

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

**Tuesday September 4th, 2012 – 7:00 p.m.
Council Chambers City Hall**

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>OPENING OF THE TIME CAPSULE</u>		
2.	<u>CERTIFICATE OF APPRECIATION</u>		
3.	<u>CALL TO ORDER</u>	7:00 p.m. Call to Order	Call Meeting to Order at 7:00 p.m.
4.	<u>REGULAR MEETING AGENDA</u>	Sept 4th, 2012 Agenda	Adopt Agenda
5.	<u>MINUTES</u> <ul style="list-style-type: none">- August 20th, 2012- August 20th, 2012- August 20th, 2012	Public Hearing Minutes Regular Meeting Minutes Primary Committee Meeting Minutes	Adopt Minutes Adopt Minutes Adopt Minutes and all recommendations contained therein
6.	<u>PETITIONS AND DELEGATIONS</u> <ul style="list-style-type: none">a) Michael Trickey of Strategic Infrastructure Management Inc.	PowerPoint Presentation regarding the City of Grand Forks Road Conditions Assessment	Council to receive the presentation made by Michael Trickey of Strategic Infrastructure Management Inc.
7.	<u>UNFINISHED BUSINESS:</u> None		
8.	<u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u> <ul style="list-style-type: none">a) Corporate Officer's Report	Members of Council may ask questions, seek clarification and report on issues	Issues seeking information on operations be referred to the Chief Administrative Officer prior to the meeting.
9.	<u>REPORT FROM THE COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u> <ul style="list-style-type: none">a) Corporate Officer's Report	The City's Representative to the Regional District of Kootenay Boundary will report to Council on actions of the RDKB.	Receive the Report.
10.	<u>RECOMMENDATIONS FROM STAFF FOR DECISIONS:</u> <ul style="list-style-type: none">a) Chief Administrative Officer's Report – School Connections	Staff has been advised that School District 51 Boundary intends to make	Council receives the Chief Administrative Officer's report,

Grant Application

application for School Community Connections Funds for the upgrading of an existing storage shed, previously constructed on the grounds at Perley Elementary School.

dated, August 27th, 2012, regarding the School District 51 Boundary application for School Community Connections funds, and resolves to support the School District's funding application for the proposed Perley School Shed Upgrade project.

- b) Corporate Officer's Report – Assigning Roxanne Shepherd, Deputy Finance Officer, as the Municipal Officer responsible for Financial Administration for the City

With the resignation of our Chief Financial Officer, Cecile Arnott, the City, in accordance with Section 149 of the Community Charter, is required to assign one of the municipal officers' the responsibility of financial administration as outlined in the Charter.

That Council assigns Roxanne Shepherd, BBA, CGA, Deputy Finance Officer, the responsibility for financial administration for the City of Grand Forks effective September 17th, 2012.

- c) Corporate Officer's Report – Municipal Insurance Association Annual Meeting

Council must register the voting delegate and two alternates with the Municipal Insurance Association before September 14th, 2012, in order to be eligible to vote at the annual meeting on September 25th, 2012 at the UBCM Conference.

That Council receives the Staff report dated August 28th, 2012 and resolves to appoint _____ as the Voting Delegate at the 2012 MIA Annual General Meeting, and appoint _____ and _____ as the alternates.

- d) Manager of Environmental and Building Construction Services- Carbon Neutral Kootenay Municipal Buildings Energy Audits

Request for approval of an Energy Audit in 2012 under Carbon Neutral Kootenay Group Plan

Council receives the Staff report dated August 28th, 2012, regarding the Carbon Neutral Kootenay Group Plan Energy Audit, and further authorizes Staff to complete the Energy Audit in 2012 under the Carbon Neutral Kootenay Group Plan and at a cost of \$3,600.

- e) Chief Financial Officer's Report – Use of Community Works Fund (CWF) Agreement (Gas Tax)

In 2006, the City entered into the Community Works Funds Agreement with the UBCM. The City has received a request from the Slavonic Senior Society Br # 143 for Gas Tax Funding to replace their heating and cooling system.

That Council resolves to keep the Community Works Fund (Gas Tax Fund) agreement as it is at this time as the funds are currently committed to Water Metering, and direct Staff to provide a report for best use of the Community Works Funds (Gas Tax) during the Financial Planning discussions.

11. REQUESTS ARISING FROM CORRESPONDENCE:

None

12. INFORMATION ITEMS

- Summary of Informational Items

Information Items 12(a) to 12(j)

Receive the items and direct staff to act upon as recommended

13. **BYLAWS**

- | | | |
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| a) Corporate Officer's Report
Bylaw No. 1935– Amendment
to the City of Grand Forks
Sustainable Community Plan
Designation Bylaw | Presented to Council for
consideration of third and final
reading to Bylaw No. 1935 | That Council considers giving
Bylaw No. 1935, Amendment to
the City of Grand Forks
Sustainable Community Plan
Designation Bylaw, third and
final reading. |
| b) Corporate Officer's Report
Bylaw No. 1936 – Amendment
to the City of Grand Forks
Zoning Bylaw | Presented to Council for
consideration of third and final
reading to Bylaw No. 1936. | That Council considers giving
Bylaw No. 1936, Amendment to
the City of Grand Forks Zoning
Bylaw, third and final reading |
| c) Chief Administrative Officer's
Report – Bylaw No. 1937
Amendment to the City of
Grand Forks Residential
Garbage Collection Regulation | Presented to Council for
consideration of final reading for
Bylaw No. 1937 | That Council considers giving
Bylaw No. 1937, Amendment to
the City of Grand Forks
Residential Garbage Collection
Regulation, final reading |
| d) Chief Administrative Officer's
Report – Bylaw No. 1940 City
Park Municipal Campground
Charges for 2013 | Presented to Council for
consideration of final reading for
Bylaw No. 1940 | That Council considers giving
Bylaw No. 1940, City Park
Municipal Campground Charges,
final reading |
| e) Corporate Officer's Report –
2013 Annual Tax Exemption
Bylaw | Presented to Council for
consideration of first, second and third
reading for Bylaw No. 1941 | The Council considers giving
Bylaw No. 1941, 2013 Annual
Tax Exemption Bylaw, first,
second and third reading. |

14. **LATE ITEMS**

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

16. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF GRAND FORKS

PUBLIC HEARING

Monday, August 20th, 2012

PRESENT: Mayor Brian Taylor, Chair
Councillor Bob Kendel
Councillor Patrick O'Doherty
Councillor Gary Smith
Councillor Michael Wirischagin
Councillor Cher Wyers

Chief Administrative Officer – Lynne Burch
Corporate Officer – Diane Heinrich

Gallery

The Chair called the Public Hearing to order at 6:00 p.m.

Bylaw No. 1935 & Bylaw No. 1936

The Chair stated that this Public Hearing is being convened pursuant to Section 890 of the Local Government Act and is intended to consider the proposed Bylaw 1935 to amend the "City of Grand Forks Sustainable Community Plan Designation Bylaw No. 1919, by re-designating property located at 7450 – 17th Street, legally described as Lot A, District Lot 380, SDYD, Plan KAP86963, from Highway & Tourist Commercial to Low Density Residential. He stated that the bylaw is further intended to remove 7450-17th Street from the Commercial Development Permit Area.

The Chair advised that this public hearing is being convened pursuant to Section 890 of the Local Government Act to consider proposed Bylaw No. 1936, a bylaw to amend the "The City of Grand Forks Zoning Bylaw No. 1606, 1999" by rezoning property located at 7450-17th Street legally known as Lot A, District Lot 380, SDYD, Plan KAP86963, from the current HC (Highway Commercial) to R-1 (Single and Two Family Residential).

He stated that any person present, who believes that his or her interest in the properties are affected by the proposed bylaws, shall be given an opportunity to express their views and concerns with regard to Bylaw No. 1935 and Bylaw No. 1936. He added that those who wished to speak should commence their address by clearly stating their name and address, prior to presenting their views concerning the bylaw.

The Chair advised that Members of Council could ask questions of the presenters; however, he stated that the purpose of the hearing is not to argue the merits of the bylaws, but rather to listen to any presentations that anyone may wish to make regarding the proposed bylaws. He went on to advise that a summary of these proceedings would be recorded and presented to the Council.

Public comments:

There were no comments or presentations from the public

MOTION TO ADJOURN: O'DOHERTY

There being no further presentations to Council, the public hearing was closed at 6:15 p.m.

CERTIFIED CORRECT:

Mayor Brian Taylor, Chair

Corporate Officer – Diane Heinrich

THE CORPORATION OF THE CITY OF GRAND FORKS

REGULAR MEETING OF COUNCIL
MONDAY, AUGUST 20TH, 2012

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

CHIEF ADMINISTRATIVE OFFICER L. Burch
CORPORATE OFFICER D. Heinrich

GALLERY

CALL TO ORDER:

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

RECESS TO PRIMARY COMMITTEE MEETING:

MOTION: O'DOHERTY / WYERS

RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE RECESSED AT 7:02 P.M. TO ALLOW FOR THE PRIMARY COMMITTEE MEETING, AND THAT THIS REGULAR MEETING OF COUNCIL BE RECONVENED AT THE CONCLUSION OF THE PRIMARY COMMITTEE MEETING. CARRIED.

The regular meeting reconvened at 8:10 p.m.

ADOPTION OF AGENDA:

MOTION: SMITH / O'DOHERTY

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

MINUTES:

MOTION: O'DOHERTY / KENDEL

RESOLVED THAT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON MONDAY JULY 23RD, 2012, BE ADOPTED AS CIRCULATED.

CARRIED.

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MOTION: SMITH / WYERS

RESOLVED THAT THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, JULY 23RD, 2012, BE ADOPTED AS CIRCULATED.

CARRIED.

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MOTION: KENDEL / O'DOHERTY

RESOLVED THAT THE MINUTES OF THE PRIMARY COMMITTEE MEETING OF COUNCIL HELD ON MONDAY, JULY 23RD, 2012, AND ALL RECOMMENDATIONS CONTAINED THEREIN BE ADOPTED AS CIRCULATED.

CARRIED.

DELEGATION:

None

UNFINISHED BUSINESS

a) Corporate Officer's Report - Kettle Valley Express Advertising Request

Vicom Design is requesting that the City support by way of advertising in their publication, Kettle Valley Express

MOTION: WYERS / KROG

RESOLVED THAT COUNCIL DETERMINES TO PURCHASE A HALF PAGE ADVERTISEMENT IN THE 2013 EDITION OF THE KETTLE VALLEY EXPRESS IN THE AMOUNT OF \$ 1,350.00.

CARRIED.

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

Councillor Smith:

Councillor Smith reported on the following items:

- He reported on his attendance on August 8th at the Weed Tour Luncheon hosted by Barb Stewart and in partnership with Washington State neighbours, and further requested that the City consider participating in the program and do our part. The

Mayor advised that Councillor Smith would like to be the liaison on behalf of City Council for the Boundary Weed Committee

- He reported on his attendance at an Economic Development Advisory Committee meeting on August 7th, 2012, and advised that the minutes of that meeting will be available at the next Regular Meeting of Council on Tuesday, September 4th.
- He announced that Barb Haynes from Penticton will be making a presentation at the Senior Citizen's Hall in City Park tomorrow evening from 6:00 pm to 8:00 pm regarding Economic Development opportunities. He advised that there is no cost to attend and that everyone is invited to this information evening.
- He announced that the Fly-in Airport Appreciation Day is this Sunday, August 26th from 7:00 AM to 6:00 PM with the Elk's Pancake Breakfast starting at 7:00 am. He further proposed to have Market Avenue closed from 10:00 am to 2:00 pm in conjunction with the Airport Fly-in Appreciation Day and advised that it would be a good opportunity for those attending the Fly-in Day to come and participate in the downtown activities. He advised that Bron and Son will be providing the use of some sizable trees for the downtown area to provide shade for participants of the event

MOTION: SMITH / KENDEL

RESOLVED THAT COUNCIL SUPPORTS THE CLOSURE OF MARKET AVENUE ON SUNDAY, AUGUST 26TH, 2012 FROM 10:00 AM TO 2:00 PM, AND TO DIRECT STAFF TO PROVIDE THE NECESSARY BARRICADES TO CLOSE THE STREET AND TO PROVIDE SANDBAGS TO SUPPORT THE TREES WHICH WILL BE ON LOAN FROM BRON AND SON. CARRIED.

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- He advised that one of their new members of the Economic Development Advisory Committee, Sandra Mark, will be speaking to the group with regard to new ways to make due with less.

Councillor Krog:

Councillor Krog advised that he had no report at this time.

Councillor Kendel:

Councillor Kendel reported on the following items:

- He encouraged everyone to come out to the meeting at the Senior Citizen's Hall with Barb Hynes, Speaker for Economic Development, tomorrow evening between 6:00 PM to 8:00 PM

Councillor Wyers:

Councillor Wyers reported on the following items:

- She reported on her attendance at a July 25th, 2012, Regional District of Kootenay Boundary Solid Waste Management Session in Greenwood.
- She reported on her attendance at an Aug 2nd, 2012, Grand Forks Fly-in Association Meeting and advised that the Fly-in Appreciation Day event plans for August 26th is on schedule.
- Councillor Wyers reported on her attendance at an August 8th Boundary Dog Sled Association Meeting and advised that there will be a Fowl Supper on Sunday October 20th to raise funds for the event. She further announced that the Dog Sled "Rail Trail" will be on January 25-27th, 2013, and that it will start at the Grand Forks Station Pub.
- She reported on her attendance at a Grand Forks Library Board meeting on August 15th and announced that Avi Silversteen has assumed the position of librarian at the Library. Councillor Wyers further advised that the Starlight Dinner raised \$2,200 for the library outreach program, and further advised that the Library has received Provincial Funding in the amount of \$48,076.
- She reported on her attendance at a Citizens on Patrol meeting on August 16th.
- She advised that on August 17th – Jordon Andrews, the summer student hired through the Environment Committee, had completed his 14 weeks of work with regard to the Nephelometer study. She further advised that the Nephelometer is on loan to the City from the University of Victoria, and will be returned to the university next year.

Councillor O'Doherty:

Councillor O'Doherty reported on the following items:

- He advised that the Grand Forks International organization is gearing up for this year's Baseball Tournament.
- He advised that the Grand Forks Border Bruins are getting ready to start up in September

Councillor Wirischagin:

Councillor Wirischagin advised that he had no report this evening.

Mayor Taylor:

Mayor Taylor reported on the following items:

- He advised that the Boundary Economic Development Committee is meeting with regard to discussion on Community Forests
- He advised that the Recreation Commission will be meeting on August 24th.
- He announced that the next Deer Committee Meeting is on August 31st, 2102, at the RDKB Boardroom commencing at approximately 9:30-10:00 am.
- The Mayor commented on how great the City flowers look this year.

MOTION: WYERS / WIRISCHAGIN

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

CARRIED.

REPORT FROM THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY (VERBAL)

The minutes from June 28th, 2012 Regional District of Kootenay Boundary meeting are included in this report.

- The Mayor advised that he had no report with regard to the Regional District this evening

MOTION: WIRISCHAGIN / KENDEL

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

CARRIED.

RECOMMENDATIONS FROM STAFF FOR DECISIONS:

- a) Chief Administrative Officer's Report – Traffic Concerns on 2nd Avenue at 72nd and 68th Avenue Intersections

The Chief Administrative Officer is in receipt of a report from the Manager of Operations, as to safety concerns on 2nd Street, particularly at the intersection of 2nd Street and 72nd Avenue and at the intersection of 2nd Street and 68th Avenue.

Councillor Wirischagin advised that he would like to see the proposed motion split into two parts.

MOTION: O'DOHERTY / KROG

RESOLVED THAT THE STAFF REPORT, INCLUDING THE MANAGER OF OPERATIONS' REPORT, DATED AUGUST 7TH, 2012, PROPOSING TO INSTALL A 4-WAY STOP INTERSECTION AT 2ND STREET AND 72ND AVENUE, BE RECEIVED, AND COUNCIL FURTHER APPROVES OF THE INSTALLATION OF 4-WAY STOPS ON 2ND STREET AT 72ND AVENUE, SUBJECT TO SOME PUBLIC ADVERTISING OF THE TRAFFIC CHANGE, AND SUBJECT TO THE POSTING OF "TRAFFIC CHANGE SIGNS" AT BOTH INTERSECTIONS.

MOTION TO DEFER: WIRISCHAGIN / O'DOHERTY

RESOLVED THAT THE MOTION REGARDING THE STAFF REPORT, INCLUDING THE MANAGER OF OPERATIONS' REPORT, DATED AUGUST 7TH, 2012, PROPOSING TO INSTALL A 4-WAY STOP INTERSECTIONS AT 2ND STREET AND 72ND AVENUE BE DEFERRED AND REFERRED BACK TO STAFF FOR A REPORT THAT OUTLINES OTHER OPTIONS AND ALTERNATIVES FOR THIS INTERSECTION INCLUDING THE FEASIBILITY OF A ROUND-ABOUT.

CARRIED.

Councillor Krog spoke with regard to the intersection at 72nd Avenue and 5th Street and asked if Staff could look at alternatives for this intersection as well.

MOTION: KROG / SMITH

RESOLVED THAT STAFF LOOK INTO OPTIONS AND ALTERNATIVES WITH REGARD TO 72ND AVENUE AND 5TH STREET INTERSECTION.

CARRIED.

MOTION: WIRISCHAGIN / SMITH

RESOLVED THAT THE STAFF REPORT, INCLUDING THE MANAGER OF OPERATIONS' REPORT, DATED AUGUST 7TH, 2012, PROPOSING TO INSTALL A 4-WAY STOP INTERSECTION AT 2ND STREET AT 68TH AVENUE, RE RECEIVED, AND COUNCIL FURTHER APPROVES OF THE INSTALLATION OF 4-WAY STOP AT 2ND STREET AND 68TH AVENUE, SUBJECT TO SOME PUBLIC ADVERTISING OF THE TRAFFIC CHANGE, AND SUBJECT TO THE POSTING OF "TRAFFIC CHANGE SIGNS" AT BOTH INTERSECTIONS.

MOTION DEFEATED.

Councillor Wirischagin voted for the motion.

b) Chief Administrative Officer's Report – Phoenix Mountain – Updated Master Plan

The City is in receipt of correspondence from the Ministry of Forests, Land and Natural Resources, advising of an Updated Master Plan for Phoenix Mountain.

MOTION: WIRISCHAGIN / O'DOHERTY

RESOLVED THAT THE CHIEF ADMINISTRATIVE OFFICER'S REPORT, DATED AUGUST 7TH, 2012, REGARDING A REFERRAL NOTICE FROM THE MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCES, RELATIVE TO THE PHOENIX MOUNTAIN UPDATED MASTER PLAN, BE RECEIVED, AND THAT THE MINISTRY BE ADVISED THAT THE CITY OF GRAND FORKS SUPPORTS THE PROPOSED MASTER PLAN.

CARRIED.

c) Corporate Officer's Report – Annual Tax Exemption Bylaw

Staff is working on preparing the Annual Tax Exemption Bylaw which needs to be adopted prior to October 31, 2012, in order that certain properties will receive tax exemption in 2013. Council's confirmation is required as to the properties to be included prior to finalizing the bylaw for Council's consideration.

Councillor Wirischagin stated his intention to vacate Council Chambers at this time due to the fact that his wife, Jessica, is part of the executive of 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 8:55 p.m.

MOTION: SMITH / WYERS

RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT DATED AUGUST 14TH, 2012, REGARDING THE ANNUAL TAX EXEMPTION BYLAW AND FURTHER APPROVES ALL NINE APPLICATIONS FOR TAX EXEMPTION AND DIRECTS STAFF TO INCLUDE THESE NINE PROPERTIES IN THE ANNUAL TAX EXEMPTION BYLAW.

CARRIED.

Councillor Wirischagin returned back to chambers at 8:57 PM

REQUESTS ARISING FROM CORRESPONDENCE:

None

INFORMATION ITEMS:

MOTION: SMITH / O'DOHERTY

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

- a) Thank you note from the Good Sam Club regarding a door prize they won for a stay at the City Park Campground as supported by the City. **Recommend to receive for information.**
- b) From Federal Electoral Boundaries Commission – Advising of proposal of redistribution of Federal Electoral Boundaries in BC. **Recommend to receive for information.**
- c) Mobile Nephelometer Monitoring of the Grand Forks Airshed – Report from Jordan Andrews, student hired through the City's Environment Committee for the summer. **Recommend to receive for information.**

- d) Correspondence from the Grand Forks Fall Fair – Offering the City the opportunity to sponsor a chuck wagon tarp as it did in 2011. The City had a tarp made with the City Logo in 2011, so the tarp is already in place. **Council to determine to sponsor a miniature chuck wagon by utilizing the existing “City of Grand Forks” tarp, in the amount of \$500 at the 2012 Grand Forks Fall Fair as it had done in 2011.**

MOTION: WIRISCHAGIN / KENDEL

RESOLVED THAT COUNCIL DETERMINES TO SPONSOR A MINIATURE CHUCK WAGON TARP AS IT DID IN 2011 FOR THE AMOUNT OF \$500 BY UTILIZING THE EXISTING “CITY OF GRAND FORKS” TARP IN SUPPORT OF THE 2012 GRAND FORKS FALL FAIR. CARRIED.

- e) Correspondence and response to/from Don Brown - Thanking the City for its assistance at the airport during the July 20th storm. **Recommend to receive for information.**
- f) Memo from CAO regarding the 90th Anniversary Time Capsule - Staff recommendation to open the time capsule at the September 4th, 2012 Regular Meeting. **Recommend to receive for information - Staff to proceed with the advertising of this event.**
- g) Message from Ministry of Highways - Advising of Columbia River Crossing Project on US 395 to Colville, WA. **Recommend to receive for information - work on the bridge has now commenced – delays and restrictions in traffic flow.**
- h) Registration information for the Grand Forks Fall Fair Parade - Parade is on September 8th at 10:00 am. **Council has determined not to have a float this year. The Mayor and Councillor Smith advised that they will try to be a part of the “Stagecoach Float” done by the Wood Workers Guild Organization. Councillor Wyers has advised that she is already a participant on another float.**
- i) Correspondence from Les Gyug – Registered Professional Biologist - Providing praises to the community and information regarding the active Lewis’s Woodpecker nests located in Grand Forks area. **Recommend to receive for information.**
- j) From UBCM - Gas Tax Agreement Community Works Fund Payment. **Recommend to receive for information.**
- k) Green Communities Committee - Thanking the City for its commitment to the BC Climate Action Charter. **Recommend to receive for information.**
- l) July 23rd Meeting Task List - List of Completed and In-Progress Tasks. **Recommend to file.**
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BYLAWS:

a) Chief Administrative Officer's Report-Bylaw 1931-Roxul Road Closure Bylaw

These road closures and disposal of close road lands to Roxul, are proposed to be in exchange with other Roxul properties for roadways, trail properties and trail amenities.

MOTION: O'DOHERTY / SMITH

RESOLVED THAT BYLAW NO. 1931, CITED AS "Roxul Road Closure Bylaw No. 1931, 2012, BE GIVEN FIRST READING. CARRIED.

MOTION: WIRISCHAGIN / KENDEL

RESOLVED THAT BYLAW NO. 1931, CITED AS "Roxul Road Closure Bylaw No. 1931, 2012, BE GIVEN SECOND READING. CARRIED.

MOTION: WYERS / KROG

RESOLVED THAT BYLAW NO. 1931, CITED AS "Roxul Road Closure Bylaw No. 1931, 2012, BE GIVEN THIRD READING. CARRIED.

b) Chief Administrative Officer's Report – Bylaw 1937-Residential Garbage Collection Rates and Regulations Amendment Bylaw

A bylaw to amend the City of Grand Forks Garbage Collection Regulations and Rates

MOTION: O'DOHERTY / SMITH

RESOLVED THAT BYLAW NO. 1937, CITED AS "Garbage Regulations and Rates Amendment Bylaw No. 1937, 2012, BE GIVEN FIRST READING. CARRIED.

MOTION: KENDEL / SMITH

RESOLVED THAT BYLAW NO. 1937, CITED AS "Garbage Regulations and Rates Amendment Bylaw No. 1937, 2012, BE GIVEN SECOND READING. CARRIED.

MOTION: O'DOHERTY / SMITH

RESOLVED THAT BYLAW NO. 1937, CITED AS "Garbage Regulations and Rates Amendment Bylaw No. 1937, 2012, BE GIVEN THIRD READING. CARRIED.

c) Chief Administrative Officer's Report – Bylaw 1940-City of Grand Forks Campground Fees

MOTION: WYERS / SMITH

RESOLVED THAT BYLAW NO. 1940, CITED AS "City of Grand Forks Municipal Campground Regulation Bylaw No. 1940, 2012, BE GIVEN FIRST READING. CARRIED.

MOTION: O'DOHERTY / WIRISCHAGIN

RESOLVED THAT BYLAW NO. 1940, CITED AS "City of Grand Forks Municipal Campground Regulation Bylaw No. 1940, 2012, BE GIVEN SECOND READING. CARRIED.

MOTION: KENDEL / KROG

RESOLVED THAT BYLAW NO. 1940, CITED AS "City of Grand Forks Municipal Campground Regulation Bylaw No. 1940, 2012, BE GIVEN THIRD READING. CARRIED.

LATE ITEMS:

None

QUESTIONS FROM THE PUBLIC:

MONA MATTEI – She spoke with regard to the road that goes past her place and advised that since the burm was removed, the traffic has increased and is very dusty. She has asked if the City would consider putting the burm back up. Staff advised that they will look into the matter.

MOTION TO GO IN-CAMERA: SMITH / O'DOHERTY

Resolution required to go into an In-Camera Meeting.

Adopt resolution as per Section 90 as follows:

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.

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: SMITH

RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE ADJOURNED AT 10:01 P.M. CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER- DIANE HEINRICH

THE CORPORATION OF THE CITY OF GRAND FORKS

PRIMARY COMMITTEE MEETING OF COUNCIL
MONDAY AUGUST 20TH, 2012

PRESENT: MAYOR BRIAN TAYLOR
COUNCILLOR BOB KENDEL
COUNCILLOR NEIL KROG (Joined the meeting at 7:20 PM)
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH
COUNCILLOR MICHAEL WIRISCHAGIN
COUNCILLOR CHER WYERS

CHIEF ADMINISTRATIVE OFFICER L. Burch
CORPORATE OFFICER D. Heinrich

GALLERY

The Mayor called the meeting to order at 7:02 p.m.

The Mayor began the meeting by welcoming Freeman of the City to the Gallery – Jock & Betty MacKay

ADOPTION OF THE AGENDA:

MOTION: SMITH / O'DOHERTY

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

CARRIED.

DELEGATIONS:

- a) Delegation, Kathy Novokshonoff, representative for the Grand Forks Dog Park Association

Kathy Novokshonoff, representative for the Grand Forks Dog Park Association made a presentation to the Committee on behalf of the Grand Forks Dog Park Association, providing proposals for improving the Dog Park.

MOTION: SMITH / KENDEL

RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY REPRESENTATIVES FROM THE GRAND FORKS DOG PARK ASSOCIATION REGARDING PROPOSALS FOR IMPROVING THE DOG PARK AND REFER THEIR REQUESTS TO STAFF TO BRING BACK FOR A REPORT TO COUNCIL.

CARRIED.

Councillor Krog joined the meeting at 7:20 PM

b) Delegation, Marshall Lake Stewardship Group

Mr. John Greaves, a representative from the Marshall Lake Stewardship Group made a presentation to the Committee with regard to the condition of the dam at Marshall Lake, and requested that Council send a letter of support to the Honourable Steve Thomson, regarding the continued maintenance of the Providence Lake Dam in order to preserve Marshall Lake as it now exists.

MOTION: O'DOHERTY / WIRISCHAGIN

RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY THE REPRESENTATIVE OF THE MARSHALL LAKE STEWARDSHIP GROUP, AND FURTHER RECOMMENDS TO COUNCIL TO WRITE A LETTER OF SUPPORT, IN PRINCIPLE, TO THE HONOURABLE STEVE THOMSON, MINISTER OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS ASKING THAT HIS MINISTRY CONTINUE TO MAINTAIN THE PROVIDENCE LAKE DAM IN ORDER TO PROTECT MARSHALL LAKE AS IT NOW EXISTS.

CARRIED.

Councillor Smith voted against the motion.

UNFINISHED BUSINESS:

a) Verbal Report from Mayor Taylor – Re: Stop the Violence Campaign

At the May 28th, 2012, Primary Committee Meeting, the “Stop the Violence” was introduced to Council as an information item with a recommendation to receive for discussion. Due to the absence of all members of Council, it was received, but not discussed. All attachments which were presented to Council at said meeting are attached for reference in addition to the resolution adopted by Council.

Councillor Wirischagin expressed a “point of order” and commented that this issue was addressed at the May 28th Primary Committee Meeting. He was advised that because there was no action taken by Council at that time, (the information was only received), that the topic could be brought back.

MOTION: KROG / WYERS

RESOLVED THAT THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE FOR DISCUSSION, THE MAYOR'S VERBAL PRESENTATION WITH REGARD TO THE "STOP THE VIOLENCE" CAMPAIGN AIMED AT DEVELOPING AND IMPLEMENTING CANNABIS-RELATED POLICIES THAT IMPROVE PUBLIC HEALTH WHILE REDUCING SOCIAL HARMS, INCLUDING CRIME AND GANG ACTIVITY AND FURTHER DETERMINES NOT TO SUPPORT THE "STOP THE VIOLENCE" CAMPAIGN.

CARRIED.

RECOMMENDATIONS FOR CONSIDERATION:

None

OPERATIONAL DISCUSSION FROM STAFF:

None

PROPOSED BYLAWS FOR DISCUSSION:

None

LATE ITEMS:

None

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

None

QUESTION PERIOD FROM THE PUBLIC:

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

LES JOHNSON – He spoke with regard to the marijuana issue and commented that because the use of marijuana is currently a criminal offence, it fuels the crime and violence rate.

NIGEL JAMES – He spoke with regard to members of Council, who, he felt, don't offer opinions and advised that he would be grateful if all members of Council would give their opinion.

SANDRA MARK – She advised that she is new to area and is a social worker who has worked with street kids and folks in various cities, and advised that many of those individuals have drug and alcohol related problems. She further advised that she felt there was a need to deal with these problems as health issues and not through the criminal system.

JOCK MACKAY – He advised that Marshall Lake should be designated a heritage site and further commented that it needs to be protected from mining.

MONA MATTEI – She advised that she is disappointed in Council's decision in social and health issues (regarding the "Stop the Violence" campaign). She advised that it's important that members of Council give their opinions.

FRANK MORLAND - He advised that he is a new resident of Grand Forks and commented that drugs need to be diverted from the criminal system, and further commented that jails are a "criminal creating university".

ADJOURNMENT:

MOTION: WIRISCHAGIN

RESOLVED THAT THIS PRIMARY COMMITTEE MEETING BE ADJOURNED AT 8:04 P.M.

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER – DIANE HEINRICH

THE CITY OF GRAND FORKS

REQUEST FOR COUNCIL DECISION

DATE : August 28th, 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 : August 28th, 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 : August 27, 2012
TOPIC : School Community Connections Grant Application
PROPOSAL : Request for Approval of Application by School District for
Community Connections Grant Funding, in the amount of \$12,500 for
Perley Storage Shed Upgrading to add a washroom, etc.
PROPOSED BY : School District 51 Boundary / City Staff

SUMMARY:

City Staff have been advised that School District 51 Boundary intends to make application for School Community Connections Funding for the upgrading of an existing Storage Shed, previously constructed on the grounds at Perley Elementary School. The storage shed is currently being used for storage by various community groups who use the school grounds on a regular basis, such as soccer and slow-pitch. Identified as a distinct draw-back to this facility is the lack of available washroom facilities when the elementary school is not in session. The idea of creating a washroom in the storage facility for public use when the perley school grounds are being used outside of school hours is not new and has been considered previously but was not proceeded with due to lack of funding. This upgrade to a school facility will greatly benefit our Grand Forks residents, and Council is being asked to support this application at this time. Attached is draft documentation, including a draft letter of support for this project.

STAFF RECOMMENDATIONS:

Option 1: Council receives the Chief Administrative Officer's report, dated August 27, 2012, regarding the School District 51 Boundary application for School Community Connections funds, and resolves to support the School District's funding application for the proposed Perley School Storage Shed Upgrade project.

OPTIONS AND ALTERNATIVES:

Option 1: Council receives the Chief Administrative Officer's report, dated August 27, 2012, regarding the School District 51 Boundary application for School Community Connections funds, and resolves to support the School District's funding application for the proposed Perley School Storage Shed Upgrade project: This resolution will allow the School District to submitted the funding application and identify it as "fully supported".

Option 2: Council receives this report for information, without approving the application as proposed. While the School District may choose to submit the proposal in any event, it will not have Council's support which is intended by the grant criteria.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of this option is taking the opportunity to receive funding and to further promote the full use of existing school facilities. The washroom facility will provide an added benefit for the after hour use of school facilities. This option further provides the opportunity for the City to work collaboratively with School District 51 Boundary.

Option 2: The disadvantage to this option would be the lost opportunity for funding and the lost opportunity to work collaboratively with School District 51 Boundary.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:




The program provides for \$12,500 in funding.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

This City has an extensive history in working with School District 51 Boundary on various projects, from the managed use of public buildings, such as the Circuit Court Facility / Walker Development Centre, the Fibre Optic Network project, and the ongoing sharing of ideas and expertise.


Department Head or CAO


Reviewed by Chief Administrative Officer

From:  Michael Strukoff
Subject: School Community Connections Grant
To:  Lynne Burch
Cc:  Jeanette Hanlon

August-14-12 3:29:44 PM 

Hi Lynne

On Monday we spoke about another grant that has become available - School Community Connections Grant.

This one is for \$12,500. They recommend developing a second phase to the project that could be worth up to an additional \$5000.

I am proposing that the School District and the City of Grand Forks support a project to add a washroom, shelving and security to the recently built Perley Storage shed. The completed application needs to be submitted by October 26, 2012. I will take responsibility for the application.

If you can get a motion passed on Sept 4 and we will go forward with a motion on Sept 11.

Thanks

For complete information [click here](#).

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~~~~~

~~

Michael Strukoff  
School District #51 (Boundary)  
Superintendent of Schools

**Union of British Columbia Municipalities***The voice of British Columbia local government.*

## School Community Connections

**Applications are currently being accepted for this program.**

The *School Community Connections* (SCC) program was launched in 2005 through a one-time \$10 million grant from the provincial Ministry of Education. The program is jointly managed by the Union of BC Municipalities and the BC School Trustees Association and is intended to promote sustainable and innovative collaboration between boards of education and local governments.

The SCC program encourages greater community use of school facilities and supports co-location of services. The program has evolved from an early emphasis on determining common needs and planning how these needs could be met, to more recent programs emphasising implementation activities such as minor capital improvements.

In 2010, the *Supporting Neighbourhood Learning Centres* program was launched through SCC. Boards of education and local governments were invited to apply for grants of up to \$30,000 per school district, under two rounds of funding. The 2010 program is nearing completion with over 160 projects approved or completed.

The final round of funding under the SCC program is now being offered to boards of education to undertake renovation projects within their school districts, in the spirit of the Supporting Neighbourhood Learning Centres program. The final SCC program continues the original goals of the earlier programs by supporting boards of education to provide access to learning services in partnership with local governments and other community agencies.

### Final SCC Supporting Neighbourhood Learning Centres Program

For applicants with currently funded projects, please review the Program Guide for reporting requirements.

- Final SCC Program & Application Guide [PDF - 356 KB]
- Final SCC Program Application Form [DOC - 332 KB] - Due no later than October 26, 2012
- Final SCC Report Form [DOC - 324 KB] - Due within 30 days of completion of project and no later than May 31, 2013

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### 2010 Supporting Neighbourhood Learning Centres Program (Round 2)

For applicants with currently funded projects, please review the Program Guide for reporting requirements.

- 2010 Round 2 Program & Application Guide [PDF - 174 KB]
- 2010 Round 2 Final Report Form [DOC - 487 KB] - Due within 30 days of completion of project and no later than January 31, 2012

### 2010 Supporting Neighbourhood Learning Centres Program (Round 1)

For applicants with currently funded projects, please review the Program Guide for reporting requirements.

- 2010 Program & Application Guide [PDF - 177 KB]
- 2010 Final Report Form [DOC - 442 KB] - Due within 30 days of completion of project and no later than July 1, 2011

**Additional Information**

The following resources are available for the School Community Connections program:

- 2010 Round 2 Member Release [PDF - 81 KB]
- 2010 SCC Program Member Release [PDF - 107 KB]
- School Community Connections Status Report (2007) [PDF - 774 KB]

**Contact Information**

For more information contact Local Government Program Services at (250) 356-5134 or [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

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September 5, 2012

Local Government Program Services  
Union of BC Municipalities  
545 Superior Street  
Victoria, B. C.  
V8V 1T7

Dear Sirs:

***Re: Application for Funding as Submitted by School District 51 Boundary***

It was brought to Council's attention at their Regular Meeting on September 4, 2012, that School District 51 Boundary is making application for funding under the School Community Connections Program (SCC) to upgrade a basic storage shed located on the grounds of the Perley Elementary School, to include a washroom facility that will be open to the public when the school playing fields are used outside of school hours. The project would include toilets, running water and drinking fountain. This project will also support the City's initiatives for partnering with the School District in providing public access to school facilities outside of school hours.

Grand Forks and area residents use school play fields after hours on a regular basis for such things as adult slo-pitch games and minor soccer. The City and the School District have a long history of working together as evidenced by the six-court tennis facility, built in the late 90's on the secondary school grounds. The partnership involved the City funding the capital cost of the construction of the tennis facility, with the school district providing the land and the ongoing maintenance. The City has also partnered with the School District in a similar project on the Grand Forks Secondary School grounds.

The envisioned project, as outlined above, will serve the entire population of the Grand Forks valley and will certainly expand the taxpayers' investment in school facilities for a wider range of uses by all ages.



On behalf of Council for the City of Grand Forks, I wish to advise that we fully support the application, and careful consideration of the school district's proposal will be most sincerely appreciated.

Best Regards

Brian Taylor  
MAYOR

DRAFT

# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

**DATE** : August 28, 2012

**TOPIC** : Assignment of Municipal Officer Responsible for Financial Administration for the City

**PROPOSAL** : Official Assignment of Roxanne Shepherd as Municipal Officer Responsible for the City

**PROPOSED BY** : City Staff

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### SUMMARY:

Council has regrettably received notification from the Chief Financial Officer, Cecile Arnott, of her intent to leave the employ of the City of Grand Forks, with her last day being September 14<sup>th</sup>, 2012. Roxanne Shepherd has been hired by the City as Deputy Finance Officer, and in accordance with Section 149 of the Community Charter, the municipality is required to have one of the municipal officers assigned the responsibility of financial administration as outlined in the Charter. (Copy of Section 149 is attached to this report).

### STAFF RECOMMENDATIONS:

**Option 1:** Council assigns Roxanne Shepherd, BBA, CGA, Deputy Finance Officer, the responsibility for financial administration for the City of Grand Forks effective September 17<sup>th</sup>, 2012. **Option 2:** This option provides for the status quo.

### BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

**Option 1:** This option will see Roxanne Shepherd officially assigned as the municipal officer responsible for the financial administration for the City, as Council is required to do under the Community Charter.

**Option 2:** The disadvantage to not adopting this resolution will be that the status quo will remain. This is not an option inasmuch as Ms. Arnott is leaving the employ of the City.

### COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

A contract of employment has been negotiated with Ms. Shepherd.

### STRATEGIC PLAN IMPLICATIONS:

This proposal does not impact the Strategic Plan.

### LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Section 149 of the Community Charter requires Council to appoint a person to be responsible for financial administration for the City.

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

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

## **Financial officer**

**149** One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:

- (a) receiving all money paid to the municipality;
- (b) ensuring the keeping of all funds and securities of the municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by the council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- (f) exercising control and supervision over all other financial affairs of the municipality.

## **General employment matters**

**150** In the event of a conflict between terms and conditions of employment established by municipal bylaw, resolution or policy and those established by a contract of employment or collective agreement, the contract or agreement prevails.

# THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

**DATE** : August 28th, 2012

**TOPIC** : Municipal Insurance Association Annual Meeting

**PROPOSAL** : Appointments of City of Grand Forks Voting Delegates

**PROPOSED BY** : City Staff

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## **SUMMARY:**

The Municipal Insurance Association traditionally holds its Annual General Meeting during the UBCM Conference. This year it will take place at 3:00 PM on Tuesday, September 25<sup>th</sup>, 2011 in Victoria. In accordance with Article 6.13 of the Reciprocal Agreement, Council must register the voting delegate and two alternates with the Municipal Insurance Association before September 14<sup>th</sup>, 2012 in order to be eligible to vote at the annual meeting on September 25<sup>th</sup>. It is appropriate for Council to determine, by resolution, who will represent the City of Grand Forks at this meeting.

In 2011, a member of the previous Council, Christine Thompson, was appointed by Council as the voting delegate due to her past experience with MIA. Mayor Taylor and Lynne Burch, the Chief Administrative Officer were appointed as alternates. On present Council, Mayor Taylor and Councillor Krog have had past experience as a voting and/or alternate delegate for the MIA Annual Meeting. It should be noted that due to travel arrangements and schedules, the Chief Administrative Officer, may not be available during the scheduled time of the MIA Annual Meeting.

Council needs to determine who will be the voting delegate and the two alternates from the members of Council who are attending the UBCM Conference this year.

## **STAFF RECOMMENDATIONS:**

**Option 1:** That Council receives the Staff report and resolves to appoint \_\_\_\_\_ as the Voting Delegate at the 2012 MIA Annual General Meeting, and appoint \_\_\_\_\_ and \_\_\_\_\_ as the alternates.

## **OPTIONS AND ALTERNATIVES:**

**Option 1:** Council Appoint \_\_\_\_\_ as the Voting Delegate at the 2012 MIA Annual Meeting and two alternates being \_\_\_\_\_ and \_\_\_\_\_. Under this option, Council will have complied their requirement in accordance with Article 6.13 of the Reciprocal Agreement. In case the Voting Delegate is unable to attend the meeting due to a delay or unavailability, two alternates are appointed and registered with MIA.

**Option 2:** Council declines to appoint any voting delegates for the MIA Annual Meeting. This option simply ignores the annual meeting request for appointments and the only City representatives entitled to participate at the meeting will be those previously appointed by resolution in 2011.

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

**Option 1:** The benefit to this option is that Council will determine who will be the delegates at the MIA meeting, and the meeting will be scheduled on the City's UBCM agenda.

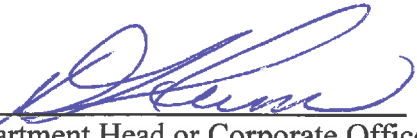
**Option 2:** This option would determine that either Mayor Taylor or Lynne Burch, CAO, would be a Voting Delegate for the City inasmuch as the previous Voting Delegate is no longer a member of Council. As aforementioned, the CAO may not be available at the time of the Annual MIA Meeting.

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

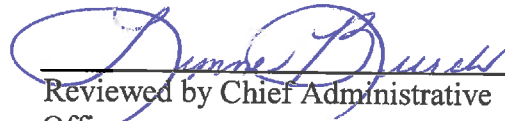
The City is a subscriber of the Municipal Insurance Association, and pays significant premiums to the Association for our liability insurance coverage.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Article 6.13 of the Reciprocal Agreement between the Municipal Insurance Association and the City of Grand Forks provides the authority for Council to appoint a delegate to vote in the City's interest at the Annual General Meeting.





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





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

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From:  Mitch Kenyon <mkenyon@miabc.org> Wednesday, August 22, 2012 6:03:46 PM 

Subject: MIABC Voting Delegate

To:  **Diane Heinrich**

Attachments:  Attach0.html 3K

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The 25th Annual General Meeting of the Subscribers of the Municipal Insurance Association of British Columbia is scheduled to take place at 3 PM on Tuesday, September 25th, 2012 in Victoria.

There will be three resolutions to expand coverage. There will also be elections for six directors on our Board; 5 directors at large and 1 Group D Representative (representing local governments over 25,000 population). Interested candidates should contact Councillor Wildeman, Chair of the Nominating Committee, c/o the MIABC office.

In accordance with Article 6.13 of the Reciprocal Agreement, the following Delegate and two Alternates have been registered with the MIABC to vote your interests. Any change to this information shall require a resolution of Council/Board to be forwarded to the MIABC by September 14th, 2012. Also, to improve communications, can you please provide us with e-mail addresses for the delegate and alternates at your earliest convenience?

Voting Delegate: Councillor Christine Thompson  
Email address: [cthompson@grandforks.ca](mailto:cthompson@grandforks.ca)

Alternate #1: Mayor Brian Taylor  
Email address: [btaylor@grandforks.ca](mailto:btaylor@grandforks.ca)

Alternate #2: Councillor Lynne Burch  
Email address: [lburch@grandforks.ca](mailto:lburch@grandforks.ca)

Regards,  
Mitch Kenyon

# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

**DATE** : August 28<sup>th</sup>, 2012  
**TOPIC** : Carbon Neutral Kootenay Municipal Buildings Energy Audits  
**PROPOSAL** : Request for Approval of an Energy Audit in 2012 under Carbon Neutral Kootenay Group Plan  
**PROPOSED BY** : SES Consulting / City Staff

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### SUMMARY:

In the 2012 budgeting process, the Manager of Environmental and Building Construction Services had proposed a line item for an Energy Audit for the City's municipal buildings, and at that time, the cost for the audit was \$25,000. Through the 2012 budgeting processes, Council decided to move all Carbon Neutral Projects to 2013. Included in this report is a Staff Memorandum from the Manager of Environmental & Building Construction Services outlining the history and the current proposal from SES Consulting with regard to an Energy Audit and the substantial savings that the City could achieve should Council consider this proposal.

SES Consulting has submitted a group proposal to include five communities namely the City of Grand Forks; City of Fernie; District of Sparwood; Village of Salmo; and the City of Nelson, in order to reduce the individual costs to complete these energy audits. Included in this report is the proposal from SES Consulting, and additionally, a sample Energy Audit Level One Study. As the proposal stands, the cost to the City would reduce from \$25,000 to \$3,600, taking into account a Fortis rebate of 50% on the first \$5000.

As a signatory to the BC Climate Action Charter, the City will no doubt be required to undertake these audits sometime in the future. It is Staff's recommendation that the City takes this opportunity for substantial savings and complete the audits in 2012 under the Carbon Neutral Kootenay Group Plan.

### STAFF RECOMMENDATIONS:

**Option 1:** Council receives the Staff report dated August 28<sup>th</sup>, 2012, regarding the Carbon Neutral Kootenay Group Plan Energy Audit and further authorizes Staff to complete the Energy Audit in 2012 under the Carbon Neutral Kootenay Group Plan and at a cost of \$3,600.

### OPTIONS AND ALTERNATIVES:

**Option 1: Council resolves to approve the proposed regarding an Energy Audit by City Staff:** A resolution authorizing Staff to go forward will ensure the Energy Audit for the City's municipal buildings will be done for 2012 at a reduced cost that previously quoted.

**Option 2: Council receives this report without approving the Staff recommendation.** This option will preclude Staff from going forward with the Energy Audit at this time.

### BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

**Option 1:** The benefit of this option is the cost savings opportunity for valuable Energy Audit information which will allow the City to move forward towards Carbon Neutrality targets and requirements.



**Option 2:** The disadvantage to this option would be the lost opportunity to receive the Energy Audit information which, as a signatory to the BC Climate Action Charter, will be required sometime in the future.

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

The City of Grand Forks' share of the Energy Audit proposal is \$6100 less the Fortis rebate of 50% on the first \$5000. The actual cost to the City would be \$3600.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

By participating in the group Energy Audit as proposed, the City's vision, as signatory to the BC Climate Action Charter, is accomplishing some of its Carbon Neutral initiatives and goals.

  
\_\_\_\_\_  
Department Head or CAO  
\_\_\_\_\_  
Reviewed by Chief Administrative Officer



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

**STAFF MEMORANDUM**

**To:** Lynne Burch, CAO  
**Date:** August 23, 2012  
**From:** Wayne Kopan, Manager of Environmental & Building Construction Services

**MEMO**

**RE: Carbon Neutral Kootenay Municipal Buildings Energy Audits**

In the 2012 proposed budget I had a line item for an Energy Audit of our municipal buildings. At that time the estimate to complete this audit was \$25,000. Due to the fact that the City of Grand Forks was nearing our Carbon Neutral targets, Council made the decision ~~was made~~ to move all Carbon Neutral projects from the 2012 Financial Plan including the \$25,000 for building energy audits to 2013.

By completing these audits it would give the City a better understanding on how we can move forward with building upgrades that would give us the best value for dollars spent. The report will effectively reduce our annual energy consumption on our facilities, and will result in GHG emission reductions, moving the City of Grand Forks even closer to Carbon Neutrality.

In early August Carbon Neutral Kootenay 2, had sent out a proposal to have a number of communities to join forces to see if we could procure a better deal to complete these energy audits as group. As a result an RFP was sent out on behalf of five communities and SES Consulting has come back with a proposal, of \$6100 to have all of the Grand Forks facilities assessed. With a Fortis rebate of 50% on the first \$5000 the actual cost to the City of Grand Forks would be \$3600.

See attached ASHRAE Level 1 Study

This proposal provides the City an opportunity to conduct building energy audits at significant savings, if we act now. As a signatory to the B.C. Climate Action Charter, the city will no doubt have to undertake these audits at sometime in the future. I recommend we take this opportunity for substantial savings and complete the audits in 2012 under Carbon Neutral Kootenay group plan. I am requesting approval for the expenditure of \$3600.

Respectfully Submitted:

Wayne Kopan  
Manager of Environmental & Building Construction Services



**Municipal Building Energy Assessments:  
Carbon Neutral Kootenay Communities**



**Alliance Member**

*Proposal for -  
City of Fernie,  
District of Sparwood,  
Village of Salmo,  
City of Grand Forks  
and  
City of Nelson*

***Prepared by:***

**Scott Sinclair, President  
SES Consulting Inc.**

15 August 2012

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## Letter of Interest

### Mission Statement

**To help our clients reduce energy costs by providing expertise in state of the art energy efficiency technologies and strategies.**

SES Consulting has been providing engineering consulting services related in building energy efficiency for over 10 years. Founded by Scott Sinclair in 2002, SES has grown rapidly in the past few years to a 13 person staff consisting of mechanical engineers and other personnel with a strong background in energy efficiency, building automation, renewable energy, project management and conservation awareness programming.

At SES we are deeply committed to reducing our society's impact on the environment. By improving the efficiency of municipal facilities, we are also helping communities save energy, freeing up more funds for program delivery, improve the operations and comfort of their building users and create a more sustainable community for us all. This approach has earned SES a reputation in the industry for going beyond traditional measures and finding cost effective ways of achieving greater energy savings than other more traditional energy efficiency consulting firms.

SES specializes in emissions reduction, renewal and regeneration by working with clients to optimize conservation measures in their building systems. In addition to providing strategic services identifying energy efficiency opportunities, we offer design consulting on integration of building control systems, advanced energy management strategies, project management, training and reporting services

Our many successful projects have achieved significant grants, utility incentives and savings for our clients while simultaneously reducing GHG emissions. Typically, we add advanced conservation features building systems while realizing energy savings paybacks of less than two years. We are continually expanding our expertise in building automation systems as we believe this energy management sector holds tremendous potential for enhancing building efficiency in the years to come.

If you have any questions regarding this submission, please feel free to contact me directly at 604.568.1801.

I thank you for your consideration and hope to hear from you in the near future.

Best regards,

A handwritten signature in black ink, appearing to read "Scott Sinclair", with a stylized flourish at the end.

Scott Sinclair, P.Eng  
President, SES Consulting

## **1.0 Project Approach and Understanding**

### **1.1 Project Work Plan**

Once SES is awarded the contract and the purchase order is issued, the first step is to identify Carbon Neutral Kootenays staff to assist SES with coordination and transfer of existing site information regarding the building systems and energy use.

SES will develop a communication plan that meets the requirements of the client to ensure the project is well understood by the owner's representative, and each of the separate communities and user groups. SES will host the Kick-Off Meeting to describe the proposed schedule and on-site process to be followed during the Municipal Building Energy Assessment walk-thorough site inspections. Carbon Neutral Kootenays staff availability will be the primary influence on scheduling the SES site visit to each community. Once the site visit is scheduled, SES may send an individual or team of up to two engineers, one for mechanical and control systems and a lighting specialist. To assist them in their work, two knowledgeable building operators will act as guides and to arrange access for each engineer. This will enable a more efficient use of resources while on-site.

SES will complete most of the tasks off-site, but will request information from staff on a periodic basis. As well, SES would like to remotely access the BAS systems to remotely interrogate the system schedule, logic, and performance trends. Under no circumstances will SES make any changes to the BAS operations, this will ensure the safe, un-interrupted operation of equipment for the Carbon Neutral Kootenays.

SES will use a Project Management Software to ensure that milestones are met while accommodating any required changes that impact the schedule and are beyond SES' ability to control.

## 1.2 Project Understanding and Technical Scope

SES takes a holistic approach to building science with respect to assessing the energy consumption of a facility. The optimal energy use for any facility is a moving target and requires expert engineering to provide occupant comfort and reduced energy consumption. SES' innovative approach to combining energy engineering with creative business decision tools<sup>1</sup> provides our clients with industry leading results from our Energy Assessments. You can expect to improve equipment life cycles; reduce maintenance effort; reduce consumption and improve occupant comfort. In addition, a significant portion of the implemented efficiency measures will be eligible to receive utility incentive funding.

SES Consulting offers clients a broad range of expertise through our diverse experience in construction implementation, cost analysis, HVAC systems, automation controls, energy efficient lighting technology and lighting controls. We work with a variety of technologies to reduce operating costs and GHG emissions, including high-efficiency boilers, instantaneous hot water heaters, variable speed drives, building automation, solar hot water, air and ground-source heat pumps and heat recovery systems.

SES Consulting will work closely with each individual municipality to define an economic bundle of opportunities that will meet their needs for access to incentives and be sorted by simple payback into low cost Energy Efficiency Measures (EEM's), maintenance and operations savings opportunities, self-implementation EEM's, utility incentive EEM's and demonstration opportunities for new technology (where they make sense to the client).

## 2.0 Proposed Project Team

SES Consulting will have the following managers, engineers and key project staff working on your Municipal Building Energy Assessments. Resumes for key staff are located in Appendix A.

### **Scott Sinclair, P.Eng, President**

Role: Project Lead, Senior Engineer

**Related Experience:** Scott has been performing energy studies and related services for over 9 years as President of SES Consulting. With a strong background in HVAC systems, Scott brings his detailed working knowledge in state-of-the-art automation systems and features that can achieve substantial energy savings through efficiency upgrades for commercial businesses. Prior

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<sup>1</sup>Examples of these sophisticated decision tools are: 1.) equipment lifecycle analysis; 2.) functional assessment; 3.) serviceability assessment; 4.) performance specification; 5.) requirements definition; 6.) capital plan linkage; and 7.) long term strategic planning to reduce energy use.

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to starting SES, Scott was a managing partner in a design build mechanical contracting firm, where he developed expertise in construction cost analysis and practical implementation.

**Brad White, P.Eng, MASc, Principal**

Role: Project Lead, Senior Engineer

Related Experience: Brad has four years of experience working with energy systems as a researcher and a mechanical engineer. His work has focused on seeking ways to improve the sustainable use of energy through conservation and improved efficiency. Prior to joining SES Consulting Inc., Brad helped to develop new manufacturing techniques for clean energy technologies as a master's student and research engineer at UBC.

**Natalie Vadeboncouer, P.Eng, MASc, LEED AP**

Role: Energy Efficiency Engineer

Related Experience: Natalie received her BSc from the University of Illinois and her MASC from UBC, both in Mechanical engineering. In her four years with SES Consulting Natalie has developed specific skills working in facilities with complex HVAC requirements including laboratory facilities at SFU and UBC. She was also one of the first BC Hydro approved consultants to participate in the pilot continuous optimization program and has since developed extensive experience in this specialization including coaching and training of building staff and supporting the development of operations policies and procedures.

**Justin Blanchfield, P.Eng, MASc**

Role: Energy Efficiency Engineer

Related Experience: Justin has over five years of combined research and work experience in renewable energy systems and resource management. Justin's career is focused on the sustainable development of our communities through renewable energy generation, conservation of energy and improved energy efficiency in new and existing buildings. Prior to joining SES Consulting Inc., Justin gained valuable engineering experience in a diverse range of projects including water and wastewater treatment and distribution, energy recovery, resource management, sustainable development, and river modelling.



### 3.0 Municipal Building Energy Assessments' of Comparable Facilities

#### 3.1 Comparable Projects

As the project examples presented in this proposal confirm, SES has extensive experience in performing municipal building energy assessments. SES Consulting is renowned in the industry for adherence to sound engineering principles and clear report writing. Our goal is to go far beyond the limitations of traditional conservation measures and identifying energy savings opportunities that drill far deeper than a conventional approach, yet still support the financial objectives of each municipality.

SES has completed over 300 ASHRAE Level 2 energy assessments. The following list provides a partial selection of comprehensive Energy Assessments that SES has completed during the past 3 years that are similar to the Carbon Neutral Kootenay facilities.

| Project Examples                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Resort Municipality of Whistler:</b> <ul style="list-style-type: none"> <li>• Meadow Park Sports Centre and Arena</li> </ul>                                                                                                                                                                                                                                  | <b>4. City of Vancouver:</b> <ul style="list-style-type: none"> <li>• Sunset Recreation Centre</li> <li>• Queen Elizabeth Theatre</li> <li>• Art Gallery</li> <li>• Police Museum</li> </ul>      |
| <b>2. City of Abbotsford:</b> <ul style="list-style-type: none"> <li>• ARC Arena and Pool</li> <li>• MRC Arena and Pool</li> <li>• MSA Arena</li> <li>• Exhibition Park</li> <li>• Matsqui Centennial Auditorium</li> <li>• Works Yard</li> <li>• Marshal Road Building</li> <li>• Abbotsford Court House</li> <li>• City Hall</li> <li>• Police Station</li> </ul> | <b>5. Oak Bay, Victoria:</b> <ul style="list-style-type: none"> <li>• Henderson Recreation Centre</li> <li>• Oak Bay Recreation Centre and Arena</li> <li>• Monterey Recreation Centre</li> </ul> |
| <b>3. Coast Hotel:</b> <ul style="list-style-type: none"> <li>• Coast Hotel Chilliwack</li> </ul>                                                                                                                                                                                                                                                                   | <b>6. Seabird Island Band:</b> <ul style="list-style-type: none"> <li>• Band office</li> <li>• High School</li> <li>• Community School</li> </ul>                                                 |
|                                                                                                                                                                                                                                                                                                                                                                     | <b>7. YWCA Vancouver:</b> <ul style="list-style-type: none"> <li>• 733 Beatty St</li> <li>• 535 Hornby Street</li> </ul>                                                                          |

We have provided a list (above) of 24 representative projects, of which 8 are recreation complexes and 5 are arenas with adjacent swimming pools. These energy studies and the projects that were implemented have been completed on time, on budget and are delivering the predicted savings.



### 3.2 References for SES Consulting:

| Organization                                                                                               | Contact                                                                                                                 | Description of Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BC Hydro</b><br><br>Corporate Headquarters<br><br>Edmonds & Dunsmuir                                    | Danny Cheng,<br>Project Manager<br><a href="mailto:danny.cheng@bchydro.com">danny.cheng@bchydro.com</a><br>604.453.3267 | A comprehensive energy study of each building identified opportunities for BC Hydro to demonstrate leadership and innovation in energy conservation. Working closely with BC Hydro to develop effective business cases, SES identified innovative opportunities to reduce total energy consumption by 43% and GHG emissions by 73% in the Vancouver campus and 29% energy and 45% GHG emissions in the Burnaby Campus. Projects identified include an optimization of DDC control systems, installation of variable speed drives, heat recovery, cogeneration opportunities using Combined Rankin Cycle and extensive lighting upgrades. |
| <b>Jawl Properties</b><br><br>Multiple Facilities                                                          | Karen Jawl,<br>Project Manager<br>karen.jawl@jawlproperties.com<br>250.658.4700                                         | SES was closely involved in design and project management during the implementation of the energy saving projects carried out at all sites. This work included a high performance building study of a new LEED certified office building now under construction in Victoria. As a result of this work, Jawl Properties was recognized with a BC Hydro Power Smart Excellence Award for Energy Champion in 2009. Large reductions in energy use of greater than 30% were achieved across the portfolio.                                                                                                                                   |
| <b>City of Abbotsford</b><br><br>Abbotsford Recreation Centre (ARC)<br><br>Matsqui Recreation Centre (MRC) | Victor Pankratz<br>vpankratz@abbotsford.ca<br>604.853.5484                                                              | SES's most recent work with the City of Abbotsford involved BC Hydro Continuous Optimization studies of the Abbotsford and Matsqui Recreation Centres. Recommendations at both sites included measures for arena and pool facilities including heat reclaim, arena free-cooling, ice tempering, pool pump load management, amongst many others.                                                                                                                                                                                                                                                                                          |

### 3.3 Outcomes of SES Consulting Recommendations and Opportunity Implementation

Below are two representative projects that are similar to the Carbon Neutral Kootenay

|                                             | Electrical Savings (kWh) | Electrical Savings (%) | Gas Savings (GJ) | Gas Savings (%) | Capital Cost     | Simple Payback | GHG Reduction (Tonnes) | GHG Reduction (%) |
|---------------------------------------------|--------------------------|------------------------|------------------|-----------------|------------------|----------------|------------------------|-------------------|
| <b>Sample 1<br/>Arena and Pool Building</b> | 486,608                  | 30%                    | 2,096            | 50%             | <b>\$ 98,512</b> | 2.4            | 114                    | 51%               |
| <b>Sample 2<br/>Arena and Pool Building</b> | 487,315                  | 20%                    | 1,239            | 9%              | <b>\$ 54,093</b> | 0.8            | 74                     | 10%               |

buildings:

Included in the projects was extensive upgrading of the DDC systems to incorporate comprehensive weather predicting routines and decision logic to control the use of renewable heat sources. Both of these projects represent the typical outcome for implementation of SES recommendations. The simple payback is less than 3 years and the capital improvements resulted in significant energy consumption reduction.

SES is a leader in delivering the BC Hydro Power Smart programs, with over 120 projects currently underway or recently completed. With so much project experience SES has been able to refine the tools used to ensure successful delivery of energy savings for BC Hydro and maximum incentive funding for clients.

Examples of recommendations SES has included in other Municipal Building Energy Assessments reports are:

|                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Heat reclaim systems</li> <li>• Free cooling optimization</li> <li>• Solar Hot Water</li> <li>• Ground source heat exchange</li> <li>• Building envelope sealing</li> <li>• Pump optimization</li> <li>• Weather predictor software to limit equipment runtime</li> <li>• Demand ventilation control</li> </ul> | <ul style="list-style-type: none"> <li>• Variable speed drives to fan motors</li> <li>• Domestic hot water night setback</li> <li>• Low flow fixtures to reduce water consumption</li> <li>• Load shedding</li> <li>• Lighting control integration</li> <li>• Motion sensing lighting retrofits</li> <li>• Education and training for operators</li> <li>• Behavior change campaign for occupants</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 4.0 Proposed Project Completion Schedule and Fee Structure

### 4.1 Proposed Project Completion Schedule

We will conduct a walk-through analysis of interior and exterior lighting systems, all HVAC, refrigeration equipment, domestic water systems and associated controls. The specific tasks to be completed will follow the ASHRAE Guidelines for Commercial Building Energy Audits Level 1 and will include completion of the following deliverables:

| Task:                                                                                                                                                                                                                  | Deliverable:                                                                                        | Schedule:                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------|
| 1. Project Kick off meeting                                                                                                                                                                                            | Conference call or webinar hosted by SES, with an agenda provide prior by SES in advance for input. | Week 1 from start of work |
| 2. Review available documentation (drawings, energy history, maintenance reports, previous retrofit history, major repairs completed or planned, etc.)                                                                 | Energy Cost Index and Energy Utilization Index analysis and brief report                            | Week 2-3                  |
| 3. Interviews with key personnel to identify operational issues, low cost/no cost opportunities, potential synergies between capital plans and energy savings                                                          | Low cost/no cost and capital plan linkages that can be acted on immediately                         | Week 3                    |
| 4. Conduct site surveys of lighting, HVAC equipment, refrigeration and control systems                                                                                                                                 | Preliminary list of EEM's to be reviewed with client                                                | Week 3                    |
| 5. Prepare building, mechanical and lighting system inventories                                                                                                                                                        | Inventory report of energy using equipment on each site                                             | Week 4-6                  |
| 6. Review existing controls of mechanical and lighting systems checking sensor calibration, control logic, available memory, existing reporting and trending for Monitoring and Verification of EEM savings by measure | Work with site operations staff and include detailed description in final Report                    | Week 5-7                  |
| 7. Analyse energy use patterns and develop an end use breakdown by system type, include analysis of heat recovery and renewable energy technologies.                                                                   | See Final Report                                                                                    | Week 7-9                  |
| 8. Provide benchmarking comparisons to other similar facilities                                                                                                                                                        | See Final Report                                                                                    | Week 9                    |

|                                                                                                                                                                                          |                        |                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------|
| 9. Complete the list of potential energy efficiency measures including all EEM's that meet the clients business case criteria and "Deep Green" longer term initiatives for consideration | See Final Report       | Week 10                      |
| 10. Analyze energy-savings and associated greenhouse gas (GHG) savings associated with each potential measure                                                                            | See Final Report       | Week 11                      |
| 11. Provide budget, simple payback and ROI estimates for all energy efficiency measures identified within the final Report                                                               | See Final Report       | Week 12                      |
| 12. Provide a detailed report describing our findings                                                                                                                                    | Final Report submitted | Week 12 or November 30, 2012 |

#### 4.2 Fee Structure

|                                                               |            | Project Cost, excluding Travel | Travel Time Cost  | Project Costs      | Total Project Hours |
|---------------------------------------------------------------|------------|--------------------------------|-------------------|--------------------|---------------------|
| CNK - City of Fernie - First Priority buildings               |            | \$5,343.00                     | \$780.00          | \$6,123.00         | 48                  |
| CNK - City of Fernie - Second Priority buildings <sup>2</sup> |            | \$4,000.50                     | \$780.00          | \$4,780.50         | 36                  |
| CNK - District of Sparwood                                    |            | \$2,286.00                     | \$390.00          | \$2,676.00         | 21                  |
| CNK - Village of Salmo                                        |            | \$990.00                       | \$130.00          | \$1,120.00         | 9                   |
| CNK - City of Grand Forks                                     |            | \$5,840.50                     | \$245.00          | \$6,085.50         | 49                  |
| CNK - City of Nelson                                          |            | \$3,445.00                     | \$390.00          | \$3,835.00         | 27                  |
| <b>Subtotal:</b>                                              |            | <b>\$21,905.00</b>             | <b>\$2,715.00</b> | <b>\$24,620.00</b> | <b>189</b>          |
| <b>HST</b>                                                    | <b>12%</b> | <b>\$2,628.60</b>              | <b>\$325.80</b>   | <b>\$2,954.40</b>  |                     |
| <b>TOTAL:</b>                                                 |            | <b>\$24,533.60</b>             | <b>\$3,040.80</b> | <b>\$27,574.40</b> |                     |
|                                                               |            |                                |                   |                    |                     |
| <b>Travel Expense Allowance</b>                               |            |                                |                   | <b>\$2,500.00</b>  |                     |

Travel costs are estimated based on 1 trip by 1 or 2 SES staff for a maximum total of 5 full days on site. We will bill as per receipt to be a maximum of \$2,500.00.

<sup>2</sup> May or may not be included in scope at client's discretion

### Services Not Provided:

We have not included the following services:

1. Implementation services for work arising from the energy assessment recommendations.
2. GHG reporting for the Climate Action charter signatories.
3. Annual Smarttool reports or submissions.

### 4.3 Breakdown of SES Consulting Services by Discipline

|                                                                     | Sr.<br>Engineer<br>Review | Project<br>Management | Inventory<br>/ Energy<br>History | Site<br>Visit | Project<br>Analysis /<br>Report | Travel       | Subtotal:     |
|---------------------------------------------------------------------|---------------------------|-----------------------|----------------------------------|---------------|---------------------------------|--------------|---------------|
| CNK - City of Fernie<br>- First Priority<br>buildings               | 4                         | 2                     | 7                                | 16            | 14                              | 6            | 49            |
| CNK - City of Fernie<br>- Second Priority<br>buildings <sup>3</sup> | 3                         | 2                     | 5                                | 11            | 5                               | 4            | 30            |
| CNK - District of<br>Sparwood                                       | 2                         | 1                     | 3                                | 6             | 6                               | 3            | 21            |
| CNK - Village of<br>Salmo                                           | 1                         | 0                     | 2                                | 3             | 2                               | 1            | 9             |
| CNK - City of Grand<br>Forks                                        | 5                         | 3                     | 8                                | 15            | 17                              | 3            | 51            |
| CNK - City of Nelson                                                | 2                         | 2                     | 4                                | 8             | 9                               | 3            | 28            |
| <b>Total Hours</b>                                                  | <b>17.00</b>              | <b>10.00</b>          | <b>29.00</b>                     | <b>58.00</b>  | <b>53.00</b>                    | <b>20.00</b> | <b>187.00</b> |

<sup>3</sup> See Footnote 2

## **5.0 Experience in Obtaining Utility and Government Funding**

SES Consulting has successfully applied for up to full implementation funding from utility incentive programs and senior government grant funding for clients when they implement energy efficiency projects. This process involves detailed engineering estimates that must meet extensive reviews and SES has consistently excelled at exceeding the expectations of peer reviewers. These reviews scrutinise the savings calculations and the engineering methods used to arrive at the recommendations. Firms without extensive experience in the review process are often involved in lengthy delays, incentive reductions and missed targets. This will not happen if SES consulting is selected for your Municipal Building Energy Assessment project.

The MBEA reports that SES Consulting will be providing as part of the deliverables for the CNK projects will be aligned with the reporting requirements for Local Governments in BC for Greenhouse Gas emissions inventories. The EEM's we will be including in the MBEA reports will include recommendations for renewable energy sources, low carbon fuel sources and bio-mass options that will give the municipalities flexibility for reducing their future CO<sub>2</sub> emissions. Once the EEM's are implemented the SES Consulting will support the reporting requirements for municipalities that have signed on to the Climate Action Charter

--- Thank you, end of proposal---



## **Appendix A:** Staff Resumes



## Scott Sinclair, P. Eng. PRESIDENT AND OWNER

### MISSION STATEMENT

To promote and implement sustainable technologies to improve building operations and achieve energy conservation through the practical implementation of energy projects.

### SUMMARY

With more than 10 years of experience in the design and construction industry, Scott Sinclair brings a diverse background of experience in energy efficiency, technology solutions, practical cost assessment, project management, re-commissioning and design. Projects we specialize in include HVAC Controls, Energy Efficient Lighting, Variable Speed Drives, High Efficiency Boilers, Instantaneous Domestic Water Heaters, Commissioning and Optimization.

- Energy Consulting (HVAC Controls / Lighting / High Efficiency)
- Energy Audits (Consumption Analysis and Technology Assessment)
- Project Implementation (Design and Project Management)
- Energy Monitoring, Re-commissioning and Optimization Services
- Training/Education to ensure Energy Project Success

### SES PROJECT EXPERIENCE

- **Robson Square Energy Projects (Vancouver) –**
  - DDC Upgrade and Optimization
  - Variable Speed Drive Installation
  - Chilled Water Storage Tank Optimization
  - Pressurization Control Optimization
  - Variable Volume Pumping Optimization
  - Web Based Energy Monitoring and Training
  - DDC Load Shedding using Real Time Energy
  - High Efficiency Boiler Installation
- **Telus William Farrell Building Energy Projects (Vancouver) –**
  - DDC Upgrade and Optimization
  - Chiller Staging Optimization
  - Pressurization Control Optimization
  - Free Cooling Optimization
  - DDC Energy Monitoring and Training
  - Domestic Hot Water Optimization
- **City of Abbotsford Recreation Centres Energy Projects (Abbotsford) –**
  - Various Lighting Upgrades
  - Ice Tempering Optimization
  - Solar Domestic Water Heating
  - Web Based Energy Monitoring and Training
  - High Efficiency Boiler Installation
  - Heat Reclaim System Installation
  - Low E-Ceiling Upgrade



- **ARC Office Building Energy Projects (Victoria) –**
  - 25 W T8 Lighting Re-lamp
  - Motion Sensor Lighting Controls
  - Instantaneous Domestic Water heaters
  - Summer Heating Optimization
  - Demand Ventilation Optimization

## **SES WORK HISTORY**

2003 - Present      **President and Owner**, SES Consulting Inc., Vancouver, BC

## **PREVIOUS WORK HISTORY**

1992 - 2000      **Principal**, Petrin Mechanical Ltd., Vancouver, BC  
Manager - Design Build Projects

This involved detailed conceptual mechanical design, proposal development, cost estimating, project management, and site coordination for many large projects. Examples of these mechanical projects include the Banff Centre for the Arts Expansion, many different large scale (200 unit) multifamily residential facilities, large grocery facilities, cinema complexes, a high rise residential tower, industrial snow-melting operations, and large scale printing facilities.

In addition to this experience, Scott has been mentored by Ken Sinclair (30 years of experience in energy project design and implementation, owner of [automatedbuildings.com](http://automatedbuildings.com)) to learn the principals of energy opportunities and to understand the advantages and applications for building automation systems.

## **EDUCATION**

1992      **B. Sc. in Mechanical Engineering** (Cooperative Program)  
University of Alberta

## **VOLUNTEER/COMMUNITY WORK**

2001-2002      International Volunteer Work in Costa Rica, India and Africa  
2003-2008      BC Sustainable Energy Association, Board of Directors, Vice President  
2005-2006      BC Sustainable Energy Association, Vancouver Chapter, Chair

## Brad White, P.Eng, MASc PRINCIPAL

### SUMMARY

Brad is a professional engineer with five years of experience working with energy systems as a mechanical engineer and researcher. His work has focused on seeking ways to improve the sustainable use of energy through conservation and improved efficiency. Prior to joining SES Consulting Inc., Brad helped develop new manufacturing techniques for clean energy technologies as a master's student and research engineer at UBC.

Brad contributes to raising public awareness of energy and environmental issues as Vice Chair of the Vancouver Chapter of the BC Sustainable Energy Association.

### PROJECT EXPERIENCE

- Developed demand side energy management solutions for clients in the public and private sector.
- Energy and emissions analysis of facilities
- Preparing building audits identifying potential energy conservation opportunities
- Project management and recommissioning for building energy efficiency upgrades of HVAC and lighting systems
- Engaging with project stakeholders
- Worked with clients to develop energy and CO<sub>2</sub> emissions tracking programs
- Identifying eligible projects and preparing applications for a variety of utility and government incentive programs including: BC Hydro Power Smart and EcoEnergy

### WORK HISTORY

June 2009 - Present **Principal**, SES Consulting Inc., Vancouver, BC

2007-2009 **Mechanical Engineer**, SES Consulting Inc., Vancouver, BC

2006-2007 **Research Engineer**, Dept. of Mechanical Engineering, University of British Columbia, Vancouver, BC

### EDUCATION

2006 **Master of Applied Science in Mechanical Engineering**, University of British Columbia, Vancouver, BC

2004 **Bachelor of Aerospace Engineering** with High Distinction, Carleton University, Ottawa, Ontario

## **VOLUNTEER/COMMUNITY WORK**

- British Columbia Sustainable Energy Association, 2005-present.
  - Vice Chair of the Vancouver chapter
  - Member of provincial business and municipal engagement committee
  - Contributed to development of municipal energy policy recommendations
  - Co-organized public forums and educational presentations on a variety of energy related issues, including transportation and climate change
- Presenter at 2008 Canadian Institute of Energy seminar on heating alternatives
- Co-organizer of UBC Energy Week 2006, a series of educational events examining critical energy problems and exploring potential solutions.
- Senior student mentor/mentee in UBC Sustainable Leaders tri-mentorship program, 2005-2006.

## **PUBLICATIONS**

B.D. White, O. Kesler, and Lars Rose, "Air Plasma Spray Processing and Electrochemical Characterization of SOFC Composite Cathodes", *Journal of Power Sources*, 178 (2008), pp. 334-343.

B.D. White and O. Kesler, "Implications of Electronic Short Circuiting in Plasma Sprayed Solid Oxide Fuel Cells on Electrode Performance Evaluation By Electrochemical Impedance Spectroscopy", *Journal of Power Sources*, 177 (2008), pp. 104-110.

B.D. White, O. Kesler, and L. Rose, "Electrochemical Characterization of Air Plasma Sprayed LSM/YSZ Composite Cathodes on Metallic Interconnects", *10th International Symposium on Solid Oxide Fuel Cells (SOFC-X)*, June 2007, Nara, Japan

## **REGISTRATIONS/AFFILIATIONS**

Professional Engineer (P.Eng), Association of Professional Engineers and Geoscientists of B.C. (APEGBC), Vancouver

## Natalie Vadeboncoeur

P.Eng, MASc, LEED AP

### SUMMARY

Natalie has worked with SES Consulting for 4 years performing energy audits, Continuous Optimization studies, and carrying out energy project design and implementation. She received her BSc from the University of Illinois at Urbana-Champaign and her MASc from UBC, both in mechanical engineering. Her graduate research work involved developing and testing a method for enhancing efficiency in sawmills in order to reduce demand for raw material. She is the co-founder of Emerging Green Builders of UBC, an organization that provides students with educational opportunities in different aspects of green building.

### SAWMILL EXPERIENCE

- Toured several British Columbian sawmills in order to understand the processes taking place in the mill and gain a better understanding of the requirements that would constrain my experimental setup.
- Helped develop and test an algorithm for identifying in real time common surface defects on lumber boards after they pass through the headrig.
- Surface defect information can then be used to correct headrig errors faster resulting in less wasted raw material.
- Tested algorithm on a laboratory setup consisting of a conveyor system and sawmill-grade “line” and “point” triangulation lasers.
- Presented findings at the International Wood Machining Seminar.

### ENERGY CONSERVATION EXPERIENCE

- Developed demand side energy management solutions for clients in the public and private sectors.
- Energy and emissions analysis of facilities
- Preparing building audits identifying potential energy conservation opportunities
- Project management and recommissioning for building energy efficiency upgrades of HVAC and lighting systems
- Identifying eligible projects and preparing applications for a variety of utility and government incentive programs including: BC Hydro Power Smart and EcoEnergy

## WORK HISTORY

- |              |                                                                                                            |
|--------------|------------------------------------------------------------------------------------------------------------|
| 2008-Present | <b>Mechanical Engineer</b> , SES Consulting Inc., Vancouver, BC                                            |
| 2006-2008    | <b>Research Assistant</b> , Dept. of Mechanical Engineering, University of British Columbia, Vancouver, BC |

## EDUCATION

- |      |                                                                                                            |
|------|------------------------------------------------------------------------------------------------------------|
| 2008 | <b>Master of Applied Science in Mechanical Engineering</b> , University of British Columbia, Vancouver, BC |
| 2006 | <b>Bachelor of Science in Mechanical Engineering</b> , University of Illinois, Urbana-Champaign, IL        |

## VOLUNTEER/COMMUNITY WORK

- Emerging Green Builders of UBC
  - Co-Founder
  - Planned and organized events (workshops, seminars, networking, fundraising)
  - Developed proposals for Green Building projects on campus
  - Co-organizer of UBC Green Skyline Tour
- Presenter at 2007 International Wood Machining Seminar

## PUBLICATIONS

Vadeboncoeur, N., Schajer, G. (2007) *Separate-sided surface height measurement using handheld profiling device*. 18<sup>th</sup> International Wood Machining Seminar Proceedings

Vadeboncoeur, N., Schajer, G., Johnson, A., Rickard, D. (2008) *Separate-sided surface height measurement using handheld profiling device*. Forest Products Journal

## REGISTRATIONS/AFFILIATIONS

Professional Engineer (P.Eng), Association of Professional Engineers and Geoscientists of B.C. (APEGBC), Vancouver

LEED® Accredited Professional, Canada Green Building Council (CaGBC)

## Justin Blanchfield, P.Eng, MAsC

### SUMMARY

Justin Blanchfield has over five years of combined research and work experience in renewable energy systems and resource management. Justin's career is focused on the sustainable development of our communities through renewable energy generation, conservation of energy and improved energy efficiency in new and existing buildings. Prior to joining SES Consulting Inc., Justin gained valuable engineering experience in a diverse range of projects including water and wastewater treatment and distribution, energy recovery, resource management, sustainable development, and river modelling.

Justin has been volunteering with the youth outreach program, Community School Interviews, to raise awareness of energy and environmental issues in our community and promote the role of the Engineer in sustainable development. He is also actively volunteering as a Big Brother.

### RELEVANT PROJECT EXPERIENCE

- Pre-feasibility and feasibility reports for renewable energy systems and resource recovery options
- Energy efficient retrofits including investigation, implementation and commissioning
- Design of building automation systems
- Design of water and wastewater treatment / distribution systems
- Development of commissioning plans for water system upgrades
- Engineering site supervision services
- Construction cost estimating
- Engaging with project stakeholders

### WORK HISTORY

2009-Present **Mechanical Engineer**, SES Consulting Inc., Vancouver, BC

2008-2009 **Mechanical Engineer**, WorleyParsons Resources and Energy, Victoria, BC

2007-2008 **Graduate Research Assistant**, Dept. of Mechanical Engineering, University of Victoria, Victoria, BC

## EDUCATION

- 2008                      **Master of Applied Science in Mechanical Engineering**, University of Victoria, Victoria, BC
- 2004                      **Bachelor of Mechanical Engineering** with High Distinction, Carleton University, Ottawa, Ontario

## PUBLICATIONS

"The Extractable Power from a Channel Linking a Bay to the Open Ocean," Primary author, Proc IMECHE, Part A: J. of Power and Energy, 2008, 222 (A3), 289 – 297.

"Tidal Stream Resource Assessment for Masset Sound, in Haida Gwaii," Primary author, Proc IMECHE, Part A: J. of Power and Energy, 2008, 222 (A5), 485 – 492.

"The Extractable Power from Tidal Streams, including a Case Study for Haida Gwaii," M.A.Sc. Thesis, University of Victoria Department of Mechanical Engineering, Jan 2008.

## REGISTRATIONS/AFFILIATIONS

Professional Engineer (P.Eng), Association of Professional Engineers and Geoscientists of B.C. (APEGBC), Vancouver

## SPECIALIST COURSES

Project Management: A Team Approach, seminar presented by APEGBC, 2008

Introduction to LEED Green Building Rating System for New Construction and Major Renovations, Version 1.0

Introduction to energy modelling for ASHRAE 90.1, British Columbia, Hosted by Light House Sustainable Building Centre, 2008

Occupational First-Aid Level 1, Work Safe BC, British Columbia, 2008

WHMIS and Transportation of Dangerous Goods, British Columbia, 2008





## ASHRAE Level 1 Study

### *ASHRAE Level 1 Study for:*

XXXXXXXXXX

XXXXXX

#### **Attention:**

**XXXXXX XXXXX**

#### ***Prepared by:***

**SES Consulting Inc.**

Suite 410 – 55 Water Street  
Vancouver, BC V6B 1A1  
Tel: 604.568.1800  
[www.sesconsulting.com](http://www.sesconsulting.com)



## Executive Summary

### I. Background of the Project

SES Consulting Inc. was engaged to provide an ASHRAE Level 1 Study to analyse the present operation of the XXXXXXXX Building located in Vancouver, British Columbia. The 11,585 m<sup>2</sup> (118,214 ft<sup>2</sup>) facility, consisting of two separate buildings, was originally constructed in 1972.

Both buildings have almost identical mechanical and lighting systems. Heating, ventilation, and air conditioning are supplied by a variety of gas-fired DX-cooled roof top units. Supplemental heating is provided by electric baseboard and duct heaters. Lighting is predominantly T8 fluorescent luminaries with line voltage control. An older building automation system controls the majority of the mechanical systems at the two buildings.

### II. Consumption History

The facility currently produces 255 tonnes of annual CO<sub>2</sub> emissions based on the following energy data.

Normalized Annual Utility Costs (Inc taxes) and Consumption for the XXXXXXXX Buildings are:

| Historical Data | Energy Use (GJ) |               | BEPI (MJ/m <sup>2</sup> ) |              | Cost (\$)        |                  | Cost (\$/ft <sup>2</sup> ) |               |
|-----------------|-----------------|---------------|---------------------------|--------------|------------------|------------------|----------------------------|---------------|
|                 | 2011            | 2010          | 2011                      | 2010         | 2011             | 2010             | 2011                       | 2010          |
| Gas             | 3,576           | 3,116         | 325                       | 284          | \$37,705         | \$35,003         | \$0.32                     | \$0.30        |
| Electricity     | 7,482           | 9,145         | 681                       | 832          | \$142,192        | \$165,236        | \$1.20                     | \$1.40        |
| <b>Total</b>    | <b>11,058</b>   | <b>12,262</b> | <b>1,006</b>              | <b>1,116</b> | <b>\$179,897</b> | <b>\$200,239</b> | <b>\$1.52</b>              | <b>\$1.69</b> |

\*Note that data is incomplete for 2011 and 2010, actual consumption is higher

### III. Recommended Projects

We have identified a number of excellent opportunities to reduce electricity and gas consumption in the facility and recommend the implementation of the following projects (listed in order of highest to lowest NPV):

1. Building Automation System Upgrade including:
  - a. Reduced Scheduling
  - b. Supply Air Temperature Reset
  - c. Demand Controlled Ventilation
  - d. Weather Predictor and Outdoor Temperature Lockout
  - e. Optimal Start and Enhanced Warm-up
  - f. Free Cooling Enhancement
  - g. Supply Air Pressure Reset
  - h. Fan Powered Box Optimization
  - i. Demand Response
2. T8 Re-lamping
3. Speed Drive Installation
4. Occupancy Sensor Control
5. Daylight Harvesting
6. Rooftop Heat Pump Installation
7. Water Fixture Upgrade

### IV. Results

The business case associated with each of these projects is summarized below:

| Project Summary      |                  | Annual Savings  |                   |              |                         |              | Payback     | IRR       |
|----------------------|------------------|-----------------|-------------------|--------------|-------------------------|--------------|-------------|-----------|
| Measure Description  | Capital Cost     | Savings         | Electricity (kWh) | Gas (GJ)     | Water (m <sup>3</sup> ) | GHG (Tonnes) |             |           |
| Energy Projects      | \$659,000        | \$62,600        | 194,600           | 3,900        |                         | 198          | 10.5        | 1%        |
| Water Projects       | \$25,000         | \$2,600         |                   |              | 4,830                   |              | 9.6         | 8%        |
| <b>Project Total</b> | <b>\$684,000</b> | <b>\$65,200</b> | <b>194,600</b>    | <b>3,900</b> |                         | <b>198</b>   | <b>10.5</b> | <b>1%</b> |

These projects have the potential to produce the following outcomes:

|                | Energy footprint | Greenhouse gases | Cost per ft <sup>2</sup> |
|----------------|------------------|------------------|--------------------------|
| <b>Savings</b> | <b>33%</b>       | <b>78%</b>       | <b>\$0.55</b>            |

## XXXXXX - ASHRAE Level 1 Study -

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## 1. Background Description of Facility, Hardware and Systems

### 1.1 Overview and Facility Use

The facility consists of two nearly identical office buildings located adjacent to each other at XXXXXXXXXX. The buildings were constructed in 1972 and underwent a major mechanical system upgrade in 1999. Each two-story building is leased by various tenants operating during normal business hours, except for the first floor of the XXXX building whose tenants work from 7:00 to 18:00 weekdays and on weekends. The total square footage of the facility is approximately 11,585 m<sup>2</sup> (118,214 ft<sup>2</sup>). An open air underground parking garage extends below both buildings. There is a courtyard at the centre of each building.

The two buildings share a common electrical meter, but separate gas meters. There is no tenant sub-metering at the facility at this time.

#### 1.1.1 Physical Condition and Window Type

The facility is around 40 years old and appears to be well maintained. Each building has single pane windows, which represent a source of significant heat loss for the facility. In our experience, window replacement projects have an energy payback of 20 years or more, particularly in buildings with efficient heating sources, so we have not included an analysis of this option in our study. However, if window upgrades were to be carried out a later date for maintenance or aesthetic reasons, significant energy savings would also be realized.

### 1.2 Mechanical Systems

The following descriptions apply to both buildings.

#### 1.2.1 Roof Top Units

Each ground floor is served by two Lennox 30 ton gas-fired heating and DX-cooled roof top units (RTUs) with economizer options. The second floors are served by a variety of other Lennox RTUs. A total of 24 RTUs serve the two buildings and all appear to be reaching the end of their recommended service life.



Figure 1: Common Type Roof Top Unit

### 1.2.2 Fan-Powered VAV Boxes

A total of 48 fan-powered variable air volume (VAV) boxes distribute air from the RTUs to the occupied spaces. The VAV boxes are equipped with electric duct heaters

### 1.2.3 Domestic Hot Water

A total of five electric residential-type domestic hot water (DHW) tanks provide the domestic water heating for the two buildings.



**Figure 2: Typical DHW Tank**

### 1.2.4 Split AC Units

A number of split-type DX air conditioning units have been installed by some of the tenants to provide cooling for individual zones.



**Figure 3: Typical DX AC Unit**

### 1.3 Lighting System

The lighting systems in the buildings are predominantly fluorescent technology. 32-Watt T8 fluorescent fixtures provide lighting for offices, corridors, and the parking garage. These fixtures use modern instant start ballasts. The ground floor lobbies are lit by recessed 26 W CFLs. The elevators are lit by MR 16 halogens. Lighting is controlled by line voltage switches. Corridor and lobby lighting can only be controlled by switches in the electrical room, resulting in these lights be left on 24/7.

Exterior wall-pack type lighting is believed to be controlled by a photocell.

### 1.4 Mechanical Control Equipment

Both buildings are controlled by a single outdated "I/net 2000" building automation system (BAS). The BAS allows the operator to schedule when mechanical equipment is on. However, the rest of the system's capabilities are extremely limited and cannot be altered by the operator.

### 1.5 Plug Load

Major plug loads consist of computers, office, and kitchen equipment.

### 1.6 Water Consumption Systems

Washrooms at the facility use 7.6 L per minute sinks, 7 L flush-valve urinals, and a mix of 13 L tank and 6 L flush-valve toilets.

## 1.7 Energy Analysis

### 1.7.1 Annual Consumption

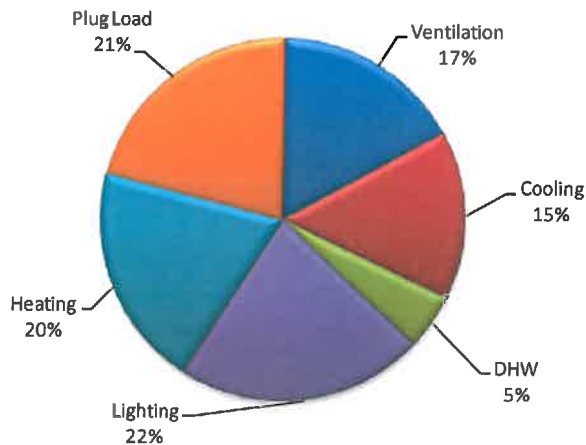
Table 1 presents the buildings energy consumption over the past two years. Unfortunately, the data presented here is incomplete. For more accurate energy data refer to the detailed energy analysis and benchmarking in the appendix provided by XXXXXXXX.

**Table 1: Historical Energy Data**

| Historical Data | Energy Use (GJ) |               | BEPI (MJ/m <sup>2</sup> ) |              | BEPI (kWh/m <sup>2</sup> ) |           | Cost (\$)        |                  | Cost (\$/m <sup>2</sup> ) |               |
|-----------------|-----------------|---------------|---------------------------|--------------|----------------------------|-----------|------------------|------------------|---------------------------|---------------|
|                 | 2011            | 2010          | 2011                      | 2010         | 2011                       | 2010      | 2011             | 2010             | 2011                      | 2010          |
| Gas             | 3,576           | 3,116         | 325                       | 284          | 8                          | 7         | \$37,705         | \$35,003         | \$0.32                    | \$0.30        |
| Electricity     | 7,482           | 9,145         | 681                       | 832          | 18                         | 21        | \$142,192        | \$165,236        | \$1.20                    | \$1.40        |
| <b>Total</b>    | <b>11,058</b>   | <b>12,262</b> | <b>1,006</b>              | <b>1,116</b> | <b>26</b>                  | <b>28</b> | <b>\$179,897</b> | <b>\$200,239</b> | <b>\$1.52</b>             | <b>\$1.69</b> |

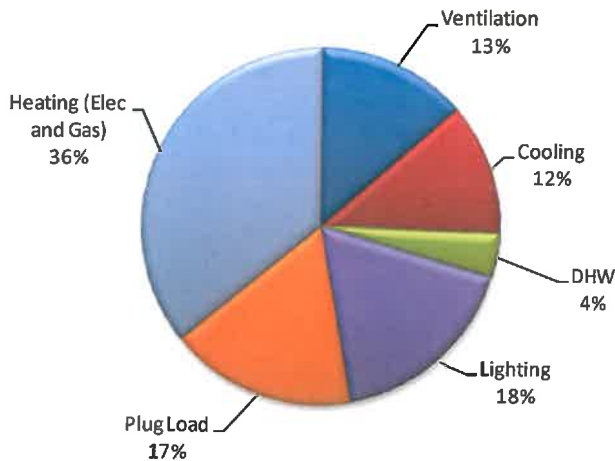
### 1.7.2 End Use Breakdown

The estimated percentage of electricity consumption by building system is presented in Figure 4. Lighting and ventilation account for approximately 40% of the total consumption.



**Figure 4: XXXXXXXX Electricity Consumption**

The estimated percentage of total energy consumption by building system is presented in Figure 5. The largest consumer is combined gas and electric heating at 36%.



**Figure 5: XXXXXXXX Gas and Electricity**

## 2. Conservation Opportunities

A primary objective of this study was to identify and analyse energy conservation opportunities at the XXXXXX buildings. The rate schedules used in this analysis for financial savings estimates are presented in Table 2. The financial savings estimates include harmonized sales tax (HST). For Greenhouse Gas estimates, we have used emissions factors of 0.022 kg CO<sub>2e</sub> / kWh of electricity in BC, and 49.7 kg CO<sub>2e</sub> / GJ for gas.

**Table 2: Rate Schedules**

| Utility                | Rate                      |
|------------------------|---------------------------|
| <b>Electricity</b>     |                           |
| Marginal Demand Charge | \$4.87 / kW (inc taxes)   |
| Marginal Consumption   | \$0.046 / kWh (inc taxes) |
| <b>Gas</b>             |                           |
| Recent Gas Consumption | \$13.00 / GJ (inc taxes)  |

A number of potential conservation opportunities have been analyzed. A detailed explanation as well as an estimated cost and energy saving potential are summarized for these projects.

### 2.1 Energy Conservation Measures

A summary of the analysis for the recommended energy conservation measures is presented in Table 3. Detailed descriptions for each project are presented below.

**Table 3: Energy Conservation Measures Summary**

| Description                    | Cost             | Payback     | Annual Savings  |              |            |                |              |
|--------------------------------|------------------|-------------|-----------------|--------------|------------|----------------|--------------|
|                                |                  |             | \$              | GJ           | kW         | kWh            | GHG          |
| New Building Automation System | \$125,000        | 4.9         | \$25,500        | 780          | 620        | 269,900        | 44.7         |
| T8 25 W Re-lamping             | \$15,000         | 4.9         | \$3,100         |              |            | 67,300         | 1.5          |
| Speed Drive Installation       | \$10,000         | 5.7         | \$1,700         |              |            | 38,000         | 0.8          |
| Motion Sensors                 | \$4,000          | 8.0         | \$500           |              |            | 11,000         | 0.2          |
| Daylight Harvesting            | \$5,000          | 10.2        | \$500           |              |            | 10,700         | 0.2          |
| Roof Top Unit Retrofit         | \$500,000        | 16.0        | \$31,300        | 3,120        |            | -202,300       | 150.6        |
| <b>Total Control</b>           | <b>\$659,000</b> | <b>10.5</b> | <b>\$62,600</b> | <b>3,900</b> | <b>620</b> | <b>194,600</b> | <b>198.0</b> |

#### 2.1.1 New Building Automation System

The existing BAS is outdated and allows for very limited control opportunities. We recommend installing a new BAS to allow for the implementation of advanced control strategies. The installation of a new BAS would likely fulfill the requirements for BC Hydro's Continuous Optimization program. We have collected a brief overview of a number of control strategies that could be implemented with the new BAS, but we highly recommend taking advantage of the Continuous Optimization program which will allow for a more detailed review of the building control system and valuable coaching and monitoring services to ensure that these savings are maintained.

##### 2.1.1.1 Scheduling Reduction

It is unknown when the last time the existing schedules were compared to actual occupancy hours. Based on our site review of the BAS, there is room to reduce the schedules of much of the mechanical equipment.

##### 2.1.1.2 Supply Air Temperature Reset

The RTU supply air temperature could be reset according the amount of heating or cooling required by individual zones in order to minimize the amount of electric duct reheating.

### **2.1.1.3 Demand Controlled Ventilation**

There appear to already be CO<sub>2</sub> sensors in the return air ducts of the large RTUs; however, it is not clear what they control and when they were last calibrated. These sensors should be recalibrated and used in conjunction with a demand controlled ventilation project. This project would involve controlling minimum outdoor air damper (OAD) position based on real-time CO<sub>2</sub> levels relative to a maximum CO<sub>2</sub> set point of 800 ppm (adjustable). This will minimize the amount of unconditioned air entering the building that requires heating and cooling while still ensuring excellent air quality.

### **2.1.1.4 Weather Predictor and Outdoor Temperature Lockout**

We recommend implementing an outdoor air temperature (OAT) lockout to disable the RTU heating systems when OAT is greater than 15°C. We also recommend implementing a predicted high temperature lockout (PHT) that estimates the daily high temperature early in the morning before operating schedule starts, and locks out heating systems when the predicted high temperature will be warmer than 20°C (adjustable). These strategies will greatly reduce unnecessary heating on warm days while maintaining occupant comfort.

### **2.1.1.5 Optimal Start and Enhanced Warm-up**

In conjunction with the scheduling measure, we recommend adding optimal start programming. The optimal start routine evaluates the difference between space temperature and set point one hour before the schedule begins and decides how early to start up the RTUs in order to achieve desirable space conditions at the beginning of the schedule. This measure allows the schedules to not begin until the spaces are actually occupied to prevent unnecessary heating.

During the optimal start warm up period, we would also eliminate unnecessary ventilation by keeping the OAD of the RTUs closed while the spaces are unoccupied, as indicated by the return air CO<sub>2</sub> sensors. This will both reduce heating energy and shorten warm-up periods.

### **2.1.1.6 Free Cooling Enhancement**

This measure will ensure that we will make maximum use of cool outside air for free cooling of warm spaces before turning on mechanical cooling systems. Through much of the year it is possible to satisfy cooling requirements with only free cooling. Whenever outdoor air temperature is below return air temperatures during a cooling mode, OADs will be automatically opened to 100% before mechanical cooling systems are turned on.

### **2.1.1.7 Supply Air Pressure Reset**

Typically, air systems are designed to deliver air flow for the worst-case cooling scenario. During average winter conditions in the Lower Mainland, desirable space conditions can be maintained while reducing air delivery. This may not be the case, however, if the temperature drops below 3°C. Implementation of this measure would be contingent on the installation of VFDs on the RTU supply fans as described in Section 2.1.3.

### **2.1.1.8 VAV Fan Optimization**

When temperatures in the zones have been satisfied the VAV box fans could be temporarily disabled.

### **2.1.1.9 Demand Response**

Given the presence of a large amount of electric heating, we recommend adding a real-time energy meter to the BAS system and using this information to reduce the building's electrical load during demand spikes. BC Hydro charges the facility a rate of \$8.38/ kW for the maximum 15 minute power draw at any point during the month. Reducing the peak demand premiums for the facility by adding a point on the BAS to monitor and trend power consumption so that short periods of peak demand can be identified and used to instantly shed some 'non-critical' loads in the building for a short period of time.



### 2.1.2 T8 25 W Re-lamping

The existing 32 W T8 fixtures across the facility could be re-lamped with extra long life 25 W lamps. These lamps are compatible with the existing instant start ballasts on site, and would offer significant maintenance savings in addition to energy savings.

### 2.1.3 Speed Drive Installation

Variable speed drives (VSDs) could be installed on the two 10 HP supply fans in the large RTUs to decrease the fans' speed based on VAV damper position in order to maintain a constant static pressure in the supply duct.

### 2.1.4 Motion Sensors

There washrooms throughout the facility are controlled by wall mounted switches, but lighting is left on when the rooms are unoccupied. We recommend installing a motion sensor in each washroom to disable lighting when unoccupied after a period of time. Similar strategies could be applied in tenant individual offices and breakout rooms.

### 2.1.5 Daylight Harvesting

Areas of the parking garage have excess amounts of natural light that is suitable for use in daylight harvesting. We recommend installing a photocell to measure light levels and turning off unnecessary fixtures when possible. Corridor lighting near the courtyard was also identified as a suitable candidate for daylight harvesting.

### 2.1.1 Roof Top Unit Retrofit

The existing gas-fired RTUs are approaching the end of their life cycle and will require replacement within the next ten years. We recommend that these units be replaced with air-to-air heat pump RTUs. These new units will be able to operate at far greater efficiencies than comparable gas models. Vancouver's mild climate allows for these heat pumps to run for the vast majority of the year without requiring back-up electric resistance heating. This retrofit would eliminate gas consumption in the facility and cause a dramatic reduction in the facility's GHG emissions. While the payback appears to be quite high for this project, it is important to note that this does not account for the expected cost of replacing the unit. If the project is treated as an incremental cost to upgrade from new gas-fired RTU to new heat pump units, the overall payback drops dramatically.

## 2.2 Water Conservation Opportunities

Table 4: Water Opportunities

| Description     | Cost     | Payback | Annual Savings |                |
|-----------------|----------|---------|----------------|----------------|
|                 |          |         | \$             | m <sup>3</sup> |
| Fixture Upgrade | \$25,000 | 9.6     | \$2,600        | 4,830          |

### 2.2.1 Fixture Upgrade

The toilets, urinals, and basin aerators installed in this facility use over 2 times the volume of water as equivalent modern models. Replacing all of the fixtures would greatly reduce the facilities water consumption.

### 3. Financial Analysis

Table 5 presents a financial analysis of the energy conservation measures presented above.

**Table 5: Financial Analysis**

| Description                    | Cost             | Payback     | Annual Savings  | Life Expectancy | NPV                | IRR       |
|--------------------------------|------------------|-------------|-----------------|-----------------|--------------------|-----------|
| <b>Energy Projects</b>         |                  |             |                 |                 |                    |           |
| New Building Automation System | \$125,000        | 4.9         | \$25,500        | 10              | \$69,200           | 18%       |
| T8 25 W Re-lamping             | \$15,000         | 4.9         | \$3,100         | 25              | \$27,500           | 23%       |
| Speed Drive Installation       | \$10,000         | 5.7         | \$1,700         | 20              | \$10,700           | 19%       |
| Motion Sensors                 | \$4,000          | 8.0         | \$500           | 10              | (\$200)            | 6%        |
| Daylight Harvesting            | \$5,000          | 10.2        | \$500           | 10              | (\$1,200)          | 2%        |
| Roof Top Unit Retrofit         | \$500,000        | 16.0        | \$31,300        | 10              | (\$261,700)        | (6%)      |
| <b>Water Projects</b>          |                  |             |                 |                 |                    |           |
| Fixture Upgrade                | \$25,000         | 9.6         | \$2,600         | 15              | \$1,500            | 8%        |
| <b>Total Recommendations</b>   | <b>\$684,000</b> | <b>10.5</b> | <b>\$65,200</b> | <b>10.7</b>     | <b>(\$187,500)</b> | <b>1%</b> |

Our financial analysis is based on an annual fuel cost escalation rate of 2.1%, and a discount rate of 7.5%. Please note that a weighted average life expectancy has been used to analyze the 'Total' NPV of these projects.

### 4. Conclusion

The XXXXXXXXX buildings are excellent candidates for efficiency upgrades. We have identified a number of significant energy saving opportunities including the installation of a new building automation system. The new BAS will allow for advanced control strategies that will greatly reduce the building's energy footprint while maintaining or improving occupant comfort. These control measures will focus on reducing the run hours of the mechanical equipment and reducing the amount of fresh air entering the building while appropriate. Installation of new BAS would also fulfill most of the requirements for participation in BC Hydro's Continuous Optimization program. The program offers benefits such as detailed energy opportunity review, monitoring, and coaching.

Several projects were identified to greatly reduce the facility's natural gas consumption, including a major heat pump rooftop unit upgrade to deliver heating to the building at a far more efficient rate. The installation of a variable speed drives, lower wattage lighting, motion sensors and photocells will all further reduce electricity.

Improvements to water using devices, such as low flow toilets and urinals could help to reduce the facility's water consumption by a dramatic 50%.

If all our recommendations are implemented, we expect this facility to reduce its energy footprint 33% and greenhouse gas emissions by an impressive 78%.

### Appendix A - ACKNOWLEDGEMENTS

SES Consulting Inc. would like to acknowledge the valuable assistance of the following personnel in providing the necessary information for this report.

This report was created and written by Franco Silletta with the assistance of Brad White.

In addition, this report was prepared with the assistance of building operator XXXXXX from XXXXXX. His cooperation and contributions to the project are greatly appreciated.

## THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : August 28, 2012  
TOPIC : Use of Community Works Fund (CWF) Agreement (Gas Tax)  
PROPOSAL : Request from the GF Slavonic Senior Society Br #143  
PROPOSED BY : City Staff

---

### SUMMARY:

In January 2006 the City entered into the Community Works Fund (CWF) Agreement with the UBCM. The agreement provides for the distribution of Gas Tax Funds to the City. The City doesn't have to apply for these "grants", however, the City does have to use the funds for projects that fit certain criteria. The attached request from the Grand Forks Slavonic Senior Society Br#143 is for Gas Tax Funding to replace their heating and cooling system.

### DISCUSSION:

The CWF agreement (attached excerpt) that the City signed in 2006 defines the "recipient" as meaning the Local Government. Therefore, although the project proposed by the GF Slavonic Senior Society Br#143 appears to "fit" the criteria for funding from the CWF (Gas Tax Fund), it doesn't "fit" the Eligible Recipient criteria. However, The City of Grand Forks could amend the agreement with UBCM. A copy of potential amendment changes to the CWF (Gas Tax Fund) agreement is attached. The project would still have to be evaluated to ensure that all other criteria such as "community sustainability" are met.

During the 2012 to 2016 Financial Plan the most effective use of CWF (Gas Tax Funds) were discussed. Since 2006, Council has been diligently setting the funds aside and to date there is \$1.1 Million in the fund. The 2012 to 2016 Financial Plan includes a water metering project for 2013 at a cost of \$1.3 Million to be funded from Gas Tax Funds. Council currently has a grant application to the Innovative Gas Tax fund (IF) for water metering. If the City does receive the IF grant, the CWF would then be eligible for other urgent infrastructure needs. This will form part of next year's financial planning deliberations.

As well, during the 2012 to 2016 Financial Plan, Council were dealing with a fair amount of Community requests and how best to "juggle" these along with how best to approach the social issues. Council might want to include any requests for CWF requests as part of these ongoing deliberations and grant in aids going forward.

### STAFF RECOMMENDATION:

*Option 1: That Council resolve to keep the Community Works Fund (Gas Tax Fund) agreement as is at this time as the funds are currently committed to Water Metering and direct Staff to provide a report for best use of the Community Works Fund (Gas Tax) during the Financial Planning discussions.* This option recognizes that the CWF (Gas Tax Fund) use of funds needs to be part of good

fiscal financial planning and also allows for discussion on the viability of other uses of the CWF (Gas Tax Fund).

#### **OPTIONS AND ALTERNATIVES:**

**Option 1:** *That Council resolve to keep the Community Works Fund (Gas Tax Fund) agreement as is at this time as the funds are currently committed to Water Metering and direct Staff to provide a report for best use of the Community Works Fund (Gas Tax) during the Financial Planning discussions.* This option recognizes that the CWF (Gas Tax Fund) use of funds needs to be part of good fiscal financial planning and also allows for discussion on the viability of other uses of the CWF (Gas Tax Fund).

**Option 2:** *Council directs Staff to amend CWF agreement to allow for the use of funds by not-for-profit organizations. Council further directs Staff to coordinate the use of CWF(Gas Tax Funds) with the Grand Forks Slavonic Senior Citizens Society Br. #143as requested and further resolve that Staff prepare a policy if needed for use of the CWF (Gas Tax Funds).* This option allows Council to assist the Grand Forks Slavonic Senior Society Br#143 and opens the door to other non-profit organizations to request funding from the CWF (Gas Tax Fund). If Council chooses this Option, there will likely be a need for a policy of Council as to some criteria for funding.

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

**Option 1:** The benefit of this option is that Council is clarifying that the CWF (Gas Tax Funds) are for the City. The disadvantage is that Council can not assist non-profit organizations when they are in need of funds.

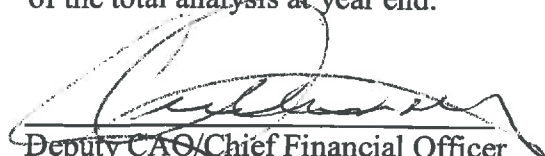
**Option 2:** The benefit is that Council can assist non-profit organizations with projects that "fit" the CWF (Gas Tax Fund) criteria. The disadvantages are that funds that are needed for infrastructure could be depleted and that this could put Council in a position of "choosing" which groups to assist.

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

Budget impacts are that a portion of the Gas Tax Funds committed for the Water Metering capital project for 2013 will be depleted. This, however, is not insurmountable as funding can be addressed in the 2013 to 2017 financial planning process.

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

A potential impact would be an amendment to the Financial Plan, however, the decision would form part of the total analysis at year end.

  
Deputy CAO/Chief Financial Officer

  
Reviewed by Chief Administrative Officer

GRAND FORKS SLAVONIC SENIOR CITIZENS SOCIETY BR. # 143  
P.O. BOX 2848, GRAND FORKS, B.C. V0H 1H0

City of Grand Forks  
7217-4<sup>th</sup> Street  
Grand Forks, B.C.  
V0H 1H0

RECEIVED

JAN 13 2012

THE CORPORATION OF  
THE CITY OF GRAND FORKS

Attention: Cecile Arnott

The Grand Forks Slavonic Senior Citizens Society Branch # 143 is in the process of up grading our meeting hall at 686-72 Avenue Grand Forks, B.C.

Our priority in the up grading of our hall is in reducing the cost and energy consumption.


On December 2, 2011 we recieved approval and a grant, from Fortis B.C. Live Smart B.C. Lighting Installation Program, (FLIP) to replace our entire lighting system with a high energy efficient lighting system. (copy of work order attached)

Our furnace and water heater, both exceed twenty years of age and are in constant need of repairs.

We would like to apply to the City of Grand Forks for a grant from the Gas Tax Fund to replace our heating and cooling system.

Please find enclosed a quote from WD Sheet Metal Ltd. For installation of a new heating and cooling system.

Respectfully Submitted

  
Cliff Schuh, Director

PH: 250-442-2895

email: schuhbox@telus.net

FILE CODE

G1- GF Slavonic Senior Citizens  
Society branch # 143

411



148 Sagamore Avenue, Grand Forks, BC V0H 1H4

Phone – 250-442-2652 Fax – 250-442-2651

[brent@wdsheetmetal.com](mailto:brent@wdsheetmetal.com)

October 21, 2011

Slavonic Hall  
686 72<sup>nd</sup> Ave.  
Grand Forks, BC

Attn: Cliff Schuh

Cliff,

As a result of our recent meeting regarding the usage of your building and your interests in reducing costs and energy consumption, we are pleased to put forward the following proposal.

Our complete proposal involves the following components:

**WALL HUNG HIGH EFFICIENCY WATER HEATER**

We propose to install a high efficiency (94+%) wall hung natural gas water heater. This water heater would be "dual function" thus enabling it to produce "on-demand" domestic hot water as well as provide hot water for hydronic heating. This would eliminate the need for stored hot water, yet an unlimited quantity of hot water would be available on-demand.

**DUAL STAGE CARRIER AIR SOURCE HEAT PUMP**

We propose to install a nominal 16 SEER, Carrier dual stage heat pump. Given the fact that the occupancy and required cooling capacity of your building can vary, we recommend the installation a dual stage heat pump. This appliance would provide economical two-stage heating and cooling as required, depending on the building load.

(continued, page two)

(page two)

### **CARRIER HIGH EFFICIENCY FURNACE**

We propose to remove your existing natural gas furnace and replace it with a high efficiency two stage variable speed furnace. This appliance would provide forced air heating and cooling to the buildings main floor in conjunction with the proposed air source heat pump as well as back-up high efficiency natural gas heating.

### **BASEMENT HYDRONIC HEATING FAN COIL**

We propose to install a suspended hydronic fan coil, to provide heating to the building basement area in conjunction with the high efficiency natural gas water heater. This space would have its own zone temperature control. No space cooling would be available in this area.

### **BUILDING CONTROLS**

We propose to install space controls to maintain required space temperatures on an occupied / unoccupied basis. Your building comfort system would be set to maintain specified heating and cooling set-points during unoccupied periods and, with push of a button, modify the set-points to suit occupancy.

Our price to complete and commission the various components of this proposal is \$18,990.00 plus HST.

Please don't hesitate to contact me with any questions that you may have.

Regards,

# FortisBC/LiveSmart BC Lighting Installation Program (FLIP)

**FORTISBC**  
powersense

## Work order form and customer agreement

### Utility information

FortisBC

Utility company:  
City of Grand Forks

### General information

Utility account number:

004-0000458-100

Business type:  
Service

Total sq. ft:

Customer's name on electric bill:

GRAND FORKS SLAVONIC SENIOR CENTRE BRANCH #140

Business operating name:

Address:

680 TOND AVE

Unit #

City:

GRAND FORKS

Province:

British Columbia

Postal code:

V0H1H0

Contact name:

CLIFF SCHUH

Phone:

250-142-2895

### Assessment information

Assessor's name

Brittany Goodman

Assessment date

12-03-2011

### Installation information

Contractor company

Installer name

Contractor's phone

Date of installation:

12-03-2011

### Business operating schedule

|           | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------|--------|---------|-----------|----------|--------|----------|--------|
| Open at:  | 09:00  | 09:00   | 09:00     | 09:00    | 09:00  |          |        |
| Close at: | 12:00  | 12:00   | 12:00     | 12:00    | 12:00  |          |        |

### Installed measures

| Item # | Qty | Existing equipment          | Location            | Lamp | Retrofit measures*                            |
|--------|-----|-----------------------------|---------------------|------|-----------------------------------------------|
| 157    | 4   | incand. Exit Sign           | main                | None | LED Exit Sign                                 |
| 157    | 7   | 6" 2 lamp T12 MB            | main floor washroom | 41k  | Retro kit 4' 4 lamp T8 28W ETE LBP            |
| 157    | 8   | incand. 100W (A)            | washrooms main      | 27k  | CFL 23W                                       |
| 158    | 6   | 6" 2 lamp T12 MB Industrial | back                | 41k  | Industrial Retro kit 4' 4 lamp T8 28W ETE LBP |

### Comments:

Please contact the FLIP helpline if you have any questions: 1-866-363-3253  
If a work order form was left by the auditor and you would like to proceed with the retrofit work, please fax all pages of the signed form to: 1-866-544-3510.

Estimated kWh savings/year = 1424

Let us know if you would like to receive more information about:

LiveSmart BC: Small Business Energy Audits: N

FortisBC PowerSense: Incentive and promotions: N

### Cost of Retrofit Measures \*

|                                 |          |
|---------------------------------|----------|
| Less program payment threshold* | \$277.12 |
| Payable by Customer before HST* | \$0.00   |
| HST Payable by customer**       | \$0.00   |
| Amount Payable by customer      | \$0.00   |

\* All amounts listed above exclude applicable HST.

\*\* Retrofit measures are supplied on an "installed basis" and are subject to HST.

\* "HST" means the Harmonized Sales Tax chargeable in the province of British Columbia in accordance with Part IX of the Excise Tax Act, 1997 as amended.

Program made possible through funding by



LiveSmart

BC.ca



**"CWF Agreement"** means this agreement made between UBCM and the Local Government.

**"Chief Financial Officer"** means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

**"Eligible Costs"** means those costs described in Schedule B, incurred in respect of Eligible Projects.

**"Eligible Projects"** means Capacity Building Projects and ESMI Projects as described in Schedule A.

**"Eligible Recipient"** means the Local Government.

**"Environmentally Sustainable Municipal Infrastructure (ESMI) Projects"** means projects that result in tangible capital assets in British Columbia primarily for public use or benefit and owned by the Local Government that:

- (i) improve the quality of the environment and contribute to reduced greenhouse gas emissions, clean water, or clean air; and
- (ii) fall within the category of projects described in Schedule A hereto.

**"Gas Tax Fund Transfer Payment Program, (GTF)"** means the program under the New Deal for Cities and Communities to provide local governments in British Columbia with a source of stable, predictable and long term funding towards environmentally sustainable municipal infrastructure to help them address their infrastructure needs and meet sustainability objectives.

**"Integrated Community Sustainability Planning"** means long-term planning, in consultation with community members that provides direction for the community to realize sustainability objectives it has for the environmental, cultural, social and economic dimensions of its identity.

**"Management Committee"** means a Committee required to be established by the Agreement to administer and manage the implementation of the Agreement. The Management Committee must consist of three local government members appointed by UBCM who will include the Chair, one provincial member and one federal member.

**"New Deal for Cities and Communities, (NDCC)"** means the federal initiative to enhance the Government of Canada's commitments to advancing sustainability on four major themes: economic, environmental, social and cultural.

CURRENT  
AGREEMENT

**“Capital Investment Plan”** means a document created through a public process, with approval from locally elected officials, providing a detailed understanding of anticipated investments into tangible capital assets that are considered “priorities”.

**“Eligible Costs”** means those costs described in Schedule B, incurred in respect of Eligible Projects.

**“Eligible Projects”** means Capacity Building Projects and ESMI Projects.

**“Eligible Recipient”** means:

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-municipal entity, on the condition that the Local Government where the proposed Project would be housed has indicated its support for the Project through a formal resolution of its council or board. A non-municipal entity is defined as:
  - 1. for-profit organizations (such as P3), or
  - 2. non-governmental organizations, or
  - 3. not-for-profit organizations;
- (iii) the Greater Vancouver Transportation Authority, the Greater Vancouver Water District and the Greater Vancouver Sewerage and Drainage District; a trust council, a local trust committee and the trust fund board, all within the meaning of the *Islands Trust Act*, and any other entity that delivers core municipal services agreed to, in advance, by Canada, British Columbia and the UBCM;
- (iv) BC Transit subject to the agreement of the appropriate Local Government, through its council or board. In the case of the Capital Regional District, the appropriate Local Government is the Capital Regional District;
- (v) Federal and British Columbia entities in the form of departments, corporations and agencies are not Eligible Recipients of the GTF, except as expressly set out herein.

**“Environmentally Sustainable Municipal (ESMI) Projects”** means Municipal Infrastructure projects that:



## THE CORPORATION OF THE CITY OF GRAND FORKS

### COUNCIL INFORMATION SUMMARY FOR SEPT 4<sup>TH</sup>, 2012

Date: August 28<sup>th</sup>, 2012  
 Agenda: September 4<sup>th</sup>, 2012  
 Proposal: To Receive the Items Summarized for Information  
 Proposal By: Staff

#### **Staff Recommendation:**

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

|                                                 | ITEM                                                                                         | SUBJECT MATTER                                                                                                                                                                                         | RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CORRESPONDENCE TO/FROM MAYOR AND COUNCIL</b> |                                                                                              |                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 12(a)                                           | Boundary Country Regional Chamber of Commerce                                                | Grand Forks Environment Committee Fee for Service Agreement for 2012                                                                                                                                   | Receive for information – Council determined in 2012-2014 Budgeting Process that in lieu of a funding request from the BCRCC – that the organization charge a fee for service for committee administrative duties & requirements                                                                                                                                                                                                |
| 12(b)                                           | Boundary Country Regional Chamber of Commerce                                                | Grand Forks Economic Development Advisory Committee Fee for Service Agreement for 2012                                                                                                                 | Receive for information – Council determined in 2012-2014 Budgeting Process that in lieu of a funding request from the BCRCC – that the organization charge a fee for service for committee administrative duties & requirements                                                                                                                                                                                                |
| 12(c)                                           | Boundary Country Regional Chamber of Commerce                                                | Proposed 2013-2015 Fee for Service Agreement between BCRCC and the City                                                                                                                                | To refer their proposal for discussion to the 2013 budgeting process                                                                                                                                                                                                                                                                                                                                                            |
| 12(d)                                           | GF Border Bruins request for renewal of advertising                                          | Looking for City support in the renewal of an on-ice logo in the amount of \$500.                                                                                                                      | Council determines to support the Grand Forks Border Bruins by renewing an on-ice logo in the amount of \$500                                                                                                                                                                                                                                                                                                                   |
| 12(e)                                           | Farewell Card to Jordan Andrews-Nephelometer Student hired through the Environment Committee | Environment Committee card to thank Jordan for his commitment and excellent work throughout the summer                                                                                                 | Receive for information                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>CORRESPONDENCE TO/FROM STAFF</b>             |                                                                                              |                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 12(f)                                           | Email request from Habitat for Humanity                                                      | Requesting temporary road closure of 72 <sup>nd</sup> Avenue from 8 <sup>th</sup> to 10 <sup>th</sup> Street on September 8 <sup>th</sup> to facilitate their grand opening on the multi-plex building | Council grants approval for Habitat for Humanity to close the road on 72 <sup>nd</sup> Avenue from 8 <sup>th</sup> to 10 <sup>th</sup> Street and at the end of 9 <sup>th</sup> Street at 72 <sup>nd</sup> from 9:00 am to 5:00 pm on Saturday September 8 <sup>th</sup> , 2012 to facilitate the official opening of their new multiplex building, subject to the concurrence of the Fire Chief and the Manager of Operations. |



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

**COUNCIL INFORMATION SUMMARY**  
**FOR SEPT 4<sup>TH</sup>, 2012**

|                                          |                                         |                                                                                                                   |                         |
|------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------|
|                                          |                                         |                                                                                                                   |                         |
|                                          |                                         |                                                                                                                   |                         |
|                                          |                                         |                                                                                                                   |                         |
| <b>GENERAL INFORMATION</b>               |                                         |                                                                                                                   |                         |
| 12(g)                                    | Email from Maglio Installations         | Advising of temporary Road Closure at Snowball Creek from Sept 10-30 <sup>th</sup> , 2012 for culvert replacement | Receive for information |
| 12(h)                                    | From Regional District                  | GHG Reduction Guide for Landfill Users                                                                            | Receive for information |
|                                          |                                         |                                                                                                                   |                         |
|                                          |                                         |                                                                                                                   |                         |
|                                          |                                         |                                                                                                                   |                         |
| <b>FEDERAL AND PROVINCIAL GOVERNMENT</b> |                                         |                                                                                                                   |                         |
|                                          |                                         |                                                                                                                   |                         |
| <b>INFORMATION FROM UBCM/FCM/AKBLG</b>   |                                         |                                                                                                                   |                         |
|                                          |                                         |                                                                                                                   |                         |
| <b>MINUTES FROM OTHER ORGANIZATIONS</b>  |                                         |                                                                                                                   |                         |
| 12(i)                                    | Economic Development Advisory Committee | Minutes from June 26 <sup>th</sup> , 2012                                                                         | Receive for information |
| 12(j)                                    | August 20 <sup>th</sup> Task List       | List of Completed and In-Progress Tasks                                                                           | File                    |
|                                          |                                         |                                                                                                                   |                         |
|                                          |                                         |                                                                                                                   |                         |



**BCRCC**  
BOUNDARY COUNTRY  
REGIONAL CHAMBER OF COMMERCE

RECEIVED

AUG 21 2012

THE CORPORATION OF  
THE CITY OF GRAND FORKS

August 17, 2012

Councillor Cher Wyers  
PO Box 220, 7217 4th St.  
Grand Forks, BC  
V0H 1H0

Dear Cher:

**Re: Boundary Country Regional Chamber of Commerce - Grand Forks Environment Committee fee for service agreement**

Thank you for the opportunity for Boundary Country Regional Chamber of Commerce (BCRCC) to assist the Grand Forks Environment committee with administrative duties.

BCRCC will provide the following services on behalf of the Grand Forks Environment Committee.

- Gather and maintain an inventory or information that will assist the committee.
- Provide to interested persons information that may be requested on the activities and purpose of the committee.
- Provision of a staff person to perform administrative duties such as preparing agenda's and taking minutes.
- Provide additional resources when requested.

This contract will commence on June 1, 2012 and end on December 31, 2012. The fee for the above noted services is \$100.00 per meeting or \$600.00 for the year to be paid in one lump sum.

For any additional services or requests from the Environment Committee compensation for specific tasks would be negotiated. BCRCC is excited to be working with the Environment Committee in this capacity and welcomes any questions or comments.

Yours truly,

Sarah Winton

Executive Director

**FILE CODE**

WEY 61 - Boundary Country Regional  
Chamber of Commerce -  
GF Environment Committee Fee For  
Service Agreement

1647 Central Ave, Box 2949, Grand Forks, B.C. V0H 1H2  
P: 250 442 2722 E: sarah@boundarycf.com



**BCRCC**  
BOUNDARY COUNTRY  
REGIONAL CHAMBER OF COMMERCE

RECEIVED

AUG 21 2012

THE CORPORATION OF  
THE CITY OF GRAND FORKS

August 17, 2012

Councillors Gary Smith and Bob Kendel  
PO Box 220, 7217 4th St.  
Grand Forks, BC  
V0H 1H0

Dear Gary and Bob:

**Re: Boundary Country Regional Chamber of Commerce - Grand Forks Economic Development Advisory Committee fee for service agreement**

Thank you for the opportunity for Boundary Country Regional Chamber of Commerce (BCRCC) to assist the Grand Forks Economic Development Advisory Committee (EDAC) with administrative duties.

BCRCC will provide the following services on behalf of EDAC:

- Gather and maintain an inventory or information that will assist the committee.
- Provide to interested persons information that may be requested on the activities and purpose of the committee.
- Provision of a staff person to perform administrative duties such as preparing agenda's and taking minutes.
- On proposals that are being developed, BCRCC will, when requested, develop and write the proposal/grant as deemed necessary by EDAC
- To report and consult with EDAC every month or as required.
- Provide additional resources when requested.

This contract will commence on April 1, 2012 and end on December 31, 2012. The fee for the above noted services is \$200.00 per meeting or \$1800.00 for the year to be paid in one lump sum.

For any additional services or requests from EDAC compensation for specific tasks would be negotiated. BCRCC is excited to be working with EDAC in this capacity and welcomes any questions or comments.

Yours truly,

Sarah Winton  
Executive Director

**FILE CODE**

WE4BI - Boundary Country Regional  
Chamber of Commerce -

GF ECONOMIC DEV. ADVISORY COMMITTEE  
Fee For Service Agreement

1647 Central Ave, Box 2949, Grand Forks, B.C. V0H 1H2  
P: 250 442 2722 E: sarah@boundarycf.com

RECEIVED

AUG 22 2012

THE CORPORATION OF  
THE CITY OF GRAND FORKS

Coordinator

## Proposal to the City of Grand Forks

From: Boundary Country Regional Chamber of  
Commerce



Submitted by: Sarah Winton, Executive Director

PO Box 2949, 1647 Central Ave.

Grand Forks, B.C. V0H1H0

Email: [sarah@boundarycf.com](mailto:sarah@boundarycf.com)

Phone: 250-442-2722

**FILE CODE**

WE3, B1 - BOUNDARY COUNTRY REGIONAL CHAMBER OF COMMERCE  
- PROPOSED TO CITY



**Date:** July 12, 2012

**Stakeholder:** City of Grand Forks

**RE:** Proposed 2013-2015 FEE FOR SERVICE AGREEMENT, between Boundary Country Regional Chamber of Commerce and the City of Grand Forks

---

Dear Mayor Taylor and Council;

Boundary Country Regional Chamber of Commerce (BCRCC) is proud to present the attached Fee For Service Agreement (FFSA) for consideration by the City of Grand Forks (the City). We believe this proposal represents a balanced work plan which will provide services of value to the City, its citizens, business community and visitors.

BCRCC greatly values the productive working relationship we share with The City of Grand Forks. We are interested in meeting with you to discuss the potential opportunity to establish a Fee For Service Agreement.

The term of the contract requested would be for 3 years. The contract would commence on January 1, 2013 and complete on December 31, 2015.

BCRCC is excited about the prospect of establishing a formal agreement with the City of Grand Forks and welcomes any questions or comments.

Yours truly,

Sarah Winton

Executive Director



PO Box 2949 1647 Central Ave.  
Grand Forks, B.C.  
V0H1H0  
[www.boundarychamber.com](http://www.boundarychamber.com)





## **OBJECTIVES**

The Chamber supports and encourages the interests of business in municipal, provincial and national matters and acts on behalf of its membership in all such matters, including, without limitation, acting as a resource for The City of Grand Forks (hereinafter referred to as "The City"). The Chamber will provide services to The City in operating business services, administrative duties to City committees and promote and coordinate community events and tourism.

BCRCC would like to formally establish the terms and conditions of a Fee for Service Agreement including the dates for the advance of fees payable under this agreement.

## **PROPOSAL**

1. The City agrees to engage the Chamber to supply the services, as hereinafter specifically set forth (the "Services"), and the Chamber, subject to receipt of the fees set forth in the Fee For Service Agreement, agrees to supply these Services, for the period of Three (3) years (the "Term") commencing on the 1<sup>st</sup> day of January 2013 and ending December 31<sup>st</sup>, 2015.
2. The Chamber agrees to recognize The City's contribution through the posting of the following message on all initiatives/services outlined within this agreement: "This initiative was made possible through the generous support and sponsorship from the City of Grand Forks". This message will appear on all printed material and electronic correspondence directly related to the services outlined in this agreement.

## **Business Services**

3. Provide a point of contact for current and potential businesses located or interested in locating in the City of Grand Forks.
4. Gather and maintain an inventory of information that will assist existing and/or potential businesses in the community.
5. Provide information and/or support that will assist current or potential businesses in becoming sustainable, grow or locate in the City of Grand Forks.
6. Provide to interested persons forms, regulations and information that may be required for a business starting up to conform with laws, rules and regulations, including, without limitation, Town Bylaws.

PO Box 2949 1647 Central Ave.  
Grand Forks, B.C.  
V0H1H0  
[www.boundarychamber.com](http://www.boundarychamber.com)



7. Refer all business start-ups within city limits to The City of Grand Forks for the appropriate business licenses.
8. Deliver a minimum of three workshops/seminars annually, related to human resources and business support, to City residents and others operating businesses.
9. The chamber will promote the economic development of The City through its role as the voice of business by:
  - a) Offering referral and network opportunities for members and non members.
  - b) Providing access to the various Chamber members and committees capable of providing expertise around business issues and challenges.
  - c) Creating web based and mail out information packages to promote the City of Grand Forks and the greater Boundary Region, regional and City events, and a relocation package for prospective new residents and businesses.
  - d) Committing resources and support to foster an inclusive approach to community capacity building.
  - e) Managing the Chamber website, business listings and detailed events calendar.
  - f) Provide to members a monthly newsletter.

#### **Administrative duties to City committees**

10. Provision of a staff person to perform administrative duties such as preparing agenda's and taking minutes to the Grand Forks Environment Committee and the Economic Development Advisory Committee and other committees as deemed necessary (if identified after contract is agreed upon these will be negotiated on a contract basis).
11. On proposals that are being developed, BCRCC will, when requested, develop and write the proposal as deemed necessary by the committee.
12. Provide additional resources when requested.

#### **Promote and coordinate community events**

13. In order to meet the community development and social prosperity needs of the community in a proactive and managed way, the Chamber will coordinate and or provide assistance where needed for events such as Canada, Grand Forks Airport Fly In, Grand Forks International Baseball Tournament or other agreed upon events.
14. The Chamber will coordinate cooperative marketing and communication efforts for City events.



### **Tourism**

15. The Chamber will coordinate participation in and arrange, at the cost of participants, suitable brochures and/or descriptive literature for distribution to visitor information centers and other interested groups and organizations.
16. The Chamber will coordinate and manage the development of a Boundary Region tourism publication and in consultation with council provide information on the City of Grand Forks to be included in the publication.
17. The Chamber will coordinate and participate in at least one tourism related trade show annually.

### **Reporting**

18. The Chamber will provide an annual written report to The City outlining the activities of the Chamber for that calendar year and if so desired by Council attend a council meeting to present the year's activities and annual report.
19. The Chamber agrees to permit a member of Council who has been appointed by City Council to attend the Board of Directors and General Meetings of the Chamber and to sit as a non-voting member of the said Board of Directors.

### **Payment Schedule**

20. In consideration of the Chamber supplying these services, The City agrees to pay the Chamber \$40,000 annually, payable in four installments of \$10,000.
21. The Chamber shall not, without the prior consent of the City, incur any expense for which the City shall be required to reimburse the Chamber or for which the City in any other way shall become liable to any person.

**CITY OF GRAND FORKS/BCRCC FEE FOR SERVICE SCHEDULE**

| <b>BUSINESS SERVICES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>ASSOCIATED FEES</b>               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1. Provide point of contact for current and potential businesses located or interested in locating in the City of Grand Forks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1,200                                |
| 2. Gather and maintain an inventory of information that will assist existing and/or potential businesses in the community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1,000                                |
| 3. Provide information and/or support that will assist current or potential businesses in becoming sustainable, grow or locate to the City of Grand Forks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1,800                                |
| 4. Provide to interested persons forms, regulations and information that may be required for a business starting up to conform with laws, rules and regulations, including, without limitation, Town Bylaws.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1,000                                |
| 5. Refer all business start-ups within city limits to The City of Grand Forks for the appropriate business licenses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1,000                                |
| 6. Deliver a minimum of three workshops/seminars annually, related to human resources and business support, to City residents and others operating businesses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2,500                                |
| 7. The chamber will promote the economic development of The City through its role as the voice of business by:<br>a) Offering referral and network opportunities for members and non members.<br>b) Providing access to the various Chamber members and committees capable of providing expertise around business issues and challenges.<br>c) Creating web based and mail out information packages to promote the City of Grand Forks and the greater Boundary Region, regional and City events, and a relocation package for prospective new residents and businesses.<br>d) Committing resources and support to foster an inclusive approach to community capacity building.<br>e) Managing the Chamber website, business listings and detailed events calendar.<br>f) Provide to members a monthly newsletter. | 10,000                               |
| <b>ADMINISTRATIVE DUTIES TO CITY COMMITTEES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                      |
| 8. Provision of a staff person to perform administrative duties such as preparing agenda's and taking minutes to the Grand Forks Environment Committee and the Economic Development Advisory Committee and other committees as deemed necessary (if identified after the contract is agreed upon these will be negotiated on a contract basis).                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2,400                                |
| 9. On proposals that are being developed, BCRCC will, when requested, develop and write the proposal as deemed necessary by the committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1,600                                |
| 10. Provide additional resources when requested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | to be negotiated on a contract basis |

## CITY OF GRAND FORKS/BCRCC FEE FOR SERVICE SCHEDULE


| <b>PROMOTE AND COORDINATE COMMUNITY EVENTS</b>                                                                                                                                                                                                                                                                    |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 11. In order to meet the community development and social prosperity needs of the community in a proactive and managed way, the Chamber will coordinate or provide assistance where needed for events such as Canada Day, Fly In, Grand Forks International Baseball Tournament, and or other agreed upon events. | 4,500         |
| 12. The Chamber will coordinate cooperative marketing and communication efforts for City events.                                                                                                                                                                                                                  | 3,500         |
| <b>TOURISM</b>                                                                                                                                                                                                                                                                                                    |               |
| 13. The Chamber will coordinate participation in and arrange, at the cost of participants, suitable brochures and/or descriptive literature for distribution to visitor information centers and other interested groups and organizations.                                                                        | 3,500         |
| 14. The Chamber will coordinate and manage the development of a Boundary Region tourism publication and in consultation with council provide information on the City of Grand Forks to be included in the publication.                                                                                            | 3,000         |
| 15. Chamber will coordinate and participate in at least one tourism related trade show annually.                                                                                                                                                                                                                  | 3,000         |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                      | <b>40,000</b> |


Respectfully submitted,



Sarah Winton

Executive Director

From:  Info City of Grand Forks  
<amanda.vanlerberg@borderbruins.ca>

Mon, Aug 20, 2012 8:53:28 AM 

Subject: Fwd: Grand Forks Border Bruins

To:  Diane Heinrich

Attachments:  Attach0.html

2K

DISCLAIMER: This message is intended for the addressee (s) named and is confidential. The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation or the Corporations's F.O.I. Officer

----- Original Message -----

Hello,

My name is Amanda Vanlerberg and I am writing on behalf of the Grand Forks Border Bruins as a board member and volunteer marketing coordinator. We have begun our marketing campaign for the upcoming season and I understand that the City of Grand Forks has supported our local team in the past and we are counting on your support for our non-profit, community run hockey club once again. As I am new to this organization, I have been told, that the City has an on-ice logo available for renewal. The renewal price for this advertisement is \$500 and we could include a complimentary quarter page ad in our game day programs as well as a City of Grand Forks logo on our website as we would proudly advertise the support from our City.

Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

Amanda Vanlerberg  
[amanda.vanlerberg@borderbruins.ca](mailto:amanda.vanlerberg@borderbruins.ca)  
(250)443-3218

*WE3, B1- Border Bruins  
request for advertisement renewal*

August 16 2012

Jordan,

On behalf of the  
Grand Forks Environment  
Committee, a sincere  
"Thank you" for the  
commitment and excellent  
work you've done with  
the portable Nephelometers.  
You've paved the way for  
the continuance of air  
quality monitoring; helping  
the community address a  
very important issue.

Thanks for  
doing it so well.

Good job!

All the best  
& keep in touch,  
Councillor  
Cher Wyers



THE CORPORATION OF  
THE CITY OF GRAND FORKS

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

**Cher Wyers**  
COUNCILLOR

Now you've  
done it!



Hallmark




155T 523-9  
© HALLMARK, TORONTO  
CANADA MBU 1P6



---

From:  Margaret Steele <m.steele@alumni.ubc.ca>

August-27-12 3:06:53 PM 

Subject: Request for temporary road closure

To:  Lynne Burch

---

Dear Lynne,



On behalf of Habitat for Humanity Boundary, I would like to request a temporary road closure of 72nd Ave from 8th to 10th Street on Saturday, Sept. 8th from 9:00 a.m. until 5:00 p.m. to facilitate the official opening of our new multi-plex building. This would include barricades on 8th and 10th Street and at the end of 9th Street at 72nd.

Thank you,





Margaret Steele


Vice Chair

Habitat for Humanity Boundary

From:  Maglio Purchasing <purchasing@maglioinstallations.com> 8/22/2012 2:03:49 PM 

Subject: Snowball Creek Road Closure

To:  marna.salter@rcmp-grc.gc.ca  dheriot@grandforks.ca  
 Info City of Grand Forks  jill.price@bcas.ca

Attachments:  Attach0.html  
 Road Closed SC.doc

RECEIVED  
AUG 23 2012  
THE CORPORATION OF  
THE CITY OF GRAND FORKS  
2K  
55K

Please open and print the following attachment for the Granby Road/Snowball Creek road closure.

Mike Keegan

Co-ordinator

Maglio Installations Ltd.

250-352-7939

**FILE CODE**

WEA, MI - MAGLIO INSTALLATIONS -  
SNOWBALL CREEK ROAD CLOSURE

# MAGLIO INSTALLATIONS LTD.

---

## PUBLIC NOTICE ROAD CLOSURE

Granby Road At Snowball Creek will be closed from September 10, 2012 thru September 30, 2012 for culvert replacement.

Please detour via North Fork Road.

Maglio Installations Ltd. regrets any inconvenience this may cause. For inquiries please call 250-352-7939

Mike Keegan  
Co-ordinator

## Backyard Burning

The Kettle Valley has experienced high levels of airborne particulates from agricultural and backyard burning. These low temperature burns release carbon dioxide, dioxins and furans into the air we breath.

Burning leaves, grass and other organics wastes the nutrients in the materials and quick-releases carbon into the atmosphere. Check out the Province's Air Quality webpage for more info:  
[www.env.gov.bc.ca/epd/bcairquality](http://www.env.gov.bc.ca/epd/bcairquality)

## Enforcement or Education

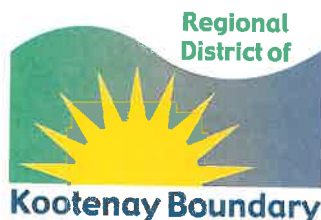
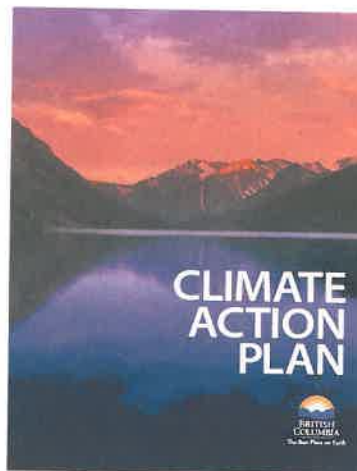
Despite extensive recycling programs roughly 80% of the material presently arriving at our site could be diverted to existing recycling programs or composted.

These materials are problematic to manage in landfills as they are the source of GHGs.

The RDKB is creating programs that will make it easier to sort non-garbage from garbage. The RDKB also has tipping fees that apply higher charges to garbage.

Find out more: [www.rdkb.com](http://www.rdkb.com)

The RDKB is a signatory to the Province's Climate Action Plan. We are committed to effectively reducing GHG emissions (carbon dioxide and methane) from our operations for the benefit of all. Find out more about BC's plan to reduce carbon emissions by visiting: [www.livesmartbc.ca](http://www.livesmartbc.ca)



Regional District of  
Kootenay Boundary

[www.rdkb.com](http://www.rdkb.com)

Composting Questions:  
1.800.355.7352  
250.368.9148

Solid Waste Programs Coordinator:  
[tdueck@rdkb.com](mailto:tdueck@rdkb.com)

Recycling Council of British Columbia  
[www.rcbc.bc.ca](http://www.rcbc.bc.ca)

RECEIVED

AUG 15 2012

THE CORPORATION OF  
THE CITY OF GRAND FORKS

Regional District of  
Kootenay Boundary

## GHG Reduction Guide for Landfill Users



[www.rdkb.com](http://www.rdkb.com)

250.368.0231  
1.800.355.7352

FILE CODE

W2K5-Reduction Guide for  
Landfill Users

## What's the Problem?

The RDKB has joined with the B.C. government in recognizing that we can affect the rate of global warming by how we deliver services.

Landfill gas emissions from landfills account for about 5% of BC's greenhouse gases (GHGs). Methane is one of the most problematic GHGs. Methane is 21 times more efficient at absorbing the Earth's radiated heat than CO<sub>2</sub>. It is produced when organic material (plant and animal material) decomposes in the absence of O<sub>2</sub>.



In 2009, the Grand Forks Landfill received 4300 tonnes of garbage. When buried, this garbage off-gases 250 tonnes of methane which is equivalent to 7658 tonnes of CO<sub>2</sub>.

We need to find a cost-effective way to keep organic material out of our landfills. >>>

## What's the Solution?

One of the most significant impacts individuals can have on climate change is related to how we manage garbage

Our personal carbon footprint can be significantly reduced by simply increasing what we keep out of the landfill through recycling and composting.

The most cost-effective way of managing organic material is to keep it out of the landfill completely by backyard composting.

However, we realize that not everyone has the time to compost or space in their backyard. The RDKB already has a successful Yard & Garden waste composting program. We are now preparing to expand this to include kitchen scraps.

The RDKB will be launching a curbside food scraps collection service for City of Grand Forks residents in October, 2012.

To find out more about our waste reduction programs or how to properly sort your garbage load:

- chat with the landfill attendant.
- 1.800.355.7352
- [www.rdkb.com](http://www.rdkb.com)



## What can you do to reduce your garbage costs?

It doesn't matter where you live, rural or urban, we all shop at the same stores and then bring the same type of garbage to the landfill.

Roughly 25% of the food we purchase at the grocery store ends up in the garbage. To reduce your garbage, start by wasting less. 40% of the material in our garbage cans is compostable. Even in bear country many food scraps could be safely composted in your backyard.

If you have a backyard, you are probably already composting leaves and grass. Grass clippings are best left right on the lawn. 'Grasscycling' returns nutrients right to where they came from and where they are needed.

Recycling is the norm for everyone. All clean paper, tin cans, rigid plastic, film plastic and cardboard can be recycled. Check out [www.rdkb.com](http://www.rdkb.com) to find out more.

Other items like batteries, used tires, used oil, oil filters, appliances, beverage containers, and lots more can be also be recycled. Call the BC Recycling Hotline to find out more.



Recycling Info: 1.800.667.4321

## GF EDAC Meeting Minutes

June 26, 2012

---

Present: Mark Grimm, Bob Kendel, Gary Smith, Sarah Winton, Margaret Steele, Hazel Thomson, Alan Cooper, Teresa Taylor

Absent: Lorraine Dick

Committee requested clarification around the approval process for EDAC minutes. Minutes need to be approved in a timely matter so they can be sent to the City and included in councilor meeting packages. Minutes will be completed by Sarah and put into drop box by the Tuesday after the EDAC meeting and then approved by the committee via email by the following Friday.

Minutes approved

**Moved:** Bob, Mark, consensus

Committee Vacancies have been filled. There were 2 applications in response to the ad in the Gazette from Robert Gerelus, Sandra L. Mark. Gary will put their resumes into drop box. They will be notified by the city and invited to attend the next EDAC meeting.

Gary and Bob provided a short update on the land use proposal. JJ has asked that a letter of request be provided to him for a letter of support for the project.

**ACTION:** Gary to draft a letter to JJ Verigan

Report of Downtown Business Contact Subcommittee: The subcommittee developed a spread sheet that identifies downtown businesses, owners, contact information etc. They have not called any of these businesses yet and would like to clarify their roles and what exactly the purpose for the contact is. EDAC feels it is to create some interest around forming a downtown business group. The fall has been identified as a good time to host a meeting for downtown businesses.

Update: Event to be held Sunday August 26 – All Day 10-5 with a Meet and Greet Planned for Saturday August 25<sup>th</sup> – 5:00 Barbeque at Bill Gillespie's Hangar – local pilots and guests. Guests will be invited to "Camp under Wing" of planes. A pancake Breakfast has been proposed. There will be a remote control flying demonstration for planes and helicopters as well as a Para Glider demonstration. They hope to have a Military Display or flyby. Oliver War Birds are being asked to participate. They have Insurance in place through COPA and the City has approved. They are seeking volunteers to help organize the event. James advises this is the first time in approximately 12 years that the event has been on – so it may be small this year, but will gain momentum and hopefully be bigger and better each year. They are in the process of making a poster – and may need some help promoting and advertising the event.

Airport Marketing is there a role for the EDAC to market the airport at this event? Committee agreed there is a place for us as Ambassador's for town, but not the committees place to assist with planning of event.

**ACTION:** Gary to talk to Work and Play about doing something out there to bring visitors

RFP for Grand Forks Branding is not complete. We have identified the deliverables, what is this for and who. Time lines for the RFP are tight as we would like to have the actual brand complete by the end of December and the RFP needs to be approved by City Council before we can post it. Committee agreed the RFP will be complete and ready to take to the August council meeting and ready for approval by committee for July 20. The goal is to have the contract awarded by the end of September.

**ACTION:** Sarah and Teresa will meet and have the RFP in drop box for July 20, where it will be reviewed by the committee at the July 24<sup>th</sup> meeting.

**ACTION:** Bob will take document to city to be reviewed by city staff and made available for the August Council meeting.

Grand Forks Market Manager: Gary spoke with Heather Underwood (new market manager) to figure out what the plans are for the market this summer. They are interested in expanding the market to utilize the buildings and empty space around Gyro Park. City will find out who has what buildings and engage them as a way of supporting the market.

Gary met with the Executive Director of the Downtown Penticton Association; Barb Haynes. Gary recommends that Barb come and speak to EDAC at our next meeting to share information about the Penticton Business Association.

**ACTION:** Gary to invite her to come to the August meeting EDAC will cover travel expenses.

**Moved:** Gary, Hazel, consensus.

Building Inspection: the city contracts to the RDKB for building inspection services. Margaret brought it to the attention of the committee and Gary brought it to city staff who are looking into the process. There is no update on this from the city other than they are working to resolve the issue (around the process).

New Business: Downtown Business Group Information Evening when where and how? It would be great to have Barb Haynes come and speak to the businesses. We definitely want a focus for the evening. Ideally this would be organized for September, details and event plan to be done by.

Campground privacy fencing has been done in the campground and directional signage to the campground will be here soon, working with highways to place signs. There will be flowers etc. Council has resolved that the bathrooms there are just for the Campers and not BMX ers.

Hazel would like to work on bringing tourists over from Britain to Grand Forks. This is to be a long term plan for the committee..

**ACTION:** Hazel will work on this over time.

Next Chair: Gary Smith

Next date: July 24

Adjourn 7:40pm



## **TASK LIST FOR MEETINGS SCHEDULED FOR AUGUST 20<sup>TH</sup>, 2012**

| ISSUE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ASSIGNED                   | COMPLETED   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|
| <b>PRIMARY COMMITTEE MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |             |
| <b>Delegation – Dog Park</b><br><b>RESOLVED THAT</b> THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY REPRESENTATIVES FROM THE GRAND FORKS DOG PARK ASSOCIATION REGARDING PROPOSALS FOR IMPROVING THE DOG PARK AND REFER THEIR REQUESTS TO STAFF TO BRING BACK FOR A REPORT TO COUNCIL.                                                                                                                                                                                                     | Hal/Wayne                  | In Progress |
| <b>Delegation – Marshal Lake Stewardship Group</b><br><b>RESOLVED THAT</b> THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY THE REPRESENTATIVES OF THE MARSHALL LAKE STEWARDSHIP GROUP, AND FURTHER RECOMMENDS TO COUNCIL TO WRITE A LETTER OF SUPPORT, IN PRINCIPLE, TO THE HONOURABLE STEVE THOMSON, MINISTER OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS ASKING THAT HIS MINISTRY CONTINUE TO MAINTAIN THE PROVIDENCE LAKE DAM IN ORDER TO PROTECT MARSHALL LAKE AS IT NOW EXISTS. | Diane                      | Done        |
| <b>Mayor's Verbal Report – Stop the Violence Campaign</b><br><b>RESOLVED THAT</b> THE PRIMARY COMMITTEE RECOMMENDS TO COUNCIL TO RECEIVE FOR DISCUSSION, THE MAYOR'S VERBAL PRESENTATION WITH REGARD TO THE "STOP THE VIOLENCE" CAMPAIGN AIMED AT DEVELOPING AND IMPLEMENTING CANNABIS-RELATED POLICIES THAT IMPROVE PUBLIC HEALTH WHILE REDUCING SOCIAL HARMS, INCLUDING CRIME AND GANG ACTIVITY AND FURTHER DETERMINES NOT TO SUPPORT THE "STOP THE VIOLENCE" CAMPAIGN.                                                  | No further action required |             |
| <b>REGULAR MEETING OF COUNCIL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |             |
| Amendments to Past Minutes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |             |
| a)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |             |
| <b>Unfinished Business:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |             |
| <b>Kettle Valley Express Advertising</b><br><b>RESOLVED THAT</b> COUNCIL DETERMINES TO PURCHASE A HALF PAGE ADVERTISEMENT IN THE 2013 EDITION OF THE KETTLE VALLEY EXPRESS IN THE AMOUNT OF \$ 1,350.00.                                                                                                                                                                                                                                                                                                                   | Diane                      | Done        |
| Reports, Questions & Inquiries from Members of Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |             |
| 1. Councillor Smith:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |             |
| <b>RESOLVED THAT</b> COUNCIL SUPPORTS THE CLOSURE OF MARKET AVENUE ON SUNDAY, AUGUST 26 <sup>TH</sup> , 2012 FROM 10:00 AM TO 2:00 PM, AND TO DIRECT STAFF TO PROVIDE THE NECESSARY BARRICADES TO CLOSE THE STREET AND TO PROVIDE SANDBAGS TO SUPPORT THE TREES AS LOANED FROM BRON AND SON.                                                                                                                                                                                                                               | Hal                        | Done        |
| Recommendations From Staff for Decisions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |             |
| <b>Traffic Concerns on 2<sup>nd</sup> Avenue at 72<sup>nd</sup> Avenue</b><br><b>RESOLVED THAT</b> THE MOTION REGARDING THE STAFF REPORT, INCLUDING THE MANAGER OF OPERATIONS' REPORT, DATED AUGUST 7 <sup>TH</sup> , 2012, PROPOSING TO INSTALL 4-WAY STOP INTERSECTIONS ON 2 <sup>ND</sup> STREET AND 72 <sup>ND</sup> AVENUE TO BE DEFERRED BACK TO STAFF SO THAT STAFF MAY LOOK AT OTHER OPTIONS AND ALTERNATIVES FOR THIS INTERSECTION INCLUDING THE FEASIBILITY OF A ROUND-ABOUT.                                    | Hal                        | In Progress |
| <b>Traffic Concerns on 5<sup>th</sup> Avenue and 72<sup>nd</sup> Avenue</b><br><b>RESOLVED THAT</b> STAFF LOOK INTO OPTIONS AND ALTERNATIVES WITH REGARD TO 72 <sup>ND</sup> AVENUE AND 5 <sup>TH</sup> STREET INTERSECTION.                                                                                                                                                                                                                                                                                               | Hal                        | In Progress |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------|
| <b>Phoenix Mountain – Updated Master Plan</b><br><b>RESOLVED THAT</b> THE CHIEF ADMINISTRATIVE OFFICER'S REPORT, DATED AUGUST 7 <sup>TH</sup> , 2012, REGARDING A REFERRAL NOTICE FROM THE MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCES, RELATIVE TO THE PHOENIX MOUNTAIN UPDATED MASTER PLAN, BE RECEIVED, AND THAT THE MINISTRY BE ADVISED THAT THE CITY OF GRAND FORKS SUPPORTS THE PROPOSED MASTER PLAN.                                            | Diane | Done                                                                    |
| <b>Annual Tax Exemption Bylaw</b><br><b>RESOLVED THAT</b> COUNCIL RECEIVES THE STAFF REPORT DATED AUGUST 14 <sup>TH</sup> , 2012, REGARDING THE ANNUAL TAX EXEMPTION BYLAW AND FURTHER APPROVES ALL NINE APPLICATIONS FOR TAX EXEMPTION AND DIRECTS STAFF TO INCLUDE THESE NINE PROPERTIES IN THE ANNUAL TAX EXEMPTION BYLAW.                                                                                                                               | Diane | In Progress – First three readings for September 4 <sup>th</sup> , 2012 |
| Summary of Information Items:                                                                                                                                                                                                                                                                                                                                                                                                                               |       |                                                                         |
| a) Correspondence from the Grand Forks Fall Fair – Offering the City the opportunity to sponsor a chuck wagon tarp as it did in 2011. The City had a tarp made with the City Logo in 2011, so the tarp is already in place.<br><b>RESOLVED THAT</b> COUNCIL DETERMINES TO SPONSOR A MINIATURE CHUCK WAGON TARP AS IT DID IN 2011 FOR THE AMOUNT OF \$500 BY UTILIZING THE EXISTING “CITY OF GRAND FORKS” TARP IN SUPPORT OF THE 2012 GRAND FORKS FALL FAIR. | Diane | Done                                                                    |
| b) Memo from CAO regarding the 90 <sup>th</sup> Anniversary Time Capsule - Staff recommendation to open the time capsule at the September 4 <sup>th</sup> , 2012 Regular Meeting. <b>Recommend to receive for information - Staff to proceed with the advertising of this event.</b>                                                                                                                                                                        | Diane | Done – Ads in place for Gazette, Boundary Sentinel & Webpage            |
| d)                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |                                                                         |
| e)                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |                                                                         |
| Bylaws:                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |                                                                         |
| Bylaw No. 1931 – Roxul Road Closure Bylaw - First three readings                                                                                                                                                                                                                                                                                                                                                                                            | Diane | Final Reading for Sept 17 <sup>th</sup> , 2012                          |
| Bylaw No. 1937 – Residential Garbage Collection Rates and Regulations Amendment Bylaw – First three readings                                                                                                                                                                                                                                                                                                                                                | Diane | Final Reading for Sept 4 <sup>th</sup> , 2012                           |
| Bylaw No. 1940 – City of Grand Forks Campground Fees – First three readings                                                                                                                                                                                                                                                                                                                                                                                 | Diane | Final Reading for Sept 4 <sup>th</sup> , 2012                           |
| QUESTIONS FROM THE PUBLIC & THE MEDIA:                                                                                                                                                                                                                                                                                                                                                                                                                      |       |                                                                         |
| MONA MATTEI – She spoke with regard to the road that goes past her place and advised that since the burm was removed, the traffic has increased and is very dusty. She has asked if the City would consider putting the burm back up. Staff advised that they will look into the matter.                                                                                                                                                                    | Hal   | In Progress                                                             |

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

**DATE** : August 27<sup>th</sup>, 2012

**TOPIC** : Bylaw 1935 – Amendment to the City of Grand Forks Sustainable Community Plan Designation Bylaw

**PROPOSAL** : Third & Fourth Reading of Bylaw

**PROPOSED BY** : Corporate Officer

---

### **SUMMARY:**

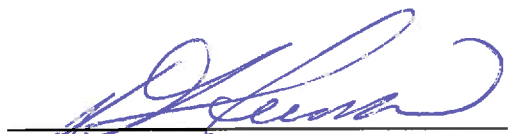
At the Regular Meeting of Council on July 23<sup>rd</sup>, 2012, Council gave two readings to Bylaw No. 1935, Amendment to the City of Grand Forks Sustainable Community Plan Designation Bylaw No. 1919, 2011". This bylaw intends to amend the Sustainable Community Plan by re-designating the property located at 7450-17<sup>th</sup> Street, legally described as Lot A, District Lot 380, SDYD, Plan KAP86963 from HC (Highway and Tourist Commercial) to R-1 (Single and Two Family Residential, and remove the subject property from the Commercial Development Permit Area. The Bylaw has been advertised according to the Act. A Public Hearing on this matter was held on August 20<sup>th</sup>, 2012. Traditionally, only a third reading is presented to Council after the Public Hearing process to allow time for the Ministry of Transportation and Infrastructure to respond, inasmuch, we have already received the response from MoT who has advised that the Ministry has no objection to the amendment (attached). As the Ministry of Transportation & Infrastructure response is already in place, Council is now in a position to consider third and fourth reading of this bylaw.


### **STAFF RECOMMENDATIONS:**

Council considers giving Bylaw No. 1935 third & fourth reading.

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

The Local Government Act allows Council, by bylaw, to amend the Sustainable Community Plan. A bylaw to amend the Sustainable Community Plan must be referred to Public Hearing prior to third & fourth reading. Subject to the Act, the bylaw has been advertised, and the Public Hearing held. The bylaw is being proposed for third & fourth reading at this time.

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

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

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

**BYLAW NO. 1935**

**A Bylaw to Amend the City of Grand Forks Sustainable Community Plan  
Bylaw No. 1919, 2011**

=====

**WHEREAS** Council may, by bylaw, amend the provisions of a Sustainable Community Plan pursuant to the provisions of the Local Government Act;

**AND WHEREAS** Council has received an application to amend the Sustainable Community Plan to re-designate a piece of property located west of 7450-17<sup>th</sup> Street;

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

1. That Schedule "B" Land Use Map of the City of Grand Forks Sustainable Community Plan Designation Bylaw No. 1919, 2011, be amended by re-designating the property legally described as Lot A, District Lot 380, S.D.Y.D., Plan KAP86963, as shown outlined in bold on the attached map identified as Schedule "X" from Highway & Tourist Commercial to Low Density Residential.
2. That Schedule "C" Development Permit Area Map of the Grand Forks Sustainable Community Plan Designation Bylaw No. 1919, 2011 be amended by removing Lot A, District Lot 380, S.D.Y.D., Plan KAP86963,, as shown outlined in bold on the attached map identified as Schedule "X" from the Commercial Development Permit Area.
3. That this Bylaw may be cited as the "**Amendment to the City of Grand Forks Sustainable Community Plan Bylaw No. 1935, 2012**".

Read a **FIRST** time this 23<sup>rd</sup> day of July, 2012.

Read a **SECOND** time this 23<sup>rd</sup> day of July, 2012.

**PUBLIC HEARING NOTICE ADVERTISED**, in accordance with the *Local Government Act* this 8<sup>th</sup> day of August, 2012 and also this 15<sup>th</sup> day of August, 2012.

**PUBLIC HEARING HELD** this 20<sup>th</sup> day of August, 2012.

Read a **THIRD** time this 4<sup>th</sup> day of September, 2012.

**FINALLY ADOPTED** this 4<sup>th</sup> day of September, 2012.

---

Brian Taylor - Mayor

---

Diane Heinrich – Corporate Officer

**CERTIFIED**

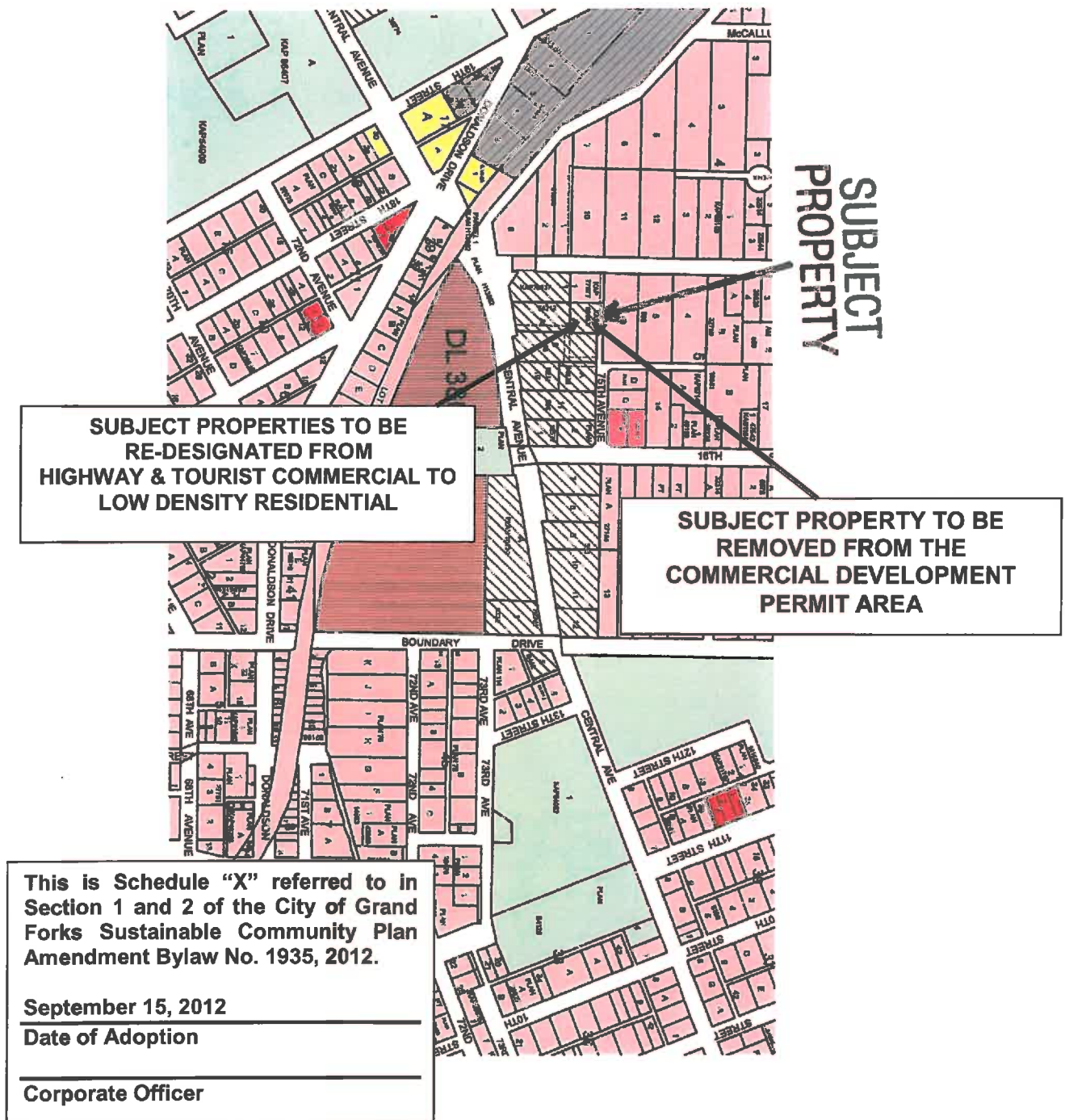
I hereby certify that the foregoing to be a true copy of Bylaw No. 1935 as passed by the Municipal Council of the City of Grand Forks on the 4<sup>th</sup> day of September, 2012.





---

Corporate Officer of the  
City of Grand Forks

# CITY OF GRAND FORKS SUSTAINABLE COMMUNITY PLAN MAP

## SCHEDULE "X"



From:  "Fitzpatrick, Donna M TRAN:EX" <Donna.Fitzpatrick@gov.bc.ca> 7/31/2012 3:10...   
Subject: Our File 2012-03591 Your File Bylaw No. 1936  
To:  **Kathy LaBossiere** *(additional copy for SCP Report)*  
*(for information)*  
Attachments:  Attach0.html 3K

Hi Kathy,

RE: Bylaw 1936 to amend zoning bylaw No. 1606,1999  
Lot A, DL 380, SDYD, Plan KAP86963

The Ministry of Transportation and Infrastructure has reviewed the proposal to rezone the subject land from Highway Commercial to Single & Two-Family Residential. The Ministry has no objection to the amendment as traffic volumes would be substantially less from residential use rather than commercial.

If you have any questions, please call.

*Donna Fitzpatrick  
District Development Technician  
Ministry of Transportation & Infrastructure  
West Kootenay District  
Grand Forks Area Office  
PO Box 850  
7290 2nd Street  
Grand Forks, BC V0H 1H0  
phone: (250) 442-4311  
fax: (250) 442-4317  
email: [Donna.Fitzpatrick@gov.bc.ca](mailto:Donna.Fitzpatrick@gov.bc.ca)*

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

**COPY**

**DATE** : August 14<sup>th</sup>, 2012

**TOPIC** : Bylaw No. 1935, Amendment to the City of Grand Forks Sustainable Community Plan

**PROPOSAL** : Holding of a Public Hearing, prior to giving Bylaw 1935 Third Reading

**PROPOSED BY** : City Staff /Applicants – Frank Konrad for Konrad Holdings Inc.

---

**SUMMARY:**

Bylaw 1935, cited as Amendment to the City of Grand Forks Sustainable Community Plan Designation Bylaw No. 1935, 2012, received two readings at the Regular Meeting held on July 23<sup>rd</sup>, 2012. Prior to giving a Sustainable Community Plan Designation Amendment bylaw third reading, Council must hold a public hearing, and publish notice of this public hearing in accordance with the Local Government Act. Notice of this public hearing was advertised in the Gazette, as required, on August 8<sup>th</sup> and August 15<sup>th</sup>. Council is now in a position to hold the public hearing.

**FACTS SURROUNDING BYLAW 1935:**

1. The bylaw is intended to amend the Sustainable Community Plan Designation Bylaw by re-designating property at 7450-17<sup>th</sup> Street from HC-Highway Commercial to R-1-Single & Two Family Residential.
2. The focus of the designation will allow Konrad Holdings Ltd. to develop the property as a residential property.
3. The subject property, should it be re-designated, will be removed from the Commercial Development Permit Area.

**STAFF RECOMMENDATIONS:**

**Option 1:** Council hold the public hearing as advertised, allowing any person present who believes that his or her interest in the property is effected by the proposed bylaw be given the opportunity to be heard on matters contained in the bylaw and ensuring that as a Council, hearing from the public is required to take all submissions and then base a decision on the facts relevant to the SCP designation request, within the parameters set out in the Sustainable Community Plan.

**OPTIONS AND ALTERNATIVES:**

**Option 1: Council provides the opportunity for the public to make their views known on the matters contained in the bylaw at the public hearing:** This option will allow the public the opportunity to be heard as outlined in the Local Government Act. It is the duty of Council to receive submissions, ask relevant questions and keep an open mind before making the final decision. Council can seek advice from Staff and receive additional reports from Staff based on the public's submission.



**Option 2: Council may decline to hold the public hearing and deny re-designation and further public process.** There is no option not to hold the public hearing, inasmuch as it has been duly advertised.

**BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

**Option 1:** The advantage to this option is that Council will proceed as outlined in the Local Government Act.

**Option 2:** The key disadvantage is that the applicant has not been provided a due process in an SCP amendment application. Denying an SCP amendment application without considering all relevant submissions and facts might constitute a closed process.

**COPY**

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

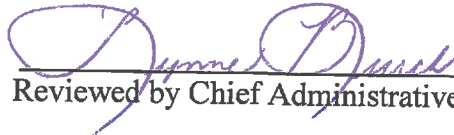
The City's cost of amending a land use bylaw, including advertising is covered by the application fees. Additional tax revenue will be generated should the application develop the property with residential housing in the future.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The Local Government Act outlines the requirements for the holding of public hearings.



Department Head or Corporate Officer  
Or Chief Administrative Officer



Reviewed by Chief Administrative Officer

# THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

**COPY**

**DATE** : July 16<sup>th</sup>, 2012

**TOPIC** : Bylaw 1935 – Amendment to the City of Grand Forks Sustainable Community Plan Bylaw No. 1919, 2011

**PROPOSAL** : First and Second Reading

**PROPOSED BY** : Corporate Officer

---

## **SUMMARY:**

At the Primary Committee Meeting on June 25<sup>th</sup>, 2012, the Primary Committee recommended to Council to direct Staff to draft a Sustainable Community Plan Amendment Bylaw which would re-designate property located at 7450-17<sup>th</sup> Street and legally described as Lot A, District Lot 380, S.D.Y.D. Plan KAP86963 from HC (Highway and Tourist Commercial) to R-1 (Single & Two Family Residential), and remove the subject property from the Commercial Development Permit Area. In this regard, Bylaw No. 1935 is presented for first and second reading. Should Council consider giving first and second reading, this bylaw would proceed to a Public Hearing where the public will be afforded an opportunity to make their views on this bylaw known to Council.

## **STAFF RECOMMENDATIONS:**

**Option 1:** Council gives first and second reading to Bylaw No. 1935 "Amendment to the City of Grand Forks Sustainable Community Plan Bylaw No. 1919, 2011".

## **OPTIONS AND ALTERNATIVES:**

**Option 1: Council gives Bylaw No. 1935 first and second reading.** This option intends that the proposed amendment is being considered by Council.

**Option 2: Council determines to give the Bylaw no readings:** This option intends that the status quo will remain, and the re-designation of property located at 7450-17<sup>th</sup> Street will remain Highway & Tourist Commercial.

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

**Option 1:** This option will allow the proposal to re-designate property located at 7450-17<sup>th</sup> Street, from HC-Highway Commercial to R-1-Single & Two Family Residential, and to remove it from the Commercial Development Permit Area, to proceed to public hearing. At the public hearing the public will be afforded an opportunity to make their views on this bylaw known to Council.

**Option 2:** This option will allow for the status quo to remain and the property will remain designated as Highway & Tourist Commercial.


COPY

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

There are the advertising costs, as well as the notifications to surrounding property owners. These costs are generally covered by the application fees charged.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The Local Government Act allows for amendments to a Sustainable Community Plan bylaw to be done by bylaw.



Department Head or Corporate Officer  
Or Chief Administrative Officer



Reviewed by Chief Administrative Officer

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

**DATE** : August 27<sup>th</sup>, 2012

**TOPIC** : Bylaw 1936 – Amendment to the City of Grand Forks Zoning Bylaw

**PROPOSAL** : Third & Final Reading of Bylaw

**PROPOSED BY** : Chief Administrative Officer

---

### **SUMMARY:**

At the Regular Meeting of Council on July 23<sup>rd</sup>, 2012, Council gave two readings to Bylaw No. 1936, Amendments to the City of Grand Forks Zoning Bylaw No. 1606, 1999". This bylaw is intended to rezone property located at 7450-17<sup>th</sup> Street, legally described as Lot A, DL 380, SDYD, Plan KAP86963 from HC (Highway Commercial) to R-1 (Single & Two-Family Residential). The Bylaw has been advertised according to the Act on August 8<sup>th</sup> and August 15<sup>th</sup>. A Public Hearing on this matter was held on August 20<sup>th</sup>, 2012. Generally, only a third reading is presented to Council to allow time for the Ministry of Transportation and Infrastructure to respond to the zoning change; inasmuch as the City has already received the Ministry's response which supports the proposed re-zoning application. As the response is already in place, Council is now in a position to consider third & final reading of this bylaw.

### **STAFF RECOMMENDATIONS:**

Council considers giving Bylaw No. 1906 third & final reading.

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

The Local Government Act allows Council, by bylaw, to amend the Zoning Bylaw. A bylaw to amend the Zoning Bylaw must be referred to Public Hearing prior to third reading. Subject to the Act, the bylaw has been advertised, and the Public Hearing held. The bylaw is only being proposed for third & final reading at this time. Consistent with the Highways Act, it has been approved by the Ministry of Transportation & Infrastructure Approving Officer.

  
\_\_\_\_\_  
Department Head or  
Corporate Officer or CAO

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

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

**BYLAW NO. 1936**

**A Bylaw to Amend the City of Grand Forks  
Zoning Bylaw No. 1606, 1999**

=====

**WHEREAS** Council may, by bylaw, amend the provisions of the Zoning Bylaw pursuant to the Local Government Act;

**AND WHEREAS** Council has received an application to rezone property located at the west end of 75<sup>th</sup> Avenue;

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

1. That the City of Grand Forks Zoning Bylaw No. 1606, 1999 be amended to rezone the property legally described as Lot A, District Lot 380, S.D.Y.D., Plan KAP86963 from the HC (Highway Commercial) zone to the R-1 (Single & Two-Family Residential) zone, as shown outlined in bold on the attached map identified as Schedule "X".
2. That this Bylaw may be cited as the "**Amendment to the City of Grand Forks Zoning Bylaw No. 1936, 2012**".

Read a **FIRST** time this 23<sup>rd</sup> day of July, 2012.

Read a **SECOND** time this 23<sup>rd</sup> day of July, 2012.

**PUBLIC HEARING NOTICE ADVERTISED**, pursuant to the *Local Government Act* this 8<sup>th</sup> day of August, 2012 and also this 15<sup>th</sup> day of August, 2012.

**PUBLIC HEARING HELD** this 20<sup>th</sup> day of August, 2012.

Read a **THIRD** time this 4<sup>th</sup> day of September, 2012.

**APPROVED** by the Ministry of Transportation & Infrastructure on this \_\_\_\_\_  
day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Approving Officer

**FINALLY ADOPTED** this 4<sup>th</sup> day of September, 2012.

---

Brian Taylor - Mayor

---

Diane Heinrich – Corporate Officer

**CERTIFICATE**

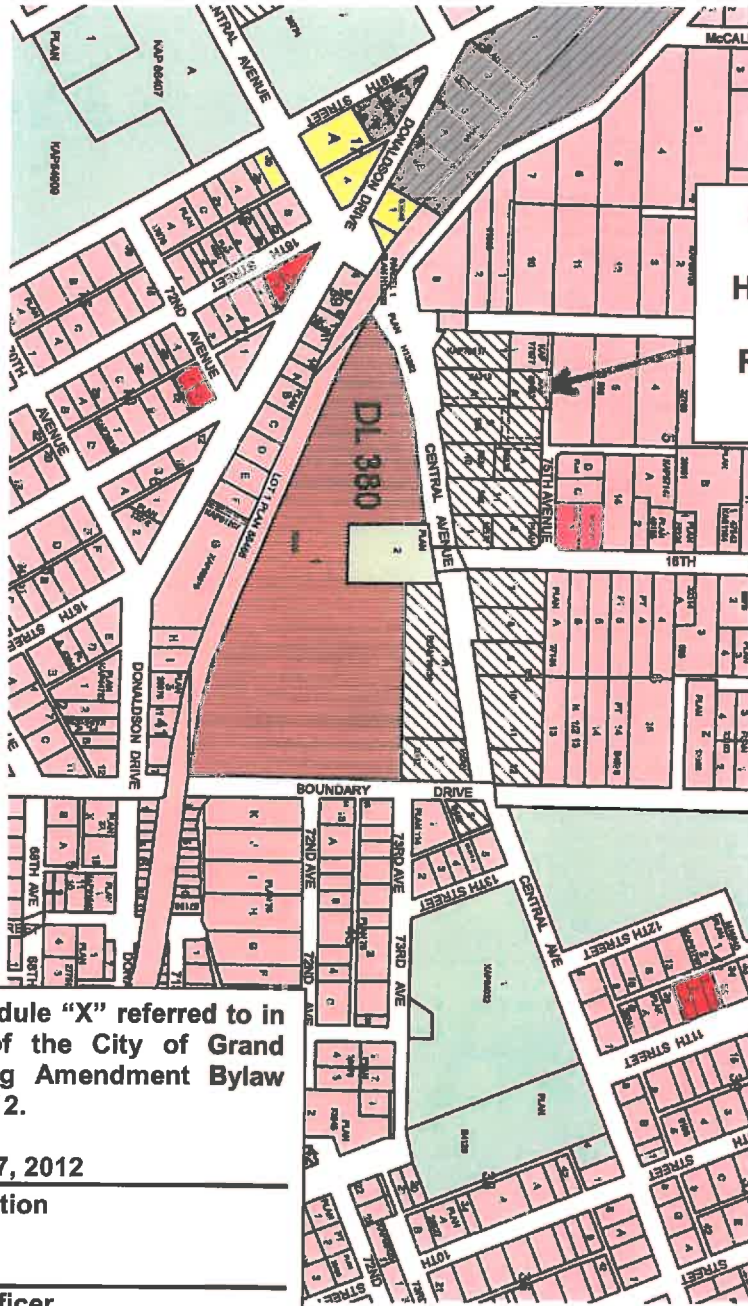
I hereby certify the foregoing to be a true copy of Bylaw No. 1936 as passed by the Municipal Council of the City of Grand Forks on the 4<sup>th</sup> day of September, 2012.

---

Corporate Officer of the  
City of Grand Forks

**CITY OF GRAND FORKS  
ZONING MAP**

**SCHEDULE "X"**



**SUBJECT PROPERTIES TO  
BE REZONED FROM  
HC (HIGHWAY COMMERCIAL  
TO  
R-1 (SINGLE & TWO-FAMILY  
RESIDENTIAL)**

**This is Schedule "X" referred to in  
Section 1 of the City of Grand  
Forks Zoning Amendment Bylaw  
No. 1936, 2012.**



**September 17, 2012**

**Date of Adoption**


**Corporate Officer**




---

From:  "Fitzpatrick, Donna M TRAN:EX" <Donna.Fitzpatrick@gov.bc.ca> 7/31/2012 3:10... 

Subject: Our File 2012-03591 Your File Bylaw No. 1936

To:  **Kathy LaBossiere**

Attachments:  Attach0.html 3K

---

Hi Kathy,

RE: Bylaw 1936 to amend zoning bylaw No. 1606,1999  
Lot A, DL 380, SDYD, Plan KAP86963

The Ministry of Transportation and Infrastructure has reviewed the proposal to rezone the subject land from Highway Commercial to Single & Two-Family Residential. The Ministry has no objection to the amendment as traffic volumes would be substantially less from residential use rather than commercial.

If you have any questions, please call.

*Donna Fitzpatrick  
District Development Technician  
Ministry of Transportation & Infrastructure  
West Kootenay District  
Grand Forks Area Office  
PO Box 850  
7290 2nd Street  
Grand Forks, BC V0H 1H0  
phone: (250) 442-4311  
fax: (250) 442-4317  
email: [Donna.Fitzpatrick@gov.bc.ca](mailto:Donna.Fitzpatrick@gov.bc.ca)*



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

COPY

**DATE** : August 14<sup>th</sup>, 2012

**TOPIC** : Bylaw No. 1936, Amendment to the City of Grand Forks Zoning Bylaw

**PROPOSAL** : Holding of a Public Hearing, prior to giving Bylaw 1936 Third Reading

**PROPOSED BY** : City Staff / Zoning Applicants - Frank Konrad for  
Konrad Holdings Inc.

---

**SUMMARY:**

Bylaw 1936, cited as Amendment to the City of Grand Forks Zoning Bylaw No. 1936, 2012, received two readings at the Regular Meeting held on July 23<sup>rd</sup>, 2012. Prior to giving a zoning bylaw third reading, Council must hold a public hearing, and publish notice of this public hearing in accordance with the Local Government Act. Notice of this public hearing was advertised in the Gazette, as required, on August 8<sup>th</sup> and August 15<sup>th</sup>. Council is now in a position to hold the public hearing.

**FACTS SURROUNDING BYLAW 1936:**

1. The bylaw is intended to rezone property located at 7450 – 17<sup>th</sup> Street, legally described as Lot A, DL 380, SDYD, Plan KAP86963 from HC (Highway Commercial) to R-1 (Single & Two Family Residential).
2. The Sustainable Community Plan is being amended by separate bylaw to accommodate the policy change from Highway & Tourist Commercial to Low Density Residential, and to remove 7450 – 17<sup>th</sup> Street from the Commercial Development Permit Area. Once the SCP amendment has been finalized this bylaw will be compliant with the SCP.
3. The focus of the rezoning of 7450-17<sup>th</sup> Street is so that the applicant can build a single family or two family residence on the lot in the future.
4. Under the existing zoning, the property cannot be used for residential development.

**STAFF RECOMMENDATIONS:**

**Option 1:** Council hold the public hearing as advertised, allowing any person present who believes that his or her interest in the properties are effected by the proposed bylaw be given the opportunity to be heard on matters contained in the bylaw and ensuring that as a Council, hearing from the public is required to take all submissions and then base a decision on the facts relevant to the rezoning request, within the parameters set out in the Sustainable Community Plan and the existing zoning bylaw.

**OPTIONS AND ALTERNATIVES:**

**Option 1:** Council provides the opportunity for the public to make their views known on the matters contained in the bylaw at the public hearing: This option will allow the public the opportunity to be heard as outlined in the Local Government Act. It is the duty of Council to receive submissions, ask relevant questions and keep an open mind before making the final decision. Council can seek advice from Staff and receive additional reports from Staff based on the public's submission.

**Option 2: Council may decline to hold the public hearing and deny rezoning and further public process.** There is no option not to hold the public hearing, inasmuch as it has been duly advertised.

**BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

**Option 1:** The advantage to this option is that Council will proceed as outlined in the Local Government Act.

**Option 2:** The key disadvantage is that the applicant has not been provided a due process in a rezoning application. Denying a rezoning application without considering all relevant submissions and facts might constitute a closed process.

**COPY**

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


The City's cost of rezoning, including advertising is covered by the application fees charged for rezoning applications. Additional tax revenues will be generated should the applicant develop the property with residential housing in the future.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The Local Government Act outlines the requirements for the holding of public hearings.



Department Head or Corporate Officer  
or Chief Administrative Officer



Reviewed by Chief Administrative Officer

# THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

COPY

DATE : July 16<sup>th</sup>, 2012  
TOPIC : Bylaw 1936 – Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999  
PROPOSAL : First and Second Reading  
PROPOSED BY : Corporate Officer

---

## **SUMMARY:**

At the Primary Committee Meeting held on June 25th, 2012, the Primary Committee recommended to Council to direct Staff to draft a Zoning Amendment Bylaw to rezone the property located at 7450 – 17<sup>th</sup> Street and legally described as Lot A, District Lot 380, S.D.Y.D., Plan KAP86963 from HC Highway Commercial to R1 Single and Two Family Residential.

In this regard, Bylaw 1936 is presented for first and second reading. Should Council consider giving first and second reading, this bylaw would proceed to a Public Hearing where the public will be afforded an opportunity to make their views on this bylaw known to Council.

## **STAFF RECOMMENDATIONS:**

**Option 1:** Council gives first and second reading to Bylaw No. 1936 “Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999”.

## **OPTIONS AND ALTERNATIVES:**

**Option 1: Council gives Bylaw No. 1936 first and second reading.** This option intends that the proposed amendments are being considered by Council.

**Option 2: Council determines to give the Bylaw no readings:** This option intends that the status quo will remain, and the zoning of property at 7450 – 17<sup>th</sup> Street, will remain HC (Highway Commercial).

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

**Option 1:** This option will allow the proposal to re-zone property located at 7450 – 17<sup>th</sup> Street, from HC Highway Commercial to R1 Single and Two Family Residential to proceed to public hearing. At the public hearing the public will be afforded an opportunity to make their views known to Council with regard to these bylaw changes.

**Option 2:** This option will allow for the status quo to remain and the property will remain zoned as HC (Highway Commercial).

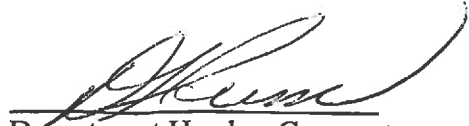
## **COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

There are the advertising costs, as well as the notifications to surrounding property owners. These costs are generally covered by the application fees charged.

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

The Local Government Act allows for amendments to a Zoning bylaw to be done by bylaw.

COPY



Department Head or Corporate  
Officer or Chief Administrative Officer



Reviewed by Chief Administrative  
Officer

COPY

THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF MEMORANDUM

To: Diane Heinrich, Corporate Officer  
Date: May 31, 2012  
From: Kathy LaBossiere, Planning Tech

Konrad SCP and Rezoning Amendment Application

We have received an application for rezoning of vacant property legally described as Lot A, District Lot 380, S.D.Y.D., Plan KAP86963 located west of 7450-17<sup>th</sup> Street at the end of 75<sup>th</sup> Avenue. The applicant wishes to rezone the property from the current HC (Highway Commercial) zone to R-1 (Single & Two Family) residential zone.

The property is currently designated as Highway & Tourist Commercial and is in the Commercial Development Permit area in the Sustainable Community Plan. The applicant wishes to rezone the property to R-1 (single & two-family residential, change the land use designation from highway & tourist commercial to low density residential and to remove it from the commercial development permit area.

The property in question is 116.77 feet by 131.99 feet in size (0.33 acres) and is vacant property at this time. Water and sewer and electrical services to the property are located from 75<sup>th</sup> Avenue. Access to the property is from 75<sup>th</sup> Avenue (see photos and maps attached hereto).

The applicant wishes to rezone the property so that he can build a single family or two family residence on the lot in the future.

This application would require an amendment to the Zoning Bylaw and the Sustainable Community Plan.

Respectfully Submitted:



Kathy LaBossiere  
PLANNING TECH

N:\planning\zoning\konrad memo to co



The Corporation of the City of Grand Forks

P.O. Box 220  
Grand Forks, B.C.  
V0H 1H0

1217 4th Street  
Telephone (250) 442-6266  
Fax (250) 442-3000

Zoning AND/OR Official Community Plan Amendment  
Application

Application to amend the Zoning Bylaw AND/OR Official Community Plan Bylaw

Zoning OR Official Community Plan Application Fee

☐ \$1,000.00

Receipt No. \_\_\_\_\_

Zoning AND Official Community Plan Application Fee

☐ \$1,200.00

Receipt No. 153715

This subject fee is applicable to each request for an amendment to the Zoning or Official Community Plan Bylaw, or to both. Should this request not proceed to Public Hearing on month (1/2) the fee (\$500.00 or \$600.00) shall be refunded.

Registered Owner of Property to be rezoned:

Kow Ra Holdings Inc.

Mailing Address

7450 - 17th Street

Box 608

Grand Forks, B.C.

V0H 1H0

Telephone

250-443-2370

Full Legal Description of property to be rezoned:

Lot A Pkg KAP 6943 (027-585-867)

District Lot 300 3rd & 4th Divisions

Street Address of Property

15th Avenue

Informing Planning Zoning zone and or codes

Please submit the following information with this application:

- (1) the legal boundaries and dimensions of the subject property;
- (2) the location of permanent buildings and structures existing on the property;
- (3) the location of any proposed access roads, parking, driveways, and any screening, landscaping and fences;
- (4) the location and nature of any physical or topographic constraints on the property (ie. streams, ravines, marshes, steep slopes etc)

Upon reviewing your application, the City of Grand Forks may request other or more detailed information.

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

Signature of Owner

Date

March 27, 2000

#### AGENT'S AUTHORIZATION

I hereby authorize:

Frank Klenke  
7450 17<sup>th</sup> Street Box 608  
Grand Forks, B.C. V6N 1G6 250-443-2370  
(full name, address and telephone number of Agent)

to act on my behalf with regards to this application.

Owner's Signature

The personal information on this form is collected under the authority of the Access to Information Act. The information collected will be used to process your application for a Rezoning or Official Community Plan Amendment. If you have questions about the collection of, and the use of, this information, please contact the Coordinator (City of Grand Forks).



Please outline the provisions of the respective Bylaw that you wish to vary or supplement and give your reasons for making this request:

Re-Zone To Residential  
Vacant Land

**DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT**

I, FRANK KONRAD, 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*.

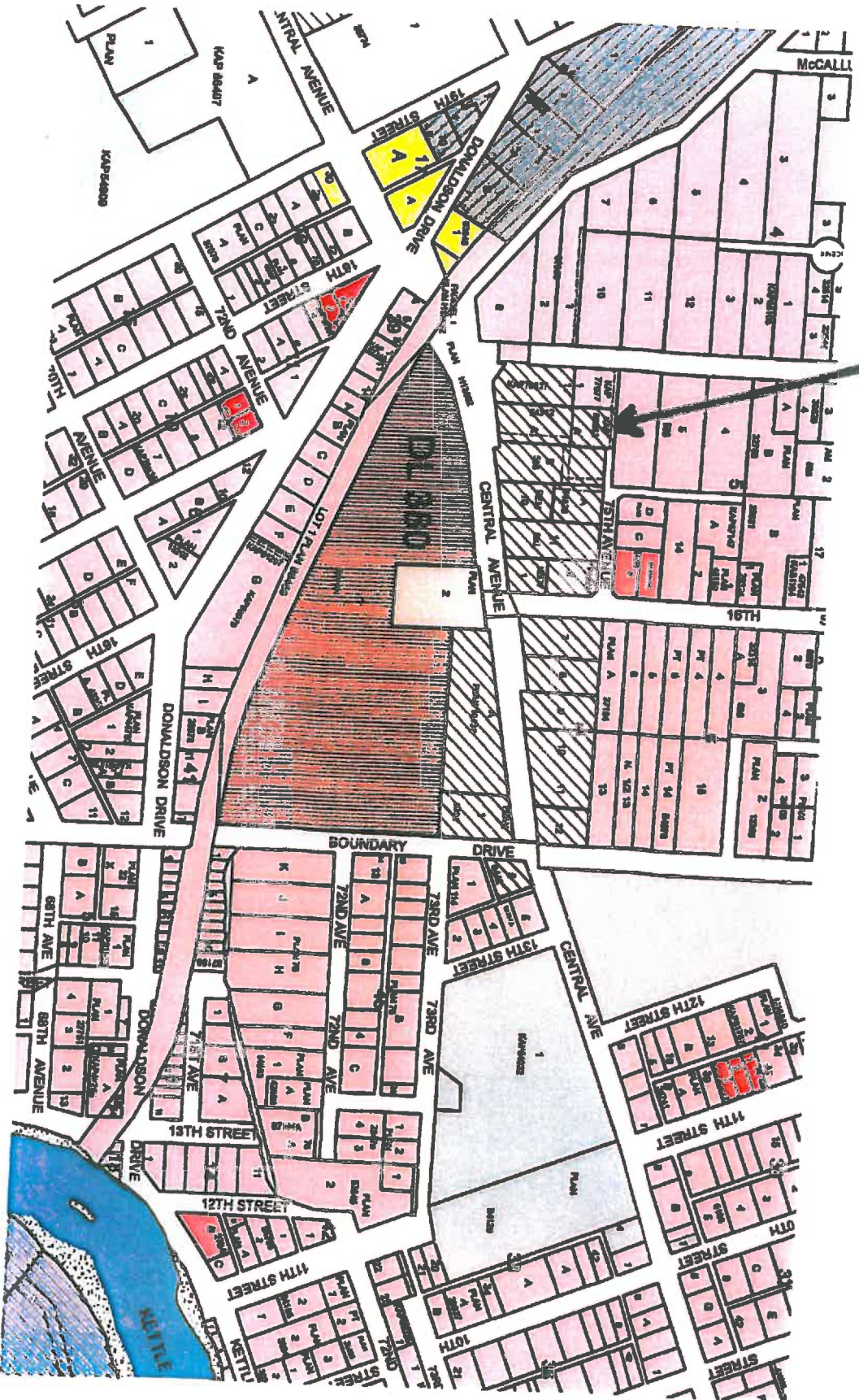
(signature)

(date)

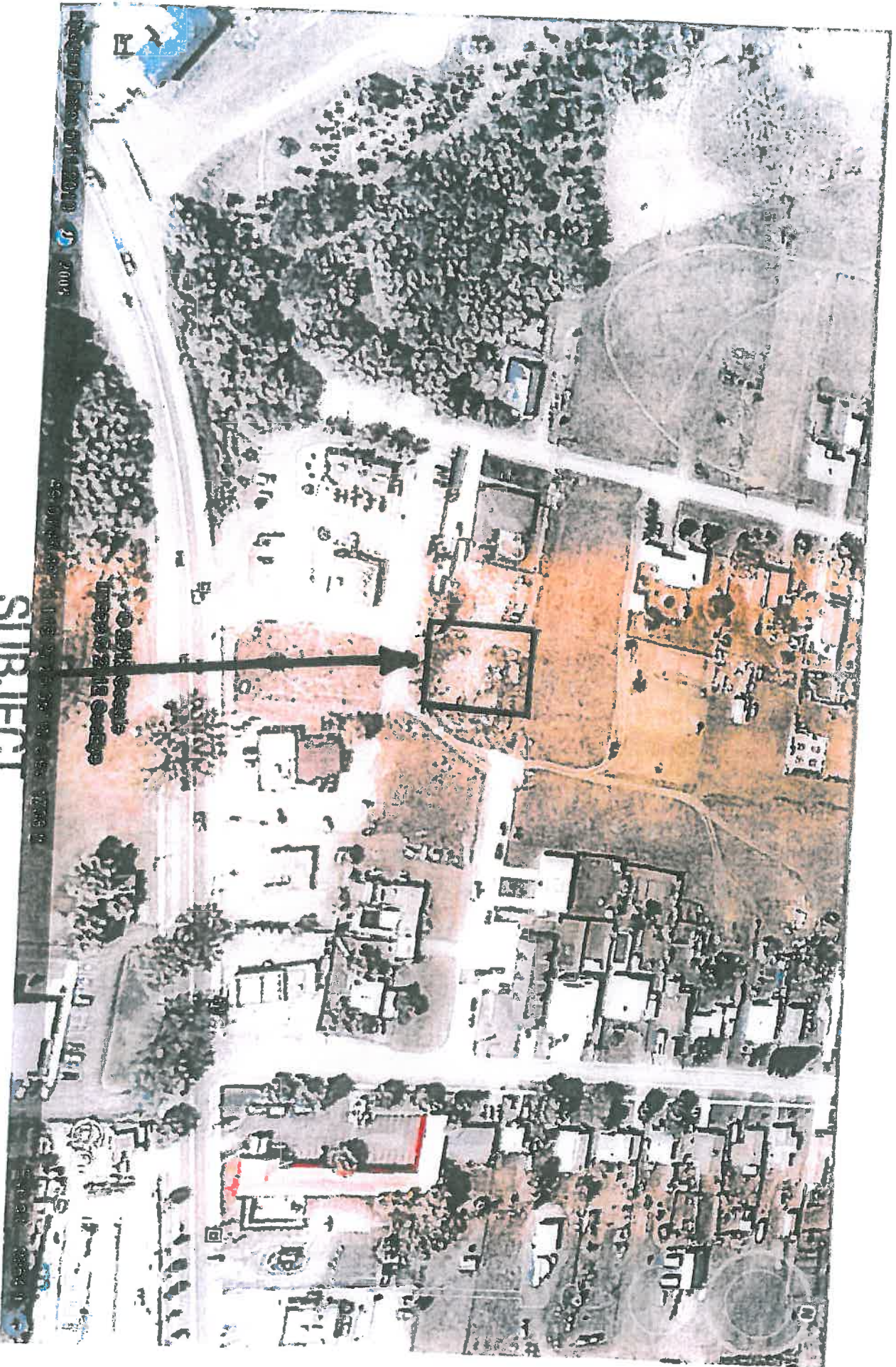
MAY 24, 2012



# SUBJECT PROPERTY





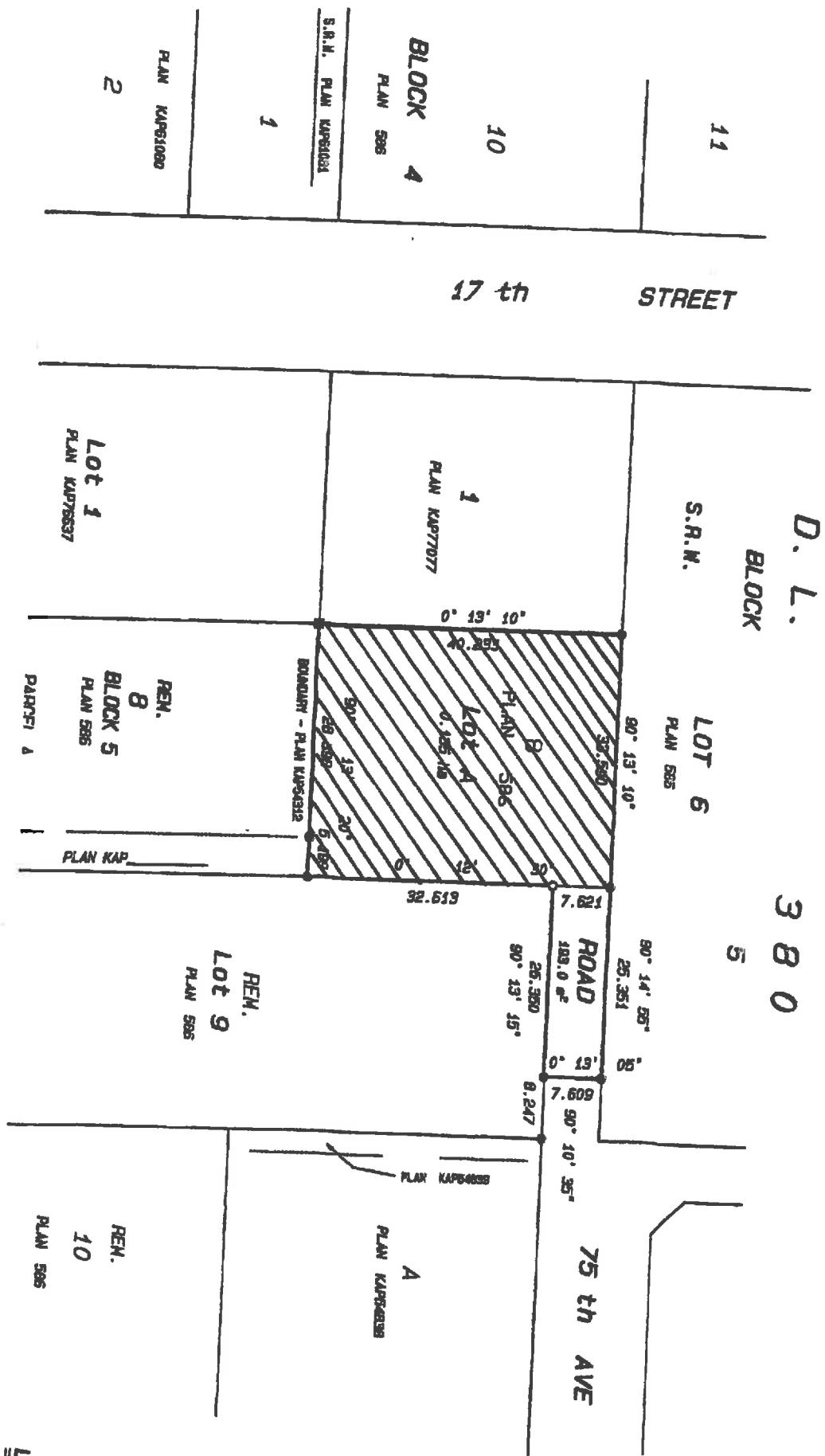


Map Data © 2013

© 2013

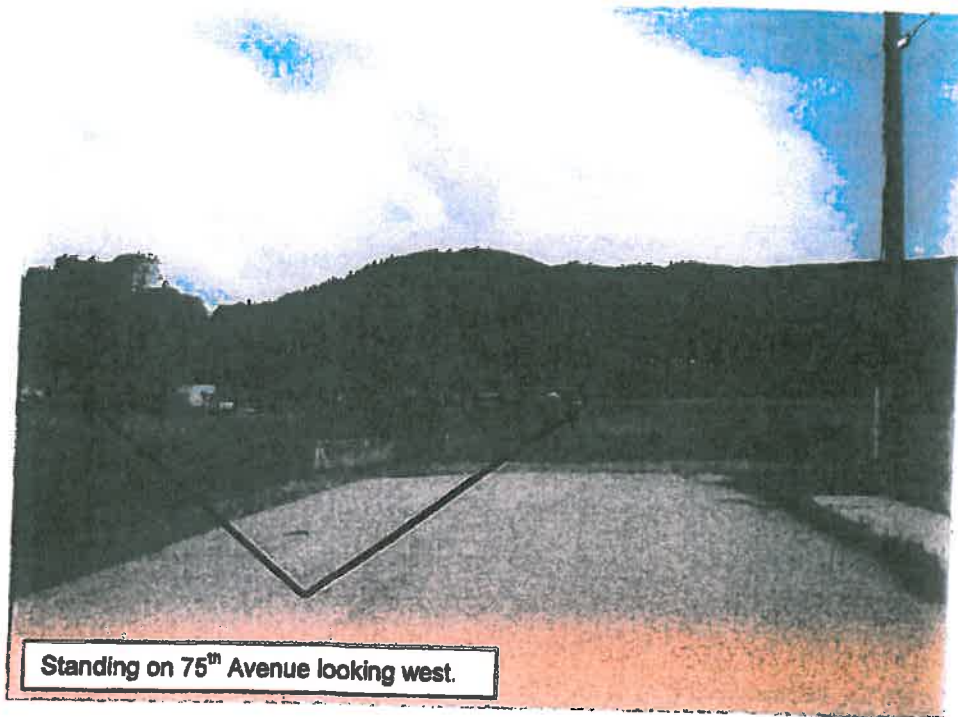
© 2013 Google  
Images of 2013 Google

SUBJECT  
PROPERTY



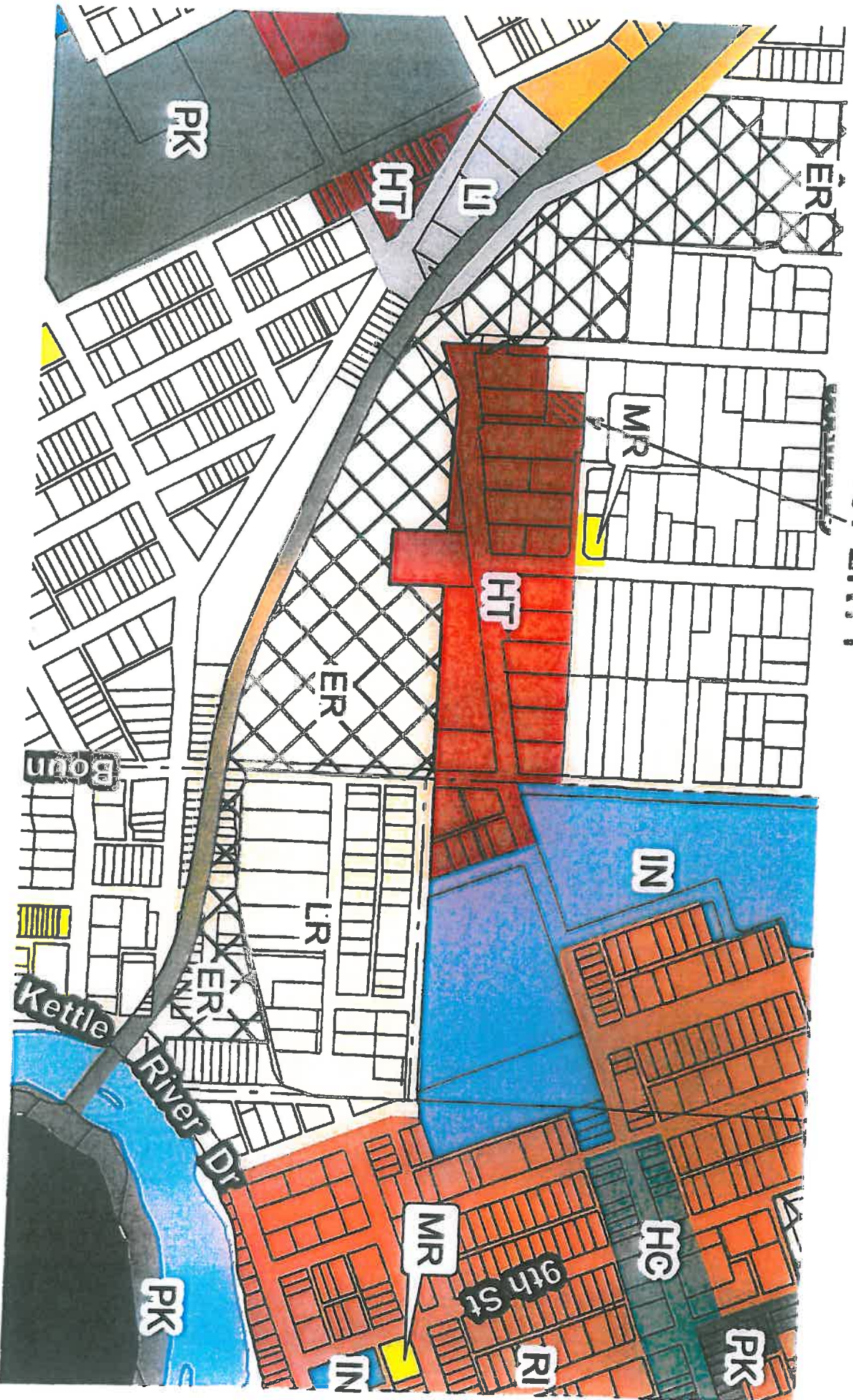
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SUBJECT  
PROPERTY

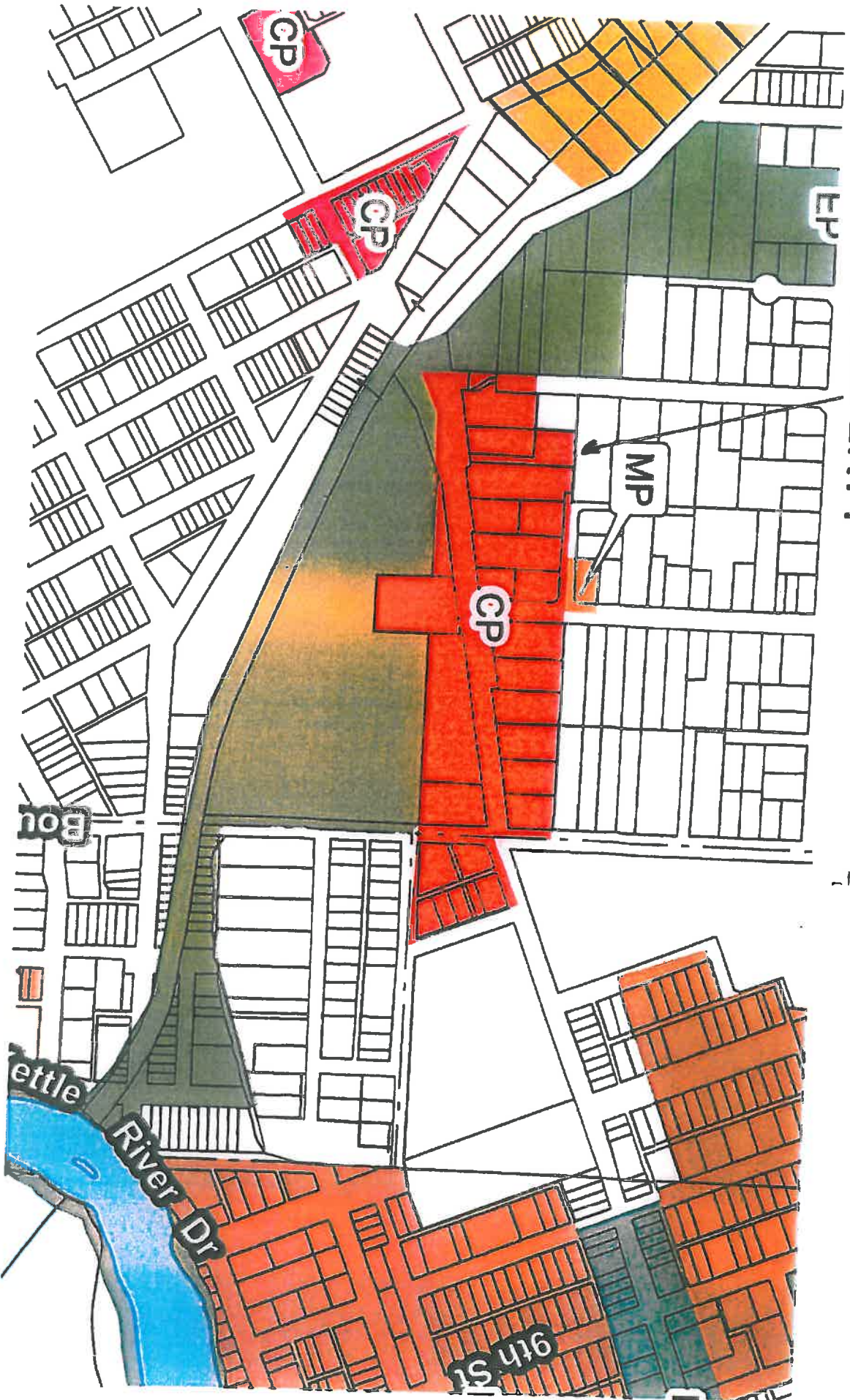
Proposed  
Land Use



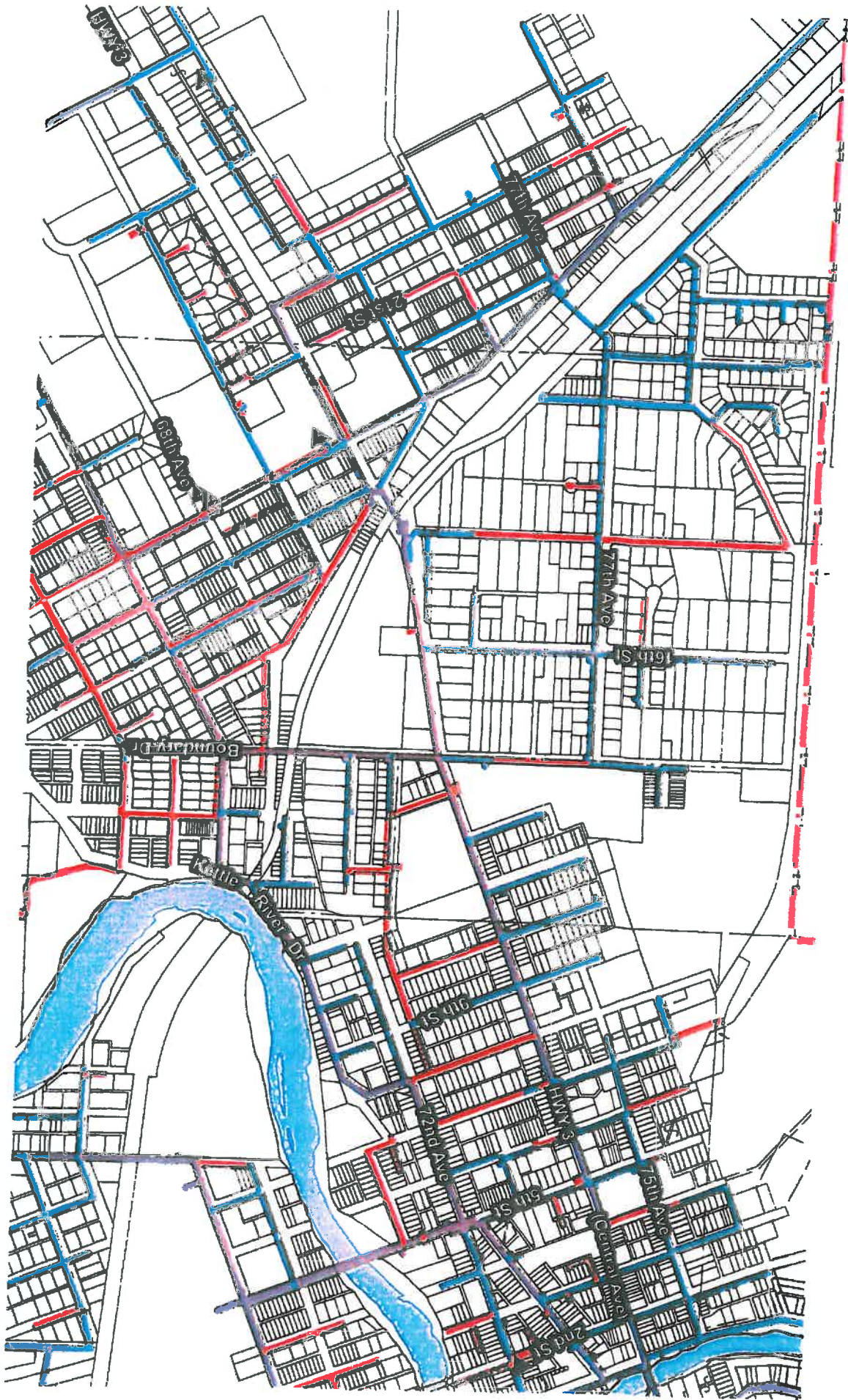


# SUBJECT PROPERTY

Williamson new up river







Clutter







## **PART VI ZONES**

### **SECTION 33**

### **R-1 (Residential – Single & Two Family) Zone**

#### **Permitted Uses**

1. The following uses and no others are permitted in an R-1 zone:

- (a) dwelling units;
- (b) religious centres;
- (c) day care centres;
- (d) bed and breakfast accommodations;
- (e) home occupations.

Permitted accessory uses and buildings on any parcel includes the following:

- (f) any accessory buildings or structures to any of the above uses.

#### **Regulations**

2. On a parcel of land located in an R-1 zone:

#### **Minimum Parcel Size for Subdivision purposes**

- (a) The minimum parcel size is 10,120 square metres (108,913 sq.ft. or 2.5 acres) where there is no community sewage or water system;
- (b) The minimum parcel size is **1,393.5 square metres (15,000sq ft)** when the parcel is either connected to a community sewage or water system, but not both;
- (c) The minimum parcel size is 697 square metres (7,500 sq.ft.) when the parcel is connected to both a community sewage and water system.

BYLAW 1800

#### **Number and type of Dwelling Units allowed**

- (d) One of the following types of dwelling units is allowed on a parcel of land in an R-1 zone;
  - (i) One single-family dwelling; or
  - (ii) One two-family dwelling.

#### **Height**

- (e) No principal building or structure shall exceed 9.75 metres (32 ft) in height. No accessory building or structure shall exceed 4.8 metres (16 ft) in height.

## **SECTION 33**

### **R-1 (Residential – Single & Two Family) Zone** cont'd

#### **Setbacks**

- (f) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:
  - (i) 6 metres (20 ft) of a front parcel line;
  - (ii) 1.5 metres (5 ft) of an interior side parcel line;
  - (iii) 4.6 metres (15 ft) of an exterior side parcel line; or
  - (iv) 6 metres (20 ft) of a rear parcel line.

#### **Accessory Buildings**

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

#### **Lot Area Coverage**

- (i) The maximum permitted lot area coverage shall be as follows:
  - Principal building with all accessory buildings and structures 50%

#### **Additional requirements**

- (j) *\*deleted by Bylaw 1888*
- (k) *\*deleted by Bylaw 1679*
- (l) The minimum size for a single-family dwelling shall be 75 square metres (800 sq.ft.);
- (m) See Sections 13 to 30A of this Bylaw.

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

**DATE** : August 28<sup>th</sup>, 2012

**TOPIC** : Bylaw 1937 – Amendment to the City of Grand Forks  
Residential Garbage Collection Regulation

**PROPOSAL** : Final Reading

**PROPOSED BY** : City Staff

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### **SUMMARY:**


At their Regular Meeting on August 20<sup>th</sup>, 2012, Council gave the first three readings to Bylaw 1937, a bylaw to amend the City of Grand Forks Residential Garbage Collection Regulation Bylaw No. 1798, 2006. The report presented to Council at the August 20<sup>th</sup> meeting is attached for information purposes. Bylaw No. 1937 is now presented for final reading.

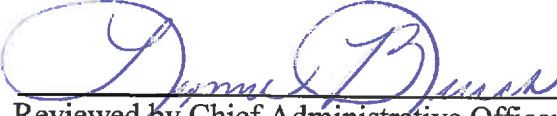
### **STAFF RECOMMENDATIONS:**

Council gives final reading to Bylaw No. 1937, Amendment to the City of Grand Forks Residential Garbage Collection Regulation.

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

The Community Charter covers the requirements for this Bylaw.

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

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

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 1937**

### **A Bylaw to amend the City of Grand Forks Residential Garbage Collection Regulation Bylaw No. 1798, 2006**

=====

**WHEREAS** Council may, by bylaw, amend the provisions of a Garbage Regulations and Rates Bylaw pursuant to the provisions of the Community Charter;

**AND WHEREAS** Council of the Corporation of the City of Grand Forks believes it is in the public interest to amend the Garbage Regulations and Rates Bylaw;

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

1. This Bylaw may be cited for all purposes as **“Garbage Regulations and Rates Amendment Bylaw No. 1937, 2012”**.
2. That Section 3 “Definitions” be amended by amending the definition of “Garbage” to read as follows:

“Garbage” means household waste generated by operations incidental to the premises, and excludes food waste recycling, recyclables and yard waste.”

3. That Section 3 “Definitions” be amended by adding the definition of “Food Waste Recycling” as follows”

*“Food Waste Recycling” means food scraps and other materials resulting from a plant or an animal and which includes the following:*

- *Baked goods, breads, cookies*
- *Eggs & Egg shells*
- *Cheese rinds & moldy cheese*
- *seafood shells*
- *Leftover candy and snacks*
- *fruit pits, seeds, etc.*
  
- *Muffin/cupcake papers*

- seed/nut shells
- Coffee, including filters
- facial tissue
- Tea bags or loose tea
- paper towels
- Fish bones, skins, guts
- soiled, waxed, oily
- Meat, bones, skin, fat
- Rotten fruits & vegetables
- biodegradable paper
- clamshells, clamshells, containers, pizza boxes
- Rinds and Peelings
- Wet Newspapers
- Leftover rice & pasta
- houseplants, including soil
  
- disposable diapers, (contained in a paper bag)
- kitty litter, (contained in a paper bag)
- animal waste (contained in a paper bag)
- Hamster & bird cage liner waste (contained in a paper bag)

4. That Section 3 “Definitions” be amended by adding the definition of “Food Waste Recycling Collection” as follows”

*“Food Waste Recycling Collection” means the collection of food waste contained in the green bin provided by the City”*

5. That Section 3 definition of “Residential Dwelling” be amended as follows:

*“Residential Dwelling” means – Single Family Dwellings*

- Duplexes
- Triplexes
- Rowhouses, Townhouses, Gated Communities and Manufactured Home Parks

6. That Section 8 be amended to read as follows:  
*“Food Waste Recycling” will be collected by the Garbage Collector, on a weekly basis, on the day specified by the Garbage Collector. Garbage will be collected by the Garbage Collector on a bi-weekly basis, on a day specified by the Garbage Collector. Yard Waste will be collected on the dates specified each year by the Garbage Collector.”*

7. That Section 9 be amended to read as follows:

*“Every owner of a residential dwelling unit, as defined in this bylaw, shall provide and maintain in sanitary condition and in good repair, a container to contain garbage. The Garbage Collector will pick up one container of garbage weighing a maximum of 22kg, every two weeks, as outlined in “Schedule A” of this bylaw. Owners or occupiers of residential dwelling units, as defined in this bylaw may purchase “tag-a-bag” tags for all containers of garbage in excess of the one bag limit, outlined in Schedule A of this bylaw, and the Garbage Collector will pick up the extra tagged garbage on garbage collection days only.*

*Food Waste Recycling will be collected by the Garbage Collector in the container (Green Bin) provided by the City on a weekly basis. Yard waste will be collected by the Garbage Collector nine times per year, on the dates specified by the Garbage Collector.*

*Yard waste may be in a can without a lid weighing a maximum of 22 kg, in compostable paper bags weighing a maximum of 22 kg, or in bundles, weighing a maximum of 22kg, to a maximum of three such containers, bags or bundles. Each bundle of tree prunings must be three inches in diameter or less and three feet long tied in bundles not exceeding the equivalent of a garbage can.*

8. That Section 20 be amended to read as follows:

*“Due to the fact that the City must maintain the service to all residential properties, the fee for residential garbage collection service, including the collection of food waste recycling and yard waste, shall be collected for properties which may become vacant for a period of time during the billing year.”*

9. That Bylaw No. 1798, cited as “Residential Garbage Collection Regulation Bylaw No. 1798, 2006”, be amended by deleting “Schedule A” and replacing it with a new “Schedule A”, which is attached hereto and identified as “Appendix 1”.
10. This bylaw shall come into force and effect upon adoption.

Read a **FIRST** time this 20th day of August, 2012.

Read a **SECOND** time this 20th day of August, 2012.

Read a **THIRD** time this 20th day of August, 2012.

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

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

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

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

I hereby certify the foregoing to be a true copy of Bylaw No. 1937 as passed by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_, 2012.

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

**Schedule A**

**SCHEDULE OF RATES AND CHARGES**

|                                        |                                                                                                              |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Residential Garbage Collection Service | \$10.00 per month<br>(\$20.00 bi-monthly)<br>Per residential<br>dwelling unit as<br>defined in this<br>bylaw |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------|

Residential Garbage Collection Service includes:

- Maximum of one (1) container or bag every second week of garbage as defined in this bylaw.
- Green Bin provided by the City, with food waste recycling material will be collected every week.
- Yard waste collection will be collected 9 times per year

|                                                                                        |                    |
|----------------------------------------------------------------------------------------|--------------------|
| "Tag-A-Bag" tags for bags of garbage in excess<br>Of the one-bag limit every two weeks | 6 tags for \$18.00 |
|----------------------------------------------------------------------------------------|--------------------|



**COPY**

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

**DATE** : **August 7, 2012**

**TOPIC** : **Bylaw 1937 – Residential Garbage Collection Rates and Regulations Amendment Bylaw**

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

**PROPOSED BY** : **Chief Administrative Officer**

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**SUMMARY:**

In May of this year, Council determined to expand the food waste recycling (green bin) service to all City residential garbage collection customers, and further directed Staff to review the existing Residential Garbage Collection Rates and Regulations bylaw and bring forward a new bylaw with new rates and regulations for the provision of the green bin service. To that end, attached is a Staff report outlining all the amendments required for the new service. Also attached is Bylaw No. 1937 which is presented to Council for three readings. Bylaw No. 1937 contains new rates and regulations as previously discussed with Council and which are the detailed in the Staff report attached.


The Community Charter gives municipalities the authority to operate garbage collection services, and implement rates, terms and conditions under which the service will be provided and supplied to all users and to amend these rates, terms and conditions, by bylaw. Bylaw No. 1937 proposes to amend the rates charged to the users of the city's residential garbage collection service. Bylaw 1937 is now presented for the first three readings.

**STAFF RECOMMENDATIONS:**

Council gives first, second and third reading to Bylaw No. 1937.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The Community Charter covers the requirements for this Bylaw.

  
Department Head or CAO

  
Reviewed by Chief Administrative Officer



## ***CITY OF GRAND FORKS MEMORANDUM***

**COPY**

**DATE :** August 2, 2012

**TO :** Mayor and Council

**FROM :** Chief Administrative Officer

**SUBJECT:** Residential Garbage Collection Bylaw – Rates and Green Bin Regulations

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### **Background:**

At the Regular Meeting on May 28, 2012, Council determined to expand the kitchen waste collection program to all of the City's garbage collection service customers and further directed to Staff to review the Residential Garbage Collection Bylaw to determine appropriate garbage collection rates as well as any administrative bylaw changes required.

### **Key Issues:**

1. The decision to provide "Food Waste Recycling" or Green Bin service has already been made by Council. This report focuses on the amendments required to the Residential Garbage Collection Bylaw.
2. The new service regulations will focus on encouraging residents to separate recyclables, and now food waste recycling from "garbage" needing to be land filled.
3. The garbage collection service will be expanded to include gated communities and manufactured home parks.
4. Yard Waste Collection will continue to be picked up 9 times per year, but the new bylaw intends to prohibit the use of plastic bags.
5. Food Waste Recycling (green bin) will be collected weekly, while "garbage" needing to be land filled will be picked up every other week, and blue bag recycling will be picked up every other week.

6. “garbage needing to be land filled will be limited to one bag every two weeks, as opposed to two bags of garbage every week as is the case now.
7. Garbage collection service fee will increase by \$1.00 per month, from \$9.00 per month or \$108.00 per year to \$10.00 per month or \$120.00 per year.

### **Discussion:**

Based on the mainly positive experience of the Val Mar pilot project, Council has determined to move ahead in providing the green bin service to all other residential garbage customers in the City. The bylaw intends to expand this residential customer base by including residents of gated communities as well as manufactured home parks. This will include Clifton Estates, the Gables, Parkside Villa, and Triangle Gardens, which currently are not receiving garbage collection services from the City.

The bylaw provides for a new definition of “Garbage” – amended to exclude food waste recycling, as well as blue bag recyclables and yard waste. There is also a new definition of “Food Waste Recycling” which has been drafted to include all listed items for the green bin as outlined in the Regional District material.

Section 8 of the bylaw has been amended to outline that food waste recycling will be collected by the Garbage collector on a weekly basis, on the day specified by the Garbage collector. Garbage (to be land filled) will be collected on a bi-weekly basis as specified by the Garbage collector. While it is the intention that the blue bag recycling will be continue to be collected on a bi-weekly basis, this is not part of the bylaw amendment because recycling is a regional district program and not part of a City of Grand Forks service. As it is now, garbage is collected weekly and every other week the blue bag recycling is collected. The new bylaw envisions that the green bin will be collected weekly, with garbage collected every other week and blue bag recycling collected every other week.

Section 9 has been amended to outline that garbage in the garbage can or in the green garbage bags will be limited to one bag, maximum of 22kg, every two weeks, as most of the garbage is now in the green bin or blue bag recycling. The experience in Val Mar suggests that 40% of the existing garbage collected is green bin material, and once removed, the “garbage” (needing to be land-filled) will be a very small amount. Should a resident choose not to separate out the food waste recycling and use the green bin, they can purchase “tag-a-bag” tags for all garbage bags over the one bag limit, and this additional garbage will be collected on the appropriate garbage pickup day every other week. The cost of “tag-a-bag” tags has been increased from \$1.00 a bag to \$3.00 per bag to reflect the cost that the City is charged to tip the extra garbage at the landfill.

Yard waste collection provisions have been amended to require that all waste be put directly into garbage cans or in compostable paper bags, avoiding the use of plastic bags. The contractor has to stop and take the yard waste out of the plastic bags and the used

COPY

bags end up in the landfill. It should be noted that the bylaw does not discourage the practice of back-yard composting. This is a good practice that should continue if residents are used to doing it. However there are a number of items that can be put into the green bin that could never be composted in a back-yard composting unit.

The Regional District of Kootenay Boundary operates the garbage collection service for the City of Grand Forks, and this includes the new green bin program. The RDKB will deliver the green bins and printed materials on what to put in the green bin to residential customers during the month of September. Beginning October 1<sup>st</sup>, the green bin collection program will begin, on residents' normal garbage pickup day. The regional district is hoping to hold public meetings to discuss how the service will operate. An educational component has been built into the program.

#### **Options:**

**Option One: Council receives the Chief Administrative Officer's report, dated August 2<sup>nd</sup>, 2012, regarding an amendment to the Residential Garbage Collection Bylaw, New Rates and Green Bin Regulations, and determines to proceed with Bylaw No. 1937.** This option will see Council provide for the new rates and regulations to accommodate the food waste recycling (green bin) and other garbage and recycling collection service.

**Option Two: Council receives the Chief Administrative Officer's report, dated August 2<sup>nd</sup>, 2012, regarding an amendment to the Residential Garbage Collection Bylaw, New Rates and Green Bin Regulations for information.** Inasmuch as Council has already determined to proceed with the new green bin service to all of City's garbage collection customers, this option does not make much sense. This option would simply see no change in the rates or regulations.

#### **Summary:**

The proposed bylaw for new rates and regulations for the residential garbage collection service is an amendment bylaw, proposed to amend the existing garbage collection service Bylaw No. 1798, adopted back in 2006. This bylaw will be presented to Council for three readings at the Regular Meeting in August.

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Chief Administrative Officer

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

**COPY**

**DATE** : May 22, 2012

**TOPIC** : Green Bin Kitchen Food Waste Collection

**PROPOSAL** : Expansion of the Val Mar Green Bin Kitchen Food Waste Collection Pilot Project to all Residential Garbage Collection Customers in the City of Grand Forks

**PROPOSED BY** : RDKB / Resource Recovery Coordinator

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**SUMMARY:**

Council is aware of a Pilot Project currently being conducted in the Val Mar subdivision on a Green Bin Kitchen Food Waste Collection Program. The program is being run by the Regional District of Kootenay Boundary as part of their regional Solid Waste Service. Council is now being asked to determine if the program should be expanded to include all residential garbage collection customers in the City of Grand Forks.

**BACKGROUND:**

As the solid waste management provider for the City of Grand Forks, the Regional District undertook the tendering of the City's Residential Garbage Collection program early last year, as the previous 5 year contract was due to expire June 30, 2011. The tender also included the regional district's collection of recyclables, the City's collection of yard and garden waste, and the curbside collection of kitchen food waste. The kitchen organics collection was a new service and it was determined that a pilot project should be conducted to determine the public's support of the service prior to implementing it city-wide. To that end, the new contractor Kettle Valley Waste, agreed to perform the first year of the 5 year contract, beginning July 1, 2011, under the terms and conditions of the previous garbage service. In January, 2012, the Val Mar Green Bin Kitchen Food Waste Collection pilot project was implemented. Last month, Mayor Taylor had an opportunity to personally visit some of the residences receiving the service, and Staff has received a few comments from residents who are really appreciating the service. Except for minor glitches which were resolved right at the beginning of the pilot project, City Hall has received no negative comments or complaints regarding the service.

The benefit of the Green Bin Kitchen Food Waste Collection is being realized in the pilot project. Residential Garbage Collection has been reduced by 50%, which means that the tipping fees paid by the City for depositing garbage in the landfill are also reduced by 50%. Kitchen Food Waste in the landfill not only adds to the garbage buried in the landfill, it also produces methane gas in the landfill, which not only impacts our environment but can actually be very dangerous. Diverting the kitchen food waste and composting the material dramatically reduces the methane gas in the landfill and at the same time provides material to be used as landfill cover.

The pilot project involves the contractor, Kettle Valley Waste, collecting green bin (kitchen food waste), which includes a long list of items that originate from either a plant or an animal, on a weekly basis. Every other week, the contractor will pick up either blue bag recyclables, or residual garbage, whichever



is scheduled for that week, but the green bin is collected weekly. Attached to this report is a brochure produced by the Regional District of Kootenay Boundary for the residents involved in the ValMar Green Bin Kitchen Food Waste Collection Pilot Project. It outlines what goes in the green bin and what goes in the traditional garbage. With recycling and now the green bin, the amount of garbage going into the landfill is being reduced dramatically and in the end will extend the life of the landfill saving taxpayers money.

#### DISCUSSION:

Our contract for garbage collection lists 1527 single-family homes in Grand Forks. Currently approximately 128 of those homes, located in the Val Mar subdivision, are receiving the kitchen food waste collection service. The capital cost of bins for the pilot project in Val Mar was paid for by the Regional District. The City will need to front the capital cost of purchasing the green bins, and the "kitchen collector bins" for the expanded service. The City currently provides the following services to 1527 garbage service customers:

|                                                            |                  |
|------------------------------------------------------------|------------------|
| Yard and Garden Waste Pick-up (9 times per year)           | \$ 23,011.89     |
| Residential Garbage Collection (once per week)             | 97,943.31        |
| Landfill Tipping fees payable for 2011 (\$80.00 per tonne) | <u>46,161.50</u> |
|                                                            | \$167,116.70     |

This equates to approximately \$109.00 per customer per year. The City is currently charging \$108.00 per year or \$9.00 per month. The reason for the slight difference between the expenses and revenue is due to a 2011 increase in tipping fees charged by the regional district. The tipping fees will be going up again as of June 1, 2012, from \$80.00 per tonne to \$95.00 per tonne. If Council determines to remain with the same service, without the expansion of the kitchen waste collection program, there will need to be an increase in garbage service fees to accommodate the anticipated increase in tipping fees effective June 1, 2012. The estimated increase in garbage collection fees is \$7.00 per year, from \$108.00 per year to \$115.00, based on the existing level of service.

Should Council determine to expand the kitchen waste collection program to all of the City's residential garbage customers, the following are the estimated annual costs:

|                                                                                                                          |                  |
|--------------------------------------------------------------------------------------------------------------------------|------------------|
| Yard and Garden Waste Pick-up (9 times per year)                                                                         | \$ 23,011.89     |
| Residential Kitchen Waste Collection and Garbage Collection                                                              | 113,060.60       |
| Estimated Tipping fees (@ \$95.00 per tonne, based on the Val Mar Experience of reducing garbage to the Landfill by 50%) | <u>30,000.00</u> |
|                                                                                                                          | \$166,072.49     |

It is estimated that the expanded kitchen waste collection will cost about the same as the garbage collection service we currently have, based on the new tipping fees of \$95.00 per tonne. This estimate assumes that the diversion rates of land-filled garbage will be equal to the Val Mar experience of a 50% reduction in land-filled garbage and therefore a 50% reduction in payable tipping fees to the Regional District. \$115.00 per customer per year will achieve the revenue required to provide the Yard and Garden Waste pick-up, the Residential Kitchen Waste Collection and Residual Garbage Collection, and accommodate the estimated reduced tipping fees required.

Not included in the above estimated rates for the expanded kitchen waste collection service is the cost of the green bins. This cost is estimated to be \$82,800.00, based on recent quotes obtained by the RDKB. This will include the 80L green bin, and the 7.4L kitchen caddy. The bins have a shelf life of 10-12 years. The capital cost of the bins could be realized with an 11 year payback of \$5.00 per year per customer. This means that garbage collection rates would be increased to \$120.00 per year. This increase amounts to an increase of \$12.00 per year, or \$1.00 per month. Council will need to determine

to fund this cost by increasing the garbage rates, or alternatively fund the acquisition of the bins from some other source.

The Regional District is committed to providing one staff person to coordinate the bin delivery service and communication materials for the start up and follow-up (2 months). They will need the City's assistance in distributing the green bins. Should Council determine to move forward with this program, this needs to be communicated to the RDKB by the end of May or early June in order that the bins can be ordered and the public education program implemented. The reality of collecting green bin kitchen waste would not be before mid September or early October.

#### **STAFF RECOMMENDATIONS:**

**Option:** Council determines to expand the kitchen waste collection program to all of the City's garbage collection service customers, and further directs Staff to review the Residential Garbage Collection Bylaw to determine appropriate garbage collection rates as well as any administrative bylaw changes required.

#### **OPTIONS AND ALTERNATIVES:**

**Option 1:** Council continues with the Residential Garbage Collection Program which is currently in effect. This option proposes to remain with the Status Quo. Residents will continue to have their garbage collected once per week, and be allowed to put out 2 bags or 2 cans of garbage at a time. An amendment to the garbage collection bylaw will need to be dealt with in order to increase rates to accommodate the increase in tipping fees effective June 1st.

**Option 2:** Council determines to expand the kitchen waste collection program to all of the City's garbage collection service customers, and further directs Staff to review the Residential Garbage Collection Bylaw to determine appropriate garbage collection rates as well as any administrative bylaw changes required. This option proposes to expand the current kitchen waste, green bin program to all of the City's garbage collection service area, not just the pilot project area. This option will involve a public education program, the ordering of the required green bins, and an amendment to the garbage collection bylaw to increase rates to accommodate the increase in tipping fees charged effective June 1<sup>st</sup>, as well as the funding of the green bins for use in the service.

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

**Option 1:** Council continues with the Residential Garbage Collection Program which is currently in effect. This option proposes to remain with the Status Quo. The advantage to this option is there is no change in service for the customer. The disadvantage to this option is that the City's garbage customers will not be provided the green bin service. Other disadvantages to the City with this option, include the amount of garbage being land-filled as opposed to being composted and reused, and the continued generation of methane gas which occurs naturally as we landfill organic waste. With this option, the life of the landfill will be reduced which is an enormous cost to taxpayers. While some may see an advantage to this option, as the customer will not have to separate out the kitchen waste material from regular garbage, in the long term this is not a sustainable option. This option does not support the Regional District's Solid Waste Management Plan, which calls for the reduction of land-filled garbage, nor does it support the City's Sustainable Community Plan which calls for a reduction in green house gas emissions. This option will require an increase in annual garbage rates to accommodate the



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increase in landfill tipping fees. The proposed annual garbage rates for this option will be an increase from \$108.00 per annum to \$115.00 per annum.

**Option 2: Council determines to expand the kitchen waste collection program to all of the City's garbage collection service customers.** The advantage to this option is that all of the City's residential garbage collection customers will be provided with the green bin kitchen waste collection service. This service has proven to be very popular in the Val Mar pilot project area. There is also the advantage of extending the life of the landfill as we have determined from the pilot project, that residential garbage being land-filled will be reduced by as much as 50%. Composting the kitchen waste material collected in the green bin will provide for much needed landfill cover. The only disadvantage to this program is that our garbage collection service customers will have to get used to separating out the kitchen waste into the green bin. While the green bin will be collected on a weekly basis, the residual garbage will only be collected every two weeks. This option will require an increase in annual garbage rates from \$108.00 per annum to \$115.00 per annum. This option will also require Council to determine the funding for the cost of providing the green bin and kitchen caddy. It will require an uplift in the annual rate or alternatively Council will need to determine a source of funding for the green bins.

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

Garbage rates will need to be increased with either Option 1 or Option 2. With Option 1, the status quo, the rate will need to be increased by \$7.00 per year, from \$108.00 per year to \$115.00 per year. With Option 2, the kitchen waste collection option, the rate will need to be increased by \$7.00 per year, from \$108.00 per year to \$115.00 per year. With Option 2, Council will need to determine to either increase the annual rate even further to fund the acquisition of the green bins, or find another source of funding.

#### **STRATEGIC PLAN IMPLICATIONS:**

The 2012-2014 Corporate Strategic Plan outlines the goal, Regional Services Integration. Under this goal, several regional tasks were outlined, including waste management. The kitchen organics (green bin) program is part of this waste management plan.

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

The City provides residential garbage collection services in accordance with the Community Charter. The Regional District manages the Landfill and operates a Regional Waste Management Program in accordance with the Local Government Act and the Waste Management Act.

  
Department Head or CAO

  
Reviewed by Chief Administrative Officer

COPY



## THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

To: All Valmar Residents

Dec 7, 2011

The Regional District of Kootenay Boundary (RDKB), together with the City of Grand Forks, is committed to improving garbage and recycling programs for all residents.

We know that 40% of the garbage that is buried in the Grand Forks Landfill contains food scraps or 'organic' material. This material represents a long-term problem in the landfill and a wasted resource.

In order to reduce the amount of garbage buried in the Grand Forks Landfill, the Regional District of Kootenay Boundary is moving towards a 'Green Bin' curbside collection program similar to other municipal programs across Canada. This program will help recycle kitchen 'food scraps' like vegetables, leftovers and meat scraps, and other wood/plant material like paper towels.

The Regional District of Kootenay Boundary and staff from Kettle Valley Waste will be introducing this new program to Valmar residents as a pilot project. Our intention is to test this service in a neighbourhood that will be able to provide useful feedback as we prepare to bring this program to all residents of Grand Forks.

### How will it work in Valmar?

Your present curbside collection day is Wednesday and that will remain the same.

The requirements and opportunities for garbage collection and recycling will remain the same. In addition, you will be provided with a Green Bin on wheels and a kitchen bucket for Food Scraps. This Food Scraps bin will be collected at your curbside EVERY WEEK.

As well, every week alternating, either your recycling material, OR your garbage bag will also be collected. You will be presented with a schedule that describes which day each of these will be collected. This schedule will also be posted on the RDKB website.

### When will it start?

During the week of January 9, 2012 we will be delivering green carts and kitchen bins to all residents along with instructions on their use. If you will not be around during regular business hours that week, please let us know and we will make other arrangements to ensure that all your questions are addressed. The first scheduled collection date for your green bin is January 18, 2012.

If you have any questions, please visit our webpage: [www.rdkb.com](http://www.rdkb.com) and click on the Valmar Pilot Project under Hot Topics.

<http://www.rdkb.com/HotTopics/OrganicsCollectionProgram.aspx>

For more information contact, Tim Dueck, RDKB Solid Waste Program Coordinator

E-mail: [tdueck@rdkb.com](mailto:tdueck@rdkb.com)

Phone: 250.368.0231 Toll Free: 1.800.355.7352



**COPY**

**21 U.S. gal.**

**80 L**

**The best fit for food waste collection**



**Colors (Standard)**

GREEN

BLUE

CHARCOAL

BROWN

LIGHT GREY

BLACK

**Available options**

• With/or without latch



• Standard lip for American and European grips

• Available with or without molded-in plastic catch bar

• Choice of 5" or 8" rubber wheels

**70 YEARS  
OF EXPERTISE**  
in design and  
manufacturing

**MORE THAN  
JUST  
PRODUCTS**  
we offer  
customized  
solutions

**STRONG,  
DURABLE AND  
GUARANTEED  
COMPONENTS**  
designed for the  
North-American  
climate



**Our vision for a better future!**  
IPL is committed to reducing  
the environmental impact related  
to all of its activities



**Better products in plastic®**



**21 U.S. gal. 80 L**

The best fit for food waste collection

## KEY FEATURES

- Strong and durable cart.
- IPL's injection process uses high density polyethylene (HDPE) that yields precise design and consistent thicknesses.
- UV stabilized against long-term effects of the sun.

## WHEELS

- Solid steel axle, yellow zinc-plated against corrosion.
- Wheels snap on without tools.

## BODY

- 100% recyclable.
- Unibody design requires no bolts or holes and does not leak.
- Designed for maximum wind stability.
- Easy to handle.

## LID

- Advanced lid hinge design offers a tight seal that keeps pests and weather out and trash in.
- Multilingual user instructions on the lid.
- With/without latch.

## TRACKING

- RFID technology and/or bar code option for quick identification.

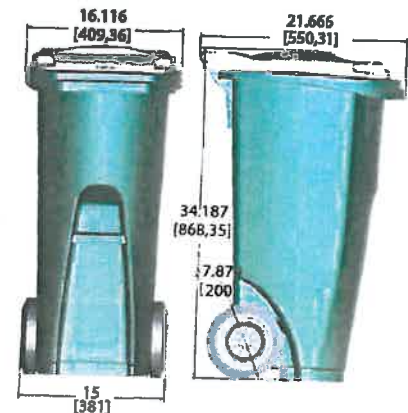
## DECORATION

- Multicolor hot stamping, sequential serial numbers and bar coding.

## WARRANTY

- 10-year limited warranty.
- 20-year life expectancy; designed for the worst weather conditions.
- Most durable cart in North America.
- Meets all American National Standards Institute requirements for safety and lifter system compatibility, (ANSI Z245.30 and Z245.60).

## OPTIONS



Organic™  
Option™

33™  
Option™

id™  
Option™

## TECHNICAL SPECIFICATIONS

| PRODUCT CODE                          | 60218                            |         |
|---------------------------------------|----------------------------------|---------|
| Specifications                        | 21 U.S. gal.                     | 80 L    |
| Cart & lid dimensions                 |                                  |         |
| Depth                                 | 21 5/8 in.                       | 54.9 cm |
| Width                                 | 16 1/8 in.                       | 40.9 cm |
| Height                                | 34 3/16 in.                      | 86.8 cm |
| Wall thickness                        | 0.130 in.                        | 0.33 cm |
| Rubber wheel diameter                 |                                  |         |
| Standard #6410237                     | 8 in.                            | 20 cm   |
| Optional wheel                        | 5 in.                            | 12.7 cm |
| Wheel/Axe 7/8 in.                     | 14.2 in.                         | 36.1 cm |
| Weight with standard wheels (approx.) | 16.6 lbs.                        | 7.6 kg  |
| Raw material                          | High density polyethylene (HDPE) |         |
| Recycling code                        | 2                                |         |
| Bottom wear strips                    | 1 1/4 in.                        | 3.2 cm  |
| Catch bar                             | Plastic                          |         |
| Lid                                   | With/without latch               |         |
| Cart load rating                      | 75 lbs.                          | 34 kg   |
| Dimensions may vary +/- 2%            |                                  |         |

## SHIPPING INFORMATION

|                                     | Qty                | Units/stack |
|-------------------------------------|--------------------|-------------|
| * T/L quantity (53")<br>Unassembled | 1584               | 9           |
| Collection system                   | System recommended |             |

\* May vary depending on the type of transportation and installations at the delivery site.

## PRINTABLE AREA

|            |               |                   |
|------------|---------------|-------------------|
| Side cart  | 9 in. x 9 in. | 22.9 cm x 22.9 cm |
| Front cart | 8 in. x 8 in. | 20.3 cm x 20.3 cm |
| Top of lid | 5 in. x 8 in. | 12.7 cm x 20.3 cm |

## COLORS (STANDARD)

|              |             |                 |              |              |
|--------------|-------------|-----------------|--------------|--------------|
| Green<br>363 | Blue<br>285 | Charcoal<br>447 | Brown<br>462 | Black<br>099 |
|--------------|-------------|-----------------|--------------|--------------|

Other colors available upon request.



Better products in plastic®

www.ipl-plastics.com  
1-800-463-0270



## Organics Containers

---



### **Product Details:**

Product ID: NPL 290 Kitchen Collector

Dimensions (L x W x H)

12" x 8.5" x 8.5"

Snap Latch

Keeps odours in and flies out

Capacity 7.2 litres

### **Norseman Source Separation Organics Kitchen Container.**

Norseman equips residents with an attractive, convenient, full-featured kitchen collection bin of the right size and shape. Our plastic containers are key to realizing successful Source Separated Organics and Backyard Composting programs.

### **FEATURES**

- 70 degree throw back stays open while emptying
  - 360 degree double rim closure
  - Dishwasher safe
  - Strong, ergonomically designed handle for easy carrying and emptying
  - Wide bottom grip facilitates emptying
- 

ECOTAINER SALES INC.

2253 HARBOURGREENE DR., SURREY, BC V4A 5J3

PHONE: (604) 535-7293, TOLL FREE: (800) 561-6525

EMAIL: [tom@ecotainer.ca](mailto:tom@ecotainer.ca)

## Organics Containers

---



### Product Details:

Product ID: NPL 280

Dimensions (L x W x H) : 12" x 11" x 27"

Snap Latch: 9 lb pull force

Capacity – Volume: 13 gallon

Capacity - Weight Load: 20 kg or 40 lb\*

## Green Bin with castors

---

### The Green Bin Is:

- A high-quality Source Separated Organics curbside container ergonomic, resilient, and collector friendly
- Feature-packed to ensure resident embracement
- Right-sized for successful, comprehensive waste reduction programs
- Supported with expertise in program planning, promotion, education, rollout, and distribution
- The only SSO container that promotes clean compost

### FEATURES

- 270 degree throw back stays open while emptying
- 360 degree double rim closure
- Upper rim side handles for additional strength
- Wide bottom grip facilitates emptying
- Include 3" diameter PP casters
- BPA free

\*Bin designed for manual collection, so load capacity is determined by worker safety guidelines

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EMAIL: [tom@ecotainer.ca](mailto:tom@ecotainer.ca)



# Users Guide to the Green Bin

The RDKB has contracted Kettle Valley Waste to test a Green Bin Kitchen Food Waste collection service for residents of the Valmar subdivision.

**Schedule:** Kettle Valley Waste will collect this Green Bin EVERY WEDNESDAY. As well, EITHER your Garbage or Recycling (blue bag) will be collected at the same time (alternating weeks). Please refer to the collection schedule on the reverse.

This Pilot Project is scheduled until July when a decision will be made as to whether to expand this service to all Grand Forks residents.

**In your Kitchen:** The RDKB has provided each home with a beige kitchen bucket. This bucket can be mounted on the inside of a cupboard or placed beside your blue box and garbage can.

The RDKB has supplied each home with a sample pack of paper bucket liners. These may be useful to help keep the bucket clean. Additional bags can be purchased at local hardware/grocery stores.

**The Green Bin:** Store the Green Bin in an area where animals cannot access it. The Green Bin will contain the same material as would have been in your garbage so it won't smell any more or less.

Please place your Green Bin at the curb where you would normally place your garbage/recycling.

As with your garbage can, please do not put your green bin out until the morning of collection. Bins left on the street overnight WILL attract animals.



## Try this at home:

- Line your kitchen bucket with newspaper, paper bags or a hand towel. Plastic bags or 'compostable plastic bags' are not allowed.
- Rinse the green bin and kitchen bucket after each use.
- Many 'yuck' problems are caused by excessive moisture content in the food. Try to restrict the amount of fluids you put in the bucket/bin.
- With 1/2 of your 'waste' going to recycling and 40% going to your green bin, you may be able to downsize your garbage can!

More info? [www.rdkb.com](http://www.rdkb.com) or 1.800.355.7352



## THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

**DATE** : August 28<sup>th</sup>, 2012  
**TOPIC** : Bylaw 1940 – City Park Municipal Campground Charges  
**PROPOSAL** : Final Reading  
**PROPOSED BY** : City Staff

---

### **SUMMARY:**

At the Regular Meeting of Council on August 20<sup>th</sup>, 2012, Council gave three readings to Bylaw No. 1940, City Park Municipal Campground Charges Bylaw. This bylaw provides for the establishment of fees and charges to be charged in the municipal campground for the year 2013. The bylaw is now presented for final reading.

### **STAFF RECOMMENDATIONS:**

Council proceeds with final adoption of Bylaw No. 1940.

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

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



Department Head or Corporate Officer  
or CAO



Reviewed by Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 1940**

**A Bylaw to Amend the City of Grand Forks  
Municipal Campground Regulation Bylaw No. 1812**

**WHEREAS** the *Community Charter* empowers Council to acquire, accept and hold any property in the Municipality for pleasure, recreation or community uses of the public and to make regulations governing the management, maintenance, improvement, operation, control and use of such property;

**AND WHEREAS** Council deems it necessary and expedient to amend the fees & charges for camping in the City Park Municipal Campground;

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

1. This bylaw may be cited as the **“City of Grand Forks Municipal Campground Regulation Amendment Bylaw No. 1940, 2012”**.
2. That Bylaw No. 1812, cited as “City Park Municipal Campground Regulation Bylaw No. 1812, 2007” be amended by deleting “Schedule A” and replacing it with a new “Schedule A”, which is identified as “Appendix 1” and attached to this bylaw.
3. That this Bylaw shall come into force and effect as of the start of camping season in 2013.
4. All persons using the facility area known as City Park Municipal Campground, must pay the fees as identified in Schedule “A”.

Read a **FIRST** time this 20<sup>th</sup> day of August, 2012.

Read a **SECOND** time this 20<sup>th</sup> day of August, 2012.

Read a **THIRD** time this 20<sup>th</sup> day of August, 2012.

**FINALLY ADOPTED** this \_\_\_\_\_ day of September, 2012.

---

Mayor Brian Taylor

---

Corporate Officer

**CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1940, cited as "City of Grand Forks Municipal Campground Regulation Amendment Bylaw No. 1940, 2012", as passed by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

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

**SCHEDULE "A"**  
**to Bylaw 1940**

**RATE PER NIGHT**

|                                            |         |
|--------------------------------------------|---------|
| Tenting                                    | \$18.00 |
| RV Parking – No Hook-ups                   | \$23.00 |
| RV Parking – Water, Sewer & 50 AMP service | \$33.00 |

- Rates are "peak" season and are subject to change as deemed necessary by the Chief Administrative Officer
- All rates include applicable taxes
- 48 hour cancellation policy
- If no cancellation lose 1 day's fee

**COPY**

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

**DATE** : **August 7, 2012**  
**TOPIC** : **Bylaw 1940 – City of Grand Forks Campground Fees**  
**PROPOSAL** : **First Three Readings**  
**PROPOSED BY** : **Chief Administrative Officer**

---

**SUMMARY:**

Every year, City Staff, in consultation with the Staff at the Visitors Centre, review the rates charged in the municipal campground, as the deadline for inclusion in the BC Accommodation Guide is mid August. While there is no recommendation from Staff to provide for a substantial increase in fees, we are requesting that Council consider changing the bylaw to reflect that all fees charged include applicable taxes. This is a housekeeping matter designed to make things easier for our Campground Staff in collecting campground fees which are subject to provincial and federal taxes, such as HST and GST. Currently rates in the campground are set at \$16.00 + taxes for tenting, \$20.00 + taxes for RV's with no hook-up, and \$29.00 + taxes for RV's with water, sewer, & 50 amp service. We have rounded the total price, including the fee and the taxes, to the nearest dollar, and would suggest that the following rates be charged in the campground, effective in 2013, and that these rates be advertised in the BC Accommodation Guide:

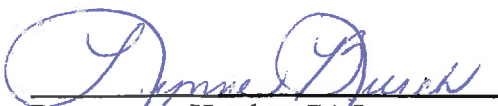
Tenting - \$18.00  
RV Parking, no hook-ups - \$23.00  
RV Parking, water, sewer, and 50 amp service - \$33.00


**STAFF RECOMMENDATIONS:**

Council proceeds with the first three readings of Bylaw No. 1940.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The Community Charter requires that a municipality must have a bylaw to set user fees.

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

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

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

**DATE** : August 27<sup>th</sup>, 2012

**TOPIC** : Bylaw 1941 – 2013 Annual Tax Exemption Bylaw

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

**PROPOSED BY** : City Staff

---

### **SUMMARY:**

At the Regular Meeting of August 20<sup>th</sup>, 2012, Council gave Staff direction to draft the 2013 Annual Tax Exemption Bylaw and to include the following applicants in the bylaw:

1. Grand Forks Senior Citizens Society Branch 143 (Slavonics)
2. Grand Forks Hospital Auxiliary (Thrift Shop)
3. Grand Forks Senior Citizens Society Branch 68 (City Park)
4. Sunshine Valley Little People's Centre
5. Royal Canadian Legion Branch 59
6. Harmony Lodge Freemasons (Masonic Hall)
7. Grand Forks Wildlife Association (Wildlife Hall)
8. Abbeyfield Centennial House
9. Boundary Lodge Assisted Living

The draft Year 2013 Annual Tax Exemption Bylaw No. 1941 is now ready for presentation to Council. Council may now consider three readings of the bylaw.

### **STAFF RECOMMENDATIONS:**

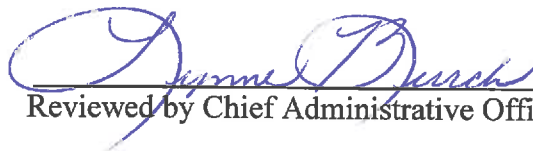
Council gives first, second and third reading to Bylaw No. 1941.

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

The Community Charter provides the authority for Council to provide tax exemption to certain properties under conditions outlined in the Community Charter.



Department Head or Corporate Officer  
or Chief Administrative Officer



Reviewed by Chief Administrative Officer



THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1941

**A Bylaw to Exempt from Taxation Certain Parcels of Land  
Used for Religious Worship Purposes, Hospital Purposes,  
Recreation Purposes and Charitable or Philanthropic Purposes  
Pursuant to the Provisions of the Community Charter**

---

**WHEREAS** it is deemed expedient to exempt certain parcels of land from taxation for the fiscal year ended December 31, 2013;

**AND WHEREAS** subject to the provisions of Section 220 of the Community Charter, a building set apart for public worship and the land on which the building stands and a building set apart and used solely as a hospital under the Hospital Act together with the land on which the building stands is exempt from taxation to the extent indicated;

**AND WHEREAS** subject to the provisions of Section 224 of the Community Charter, the Council may, prior to the 31st day of October in any year, by bylaw, exempt any lands and improvements owned or held by an athletic or service club or association and used principally as a public park or recreation ground or for public athletic or recreational purposes; or may exempt any lands and improvements not being operated for profit or gain and owned by a charitable or philanthropic organization and used exclusively for charitable or philanthropic purposes;

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

1. Pursuant to Section 220 of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31, 2013 with respect to land and improvements, the following parcels of land:
  - Lots 1 and 2, Block 36, District Lot 108, S.D.Y.D., Plan 72, located at **920 Central Avenue** as shown outlined in bold on a sketch attached hereto and marked as Schedule "A" (**United Church**); and
  - That portion of Lot 1, District Lot 520, S.D.Y.D., Plan 8653, except Plan H-17064, located at **2826 75<sup>th</sup> Avenue** and described as follows - Commencing at the most northerly corner of said Lot 1; thence southeasterly following in the easterly limit of said Lot 1 for 35.50 metres, thence southwesterly, perpendicular to the said easterly limit, for 30.00 metres, thence northwesterly, parallel with the said easterly limit, for 35.50 metres more or less to the intersection with the

northerly limit of said Lot 1, thence northeasterly, following in the said northerly limit for 30.00 metres more or less to the point of commencement and containing an area of 1,065 square metres, more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule "B" (**Pentecostal Church**); and

- Lots 30, 31, and 32, Block 36, District Lot 108, S.D.Y.D., Plan 72 located at **7249 9th Street** as shown outlined in bold on a sketch attached hereto and marked as Schedule "C" (**Catholic Church**); and
- That portion of Parcel D (KM26760), Block 24, District Lot 108, S.D.Y.D., Plan 23; located at **7252 7th Street** as shown outlined in bold on a sketch attached hereto and marked Schedule "D" (**Anglican Church**); and
- That portion of Lot G, District Lot 380, S.D.Y.D., Plan KAP56079, located at **7048 Donaldson Drive** and described as follows - commencing in the southerly boundary of said Lot G distant 13 metres from the most westerly corner of said Lot G: thence northerly, parallel with the westerly boundary of said Lot G, for 38.1 metres more or less to intersection with the northerly boundary of said Lot G, thence easterly following in the northerly boundary of said Lot G for 71 metres, thence southerly, parallel with the said westerly boundary, for 38.1 metres more or less to intersection with the said southerly boundary, thence westerly, following in the said southerly boundary for 71 metres more or less to the point of commencement and containing 2705 square metres as shown outlined in bold on a sketch attached hereto and marked as Schedule "E" (**Mennonite Brethren Church**); and;
- That portion of Parcel A, (X23915), Block 16, District Lot 380, S.D.Y.D., Plan 35 located at **7328 19th Street** and described as follows - commencing at the most southerly corner of said Parcel "A"; thence northwesterly following in the westerly limit of said Parcel "A", for 17.00 metres; thence northeasterly, perpendicular to the said westerly limit for 24.60 metres; thence southeasterly, parallel with the said westerly limit for 17.00 metres more or less to intersection with the southerly limit of said Parcel "A"; thence southwesterly following in the said southerly limit for 24.60 metres more or less to the point of commencement and containing an area of 418.2 square metres more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule "F" (**Christ Lutheran Church of Grand Forks**); and

- That portion of Lot 1, District Lot 108, S.D.Y.D., Plan KAP45199 located at **7525 4th Street** and described as follows - commencing at the most easterly corner of said Lot 1; thence northerly following in the easterly limit of said Lot 1, for 23.20 metres; thence westerly, parallel with the southerly limit of said Lot 1, for 29.00 metres; thence southerly, parallel with the easterly limit of said Lot 1, for 23.20 metres more or less to intersection with the said southerly limit; thence easterly following in the said southerly limit; thence easterly following in the said southerly limit for 29.00 metres more or less to the point of commencement and containing 672.8 square metres more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule "G" (**Grand Forks Christian Centre Church**); and
  - Commencing at a point in the westerly boundary of Lot 2, District Lot 520, S.D.Y.D., Plan KAP53800, located at **7680 Donaldson Drive** and described as follows - distant 28.6 metres from the most southerly corner of said Lot 2: thence northerly following in the westerly boundary for 25.1 metres, thence easterly, perpendicular to the said westerly boundary for 35.05 metres more or less to intersection with the easterly boundary of said Lot 2, thence southerly following in the said easterly boundary for 25.1 metres, thence westerly, perpendicular to the said westerly boundary for 35.05 metres more or less to the point of commencement and containing 880 square metres more or less as shown outlined in bold on a sketch attached hereto marked as Schedule "H" (**Jehovah's Witnesses Church**).
  - That portion of Lot 1, D.L. 520 SDYD, Plan KAP77684, measuring 193 square meters on the northerly portion of the lot, and located at **2495 – 76<sup>th</sup> Avenue**, as shown outlined on a sketch attached hereto marked as Schedule "I" (**First Baptist Church Congregation**)
3. Pursuant to Section 220 of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31, 2013 with respect to land and improvements, the following parcel of land:
- Lot A, District Lot 520, S.D.Y.D., Plan EEP11735, located at **7649 - 22<sup>nd</sup> Street** as shown outlined in bold on a sketch attached hereto and marked as Schedule "J" (**Interior Health Authority**)
4. Pursuant to Section 224(2)(i) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31st, 2013 with respect to land and improvements, the following parcels of land:

- Lot 1, District Lot 380, S.D.Y.D., Plan KAP54909 located at **7230 21st Street** as shown outlined in bold on a sketch attached hereto and marked as Schedule “K” (**Grand Forks Curling Club**);
4. Pursuant to Section 224(2)(a) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31st, 2013 with respect to land and improvements, the following parcels of land:
- Lot 5, Block 10, District Lot 108, S.D.Y.D., Plan 23, located at **366 Market Avenue**, as shown outlined in bold on a sketch attached hereto and marked as Schedule “L” (**Grand Forks Masonic Building Society**); and
5. Pursuant to Section 224(2)(a) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31st, 2013 with respect to land and improvements, the following parcels of land:
- Lot A, District Lot 108, S.D.Y.D., Plan 38294, located at **978 72<sup>nd</sup> Avenue**, as shown outlined in bold on a sketch attached hereto and marked as Schedule “M” (**Sunshine Valley Little Peoples Centre**);
7. Pursuant to Section 224(2)(a) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31st, 2013 with respect to land and improvements, the following parcels of land:
- Lot 8, Block 25, Plan 23, District Lot 108, S.D.Y.D. located at **686 72<sup>nd</sup> Avenue** as shown outlined in bold on a sketch attached hereto and marked as Schedule “N” (**Slavonic Seniors Citizens Centre**).
8. Pursuant to Section 224(2)(a) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31<sup>st</sup>, 2013 with respect to land and improvements, the following parcels of land:
- Lot A (DD LA9161), District Lot 108, S.D.Y.D., Plan 6691, located at **7239 2<sup>nd</sup> Street** as shown outlined in bold on a sketch attached hereto and marked as Schedule “O” (**Hospital Auxiliary Thrift Shop**)
9. Pursuant to Section 224(2)(a) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31, 2013 with respect to land and improvements, the following parcels of land:
- Lots 23,24,25 and 26, Block 29, District Lot 108, S.D.Y.D., Plan 121, located at **7353 6<sup>th</sup> Street** as shown outlined in bold on a sketch attached hereto and marked as Schedule “P” (**Royal Canadian Legion**)

10. Pursuant to Section 224(2)(a) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31, 2013 with respect to land and improvements, the following parcels of land:
  - Lots 10 and 17 – 20, Block 18, Plan 86, District Lot 108, S.D.Y.D. located at **565 – 71<sup>st</sup> Avenue** (City Park) as shown outlined in bold on a sketch attached hereto and marked as Schedule "Q" (**Seniors Citizens Centre**).
11. Pursuant to Section 224(2)(a) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31, 2013 with respect to land and improvements, the following parcels of land:
  - Lot 1, District Lot 585, S.D.Y.D., Plan 27903, located at **7850 2<sup>nd</sup> Street** as shown outlined in bold on a sketch attached hereto and marked as Schedule "R" (**Grand Forks Wildlife Association Hall**)
12. Pursuant to Section 224(2)(a) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31, 2013 with respect to land and improvements, the following parcels of land:
  - Parcel B, Block 45, District Lot 108, Plan 72, located at **876 72<sup>nd</sup> Avenue** as shown outlined in bold on a sketch attached hereto and marked as Schedule "S" (**Abbeyfield Centennial House Society**)
14. Pursuant to Section 224(2)(a) of the Community Charter, there shall be exemption from taxation for the fiscal year ended December 31, 2013 with respect to land and improvements, the following parcels of land:
  - Lot A, Plan 29781, District Lot 108, Land District 54, located on **7130-9<sup>th</sup> Street** as shown outlined in bold on a sketch attached hereto and marked as Schedule "T" (**Boundary Lodge**)
15. This bylaw may be cited, for all purposes as "**Year 2013 Annual Tax Exemption Bylaw No. 1941**".

Read a **FIRST** time this 7th day of September, 2012.

Read a **SECOND** time this 7th day of September, 2012.

Read a **THIRD** time this 7th day of September, 2012.

**FINALLY ADOPTED** this 9th day of October, 2012.

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

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

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

I hereby certify the foregoing to be a true copy of Bylaw No. 1941 as adopted on  
the 9th day of October, 2012.

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

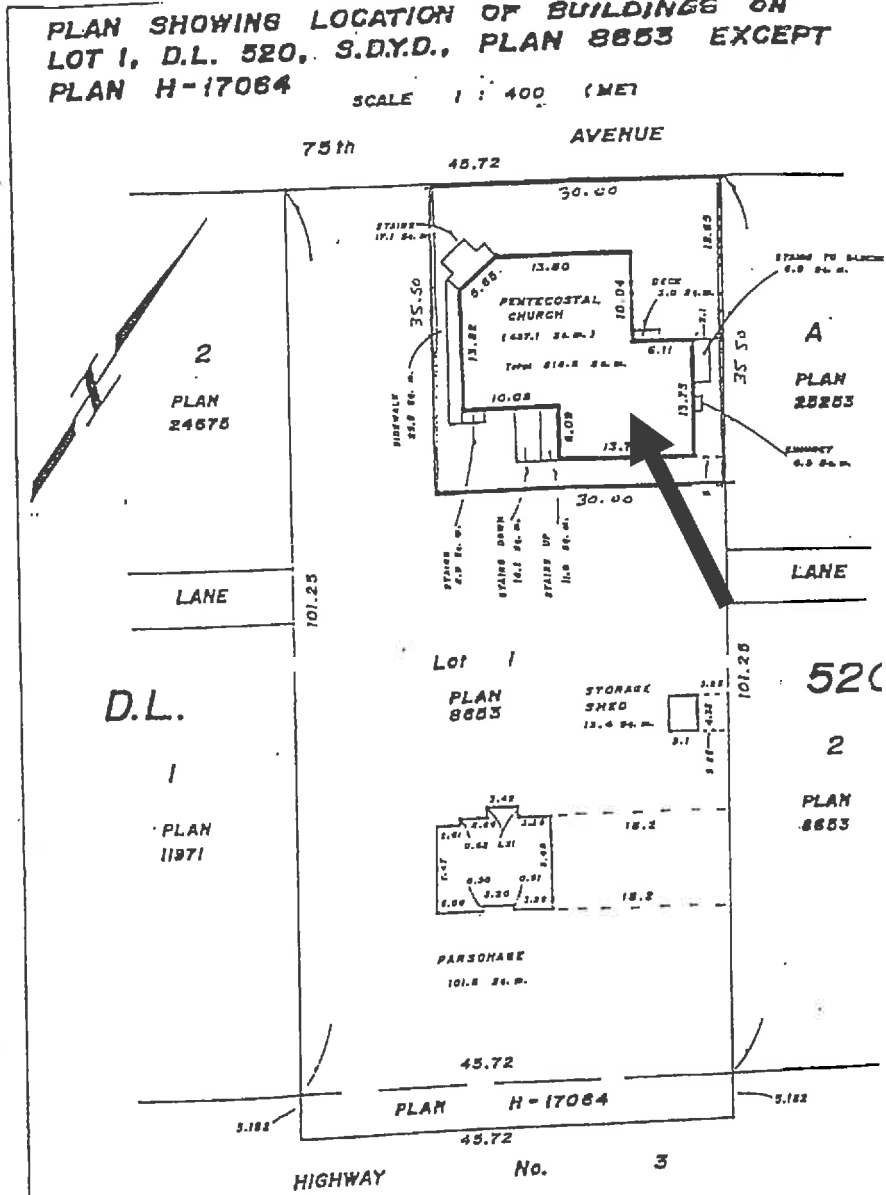


19-08-34

### Schedule "B"

PLAN SHOWING LOCATION OF BUILDINGS ON  
LOT 1, D.L. 520, S.D.Y.D., PLAN 8853 EXCEPT  
PLAN H-17084

SCALE 1 : 400 (MET)



NY 100

- All distances are in metres.
- Dimensions are shown for the exterior surfaces of all structures.

Area of all buildings and  
attached structures

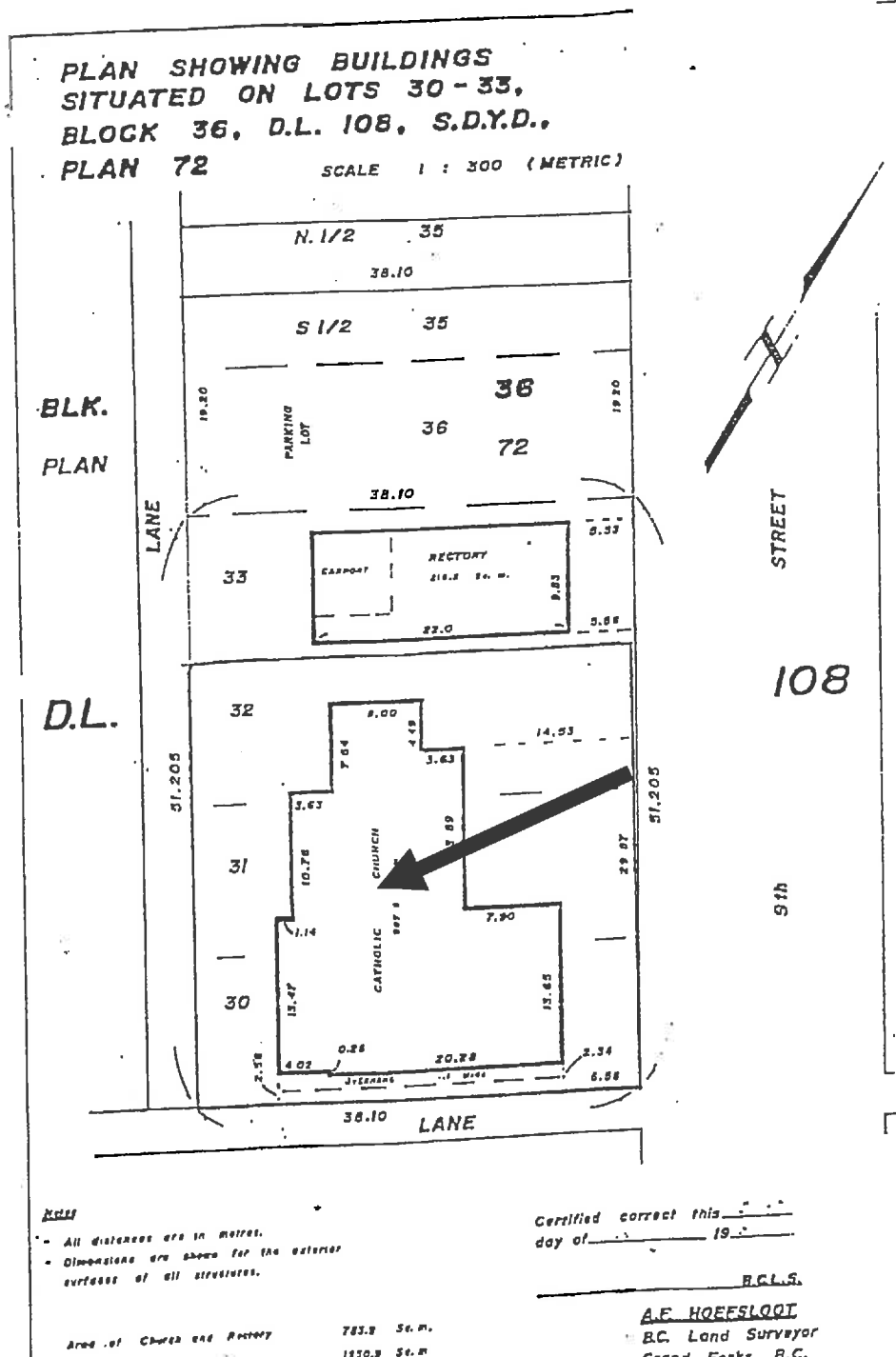
633.4 54.20.

Certified correct this \_\_\_\_\_  
day of \_\_\_\_\_ 19\_\_\_\_

H. G. L. S.

A.E. HOEESLOOT  
B.C. Land Surveyor  
Grand Forks, B.C.

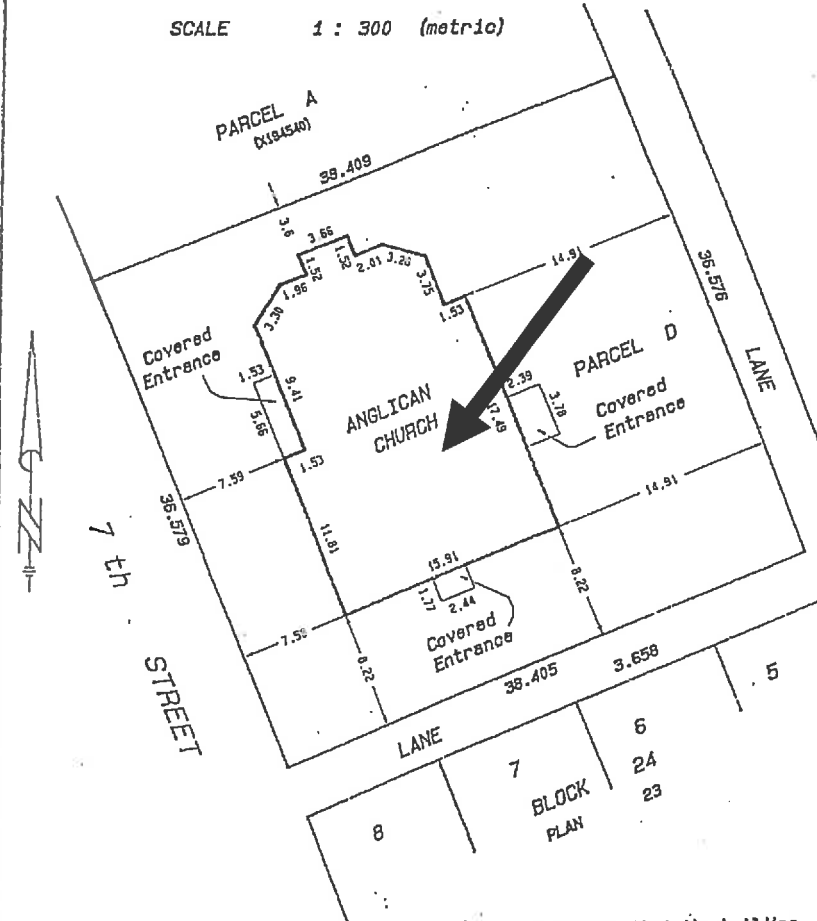
19-88-38



**Schedule "D"**

**B.C. LAND SURVEYOR'S CERTIFICATE  
OF LOCATION OF BUILDING ON PARCEL D (KM26760)  
BLOCK 24, D.L. 108, S.D.Y.D., PLAN 23.**

SCALE 1 : 300 (metric)



Street Address:  
7252 - 7th Street

**NOTES**

- all distances are in metres.
- this plan is to be used for municipal purposes only and not for property line location. I will not accept any responsibility for unauthorized use.
- this plan is not valid unless it contains an original signature and seal.

I certify that the building  
is located as shown. Dated  
this 21<sup>st</sup> day of September 1998

*A.F. Hoefsloot*  
B.C.L.S., C.L.S.

**A.F. HOEFSLOOT**

B.C. Land Surveyor, Canada Lands Surveyor  
P.O. Box 2740, Grand Forks, B.C.  
V6H 1H0 442-6667

© A.F. Hoefsloot, B.C.L.S. 1998

98-19-34

Mennonite Brethren Church

B.C. LAND SURVEYOR'S CERTIFICATE  
OF LOCATION OF BUILDING ON LOT G, D.L. 380,  
S.D.Y.D.. PLAN KAP56079.

SCALE 1 : 500 (metric)

I certify that the building  
is located as shown. Dated  
this 3<sup>rd</sup> day of 2011.

B.C.L.S.

Street Address:  
7048 Donaldson Drive, Grand Forks, BC

A.F. HOEFSLOOT  
B.C. Land Surveyor, Canada Lands Sur  
P.O. Box 2740, Grand Forks, B.C.

unincorporated  
party  
cept any  
ed use.

11

I certify that the building  
is located as shown. Dated  
this 3<sup>rd</sup> day of Feb, 1911.

B.C.L.

A. F. HOEFSLOOT  
D.C. Land Surveyor, Canada Lands Sur  
P.O. Box 2740, Grand Forks, A r

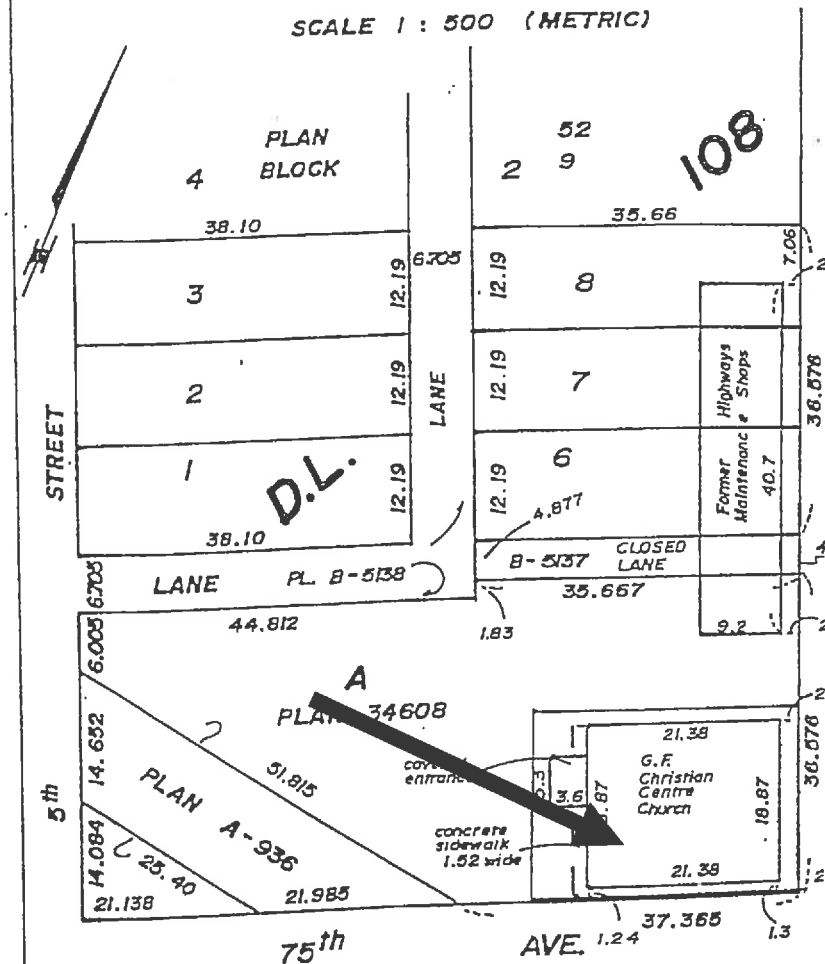
Street Address:  
7048 Dannaldson Drive, Grand Forks, BC

party  
cept any  
ed use.



## Schedule "G"

Lot 1, District Lot 108, S.D.Y.D., Plan KAP45199



## NOTES

*All distances are in metres.  
This plan is to be used for municipal  
purposes only and not for property  
line location.  
I will not accept responsibility for any  
unauthorized use.*

I certify that the buildings are located  
as shown. Dated this 22 day of Feb  
1969 . . .

B.C.L.S.

A.F. HOEFSLOOT  
B.C. Land Survey  
Grand Forks, B.C.

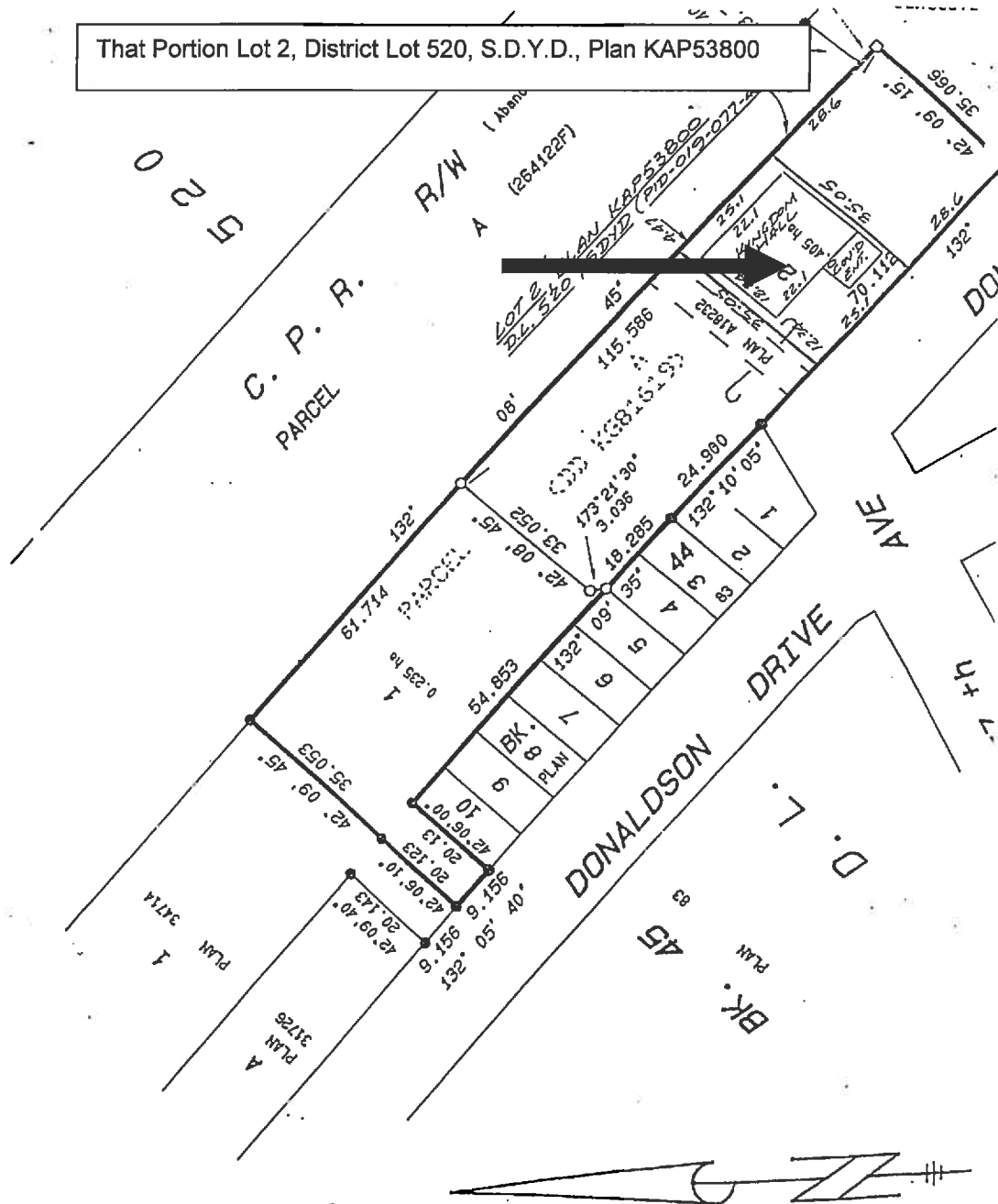
© A.F. Hoofstoot, B.C.L.S. 1989

AA-19-

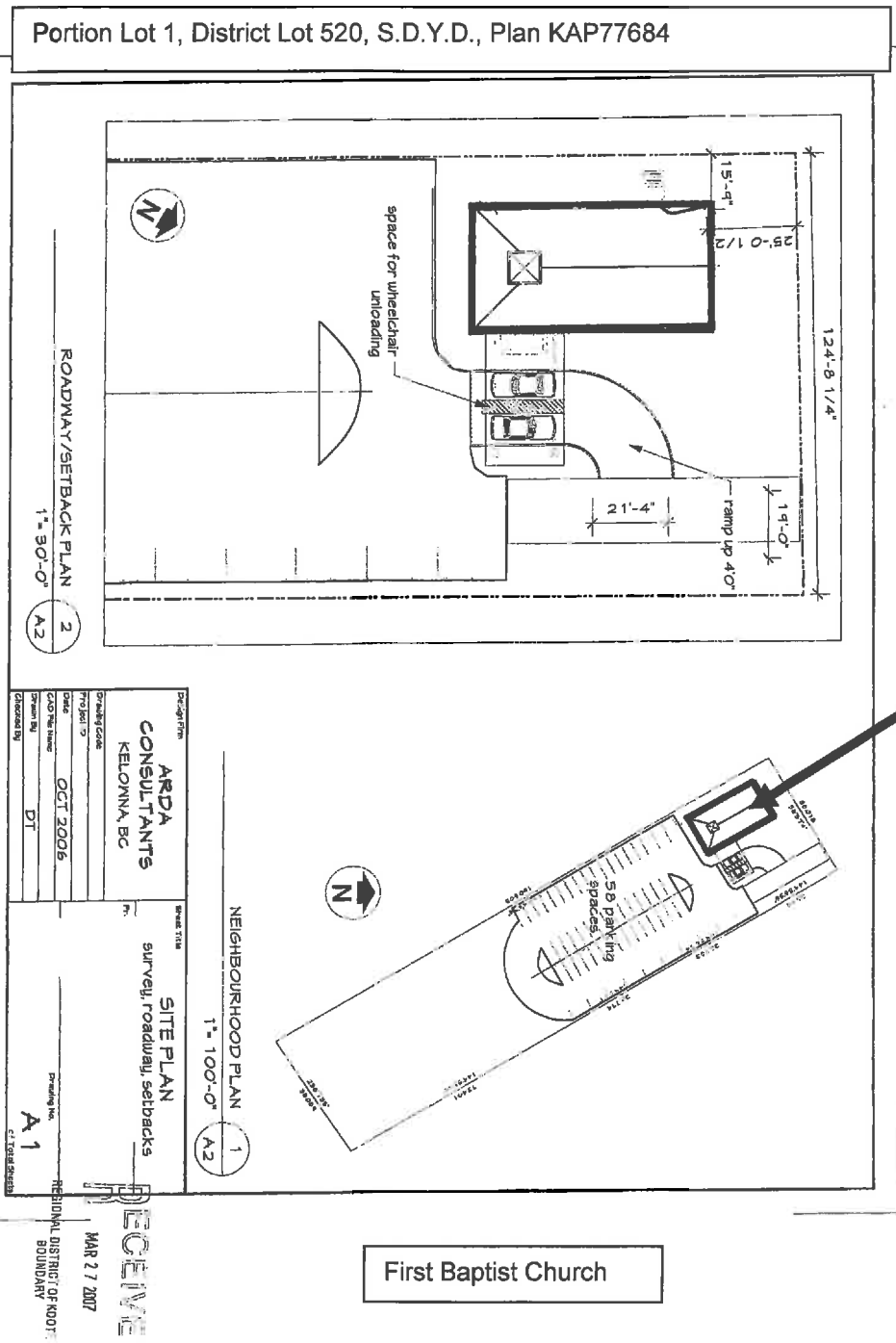


### Schedule “H”

**That Portion Lot 2, District Lot 520, S.D.Y.D., Plan KAP53800**



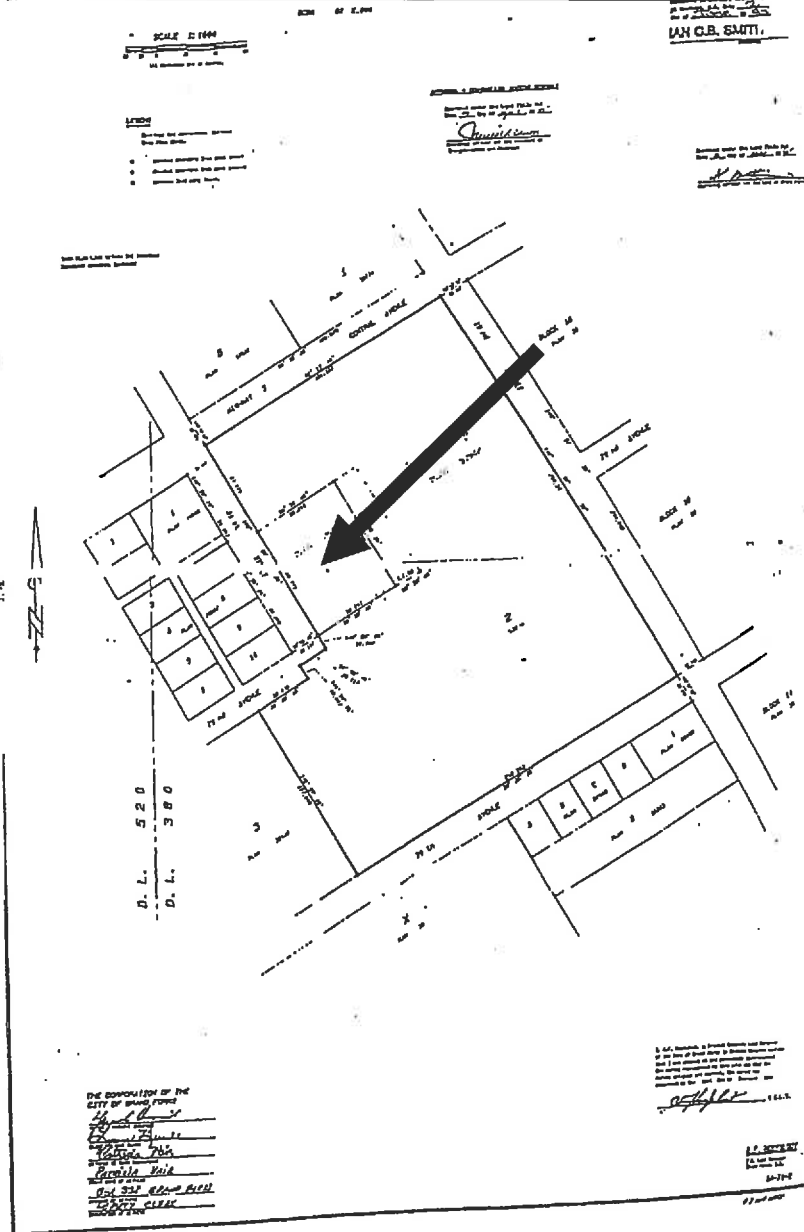
**Jehovah Witness Church**





# Schedule "K"

That Part Lot 1, District Lot 380, S.D.Y.D., Plan KAP54909



Curling Rink

Schedule "L"

Lot 5, Block 10, District Lot 108, S.D.Y.D., Plan 23



Grand Forks Masonic Building Society

**EXPLANATORY PLAN OF LOTS  
5 TO 8, BLOCK 44, D.L. 108,  
S.D.Y.D., PLAN 72**

Pursuant to Section 131, L.T.A.

**PLAN 38294**

Deposited in the Land Title Office  
at Kamloops, B.C., this 2nd  
day of JULY 1987.

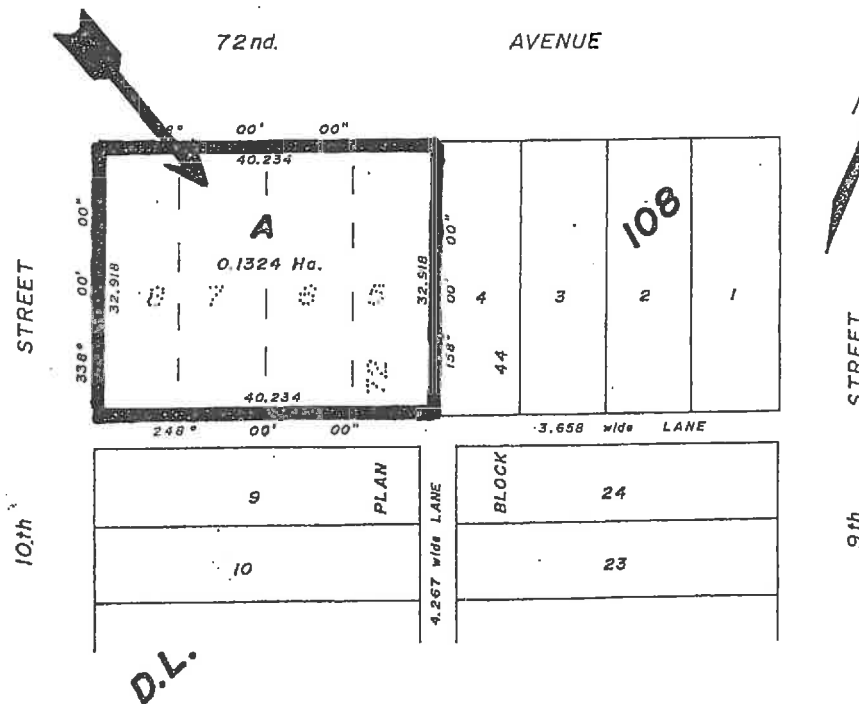
J.C. GROVES  
Registrar

SCALE 1 : 500



**SUBJECT  
PROPERTY**

stenay Boundary Regional District.  
lyed from Plans 72 & 26400.



OWNER

SUNSHINE VALLEY LITTLE  
PEOPLE'S CENTRE  
(INCORPORATION No. 137865)

Valerie Matthews  
AUTHORIZED SIGNATORY

Lot 8, Block 25, District Lot 108, S.D.Y.D., Plan 23

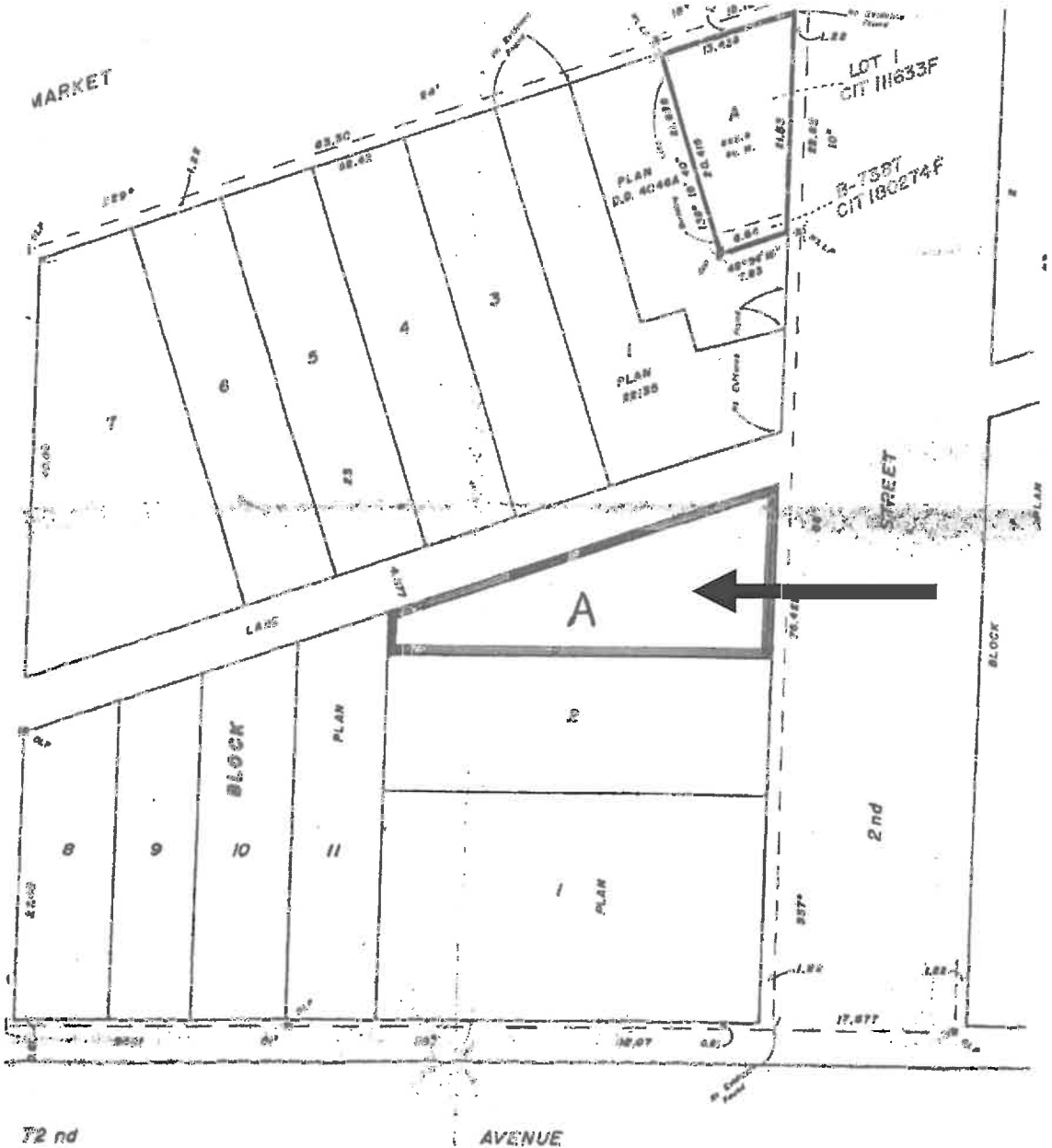


20



SCHEDULE "O"

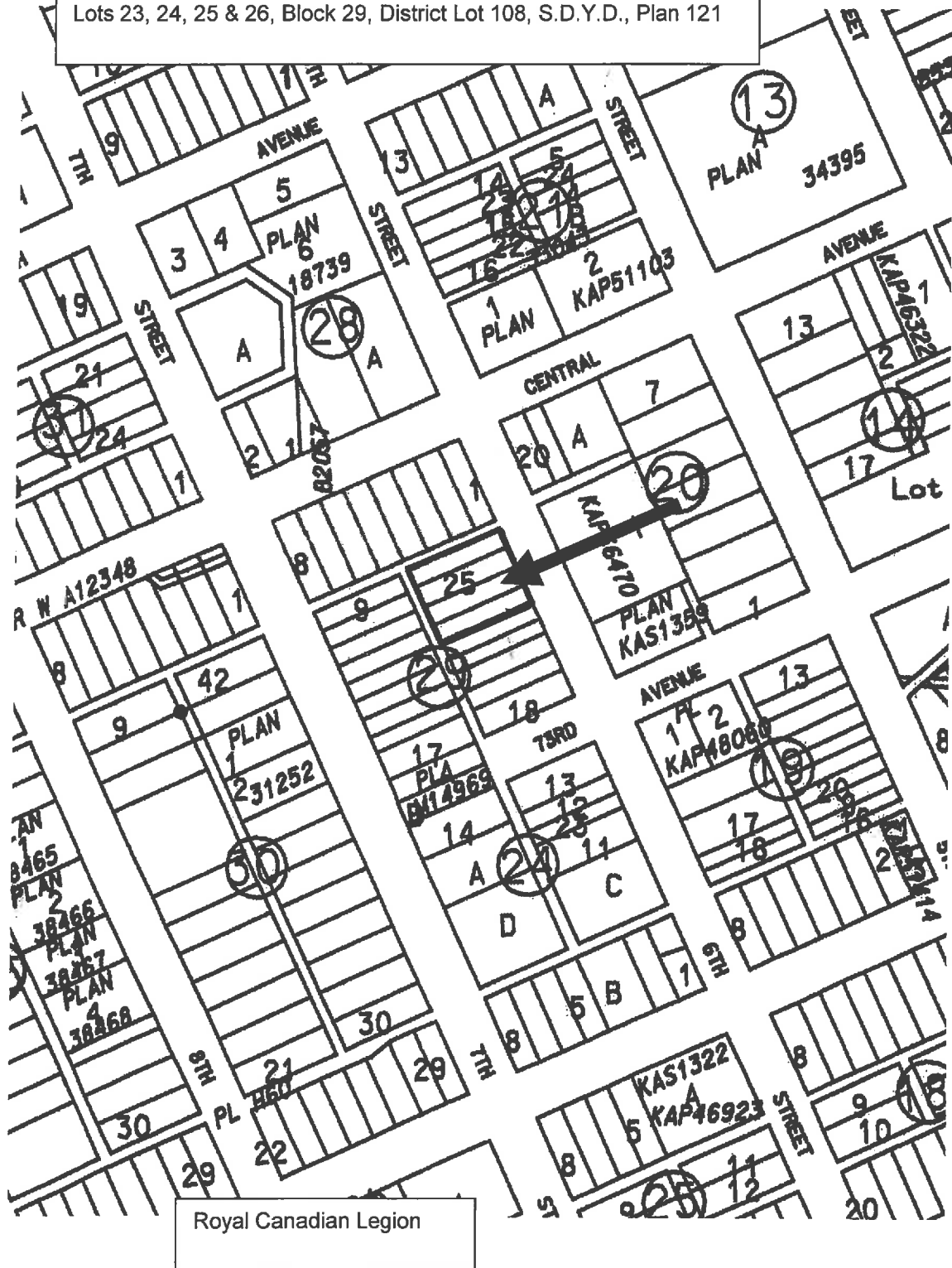
Lot A (DD LA9161), District Lot 108, S.D.Y.D., Plan 6691



Grand Forks Hospital Auxiliary Thrift Shop

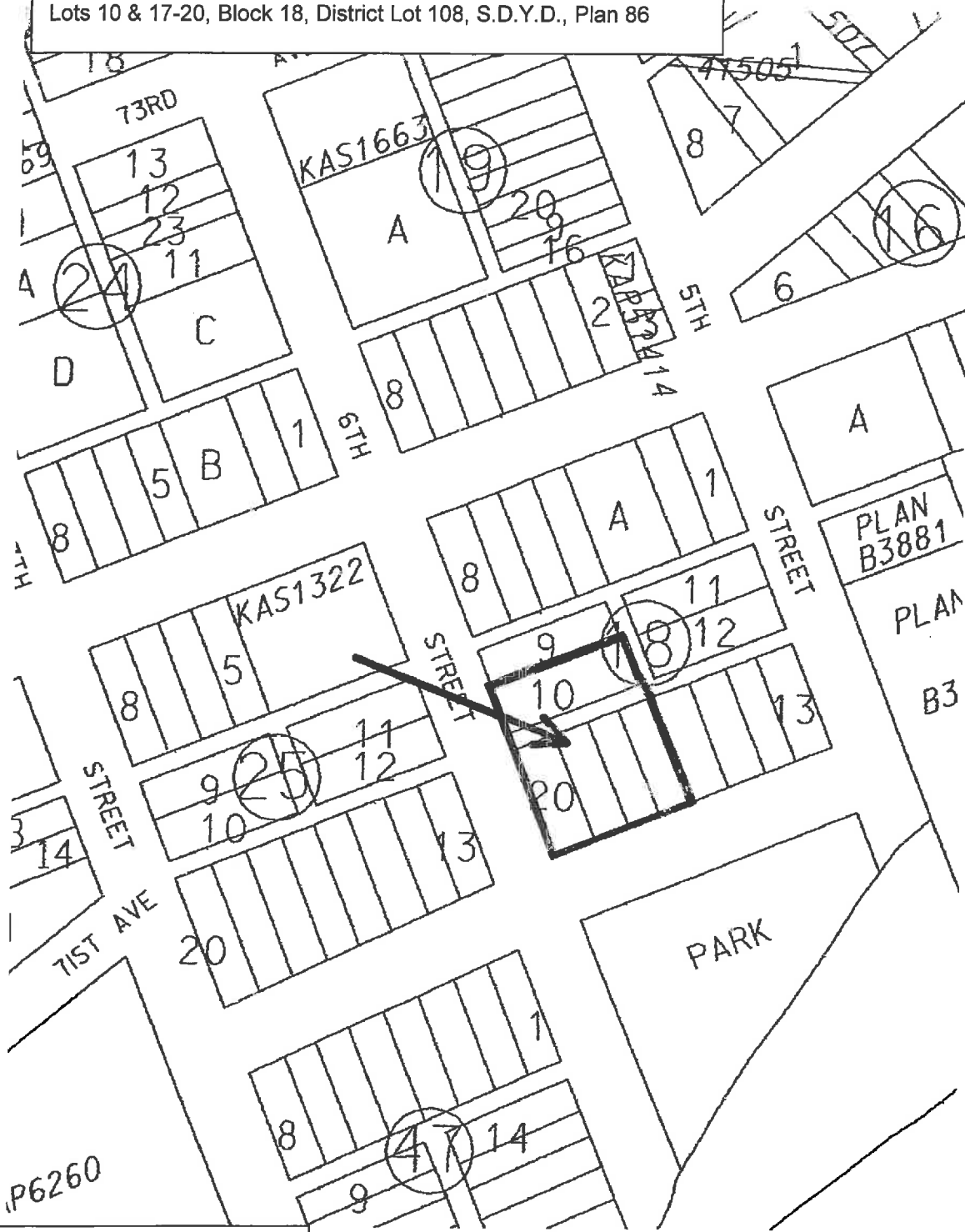
SCHEDULE "P"

Lots 23, 24, 25 & 26, Block 29, District Lot 108, S.D.Y.D., Plan 121



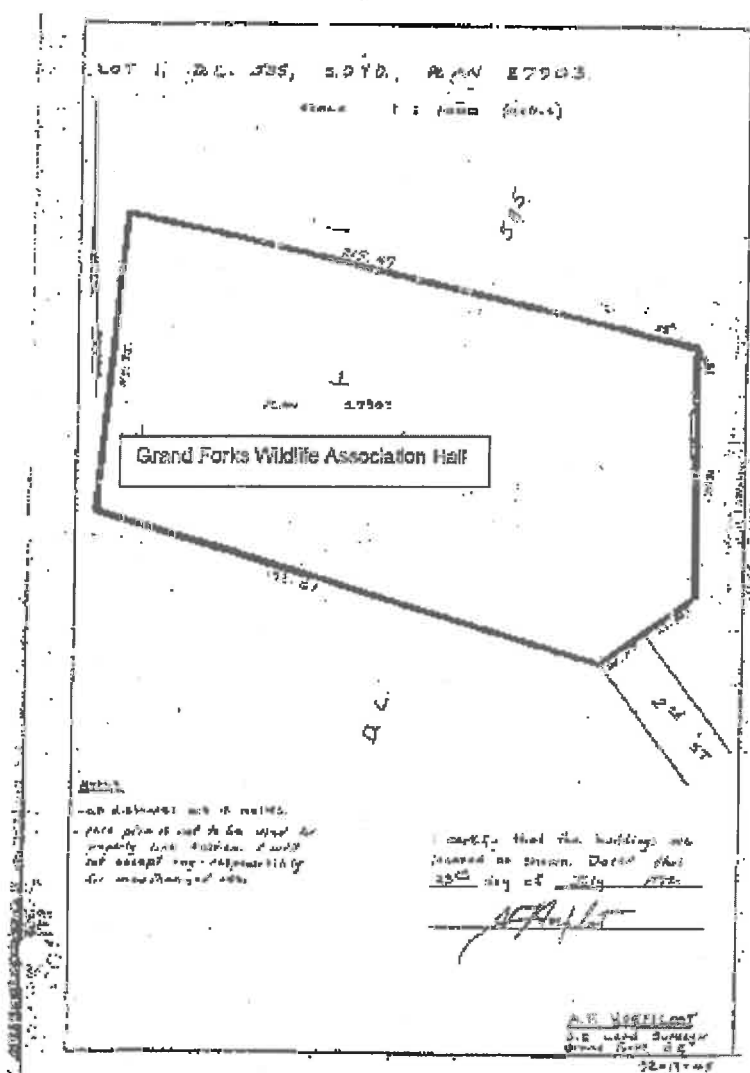
# SCHEDULE "Q"

Lots 10 & 17-20, Block 18, District Lot 108, S.D.Y.D., Plan 86

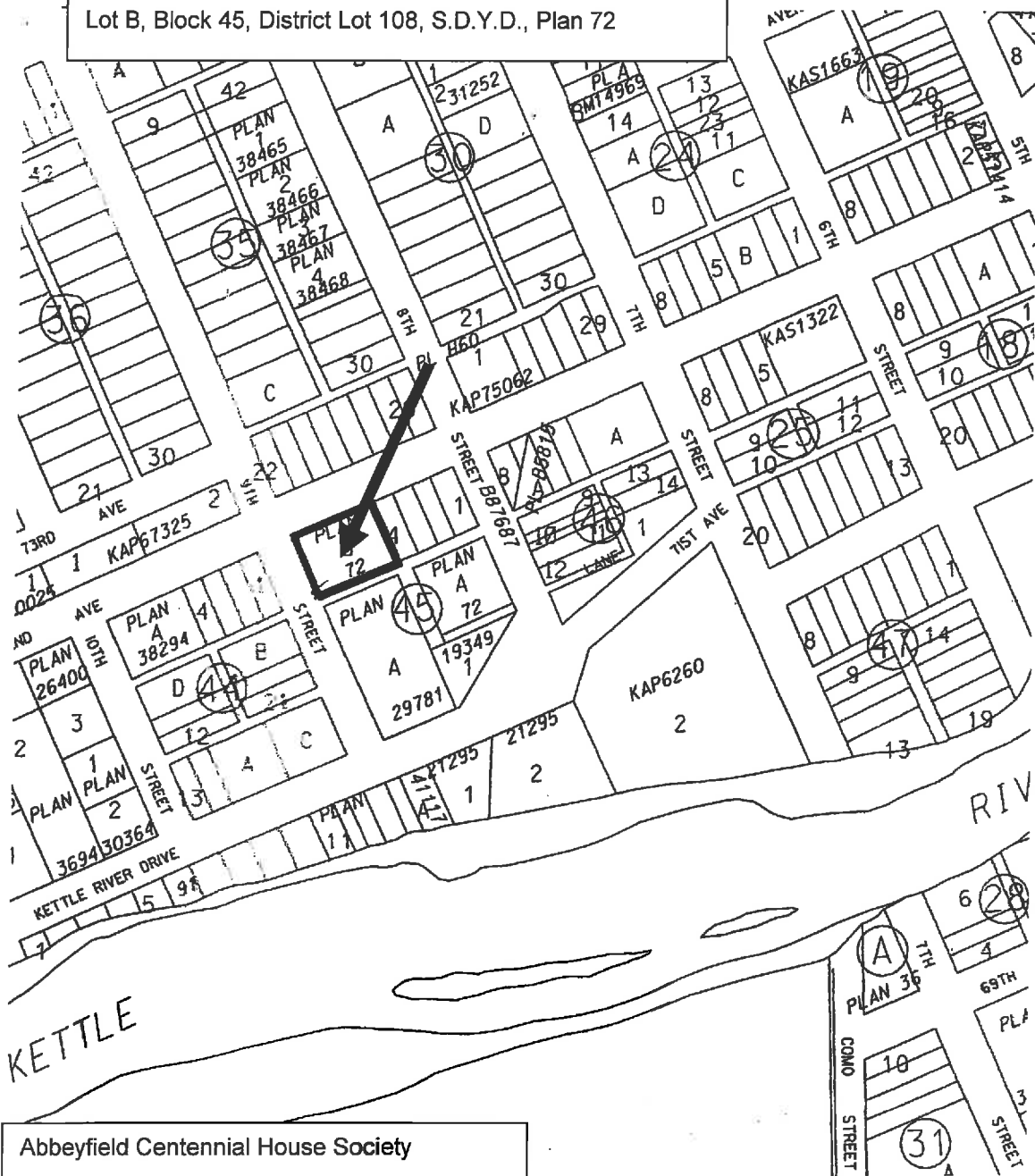


Senior Citizen's Centre

## Schedule “R”



Lot B, Block 45, District Lot 108, S.D.Y.D., Plan 72



Schedule "T"

