

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

**Monday February 6th, 2012 – 7:00 p.m.
Council Chambers City Hall**

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>CALL TO ORDER</u>	7:00 p.m. Call to Order	Call Meeting to Order at 7:00 p.m.
2	<u>REGULAR MEETING AGENDA</u>	January 23rd Agenda	Adopt Agenda
3	<u>MINUTES</u>		
	- January 23 rd , 2012	Special Meeting Minutes	Adopt Minutes
	- January 23 rd , 2012	Regular Meeting Minutes	Adopt Minutes
	- January 23 rd , 2012	Primary Committee Meeting Minutes	Adopt Minutes and all recommendations contained therein
4.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
	a) Corporate Officer's Report-Delegation	Representatives of the Phoenix Mountain Alpine Ski Society will make a presentation to Council regarding a request for funding arrangements.	Council to receive the delegate's presentation and refer any issues for further discussion.
5.	<u>UNFINISHED BUSINESS:</u> NONE		
6.	<u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u>		
	b) 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.
7.	<u>REPORT FROM THE COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u>		
	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.
8.	<u>RECOMMENDATIONS FROM STAFF FOR DECISIONS:</u>		
	a) Corporate Officer's Report – Economic Development Advisory Committee Policy	To amend Policy No. 1503 Economic Development Advisory Committee to included eight members of the public as opposed to seven.	Council receives the Corporate Officer's report dated January 31st and approves the changes to the policy to allow for eight members of the public to participate as opposed to seven as outlined in the policy.

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|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| b) Chief Financial Officer's Report – Five Year Financial Plan Guidelines | A Financial Plan guidelines document serves as a tool in ensuring that Council objectives are met and clearly defined. | Council to receive the staff report dated, February 1 st , 2012, and approve the financial plan guideline. |
| c) Corporate Officer's Report – Application for Development Variance Permit | The City is receipt of an application by the property owner, Gordon Shaw, for a variance to 37(g) of the zoning bylaw to vary the ratio of an accessory building to the principle building greater than 50%. | That the Staff report, dated January 31st, 2012, be received, and further approves the application for a development variance permit to the property at 6022-12 th Street legally known as Lot 1, DL 382, Plan KAP72190, thereby varying Section 37 (g) to vary the ratio of accessory building to principle building, allowing for the proposed construction of a garage to be greater than 50% of the principle residence structure as proposed by the property owner, Gordon Shaw. |

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

10. **INFORMATION ITEMS**

- | | | |
|----------------------------------|----------------------------------|---------------------------------------------------------------|
| - Summary of Informational Items | Information Items 10(a) to 10(j) | Receive the items and direct staff to act upon as recommended |
|----------------------------------|----------------------------------|---------------------------------------------------------------|

11. **BYLAWS**
None

12. **LATE ITEMS**

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

15. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING OF COUNCIL
MONDAY, JANUARY 23RD, 2012

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

CHIEF ADMINISTRATIVE OFFICER	L. Burch
CHIEF FINANCIAL OFFICER	C. Arnott
CORPORATE OFFICER	D. Heinrich

The Chair called this Special Meeting to order at 6:02 p.m.

IN-CAMERA RESOLUTION:

MOTION: O'DOHERTY / WIRISCHAGIN

RESOLVED THAT COUNCIL CONVENE AN IN-CAMERA MEETING AS OUTLINED UNDER SECTION 90 OF THE COMMUNITY CHARTER TO DISCUSS MATTERS IN A CLOSED MEETING WHICH ARE THE SUBJECT OF SECTIONS 90(1) (e) THE ACQUISITION, DISPOSITION OR EXPROPRIATION OF LAND OR IMPROVEMENTS, IF COUNCIL CONSIDERS THAT DISCLOSURE COULD REASONABLY BE EXPECTED TO HARM THE INTERESTS OF THE MUNICIPALITY; AND 90(1)(a) PERSONAL INFORMATION ABOUT IDENTIFIABLE INDIVIDUAL(S) WHO ARE BEING CONSIDERED BY A POSITION APPOINTED BY THE MUNICIPALITY; OF THE COMMUNITY CHARTER.

BE IT FURTHER RESOLVED THAT PERSONS, OTHER THAN MEMBERS, OFFICERS, OR OTHER PERSONS TO WHOM COUNCIL MAY DEEM NECESSARY TO CONDUCT CITY BUSINESS, WILL BE EXCLUDED FROM THE IN-CAMERA MEETING.

CARRIED.

NOT ADOPTED
SUBJECT TO CHANGE

ADJOURNMENT:

MOTION: KENDEL

RESOLVED THAT THIS SPECIAL MEETING OF COUNCIL BE ADJOURNED AT 6:01 P.M.

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER – DIANE HEINRICH

THE CORPORATION OF THE CITY OF GRAND FORKS

REGULAR MEETING OF COUNCIL
MONDAY, JANUARY 23RD, 2012

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

GALLERY

CALL TO ORDER:

The Mayor called the Meeting to order at 7:00 p.m.

RECESS TO PRIMARY COMMITTEE MEETING:

MOTION: SMITH / O'DOHERTY

RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE RECESSED AT 7:01 P.M. TO ALLOW FOR THE PRIMARY COMMITTEE MEETING, AND THAT THIS REGULAR MEETING OF COUNCIL BE RECONVENED AT THE CONCLUSION OF THE PRIMARY COMMITTEE MEETING. CARRIED.

The regular meeting reconvened at 7:23 p.m.

ADOPTION OF AGENDA:

MOTION: KENDEL/KROG

RESOLVED THAT THE JANUARY 23RD, 2012, REGULAR MEETING AGENDA BE ADOPTED AS CIRCULATED. CARRIED.

MINUTES:

MOTION: O'DOHERTY / WIRISCHAGIN

RESOLVED THAT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON TUESDAY, JANUARY 3RD, 2012, BE ADOPTED AS CIRCULATED.

CARRIED.

MOTION: SMITH / WIRISCHAGIN

RESOLVED THAT THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, JANUARY 9TH, 2012, BE ADOPTED AS CIRCULATED.

CARRIED.

DELEGATION:

None

UNFINISHED BUSINESS

None

REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)

Councillor Smith:

Councillor Smith reported on the following items:

- He reported that he has been doing a lot of reading and preparation in relation to the upcoming Strategic Planning Sessions which will be held later this week that involve Council, Managers and five union Staff.
 - He reported on his attendance at a meeting on January 11th, with Alex Atamanenko, MP along with Councillor Kendel and the Chief Administrative Officer where they talked about the Municipal Airport and the progress of the Kettle Falls Rail issues.
 - He reported his attendance at the Freeman of the City presentation along with Acting Mayor Kendel, the CAO and Councillor O'Doherty to Madeleine MacDougall in conjunction with her 107th birthday celebration.
 - He reported on his attendance to a meeting on January 19th, where he advised that the Grand Forks Credit Union announced their continued support for the Phoenix Foundation with regard to funding options. He further advised that he would be attending the next meeting of the Phoenix Foundation on February 29th.
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Councillor Krog:

Councillor Krog advised that he had no report this evening.

Councillor Kendel:

Councillor Kendel reported on the following items:

- He commented on his appreciation and respect for the role of the Mayor during his recent role as Acting Mayor.
 - He advised that the Phoenix Ski Hill will be making a presentation to Council in near future with regard to funding requirements.
 - He reported on his attendance at a meeting with Alex Atamanenko at City Hall along with Councillor Smith and the Chief Administrative Officer, where they discussed the progress of the Kettle Falls Rail Issue.
 - He reported that he attended the 107th Birthday of Madeleine MacDougall on January 13th, 2012, where he presented her, as Acting Mayor, with the honour of Freedom of the City along with Councillors Smith and O'Doherty and the Chief Administrative Officer.
 - He reported on his attendance at the 2012 Shopping Spree draw at the Credit Union as Acting Mayor.
 - He reported his attendance, as Acting Mayor, to the Legion Executive Installation supper on January 14th and advised that 22 individuals were granted new memberships to the Legion.
 - The Mayor thanked Councillor Kendel for performing the duties of Acting Mayor in his absence.
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Councillor Wyers:

Councillor Wyers reported on the following items:

- She reported on her attendance at the LGLA (Local Government Leadership Academy) Seminar for Small Communities in Richmond on January 11th and 13th, and commented that she is working toward her Level One Leadership Certification. She advised that there were 27 municipalities throughout BC that participated in the Seminar, and commented that most of these small communities had issues similar to our area.
- She reported on her attendance at the Grand Forks District Public Library Meeting on January 18th. She advised that the Library's Annual General Meeting is scheduled for March 7th at 7:00 in Library Meeting Room. She further advised that a fundraising committee has been established to address the Library's future growth and enhancement.
- She reported on her attendance at the 2012 Rail Trail Dog Sled Race held on January 20th to 22nd which included 7 registered teams. She advised that the Awards Ceremony was held at the Royal Canadian Legion on Sunday evening with last year's dog winner, Steve Mullen, from Clearwater, BC, taking first place.
- She advised that Council is in receipt of a final Rotary Entrance Sign for the west end of Grand Forks.

MOTION: WYERS / O'DOHERTY

RESOLVED THAT COUNCIL ENDORSE THE GRAND FORKS ROTARY CLUB'S ENTRANCE SIGN SUBMISSION DATED, JANUARY, 2012, SUBJECT TO THEIR COMMITTEE MEMBERS MEETING WITH CITY COUNCIL TO INVESTIGATE THE OPPORTUNITY TO BUILD TWO SIGNS; ONE FOR THE EAST END OF THE CITY AND ONE FOR THE WEST END OF THE CITY, AND ADDRESS QUESTIONS FROM THE NEWLY ELECTED COUNCIL WITH REGARDS TO THE DESIGN AND LOCATION.

CARRIED.

Councillor O'Doherty:

Councillor O'Doherty reported on the following items:

- He reported on his attendance at Madeleine MacDougall's 107th Birthday, where Acting Mayor Bob Kendel presented her with the honour of Freedom of the City.
- He advised that he has been supporting the Border Bruins Hockey Team by attending their games for the last three weeks.

Councillor Wirischagin:

Councillor Wirischagin advised that he had no report this evening.

Mayor Taylor:

The Mayor advised that he had no report for this evening, but would provide an update to Regional District events in the next section of the agenda.

MOTION: WIRISCHAGIN / O'DOHERTY

RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.

CARRIED

REPORT FROM THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY (VERBAL)

The minutes from the November 25th and December 9th Inaugural Meeting of the Regional District of Kootenay Boundary are attached to this report.

- The Mayor advised that he has been appointed to the RDKB Personnel and Policy Committee which has been separated from the Finance Committee and that he will continue to work on future policies at the Regional level.
- He advised that he is no longer Chair of the Environmental Committee but will attend the meetings as a Board member.

- He advised that he will be the Chair of the Boundary Economic Development Committee for this year and advised that this will provide a good partnership with the newly formed Economic Development Advisory Committee.
- He advised that he is on the Kettle River Water Study Committee as well.
- He advised that the first Meeting of the year for the Regional District of Kootenay Boundary will be on Thursday at January 27th at 6:00 pm at the RDKB Board Room.

MOTION: SMITH / KROG

RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED. CARRIED.

RECOMMENDATIONS FROM STAFF FOR DECISIONS:

- a) Chief Administrative Officer's Report – Regional District of Kootenay Boundary Heritage Conservation Study

The RDKB's request for comments from Council on the Heritage Conservation Study that was prepared for the Regional District.

Councillor Krog suggested that there was a distinct difference between the East and West Kootenays when reviewing the study.

Councillor Wirischagin inquired how the Heritage Design Advisory Panel would function in consideration of the Heritage Conservation Study.

The Mayor suggested that the Heritage Design Advisory Panel could be requested to review the Heritage Conservation Study from the City's perspective.

MOTION: WIRISCHAGIN / WYERS

RESOLVED THAT COUNCIL RECEIVES THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY HERITAGE CONSERVATION STUDY, AND ADVISES STAFF OF ANY COMMENTS THAT THEY MAY WANT TO PROVIDE TO THE RDKB. CARRIED.

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- b) Chief Administrative Officer's Report – Wildlife Habitat Area Proposal for Williamson's Sapsucker located near Phoenix Mountain

The Ministry of Forests, Lands and Natural Resources is advising Council of their proposal to designate several Wildlife Habitat Areas (WHAs) within the Selkirk Resource District for the Williamson's Sapsucker, whose species is provincially red-listed and is considered endangered.

MOTION: SMITH / KENDEL

RESOLVED THAT THE CHIEF ADMINISTRATIVE OFFICER'S REPORT, DATED JANUARY 16, 2012, REGARDING A REFERRAL NOTICE RECEIVED FROM THE MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCES, ON A PROPOSAL TO DESIGNATE A WILDLIFE HABITAT AREA WITHIN THE GRAND FORKS WATERSHED RESERVE, BE RECEIVED, AND THAT THE MINISTRY BE ADVISED THAT THE CITY'S INTERESTS ARE NOT IMPACTED BY THIS PROPOSAL.

CARRIED.

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- c) Corporate Officer's Report – Application for a Development Variance Permit

The City is in receipt of an application for a Development Variance Permit by the property owners, Travis & Chantal Dandy, for the property known as 7324 Boundary Drive, requesting a decrease in the rear set back requirement for accessory buildings from 5 feet to 1 foot to allow for an addition to be constructed to an existing garage. The property owners have further advised that if the variance is accepted, a small existing garage that encroaches onto a City's lane would be removed.

The Mayor asked if any members of the public had anything to add with regard to the application for the Development Variance Permit; no one came forward to speak.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT DATED, JANUARY 16TH, 2012, AND APPROVES THE APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT, THEREBY VARYING SECTION 33(2)(h), REDUCING THE REQUIRED REAR SETBACK FROM 5 FEET TO 1 FOOT ALLOWING FOR THE PROPOSED CONSTRUCTION OF AN ADDITION TO AN EXISTING GARAGE, ON THE PROPERTY LEGALLY KNOWN AS LOT 1, DL 381, SDYD, PLAN 114, LOCATED AT 7324 BOUNDARY DRIVE, AS SUBMITTED BY THE PROPERTY OWNERS, TRAVIS & CHANTAL DANDY.

CARRIED.

REQUESTS ARISING FROM CORRESPONDENCE:

None

INFORMATION ITEMS:

MOTION: O'DOHERTY/KROG

RESOLVED THAT INFORMATION ITEMS NUMBERED 11(a) TO 11(g) BE RECEIVED AND ACTED UPON AS RECOMMENDED AND/OR AS AMENDED.

CARRIED.

- a) Correspondence from Student's Union Representative at Selkirk College – Day of Action. **The Mayor to advise if he is able to speak at the event; Members of Council to advise if planning to attend. The Mayor advised that he will be able to speak in support of their initiative.**

Councillor Smith excused himself from Chambers at 7:58pm advising that he is in a conflict of interest with Item (b), in that he is the subject of the Declaration under Section 107 of the Community Charter.

- b) Memo from Councillor Smith- Declaration under Section 107 of Comm. Charter for professional services provided to the City. **Recommend Council receives the memorandum from Councillor Smith pursuant to Section 107 of the Community Charter.**

MOTION: O'DOHERTY / KROG

RESOLVED THAT THE MEMORANDUM DATED JANUARY 11TH, 2012, FROM COUNCILLOR GARY SMITH, OUTLINING THAT HE HAS BEEN PROVIDING PEST CONTROL SERVICES TO THE CITY OF GRAND FORKS, AND WILL CONTINUE TO PROVIDE SUCH SERVICES, INASMUCH AS THERE IS NO OTHER PEST CONTROL PROVIDER IN THE IMMEDIATE GRAND FORKS AREA, BE RECEIVED PURSUANT TO SECTION 107 OF THE COMMUNITY CHARTER. CARRIED.

Councillor Wirischagin voted against the resolution.

Councillor Smith returned to the meeting at 8:04pm.

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- c) Correspondence from the Boundary Country Regional Chamber of Commerce - Request for Annual Funding in the amount of \$10,000 from the City. **Recommend that Council refers the Boundary Country Regional Chamber of Commerce's request for annual funding in the amount of \$10,000 to the 2012 Budgeting Process.**

MOTION: WIRISCHAGIN / WYERS

RESOLVED THAT COUNCIL REFERS THE BOUNDARY COUNTRY REGIONAL CHAMBER OF COMMERCE'S REQUEST FOR ANNUAL FUNDING IN THE AMOUNT OF \$10,000 TO THE 2012 BUDGETING PROCESS FOR DISCUSSION AND CONSIDERATION. CARRIED.

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- d) Correspondence from Selkirk College – Invitation to the Mayor to attend the annual Bursary Tea on February 4th in Nelson. **The Mayor to advise if planning to attend the event. The Mayor advised that he will not be attending the Bursary Tea in Nelson.**

- e) Climate Action Revenue Incentive Plan (CARIP) Public Report – Report completed by the Manager of Environmental and Building Construction Services. **Recommend to receive the Climate Action Revenue Incentive Plan (CARIP) Public Report.**

MOTION: SMITH/O'DOHERTY

RESOLVED THAT COUNCIL RECEIVE THE CLIMATE ACTION REVENUE INCENTIVE PLAN (CARIP) PUBLIC REPORT FROM THE MANAGER OF ENVIRONMENTAL & BUILDING CONSTRUCTION SERVICES AND DETERMINES THAT STAFF MAKE COPIES OF THE REPORT AVAILABLE TO THE PUBLIC AT THE FRONT COUNTER OF CITY HALL AND ON THE CITY'S WEBSITE.
CARRIED.

- f) From UBCM – 2011 Resolution decision regarding the City's resolution on the Public Commission on Forests. **Recommend to receive for information.**

MOTION: WIRISCHAGIN / O'DOHERTY

RESOLVED THAT COUNCIL RECEIVES, FOR INFORMATION, THE CORRESPONDENCE FROM THE UBCM REGARDING THE 2011 RESOLUTIONS.
CARRIED.

- g) Task List for January 9th, 2012 Meeting - List of Completed and/or In Progress Tasks. **Recommend to file.**

BYLAWS:

None

LATE ITEMS:

QUESTIONS FROM THE PUBLIC:

ADJOURNMENT:

MOTION: O'DOHERTY

RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE ADJOURNED AT 8:14 P.M.

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER- DIANE HEINRICH

THE CORPORATION OF THE CITY OF GRAND FORKS

PRIMARY COMMITTEE MEETING OF COUNCIL
MONDAY JANUARY 23RD, 2012

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

GALLERY

The Mayor called the meeting to order at 7:01 p.m.

ADOPTION OF THE AGENDA:

MOTION: O'DOHERTY / KROG

RESOLVED THAT THE AGENDA OF THE PRIMARY COMMITTEE MEETING OF COUNCIL HELD MONDAY, JANUARY 23RD, 2012, BE ADOPTED AS CIRCULATED.

CARRIED.

REGISTERED DELEGATIONS:

- a) Corporate Officer's Report – Sandra Barron – Visitor's Choice Publications

Sandra Barron, Manager of the Visitor's Choice Publications, made a presentation to Council on a proposal for the City to purchase advertising in the 2012 Edition of the Boundary Country Visitor's Choice Publication. She advised that their publication is endorsed by the Boundary Regional Chamber of Commerce as the region's official guide. She further advised that the publication is hoping to go to press the first week of March.

MOTION: WIRISCHAGIN / WYERS

RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION FROM SANDRA BARRON OF VISITOR'S CHOICE PUBLICATION AND DETERMINES TO RENEW THE CITY'S FULL PAGE ADVERTISEMENT IN THE 2012 BOUNDARY COUNTRY VISITOR'S CHOICE PUBLICATION AT A COST OF \$2,360 PLUS TAX.
CARRIED.

b) Corporate Officer's Report – Christine Thompson – Boundary Museum Society

Christine Thompson, representative for the Boundary Museum Society, made a presentation to Council on a proposal for the City to consider annual funding to the Society through an Operating Service Agreement between the City of Grand Forks and the Boundary Museum Society. She offered thanks to Management and Staff for their work towards preparing the City Hall Basement for the Museum Society's archival purposes.

MOTION: SMITH / KROG

RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY CHRISTINE THOMPSON, REPRESENTATIVE FOR THE BOUNDARY MUSEUM SOCIETY, WITH REGARD TO THEIR ACTIVITIES IN 2011 AND 2012, AND FURTHER DETERMINES TO REFER THE SERVICE AGREEMENT FUNDING REQUEST TO THE 2012 BUDGETING PROCESS FOR COUNCIL'S CONSIDERATION AND DISCUSSION.
CARRIED.

UNFINISHED BUSINESS:

None

RECOMMENDATIONS FOR CONSIDERATION:

None

INFORMATION ITEMS:

None

PROPOSED BYLAWS FOR DISCUSSION:

None

NOT ADOPTED
SUBJECT TO CHANGE

LATE ITEMS:

None

REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)

None

QUESTION PERIOD FROM THE PUBLIC:

Mayor Taylor stated that City Council is interested in hearing from the public on the issues it is dealing with or on any other issue that is of interest to the general public. To ensure that this process is open and does not feel uncomfortable to anyone, he advised that Council has set up some parameters to follow, and the normal rules apply.

ADJOURNMENT:

MOTION: WIRISCHAGIN

RESOLVED THAT THIS PRIMARY COMMITTEE MEETING IS ADJOURNED AT 7:22 P.M.

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER – DIANE HEINRICH

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

DATE : January 31st, 2012

TOPIC : Phoenix Mountain Alpine Ski Society Request for Funding

PROPOSAL : Request for Financial Assistance to continue operating

PROPOSED BY: Phoenix Mountain Alpine Ski Society

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SUMMARY:

Representatives of the Phoenix Mountain Alpine Ski Society, Gord Smith and Barb Cornelius, will make a presentation to Council regarding a request for funding arrangements with the City and the Regional District of Kootenay Boundary.

STAFF RECOMMENDATIONS:

1. Receive the presentation and refer any issues for further discussion.

OPTIONS AND ALTERNATIVES:

2. Receive the presentation and refer any issues for further discussion.
3. Receive the presentation: Under this option, Council is provided with the information in regards to the Phoenix Mountain Alpine Ski Society.
4. Receive the presentation and refer the Phoenix Mountain Alpine Ski Society's request of funds for consideration in the City's 2012 budgeting process.

BENEFITS DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The main benefit of this option is that Council may discuss this issue further prior to making a decision.

Option 2: The main benefit of this option is that information is provided to the City and the Community.

Option 3: The main advantage is that funding may be a consideration during the City's 2012 Budgeting Process

COSTS AND BUDGET IMPACT - REVENUE GENERATION:

There is no cost of making the presentation.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Council procedures bylaw makes provisions for making presentations to Council.



Department Head or
Chief Administrative Officer



Reviewed by Chief Administrative Officer

FILE CODE

RECEIVED

JAN 18 2012

THE CORPORATION OF
THE CITY OF GRAND FORKS

22 - Phoenix Mountain Alpine
Ski Society

Council Delegations

Background

Council for the City of Grand Forks welcomes public input and encourages individuals and groups to make their views known to Council at an open public meeting.

Council needs to know all sides of an issue, and the possible impacts of any action they make take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming. Council may not make a decision at this meeting.

Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Taylor, and Members of Council, I/We are here this evening on

behalf of Phoenix Mountain Alpine Ski Society

to request that you consider a funding arrangement with RDKB
in order for our ski hill to continue operation.

The reason(s) that I/We are requesting this action are:

to replace our Lotteries funding.

I/We believe that in approving our request the community will benefit by:

having our community-owned ski hill continue to
offer winter recreation for adults and children
of the Boundary.

(over)

Council Delegations (cont.)

I (We) believe that by not approving our request the result will be:

closure of Phoenix Ski Hill.

In conclusion, I (we) request that Council for the City of Grand Forks adopt a resolution

stating: The City of Grand Forks will fund a request
for service by RDKB in partnership with
Areas C, D, and E.

Name: Don Colclough (Gold Smith + Barb Cornelius)
Organization: Phoenix Mountain Alpine Ski Society
Mailing Address: Box 2428 Grand Forks, B.C. V0H 1H0
(Including Postal Code)
Telephone Number: 250-442-5870
Email Address: redi@telus.net

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks.

N:Forms/Delegation form

Form may be submitted by email to: info@grandforks.ca

PHOENIX MOUNTAIN BENEFITS TO THE COMMUNITY

- **With an operating season from mid-December to the end of March, we employ eight full-time and fifteen to twenty part-time workers. We purchase approximately 50% of our goods and services locally, and do so whenever possible. We anticipate spending approximately \$100,000 at local businesses during the 2011-12 ski season, and that our payroll will put another \$100,000 into the local economy.**
- **We provide an affordable family recreational facility, 30 minutes from town, with approximately 12,000 skier visits per year.**
- **Our growing Alcan Nancy Greene Ski League Jr. Racing Program serves approximately 25 families this year. The annual zone race brings up to 200 participants, along with their coaches and families, to Grand Forks from Rossland, Nelson, Salmo and Nakusp.**
- **Our events, such as the NGSLS zone race, and our annual Park Jam draw participants from out of town, who spend an estimated \$10,000 on motels, gas and meals in Grand Forks and the surrounding area. In addition, the Red Mountain Freeskiing Academy has expressed their intention to come to Phoenix on a regular basis this year to train in our Terrain Park.**
- **By providing every school age child in Grand Forks & Christina Lake with the opportunity to learn to ski and/or snowboard, we are enhancing the physical fitness of every child in the community, at a time when physical education programs are experiencing cutbacks at the provincial and school board levels, and childhood obesity is reaching levels never before seen in our society. Each child gains from this program a new or improved physical recreational skill which they can enjoy and share with their family, in the outdoors, for the rest of their lives.**
- **Our Snow School learn to ski program for children ages 3 and up, and skill improvement lesson program for older children build a strong base for our Nancy Greene and School programs.**
- **Our free Night Ski, sponsored by local businesses, attracted 150 > 200 skiers and boarders each Saturday night last season. Many participants are new to the sport, or are reacquainting themselves with it after years of winter inactivity.**
- **We support community programs and events with donations of lift tickets and passes.**
- **We serve as a “Feeder Hill” for large resorts in the Regional District, such as Big White.**

PHOENIX MOUNTAIN STATEMENT OF NEED

- **The Ski Hill's operating expenses exceed the income from operations by an average, over the past five years, of \$62,000.**
- **Our five year Comparative Income Statement shows that our primary source of Grant Revenue during that period has been the BC Gaming Commission. This is not a source of operating funds that we can rely on from one year to the next, and gives us no stability in planning for the future.**
- **The funding that we have received from the BC Gaming Commission, by covering some of our major expenses, has enabled us to make such critical upgrades to our infrastructure as replacing our snowcat, putting a new roof on our 40 year old daylodge, upgrading our lift electrical system to current standards, and replacing our ski patrol building with a treatment facility that meets current standards. These projects could not have been completed without the generosity of local government, contractors and volunteers, and have put our infrastructure in good shape to carry on for years to come.**
- **In 2004, the PMASS Board of Directors approached the representatives of Grand Forks, Greenwood, Midway and RDKB Areas C, D & E to request consideration of tax based funding for the Ski Hill. Since that time the City of GF has supported us with grants in aid of \$9,000 - \$10,000 per year. This, added to the grants we have received from the BC government in the intervening years alleviated, for a time, the urgency of our need for tax-based funding. However with the recent tightening of the Gaming Grant budget, we cannot be confident that we will continue to receive funding from that source. So far this year we have had no word on whether our application for the current operating season will be approved. It is impossible for us to continue to operate with that level of insecurity for our funding. Our respectful request for consideration of a formal, stable funding arrangement with the local governments has once again become urgent.**
- **The Phoenix Ski Hill is the only recreational facility in the area that does not receive tax based funding from the local governments**
- **Without the financial support of the provincial and/or local governments, the Ski Hill Operation will be unsustainable and the community will lose a valuable resource.**

Phoenix Mountain Alpine Ski Society**Budget & Cash Flow Projection**

	2010-11 Actual	2011-12 Projection (Closed Xmas)	2011-12 Projection (If not closed Xmas)
OPERATING REVENUE			
Lift	114,318	98,500	115,000
Concession	44,555	35,000	45,000
Rental Shop	45,195	37,500	45,000
Insurance Settlement	6,156	-	-
Special Events & Misc.	312	500	500
TOTAL OPERATING REVENUE	210,536	171,500	205,500
NON-OPERATING REVENUE			
Direct Access Gaming Grant	47,000		
City of Grand Forks Grant in Aide	10,000		
City of Greenwood Grant in Aide	600	600	600
Fundraising & Donations: Other	1,326	1,000	1,000
RDKB Operations Grant			
RDKB Grant in Aide: Ski Patrol Bldg	15,500		
Fundraising & Donations: Ski Patrol Bldg	13,660		
RDKB Gas Tax Grant: Lodge Insulation		65,000	65,000
Amortization of deferred contributions			
TOTAL NON-OPERATING REVENUE	88,086	66,600	66,600
TOTAL CASH IN	298,622	238,100	272,100
EXPENSE			
Administration	38,575	39,000	39,000
Amortization			
Insurance	18,361	18,685	18,685
Concession Supplies	23,815	17,500	25,000
Hill Operation	16,128	16,000	16,000
Lift Maintenance	3,769	5,000	5,000
Snowcat maintenance	8,820	10,000	10,000
Fuel	11,760	10,000	12,500
Utilities	10,769	10,000	10,000
Summer Grooming - Cat work & fuel	436	5,000	5,000
Employee Expense (Wages & Mercs)	95,325	118,000	118,000
Infrastructure Improvements	31,492	78,609	78,609
TOTAL CASH EXPENDITURE	259,250	327,794	337,794
CASH INCREASE (DECREASE)	39,372	(89,694)	(65,694)
BEGINNING CASH	20,294	59,666	59,666
ENDING CASH	59,666	(30,028)	(6,028)

	City	D	C	E	Blg white		%	Visits	\$/Visit
Pool	285,094.00	226,023.00				511,117.00	0.27	43000	11.89
Arena	279,789.00	138,577.00				418,366.00	0.22		
Rec D	170,848.00	135,448.00				306,296.00	0.16		
Curling	11,930.00	9,458.00	14,823.00			36,211.00	0.02	9600	3.77
Library	99,695.00	79,037.00	123,872.00			302,604.00	0.16		
Rec C			62,450.00			62,450.00	0.03		
Trails C			162,267.00			162,267.00	0.09		
Rec E				38,386.00	21,763.00	60,149.00	0.03		
Trails E				11,778.00	6,683.00	18,461.00	0.01		
	847,356.00	588,543.00	363,412.00	50,164.00	28,446.00	1,877,921.00	1.00		
	0.45	0.31	0.19	0.03	0.02		1.00		

							Visits	\$/Visit
Phoenix	22500.00	22500.00	7500.00	7500.00		60000.00	12000	5.00
Grants & Aids	76250.00	40372.00	64598.00	104772.00	59402.00	345394.00		
Grants/Ald %	0.22	0.12	0.19	0.30	0.17	1.00		

THE CITY OF GRAND FORKS

REQUEST FOR COUNCIL DECISION

DATE : January 31st, 2012
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.

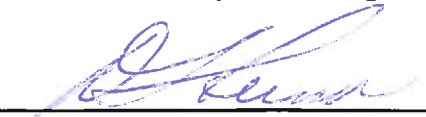
Option 2: The main advantage is that there is a genuine interest to resolve issues and seek clarifications without spending too much resources of the City. The disadvantage is that there may be issues brought forward which have no direct municipal jurisdiction, however, due to the motion of Council arising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

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

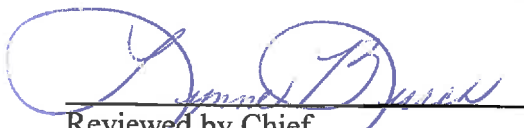
Both options could result in expenditures being incurred as a result of a motion on an issue without supporting documentation and report on its implications.

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 : January 31st, 2012
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

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.

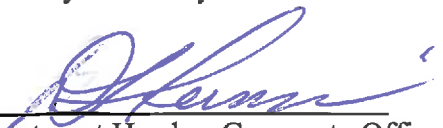
Option 2: The main advantage to this option is the same as Option 1.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

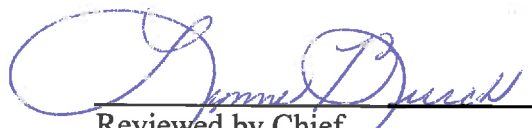
There is no direct financial impact on the provision of information.

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 : January 31st, 2012

TOPIC : Economic Development Advisory Committee

PROPOSAL : Amendment to the Economic Development Advisory Committee Policy No. 1503

PROPOSED BY : City Staff

SUMMARY:

At the Regular Meeting on November 7th, 2011, Council adopted a resolution to put an Economic Development Policy in place to establish an Economic Development Advisory Committee Terms of Reference. (Copy of the report dated, October 28th, 2011 and a copy of the adopted Policy are attached to this report). Staff was directed to advertise for applications from the individuals of the public to participate in this committee, and upon reaching the deadline for applications, the City received eight applicants.

At an In-Camera Meeting held on January 23rd, 2012, Council appointed all eight applicants to the Economic Development Advisory Committee, and further instructed Staff to amend the Economic Development Advisory Committee Policy to include 8 public members instead of 7.

The eight members of the public who make up the Committee and their terms are as follows (in alphabetical order):

- ALAN COOPER – FOR A TERM ENDING DECEMBER 31, 2012
- LORRAINE DICK – FOR A TERM ENDING DECEMBER 31, 2012
- MARK GRIMM – FOR A TERM ENDING DECEMBER 31, 2013
- PETER MATHESON – FOR A TERM ENDING DECEMBER 31, 2013
- MARGARET STEELE – FOR A TERM ENDING DECEMBER 31, 2013
- TERESA TAYLOR – FOR A TERM ENDING DECEMBER 31, 2014
- JOAN THOMAS – FOR A TERM ENDING DECEMBER 31, 2014
- HAZEL THOMSON – FOR A TERM ENDING DECEMBER 31, 2014

In addition, Councillor Kendel was appointed as Council's representative on this Committee, and Councillor Smith was appointed as the alternate.

The amended policy would allow for eight public members to sit on the committee in terms of 2 public members for a term ending on December 31, 2012; 3 public members for a term ending December 31, 2013 and 3 public members for a term ending December 31, 2014, as outlined in the amended policy.

The amended policy is now presented to Council for their consideration.

STAFF RECOMMENDATIONS:

Option 1: Council receives the Corporate Officer's report, dated January 31, 2012, regarding an amendment to Policy No. 1503, Economic Development Advisory Committee policy, and approves the changes to the policy thus allowing 8 members of the public to participate in the committee as outlined in the policy.

OPTIONS AND ALTERNATIVES:

Option 1: Council receives the Corporate Officer's report, dated January 31, 2012, regarding an amendment to Policy No. 1503, Economic Development Advisory Committee policy, and approves the changes to the policy thus allowing 8 members of the public to participate in the committee as outlined in the policy. This option will allow the amendment to the policy as requested by Council at the January 23rd, 2012, In-Camera Meeting.

Option 2: Council receives the Corporate Officer's Report for Information. This option will result in the status quo, and the existing Economic Development Advisory Committee Policy will remain at 7 members of the public, thus conflicting with Council's recent appointment of 8 members of the public chosen to participate in the Economic Development Advisory Committee.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of this option is that Council will move forward with the intent of Council's resolution of January 23, 2012, In-Camera Meeting, to appoint 8 members of the public to form an Economic Development Advisory Committee in compliance to the amended Policy 1503.

Option 2: This option intends that the status quo remains, and that the number of Committee Members, as per policy would remain at 7. In adopting this option, Council is determining that only seven members of public would participate in the Economic Development Advisory Committee.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

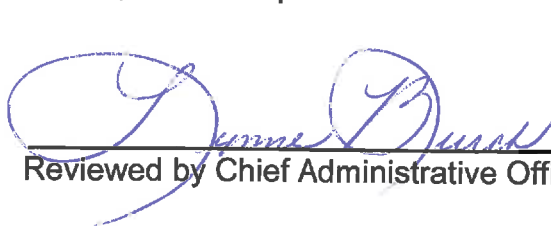
There is no direct financial impact to amending this policy that effectively forms an Economic Development Advisory Committee and outlines the terms and mandate of the Committee. Budget impacts will follow with the establishment of a level of service that the Committee is expected to provide.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Community Charter allows Council, by resolution, to amend policies.



Department Head or CAO



Reviewed by Chief Administrative Officer

CITY OF GRAND FORKS

POLICY TITLE: Economic Development Advisory Committee POLICY NO: 1503

EFFECTIVE DATE: February 6, 2011

NEW:

APPROVAL: Council

PAGE: 1 of 2

Purpose:

To establish An Economic Development Advisory Committee with Terms of Reference.

Policy:

1. Purpose of Committee:

The purpose of the Economic Development Advisory Committee is to assist and advise Council and Staff on matters pertaining to sustainable Economic Development and Tourism including but not limited to the following:

- (i) Maintaining a comprehensive economic development plan;
- (ii) Work on strategies for advancing economic development within the City which facilitates community sustainability in areas of business attraction, expansion and retention;
- (iii) Collaborate with other Community Stakeholder groups to establish economic development and tourism common goals/practices for the good of a sustainable community;
- (iv) Assist the city in building appropriate relationships with regional stakeholder groups, provincial government ministries and provincial agencies for the good of a sustainable community.

2. Scope:

Due to the broad nature of the advisory committee, members will be required to have a general knowledge of economic development, tourism and community sustainability principals.

3. Advisory Committee Membership:

The Grand Forks Economic Development Advisory Committee shall be appointed by resolution of Council and will be comprised of:

- One (1) City Councillor (and 1 alternate)

- Eight (8) public members

4. Term of Office:

Public members appointed on a three (3) year calendar rotation by resolution of Council expires December 31st in the year;

2012 – 2 public members

2013 – 3 public members

2014 – 3 public members

Public members shall not serve more than two (2) consecutive terms unless no one is re-appointed by direction of Council. Council members may be appointed annually. Council may request the resignation of any Committee member at any time or if a member misses four (4) consecutive meetings. Any member of the Committee may resign at any time upon sending notice to Council.

5. Chairmanship:

Chairperson shall be elected annually by members of the Committee at the first meeting of the year and shall remain in the chair for their term.

6. Meetings:

Meetings will be set monthly, day and time to be set at the first meeting of the year.

7. Budget:

The Committee will develop a budget that will be presented to Council for inclusion in the 5 year financial plan.

8. Remuneration:

Citizen volunteers will serve without remuneration.

9. Administrative Authority:

Chief Administrative Officer

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

COPY

DATE : **October 28, 2011**

TOPIC : **Economic Development Advisory Committee**

PROPOSAL : **Potential Make Up of the Committee, Terms of Reference and Proposed Budget for the Committee**

PROPOSED BY : **City Staff**

SUMMARY:

At the Regular Meeting on October 24, 2011, Council adopted a resolution to form a volunteer Economic Development Advisory Committee, and further directed Staff to compile a report on the potential make up of the Committee, the purpose of the Committee, including the Terms of Reference, and to recommend a proposed annual budget for the Committee.

BACKGROUND:

Since 1994, the City of Grand Forks has participated in an Economic Development service, along with all areas of the Boundary Region, from Electoral Area C in the east, to Electoral Area E in the west end. This regional approach to economic development was achieved by a member of Council sitting on firstly the Boundary Economic Development Commission, and now the Boundary Economic Development Committee. This committee includes an elected representative from each of the 3 electoral areas in the Boundary and one elected representative from each local government in the Boundary area. In the early years, the BED Commission was supported by the Regional District's Economic Development Officer. Since 2006, the BED Committee has been supported by Community Futures Boundary under contract with the Regional District. In 2011, the cost to the City to participate in the economic development services was \$28,246.

In 2009, Council formed an Economic Development Task Force. The task force under the Co-Chairs, Councillors Davies and Thompson, formed several "sub-teams" of various disciplines, that outlined economic development projects. The individual teams made presentations to Councils outlining their recommendations for inclusion in a Grand Forks economic development plan. Council approved most of these recommendations, and as such in 2011, the "City of Grand Forks: Actions for Economic Development" plan was adopted by Council, and has now been forwarded to the Boundary Economic Development Committee.

DISCUSSION:

In researching what an Economic Development Advisory Committee would look like, Staff has liaised with the Town of Osoyoos, who has a similar committee. As Osoyoos has done, Staff would suggest that a Council Policy be adopted, which will outline the purpose of the Committee, the Scope, the Committee Membership, the Terms of Office for the Committee Membership, Meetings, Remuneration

and Administrative Authority. Attached to this report, is a sample policy, which could be used to establish the Advisory Committee.

COPY

The policy is straight forward and clearly outlines the structure of the Committee. The challenging part of this initiative is the resources, both human and financial resources, required to support the Committee. In the Osoyoos example, the Town of Osoyoos has a Community Development Manager (Economic Development Officer) who is the Staff support for the Committee. Over and above the Staff resources, the Committee was given a budget of \$5,000 in 2011 to cover expenses such as advertising, meeting costs, and attendance at conferences, such as Economic Development Association of B.C.

The \$5,000 annual budget for Committee expenses seems reasonable. While an additional \$2,500 would allow for secretarial support at meetings, Council is still missing qualified economic development advice, which is not available from the existing staff compliment. An Economic Development Officer salary would be around \$80,000 plus benefits.

At the last meeting, Council adopted a resolution to form an Economic Development Advisory Committee. Adopting the policy which outlines all the terms outlined in Council's October 24th resolution will action Council's resolution. However, until funding is committed for this committee, I would caution Council that advertising for volunteers to fill the Committee positions is premature.

STAFF RECOMMENDATIONS:

Option 1: Council receives the Chief Administrative Officer's report, dated October 28, 2011, regarding the potential make up of an Economic Development Advisory Committee, Terms of Reference and Proposed Budget for the Committee. Council adopts the attached policy which outlines the terms of reference and make up of an Economic Development Advisory Committee, and further instructs Staff to refer this issue to the 2012 budget discussions with a view of including funding in the budget for the operation of the Committee. Council further directs Staff to advertise for volunteers to fill the Economic Development Advisory Committee positions, once Council has committed funding in the 2012 financial plan for the purposes of the Advisory Committee.

OPTIONS AND ALTERNATIVES:

Option 1: Council receives the Chief Administrative Officer's report, dated October 28, 2011, regarding the potential make up of an Economic Development Advisory Committee, Terms of Reference and Proposed Budget for the Committee. Council adopts the attached policy which outlines the terms of reference and make up of an Economic Development Advisory Committee, and further instructs Staff to refer this issue to the 2012 budget discussions with a view of including funding in the budget for the operation of the Committee. Council further directs Staff to advertise for volunteers to fill the Economic Development Advisory Committee positions, once Council has committed funding in the 2012 financial plan for the purposes of the Advisory Committee . This option action Council's previous resolution to form an Economic Development Advisory Committee.

Option 2: Council receives the Chief Administrative Officer's Report for Information. This option will result in the status quo. While Council has already resolved to form the Economic Development Advisory Committee, this option will result in no terms of reference and no appointees to the Committee.

Option 3: Council receives the Chief Administrative Officer's Report, dated October 28, 2011, regarding the potential make up of an Economic Development Advisory Committee, Terms of Reference and Proposed Budget for the Committee. Council adopts the attached policy which outlines the terms of reference and make up of an Economic Development Advisory Committee, and further instructs Staff to advertise to fill the positions outlined in the Economic Development Advisory Committee, with applications to be received by November 25, 2011, and that the Council representative on the Committee will be determined during the new Council term. This option will action Council's previous resolution to form an Economic Development Advisory Committee, but also determines to set up and fill the committee member positions, with the exception of the Council appointee which will be done after the new Council has been inaugurated.

COPY

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of this option is that Council will move forward with the intent of Council's October 24th, 2011 resolution to form an Economic Development Advisory Committee. There is a further advantage in that Council will have the time to determine the appropriate level of service that this Committee will undertake on behalf of the taxpayers, ie: funding of staff support either in secretarial support for meetings or in economic development expertise ie: An Economic Development Officer. The disadvantage to this option is that while Council's resolution of October 24th has been acted upon, the Committee will not be in place until budget commitments have been made.

Option 2: This option intends that the status quo remains, and that the suggested Committee Members would not be formally appointed at this time. In adopting this option, Council is determining that they are not ready to proceed with an Economic Development Advisory Committee at this time.

Option 3: This option intends that the Economic Development Advisory Committee is formed, with a mandate, governance structure, and term. This option further intends that the Committee positions will be filled within the next 30 days. The disadvantage to this option is that the Committee will be formed without any commitment from the next Council as to adequate funding to allow it to operate.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no direct financial impact to adopting a policy that effectively forms an Economic Development Advisory Committee and outlines the term and mandate of the Committee. Budget impacts will follow with the establishment of a level of service that the Committee is expected to provide.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Community Charter allows Council, by resolution, to appoint select committees.

Department Head or CAO

Reviewed by Chief Administrative Officer

CITY OF GRAND FORKS

POLICY TITLE: Economic Development Advisory Committee POLICY NO: 1503

EFFECTIVE DATE: November 7, 2011

NEW:

APPROVAL: Council

PAGE: 1 of 2

Purpose:

To establish An Economic Development Advisory Committee with Terms of Reference.

Policy:

1. Purpose of Committee:

The purpose of the Economic Development Advisory Committee is to assist and advise Council and Staff on matters pertaining to sustainable Economic Development and Tourism including but not limited to the following:

- (i) Maintaining a comprehensive economic development plan;
- (ii) Work on strategies for advancing economic development within the City which facilitates community sustainability in areas of business attraction, expansion and retention;
- (iii) Collaborate with other Community Stakeholder groups to establish economic development and tourism common goals/practices for the good of a sustainable community;
- (iv) Assist the city in building appropriate relationships with regional stakeholder groups, provincial government ministries and provincial agencies for the good of a sustainable community.

2. Scope:

Due to the broad nature of the advisory committee, members will be required to have a general knowledge of economic development, tourism and community sustainability principals.

3. Advisory Committee Membership:

The Grand Forks Economic Development Advisory Committee shall be appointed by resolution of Council and will be comprised of:

- One (1) City Councillor (and 1 alternate)

- Seven (7) public members

4. Term of Office:

Public members appointed on a three (3) year calendar rotation by resolution of Council expires December 31st in the year;

2012 – 2 public members

2013 – 2 public members

2014 – 3 public members

Public members shall not serve more than two (2) consecutive terms unless no one is re-appointed by direction of Council. Council members may be appointed annually. Council may request the resignation of any Committee member at any time or if a member misses four (4) consecutive meetings. Any member of the Committee may resign at any time upon sending notice to Council.

5. Chairmanship:

Chairperson shall be elected annually by members of the Committee at the first meeting of the year and shall remain in the chair for their term.

6. Meetings:

Meetings will be set monthly, day and time to be set at the first meeting of the year.

7. Budget:

The Committee will develop a budget that will be presented to Council for inclusion in the 5 year financial plan.

8. Remuneration:

Citizen volunteers will serve without remuneration.

9. Administrative Authority:

Chief Administrative Officer

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : February 1, 2012
TOPIC : 5 Year Financial Plan
PROPOSAL : To Provide Financial Plan Guidelines
PROPOSED BY : Chief Financial Officer

SUMMARY:

Annually, Council must adopt a Financial Plan. A Financial Plan Guidelines document serves as a tool in ensuring that Council objectives are met and clearly defined, a relatively seamless process is followed and timelines are met. An attached draft is provided for feedback and discussion.

STAFF RECOMMENDATIONS:

Option 1: That the attached Financial Plan Guidelines be approved.

OPTIONS AND ALTERNATIVES:

Option 1: That the attached Financial Plan Guidelines be approved.

A resolution approving the guidelines will allow City Staff to proceed with the preparation of the 2012 to 2016 financial plan based on Council's objectives.

Option 2: The Council receives this report for information. This option does not provide guidelines for Staff in developing the financial plan.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: A Financial Plan Guidelines document serves as a tool in ensuring that Council objectives are met and clearly defined, a relatively seamless process is followed and timelines are met. An attached draft is provided for feedback and discussion.

Option 2: This option does not provide guidelines for Staff in developing the financial plan.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There are no direct costs in approving these guidelines.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Community Charter requires that Council adopt a 5-year financial plan annually.


Chief Financial Officer
Reviewed by Chief Administrative Officer

The Corporation of the City of Grand Forks
2012 Financial Plan Guidelines

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1. 2011 BUDGET PLANNING TIMELINE

The following is the proposed timeline for the Financial Planning process

<i>Due Date(s)</i>	<i>Responsibility</i>	<i>Description of Activity</i>
In Progress	Department Heads	<ul style="list-style-type: none"> • 2012 Operating and Capital Budgets • 5 year plan
On going	CFO	<ul style="list-style-type: none"> • Historical Manhours to Dept Heads
Nov 15, 2011	CFO	<ul style="list-style-type: none"> • Budget Templates to Dept Heads
Feb 6, 2012	CFO	<ul style="list-style-type: none"> • Budget Guideline Draft to Council
Feb 10, 2012	Department Heads	<ul style="list-style-type: none"> • Zero Based 2012 Operating and Special Projects, and Minor and Capital Budgets
Feb 10, 2012	Dept Heads	<ul style="list-style-type: none"> • Major Capital Budgets – per AMIP report
Feb 10, 2012	Department Heads	<ul style="list-style-type: none"> • 5 year plan (2012 – 20165)
Feb 14, 2012	CFO	<ul style="list-style-type: none"> • Consolidation
Feb 15, 2012	Senior Mgmt Team	<ul style="list-style-type: none"> • Department Budget Review
Feb 20, 2012	CFO	<ul style="list-style-type: none"> • Consolidate, review proposed changes
Feb 21, 2012	Senior Mgmt Team	<ul style="list-style-type: none"> • Finalize 5 Year Draft & Review Presentation
Feb 27, 2012	Council Workshop	<ul style="list-style-type: none"> • Review Presentation
Mar 5, 2012	Open Council Meeting	<ul style="list-style-type: none"> • Operations and Capital Budget Presentation <i>with Public Consultation</i> re: Strategic Direction and Guidelines
Mar 19, 2012	Open Council Meeting	<ul style="list-style-type: none"> • Budget Presentation Report
Mar 26, 2012	Senior Mgmt Team	<ul style="list-style-type: none"> • Amend 5 Year Plan Draft & Departmental Budgets, if required
Apr 2, 2012	Open Council Meeting	<ul style="list-style-type: none"> • 1st, 2nd & 3rd reading Financial Plan Bylaw
Apr 16, 2012	Open Council Meeting	<ul style="list-style-type: none"> • 4th Reading and Adoption Financial Plan Bylaw
		<ul style="list-style-type: none"> •

- Finance will use the 2010 actuals, & 2011 budgets & actuals to date as a starting point. These will be circulated to the department heads as a starting point for the 2012 zero based budget.

- **2. BUDGET OBJECTIVES**

Improve Financial Information

- *Major cost focus.* The goal is to gather additional budget information that will help us better understand our costs.
- *Performance measurement and statistics.* Where possible, items such as work volume statistics and unit costs (e.g., cost per program user, cost per transaction, etc.) should be included in the Financial Plan submissions.
- *Integrated plan.* Operating budgets are often impacted by new or future capital projects and changes to our employee base, etc. The five-year Financial Plan must reflect the impact of these items for all approved projects and new employees.

Focus on Longer Term Fiscal Responsibility

- *Five-year Financial Plan.* Budget submissions are required for a five-year period: 2012 to 2016. The five-year plan will reflect the City's best estimate of anticipated operating revenues, expenses and capital funding requirements.
- *Improve our ability to estimate cash flows and develop a budget.* Maximizing the investment yield on our cash flows is an important revenue generator.
- *Balanced capital plan with available funding resources.* All capital spending will be balanced against available funds.
- *Capital funding mix.* The long term capital plan will incorporate a sustainable funding mix of debt and equity (70/30).
- *Grants and partnerships.* To further improve cash flows and encourage the development of third party relationships, departments are required to analyze the availability of grants and partnerships.
- *Revenue enhancement/cost saving initiatives.* Departments are required to find new sources of revenue or to initiate programs that will earn income, as well as seek efficiencies to reduce costs.

Improve the planning process

- *Streamline the financial planning process.* The plan submitted to Council for approval must represent the financial requirements for maintaining base service levels. This requirement exists for all departments. In order to achieve this objective, the following becomes necessary:
 - Departments are asked to undertake a zero-base budgeting approach whereby all budgeted accounts are reviewed with the intent of scrutinizing budget needs to deliver acceptable service levels for 2012.

Looking back, prior years' figures may not reflect realistic needs and instead, a much better indicator is often the actual expenditures recorded for those years, after adjusting for unusual transactions.

- Departments are asked to identify savings where possible and to keep in mind the following thoughts as you prepare your budgets:
 - Is this the best way of doing business?
 - Is this process still required?
 - Would it be more economical to utilize full-time employees rather than pay a contract fee?
 - Would a consolidated multi-year contract be more economical than buying when needed?
 - How can the different departments continue to optimize resources and achieve synergies working together?

Therefore, be sure to challenge yourself, supervisors and front line staff to come up with ideas for savings.

- Departments should also investigate new revenue sources and enhance current revenues.
 - Can surplus items be sold?
 - Will other cities buy what we have developed?
 - Are cost recovery fees high enough to recover all costs?
 - Should cost recovery fees be proposed for new services?
 - Administration fees should be charged on all third party transactions. Can we optimize the use of equipment and /or generate revenues.

If new initiatives are found, Managers are asked to pass this information along to the CAO to assess its best allocation in the Financial Plan

Departments are asked to submit a detailed budget for 2012 to 2016. This work can be completed on the 'Operating Budget Input Template.

- To assist the CAO with reviewing the change from the approved 2012 budget to the submitted 2012 budget, departments are asked to identify the main cost drivers and revenue enhancements that are impacting the budget changes.

Improve understanding of the Financial Plan

Department participation in the development of the Five-year Financial Plan. The development of the Financial Plan is to include the input and feedback from department employees. This approach provides two benefits:

- Creates an inclusive budget process that seeks the working knowledge of employees that are closest to providing the service.
- Ensures that employees throughout the organization understand the financial issues facing the department and the city.

Public Participation. We plan to have presentations to the public in March 2012 and will provide, for their reference, a useful and easy to understand Financial Plan document.

Link the Financial Plan to the Council Strategic Plan and Corporate Goals. Departments should focus on supporting the Council Strategic Plan and Corporate Goals. For example, new initiatives or changes to operating services & programs must include justification supporting these goals. New initiatives or changes to operating services & programs must not be included in a department's base budget submission, unless the cost of the new initiative can be absorbed within that division's base budget without affecting the delivery of any other service. All new initiatives that have not been incorporated into the base budget submission that are deemed to be critical should be submitted by staff as a sidebar item for further deliberation by Council.

3. GENERAL GUIDELINES - OPERATING

The Chief Administrative Officer, in consultation with the Finance Department, will review, and may need to realign, the department budget submissions to find the appropriate balance between available funds and achievement of Council's strategic plan, corporate goals and expected service levels.

The Chief Administrative Officer and or the Chief Financial Officer will not remove any item from the budget submission. Items not supported by the Chief Administrative Officer will still be forwarded, as a sidebar request, to Council for their final deliberation.

Operating Targets

While there is no specific target tax increase in 2012, it is management's responsibility to submit a reasonable budget for Council's consideration, in line with recent years and the current funding requests. In addition, it will be necessary for management to provide Council with a list of any service shortcomings that the submitted budget contains as well as a list of sidebar issues that will require further deliberation.

The following table summarizes the areas which may have an impact on the 2012 budget and subsequent four years. These are to be taken into consideration while preparing your budgets.

Item Description
Industrial Taxation Strategy
Aging Infrastructure
Real Growth (Incremental Revenues net of Associated Costs)
Management Increases (COL)
Contractual Labour Increases (CUPE) per agreement
General Inflation
Increase Payroll and Liability Transfer
Increase Reserves
Increased Life Cycle Reserve Transfer
Fuel & Gas Costs

Departments will submit a Financial Plan that maintains 2011 service levels. If 2011 services levels cannot be maintained, managers are asked to provide information that addresses these issues along with associated risks and risk mitigation strategies.

General Comments

The 2012 base budget is the level of operating funds required to provide the **same level** of service as in 2011. The base budget includes uncontrollable increases for inflation and contractual increases.

The 'Operating Budget' template includes:

- Actual revenues & expenditures for 2007,2008, 2009,2010 and 2011 YTD,
- Budgets for 2011 and
- Extrapolated Amounts for 2012 to 2016.

The Operating Budget Template provides historical information to assist departments with developing the 2012 budget year. Once managers have developed the budget for 2012, they should review the extrapolated amounts for all accounts for the years 2013 to 2016.

Managers are to budget for all labour, materials and equipment costs provided by an internal department or division that supports an activity originating by your department or division. This would include such activities as special events, use of heavy equipment operators and carpentry work.

New Position Requests

The completion of the new position requests must be submitted to the CFO for all new position requests. The salaries for these proposed positions **must not be included** in the 'Operating Budget' template. **Only those requests that are**

supported by strong evidence of need to support current service levels will be considered.

Also, departments, with the assistance of Finance, must identify on the template a one-time funding source to offset the one-time costs for such items as computers, vehicle, furniture that are required to support the new position request.

Management Salary Increases

Any contemplated salary increases over COL and CUPE agreement will be handled through the CAO.

Leaves of Absence

Replacement services for anticipated leaves of absence, such as maternity leaves, should be budgeted and clearly identified in the 'Labour Budget' template. Also, departments, with the assistance of Finance, must identify a one-time funding source to offset the temporary cost increase and must include this funding in the operating budget.

Reclassifications

Only approved reclassifications may be budgeted. However, please advise Finance of job reclassifications in progress to ensure appropriate funding is in place for these changes.

Overtime

Overtime will be included as a ratio based on prior years' and will be reviewed by the CAO as part of the work plan review.

Total Hours of Regular Work

2012 hours are as follows:

CUPE Outside (40-hour work week)	2088 hrs
CUPE Inside (37.5 hour work week)	1950 hrs

The Actual "Tool time hours" will be based on an estimated amount as provided by the CFO & will be reflected in the Work Plan Worksheet.

New Initiatives

Budgets must be prepared on the basis of operating in a cost effective and efficient manner, while maintaining current service levels. **If service level increases for a program are significant in nature or amount**, departments must formally justify and clearly describe the value to the City of implementing changes to the program or establishing new programs. Increased net costs to implement service level changes must be absorbed within approved budgets and

without impacting other unrelated service levels, unless otherwise approved by the Chief Administrative Officer.

Additional Items

The following will assist in your budget preparation:

- The 2006 census population is 4036. This population base is not estimated to grow in each of the following four years.
- General Inflation to be applied for 2013-2016, whenever applicable, is 2.0%
- When using an inflation factor, the industry resource should be considered, as there are industries that fall outside the general 2.0% guideline (e.g., contractor peak season rates are typically higher, information technology tends to follow higher trends, etc.).

2012 rate increases for budgeting purposes, based on recent pricing trends and/or supplied by representatives of the following companies, are:

Phone – Telus	TBD
Gas – Terasen	TBD
Light – Fortis	TBD
Fuel	TBD

- CUPE union labour rates will be as per the ratified agreement.

The target for corporate training and development costs for 2012 is under review. Training and development includes corporate programs, safety training, conventions as well as professional/technical training. Corporate and safety programs will be budgeted by the Corporate Officer, while all other programs should be budgeted on a department level.

- Convention budgets will be budgeted at the department level.
- Ensure that operating carry forward items from 2011 are excluded from the 2012 operating budget submission. This will avoid potential duplication of cost and funding with the carry forwards identified during the year-end process.
- Finance will annually review the overhead rates, to be applied to base salaries, to ensure they reasonably reflect actual costs borne by the City. The overhead rates to be applied to the 2012 are under review and will be reflected as part of the budget template.

4. General Guidelines - Capital

Criteria

For the Five-year Financial Plan, assets and projects with a value over \$2,500 are reviewed by the CFO to determine cost allocation (Minor Capital or Operations and Maintenance).

Strategic Plan

The Strategic Plan will be reviewed to ensure that Council objectives and initiatives are discussed and addressed.

Project Management

A project management cost should be considered for all capital projects and incorporated in to the budget submission whenever it is deemed necessary.

Project Funding Source

Reserves and funds that are used to fund capital projects often have unique legislative and statutory requirements that must be met in order to fund a project. Managers must be careful to consider these requirements when proposing a funding source for a project. If you require assistance with properly identifying a funding source, please contact Finance.

General Comments

The city plans for major capital expenditures on a five-year cycle. The Five-Year Capital Plan submitted to Council should reflect potential projects that are consistent with the city's objectives and long range strategic plans.

The Five Year Capital Plan, which is presented to Council, must have the ability and resources necessary to be implemented within the five-year time horizon.

The Five-Year Capital Plan should reflect current funding realities. Capital projects are funded from a number of sources including general tax revenues, reserves, grants, levies, private contributions and debt. Regardless of the funding source, all capital funding sources including external sources such as private contributions and grants must be included in the capital budget request. Project approval will be dependent upon the availability of funding sources and will be contingent upon the success of the request for funds relative to other competing capital needs.

Grant applications, grant approvals and external funding agreements, whenever possible, should be provided as support to capital requests. This documentation may be required prior to the capital project approval.

General tax revenues are extremely limited and are categorized into two distinct groups; Strategic Capital and Operating Capital.

- Strategic Capital refers to items that may enhance service levels or provide the City with important resources that support our strategic direction.
- Operating Capital refers to those items that are necessary to maintain and upgrade existing equipment or facilities (i.e.; small tool replacement).

Normally, capital budgets are to be prepared using the ‘Capital Budget’ Template. ***For the 2012 to 2016, the Capital Budgets will be mostly as reflected in the Asset Management Investment Plan prepared in 2011 and the Infrastructure Report prepared by the engineering group, KWL and shall form the basis for Capital discussions.***

Note the following definitions:

- Capital assets are economic assets valued at over \$5,000 with economic lives that extend beyond one year. Typically, these assets will need to be replaced in the future and will require annual operating and maintenance expenditures.
- Consulting studies may be capitalized if they are a part of, or will result in, a capital project. Some of these will result in deferrals and should be discussed with Finance.
- Some assets may be more practicable to expense them in the year of purchase (ie; include in operating budget) particularly those assets that do not extend significantly beyond one year.

The ‘Capital Budget’ template provides for a rationale or justification for projects. In order to assist management and Council with prioritizing capital requests, it is necessary to include in the rationale one or more of the following four perspectives:

- Financial:
 - Value for tax dollars. How do we add value for customers while controlling costs?
- Customer:
 - What do our customers want?
 - Who is the customer for this project?
 - How do we create value for money for this project?
- Internal Process:
 - To satisfy customers while meeting budgetary constraints, which business processes should we use?
- Innovation and Improvement:
 - Do we currently have the talent (employee learning, knowledge, skill & attitude) to achieve the goals of this project?

Also, managers should give consideration to how will we know the project has been a success? Further, how will we know we've succeeded and met the Council Strategic Plan intent?

5. Budget Checklist

The following table may be useful in determining the steps or tasks required to complete your department's budget.

	<i>Item/Task:</i>	<i>Complete</i>
1.	Submit the 'Capital and Special Project' detail report for 2012– 2016 capital projects by February 10, 2012.	
2.	Submit additional/new staff position requests to the Manager of Finance using the 'New Position Request' Template, by February 10, 2012.	
3.	Submit 2012 – 2016 operating budget detail, by account, using the 'Operating Budget' Template provided by Finance by February 10, 2012.	
4.	Submit list of Side Bar issues by February 10, 2012.	
5.	Submit to the CFO your division's projected 2011 Recast Surplus/Deficit by February 10, 2012.	
6.	Attach all relevant information that supports the budget submission	
7.	Submit all budget reports to Finance in accordance to the established timeline	

THE CITY OF GRAND FORKS

REQUEST FOR COUNCIL DECISION

DATE : January 31st, 2012

TOPIC : Application for Development Variance Permit

PROPOSAL : Variance requested to the City's Zoning Bylaw Requirement under Section 37 (g) to vary the ratio of the building

PROPOSED BY : Gordon Shaw, Property Owner

SUMMARY:

We are in receipt of an application for a development variance permit to allow for a variance to Section 37 (g) to vary the ratio of the accessory building to principle building from 50% to 1%. The application outlines the property owner's request for a variance increasing the minimum floor area of an accessory building, allowing it to be more than the 50% of the principle structure. The application, complete with the Planning Technician's report is attached. Section 922 of the Local Government Act allows Council to vary sections of the Zoning Bylaw, by way of a development variance permit provided the variances do not involve the use of the property or the density. In this case, the principle use of the property remains residential and the density of the property, ie: the lot area coverage, including the principal residence and the proposed garage will not exceed the maximum 50% coverage - the property is 1.74 acres in size and is located in Johnson Flats. Council should note that the proposed garage is already framed and roofed, as shown in the January, 2012 photo, as the owner had previously received a building permit were the original intent of the construction would have been a part of the principal building attached with a breezeway. The property owner has also advised that he intends to remove the existing old barn once he has constructed the new garage.

If a Council proposes to pass a resolution to issue a permit under this section, notice must be given to surrounding property owners in accordance with this section. Property owners within 100 feet of the subject property have been notified, and should they wish, may provide input at this time, prior to Council considering the application.

STAFF RECOMMENDATIONS:

Option 1: Council hear from the public, and after hearing from the public should they deem it feasible, resolve to approve the application for a development variance permit to the property at 6022-12th Street, legally known as Lot 1, DL 382, Plan KAP72190, thereby varying Section 37(g) to vary the ratio of accessory building to principle building, allowing for the proposed construction of a garage to be greater than 50% of the principle residence structure as proposed by the property owner, Gordon Shaw,

OPTIONS AND ALTERNATIVES:

Option 1: Council adopts a resolution to approve the application: This option will allow the proposed construction of the garage to proceed. The requested variance is minimal.

Option 2: Council declines to approve the application. This option will preclude the proposed construction from going ahead.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of this option is that it will allow the property owner to construct the garage as proposed. As the property is 1.74 acres in size the ratio of building coverage to the lot size will not exceed the maximum 50% coverage. The applicant has stated that he intends to remove the existing old barn once he has constructed the new garage.

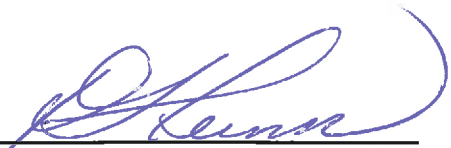
Option 2: The disadvantage to not approving the application, will be that the proposed completed construction of the garage could not proceed and the property would remain in its current state.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

Eventually improved properties are reflected in the overall increase in property assessment.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Local Government Act provides the authority to vary the ratio of accessory buildings vs existing residential buildings. Council over the past number of years, have approved variances through the Development Variance Process. Notice of this permit, should Council approve it, will be deposited in the Kamloops Land Title Office and attached to the title of the property.



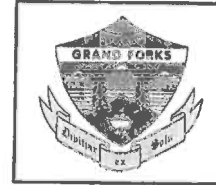
Department Head or Corporate Officer
Or Chief Administrative Officer



Reviewed by Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

MEMORANDUM



TO: Diane Heinrich, Corporate Officer
FROM: Kathy LaBossiere, Planning Tech
DATE: January 23, 2012
SUBJECT: **Application for Development Variance Permit
Gordon Shaw**

Background:

Attached is a copy of an application for a Development Variance Permit, as submitted by Gordon Shaw owner of property located at 6022-12th Street, legally described as Lot 1, District Lot 382, Plan KAP72190.

Council, by resolution, has the authority to vary the requirements of a zoning bylaw, through a Development Variance Permit, as long as the variance does not vary use or density.

The applicant wished to vary Section 37(g) being the ratio of accessory buildings to principal buildings. A building permit was issued with the intent that the construction of the new building would be part of the principal building attached with a breezy way. On paper, the concept looked good, but in reality, the roof lines would not line up and would make the addition look visually unappealing and unprofessional.

The property is 1.74 acres in size and is located in Johnson Flats, a rural area of Grand Forks with many large structures such as barns. The proposed garage is not larger than the house and the applicant has stated that he intends to remove the existing old barn once he has constructed the new garage.

In accordance with the Local Government Act, the City must notify the surrounding property owners that Council will hear public input with respect to the application. Property owners within a 100 foot radius of the subject property owned by Gordon Shaw, have been invited to appear before Council at the February 6th meeting to provide any input that they may have on the application to vary the setbacks.

Council is advised to hear any comments from the public and at this same meeting, resolve to either approve or deny the application

Respectfully submitted,

A handwritten signature in black ink, appearing to read "K. LaBossiere", written over the typed name.

Kathy LaBossiere
PLANNING TECH

N:\planning\divp\shaw memo to co

THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4th Street
P.O. Box 220
Grand Forks, B.C.
V0H 1H0

Telephone: 250-442-8266
Fax: 250-442-8000

DEVELOPMENT VARIANCE PERMIT APPLICATION

APPLICATION FEE \$350.00

Receipt No. 150681

Registered Owner(s): GORDON SHAW

Mailing Address: PO Box 2966

6022 12th STREET GRAND FORKS

Telephone: Home: 250 444 7374 Work _____

Legal Description:

Plan KAP 72190

025.520.661

Lot 1 D.L. 382

Street Address: 6022 12th Street 1.74 ACRES

DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT

I, Gordon Shaw, owner of the subject property described on this application form, hereby declare that the land which is the subject of this application has not, to my knowledge been used for industrial or commercial activity as defined in the list of "Industrial Purposes and Activities" (Schedule 2) of the *Contaminated Sites Regulation* (B.C. Reg. 375/96). I therefore declare that I am not required to submit a Site Profile under Section 26.1 or any other section of the *Waste Management Act*.

Gordon Shaw
(signature)

JANUARY 11 2012
(date)

OVER.....

Feb 6 mtg

Outline the provisions of the respective Bylaw(s) that you wish to vary and give your reasons for making this request.

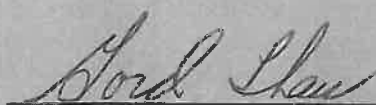
Submit the following information with the application:

1. A legible site plan showing the following:

- (a) The boundaries and dimensions of the subject property.
- (b) The location of permanent or proposed buildings and structures existing on the property.
- (c) The location of any proposed access roads, parking, screening, landscaping or fencing.
- (d) The location and nature of any physical or topographic constraints on the property (stream, ravines, marshes, steep slopes, etc.)

Other information or more detailed information may be requested by the City of Grand Forks upon review of your application.

The information provided is full and complete and to the best of knowledge to be a true statement of the facts, relating to this application.


Signature of Owner

JANUARY 11 2012
Date

AGENT'S AUTHORIZATION

I hereby authorize the person/company listed below to act on my behalf with respect to this application:

Name of Authorized Agent: _____

Mailing Address: _____

Telephone: _____

Owner(s) Signature of Authorization

Reason for seeking variance

Originally the designed garage connected the house with a covered breezeway.

Contrary to the architectural drawing, garage is 20" lower than existing home. (Approved by KBRD as it is nonliving space)

Attempting to match up the soffit line between the breezeway and home will require major modification to the finished home. Without a matching soffit line the breezeway line would be approximately 20 inches lower than the house soffit, (would still have approx 8 ft of clearance to ground) I feel that this is going to be visually unappealing.

This modification would entail removing a portion of the hip roof, elevating the new beam pocket even higher than the inside height of the house garage, tying in above the second storey floor and having the house restuccoed. Electrical is going to have to be rerouted also. (note-beam is double 1.75" x 12" laminated beam 20 ft long).

Also, the breezeway will end up being secured so high on the new building, it isn't going to look right.

Note-

Property square footage is 76254 sq ft.

Home total sq ft. approx 2550

New garage is 2400 sq ft.

The new building is an uninhabitable structure-used for storage only.

Main doors are 12 x 14ft for motorhome accessibility.

Building will be finished with stucco to match the existing home.

Unit is an engineered approved structure.

Building meets all RDKB and BC Building code regulations

Unit has a current RDKB building permit.

Existing barn on property will be removed after garage is secured.

Breezeway would be eliminated if lot was rezoned.

9970

12th Street

To Be
DEMOLISHED AFTER
GARAGE COMPLETION

18' x
54'
BRN

DRIVEWAY

426'

Proposed Mainway
Removal
Change

Proposed
Garage

Existing
House

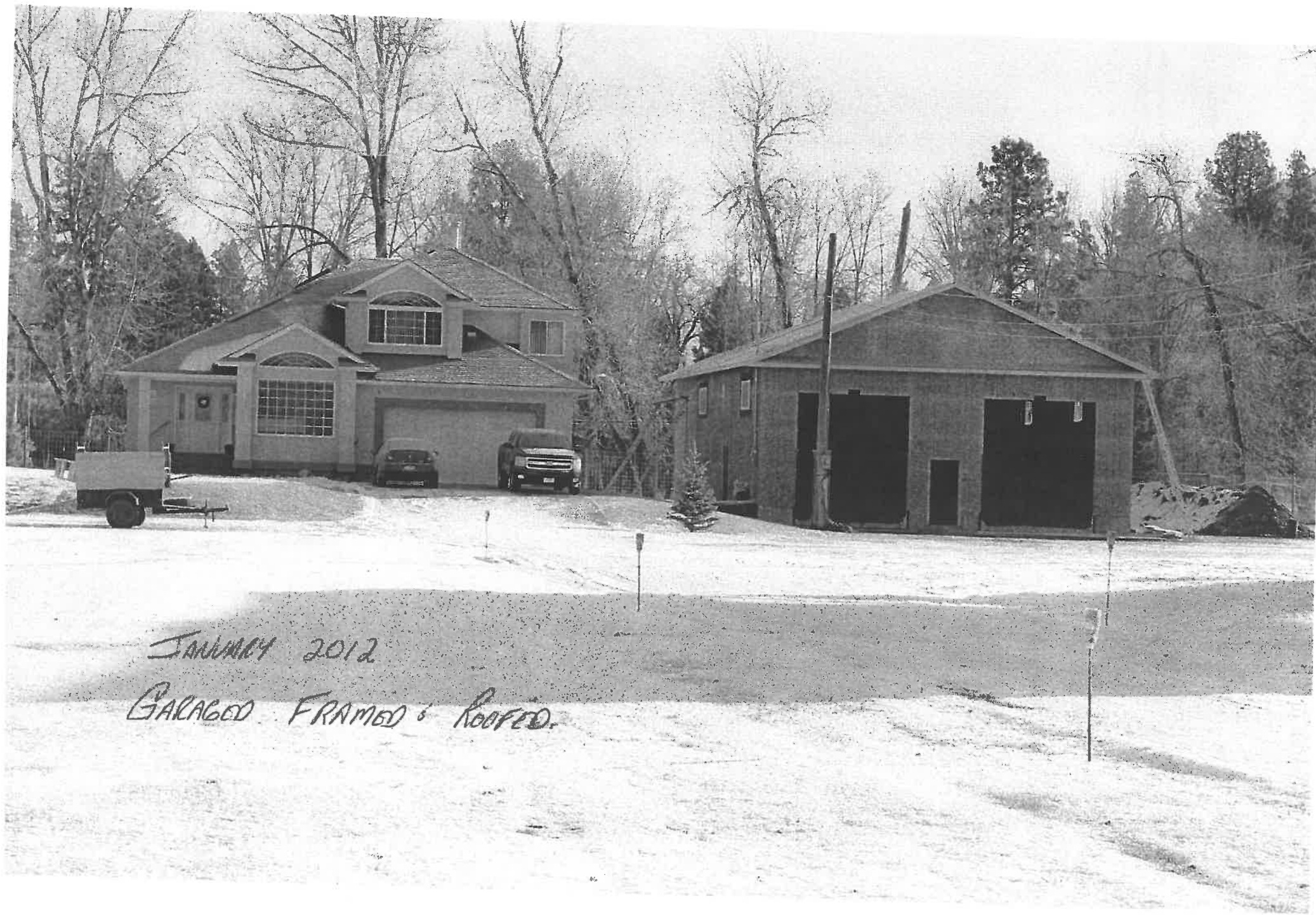
RECEIVED
OCT 25 2011
REGIONAL DISTRICT OF
JEREMY
BOUNDARY

RECEIVED
OCT 18 2011

34' 40' 20' 20' 26' 46' 34'

20'

179'



JANUARY 2012
GARAGED FRAMED & ROOFED.



BARN TO BE REMOVED AFTER
GARAGE SECURED.

09/20/2011 16:47

SECTION 37

R-4 (Rural Residential) Zone cont'd

Height

* BUILDING IS
25' HIGH

- (e) No building or structure shall exceed 10 metres (33 ft) in height. This height restriction does not apply to any farm buildings or structures.

Setbacks

- (f) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:
- (i) 6 metres (20 ft) of a front parcel line;
 - (ii) 3 metres (10 ft) of an interior side parcel line;
 - (iii) 4.6 metres (15 ft) of an exterior side parcel line; or
 - (iv) 6 metres (20 ft) of a rear parcel line.

Accessory Buildings

* BUILDING IS
NEARLY 100%

- (g) The total of all the accessory buildings shall have a floor area not greater than 50% of the principal structure. This does not apply to farm buildings or structures;
- (h) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line and not closer to the front parcel line than the facing wall of the principal building, to which it is accessory.

Lot Area Coverage

- (i) The maximum permitted lot area coverage shall be as follows
(This does not include farm buildings or structures):

Principal building with all accessory buildings and structure 50%

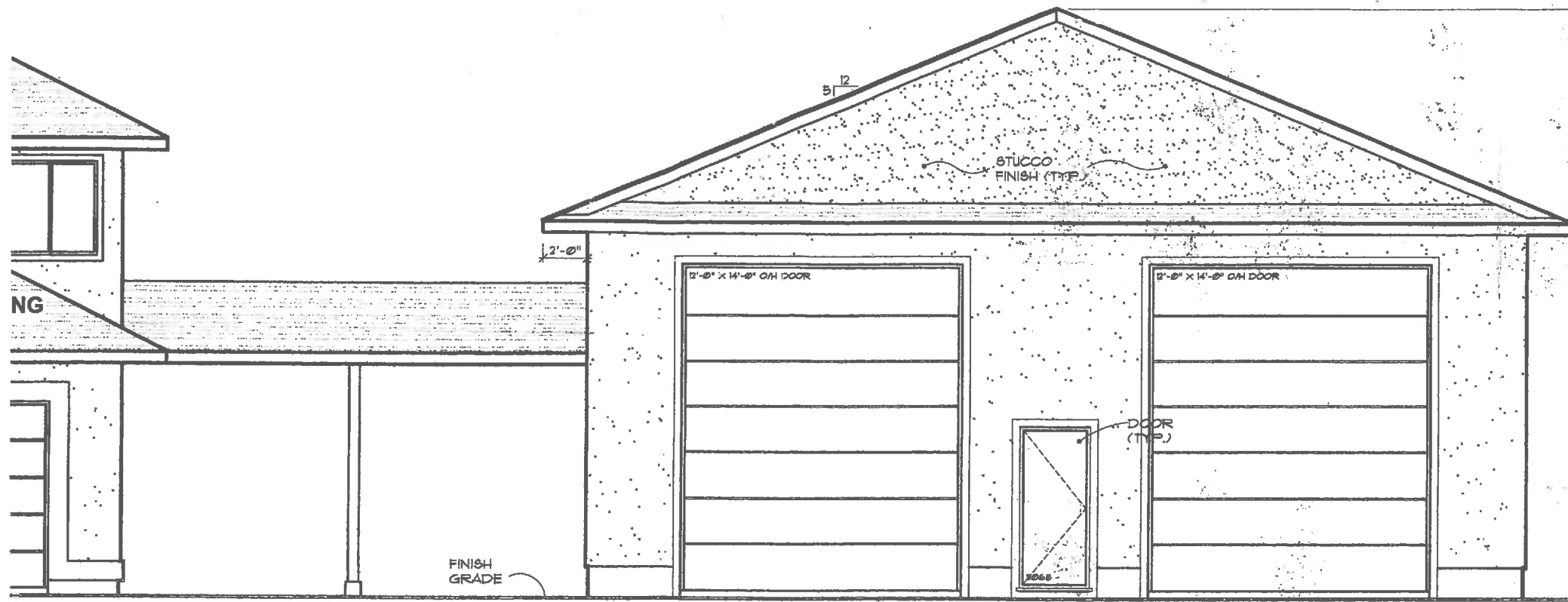
Additional requirements

- (j) ***open fencing with no height or location restrictions is allowed in this zone;**
- (k) The minimum size for a single-family dwelling **or mobile home** shall be 75 square metres (800 sq. ft.);
- (l) See Sections 13 to 30A of this Bylaw.

Bylaw 1679

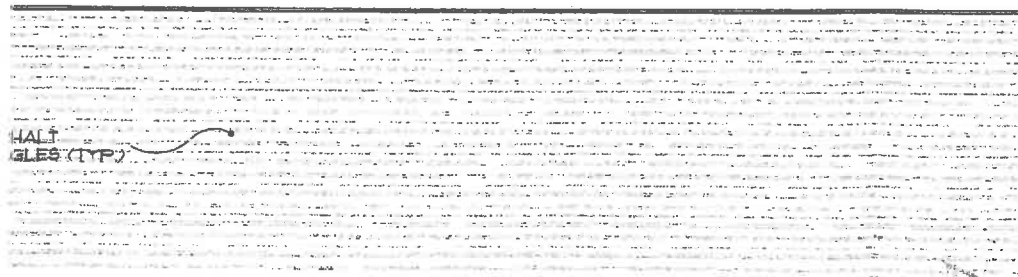
[illegible]

CITY OF GRAND FORGE



WEST LEVATION

SCALE: 1/4"=1'-0"





THE CORPORATION OF THE CITY OF GRAND FORKS

COUNCIL INFORMATION SUMMARY FOR FEBRUARY 6TH, 2012

Date: February 1st, 2012
 Agenda: February 6th, 2012
 Proposal: To Receive the Items Summarized for Information
 Proposal By: Staff

Staff Recommendation:

That Information Items numbered 10(a) to 10(j) be received and acted upon as recommended.

	ITEM	SUBJECT MATTER	RECOMMENDATION
CORRESPONDENCE TO/FROM MAYOR AND COUNCIL			
10(a)	BC Water & Waste Association-Drinking Water Week in May	Suggesting ways local governments can participate.	Receive for discussion.
10(b)	BC Trucking Association	Congratulations to Councillor Wyers on being re-elected	Receive for information
10(c)	Boundary District Arts Council	Follow-up Letter from their Delegation to Council on January 9 th , 2012	Council to receive their letter and instruct staff to include this information for consideration in the 2012 Budgeting Process
10(d)	HeritageBC	Advising of Heritage Week in February	Receive for information – poster has been placed on board at City Hall
CORRESPONDENCE TO/FROM STAFF			
10(e)	From Kootenay Business Magazine	Advising of an Economic Dev. Section in Mar/Apr issue	Receive for information.
GENERAL INFORMATION			
10(f)	Email from LifeForce	Regarding Moratorium of Deer Kills	Receive for information- refer the correspondence to the Deer Committee
FEDERAL AND PROVINCIAL GOVERNMENT			
INFORMATION FROM UBCM/FCM/AKBLG			
10(g)	AKBLG	Third Call for Resolutions 2012	Council to receive for information – deadline is February 20, 2012
10(h)	UBCM – Member Release	Supreme Court Decision in Catalyst v. North Cowichan	Receive for information
MINUTES FROM OTHER ORGANIZATIONS			
10(i)	Grand Forks Library Public Meeting	From January 18th	Receive for information
10(j)	January 23 rd Task List	List of Completed and In-Progress Tasks	File

JAN 18 2012

THE CORPORATION OF
THE CITY OF GRAND FORKS

Dear Brian Taylor, Mayor

Start planning now for Drinking Water Week 2012 – May 13th to 19th: Appoint a Community Liaison.

BC Water & Waste Association (BCWWA) would like to invite your community to participate in Drinking Water Week, May 13 – 19, 2012. Drinking Water Week is a campaign organized by BCWWA and endorsed by the Province of BC to raise awareness of the value of our water. New this year is the 'BC Community Water Challenge' – a province-wide contest that asks participants to take simple steps towards being more water wise (visit bcwwa.org/contest for details).

Our goal is for the public to develop a better understanding of where their water comes from, where it ends up, and the many people and processes involved along the way. We also hope to instill public confidence in the individuals whose job it is to provide us with safe drinking water, manage wastewater and protect the environment.

BCWWA will provide your community with a variety of resources and materials that can be customized with your logo or messages. These resources are intended to complement your own regional engagement and awareness initiatives.

This year, we are also forming a network of "Drinking Water Week Community Liaisons" - individuals in communities across the province who will receive information, updates and resources from us for Drinking Water Week, as well as champion awareness locally. **We kindly ask that you appoint a person to be this contact within your organization by February 6, 2012.** We have previously sent a letter (dated Nov. 9) to your CAO requesting this contact.

Here are a few ways you can participate in Drinking Water Week 2012:

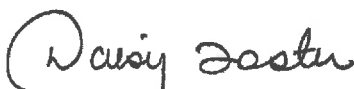
- Publicly proclaim Drinking Water Week in your community (sample proclamation wording available).
- Host an educational tour of your local watershed or water/wastewater treatment plant.
- Place an ad to support a full page advertorial supplied by BCWWA and Black Press, our media sponsor, which can also be customized with your own logo and messages (to run in your local Black Press newspaper).
- Make use of customizable advertising templates for print and bus shelters, and place them in your community.
- Distribute children's activities and informational postcards provided by BCWWA.
- Link from your website to the new Drinking Water Week website, which will include water stats, conservation tips and downloadable resources: www.drinkingwaterweek.org (launching at the end of January).

For more information about these resources, and to provide us with a Community Liaison, please contact Alana Tees, Communications Coordinator at atees@bcwwa.org or 604-630-5348.

Our goal is to reach as many communities as possible with these vital messages. Let's work together to make this happen. With your help, we look forward to a successful Drinking Water Week 2012.

Please pass this letter on to other decision makers in your community, water and wastewater managers and staff.

Yours sincerely,



Daisy Foster, CEO
BC Water & Waste Association

FILE CODE

WESBI - BCWWA - DRINKING WATER WEEK 2012
MAY 13-19

Drinking Water Week 2012 Committee Contacts

Name	Region	Position/Organization	E-mail	Phone
Amy Wakeford	Fraser Valley	Water Conservation Program Coordinator, City of Abbotsford	awakeford@abbotsford.ca	604-853-2281 ext. 5286
Carolyn Stewart	South Okanagan	City of Penticton	carolyn.stewart@penticton.ca	250-490-2562
Corinne Jackson	Okanagan Valley	Communications & Research Coordinator, Okanagan Basin Water Board	corinne.jackson@obwb.ca	250-469-6271
Deborah Walker	Capital Regional District	Demand Management Coordinator, Capital Region District	dwalker@crd.bc.ca	604-474-9697
Gil Bogaard	Kootenays	Utilities Supervisor, City of Nelson	gbogaard@nelson.ca	250-352-8245
Heather Mitchell	Kootenays	Program Manager, Water Initiatives, Columbia Basin Trust	hmittchell@cbt.org	250-344-2445
Jennifer Bailey	Metro Vancouver	Water Conservation Programs, City of Vancouver	jennifer.bailey@vancouver.ca	604-873-7351
Jaimi Garbutt	Interior	Environmental Educator, City of Kamloops	jgarbutt@kamloops.ca	250-828-3377
Jeremy Sagebiel	Sunshine Coast	Engineering Technologist, Water & Roads, City of Powell River	jsagebiel@cdpr.bc.ca	604-485-8658
Karen Prentice	Sunshine Coast	Draftsperson/Survey Assistant, City of Powell River	kprentice@cdpr.bc.ca	604-485-8606
Kevin Reilly	Capital Regional District	Demand Management Coordinator, Capital Regional District	kreilly@crd.bc.ca	250-474-9689
Koreen Gurak	Mid Island	Communications Manager, Comox Valley Regional District	kgurak@comoxvalleyrd.ca	250-334-6066
Luisa Richardson	Northern Island	Water Conservation & Watershed Awareness	lu_rich@shaw.ca	250-923-9918
Margaret Birch	Metro Vancouver	Environmental Services Coordinator, City of Coquitlam	mbirch@coquitlam.ca	604-927-3483
Neal Klassen	South Okanagan	Water Smart Coordinator, H2Okanagan Water Conservation	neal@getwatersmart.com	250-868-3339
Renee Clark	North Okanagan	Water Quality Manager, Regional District of North Okanagan	renee.clark@rdno.ca	250-550-3747
Virginia Sarrazin	Yukon	Project Manager, Water & Wastewater Treatment, Yukon Engineering Services	vsarrazin@yes-group.ca	867-668-2000

Drinking Water Week 2011 – Highlights

Communities BC-wide participated to create awareness of the value of water.
Join us for Drinking Water Week 2012!

'Get to know your H₂O' was the theme of BC Water & Waste Association's 2011 Drinking Water Week initiative (May 1-7). The purpose of the campaign was to increase public awareness of the value of our water and the need to protect and conserve it. The Province of British Columbia and municipalities province-wide proclaimed Drinking Water Week 2011, with many communities holding tours, displays and contests.



The Government of BC proclaimed Drinking Water Week 2011 in the legislature. Attending were (L-R) Mike de Jong, BC Minister of Health, Dany Foster, BCWWA CEO, Ida Chong, BC Minister of Community, Sport and Cultural Development, Isha Slater, MLA, Jim Mattison, BCWWA Board Member.



The City of Vancouver was one of many municipalities that proclaimed Drinking Water Week. Vancouver Mayor Gregor Robertson (L) and BCWWA Board President Len Shyn celebrated with a toast of Vancouver tap water at City Hall.



BCWWA CEO Dany Foster and City of Kelowna Mayor Sharon Shepherd toast Drinking Water Week at Kelowna City Hall.



Taking a break at the pristine Sonka reservoir during the Capital Regional District's free public tour of its watershed.



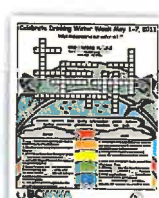
BCWWA Communications Coordinator Alana Tees promoting Drinking Water Week at BCWWA's Annual Conference in Kelowna.



Burnaby Drinking Water Week display at City Hall.



Two-page spread in Vancouver Sun.



Children's activities and other resources were available through BCWWA.

Highlights

- 'I ♥ BC Water' buttons were a runaway hit – over 7,000 buttons distributed throughout BC.
- BCWWA produced *The People Behind the Water*, a short video featuring people working at each stage of water and wastewater processing. Communities presented the video at various events. View it online at www.bcwwa.org.
- Educational advertorials through sponsor Black Press were featured in 36 community newspapers. Many municipalities customized the advertorials with their local content and logos.
- BCWWA ran a two-page advertising feature in the *Vancouver Sun*, with support from local advertisers. It included conservation tips, water use statistics and ways to get involved.

- Media interviews and DWW coverage were featured in print, TV and radio.
- The BC Government proclaimed Drinking Water Week 2011 in the Legislature. MLAs were given 'I ♥ BC Water' buttons.

We hope this awareness week helped instill public confidence in our water supply and the dedicated people who work to provide us with safe drinking water and manage our wastewater. By engaging local governments and communities, we hope to create a lasting awareness of the value of our water.

Our goal is to engage more people in more communities in 2012 – get involved now!

- Drinking Water Week 2012: May 13-19.
- Budget now for your DWW 2012 activities – customizable resources and tools will be provided by BCWWA.
- Contact Alana Tees at 604-433-4389 or dww@bcwwa.org to join our contact list and find out more.
- Visit www.drinkingwaterweek.org for more ideas on how to get involved.



facebook.com/drinkingwaterweek
twitter.com/drinkingwaterwk



DRINKING WATER WEEK 2011: EXAMPLES OF COMMUNITY ACTIVITIES

Okanagan Basin Water Board: Kids aged 5-15 completed an online questionnaire and were entered in a draw to win a pool and pizza party for 10 friends in the Water Wise Challenge. Prizes were given to a lucky winner in each of: South, North and Central Okanagan.

Abbotsford Mission Water & Sewer Commission: A free tour of the Norrish Creek Water Treatment Plant was held in Mission, BC. Attendees learned about the process required to treat their water before it reaches their taps.

City of Campbell River: 'Powerful Water Tours' educated residents of Campbell River about where their drinking water comes from. Attendees visited John Hart Lake, the community watershed, the City of Campbell River Ultra Violet Treatment Facility, the John Hart Generating Station, and the Norm Woods Environmental Centre. Residents also learned about watershed and water conservation issues in Campbell River.

Capital Regional District (Victoria): Hundreds of people attended free day-long bus tours of the region's pristine watersheds, located in Sooke, to learn more about where their water comes from. This was a unique opportunity for visitors as these watersheds are usually closed to the public.

City of Coquitlam: A mobile water wagon for people to fill up their own reusable water bottles was a highlight in Coquitlam. At an open house at City Hall, residents learned about local water from source to tap, and entered a draw to win a rain barrel or water wise kits by participating in a water taste test. Residents could also take the Tap Water Pledge and pick up an entry form for the kids' colouring contest.

City of Dawson Creek Environmental Department: Free public tours of its water supply treatment facilities were offered, including the Arras Water Intake, Hanson Reservoir, Dawson Creek Monitoring Station, and Watershed Stewardship Office. Dawson Creek residents learned about how their tap water is delivered and managed, and the importance of valuing and conserving this precious resource.

City of Prince George: Classroom learning was provided through the Wacky Wet Water Program throughout the week for grades 4-7, as well as free tours of the Fish Trap Island Well House.

District of Summerland: Residents were invited to tour the local water treatment plant and learn about the journey their water takes to get to their taps. Attendees enjoyed a photo display of Summerland's water system, including its history, watershed, and storage system. They also learned about threats to the watershed and ways to protect it.

City of Vancouver: A Water Wise workshop at Van Dusen Gardens and a photo contest to encourage people to think about how drinking water is used for our gardens and lawns were highlights of the City of Vancouver's outreach. Entrants submitted photos of simple things they have done in their gardens to reduce water use, and inspired and challenged others to make similar changes.

Science World: Throughout the week, Science World held water-related activities for kids that challenged them to calculate their water footprint and build their own rain gauge. A 'Water Detectives' video was also shown.

City of Vernon: Residents attended a free public opening of the new Duteau Creek Water Treatment plant. The plant serves those living in the Greater Vernon Area, and has significantly reduced turbidity and colour of the region's drinking water.

Cowichan Valley Regional District: Activities included open houses and barbecues at the Satellite Park Water Treatment Plant and the Kerry Village Water Treatment Plant. Residents were encouraged to come and learn how their tap water is treated, while enjoying some delicious barbecue fare.

District of Peachland: Residents were invited to an Open House and Water Intake Tour to celebrate the week, and encourage people to "get to know their H₂O." Residents enjoyed a tour of the Deep Creek Intake and learned how the water is treated and tested. They also viewed poster boards showing the future water treatment plant and reservoir.

DRINKING WATER WEEK 2011 COMMITTEE

Thank you to our province-wide Drinking Water Week Committee for your help planning Drinking Water Week and for being champions in your own communities!

Amy Wakeford, City of Abbotsford
Carolyn Stewart, City of Penticton
Corinne Jackson, Okanagan Basin Water Board
Deborah Walker, Capital Regional District
DG Blair, Blair Whitehead & Associates
Gil Bogaard, City of Nelson
Gina Layte-Liston, City of Prince George
Heather Mitchell, Columbia Basin Trust
Jennifer Bailey, City of Vancouver
Jennifer Munro, City of Kamloops
Jeremy Sagebiel, City of Powell River
Karen Prentice, City of Powell River
Kevin Reilly, Capital Regional District
Luisa Richardson, City of Campbell River
Peter Cech, City of Vancouver
Renee Clark, Regional District of North Okanagan
Tracey Weldon, City of Burnaby
Virginia Sarrazin, Yukon Engineering Services

PROCLAMATIONS

The following communities and regional districts proclaimed Drinking Water Week in 2011:

City of Armstrong
City of Burnaby
City of Campbell River
City of Colwood
City of Dawson Creek
City of Duncan
City of Fort St. John
City of Kelowna
City of Nanaimo
City of New Westminster
City of North Vancouver
City of Parksville
City of Pitt Meadows
City of Port Alberni
City of Port Coquitlam
City of Port Moody
City of Prince George
City of Surrey
City of Trail
City of Vancouver
Comox Valley Regional District
District of Logan Lake
District of Mission
District of New Hazelton
District of Saanich
Okanagan Basin Water Board
Regional District of Central Okanagan
Town of Creston
Town of Ladysmith
Village of Tahsis

WATER FOOTPRINT CONTEST

PENTICTON RESIDENT WINS BCWWA'S FACEBOOK WATER FOOTPRINT CONTEST

Congratulations to Shannon Cornell and her family from Penticton for taking the top prize in our online Water Footprint Contest. Shannon won a one-night stay at the Delta Hotel Vancouver Airport, admission for two to Science World, a \$50 gift certificate to White Spot, and a stainless steel water bottle. Shannon's post received the highest number of 'likes' on our Facebook page. Here is her winning submission:

"We use 122,816 L/person/year – we have a pool and live in a semi-arid climate and we water our grass by sprinkler – a lot, we also have young children, so we do a lot of cleaning. We are going to landscape our property this year with native plants to significantly reduce our 'grass footprint' as well as install irrigation to better utilize our water. Now, if only we can figure out a way to use even less water – maybe by washing the car on the lawn with the children in all their dirty clothes and holding all the dirty dishes helping? Although, evidently, cutting our shower time in half would make the biggest difference."

THANK YOU

TO OUR 2011 SPONSORS AND PARTNERS

Media Sponsors:



CBC

Partners and Supporters:

Science World, Delta Hotels

Join us for Drinking Water Week 2012 May 13-19.
Visit drinkingwaterweek.org or contact Alana Tees at
dww@bcwwa.org or 604-433-4389.

 **BCWWA**
BC WATER & WASTE ASSOCIATION
www.bcwwa.org



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Toll-Free: 1-800-565-2282

bcta@bcctrucking.com • www.bcctrucking.com

November 28, 2011

Cher Wyers
Councillor
City of Grand Forks
Box 221
7218 - 4th Street
Grand Forks, BC, V0H 1H1

RECEIVED

JAN 23 2012

THE CORPORATION OF
THE CITY OF GRAND FORKS

FILE CODE

WEY, B1-BC TRUCKING ASSOC.
CONGRATULATIONS ON ELECTION

Dear Ms. Wyers:

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
President & CEO

Encl.

BOUNDARY DISTRICT ARTS COUNCIL
BOX 2636, GRAND FORKS, BC V0H 1H0



January 20, 2012

His Worship Mayor Brian Taylor
City of Grand Forks
City Hall, Grand Forks BC

Dear Mayor Taylor;

**RE: Follow up to Boundary District Arts Council (BDAC) Presentation to City Council
January 8**

We are sorry you were unable to attend the BDAC presentation. We thank City Council for their gracious reception and for the decision to include our requests in the City's budget review.

We brought to Council's attention two matters: 1) continuation of support for the Kettle River Festival of the Arts, and 2) general operating support for BDAC. Hopefully the following will be useful for your financial discussions January 24 and 25.

1. Kettle River Festival of the Arts

BDAC requests that the City of Grand Forks provide \$3500 for support of the 2nd annual run of the Kettle River Festival of the Arts, August 2-12, 2012.

In 2011 the City of Grand Forks provided \$3000 earmarked funding for the Festival. We also received \$500 from RDKB Area C discretionary funds. [We tabled the 2011 Festival financials with Chief Administrative Officer Lynne Burch at the City Council meeting January 8.] We are looking to expand the Festival beyond the 18 events held in Christina Lake, Grand Forks, Midway and Rock Creek last year. This year, we hope to add support from Area D and E Directors for events in their areas. A group in the City of Greenwood already has the support of the Board of Trade there, so the Festival will include Greenwood venues.

We are making this request now because 1) our partner groups need to know whether there is going to be a festival this year so they can proceed with planning and count on promotional support under the Festival banner, and 2) promotion in magazine and on-line forms, e.g., *Visitor's Choice*, *Articulate Magazine*, Van Dop on-line arts and culture guide, *In the Koots*, and the Boundary Country and Festival websites needs to begin soon, both to get early notice out and because some of our media partners have March deadlines for buying space.

BOUNDARY DISTRICT ARTS COUNCIL
BOX 2636, GRAND FORKS, BC V0H 1H0

2. BDAC General Operating Grant

That the City of Grand Forks continue providing funding to BDAC for general operations, funding which is matched up to \$4500 by the BC Arts Council.

For over 30 years, the City of Grand Forks has funded community groups for arts and culture purposes. At first, each individual organization applied separately to the City. This changed about 25 years ago when the Province set up the BC Arts Council to fund arts organizations. Arts groups were required to form district arts councils and obtain municipal dollars to be matched by provincial dollars up to a set limit.

Since the late 1980s, BDAC has applied to the City for matching funds on behalf of individual arts groups, originally about eight but now 22. In the first years, BDAC came annually to City Council to make a request. Later, the BDAC grant became a line in the annual budget of the City, with no requirement to make any presentation. The last two years, BDAC has applied under a policy and procedure instituted by the City for community organization grants. Under this policy, the City has granted BDAC up to \$500 beyond the limit of provincial matching funds. Without municipal funding classified as general operating (not project-specific) dollars, the BC Arts Council will not provide basic operations funding, which in small-population rural areas is presently up to \$4500 in matching dollars.

We request that the City of Grand Forks continue to financially support BDAC through operating grants. As our BC Arts Council application for matching funds is not due until September 30, there is less urgency for a decision on this matter than for the Kettle River Festival of the Arts. However, we would appreciate knowing as early as possible whether funds will be available and what process will be involved in applying for them, as we will need to ensure the availability of members of our Executive for any application process.

Thank you very much for your kind attention to these matters.

Yours sincerely,

Ray Lafleur
Past-President, Boundary District Arts Council and Treasurer, Kettle River Festival of the Arts
250-442-2128
deborahandray@shaw.ca

cc C. Wyers, L Burch, D Heinrich – City of Grand Forks
M. Garrison, A. Turner, T Invictus, E Gobbett, K Mauro – Boundary District Arts Council



RECEIVED
JAN 26 2012
THE CORPORATION OF
THE CITY OF GRAND FORKS

January 16, 2012

Dear Mayor and Council:

HERITAGE WEEK 2012: FEBRUARY 20-26

Energy in British Columbia – A Powerful Past, a Sustainable Future

We invite you to join us in celebrating Heritage Week 2012 with the theme of energy and power in British Columbia. From the earliest coal-fired generators to the massive hydro-electric projects of the twentieth century and today's oil and gas industry, energy and power have been an essential and sometimes controversial part of BC's growth and prosperity.

"A Powerful Past, a Sustainable Future" is an opportunity to celebrate this remarkable history and consider the many opportunities and challenges for the future.

The enclosed poster features the 1912 Stave Falls Powerhouse. This unique interpretive centre is operated by BC Hydro and we gratefully acknowledge their generous financial assistance in producing this year's poster. Additional copies are available at no cost while supplies last: jthomas@heritagebc.ca. There is also a Heritage Week page on our website at www.heritagebc.ca.

Thank you for supporting our irreplaceable heritage!

Sincerely,

Eric Pattison, President

FILE CODE

WE4 H1 - HERITAGE BC - HERITAGE WEEK 2012
Feb 20 - 26.

Poster placed on City Hall
Bulletin Board.

From:  Maureen Gordon <maureen@kpimedia.com>

Thu, Jan 26, 2012 3:28:11 PM 

Subject: Economic & Community Development

To:  **Diane Heinrich**

Attachments:  Attach0.html

9K

 KBM Supplement 2012.pdf

334K

Good day, Diane

I am sharing information regarding the Economic Development section for the March/April issue of Kootenay Business Magazine. I will also forward this to Sarah Winton and Mayor Taylor as well. I am inviting your participation in this exciting feature. Please review the information and I will call you soon to follow up.



*

| Kootenay Living

In the next issue: Economic Development 2012



<https://lh6.googleusercontent.com/qrdIA6YjpdMXkDAXAvFo78jTMZQ8wXKiutJYs03caxtn8rkLqglaDWB>

The Kootenays continue to experience economic growth and expansion. This progress includes stable growth in tourism and resource industries, and an eye to future expansion.

The attractive lifestyle, affordable living and expanding amenities all add up to a great incentive to attract new business and encourage existing businesses to expand and grow.

Our goal is to profile leading communities in the Kootenays. We look forward to preparing a report on your community's progress. Don't miss out on being a part of this great opportunity to champion your community's strengths and assets!

To help get this dual message of business development and quality of lifestyle out to the decision-makers—and leading businesses thinking of becoming part of the Kootenays—*Kootenay Business* will publish a special report on economic and community development.



<https://lh4.googleusercontent.com/pJnHKcQ4kKcWslRnXdKa0pUTwmxmhst6l9e3XvFkxq46g8nzUU44Pg72Vk>

Kootenay Business: Globe and Mail Bonus Circulation

- ☐ Kootenay Business magazine works with The Globe and Mail to deliver 1,500 subscribers in Calgary's downtown business core. Over 50 per cent of these readers have an average household income of more than \$75,000.
- ☐ The Globe and Mail reaches an affluent readership—now you can reach a targeted segment of this market with this Kootenay Business special section.
- ☐ Plus, as a result of our recent Fort McMurray Trade Mission, we have developed a mailing list of key contacts in Fort McMurray which we will mail this Economic Development 2012 issue to as well.

Make it a Great Day!
Maureen Gordon

Kootenay Business magazine

Website
eMagazine
Twitter
Media Kit

Mechanical Requirements

250-426-7253 ext 257
1-800 663-8555 ext 257



Magazine

» Preferred rate for full year coverage

Ad size	6X	4X	2X	1X
Double page	\$4,859	\$5,145	\$5,431	\$5,716
Full page	\$2,537	\$2,686	\$2,835	\$2,985
2/3 page	\$2,029	\$2,148	\$2,268	\$2,387
1/2 page	\$1,647	\$1,744	\$1,841	\$1,938
1/3 page	\$1,187	\$1,257	\$1,327	\$1,396
1/4 page	\$957	\$1,013	\$1,070	\$1,126
1/6 page	\$677	\$717	\$757	\$796
1/9 page	\$479	\$507	\$535	\$564
1/12 page	\$381	\$403	\$426	\$448
Back cover	\$3,299	\$3,493	\$3,687	\$3,881
Inside cover	\$2,899	\$3,070	\$3,240	\$3,411

Rates: Include full colour and professional design.



Home page/eNewsletter

Banner ad size Home page or eNewsletter	With 1/6 or larger ad	Without 1/6 or larger ad
Leaderboard (728 x 90 pixels)	\$399	\$449
Skyscraper (120 x 600 pixels)	\$399	\$449
Big Box (300 x 250 pixels)	\$399	\$449
Sidebar (125 x 125 pixels)	\$199	\$249

Kootenaybiz.com's stand-alone banner ads can run on the **home page**, the **eNewsletter**, or both. The exclusive ad positions are available in **two month segments**. Reduced rates are offered to those who purchase 1/6 page or larger ads.



Distribution & Readership

MAGAZINE

Total annual distribution	58,500
Distribution per issue	9,500
Issues per year	6
Readership per issue (9,500 X 3.8* readers)	36,100

* Tabulated from our most recent readership survey.

Globe and Mail

Supplement distribution	1,500
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WEBSITE

Yearly trackable page views (2010)	67,408
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eNEWSLETTER

Kootenay Business subscribers-monthly	4,280
---------------------------------------	-------



Covering the East and West Kootenay, Boundary and Columbia regions of British Columbia.

FULL and DOUBLE PAGES include:

MAGAZINE:

Full or double page ad

WEBSITE: Two months' exposure as follows:

- Photo or logo and description* on area page with website link
- Leaderboard, big-box & sidebar ads in rotation on website

2/3 PAGE includes:

MAGAZINE:

2/3 page ad

WEBSITE: Two months' exposure as follows:

- Photo or logo and description* on area page with website link
- Big-box & sidebar ads in rotation on website

1/2 PAGE includes:

MAGAZINE:

1/2 page ad

WEBSITE: Two months' exposure as follows:

- Photo or logo and description* on area page with website link
- Big-box & sidebar ads in rotation on website

1/3 PAGE includes:

MAGAZINE:

1/3 page ad

WEBSITE: Two months' exposure as follows:

- Photo or logo and description* on area page with website link
- Sidebar ads in rotation on website

1/4 PAGE includes:

MAGAZINE:

1/4 page ad

WEBSITE: Two months' exposure as follows:

- Logo listing on area page with website link

1/6 PAGE includes:

MAGAZINE:

1/6 page ad

WEBSITE: Two months' exposure as follows:

- Listing on area page with website link

BONUS!

* Our professional staff writes effective web-editorial to describe your business, product or service. These descriptions average 100 words.

From: "Lifeforce" <lifeforcesociety@hotmail.com>

Fri, Jan 20, 2012 2:17:08 PM

Subject: Re: Grand Forks Moratorium on Deer Kill

RECEIVED

To: Info City of Grand Forks

JAN 23 2012

Attachments: Attach0.html

THE CORPORATION OF
THE CITY OF GRAND FORKS

47K

Dear Mayor and Council:

We meant to refer to the Stop the Grand Forks Deer Kill Plan in the letter.

<http://www.thepetitionsite.com/2/stop-the-grand-forks-deer-kill-plan/>

Thanks,

Peter Hamilton
Lifeforce Founding Director
(604)649-5258
lifeforcesociety@hotmail.com
www.lifeforcefoundation.org

FILE CODE

*WE3, LI-LIFEFORCE SOCIETY - GRAND FORKS
MORATORIUM ON DEER KILL*

From: Lifeforce
Sent: Friday, January 20, 2012 11:36 AM
To: info@grandforks.ca
Subject: Grand Forks Moratorium on Deer Kill

Open Letter

Dear Mayor and Council, Grand Forks:

Re: Deer Kill Moratorium

On behalf of the Lifeforce Foundation I request that you place a moratorium on the deer kill.

We base this request upon:

1. Violation of Permit Conditions

It has come to our attention that the first trap set up in Kimberley did not have the approval of all neighbors as per the conditions of the deer trap and kill permit.

Two neighbors expressed upset and concern over the trap being located in their area without being consulted. It was reported to the city. Darryl Oakley (city councilor and one of the new deer committee members) spoke with Mayor McRae about the contractor not following this protocol and both agreed it should be removed as a result. However, blood was found so it appears that there was a deer killed in spite of this violation of the permit conditions.

2. Conflict of Interest

If Mr. Purdy and Mr. Kerr had not been allowed to Chair and/or sit on the deer committees, the information provided to the public and final decision may well have been different. They appeared to have had preconceived plans to place a bid on the contracts.

Mr. Kerr was on the deer committee (Kimberley) and resigned after the contract to CP Trapping (Mr. Purdy on Cranbrook Deer Committee) was awarded. Mr. Kerr is now working with Mr. Purdy.

Please provide any legal opinion if you agree or disagree.

3. Uninspected meat

Mayor Taft, Invermere, said that from his discussions with residents, it seems many of them are reluctantly agreeable to a trap and cull program, but only if the meat is used by food banks or local residents. This is problematic too, he continued, as current provincial regulations prevent members of the public from accessing the meat from culled deer, and there are high costs associated with butchering the animals properly. (taken from Columbian Pioneer)

The CFIA states that only farmed deer are taken to Federally Inspected slaughter plants.

The "personal use" health inspection exemptions by hunters would not apply to this massive cull and distribution of any meat to the public.

At What Costs?

Food Banks urge people to donate cash so they can get three times the amount of food that is purchased by an individual. It has been reported that the contractors get \$350.00 for each deer they kill (there are other costs too). So, instead of uninspected deer meat over \$1000 worth of food could be provided for each dead deer.

4. BC Government Public Comment Period

There is an obligation to consult the public before issuing the permits. There is certainly an obligation to consult any affected First Nations.

In regards to the BC Government obligation re: consulting the public there is a general duty to make decisions in a procedurally fair way, and in general fairness requires notice to people who may be affected, including sufficient info to allow them to make informed comments, and at least an opportunity to give written comments. LifeForce requests to participate were not responded to.

Please advise if indeed the BC Government made public notice for the public to give comments to the BC government prior to the permits being issued.

5. Non Target Deer

It has been reported that Kimberley releases the White tail deer because they believe that the Mule Deer are the aggressive ones. Do you have any statistics on the reported problems and the deer species involved? Also, at this time of year, the Mule Deer will come down from the mountains in search of food. When baiting traps what measures are taken to prevent attracting these innocent deer, who were not the "aggressive" ones?

It is also reported that 1 to 2 year old deer have been seen without their moms. The males will stay with the mother for up to 1 year and females will stay up to 2 years. This not only creates a cruel situation for the young but will also increase the actual deer numbers if they cannot survive.

6. "Deer" related motor vehicle collisions?

It was reported, "ICBC data show deer-related motor-vehicle collisions in CRD municipalities have increased by an average of 13 per cent a year since 2000, growing to more than 100 collisions in 2010 from 35 reported in 2000. Province wide, animal-related insurance claims rose to \$30.8 million in 2007 from \$15.8 million in 1997."

First, is this all "animal-related" accidents not just deer? If so, what percentage is solely deer related? These stats were actually over 10 year periods which can be expected due to increase human population growth and the increased number of vehicles on the roads.

7. Inhumane of Clover Trap and Captive Bolt Guns

The public and perhaps councils were not fully informed of the inhumanness of this type of hunt..

The following is from a deer kill contractor called White Buffalo:

"Trap and Euthanasia"

This technique can be used in areas where there is a concern about or law prohibiting the discharge of firearms. Physical restraint, using box traps, clover traps, drop nets or rocket nets, is followed by euthanasia using a gun shot or captive bolt to the head. As mentioned above, deer are subjected to great amounts of stress during the restraint component. Minimum cost is \$400 per deer."

<http://www.whitebuffaloinc.org/techniques.html>

Here are some examples of experts against this kill:

VOICES AGAINST TRAP AND CAPTIVE BOLT

The Humane Society of the United States (HSUS) "We firmly believe that it is impossible to ensure that this technology is used correctly enough in the field to provide a humane death to deer. Captive bolt guns are designed for use on restrained animals in highly structured and controlled environments. Even there, the "Humaneness" of these devices has been called into question. These guns were not designed for use on wild animals under any circumstances and certainly not as a management tool for white-tailed deer."

Dr. Peggy Larson – Animal Law and Veterinary Medicine, "This is a very inhumane way to rid yourselves of excess deer because of the extreme fright experienced by the deer and because the captive bolt does not effect a clean kill when the animal's head is not immobilized. The misplaced bolt does not always kill but merely wounds the deer making repeated attempts necessary to kill the struggling animals."

Association of Veterinarians for Animal Rights (AVAR) – "AVAR is opposed to this cruel method of capturing deer because it subjects them to extreme stress and suffering before they are killed. Deer struggle and kick, often fracturing a limb or sustaining other injuries. If the deer moves his or her head at the time the bolt is fired, the deer will be painfully wounded and the struggle continues until additional shots are fired."

Jack Schrier, former Fish & Game Council member, Mendham Township Committeeman, Morris County Freeholder, Member of the NJ Highlands Commission, Chair of Morris County Land Management Commission. "Net and bolt is barbaric. It works in slaughterhouses only because the animals are limited to a single-file lane, restrained and unable to wriggle or struggle. In the field it is impossible – impossible – to have the poor creatures hold still long enough for the bolt to be accurately used. There are too many cases of misses and try-try again. Humane it is not. Certain it is not. Swift it is not. Horrible it certainly is."

Dr. John W. Grandy, Ph.D. Wildlife Biologist, Senior Vice President of Wildlife and Habitat Protection, Wildlife Land Trust, Washington, D.C., "Captive bolt guns were designed for use on restrained domestic animals, typically in slaughterhouses. The 'humaneness' of this device has been called into question under those circumstances. There is ample documentation about the cruel, slow deaths suffered by domestic animals even in slaughterhouses. These guns were not designed for use on wild animals under any circumstances."

Robert Kubiack, hunter and former slaughterhouse worker...<http://deeralliance.org/expose.html>

The following is from a memo written by a Princeton hunter, Bob Kubiak, which details the reality behind captive bolt....

"At a Princeton township meeting, I personally brought to the table my objections based solely on my long held conviction that "bolting" in actual practice is grossly inhumane. As a long time butcher and slaughterer of farm animals, (over twenty years experience) I can assure all who will hear that this method in practice is not only inhumane, but barbaric. I have personally (but unintentionally) wounded far more animals with a bolt gun than with my arrow. In the absolute pristine condition where an animal's head is held firmly in place by mechanical means, where no movement is possible, bolting would be my first choice of killing. However, in the "real" world, this type of restraint is not possible. In a netting situation, I can't even imagine the horrific result."

Dr. Allen Rutberg, Ph.D. Research Assistant Professor, Center for Animals and Public Policy, Cummings School of Veterinary Medicine at Tufts University, Former Senior Scientist for HSUS, led the wildlife contraception program.

"My personal opinion, which does not in any way imply endorsement from the Tufts-Cummings Veterinary School or the Tufts Center for Animals, is that netting & bolting free range deer is at best difficult to carry out humanely and at worst is brutally cruel. Because the practice localizes responsibility for killing with specific property owners, it also stirs up personal animosity among members of the community. Again, in my opinion, the potential for animal suffering and the elevated animosity generated by the practice outweighs any benefits that might be achieved by deer population reduction."

In Conclusion

Please be advised that we have also received info that an organization in Cayuga Heights, NY were successful in having the courts grant an injunction to temporarily halt a deer kill pending an environmental impact study. LifeForce has requested information regarding such an injunction in BC. See <http://cayugadeer.org/>.

A proper study would include an accurate deer count. As reported on January 19, 2012: When Penticton City Council dropped its 2012 budget deficit they also cut spending to the controversial deer cull program from \$20,000 to \$10,000. Councillor Judy Sentes suggested lowering the budget for the deer cull during Monday's city council meeting, because she believes not as many deer should be culled as originally thought. Sentes says that since the City of Penticton has not conducted a one day count there is no idea of the number of deer that should be culled. (<http://www.castanet.net/edition/news-story--21-.htm>)

Worldwide condemnation of this cruelty is coming in from concerned people around the world (see the LifeForce petitions). They will boycott cities that permit the kills in British Columbia. They want to visit the "Super Natural BC" with all its beautiful wildlife. Not a BC with innocent deer being wantonly killed.

LifeForce is urging BC business against the "urban" deer kill to please let us know at lifeforcesociety@hotmail.com. We want to show the world that the majority of people in BC have compassion and will stand up to protect defenseless animals.

People worldwide have been signing petitions such as the Stop Invermere Deer Kill Plan. See:

<http://www.thepetitionsite.com/2/stop-the-invermere-deer-kill-plan/>

<http://www.thepetitionsite.com/2/stop-the-invermere-deer-kill-plan/>

There has also been incredible support of the Boycott BC Deer Kills. See:

<http://www.facebook.com/pages/Boycott-BC-Deer-Kills/273730359348586?sk=wall>

LifeForce's Worldwide Petition to Stop the Killing of 225 deer was signed by 1000 people from Dec 7th to Dec 12th <http://www.thepetitionsite.com/73/stop-the-kill-of-225-deer/>

Based on the above issues, on behalf of Lifeforce and concerned citizens I request that:

1. Implement an immediate moratorium pending further review, information, updates, and public discussions.

Please advise us of your decision.

Thank you,

Peter Hamilton
Lifeforce Founding Director
(604)649-5258
lifeforcesociety@hotmail.com
www.lifeforcefoundation.org



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

TO: All AKBLG Members

FROM: Arlene Parkinson, Secretary/Treasurer

DATE: January 20, 2012

**RE: NOTICE OF ANNUAL GENERAL MEETING
and THIRD 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 THIRD 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 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.



MEMBER RELEASE

January 20, 2012

TO: Mayor and Council; Chair and Board; Senior Staff
FROM: Union of BC Municipalities
RE: **Supreme Court Decision in Catalyst v. North Cowichan (District)**

Earlier today, the Supreme Court of Canada delivered Reasons for Judgment in its decision to dismiss an appeal by Catalyst Paper Corp. regarding the property tax bylaws of the District of North Cowichan.

The unanimous decision (7-0) of the Supreme Court brings an end Catalyst's legal challenge to North Cowichan's property taxation policies.

In the decision, Chief Justice Beverley McLachlin wrote: "I conclude that the power of the courts to set aside municipal bylaws is a narrow one and cannot be exercised simply because a bylaw imposes a greater share of the tax burden on some ratepayers than on others."

The decision held that "reasonableness means courts must respect the responsibility of elected representatives to serve the people who elected them and to whom they are ultimately accountable". Chief Justice McLachlin also wrote that "courts reviewing bylaws for reasonableness must approach the task against the backdrop of the wide variety of factors that elected municipal councillors may legitimately consider in enacting bylaws, including broad social, economic and political issues. Only if the bylaw is one no reasonable body informed by these factors could have taken will the bylaw be set aside."

A fuller discussion by Young, Anderson of the SCC's decision in this matter can be seen by clicking on the following link:

<http://www.younganderson.ca/publications/bulletins/supreme-court-of-canada-upholds-north-cowichan-tax-rates-bylaw/>.

The entirety of the SCC's decision can be seen by clicking on the following link:

<http://scc.lexum.org/en/2012/2012scc2/2012scc2.html>.



**General Meeting
18 January 2012
Agenda**

Call to order: 7.00 pm

Acceptance of Agenda

Minutes: November 16, 2011 Regular Meeting and December 14, 2011 Special Meeting

Correspondence:

- R. Ronaghan: October 28, 2011; Buzzell: November 15, 2011
- J. Grey: November 1, 2011; Buzzell: November 16, 2011

Reports:

- Financial Report (attached)
- Librarian's Report (attached)

Delegations: none

Announcements: Christine Day

Old Business:

1. Fundraising Committee assignment, mandate, goal

New Business:

1. Acting Director Policy
2. Social Media Policy (update)
3. Nominating Committee assignment
4. Signing Authority

In-camera:

Adjournment:

Next Meeting: February 22, 2012



*General Meeting
November 16, 2011
Minutes*

Present: Heather Buzzell, William Caley, Martin Domeij, Ralph White, David Janzen, Cher Wyers.

Apologies: Ted Invictus, Chris Day

Guests: Katy Livingston, Kelly Robson, Mary Butterfield, Roy Ronaghan.

Call to Order: 7.03 pm

Announcements: Cher Wyers announced that it may be her last board meeting as elections for city council are next weekend.

Acceptance of Agenda (Janzen/White) Accepted as presented.

Consent Agenda: (Janzen/White) Accepted as presented.

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: (Janzen/White) Motion to go ahead with the Christmas Tree fundraiser. Carried.

Formation of a fundraising committee: (White/Janzen) Motion to form a Fundraising Committee to consist of the Library Director and Board Chair or Vice-Chair, and two other board members. Carried

Hours during the holiday season: (Janzen/White) Motion to close the Library on December 31st. Carried

Questions: none

Adjournment: 7.20 pm

Next Meeting:

December 21, 2011 – 7.00 pm



**Special Meeting
December 14, 2011
Agenda**

Call to Order: 5.00 pm

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

Apologies: Christine Day

Guests: Mary Butterfield, Roy Ronaghan, Katy Livingston

Acceptance of Agenda

Business:

Introducing Mary Butterfield as a potential new member of the Library Board

Decision: **Caley/Janzen: Motion: Mary Butterfield appointed to the Library Board of the Grand Forks Library Association for a term ending in 2013. Carried.**

Adjournment: 5.07 pm

Next Meeting:

January 18, 2011 – 7.00 pm: Regular Board Meeting

THE MEADON AT BROOKS CREEK

2501 West Lake Drive
Box 404, Christina Lake, B.C.
V0H 1E0

October 28, 2011

RECEIVED NOV 02 2011

Mr. Ted Invictus, Chair
Grand Forks and District Public Library
7342 - 5th Street
P.O. Box 1539
Grand Forks, BC V0H 1H0

ANSWERED NOV 15 2011

Re: Library services outside the Boundary region

Dear Mr. Invictus:

Without Prejudice

When I travel to the coast I stop at libraries along the way and I compare the environment of each with the Grand Forks and District Public Library (GFDPL). The GFDPL compares favourably but there are noticeable differences.

- There is an information counter and a service counter in most of the libraries.
- Customers can get help when needed at a computer or locating a book or other material.
- Self-checkout machines have been installed in all the libraries. Staff is not involved in checking out books and other materials.
- Reserve books and materials are readily accessible to patrons who pick them up without involving a staff member. With the exception of the Murrayville library in Langley Township, reserve books are shelved well away from the information or checkout counters.
- Security scanners have been installed at the entrances/exits of all of the libraries.
- Computers are not crowded into a small space but are found at tables in the open. In some cases, they are located in a couple different places in the library. In a couple cases the computers are connected to a coin operated, self-serve computer/printer. Otherwise, the honour system prevails.
- Computer users are trusted to make copies and pay for them at the main counter. The cost of printing is \$.15 per page. In the Nelson library a black and white print costs \$.10.
- Computer reservation systems do not exist. If there are no computers available at any given time patrons must wait. There is no defensible reason for people served by the Grand Forks and District Public Library to be able to reserve a computer.

Without Prejudice

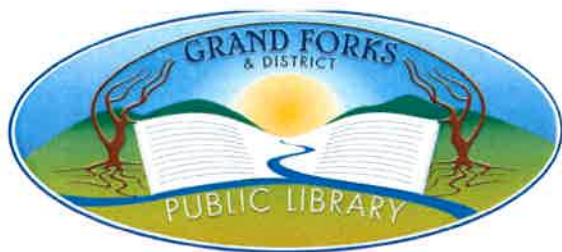
- The **BCOneCard** has replaced individual library cards in all the libraries in the lower mainland.

I also visit the libraries in Castlegar and Nelson when I travel to those communities. It is of interest to me that I can walk into the Castlegar library and use a computer without first checking with staff and the service is available at no cost. As a visitor to the Nelson library I pay \$1.00 for 15 minutes of computer time.

Yours truly,



Roy B. Ronaghan
Library Association Member
#25142000026220



7342-5th Street, PO Box 1539 Grand Forks BC V0H 1H0
250-442-3944 (phone)
250-442-2645 (fax)

Roy Ronaghan
PO Box 404
Christina Lake, BC V0H 1E0

November 15, 2011

Dear Mr. Ronaghan,

Thank you for your letter dated October 28, 2011 regarding library services outside the Boundary Region. I have been asked to reply as it largely concerns operational matters.

Regarding your comments about the differences between our library and other BC Libraries:

"There is an information counter and a service counter in most of the libraries."

- We do have both an information and service counter at the Library: these are the three computers and counter that you see as you walk into our library. Unfortunately, our current physical set up and staff complement does not allow for optimum space delineation. However, staff is always happy to assist patrons with their information needs and we happily take reference questions via email, telephone and in person.

"Customers can get help when needed at a computer or locating a book or other material."

- As the Library Director I find myself distressed that you feel you cannot get help when needed at computers or locating books, please be assured I will speak to library staff on this matter.

"Self-checkout machines have been installed in all the libraries. Staff is not involved in checking out books and other material"

- Greater Victoria Public Library, Surrey Public Library, Squamish Public Library and most others as far as I am aware, which have self check out machines also have staff members available to check out items to library patrons. However, the cost of these devices is prohibitive for a library of our size, budget, and traffic – they cost upward of \$20,000 or more plus software maintenance and subscription cost. I have seen no evidence (bar your comments) that this technology would be necessary or welcome in our library.

"Reserve books and materials are readily accessible to patrons who pick them up without involving a staff member. With the exception of the Murrayville library in Langley Township, reserve books are shelved well away from the information and checkout counters."

- Patron pick up of holds and InterLibrary Loans is something that we (the staff and I) discuss with some regularity. Once again, space for such a service is our concern. Privacy matters also are of a concern here, though as you've noted there are ways to address this concern.

"Security scanners have been installed at the entrances/exits of all the libraries."

- Security scanners are not something that is feasible at this time – the cost of the scanner and retrofitting items with the RFID tag makes it prohibitive. Though it is certainly something we will look at again in the future.

"Computers are not crowded into a small space but are found at tables in the open. In some cases, they are located in a couple different places in the library. In a couple cases the computers are connected to a coin operated, self-serve computer/printer. Otherwise the honour system prevails."

- We are well aware that our computer space needs improvement. I agree whole heartedly that it's not optimal. Unfortunately again, we have a space and electrical limitation as the computers need to be near a network cable and sufficient power. Again, we feel that the single photocopier with print release by staff serve our needs at this time. However, we are aware of other self-serve options are available and perhaps in the future that will serve the needs of our patrons better.

"Computer users are trusted to make copies and pay for them at the main counter. The cost of printing is \$.15 per page. In the Nelson library a black and white print costs \$.10"

- There is a huge variation on how libraries handle printing and what they charge for it. As this small income does benefit our library as the money is returned into programs and collection – as well as paper costs it is unlikely to change at this time. It is good to hear that other libraries are able to offer such low costs.

"Computer reservation systems do not exist. If there are no computers available at any given time patrons must wait. There is no defensible reason for people served by the Grand Forks and District Public Library to be able to reserve a computer."

- Nelson and Trail Libraries are both using the Useful system, while the new Surrey Library and the Cranbrook Library use the same computer reservation system we do. This service is one that is a great deal of demand by our other patrons. By allowing patrons to reserve their own computers (and allowing staff to block off the computer lab for a program or training) we are meeting a need. The computer reservation system also allows patrons to reserve a computer up to a week in advance, and helps us keep very accurate statistics (which in turn improves our accountability and ability to plan for programs and other services).

The **BCOneCard** has replaced individual library cards in all the libraries of the lower mainland.

- Per provincial policy we cannot issue a BC OneCard to members of our library – and with the rise of the Evergreen integrated Library system it has enabled libraries such as ours to simply "opt in" a patron from another library. This means that if you were to use the library in Midway the Library staff there could simply use your Grand Forks library card – after asking your permission to see your personal information, of course – and circulate books through your Grand Forks card. If the libraries on the Lower Mainland are still using the BC OneCard cards it is because they likely had extra cards. We did not and so use the BC OneCard sticker. For more information please see our library's page on the One Card: <http://grandforks.bclibrary.ca/services-programs/bc-onecard> .

I hope that this satisfies your concerns about how our Library compares to other libraries in the province. It is always good to hear and gain ideas about what other libraries are doing. Even when they are libraries with greater economies of scale than ours, we are always looking for ways to improve library services here.

Sincerely,

Heather Buzzell, MLIS
Library Director
Grand Forks & District Public Library

Box 1531

Grand Forks BC

VOH 1H0

Nov 1 2011

NOV 02 2011

ANSWERED NOV 16 2011

Dear Board Members

I would like to present three ideas for your consideration. Their purpose is to make the library more user friendly.

The first is that a modification of the voting process. While having voting for board members made more accessible to the membership is a big improvement, there is a problem with the counting procedure. Counting votes during the AGM means that library members attending the meeting have to wait for the results after the time that the meeting would otherwise be finished. It also means that the volunteers who count the votes miss the meeting. I would like to propose that the counting be done before the meeting begins so the results can be announced in a timely manner and no one would have to miss the meeting.

Second, I suggest that providing the library staff with name tags would be helpful to patrons. It seems much more personal if you can address people by name and it is embarrassing to those of us with memory issues to have to keep asking for their names. It would also make it easier to give credit where credit is due. If I wanted to report to the library director that a staff member had been especially helpful, it would be much more meaningful to identify the person by name, rather than the lady in the blue shirt.

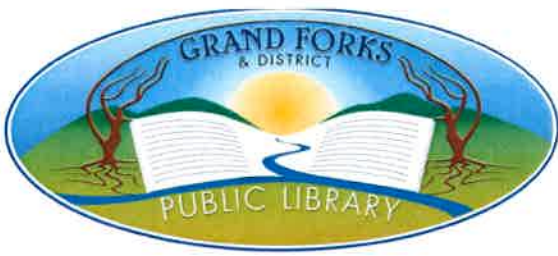
Third, an email newsletter or email announcements of upcoming events would help increase awareness of library programs and raise the profile of our library. The Art Gallery has done this and might be able to provide some useful information about how to establish this.

I would like to conclude by thanking you all for the time and effort you have expended on behalf of our library. Being on the board is a huge responsibility and consumes many, many hours. Please be aware that your efforts are appreciated.

Yours truly



Jane Grey



7342-5th Street, PO Box 1539 Grand Forks BC V0H 1H0
250-442-3944 (phone)
250-442-2645 (fax)

Jane Grey
PO Box 1531
Grand Forks, BC V0H 1H0

November 16, 2011

Dear Jane,

On behalf of the Trustees of the Grand Forks Library Association I'd like to thank you for your suggestions (which will go to the Board at the December Board meeting.)

I will take your suggestions regarding name tags under advisement. Regarding your suggestion for an email news letter; this is something we are considering and are currently working out the logistics for. As we have a membership of more than 3,000 individuals it is more complex than an email list. We do plan to begin a hard copy newsletter in the New Year; it will be available at the entrance to the library to the right of the door as you are exiting the building.

Thank you again for your suggestions and your continued support of our library.

Sincerely,

A handwritten signature in blue ink that reads "Heather Buzzell".

Heather Buzzell, MLIS
Library Director

Grand Forks Public Library Association

Income Statement Comparison of Actual to Budget for Fiscal End 2011

Expenses					
		Actual to December 31	2011 Budget	%	Remaining
General Operating Expenses	1 Accounting & Legal fees	\$ 7,396	\$ 4,000	185%	-\$ 3,396
	2 Hiring Fees	\$ 164	\$ 300	55%	\$ 136
	3 Ads and Promo	\$ 1,300	\$ 1,500	87%	\$ 201
	4 Bank charges	\$ 366	\$ 300	122%	-\$ 66
	6 Cash over/short	\$ (467)	\$ -	0%	\$ 467
	7 Dues, Seminars & PD	\$ 7,381	\$ 5,700	129%	-\$ 1,681
	8 Janitor supplies	\$ 786	\$ 600	131%	-\$ 186
	9 Labour negotiation cost	\$ 3,082	\$ 5,000	62%	\$ 1,918
	10 Library & Office supplies	\$ 6,973	\$ 6,000	116%	-\$ 973
	11 New equip & furniture	\$ 1,921	\$ 2,500	77%	\$ 579
	12 Photocopier	\$ 939	\$ 1,000	94%	\$ 61
	13 Postage	\$ 1,520	\$ 1,200	127%	-\$ 320
	14 Reimbursable expenses	\$ 170	\$ -	0%	-\$ 170
	Subtotals:	\$ 31,530	\$ 28,100	112%	
Collection	15 Collection - Books	\$ 27,109	\$ 36,000	75%	\$ 8,891
	16 Collection - Periodicals	\$ 5,953	\$ 5,000	119%	-\$ 953
	17 Collection - Audio/Visual	\$ 1,997	\$ 2,000	100%	\$ 3
	18 Electronic Subscriptions	\$ 2,431	\$ 2,000	122%	-\$ 431
	Subtotals:	\$ 37,490	\$ 45,000	83%	
Facility	19 Utilities - Power	\$ 14,404	\$ 13,000	111%	-\$ 1,404
	20 Telephone/fax/internet	\$ 3,754	\$ 4,000	94%	\$ 246
	21 Repairs & maintenance	\$ 1,061	\$ 2,000	53%	\$ 939
	22 Janitor services	\$ 9,830	\$ 9,000	109%	-\$ 830
	23 Maintenance Agreement	\$ 15,000	\$ 15,000	100%	\$ -
	24 Insurance	\$ 3,576	\$ 4,000	89%	\$ 424
	Subtotals:	\$ 47,626	\$ 47,000	101%	
Technology	25 Comp. Supplies & software	\$ 38	\$ -	0%	-\$ 38
	26 Computer equipment & Software	\$ 3,112	\$ 4,000	78%	\$ 888
	27 Patron Management software	\$ 550	\$ 3,000	18%	\$ 2,450
	28 Computer maintenance	\$ 2,391	\$ 1,500	159%	-\$ 891
	29 Evergreen cost	\$ 2,207	\$ 2,250	98%	\$ 43
	Subtotals:	\$ 8,298	\$ 10,750	77%	
Events	30 Volunteer Appreciation	\$ 759	\$ 700	108%	-\$ 59
	31 Special Events - AGM		\$ 78	0%	\$ 78
	32 Special Events - Programs	\$ 2,006	\$ 2,000	100%	-\$ 6
	33 Special Events - SRC	\$ 451	\$ 500	90%	\$ 49
	Subtotals:	\$ 3,216	\$ 3,278	98%	
Wages and Benefits	34 Salaries	\$ 225,933	\$ 200,027	113%	-\$ 25,906
	35 CPP	\$ 7,965	\$ 8,161	98%	\$ 196
	36 EI	\$ 5,129	\$ 4,841	106%	-\$ 288
	37 WCB	\$ 434	\$ 420	103%	-\$ 14
	38 Group Ins	\$ 3,027	\$ 1,969	154%	-\$ 1,058
	39 Blue Cross	\$ 5,984	\$ 4,807	124%	-\$ 1,177
	40 MSP	\$ 2,507	\$ 3,159	79%	\$ 652
	41 Pension	\$ 11,497	\$ 12,165	95%	\$ 668
	Subtotals:	\$ 262,476	\$ 235,549	111%	
Misc.	Photocopier purchase	\$ 8,169			
TOTAL:		\$ 390,636	\$ 369,677		

Income						
			Actual to December 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	\$ 263	\$ -	0%	-\$ 263
		12 Fines	\$ 3,553	\$ 4,000	89%	\$ 447
		13 Sales - Books	\$ 2,521	\$ 2,000	126%	-\$ 521
		14 Sales - Copies&Prints	\$ 2,054	\$ 1,500	137%	-\$ 554
		15 Lost/Damaged books	\$ 761	\$ 1,000	76%	\$ 239
		16 Meeting room rental	\$ 932	\$ 500	186%	-\$ 432
		17 Donations	\$ 1,854	\$ 2,000	93%	\$ 146
		Subtotals:	\$ 11,937	\$ 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	\$ 35,000	\$ -	0%	-\$ 35,000
		23 Income from interest	\$ 978	\$ 100	978%	-\$ 878
		24 Evergreen		\$ -	0%	\$ -
		Subtotals:	\$ 36,778	\$ 100		
TOTAL:			\$ 399,987	\$ 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	\$ 399,987
TOTAL EXPENSE	\$ 390,636
NET INCOME	\$ 9,351



Librarian Report

For the months of November and December 2011

In the Library:

Our two e-book readers were made available for circulation in November. We have already seen a fairly steady circulation of the devices, in spite of not making them holdable. Our latest program: Fabulous Fridays has been a great success, we plan to continue this in the New Year – but only once every month or so. Lizanne will be looking for some help from members of the community. We also recently began a chess club, which meets on Saturdays. The Festive Family Storytime was a tremendous success with over 100 adults and children attending, Santa visited and was, without a doubt, the star of the show. He came back for a second visit at our final storytime of 2011.

The Friends of the Library Christmas cookie sale was a hit as always, there were people lined up. We brought in approximately \$1200 in this event. Unfortunately, our other fundraising effort was less successful with a total of \$125 earned. While that was disappointing, we feel it is worth making the effort again in 2012.

I attended a webinar put on by LLAMA *A Person of Interest: safety and security* in the Library on November 16th. On Lizanne and I attended the *Seduction for Libraries: Introduction to visual marketing* webinar on December 13th and 14th.

Statistics:

	November		December	
	2011	2010	2011	2010
Circulations (loans, renewals, in-house use)	8,000	7,171	8,109	7,245
Titles added	267	375	381	251
Visitors (total/daily average)	11,836/564	7,808/390	10,874/518	10,733/488
Open Days	21	20	21	22
New Members	42	43	46	35
ILLs out/in	248/98	169/102	92/54	174/61
Reference questions	925	396	708	424
Public Computers/Wifi	539/278	761/157	410/268	781/169
Website hits	434	NA	613	NA
Ebsco searches	116	122	166	95
Overdrive/Library2Go	57/65	1/36	87/82	11/27
Children's Programs/attendance	6/102	4/35	7/193	1/54
Teen programs/attendance	0/7	0/0	0/4	0/11
Adult programs/attendance	9/90	15/53	11/133	6/74

Acting Director Policy:

The Acting Director will have the authority of the Library Director except as laid out below:

- Will meet with the board *in camera* immediately to discuss any disciplinary action taken.
- Will not have signing authority.
- Will meet regularly with the Finance Committee (every 2 weeks) and Executive Committee (minimum 1/month).

Selecting an Acting Director and Remuneration:

- Remuneration \$4.00/hour above the LA III hourly rate
- If an internal candidate is chosen they cannot be active in the Bargaining Unit.
- Post internally only for up to 60 days: Internally & externally for more than 60 days.
- 9 months to 1 year position – then permanent.

TASK LIST FOR MEETINGS SCHEDULED FOR JANUARY 23RD, 2012

ISSUE	ASSIGNED	COMPLETED
PRIMARY COMMITTEE MEETING		
a) RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION FROM SANDRA BARRON OF VISITOR'S CHOICE PUBLICATION AND DETERMINES TO RENEW THE CITY'S FULL PAGE ADVERTISEMENT IN THE 2012 BOUNDARY COUNTRY VISITOR'S CHOICE PUBLICATION AT A COST OF \$2,360 PLUS TAX.	Diane	Action required after adoption of minutes at Feb 6 th Meeting
b) RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY CHRISTINE THOMPSON, REPRESENTATIVE FOR THE BOUNDARY MUSEUM SOCIETY, WITH REGARD TO THEIR ACTIVITIES IN 2011 AND 2012, AND FURTHER DETERMINES TO REFER THE SERVICE AGREEMENT FUNDING REQUEST TO THE 2012 BUDGETING PROCESS FOR COUNCIL'S CONSIDERATION AND DISCUSSION.	Cecile	In Progress- To refer to budget process after adoption of minutes at Feb 6 th Meeting
REGULAR MEETING OF COUNCIL		
Reports, Questions & Inquiries from Members of Council:		
1. Councillor Wyers:		
RESOLVED THAT COUNCIL ENDORSE THE GRAND FORKS ROTARY CLUB'S ENTRANCE SIGN SUBMISSION DATED, JANUARY, 2012, SUBJECT TO THEIR COMMITTEE MEMBERS MEETING WITH CITY COUNCIL TO INVESTIGATE THE OPPORTUNITY TO BUILD TWO SIGNS; ONE FOR THE EAST END OF THE CITY AND ONE FOR THE WEST END OF THE CITY, AND ADDRESS QUESTIONS FROM THE NEWLY ELECTED COUNCIL WITH REGARDS TO THE DESIGN AND LOCATION.	Members of Council to participate in Meeting	Done
Recommendations From Staff for Decisions:		
a) RESOLVED THAT COUNCIL RECEIVES THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY HERITAGE CONSERVATION STUDY, AND ADVISES STAFF OF ANY COMMENTS THAT THEY MAY WANT TO PROVIDE TO THE RDKB.	No further action required	
b) RESOLVED THAT THE CHIEF ADMINISTRATIVE OFFICER'S REPORT, DATED JANUARY 16, 2012, IN REGARD TO A REFERRAL NOTICE RECEIVED FROM THE MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCES, REGARDING A PROPOSAL TO DESIGNATE A WILDLIFE HABITAT AREA WITHIN THE GRAND FORKS WATERSHED RESERVE, BE RECEIVED, AND THAT THE MINISTRY BE ADVISED THAT THE CITY'S INTERESTS ARE NOT IMPACTED BY THIS PROPOSAL.	Diane	Done
c) RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT DATED, JANUARY 16 TH , 2012, AND APPROVES THE APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT, THEREBY VARYING SECTION 33(2)(h), REDUCING THE REQUIRED REAR SETBACK FROM 5 FEET TO 1 FOOT ALLOWING FOR THE PROPOSED CONSTRUCTION OF AN ADDITION TO AN EXISTING GARAGE, ON THE PROPERTY LEGALLY KNOWN AS LOT 1, DL 381, SDYD, PLAN 114, LOCATED AT 7324 BOUNDARY DRIVE, AS SUBMITTED BY THE PROPERTY OWNERS, TRAVIS & CHANTAL DANDY.	Kathy	Done
Summary of Information Items:		
a) Correspondence from Student's Union Representative at Selkirk College – Day of Action. The Mayor to advise if he is able to speak at the event; Members of Council to advise if planning to attend. The Mayor advised that he will be able to speak in support of their initiative.	Diane to remind Mayor	Done
b) Memo from Councillor Smith- Declaration under Section 107 of Comm. Charter for professional services provided to the City. Recommend Council receives the memorandum from Councillor Smith pursuant to Section 107 of the Community Charter. RESOLVED THAT THE MEMORANDUM DATED JANUARY 11 TH , 2012, FROM COUNCILLOR GARY SMITH, OUTLINING THAT HE HAS BEEN PROVIDING PEST CONTROL SERVICES TO THE CITY OF GRAND FORKS, AND WILL CONTINUE TO PROVIDE SUCH SERVICES, INASMUCH AS THERE IS NO OTHER PEST CONTROL PROVIDER IN THE IMMEDIATE GRAND FORKS AREA, BE RECEIVED PURSUANT TO SECTION 107 OF THE COMMUNITY CHARTER.	No further action required	Done

c) Correspondence from the Boundary Country Regional Chamber of Commerce - Request for Annual Funding in the amount of \$10,000 from the City. Recommend that Council refers the Boundary Country Regional Chamber of Commerce's request for annual funding in the amount of \$10,000 to the 2012 Budgeting Process. RESOLVED THAT COUNCIL REFERS THE BOUNDARY COUNTRY REGIONAL CHAMBER OF COMMERCE'S REQUEST FOR ANNUAL FUNDING IN THE AMOUNT OF \$10,000 TO THE 2012 BUDGETING PROCESS FOR DISCUSSION AND CONSIDERATION.	Cecile	In Progress- Refer to the budget process
d) Correspondence from Selkirk College – Invitation to the Mayor to attend the annual Bursary Tea on February 4 th in Nelson. The Mayor to advise if planning to attend the event. The Mayor advised that he will not be attending the Bursary Tea in Nelson.	Diane to advise Selkirk College	Done
e) Climate Action Revenue Incentive Plan (CARIP) Public Report – Report completed by the Manager of Environmental and Building Construction Services. Recommend to receive the Climate Action Revenue Incentive Plan (CARIP) Public Report. RESOLVED THAT COUNCIL RECEIVE THE CLIMATE ACTION REVENUE INCENTIVE PLAN (CARIP) PUBLIC REPORT FROM THE MANAGER OF ENVIRONMENTAL & BUILDING CONSTRUCTION SERVICES AND DETERMINES THAT STAFF MAKE COPIES OF THE REPORT AVAILABLE TO THE PUBLIC AT THE FRONT COUNTER OF CITY HALL AND ON THE CITY'S WEBSITE.	Diane	Done