consider supporting the Grand Forks and District Fall Fair by providing items and services listed on their Request Form.
c)	The Grand Forks Downtown Business Association <a href="#">Delegation - The Grand Forks Downtown Business Association</a>	Request for funding for a heritage project for the downtown business core to celebrate Canada's 150th birthday	THAT the COTW receives for information and discussion a request for funding of a heritage project for the downtown business core to celebrate Canada's 150th birthday from The Grand Forks Downtown Business Association.
4.	<b><u>REGIONAL TOPICS FOR DISCUSSION - WITH AREA D</u></b>		
5.	<b><u>PRESENTATIONS FROM STAFF</u></b>		
a)	Manager of Development and Engineering <a href="#">Memo - Mgr. of Dev. &amp; Eng. - OCP Theme 2 Update</a>	Memorandum regarding the Official Community Plan Theme 2 update	THAT the COTW receives for information the memorandum from the Manager of Development and Engineering regarding the Official

Community Plan Theme 2  
update.

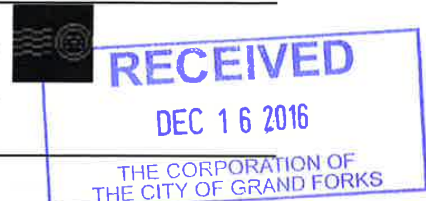
- b) Monthly Highlight Reports from  
Department Managers  
[Building & Bylaw Services](#)  
[Chief Financial Officer](#)  
[Corporate Services](#)  
[Development & Engineering Services](#)  
[Fire Department](#)  
[Operations](#)

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. **ADJOURNMENT**

From: "Terry Woodruff, Executive Director" <director@g2gf.ca> 2...  
Subject: New Online Delegation Form submission from Terry Woodruff, Ex...  
To: Info City of Grand Forks



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

Grand Forks Art Gallery Society

To request that you consider:

Presentation of Quarterly results for Grand Forks Art Gallery Society

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

To meet terms and conditions of our Fee For Service Agreement we attend quarterly COTW meetings to present our quarterly financials.

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

access to information

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

Our Fee For Service commitment to report to Mayor and Council regularly will be met.

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

none required, information session only

Name

Terry Woodruff, Executive Director

Organization

Grand Forks Art Gallery Society

Mailing Address

Box 2140  
524 Central Avenue  
Grand Forks, British Columbia V0H 1H0  
Canada  
[Map It](#)

Telephone Number

250 442 2211

Email Address

[director@g2gf.ca](mailto:director@g2gf.ca)

FILE CODE  
D2 - GF Art Gallery Society



## 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

Grand Forks + District Fall Fair

to request that you consider supporting the fair by providing items + services listed on our request form.

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

to be able to hold a successful fair that brings the community together + educates people about agriculture.

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

Bring people into Grand Forks to stimulate the economy. Teach + inspire future generations. Give opportunity for local talent to have a platform.

Derby will encourage people to reuse old vehicles. Give people a chance to work together for a fun goal. Let us provide an exciting event.

**FILE CODE**

Grand Forks +  
D2 - District Fall Fair

### Council Delegations (cont.)

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

cause dismay to people who would like to see this in our community. Lead to downfall of the fall fair. Miss out on a chance to showcase local talent.

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating: they will support the fall fair by allowing the Demolition Derby Proceeding items & services listed on our request form.

Name: <u>Danna O'Donnell</u>
Organization: <u>Grand Forks Fall Fair</u>
Mailing Address: <u>Box-704, G.F. BC. VOH 1HO</u> (Including Postal Code)
Telephone Number: <u>250 443-3276</u>
Email Address: <u>grandforksfallfair@gmail.com</u> <u>cc- edonnellsfarm@hotmail.com</u>

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



## EVENT REQUEST FORM

Date of Request: 11/3/16

Name of the Event: Grand Forks and District Fall Fair  
 Type of Event: fall fair  
 Date and time Start September 9-10, 2017 End \_\_\_\_\_  
 Requested Location: Dick Bartlett

Name of your contact people: (Main Coordinator & Area of Responsibility)

1. Name: Dana O'Donnell Phone # (250) 443-3276 Email: odonnellsfarm@hotmail.com
2. Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_
4. Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

### 2 WEEKS MINIMUM NOTICE

Items and/or services requested to be provided by the City of Grand Forks. Please ensure that **ALL** items requested **ARE RETURNED** to the same place as delivery. If alternative return arrangements need to be made, please ensure that the contact persons have given prior approval.

If your event involves a Road Closure, do you require instruction on how to use road cones, barricades and traffic control vests? \_\_\_\_\_. If instruction is required, please contact Sarah Winton at 250-442-8266 at least two weeks in advance prior to your event.

ITEMS	QUANTITY	RETURNED	SERVICES			
Bleachers	10		Electrical Services	Yes	Electrical Trailer	Yes
Barricades	10		Washroom Services	Yes	Grass Cutting	Yes
Picnic Tables	10					
Garbage Cans	10		Irrigation OFF	Date		Time
Traffic Control Vests						
Traffic Cones						

#### OTHER COMMENTS OR REQUIREMENTS NOT LISTED ABOVE

fundraisers to be included  
 farm to table  
 lucky ducky  
 demo derby Parade

**Deliver or email this completed form to City Hall**

**Submit by email**

Contact Person for the City of Grand Forks:  
 Corporate Services / Public Works  
 City of Grand Forks 250-442-8266

Requests will be handled on a first come first serve basis.

In a case where your event involves a road closure the coordinating person must contact all of the **EMERGENCY SERVICES** listed below and provide them with all of the **EVENT INFORMATION**.

Police            250-442-8288  
 Fire                250-442-8266  
 Ambulance      250-442-2022

Date Approved: **APPROVED**  
 Date Approved By: **By swinton at 2:24 pm, Nov 04, 2016**

From:  Lynn Relph <grandforks.dba@gmail.com> 2017-01-19 11:05...  
Subject: New Online Delegation Form submission from Lynn Relph  
To:  Info City of Grand Forks



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

The Committee of The Grand Forks Downtown Business Association

**To request that you consider:**

Funding for a heritage project for the downtown business core to celebrate Canada's 150 birthday. We would like to have plaques made for existing heritage buildings and newer buildings that once had businesses on site that existed in the early downtown.

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

We are asking local schools to get students involved in doing the research and in doing so would learn about the City archives and get information and photographs which would then be used on a template to create the plaques.

We would create a brochure for a walking tour of the downtown so locals and tourists may learn about our heritage buildings and the development of the business core in Grand Forks.

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

Students would learn about doing historical research and the City archives.

The plaques and walking tour would be a draw for tourists and educate locals about the business heritage of our city.

It would bring people into local businesses, and current business owners and staff would be able to provide more information about Grand Forks and our history.

It may encourage heritage building owners to take more pride in the appearance and upkeep of their premises.

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

Lack of knowledge about our downtown heritage and less pride in improving and maintaining our heritage buildings.

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

The City of Grand Forks will work with the DBA, local schools and businesses by providing funding for the Downtown Business Heritage Project.

**Name**

Lynn Relph

**Organization**

**FILE CODE**  
*The G.F. Downtown  
DBA - Business Assoc*

Committee of the Grand Forks Downtown Business Association

**Mailing Address**

Box 1838  
Grand Forks, British Columbia V0H 1H0  
Canada  
[Map It](#)

**Telephone Number**

250-442-2083

**Email Address**

[grandforks.dba@gmail.com](mailto:grandforks.dba@gmail.com)



# MEMORANDUM



**DATE :** January 30, 2017  
**TO:** Committee of the Whole  
**FROM:** Manager of Development and Engineering  
**SUBJECT:** Official Community Plan Theme 2 Update

---

The department will provide a presentation on preliminary survey results from the Affordable Housing survey distributed in January and provide updated schedule for open house and stakeholder workshop dates on affordable housing.

# MONTHLY HIGHLIGHT REPORTS



**DATE :** January 10, 2017  
**TO :** Committee of the Whole  
**FROM:** Manager of Building Inspection & Bylaw Services  
**HIGHLIGHTS:** For the Month of December, 2016

---

❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ 7 additional properties remediated.
- ❖ A Policy and Procedures manual is being developed for the Bylaw Enforcement Department
- ❖ Remove one squatters camp in the City Park Campgrounds
- ❖ Public response to the Bylaw Enforcement Officer has been extremely positive

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
  - ❖ 2 New permit this month
  - ❖ 1 New Single Family Dwellings
  - ❖ 1 Renewal of a Commercial Renovation
  - ❖ The Building Permits for 2016 have reached \$2,536,744.00 million dollars in construction costs for 2016
-

# MONTHLY HIGHLIGHT REPORTS



**DATE :** January 30, 2017  
**TO :** Committee of the Whole  
**FROM:** Chief Financial Officer  
**HIGHLIGHTS:** For the Month of December, 2016

---

- ❖ Formal Appointment of Auditors
- ❖ Reposted Revenue Clerk position
- ❖ 2017 Insurance Coverage contract awarded
- ❖ Continued preparation for year end
- ❖ Preliminary audit work
- ❖ Continued work on 2017 Budget and 5 Year Financial Plan
- ❖ Conducted live run of Worktech payroll timecard entry

# MONTHLY HIGHLIGHT REPORTS



**DATE:** January 30th, 2017  
**TO:** Committee of the Whole  
**FROM:** Corporate Officer  
**HIGHLIGHTS:** For the Month of December, 2016.

---














- ❖ Prepared and facilitated Council Meetings for the month of December
- ❖ Human Resources Duties for the months of December
- ❖ Christmas Light Up event facilitated on December 2<sup>nd</sup>.
- ❖ Employee Long Service Awards and Luncheon- December 12th
- ❖ Wayfinding Signage Options for Residents to Choose – December 13th
- ❖ Signage workshop report and design meetings
- ❖ Researching Corporate Department succession planning with Deputy Corporate Officer leaving the organization
- ❖ Christmas Break

# MONTHLY HIGHLIGHT REPORTS



**DATE:** January 30, 2016  
**TO:** Committee of the Whole  
**FROM:** Manager of Development & Engineering  
**HIGHLIGHTS:** For the Month of December, 2016

---

-  Capital projects
  - Began process of early capital project approval
  - Continued the design options & reporting for the WWTP – UV Disinfection Project
-  Continued implementation of the asset management and GIS software, including integration of GIS data model to Worktech system
-  Interdepartmental meetings & collaboration: capital projects; communication, Natural Assets, Geographic Information Systems
-  Continued work on the Municipal Natural Assets Initiative
-  Development of application status forms for all developments and business licence applications
-  Continued communications with the Ministry of Transportation and regarding access permit for one major commercial development
-  Sign bylaw research and development and wayfinding sign planning & meeting
-  Preliminary Layout Review for new Highway Commercial Subdivision
-  Received over 15 enquiries regarding zoning, setbacks, and land availability for development; 2 subdivision/development enquiries; 3 enquiries from new/future residents re: zoning/land use
-  Creation and review of information packages and brochures regarding development, subdivision, planning and business licence approval processes
-  Continued research, technical review and stakeholder outreach for Sustainable Community Plan update process and produced update reports & presentations
-  Planned for Affordable Housing engagement: survey, open house, workshop
-  Participated in Species at Risk Action Planning Consultation for Speckled Dace

# MONTHLY HIGHLIGHT REPORTS



**DATE :** January 19, 2017  
**TO :** Committee of the Whole  
**FROM:** Fire Chief  
**HIGHLIGHTS :** For the month of December

---

- ❖ Total calls for December: 29 (10 fire-related, 6 rescue, 13 first responder)
- ❖ 2017 Totals: 442 responses (148 fire, 58 rescue, 236 first responder)
- ❖ Volunteers – Participated in Santa Claus Parade and Gyro Park light-up
- ❖ Held first public meeting with RDKB on public meeting regarding the possibility of closing two rural fire halls in the Grand Forks Valley.
- ❖ Two structure fires (apartment and single-detached, both kitchen-based)
- ❖ Fire Inspections for new business license applications
- ❖ Preparation for hosting the 2017 BC Volunteer Firefighters' Spring Training weekend.

# MONTHLY HIGHLIGHT REPORTS



**DATE :** January 30, 2017  
**TO :** Committee of the Whole  
**FROM:** Manager of Operations  
**HIGH LIGHTS:** For the Month of December 2016

---

**OCCUPATIONAL HEALTH AND SAFETY MONTHLY FOCUS FOR THE MONTH OF JANUARY 2017 BIOHAZARDOUS SUBSTANCES (BLOODBORNE PATHOGENS, AIRBORNE PATHOGENS, PANDEMIC INFLUENZA) AND COLD STRESS.**

**MONTH OF FEBRUARY 2017 DUE DILIGENCE AND THE RIGHT TO REFUSE UNSAFE WORK.**

## **Public Works**

- ❖ Winter preparedness with fleet and work stations
- ❖ Dog Park expansion fence posts installed
- ❖ Gyro Light up and Santa parade
- ❖ Tree pruning and low limbing for winter equipment
- ❖ Snow removal
- ❖ Organizing / Cleaning out public works building storage areas and work stations.
- ❖ Building 2017 Work plan

# MONTHLY HIGHLIGHT REPORTS



## **Water/Sewer**

- ❖ Cross connection control, commercial surveys
- ❖ Water meter trouble shooting.
- ❖ Doing major house cleaning in truck bay, warehouse and well sites.
- ❖ Well and Chlorine maintenance
- ❖ Building 2017 work plan.

## **Electrical**

- ❖ Street light repairs
- ❖ Christmas decorations
- ❖ Tree trimming
- ❖ Meter changes
- ❖ Inventory
- ❖ 2017 Work plan
- ❖ Electrical department had 0 planned outages in December for repairs

## **Projects**

- ❖ Fleet replacement (electric truck, trailer, plow truck)
- ❖ Universal Water metering
- ❖ Electrical Substation Engineering