



**The Corporation of the City of Grand Forks  
Committee of the Whole Meeting  
AGENDA**

Meeting #: C-2020-06  
Date: Monday, June 15, 2020, 10:00 am  
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda  
*June 15, 2020, Committee of the Whole*

Recommendation

THAT the Committee of the Whole adopts the June 15, 2020, agenda as presented.

3. MINUTES

- a. Adopt Minutes - Committee of the Whole  
*May 11, 2020, Committee of the Whole Meeting Minutes*

1 - 6

Recommendation

THAT the Committee of the Whole adopts the May 11, 2020, Committee of the Whole Minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

- |    |   |         |
|----|---|---------|
| a. | Boundary Museum Society<br><i>Quarterly Report</i>  | 7 - 11  |
| b. | Gallery 2<br><i>Quarterly Report</i>  | 12 - 14 |
| c. | 19th Street Restoration<br><i>Les Molnar &amp; other 19th Street Residents</i>  | 15 - 19 |
| d. | Alcar Investments - Update on Development Permit for 441 Central Avenue<br><i>Alan Hannebauer, Ryan Siersma, Marc Winer</i> | 20 - 21 |
| e. | Petition - Motocross<br><i>Residents of Valley Heights and Rattlesnake Mountain</i>   | 22 - 31 |

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

- a. Seniors Centre 32 - 34  
*Building Inspection and Bylaw Enforcement*
- b. Monthly Highlight Reports 35 - 41  
*Department Managers*

Recommendation

THAT the Committee of the Whole receives the monthly highlight reports from department managers.

7. REPORTS AND DISCUSSION

8. PROPOSED BYLAWS FOR DISCUSSION

9. INFORMATION ITEMS

- a. Donaldson Drive and LED Lights 42 - 45  
*Outside Works*
- b. Video Streaming 46 - 46  
*Corporate Services/IT*

10. CORRESPONDENCE ITEMS

11. LATE ITEMS

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

13. QUESTION PERIOD FROM THE PUBLIC

14. ADJOURNMENT





## **The Corporation of the City of Grand Forks**

### **Committee of the Whole**

### **MINUTES**

**Meeting #:** C-2020-05  
**Date:** Monday, May 11, 2020, 10:00 am  
**Location:** 7217 - 4th Street, City Hall Council Chambers

**Present:** Mayor Brian Taylor (*via Zoom videoconference*)  
Councillor Zak Eburne-Stoodley (*via Zoom videoconference*)  
Councillor Cathy Korolek (*via Zoom videoconference*)  
Councillor Neil Krog (*via Zoom videoconference*)  
Councillor Chris Moslin (*via Zoom videoconference*)  
Councillor Christine Thompson (*via Zoom videoconference*)  
Councillor Rod Zielinski (*via Zoom videoconference*)

**Staff:** Duncan Redfearn - Chief Administrative Officer  
Daniel Drexler - Corporate Officer  
Kevin McKinnon - Deputy Corporate Officer  
Daphne Popoff - Corp. Admin. Assistant (*via Zoom videoconference*)  
Juliette Rhodes - Chief Financial Officer  
Dolores Sheets - Manager of Development & Engineering Services  
Graham Watt - Manager of Strategic Initiatives  
David Bruce - Manager of Inspection & Bylaw Services  
George Seigler - Fire Chief  
Maurice Wutzke - Interim Manager of Operations  
Justin Dinsdale - Manager of Capital Projects

Roly Russell, Area D Director, Regional District Kootenay Boundary (*via Zoom videoconference*)

**Delegation:** Jeff Fero and Sarah Dinsdale, Boundary Country Regional Chamber of Commerce (*via Zoom videoconference*)

### **GALLERY**

1. **CALL TO ORDER - via Zoom videoconference**

Mayor Taylor called the May 11, 2020, Committee of the Whole Meeting to order at 10:09 am.

2. **COMMITTEE OF THE WHOLE AGENDA**

- a. Adopt agenda

*May 11, 2020, Committee of the Whole*

Mayor Taylor mentioned that Item 12 a) should read as 'Courtesy Kitchen'.

MOVED

**THAT the Committee of the Whole adopts the May 11, 2020, agenda as presented.**

**Carried**

3. **MINUTES**

- a. Adopt Minutes - Committee of the Whole

*April 6, 2020, Committee of the Whole Meeting Minutes*

MOVED

**THAT the Committee of the Whole adopts the April 6, 2020, Committee of the Whole Minutes as presented.**

**Carried**

4. **REGISTERED PETITIONS AND DELEGATIONS**

- a. Boundary Country Regional Chamber of Commerce

Update and efforts of the BCRCC in the business community during COVID-19 and introduction of new Marketing and Revitalization Coordinator

Jeff Fero and Sarah Dinsdale gave an overview of the Boundary Country Regional Chamber of Commerce regarding shop local program, social media pages, weekly business check-ins, Boundary Country Economic video update, COVID-19 Boundary Business Portal, Boundary Bucks, Discover Grand Forks, continuing plans for May and June, and other Chamber business.

**Discussion:**

- trail signage in the downtown core
- Roger Brooks' COVID-19 update ideas
- tourism and moving forward during this time
- businesses following guidelines

**5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D**

Roly Russell, Area D Director, spoke in regard to the Community Center update, Trails Master Plan, transit update and community engagement, and local vision for revitalizing during COVID-19.

**Discussion:**

- EOC preparedness
- Trails Master Plan

**6. PRESENTATIONS FROM STAFF****a. 2020 Events Update**

*Corporate Services*

**Overview and Discussion:**

- Rural Dividend Fund extended into 2021
- Canada Day update and perhaps a future date for this event
- Car Show has been cancelled
- Bike Farm Tour update
- Market on Market update
- Winter season events to be reviewed
- not all have to be events, traffic pattern changes
- idea of Market Avenue closure to foot traffic only, mobility

MOVED

**THAT the Committee of the Whole receives the report regarding Events Updates for information.**

**Carried**

b. Traffic and Signage Update

*Outside Works / Corporate Services*

**Overview and Discussion:**

- 4-way stop at Market and 2nd Street
- 2nd Street and 72nd Avenue is being investigated
- other intersections to consider for safety purposes: 5th Street and 72nd Avenue, also intersection by Dave Dale Insurance, more 4-way stops downtown
- speed reduction downtown
- Donaldson Drive right turn off from Hwy 3

MOVED

**THAT the Committee of the Whole receives the Traffic and Signage Update report for information.**

**Carried**

c. DMAF Program Charter Draft

*Development, Engineering, and Planning*

**Overview and Discussion:**

- explanation of DMAF Program Charter
- DMAF Program objectives, guiding principles, budget
- Asset Management and Flood Recovery Plan

MOVED

**THAT the Committee of the Whole receive the Disaster Mitigation and Adaptation Fund Project Charter Draft for information.**

**Carried**

MOVED

**THAT the Committee of the Whole ask staff to present the Disaster Mitigation and Adaptation Fund Project Charter at the May 25, 2020 Regular Meeting of Council for approval.**

**Carried**

d. Investment Policy #809

*Financial Services*

**Overview and Discussion:**

- point 4 'Delegation of Authority'
- point 8 'Investment Parameters'
- suggestion for current resolution number included in header of Policy

MOVED

**THAT the Committee of the Whole recommend that Council approve Policy No. 809 - Investment of Surplus Funds at the Regular Meeting on May 25, 2020.**

**Carried**

e. Fire Service Operations Level, Revision to Policy #901

*Emergency Services*

**Overview and Discussion:**

- clarification of Policy
- RDKB for any input and information
- Grand Forks Search and Rescue

MOVED

**THAT the Committee of the Whole receives the report regarding the revised Fire Service Operations Level Policy/discontinuing Swiftwater Technical Rescue level for Swiftwater Awareness and refers the policy to the May 25, 2020, Regular Meeting for adoption.**

**Carried**

f. Monthly Highlight Reports

*Department Managers*

**Discussion:**

- tree lights along downtown
- gravel pit resources
- municipal campground
- GIS Mapping system possible workshop

MOVED

**THAT the Committee of the Whole receives the monthly highlight reports from department managers.**

**Carried**

**7. REPORTS AND DISCUSSION**

**8. PROPOSED BYLAWS FOR DISCUSSION**

**9. INFORMATION ITEMS**

**10. CORRESPONDENCE ITEMS**

**11. LATE ITEMS**

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

- a. Follow up information regarding the Community Kitchen

*Chief Administrative Officer*

**Discussion:**

- bylaw regarding 'restaurant'
- business licence
- application submission is the same as operation currently
- food preparation on premises guidelines and compliance
- definition improvements

**13. QUESTION PERIOD FROM THE PUBLIC**

**14. ADJOURNMENT**

The May 11, 2020, Committee of the Whole Meeting was adjourned at 1:12 pm.

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Mayor Brian Taylor

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Corporate Administrative Assistant -  
Daphne Popoff



## Online Delegation Form

**YOUR WORSHIP, MAYOR TAYLOR, AND MEMBERS OF COUNCIL, I/WE ARE HERE THIS EVENING ON BEHALF OF:**

Boundary Museum Society

**TO REQUEST THAT YOU CONSIDER:**

Receive the Boundary Museum Society's Quarterly Report for information as presented

**THE REASONS THAT I/WE ARE REQUESTING THIS ACTION ARE:**

In compliance with the 2020 Fee for Service agreement dated May 2020 between the Boundary Museum Society and the Corporation of the City of Grand Forks summarizing the activities.

**I/WE BELIEVE THAT IN APPROVING OUR REQUEST THE COMMUNITY WILL BENEFIT BY:**

Transparency with respect to the disposition of taxpayers annual funding allocated by the Corporation of the City of Grand Forks for Boundary Museum Society operations at 6145 Reservoir Road and the Boundary Community Archives located at 7217 4th Street in the basement at City Hall.

**I/WE BELIEVE THAT BY NOT APPROVING OUR REQUEST THE RESULT WILL BE:**

N/A

**IN CONCLUSION, I/WE REQUEST THAT COUNCIL FOR THE CITY OF GRAND FORKS ADOPT A RESOLUTION STATING:**

Recommendation that Council accept the Boundary Museum Society's quarterly report as presented at the Committee of the Whole (COTW) meeting on June 15th, 2020

**NAME**

April

**ORGANIZATION**

Boundary Museum Society

**MAILING ADDRESS**

6145 Reservoir Road  
Grand Forks, British Columbia V0H 1H5  
Canada

**TELEPHONE NUMBER**

2504423737

**EMAIL ADDRESS**

[april@boundarymuseum.com](mailto:april@boundarymuseum.com)



# BOUNDARY MUSEUM SOCIETY ....

## Balance Sheet As at 05/31/2020

### ASSET

#### CURRENT ASSETS

Cash	0.00	
Petty Cash - Boundary Museum	100.00	
Petty Cash - Gift Shop Sales	50.00	
GF Credit Union #490425	92,457.23	
G F Credit Union Equity Shares	25.00	
Cash Total		92,632.23
Accounts Receivable		0.00
Community Builder Cheq/Project...		12,438.72
Business Chequing 6069		28,190.08
Allowance for Doubtful Accounts		0.00
Book Inventory		2,048.80
Historical Map		337.05
<b>TOTAL CURRENT ASSETS</b>		<b>135,646.88</b>

#### FIXED ASSETS

Archival Cabinets & Shelving (m...	2,137.00	
Net - Cabinets/& Shelving (move...		2,137.00
Storage Container	7,295.00	
Air Dehumidifier Appliances	849.83	
Net - Storage Container		8,144.83
Kenmore Fridge & Stove	1,284.12	
Utility Trailer	2,500.00	
Tools & Equipment	3,854.95	
1951 Dodge Pick-up Army	0.00	
Acc Amort: Equip & Tools	-1,114.32	
Net - Equipment & Tools		6,524.75
Office Furniture	677.48	
Computer & Printer	14,141.17	
Acer Lap Top (MRDT)	427.99	
AA - Computer & Printer	-3,653.11	
Net - Computer & Printer		11,593.53
Office Furniture	0.00	
Computer (Sinixt Display)	474.28	
Speaker with Wireless Mic	385.19	
Extention 40 x 60 Building	1,455.72	
Tipi	1,557.13	
Leasehold Improvements	19,624.00	
Net Fixed Assets		23,496.32
<b>TOTAL FIXED ASSETS</b>		<b>51,896.43</b>

**TOTAL ASSET** **187,543.31**

### LIABILITY

#### CURRENT LIABILITIES

Accounts Payable	-123.58
Accured Payables	0.00
WorkSafe Payable	245.75
<b>Total Payables</b>	<b>122.17</b>

#### PAYROLL LIABILITIES

Vacation Payable	63.85
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
Payroll Advance	0.00
PAYPALL	0.14
Receiver General Payable	63.99
GST Collected on Sales	0.00



# BOUNDARY MUSEUM SOCIETY ....

## Balance Sheet As at 05/31/2020

GST Paid	867.95	
GST Owing (Refund)		867.95
<b>TOTAL CURRENT LIABILITIES</b>		<b>931.94</b>
<b>TOTAL LIABILITY</b>		<b>1,054.11</b>
<b>EQUITY</b>		
<b>OPERATING</b>		
Retained Earnings		84,585.78
Current Earnings		1,347.60
Retained Earnings ( Prev Yr.)		100,555.82
<b>Ending Balance</b>		<b>186,489.20</b>
<b>TOTAL EQUITY</b>		<b>186,489.20</b>
<b>LIABILITIES AND EQUITY</b>		<b>187,543.31</b>



# BOUNDARY MUSEUM SOCIETY ....

## Income Statement 01/01/2020 to 05/31/2020

### REVENUE

#### REVENUE

Borscht	0.00	
Flour Sales	0.00	
Kitchen Appliances	0.00	
Gift Shop Sales	72.00	
Educational Programing	0.00	
Events Revenue/Fundraisers	0.00	
Admissions	23.00	
Donations	288.00	
Donation/Reid	50,000.00	
Memberships	364.00	
Plaques in Memory	0.00	
BC Museums Associations	2,000.00	
Archival/Photo Reproduction Sales	0.00	
Reconstruction Log Building/Bob's...	0.00	
Total Revenue		52,747.00
Interest Revenue		28.12
CMA/YCW wages paid back		0.00
Govnt of Canada		0.00
BC Divid Prog Grant		5,000.00
RDKB - Operating Funding		0.00
Phoenix Foundation		0.00
Royal Canadian Legion		0.00
Canadian Railway		0.00
City of GF - Operating Funding		0.00
Provincial Grant		750.00
Service Canada/Summer Student		0.00
USCC Ladies/Buggies/WoodWork...		200.00
Projector Sale/Misc items		0.00
WorkBC		262.50
TOTAL REVENUE		58,987.62

TOTAL REVENUE 58,987.62

### EXPENSE

#### ADMINISTRATION

Exhibit Expense	0.00
Acquistions of artifacts/archives	0.00
Events Expense	561.42
Advertising & Promotions	627.90
Accounting/Bookkeeping/Professio...	1,240.00
Consultant Fees	7,142.86
School/Education Expenses	150.00
Bank & Interest Expense	82.85
Yard & Grounds Upkeep & Expense	1,145.50
Office Expense - Museum	1,571.30
Freight Charges	-18.25
Postage	92.00
PST Paid on Purchases	0.00
GST CRA 50%	3,901.56
Insurance	4,486.00
Kitchen Supplies	0.00
Book Purchases	0.00
Photo Reproduction Expense	0.00
Yearly Dues	382.50
Permits	0.00
Telephone	359.50
Internet Expense	640.15
E Levy	0.00
Honourarium & Gifts	0.00
Utilities	2,320.32
Wages	26,313.97



**BOUNDARY MUSEUM SOCIETY ....**  
**Income Statement 01/01/2020 to 05/31/2020**

EI Expense	581.60
CPP Expense	1,237.59
WorkSafe Expense	112.57
Meals & Entertainment	189.19
Log Cabin Expense	0.00
Sinixt Display	0.00
(Project Acct)	2,719.01
Repair, Cleaning & Maintenance	1,329.33
Restoration Expense/Wood Workers	0.00
Small tools, furniture non-exhibit	192.11
Artifact Storage & Supplies	34.40
Security Expense	244.64
<b>TOTAL ADMINISTRATION</b>	<b>57,640.02</b>
<b>TOTAL EXPENSE</b>	<b>57,640.02</b>
<b>NET INCOME</b>	<b>1,347.60</b>

Gallery 2 - Grand Forks Art Gallery

Operating Revenues and Expenses - March 31, 2020

Revenues					Expenses				
	2019 Budget	Actual YTD	Budget YTD	Variance		2019 Budget	Actual YTD	Budget YTD	Variance
Earned Revenue					Operations				
Memberships	\$4,000	\$3,211	\$4,000	(\$789)	Wages and Benefits	\$202,100	\$200,220	\$202,100	(\$1,880)
Giftshop & Gallery Sales	\$37,250	\$34,875	\$37,250	(\$2,375)	Seasonal Wages	\$27,000	\$17,542	\$27,000	(\$9,458)
Art Rental & Sales	\$10,000	\$10,676	\$10,000	\$676	Facility Operations	\$40,800	\$39,874	\$40,800	(\$926)
Facility Rentals	\$5,000	\$6,636	\$5,000	\$1,636	Special Projects	\$5,600	\$17,356	\$5,600	\$11,756
Investment Income					Contracts & Administration	\$12,800	\$17,028	\$12,800	\$4,228
Endowment	\$750	\$873	\$750	\$123	Programming & Events				
Private Sector Revenue					Exhibitions & Public Programs	\$31,300	\$37,083	\$31,300	\$5,783
Donations & Sponsorships	\$13,500	\$15,582	\$13,500	\$2,082	Staff/Volunteer Capacity Building	\$4,400	\$1,919	\$4,400	(\$2,481)
Fundraising Events	\$37,000	\$31,694	\$37,000	(\$5,306)	Collateral & Promotional Material	\$5,000	\$4,227	\$5,000	(\$773)
Federal Revenue					Fundraising Event Costs	\$6,000	\$12,041	\$6,000	\$6,041
Summer employment grants	\$21,000	\$13,520	\$21,000	(\$7,480)	Gift Shop & Gallery Sales Inventory	\$20,000	\$19,891	\$20,000	(\$109)
Provincial Revenue					Art Rental & Sales Commission	\$3,000	\$5,240	\$3,000	\$2,240
Destination BC	\$10,000	\$10,000	\$10,000						
BC Gaming Grant	\$40,000	\$38,000	\$40,000	(\$2,000)	Total Expenses	\$358,000	\$372,421	\$358,000	\$14,421
BC Arts Council	\$21,800	\$21,800	\$21,800						
Municipal Revenue					Total Net Revenue		(\$13,054)	\$0	(\$13,054)
City of Grand Forks	\$147,700	\$152,700	\$147,700	\$5,000					
Regional District	\$10,000	\$14,800	\$10,000	\$4,800					
BDAC Dissolution		\$5,000							
Total Revenue	\$358,000	\$359,366	\$358,000	\$1,366					

Capitla Projects Revenues and Expenses - YTD 2020

Project			
	Expense	Revenue	Budget Source
Signage, Wayfinding and Exterior Lighting - 2018			
LED retrofit bulbs	\$449	BC gaming capital 2019	
Acrylic fabrication	\$948	Gallery 2 project account	
Exterior Lighting	\$11,506	BC gaming capital 2019	
Exterior Lighting	\$4,759	Gallery 2 project account	
total:	\$17,663	\$17,663	
Lobby and Exhibition Lighting and IT Upgrades			
IT purchases	\$3,373	Phoenix Foundation 2019	
Projector replacement	\$1,002	Phoenix Foundation 2019	
Lobby Lighting	\$3,334	Phoenix Foundation 2019	
Gallery Dimmers	\$2,291	Phoenix Foundation 2019	
total:	\$10,000	\$10,000	
Butterfield Bursary			
	\$2,500	From internally restricted fund	
Don Reid Bequest			
		\$30,000 Internally restricted for matching	
		\$150,000 capital grant applications	

## Gallery 2 - Grand Forks Art Gallery

2020/2021 Budget - Approved

Revenues		Expenses	
	2020 Budget		2020 Budget
Earned Revenue		Operations	
Memberships	\$3,000	Wages and Benefits	\$199,300
Giftshop & Gallery Sales	\$18,500	Seasonal Wages	\$20,000
Art Rental & Sales	\$4,000	Facility Operations	\$42,100
Facility Rentals	\$1,000	Special Projects	\$37,000
Investment Income		Contracts & Administration	\$15,400
Endowment	\$1,000	Programming & Events	
Reid Bequest	\$20,000	Exhibitions & Public Programs	\$27,600
Private Sector Revenue		Staff/Volunteer Capacity Building	\$4,400
Donations & Sponsorships	\$5,850	Collateral & Promotional Material	\$5,500
Fundraising Events	\$14,000	Fundraising Event Costs	\$6,000
Federal Revenue		Gift Shop & Gallery Sales Inventory	\$10,700
Summer employment grants	\$16,000	Art Rental & Sales Commission	\$2,000
Emergency Wage Subsidy	\$21,400		
Provincial Revenue		Total Expenses	<u>\$370,000</u>
Destination BC	\$10,000		
BC Gaming Grant	\$44,000	Total Net Revenue	\$0
BC Gaming Capital Grant	\$15,000		
BC Arts Council	\$32,600		
Municipal Revenue			
City of Grand Forks	\$158,650		
Regional District	\$5,000		
Total Revenue	<u>\$370,000</u>		



## Online Delegation Form

**YOUR WORSHIP, MAYOR TAYLOR, AND MEMBERS OF COUNCIL, I/WE ARE HERE THIS EVENING ON BEHALF OF:**

The residents of [REDACTED] 19th Street Grand Forks

**TO REQUEST THAT YOU CONSIDER:**

Attached recommendations regarding immediate Kettle River stream bank restoration/stabilization works

**THE REASONS THAT I/WE ARE REQUESTING THIS ACTION ARE:**

Please see attached notes:

1. Protection of our homes and properties from ongoing erosion during Kettle River high stream flow events
2. Protection of the public and area residents from unstable stream banks
3. Mitigation of ongoing mass wasting events damaging fish habitat and water quality
4. Protection of wildlife and domestic animals

**I/WE BELIEVE THAT IN APPROVING OUR REQUEST THE COMMUNITY WILL BENEFIT BY:**

1. Protection of homes and properties along the 19th reach of the Kettle River
2. Public safety concerns will be addressed in a timely manner
3. Environmental concerns will be addressed. Fish habitat and water quality restored
4. Wildlife and domestic animals protected

**I/WE BELIEVE THAT BY NOT APPROVING OUR REQUEST THE RESULT WILL BE:**

Peoples lives and properties will be at greater risk each year. Ongoing river erosional events to private and public (municipal) properties may result in increased costs to restore and mitigate impacts. The river fish, wildlife and water quality values will be continue to degrade. The City may be at liability risk is restorative works are not initiated in a timely manner.

**IN CONCLUSION, I/WE REQUEST THAT COUNCIL FOR THE CITY OF GRAND FORKS ADOPT A RESOLUTION STATING:**

1. Consider Immediate contact with the BC Ministries of FLNRORD and Public Safety/Solicitor General to discuss the urgency of in-stream works required on the 19th street reach of the Kettle River to restore public safety and protection of properties. The BC Ministries should be engaged to assist the City in any planning processes over the next several months to ensure the in-stream works are undertaken before the 2021 freshet.
2. Immediately commence the application process for Water Act approvals for in-stream works along the 19th reach, including a conceptual engineering plan to stabilize the reach. Plans could be updated during the 2020 summer field season when more engineering and design data is collected.
3. Initiate a meeting between 19th Street Residents, the City Operations managers and BC Ministries Regional representatives to discuss the issues.
4. Communicate with MLA Linda Larson councils decisions and action plan with regard to the 19th Street reach
5. Communicate with 19th residents on a monthly basis of City plans re the restoration of the 19th Street reach

**NAME**

Les and Susan Molnar

**ORGANIZATION**

19th Street Residents

**MAILING ADDRESS**

19th street  
grand forks, British Columbia V0H1H0  
Canada

**TELEPHONE NUMBER**

[REDACTED]

**EMAIL ADDRESS**

[REDACTED]



Addendum to 19<sup>th</sup> Street Delegation Form June 15, 2020 Council Meeting.

Personal Notes

Respectfully Submitted from:

Les and Susan Molnar

██████ 19<sup>th</sup> Street Grand Forks

Worship Mayor Taylor, Members of Council:

We would first like to commend Council for the excellent work this past 2 years in moving Grand Forks forward in the initial phases of our community restoration plans, in particular the communications, negotiations and settlements with the people and properties in North Ruckle. The hard and creative works by Mayor and Council we believe are much appreciated by the citizens of Grand Forks creating many future community dividends.

We commend Mayor Taylor's professional approach in always answering our inquiries in a timely and constructive manner. Our contacts with Councilors Moslin and Krog have also been very appreciated.

We also would like to thank Graham Watt, Justin Dinsdale and Fire Chief George Seigler for their many safety site visits to our 19<sup>th</sup> Street properties during this years freshet. Their service and demeanor was much appreciated.

Councilor Moslin attended to our property at ██████ 19<sup>th</sup> on two occasions immediately prior to the Kettle freshet to assess the danger factors affecting our neighbourhood. He was going to report back to the Mayor and Council to plead our case. One of the things Chris said during our visit was troubling to us; that Ministry of FLNRORD officials had advised council not to send "piecemeal applications" for in-stream and restorative works but rather a complete plan before approvals would be considered. Chris reiterated that the restoration works on 19<sup>th</sup> Street were not slated for this year and perhaps not on the books until 2022 because of the intensive planning work required.

Upon hearing Councilor Moslin's bad news we immediately contacted our MLA Linda Larson to voice our concerns of imminent threats to our homes and properties. MLA Larson attended to our property and offered that she wanted a letter from the Fire Chief re the safety risks involved with the River erosion along the 19<sup>th</sup> Street reach. She was then going to discuss the matter with the Public Safety Minister Farnsworth. We are not sure at this time what further discussion MLA Larson may have had with the various Ministers.

Our main concern is this:

The Ministry of FLNRORD should not be arbitrarily setting timelines for critical in-stream works within the City, specifically high risk areas including our 19<sup>th</sup> Street reach. This work must be done before Spring freshet 2021 to avoid further disaster. The works undertaken in North Ruckle during Feb/March 2019 appear to be successful without compromising property or Kettle River values.

We request the City initiate the Water application approval process immediately for the in-stream works at the 19<sup>th</sup> Street reach and that said works to be completed no later than the end of March 2020. The Ministry of FLNRORD should assist City Planners in this process, and not hinder the progress of this critical project.

**Bill Wilby**

████ 19th Street Grand Forks

June 4th 2020

**Regarding Kettle River Bank Restoration, 19th Street**

Mayor and Council City of Grand Forks

With deep concern we submit this request for immediate action to address the river bank erosion caused by the Kettle River in our neighborhood.

We understand that this work is slated to be done eventually but after this year's flooding and the loss of the river bank, this work needs to become a priority. Another year of similar flooding will put our properties and our neighbors' property at risk.

Please note that not only our properties on the Kettle River are at risk but also most of the Johnson Flats area if the erosion and river bank protection is not remediated.

We have attached two photos of the river bank showing the river bank between █████ 19th and █████ 19th street. One was taken in August 2012 and the other June 3rd 2020.

Thank you for your attention to this matter,

Bill Wilby, Sandra Einarson █████ 19st Grand Forks, █████

Fred Hauser █████ 19st Grand Forks, █████







# **Council Delegations**

## **Background**

Council for the City of Grand Forks welcomes public input and encourages individuals and groups to make their views known to Council at an open public meeting.

Council needs to know all sides of an issue, and the possible impacts of any action they make take, prior to making a decision that will affect the community. The following outline has been created to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming. Council may not make a decision at this meeting.

## **Presentation Outline**

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Taylor and Members of Council, I/We are here on behalf of Alcar Investments Limited (landlord) related to the development of the

\_\_\_\_\_ a project update on the proposed development  
to request that you consider \_\_\_\_\_

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

To provide Mayor and Council with an update on the project to  
answer questions in advance of the request for a Development  
Permit renewal on June 29th 2020.  
\_\_\_\_\_  
\_\_\_\_\_

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

Providing information in advance of the request for the renewal of the  
Development Permit for the project.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Council Delegations (cont.)

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

Questions and answers could be provided during the June 29th 2020 meeting instead.

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

No resolution requested.

Name: Alan Hannebaur

Organization: Alcar Investments Limited

Mailing Address: 10646 Madrona Drive, North Saanich, BC  
(Including Postal Code)

Telephone Number: (250) 267-1046

Email Address: alan@hannebauer.net

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use, and disclosure of this information contact Corporate Services at the City of Grand Forks.

N:\Forms\Delegation-Form-2018-Fillable.pdf

**Print Form**



PETITION

TO: The Mayor and Council of the Corporation of City of Grand Forks, BC

WHEREAS The City of Grand Forks has allowed an “outdoor living” encampment to persist on municipal property since the spring/summer of 2019, with the result that ongoing illegal and nuisance activities have been perpetuated on the residents of the Valley Heights neighbourhood and property owners of Rattlesnake Mountain.

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avoiding Granby Rd and Highway 3.

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Name (print)	Address	Signature
Shirley Munro		
Ross Munro		
Darwin Dickson		
Tara Wertz		
Stephen Penner		
Danita Piche		
Sophie Michaelson		
Frances Pickson		
Brad White		
Tammy Melville		



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Name (print)	Address	Signature
Bill Hepper	[Redacted Address Column]	[Redacted Signature]
Beverly Hepper		[Redacted Signature]
Jackie Wilcott		[Redacted Signature]
DORACE WILCOTT		[Redacted Signature]
Lila Tergin		[Redacted Signature]
Jenny Carlson		[Redacted Signature]
Ross Metville		[Redacted Signature]
Mickey Perkins		[Redacted Signature]
CHUCK SALISBURY		[Redacted Signature]
Perkins olive 1		[Redacted Signature]



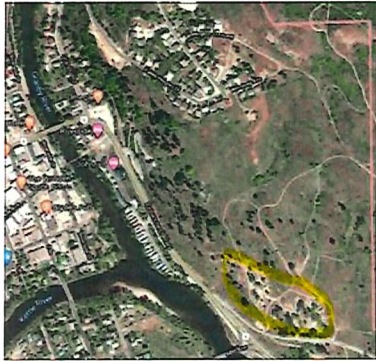
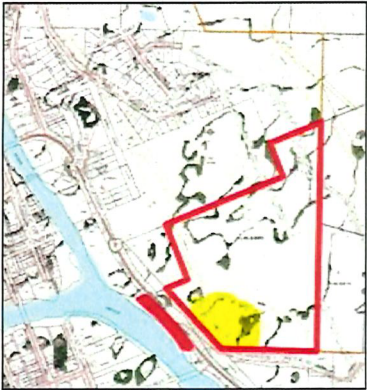
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Name (print)	Address	Signature
Charlotte FELD		
Jen		
Steve MASKALZ		
SONIA MASKALL		
Janet Littlejohn		
Barry Littlejohn		
Darwy Littlejohn		
Daryll de Wynter		
Maisha de Wynter		



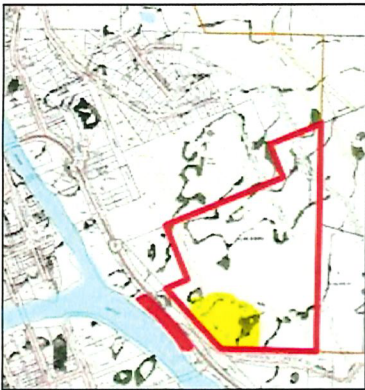
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Name (print)	Address	Signature
Regina Burroughs		
Tim Burroughs		
Terry Kuyt		
Jan de Haan		
Al McInt		
D. Stans		
DON SPERLING		
ELSIE SPERLING		
Grant Mills		



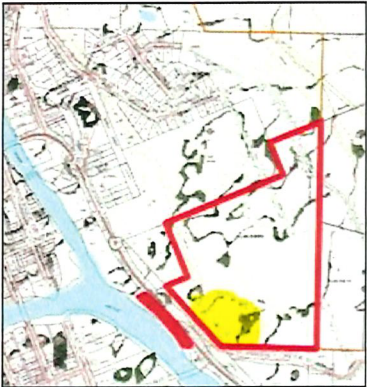
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Name (print)	Address	Signature
54 DAN BROWN		
55 Ryan McManus		
56 Jessica McManus		
57 Nancy Elias		
58 Gord Elias		
59 Peter Elias		
60 Margaret Thompson		
61		
62		
63		



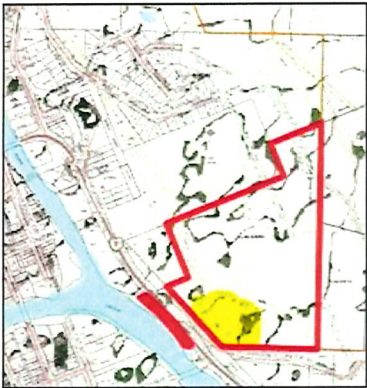
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Name (print)	Address	Signature
Kim Johnson		
Brent Johnson		
Karin Nuyton		
SHARON KORB		
KEVIN STREET		
RYAN WOLTZ		



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SHEILA DANISH		
FARA ENQUIST.		
CLIFF ENQUIST.		
Karen Turner		



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G Brown		



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TOMY ARISHENKOFF		
BARLENE ARISHENKOFF		



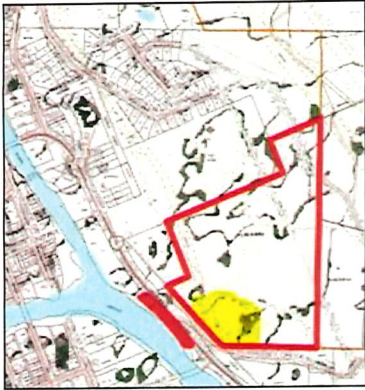
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Name (print)	Address	Signature
Emilie Belak		
Brandie Nunn		
CINDY PEARMAN		

# Memo



To: Committee of the Whole  
From: **Building Inspection and Bylaw Enforcement**  
Date: 2020-06-15  
Subject: Update on Seniors Centre

---

## Background

During Council's April 20, 2020 Regular Meeting, after presentation of a staff report regarding options for a possible senior's society facility, Council passed the following resolution:

**THAT Council receives this report and further, that Council directs staff to explore in greater detail the costs and benefits of these options:**

- Explore options which might exist with the Regional District.
- Explore options which might exist with the School District.
- Airport options.
- Interior Health maybe, such as unused clinic at 3<sup>rd</sup>. and 75<sup>th</sup>.
- Possibility of relocating flood-damaged structures.

Staff have reviewed these options and offer the following:

### Regional District and School District:

Following a brief outline of the current location issue with the Grand Forks Senior Society, a request was sent by email on May 19, 2020 to both Districts with the following questions:

- 1) Does the (respective) District have a facility, locally, which could be used for this purpose?
- 2) Does the (respective) District have vacant property which could be used to accommodate this facility?

To date, no response has been received leaving us to conclude the answers would not be in the affirmative.

### Airport Options:

There are no facilities currently owned by the municipality on the airport lands which are suitable for this function. The only possible benefit the airport location provides is available land but, given the impending airport master plan study and current servicing constraints, any airport option would be difficult to consider at this time.

### Interior Health:

Considering the current pandemic situation and understanding that Interior Health may require all available resources at hand, including current facility assets, Interior Health



was not approached regarding this situation and is not considered to be an option at this time.

#### Flood-damaged Structures:

Although it is possible to repurpose many of the recently acquired residential structures for other civic uses elsewhere, maintaining their current use as homes would be most appropriate. A community use facility, such as a senior's facility, would require considerable Building Code upgrades for a once private residence to achieve the necessary 'assembly use' standards, and as such should be considered to require complete reconstruction. While it can be done, except for very altruistic reasons would it be reasonable to convert vacant flood-damaged homes into a repurposed senior's facility.

The other flood-damaged structure which can be considered is the previous City owned senior's facility in City Park. It is possible to flood-proof the building; raise the roof, exterior doors, washrooms, and floor, and reconstruct the kitchen area, construct new accessible entrances, and make it flood-proof. However, particularly after the last few weeks of flooding concerns, this does not appear to be an option at any cost.

#### Conclusion

Considering the options listed, it is difficult to see how a renewed senior's facility will materialize anytime soon.

We have, however, reached out to a prefabricated building company with experience in Grand Forks (Horizon North, BC Housing project) who suggest that it may be possible to secure used modular units which could be reassembled for a relatively open and flexible space, at a cost approaching \$200,000. This cost would not include engineering, site set-up (foundation, servicing etc.), refinishing, entrance, and other necessary improvements. It would be reasonable to suggest that a repurposed +/-2,400 square foot modular facility for an all-purpose community use could be established for approximately \$350,000 at a site yet to be determined, but quotes would need to be sought for certainty. And while the insurance proceeds for the previously flood-damaged facility should be considered for this purpose (+/- \$260,000), it is also reasonable to assume a cost of approximately \$50,000 for the removal of the old damaged structure. A modular facility like this, though, could have lasting benefits for municipal uses elsewhere over time, where the need requires, when this proposed use is permanently accommodated elsewhere.

The only other suggestion staff can offer at this time to immediately assist the society relates to the previous location they used for a few months last year, that being Veronica Lodge. Requests have been made by the property owner for municipal financial assistance for the senior's group (approximately \$2,400/month) so, barring any change to the current tenancy status, Council may wish to consider this. As reported previously, staff recommends certain conditions be in place regarding this facility's

reconstruction plans before any funding is contributed towards this potentially municipally sponsored purpose.

In conclusion the options appear to be limited to a city-owned pre-fabricated facility on a site yet to be determined, a 'Fee for Service' contribution at a site of the senior's choosing (with staff having no objections to the location regardless of which is space chosen), possibly a different financial contribution arrangement as determined by Council or to consider other options from the Grand Forks Senior's Society as they are placed before Council over time.

In summary, the options Council must consider at this time are as follows:

- 1) Request staff to secure the services of a professional consultant, the cost of which is to be afforded through the insurance proceeds from the flood-damaged civic facility in City Park, to produce a design and tender documents, and to invite quotations for the complete installation of a prefabricated modular 2,400 square feet (approximately) all-purpose civic facility, complete with engineering and all site set-up components to suit Building Code requirements, the location of which is to be determined by Council at a later date,**
  - 2) Invite the Senior's Society representative(s) to a future Council meeting to request an amount required to accommodate a 'Fee for Service' arrangement to be used to assist for leasing purposes within a location of their choice, the location of which to be subject to the approval of city staff ,**
  - 3) Consider an interim funding arrangement with the Grand Forks Senior's Society as determined by Council,**
  - 4) Consider other options which the Society may propose as they are presented to Council from time to time.**
-

# Monthly Highlight Report



To: Committee of the Whole  
From: **Management Team**  
Date: June 15, 2020  
Subject: Monthly Highlight Report  
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

---

## Fire Department

### General

Calls this month: 31(Car Fire-2, Alarm Activation -10, First Responder-2, Burn Complaint-08, Misc-9)  
Year to date calls: 181

- Fire inspections and fire safety education:
  - One requested inspection at Boundary museum and no public education since Covid-19 social/physical distancing protocols
- Grand Forks Fire/Rescue has been actively following COVID -19 protocols for First Responders and the fire halls.
- The Fire Department has completed Covid-19 return to Activity Guide and Risk Assessment, as well as Standard Operating Guidelines as it pertains to returning to training and operations during Covid-19.
- NFPA 1001 training class has been studying material at home and SR 1001 group have been viewing Training power points and online video training from home.
- In person practices set to start in Mid June once all members have had Covid-19 training and best practices.
- Annual Fire Hose Testing set to start next Monday
- Four Firefighters have successfully completed the Fire Officer 1 training which puts them one step closer to completing the BC Playbook Minimum Training Standards for fire Officers.
- Notable calls
  - RV Fire (Fifth Wheel) Moto Fire- Crews achieved a quick knock down, fire determined to be caused by candle knocked over, one occupant and her cat got out with no injuries. No Forest around RV which kept fire contained to RV only and no exposures.
- Fire hall Updates
  - New RDKB engine arrived in grand Forks on May 21 and will put into service once driver training/operating is completed.
  - Expansion and renovations on hall 352 (Carson hall) began on May 7<sup>th</sup> with tentative completion of Mid September.



- Fire crews worked long hours from Saturday to Monday assisting with Tiger dam installations for flood mitigation to ensure the completion deadline was successful.

## Outside Works

### General

Held four weekly Coordinator meetings, on May 4<sup>th</sup>, CAO, Duncan Redfearn attend and on May 25<sup>th</sup>, Manager of Capital Projects Justin Dinsdale attended

### Electrical

- One report of an electrical surge was reported
- Electrical work completed on the temporary power supply to Industrial Park Lift station
- Retrofit old streetlights with LED

### Public Works

- 110 hanging baskets placed throughout
- 50 portable planters placed throughout
- RV park is ready for opening, June 8, 2020
- Newly installed double gate at entrance to RV Park
- Cross walk and line painting
- New crosswalk signs in various areas
- 4 way stop installed @ 2<sup>nd</sup> and Market
- Newly painted crosswalk and signs at Hutton School
- Storm sewers cleaned of debris
- Cemetery spring clean up
- Four (4) RFP's have been received in replacing the 1988 parks mower
- Meter Reads-31
- BC One Calls-21
- Posted RFQ (public works flooring or refinishing)
- New Web Map Applications
  - Flood Impact Areas (i.e. Floodplain Model)
  - DMAF Proposed Works
- Hydrant Maps for Fire Department
- Beginning discussions with MoTI regarding maintenance of the boulevard between 22<sup>nd</sup> Street to Northfork Road

### Water and Sewer

- 19 new water meters installed
- Hydrant flushing
- Three water service connection
- Temporary Industrial lift station portable building finished
- Six (6) RFP's for backhoe replacement have been received

## Development and Engineering

### General

- Approximately 40 telephone, email and miscellaneous planning, engineering, and development information requests, including:
  - 2 – potential for residential subdivision
  - 4 – business licence enquiries
  - 2 – location of lot lines
  - 3 – accessory dwelling units
  - 1 – development – industrial
  - 4 – development – residential
  - 3 – servicing enquiries for residential
  - 5 – interested in moving to Grand Forks
  - 2 – fencing regulations
  - 1 – small/tiny homes
- Staff continue to work toward identification required updates of the Zoning Bylaw.
- Recruitment for a Planning Technician to resume.

### Capital Projects

- WWTF:
  - Substantial Completion achieved on May 12<sup>th</sup>, 2020.
  - Currently working through remaining deficiencies.
  - Project currently approx. 10%+/- under budget, including addition of extra work packages which will create full redundancy (flexibility) of new plant and lagoon processes for optimized system.
- Industrial Lift Station:
  - Stage 1 – interim relocation was completed in time for flood season (including interim relocation of electrical servicing, panels, etc.).
  - Stage 2 – construction of new raised building, and reinstallation of electrical services to start this month. Estimated completion End of July 2020.
- Request for Qualifications for General Engineering and Consultant Services
  - Closed on May 5<sup>th</sup>, with over 16 applicants for 3 separate service areas:
    - I. Grant Application Support
    - II. General Municipal Engineering & Consulting
    - III. Planning and Development Support
  - Evaluation is currently underway. Note: 2020 freshet has delayed this process, but estimated completion now End of June 2020
- Kettle River Sewer Main Crossing – See DMAF Update
- Saddle Lake Spillway Bridge - Staff are working with the Regional District on constructing a bridge across the new Saddle Lake spillway. Staff requested quotes from three suppliers and Unifab Industries was awarded the contract. Fabrication is underway and installation tentatively scheduled for completion by the end of May.

- Anticipated Capital Projects to be Initiated in June, as per 2020 Capital Plan Approvals by Council:
  - (1) Public Works Sea-Can Roof System
  - (2) Kettle River Sewer Main Crossing

## **DMAF**

### **Flood Mitigation Program [FMP]**

- DMAF Program Charter and operational plans have been presented to Council. Submittal for final approval scheduled for June 15<sup>th</sup>, 2020 meeting.
- Request for Proposals for both Conceptual Program Design & Detailed Design RFP was issued on June 1<sup>st</sup> and closes on June 25<sup>th</sup>.
  - Scope of Work considered in this RFP includes the following:
    - I) Overall Program Design
    - II) Downtown Dikes, Riverside Stormwater Interceptor, and Kettle River Sewer Main Crossing (Non-DMAF)
    - III) First Nations Consultation and Adaptation Program Design

### **Land Acquisition Program [LAP]**

- As of May 31<sup>st</sup>, 77 single family homes and one commercial property offers sent with 62 accepted and in the conveyancing pipeline; 12 standard purchase and sale contracts closed in May and 9 scheduled for early June.
- 29 deferred closing contracts (where the resident can stay in the home until next year) with 21 completed initial closing.
- 18 of 21 vacant parcel offers accepted and conveyancing underway, prioritized parcels owned by owners of single-family dwellings also in program.
- 3 single family dwellings (~\$800,000) and 20 partial properties (\$189,000 total) in the City on hold pending engineering design to determine final alignment of dikes.

### **Reinvestment Program [RP]**

- Analysis on movability, site selection and servicing, and cost-benefit analysis in preparation for Council report.
- Phase 1 Feasibility Report to be presented to Council in June; Phase 2 (Funding and Implementation Plan) to be developed according to Council decision on recommended scope of program

## **Emergency Operations Centre / Freshet Advance Planning**

- City Staff from multiple departments participated actively in the RDKB Emergency Operations Centre and 2020 Freshet Response from late May to early June. Department staff supported advance planning, operations / flood protection works and decision support.

## **Long Range Planning**

- Staff continue to work with the consultant(s) to develop area sector plans.
- Staff continue to work with the consultant(s) on an updated floodplain bylaw and reports.



## Current Planning

- Implementation of policy directives resulting from COVID conditions.
- Staff continue to work with developers to bring several subdivision proposals and projects online.
- Work on various rights-of-way and road dedication projects continue.
- Staff continue to work with property owners to develop infill properties.
- Staff continue to work on the next consolidated zoning bylaw which will include zoning regulations and zoning scheduled changes adopted since the last zoning bylaw consolidation in February of 2019.

## Business Licencing

- Staff review and update of draft Business Licence Bylaw continues.
- 5 Business Licence Applications completed or in process.

## Building Inspection and Bylaw Enforcement

### General

- Senior's facility report finalized for Council's decision.
- Regulatory bylaw development ongoing, proving to be a substantial effort.
- Attended meeting at request of the Downtown Business Association regarding business concerns, and how enhanced security and bylaw presence might be beneficial to the members. Bylaw Services will become more visible, despite not having many bylaws which control the behaviors in question.

### Bylaw Services

- Bylaw Officer Leford Lafayette successfully achieved Level 1 Bylaw Officer certification and is now working towards Level 2 status.
- Concerns of note this reporting period are with regards to vehicle parking, noise issues, vehicle idling disturbances and property maintenance reminders.
- In process of installing signs in problematic areas regarding bylaw offences, such as overnight parking and smoking prohibitions.

### Building Inspection

Building Permit applications this month: 10

Year to date Building Permit applications: 39

Year to date construction value: \$3,150,839.00

- Permit issued for new residence, 68<sup>th</sup>. Avenue and 14<sup>th</sup>. Street.
- Demolition permit issued for fire damaged home, 1338 Donaldson Drive.
- No reports of any significant flood damage to structures within the city.

## Corporate Services

### General

- Prepared and facilitated Council Meetings by video conference (1 COTW, 2 Regular, 2 In-Camera)
- Prepared weekly summaries/updates (4 summaries, 4 org. updates)
- Communications briefings – Media releases, Social media, Video

- Contracts/Fee-for-Service Agreements updates for 2020 - continued
- Supported Public Works operations
- Legal
- Review Bylaws, related Provincial legislation and Court decisions
- Support for Businesses during Covid-19 pandemic
- Human Resources
  - Filled Corp/IT Services Assistant Position
  - Deputy Fire Chief posting
- Supported EOC for Flood Preparation and Protection – IT, Admin, and Communications
- Contacted BFS regarding Stay Safe Shelter report as requested by Council – no response so far

### **Information Technology**

- Research webcasting options - continued
- Completed procurement of equipment for Network and Security system upgrades for multiple sites including Wastewater Treatment Plant, Airport
- Continued to support staff for remote work
- Troubleshooting Vadim issues
- Supported implementation of software for Fire Department

## **Financial Services**

### **General**

- 2020 Tax Rates Bylaw adopted May 11th
- Investment Policy 809 adopted May 25th
- Draft 2019 Financial Statements approved by Council May 11th
- Tax notices mailed out during second half of May
- Statutory Local Government financial reporting and Statement of Financial Information (SOFI) in progress
- 55 payments for Land Acquisition Program processed to the end of May; approximately \$7.8 million
- Co-ordinated utility shut-offs and prepared final billings for buyout properties
- Provided assistance to utility customers needing access to online utility billing and with setup for online banking bill payments

### **Procurement**

#### **RFPs and RFQs Issued**

- RFP - Flood Mitigation Program Design; June 25 close
- RFP – Zero Turn Mower with Bagger System; June 3 close
- RFP - Backhoe/Tool Carrier; June 3 close
- RFP – Hybrid Vehicle; June 3 close
- RFQ – Outside Works Office Flooring Supply & Install or Refinishing; May 26 close

#### **RFPs and RFQs Awarded**

#### **Purchase Orders Issued**

Total value	\$138,743
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- Less than \$5,000 10
- \$5,000 to \$25,000 4
- \$25,000 to \$75,000 -
- Greater than \$75,000 1

Total value of purchases

0 direct award < \$25,000:

0 direct award \$25,000-\$75,000:

1 direct award > \$75,000: Kone Inc. – Elevator modernization

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## Recommendation

THAT COUNCIL receives the monthly highlight report for information.



# Memo



To: Committee of the Whole  
From: **Outside Works**  
Date: 2020-06-15  
Subject: Donaldson Drive – Pedestrian Safety ; Lights Program Update

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## Background

### Donaldson Drive – Pedestrian Safety

Concerns were raised in pedestrian safety when using the crosswalk at this intersection from vehicles turning right off Central Avenue heading onto Donaldson Drive.



Donaldson Drive runs in a north westerly direction servicing several businesses. The immediate impact of closing of this section of road would be the Motel 99.



#### Planned Safety Improvements – Already In Progress

- Operational staff installed a double-sided Cross Walk Sign on the northerly corner of Central Avenue and Donaldson Drive
- Zebra Stripes have been added to crosswalk
- A new One-Way tab will be installed replacing the existing worn out sign
- To catch the attention of pedestrians and vehicles turning on to Donaldson Drive a sign tab indicating “NEW” will be added for one month



### **Tree Lights Program Update – Downtown Beautification**

Staff inspected the remaining strings of LED lights and has determined that these would need to be replaced. Many have burnt out lights, and either frayed or broken sections of wired cords. Many strings are partially illuminated, strings of lights dangling, strings are intertwined with branches and in some cases, strings, power cords and receptacle boxes are becoming ingrown. These lights are at the end of their expected usage. Below are two pictures highlighting some concerns.



Lights were re-strung middle of May.



Tree is beginning to grow around the conduit.

Throughout the course of the year, lights are subject to many damaging events, such as:

- Severe winds
- Ice/snow load conditions
- Trees are continuously growing constantly pulling on the strings
- Conditions like these result in separated strings and constant shifting of the original placement of lights. This results in the lights looking shabby and uncared for

Throughout each year, crews spend a considerable amount of time inspecting and maintaining the lights, which is greatly appreciated by the public and especially the business community as it created for an inviting atmosphere.

#### Planned Review:

Staff will be reviewing the overall tree lighting program over the next few months to determine a replacement/upgrade budget that aligns with strategic priorities and operational efficiency. These budget amounts would be presented as part of the 2021 budget.

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## Benefits or Impacts

### General

- Enhanced safety for pedestrians at the highway turn-off onto Donaldson Drive
- Creating a vibrant community



# Memo



To: Committee of the Whole  
From: **Corporate Services/IT**  
Date: 2020-06-15  
Subject: Council Meeting Video Streaming

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## Background

Earlier this year, the community volunteer who has produced and distributed City Council meetings for many years announced his intention to “retire” from this role.

Staff began researching alternate solutions to provide online public access to Council meetings in anticipation of this change. The annual renewal date for the online site, operated by Les Johnson which hosts the archives of Council meetings, is coming up imminently. This has made the implementation of alternate options more pressing in order to minimize disruption of this service.

Staff has reviewed several options and determined that the streaming service offered by eScribe, our current meeting management system, is an add-on which provides good value and excellent integration into our existing workflow.

The solution selected, at an annual fee of \$11,450, includes hosting and streaming, plus most of the core equipment required – we will need to source a camera and microphone. As this change was anticipated by staff, the communications budget was set to handle this on a pro-rated basis due to the mid-year change.

We expect to have a solution in-place by the end of the June. The production will start at a lesser level than we have been accustomed to with Mr. Johnson’s work, using a single stationary camera. A switch to multiple cameras has been planned and is entirely possible with some extra equipment which could be proposed for the 2021 Capital budget. No additional staff resources will be required at meetings for the one-camera solution; depending on future upgrades, additional support may be needed.

We are thankful for the effort that Mr. Johnson has provided over the years, and appreciate his willingness to continue streaming for this month’s meetings. Our current intent is to have the July 20 meeting switched to the new platform.

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## Benefits or Impacts

### Strategic Impact

- 📺 Continues to provide transparent and open public access online to Council meetings