



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

Meeting #: C-2018-02
Date: Tuesday, February 13, 2018, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER
2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda
February 13, 2018, Committee of the Whole

Recommendation

THAT the COTW adopts the agenda as presented.

- b. In-Camera Meeting Reminder
Reminder:

A Special to go In-Camera meeting of Council will be held directly following the Committee of the Whole.

3. MINUTES

- a. Adopt minutes - COTW
January 15, 2018, Committee of the Whole Meeting minutes

1 - 7

Recommendation

THAT the COTW adopts the January 15, 2018, Committee of the Whole Meeting minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Request to submit BikeBC Grant and investigate plowing across Nursery Trestle
Grand Forks Community Trails Society

8 - 9

Recommendation

THAT the COTW receives the delegation and presentation from The Grand Forks Community Trails Society for information and the proposed motions for discussion.

- b. 2017 Year-End Summary as per Fee for Service Agreement
The Boundary Museum Society

10 - 16

Recommendation

THAT the COTW receives for information the delegation presentation from The Boundary Museum Society.

- c. Quarterly Update
Grand Forks Art Gallery Society

17 - 19

Recommendation

THAT the COTW receives for information the delegation presentation from the Grand Forks Art Gallery Society.

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

- a. Revision of Policy 1603 – Risk Management City Electrical
Outside Works

20 - 22

Recommendation

THAT the Committee of the Whole recommends to Council to adopt the revised “Policy 1603 – Risk Management City Electrical” at the February 26, 2018, Regular Meeting.

- b. Cannabis Legalization Critical Path
Engineering and Development

23 - 25

Recommendation

THAT the Committee of the Whole recommends to Council to approve the bylaw introduction and amendment timeline as presented, at the February 26, 2018, Regular Meeting.

- c. Monthly Highlight Reports
Department Managers

26 - 29

Recommendation

THAT the COTW receives the monthly highlight reports from department managers.

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)
13. QUESTION PERIOD FROM THE PUBLIC
14. ADJOURNMENT



**The Corporation of the City of Grand Forks
Committee of the Whole
MINUTES**

Meeting #: C-2018-01
Date: Monday, January 15, 2018, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Frank Konrad
Councillor Julia Butler
Councillor Chris Hammett (*joined the COTW Mtg. at 9:13 am*)
Councillor Neil Krog (*joined the COTW Mtg. at 9:01 am*)
Councillor Colleen Ross
Councillor Christine Thompson
Councillor Beverley Tripp

Staff: Diane Heinrich - Chief Administrative Officer - interim /
Corporate Officer
Daphne Popoff, Corporate Administrative Assistant
Juliette Rhodes - Chief Financial Officer
David Reid - Manager of Operations
Dale Heriot - Fire Chief
Cavan Gates - Deputy Manager of Operations & Sustainability
Graham Watt - Senior Planner
David Bruce - Manager of Inspection & Bylaw Services
Bud Alcock - Bylaw Enforcement Officer

GALLERY

1. CALL TO ORDER

The January 15, 2018, Committee of the Whole Meeting was called to order at 9:00 am.

2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda

Monday, January 15, 2018, Committee of the Whole

Moved by: Tripp

THAT the COTW adopts the January 15, 2018, agenda as presented.

Carried

- b. Council Workshop

Budget process overview - Capital Budget presentations by management directly following the COTW Meeting

3. REGISTERED PETITIONS AND DELEGATIONS

- a. Funding request for coordination and implementation of Kettle River Watershed Mgmt. Plan

Jessica Mace, Coordinator, Kettle River Watershed Authority

Jessica Mace, Nicole McCallum and Roly Russell gave an overview on the Kettle River Watershed: map location of the watershed, flooding, history, drought management, public engagement and education, regional drought response plan, flood preparedness research

Discussion:

- private wells and licensing
- funding sources for drought management and flood preparedness and City contributions to date
- levels of education
- future projects, budget, public communication

Moved by: Ross

THAT the COTW receives for information the delegation from the Kettle River Watershed Authority and refers the funding request of \$15,000 to the 2018 budgeting process.

Carried

b. Request to rescind the six month eviction notice for 7212 Riverside Drive
Whispers of Hope

Melissa Shulga and Louise Heck requested the lease be extended to the Whispers of Hope building until June 1st, 2018, and further provided an overview of Whispers of Hope: services, list of what has been done to the building inside and outside, bylaws, crime, rules, other locations, Community Futures feasibility study, and efforts being made for the community.

Discussion:

- other location efforts
- noncompliance timeline and efforts, risk factors and safety
- electrical and ventilation system concerns to the building as tenants and landlords
- inspection of the building
- insurance and liability, operational issues
- drug use
- strengthening communication with Council
- BC Housing contingency plan
- Steve McGibbon, Coordinator of BETHS, spoke in regards to BC Housing and would like an extension for BETHS as well
- Andre Boruck, previous Coordinator of Whispers of Hope, spoke in regards to the social side of this issue, closure of the building, electrical work to the building, hood fan maintenance, and lease
- Louise Heck spoke in regards to not being informed regarding the electrical issue prior
- Lorraine Dick spoke in regards to the building condition when Whispers took on the lease
- Les Johnson inquired as to who is responsible if something went wrong, spoke in regards to insurance, fires from homeless, closing of Whispers and BETHS, and the Task Force

- Tammy Battersby, Vice Chair on Whispers of Hope Board and Community Care Coordinator at the Gospel Chapel, spoke about working together, authority, drug use, and Gospel Chapel help

Councillor Tripp left the COTW Meeting at 10:55 am.

- Fire Chief Heriot spoke in regards to fire codes
- Mayor Konrad stated that a local Building Inspector does not have it in his domain to look if electrical is to code. This has to be done by a Provincial Inspector

Councillor Tripp returned to the COTW Meeting at 10:57 am.

- Claudette (no last name provided) spoke regarding BETHS services and the need for the building
- Kate Saylor, Gazette, inquired as to the insurance of Whispers of Hope and the City through the lease agreement comparison to liquor requests from organizations and liability
- Jake Raven spoke in regards to his reason for signing the petition against 2nd Street location for a shelter hub
- David Lehn spoke in regards to the electrical pictures in the agenda

Moved by: Ross

THAT the COTW receives for information the delegation presentation from Whispers of Hope Benevolence Association.

Carried

Moved by: Butler

THAT the COTW changes the order of the agenda to move Item 5.a. Notice of Motion Whispers and BETHS before Item 3.c. Vienna Woods Delegation.

Carried

Mayor Konrad called a recess of the COTW Meeting at 11:40 am.

Mayor Konrad reconvened the COTW Meeting at 11:56 am.

- d. Notice of Motion - Councillor Ross

Whispers of Hope and BETHS

Moved by: Thompson

NOTICE OF MOTION:

WHEREAS BETHS and Whispers of Hope continue to provide food and shelter to many people in our community and both agencies are in the process of actively seeking new locations from which to operate, but not yet been successful;

THEREFORE BE IT RESOLVED THAT the COTW receives for discussion and decision the time extension in which BETHS and Whispers of Hope remain in their locations until May 1, 2018, and refers the decision to the January 15, 2018, Regular Meeting as a Late Item.

Carried

- e. Vienna Woods

Gene Koch or Nominee

Kimberly Mamos came as the delegate nominee in place of Mr. Koch and advised that she had no further information to offer to Council.

Moved by: Ross

THAT the COTW receives for information the delegation from Gene Koch or nominee regarding Vienna Woods.

Carried

4. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

Roly Russell, Area D Director, and Mark Andison, RDKB CAO, spoke in regards to transit and the RDKB Bylaw 1660 Grand Forks and District Transit, increasing requisition limit from \$40,000 to \$50,000

Discussion:

- two thirds consent required, have received consents from Area D and Area E
- service and operating costs

- input from community engagement
- fare review, rider data statistics
- 2018 \$35,582 City of Grand Forks contribution portion, increase of approx. \$10,000 from 2017

Moved by: Ross

THAT the COTW receives for information and decision Council consent to the RDKB Bylaw No. 1660 to increase the requisition limit of the Grand Forks and District Transit Local Service and refers the decision to the January 15, 2018, Regular Meeting as a Late Item.

Carried

5. PRESENTATIONS FROM STAFF

a. Monthly Highlight Reports

Management Team

Discussion:

- Riverside Drive voltage conversion
- snow removal comments of great work
- Planning Dept. - proposed bylaw changes

Councillor Hammett left the COTW Meeting at 12:50pm.

Councillor Hammett returned to the COTW Meeting at 12:53pm.

- inquiry to the Fire Chief as to the fire outside of a commercial building
- 11th Street property - temporary occupancy while building home
- waste project update

Moved by: Hammett

THAT the COTW receives the monthly highlight reports from department managers.

Carried

6. REPORTS AND DISCUSSION

7. **PROPOSED BYLAWS FOR DISCUSSION**

8. **INFORMATION ITEMS**

9. **CORRESPONDENCE ITEMS**

10. **LATE ITEMS**

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

12. **QUESTION PERIOD FROM THE PUBLIC**

- Les Johnson indicated that the COTW Meeting has been livestreamed today. He also provided statistics of people watching online.

13. **ADJOURNMENT**

The January 15, 2018, Committee of the Whole Meeting was adjourned at 1:00 pm.

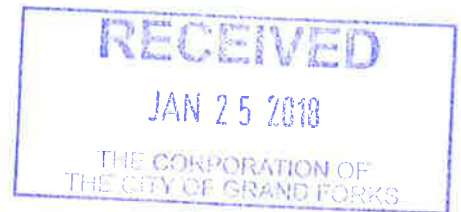
Moved by: Thompson

THAT the January 15, 2018, Committee of the Whole Meeting be adjourned at 1:00 pm.

Carried

Mayor Frank Konrad

Corporate Administrative Assistant -
Daphne Popoff

**Online Delegation Form**

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

The Grand Forks Community Trails Society

TO REQUEST THAT YOU CONSIDER:

submitting a Bike BC grant, assisting with the routing of the TCT within the city, and to plow across the Nursery Trestle.

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

The City has been a valued partner in the development of trails and especially the Trans Canada Trail through our community. Over the past decade the city with the support of other governments and volunteers has created invaluable recreational assets that serve our community well. By submitting a Bike BC grant application to resurface the Coalshute Connector, the city will be continuing its dedication to active transportation and following its Community Sustainability Plan to create cycling connections. Indeed the Coalshute Connector will provide cyclists and pedestrians from the western sections of town and surrounding Area D neighborhoods a high quality back door entrance into downtown Grand Forks. And by realigning the western entrance of the Trans Canada Trail into City Park from Kettle River Drive, the city will be making the route much safer and accessible. It will also bring needed improvements to the safety of this busy corner. Finally by extending the winter plowing of the Trans Canada Trail further east another 300 m into the Regional District, the city will improve a valuable and well used active transportation corridor that is already serving the community so well.

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

Significantly improving cycling and walking corridors in and out of the city. This will lessen the carbon footprint of the community and support a healthy active lifestyle.

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

The city will lose the opportunity to work with the province and the regional district to develop recreational infrastructure that supports a healthy green lifestyle while providing a lasting amenity for its citizens.

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

"moved that staff be instructed to submit a BikeBC grant to improve the Coalshute Connector and the western entrance of the TCT into City park"

"moved that staff investigate plowing the TCT across the Nursery Trestle and report back to Council at the next monthly regular meeting."

NAME

Chris Mosiln

ORGANIZATION

The Grand Forks Community Trails Society

FILE CODE
G.F. Community
D2 - Trails Society
Page 8 of 29



MAILING ADDRESS

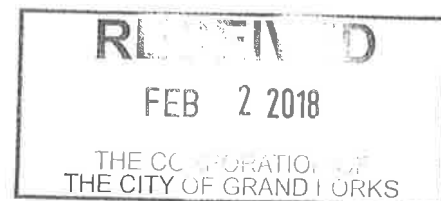
9125 North Fork Road
Grand Forks, British Columbia V0H 1H2
Canada

TELEPHONE NUMBER

250-666-1262

EMAIL ADDRESS

chris.moslin@gmail.com



Online Delegation Form

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

The Boundary Museum Society

TO REQUEST THAT YOU CONSIDER:

Receive the Boundary Museum Society's Quarterly Report for information.

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

In compliance with the 2017 Fee for Service Agreement dated May 15, 2017 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 taxpayer's annual funding allocated by the Corporation of the City of Grand Forks for the Boundary Museum Society operations at 6145 Reservoir Road and the Archival Service located at 7217- 4th Street in the lower level at City Hall.

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

Not applicable

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 February 13, 2018.

NAME

Lee Derhousoff, President

ORGANIZATION

Boundary Museum Society

MAILING ADDRESS

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

TELEPHONE NUMBER

250-442-3737

EMAIL ADDRESS

boundarymuse@shaw.ca

BOUNDARY MUSEUM SOCIETY

Trial Balance As at 12/31/2017

Ac...	Account Description	Debits	Credits
1010	Cash	0.00	-
1020	Petty Cash - Boundary Museum	100.00	-
1025	Petty Cash - Gift Shop Sales	0.00	-
1060	GF Credit Union #490425	52,725.98	-
1065	1 Year Redeemable Acctn 10000200908	60,000.00	-
1120	G F Credit Union Equity Shares	25.00	-
1200	Accounts Receivable	200.00	-
1205	Community Builder Cheq/Project Accn	13,437.10	-
1212	Allowance for Doubtful Accounts	0.00	-
1260	Book Inventory	1,244.80	-
1265	Historical Map	337.05	-
1425	Archival Cabinets & Shelving (move)	2,137.00	-
1430	Storage Container	7,295.00	-
1431	Air Dehumidifier Appliances	849.83	-
1451	Kenmore Fridge & Stove	1,284.12	-
1460	Tools & Equipment	3,854.95	-
1461	1951 Dodge Pick-up Army	2,000.00	-
1462	Acc Amort: Equip & Tools	-	1,114.32
1480	Computer & Printer	8,410.07	-
1482	AA - Computer & Printer	-	3,653.11
1500	Display Compound	0.00	-
1502	Acc Amort: Display Compound	0.00	-
1550	Tipi	1,557.13	-
1551	Leasehold Improvements	19,624.00	-
2200	Accounts Payable	-	0.00
2210	Accured Payables	-	0.00
2212	WorkSafe Payable	-	242.65
2300	Vacation Payable	-	43.20
2310	EI Payable	-	0.00
2320	CPP Payable	-	0.00
2330	Income Tax Payable	-	0.00
2661	GST Collected on Sales	-	0.00
2670	GST Paid	1,340.72	-
3560	Retained Earnings	-	61,803.47
3605	Retained Earnings (Prev Yr.)	-	101,168.82
4010	Bread Oven Program	-	740.20
4012	Flour Sales/1/2 salesUSCC	-	203.50
4015	Kitchen Appliances	-	0.00
4020	Gift Shop Sales	-	507.85
4025	Educational Programing	-	50.00
4026	Events Revenue/Fundraisers	-	1,395.25
4030	HST Rebate	-	0.00
4040	Admissions	-	2,076.56
4041	Damage Deposit	-	200.00
4042	Historic Map	-	0.00
4060	Donations	-	3,978.16
4065	MAP PROJECT	-	0.00
4080	Memberships	-	698.00
4081	Plaques in Memory	-	300.00
4085	Museum History Porgram	-	0.00
4100	Archival/Photo Reproduction Sales	-	0.00
4101	Reconstruction Log Building/Bob's T	-	500.00
4105	Museum H.P. Tipi Christina Lake	-	0.00
4139	In Memory Bob Demaetelaere	-	0.00
4140	Interest Revenue	-	1.26
4150	CMA/YCW wages paid back	-	4,455.00
4151	Govnt of Canada	-	417.37
4160	RDKB - Operating Funding	-	25,000.00
4163	Recycling refund	-	11.05
4170	Phoenix Foundation	-	208.83
4175	Canadian Railway	-	0.00
4180	City of GF - Operating Funding	-	70,000.00
4181	Project Account	-	11,050.10
4185	Rental (Venue)	-	2,175.00

BOUNDARY MUSEUM SOCIETY

Trial Balance As at 12/31/2017

Ac...	Account Description	Debits	Credits
4340	Service Canada/Summer Student	-	6,432.00
4341	US Exchange	-	0.00
4343	USCC Ladies/Buggies/WoodWorkers	-	500.00
5013	Exhibit Expense	71.82	-
5020	Acquisitions of artifacts/archives	686.35	-
5021	Events Expense	682.98	-
5040	Advertising & Promotions	1,546.92	-
5045	Map Expense/Advertising	0.00	-
5046	Bad Debt	2,222.00	-
5050	Accounting/Bookkeeping/Professional	2,390.00	-
5055	Bread Program Expense	27.68	-
5058	Donations	30.00	-
5062	Education & Seminar Expenses	42.49	-
5070	Bank & Interest Expense	181.08	-
5075	Garbage Removal	0.00	-
5090	Yard & Grounds Upkeep & Expense	1,865.15	-
5091	Building Improvements	1,149.51	-
5110	Office Expense - Museum	2,972.23	-
5111	Freight Charges	110.13	-
5112	Postage	115.90	-
5113	PST Paid on Purchases	0.00	-
5114	GST CRA 50%	1,919.78	-
5150	Insurance	4,340.00	-
5170	Book Purchases	0.00	-
5180	Photo Reproduction Expense	0.00	-
5183	Web Site Expense	275.99	-
5185	Yearly Dues	392.90	-
5186	Permits	0.00	-
5250	Telephone	885.91	-
5260	Internet Expense	814.00	-
5265	Irrigation Tax	0.00	-
5272	E Levy	0.00	-
5275	Honourarium & Gifts	267.48	-
5290	Utilities	5,625.77	-
5300	Wages	74,617.66	-
5303	Casual Wages	0.00	-
5310	EI Expense	1,694.89	-
5320	CPP Expense	1,821.17	-
5329	US Exchange	0.00	-
5330	WorkSafe Expense	242.65	-
5710	Meals & Entertainment	26.19	-
5715	(Project Acct)	10,933.36	-
5716	Archival Office Expense	0.00	-
5717	Suppliers Interest	34.14	-
5730	Repair, Cleaning & Maintenance	1,137.39	-
5735	Restoration Expense/Wood Workers	85.60	-
5750	Small tools, furniture non-exhibit	847.15	-
5752	Subcontractors	402.00	-
5753	Suppliers Interest	0.00	-
5755	Supplies - Archival	639.47	-
5756	Artifact Storage & Supplies	22.42	-
5765	Security Expense	482.68	-
5766	Uniform Expense	597.51	-
5785	Travel Expense	302.60	-
		298,925.70	298,925.70

BOUNDARY MUSEUM SOCIETY

Income Statement 01/01/2017 to 12/31/2017

REVENUE

REVENUE

Bread Oven Program	740.20
Flour Sales/1/2 salesUSCC	203.50
Kitchen Appliances	0.00
Gift Shop Sales	507.85
Educational Programing	50.00
Events Revenue/Fundraisers	1,395.25
Admissions	2,076.56
Damage Deposit	200.00
Donations	3,978.16
Memberships	698.00
Plaques in Memory	300.00
Archival/Photo Reproduction Sales	0.00
Reconstruction Log Building/Bob's...	500.00

Total Revenue	10,649.52
Interest Revenue	1.26
CMA/YCW wages paid back	4,455.00
Govnt of Canada	417.37
RDKB - Operating Funding	25,000.00
Recycling refund	11.05
Phoenix Foundation	208.83
Canadian Railway	0.00
City of GF - Operating Funding	70,000.00
Project Account	11,050.10
Rental (Venue)	2,175.00
Service Canada/Summer Student	6,432.00
USCC Ladies/Buggies/WoodWork...	500.00

TOTAL REVENUE 130,900.13

TOTAL REVENUE 130,900.13

EXPENSE

ADMINISTRATION

Exhibit Expense	71.82
Acquisitions of artifacts/archives	686.35
Events Expense	682.98
Advertising & Promotions	1,546.92
Bad Debt	2,222.00
Accounting/Bookkeeping/Professio...	2,390.00
Bread Program Expense	27.68
Donations	30.00
Education & Seminar Expenses	42.49
Bank & Interest Expense	181.08
Yard & Grounds Upkeep & Expense	1,865.15
Building Improvements	1,149.51
Office Expense - Museum	2,972.23
Freight Charges	110.13
Postage	115.90
PST Paid on Purchases	0.00
GST CRA 50%	1,919.78
Insurance	4,340.00
Book Purchases	0.00
Photo Reproduction Expense	0.00
Web Site Expense	275.99
Yearly Dues	392.90
Permits	0.00
Telephone	885.91
Internet Expense	814.00
E Levy	0.00
Honourarium & Gifts	267.48
Utilities	5,625.77
Wages	74,617.66

BOUNDARY MUSEUM SOCIETY
Income Statement 01/01/2017 to 12/31/2017

EI Expense	1,694.89
CPP Expense	1,821.17
WorkSafe Expense	242.65
Meals & Entertainment	26.19
(Project Acct)	10,933.36
Suppliers Interest	34.14
Repair, Cleaning & Maintenance	1,137.39
Restoration Expense/Wood Workers	85.60
Small tools, furniture non-exhibit	847.15
Subcontractors	402.00
Supplies - Archival	639.47
Artifact Storage & Supplies	22.42
Security Expense	482.68
Uniform Expense	597.51
Travel Expense	302.60
TOTAL ADMINISTRATION	122,502.95
TOTAL EXPENSE	122,502.95
NET INCOME	8,397.18

BOUNDARY MUSEUM SOCIETY

Balance Sheet As at 12/31/2017

ASSET

CURRENT ASSETS

Cash	0.00	
Petty Cash - Boundary Museum	100.00	
Petty Cash - Gift Shop Sales	0.00	
GF Credit Union #490425	52,725.98	
1 Year Redeemable Acct 1000...	60,000.00	
G F Credit Union Equity Shares	25.00	
Cash Total		112,850.98
Accounts Receivable		200.00
Community Builder Cheq/Project...		13,437.10
Allowance for Doubtful Accounts		0.00
Book Inventory		1,244.80
Historical Map		337.05
TOTAL CURRENT ASSETS		128,069.93

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
Tools & Equipment	3,854.95	
1951 Dodge Pick-up Army	2,000.00	
Acc Amort: Equip & Tools	-1,114.32	
Net - Equipment & Tools		4,740.63
Computer & Printer	8,410.07	
AA - Computer & Printer	-3,653.11	
Net - Computer & Printer		4,756.96
Display Compound	0.00	
Acc Amort. Display Compound	0.00	
Net - Display Compound		0.00
Tipi	1,557.13	
Leasehold Improvements	19,624.00	
Net Fixed Assets		21,181.13
TOTAL FIXED ASSETS		42,244.67

TOTAL ASSET 170,314.60

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
Accured Payables	0.00
WorkSafe Payable	242.65
Total Payables	242.65

PAYROLL LIABILITIES

Vacation Payable	43.20
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
Receiver General Payable	0.00
GST Collected on Sales	0.00
GST Paid	-1,340.72
GST Owing (Refund)	-1,340.72
TOTAL CURRENT LIABILITIES	-1,297.52

TOTAL LIABILITY -1,054.87

BOUNDARY MUSEUM SOCIETY

Balance Sheet As at 12/31/2017

EQUITY	
OPERATING	
Retained Earnings	61,803.47
Current Earnings	8,397.18
Retained Earnings (Prev Yr.)	101,168.82
Ending Balance	171,369.47
TOTAL EQUITY	171,369.47
LIABILITIES AND EQUITY	170,314.60

DELEGATION



RECEIVED

JAN 30 2018

THE CORPORATION OF
THE CITY OF GRAND FORKS

Online Delegation Form

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

Grand Forks Art Gallery Society

TO REQUEST THAT YOU CONSIDER:

this presentation as our quarterly update at the Committee of the Whole meeting February 13, 2018

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

per the terms of our Fee for Service Funding Agreement. Presenting on behalf of the Grand Forks Art Gallery Society will be Tim van Wijk, Director/Curator, Teresa Resansoff, Board Chair, and Gary Babin, Treasurer.

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

n/a

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:

n/a

NAME

Tim van Wijk

ORGANIZATION

Grand Forks Art Gallery Society

MAILING ADDRESS

Box 2140
524 Central Avenue
Grand Forks, British Columbia V0H 1H0
Canada

TELEPHONE NUMBER

2504-442-2211

EMAIL ADDRESS

tvanwijk@g2gf.ca

FILE CODE

*GF Art Gallery
Society*
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Operating Budget Revenues																
	Previous Budget 2016- 17	Approved Budget 2017- 18	April	May	June	July	August	September	October	November	December	January	February	March	Totals	% budget
Earned Revenue			8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
Memberships	4,000.00	4,000.00	45.00	339.00	92.00	247.00	534.00	120.00	660.00	419.00	128.00				2,584.00	64.60%
Giftshop	17,000.00	40,000.00	920.02	3,108.71	2,313.46	2,727.56	4,656.91	1,538.81	1,650.38	3,169.23	5,653.61				25,738.69	64.35%
Gallery Sales & Catalogues				10.00	50.00			40.00							100.00	
Art Rental Sales	12,000.00	8,000.00		1,100.00		1,092.96		120.00	3,950.00	349.50	1,125.00				7,737.46	96.72%
Art Rental		6,500.00	129.00	437.00	37.50	1,362.49	456.50	20.00	84.50		-194.25				2,332.74	35.89%
Beer & Wine sales	1,500.00						214.75		18.85						233.60	
Visitor Information Sales	3,000.00	3,000.00	8.00	101.50	377.66	532.17	425.25	299.95	390.80	89.75	407.15				2,632.23	87.74%
PST Vendor's Commissions							22.00	22.00	25.51		41.04				110.55	
Facility Rentals	6,000.00	2,000.00		105.00	80.00	309.75	320.00		320.00	344.50	80.00				1,559.25	77.96%
Other Earned Revenue			55.72			41.16		4.50			115.54				216.92	
Total earned rev	43,500.00														0.00	
															0.00	
Investment Income															0.00	
Endowments etc		500.00			15.20										15.20	
Total investm income															0.00	
															0.00	
Private Sector Revenue															0.00	
Donations, Unreceipted	5,000.00	1,000.00	85.35		760.69	334.92	332.65	125.35	98.40	61.35	103.85				1,902.56	190.26%
Individ Donations, Receipted		5,000.00	200.00	400.00	302.00	50.00	587.87	125.00	166.00	225.00	1,160.00				3,215.87	64.32%
Corporate Donations/Sponsorships		500.00							1,500.00	3,500.00	790.90				5,790.90	
Fundraising Events	15,000.00	25,000.00		95.00	1,955.00	525.00	4,103.75	1,846.50	9,092.60	6,337.25	32.80				23,987.90	95.95%
In-Kind Goods and Serv.															0.00	
Total private sector	20,000.00														0.00	
															0.00	
Federal Public Revenues															0.00	
Young Canada Works	8,500.00	8,500.00					3,089.15			1,785.04					4,874.19	57.34%
Service Canada Student	4,000.00	4,000.00			3,883.00					1,216.00					5,099.00	127.48%
Other Federal Revenues			750.07												750.07	
Total federal revenue	12,500.00														0.00	
															0.00	
Provincial Public Revenues															0.00	
BC Tourism Operating Grant	10,000.00	10,000.00	833.33	833.33	833.33	833.33	833.33	833.33	833.00	833.00	833.00				7,498.98	74.99%
BC Tourism Project Grant															0.00	
BC Gaming and Lottery Proceeds	50,000.00	32,000.00	2,666.67	2,666.67	2,666.67	2,666.67	2,666.67	2,666.67	2,666.67	2,666.67	2,666.67				24,000.03	75.00%
BC Heritage															0.00	
BC Arts Council Operating Grant	18,000.00	18,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00				13,500.00	75.00%
Total provincial revenue	78,000.00														0.00	
															0.00	
Municipal and Regional Revenues															0.00	
City of GF Operating	142,000.00	142,000.00	11,833.33	11,833.33	11,833.33	11,833.33	11,833.33	11,833.33	11,833.33	11,833.33	11,833.33				106,499.97	75.00%
Regional District	5,000.00	5,000.00	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67				3,750.03	75.00%
Boundary Arts Council	1,200.00														0.00	
Phoenix Foundation		1,000.00													0.00	
Total Munic and Regional	148,200.00														0.00	
															0.00	
TOTAL ACTUAL GROSS REVENUE		315,000.00	19,443.16	22,946.21	27,116.51	24,473.01	31,992.83	21,512.11	35,206.71	34,746.29	26,693.31	0.00	0.00	0.00	244,130.14	77.26%
Total Budget/Forecasted monthly	302,200.00	316,000.00	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.37	316,000.00	

Operating Budget Expenses																
	Previous Budget 2016- 17	Approved Budget 2017- 18	April	May	June	July	August	September	October	November	December	January	February	March	Totals	% budget
Approved Budget 2016-17			April	May	June	July	August	September	October	November	December	January	February	March		
Artistic and Programming																
Artists & Professional Fees	incl in exh/progr bgt item				-2.28	6,000.00				1,900.00					7,897.72	
Artist Fees re Art Rentals															0.00	
Artistic Salaries	40,000.00	55,000.00	2,371.21	2,572.41	2,124.26	2,831.08	4,063.25	5,897.57	4,290.00	4,097.97	4,290.00				32,537.75	59.16%
Exhibition, Programming	18,000.00	20,000.00	16.67	609.12		178.63	369.55	2,227.00	477.88						3,878.85	19.39%
Professional Development															0.00	
Collection Management															0.00	
Audience Development, Outreach		1,500.00				7.67									7.67	
Membership, Registration	1,200.00	1,000.00				316.00	316.00								632.00	
Total Artistic & Programming	59,200.00														0.00	
															0.00	
Facility Operating Expense															0.00	
Operating Salaries	60,000.00	60,000.00	4,443.30	4,989.54	7,752.77	6,656.89	10,457.86	5,116.09	4,573.94	4,992.13	5,025.85				54,008.37	90.01%
General Facility Expense	26,000.00	26,000.00	830.01	2,656.46	939.08	2,736.03	2,068.91	973.53	3,001.37	1,422.05	3,596.00				18,223.44	70.09%
Facility Rental Expense	5,000.00	1,000.00													0.00	0.00%
Other Facility Expense															0.00	
Total Facility Operating Expenses	91,000.00														0.00	
															0.00	
Marketing & Communications															0.00	
Marketing & Comm Salaries	30,000.00	30,000.00	0.00	0.00	1,140.63	1,790.37	3,559.04	2,011.73	2,038.39	2,628.40	2,163.38				15,331.94	51.11%
Advertising Purchases	3,000.00	3,000.00		597.35	160.00	15.80	34.80	290.00		119.60	245.99				1,463.54	48.78%
Other Marketing/Production		500.00													0.00	
Total Marketing & Communications	33,000.00														0.00	
															0.00	
Fundraising Expenses															0.00	
Fundraising event expense	3,000.00	5,000.00	14.18		84.17	346.45	2,014.22	1,290.09	375.87	1,662.80	134.20				5,921.98	118.44%
Wine & Beer expense re Fundrs	1,500.00								112.00						112.00	
Gift Shop Purchases retail Ind comr	10,000.00	25,000.00		175.50	661.60		4,343.78	565.09	1,105.80	1,337.49	3,010.71				11,199.97	44.80%
Cash Short (Over)			-1.05	2.90		-0.89	-5.62	-0.79							-5.45	
Visitor Centre Purchases retail	1,500.00	1,500.00			452.70	229.74	155.70				142.50				980.64	
Board/Volunteer FR exp	1,000.00	1,000.00													0.00	
Other Fundraising exp AR fees etc		5,000.00			79.28	126.50	35.00		2,111.50	100.00					2,446.28	
Total Fundraising expenses	17,000.00														0.00	
															0.00	
Administration Expenses															0.00	
Admin Salaries	75,000.00	50,000.00	4,345.75	4,408.43	2,829.90	4,014.32	10,357.15	2,563.77	2,882.93	3,083.20	2,757.60				37,243.05	74.49%
El Expense	4,000.00	4,000.00	242.78	261.97	316.42	327.86	593.32	350.11	272.88	342.83	309.12				3,017.29	75.43%
CPP Expense	5,000.00	5,000.00	159.71	243.93	403.28	445.47	712.55	389.83	331.78	473.62	400.85				3,561.02	71.22%
Admin Professional Fees	8,000.00	10,000.00	420.00			1,072.51	140.00		1,087.08	696.68	1,125.67				4,541.94	45.42%
Equipment Lease		3,000.00			240.74	873.97	240.74	240.74	240.74	240.74					2,077.67	
Other Admin Expenses	10,000.00	8,500.00	17.00	1,294.71	1,170.69	525.08	2,576.23	1,025.84	1,354.30	2,214.04					10,177.89	119.74%
Total Admin Expenses	102,000.00														0.00	
Total Expenses		316,000.00	12,859.56	17,812.32	18,347.24	28,493.48	42,032.48	22,940.60	24,256.46	25,311.55	23,201.87	0.00	0.00		215,255.56	68.12%
running net income			6,583.60	5,133.89	8,769.27	-4,020.47	-10,039.65	-1,428.49	10,950.25	9,434.74	3,491.44	0.00	0.00	0.00	28,874.58	
Total Budget/forecasted monthly	302,200.00	316,000.00	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.33	26,333.37	316,000.00	

Request for Decision



To: Committee of the Whole
From: **Outside Works**
Date: February 13, 2018
Subject: Revision of Policy 1603 – Risk Management City Electrical
Recommendation: **THAT Committee of the Whole recommends to Council to adopt the revised “Policy 1603 – Risk Management City Electrical” at the February 26, 2018, Regular Meeting.**

Background

The City’s Electrical Department will be implementing new safety and operations procedures in 2018. As a part of those procedures, the policy guiding them needed to be updated. This fulfills requirements from the Workers Compensation Act and provides a best practice for the Electrical Department. The policy acquires the City’s new policy format and additional policy statements that specify to whom the policy applies, and references the new safety and operations procedures.

Benefits or Impacts

General

The new policy will better reference the staff and procedures used for electrical safety.

Policy/Legislation

Policy 1603 will be revised.

Attachments

Policy 1603 v2 – revised version

Policy 1603 – previous version

Recommendation

THAT Committee of the Whole recommends to Council to adopt the revised “Policy 1603 – Risk Management City Electrical” at the February 26, 2018, Regular Meeting.

Options

1. RESOLVED THAT Committee of the Whole accepts the report.
2. RESOLVED THAT Committee of the Whole does not accept the report.
3. RESOLVED THAT Committee of the Whole refers the matter back to staff for further information.



City of Grand Forks
7217 4th Street
Grand Forks, BC V0H 1H0
250.442.8266
www.grandforks.ca

Council Policy

Risk Management City Electrical

Established: September 11, 2006
Rescinded: N/A

Contact Department: Electrical

Guiding Principle

According to the Workers Compensation Act Section 115, every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which that employer's work is being carried out.

Accidents can be controlled through good management in combination with active employee involvement.

Purpose

To provide electrical service to customers in accordance with the terms and conditions set in the "City of Grand Forks Electrical Regulatory Bylaw", as well as any terms or conditions that may be required by the Canadian Standards Association.

To maintain the City Electrical Utility System, including the distribution equipment and other related equipment and accessories, in a safe manner within the approved financial resources.

Scope

This policy applies to anyone working on the City's electrical distribution system.

Policy Statements

The City of Grand Forks is committed to providing a safe, healthy work environment and to conducting its various operations in a safe and protective manner.

The City will provide and maintain a safe and healthy work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness.

All employees will perform their jobs properly in accordance with established procedures and safe work practices.

Safety is the direct responsibility of all managers, supervisors and employees.

References

- Electrical Department Safety and Operational Procedures
- Workers Compensation Act

Amendments

- February 2018 – review and rewrite of existing policy 1603 in conjunction with new operational procedures.

CITY OF GRAND FORKS			
POLICY TITLE:	RISK MANAGEMENT CITY ELECTRICAL	POLICY NO:	1603
EFFECTIVE DATE:	September 11, 2006	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

POLICY:

The City of Grand Forks is responsible for maintaining the City Electrical Utility System for the benefit of the Community, its customers and its employees in a safe manner and in accordance with the approved financial resources.

PURPOSE:

To provide electrical service to customers in accordance with the terms and conditions set forth in the “City of Grand Forks Electrical Regulatory By-law”, as well as any terms or conditions that may be required by the British Columbia Utilities Commission or the Canadian Standards Association for Underground Systems.

To maintain the City Electrical Utility System, including the sub-station, the transmission and distribution equipment and other related equipment and appurtenances, in a safe manner within the approved financial resources.

PROCEDURE:

1. The City will provide experienced and trained Staff to administer operates and maintains the City Electrical Utility System in a safe environment.
2. The City will respond in a qualified, timely and expedient manner to all service break-downs and to repair reported and identified problems.
3. The City will provide regular, routine and recorded inspections of Utility assets, including the inspection and removal of dangerous trees on Utility rights-of-ways, as well as on private lands adjacent to Utility lines.
4. The City will prepare annual statements and reports for the various Provincial Agencies regulating the City Electrical Utility Industry.

Request for Decision



To: Committee of the Whole
From: **Engineering and Development**
Date: February 13, 2018
Subject: Cannabis Legalization Critical Path
Recommendation: **THAT the Committee of the Whole recommends to Council to approve the bylaw introduction and amendment timeline as presented, at the February 26th, 2018 Regular Meeting.**

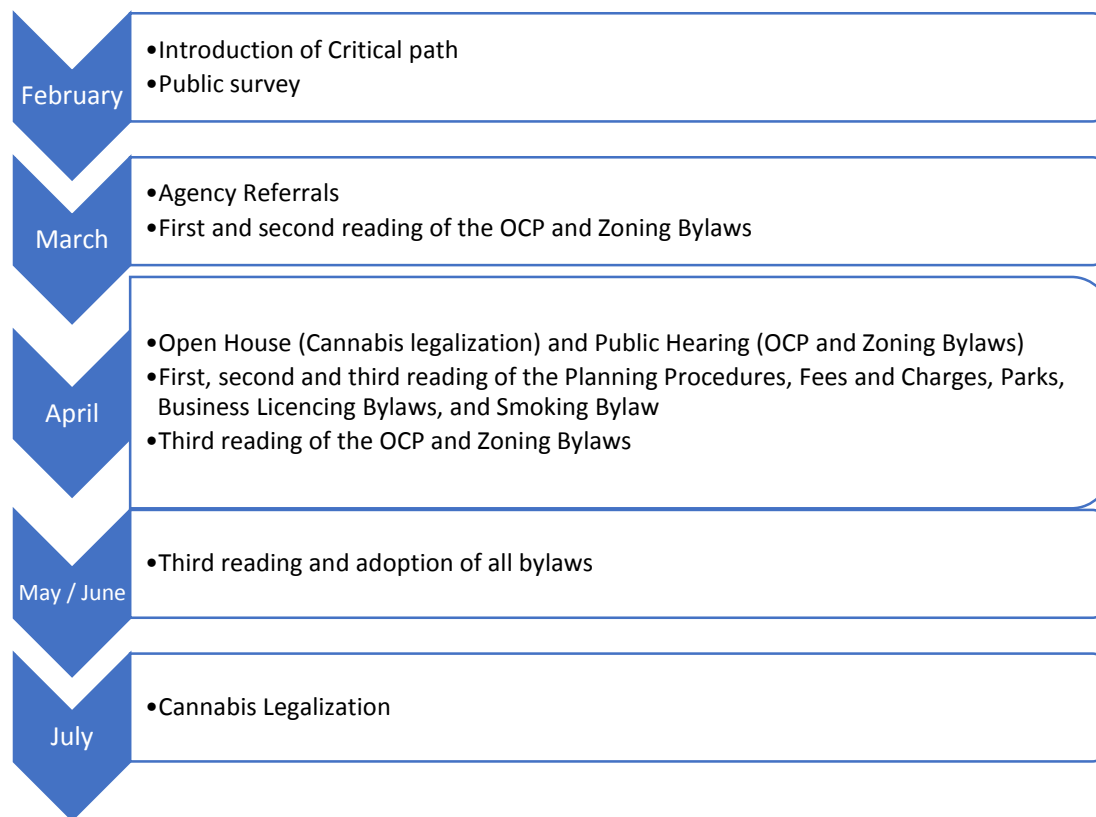
Background

The federal government will legalize the recreational consumption of cannabis by July 2018. They will regulate the production of cannabis, while the province will oversee its distribution and retailing. Municipalities will regulate some aspects of recreational cannabis, including: manufacturing, sales and consumption. To answer those questions, staff propose to consult residents and bring forward amendments to the Official Community Plan, Zoning Bylaw, Parks Access Bylaw, Business Licencing Bylaw, Fees and Charges Bylaw, and Planning Procedures Bylaw, and a new Smoking Bylaw by the end of June.

Because of the emotional nature of cannabis legalization, staff propose a public outreach campaign that includes a survey, open house, and public hearing. The campaign will explain the changes to residents, and allow for them to give feedback prior to the adoption of the changes. The bylaws are the tools that prescribe the implementation of cannabis legalization within the City's jurisdiction. The table below shows the scope of each bylaw.

Bylaw	Scope / question
Official Community Plan	Where retail cannabis businesses may operate
Zoning Bylaw	Where retail cannabis businesses may operate
Parks Access Bylaw	Where cannabis may be publicly consumed
Business License Bylaw	How cannabis businesses may operate
Fees and Charges Bylaw	How much to charge for the City's regulatory services
Planning Procedures Bylaw	How much to charge for the City's regulatory services
Smoking Bylaw	Where tobacco and cannabis may be publicly consumed

These bylaws are the mechanisms for regulating cannabis within the City's jurisdiction. The intent of this RFD is not to discuss what changes will happen to the bylaws, but to introduce the tools that the City may use to regulate Cannabis. The overall approach to the regulation will be discussed during the amendment of the bylaws and the specific changes to them.



Benefits or Impacts

Strategic Impact



Community Engagement

- This campaign will actively seek community engagement through a survey, open house, and public hearing.



Economic Growth

- Cannabis legalization presents a significant shift of black market economic activity into a legalized marketplace.



Fiscal Responsibility

- The review of the planning and development fees and charges could allow for additional cost recovery.

Policy/Legislation

Bylaw 1959 – City of Grand Forks Parks Access Bylaw

Bylaw 1958 – City of Grand Forks Fees and Charges Bylaw
Bylaw 1606 – Grand Forks Zoning Bylaw
Bylaw 1757 – Planning Procedures and Fees Bylaw
Bylaw 1384 – City of Grand Forks Business License Bylaw
Official Community Plan
New smoking bylaw

Recommendation

THAT the Committee of the Whole recommends to Council to approve the bylaw introduction and amendment timeline as presented, at the February 26th, 2018 Regular Meeting.

Options

1. RESOLVED THAT Committee of the Whole accepts the report.
2. RESOLVED THAT Committee of the Whole does not accept the report.
3. RESOLVED THAT Committee of the Whole refers the matter back to staff for further information.

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: February 13, 2018
Subject: Monthly Highlight Report
Recommendation: **THAT the COTW receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 45 (7 fire, 10 rescue, 28 medical)
Year to date calls: 45

- Prepare job posting for additional Fire Department hire
- Annual vehicle inspections for RDKB apparatus
- Scheduling upcoming volunteer training for 2018
- Dale: Zone 4 Fire Chief's meeting in Creston
- Significant Calls: MVI – fuel truck roll-over

Outside Works

Safety Focus

Duties and functions of the Joint Health and Safety Committee and Contractor Coordination

General

- Annual budget preparation for operations and capital
- Electrical HR
- Voltage conversion meetings with contractors both post and pre-construction
- Reservoir cleaning RFP preparation
- Plow truck finalizing capital
- Headworks completion 3- sludge valves
- Waste water treatment plant upgrade / public works service upgrade
- Yearly reports for Water and Waste Water permits

Electrical

- Continue to organize material for voltage conversion
- Removed Christmas decorations from streets
- 1 disconnect / reconnect for Electrician
- Worked with contractor as they finished the Riverside part of voltage conversion
- Prepared inventory and budget plans
- Prepared draft voltage conversion plan
- Meter reads and underground locates
- Streetlight repairs
- Helped sewer department as requested
- Worked on department tool safety
- Electrical department had 0 planned outages in January for repairs and 1 unplanned outage due to supply

Public Works

- Winter snow removal (plowing, sanding and hauling snow)
- Training night shift casual snow removal crew
- Online safety training courses completed
- Public works yard winterize / organize
- 2018 Hanging basket RFQ awarded
- 2018 Annuals plant ordering / planning
- Tree pruning (low limb pruning) Roads, Sidewalks, Alleys, Signs.
- 2 full funerals

Water and Sewer

- Sewer lift stations inspections and maintenance
- Well and disinfection inspections and maintenance
- Snow removal
- Cross connection program maintenance
- Five sewer services blockages.
- One sewer main blockage
- One power outage affecting water and sewer pumps
- Sludge valve upgrades at wastewater treatment plant
- Hydrant maintenance

Development and Engineering

General

- Completed operations budget and presentation
- Completed capital budget and presentation

Capital Projects

- Completed centrifuge proposal revisions
- Completed budget forecast and periodic progress reports for grant projects
- Posted Railway Crossing bid opportunity

Current Planning

- Facilitated proposed developments: 2 commercial, 2 industrial, ___ residential
- Facilitated land disposal of 2 city-owned properties

Long Range Planning

- Floodplain project implementation
- Continued work on Rural Dividend Fund project
- Completed and submitted annual dike inspection report
- Continued work on the Sewer Phasing Plan project

Business Licenses

- Processed 5 license applications

Building Inspection and Bylaw Enforcement

General

- Completed operations budget and presentation
- Focus on crime prevention

Bylaw Services

- First Block Watch public meeting, 22 participants
- Transient issues on the rise. Camps along the Granby, residential and commercial storage buildings used for shelters, camp burned out completely near BMX track.
- On-going Whispers, deer feeding and parking issues
- Second Hand Dealers bylaw drafted, currently under staff review

Building Inspection

- 7 building permit applications this reporting period, 2 applications for new homes
- Construction value this reporting period \$677,690.00
- Construction inspections and proposal reviews ongoing

Corporate Services

General

- Prepared and facilitated Council Meetings
- Human Resources Duties
- Generalized IT support
- Continuation of Event Planning - working with community groups – Family Day 2018 preparations, preparing for transition of event coordinator role
- Phone System enhancements to increase customer service
- Records Management Update and review – ongoing project for up to 3 years – review of current structure with consultant, implementation of structure, new file server configuration
- Budget Workshops with Council
- Attended the LGMA Corporate Officer Bootcamp

Financial Services

General

- Adopted Water Regulations Amendment Bylaw 1973-A3
- Adopted Sewer Regulations Amendment Bylaw 1974-A2
- Adopted Fees & Charges Amendment Bylaw 1958-A3
- Approval of Revised Bank Signing Authorization Policy 801 v2
- Conducted two public budget workshops on Jan 15th and 29th
- Preparation of year end working papers for annual audit; on-site phase of audit conducted week of January 22nd
- Continue work on 2018 Budget and 5 Year Financial Plan
- Update Vadim for new water & sewer rates and prepare for mock water billing
- Responded to requests for information from the public

Recommendation

THAT the COTW receives the monthly highlight report for information.