

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

**COMMITTEE OF THE WHOLE MEETING**

**Monday, February 15th, 2016**

PRESENT:           MAYOR FRANK KONRAD  
                  COUNCILLOR JULIA BUTLER  
                  COUNCILLOR CHRIS HAMMETT  
                  COUNCILLOR NEIL KROG  
                  COUNCILLOR CHRISTINE THOMPSON

CHIEF ADMINISTRATIVE OFFICER	D. Allin
CHIEF FINANCIAL OFFICER	R. Shepherd
CORPORATE OFFICER	D. Heinrich
DEPUTY CORPORATE OFFICER/COMMUNICATIONS	S. Winton
MANAGER OF DEVELOPMENT AND ENGINEERING	D. Sheets
MANAGER OF OPERATIONS	D. Reid
DEPUTY MANAGER OF OPERATIONS	D. Drexler
CORPORATE ADMINISTRATIVE ASSISTANT	D. Popoff

GALLERY

ABSENT:           COUNCILLOR COLLEEN ROSS

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**CALL TO ORDER**

The Mayor called the COTW Meeting to order at 9:01 am.

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**COMMITTEE OF THE WHOLE AGENDA**

Adopt agenda  
February 15th, 2016, COTW

MOTION: BUTLER

**Adopt agenda as presented.**

CARRIED.

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Reminder In-Camera Meeting directly following COTW Meeting.

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## **REGISTERED PETITIONS AND DELEGATIONS**

Boundary Country Regional Chamber of Commerce  
Returning as per Mayor and Council request to answer question regarding 2016  
Budget Strategic Plan

Discussion:

- Alan Cooper, President, gave an overview of the Chamber's Strategic Plan and information on the current Directors. He announced that the AGM will be held March 10, 2016, at Gallery 2 at 6:00 pm. He is looking forward to being involved in events throughout the Boundary
- Kathy Wright, Executive Director, spoke on membership, 71 Grand Forks members in 2015 and more in surrounding areas, 111 Grand Forks invoiced in 2016 and others in surrounding areas. She expressed that the Family Day events were fantastic
- Sylvia Burch, Treasurer, gave an overview of the Chamber's finances and goals, Kathy's hours per week increase to 35 hrs, Chamber's website, spoke in regards to future thoughts of the Chamber wanting to move their office into the downtown core, Tradeshow for the region, revenue generation/fundraising - \$2,500 from each area for a total of \$7,500 in contributions
- Councillor Krog asked about possible electronic payment of membership fees

MOTION: BUTLER

**RESOLVED THAT the COTW receives the delegation from the Boundary Country Regional Chamber of Commerce.**

CARRIED.

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### Whispers of Hope

The impacts Whispers/BETHS has made through the partnership with the City of Grand Forks

Discussion:

- Andre Boruck, Director, gave an overview of Whispers of Hope, its operations, revenue generation, BETHS Emergency Shelter, future plans, investment, challenges, intent, invitation to visit facility
- Councillor Butler asked about the funds set aside, if they were going towards the roof repair? Mr. Boruck replied that it was more for lighting and kitchen cupboards, commented on the roof problems and repair and that the City Works crew were very helpful in the temporary roof repair
- Gallery members spoke positively regarding Whispers services and that it is a good facility
- Councillor Thompson inquired into the number of bed nights at BETHS? Steve McGibbon, Executive Director, replied that there are approximately 200 people a month, approximately 6 per night
- Councillor Krog asked if the facility has a program in place to try and transition some of the clients into paid positions? Mr. Boruck replied that yes they do attempt to give people the confidence, responsibility, routine, and skills
- Councillor Butler inquired about renewing their lease. Andre replied that the group would like to have a guarantee from the Mayor and Council that they will stay with a

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- long term agreement, would like to sign a new lease with the City.
  - CAO explained the lease arrangement
  - Ray Hansen, Vice Chair of Whispers, explained the original lease with MAAPS

MOTION: THOMPSON

**RESOLVED THAT the COTW receives the presentation from Andre Boruck of Whispers/BETHS.**

CARRIED.

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**PRESENTATIONS FROM STAFF**

Deputy Corporate Officer/Communications  
Verbal update on Family Day 2016

Discussion:

- Sarah Winton, Deputy Corporate Officer/Communications, gave an overview of this year's Family Day celebrations, events, and thanked everyone who participated
- many positive comments were made from the Gallery and Mayor and Council

MOTION: THOMPSON

**RESOLVED THAT the COTW receives for information the verbal update from the Deputy Corporate Officer/Communications on Family Day 2016.**

CARRIED.

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Manager of Development & Engineering Services  
Application for a Development Variance Permit to vary the exterior side parcel line setback to allow for the placement of a portable temporary office trailer

MOTION: KROG

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

CARRIED.

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Manager of Operations  
Employees Health and Safety Policy

Discussion:

- Manager of Operations stated that the Policy was last reviewed on March 16, 2009, and that this was a housekeeping update

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- Manager of Operations recommended that the "Supervisor's" Responsibilities wording change to "Department Head" Responsibilities
  - Councillor Butler inquired into the monthly review process and if it has been done in the past or if these are new categories? Manager of Operations replied that yes it has been done in the past; however, want to make sure of the specific layout and timeframe
  - Councillor Thompson inquired if WorkSafe BC requires a Safety Committee? Manager of Operations replied that yes, there is a Joint Health & Safety Committee that gathers once a month

MOTION: HAMMETT

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

CARRIED.

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Monthly Highlight Reports from Department Managers

Staff request for Council to receive the monthly activity reports from department managers

Discussion:

- Councillor Hammett inquired as to the unsightly properties. CAO explained that these property owners are working well with the Bylaw Officer
- Councillor Butler asked who the Labour Management Committee was comprised of and what the mandate was? CAO replied that as part of the Collective Agreement, the Committee is comprised of Union members and Management. The mandate is to address any issues that may arise from a Labour perspective
- Councillor Thompson asked if the Occupational Health & Safety Committee was comprised of the same members? CAO answered that they were two separate groups
- Councillor Butler inquired that there were going to be several new events this year? Deputy Corporate Officer listed some of the events, such as a Demolition Derby, Frisbee Tournament, Good Sam Club, GFI, and Easter Egg Hunt
- Councillor Butler inquired into revisiting City use facility procedures, where they are, and if there is a list? CAO explained the procedures process
- Councillor Butler asked about the Transitional Housing Society Steering Committee? Mayor Konrad explained that it is moving along, there is a meeting planned, and that they had a meeting with BC Housing
- Councillor Butler asked what SCEEP stood for? Manager of Development and Engineering replied that it stood for Sustainable Community Emissions and Energy Planning

MOTION: THOMPSON

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

CARRIED.

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## REPORTS AND DISCUSSION

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### PROPOSED BYLAWS FOR DISCUSSION

Chief Financial Officer

Bylaw 2015-A1 - Electrical Utility Regulatory Amendment Bylaw

Discussion:

- CAO explained that when Fortis BC sets their rates, a BCMU (BC Memo of Understanding) impacts five electrical utilities in BC and they meet with Fortis and the Commissionaires to determine and challenge the increases, then the Utilities Commission makes the decision. Fortis also works on incentive programs
- Councillor Butler inquired that in 2016, capital reserves of \$120,000 into Electrical seems like the same amount was spent last year. Is this similar with what was done last year with setting money aside? The CFO and CAO explained that those funds all are established by bylaw

MOTION: THOMPSON

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

CARRIED.

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### INFORMATION ITEMS

Deputy Manager of Operations

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

MOTION: HAMMETT

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

CARRIED.

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Deputy Manager of Operations

Trees by the Gallery 2 facility

Discussion:

- Mayor Konrad inquired if the trees were there prior to the establishment? Manager of Operations replied that the trees were there prior and that he spoke with Gallery 2 regarding the impact of cooling the building from the tree removals
- Councillor Butler asked if there is a tree removal policy already in place? CAO



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replied yes, however if the tree is on public land and healthy, it is recommended to follow an Arborist report. If an individual requests removal, Council may vary the Policy; it would be Council's decision

- Councillor Hammett inquired as to what remedies from Gary Smith, Gaia Principles, would be suggested? Mayor Konrad explained that a precedence must be set for pest control. CAO expanded on the pest control, caution on spraying, and the eco system

- Councillor Krog asked as to the cost to remove two trees and suggested a method of water and dishsoap solution. Deputy Manager of Operations responded that the cost would be \$2,000 per tree, \$200-\$300 per tree for replanting.

- Councillor Thompson asked if Gallery 2 has complained about the Maple bug problem? Deputy Manager of Operations responded that he did not receive any reports or comments from them

- Bujor Tanasescu, owner of the establishment, spoke regarding the impact and problem he has to their house and business in regards to these trees

MOTION: THOMPSON

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

CARRIED.

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**CORRESPONDENCE ITEMS**

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**LATE ITEMS**

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

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**QUESTION PERIOD FROM THE PUBLIC**

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**IN-CAMERA RESOLUTION**

Chief Administrative Officer

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

MOTION: HAMMETT

**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 (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.

CARRIED.

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**ADJOURNMENT**

The Mayor adjourned the COTW Meeting at 10:31 am.

MOTION: KROG

**RESOLVED THAT the COTW Meeting be adjourned at 10:31 am.**

CARRIED.

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**CERTIFIED CORRECT:**

  
MAYOR FRANK KONRAD

  
CORPORATE ADMINISTRATIVE  
ASSISTANT - DAPHNE POPOFF