



The Corporation of the City of Grand Forks

Regular Meeting

AGENDA

Meeting #: R-2018-21
Date: Monday, December 10, 2018, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda
December 10, 2018, Regular Meeting agenda

Recommendation

THAT Council adopts the December 10, 2018, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera
November 19, 2018, Special to go In-Camera Meeting minutes

4 - 6

Recommendation

THAT Council adopts the November 19, 2018, Special to go In-Camera Meeting minutes as presented.

- b. Adopt minutes - Regular
November 19, 2018, Regular Meeting minutes

7 - 12

Recommendation

THAT Council adopts the November 19, 2018, Regular Meeting minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Written Reports of Council
Corporate Officer's Report

13 - 17

Recommendation

THAT all written reports of Council submitted to the December 10, 2018, Regular Meeting be received.

7. REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

- a. Verbal Report - RDKB Representative
Corporate Officer's Report

18 - 18

Verbal report from Council's representative to the Regional District of Kootenay Boundary

Read the RDKB agendas here: <https://rdkb.civicweb.net/filepro/documents/314>

Recommendation

THAT Mayor Taylor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Policy 805 – exception for Technology Items
Corporate Service / Information Technology

19 - 26

Recommendation

THAT Council permits the disposal or sale of outdated or unused Technology Items without following Section 3.4.ii of Policy No. 805 – “Asset Disposal Procedure Policy” if the Items are sold via a public auction process.

- b. Solar Now Project Budget Amendment
Deputy Manager of Operations and Sustainability

27 - 30

Recommendation

THAT Council approves a budget increase of \$6,000 for the SolarNow project and directs staff to amend the 2018-2022 Financial Plan bylaw.

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

- a. Grand Forks International Baseball Tournament Society
Letter of request for a Special Occasion Liquor Licence from June 22 - July 1, 2019, during the GFI

31 - 31

Recommendation

THAT Council approves the issuing of a Special Occasion Liquor Licence to the Grand Forks International Baseball Tournament Society from June 22-July 1, 2019, from 11:00 am-11:00 pm (depending on projected end time of last game), at James Donaldson Park, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.

- b. Grand Forks Community Christmas Dinner
Letter of request for contribution

32 - 32

Recommendation

THAT Council receives for information the letter from the Grand Forks Community Christmas dinner, which Council has already approved a \$500 contribution for as part of the 2018 budget process.

- c. Grand Forks Seniors Society
Letter of request for assistance

33 - 35

Recommendation

THAT Council receives the letter of request for assistance from the Grand Forks Seniors Society for discussion.

- d. Downtown Business Association
Letter of application for Fee for Service 2019

36 - 36

Recommendation

THAT Council receives the 2019 Fee for Service request from the Downtown Business Association and forwards the request to the 2019 budgeting process.

- e. Quarter 3 Financial Report
Chief Financial Officer

37 - 44

Recommendation

THAT Council receives for information the Quarter 3 Financial Report from the Chief Financial Officer.

11. **BYLAWS**
12. **LATE ITEMS**
13. **QUESTIONS FROM THE PUBLIC AND THE MEDIA**
14. **ADJOURNMENT**



The Corporation of the City of Grand Forks
Special to go In-Camera Meeting of Council
MINUTES

Meeting #: SP-2018-18
Date: Monday, November 19, 2018, 3:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Brian Taylor
Councillor Zak Eburne-Stoodley
Councillor Cathy Korolek
Councillor Neil Krog
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer

GALLERY

1. CALL TO ORDER

Mayor Taylor called the November 19, 2018, Special To Go In-Camera Meeting to order at 3:01 pm.

2. IN-CAMERA RESOLUTION

- a. Adopt Resolution as per Section 90
Moved by: Eburne-Stoodley
Seconded by: Korolek

THAT Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and

Section 90 (2)

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

BE IT FURTHER RESOLVED THAT persons, other than members, officers, or other persons to whom Council may deem necessary to conduct City business, will be excluded from the In-Camera Meeting.

Carried

3. LATE ITEMS

4. ADJOURNMENT

The November 19, 2018, Special to go In-Camera Meeting was adjourned at 3:02 pm.

Moved by: Thompson

Seconded by: Krog

THAT the Special to go In-Camera Meeting be adjourned at 3:02pm.

Carried

Mayor Brian Taylor

Corporate Officer - Daniel Drexler

DRAFT



The Corporation of the City of Grand Forks
Regular Meeting of Council
MINUTES

Meeting #: R-2018-20
Date: Monday, November 19, 2018, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Brian Taylor
Councillor Zak Eburne-Stoodley
Councillor Cathy Korolek
Councillor Neil Krog
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Graham Watt - Recovery Manager
Dale Heriot - Fire Chief

GALLERY

1. CALL TO ORDER

Mayor Taylor called the November 19, 2018, Regular Meeting to order at 7:00 pm.

a. Presentations

Mayor Taylor - Award presentations

2. ADOPTION OF AGENDA

- a. Adopt agenda

November 19, 2018, Regular Meeting agenda

Resolution #: R310/2018/11/19

Moved by: Korolek

Seconded by: Eburne-Stoodley

THAT Council adopts the November 19, 2018, Regular Meeting agenda as presented.

Carried

3. MINUTES

- a. Adopt minutes - Inaugural

November 5, 2018, Inaugural Meeting minutes

Resolution #: R311/2018/11/19

Moved by: Thompson

Seconded by: Eburne-Stoodley

THAT Council adopts the November 5, 2018, Inaugural Meeting minutes as presented.

Carried

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

a. Written Reports of Council

Councillors' reports

Resolution #: R312/2018/11/19

Moved by: Eburne-Stoodley

Seconded by: Korolek

THAT all written reports of Council submitted to the November 19, 2018, Regular Meeting be received.

Carried

b. Verbal Update - Local Travel and Remuneration Discussion

Mayor Taylor

The mayor spoke to some changes to the Council compensation package, including that part that used to be non-taxable now is, and recommended that the CFO review Council compensation. He added that Council is currently only compensated for out-of-town travel, but that significant mileage is accrued in-town during the course of Council business and that the CFO should consider that in her review.

7. REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

a. Verbal Report - RDKB Representative

Mayor Taylor

Verbal report from Council's representative to the Regional District of Kootenay Boundary

Read the RDKB agendas here:

<https://rdkb.civicweb.net/filepro/documents/314>

The mayor spoke to upcoming projects being planned in Area E. A small grant was approved for TOTA to analyse visitors to the region by postal

code. A master plan for Boundary Recreation is being worked on. Council should have a delegate for the Boundary Recreation Commission.

Resolution #: R313/2018/11/19

Moved by: Thompson

Seconded by: Korolek

THAT Mayor Taylor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.

Carried

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Amendment of funding approval for DMAF grant application from \$200,000 to a maximum of \$250,000.

Flood Recovery Manager / Regional Emergency Program

There was discussion regarding where this funding would come from. It is intended to 'flow-through' from the province but the provincial commitment is not fully in-place.

Resolution #: R314/2018/11/19

Moved by: Zielinski

Seconded by: Thompson

THAT Council amends resolution R295/18/10/22 from \$200,000 to a maximum of \$250,000 for development of planning and support documents for application to the Disaster Mitigation and Adaptation Fund.

Carried

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

- a. Office of the Premier

Letter regarding recovery efforts of the flood

Resolution #: R315/2018/11/19

Moved by: Zielinski

Seconded by: Korolek

Receive for information.

Carried

- b. Recovery Update Memo and Presentation

Recovery Manager

The Recovery Manager presented a review of the 2018 Flood and the recovery efforts that have been underway since.

There was discussion regarding the previous motion to base appraisals on pre-flood conditions, and that the Federal program precludes meeting that criteria.

The Recovery Manager clarified why certain parts of the recovery effort are currently not funded by explaining how the province has been fitting various requests into existing programs.

The Recovery Manager reviewed the DMAF process, the rationale for Resolution **R314/2018/11/19** to increase funding for the grant application, and the key tasks that will be completed during the DMAF application process through January. The end goals were defined by Council resolutions in September.

Resolution #: R316/2018/11/19

Moved by: Eburne-Stoodley

Seconded by: Krog

THAT Council receives for information the memorandum and presentation from the Recovery Manager regarding the recovery operation updates.

Carried

11. BYLAWS

12. LATE ITEMS

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

14. ADJOURNMENT

The November 19, 2018, Regular Meeting was adjourned at 8:09 pm.

Resolution #: R317/2018/11/19

Moved by: Krog

Seconded by: Thompson

RESOLVED THAT the Regular Meeting be adjourned at 8:09 pm.

Carried

Mayor Brian Taylor

Deputy Corporate Officer – Kevin McKinnon

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: December 10, 2018
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **THAT all written reports submitted by members of Council be received.**

Background

Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the members of Council to report to the Community on issues, bring community issues for discussion and initiate action through motions of Council, ask questions on matters pertaining to the City Operations and inquire on any issues and reports.

Benefits or Impacts

General

The main advantage of using this approach is to bring the matter before Council on behalf of constituents. Immediate action might result in inordinate amount of resource inadvertently directed without specific approval in the financial plan.

Strategic Impact



Community Engagement

- Members of Council may ask questions, seek clarification and report on issues.

Policy/Legislation

Procedure Bylaw No. 1946, 2013

Recommendation

THAT all written reports submitted by members of Council be received.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

REPORT TO COUNCIL

FROM: Councillor Christine Thompson

DATE: December 10, 2018

SUBJECT: Report to Council

This is my first report to Council following the election. I want to say that I am looking forward to working with Council as together we strive to move our community forward following the devastating flooding in May.

November 6th, Councillor Korolek and I took the roles of “management” when Grade 3 classes visited City Hall. Children from each class volunteered to be Mayor and Council and debated one current issue. Thank you to our Corporate Officer and Deputy Corporate Officer (Daniel Drexler and Kevin McKinnon) for facilitating this. It was fun.

As the City’s liaison to the Boundary Country Regional Chamber of Commerce (BCRCC), I attended their monthly meeting on November 6th. At that meeting, Councillor Korolek resigned her position as Chair, and at my suggestion and with the concurrence of their Board, she will be their liaison. I will be the liaison for the Downtown Business Association.

November 7th, I went to one of three workshops at gallery2 facilitated by the Boundary Flood Recovery Team. There were different sessions facilitated by the team where various issues were discussed. While I was unable to get to each session, the ones I did go to had excellent participation from our citizens.

November 8th was the first of several workshops Management has prepared for Council, where each department manager explains the work that they and their staff do for our City. These informative sessions provide Council an opportunity to ask questions in order that we can better understand what is being done.

Along with Mayor Taylor and Councillor Korolek, I participated in the Remembrance Day Ceremonies on November 11th.

At the invitation of Boundary Early Years Action Committee (BEYAC) to I attended a webinar of “Help Early Learning Partnership” on November 14th.

November 14th, I attended the Downtown Business Association meeting. They had a full agenda, including presentations from Graham Watt, Manager, Boundary Flood Recovery Team; Peter and Andrew Novokshonoff, Park in the Park; and, James Wilson, President of the BCRCC.

I attended an intensive 2-day workshop with professional consultant, Lisa Zwarn, where presentations were given to Council regarding our roles and responsibilities, and, Council relationships with management. I found these sessions to be excellent with an

REPORT TO COUNCIL

opportunity to ask questions and to discuss issues that we face and may be facing in the future.

November 30th, I accompanied Mayor Taylor to Summerland to meet with ElectroMotionEnergy, a revolutionary company that through sophisticated technology combines heat and power that replaces conventional systems. We toured a Tiny Home on site that is currently under construction and uses this technology. I found it to be a most interesting visit.

Respectfully submitted,

Councillor Christine Thompson

Councillor Report

Dec 3, 2018

Been a busy couple weeks.

I have attended

- Community update meeting held at the high school
- BCRCC meeting. Chamber and DBA working on a plan for future collaboration
- 2 day workshop with updates from Recovery team, introduction to various city departments.
- Met with Board of Community Futures
- 2 day workshop with Lisa Swarn. Learned expectations of council, our role on council. Importance of developing good relations with staff. And much more.

Spoke with constituents regarding BCHC housing proposals, Listened to their concerns.

Cathy Korolek

Preparations for Freshet 2019

Completed Repairs:

- RockWool Trail and Dike
- Black Train Bridge Trail and Dike
- Sewage system
- Road repairs: Riverside, Como, 2nd
- Dike Repair in North Ruckle
- Reinforcement of Power Poles across river
- Removal of Tiger Dam anchors on 72nd and Riverside

Unfinished Repairs:

- Armor 400 m of riverbank in South Ruckle
- Complete the flapper installation on all city storm sewer outfalls
- Repair flood damage to sewage system
- Repair and raise the level of the Rock Wool trail
- Repair and complete berms around Johnson Flats

Develop Public Site-Specific Emergency Plans

- Establish monitoring system
- Supply sand and sand bags to critical sites
- Establish tiger dam locations

After this year's record flood the City of Grand Forks and the RDKB have struggled to fund repairs to flood prevention infrastructure. Completed repairs to dikes and roads have been funded from a variety of sources: City of GF, RDKB, DFA, EPA, FLNRORD. Applications for further senior government funding through the EPA as well as the DMAF have been made to plan, to engineer and to construct critical infrastructure starting in summer and fall 2019. Unfortunately, the city is faced with preparing for the 2019 spring freshet with little senior government funding in hand. If funding is not received, and shortly, the city must decide, or not, to dip into reserve funds to carry out critical repairs necessary to prevent more damage to shorelines and infrastructure.

Possible sources of funding for these repairs are the accumulated surplus, the Slag Fund, and / or short-term borrowing.

'moved that Council directs staff to report the costs and repairs necessary to prepare for freshet 2019 at the January 14, 2019 regular meeting'

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: December 10, 2018
Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary
Recommendation: **THAT Mayor Taylor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting, be received.**

Background

Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the City's representative to the Regional District of Kootenay to report to Council and the Community on issues, and actions of the Regional District of Kootenay Boundary.

Benefits or Impacts

General

The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.

Strategic Impact



Community Engagement

- Information sharing with members of Council and the Public regarding regional issues.

Policy/Legislation

Procedure Bylaw No. 1946, 2013

Recommendation

THAT Mayor Taylor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting, be received.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Request for Decision



To: Regular Meeting
From: **Corporate Service / Information Technology**
Date: December 10, 2018
Subject: Policy 805 – exception for Technology Items
Recommendation: **THAT Council permits the disposal or sale of outdated or unused Technology Items without following Section 3.4.ii of Policy No. 805 – “Asset Disposal Procedure Policy” if the Items are sold via a public auction process.**

Background

Policy 805 – “Asset Disposal Procedure Policy” was created in 2012 in correlation with the Tangible Capital Asset Policy due to requirements from PSAB 3150.

Over the years, the City’s IT department has collected various *Technology Items* that are either obsolete, aged out, or simply not used enough. All these items are now in various storage locations, drawers, filing cabinets, etc. Some are still actively in use but create a security risk to the organization as they do not receive security updates by the manufacturer and should be replaced and then disposed of. A lot of the items should not be sold locally as they are only useful for parts and only qualified technicians should re-use and recycle the components.

Technology Items are defined as, but are not limited to:

- Computers
- Laptops
- Monitors
- Servers
- Routers
- Switches
- Printers/Copiers
- Cell phones
- Smart Phones
- VoIP phones
- Storage Devices
- accessories for items listed

The IT department is asking to waive, for *Technology Items* only, the requirement from Policy 805 Section 3.4.ii regarding Public Notice requirements as defined by the Community Charter.

The items would be posted at an online auction forum to allow for a transparent public sales process. In addition, the department would post notices at least once a year on the City’s social media sites as well as in the newspaper to ensure that the public is aware of the type of items being sold through the online auctions.

The department would also like to note that it would be beneficial for the Policy to be reviewed in its entirety in 2019 to also streamline the disposal for other departments as some of the requirements in Policy 805 are simply too time consuming to allow for an efficient and cost effective process throughout the organization.

Benefits or Impacts

General

Efficient disposal of Technology Items

Strategic Impact



Community Engagement

- partnership with SD51 to dispose of Technology Items in a public online auction
- notifications on social media



Fiscal Responsibility

- although obsolete, items can be sold in a fair and open way to receive some funds towards other Technology Items

Policy/Legislation

Policy 805, Community Charters Section 94, PSAB 3150, Tangible Capital Asset Policy

Attachments

Policy 805

CC Section 94

Recommendation

THAT Council permits the disposal or sale of outdated or unused Technology Items without following Section 3.4.ii of Policy No. 805 – “Asset Disposal Procedure Policy” if the Items are sold via a public auction process.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	2018 RFD - Policy 805 exemption for Technology Items.docx
Attachments:	- 805 - Asset Disposal Policy.doc - RFD 2018 - Policy 805 - exception - Community Charter S.94.pdf
Final Approval Date:	Nov 30, 2018

This report and all of its attachments were approved and signed as outlined below:

Diane Heinrich - Nov 30, 2018 - 11:30 AM

THE CITY OF GRAND FORKS			
POLICY TITLE:	Asset Disposal Procedure Policy	POLICY NO:	805
EFFECTIVE DATE:	December 17, 2012	SUPERSEDES:	New
APPROVAL:	Council	PAGE:	1 of 2

1.0 Purpose of Policy

This procedure establishes guidelines for Departments to properly dispose of a Tangible Capital Asset.

2.0 Objectives

- 2.1 Department managers will determine when municipal assets eventually become obsolete or have reached the end of their useful life.
- 2.2 Department managers will dispose of these assets while achieving maximum revenue potential and minimal disposal costs.
- 2.3 Department managers will protect the City's data and client information at all times.
- 2.4 Department managers will dispose of all assets with the environment and recycling in mind.

3.0 Responsibilities

- 3.1 Department managers and supervisors will initiate the asset disposal process by completing an asset disposal request form and forwarding the form to the Chief Financial Officer.
- 3.2 The Chief Financial Officer will consider the information provided and together with the Department manager will recommend whether the asset should be traded in, sold by auction, sold by tender, offered to one of the City's reporting entities, taken to the Reuse Centre at the landfill or destroyed.
- 3.3 The asset disposal form and recommendations of the Chief Financial Officer will be forwarded to the Chief Administrative Officer for approval or other instruction.
- 3.4 The Chief Financial Officer will assist in coordination of the asset disposal by auction or tender and will direct Department managers or supervisors on other asset disposal methods.
 - i. All bids will be addressed to the Corporate Officer and will be opened precisely at the designated time on the designated day.

NO EXCEPTIONS.

- ii. Notice for items to be disposed by auction or tender must meet Community Charter s. 94 Requirements for public notice.
- 3.5 The Department Manager responsible will destroy obsolete computer hard drives (understanding and agreeing that any computers, software, data and storage media may contain proprietary and confidential information about the City and its customers or its vendors, and that it is the property of the City at all times) and coordinate with the Chief Financial Officer to send the remainder of obsolete computers for e-waste recovery at the nearest recovery centre.
- 3.6 The Department Manager responsible for disposal will ensure that all City of Grand Forks identification marks are removed prior to disposal.
- 3.7 Persons responsible for supervising the disposal of the asset will record the date and certify the disposal on the asset disposal request form.
- 3.8 The completed asset disposal form will be forwarded to the Chief Financial Officer to update financial and asset records.

- (b) a municipal commission established under section 143;
- (c) a parcel tax roll review panel established under section 204;
- (d) a board of variance established under Division 15 of Part 14 of the *Local Government Act*;
- (e) an advisory body established by a council;
- (f) a body that under this or another Act may exercise the powers of a municipality or council;
- (g) a body prescribed by regulation.

Division 4 — Public Notice and Access to Records

Requirements for public notice

- 94** (1) If this section applies, the applicable notice must be
- (a) posted in the public notice posting places, and
 - (b) published in accordance with this section.
- (2) Subject to subsection (4), publication under subsection (1) (b)
- (a) must be in a newspaper that is distributed at least weekly
 - (i) in the area affected by the subject matter of the notice, and
 - (ii) if the area affected is not in the municipality, also in the municipality, and
 - (b) unless otherwise provided, must be once each week for 2 consecutive weeks.
- (3) The obligation under subsection (2) may be met by publication of the notice in more than one newspaper, if this is in accordance with that subsection when the publications are considered together.
- (4) If publication under subsection (2) is not practicable, the notice may be given in the areas by alternative means as long as the notice
- (a) is given within the same time period as required for publication,
 - (b) is given with the same frequency as required for publication, and
 - (c) provides notice that the council considers is reasonably equivalent to that which would be provided by newspaper publication if it were practicable.

- (5) As an exception, subsection (4) (b) does not apply in relation to an area if the alternative means is by individual distribution to the persons resident in the area.
- (6) If the same matter is subject to 2 or more requirements for publication in accordance with this section, the notices may be combined so long as the requirements of all applicable provisions are met.
- (7) A council may provide any additional notice respecting a matter that it considers appropriate, including by the Internet or other electronic means.

Public access to municipal records

- 95** (1) In addition to the public access provided by the *Freedom of Information and Protection of Privacy Act*, a council may, by bylaw, provide for public access to its records and establish procedures respecting that access.
- (2) If an enactment requires that a municipal record be available for public inspection, that obligation is met by having the record available for public inspection at the municipal hall during regular office hours.
 - (3) If a municipal record is available for public inspection, a person may have a copy made of all or part of the record on payment of any applicable fee established by the council under section 194 [*municipal fees*].
 - (4) A person inspecting a record of a municipality must not, without authorization, remove the record from the place where it has been provided for inspection.
 - (5) An obligation or authority under this Act to provide public access to a municipal record does not apply to records that must not be disclosed under the *Freedom of Information and Protection of Privacy Act*.

Agreements that require elector approval or assent

- 96** If an agreement is proposed or made in relation to a matter that requires approval of the electors or assent of the electors,
- (a) the agreement, and
 - (b) all records relating to the agreement that are in the custody or under the control of the municipality
- must be available for public inspection at the municipal hall during the time when the approval or assent process is underway.

Request for Decision



To: Regular Meeting
From: **Deputy Manager of Operations and Sustainability**
Date: December 10, 2018
Subject: Solar Now Project Budget Amendment
Recommendation: **THAT Council approves a budget increase of \$6,000 for the SolarNow project and directs staff to amend the 2018-2022 Financial Plan bylaw.**

Background

Council directed staff to pursue the SolarNow project and grant at the May 15, 2017 Regular Meeting. Discussions with the program officer progressed throughout 2017 and early 2018. Some councilors also requested an update in early 2018. The project is a stage roof in City Park between the washroom and the lift station. The solar energy generated will be between approximately 11 kilowatts.

The project budget that Council approved February 26, 2018 is \$65,000 with the City contributing \$40,000 and the grant program contributing \$25,000. More detailed estimates have been prepared throughout 2018 and the grant program has committed additional funding. The revised project estimate is slightly higher at \$71,000 with the City contributing \$41,000 and the grant program contributing \$30,000. The revised budget is now being put to Council for approval.

Benefits or Impacts

Strategic Impact



Fiscal Responsibility

- Action: explore renewable energy options.

Policy/Legislation

2018-2022 Financial Plan

Attachments

Sketch plan

Recommendation

THAT Council approves a budget increase of \$6,000 for the SolarNow project and directs staff to amend the 2018-2022 Financial Plan bylaw.

Options

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

Report Approval Details

Document Title:	RFD 2018 - Solar stage roof budget amendment.docx
Attachments:	- Granforks SN solar stage sketch.pdf
Final Approval Date:	Dec 4, 2018

This report and all of its attachments were approved and signed as outlined below:

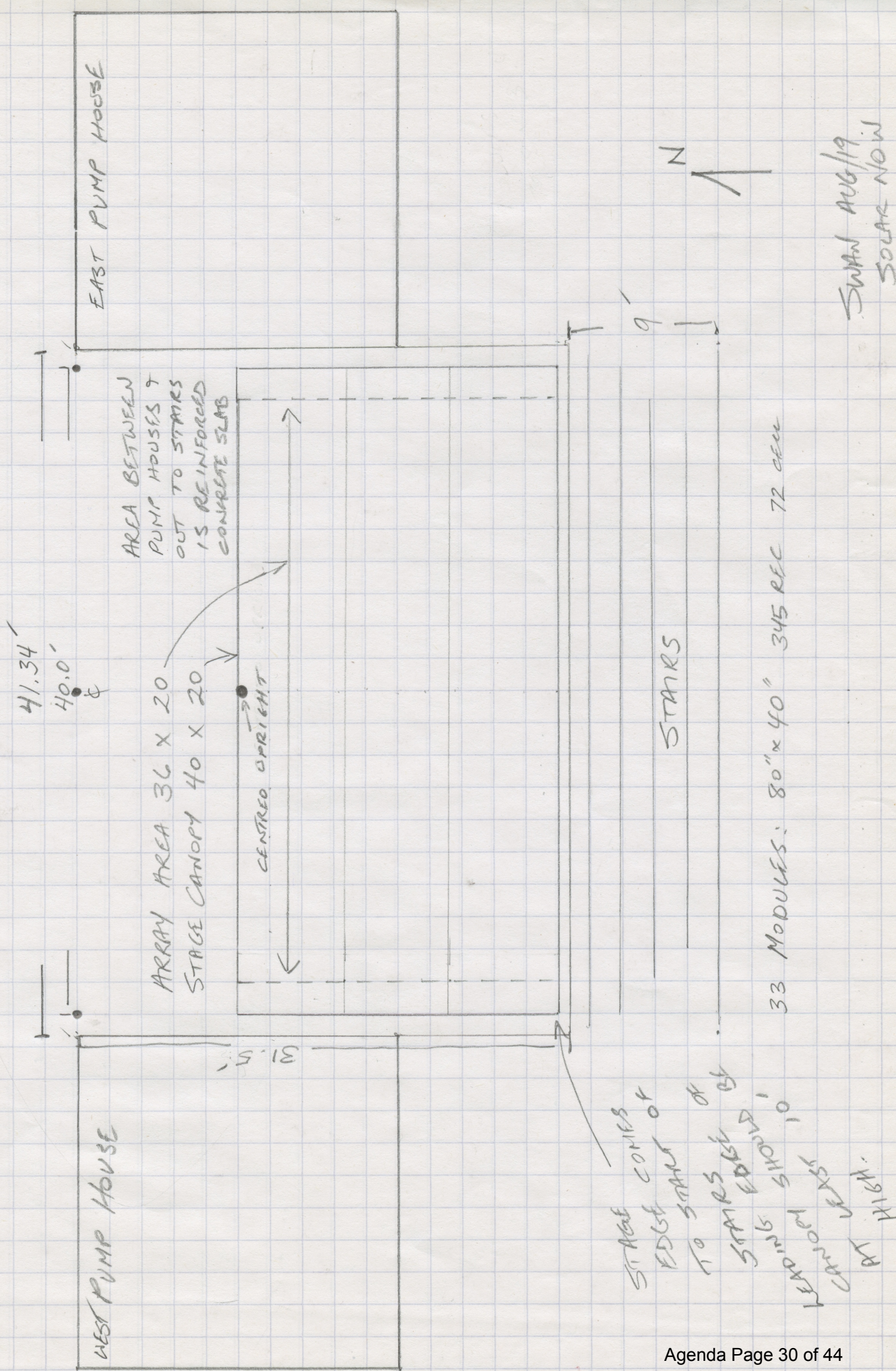
No Signature - Task assigned to David Reid was completed by workflow administrator Kevin McKinnon

David Reid - Dec 4, 2018 - 1:17 PM

No Signature - Task assigned to Diane Heinrich was completed by assistant Daniel Drexler

Diane Heinrich - Dec 4, 2018 - 1:26 PM

GRAND FORKS SOLAR NOW: 'SOLAR STAGE'





Grand Forks International Baseball Tournament Society (2001)
PO Box 2082 Grand Forks, BC V0H 1H0

November 20, 2018



Corporation of the City of Grand Forks
Box 220
Grand Forks, BC V0H 1H0

Attn: City Council

Dear Mayor and Councillors:

RE: GRAND FORKS INTERNATIONAL LIQUOR PERMIT

The Grand Forks International Baseball Tournament Committee is requesting permission to sell liquor at James Donaldson Park during the 2019 Grand Forks International Baseball Tournament from June 22 to July 1, 2019. Hours of service will be 11:00 AM to 11:00 PM, possibly earlier due to end times of final game each day. As in prior years, the GFI will obtain liability insurance naming the City of Grand Forks as an additional insured.

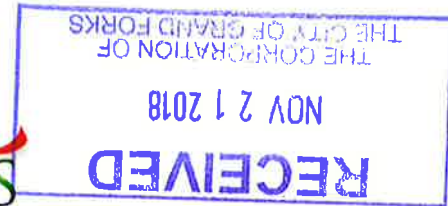
We look forward to a positive response to this request. If you require further information, please contact Tournament Coordinator Stephen Boutang at 250-919-4754 or sboutang@shaw.ca, or Rod Miller at 250-442-5877 or rodmiller55@hotmail.com.

Thank you for your attention to this matter.

Yours truly,

Stephen Boutang
2019 GFI Coordinator

FILE CODE
*WE3 GFI - request for 2019
Liquor Permit*
Agenda Page 31 of 44



GRAND FORKS COMMUNITY CHRISTMAS DINNER

C/O Box 1046
Grand Forks, BC V0H 1H0



It's that time of year again! Volunteers for the 37th Annual Community Christmas Dinner are busy making plans for this important community event. Every year we see a greater number of citizens, of all ages, take advantage of this wonderful opportunity to share a beautiful meal in the true spirit of the season on Christmas Day.

This year we anticipate 400 sit-down guests and take-out dinners, which are prepared and delivered entirely

by volunteers. We provide transportation to and from the event for those who need it. A visit from Santa, bearing a small gift for the children, is also included.

There is no charge for the meal, however, a donation box is inconspicuously provided for those who feel they can contribute. All left over food is collected by a local agency for distribution for those in need.

However, our principal funding is obtained through thoughtful individuals and businesses such as yours, in the form of cash, gift certificates, store discounts and food or product donations.

At this time of year it is extremely satisfying to see the warmth and generosity of our community showered upon those who need it most. Your contribution to this worthwhile community event would be greatly appreciated and acknowledged both at the dinner and in the media.

Thank you for your support. May your holidays be filled with the true spirit of the season.

Sincerely,

Stacey O'Donnell,
Coordinator - Community Christmas Dinner
staceyod1979@gmail.com
250-444-0713

FILE CODE

WE 9 G1 - G.F. Community
Christmas Dinner
2018

November 12, 2018



DELIVERED BY EMAIL TO:

Mayor B. Taylor
Councillor R. Zielinski
Councillor N. Krog
Councillor C. Moslin
Councillor Z. Eburne-Stoodley
Councillor C. Korolek
Councillor C. Thompson

RE: Grand Forks Seniors Society

The purpose of this report to Council: Grand Forks Seniors Society is requesting assistance from City Council with the relocation and acquisition of property for a new senior's facility.

Background Information: This year brought much distress to the City of Grand Forks. The flooding that occurred and ramifications for families was dire. Many families are still in need of assistance and suffer from the flooding and from the fires of this summer.

The seniors' society was no exception. Although to a lesser degree the Seniors Society of Grand Forks lost everything. Our leased premises were devastated by the flood waters. The contents of the building, except for a few exceptions that some of our seniors were able to salvage, were lost.

Our application for contents only was denied by the Disaster Financial Assistance Program of the Ministry. We are appealing this denial.

The Seniors Society closed for a time and then tried to reopen to accommodate our members. Renting, in no particular order and at any given time, Masonic Hall, the Scouts Hall, the Library, the Boundary museum, The Baptist Church and now we are considering the curling hall at the recreation centre.

As you can imagine the displacement to our seniors has been exhausting. Unable to secure a venue for a definite length of time our membership is suffering. Already several members are not renewing for next year.

The Key Issue: The Grand Forks Seniors Society needs a venue. We need land to secure some mobiles that we can make our own and provide for the enjoyment and safety of seniors in the community.

FILE CODE
GF Seniors
WE3 or 51 - Society request
for Assistance
Agenda Page 33 of 44

The Resource Implications: Our executive members have tried obtaining information on trailers/modular units and their cost. We can work with staff to find this information. We are not above fund raising to secure any modules but are not in a position financially to purchase such a unit outright or the land to place it.

Risk Factors to the Community: The purpose of the Grand Forks Seniors' Society is to provide a forum for seniors who are residents of Grand Forks, and the Regional District of Kootenay Boundary in British Columbia, Canada to meet and engage in various activities.

The Seniors Society operates as a charitable organization without profit to its members and provides activities for and by members; they also help protect the rights and interests of all seniors.

The Grand Forks Seniors Society has put on a Thanksgiving dinner for seniors in the City of Grand Forks. This event has been put on by the Seniors Society for a number of years. It enabled seniors in the community to enjoy a Thanksgiving dinner with their friends and neighbours at no cost. It sees nearly 200 attend each year. It had to be cancelled this year due to the absence of a venue.

The hall that was occupied was also a venue for many rental situations, such as receptions and memorials for the community. Providing much needed revenue for the Seniors Society and their functions.

Equality implications: We understand the difficult task that face council in the years ahead and are aware that priorities have not yet been stricken. *Would you not make assisting the seniors in the community one of them?*

Social impact and sustainability: Social engagement is important for people's well-being, regardless of their age. Yet, it's probably most vital during a person's senior years because older adults and the elderly are sometimes more susceptible to social isolation than younger people. Besides, it can be fun and refreshing to take advantage of social opportunities that let you share and connect with others who are in similar situations. Along with helping you navigate all of the changes that come with growing older, taking care of your social well-being provides mental and physical health benefits.

Having an active social life helps prevent depression as well as Alzheimer's and other types of dementia. And intellectual stimulation helps keep your mind sharp. You can learn new knowledge and skills while also having fun. But to do that, you need to find social events that interest you. You need a social club that understands your needs. Grand Forks Seniors Society has been this for the seniors.

Timing implications: The Seniors did wait an appropriate amount of time before presenting this to Council. We understood that families needed to be taken care of first, and still do. But we are now in a grave position and realize we need the help of our City.

Conclusion: The Grand Forks Seniors Society needs their own building. But we are open to any permanent solution.

Recommendations: We are asking for your assistance. We need land and modulars/trailers. If the City is aware of a suitable place for their seniors we would appreciate being made aware of this and of your anticipated cooperation, benevolence and assistance.

Kind regards,
Chadwick, Juliana
Secretary Grand Forks Seniors Society
250 444 0333 tel.

President of Grand Forks Seniors Society
Ralph White
250 442 3038 tel.

Copy sent to
Grand Forks Gazette
Kathleen.saylors@grandforksgazette.ca

RDKB
rrussell@rdkb.com

Premier John Horgan
John.horgan@bcndp.ca

Boundary Flood Recovery Team
gwatt@grandforks.ca

November 27th 2018



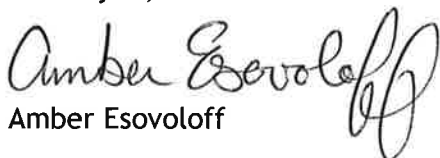
To your Worship and Council,

The Grand Forks Downtown Business Association (DBA) would like to formally apply for a continuation of their Fee For Service for the 2019 year.

The DBA will continue to provide the following services to the city for the organizations funding -

- To promote a vibrant economically viable downtown that celebrates our history, artistic and cultural communities
- Communicates with all of the downtown businesses to keep them informed of events and activities
- Work with local government on behalf of business members to improve the business environment

Thank you,


Amber Esovoloff

DBA President

FILE CODE
WEB & DI - DBA - Fee for Service 2019

Memo



To: Regular Meeting
From: Chief Financial Officer
Date: 2018-12-10
Subject: Quarter 3 2018 Financial Reports

The third quarter financial reports, including statements of revenues, expenditures, capital expenditures and reserve continuity, are enclosed here for your review.

Following is a brief synopsis of the results to date:

Revenues

Tax revenues are recognized upon issuance of the tax notices in May, and thus have been recorded in full for the year.

The cutoff date for utility billing was mid-August, with revenues representing approximately seven and a half months of consumption. The shortfall in utility revenues due to the flood is estimated to be approximately \$45,000 to date.

As the campground was not fully operational by the end of the season, actual revenues were significantly lower than the estimate used for the amended financial plan, resulting in a shortfall of \$18,500.

Slag sales recovered back to pre-flood volumes during the third quarter and are now projected to be around \$200,000 for the full year.

Other proceeds of \$225,482 represents the gain on the sale of industrial land adjacent to the airport during the second quarter.

\$200,000 of flood insurance proceeds were received during the quarter, with a further \$348,856 received in October. The insurance claim is still in progress, with further review and additional submissions for reimbursement pending.

Approximately \$255,000 of emergency operations expenses were invoiced during the quarter. Some \$90,000 has been reimbursed to date, with the remaining submissions currently in the process of being reviewed for payment.

Expenses

To the reporting date, the City incurred approximately \$310,000 in flood emergency response and recovery centre costs reimbursable through the EOC, and approximately \$717,000 of flood damage repairs mainly recoverable through disaster financial assistance or insurance. Other than these flood related costs, expenses are within budget across all departments.

Capital

Approximately \$2,015,000 has been spent on capital projects to the end of the third quarter. Many projects are well underway, but expenditures are not reflected in the third quarter as invoices are generally submitted upon project completion.

Report Approval Details

Document Title:	Quarter 3 Financial Report.docx
Attachments:	- 2018 Q3 Financials.pdf
Final Approval Date:	Nov 30, 2018

This report and all of its attachments were approved and signed as outlined below:

Diane Heinrich - Nov 30, 2018 - 10:39 AM



CITY OF GRAND FORKS REVENUES

For the Nine Months Ending September 30, 2018

	BUDGET FULL YEAR 2018	ACTUAL YTD QTR 3 2018	% OF BUDGET 2018
General Fund Revenues			
Property taxes	\$3,804,524	\$3,805,742	100%
Parcel & frontage taxes	155,185	155,058	100%
Grants and Payments in Lieu			
Grants in Lieu	17,147	12,159	71%
1% Utility	99,895	99,895	100%
Fees and Charges			
Franchise Fees	63,958	63,958	100%
Slag Sales	150,000	143,391	96%
Solid Waste Collection	237,500	154,989	65%
Airport	61,035	99,848	164%
Cemetery	27,000	19,226	71%
Campground	25,000	6,499	26%
Business Licences & Municipal Ticketing	30,000	31,325	104%
Land Development	27,000	29,952	111%
Building Rentals & Leases	111,689	55,807	50%
Miscellaneous Fees & Charges		1,210	
Operating Grants & Donations			
Small Communities Operating Grant	503,246	503,246	100%
Other Operating Grants	1,031,345	21,117	2%
Rural Fire Recovery	290,224	290,224	100%
Donations	40,000	49,855	125%
Capital Grants			
Community Works Gas Tax	231,206	115,603	50%
Other Capital Grants	2,073,924	33,750	2%
Other Revenues			
Other Recoveries	1,262,000	493,908	39%
Investment Income	85,000	86,888	102%
Penalties & interest	153,800	133,831	87%
Other Proceeds		225,482	
Total General Fund Revenues	10,480,678	6,632,963	63%
Water Utility Revenues			
Fees and Charges	906,157	603,722	67%
Capital Grants	128,000		0%
Other Revenues	4,500	14,834	330%
Total Water Utility Revenues	1,038,657	618,556	60%
Electrical Utility Revenues			
Fees and Charges	5,084,757	3,353,164	66%
Capital Grants	9,000		0%
Other Revenues	27,000	25,781	95%
Total Electrical Utility Revenues	5,120,757	3,378,945	66%
Wastewater Utility Revenues			
Parcel & frontage taxes	6,041	6,041	100%
Fees and Charges	897,770	595,937	66%
Capital Grants	2,638,573	706,803	27%
Other Revenues	5,000	2,713	54%
Total Wastewater Utility Revenues	3,547,384	1,311,494	37%
TOTAL REVENUES	\$20,187,476	\$11,941,958	59%



CITY OF GRAND FORKS
EXPENDITURES
For the Nine Months Ending September 30, 2018

	BUDGET FULL YEAR 2018	ACTUAL YTD QTR 3 2018	% OF BUDGET 2018
GENERAL FUND			
General Government			
Legislative Committees		150	
Legislative	278,614	166,003	60%
Administrative	653,057	399,470	61%
Finance	329,200	207,028	63%
Information Technology	-	55,861	
Elections	15,000	11,250	75%
Communications	59,000	7,141	12%
Protective Services			
Fire & Emergency	679,982	445,142	65%
Emergency Response	268,100	309,866	116%
Bylaw Enforcement	106,750	73,286	69%
Building Inspection Services	125,050	89,683	72%
Wildlife Management	25,000	453	2%
Transportation Services			
Airport	160,614	141,829	88%
Roads	1,891,305	603,689	32%
Public Works Admin	237,396	185,275	78%
Net fleet revenue	-	(7,104)	
Development Services			
Zoning & Planning	176,650	107,961	61%
Engineering	183,250	107,209	59%
Economic Development	26,500	9,530	36%
Property Management	30,500	-	0%
Slag Remediation	5,000	-	0%
Contaminated Sites	5,000	-	0%
Environmental Health Services			
Solid Waste	236,145	177,825	75%
Public Health Services			
Cemetery	84,823	33,601	40%
Parks, Recreation and Cultural Services			
Parks	667,665	389,221	58%
Campground	37,720	23,129	61%
Fee For Service	359,165	225,400	63%
City Events	16,050	14,227	89%
Public Real Estate			
Facilities	288,705	139,272	48%
Emergency Repairs	1,000,000	717,390	72%
Parcel taxes for City property	27,000	25,778	95%
Total Operations	7,973,241	4,659,565	58%
Debt interest	46,456	40,998	88%
Amortization	1,156,908	995,970	86%
TOTAL GENERAL FUND	9,176,605	5,696,533	62%



CITY OF GRAND FORKS
EXPENDITURES
For the Nine Months Ending September 30, 2018

	BUDGET FULL YEAR 2018	ACTUAL YTD QTR 3 2018	% OF BUDGET 2018
WATER UTILITY			
Operations	822,067	486,390	59%
Debt interest	10,937	8,052	74%
Amortization	374,602	256,687	69%
TOTAL WATER	1,207,606	751,129	62%
ELECTRICAL UTILITY			
Operations	674,674	355,540	53%
Electrical Purchases	3,457,408	2,411,556	70%
Debt interest	-	-	
Amortization	78,754	39,261	50%
TOTAL ELECTRICAL	4,210,836	2,806,357	67%
WASTE WATER UTILITY			
Operations	700,468	526,140	75%
Debt interest	75,334	72,332	96%
Amortization	238,957	126,802	53%
TOTAL WASTE WATER	1,014,759	725,274	71%
TOTAL EXPENSES	15,609,806	9,979,293	64%
DEBT PRINCIPAL PAYMENTS	324,105	288,255	89%



CITY OF GRAND FORKS
CAPITAL EXPENDITURES
For the Nine Months Ending September 30, 2018

	BUDGET 2018	YTD QTR 3 2018	% BUDGET 2018	FUNDING SOURCE
GENERAL OPERATIONS				
Silver Kettle Sidewalk	181,141	408	0%	Capital reserve
Public Works Fuel Tanks	53,826		0%	Capital reserve
Public Works Upgrades	20,000	19,486	97%	Capital reserve
Public Works - 22nd Street	606,070	549,787	91%	Debt
Wayfaring Signs	65,000	10,356	16%	Slag Reserve
Airport AWOS Upgrade	42,298	33,921	80%	Capital reserve/grant
Expo Sign changes	35,000		0%	Slag Reserve
Library HRV	12,000		0%	Other
Emergency Repair Fund	10,914		0%	Capital reserve
Flood Plain Mapping & Dike Restoration	117,500		0%	Capital reserve/grant
Flood Plain Risk Management & Protection	225,700		0%	Grant
5 Tonne Dump Truck	250,000	216,400	87%	Equipment reserve
T-Tech trailer	11,325		0%	Equipment reserve
Service Truck Replacement	15,305		0%	Capital reserve
Holder Replacement	40,541	7,194	18%	Equipment reserve
City Park Campground Upgrade	70,000		0%	Capital reserve
Data Collection Equipment	30,000		0%	Capital reserve
Ball Diamond Rebuild to baseball specs	10,000	9,789	98%	Capital reserve
LED Street Lighting	400,000		0%	Gas tax reserve
Public Works Upgrades	45,000	35,031	78%	Capital reserve
Facilities Review	10,000		0%	Capital reserve
Annual Facility upgrades and replacement plan	15,000		0%	Capital reserve
Annual Emergency Facility Fund	30,000		0%	Capital reserve
City Hall HVAC	7,500		0%	Capital reserve
Renewable energy program	25,000		0%	Capital reserve
Replace Crosswalks in City Core	50,000		0%	Gas tax reserve
Central Ave Sidewalk Replacement	40,000	2,097	5%	Gas tax reserve
Bridge Approach Paving	20,000		0%	Gas tax reserve
Annual Water and Sewer Emergency Repair Fund	100,000	10,763	11%	Capital reserve
7th Street Storm Sewer	10,000		0%	Capital reserve
Dike Reconstruction	2,406,000		0%	Capital reserve/grant
SolarNow Solar Panel Installation	65,000		0%	Climate Action reserve/grant
Fleet Replacement	300,000	14,092	5%	Capital reserve
Electric Mower	20,000		0%	Equipment reserve
Annual Low Impact Storm water Program	25,000		0%	Capital reserve
ELECTRICAL				
Electrical Engineering	30,367		0%	Capital reserve
Electrical Voltage Conversion	545,767	545,627	100%	Capital reserve
Annual Electrical System Upgrade Programs	100,000	1,755	2%	Capital reserve
Fuse Coordination Study and implementation	15,000		0%	Capital reserve
Electrical Master Plan	35,000		0%	Electrical capital reserve
WASTEWATER				
Wastewater Treatment Plant UV	437,932	137	0%	Land sales reserve/grant
Headworks Grinder	38,679	36,844	95%	Land sales reserve
Water/Sewer Scada	2,854		0%	Land sales reserve
3rd Street Sewer Main Repair	35,309		0%	Capital reserve
Wastewater Treatment Plant Upgrades	3,202,751	386,909	12%	Capital reserve/grant
Bio-Solids Land Application Plan	25,000		0%	Capital reserve
Sewer Phasing Plan	78,500	78,500	100%	Capital reserve/grant
Sewer Main Relining	60,000	1,215	2%	Capital reserve
Lift Station Pumps	25,000	15,568	62%	Capital reserve
Granby River Force Main Crossing	10,000		0%	Capital reserve
MWR Discharge Requirements	100,000		0%	Capital reserve
WATER				
Water/Sewer Scada	3,219		0%	Land sales reserve
5th Street Watermain Replacement	41,152	13,495	33%	Gas tax reserve
West Side Fire Protection	923,932	5,100	1%	Debt
Water Supply & Conservation	10,000		0%	Water capital reserve
Granby Water Crossing / Yale Bridge water main	10,000	2,840	28%	Water capital reserve
Interfor Property Isolation	150,000		0%	Capital reserve
Well 5 VFD	50,000		0%	Capital reserve
Shared Property (strata, trailers) Water Meters	50,000	17,342	35%	Gas tax reserve
Water service upgrade - City Park, 7th St., etc...	125,000		0%	Capital reserve
136 Sagamore/Airport Water Line Extension	25,000		0%	Water capital reserve
Airport Water Main Looping	75,000		0%	Capital reserve
Water Main Airport	128,000		0%	Grant
TOTAL CAPITAL	11,698,582	2,014,656	17%	



CITY OF GRAND FORKS
RESERVE INCOME AND TRANSFERS
 For the Nine Months Ending September 30, 2018

	Climate Action	Capital Reserve	Water Capital	Electrical Capital	Sewer Capital	Equipment	Land Sales	Parking	Slag	Gas Tax	Total
Balance - Jan 1, 2018	38,959	4,221,839	97,645	50,010	16,248	326,439	250,698	4,192	529,716	606,204	6,141,950
Interest income	564	58,029	1,358	706	226	4,577	3,598	57	8,994	8,779	86,888
Revenue transfers to reserves											
Slag revenues									143,391		143,391
CARIP grant	9,142										9,142
Gas Tax grant										115,603	115,603
Balance - Sep 30, 2018	48,665	4,279,868	99,003	50,716	16,474	331,016	254,296	4,249	682,101	730,586	6,496,974