

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

**Monday, October 22<sup>nd</sup>, 2012 – 7:00 p.m.  
Council Chambers City Hall**

|    | <b><u>ITEM</u></b>   | <b><u>SUBJECT MATTER</u></b>   | <b><u>RECOMMENDATION</u></b>  |
|----|--|--|---|
| 1. | <b><u>CERTIFICATE FOR YEARS OF SERVICE PRESENTATION</u></b>  |  |   |
| 2. | <b><u>CALL TO ORDER</u></b>  | 7:00 p.m. Call to Order  | Call Meeting to Order at 7:00 p.m.  |
| 3. | <b><u>RECESS TO PRIMARY COMMITTEE MEETING</u></b>  |  | Recess meeting into Primary Committee Meeting. Reconvene Regular Meeting at conclusion of Primary Committee Meeting |
| 4. | <b><u>REGULAR MEETING AGENDA</u></b>   | October 22 <sup>nd</sup> , 2012 Agenda   | Adopt Agenda  |
| 5. | <b><u>MINUTES</u></b> <ul style="list-style-type: none"><li>- October 9<sup>th</sup>, 2012</li><li>- October 9<sup>th</sup>, 2012</li></ul>  | Special Meeting Minutes<br>Regular Meeting Minutes   | Adopt Minutes<br>Adopt Minutes  |
| 6. | <b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b><br>None   |  |   |
| 7. | <b><u>UNFINISHED BUSINESS:</u></b><br>None   |  |   |
| 8. | <b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u></b> <ul style="list-style-type: none"><li>a) Corporate Officer's Report</li></ul>                      | 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.      |
| 9. | <b><u>REPORT FROM THE COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u></b> <ul style="list-style-type: none"><li>a) Corporate Officer's Report</li></ul> | The City's Representative to the Regional District of Kootenay Boundary will report to Council on actions of the RDKB. | Receive the Report.   |

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

- a) Airport Manager's Report-  
Boundary Hospital Heliport

The City is in receipt of a letter from the Interior Health Authority requesting Council support on the proposal for IHA to construct a heliport at the Boundary Hospital property.

That the Staff report be received and further that Council authorizes Staff to send a letter to Transport Canada advising that the City supports the construction and operation of a Heliport at the Boundary Hospital as outlined by Interior Health Authority

- b) City Staff Report – Application  
for a Development Permit

The City is in receipt of a Development Permit Application by Brown Bridge Ventures Ltd., agents for the new owners of the Winnipeg Hotel, to demolish the existing structure (damaged by fire in Spring, 2012), and to replace it with a new 2,532 square foot retail commercial building.

Council approves the issuance of a Development Permit to Brown Bridge Ventures Ltd. for the property known as 426 Central Avenue, which intends to demolish the current building known as the Winnipeg Hotel and to allow the construction of a new retail commercial building on said property, subject to Council being satisfied with the following:

- Building Site
- Building Materials
- Building Color
- Landscaping Details and,
- Articulation of the East Wall (along 4<sup>th</sup> Street)

11. **REQUESTS ARISING FROM  
CORRESPONDENCE:**

None

12. **INFORMATION ITEMS**

- Summary of Informational Items

Information Items 12(a) to 12(h)

Receive the items and direct staff to act upon as recommended

13. **BYLAWS**

None

14. **LATE ITEMS**

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

16. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING OF COUNCIL  
TUESDAY, OCTOBER 9<sup>TH</sup>, 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    |
| NEW CHIEF ADMINISTRATIVE OFFICER | D. Allin    |
| CORPORATE OFFICER                | D. Heinrich |
| DEPUTY FINANCIAL OFFICER         | R. Shepherd |

The Chair called this Special Meeting to order at 4:00 p.m.

---

---

IN-CAMERA RESOLUTION:

MOTION: O'DOHERTY / WYERS

**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, AND 90 (1)(k), NEGOTIATIONS AND RELATED DISCUSSIONS RESPECTING THE PROPOSED PROVISION OF A MUNICIPAL SERVICE THAT ARE AT THEIR PRELIMINARY STAGES, AND THAT, IN THE VIEW OF THE COUNCIL, COULD REASONABLY BE EXPECTED TO HARM THE INTERESTS OF THE MUNICIPALITY IF THEY WERE HELD IN PUBLIC.**

**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: KROG

NOT ADOPTED  
SUBJECT TO CHANGE

RESOLVED THAT THIS SPECIAL MEETING OF COUNCIL BE ADJOURNED AT 4:01  
P.M.

CARRIED.

---

**CERTIFIED CORRECT:**

\_\_\_\_\_  
MAYOR BRIAN TAYLOR

\_\_\_\_\_  
CORPORATE OFFICER –DIANE HEINRICH

THE CORPORATION OF THE CITY OF GRAND FORKS

**REGULAR MEETING OF COUNCIL**  
**TUESDAY OCTOBER 9<sup>th</sup>, 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    |
| NEW CHIEF ADMINISTRATIVE OFFICER | D. Allin    |
| DEPUTY FINANCIAL OFFICER         | R. Shepherd |
| CORPORATE OFFICER                | D. Heinrich |

GALLERY

---

---

**CALL TO ORDER:**

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

---

---

**ADOPTION OF AGENDA:**

MOTION: KENDEL / SMITH

**RESOLVED THAT** THE OCTOBER 9<sup>TH</sup>, 2012, REGULAR MEETING AGENDA BE ADOPTED AS CIRCULATED.

CARRIED.

---

---

**MINUTES:**

MOTION: O'DOHERTY / KROG

**RESOLVED THAT** THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON MONDAY, SEPTEMBER 17<sup>TH</sup>, 2012, BE ADOPTED AS CIRCULATED.

CARRIED.

---

**MINUTES:**

MOTION: WIRISCHAGIN / SMITH

**RESOLVED THAT THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, SEPTEMBER 17<sup>TH</sup>, 2012, BE ADOPTED AS CIRCULATED.**

CARRIED.

---

MOTION: WYERS / KROG

**RESOLVED THAT THE MINUTES OF THE PRIMARY COMMITTEE MEETING OF COUNCIL HELD ON MONDAY, SEPTEMBER 17<sup>TH</sup>, 2012, AND ALL RECOMMENDATIONS CONTAINED THEREIN BE ADOPTED AS CIRCULATED.**

CARRIED.

---

**REGISTERED PETITIONS AND DELEGATIONS:**

- a) Corporate Officer's Report – Columbia Basin Alliance for Literacy (CBAL)

Sheila Dobie, representative for the Columbia Basin Alliance for Literacy made a presentation to Council requesting Council's participation by appointing a liaison to sit on the organization's Community Literacy Advisory Committee.

MOTION: O'DOHERTY / WYERS

**RESOLVED THAT COUNCIL RECEIVES THE PRESENTATION MADE BY SHEILA DOBIE OF THE COLUMBIA BASIN ALLIANCE FOR LITERACY COUNCIL REGARDING THEIR REQUEST FOR COUNCIL'S PARTICIPATION ON THE ORGANIZATION'S COMMUNITY LITERACY ADVISORY COMMITTEE, AND APPOINTS COUNCILLOR NEIL KROG AS THE LIAISON FOR THE COMMUNITY LITERACY ADVISORY COMMITTEE.**

CARRIED.

- 
- b) Corporate Officer's Report – Grand Forks & District Fall Fair Society

Les Braden, president of the Grand Forks & District Fall Fair Society, made a presentation to Council requesting that the City provide one of the three proposed parcels 1) Sugimoto Land, located at the north end of town; 2) Parcel Z, along 68<sup>th</sup> Avenue; or 3) 3.5 acres located at the end of Dick Bartlett Park; as suggested by the Society as a permanent home for the Grand Forks Fall Fair.

Councillors Wirischagin and O'Doherty inquired as to how many acres the Fall Fair would require. Mr. Braden advised that the current fall fair used all of Dick Bartlett Park plus the 3.5 acres in front of the Silver Kettle development, which was a suitable size. Councillor Wyers asked if the Fall Fair Society had any partners that would support the Grand Forks Fall Fair in their initiative, and Mr. Braden advised that he had a number of letters of support from several different organizations that would be interested in participating in the use of a property. Council advised Mr. Braden that they would like to see a Business Plan from the Fall Fair Society and the participating groups on their requirements for a multipurpose venue prior to Council making any decision on this matter. Mr. Braden

advised that the organization will work on a Business Plan to be presented to Council at a later date.

MOTION: O'DOHERTY / SMITH

**RESOLVED THAT COUNCIL RECEIVES THE PRESENTATION MADE BY LES BRADEN OF THE GRAND FORKS FALL FAIR SOCIETY REGARDING THE ORGANIZATION'S REQUEST FOR THE CITY TO PROVIDE A PARCEL OF LAND AS A PERMANENT LOCATION FOR THE GRAND FORKS FALL FAIR. CARRIED.**

---

---

**UNFINISHED BUSINESS**

None

---

---

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

**Councillor Wirischagin:**

Councillor Wirischagin advised that he had no report this evening.

---

**Councillor O'Doherty:**

Councillor O'Doherty advised that he had no report this evening.

---

**Councillor Wyers:**

Councillor Wyers reported on the following items:

- She reported on her attendance at an Environment Committee meeting on September 20th, and advised that there will be a meeting for the Nephelometer volunteers on October 23<sup>rd</sup> to schedule for the winter months' monitoring. She advised that the Nephelometer report for the summer months' monitoring can be obtained at City Hall.
- She reported on her attendance at a September 24<sup>th</sup> conference regarding health care challenges, where she welcomed those members attending the conference. She also spoke of the excellent work that the area's Hospital Auxiliary Group for the Boundary Hospital does.
- She reported on her attendance at a September 27<sup>th</sup>, "Biz After Biz" event hosted at the Christina Lake Living Arts Centre and sponsored by the BC Regional Chamber of Commerce. She advised that several businesses from the area turned out for the event.
- She reported on her attendance at an October 2nd Boundary Economic Development Committee Meeting, and advised that the reduction in funding next year will open discussions for potential avenues for which to branch out.

---

**Councillor Kendel:**

Councillor Kendel reported on the following items:

- He reported on his attendance at the 2013 UBCM Conference in Victoria and advised that it was a privilege to have attended the conference and the several workshops while at the conference. He spoke with regard to the large amount of information which was provided on several topics important to Local Government.
- He reported his attendance at a BEDC Meeting on October 2<sup>nd</sup>.
- He reported on his attendance, today, at a meeting of the Boundary Museum Society, and advised that the organization had a banner year. He further spoke of the Society's plans to construct a blacksmith shop on the premises at Fructova.

---

**Councillor Krog:**

Councillor Krog reported on the following items:

- He reported on his attendance at a BEDC meeting on Oct 2<sup>nd</sup>, and advised that it was an excellent meeting and that the future focus looks good.

---

**Councillor Smith:**

Councillor Smith reported on the following items:

- On September 18<sup>th</sup>, he reported on his attendance at the Deer Count at 6:30 AM which was followed by a Deer Committee Meeting. He advised that the committee had a good discussion on where the committee needed to go forward.
- He reported on his attendance at the Environment Committee Meeting on September 20<sup>th</sup>, and advised that he is working with Jenny Coleshill on getting some bat houses put up in the community. Councillor Smith further advised that bats play an important part in our eco-system, and are integral in mosquito control. He reported that they have identified appropriate locations to put bat houses. He further reported that at the same meeting, there was a discussion on pesticide collection wherein he advised he is working with an organization involved in the safe disposal of agricultural pesticides and domestic pesticides. Councillor Smith advised that October 17<sup>th</sup> to 24<sup>th</sup> is Pesticide Week.
- He reported on his attendance at the 2013 UBCM Conference in Victoria and spoke with regard to the informative sessions which he attended. He further advised that he had an opportunity to talk to Premier Christy Clark at the UBCM.

MOTION: SMITH / O'DOHERTY

**RESOLVED THAT THE MAYOR SEND A LETTER INVITING PREMIER CHRISTY CLARK TO VISIT OUR AREA.**  
CARRIED.



**Mayor Taylor:**

The Mayor advised that he was including his Regional District of Kootenay Boundary report in with his regular report:

- He spoke with regard to the hosting of a meeting with the US/Canadian Border Customs and 9 or 10 neighbouring local governments. He advised that this event should be a Regional District initiative.
- He reported on this attendance at a Deer Committee Meeting on September 18<sup>th</sup> and that Frank Moreland will be providing some secretarial work and compiling statistical information on behalf of the committee. The Mayor reported that a member of the committee advised that White Tail deer are becoming rare throughout the province and that Grand Forks is one of the last main areas for them.
- The Mayor advised that the Green Bin program is going forward and that both City Staff and the Regional District Staff are working hard at educating the public on the new program.

MOTION: SMITH / WIRISCHAGIN

**RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL GIVEN VERBALLY AT THIS MEETING INCLUDING THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.**

CARRIED.

---

---

**REPORT FROM THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY (VERBAL)**

- Included in above report

---

---

**RECOMMENDATIONS FROM STAFF FOR DECISIONS:**

- a) Corporate Officer's Report – License of Occupation for the Rotary Customs House

Council to allow the continued location of the Rotary Customs House on City owned property, the courtyard of the Gallery 2 Building under a License of Occupation

MOTION: O'DOHERTY / WYERS

**RESOLVED THAT COUNCIL APPROVES THE ATTACHED LICENSE OF OCCUPATION AND FURTHER AUTHORIZES CITY SIGNATORIES TO COMPLETE THE LICENSE OF OCCUPATION ALLOWING THE ROTARY CLUB OF GRAND FORKS THE CONTINUED USE OF THE HISTORIC COURTHOUSE COURTYARD PROPERTY FOR THE LOCATION OF THE ROTARY CUSTOMS HOUSE.**

CARRIED.

**REQUESTS ARISING FROM CORRESPONDENCE:**

None

---

**INFORMATION ITEMS:**

MOTION: KENDEL / WIRISCHAGIN

**RESOLVED THAT** INFORMATION ITEMS NUMBERED 10(a) TO 10(i)

**BE RECEIVED AND ACTED UPON AS RECOMMENDED AND/OR AS AMENDED.**

**CARRIED.**

- a) From Ministry of Forest, Lands & Nat. Resources response to the Mayor's Letter - Regarding Marshall Lake / Province Dam. **Recommend to receive for information.**
- b) Thank-you Correspondence from Selkirk College - Thanking Council for the work that was done on the parking lot adjacent to the College Campus. **Recommend to receive for information.**
- c) Correspondence from Crime Stoppers - Requesting Funding Support to operate program in the area. **Last year, Council offered funding to Crime Stoppers in the amount of \$500 by way of a membership. Council may consider doing this again by adopting a resolution.**

MOTION: O'DOHERTY / KENDEL

**RESOLVED THAT** COUNCIL DETERMINES TO OFFER FUNDING IN THE AMOUNT OF \$500 BY WAY OF A MEMBERSHIP IN THE WEST KOOTENAY BOUNDARY CRIME STOPPERS TO BE FUNDED FROM COUNCIL MEMBERSHIPS. **CARRIED.**

.....

- d) Correspondence from Alex Atamanenko, MP - Congratulating Lynne Burch, CAO on her retirement from the City. **Receive to receive for information.**
- e) Correspondence from Alex Atamanenko, MP - Congratulating Doug Allin, on his appointment as new CAO for the City. **Recommend to receive for information.**
- f) Correspondence from the Royal Canadian Legion - Request for the annual Poppy Campaign. **Council grants permission for the Legion to hold their poppy distribution in the downtown area prior to Remembrance Day. Council has previously included the yearly donation of \$100.00 to the Poppy Campaign in the 2012 Budgeting process which will be submitted to the organization. Members of Council to advise if they intend to participate in this year's November 11<sup>th</sup> Ceremony. Council advised all will be in attendance.**

MOTION: O'DOHERTY / KENDEL

**RESOLVED THAT COUNCIL GRANTS PERMISSION TO THE ROYAL CANADIAN LEGION TO HOLD THEIR POPPY DISTRIBUTION IN THE DOWNTOWN AREA PRIOR TO REMEMBRANCE DAY AND FURTHER GRANTS PERMISSION TO THE LEGION TO CONDUCT THEIR REMEMBRANCE DAY CEREMONIES ON NOVEMBER 11th AS IN PREVIOUS YEARS.** CARRIED.

- g) Live Smart BC Kootenay Regional Small Business Service available - Correspondence outlines eligibility criteria for the Small Business Program. **Recommend to receive for information.**
- h) From BC Water & Waste Association - Advising of the Planning Stages and participation examples for Drinking Water Week – 2013. **Recommend to receive for information- staff to refer a copy of the correspondence to the Environment Committee.**
- i) Sept 17th Task List – List of Completed and In-Progress Tasks. **Recommend to file.**

---

**BYLAWS:**

- a) Corporate Officer's Report – Bylaw No. 1931 – Roxul Road Closure Bylaw

Council's consideration of final reading for Bylaw No. 1931

MOTION: O'DOHERTY / SMITH

**RESOLVED THAT BYLAW No. 1931, CITED AS "The Roxul Closure Bylaw No. 1931, BE GIVEN FINAL READING.**

CARRIED.

- 
- a) Corporate Officer's Report – Bylaw No. 1941, 2013 Annual Tax Exemption Bylaw

Councillor Wirischagin stated his intention to vacate Council Chambers at this time due to the fact that his wife, Jessica, is involved in the Grand Forks Child Care Society, an organization that is included in the 2013 Annual tax Exemption Bylaw and that in participating in the matter, he may be perceived to be in a conflict of interest. Councillor Wirischagin left Council Chambers at 7:54 p.m.

MOTION: O'DOHERTY / SMITH

**RESOLVED THAT BYLAW No. 1941, CITED AS "2013 Annual Tax Exemption Bylaw No. 1941, 2012, BE GIVEN FINAL READING.**

CARRIED.

Councillor Wirischagin returned to Council Chambers at 7:55 pm.

---

---

**QUESTIONS FROM THE PUBLIC AND THE MEDIA:**

Geoff Danish – He commented with regard to the Roxul Road Closure and that his main concern is having free access to the roads without having offset roads for the trailers. The Mayor advised that Council will review the options proposed to them as far as the plans which were provided in the Staff report.

Les Johnson – Advised that the public may now watch the Environment Committee meeting on U-Tube.

Nigel James – He spoke with regard to the new three way Stop Sign at Cyprus Way and inquired as to why they were installed.

---

---

**ADJOURNMENT:**

MOTION: O'DOHERTY

**RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE ADJOURNED AT 8:16 P.M.**  
**CARRIED.**

---

---

**CERTIFIED CORRECT:**

\_\_\_\_\_  
MAYOR BRIAN TAYLOR

\_\_\_\_\_  
CORPORATE OFFICER- DIANE HEINRICH

# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

DATE : October 15th, 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 :** October 15th, 2012  
**TOPIC :** Report - from the Council's Representative to the Regional District of Kootenay Boundary  
**PROPOSAL :** Regional District of Kootenay Director representing Council  
Will report on actions and issues being dealt with by the  
Regional District of Kootenay Boundary  
**PROPOSED BY :** Procedure Bylaw / Council

---

## **SUMMARY:**

Under the City's Procedures Bylaw No. 1889, 2009, the Order of Business permits the City's representative to the Regional District of Kootenay to report to Council and the Community on issues, and actions of the Regional District of Kootenay Boundary.

## **STAFF RECOMMENDATION:**

**Option 1:** Receive the Report.

## **OPTIONS AND ALTERNATIVES:**

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

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

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

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


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

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

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

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

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

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

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

# THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

**DATE** : **October 19, 2012**

**TOPIC** : **Boundary Hospital Heliport**

**PROPOSAL** : **Request for Consenting Resolution to Enable the Interior Health Authority to construct a Heliport**

**PROPOSED BY** : **Interior Health Authority**

---

## **SUMMARY:**

We are in receipt of a letter from the Interior Health requesting a resolution supporting the proposal for the Interior Health Authority to construct a Heliport at the Boundary Hospital property.

## **STAFF RECOMMENDATIONS:**

**Option 1:** Council adopts the supporting resolution as requested by Interior Health stating: Council authorizes Staff to send a letter to Transport Canada advising that the City supports the construction and operation of a Heliport at the Boundary Hospital as outlined by Interior Health.

**Option 2:** Council declines to adopt the supporting resolution.

## **OPTIONS AND ALTERNATIVES:**

**Option 1: Council adopts the consenting resolution enabling the Interior Health Authority to construct a Heliport on the Boundary Hospital property:** Council adopts the supporting resolution as requested by Interior Health stating: Council authorizes Staff to send a letter to Transport Canada advising that the City supports the construction and operation of a Heliport on the Boundary Hospital property as outlined by Interior Health.

**Option 2: Council declines to adopt the supporting resolution.** The Interior Health Authority will not have the support of the City of Grand Forks in the construction of a Heliport on the Boundary Hospital property.

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

**Option 1:** A letter of support from City Council to Interior Health Authority /Transport Canada to construct a Heliport on the Boundary Hospital property. This will expedite transportation time for critically injured patients so they can receive medical treatment.

**Option 2:** The disadvantage to not adopting the supporting resolution will may be perceived that the City is not in support of this initiative.

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

There are no direct cost impacts to the City of Grand Forks

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

From time to time the City supports private agencies and other government factions in their applications for development and/or funding requirements.

  
\_\_\_\_\_  
Department Head or CAO

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

# THE CORPORATION OF THE CITY OF GRAND FORKS

7217 - 4TH STREET, BOX 220 • GRAND FORKS, BC V0H 1H0 • FAX (250) 442-8000 • TELEPHONE (250) 442-8266



October 19, 2012

Mayor and Council

**Re: Boundary Hospital Helipad**

The City of Grand Forks has been approached by the Interior Health Authority with a request to send a letter of non-opposition to Transport Canada in regards to a proposal to construct a Helipad on the grounds of the Boundary Hospital.

The heliport is compatible with the existing site use and any potential expansion. The constructed Heliport will not impact any future municipal development in the immediate vicinity of the Boundary Hospital.

Staff sees no reason to oppose the proposed Helipad located adjacent to Boundary Hospital.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Wayne Kopan", is written over a horizontal line.

Wayne Kopan  
Airport Manager





# Interior Health

October 10, 2012

City of Grand Forks  
PO Box 220  
7217 4<sup>th</sup> St  
Grand Forks, BC  
VOH 1H0

Attention: Doug Allin, Chief Administrative Officer

Dear Sir:

**Re: Boundary Hospital Heliport**

I am writing as the official representative of Interior Health Authority to request a letter of non-opposition for Interior Health Authority to undergo the construction and operation of the Boundary Hospital heliport.

This regulatory requirement by Transport Canada states that a letter of non-opposition must accompany the Aerodrome Application Form for a heliport to receive federal certification. Interior Health Authority will be responsible for this submission.

This request is being made with the understanding that the City of Grand Forks has no objection to Interior Health Authority moving forward with the construction effort. We believe that the Boundary Hospital heliport, as conceived by GroundEffect Aerodrome Consulting Ltd., represents the best interests of all city residents.

I therefore ask you to provide a letter of non-opposition (sample attached) addressed to Transport Canada stating that the City of Grand Forks has no objection to the Boundary Hospital heliport construction.

Should you need to clarify any details, you may reach me at 250-354-9067 or by email at [steve.mcewan@interiorhealth.ca](mailto:steve.mcewan@interiorhealth.ca)

You may also contact Ron German, Civil Aviation Safety Inspector with Transport Canada at 604-666-0619.

Sincerely,

Steve McEwan, Director of Plant and Maintenance Services - Interior Health

**British Columbia Ambulance Service**  
**Transported Airevacs From or To Grand Forks Airport**  
**Calendar Year 2010**

| <b>Station Involved in Transportation</b> | <b># of Trips TO Grand Forks Airport</b> |
|---|--|
| 280 - Vancouver (Airevac)                 | 1  |
| 380 - Kelowna (Airevac)                   | 2  |
| <b>Total</b>                              | <b>3</b>                                 |

| <b>Station Involved in Transportation</b> | <b># of Trips FROM Grand Forks Airport</b> |
|---|--|
| 280 - Vancouver (Airevac)                 | 4  |
| 283 - Vancouver (ITT)                     | 1  |
| 380 - Kelowna (Airevac)                   | 10   |
| 432 - Trail CCT                           | 1  |
| 580 - Prince George (Airevac)             | 1  |
| <b>Total</b>                              | <b>17</b>                                  |





Image © 2012 Google

IHA / Boundary Hospital



76 Ave

22 St

77 Ave

21 St



FLIGHT PATH TO KELOWNA  
FROM THE IHA HELIPAD

FLIGHT PATH TO VANCOUVER  
FROM THE IHA HELIPAD



IHA - BOUNDARY HOSPITAL

Grand Forks

Cross  
Highway

Almond Gardens

Nursery

41

Image © 2012 DigitalGlobe

© 2012 Google

Image © 2012 Province of British Columbia

Image © 2012 GeoEye

49°03'49.18" N 118°31'53.21" W elev 11249 m

5/11/2010

Google

Eye alt

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

**DATE** : **October 15, 2012**

**TOPIC** : **Application for a Development Permit**

**PROPOSAL** : **Winnipeg Hotel Site Development Application**

**PROPOSED BY** : **City Staff (Urban Systems) / Brown Bridge Ventures Ltd.**

---

## **SUMMARY:**

The City has received an application from Brown Bridge Ventures Ltd. (0786581 BC Ltd.), agents for the new owners of the Winnipeg Hotel site located at 426 Central Avenue. The applicants have applied for a Development Permit to demolish the existing structure (damaged by fire in Spring 2012), and replace it with a new 2,532 square foot retail commercial building, proposed as a liquor distribution store. The applicant has noted that in addition to the fire damage, the cost to restore the building to modern building code would not be economically feasible (see attached photos). The proposed use is permitted within the current zoning of the property, CC – Commercial Core.

The property is located within the Historic Downtown Development Area of the City's Sustainable Community Plan, and as such a Development Permit is required. The demolition permit is being withheld until Council reviews and issues the Development Permit for the site. City staff has requested Urban Systems, the authors of the Community Plan, to provide comment and recommendations on this application. In addition to the guidelines within the plan, the City commissioned the City of Grand Forks Heritage Program, conducted by the BC Heritage Branch in 2011. To date, the City has not established a Community Heritage Register, nor is this building a municipally designated property; therefore, no heritage protection is afforded to the site.

The height and density of the proposed building fits in with the surrounding buildings, but the building is sited some 26 feet back from the front property line with no parking in the front of the building. The minimum setback distance from Central Avenue (governed by the Ministry of Transportation and Infrastructure) is 15 feet. In keeping with the pedestrian-oriented guidelines of the Downtown, the application should consider moving the building towards the street.

The applicant has not finalized the colour and materials for the design of the front façade, nor provided a colour and materials palette required for the Development Permit. The applicant will be providing this information at the Council meeting, for Council to review and determine the appropriate colour and materials selection. The applicant also has not provided a landscape planting plan, which will be required for bonding as part of the Development Permit.

Finally, the proposed east wall (facing 4<sup>th</sup> Street) is proposed as a blank wall, with no variation or articulation. It is recommended that the applicant add additional details or features to this wall to break up the monotony, through the use of colours, materials, and/or recessed areas. While these revisions are relatively minor, they are required to be addressed by the applicant prior to the Development Permit being issued by Council, as the approved package will be registered on title and used for landscape bonding purposes.



**STAFF RECOMMENDATIONS:**

**Option 1: That Council approves issuance of a Development Permit for the subject property, subject to Council being satisfied with the following:**

- Building siting
- Building materials
- Building colour
- Landscaping details
- Articulation of the East wall (along 4<sup>th</sup> Street)

**Option 2: That Council defer approval of the Development Permit for the subject property, and refer the matter back to staff to finalize details with the applicant.**

**Option 3: That Council deny issuance of the Development Permit.**

**OPTIONS AND ALTERNATIVES:**

**Option 1:** This option is the preferred option, provided that the applicant can provide and satisfy the design and landscaping issues identified in the staff report. The applicant has been notified of the request for additional information to be provided at the October 22, 2012 Council meeting.

**Option 2:** Should the applicant not provide the additional information in a timely manner, or in a form which is not satisfactory or complete, Council can elect to defer the Development Permit and send the matter back to staff, who will work closely with the applicant to resolve any outstanding issues and bring it back to Council for reconsideration.

**Option 3:** Council may determine that the proposed applicant does not meet the guidelines outlined in the Sustainable Community Plan and may deny issuance of the Development Permit. However, the reasoning must be based on strict technical requirements of not meeting the DP Guidelines, as the land use and density issues have been met within the Zoning Bylaw.

**BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

**Option 1:** The advantage of this option is that it will allow the redevelopment of a currently unused building, and provide economic benefit to the community. The disadvantage is that it will replace a building, albeit damaged by fire, that has been part of the City's fabric and history (although tools to salvage the building are extremely limited).

**Option 2:** This is the same as Option 1, with the advantage that City staff and the applicant have more time to work out the final details and designs of the site, prior to Council review. The disadvantage is that it potentially delays the project, and would be unnecessary provided that the applicant resolve the outstanding issues at the October 22<sup>nd</sup> Council meeting.


**Option 3:** This is only an option for Council if it can be shown that the applicant does not meet the technical criteria of the DP guidelines.

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

The applicant has paid the \$200.00 application fee for the Development Permit. Once constructed, the project will provide property tax revenue to the City, based on the assessed value of the land and improvements.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Sections 919 and 920 of the *Local Government Act* gives Council the authority to create Development Permit Areas within an Official Community Plan (the Grand Forks Sustainable Community Plan was adopted as an Official Community Plan).

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

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

## Attachment: Winnipeg Hotel Existing Site Photos



Looking from the North (Central Avenue)



Looking from the East (4<sup>th</sup> Street)



Looking from the South



Looking from the West



Fire Damaged Areas



Wood Siding below Foundation Wall



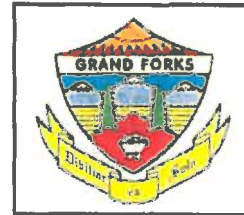
## THE CORPORATION OF THE CITY OF GRAND FORKS

### STAFF MEMORANDUM

**To:** Diane Heinrich, Corporate Officer  
Sasha Bird, Manager of Technical Services

**Date:** October 5, 2012

**From:** Kathy LaBossiere, Planning Tech



#### Winnipeg Hotel Site Development Permit Application

The City has received a development permit application from Brown Bridge Ventures Ltd., agents for the new owners of the Winnipeg Hotel site located at 426 Central Avenue. They are proposing to demolish the existing hotel building and build a new 2,532 square foot building set back 28 feet from Central Avenue, to fit in with the surrounding buildings and to have the look of a heritage building. The new building would be used as a liquor distribution store having the usual alcoholic beverages and some rare, hard to find wines.

The property is zoned Commercial Core and a retail establishment is a permitted use in the CC zone. However, the property is located in the Historic Downtown Development Permit area in the City's Sustainable Community Plan. The objectives and policies of the S.C.P. are to encourage the maintenance of heritage buildings, preserve the heritage character and protect the heritage value of the city centre.

The Historic Downtown Development Permit Area Justifications are to ensure that the heritage resources are protected, preserved and promoted. New buildings in this Development Permit Area should be constructed to respect the character of the surrounding buildings. The new proposed building fits in well with the shape and look of the mall, the Overwaitea building and the Pharmasave building.

The site plan shows the location of the new building and the required off-street parking spaces. The zoning Bylaw requires one parking space for every 484 square feet of building which calculates to 4 spaces. The applicants are supplying 6 spaces and one handicapped space. The site plan also shows the location of the off-street loading

On the site plan the applicants have used the existing access from Central Avenue as the access to the new building.

Section 961(1)(b) of the Local Government Act allows the withholding of a demolition and/or any other sort of permit when the property is in a community heritage register established under Section 954. The City of Grand Forks Heritage Program established the community registrar by specifying in the Sustainable Community Plan, the area in question.

The Ministry of Environment requires that a site profile be completed prior to the issuance of a development permit for properties that are zoned for Commercial use. The applicant has signed a declaration stating that the subject property has not been used for Industrial or commercial activity as defined in the list of "Industrial Purposes and Activities" Schedule 2 of the Contaminated Sites Regulations (a copy attached).

Respectfully submitted,

  
Kathy LaBossiere  
PLANNING TECH

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

7217-4<sup>th</sup> Street  
P.O. Box 220  
Grand Forks, B.C.  
VOH 1H0

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

**DEVELOPMENT PERMIT APPLICATION**

**APPLICATION FEE**      **\$200.00**

Receipt No. 158 095

Requirement of the City of Grand Forks Official Community Plan Bylaw No. 1541 for all multi-family, hillside development, commercial, light industrial and environmentally sensitive developments, alterations and subdivisions: All new development where City services are available, will be subject to Development Cost Charges.

Registered Owner(s): BROWN BRIDGE VENTURES LTD.  
0786581 B.C. LTD.

Mailing Address: 16 - 414 WEST AVE  
KELOWNA, B.C. V1Y 4Z2

Telephone:      Home: 250-859-3877 Work 250-859-3877 \*

Legal Description:

LOT 1 DISTRICT LOT 108 SIMILKAMEEN DIVISION YALE DISTRICT  
PLAN KAP 46322      017.570.221

Street Address: 425 CENTRAL AVE  
GRAND FORKS, B.C. V0H 1H0

**DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT**

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

William Irvine  
(signature)

JULY 27, 2012  
(date)

.OVER.....

MOT. 45m fr front.

Description of Proposed Subdivision and or Development to be included in the Development Permit Area:

---

---

---

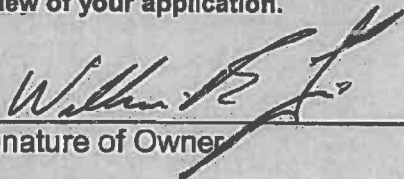
---

---

Submit the following information with the application:

1. For Commercial or Industrial subdivision applications – plan showing new lots to be created.
2. For development purposes, a legible site plan drawn to scale, showing the following:
  - (a) The boundaries and dimensions of the subject property.
  - (b) The location of any proposed or present buildings.
  - (c) Color rendition of proposed development.
  - (d) The location of off-street parking facilities.
  - (e) The location of off-street loading facilities.
  - (f) The location of any proposed access roads, screening, landscaping or fencing.
  - (g) The location of refuse containers and parking area lighting.
3. Professionally drawn site elevations, façade applications for proposed or present buildings, identifying colors, canopies, window trim and sign specifications.
4. Site Profile (if necessary in accordance with Section 946.2 of the Local Government Act).

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

  
Signature of Owner

July 27, 2012  
Date

#### AGENT'S AUTHORIZATION

I hereby authorize the person/company listed below to act on my behalf with respect to this application and that the information provided is full and complete and to the best of knowledge to be a true statement of the facts.

Name of Authorized Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
Owner(s) Signature of Authorization

August 10, 2012

Dear Mayor & Council;

RECEIVED

AUG 31 2012

THE CORPORATION OF  
THE CITY OF GRAND FORKS

We have applied for a Development Permit Application for 425 Central Avenue. We purchased the Winnipeg Hotel on July 28, 2012. After examining the hotel, we deemed that it is not a usable structure. Regardless of the fire damage, proceeding with any improvement, and subsequently bring it up to the proper building codes would not be economically feasible. We are aware that there is a variance on the title regarding the rear access to the second level of the building. We have looked closely at the exterior and the interior of the building, and deemed that there is no significant heritage value.

Our plan is to build a modern retail liquor store that Grand Forks can be proud of. In September 2011, we opened such a location at the Southwind Crossing Mall in Oliver, B.C. This store has become a destination location for locals and tourists. Our main focus will be on selling British Columbia wines, as well as other products that are expected in liquor stores. We currently have five other stores in the southern interior. This gives us the opportunity to sell wines that are hard to find in any other liquor store, private or government.

We plan to build on the history of the Winnipeg, by maintaining the name, and displaying historic pictures of the hotel and the community as part of our décor.

Yours truly

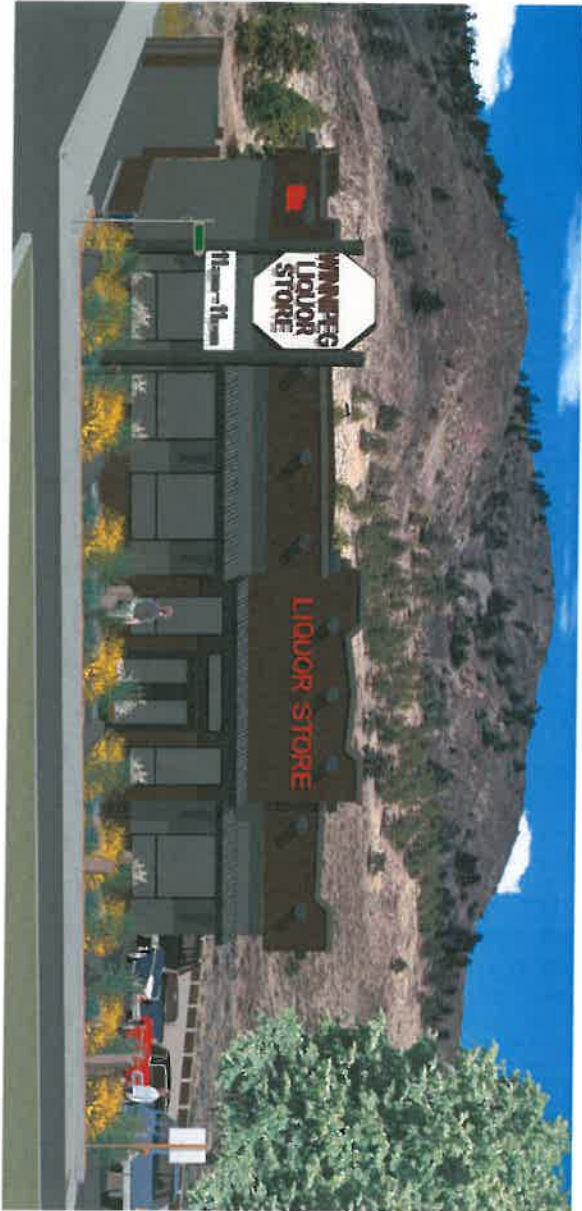


Bill Irvine

Winnipeg Liquor Store

FILE CODE  
Winnipeg Liquor Store -  
W1 - Plans for Bldg.





### 3D RENDERINGS

These Plans only for use at:  
**WINNIPEG LIQUOR STORE**  
 425 Central Avenue  
 Grand Forks, BC



#### NOTES:

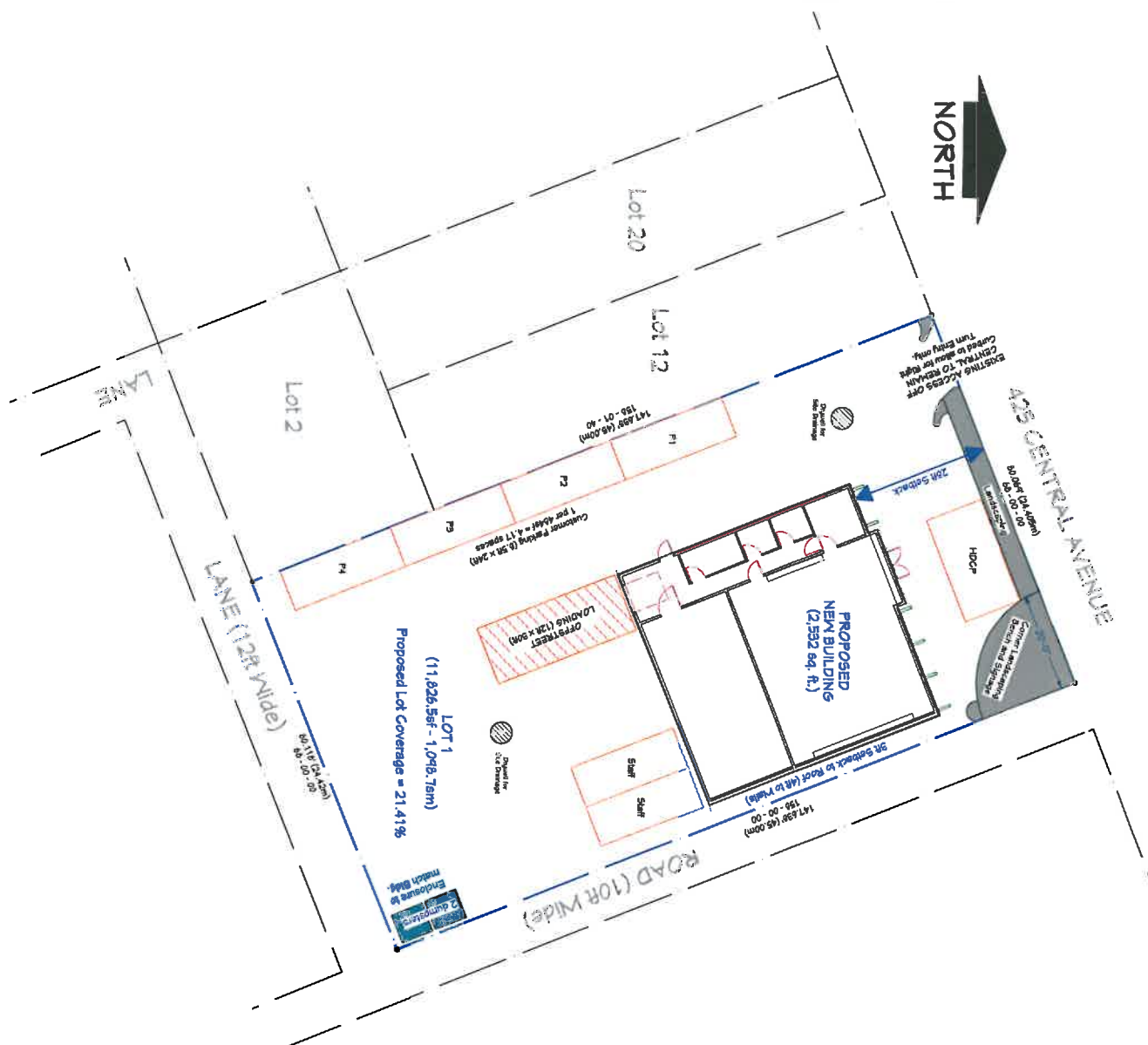
For Development Approval

**Scale: 1" = 15ft**

LEGAL DESCRIPTION  
Lot 1 Plan: KAP46322

## SITE ZONING: Commercial Core

These Plans only for use at:  
WINNIPEG LIQUOR STORE  
425 Central Avenue  
Grand Forks, BC



All designs remain the property of Grant Montgomery.  
They may not be reused without permission and payment.

**gmont@vip.net**  
**Box 736, Osoyoos, BC**  
**ph: (250) 495-5268**

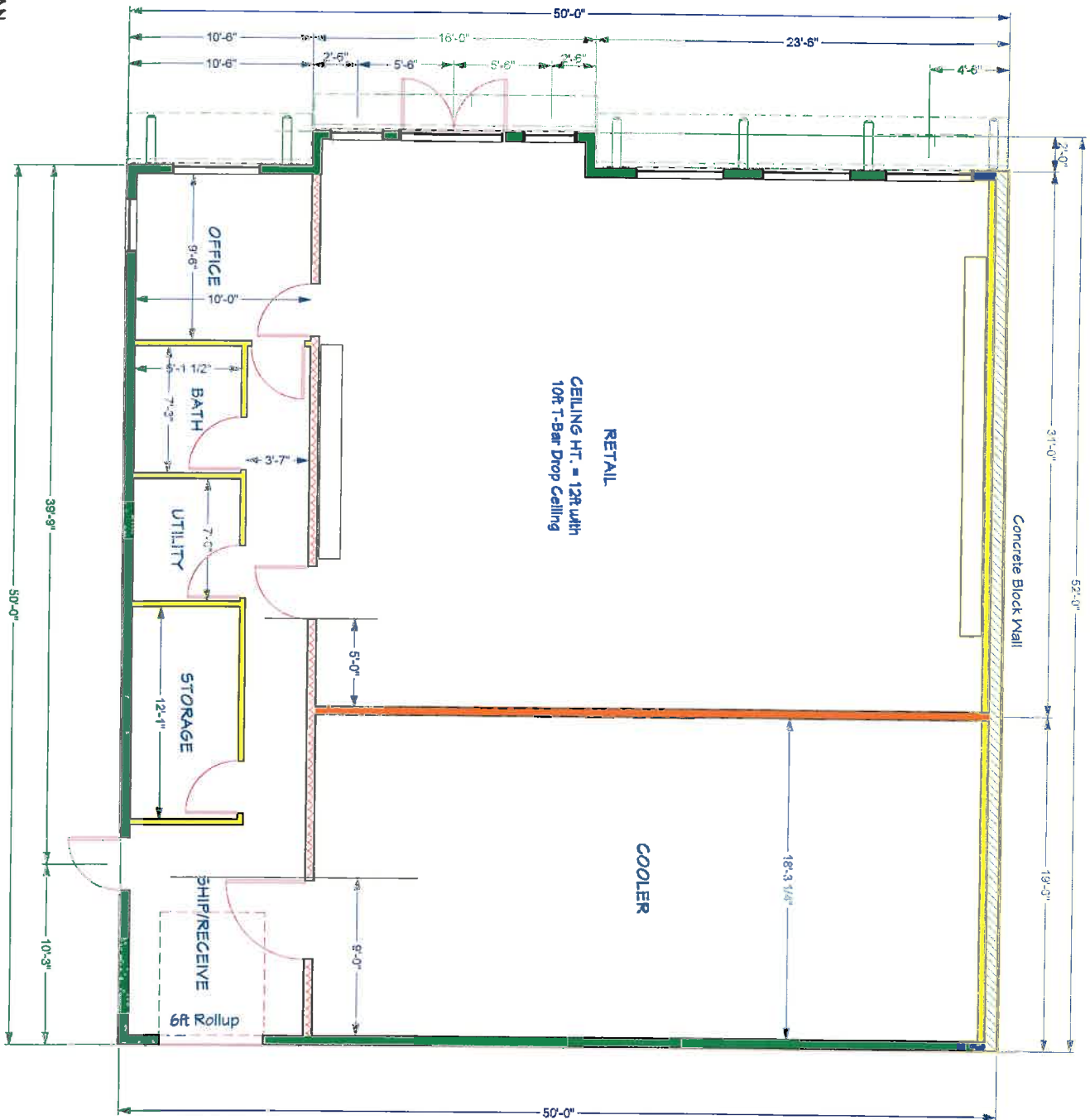
**NOTES:**

For Development Approval

Date: 9/21/2012  
Page: 2 of 4  
Scale: As Indicated



**MAIN FLOOR PLAN**  
Scale: 1/4" = 1' - 0"



These Plans only for use at:  
WINNIPEG LIQUOR STORE  
425 Central Avenue  
Grand Forks, BC

Custom Drafting & Design  
... by Grant AScT, CRD, CEA

All Rights reserved the property of Grant Montgomery.  
They may not be reused without permission and payment.  
gmont@vip.net  
Box 136, Osoyoos, BC  
ph: (250) 495-5266

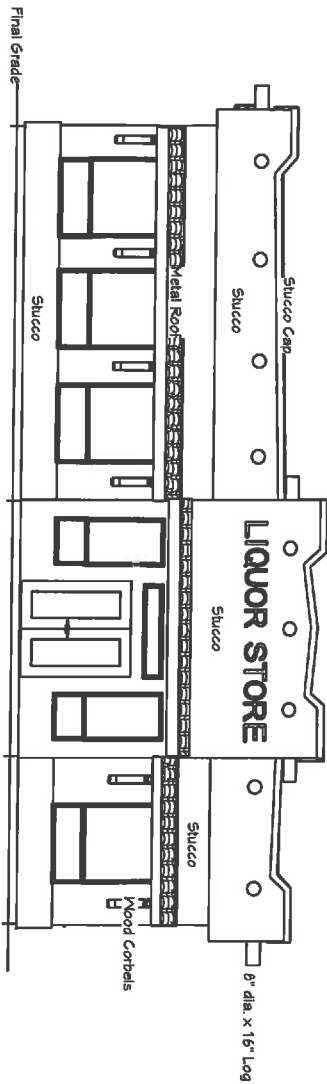
**NOTES:**

For Development Approval

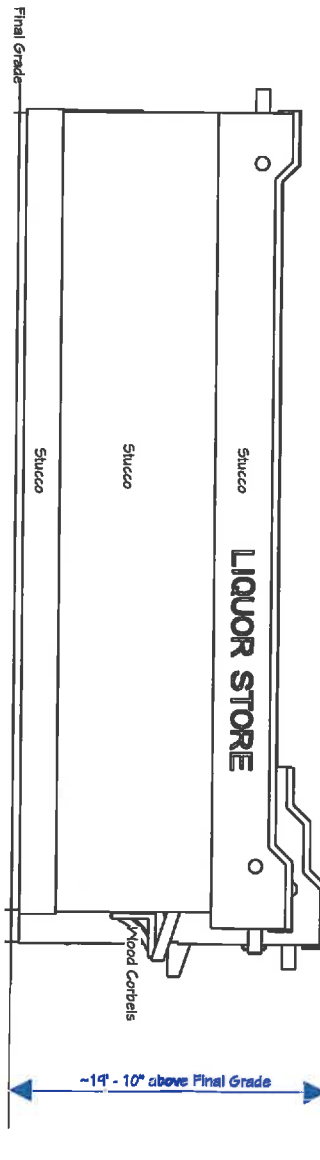
Date: 9/21/2012  
Page: 3 of 4  
Scale: As Indicated

A3

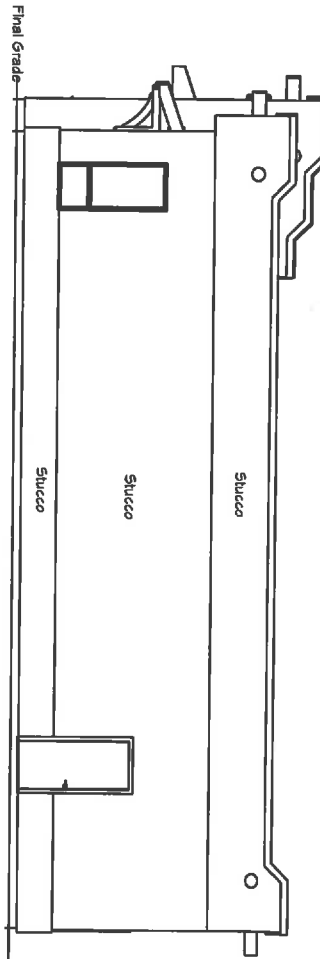
**FRONT ELEVATION**  
Scale: 3/16" = 1' - 0"



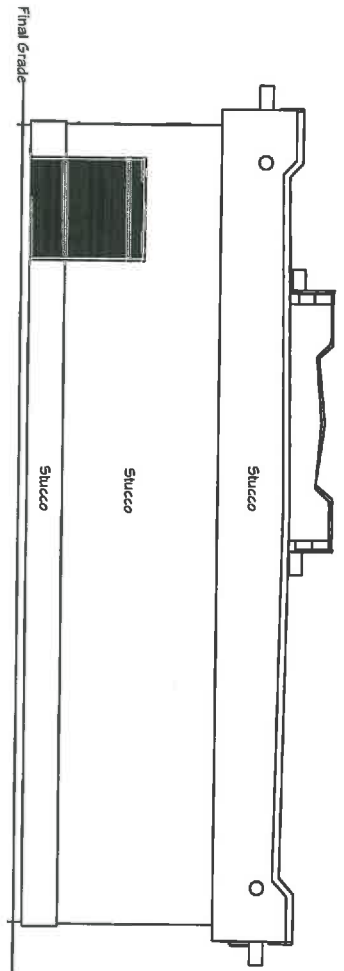
**LEFT ELEVATION**  
Scale: 3/16" = 1' - 0"



**RIGHT ELEVATION**  
Scale: 3/16" = 1' - 0"



**REAR ELEVATION**  
Scale: 3/16" = 1' - 0"



These Plans only for use at:  
WINNIPEG LIQUOR STORE  
425 Central Avenue  
Grand Forks, BC



Preliminary Only  
Not for Construction



3D RENDERING



These Plans only for use at:  
WINNIPEG LIQUOR STORE  
425 Central Avenue  
Grand Forks, BC

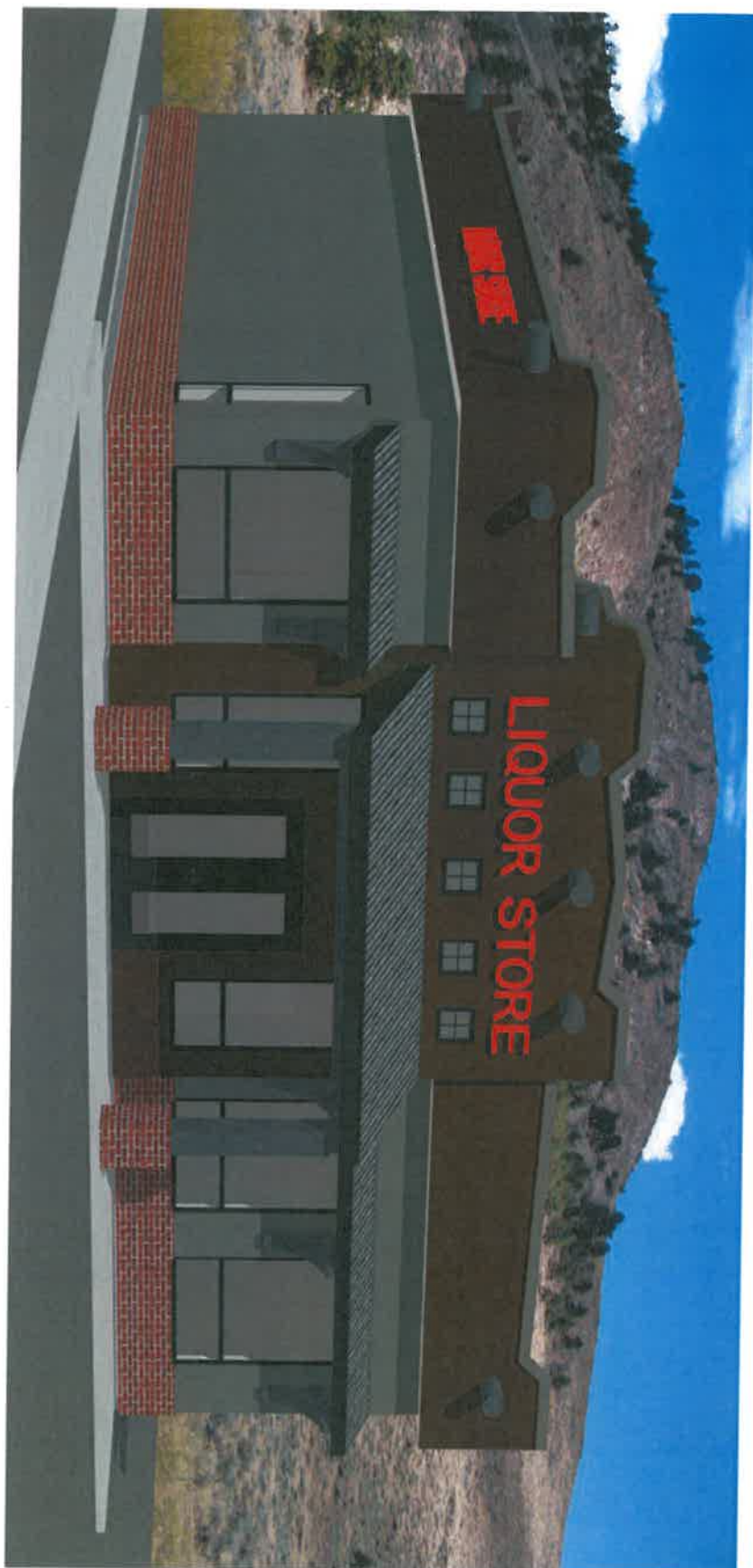
Custom Drafting & Design  
... by Grant ASCT, CRD, CEA

All designs remain the property of Grant Montgomery.  
They may not be reused without permission and payment.  
gmont@vip.net  
Box 736, Osoyoos, BC  
ph: (250) 495-5268

Date: 9/5/2012  
Page: 1 of ?  
Scale: As Indicated

A 1

Preliminary Only  
Not for Construction



These Plans only for use at:  
WINNIPEG LIQUOR STORE  
425 Central Avenue  
Grand Forks, BC

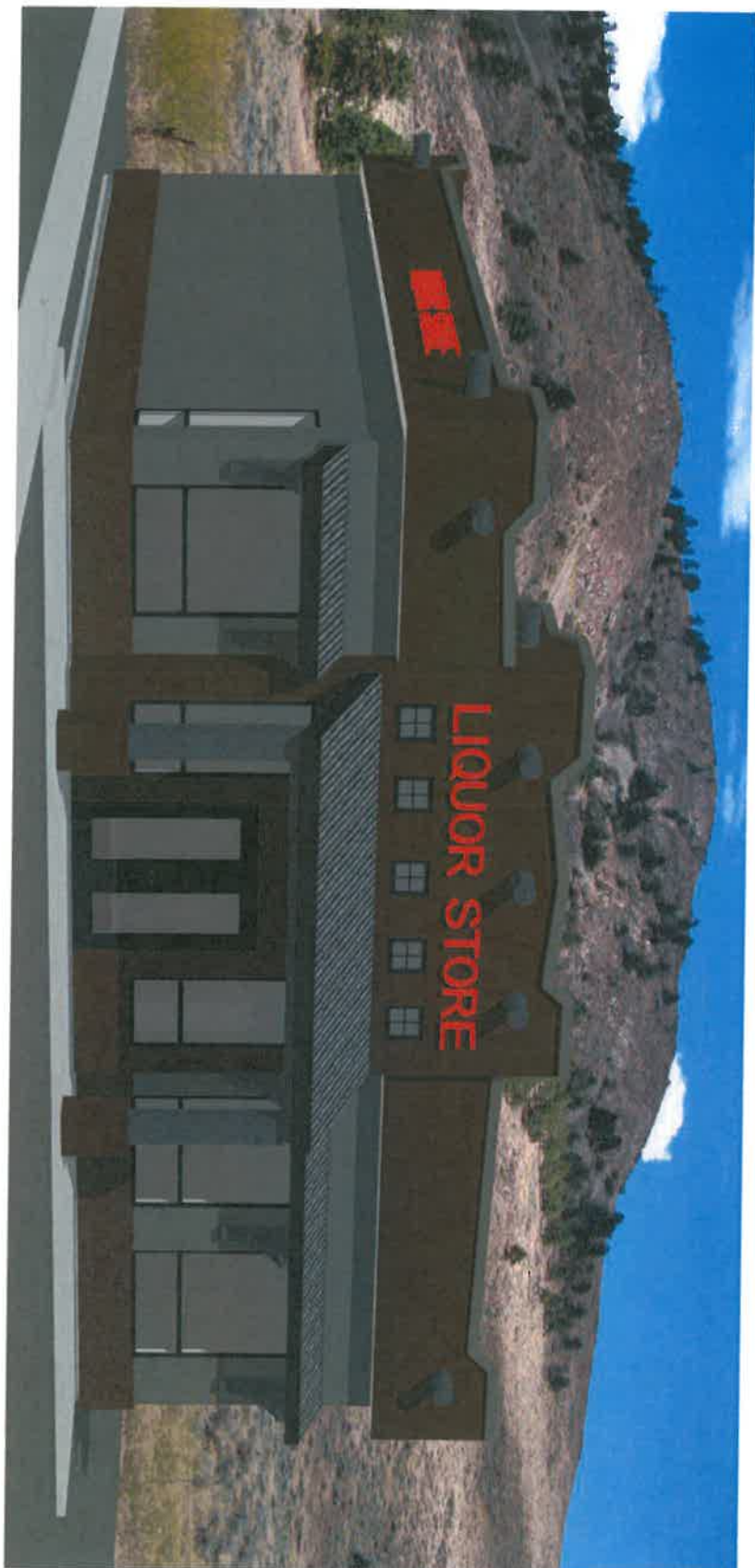
Custom Drafting & Design  
... by Grant ASCT, CRD, CEA

All designs remain the property of Grant Montgomery.  
They may not be reused without permission and payment.  
gmont@vip.net  
Box 736, Osoyoos, BC  
ph: (250) 495-5266

Date: 9/5/2012  
Page: 2 of ?  
Scale: As Indicated

A2

Preliminary Only  
Not for Construction



These Plans only for use at:  
WINNIPEG LIQUOR STORE  
425 Central Avenue  
Grand Forks, BC

Custom Drafting & Design  
... by Grant ASCT, CRD, CEA

All designs remain the property of Grant Montgomery.  
They may not be reused without permission and payment  
gmont@vlp.net  
Box 736, Osoyoos, BC  
ph: (250) 495-5268

Date: 9/5/2012  
Page: 3 of ?  
Scale: As Indicated

A3



Preliminary Only  
Not for Construction



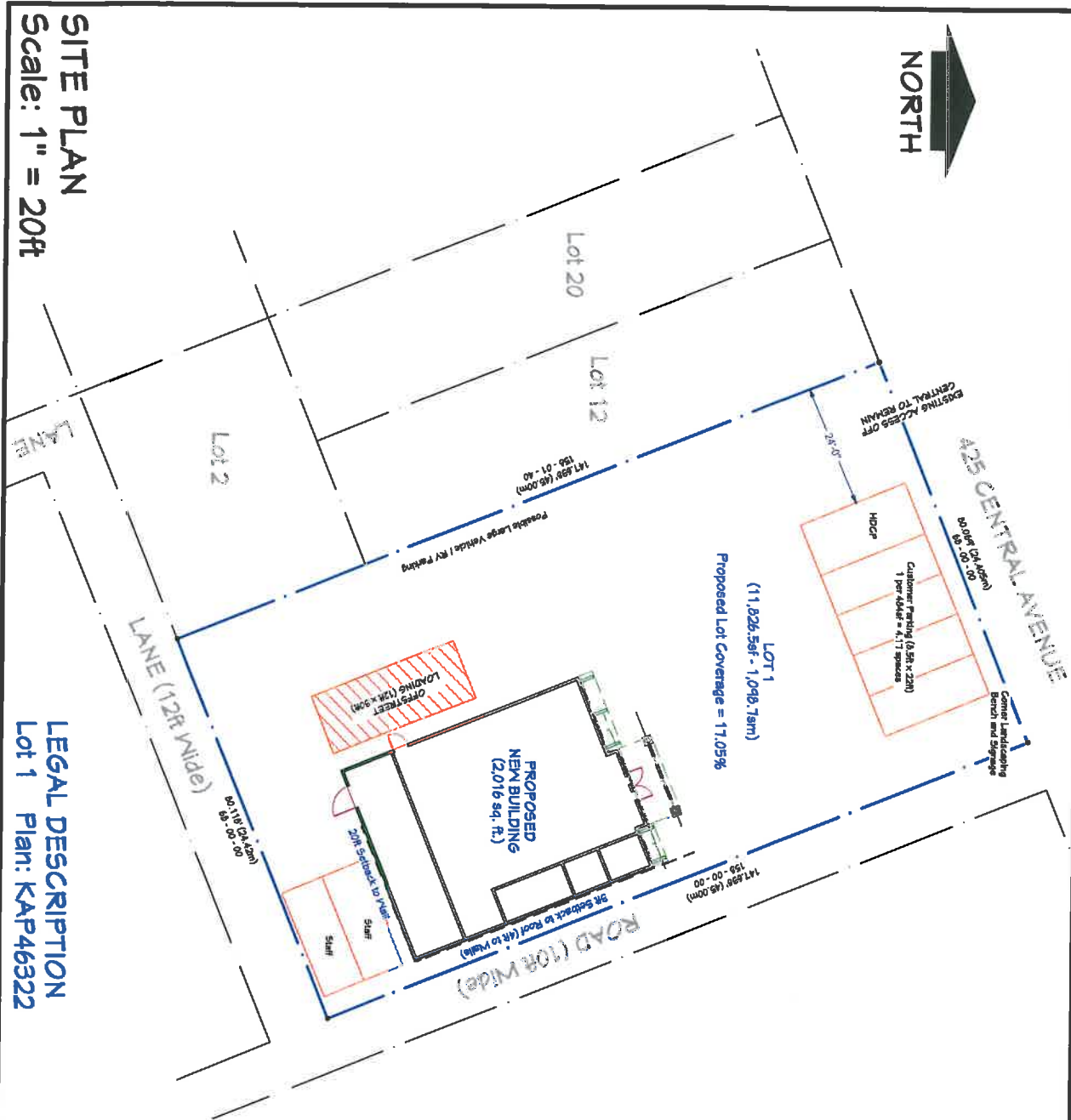
These Plans only for use at:  
WINNIPEG LIQUOR STORE  
425 Central Avenue  
Grand Forks, BC

Custom Drafting & Design  
... by Grant ASCT, CRD, CEA

All designs remain the property of Grant Montgomery.  
They may not be reused without permission and payment.  
gmont@vip.net  
Box 736, Osoyoos, BC  
ph: (250) 495-5268

Date: 9/5/2012  
Page: 4 of ?  
Scale: As Indicated

A 4



**SITE PLAN**  
**Scale: 1" = 20ft**

**LEGAL DESCRIPTION**  
**Lot 1 Plan: KAP46322**

These Plans only for use at:  
WINNIPEG LIQUOR STORE  
425 Central Avenue  
Grand Forks, BC

All designs remain the property of Grant Montgomery.  
They may not be reused without permission and payment.

gmont@vip.net

Box 736, Osoyoos, BC  
ph: (250) 495-5268

Date: 9/5/2012

Page: 5 of ?

**Scale: As Indicated**

A5

**Custom Drafting & Design**  
... by Grant ASCT, CRD, CEA

## **SECTION 42**

## **CC (Core Commercial) Zone cont'd**

### **Accessory Buildings**

- (d) No accessory building shall have a floor area greater than 10% of the principal structure.

### **Lot Area Coverage**

- (e) The maximum permitted lot area coverage shall be as follows:
- Principal building with all accessory buildings and structures, with approved fire retardant walls 100%
  - Principal building with all accessory buildings and structures, without approved fire retardant walls 80%

### **Additional requirements**

- (f) The buildings or structures used for the commercial operation must be a minimum of 4.6 metres (15 ft) from any parcel lot line that is adjacent to a residential parcel of land;
- (g) If a fence is erected it shall not exceed a height of 2.4 metres (8 ft);
- (h) See Sections 13 to 30A of this Bylaw.

**Class of Building/Use****Required Number of Spaces**

|  |   |
|--|---|
| Public house (liquor licensed premises):   | one space per every 3 seats for the patrons   |
| Recreation facility:                       | one space per every 10 square metres (108 sq.ft.) of ice, pool, or game area                                  |
| Religious centre:                          | one space per every 4 seats   |
| Restaurant:                                | one space per every 3 seats for the patrons   |
| Retail store: ✓                            | one space per every 45 square metres (484 sq.ft.) of floor area   |
| School, elementary:                        | 3 spaces per every classroom  |
| School, secondary and post secondary:      | 4 spaces per every classroom  |
| ✓ Secondary suite:                         | one space per every suite   |
| Storage, warehousing and freight facility: | one space per every 100 square metres (1,076 sq.ft.) of floor area, including outdoor sales and storage areas |
| Transportation depot:                      | one space per every 20 square metres (215 sq.ft.) of total floor space  |

**Additional Notes:** Where a building or parcel of land contains more than one function or use the required number of parking spaces shall be the sum of the requirements of each function.

**SECTION 26****PERMITTED USE EXCEPTIONS**

1. Notwithstanding the regulations set out in Part VI and Section 15 of this bylaw, the following uses are permitted in all zones

- (a) ***emergency response and municipal services;***
- (b) ecological reserves;
- (c) fish and wildlife habitat;
- (d) watershed protection and erosion control;
- (e) ***publicly owned and operated parks and playgrounds including buildings and facilities associated therewith;***
- (f) ***temporary structures or storage of materials required for approved construction projects, to be removed within 30 days of the completion of the construction.***
- (g) ***community garden***

Bylaw 1679

Bylaw 1906



## **5.0 PROTECT & ENHANCE THE HERITAGE VALUES OF THE COMMUNITY**

### **5.1 Introduction**

Grand Forks has a rich history and heritage which manifests itself in both the people and the buildings which inhabit the community.

The objectives and policies that aim to protect and enhance the heritage values of Grand Forks are to be applied to the following land use designations:

- Commercial Core
- Heritage Corridor
- Highway & Tourist Commercial
- Low Density Residential
- Medium Density Residential
- Mixed Use Commercial/Residential
- Residential Infill/Intensification

### **5.2 Objectives**

**5.2.1** Protect and enhance the heritage value and historical role of the city centre.

**5.2.2** Preserve the heritage character in designated areas of Grand Forks.

**5.2.3** Encourage the maintenance of heritage buildings, structures and landscapes in a manner that preserves their historic quality and characteristics.

**5.2.4** Encourage new homes within heritage areas to reflect a designated heritage design theme.

**5.2.5** Balance and Integrate heritage conservation and revitalization objectives with other community initiatives and priorities.

### **5.3 Policies**

**5.3.1** Promote the heritage revitalization of Grand Forks from the city centre outward.

**5.3.2** Encourage the adaptive reuse of properties in the defined Heritage Corridor, to include a mixture of uses such as residential, commercial, tourist commercial and institutional.

**5.3.3** Consider the City's overall heritage strategy when reviewing all new development and redevelopment applications.

**5.3.4** Encourage property owners to restore heritage buildings, seeking out funding partnership opportunities wherever possible.







## **14.5 Historic Downtown Development Permit Area**

The Historic Downtown Development Permit Area is designated under Section 919.1(1)(d) (revitalization of a commercial area) and Section 919.1(1)(f) (form and character of commercial development) of the Local Government Act.

### Area

The Historic Downtown, as defined in the City of Grand Forks Heritage Program (BC Heritage Branch, 2011) are designated as a Historic Downtown Development Permit Area on the Development Permit Area Map (Schedule 'C').

### Justification

Much of the heritage resources that exist in Grand Forks are located in the Historic Downtown area. The Council would also like to ensure that the heritage resources in the City of Grand Forks are protected, preserved and promoted.

Please refer to the City of Grand Forks Heritage Program - Design Guidelines for the Historic Downtown, prepared by the BC governments Heritage Branch (2011) for more information.

### **14.5.1 - Conditions for which a Commercial Development Permit is not Required**

The following may be undertaken without a Commercial Development Permit:

- Internal alterations, which do not affect the outer appearance of the building;
- replacement, upgrading or repair of roofing;
- painting the exterior of a building;

- replacement of windows;
- construction of a fence;
- construction of an accessory building or addition to a commercial building that does not alter patterns or requirements of parking, access, loading or landscaping on the site; and
- replacement of an existing sign or canopy, where the size and design of the replacement sign or canopy are generally consistent with the sign or canopy being replaced.

### **14.5.2 - Guidelines**

Development permits issued in this designation shall be in accordance with the following guidelines:

#### Buildings and Structure

- .1 Heights of existing buildings should be respected when additions are considered. In particular, the physical appearance of the height of buildings within the historic downtown as seen from the street should be maintained. Creative solutions to roof-top additions should be sought in order to maintain the visual appearance of buildings ranging from one to three storeys in height.
- .2 New buildings within the historic downtown should be constructed to respect the character defining heights of surrounding buildings. Care should be taken to ensure that the height of a new building does not overpower its neighbours.
- .3 Each building speaks to its period of construction. Interventions to existing buildings should be undertaken in a way that



- ensures that the character defining elements of that building and the downtown are conserved. Work to existing buildings must be visually and physically compatible with the character defining elements of the building.
- .4 New buildings in the downtown should reflect current construction technology and design aesthetics, while respecting the form, scale, character and materials of surrounding buildings. They should not imitate styles of the past, but strive to achieve compatibility with the old by reflecting surrounding characteristics of scale, rhythm, facade articulation, window to wall ratios and by maintaining the intact streetscape.
- .5 Building walls facing public streets and walkways should provide visual interest to pedestrians. Long blank walls should be avoided.
- .6 Storefronts should be treated in a ways that maintains their contribution to the continuity of the streetscape. Non-character defining materials and treatments should be removed.
- .7 Individual buildings should be treated as a consistent whole. Buildings with multiple store fronts or primary and secondary facades should avoid visual clutter associated with conflicting or uncomplimentary treatments on each storefront.
- .8 Recessed doorways should be retained or revealed to add visual interest to the streetscape.
- .9 Reinstating, or continuing to use character defining corner entrances. New buildings at intersections should be designed with corner entrances.
- .10 In new construction, building materials and colours should respect the historic architecture and character of the Historic Downtown and the surrounding streetscape, as seen in the colours, textures, and modulation of existing materials.
- .11 Awnings should respect the character of the era in which the building was constructed. Awning and building colours should be compatible. Awnings should be installed so that they do not obscure details in the masonry or distort the proportions of architectural features. Back-lit or metal awnings are not appropriate.
- Signage
- .12 Historic signs should be maintained if found to be a character defining element of the place.
- .13 No sign should be constructed or situated so that it disfigures or conceals any significant architectural feature of the building.
- Lighting
- .14 Lighting should be permanent and should respect the heritage values and character defining elements of the building.
- .15 Lighting that highlights the architecture of the building is encouraged, but that avoids light pollution in the sky.



---

#### Screening, Landscaping and Amenities

- on the site. Pedestrian and bicycle networks on the site should link with networks off the site.
- .16 Alleyways should be developed as secondary opportunities for commercial enterprises.
  - .17 Building facades facing onto walkways should be treated in a similar fashion as street front facades in terms of colours, detailing and materials. However, care should be taken to ensure that walkway facades have less detail to identify them as secondary facades.
  - .18 Street furniture should be designed in a way to reflect the heritage values of the community.
  - .19 Landscaping of both hard and soft surfaces can be designed to reflect the heritage values of the community. Landscaping can interpret the history and heritage of the city, and contribute to the sense and understanding of place.

#### Access and Parking

- .20 Parking areas with more than 20 stalls should be broken into smaller groups, divided by landscaping.
- .21 Off-street parking and loading should be encouraged where possible and designed to promote safe and efficient vehicle entrances and exits, and on-site circulation.
- .22 Sites should be designed in a way that accommodates alternative modes of transportation, with provisions made for features such as pedestrian sidewalks, bicycle and walking paths or lanes, and bicycle racks

PID numbers and associated legal descriptions. *Attach an additional sheet if necessary.*

| <u>PID</u>  | <u>Legal Description</u>   |
|-------------|----------------------------|
| 017 570-221 | Lot 1 DR 108 Plan KAP46322 |
|             |                            |
|             |                            |
|             |                            |

Total number of titled parcels represented by this site profile is: 1

For Untitled Crown Land

PIN numbers and associated Land Description. *Attach an additional sheet if necessary.*

| <u>PIN</u> | <u>Land Description</u> |
|------------|-------------------------|
|            |                         |
|            |                         |
|            |                         |
|            |                         |

Total number of untitled crown land parcels represented by this site profile is: \_\_\_\_\_

(and, if available)

Crown land file numbers. *Attach an additional sheet if necessary.*

### III COMMERCIAL AND INDUSTRIAL PURPOSES OR ACTIVITIES

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

#### EXAMPLE

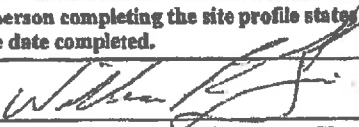
| <u>Schedule 2</u> | <u>Description</u>   |
|-------------------|--|
| <u>Reference</u>  |  |
| E1                | appliance, equipment or engine repair, reconditioning, cleaning or salvage |
| F10               | solvent manufacturing or wholesale bulk storage                            |

*Please print legibly. Attach an additional sheet if necessary.*

| <u>Schedule 2</u> | <u>Description</u> |
|-------------------|--------------------|
| <u>Reference</u>  |                    |
|                   |                    |
|                   |                    |
|                   |                    |

| IV AREAS OF POTENTIAL CONCERN |  |     |    |
|-------------------------------|--|-----|----|
|                               | Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question):  | YES | NO |
| A.                            | Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?   |     | ✓  |
| B.                            | Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?  |     | ✓  |
| C.                            | Discarded barrels, drums or tanks?   |     | ✓  |
| D.                            | Contamination resulting from migration of substances from other properties?  |     | ✓  |
| V FILL MATERIALS              |  |     |    |
|                               | Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question):   | YES | NO |
| A.                            | Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?  |     | ✓  |
| B.                            | Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?  |     | ✓  |
| C.                            | Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?   |     | ✓  |
| VI WASTE DISPOSAL             |  |     |    |
|                               | Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit, spillage or dumping of the following materials (please mark the appropriate column opposite the question):   | YES | NO |
| A.                            | Materials such as household garbage, mixed municipal refuse, or demolition debris?   |     | ✓  |
| B.                            | Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?  |     | ✓  |
| C.                            | Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?  |     | ✓  |
| D.                            | Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?  |     | ✓  |
| E.                            | Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or from the cleaning or repair of parts of boats, ships, barges, automobiles or trucks, including sandblasting grit or paint scrapings? |     | ✓  |

| <b>VII TANKS OR CONTAINERS USED OR STORED, OTHER THAN TANKS USED FOR RESIDENTIAL HEATING FUEL</b>  |  |     |    |
|--|--|-----|----|
|  | Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):                                | YES | NO |
| A.   | Underground fuel or chemical storage tanks other than storage tanks for compressed gases?  |     | ✓  |
| B.   | Above ground fuel or chemical storage tanks other than storage tanks for compressed gases?   |     | ✓  |
| <b>VIII HAZARDOUS WASTES OR HAZARDOUS SUBSTANCES</b>   |  |     |    |
|  | Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):                                | YES | NO |
| A.   | PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?   |     | ✓  |
| B.   | Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?  |     | ✓  |
| C.   | Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?   |     | ✓  |
| <b>IX LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS</b>   |  |     |    |
|  | To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question):                                  | YES | NO |
| A.   | Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?                                       |     | ✓  |
| B.   | Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions? |     | ✓  |
| C.   | Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?   |     | ✓  |
| <b>X ADDITIONAL COMMENTS AND EXPLANATIONS</b>  |  |     |    |
| <p>(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.</p> <p>Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):</p><br><hr/> <hr/> <hr/> <hr/> |  |     |    |

|  |  |   |   |
|--|--|---|---|
| <b>XI      SIGNATURES</b>  |  |   |   |
| The person completing the site profile states that the above information is true based on the person's current knowledge as of the date completed.   |  |   |   |
| <br>Signature of person completing site profile   |  | 12-10-03<br>Date completed: (YY-MM-DD)  |   |
| <b>XII      OFFICIAL USE</b>   |  |   |   |
| <b>Local Government Authority</b>  |  |   |   |
| Reason for submission <i>(Please check one or more of the following)</i> <span style="float: right;">Soil removal <input type="checkbox"/></span>  |  |   |   |
| Subdivision application <input type="checkbox"/> Zoning application <input type="checkbox"/> Development permit <input type="checkbox"/> Variance permit <input type="checkbox"/> Demolition permit <input type="checkbox"/> |  |   |   |
| Date received:   | <u>Local Government contact :</u><br>Name _____<br>Agency _____<br>Address _____<br>Telephone _____ Fax _____              | Date submitted to Site Registrar:       | Date forwarded to Director of Waste Management: |
| <b>Director of Waste Management</b>  |  |   |   |
| Reason for submission <i>(Please check one or more of the following)</i>   |  |   |   |
| Under Order <input type="checkbox"/> Site decommissioning <input type="checkbox"/> Foreclosure <input type="checkbox"/>  |  |   |   |
| Date received:   | <u>Assessed by:</u><br>Name _____<br>Region _____<br>Telephone _____ Fax _____<br>If site profile entered, SITE ID # _____ | Investigation Required?<br><br>YES   NO | Decision date:                                  |
| <b>Site Registrar</b>  |  |   |   |
| Date received:   | <u>Entered onto Site Registry by:</u>  | SITE ID #:                              | Entry date:                                     |



## THE CORPORATION OF THE CITY OF GRAND FORKS

### COUNCIL INFORMATION SUMMARY FOR October 22<sup>nd</sup>, 2012

Date: October 15<sup>th</sup>, 2012  
 Agenda: October 22<sup>nd</sup>, 2012  
 Proposal: To Receive the Items Summarized for Information  
 Proposal By: Staff

#### **Staff Recommendation:**

That Information Items numbered 12(a) to 12(h) be received and acted upon as recommended.

|   | ITEM  | SUBJECT MATTER   | RECOMMENDATION   |
|---|---|--|--|
| <b>CORRESPONDENCE TO/FROM MAYOR AND COUNCIL</b> |   |  |  |
| 12(a)   | Gallery 2 Semi-Annual Report- In accordance with the Lease and Funding agreement the Gallery is required to submit a Semi-Annual Report | In addition to their report, Gallery 2 is requesting that Council consider returning the funding to the original agreement in the amount of \$150,000 annually | Council receives the Semi-Annual report from Gallery 2, and refers their request to return their funding to the annual amount of \$150,000 from the original agreement with the City to the 2013-2017 Budgeting Process. |
| 12(b)   | Correspondence from the RCMP  | Expressing appreciation for the City's response and participation regarding the incident at the Grand Forks Credit Union on October 3rd                        | Receives the correspondence for information. A copy of this letter has been forwarded to the Public Works Yard   |
| 12(c)   | Correspondence from Nadine Nevocshonoff   | Concerns regarding water and the administering of proposed water meters  | Receive for information  |
| 12(d)   | The HELLO Pledge Initiative   | Asking for the Mayor and Council to sign up on-line to the hello pledge.   | Receive for information – members of Council wishing to participate, may sign up at <a href="http://www.thehellopledge.com">www.thehellopledge.com</a>   |
| <b>CORRESPONDENCE TO/FROM STAFF</b>             |   |  |  |
| 12(e)   | Information on Travel Guide Book  | Travel Guide Book Advertising Information  | Council to receive the information and further advise if they wish to refer the advertising package for further discussion in the 2013-2017 Budgeting process  |
|   |   |  |  |
| <b>GENERAL INFORMATION</b>                      |   |  |  |
|   |   |  |  |
| <b>UBCM, FEDERAL AND PROVINCIAL GOVERNMENT</b>  |   |  |  |
|   |   |  |  |
| <b>MINUTES FROM OTHER ORGANIZATIONS</b>         |   |  |  |
| 12(f)   | Minutes from the Environment Committee Meeting  | Minutes from the September 20 <sup>th</sup> Meeting  | Receive the minutes of the Environment Committee and refer any items for further discussion  |
| 12(g)   | Minutes from the Deer Committee Meeting   | Minutes from the September 18 <sup>th</sup> Meeting  | Receive the minutes and refer any items for further discussion   |
| 12(h)   | Oct 9th Task List   | List of Completed and In-Progress Tasks  | File   |
|   |   |  |  |



September 28, 2012

Mayor and Council  
Box 220  
City of Grand Forks  
Grand Forks, B.C.

FILE CODE

G5 - Semi-Annual Report - 2012

Dear Mayor Taylor and Members of City Council:

In accordance with our lease and funding agreement with the City, we are pleased to submit the following Semi-Annual report for your perusal.

- We continue to attract world wide visitors. Between April 1, 2012 and the end of September, 2012, we have attracted 12,200 visitors (both local and foreign). This compares to approximately 11,000 for this period in 2011.
- The Visitor Information Centre has logged 7,330 visitors during the above period. In addition, 2,000 emails and phone inquiries were recorded. The VIC is open from 9 a.m. to 5 p.m., 7 days a week during July and August and 10 a.m. to 4 p.m., 5 days a week for the remainder of the year. In addition to handling inquiries and giving out information, the VIC sold fishing licences, received City Camp Ground reservations, and made reservations for the Rock Candy Mine Tours.
- The Heritage Gallery, in addition to our permanent exhibition, featured a tribute to 1912 in the East Gallery and hallway. We will be opening a new exhibit in November and are already working on ideas for 2013.
- With the aid of a one year dedicated Gaming Grant, we have been able to provide a weekly activity program for local children. Combining crafts, photography, art and cooking, among other activities has proven to be popular with both school staff and children. We are continuing with this program until later this fall and are hoping for an additional grant this coming year.
- In addition to our gift shop, Canada Day hot dog sales, concerts, beverage sales, and catering, we added a Masquerade dance last March. It was very successful and we plan to expand it this coming year. Our annual wine tasting, our most popular money making event, is slated for November 24th.
- We have upgraded our website and have produced several newsletters, which are distributed in both paper and by email. With the purchase of Past Perfect software, we are currently entering our permanent collection.
- We continue to serve the community by providing meeting space for Rotary, Anchors, Assessment Authority, NDP Fund Raiser, Gold Merchant, and more.

- We employ 3 individuals in full time positions. Currently we have 2 part time employees whose positions are partially funded by grants. This summer, we received grants for 2 summer student positions and funded a third position.
- Our volunteers continue to be the backbone of our Society. Without their timeless dedication to the Arts, we would not be able to provide a fraction of the services we currently provide to our community.

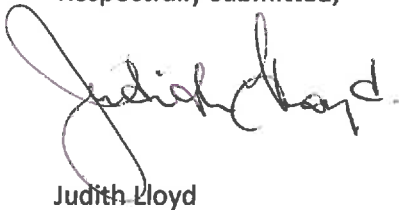
This report is merely an overview of the activities we have undertaken over the past six months. If there are any queries or clarifications required, we will be pleased to meet with you to discuss them.

We thank you for granting the increase in funding that we requested for 2012 and also for the LED lighting upgrade.

This summer's landscaping of not only Gallery 2's grounds but also Gyro Park, and in fact the entire downtown community has been extraordinary. Both local residents and visitors to our community have enjoyed the spectacular displays of plants and flowers. Please express our gratitude to the appropriate City employees.

Our audited financial report is included with this report. As you will ascertain from the report, our Society works very hard to balance the budget, while we continue to provide an exceptionally high level of service to our community. As you understand, it is becoming increasingly difficult to provide this high standard with our current funding. That being said, we respectfully request that you seriously consider returning our funding to the original agreement of \$150,000 annually, for the remainder of our contract.

Respectfully submitted,



Judith Lloyd

for the Grand Forks Art Gallery Society

**GRAND FORKS ART GALLERY SOCIETY**

**FINANCIAL STATEMENTS  
(UNAUDITED)**

**MARCH 31, 2012**

# **GRAND FORKS ART GALLERY SOCIETY**

## **FINANCIAL STATEMENTS (UNAUDITED)**

**MARCH 31, 2012**

### **INDEX**

#### **REVIEW ENGAGEMENT REPORT**

**STATEMENT A - Statement of Operations**

**STATEMENT B - Statement of Changes in Fund Balances**

**STATEMENT C - Statement of Financial Position**

**STATEMENT D - Statement of Cash Flows**

**NOTES TO FINANCIAL STATEMENTS**



# Kemp Harvey Burch Kientz Inc.

Certified General Accountants  
A Member of Kemp Harvey Group Inc.

J. R. (Jim) Burch, FCGA  
Sylvia Burch, CGA  
K. Sarah Kientz, CGA  
Tel: 250.442.2121  
Fax: 250.442.5825

## REVIEW ENGAGEMENT REPORT

To the Board of Directors  
Grand Forks Art Gallery Society

We have reviewed the statement of financial position of Grand Forks Art Gallery Society as at March 31, 2012 and the statements of changes in net assets, operations and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Grand Forks, BC  
June 18, 2012

Kemp Harvey Burch Kientz Inc.  
CERTIFIED GENERAL ACCOUNTANTS



**GRAND FORKS ART GALLERY SOCIETY**  
**STATEMENT OF CHANGES IN FUND BALANCES**  
**MARCH 31, 2012**  
(Unaudited)

**STATEMENT B**

|                                       | Operations       | Restricted        | Endowment        | 2012              | 2011              |
|---------------------------------------|------------------|-------------------|------------------|-------------------|-------------------|
| <b>FUND BALANCES</b>                  |                  |                   |                  |                   |                   |
| <b>Beginning balance</b>              | \$ 14,605        | \$ 98,396         | \$ 27,299        | <b>\$ 140,300</b> | \$ 111,318        |
| Excess of revenue over expenditures - |                  |                   |                  |                   |                   |
| Statement A                           | (2,495)          | 73,016            | 1,038            | <b>71,559</b>     | 28,983            |
| Transfer to reserves                  | <u>402</u>       | <u>(402)</u>      | <u>-</u>         | <u>-</u>          | <u>-</u>          |
| <b>Ending balance</b>                 | <b>\$ 12,512</b> | <b>\$ 171,010</b> | <b>\$ 28,337</b> | <b>\$ 211,859</b> | <b>\$ 140,301</b> |

See accompanying notes to financial statements

**Kemp Harvey Burch Kientz Inc.**

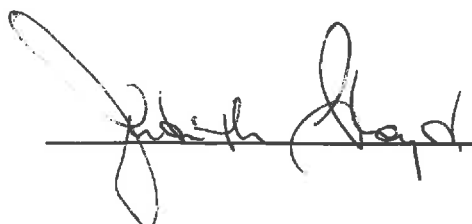
**GRAND FORKS ART GALLERY SOCIETY**  
**STATEMENT OF FINANCIAL POSITION**  
**MARCH 31, 2012**  
(Unaudited)

STATEMENT C

|  | Operations | Restricted | Endowment | 2012       | 2011       |
|--|------------|------------|-----------|------------|------------|
| <b>ASSETS</b>  |            |            |           |            |            |
| <b>CURRENT ASSETS</b>                                    |            |            |           |            |            |
| Cash   | \$ 63,348  | \$ 7,232   | \$ 87     | \$ 70,667  | \$ 73,836  |
| Accounts receivable - Note 6                             | 9,617      | 61         | 162       | 9,840      | 5,256      |
| Due from (to) other funds                                | (776)      | (224)      | 1,000     | -          | -          |
| Inventory - Note 2                                       | 9,365      | -          | -         | 9,365      | 13,593     |
| Prepaid expenses   | 4,305      | -          | -         | 4,305      | 2,850      |
|  | 85,859     | 7,069      | 1,249     | 94,177     | 95,535     |
| <b>RESTRICTED CASH &amp; INVESTMENTS</b>                 |            |            |           |            |            |
| - Notes 2 & 7  | -          | 9,741      | 27,088    | 36,829     | 33,003     |
| <b>PERMANENT COLLECTION - Note 8</b>                     |            |            |           |            |            |
|  | -          | 154,200    | -         | 154,200    | 50,322     |
|  | \$ 85,859  | \$ 171,010 | \$ 28,337 | \$ 285,206 | \$ 178,860 |
| <b>LIABILITIES</b>                                       |            |            |           |            |            |
| <b>CURRENT LIABILITIES</b>                               |            |            |           |            |            |
| Accounts payable - Note 9                                | \$ 17,155  | \$ -       | \$ -      | \$ 17,155  | \$ 20,309  |
| Unearned revenue - Note 10                               | 56,192     | -          | -         | 56,192     | 18,250     |
|  | 73,347     | -          | -         | 73,347     | 38,559     |
| <b>FUND BALANCES</b>                                     |            |            |           |            |            |
| <b>UNRESTRICTED - Statement B</b>                        | 12,512     | -          | -         | 12,512     | 14,606     |
| <b>EXTERNALLY RESTRICTED - Statement B &amp; Note 11</b> | -          | 16,479     | 11,475    | 27,954     | 59,293     |
| <b>INTERNALLY RESTRICTED - Statement B &amp; Note 12</b> | -          | 154,531    | 16,862    | 171,393    | 66,402     |
|  | 12,512     | 171,010    | 28,337    | 211,859    | 140,301    |
|  | \$ 85,859  | \$ 171,010 | \$ 28,337 | \$ 285,206 | \$ 178,860 |

CONTRACTUAL OBLIGATIONS AND CONTINGENT LIABILITIES - Note 13

APPROVED ON BEHALF OF THE SOCIETY

 , Director

 , Director

See accompanying notes to financial statements

Kemp Harvey Burch Kientz Inc.

**GRAND FORKS ART GALLERY SOCIETY**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MARCH 31, 2012**  
(Unaudited)

STATEMENT D

|  | Operations       | Restricted       | Endowment      | 2012             | 2011             |
|--|------------------|------------------|----------------|------------------|------------------|
| <b>OPERATIONS</b>                            |                  |                  |                |                  |                  |
| Receipts from revenue                        | \$ 303,061       | \$ 103,980       | \$ 1,271       | \$ 408,312       | \$ 363,276       |
| Payments to suppliers for goods and services | (154,831)        | (31,384)         | -              | (186,215)        | (188,198)        |
| Payments to and on behalf of employees       | (150,252)        | -                | -              | (150,252)        | (139,354)        |
| Changes in sales taxes                       | (5,251)          | -                | -              | (5,251)          | 181              |
| <b>CASH PROVIDED (USED)</b>                  | <b>(7,273)</b>   | <b>72,596</b>    | <b>1,271</b>   | <b>66,594</b>    | <b>35,905</b>    |
| <b>INVESTMENTS</b>                           |                  |                  |                |                  |                  |
| Transfers to restricted cash and investments | -                | (96)             | (3,731)        | (3,827)          | (999)            |
| Additions to permanent collection            | -                | (103,878)        | -              | (103,878)        | (1,391)          |
| <b>CASH USED</b>                             | <b>-</b>         | <b>(103,974)</b> | <b>(3,731)</b> | <b>(107,705)</b> | <b>(2,390)</b>   |
| <b>FINANCING</b>                             |                  |                  |                |                  |                  |
| Transfers between funds                      | (30,620)         | 30,620           | -              | -                | -                |
| Receipt (expiration) of unearned revenue     | 37,942           | -                | -              | 37,942           | (3,750)          |
| <b>CASH USED</b>                             | <b>7,322</b>     | <b>30,620</b>    | <b>-</b>       | <b>37,942</b>    | <b>(3,750)</b>   |
| <b>INCREASE (DECREASE) IN CASH</b>           | <b>49</b>        | <b>(758)</b>     | <b>(2,460)</b> | <b>(3,169)</b>   | <b>29,765</b>    |
| <b>BEGINNING CASH</b>                        | <b>63,299</b>    | <b>7,990</b>     | <b>2,547</b>   | <b>73,836</b>    | <b>44,072</b>    |
| <b>ENDING CASH</b>                           | <b>\$ 63,348</b> | <b>\$ 7,232</b>  | <b>\$ 87</b>   | <b>\$ 70,667</b> | <b>\$ 73,837</b> |

See accompanying notes to financial statements

**GRAND FORKS ART GALLERY SOCIETY**  
**NOTES TO FINANCIAL STATEMENTS**  
**MARCH 31, 2012**  
**(Unaudited)**

---

**Note 1 PURPOSE OF THE ORGANIZATION**

The Grand Forks Art Gallery's purpose is to establish a public, non-profit organization in the City of Grand Forks and its surrounding region, dedicated to the professional advancement of cultural assets. The Society is incorporated under the British Columbia Society Act. It is a registered charity within the definition of the Income Tax Act and therefore is exempt from income taxes and may issue charitable donation receipts to donors.

---

**Note 2 SIGNIFICANT ACCOUNTING POLICIES**

**a) Basis of accounting**

The financial statements of the Society have been prepared, in accordance with Canadian accounting standards for not-for-profit organizations.

**b) Use of estimates**

When preparing financial statements, according to Canadian accounting standards for not-for-profit organizations, estimates are made and assumptions relating to:

- Reported amounts of revenue and expenditures
- Reported amounts of assets and liabilities
- Disclosure of contingent assets and liabilities

Assumptions are based on on a number of factors including historical experience, current events, actions that the Society may undertake in the future, and other assumptions that are believed to be reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates are used when accounting for certain items such as allowance for doubtful accounts and provision for slow-moving inventories.

**c) Fund accounting**

- The Society follows the restricted fund method of accounting for contributions.
- The Operations Fund accounts for the Society's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.
- The Restricted Fund reports the assets, liabilities, revenue and expenditures related to specific projects of the Society.
- The Endowment Fund reports resources contributed for endowment. Investment income earned on resources of the Endowment Fund is reported in the Endowment Fund.

**d) Revenue recognition**

- Restricted contributions related to general operations are recognized as revenue of the Operations Fund in the year in which the related expenditures are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.
- Unrestricted contributions are recognized as revenue of the Operations Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assumed.
- Contributions for endowment are recognized as revenue in the Endowment Fund.

**e) Contributed services**

Volunteers contribute many hours per year to assist the Society in carrying out its activities. Due to the difficulty of determining their fair value, these contributed services are not recognized in these financial statements.

---

**Note 2 SIGNIFICANT ACCOUNTING POLICIES, continued****f) Contributed goods**

Where donors contribute gifts of materials and a charitable donation receipt is issued, the fair value of these gifts are recorded as a donation and the equivalent amount is expensed.

**g) Valuation of inventory**

Inventory of merchandise for resale has been valued at the lower of cost (determined on a specific item basis) or net realizable value.

**h) Investments**

Investments are carried at cost. The carrying value is written down below cost if there is a loss of value which is considered to be other than temporary.

**i) Capital assets**

The average annual revenues recognized in the statement of operations for the current and preceding period of the Society was less than \$500,000. Since the Society met criteria for small not-for-profit organization, it does not record the acquisition of tangible capital assets. These acquisitions are expensed at the date of acquisition. The current year expenditure of \$9,082 consists of computer equipment and a bookcase.

**j) Comparative figures**

Certain prior year comparative figures have been adjusted where applicable to conform with the presentation used in the current year.

---

**Note 3 ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS**

Effective April 01, 2011, the Society adopted the Canadian accounting standards for not-for-profit organizations (ASNPO). Previously, the financial statements were presented in accordance with Canadian generally accepted accounting principles (GAAP) as issued in the *Handbook – Accounting Part V* Pre-changeover standards. On adoption of the ASNPO, a society is permitted to selectively elect certain exemptions and choose accounting policies that may differ from the previously presented financial statement information. This can result in adjustments to the opening net assets at the transition date, which is the first day of the period for which comparative information is presented. As the Society made no changes to the previously presented financial statements, an opening balance sheet at the date of transition has not been presented as it would not provide any further meaningful information. As a result, reconciliations are not needed for any changes to the net assets in the comparative period

---



**Note 4 FINANCIAL INSTRUMENTS**

The Society's financial instruments consist of cash, term deposits, accounts receivable and accounts payable. It is the opinion of management that the Society is exposed to the following risks arising from these financial instruments.

**Credit risk**

Society's credit risk consists principally of cash, term deposits and accounts receivable. Cash and term deposits are held at the Grand Forks and District Savings Credit Union and are 100% insured by the BC Financial Institutions Act. The risk of non-performance of these instruments is considered to be remote.

There is no customer comprising more than 19% of the total trade account receivable. There is no particular concentration of credit risk. An ongoing credit review of all customers is performed and an allowance for doubtful debts is established when the amounts are not considered collectible.

**Currency risk**

There are no financial instruments denominated in foreign currency nor are a significant portion of revenue and expenditures being incurred in foreign currency, therefore the Society has no currency risk.

**Interest rate risk**

The Society is exposed to interest risk with respect to term deposits with the rates shown in Note 7.

**Fair value**

The cash, term deposits, accounts receivable and accounts payable are short-term financial instruments whose fair value approximates their carrying values.

**Liquidity risk**

The Society is exposed to liquidity risk in meeting its obligations associated with financial liabilities, which is dependent on continued support from its contributors.

**Note 5 GRANTS**

|  | 2012             | 2011             |
|--|------------------|------------------|
| <b>OPERATIONS</b>  |                  |                  |
| Province of BC, British Columbia Arts Council            | 16,250           | 19,000           |
| Province of BC, Ministry of Jobs, Tourism and Innovation | 13,500           | 10,000           |
| Government of Canada, Young Canada Works                 | 7,847            | 9,062            |
| Province of BC, Gaming grants                            | 6,496            | -                |
| Government of Canada, Service Canada                     | 3,530            | 5,040            |
| Regional District of the Kootenay Boundary               | 5,000            | 5,000            |
| Boundary District Arts Council                           | 900              | 1,100            |
| Canadian Museum Society                                  | -                | 1,000            |
| Kootenay Employment Services - Working Solutions         | 2,184            | -                |
|  | <u>\$ 55,707</u> | <u>\$ 50,202</u> |

**GRAND FORKS ART GALLERY SOCIETY**

March 31, 2012

(Unaudited)

Notes continued

**Note 6 ACCOUNTS RECEIVABLE**

|                                 | Operations   | Restricted | Endowment | 2012         | 2011       |
|---------------------------------|--------------|------------|-----------|--------------|------------|
| Accounts receivable             | \$ 2,214     | \$ 61      | \$ 162    | \$ 2,437     | \$ 4,027   |
| Harmonized sales tax receivable | 6,287        | -          | -         | 6,287        | 1,036      |
| Payroll advances                | <u>1,116</u> | <u>-</u>   | <u>-</u>  | <u>1,116</u> | <u>193</u> |
|                                 | \$ 9,617     | \$ 61      | \$ 162    | \$ 9,840     | \$ 5,256   |

**Note 7 INVESTMENTS**

The investments consist of term deposit accounts held at the Grand Forks and District Savings Credit Union.

|  | 2012            | 2011            |
|--|-----------------|-----------------|
| <b>RESTRICTED</b>  |                 |                 |
| Term deposit, non-redeemable with interest at 1.4%, matures April 20, 2013 | \$ <u>9,741</u> | \$ <u>9,645</u> |
| <b>ENDOWMENT</b>   |                 |                 |
| Equity shares  | 25              | 25              |
| Term deposit, redeemed October 2011  | -               | 23,333          |
| Term deposit, non-redeemable with interest at 1.4%, matures April 27, 2013 | <u>27,063</u>   | <u>-</u>        |
|  | <u>27,088</u>   | <u>23,358</u>   |
|  | \$ 36,829       | \$ 33,003       |

**Note 8 PERMANENT COLLECTION**

The permanent collection consists of various works of art purchased by the Society since 2002 for their permanent display or donated where the fair value can be determined. The items are carried at cost or fair value. Items purchased prior to 2002 and items donated where the value cannot be determined have not been recorded due to lack of information. As of January 1, 2009, any items purchased using City of Grand Forks funds shall be the property of the City of Grand Forks.

**Note 9 ACCOUNTS PAYABLE**

|                              | Operations | Restricted | Endowment | 2012      | 2011       |
|------------------------------|------------|------------|-----------|-----------|------------|
| Accounts payable             | \$ 14,626  | \$ -       | \$ -      | \$ 14,626 | \$ 10,603  |
| Payroll deductions payable   | 2,437      | -          | -         | 2,437     | 9,547      |
| Workers compensation accrual | <u>92</u>  | <u>-</u>   | <u>-</u>  | <u>92</u> | <u>159</u> |
|                              | \$ 17,155  | \$ -       | \$ -      | \$ 17,155 | \$ 20,309  |

**GRAND FORKS ART GALLERY SOCIETY**

March 31, 2012

(Unaudited)

Notes continued

**Note 10 UNEARNED REVENUES**

|   | 2012             | 2011             |
|---|------------------|------------------|
| Province of BC, Gaming grant                  | \$ 53,504        | \$ -             |
| Art Rental                                    | 2,688            | 2,000            |
| Province of BC, British Columbia Arts Council | -                | 16,250           |
|   | <u>\$ 56,192</u> | <u>\$ 18,250</u> |

**Note 11 EXTERNALLY RESTRICTED NET ASSETS**

The externally restricted net assets held by the Society represent grants and donations received for specific purposes which remain unspent. These funds cannot be spent for reasons other than their purpose without consent from the donor.

|   | 2012             | Revenue       | Expenditures       | 2011             |
|---|------------------|---------------|--------------------|------------------|
| <b>RESTRICTED</b>   |                  |               |                    |                  |
| Grand Forks Rotary Club, meeting room and multi-media equipment | \$ 4,847         | \$ -          | \$ (1,275)         | \$ 6,122         |
| Building improvements   | -                | -             | (319)              | 319              |
| Canada Arts Council Art, bank outreach program                  | 4,700            | -             | -                  | 4,700            |
| Reid Scholarship  | 3,493            | -             | -                  | 3,493            |
| Permanent collection acquisitions                               | 3,439            | -             | -                  | 3,439            |
| Heritage exhibit  | -                | -             | (30,000)           | 30,000           |
|   | <u>16,479</u>    | -             | <u>(31,594)</u>    | <u>48,073</u>    |
| <b>ENDOWMENT</b>  |                  |               |                    |                  |
| Donations to be held in perpetuity                              | <u>11,475</u>    | <u>255</u>    | <u>-</u>           | <u>11,220</u>    |
|   | <u>\$ 27,954</u> | <u>\$ 255</u> | <u>\$ (31,594)</u> | <u>\$ 59,293</u> |

**Note 12 INTERNALLY RESTRICTED NET ASSETS**

The internally restricted net assets in the Restricted fund represent the cost of additions to the Permanent Collection.

The internally restricted net assets in the Endowment fund represent donations and surplus funds restricted as Endowments by the Society.

**Note 13 CONTRACTUAL OBLIGATIONS AND CONTINGENT LIABILITIES**

Effective April 1, 2009 the Society entered into a twenty five year lease with the City of Grand Forks for the land and building located at 524 Central Avenue, Grand Forks BC, for the nominal fee of \$1 per year. The lease expires on March 31, 2034.

In accordance with the lease agreement, the Society may be liable for utility costs in relation to the building located at 524 Central Avenue, incurred prior to April 2011. The potential amount owing cannot be reasonably estimated at this time.

On May 5, 2009 the Society entered into a five year funding agreement with the City of Grand Forks to operate an Art Gallery, Museum and Visitors Information Centre. The agreement expires December 31, 2013. Effective April 1, 2012 this agreement was amended to increase the annual funding from \$120,000 to \$130,000.

---



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Security Classification/Designation

**Protected A**

Non-Commissioned Officer in Charge  
Boundary Regional Detachment  
Grand Forks

Your File

His Worship the Mayor and Council  
City of Grand Forks

Our File

2012-3437

2012-10-04

Your Worship the Mayor

**Suspicious article, Grand Forks Credit Union  
2012-10-03**

On October 3rd Police were called to a complaint of a suspicious brief case left at the front doors of the Credit Union. After assessing the situation with Credit Union management the decision was made to evacuate the building and secure the immediate area to the front and sides of the building. The nature of this incident led Police to believe there was a possibility that the article may contain substance(s) dangerous to the public.

I personally requested the assistance of the City in setting up barricades on the streets adjacent to the secured zone. Mr. Hal Wright and his capable staff responded quickly and effectively in getting this done.

There was a delay in getting the appropriate resources on scene to examine the suspicious article. I appreciate the patience of City management and staff in helping us to maintain security and protect the public.

This is yet another example of how our community responds effectively to public safety incidents.

Please pass on our deepest appreciation to all City staff who assisted yesterday.

Yours Sincerely

  
Jim Harrison, Staff Sergeant  
NCO Vc Boundary Regional  
Kootenay Boundary Regional Detachment



★ please read this at next  
Council meeting ★

Box 674

Grand Forks, B.C. V0H 1H0

Phone 250 442-9595

RECEIVED Sept 30, 2012

Dear Editor and city counsel

BCI - 1 2012

THE CORPORATION OF  
THE CITY OF GRAND FORKS

The water situation down south is on high alert.

In our little community things are different. All we

have to do is drill one more well and everyone can

have all the water they want, with no need for restrictions.

This is plausible because we have an underground

lake ~~lake~~ here.

Water meters are an evil conglomeration of

the minds of administrators who are scheming  
to gouge ~~feeble minded~~ <sup>gullible</sup> taxpayers. ~~because~~

~~they are unwilling to stand up to a top~~  
~~heavy administration.~~ It is time to

re-evaluate the amounts the administration is  
being paid and whether there is a ~~need for~~

sufficient need for <sup>all</sup> their funding

Sincerely  
Nadine

FILE COD

WE3 - Nevocshonoff, Nadine

C10 - re Water Meters

(Water)

Nadine Nevocshonoff



September 26, 2012

Hello Mayor and Council,

Would you like to foster a friendlier, healthier, more connected community? **The Hello Pledge** is a simple, cost-free way to improve community connectedness.

Started in Pemberton, BC, this not-for-profit initiative asks people to simply say hello to people that they pass throughout their day. By signing up at [www.thehellopledge.com](http://www.thehellopledge.com), people actively share their commitment to increasing community engagement, one greeting at a time.

By increasing social connectedness we strengthen the foundation of our communities — leading to greater health, happiness and community safety. Lack of social connectedness is a greater detriment to health than obesity, smoking and high blood pressure.

A recent Vancouver Foundation study, “Connections and Engagement” released in June 2012 discovered the following startling statistics:

- 34% of people reported having no close friends in their neighbourhood
- 51 % of adults say they find it hard to make friends. People 24-34 find it hardest.
- 37% feel like they are alone more than they would like to be
- 36% interact with their neighbours less than one a month
- 24% did not know the first names of at least two neighbours in their neighbourhoods

Conversely, studies show that social connectedness results in higher self-esteem, more empathy towards others, increased trust and safer communities.

So we’re asking mayors and councils throughout BC to take The Hello Pledge. As community leaders, please consider joining the hundreds of people who have committed to making their world a friendlier place by simply saying hello. We then encourage you to share this program with your community via your website or other communication and outreach tools. Attached please find The Hello Pledge poster for use in your communications.

To sign up or to learn more please visit [www.thehellopledge.com](http://www.thehellopledge.com).

Thank you for your consideration.

Sincerely,

Maureen Douglas  
Founder, The Hello Pledge  
[www.thehellopledge.com](http://www.thehellopledge.com)



## Want to create a friendlier, healthier, more connected community?

Whether you live in a big city or a small town, recent research tells us that **we don't feel very connected to our neighbours and fellow citizens** these days.  
Let's change that with the Hello Pledge.

The Hello Pledge invites you to  
commit to saying hi to other  
folks throughout your day.

Make someone's day —  
meet their eye and say hello.

Join The Hello Pledge at  
[www.thehellopledge.com](http://www.thehellopledge.com)

(And invite your friends to join too!)

**Let's start greeting the people we're meeting.**



A not-for-profit initiative of Mobilize Strategies  
[www.mobilizestrategies.com](http://www.mobilizestrategies.com)



## TRAVEL GUIDE 2013 – Print & Web

Hello Diane,

As per our conversation following is the information on the 2013 Travel Guide. Thank you, in advance, for following the links.

We produce both our annual Vacation Country Travel Guide and [www.TravelGuideBook.com](http://www.TravelGuideBook.com) website, which includes our exciting Media Center and all the content of our 352-page print edition. Our coverage area includes Alaska, Yukon, NWT, BC, Alberta, and the Northwest US. Please review our advertising media information for TravelGuideBook.com (web) & VC Travel Guide (print) at [www.travelguidebook.com/marketing/](http://www.travelguidebook.com/marketing/)

Our 352-page Travel Guide offers a range of advertising options, from 1" to full page. Travel Guide is distributed free throughout our coverage area at Visitor Centers, Chambers of Commerce, and our advertisers. The print media kit covers distribution, sample ads, ad sizes, ad rates, and specifications. Our full-color, glossy Travel Guide, now in its 37<sup>th</sup> year, is an invaluable resource to the vacationing and traveling public.

Our online Travel Guide at [www.TravelGuideBook.com](http://www.TravelGuideBook.com) offers six ways to position your business ad on our website. Additionally, we will place your print ad in our web business directory in its community section at no extra charge. Your web ad works for you 24/7 all year long.

We also provide professional HD video production and can develop a professional marketing video from your raw footage. Alternatively, we can edit your existing travel video to a 1-5 minute length suitable for web viewing in HD format. Please visit [TravelGuideBook.com Media Center](http://TravelGuideBook.com/MediaCenter) to view the high quality of our productions.

If you have website development needs, please visit [TravelGuideBookWeb](http://TravelGuideBookWeb) to see examples of primarily travel-related websites we have designed.

I look forward to speaking with you further.

\*Note: Non-profit organizations receive ½ off of our rates\*

**Denise Chase**  
**International &**  
**Domestic Sales**  
**Vacation Country Travel Guide**  
**406-755-0099 ext 103**  
**800-628-0313 ext 103**

V A C A T I O N C O U N T R Y

# TRAVEL GUIDE

HOME PRINT MARKETING WEB MARKETING **MARKETING**

For more information on the Travel Guide Please contact the Direct Sales Department at: 1.800.628.0212 ext. 103 or [click here](#) to email us.

MEDIA KITS - SAMPLE PAGES - MAPS - AD SAMPLES - CONTACT INFO

## THE TRAVEL GUIDE

puts the latest and most up-to-date information at your fingertips!

Over 500 Chambers and Visitor Centers have their town, city or area information in the Travel Guide.

## NOW IS THE TIME To advertise in the TRAVEL GUIDE

If your business provides a service or if you have a product that travelers can use in planning a vacation trip to your area, then the TRAVEL GUIDE should be a part of your advertising/marketing strategy for the upcoming travel season.

### Benefits from advertising with TRAVEL GUIDE:

**Targeted Distribution:** Within and throughout Alaska, the Yukon, Northwest Territories, British Columbia, Alberta and the Northwestern states including Montana, Idaho, Washington and Oregon. TRAVEL GUIDE is the only publication that covers the entire Northwest area in one book.

**2. Travel Guide Coverage:** How do travelers receive Travel Guide? Through Chambers of Commerce and Visitor Centers, advertisers, direct sales and Internet marketing.

**3. Travel Guide Publication Date:** The Travel Guide is published annually and distributed in early Spring each year.

**4. Publication Style:** The Travel Guide is a glossy, full color publication of approximately 368 pages at 8 1/2 by 11.

**5. Travel Maps:** The Travel Guide provides detailed maps for each one of the states and provinces, with special city and area maps for travelers.

**6. Alaska Ferry Schedule:** The Travel Guide also provides the complete Alaska Marine Ferry Schedule for traveling the Alaskan Inside Passage, Prince William Sound, the Kenai Peninsula and Kodiak Island, with connecting roads to take the traveler to Anchorage, Fairbanks, Denali National Park and all points beyond.

**7. Travel Guide Special Editions:** The **Experience Alaska** Edition is ALL about Alaska. The **Experience Alaska Southeast** Edition covers the Inside Passage. The **Experience the North** Edition focuses exclusively on Northern British Columbia, Northern Alberta, the Yukon and the Northwest Territories.

Travel Guide covers a vast area of major cities and small communities that travelers will be visiting this next tourist season.

Now YOU can be part of the next Travel Guide. Please take time to review our Media Kit and let us showcase your business for the



upcoming travel season!

# VACATION COUNTRY TRAVEL GUIDE

## PRINT ADVERTISING RATES

|                               |                       |
|-------------------------------|-----------------------|
| 1".....                       | \$398. <sup>00</sup>  |
| 2".....                       | \$698. <sup>00</sup>  |
| 3".....                       | \$889. <sup>00</sup>  |
| 4".....                       | \$1195. <sup>00</sup> |
| 5".....                       | \$1395. <sup>00</sup> |
| 6".....                       | \$1595. <sup>00</sup> |
| 7".....                       | \$1889. <sup>00</sup> |
| 10".....                      | \$2589. <sup>00</sup> |
| 10" 1/3 PAGE FULL COLUMN..... | \$2589. <sup>00</sup> |
| 15" 1/2 PAGE.....             | \$3495. <sup>00</sup> |
| 20" 2/3 PAGE.....             | \$4197. <sup>00</sup> |
| 30" FULL PAGE.....            | \$5895. <sup>00</sup> |

### SPECIAL POSITION PAGES - CALL FOR PRICE & AVAILABILITY

30" INSIDE FRONT COVER  
30" INSIDE BACK COVER  
30" OUTSIDE BACK COVER

## ADVERTISING SPECIFICATIONS

(WIDTH x HEIGHT)

|                               |                 |
|-------------------------------|-----------------|
| 1".....                       | 2.375" x 1"     |
| 2".....                       | 2.375" x 2.062" |
| 3".....                       | 2.375" x 3.188" |
| 4".....                       | 4.938" x 2.062" |
| 4" vertical.....              | 2.375" x 4.375" |
| 5".....                       | 4.938" x 2.625" |
| 5" vertical.....              | 2.375" x 5"     |
| 6".....                       | 4.938" x 3.188" |
| 7".....                       | 4.938" x 3.750" |
| 10".....                      | 4.938" x 5"     |
| 10" 1/3 PAGE FULL COLUMN..... | 2.375" x 10"    |
| 15" 1/2 PAGE.....             | 7.5" x 5"       |
| 20" 2/3 PAGE.....             | 4.938" x 10"    |
| 30" FULL PAGE.....            | 7.5" x 10"      |
| 30" FULL PAGE BLEED.....      | 7.5" x 10"      |

(IMAGE SIZE ONLY CALL FOR DETAILS)

### SPECIAL POSITION PAGES - CALL FOR PRICE & AVAILABILITY

30" INSIDE FRONT COVER..... 9" x 12"  
30" INSIDE BACK COVER..... 9" x 12"  
30" OUTSIDE BACK COVER..... 9" x 12"

## ADVERTISING REQUIREMENTS

**ADVERTISING SPECIFICATIONS:** Advertisers may supply prebuilt ads or the components for in-house ads as high resolution PDF files.

**IMAGES:** Submit high resolution jpeg or tif images at a minimum of 300 dpi.

**FONTS:** Need to be outlined if supplying EPS files or embedded in PDF files.

**MEDIA DELIVERY METHODS:** Any camera ready ads should be supplied as high resolution PFD files. Please contact us for our FTP site address. CD-ROMs are also acceptable.

## WEB ADVERTISING RATES

|                                       |                       |
|---------------------------------------|-----------------------|
| Community Business Ad.....            | \$598. <sup>00</sup>  |
| Featured Business Ad.....             | \$598. <sup>00</sup>  |
| Business Panel Ad.....                | \$598. <sup>00</sup>  |
| Video Business Ad.....                | \$798. <sup>00</sup>  |
| Banner Business Ad.....               | \$998. <sup>00</sup>  |
| Preferred Business Ad.....            | \$998. <sup>00</sup>  |
| Featured Business Ad - Home Page..... | \$1098. <sup>00</sup> |

### **Video Center**

|                      |                       |
|----------------------|-----------------------|
| One Minute.....      | \$798. <sup>00</sup>  |
| Two Minute.....      | \$998. <sup>00</sup>  |
| Three Minute.....    | \$1598. <sup>00</sup> |
| Five Minutes.....    | \$1998. <sup>00</sup> |
| Video Home Page..... | TBA                   |

**Featured Business Ad - Home Page:** This ad is located on the right side of the home page.

**Preferred Business Ad:** This ad is located in the upper right hand corner next to the Travel Guide logo at the top of the appropriate community page and the Video Center.

**Community Business Ad:** This ad features advertising for Visitor Centers or Chambers of Commerce on their own community page.

**Featured Business Ad:** This ad is located on the right side of the appropriate community page just below the weather/gas information.

**Business Panel Ad:** This ad offers a narrative description about your business, with a translator program for all major languages. This ad will go in the community Business Directory.

**Banner Business Ad:** This ad is located for maximum impact, at the bottom of both the home page and the bottom of an additional page of your choosing.

**Video Business Ad:** This ad is located in the right hand column in the Video Center. This is the hub of all video activity on the website.

**Video Center:** DVD Video in a variety of lengths from 1,2,3 and 5 minutes.

**Video - Home Page:** DVD Video in a variety of lengths from 1,2,3 and 5 minutes on the home page.

## TRAVEL GUIDE

Editorial and Advertising Offices  
P.O. Box 9707 Kalispell, MT 59904-9707  
(406) 755-0099 ext. 103 • FAX (406) 756-0098

Publisher: Scott@travelguidebook.com  
Marketing: Denise@travelguidebook.com  
AK Sales: Moonlitsak@yahoo.com  
Ad Production: Production@travelguidebook.com  
Editorial: Jill@travelguidebook.com

## DISTRIBUTION

Distribution.....100,000

### **Travelers**

*Distributed to the  
traveler through  
Advertisers, Chambers  
of Commerce, Special  
Locations, Subscriptions,  
and Visitor Information  
Centers*

# **MINUTES OF THE ENVIRONMENT COMMITTEE OF THE CITY OF GRAND FORKS (SUBJECT TO COMMITTEE APPROVAL NOVEMBER 22, 2012)**

**Regional District Board Room on September 20, 2012 at 11am**

**Call to Order** 11:00am

**Present:** Guests - Graham Watt & Wayne Kopan, Karin Bagn, Jenny Coleshill, Paul Pinard, Michele Caskey, Peter Shilton, John Vere, Cher Wyers, Sarah Winton, Gary Smith

**Regrets:** Cheryl Unger, Larry Ballard, Chris Moslin, Mike VanEk, Alvin Boyer, A. J. Downie, Paul Cowley

---

Additions to agenda:

- 2013 budget
- New Water Act 2010

## **Adoption of Agenda**

**Moved:** John Vere, Peter Shilton

**Resolved** that the September 20, 2012 agenda be adopted as carried.

---

## **Presentation:** Working together to Protect Species at Risk – Jenny Coleshill

Jenny made this presentation on behalf of the Ministry of Environment and the South Okanagan Similkameen Environmental Planning Round Table. The goal is to enhance SEAR protection on private and LG lands in BC.

There was discussion around the lack of uptake in the Northern Communities.

Gary will take the concerns and issues around the Wildlife Management Act forward at UBCM with the recommendation that this is a provincial issue not a municipal one. City Council's 2012 resolution endorsed by UBCM for the upcoming conference states:

---

## **Nephelometer Study**

Nephelometer Study: Wayne Kopan distributed hard copies of the three-month study and related data collection graphic maps to committee members. To date he has a group of 5 or six volunteers who will continue the study throughout the winter (Gary Smith, Chris Moslin, Peter Shilton, Cher Wyers, Paul Pinard, John Vere and Michele Caskey have committed to volunteer to continue the study into winter & spring.). It will be interesting to look at the data when woodstoves are in use. The study was made available in hard copy to the committee and can be found on the City of Grand Forks website.

At this stage in the study they cannot correlate the data with the air shed model, as it is necessary to have at least a full year of data collected.

The committee asked if there is a bylaw in place to control dust on construction sites.

**Action:** Cher will look into this bylaw and let the committee know.

Woodstoves are always a concern for air quality. At this point the Area D director does not support the wood stove program even though the RDKB is working towards being as green as they can be. Grand Forks is reaching carbon neutrality under the 2012 provincial guidelines.

---

**Kettle River Watershed:** Graham Watt is the Project Coordinator for the project. The Kettle River Watershed plan is a management plan put into place to understand how the water shed works, develop recommendations for local, provincial governments, and Industry, to manage the watershed more efficiently.

There are 2 phases in the project; phase 1 is to determine the state of the water shed and phase 2 is about connecting with the public and addressing concerns/needs as well as to develop a vision document. There is a 30 member advisory group who oversee the development of the plan, and layout goals and objectives. Target for completion of the plan is 2014.

Graham invited the committee to attend the public meeting on October 12. The morning portion will include watershed planning and the afternoon will explore the KRWS challenges and issues and ways to address these.

---

A fall deer count was conducted on September 18th that determined the deer population is leveling out. Deer feeding is an issue as always and is a major contributor in attracting the deer. Provincially, ICBC Insurance premiums are the highest in Grand Forks due to the high volume of deer/car collisions.

---

Solar initiatives – Paul Pinard requested some funds set aside to continue to run a solar initiative in the elementary schools for grade 6 and 7. In the past Chris and Paul have built solar cars purchased from Fortis with the students. They have had requests from teachers to have the solar vehicles built this year that reinforces the committee's goal to provide an educational component with the elementary students and outreach when the students' race the units at public events such as Clean Air Day in June and the fall fair.

**Moved: Pinard/Bagn**

**Resolved** that the committee contributes up to \$1000 from the budget to be used towards the solar car project.

---

Gary Smith spoke of a pesticide pickup program that is run out of Oliver with the suggestion that the committee piggy back on it to move pesticides out of the Boundary area for safe disposal. Target date is October 24<sup>th</sup>.

**Action:** Gary Smith to consult with the RDKB on any existing toxic waste disposal program.

**Moved: Smith/Caskey**

**Resolved** that \$1000 be set aside to transport toxic pesticides from the Advance Orchard collection site to Oliver for safe disposal; subject to the RDKB not having a duplicate program in place.

The Bat House project is underway. There is material set aside for 4 bat houses to be erected in Grand Forks. Telus has donated 4 telephone poles.

**Action:** Gary to connect with Cheryl Unger from IHA regarding potential conflict with bat houses and IHA. Gary to consult with the City on the prospect of City workers erecting the poles in the pre-determined strategic locations recommended by Jenny.

**Moved: Smith, Pinard**

**Resolved** that the committee approves spending up to \$500 on the construction of the bat houses.

---

Michele had a B.C. Lung Association booth at both the Grand Forks Fall Fair and the Rock Creek Fall Fair where information on air pollution, lung issues, and tobacco was provided. Michele promoted the Lung Health and Air Quality Public Forum that is taking place on Friday September 21, 2012 at Selkirk College 6:00-9:00 PM.

Michele has been distributing the new 2012 State of the Air report to communities in School District 51.

---

### **New Business**

Cher reviewed the budget as at August 31, 2012. There is a balance of \$17,252 after expenses of \$7,179 related to the Nephelometer study and \$73 for committee expenses.

The Water Act is the principal law for managing the diversion and use of provincial water resources. Established in 1909, B.C.'s *Water Act* is the primary piece of water management legislation and plays a key role in the sustainability of B.C.'s water.

With changes in climate, population, and water use, it is now time to review the Act to address new pressures on water through the new Water Act Modernization. MLA John Slater is involved with the draft legislation that has been in review since 2010. The provincial web site carries the latest update.

Next meeting for Environment Committee will be on November 22, 2012 at 11am at the RDKB office.

---

**Adjournment** The Environment Committee of the City of Grand Forks was adjourned at 1:15 p.m.

---

Cher Wyers, Chair



THE CORPORATION OF THE CITY OF GRAND FORKS

DEER COMMITTEE MEETING

TUESDAY SEPTEMBER 18<sup>TH</sup>, 2012

PRESENT:

MAYOR BRIAN TAYLOR  
COUNCILLOR GARY SMITH  
BRIAN HARRIS MIN FLNRO  
JENNY COLESHILL  
BARB DANN  
STEVE WARREN  
GREG STERLING  
AARON REID MIN FLNRO  
BARRY BRANDOW  
NORM WALKER  
DANNY WILLIAMSON

SECRETARIAL SUPPORT

F. Moreland

---

The Mayor called the meeting to order at 9:04 am.

The Mayor began the meeting by stating the committee will need to invest time and formality in light of what has happened in Invermere.

---

Those present were asked to raise their hands if they intended to invest time and follow a formal structure and follow the Mandate as provided by the City of Grand Forks.

All present raised their hands, with qualifications from D. Williamson and G. Sterling as they represent the Aboriginal populations in the Kootenay Boundary areas and at some point elders may like to attend.

---

MOTION: SMITH/HARRIS

**RESOLVED THAT THE DEER DOMMITTEE RECOMENDS TO COUNCIL TO  
ACCEPT THE EDIBLE STRATEGIES ENT LTD CONTRACT FOR  
SECRETARIAL SERVICES TO ORGANIZE MEETINGS, CIRCULATE**

**DOCUMENTATION, RECORD MEETINGS, AND RESPOND TO EMAILS FROM THE DEER COMMITTEE MEMBERS.**

**CARRIED**

---

**OLD BUSINESS REPORT**

Jenny Coleshill

- What is the impact of “feeders?” Can we think of more mapping research?
- Is there a density correlation that matches with the feeders?
- Mapping reports from back east to circulate to Deer Committee.
- Sarah Du Brois is willing to educate the public about feeding
- What can be done about feeders that feed on public property? Mayor Brian Taylor to follow up.
- Collision research by Gail Hesse, to circulate
- There is a need to collect, review and collate deer complaints and “pin” them on a map. From:
  - Grand Forks City Hall
  - Conservation Officers, maybe through our MLA
  - RCMP, maybe through our MLA
  - EMCON
- There is a need to advertise the process the Deer Committee is taking to address the urban deer problem identified by 99% of the people surveyed.
- Some people have been creative in Deer Fencing. How can we celebrate them?
- The City of Victoria just came out with their deer plan—fencing and bulk buying of repellants.

---

**DISCUSSIONS WITH CLARENCE LOUIE FROM OLIVER FN BAND**

Mayor Taylor’s summary of Clarence from his discussions was not to focus on the food bank model, but he said he wants to see a native company to form to control populations and re-distribute the meat.

---

**BRIAN HARRIS IS PREPARING A SUMMARY TO BE ATTACHED TO THESE MINUTES**

**THERE WAS A TOTAL OF 154 DEER COUNTED SEPT 18, 2012**

---

**BRIAN HARRIS REPORT ON THE EXPERIENCES FROM INVERMERE**

The Deer Committee agreed they need the documentation to review the details so they can make an informed decision for understanding the risk factors and what to do to mitigate any litigation.

Brian Harris is to forward the relevant documentation he was reading from at the meeting so they can be circulated to the Deer Committee and to be on file.

---

MOTION: WARREN/DANN

**RESOLVED THAT MAYOR TAYLOR WILL WRITE AND SEND A LETTER TO THE REGIONAL GOVERNMENT FOR REPRESENTATIONAL AND FINANCIAL SUPPORT FOR THE ACTIVITIES RECOMMENDED BY THE DEER COMMITTEE.**

CARRIED

---

ACTION LIST:

1. Have the MANDATE for the Deer Committee available at each meeting to read at the beginning to maintain focus.
  2. Secretary to ask all committee members for relevant documentation so they can all be in one place and an Annotated Bibliography can be made available.
  3. Create a Deer Management Plan, with an Evaluation process, before applying for a cull.
  4. Gather Complaint data and summarize.
  5. Think of ways to deal with "feeders."
- 

NEXT MEETING OCTOBER 16, 9AM RDKB OFFICE

---

ADJOURNMENT:

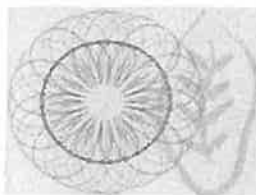
11am

---

CERTIFIED CORRECT:

  
MAYOR BRIAN TAYLOR

SECRETARIAL SUPPORT- F MORELAND



# Edible Strategies

Ent. Ltd

Invoice

EDIBLE STRATEGIES ENT LTD (ESEL)

Date:  
INVOICE # DC1

TO  
CITY OF GRAND FORKS  
RE: DEER COMMITTEE SECRETARIAL SUPPORT

| Description   | Line Total |        |
|---|------------|--------|
| SECRETARIAL SERVICES TO ORGANIZE MEETINGS, CIRCULATE DOCUMENTATION, RECORD MEETINGS, AND RESPOND TO EMAILS FROM THE DEER COMMITTEE MEMBERS. |            |        |
| AS PER TIME AND MOTION REPORT ATTACHED  | \$ 416.67  |        |
|   |            |        |
|   |            |        |
|   |            |        |
| HST# 85344 7746 RT0001  | Subtotal   |        |
|   | HST        | 50     |
|   | Total      | 466.67 |

Make all checks payable to ESEL

Thank you for your business!

EDIBLE STRATEGIES ENT LTD

PO Box 2913

Grand Forks, BC

V0H 1H0

1-250-442-0788

10-2-2099-233

CS# 007

# Time and Motion Report for Secretarial Support to Grand Forks Deer Committee

These are the times and motions for secretarial support to the Grand Forks Deer Committee as recorded by Frank Moreland.

This report is attached to invoices for the support services through Edible Strategies Ent Ltd.

| <b>Date</b>  | <b>Total Time<br/>in minutes</b> | <b>Engaged<br/>With...</b>  | <b>Motion<br/>(action)</b>   | <b>Outcome</b>   |
|--------------|----------------------------------|---|--|--|
| Aug 31, 2012 | 10                               | Happy Days<br>Diner   | Request<br>breakfast at 7:30<br>am on Sept 18,<br>2012 for 15<br>people in Deer<br>Committee   | Breakfast is<br>booked   |
| Sept 8, 2012 | 60                               | Reading minutes,<br>brochure, and<br>2011 work plan<br>provided by<br>Mayor Brian<br>Taylor | Prepare<br>questions for<br>Mayor Brian<br>Taylor  | Familiarized with<br>people on the<br>Deer Committee<br>and their<br>decisions made    |
| Sept 8, 2012 | 15                               | Record keeping<br>support   | Create a Time<br>and Motion<br>report format to<br>submit to Deer<br>Committee for<br>approval | Billable hours<br>policies and<br>procedures<br>approved for<br>secretarial<br>support |
| Sept 10      | 10                               | Mayor Brian<br>Taylor   | Respond with<br>edits to draft<br>agenda   | Draft agenda<br>prepared for<br>circulation to<br>Deer Committee                       |
| Sept 13      | 60                               | Deer Committee  | Deer Committee<br>email list created<br>to Circulate<br>Agenda and ask<br>for RSVP             | Invitation to<br>meeting<br>circulated   |
| Sept 13      | 10                               | Ingrid from ICBC  | Email response<br>from Christine<br>from ICBC notes<br>her holidays end<br>Sept 17             | Christine will<br>receive minutes<br>and will respond<br>re: her<br>involvement later  |
| Sept 13      | 15                               | Jenny Coleshill   | Email response<br>on deer count<br>activities Sept 18<br>before the                            | FM will<br>participate in<br>deer count<br>starting at 6:30                            |

## Time and Motion Report for Secretarial Support to Grand Forks Deer Committee

|         |    |   | meeting   |  |
|---------|----|---|---|--|
| Sept 13 | 30 | Various Deer Committee members          | Create and populate RSVP document   | To date have confirmed 11 for deer count and 5 for breakfast ✓                               |
| Sept 13 | 10 | Michele & Don Caskey                    | Respond to email stating Don resigned two years ago   | Remove Don and Michele Caskey from the committee ✓   |
| Sept 14 | 10 | John and Mary Ann Westaway              | Respond to email  | They are not on the committee, but like to count deer, contact them for next count ✓         |
| Sept 14 | 15 | Mayor Brian Taylor and Laranna Anrosoff | Discussion about inviting newly hired Laranna Androsoff to represent the Aboriginal Opportunities in the Boundary | Laranna is invited and will review the documents and RSVP ✓                                  |
| Sept 14 | 30 | Mayor Brian Taylor                      | ESEL Draft contract   | Draft Contract for Deer Committee to review and submit to City of Grand Forks for approval ✓ |
| Sept 17 | 5  | Cher Wyers                              | Respond to email  | Cher will be at count and not meal or meeting ✓  |
| Sept 17 | 10 | Barry Brandow                           | Email response and phone call   | Barry will attend deer count and meal and meeting ✓  |
| Sept 17 | 10 | Laranna                                 | Respond to email, and contact her suggested Aboriginal volunteer to sit on committee                              | Left messages with Joanie and Danny asking for an Aboriginal representative ✓                |



## Time and Motion Report for Secretarial Support to Grand Forks Deer Committee

|                                |           |                    |   |  |
|--------------------------------|-----------|--------------------|---|--|
| Sept 18                        | 0         | Deer Count         | Volunteer 1 hour to count deer                                      | Counted 13 deer in our section   |
| Sept 18                        | 0         | Breakfast          | Volunteer time to eat and chat                                      | Informal discussions about deer count numbers  |
| Sept 18                        | 120       | Deer Committee     | Record Deer Committee meeting                                       | 12 People attend and the agenda is completed in 2 hours.<br><br>Next meeting booked at RDKB for Oct 16 at 9am. |
| Sept 19                        | 5         | Brian Harris       | Respond to email  | Asked Brian Harris to send his summary and Invermere documents he was reading from at the meeting              |
| Sept 19                        | 120       | Mayor Brian Taylor | Type up Draft minutes from meeting for review by Mayor Brian Taylor | Minutes prepared for circulation to Deer Committee   |
| Sept 19                        | 15        | Deer Committee     | Circulate minutes   | Deer Committee members have the information they need to request edits to minutes before the next meeting      |
| Total minutes                  | 560       |                    |   |  |
| Amount on Invoice at \$50/hour | \$ 416.67 |                    |   |  |

# RESEARCH, DEVELOPMENT AND LOGISTICAL SERVICES CONTRACT

## **BETWEEN THE CONSULTANT...**

Edible Strategies Enterprise Ltd (ESEL)  
Frank Moreland, Secretarial Services  
PO Box 2913 Grand Forks, BC  
V0H 1H0  
250-442-0788

## **AND THE CLIENT...**

Grand Forks Deer Committee  
City of Grand Forks

DATED:

### **1. TERM OF CONTRACT**

Beginning \_\_\_\_\_ ending \_\_\_\_\_

### **2. SECRETARIAL SERVICES PROVIDED**

The Grand Forks office of ESEL will be the worksite for Secretarial Services, and all costs for the worksite are born by ESEL.

Secretarial Services as follows:

- Organize the logistics for the City of Grand Forks to host the Deer Committee meetings
- Record the Deer Committee meetings and prepare minutes
- Provide additional Secretarial Services as decided from time to time by the Deer Committee

### **3. OWNERSHIP**

- All materials prepared, accepted, and implemented by the client, will be acknowledged as the property of the City of Grand Forks.

### **4. DUTIES OF THE CLIENT**

The client is responsible for providing existing background documents and Deer Committee member list.

# RESEARCH, DEVELOPMENT AND LOGISTICAL SERVICES CONTRACT

## **5. PAYMENT FOR SERVICES**

Time and motion documents providing billable hours will be attached to each invoice and will be paid at the rate of \$50/hour. All deductions at source are the responsibility of ESEL.

## **6. EXPENSES**

Frank Moreland will follow Policies and Procedures for Expenses as approved by the Deer Committee from time to time.

## **7. INDEPENDENT CONTRACTOR**

ESEL is an independent contractor and not eligible to participate in any benefit programs or tax withholding obligations on the part of the client.

## **8. WORK DELEGATION**

ESEL will delegate work at the discretion of Frank Moreland and will be accountable for delivery.

## **9. ADDITIONAL WORK**

Any modification to the contract shall be confirmed in writing with particulars of cost and signed by both parties before additional work commences.

## **10. CONFIDENTIALITY**

ESEL, until instructed otherwise by the Deer Committee, will keep any information disclosed by them as confidential.

## **11. CONTINGENCIES**

ESEL has control of all services rendered, with the exceptions of events beyond the control of ESEL, or the Client, such as accidents, delays, strikes, supplier problems or other unforeseen events.

## **12. ADVERTISING**

The client's name will not be used for media release without the written approval of the client.

## **13. ARBITRATION**

In case of dispute, an independent arbitrator will be secured upon agreement of both parties with attendant costs (if any) being shared by both parties. It is agreed that the decision of the arbitrator will be binding upon both parties.

## **14. GOVERNING LAWS**

The laws of the jurisdiction of British Columbia shall govern the contract.

## **15. AGREEMENT BINDING**

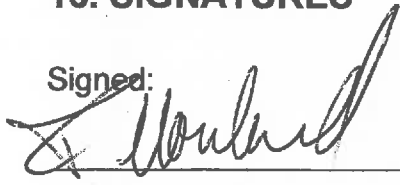
➤ This shall take place of any previous agreements.

## RESEARCH, DEVELOPMENT AND LOGISTICAL SERVICES CONTRACT

➤ Any modification to this agreement must be in writing and agreed to between both parties.

### 16. SIGNATURES

Signed:

 for ESEL Dated Sept 21/12

position: Administrative Assistant

 for Grand Forks Deer Committee

Dated

Oct 3/2012

position:

Mayor

## TASK LIST FOR MEETINGS SCHEDULED FOR OCTOBER 9<sup>TH</sup>, 2012

| ISSUE  | ASSIGNED  | COMPLETED               |
|--|---|-------------------------|
| <b>REGULAR MEETING OF COUNCIL</b>  |   |                         |
| Registered Petitions & Delegations:  |   |                         |
| a) Columbia Basin Alliance for Literacy (CBAL)<br><b>RESOLVED THAT</b> COUNCIL RECEIVES THE PRESENTATION MADE BY SHEILA DOBIE OF THE COLUMBIA BASIN ALLIANCE FOR LITERACY COUNCIL REGARDING THEIR REQUEST FOR COUNCIL'S PARTICIPATION ON THE ORGANIZATION'S COMMUNITY LITERACY ADVISORY COMMITTEE, AND APPOINTS COUNCILLOR NEIL KROG AS THE LIAISON FOR THE COMMUNITY LITERACY ADVISORY COMMITTEE.   | Councillor Krog to liaise with the committee  | Done                    |
| b) Grand Forks & District Fall Fair Society<br><b>RESOLVED THAT</b> COUNCIL RECEIVES THE PRESENTATION MADE BY LES BRADEN OF THE GRAND FORKS FALL FAIR SOCIETY REGARDING THE ORGANIZATION'S REQUEST FOR THE CITY TO PROVIDE A PARCEL OF LAND AS PERMANENT LOCATION FOR THE GRAND FORKS FALL FAIR.<br><br>Council has requested that the Fall Fair Society bring back a Business Plan to present to Council  | No further action for the City to undertake as this time  |                         |
| Reports, Questions & Inquiries from Members of Council:  |   |                         |
| 1. Councillor Smith:   |   |                         |
| <b>RESOLVED THAT</b> THE MAYOR SEND A LETTER INVITING PREMIER CHRISTY CLARK TO VISIT OUR AREA.   | Mayor Taylor/Diane  | Done                    |
| Recommendations From Staff for Decisions:  |   |                         |
| a) Corporate Officer's Report – License of Occupation for the Rotary Customs House<br><b>RESOLVED THAT</b> COUNCIL APPROVES THE ATTACHED LICENSE OF OCCUPATION AND FURTHER AUTHORIZES CITY SIGNATORIES TO COMPLETE THE LICENSE OF OCCUPATION ALLOWING THE ROTARY CLUB OF GRAND FORKS THE CONTINUED USE OF THE HISTORIC COURTHOUSE COURTYARD PROPERTY FOR THE LOCATION OF THE ROTARY CUSTOMS HOUSE.   | Diane/Roxanne as signatories  | In Progress             |
| Summary of Information Items:  |   |                         |
| a) Correspondence from Crime Stoppers - Requesting Funding Support to operate program in the area. <b>Last year, Council offered funding to Crime Stoppers in the amount of \$500 by way of a membership. Council may consider to do this again by adopting a resolution.</b><br><b>RESOLVED THAT</b> COUNCIL DETERMINES TO OFFER FUNDING IN THE AMOUNT OF \$500 BY WAY OF A MEMBERSHIP IN THE WEST KOOTENAY BOUNDARY CRIME STOPPERS TO BE FUNDED FROM COUNCIL MEMBERSHIPS.  | Diane   | Done                    |
| b) Correspondence from the Royal Canadian Legion - Request for the annual Poppy Campaign. <b>Council grants permission for the Legion to hold their poppy distribution in the downtown area prior to Remembrance Day. Council has previously included the yearly donation of \$100.00 to the Poppy Campaign in the 2012 Budgeting process which will be submitted to the organization. Members of Council have advised that they intend to participate in this year's November 11<sup>th</sup> Ceremony.</b><br><br><b>RESOLVED THAT</b> COUNCIL GRANTS PERMISSION TO THE ROYAL CANADIAN LEGION TO HOLD THEIR POPPY DISTRIBUTION IN THE DOWNTOWN AREA PRIOR TO REMEMBRANCE DAY AND FURTHER GRANTS PERMISSION TO THEM TO HOLD THEIR REMEMBRANCE DAY CEREMONIES ON NOVEMBER 11 <sup>TH</sup> AS IN PREVIOUS YEARS. | Diane<br><br>Hal (to ensure electrical staff has turned on the power at the pole for the event) | Done<br><br>In Progress |
| c) From BC Water & Waste Association - Advising of the Planning Stages and participation examples for Drinking Water Week – 2013. <b>Recommend to receive for information- staff to refer a copy of the correspondence to the Environment Committee.</b>   | Diane   | Done                    |
| Bylaws:  |   |                         |
| Bylaw No. 1931 – Roxul Road Closure Bylaw<br><br><b>RESOLVED THAT</b> BYLAW No. 1931, CITED AS "The Roxul Closure Bylaw No. 1931, BE GIVEN FINAL READING.  | Diane (jacketing-filing)  | In Progress             |

|  |       |             |
|--|-------|-------------|
| Options and recommendations for change in road structure to be presented to Council  | Sasha | In Progress |
| Bylaw No. 1941 – 2013 Annual Tax Exemption Bylaw<br><b>RESOLVED THAT</b> BYLAW No. 1941, CITED AS “2013 Annual Tax Exemption Bylaw No. 1941, 2012, BE GIVEN FINAL READING. | Diane | Done        |
| <b>QUESTIONS FROM THE PUBLIC &amp; THE MEDIA:</b>  |       |             |
| Nigel James – Questioned the new three way Stop Sign at Cyprus Way and for what purpose  | Hal   | In Progress |
|  |       |             |