



The Corporation of the City of Grand Forks

Committee of the Whole Meeting

AGENDA

Meeting #: C-2019-7
Date: Monday, July 15, 2019, 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
July 15, 2019, Committee of the Whole

Recommendation

THAT the Committee of the Whole adopts the July 15, 2019, agenda as presented.

3. MINUTES

- a. Adopt Minutes - Committee of the Whole
June 10, 2019, Committee of the Whole Meeting Minutes

1 - 9

Recommendation

THAT the Committee of the Whole adopts the June 10, 2019, Committee of the Whole Minutes as presented.

4. PRESENTATIONS FROM STAFF

- a. Consideration of in-kind support for property owners in DMAF land acquisition
Development, Engineering, and Planning

10 - 14

Recommendation

THAT Committee of the Whole receives the report on in-kind consideration for property owners in DMAF land acquisition.

Recommendation

THAT Committee of the Whole recommend Council endorse the Policy Objectives and Process.

Recommendation

THAT Committee of the Whole recommend Council to direct staff to hold exploratory discussions with landowners on identified options and present findings to Council for decision.

5. **REGISTERED PETITIONS AND DELEGATIONS**

- a. Destination GF Team / Economic Development Steering Team
- b. Flippin Fun Gymnastics Board of Directors 15 - 17
Support for Grand Forks and surrounding residents in establishing a long-term gymnastics home.
- c. Shelagh Walker 18 - 19
Request that Council initiate an amendment to the Zoning Bylaw to specifically prevent the current use of the neighboring property on 5th Street
- d. Whispers of Hope

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

7. **PRESENTATIONS FROM STAFF**

- a. Revised Policy 802 - Procurement 20 - 40
Financial Services

Recommendation

THAT the Committee of the Whole recommends to Council to receive the report regarding Procurement Policy 802 Revision v2 and refers the policy to the August 12, 2019, Regular Meeting for approval consideration.

- b. Monthly Highlight Reports 41 - 46
Department Managers

Recommendation

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

8. **REPORTS AND DISCUSSION**

9. **PROPOSED BYLAWS FOR DISCUSSION**

- a. Council Remuneration Review 47 - 53
Corporate Services/Finance

10. **INFORMATION ITEMS**

11. **CORRESPONDENCE ITEMS**

- a. Council of Forest Industries 54 - 54
Correspondence regarding the Interior Forest Renewal Strategy

12. LATE ITEMS
13. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF THE COUNCIL
(VERBAL)
14. QUESTION PERIOD FROM THE PUBLIC
15. ADJOURNMENT



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

Meeting #: C-2019-6
Date: Monday, June 10, 2019, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

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

Absent: Councillor Neil Krog
Councillor Christine Thompson

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
Dolores Sheets - Manager of Development & Engineering Services
David Reid - Manager of Operations
Cavan Gates - Deputy Manager of Operations & Sustainability
Graham Watt - Recovery Manager
David Bruce - Manager of Inspection & Bylaw Services

GALLERY

1. **CALL TO ORDER**

Mayor Taylor called the June 10, 2019, Committee of the Whole Meeting to order at 9:02 am.

2. **COMMITTEE OF THE WHOLE AGENDA**

a. Adopt agenda

June 10, 2019, Committee of the Whole

MOVED

THAT the Committee of the Whole adopts the June 10, 2019, agenda as presented.

Carried

3. **MINUTES**

a. Adopt Minutes - Committee of the Whole

May 6, 2019, Committee of the Whole Meeting Minutes

MOVED

THAT the Committee of the Whole adopts the May 6, 2019, Committee of the Whole Minutes as presented.

Carried

4. **REGISTERED PETITIONS AND DELEGATIONS**

a. Quarterly Report

Gallery 2

Overview:

Tim Van Wijk and Gary Babin gave an information presentation on Gallery 2:

- Spring updates - Boundary showcase, fundraiser, signage installation, Phoenix Foundation, grant-in-aid from RDKB for website
- exhibitions June-August
- Fiscal update - revenue and expenses

- Approved Budget 2019-2020

Discussion:

- Fee for Service Agreement with the City

- b. Overall goals and objectives of the Boundary Area Food and Agriculture Plan

RDKB and Interior Health Authority

Overview:

Donna Dean, Planning and Development with RDKB, and Tara Stark, Public Health Dietician with Interior Health, gave an information presentation:

- Boundary Area Food and Agricultural Plan - area Plan covers, project oversight, engagement - open houses, surveys, discussions, vision, goals, actions, next steps

Discussion:

- Roly Russell spoke in regard to this Plan

- c. Forestry Partnerships

Dan Macmaster, RPF, Woodlands Manager for Vaagen Fibre Canada

Overview:

Dan Macmaster gave an information presentation on Vaagen Fibre Canada

- partnerships, Vaagen background, Midway Mill procurement, Right Log to the Right Mill, West Boundary Community Forest, revenue distribution, May Creek Wildfire Risk Reduction and Forest Health Improvement Project, Midway Trails Fire Risk Reduction Project, Jewel Lake Fuel Mitigation Project, 2019 Conference and AGM, private land and woodlots

Discussion:

- partnership revenues
- Midway mill chips information, Colville planer involvement, fire reduction, flood risks, annual allowable cut

- d. Petition regarding the 5th Street location of Whispers of Hope Community Kitchen

Concerned Citizens of Grand Forks

Discussion:

- status of community kitchen, trail beside the building, sidewalk and road safety - crosswalk painting, smoking/designated area

MOVED

THAT the Committee of the Whole receives for information the petition regarding the 5th Street location of the Whispers of Hope Community Kitchen.

Carried

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

Overview:

Dan Macmaster gave an update on the Grand Forks Disc Golf Course - Angus MacDonald Park west parcel location, vision, what is disc golf?, benefits - recreation, safety, conservation, economics, installation, advertising and sponsorship, funding

Discussion:

- parking, dog-friendly with waste bags, historical area, signage

Overview:

Roly Russell spoke in regard to economic development: collaboration, housing needs, community forests, Trails Master Plan, Community Center

Discussion:

- consultant for Stage 2 of Trails Master Plan, Thompson Okanagan Tourism Association (TOTA), regional housing plan

6. PRESENTATIONS FROM STAFF

- a. Development Variance Permit No. DVP1901 Proposed Non-Medical Cannabis Retail Store Licence at 7500 Donaldson Drive

Development, Engineering and Planning

Discussion:

- Warming Center currently in that location
- Public Notice clarification and feedback from community
- proposed business owner spoke in regard to his application of this store
- perception of this business in the Donaldson location
- add to the June 10th Regular Meeting as a Late Item to discuss formal request to meet with BC Housing and Whispers of Hope about future intended plans for the Warming Center

MOVED

THAT the Committee of the Whole recommends to Council to direct staff to proceed with the statutory requirement for public notice respecting a Non-Medical Cannabis Retail Store Licence application proposed for 7500 Donaldson Drive, legally described as Lot 2, Plan KAP49207, SDYD, DL 380 PID 018-155-588, at the June 10, 2019, Regular Meeting for decision.

Opposed (2): Eburne-Stoodley, and Zielinski

Carried

b. Monthly Highlight Reports

Department Managers

Discussion:

- Business Licence fees and applications
- Public Works - road maintenance, electric vehicle charging policy
- Boundary Flood Recovery - amount of properties for removal (70), grants, film industry

MOVED

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

Carried

7. **REPORTS AND DISCUSSION**

8. PROPOSED BYLAWS FOR DISCUSSION

a. Bylaw 2057 - Parks Access Review

Corporate Services

Deputy Corporate Officer spoke in regard to this bylaw and adding George Massey Park for discussion:

- cemetery and baseball fields eliminated
- MOTO property, public spaces, homeless provisions, park possibilities

MOVED

THAT the Committee of the Whole add George Massey Park to Schedule A of the Parks Access Bylaw 2057 for decision at the June 10, 2019, Regular Meeting.

Carried

b. Bylaw 2045-A2 - 2018-2022 Financial Plan Amendment

Financial Services

Discussion:

- difference between original to current Bylaw
- amortization, projects anticipated

MOVED

THAT the Committee of the Whole recommends to Council to give first three readings of the 2018-2022 Financial Plan Amendment Bylaw No. 2045-A2, at the June 24th, 2019, Regular Meeting.

Carried

c. Bylaw 2060 - Reserve Fund Establishment

Financial Services

Discussion:

- in-lieu of parking
- consolidation of different bylaws, not consolidation of funds

- capital reserve funds, operating surplus

MOVED

THAT the Committee of the Whole recommends to Council to give first three readings of the Reserve Fund Establishment Bylaw No. 2060 at the June 24, 2019, Regular Meeting.

Opposed (1): Moslin

Carried

- d. Bylaw 2039-A4 - Proposed Rezoning from R1 (Residential – Single & Two Family) to R4 (Rural Residential) to accommodate agricultural uses on the 7600 Block of 8th Street

Development, Engineering and Planning

Discussion:

- owner discussed future plans for this site

MOVED

THAT the Committee of the Whole recommends that Council give first and second reading to Zoning Bylaw Amendment No. 2039-A4 at the Regular Meeting of June 10, 2019.

Carried

MOVED

THAT the Committee of the Whole recommends that Council direct staff to prepare and register a covenant on the subject property to ensure that: a) the wetland/drainage area is protected in perpetuity, b) development will be set back from and not impact the wetland/drainage area and groundwater, and c) farming operations will be conducted in accordance with best practices respecting agricultural activities on sensitive aquifers and near urban areas.

Carried

- e. Bylaw 1919-A3 - Proposed Text Amendment to Official Community Plan Residential Density in the Commercial Core

Development, Engineering & Planning

Discussion:

- impact on BC Housing proposed structure on 2nd Street

MOVED

THAT the Committee of the Whole recommends that at the Regular Meeting of June 10, 2019, Council gives first and second reading to Bylaw No. 1919-A3 and directs staff to proceed with the statutory requirements for public notice.

MOVED

THAT the Committee of the Whole tables the discussion on the proposed Amendment Bylaw 1919-A3 until September 2019.

Opposed (1): Taylor

Carried

9. INFORMATION ITEMS

- a. Boundary Flood Recovery Transition Memo

Boundary Flood Recovery

Discussion:

- scenario models, evacuation order property case management funding, final report from Recovery Management

MOVED

THAT the Committee of the Whole receives for information the transition memo from the Boundary Flood Recovery.

Carried

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 June 10, 2019, Committee of the Whole Meeting was adjourned at 12:28 pm.

Mayor Brian Taylor

Corporate Administrative Assistant -
Daphne Popoff

DRAFT

Request for Decision



To: Committee of the Whole

From: **Development, Engineering, and Planning**

Date: July 15, 2019

Subject: Consideration of in-kind support for property owners in DMAF land acquisition

Recommendation: **THAT Committee of the Whole receives the report on in-kind consideration for property owners in DMAF land acquisition;**
THAT Committee of the Whole recommend Council endorse the Policy Objectives and Process; and
THAT Committee of the Whole recommend Council to direct staff to hold exploratory discussions with landowners on identified options and present findings to Council for decision.

Background

Under the recently-announced Disaster Mitigation and Adaptation Fund Federal-Provincial partnership funding, the City learned the pre-flood appraised values would not be eligible costs. Staff is identifying options for in-kind support to enable landowners to have successful transitions.

The difference between pre-flood and post flood value for properties with homes ranges from \$11,000 to \$358,000, with an average loss of \$79,000 and median loss of \$68,400. Post-flood values themselves range from \$20,000 to \$438,000, with an average value of \$118,369 and median value of \$100,750. Total difference between pre and post-flood values is estimated at \$6.6 million.

The Disaster Financial Assistance payouts for that area were about \$2.2m. Insurance payments are not known although most of these properties are believed to have been uninsured as they received DFA funds.

The impact of the buyout at current market value on households will vary widely depending on their existing assets or debts and other non-tangible resources, including whether they received Disaster Financial Assistance or insurance. The bottom line is that half of the households would receive less than \$100,000 for their property with 24 households receiving less than \$60,000 if receiving only current market value. Receiving this amount of compensation would not enable property owners to replace their dwelling with something similar in the area and in many cases is less than what is owed on a mortgage.

Given that Council had advocated for pre-flood values in the funding but current market values are eligible costs under the grant, the question under consideration is the role and the degree of the City in supporting property owners in the buy-out area toward viable relocation within Grand Forks.

Policy Objectives and Process

Identification and implementation of in-kind support requires strategic and policy consideration by Council as the scope of decisions is outside of existing policy. These considerations are recommended to be discussed, amended as needed, and weighed by Council in selecting options for in-kind support.

Other policies and objectives may be drawn from the Official Community Plan, Strategic Plan, and the Recovery Strategic Objectives developed and endorsed last summer.

The following policy considerations are recommended for discussion:

- 1) Affordable and attainable housing: Council aims to support viable and attainable options for relocation of all homeowners in the buy out area within their respective means.
 - a. In-kind supports may be provided according to need and level of means.
 - b. As an example, households with less than \$100,000 in assets and less than \$3,000 per month for two incomes could be supported with the greatest level of in-kind support.
- 2) Equity and fairness: Council will not provide a financial lift to the overall asset value of property owners through in-kind assistance.
 - a. This ensures that property owners receiving in-kind assistance have no further direct financial support than a property owner that has found or is planning to find other options attainable to them (i.e. outside of the city).
- 3) Sound investment: planning, development and servicing investments provide a long-term benefit for the City or leverage additional development.
 - a. Lifecycle costs are able to be paid for over the life of development through taxes, lease income, servicing fees, and utility fees.
- 4) Minimize administrative complexity: options must be with the capacity of the City's Development and Engineering mitigation team, community partners or contracted management support.

The overall process for buy outs is proposed as follows:

- 1) Request for proposals / procurement for contracted purchase team (July-August)
- 2) Assessment of property owner needs (July-September, department with support from Case Management)
- 3) Confirmation of City in-kind commitments (September)
- 4) Updated current market value property appraisal (August-October)
- 5) Landowner discussion and agreement on purchase price and in-kind consideration (no earlier than September, timeline to be announced based on contracted purchase team and updated appraisals)

Realty transaction and possession by City between October 2019 and 2020-2021, depending on location of property and associated capital project phase.

Affordable and Attainable Housing Options

Three broad target groups have been identified with different housing outcomes based on a range of in-kind supports or policy solutions. The following are preliminary options potentially suitable to their needs and within the City's purview to provide.

- A) Households with assets following the flood and buy-out that are insufficient for attaining new real property
 - 1. Priority placement, reduced means test in Affordable Housing @ 19th St.
 - Enables property owners with limited assets (group A) to have affordable rental. Also provides interim option for group B property owners while waiting for other attainable ownership options to develop.
 - Policy decision request to BC Housing and administered by housing provider
 - No cost to City, low administrative cost to provider, and no new capacity needs
 - Further questions: Is there a target number of units to be reserved for this stream? Is there a timeline that the asset test would be waived (i.e. 5 years)?
 - 2. City incentives for rental unit development using revitalization tax exemption bylaw
 - Would waive tax increase on new improvements for rental purposes (accessory unit or purpose built) for up to ten years
 - Would be subject to a contract ensuring the unit remains a rental.
 - No incremental financial cost to the City, but low to medium administrative overhead for the City and housing partner
 - Revisions to the Revitalization Tax Exemption Program introduced October 2018
- B) Households that can attain a partial improvement asset (i.e. owned dwelling) but not land ownership
 - 1. Providing City land on a long-term lease to maintain affordability and allowing ownership of improvements (moved house, manufactured home, modular home).
 - Would support households to own dwellings that they can improve or sell over time without appreciation of land value.
 - Providing servicing and land development for new residential sites. Would likely require borrowing bylaw and referendum or alternative approval. Lease rate would need to pay back land development and servicing plus asset renewal and loan carrying costs. Site options and preliminary costing would be provided in future report.
 - If home is moveable, using cost of demolition above foundation to be applied to moving the home as well as logistics support
 - Providing zoning and permitting support for manufactured homes and tiny homes
 - Explore land trust and cooperative options for long-term tenure and management of City land dedicated for affordable housing
 - Medium to high incremental financial cost with long payback timeline and medium administrative and capacity costs.

- C) Households that can attain land and improvement assets but only with in-kind support
1. Provide City-owned lots for sale at market value with servicing costs recovered over time through local service area. Would support property owners able to move homes or purchase modular or manufactured home to attain dwelling at lower up-front cost.
 - Revenue could support servicing costs for larger projects under B1
 - Smaller lot size would be favoured to maintain affordability and asset management values.
 - Explore partial ownership of land by City (i.e. equity financing of a portion of property value to be recouped on future sale of property) to reduce up-front cost to purchasers
 - Low financial cost and low administrative costs, though equity financing may require partnership with Credit Union or other lending partner. Reduces City-owned residential land pool.
 2. Explore partnership-based townhouse or condominium project on City land
 - Third party development and financing of a project on City-owned land would pass savings in land value on to owners with affordability contract in place with developer
 - Low financial cost but medium administrative effort seeking and securing partnerships
 - Opportunity for cooperative housing venture instead of conventional developer ownership and financing.

Next Steps

Following direction from Council based on this recommendation, staff would host a series of small group discussions with property owners in the buy out area and their case managers to understand how these in-kind supports may work for enabling a viable transition and relocation within Grand Forks. Feedback and further ideas generated will be presented back for Council consideration following these meetings.

Benefits or Impacts

Strategic Impact



Community Engagement

- Strategic solutions developed in dialogue with affected residents and property owners



Economic Growth

- Maintains or increases affordable and attainable housing for residents and workforce



Fiscal Responsibility

- Ensures developments and in-kind supports are within the long-term means of the City

Policy/Legislation

Local Government Act, Community Charter; Official Community Plan, Zoning Bylaw, and multiple others.

Recommendation

THAT Committee of the Whole receives the report on in-kind consideration for property owners in DMAF land acquisition;

THAT Committee of the Whole recommend Council endorse the Policy Objectives and Process; and

THAT Committee of the Whole recommend Council to direct staff to hold exploratory discussions with landowners on identified options and present findings to Council for decision.

Options

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

Online Delegation Form

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

Flippin Fun Gymnastics Board of Directors - non profit , founded in Feb 2018, affiliated with Gymnastics BC and Societies of BC

TO REQUEST THAT YOU CONSIDER:

Supporting the sustainability, growth and development of Gymnastics and its health benefits for Grand Forks & surrounding residents, across their life-span. We kindly ask you consider helping us in establishing a long-term Gymnastics home.

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

The community citizens of Grand Forks and surrounding area have been ripe for the uptake for the sport of Gymnastics for quite some years now. Historically parents have been driving their children out of town, including Kelowna, Castlegar, Trail and Colville WA, to participate in the sport. Gymnastics promotes physical, mental and emotional conditioning, dedication, perseverance, hard work and a sense of accomplishment, for both gymnast and coach alike. The volunteer Board of Directors values a scientific approach to the fundamental core values of this organization. We believe an upstream, forward thinking approach to health promotion, disease prevention and harm reduction methods pave the way for this program. The Canadian Social Determinants of Health have been strongly considered for the creation of this program, including childhood experiences, access to health care, social supports and coping skills, healthy behaviors, employment and working conditions, physical environments, gender and culture. We understand also of the health inequalities that exist in the Boundary Area and are sensitive to this fact and strive to support the reduction of health inequalities. We are moving forward with core values including positive emotions, engagement, relationships, meaning, achievement and vitality. Focussing on positive psychology we have a working framework for our program and most important the people engaged in it. The feedback we have received to date from both gymnast & parent are very positive. We welcome constructive feedback and will make every effort to ensure a smooth program.

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

We as a strong working Board of Directors, recognize children, youth and adults are in need of more options to help them get re-connected into social networks and away from their hand held devices. The rate of trauma, mental illness (including child anxiety, depression, self-harm, suicide attempts & suicide) and substance use in our community (and globally) is on the fast rise, and we stand for physical movement and social connection in hopes to witness increased resilience across the life-span. We have begun to observe and evaluate just that! We feel we are only as strong as our weakest chain link and we desire to see families rise above their circumstance with the help of community support. It takes a village to raise a child, and our desire to is create a mindful space for gymnasts and their support people. The Gymnastics Leadership Team is currently focussing on many aspects of the program, but the THREE that are most priority are supporting our coaching roster, establishing a long-term venue site and building healthy community relationships. A permanent Gymnastics Space will be a very attractive feature to our City. Not only will it attract more families to our community, but it will help keep the existing ones in our beautiful town. We currently have over 95 paid gymnasts, aged 2-16 (both female and male) in our program. July program will start to include Adults, Older adults 55+, Special Needs, Aboriginal Teachings, Birthday Parties, Private lessons, Pre-Competition. We currently have 2 employed coaches and 5 volunteer youth coaches. We are

diligently collaborating and/or communicating with like-minded organizations including Boundary Family Services, RDKB, SD51, Indigenous Groups, Exercise Specialists, Grand Forks Rec Department, Rotary Club, Community Futures, Child & Youth Mental Health, and local Physician Community. By approving our request, the City and its people only stands to gain increased health and wellness. Healthy people create healthy communities!

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

By not approving our request I worry that we will help to fail our children/youth and their support networks and they may not grow up to be functional members of society. That they may NOT want to return to Grand Forks when they are older themselves and have families of their own. By not approving our request Flippin Fun Gymnastics' will continue to Flip/Flop around from home to home until possibly it is no longer a sustainable approach and gymnastics dies in Grand Forks and the health and wellness benefits will die with it. If not approved we will fail to capture the broken, the traumatized, along with not being able to raise up and support the already resilient, talented & strong human beings of this area.

By not approving our request the opportunity to have a vessel to encourage maximum health and wellness does not exist.

We are currently renting space at the Curling Rink until September 1, 2019. After that we will most likely move to Pines Bible Camp on North Fork Road (8km) until April 30, 2020, where we can resume space after again at the curling rink on May 1, 2020. We are committed to the long term vision!

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

to strongly consider and research a variety of avenues, to best support the growth and development of a permanent Gymnastics home in Grand Forks

www.grandforksgymnastics.com

Thank you for your consideration. We are available for the Monday morning , July 15th meeting if space exists on your agenda!

NAME

Svetlana Dalla Lana

ORGANIZATION

Flippin Fun Gymnastics

MAILING ADDRESS

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2504427441

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Online Delegation Form

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

Shelagh Walker

TO REQUEST THAT YOU CONSIDER:

I would like to request that council initiate an amendment to the zoning bylaw to specifically prevent the current use of the neighboring property.

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

1. Having the Whispers Of Hope renting next door has caused detriment to my ability to receive adequate commercial insurance. I have three letters declining insurance from three different insurance companies. A representative from each respective company specifically stated that the location of my building has gone from a "low risk" location they would have gladly covered to a "high risk" location that they are now NOT willing to cover due to the history of violence, overdose, fires, costs of removing garbage, and defiance from WOH, and their defiance to comply with the court order to shut down due to the risk of fire in their old location. Because I own the sidewalk on the South side of the building, and I own the building attached to 7229 5th Street, their risks become mine and I would like to have council prevent them from occupying this location. Having them next door to my building, is a detriment to my business and my insurance coverage. The history of fire, needles, violence, overdose, and defiance to follow a court order impacts my insurance which seems unacceptable when there are locations available where they can contain the risks on their own property.
2. I was also advised that all the proposed fencing in top of the buildings, between the two South buildings, and in the alley would slow down our ability to escape during a fire and also restrict the City Of Grand Forks Fire Department from getting and and recovering individuals that might be unconscious or injured.

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

1. By approving this request my own business plans will prosper and I plan to hire people in the community and provide jobs by either direct hire or coop.
2. I also feel other business owners in the area will benefit from the increase of foot traffic and potential customers as the houses on the bench behind and beside me have the potential to attract people who are willing to revitalize the area and invest in our business endeavors and properties.
2. I also feel the Spray Park at City Park will be a safer place with the Whispers Of Hope not being located in such close proximity. I would like to see the recycled water stay clean and the park a healthy place for the children to cool down as well as a safe place for children to play.
3. I feel tourists will be more likely to revisit Grand Forks as the current location (attached to my building) sits at the top of City Park and is a prime commercial location where business could flourish and we have the potential to make the store and sidewalk attractive and welcoming to locals and tourists.

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

My commercial business will not be opening if the WOH is allowed to continue in the current location at 7229 5th Street. I cannot take on the "risks" that the insurance companies consider too "high risk" to cover.

The value of my building and neighboring properties will decrease and because of the insurance implications it will

make selling nearby buildings difficult.

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

Because the City of Grand Forks has been enlightened about certain insurance implications and potential fire risks to the attached building, the Whispers Of Hope will not be allowed to operate in an area where they cannot contain all "risks" considered high risk by insurance companies. A location with adequate parking, an area to contain the foot traffic on their own private property, and where the estimated 60 patrons per day can adequately congregate without being a nuisance or risk to the pedestrian traffic and customers in front nearby or attached buildings. The location should not be allowed to open in a location where the projected 60 patrons per day will likely cause a traffic accident or disruption on the nearby sidewalk, cross-walk, privately owned sidewalk or roof top, or any publically owned property as the potential law suits on public property are paid for by tax paying citizens of Grand Forks and any pending law suits will not be covered by insurance if considered high risk. To be fair to nearby and attached property owners, the opening of Soup Kitchens will need to be implemented only in areas where the building, parking lots, grassy areas, and areas to contain line-ups and foot traffic are owned and insured by the building owner and soup kitchen operators only. Since the current location cannot physically contain the insurance risks (lack of privately owned sidewalk, areas to congregate or park) they shall cease to exist in the current location.

NAME

Shelagh Walker

ORGANIZATION

Commercial Building Owner 7223 5th Street, Grand Forks, BC, V0H 1H0

MAILING ADDRESS

Box 333, Grand Forks BC, V0H 1H0
7223 5th Street, Grand Forks BC, V0H 1H0
Grand Forks, British Columbia V0H 1H0
Canada

TELEPHONE NUMBER

403-869-6057

EMAIL ADDRESS

ShelaghWalker01@gmail.com

Request for Decision



To: Committee of the Whole
From: Financial Services
Date: July 15, 2019
Subject: Revised Policy 802 - Procurement
Recommendation: **THAT the Committee of the Whole Recommends to Council to receive the report regarding Procurement Policy 802 Revision v2 and refers the policy to the August 12, 2019 Regular Meeting for approval consideration.**

Background

Staff has for some time struggled with the interpretation and application of the current purchasing policy, particularly as it is quite restrictive and lacking in guidance for commonly occurring situations and some critical areas. The policy is also outdated with respect to its references to trade agreements and omits certain staff positions from the list of spending authorities.

Finance staff has undertaken a substantial amount of research and review of other municipal purchasing policies and procurement documentation in order to produce a new policy which addresses the practical requirements of those responsible for procurement, while maintaining sufficient controls and direction to ensure that the stated objectives are achieved. This policy also aims to incorporate many of the recommendations and best practices advocated by the Auditor General for Local Government.

The proposed new policy is a complete re-write of the previous version, with the following changes made to provide better direction to staff and for conformity with current best practices :

- the removal of definitions, which are generally redundant and unnecessary, and clauses which relate to procedure rather than policy
- rewording of provisions regarding ethics and conflicts of interest, as these are addressed in other policies and employment contracts
- expansion of the responsibilities statements and guidelines to address best value, sustainable procurement, and co-operative purchasing
- inclusion of additional sourcing methods such as expressions of interest, vendor pre-qualifications and standing offers
- addition of sections which cover change orders, selection of consultants and professional service providers, on-going contracts, performance evaluations, and unsolicited proposals
- expansion of the list of purchase order exemptions for greater consistency with actual practice
- clarification regarding direct awards greater than \$25,000 and of the type of situations which may justify sole sourcing

The spending authorities and thresholds for the different sourcing methods are for the most part unchanged. Where changes have been proposed, it is for reasons of practicality and should not compromise controls or create additional risk to the organization.

These changes include the following:

- use of generic, rather than specific, position titles for staff spending limits
- increase in purchase order amounts from \$1,000 to \$1,500, to be consistent with the spending limit for coordinators
- increase in the direct acquisition threshold from \$5,000 to \$10,000, for purchases where no individual item is greater than \$5,000
- Increase in the threshold for verbal and written quotes, along with some added flexibility related to verbal quotes

Staff is presenting this policy to the Committee of the Whole for discussion, with a request to refer it to the August 12th Regular Meeting for approval and adoption.

Benefits or Impacts

General

The policy revisions included here provide more definitive direction to staff in the procurement of goods and services.

Strategic Impact



Fiscal Responsibility

- This policy mandates practices which are aimed at achieving best value for money in procurement, while maintaining appropriate controls to minimize risk and ensure compliance with trade agreements.

Policy/Legislation

Council has the authority to approve policy.

Attachments

Proposed Procurement Policy 802 revision v2
Existing Contracting Authority and Purchasing Policy 802A-1

Recommendation

THAT the Committee of the Whole Recommends to Council to receive the report regarding Procurement Policy 802 Revision v2 and refers the policy to the August 12, 2019 Regular Meeting for approval consideration.

Options

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



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 250.442.8266
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Council Policy

Procurement

Established: March 20, 2006

Rescinded: N/A

Contact Department: Finance

Purpose

This policy establishes general guidelines, authorizations, and approval limits for the procurement of goods and services on behalf of the City.

Objectives

The objectives of this policy are to:

- a) Establish authority and limits for the purchase of goods and services on behalf of the City.
- b) Procure the necessary quality and quantity of goods and services in an efficient, timely and cost effective manner, while maintaining controls appropriate for a public sector body.
- c) Promote fair, open, accountable and transparent purchasing practices.
- d) Encourage as a preference, contracting agreements and purchasing criteria that consider total life cycle costs and minimize environmental impacts.
- e) Ensure that the City acts in accordance with all applicable legislation and trade agreements.

Scope

This policy applies to all procurement of goods and services, including construction, consulting or professional services, made by or on behalf of the City by employees and other authorized personnel.

Policy Statements

1. Responsibilities

Chief Administrative Officer to:

- a) approve and issue administrative directives to implement this policy
- b) review and approve sole and single source purchases greater than \$25,000
- c) approve recommendations for contract awards
- d) approve term contracts of less than 5 years

Chief Financial Officer to:

- a) monitor adherence to the provisions of this policy and record events of non-compliance
- b) approve and implement administrative procedures necessary for compliance with this policy
- c) review and approve sole and single source purchases
- d) remain informed of current legislation and ensure compliance with trade agreements

Department Heads to:

- a) ensure that their departments' purchasing activities meet the objectives and administrative requirements of this policy
- b) ensure funds are available for departmental spending and within the spending authority of those authorized to make purchases on behalf of the department

- c) ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, a legal review for bid compliance

All employees are expected to conduct themselves with personal integrity, ethics, honesty, and diligence when acquiring goods and services on behalf of the City, and shall exercise impartiality and fairness at all times in evaluating suppliers and awarding contracts. Employees must comply with other City policies regarding conflicts of interest and receipt of gifts, and shall maintain confidentiality of information which the City is obligated to protect.

2. Exclusions

The following transactions are, by their nature, not generally considered procurements of goods and services, and are thus excluded from the provisions of this policy:

- Payments made with respect to payroll taxes and source deductions, union dues, workers' compensation assessments, and similar payments.
- Payments of debt interest and principal
- Transfers to and from investment accounts
- Payments in respect of taxes collected on behalf of other authorities
- Donations, grants and fee-for-service payments
- Fire department cost sharing and volunteer payment agreements
- Payment of damages or settlements
- Acquisition of land and improvements, by purchase, lease or other agreement

The hiring of regular, temporary and casual employees is also outside the scope of this policy.

3. Compliance

All employees and other authorized personnel responsible for purchasing goods and services, for approving the purchase of goods and services, or for executing contracts on behalf of the City must adhere to this policy.

Any employee who willfully acquires goods or services in contravention of this policy is liable to disciplinary action. Activities such as making unauthorized purchases, committing the City without appropriate authority, disclosure of suppliers' confidential or proprietary information, or dividing contracts or purchases to avoid the thresholds of this policy are expressly prohibited.

All incidents of non-compliance, including those requiring special approvals shall be documented and reported to the appropriate level of management, or Council if warranted.

4. Authority

Under authority delegated by Council to the Chief Administrative Officer, the following authorizations are provided to management and employees of the City in order to give administrative effect to this policy:

- a) Authority to Execute Contracts
 - i) The Chief Administrative Officer shall execute contracts awarded through the public tendering process.
 - ii) All contracts with a term greater than 5 years require Council resolution, and are to be executed by both the Mayor and the Corporate Officer.
 - iii) Contracts within the parameters of the Financial Plan (5 years or less) require approval by both the CAO or Authorized Delegate and the Corporate Officer.

b) **Spending Authority**

City employees may approve purchases of goods and services up to their individual approval limits as set out in Appendix B. When an authorized staff member is away, the staff member performing their duties during the period of their absence is authorized up to the spending limit of the absentee member.

5. **Purchasing Guidelines**

Best Value

Purchase decisions should take into consideration the total cost of ownership, and not just the lowest purchase price. The total life cycle cost, including acquisition, shipping, disposal, operating, and maintenance costs should be assessed, in addition to taking into account other characteristics such as availability, suitability, serviceability, warranty, training requirements, and environmental impact.

Sustainable Procurement

The City will procure goods with due regard to its commitment to encourage the use of environmentally friendly products and processes which reduce waste, air and water pollution and the use of chemicals.

The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.

Cooperative Purchasing

Wherever possible, the City will participate in cooperative purchasing with other public agencies to maximize cost savings. The cooperative procurement process may be conducted in accordance with the procurement policy of the leading organization.

Trade Agreements

The City shall comply with the relevant provisions of all trade agreements to which it is subject. These agreements generally state that goods, services and construction above certain dollar thresholds must be publicly tendered so as not to discriminate among bidders on the basis of origin.

6. **Purchasing Methods**

Petty Cash

A petty cash fund is an alternative for small value purchases which do not warrant the processing of an invoice through accounts payable. Purchases made using petty cash should generally not exceed \$50 per transaction.

Credit Cards

Credit cards will be assigned to staff according to their purchase needs. City staff may use credit cards for bona fide City expenses within their assigned credit limits.

Purchase orders are required for credit card transactions in accordance with the provisions of this policy.

Purchase Orders

Unless exempted below, purchase orders shall be issued for all goods and services costing in excess of \$1,500, including Provincial Sales Tax, but excluding freight and delivery charges.

Where the exact purchase amount is unknown but is anticipated to exceed \$1,500, the purchase order should be issued using a reasonable estimate or, if quantities are unknown, a specified hourly or unit cost.

Annual standing purchase orders may be issued to frequently used suppliers, for supplies of a repetitive or continuous nature.

An authorized purchase order must be in place prior to any commitment being made for the purchase of goods and services.

Purchase Order Exemptions

The following expenditures do not require a purchase order:

- Association dues and membership fees, publications/subscriptions
- Legal and accounting fees
- Postage machine replenishment
- Utilities such as electricity, gas internet, telephone, and cell phone
- Procurements made under annual or other contracts, such as janitorial services and equipment leases
- Courses, seminars, conventions, workshops, and other training fees
- Travel expenses and advances
- Licenses and permits
- Freight and courier charges
- Insurance and payroll benefit plan premiums
- Expenditures made during situations of declared emergency or other threat to public health or safety necessitating immediate action

Where there is no breach of the competitive process or risk to the City, an unintentional failure to issue a purchase order as noted above is subject only to internal administrative redress.

7. Change Orders

Managers will have the authority to approve change orders subject to the following conditions:

- there are sufficient uncommitted funds within the existing project budget to cover the cost of the change order;
- the change order does not materially alter the scope of work of the project; and
- the change order does not exceed the lesser of 10% of the original purchase amount and the manager's authority limit.

8. Sourcing Methods

Direct Acquisition

Goods or services with an estimated cost of less than \$10,000, where no individual item is greater than \$5,000 in value, may be purchased directly from a supplier; however staff is expected to make a reasonable effort to obtain the best value.

Verbal Quote and Request for Quotation (RFQ)

A minimum of three suppliers shall be solicited for price quotations for purchases between \$10,000 and \$50,000 in value.

While staff are recommended to obtain written quotes for all purchases over \$10,000, verbal quotes may be used for lower dollar value purchases (under \$25,000), with a written record maintained of the businesses contacted and the quote amount, or lack of response if applicable. Written price quotations are required for purchases between \$25,000 and \$50,000 and may be sought through direct request to qualified suppliers, or through an invitational or public tendering process.

The award will be made to the respondent who has submitted the lowest price and that meets all the specifications of the RFQ. However, in determining the best qualified and acceptable quote, consideration should be given to other factors such as vendor qualifications, quality, source of supply, availability and supplier's past performance. The City reserves the right to accept a quote other than the lowest bid based on a higher evaluation of the criteria noted above.

Requests for Expressions of Interest and Vendor Pre-Qualification

A prequalification process may be used whereby vendors or contractors are requested to provide an expression of interest (REOI) or qualifications (RQ) to be used in developing a short list of prospective qualified suppliers. Prequalification of vendors may be used as a preliminary step in the public tendering process, providing the requirements for advertising noted below are met.

Requests for Standing Offers - Hired Equipment

The City may issue a request for standing offers (RFSO) or EOI for the registration of equipment for hire on an as-and-when-required basis. The City will maintain a list of prequalified providers, with equipment to be hired based upon criteria such as price, availability, and condition.

Formal Public Tendering and Request for Proposals

Invitations to Tender (ITT) and Requests for Proposal (RFP) are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000. All competitive procurement opportunities shall be advertised in BC Bid or other electronic tendering system, and must follow the City's established processes and procedures for receiving and opening tenders.

Other than unique situations entailing mandate from Council, the maximum term for a contract for services, including any renewals, shall be five years. Continuing contracts, other than those included as professional services in Section 10, or contracts with multiple indefinite annual renewals are expressly prohibited.

The approval level for contracts with a duration of greater than one year is calculated as the total financial obligation over the term of the contract, including any options for extension.

Once a service contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

Direct Award (Sole or Single Sourcing)

A purchase of goods or services below \$75,000 may be made by direct award where the opportunity to obtain quotes or solicit competitive bids does not exist or is not justified in the circumstances. Sole source purchasing shall not be conducted in order to avoid competition between or discriminate against suppliers. Failure to plan appropriately does not provide justification for sole sourcing in a situation of urgency.

Circumstances that may support sole sourcing include (but are not limited to) the following:

- there has been limited or no response to an RFQ which has been posted publicly for at least one week;
- an unforeseeable situation of urgency exists and the goods or services cannot be obtained in time through the competitive procurement process;
- the expenditure is minor and the potential savings available through competitive contracting do not justify the increased time and costs involved in obtaining quotes;
- in the case of cooperative purchasing, where the cost of the goods or services is verifiably competitive;
- services and supplies are provided by utility companies on a monopoly or regulated tariffed basis;
- there is an absence of competition for technical reasons and the goods or services can be only be supplied by one particular service provider, with no reasonable alternative or substitute;
- there is only one service provider who has the unique qualifications or skills needed for the work;
- there is a need to maintain compatibility with existing products or specialized products which can only be provided by the manufacturer or representative of the product;
- the work is a continuation or follow-up and is most appropriately done by the original service provider;
- an opportunity arises to take advantage of cost savings realizable when non-resident contractors are already available locally for a limited time (eg. paving contractors);
- an item is offered for sale by tender, auction or negotiation and purchasing the item is clearly in the best interest of the City; or
- the project is highly sensitive or confidential, and advertising it through open competition is not appropriate.

Direct award purchases require a documented request and justification with approval of the Chief Financial Officer. Direct award purchases between \$25,000 and \$75,000 require additional approval from the Chief Administrative Officer, or designate.

A direct award for construction contracts below \$200,000 may be made in exceptional circumstances, with justification provided to, and with the approval of, the Chief Financial Officer, Chief Administrative Officer and Council.

Direct awards greater than \$25,000 should be reported to Council through the regular monthly procurement reporting process or similar means.

9. Selection of Consultants and Professional Services

Consultants and professional service providers may be engaged directly for services under \$25,000, where a reasonable evaluation or pre-qualification process has been completed.

A Public Call for Written Proposals or direct invitation shall be sought from at least three qualified consultants where the anticipated cost of engaging the consultant is \$25,000 or more.

Consultants will be retained on the basis of expertise, experience, professional reputation, ability to complete the work and to provide cost effective advice and solutions. The City will not rely on one consultant to provide the majority of project consulting services. To achieve best value for money, staff will endeavour to engage consultants by means of a direct contract rather than subcontracting through an intermediary.

The following criteria shall be taken into consideration when evaluating potential candidates:

- the firm's relevant experience and past performance
- familiarity with municipal procedures and practices
- references from former or current clients
- fees to be charged
- potential for conflict or perceived conflict of interest

10. Contracts for On-Going Professional Services

Where professional services are to be retained on an ongoing basis, a review will be undertaken of such services every five years, if not more frequently. These services will be requested by way of an Expression of Interest or Request for Proposal. Ongoing professional services include the following:

Banking and Investment Services
Legal Services
Employee Benefit Plan Brokerage Services
Professional Engineering Services for the electrical distribution system and utility

11. Performance Evaluation

Contractor and consultant evaluations are essential to proper contract management in order to ensure that performance issues are addressed quickly and effectively. The manager responsible for a particular contract shall implement a performance evaluation process for all contracts over \$50,000 and lower valued contracts as appropriate, and will maintain written records of any performance issues, including correspondence and notifications sent to the service provider.

At the outset of the contract, the responsible manager will provide the supplier with copies of the evaluation reports that will be used to rate the supplier's performance. The overall performance rating and copies of the completed evaluation reports will be provided to the supplier upon completion of the contract.

The performance evaluation shall rate the contractor or supplier based on standard criteria adopted from time to time, including, but not limited to the following:

- ability to meet contract specifications, cost, delivery, terms or conditions
- project management
- time planning and scheduling
- quality of workmanship
- health, safety and other regulatory compliance

Performance evaluations from previous contracts will be taken into consideration when evaluating and awarding future work, with legal advice to be obtained when necessary.

12. Unsolicited Proposals

Unsolicited proposals received by the City will be reviewed by the Department Head to determine the merit of services offered and appropriate response. Any purchasing activity resulting from the receipt of an unsolicited proposal must comply with the provisions of this Policy.

Related Bylaws and Policies

- City of Grand Forks Delegation Bylaw No. 1831
- City of Grand Forks Employee Conflict of Interest Policy 602
- City of Grand Forks Asset Disposal Procedure Policy 805

References

- Auditor General for Local Government (AGLG) Perspectives Series
 - Improving Local Government Procurement Processes
 - Oversight of Capital Project Planning & Procurement
- Global Affairs Canada - International Trade Agreements and Local Government: A Guide for Canadian Municipalities
- New West Partnership Trade Agreement (NWPTA)
- Canadian Free Trade Agreement (CFTA)
- Comprehensive Economic and Trade Agreement (CETA)

APPENDIX A

METHOD AND FORM OF PURCHASE

Method and Form of Purchase	PO Required	Limit
Petty Cash	No	< \$50
Credit Card Purchase (receipt/invoice required)	No	< \$1,500
Credit Card Purchase (receipt/invoice required)	Yes	> \$1,500
Direct Purchase without quotation	No	< \$1,500
Direct Purchase without quotation - no single item > \$5,000	Yes	< \$10,000
Verbal Quote - minimum 3 quotes (to be documented)	Yes	< \$25,000
Written Quotes and RFQ - minimum 3 quotes	Yes	\$25,000 - \$50,000
Direct award (approval of CFO)	Yes	\$5,000 - \$25,000
Direct award (approval CFO and CAO)	Yes	> \$25,000
Public Tender - ITT and RFP	Yes	> \$50,000
Term Contracts < 5 years - CAO approval	No	All amounts
Term Contracts > 5 years - Council resolution	No	All amounts

APPENDIX B
SPENDING AUTHORITY

Position	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000
Corporate Officer	\$10,000
Department Heads/Managers	\$10,000
Deputy Managers	\$ 5,000
Coordinators	\$ 1,500
Mechanic	\$ 1,500
Accountant/Comptroller	\$ 1,500
Public Works Administrative Assistant	\$ 500
Other permanent employees	\$ 100

THE CITY OF GRAND FORKS	
POLICY TITLE: Contracting Authority & Purchasing	POLICY NO: 802A-1
EFFECTIVE DATE: February 23, 2015	SUPERSEDES: 802
APPROVAL: Council	PAGE: 1 of 8

POLICY:

The City of Grand Forks will procure all goods, services and construction of assets in accordance with this procedure.

POLICY OBJECTIVES:

The objectives of this policy are to:

- a) Establish authority to enter into a procurement contract on behalf of the City.
- b) Establish spending authority limits within approved budget limits.
- c) Identify types of procurement contracts that can be entered into.
- d) Encourage as a preference, contracting agreements and purchasing criteria that:
 - (i) promotes reduction of Green House Gases.
 - (ii) considers the life cycle cost of the acquisition rather than just the initial purchase price.
 - (iii) seeks the best value and service.

In addition to the objectives outlined above, City employees will demonstrate ethical purchasing behavior, including:

- Declaration of Interest – An employee who has a direct or indirect interest with the supplier should disclose this relationship and will be excluded from the quote or tender process;
- Confidentiality and Accuracy of Information – The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead;
- Competition – While considering the advantages of the City of Grand Forks maintaining a continuing relationship with a supplier, any arrangement which might prevent the effective operation of fair competition should be avoided;
- Business Gifts and Hospitality – To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts;

PROCEDURE

General:

a) Responsibilities:

- i. Department Heads are to ensure that funds are available within the spending authority of those authorized to sign a procurement contract on behalf of the Department.
- ii. The Chief Administrative Officer may designate Department Heads to approve incoming invoices from contracts, utilities, government agencies and any other approved payables up to specified limits. Authorizations to be in writing and may be revoked at any time.

b) Sustainable Business Practice:

- i. The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.
- ii. Evaluation criteria shall make reference to purchase cost, fuel consumption cost, GHG emissions and total life cycle cost (including purchase, fuel operating and maintenance costs) over the life of the equipment of contracted service.

c) Application:

This policy applies to all activities, works or services entered into by the City except contracts of employment.

d) Prohibition:

- i. All procurement by the City of Grand Forks will be consistent with the requirements under AIT (Agreement on Internal Trade) and TILMA (Trade, Investment and Labour Mobility Agreement).
- ii. No one other than the Chief Administrative Officer or the Chief Financial Officer will enter into a contract for goods or services.

e) Spending Authority:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to Department Heads for individual invoices and individual contract limits.

	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000.00
Corporate Officer	\$10,000.00
Deputy Corporate Officer	\$10,000.00
Manager of Operations	\$10,000.00
Public Works Foreman	\$10,000.00

Manager of Development & Engineering	\$10,000.00
Fire Chief	\$10,000.00
Deputy Fire Chief	\$10,000.00
Manager of Building Inspection & Bylaw Services	\$ 5,000.00

Workforce Spending:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to various employees within their Department budgets:

	Spending Limit	Type of Goods
All Coordinators	\$1,500	All
Mechanic	\$1,500	Supply
Accountant/Comptroller	\$1,500	All
All Permanent Employees	\$100	Supply

Department Heads must counter-sign all Departmental Purchase Orders prior to submitting to Accounting Department.

Definitions:

Alternate Fuels - fuels available for use other than conventional fuels (oil, gasoline, natural gas, propane and diesel).

City - the Corporation of the City of Grand Forks.

Formal Public Tendering Process - the process whereby bids are solicited by the City by means of public advertising including by newspaper, publications, website or BC Bid. Bids are normally opened and read publicly at a fixed time and place.

GHG (Greenhouse gases) - equivalent tones of carbon dioxide (CO2) emitted into the environment through the use of various types of energy sources.

Goods - materials, equipment, or supply

Holdback - monies held back from progress payments.

Late Bid - an offer received in the designated location after the specified closing date and/or time.

Lease - a contract by which the City acquires the use and possession of lands, buildings, and personal property for a specified time at a fixed payment.

Life Cycle Cost - the total cost to purchase and operate a type of vehicle or equipment or contracted service. This shall include initial purchase cost, operational cost,

maintenance cost, fuel cost and GHG emissions.

Lowest Evaluated Bid - the bid which meets the specifications at the lowest overall cost to the City, as determined by the Chief Administrative Officer or designate, considering such factors as suitability, price, availability, service related administrative cost and disposal value. The lowest overall cost shall be evaluated over the life cycle of the equipment or contracted service. This shall include purchase cost, operating cost, maintenance cost, fuel cost and GHG emissions.

Procurement Contract -

- Purchase Order issued for procurement of goods or services;
- Service Contract issued under a written agreement with the supplier of services, or;
- Construction Contract entered into in writing with the successful bidder following an invitation to tender for construction of an asset.

Progress Payment - a payment made under the terms of the contract before completion of the contract.

Proposal - an offer to provide goods, services, or construction submitted to the City in response to a request for a proposal.

Purchase Order - the pre-printed, pre-numbered form containing all the necessary information and signatures required to begin procurement action.

RFP (Request for Proposal) - the process whereby proposals are solicited by the City by means of invitation to particular suppliers or advertising. Proposals are reviewed by Staff against grading criteria as described in the proposal.

Security -

- Certified cheque or other legal instrument made payable to the City of Grand Forks;
- Government guaranteed bond; or
- Other security as may be considered appropriate.

Service - performance of work to meet a general need by a person(s) not an employee of the City of Grand Forks.

Responsibilities

a) Department Head:

- i. Ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, to be authorized by Council, prior to being sent for procurement action.
- ii. Ensure that expenditures are identified in the Financial Plan and within the spending authority of those authorized to sign a procurement contract on

behalf of the department.

b) General Guidelines:

- i. Procurement documentation must be in place before goods are delivered or services rendered, including a contract for services covered under a Service Contract.
- ii. Unauthorized Purchasing: Any employee who willfully acquires goods or services in contravention of this policy or relevant procedures is liable to disciplinary action.
- iii. Purchase Orders:
 - Official; 8 ½" x 11" sequentially numbered form.
 - All applicable sections must be completed, including an actual or estimated cost, and the account to be charged for the item(s).
 - Copy distribution: White - Accounting
Scanned to Manager
Scanned electronically
 - May have additional information attached such as drawings, detailed specifications, samples, etc.
 - Cancellation of a Purchase Order - ensure that all copies are cancelled/marked as VOIDED.
 - Ensure that a Purchase Order is completed and its number quoted when an order is placed with a supplier.

Purchase orders shall be issued for all goods and services in excess of \$1,000.00, unless exempted under procedures.

When an invoice is received the issuer of the order, or designate, must confirm that the goods received are as requested and priced as quoted.

Exemptions: the following expenditures do not require a Purchase Order:

1. Petty Cash disbursements
2. Purchases covered by annual or other contracts such as: chlorine, gasoline, diesel, equipment leases, fees for service
3. Association dues and membership fees, publications, legal and accounting fees, donations and grants-in-aid
4. Utility charges
5. Travel expenses and advances
6. Payment for expenditures relating to payroll and payroll deductions, including union dues and social club fees

7. Payments to other governments and their agencies.

iv. Service Contract:

A pre-negotiated and/or tendered agreement, usually of a long-term duration, for such items as:

- Auditing services
- Bonding services
- Maintenance agreements
- Lease agreements
- Fuel supplies
- Externally owned machinery and/or operators, or
- Other

When a Service Contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

v. Verbal Quotes:

Verbal quotes are to be sought for supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$5,000.00.

Managers are to record in writing, the results of the verbal quotations when the cost is estimated to be between \$5,000.00 and \$10,000.00.

vi. Formal Written Quotations:

Written quotations are to be sought for the supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$10,000.00 and not exceed \$50,000.00.

vii. Formal Public Tendering and Request for Proposals:

Tenders and request for proposals are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000.00. Procedures for receiving and opening tenders shall conform to the following:

- Tenders and RFP's enclosed in sealed envelopes will be received at the tender address until tender closing time;

- All tenders and RFP's will be recorded as to the date and time received at the front counter who will file the tender in the vault until tenders are opened;
- Verbal and late bids will not be accepted.
- One member from Corporate Services and the department head or designate responsible for the project will proceed with the tender and RFP opening at precisely the designated time on the closing day.
- Tender and RFP envelopes shall be opened and each tender and RFP shall be checked to ensure that it is signed and valid in respect of any bid bonds, etc. Any financial securities shall be stored in the vault for safekeeping.
- Security, as required by the Invitation to Tender, must accompany the tender bid in order to be considered.
- Tenders are normally opened/registered in public at the City Office. Requests for Proposals are not normally opened publicly.
- Where only one tender is received, the City reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

A contract may, in most cases, be awarded to the lowest bid. However, the City, for its sole benefit, reserves the right to award a bidder it deems appropriate based on scoring of evaluation criteria identified in the tender or RFP document.

viii. Notwithstanding Section v and vi above, a purchase or contract may be sole sourced when:

- Goods, services or construction are urgently required and delay would be injurious to the public interest; or
- Recurring or Non-Competitive Expenditures – these are for specifically identified items such as training and statutory payments
- Only one party is available and capable of performing the contract
- Professional Consulting Services

The City purchasing practices for sole sourced procurements shall employ such value analysis and negotiation methods as deemed appropriate for the occasion

by the Chief Financial Officer

All sole sourcing requests between \$5000 and \$25,000 will require approval of the Chief Financial Officer. Any sole source purchase over \$25,000 will require a Staff report to City Council.

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: July 15, 2019
Subject: Monthly Highlight Report
Recommendation: **THAT the Committee of the Whole receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 26
Year to date calls: 193

- “Learn not to Burn” public safety education was held for a Hutton Elementary kindergarten class as well as a full day of fire extinguisher training for Boundary Hospital staff members. Four fire inspections were completed.
- Four of our apparatus received their annual servicing and had their commercial vehicle inspections recertified
- A shipment of fire hose has been ordered to replace a large amount of outdated structural and forestry hose
- Notable call for June was a tractor fire that the homeowner managed to mostly extinguish by themselves before the fire could extend into the carport, two piles of multiple round bales of hay and a large sawdust pile
- Training for the month was a continuation of rope rescue which involved a final scenario, dual pumping with the engines and a review of the set up for the aerial ladder
- Recruit firefighters finished another two chapters of theory for ladders and ventilation and a portion of them also accomplished their practical evaluations for ropes and knots

Outside Works

General

- Supported City of Grand Forks DMAF and mitigation projects approval communications
 - Prepared for grant funding announcement in conjunction with the federal and provincial government.
 - Live streamed the event.
 - Prepared and disseminated information internally across media platforms.
- Delivered flood recovery presentation at the Local Government Management Association conference in Vancouver.
- Held British Columbia Municipal Electrical Utilities (BCMEU) meeting
- Organized the lines and signs workshop with ICBC and McElhanney.
- HR – Hired Industrial Electrician position
 - posted the Operator 2 position to fill a retirement position.

Capital Projects

- Issued and received RFP for airport watermain materials supply.
- Upgraded and changed the three phase system around 19th and 68th in conjunction with the new service to the BC Housing apartment building.
- Completed the Donaldson Drive repairs of the worst section.
- Installed the fuel tanks at the Outside Works yard, operation pending final inspection.
- Submitted the final report for the Local Economic Development project funded by the Rural Dividend Fund.

Electrical

- Completed three phase line along 19th street for BC Housing
- Responded to 1 unplanned outage due to lightning
- Scheduled 3 outages for system work
- Repaired cross arms per the annual maintenance plan
- 4 - Pole changes
- Airport support beacon sites,
- Investigating radio issue at Well 3

Public Works

- Dust control applied to alleys.
- James Donaldson Park
 - Prepped, repaired and cleaned up for the GFI tournament
 - Refurbished west section of the small blue stands
 - Installed safety netting
- Annual cross connection control device inspections for irrigation completed
- Planted annuals in gardens
- Bike rack installed on Market Avenue in front of the Wooden Spoon
- Events successfully supported
 - Car show, Triathlon at the Lake, Youth Pride, GFI, National Aboriginal Day, Boundary Women's Fast ball Tournament, COPA for kids at the airport

Water and Sewer

- Major sewer service repair by Central Ave and 9th
- Water main corporation repair on 77th Ave
- Several water hot taps and sewer connections for new construction
- Supported WWTP upgrade and UV disinfection projects by meeting with contractors
- Responded to contractor infrastructure strike

Boundary Flood Recovery

General

- Continued winddown of team leads and downsizing of support staff. Closure of Red Cross office.
- Interviewed for the Kootenay Biz Magazine article http://kootenaybiz.com/grandforks/article/changing_the_face_of_grand_forks.
- Presented on recovery, mitigation and long term disaster risk reduction at the LGMA.
- Met and worked with the Province on the mitigation project funding agreements.
- Completion of commercial lodging support program.

Development and Engineering

General

- Responded to approximately 65 front counter and telephone inquiries and attended about 10 in-person/teleconference meetings with individuals/developers.
- Coordinated transition to lead flood mitigation projects (DMAF funding).
- Planning and policy support for flood recovery initiatives.
- Participated in downtown revitalization strategic planning exercises and provided ongoing support for economic recovery initiatives.
- Continued implementation of records management and project/task management tracking system.

Capital Projects

- Initiated area sector planning.

Current Planning

- Completed temporary use permit, a development permit and a development variance permit application.
- Coordinated approval process and public hearings for three rezonings and two policy issues.
- Coordinated approval process and legal requirements for a lease and licence of occupation.

Long Range/Policy Planning

- Continued research and coordination of housing options on city-owned lands.
- Initiated education and consultation process with land owners in buy-out areas.

Business Licences

- Continued review of business license bylaw (to update and incorporate special requirements for cannabis store referrals and licensing, sidewalk patios and mobile food vendors, etc.).
- Ten (10) business licence issued.
- Completed City process for review of one cannabis retail licence application and prepared report for submission to the LCRB. Coordinated process for public consultation for one cannabis retail licence application.

Building Inspection and Bylaw Enforcement

General

- Camping on municipal property, outside of parks noted in the Parks Access Bylaw, continues and is the subject of several complaints and concerns
- Municipal trespassing issues being resolved by our security contractor with assistance from the RCMP, albeit some issues take longer to resolve than others
- 1 complaint about activity in the immediate motor-cross staging area resolved. The situation is being monitored closely, relocation options are being considered

Bylaw Services

- Deer feeding complaints received, additional signs being installed with request to 'Report Offenders' (2 of 10 signs installed last year no longer exist)
- Yard sprinkling regulations being monitored, very few concerns so far
- One noise complaint resolved, one unlicensed vehicle removed

Building Inspection

Building Permit applications this month: 13

Year to date Building Permit applications: 67

Year to date construction value: \$17,997,994

- Permit applications of note include Aquatic Centre Renovations, City WWTP centrifuge structure and J.D. Park bleacher repairs
- 1 permit issued for a new modular home on 17th. Street
- 3 permits for flood repairs (2 homes, 1 commercial building)

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 2 In-Camera, 2 Public Hearings, 1 Public Feedback Session)
- Prepared weekly summaries/updates (4 summary, 4 updates)
- Corporate Tasks completed: 15
- Human Resources Duties
- Fee-for-service agreements
- Completed and released 2018 Annual Report
- Bylaw Updates
 - Presented for final reading:
 - Smoke- and Vape-Free Places Bylaw

- Parks Access Bylaw Amendment
- Communications
 - Media releases, social media

Information Technology

- Copier/Printer maintenance
- Procurement of Large Format printer/scanner/copier
- General IT support for the organization
- Continued PC hardware replacement program
- IT Tasks completed: 6

Financial Services

General

- Revised Procurement Policy 802 for COTW July 15th
- Reserve Fund Establishment Bylaw 2060 to first three readings June 24th
- 2018-2022 Financial Plan Amendment Bylaw to first three readings June 24th
- Collection of property taxes and processing of homeowner grants/tax deferral applications throughout June
- Analysis of sewer customer accounts with respect to water usage
- Responded to multiple requests from the public regarding property taxes and assessment values

Procurement

RFPs and RFQs Issued

- Airport Watermain materials

RFPs and RFQs Awarded

- Wastewater Treatment Plant Upgrades
- Security services
- Paving program
- Donaldson Drive repairs
- Electrical system upgrades and pole changes

Purchase Orders Issued	May	June
Total value	\$233,615	\$393,089
• Less than \$5,000	24	20
• \$5,000 to \$25,000	7	12
• \$25,000 to \$75,000	3	3
• Greater than \$75,000	-	1

Total value of purchases	\$842,929	\$583,404
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6 direct awards < \$25,000:	Engineering printer replacement; electrical meters; Council strategic planning; Service review; Fire Department safety & training;
3 direct awards \$25,000-\$75,000:	Flood Plain Mapping; Area Sector Plans

0 direct awards > \$75,000

Recommendation

THAT the Committee of the Whole receives the monthly highlight report for information.

Memo



To: Committee of the Whole
From: **Corporate Services/Finance**
Date: 2019-07-15
Subject: Council Remuneration Review

Background

On February 11, 2019, Staff proposed to the COTW that they would like to begin the Council remuneration review process which had been requested by Council in November 2018. The COTW decided to table the discussion until July.

Staff is now seeking direction from the COTW on whether to initiate the process of forming an advisory group, and is proposing the following timeframe for doing so:

July 22 nd – Aug 2 nd	Advertising for interested candidates in the local newspaper and on the City's website and Facebook page
August 9 th	Closing date for applications
August 30 th	Staff preselection of potential candidates
September 16 th	In-Camera meeting of Council to select advisory group members
September/October	Advisory Group review process and report to Council

The memo provided to the COTW at the February meeting included an option to forego the review process and instead direct staff to prepare an amendment bylaw to increase remuneration to a level determined by Council. Staff is including that memo in the event the COTW wishes to revisit those options.

Benefits or Impacts

General

The review process will allow public involvement and transparency in determining fair Council remuneration and expense reimbursement.

Strategic Impact

- The financial impacts are unknown at this time, pending any recommendations proposed by the advisory group.
- Council will solicit participation and input from up to four members of the community as part of the advisory group.

Policy/Legislation

Bylaw No. 2050 "Council Remuneration and Expenses"

Attachments

February 11, 2019 Staff memo to Council

Bylaw No. 2050 "Council Remuneration and Expenses"

Memo



To: Committee of the Whole
From: **Corporate Services / Finance**
Date: 2019-02-11
Subject: Remuneration Review

Background

Option 1:

As Council's request, Staff would like to start the Council remuneration review process within the next few weeks. The primary step for this is to form the Advisory Group as per Section 6. of Bylaw No. 2050 "Council Remuneration and Expenses".

The advisory group is supposed to consist of two to four members of the Community selected by Council and the Chief Financial Officer. Staff is proposing the following:

February 18 (Gazette date: February 20)	run an advertisement for interested citizens in the local newspaper and on our Facebook site
February 25 (Gazette date: February 27)	run the advertisement for a second week in the local newspaper and on our Facebook site
March 6, 2019	closing date to submit applications
March 13, 2019	Completion of Staff's preselection process for Council based on qualifications for this role
March 19, 2019	pre-selected candidates would be included in the In-Camera agenda package
March 25, 2019	In-Camera meeting of Council on March 25, 2019 to select two to four Advisory Group members.
April / May	Statutorily required reporting period (Audit / Year End Financial Statements / etc)
June / July	Advisory Group review process and reporting back to Council

If the Committee of the Whole agrees with this proposed workplan, then Staff will continue as indicated above.

Option 1 Recommendation:

THAT The Committee of the Whole receives the report and asks Staff to proceed with the proposed workplan.

Option 2:

At the Committee of the Whole on January 14, 2019 staff presented the following option regarding remuneration as part of the report.

- c) *Increasing remuneration amounts to compensate for the elimination of the tax-free allowance. Using a marginal tax rate of 20.06%, the equivalent amounts for 2019 would be \$26,000 for the Mayor and \$19,500 for Councillors. This was the option proposed to the previous Council and rejected in favour of a CPI increase.*

The report also drew attention to the compensation ratio of Councillor to Mayor compensation which was significantly higher than the average for other municipalities of similar size. The ratio of Councillor to Mayor compensation, at 75%, is well outside the 50-60% range of other municipalities. In addition, the Councillor remuneration amounts were higher than in the other municipalities.

	Population	2018 Annual Remuneration		Councillor as
		Mayor	Councillor	% of Mayor
Grand Forks	4049	\$ 23,423	\$ 17,568	75%
Armstrong	4815	22,893	13,027	57%
Castlegar	8039	32,000	16,000	50%
Gibsons	4605	31,485	14,601	46%
Merritt	7139	26,010	15,606	60%
Oliver	4928	27,907	14,883	53%
Osoyoos	5085	27,822	16,957	61%
Peachland	5428	36,111	14,449	40%
Rossland	3729	17,184	8,763	51%
Trail	7709	30,936	15,468	50%

The 2019 remuneration as per Bylaw No. 2050 is currently \$24,000 for the Mayor and \$18,000 for each Councillor.

An increase in remuneration to the 2019 remuneration proposal from staff would have increased the expenses by roughly \$12,000 for the year at that time.

The Committee of the Whole could ask staff to prepare a bylaw that increases the Councillor remuneration amounts for 2019 to \$19,500 and the Mayor's remuneration to \$26,000 to be in line with the previous option with the outgoing Council.

As another alternative, to reduce the 75% ratio to the range of 65% to 60% either some additional increases to the Mayor's remuneration are recommended or a slightly lesser increase to the individual Councillor's remuneration from the overall increase.

Please see the Remuneration Options below:

Remuneration Option	Mayor	Councillor	Percent
A	\$26,000	\$19,500	75%
B	\$29,000	\$19,500	67%
C	\$29,000	\$18,750	65%
D	\$31,000	\$18,750	60%

Option 2 Recommendation:

THAT the Committee of the Whole asks staff to prepare an Amendment Bylaw to Bylaw No. 2050 to include Remuneration Option ____.


If Council chooses the Option 2 recommendation, this Amendment Bylaw could be presented at the February 11, 2019 Regular Meeting (tonight) for first three readings and be adopted on the February 25, 2019 Regular Meeting to allow for a March 1, 2019 remuneration adjustment.


Benefits or Impacts

General

The review process will allow for a transparent way to form a recommendation to Council regarding fair Council remunerations and expenses.

Strategic Impact

 Possible adjustments to Council remuneration and expenses

 Public engagement to allow for transparency

Policy/Legislation

Bylaw No. 2050 "Council Remuneration and Expenses"

Attachments

Bylaw No. 2050 "Council Remuneration and Expenses"

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2050

A Bylaw to Provide for Council Members Remuneration and Expenses

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

1. This bylaw may be cited as the “Council Remuneration and Expenses Bylaw No. 2050, 2018”.
2. There shall be paid out of the annual general revenue of the Corporation of the City of Grand Forks, remuneration as follows:
 - a) Effective the first day of January 2019,
 - i) the annual remuneration for the Mayor for the discharge of the duties of office shall be \$24,000; and
 - ii) the annual remuneration for each Councillor for the discharge of the duties of office shall be \$18,000.
 - b) For the calendar year 2020 and onward, the annual remuneration set out in subsection (a) shall be increased by the same percentage as the Consumer Price Index (CPI) for Canada (all items) published by Statistics Canada for the period January 1st to December 31st of the preceding year. In years of negative CPI, the percentage increase will be zero.
3. Members of Council will be entitled to health care benefits, including MSP, extended health and dental, accidental death and dismemberment, and life insurance, with 100% of the premium paid by the City of Grand Forks.
4. Members of Council shall be reimbursed for direct costs relating to the performance of municipal duties provided such expenses have been approved by a resolution of Council or by the Chief Administrative Officer prior to being incurred.
5. Members of Council shall be reimbursed for travel expenses for attending conventions, meetings, conferences, workshops and public events in accordance with the “Council Attendance at Conferences/Workshops Policy” and “Travel Expense Allowance Policy”.
6. During the first six months of 2022, and every four years thereafter, a review of the remuneration paid to members of Council shall be undertaken by an advisory group consisting of the Chief Financial Officer and two to four members of the Community selected by Council.

7. This bylaw comes into force and takes effect on January 1, 2019.
8. Bylaw No. 1743, cited as "Council Remuneration and Expenses Bylaw No. 1743, 2004 is hereby repealed.

Read a first, second and third time by the Municipal Council this 4th day of September, 2018.

Finally adopted on this 24th day of September, 2018.



Mayor Frank Konrad

Corporate Officer - Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2050, as adopted by the Municipal Council of the City of Grand Forks on the 24th day of September, 2018

Corporate Officer of the Municipal Council of the
City of Grand Forks

Hello City Council and Regional Directors,

There is currently an initiative being undertaken by the provincial government and the Council of Forest Industries in regards to the interior forest sector.

It is critical to the watershed and communities of the Boundary that our local government become involved. Otherwise, decisions will be made that impact us here and we will have no voice.

I would appreciate if one or a few of you could please look into this as soon as possible and get back to me about how our local government and the Boundary Forest Watershed Stewardship Society can become involved. Involvement must be initiated by local government for it to be taken seriously by the Province. Also, our group, although passionate and dedicated, are all volunteers and we have no funding. Therefore, I am asking that local government use your resources to find out about it, seek assistance from the Province, and assign staff to deal with this.

Here is some relevant information:

Cariboo Mayors Involved In High Level Forestry Meeting In Prince George

<https://www.mycariboonow.com/52119/cariboo-mayors-involved-in-high-level-forestry-meeting-in-prince-george/>

Government launches initiative to renew B.C.'s Interior forestry industry

<https://news.gov.bc.ca/releases/2019PREM0033-000590>

Please choose which Councilor or Regional District staff member is the most appropriate for me to contact and let me know this week.

Thank you,,

Jennifer Houghton, President
Boundary Forest Watershed Stewardship Society
250-584-4091

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