

THE CORPORATION OF THE CITY OF GRAND FORKS  
AGENDA – SPECIAL MEETING

Tuesday May 15th, 2012 – 10:00 AM  
Council Chambers

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1. <b><u>CALL TO ORDER</u></b>	Call to Order	Call Meeting to Order at 10:00 AM
2. <b><u>RECESS TO IN-CAMERA MEETING</u></b>	Resolution required to go into an in-camera meeting	Adopt resolution as per Section 90 as follows:  <b>RESOLVED THAT</b> COUNCIL CONVENE AN IN-CAMERA MEETING AS OUTLINED UNDER SECTION 90 OF THE COMMUNITY CHARTER TO DISCUSS MATTERS IN A CLOSED MEETING WHICH ARE THE SUBJECT OF SECTIONS 90(1)(I) DISCUSSIONS WITH MUNICIPAL OFFICERS AND EMPLOYEES RESPECTING MUNICIPAL OBJECTIVES, MEASURES AND PROGRESS REPORTS FOR THE PURPOSES OF PREPARING AN ANNUAL REPORT UNDER SECTION 98 OF THE COMMUNITY CHARTER.  <b>BE IT FURTHER RESOLVED THAT</b> 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.
3. <b><u>ADOPTION OF SPECIAL MEETING AGENDA:</u></b>	Adoption of May 15th, 2012, Special Meeting Agenda	Adopt Agenda
4. <b><u>REGISTERED PETITIONS AND DELEGATIONS:</u></b>		
5. <b><u>UNFINISHED BUSINESS:</u></b> None		
6. <b><u>RECOMMENDATIONS FROM STAFF FOR DECISIONS:</u></b> a) Chief Administrative Officer's		

Report –

7. **BYLAWS:**
  - a) Bylaw No. 1932 – 2012 Annual Property Tax Rates  
A bylaw to impose rates on all taxable land and improvements for the year ended December 31, 2012  
Council considers giving Bylaw No. 1932 Final Reading.
  - b) Bylaw No. 1933 – Amendment to the Flat Tax Bylaw  
A bylaw to amend the City of Grand Forks Flat Tax Bylaw No. 1804  
Council considers giving Bylaw No. 1933 Final Reading.
8. **LATE ITEMS:**
9. **QUESTIONS FROM THE PUBLIC AND THE MEDIA**
10. **ADJOURNMENT:**

# THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

**DATE** : **May 10, 2012**  
**TOPIC** : **Fuel Management on City Properties**  
**PROPOSAL** : **Approval of Ministry of Forests Proposed Fuel Management on City Properties**  
**PROPOSED BY** : **Ministry Staff / City Staff**

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## **SUMMARY:**

The City has received a proposal for fuel management treatment of specified city properties from the Ministry of Forests, Land and Natural Resource Operations. The Ministry is trying to be proactive in advance of the forest fire season, and is offering to assist in conducting fuel management activities on municipal lands, as a wildfire prevention method. This proposal intends on using Initial Attack Crews who are stationed at the Fire Base at the Grand Forks Airport. These are seasonal crews employed from March to September and their primary function is to fight forest fires, however at this time the crews are able to undertake wildfire management activities.

The Ministry's proposal involves city-owned land west of Angus MacDonald Park commonly known as "Parcel Z", and legally described as Plan 28940, KAP65879, KAP65880, and KAP76970. This proposal mainly involves thinning and pruning of trees on these described lands in accordance with the Ministry's proposal which is attached and identified as "Attachment 1".

While this proposal will see the Ministry funding the labour costs for the project, it is not without cost for the City. The municipality will have to undertake consultation with the public. Attached and identified as "Attachment 2", is an article complete with picture that could be included in the City's newsletter. Staff would further recommend some newspaper advertising and direct mail outs to those adjacent residents. City crews will also be required to deal with the chipping of the debris from the project inasmuch as the City's fire regulation bylaw will prohibit the on-site burning of the debris.

If we move forward with the project, it must be recognized that it will take time for the City to complete our due diligence and the project may or may not be completed before the advance of the forest fire season. The Ministry advises that should the primary wildfire season prevent the project completion in 2012, that the works will be continued in 2013.

## **STAFF RECOMMENDATIONS:**

**Option 1: That the Chief Administrative Officer's Report, dated May 10, 2012, relative to a proposal received from the Ministry of Forests, Land and Natural Resource Operations, to conduct fuel management activities on city-owned properties, to prevent wildfires, be received, and approved by Council subject to the completion of a public consultation period involving newspaper articles and personally delivered notices to adjacent property owners, and subject to the Manager of Operations confirming that there are available city crews to conduct the clean up and chipping of debris within the existing municipal operations budget.**

## OPTIONS AND ALTERNATIVES:

**Option 1:** That the Chief Administrative Officer's Report, dated May 10, 2012, relative to a proposal received from the Ministry of Forests, Land and Natural Resource Operations, to conduct fuel management activities on city-owned properties, to prevent wildfires, be received, and approved by Council subject to the completion of a public consultation period involving newspaper articles and personally delivered notices to adjacent property owners, and subject to the Manager of Operations confirming that there are available city crews to conduct the clean up and chipping of debris within the existing municipal operations budget: This option will allow for the fuel management activities to proceed on city-owned property subject to certain conditions, including public consultation.

**Option 2:** Council receives the Chief Administrative Officer's Report, dated May 10, 2012, relative to a proposal received from the Ministry of Forests, Land and Natural Resource Operations, to conduct fuel management activities on city-owned properties, to prevent wildfires, be received for information. This option suggests that Council is not interested in conducting fuel management activities.

## BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

**Option 1:** After the 2003 summer wildfire season which saw numerous communities in the southern interior, including Grand Forks, impacted by wildfires, the Province undertook a fuel management exercise, which resulted in a fuel management plan for the entire province. This plan provides for the cleaning of the underbrush, as well as thinning and pruning lower branches to which tend to allow fire to spread quickly. This proposal falls within this plan. The benefit to this option is that city lands would be treated at a cost mostly borne by the province. The disadvantage to this option is that it is not without cost to the City for clean-up and chipping of debris and for the conduct of public consultation.

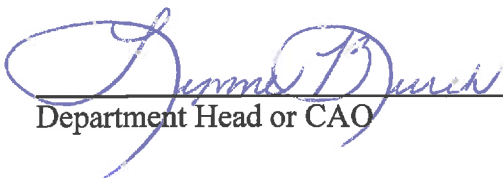
**Option 2:** The only advantage to this option would be the status quo. The City would not have to be concerned about making our crews available to clean up the property in question once the forestry crews were done. The disadvantage to this option would be the lost opportunity to partner with the province for fuel management treatment on city property.

## COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

The cost to the City for our crews to clean up and chip the debris from the fuel management practice, as well as incidental expenses will have to be funded from our existing operations budget; otherwise there is no funding to undertake this activity.

## LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Council has the authority to direct activities on city-owned lands. The City has had previous experience in partnering with the provincial government for the betterment of our community.

  
Department Head or CAO

  
Reviewed by Chief Administrative Officer





## Ministry of Forests, Lands and Natural Resource Operations Wildfire Management

File:00146-20/Grand Forks

May 09/2012

Mr James Katasonoff  
Forest Protection Technician  
Boundary Fire Zone  
Grand Forks

Ms. Lynne Burch  
Administrator  
City of Grand Forks

Re: Fuel Management on City Properties

Dear Madam;

The Wildfire Management Branch manages a Fire Base located in Grand Forks. The Initial Attack Crew resources located at this Base consist of a minimum of three IA crews whose primary function is to be ready and available to respond to wildfires. However, there are times when some of these crews are able to undertake wildfire management activities like fire hazard reduction and forest fuel management. Our crews have a seasonal employment term from March to September.

I am proposing that the City of Grand Forks consider a fuel management treatment project on city-owned lands which would utilize the IA crews. This project is small in scope but it will meet some of the objectives set out in the Grand Forks Community Wildfire Protection Plan and the fundamental objectives of fuel management as a wildfire prevention method.



Subject to City of Grand Forks Council's approval, the project would consist of thinning and pruning on city-owned properties described as: 6800 24<sup>th</sup> Street, Plan 28940, KAP65879, KAP65880, KAP76970.

A summary of works would include pruning and thinning to an agreed upon level and specifics are proposed in Appendix B.

Our crews would provide the project labour only. Any community consultation and correspondence pre and post project would be the responsibility of the City of Grand Forks.

Yours sincerely,

James Katasonoff

Attachments: Appendix A; Appendix B;

## Appendix A General WMB and Client Expectations

1. City of Grand Forks is responsible for any community communication and consultation.
2. City of Grand Forks to confirm and assist with field marking the property boundary.
3. Wildfire Management Branch Crews will provide the operational labour for the project free of charge.
4. WMB crews will manage their own supervision, first aid and communication requirements adhering to Worksafe regulations.
5. WMB crews will provide their own safety and operational equipment for the project.
6. Incidental expense costs like chainsaw fuel and equipment maintenance to be negotiated and agreed upon prior to the commencement of works.
7. Debris disposal method to be determined by the City of Grand Forks. The City of Grand Forks is responsible for burning, chipping or removing the debris.
8. WMB can provide labour to assist the City of Grand Forks conduct chipping. Crews will consult City of Grand Forks staff to determine debris piling requirements to accommodate chipping.
9. City of Grand Forks to manage chipping operation is chosen as the debris disposal method.
10. WMB crew primary responsibility is to prepare and respond to wildfires. Fuel Management work is secondary and crews will complete the project work as time permits during their seasonal work term.
11. Efforts will be made to complete the project during the 2012 work term. If primary wildfire workload or other unknown circumstances prevent completion, works will resume at the start of the 2013 crew work term.
12. Crew work hours and days will be between Monday and Friday and between the hours of 08:00 and 18:00 only unless agreed upon. Works will be intermittent between existing primary workload responsibilities.
13. Crews will leave a 10m buffer of untreated fuels adjacent to occupied private property to maintain a privacy and aesthetic buffer. No tree falling will occur within two tree lengths of any power line, structure and occupied private property line.

## Appendix B General Fuel Treatment Specifics

1. All large trees over 12.5 cm diameter at breast height will be retained unless further thinning is desired and agreed upon between WMB and the City of Grand Forks.
2. Mature conifer trees will be pruned up to 4m or to a maximum of 60% of the live crown.
3. High value wildlife trees will be retained.
4. Understorey regeneration, sapling and pole layers will be thinned where required to maintain adequate crown separation and decrease crown fire hazard on remaining fuels. Target will be 2-3m crown separation.
5. Areas of dead surface fuel concentration will be removed and reduced to decrease crown fire hazard.
6. Larger coarse woody debris will be retained to help maintain natural ecosystem fundamentals.
7. Some regeneration and pole layers will be retained to maintain a diverse and clumpy distribution in the residual fuels. Random regeneration retention will be maintained.
8. Slash resulting from treatment work will be disposed of using the agreed upon method (burning or chipping).
9. Stumps will be cut flush and as close to the soil surface as possible
10. Deciduous tree species and live shrubs and bushes will be maintained and not treated.
11. All additional fuel management treatment will require consultation and approval of City of Grand Forks staff.

# Attachment 2

Wildfire Management Branch Initial Attack fire crews will be assisting the City of Grand Forks in reducing and preparing for the impacts of unwanted wildfire. Parcel Z, located behind Extra Foods is an area where fire crews will be working to prune, thin and remove accumulations of dead forest fuels like ponderosa pine needles. Commonly known as fuel modification, the area will act as a demonstration site where private landowners can view a typical fuel treatment to understand what actions they can do to protect their homes implementing recommendations from the Home Owners Fire Smart Manual.

WMB crews will be conducting work during their regular work hours when they are not preparing and responding to wildfires which is their first priority. Small trees under 6 inches will be removed and lower branches or "ladder fuels" will be pruned off the remaining trees. In addition, areas of dead flammable forest fuels like pine needle accumulations will be raked and removed. The city will be chipping or hauling the debris off the site with the help of the WMB crews. Fuel modification helps to reduce the severity of a wildfire if one were to occur and reduces the probability that a ground fire will climb up into the tops or crowns of the trees. Crown fires are more challenging to extinguish for fire suppression staff and permanently damage trees.





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

**DATE** : **May 8, 2012**  
**TOPIC** : **Bylaw 1932 – Annual Tax Rates Bylaw**  
**PROPOSAL** : **Final Reading**  
**PROPOSED BY** : **Chief Financial Officer**

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**SUMMARY:**

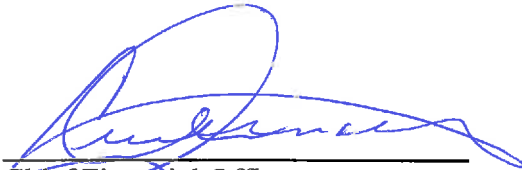
The Community Charter requires each Municipality to approve a Tax Rates Bylaw no later than May 15 for the current year. At the Regular Meeting of Council on May 7, 2012, Council gave three readings to Bylaw No. 1932, Annual Tax Rates Bylaw. Bylaw 1932 is now presented for final reading.

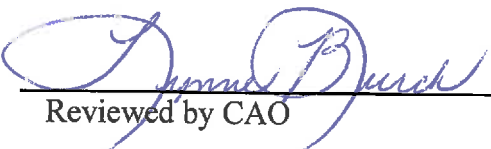
**STAFF RECOMMENDATIONS:**

Council proceeds with final adoption of Bylaw No. 1932.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The authority to adopt this bylaw is contained in the Community Charter.

  
\_\_\_\_\_  
Chief Financial Officer

  
\_\_\_\_\_  
Reviewed by CAO

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**BYLAW NO. 1932**

**A Bylaw to Impose Rates on all Taxable Land  
And Improvements for the Year Ended December 31, 2012.**

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**WHEREAS** the Community Charter, requires that, after adoption of the financial plan, but before May 15<sup>th</sup> in each year, Council must, by bylaw, impose property value taxes for the year by establishing tax rates;

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

1. That Bylaw No. 1910, cited as "2011 Annual Tax Rates Bylaw", be hereby repealed.
2. The following Tax Rates are hereby imposed and levied for the Year Ended December 31, 2012:
  - a) For all lawful **GENERAL PURPOSES** of the Municipality on the value of all taxable land and improvements, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part of the bylaw;
  - b) For **WEST KOOTENAY BOUNDARY REGIONAL HOSPITAL PURPOSES** on the value of all taxable land and improvements, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part of the bylaw;
  - c) For **KOOTENAY BOUNDARY REGIONAL HOSPITAL DISTRICT PURPOSES** on the value of all taxable land and improvements, rates appearing in Column "C" of Schedule "A" attached hereto and forming a part of the bylaw;
  - d) For purposes of the **REGIONAL DISTRICT OF KOOTENAY BOUNDARY** on the value of all taxable land and improvements rates appearing in Column "D" of Schedule "A" attached hereto and forming a part hereof;
3. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
4. Pursuant to Section 233 of the Community Charter
  - a) The due date for taxes shall be the 3rd day of July, 2012
  - b) The Collector shall, as soon as is practicable on or after the 4th day of July 2012, add to the unpaid taxes of the current year, in respect of each parcel of land and improvements thereon upon the real property tax roll, ten percentum of the amount unpaid as of the 3rd day of July, 2012

5. This Bylaw may be cited, for all purposes, as the “**2012 Annual Tax Rates Bylaw**”.

Read a **FIRST** time this 7<sup>th</sup> day of May 2012.

Read a **SECOND** time this 7<sup>th</sup> day of May 2012.

Read a **THIRD** time this 7<sup>th</sup> day of May 2012.

**FINALLY ADOPTED** this 15<sup>th</sup> day of May, 2012

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Mayor Brian Taylor

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Corporate Officer

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

I hereby certify the foregoing to be a true copy of Bylaw No. 1932 as passed by the Municipal Council of the City of Grand Forks on the 15th day of May, 2012

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

**Schedule "A"**  
**City of Grand Forks**  
**2012 Property Tax Rates Bylaw 1932**

Property Class	Description	"A"	"B"	"C"	"D"
		General Municipal	West Kootenay Boundary Regional Hospital District	Kootenay Boundary Regional Hospital District	Regional District of Kootenay Boundary
(Dollars of tax per \$1,000 taxable assessed value)					
1	Residential	3.5701	0.2281	0.0087	2.0826
2	Utility	37.6499	0.7984	0.0304	7.2893
4	Major Industry	37.8947	0.7756	0.0295	7.0810
5	Light Industry	10.5536	0.7756	-	-
6	Business/Other	9.0002	0.5589	0.0213	5.1025
8	Rec/Non-Profit	3.9987	0.2281	0.0087	2.0826
9	Farm	4.0209	0.2281	0.0087	2.0826

**City of Grand Forks  
2012 Combined Property Tax Rates**

**CITY TAXES**

**PROPERTY TAXES REQUISITIONED BY OTHER AUTHORITIES**

**PROVINCIAL**

Property Class	Description	General Municipal	West Kootenay Boundary Regional Hospital District	Kootenay Boundary Regional Hospital District	Regional District of Kootenay Boundary	PROVINCIAL					COMBINED TOTALS
						School	Police	MFA	BCAA		
1	Residential	3,5701	0.2281	0.0087	2.0826	2.7381	0.3032	0.0002	0.0599	8.9909	
2	Utility	37.6499	0.7984	0.0304	7.2893	14.2000	1.0613	0.0007	0.5113	61.5413	
4	Major Industry	37.8947	0.7756	0.0295	7.0810	6.4000	1.0309	0.0007	0.5113	53.7237	
5	Light Industry	10.5536	0.7756	0.0295	7.0810	6.4000	1.0309	0.0007	0.1843	26.0556	
6	Business/Other	9.0002	0.5589	0.0213	5.1025	6.4000	0.7429	0.0005	0.1843	22.0106	
8	Rec/Non-Profit	3.9987	0.2281	0.0087	2.0826	3.4000	0.3032	0.0002	0.0599	10.0814	
9	Farm	4.0209	0.2281	0.0087	2.0826	6.9000	0.3032	0.0002	0.0599	13.6037	

*Provincial Industrial Property Tax Credit  
It should be noted that the Industrial (Class 4 & 5) will receive an offset of 60% to School Taxes*

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

**DATE** : **May 8, 2012**  
**TOPIC** : **Bylaw 1933 – Flat Tax Bylaw Amendment**  
**PROPOSAL** : **Final Reading**  
**PROPOSED BY** : **Chief Financial Officer**

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**SUMMARY:**


The Community Charter requires each Municipality to approve a Tax Rates Bylaw no later than May 15 for the current year. At the Regular Meeting of Council on May 7, 2012, Council gave three readings to Bylaw No. 1933, Flat Tax Bylaw Amendment in conjunction with the Tax Rates Bylaw. Bylaw 1933 is now presented for final reading.

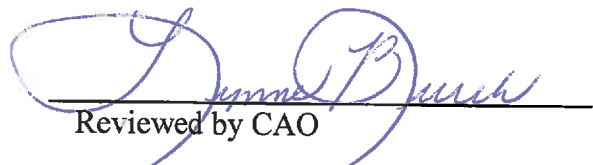
**STAFF RECOMMENDATIONS:**

Council proceeds with final adoption of Bylaw No. 1933.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The authority to adopt this bylaw is contained in the Community Charter.

  
\_\_\_\_\_  
Chief Financial Officer

  
\_\_\_\_\_  
Reviewed by CAO

# THE CORPORATION OF THE CITY OF GRAND FORKS

## BYLAW NO. 1933

### A Bylaw to Amend the City of Grand Forks Flat Tax Bylaw No. 1804

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**WHEREAS** Section 200 of the *Community Charter* provides that Council may, by bylaw, impose a flat tax on parcels to provide all or part of the funding for a service;

**AND WHEREAS** Council considers it desirable to impose a flat tax on parcels for the service of "Municipal Road Maintenance" including snow removal, snow plowing, sanding, pothole patching, grading, ditching, shouldering, inspections, traffic signs and traffic crosswalks;

**AND WHEREAS** costs have been incurred by the City in providing "Municipal Road Maintenance Services" within the City that benefit all owners of real property within the City;

**AND WHEREAS** it is deemed desirable and expedient to impose and levy a flat tax on those parcels benefitting from such service to meet such costs;

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

1. This Bylaw may be cited for all purposes as the "**City of Grand Forks Flat Tax Amendment Bylaw No. 1933, 2012**".
2. That Bylaw No. 1804 Section 6 Tax Rate be deleted and replaced with the following:

***Imposition of Tax:***

6. *The tax imposed by this bylaw is the following:*
  - (a) Parcels without improvements - \$ 10.00 per parcel
  - (b) Parcels with improvements - \$ 40.00 per parcel
  - (c) Improvements only - \$ 30.00

Read for a **FIRST** time this 7th day of May, 2012

Read for a **SECOND** time this 7th day of May, 2012

Read for a **THIRD** time this 7th day of May, 2012

**FINALLY ADOPTED** on this 15<sup>th</sup> day of May, 2012

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

\_\_\_\_\_  
Corporate Officer – Diane Heinrich

### **CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1933, as adopted by the Municipal Council of the Corporation of the City of Grand Forks on the 15th day of May, 2012.

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