

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

**COMMITTEE OF THE WHOLE MEETING**

**Monday, November 9, 2015**

**PRESENT:** MAYOR FRANK KONRAD  
COUNCILLOR JULIA BUTLER  
COUNCILLOR NEIL KROG  
COUNCILLOR CHRISTINE THOMPSON  
COUNCILLOR CHRIS HAMMETT (joined the COTW Mtg. at 9:03 am)

CHIEF ADMINISTRATIVE OFFICER D. Allin  
CORPORATE OFFICER D. Heinrich  
DEPUTY CORPORATE OFFICER/COMMUNICATIONS S. Winton  
CHIEF FINANCIAL OFFICER R. Shepherd  
MANAGER OF DEVELOPMENT AND ENGINEERING S. Bird  
MANAGER OF BUILDING AND BYLAW SERVICES W. Kopan  
MANAGER OF OPERATIONS D. Reid  
FIRE CHIEF D. Heriot  
CORPORATE ADMINISTRATIVE ASSISTANT D. Popoff

GALLERY

**ABSENT:** COUNCILLOR ROSS

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**1. CALL TO ORDER**

The Mayor called the meeting to order at 9:02 am.

CARRIED.

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**2. COMMITTEE OF THE WHOLE AGENDA**

- a) Adopt agenda  
November 9th, 2015, COTW

MOTION: THOMPSON

**RESOLVED THAT the COTW amend the November 9th, 2015, COTW agenda to include under Late Items a presentation overview from Dave Smith regarding the Transitional Housing Project Steering Committee and amend the agenda to reverse the order of points 4 c) and 4 d).**

CARRIED.

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

- a) Boundary Country Regional Chamber of Commerce  
2016 Fee for Service requests to Council
- Alan Cooper, President gave an overview of the Boundary Country Regional Chamber of Commerce, its members, and its purpose
  - Kathy Wright, Executive Director gave an update of 2015 activities of the Chamber, priorities and goals with the City of Grand Forks

MOTION: KROG

**RESOLVED THAT the COTW receives for information purposes from the Boundary Country Regional Chamber of Commerce and determines to forward the request to the 2016 Budgeting process.**

CARRIED.

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- b) Boundary Museum  
2016 Fee for Service requests to Council

- Joe Mottishaw, President and Cher Wyers, Manager gave an overview of the Boundary Museum, its members, highlights, events, solar project, local mapping program for 2016, and planning

MOTION: THOMPSON

**RESOLVED THAT the COTW receives for information purposes from the Boundary Museum and determines to forward the request to the 2016 Budgeting process.**

CARRIED.

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- c) Grand Forks Art Gallery  
2016 Fee for Service requests to Council

- Steve Hollett, Co-Chair and Terry Woodruff, Chair of the Finance Committee gave an overview of the Grand Forks Art Gallery, its members, exhibits, collections, educational programs, Visitor Information Centre, and highlight events

Discussion:

- Councillor Thompson inquired as to the rental increases for the facilities of the Gallery
- Mr. Hollett explained that they have gone through the Strategic Planning exercise and are revisiting the increases

MOTION: THOMPSON

**RESOLVED THAT the COTW receives for information purposes from the Grand Forks Art Gallery and determines to forward the request to the 2016 Budgeting process.**

CARRIED.

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d) Boundary & District Arts Council  
2016 Fee for Service requests to Council

- Susan Hals, Treasurer gave an overview of the Boundary & District Arts Council, performances, events, and yearly scholarships to GFSS

Discussion:

- Councillor Hammett suggested to approach the Regional District for some funding
- Councillor Krog stated that the \$4,500 requested would be matched by the province
- Councillor Thompson inquired as to membership and funds

MOTION: KROG

**RESOLVED THAT the COTW receives for information purposes from the Boundary & District Arts Council and determines to forward the request to the 2016 Budgeting process.**

CARRIED.

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e) Selkirk College  
To update the community leaders on the enrollment numbers, financial impact, and current strategic goals

- Angus Graeme, President and Tiffany Snauwaert, Chair of Education Council gave an update and overview of Selkirk College, communities operating in, students, employees, job opportunities, and programs

Discussion:

- Councillor Butler inquired how the City of Grand Forks can better work with or support Selkirk College
- Angus Graeme replied community service providers, special education, facilitate dialogue, local government meeting our objectives and local support, bandwidth, and connectivity
- Councillor Hammett inquired as to Telus and fibre optics
- types of products developing for seniors and response from seniors
- Councillor Thompson inquired as to enrollment and registration

MOTION: THOMPSON

**RESOLVED THAT the COTW receives the presentation from Angus Graeme and Tiffany Snauwaert of Selkirk College.**

CARRIED.

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4. **PRESENTATIONS FROM STAFF**

- a) Chief Financial Officer  
2016 Property Insurance Sole-Sourcing

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to waive the requirements of Purchasing Policy 802-A1 and allow sole-sourcing for 2016 property insurance at the November 30th, 2015, Regular Meeting of Council.**

CARRIED.

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- b) Chief Financial Officer  
Write-off of uncollectible Business Licences

Discussion:

- Chief Financial Officer will look into the licence for Kettle Valley Chiropractic prior to the November 30th Regular Meeting as Councillor Krog believes that this business is still in operation

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to write-off uncollectible business licences for Boundary Houseworks, Grand Forks Monuments, Kettle Valley Chiropractic, Pinky's, Qwikfire Exhaust & Vent Cleaning, World Within Workshops, Rest Assured Respite Care, Wizard of Pawz, Lalande Contracting, and Misty Creek Productions for the 2012, 2013, and 2014 licence years at the November 30 Regular Meeting of Council.**

CARRIED.

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- c) Chief Administrative Officer  
City of Grand Forks Strategic Plan 2015-2019

Discussion:

- Councillor Butler would like to see, in the future, Council more involved in forming the actual document of the Plan, feels it's important for the community to stay involved and connected with what Council is doing and understand
- setting of regular meetings
- not selling of natural assets clarity and definition of natural assets
- WorkTech software
- Pilot Program for students through Selkirk College
- marketing the community and investigate overseas opportunities exchange with sister cities
- during future COTW meetings, questions may still be asked about the Strategic Plan

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to adopt the 2015-2019 Strategic Plan at the November 30, 2015, Regular Meeting.**

CARRIED.

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- d) **The Mayor recessed the COTW Meeting at 11:08 am.  
The Mayor reconvened the COTW Meeting at 11:18 am.**
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- e) Deputy Corporate Officer/Communications  
Communications Policy and Procedures

- Councillor Thompson would like to recommend that the word 'appealing' be removed and on Page 43 the word 'appealing' be replaced by the word 'honest' in the document
- Councillor Butler commented that the Policy is very long and if it can be a bit more consolidated; she also feels that it is the democratic right of the people to be able to come to the City, ask questions, and get answers and not have to go through the FOI requests
- CAO spoke regarding the democratic process, Council's decisions, Freedom of Speech and critiquing of employer in the public eye
- technical point of views and PowerPoint presentations
- clarity of briefing notes to Council

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends Council receive the Draft Communications Policy and Procedures;  
AND FURTHER recommends Council adopt the Communications Policy and Procedures at the November 30, 2015, Regular Meeting.**

CARRIED.

Councillor Butler opposed the motion.

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- f) Monthly Highlight Reports from Department Managers  
Staff request for Council to receive the monthly activity report from department managers

Discussion:

- EOC claims explained
- commencement of Survey and Design Options for East Reservoir and UV Disinfection

*DW BP*  
*\* as amended at the Nov 30, 2015 Regular Meeting minutes*

MOTION: BUTLER

**RESOLVED THAT the COTW receives the monthly activity reports.**

CARRIED.



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5. **REPORTS AND DISCUSSION**

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6. **PROPOSED BYLAWS FOR DISCUSSION**

- a) Manager of Development & Engineering Services  
To amend the current Zoning Bylaw by rezoning property located at 6401 Highway #3 from the current TC (Tourist Commercial) zone to the HC (Highway Commercial) zone

Discussion:

- uses of land, water and sewer services, Public Hearing, Ministry of Transportation, and Council decision prior to development

MOTION: BUTLER

**RESOLVED THAT the COTW recommends to Council to direct staff to draft the appropriate amendment bylaw and proceed with notification to surrounding property owners, publish notice in two consecutive issues of the Grand Forks Gazette and hold a Public Hearing in accordance with the Local Government Act.**

CARRIED.

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7. **INFORMATION ITEMS**

- a) Chief Financial Officer  
Ladder truck funding options

Discussion:

- Councillor Thompson would support the flat parcel tax
- Councillor Krog spoke about the balances
- consolidating land parcels by owners prior to using flat parcel tax
- suggestion for maximum industry charge and then divide the rest
- suggestion for three flat tax rates
- one resident stated that they do not have a problem with paying the \$24.51 per year
- good asset to have

MOTION: BUTLER

**RESOLVED THAT the COTW receives for discussion the information regarding the ladder truck funding options.**

CARRIED.

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- b) Chief Financial Officer  
Schedule for the 2016 Financial Plan

MOTION: KROG

**RESOLVED THAT the COTW receives for information the Schedule for the 2016 Financial Plan.**

CARRIED.

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- c) Building Inspector  
Building Inspection Department Report from July 2013 to October 2015

Discussion:

- benefits to the City to have a Building Inspector
- Councillor Butler inquired as to the qualifications currently of a Building & Plumbing Inspector
- Building Inspector position when Mr. Kopan retires
- Councillor Thompson inquired as to training in-house
- Regional District and building inspection

MOTION: BUTLER

**RESOLVED THAT the COTW receives for information the Building Inspection Department Report from July 2013 to October 2015.**

CARRIED.

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- d) Regional District of Kootenay Boundary  
Building Act Implications for RDKB

MOTION: THOMPSON

**RESOLVED THAT the COTW receives for information the Building Act Implications for the RDKB.**

CARRIED.

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- e) Manager of Operations  
Meeting with Water Purveyors Group

Discussion:

- invitation for Council to attend meetings
- Graham Watt, Kettle River Management Plan Project Coordinator explained the reason behind forming this Group in the Summer and the issues
- CAO explained regarding public participation and In-Camera information
- Councillor Butler would like to see a Standing Committee of Council formed

MOTION: BUTLER

**RESOLVED THAT the COTW receives for information the meeting with Water Purveyors Group.**

CARRIED.

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- f) **The Mayor recessed the COTW Meeting at 12:23 pm.  
The Mayor reconvened the COTW Meeting at 12:25 pm.**
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**8. CORRESPONDENCE ITEMS**

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**9. LATE ITEMS**

- a) Dave Smith  
Transitional Housing Project Steering Committee (THPSC)
- Mr. Smith gave an overview of the THPSC
  - Preliminary Needs Assessment Report
  - research materials, observations, recommendations
  - Business Case
  - potential housing assistance from Government

MOTION: THOMPSON

**RESOLVED THAT the COTW receives the information and presentation from Dave Smith for the Transitional Housing Project Steering Committee for information and discussion purposes.**

CARRIED.

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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) - fire insurance and increased City ads in the newspaper  
- CAO stated that there are legislative obligations such as lands, job postings, community, City Hall Times  
- Councillor Hammett explained how The City Hall Times were published
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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)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and 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 90 (1)(g) litigation or potential litigation affecting the municipality; and 90 (2)(c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 of that Act;**

**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 12:52 pm.

MOTION: THOMPSON

**RESOLVED THAT the COTW Meeting be adjourned at 12:52 pm.**

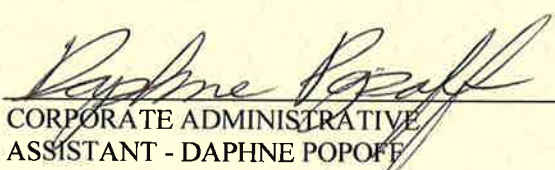
CARRIED.

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**CERTIFIED CORRECT:**

  
MAYOR FRANK KONRAD

  
CORPORATE ADMINISTRATIVE  
ASSISTANT - DAPHNE POPOFF