

**THE CORPORATION OF THE CITY OF GRAND FORKS  
AGENDA – REGULAR MEETING**

**Monday, December 19th, 2011 – 7:00 p.m.  
Council Chambers City Hall**

	<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1.	<b><u>CALL TO ORDER</u></b>	7:00 p.m. Call to Order	Call Meeting to Order at 7:00 p.m.
2.	<b><u>RECESS TO PRIMARY COMMITTEE MEETING</u></b>		Recess meeting into Primary Committee Meeting. Reconvene Regular Meeting at conclusion of Primary Committee Meeting
3.	<b><u>REGULAR MEETING AGENDA</u></b>	December 19 <sup>th</sup> , 2011 Agenda	Adopt Agenda
4.	<b><u>MINUTES</u></b>  - December 5 <sup>th</sup> , 2011	Inaugural Meeting Minutes	Adopt Minutes
5.	<b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b> None		
6.	<b><u>UNFINISHED BUSINESS:</u></b> None		
7.	<b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u></b>  a) Corporate Officer's Report	Members of Council may ask questions, seek clarification and report on issues	Issues seeking information on operations be referred to the Chief Administrative Officer prior to the meeting.
8.	<b><u>REPORT FROM THE COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u></b>  a) Corporate Officer's Report	The City's Representative to the Regional District of Kootenay Boundary will report to Council on actions of the RDKB.	Receive the Report.
9.	<b><u>RECOMMENDATIONS FROM STAFF FOR DECISIONS:</u></b>		

- a) Chief Administrative Officer's Report- Community Recreation Program Application

Request for approval of application to be submitted by the City for Recreation Program Funding, for Recreational Development in the City of Grand Forks

Council receives the CAO's report dated December 14<sup>th</sup>, 2011, and authorizes the Application for funding under the Community Recreation Program Funding as outlined in Option 2B, Dick Bartlett Park Upgrades – Green Gym, Water Park, and Completion of Walking/Bicycle Path Route estimated to cost \$500,000.

Council further approves that the City of Grand Forks' share of the funding, for the Dick Bartlett Park Upgrades, will be funded from the Slag Sales Revenue Reserve Fund.

10. **REQUESTS ARISING FROM CORRESPONDENCE:**  
None

11. **INFORMATION ITEMS**

- Summary of Informational Items

Information Items 11(a) to 11(h)

Receive the items and direct staff to act upon as recommended

12. **BYLAWS**

- a) Corporate Officer's Report – Bylaw 1929 "Grand Forks Heritage Advisory Design Panel Bylaw"

At the Regular Meeting of Council on Monday, November 21<sup>st</sup>, Council gave first, second and third reading to Bylaw 1929.

Council gives final reading to Bylaw No. 1929 – "Grand Forks Heritage Advisory Design Panel Bylaw No. 1929, 2011"

- b) Corporate Officer's Report – Bylaw 1931 – 2012 Revenue Anticipation Bylaw

Council's consideration to give first, second and third reading to Bylaw No. 1931, 2011

Council gives first, second & third reading to Bylaw No. 1931 – "The City of Grand Forks Revenue Anticipation Borrowing Bylaw No. 1931, 2011"

- c) Chief Financial Officer's Report – Bylaw 1930 Amendment to the Electrical Utility Regulatory Bylaw No. 1543

Council's consideration to give first, second and third reading to Bylaw No. 1930, 2011

Council gives first, second & third reading to Bylaw No. 1930 – A Bylaw to Amend the Electrical Utility Regulatory Bylaw. No. 1543

13. **LATE ITEMS**

14. **QUESTIONS FROM THE PUBLIC AND THE MEDIA**

15. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF GRAND FORKS

**INAUGURAL MEETING OF COUNCIL  
MONDAY DECEMBER 5, 2011**

PRESENT: MAYOR BRIAN TAYLOR  
COUNCILLOR BOB KENDEL  
COUNCILLOR NEIL KROG  
COUNCILLOR PATRICK O'DOHERTY  
COUNCILLOR GARY SMITH  
COUNCILLOR MICHAEL WIRISCHAGIN  
COUNCILLOR CHER WYERS

CHIEF ADMINISTRATIVE OFFICER	L. Burch
CORPORATE OFFICER	D. Heinrich
CHIEF FINANCIAL OFFICER	C. Arnott
FIRE CHIEF	B. Macgregor
DEPUTY FIRE CHIEF	D. Heriot
MANAGER OF ENVIRONMENTAL & BUILDING CONSTRUCTION SERVICES	W. Kopan
MANAGER OF TECHNICAL SERVICES	S. Bird

GALLERY

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Prior to the commencement of the meeting, Mayor-Elect Brian Taylor, welcomed the City's guests for the evening including the Freeman of the City of Grand Forks, being:

- Erna Gobbett
- Richard Reid
- Betty Ann Mackay
- Jock Mackay

He went on to introduce Irene Perepolkin, Electoral Area D Director, and Electoral Area C Director, Grace McGregor

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Prior to the commencement of the meeting, all newly elected Members of Council took the Oath of Office, witnessed by the Corporate Officer.

Mayor Brian Taylor called the Inaugural meeting to order at 7:10 p.m. in Council Chambers at City Hall.

Mayor Taylor invited Pastor Henry Klassen to come forward at this time to give the Invocation.

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**PRESENTATIONS TO RETIRING COUNCIL:**

The Mayor presented Service Recognition Plaques to the retiring Members of Council:

NOT ADOPTED  
SUBJECT TO CHANGE

Receiving plaques were:

- Joy Davies – 2008-2011
- Christine Thompson – 2008-2011
- Chris Moslin – 2005-2011
- Gene Robert – 2005-2011 (Gene Robert was unavailable to receive his award in person)

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**INAUGURAL MEETING ADOPTION OF AGENDA:**

MOTION: WYERS/SMITH

**RESOLVED THAT THE AGENDA FOR THIS INAUGURAL MEETING OF DECEMBER 5th, 2011, BE ADOPTED, AS CIRCULATED.**

CARRIED.

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**MINUTES:**

MOTION: WIRISCHAGIN/O'DOHERTY

**RESOLVED THAT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL, HELD ON MONDAY, NOVEMBER 21, 2011, BE ADOPTED AS CIRCULATED.**

CARRIED.

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MOTION: WIRISCHAGIN/KENDEL

**RESOLVED THAT THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, NOVEMBER 21, 2011, BE ADOPTED AS CIRCULATED.**

CARRIED.

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MOTION: KROG/WIRISCHAGIN

**RESOLVED THAT THE MINUTES OF THE PRIMARY COMMITTEE MEETING HELD ON MONDAY NOVEMBER 21, 2011, AND THE RECOMMENDATIONS CONTAINED THEREIN BE ADOPTED AS CIRCULATED.**

CARRIED.

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**REGISTERED PETITIONS AND DELEGATIONS:**

None

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**UNFINISHED BUSINESS:**

None

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**OPERATIONAL DISCUSSION &  
PRESENTATIONS BY STAFF:**

None

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**RECOMMENDATIONS FROM STAFF FOR DECISIONS:**

**a) Corporate Officer's Report – Notice of 2012 Regular Meetings**

MOTION: WIRISCHAGIN/SMITH

**RESOLVED THAT THE LISTING OF 2012 REGULAR MEETINGS OF COUNCIL BE RECEIVED AND THAT STAFF BE DIRECTED TO PUBLISH NOTICE OF THE 2012 MEETINGS OF COUNCIL AS REQUIRED BY THE COMMUNITY CHARTER.**

CARRIED.

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**b) Corporate Officer's Report – Chief Election Officer's Report**

MOTION: O'DOHERTY/KENDEL

**RESOLVED THAT THE REPORT OF THE CHIEF ELECTION OFFICER FOR THE CITY OF GRAND FORKS, ON THE FINAL OUTCOME OF THE 2011 LOCAL GOVERNMENT GENERAL ELECTION BE RECEIVED.**

CARRIED.

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**c) Corporate Officer's Report – Acting Mayor Appointments for 2011-2012**

MOTION: WYERS/WIRISCHAGIN

**RESOLVED THAT THE FOLLOWING COUNCILLORS BE APPOINTED AS ACTING MAYOR FOR THE CORRESPONDING TWO-MONTH PERIOD FOR THE ENSUING COUNCIL YEAR:**

*Councillor Kendel – December 2011 and January 2012*

*Councillor Krog – February 2012 and March 2012*

*Councillor O'Doherty – April 2012 and May 2012*

*Councillor Smith – June 2012 and July 2012*

*Councillor Wirischagin – August 2012 and September 2012*

*Councillor Wyers – October 2012 and November 2012*

CARRIED.

**d) Corporate Officer's Report – Appointments to the Regional District of Kootenay Boundary**

In addition to Councillor Krog letting his name stand as Council's alternate representative, Councillor Wyers advised that she would like to be considered for the Alternate representative position for the Regional District of Kootenay Boundary, as well.

MOTION: KROG/O'DOHERTY

**RESOLVED THAT COUNCIL APPOINTS MAYOR BRIAN TAYLOR AS THE CITY OF GRAND FORKS REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, AND THE REPRESENTATIVE TO THE KOOTENAY BOUNDARY REGIONAL HOSPITAL DISTRICT AND THAT COUNCILLOR KROG BE APPOINTED AS COUNCIL'S ALTERNATE REPRESENTATIVE.**

MOTION DEFEATED

MOTION: WIRISCHAGIN/O'DOHERTY

**RESOLVED THAT COUNCIL APPOINTS MAYOR BRIAN TAYLOR AS THE CITY OF GRAND FORKS REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, AND THE REPRESENTATIVE TO THE KOOTENAY BOUNDARY REGIONAL HOSPITAL DISTRICT.**

CARRIED.

MOTION: WIRISCHAGIN/O'DOHERTY

**RESOLVED THAT COUNCILLOR WYERS BE APPOINTED AS COUNCIL'S ALTERNATE REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, AND ALTERNATE REPRESENTATIVE TO THE KOOTENAY BOUNDARY REGIONAL HOSPITAL DISTRICT.**

CARRIED.

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**MAYOR'S REMARKS:**

Mayor Brian Taylor spoke with regard to the need for involvement in the Forestry Industry and that the City needs to have a closer relationship with its commercial tax payers including looking at the Grand Forks Municipal Airport as a small business. He advised that the new Council needs to find solutions for homelessness and to address community drug and alcohol addictions and rehabilitation. He further advised that, as a new Council, they need to look at how the Boundary governs itself and that Council needs to determine the direction that they need to take while working with their Regional Partners.

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NOT ADOPTED  
SUBJECT TO CHANGE

**ADJOURNMENT:**

MOTION: O'DOHERTY

**RESOLVED THAT THIS INAUGURAL MEETING OF COUNCIL BE ADJOURNED AT 7:34 P.M.**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR BRIAN TAYLOR

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CORPORATE OFFICER, DIANE HEINRICH

# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

**DATE** : December 14th, 2011  
**TOPIC** : Reports, Questions and Inquiries from the Members of Council  
**PROPOSAL** : Members of Council May Ask Questions, Seek Clarification and Report on Issues  
**PROPOSED BY** : Procedure Bylaw / Chief Administrative Officer

### SUMMARY:

Under the City's Procedures Bylaw No. 1889, 2009, 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.

### STAFF SUGGESTION FOR HANDLING QUESTIONS AND INQUIRIES: (no motion is required for this)

**Option 2:** Issues which seek information on City Operations or have been brought to the attention of the Members of Council prior to the meeting of Council should be referred to the Chief Administrative Officer so that Staff can provide background and any additional information in support of the issues and the member can report at the meeting on the issue including the information provided by Staff. Further the member may make motions on issues that require actions. It is in the interest of fiscal responsibility members may wish to avoid committing funding without receiving a report on its impact on the operations and property taxation.

### OPTIONS AND ALTERNATIVES:

**Option 1: Submit a motion for Approval:** Under this option, a member might wish to submit an immediate motion for expediency to resolve an issue or problem brought forward by a constituent. This approach might catch other members by surprise, result in conflict and might not resolve the problem.

**Option 2: Issues, Questions and Inquiries** should be made with the intent to resolve problems, seek clarification and take actions on behalf of constituents. Everyone is well served when research has been carried out on the issue and all relevant information has been made available prior to the meeting. It is recognized that at times this may not be possible and the request may have to be referred to another meeting of Council.

### BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

**Option 1:** 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.

**Option 2:** The main advantage is that there is a genuine interest to resolve issues and seek clarifications without spending too much resources of the City. The disadvantage is that there may be issues brought forward which have no direct municipal jurisdiction, however, due to the motion of Council arising from the issue, resources are directed and priorities are altered without due process.

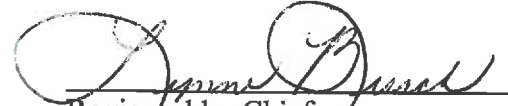
### COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

Both options could result in expenditures being incurred as a result of a motion on an issue without supporting documentation and report on its implications.

### LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

  
\_\_\_\_\_  
Department Head or Corporate Officer  
Or Chief Administrative Officer

  
\_\_\_\_\_  
Reviewed by Chief  
Administrative Officer

# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

**DATE** : December 14th, 2011  
**TOPIC** : Report - from the Council's Representative to the Regional District of Kootenay Boundary  
**PROPOSAL** : Regional District of Kootenay Director representing Council will report on actions and issues being dealt with by the Regional District of Kootenay Boundary  
**PROPOSED BY** : Procedure Bylaw / Council

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### SUMMARY:

Under the City's Procedures Bylaw No. 1889, 2009, 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.

### STAFF RECOMMENDATION:

**Option 1:** Receive the Report.

### OPTIONS AND ALTERNATIVES:

**Option 1: Receive the Report:** Under this option, Council is provided with the information provided verbally by the Regional District Director representing Council.

**Option 2: Receive the Report and Refer Any Issues for Further Discussion or a Report:** Under this option, Council provided with the information given verbally by the Regional District of Kootenay Boundary Director representing Council and requests further research or clarification of information from Staff on a Regional District issue

### BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

**Option 1:** The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.

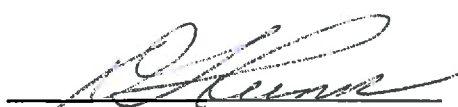
**Option 2:** The main advantage to this option is the same as Option 1.


### COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no direct financial impact on the provision of information.

### LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting. Bylaw 1889, Council's Procedure Bylaw, was implemented in early February to include a specific line item in the Order of Business at a Regular Meeting to include a Report on the Regional District of Kootenay Boundary.

  
\_\_\_\_\_  
Department Head or Corporate Officer  
or Chief Administrative Officer

  
\_\_\_\_\_  
Reviewed by Chief  
Administrative Officer

# **THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION**

**DATE** : **December 13, 2011**

**TOPIC** : **Community Recreation Program Application**

**PROPOSAL** : **Request for Approval of Application to be submitted by the City for Community Recreation Program Funding, for Recreational Development in the City of Grand Forks**

**PROPOSED BY** : **City Staff**

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## **SUMMARY:**

At the end of October, the Province of British Columbia announced the opportunity for British Columbia local governments to make application for "Community Recreation Program" Funding. This program provides funding to municipalities and regional districts, with priority being given to smaller communities. The cost-sharing formula will be 80% provincial contribution, with a maximum provincial contribution of \$400,000. The Program aims to provide funding for recreational infrastructure, supporting healthier families through increased physical activity by providing greater access to recreation facilities such as recreation centers, trails, bike paths, walkways and playgrounds. When the funding was announced at the end of October, during the height of the local government election campaign, the previous Council requested that Staff come up with options for the new Council to consider for projects that would comply with the funding objectives. Council should be aware that 20% or any required funding in excess of \$400,000.00 of any successful project will need to come from the municipality. Local funding, depending on the value of the project, will vary, but most certainly will be \$100,000 if Council is to take full advantage of the maximum funding available. Council may want to consider that this funding come from reserves, such as the Slag Fund, inasmuch as any of these projects will provide amenities that will be considered "legacies", and the use of reserve funds will lessen the impact of burdening our taxpayers.

To that end, the following projects have been identified by Staff:

## **OPTION 1:**

**"Library Building Community Facility Re-Development"**

A shelf ready project, which plans and ideas were developed for the application that the City made in early 2011 for Towns for Tomorrow funding. The application was not successful. While this project will certainly provide the much needed community spaces, like a community centre, it may be a stretch for it to be considered a recreation centre. A complete copy of the Towns for Tomorrow application, including the architectural drawings, artist rendering, and the cost estimate, is attached for consideration. The total cost of this project was determined to be \$1,366,400. At the time of the Towns for Tomorrow application, Council determined that their contribution would be \$250,000 and that the funding would be for the first two phases of the project, including the exterior lower floor access, and the lower floor

interior upgrade. This would result in a developed lower floor of the library building, providing for a large meeting space that could be split into 2 or 3 smaller spaces with the use of "operable walls", and would also include public washroom facilities that could be used for events not held in the library building, and would also include kitchen facilities. The entire space would be retrofitted to include a ramped entrance with natural lighting. As the funding is limited per project, this option would involve phases 1 and 2, as before, totaling \$1,049,625. As we are limited to \$400,000 maximum contribution by the province, with this Option, Council will need to be prepared to contribute \$649,625.00 to the project.

#### **OPTION 2A:**

**"Dick Bartlett Park Upgrades (Green Gym, Water Park, Walking/Running Track)"**

Project involves upgrading Dick Bartlett Park, and the adjacent aquatic centre property with the installation of a walking/running track, a green gym, and a water park. The project includes the installation of a walking/running track, located around the perimeter of Dick Bartlett Park. The track, 3 meters in width, would be hard surface construction with a special rubberized finish for easy walking. Because of the unique construction the estimated cost for this amenity is \$300,000.00. This option also includes the installation of a Spray Park, located directly behind the Aquatic Centre. The installation of the Spray Park is estimated to cost \$200,000.00 - \$245,000.00 dependent on size. And finally, this option includes the installation of a "Green Gym". This amenity would be placed in Dick Bartlett Park near the existing washroom building. It is essentially outdoor gym apparatus that will attract adults, young and old alike. The estimated cost of the Green Gym is \$45,000.00. Discussions have been held with the Recreation Direction and the Regional District as to the installation of these amenities. There appears to be support for their installation. We are advised that the Recreation Commission has some stats on their patrons preferred activities. The Recreation Director advises that he believes that the Green Gym will be a welcomed and well utilized amenity, as will the Spray Park. The total cost of this option could run \$545,000.00 - \$590,000.00. While the province will fund projects, valued at more than \$500,000, the funding will be limited to \$400,000 per project. In this case, the City will need to contribute \$145,000.00 - \$190,000.00, to complete this project as outlined. Staff is suggesting that Council may wish to use Slag Sales Reserve Funds, as the municipality's contribution, inasmuch as this is indeed a legacy project.

A copy of the Manager of Environmental & Building Construction Services memorandum which outlines the estimated costs of both Option 2A and Option 2B is attached for reference.

#### **OPTION 2B:**

**"Dick Bartlett Park Upgrades (Green Gym, Water Park, Completion of Walking/Bike Path Route)"**

Project involves upgrading Dick Bartlett Park, and the adjacent aquatic centre property with the installation of a green gym, a water park, and completing the bike path/walking route that is part of the City's Bicycle Network Plan, south along 19<sup>th</sup> Street, then west along 68<sup>th</sup> Avenue, north on 27<sup>th</sup> Street or Spragett Road, east along Highway 3 to 25<sup>th</sup> Street, south to 72<sup>nd</sup> Avenue and continuing east to Dick Bartlett Park. The installation of the pathway walking loop, as identified in the report prepared by the Manager of Environmental and Building Construction Services, is estimated to cost \$236,000.00. This installation will include new wide paved shoulders for walking or biking and also include signage to indicate the walking loop. The Recreation Director advises that this is the preferred route and track for the existing walking group that meets 4-5 times a week at the arena to walk this pathway, much of which is not built at this time. This option also includes the installation of a Spray Park, located directly

behind the Aquatic Centre. The installation of the Spray Park is estimated to cost \$200,000.00 - \$245,000.00 dependent on size. And finally, this option includes the installation of a "Green Gym". This amenity would be placed in Dick Bartlett Park near the existing washroom building. It is essentially an outdoor gym apparatus that will attract adults, young and old alike. The estimated cost of the Green Gym is \$45,000.00. As stated in previous options, discussions have been held with the Recreation Director as to the installation of these amenities, and there appears to be support for their installation. The Recreation Director advises that he believes that the Green Gym will be a welcomed and well utilized amenity, as will the Spray Park. The total cost of this option could run \$500,000.00, if we build the spray park for \$219,000.00 or less. If approved this option would be funded by the Province to the maximum 80%, or \$400,000, with a maximum \$100,000 City contribution coming from reserves, and Staff is suggesting that Council may wish to use Slag Sales Reserve Funds inasmuch as this is indeed a legacy project.

### **OPTION 3:**

#### **"City Park Upgrades"**

Project involves upgrading City Park to include a lawn bowling facility as well as landscaping around the new lift station stage. The landscaping was previously estimated to cost \$150,000, and we have received a quotation for a 6 lane lawn bowling facility, which is \$470,000.00 plus site preparation. The total estimated cost of this project would be \$620,000.00 plus site preparation. As we are limited to a \$400,000 maximum contribution by the province, this Option will require a municipal contribution of at least 220,000.00 plus the cost of site preparation.

Council should also be aware that all of the above estimates are based on 2011 pricing. Once we have been advised of the City's application status, and should the grant application be successful, we will then need to obtain detailed drawings, and go to tender on the project. This could well be into next year, with the project installation completed in 2013. While this is within the province's time frame, inasmuch as the project does not have to be completed until 2015, pricing may change from 2011 estimates. Some contingencies have been built into the estimated costs.

Council needs to also be aware that constructing any improvements in any of our parks or any amenities for that matter will need to be maintained and upgraded into the future. As part of our Asset Management Plan, these amenities will be added to the list of assets and require annual maintenance, operating and inspections. At the present time, our Staff is researching the experience that other communities are having with these types of amenities, to determine the budget requirements for annual maintenance of these facilities.

### **STAFF RECOMMENDATIONS:**

**Option 2B: Council receives this report from the Chief Administrative Officer, and authorizes the Application, for funding under the Community Recreation Program Funding as outlined in Option 2B, Dick Bartlett Park Upgrades - (Green Gym, Water Park, Completion of Walking/Bike Path Route) estimated to cost \$500,000.00. Council further approves that the City of Grand Forks share of funding, for the Dick Bartlett Park Upgrades, will be funded from the Slag Sales Revenue Reserve Fund.**



## **OPTIONS AND ALTERNATIVES:**

**Option 1:** Council receives this report from the Chief Administrative Officer, and authorizes the Application for funding under the Community Recreation Program Funding, for Library Building Community Facility Re-Development, as outlined in Option 1. Council further approves that the City of Grand Forks share of funding, for the Library Building Upgrades estimated at \$649,625.00 be funded from the Slag Sales Revenue Reserve Fund: A resolution authorizing the application, under this option will allow City Staff to submit the application under the Community Recreation Program Funding program for the Library Building Community Facility Re-Development, prior to the deadline of December 28, 2011.

**Option 2A:** Council receives this report from the Chief Administrative Officer, and authorizes the Application, for funding under the Community Recreation Program Funding as outlined in Option 2A, Dick Bartlett Park Upgrades - (Green Gym, Water Park, Walking/Running Track) estimated to cost \$545,000.00 - \$590,000.00. Council further approves that the City of Grand Forks share of funding, for the Dick Bartlett Park Upgrades, will be funded from the Slag Sales Revenue Reserve Fund. A resolution authorizing the application, under this option will allow City Staff to submit the application under the Community Recreation Program Funding for the Dick Bartlett Park Upgrades, including a new walking/running track, a green gym and a spray park.

**Option 2B:** Council receives this report from the Chief Administrative Officer, and authorizes the Application, for funding under the Community Recreation Program Funding as outlined in Option 2B, Dick Bartlett Park Upgrades - (Green Gym, Water Park, Completion of Walking/Bike Path Route) estimated to cost \$500,000.00. Council further approves that the City of Grand Forks share of funding, for the Dick Bartlett Park Upgrades, will be funded from the Slag Sales Revenue Reserve Fund. A resolution authorizing the application, under this option will allow City Staff to submit the application under the Community Recreation Program Funding for the Dick Bartlett Park Upgrades, including a green gym, a spray park, and the completion of walking/biking path route.

**Option 3:** Council receives this report from the Chief Administrative Officer, and authorizes the Application, for funding under the Community Recreation Program Funding as outlined in Option 3, City Park Upgrades, estimated to cost \$620,000.00 plus the cost of site preparation. Council further approves that the City of Grand Forks share of funding, for the City Park Upgrades, will be funded from the Slag Sales Revenue Reserve Fund. A resolution authorizing the application, under this option will allow City Staff to submit the application under the Community Recreation Program Funding for the City Park Upgrades, including a new lawn bowling facility, and the landscaping of the amphitheatre and stage.

## **BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

**Option 1:** The benefit of this option is taking the opportunity to receive funding and to further improve the library building to include upgrades that will provide community meeting and public spaces as well as reduce the building's carbon emissions through the provision of natural lighting windows and through the benefits of a heat pump. This option further provides the opportunity for the City to work collaboratively with the Grand Forks Library Board on making better use of the library building with upgraded electrical services as well developing the basement area to accommodate meeting spaces, and public washrooms which will complement the Gyro Park area. The disadvantage to this option is that due to the estimated cost, \$649,625.00, will be required from reserves, and Council may consider other projects to be of a higher priority. There is a further disadvantage to this option inasmuch as the project

itself may not meet the province's requirements for supporting healthier families through increased physical activity by providing greater access to recreation facilities such as recreation centers, trails, bike paths, walkways and playgrounds.

**Option 2A:** The benefit to this option is taking the opportunity to receive funding and to further improve Dick Bartlett Park and the surrounding recreational properties with additional amenities for children and adults. This option will meet the terms of the grant funding inasmuch as the green gym and the walking track will certainly increase physical activity by the users. The disadvantage to this option is the cost of the installation of the walking/running track. The specialized material used for surfacing the track is far more expensive than originally thought, and according to the Recreation Director, those users surveyed, the large majority of them would prefer a walking route with things to see, rather than walk in a circle on a track. The project will definitely meet the province's requirements for supporting healthier families through increased physical activity by providing greater access to recreation facilities such as recreation centers, trails, bike paths, walkways and playgrounds.

**Option 2B:** The benefit to this option is taking the opportunity to receive funding and to further improve Dick Bartlett Park and the surrounding recreational properties with additional amenities for children and adults. This option will meet the terms of the grant funding inasmuch as the green gym and the walking/biking path will certainly increase physical activity by the users. The spray park will also increase physical activity for children. There is a further advantage to this option inasmuch as it includes the installation of additional trails and pathways as identified in the City's Sustainable Community Plan. This option will capture the preference for walking as identified by the Recreation Director in the installation of the walking/biking path. The project will definitely meet the province's requirements for supporting healthier families through increased physical activity by providing greater access to recreation facilities such as recreation centers, trails, bike paths, walkways and playgrounds. The only disadvantage to this option is that Council may have other priorities for projects.

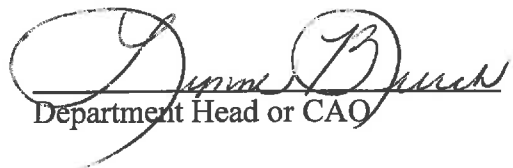
**Option 3:** The benefit to this option is that if the City is successful with the grant application, funding would be provided for the landscaping and amphitheatre for the new lift station stage, and would also have a lawn bowling facility in City Park, immediately south of the Seniors Centre. The disadvantage to this option is the cost. The lawn bowling facility is estimated to cost \$470,000 plus site preparation, which includes the removal of several trees. The landscaping is an additional \$150,000 to \$200,000.00. A further disadvantage is the fact that the facility will require the removal of several trees which may not be acceptable by the public. While the lawn bowling facility will meet the province's requirement for supporting healthier families through increased physical activity by providing greater access to recreation facilities such as recreation centers, trails, bike paths, walkways and playgrounds, the landscaping and the amphitheatre portion is an addition that may not be acceptable to the province.

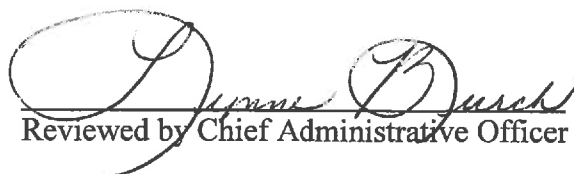
#### **COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

The program provides for a 80% provincial contribution of up to a maximum of \$400,000.00.

#### **LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

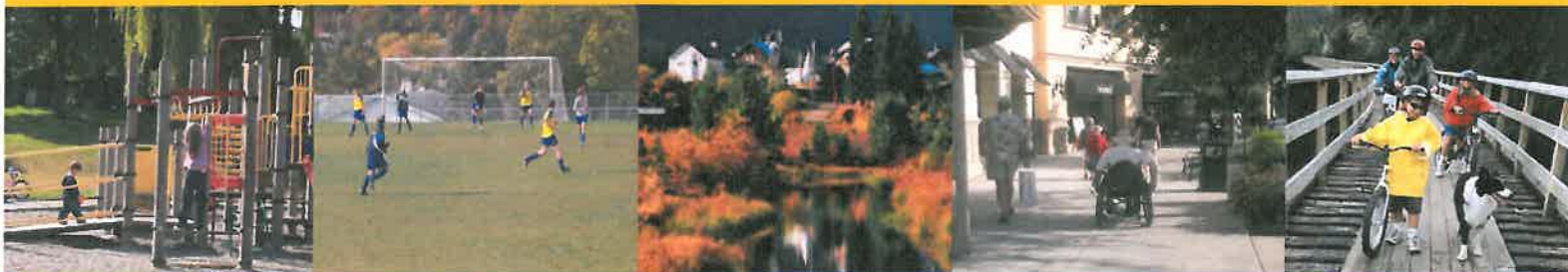
Council has also taken advantage of past grant offerings to provide community facilities for the Grand Forks residents.

  
Department Head or CAO

  
Reviewed by Chief Administrative Officer

# Community Recreation Program

## Program Guide



**October, 2011**



Ministry of  
Community, Sport and  
Cultural Development

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## **1 Program Overview**

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### **1.1 Purpose**

British Columbians, as a whole, live healthier lifestyles than other Canadians. However, many are still not physically active enough to reap the health benefits. The Community Recreation Program (Program) was developed to address the unique challenges faced by communities in British Columbia with respect to sustainability and meeting their recreational infrastructure needs.

The Program aims to invest in those capital projects that make communities healthier, more active places in which to live. Specifically, projects will be selected based on their contribution towards:

- Extent to which the community is advancing the principle of being more physically active; and
- Providing community health benefits.

By providing communities with funding assistance for the construction of recreational infrastructure, the Program supports healthier families through increased physical activity by providing greater access to recreation facilities such as recreation centres, trails, bike paths, walkways and playgrounds.

The Community Recreation Program supports the provincial Families First and the BC Jobs agenda. By increasing the availability of recreational spaces and providing opportunities for people of all ages to participate in physical activity and improving community infrastructure, the Program supports the creation of communities that attract families and economic activity.

### **1.2 Amount of Grant**

The Program will provide funding to municipalities and regional districts, noting that priority will be given to smaller communities. The cost-sharing formula will be up to 80% provincial contribution, with the balance being the applicant contribution. The program has no defined funding cap. Applicants will be required to look closely at the amount of funding being requested and identify what is the minimum provincial contribution that will allow the project to move forward.

In addition, a key Program objective is to maximize funding for as many communities as possible. Applicants should consider provincial contribution limits identified in past provincial programs, such as Towns for Tomorrow (up to \$400,000) when submitting an application. However, consideration will still be given to applications of any value provided they meet program criteria.

Under the Community Recreation Program, applicants will be required to utilize internal funding sources to meet their contribution. This may include monies from the Gas Tax Agreement Community Works Fund, local sources (e.g. borrowing, reserve funds, development cost charges), Small Community and Regional District Unconditional Grant Programs and other third party sources.

## **2 Eligibility**

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### **2.1 Eligible Applicants**

An eligible applicant must be:

- An incorporated municipality; or
- A regional district. A regional district may submit an application for a community that is not incorporated. A community, for the purpose of application to the program, is considered to be a settlement area within a regional district electoral area or a proposed or established service area.

### **2.2 Application Limit**

- Each municipality is allowed to submit **one application**.
- Each regional district is allowed to submit **three applications**.

### **2.3 Eligible Projects**

Eligible projects must:

- be for construction, renewal, expansion or material enhancement of community public infrastructure;
- not be started (construction) prior to application;
- stipulate a construction completion date of no later than March 31, 2015;
- be duly authorized by a resolution of the applicant's Municipal Council or Regional District Board;
- be consistent with the planning practices and guidelines of British Columbia; and
- meet the requirements of all applicable federal and provincial legislation.

## **Project Categories**

Eligible projects include, but are not limited to:

- **Recreation and Sport Projects** – sports or indoor recreation infrastructure (See section 3.4 - excludes facilities used primarily by professional athletes), community recreation spaces, community gardens, fields, and parks.
- **Bike Paths** – capital projects that provide on-street cycling facilities.
- **Walkways** – capital projects that improve sidewalks or pedestrian crossings.
- **Greenways** – multi-use activity (i.e. walking, cycling and other recreational activities such as cross country skiing, jogging or in-line skating) trails. Rails to trails projects, which can provide tourism and economic opportunities, will also be considered.
- **Amenities** – vehicle parking for cyclists, bicycle lock-ups and storage, on road yarrows, changing facilities, signage, lighting, seating, water fountains, barriers from traffic, and enhancements to improve accessibility.
- **Capital projects that get children and youth playing again in our communities and parks** – provide access to schools, playgrounds, parks, natural areas, youth centres and other recreational centres.

## **2.4 Ineligible Projects**

Projects will be deemed ineligible if:

- Construction has already begun prior to the submission of the application;
- The project is considered routine maintenance or repair;
- The project is submitted by an ineligible applicant (see section 2.1); or
- The project will be completed after March 31, 2015.

## **2.5 Eligible Costs**

Eligible costs are defined as all direct costs properly and reasonably incurred and paid solely and specifically in relation to the project. Such costs would normally be capitalized in the records of the local government.

Eligible costs include:

- Design costs;
- Engineering costs;
- Construction costs;
- The use of a local government's own workforce if used for project construction; and
- Other costs that, in the opinion of the Province, are considered to be direct and necessary for the successful implementation of the Project.

Committed engineering or design costs are eligible for reimbursement provided construction has not commenced.

Only those itemized project costs approved by the Province will be funded. Any grants that may be approved will be based on the net cost to the applicant; that is, net of contributions from other local governments, provincial agencies, or the federal government.

## **2.6 Ineligible Costs**

Ineligible costs include:

- Administration or administrative overhead charges;
- Any costs that are not capitalized under PSAB 3150 (Tangible Capital Assets);
- Any equipment that is not permanently installed;
- The cost of any goods and services which are received through donations or in kind; and
- Land acquisition.



### **3 Application Process**

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#### **3.1 How to Apply**

**Step 1:** Download and read the Community Recreation Program Guide available from the web at: [http://www.cscd.gov.bc.ca/lgd/infra/infrastructure\\_grants/community\\_recreation\\_program.htm](http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/community_recreation_program.htm).

**Step 2:** Download the Application Form, Application Checklist, and the Certification Form from the web: [http://www.cscd.gov.bc.ca/lgd/infra/infrastructure\\_grants/community\\_recreation\\_program.htm](http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/community_recreation_program.htm).

**Step 3:** The Application Form, Application Checklist and Certification Form are protected Word® Documents that should be completed electronically. Please note that the area below each question will expand as necessary to provide additional space to answer a question.

**Step 4:** Save the completed Application Form with the following filename format, using the applicant's name, then REC (Program reference) and date completed (yymmdd). For example: *Elkford\_REC\_111220.doc*

**Step 5:** Using the Application Checklist as a guide, prepare and copy any supporting documentation that will be submitted with the Application Form (e.g. detailed cost estimates, work plan, consultant's proposal, site plan, council resolution, map). Include the completed Application Checklist with the application package. Supporting documentation should be submitted electronically.

**Step 6:** Email the completed Application Form, Application Checklist and any supporting documentation to the Ministry at: [infra@gov.bc.ca](mailto:infra@gov.bc.ca).

**Step 7:** Complete a Certification Form, then print, sign and mail it to the Ministry. By signing this form, the applicant is certifying that the information contained in the application is correct, and complete. (see 3.4 for mailing address)

Once all required materials have been received by the Ministry, notification will be sent advising applicants that their application package is complete and eligible for assessment.

### 3.2 Application Guidelines

For each project an applicant must submit a completed Application Form, signed Certification Form and mandatory supporting documentation. Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry. Applications with incomplete information will not be considered. Please contact Ministry staff if you have questions about the materials required.

Applicants should be aware that information collected is subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the Community Recreation Program and will be used for the purpose of evaluating eligibility under the Program. Any questions about the collection, use or disclosure of this information should be directed to the contacts at the end of this guide.

If it is not possible to complete the Application Form electronically, please contact the Ministry.

### 3.3 Application Selection Criteria

Project selection criteria will be focused on the following:

- 1) **Extent to which the community is advancing the principle of being more physically active; and**
- 2) **Providing community health benefits.**

The table below provides questions/information and examples that further define the above mentioned selection criteria. Specifically it identifies information/questions that should be addressed in the application and/or through supporting documentation.

Selection Criteria	Examples
<p><b>Extent to which the community is advancing the principle of being more physically active</b> (see Section C of application form)</p> <p>Describe how this project increases physical activity levels in the community.</p> <p>Describe how the project improves access and participation for the inactive or specific populations.</p> <p>Describe how the existing community</p>	<ul style="list-style-type: none"> <li>• Provides opportunities for community sport and recreation clubs/ organizations to expand or develop new programming;</li> <li>• Provides multi-use recreation facilities that increase access and opportunities for physical activity;</li> <li>• Improves overall walkability/wheelchair access of the community and increases access to parks, green spaces and the natural environment;</li> <li>• Links travel networks to promote self-propelled travel;</li> <li>• Promotes active transportation</li> <li>• Increase awareness of physical activity opportunities;</li> <li>• Provides inclusive, barrier-free facilities and amenities</li> </ul>

Selection Criteria	Examples
<p>facilities are used to capacity and therefore new infrastructure is required to increase sport and recreation activity.</p> <p>Describe the strategy that will be used to maximize the long-term usage and accessibility of the infrastructure.</p> <p>Describe how the project encourages innovative approaches.</p>	<p>that meet the needs of children and youth, caregivers with children, seniors and people with disabilities, First Nations people, ethnic communities and people of low income; and</p> <ul style="list-style-type: none"> <li>• Promotes the development of compact and complete communities that enhance mobility and allow people to be active.</li> <li>• Shared-use agreements across sectors (e.g. education, health, other)</li> </ul>
<p><b>Community health benefits</b> (see Section C of application form)</p> <p>Describe the health and social benefits of the project.</p> <p>Describe how the project supports economic growth and/or creation of jobs.</p> <p>Describe how this project will advance the long term goals of the community as identified in long term community plans.</p> <p>Describe the extent to which the project aligns with existing provincial community healthy living initiatives and strategies.</p> <p>Describe any environmental benefits and contributions of the project.</p>	<ul style="list-style-type: none"> <li>• Promotes healthy living where people live, work, learn and play;</li> <li>• Promotes community collaboration and shared-use agreements;</li> <li>• Ensures accessible opportunities for those of all ages, gender, income, and abilities;</li> <li>• Creates local employment opportunities;</li> <li>• Improves liveability and attractiveness of the community for economic benefit/growth;</li> <li>• Linkages with Official Community Plan, Sustainability Plan, ect.</li> <li>• Supports Healthy Families BC, Age-friendly BC, Northern Sport Strategy, ect.</li> <li>• Assists signatory local governments in meeting their British Columbia Climate Action Charter goals; abd</li> <li>• Features energy efficiency and green building principles.</li> </ul>
<p><b>Additional Criteria</b> (see Section D of application form)</p> <p>Financial Criteria</p> <p>Partnerships</p> <p>Risk Management</p>	<ul style="list-style-type: none"> <li>• Council/Board resolution supporting project</li> <li>• Financial plan/business plan that identifies capital cost and on-going operation and maintenance costs</li> <li>• The ability of the applicant to finance their share of the project cost to completion</li> <li>• Priority may be given to small and rural communities.</li> </ul>

Projects will be assessed on how they meet these criteria. Those applications that are able to effectively demonstrate how they are able to meet the selection criteria will have the greatest opportunity in being considered for approval. Please provide sufficient information to enable a proper assessment of your project.

### **3.4 Mandatory Supporting Documentation**

In addition to the completed Application Form, applicants must include the following documents in their application package:

*The mandatory supporting documentation provides the minimum amount of information that is required to make an application assessment. Applications will be assessed based on the information provided. Insufficient information may negatively impact the assessment of the application.*

- Certification Form;
- Application Checklist;
- Resolution from Council or Board authorizing the project to proceed;
- Detailed cost estimates, including an itemized description, cost per unit of measure, number of units, as well as engineering and contingency costs;
- Documentation verifying that your share of project's funding is in place; and
- Map showing the location of the project.

**For sport or indoor recreation infrastructure** (meaning sport fields, gyms, ice rinks, pools, any outdoor infrastructure in which community sport clubs would regularly use such as BMX trails, ski trails, or ski hill facilities):

- Documentation that use of the infrastructure will be maximized and accessible. Documentation should include detailing the use of the facility (ie what programming will take place, which groups will be targeted for programming such as seniors, girls, teenagers and young adults, individuals with disabilities, aboriginal populations), the hours of operation and seasons of operation for each type of programming.
- Letters of support and/or documentation demonstrating support from relevant potential user groups (e.g. Provincial Sport Organizations or their local member community club(s), school user groups, other community groups). For communities in Northern British Columbia, preference will be given to projects that are in alignment with the Northern Sport Strategy which will guide legacies associated with the 2015 Canada Winter Games.
- Demonstration that existing facilities are used to capacity, and therefore new infrastructure is required to increase sport and recreation activity and/or proposed projects will increase capacity and community use of existing facilities (e.g. school fields or gymnasiums, community facilities).
- If applicable, letters of support from local tourism and/or sport organizations that outline the economic potential of the infrastructure to bring sport event hosting – or other events – to the community as a way to enhance community economic development.

### 3.5 Optional Supporting Documentation

**It is highly recommended that applications be submitted with additional documentation in order to fully assess the selection criteria (refer to Section 3.3).** Some examples of supporting documentation include, but are not limited to, the following:

- Documentation detailing the public health issues being addressed by the project (e.g. increase levels of physical activity, obesity reduction, community development);
- Projects involving strategic partnerships can provide documentation outlining the nature and history of the partnerships (e.g. MOU);
- Engineering feasibility study of options along with detailed cost estimates and design criteria, with sufficient details to fully describe the project;
- Letters of support and/or documentation demonstrating support from relevant agencies such as local Health Authorities, local Chambers of Commerce/Community Organizations, Ministry of Transportation and Infrastructure, etc.;
- Applicable information from project consultation and community engagement (First Nations, Stakeholder, Public);
- Demonstration of how this project is supported by a long-term plan (e.g. Official Community Plans, Parks and Recreation Master Plans, Healthy Living Plan, Community Energy Plan, Transportation Plan/Active Transportation Plan) and a plan or report summarizing the community's demand management strategies (transportation demand management strategy);
- A financial plan and/or asset management plan/policy which details long term sustainable management of the community's infrastructure (see [www.assetmanagementbc.ca](http://www.assetmanagementbc.ca));
- Reports, studies and plans/strategies with respect to community's climate change initiatives. For new building projects, demonstration that the project will be designed and constructed to meet standards for green buildings and energy-efficiency.

### **3.6 Where to Apply**

All completed Application Forms and supporting documents should be emailed to the Ministry of Community, Sport, and Cultural Development at: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

Please mail the signed Certification Form to:

Ministry of Community, Sport, and Cultural Development  
Local Government Infrastructure and Finance Branch  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

If you are unable to submit the application package by email, please contact the Local Government Infrastructure and Finance Division at: 250 387-4060.

### **3.7 Application Deadline**

All Application Forms and supporting documentation must be received at the Ministry by **December 28, 2011**.

## **4 Approval and Payment of Grants**

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### **4.1 Transfers between Projects**

Grants are project-specific and may not be transferred from an approved application to a new proposal. Any diversion from the project description, as provided by either the initial terms of reference, a consultant's proposal or a detailed work program, may be considered only with approval from the Ministry. Any project scope change must produce similar results to that for which the grant was approved.

### **4.2 Reporting Requirements**

Successful applicants will be required to meet program stipulations and/or program monitoring requirements. Details will be provided at time of approval/announcements.

### **4.3 Permanent Signage**

Recipients will be required to provide and install a permanent sign upon project completion. The recipient is responsible for paying the cost and installation of such signage. The expense is deemed to be an eligible cost. The design, wording and specifications of such permanent signage require Ministry approval. Please contact the Ministry prior to project completion.

### **4.4 Events and Communications**

The Ministry appreciates at least 15 working days notice of any scheduled communications materials or public events relating to your project. Please keep the Ministry informed of all upcoming opportunities.

## **5 Contact Information**

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### **Mailing Address**

Ministry of Community, Sport  
and Cultural Development  
Local Government Infrastructure  
and Finance Branch  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

### **Location Address**

4th Floor - 800 Johnson Street, Victoria, BC

Phone: 250 387-4060

FAX: 250 356-1873

Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

Website:

[http://www.cscd.gov.bc.ca/lgd/infra/infrastructure\\_grants/index.htm](http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/index.htm)



**PLEASE READ THE PROGRAM GUIDE** before completing this Application Form. It is important for applicants to review the Program Guide for information pertaining to eligibility, selection criteria and supporting documentation.

The Application Form must be completed in full and submitted with all mandatory supporting documentation. See Program Guide 3.2 to 3.4 for more details. Applicants should be aware that information collected is subject to provincial freedom of information legislation.

If you require further assistance, please contact:  
 Phone: (250) 387-4060 Fax: (250) 356-1873  
 Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

For Administrative Use Only

### A. Applicant Information

Legal Name of Applicant:	
Primary Contact Name:	Title of Primary Contact:
Phone Number:	Email Address:

### B. Project Information

Project Title:	
1. a) Estimated Project Start Date:	b) Estimated Project End Date:
c) Estimated Construction Start Date:	d) Estimated Construction End Date:
d) Project timelines comments:	
2. a) Is the project in this application also the subject of another funding program application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
b) If yes, what is the name of the funding program(s):	
c) Has this project received funding from another local government, provincial agency, or the federal government? <input type="checkbox"/> Yes <input type="checkbox"/> No	
d) If yes, please list all sources and the amount of funding.	
3. Provide a brief project description outlining the public health issues this project will address and the objectives that will be achieved.	
4. Provide a description of the physical works that will be included in the project, including function, physical size, capacity, and location (physical address, UTM coordinates and/or start and end points)	
5. What is the population that will be served by this project?	

### C. Meeting Program Criteria

*Please use the following questions to demonstrate how the proposed project benefits the community. Projects will be assessed on how they meet the criteria. The questions are designed to identify information that support the program criteria. Where applicable, provide quantitative data (e.g. number of residents who will use the facility, number of jobs created, etc).*

#### Criteria 1 - Extent to which the community is advancing the principle of being more physically active

- Describe how this project will increase physical activity levels in the community.
- Describe how the project will improve access and participation for inactive or specific populations.
- Describe how existing community facilities are used to capacity and therefore new infrastructure is required to increase sport and recreation activity.
- Describe the strategy that will be used to maximize the long-term usage and accessibility of the infrastructure.
- Describe how the project encourages innovative approaches (e.g. new community partnerships, new



technology or process, new construction methods, etc.).

**Criteria 2 - Provision of Community Health Benefits**

- a) Describe the health and social benefits of the project (e.g. promote healthy living, increase community engagement, participation, promoting inclusive and accessible communities, etc.).
- b) Describe how the project supports economic growth and/or creation of jobs.
- c) Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans. Include a copy of the relevant sections of the community plan(s) as supporting documentation.
- d) Describe the extent to which the project aligns with existing provincial community healthy living initiatives and strategies (eg Healthy Families BC, Age-friendly BC, Northern Sport Strategy, etc).
- e) Describe any environmental benefits and contribution of the project (e.g. reduced resource consumption, reduction in greenhouse gas emissions, etc.).

**D. Additional Required Information**
**Financial**

- a) Total Gross Project Costs\*: \$
- b) Total Ineligible Project Costs: \$
- c) Total Eligible Project Costs: \$
- d) Less Other Funding Sources: \$

*All contributions by another local government, provincial agency, or the federal government must be deducted\*\* ( See Question B.2)*

- e) Total Net Project Costs/Cost-sharable Amount (c – d): \$

- f) Requested provincial cost share ratio (maximum 80%): %

- g) Total Grant Request: \$

- h) Minimum Grant Request\*\*\*: \$

*\* Detailed cost estimates should be attached. See Program Guide 3.4.*

*\*\*This does not include monies from the GTA Community Works Fund or Small Community and Regional District Unconditional Grant Programs. See Program Guide 1.2.*

*\*\*\*Identify what the minimum amount of provincial funding is required to allow the project to proceed to completion.*

- i) How will the local share of capital costs be financed?

- j) Who will own the completed project?

- k) Who will be responsible for the ongoing operational and maintenance costs of the project when complete?

- l) Identify the community's plan and/or policy (asset management plan, long term financial plan, business case, etc.) which details long term sustainable management of the community's infrastructure.

**Partnerships**

- a) If this project involves a partnership, provide the legal name of all partner organizations and describe how

they are supporting this project. (Note Partnerships under Optional Documentation see Program Guide 3.4)

**Risk Management**

a) What risk mitigation strategies do you have in place? (Social, financial, environmental, timeline)

Please email the completed Application Form, Application Checklist and all mandatory supporting documentation\* to:

**infra@gov.bc.ca**

**To complete the application process a signed copy of the Certification Form must be mailed to the Ministry.** Applications are not eligible for assessment until the Certification Form is received by the Ministry.

*\* Please see the Program Guide for a list of mandatory (3.4) and optional supporting documentation (3.5).*

This Application Checklist is to assist you with your application. Submit the checklist with the application and check off items that are included in your application package.

**Important Note:** Applicants must submit sufficient information in order to process the application. Applications will be assessed based on the information provided. Insufficient information may negatively impact the assessment of the application. The mandatory checklist identifies information that is required at a minimum to make an application assessment. Application packages can also include other optional information and some suggestions have been provided.

YES		MANDATORY	For Administrative Use Only
<input type="checkbox"/>		Completed Application Form	
<input type="checkbox"/>		Completed copy of this Application Checklist	
<input type="checkbox"/>		Completed and signed Certification Form (mailed original)	
<input type="checkbox"/>		Resolution from your board or council authorizing the project to proceed	
<input type="checkbox"/>		Detailed cost estimates with dimensions, unit costs, etc.	
<input type="checkbox"/>		Map showing the location of the project	
<input type="checkbox"/>		Documentation which verifies that your share of the project's funding is in place and that funding is available to cover ongoing operations and maintenance costs	
<input type="checkbox"/>		For sport or indoor recreation infrastructure the following are required as well (see Program Guide 3.4): <ul style="list-style-type: none"> <li>• Use of infrastructure will be maximized and accessible</li> <li>• Demonstration that existing facilities are used to capacity</li> <li>• Letters/documentation demonstrating support from relevant user groups</li> </ul>	
Y	N	OPTIONAL	Document Name(s)
<input type="checkbox"/>	<input type="checkbox"/>	Documentation to detail public health benefits and/or summarizing the community's healthy living strategies.	
<input type="checkbox"/>	<input type="checkbox"/>	Copies of relevant long term management plans and/or community plans and/or demand management strategies (please note and or provide only the section(s) in the plan which relate directly to the project)	

<input type="checkbox"/>	<input type="checkbox"/>	Engineering/Feasibility study of options/reports		
<b>Y</b>	<b>N</b>	<b>OPTIONAL</b>	<b>Document Name(s)</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Documentation outlining strategic partnerships		
<input type="checkbox"/>	<input type="checkbox"/>	Documentation detailing the long term sustainable management of the community's infrastructure (financial plan and/or asset management plan/policy)		
<input type="checkbox"/>	<input type="checkbox"/>	Letters of support and/or documentation from relevant agencies		
<input type="checkbox"/>	<input type="checkbox"/>	Applicable information from project consultation (First Nations, Stakeholder, Public)		
<input type="checkbox"/>	<input type="checkbox"/>	Reports, studies and plans/strategies with respect to community's climate change initiatives		
<input type="checkbox"/>	<input type="checkbox"/>	Other relevant information (please specify)		



## COMMUNITY RECREATION PROGRAM CERTIFICATION FORM

To complete the application process you must complete, print, sign and mail this Certification Form. This form is designed to be filled in electronically using word processing software.

Applicants should be aware that information collected is subject to provincial freedom of information legislation.

For Administrative Use Only

### Applicant Certification

***I/we certify that the information contained in the Application Form for \_\_\_\_\_, submitted on \_\_\_\_\_, is to the best of my/our knowledge, correct and complete and has been submitted with council/board concurrence, as authorized by a resolution dated \_\_\_\_\_***

Project Manager Signature:

(e.g. Engineer, Director of Parks & Recreation)

\_\_\_\_\_

Date:

Name:

Title:

Financial Officer Signature:

(as per S.149 Community Charter)

\_\_\_\_\_

Date:

Name:

Title:

Please mail the signed Certification Form to:

Ministry of Community, Sport and Cultural Development  
Local Government Infrastructure and Finance Branch  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

If you have any questions, please Phone: 250 387-4060; Fax: 250 356-1873 or Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)





ILLUSTRATION / THE RATH ALIVE

Renovations to  
**GRAND FORKS PUBLIC LIBRARY**  
design by FAIRBANK ARCHITECTS LTD

PRELIMINARY COST ESTIMATE  
**January 12, 2011**

PROFESSIONAL QUANTITY SURVEYOR

VALUE ANALYSTS

LEED™ ACCREDITED PROFESSIONAL

**JBA**

**James Bush & Associates Ltd., Professional Quantity Surveyors**

13657-20A Avenue, South Surrey, BC, V4A 9V7

Phone (604) 535-5800 Fax (604) 535-5836 Email [jim@jba.bc.ca](mailto:jim@jba.bc.ca)

## EXECUTIVE SUMMARY OF PROJECT COSTS

<b>Construction Estimate: Renovation Work</b>	<b>Exterior Lower Floor Access</b>	<b>Lower Floor Interior</b>	<b>Library Improvements</b>	<b>TOTAL</b>
General Contractor's Own Prep Work & Demolition	\$8,800	\$21,570	\$10,030	<b>\$40,400</b>
Site Work, Earthworks, Shoring	\$44,400	\$0	\$8,000	<b>\$52,400</b>
Concrete Work	\$59,200	\$8,700	\$26,300	<b>\$94,200</b>
Masonry Work	\$17,400	\$0	\$2,800	<b>\$20,200</b>
Structural and Miscellaneous Metals	\$51,995	\$5,500	\$19,405	<b>\$76,900</b>
Exterior Envelope, Roofing & Windows	\$21,500	\$0	\$34,900	<b>\$56,400</b>
Glazed Atrium Construction	\$90,000	\$0	\$0	<b>\$90,000</b>
Drywall, Metal Stud	\$0	\$31,200	\$14,900	<b>\$46,100</b>
Millwork & Finish Carpentry	\$0	\$34,860	\$28,940	<b>\$63,800</b>
Doors, PM Frames & Finish Hardware	\$0	\$44,800	\$19,000	<b>\$53,000</b>
Floor Finishes	\$1,200	\$34,900	\$31,000	<b>\$67,100</b>
Ceilings	\$0	\$26,500	\$20,800	<b>\$58,300</b>
Painting	\$0	\$8,300	\$5,900	<b>\$14,200</b>
Specialties	\$0	\$15,100	\$400	<b>\$15,500</b>
Signage & Window Coverings	\$0	\$1,000	\$1,200	<b>\$2,200</b>
Operable Wall	\$0	\$25,200	\$0	<b>\$25,200</b>
Kitchen Appliances	\$0	\$15,000	\$0	<b>\$15,000</b>
Electrical	\$5,000	\$80,600	\$19,600	<b>\$105,200</b>
Mechanical	\$0	\$205,700	\$13,500	<b>\$219,200</b>
General Contractor Overhead	\$32,100	\$63,600	\$31,300	<b>\$126,600</b>
Cash Allowances				<b>\$0</b>
Design Contingency	10%	\$33,200	\$28,800	<b>\$124,500</b>
Market Escalation				<b>Not Required</b>

<b>Reasonable Bid Price - Construction Contract</b>	<b>\$364,795</b>	<b>\$685,130</b>	<b>\$316,775</b>	<b>\$1,366,400</b>
<i>(SPRING 2011 dollars, excl. HST)</i>				

<b>TOTAL: Existing Floor Area (m2)</b>	<b>27</b>	<b>558</b>	<b>601</b>	<b>1,186</b>
<b>Unit Cost per m2 Total Gross floor area</b>		<b>\$1,227.83</b>	<b>\$527.08</b>	<b>\$1,152.11</b>

**Separate Prices** (add or delete to above estimate, includes GC Markups/Contingency)

1. Add six sun-tube Skylights to existing roof	\$27,600	ADD
2. Electrical Fixture Upgrade to T8 (Main Floor)	\$24,200	ADD
3. Additional 5 No. Windows	\$9,400	ADD
4. Delete 28.5m2 Addition to the NorthWest (Main floor)	-\$135,400	CREDIT

**Soft Costs:**

Contingency for CHANGE ORDERS	excluded
Moving & Relocation Costs - Occupancy Costs	excluded
Consultant Fees & Expenses	excluded
Furnishings & Furniture	excluded
Owner's Project Mngmt, Soft Costs	excluded
Payable Harmonized Services Tax	excluded



CONSTRUCTION COST ESTIMATE		Preliminary Cost Estimate	
	Lower Floor (Existing)		558.0 m2
	Main Floor (Existing)		558.0 m2
	Main Floor ADDITION		43.0 m2
	Main Floor ATRIUM Enclosure ADDITION		27.0 m2
	TOTAL Gross Floor Area		1,186.0 m2
<b>General Contractor's Own Prep Work &amp; Demolition</b>			40,400
<u>Demolition Work</u>			
Hoarding & Temporary Protection		Item	3,500
Premium for after hours work (demol/cutting/coring/material etc.)			NOT REQD
Remove exterior double door & frame, block up opening (lower floor)	1 No.		700
Remove exterior enclosure & roof of stair (2 locations)		Item	3,500
Remove exterior concrete steps & wall, footings etc.		Item	1,800
Remove existing interior partitions	169 m	36.00	6,100
Remove existing doors and frames	23 No.	45.00	1,000
Remove drywall from existing partition walls for plumbing	13 m	32.00	400
Remove existing washroom - specialties etc.		Item	600
Sawcut and remove slab on grade at exiting washroom fixtures, cap off		Item	1,800
Sawcut and remove slab on grade at new washroom location	72 m2	55.00	4,000
Remove existing flooring - carpet/shv	932 m2	7.00	6,500
Remove existing Acoustic Tile ceilings	760 m2	4.50	3,400
<u>Alteration Work</u>			
New window opening in existing frame/veneer wall (excl. masonry work)	7 No.	180.00	1,300
New opening in existing drywall partition for new door	1 No.	150.00	200
Cut opening in existing foundation wall for new window (lower floor)	3 No.	420.00	1,300
Re/re LIAT ceilings for electrical/mechanical servcies to non renovated area			500
Material handling demol material & waste in dolly to grade dumpster, cleanup	40 hrs	45.00	1,800
<u>Rough Carpentry Work</u>			
Roof blocking & cant strips	52 m	18.00	900
Cutting & Coring, open up walls etc for Mechanical / Electrical		Item	400
Firestopping new service penetrations		Allow	100
Rough Carpentry - back framing, blocking for equip, specialties, elec bkdbds		Allow	600
<b>Site Work, Earthworks, Shoring</b>			52,400
Site preparation, demol sidewalk	82 m2	Item	1,400
Excavation for new lower floor entry (3ft clearance)	105 m3	105.00	11,000
Excavation for new strip footing	50 m	85.00	4,300
Temporary shoring City Street	25 m	250.00	6,300
Temp shore light pole during excavation		Item	800
Slab base - imported granular	29 m3	65.00	1,900
Compact and fine grade slab on grade and ramps	117 m2	18.00	2,100
Backfilling foundation wall and strip footings	92 m3	45.00	4,100
Excavation & backfilling inside building for services	46 m	85.00	3,900
Disposal of surplus materials, cleanup		Item	2,500
Traffic control, hoarding and safety fences/barricades (City Street)		Item	1,800
Replace sidewalk, make good/replace curb & gutter	82 m2	110.00	9,000
Reinstate sidewalks/paving at rear of building	38 m2	88.00	3,300
<b>Concrete Work</b>			94,200
<u>Slab on Grade</u>			
Reinstate slab on grade at service trench locations	72 m2	121.00	8,700
New Slab on grade - interior addition	70.0 m2	90.00	6,300
New Slab on grade - ramps	48.0 m2	98.00	4,700
<u>Foundation Work</u>			
Formwork footings - pad & strip	87 m2	85.00	7,400
Formwork foundations walls, ramp walls	354.1 m2	105.00	37,200
Rebar	7,503 kg	1.80	13,500
Concrete	62.5 m3	218.00	13,600
Concrete placing, finishing	62.5 m3	45.00	2,800
<b>Masonry Work</b>			20,200
Rework existing masonry veneer for new Window opening, incl. header	7 No.	400.00	2,800
Vertical split face masonry veneer to new columns	54 m2	320.00	17,400
			0
			0

CONSTRUCTION COST ESTIMATE		Preliminary Cost Estimate	
<b>Structural and Miscellaneous Metals</b>		<b>76,900</b>	
Structural steel framing to roof/canopy additon incl. metal deck	118 m2	335.00	39,500
Structure for front canopy	13 m2	335.00	4,400
Supply galv loose lintol for windows - structural support	7 No.	85.00	600
Support framing for operable wall, to underside main floor	15 m	375.00	5,500
Handrail to ramp - pipe wall mounted	73 m	80.00	5,800
Decorative wrought iron security panels 2.4m high	26 m	780.00	20,300
Gate	1 No.	800.00	800
<b>Exterior Envelope, Roofing &amp; Windows</b>		<b>56,400</b>	
Exterior Cladding - at addition (Not incl metal stud/insulation backup)	56 m2	325.00	18,200
Soffit to canopy/roof overhang	69 m2	85.00	5,900
Fascia	28 m	35.00	1,000
SBS flat roof - insulated	49 m2	218.00	10,700
SBS flat roof canopy - not insulated	69 m2	171.00	11,800
Flashing & tie into existing flat roof	25 m	80.00	2,000
New Windows	10 No.	680.00	6,800
<b>Glazed Atrium Construction</b>		<b>90,000</b>	
New glazed Atrium enclosure (as per quotation)	Item	90,000	
<b>Drywall, Metal Stud</b>		<b>46,100</b>	
Exterior metal stud wall, c/w sheathing, Air VB, Insulation & drywall	56 m	90.00	5,000
Drywall and metal stud partition walls	75 m	196.80	14,800
Drywall and metal stud partition walls - ACOUSTIC	72 m	316.80	22,800
Drywall to plumbing wall	31 m2	30.00	900
patch/prep existing walls to remain			500
Acoustic sealant	144 m	5.80	800
Miscell drywall patching & repair for tie in, extg items removed & services		Allow	800
Cutting, Patching make good for new services in existing walls		Allow	500
<b>Millwork &amp; Finish Carpentry</b>		<b>63,800</b>	
<b>Millwork:</b>			
• Kitchen counter with cupboards below	19.0 m	720.00	13,700
• Upper shelving - with doors	15.0 m	450.00	6,800
• Library Reception desk		Item	25,000
• Vanities	8.0 m	480.00	3,800
• Coats		Item	1,000
<b>Finish Carpentry</b>			
• Install doors, hardware	27 No.	110.00	3,000
• Install miscellaneous Specialties		Item	500
• Wood trim		Item	10,000
<b>Doors, PM Frames &amp; Finish Hardware</b>		<b>53,000</b>	
Exterior Entrance Door - alum frame/glazed, c/w hardware (incl. vestibule)	6 LVS	1,800.00	10,800
Pressed metal frames - 3x7 single	15 No.	160.00	2,400
Pressed metal frames - 2x3x7 double	6 No.	280.00	1,700
Solid core Wood doors - 3x7 single, prefinished	20 No.	320.00	6,400
Solid core Wood doors - 3x7 single, prefinished with glazing	5 No.	480.00	2,400
Hollow Metal Door - 3x7 single	2 No	420.00	800
Glazed Window		Item	1,800
Hardware Supply Allowance - locksets, closers, keying		Item	17,100
Auto Door Opener	2 Lvs	4,800.00	9,600
<b>Floor Finishes</b>		<b>67,100</b>	
Carpet Flooring	802 m2	68.00	54,500
Sheet Vinyl Flooring	99 m2	62.00	6,100
Ceramic tile	43 m2	92.00	4,000
Coved rubber base	480 m	5.20	2,500
<b>Ceilings</b>		<b>58,300</b>	
Suspended drywall ceilings, painted	43 m2	85.00	3,700
Acoustic Tile	901 m2	55.00	49,600
Allowance for bulkheads		Item	5,000

**Renovations to**  
**GRAND FORKS PUBLIC LIBRARY**  
design by FAIRBANK ARCHITECTS LTD

January 12, 2011

CONSTRUCTION COST ESTIMATE		Preliminary Cost Estimate	
<b>Painting</b>			<b>14,200</b>
Paint wall finish - new & existing walls, make good existing finishes	1,152 m2	9.00	10,400
Paint doors & frames	27 No.	130.00	3,500
Painting in adjacent areas			300
<b>Specialties</b>			<b>15,500</b>
Miscellaneous Specialties - fire extinguisher cabinets, access panels		Item	500
Whiteboards		Item	800
WC Accessories	9 Sets	600.00	5,400
WC Partitions	8 Sets	1,100.00	8,800
<b>Operable Wall</b>			<b>25,200</b>
Acoustic folding operable partition, 2.4m high	15 m	1,620.00	23,700
Out of town travel allowance for installer, Freight		Item	1,500
<b>Furnishings - Signage &amp; Window Coverings</b>			<b>2,200</b>
Signage - door name tags, reception/entry, lobby signage		Allow	1,000
Window Blinds		Item	1,200
<b>Equipment - Appliances</b>			<b>15,000</b>
Kitchen Appliances		Allow	15,000
<b>Electrical</b>			<b>\$85.70 105,200</b>
<b>Distribution</b>			
Permit & Set-up	1 No.	1,500.00	1,500
Distribution panel / feeder / circuit changes		Item	8,500
<b>Lighting</b>			
Main level lighting revisions - re/re existing	300 m2	28.00	8,400
Lower Level - new lighting, existing circuits	444 m2	72.00	32,000
Exit Lighting - incl replace with LED			3,400
Strip-out existing redundant light fixtures, switches, etc	30 Hrs	58.00	1,700
<b>Power</b>			
Main Level power revisions - re/re existing, plus new	300 m2	9.50	2,900
Lower Level - new outlets	444 m2	35.00	15,500
Mechanical power supplies & modifications		Item	3,800
<b>Fire Alarm</b>			
Building Wide Fire Alarm System UPGRADE			Not Included
re/re Fire Alarm System devices			4,500
<b>Telephone &amp; Data</b>			
Telephone/data single outlets	10 No.	50.00	500
Telephone/data wiring	10 No.	300.00	3,000
Patch panels - comm's room modifications, connections / terminations, etc	1 No.	1,500.00	1,500
Telephone hand sets			By Others
Audio / video conference equipment - Excluded			By Others
Telephone / data & audio video testing & commissioning - Excluded			By Others
<b>Security</b>			
New Security devices on New Entry's			6,000
<b>Audio / video conference equipment</b>			
AV for meeting rooms - infrastructure wiring only, no equipment			12,000
<b>Public Address</b>			
Public address system - not required			N/A

CONSTRUCTION COST ESTIMATE		Preliminary Cost Estimate	
<b>Mechanical</b>		<b>\$184,82</b>	<b>219,200</b>
<b>Plumbing &amp; Drainage</b>			37,400
<b>Piping</b>			
miscellaneous domestic pipework modifications at new fixture location	20 no	750.00	15,000
sanitary drainage	10 m	150.00	1,500
clean-out	1 no	100.00	100
sanitary pipework connection to existing	1 no	500.00	500
floor drain & footing drainage		Item	1,800
remove existing redundant plumbing pipework, cap accordingly	6 no	200.00	1,200
<b>Fixtures</b>			0
general sink / vanity	9 no	750.00	6,800
WC/Urinals	11 no	900.00	9,900
remove existing redundant plumbing fixtures	6 no	100.00	600
<b>Sprinklers</b>			1,100
re/re sprinklers	732 m2	1.50	1,100
<b>HVAC</b>			160,700
Main Level HVAC revisions - re/re existing	300 m2	25.00	7,500
Lower Level - new HVAC - incl. equipment/duct/difusers/piping	444 m2	315.00	139,900
Kitchen, Washroom Exhaust	4 No	2,200.00	8,800
balance HVAC system, clean existing duct to remain	ls		2,500
Test & commission/balancing, manuals, etc	ls		2,000
<b>Controls.</b>		Allow	20,000
<b>General Contractor Overhead</b>		<b>11.4%</b>	<b>126,600</b>
Direct Site Overhead ( <i>office, cleanup, garbage etc.</i> )			53,000
Superintendent/foreman, project supervision - part time			10,500
Out of Town Costs - travel/accommodation/freight			10,000
Insurance, Bonding & Permits			30,700
Construction Manager Fee or Contractor Markup/Profit			22,400
<b>CASH ALLOWANCES</b>			0
			0
<b>Design Contingency</b>	<b>10.0%</b>		<b>124,500</b>
<b>Contingency for CHANGE ORDERS</b>			<b>by others</b>
<b>Market Escalation</b>			<b>Not Required</b>
<b>Reasonable Bid Price - CONSTRUCTION</b>	<b>1,186.0 m2</b>	<b>\$1,152.11</b>	<b>\$1,366,400</b>

**PLEASE READ THE PROGRAM GUIDE** before completing this Application Form. It is important for applicants to review the Program Guide for information pertaining to eligibility, selection criteria and supporting documentation.

The Application Form must be completed in full and submitted with all mandatory supporting documentation. See Program Guide 3.3 for more details. Applicants should be aware that information collected is subject to provincial freedom of information legislation.

If you require further assistance, please contact:  
Phone: (250) 387-4060 Fax: (250) 356-1673  
Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

For Administrative Use Only

**A. Applicant Information**

Legal Name of Applicant: The Corporation of the City of Grand Forks

Primary Contact Name: Wayne Kopan

Title of Primary Contact: Manager of Works & Services

Phone Number: 250-443-4174

Email Address: [wkopan@grandforks.ca](mailto:wkopan@grandforks.ca)

**B. Project Information**

Project Name: Library Building Community Facility Re-development

1. a) Construction Start Date: July 1<sup>st</sup>, 2011

b) Construction End Date: November 30, 2011

c) Project timelines comments: Once approval received in mid March, detailed drawings will have to be obtained as well as a tender package. Tendering process is planned for mid May - end of June.

2. a) Is the project that is the subject of this application also the subject of another funding program application? ☐ Yes ☒ No

b) If yes, what is the name of the funding program(s):

c) Do you permit the Ministry of Community and Rural Development and its officers, servants, employees or agents access to the information contained in other program application(s) and agree to the use of that information to review, score, and rank this funding application?

Yes: ☐ No: ☐

☒ N/A

3. Provide a brief project description outlining the problems this project will address and the objectives that will be achieved.

The city-owned public library building is 30 years old. The basement of the building has been used previously by non-profit groups, however it has never been developed with accessible entrances and no natural lighting. The building has reached its capacity and needs room to expand. Two years ago the City upgraded the Gyro Park which is directly north of the Library Building and this Park is now used extensively as a Farmers Market as well as a setting for numerous cultural events such as "Music in the Park" and the Canada Day Celebrations. The main drawback to the park is that there are no public washrooms in the immediate area.

The community is in need of public meeting spaces, as Grand Forks has no community hall. Our school facilities are booked at full capacity for public events outside of school hours. Council is looking for a facility to hold seminars and even small conferences that will diversify our economy.

The basement of the library building is 6000 sq. ft. of space that is unusable at the present time due to it having no Handicap access, in need of plumbing / electrical upgrades and proper fire separations. The Library has a small meeting room that is used by many small groups in our community. This room could be used for the Library expansion but would leave all these groups with nowhere to meet. With the proposed renovations to the Library basement the area would provide a room that could be divided by movable walls.

4. Provide a description of the physical works that will be included in the project, including function, physical size, capacity, and location (physical address, UTM coordinates and/or start and end points)

The project would include:

Removal of all existing walls and ceilings in the basement.

Install windows on the South side of the building, both on the main floor and in the basement (This would provide for natural lighting for both floor areas, including the existing library space.

Skylights would be installed in the roof above the main Library checkout desk to provide natural lighting in order to save energy and reduce the carbon footprint.

A wheelchair ramp would be installed to provide handicap access to the basement area. This ramp would

have a glass atrium built over it to protect it from the weather.

An extension to the rear of the building would be added to include the rear basement stairs, giving the Library operation direct access to the new meeting rooms.

Installation of new handicap accessible washrooms.

Installation of a new kitchen area.

Provide moveable walls to the main basement floor area providing up to three meeting areas.

5. a) Will this project include a capacity building component? See Program Guide 2.4. ☐ Yes ☒ No

b) If yes, provide a description of the capacity building project and the main objectives that it will achieve and identify how it is linked to the physical infrastructure component of this application.

6. What is the population that will be served by this project?

8,000, the City of Grand Forks residents and the surrounding rural residents.

### **C. Financial Details**

7. What risk mitigation strategies do you have in place? (Social, financial, environmental, timeline) (e.g. if your project has does not have public support, a risk strategy might be to hold public consultation.)

Over the past number of years, the city has heard from many groups, such as the numerous quilting groups, the spinners and weavers, and other cultural groups, looking for spaces to accommodate their groups' activities. This project will address many of these concerns. The City has already met with members of the library board, and gathered their input which is forming part of the overall plans for the redevelopment of the building. As the project details are developed in the late spring, the City plans to meet with other public groups, such as the farmers' market representatives.

8. How will the local share of capital costs be financed (DCCs, utility rates, etc.)?

Council feels that this project will leave a lasting legacy in the community and in this regard, they plan to use Slag sales revenue reserve funds as the City's share of the capital costs.

9. a) Who will own the completed project?

City of Grand Forks

b) Who will be responsible for the ongoing operational costs of the project when complete?

City of Grand Forks

10. If this project involves a partnership, provide the legal name of all partner organizations and describe how they are supporting this project.

n/a



11.a) Will/has this project receive(d) funding from another local government, provincial agency, or the federal government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b) If yes, please list all sources and the amount of funding.	
12 a) Total project cost	
b) Total eligible project cost*:	
c) All contributions by another local government, provincial agency, or the federal government must be deducted** ( - ):	0
d) Total cost-sharable amount:	
e) Total Towns for Tomorrow grant request:	\$400,000
* Detailed cost estimates should be attached. See Program Guide 3.3.	
** This does not include monies from the GTA Community Works Fund or Small Community and Regional District Unconditional Grant Programs. See Program Guide 1.2.	

#### **D. Project Benefits**

##### **Innovation, Sustainability and Social, Cultural, Economic and Environmental Well-Being**

Where applicable, please use the following questions to demonstrate how the proposed project benefits the community. Projects will be assessed on how they meet one or more of these principles. Where possible provide quantitative data in the fields below (e.g. total GHG emission reductions, energy saved, number of residents that will have access to drinking water which meets emerging water standards, etc).

13.a) Describe how the project is in line with sustainable planning, design, construction, and management (e.g. integrated resource management, smart growth, Leadership in Energy and Environmental Design (LEED), triple bottom line principles, etc.).

The existing heating systems for the basement of this building are old and outdated, and the plan is to replace these electric furnaces with an energy efficient heat source pump. This will also assist with cooling the building in the summer. The plan is also to install windows on the south side of the existing library facility which will allow for natural lighting in the building, something which the majority of the building lacks. This will also reduce energy requirements.

b) Describe how the project encourages innovative approaches (e.g. a new technology or process, new construction methods, etc.).

We will use energy efficient windows.

c) Describe the environmental benefits and contribution of the project (e.g. reduced resource consumption, reduction in greenhouse gas emissions, etc.).

The heat pump will reduce green house gas emissions, and the increase in natural light through the new windows will cut energy consumption.

d) Describe the health and social benefits of the project (e.g. advancing opportunities for physical activity, promoting inclusive and accessible communities, improved drinking water quality, etc.).

The project is intended to provide a handicap accessible ramp to the basement level of this public building. It will provide access to the building for those residents with mobility issues. This new facility, complete with new public washrooms, will accommodate those residents using Gyro Park during planned events.

e) Describe how the project improves economic growth and/or financial planning and capacity.

The City is always looking for opportunities to diversify our economy. Having a facility that will accommodate seminars and small conferences will allow the community to host functions, all types of arts and culture gatherings.

f) Describe how the project recognizes the individual identity, history and culture of the community.

Grand Forks is experiencing the growth of an aging population. Future residents are likely to be senior citizens looking for a community that offers a wide variety of indoor and outdoor activities and yet is still reasonably affordable. This project intends to accommodate those residents.

g) Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans. (e.g. being carbon neutral with respect to operations by 2012, creating a complete, compact, more energy efficient community, advancing the ActNow BC principle of being more physically active, building seniors-friendly and disability-friendly communities, etc.). include a copy of the relevant sections of the community plan(s) as supporting documentation.

The existing library building is located in the downtown core, and is widely used by city residents as well as surrounding rural residents. In the past 30 years, the library has seen many technical changes including the installation of public computer stations. It serves the entire Grand Forks valley. The facility is in need of upgrading and expansion.

h) Describe any additional benefits of the project.

The existing building, due to its location, tends to be a central meeting place. Council for the City of Grand Forks has increased the number of townhall or public meetings held in an effort to be more open and accountable. At the present time, finding a community facility to hold such meetings is difficult. This project is intended to address this concern.

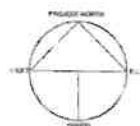
Please email the completed Application Form and all mandatory supporting documentation\* to:  
[infra@gov.bc.ca](mailto:infra@gov.bc.ca)

**To complete the application process a signed copy of the Certification Form must be mailed to the Ministry. Applications are not eligible for assessment until the Certification Form is received by the Ministry.**

*\* Please see Section 3.3 of the Program Guide for a list of mandatory and optional supporting documentation.*







## FLOOR PLANS & ELEVATIONS

PUBLIC LIBRARY  
Grand Forks , B.C.

**DRAWING # SK-1**  
**#1076 : JANUARY 10, 2011**



## TOWNS FOR TOMORROW APPLICATION CHECKLIST

### To Be Included with Application

This Application Checklist is to assist you with your application. Submit the checklist with the application and check off items that are included in your application package.

**Important Note:** Applicants must submit sufficient information in order to process the application. Applications will be assessed based on the information provided. Insufficient information may negatively impact the assessment of the application. The mandatory checklist identifies information that is required at a minimum to make an application assessment. Application packages can also include other optional information and some suggestions have been provided.

YES		MANDATORY	For Administrative Use Only
<input checked="" type="checkbox"/>		Completed Application Form	
<input checked="" type="checkbox"/>		Completed and signed Certification Form (mailed original)	
<input checked="" type="checkbox"/>		Completed copy of this Application Checklist	
<input checked="" type="checkbox"/>		Resolution from your board or council authorizing the project to proceed	
<input checked="" type="checkbox"/>		Detailed cost estimates with dimensions, unit costs, etc.	
<input type="checkbox"/>		Map showing the location of the project	
Y	N	OPTIONAL	Document Name(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Engineering/Feasibility study of options/reports	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation which verifies that your share of the project's funding is in place and that funding is available to cover ongoing operations and maintenance costs	Certified Statement from CFO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Documentation to detail health or environmental problems (e.g. boil water advisory, non-compliance orders, report from regulatory agency)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copies of relevant management plans and/or community plans (please note the section(s) in the plan which relate directly to the project)	Current OCP and draft Integrated Community Sustainable Plan in progress
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Copies of any required federal or provincial licenses, approvals or permits	

**TOWNS FOR TOMORROW  
APPLICATION CHECKLIST**  
To Be Included with Application

Y	N	OPTIONAL	Document Name(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Letters of support and/or documentation from relevant regulatory agencies (e.g. local Health Authorities, Ministry of Environment, Department of Fisheries and Oceans Canada, Ministry of Transportation)	Support from the Grand Forks Public Library Board and the Grand Forks Art Gallery Society	
<input type="checkbox"/>	<input type="checkbox"/>	Reports, studies and plans/strategies with respect to community's climate change initiatives such as corporate and community climate change plans (Submit GHG reductions calculations/methodology)	Carbon Neutral Kootenays Project	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A plan or report summarizing the community's demand management strategies (e.g. water conservation plan, transportation demand management plan)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	For projects to correct on-site sewage disposal failures, submit confirmation that a by-law is in place (i.e. council resolution) to require community sewer to all lots less than 1 hectare; or alternatively, that there is an approved Liquid Waste Management Plan that identifies decentralized wastewater management		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Applicable information from project consultation (First Nations, Stakeholder, Public)		
<input type="checkbox"/>	<input type="checkbox"/>	Other relevant information (please specify)		

**CONSTRUCTION COST ESTIMATE Preliminary Cost Estimate**

1,186.0 m2

**General Contractor's Own Prep Work & Demolition****\$40,400.00****Demolition Work**

Hoarding & Temporary Protection Item	\$3,500.00	\$3,500.00
Premium for after hours work (demol/cutting/coring/material etc.) NOT REQD	\$0.00	
Remove exterior double door & frame, block up opening (lower floor) 1 No.	\$700.00	\$700.00
Remove exterior enclosure & roof of stair (2 locations) Item	\$3,500.00	\$3,500.00
Remove exterior concrete steps & wall, footings etc. Item	\$1,800.00	\$1,800.00
Remove existing interior partitions 169 m 36.00	\$6,100.00	
Remove existing doors and frames 23 No. 45.00	\$1,000.00	
Remove drywall from existing partition walls for plumbing 13 m 32.00	\$400.00	
Remove existing washroom - specialties etc. Item	\$600.00	
Sawcut and remove slab on grade at exiting washroom fixtures, cap off Item	\$1,800.00	\$1,800.00
Sawcut and remove slab on grade at new washroom location 72 m2 55.00	\$4,000.00	\$4,000.00
Remove existing flooring - carpet/shv 932 m2 7.00	\$6,500.00	
Remove existing Acoustic Tile ceilings 760 m2 4.50	\$3,400.00	

**Alteration Work**

New window opening in existing frame/veneer wall (excl. masonry work) 7 No. 180.00	\$1,300.00	\$1,300.00
New opening in existing drywall partition for new door 1 No. 150.00 200	\$200.00	\$200.00
Cut opening in existing foundation wall for new window (lower floor) 3 No. 420.00	\$1,300.00	\$1,300.00
Re/re LIAT ceilings for electrical/mechanical servcies to non renovated area	\$500.00	\$500.00
Material handling demol material & waste in dolly to grade dumpster, cleanup 40 hrs 45.00	\$1,800.00	

**Rough Carpentry Work**

Roof blocking & cant strips 52 m 18.00	\$900.00	\$900.00
Cutting & Coring, open up walls etc for Mechanical / Electrical Item	\$400.00	\$400.00
Firestopping new service penetrations Allow	\$100.00	\$100.00
Rough Carpentry - back framing, blocking for equip, specialties, elec bk bds Allow	\$600.00	\$600.00
	<b>\$40,400.00</b>	<b>\$20,600.00</b>

<b>Site Work, Earthworks, Shoring</b>		<b>\$52,400.00</b>	
Site preparation, demol sidewalk 82 m2 Item	\$1,400.00		\$1,400.00
Excavation for new lower floor entry (3ft clearance) 105 m3 105.00	\$11,000.00		\$11,000.00
Excavation for new strip footing 50 m 85.00	\$4,300.00		\$4,300.00
Temporary shoring City Street 25 m 250.00	\$6,300.00		\$6,300.00
Temp shore light pole during excavation Item	\$800.00		\$800.00
Slab base - imported granular 29 m3 65.00	\$1,900.00		
Compact and fine grade slab on grade and ramps 117 m2 18.00	\$2,100.00		\$2,100.00
Backfilling foundation wall and strip footings 92 m3 45.00	\$4,100.00		\$4,100.00
Excavation & backfilling inside building for services 46 m 85.00	\$3,900.00		\$3,900.00
Disposal of surplus materials, cleanup Item	\$2,500.00		\$2,500.00
Traffic control, hoarding and safety fences/barricades (City Street) Item	\$1,800.00		\$1,800.00
Replace sidewalk, make good/replace curb & gutter 82 m2 110.00	\$9,000.00		\$9,000.00
Reinstate sidewalks/paving at rear of building 38 m2 88.00	\$3,300.00		\$3,300.00
	<b>\$52,400.00</b>		<b>\$50,500.00</b>

<b>Concrete Work</b>		<b>\$94,200.00</b>	
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**Slab on Grade**

Reinstate slab on grade at service trench locations 72 m2 121.00	\$8,700.00		\$8,700.00
New Slab on grade - interior addition 70.0 m2 90.00	\$6,300.00		\$6,300.00
New Slab on grade - ramps 48.0 m2 98.00	\$4,700.00		\$4,700.00

**Foundation Work**

Formwork footings - pad & strip 87 m2 85.00	\$7,400.00		\$7,400.00
Formwork foundations walls, ramp walls 354.1 m2 105.00	\$37,200.00		\$37,200.00
Rebar 7,503 kg 1.80	\$13,500.00		\$13,500.00
Concrete 62.5 m3 218.00	\$13,600.00		\$13,600.00
Concrete placing, finishing 62.5 m3 45.00	\$2,800.00		\$2,800.00
	<b>\$94,200.00</b>		<b>\$94,200.00</b>

<b>Masonry Work</b>		<b>\$20,200.00</b>	
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Rework existing masonry veneer for new Window opening, incl. header 7 No. 400.00	\$2,800.00		\$2,800.00
Vertical split face masonry veneer to new columns 54 m2 320.00	\$17,400.00		\$17,400.00

	\$20,200.00	\$20,200.00
<b>Structural and Miscellaneous Metals</b>	<b>\$76,900.00</b>	
Structural steel framing to roof/canopy additon incl. metal deck 118 m2 335.00	\$39,500.00	\$39,500.00
Structure for front canopy 13 m2 335.00	\$4,400.00	\$4,400.00
Supply galv loose lintol for windows - structural support 7 No. 85.00	\$600.00	\$600.00
Support framing for operable wall, to underside main floor 15 m 375.00	\$5,500.00	
Handrail to ramp - pipe wall mounted 73 m 80.00	\$5,800.00	\$5,800.00
Decorative wrought iron security panels 2.4m high 26 m 780.00	\$20,300.00	\$20,300.00
Gate 1 No. 800.00	\$800.00	\$800.00
	<b>\$76,900.00</b>	<b>\$71,400.00</b>
<b>Exterior Envelope, Roofing &amp; Windows</b>	<b>\$56,400.00</b>	
Exterior Cladding - at addition (Not incl metal stud/insulation backup) 56 m2 325.00	\$18,200.00	\$18,200.00
Soffit to canopy/roof overhang 69 m2 85.00	\$5,900.00	\$5,900.00
Fascia 28 m 35.00	\$1,000.00	\$1,000.00
SBS flat roof - insulated 49 m2 218.00	\$10,700.00	\$10,700.00
SBS flat roof canopy - not insulated 69 m2 171.00	\$11,800.00	\$11,800.00
Flashing & tie into existing flat roof 25 m 80.00	\$2,000.00	\$2,000.00
New Windows 10 No. 680.00	\$6,800.00	\$6,800.00
	<b>\$56,400.00</b>	<b>\$56,400.00</b>
<b>Glazed Atrium Construction</b>	<b>\$90,000.00</b>	
New glazed Atrium enclosure (as per quotation) Item	\$90,000.00	\$90,000.00
	<b>\$90,000.00</b>	<b>\$90,000.00</b>
<b>Drywall, Metal Stud</b>	<b>\$46,100.00</b>	
Exterior metal stud wall, c/w sheathing, Air VB, Insulation & drywall 56 m 90.00	\$5,000.00	\$2,500.00
Drywall and metal stud partition walls 75 m 196.80	\$14,800.00	\$7,400.00
Drywall and metal stud partition walls - ACOUSTIC 72 m 316.80	\$22,800.00	\$11,400.00
Drywall to plumbing wall 31 m2 30.00	\$900.00	\$900.00
patch/prep existing walls to remain	\$500.00	\$500.00
Acoustic sealant 144 m 5.80	\$800.00	\$800.00
Miscell drywall patching & repair for tie in, extg items removed & services Allow	\$800.00	\$800.00

Cutting, Patching make good for new services in existing walls Allow

\$500.00  
\$46,100.00

\$500.00  
\$24,800.00

### Millwork & Finish Carpentry

\$63,800.00

#### Millwork:

- Kitchen counter with cupboards below 19.0 m 720.00
- Upper shelving - with doors 15.0 m 450.00
- Library Reception desk Item
- Vanities 8.0 m 480.00
- Coats Item

\$13,700.00  
\$6,800.00  
\$25,000.00  
\$3,800.00  
\$1,000.00

\$3,800.00  
\$1,000.00

#### Finish Carpentry

- Install doors, hardware 27 No. 110.00
- Install miscellaneous Specialties Item
- Wood trim Item

\$3,000.00  
\$500.00  
\$10,000.00  
\$63,800.00

\$2,000.00  
\$500.00  
\$5,000.00  
\$12,300.00

### Doors, PM Frames & Finish Hardware 53,000

\$53,000.00

- Exterior Entrance Door - alum frame/glazed, c/w hardware (incl. vestibule) 6 LVS 1,800.00
- Pressed metal frames - 3x7 single 15 No. 160.00
- Pressed metal frames - 2x3x7 double 6 No. 280.00
- Solid core Wood doors - 3x7 single, prefinished 20No. 320.00
- Solid core Wood doors - 3x7 single, prefinished with glazing 5 No. 480.00
- Hollow Metal Door - 3x7 single 2 No 420.00
- Glazed Window Item
- Hardware Supply Allowance - locksets, closers, keying Item
- Auto Door Opener 2 Lvs 4,800.00

\$10,800.00  
\$2,400.00  
\$1,700.00  
\$6,400.00  
\$2,400.00  
\$800.00  
\$1,800.00  
\$17,100.00  
\$9,600.00  
\$53,000.00

\$10,800.00  
\$2,400.00  
\$1,700.00  
\$3,200.00  
\$2,400.00  
\$800.00  
\$1,800.00  
\$12,000.00  
\$9,600.00  
\$44,700.00

### Floor Finishes

\$67,100.00

- Carpet Flooring 802 m2 68.00
- Sheet Vinyl Flooring 99 m2 62.00
- Ceramic tile 43 m2 92.00
- Coved rubber base 480 m 5.20

\$54,500.00  
\$6,100.00  
\$4,000.00  
\$2,500.00  
\$67,100.00

\$0.00  
\$6,100.00  
\$4,000.00  
\$1,200.00  
\$11,300.00



<b>Ceilings</b>		<b>\$58,300.00</b>	
Suspended drywall ceilings, painted 43 m2 85.00 3,700	\$3,700.00		\$3,700.00
Acoustic Tile 901 m2 55.00 49,600	\$49,600.00		\$49,600.00
Allowance for bulkheads Item 5,000	\$5,000.00		\$5,000.00
	<b>\$58,300.00</b>		<b>\$58,300.00</b>
<b>Painting</b>		<b>\$14,200.00</b>	
Paint wall finish - new & existing walls, make good existing finishes 1,152 m2 9.00	\$10,400.00		\$5,200.00
Paint doors & frames 27 No. 130.00	\$3,500.00		\$2,000.00
Painting in adjacent areas	\$300.00		\$300.00
	<b>\$14,200.00</b>		<b>\$7,500.00</b>
<b>Specialties</b>		<b>\$15,500.00</b>	
Miscellaneous Specialties - fire extinguisher cabinets, access panels Item	\$500.00		\$500.00
Whiteboards Item	\$800.00		\$0.00
WC Accessories 9 Sets 600.00	\$5,400.00		\$5,400.00
WC Partitions 8 Sets 1,100.00	\$8,800.00		\$8,800.00
	<b>\$15,500.00</b>		<b>\$14,700.00</b>
<b>Operable Wall</b>		<b>\$25,200.00</b>	
Acoustic folding operable partition, 2.4m high 15 m 1,620.00	\$23,700.00		\$0.00
Out of town travel allowance for installer, Freight Item	\$1,500.00		\$0.00
	<b>\$25,200.00</b>		<b>\$0.00</b>
<b>Furnishings - Signage &amp; Window Coverings</b>		<b>\$2,200.00</b>	
Signage - door name tags, reception/entry, lobby signage Allow	\$1,000.00		\$0.00
Window Blinds Item	\$1,200.00		\$0.00
	<b>\$2,200.00</b>		<b>\$0.00</b>
<b>Equipment - Appliances</b>		<b>\$15,000.00</b>	

Kitchen Appliances Allow	\$15,000.00	\$0.00
	<b>\$15,000.00</b>	<b>\$0.00</b>

<b>Electrical \$88.70</b>	<b>\$105,200.00</b>	
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#### **Distribution**

Permit & Set-up 1 No. 1,500.00	\$1,500.00	\$1,500.00
Distribution panel / feeder / circuit changes Item	\$8,500.00	\$8,500.00

#### **Lighting**

Main level lighting revisions - re/re existing 300 m2 28.00	\$8,400.00	\$0.00
Lower Level - new lighting, existing circuits 444 m2 72.00	\$32,000.00	\$15,000.00
Exit Lighting - incl replace with LED	\$3,400.00	\$3,400.00
Strip-out existing redundant light fixtures, switches, etc 30 Hrs 58.00	\$1,700.00	\$1,700.00

#### **Power**

Main Level power revisions - re/re existing, plus new 300 m2 9.50	\$2,900.00	\$2,900.00
Lower Level - new outlets 444 m2 35.00	\$15,500.00	\$7,500.00
Mechanical power supplies & modifications Item	\$3,800.00	\$3,800.00

#### **Fire Alarm**

Building Wide Fire Alarm System UPGRADE Not Included re/re Fire Alarm System devices	\$4,500.00	\$4,500.00
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#### **Telephone & Data**

Telephone/data single outlets 10 No. 50.00	\$500.00	\$0.00
Telephone/data wiring 10 No. 300.00	\$3,000.00	\$0.00
Patch panels - comm's room modifications, connections / terminations, etc 1 No.	\$1,500.00	\$0.00
Telephone hand sets By Others		

Audio / video conference equipment - Excluded By Others

Telephone / data & audio video testing & commissioning - Excluded By Others

#### **Security**

New Security devices on New Entry's	\$6,000.00	\$6,000.00
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#### **Audio / video conference equipment**

AV for meeting rooms - infrastructure wiring only, no equipment	\$12,000.00	\$0.00
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#### **Public Address**

Public address system - not required N/A

\$105,200.00

\$54,800.00

Mechanical	\$184.82	\$219,200	\$219,200.00	
<b>Plumbing &amp; Drainage 37,400</b>			\$37,400.00	\$36,800.00
<b>Piping</b>				
miscellaneous domestic pipework modifications at new fixture location 20 no	750.00		\$15,000.00	\$15,000.00
sanitary drainage 10 m	150.00		\$1,500.00	\$1,500.00
clean-out 1 no	100.00		\$100.00	\$100.00
sanitary pipework connection to existing 1 no	500.00		\$500.00	\$500.00
floor drain & footing drainage Item			\$1,800.00	\$1,800.00
remove existing redundant plumbing pipework, cap accordingly 6 no	200.00		\$1,200.00	\$1,200.00
<b>Fixtures</b>				
general sink / vanity 9 no	750.00		\$6,800.00	\$6,800.00
WC/Urinals 11 no	900.00		\$9,900.00	\$9,900.00
remove existing redundant plumbing fixtures 6 no	100.00		\$600.00	\$0.00
<b>Sprinklers</b>			\$1,100.00	\$0.00
re/re sprinklers 732 m2	1.50		\$1,100.00	\$0.00
<b>HVAC</b>			\$160,700.00	\$58,300.00
Main Level HVAC revisions - re/re existing 300 m2	25.00		\$7,500.00	\$0.00
Lower Level - new HVAC - incl. equipment/duct/difusers/piping 444 m2	315.00		\$139,900.00	\$45,000.00
Kitchen, Washroom Exhaust 4 No	2,200.00		\$8,800.00	\$8,800.00
balance HVAC system, clean existing duct to remain Is			\$2,500.00	\$2,500.00
Test & commission/balancing, manuals, etc Is			\$2,000.00	\$2,000.00
<b>Controls, Allow 20,000</b>			\$20,000.00	\$10,000.00
			<b>Sub Total of all other estimates</b>	<b>\$199,200.00</b>
			<b>Total of highlighted estimates only</b>	<b>\$219,200.00</b>
				\$105,100.00
<b>General Contractor Overhead 11.4% 126,600</b>			\$126,600.00	
Direct Site Overhead (office, cleanup, garbage etc.)			\$53,000.00	\$25,000.00
Superintendent/foreman, project supervision - part time			\$10,500.00	\$5,000.00

Out of Town Costs - travel/accommodation/freight	\$10,000.00	\$0.00
Insurance, Bonding & Permits	\$30,700.00	\$25,000.00
Construction Manager Fee or Contractor Markup/Profit	\$22,400.00	\$15,000.00
CASH ALLOWANCES	\$0.00	\$0.00
	<b>\$126,600.00</b>	<b>\$70,000.00</b>

Design Contingency 10.0% 124,500	\$124,500.00	\$124,500.00	\$80,680.00
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Contingency for CHANGE ORDERS by others

Market Escalation Not Required

Reasonable Bid Price - CONSTRUCTION	1,186.0 m2	\$1,152.11	\$1,366,400.00
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**THE CORPORATION OF THE CITY OF GRAND FORKS**

**STAFF MEMORANDUM**

**To:** Lynne Burch  
**Date:** December 14, 2011  
**From:** Wayne Kopan,  
Manager of Environmental & Building Construction Services

**MEMO**

**RE: Community Recreation Program – Option 2**

The proposed Community Recreation Program Grant would see the City of Grand Forks move forward with a project that would combine three components to create one large project that would enhance the physical activities of all age groups in our community.

The first component would be a Green Gym located at Dick Bartlett Park next to the washroom and concession facility. This feature would enable residents of all ages to participate in outdoor fitness activities that would target cardio vascular, and strength training workouts on outdoor fitness equipment. The Green Gym is estimated to cost approximately \$ 45,000.  
(See attached Information)

The second component would be a Spray & Splash Water Park which would be located directly south of the Aquatic Center on the RDKB property. In a recent meeting between the City and the Grand Forks Recreation Director it appears that they are excited about partnering with the city to build an outdoor splash park at this location. The advantages of this location is that the City would not have to build additional washrooms and change rooms to accommodate the Ministry of Health's requirements surrounding Splash Parks. The Spray & Splash Water Park is estimated to cost approximately \$200,000 to \$ 245,000 dependent on size.  
(See attached Information)

The third component is the walking track (loop) which could be built within the perimeter of Dick Bartlett Park. This project also has two options to choose from.

**Option 2-A** The track inside Dick Bartlett Park would be 2 meters wide and 720 meters in length and would cost approximately \$300,000 to build.

**Option 2-B** This option would see a walking pathway from the Dick Bartlett Park down 19<sup>th</sup> Street, then turn west and walk along 68<sup>th</sup> Avenue to 27<sup>th</sup> Street, then turn north along 27<sup>th</sup> Street and walk to 72<sup>nd</sup> Avenue and finally turn east at Extra Foods and walk along 72<sup>nd</sup> Avenue back to the Dick Bartlett Park. This project would require the City to build a walking lane along 27<sup>th</sup> Street and 72<sup>nd</sup> Avenue which would pass directly in front of the new seniors care facility, plus the addition of 122 meters along the 25<sup>th</sup> Street.

This walking loop would require the installation of 1050 meters of new paved shoulder which would be 2 meters in width and is estimated to cost approximately \$236,000. With the installation of these paved walking lane shoulders it would create two individual walking loops. The first loop would be approximately 1.47 kilometers in length and would utilize the pathway (paved shoulder) along 27<sup>th</sup> Street. The second loop would be approximately 3.2 kilometers in length and would utilize the pathway (paved shoulder) along 25<sup>th</sup> Street.

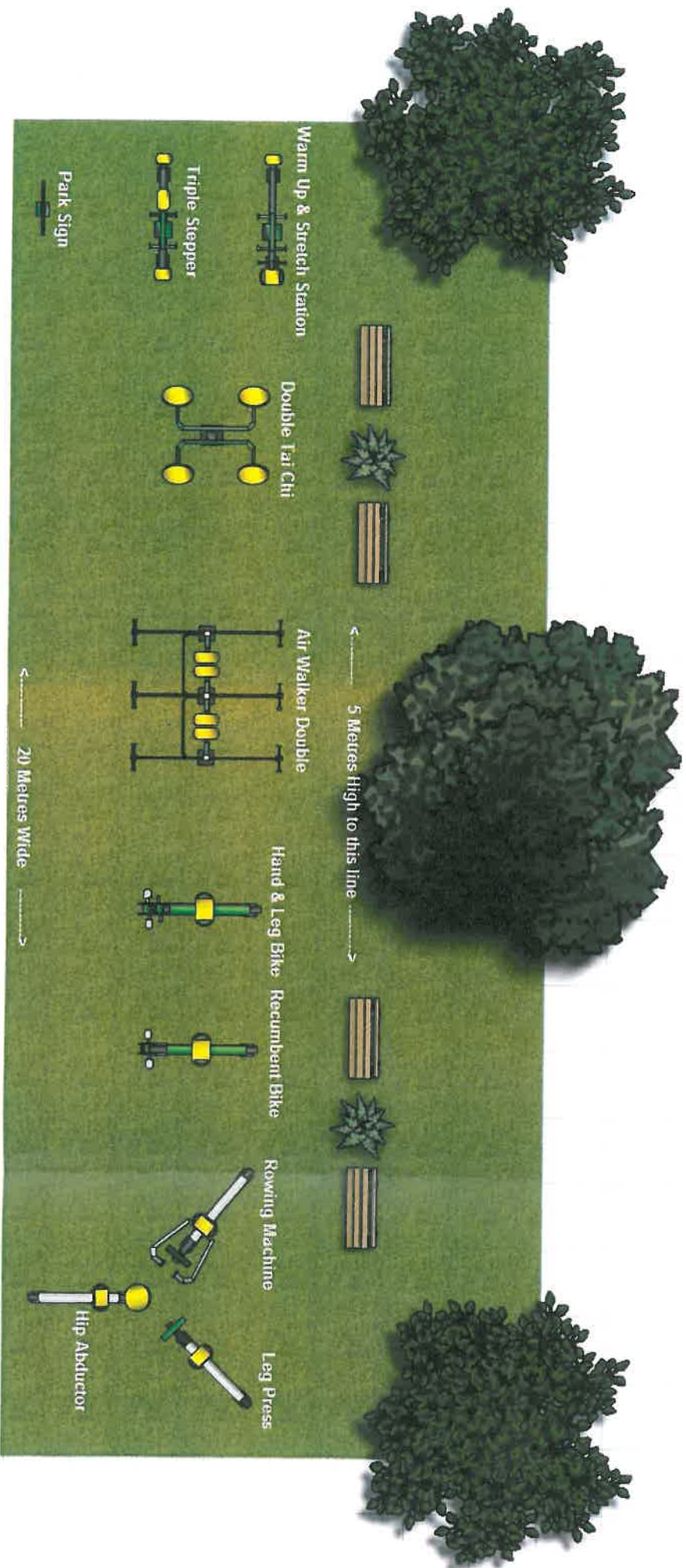
Both the 25<sup>th</sup> Street pathway and the pathway along 72<sup>nd</sup> Avenue back to Dick Bartlett Park are part of the City's Bicycle Network Plan which is ( Schedule H) to the City's Sustainable Community Plan.

Respectfully Submitted:

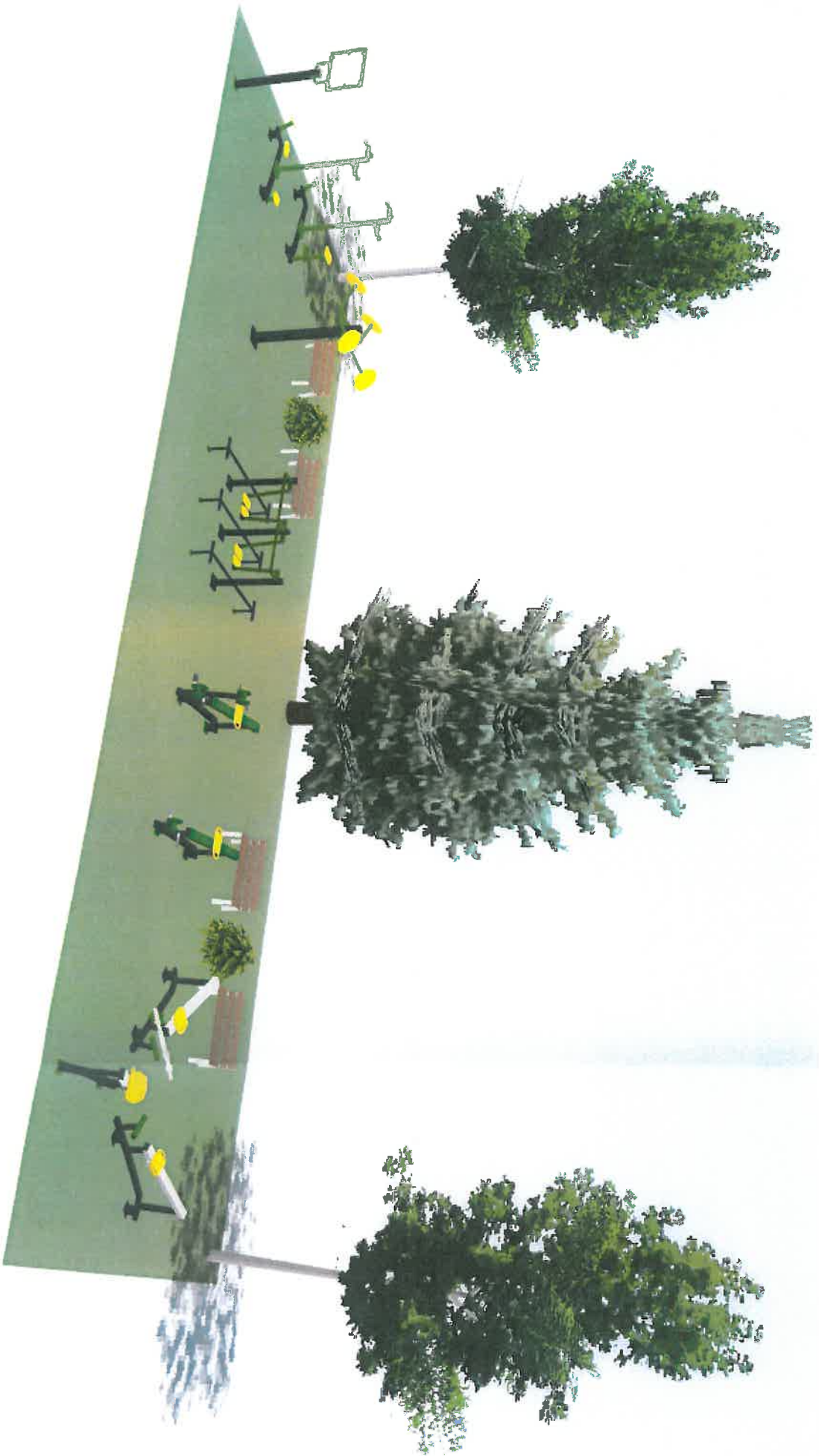





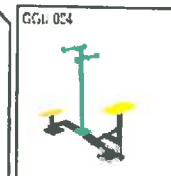
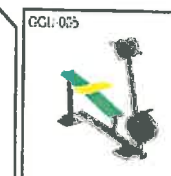

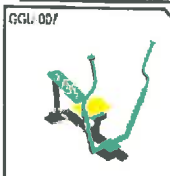


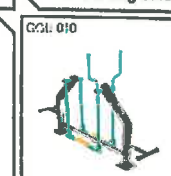
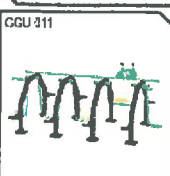
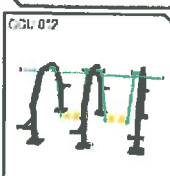

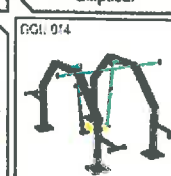

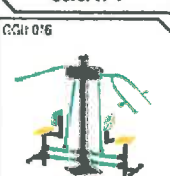

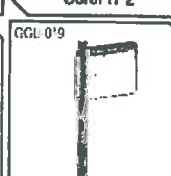
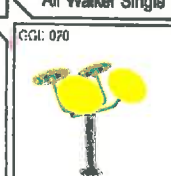
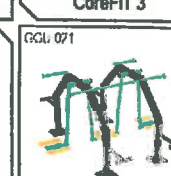
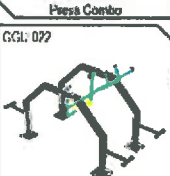


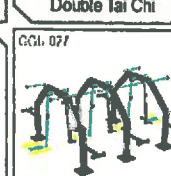
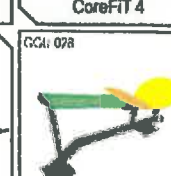

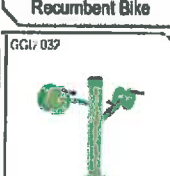
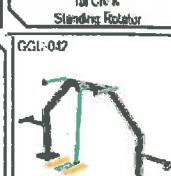
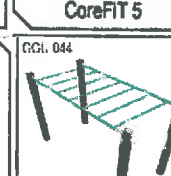



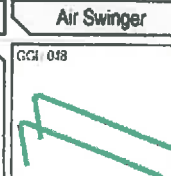
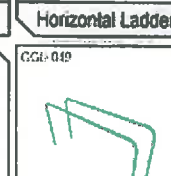




Wayne Kopan  
Manager of Environmental & Building Construction Services









 GGL 001	 GGL 002	 GGL 003	 GGL 004	 GGL 005
Leg Press	Rowing Machine	Triple Stepper	Warm Up & Stretch	Hand & Leg Bike
 GGL 006	 GGL 007	 GGL 008	 GGL 009	 GGL 010
Triple Push Up	Chest Press	Seated Back Row	Elliptical	Air Skier
 GGL 011	 GGL 012	 GGL 013	 GGL 014	 GGL 015
CoreFIT 1	Air Walker Double	CoreFIT 2	Air Walker Single	CoreFIT 3
 GGL 016	 GGL 018	 GGL 019	 GGL 020	 GGL 021
Lat Pull & Shoulder Press Combo	Double Chin Up Bars	Park Sign	Double Tai Chi	CoreFIT 4
 GGL 022	 GGL 023	 GGL 024	 GGL 027	 GGL 028
Ab Crunch	Recumbent Bike	Tai Chi & Standing Rotator	CoreFIT 5	Hip Abductor
 GGL 029	 GGL 032	 GGL 042	 GGL 044	 GGL 045
Double Rotating Stepper	Double Hand Bike	Air Swinger	Horizontal Ladder	Tai Chi & Hand Bike
 GGL 046	 GGL 047	 GGL 048	 GGL 049	 GGL 050
Rotator Combo	Swinger & Rotator	Single Push Up	Parallel Bars	Balance Beam
 GGL 051	 GGL 052	 GGL 100		
Jumping Board	Stepper & Rotator	Helios MultiGym		

## Spray or Splash Parks in the Kootenay/Boundary

### Cost of Installation

Creston	2008	\$250,000.00
Trail	2000	\$225,000.00
Castlegar	2000	\$150,000.00

### Cost of Maintenance

Creston	minimal blow out for the winter	
Trail	minimal blow out for the winter	
Castlegar	minimal until 2011 Resurface concrete	

### Supplier Information

Creston	Water Play	
Trail	Water Play	
Castlegar	Rec Tec Industries	

### Is this park recycling its water.

Creston	waste to drain	
Trail	waste to drain	
Castlegar	waste to drain	

### When was your park installed

Creston	2008	
Trail	2000 Millennium Project	
Castlegar	2000 Millennium Project	

### Are you pleased with the features

Creston	One cylindrical pillar was vandalized	\$5,000.00
Trail	Yes all has work very well	
Castlegar	Just basic features	

### If you had the opportunity to revamp the park what would you change

Creston	Surface of the park was to smooth (Slip & Falls)	\$5,000.00
Trail	No not at this time	
Castlegar	Possible complete upgrade	









WELCOME TO CRESTON ROTARY  
**Splash Playground**

THIS PARK IS NOT SUPERVISED  
DO NOT LEAVE CHILDREN UNATTENDED  
USE CAUTION ON WET SURFACES  
NO SKATEBOARDS OR BICYCLES ON SPRAY PAD  
**OPEN FROM MAY 1 - OCTOBER 1**

Hours of operation 10:00 am to 8:00 pm 7 days a week

Splash Pad use is prohibited outside operating hours



For all damage or insurance concerns  
call 258-2214  
or Thelma Chason 258-2214



2004-2005 100  
YEAR ANNIVERSARY

2004-2005 100  
YEAR ANNIVERSARY  
The following is a list of the names of the people who have been involved in the 100th Anniversary of the City of Creston. The names are listed in alphabetical order.

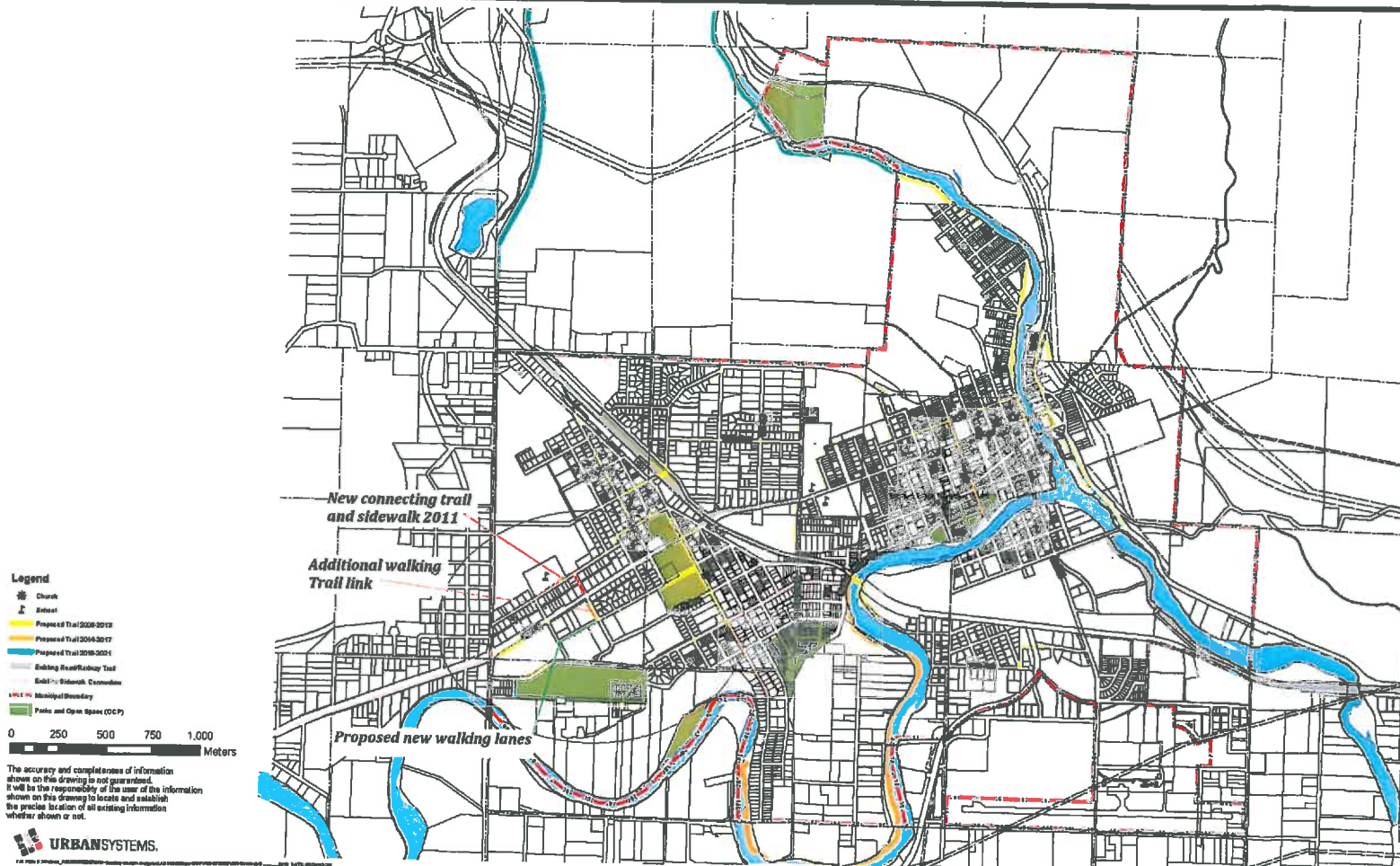


City of Grand Forks

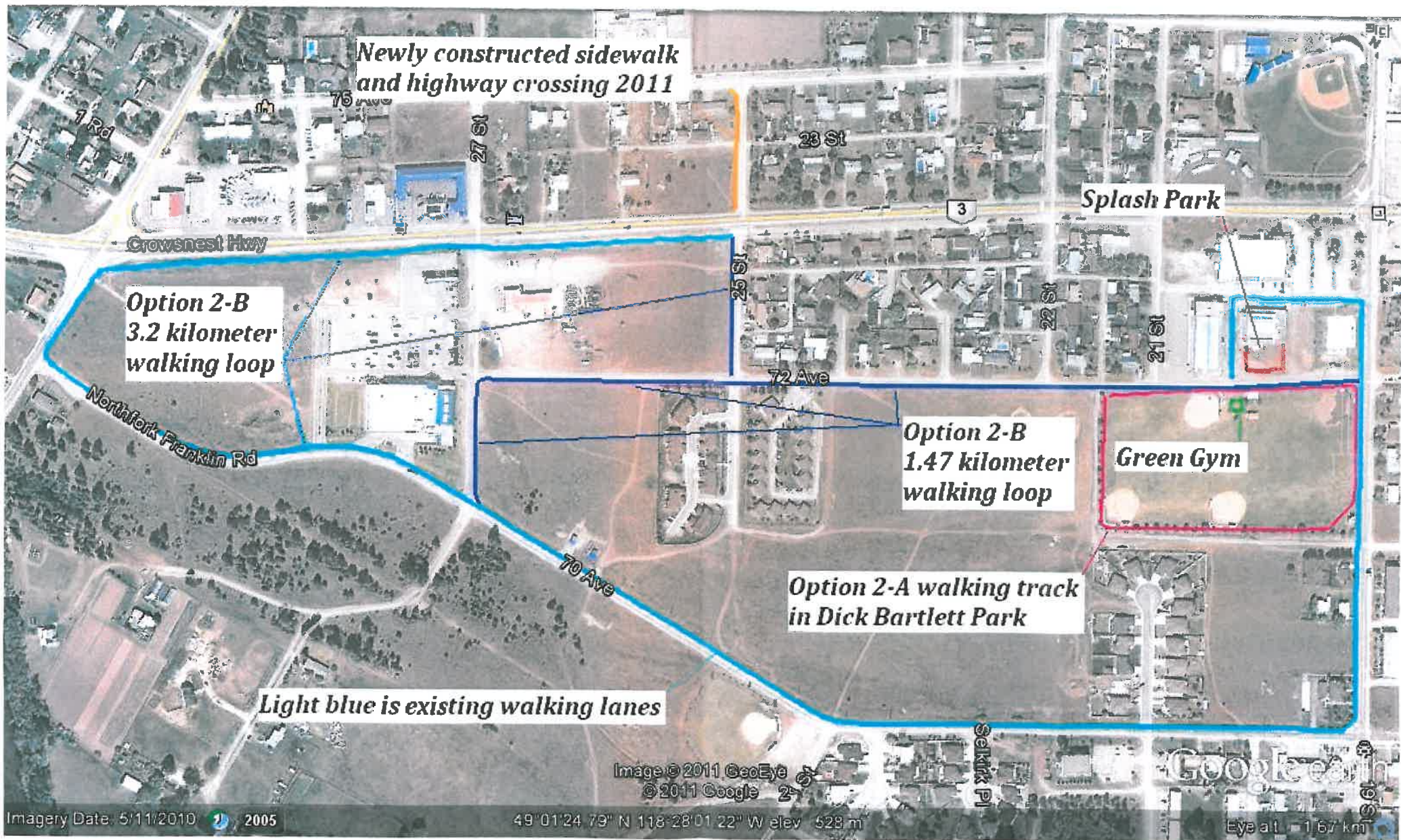
## SUSTAINABLE COMMUNITY PLAN



### Schedule 'H' - Bicycle Network Plan







Newly constructed sidewalk  
and highway crossing 2011

Splash Park

Option 2-B  
3.2 kilometer  
walking loop

Option 2-B  
1.47 kilometer  
walking loop

Green Gym

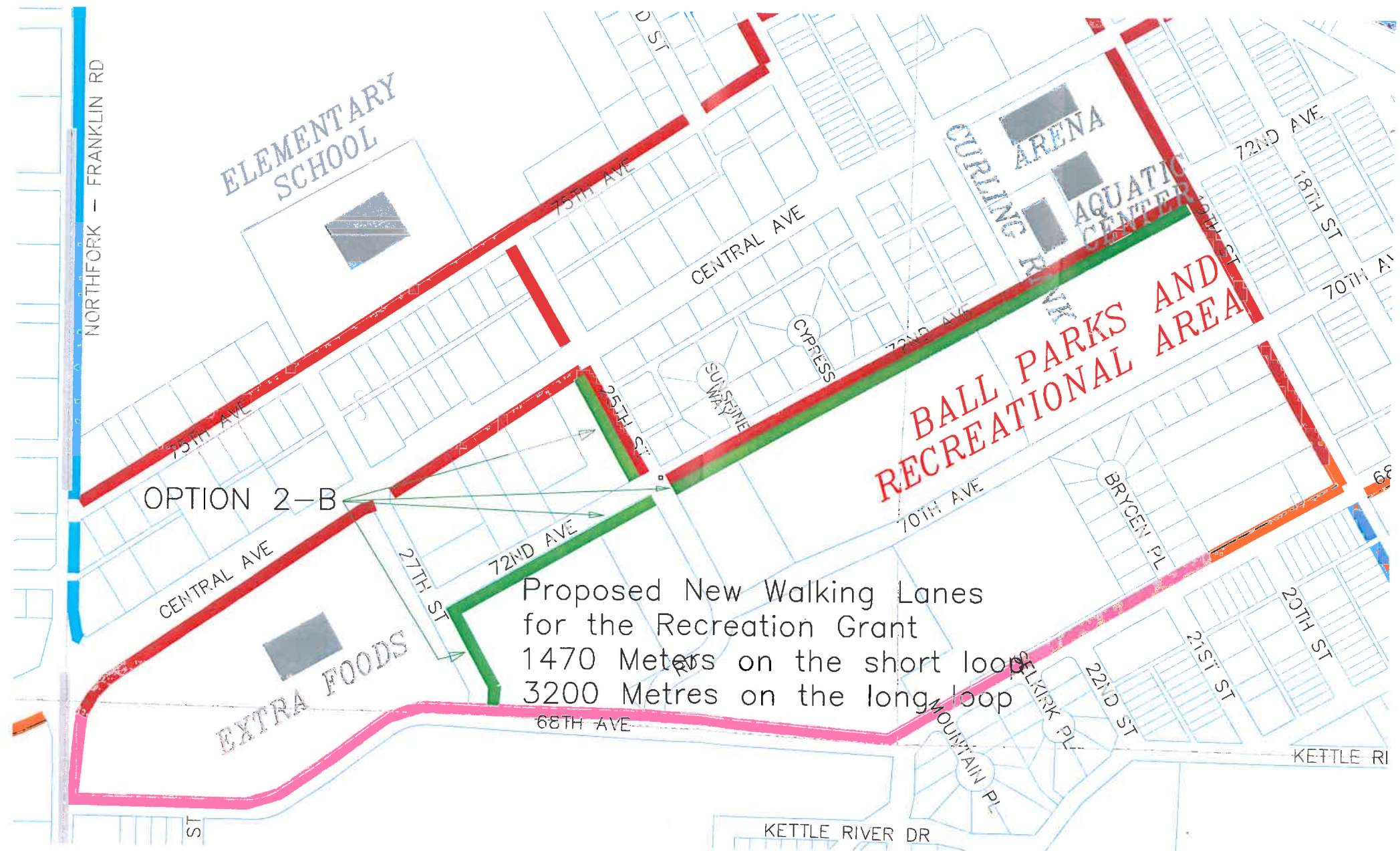
Option 2-A walking track  
in Dick Bartlett Park

Light blue is existing walking lanes

Image © 2011 GeoEye  
© 2011 Google

Google Earth





NORTHFORK — FRANKLIN RD

ELEMENTARY  
SCHOOL

CURLING  
ARENA  
AQUATIC  
CENTER

BALL PARKS AND  
RECREATIONAL  
AREA

OPTION 2-B

CENTRAL AVE

EXTRA FOODS

Proposed New Walking Lanes  
for the Recreation Grant  
1470 Meters on the short loop  
3200 Metres on the long loop

68TH AVE

KETTLE RIVER DR

KETTLE RI

# Cost Specifications

<b>FROM RECTEC INDUSTRIES INC.</b>		
#14 - 7228 Progress Way	Phone: (604) 940-0067	
Delta, BC	Fax: (604) 940-0162	
V4G 1H2	Toll Free: 1-800-667-8141	
<b>Contact: Brad Heintz</b>		
<b>Regional Play Consultant</b>		<b>Prepared by: AK</b>
<b>TO: City of Grand Forks</b>	<b>FOR: Grand Forks Lawn Bowling</b>	
<b>Attn: Sasha Bird</b>	Quotation Date: December 5th, 2011	
Box 220 - 6350 2nd Street	F.O.B: Surrey, BC	
Grand Forks BC V0H 1H0	Delivery: 6-8 weeks	
T: (250) 442-8266 ext. 243	Terms: Net 30 Days	
<a href="mailto:sbird@grandforks.ca">sbird@grandforks.ca</a>	on approved accounts	

Quantity	Product No.	Description	Unit Price	Total
<b>MARATHON SURFACING</b>				
1	LOT	Dales Sports 'Mastergreen' lawn bowling turf - 110' x 110', 6 Lane - Civil work includes preparing base and drainage - Installing elastic layer	420,000.00	420,000.00

\* Prices valid for 30 days

\*\* Interest on overdue accounts charged at 2% per month

\*\*\* Limits of Liability: \$5 Million

## **Additional Notes:**

*Installation price is based on a level prepared surface, as per manufacturers specifications and does not include border materials. Site must be accessible to heavy machinery. Should you wish to proceed with this order, please sign where indicated below and return by fax, or advise your purchase order number. Thank you!*

<b>Subtotal - Equipment Only</b>	\$420,000.00
<b>Delivery (INCLUDED)</b>	\$0.00
<b>Installation (INCLUDED)</b>	\$0.00
<b>12% Harmonized Sales Tax</b>	\$50,400.00
<b>Total Quotation</b>	\$470,400.00

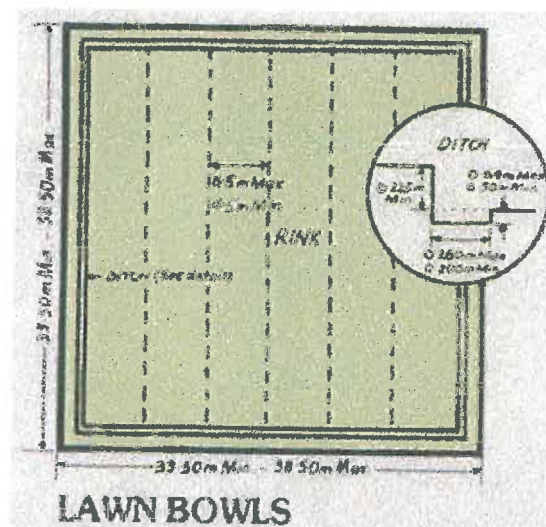
Signature to be used as Purchase Order

Date

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# sporting field configurations

## Lawn Bowls



Please contact Court Craft if this information is incorrect.



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[Help](#)[Getting Started](#)[Syllabus](#)[Class](#)[Communication](#)[Library](#)

## Lawn Bowling

NAME OF SPORTS ORGANIZATION: American Lawn Bowls Association, (ALBA), 1973-1974.

RECOMMENDED AREA: Square green with six rinks is 12,996 square feet minimum to 17,424 square feet maximum.

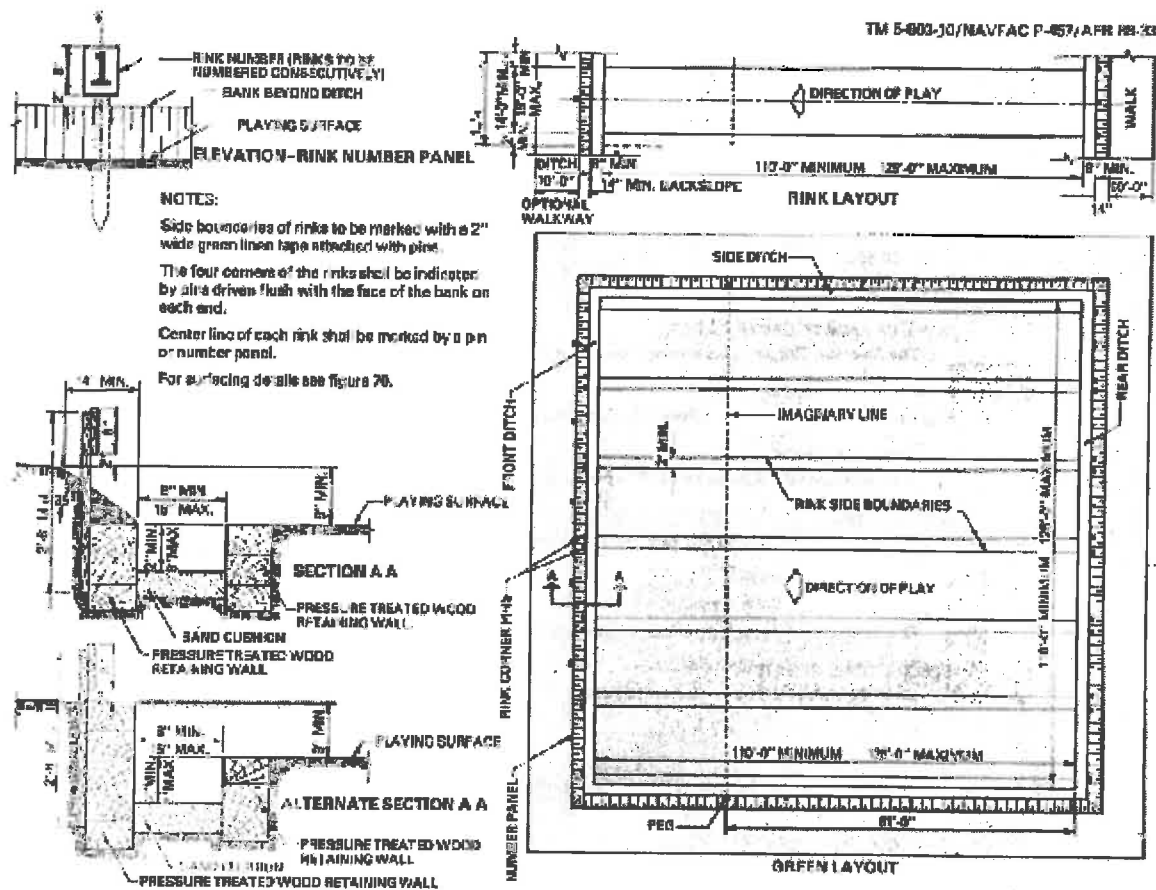
### SIZE AND DIMENSION

Square green is 110' minimum and 125' maximum on each side. Additional width of 2'-0" minimum to 3'-6" maximum is required on front, rear and sides for ditch and backslope. Rink width minimum is 14'-0", maximum 19'-0". Rink length minimum is 110'-0", maximum 125'-0".

ORIENTATION: Optional.

SURFACE AND DRAINAGE: Surface should be of closely cropped bent grass or sand-clay. Entire green should be level, with adequate underdrainage.

SPECIAL CONSIDERATIONS: Ditch - Depth minimum 2", maximum 8" below surface of green. Width minimum 8", maximum 15"



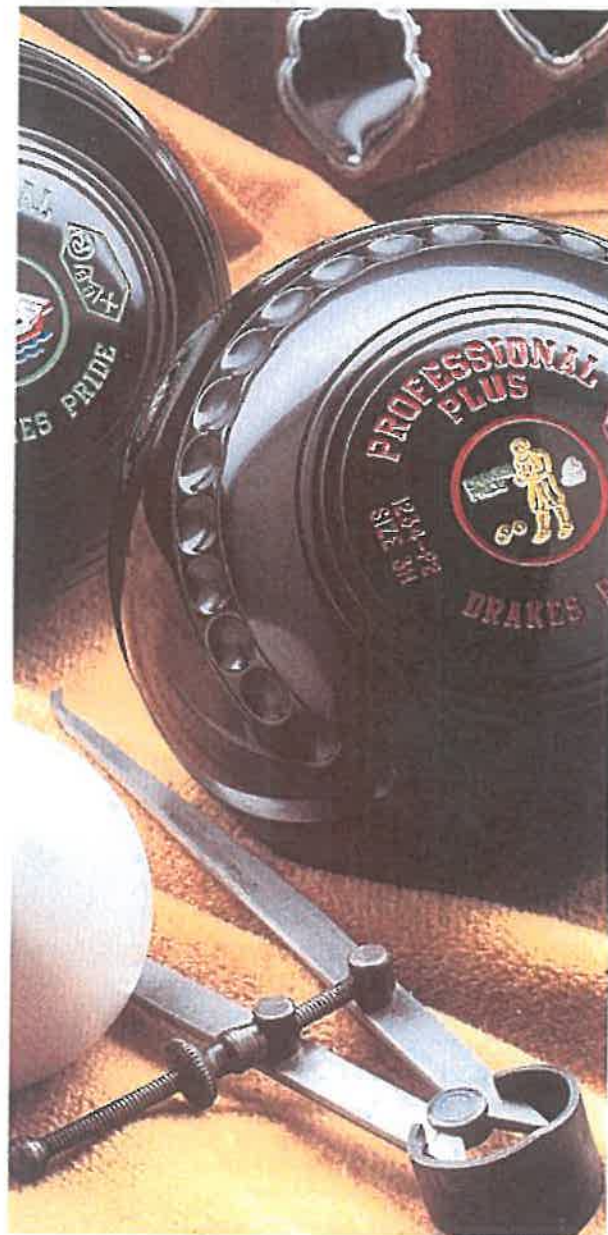
**[Indoor Recreation Facilities] [Class]**



**NORTHERN  
ARIZONA  
UNIVERSITY**

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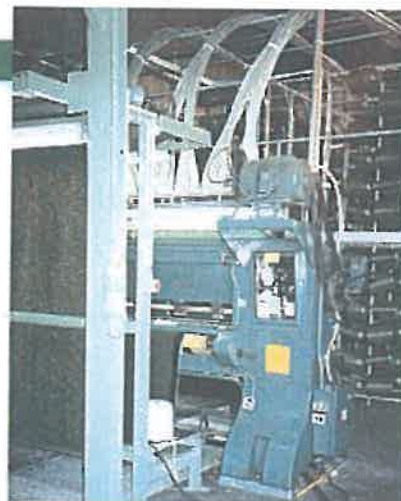




**TEAM**  
*Sports Surfaces*

master-pro+plus

The next generation of synthetic lawn bowling surfaces, utilising the very best and latest technology, combined with extra features that have only now become available due to new tufting technology and years of expertise at the T.E.A.M. Australian Factory.



Synthetic surfaces for the sport of Lawn Bowls have now reached a higher level of performance with . . . **master-pro+plus**



An all new Australian manufactured 15mm pile height, cost effective product from the T.E.A.M. with all new machinery, specifically developed to increase the non-directionality of the product.

**master-pro+plus** will take synthetic lawn bowls surfacing to a new dimension.

**master-pro+plus** . . . produced by the T.E.A.M. technicians, who collectively have had more than 50 years experience in the design and construction of synthetic surfaces.

**master-pro+plus** greens have comprehensive warranties with the total backing of the T.E.A.M. organisation, T.E.A.M. suppliers and agents, who together provide peace of mind, with their proven track record of success over many years.

**master-pro+plus** . . . has documented maintenance procedures that provide an easy to follow guide, that will allow your club to maintain the playing surface in an acceptable manner for many years to come.

**master-pro+plus** . . . with quality as the most important ingredient of all T.E.A.M. products, **master-pro+plus** will provide an improved standard of play, by ensuring even draw, controlled green speeds and uniform running, all of which will allow a bowl to take a softer line, perform to its designed characteristics, and provide an exceptional "finish".



The **master-pro+plus** T.E.A.M. welcome the opportunity to discuss our designs, quality products and services.



**Your approved local contractor**

**Court Craft (Australia) Pty Limited**  
127 Porters Road  
Kenthurst, NSW 2156

Ph: (02) 9654 2026 Fax: (02) 9654 2256

[www.courtcraft.com.au](http://www.courtcraft.com.au)



## THE CORPORATION OF THE CITY OF GRAND FORKS

### COUNCIL INFORMATION SUMMARY FOR December 19<sup>th</sup>, 2011

Date: December 12<sup>th</sup>, 2011  
 Agenda: December 19<sup>th</sup>, 2011  
 Proposal: To Receive the Items Summarized for Information  
 Proposal By: Staff

#### **Staff Recommendation:**

That Information Items numbered 11(a) to 11(h) be received and acted upon as recommended.

	ITEM	SUBJECT MATTER	RECOMMENDATION
<b>CORRESPONDENCE TO/FROM MAYOR AND COUNCIL</b>			
11(a)	GF Figure Skating Club	Request for funding to assist the Club	To refer the request to the 2012 Budget Process
11(b)	Community Christmas Dinner	Request for donation for the 30 <sup>th</sup> Annual Community Christmas Dinner	Council to consider providing a monetary donation as they have in the past years (Last year Council gave \$500.00 as a donation amount)
11(c)	Compliment letter from H.C. Glittenberg	Paying compliments to City Works Staff and to Staff at City Hall	Receive for information
11(d)	Letters of congratulations to Newly Elected Mayor and Council	- Communities in Bloom -Parliamentary Secretary for Rural Communities -Canadian Cancer Society -BC Trucking Assn -Alex Atamanenko, MP -CTQ Consultants	Receive for information
11(e)	AKBLG-Notice of Annual General Meeting and first call for Resolutions 2012	All resolutions must be rec'd by AKBLG office prior to February 20, 2012	Council to note should they wish to have any resolutions included at the Annual General Meeting in Trail in April, 2012
<b>CORRESPONDENCE TO/FROM STAFF</b>			
11(f)	Staff Memorandum from the Manager of Environmental & Building Construction Services	Regarding Holder Attachments (Boom Flail Mower & 5-Way Snow Blade)	Receive for information
<b>GENERAL INFORMATION</b>			
<b>MINUTES FROM OTHER ORGANIZATIONS</b>			
11(g)	Task List for December 5 <sup>th</sup> , 2011 Inaugural Meeting	List of Completed and/or In Progress Tasks	File
11(h)	Grand Forks Public Library	General Meeting on November 16 <sup>th</sup>	Receive for information

RECEIVED

DEC - 7 2011

THE CORPORATION OF  
THE CITY OF GRAND FORKS

Grand Forks Figure Skating Club  
Box 1044  
Grand Forks, BC V0H 1H0

Mayor Brian Taylor  
c/o Grand Forks City Hall  
P.O. Box 220  
Grand Forks, BC  
V0H 1H0

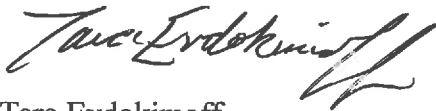
December 6, 2011

Dear Mayor Taylor,

On behalf of the Grand Forks Figure Skating Club, I am requesting the City of Grand Forks to consider our club with a grant or financial aid for this skating season. We are very excited by the number of children registered, however, with rising costs we are unable to cover all the expenses with registration fees and fundraising.

I thank you in advance on behalf of all the board members, the coaches, and parents of skaters for considering our request for financial aid.

Yours truly,



Tara Evdokimoff  
President  
Grand Forks Figure Skating Club

FILE CODE

WEB, G13 - GF FIGURE SKATING CLUB



# Spirit of the Season

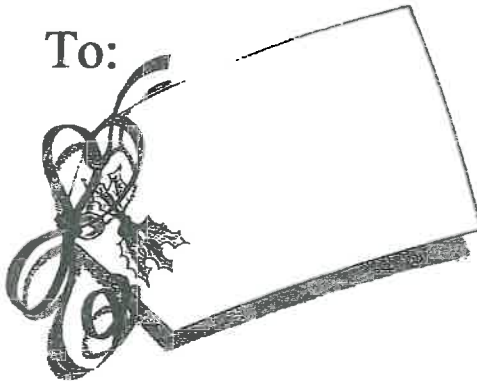
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DEC - 6 2011

THE CORPORATION OF  
THE CITY OF GRAND FORKS

**Community Christmas Dinner**  
**C/O Box 1046**  
**Grand Forks, BC V0H 1H0**

To:



It's that time of year again! Volunteers for the 30<sup>th</sup> 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 350 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. The churches in our community participate by supplying desserts and resources needed for the dinner.

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.

Sharon Fausten or Anya Soroka, our Donations Coordinators, will be following up with you personally prior to Dec. 16 to see if you wish to contribute to the 30<sup>th</sup> Annual Community Christmas Dinner; or please contact Sharon at 250-4050 or Anya at 442-8201 at your convenience. Thank you for your support. May your holidays be filled with the true spirit of the season.

Sincerely,

Paula Wolkosky/George Longden  
Co-Coordiators, Community Christmas Dinner

**FILE CODE**

WE3, C/- Community Christmas  
Dinner Request for  
Donation

COMPLIMENT

~~COMPLAINT~~ FORM

NOV 25 2011

THE CORPORATION OF  
THE CITY OF GRAND FORKS

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**COMPLAINANT****LOCATION OF COMPLAINT**Name: HC GLITTENBERGPhone #: 412-0518Address: P BOX 2112E-mail: GRAND FORKS VOIT1130Signature: H. Glittenberg

Nature of Complaint: (use back if more space is required)

PLEASE FIND ENCLOSED —>

FOR OFFICE USE ONLY - SENT TO:

C10 Glittenberg, H.C. - City Compliments

Disposition:

C10 \_\_\_\_\_

Personal information on this form is collected under the authority of the Community Charter. If you have questions about the collection, use, and disclosure of this information, please contact the "Co-ordinator" City of Grand Forks. All information on this form will be kept confidential.

N:\forms\complaint form.doc

RECEIVED

NOV 25 2011

THE CORPORATION OF  
THE CITY OF GRAND FORKS

November 24<sup>th</sup>/11

To: Mayor Taylor and Councillors

I am writing first to congratulate you and the councillors in being re-elected and/or elected.

- We are new to Grand Forks nearly one year six months. We wanted to tell you, how delighted we are with the hard working staff. My mum Eva and I live across from the cemetery. Willie (temporary laid off) Steven and the park crew keep everything looking beautiful well kept despite cutbacks!
- The roads crew are outstanding, how they quickly clean the streets, roads and lanes of all snow. We are from Richmond, BC the year before the Olympics there was so much snow, we were snowed in for one week. The main streets were always cleared, however never the small streets or lanes. Perhaps now you will understand how delighted we are!
- Wednesday, November 23<sup>rd</sup> I saw a gentleman removing the fallen trees/logs from the Kettle River. He made it look so easy, like taking small scraps of wood instead of huge trees and logs out of the river using powerful equipment in a partly frozen river is a true skill in itself!
- Kathy in planning is very much appreciated for her helpfulness and knowledge!
- The secretarial staff courteous and helpful!

Thank you all for your hard work it is very much noted and appreciated! With the Christmas Season soon coming upon us; we wish all of you a joyous Christmas and a prosperous New Year!

Respectfully Submitted,



H Camilla Glittenberg  
250-442-0548

P Box 2412  
Grand Forks, BC  
VOH 1H0



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DEC - 6 2011

THE CORPORATION OF  
THE CITY OF GRAND FORKS

# FILE CODE

December 1, 2011

City of Grand Forks  
Box 220, 7217 - 4th Street  
Grand Forks, BC, V0H 1H0

*WEY, CI - Congratulations to Mayor & Council & Evaluation Program*



Dear Mayor Taylor & Councillors Wyers, Krog, Wirishagin, Kendal, Smith & O'Doherty;

Congratulations on your recent election. With the New Year approaching, we are pleased to provide you with information about the Communities in Bloom Evaluation Program.

Each year over 30 communities in British Columbia participate in the 'in Bloom' program that involves thousands of volunteers; on average these CiB action groups contribute over \$10,000 worth of time and in-kind donations to many meaningful projects within their hometowns.

Provincially, over 1/2 million residents benefit from the impacts of these volunteer driven initiatives. More than 100 BC communities have participated since its inception, and over 60 since 2005, when the BC Communities in Bloom Society formed to administrate the provincial edition.

This dynamic program inspires participants to enhance the visual appeal of their streetscapes, neighbourhoods, public spaces and to preserve heritage and cultural assets. It stimulates civic pride and encourages tidiness, beautification and environmental initiatives throughout the area.

Using the collaborative power of local government, business, service clubs and citizens, it is this 'Growing Together' that enhances a community's liveability. It encourages a 'transformation' process that can impact social, environmental and economic aspects of the community.

In a recent survey of our participants: Beautification was listed as the top improvement, with Tidiness a close second. Other benefits noted were Property Values and Green spaces, with Environmental, Lifestyle, Tourism and Safety rounding out the list of valued improvements.

We invite Grand Forks to participate in this year's program to find out how civic pride motivates and rewards communities that are 'in Bloom'!

Kind regards,

Heather Edwards, BC CiB Chair

Catherine Kennedy, Executive Director

---

BC Communities in Bloom - Sept 2011 Survey Comment on Benefits as a result of Participation:  
**"Increased pride in the community, a feeling of greater prosperity, better community participation and awareness. Visible improvements in park areas, tidiness, overall look of the community. We were able to accomplish a great deal in a short time due to the focus that the program provided through the judging criteria and last year's report."**

From Beth & Betty-Lou, Oliver CiB Co-chairs (Partnership of Town, RDOS & Osoyoos Band)

---

# Inspiring Citizen and Civic Involvement



## ENHANCING **commUnity** LIVEABILITY

Tidiness Effort  
Environmental Action  
Heritage Conservation  
Urban Forestry  
Landscape Areas  
Floral Displays  
Community Involvement

### Enhancing your Community's Resilience & Liveability!

#### CiB is a Program for Success!

It is a catalyst to inventory assets while unifying Individuals, Business Leaders, Municipal Staff and Service Clubs who care about helping their town achieve its full potential through specific evaluation criteria.

#### Maximize your Efforts

Citizens are motivated by the visual results they see happening in their community. Starting with simple objectives, participants plan future projects to capitalize on the best use of available resources. The CiB Evaluation process helps create focus for these efforts.

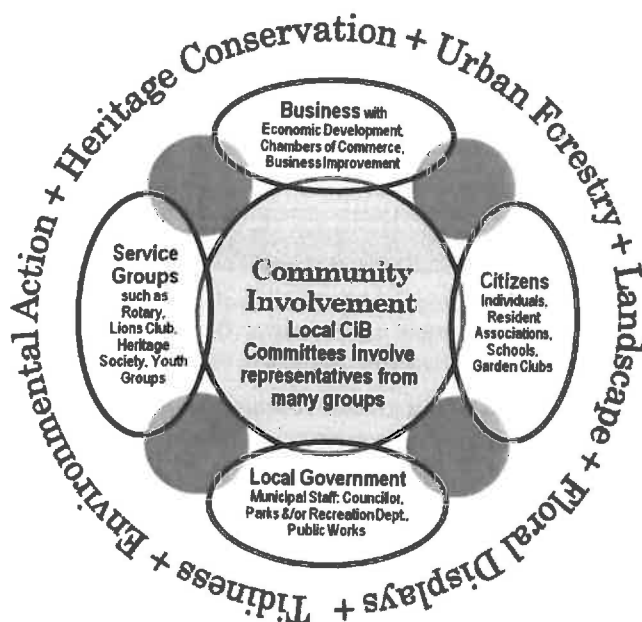
#### We Support

Your local CiB organizing committee to:

- ✓ Generate awareness and enthusiasm by involving citizens of all ages;
- ✓ Promote beautification and tidiness initiatives through out the community;
- ✓ Create awareness for long-term heritage and environmental plans;
- ✓ Value local horticultural assets;
- ✓ Cost effective benchmark for progress;
- ✓ Arrange for, and host a pair of BC CiB judges on evaluation day.

#### A Recognized Evaluation Program

The CiB BLOOM RATING is promoted to citizens, visitors and businesses as a symbol of excellence within British Columbia, across Canada and to the rest of the world!



#### Want to know more?

Contact: Catherine Kennedy, Executive Director  
(604) 576-6506 or [c.kennedy@telus.net](mailto:c.kennedy@telus.net)

[www.BCCommunitiesinBloom.ca](http://www.BCCommunitiesinBloom.ca)

**British Columbia Communities in Bloom** Suite 102, 5783 - 176A Street, Surrey, BC V3S 6S6

BC CiB Major Sponsors: BC Landscape & Nursery Association, Provincial Capital Commission, Urban Systems & Teck Metals Ltd.

Parliamentary Secretary  
for Rural Communities  
to the  
Ministry of Community, Sport and  
Cultural Development



Donna Barnett, MLA

November 29<sup>th</sup>, 2011

Mayor and Council  
City of Grand Forks  
Box 220  
Grand Forks, BC V0H 1H0

RECEIVED

DEC - 6 2011

THE CORPORATION OF  
THE CITY OF GRAND FORKS

Dear Mayor Taylor and Council,

Congratulations on the recent civic election!

As the Parliamentary Secretary for Rural Communities I would like to ensure that this government is working with rural communities and maintains open communications.

I firmly believe that Rural BC is the heart of the Province.

If there is anything that I can assist you with, please do not hesitate to contact me.

Again congratulations to all who put their names forward for election.

I remain,  
Yours truly,

Donna Barnett MLA  
Cariboo Chilcotin

FILE CODE

*WES, MI - Congratulations from  
Parliamentary Secretary  
for Rural Communities*

Legislative Office:

East Annex, Parliament Buildings  
Victoria, BC V8V 1X4

Phone: 250 387-3820  
Fax: 250 387-9066

Website:

[www.donnabarnettmla.bc.ca](http://www.donnabarnettmla.bc.ca)

Email:

[donna.barnett.mla@leg.bc.ca](mailto:donna.barnett.mla@leg.bc.ca)

Toll-Free: 1 866 305-3804

Williams Lake  
301 - 383 Oliver Street  
V2G 1M4

Phone: 250 305-3800  
Fax: 250 305-3808

100 Mile House  
7 - 530 Horse Lake Road  
PO Box 95 V0K 2E0

Phone: 250 395-3916  
Fax: 250 395-3973



Canadian  
Cancer  
Society

BRITISH COLUMBIA AND YUKON

202-1835 Gordon Drive, Kelowna, BC V1Y 3H5

Telephone 250 762 6381 Fax 250 762 8855

www.cancer.ca

REGIONAL DIRECTOR Sally Ginter

RECEIVED

DEC - 6 2011

THE CORPORATION OF  
THE CITY OF GRAND FORKS

November 30, 2011

Mayor Brian Taylor  
Box 220, Grand Forks, BC, V0H 1H

Dear Mayor Taylor:

We are delighted to take this opportunity to congratulate you on your recent re-election as Mayor. We applaud your decision to take on this leadership role and know that the City of Grand Forks will benefit from your dedication and expertise.

To support you in your role, we would like to take this opportunity to invite you to connect with us for strategies the Canadian Cancer Society has developed to eradicate cancer and enhance the quality of life for people living with cancer. In particular, our focus on prevention has become increasingly important as the population grows and ages.

As a community based organization, we work with local networks of volunteers, community groups and associations to promote the need for healthy living and provide greatly needed services, as well as trusted information.

We look forward to working with you and once again, **congratulations!**

Sincerely,

Sally Ginter, MBA  
Regional Director, Southern Interior

FILE CODE

WE4, CI- Canadian Cancer Society -  
Congratulatory to Mayor  
Taylor on Re-Election



**BRITISH COLUMBIA TRUCKING ASSOCIATION**

100 - 20111 93A Avenue, Langley, BC V1M 4A9

Phone: 604-888-5319 • Fax: 604-888-2941

Toll-Free: 1-800-565-2282

bcta@bcctrucking.com • www.bcctrucking.com

November 28, 2011

Brian Taylor

Mayor

City of Grand Forks

Box 220

7217 - 4th Street

Grand Forks, BC, V0H 1H0

**RECEIVED**

**DEC - 5 2011**

**THE CORPORATION OF  
THE CITY OF GRAND FORKS**

Dear Mr. Taylor:

I'd like to offer congratulations on your success in the recent municipal election on behalf of the British Columbia Trucking Association (BCTA), the recognized voice of the provincial motor carrier industry and a resource on trucking and motor coach issues for you and your colleagues. BCTA's mandate is to responsibly represent the industry, work co-operatively with governments of all levels, and educate British Columbians about the necessary role our industry plays in their daily lives.

Enclosed is a brochure containing facts, statistics, and important context about the trucking industry in BC. Along with city and municipal councils throughout BC, the industry is concerned about BC's road safety, economy, infrastructure, environmental sustainability, community employment, and taxation issues.

Our industry makes a vital contribution to the robustness of the economy and to the high quality of life that British Columbians enjoy. Our companies are located throughout the province, moving everything from groceries and consumer goods to building supplies and fuel.

In turn, the support and understanding of well-informed local governments helps the motor carrier industry maintain and even improve the quality of the services they offer. An example of a mutually beneficial initiative is the Mobile Business Licence, which allows motor carriers to operate more freely in communities participating in an agreement while generating greater revenue for municipalities.

The details of existing agreements may vary, but Mobile Business Licences are streamlining administration for local governments and small business, including trucking and motor coach companies, helping governments monitor compliance more effectively, and providing savings in time and money for businesses that ultimately support your community. If your municipality hasn't yet adopted a Mobile Business Licence program, we encourage you to consider it. If you already have a program in place, please accept our thanks.

BCTA is a source of credible information about the motor carrier industry. I invite you to contact me at any time should you have questions or comments about industry issues that affect the businesses and people in your community. Best wishes for a productive and successful term.

Sincerely,

*Louise Yako*

Louise Yako  
President & CEO

*Brochure placed  
in Mayor's  
Office*

**FILE CODE**

Encl.

*WEY, BI - BC TRUCKING ASSOC.  
- CONGRATULATIONS ON RE-ELECTION +  
ENCLOSING BROCHURE RE TRUCKING  
INDUSTRY*





**BRITISH COLUMBIA TRUCKING ASSOCIATION**  
100 - 20111 93A Avenue, Langley, BC V1M 4A9  
Phone: 604-888-5319 • Fax: 604-888-2941  
Toll-Free: 1-800-565-2282  
bcta@bcctrucking.com • www.bctrucking.com

November 28, 2011

Bob Kendel  
Councillor  
City of Grand Forks  
Box 224  
7221 - 4th Street  
Grand Forks, BC, V0H 1H4

**RECEIVED**

**DEC - 9 2011**

THE CORPORATION OF  
THE CITY OF GRAND FORKS

Dear Mr. Kendel:

I'd like to offer congratulations on your success in the recent municipal election on behalf of the British Columbia Trucking Association (BCTA), the recognized voice of the provincial motor carrier industry and a resource on trucking and motor coach issues for you and your colleagues. BCTA's mandate is to responsibly represent the industry, work co-operatively with governments of all levels, and educate British Columbians about the necessary role our industry plays in their daily lives.

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BCTA is a source of credible information about the motor carrier industry. I invite you to contact me at any time should you have questions or comments about industry issues that affect the businesses and people in your community. Best wishes for a productive and successful term.

Sincerely,

Louise Yako  
President & CEO

Encl.

**FILE CODE**

WE4, B1 - BC Trucking Association  
Congratulations to  
Councillor Kendel

**House of Commons**

525 Confederation Bldg.  
Ottawa ON K1A 0A6  
Tel.: (613) 996-8036  
Fax: (613) 943-0922  
E-mail: atamaa@parl.gc.ca

**Constituency**

337 Columbia Ave.  
Castlegar BC V1N 1G6  
1 (800) 667-2393  
Tel.: (250) 365-2792  
Fax: (250) 365-2793  
E-mail: atamaa1@parl.gc.ca



**RECEIVED**

**DEC - 6 2011**

**THE CORPORATION OF  
THE CITY OF GRAND FORKS**

**Alex Atamanenko**

*M.P. for BC Southern Interior  
Député pour BC Southern Interior*

**Chambre des communes**  
525, Éd. de la Confédération  
Ottawa ON K1A 0A6  
Tél.: (613) 996-8036  
Télec.: (613) 943-0922  
Courriel: atamaa@parl.gc.ca

**Circonscription**

337, rue Columbia  
Castlegar BC V1N 1G6  
1 (800) 667-2393  
Tél.: (250) 365-2792  
Télec.: (250) 365-2793  
Courriel: atamaa1@parl.gc.ca

**November 28, 2011  
Ottawa, ON**

Brian Taylor, Mayor  
City of Grand Forks  
Box 220  
Grand Forks, BC V0H 1H0

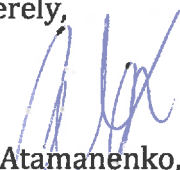
Dear Brian,

I would like to congratulate you on your re-election as Mayor of Grand Forks.

It has been a pleasure working with you over the past three years and I look forward to our continuing collaboration.

Please let me take this opportunity to wish you a very Merry Christmas and all the best in 2012.

Sincerely,

  
Alex Atamanenko, MP  
BC Southern Interior

**FILE CODE**

*WE4, A1 - Congratulations to Mayor  
Taylor on Re-Election*





**House of Commons**

525 Confederation Bldg.  
Ottawa ON K1A 0A6  
Tel.: (613) 996-8036  
Fax: (613) 943-0922  
E-mail: atamaa@parl.gc.ca



**Chambre des communes**

525, Éd. de la Confédération  
Ottawa ON K1A 0A6  
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**Alex Atamanenko**

M.P. for BC Southern Interior  
Député pour BC Southern Interior

**Circonscription**

337, rue Columbia  
Castlegar BC V1N 1G6  
1 (800) 667-2393  
Tél.: (250) 365-2792  
Télec.: (250) 365-2793  
Courriel: atamaa1@parl.gc.ca

**RECEIVED**

**DEC - 5 2011**

**THE CORPORATION OF  
THE CITY OF GRAND FORKS**

**November 28, 2011  
Ottawa, ON**

**Cher Wyers, Councillor  
City of Grand Forks  
Box 220  
Grand Forks, BC V0H 1H0**

Dear Cher,

I would like to congratulate you on your re-election to the City of Grand Forks Council.

Please do not hesitate to contact me if I can help advance any issues of concern that you are working on. I am only a phone call away.

Please let me take this opportunity to wish you a very Merry Christmas and all the best in 2012.

Sincerely,

  
Alex Atamanenko, MP  
BC Southern Interior

**FILE CODE**

*WE4, m3 - ATAMANENKO CONGRATULATORY  
LETTER TO COUNCIL*



**House of Commons**  
525 Confederation Bldg.  
Ottawa ON K1A 0A6  
Tel.: (613) 996-8036  
Fax: (613) 943-0922  
E-mail: atamaa@parl.gc.ca



**Chambre des communes**  
525, Éd. de la Confédération  
Ottawa ON K1A 0A6  
Tél.: (613) 996-8036  
Télec.: (613) 943-0922  
Courriel: atamaa@parl.gc.ca

**Constituency**  
337 Columbia Ave.  
Castlegar BC V1N 1G6  
1 (800) 667-2393  
Tel.: (250) 365-2792  
Fax: (250) 365-2793  
E-mail: atamaa1@parl.gc.ca

**Alex Atamanenko**

*M.P. for BC Southern Interior  
Député pour BC Southern Interior*

**Circonscription**  
337, rue Columbia  
Castlegar BC V1N 1G6  
1 (800) 667-2393  
Tél.: (250) 365-2792  
Télec.: (250) 365-2793  
Courriel: atamaa1@parl.gc.ca

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**DEC - 5 2011**

**THE CORPORATION OF  
THE CITY OF GRAND FORKS**

**November 28, 2011  
Ottawa, ON**

**Michael Wirischagin, Councillor  
City of Grand Forks  
Box 220  
Grand Forks, BC V0H 1H0**

**Dear Michael,**

**I would like to congratulate you on your re-election to the City of Grand Forks Council.**

**Please do not hesitate to contact me if I can help advance any issues of concern that you are working on. I am only a phone call away.**

**Please let me take this opportunity to wish you a very Merry Christmas and all the best in 2012.**

**Sincerely,**

  
**Alex Atamanenko, MP  
BC Southern Interior**

**FILE CODE**

---



**House of Commons**

525 Confederation Bldg.  
Ottawa ON K1A 0A6  
Tel.: (613) 996-8036  
Fax: (613) 943-0922  
E-mail: atamaa@parl.gc.ca

**Constituency**

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Castlegar BC V1N 1G6  
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**Alex Atamanenko**

M.P. for BC Southern Interior  
Député pour BC Southern Interior

**Chambre des communes**

525, Éd. de la Confédération  
Ottawa ON K1A 0A6  
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Courriel: atamaa1@parl.gc.ca

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**DEC - 5 2011**

**THE CORPORATION OF  
THE CITY OF GRAND FORKS**

**November 28, 2011  
Ottawa, ON**

**Bob Kendel, Councillor  
City of Grand Forks  
Box 220  
Grand Forks, BC V0H 1H0**

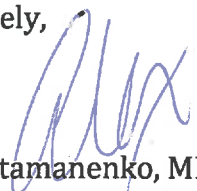
Dear Bob,

I would like to congratulate you on your election to Grand Forks City Council, and to wish you the best of luck as you undertake your new "political career".

Please do not hesitate to keep in touch and remember I'm only a phone call away.

Please let me take this opportunity to wish you a very Merry Christmas and all the best in 2012.

Sincerely,

  
Alex Atamanenko, MP  
BC Southern Interior

**FILE CODE**

---



**House of Commons**

525 Confederation Bldg.  
Ottawa ON K1A 0A6  
Tel.: (613) 996-8036  
Fax: (613) 943-0922  
E-mail: atamaa@parl.gc.ca

**Constituency**

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Fax: (250) 365-2793  
E-mail: atamaa1@parl.gc.ca



**Alex Atamanenko**

M.P. for BC Southern Interior  
Député pour BC Southern Interior

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**DÉC - 5 2011**

**THE CORPORATION OF  
THE CITY OF GRAND FORKS**

**Chambre des communes**

525, Éd. de la Confédération  
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Télec.: (613) 943-0922  
Courriel: atamaa@parl.gc.ca

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1 (800) 667-2393  
Tél.: (250) 365-2792  
Télec.: (250) 365-2793  
Courriel: atamaa1@parl.gc.ca

November 28, 2011  
Ottawa, ON

Gary Smith, Councillor  
City of Grand Forks  
Box 220  
Grand Forks, BC V0H 1H0

Dear Gary,

I would like to congratulate you on your election to Grand Forks City Council, and to wish you the best of luck as you undertake your new "political career".

Please do not hesitate to keep in touch and remember I'm only a phone call away.

Please let me take this opportunity to wish you a very Merry Christmas and all the best in 2012.

Sincerely,

Alex Atamanenko, MP  
BC Southern Interior

**FILE CODE**



**House of Commons**

525 Confederation Bldg.  
Ottawa ON K1A 0A6  
Tel.: (613) 996-8036  
Fax: (613) 943-0922  
E-mail: atamaa@parl.gc.ca

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337 Columbia Ave.  
Castlegar BC V1N 1G6  
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Fax: (250) 365-2793  
E-mail: atamaa1@parl.gc.ca

**Alex Atamanenko**

M.P. for BC Southern Interior  
Député pour BC Southern Interior

**Chambre des communes**

525, Éd. de la Confédération  
Ottawa ON K1A 0A6  
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Télec.: (250) 365-2793  
Courriel: atamaa1@parl.gc.ca

**RECEIVED****DEC - 5 2011****THE CORPORATION OF  
THE CITY OF GRAND FORKS**

November 28, 2011  
Ottawa, ON

Patrick O'Doherty, Councillor  
City of Grand Forks  
Box 220  
Grand Forks, BC V0H 1H0

Dear Patrick,

I would like to congratulate you on your election to Grand Forks City Council, and to wish you the best of luck as you undertake your new "political career".

Please do not hesitate to keep in touch and remember I'm only a phone call away.

Please let me take this opportunity to wish you a very Merry Christmas and all the best in 2012.

Sincerely,

Alex Atamanenko, MP  
BC Southern Interior

**FILE CODE**

**House of Commons**

525 Confederation Bldg.  
Ottawa ON K1A 0A6  
Tel.: (613) 996-8036  
Fax: (613) 943-0922  
E-mail: atamaa@parl.gc.ca

**Constituency**

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Castlegar BC V1N 1G6  
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Tel.: (250) 365-2792  
Fax: (250) 365-2793  
E-mail: atamaa1@parl.gc.ca



**Alex Atamanenko**

M.P. for BC Southern Interior  
Député pour BC Southern Interior

**Chambre des communes**

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Ottawa ON K1A 0A6  
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1 (800) 667-2393  
Tél.: (250) 365-2792  
Télec.: (250) 365-2793  
Courriel: atamaa1@parl.gc.ca

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**DEC - 5 2011**

**THE CORPORATION OF  
THE CITY OF GRAND FORKS**

November 28, 2011  
Ottawa, ON

Neil Krog, Councillor  
City of Grand Forks  
Box 220  
Grand Forks, BC V0H 1H0

Dear Neil,

I would like to congratulate you on your election to Grand Forks City Council, and to wish you the very best as you return to the "political arena".

Please do not hesitate to keep in touch and do not hesitate to contact me if I can be of any help.

Please let me take this opportunity to wish you a very Merry Christmas and all the best in 2012.

Sincerely,

Alex Atamanenko, MP  
BC Southern Interior

**FILE CODE**







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DEC - 8 2011

THE CORPORATION OF  
THE CITY OF GRAND FORKS

COST

TIME

QUALITY

December 6, 2011

City of Grand Forks  
Attention: Brian Taylor  
Box 220, 7217 - 4<sup>th</sup> Street  
Grand Forks, BC V0H 1H0

Dear Mayor Taylor:

We are writing to congratulate you on your recent appointment as Mayor of the City of Grand Forks. Our firm, Cost Time Quality Consultants Ltd. (CTQ), represents an energetic and diversified Engineering, Planning, and Urban Design team who recently have grown to encompass specialized studies in Environmental and Forestry initiatives. Our entire team appreciates the opportunity you have before you.

CTQ has offices employing over 30 full-time people in Kelowna and Kamloops. We are honoured to be able to have the opportunity to work with a diverse and exciting client base. Our capabilities highlight public, private, and government projects within the Thompson, Okanagan, and Kootenay regions and beyond. With our experience, knowledge, and expertise in all disciplines (and growing), our commitment is to work in a **cost-effective** manner, being on **time** with our projects, and providing **quality** work for our valued on-going and new clients. That is indeed the thread which runs throughout our company fabric.

As you and your Council work towards making a positive difference in your community, we look forward to meeting with you to see if one of our specialties can complement your goals. We will be in touch and welcome the opportunity to meet with you, your Council and staff in the near future.

Once again on behalf of our CTQ Team; Congratulations! We are pleased to see your appointment and look forward to working closer with you in the near future and beyond.

Sincerely,

CTQ Consultants Ltd.

A handwritten signature in dark ink, appearing to read "M. Cameron".

Matt H. Cameron, P.Eng.  
Managing Partner

FILE CODE

*WE4, CTQ Consultants Ltd. -  
CI - Info. & Congratulations to  
Mayor & Councillors*



RECEIVED

DEC - 8 2011

THE CORPORATION OF  
THE CITY OF GRAND FORKS

COST

TIME

QUALITY

December 6, 2011

City of Grand Forks  
Attention: Cher Wyers  
Box 220, 7217 – 4<sup>th</sup> Street  
Grand Forks, BC V0H 1H0

Dear Councillor Wyers:

We are writing to congratulate you on your recent appointment as Councillor for the City of Grand Forks. Our firm, Cost Time Quality Consultants Ltd. (CTQ), represents an energetic and diversified Engineering, Planning, and Urban Design team who recently have grown to encompass specialized studies in Environmental and Forestry initiatives. Our entire team appreciates the opportunity you have before you.

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Once again on behalf of our CTQ Team; Congratulations! We are pleased to see your appointment and look forward to working closer with you in the near future and beyond.

Sincerely,

**CTQ Consultants Ltd.**

A handwritten signature in dark ink, appearing to read "Matt H. Cameron".

Matt H. Cameron, P.Eng.  
Managing Partner



RECEIVED  
DEC - 8 2011  
THE CORPORATION OF  
THE CITY OF GRAND FORKS

COST

TIME

QUALITY

December 6, 2011

City of Grand Forks  
Attention: Gary Smith  
Box 220, 7217 – 4<sup>th</sup> Street  
Grand Forks, BC V0H 1H0

Dear Councillor Smith:

We are writing to congratulate you on your recent appointment as Councillor for the City of Grand Forks. Our firm, Cost Time Quality Consultants Ltd. (CTQ), represents an energetic and diversified Engineering, Planning, and Urban Design team who recently have grown to encompass specialized studies in Environmental and Forestry initiatives. Our entire team appreciates the opportunity you have before you.

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As you and your Council work towards making a positive difference in your community, we look forward to meeting with you to see if one of our specialties can complement your goals. We will be in touch and welcome the opportunity to meet with you, your Council and staff in the near future.

Once again on behalf of our CTQ Team; Congratulations! We are pleased to see your appointment and look forward to working closer with you in the near future and beyond.

Sincerely,

**CTQ Consultants Ltd.**

A handwritten signature in dark ink, appearing to read "Matt H. Cameron".

Matt H. Cameron, P.Eng.  
Managing Partner



RECEIVED  
DEC - 8 2011  
THE CORPORATION OF  
THE CITY OF GRAND FORKS

COST

TIME

QUALITY

December 6, 2011

City of Grand Forks  
Attention: Michael Wirischagin  
Box 220, 7217 – 4<sup>th</sup> Street  
Grand Forks, BC V0H 1H0

Dear Councillor Wirischagin:

We are writing to congratulate you on your recent appointment as Councillor for the City of Grand Forks. Our firm, Cost Time Quality Consultants Ltd. (CTQ), represents an energetic and diversified Engineering, Planning, and Urban Design team who recently have grown to encompass specialized studies in Environmental and Forestry initiatives. Our entire team appreciates the opportunity you have before you.

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Once again on behalf of our CTQ Team; Congratulations! We are pleased to see your appointment and look forward to working closer with you in the near future and beyond.

Sincerely,

**CTQ Consultants Ltd.**

A handwritten signature in dark ink, appearing to read "Matt H. Cameron".

Matt H. Cameron, P.Eng.  
Managing Partner



RECEIVED

DEC - 8 2011

THE CORPORATION OF  
THE CITY OF GRAND FORKS

COST

TIME

QUALITY

December 6, 2011

City of Grand Forks  
Attention: Neil Krog  
Box 220, 7217 - 4<sup>th</sup> Street  
Grand Forks, BC V0H 1H0

Dear Councillor Krog:

We are writing to congratulate you on your recent appointment as Councillor for the City of Grand Forks. Our firm, Cost Time Quality Consultants Ltd. (CTQ), represents an energetic and diversified Engineering, Planning, and Urban Design team who recently have grown to encompass specialized studies in Environmental and Forestry initiatives. Our entire team appreciates the opportunity you have before you.

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As you and your Council work towards making a positive difference in your community, we look forward to meeting with you to see if one of our specialties can complement your goals. We will be in touch and welcome the opportunity to meet with you, your Council and staff in the near future.

Once again on behalf of our CTQ Team; Congratulations! We are pleased to see your appointment and look forward to working closer with you in the near future and beyond.

Sincerely,

**CTQ Consultants Ltd.**

A handwritten signature in dark ink, appearing to read "Matt H. Cameron".

Matt H. Cameron, P.Eng.  
Managing Partner





RECEIVED  
DEC - 8 2011  
THE CORPORATION OF  
THE CITY OF GRAND FORKS

COST

TIME

QUALITY

December 6, 2011

City of Grand Forks  
Attention: Patrick O'Doherty  
Box 220, 7217 – 4<sup>th</sup> Street  
Grand Forks, BC V0H 1H0

Dear Councillor O'Doherty:

We are writing to congratulate you on your recent appointment as Councillor for the City of Grand Forks. Our firm, Cost Time Quality Consultants Ltd. (CTQ), represents an energetic and diversified Engineering, Planning, and Urban Design team who recently have grown to encompass specialized studies in Environmental and Forestry initiatives. Our entire team appreciates the opportunity you have before you.

CTQ has offices employing over 30 full-time people in Kelowna and Kamloops. We are honoured to be able to have the opportunity to work with a diverse and exciting client base. Our capabilities highlight public, private, and government projects within the Thompson, Okanagan, and Kootenay regions and beyond. With our experience, knowledge, and expertise in all disciplines (and growing), our commitment is to work in a **cost-effective** manner, being on **time** with our projects, and providing **quality** work for our valued on-going and new clients. That is indeed the thread which runs throughout our company fabric.

As you and your Council work towards making a positive difference in your community, we look forward to meeting with you to see if one of our specialties can complement your goals. We will be in touch and welcome the opportunity to meet with you, your Council and staff in the near future.

Once again on behalf of our CTQ Team; Congratulations! We are pleased to see your appointment and look forward to working closer with you in the near future and beyond.

Sincerely,

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Matt H. Cameron, P.Eng.  
Managing Partner



RECEIVED

DEC - 8 2011

THE CORPORATION OF  
THE CITY OF GRAND FORKS

COST

TIME

QUALITY

December 6, 2011

City of Grand Forks  
Attention: Bob Kendel  
Box 220, 7217 – 4<sup>th</sup> Street  
Grand Forks, BC V0H 1H0

Dear Councillor Kendel:

We are writing to congratulate you on your recent appointment as Councillor for the City of Grand Forks. Our firm, Cost Time Quality Consultants Ltd. (CTQ), represents an energetic and diversified Engineering, Planning, and Urban Design team who recently have grown to encompass specialized studies in Environmental and Forestry initiatives. Our entire team appreciates the opportunity you have before you.

CTQ has offices employing over 30 full-time people in Kelowna and Kamloops. We are honoured to be able to have the opportunity to work with a diverse and exciting client base. Our capabilities highlight public, private, and government projects within the Thompson, Okanagan, and Kootenay regions and beyond. With our experience, knowledge, and expertise in all disciplines (and growing), our commitment is to work in a **cost-effective** manner, being on **time** with our projects, and providing **quality** work for our valued on-going and new clients. That is indeed the thread which runs throughout our company fabric.

As you and your Council work towards making a positive difference in your community, we look forward to meeting with you to see if one of our specialties can complement your goals. We will be in touch and welcome the opportunity to meet with you, your Council and staff in the near future.

Once again on behalf of our CTQ Team; Congratulations! We are pleased to see your appointment and look forward to working closer with you in the near future and beyond.

Sincerely,

**CTQ Consultants Ltd.**

A handwritten signature in dark ink, appearing to read "M. Cameron".

Matt H. Cameron, P.Eng.  
Managing Partner



790 Shakespeare Street, Trail BC V1R 2B4  
Cell 250-231-0404 | Email [akblg@shaw.ca](mailto:akblg@shaw.ca)

**TO: All AKBLG Members**

**FROM:** Arlene Parkinson, Secretary/Treasurer

**DATE:** December 6, 2011

**RE: NOTICE OF ANNUAL GENERAL MEETING  
and FIRST CALL FOR RESOLUTIONS 2012**

---

The 2012 Annual General meeting of the Association of Kootenay & Boundary Local Governments will be held **April 19, 20 and 21, 2012 and will be hosted by the City of Trail.**

Pursuant to Section 10 of your Constitution, this is the FIRST FORMAL CALL FOR RESOLUTIONS for the Annual General Meeting. If there is an issue of concern to your Municipality or Regional District, which cannot be resolved at the local level, please submit it to the Association in the form of a Resolution.

We will be circulating the resolution package for perusal by delegates prior to the convention. Please make note of the deadline date. ***All resolutions must be received at this office no later than Monday, February 20, 2012.*** Resolutions received after this date will be held over until the next Annual General Meeting.

The Executive will receive Special Resolutions no later than 10:00 a.m., Friday, April 20, 2012, at the Annual General Meeting provided that there are 100 copies of each resolution. A Special Resolution requires a two thirds vote in support of consideration prior to being introduced onto the floor of the Annual General Meeting.

Background material and a brief statement of any previous action taken by the member should support each draft Resolution. Each Resolution may be submitted electronically to [akblg@shaw.ca](mailto:akblg@shaw.ca) and should be on the letterhead of the Local Government submitting it with a short heading to designate the subject of the Resolution. **The Resolution may not contain more than two "Whereas" clauses.**

Please do not hesitate to contact me at the above email address if you have any questions or concerns.



790 Shakespeare Street, Trail BC V1R 2B4  
Cell 250-231-0404 | Email akblg@shaw.ca

I have included below the updated Constitution excerpts that were passed at the 2010 AKBLG Annual General Meeting.

Thank you

Arlene Parkinson  
Secretary Treasurer

#### **10.4 Ordinary Resolutions**

- (1) Each resolution shall be prepared on a separate sheet of 8 1/2" by 11" paper under the name of the sponsoring Member and shall bear a short descriptive title;
- (2) Each resolution shall be endorsed by the sponsoring Member.
- (3) All resolutions of the Association shall be deemed to be of a local (regional) nature unless specifically indicated by the sponsor that the resolution is to be handled at the Provincial Government level.

#### **10.5 Late and Special Resolutions (April 2010)**

(i) Resolutions that are not received in accordance with the deadline outlined in 10.7 below shall be categorized as follows;

- (a) Late Resolution
- (b) Special Resolution

(ii) A Late Resolution shall be held over until the next Annual Meeting

(iii) A Special Resolution shall be determined by the Resolutions Committee, as being any resolution pertaining to a new issue that has arisen between the deadline outlined in 10.7 below and the Annual Meeting.

(iv) A Special Resolution requires a two thirds vote in support of consideration prior to being introduced onto the floor of the Annual Meeting, and may only be introduced after all Ordinary Resolutions have been considered or if two thirds of the Delegates present determine to hear the resolution immediately.

**10.6** The Executive will cause the resolutions to be printed and circulated to Members by way of the delegate packages.

**10.7** All resolutions, along with supportive, background information, shall be sent to the Secretary-Treasurer sixty (60) days prior to the date of the Annual Meeting.

## Attachment A

### Guidelines on Preparing Resolutions for UBCM

#### Introduction

Below are guidelines to be used in the preparation of a resolution for the UBCM.

#### The Construction of a Resolution

All resolutions consist of a *preamble* and an *enactment*. The preamble describes the issue and the enactment outlines the action being requested. A resolution should answer three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

#### *Preamble*

The preamble commences with "**WHEREAS**", and is a concise paragraph about the nature of the problem or the reason for the request. It answers the first two questions above, stating the problem and its cause, and should outline, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

#### *Enactment*

The enactment begins with the words "**THEREFORE BE IT RESOLVED**", and is a concise paragraph meant to convey the resolution's intent. It answers the third question above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM.

Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

#### How to Draft a Resolution for UBCM

1. *Address one specific subject in the text of the resolution.*  
Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.
2. *Use simple, action-oriented language and avoid ambiguous terms.*  
Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.



3. *Provide factual background information.*

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i. *Supplementary Memo*

A brief, one-page memo from the author, which outlines the background that led to the presentation and adoption of the resolution by the local government.

ii. *Council/Board Report*

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information **will not be considered** until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. *Construct a brief, descriptive title.*

A title identifies the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the *Annual Report & Resolutions Book* and for clarity, the title should be no more than three or four words.

5. *Check legislative references for accuracy.*

Where necessary, identify:

- the correct jurisdictional responsibility  
(the name of the responsible ministry or department at the provincial or federal level)
- the correct legislation, including the title of the act or regulation

6. *Focus on issues that are province-wide.*

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

## Attachment B

### Resolution Template

**SHORT TITLE**

**Sponsor's Name**

WHEREAS the quick brown fox jumped over the lazy dog;

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

Note the specific  
**punctuation.**

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second "enactment" clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that the quick brown fox will in future invite a different partner for games of leapfrog, such as the hopping kangaroo or the flying squirrel.

*Draft your resolutions according to the above template.*

*Note the maximum two "WHEREAS" and "BE IT RESOLVED" clauses,  
specific punctuation, capitalization and sentence structure.*

*Craft your resolution to be as readable as possible within these guidelines.*

## Attachment C

### Gold Star Resolutions Criteria

- 1) Resolution must be properly titled.
- 2) Resolution must employ clear, simple language.
- 3) Resolution must clearly identify problem, reason and solution.
- 4) Resolution must have two or fewer “WHEREAS” clauses.
- 5) Resolution must have a short, clear, stand-alone enactment (“THEREFORE”) clause.
- 6) Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
- 7) Resolution must include appropriate references to policy, legislation and regulation.
- 8) Resolution must be submitted to relevant Area Association prior to UBCM.

*Visit the UBCM website to view the list of Gold Star award winners and their resolutions, from 2003 onward, under Resolutions & Policy → Resolutions → Gold Star Resolutions.*

## Attachment D

### Procedures for Submitting Resolutions to UBCM

#### 1. Deadline for Resolutions

All resolutions must be received in the UBCM office by **June 30, 2011**.

The deadline is set in section 14(a) of the UBCM Bylaws.

#### 2. Submission to Area Associations

UBCM encourages all members to submit their resolutions to their respective Area Association for consideration prior to Convention. The *Annual Report & Resolutions Book (Resolutions Book)* will indicate whether or not the resolution has been considered and endorsed by an Area Association.

If your Area Association deadline has passed, resolutions may be submitted directly to UBCM before the June 30, 2011 deadline.

#### 3. Submission Requirements for UBCM

Resolutions submitted to the UBCM for consideration shall be submitted as follows:

- one print copy of the resolution and one electronic copy of the resolution
- UBCM **must** receive the print copy of each resolution by mail **prior to June 30, 2011**
- background documentation must accompany each resolution, explaining the nature of the issue

Please email the electronic copy of each resolution to Reiko Tagami, Information & Resolutions Coordinator [[rtagami@ubcm.ca](mailto:rtagami@ubcm.ca)].

#### 4. Resolutions Committee Consideration

UBCM policy provides for the separation of resolutions into three sections. The Resolutions Committee uses the following guidelines to place each resolution in the appropriate section:

- a. **SECTION A** shall contain resolutions that pertain to new policy matters not previously discussed by the membership, and/or priority issues that have broad application for all UBCM members.
- b. **SECTION B** shall be divided into three parts:
  - i. **Part I** – Resolutions Supporting Existing Policy

These resolutions include:

- previously considered and endorsed resolutions;
- resolutions in keeping with the UBCM policy; or

- other major previously approved policy papers/documents.

ii. **Part II & Part III** – Resolutions Proposing New Policy

These resolutions include:

- resolutions on topics not previously considered;
- resolutions considered previously but not endorsed;
- topics of local or regional significance; or
- topics of national significance and recommended, as appropriate, for consideration by the Federation of Canadian Municipalities (FCM).

The resolutions committee has discretion to classify these resolutions as:

- Part II: issues within the jurisdiction of local government
- Part III: issues outside the jurisdiction of local government

Part II resolutions will be grouped as follows:

- (a) resolutions recommended to be endorsed or endorsed with proposed amendment (sorted by subject); followed by
- (b) all other resolutions (sorted by subject).

Part III resolutions will be grouped as follows:

- (a) resolutions recommended to be endorsed or endorsed with proposed amendment (sorted by subject); followed by
- (b) all other resolutions (sorted by subject).

Part II and Part III resolutions that have not been debated by the Convention will be referred automatically to the Executive for consideration, and the sponsors advised of the Executive action. A recommended decision for each resolution is printed in the *Resolutions Book*, and the Executive will base their actions on these recommendations.

Section B resolutions will be considered only after debate on all Section A resolutions has been completed.

Section B resolutions will be dealt with on the Convention floor in the order in which they appear in the *Resolutions Book*.

- c. **SECTION C** shall contain resolutions that have been consolidated and will not be discussed on the floor of Convention.

The Resolutions Committee combines resolutions on similar or related topics wherever possible. This is done in three ways.

- i. Similar resolutions may be consolidated or grouped together, and referred to a single resolution in Section A or B.
- ii. Resolutions pertaining to the same topic area may be incorporated into a policy paper or report that will be discussed at Convention.
- iii. Resolutions may be referred to other sessions at Convention for discussion. Any recommendation arising from discussion at those sessions will come forward to the



floor of Convention on Friday. At that time, the full membership will have an opportunity to consider the recommendation.

Section C may also contain resolutions referred to Area Associations due to being regional in nature.

## 5. Resolutions Received After the Deadline

Resolutions received after the regular deadline of June 30, 2011 will not be printed in the *Resolutions Book* and may only be admitted for debate by special motion during Convention. The process for handling resolutions received after the deadline is outlined below.

- a. Resolutions submitted after the regular deadline must comply with all other submission requirements and be received at the UBCM office before 12:00 noon on Friday, September 23, 2011.
- b. Resolutions received after the regular deadline shall be examined by the Resolutions Committee and separated into the following categories:
  - **Emergency** resolutions recommended to be placed before the Convention for Plenary discussion; or
  - **Late** resolutions not recommended to be admitted for Plenary discussion.
- c. A resolution may be deemed emergency in nature **only if the topic has arisen since the regular deadline** for submission of resolutions.
- d. Emergency resolutions shall be discussed only after all Section A resolutions printed in the *Resolutions Book* have been debated, but not before the time printed in the Convention Program.

## 6. Resolutions Procedures

The membership has adopted a number of procedures to improve policy sessions and increase the time available for debate. These procedures will continue in 2011.

- a. Section B resolutions will be introduced to the floor as a block – it is not necessary to move and second introduction to the floor for each individual resolution. This procedure increases the time available for debate by removing the requirement to have each Section B resolution moved for consideration. Once introduced to the floor, the resolutions in Section B will then be considered in the order that they appear in the *Resolutions Book*.
- b. Previously considered and endorsed resolutions are placed into Section B – Part I and considered as a block to avoid repetitive debate on issues that continue to be brought forward and endorsed each year. (Any voting delegate wishing to speak in opposition or propose an amendment may withdraw an individual resolution from this block.)
- c. For resolutions received after the June 30 deadline — late resolutions — only matters of urgency are appropriate for debate. Late resolutions addressing issues that have emerged after June 30 may be classified as emergency and may be recommended to be admitted for debate. Late resolutions not classified as emergency will not be admitted for debate. These

late resolutions will be carried over automatically to the next year's resolutions cycle, starting with consideration by the appropriate Area Association. Referral to the following year ensures that these issues are not lost and that the broader membership may still consider the resolutions.

- d. Resolutions grouped into sections B2-a and B3-a of the *Resolutions Book* are suggested for consideration as a block. These resolutions have the recommendation "Endorse" or "Endorse with Proposed Amendment" and at the will of the voting delegates may be considered as a block, which allows more resolutions to be addressed at Convention. As with the B1 block, any voting delegate wishing to speak in opposition or propose an amendment may withdraw a resolution from a block to be considered individually.
- e. When clarification of a resolution is required, UBCM will contact the sponsor, and the sponsor will be given one week to respond. If the sponsor does not provide a response within one week from the UBCM request for clarification, then the resolution will not be printed in the *Resolutions Book* and will not be considered at Convention. UBCM encourages sponsors to present clear, understandable resolutions prior to Convention, so that sponsors do not require additional time during a resolutions session to clarify their resolutions.
- f. Once the sponsor has spoken to a resolution, if no voting delegate wishes to speak in opposition or propose an amendment, then the question will be called. This is intended to minimize the time spent debating a resolution that the plenary already seems to support. The procedure is as follows:
  - i. The Chair reads the resolution number and title.
  - ii. A Resolutions Committee member reads the enactment clause and Resolutions Committee recommendation.
  - iii. The Chair invites the sponsor to speak to the resolution for a maximum of 3 minutes.
  - iv. Once the sponsor has spoken, if no other delegates come forward wishing to speak in opposition or propose amendments, then the Chair calls the question. However, if a delegate approaches a microphone to speak in opposition or propose an amendment, then the Chair will invite the delegate to speak for a maximum of 2 minutes.
  - v. The Chair facilitates debate on the resolution and will make an effort to alternate debate between delegates speaking in opposition and those speaking in favour.
  - vi. The Chair may use his or her discretion to minimize repetitive debate by calling the question if multiple delegates have presented similar arguments in favour of or against a resolution.
- g. To assist the Chair in determining whether delegates wish to speak in favour of or in opposition to a resolution, two microphones will be placed at each microphone station on the Convention floor. The microphones will be labelled "PRO" and "CON". The Pro mic is for delegates speaking in favour, and the Con mic is for delegates speaking in opposition to the resolution. Those wishing to propose amendments should approach the Con mic.

## 7. Other Matters Affecting Handling of Resolutions

The Resolutions Committee has indicated that it will:

- adhere strictly to the *Guidelines on Preparing Resolutions for UBCM* and will make every effort to ensure that sponsors' resolutions are clear and concise; and
- endeavour to consider all resolutions submitted (as per guidelines) during the time allocated at the 2011 Convention.

Sponsors should be prepared to speak to their resolutions on the Convention floor, because the resolutions will not be read aloud to the delegates.

Resolutions should address topics that are of local government concern province-wide.

Members should be aware that the above policies are not exhaustive but are in addition to the *UBCM Bylaws* and to the "Conference Rules & Procedures for Handling of Resolutions" that are adopted each year by the Convention.

THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF MEMORANDUM

**To:** Lynne Burch  
**Date:** November 14, 2011  
**From:** Wayne Kopan,  
Manager of Environmental & Building Construction Services

MEMO

**RE: Holder Attachments (Boom Flail Mower & 5-Way Snow Blade)**

In 2010 with the addition of the new trails and sidewalks the City was considering the purchase of a new Holder and attachments to keep up with the maintenance and snow removal in these areas. After the last winter season had passed we realized that a new machine was not required, but that some attachments for our existing Holder could achieve the same results without having the expense of operating a second unit.

The Holder and the attachments were a line item in the 2011 budget for \$200,000.00. At this time staff would like to proceed with the purchase of the Boom Flail Mower and the Five Way Snow Blade. The two attachments combined will be a total of \$29,400.00 plus taxes. This purchase will save the City \$170,000.00 in the equipment replacement reserve fund for the 2011 budget year.

The first attachment is the new Boom Flail Mower. This attachment would greatly enhance the staff's ability to maintain the weed and brush growth along the trails, and could also be used in a multitude of other locations where access by other larger equipment is limited.

The 5-Way Snowblade is another attachment that would assist in snow removal throughout the winter. Over the past ten years the City has operated two 5-Way snow blades on our trucks. The 5-Way snowblade allows for more maneuverability and greatly reduces the amount time spent going back and forth to clean up windrows of snow left behind by conventional blades. This holds true for the Holder as well, by scooping the snow away in one pass it would expedite snow clearing at intersection crosswalks and driveways.

Respectfully Submitted:



Wayne Kopan  
Manager of Environmental & Building Construction Services





7445 Lowland Drive  
Burnaby, BC V5J 5A8  
Tel: 604-430-4274  
Fax: 604-439-7926  
Sales @vimarequipment.com

October 21, 2011

Corporation of the City of Grand Forks  
BOX 220  
420 Market Avenue  
Grand Forks BC V0H 1H0

**Via email: wkopan@grandforks.ca**

**Attn: Wayne Kopan, Superintendent**

**RE: HOLDER ATTACHMENT QUOTE**

Dear Wayne,

Further to our conversation this week we are pleased to quote on the following attachments for your 2006 Holder model 9.78:

One only Boom Flail PA41 (must use summer tires) .....	\$20,000.00
One only Counter Weight (required for boom flail) .....	\$1,400.00
One only 60" 5-Way Folding Snow Plow .....	\$8,000.00

*(All taxes extra, FOB: Grand Forks, Quote valid 30 days, NetCASH)*

**Note:** You may require 2 additional hydraulic couplers for the boom flail that will need to be plumbed and installed by your mechanic. The cost of the couplers would be under \$500.00. Please let me know if you need more accurate pricing on the couplers

I will call you next week to discuss

Yours truly,  
VIMAR EQUIPMENT

Burke Tucker, Territory Manager  
BT/hl  
Cc: file copy





## **BOOM FLAIL MOWER, FRONT-MOUNTED**

[| MODEL 6000-PA41 |](#) | [MODEL 6000-PA31 |](#)

### *Far-reaching design*

Hard-to-reach areas, steep inclines, roadsides and even high hedges are no longer a problem with HOLDER's boom flail mower. HOLDER's front-mounted boom flail mower provides better visibility, ease of use and operator comfort in comparison to rear or side mowers. The cutting head is always within view, without the operator straining his neck.

The smart design of this boom flail mower, coupled with HOLDER tractor's Stabilizing System that applies pressure on the axles to maintain equal pressure on the four tires, means that dual wheels are not required — extending the effective reach beyond other boom mowers in its class. You benefit from extended reach with the full length of the 12'10" arm, better clearance at guardrails and less exposure to passing traffic. You can easily reach down road-side slopes, along the top of rough hedges or across irrigation canals and ditches.

A hydraulic breakaway reduces the risk of accident or failure — when the cutter head meets an obstruction it pivots back, preventing damage and excessive wear. And with HOLDER's parallel arm geometry, the head maintains the same plane when the arm is extending or retracting, allowing for precision cutting. True to HOLDER's ergonomic design, all hydraulic and power controls are located within easy reach inside the cab.

The PA41's rotating head provides a perfect 39" cut with 20 double-edged knives; the PA31 offers a 29" wide cut. These heavy-duty cutters have a head rotation range of 220°, increasing accuracy and decreasing finishing time. The HOLDER head is perfectly sized for productive roadside use: it is not slowed by obstructions that hamper wider heads. It is highly maneuverable, allowing the operator to easily get around obstacles and save time.



### FOLDING V PLOW

| [MODEL 4160-FVP](#) | | [MODEL 4166-FVP](#) |

#### *V for versatility*

Because one plow can rarely meet all your needs, HOLDER has designed a unique 3-in-1 Folding V-Plow. This exceptional plow combines the distinct advantages of a V-plow and an angle plow into one versatile attachment.

From the comfort of the cab, the operator can change from a V-plow to an angle plow and even to an inverted V-plow. You can easily make your way through large snowbanks, and clear sidewalks and pathways. The inverted plow allows the operator to stack snow on parking lots and other large areas. Clearing up intersections, bus stops and driveways is made easy with this versatile attachment.

Four separate trip edges allow for better control when encountering obstructions such as expansion joints, manholes, etc. This heavy-duty equipment is front-mounted on a 3-point hitch and benefits from HOLDER's front arm hydraulic oscillation – the plow follows the contours of the ground and ensures cleaning with a single pass.

*Use the dump body and spreader combination to get more done at once! Get the*

## **TASK LIST FOR MEETINGS SCHEDULED FOR DECEMBER 5TH, 2011**

ISSUE	ASSIGNED	COMPLETED
<b>INAUGURAL MEETING OF COUNCIL</b>		
Recommendations From Staff for Decisions:		
a) <b>RESOLVED THAT</b> THE LISTING OF 2011 REGULAR MEETINGS OF COUNCIL BE RECEIVED AND THAT STAFF BE DIRECTED TO PUBLISH NOTICE OF THE 2011 MEETINGS OF COUNCIL AS REQUIRED BY THE COMMUNITY CHARTER.	Diane	Done
b) <b>RESOLVED THAT THE</b> REPORT OF THE CHIEF ELECTION OFFICER FOR THE CITY OF GRAND FORKS, ON THE FINAL OUTCOME OF THE 2011 LOCAL GOVERNMENT GENERAL ELECTION BE RECEIVED.	Diane	No further action
c) <b>RESOLVED THAT THE</b> FOLLOWING COUNCILLORS BE APPOINTED AS ACTING MAYOR FOR THE CORRESPONDING TWO-MONTH PERIOD FOR THE ENSUING COUNCIL YEAR: <i>Councillor Kendel – December 2011 and January 2012</i> <i>Councillor Krog – February 2012 and March 2012</i> <i>Councillor O'Doherty – April 2012 and May 2012</i> <i>Councillor Smith – June 2012 and July 2012</i> <i>Councillor Wirischagin – August 2012 and September 2012</i> <i>Councillor Wyers – October 2012 and November 2012</i>	Diane	No further action
d) <b>RESOLVED THAT</b> COUNCIL APPOINTS MAYOR BRIAN TAYLOR AS THE CITY OF GRAND FORKS REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, AND THE REPRESENTATIVE TO THE KOOTENAY BOUNDARY REGIONAL HOSPITAL DISTRICT. <b>RESOLVED THAT</b> COUNCILLOR WYERS BE APPOINTED AS COUNCIL'S ALTERNATE REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, AND ALTERNATE REPRESENTATIVE TO THE KOOTENAY BOUNDARY REGIONAL HOSPITAL DISTRICT.	Diane – Letter to RDKB advising who is representing the City	Done



**General Meeting  
November 16, 2011  
Agenda**

---

*Call to Order: 7.00 pm*

*Announcements*

*Acceptance of Agenda*

*Consent Agenda:*

*Minutes:* Regular Meeting of October 19, 2011

*Correspondence:* None

*Reports:*

- Financial Report
- Library Director's Report

*Delegations:*

None

*Old Business:*

Information: Funding request

*New Business:*

Fundraising: Christmas Book tree

Formation of a fundraising committee

Hours during the holiday season

*Questions:*

*Adjournment:*

8.00 pm

*Next Meeting:*

December 21, 2011 – 7.00 pm



**General Meeting  
October 19, 2011  
Agenda**

Present: Ted Invictus, Heather Buzzell, William Caley, Ralph White, David Janzen, Marin Domeij and Cher Wyers

Guests: Katy Livingston, Dave Watts

*Call to Order:* 7.00 pm

*Announcements* None

*Acceptance of Agenda* White/Janzen: Accepted as amended.

*Consent Agenda:* Domeij/White

*Minutes:* Regular Meeting of September 20, 2011

*Correspondence:* None

*Reports:*

- Financial Report
- Library Director's Report

*Delegations:*

None

*Old Business:*

Scanning costs: new fee? \$0.25

Janzen/Domeij: To initiate a \$0.25/scan fee, fee to be revisited annually.

Carried

*New Business:*

Christmas Staff party: Sunday, December 18, 2011 to noon, staff and library board.

*Budget approval:*

White/Caley: Motion to approve budget as amended. Discussion: add \$200 to line 3 (Advertizing and promotion)

Janzen/White: Approve budget as amended.

*Questions:*

Watts: Question re updating minutes on website. May 2011 needs to be added. Heather will update website (which is currently under revision) with June and September minutes shortly. Also, pointed out that the minutes are up to date in the library's board binder in Reference section and in the official record.



Watts: Suggestion about posting board member profiles. Heather: problem is lack of wall space and the needs of the library to post library events.

Adjournment: White: motion to adjourn.  
8.15 pm

Next Meeting:  
November 16, 2011 - 7.00 pm

Grand Forks Public Library Association  
Income Statement Comparison of Actual to Budget for Fiscal End 2011

Expenses					
		Actual to October 31	2011 Budget	%	Remaining
General Operating Expenses	1 Accounting & Legal fees	\$ 6,881	\$ 4,000	172%	-\$ 2,881
	2 Hiring Fees	\$ 164	\$ 300	55%	\$ 136
	3 Ads and Promo	\$ 1,300	\$ 1,500	87%	\$ 201
	4 Bank charges	\$ 325	\$ 300	108%	-\$ 25
	6 Cash over/short	\$ (295)	\$ -	0%	\$ 295
	7 Dues, Seminars & PD	\$ 6,978	\$ 5,700	122%	-\$ 1,278
	8 Janitor supplies	\$ 786	\$ 600	131%	-\$ 186
	9 Labour negotiation cost	\$ 3,082	\$ 5,000	62%	\$ 1,918
	10 Library & Office supplies	\$ 6,240	\$ 6,000	104%	-\$ 240
	11 New equip & furniture	\$ 1,921	\$ 2,500	77%	\$ 579
	12 Photocopier	\$ 920	\$ 1,000	92%	\$ 80
	13 Postage	\$ 1,076	\$ 1,200	90%	\$ 124
	14 Reimbursable expenses	\$ 132	\$ -	0%	-\$ 132
	Subtotals:	\$ 29,508	\$ 28,100	105%	
Collection	15 Collection - Books	\$ 22,732	\$ 36,000	63%	\$ 13,268
	16 Collection - Periodicals	\$ 5,364	\$ 5,000	107%	-\$ 364
	17 Collection - Audio/Visual	\$ 1,987	\$ 2,000	99%	\$ 13
	18 Electronic Subscriptions	\$ 2,431	\$ 2,000	122%	-\$ 431
	Subtotals:	\$ 32,515	\$ 45,000	72%	
Facility	19 Utilities - Power	\$ 8,344	\$ 13,000	64%	\$ 4,656
	20 Telephone/fax/internet	\$ 3,270	\$ 4,000	82%	\$ 730
	21 Repairs & maintenance	\$ 498	\$ 2,000	25%	\$ 1,502
	22 Janitor services	\$ 8,314	\$ 9,000	92%	\$ 686
	23 Maintenance Agreement	\$ 7,500	\$ 15,000	50%	\$ 7,500
	24 Insurance	\$ 3,576	\$ 4,000	89%	\$ 424
	Subtotals:	\$ 31,502	\$ 47,000	67%	
Technology	25 Comp. Supplies & software	\$ -	\$ -	0%	\$ -
	26 Computer equipment & Software	\$ 3,112	\$ 4,000	78%	\$ 888
	27 Patron Management software	\$ -	\$ 3,000	0%	\$ 3,000
	28 Computer mainenance	\$ 2,391	\$ 1,500	159%	-\$ 891
	29 Evergreen cost	\$ 2,207	\$ 2,250	98%	\$ 43
	Subtotals:	\$ 7,709	\$ 10,750	72%	
Events	30 Volunteer Appreciation	\$ 719	\$ 700	103%	-\$ 19
	31 Special Events - AGM		\$ 78	0%	\$ 78
	32 Special Events - Programs	\$ 1,577	\$ 2,000	79%	\$ 423
	33 Special Events - SRC	\$ 451	\$ 500	90%	\$ 49
	Subtotals:	\$ 2,747	\$ 3,278	84%	
Wages and Benefits	34 Salaries	\$ 184,557	\$ 200,027	92%	\$ 15,470
	35 CPP	\$ 6,467	\$ 8,161	79%	\$ 1,694
	36 EI	\$ 4,335	\$ 4,841	90%	\$ 506
	37 WCB	\$ 357	\$ 420	85%	\$ 63
	38 Group Ins	\$ 2,765	\$ 1,969	140%	-\$ 796
	39 Blue Cross	\$ 5,054	\$ 4,807	105%	-\$ 247
	40 MSP	\$ 2,280	\$ 3,159	72%	\$ 879
	41 Pension	\$ 10,381	\$ 12,165	85%	\$ 1,784
	Subtotals:	\$ 216,197	\$ 235,549	92%	
Misc.	Photocopier purchase	\$ 8,169			
TOTAL:		\$ 320,179	\$ 369,677		

Income						
			Actual to October 31	Budget	%	Remaining
Grants	Operating	1 RDKB	\$ 289,756	\$ 289,756	100%	\$ -
		2 Prov of BC	\$ 28,464	\$ 28,922	98%	\$ 458
		Subtotals:	\$ 318,220	\$ 318,678		
	Non Operating	3 Prov. Resource Sharing/ILL	\$ 2,696	\$ 2,937	92%	\$ 241
		4 Prov. BC OneCard	\$ 10,250	\$ 10,250	100%	\$ -
		5 Prov. Equity/Literacy	\$ 6,744	\$ 6,744	100%	\$ -
		6 Fed. CAP	\$ 3,708	\$ 3,708	100%	\$ -
		7 Fed. YCW ***	\$ 720	\$ 3,000	24%	\$ 2,281
		8 Fed. CSJ	\$ 1,671	\$ 1,920	87%	\$ 250
		9 Fed. CAP YI	\$ 3,687	\$ 4,200	88%	\$ 513
		10 Other Grant Income	\$ 538	\$ 5,000	11%	\$ 4,462
		Subtotals:	\$ 30,013	\$ 37,759		
Other Income	Daily Transactions	11 Memberships	\$ 251	\$ -	0%	-\$ 251
		12 Fines	\$ 3,043	\$ 4,000	76%	\$ 957
		13 Sales - Books	\$ 1,197	\$ 2,000	60%	\$ 803
		14 Sales - Copies&Prints	\$ 1,741	\$ 1,500	116%	-\$ 241
		15 Lost/Damaged books	\$ 589	\$ 1,000	59%	\$ 411
		16 Meeting room rental	\$ 692	\$ 500	138%	-\$ 192
		17 Donations	\$ 1,432	\$ 2,000	72%	\$ 568
		Subtotals:	\$ 8,945	\$ 11,000		
	Fundraising	18 Adopt-a-magazine	\$ 38	\$ 1,000	4%	\$ 962
		19 Friends of the Library	\$ 3,000	\$ 1,140	263%	-\$ 1,860
		20 Used equipment sales	\$ -	\$ -	0%	\$ -
		Subtotals:	\$ 3,038	\$ 2,140		
	Misc.	21 Expense reimbursment	\$ 800	\$ -	0%	-\$ 800
		22 Transfer from Reserve	\$ 25,000	\$ -	0%	-\$ 25,000
		23 Income from interest	\$ 978	\$ 100	978%	-\$ 878
		24 Evergreen		\$ -	0%	\$ -
		Subtotals:	\$ 26,778	\$ 100		
TOTAL:			\$ 386,995	\$ 369,677		

Note: 10 Local & Provincial initiatives : Success by 6, Phoenix Foundation, Raise A Reader, LawMatters, etc  
7 YCW grant: final 2010 payment arrived in 2011  
22 Transfer from reserve done April 5th and June 30th

TOTAL INCOME	\$ 386,995
TOTAL EXPENSE	\$ 320,179
NET INCOME	\$ 66,816



## Librarian Report

For the month of October 2011

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### ***In the Library:***

October was Library Month! Early in October we welcomed One Book One Kootenay author Rosa Jordan to do a reading from her book *Far From Botany Bay*. We also began our fall story time both in Grand Forks and at Christina Lake. Two *Learn@Lunch* programs were presented – I feel this is one of our most successful programs in the library, and the public response to the variety of topics has been very positive. The book club met in both Grand Forks and at Christina Lake to discuss *Memory Keepers Daughter* by Kim Edwards. We also introduced our newest program, *Fabulous Fridays*, with the help of the Border Bruins and Phil Lefkowitz – it was a tremendous success. We have several more planned in until the New Year. Unfortunately we were unable to get the e-book readers circulating in October, but they will launch in November.

From my end of things, I am making progress with the two major projects on my plate. The Procedure manual will likely be done by the end of November and the collection survey by the end of December. Having both projects complete will allow me to create a usable buying plan for the collection. I'm currently waiting for word on what the 2012 cost for the Library2Go e-book service will be, as there have been some major policy changes in that service it is likely to impact our costs as well.

I will be auditing a course through Athabasca University starting in December, *Accounting for Managers of Not-For-Profit Organizations*.

### ***In the larger library world:***

The Library Directors Advisory Group of the Kootenay Library Federation met in Salmo on the 14<sup>th</sup> of October; some of the topics discussed were preferred vendor status of our barcode distributor – this equals a significant discount for our library, the book club kits that the Federations have created to circulate, and the author tours planned for the New Year. Ben Hyman, from the BC Libraries Co-Operative, came to the meeting and presented on the future plans. He is working with the province and other players with Telus to improve the province's bandwidth to all communities. Some library's have begun the process of integrating Evergreen and BiblioCommons (a social networking software for libraries); it will be interesting to see how well this works.

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**Statistics:**

	October	
	2011	2010
Circulations (loans, renewals, in-house use)	6820	6746
Titles added	305	210
Visitors (total/daily average)	11021/551	10853/517
Open Days	20	21
New Members	35	40
ILLs out/in	205/117	204/128
Reference questions	697	329
Public Computers/Wifi	495/202	914/265
Website hits	437	nd
Ebsco searches	Nd	47
Overdrive/Library2Go	69/65	35
Children's Programs/attendance	6/124	6/65
Teen programs/attendance	0/10	0/8
Adult programs/attendance	12/149	11/96

  
Heather Buzzell, MLIS  
Library Director





## Grand Forks & District Public Library Budget Proposal 2012

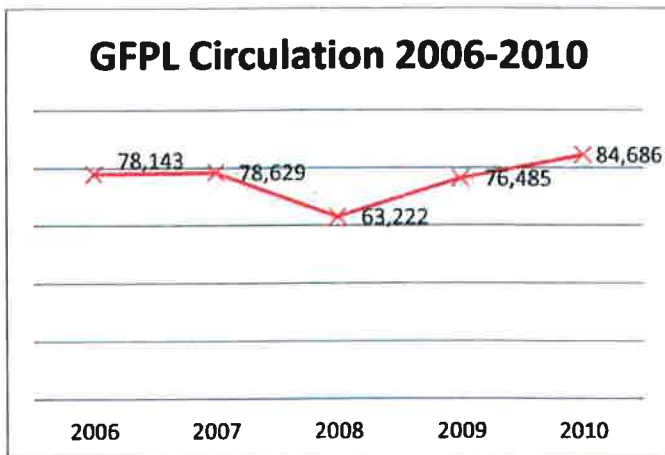
In 2010, the Library Board approved a new Strategic Plan (2010-2015) and a corresponding Service Plan for the library staff. The three primary goals were in the areas of the library facility, community visibility and community outreach.

**Facility:** we have found some temporary solutions towards our work area shortage and we have updated the paint in our meeting room. These improvements have made a great deal of difference. We plan to fundraise for further cosmetic enhancements over the coming year.

**Visibility:** we have developed a Facebook page to promote library events and have begun to use various forms of social media in order to facilitate the marketing of the library. Additionally, we're in the process of revamping our library's website in order to bring us up to current library standards. We continue to look for community partners, and work actively with CBAL to present the community learning place.

**Community Outreach:** we have initiated various types of outreach services, including a partnership with Strong Start, in the past year, and we continue to evaluate the long term sustainability of these programs. In July 2011, we began a yearlong pilot project delivering service in Christina Lake through a partnership with the Christina Lake Village. The response has been very positive and we have been asked to deliver two programs at the library outpost.

Overall, we have seen an increase in the community's use of the library. In 2010, the Grand Forks & District Public Library saw an annual visitor increase of 28% over the previous year. Our overall circulations rose by 11%. Of particular note is that our patrons have taken to e-books. In 2011 we have seen a 374% increase in circulation of these materials. The popularity of this shared service has correspondingly increased the cost to all BC Libraries. We have welcomed 465 new patrons to date in 2011. The number of programs we deliver has increased in 2011 and we have already seen a 7% increase in attendance at these events. The library was awarded the 2011 Community Literacy Award by CBAL.



**The Grand Forks Public Library Association board of trustees respectfully requests an increase in funding to \$351,391.**

This funding increase will allow the library to maintain the excellent service that the community expects and appreciates from us, develop new local partnerships, and explore areas we can continue to improve library service.

The 2012 to 2014 budget for Grand Fork & District Public Library is attached.

Submitted by the Grand Forks Public Library Association Board of Trustees: Ted Invictus, William Caley, Christine Day, Martin Domeij, David Janzen and Ralph White.

Budget 2012-2014 Year DRAFT (v5)

		2011 Income:		\$ 366,838	
		Expense:		\$ 415,451	
		DIFFERENCE:		<u><del>-\$ 48,613</del></u>	
<b>Expenses</b>		<b>2011 CURRENT</b>		<b>2012</b>	
<b>TOTAL:</b>		<b>\$ 374,650</b>		<b>\$ 415,451</b>	
General Operating Expenses	1 Accounting & Legal fees	\$ 4,000	1.07%	\$ 3,000	0.72%
	1a Bookkeeper		0.00%	\$ 5,000	1.20%
	2 Hiring Fees	\$ 300	0.08%	\$ 300	0.07%
	3 Ads and Promo	\$ 1,500	0.40%	\$ 1,700	0.41%
	4 Bank charges	\$ 300	0.08%	\$ 400	0.10%
	6 Cash over/short	\$ -	0.00%	\$ -	0.00%
	7 Dues, Seminars & PD	\$ 5,700	1.52%	\$ 5,700	1.37%
	7a travel		0.00%	\$ 1,000	0.24%
	8 Janitor supplies	\$ 600	0.16%	\$ 700	0.17%
	9 Labour negotiation cost/transfer to reserve	\$ 5,000	1.33%	\$ 2,500	0.60%
	10 Library & Office supplies	\$ 6,000	1.60%	\$ 7,000	1.68%
	11 New equip & furniture	\$ 2,500	0.67%	\$ 2,500	0.60%
	12 Photocopier	\$ 1,000	0.27%	\$ 1,000	0.24%
	13 Postage	\$ 1,200	0.32%	\$ 1,200	0.29%
	14 Reimbursable expenses	\$ -	0.00%	\$ -	0.00%
Subtotals:		\$ 28,100	7.50%	\$ 32,000	7.70%
Collection	15 Collection - Books	\$ 36,000	9.61%	\$ 36,000	8.67%
	16 Collection - Periodicals	\$ 5,000	1.33%	\$ 5,000	1.20%
	17 Collection - Audio/Visual	\$ 2,000	0.53%	\$ 2,000	0.48%
	18 Electronic Subscriptions	\$ 2,000	0.53%	\$ 2,500	0.60%
Subtotals:		\$ 45,000	12.01%	\$ 45,500	10.95%
Facility	19 Utilities - Power	\$ 13,000	3.47%	\$ 15,000	3.61%
	20 Telephone/fax/internet	\$ 4,000	1.07%	\$ 4,000	0.96%
	21 Repairs & maintenance	\$ 2,000	0.53%	\$ 2,000	0.48%
	22 Janitor services	\$ 9,000	2.40%	\$ 11,000	2.65%
	23 Maintenance Agreement	\$ 15,000	4.00%	\$ 15,000	3.61%
	24 Insurance	\$ 4,000	1.07%	\$ 4,000	0.96%
25 Transfer to Facility improvement reserve					
Subtotals:		\$ 47,000	12.55%	\$ 51,000	12.28%
Technology	26 Computer equipment & Software	\$ 4,000	1.07%	\$ 4,000	0.96%
	27 Patron Management software	\$ 3,000	0.80%	\$ 550	0.13%
	28 Computer maintenance	\$ 1,500	0.40%	\$ 2,000	0.48%
	29 Evergreen cost	\$ 2,250	0.60%	\$ 2,250	0.54%
	30 transfer to technology reserve				
Subtotals:		\$ 10,750	2.87%	\$ 8,800	2.12%
Services/Events	31 Volunteer & Staff Appreciation	\$ 700	0.19%	\$ 1,000	0.24%
	32 Special Events - AGM	\$ 78	0.02%	\$ 100	0.02%
	33 Special Events - Programs	\$ 2,000	0.53%	\$ 2,500	0.60%
	34 Special Events - SRC	\$ 500	0.13%	\$ 500	0.12%
	35 CL Location mileage		0.00%	\$ 950	0.23%
Subtotals:		\$ 3,278	0.87%	\$ 5,050	1.22%
Wages and Benefits	36 Salaries	\$ 205,000	54.72%	\$ 224,445	54.02%
	37 transfer to sick leave contingency reserve		0.00%	\$ 5,000	1.20%
	38 CPP	\$ 8,161	2.18%	\$ 9,136	2.20%
	39 EI	\$ 4,841	1.29%	\$ 5,424	1.31%
	40 WCB	\$ 420	0.11%	\$ 471	0.11%
	41 Group Ins	\$ 1,969	0.53%	\$ 3,936	0.95%
	42 Blue Cross	\$ 4,807	1.28%	\$ 6,510	1.57%
	43 MSP	\$ 3,159	0.84%	\$ 2,904	0.70%
	44 Pension	\$ 12,165	3.25%	\$ 15,275	3.68%
Subtotals:		\$ 240,522	64.20%	\$ 273,101	65.74%
<b>TOTAL:</b>		<b>\$ 374,650</b>		<b>\$ 415,451</b>	

\* assumed 2.5% inflation increase

denotes new line item

Budget 2012-2014 Year DRAFT (v5)

		2011 Income:	\$ 366,838		\$ 366,838	
		Expense:	\$ 425,205		\$ 437,761	
		DIFFERENCE:	<u>-\$ 58,367</u>		<u>-\$ 70,923</u>	
Expenses			2013		2014	
TOTAL:			\$ 425,205		\$ 437,461	
General Operating Expenses	1	Accounting & Legal fees	\$	3,000	0.71%	\$ 3,000 0.69%
	1a	Bookkeeper	\$	5,125	1.21%	\$ 5,250 1.20%
	2	Hiring Fees	\$	300	0.07%	\$ 300 0.07%
	3	Ads and Promo	\$	1,750	0.41%	\$ 1,800 0.41%
	4	Bank charges	\$	450	0.11%	\$ 500 0.11%
	6	Cash over/short	\$	-	0.00%	\$ - 0.00%
	7	Dues, Seminars & PD	\$	6,000	1.41%	\$ 6,150 1.41%
	7a	travel	\$	1,000	0.24%	\$ 1,000 0.23%
	8	Janitor supplies	\$	750	0.18%	\$ 800 0.18%
	9	Labour negotiation cost/transfer to reserve	\$	2,500	0.59%	\$ 5,000 1.14%
	10	Library & Office supplies	\$	7,250	1.71%	\$ 7,500 1.71%
	11	New equip & furniture	\$	2,500	0.59%	\$ 2,500 0.57%
	12	Photocopier	\$	1,000	0.24%	\$ 1,000 0.23%
	13	Postage	\$	1,250	0.29%	\$ 1,300 0.30%
	14	Reimbursable expenses	\$	-	0.00%	\$ - 0.00%
Subtotals:			\$	32,875 7.73%	\$ 36,100 8.25%	
Collection	15	Collection - Books	\$	37,000 8.70%	\$ 38,000 8.69%	
	16	Collection - Periodicals	\$	5,125 1.21%	\$ 5,250 1.20%	
	17	Collection - Audio/Visual	\$	2,050 0.48%	\$ 2,100 0.48%	
	18	Electronic Subscriptions	\$	2,550 0.60%	\$ 2,600 0.59%	
Subtotals:			\$	46,725 10.99%	\$ 47,950 10.96%	
Facility	19	Utilities - Power	\$	15,500 3.65%	\$ 16,000 3.66%	
	20	Telephone/fax/Internet	\$	4,250 1.00%	\$ 4,500 1.03%	
	21	Repairs & maintenance	\$	2,000 0.47%	\$ 2,000 0.46%	
	22	Janitor services	\$	11,250 2.65%	\$ 11,500 2.63%	
	23	Maintenance Agreement	\$	15,000 3.53%	\$ 15,000 3.43%	
	24	Insurance	\$	4,100 0.96%	\$ 4,200 0.96%	
25 Transfer to Facility improvement reserve						
Subtotals:			\$	52,100 12.25%	\$ 53,200 12.16%	
Technology	26	Computer equipment & Software	\$	4,000 0.94%	\$ 4,000 0.91%	
	27	Patron Management software	\$	550 0.13%	\$ 550 0.13%	
	28	Computer maintenance	\$	2,000 0.47%	\$ 2,000 0.46%	
	29	Evergreen cost	\$	2,300 * 0.54%	\$ 2,350 * 0.54%	
	30	transfer to technology reserve				
Subtotals:			\$	8,850 2.08%	\$ 8,900 2.03%	
Services/Events	31	Volunteer & Staff Appreciation	\$	1,000 0.24%	\$ 1,000 0.23%	
	32	Special Events - AGM	\$	100 0.02%	\$ 100 0.02%	
	33	Special Events - Programs	\$	2,500 0.59%	\$ 2,500 0.57%	
	34	Special Events - SRC	\$	500 0.12%	\$ 500 0.11%	
	35	CL Location mileage	\$	975 * 0.23%	\$ 1,000 * 0.23%	
Subtotals:			\$	5,075 1.19%	\$ 5,100 1.17%	
Wages and Benefits	36	Salaries	\$	229,870 54.06%	\$ 235,422 53.82%	
	37	transfer to sick leave contingency reserve	\$	5,000 1.18%	\$ 5,000 1.14%	
	38	CPP	\$	9,331 2.19%	\$ 9,531 2.18%	
	39	EI	\$	5,556 1.31%	\$ 5,690 1.30%	
	40	WCB	\$	482 0.11%	\$ 494 0.11%	
	41	Group Ins	\$	4,034 0.95%	\$ 4,135 0.95%	
	42	Blue Cross	\$	6,673 * 1.57%	\$ 6,840 * 1.56%	
	43	MSP	\$	2,977 * 0.70%	\$ 3,051 * 0.70%	
	44	Pension	\$	15,657 * 3.68%	\$ 16,048 * 3.67%	
Subtotals:			\$	279,580 65.75%	\$ 286,211 65.43%	
TOTAL:			\$ 425,205		\$ 437,461	

\* assumed 2.5% Inflation Increase

denotes new line item

Budget 2012-2014 Year DRAFT (v5)				
Income				
Income:			\$	433,452
Expense:			\$	415,451
Balance:			\$	18,001
		2011	2012	
TOTAL:		\$ 369,677	\$ 433,452	
Grants	Operating	1 RDKB	\$ 289,756	\$ 351,391
		2 Prov of BC	\$ 28,922	\$ 28,922
		Subtotals:	\$ 318,678	\$ 380,313
	Non Operating	3 Prov. Resource Sharing/ILL	\$ 2,937	\$ 2,937
		4 Prov. BC OneCard	\$ 10,250	\$ 10,250
		5 Prov. Equity/Literacy	\$ 6,744	\$ 6,744
		6 Fed. CAP	\$ 3,708	\$ 3,708
		7 Fed. YCW	\$ 3,000	\$ 3,000
		8 Fed. CSJ	\$ 1,920	\$ 2,000
		9 Fed. CAP YI	\$ 4,200	\$ 4,200
		10 Other Grant Income	\$ 5,000	\$ 5,000
	Subtotals:		\$ 37,759	\$ 37,839
Other Income	Daily Transactions	11 Memberships	\$ -	\$ -
		12 Fines	\$ 4,000	\$ 4,000
		13 Sales - Books	\$ 2,000	\$ 2,000
		14 Sales - Copies&Prints	\$ 1,500	\$ 1,500
		15 Lost/Damaged books	\$ 1,000	\$ 1,000
		16 Meeting room rental	\$ 500	\$ 500
		17 Donations	\$ 2,000	\$ 2,000
	Subtotals:		\$ 11,000	\$ 11,000
	Fundraising	18 Fundraising	\$ 1,000	\$ 3,000
		19 Friends of the Library	\$ 1,140	\$ 1,000
		20 Used equipment sales	\$ -	\$ -
	Subtotals:		\$ 2,140	\$ 4,000
	Misc.	21 Expense reimbursment	\$ -	\$ -
		22 Transfer from Reserve	\$ -	\$ -
		23 Income from interest	\$ 100	\$ 100
		24 Other Income	\$ -	\$ 200
	Subtotals:		\$ 100	\$ 300
TOTAL:		\$ 369,677	\$ 433,452	

Note: 10 Local & Provincial initiatives : Law Matters, Raise a Reader, Phoenix foundation grant, etc.

Budget 2012-2014 Year DRAFT (v5)						
Income						
		Income:	\$	433,452	\$	437,461
		Expense:	\$	425,205	\$	437,461
		Balance:	\$	8,247	\$	-
			2013		2014	
			TOTAL: \$ 433,452		\$ 437,461	
Grants	Operating	1 RDKB	\$	351,391	\$ 351,391	
		2 Prov of BC	\$	28,922	\$ 28,922	
		Subtotals:		\$	380,313	\$ 380,313
	Non Operating	3 Prov. Resource Sharing/ILL	\$	2,937	\$ 2,937	
		4 Prov. BC OneCard	\$	10,250	\$ 10,250	
		5 Prov. Equity/Literacy	\$	6,744	\$ 6,744	
		6 Fed. CAP	\$	3,708	\$ 3,708	
		7 Fed. YCW	\$	3,000	\$ 3,000	
		8 Fed. CSJ	\$	2,000	\$ 2,000	
		9 Fed. CAP YI	\$	4,200	\$ 4,200	
10 Other Grant Income	\$	5,000	\$ 5,000			
Subtotals:		\$	37,839	\$ 37,839		
Other Income	Daily Transactions	11 Memberships	\$	-	\$ -	
		12 Fines	\$	4,000	\$ 4,000	
		13 Sales - Books	\$	2,000	\$ 2,000	
		14 Sales - Copies&Prints	\$	1,500	\$ 1,500	
		15 Lost/Damaged books	\$	1,000	\$ 1,000	
		16 Meeting room rental	\$	500	\$ 500	
		17 Donations	\$	2,000	\$ 2,000	
	Subtotals:		\$	11,000	\$ 11,000	
	Fundraising	18 Fundraising	\$	3,000	\$ 3,000	
		19 Friends of the Library	\$	1,000	\$ 1,000	
		20 Used equipment sales	\$	-	\$ -	
	Subtotals:		\$	4,000	\$ 4,000	
	Misc.	21 Expense reimbursment	\$	-	\$ -	
		22 Transfer from Reserve	\$	-	\$ 4,009	
23 Income from interest		\$	100	\$ 100		
24 Other Income		\$	200	\$ 200		
Subtotals:		\$	300	\$ 4,309		
			TOTAL: \$ 433,452		\$ 437,461	



## **THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION**

**DATE** : November 22, 2011

**TOPIC** : Bylaw 1929 – Grand Forks Heritage Advisory Design Panel Bylaw

**PROPOSAL** : Final Reading

**PROPOSED BY** : Corporate Officer

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### **SUMMARY:**


At the Regular Meeting of Council on Monday, November 21, 2011, Council gave first, second and third reading to Bylaw No. 1929, Grand Forks Heritage Advisory Design Panel Bylaw. At that meeting, Council determines to make an amendment to the bylaw prior to third reading. This resulted in Section 2.6 being amended to reflect Council's intent that all members of the Panel shall be appointed at large, and not limited to electors of the City of Grand Forks. To this end, the amended bylaw is attached to this report, and is being presented to Council at this time for final reading. As per the intent of the Bylaw, upon adoption, Staff will undertake to advertise for interested persons to be appointed to the Heritage Advisory Design Panel.

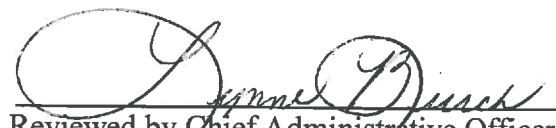
### **STAFF RECOMMENDATIONS:**

Council finally adopts Bylaw No. 1929, the "Grand Forks Heritage Advisory Design Panel Bylaw No. 1929, 2011."

### **LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The authority for the provision of a Heritage Design Review Panel is found in the Local Government Act.

  
\_\_\_\_\_  
Department Head or Corporate Officer  
or Chief Administrative Officer

  
\_\_\_\_\_  
Reviewed by Chief Administrative Officer



**THE CORPORATION OF THE CITY OF GRAND FORKS**

**BYLAW NO. 1929**

**A Bylaw to Establish and Provide For Terms of Reference for A  
Heritage Advisory Design Panel**

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**WHEREAS** in accordance with the Local Government Act, Council may, by bylaw, establish a Heritage Advisory Design Panel;

**AND WHEREAS** Council of the City of Grand Forks has deemed it desirable to establish such a Panel and set out the method of appointment of membership to the Panel, together with the composition, duties and procedures of the Panel.

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

1. ESTABLISHMENT

The Grand Forks Heritage Advisory Design Panel (the Panel) is hereby established pursuant to the provisions in Part 27 of the Local Government Act. The Panel will provide advice to the Council which is non-binding.

2. MEMBERSHIP

The membership of the Panel shall be determined and regulated as follows:

2.1 The Panel shall consist of five (5) members appointed from the Public at Large by Council of the City of Grand Forks and one Staff Liaison member appointed by the Chief Administrative Officer.

2.2 In 2011, three of the applicants appointed to the Panel will be appointed for a two-year term, with the remainder appointed for a one year term. Thereafter, all appointments to the Panel will be for two year terms.

2.3 In addition to the five members appointed in accordance with subsection 2.1, Council must appoint annually to the Panel one non-voting liaison Council member.

2.4 Subject to Section 2.2 above, in the case of a vacancy on the Panel, appointments to fill the vacancy shall be for the remainder of the term of the member being replaced.

2.5A member of the Panel may not serve more than three consecutive terms. However, after at least one year out of office, that member may be re-appointed.

2.6All members of the Panel shall be appointed at large, by Council.

2.7All members on the Panel shall serve without remuneration.

2.8A Panelist who misses two consecutive Panel meetings without leave of the Panel is automatically removed from the Panel.

2.9A majority of the Panel members may request that City Council remove a member of the Panel, which will be at the sole discretion of City Council.

### 3. SCOPE AND DUTIES

3.1To review and submit recommendations to Council on Development Permit Applications especially those that have Heritage Implications.

3.2To advise Council on any matter relating to heritage conservation , as set out in Part 27 of the Local Government Act.

3.3To recommend strategies and policies to Council, and undertake programs for the support of Heritage Conservation.

3.4To support Heritage Education and public awareness through programs such as Heritage Week displays and newsletters.

3.5Each year, Council shall include in its annual operating budget a sum of money deemed necessary for the operations of the Panel.

3.6Each year, the Panel will submit to Council an operating budget request outlining expected expenditures and revenues.

3.7The Panel may authorize expenditures provided for in its annual operating budget, as approved by Council but shall not otherwise have the authority to incur any expense, debt or obligation to the City without the prior approval of Council.

### 4. MEETINGS AND PROCEDURES

4.1Each year at its first meeting, the Panel shall elect from among its voting members a chairperson, who will preside over meetings of the Panel, and a deputy chairperson, who will preside over meetings in the absence of the chairperson.

4.2The duties of the Chairperson shall include the calling of meetings of the Panel, and such other duties as the Panel may prescribe.

4.3The Panel may adopt rules of procedure which are consistent with the Local Government Act, the Community Charter, the Council Procedure Bylaw or this Bylaw, as necessary.

4.4A quorum shall consist of three of the members of the Panel.

AS AMENDED AT SECOND READING

4.5 All acts authorized or required to be done by the panel under this bylaw shall be decided by a majority vote of those voting members present at a meeting.

4.6 The Chairperson shall vote on all motions. In the case of an equal division of votes, the motion shall fail.

4.7 The Panel shall hold meetings as required but will hold a minimum of 2 meetings a year. Generally Panel meetings will be held at a location determined by the Panel which may include City Hall.

5. CITATION

This Bylaw may be cited for all purposes as the "Grand Forks Heritage Advisory Design Panel Bylaw No. 1929, 2011".

6. SEVERABILITY

If any section, clause, sub-clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

Read a **FIRST** time this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

Read a **SECOND** time this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

Read a **THIRD** time this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**FINALLY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Brian Taylor, Mayor

\_\_\_\_\_  
Diane Heinrich, Corporate Officer

**C E R T I F I C A T E**

I hereby certify that the foregoing is a true copy of Bylaw No. 1929, cited as the "Grand Forks Heritage Advisory Design Panel Bylaw No. 1929", as adopted by Council on the \_\_\_\_ day of \_\_\_\_\_, 2011.

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

# **THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION**

**DATE** : December 19th, 2011

**TOPIC** : Bylaw 1931 Revenue Anticipation Bylaw

**PROPOSAL** : To Approve 2012 Revenue Anticipation Bylaw

**PROPOSED BY** : City Staff

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## **SUMMARY:**

The Community Charter gives municipalities the authority to borrow money to cover obligations during the period between the beginning of the fiscal year (January 1) and the Property tax payment due date of the first working day after July 1. Although the City has enough cash on hand to cover its obligations for a considerable length of time, the adoption of an annual Revenue Anticipation Bylaw is a requirement of the City's banking contract with the Credit Union. Bylaw 1931 is the City's proposed 2012 Revenue Anticipation Bylaw.

## **STAFF RECOMMENDATION:**

**Council gives first three readings to Bylaw 1931, "The City of Grand Forks Revenue Anticipation Borrowing Bylaw-2012".**

## **BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

- Benefits: Housekeeping nature – Statutory and Contractual requirement
- Disadvantages None known
- Negative Impacts None known

## **COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

Not applicable

## **STRATEGIC PLAN IMPLICATIONS:**

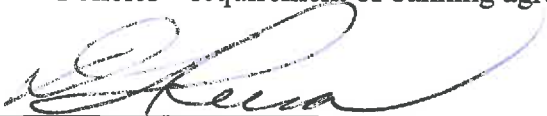
Not applicable

## **LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**


Legislative – Section 177 of the Community Charter

Precedents – Annual Bylaw

Policies – requirement of banking agreement with the Credit Union



Department Head or Corporate Officer  
or Chief Administrative Officer



Reviewed by Chief Administrative Officer

**THE CORPORATION OF THE CITY OF GRAND FORKS**

**BYLAW NO. 1931**

**A Bylaw Authorizing the Corporation of the City of Grand Forks  
to Borrow the Sum of Two Million Dollars to Meet the  
Current Year's Expenditures**

=====

**WHEREAS** pursuant to Section 177 of the Community Charter, the Council of a Municipality may, by bylaw, provide for the borrowing of such sums of monies as may be necessary to meet the current lawful expenditures of the Municipality;

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

1. It shall be lawful for the Corporation of the City of Grand Forks to establish a line of credit to borrow upon the credit of the City, from the Grand Forks Credit Union, the sum, at any one time, of up to Two Million Dollars (\$2,000,000.00) in such amounts and at such times as may be required, bearing interest at a rate not exceeding the rate established for Municipalities, as set by the Grand Forks Credit Union from time to time.
2. That the money borrowed and interest thereon, shall be repaid on or before the 31st day of December 2012.
3. That the amounts so borrowed shall be a liability payable out of the City's revenues for the year ended December 31st, 2012.
4. That the form of the obligation to be given as an acknowledgment of the liability to the Grand Forks Credit Union shall be a promissory note(s) or overdraft lending agreement for sums as may be required from time to time, signed by the Mayor and the Chief Financial Officer of the City and shall bear the Corporate Seal and all such notes(s) or overdraft lending agreements shall be made payable on or before the 31st day of December, 2012.
5. This Bylaw may be cited as the "**City of Grand Forks Revenue Anticipation Borrowing Bylaw - 2012**".

Read a **FIRST** time this 19th day of December, 2011

Read a **SECOND** time this 19th day of December, 2011



Read a **THIRD** time this 19th day of December, 2011

**FINALLY ADOPTED** this \_\_\_\_\_ day of January, 2012

\_\_\_\_\_  
Brian Taylor - Mayor

\_\_\_\_\_  
D. Heinrich – Corporate Officer

### **CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1931 as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 9th day of January, 2012.

\_\_\_\_\_  
Corporate Officer of the Municipal Council of the Corporation  
of the City of Grand Forks

## THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

**DATE** : December 7, 2011

**TOPIC** : Bylaw 1930 – Electrical Utility Regulatory Amendment Bylaw

**PROPOSAL** : First, Second and Third Readings

**PROPOSED BY** : Chief Financial Officer

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### SUMMARY:

On April 11, 2011, Council adopted policy 1205 that addresses the Electrical Rate Increases and states *“Staff is directed to bring forward a bylaw, amending the Electrical Utility Regulatory Bylaw, anytime there is an approved electrical rate increase in the wholesale rate, established by Fortis BC, so long as the rates outlined in the amendment bylaw are 98% of the rates charged by Fortis BC for residential and that commercial rates are adjusted to maintain competitive rates compared to Fortis BC”*.

The City has been advised that the wholesale electrical rate charged to the City by Fortis BC for the sale of power will increase by 4.0% (*1.5% revenue requirement and 2.5% rebalancing- see Electric Utility Consultant Report*) on January 1, 2012, therefore staff is recommending that in accordance with policy number 1205(*attached*), that the following rate changes that sets the residential rate to 98% of Fortis residential and maintains a rate for commercial that is competitive and addresses the revenue requirement ratio to usage.

It should be noted that although the operations’ electrical budget for 2012 has not been adopted, Staff believes that if the rate changes are adopted for the first billing period and there are no timing gaps between the Fortis increase and the flow through of charges to the Grand Forks Electrical customers, that the revenue requirement will be met.

### ANALYSIS:

The attached analysis and the Report provided by The Electric Utility Consultant form the basis of the recommended increases. The attached analysis reflects rates that are competitive, align usage with revenue and maintain the blocks that foster energy conservation.

### IMPACT TO BUDGETS:

Given the assumption that the 2012 power usage is based on a 3 year rolling average, the above increases reflect projected revenue for 2012 of \$4.0 million. This projection assumes a 2% increase in total revenue requirement over 2011 and is within materiality levels of the financial plan.

**STAFF RECOMMENDATIONS:**

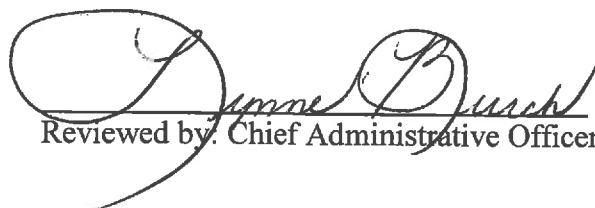
Council gives first, second and third reading to Bylaw No. 1930.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

All electrical rate adjustments are within the scope of Council's legislative authority. The new rates are justified with the increase in costs from Fortis BC.



Chief Financial Officer



Reviewed by: Chief Administrative Officer

**THE CORPORATION OF THE CITY OF GRAND FORKS**

**BYLAW NO. 1930**

**A Bylaw to Amend the  
Electrical Utility Regulatory Bylaw No. 1543**

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**WHEREAS** in accordance with the Community Charter, Council may, by bylaw, regulate and control the Electrical Service of the City of Grand Forks and amend rates, terms, and conditions under which electricity service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This Bylaw may be cited for all purposes as the **“Electrical Utility Regulatory Amendment Bylaw No. 1930, 2011”**.
2. That Schedule “C” of Bylaw No. 1543, be deleted and replaced with a new Schedule “C”, which is identified as “Appendix 1”, and attached to this bylaw.
3. This bylaw shall come into force and effect, with all consumption billed for periods ended on or after January 1, 2012.

Read a **FIRST** time this 19th day of December, 2011.

Read a **SECOND** time this 19th day of December, 2011.

Read a **THIRD** time this 19<sup>th</sup> day of December, 2011.

**FINALLY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_

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Mayor Brian Taylor

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Corporate Officer – Diane Heinrich

**CERTIFIED CORRECT**

I hereby certify the foregoing to be a true copy of Bylaw No. 1930 as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_

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

**"SCHEDULE C"**

**ELECTRICAL UTILITY RATES AND CONNECTION CHARGES**

**RESIDENTIAL SERVICE**

**AVAILABILITY:** Available for residential usage in general including lighting, water heating, spaces heating and cooking.

**MONTHLY RATE  
FOR EACH SERVICE:** A basic minimum service charge of \$14.95 per month and the following rate based on the actual consumption.

**\$0.09394 per KWH**

**COMMERCIAL / INDUSTRIAL / INSTITUTIONAL SERVICE**

**AVAILABILITY:** Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost and the customer may be required to bear all maintenance and service costs related thereto throughout the life of the service, unless otherwise specifically agreed to by the City.

**MONTHLY RATE  
FOR EACH SERVICE:** A basic minimum service charge of \$16.50 per month and the following rate based on actual consumption,

**\$0.10255 per KWH for the first 200,000 KWH or less  
consumed in a two-month billing period**

**\$0.0761 per KWH for all usage above 200,000 KWH  
consumed in a two month billing period**



**“SCHEDULE C” cont’d**

**SEASONAL LOADS**

**AVAILABILITY:** Available for irrigation and drainage pumping and other repetitive seasonal loads taking service specifically agreed to by the City. The Customer will be required to provide all necessary service drop improvements including any step-down transformers at their direct cost unless otherwise specifically agreed to in writing by the City.

**MONTHLY RATE  
FOR EACH SERVICE:** A basic minimum service charge of \$16.50 per month (minimum period of service will be three months) and the following rate based on actual consumption.

**\$0.10255 per KWH**

**SERVICE CHARGES**

**C.1 Existing Service Connection and Reconnection Charges:**

The fee for making a standard new utility billing account application shall be \$30.00 (plus applicable taxes). This fee shall apply to all applications involving the following:

- i) the owner of real property wishes to establish a new electrical utility account in their name
- ii) the owner of real property wishes to have the electrical meter read
- iii) the owner of real property wishes to have the existing electrical service turned off or turned on
- iv) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw.

This existing service connection fee is designed to defray the costs involved with meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. They will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Connection or Upgraded Service.

## **“SCHEDULE C” cont’d**

### **C.2 New Service Installations or Upgrading of Existing Service:**

Basic Overhead <i>Connection</i> - 200 amp service	\$ 250.00
or less (single phase)	+ \$3.00/amp over
	200 amp service

Basic Underground <i>Connection</i> - 200 amp service	\$ 750.00
or less (single phase)	+ \$3.00/amp over
	200 amp service

Three Phase - *Overhead/Underground* At Cost  
*New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer.*

Dip Service (only at the discretion of the City)  
- installation at the service entrance  
- customer to supply all required materials and is responsible for all costs related to the installation. At Cost

At the discretion of the City, where a customer desires to take underground service from the City's overhead lines, such customers may, at their own expense, make an approved underground service connection to a pole designated by the City and supply all the necessary conduit cable and other material required to run up the pole to the service head, provided all work on the pole is supervised by the City's employees. City Crews will work in conjunction with the customer's contractor.

An exception shall be made when existing City services are to be placed underground, in which case the City shall decide the allocation of costs.

All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

### **C.3 Temporary Service:**

Temporary service shall be made available upon completion of the property application and the payment to the City of \$100.00.

## **“SCHEDULE C” cont’d**

### **C.4 Meter Checking:**

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or certified meter inspection facility. That department is responsible for affixing the seals on the meters and no such seal shall be broken without specific assent the department.

If a customer doubts the accuracy of the meter serving his premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as set out in the following schedule.

1. Meter removal charge and “in-house” inspection           \$ 50.00
2. Canada Department of Consumer and Corporate Affairs or a certified meter inspection facility, should it become necessary, shall be paid as determined by that Agency along with a \$50.00 administration charge.

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund charges made in accordance with the foregoing schedule.

The Inspection Branch will consider the appropriate adjustment applicable to the customer’s account and will notify the City of the amount to be remitted to the customer.

### **C.6 Estimation of Readings:**

The City may estimate energy consumption and maximum power demand from the best evidence available where a meter has not been installed or is found to be not registering or when the meter reader is unable to read the meter on his regular meter reading trip.

If the employees of the City are required to return to a residence to carry out their duties in the operation of the electrical utility, in accordance with Section B.1(f) of this bylaw, a service charge in the amount of \$50.00 will be levied to the property owner.



# MEMORANDUM

**DATE:** December 14, 2011  
**TO:** Cecile Arnott, CFO  
**COPY:**  
**FROM:** Alex Love, Electric Utility Consultant  
**SUBJECT:** Electric Utility Rates 2012

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Cecile,

As you are aware the FortisBC General rate increase for 2012 has not been finalized and will be the subject of an oral hearing in March 2012. As a result it is likely that the final FortisBC 2012 rate increase will not take place until summer of 2012. FortisBC will implement an interim rate increase of 4.0% (1.5% General + 2.5% Rate Rebalancing) on Jan 01, 2012.

Rate rebalancing is having a significant impact on our power purchase costs in both 2011 and 2012. Rate rebalancing has arisen out of the 2010 Rate Design application by FortisBC. The conclusion of that hearing was that many customers, including wholesale customers such as Grand Forks, needed adjustments to bring their Revenue to Cost ratios to 100%. This means that Grand Forks is seeing rate rebalancing, limited to 2.5% annually, on top of general rate increases from FortisBC. Coincidentally the FortisBC residential customers are also seeing similar rate rebalancing changes. 2012 should be the last year of significant rate rebalancing impacts for the FortisBC customers.

While at first glance it would appear that the Wholesale customers did poorly in the 2010 rate design hearing due to having a detrimental 6.0 % rate rebalancing impact, in fact the wholesale customers did very well considering when the hearing started the proposed rate rebalancing increase for Grand Forks was over 30%.

As power purchase costs are a significant cost component of the Grand Forks Electric Utility budget, a general rate adjustment to our retail rates is warranted. Further our policy requires us to keep our rates at 98% of the equivalent FortisBC rate minimum.



# MEMORANDUM

## **Recommendation**

Based on the foregoing I recommend that Grand Forks implement a general rate increase of 4.0% to all electrical rates effective the January 2012 billing cycle. There may or may not be a need to adjust rates later in the year when the final FortisBC rates are known. With this adjustment the Grand Forks residential rates should be maintained at slightly lower than the FortisBC rates.

Best regards,

Alex Love

Electric Utility Consultant

# Electrical Rates' Analysis, December 7, 2011

## Forecast & Options

Grand Forks Current	Estimated Fortis Rates				Recommended Rates - Effective the 1st billing period of 2012		
	Rate		Proposed Fortis Rate - Jan 1, 2012	Rate Change	% of Fortis	Rate	Rate Change
\$ 0.09033	Residential		\$ 0.09586	6.1%	98.0%	\$ 0.09394	4.0%
\$ 14.38	Basic		\$ 15.25	6.1%	98.0%	\$ 14.95	4.0%
	Commercial						
\$ 16.50	Basic		\$ 16.12	-2.3%		\$ 16.50	0.0%
	Demand Charge per KVA		\$ 8.41				
	Blk 1	up to 16000 kWh	\$ 0.0847				
\$ 0.09908	Blk 1	up to 200000KWH				\$ 0.10255	3.5%
	Blk 2	Remaing KWH	\$ 0.0703				
\$ 0.0721	Blk 2	Remaing KWH				\$ 0.0761	5.5%
	Usage		kWh	Revenue		kWh	Revenue
	Demand Charge Estimate		51,000	\$ 429,030			
	Blk 1	up to 16000 kWh	9,200,000	\$ 779,385	up to 200000KWH	16,900,000	\$ 1,733,058
	Blk 2	Remaing KWH	9,200,000	\$ 647,040	Remaing KWH	1,500,000	\$ 114,098
	<b>Total Commercial</b>		<b>18,400,000</b>	<b>\$ 1,855,455</b>		<b>18,400,000</b>	<b>\$ 1,847,156</b>
	Residential		18,900,000	\$ 1,811,745		18,900,000	\$ 1,775,510
	<b>Total KWH and Usage Revenue</b>		<b>37,300,000</b>	<b>\$ 3,667,199</b>		<b>37,300,000</b>	<b>\$ 3,622,666</b>
	<b>Basic Fee Revenue</b>						
	Residential	1805		\$ 330,406			\$ 323,798
	Commercial	319		\$ 61,715			\$ 63,162
	<b>Total Basic Revenue</b>			<b>\$ 392,121</b>			<b>\$ 386,960</b>
	<b>Total Revenue</b>			<b>\$ 4,059,320</b>			<b>\$ 4,009,626</b>
	Estimated Revenue Requirement			\$ 4,008,600			\$ 4,008,600
	<b>Forecasted Surplus (Deficit)</b>			<b>\$ 50,720</b>			<b>\$ 1,026</b>
	<b>Revenue Recap</b>						
	Total Residential		52.8%	\$ 2,142,151		52.4%	\$ 2,099,308
	total Commercial		47.2%	\$ 1,917,169		47.6%	\$ 1,910,318
	<b>Total Revenue</b>			<b>\$ 4,059,320</b>			<b>\$ 4,009,626</b>
	<b>Usage Recap</b>						
	Residential					KWH	
	Commercial					50.7%	18,900,000
						49.3%	18,400,000
	<b>Total Usage Recap</b>						<b>37,300,000</b>



## **CITY OF GRAND FORKS**

**POLICY TITLE:** Public Works – Electrical Utility Rate  
Increases

**POLICY NO:** 1205

**EFFECTIVE DATE:** April 11, 2011

**SUPERSEDES:**

**APPROVAL:** Council

**PAGE:** 1 of 1

### **PURPOSE:**

Electrical service in the City of Grand Forks is supplied to most residential and commercial residents of the City, by the City's own Electrical Utility. The City of Grand Forks purchases power from Fortis BC at wholesale power rates, and provides this power to City residential and commercial customers at City of Grand Forks established retail rates. At present, there are approximately 1800 Residential customers and another 310 Commercial customers in Grand Forks. The purpose of this policy is to provide clear direction for City Staff in drafting electrical utility rate increase bylaws, for Council's consideration. The policy further addresses those times when and if rates have to increase to be higher than 98% of Fortis BC rates for residential.

### **POLICY:**

The rates charged by the City are determined to be 98% of those rates charged by Fortis BC for residential, and that commercial rates are adjusted to maintain competitive rates to Fortis BC while fostering energy conservation. Council will only consider rate adjustments that are in excess of the 98% of the Fortis BC rate for residential, when capital upgrades and / or special projects to the electrical utility system are required and which such cannot be accommodated from the normal electrical utility revenue surplus, based on a detailed business case or asset management plan prepared for Staff and presented to Council.

### **PROCEDURE:**

From time to time, Fortis BC increases the wholesale electrical rate to the City of Grand Forks for the purchase of electrical power. In order to maintain the revenue requirement from the City of Grand Forks Electrical Utility, any increase in wholesale electrical rates received from Fortis BC, must be passed on to City of Grand Forks customers.

Staff is directed to bring forward a bylaw, amending the Electrical Utility Regulatory Bylaw, anytime there is an approved electrical rate increase in the wholesale rate, established by Fortis BC, so long as the rates outlined in the amendment bylaw are 98% of the rates charged by Fortis BC for residential and that commercial rates are adjusted to maintain competitive rates compared to Fortis BC. Staff is further directed to advise Council when a rate, equal to 98% of Fortis BC rates for residential and competitive commercial rates compared to

**Fortis BC rates, will not be sufficient to meet the revenue requirements of the electrical utility. In this regard, Staff will ensure that Council is presented with a detailed business case of the revenue requirement and the plan to achieve the required revenue.**