

THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA – REGULAR MEETING
Monday, May 29, 2017, at 7:00 pm
7217 - 4th Street, City Hall Council Chambers

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>CALL TO ORDER</u>		
2.	<u>ADOPTION OF AGENDA</u>		
	a) Adopt agenda	May 29, 2017, Regular Meeting agenda	THAT Council adopts the May 29, 2017, Regular Meeting agenda as presented.
3.	<u>MINUTES</u>		
	a) Adopt minutes May-11-2017-Special-Meeting-to-go-In-Camera-Minutes - Not Yet Adopted	May 11, 2017, Special to go In-Camera Meeting minutes	THAT Council adopts the May 11, 2017, Special to go In-Camera Meeting minutes as presented.
	b) Adopt minutes May-11-2017-Special-Meeting-Minutes - Not Yet Adopted	May 11, 2017, Special Meeting minutes	THAT Council adopts the May 11, 2017, Special Meeting minutes as presented.
	c) Adopt minutes May-15-2017-Committee-of-the-Whole-Meeting-Minutes - Not Yet Adopted	May 15, 2017, Committee of the Whole Meeting minutes	THAT Council adopts the May 15, 2017, Committee of the Whole Meeting minutes as presented.
	d) Adopt minutes May-15-2017-Regular-Meeting-Minutes - Not Yet Adopted	May 15, 2017, Regular Meeting minutes	THAT Council adopts the May 15, 2017, Regular Meeting minutes as presented.
4.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
5.	<u>UNFINISHED BUSINESS</u>		
6.	<u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL</u>		
	a) Corporate Officer's Report RFD - Proc. Bylaw-CAO - Rpts, Questions, Inquiries from Council Councillor Thompson's Report Councillor Butler's Report	Written reports of Council	THAT all written reports of Council submitted to the May 29, 2017, Regular Meeting be received.

7. **REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY**
- | | | |
|---|--|--|
| a) Corporate Officer's Report
RFD - Proc. Bylaw-Council - RDKB Council's Rep | Verbal report from Council's representative to the Regional District of Kootenay Boundary
Read the RDKB agendas | RESOLVED THAT Mayor Konrad's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received. |
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8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**
- | | | |
|---|--|--|
| a) Manager of Development & Engineering Services
RFD - Mgr. of Dev.&Eng. Serv. - SPF-Floodplain Protection | Approval to proceed with applying for grant funding for floodplain protection | THAT Council directs staff to proceed with preparing and submitting an application for the Gas Tax Strategic Priorities Program Grant for 100% funding of phase one of a three-phase, multi-year floodplain study and flood protection program for the Grand Forks floodplain. |
| b) Manager of Development & Engineering Services
RFD - Mgr. of Dev.&Eng. Serv. - SPF-Airport | Approval to proceed with applying for grant funding for improved water supply to the airport for fire safety | THAT Council supports staff in proceeding with preparing and submitting an application for the Gas Tax Strategic Priorities Program Grant for 100% funding of engineering and installation of replacement and enhancement of water supply mains to the airport. |
9. **REQUESTS ARISING FROM CORRESPONDENCE**
10. **INFORMATION ITEMS**
- | | | |
|--|--|--|
| a) Chief Financial Officer
Memo - CFO - Quarter 1, 2017 Financial Reports | Memo regarding the Quarter 1, 2017 Financial Reports | THAT Council receives for information the memorandum from the Chief Financial Officer regarding the Quarter 1, 2017 Financial Reports. |
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11. **BYLAWS**
12. **LATE ITEMS**
13. **QUESTIONS FROM THE PUBLIC AND THE MEDIA**
14. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING TO GO IN-CAMERA
THURSDAY, MAY 11, 2017

NOT ADOPTED
SUBJECT TO CHANGE

PRESENT: MAYOR FRANK KONRAD
COUNCILLOR JULIA BUTLER
COUNCILLOR CHRISTINE THOMPSON
COUNCILLOR BEVERLEY TRIPP

ABSENT: COUNCILLOR CHRIS HAMMETT ("with notice")
COUNCILLOR NEIL KROG ("with notice")
COUNCILLOR COLLEEN ROSS

CHIEF ADMINISTRATIVE OFFICER - Interim /	D. Heinrich
CORPORATE OFFICER	
CHIEF FINANCIAL OFFICER	J. Rhodes
DEPUTY CORPORATE OFFICER	D. Drexler

CITY AUDITOR - Kemp Harvey Burch Kientz Inc.

NO GALLERY PRESENT

1. **CALL TO ORDER**

- a) The Mayor called the May 11, 2017, Special to go In-Camera Meeting at 10:02 am.

2. **IN-CAMERA RESOLUTION**

Resolution required to go into an In-Camera meeting

- a) Adopt resolution as per section 90 as follows:

MOTION: TRIPP / THOMPSON

RESOLVED THAT 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) (I), DISCUSSIONS WITH MUNICIPAL OFFICERS AND EMPLOYEES RESPECTING MUNICIPAL OBJECTIVES, MEASURES AND PROGRESS REPORTS FOR THE PURPOSES OF PREPARING AN ANNUAL REPORT UNDER SECTION 98 *[annual municipal report]*;
BE IT FURTHER RESOLVED THAT PERSONS, OTHER THAN MEMBERS, OFFICERS, OR OTHER PERSONS TO WHO COUNCIL MAY DEEM NECESSARY TO CONDUCT CITY BUSINESS, WILL BE EXCLUDED FROM THE IN-CAMERA MEETING.

CARRIED.

3. **LATE ITEMS**

NOT ADOPTED
SUBJECT TO CHANGE

4. **ADJOURNMENT**

- a) Mayor Konrad adjourned the May 11, 2017, Special to go In-Camera Meeting at 10:04 am.

MOTION: THOMPSON

RESOLVED THAT the May 11, 2017, Special to go In-Camera Meeting be adjourned at 10:04 am.

CARRIED.

CERTIFIED CORRECT:

MAYOR FRANK KONRAD

DEPUTY CORPORATE OFFICER – DANIEL
DREXLER

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING OF COUNCIL
Thursday, May 11, 2017

NOT ADOPTED
SUBJECT TO CHANGE

PRESENT: MAYOR FRANK KONRAD
COUNCILLOR JULIA BUTLER
COUNCILLOR CHRISTINE THOMPSON
COUNCILLOR BEVERLEY TRIPP

ABSENT: COUNCILLOR CHRIS HAMMETT ("with notice")
COUNCILLOR NEIL KROG ("with notice")
COUNCILLOR COLLEEN ROSS

CHIEF ADMINISTRATIVE OFFICER - Interim /
CORPORATE OFFICER
CHIEF FINANCIAL OFFICER
DEPUTY CORPORATE OFFICER

D. Heinrich
J. Rhodes
D. Drexler

CITY AUDITORS - Kemp Harvey Burch Kientz Inc.
GALLERY

1. CALL TO ORDER

- a) Mayor Konrad called the May 11, 2017, Special Meeting to order at 11:54am

2. ADOPTION OF MEETING AGENDA

- a) Adopt agenda
May 11th, 2017, Special Meeting agenda

MOTION: BUTLER / TRIPP

RESOLVED THAT Council adopts the May 11th, 2017, Special Meeting agenda as presented.

CARRIED.

3. REGISTERED PETITIONS AND DELEGATIONS

- a) Chief Financial Officer
External Auditor presentation of 2016 Financial Statements

- Council spoke regarding the financial statements and variances between values from

previous years due to re-classifications of items, Statements were streamlined and modernized according to current accounting standards. To streamline and modernize the current financial statements some detailed break downs were removed.

- The Chief Financial Officer gave a brief presentation regarding the review of the 2016 Financial Statement.

- Council thanked the Chief Financial Officer and the Auditors for their work.

NOT ADOPTED
SUBJECT TO CHANGE

MOTION: THOMPSON / BUTLER

**RESOLVED THAT Council receives the presentation made by Kemp Harvey Burch Kientz Inc. with regard to the 2016 audited Financial Statements;
AND FURTHER RESOLVED THAT Council approves and accepts the 2016 audited Financial Statements as required under the Community Charter.**

CARRIED.

Councillor Tripp opposed the motion

4. **UNFINISHED BUSINESS**

5. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

6. **REQUESTS ARISING FROM CORRESPONDENCE**

7. **BYLAWS**

- a) Chief Financial Officer
2017 Tax Rates Bylaw No. 2038

MOTION: THOMPSON / TRIPP

RESOLVED THAT Council gives final reading to the 2017 Tax Rates Bylaw No. 2018.

CARRIED.

8. **LATE ITEMS**

9. **ADJOURNMENT**

- a) Councillor Thompson left Chambers due to other prior obligations at 12:10pm. Due to a loss of quorum, Mayor Konrad terminated the May 11, 2017, Special Meeting.

CERTIFIED CORRECT:

MAYOR FRANK KONRAD

DEPUTY CORPORATE OFFICER – DANIEL
DREXLER

NOT ADOPTED
SUBJECT TO CHANGE

THE CORPORATION OF THE CITY OF GRAND FORKS

COMMITTEE OF THE WHOLE MEETING

Monday, May 15, 2017

NOT ADOPTED
SUBJECT TO CHANGE

PRESENT: MAYOR FRANK KONRAD
COUNCILLOR JULIA BUTLER
COUNCILLOR COLLEEN ROSS
COUNCILLOR CHRISTINE THOMPSON
COUNCILLOR BEVERLEY TRIPP

CHIEF ADMINISTRATIVE OFFICER -Interim/
CORPORATE OFFICER
DEPUTY CORPORATE OFFICER
MANAGER OF DEVELOPMENT AND
ENGINEERING
MANAGER OF BUILDING AND BYLAW
SERVICES
MANAGER OF OPERATIONS
DEPUTY MANAGER OF OPERATIONS and
SUSTAINABILITY
SENIOR PLANNER
CORPORATE ADMINISTRATIVE ASSISTANT

D. Heinrich
D. Drexler

D. Sheets

D. Bruce
D. Reid

C. Gates
G. Watt
D. Popoff

GALLERY

ABSENT: COUNCILLOR CHRIS HAMMETT ('with notice')
COUNCILLOR NEIL KROG ('with notice')

1. **CALL TO ORDER**

- a) Mayor Konrad called the May 15, 2017, Committee of the Whole Meeting to order at 9:00 am.

2. **COMMITTEE OF THE WHOLE AGENDA**

- a) Adopt agenda
May 15th, 2017, Committee of the Whole

MOTION: THOMPSON

RESOLVED THAT the COTW amends the May 15, 2017, Committee of the Whole agenda, Item 6 a), to reverse the resolutions and receive the Corporate Administration report first then the Notice of Motion for electronically recording all In-Camera meetings.

CARRIED.

Councillor Butler and Councillor Tripp opposed the motion.

MAY 15, 2017

COMMITTEE OF THE WHOLE MEETING

MOTION: BUTLER

RESOLVED THAT the COTW amends the May 15, 2017, Committee of the Whole agenda to remove the delegation, under Item 3 d), the Downtown Business Association, regarding concerns with continued funding and lack of communications from the Chamber.

DEFEATED.

MOTION: THOMPSON

RESOLVED THAT the COTW adopts the May 15, 2017, Committee of the Whole agenda as amended.

CARRIED.

Councillor Butler and Councillor Tripp opposed the motion.

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- b) Reminder of the In-Camera Meeting directly following the COTW Meeting
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3. REGISTERED PETITIONS AND DELEGATIONS

- a) Canadian Owners and Pilots Association (COPA)
Update on the Snowbirds Air Show

Ann Gordon gave an overview and update of the upcoming Snowbirds Air Show in July in Grand Forks regarding:

- accommodations, transportation, security, Fire Dept., crowd control, parking, airport preparation, sound system, businesses

MOTION: ROSS

RESOLVED THAT the COTW receives for information an updated report from the Canadian Owners and Pilots Association regarding the Snowbirds Air Show.

CARRIED.

-
- b) Faith Community Emergency Preparedness Team
Presentation of the importance for Grand Forks and area residents of being prepared for crisis and the benefit brought to the community by their preparedness

Glenda Bashor gave an overview of the role of the Faith Community Emergency Preparedness Team in regards to:

- supplemental resources for the community, different natural disasters, responding in a crisis, local ability for response, immediate access to buildings, familiarity with demographics and the elderly, cultural diversity, hope and trust, emergency bags and kits
- suggestion was made to present this presentation to the Regional District

MOTION: TRIPP

RESOLVED THAT the COTW receives for information the presentation from the Faith Community Emergency Preparedness Team regarding the importance for Grand Forks and area residents of being prepared for crisis and the benefit brought to the community by their preparedness.

CARRIED.

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- c) Boundary Women's Coalition
Presentation of programs and services offered by the Boundary Women's Coalition

Dara Sutton gave an overview of the Boundary Women's Coalition.

Link to presentation: <https://prezi.com/view/0jpMqIIYF1gMal4TAWu7/>

- regarding memberships, 24hr crisis support, advocacy, peace & power, who serving, why services offered, how funded, involvement, contact information

MOTION: THOMPSON

RESOLVED THAT the COTW receives for information the presentation from the Boundary Women's Coalition regarding their programs and services.

CARRIED.

-
- d) Downtown Business Association
Concerns regarding continued funding and lack of communication from the Chamber and would like to request direct funding from the City

Lynn Relph gave an overview of the current Chamber concerns and read a letter from the Chair, Melissa Ganzeveld in regard to:

- would like to re-establish round table discussions, heritage signage, brochures & passports, constitution & bylaws

Discussion:

- members of Council as members on different organizations

MOTION: ROSS

RESOLVED THAT the COTW receives for information and discussion the concerns from the Downtown Business Association regarding continued funding and lack of communication from the Chamber and would like to request direct funding from the City.

CARRIED.

Councillor Butler and Councillor Tripp opposed the motion.

MOTION: THOMPSON

RESOLVED THAT the COTW recommends to Council that the 2017 funding for the Boundary Country Regional Chamber of Commerce be held in abeyance, at this time and until further notice, and be referred to the May 15, 2017, Regular Meeting.

MAY 15, 2017

COMMITTEE OF THE WHOLE MEETING

CARRIED.

Councillor Butler and Councillor Tripp opposed the motion.

Point of Order by Councillor Butler regarding a Notice of Motion should be put forth to follow City policies. DEFEATED.

Challenge of the Chair by Councillor Butler. DEFEATED.

Councillor Butler and Councillor Tripp opposed.

MOTION: TRIPP

RESOLVED THAT the COTW amends the resolution on the 2017 funding for the Boundary Country Regional Chamber of Commerce until such time the Boundary Country Regional Chamber of Commerce comes before Council with a presentation.

DEFEATED.

Councillor Ross called the question.

Councillor Tripp and Councillor Butler opposed the motion.

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- e) Councillor Butler and Councillor Tripp left the May 15, 2017, Committee of the Whole Meeting at 10:22 am without any announcement.
CAO advised that Council does not have a quorum at this time.
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- f) Mayor Konrad called a recess of the May 15, 2017, Committee of the Whole Meeting at 10:22 am.
Mayor Konrad reconvened the May 15, 2017, Committee of the Whole Meeting at 10:39 am.
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4. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

5. PRESENTATIONS FROM STAFF

- a) Manager of Operations
Water Rates Information

Overview:

- John from Urban Systems gave a presentation regarding rate setting objectives, trade-offs between principles, setting water rates, challenges & concerns, rate structure types

Discussion:

- previous Water Rates Committee, universal/flat water rates, subsidies, other means of conserving water, tier rates, education of water conservation, make bills easy to understand, commercial rates, cost recovery, privacy, aquifer, province water licencing fee, Urban Systems, reading meters

MOTION: THOMPSON

RESOLVED THAT the COTW accepts the presentation provided by Urban Systems Ltd. regarding water rates for information purposes.

CARRIED.

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- b) Manager of Operations
Events Breakdown

Discussion:

- requested by Council, time allotment for different events, Cannafest donation

MOTION: TRIPP

RESOLVED THAT the COTW receives for information the memorandum from the Manager of Operations regarding the City events breakdown.

CARRIED.

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- c) Deputy Manager of Operations and Sustainability
Downtown Heritage Signs Project Starting

MOTION: TRIPP

RESOLVED THAT the COTW receives for information the memorandum from the Deputy Manager of Operations and Sustainability regarding the Downtown Heritage Signs Project starting.

CARRIED.

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- d) Deputy Manager of Operations and Sustainability
Citizen Satisfaction Survey Update

Overview:

- Economic Development feedback, water conservation practices, timeline reporting

MOTION: THOMPSON

RESOLVED THAT the COTW receives for information the memorandum from the Deputy Manager of Operations and Sustainability regarding the Citizen Satisfaction Survey update.

CARRIED.

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- e) Manager of Development and Engineering - Smithplan Consulting Inc. presentation on the marijuana report
Council requested that staff provide a report regarding the medical cannabis issues

Overview:

- Dave Smith from Smithplan Consulting Inc. presented an information report regarding historical and legal context, division of powers, parameters for control and regulation, communities taking action, actions taken, next steps

Discussion:

- legality at this time, legal reviews, business licences, police involvement, community businesses

MOTION: THOMPSON

RESOLVED THAT the COTW receives the presentation made by Smithplan Consulting Inc. on the provision of information regarding marijuana matters.

CARRIED.

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- f) Mayor Konrad recessed the May 15, 2017, Committee of the Whole Meeting for lunch at 1:18 pm.

MOTION: ROSS

RESOLVED THAT the COTW recess the May 15, 2017, Committee of the Whole Meeting for lunch.

CARRIED.

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- g) Mayor Konrad reconvened the May 15, 2017, Committee of the Whole Meeting at 1:58 pm.

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- h) Monthly Highlight Reports from Department Managers

Discussion:

- public washroom accessibility during events
- 22nd Street repairs
- lift stations during flooding
- 2nd Street valve leak
- events calendar

MOTION: THOMPSON

RESOLVED THAT the COTW receives the monthly activity reports from department managers.

CARRIED.

6. REPORTS AND DISCUSSION

- a) Corporate Administration / Councillor Tripp

MAY 15, 2017

COMMITTEE OF THE WHOLE MEETING

Notice of Motion regarding discussion of electronically recording all In-Camera meetings

Discussion:

- process of an FOI request
- Ombudsman report
- point of contention
- varified/ratified minutes
- personnel issues

MOTION: THOMPSON

RESOLVED THAT the COTW recommends to Council to receive the report from the interim Chief Administrative Officer/Corporate Officer with regard to Council's consideration to audio or visually record In-Camera meetings of Council, for discussion purposes.

CARRIED.

Councillor Butler and Councillor Tripp opposed the motion.

MOTION: TRIPP

RESOLVED THAT the COTW receives for discussion the Notice of Motion from Councillor Tripp regarding Council to direct Staff to electronically record all In-Camera meetings, and as per the City's Closed Session Policy 103-1, these recordings shall remain confidential until such time as Council may deem the information contained on them to be released as per Policy 103-1, or destroyed with Council's unanimous approval, following all provincial legislation surrounding proper disposal of records.

CARRIED.

MOTION: THOMPSON

RESOLVED THAT the COTW refers the Notice of Motion regarding the In-Camera meeting resolution discussion on electronic recordings to the May 15, 2017, Regular Meeting for decision.

CARRIED.

Councillor Ross opposed the motion.

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- b) Manager of Development & Engineering Services
Development Variance Permit to increase the residential portion of a neighbourhood commercial building

MOTION: BUTLER

RESOLVED THAT the COTW receives the report and recommends that Council approves the Development Variance Permit application by allowing an increase in the residential portion from 30% to 50% floor area in a building zoned neighbourhood commercial at 7716 Donaldson Drive, legally described as Lot B DL520 SDYD LD54 Plan KAP86374;

AND FURTHER RESOLVED THAT the COTW refers the report to the June 12, 2017, Regular Meeting for decision.

CARRIED.

NOT ADOPTED
SUBJECT TO CHANGE

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- c) Manager of Development & Engineering Services
 Development Variance Permit to vary front and exterior side yard setbacks to allow an addition on a house and rebuilding of a shop

MOTION: THOMPSON

RESOLVED THAT the COTW receives the report and recommends that Council approves the Development Variance Permit application by allowing a reduction in the front parcel line from 6 metres to 1.83 metres for an addition on an existing non-conforming house and a reduction in the exterior side parcel line setback from 4.5 metres to 1.5 metres for reconstruction of a workshop on the same foundation, for the property at 6581 - 7th St., Lot 1 Block 33 DL534 SDYD LD54 PI 108;

AND FURTHER RESOLVED THAT the COTW refers the report to the June 12, 2017, Regular Meeting for decision.

CARRIED.

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

- a) - Gloria Koch suggested that topics in meetings be structured better to break up larger topics and more notice provided ahead of time to the public
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13. IN-CAMERA RESOLUTION

- a) Chief Administrative Officer

MAY 15, 2017

COMMITTEE OF THE WHOLE MEETING

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

MOTION: ROSS

RESOLVED 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 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)(c) labour relations or other employee relations; 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; and Section 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; 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.

CARRIED.

Councillor Butler opposed the motion.

14. ADJOURNMENT

- a) Mayor Konrad adjourned the May 15, 2017, Committee of the Whole Meeting at 2:58 pm.

MOTION: ROSS

RESOLVED THAT the May 15, 2017, Committee of the Whole Meeting be adjourned at 2:58 pm.

CARRIED.

CERTIFIED CORRECT:

MAYOR FRANK KONRAD

CORPORATE ADMINISTRATIVE
ASSISTANT - DAPHNE POPOFF

THE CORPORATION OF THE CITY OF GRAND FORKS

REGULAR MEETING OF COUNCIL
Monday, May 15, 2017

PRESENT: MAYOR FRANK KONRAD
COUNCILLOR JULIA BUTLER
COUNCILLOR NEIL KROG
COUNCILLOR COLLEEN ROSS
COUNCILLOR CHRISTINE THOMPSON
COUNCILLOR BEVERLEY TRIPP

ABSENT: COUNCILLOR CHRIS HAMMETT (*'with notice'*)

CHIEF ADMINISTRATIVE OFFICER-Interim/ CORPORATE OFFICER	D. Heinrich
SENIOR PLANNER	G. Watt
CORPORATE ADMINISTRATIVE ASSISTANT	D. Popoff
GALLERY	

1. **CALL TO ORDER**

- a) Mayor Konrad called the May 15th, 2017, Regular Meeting to order at 7:01 pm.
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2. **ADOPTION OF AGENDA**

- a) Adopt agenda
May 15th, 2017, Regular Meeting agenda

The Mayor advised that he was amending the May 17, 2017, Regular Meeting agenda to include two late items:

1. the referral from the Boundary Country Regional Chamber of Commerce discussion from the May 15, 2017, COTW Meeting regarding the 2017 funding provided by the City to the Boundary Country Regional Chamber of Commerce; and
2. the Notice of Motion from the May 15, 2017, COTW Meeting regarding the electronic recording of the In-Camera meetings.

MOTION: THOMPSON / KROG

RESOLVED THAT Council amends the May 15, 2017, Regular Meeting agenda to include two late items:

1. the referral from the Boundary Country Regional Chamber of Commerce discussion from the May 15, 2017, COTW Meeting regarding the 2017 funding provided by the City to the Boundary Country Regional Chamber of Commerce; and

2. the Notice of Motion from Councillor Tripp from the May 15, 2017, COTW Meeting regarding the electronic recording of the In-Camera meetings.

CARRIED.

Councillor Butler and Councillor Tripp opposed the motion.

MOTION: THOMPSON / ROSS

RESOLVED THAT Council adopts the May 15th, 2017, Regular Meeting agenda as amended.

CARRIED.

Councillor Butler and Councillor Tripp opposed the motion.

3. MINUTES

- a) Adopt minutes
April 24th, 2017, Regular Meeting minutes

MOTION: THOMPSON / KROG

RESOLVED THAT Council adopts the April 24th, 2017, Regular Meeting minutes as presented.

CARRIED.

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a) Corporate Officer's Report
Written reports of Council

MOTION: ROSS / TRIPP

RESOLVED THAT all written reports of Council submitted to the May 15th, 2017, Regular Meeting be received.

CARRIED.

7. **REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY**

- a) Corporate Officer's Report
Verbal report from Council's representative to the Regional District of Kootenay Boundary
- Mayor Konrad had no report to submit; however, stated that the BEDC was proposing a name change to BCDC (Boundary Community Development Committee) and the BCUOMA (BC Used Oil Management Association) would be hiring a consultant to look into the oil recycling program

MOTION: THOMPSON / ROSS

RESOLVED THAT Mayor Konrad's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.

CARRIED.

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Manager of Development & Engineering Services
Application for a Development Variance Permit to vary the exterior side setback from 15 feet to 5 feet to rebuild an existing deck at the same location

MOTION: BUTLER / THOMPSON

RESOLVED THAT Council approves the Development Variance Permit application by allowing an exterior side setback variance from 15 feet to 5 feet for property located at 6408 - 5th Street, legally described as Lot 1, District Lot 534, SDYD, Plan KAP52745 to rebuild an existing deck at the same location.

CARRIED.

-
- b) Manager of Development & Engineering Services
Development Variance Permit regarding parcel setbacks and parking requirements for a Habitat for Humanity development

MOTION: BUTLER / THOMPSON

RESOLVED THAT Council approves the Development Variance Permit application by allowing a front setback variance from 6.0 metres to 4.5 m for properties located at 803 & 813 - 72nd Ave. (Lot 3 and Lot 4, district Lot 108, SDYD, Plan KAP 92057), and a reduction of the east interior parcel setback from 1.5 m to 0.0 m on Lot 3, with one of the parking spaces for Lot 3 to be met with a Parking Access Easement on the westerly portion of Lot 4.

CARRIED.

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

- a) Manager of Development and Engineering
Report on costs and benefits regarding Habitat for Humanity request for fee relief

MOTION: THOMPSON / BUTLER

RESOLVED THAT Council receives for information the memorandum from the Manager of Development and Engineering regarding costs and benefits regarding Habitat for Humanity request for fee relief.

CARRIED.

MOTION: ROSS / THOMPSON

RESOLVED THAT Council determines to waive the fees as requested by Habitat for Humanity for property located at 803 & 813 - 72nd Avenue.

CARRIED.

-
- b) Grand Forks International Baseball Tournament Society
Letter of request for a Special Occasion Liquor Licence from June 27 - July 2, 2017, during the GFI

MOTION: THOMPSON / BUTLER

RESOLVED THAT Council approves the issuing of a Special Occasion Liquor Licence to the Grand Forks International Baseball Tournament Society from June 27-July 2, 2017, from 11:00 am-11:00 pm (depending on projected end time of last game), at James Donaldson Park, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.

CARRIED.

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- c) Interior Regional Board MS Society of Canada
Letter of request for consideration of supporting a civic proclamation for the month of May to raise awareness for MS

MOTION: BUTLER / ROSS

RESOLVED THAT Council does not issue proclamations and directs staff to respond via correspondence advising as such;

AND FURTHER RESOLVED THAT Council advises the Chair on the MS Society Regional Board that the City recognizes the importance of the work done by the MS Society.

CARRIED.

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- d) BC Commuter Challenge
Correspondence regarding celebrating National Environment Week by commuting to work sustainably during the week of June 4-10

MOTION: ROSS / THOMPSON

RESOLVED THAT Council receives for information the correspondence from the BC Commuter Challenge for anyone who wishes to register in the challenge.

CARRIED.

-
- e) Grand Forks RCMP Detachment
Quarterly Crime Statistics for January, February, and March

MOTION: ROSS / THOMPSON

RESOLVED THAT Council receives for information the Quarterly Crime Statistics Report from the Grand Forks RCMP Detachment.

CARRIED.

-
- f) The Tyee
Correspondence regarding 'Six Ways to End Homelessness in BC'

Discussion:

- needs of the homeless people in Grand Forks, feedback from the people working with them
- tent cities, addictions, mental health, safety, resources

MOTION: ROSS / BUTLER

RESOLVED THAT Council receives for information the correspondence regarding 'Six Ways to End Homelessness in BC' from The Tyee.

CARRIED.

-
- g) Solar Now
Letter regarding an opportunity for partnership funding for the installation of the renewable solar energy projects in the community

MOTION: BUTLER / TRIPP

RESOLVED THAT Council receives for information and discussion the letter from Solar Now regarding an opportunity for partnership funding for the installation of the renewable solar energy projects in the community.

CARRIED.

MOTION: BUTLER / THOMPSON

RESOLVED THAT Council directs staff to contact the Program Coordinator for the Solar Now initiative to express an interest in pursuing a solar project for the City.

CARRIED.

11. BYLAWS

12. LATE ITEMS

- a) Referral from the Boundary Country Regional Chamber of Commerce discussion from the May 15, 2017, COTW Meeting regarding the 2017 funding provided by the City to the Boundary Country Regional Chamber of Commerce

MOTION: THOMPSON / KROG

RESOLVED THAT Council directs staff that the 2017 funding for the Boundary Country Regional Chamber of Commerce be held in abeyance until further notice.

AMENDED MOTION: BUTLER / ROSS

RESOLVED THAT Council directs staff that the 2017 funding for the Boundary Country Regional Chamber of Commerce be held in abeyance until an amicable resolution can be reached with the Boundary Country Regional Chamber of Commerce beginning with a Special Meeting on May 29, 2017.

CARRIED.

Councillor Tripp and Councillor Butler opposed the motion.

-
- b) Notice of Motion from the May 15, 2017, COTW Meeting regarding the electronic recording of the In-Camera meetings

MOTION: TRIPP / BUTLER

RESOLVED THAT Council directs Staff to electronically record all In-Camera meetings, and as per the City's Closed Session Policy 103-1, these recordings shall remain confidential until such time as Council may deem the information contained on them to be released as per Policy 103-1, or destroyed with Council's unanimous approval, following all provincial legislation surrounding proper disposal of records.

DEFEATED.

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

a) Kate from the Gazette

- through the Chair, inquired to Councillor Tripp if the Chamber dues that she paid were a Conflict of Interest or perceived as such?
 - Councillor Tripp replied no, only a Member at Large
- inquired as to how does the Mayor know that the Chamber bylaws were not followed?
 - it was firstly stated that Board Members only were allowed to vote at the AGM and that Councillor Tripp did not vote
 - Mayor Konrad replied that a written complaint was brought forward
- through the Chair, inquired to Councillor Butler or Councillor Tripp how did it become known that the DBA was not authorized by the Chamber to appear before Council this morning?
 - Councillor Butler stated that she asked the Executive Director at the Chamber Open House
- through the Chair, inquired to the CAO as to how much the City already paid the Chamber?
 - CAO replied \$20,000 over the past three years, approximately \$80,000 over five years
- inquired into how the Downtown Business Association signage project would move forward?
 - Mayor Konrad informed that the grant is still there

Gene Koch

- made a suggestion that questions or topics be presented to the Chamber ahead of the Special Meeting of May 29th to prepare answers and specifically address inquiries for quicker expediting

Gloria Koch

- spoke in regards to the electronic recording of In-Camera meetings to be used in-house

Nigel James

- spoke in regards of Council reconsidering how business is conducted and perhaps send a Councillor representative to the Chamber

14. ADJOURNMENT

- a) Mayor Konrad adjourned the May 15, 2017, Regular Meeting at 9:38 pm.**

MOTION: KROG

RESOLVED THAT the May 15, 2017, Regular Meeting was adjourned at 9:38 pm.

CARRIED.

NOT ADOPTED
SUBJECT TO CHANGE

CERTIFIED CORRECT:

MAYOR FRANK KONRAD

CORPORATE ADMINISTRATIVE
ASSISTANT - DAPHNE POPOFF

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Procedure Bylaw / Chief Administrative Officer
Date: May 29th, 2017
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL BE RECEIVED.**

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the members of Council to report to the Community on issues, bring community issues for discussion and initiate action through motions of Council, ask questions on matters pertaining to the City Operations and inquire on any issues and reports.

Benefits or Impacts of the Recommendation:


General: The main advantage of using this approach is to bring the matter before Council on behalf of constituents. Immediate action might result in inordinate amount of resource inadvertently directed without specific approval in the financial plan.

Strategic Impact: Members of Council may ask questions, seek clarification and report on issues.

Policy/Legislation: The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

Recommendation: **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL BE RECEIVED.**

- OPTIONS:**
- 1. RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED**
 - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMBERS OF COUNCIL.**

	
Department Head or CAO	Chief Administrative Officer

REPORT TO COUNCIL

TO: Mayor and Council
FROM: Councillor Christine Thompson
DATE: May 29, 2017
SUBJECT: Report to Council

I want to take this opportunity to thank our management team and employees who worked so diligently to keep our community safe during the recent flooding incident. While we may not be out of the woods yet, it is comforting to know that we have such capable people at the helm.

Respectfully submitted,

Councillor Christine Thompson

Councilor's Report

May 29, 2017

Julia Butler

(Questions in this report that require an answer are highlighted in blue.)

Mr. Mayor, Council, Staff and Members of the Public,

The recent developments at the Chamber of Commerce have led me to ask myself many questions. This led me to attend the AGM and speak with the director and members of the board. I was disappointed I hadn't done so sooner. I wondered why we hadn't been kept up to date all along with progress and problems of the organization. As I wasn't the liaison for this group, I just assumed it was under control and quarterly reports to council seemed to confirm this. Somewhere there must be a breakdown of communication in our system and I would like to suggest what that breakdown is and how to fix it.

Yes the Chamber has had some issues following their bylaws, which has already been brought to light recently but I think if council had been following our own Policy 307, "Committee Protocol", a lot of the problems at the Chamber could have been nipped in the bud. Procedure 5 of this policy states: "Minutes of all board, commission or ad hoc committee meetings shall be forwarded through the clerk to Council to be considered at the next council meeting." As the rep to the Rec Commission I try to always forward the agenda and minutes to the rest of council and CAO. I have asked the rest of council to do likewise with the tables they sit at but have never seen minutes from the Chamber, Phoenix Foundation, Deer Committee (when it was active) or others. We may only have the time to briefly scan these items on an email or agenda but the information is easily available on our "First Class" system, should we choose to delve deeper. The Mayor has stated numerous times that he doesn't want council reps on different boards because it could turn into a game of "telephone" with accurate information not being conveyed. Supplying official minutes from the different groups, would solve this problem and keep council better informed, than no reps at all. We know that meetings of the Chamber are not in camera because Councillor Hammett has discussed them numerous times in her reports last year when she was the Council rep.

Procedure 7 states: "Council members should not be expected to make motions at advisory board, commission or ad hoc Committee meetings where the majority of such bodies are public members. Council members should, however, always be free to vote and voice their opinion on such issues." I like this procedure as it prevents council from dominating public groups while still being able to have input. A member of the public at our last regular meeting shared his experience of being on the library board and how the council rep, at that time, was there mainly to view the meeting and report back to council. This theme is also carried through into Procedure 9 which states: "No member of council shall give specific direction to any staff member at any committee/board/commission meeting. The responsibility for giving specific direction to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the senior staff member(s)." This should be well understood by council as the

same rules apply at city hall. Council members are not to throw their weight around at committees of council or other board tables in the community.

If Policy 307 were more explicit in stating that these same rules apply to other committees/boards/commissions, in the community, to which councilors are appointed, then it would be more effective in reaching its purpose: "Creation of agencies, boards, commissions and committees is to provide input and consultations on issues of direct relevance to the good governance of the Community." Council liaisons appointed to the many different boards for oversight, bringing back the official minutes for discussion would improve communication and help avoid future problems.

In conclusion, I would like to ask our CAO for clarification on bylaw enforcement procedures. When people in the community bring complaints or questions to me about bylaw infractions, I need to be able to give them knowledgeable answers on if, and how, their issues will be dealt with. [Can you please provide to council the policies and procedures used by this department? Also, as we are now enforcing the parking bylaw can this please be put on the website for the publics' information? I'm also wondering if it is premature to enforce this bylaw before the "2 hour limit" signs are put up in the downtown core? Without these signs being posted or the bylaw readily available, is it fair to begin enforcement?](#)

Respectfully submitted,

Julia Butler

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Procedure Bylaw / Council

Date: May 29th, 2017

Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary

Recommendation: **RESOLVED THAT MAYOR KONRAD'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the City's representative to the Regional District of Kootenay to report to Council and the Community on issues, and actions of the Regional District of Kootenay Boundary.

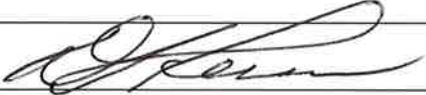
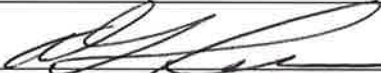
Benefits or Impacts of the Recommendation:

General: The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.

Policy/Legislation: The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

Recommendation: **RESOLVED THAT MAYOR KONRAD'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

- OPTIONS:**
- 1. RESOLVED THAT MAYOR KONRAD'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**
 - 2. RECEIVE THE REPORT AND REFER ANY ISSUES FOR FURTHER DISCUSSION OR A REPORT: UNDER THIS OPTION, COUNCIL PROVIDED WITH THE INFORMATION GIVEN VERBALLY BY THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY DIRECTOR REPRESENTING COUNCIL AND REQUESTS FURTHER RESEARCH OR CLARIFICATION OF INFORMATION FROM STAFF ON A REGIONAL DISTRICT ISSUE.**

	
Department Head or CAO	Chief Administrative Officer

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Manager of Development & Engineering Services
Date: May 29, 2017
Subject: Approval to proceed with applying for grant funding for floodplain protection.

Recommendation: **RESOLVED THAT** Council directs staff to proceed with preparing and submitting an application for the Gas Tax Strategic Priorities Program Grant for 100% funding of phase one of a three-phase, multi-year floodplain study and flood protection program for the Grand Forks floodplain.

Background: The 2017 Gas Tax Strategic Priorities Fund is available for infrastructure and capacity building projects that are either large in scale, regional in impact or innovative, and align with the project objectives of productivity and economic growth, a clean environment and strong cities and communities.

The SPF provides up to 100% funding for projects to a maximum of \$6 million per project, and each applicant may submit up to two capital applications and one capacity building application.¹

Staff have identified the opportunity to submit a proposal in support of a long-term floodplain study and floodplain protection program in support of capital improvements to dike and flood protection infrastructure and related planning and emergency management needs. This report identifies the project rationale and scope of work presented in the grant application, which is due on June 1st 2017.

Rationale:

- A significant portion (30%/325 hectares) of Grand Forks as well as 1523 hectares of the surrounding Area 'D' / Rural Grand Forks lies within the designated 200 year floodplain (see attached map).
- The Kettle and Granby Rivers both have active river areas with ongoing risks of channel avulsion (river migration) across the floodplain.
- Recent flooding (less than 20-year flood magnitude) tested emergency response and coordination efforts and highlighted uncertainty around current flood hazards and their effects on property and critical infrastructure.

¹

<http://www.ubcm.ca/assets/Funding~Programs/Renewed~Gas~Tax~Agreement/Strategic~Priorities~Fund/2017-SPF-Application-Package.pdf>



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Scope of Work:

- Phase 1 – Assessment and Scoping
 - Update statistical hydrological characterization and prepare future hydroclimatic data using downsampled climate model results
 - Update maps of floodplain areas using new surveyed cross-sections, LiDAR data, and updated hydrology
 - Prepare models to evaluate inundation, streamflow velocity, and potential for channel avulsion under current and future hydrological conditions
 - Research tradeoffs of development / diking vs floodplain & wetland function
 - Determine scope of flood protection measures under consideration for design and construction
 - Preliminary survey and engineering
- Phase 2 – Design and Preparation
 - Detailed survey and engineering
 - Legal arrangements
 - Land acquisition
 - Detailed planning
- Phase 3 (year 3 +) – Construction - staged as prioritized in detailed planning

Due to information gaps, no recommendations can be made about the required nature or extent of flood protection measures until completion of phase 1 studies.



Figure 2. Active flooding in Johnson Flats, May 7



REQUEST FOR DECISION

— REGULAR MEETING —



- Two standard dikes protect parts of Grand Forks (one 200-year flood magnitude dike and one 50-year dike). There are known deficiencies in these dikes, and they were designed according to older standards and their suitability for protecting from future flooding is unknown.
- Floodplain mapping is now over **25 years old** and is based on even older hydrology and surveying data. Modeling was sufficient for engineering standards at the time, but new flood assessments need to incorporate new modeling methods and information on climate change and land development.
- Updated floodplain hazard and risk maps are necessary because hydrological patterns, river channel shape, and development in the floodplain has changed significantly since mapping was completed.
- The Kettle River Watershed Management Plan recommended the following action: **ACTION 3.1.2 Consider updating floodplain maps in areas at risk of flooding to address changes in hydrology related to climate change, incorporating higher resolution elevation data (i.e. Lidar) (local government, Province, Implementation Team; by 2017).**
- In order to provide due diligence and sound planning, and provide the detailed input required for upgrading flood protection infrastructure, the department recommends using this funding opportunity to begin undertaking the proposed scope of work.



Figure 1. Functional floodplain with floodwater storage and sediment and pollutant reduction (2017 flood)



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REQUEST FOR DECISION





— REGULAR MEETING —



Next Steps: A Council resolution indicating support for the application is required. The Department is seeking additional letters of support from Regional District of Kootenay Boundary and other stakeholders, and will submit the application on June 1st.

Benefits or Impacts of the Recommendation:

Policy/Legislation: Floodplain Bylaw; Official Community Plan; Asset Management Plan; Zoning Bylaw; Multiple provincial and federal acts.

-  Seeking full grant support for careful and accurate floodplain risk assessment and flood protection options analysis relieves current costs and reduces future liabilities
-  Flood protection and floodplain planning protects valuable property and infrastructure and supports investment in redevelopment in protected areas
-  Studies will provide the technical basis for thorough community engagement required for flood protection measures and planning
-  Increases the safety and security of residents and recognizes floodplain ecosystem function

Attachments: Map of Grand Forks Floodplain; Scope of Work memorandum from Urban Systems Limited

Recommendation: RESOLVED THAT Council support staff proceeding with preparing and submitting an application for the Gas Tax Strategic Priorities Program Grant for 100% funding of phase one of a three-phase, multi-year floodplain study and flood protection program for the Grand Forks floodplain.

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

	
DEPARTMENT HEAD / CAO	CHIEF ADMINISTRATIVE OFFICER



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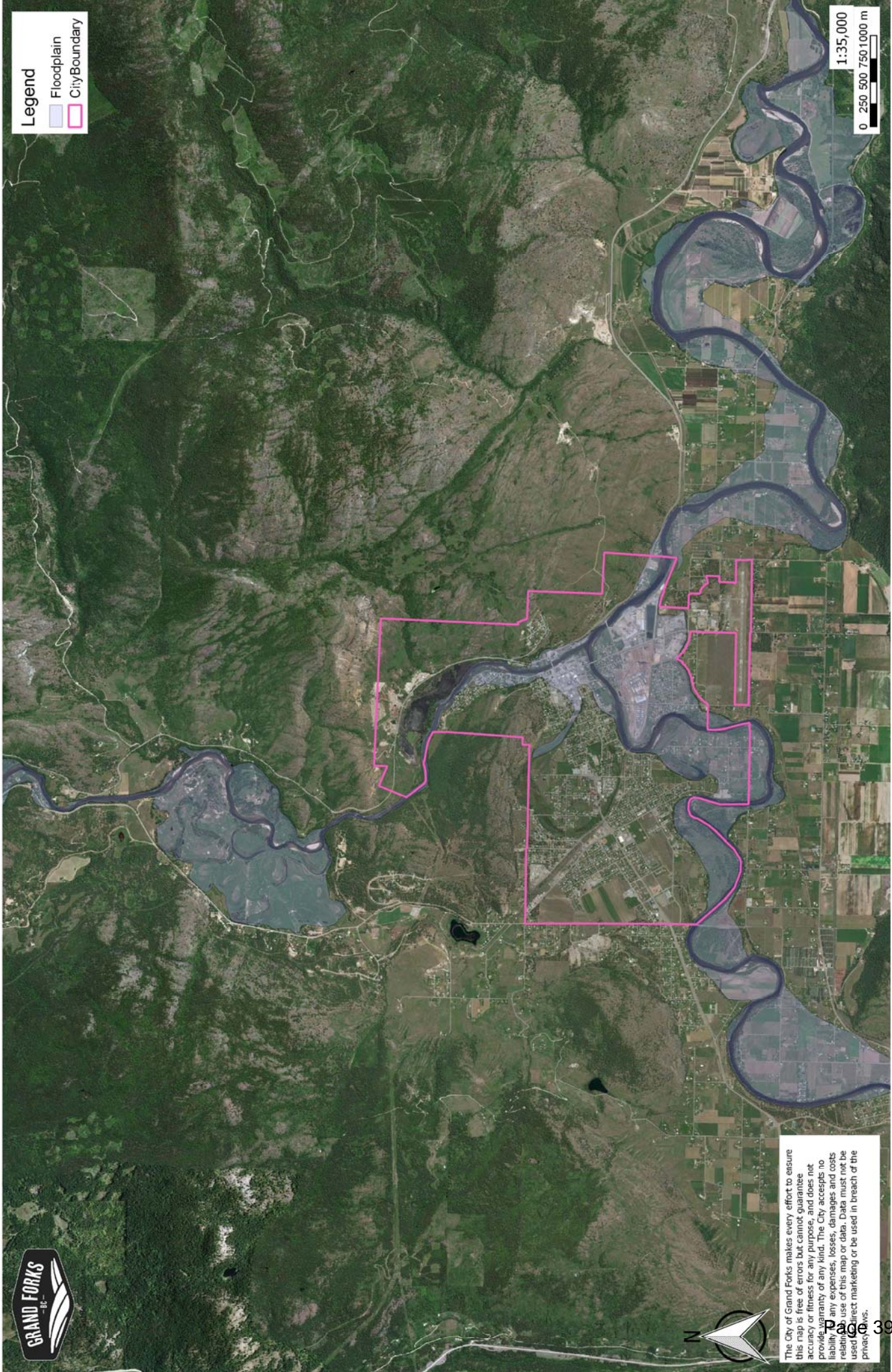
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Legend
Floodplain
City Boundary

1:35,000
0 250 500 750 1000 m



The City of Grand Forks makes every effort to ensure this map is free of errors but cannot guarantee accuracy or fitness for any purpose, and does not provide warranty of any kind. The City accepts no liability for any expenses, losses, damages and costs relating to the use of this map or data. Data must not be used for direct marketing or be used in breach of the privacy laws.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Manager of Development & Engineering Services
Date: May 29, 2017
Subject: Approval to proceed with applying for grant funding for improved water supply to the airport for fire safety.

Recommendation: **RESOLVED THAT** Council support staff proceeding with preparing and submitting an application for the Gas Tax Strategic Priorities Program Grant for 100% funding of engineering and installation of replacement and enhancement of water supply mains to the airport.

Background: The 2017 Gas Tax Strategic Priorities Fund is available for infrastructure and capacity building projects that are either large in scale, regional in impact or innovative, and align with the project objectives of productivity and economic growth, a clean environment and strong cities and communities.

The SPF provides up to 100% funding for projects to a maximum of \$6 million per project, and each applicant may submit up to two capital applications and one capacity building application.

Staff have identified the opportunity to submit a proposal for upgrading the water supply to the airport for emergency fire flows and economic development. This report identifies the project rationale and scope of work presented in the grant, which is due on June 1st 2017.

Rationale:

- The Grand Forks Airport does not have water supply for sufficient flows for fighting fires or supplying build-out of the facilities. The 2014 multi-utility risk assessment recognized the deficient supply – the 2nd St water main is only 6 inches in diameter and it reduces to a 3 inch line within the airport.
- The current infrastructure is at risk - the 3 inch line has already needed to be repaired multiple times and could fail if used for filling the new fire truck from the hydrant adjacent the terminal.
- These insufficient fire flows place first responders and the public at risk
- There is also insufficient flow for installing sprinkler systems in hangers, which prevents further development of airport industrial land and adjacent industrial properties.
- These infrastructure risks could impact critical regional functions of night-time medical evacuations, firefighting training, Forest Protection Fire Base, UAV Training Facility, and airport events.
- Grand Forks and the entire Kootenay/Boundary area rely heavily on the medevac



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REQUEST FOR DECISION

— REGULAR MEETING —



flights out of Grand Forks especially for night and fall/winter/spring flights due to road conditions and isolated geographical location.

- Besides being a Medevac airport we also have a heliport and we are the primary wildfire support services base for the entire region. During the fire season in 2015 we had 24+ helicopters stationed in Grand Forks with several arriving or departing during dusk/dawn and during heavy smoke events. Ensuring sufficient fire flows would significantly enhance the safety of the pilots, crews, personnel, and the entire region.



- The 2011 Sustainable Community Plan highlights the importance of the Airport as a facility to retain, expand and attract commercial and institutional businesses and services. Several industrial properties in the vicinity of the airport would benefit from improved water supply, both for fire flows and general water use. Improved water supply is expected to support increased development in the area.

Scope of Work:

- See attached scope of work



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REQUEST FOR DECISION

— REGULAR MEETING —







Next steps:

A Council resolution indicating support for the application. The Department is seeking additional letters of support from Regional District of Kootenay Boundary and other stakeholders, and will submit the application on June 1st.

Benefits or Impacts of the Recommendation:



Policy/Legislation: Official Community Plan; Asset Management Plan.

-  Seeking full grant support
-  Supports economic development through easing servicing costs at the airport
-  n/a
-  Increases the safety and security of residents, visitors and emergency response personnel

Attachments: Map of airport water services; Scope of Work memorandum from Urban Systems Limited

Recommendation: **RESOLVED THAT** Council support staff proceeding with preparing and submitting an application for the Gas Tax Strategic Priorities Program Grant for 100% funding of engineering and installation of replacement and enhancement of water supply mains to the airport.

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

	
DEPARTMENT HEAD / CAO	CHIEF ADMINISTRATIVE OFFICER



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MEMORANDUM



DATE : May 29, 2017
TO : Mayor and Council
FROM : Chief Financial Officer
SUBJECT : Quarter 1, 2017 Financial Reports

The financial reports for the quarter ending March 31, 2017 are enclosed here for your review. These include statements of revenues, expenditures and capital expenditures. A schedule of reserves continuity will be provided in the second quarterly report.

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 from the Five Year Financial Plan, Bylaw No. 2036, adopted on April 10, 2017.

The revenues reported here include utility billings to mid February, and thus reflect approximately one and half months of revenue.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "JRhodes", is written in dark ink.

Juliette Rhodes
Chief Financial Officer



CITY OF GRAND FORKS REVENUES

For the Quarter Ending March 31, 2017

	BUDGET FULL YEAR 2017	ACTUAL YTD QTR 1 2017	% OF BUDGET 2017
General Fund Revenues			
Property taxes	\$3,698,273	\$0	0%
Parcel & frontage taxes	155,185	-	0%
Grants and Payments in Lieu			
Grants in Lieu	15,780	-	0%
1% Utility	102,534	-	0%
Fees and Charges			
Franchise Fees	54,049	54,049	100%
Slag Sales	210,000	55,391	26%
Solid Waste Collection	226,900	35,082	15%
Airport	67,630	17,134	25%
Cemetery	18,500	11,869	64%
Campground	55,000	-	0%
Business Licences & Municipal Ticketing	30,000	30,625	102%
Land Development	22,000	5,792	26%
Building Rentals & Leases	110,637	20,803	19%
Miscellaneous Fees & Charges	-	-	
Operating Grants & Donations			
Small Communities Operating Grant	485,000	-	0%
Performance Measures	100,000	50,000	50%
Other Operating Grants	111,825	76,850	69%
Victim Assistance Funding	38,900	18,006	46%
Rural Fire Recovery	270,182	-	0%
Donations	40,000	7,264	18%
Capital Grants			
Community Works Gas Tax	220,606	-	0%
Other Capital Grants	172,000	5,000	3%
Other Revenues			
Other Recoveries	16,800	3,626	22%
Investment Income	52,000	15,298	29%
Penalties & interest	114,500	12,456	11%
Other Proceeds	55,413	-	0%
Total General Fund Revenues	6,443,714	419,245	7%
Water Utility Revenues			
Fees and Charges	919,170	141,361	15%
Other Recoveries	-	128	
Capital Grants	-	8,000	
Other Revenues	4,500	391	9%
Total Water Utility Revenues	923,670	149,880	16%
Electrical Utility Revenues			
Fees and Charges	4,902,904	895,419	18%
Other Recoveries	6,000	-	0%
Capital Grants	-	-	
Other Revenues	25,000	2,932	12%
Total Electrical Utility Revenues	4,933,904	898,351	18%
Wastewater Utility Revenues			
Parcel & frontage taxes	6,041	-	0%
Fees and Charges	896,084	137,678	15%
Other Recoveries	-	-	
Capital Grants	3,717,666	-	0%
Other Revenues	5,000	396	8%
Total Wastewater Utility Revenues	4,624,791	138,074	3%
TOTAL REVENUES	\$16,926,079	1,605,550	9%



CITY OF GRAND FORKS
EXPENDITURES
For the Quarter Ending March 31, 2017

	BUDGET FULL YEAR 2017	ACTUAL YTD QTR 1 2017	% OF BUDGET 2017
GENERAL FUND			
General Government			
Legislative Committees	2,500	-	0%
Legislative	256,240	64,598	25%
Administrative	451,480	132,015	29%
Performance Measures	100,000	50,237	50%
Finance	317,870	86,743	27%
Information Technology			
Elections	20,000	-	0%
Communications	34,500	460	1%
Protective Services			
Fire & Emergency	595,165	114,701	19%
Victim Services	38,900	12,020	31%
Bylaw Enforcement	156,473	45,736	29%
Building Inspection Services	87,573	29,261	33%
Wildlife Management	50,000	3,000	6%
Transportation Services			
Airport	163,200	29,761	18%
Roads	848,764	182,486	22%
Public Works Admin	229,500	49,071	21%
Net fleet revenue		(20,756)	
Asset Management			
Development Services			
Zoning & Planning	169,403	34,808	21%
Engineering	186,080	25,821	14%
Economic Development	48,500	7,768	16%
Property Management	102,850	4,000	4%
Environment	37,500	-	0%
Slag Remediation	10,000	5,686	57%
Contaminated Sites	10,000	-	0%
Environmental Health Services			
Solid Waste	220,300	41,779	19%
Public Health Services			
Cemetery	94,202	7,704	8%
Parks, Recreation and Cultural Services			
Parks	678,950	43,543	6%
Campground	36,200	3,924	11%
Fee For Service	293,768	7,818	3%
City Events	30,050	3,494	12%
Public Real Estate			
Facilities	227,532	56,840	25%
Parcel taxes for City property	28,300	-	0%
Total Operations	5,525,800	1,022,518	19%
Debt interest	40,353	17,288	43%
Amortization	1,238,021	308,655	25%
TOTAL GENERAL FUND	6,804,174	1,348,461	20%



CITY OF GRAND FORKS
EXPENDITURES
For the Quarter Ending March 31, 2017

	BUDGET FULL YEAR 2017	ACTUAL YTD QTR 1 2017	% OF BUDGET 2017
WATER UTILITY			
Operations	814,413	130,950	16%
Debt interest	7,026	399	6%
Amortization	350,864	84,063	24%
TOTAL WATER	1,172,303	215,412	18%
ELECTRICAL UTILITY			
Operations	701,766	128,099	18%
Electrical Purchases	3,460,300	688,637	20%
Debt interest	-	-	
Amortization	52,321	11,463	22%
TOTAL ELECTRICAL	4,214,387	828,199	20%
WASTE WATER UTILITY			
Operations	720,547	154,407	21%
Debt interest	73,407	16,429	22%
Amortization	218,683	44,799	20%
TOTAL WASTE WATER	1,012,637	215,635	21%
TOTAL EXPENSES	13,203,501	2,607,707	20%
DEBT PRINCIPAL PAYMENTS	314,789	35,295	11%



CITY OF GRAND FORKS
CAPITAL EXPENDITURES
For the Quarter Ending March 31, 2017

	BUDGET 2017	YTD QTR1 2017	% BUDGET 2017	FUNDING SOURCE
GENERAL OPERATIONS				
Silver Kettle Sidewalk	150,000		0%	General capital reserve
Public Works Fuel Tanks	75,000		0%	General capital reserve
Whispers of Hope Roof	15,000		0%	General capital reserve
5 tonne Dump Truck	250,000		0%	Equipment reserve
T-Tech trailer	13,679		0%	Equipment reserve
GIS Phase 2	2,759		0%	General capital reserve
Public Works Upgrades	20,000		0%	General capital reserve
JD Park Stadium Padding	15,000		0%	Slag reserve
Service Truck Replacement	60,000		0%	General capital reserve
PW Photocopier	15,000		0%	General capital reserve
Expo Sign changes	35,000		0%	Slag reserve
Library HRV	12,000		0%	Other - Library fund
Public Works - 22nd Street	750,000		0%	General capital reserve/debt
Wayfaring Signs	65,000		0%	Slag reserve
LED Lighting	50,000		0%	Slag reserve
Emergency Repair Fund	50,000		0%	General capital reserve
Holder Replacement	200,000		0%	Equipment reserve
Airport AWOS Upgrade	220,000		0%	General capital reserve/grant
ENGINEERING				
Flood Plain Mapping & Dike Restoration	50,000			General capital reserve
ELECTRICAL				
Riverside Reconductor	7,395	1,265	17%	Electrical capital reserve
Electrical Substation Engineering	48,709		0%	General capital reserve
Transformer Replacement Programs	80,000		0%	General capital reserve
Substation Engineering	500,000		0%	General capital reserve
WASTE WATER				
Wastewater Treatment Plant UV	457,675	3,300	1%	Land sales reserve/grant
Headworks Grinder	34,343		0%	Land sales reserve
Water/Sewer Scada	5,575		0%	Land sales reserve
3rd Street Sewer Main Repair	35,309		0%	General capital reserve
City Park Lift Station Upgrade	15,000		0%	Sewer capital reserve
Bio-Solids Land Application Plan	25,000		0%	General capital reserve
Sewer Main Relining	25,000		0%	General capital reserve
Wastewater Treatment Plant Upgrades	4,010,000		0%	General capital reserve/grant
Sewer Phasing Plan	100,000		0%	General capital reserve/grant
Sewer Lift Station Pumps	15,000		0%	Sewer capital reserve
WATER				
West Side Fire Protection	928,784		0%	Debt
Water/Sewer Scada	5,575		0%	Land sales reserve
Residential Water Meter Project	22,538	14,643	65%	Gas tax reserve
Well #3 Pump and Motor	13,981	1,815	13%	General capital reserve
5th Street Watermain Replacement	312,428	1,652	1%	Gas tax reserve
Water Supply & Conservation	11,500		0%	Water capital reserve
TOTAL CAPITAL	8,702,250	22,675	0%	