

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

**Monday March 5th, 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>	March 5th, 2012 Agenda	Adopt Agenda
3	<u>MINUTES</u> <ul style="list-style-type: none">- February 20th, 2012- February 20th, 2012- February 20th, 2012	Special Meeting Minutes Regular Meeting Minutes Primary Committee Meeting Minutes	Adopt Minutes Adopt Minutes Adopt Minutes and all recommendations contained therein
4.	<u>REGISTERED PETITIONS AND DELEGATIONS</u> None		
5.	<u>UNFINISHED BUSINESS:</u> a) Corporate Officer's Report	Council's resolution at the February 20 th Regular Meeting to direct Staff to bring forward a report to review the remuneration of the Travel Expenses Allowances policy	Resolved that Council approves Policy No.112 – Travel Expense Allowance Policy, as amended, to be implemented no later than March 6, 2012.
6.	<u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u> a) Corporate Officer's Report	Members of Council may ask questions, seek clarification and report on issues	Issues seeking information on operations be referred to the Chief Administrative Officer prior to the meeting.
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. Minutes from January 26 th RDKB Meeting are attached to this report.

8. **RECOMMENDATIONS FROM STAFF
FOR DECISIONS:**

- a) Manager of Environmental and Building Construction Services – Carbon Neutral Action Plan

For the past few years, City Staff have been part of the Carbon Neutral Kootenays Project.

Council receives the Manager of Environmental and Building Construction Services report, dated February 28, 2012, and further approves the Carbon Neutral Action Plan as presented.

- b) Chief Administrative Officer's Report – Strategic Plan Goal Action

Report on Action – Staff to Develop a database of potential employee retirements to be completed by February, 2012

That the Chief Administrative Officer's Report, dated February 27th, 2012, regarding the action, requiring "Staff to Develop A Database of Potential Employee Retirements by February, 2012", as outlined in the Corporate Strategic Plan 2012-2014, be received.

- c) Chief Administrative Officer's Report – Strategic Plan Goal Action

Report on Action – CAO to develop an action plan to replace Electrical Lineman due to retire in 2012, to be completed by February, 2012.

That the Chief Administrative Officer's Report, dated February 29, 2012, regarding the action, "CAO to Develop an Action Plan to Replace Electrical Lineman due to retire in 2012, by February, 2012", as outlined in the Corporate Strategic Plan 2012-2014, be received.

9. **REQUESTS ARISING FROM
CORRESPONDENCE:**

None

10. **INFORMATION ITEMS**

- Summary of Informational Items Information Items 10(a) to 10(g)

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**

14. **ADJOURNMENT**

NOT ADOPTED
SUBJECT TO CHANGE

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING OF COUNCIL
MONDAY, FEBRUARY 20TH, 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
ACTING FIRE CHIEF D. Heriot

The Chair called this Special Meeting to order at 6:00 p.m.

IN-CAMERA RESOLUTION:

MOTION: KROG / 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 SECTION 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; 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.

ADJOURNMENT:

MOTION: O'DOHERTY

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

CARRIED.

NOT ADOPTED
SUBJECT TO CHANGE

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER –DIANE HEINRICH

THE CORPORATION OF THE CITY OF GRAND FORKS

REGULAR MEETING OF COUNCIL
MONDAY, FEBRUARY 20TH, 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
CORPORATE OFFICER

L. Burch
D. Heinrich

GALLERY

CALL TO ORDER:

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

RECESS TO PRIMARY COMMITTEE MEETING:

MOTION: O'DOHERTY / SMITH

RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE RECESSED AT 7:02 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 7:54 p.m.

ADOPTION OF AGENDA:

MOTION: O'DOHERTY / WYERS

RESOLVED THAT THE FEBRUARY 20TH, 2012, REGULAR MEETING AGENDA BE ADOPTED AS CIRCULATED. CARRIED.

MINUTES:

MOTION: WYERS / KENDEL

RESOLVED THAT THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY FEBRUARY 6TH, 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 on his attendance at a Boundary Economic Development Committee Meeting where he made a presentation on a Regional sign frame for the Grand Forks Entrance sign and advised that he will be bringing the requested cost amounts to the committee at their next meeting. The Mayor advised that the Sign Entrance group will be meeting shortly with Mr. Gordon Nichols, representative of the Rotary Club.
- He reported on the success of the *"Toad of Toad Hall"* production which entertained the community last week, and that he enjoyed playing his part as "Toad".

MOTION: SMITH / WYERS

RESOLVED THAT STAFF BRING FORWARD A REPORT TO REVIEW THE REMUNERATION OF TRAVEL EXPENSE ALLOWANCES POLICY WITH REGARD TO THE CITY PAYING FOR SPOUSAL COSTS FOR BANQUETS & RECEPTION MEALS WHILE ATTENDING CONFERENCES.

CARRIED.

Councillor Krog:

Councillor Krog advised that he had no report this evening.

Councillor Kendel:

Councillor Kendel reported on the following items:

- He reported on his attendance at the Boundary Economic Development Committee Meeting along with Councillor Smith

Councillor Wyers:

Councillor Wyers reported on the following items:

- She reported on her attendance at a meeting with Christy Clark, Premier in Osoyoos on February 6th.
- She extended her congratulations to the cast and crew of *"Toad of Toad Hall"* productions to their recent successful and entertaining play in recognition of the organization's 20th anniversary.
- She reported on her attendance at the RDKB Management Presentation in Trail on February 18th along with the Mayor. She spoke with regard to the services provided by the Regional District of Kootenay Boundary for our area such as the Landfill, the Pilot Project for Kitchen waste, and Building Inspection. The Mayor further advised that they have asked John Maclean, CAO of the Regional District of Kootenay Boundary, to arrange for a presentation to the City with regard to shared services within the region.
- Councillor Wyers advised that the Boundary Emergency Transition Society is looking for volunteers to assist the staff from 8:00 pm to 2:00 am.
- She advised that the Grand Forks monthly Library Board meeting is next Wednesday.

MOTION: WYERS / SMITH

RESOLVED THAT THE GRAND FORKS ENVIRONMENT COMMITTEE ESTABLISHED IN JANUARY 2011, BE RE-ESTABLISHED TO RESUME THE WORK OF THE COMMITTEE IN THE CATEGORIES OF AIR QUALITY, WATER SUSTAINABILITY AND CARBON NEUTRALITY UNDER THE REVISED TERMS OF REFERENCE ATTACHED.

AND BE IT FURTHER RESOLVED THAT FUNDING IN THE AMOUNT OF \$10,000 BE MADE AVAILABLE IN THE 2012 FINANCIAL PLAN TO PURSUE OBJECTIVES INCLUDING THE IMPLEMENTATION OF NEPHELOMETER MONITORING IN PARTNERSHIP WITH THE UNIVERSITY OF VICTORIA AND A SUBSEQUENT APPLICATION TO THE CANADA SUMMER STUDENT PROGRAM, BE SUBMITTED BY FEB 28, 2012 FOR THE PURPOSE OF HIRING A SUMMER STUDENT FOR TRAINING, MONITORING AND EDUCATING THE PUBLIC.

CARRIED.

.....

MOTION: O'DOHERTY / KENDEL

RESOLVED THAT COUNCIL APPOINT COUNCILLOR WYERS AS COUNCIL REPRESENTATIVE ON THE ENVIRONMENT COMMITTEE, AND COUNCILLOR SMITH AS THE ALTERNATE REPRESENTATIVE.

CARRIED.

Councillor O'Doherty:

Councillor O'Doherty reported on the following items:

- He advised that the Border Bruins Hockey Team is done for the season and that fun was had by all.

Councillor Wirischagin:

Councillor Wirischagin reported on the following items:

- He advised that a Basketball tournament comprised of seven teams will be competing at the GFSS High School this coming Friday and Saturday, and that the winner of this tournament will be competing in the Kootenay Regional Championships in Kamloops.
- He spoke with regard to aired Council meetings and advised that the Council meetings are aired on What's Up in Grand Forks web site, and on Shaw TV Channel 11, the following Monday at 6:00 PM.
- He spoke with regard to the proposed West End Sign Project and commented that Council, by resolution, made the decision to endorse the endeavours of the Rotary Club and Grand Forks Credit Union and advised that in his opinion, Council should respect this decision.

Mayor Taylor:

The Mayor reported on the following items:

- The Mayor advised that the Recreation Commission is seeking a community person to participate on their board.
- He advised that he had an annual meeting with the RCMP along with Councillors Smith & Wyers and advised that Staff Sgt. Jim Harrison will be coming forward to Council with a formal report.
- The Mayor advised that Councillor Krog has requested that he be the liaison to the Grand Forks Art Gallery and the Boundary District Arts Council.
- He advised that there are four new members participating at the Deer Committee table and advised that a meeting will be called in the very near future.

MOTION: SMITH / WYERS

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 Mayor advised that the Regional District of Kootenay Boundary has been wrapped up in the budgeting process and that this is their main focus at this time.
- He advised that the Boundary Economic Development Committee is experiencing some difficulties and advised that he will be bringing more information on the committee's status back to Council after the committee meets next.

MOTION: O'DOHERTY / KENDEL

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 – Corporate Strategic Plan

Adoption of the presented Corporate Strategic Plan for 2012-2014 resulting from the Strategic Planning Workshop held on January 25th and 26th, 2012, facilitated by Rick Beauchamp.

MOTION: O'DOHERTY / SMITH

RESOLVED THAT COUNCIL RECEIVES THE CHIEF ADMINISTRATIVE OFFICER'S REPORT DATED FEBRUARY 13TH, 2012, REGARDING THE CORPORATE STRATEGIC PLAN FOR 2012-2014, AND FURTHER APPROVES THE PLAN AS PRESENTED.

CARRIED.

REQUESTS ARISING FROM CORRESPONDENCE:

None

INFORMATION ITEMS:

MOTION: O'DOHERTY / SMITH

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

- a) 841 Royal Canadian Air Cadets Squadron's Sponsorship Committee – requesting financial support for their organization. **Recommend to refer their request to the 2012 Budget Process.**

- b) From the Boundary Youth Soccer Association – Their request for funding in the amount of \$3,000. **Staff has advised the Association that Grant In Aid applications are not being taken at this time, but that their request for funding, be it Council's wish, could be considered in the 2012 Budgeting process.**
- c) From the Boundary Restorative Justice Program – Request for funding in the amount of \$641.00. **Recommend to refer their request for funding consideration in the 2012 Budgeting Process.**
- d) Invitation to the Mayor to attend a Change of Command Ceremony held in Vancouver. **Recommend to receive for information.**
- e) Letter of support from Christine Elsaesser to the Phoenix Mountain Ski Hill's request for funding. **Recommend to receive for information – Council has referred the Phoenix Mountain Ski Hill's request for funding to the 2012 Budgeting Process at the February 6th, 2012 Regular Council Meeting.**
- f) Correspondence from Solar BC – Incentive payment regarding the Solar Hot Water System for washrooms in campground. **Recommend to receive for information.**
- g) From the Royal Canadian Legion – request for yearly advertising support – ¼ Page advertising in the yearly Military Service Recognition Book. **Recommend that Council support the Legion by purchasing a ¼ page ad for \$450.00 plus tax as they have in the past.**

MOTION: KENDEL / O'DOHERTY

RESOLVED THAT COUNCIL SUPPORTS THE BC/YUKON ROYAL CANADIAN LEGION BY PURCHASING A ¼ PAGE AD IN THEIR ANNUAL MILITARY SERVICE RECOGNITION BOOK FOR THE AMOUNT OF \$450.00 PLUS TAXES AS COUNCIL HAS IN THE PAST YEARS.

CARRIED.

-
- h) Earth Hour email request for the City's consent for a proposed recipient in this year's Community Challenge on March 31st. Fortis BC would like to recognize the Sunshine Valley Child Care Society as this year's recipient of Energy Savings upgrade of up to \$5,000 *should* Grand Forks be the community with the highest rate of participation in the Earth Hour Community Challenge 2012. **Recommend that Council consider authorizing Staff to advise FortisBC that Sunshine Valley Child Care Society be the recipient of an energy savings upgrade should the City of Grand Forks have the highest rate of participation in the 2012 Earth Hour Community Challenge.**
 - i) Pitch-In Operation Clean Sweep – Information and benefits regarding Pitch-in Week. **Recommend to receive for information.**
 - j) News release from Interior Health regarding Interior Crisis Line Network launched in Kamloops. **Recommend to receive for information.**

- k) AKBLG – Notice of Annual General Meeting and Final call for resolutions 2012.
Council to note that the deadline for submitting resolutions is February 20th, 2012.

2012 Resolutions to AKBLG - Grand Forks

RESOLUTION NO. 1

THE DISTRIBUTION OF HIGH-ENERGY CAFFEINE DRINKS AND IMPACT TO CHILDREN

MOTION: WYERS / SMITH

WHEREAS TODAY'S CHILDREN OF ANY AGE CAN PURCHASE HIGH-ENERGY CAFFEINE DRINKS OVER THE COUNTER AT THEIR LOCAL GROCERY OR CONVENIENCE STORE CAUSING A GROWING CONCERN OF THE HEALTH IMPACT OF THESE DRINKS ON CHILDREN.

THEREFORE BE IT RESOLVED THAT AKBLG URGE UBCM TO REQUEST THAT HEALTH CANADA RESTRICT THE SALE OF HIGH-CAFFEINE ENERGY DRINKS TO CHILDREN.

CARRIED.

.....
RESOLUTION NO. 2

MOTION: WYERS / SMITH

WHEREAS THERE IS NO BC WILDLIFE MANAGEMENT PLAN TO DEAL WITH INCREASING WILDLIFE CONFLICT;

THEREFORE BE IT RESOLVED THAT THE AKBLG URGE UBCM TO LOBBY THE PROVINCIAL GOVERNMENT FOR A PROVINCIAL WILDLIFE MANAGEMENT PLAN UNDER THE MINISTRY OF ENVIRONMENT AND TO ADDRESS, AS WELL, THE SHORTAGE OF CONSERVATION OFFICERS THAT CURRENTLY EXISTS.

CARRIED.

-
l) February 6th Task List. List of completed and in-progress tasks. **Recommend to file.**

BYLAWS:
None

LATE ITEMS:

NOT ADOPTED
SUBJECT TO CHANGE

QUESTIONS FROM THE PUBLIC:

ADJOURNMENT:

MOTION: SMITH

**RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE ADJOURNED AT 8:50
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 FEBRUARY 20TH, 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
CORPORATE OFFICER

L. Burch
D. Heinrich

GALLERY

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

ADOPTION OF THE AGENDA:

MOTION: SMITH / KENDEL

RESOLVED THAT THE AGENDA OF THE PRIMARY COMMITTEE MEETING OF COUNCIL HELD MONDAY, FEBRUARY 20TH, 2012, BE ADOPTED AS CIRCULATED.
CARRIED.

DELEGATIONS:

- a) Corporate Officer's Report - Gerry Foster, Representative for the Grand Forks International

Gerry Foster, representative of the Grand Forks International, made a presentation to Council for the purpose of offering information and education toward the importance of Sport Tourism, Economic Development and the Grand Forks International Baseball Tournament for the community.

Mr. Foster advised that the Sport Tourism sector is becoming the highest tourism generator in the Canada, and that Sport Tourism in Canada has increased by 8.8% between 2008 and 2010. He commented that having a variety of quality and unique activities in the community will draw more tourism, and especially, Sport Tourism. He further commented that Sport Tourism is "Green" Economic Development.

Mr. Foster continued by announcing that the Toronto Blue Jays have come on board as a bronze sponsor for the 2012 Grand Forks International, and commented that although the monetary amount is \$2,500, the publicity coverage from the Blue Jays as sponsors for this year's GFI will be paramount. He further commented that this year, the organization plans to include an information booth at the Grand Forks International which will provide extensive information on the community and the area.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY GERRY FOSTER OF THE GRAND FORKS INTERNATIONAL BASEBALL TOURNAMENT ORGANIZATION WITH REGARD TO INFORMATION AND EDUCATION PROVIDED ON SPORT TOURISM, ECONOMIC DEVELOPMENT AND THE GRAND FORKS INTERNATIONAL BASEBALL TOURNAMENT FOR THE COMMUNITY.

CARRIED.

- b) Corporate Officer's Report – George Longden, Chairperson for the Grand Forks Community Trails Society

George Longden, Chairperson for the Grand Forks Community Trails Society, made a presentation to Council regarding the "Linking Communities" Project and, in addition, to request a financial contribution from the City. He showed pictures of sections of the trail from Grand Forks to the Cascade Bridge and spoke of the Society's wish to have the trail paved. He advised that the average cost is approximately \$100,000 per km to pave the trail. He further advised that the Grand Forks Trails Society has applied for a grant from the Community Recreation Fund for a good portion of funding the project; and that Area D has offered funding in the amount of \$100,000. Mr. Longden further advised that John Hawkings, of Recreational Sites and Trails BC from the Province, has committed an amount of \$100,000 as well. He estimated the cost that the Trails Society would be looking from the City for their portion of the trail would be approximately \$101,640 and advised that the City's area is from 68th Avenue Bridge by Roxul to Darcy Road.

MOTION: O'DOHERTY / SMITH

RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY GEORGE LONGDEN OF THE GRAND FORKS COMMUNITY TRAILS SOCIETY WITH REGARD TO INFORMATION ON THE LINKING COMMUNITIES PROJECT, AND TO REFER ANY FINANCIAL REQUESTS FOR COUNCIL'S CONSIDERATION IN THE CITY'S 2012 BUDGETING PROCESS.

CARRIED.

UNFINISHED BUSINESS:

None

RECOMMENDATIONS FOR CONSIDERATION:

None

INFORMATION ITEMS:

None

PROPOSED BYLAWS FOR DISCUSSION:

None

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.

CHRIS MOSLIN – He spoke with regard to the re-establishment of the Environment Committee that Councillor Wyers will be bringing forward in the Regular Meeting Agenda later on this evening.

ADJOURNMENT:

MOTION: SMITH

RESOLVED THAT THIS PRIMARY COMMITTEE MEETING IS ADJOURNED AT 7:51 P.M.
CARRIED.

NOT ADOPTED
SUBJECT TO CHANGE

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER – DIANE HEINRICH

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

DATE : February 27, 2012

TOPIC : Amendments to Travel Expense Allowance Policy

PROPOSAL : Approval of amended Travel Expense Policy 112

PROPOSED BY : Council / Staff

SUMMARY:

At the Regular Meeting of Council on February 20th, 2012, Council directed Staff to bring forward a report to review the remuneration of the Travel Expense Allowances policy with regard to the City paying for spousal costs for banquets and reception meals while attending conferences. This information has been included in a proposed draft amended Travel Expense Allowance Policy for Council's consideration.

In addition, for Council's consideration, the "Mileage Section" pertaining to the use of City vehicles has proposed amendments in order to provide comprehensive instructions to both Council and Staff with regard to the use of City Vehicles versus the use of personal vehicles when travelling outside the municipal boundaries keeping cost effectiveness for the City in mind.

There are a few minor proposed amendments to the policy such as cost effective travel instructions should members of Council or Staff be required to travel into the United States; considerations should unsafe weather arise, clarifications on persons providing approvals in certain circumstances and extending the return of claim submission from 3 to 5 days.

The sections which are highlighted in the draft policy represent areas that have proposed changes. Please find attached to this report a copy of the existing Travel Expense Policy and a memo from the Corporate Officer which outlines the proposed changes to the policy in more detail.

STAFF RECOMMENDATIONS:

Option 1:

Resolved that Council approves Policy No.112 – Travel Expense Allowance Policy, as amended, to be implemented no later than March 6, 2012.

OPTIONS AND ALTERNATIVES:

Option 1: Council approves the amended Policy No. 112 – Travel Expense Allowance Policy. This option will allow the policy as drafted and as attached to be implemented no later than March 6, 2012.

Option 3: Council amends the proposed Travel Expense Allowance Policy by requesting additions or deletions to the Policy, thus directing Staff to make the requested changes and re-presenting the Policy with additional amendments to Council at another Council Meeting. The option will see other changes to the policy as requested by Council.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The advantage to this option is that the Travel Expense Allowance Policy will be updated to provide clear instruction on those expenses which are allowed for reimbursement .

Option 2: The status quo will provide see the current policy remain in effect as is.

Option 3: Deletions or additions by Council will direct Staff to redraft the Policy to Council's specifications for presentation at another Council Meeting.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

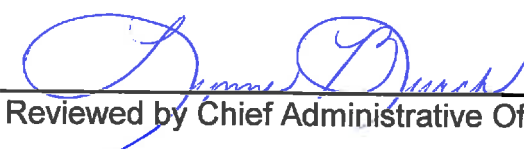
Costs and budget impacts will be determined by the level of Travel Expenses allowed for reimbursement.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Community Charter provides Council the ability to adopt policies.



Department Head or Chief Administrative
Officer



Reviewed by Chief Administrative Officer



CITY OF GRAND FORKS MEMORANDUM

DATE : February 28th, 2012
TO : Chief Administrative Officer
FROM : Corporate Officer
SUBJECT: Proposed Amendments to Travel Expense Policy

SPOUSAL/PARTNER CHARGES FOR MEALS DURING CONFERENCES

At their Regular Meeting on February 20th, 2012, Council requested a review of the City's Travel Expense Policy No. 112 regarding spousal costs for banquets and reception meals while attending conferences, to be paid by the City.

There are three main conferences that include charges for spouses/partner's meals and activities (there may be other functions, but the focus is on the ones that Council regularly attends or wishes to attend). Some of these prices are from 2011 as this year's information is not yet available. In addition, the "Early Bird" costs are used – an additional 20% would be added to this figure if this early bird date has passed.

Conference	Partner's Meals	Total Cost of Meals for Partner	Total Cost if Seven Spouses Attend
UBCM (Prices for 2011)	Partner's Welcome Reception \$40.00 Banquet \$100.00	\$140.00 Plus Tax= \$156.80	\$1097.60
AKBLG (Prices for 2011)	Partner's Meal Program includes Opening Reception; two breakfasts; and Banquet Dinner with Entertainment	\$105.00 Plus Tax= \$117.60	\$823.20
FCM (Prices are 2012)	Mayor's Welcome Reception-\$65.00; Cocktails w/Gala Dinner-\$130.00; Farewell Breakfast-\$40.00	\$235.00 Plus Tax = \$263.20	\$1842.40

The costs for Partner's Tours are for information purposes only.

Conference	Partner's Tours
UBCM	Session Tour charges range from \$45.00 to \$87.00 and usually have 3-4 sessions available that partners can take during the week of the conference.
AKBLG	No session tours for partners to date
FCM	Partner's Tour charges can range from \$20.00 to \$110.00 and offers approx. 3-4 sessions available that partners can take during the conference

MILEAGE

The section which pertains to mileage contains amendments that primarily set out instructions on mileage reimbursements when a City vehicle may be available for travel and an individual chooses to use their use transportation as an alternative. Currently, the existing policy reads that those choosing to take their own vehicles instead of using a City Vehicle (when one is available), would receive the mileage rate as approved in the Income Tax Act. This rate is currently .52 a kilometer. The amendment to this policy would see those individuals choosing to take their own vehicles would receive reimbursement of their gas receipts instead of the rate per kilometer, which is more cost effective for the City.

A rough estimate of a mid-size vehicle travelling to and from Grand Forks to Vancouver (from Point A to Point B) is approximately \$160.00 for fuel; whereas the mileage paid out to the same vehicle using the approved rate for kilometers would be \$545.00.

OTHER AMENDMENTS

In addition, Staff is proposing a few other amendments to the existing Policy:

- Adding a statement with regard to cost of airfare and using Spokane, Washington, as the point of flight booking if required to fly into the United States. An example of savings, comparing Spokane to Kelowna is approximately \$130. To \$150 (only using one instance)
- Adding a statement with regard to inclement weather and the possible need for accommodations.
- Addition of Department Heads and Chief Financial Officer in addition to the Chief Administrative Officer with regard to approval of Staff attending conventions, etc; and regarding reimbursement of pre-convention or pre-course expenses.
- Increase from 3 to 5 days for submission of Travel Expense claims
- Another change to the existing Travel Expense form is the removal of "All meals within the municipal boundary shall be at actual cost" under the "Meals and Incidentals per diem rate". This statement is a duplicate from information already conveyed in the "Other Reimbursements" area of the policy.

Respectfully yours,



Diane Heinrich
Corporate Officer

CITY OF GRAND FORKS

POLICY TITLE:Travel Expense Allowance

POLICY NO: 112

EFFECTIVE DATE: March 6th, 2012

SUPERSEDES: February 6, 2006

APPROVAL: Council

PAGE: 1 of 4

POLICY:

The Chief Financial Officer (CFO) or the Chief Administrative Officer (CAO) on budget approval for such purposes, may reimburse expenditures as listed below and incurred by an officer, an employee, a council member and other authorized individuals and persons while representing the municipality, engaging in municipal business, attending meetings, courses, conventions, seminars and training in work related matters.

PURPOSE:

To reimburse all costs associated with City business **by the most cost effective means.**

PROCEDURE:

Use of City Vehicle:

- If available for use, using a City owned vehicle for City business should be the first consideration unless an alternative mode is more cost effective.
- All receipts submitted with respect to fuel and maintenance (should any emergency arise eg. flat tire or other necessary mechanical) while operating a City vehicle will be reimbursed to the payee.

Use of Individual or other vehicle than those owned by the City, if a City vehicle is not available:

- Mileage will be reimbursed at the rate approved in the Income Tax Act unless it is more cost effective to commercially fly.
- Vehicle mileage to reach and return from a flight destination will be reimbursed at the rate approved in the Income Tax Act.
- Mileage to be calculated as the maximum mileage specified as the shortest route over assigned highways.
- Extraordinary mileage may be claimed separately for the exact number of kilometres travelled provided by an acceptable explanation or at the discretion of the CFO or CAO, or acting person therein.

Use of Individual or other Vehicle than those owned by the City if a City vehicle is available:

- Those choosing to utilize their own means of automotive transportation when the City has an available vehicle, (provided it is not more cost effective to commercially fly) will be reimbursed for fuel only by submission of gas receipts for that period of travel.
- An exception would apply, if a group travelling numbers more than to practically fit into available City vehicle(s), then reimbursement for mileage at the approved rate in the Income Tax Act would apply to those individual(s) not travelling via a City owned vehicle.

Airfare:

- Within Canada, the actual cost of airfare from Castlegar, Grand Forks or Kelowna to destination and return supported by an airline ticket receipt.
- If travel is into the United States, the actual cost of airfare from Spokane, WA to destination and return supported by an airline ticket receipt.

Car Rental: Actual cost inclusive of insurance coverage and drop-off charges supported by receipt.

Ferry Fare: - Actual cost inclusive of vehicle or walk on charge supported by receipt.

Accommodations:

- Actual cost supported by hotel/motel receipt and tips and gratuities.
- If travelling on City business to destinations outside the greater Grand Forks area and such destination can be achieved within a return travel time of eight hours during daylight or less, no overnight accommodation will be paid by the City unless circumstances such as unsafe weather arises.
- Actual cost of business internet, telephone, and telefax charges supported by receipts.

Taxi/Airport Limo Fare:- Actual cost supported by receipts.

Workshop, Seminar or Convention Registration/Course/Training Materials Fees: Actual cost supported by receipts.

Meals and Incidentals per diem rate:

- An allowance of \$80 per day outside of City boundary without receipt.
- If meals are included in the registration, convention, seminar or workshop, an allowance of \$50 per day may be claimed.
- Meals and incidentals not involving overnight stays outside of the municipal boundaries must be claimed on actual basis when a member of Council or City Employee is performing duties for the City

Telephone/Telefax: Actual cost supported by receipt.

Membership Fees/Dues:- Actual cost in approved and direct work-related organizations.

Parking Fees: Actual cost supported by receipts.

Homestay: An allowance of \$30 per night in lieu of hotel accommodation.

Travel Insurance: Actual cost supported by receipts.

Attendance at Conventions, Courses, Etc.:

- The Chief Administrative Officer will approve the reimbursement of expenses incurred by the Mayor & Councillors (subject to approved policy and resolutions of Council)
- **Department Head(s), CAO or CFO** will approve Staff attending conventions, courses, or other approved municipal business for the dates of the activity inclusive of travel days.
- Reimbursement for expenses incurred in attending pre-convention and post-convention seminars and courses must be approved by the **Department Head, Chief Administrative Officer, or Acting Person therein, prior to departure.**

Other Reimbursements:

- Actual cost of meals and incidentals incurred in entertaining visitors, guests, members of council, committees, members of other community agencies, groups and individuals on authorized municipal business within and outside of the City boundary supported by receipts.
- All reimbursements for expenses shall be on an approved form. Claims for reimbursement of expenses shall be filed **by those individuals claiming the expenses within 5 working days of return** from the approved trip, course, training, convention and other municipal business.

Spousal/Partner Expenses:

- May be paid by the City if it is beneficial for the interests of the City such as at official functions of Governor General, Prime Minister, the Premier, Lt Governor General and entertainment of official foreign visitors and ministerial delegations.
- **May be paid in relation to Banquet/Reception meals, if in attendance.**
- **Expenses relating to "Partner Programs", flights or other separate**

transportation costs and other incidentals that are not shared with a member of Council or City employee (eg shared accommodations, shared automotive travel would not count), shall be paid by the member of Council or employee

Approval:

- All claims for reimbursement of expenses must be signed by the claimant and counter-signed by either the Chief Administrative Officer, Chief Financial Officer or the Corporate Officer.

Existing Policy

CITY OF GRAND FORKS

POLICY TITLE:Travel Expense Allowance

POLICY NO: 112

EFFECTIVE DATE:February 6, 2006

SUPERSEDES:

APPROVAL: Council

PAGE: 1 of 2

POLICY:

The Chief Financial Officer (CFO) or the City Manager on budget approval for such purposes, may reimburse expenditures as listed below and incurred by an officer, an employee, a council member and other authorized individuals and persons while representing the municipality, engaging in municipal business, attending meetings, courses, conventions, seminars and training in work related matters.

PURPOSE:

To reimburse all costs associated with City business.

PROCEDURE:

Mileage - To be reimbursed at the rate approved in the Income Tax Act from time to time or to a maximum of regular equivalent airfare from Castlegar, Kelowna or Grand Forks to the destination and return whichever is less. Mileage to be calculated as the maximum mileage specified as the shortest route over assigned highways as set out in the current B.C. Accommodations Guide. Extraordinary mileage may be claimed separately for the exact number of kilometres travelled.

Airfare - The actual cost of airfare from Castlegar, Grand Forks or Kelowna to destination and return supported by airline ticket receipt.

Car Rental - Actual cost inclusive of insurance coverage and drop-off charges supported by receipt.

Ferry Fare - Actual cost inclusive of vehicle charge supported by receipt.

Accommodation

- Actual cost supported by hotel/motel receipt and tips and gratuities (no receipt required).
- If travelling on City business to destinations outside the greater Grand Forks area and such destination can be achieved within a return travel time of eight hours during daylight or less, no overnight accommodation will be paid by the City.
- Actual cost of internet, telephone, and telefax charges supported by receipts.

Taxi/Airport Limo Fare - Actual cost supported by receipts.

Workshop, Seminar or Convention Registration/Course/Training Materials Fees - Actual cost supported by receipts.

Meals and Incidentals per diem rate - An allowance of \$80 per day outside of City boundary without receipt; however, all meals and incidentals in excess of \$80 must be supported by receipts. All meals and incidentals within the municipal boundary shall be at actual cost. Meals and incidentals not involving overnight stays must be claimed on actual basis. If meals are included in the registration, seminar or workshop, an allowance of \$50 per day may be claimed.

Telephone/Telefax - Actual cost supported by receipt.

Membership Fees/Dues - Actual cost in approved and direct work-related organizations.

Parking Fees - Actual cost supported by receipts.

Homestay - An allowance of \$30 per night in lieu of hotel accommodation.

Travel Insurance - Actual cost supported by receipts.

Attendance at conventions, Courses, Etc. - The City Manager will approve the reimbursement of expenses incurred by the Mayor & Councillors[subject to approved policy and resolutions of Council] and staff attending convention, courses, or other approved municipal business for the dates of the activity inclusive of travel days, and further, reimbursement for expenses incurred in attending pre-convention and post-convention seminars and courses must be approved by the City Manager prior to departure.

Other Reimbursements

- Actual cost of meals and incidentals incurred in entertaining visitors, guests, members of council, committees, members of other community agencies, groups and individuals on authorized municipal business within and outside of the City boundary supported by receipts.**
- All reimbursement for expenses shall be on an approved form. Claims for reimbursement of expenses shall be filed within 3 working days of return from the approved trip, course, training, convention and other municipal business.**

Spousal Expenses: May be paid by the City if it is beneficial for the interests of the City such as at official functions of Governor General, Prime Minister, the Premier, Lt Governor General and entertainment of official foreign visitors and ministerial delegations, otherwise, the expenses shall be paid by the member of Council and the employee.

Approval

- All claims for reimbursement of expenses must be signed by the claimant and counter-signed by either the City Manager, Chief Financial Officer or the Corporate Administrator/City Clerk.**

THE CITY OF GRAND FORKS

REQUEST FOR COUNCIL DECISION

DATE : February 27th, 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 : February 27th, 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.

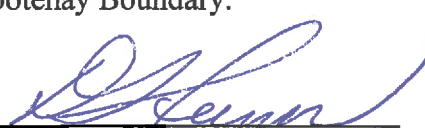
Option 2: The main advantage to this option is the same as Option 1.

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

Minutes of a regular meeting of the Board of Directors of the Regional District of Kootenay Boundary held in the Regional District of Kootenay Boundary Board Room, Grand Forks, B.C., Thursday, January 26, 2012 at 6:00 p.m.

Present: Director L. Gray, Chair
Director N. Kettle
Director K. Wallace
Director B. Taylor
Director I. Perepolkin
Director M. Rotvold
Director B. Baird
Director G. McGregor
Director B. Crockett
Director G. Welsh
Director L. Worley
Director R. Georgetti (Alternate)

The Chair welcomed everyone to the meeting and provided his views on meeting procedures.

The Chair advised that late items require the approval of the Board to be placed on the agenda and further reviewed the agenda process he would be following.

The Chair thanked both the Board and staff for working with him to achieve the Board's goals.

The Chair introduced Alternate Director Georgetti (Trail) and Councillor Cher Wyers (Grand Forks) to the Board members.

Call to Order

The Chair called the meeting to order at 6:05 p.m.

Agenda

1-12 Moved: Director Baird/Sec'd: Director Kettle

That the five late grant-in-aid requests be added to the agenda and it was;

2-12 Moved: Director Crockett/Sec'd: Director Duclos

That the agenda be adopted as amended.

Carried.

Minutes

January 26, 2012

3-12 Moved: Director McGregor/Sec'd: Director Rotvold

That the minutes of the regular Board meeting held November 24, 2011 be adopted as circulated.

Carried.

4-12 Moved: Director Kettle/Sec'd: Director Wallace

That the minutes of the statutory Board meeting held December 8, 2011 be adopted as circulated.

Carried.

The C.A.O. advised that at the statutory board meeting, through the Chair, staff had been requested to obtain a legal opinion on Board appointments.

The C.A.O. further advised that this legal opinion had been received and forwarded to the Personnel and Policy Committee in an in camera meeting.

The C.A.O. noted that this item would be brought forward to the next in camera board meeting.

Delegations

Mr. John Vere

re: Woodstove Exchange Program

The Chair introduced Mr. John Vere to the meeting.

Mr. Vere thanked the Chair for the invitation to attend the meeting and updated the Board members on the Woodstove Exchange Program.

Mr. Vere advised that the Program has been very successful in all areas of the Regional District and thanked the Board for their support of this program.

The Chair thanked Mr. Vere for his presentation and he was excused from the meeting at 6:18 p.m.

Mr. Edward McLeod, Marga Ventures Ltd.

re: Ponderosa Estates – Eco-Village

The Chair welcomed Mr. Edward McLeod, Marga Venture Ltd., to the meeting.

The Chair advised that Mr. McLeod would be speaking to the Board on Item No. 9f)viii on the agenda and requested the Board's support in moving this item forward on the agenda and it was;

5-12 Moved: Director McGregor/Sec'd: Director Baird

January 26, 2012

That Item No. 9fviii be moved forward on the agenda.

Carried.

The Chair invited Mr. McLeod to address the Board.

Mr. McLeod thanked the Board members for the opportunity to attend the meeting and provided an overview of their proposal to develop a piece of property south of Christina Lake into an “eco-community” or intentional community.

Mr. McLeod advised that they have applied for a subdivision in the Agricultural Land Reserve for a non-farm use in the ALR for a large parcel of industrial property in the Ponderosa area.

Director McGregor advised that staff had recommended that this application be forwarded to the ALC without a recommendation.

The Board members reviewed the staff report from Jeff Ginalias, Assistant Planner, and it was;

6-12 Moved: Director Rotvold/Sec'd: Alternate Director Georgetti

That the staff report be received.

Carried.

The Board members reviewed and discussed the application further and it was;

7-12 Moved: Director McGregor/Sec'd: Director Baird

That the Regional District of Kootenay Boundary Board of Directors supports the application of Marga Ventures Ltd. to subdivide in the ALR and for non-farm use in the ALR for the property legally described as Lot 35, DL 312 and 348, SDYD, Plan 29935, Except Plan 39263 subject to the applicant providing an agrologist report.

Carried.

Unfinished Business

Grand Forks & District Recreation Commission

8-12 Moved: Director Perepolkin/Sec'd: Director Duclos

That the Regional District of Kootenay Boundary Board of Directors approves the appointment of Ms. Cindy Strukoff to the Grand Forks & District Recreation Commission as School District No. 51's representative.

Carried.

January 26, 2012

9-12 Moved: Director Perepolkin/Sec'd: Director Worley

That the Regional District of Kootenay Boundary Board of Directors approves the appointments of Mr. Dave Walsh and Ms. Megan Bain (Director at Large) to the Grand Forks & District Recreation Commission as Electoral Area 'D's representatives.

Carried.

A.P.C. Appointments

A report from Elaine Kumar, Director of Corporate Administration, regarding A.P.C. appointments for 2012 was read to the meeting.

10-12 Moved: Director Rotvold/Sec'd: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors approves the Electoral Area 'A' Advisory Planning Commission as follows: Fred Buckley, Dennis Tremblay, Shelley Levick, Jim Green, Tyleen Underwood, and Craig Stemmler.

Carried.

11-12 Moved: Director Worley/Sec'd: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors approves the Electoral Area 'B' Advisory Planning Commission as follows: Richie Mann, Teresa Sammartino-McTeer, Graham Jones, Mary MacInnis, Bill Edwards and Roger Cox.

Carried.

12-12 Moved: Director McGregor/Sec'd: Director Perepolkin

That the Regional District of Kootenay Boundary Board of Directors approves the Electoral Area 'C' Advisory Planning Commission as follows: Dawn Sioga, Dave Bartlett, Peter Darbyshire, David Durand, John Mehmal, William Strookoff, Richard White, Brenda LaCroix, Terry Mooney, Ken Wiesner, Mike LaLande, and Don Nelson.

Carried.

13-12 Moved: Director Perepolkin/Sec'd: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors approves the Electoral Area 'D' Advisory Planning Commission as follows: Bob DeMaertelaere, Edith MacAllister, Deb Billwiller, Lesley Matthews, Ron Subotin, Werner Behrens, Gord Davis, Willie Condruk, Andrew Novokshonoff and Wendy McCulloch.

Carried.

January 26, 2012

14-12 Moved: Director Baird/Sec'd: Director Rotvold

That the Regional District of Kootenay Boundary Board of Directors approves the Electoral Area 'E' (Except Big White) Advisory Planning Commission as follows: Diane Scott, Art Harfman, John Condon and James Haynes.

Carried.

15-12 Moved: Director Baird/Sec'd: Alternate Director Georgetti

That the Regional District of Kootenay Boundary Board of Directors approves the Electoral Area 'E' (Big White) Advisory Planning Commission as follows: Bill DiPasquale, Ross Langmaid and Tony Stewart.

Carried.

Committee Appointments

A report from Elaine Kumar, Director of Corporate Administration, regarding Committee and Board appointments was read to the meeting.

16-12 Moved: Director McGregor/Sec'd: Director Crockett

That the staff report be received **AND FURTHER** that the Regional District of Kootenay Boundary Board of Directors receives the committee and Board appointment list for 2012 as follows:

Corporate Committees

Personnel and Policy Committee

Director Grace McGregor, Chair
Director Brian Taylor
Director Linda Worley
Director Bill Baird
Director Robert Cacchioni
Director Kathy Wallace

Environmental Services Committee

Director Linda Worley, Chair
Director Brian Taylor
Director Robert Cacchioni
Director Bill Baird
Director Ali Grieve

January 26, 2012

Director Don Duclos
Director Nipper Kettle
Director Kathy Wallace
Director Marguerite Rotvold
Director Irene Perepolkin
Director Grace McGregor
Director Bert Crockett
Director Larry Gray

Protective Services Committee

Director Marguerite Rotvold, Chair
Director Grace McGregor
Director Nipper Kettle
Director Don Duclos
Director Linda Worley
Director Ali Grieve

German Delegation Committee

Director Irene Perepolkin, Chair
Director Kathy Wallace
Director Nipper Kettle

Finance Committee

Director Marguerite Rotvold, Chair
Director Ali Grieve
Director Linda Worley
Director Grace McGregor
Director Irene Perepolkin
Director Bill Baird
Director Don Duclos
Director Robert Cacchioni
Director Bert Crockett
Director Kathy Wallace
Director Brian Taylor
Director Nipper Kettle
Director Larry Gray

Stakeholder Committees

East End Stakeholders Committee

Director Kathy Wallace, Chair
Director Robert Cacchioni
Director Don Duclos
Director Bert Crockett
Director Ali Grieve

January 26, 2012

Director Linda Worley
Director Larry Gray

Boundary Economic Development Committee

Director Brian Taylor, Chair
Director Marguerite Rotvold
Director Bill Baird
Director Grace McGregor
Director Irene Perepolkin
Director Nipper Kettle

Sewerage Committee

Director Bert Crockett, Chair
Director Robert Cacchioni
Director Kathy Wallace
Director Linda Worley – ex-officio (non-voting)

B.V. Rec/Parks & Trails Committee

Director Ali Grieve, Chair
Director Don Duclos
Director Larry Gray

Electoral Area Services Committee

Director Ali Grieve, Chair
Director Bill Baird
Director Linda Worley
Director Irene Perepolkin
Director Grace McGregor

Greenwood/Area 'E' Cemetery Committee

Director Bill Baird, Chair
Director Nipper Kettle

Boundary Agriculture Committee (if needed)

Director Irene Perepolkin

Kettle River Study Steering Committee

Director Bill Baird, Chair
Director Grace McGregor
Director Irene Perepolkin
Director Nipper Kettle
Director Brian Taylor
Director Marguerite Rotvold

Kettle River Study Stakeholder Committee

January 26, 2012

Director Grace McGregor, Chair
Director Irene Perepolkin
Director Bill Baird
Director Brian Taylor
Director Nipper Kettle
Director Marguerite Rotvold

B.V. Water Committee

Director Larry Gray, Chair
Director Ali Grieve

Other Appointments

Municipal Finance Authority (MFA)

Director Larry Gray, Chair
Director Grace McGregor, Alternate

Municipal Insurance Association (MIA)

Director Larry Gray, Chair
John MacLean, Alternate

Southern Interior Development Initiative Trust (S.I.D.I.T.)

Director Nipper Kettle
Director Grace McGregor
Councilor Gord DeRosa

Southern Interior Beetle Action Coalition (SIBAC)

Director Grace McGregor

Okanagan Film Commission

Director Bill Baird

Ktunaxa Treaty Advisory Committee

Director Robert Cacchioni
John MacLean, Alternate

Westbank Treaty Advisory Committee

Director Bill Baird
John Maclean, Alternate

Canadian Columbia River Forum

Councillor Gord DeRosa

Columbia River Treaty Committee

Director Marguerite Rotvold

Director Linda Worley

Boundary Weed/Stakeholder

Director Irene Perepolkin

Director Bill Baird

Lower Columbia Initiatives Corporation

Director Larry Gray

Mayor Greg Granstrom

(Two year elected term – one year remaining)

Carried.

Communications (Information Only)

17-12 Moved: Director Kettle/Sec'd: Director Wallace

That Items:

- a) Minutes – A.P.C. Area 'B' – Nov. 1/10
- b) Minutes – Area 'B' Recreation Committee – Nov. 14/11
- c) Minutes – Area 'C' Parks & Recreation Commission – Nov. 16/11
- d) Minutes – Grand Forks & District Recreation Commission – Nov. 17/11
- e) Minutes – Area 'B' Recreation Committee (AGM) – Dec. 4/11
- f) Minutes – Area 'B' Recreation Committee – Dec. 4/11
- g) U.B.C.M. – Dec. 14/11
re: RCMP Contract Management Committee
- h) FORTIS BC – Dec. 20/11
re: Kingsvale – Oliver Pipeline Reinforcement Project
- i) A.K.B.L.G. – Dec. 30/11
re: Second Call for Resolutions
- j) Minutes – A.P.C. Area 'A' – Jan. 3/12
- k) Minutes – A.P.C. Area 'D' – Jan. 3/12
- l) Minutes – A.P.C. Area 'C' – Jan. 3/12
- m) U.B.C.M. – Jan. 4/12
re: 2011 West Nile Virus
- n) Minutes – Area 'C' Parks & Recreation Commission – Jan. 11/12
- o) C.O.P.E. – Jan. 12/12
re: Smart Meters
- p) Ministry of Environment – Jan. 12/12
re: Milfoil – Christina Lake

be received.

Carried.

January 26, 2012

R.C.M.P. Contract Management Committee

Director McGregor updated the Board members on her appointment to the R.C.M.P. Contract Management Committee and advised that there hasn't been a meeting scheduled as yet.

The Chair and Board members congratulated Director McGregor on her appointment.

Kingsvale – Oliver Pipeline Reinforcement Project

Director Baird questioned whether or not there was any further development on the Kingsvale-Oliver Pipeline Reinforcement Project and was advised that staff would look into this matter.

Reports

Payroll

Int. Schedule of Accounts

November & December, 2011

18-12 Moved: Director Rotvold/Sec'd: Director Worley

That the following items be approved for payment:

i)	Int. Sch. of Accounts – Nov. & Dec./11	
	Cheque Nos. 27785 – 28928	\$2,846,513.58
ii)	Payroll Account	826,669.47
		<u>\$3,673,183.05</u>

Carried.

Personnel & Policy Committee

19-12 Moved: Director McGregor/Sec'd: Director Worley

That the draft minutes of the Personnel & Policy Committee meeting held January 18, 2012 be received.

Carried.

Terms of Reference

20-12 Moved: Director McGregor/Sec'd: Director Baird

That the Regional District of Kootenay Boundary Board of Directors adopt the Terms of
January 26, 2012

Reference for the Personnel & Policy Committee as follows:

Review: Annually

The Personnel, Executive & Policy Committee shall provide a forum for the discussion of issues, and where necessary, development of recommendations related to executive matters, personnel and policy development.

Members: The committee shall not be the majority of the Board. All members of the Committee shall be appointed by the Chair of the RDKB Board of Directors. The membership shall reflect a balance between Rural/Municipal Directors. The Chair of the Committee shall be named by the Board Chair. The Vice-Chair shall be elected by the Committee.

Staff: The Chief Administrative Officer, Director of Corporate Administration and Director of Finance shall be responsible for providing policy advice and recommendations, together with necessary background information for the Committee's consideration.

Duties: Review, comment on and recommend approval, with or without amendment, of all policy statements.

Review, comment on, and make recommendations on all matters related to personnel including compensation, staffing levels, discipline and termination (where required by Bylaw) and related planning.

Manage the Chief Administrative Officer selection when required.

Oversee the collective agreement process, including review of initial positions, memorandums of settlement and final recommendations to the Board (this does not include participation in the process).

Undertake an annual appraisal to assess the performance of the CAO, and provide recommendations to the Board of Directors in that regard in writing.

Oversee the public relation program of the Regional District in accordance with policies and practices in effect at that time.

Perform Executive functions such as Strategic Planning.

Meet at least four times per year.

Quorum shall be the majority of the Committee.

Minutes of meetings shall be kept by RDKB staff and approved by the Committee.

The Chair and members of the Committee are at the pleasure of the Board Chair.

Carried.

Strategic Planning

21-12 Moved: Director McGregor/Sec'd: Director Wallace

That the Regional District of Kootenay Boundary Board of Directors approves the first session of Strategic Planning being held Saturday, February 18, 2012.

Carried.

The C.A.O. advised that this session will be held in Trail at the Greater Trail Community & Arts Centre (Muriel Griffith Room) from 10:00 a.m – 3:30 p.m.

January 26, 2012

Board Remuneration

Chair Gray excused himself from the meeting due to a potential conflict of interest (time: 6:55 p.m.).

The C.A.O. advised the Board members that the Chair did not support the resolution being presented at this meeting regarding the Chair's remuneration and further reviewed his reasons for not supporting.

The Board members discussed the Chair's remuneration and it was;

22-12 Moved: Director McGregor/Sec'd: Director Worley

That the Regional District of Kootenay Boundary Board of Directors discontinue the current practice of removing the basic monthly stipend from the Chair's remuneration **AND FURTHER** adopt a practice of indicating where meeting allowances and expenses will apply in situations not covered by the Bylaw(s) **AND FURTHER** that any necessary amendments be made to the Bylaw(s).

Carried.

The Chair re-joined the meeting at 7:00 p.m.

Electoral Area Services Committee **January 12, 2012**

23-12 Moved: Director Perepolkin/Sec'd: Director McGregor

That the minutes of the Electoral Area Services Committee meeting held January 12, 2012 be received.

Carried.

East-End Services Committee **January 17, 2012**

24-12 Moved: Director Wallace/Sec'd: Director Crockett

That the draft minutes of the East End Services Committee meeting held January 17, 2012 be received.

Carried.

Terms of Reference

January 26, 2012

25-12 Moved: Director Wallace/Sec'd: Alternate Director Georgetti

That the Regional District of Kootenay Boundary Board of Directors approves the Terms of Reference for the East End Services Committee as follows:

The East End Services Committee shall provide a forum for the discussion of issues, and where necessary, development of recommendations related to joint services in the east end of the Regional District.

Members: The Committee shall consist of seven members of the Board, who shall be from the east end. Committee membership is automatic. The Chair of the East End Services Committee shall be named by the Board Chair. The Vice Chair shall be elected from within the Committee.

Staff: The Chief Administrative Officer, along with any required staff, shall be responsible for providing policy advice and recommendations, together with necessary background information for the Committee's consideration.

Duties: The Committee shall:

- ❖ *Review, comment on and recommend approval, with or without amendment, of the following Five Year Financial Plans:*
 - *Regional Airport – East End (110)*
 - *East End Transit (900)*
 - *East End Economic Development (017)*
 - *Culture, Arts and Recreation in the Lower Columbia (018)*
 - *Kootenay Boundary Regional Fire Rescue (050)*
 - *Police Based Victims Assistance (009)*
 - *Cemeteries – East End (150)*
- ❖ *Receive, review and consider technical reports from staff and consultants related to the administration and operation of the services indicated above and to provide the Board with necessary recommendations as policy/practice may require.*

Carried.

West Kootenay Regional Airport Committee

26-12 Moved: Director Wallace/Sec'd: Director Rotvold

That the Regional District of Kootenay Boundary Board of Directors appoints Director Crockett to the West Kootenay Boundary Regional Airport Advisory Committee **AND FURTHER** that staff notify the West Kootenay Regional Airport Advisory Committee about the appointment **AND FURTHER** that meeting allowances and expenses apply.

Carried.

Sewerage Committee

January 26, 2012

December 13, 2011

27-12 Moved: Director Crockett/Sec'd: Director Duclos

That the draft minutes of the Sewerage Committee meeting held December 13, 2011 be received.

Carried.

Pipe Bridge

28-12 Moved: Director Crockett/Sec'd: Director Wallace

That the Regional District of Kootenay Boundary Board of Directors supports the selection of Option #2 – Pipe Bridge in the November 8/11 report and cost analysis as submitted by Opus DaytonKnight Consultants Ltd. **AND FURTHER** that staff be authorized to explore the opportunity to partner with the engineering design and capital construction costs of the project with the City of Trail.

Carried.

Staff Reports

T. Lenardon

re: Memorandum of Resolutions

29-12 Moved: Director McGregor/Sec'd: Director Duclos

That the Memorandum be received.

Carried.

S. Dreher – Jan. 10/12

re: Building Bylaw Contravention (Big White – Wolf CWC Distributors Ltd. - Area 'E')

A report from Sig Dreher, Chief Building Officer, regarding a building bylaw contravention in Electoral Area 'E' was read to the meeting.

30-12 Moved: Director Duclos/Sec'd: Director Perepolkin

That the staff report be received **AND FURTHER** that the Regional District of Kootenay Boundary Board of Directors cancel the Notice registered in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 58 of the Community Charter against the property legally described as Strata Lot 79, DL 4176S, SDYD, Strata Plan KAS938 together with an interest in the common property in proportion to the unity entitlement of the strata lot as shown on Form 1.

Carried.

January 26, 2012

S. Dreher – Jan. 16/12

re: Building Bylaw Contravention(C. & E. Maarhuis – Are ‘E’)

A report from Sig Dreher, Chief Building Official, dated Jan. 16/12 regarding a bylaw contravention in Electoral Area ‘E’ was read to the meeting.

31-12 Moved: Director McGregor/Sec’d: Director Worley

That the staff report be received **AND FURTHER** that the Regional District of Kootenay Boundary Board of Directors direct the Chief Administrative Officer to file a Notice in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot A, DL 291S, SDYD, Plan 27866.

Carried.

S. Dreher – Jan. 10/12

re: 2011 Building Statistics

A report from Sig Dreher, Chief Building Official, dated Jan. 10/12 regarding the 2011 Building Statistics was read to the meeting.

32-12 Moved: Director Rotvold/Sec’d: Director Crockett

That the staff report be received.

Carried.

J. Ginalias – Jan. 26/12

re: Mineral Exploration Permit Application

A report from Jeff Ginalias, Assistant Planner, dated Jan. 26, 2012 regarding a permit application for referral to conduct a mineral exploration program on Crown land along the Granby River north of Grand Forks was read to the meeting.

33-12 Moved: Director Perepolkin/Sec’d: Director Duclos

That the staff report be received **AND FURTHER** that the Area ‘D’ A.P.C. comments and public comments concerning site safety and environmental protection on the application by North American Stone Inc., MEM File No. 1630594, to conduct mining exploration on Crown land near the Granby River north of Grand Forks, at the site known as Granby River, be forwarded to the Ministry of Energy and Mines for consideration.

Carried.

January 26, 2012

J. Ginalias – Jan. 26/12

re: Mineral Exploration Permit Application

A report from Jeff Ginalias, Assistant Planner, dated Jan. 26/12 regarding a permit application referral from the Ministry of Mines for a permit to conduct mineral exploration on Crown Land along the Granby River north of Grand Forks was read to the meeting.

34-12 Moved: Director Perepolkin/Sec'd: Director McGregor

That the staff report be received **AND FURTHER** that the Area 'D' A.P.C. comments and public comments concerning site safety and environmental protection on the application by North American Stone Inc., MEM File No. 1630593, to conduct mining exploration on Crown land near the Granby River north of Grand Forks, at the site known as Lynch Creek, be forwarded to the Ministry of Energy and Mines for consideration.

Carried.

J. Ginalias – Jan. 26/12

re: Communications Tower

A report from Jeff Ginalias, Assistant Planner, dated Jan. 26/11 regarding a referral application referral from Rogers Communication Inc. for a 30 year License of Occupation to establish a communication site (tower and roadway) on Crown land immediately outside of Greenwood to provide cellular coverage to Greenwood was read to the meeting.

35-12 Moved: Director Kettle/Sec'd: Director Rotvold

That the staff report be received **AND FURTHER** that the Regional District of Kootenay Boundary Board of Directors supports the application submitted by Rogers Communication Inc. to install a new communication tower on Crown land being that part of DL 2944 and 1773, SDYD, near Greenwood.

Carried.

J. Ginalias – Jan. 26/12

re: Mining Application Referrals

A report from Jeff Ginalias, Assistant Planner, dated Jan. 26/12 regarding mining application referrals was read to the meeting.

36-12 Moved: Director Baird/Sec'd: Director Perepolkin

That the staff report be received.

Carried.

January 26, 2012

The C.A.O. updated the Board members on the recent meeting he (and the Assistant Planner) had attended with the Ministry of Energy & Mines and representatives of the Regional District of Central Kootenay to discuss mining application referrals.

J. Ginalias – Jan. 26/12

re: Mineral Exploration Permit Application

A report from Jeff Ginalias, Assistant Planner, dated Jan. 26/12 regarding a referral application from Apex Geoscience for Grizzly Discoveries Inc. to the Mines Branch for a permit to conduct a mineral exploration program on Crown land west of Highway 3 and west of Athelstan-Hartford Road (Electoral Area 'D') was read to the meeting.

37-12 Moved: Director Perepolkin/Sec'd: Director Kettle

That the staff report be received **AND FURTHER** that the Electoral Area 'D' A.P.C. comments concerning site safety and Grizzly Discoveries Inc. to conduct mining exploration on Crown land west of Highway 3 and west of Athelstan-Hartford Road be forwarded to the Ministry of Energy and Mines for consideration.

Carried.

B. Teasdale – Jan. 26/12

re: Infrastructure Planning Study Grant Application

A report from Bryan Teasdale, Operations Manager, regarding a draft Infrastructure Planning Study Grant application to complete a water transition study for the China Creek Water users was read to the meeting.

38-12 Moved: Director Worley/Sec'd: Director Rotvold

That the staff report be received **AND FURTHER** that the Regional District of Kootenay Boundary Board of Directors approves the submission of the China Creek Water Users Water Transition Study Infrastructure Planning application with allocation of required resources from the Feasibility Study Reserve Fund (\$5,000).

Carried.

B. Teasdale – Dec. 22/12

re: Christina Lake Solar Aquatics System

A report from Bryan Teasdale, Operations Manager, dated Dec. 22/11 regarding a revised operating and maintenance structure for operating the Christina Lake Solar Aquatics System facility for 2012 and 2013 was read to the meeting.

January 26, 2012

39-12 Moved: Director McGregor/Sec'd: Director Crockett

That the staff report be received **AND FURTHER** that the Regional District of Kootenay Boundary Board of Directors authorize staff to enter into a contract with both Eco-Tek Ecological Technologies Ltd. and Dormar Construction Management for the operational and maintenance activities for the Christina Lake Solar Aquatic System for a period of two years (January 1, 2012 to December 31, 2013), which does not exceed the approved operating budget for the facility.

Carried.

E. Kumar – Jan. 11/12
re: March Board Meeting

A report from Elaine Kumar, Director of Corporate Administration, dated Jan. 11/12 regarding the March board meeting was read to the meeting.

40-12 Moved: Director Duclos/Sec'd: Director McGregor

That the staff report be received.

Carried.

The Board members discussed the report and options for holding the March meeting when the C.A.O. and Chair could attend and it was;

41-12 Moved: Director Kettle/Sec'd: Director Duclos

That the March board meeting be held on Friday, March 30, 2011 at 6:00 p.m. in Trail, B.C.

Carried.

T. Lenardon – Jan. 16/12
re: Mail Ballot Voting

A report from Theresa Lenardon, Executive Assistant, dated Jan. 16/12 regarding mail ballot voting was read to the meeting.

A number of Directors advised that they had not received this report and any other final items on the agenda and it was;

42-12 Moved: Director Rotvold/Sec'd: Director Taylor

That the staff report be deferred to the next meeting.

Carried.

January 26, 2012

J. MacLean – Jan. 24/12
re: Technology Upgrades

A report from John MacLean, C.A.O., dated Jan. 24/12 regarding the technology upgrades to the Board Rooms was read to the meeting.

The C.A.O. updated the Board members on the status of the upgrades to the Board Rooms and it was;

43-12 Moved: Director Rotvold/Sec'd: Director McGregor

That the staff report be received.

Carried.

Chair Gray – Jan. 23/12
re: Columbia Basin Trust Appointment

A report from Chair Gray dated Jan. 23/12 regarding the Columbia Basin Trust appointment was read to the meeting.

The Chair reviewed his report and it was;

44-12 Moved: Director Crockett/Sec'd: Director McGregor

That the report be received.

Carried.

45-12 Moved: Director Taylor/Sec'd: Director Duclos

That the Regional District of Kootenay Boundary Board of Directors adopts the suggested Columbia Basin Trust selection process by the Personnel, Executive and Policy and full Board.

Carried.

Bylaws

Revenue Anticipation - \$10,000,000 Limit

46-12 Moved: Director McGregor/Sec'd: Directory Taylor

That Regional District of Kootenay Boundary Bylaw No. 1497 be given first, second and third readings.

Carried.

January 26, 2012

47-12 Moved: Director Baird/Sec'd: Director Rotvold

That Regional District of Kootenay Boundary Bylaw No. 1497 be now reconsidered and finally adopted.

Carried.

Director's Remuneration – Electoral Area Directors

48-12 Moved: Director McGregor/Sec'd: Director Worley

That Regional District of Kootenay Boundary Bylaw No. 1498 be given first, second and third readings.

Carried.

49-12 Moved: Director Perepolkin/Sec'd: Director Worley

That Regional District of Kootenay Boundary Bylaw No. 1498 be now reconsidered and finally adopted.

Carried.

Director's Remuneration – Whole Board

50-12 Moved: Director McGregor/Sec'd: Director Baird

That Regional District of Kootenay Boundary Bylaw No. 1499 be given first, second and third readings.

Carried.

51-12 Moved: Director Crockett/Sec'd: Director McGregor

That Regional District of Kootenay Boundary Bylaw No. 1499 be now reconsidered and finally adopted.

Carried.

Bridestown Township Land Use Plan

52-12 Moved: Director Baird/Sec'd: Director McGregor

That Regional District of Kootenay Boundary Bylaw No. 1485 be given first and second readings.

Carried.

January 26, 2012

Procedures Bylaw

53-12 Moved: Director McGregor/Sec'd: Director Baird

That Regional District of Kootenay Boundary Bylaw No. 1500 be given first, second and third readings.

Carried.

54-12 Moved: Director Worley/Sec'd: Director Rotvold

That Regional District of Kootenay Boundary Bylaw No. 1500 be now reconsidered and finally adopted.

Carried.

New Business

Schedule Public Hearing

55-12 Moved: Director Baird/Sec'd: Director Perepolkin

That the following Public Hearing be scheduled:

- Bylaw No. 1485 (Appoint Director Baird to attend – Directors Perepolkin and McGregor as Alternates).

Carried.

Grants-in-Aid

56-12 Moved: Director Baird/Sec'd: Director Perepolkin

That the following grants in aid be approved:

- Youth Forum (Village of Fruitvale) – Area 'A' - \$250
- Rossland Winter Carnival – Area 'B' - \$1,000
- Christina Lake Chamber of Commerce – Area 'C' - \$1,000
- Community Futures Boundary (Route 3) – Area 'C' - \$1,100
- Bound. Emergency & Transition Housing Soc. – Area 'C' - \$2,000
- Christina Lake Community Hall (rental) – Area 'C' - \$2,000
- Boundary Regional Chamber of Commerce – Area 'C' - \$2,000
- Grand Forks Secondary School – Area 'D' - \$1,000
- Columbia Basin Alliance for Literacy – Area 'D' - \$1,500
- Grand Forks Figure Skating Club – Area 'D' - \$1,000

January 26, 2012

- Boundary Horse Association – Area ‘D’ - \$2,500
- Grand Forks Curling Club – Area ‘D’ - \$200
- Boundary Minor Hockey – Area ‘E’ \$2,000
- Kettle Valley Racing Association – Area ‘E’ - \$1,500
- Boundary Figure Skating Club – Area ‘E’ - \$2,000
- Greenwood Sr. Citizen’s Association – Area ‘E’ - \$2,500

Carried.

In Camera Meeting

57-12 Moved: Director Worley/Sec’d: Director Wallace

That the Regional District of Kootenay Boundary Board of Directors proceed to an in camera meeting pursuant to Section 90 (k) of the Community Charter (time: 8:05 p.m.).

Carried.

58-12 Moved: Director Perepolkin/Sec’d: Director Baird

That the Regional District of Kootenay Boundary reconvenes to the regular meeting (time: 8:20 p.m.).

Carried.

Adjournment

59-12 Moved: Director Baird

That the meeting be adjourned.

Time: 8:21 p.m.

Chair

Director of Corporate Administration

January 26, 2012

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : **February 28, 2012**

TOPIC : **Carbon Neutral Action Plan**

PROPOSAL : **Adoption of the 2012 City of Grand Forks Carbon Neutral Action Plan**

PROPOSED BY : **Manager of Environmental and Building Construction Services**

SUMMARY:

For the past few years, City Staff have been part of the Carbon Neutral Kootenays Project, and as such we have been working on a plan to reduce the corporate carbon footprint of the City of Grand Forks. The City is a signatory to the Climate Action Charter, and as such we are to be "carbon neutral" by 2012. Should we not be neutral by this year, the City can still comply with the legislation by purchasing "carbon off-sets".

The Carbon Neutral Kootenays Project began in 2008. At that time GHG emission level was calculated and established from 2007 levels, and for the City of Grand Forks, our corporate GHG emission totaled 420 tons of carbon. As a signatory to the Climate Action Charter, the City has committed to achieving carbon neutrality in our local government operations by reducing our GHG emissions and by purchasing carbon off-sets. As the attached report outlines, the City's GHG Emissions now total 323 tons based on figures from 2010. This is a significant reduction. We still have a long way to go. In January of this year, City Staff, along with Council representation, met in a workshop forum, with facilitators from the Carbon Neutral Kootenays Project, and developed the attached plan to reduce the corporate carbon footprint of the City going forward. Council is being requested to adopt the plan that the group has developed and to support this endeavour politically and financially.

STAFF RECOMMENDATIONS:

Option 1: Council receives the Manager of Environmental and Building Construction Services report, dated February 28, 2012, and further approves the Carbon Neutral Action Plan as presented.

OPTIONS AND ALTERNATIVES:

Option 1: Council receives the Manager of Environmental and Building Construction Services report, dated February 28, 2012, and further approves the Carbon Neutral Action Plan as presented. This option will allow Council to move forward with the goals and objectives identified in the plan.

Option 2: Council declines to adopt the plan as presented. Council will not be in a position to move forward with the goals and objectives identified in the plan, which in all likelihood will result in the City not meeting the carbon neutral targets outlined in the plan and in the Climate Action Charter.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: Adopting the Carbon Neutral Action Plan will allow Council to begin to follow through on the carbon neutrality goals and objectives for the year.

Option 2: The disadvantage of not adopting the Carbon Neutral Action Plan as presented will be that the objectives that Council identified as being important, will be delayed, and Council may not be reducing GHG emissions as planned and future off-sets purchases will have to be increased.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:


Carbon off-sets are projected to cost the City \$25.00 per ton, payable to the Pacific Carbon Trust. The current 323 tons of GHG emissions requiring off-sets to be purchased will cost the City \$8,075. The plan is to reduce this amount annually by following through with plans outlined in the Carbon Neutral Action Plan.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

As a signatory to the Climate Action Charter, the City has signaled to the Province that Council intends to take steps to reduce carbon emissions.



Department Head or CAO



Reviewed by Chief Administrative Officer



Carbon Neutral ACTION Plan

Prepared for the **City of Grand
Forks**

**A Starting Point to
Reduce the Corporate Carbon Footprint**

Prepared by:
The Carbon Neutral Kootenays (CNK) Project Team
Contact: Dale Littlejohn

February 2012

Table of Contents

1.0 Executive Summary	2
2.0 Introduction	6
2.1 Reducing Greenhouse Gas Emissions in BC	6
2.2 Community and Corporate Emissions	6
2.3 Carbon Neutrality	7
2.4 About the Carbon Neutral Kootenays Project	7
2.5 About the Inventory	8
2.6 Action Plan Process	9
3.0 Corporate Energy and GHG Inventory.....	9
3.1 Current Kootenay Action	9
3.2 Energy and GHG Tabulation: 2010 Year	10
3.3 Energy and GHG Charts: 2010 Year	12
3.4 Historical Profile	13
4.0 Action Plan	15
4.1 Action Sequence	15
4.2 Actions in Place	15
4.3 Action Plan	19

1.0 Executive Summary

The City of Grand Forks has signed on to the Climate Action Charter, committing the City to being carbon-neutral in its own operations by 2012. The first step in becoming carbon neutral is to **Measure** corporate emissions. A 'Dashboard Summary' of the City of Grand Forks energy and emissions was prepared by the Carbon Neutral Kootenays Project (CNK), and outlines the corporate facilities, fleet and energy consumption. All figures in this report are based on 2010 energy consumption and costing data found in the *Operations Energy Consumption Greenhouse Gas Emissions Inventory* provided by the CNK project.

In January 2012 a workshop was held with City of Grand Forks staff and council, facilitated by the Carbon Neutral Kootenays Project Team to determine ways that the City could **Act** on emission reduction. The workshop group looked at the energy and emissions data for the Corporate Operations and discussed any potential anomalies, and decided on an action plan for the City of Grand Forks.

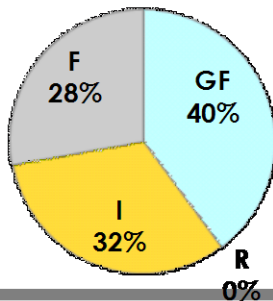
There were several key actions that the workshop team identified as priority for addressing energy and emissions. The existing oil furnace at the works yard needs to be removed and replaced with another source of heating. A review of a new sewage lift station with heat exchange is an innovative project that will use the waste heat. These actions, and the discussions held during the workshop demonstrate the City's willingness to **Lead** in emission reduction, and work towards carbon neutrality.



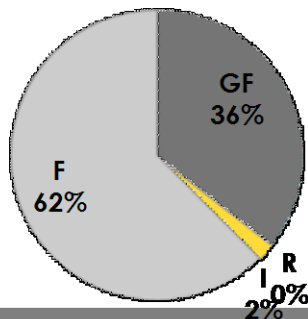
Grand Forks City Hall

Grand Forks Dashboard Summary: 2010 Year

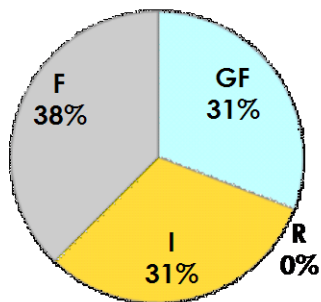
Energy = 103,10 GJ



GHG = 3,23 tonnes CO₂e



Energy Spending (Approx) = \$2055,40



F = Fleets, GF = General Facilities,
R = Recreation Centres, I = Infrastructure

Operations Profile

General Buildings	6
Community and Recreational Facilities	1
Fire Halls	1
Vehicle Fleet & Equipment	66
Electricity Accounts	32
Natural Gas, Propane Accounts	6, 0

Carbon Costs and Rebates

Estimated cost of offsets in 2012 based on 2010 emissions:	\$8 100
Approximate Carbon Tax Rebate (CARIP Grant) for 2010:	\$5 500
Estimated CARIP Grant in 2012 at current consumption:	\$8 600

Energy and GHG Emissions by Fuel Type

Fuel Type	Energy Consumption	Energy Units	GHG Emissions (tonnes)	Estimated Cost (\$ / year)
Electricity	1 452 699	kWh	9	\$101 690
Natural Gas	2 209	GJ	113	\$26 510
Propane (facilities)	0	L	0	\$0
Heating Oil	0	L	0	\$0
Gasoline	33 830	L	81	\$33 830
Diesel	43 420	L	121	\$43 420
Propane (fleet)	107	L	0	\$90
Biodiesel	0	L	0	\$0
Total			323	\$205 540

Top 5 Energy & GHG Contributors (ranked by energy use)

Facility	Total Energy (GJ)	GHG Emissions (tonnes CO ₂ e)
WWTP Plant	2657	5
Heritage Court House / Museum/Art Gallery	1293	49
Public Works Yard	1003	27
City Hall	764	16
Fire Hall #4 - City	535	21
Total of These Facilities	6 252	119
Total Inventory	10 310	323

The [Carbon Neutral ACTION Guide](http://www.cbt.org/Initiatives/Climate_Change/?Reducing_Emissions), prepared by the Carbon Neutral Kootenays Project, and is available on line at http://www.cbt.org/Initiatives/Climate_Change/?Reducing_Emissions (see: Carbon Neutral Kootenays–Related Items), was used as a guide in completing the Action Plan.

The Action Plan decided upon by the workshop group is shown as follows:

CORPORATE ACTION PLAN			Year Implemented						
Actions		Already in Place?	2012	2013	2014	2015	2016	2017	
1 Building Operations									
	Commit to Building the most Energy Efficient Facilities				M				
	Optimize siting and orientation of new buildings		Y						
	Require evaluation of renewable energy sources for new construction & major renovations.		Y						
	Conduct energy audits of existing facilities		Y						
	Initiate annual building energy management review			Y					
2 Fleet Operations									
	Improve bike facilities at City Hall and review feasibility			Y					
	Review Vehicle Policy to incorporate energy and cost components		Y						
	Implement an efficient vehicle use initiative			Y					
	Consider GPS for Fleet Vehicles		Y						
	Develop monitoring program for fleet fuel consumption	Y							
	Conduct a fleet routing review					M			
	Encourage efficient use of personal vehicles			M					
3 Infrastructure									
	Conduct energy focused operational review of Wastewater Treatment Plant		Y						
	Evaluate energy recovery options from facilities		M						
	Conduct Infrastructure Energy Review for Streetlights and Water				M				
4 Purchasing & Corporate Leadership									
	Incorporate energy considerations into purchasing policies			M					
	Incorporate Life Cycle Costing into all major purchasing decisions		Y						
	Incorporate GHG tracking requirements into service provider agreements			Y					
	Encourage and recognize staff who develop new GHG reduction measures		M						
5 Implementation									
	Identify the Owner of the Plan	Y							
	Consider assigning the CARIP grant (Carbon Tax rebate) into an energy conservation fund				M				
	Establish a GHG reduction Target	Y							
	Develop an administrative system for tracking corporate emissions	Y							
	Develop an emissions reduction reporting process	Y							

Action categorized by workshop group as a “yes” Y

Action categorized by workshop group as a “maybe” M

2.0 Introduction

2.1 Reducing Greenhouse Gas Emissions in BC

There is increasing evidence that global climate change resulting from emissions of carbon dioxide and other greenhouse gases (GHGs) are causing, or will soon cause, significant environmental impact on the ecology of the planet. Since 2007, the BC Government has embarked upon a number of initiatives to reduce GHG emissions in BC including:

- Setting a target of a 33% reduction in total province-wide emissions by 2020 from 2007 levels.
- Requiring all ministries and other public sector organizations (PSOs) to become carbon neutral beginning in 2010.
- Requiring local governments to incorporate GHG reduction targets, policies and actions to reach these targets into their official community plans (OCPs) and Regional Growth Strategies (RGSs) through the *Local Government (Green Communities) Statutes Amendment Act* (Bill 27 – 2008).
- Encouraging local governments to become proactive in achieving carbon neutrality in their corporate operations by becoming signatories to the **Climate Action Charter**. Signatories commit to achieving carbon neutrality in their local government operations beginning in 2012 through a combination of emission reductions and offsets.

2.2 Community and Corporate Emissions

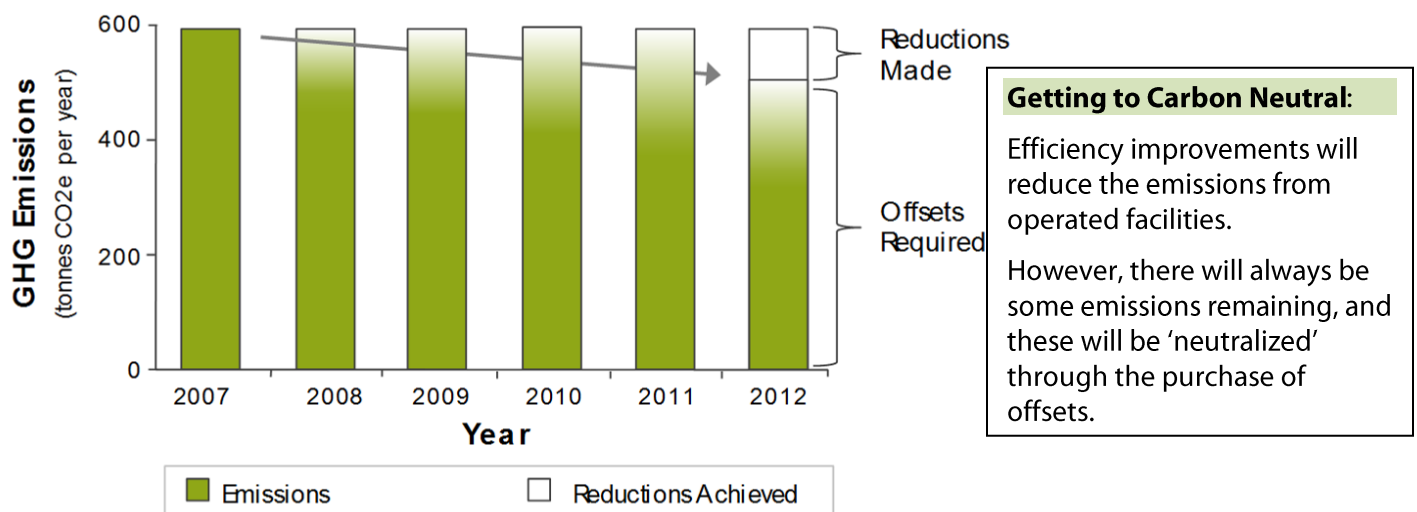
The *Operations Energy Consumption Greenhouse Gas Emissions Inventory* provided by the CNK project addresses the corporate operations consumption and emissions. Actions to reduce energy consumption and greenhouse gas emissions are frequently divided into the realm of:

- **Corporate emissions** – those that the local government creates through its activities (and which it has control over) such as local government building operations, recreation centres, vehicle fleets, and utility services; and
- **Community emissions** – those that the residents and businesses in the community create through their activities. The local government cannot directly control these emissions, but may be able to influence them through planning and program activities.

2.3 Carbon Neutrality

Carbon neutrality means that the operations of the local government will result in no net greenhouse gas emissions to the atmosphere. Carbon neutrality results from a combination of:

- Reduction measures to reduce the GHG emissions from operations. This is accomplished through retrofits, efficiency initiatives, and behavioural change of staff; and
- Carbon Offsets – which are reductions made by others – elsewhere in the community or province – through registered and reviewed projects that reduce GHG emissions. Owners of these offset projects may sell these ‘reduction credits’ to other parties that are working to neutralize their carbon footprint.



2.4 About the Carbon Neutral Kootenays Project

The Carbon Neutral Kootenays (“CNK”) project is an initiative to assist local governments in the Kootenay region in meeting their commitments under the Climate Action Charter, including becoming carbon neutral in their operations. It is jointly funded by the Regional Districts of **Central Kootenay**, **East Kootenay** and **Kootenay Boundary** and the **Columbia Basin Trust**, with the participation of member municipalities and First Nations.

In CNK Phase 1 (2009-2010), the initiative included compiling inventories of energy and greenhouse gas emissions for local government operations, developing action strategies for reducing emissions from Regional District operations, and conducting outreach and capacity building activities for staff and elected officials in the Kootenay region. In Phase 2 (2010-2011), the project includes supporting and updating the inventories; implementing carbon neutral actions for the regional districts; initiating the development of carbon neutral action plans for municipalities and First Nations; coordinating carbon neutral actions on a regional scale; and identifying regional offset investment opportunities. Currently, Phase 3 (2011-2012) is focussed on delivering the remaining carbon neutral action plans; facilitating regional collaborative actions, assisting with the transition for many municipalities to SMARTTool and further research on regional offset investment opportunities.

Phase 3 being led by the Community Energy Association (an enterprising non-profit) with assistance from Vancouver and Kootenay based consultants.

Project Contact:

For inquiries about any component of this project please contact:

Dale Littlejohn

Carbon Neutral Kootenays Project Manager
Community Energy Association
604-628-7076



The Carbon Neutral Kootenays Project is funded by the Regional Districts to Kootenay Boundary, Central Kootenay, East Kootenay and the Columbia Basin Trust.



2.5 About the Inventory

An inventory is simply a compiled list of all the **energy** consumed, the **money spent** on energy, and the associated **greenhouse gas emissions** created by the local government in their operations for one year.

Energy use and emissions are also broken down by end use to identify high energy use activities and major emissions sources that may provide the best opportunities for cost and emissions reductions.

The *Operations Energy Consumption Greenhouse Gas Emissions Inventory* provided by the CNK project is completely based within an Excel spreadsheet with several tabs. The tabs store raw data, process and synthesize the information, and then create a report. The spreadsheet contains four types of Tabs – Data Tabs, processing or Synthesis Tabs, Reporting Tabs, and Spreadsheet Activation Tabs.

It is intended for users to be able to update their inventories themselves. Space has been provided for data entry and analysis up to 2012, and an accompanying Inventory Spreadsheet User Guide provides instructions on the use of the spreadsheet.

For specific questions about the content of the inventory, contact:

Julia Roberts

Inventory Administration
250-352-5492

Or your local CNK contact:

West Kootenay:
Kootenay Boundary:
East Kootenay:

Patricia Dehnel 250-352-1200 **Adam**

James 250-368-9768

Megan Lohmann 250-531-0690

2.6 Action Plan Process

In January 2012 a workshop was held with staff and Council members from the City of Grand Forks, facilitated by the Carbon Neutral Kootenay Project Team members, **Patricia Dehnel** and **Peter Robinson**. Prior to the workshop, participants were provided with the *Operations Energy Consumption Greenhouse Gas Emissions Inventory* for the Year 2010 Inventory developed by the Carbon Neutral Kootenays Project, and the [Carbon Neutral ACTION Guide](#), also prepared by the Carbon Neutral Kootenays Project and available on line at http://www.cbt.org/Initiatives/Climate_Change/?Reducing_Emissions (see: Carbon Neutral Kootenays – Related Items)

At the workshop, after a brief context setting presentation, the group looked at the energy and emissions data for the Operations and discussed any potential anomalies. The workshop group was provided with a collection of action cards, and each action was discussed within the group and placed in one of four categories: “yes”, “no”, “maybe”, and “already done”. Potential additional actions that were not on the cards were also discussed.

The action cards were placed on a chart to create a plan for the next 5 years. Each member of the workshop group was invited to look at the plan and provide input as to the timing and sequencing of the actions. In this way a consensus on an action plan was arrived at by staff and elected representatives of the City of Grand Forks.

In the discussion, some of the key actions were “unpacked”, meaning that they were discussed in detail, with appropriate steps highlighted, likely impacts, and other considerations. The Carbon Neutral Kootenay team offered to provide some further information regarding action implementation. Additional materials that have been provided to the City of Grand Forks include:

- Community Offset Program protocol: Organic Waste Diversion
- Methodology for Reporting BC Local Government GHG Emissions
- Community Energy Association Funding Guide

3.0 Corporate Energy and GHG Inventory

3.1 Current Kootenay Action

Carbon neutral is a clear destination. It is not a new direction in the Kootenays. The 2009 survey of participating local governments found that significant action is already underway across the region in communities of all sizes. Some of the survey highlights include:

- 100% of communities taking actions to save energy and money in their operations;
- 75% of communities already taking action on facilities;
- Nearly ½ taking action on fleet;
- 1/3 taking action on recreation centres, rinks and pools.

3.2 Energy and GHG Tabulation: 2010 Year

The Inventory Summary of the operations energy consumption is shown in Table 1 from the City of Grand Forks Inventory. The energy consumption and GHG emissions are broken down by the type of fuel and end use.

Table 1: Corporate Energy and Greenhouse Gas Summary 2010

End-Use	Energy	Units of Purchase	Energy (in units purchased)	Energy (as GJ)	GHG Emissions (as CO ₂ e)	Approximate Retail Value (\$)
Buildings	Electricity	kWh	378 666	1 363	2	\$26 507
	Natural Gas	GJ	1 774	1 774	90	\$21 288
	Propane	L	0	0	0	\$0
	Heating Oil	L	0	0	0	\$0
Community / Recreation Centres	Electricity	kWh	2	0	0	\$0
	Natural Gas	GJ	0	0	0	\$0
	Propane	L	0	0	0	\$0
	Heating Oil	L	0	0	0	\$0
Fire Halls	Electricity	kWh	33 524	121	0	\$2 347
	Natural Gas	GJ	414	414	21	\$4 970
	Propane	L	0	0	0	\$0
	Heating Oil	L	0	0	0	\$0
Solid Waste Management	Electricity	kWh	0	0	0	\$0
	Natural Gas	GJ	0	0	0	\$0
	Propane	L	0	0	0	\$0
	Heating Oil	L	0	0	0	\$0
Parks	Electricity	kWh	1 114	4	0	\$78
	Natural Gas	GJ	0	0	0	\$0
	Propane	L	0	0	0	\$0
	Heating Oil	L	0	0	0	\$0
Water / Sewer	Electricity	kWh	839 838	3 023	5	\$58 789
	Natural Gas	GJ	21	21	1	\$254
	Propane	L	0	0	0	\$0
	Heating Oil	L	0	0	0	\$0
Lighting	Electricity	kWh	81 388	293	0	\$5 697
Fleet	Gasoline	L	33 830	1 218	81	\$33 830
	Diesel	L	43 420	1 650	121	\$43 420
	Propane	L	107	3	0	\$86
	Biodiesel	L	0	0	0	\$0
Supported Facilities	Electricity	kWh	112 667	406	1	\$7 887
	Natural Gas	GJ	0	0	0	\$0
	Propane	L	0	0	0	\$0
	Heating Oil	L	0	0	0	\$0
Unclassified Accounts	Electricity	kWh	5 500	20	0	\$385
	Natural Gas	GJ	0	0	0	\$0
	Propane	L	0	0	0	\$0
	Heating Oil	L	0	0	0	\$0
Total				10 310	323	\$205 537

3.3 Energy and GHG Charts: 2010 Year

What is a GJ?

A gigajoule (one billion joules) is a measure of energy. One GJ is about the same energy as:

- Natural gas for 3-4 days of household use
- 25-30 litres of diesel or gasoline
- Two 20 lb propane tanks
- The electricity used by a typical house in 10 days

What is a tonne of GHG?

A tonne of greenhouse gases (GHG's) is the amount created when we consume:

- 385 litres of gasoline (about 10 fill-ups)
- \$200 of natural gas (a month of winter heating)
- Enough electricity for 3 homes for a year (38,000 kWh)

Figure 1: Energy Consumption (GJ) by Fuel Type

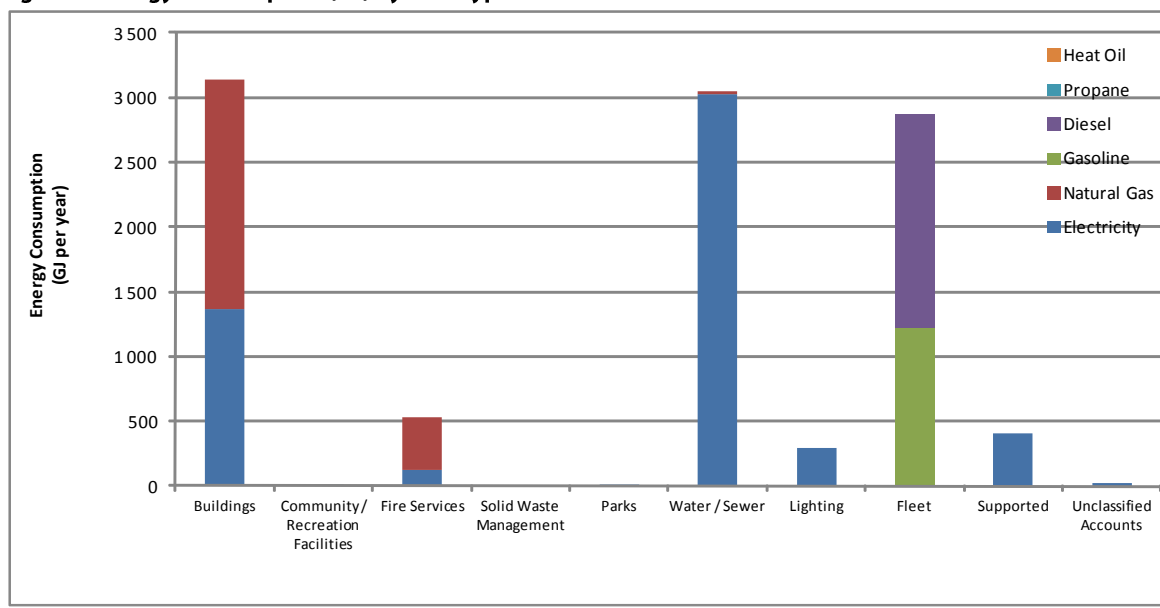
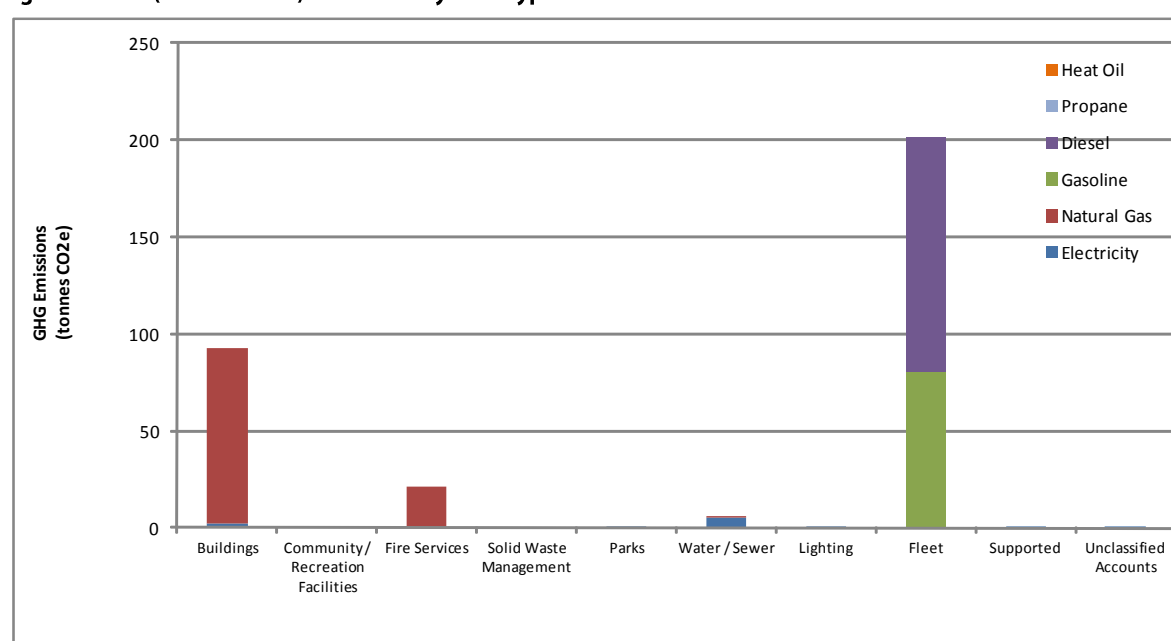


Figure 2: GHG (tonnes CO2e) Emissions by Fuel Type



3.4 Historical Profile

By tracking reductions over several years, the inventory can become a mechanism for tracking changes in energy use and GHG emissions.

Figure 3: Energy Use History

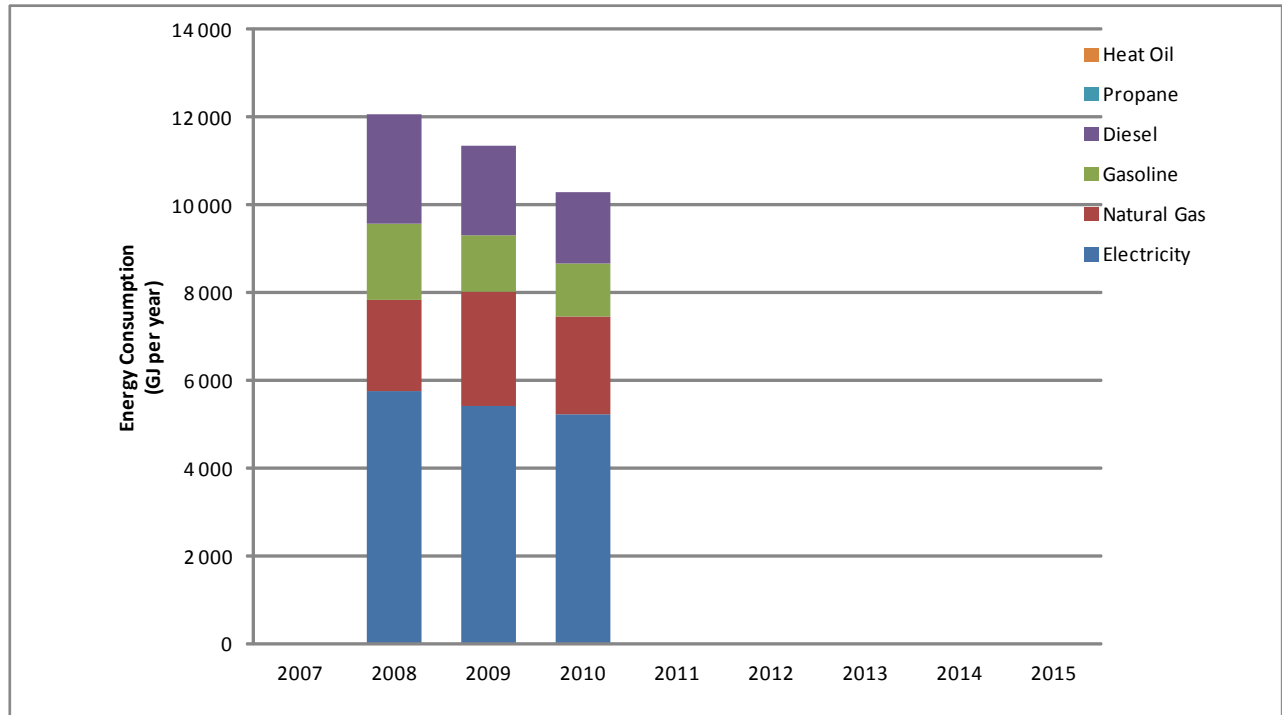
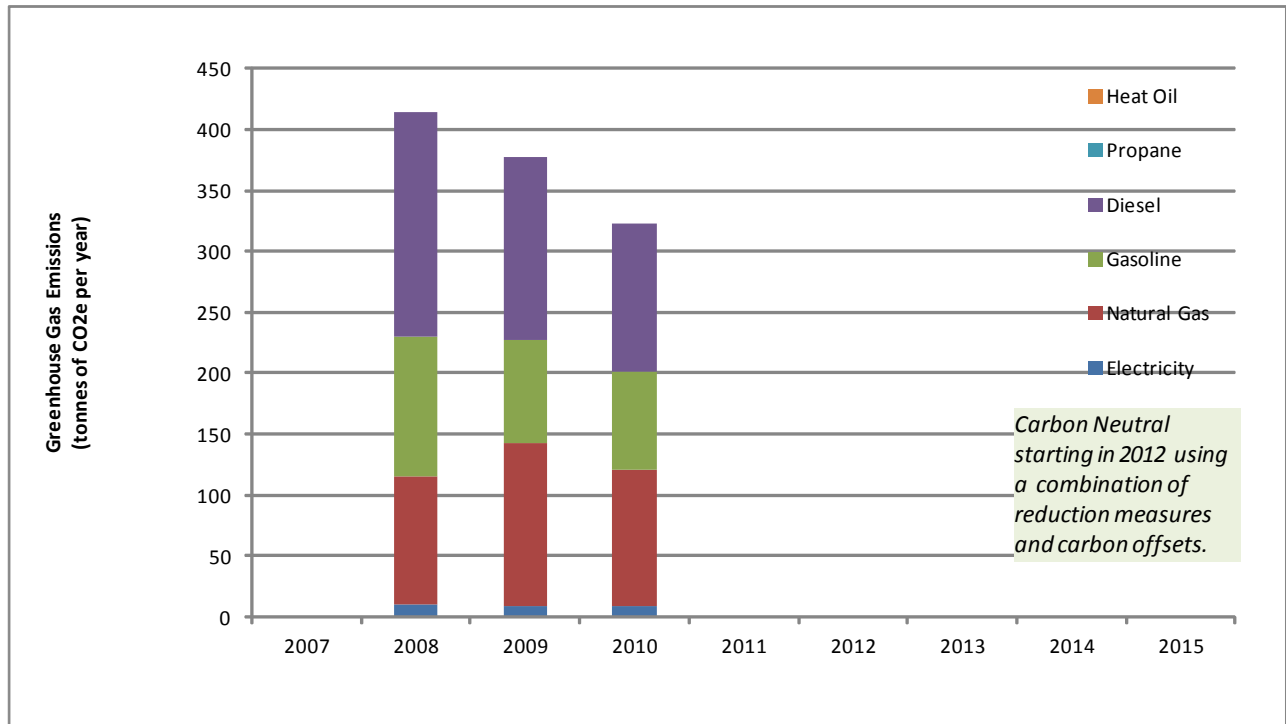


Figure 4: GHG Emissions History



4.0 Action Plan

4.1 Action Sequence

It may not be immediately obvious as to where to begin with energy and emissions actions. The following sequence is generally recommended to optimize value:

- 1 **Reduce “Behaviour” Losses:** Consider if energy is currently being wasted through certain behaviours such as idling vehicles or heating / cooling / lighting buildings when they are unoccupied. These measures can save energy and emissions for low or no cost.
- 2 **Consider Energy in Operations and Maintenance:** Operating buildings, vehicles, and infrastructure optimally can save significant energy and emissions. Well-maintained vehicles use less fuel than poorly maintained ones. Building equipment should be serviced and cleaned regularly to optimize energy use and occupant comfort.
- 3 **Efficient Equipment:** Considering the most efficient equipment to meet the need. This can include heating, ventilating, and air conditioning equipment for buildings and vehicle size for fleet.
- 4 **Renewable Energy:** The final step is considering the energy source used to meet the energy needs now that waste has been reduced, equipment is optimized, and the most efficient equipment is being considered. Renewable energy can include bio-fuels for vehicles or hybrid / electric vehicles. For buildings it can include heat pumps (air, water, and ground source), solar hot water, or other renewable energy technologies.

4.2 Actions in Place

The City of Grand Forks reports the following established community and corporate actions*.

* Note: Action items in Tables from 2010 CARIP report. *Italicised items are based on workshop discussion.*

Table 2: Corporate Actions in Place

Corporate Actions			
Action Type	Supportive Action Area	Action Category	Action
Supportive	Feasibility Exploration	Water/Sewer	Completed water use audits for municipal water system
Supportive	Policy Development	Energy Generation	Budgeted for solar hot water heating at the municipal camp ground
Direct		Building & Lighting	Installation of energy efficient windows for natural lighting at library
Direct		Energy Generation	Completed new sewage lift station with heat exchange that heats adjacent public washroom
Direct		Energy Generation	Planned replacement of old electric furnace with energy efficient air source heat pump at library
Direct		Water/Sewer	Sewage treatment plant upgraded with

			energy efficient variable speed motor pump
Direct		Building & Lighting	Insulated door replacement at Public Works

Table 3: Community Actions in Place

Community Actions			
Action Type	Supportive Action Area	Action Category	Action
Supportive Action	Feasibility Exploration	Broad Planning	Worked with Regional District to identify ways to reduce carbon in conjunction with Carbon Neutral Kootenays Project
Supportive Action	Education and Engagement	Energy Generation	Hosted solar energy educational forum with Terasen Gas and Fortis BC
Supportive Action	Feasibility Exploration	Green Space	Received and completed Trees for Tomorrow grant
Supportive Action	Policy Development	Green Space	Trails and Pathways Network Plan Adopted
Supportive Action	Policy Development	Green Space	Zoning bylaw amended to allow community gardens in all zones
Direct Action		Water/Sewer	Completed water meter installation on all commercial <i>and industrial</i> properties. <i>Next phase of water meter installation is residential.</i>

Much discussion ensued at the workshop. Some points that were noted:

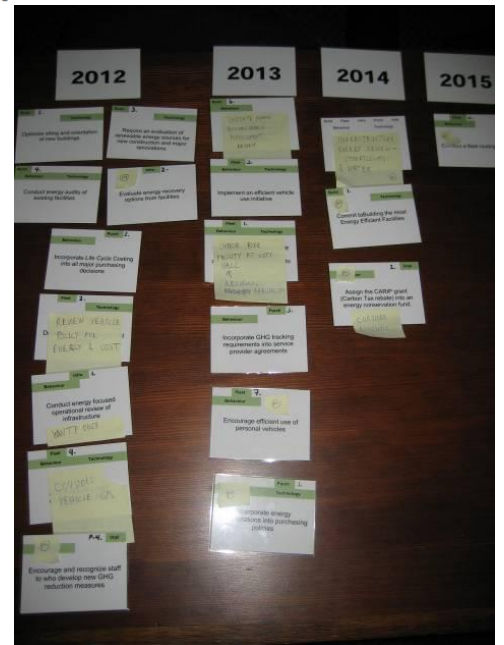
- The City of Grand Forks is working on reducing emissions and energy consumption. Hydro prices will increase in the next few years so making changes to reduce energy consumption protects the municipality from a rise in prices and makes a business case for making the energy conservation improvements.
- In Action Planning concentrate on the big numbers. City of Grand Forks spends annually \$205,000 on energy and will spend 4% of that figure on offsets. Work on reducing energy consumption.
- Review is underway of a new sewage lift station with heat exchange. It's an innovative project that will use waste heat from the lift station and received a grant of \$600,000.
- Discussion on a compost offset strategy ensued. More information on the strategy is found on the website <http://toolkit.bc.ca/carbon-neutral-government>. There is interest in centralized composting in the Kootenays and diverting compost from the landfill to extend its lifetime. The City of Grand Forks and the Regional District could continue discussions on the potential of composting at the gravel pit and collection of kitchen waste. An additional revenue stream example is [Ogogrow](#), produced at the regional compost facility in Vernon, BC.
- Energy consumption in Grand Forks is decreasing each year and emissions have been reduced. The harshness of a winter plays a big role in the energy consumption of that year. The greatest savings in GHG emissions will be in the fleet. A new vehicle has shown substantial reduction in fuel. Converting

the fleet to natural gas may be an option. New trucks are fairly easy to convert. Trucks over 5 years old are converted at a higher cost.

- If things are happening in the community, the municipality would like to keep track in order to document and calculate the offset savings. For example installing geo thermal heating or solar panels. Could these be used as an incentive to reduce building permit fees? Note that offset reductions are calculated as going beyond “business as usual”. The municipality must be able to show that without the assistance, the action would not have otherwise happened.



Developing the Action Plan



The Action Plan

4.3 Action Plan

Actions considered to be inapplicable are not included in the plan and some actions may have already been implemented. The actions in the plan were categorized according to what year it is believed that they could be implemented.

Action categorized by workshop group as a “yes” **Y**

Action categorized by workshop group as a “maybe” **M**

CORPORATE ACTION PLAN			Year Implemented						
ACTIONS		In Place?	2012	2013	2014	2015	2016	2017	IMPLEMENTATION
1 Building Operations									
Commit to Building the most Energy Efficient Facilities					M				<input type="checkbox"/> Consider sample CNK “Green Building Policy”
Optimize siting and orientation of new buildings			Y						<input type="checkbox"/> Tree bylaw does not permit cutting trees for solar exposure <input type="checkbox"/> Passive solar design – east orientation to capture low winter sun. <input type="checkbox"/> Place new municipality buildings next to Roxul plant to optimize energy sharing. <input type="checkbox"/> Consider sample CNK “Green Building Policy”
Require an evaluation of renewable energy sources for new construction and major renovations			Y						<input type="checkbox"/> Could include geo exchange <input type="checkbox"/> Consider adding constraints <input type="checkbox"/> Oil furnace heating works yard – needs to be removed – make case of payback
Conduct energy audits of existing facilities			Y						<input type="checkbox"/> Budgeting for this year <input type="checkbox"/> Conduct a couple of energy audits per year
Initiate annual building energy management review				Y					<input type="checkbox"/> add automatic light switches <input type="checkbox"/> an outside contract will be an outside cost <input type="checkbox"/> Consider having this part of an internal position. <input type="checkbox"/> Put guard on thermostat.

CORPORATE ACTION PLAN			Year Implemented						
ACTIONS		In Place?	2012	2013	2014	2015	2016	2017	IMPLEMENTATION
2 Fleet Operations									
Improve bike facilities at City Hall and review feasibility				Y					<input type="checkbox"/> Have shower facilities at yard. Bike racks are at some locations. <input type="checkbox"/> Consider bike lockers at City Hall. <input type="checkbox"/> Bike facilities to help staff reduce the emissions associated with commuting to work
Review Vehicle Policy to incorporate energy and cost components			Y						<input type="checkbox"/> Review existing policy <input type="checkbox"/> Already doing right sizing <input type="checkbox"/> Consider sample CNK “Green Fleet Policy”
Implement an efficient vehicle use initiative				Y					<input type="checkbox"/> Contact City of Vernon to review their demo <input type="checkbox"/> Demo GPS tracking systems <input type="checkbox"/> Contact City of Vernon to review their demo. <input type="checkbox"/> Have anti idling bylaw but no enforcement
Consider GPS for Fleet Vehicles			Y						<input type="checkbox"/> GPS provides information on efficient vehicle use <input type="checkbox"/> Consider GPS rather than formal efficient fleet certification program
Develop monitoring program for fleet fuel consumption		Y							<input type="checkbox"/>
Conduct a fleet routing review						M			<input type="checkbox"/>
Encourage efficient use of personal vehicles				M					<input type="checkbox"/> CNK will offer joint driver training program <input type="checkbox"/> Carpool to meetings

CORPORATE ACTION PLAN									
		Year Implemented							
ACTIONS		In Place?	2012	2013	2014	2015	2016	2017	IMPLEMENTATION
3 Infrastructure									
Conduct energy focused operational review of Wastewater Treatment Plant			Y						<input type="checkbox"/> Doing Wastewater Treatment Energy Assessment through CNK joint procurement offer.
Evaluate energy recovery options from facilities			M						<input type="checkbox"/> Part of building audit <input type="checkbox"/> Cemetery and airport
Conduct Infrastructure Energy Review for Streetlights and Water					M				<input type="checkbox"/> Reduce water pumping. <input type="checkbox"/> Streetlights – LED program is very expensive
4 Purchasing & Corporate Leadership									
Incorporate energy considerations into purchasing policies				M					<input type="checkbox"/> Consider sample CNK “Green Purchasing Policy”.
Incorporate Life Cycle Costing into all major purchasing decisions			Y						<input type="checkbox"/> Consider sample CNK “Green Purchasing Policy”.
Incorporate GHG tracking requirements into service provider agreements				Y					<input type="checkbox"/> Contract with waste management <input type="checkbox"/> Use sample contract wording from CNK
Encourage and recognize staff who develop new GHG reduction measures			M						<input type="checkbox"/> Recognize in staff newsletter

CORPORATE ACTION PLAN		Year Implemented							
ACTIONS	In Place?	2012	2013	2014	2015	2016	2017	IMPLEMENTATION	
5 Implementation									
Identify the Owner of the Plan	Y							<input type="checkbox"/> Manager of Environmental and Building Construction Services	
Consider assigning the CARIP grant (Carbon Tax rebate) into an energy conservation fund				M				<input type="checkbox"/> Consider sample CNK “CARIP Policy”	
Establish a GHG reduction Target	Y							<input type="checkbox"/> Corporate emissions target is to reduce 33% below 2007 by 2030.	
Develop an administrative system for tracking corporate emissions	Y							<input type="checkbox"/> SMARTTool	
Develop an emissions reduction reporting process	Y							<input type="checkbox"/> CNK and SMARTTool	

Action categorized by workshop group as a "yes" **Y**

Action categorized by workshop group as a "maybe" **M**

THE CITY OF GRAND FORKS

REQUEST FOR COUNCIL DECISION

DATE : February 27, 2012
TOPIC : Strategic Plan Goal Action
PROPOSAL : Report on Action – Staff to Develop Database of Potential Employee Retirements to be completed February, 2012
PROPOSED BY : City Staff

SUMMARY:

At the Regular Meeting of February 20th, 2012, Council adopted the Corporate Strategic Plan 2012-2014. The basis of the plan was developed during a 1 ½ day Workshop held on January 25th and 26th, 2012, attended by Members of Council and Staff representatives. The report outlines 6 main strategic goals as well as several actions to accomplish these goals, 13 of which are identified to be completed in the year 2012. Two of these actions were to be completed by the end of February, 2012. These two actions are:

1. *CAO to develop an Action Plan to Replace Electrical Lineman (due to retire in 2012), by the end of February, 2012.*
2. *Staff to Develop A Database of Potential Employee Retirements by the end of February, 2012.*

This report is intended to focus on the Action “Staff to Develop a Database of Potential Employee Retirements by the end of February, 2012”. The database itself is included in the City’s payroll system, and because it contains sensitive personal information about our employees, this report will summarize the potential retirements that the City will face in the future.

The majority of the City’s Employees are representative of the “Baby Boomer” generation, and in this regard much of our employee base will leave the organization in the next 5 to 10 years. While this is normal for any employer, many of our employees are long term employees, and as such the City will feel the impact from what is termed as “Loss of Corporate Memory”. Our Staff is working towards mitigating these impacts. Numerous municipalities in British Columbia, in fact throughout Canada, are experiencing this same phenomenon.

In 2012, we anticipate 4 retirements, including a Parks department employee, two journeyman linemen of our electrical crew, and the Chief Administrative Officer. The Parks department employee replacement is already being dealt with, and our management team does not expect any difficulty in attracting qualified candidates to fill this position. The two journeyman linemen replacements, will be a bit more difficult, but steps are being taken to entice qualified journeyman to our community. The journeyman lineman positions are the subject of a separate report. In accordance with the corporate strategic plan, Council will need to determine a plan, by the end of March, 2012, to replace the CAO.

It is difficult to determine definite retirement dates for employees, as much is dependent on the type of work involved, and the personal circumstances of each employee. In the next 5 years, Council should expect an additional 6-7 retirements to occur, including 2 managers. Most of these positions are not expected to be a problem to fill. As always, it may take a bit to attract qualified professionals, such as accountants, planners, and specialized trades people. The employer’s advantage in this regard is the requirement for our employees to provide the City with a minimum of 60 days notice of their intention to retire. Most of our employees give us more than the 60 days, which is appreciated.

Council should also be aware that all municipal employees, both Management and Union, are members of the Superannuation Municipal Pension Plan and contribute to these plans as a condition of employment with the City. The plan is funded by contributions by the employees themselves and by employer contributions. The Plan is managed on a province wide basis, by the Superannuation Pension Corporation. This is the same pension corporation that manages pensions for all provincial employees, including health care employees, nurses, teachers, and all provincial government employees. The city's and the employee's contributions are made monthly to the pension plan, and the city's contributions are considered part of the employee's benefit package and are budgeted for annually. Council can be confident that there is no need to budget for employee retirements, as any employee-owed vacation credits are accrued from year to year, minimizing the impact to the budget in any one given year. There are times, such as 2012 when a key position such as the CAO or in the case of the electrical journeyman lineman become vacant, that additional funds for recruitment will need to be budgeted for.

STAFF RECOMMENDATION:

Option 1: That the Chief Administrative Officer's Report, dated March 1, 2012, regarding the action, requiring "Staff to Develop A Database of Potential Employee Retirements by February, 2012", as outlined in the Corporate Strategic Plan 2012-2014, be received.

OPTIONS AND ALTERNATIVES:

Option 1: That the Chief Administrative Officer's Report, dated March 1, 2012, regarding the action, requiring Staff to Develop A Database of Potential Employee Retirements by February, 2012, as outlined in the Corporate Strategic Plan 2012-2014, be received.: This option recognizes that Staff has reported out on the actions requested of them, and outlined in the Corporate Strategic Plan 2012-2014.

Option 2: Council declines to receive the report. This option suggests that Council is not interested in following through with the goals outlined in the Corporate Strategic Plan

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of this option is that the report, outlining the responses to Council's requests outlined in the Corporate Strategic Plan, is provided.

Option 2: There is no advantage in declining the receipt of the plan.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no direct cost in receiving the plan as presented. Future measures taken by Council to recruit potential employees will need to be budgeted for.



STRATEGIC PLAN IMPACT:

This report outlines Staff's investigation and reporting requirements outlined as an Action under the Succession Planning Goal in the Corporate Strategic Plan 2012-2014, adopted by Council on February 20, 2012.

The next Action under the Succession Planning Goal is due by March 31st, 2012, which is for Council to determine a plan to replace the CAO.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Most municipal Councils meet at the beginning of their terms to outline their goals and objectives in a Strategic Planning session. This exercise is crucial as Council must, in accordance with the Community Charter outline their goals and objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year, in the Annual Municipal Report.


Department Head or CAO
Reviewed by Chief Administrative Officer

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : **February 29, 2012**
TOPIC : **Strategic Plan Goal Action**
PROPOSAL : **Report on Action – CAO to Develop An Action Plan to Replace Electrical Lineman due to Retire in 2012, to be completed February, 2012**
PROPOSED BY : **City Staff**

SUMMARY:

At the Regular Meeting of February 20th, 2012, Council adopted the Corporate Strategic Plan 2012-2014. The basis of the plan was developed during a 1 ½ day Workshop held on January 25th and 26th, 2012, attended by Members of Council and Staff representatives. The report outlines 6 main strategic goals as well as several actions to accomplish these goals, 13 of which are identified to be completed in the year 2012. Two of these actions were to be completed by the end of February, 2012. These two actions are:

1. *CAO to develop an Action Plan to Replace Electrical Lineman (due to retire in 2012), by the end of February, 2012.*
2. *Staff to Develop A Database of Potential Employee Retirements by the end of February, 2012.*

This report is intended to focus on the Action “**CAO to Develop An Action Plan to Replace Electrical Lineman (due to retire in 2012)**”.

In accordance with the Collective Agreement, the City is required to post the filling of any vacancy, for the benefit of our existing employees. This is referred to as an “inside posting”. While any member of the bargaining unit may apply for the job being posted, in order to be hired in the specific job they must have all the qualifications for the position. In this regard, we have complied with the requirements of the collective agreement and posted the lineman position internally, however we did not receive any applications, as the position requires a Journeyman Red Seal PLT certificate, which none of our existing employees have, except for those holding current lineman positions. We are now ready to post externally for the position. This will require advertising the job in places where journeyman linemen normally would look for job postings.

The CAO has consulted with the City’s Consulting Electrical Engineer with respect to a plan to replace linemen. The Grand Forks Electrical department has 3 full time PLT (Power Lineman Technician) positions with one of these being the Distribution Coordinator. One of these PLT’s has provided notice of retirement wherein his last day of work will be August 31, 2012, and we expect that a second PLT may also provide notice of retirement effective in late 2012.

Because our Grand Forks Electrical Utility is a small department of 3 PLT’s, it is valuable to the City to have our new PLT’s start and have an opportunity to become familiar with the electrical system before the outgoing PLT leaves. This is a safety issue inasmuch as the PLT must be on call and be fully capable of responding to electrical emergencies. In order to be on-call the PLT must know our system and be really familiar with it. So some overlap of employees will be necessary. This of course represents an additional cost to the utility above business as usual.

Our recruitment strategy will include focusing on the strengths that we have as a Grand Forks Utility Employer, being:

- Lifestyle available in Grand Forks
- Cost of living in Grand Forks
- Job stability
- Benefits package
- No out of town work

We are not competing with contractors for individuals who are looking for large amounts of overtime work, but rather to individuals who have had enough of the contracting scene or were never interested in that line of work in the first place. Our compensation package is competitive with other organizations and so represents neither a drawing card nor a liability in our recruiting.

In all likelihood we will recruit from Western Canada, or the US Pacific Northwest, but the potential is that our candidate could come from anywhere in the country or US. The initial advertising should include:

- NWPPA Job listings (North West Public Power Association, of which the City is a member) – targets Western Canada and Pacific Northwest utility people.
- Online Web site posting for PLT's
- Newspaper job postings covering Northern Alberta, BC, Yukon and NWT – covers those utility and construction industry candidates who may be looking for a lifestyle change from either construction or northern living.

We believe that it may be worthwhile to canvass the other municipal utilities to see if they have a similar need as we do for PLT's, and if so, collaborate with them to jointly recruit for PLT's. The City's Consulting Electrical Engineer, along with the Manager of Operations will lead the team for the recruitment process and will begin immediately in order that our replacement PLT will be in place and ready to assume full responsibility for the position by the time that the incumbent employee is retiring at the end of August.

STAFF RECOMMENDATION:

Option 1: That the Chief Administrative Officer's Report, dated February 29, 2012, regarding the action, "CAO to Develop an Action Plan to Replace Electrical Lineman due to retire in 2012, by February, 2012", as outlined in the Corporate Strategic Plan 2012-2014, be received.

OPTIONS AND ALTERNATIVES:

Option 1: That the Chief Administrative Officer's Report, dated February 29, 2012, regarding the action, CAO to Develop an Action Plan to Replace Electrical Lineman due to retire in 2012, by February, 2012, as outlined in the Corporate Strategic Plan 2012-2014, be received: This option recognizes that Staff has reported out on the actions requested of them, and outlined in the Corporate Strategic Plan 2012-2014.

Option 2: Council declines to receive the report. This option suggests that Council is not interested in following through with the goals outlined in the Corporate Strategic Plan.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of this option is that the report, outlining the responses to Council's requests outlined in the Corporate Strategic Plan, is received by Council.

Option 2: There is no advantage in declining the receipt of the plan.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no direct cost in receiving the plan as presented. Future measures taken by Council to recruit potential linemen will need to be budgeted for.


STRATEGIC PLAN IMPACT:

This report outlines Staff's investigation and reporting requirements outlined as an Action under the Succession Planning Goal in the Corporate Strategic Plan 2012-2014, adopted by Council on February 20, 2012.

The next Action under the Succession Planning Goal is due by March 31st, 2012, which is for Council to determine a plan to replace the CAO.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Most municipal Councils meet at the beginning of their terms to outline their goals and objectives in a Strategic Planning session. This exercise is crucial as Council must, in accordance with the Community Charter outline their goals and objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year, in the Annual Municipal Report.



Department Head or CAO



Reviewed by Chief Administrative Officer



THE CORPORATION OF THE CITY OF GRAND FORKS

COUNCIL INFORMATION SUMMARY FOR MARCH 5TH, 2012

Date: February 29th, 2012
 Agenda: March 5th, 2012
 Proposal: To Receive the Items Summarized for Information
 Proposal By: Staff

Staff Recommendation:

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

	ITEM	SUBJECT MATTER	RECOMMENDATION
CORRESPONDENCE TO/FROM MAYOR AND COUNCIL			
10(a)	Thank-you note from the Boundary Community Food Bank Society	Advising that Urban Systems Ltd. of Kelowna has made a donation to the Food Bank on behalf of the City	Receive for information – the City to extend thanks to Urban Systems Ltd. for their donation to our community food bank
10(b)	From the BC Senior Games 55 Plus-Castlegar	Looking for support for their games through advertising sponsorship	Council has provided advertising support to this organization in the past. The Financial Plan process includes funds for Council supported advertising; although an amount of advertising funding is not yet adopted by Council, a Staff recommendation would be that: "Council determines to support the BC Senior Games 55 Plus – Zone 6 (West Kootenay Boundary) in the amount of \$400.00 "Maple" sponsorship."
CORRESPONDENCE TO/FROM STAFF			
GENERAL INFORMATION			
FEDERAL AND PROVINCIAL GOVERNMENT			
INFORMATION FROM UBCM/FCM/AKBLG			
10(c)	UBCM – Member Release	Comprehensive Economic & Trade Agreement (CETA)	Receive for information
10(d)	UBCM – Member Release	Local Government Awareness Week & National Public Works Week-May 20-26, 2012	The mayor to send a letter to the City of Grand Forks public works employees to acknowledge the work that they do in observance with the national public works & local government awareness week from May 20-26th, 2012.

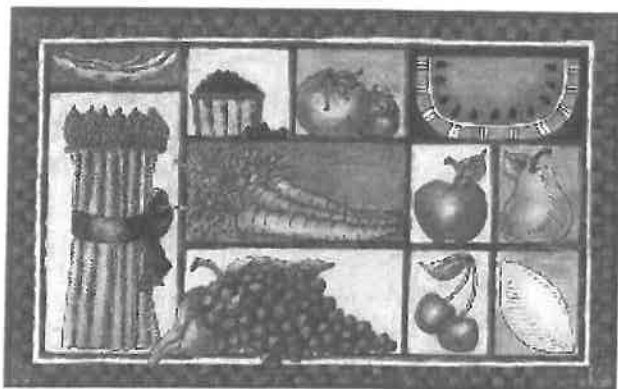


THE CORPORATION OF THE CITY OF GRAND FORKS

COUNCIL INFORMATION SUMMARY
FOR MARCH 5TH, 2012

10(e)	From UBCM – “In The House”	Synopsis of the Provincial Budget 2012	Receive for information
10(f)	From UBCM	Tax Deferment Information and Fire Insurance Requirements	Receive for information
MINUTES FROM OTHER ORGANIZATIONS			
10(g)	Task Listing from February 20 th Meeting	List of Completed and In-Progress Tasks	File

©2007



**BOUNDARY COMMUNITY
FOOD BANK
SOCIETY**

RECEIVED

FEB 22 2012

THE CORPORATION OF
THE CITY OF GRAND FORKS

FILE CODE

WE4, 31 - BOUNDARY COMMUNITY FOOD BANK SOCIETY
- THANK YOU FOR DONATION
FROM URBAN SYSTEMS

with our deepest
gratitude

We received a donation, on behalf of the
city, from Urban Systems Ltd of Kelowna &
we are very grateful for it.

Deb Billwiler

Boundary Comm. Food Bank

Please reply to ↓

**B.C. Seniors Games 55 Plus, Zone 6
Kathy Gregory, Corresponding Secretary
99 - 825 Merry Creek Road
Castlegar, B.C. V1N 2P1 Phone 250 365 1802**

RECEIVED

FEB 15 2012

THE CORPORATION OF
THE CITY OF GRAND FORKS

February, 2012

To whomever it may concern

The 55 Plus BC Seniors Games promote the active participation in fitness and wellness in sport, recreation and education for B.C. Seniors. This annual four-day celebration attracts about 3500 adults participating in up to 30 sport events. All participants qualifying for the different events, are 55 years or older, representing 13 regions in the province.

Zone 6, West Kootenay-Boundary, holds monthly organizational meetings and participants are busy with their preparation for their events in the 2012 BC Seniors Games throughout the year. The 2012 Games will be located in Burnaby from Aug. 21st. to 25th.

Our goal is to provide for as many participants as possible, an opportunity to develop a healthy active lifestyle and participate in their event of choice. Our Region covers from Rock Creek to Riondel to Nakusp and south to the US border. We are trying to encourage an increase in participants in the games and assembled our largest team, ever in 2011. We hope to maintain this increase in participation for 2012. With the expenses of travel costs and accommodation, for many within the region, the West Kootenay-Boundary seniors ask for your support to help the participants and the volunteer administration prepare for and attend these Games. Seniors in this Zone promote the games locally through the media, posters and brochures. We are anxiously looking forward to doing well again in Burnaby.

I hope we can count on your support and generosity. We thank you for your consideration of this request.

Sincerely

Kathy Gregory
**Kathy Gregory
Corresponding Secretary, Zone 6**

FILE CODE

*WEB, 01 - BC SENIORS GAMES --
REQUEST FOR SUPPORT*



203 – 2453 Beacon Avenue, Sidney, BC V8L 1X7

Phone: 778.426.2940
Email: bcsgrs@shaw.ca

Fax: 778.426.2941
Website: www.bcseniorgames.org

ZONE 6

SPONSORSHIP PROGRAM

The BC Seniors Games was established in 1987 to produce an annual 'multisport games' for the 55+ BC residents. The first Games were held in Vernon in 1988 with 15 events and 650 participants. In 2011 the Games were held in West Kootenays with 25 events and close to 3,200 participants. The 2012 Games will be held in Burnaby which will mark our 25th Anniversary and close to 4,000 participants are expected.

The BC Seniors Games is a volunteer base non-profit society which consists of 12 Zones, each of who has its own Executive and Committees. Each Zone is responsible for the organization and administration of the Zones process for registering its members in their choice of the 24+ sports within the BC Seniors Games, chosen by the Host Society.

The continual challenge we face is to make resources available to meet the needs at the Zone level. To this end, we are seeking sponsors who share our commitment to seniors, by helping us provide the opportunity to participate in activities that promote a healthy lifestyle.

We encourage organizations and businesses within the community to consider our sponsorship program.

All sponsors will be listed on the Zone web page.

Levels of sponsorship are below:

Zone Level Sponsorship and Recognition Program:

Spirit Bear \$1500.00 Sponsorship

- Shadow Box containing current year's medals
- Logo or Company recognition on Zone website from January 1 to December 31
- Logo or Company recognition on each Zone Newsletter or news updates (if Zone produces one)
- Invitation to speak to Zone members (if applicable)
- Opportunity for in-kind sponsorship
- Logo or Company recognition on back fold of Zone brochure information page
- Invitation to Zone AGM for recognition and appreciation of contribution

Dogwood \$750.00 Sponsorship

- Logo or Company recognition on Zone website from January 1 to December 31
- Logo or Company recognition on each Zone Newsletter or news updates (if Zone produces one)
- Invitation to speak to Zone members (if applicable)
- Opportunity for in-kind sponsorship
- Logo or Company recognition on back fold of Zone brochure information page
- Invitation to Zone AGM for recognition and appreciation of contribution

Maple \$400.00 + Sponsorship

- Logo or Company recognition on Zone website from January 1 to December 31
- Logo or Company recognition on Zone Newsletters or news updates (if Zone produces one)
- Invitation to speak to Zone members (if applicable)
- Opportunity for in-kind sponsorship
- Invitation to Zone AGM for recognition and appreciation of contribution

Arbutus \$100.00+ Sponsorship

- Logo or Company recognition on Zone website from January 1 to December 31
- Opportunity for in-kind sponsorship
- Invitation to Zone AGM for recognition and appreciation of contribution

In the event that a Sponsor elects to provide logos for team uniforms (which must conform with the BC Seniors Games Society Policy on "Logos on Team Uniforms" which can be found at www.bcseniorgames.org) they will not be eligible for benefits associated with the above sponsorship levels.

BCSGS Sponsorship Program

If a zone gets a \$5000.00 or more cash sponsorship for the BCSGS, the zone will receive a 25% finder fee.

"...Come Play With Us..."

ZONE SPONSORSHIP and DONATIONS PROGRAM

SPONSORS

- Sponsors are Businesses, Associations, Societies, Clubs or Organizations that wish to be recognized in any of the three categories of the Sponsorship Program, whether it be in-kind or monetary. Four. Sponsors are able to deduct the full amount of the sponsorship on their fiscal year end financial statements.
- Zone Team Uniforms: these can be a various values and the recognition comes from their logo being on the team uniforms, not just for one year, but the length of time the uniforms are worn. They will not be eligible for benefits associated with the sponsorship levels.
- In-kind Sponsorships are not monetary but provide the Zone with something they may need. Examples are advertising in local newspapers, tv or radio, printing of posters or pamphlets, etc.

DONATIONS

- Donations can be made to zones and can be in the form of cash or in-kind contributions. They are generally from individuals who wish to be recognized by a tax receipt from the Society and should include a thank-you letter from the zone.
- Any donations received by the Zone are welcome and official tax receipts will be issued by the BCSGS Treasurer as per the following procedures.
- In-kind donations are anything that the zone may need for their own use or for use as a fund raising item (eg. art work for raffles, etc.).
- A donation is money received from an individual who does not receive any direct benefit in exchange for the money.
- As per the CRA information, charities should not issue official donation receipts to other charities or any other entity for which a benefit is received. (benefits include sponsorship accreditation or display of corporate logo at an event or in promotional material).
- Not for Profit Organizations such as Seniors' Organizations or Service Clubs do not require tax receipts as they are tax exempt and therefore have no need for the receipt.

GUIDELINES

- **SPONSORS:**

- This is a direct transaction between the Zone and the Sponsor. The Zone Secretary (cc Director) will send the Sponsor's name to the Administrative Assistant to place on the Zone web page under the sponsorship level acquired with a link to the Company website, if applicable.
- In the event of a Dogwood Level of Sponsorship, the Zone Secretary (cc Director) will send the Company name and logo to the BC Seniors Games Society Communications Chair to be placed on your Zone Brochure. (In most cases the Brochure may have been produced prior to obtaining the sponsorship, and in that event the name/logo will be placed on the following year's edition).

- **DONATIONS:**

- For any donations in excess of \$25.00 the Zone Director or designate will forward a copy of the cheque to the BCSGS Treasurer who in turn will send a tax receipt back to the zone. The original cheque can be deposited to the Zone's bank account.
- For in-kind donations, the Zone Director or designate will send an email to the BCSGS Treasurer at bcsgs@shaw.ca detailing the donation and the representative amount including the means of valuation.
- For cash amounts below \$25.00 enter the donor's name on the attached form and send to the BCSGS Treasurer who will send tax receipts back to the Zone.

Contact information

Email: bcsgs@shaw.ca

Mailing address: 203, 2453 Beacon Avenue, Sidney, BC V8L 1X7

RECEIVED


FEB 23 2012

Printed by: Info City of Grand Forks
Title:

Thursday, February 23, 2012 8:32:51 AM

Page 1 of 1

THE CORPORATION OF
THE CITY OF GRAND FORKS

From:  radamson@civicnet.bc.ca
radamson@ubcm.ca

Wednesday, February 22, 2012 2:49:04 PM 

Subject: CETA Update

To:  lburch@grandforks.ca

Cc:  Info City of Grand Forks

Attachments:  CETA Member Update.pdf

1.8M

Dear Lynne Burch,

ATTENTION: Mayor and Council/Chair and Board/ Senior Staff

The attached member release from President Heath Slee is an update on the Comprehensive Economic and Trade Agreement (CETA) discussions between Canada and the European Union.

This advisory is provided through a distribution system that is maintained and monitored by UBCM. To change or update the contact information for your organization, please contact radamson@ubcm.ca.

FILE CODE

WES/42 - CETA UPDATE



MEMBER RELEASE

February 22, 2012

TO: Mayor and Council; Chair and Board; Senior Staff
FROM: Heath Slee, UBCM President
RE: **Comprehensive Economic and Trade Agreement (CETA)**

UBCM has recently received a number of resolutions / letters from members related to the CETA negotiations that have been taking place between Canada and the European Union.

The purpose of this memo is provide you with an update on the most recent correspondence from the federal government to FCM on CETA, specifically in regard to local government procurement obligations. Attached please find a letter from the federal minister responsible for trade, Honourable Ed Fast to FCM President Barry Vrbancovic accompanied by a 2-page question and answer document. This correspondence is now posted on the FCM website at: www.fcm.ca/home/issues/more-issues/international-trade.html. However, due to the many letters and resolutions that have been received from members we wanted to ensure that this information was directly conveyed to each of you.

The Q & A document was prepared by federal government officials. UBCM has specifically sought clarity with references on page 2 of the Q&A related to "ability to give preferences to local companies" with a reference to "non-contractual agreements (e.g. grants, loans, fiscal incentives)" due to the fact that: 1) the Community Charter prohibits subsidies to business and 2) other trade agreements prohibit any form of discrimination that favours local companies. FCM staff have flagged this an issue needing clarity with the federal government's Chief Negotiator who has indicated that further clarification will be forthcoming. The Chief Negotiator has agreed to meet with FCM board members at their March meeting.

With respect to UBCM's activities on the CETA file we met with provincial trade staff in January 2012, wrote to the provincial minister reiterating UBCM's policy position which is to seek an exemption to CETA and monitoring FCM's work at the federal level. At their February meeting, our Executive authorized staff to continue to meet with provincial officials to discuss local government interests and potential implications of CETA. To that end, provincial staff have also offered to meet with the UBCM Executive. If members have CETA questions we encourage you to call Janel Quiring, Director, International Trade with the Province at 250.356.5867 or email at: janel.Quiring@gov.bc.ca.

In conclusion, UBCM remains active on the CETA file by meeting with provincial staff and monitoring the activities of FCM-DFAIT Joint Working Group on International Trade. We will continue to keep members apprised as developments occur and clarity is received on the Q & A document. We trust this information is of assistance to the membership.

Att - 4 pg - letter and Q&A document to FCM President from Minister Fast.

Minister of International Trade and
Minister for the Asia-Pacific Gateway



Ministre du Commerce international et
ministre de la porte d'entrée de l'Asie-Pacifique

Ottawa, Canada K1A 0G2

FEB 14 2012

Mr. Berry Vrbanovic
President
Federation of Canadian Municipalities
24 Clarence Street
Ottawa ON K1N 5P3

Dear Mr. Vrbanovic:

Thank you for the opportunity to meet with you and the members of the National Board of Directors of the Federation of Canadian Municipalities (FCM) on December 1, 2011. This is a follow-up to my letter dated August 23, 2011, which provided your membership with an update on the Comprehensive Economic and Trade Agreement (CETA) negotiations with the European Union (EU) and is publicly available on your website.

It was a pleasure to welcome municipal leaders from across the country to Parliament Hill and engage in direct discussions on issues of particular interest to municipalities, including on municipal procurement in the context of negotiations toward a CETA with the EU.

Allow me to reiterate that municipalities have a key role to play in the delivery of our ambitious pro-trade plan. A successful CETA holds great potential for us to create more opportunities, jobs and prosperity in communities across Canada through increased trade and investment with the EU. The EU is already Canada's second-most important partner for trade and investment, and the relationship holds great potential for growth. Canada would gain preferential access to the EU, the wealthiest single market in the world. Removing barriers to trade in goods and services could bring a potential 20-percent boost to bilateral trade and gross domestic product gains of up to \$12 billion for Canada once implemented.

I took note of the FCM's request for additional information on the issue of procurement obligations in the CETA. I trust that the attached will be of assistance to the FCM and its members.

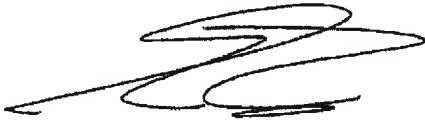
.../2

Canada

I am pleased to note the ongoing engagement with municipalities through the FCM-DFAIT Joint Working Group on International Trade, which allows for timely information sharing and a two-way dialogue on Canada's trade agenda and issues of relevance to the municipal sector. I appreciate our collaboration and encourage FCM members to continue to work closely with their respective provincial or territorial governments.

Once again, thank you for the opportunity to meet with the FCM Board of Directors and for your support. I look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, representing the signature of The Honourable Ed Fast.

The Honourable Ed Fast, P.C., Q.C., M.P.

Enclosure

c.c.: Mr. Don Downe, Mayor
District of Lunenburg, Nova Scotia
Chair of the FCM/DFAIT Joint Working Group on International Trade
Mr. Réjean Laforest, Councillor, Saguenay, Quebec
Mr. Jerrod Schafer, Mayor, City of Swift Current, Saskatchewan
Mr. Claude Dauphin, Second Vice-President, Mayor of Lachine

**Comprehensive Economic Trade Agreement (CETA)
Government Procurement
Questions & Answers**

What are the benefits of securing preferential access for Canadian businesses to the European Union's government procurement market?

- According to the European Commission, the European procurement market is the largest procurement market in the world, estimated at 1,700 billion euros (\$2.3 trillion) or 16% of gross domestic product.
- Government procurement commitments in international trade agreement:
 - Help promote transparency, non-discrimination, good governance, and offer opportunities for suppliers of goods and services;
 - Provide Canadian suppliers with a guarantee of predictable and secure access to foreign markets on an equal footing with domestic suppliers;
 - Helps increase competition, allowing government entities to ensure better value for taxpayer money for the goods and services procured.

Will the CETA Government Procurement Chapter prevent municipalities from adopting environmental or social criteria in conducting their procurements?

- No. All governments in Canada can continue to meet their socioeconomic objectives under international trade agreements. For example, the Canadian government implements a green procurement policy which is compliant with our international trade commitments. In situations that are specific to Canada, such as our commitments to aboriginal populations, exclusions are made under our trade commitments to allow for preference in procurement for Aboriginal peoples.
- In addition, all of Canada's international procurement obligations allow governments to implement social, environmental and sustainability criteria as long as these criteria are applied in a non-discriminatory manner.
- In addition, municipalities will be able to continue to use selection criteria such as quality, price (including transportation costs, duties, etc.), technical requirements or relevant prior experience.

Will the CETA prevent governments from sourcing goods and services locally to spur job creation and economic development?

- As a trading nation, it is the Government of Canada's belief that free and open markets are the best way to ensure the global economy can recover from this period of instability.
- It is in the best interest of communities to make efficient use of taxpayer dollars; government procurement commitments help to achieve this goal.

- Overall, Canada's procurement system is already quite open at all levels of government.
- Municipalities will continue to retain the ability to give preferences to local companies, in cases it so desires, with policy options such as:
 - Non-contractual agreements (e.g., grants, loans or fiscal incentives)
 - Government procurement in cases of procurements that are not subject to the CETA procurement obligations (e.g., below threshold, excluded goods or services)
- Furthermore, when a foreign supplier wins a bid, it can—and usually does—source and hire locally.

Will giving access to procurement by municipalities encourage privatization of public water systems?

- Nothing in any of Canada's international trade agreements can force countries to privatize or to deregulate their public services. Decisions to either privatize or deregulate in certain public sectors are guided by domestic policy decisions. When a government decides to do so, foreign companies who enter the market are always subject to Canadian laws and regulations.
- Obligations in the Government Procurement Chapter of the CETA will not force municipalities to privatize water distribution, nor prevent municipalities from setting standards to ensure that Canadians have access to safe drinking water.
- If public water treatment and distribution entities are covered under CETA, this simply means that any procurement of goods or services in support of the government ability to provide such water services would be required to follow the obligations of the chapter.

Will the CETA negotiations threaten municipalities' right to regulate?

- The CETA will not affect the ability of municipalities to regulate. All of Canada's international trade agreements preserve the right of countries to regulate, and to introduce and amend regulations to meet policy objectives, so long as these regulations do not apply in a discriminatory manner.
- The fundamental right of all levels of government in Canada to regulate in the public interest will not be jeopardized.
- Even in those sectors where Canada undertakes obligations, there is nothing that will exempt foreign services providers from complying with Canadian laws and regulations.

From:  radamson@civicnet.bc.ca
radamson@ubcm.ca

Tuesday, February 21, 2012 3:30:45 PM 

Subject: Local Government Awareness Week Member Release

RECEIVED

To:  lburch@grandforks.ca

FEB 22 2012

Cc:  Info City of Grand Forks

THE CORPORATION OF
THE CITY OF GRAND FORKS

Attachments:  LGAW- MEMBER NOTICE 2012.pdf

197K

Dear Lynne Burch,

Please distribute the attached Member Release accordingly.

Thank you.

This advisory is provided through a distribution system that is maintained and monitored by UBCM. To change or update the contact information for your organization, please contact radamson@ubcm.ca.

FILE CODE

WEB, 112 - Local Gov't Awareness Week Member Release



MEMBER RELEASE

February 21, 2012

TO: Mayor and Council
Chair and Regional District Boards

FROM: UBCM Secretariat

RE: **LOCAL GOVERNMENT AWARENESS WEEK & NATIONAL PUBLIC
WORKS WEEK: MAY 20 - MAY 26, 2012**

Local Government Awareness Week (LGAW) dates have been announced and will take place from **May 20 - May 26, 2012**, in conjunction with National Public Works Week.

This initiative is a partnership between UBCM, CivicInfo BC, Local Government Management Association, Ministry of Community, Sport and Cultural Development, Ministry of Education, Public Works Association and BC School Trustees Association.


Local Government Awareness Week was re-instated following the endorsement of resolution 2009-A2, which requested that the provincial government work with UBCM and other local government partner organizations to proclaim an annual local government week in British Columbia. The goal for the week is to generate awareness and educate the public about the roles and responsibilities of local government, and encourage the public to participate in local government processes.

Check out our new and improved website, www.lgaw.bc.ca to find out more information about LGAW, browse the resources on the site, and download information to help you get started. Also, tell us about your plans for LGAW 2012, and we will post them on the website weekly for others to see.

And finally, we will again be offering an Excellence Award for Best Practices, Best Civic Engagement. If your local government plans to participate in LGAW, this category is for you. We want to hear what you did and how you engaged your community. Please look for the Excellence Awards application package on the UBCM website starting early June.

Thank you for participating and we look forward to hearing about your activities!

For questions about this initiative, please contact our staff support, Marylyn Chiang, at mchiang@ubcm.ca, or 604.270.8226 ext.110.

From:  swebber@ubcm.ca
Subject: Synopsis of Provincial Budget 2012

Tuesday, February 21, 2012 4:55:01 PM 

To:  lburch@grandforks.ca
Cc:  Info City of Grand Forks

RECEIVED

FEB 22 2012

THE CORPORATION OF
THE CITY OF GRAND FORKS

Attachments:  UBCM_IntheHouse_Provincial_21_Feb_2012.pdf

182K

Dear Lynne Burch,

Please see the attached synopsis of those elements of the 2012 Provincial Budget that relate to local government.

This advisory is provided through a distribution system that is maintained and monitored by UBCM. To change or update the contact information for your organization, please contact radamson@ubcm.ca.

FILE CODE

WES112 - SYNOPSIS OF PROVINCIAL BUDGET 2012



in THE HOUSE

February 21, 2012

Budget 2012

Earlier today Finance Minister Kevin Falcon tabled the 2012 Budget in the Legislature. The Budget forecasts a deficit for 2011-12 of \$2.5 billion, \$968 million in 2012-13, and surpluses of \$154 million in 2013-14 and \$250 million in 2014-5.

The total provincial debt is forecast to be \$57.6 billion in 2012-13, \$62.7 billion in 2013-14 and \$66.4 billion in 2014-15. Taxpayer supported debt is forecast to be \$38.7 billion in 2012-13, \$41.7 billion in 2013-14 and \$43.7 billion in 2014-15.

Local Government Finance

Permanent Tax Cap for B.C. Ports

Subject to approval of the Legislature, the current 2018 expiry date would be removed from the Ports Property Tax Act.

New SCIF Program

Included in the Budget is a new 3-year Strategic Community Investment Funds (SCIF) program for 2012-2014, which provides for payment of Small Community, Regional District, and Traffic Fine Revenue Sharing grants on the basis of a payment schedule set out in an agreement between the Province and each individual local government.

Total payments under the SCIF program will be equivalent to what would otherwise have been paid under the Small Community, Regional District and Traffic Fine Revenue Sharing

programs, and total amounts remain consistent with prior years. The only change is in the timing of payments and the need to enter into an agreement in relation to the funds, as was the case for the first iteration of the SCIF program in 2009.

Although the total funding amount remains consistent, the amounts payable to each individual local government may change from previous years due to such things as changes in population and new incorporations.

As with the 2009 SCIF program, local governments must sign a SCIF agreement before their first payment can be made. The Ministry of Community, Sport and Cultural Development has advised UBCM that it expects to distribute SCIF Agreements to local governments within the next few days.

We expect that the 2012 SCIF agreement will be very similar to the 2009 SCIF agreement. In signing the agreement, the local government will be committing to develop a plan for the intended use of the funds and set performance target(s) for the funds, as well as to annually reporting to the public on the plan and progress made towards the performance target(s).

Subject to approval of the Legislative Assembly, the first SCIF payment is due to be made by March 31, 2012. Therefore, Councils and Boards are advised to consider the SCIF Agreement at their earliest opportunity, ideally before March 23, 2012.

Hotel Room Tax & Resort Municipality Initiative

The provincial Hotel Room Tax will be re-implemented at the same time as the PST. The tax rate will be 8 per cent, the same rate as prior to harmonization, and the tax will apply in the same way it did prior to the HST. To streamline the administration, collection and remittance of provincial taxes, short-term accommodation will be taxed under the same legislation as the PST and the separate Hotel Room Tax Act will be repealed.

As announced previously, the two per cent municipal and regional district hotel room tax levied on behalf of local governments, regional districts, and eligible entities such as tourism associations that are used for local tourism marketing, programs and projects will continue.

The British Columbia Resort Municipality Initiative provided eligible resort municipalities with a portion of the provincial hotel room tax. When the hotel room tax was eliminated with the introduction of the HST, funding for resort municipalities was continued. Provincial government funding for eligible resort municipalities will continue with the reimplementation of the PST.

Provincial Initiatives and Services

Funding For Auditor General for Local government

The Budget allocates \$2.6 million to establish the office of the Auditor General for Local Government.

Funding for Independent Investigations Office

The Budget allocates \$9.3 million to implement an Independent Investigations Office to

investigate incidents involving municipal police and the RCMP that result in serious harm or death.

Authority for Certain Partial Property Tax Exemptions Provided

In some cases the Crown, which is exempt from tax, is a registered owner of property together with one or more taxable owners. Under the Acts, if one or more registered owners of a property are taxable, the entire property is taxable. The Acts are amended to provide the authority to exempt from property tax the proportion of a property owned by the Crown or its agent.

Provincial Support for BC Ferries Unchanged

The Provincial Support for BC Ferries Services Inc. remains as defined in the existing contract.

Carbon Tax Review

The Carbon Tax was implemented on July 1, 2008 and the final scheduled increase will take effect on July 1, 2012. No further increases or expansions are planned at this time.

Over the next year, the government will undertake a comprehensive review of the Carbon Tax and its impact on British Columbians. The review will cover all aspects of the Carbon Tax, including revenue neutrality, and will consider the impact on the competitiveness of BC businesses such as the agricultural sector, and in particular, BC's food producers. British Columbians will have the opportunity to make written submissions to the Minister of Finance. Changes will be considered as part of the 2013 Budget process.

Home Ownership Affordability

B.C. First-Time New Home Buyers' Bonus

The new B.C. First-Time New Home Buyers' Bonus will be a temporary, one-time refundable income tax credit for first-time home buyers who purchase a newly constructed home. The credit will be calculated as five per cent of the purchase price of the home, up to a maximum credit of \$10,000.

The credit will be phased out at a rate of 20 per cent of net income in excess of \$150,000 for single individuals and at a rate of 10 per cent of family net income in excess of \$150,000 for couples. Only one credit can be claimed per home.

The credit will be available on purchases of newly constructed housing where both the HST applies and where a written agreement of purchase and sale is entered-into on or after February 21, 2012.

Threshold for Home Owner Grant Phase-out Increased

As announced on January 3, 2012, the threshold for the phase-out of the home owner grant is increased from \$1,150,000 to \$1,285,000 for the 2012 tax year. This increase ensures that at least 95 per cent of homeowners are eligible for the full grant, consistent with longstanding government policy.

For properties valued above the threshold of \$1,285,000, the grant is reduced by \$5 for every \$1,000 of assessed value in excess of the threshold.

Low-Income Veteran's Supplement Introduced

A veteran's home owner supplement for qualifying low-income veterans under the age of 65 who have served in the Canadian Forces as officers or non-commissioned members will be made available in 2012 and in the years following.

The supplement is intended to provide low-income veterans with the same home owner grant enhancements that already apply to seniors, some persons with disabilities and their families, and certain veterans of older conflicts and their spouses.

Arts and Recreation Programs

Children's Fitness Credit and Children's Arts Credit Introduced

The Budget provides for a new Children's Fitness Credit and a new Children's Arts Credit.

The Children's Fitness Credit is a non-refundable tax credit of 5.06 per cent of eligible expenditures up to \$500 for each child, providing a benefit of up to \$25 per child.

The Children's Arts Credit is a non-refundable tax credit of 5.06 per cent of eligible expenditures up to \$500 for each child, providing a benefit of up to \$25 per child. For both the Children's Fitness Credit and the Children's Arts Credit, eligible expenditures are those that qualify for the federal children's fitness credit and children's arts credit.

"jacquest@comox.ca" <jacquest@comox.ca>
"jallen@parksville.ca" <jallen@parksville.ca>
"janderson@revelstoke.ca" <janderson@revelstoke.ca>
"jedha@lantzville.ca" <jedha@lantzville.ca>
"jeinarson@pemberton.ca" <jeinarson@pemberton.ca>
"jgreenlees@squamish.ca" <jgreenlees@squamish.ca>
"jill.logan@radiumhotsprings.ca" <jill.logan@radiumhotsprings.c...
"jim.hendricks@fernien.ca" <jim.hendricks@fernien.ca>
"jmarsh@qualicumbeach.com" <jmarsh@qualicumbeach.co...
"jsteele@district.sechelt.bc.ca" <jsteele@district.sechelt.bc.ca>
"jzakall@osoyoos.ca" <jzakall@osoyoos.ca>
"karen.blakely@esquimalt.ca" <karen.blakely@esquimalt.c...
"kchen@sidney.ca" <kchen@sidney.ca>
"kooistra@chilliwack.com" <kooistra@chilliwack.com>
"kostraat@summerland.ca" <kostraat@summerland.ca>
"ksinclair@abbotsford.ca" <ksinclair@abbotsford.ca>
"kwatson@bimbc.ca" <kwatson@bimbc.ca>
"laura.Mercer@nanaimo.ca" <laura.Mercer@nanaimo.ca>
"lcoughlin@gibsons.ca" <lcoughlin@gibsons.ca>
"lyn.salvil@telus.net" <lyn.salvil@telus.net>
"lynn.durand@vancouver.ca" <lynn.durand@vancouver.ca>
"marty.radakovich@vancouver.ca" <marty.radakovich@vancouver.ca>
"mdeweerd@districtoftaylor.com" <mdeweerd@districtoftaylor.com>
"midwaybc@shaw.ca" <midwaybc@shaw.ca>
"mmason@cumberlandbc.net" <mmason@cumberlandbc.ne...
"montcao@telus.net" <montcao@telus.net>
"XT: Whistler, Municipality ENV:IN" <info@whistler.ca>
"XT:Alonzi, Laura CITZ:IN" <lalonzi@westvancouver.ca>
"XT:Klassen, Ken J CITZ:IN" <kenk@lumby.ca>

Cc: "Taylor, Samantha L FIN:EX" <Samantha.Taylor@gov.bc.ca>

Attachments: message.rtf
winmail.dat

35K
12K

Hello. There were two changes to the Land Tax Deferment Act included in the budget that was announced yesterday.

Fire Insurance Requirement Removed for Homeowners with Sufficient Equity

Effective for the 2012 and future tax years, the Act will be amended to remove the fire insurance requirement and to replace it with a more general requirement. In calculating whether the homeowner has a minimum amount of equity in the property, the calculation will now exclude uninsured improvements to the property.

The application form still has a box where the applicant is to confirm if they have fire insurance or not, and there is a reference in the guide portion of the application, under the equity calculator to let applicants know to contact this office if they don't have fire insurance to obtain qualification information. If there is no fire insurance we will use the BC Assessment

Value of the residential land portion only in the equity calculation.

Eligibility of Leaseholders to Defer Tax Clarified

The Act will be amended to clarify that beginning with the 2012 tax year no new leaseholders will be eligible to defer taxes. Any leaseholders who currently defer taxes will be grandparented and will not be affected by this change.

Please let me know if you have any questions in regards to these changes.

Thank you.

Lori Kirk

Director

Property Tax Deferment, Service and Information

Property Taxation Branch

Ministry of Finance

Phone: 250 387-5469

<mailto:Lori.Kirk@gov.bc.ca>

VISION: Trusted financial and economic leadership for a prosperous province

TASK LIST FOR MEETINGS SCHEDULED FOR FEBRUARY 20th, 2012

ACTION ITEMS	ASSIGNED	COMPLETED
PRIMARY COMMITTEE MEETING		
<p>a) RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY GERRY FOSTER OF THE GRAND FORKS INTERNATIONAL BASEMENT TOURNAMENT ORGANIZATION WITH REGARD TO INFORMATION ON SPORT TOURISM, ECONOMIC DEVELOPMENT AND THE GRAND FORKS INTERNATIONAL BASEBALL TOURNAMENT FOR THE COMMUNITY, AND TO REFER ANY FINANCIAL REQUESTS FOR COUNCIL'S CONSIDERATION IN THE CITY'S 2012 BUDGETING PROCESS.</p> <p>b) RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY GEORGE LONGDEN OF THE GRAND FORKS COMMUNITY TRAILS SOCIETY WITH REGARD TO INFORMATION ON THE LINKING COMMUNITIES PROJECT, AND TO REFER ANY FINANCIAL REQUESTS FOR COUNCIL'S CONSIDERATION IN THE CITY'S 2012 BUDGETING PROCESS.</p>	<p>No further action required</p> <p>Cecile</p>	<p>Referred for consideration in budgeting process</p>
REGULAR MEETING OF COUNCIL		
Reports, Questions & Inquiries from Members of Council:		
1. Councillor Wyers:		
<p>RESOLVED TO "RE-CONVENE" THE GRAND FORKS ENVIRONMENT COMMITTEE ESTABLISHED IN JANUARY 2011 THAT REPLACED THE FORMER BOUNDARY AIR QUALITY COMMITTEE, TO RESUME THE WORK OF THE COMMITTEE IN THE CATEGORIES OF AIR QUALITY, WATER SUSTAINABILITY AND CARBON NEUTRALITY UNDER THE REVISED TERMS OF REFERENCE ATTACHED.</p> <p>AND BE IT FURTHER RESOLVED THAT FUNDING OF \$10,000 BE MADE AVAILABLE IN THE 2012 FINANCIAL PLAN TO PURSUE OBJECTIVES INCLUDING THE IMPLEMENTATION OF NEPHELOMETER MONITORING IN PARTNERSHIP WITH THE UNIVERSITY OF VICTORIA AND A SUBSEQUENT APPLICATION TO THE CANADA SUMMER STUDENT PROGRAM BY FEB 28, 2012 FOR THE PURPOSE OF HIRING A SUMMER STUDENT FOR TRAINING, MONITORING AND EDUCATING THE PUBLIC.</p> <p>RESOLVED THAT COUNCIL APPOINT COUNCILLOR WYERS AS REPRESENTATIVE FROM COUNCIL FOR THE ENVIRONMENT COMMITTEE, AND COUNCILLOR SMITH AS THE ALTERNATE REPRESENTATIVE.</p>	<p>Councillor Wyers to advise on date & venue for first meeting</p> <p>Cecile</p> <p>No further action necessary</p>	<p>Referred to the budgeting process</p>
2. Councillor Smith:		
a) RESOLVED THAT STAFF BRING FORWARD A REPORT TO REVIEW THE REMUNERATION OF TRAVEL EXPENSE ALLOWANCES POLICY WITH REGARD TO THE CITY PAYING FOR SPOUSAL COSTS FOR BANQUETS & RECEPTION MEALS WHILE ATTENDING CONFERENCES.	Diane	Referred to March 5 th Agenda
Recommendations From Staff for Decisions:		
<p>a) Chief Administrative Officer's Report – Corporate Strategic Plan</p> <p>RESOLVED THAT COUNCIL RECEIVES THE CHIEF ADMINISTRATIVE OFFICER'S REPORT DATED FEBRUARY 13TH, 2012, REGARDING THE CORPORATE STRATEGIC PLAN FOR 2012-2014, AND FURTHER APPROVES THE PLAN AS PRESENTED.</p>	Council and Management	Actions within the Plan to go forward with their timelines
Summary of Information Items:		
a) 841 Royal Canadian Air Cadets Squadron's Sponsorship Committee – requesting financial support for their organization. Recommend to refer their request to the 2012 Budget Process.	Cecile	Referred to the budgeting process
b) From the Boundary Youth Soccer Association – Their request for funding in the amount of \$3,000. Staff has advised the Association that Grant In Aid applications are not being taken at this time, but that their request for funding, be it Council's wish, could be considered in the 2012 Budgeting process.	Cecile	Referred to the budgeting process
c) From the Boundary Restorative Justice Program – Request for funding in the amount of \$641.00. Recommend to refer their request for funding consideration in the 2012 Budgeting Process.	Cecile	Referred to the budgeting process

<p>d) From the Royal Canadian Legion – request for yearly advertising support – ¼ Page advertising in the yearly Military Service Recognition Book. Recommend that Council support the Legion by purchasing a ¼ page ad for \$450.00 plus tax as they have in the past.</p> <p>RESOLVED THAT COUNCIL SUPPORTS THE BC/YUKON ROYAL CANADIAN LEGION BY PURCHASING A ¼ PAGE AD IN THEIR ANNUAL MILITARY SERVICE RECOGNITION BOOK FOR THE AMOUNT OF \$450.00 PLUS TAXES AS COUNCIL HAS IN THE PAST YEARS.</p>	Diane to notify the Legion	Done
<p>e) Earth Hour email request for the City's consent for a proposed recipient in this year's Community Challenge on March 31st. Fortis BC would like to recognize the Sunshine Valley Child Care Society as this year's recipient of Energy Savings upgrade of up to \$5,000 <i>should</i> Grand Forks be the community with the highest rate of participation in the Earth Hour Community Challenge 2012. Recommend that Council consider authoring Staff to advise FortisBC that Sunshine Valley Child Care Society be the recipient of an energy savings upgrade should the City of Grand Forks have the highest rate of participation in the 2012 Earth Hour Community Challenge.</p>	Diane to notify Fortis BC	Done
<p>f) AKBLG – Notice of Annual General Meeting and Final call for resolutions 2012. Council to note that the deadline for submitting resolutions is February 20th, 2012.</p> <p>Resolution One: THE DISTRIBUTION OF HIGH-ENERGY CAFFEINE DRINKS AND IMPACT TO CHILDREN</p> <p>WHEREAS TODAY'S CHILDREN OF ANY AGE CAN PURCHASE HIGH-ENERGY CAFFEINE DRINKS OVER THE COUNTER AT THEIR LOCAL GROCERY OR CONVENIENCE STORE CAUSING A GROWING CONCERN OF THE HEALTH IMPACT OF THESE DRINKS ON CHILDREN.</p> <p>THEREFORE BE IT RESOLVED THAT AKBLG URGE UBCM TO REQUEST THAT HEALTH CANADA RESTRICT THE SALE OF HIGH-CAFFEINE ENERGY DRINKS TO CHILDREN.</p> <p>Resolution Two:</p> <p>WHEREAS THERE IS NO BC WILDLIFE MANAGEMENT PLAN TO DEAL WITH INCREASING WILDLIFE CONFLICT;</p> <p>THEREFORE BE IT RESOLVED THAT THE AKBLG URGE UBCM TO LOBBY THE PROVINCIAL GOVERNMENT FOR A PROVINCIAL WILDLIFE MANAGEMENT PLAN UNDER THE MINISTRY OF ENVIRONMENT AND TO ADDRESS, AS WELL, THE SHORTAGE OF CONSERVATION OFFICERS THAT CURRENTLY EXISTS.</p>	<p>Resolution sent to AKBLG by February 20th</p> <p>Resolution sent to AKBLG by February 20th</p>	<p>Done (Councillor Wyers)</p> <p>Done (Councillor Wyers)</p>
Bylaws:		
None		
Late Items:		
QUESTIONS FROM THE PUBLIC & THE MEDIA:		