

THE CORPORATION OF THE CITY OF GRAND FORKS

COMMITTEE OF THE WHOLE MEETING

Monday, December 14th, 2015

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

CHIEF ADMINISTRATIVE OFFICER  
CHIEF FINANCIAL OFFICER  
CORPORATE OFFICER  
DEPUTY CORPORATE OFFICER/COMMUNICATIONS  
MANAGER OF DEVELOPMENT  
AND ENGINEERING  
MANAGER OF BUILDING AND  
BYLAW SERVICES  
MANAGER OF OPERATIONS  
DEPUTY MANAGER OF OPERATIONS  
FIRE CHIEF  
CORPORATE ADMINISTRATIVE ASSISTANT

D. Allin  
R. Shepherd  
D. Heinrich  
S. Winton  
  
D. Sheets  
  
W. Kopan  
D. Reid  
D. Drexler  
D. Heriot  
D. Popoff

GALLERY

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1. **CALL TO ORDER**

- a) The Mayor called the COTW Meeting to order at 9:04 am.

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2. **COMMITTEE OF THE WHOLE AGENDA**

- a) Adopt agenda  
December 14th, 2015, COTW

MOTION: KROG

**RESOLVED THAT the COTW adopt the December 14th, 2015, COTW agenda as presented.**

CARRIED.

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- b) Reminder  
In-Camera Meeting directly following COTW Meeting

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**3. REGISTERED PETITIONS AND DELEGATIONS**

- a) Cavan Gates, Christina Gateway CDA  
A group of regional tourism accommodators and nonprofit societies is requesting a letter of support for the application to implement a Municipal Regional District Tax (MRDT)

Discussion:

- explained that the MRDT is basically a hotel tax that Grand Forks area is missing out on
- letter of support from the Chamber of Commerce
- revenue expected, anticipated annual revenue of \$50,000
- marketing through professional development, tourism product development, and marketing the boundary brand outside of the boundary
- Regional Tourism Advisory Committee, all accommodators will have to be in agreement in order for this to become mandatory if passed, the program requires a motion of support
- percentage of tax allocated to administration - Provincial is \$20 per accommodator per month, RDKB has not established their portion fee yet, and the Boundary Museum will be coming up with their figure
- letter of support for the application, working through with provincial staff and concept of placing the tax in motion
- Why do other 40% not wanting to join? Do not want change, afraid of raising rates, and no visitors perhaps
- museum marketing

MOTION: HAMMETT

**RESOLVED THAT the COTW receives for information purposes the presentation from Cavan Gates, Christina Gateway CDA and refers this matter to the December 14th Regular Meeting.**

CARRIED.

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- b) The Mayor asked for the signs of "RESPECT" to be removed from Council Chambers.
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- c) Gary Smith, Deer Committee  
Update from the Deer Committee, along with minutes of Oct. 6th & Nov. 10th, 2015, deer counts, and Regional Deer Committee Meeting minutes

Discussion:

- committee has achieved its mandate - received permit, additional signage, education through WildSafe BC

MOTION: HAMMETT

**RESOLVED THAT the COTW receives for information purposes the updates from Gary**

**Smith of the Deer Committee and refers this matter to the December 14th Regular Meeting to dissolve the Deer Committee because they have met their mandate requirements.**

CARRIED.

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**4. PRESENTATIONS FROM STAFF**

- a) **Manager of Operations**  
To provide information on snow removal procedures and policy

Discussion:

- Public Works street priorities, sidewalk priorities, airport priorities, and equipment used
- downtown removal procedures
- challenges
- information ad on snow clearing is in the paper and on the City website
- Councillor Thompson complimented the crews on a job well done and Councillor Hammett echoed the compliment and added how lucky our municipality is with our snow removal

MOTION: BUTLER

**THAT the COTW recommends to Council to receive the Power Point presentation given by the Manager of Operations with regard to current snow removal procedures in accordance to the City's Policy.**

CARRIED.

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- b) **Airport Manager**  
Update on lease rates for hangar owners

Discussion:

- rates increasing by 10%, will adjust yearly according to the Consumer Price Index (CPI)
- lease will be completed by 2020 and will then reassess and have a system in place
- informing the public of the current rates and structures
- no current fees for private airplanes when landing or takeoff
- night call outs will be implemented into the Fees and Charges Bylaw

MOTION: HAMMETT

**THAT the COTW receives the update regarding lease rates for hangar owners from the Airport Manager.**

CARRIED.

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- c) Communications Dept.  
Update regarding the removal of the RDKB recycle bins from downtown Grand Forks

Discussion:

- February 1st, 2016, the recycle bins will be removed from the downtown core
- advertising costs will be part of the RDKB
- Councillor Ross inquired about the curbside Recycling Program and possible glass pickup in the future, she would like to see a quote for this. Mayor Konrad will bring this issue forward at an RDKB Meeting

MOTION: KROG

**THAT the COTW receives the update and Media Release from the Communications Dept. regarding the removal of the RDKB recycle bins from downtown Grand Forks; AND FURTHER directs staff to contact the RDKB regarding their contract and the glass curbside recycling and associated costs.**

CARRIED.

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- d) Deputy Corporate Officer/Communications  
Communications Policy and Procedures

Discussion:

- guiding principles according to Auditor General recommendations
- Communications Committee reviewing resolutions of Council before going to Council meetings, message, meaning, option only
- Records Retention Policy vs Communications Policy, Freedom of Information process, monitoring of emails and responses
- social media page setup, Facebook
- Community Charter and Mayor awarded as spokesperson, suggestion that Point 1.4 "with the approval of the Mayor" should be added
- Point 2.3 "will be" duplicated and should be removed
- Point 2.4.1 Contact List for other municipalities, Council should have more input into policies
- COTW Meetings to debate policies and put forward any changes
- City website is gateway to the public, some City Council bios missing
- for elderly population and students, suggestion was made for bylaws to be available as paper copies at the Library for free
- email responses from Info. Mailbox, recommendation of response acknowledgment 3-4 business days
- resident complained that a letter submitted to the City did not receive a response for at least two months, then reply did not address the question, another letter submitted and response was that staff did not have the time to continue with this line of questioning. CAO explained that he will not respond to the same question over and over again with the same situation, which was already given a response that perhaps the individual did not like the answer to
- Point 2.5.8 Negative Commentary directed to staff

MOTION: THOMPSON

**THAT the COTW recommends Council receives the draft Communications Policy and Procedures;**  
**AND FURTHER recommends Council adopt the Communications Policy and Procedures at the December 14th, 2015, Regular Meeting.**

CARRIED.

Councillor Butler is opposed to this motion.

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- e) Mayor Konrad recessed the COTW Meeting at 10:25 am.  
Mayor Konrad reconvened the COTW Meeting at 10:35 am.
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- f) Urban Systems  
Asset Management Update and Capital Project Priorities

Discussion:

- CAO introduced Mr. Scott Sheppard from Urban Systems and provided an update on the Asset Management Plan
- Community Infrastructure Investments
- What has Grand Forks done?
- How do you provide sustainable and affordable services?
- Level of service
- Risk for prioritization
- Significant capital investments
- The financial balance
- Suggested next steps
- proposals from Urban Systems, values of community, report from the City lawyer, budget process
- numbers that are being used for deficit, no money for the City a big concern, \$32 million requirement, dialogue and trust of Council with the public
- Union options and negotiations, dismissing of the Union President, privatization
- surplus and reserves, Geographic Information System (GIS)
- Administration growth and costs
- replacement of infrastructure in affordable portions, minimize dollars to taxpayers
- book value vs actual facts
- Urban Systems is a member of the Public Works Association and Asset Management BC
- Gas Tax Funds Reserve, partnerships with other nearby cities

MOTION: BUTLER

**RESOLVED THAT the COTW receives the Asset Management Update and Capital Project Priorities from Urban Systems.**

CARRIED.

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**g)** Urban Systems  
East Side Reservoir Structure Study

Discussion:

- Background information - ground water requirements could be put in place in the future that would dictate other future requirements to the City
- Options to address Interior Health concerns - supported structure, steel structure, or concrete reservoir
- Evaluation criteria
- Results
- water temperature in reservoir
- Urban Systems would recommend - Option 3
- home rain water tanks
- reservoir and fire flows
- tourist information

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the East Side Reservoir Structure Study from Urban Systems.**

CARRIED.

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**h)** Chief Financial Officer  
Asset Management Financial Policy

Discussion:

- background information, purpose, principles and statements of the Policy
- has the City ever borrowed substantial amounts of money? CFO replied that in 2012, approx. \$2 million was borrowed during the Sewer Lift Station Project, currently there is not a lot of debt
- debt and borrowing
- Policy 4.6, concerns of privatization, comments of good direction given, policy is coming from management, currently partnership with RDKB for garbage disposal, asset disposal

MOTION: KROG

**RESOLVED THAT the COTW recommends to Council to approve Policy 808 Asset Management Financial Policy.**

CARRIED.

Councillor Butler is opposed to this motion.

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**i)** Chief Administrative Officer  
Presentation regarding the 2015 Year in Review

MOTION: THOMPSON

**THAT the COTW refers the presentation from the CAO regarding the 2015 Year in Review to the December 14th Regular Meeting.**

CARRIED.

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- j) Monthly Highlight Reports from Department Managers**  
Staff request for Council to receive the monthly activity reports from department managers

Discussion:

- suggestion from Councillor Butler to take more time in the future with these reports and make them more prominent and perhaps let the Managers speak to these reports
- intention of reports
- pressing issues

MOTION: THOMPSON

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

CARRIED.

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**5. REPORTS AND DISCUSSION**

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**6. PROPOSED BYLAWS FOR DISCUSSION**

- a) Chief Financial Officer**  
Bylaw 2019 - The City of Grand Forks 2016 Revenue Anticipation Borrowing Bylaw

Discussion:

- Councillor Thompson inquired if \$2 million was sufficient? CFO replied that it was

MOTION: BUTLER

**RESOLVED THAT the COTW recommends to Council to give the first three readings to Bylaw 2019 - 2016 Revenue Anticipation Borrowing Bylaw at the December 14, 2015, Regular Meeting of Council.**

CARRIED.

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- b) Manager of Building Inspection & Bylaw Services**  
Amendment Bylaw No. 1957 A-4 (re: Schedule 4 of the Municipal Ticketing and Information Bylaw No. 1957 as it relates to the fineable offence in the Unsanitary Premises Bylaw No. 1962)

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to refer the amendment Bylaw No. 1957 A-4 to the January 11, 2016, Council Meeting for the first three readings.**

CARRIED.

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**7. INFORMATION ITEMS**

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**8. CORRESPONDENCE ITEMS**

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**9. LATE ITEMS**

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

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**11. QUESTION PERIOD FROM THE PUBLIC**

- a) - reservoir issues and temporary solutions  
- Telus and fibre optics possible connection to electric and water meters for non RF options, cost  
- trust of City Council to make decisions, hope that continuity of City continues, continue investigative options that are more creative

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**12. IN-CAMERA RESOLUTION**

- a) Chief Administrative Officer  
Immediately following the COTW Meeting, Council will hold an In-Camera Meeting

MOTION: THOMPSON

**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)(c) labour relations or other employee relations; and 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; and 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if Council considers that disclosure could reasonably be expected to harm the interests of the municipality; and 90 (1)(d) the security of the property 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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13. **ADJOURNMENT**

a) The Mayor adjourned the COTW Meeting at 12:54 pm.

MOTION: ROSS

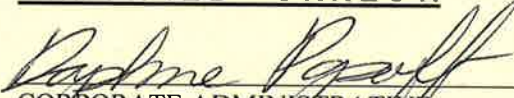
**RESOLVED THAT the COTW Meeting be adjourned at 12:54 pm.**


CARRIED.

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**CERTIFIED CORRECT:**

  
CORPORATE ADMINISTRATIVE  
ASSISTANT - DAPHNE POPOFF

  
MAYOR FRANK KONRAD