



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

Meeting #: C-2018-10
Date: Tuesday, October 9, 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
October 9, 2018, Committee of the Whole

Recommendation

THAT the Committee of the Whole adopts the October 9, 2018, agenda as presented.

3. MINUTES

- a. Adopt Minutes - Committee of the Whole
September 4, 2018, Committee of the Whole Meeting Minutes

1 - 5

Recommendation

THAT the Committee of the Whole adopts the September 4, 2018, Committee of the Whole Minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

- a. Monthly Highlight Reports
Department Managers

6 - 10

Recommendation

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

- b. CAO and Recovery Manager
Flood recovery operations update

Recommendation

THAT the Committee of the Whole receives for information the flood recovery operations update.

7. REPORTS AND DISCUSSION

8. PROPOSED BYLAWS FOR DISCUSSION

- a. Review Proposed Smoke-Free Bylaw
Corporate Services

11 - 15

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-2018-09
Date: Tuesday, September 4, 2018, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Frank Konrad
Councillor Julia Butler
Councillor Chris Hammett
Councillor Neil Krog
Councillor Colleen Ross
Councillor Christine Thompson

Absent: Councillor Beverley Tripp ('with notice')

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy 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
Wendy Whelen - Temporary Planning and Development Tech.
Bud Alcock - Bylaw Enforcement Officer

GALLERY

1. CALL TO ORDER

The September 4, 2018, Committee of the Whole Meeting was called to order at 9:00 am.

2. COMMITTEE OF THE WHOLE AGENDA

a. Adopt agenda

September 4, 2018, Committee of the Whole

Moved by: Thompson

THAT the Committee of the Whole adopts the September 4, 2018, agenda as presented.

Carried

3. MINUTES

a. Adopt Minutes - Committee of the Whole

August 20, 2018, Committee of the Whole Meeting Minutes

Moved by: Ross

THAT the Committee of the Whole adopts the August 20, 2018, Committee of the Whole Minutes as presented.

Carried

4. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

5. PRESENTATIONS FROM STAFF

a. Monthly Highlight Reports

Department Managers

Discussion:

- Cannafest Fire Dept. calls
- current Planning updates
- Bylaw Services business license complaints
- 72nd Avenue sidewalk implementation
- campground revenues

Moved by: Thompson

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

Carried

6. REGISTERED PETITIONS AND DELEGATIONS

- a. Grand Forks Search and Rescue Society
2019 Fee for Service and report

Discussion:

- Grant Burnard gave an overview of the Grand Forks Search and Rescue team highlights, background information, swift water training, ice safety rescue, avalanche rescue, first aid/medical, equipment, and the 2019 plan
- charitable status, currently not-for-profit
- funding structure and equipment

Moved by: Ross

THAT the Committee of the Whole receives for information the delegation presentation from the Grand Forks Search and Rescue Society.

Carried

Moved by: Thompson

THAT the Committee of the Whole forwards the fee for service request to the 2019 budgeting process.

Carried

7. REPORTS AND DISCUSSION

8. PROPOSED BYLAWS FOR DISCUSSION

- a. Bylaw 2051 - 2019 Revenue Anticipation Borrowing Bylaw
Chief Financial Officer

Moved by: Thompson

THAT the Committee of the Whole recommends that Council gives first three readings to “2019 Revenue Anticipation Borrowing Bylaw, No. 2051” at the September 24th, 2018, Regular Meeting.

Carried

- b. Bylaw 2054 – Smoke and Vape Free Places Bylaw
Corporate Services

Discussion:

- locations of smoking areas, signs on businesses, second-hand smoke, downtown core, medicinal/recreational. and provincial regulations

Moved by: Thompson

THAT the Committee of the Whole recommends to Council to give the first three readings to Bylaw No. 2054, “Smoke and Vape Free Places Bylaw” at the September 24th, 2018, Regular Meeting.

Moved by: Butler

THAT the Committee of the Whole tables Bylaw No. 2054 - Smoke and Vape Free Places, and THAT staff bring back the bylaw for discussion at the Committee of the Whole Meeting in October.

Carried

- 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**

Discussion:

- Dalton Gagne inquired and spoke in regards to watering of boulevard that is City property and their complaint submitted for Landsdowne Crescent. He stated that he did speak to the Manager of Operations

- Nigel James spoke in regards to Feedback form correspondence that is submitted to the City and that it should all receive a reply
- Rod Zielinski spoke in regards to the Council Remuneration Bylaw
- Les Johnson inquired into the \$2 million figure in the 2019 Revenue Anticipation Borrowing Bylaw
- Nigel James inquired into the current water rates and the rates going forward in 2019

14. ADJOURNMENT

The September 4, 2018, Committee of the Whole Meeting was adjourned at 10:39 am.

Moved by: Butler

THAT the September 4, 2018, Committee of the Whole Meeting be adjourned at 10:39 am.

Carried

Mayor Frank Konrad

Corporate Administrative Assistant -
Daphne Popoff

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: October 9, 2018
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 32
Year to date calls: 434

- Firefighter Rich Piché was the successful internal candidate to replace Kevin and fill the position of deputy fire chief of prevention and life safety
- Firefighter Tyler Thate was appointed to the position of Captain
- Volunteers assisted with the full-scale evacuation fire drill at Silver Kettle Village
- Attended shipping container contents fire
- Responded to a vehicle in the river with occupants trapped. Once on scene found out that all three occupants were already assisted out of the vehicle and safe
- Continue restoration project at downtown fire hall as a result of Spring flooding
- Training for the month of August concentrated on the exterior live fire props (car fire, dumpster fire & propane fire) at the training grounds



Outside Works

Safety

- Focus for October 2018: Incident Investigations, Excavation Safety and Mobile Equipment.
- Completed WorksafeBC requirements for confined space

General

- Ground work started on the Airport Watermain capital project.
- Installation of the first batch of the wayfinding signs.
- Attended the Public Works Association of BC Annual Conference.

 Fiscal  Economic Growth  Community Engagement  Community Liveability

Flood Recovery Support

- Site visits to Midway and Greenwood to assess and support their critical infrastructure projects.
- Facilitated 3 community meetings.
- Continued to manage the recovery communications including weekly updates, news releases and media enquiries.
- Completed repairs to the City's registered dike.
- Continued to refine funding requests with the province.
- South Ruckle river bank assessment

HR

- Chris Ford finished his temporary Operator 1 posting.
- Temporary employee extensions for another month.
- Welcome Mike Cassidy as Temporary Engineering Technologist.

Electrical

- Pruning of trees close to primary electrical lines.
- Starting to prepare Christmas ornaments.
- System upgrades – Transformer RFP and meter ordering
- LED lighting RFP completion

Public Works

- Sidewalk replacement on Central Ave and repairs on 72nd Ave.
- Leaf control starting.
- Finished improvements to Dick Bartlett park irrigation and ball diamond #2.
- Redoing road shoulders that have potholes or ruts.
- Pruning as needed along roads and sidewalks including Central Ave and 5th St.

Water and Sewer

- Emergency service repairs and preventive maintenance on 18th St
- 75th Ave. installation of inspection chambers
- Repairs in Industrial lift station
- City park lift station Concertor pump monitoring
- Preparation for new service line on 77th Ave. and galvanize line replacement

Development and Engineering

General

- Planning and policy support for flood recovery initiatives.
- Records management and planning file administration.
- Customer assistance at City Hall front counter.
- Zoning/development support for building permit issues
- Completed hiring of Planning Technician for two year flood recovery backfill.

Capital Projects

- Coordinated several driveway issues to follow-up 22nd Street project.
- Facilitated tender postings for final phase of the wastewater treatment project.
- Completed contracts for extensions for wastewater treatment plant and UV projects.
- Coordinated land surveys for waste water treatment project works and watermain/road (60th Ave at airport).
- Met with stakeholders/owners to finalize design and location of road near airport and related land issues.
- Reviewed servicing and development options for airport industrial lands.
- Substantial completion of 72 Avenue shoulder widening for sidewalk.

Current Planning

- Completed Preliminary Layout Review for a subdivision.
- Facilitated, reported on and prepared agreements respecting five (5) land disposition/lease/encumbrance matters.
- Provided servicing assistance for several new single-family homes.
- Provided summary of costs and timelines for payment of fees for the Tim Hortons development.
- Prepared background information and attended 15 pre-application and development-related meetings.
- Responded to approximately 50 land use, business license, servicing and other property-related inquiries.

Long Range Planning

- Ongoing coordination and updating of planning processes and procedures.
- Commenced consolidation (for convenience) of Zoning Bylaw and OCP.
- Reviewed and assigned numerous new address assignments throughout the City.

Business Licences

- Processed/approved 7 business licences.

Building Inspection and Bylaw Enforcement

General

- Concern is escalating regarding flood damaged properties where little to no repair activity is occurring. Approximately 50 properties are sitting idle, up from 25 a month ago. At least 10 are unsecured and awaiting attention from owners.

Bylaw Services

- 4 industrial noise complaints
- 3 animal complaints
- 3 unsightly properties being resolved
- 5 unlicensed vehicles on city property removed
- 3 city campground issues
- 2 transient camps removed, 11 still active

- 3 RCMP assists

Building Inspection

Building Permit applications this reporting period: **23**

Year to date Building Permit applications: **179**

Year to date construction value: **\$7,020,299** (2017 year end = \$3,762,202)

- 16 permit applications received for flood damage repairs (106 total this year)

Corporate Services

Corporate

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 1 In-Camera, 1 Special to go In-Camera Meetings)
- Prepared weekly summaries/updates (4 for Council, 4 for Staff and Council)
- Corporate Tasks completed: 19
- Human Resources Duties
- Continued transition of Corporate Officer and Deputy Corporate Officer duties
- Attended Recovery & Housing related meetings
- Attended UBCM (CAO)
- Attended PADM Municipal Law training (Deputy Corporate Officer)

Information Technology

- Information Technology tasks completed: 17
- Technology support for Recovery Team – additional work required for setup at new location
- Apteon SaaS migration – VPN tunnel configuration
- Records Management Update and review – ongoing project for 3 years:
 - SharePoint as records storage location:
 - Continued Mail log changes planning and review with staff
 - Continued general research
 - Continued Access control list configurations
 - Naming conventions review
 - Job classifications
 - Retention and disposition labeling review with Managers
 - SharePoint as Photo Storage to resolve in-house storage issues

Financial Services

General

- 2019 Permissive Tax Exemption Bylaw 2049 adopted September 4th
- Council Remuneration and Expenses Bylaw 2050 adopted September 24th
- Financial Plan Amendment Bylaw 2045-A1 adopted September 24th
- 2019 Revenue Anticipation Bylaw 2051 first three readings September 24th
- Invoices in progress for EOC and insurance reimbursement
- Tax sale conducted September 24th, with one property for sale; City declared purchaser. Mandatory Land Titles filing and notifications completed.
- Ongoing reactivation of utility accounts for residents who have reoccupied their homes

- Attended Recovery workgroup meeting for flood plain property valuations
- Responded to requests from the public regarding flooding, property damage, disaster financial assistance, utility reconnections and billing, etc.

Procurement

RFPs and RFQs Issued

- Removal of Tiger Dam Anchors; close October 1st
- Plow and Sander for Service Truck; close September 27th
- Wastewater Treatment Plant Upgrade Centrifuge, Aeration Equipment and other works - close September 27th

Contracts Awarded

Purchase Orders Issued - total \$388,208

- Less than \$5,000 **34**
- \$5,000 to \$25,000 **6**
- \$25,000 to \$75,000 **1**
- Greater than \$75,000 **2**

Total value of purchases **\$491,400**

1 sole source < \$25,000; dike repairs

1 sole source < \$75,000; electrical meters

Memo



To: Committee of the Whole
From: **Corporate Services**
Date: September 21, 2018
Subject: Additional Information Regarding Smoke- And Vape-Free Places Bylaw

Background

Staff presented a first draft of the *Smoke- and Vape-Free Places Bylaw* at the Committee of the Whole meeting on September 4th. The intent, per the Committee of the Whole meeting on February 13, 2018, was to fill in gaps in provincial and federal legislation.

Following the introduction of the draft bylaw, Council resolved to table the bylaw and to have staff return the bylaw for discussion at the October Committee of the Whole meeting. This would give Councillors attending UBCM in September an opportunity to engage with other municipalities considering or implementing similar bylaws.

The Federal Government's Bill 45 (the "Cannabis Act") comes into effect on October 17, 2018, legalizing recreational use of cannabis nationwide.

The BC Provincial Government enacted section 2.3 of the *Tobacco Control Act* in March of 2008, prohibiting smoking within public and work places, covering indoor areas and outdoor work areas.

In May of this year, the province enacted the *Cannabis Control and Licensing Act*. This Act prohibits smoking and vaping of cannabis in all areas that tobacco smoking and vaping are prohibited. Per B.C. Reg. 232/2007 (*Tobacco and Vapour Products Control Regulation*), this includes inside and within 6m of openings (doors, windows, ventilation) of work places. In addition, the Act specifically prohibits cannabis use at playgrounds, sports fields, skate parks, and other *public places* where children may gather. Use in vehicles and on school properties are also identified and prohibited by provincial Act.

The proposed bylaw, as presented at the September 4 Committee of the Whole meeting, addressed many of the areas already prohibited by provincial Act. By enacting a bylaw that roughly parallels the provincial Act, Council would enable enforcement by local bylaw officers.

Pursuant to the resolution of September 4, the matter is brought back to Council for further discussion and guidance to staff.

Attachments

Proposed Bylaw No. 2054 "Smoke- And Vape-Free Places Bylaw"

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2054

A Bylaw to Designate Smoke and Vape-free Outdoor Places in the City of Grand Forks

The Council for the Corporation of the City of Grand Forks, in open meeting assembled, **ENACTS** as follows:

1. **Citation**

1.1 This bylaw may be cited as the “**Smoke and Vape-free Outdoor Places Bylaw 2054.**”

2. **Definitions**

2.1 In this bylaw, unless the context requires otherwise:

“**Bylaw Enforcement Officer**” means the person duly appointed by Council as such, and shall include any peace officer.

“**Cannabis**” means cannabis as defined in the *Cannabis Act* (Bill C-45, an Act respecting cannabis and to amend the *Controlled Drugs and Substances Act*, the *Criminal Code* and other Acts.

“**City**” means the City of Grand Forks.

“**Community Facility**” means a building, lands or recreation facility including but not limited to recreation centers, arenas, picnic shelters and other recreation facilities located in a Park or on any other land which the City owns or controls by means of a lease, licence or other legal instrument that is intended for athletic, social, cultural, recreational, or other use by members or visitors to the community.

“**Entranceway**” includes but is not limited to doorways, verandahs, stairways, air intake systems and windows.

“**Municipal Ticketing Information Bylaw**” means the City of Grand Forks’ current Municipal Ticketing Information Bylaw, including all amendments and replacements thereto.

“**Outdoor Public Event**” means any event where the public is invited to gather on any outdoor area of City owned, controlled or operated property, including any park, public square or street, including, but not limited to:

- a) a market, contest, festival, celebration, fair, exhibition or concert;
- b) an outdoor public event on any City owned, controlled or operated property that is leased to a third party; or

- c) any event for which a City rental or use permit is required

“Outdoor Public Space” means any outdoor area owned, controlled, or operated by the City that is open to the public or to which the public is customarily admitted or invited, including but not limited to:

- a) park,
- b) sports venue, stadium, or sports facility,
- c) outdoor recreational facility,
- d) utility easement,
- e) cemetery,
- f) public streets, when used as part of an outdoor public event.

“Park” means any real property or property subject to a right of occupation by the City of Grand Forks for the purpose of pleasure, recreation or community uses by the public, including but not limited to parks, playgrounds, splashpads, sport courts, natural and landscaped areas, sports fields, trails, walkways and other public places and all improvements and may include beaches, and other public places adjacent to lakes or streams including foreshore or land covered by water.

“Prescribed Distance” means the distance specified in B.C. Reg. 232/2007 (*Tobacco and Vapour Products Control Regulation*), including all amendments and replacements thereto, as the distance from a doorway, window, or air intake in which a person must not smoke tobacco, **or** 6 metres, whichever is greater.

“Public Premise” means all or any part of a building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation.

“Public Vehicle” means a bus, taxi or other vehicle that is used to transport members of the public for a fee.

“School Property” means property that is owned or leased by, or operated under the authority of, a board established under the School Act or the Independent School Act, and used for the purposes of delivering educational programs or other learning programs, and includes real property and improvements.

“Smoke” or **“Smoking”** means to inhale, exhale, burn or carry a lighted cigarette, electronic cigarette, cigar, pipe, hookah pipe or other lighted or heated smoking equipment that burns tobacco, Cannabis or any other weed or substance but does not include the carrying of lighted incense or other lighted smoking equipment used solely for ceremonial or religious purposes.

3. Smoking Regulation

3.1 No Person may Smoke:

- a) In a Public Premise or a Public Vehicle,
- b) In, on, or within the Prescribed Distance of a:

- i. Community Facility,
 - ii. Outdoor Public Space,
 - iii. Park,
 - iv. Picnic area,
 - v. School Property,
 - vi. playground or playing field,
 - vii. skateboard or bike park,
 - viii. public tennis court or swimming pool lot,
 - ix. community garden,
- c) within the Core Commercial (CC) zoned area of Market Avenue between Riverside Drive and 5th Street (excluding alleys and private parking lots),
 - d) on public sidewalks,
 - e) on a City street when used as part of an Outdoor Public Event,
 - f) inside or within the Prescribed Distance of any public building or space in which the City owns or holds an interest,
 - g) inside a motor vehicle or equipment owned, leased, or used by the City.

3.2 This Bylaw does not apply to:

- a) a designated smoking area established for the purpose of an Outdoor Public Event with the area being determined by and with the agreement of both the City and the event organizer,
- b) Aboriginal cultural activity,
- c) carrying of lighted incense or other lighted smoking equipment used solely for ceremonial or religious purposes.

4. Offences and Penalties

4.1 A violation of a provision of this Bylaw will result in liability for penalties and late payment amounts established in the City's Municipal Ticketing Information Bylaw.

4.2 A Person who contravenes, violates, or fails to comply with any provision of this Bylaw is deemed to have committed an offence under this Bylaw, and is liable on summary conviction to a fine not exceeding \$2,000 for each offence.

4.3 Each violation of this Bylaw constitutes a separate offence.

4.4 If a Bylaw Enforcement Officer has determined that a Person has violated a provision of this Bylaw, that Person must, when requested by the Bylaw Enforcement Officer, provide their name and address to the Officer.

4.5 Bylaw Enforcement Officers are designated to enforce this Bylaw by means of the Bylaw Notice under the Community Charter.

- 4.6 No Person shall interfere with, delay, obstruct, or impede the Bylaw Enforcement Officer, designate, or other person lawfully authorized to enforce this Bylaw in the performance of duties.
- 4.7 The Bylaw Enforcement Officer has the right to enter at all reasonable hours any land or building to which this Bylaw applies in order to ascertain whether the provisions of this Bylaw are being complied with.

5. General

- 5.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 5.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

Read a first, second, and third time on the ___ day of ___, 2018.

Adopted this ___ day of ___, 2018.

Mayor - Frank Konrad

Corporate Officer – Daniel Drexler