

THE CORPORATION OF THE CITY OF GRAND FORKS
 AGENDA - COMMITTEE OF THE WHOLE MEETING
 Monday December 16th, 2013 9:00am
 6641 Industrial Parkway, Meeting Room

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1	<u>CALL TO ORDER</u>		
	Call meeting to order at 9:00 am		Call the meeting to order
2	<u>COMMITTEE OF THE WHOLE AGENDA</u>		
	Agenda for December 16th, 2013	Adopt the Agenda for December 16th, 2013	Adoption of Agenda
3	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
	Boundary Economic Development Committee - Update by Wendy McCulloch and Sandy Elzinga Delegation - Boundary Economic Dev. Committee - Update.pdf	Providing update of activities	Receive the presentation by Wendy McCulloch and Sandy Elzinga of the Boundary Economic Development Committee
	Phoenix Foundation of the Boundary - Vital Signs 2014 Process Phoenix Foundation Request Healthy Communities Capacity Bldg. Grant.pdf	Request to submit an application in partnership for a Healthy Communities Capacity Building Grant	The Committee of the Whole recommends to Council to receive the presentation by the Phoenix Foundation and refer to the December 16th Regular meeting.
	Grand Forks Fall Fair - Kelly and Jason McIver of the Grand Forks Fall Fair Society Delegation - G.F. Fall Fair - Approval for Group's Participation.pdf	Requesting approval for the Buckin Hens Entertainment Group to participate in the Grand Forks Fall Fair on August 22-24, 2014	The Committee of the Whole recommends to Council to receive the presentation by Kelly and Jason McIver of the Grand Forks Fall Fair Society and refer to the January 27th Regular Meeting of Council.
	Phoenix Mountain Alpine Ski Society - Barb Cornelius and Dylan Zorn presentation Delegation - Phoenix Mtn. Alpine Ski Society - Extension of Fin. Support.pdf	Request to consider extending financial support to the ski hill for the 2013-2014 season	The Committee of the Whole recommends to Council to receive the presentation by Barb Cornelius and Dylan Zorn of the Phoenix Mountain Ski Society, for discussion purposes and that it be referred to the 2014 budgeting process for Council's consideration.

South Okanagan-Similkameen
National Park Network - Doreen
Olson
[Delegation - S. Okanagan-
Similkameen National Park Network -
Feasibility.pdf](#)

Presenting an update on the
South Okanagan-
Similkameen National Park
Feasibility

The Committee of the Whole
recommends to Council to
receive the presentation by
Doreen Olson of the South
Okanagan-Similkameen
National Park Network and
refer to the December 16th
Regular Meeting of Council.

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PRESENTATIONS FROM STAFF

Corporate Services - Family Day,
February 10th, 2014
[Corporate Services - Family Day
Event.pdf](#)

Second Annual Family Day
festivities Monday, February
10th, 2014

Committee of the Whole
recommends that Council
receive the request from staff
for early budget approval in
the amount of \$2,000 and
refers the request to the
December 16th Regular
Meeting of Council for
consideration.

City Staff - Kettle River Mountain
Bikers' Association - stewardship
agreement
[Kettle River Mtn. Bikers' Assoc. -
Request for Stewardship Agrmt..pdf](#)

Request for stewardship
agreement between the
KRMBA and the City

The Committee of the Whole
recommends to Council to
direct staff to proceed with
the Stewardship Agreement
and refers the issue to the
January 13th, Regular
Meeting of Council.

Fire Chief - Fire Dept. Ladder Truck
[RFD - Fire Department Ladder
Truck.pdf](#)

To determine funding source
for truck purchase

The Committee of the Whole
recommends to Council to
receive the staff presentation
with regard to the ladder truck
proposal, and further directs
staff to proceed with an
Alternative Approval Process
to borrow over 20 years. This
would allow the City to enter
into long term borrowing to
fund the purchase of the
ladder truck.

Chief Financial Officer - Contracting
Authority & Purchasing Policy #802
[Policy - Contracting Authority &
Purchasing Policy.pdf](#)

Proposed housekeeping
changes with current policy

The Committee of the Whole
recommends to Council to
receive the report and refer
the matter to the Regular
Meeting of Council on
January 13, 2014 for
consideration and adoption
as presented.

Chief Financial Officer - Employees Training (Educational Courses) #610
[Policy - Employees - Training \(Educational Courses\).pdf](#)

Proposed housekeeping change within current policy

The Committee of the Whole recommends to Council to receive the report and refer the matter to the Regular Meeting of Council on January 13, 2014 for consideration and adoption as presented.

Chief Financial Officer - Vehicle Use - City Owned #613
[Policy - Vehicle Use - City Owned.pdf](#)

Proposed housekeeping change within current policy

The Committee of the Whole recommends to Council to receive the report and refer the matter to the Regular Meeting of Council on January 13, 2014 for consideration and adoption as presented.

Chief Financial Officer - Bank Signing Authorization Policy #801
[Policy - Bank Signing Authorization Policy.pdf](#)

Proposed housekeeping changes within current policy

The Committee of the Whole recommends to Council to adopt the changes to Policy 801 and refer the matter to the Regular Meeting of Council on January 13, 2014.

Chief Financial Officer - Payment Processing Policy
[Policy - Payment Processing Policy.pdf](#)

Payment processing policy #801.1 to result in payments being recorded in our system on the effective date as opposed to when we receive them

The Committee of the Whole recommends to Council to adopt the changes to Policy 801.1 and refer the matter to the Regular Meeting of Council on January 13, 2014.

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REPORTS AND DISCUSSION

Monthly Highlight Reports from Dept. Managers
[Temporary Operations Manager Report](#)
[Development & Engineering Manager Report](#)
[Chief Financial Officer Report](#)
[Fire Chief Report](#)
[Bldg. Inspector & Bylaw Enforcement Manager Report](#)
[Corporate Officer Report](#)

Staff request for Council to receive the monthly activity report from department managers

That the Committee of the Whole recommends to Council to receive the monthly activity reports

[Dept. Mgrs. - Monthly Highlight Reports.pdf](#)

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PROPOSED BYLAWS FOR DISCUSSION

Manager of Building Inspections &
Bylaw Services - Bylaw No. 1963 -
Noise Control Amendment
[Bylaw to Amend Grand Forks Noise
Control Bylaw No. 1963.pdf](#)

Bylaw No. 1963 A-1 to
Amend Noise Control Bylaw

The Committee of the Whole
recommends Council refer
Bylaw No. 1963 A-1 Noise
Control Bylaw Amendment to
the January 13th,
2014 Regular Meeting of
Council for first, second and
third reading.

Chief Financial Officer - Bylaw No.
1993 Electrical Utility Regulatory
Amendment
[Bylaw 1993 - Electrical Utility
Regulatory Amendment.pdf](#)

Bylaw No. 1993 - Electrical
utility regulatory amendment
Bylaw

The Committee of the Whole
recommends Council refer
Bylaw No. 1993 - Electrical
Utility Regulatory Amendment
Bylaw to the January 13th,
2014 Regular Meeting of
Council for consideration of
the first, second and third
reading.

City Staff - Bylaw 1994 - Revenue
Anticipation Bylaw
[Bylaw 1994 Revenue Anticipation
Bylaw.pdf](#)

Bylaw No. 1994 to discuss
the 2014 Revenue
Anticipation Bylaw

The Committee of the Whole
recommends to Council to
give the first three readings to
Bylaw 1994, "The City of
Grand Forks Revenue
Anticipation Borrowing Bylaw-
2014" at the January 13th,
2014 Regular Meeting of
Council.

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INFORMATION ITEMS

Manager of Development &
Engineering - WildSafe BC Program
for Grand Forks
[Manager of Dev. & Eng. Services -
WildSafe BC Program.pdf](#)

As per Council's decision on
July 22, 2013, BC
Conservation Foundation will
deliver the WildSafe BC
Program within the
boundaries of the City of
Grand Forks

Receive for Information

Manager of Development &
Engineering Services - metal shipping
containers
[Manager of Dev. & Eng. Services -
Metal Shipping Containers.pdf](#)

City experiencing influx of
requests for placement of
metal shipping containers in
all zones.

Receive for information.

8

CORRESPONDENCE ITEMS

9

LATE ITEMS

- 10 REPORTS, QUESTIONS AND INQUIRIES
FROM MEMEBERS OF THE COUNCIL
(VERBAL)
- 11 QUESTION PERIOD FROM THE PUBLIC
- 12 ADJOURNMENT

**THE CITY OF GRAND FORKS
REQUEST FOR COMMITTEE OF THE WHOLE RECOMMENDATION
DELEGATION**

DATE : December 10, 2013
TOPIC : Update from the Boundary Economic Development Committee
PROPOSAL : Presentation by Wendy McCulloch, Manager of Community Futures
Boundary and Sandy Elzinga, Assistant Manager of Community Futures
Boundary,
PROPOSED BY: BEDC

SUMMARY:

Wendy McCulloch, Manager of Community Futures Boundary and Sandy Elzinga, Assistant Manager of Community Futures Boundary, are providing an update of the Boundary Economic Development Committee activities for 2013.

STAFF RECOMMENDATIONS:

The Committee of the Whole recommends to Council to receive the presentation from Wendy McCulloch, Manager of Community Futures Boundary and Sandy Elzinga, Assistant Manager of Community Futures Boundary, regarding Boundary Economic Development Committee activities for 2013.

OPTIONS AND ALTERNATIVES:

1. Receive the presentation.
2. Same as Option 1.

BENEFITS DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The main advantage of this option is that information is provided to the City and the Community.

Option 2: Same as Option 1.

COSTS AND BUDGET IMPACT - REVENUE GENERATION:

There is no cost to making the presentation

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Council procedures bylaw makes provisions for making presentations to Council.



Department Head or Corporate
Officer or Chief Administrative Officer



Reviewed by Chief
Administrative Officer

**THE CITY OF GRAND FORKS
REQUEST FOR COMMITTEE OF THE WHOLE RECOMMENDATION
DELEGATION**

DATE : December 9, 2013
TOPIC : Presenting a request to submit an application in partnership for a Healthy Communities Capacity Building Grant
PROPOSAL : Presentation re: Vital Signs 2014 process
PROPOSED BY: The Phoenix Foundation of the Boundary

=====

SUMMARY:

Doug Lacey, representative of the Phoenix Foundation of the Boundary Communities is planning to engage in the Vital Signs 2014 process. This review will update and identify trends that may have developed since the last Vital Signs review and report in 2009. The overarching goal of the Healthy Communities Capacity Building Grant is to support local governments to create conditions that enable the health and well-being of BC citizens and communities. The grants support local government learning the community context for health and well-being, partnerships between sectors, supporting partnerships development and collaborative action between local governments, health authorities and other community partners. As the application for the Healthy Communities Capacity Building Grant needs to be submitted by a municipal government, the Phoenix Foundation is requesting the City of Grand Forks make the application for Healthy Communities Capacity Building Grants **Stream One: Learn and Connect Grant for \$5,000** to support the Vital Signs 2014 process. OR The City of Grand Forks make an application for Healthy Communities Capacity Building Grants **Stream Two: Innovative Grants for \$20,000** to support the Vital Signs 2014 process and take action for advancing solutions by expanding reach and impact.

STAFF RECOMMENDATIONS:

The Committee of the Whole recommends to Council to receive the presentation and refer to the December 16th Regular Meeting of Council.

OPTIONS AND ALTERNATIVES:

1. Receive the presentation and refer to the December 16th regular meeting of Council.
2. Receive the presentation: Under this option, Council is provided with the information on the Healthy Communities Capacity Building Grant.

BENEFITS DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The main advantage of this option is that information is provided to the City and the Community.

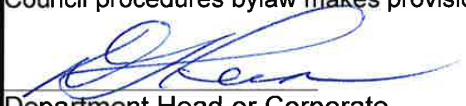
Option 2: Same as Option 1.

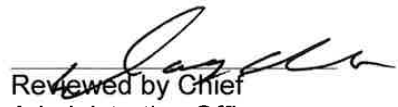
COSTS AND BUDGET IMPACT - REVENUE GENERATION:

There is no cost to making the presentation

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Council procedures bylaw makes provisions for making presentations to Council.


Department Head or Corporate
Officer or Chief Administrative Officer


Reviewed by Chief
Administrative Officer

From: [REDACTED] Doug Lacey <doug.lacey@sd51.bc.ca> Dec-02-13 2:49:32 PM [REDACTED]
Subject: [BULK] New Online Delegation Form submission from Doug Lacey
To: [REDACTED] Info City of Grand Forks

RECEIVED

DEC 3 2013

THE CORPORATION OF
THE CITY OF GRAND FORKS

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

Phoenix Foundation of the Boundary Communities

To request that you consider:

Partnership application for Healthy Communities Capacity Building Grant

The reasons that I/We are requesting this action are:

The Phoenix Foundation of the Boundary Communities (PFBC) is hoping to engage in the Vital Signs 2014 process with our citizens to update and identify trends that may have developed since our last Vital Signs review and report in 2009.
"The overarching goal of the Healthy Communities Capacity Building Grant is to support local governments to create the conditions that enable the health and well-being of BC citizens and communities. The grants support local government learning the community context for health and well-being, partnership between sectors, Supporting partnership development and collaborative action between local governments, health authorities, and other community partners is a priority for the Healthy Community Capacity Building Grant." BC Healthy Community Society.
We believe that the PFBC is uniquely positioned to achieve those goals with the City of Grand Forks and other community organizations and across sectors.
Vital Signs is a process that gathers current data, information and research in 11 or 12 areas and results in an issues and indicator report. This process will help us gain a clearer understanding of the Boundary communities and our current achievements and challenges since the report in 2009. The findings includes sectors such as social, health, economic, culture, food security, education, transportation, environment etc.
The Vital Signs report promotes capacity building, awareness of community issues among and between organizations and across sectors.

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

Stream One: LEARN and CONNECT GRANTS (\$5,000)
*the development of healthy community partnerships across sectors
* learning about conditions that support health and well-being
* helping to identify and plan for local health and well-being priorities
*developing opportunities and leadership for action
or
Stream Two: INNOVATE GRANTS (\$20,000)
*supports local governments in undertaking leading-edge collaborative action to address local conditions that influence health and well-being.
*demonstrated shared leadership across more than one sector (local gov., health authority, school district, community organizations)
*potential for advancing solutions by expanding reach and impact over time and generating insights that can be shared across communities

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

FILE CODE
Phoenix Foundation
D2- of Boundary Communities

The City of Grand Forks will miss an opportunity to develop and/or strengthen partnerships across sectors, community organizations and between citizens and to build capacity(skills, knowledge and collaboration to improve health and well-being.)

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating:

That the City of Grand Forks make application for Healthy Communities Capacity Building Grants Stream One: LEARN and CONNECT GRANT for \$5,000 to Support Vital Signs 2014 process.

or

That the City of Grand Forks make application for Healthy Communities Capacity Building Grants stream Two: INNOVATE GRANTS for \$20,000 to support Vital Signs 2014 process and take action for advancing solutions by expanding reach and impact.

Name

Doug Lacey

Organization

Phoenix Foundation of the Boundary Communities

Mailing Address

Phoenix Foundation of Boundary, c/o Doug Lacey
1021 Central Ave.
Box 640, British Columbia Grand Forks, V0H 1H0
Canada
[Map It](#)

Telephone Number

250 442 8258

Email Address

doug.lacey@sd51.bc.ca

**THE CITY OF GRAND FORKS
REQUEST FOR COMMITTEE OF THE WHOLE
RECOMMENDATION
DELEGATION**

DATE : December 10, 2013
TOPIC : Grand Forks Fall Fair on August 22-24, 2014.
PROPOSAL : Approval for the Buckin Hens Entertainment group to participate in the Grand Forks Fall Fair on August 22-24, 2014.
PROPOSED BY: by Kelly and Jason McIver of the Grand Forks Fall Fair Society

SUMMARY:

The Grand Forks Fall Fair Society would like to include rodeo type events in the Grand Forks Fall Fair on August 22-24, 2014. This type of event will bring a new event to the fair. The Society hopes that this addition will increase visitors to the area and will ideally increase the number of people that attend the fair.

STAFF RECOMMENDATIONS:

The Committee of the Whole recommends to Council to receive the presentation made by Kelly and Jason McIver of the Grand Forks Fall Fair Society and refer it to the January 27th Regular Meeting of Council.

OPTIONS AND ALTERNATIVES:

1. The Committee of the Whole recommends to Council to receive the presentation made by Kelly and Jason McIver of the Grand Forks Fall Fair Society and refer it to the January 27th Regular Meeting of Council.
2. The COTW receives the presentation with no further direction.

BENEFITS DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The main advantage of this option is that information is provided to the City and the Community.
Option 2: Same as Option 1.

COSTS AND BUDGET IMPACT - REVENUE GENERATION :

There is no cost to making the presentation

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Council procedures bylaw makes provisions for making presentations to Council.

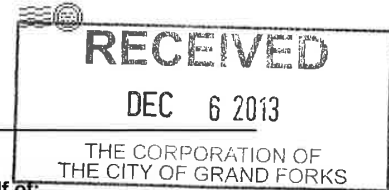


Department Head or Corporate
Officer or Chief Administrative Officer



Reviewed by Chief
Administrative Officer

From: Kelly McIver <fallfair2012@yahoo.ca> Dec-06-13 8:40:35 AM
Subject: [BULK] New Online Delegation Form submission from Kelly McIver
To: Info City of Grand Forks



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

The Grand Forks and District Fall Fair Society

To request that you consider:

allowing the participation of The Buckin' Hens entertainment at our annual Fall Fair being held August 22 - 24, 2014.

The reasons that I/We are requesting this action are:

This association that consists of rodeo type events will bring a new event to our annual fair possibly in addition to the return of the Alberta Mini Chuck Wagon Association.

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

- a) Increase of the visitors to our area which will help local businesses.
- b) Increase awareness of the boundary region and all that it has to offer.
- c) The attendance at our annual fair will increase favorably.

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

a loss in economic benefits.

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating:

that Council endorses the Grand Forks and District Fall Fair Society hosting a rodeo with Buckin' Hens Entertainment as part of the annual Grand Forks Fall Fair in 2014".

Name

Kelly McIver

Organization

Grand Forks and District Fall Fair Society

Mailing Address

PO Box 704
Grand Forks, British Columbia V0H 1H0
Canada
[Map It](#)

Telephone Number

250-442-3637

FILE CODE
G.F. + District
D2 - Fall Fair Society

Email Address

fallfair2012@yahoo.ca

**THE CITY OF GRAND FORKS
REQUEST FOR COMMITTEE OF THE WHOLE
RECOMMENDATION
DELEGATION**

DATE : December 10, 2013
TOPIC : Phoenix Mountain Alpine Ski Society request to Council to consider extending financial support to the ski hill for the 2013-2014 season
PROPOSAL : Presentation by Phoenix Mountain Alpine Ski Society
PROPOSED BY: Barb Cornelius and Dylan Zorn of the Phoenix Mountain Alpine Ski Society

SUMMARY:

This year BC Gaming has informed the society that it has been moved into a different funding sector for Community Gaming Grants which makes the Society ineligible for grant funding for the 2013-2014 season. Relying in the Community gaming Grants to cover the operating expenses of the Society does not provide the financial stability required to operate the ski hill and the Society would like to request that this service be absorbed by the RDKB Recreational Services budget for future years.

STAFF RECOMMENDATIONS:

The Committee of the Whole recommends to Council to receive the presentation made by Barb Cornelius and Dylan Zorn of the Phoenix Mountain Alpine Ski Society, for discussion purposes and that it be referred to the 2014 budgeting process for Council's consideration.

OPTIONS AND ALTERNATIVES:

1. The Committee of the Whole recommends to Council to receive the presentation made by Barb Cornelius and Dylan Zorn of the Phoenix Mountain Alpine Ski Society, for discussion purposes and that it be referred to the 2014 budgeting process for Council's consideration.
2. COTW receives the presentation with no further direction.

BENEFITS DISADVANTAGES AND NEGATIVE IMPACTS:


Option 1: The main advantage of this option is that information is provided to the City and the Community.
Option 2: Same as Option 1.

COSTS AND BUDGET IMPACT - REVENUE GENERATION:


There is no cost to making the presentation

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Council procedures bylaw makes provisions for making presentations to Council.



Department Head or Corporate
Officer or Chief Administrative Officer



Reviewed by Chief
Administrative Officer

Council Delegations

Submit to City Office
at least 7 working days
before Council Meeting
Dec 5 for Dec 11

Background

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

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

Presentation Outline

Presentations may be a maximum of 10 minutes.

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

behalf of Phoenix Mountain Alpine Ski Society

to request that you consider Extending financial support to the ski club
for the 2013-14 Season // Support of our initiative →

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

- BC Gaming has moved us into a different funding sector
for Community Gaming Grants which makes us ineligible
for grant funding for the 2013-14 season
- Having to rely on grant funding to cover operating expenses →

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

With the financial support of local government. we will
be able to continue to provide the community
with an affordable family ski facility
30 minutes from town.

(over)

Council Delegations (cont.)

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

Loss to the community of a valuable
recreational resource and the economic benefits
that flow to the community from the
ski hill operation

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

stating: City of Grand Forks will provide ^{some} funding to the
Phoenix Ski Hill for the 2013-14 season to help bridge
the income shortfall created by the lack of Marmot funds.

City of Grand Forks will support the Phoenix Ski Hill
initiative to become part of the RDKB Recreational
Services budget for future years

Name: Barbara Cornelius, Dylan Zorn
Organization: Phoenix Mountain Alpine Ski Society
Mailing Address: Box 2428 Grand Forks BC V0H 1H0
(Including Postal Code) Barb home Dylan work
Telephone Number: 250 442-5870 250 442 2722
Email Address: skiphoenix@gmail.com

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

N:Forms/Delegation form

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

**PHOENIX MOUNTAIN
BENEFITS TO THE COMMUNITY, Nov. 2013**

- With an operating season from mid-December to the end of March, we employ thirty full-time and part-time workers. We anticipate spending approximately \$100,000 at local businesses during the 2013-14 ski season, and that our payroll will put another \$100,000 into the local economy – all in a 4 month period.
- Since 1968 we have provided an affordable family recreational facility, 30 minutes from town, with approximately 12,000 skier visits per year. The ski hill has broad spectrum appeal with its proximity to x-country ski and snowshoeing facilities, and the opportunities it offers to spectators, or those who might want to just come up for lunch and a beverage.
- This year we received approval from the BC government for the expansion of our Controlled Recreation Area from 68 ha to 238 ha, securing a much larger area for recreational opportunities, which will further contribute to the economic and social values of the area.
- Our growing Alcan Nancy Greene Ski League Jr. Racing Program served approximately 25 families last year, and we anticipate an increase in participation this year with our plan to broaden the scope of the program.
- Our events, such as the NGSF zone race, and our annual Park Jam draw participants from out of town, who spend an estimated \$10,000 on motels, gas and meals in Grand Forks and the surrounding area. In addition, the Red Mountain Freeskiing Academy has expressed their intention to come to Phoenix on a regular basis to train in our Terrain Park.
- By providing every school age child in Grand Forks & Christina Lake with the opportunity to learn to ski and/or snowboard, we are enhancing the physical fitness of every child in the community, at a time when physical education programs are experiencing cutbacks at the provincial and school board levels, and childhood obesity is reaching levels never before seen in our society. Each child gains from this program a new or improved physical recreational skill which they can enjoy and share with their family, in the outdoors, for the rest of their lives. Over 300 children participated in the school program last year.
- Our Snow School learn to ski program for children ages 3 and up, and skill improvement lesson program for older children build a strong base for our Nancy Greene and School programs.
- Our free Night Ski, sponsored by local businesses, attracted 150 > 200 skiers and boarders each Saturday night last season. Many participants are new to the sport, or are reacquainting themselves with it after years of winter inactivity.
- We support community programs and events with donations of lift tickets and passes.
- We serve as a “Feeder Hill” for large resorts in the Regional District, such as Big White, Mount Baldy and Red Mountain.

**PHOENIX MOUNTAIN
STATEMENT OF NEED, Nov. 2013**

- **The Ski Hill's operating expenses exceed the income from operations by an average, over the past five years, of \$70,000. The operating loss for the 2012-13 season was \$82,500, approximately one third of our total operating expense and \$8.00 per skier visit.**
- **Our five year Comparative Income Statement shows that our primary source of Grant Revenue during that period has been the BC Gaming Commission. This is not a source of operating funds that we can rely on from one year to the next, and gives us no stability in planning for the future.**
- **The funding that we have received from the BC Gaming Commission, by covering some of our major operating expenses, has enabled us to make several upgrades to essential infrastructure. These projects could not have been completed without the generosity of local government, contractors and volunteers, and have put our infrastructure in good shape to carry on for years to come.**
- **In 2004, the PMASS Board of Directors approached the representatives of Grand Forks, Greenwood, Midway and RDKB Areas C, D & E to request consideration of tax based funding for the Ski Hill. For the next 7 years the City of GF supported us with grants in aid of \$9,000 - \$10,000 per year. This, added to the Gaming grants we have received from the BC government in the intervening years alleviated, for a time, the urgency of our need for tax-based funding. However the insecurity of relying on grant funding which must be applied for every year makes it impossible for us to operate with any degree of confidence that the ski hill will have a viable future. With the change in Gaming policy which made their funds unavailable to us this year, our respectful request for consideration of a formal, stable funding arrangement with the local governments has once again become urgent.**
- **The Phoenix Ski Hill is the only recreational facility in the area that does not received tax based funding from the local governments**
- **Without the financial support of the provincial and/or local governments, the Ski Hill Operation will be unsustainable and the community will lose a valuable resource.**

PHOENIX MOUNTAIN ALPINE SKI SOCIETY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED APRIL 30, 2013
(Unaudited)

STATEMENT A

	2013	2012
REVENUE		
Ski hill operation	\$ 101,890	\$ 96,003
Concession	42,656	34,322
Rental shop	<u>33,861</u>	<u>33,628</u>
	178,407	163,953
OTHER INCOME		
Grant, Province of BC - Direct Access to Gaming	47,000	47,000
Amortization of deferred contributions	6,375	4,056
Grant, Regional District of the Kootenay Boundary	4,000	-
Donations and miscellaneous	<u>3,168</u>	<u>5,617</u>
	238,950	220,626
EXPENDITURES		
Advertising	3,633	4,102
Amortization	22,318	23,883
Concession and bar purchases	21,632	18,208
Gas and oil	13,657	11,497
Insurance	18,766	18,642
Interest and bank charges	4,348	4,034
Licenses and dues	2,008	1,728
Office and sundry	1,226	1,000
Professional fees	10,640	11,928
Payroll costs	6,648	5,632
Property taxes and tenure fee	2,535	2,513
Repairs and maintenance	23,009	18,317
Ski patrol	629	1,504
Supplies and training	4,964	6,139
Supplies, retail	5,821	6,373
Telephone	1,779	1,795
Tickets, passes and waivers	1,645	824
Travel	80	499
Utilities	13,153	10,394
Wages	107,856	89,615
Workers compensation	<u>3,522</u>	<u>2,508</u>
	269,869	241,135
EXCESS OF EXPENDITURES OVER REVENUE	\$ (30,919)	\$ (20,509)

Net Loss (30,919)
Deduct Grant Income (51,600)
Operating Loss (82,519)

See accompanying notes to financial statements

Kemp Harvey Burch Kientz Inc.

PHOENIX MOUNTAIN ALPINE SKI SOCIETY
SCHEDULE OF FIVE YEAR OPERATIONS
FOR THE YEAR ENDED APRIL 30, 2013
(Unaudited)

SCHEDULE II

	2013	2012	2011	2010	2009
REVENUE					
Ski hill operation	\$ 101,890	\$ 96,003	\$ 114,630	\$ 99,478	\$ 103,340
Concession	42,656	34,322	44,555	46,385	47,649
Rental shop	33,861	33,628	45,195	39,084	37,315
	178,407	163,953	204,380	184,947	188,304
OTHER INCOME					
Grant, Province of BC - Direct Access to Gaming	47,000	47,000	47,000	47,000	47,000
Amortization of deferred contributions	6,375	4,056	2,057	769	500
Grant, Regional District of the Kootenay Boundary	4,000	-	-	5,000	-
Donations and miscellaneous	3,168	5,617	1,926	7,698	4,022
Grant, City of Grand Forks	-	-	10,000	10,000	9,264
Insurance proceeds	-	-	6,156	-	-
	238,950	220,626	271,519	255,414	249,090
EXPENDITURES					
Advertising	3,633	4,102	4,491	3,950	4,696
Amortization	22,318	23,883	22,355	21,713	15,820
Concession and bar purchases	21,632	18,208	23,815	25,082	25,388
Gas and oil	13,657	11,497	11,760	10,779	10,373
Insurance	18,766	18,642	18,361	17,071	15,703
Interest and bank charges	4,348	4,034	4,408	3,573	3,420
Licenses and dues	2,008	1,728	1,785	1,675	2,125
Office and sundry	1,226	1,000	1,598	873	1,076
Payroll costs	6,648	5,632	5,339	6,242	5,534
Professional fees	10,640	11,928	9,068	9,068	10,005
Property taxes and tenure fee	2,535	2,513	2,865	2,455	2,528
Repairs and maintenance	23,009	18,317	23,396	23,742	44,550
Ski patrol	629	1,504	1,431	2,724	3,476
Supplies and training	4,964	6,139	4,527	5,551	5,294
Supplies, retail	5,821	6,373	11,239	7,725	6,650
Telephone	1,779	1,795	1,587	1,405	1,392
Tickets, passes and waivers	1,645	824	1,533	2,178	1,568
Travel	80	499	110	1,108	750
Utilities	13,153	10,394	10,769	11,287	12,078
Wages	107,856	89,615	87,769	100,618	92,227
Workers compensation	3,522	2,508	1,907	2,097	2,078
	269,869	241,135	250,113	260,916	266,731
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	\$ (30,919)	\$ (20,509)	\$ 21,406	\$ (5,502)	\$ (17,641)

See accompanying notes to financial statements

Kemp Harvey Burch Kientz Inc.

PHOENIX MOUNTAIN ALPINE SKI SOCIETY
STATEMENT OF FINANCIAL POSITION
APRIL 30, 2013
(Unaudited)

STATEMENT C

	2013	2012
ASSETS		
CURRENT ASSETS		
Cash - Note 4	\$ 38,699	\$ 54,532
Accounts receivable	689	566
Inventory - Note 2	2,188	2,188
Prepaid expenses	11,112	10,925
	<u>52,688</u>	<u>68,211</u>
CAPITAL ASSETS - Note 2 & Schedule I	<u>170,932</u>	<u>184,172</u>
	<u>\$ 223,620</u>	<u>\$ 252,383</u>

LIABILITIES

CURRENT LIABILITIES

Accounts payable - Note 5	\$ 11,712	\$ 9,181
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS - Note 6	<u>122,403</u>	<u>122,778</u>
	<u>134,115</u>	<u>131,959</u>

NET ASSETS

INVESTMENT IN CAPITAL ASSETS - Statement B	48,529	61,394
UNRESTRICTED - Statement B	<u>40,976</u>	<u>59,030</u>
	<u>89,505</u>	<u>120,424</u>
	<u>\$ 223,620</u>	<u>\$ 252,383</u>

APPROVED ON BEHALF OF THE SOCIETY


_____, Director


_____, Director

See accompanying notes to financial statements

Kemp Harvey Burch Kientz Inc.

CANADA
PROVINCE OF BRITISH COLUMBIA

NUMBER

S-16693



Province of British Columbia
Ministry of Consumer and Corporate Affairs
REGISTRAR OF COMPANIES

SOCIETY ACT

Certificate of Incorporation

I HEREBY CERTIFY THAT

PHOENIX MOUNTAIN ALPINE SKI SOCIETY

HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

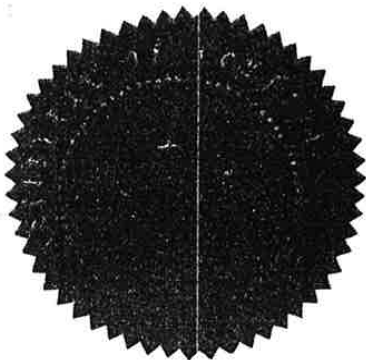
GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA,

THIS 30TH DAY OF SEPTEMBER, 1981

A handwritten signature in cursive script, appearing to read "F.A. Skinner".

F.A. SKINNER
ASST. DEPUTY REGISTRAR OF COMPANIES





Phoenix Mountain Alpine Ski Society

This Non-Profit Society was incorporated in 1981 with the primary purpose of operating a community ski facility in the area of Phoenix Mountain, Grand Forks, BC. The affairs of the society are governed by a volunteer Board of Directors elected annually from the society membership. The Board's role is to oversee the work of Ski Hill staff, to co-ordinate the many volunteers whose efforts keep the hill viable, and to plan for the future of the facility.

Our current board consists of the following:

<i>President:</i>	<i>Dylan Zorn</i>	<i>Directors:</i>	<i>Klaus Bialon</i>
<i>Vice President:</i>	<i>Ciel Sander</i>		<i>Astrid Kihl</i>
<i>Treasurer:</i>	<i>Kari Orme</i>		<i>Ron Wyers</i>
<i>Secretary:</i>	<i>Owen Broad</i>		<i>Tony Roodzant</i>
			<i>James Hall</i>
			<i>Sandra Cheverie</i>

Why become a Society Member?

The days when a small ski area like Phoenix could be self-supporting through its ticket and pass sales are in the past. We rely increasingly on the support of the BC Government and the local Regional Districts and Municipal Governments for supplementary funding. Among the criteria that these bodies consider are the strength and involvement of our membership in the affairs of the society.

If you are a current season passholder and wish to be able to vote at the Annual General Meeting, or perhaps to run for a position on the Board of Directors, you must be a society member.

How do I become a Society Member?

If you are a current adult season passholder, fill out the linked form on our home page and submit it for approval to the Board of Directors. There is no membership fee other than the requirement that you be a season passholder.

When do I cease to be a Society Member?

Your society membership ends on April 30 of a year when you do not buy a season pass. This ensures that our membership list stays current and consists of people who are committed to the well-being and the future of the ski hill.



Phoenix Mountain Alpine Ski Society
Season Pass Guidelines: Board of Directors
October 2013

As stipulated in our constitution, no director can be remunerated for being or acting as a director. This is also a requirement of the BC Gaming Commission and our local government bodies from whom we hope to secure future funding.

This means that Board members do not receive a season pass for holding a position on the board.

Our board is, however, mostly a Working Board. Like any member of the public, a board member can be engaged by the Society to perform a job, and be reimbursed with a season pass rather than by cash or cheque.

The standard is roughly 20 hours of work for one adult season pass. This is the same standard applied to our ski patrol and brushing volunteers. **Time spent at board meetings and on your duties as a director do not qualify for credit towards a pass.**

You should document your hours whenever you perform volunteer work for the hill. If you are eligible for one or more season passes by virtue of work performed for the Society, please submit them along with your pass application.

**THE CITY OF GRAND FORKS
REQUEST FOR COMMITTEE OF THE WHOLE RECOMMENDATION
DELEGATION**

DATE : December 10, 2013
TOPIC : Presenting an update on the South Okanagan-Similkameen National Park Feasibility
PROPOSAL : That Council pass a resolution with regard to the South Okanagan-Similkameen National Park
PROPOSED BY: Doreen Olson of the South Okanagan-Similkameen National Park Network

SUMMARY:

The South Okanagan-Similkameen National Park Feasibility is currently on hold by the Provincial Government who is waiting for broad support before they move forward with project. Doreen Olson of the South Okanagan-Similkameen National Park Network is proposing that Council pass a resolution in support of the project to reinforce City support to the Provincial Government.

STAFF RECOMMENDATIONS:

The Committee of the Whole recommends to Council to receive the presentation by Doreen Olson of the South Okanagan-Similkameen National Park Network and refer to the December 16th Regular meeting of Council.

OPTIONS AND ALTERNATIVES:

1. Receive the presentation and refer to the December 16th Regular meeting of Council for further discussion.
2. Receive the presentation: Under this option, Council is provided with the information on the South Okanagan-Similkameen National Park.

BENEFITS DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The main advantage of this option is that information is provided to the City and the Community.

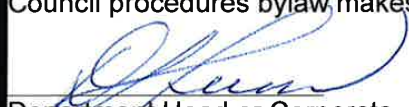
Option 2: Same as Option 1.

COSTS AND BUDGET IMPACT - REVENUE GENERATION:

There is no cost to making the presentation

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Council procedures bylaw makes provisions for making presentations to Council.


Department Head or Corporate
Officer or Chief Administrative Officer


Reviewed by Chief
Administrative Officer

From: [REDACTED] Doreen Olson <threegates@telus.net> Nov-13-13 4:08:34 PM [REDACTED]
Subject: [BULK] New Online Delegation Form submission from Doreen Ols...
To: [REDACTED] Info City of Grand Forks

RECEIVED

NOV 14 2013

THE CORPORATION OF
THE CITY OF GRAND FORKS

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

South Okanagan Similkameen National Park Net

To request that you consider:

a delegation to the November 25th Meeting. We will be travelling to give a presentation to Greenwood and Midway on November 26 and respectfully request that Council consider our presentation on Nov 25 since we will be driving some distance.

The reasons that I/We are requesting this action are:

We would like to update Council with the latest information on the South Okanagan - Similkameen National Park Feasibility with a power point presentation and answer questions from Council. Currently this proposal is "on hold" by the Provincial government waiting for broad support.

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

Understanding the economic benefits such a park will bring to Grand Forks and other communities in area "E" after park establishment and being part of the decision making process.

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

lack of formal support from regional and local governments for the park will keep the process "stalled" indefinitely preventing economic benefits to all communities near the park including Grand Forks.

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating:

FILE CODE

*D2 - SOUTH OKANAGAN SIMILKAMEEN
NATIONAL PARK NET*

Grand Forks

DRAFT resolution on the proposed South Okanagan-Similkameen National Park –
November 13, 2013

Background:

WHEREAS: the Government of Canada and Province of BC have been working together since 2003 to see if a national park in the South Okanagan-Similkameen is feasible; and

WHEREAS: the 2010 national park feasibility study report showed that a national park is feasible and that the Province of BC and Government of Canada should work together, and with the Okanagan Nation Alliance and all related bands, to establish a national park; and

WHEREAS: The Okanagan Nation Alliance undertook a national park study and concluded with a unanimous resolution, approved by all ONA communities & leadership, requesting that park negotiations begin immediately;

WHEREAS: Three independent public opinion polls found at least 2:1 support for a park: McAllister Public Opinion Research (2010), Similkameen Valley Planning Committee (2009), SOS Conservation Program (2008);

Conservation:

AND WHEREAS Parks Canada is committed to protecting 39 natural regions of Canada in a national park, and this region is one of the few who does not have one; and

WHEREAS the crown and private lands will be protected within a national park rather than being sold and developed over time, and this will help to maintain the rural lifestyle and beauty of the region;

WHEREAS a national park will protect & restore endangered species that are iconic and critical to keeping this ecosystem intact,

Tourism:

AND WHEREAS the national park will:

- bring more tourists up Highway 3 and down from Kelowna, which is especially important since the opening of the Coquihalla in May 1986,
- Increase the number of visitors, and build year round strength by lengthening their stay, increasing the shoulder season, and providing tourism opportunities in every season,
- Increase visitation to Grand Forks Municipal Campground, cottages, cabins, chalets, bed-and-breakfasts, motels, and family ranches,
- provide visitors an opportunity to learn about our unique history and culture – First Nations, Doukhobor community, draft dodgers and farmers and to enjoy local culinary features such as, borscht, old-country pyrahi (perogies),
- provide additional support to market our Rock Candy Mine, the Farmer's Market, and the Hardy Mountain Doukhobor Village,
- bring more visitors to our events & attractions, e.g. the Kettle River Festival of the Arts, Grand Forks International Baseball Tournament, Collier's Wine Tasting, our Garden Tour

Grand Forks International Baseball Tournament, Gallery 2 Wine Tasting, our Garden Tour, Music in the Park, Canada Day Celebrations, and Grand Forks Fall Fair,

- bring outdoor enthusiasts to hike our extensive trail system, fish, snowmobile, golf, cross country ski and enjoy our family-oriented ski hill,

Community Economic Development:

AND WHEREAS the proposed national park, which is established over many years, will enhance community economic development and balance rural and urban life by:

- bringing young families into the area, because of the amenities related to a national park, thereby providing more security for schools & medical services;
- giving investors more confidence to invest in our community and businesses; and
- bringing more business and private aircraft to the Boundary Municipal Airport thereby increasing its security; and
- bringing more visitors to the Grand Forks Fly In; and
- bringing more international visitors via the Spokane and Kelowna International Airports; and
- making Grand Forks more secure and sustainable; and
- provide new jobs within the region – in the park itself and in communities throughout the region; and

Additional Regional Benefits:

WHEREAS Parks Canada will bring world-class expertise, funds and staffing to enhance regional fire management and wild fire fighting, both inside and outside the national park;

WHEREAS Parks Canada will collaborate with us to bring resources and expertise to address climate change.

WHEREAS: In January 2010, the Province withdrew from the process stating that they felt there was not enough public support for the national park; and

WHEREAS: many other municipalities, regional district governments, business and tourism associations have asked the Province to return to formal national park discussions with the Government of Canada;

Resolution:

AND THEREFORE the City of Grand Forks formally requests that:

1. The Province of BC re-engage in the formal park establishment process with the Government of Canada & Okanagan Nation Alliance; and
2. That the City of Grand Forks be consulted during the park establishment process to ensure that our vision for our community and the region be incorporated in the planning.

Name

Doreen Olson

Organization

South Okanagan Similkameen National Park Network

Mailing Address

S33A C2 RR#1
Kaleden, British Columbia V0H1K0
Canada
[Map It](#)

Telephone Number

250-497-6889

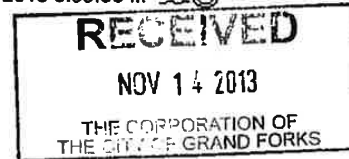
Email Address

threegates@telus.net

Printed by: Info City of Grand Forks
Title: Attention Sarah Corporate Services : SD51

November-14-13 9:06:50 AM
Page 1 of 1

From: "Doreen Olson" <threegates@telus.net> 13/11/2013 5:00:33 ...
Subject: Attention Sarah Corporate Services
To: Info City of Grand Forks



Attachments: South_Okanagan-Similkameen_National_Park_Feasibility_Stu...

Hello Sara,

I spoke to you yesterday about a delegation to Council regarding the South Okanagan Similkameen National Park. I completed the on line request asking for November 25 due to driving distance and our having other meetings in Greenwood and the Okanagan that week. Hopefully this might work as my colleague will be driving from Vancouver and it will be unlikely she will be able to make the trip in December. In any case I would also like to add a document to my request to be given to Mayor and Council. The attached is the overview and findings of the Canada-British Columbia Steering Committee on the feasibility assessment for the proposed national park reserve for the South Okanagan – lower Similkameen. This would be important for Council to have at hand.

Many thanks for your assistance.
Doreen

FILE CODE



For
Canada

Par
Canada



Proposed National Park Reserve for the South Okanagan-Lower Similkameen

Feasibility Assessment

Overview of Findings and Outcomes

Submitted by:
the Canada-British Columbia Steering Committee for Ministerial Approval, January, 2011



Canada

The Canada-British Columbia Steering Committee was established in 2003 as a result of the signing of a Memorandum of Understanding to cooperate on assessing the feasibility of establishing a national park reserve in the South Okanagan-Lower Similkameen, and other projects in British Columbia.

The Steering Committee is pleased to inform the Honourable Murray Coell, Minister of the Environment for British Columbia and the Honourable Peter Kent, Minister of the Environment and Minister responsible for the Parks Canada Agency, that the feasibility assessment initiated in 2004 is complete. This assessment included a comprehensive process of First Nations engagement, stakeholder and community consultations, and design, evaluation and refinement of a park concept.

The Canada-British Columbia Steering Committee recommends to Ministers that:

1. A national park reserve is feasible;
2. The proposed park reserve boundary contained herein be approved at a conceptual level;
3. The governments of Canada and British Columbia sign a Memorandum of Understanding respecting the establishment of a national park reserve in the South Okanagan-Lower Similkameen; and
4. Parks Canada continue to work with the Okanagan Nation Alliance and affected bands to achieve shared understandings regarding the protection and future management of the park proposal area.

Recommended by:

Cairine MacDonald, Deputy Minister, Ministry of the Environment, Government of British Columbia

Ron Hallman, Director General National Parks, Parks Canada

Bill Fisher, Director General Western and Northern Canada, Parks Canada



Executive Summary

The South Okanagan-Lower Similkameen region is located at the southernmost extent of the Interior Dry Plateau and is characterized by a relatively dry climate. The area is one of Canada's richest areas of natural biodiversity and has a large number of species and habitats at risk. The proposed national park reserve presents a unique opportunity to work with First Nations and local residents to achieve conservation objectives, to restore threatened habitats and species at risk including the burrowing owl, and to collaborate with the broader ranching community to achieve stewardship of this valued landscape. This report summarizes the results of a feasibility assessment undertaken between 2004 and 2010.

In 2002, representatives of the Okanagan Nation Alliance and community members were the first proponents for protecting the area around the South Okanagan Grasslands Protected Area as a national park reserve. In 2003, the governments of Canada and British Columbia signed a Memorandum of Understanding to cooperate on assessing the feasibility of establishing a national park reserve in the South Okanagan-Lower Similkameen region.

The Canada-British Columbia Steering Committee recommends that a national park reserve is feasible. The Steering Committee also recommends that the proposed boundary identified in this report be approved by ministers at a conceptual level, and that negotiations for a national park reserve establishment agreement proceed as outlined in section 4 of the 2003 Canada-British Columbia Memorandum of Understanding. Further, the Steering Committee recognizes the importance of a timely decision due to rapid land use change in this area, and growing requests for 'certainty' by key stakeholders, in particular the ranching community.

The 2010 Park Concept is revised from an earlier 2006 proposal and includes two distinct areas, the Northern Component and the South Okanagan Grasslands Component. The proposed boundary of the park reserve now includes approximately 284 sq km of provincial parks and protected areas, multi-use Crown Lands and private lands. Private lands would be secured on a willing seller and willing buyer basis.

The two components of the 2010 Park Concept make a significant contribution towards Parks Canada's objectives to represent the Interior Dry Plateau in the national park system. The diverse landscapes provide unique educational and visitor opportunities. A national park reserve would complement and enhance the already well developed tourism economy in the South Okanagan and help local residents, and all Canadians experience this area's natural beauty and retain it unimpaired for future generations.

Executive Summary (cont'd)

The bands of the Okanagan Nation Alliance implicated in this proposal have stated an interest in sharing their vision towards protecting the ecological and cultural integrity of this area for future generations, and designing a process of collaboration to achieve this vision as part of the national park reserve establishment process. This includes a commitment from Parks Canada that legislative measures will not compromise future settlements of Aboriginal Title and Rights, and that traditional activities and the use of traditional knowledge will be included in park planning and management. Collaborative work with the Lower Similkameen and Osoyoos Indian Bands, and the Okanagan Nation Alliance is in early stages; the goal is to develop a mutually agreeable approach to guide a park establishment process, as well as future planning and management of a national park reserve.

Due to the cultural importance of ranching in this area, and community feedback about impacts to the ranching community, Parks Canada has committed to an adaptive management framework that supports continued livestock grazing in the park concept area in a manner consistent with ecological objectives and park values. Further development and refinement of the adaptive management framework will enable flexibility and innovation in proactively working with the ranching sector over the long term. Recent input from ranchers and the ranching community suggests increased support for this approach.

A socio-economic assessment completed in 2008 concluded that there would be a significant positive economic impact associated with the establishment of a national park reserve, if Parks Canada staff and facilities were located in smaller communities. The assessment also predicted no significant negative socio-economic impact from changes to regional land use. This assessment assumed a multi-decade transition to a full national park reserve and assumed that recommended mitigation measures would be applied.

A long term transition will be necessary and will require a strong commitment between Parks Canada, the Government of British Columbia and the Okanagan Nation Alliance. In summary, the proposed national park reserve presents an important provincial and federal opportunity to work together to protect one of Canada's treasured places and leave a living legacy that connects people to nature, culture and history.



In 2011, BC Parks will celebrate its 100th anniversary of the creation of the first provincial park in British Columbia. Also in 2011, Parks Canada will be celebrating the 100th anniversary of Canada's national park service, the first in the world. This could be an opportunity for both governments to recognize this significant area of biodiversity, profile the rich history of the region and jointly share a commitment to protecting the South Okanagan-Lower Similkameen for all Canadians.

Why establish a national park reserve in the South Okanagan-Lower Similkameen?

- *Enhance protection of British Columbia's temperate grassland ecosystems – landscapes that are critically endangered globally.*
- *Consolidate and connect the existing network of provincial and national protected areas – through the purchase of private lands and through partnerships with surrounding landowners and users.*
- *Build strong and meaningful relationships with the Okanagan Nation.*
- *Establish partnerships with the Okanagan Nation and local communities to collaborate on conservation, management and education – building upon traditional local ecological knowledge.*
- *Facilitate collaboration between scientific researchers, ranchers, range professionals and the Okanagan Nation to achieve ecological management objectives and protect key "at risk" habitats within the national park reserve and to improve current range conditions in surrounding grasslands and to manage wildlands in rural-urban transition areas.*
- *Make it easy for people from the Southern Interior and other Canadians to visit the park for an hour, a day or longer – by offering a wide range of first class opportunities to experience and connect with this nationally significant natural and cultural heritage area.*
- *Raise the profile of the South Okanagan and Lower Similkameen as a tourism destination by adding new visitor experience opportunities to the existing marketing mix, encouraging investment in the local tourism infrastructure and creating strategic benefits for the tourism industry.*



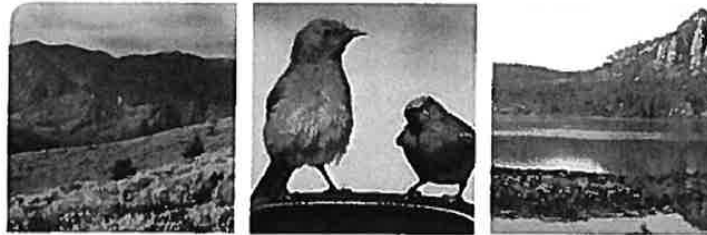


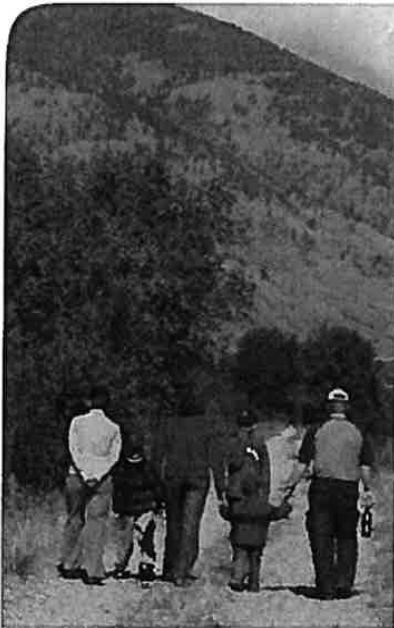
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Introduction

The South Okanagan-Lower Similkameen is part of the Interior Dry Plateau natural region of Canada, and one of 39 regions identified by Parks Canada as a distinctive component of the national landscape. This region is not yet represented in Canada's system of national parks. Located in the extreme south of the Interior Dry Plateau where the northern edge of the Great Basin reaches into British Columbia, the South Okanagan-Lower Similkameen is one of Canada's richest areas of biodiversity. From both national and provincial perspectives, this is an area of high conservation value and an excellent candidate area for Parks Canada to represent the Interior Dry Plateau natural region.

In 2002, representatives of the Okanagan Nation Alliance and community members were the first proponents for protecting the area around the South Okanagan Grasslands Protected Area as a national park reserve.



In 2003, Canada and British Columbia signed a Memorandum of Understanding to cooperate on assessing the feasibility of establishing a national park reserve in the South Okanagan-Lower Similkameen, together with other projects in British Columbia, under the guidance of the Canada-British Columbia Steering Committee. A local Working Group was established to build and assess the proposal. The feasibility assessment was initiated in 2004, incorporating an iterative process of consultations, design, evaluation, and refinement of a park concept.

This report is a summary of the feasibility assessment results and concludes with key recommendations from the Canada-British Columbia Steering Committee that the assessment is complete and that a national park reserve is feasible. Work continues with the Okanagan Nation Alliance and affected bands to design and participate in a process of collaboration in the park establishment process.

The Working Group was established by the Canada-British Columbia Steering Committee to facilitate implementation, coordination and communication of the feasibility assessment process. The group is comprised of representatives from the Government of British Columbia (Ministry of Environment, Ministry of Forests and Ministry of Agriculture and Lands) and Parks Canada.

Elements of Feasibility Assessment

As part of the Canada-British Columbia Memorandum of Understanding, several key elements were required in the feasibility assessment. The table below outlines the elements and how they were addressed.

Memorandum of Understanding Item	How Addressed
<ul style="list-style-type: none">– Boundary Proposals	<ul style="list-style-type: none">• Trial Boundaries (Ecosystem Conservation Target Report)• 2006 Draft Park Concept (650 sq km)• 2010 Revised Park Concept (284 sq km)
<ul style="list-style-type: none">– Analysis of natural and cultural resources	<ul style="list-style-type: none">• Achievement of conservation targets• Cultural history overview
<ul style="list-style-type: none">– Analysis of social and economic impacts– Assessment of mineral and other natural resource potential– Assessment of impact on access to land	<ul style="list-style-type: none">• Social, Economic and Environmental Baseline Study, 2005• Social and Economic Assessment (based on 2006 proposal)• Extensive Consultations
<ul style="list-style-type: none">– Analysis of environmental impacts	<ul style="list-style-type: none">• Ecosystem Conservation Target Report
<ul style="list-style-type: none">– Mitigation for adverse economic impacts and management options to accommodate existing land uses– Identification of all land uses that must be discontinued	<ul style="list-style-type: none">• Recommended approach to transition described in Social and Economic Assessment• New approach to grazing (2010)
<ul style="list-style-type: none">– Report on consultations undertaken with federal and provincial agencies, affected First Nations, Local Governments and local communities	<ul style="list-style-type: none">• Phase I Report on Consultations (Draft)• Phase II Report on Consultations (Draft)• 2010 Consultation Overview

The studies listed above, combined with consultations, assisted Parks Canada and the Canada-British Columbia Steering Committee with identifying opportunities, issues and concerns. They guided the development of the park concept during the assessment process.

The Park Concept Overview

Throughout the feasibility assessment, Parks Canada has sought feedback from First Nations, local communities and stakeholders in order to develop a park concept which fits within the regional context. In 2006, a draft Park Concept was introduced to the community, and feedback was gathered from open houses, forums, workshops and meetings. Further discussions assisted Parks Canada and the Working Group in better understanding where common interests from First Nations, communities, the public, and stakeholders could be combined to build a common vision.

The revised 2010 Park Concept presents a more collective vision and approach, including a smaller revised boundary and an adaptive management approach to grazing. Past discussions and renewed dialogue with local bands and the Okanagan Nation Alliance have been instrumental in revisions to the 2006 Park Concept (*see Relationship and Collaboration with First Nations section*).



THE PROPOSED PARK RESERVE BOUNDARY

The map on the following page illustrates that the new 2010 Park Concept includes two distinct areas, the Northern Component and the South Okanagan Grasslands Component. The proposed boundary of the park reserve now includes approximately 284 sq km of provincial parks and protected areas, multi-use Crown Lands and private lands (private lands would be secured on a willing seller and willing buyer basis.) Derived from the 2006 draft Park Concept which was 650 sq km, changes to reduce the size of the park concept were made in response to First Nations, key stakeholders, and some members of the public who expressed concerns that the original plan was "too much, too fast." *See Appendix 1 for the 2006 draft Park Concept map.*

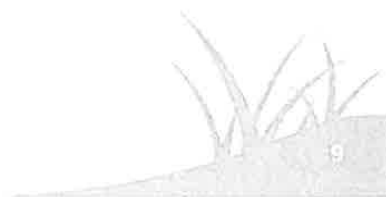
NORTHERN COMPONENT HIGHLIGHTS INCLUDE:

- 10 sq km of aquatic habitats, the rare 'pocket desert' habitat (antelope brush), species at risk, a concentration of cultural sites and a signature view
- Cooperative management with the Canadian Wildlife Service at Vaseux Lake Migratory Bird Sanctuary and Bighorn National Wildlife Area
- Partnerships in adjacent areas including White Lake and Vaseux protected areas, National Research Council lands, and other conservation lands
- Accessible nature education and interpretation values with excellent day use opportunities
- Potential interpretive theme: 'Snakes and Lakes'

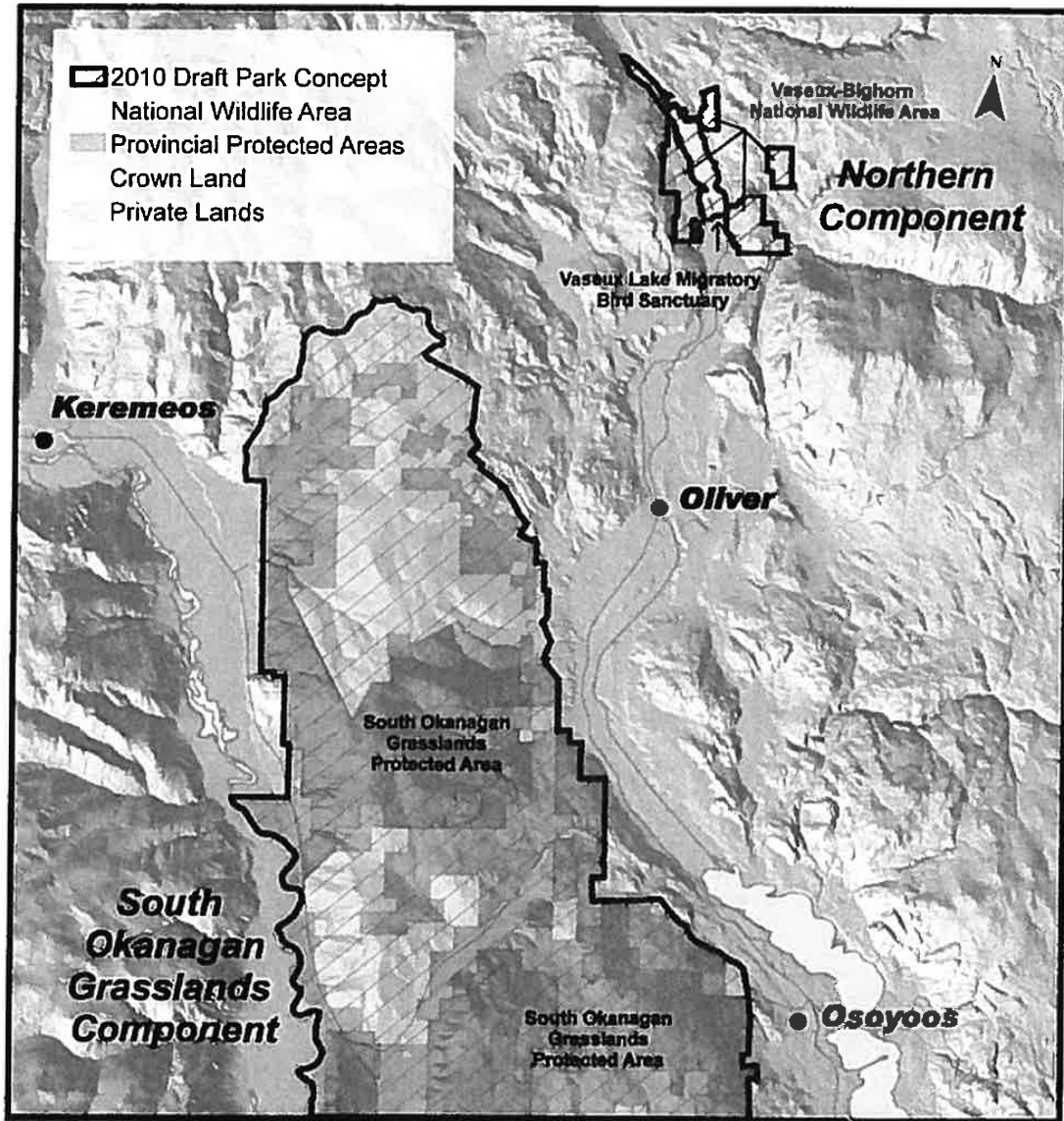
SOUTH OKANAGAN GRASSLANDS COMPONENT HIGHLIGHTS INCLUDE:

- Grasslands, ponderosa pine parklands, interior Douglas fir forests and a scenic upland joining the Similkameen and Okanagan valleys
- Approximately 93 sq km of provincial protected area in 5 parcels; 83 sq km of multi-use Crown land; 98 sq km of private land
- Consolidation of fragmented protected areas; provide opportunities for road-accessible day use, trails, viewpoints, star gazing, interpretation
- Experience elevation gradient spanning five ecosystems
- Receive and orient visitors, and interpret the region at existing or new visitor centres (outside the park reserve)
- Integrate an extensive trail system within the proposed park with existing community roads and trails
- Potential interpretive theme: 'From the Desert to the Stars'

These two components make a significant contribution towards Parks Canada's national goals in this natural region. The grasslands and other associated ecosystems are areas rich in biodiversity, and are home to many species. The diverse landscapes provide unique educational and visitor opportunities to experience one of the driest, hottest and most threatened ecosystems in Canada.



South Okanagan-Lower Similkameen • 2010 Draft Park Concept



Proportion and Inclusion: British Columbia
Parks Canada, Vancouver
January 2, 2010



APPROACH TO GRAZING MANAGEMENT

Due to the cultural importance of ranching in this area, and community feedback about impacts to the ranching community, Parks Canada has committed to an adaptive management framework that supports continued livestock grazing in the park concept area in a manner consistent with ecological objectives and park values. Further development and refinement of the adaptive management framework will enable flexibility and innovation in proactively working with the ranching sector over the long term. Recent input from ranchers and the ranching community suggests increased support for this approach. *(see Livestock Grazing in the Socio-Economic Assessment Section).*



Relationship and Collaboration with First Nations

Representatives of the Okanagan Nation Alliance were among the first proponents for a national park reserve in the South Okanagan and Lower Similkameen. Following some challenges part way through the feasibility assessment process, and delays in substantive discussions, the affected bands of the Okanagan Nation stated an interest in sharing their vision towards protecting the ecological and cultural integrity of this area for future generations, and designing a process of collaboration to achieve this vision as part of the national park reserve establishment process.

Foundational issues for the Okanagan Nation Alliance relate to protection of claims to title and rights. Key interests include protecting the land from further alienation; restoring healthy ecosystems; collaborative management; traditional and contemporary activities; training and employment; economic opportunities; assistance with Spotted Lake and on-reserve conservation lands; and community relationships. The Okanagan Nation Alliance requires that the park establishment process, and all that this process entails, does not erode their claims to title and rights.

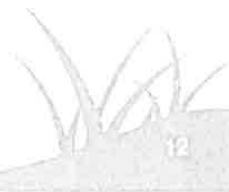
Parks Canada has consistently communicated that a park establishment process cannot resolve claims to title and rights. In a letter sent to the Chiefs of the Okanagan Nation Alliance on October 6, 2010, Parks Canada stated several commitments, including a commitment that legislative measures will not compromise future settlements of title and rights claims, that traditional activities will continue, and that traditional knowledge will be used in park planning and management. Collaborative work with local bands and the Okanagan Nation Alliance will further develop the relationship and a mutually agreeable approach that will guide the establishment, planning and management of the national park reserve.

The Osoyoos Indian Band and Lower Similkameen Indian Bands have shared responsibilities regarding the current park proposal. The Okanagan Nation Alliance will provide support in specific areas. In December, 2010, the Chiefs agreed to engage in a long term work plan to gather information, address core issues, and to develop shared understandings and protocols for working together, and with Parks Canada towards establishment of a national park reserve.

Of significance, the Lower Similkameen Indian Band has stated from the beginning that it cannot support having Snowy Protected Area included in the park proposal at this time. They have also recently expressed concern about how best to protect this and other areas in the future.



"Skwrakan, St'tek, Skikwelt, Npececk'ulawx, Tkrmlus and Nasnula'xw are the area names that the Sylix use, to refer to the area, west of Similkameen River and south of Keremeos to the U.S. border.This area is viewed by the Lower Similkameen people as their backyard or n'tatxwmn, and all access to this area is through reserve lands. There is an extended history of use and occupancy, including hunting, gathering, cattle grazing, logging, wood cutting, spiritual, cultural, and sites referred to in stories and oral history."



Conservation Target Analysis

The South Okanagan-Lower Similkameen is located at the southernmost extent of the Interior Dry Plateau and is characterized by a relatively dry, warm climate. The vegetation is predominantly grassland and shrub-steppe at lower elevations with coniferous parkland at higher elevations. This area is also recognized for its nationally significant wetlands and riparian areas that provide essential habitat to birds (Important Bird Areas), amphibians and reptiles. The South Okanagan-Lower Similkameen is one of Canada's richest areas of natural biodiversity and has a large number of species and habitats at risk.

The Dry Interior Plateau of British Columbia is one of Canada's most diverse natural regions. Within its boundaries, and sometimes in a distance of only a few miles, one can travel from arid, sandy, cactus-covered bench lands up to treeless arctic-alpine mountaintops. – Richard Cannings

In 2008, Parks Canada completed an Ecosystem Conservation Target Analysis. This tool was designed to assist planning, support decision-making, and build a framework to consider options for park boundary design. It addressed three planning objectives:

- Representing the Interior Dry Plateau natural region,
- Representing the special and unique features of the South Okanagan-Similkameen, and
- Configuring a park reserve boundary to facilitate long term retention or restoration of ecological integrity, one of Parks Canada's key guiding principles.

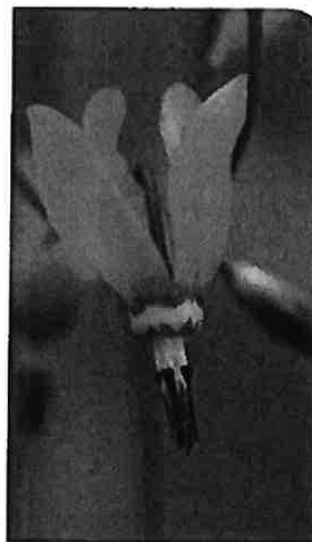
Results from the conservation target analysis suggest that the 2010 Park Concept adequately represents key biogeoclimatic zones, as well as priority habitats and special features. It represents the unique elements of biodiversity found in this region and nowhere else in Canada. In addition, there are fifty-six federally-listed species at risk known to occur in the South Okanagan-Lower Similkameen and most are found within the Park Concept area.

The 2010 Park Concept focuses on protection of the lower elevation grasslands where species diversity is highest and most at risk. Several existing provincial parks and protected areas, including the White Lake Grasslands Protected Area and Snowy Protected Area, capture larger landscapes that help represent a broader diversity of ecosystems in the region.

While the park concept area is smaller, it is still larger than 13 of Parks Canada's existing 42 parks, including the recently established Gulf Islands National Park Reserve. The 2010 Park Concept presents a unique opportunity to work with First Nations to achieve conservation objectives, to restore threatened habitats and species at risk including the burrowing owl, and to collaborate with the broader ranching community to achieve stewardship of a valued landscape.



Communications with Local Government Officials



Early in the feasibility assessment process, an eight member Regional District of Okanagan-Similkameen National Park Committee was formed to provide input to the assessment process. The committee is comprised of local elected officials from communities and rural areas adjoining the park proposal, including the Mayors of Penticton, Osoyoos, Keremeos, Oliver, and Regional Directors from rural Cawston, Oliver, Osoyoos and Okanagan Falls.

Formal and informal briefings with the committee and individual members occurred throughout the feasibility assessment. In November 2010, the committee was provided with a written update regarding the 2010 Park Concept.

Due to upcoming municipal elections, the committee members were unable to state a public opinion regarding their support of a national park reserve proposal at this time. They also stated that further community engagement is important.



Socio-Economic Assessment

The Socio-Economic Assessment was an independent study by resource economists to assess social and economic implications of park establishment to economy and land use, communities and lifestyle. This 2008 study identified impacts that would remain if the 2006 Park Concept was implemented and mitigation strategies were applied. Impacts were categorized as significant or not significant, evaluating the extent of the residual economic effect after mitigation. Note that the Assessment did not evaluate implications for First Nations.

The Socio-Economic Assessment determined that overall there would be a significant positive economic effect associated with the establishment of a national park reserve, if Parks Canada staff and facilities were located in smaller communities. It also predicted no significant negative socio-economic impacts from changes to regional land-use. While the Socio-Economic Assessment was based on the larger 2006 Park Concept area, the changes to the concept area appear to have reduced the number of affected tenures and the likelihood of negative residual impacts.



LAND USE IMPLICATIONS

The degree of impact was estimated by person-years of employment and income. In general terms, the Socio-Economic Assessment found that the magnitude of the loss is not expected to be large (referring to permanent loss) relative to the local industry, local economy, and local labour markets. Furthermore, the residual long-term impacts were determined to be "not significant" for all economy and land use values and activities.

"Not significant" does not mean "insignificant". None of the values discussed and examined in the Socio-Economic Assessment are considered insignificant; their importance is highlighted by inclusion in the analysis. In the Socio-Economic Assessment, "not significant" refers only to the residual effect (after mitigation) of the project.

SUMMARY TABLE OF LAND USE AND IMPLICATIONS

After seven years of study, Parks Canada has a detailed understanding of the history and commitments associated with existing land use. Parks Canada, working with the Government of British Columbia, local communities, stakeholders and other partners has identified options for mitigating changes to land use and has developed approaches to accommodated, modified or terminated existing land uses. Table 1 summarizes the land use impacts, issues, stakeholder feedback, proposed mitigation and outstanding considerations.



Table 1: Summary of Land Uses and Implications for National Park Reserve Establishment (note: this does not include input from the Okanagan Nation Alliance)

Land Use	Issue	Scope and stakeholder feedback	Proposed Mitigation/SEA impacts	Outstanding Considerations
Ranching/ Grazing	Livestock grazing not normally permitted in national parks; existing crown range tenures are required to sustain existing ranches.	South Okanagan Grasslands component only: 5 grazing leases & 11 licenses; 12 tenure holders (2 First Nations; ranchlands on reserve); 5/12 are more likely to experience adverse impact; initial loss of existing use estimated at 25-50% (i.e. 2500-5000 animal unit months); Agricultural Land Reserve concentrated in south 1/3 of area; Impacts to grazing/agriculture of great concern to locals/ stakeholders who prefer new grazing approach to 2006 phase-out.	Purchase one or more large ranches and retire associated crown range tenures; reconfigure grazing use on remaining area and develop adaptive management strategy to retain livestock grazing over the long term consistent with management for ecological values; provide long time frames for stakeholders to adjust; Socio-Economic Assessment (SEA) found the residual effect was negative but not significant.	Develop details on approach to vegetation mgmt; collaborate with stake-holders on approach to address their interests; work with Agriculture Land Commission to determine strategy.
Mining	Mining is not permitted in national parks.	South Okanagan Grasslands component only: Mining reserve 1002003 over component; 10 tenure holders, 22 mineral claims (2 in provincial protected area), approx. 1020 ha affected by pre-reserve tenures; 14 tenure holders, 33 mineral claims, approx. 2850 ha have post-reserve status; 1 known gravel pit (land act tenure); unknown number of crown grants with subsurface rights; Moderate-high mineral capability; concerns about lost access to mineral deposits & approach to compensation; some desire for boundary modification to exclude certain claims.	Boundary modification/phased approach to park establishment reduces area of claims affected and # of tenures; acquire crown grants through willing-seller willing buyer; work with the Province of BC to develop approach to terminating other tenures. SEA found the residual effect was negative but not significant.	Confirm approach to 33 claims established since mining reserve was enacted; renew detailed discussions with the Province of BC about mineral potential in South Okanagan Grasslands Component.
Helicopters	Helicopter training is a novel use; no established tenures and history in national parks so business owners are uncertain of treatment they could expect; Parks Canada has agreed to permit use, subject to environmental impact assessment.	South Okanagan Grasslands component only: 2 local operators; at least 15 landing sites; 2 park use permits; operators are concerned about park visitor opposition and added restrictions/costs; Local politicians and residents concerned about loss of Penticton airport services. There were approximately 200 landing sites found in the 2006 park concept area and more information is needed to refine what is in the 2010 park concept.	Permit continued use by both companies, subject to environmental assessment. The 2008 SEA predicted residual negative effect although not significant; residual effect may be reduced based on new mitigation strategy; 2008 mitigation recommended continued use for Canadian Helicopters only.	
Forestry/ Water	Forest harvesting is not permitted in national parks; water tenures are permitted but licenses have 5 year terms and lack provisions for priority of use.	South Okanagan Grasslands component: 252 ha affected in Osoyoos Indian Band Woodlot 1500; 3902 ha THLB; 5525 m ³ /yr Annual Allowable Cut; 0.2% of annual timber supply; 68 water licenses; some untenured water wells. Northern component: 23 water licenses; no forestry; also some untenured water wells.	Phase out forest harvest tenures with compensation where applicable; continue with fire & forest health management; Phase out water licenses not required; retain remaining water license tenures and wells required. Predicted SEA Impact to forestry was negative but not significant; impact to water was indeterminate and not significant.	Work with the Province of BC to update water license info including wells & select approach to water license transfer; e.g. Parks Canada tenure or province retain responsibility for water licensing as in Grasslands National Park.
Hunting/ Fishing/ Guide Outfitting	Recreational hunting and guided hunting are not allowed in national parks; traditional hunting by First Nations is permitted; Recreational fishing is permitted, but normally stocking lakes only occurs where required to restore indigenous fish populations.	South Okanagan Grasslands Component: 1 guide territory and yearly permit; 34% overlap (27,600 ha); Approx yearly average use by sport hunters: 350 licenses; 2000 hunter days; 90 animals mainly deer (mule, white-tailed deer), but also black bear & cougar; small game harvest valued but magnitude unknown; 4 fishing lakes. Northern Component: sport hunting limited to one lot, mainly ducks; 1 fishing lake (Vaseux).	Phase out hunting over a time period to be defined in discussions with the Province of BC and local First Nations. Determine strategy for retirement and/or negotiate compensation for guide territory/ permit. Retain recreational fishing where consistent with management for ecological integrity; seek opportunities for augmenting fish/ wildlife population & fishing/hunting opportunities outside. Residual effect was negative or indeterminate but not significant.	Need to understand scope/issues for First Nations re: hunting and management of problem wildlife; participation in management of problem wildlife, if issues develop. BC Wildlife Federation remains opposed.
Other Recreation/ Tourism	There are a variety of established recreation uses / tourism activities that occur within or are affected by the proposed park concept; some are permitted in a national park (many non-motorized activities); others are not (e.g. motorized off-road uses like ATV/motorcycle).	Multiple tourism and rec opportunities; locals and tourists are concerned about user fees, new limits to use and termination of existing uses; tourism operators interested in enhancing visitor numbers, opportunities for tenures and shared marketing; recognition that land uses shift with some gaining and others losing opportunities.	Parks Canada wishes to develop opportunities for visitor experience, recreation, learning and enjoyment, where consistent with protecting ecological integrity; The residual effect on tourism was found to be positive but not significant; negative but not significant impacts were noted for some recreation uses such as motorized recreation.	Need for enhanced understanding of recreation use to be permitted; this will occur as part of future park management planning and through negotiations with the Province of BC related to park establishment.

LIVESTOCK GRAZING

Twelve ranchers hold grazing tenures in the park concept area. Of these, five are most impacted by the proposal. Livestock grazing is not normally permitted in national parks, but will be permitted in the park concept area, under an adaptive management framework.

To achieve reductions in intensity of grazing use, Parks Canada would purchase one or more large ranches on a willing seller willing buyer basis, and work with the Government of British Columbia to reconfigure grazing use over the park concept area. This would include retiring some Crown range tenures associated with the private land acquisitions. Grazing would be excluded from some areas, where necessary to achieve park ecological and other objectives, and to provide benchmarks for scientific comparison. In other areas where grazing would continue, it would be managed in a manner consistent with ecological objectives and values. Partnerships and stewardship activities on lands outside the park concept area will contribute significantly to the park objectives and should therefore be an important component to park development and management over the longer term.



Feedback from several affected ranching families suggests an increased level of comfort with the park concept based on boundary changes (smaller area), and the new adaptive management approach, which includes grazing, and proposed mitigation. Parks Canada recognizes that further work is required to refine the adaptive management framework in collaboration with ranchers, First Nations, range professionals and scientists. Parks Canada will work towards a park management model that addresses ecological integrity, sustainable grazing, and is guided by science, active monitoring and partnerships.

COMMERCIAL HELICOPTER USE

Commercial helicopter training activities in the South Okanagan-Lower Similkameen are currently permitted under provincial jurisdiction for two companies (Canadian Helicopters and Eclipse Helicopters). They use multi-use crown land, protected areas and private lands, with permission from the land owner. Although helicopter use occurs for operational purposes in some national parks across Canada, commercial helicopter training would be a new use.

Local citizens and community representatives have expressed concerns that restricted use within a national park reserve could cause adverse impacts to existing helicopter business and negatively impact revenue to the Penticton Airport Authority. The 2010 Park Concept has reduced the impact to helicopter landing sites by reducing the size of the park and the number of sites included within it. Therefore, the potential impact to helicopter training is significantly reduced. Discussions will continue with the affected companies, and operational changes to helicopter use in the park concept area are not anticipated.

TRAPPING, RECREATIONAL HUNTING & GUIDE OUTFITTING

Activities such as trapping, recreational hunting and guide-outfitting are currently allowed in both protected areas and on multi-use crown land. These activities are not allowed within a national park reserve. Hunting use in particular, has strong support by local advocates who form the core of those that oppose establishment of a national park reserve in the region.

The reduction in the size of the park has served to minimize adverse impacts on these activities as fewer guide outfitters and trappers are affected by the park proposal. In particular, the highly valued local sheep hunting and wilderness hunting opportunities in Snowy Protected Area are no longer part of the park proposal. Within the 2010 Park Concept, mitigation strategies will focus on long transition times for phasing out hunting; however, some stakeholders do not support any reductions in available opportunities. With the confirmation of the feasibility of this park reserve, Parks Canada will continue to dialogue with all interested parties regarding these matters as the establishment process proceeds.



Economy and Land Use: The Socio-Economic Assessment determined that residual impacts (after mitigation) are "not significant" for all values - forestry, minerals and mining, helicopter training, trapping, agriculture, ranching, tourism, and guide outfitting.

COMMUNITY

The potential socio-economic effects of a national park reserve on communities (namely Oliver, Osoyoos, Keremeos and the surrounding rural areas) include the economic impacts directly associated with park operation jobs, and related broader economic development impacts, primarily in the tourism sector.

Community: Significant positive economic impact of establishing a national park reserve (jobs/dollars spent), if Parks Canada concentrates its facilities in small communities. Income and employment effects are not large but they are long term and continuous.



While the income and employment effects are not large, they are long term and continuous. If Parks Canada concentrates its facilities in small local communities, they are more likely to have a significant positive impact on the economy. While the national park reserve impacts are expected to be positive for communities, the long term residual impacts are expected to be low for community growth and development combined with impacts on private land and other tenures. They are deemed by the assessment as "not significant" over the long term.

LIFESTYLE

Lifestyle was measured by four values: community well-being; rural lifestyle; park-related lifestyle and recreation. The long term residual impacts on community well-being were considered indeterminate (or neutral) and not significant. The impacts on rural lifestyle, most notably ranching, were considered negative; those for park-related lifestyle were predicted to be positive. Neither impact was considered significant.

Lifestyle: The Socio-Economic Assessment said that although both positive and negative residual impacts were noted for lifestyle, the long term residual impacts were rated not significant. For example, the assessment identified some negative effects for rural lifestyle and motorized recreation while positive effects were identified for park-related lifestyle (e.g. education, learning, environmental/aesthetic values) and non-motorized recreation.)

The impacts on public recreation are clearer. Most non-motorized user groups will gain opportunities and better recreation experiences, while Off Road Vehicle recreation users will lose opportunities due to the long term effects that these activities can have on wildlife, species at risk and sensitive habitats. Overall the net effect on public recreation is predicted to be neutral and not significant over the long term. Mitigation steps will be important to ensure all user groups are aware of allowed uses, park policies, management guidelines and transition strategies.



Public Consultation and Outreach

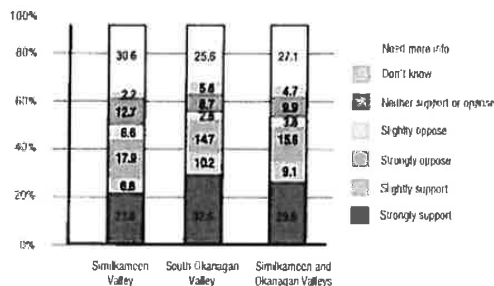
This section of the report reviews communication and consultation over a seven year period. Conducting consultations with communities and key stakeholders was instrumental in providing advice and local knowledge to the feasibility assessment and planning process. Although much of the detailed outreach, public meetings, and stakeholder meetings occurred between 2004-2008, targeted consultation has occurred since April 2010 to gather feedback from key stakeholder groups on the revised park concept (*see Appendix 2 for list of groups/stakeholders consulted*). Feedback has generally been positive, however, there continues to be some local opposition, primarily from sportsman groups, and motorized recreation users.

As the feasibility assessment concludes, there is a growing need to reconnect formally with the public and stakeholders, report on the findings of the feasibility assessment, indicate where changes and modifications have been made to the park concept, and respond to concerns and opportunities identified.

CONSULTATION AND OUTREACH – 2003-2008

There have been two phases of broad public consultation, both involving open houses. The first phase defined the scope of issues and opportunities (2004), and the second examined a park concept including mapped boundaries (2006). Over 1800 people attended the open houses, and hundreds more filled in comment forms and/or emailed the project manager. The following is a summary of concerns and opportunities, which were incorporated into the shaping of the first draft park concept, and later, the modified 2010 Park Concept.

In 2007, Parks Canada commissioned a survey of local residents in order to better understand how residents would use a national park reserve, how a national park reserve might affect desire to live in the area, and to obtain an indication of public support for national park reserve establishment. Results of this survey indicated that overall, supporters outnumber opposition by approximately 2:1.



"Do you support or oppose establishment of (the proposed) national park?"

• Based on 777 responses to a random mail survey, chart shows results of answers to questions

Overall support outnumbers opposition 2:1. Many residents are undecided or need more information.

Indication of Support from Similkameen Valley Planning Society Amenity Migration Survey, 2007

CONSULTATION AND OUTREACH – 2008-2010

Two other local surveys were completed by non government organizations in 2008 and 2010. Key results for the surveys found that:

- a) There was 'continuing support for additional conservation efforts', and
- b) '63% of respondents favoured protecting a portion of the South Okanagan Similkameen in a national park, and 26% opposed protection in a national park'.

Details from these surveys are found in Appendix 3.

Priority discussions have included First Nations as well as specific individuals, groups, organizations, community leaders and business interests. Parks Canada has renewed relationships with as many of the key stakeholders as possible. Recent stakeholder meetings have focused on listening to concerns and providing updates about recent changes to the proposed park concept, the new approach to grazing and the desire for renewed discussions with First Nations.

Targeted consultations included: ranching stakeholders (10/12 affected tenure holders; all except First Nations tenure holders); local and regional government representatives, members of the Ad Hoc Science team; Canadian Helicopters; non-government organizations (Nature Conservancy Canada, Grasslands Conservation Council of BC, Desert Centre Society), and representatives of key provincial government agencies (Ministry of Forest and Range; Agriculture Land Commission, Ministry of Environment, Ministry of Agriculture and Lands). Anecdotally, revisions to the park concept have been well received and those involved in consultation generally express improved comfort with revised mitigation strategies and the reduced scope of impacts.

CONCERNS	OPPORTUNITIES
Loss of recreation use opportunities (e.g. hunting, fishing, motorized recreation, horseback riding, hang gliding etc.)	Ecosystem conservation and protection of unique flora and fauna
Loss of a rural lifestyle	Sustainable tourism and recreation
Loss of commercial land use opportunities, economic opportunities (grazing and agriculture), and forestry (opportunities and fire wood cutting)	Natural history and cultural interpretation, education, visitor centres
Increased government involvement	Enhanced conservation in surrounding areas
Costs to local residents (fees)	Enhanced enforcement, infrastructure and services
Holistic natural resource management (fire, wildlife)	Economic benefits and job opportunities
Desire to maintain current approach to land ownership, management, stewardship and use	Recreation and visitor opportunities
Need to mitigate impacts, adequate transition period, fair compensation	Research opportunities
Suggestions to reduce the draft Park Concept area (remove South Okanagan Grasslands Protected Area, or Snowy Protected Area)	Protection from development
	Partnerships for local participation in planning and management
	Suggestions to expand the Park Concept area (add White Lake-Vaseux, Cathedral Provincial Park, Okanagan Mountain Park)

Long Term Transition to a National Park Reserve

A long term transition program, likely over several decades, will be necessary to achieve desired land assembly and full protection under the *Canada National Parks Act*. This approach would likely include a combination of federal and provincial legislation and policies. It will also require a strong commitment between Parks Canada, the Government of British Columbia, and the Okanagan Nation Alliance to ensure success over the longer term. The benefit of this approach is that it will allow for respectful adjustments to hunting, grazing and other activities in the region, over the longterm, as the establishment of a national park reserve is implemented. The components of transition include:

FIRST NATIONS RELATIONSHIP

- Develop a collaborative working relationship with the Okanagan Nation Alliance in establishment, planning and management of the future protected area.

AGREEMENTS

- Develop an agreement between the governments of Canada and British Columbia to confirm completion of the feasibility assessment, and subsequently, a federal-provincial land transfer agreement. This agreement outlines the terms and conditions agreed to by the federal and provincial governments under which the national park reserve will be assembled and established, as well as outlining the process of land transfer.
- Craft and implement a legislative framework for interim management of lands within the park boundary; this framework would likely include a combination of federal and provincial legislation and policies.

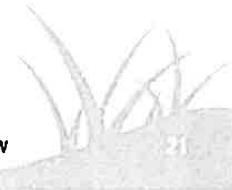


PLANNING/IMPLEMENTATION

- Develop and implement a land assembly strategy that includes strategic acquisition of private lands within the boundary (willing seller, willing buyer). At least some acquisitions will need to occur early in the transition process before opportunities are lost and to facilitate changes to grazing management.
- Establish an interim local advisory committee to support park management, planning and implementation.
- Develop and implement interim park management guidelines with the participation of affected stakeholders, governments, land management experts and staff that takes the park through the land assembly process and toward achievement of long term objectives.
- Collaborate with ranchers, range professionals, and scientists to develop an adaptive management framework and a vegetation management plan that includes a combination of ungrazed benchmarks and areas with continued livestock grazing.
- Build a team of provincial, federal and First Nations staff to implement an effective national park reserve establishment process in collaboration with stakeholders and local communities.

ENGAGING THE PUBLIC

- Inform and engage the general public about the revised 2010 Park Concept.
- Demonstrate a commitment to communities to address issues and concerns.
- Engage communities to jointly celebrate Parks Canada's 100th anniversary and British Columbia's 100th anniversary for the provincial park system, while celebrating the shared commitment to a new national park reserve in the South Okanagan-Lower Similkameen.



Recommendations

The 2010 Park Concept represents a significant departure from the earlier, larger draft concept. The changes to the size of the area, the adoption of an adaptive management framework, and positive steps towards re-engagement with the Okanagan Nation Alliance and local bands are an outcome of dialogue, consultation, and implementation of the feasibility assessment.

The Canada-British Columbia Steering Committee recommends that a national park reserve is feasible. The Steering Committee also recommends that the proposed park reserve boundary identified in this report be approved by ministers at a conceptual level, and that negotiations for a national park reserve establishment agreement proceed as outlined in section 4 of the 2003 Canada-British Columbia Memorandum of Understanding. Further, the Steering Committee recognizes the importance of a timely decision due to rapid land use change in this area, and growing impatience for 'certainty' by key stakeholders, in particular the ranching community.

In 2011, BC Parks will celebrate its 100th anniversary of the creation of the first provincial park in British Columbia. Also in 2011, Parks Canada will be celebrating the 100th anniversary of Canada's national park service, the first in the world. This could be an opportunity for both governments to recognize this significant area of biodiversity, profile the rich history of the area, and jointly share a commitment to protecting the South Okanagan-Lower Similkameen for all Canadians.

*The South Okanagan-Lower Similkameen...
Working together to protect one of Canada's
treasured places – a living legacy connecting
people to nature, culture and history.*



Appendix 1: 2006 Draft Park Concept

The 2006 draft Park Concept was 650 square kilometres and was comprised of three components (North, West, and East). The 2006 Park Concept was reduced in size to create what is now the 2010 Park Concept in response to First Nations, key stakeholders, and some members of the public who expressed concerns that the concept was "too much, too fast."



Appendix 2: Groups/Stakeholders Consulted in Feasibility Assessment

Advisory Committees:

Regional District Okanagan-Similkameen (RDOS)
Land and Resource Management Plan

Provincial Ministries:

Environment
Agriculture and Lands
Forests
Tourism, Culture and Arts
Energy, Mines, Petroleum Resources
Transportation & Highways
Thompson Okanagan Management Committee
Agricultural Land Commission

Federal Agencies:

Canadian Wildlife Service
National Research Council/Dominion Radio
Astrophysical Observatory
US Dept of Fish & Wildlife

Regional/Local Government:

RDOS board
RDOS staff (planners, GIS)
IAC Regional Growth Strategy
Social, Economic, Environmental
Advisory Committees for Regional Growth Strategy
Central Okanagan Regional District
City of Penticton
Town of Princeton
Town of Osoyoos
Town of Oliver
UBCM display
Interior Health

Park Interest Groups:

Grassland Park Review Coalition
South Okanagan National Park Network

Community Economic Development:

EDO's (Oliver, Osoyoos, Penticton,
Keremeos, Princeton)
Community Futures
Similkameen Valley Planning Society
Penticton, Oliver Chamber of Commerce
Destination Osoyoos
Oliver Economic Development Society
Okanagan Partnership

Conservation Organizations:

Ad Hoc Science Group
South Okanagan Similkameen
Conservation Program
Nature Trust of BC
White Lake Ecosystem Group
Grasslands Conservation Council of BC

Canadian Parks and Wilderness Society

SOS Stewardship
Nature Conservancy of Canada
Desert Centre
Earthcare
EMAN National Science Organization
Nature Canada
Okanagan Similkameen Park Society
Federation of BC Naturalists
Naturalists Clubs: North Okanagan,
Oliver/Osoyoos, South Okanagan,
Central Okanagan
Okanagan Similkameen Conservation Alliance
Osoyoos Lake Water Quality Society
The Land Conservancy
Save our Parkland Association
Allan Brooks Nature Centre Society
Northwest Conservation Alliance (US)
Western Canada Wilderness Committee
BC Conservation Corps
Naramata Conservation Initiative

Education Institutions:

University of BC-Okanagan
University of BC
Thompson River University
Okanagan University-Salmon Arm

Tourism Organizations:

Similkameen Country
Destination Osoyoos
Osoyoos Hotel/Motel Association
Okanagan Partnership
South Okanagan-Lower Similkameen
tourism representatives (21)

Wildlife Organizations:

South Okanagan Sportsmans Association
Guideoutfitters
Guideoutfitters Association of BC
Trappers
BC Wildlife Federation
Penticton Fly Fishers
Okanagan Outfitters
Keremeos-Cawston Sportsman Association

Heritage Societies:

Fairview Townsite Society
Osoyoos Museum
Oliver & District Heritage Society
Oliver Museum
Nk'Mip Desert Cultural Centre

Agriculture:

BC Grapegrower's Association

Ranching:

Most ranchers within Park Concept area
Southern Interior Cattlemen's Association
BC Cattlemen's Association
White Lake Stock Association
Southern Plus Feedlot

Aviation:

Canadian Helicopters
Eclipse Helicopters
Penticton Airport (Manager)

Forestry:

Lower Similkameen Community
Forest Association
Weyerhaeuser
Gorman Bros. Lumber

Mineral Exploration/

Development:

Association for
Mineral Exploration of BC
Okanagan Shuswap
Mineral Exploration Group
Mineral Tenure Holders

Recreation Users:

South Okanagan Soaring Club
South Okanagan Horsewoman's
Association
Mt. Kobau Astronomical Society
Okanagan Astronomical Society
Back Country Horseman's Association
Oliver District Riding Club
Southern Pines Riding Stable
South Okanagan Snowmobile Club
Similkameen Snowmobile Club
BC Snowmobile Federation
South Okanagan ATV Club
ATV/BC Quad Riders Association of BC
BC Off-road Motorcycle Association
South Okanagan Dirt Bike Club

Utility:

Terasen Gas
Fortis BC
TV Society (CGI/CHBC)

Appendix 3: Petitions and Surveys

PETITIONS

In early 2005, prior to development of the draft Park Concept, a petition organized by the Grassland Park Review Coalition gathered about 6000 signatures and was presented to MLA Barisoff. This petition opposed the formation of a national park reserve, but favoured implementation and support of the Okanagan Shuswap Land and Resource Management Plan and other ongoing management initiatives. Later the same group organized a “no national park” sign campaign encouraging local landowners and residents opposed to the park to erect signs stating their opposition.

Park Supporters (Canada Wilderness Committee, local naturalist clubs, and the South Okanagan-Similkameen National Park Network) formed a group to support a local national park reserve. The group responded with their own petition seeking signatures from those supporting a national park reserve. Sponsored by the South Okanagan Similkameen National Park Network, the Burrowing Owl Conservation Society of BC and the Canadian Parks and Wilderness Society, a petition with over 19,000 signatures was submitted to the federal government in 2008.

SURVEYS

A 2008 public opinion survey (Species at Risk Public Opinion Survey) sponsored by the South Okanagan-Similkameen Conservation Program addressed conservation attitudes more generally and found continuing support for additional conservation efforts. The survey was based on a random telephone survey of 300 Okanagan-Similkameen residents.

Most recently, a random telephone survey was funded by the Western Canada Wilderness Committee (Local support for a national park in the Southern Okanagan-Similkameen, McAllister Opinion Research, 2010). 405 respondents in the Southern Okanagan-Similkameen region were asked, “Would you favour or oppose protecting a portion of the South Okanagan-Similkameen in a national park?” The study found that 63% of respondents favoured protecting a portion the South Okanagan-Similkameen in a national park, and 26% opposed protection in a national park.

Would you favour or oppose protecting a portion of the South Okanagan-Similkameen?	
Strongly Favour	43
Somewhat Favour	20
Total Favour	63
Depends/Neutral	4
Somewhat Oppose	8
Strongly Oppose	18
Total Oppose	26
Don't Care/ Not Applicable	7

In the last year, key discussions with the ranching community, the science community, park supporters, local/regional government and provincial government agency staff regarding the new, 2010 Park Concept have suggested that perceptions may be shifting with support increasing for development of a national park reserve in the region, based on the new 2010 Park Concept including a smaller footprint and a new approach to livestock grazing.

THE CITY OF GRAND FORKS REQUEST FOR COMMITTEE OF THE WHOLE DECISION

DATE : December 4th, 2013

TOPIC : Family Day Event – February 10th, 2014

PROPOSAL : Request for early Budget Approval in order to proceed with planning of the Family Day Event

PROPOSED BY : Corporate Services

SUMMARY:

The second annual Family Day in the Province of BC is a perfect opportunity for the City of Grand Forks to celebrate families and the many fantastic amenities that we are fortunate enough to have in our community. The City of Grand Forks in collaboration with other community groups and organizations will organize and seek funding for this event. A series of activities will take place over the course of the weekend where families can gather to celebrate the community and each other.

Through the sponsorship of several amenities and through our partners in the community, events that are proposed to occur on the Family Day weekend will be free to very little cost for families.

That industry, community organizations and business are approached to participate in or provide funding for events at the Gem Theatre, Bowling Alley, Arena, Swimming Pool and Phoenix Mountain Ski Hill over the weekend of February 8, 9 and 10th.

The total budget for the event is \$4,500.

The tentative schedule for the Family Day Weekend looks like this:

Saturday February 8th, 12pm-4pm

Downtown Activities and Opening Ceremony for Family Day

Market Street closure with opening ceremonies kicked off by the Mayor and Council, followed by an outdoor hockey game for everyone, that would be hosted by the Border Bruins, with free hotdogs and hot chocolate provided by Rotary. The Downtown businesses will have the opportunity to participate with an outdoor yard sale or other activity. If families feel a little chilly, a free afternoon movie at the Gem Theatre or free game of bowling at Sunshine Lanes Bowling Alley will be available.

Sunday February 9th, all day

Phoenix Ski Hill

All day skiing at no cost and with free hamburgers and hotdogs for skiers throughout the day.

Monday February 10th, 11:30am-5pm

Activities at Dick Bartlett Park, Pool and Arena

The afternoon begins with outdoor activities for everyone at Dick Bartlett Park. The pool will open at 12 and be free to the public for the afternoon. Skaters have the option of using the arena for the afternoon for the toonie skate – rentals will be free

A pass port will be distributed to participants and stamped at each event that is attended. It will then be entered into a final draw for a family gift basket. The more activity stamps that a passport has increases the number of times a name can be entered!

Sponsorship:

Requested	Sponsorship	Confirmed	Sponsorship
Roxul	\$500	Interfor	Cost of Pool
Advance Nursery	\$200	Bron and Sons	\$400
Unifab	\$300	Community Futures Boundary	\$500
Boundary Family and Individual Services Society	Children's activities	Downtown Business Association	Participation in downtown activity
Border Bruins	Hockey tournament organized and team to play with families who participate	Area C – Grace McGregor	\$500
Grand Forks Credit Union	\$300	Phoenix Ski Hill	Free ski day
Rotary	Provision of food and Hot Chocolate at the Saturday event	Area D – Roly Russell	\$500

- ❖ All sponsors will be recognized on any marketing and promotional material developed for this Family Day event.

STAFF RECOMMENDATIONS:

Option 1: Committee of the Whole recommends that Council receive the request from staff for early budget approval in the amount of \$2,000 and refers it to the December 16th Regular meeting for Council consideration.

OPTIONS AND ALTERNATIVES:

Option 1: Committee of the Whole recommends that Council receive the request from staff for early budget approval in the amount of \$2,000 and refers it to the December 16th Regular meeting for Council consideration.

Option 2: The Committee of the Whole receives the request from staff.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: Early budget approval in the amount of \$2,000 would enable staff to continue planning the family day event.

Option 2: This option would result in the event being unsatisfactory by limiting the events and idea of providing them at no cost to the community.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

The expenditure of \$2,000 would be funded from the 2014 operating budget.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Council has the authority to provide early budget approval.



Department Head or CAO



Reviewed by Chief Administrative Officer



www.GrandForks.ca

THE CITY OF GRAND FORKS REQUEST FOR COMMITTEE OF THE WHOLE DECISION

DATE : December 5, 2013

TOPIC : Kettle River Mountain Bikers' Association request for a stewardship agreement

PROPOSAL : Request for approval by Council for a stewardship agreement between the KRMBA and the City

PROPOSED BY : City Staff

SUMMARY:

The Kettle River Mountain Bikers' Association (KRMBA) approached the City in September of 2013 requesting a stewardship agreement for a trail that crosses City-owned land. The tract of land known as "Harpold Trail" begins near the intersection of Valley Heights Drive and Victoria Way and passes through DL494 which is owned by the City (see attached map). The trail has been in existence for many years and is very popular with both mountain bikers and hikers. The trail is used extensively by both local residents and tourists due to its scenic location and close proximity to the City.

The KRMBA has filed an application with the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) to maintain 10 mountain bike trails in the area which includes the Harpold Trail. The MFLNRO will not designate the trails until an agreement is signed with land managers/owners who have jurisdiction where these trails either lead from or lead into.

The objectives of the KRMBA regarding the Harpold Trail are as follows:

1. Obtain authorization from the City of Grand Forks for permission to use and maintain the Harpold Trail for mountain biking in the form of a simple and brief written stewardship agreement.
2. Establish a good relationship with the City of Grand Forks in regards to the Harpold Trail and to further promote the recreational and health benefits of mountain biking in the Grand Forks area.
3. Fulfill requirements from the Province of B.C. for the club's application to have legal status granted on the portion of Harpold Trail located on crown land under Section 56 of the Forest and Range Practices Act. The province requires written permission from the City of Grand Forks allowing the club to use the trail on City land.

Staff researched existing stewardship/partnership agreements between other agencies and user groups and determined that, as suggested by the KRMBA, this situation warranted a simple and brief agreement (see attached draft agreement).

Numerous user groups, including the KRMBA, have been working together to develop and promote local and regional trail systems for use by all members of society. City staff members see this as an opportunity to support this movement to raise the profile of the trail system and provide greater outdoor recreation and social opportunities for the City and region.

STAFF RECOMMENDATIONS:

The Committee of the Whole recommends to Council to direct staff to proceed with the stewardship agreement and refers the issue to the regular meeting of Council on January 13, 2014.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to direct staff to proceed with the partnership agreement and refers the issue to the regular meeting of Council on January 13, 2014.

Option 2: The Committee of the Whole receives this package for information and refers any issues for further discussion.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: This option allows the KRMBA to move forward with a plan that provides these benefits to the community: 1) increased involvement of the City with a user group whose activities promote positive lifestyle; 2) support of the development and promotion of a trail system that encourages non-motorized use potentially resulting in reduced carbon emissions; 3) increased opportunity for social engagement by members of the public, 4) an increase in recreational opportunities for residents and tourists and 5) proper maintenance and preservation of the trail for present and future use.

Option 2: The disadvantage of this option would be the City causing a delay in the plan of the KRMBA to move forward and have legal status granted on the portion of the Harpold Trail located on crown land. This would further delay the potential benefits to the community.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

No impact.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Through the Sustainable Community Plan (SCP) the City has established goals to address climate change and to encourage the development of a healthier, less costly and sustainable community. This includes, but is not limited to: 1) promoting an increase in physical and mental health through increased accessibility to clean air and exercise and 2) strengthening the social fabric of the area by creating a livable community that improves and fosters an environment of learning, tolerance and growth, creating a balance of harmony and responsibility. Proceeding with this proposal will act upon and move the City closer to these goals.



Department Head or CAO



Reviewed by Chief Administrative Officer



Administrative Use Only:

Agreement #	
Expiration Date	_____, 2024

THE CORPORATION OF THE CITY OF GRAND FORKS STEWARDSHIP AGREEMENT

THIS AGREEMENT, dated for reference this ____th day of _____, 2013,

is **BETWEEN:**

**The Corporation of the City of Grand Forks,
7217 – 4th Street, PO Box 220 Grand Forks, B.C. V0H 1H0**

the “City”

AND:

**Kettle River Mountain Bikers’ Association
1815A Central Avenue, RR2, Grand Forks, BC V0H 1H2**

the “Agreement Holder”

both of whom are sometimes referred to as “the Parties” and each of whom
is a “Party” to this Agreement.

Whereas the City owns the land subject to this Agreement and wishes to have the land managed and maintained for the purpose of recreational activities;

And Whereas the City wishes to encourage groups and individuals having an interest in undertaking the management and maintenance required to provide conditions which are conducive to enhancing public recreational activities in the Agreement Area;

Therefore, in consideration of the mutual exchange of benefits resulting from this Agreement, the City and the Agreement Holder agree as follows:

1 SERVICES AGREEMENT

- 1.1 The Agreement Area is the land within DL494 delineated on the map by a dashed black line and labeled "Harpold Trail" and/or described in Schedule A.
- 1.2 The City authorizes the Agreement Holder to enter the Agreement Area for the purposes of this Agreement but nothing in this Agreement grants to the Agreement Holder the exclusive use and occupancy of the Agreement Area. Existing conditions and land uses of City lands within or in the vicinity of the Agreement Area are subject to change including the status of roads, visual landscape conditions and the location and status of existing and new resource tenures.
- 1.3 Nothing in the Agreement constitutes the Agreement Holder as the agent, joint venturer, or partner of the City or conveys any authority or power for the Agreement Holder to bind the City in any way.
- 1.4 The obligations of the Agreement Holder under this Agreement are subject to other rights of use and occupation granted by the City, and the Agreement Holder must not interfere with the exercise of those rights by any other person.

2 DURATION AND MODIFICATION

- 2.1 The duration of this Agreement is for a term of 10 years commencing on **Date, 2014** and ending on **Date, 2024** inclusive.
- 2.2 The Agreement may not be modified except by a subsequent agreement in writing between the Parties.
- 2.3 Nothing in this Agreement will be considered to have been waived by the City unless such a waiver is in writing.
- 2.4 Either Party may cancel this Agreement by giving 60 days prior written notice to the other Party. Upon receiving cancellation notice, the party receiving the cancellation notice will have the opportunity to be heard by the party serving the cancellation notice and the Parties will use their best efforts to conclude the opportunity to be heard within the 60 day period.
- 2.5 Not later than 6 months prior to the expiry date of the Agreement, the City will make a written offer to the Agreement Holder setting out the conditions upon which the City may renew this Agreement.
- 2.6 The Agreement Holder shall have a period of 3 months from receipt of the renewal offer to accept in writing, the renewal offer on the terms and conditions contained in such offer, provided the Agreement Holder is in compliance with the terms and conditions of this agreement at that time.
- 2.7 Notwithstanding anything to the contrary in this Agreement, the City, in its sole discretion, may elect to not make a renewal offer to the Agreement Holder.

3 REPRESENTATION OF THE AGREEMENT HOLDER

- 3.1 The Agreement Holder acknowledges and agrees that:

- (a) it has inspected the Agreement Area, including City improvements;
- (b) access to the Agreement Area is not guaranteed by the City; and
- (c) it will comply with all applicable municipal, provincial and federal legislation and regulations. Nothing in this Agreement, and no inspection performed by the City in relation to this Agreement, constitutes an inspection for the purposes of any such enactment.

4 INDEMNITY AND WAIVER

- 4.1 The Agreement Holder will indemnify and save harmless the City, its servants, employees and agents against all losses, claims, damages, actions, costs and expenses that the City, its servants, employees and agents may sustain, incur, suffer or be put to arising:
- (a) directly from the performance of the Services during the Term of this Agreement by the Agreement Holder, its employees, members, volunteers, and subcontractors, from breach of the obligations of this Agreement by the Agreement Holder, or
 - (b) the willful misconduct, gross negligence or the bad faith actions of the Agreement Holder, its employees, members, volunteers and subcontractors, except to the extent that any such loss or claim is caused or contributed to by the negligence of the City.

5 DESIGNATED CONTACTS

The following representatives will be responsible for liaising between the Parties:

Kettle River Mountain Bikers' Association:

Name: Darren Henshaw
 Address: 1815A Central Ave, RR2
 Grand Forks, B.C. V0H 1H2
 Telephone: 250-442-4104
 Email: kettlerivermba@gmail.com

The City of Grand Forks:

Name: _____
 Address: 7217 – 4th Street
 Grand Forks, B.C. V0H 1H0
 Telephone: 250-442-8266
 Email: info@grandforks.ca
 Fax: 250-442-8000

6 SCHEDULES

- 11.1 The Schedules to this Agreement form part of this Agreement. In the event of a conflict between the main body of this Agreement and a Schedule, the main body of this Agreement shall prevail. This Agreement includes the following Schedules:

Schedule	Title
A	Agreement Area

If any part of this Agreement is found to be illegal or unenforceable, that part will be

If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and the remaining parts will be enforceable to the fullest extent permitted by law.

This Agreement may be executed by the Parties on separate copies of the Agreement which becomes complete and binding upon the latter of the two executions.

IN WITNESS WHEREOF the Parties have duly executed this Agreement as of the day and year last written below.

Signed and Delivered on behalf of the City by a duly authorized representative of the City.

Duly authorized representative name

Title

Signature

Date

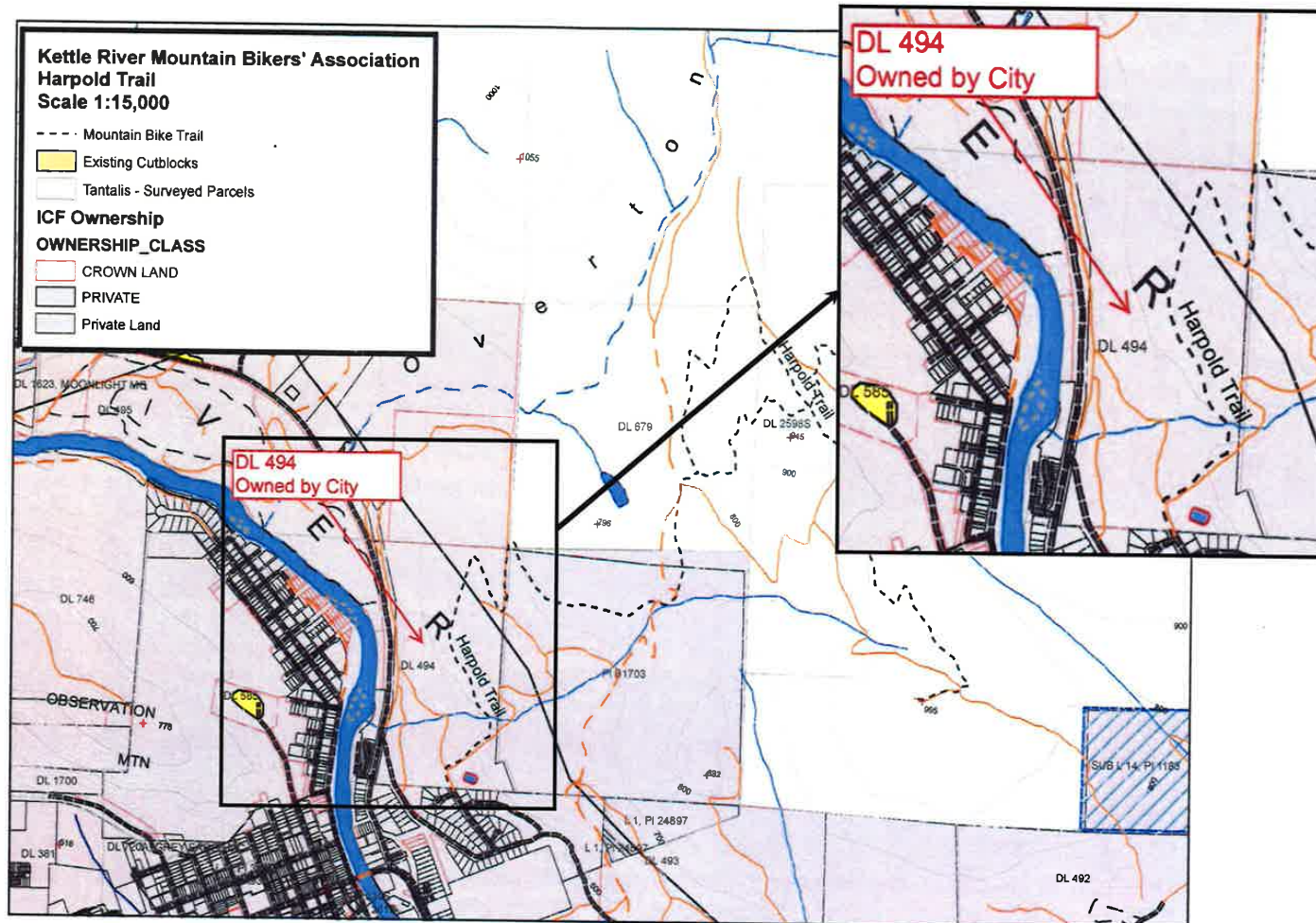
Signed and Delivered on behalf of the Agreement Holder by a duly authorized representative of the Agreement Holder.

Duly authorized representative name

Title

Signature

Date



Kettle River Mountain Bikers' Association
1815A Central Avenue
Grand Forks, B.C. V0H 1H2
Phone: (250)442-3568

December 3, 2013

City of Grand Forks
PO Box 220
Grand Forks, B.C. V0H 1H0

Re: Harpold Trail stewardship agreement.

Dear Sir or Madam:

The Kettle River Mountain Bikers' Association would like to enter into a stewardship agreement with the City of Grand Forks for the section of the Harpold Trail that is located on District Lot 494 owned by the city.

The Harpold Trail is located on the east side of Grand Forks adjacent to the Valley Heights subdivision. The lower portion of the trail is located on private land owned by the City of Grand Forks (see enclosed map). The trail has been in existence for many years and is very popular with both mountain bikers and hikers. The trail receives heavy use from both local residents and tourists due to its scenic location and close proximity to town.

The objectives of the Kettle River Mountain Bikers' Association regarding the Harpold Trail are as follows:

1. Obtain authorization from the City of Grand Forks for permission to use and maintain the Harpold Trail for mountain biking in the form of a simple and brief written stewardship agreement.
2. Establish a good relationship with the City of Grand Forks in regards to the Harpold Trail and to further promote the recreational and health benefits of mountain biking in the Grand Forks area.
3. Fulfill requirements from the Province of B.C. for the club's application to have legal status granted on the portion of the Harpold Trail located on crown land under Section 56 of the Forests and Range Practices Act. The province requires written permission from the City of Grand Forks allowing our club to use the trail on their land.

The Kettle River Mountain Bikers' Association believes there will be many benefits to entering into a stewardship agreement with the City of Grand Forks for the Harpold Trail. Continued enjoyment by the public, proper maintenance of the trail, preservation of the trail for the future, and the building of good working relationships can all be expected outcomes.

We are looking forward to hearing from you on this matter. Please feel free to contact us if you have any questions or comments.

Sincerely,

A handwritten signature in dark ink, appearing to read "Keith Dickson", written in a cursive style.

Keith Dickson

President, Kettle River Mountain Bikers' Association

Enclosure: Map

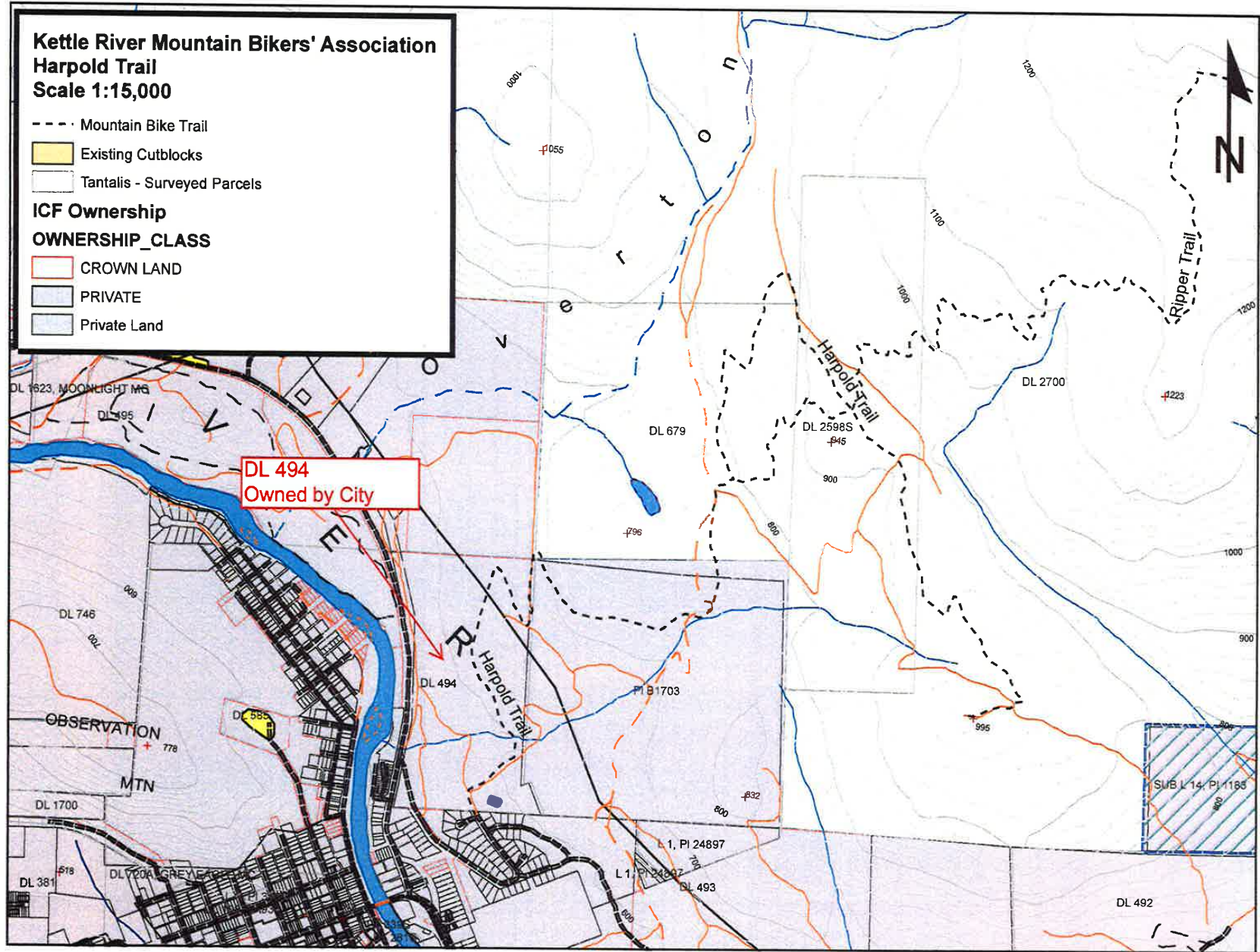
**Kettle River Mountain Bikers' Association
Harpold Trail
Scale 1:15,000**

- Mountain Bike Trail
- Existing Cutblocks
- Tantalus - Surveyed Parcels

ICF Ownership

OWNERSHIP_CLASS

- CROWN LAND
- PRIVATE
- Private Land





Recreation Sites and Trails BC

File: 16660-20/REC190937/190944/190946/190953/190957/190957/190957/190975/6157/
190977/190984/190988/166898

Tuesday July 9, 2013

Keith Dikson,

With reference to the Kettle River Mountain Bikers' Associations section 57 application (file 16660- 20/REC190937/190944/190946/190953/190957/190957/190957/190975/6157/ 190977/190984/190988/166898) to maintain 10 mountain bike trails vicinity of Cristina Lake (Exhibit A map Attached), the proposal is hereby approved under Section 57 of the Forest and Range Practices Act. **This approval is subject to the following conditions:**

- Any rerouting or rehabilitation must comply with the attached, *General Standards for Trail Construction and Rehabilitation*. Approval must be received prior to any new construction or rerouting within five meters of the existing trail tread (as on attached exhibit A maps)
- Designation of the trails via Section 56 of the Forests and Range Practices Act will not proceed until agreements are signed with other land managers who have jurisdiction where these trails either lead from or lead into. Copies of these agreements must be submitted to the Recreation Officer for the file.
- The Kettle River Mountain Bikers Association must enter into a Partnership Agreement with the Recreation Branch of the Ministry of Forests, Lands, and Natural Resource Operations manage and maintain the trails, prior to November 30, 2013.
- Review and agree to work to comply with the recommendations outlined in the enclosed referral response letter submitted by Lisa Tedesco (Habitat Management Branch of the Ministry of Forests, Lands, and Natural Resource Operations.
- Approval must be granted prior to any merchantable timber being felled (250)365-8600. Any felled trees must be bucked into 50cm lengths to minimize further bark beetle issues.
- Review and comply with the recommendations outlined in the attached e-mail referral response from Werner Baliko, P .Ag. Range Officer, Ministry of Forests Lands and Natural Resource Operations.

Ministry of Forests
Lands and Natural
Resource Operations

Kootenay Boundary District

Location & Mailing Address
1907 Ridgewood Road
Nelson, BC
V1L 6K1

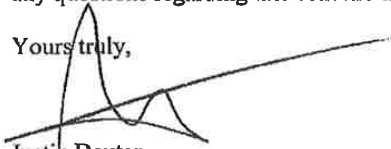
Tel: (250) 825-1100
Fax: (250) 825-9657

Page 2

- Touch base with the owners of Woodlot W1770 (Carl & Ray Sidwell), and W1767 (Paul & Susan Adrain) to discuss the trails and work to address any issues or concerns they may have.

I look forward to working with your group in the future. Please contact me directly if you have any questions regarding this conditional approval.

Yours truly,

A handwritten signature in black ink, appearing to read 'Justin Dexter', written over a horizontal line.

Justin Dexter
District Recreation Officer
Ministry of Forests, Lands, and Natural Resource Operations
Recreation Sites and Trails Branch
Kootenay Boundary District
Enclosure(s): Exhibit A Map, referral response Werner Baliko, referral response Lisa Tedesco,
general standards for trail construction and rehabilitation

FOREST AND RANGE PRACTICES ACT

[SBC 2002] CHAPTER 69

Division 3 — Recreation

Interpretive forest sites, recreation sites and recreation trails

56 (1) The minister may order

- (a) the establishment of Crown land as an interpretive forest site, a recreation site or a recreation trail, except Crown land that is subject to another enactment and is being administered by another minister, branch or agency of government,
- (b) the variance of the boundaries of an interpretive forest site, a recreation site or a recreation trail, and
- (c) the disestablishment of an interpretive forest site, a recreation site or a recreation trail.

(2) [Repealed 2003-55-31.]

(3) The minister may establish an objective for an interpretive forest site, recreation site or recreation trail established under subsection (1).

(4) An objective established under subsection (1) must be consistent with objectives set by government that pertain to the area.

Unauthorized trail or recreation facility construction

57 (1) Unless authorized in writing by the minister or under another enactment, a person must not

- (a) construct,
- (b) rehabilitate, or
- (c) maintain

a trail or other recreation facility on Crown land.

(2) The minister may impose pre-conditions or conditions of an authorization that the minister considers necessary or desirable, to be met by the person, including, but not limited to, requiring that the person provide security.

(2.1) If the minister requires security under subsection (2), the minister may specify

- (a) when the security must be paid,
- (b) the amount of security that is required,
- (c) the form of the security, and
- (d) the circumstances under which the security may be realized.

(3) A person who obtains an authorization under subsection (1) must comply with any conditions of the authorization.

(4) If the minister determines under section 71 that a person has contravened subsection (1), the minister may order the person to

- (a) remove or destroy or remove and destroy the trail or facility, and
- (b) restore the land underlying the trail or facility.

(5) The minister may revoke or vary an authorization granted under this section.

THE CITY OF GRAND FORKS REQUEST FOR COMMITTEE OF THE WHOLE RECOMMENDATION

DATE : December 4, 2013
TOPIC : Fire Department Ladder Truck
PROPOSAL : Funding Source for Ladder Truck
PROPOSED BY : Fire Chief

SUMMARY:

On June 27, 2013 a presentation and information session was put on at an open house at the Fire Hall in regard to the purchase of a new ladder truck. The session was well attended, with positive comments and feedback provided through surveys to the proposed purchase. Currently a "Request for Proposal" is out for tender and will finalize on December 16, 2013. Once finalized, City staff will determine the criteria from the proponents.

In order to implement the future purchase of the ladder truck after the "Request for Proposal" considerations have been finalized, the City will need to determine the funding source for the truck purchase.

Attached is a memorandum from the Chief Financial Officer presenting to the Committee of the Whole options for their consideration.

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council to receive the staff presentation with regard to the ladder truck proposal, and further directs staff to proceed with an Alternative Approval Process to borrow over 20 years. This would allow the City to enter into long term borrowing to fund the purchase of the ladder truck.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to receive the staff presentation with regard to the ladder truck proposal, and further directs staff to proceed with an Alternative Approval Process to borrow over 20 years. This would allow the City to enter into long term borrowing to fund the purchase of the ladder truck.

Option 2: The Committee of the Whole recommends to Council to direct staff to proceed with short term financing over 5 years for the purchase of the ladder truck.

Option 3: The Committee of the Whole recommends to Council to direct staff to utilize reserve funds for the purchase of the ladder truck.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit is to be able to spread the borrowing over a longer time period and therefore reduce impact to taxpayers as well as match the useful life of the asset to the term of borrowing. It also ensures that the taxpayers that enjoy the benefit of the asset are also paying for it.

Option 2: The benefit is the shorter borrowing period but the disadvantage would result in higher costs to the taxpayer.

Option 3: The benefit is that borrowing would not be required but in turn would considerably deplete reserve funds.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

Please refer to the memorandum from the Chief Financial Officer.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Depending on The Committee of the Whole recommendation, Section 86 (3) (c) of the Community Charter requires Council to make a fair determination of the total number of electors in the City for the purpose of conducting the Alternative Approval Process.



Department Head or CAO



Reviewed by Chief Administrative Officer



CITY OF GRAND FORKS MEMORANDUM

Settle down.

DATE : December 4th, 2013

TO : Committee of the Whole

FROM : Chief Financial Officer

**SUBJECT: Options and Alternatives for Funding
Ladder Truck for Fire Department**

Upon determining the final cost for the City's New Ladder Truck, the following will provide some information with regard to the Options and Alternatives for the Committee of the Wholes' consideration.

Option 1: Refers to the Alternative Approval Process (AAP) to procure long term borrowing. The (AAP) requires the assent of the electors as determined in the Community Charter – Section 86 (copy attached). As a first step, Staff would create a Loan Authorization Bylaw that Council would consider for first three readings. The bylaw, then goes to the Inspector of Municipalities for approval, and upon the Inspector's approval and return of the bylaw to the City, the AAP would be advertised as legislatively required. After a 30 day process if there is less than 10% of the electorate who sign the Prescribed Form (as approved by Council), the City would be able to go forward with the proposed long term borrowing. The process reflects 10% electorate signage to *defeat* the adoption of a long term loan authorization Bylaw. The current updated voter's list numbers 2,653, so 10% would be 265 approved electorates. If the COTW directs Staff to go this route, Staff will prepare, as the first step, the Loan Authorization Bylaw for first three readings for the first meeting in January, 2014. The attached chart will indicate the costs of funding.

Cost of borrowing 1.1 million dollars over 20 years @ 4%:

Yearly debenture payments	\$ 80,939.93
Total Interest Paid	\$ 880,000.00

Percent increase in taxes each year for 20 years: 2.95%

Advantages of long term borrowing: Fairness & matching principal. The term of borrowing should match the useful life of the asset so that the taxpayers that are enjoying the benefit of the asset are also paying for it.

Disadvantages of long term borrowing: Interest costs and interest rate risk.

Option 2: Short Term Borrowing – 5 year lease @ 2.5%

Total Interest Paid \$137,500

Yearly lease payments \$230,589.92

Percent increase in taxes each year for 5 years: 8.41%

Advantages of short term borrowing: Less interest costs

Disadvantages of short term borrowing: Larger increase in tax rates

Option 3: Fund from the Slag Reserve

The only reserve that has enough money to fully fund the purchase is the Slag Reserve. Slag Reserve will have approximately 1.3 million dollars at year end 2013.

Advantages of funding from Slag Reserve: no interest costs

Disadvantages of funding from Slag Reserve: Funding from this source will essentially drain the Slag reserve and leave overall reserve balances very low.

Respectfully submitted,



Roxanne Shepherd, BBA, CGA
Chief Financial Officer

THE CITY OF GRAND FORKS REQUEST FOR COMMITTEE OF THE WHOLE RECOMMENDATION

DATE : **November 25, 2013**
TOPIC : **Contracting Authority & Purchasing Policy #802**
PROPOSAL : **Proposed housekeeping changes within current policy**
PROPOSED BY : **Chief Financial Officer**

SUMMARY:

As part of good governance practice, Councils need to review general government policies that meet its vision. Staff has reviewed the current policy and has found that some general housekeeping needs to take place within the policy. The amendments are as follows:

- Change Manager title from Manager of Technical Services to Manager of Development & Engineering.
- Change Manager title from Manager of Environmental Services & Building Construction to Manager of Building Inspection & Bylaw Services.
- Increase spending limit of the Chief Financial Officer from \$20,000 to \$25,000
- Correct the color of paper used for purchase orders from white to yellow.
- Outline that the purchase order is scanned to the Manager that originated it and then scanned electronically.
- Remove the wording "facsimile transmitted" and "facsimile" from section vii. Formal Public Tendering and Request for Proposals.

This policy update is presented to the Committee of the Whole at this time for their recommendation to Council to resolve to accept the policy.

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council to receive the report and refer the matter to the regular meeting of Council on January 13, 2014 for consideration and adoption as presented.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to receive the report and refer the matter to the regular meeting of Council on January 13, 2014 for consideration and adoption as presented.

Option 2: The Committee of the Whole does not recommend to Council to adopt the Contracting Authority & Purchasing Policy and therefore remain status quo.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of the proposed changes allows for current staff job titles to be reflected in the policy. It also clarifies spending authority limits for employees, clarifies purchase order color and removes some wording in section vii.

Option 2: Status quo would be maintained under the existing purchasing policy.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

The proposed changes to the current policy clarifies spending limits which could in turn save money in future.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Policies follow from City bylaws and from the Community Charter and the Local Government Act.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CITY OF GRAND FORKS		
POLICY TITLE: Contracting Authority & Purchasing	POLICY NO:	802
EFFECTIVE DATE: January 15, 2013	SUPERSEDES: 802 Purchasing & Tendering	
APPROVAL: Council		PAGE: 1 of 6

POLICY:

The City of Grand Forks will procure all goods, services and construction of assets in accordance with this procedure.

POLICY OBJECTIVES:

The objectives of this policy are to:

- a) Establish authority to enter into a procurement contract on behalf of the City.
- b) Establish spending authority limits within approved budget limits.
- c) Identify types of procurement contracts that can be entered into.
- d) Encourage as a preference, contracting agreements and purchasing criteria that:
 - (i) promotes reduction of Green House Gases.
 - (ii) considers the life cycle cost of the acquisition rather than just the initial purchase price.
 - (iii) seeks the best value and service.

PROCEDURE

General:

a) Responsibilities:

- i. Department Heads are to ensure that funds are available within the spending authority of those authorized to sign a procurement contract on behalf of the Department.
- ii. The Chief Administrative Officer may designate Department Heads to approve incoming invoices from contracts, utilities, government agencies and any other approved payables up to specified limits. Authorizations to be in writing and may be revoked at any time.

b) Sustainable Business Practice:

- i. The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.

- ii. Evaluation criteria shall make reference to purchase cost, fuel consumption cost, GHG emissions and total life cycle cost (including purchase, fuel operating and maintenance costs) over the life of the equipment of contracted service.

c) Application:

This policy applies to all activities, works or services entered into by the City except contracts of employment.

d) Prohibition:

- i. All procurement by the City of Grand Forks will be consistent with the requirements under AIT (Agreement on Internal Trade) and TILMA (Trade, Investment and Labour Mobility Agreement).
- ii. No one other than the Chief Administrative Officer or the Chief Financial Officer will enter into a contract for goods or services.

e) Spending Authority:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to Department Heads for individual invoices and individual contract limits.

	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000
Corporate Officer	\$10,000
Manager of Operations	\$10,000
Manager of Development & Engineering	\$10,000
Fire Chief ^	\$10,000
Manager of Building Inspection & Bylaw Services	\$5,000

Workforce Spending:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to various employees within their Department budgets:

	Spending Limit	Type of Goods
All Coordinators	\$1,500	All
Mechanic	\$1,500	Supply
Accountant/Comptroller	\$1,500	All
All Permanent Employees	\$100	Supply

Department Heads must counter-sign all Departmental Purchase Orders prior to submitting to Accounting Department.

Definitions:

Alternate Fuels - fuels available for use other than conventional fuels (oil, gasoline, natural gas, propane and diesel).

City - the Corporation of the City of Grand Forks.

Formal Public Tendering Process - the process whereby bids are solicited by the City by means of public advertising including by newspaper, publications, website or BC Bid. Bids are normally opened and read publicly at a fixed time and place.

GHG (Greenhouse gases) - equivalent tones of carbon dioxide (CO₂) emitted into the environment through the use of various types of energy sources.

Goods - materials, equipment, or supply

Holdback - monies held back from progress payments.

Late Bid - an offer received in the designated location after the specified closing date and/or time.

Lease - a contract by which the City acquires the use and possession of lands, buildings, and personal property for a specified time at a fixed payment.

Life Cycle Cost - the total cost to purchase and operate a type of vehicle or equipment or contracted service. This shall include initial purchase cost, operational cost, maintenance cost, fuel cost and GHG emissions.

Lowest Evaluated Bid - the bid which meets the specifications at the lowest overall cost to the City, as determined by the Chief Administrative Officer or designate, considering such factors as suitability, price, availability, service related administrative cost, and disposal value. The lowest overall cost shall be evaluated over the life cycle of the equipment or contracted service. This shall include purchase cost, operating cost, maintenance cost, fuel cost and GHG emissions.

Procurement Contract -

- Purchase Order issued for procurement of goods or services;
- Service Contract issued under a written agreement with the supplier of services, or;
- Construction Contract entered into in writing with the successful bidder following an invitation to tender for construction of an asset.

Progress Payment - a payment made under the terms of the contract before completion of the contract.

Proposal - an offer to provide goods, services, or construction submitted to the City in response to a request for a proposal.

Purchase Order - the pre-printed, pre-numbered form containing all the necessary information and signatures required to begin procurement action.

RFP (Request for Proposal) - the process whereby proposals are solicited by the City by means of invitation to particular suppliers or advertising. Proposals are reviewed by Staff against grading criteria as described in the proposal.

Security -

- Certified cheque or other legal instrument made payable to the City of Grand Forks;
- Government guaranteed bond; or
- Other security as may be considered appropriate.

Service - performance of work to meet a general need by a person(s) not an employee of the City of Grand Forks.

Responsibilities

a) Department Head:

- i. Ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, to be authorized by Council, prior to being sent for procurement action.
- ii. Ensure that expenditures are identified in the Financial Plan and within the spending authority of those authorized to sign a procurement contract on behalf of the department.

b) General Guidelines:

- i. Procurement documentation must be in place before goods are delivered or services rendered, including a contract for services covered under a Service Contract.
- ii. Unauthorized Purchasing: Any employee who willfully acquires goods or services in contravention of this policy or relevant procedures is liable to disciplinary action.
- iii. Purchase Orders:
 - Official; 8 ½" x 11" sequentially numbered form.
 - All applicable sections must be completed, including an actual or estimated cost, and the account to be charged for the item(s).
 - Copy distribution: Yellow - Accounting

Scanned to Manager
Scanned electronically

- May have additional information attached such as drawings, detailed specifications, samples, etc.
- Cancellation of a Purchase Order - ensure that all copies are cancelled/marked as VOIDED.
- Ensure that a Purchase Order is completed and its number quoted when an order is placed with a supplier.

Purchase orders shall be issued for all goods and services in excess of \$1,000, unless exempted under procedures.

When an invoice is received the issuer of the order, or designate, must confirm that the goods received are as requested and priced as quoted.

Exemptions: the following expenditures do not require a Purchase Order:

1. Petty Cash disbursements
2. Purchases covered by annual or other contracts such as: chlorine, gasoline, diesel, equipment leases, fees for service
3. Association dues and membership fees, publications, legal and accounting fees, donations and grants-in-aid
4. Utility charges
5. Travel expenses and advances
6. Payment for expenditures relating to payroll and payroll deductions, including union dues and social club fees
7. Payments to other governments and their agencies.

iv. Service Contract:

A pre-negotiated and/or tendered agreement, usually of a long-term duration, for such items as:

- Auditing services
- Bonding services
- Maintenance agreements
- Lease agreements
- Fuel supplies
- Externally owned machinery and/or operators, or
- Other

When a Service Contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

v. Verbal Quotes:

Verbal quotes are to be sought for supply of all goods and services from at least three suppliers when the cost is estimated not to exceed \$5,000.

Managers are to record in writing, the results of the verbal quotations when the cost is estimated to be between \$5,000 and \$10,000.

vi. Formal Written Quotations:

Written quotations are to be sought for the supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$10,000 and not exceed \$50,000.

vii. Formal Public Tendering and Request for Proposals:

Tenders and request for proposals are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000. Procedures for receiving and opening tenders shall conform to the following:

- Tenders and RFP's enclosed in sealed envelopes will be received at the tender address until tender closing time;
- All tenders and RFP's will be recorded as to the date and time received at the front counter who will file the tender in the vault until tenders are opened;
- Verbal and late bids will not be accepted.
- Bids or tenders will be accepted up to the closing time and date of the tender. Amendments to bids or tenders will be accepted unless specifically prohibited in the bid or tender document.
- One member from Corporate Services and the department head or designate responsible for the project will proceed with the tender and RFP opening at precisely the designated time on the closing day. Council is invited to be in attendance.

- Tender and RFP envelopes shall be opened and each tender and RFP shall be checked to ensure that it is signed and valid in respect of any bid bonds, etc. Any financial securities shall be stored in the vault for safekeeping.
- Security, as required by the Invitation to Tender, must accompany the tender bid in order to be considered.
- Tenders are normally opened/registered in public at the City Office. Requests for Proposals are not normally opened publicly.
- Where only one tender is received, the City reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

A contract may, in most cases, be awarded to the lowest bid. However, the City, for its sole benefit, reserves the right to award a bidder it deems appropriate based on scoring of evaluation criteria identified in the tender or RFP document.

THE CITY OF GRAND FORKS		
POLICY TITLE: Contracting Authority & Purchasing	POLICY NO:	802
EFFECTIVE DATE: January 13, 2014	SUPERSEDES: 802 Purchasing & Tendering	
APPROVAL: Council		PAGE: 1 of 6

POLICY:

The City of Grand Forks will procure all goods, services and construction of assets in accordance with this procedure.

POLICY OBJECTIVES:

The objectives of this policy are to:

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Scanned to Manager (originator)
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- May have additional information attached such as drawings, detailed specifications, samples, etc.
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Purchase orders shall be issued for all goods and services in excess of \$1,000, unless exempted under procedures.

When an invoice is received the issuer of the order, or designate, must confirm that the goods received are as requested and priced as quoted.

Exemptions: the following expenditures do not require a Purchase Order:

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iv. Service Contract:

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When a Service Contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

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- ~~Facsimile-transmitted~~ Bids or tenders will be accepted up to the closing time and date of the tender. ~~Facsimile~~ Amendments to bids or tenders will be accepted unless specifically prohibited in the bid or tender document.
- One member from Corporate Services and the department head or designate responsible for the project will proceed with the tender and RFP opening at precisely the designated time on the closing

day. Council is invited to be in attendance.

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- Where only one tender is received, the City reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

A contract may, in most cases, be awarded to the lowest bid. However, the City, for its sole benefit, reserves the right to award a bidder it deems appropriate based on scoring of evaluation criteria identified in the tender or RFP document.

From:  **Roxanne Shepherd**
Subject: one more adjustment for purchasing policy
To:  **Charlene Euerby**

November-28-13 10:25:37 AM 

under vii. Formal Public tendering, point 4, please remove 'facsimile transmitted' from beginning of sentence.

Please track all of the adjustments we have made so that we can summarize them in the opening of the RFD.

thx,

Roxanne Shepherd, BBA, CGA
Chief Financial Officer
City of Grand Forks
250-442-8266
www.GrandForks.ca



Settle down.

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 Corporation's F.O.I Officer

**THE CITY OF GRAND FORKS
REQUEST FOR COMMITTEE OF THE WHOLE
RECOMMENDATION**

DATE : December 2, 2013
TOPIC : Employees – Training (Educational Courses) #610
PROPOSAL : Proposed housekeeping change within current policy
PROPOSED BY : Chief Financial Officer

SUMMARY:

As part of good governance practice, Councils need to review general government policies that meet its vision. Staff has reviewed the current policy and has found that general housekeeping needs to take place within the policy.

The amendment is as follows:

- The words "Department Head" have been removed to ensure only the Chief Administrative Officer has the ability to approve all training courses.

This policy update is presented to the Committee of the Whole at this time for their recommendation to Council to resolve to accept the policy.

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council to receive the report and refer the matter to the regular meeting of Council on January 13, 2014 for consideration and adoption as presented.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to receive the report and refer the matter to the regular meeting of Council on January 13, 2014 for consideration and adoption as presented.

Option 2: The Committee of the Whole does not recommend to Council to adopt the Employees – Training (Educational Courses) Policy and therefore remain status quo.


BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of the proposed changes allows for the Chief Administrative Officer to approve all educational courses and ensure that they are in line with amounts provided in the City's Financial Plan, are the best fit for employees and fulfill overall training goals.

Option 2: Status quo would be maintained under the existing employees – training (educational courses) policy.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

The proposed change allows more control over training and development needs while staying within the limits of the City's Financial Plan.



Department Head or CAO



Reviewed by Chief Administrative Officer

CITY OF GRAND FORKS			
POLICY TITLE:	Employees - Training	POLICY NO:	610
	Educational Courses		
EFFECTIVE DATE:	March 16 , 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

POLICY:

The City will pay the 100% cost of any educational course or other course of instruction for any City employee, where such course has been requested by the City to better qualify the employee and where such educational course or other course of instruction is related to the job duties established for the various City Departments.

PURPOSE:

To provide an incentive to encourage employees to better qualify themselves, to improve their work skills and to upgrade their training for purposes of promotion or transfer to vacant or higher classifications within the City's operations and to encourage such employee to give the City the benefit of such upgrading and training.

PROCEDURE:

1. Employees must receive approval from the City Manager prior to taking any educational course or other course of instruction in order to be eligible for payment of such course by the City.
2. The City Manager or his/her designate shall have the authority to limit the number of educational courses or other courses of instruction to be paid by the City at any one time or in any year.
3. Courses taken under this policy must be related to one or more of the various job classifications established for the various City Departments and approved by the Supervisor.
4. The City Manager requires all employees to provide a summary of their learning experience at such course that has been paid for by the City.
5. Approval of courses shall be in line with amounts provided in the City's Financial Plan. All training and development needs must be submitted with the budget for consideration and approval.

CITY OF GRAND FORKS			
POLICY TITLE:	Employees - Training	POLICY NO:	610
	Educational Courses		
EFFECTIVE DATE:	March 16 , 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

POLICY:

The City will pay the 100% cost of any educational course or other course of instruction for any City employee, where such course has been requested by the City to better qualify the employee and where such educational course or other course of instruction is related to the job duties established for the various City Departments.

PURPOSE:

To provide an incentive to encourage employees to better qualify themselves, to improve their work skills and to upgrade their training for purposes of promotion or transfer to vacant or higher classifications within the City's operations and to encourage such employee to give the City the benefit of such upgrading and training.

PROCEDURE:

1. Employees must receive approval from the City Manager or Department Head prior to taking any educational course or other course of instruction in order to be eligible for payment of such course by the City.
2. The City Manager or his/her designate shall have the authority to limit the number of educational courses or other courses of instruction to be paid by the City at any one time or in any year.
3. Courses taken under this policy must be related to one or more of the various job classifications established for the various City Departments and approved by the Supervisor.
4. The City Manager requires all employees to provide a summary of their learning experience at such course that has been paid for by the City.
5. Approval of courses shall be in line with amounts provided in the City's Financial Plan. All training and development needs must be submitted with the budget for consideration and approval.

THE CITY OF GRAND FORKS REQUEST FOR COMMITTEE OF THE WHOLE RECOMMENDATION

DATE : December 3, 2013
TOPIC : Vehicle Use – City Owned #613
PROPOSAL : Proposed housekeeping change within current policy
PROPOSED BY : Chief Financial Officer

SUMMARY:

As part of good governance practice, Councils need to review general government policies that meet its vision. Staff has reviewed the current policy and has found that general housekeeping needs to take place within the policy. The amendment is as follows:

- Management titles have been corrected to reflect current titles for the Manager of Operations, & the Manager of Development & Engineering.
- Management title for Manager of Building Inspection and Bylaw Services has been added.
- Wording in Section 4 has been changed from “Employees using on-call City vehicles are exempt from the provisions of this policy and will be protected from audit assessments carried out by Revenue Canada” to “ Employees using on-call City vehicles shall keep a log of their personal mileage, including to and from work.”

This policy update is presented to the Committee of the Whole at this time for their recommendation to Council to resolve to accept the policy.

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council to receive the report and refer the matter to the regular meeting of Council on January 13, 2014 for consideration and adoption as presented.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to receive the report and refer the matter to the regular meeting of Council on January 13, 2014 for consideration and adoption as presented.

Option 2: The Committee of the Whole does not recommend to Council to adopt the Vehicle Use – City Owned Policy and therefore remain status quo.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of the proposed changes allows for legislation to be followed, corrects management titles as well as includes one Manager that wasn't included prior.

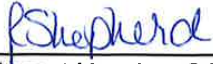
Option 2: Status quo would be maintained under the existing Vehicle Use – City Owned Policy.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There are no budget impacts.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Policies follow from City bylaws and from the Community Charter and the Local Government Act.



Department Head or CAO



Reviewed by Chief Administrative Officer

CITY OF GRAND FORKS			
POLICY TITLE:	Vehicle Use – City Owned	POLICY NO:	613
EFFECTIVE DATE:	March 16, 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

Purpose:

To ensure that City assets are secure and protected.

Policy:

1. The following shall be deemed to be employees that are required to have a City vehicle at home in order to be able to respond quickly to emergencies, or that require the employee to drive many kilometers per year on City business; namely:
 - Fire Chief
 - Deputy Fire Chief
 - Manager of Operations
 - Manager of Development and Engineering
 - Manager of Building Inspection and Bylaw Services
 - Electrical Coordinator or on-call personnel
 - Sewer & Water Coordinator or on-call personnel
 - Roads & Equipment Coordinator when on-call
2. Only those employees who are "on call" shall be permitted to take a city vehicle home overnight; all other vehicles shall be parked overnight at the Public Works Yard.
3. Employees, referred to in #1, who drive City vehicles and who are on vacation, sick leave, bereavement leave, etc., shall not leave the City vehicle at their residence.
4. Employees using on-call City vehicles shall keep a log of their personal mileage, including to and from work.
5. Employees using City vehicles shall not use the vehicle for personal use without prior authorization from their supervisor.

CITY OF GRAND FORKS			
POLICY TITLE:	Vehicle Use – City Owned	POLICY NO:	613
EFFECTIVE DATE:	March 16, 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

Purpose:

To ensure that City assets are secure and protected.

Policy:

1. The following shall be deemed to be employees that are required to have a City vehicle at home in order to be able to respond quickly to emergencies, or that require the employee to drive many kilometers per year on City business; namely:
 - Fire Chief
 - Deputy Fire Chief
 - Manager of Operations
 - Manager of Development and Engineering
 - Manager of Building Inspection and Bylaw Services
 - Electrical Coordinator or on-call personnel
 - Sewer & Water Coordinator or on-call personnel
 - Roads & Equipment Coordinator when on-call
2. Only those employees who are "on call" shall be permitted to take a city vehicle home overnight; all other vehicles shall be parked overnight at the Public Works Yard.
3. Employees, referred to in #1, who drive City vehicles and who are on vacation, sick leave, bereavement leave, etc., shall not leave the City vehicle at their residence.
4. Employees using on-call City vehicles are exempt from the provisions of this policy and will be protected from audit assessments carried out by Revenue Canada. shall keep a log of their personal mileage, including to and from work.
5. Employees using City vehicles shall not use the vehicle for personal use without prior authorization from their supervisor.

THE CITY OF GRAND FORKS REQUEST FOR COMMITTEE OF THE WHOLE RECOMMENDATION

DATE : December 4, 2013
TOPIC : Bank Signing Authorization Policy #801
PROPOSAL : Proposed housekeeping changes within current policy
PROPOSED BY : Chief Financial Officer

SUMMARY:

As part of good governance practice, Councils need to review general government policies that meet its vision. Staff has reviewed the current policy and has found that some general housekeeping needs to take place within the policy. The amendments are as follows:

- "or withdrawals" is added to "all cheques or withdrawals shall bear two signatures".
- Wording "payments" replaces "cheques" in "Exempt from this are cheques to Fortis, Minister of Finance, Receiver General of Canada, the Municipal Pension Plan and the Regional District of Kootenay Boundary".
- New sentence added, "For payments over \$25,000, countersigning must be a manual signature."
- New wording added to "The City will ensure there are" sufficient controls in place to safeguard the City's funds, as periodically reviewed and approved by the City's auditors.

This policy update is presented to the Committee of the Whole at this time for their recommendation to Council to resolve to accept the policy.

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council to adopt the changes to Policy 801 and refer the matter to the regular meeting of Council on January 13, 2014.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to receive the report and refer the matter to the regular meeting of Council on January 13, 2014 for consideration and adoption as presented.

Option 2: The Committee of the Whole does not recommend to Council to adopt the Bank Signing Authorization Policy and therefore remain status quo.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of the proposed changes allows for better clarification of how payments and withdrawals are to be handled, which will enhance the safeguarding of municipal assets.

Option 2: Status quo would be maintained under the existing Bank Signing Authorization policy.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

The proposed changes to the current policy ensure that there are sufficient controls on the Municipality's financial assets.

The proposed changes to the current policy ensure that there are sufficient controls on the Municipality's financial assets.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Policies follow from City bylaws and from the Community Charter and the Local Government Act.



Department Head or CAO



Reviewed by Chief Administrative Officer

CITY OF GRAND FORKS

POLICY TITLE:	Bank Signing Authorization	POLICY NO:	801
EFFECTIVE DATE:	November, 2012	SUPERSEDES:	
APPROVAL:	COUNCIL	PAGE:	1 of 1

Policy:

That City Council provides for the efficient processing of payments for City services and provide for the security of municipal assets, by authorizing the following:

- a) To withdraw funds from the City's bank accounts, all cheques or withdrawals shall bear two signatures: The Corporate Officer, The Chief Financial Officer, the Chief Administrative Officer, the Mayor, the Acting Mayor or in their absence any Member of Council. Cheques or withdrawals in excess of \$25,000 are to be countersigned by either the Mayor or a Councillor. Exempt from this are payments to Fortis, Minister of Finance, Receiver General of Canada, the Municipal Pension Plan and the Regional District of Kootenay Boundary.

For payments less than \$25,000, the signatures may be produced by mechanical or electronic means. For payments over \$25,000, countersigning must be a manual signature.

The City will ensure there are sufficient controls in place to safeguard the City's funds, as periodically reviewed and approved by the City's auditors.

- b) To authorize the transfer of funds between the City's general bank account and the Municipal Finance Authority for the purpose of investing surplus funds or drawing upon authorized interim financing, the signature of one of the following:
The Corporate Officer or the Chief Financial Officer or the Chief Administrative Officer or the Accountant/Comptroller.

Purpose:

To establish authority for amending the signing authority forms for the City's bank accounts, and for transfers between the City and MFA, and to ensure that expenditures in excess of \$25,000 are reviewed by elected officials and auditors. This policy will authorize staff to update all forms related to the official signors of the City, upon the official appointment of the Mayor, and upon Council's appointment of the above staff positions.

Procedure:

It is the policy of the City to safeguard municipal assets, and therefore, Council must ensure that there are sufficient controls on the Municipality's financial assets. Upon appointment of the above positions, staff must obtain the appropriate forms from the designated financial institutions and the Municipal Finance Authority, and amend the signing signatures by the next meeting of Council

CITY OF GRAND FORKS

POLICY TITLE:	Bank Signing Authorization	POLICY NO:	801
EFFECTIVE DATE:	November, 2012	SUPERSEDES:	
APPROVAL:	COUNCIL	PAGE:	1 of 1

Policy:

That City Council provides for the efficient processing of payments for City services and provide for the security of municipal assets, by authorizing the following:

- a) To withdraw funds from the City's bank accounts, all cheques or withdrawals shall bear two signatures: The Corporate Officer, The Chief Financial Officer, the Chief Administrative Officer, the Mayor, the Acting Mayor or in their absence any Member of Council. Cheques or withdrawals in excess of \$25,000 are to be countersigned by either the Mayor or a Councillor. Exempt from this are cheques payments to Fortis, Minister of Finance, Receiver General of Canada, the Municipal Pension Plan and the Regional District of Kootenay Boundary.

For payments less than \$25,000, the signatures may be produced by mechanical or electronic means. For payments over \$25,000, countersigning must be a manual signature.

The City will ensure there are sufficient controls in place to safeguard the City's funds, as periodically reviewed and approved by the City's auditors.

- b) To authorize the transfer of funds between the City's general bank account and the Municipal Finance Authority for the purpose of investing surplus funds or drawing upon authorized interim financing, the signature of one of the following:
The Corporate Officer or the Chief Financial Officer or the Chief Administrative Officer or the Accountant/Comptroller.

Purpose:

To establish authority for amending the signing authority forms for the City's bank accounts, and for transfers between the City and MFA, and to ensure that expenditures in excess of \$25,000 are reviewed by elected officials and auditors. This policy will authorize staff to update all forms related to the official signors of the City, upon the official appointment of the Mayor, and upon Council's appointment of the above staff positions.

Procedure:

It is the policy of the City to safeguard municipal assets, and therefore, Council must ensure that there are sufficient controls on the Municipality's financial assets. Upon appointment of the above positions, staff must obtain the appropriate forms from the designated financial institutions and the Municipal Finance Authority, and amend the signing signatures by the next meeting of Council

THE CITY OF GRAND FORKS REQUEST FOR COMMITTEE OF THE WHOLE RECOMMENDATION

DATE : December 3, 2013
TOPIC : Payment Processing Policy
PROPOSAL : Payment Processing Policy # 801.1
PROPOSED BY : Chief Financial Officer

SUMMARY:

As part of good governance practice, Councils need to review general government policies that meet its vision. Staff has reviewed the policies and has found a need for such a policy.

This policy will result in payments being recorded in our system on the effective date as opposed to when we receive them.

This policy is presented to the Committee of the Whole at this time for their recommendation to Council to resolve to accept the policy.

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council to adopt the changes to Policy 801.1 and refer the matter to the regular meeting of Council on January 13, 2014.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to adopt the changes to Policy 801.1 and refer the matter to the regular meeting of Council on January 13, 2014.

Option 2: The Committee of the Whole does not recommend to Council to adopt the Receipt of Payments Policy and remain status quo.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of the proposed changes allows for enhanced customer service and adherence to online banking agreements. The disadvantage is that the process will extend our month end closing time frames by 3 to 5 days.

Option 2: Status quo would be maintained.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There are no costs associated with this change, however month end reporting will be delayed due to a delay in processing payments.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CITY OF GRAND FORKS		
POLICY TITLE: Payment Processing Policy	POLICY NO:	801.1
EFFECTIVE DATE: January 2014	SUPERSEDES:	
APPROVAL: Council		PAGE: 1 of 1

POLICY:

That City Council provides for the efficient processing of payments for City services in accordance with banking regulations by authorizing the following:

- a.) To record in our financial system the effective date of the home banking notification as the City's processing date.
- b.) To record the date of payment for mail payments as the date the payments are received, not the postmark.

PURPOSE:

To establish a procedure for processing date of payments.

PROCEDURE

- Determining the processing date for payments received.
- To correctly follow the agreements with each bank for online banking payments.

THE CITY OF GRAND FORKS COMMITTEE OF THE WHOLE RECOMMENDATION

DATE : December 5th, 2013
TOPIC : Monthly Highlight Reports from Department Managers
PROPOSAL : Council to Receive the Monthly Activity Reports
PROPOSED BY : City Staff

SUMMARY:

The Managers of each department will submit a brief report of their highlighted projects and tasks from the past month for Council's and the Public's information. This new reporting plan intends to provide a snapshot of some of the tasks and projects that each department may be working on so that Council and members of the public may get a "peek" at some of the daily operations of City Staff, and of projects that are being worked on at present.

STAFF RECOMMENDATIONS:

That Council receives the monthly highlight report from the department managers.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:


The main advantage is that Council is apprised of projects and activities which are currently being undertaken.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:


There is no cost attached to the report of Staff

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

As part of good legislative practice, Council is provided with information regarding daily operations at Public Works, the Fire Department and City Hall.



Department Head or Corporate Officer
Or Chief Administrative Officer



Reviewed by Chief Administrative
Officer



THE CORPORATION OF THE CITY OF
GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – OPERATIONS
TEMPORARY MANAGER – SASHA J. BIRD

FOR THE MONTH OF NOVEMBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Water and Sewer Department Residential Water Curb Stop Locates and Repairs Continue
- ✓ Tree Lights on 2nd St. Installed
- ✓ Christmas Hanging Baskets Installed
- ✓ Christmas Planter Pots Installed
- ✓ Christmas Streetlight Decorations Installed
- ✓ Central Ave. Tree Light Receptacle Installation Commenced
- ✓ Commenced Decorating Christmas Float with Crafty Toys
- ✓ Held Annual Staff Christmas Party
- ✓ Decorated Bench in front of Value Drug Mart and Installed Lighting



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Development and
Engineering

MANAGER – Sasha J. Bird

FOR THE MONTH OF NOVEMBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Downtown Beautification Upgrades – Phase I Complete
- ✓ Construction of the Proposed New Liquor Store Nearing Completion
- ✓ City of Grand Forks Water Supply Strategy Complete – Report Under Review
- ✓ Asset Management Projects Complete – Reports Under Review
- ✓ Utility Regulation Bylaw Revisions Continue
- ✓ Fees and Charges Bylaw Revisions Continue
- ✓ Emergency Water Supply Upgrades – Electrical Components – Genset Commissioned
- ✓ RFQ – Emergency Water Supply Upgrades – Mechanical Components – RFQ Closed and Project Awarded
- ✓ Central Ave. and 2nd St. Lighting Projects Continue
- ✓ Well and Aquifer Protection Plan Presented to Council and Received as Presented



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

**ROXANNE SHEPHERD
CHIEF FINANCIAL OFFICER**

FOR THE MONTH OF NOVEMBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ First meeting with Public Works coordinators for budget
- ✓ Several policies to Council for housekeeping in December and January
- ✓ New policy for payment processing to Council
- ✓ Electrical Rates bylaw, Revenue Anticipation bylaw and Financial Plan Amendment bylaw to Council in December
- ✓ Starting policy for internet usage and security, training staff
- ✓ Financial aspect of RFP for fire truck – funding sources, options
- ✓ Preparing for upcoming water meters – software, hardware, process
- ✓ Payroll reconciling accounts for year end and T4 preparation
- ✓ Initiating a work plan for 2014
- ✓ Preparing for upcoming audit



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Fire Department
Fire Chief – Dale Heriot

FOR THE MONTH OF November, 2013

NOVEMBER'S HIGHLIGHTS:

- ✓ We had 46 calls between October 25-November 27 – 21 fire, 1 rescue, and 24 first responder.
 - Structure Fire on 9th St (Ruckle)
 - Chimney Fire
 - Year-to-Date call total : 431
- ✓ Kettle Falls International Railroad Disaster Response Exercise
 - Railway staff, BC Ambulance, RCMP, Grand Forks Fire worked through several potential railway emergency scenarios.
- ✓ Volunteers provided safety at Rotary bonfire Halloween night
- ✓ Volunteers attended Remembrance Day service/parade
- ✓ Training: Hazardous Materials (Awareness-level) with some Operations-level practical skills.
- ✓ Fire inspections at SD 51 properties – GFSS, Walker Resource Ctr.



THE CORPORATION OF THE CITY OF GRAND FORKS

Settle down.

STAFF REPORT FROM DEPARTMENT MANAGER –WAYNE KOPAN MANAGER – BUILDING INSPECTOR & BYLAW ENFORCEMENT FOR THE MONTH OF NOVEMBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Reviewing and follow up on Complaints
- ✓ Deer Feeding Bylaw
- ✓ Amendment to the Noise Control Bylaw
- ✓ Reviewing the current Zoning Bylaw
- ✓ 1 New Commercial Building Permit Issued to Magnum Auto Inc.
- ✓ Occupancy Permit Issued to the Winnipeg Liquor Store
- ✓ Occupancy Permit & Inspection for the Wooden Spoon Bistro
- ✓ Following up on Building Permits transferred from the RDKB
- ✓ Currently taking the Building Inspectors Course through BCIT



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Corporate
Administration/Community Services
CORPORATE OFFICER – Diane Heinrich

FOR THE MONTH OF NOVEMBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ City Hall progress – Interior Design Preliminary Visioning
- ✓ Pacific Abrasives Review
- ✓ Conversion of News Information to the Gazette on a monthly basis from Bi-Monthly Advertiser
- ✓ Education preparation with Selkirk College and Urban Systems on Asset Management
- ✓ Interview Process and Selection for new Manager of Operations
- ✓ Meeting with the Downtown Business Association
- ✓ Awarding of the Video Request for Quote
- ✓ Communications -Community Outreach, Bylaw Updates and Public Information
- ✓ Community Services planning for Family Day weekend for 2014
- ✓ Coordination for Downtown Events

**THE CITY OF GRAND FORKS
REQUEST FOR COMMITTEE OF THE WHOLE
RECOMMENDATION**

DATE : November 19, 2013

TOPIC : A Bylaw to Amend the Grand Forks Noise Control Bylaw No. 1963

PROPOSAL : Council consideration to Noise Amendment Bylaw 1963 A-1

PROPOSED BY : Manager of Building Inspections & Bylaw Services

SUMMARY:

In 2013, Council adopted the Grand Forks Noise Control Bylaw No. 1963. It has come to Staff's attention that the Noise Bylaw 1963 needs to be amended in order to address industry hours of operation and to delete Schedule 2, which relates to fines, with regard to the Grand Forks Noise Control Bylaw No. 1963, in its entirety, as fines are outlined in the Municipal Ticketing Information Bylaw No. 1957, 2013.

STAFF RECOMMENDATIONS:

The Committee of Whole recommends to Council to refer the Noise Amendment Bylaw No. 1963 A-1 to the January 13, 2014 Regular meeting for first, second and third reading.

OPTIONS AND ALTERNATIVES: No specific options are given in that the Noise Control bylaw needs to be up-to-date, to allow Staff to ensure compliance with the bylaw.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

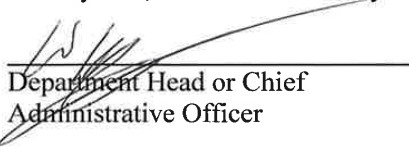
The benefit is that the Bylaw Enforcement Official has the ability to issue tickets, with regards to the MTI bylaw No. 1957, 2013.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no cost or budget impacts with regard to the Grand Forks Noise Control Bylaw No. 1963 A-1, 2013.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

In accordance with the Local Government Act, Council may, by bylaw, regulate, control and amend their bylaws, whenever necessary.



Department Head or Chief
Administrative Officer



Reviewed by Chief
Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1963 A-1

A Bylaw to Amend the Grand Forks Noise Control Bylaw No. 1963, 2013

WHEREAS in accordance with the Local Government Act provides that Council may, by bylaw, regulate, prohibit and amend, the making or causing of certain noises or sounds within the Municipal boundaries of the Corporation of the City of Grand Forks.

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

1. This bylaw may be cited for all intents and purposes as the “**Grand Forks Noise Control Amendment Bylaw No. 1963 A-1, 2013**”;
2. That Bylaw No. 1963, cited as the “Grand Forks Noise Control Bylaw No. 1963, 2013”, be amended by adding an exemption to Section 5.1, as follows:
 - (i) industrial operations may operate twenty four (24) hours a day, seven (7) days a week, when required to produce products to fulfill the world wide business market orders. Industry will be required to work with the City to limit noise that disturbs the Community during evening and grave yard shifts. The City realizes that NOT ALL NOISE can be eliminated;
3. That Schedule 2 that relates to fines with regard to the Grand Forks Noise Control Bylaw No. 1963 be deleted in its entirety, as fines are outlined in the Municipal Ticketing Information Bylaw No. 1957, 2013.
4. That this bylaw shall come into force and effect as of the adoption of this amendment bylaw.

Read a **FIRST** time this ____ day of _____, 2013.

Read a **SECOND** time this ____ day of _____, 2013.

Read a **THIRD** time this ____ day of _____, 2013.

FINALLY ADOPTED this _____ day of _____, 2013.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of
Bylaw No. 1963 A-1, the "Grand Forks Noise Control Amendment Bylaw No.
1963 A-1, 2013", as passed by the Municipal Council of the Corporation of the
City of Grand Forks on the _____ day of _____, 2013.

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

CORPORATION OF THE CITY OF GRAND FORKS

NOISE CONTROL BYLAW NO. 1963

A bylaw to provide for the regulation and prohibition of certain noises and sounds.

WHEREAS the Local Government Act provides Council with the authority, by bylaw, to regulate or prohibit the making or causing of certain noises or sounds within the Municipality-boundaries of the Corporation of the City of Grand Forks; and

WHEREAS the Council of the Municipality Corporation of the City Grand Forks, deems it necessary and desirable to regulate or prohibit noises or sounds, which disturb the quiet, peace, rest, enjoyment, comfort or convenience of neighbourhood persons in the vicinity, or the public;

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

1. Title

- 1.1 This bylaw may be cited for all purposes as the **Grand Forks Noise Control Bylaw No. 1963, 2013**".

2. Repeal

- 2.1. The City of Grand Forks Noise Control Bylaw, No. 1313 and all amendments thereto, are hereby repealed and replaced by this bylaw.

3. Definitions

3.1 In this bylaw:

- (a) **"Bylaw Enforcement Officer"** means every person(s) designated by Council as a Bylaw Enforcement Officer for the City or otherwise authorized under the Offence Act, and every Peace Officer;
- (b) **"City"** means the Corporation of the City of Grand Forks;
- (c) **"Council"** means the City Council of the City;
- (d) **"Highway"** includes a street, road, lane, bridge, viaduct and any other way open for the use of the public but does not include a private right-of-way on private property;

- (e) **"Municipality"** means the area within the City boundaries of the City;
- (f) **"Noise"** means any noise or sound that is objectionable, or disturbs, tends to disturb, or is liable to disturb, the quiet, peace, rest, enjoyment, comfort or convenience of the area, or of persons in the area, or the public and shall include, without limiting the generality of the foregoing, the noises and sounds specifically described elsewhere in this bylaw;
- (f) **"Owner"** means an owner or occupier of a parcel of land, or both;
- (g) **"Peace Officer"** shall have the same meaning as in the Interpretation Act and shall also include the person or persons who are appointed to enforce and administer this bylaw;
- (h) **"Person(s)"** includes any company, corporation, owner, partnership, firm, association, society or party;
- (i) **"Private Premises"** means the area contained within the boundaries of any privately owned or lease lot, parcel of land within the City and any building or structure situated within those boundaries, but where any lot or parcel contains more than one dwelling unit, each such dwelling unit shall be deemed to be separate private premises;
- (j) **"Property"** means land, with or without improvements, so affixed to the land as to make them in fact and in law, a part of it;
- (k) **"Public Place"** means streets, highways, parks, public squares, beaches, foreshore and all other land and building that not private premises.

4. Prohibited Noises and Sounds

- 4.1 No person(s) shall make or cause, or permit to be made or caused, in or on a highway or elsewhere in the City, any noise or sound which disturbs the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood, or of persons in the vicinity.
- 4.2 No owner, tenant or occupier of real property shall allow that property to be used so that a noise or sound, which originates from that property, disturbs the quiet, peace, rest, enjoyment, comfort or convenience of neighborhood, or of persons in the vicinity.
- 4.3 No person(s) shall keep any animal, which by its calls, cries, barks, or other noises disturbs the quiet, peace, rest, enjoyment, comfort, or convenience of neighborhood, or of persons in the vicinity.

4.4 Without limiting Sections 3 – 5 of this bylaw, the Council believes that the following noises or sounds are objectionable:

- (a) any calls, cries, barks, or other noises made by an animal which are audible outside the property where the animal is kept, between 11:00 p.m. and 7:00 a.m.;
- (b) any amplified music or speech which is audible outside the property where it originates or is reproduced, between 11:00 p.m. and 7:00 a.m.;
- (c) any noise caused or emanating from construction activity, including alterations, demolitions, and excavations between the hours of 8:00 p.m. and 7:00 a.m.;
- (d) any noise longer than 10 minutes caused or emanating from the operation of a parked or stopped diesel vehicle between 11:00 p.m. and 7:00 a.m.
- (e) any noise caused by the operation of motorized off-road vehicles is not permitted from 6:00 p.m. to 10:00 a.m.

and no person(s) shall cause or permit such noises or sounds to be made.

5. **Exemption**

5.1 This bylaw does not apply to:

- (a) police, fire, or other emergency vehicles proceeding upon an emergency;
- (b) the excavation, construction, or infrastructure work, or repairing of bridges, streets, highways, or lands by the City or agents acting on its behalf;
- (c) the operation of maintenance equipment by the City or agents acting on its behalf;
- (d) snow removal or highway cleaning operations;
- (e) the operation of a public address system required under a building or fire code;
- (f) a lawnmower, power gardening equipment or chainsaw operated between 7:00 a.m. and 9:00 p.m.;
- (g) a horn from a motor vehicle, boat or train where it is necessary to warn of danger or a hazard;
- (h) an event approved by resolution of Council provided it is within the terms

of that approval – ie: hours of operation.

6. Construction Hours

- 6.1 No person(s) in the City shall on any day, construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner, whatsoever, which makes or causes noises or sounds in or on a highway or elsewhere in the City, which disturb, or tend to disturb, the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood or of persons in the vicinity, except during the following times:
- (a) Monday through Friday, between the hours of 7 a.m and 9:00 p.m.
 - (b) the erection, demolition, construction, reconstruction, alteration or repair of any building or structure between 7:00 a.m. and 10:00 p.m.;
 - (c) Saturdays, between the hours of 10:00 a.m. and 9:00 p.m.;
 - (d) Sunday and other holidays, between the hours of ten a.m. and 6:00 p.m.
- 6.2 The restrictions contained in this part may be waived or varied by a Permit in writing from the Bylaw Enforcement Officer or the Corporate Officer, granting approval to carry on the work that is found to be a case of urgent necessity and in the interest of public health and safety.

7. Inspections

- 7.1 A Bylaw Enforcement Officer may enter on any property at any reasonable time for the purpose of ascertaining whether the regulations and requirements of this bylaw are being observed.
- 7.2 No person(s) shall obstruct a Bylaw Enforcement Officer from entering property under Section 9.

8. Offences and Penalties

- 8.1 (a) Any person(s) who contravenes this bylaw is liable upon summary conviction to a fine not exceeding \$2,000.00. Every day that infraction of this bylaw continues shall constitute a separate offence.
- (b) Every person or persons, who violates or breaches or who causes or allows to be violated or breached any of the provisions of this bylaw shall be guilty of an offence against this bylaw and each day that such violation is caused or allowed to continue shall constitute a separate offence.

- (c) After the first contact is made and the violation continues to exist every half hour thereafter, constitutes a new offence, as per Schedule 2 of the Municipal Ticketing Information bylaw.

9. Severability

- 9.1 If any portion of this bylaw (including without limitation all or part of Section 7) is held to be invalid by a Court of competent jurisdiction, such invalidity shall not affect the remaining portions of the bylaw.

READ a first time this 24th day of June, 2013.

READ a second time this 24th day of June, 2013.

READ a third time this 24th day of June, 2013.

FINALLY ADOPTED this 22nd day of July, 2013.


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 the Grand Forks Noise Control Bylaw No. 1963, 2013, as passed by the Council of the City of Grand Forks on the 22nd day of July, 2013.

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

SCHEDULE 2

<u>Bylaw No. 1681 "Noise Control Bylaw"</u>		
COLUMN 1	COLUMN 2	COLUMN 3
Offence	Section	Fine
Noise which disturbs	3	\$100.00
Noise which disturbs form Private Property	4	\$100.00
Amplification equipment which disturbs	6(b)	\$100.00
Animal Noise	6(a)	\$100.00
Bird Noise	6(a)	\$100.00
Operating equipment during restricted hours	6(c)	\$100.00
Operating engine during restricted hours	6(d)	\$100.00
Construction noise during restricted hours	8(a)	\$100.00
Construction noise during restricted hours (Saturday)	8(b)	\$100.00
Construction noise during restricted hours (Sunday)	8(c)	\$100.00
Noise which disturbs	11(c)	\$100.00
Noise which disturbs form Private Property	11(c)	\$100.00

**THE CITY OF GRAND FORKS
REQUEST FOR COMMITTEE OF THE WHOLE
RECOMMENDATION**

DATE : December 2, 2013
TOPIC : Electrical Utility Regulatory Amendment
PROPOSAL : Bylaw No. 1993 – Electrical Utility Regulatory Amendment Bylaw.
PROPOSED BY : Chief Financial Officer

SUMMARY:

The City has been advised that the wholesale electrical rate charged to the City by Fortis BC for the sale of power will increase by 3.3% on January 1, 2014.

Staff is recommending that the electrical rates are raised accordingly as these increases will maintain a rate of 98% of Fortis rates for residential and a rate for commercial that is competitive and addresses the revenue requirement ratio to usage.

It should be noted that although the operations' electrical budget for 2014 has not been adopted, Staff believes that if the rate changes are adopted for the first billing period and there are no timing gaps between the Fortis increase and the flow through of charges to the Grand Forks Electrical customers, that the revenue requirement will be met.

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council the Electrical Utility Regulatory Amendment Bylaw No. 1993 be presented for consideration of first three readings at the January 13th, 2014 Regular Meeting of Council.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council that the Electrical Utility Regulatory Amendment Bylaw No. 1993 be presented for consideration of first three readings at the January 13th, 2014 Regular Meeting of Council.

Option 2: The Committee of the Whole does not recommend that Council give first three readings of this bylaw.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit is it would allow the City to realize the revenue requirement needed for 2014 while maintaining a rate of 98% of Fortis rates for residential and a rate for commercial that is competitive.

Option 2: Status quo would be maintained. The disadvantage would reflect a shortfall in required revenue for 2014 which would necessitate an amendment to the Five Year Plan to ensure fiscally responsible spending.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

The recommended increase addresses the estimated revenue requirement for 2014. Not increasing the electrical rates would reflect a necessary amendment to the Five Year Plan to ensure fiscally responsible spending.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

All electrical rate adjustments are within the scope of Council's legislative authority. The new rates are justified with the increase in costs from Fortis BC.



Department Head or CAO



Reviewed by Chief Administrative Officer



MEMORANDUM

DATE: December 3, 2013
TO: Doug Allin, CAO
COPY: Roxanne Shepherd, Deputy Finance Officer
FROM: Alex Love, Electric Utility Consultant
SUBJECT: Electric Utility Rates 2014

Roxanne,

As you are aware the FortisBC (FBC) general rate increase for 2014 is expected to be effective Jan 01, 2014. The rate rebalancing of wholesale and residential rates the past few years is complete and so there is only one component to the 2014 rate change which is a general rate increase of 3.3%.

Rate Adjustment:

In the past Grand Forks has attempted to keep residential rates at or below FBC rates. It is no longer possible to directly compare Grand Forks and FBC rates because;

1. In 2012 FBC implemented stepped residential rates while Grand Forks maintained a flat rate. The rate structures are not directly comparable however the Fortis residential revenue from the stepped rates is identical to the flat rate. Therefore since Grand Forks was at 98% of FBC the rate in the beginning of 2012, by implementing the same residential rate increases as FBC the Grand Forks residential rate will be maintained at 98% of the equivalent FBC rate.
2. Grand Forks commercial rates are based on energy only, whereas several of the FBC commercial rates include demand charges. While the commercial energy rates from Grand Forks electric are higher than FBC, it needs to be kept in mind that the Grand Forks commercial customers enjoy the benefit of not having the additional demand charge they would experience had they been a FBC customer.

There should be no need for further rate adjustments throughout the 2014 calendar year as there are no further rate changes from FBC expected in 2014.

Revenue and Expense Forecast:

Please see attached Revenue and Power Purchase forecast for 2014.

The electrical budget has not yet been finalized; however, since power purchase is about 75% of the utility operating costs we can estimate the financial performance over 2014. Power purchase costs are forecast at \$3,181,066 and with the revenue from rates forecast

MEMORANDUM

at \$4,384,357, this leaves revenue of \$1,203,291 (before other expenses) which is slightly better than the 2013 budget.

Recommendation

Based on the foregoing I recommend that Grand Forks;

1. Implement a general rate increase of;
3.3% to all electrical energy and basic charge rates. To take effect for the January 2014 billing cycle.

For the average residential customer this rate change will amount to \$6.62 per bi-monthly bill (\$1.05 on the basic charge, and \$5.57 on the energy charge).

Best regards,



Alex Love

Electric Utility Consultant

Att: 18-11-2013 - 2014 Power Purchase and Revenue Forecast



MEMORANDUM

DATE: November 18, 2013
TO: Note to File
FROM: Alex Love
SUBJECT: Electric Utility 2014 Power Purchase and Revenue Forecast

2014 Revenue Forecast:

Assumptions:

- 2013 Revenue Forecast (as of Nov 01, 2013) = \$4,190,527
- 2013 Power Purchase Energy Forecast (as of Nov 01, 2013) = 40,761 MWh
- 2014 Power Purchase Energy Forecast = 41,284 MWh,
- FortisBC General Rate change for Jan 01, 2014 forecast at 3.3%
- Assume GF Rate will change in step with FortisBC rates

Calculations:

$$\text{Load Change} = \frac{2014}{2013} = \frac{41,284 \text{ MWh}}{40,761 \text{ MWh}} = 1.013$$

$$2014 \text{ Revenue} = \$4,190,527 \times 1.013 \times 1.033 = \$4,384,357$$

2014 Power Purchase Forecast:

Assumptions:

- Load Growth continues at 0.75 %
- 2013 energy use at 99.3% of expected due to weather,
- Demand has been lower than expected since 2009 – forecast will be for more typical demands as this is set by the single coldest day of the year.
- FortisBC General rate change of 3.3% effective Jan 01, 2013

MEMORANDUM

From Power Purchase Forecast spreadsheet:

Basic Charges	\$85,587
Energy Charges	\$2,019,344
Wires (Capacity)	\$705,875
Pwr Sup (Capacity)	\$370,260
Total 2014 Power Purchase	\$3,181,066

Att: Load Forecast – Power Purchase
 Load Forecast – Energy
 Load Forecast – Demand

**Grand Forks Electric
Power Purchase Forecast**

18/11/2013

Year 2014

		Data						
Month	Act/ Fcst	FBC Basic (\$)	FBC Energy (\$)	FBC Dmd (\$)	FBC Wires (\$)	FBC Pwr Sup (\$)	FBC Interim Rate (\$)	FBC Invoice
1 F		\$7,132	\$220,116		\$66,417	\$35,672	\$0	\$329,337
2 F		\$7,132	\$187,842		\$64,720	\$34,760	\$0	\$294,255
3 F		\$7,132	\$176,483		\$54,759	\$29,410	\$0	\$267,795
4 F		\$7,132	\$149,918		\$54,160	\$27,130	\$0	\$239,340
5 F		\$7,132	\$140,448		\$54,160	\$26,545	\$0	\$228,286
6 F		\$7,132	\$134,697		\$54,160	\$26,870	\$0	\$221,859
7 F		\$7,132	\$154,509		\$61,424	\$32,990	\$0	\$256,056
8 F		\$7,132	\$157,199		\$55,969	\$30,060	\$0	\$250,360
9 F		\$7,132	\$141,535		\$54,160	\$28,569	\$0	\$231,396
10 F		\$7,132	\$160,070		\$53,134	\$27,923	\$0	\$248,259
11 F		\$7,132	\$184,467		\$68,038	\$36,542	\$0	\$296,179
12 F		\$7,132	\$212,260		\$64,775	\$34,789	\$0	\$318,956
Grand Total		\$85,587	\$2,019,344		\$705,875	\$370,260	\$0	\$3,181,066

Year 2013 Q0

		Data						
Month	Act/ Fcst	FBC Basic (\$)	FBC Energy (\$)	FBC Dmd (\$)	FBC Wires (\$)	FBC Pwr Su (\$)	FBC Interim Rate (\$)	FBC Invoice
1 F		\$6,904	\$209,918		\$64,311	\$34,540	\$0	\$315,674
2 F		\$6,904	\$180,192		\$62,653	\$33,650	\$0	\$283,399
3 F		\$6,904	\$170,411		\$56,705	\$30,438	\$0	\$264,458
4 F		\$6,904	\$145,436		\$56,705	\$26,263	\$0	\$235,308
5 F		\$6,904	\$135,578		\$56,705	\$24,511	\$0	\$223,699
6 F		\$6,904	\$130,547		\$56,705	\$25,871	\$0	\$220,027
7 F		\$6,904	\$146,381		\$56,705	\$30,054	\$0	\$240,043
8 F		\$6,904	\$150,850		\$56,705	\$30,070	\$0	\$244,529
9 F		\$6,904	\$135,451		\$56,705	\$29,551	\$0	\$228,611
10 F		\$6,904	\$153,174		\$56,705	\$27,867	\$0	\$244,650
11 F		\$6,904	\$179,068		\$65,537	\$35,199	\$0	\$286,709
12 F		\$6,904	\$205,627		\$67,785	\$36,406	\$0	\$316,723
Grand Total		\$82,853	\$1,942,633		\$713,925	\$364,420	\$0	\$3,103,831

Year 2013 Q1

		Data						
Month	Act/ Fcst	FBC Basic (\$)	FBC Energy (\$)	FBC Dmd (\$)	FBC Wires (\$)	FBC Pwr Su (\$)	FBC Interim Rate (\$)	FBC Invoice
1 A		\$6,904	\$205,991		\$59,440	\$31,924	\$0	\$304,260
2 A		\$6,904	\$167,278		\$51,573	\$27,699	\$0	\$253,454
3 A		\$6,904	\$162,970		\$49,798	\$26,746	\$0	\$246,418
4 A		\$6,904	\$141,538		\$47,552	\$24,431	\$0	\$220,426
5 F		\$6,904	\$135,578		\$56,705	\$24,511	\$0	\$223,699
6 F		\$6,904	\$130,547		\$56,705	\$25,871	\$0	\$220,027
7 F		\$6,904	\$146,381		\$56,705	\$30,054	\$0	\$240,043
8 F		\$6,904	\$150,850		\$56,705	\$30,070	\$0	\$244,529
9 F		\$6,904	\$135,451		\$56,705	\$29,551	\$0	\$228,611
10 F		\$6,904	\$153,174		\$56,705	\$27,867	\$0	\$244,650
11 F		\$6,904	\$179,068		\$65,537	\$35,199	\$0	\$286,709
12 F		\$6,904	\$205,627		\$67,785	\$36,406	\$0	\$316,723
Grand Total		\$82,853	\$1,914,454		\$681,914	\$350,329	\$0	\$3,029,550

Year 2013 Q2

		Data						
Month	Act/ Fcst	FBC Basic (\$)	FBC Energy (\$)	FBC Dmd (\$)	FBC Wires (\$)	FBC Pwr Su (\$)	FBC Interim Rate (\$)	FBC Invoice
1 A		\$6,904	\$205,991		\$59,440	\$31,924	\$0	\$304,260
2 A		\$6,904	\$167,278		\$51,573	\$27,699	\$0	\$253,454
3 A		\$6,904	\$163,263		\$47,647	\$25,591	\$0	\$243,405
4 A		\$6,904	\$141,898		\$47,552	\$24,583	\$0	\$220,937
5 A		\$6,904	\$136,974		\$47,608	\$25,570	\$0	\$217,056
6 A		\$6,904	\$131,292		\$47,552	\$24,919	\$0	\$210,667
7 F		\$6,904	\$146,381		\$56,705	\$30,054	\$0	\$240,043
8 F		\$6,904	\$150,850		\$56,705	\$30,070	\$0	\$244,529
9 F		\$6,904	\$135,451		\$56,705	\$29,551	\$0	\$228,611
10 F		\$6,904	\$153,174		\$56,705	\$27,867	\$0	\$244,650
11 F		\$6,904	\$179,068		\$65,537	\$35,199	\$0	\$286,709
12 F		\$6,904	\$205,627		\$67,785	\$36,406	\$0	\$316,723
Grand Total		\$82,853	\$1,917,247		\$681,514	\$349,432	\$0	\$3,011,045

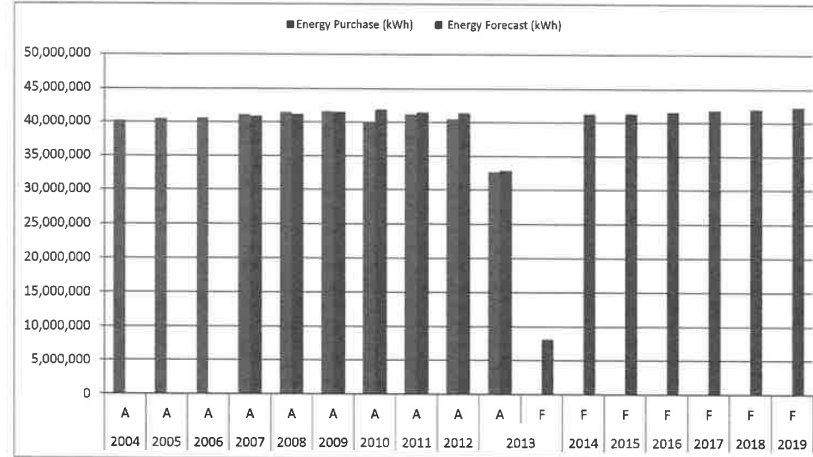
Year 2013 Q3

		Data						
Month	Act/ Fcst	FBC Basic (\$)	FBC Energy (\$)	FBC Dmd (\$)	FBC Wires (\$)	FBC Pwr Su (\$)	FBC Interim Rate (\$)	FBC Invoice
1 A		\$6,904	\$205,991		\$59,440	\$31,924	\$0	\$304,260
2 A		\$6,904	\$167,278		\$51,573	\$27,699	\$0	\$253,454
3 A		\$6,904	\$163,263		\$47,647	\$25,591	\$0	\$243,405
4 A		\$6,904	\$141,898		\$47,552	\$24,583	\$0	\$220,937
5 A		\$6,904	\$136,974		\$47,608	\$25,570	\$0	\$217,056
6 A		\$6,904	\$131,292		\$47,552	\$24,919	\$0	\$210,667
7 A		\$6,904	\$156,293		\$59,166	\$31,777	\$0	\$254,141
8 A		\$6,904	\$150,308		\$53,911	\$28,955	\$0	\$240,078
9 A		\$6,904	\$137,823		\$51,221	\$27,510	\$0	\$223,458
10 A		\$6,904	\$154,232		\$48,852	\$26,237	\$0	\$236,226
11 F		\$6,904	\$179,068		\$65,537	\$35,199	\$0	\$286,709
12 F		\$6,904	\$205,627		\$62,393	\$33,511	\$0	\$308,436
Grand Total		\$82,853	\$1,930,048		\$642,452	\$343,473	\$0	\$3,098,826

**Grand Forks Electric
Power Purchase Forecast**

18/11/2013

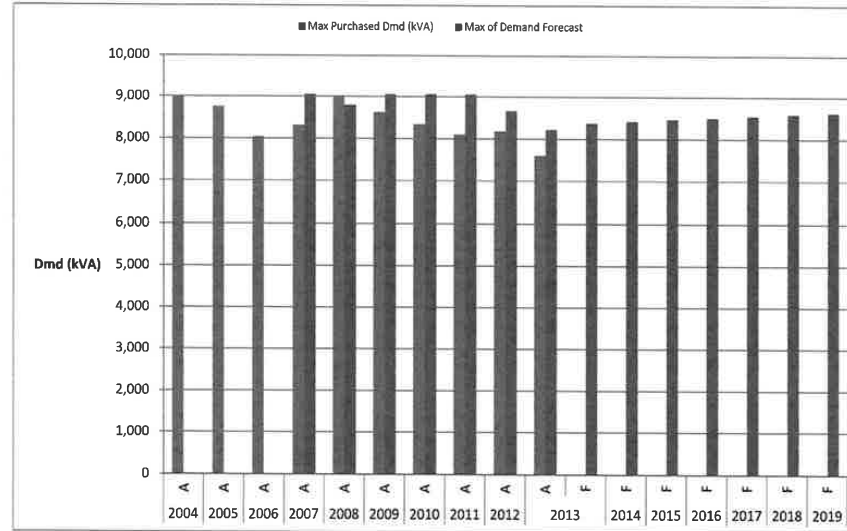
		Data	
Year	Act/ Fcst	Energy Purchase (kWh)	Energy Forecast (kWh)
2004	A	40,199,200	
2005	A	40,516,000	
2006	A	40,616,000	
2007	A	41,116,800	40,898,725
2008	A	41,489,600	41,208,033
2009	A	41,624,000	41,536,217
2010	A	39,996,800	41,875,997
2011	A	41,192,000	41,498,464
2012	A	40,523,200	41,398,148
2013	A	32,636,800	32,902,569
	F		8,124,517
2014	F		41,284,793
2015	F		41,316,072
2016	F		41,583,335
2017	F		41,860,424
2018	F		42,054,460
2019	F		42,303,358
Grand Total		399,910,400	539,845,113



**Grand Forks Electric
Power Purchase Forecast**

18/11/2013

Year	Act/ Fcst	Data	
		Max Purchased Dmd (kVA)	Max of Demand Forecast
2004	A	9,014	
2005	A	8,760	
2006	A	8,044	
2007	A	8,312	9,059
2008	A	9,019	8,804
2009	A	8,625	9,064
2010	A	8,339	9,064
2011	A	8,108	9,064
2012	A	8,181	8,668
2013	A	7,601	8,222
	F		8,381
2014	F		8,423
2015	F		8,465
2016	F		8,507
2017	F		8,550
2018	F		8,592
2019	F		8,635
Grand Total		9,019	9,064



THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1993

**A Bylaw to Amend the
Electrical Utility Regulatory Bylaw No. 1993**

WHEREAS in accordance with the Community Charter, Council may, by bylaw, regulate and control the Electrical Service of the City of Grand Forks and amend rates, terms, and conditions under which electricity service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This Bylaw may be cited for all purposes as the **“Electrical Utility Regulatory Amendment Bylaw No. 1993, 2014”**.
2. That Schedule “C” of Bylaw No. 1930, be deleted and replaced with a new Schedule “C”, which is identified as “Appendix 1”, and attached to this bylaw.
3. This bylaw shall come into force and effect, with all consumption billed for periods ended on or after January 1, 2014.

Read a **FIRST** time this 13th day of January, 2014.

Read a **SECOND** time this 13th day of January, 2014.

Read a **THIRD** time this 13th day of January, 2014.

FINALLY ADOPTED this 27th day of January, 2014.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFIED CORRECT

I hereby certify the foregoing to be a true copy of Bylaw No. 1993 as adopted by the Municipal Council of the City of Grand Forks on the 27th day of January, 2014

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

"SCHEDULE C"

ELECTRICAL UTILITY RATES AND CONNECTION CHARGES

RESIDENTIAL SERVICE

AVAILABILITY: Available for residential usage in general including lighting, water heating, spaces heating and cooking.

MONTHLY RATE
FOR EACH SERVICE: A basic minimum service charge of \$16.46 per month and the following rate based on the actual consumption.

\$0.10344 per KWH

COMMERCIAL / INDUSTRIAL / INSTITUTIONAL SERVICE

AVAILABILITY: Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost and the customer may be required to bear all maintenance and service costs related thereto throughout the life of the service, unless otherwise specifically agreed to by the City.

MONTHLY RATE
FOR EACH SERVICE: A basic minimum service charge of \$17.81 per month and the following rate based on actual consumption,

**\$0.11069 per KWH for the first 200,000 KWH or less
consumed in a two-month billing period**

**\$0.08214 per KWH for all usage above 200,000 KWH
consumed in a two month billing period**

"SCHEDULE C" cont'd

SEASONAL LOADS

AVAILABILITY: Available for irrigation and drainage pumping and other repetitive seasonal loads taking service specifically agreed to by the City. The Customer will be required to provide all necessary service drop improvements including any step-down transformers at their direct cost unless otherwise specifically agreed to in writing by the City.

MONTHLY RATE
FOR EACH SERVICE: A basic minimum service charge of \$17.04 per month (minimum period of service will be three months) and the following rate based on actual consumption.

\$0.11069 per KWH

SERVICE CHARGES

C.1 Existing Service Connection and Reconnection Charges:

The fee for making a standard new utility billing account application shall be \$30.00 (plus applicable taxes). This fee shall apply to all applications involving the following:

- i) the owner of real property wishes to establish a new electrical utility account in their name
- ii) the owner of real property wishes to have the electrical meter read
- iii) the owner of real property wishes to have the existing electrical service turned off or turned on
- iv) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw.

This existing service connection fee is designed to defray the costs involved with meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. They will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Connection or Upgraded Service.

“SCHEDULE C” cont’d

C.2 New Service Installations or Upgrading of Existing Service:

Basic Overhead <i>Connection</i> - 200 amp service	\$ 250.00
or less (single phase)	+ \$3.00/amp over
	200 amp service

Basic Underground <i>Connection</i> - 200 amp service	\$ 750.00
or less (single phase)	+ \$3.00/amp over
	200 amp service

Three Phase - *Overhead/Underground* At Cost
New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer.

Dip Service (only at the discretion of the City)
- installation at the service entrance
- customer to supply all required materials and is responsible for all costs related to the installation. At Cost

At the discretion of the City, where a customer desires to take underground service from the City's overhead lines, such customers may, at their own expense, make an approved underground service connection to a pole designated by the City and supply all the necessary conduit cable and other material required to run up the pole to the service head, provided all work on the pole is supervised by the City's employees. City Crews will work in conjunction with the customer's contractor.

An exception shall be made when existing City services are to be placed underground, in which case the City shall decide the allocation of costs.

All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

C.3 Temporary Service:

Temporary service shall be made available upon completion of the property application and the payment to the City of \$100.00.

“SCHEDULE C” cont’d

C.4 Meter Checking:

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or certified meter inspection facility. That department is responsible for affixing the seals on the meters and no such seal shall be broken without specific assent the department.

If a customer doubts the accuracy of the meter serving his premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as set out in the following schedule.

1. Meter removal charge and “in-house” inspection \$ 50.00
2. Canada Department of Consumer and Corporate Affairs or a certified meter inspection facility, should it become necessary, shall be paid as determined by that Agency along with a \$50.00 administration charge.

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund charges made in accordance with the foregoing schedule.

The Inspection Branch will consider the appropriate adjustment applicable to the customer’s account and will notify the City of the amount to be remitted to the customer.

C.5 Estimation of Readings:

The City may estimate energy consumption and maximum power demand from the best evidence available where a meter has not been installed or is found to be not registering or when the meter reader is unable to read the meter on his regular meter reading trip.

If the employees of the City are required to return to a residence to carry out their duties in the operation of the electrical utility, in accordance with Section B.1(f) of this bylaw, a service charge in the amount of \$50.00 will be levied to the property owner.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1993

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Electrical Utility Regulatory Bylaw No. 1993**

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3. This bylaw shall come into force and effect, with all consumption billed for periods ended on or after January 1, 2014.

Read a **FIRST** time this 13th day of January, 2014.

Read a **SECOND** time this 13th day of January, 2014.

Read a **THIRD** time this 13th day of January, 2014.

FINALLY ADOPTED this 27th day of January, 2014.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFIED CORRECT

I hereby certify the foregoing to be a true copy of Bylaw No. 1993 as adopted by the Municipal Council of the City of Grand Forks on the 27th day of January, 2014

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

"SCHEDULE C"

ELECTRICAL UTILITY RATES AND CONNECTION CHARGES

RESIDENTIAL SERVICE

AVAILABILITY: Available for residential usage in general including lighting, water heating, spaces heating and cooking.

MONTHLY RATE
FOR EACH SERVICE: A basic minimum service charge of ~~\$ 15.94~~ \$16.46 per month and the following rate based on the actual consumption.

~~\$0.10014 per KWH~~ \$0.10344 per KWH

COMMERCIAL / INDUSTRIAL / INSTITUTIONAL SERVICE

AVAILABILITY: Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost and the customer may be required to bear all maintenance and service costs related thereto throughout the life of the service, unless otherwise specifically agreed to by the City.

MONTHLY RATE
FOR EACH SERVICE: A basic minimum service charge of ~~\$17.24~~ \$17.81 per month and the following rate based on actual consumption,

~~\$0.10716~~ \$0.11069 per KWH for the first 200,000
KWH or less consumed in a two-month billing period
~~\$0.07952~~ \$0.08214 per KWH for all usage above
200,000 KWH consumed in a two month billing period

“SCHEDULE C” cont’d

SEASONAL LOADS

AVAILABILITY: Available for irrigation and drainage pumping and other repetitive seasonal loads taking service specifically agreed to by the City. The Customer will be required to provide all necessary service drop improvements including any step-down transformers at their direct cost unless otherwise specifically agreed to in writing by the City.

**MONTHLY RATE
FOR EACH SERVICE:** A basic minimum service charge of ~~\$16.50~~ \$17.04 per month (minimum period of service will be three months) and the following rate based on actual consumption.

~~\$0.10716~~ \$0.11069 per KWH

SERVICE CHARGES

C.1 Existing Service Connection and Reconnection Charges:

The fee for making a standard new utility billing account application shall be \$30.00 (plus applicable taxes). This fee shall apply to all applications involving the following:

- i) the owner of real property wishes to establish a new electrical utility account in their name
- ii) the owner of real property wishes to have the electrical meter read
- iii) the owner of real property wishes to have the existing electrical service turned off or turned on
- iv) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw.

This existing service connection fee is designed to defray the costs involved with meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. They will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Connection or Upgraded Service.

“SCHEDULE C” cont’d

C.2 New Service Installations or Upgrading of Existing Service:

Basic Overhead <i>Connection</i> - 200 amp service	\$ 250.00
or less (single phase)	+ \$3.00/amp over
	200 amp service

Basic Underground <i>Connection</i> - 200 amp service	\$ 750.00
or less (single phase)	+ \$3.00/amp over
	200 amp service

Three Phase - *Overhead/Underground* At Cost
New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer.

Dip Service (only at the discretion of the City)
- installation at the service entrance
- customer to supply all required materials and is responsible for all costs related to the installation. At Cost

At the discretion of the City, where a customer desires to take underground service from the City's overhead lines, such customers may, at their own expense, make an approved underground service connection to a pole designated by the City and supply all the necessary conduit cable and other material required to run up the pole to the service head, provided all work on the pole is supervised by the City's employees. City Crews will work in conjunction with the customer's contractor.

An exception shall be made when existing City services are to be placed underground, in which case the City shall decide the allocation of costs.

All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

C.3 Temporary Service:

Temporary service shall be made available upon completion of the property application and the payment to the City of \$100.00.

“SCHEDULE C” cont’d

C.4 Meter Checking:

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or certified meter inspection facility. That department is responsible for affixing the seals on the meters and no such seal shall be broken without specific assent the department.

If a customer doubts the accuracy of the meter serving his premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as set out in the following schedule.

1. Meter removal charge and “in-house” inspection \$ 50.00
2. Canada Department of Consumer and Corporate Affairs or a certified meter inspection facility, should it become necessary, shall be paid as determined by that Agency along with a \$50.00 administration charge.

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund charges made in accordance with the foregoing schedule.

The Inspection Branch will consider the appropriate adjustment applicable to the customer's account and will notify the City of the amount to be remitted to the customer.

C.5 Estimation of Readings:

The City may estimate energy consumption and maximum power demand from the best evidence available where a meter has not been installed or is found to be not registering or when the meter reader is unable to read the meter on his regular meter reading trip.

If the employees of the City are required to return to a residence to carry out their duties in the operation of the electrical utility, in accordance with Section B.1(f) of this bylaw, a service charge in the amount of \$50.00 will be levied to the property owner.

**THE CITY OF GRAND FORKS
REQUEST FOR COMMITTEE OF THE WHOLE
RECOMMENDATION**

DATE : December 5th, 2013

TOPIC : Bylaw 1994 Revenue Anticipation Bylaw

PROPOSAL : To Discuss the 2014 Revenue Anticipation Bylaw

PROPOSED BY : City Staff

SUMMARY:

The Community Charter gives municipalities the authority to borrow money to cover obligations during the period between the beginning of the fiscal year (January 1) and the Property tax payment due date of the first working day after July 1. Although the City has enough cash on hand to cover its obligations for a considerable length of time, the adoption of an annual Revenue Anticipation Bylaw is a requirement of the City's banking contract with the Credit Union. Bylaw 1994 is the City's proposed 2014 Revenue Anticipation Bylaw.

STAFF RECOMMENDATION:

The Committee of the Whole recommends to Council to give the first three readings to Bylaw 1994, "The City of Grand Forks Revenue Anticipation Borrowing Bylaw-2014" at the January 13th, 2014 Regular Meeting of Council.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

- Benefits: Housekeeping nature – Statutory and Contractual requirement
- Disadvantages None known
- Negative Impacts None known

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

Not applicable

STRATEGIC PLAN IMPLICATIONS:

Not applicable

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Legislative – Section 177 of the Community Charter

Precedents – Annual Bylaw

Policies – requirement of banking agreement with the Credit Union



Department Head or CAO



Reviewed by Chief Administrative Officer

Read a **THIRD** time this _____ day of January, 2014

FINALLY ADOPTED this _____ day of January, 2014

Brian Taylor - Mayor

D. Heinrich – Corporate Officer

C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1994 as passed by the Municipal Council of the Corporation of the City of Grand Forks on the _____ day of January, 2014.

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1994

**A Bylaw Authorizing the Corporation of the City of Grand Forks
to Borrow the Sum of Two Million Dollars to Meet the
Current Year's Expenditures**

=====

WHEREAS pursuant to Section 177 of the Community Charter, the Council of a Municipality may, by bylaw, provide for the borrowing of such sums of monies as may be necessary to meet the current lawful expenditures of the Municipality;

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

1. It shall be lawful for the Corporation of the City of Grand Forks to establish a line of credit to borrow upon the credit of the City, from the Grand Forks Credit Union, the sum, at any one time, of up to Two Million Dollars (\$2,000,000.00) in such amounts and at such times as may be required, bearing interest at a rate not exceeding the rate established for Municipalities, as set by the Grand Forks Credit Union from time to time.
2. That the money borrowed and interest thereon, shall be repaid on or before the 31st day of December 2014.
3. That the amounts so borrowed shall be a liability payable out of the City's revenues for the year ended December 31st, 2014.
4. That the form of the obligation to be given as an acknowledgment of the liability to the Grand Forks Credit Union shall be a promissory note(s) or overdraft lending agreement for sums as may be required from time to time, signed by the Mayor and the Chief Financial Officer of the City and shall bear the Corporate Seal and all such notes(s) or overdraft lending agreements shall be made payable on or before the 31st day of December, 2014.
5. This Bylaw may be cited as the "**City of Grand Forks Revenue Anticipation Borrowing Bylaw - 2014**".

Read a **FIRST** time this _____ day of January, 2014

Read a **SECOND** time this _____ day of January, 2014



Settle down.

THE CORPORATION OF THE CITY OF GRAND FORKS

MEMORANDUM

To: Grand Forks Deer Committee

Date: December 5, 2013

From: Sasha Bird, Manager of Development and Engineering

WildSafeBC Program for Grand Forks

1. Project

As per Council's decision on July 22, 2013, the BC Conservation Foundation (BCCF) will deliver the WildSafeBC program within the boundaries of the City of Grand Forks (herein referred to as "City"). The goal of the program is to reduce human-wildlife conflicts within the City and will focus on (but not be limited to) reducing conflicts with deer, bear, coyote and rattlesnakes.

The program will provide:

- A part-time employee, hired, trained and supervised by the BCCF (the hiring panel will include a representative of the City with the right to veto any candidate that they feel would not be suitable);
- A community toolkit including brochures, bookmarks, posters, training manual, PowerPoint presentations, display stand and a Bear Safety DVD;
- Props and miscellaneous supplies including a banner, Staying Safe DVD, bear skull, bear paw, grizzly track, bear scat, inert bear spray, bear spray, canister, holster, hat, display board, and a uniform shirt with logo and name tag; and
- Full-time support within the community

2. Work Plan

The program meets its goals through public education and awareness campaigns which include such activities as:

Door-to-door Canvassing

Areas of conflict are visited and homeowners are given advice on what they can do to minimize the conflict in their area.

School Programs

Coordinators work with the local schools and come into the classrooms to present human-wildlife conflict prevention messaging along with safety messaging.

Media Releases

Working with the City, the coordinator will provide regular press releases to the media outlets to ensure proper messaging is getting out to the residents.

Pilot Hazing Program

Preliminary work will be carried out by the coordinator to investigate the possibility of a pilot non-lethal hazing program that could help reduce the deer numbers in the short or long term. Part of the coordinator's job would be to look at possible funding partners and to finalize what the non-lethal hazing pilot could look like.

3. Budget

The approved budget for this program is \$15,000.00 as detailed below:

Community Coordinator wages (490.0 hours @ \$18.81/hour)	\$9216.90
Employment benefit expenses (WCB, EI, CPP, HP)	\$1474.70
Home office allowance	\$300.00
Communications	\$240.00
Materials and supplies	\$1500.00
Mileage	\$300.00
Miscellaneous	\$604.76
BCCF Administration Fee 10%	\$1363.64
Total Contract Budget	\$15000.00

The BCCF is a not-for-profit organization that charges a 10% administration fee, but they do not charge for hiring, training or supervisory time. They also do not charge for the full-time support of the program offered by the Provincial Coordinator.

4. Schedule and Deliverables

The BCCF advertised the position for a two week period on their website as well as partner websites. City staff posted the position to run concurrently on the City of Grand Forks and Community Futures Boundary websites.

After the closing date, the successful candidates were short-listed by the hiring panel and interviews were held on December 5th, based on a set of questions as prepared by the hiring panel.

The successful candidate will undergo a reference check and police record check and, if successful in both of these, would then be hired.

Training by the Provincial Coordinator is to commence December 16 and 17th in Grand Forks and the program will start immediately thereafter and will involve working with the Deer Committee.

Financial accounting will be provided as requested by the City. Monthly reporting by the coordinator will be provided and a year-end report will be completed and submitted by the BCCF to the City.

5. Hiring Panel Team

Barb Waters, BCCF Northern Regional Manager
Frank Ritcey, WildSafeBC Provincial Coordinator
Diane Heinrich – Manager of Human Resources -City of Grand Forks Representative

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'S. Bird'.

Sasha Bird, ASCT
Manager of Development and Engineering



THE CORPORATION OF THE CITY OF GRAND FORKS

MEMORANDUM

TO: Committee of the Whole

FROM: Sasha J. Bird, Manager of Development & Engineering Services

DATE: November 29, 2013

SUBJECT: Metal Shipping Containers

BACKGROUND:

The City is experiencing an influx of requests for placement of metal shipping containers, in all zones of the City of Grand Forks.

At the September 30, 2013 Regular meeting, Council received a memorandum from the Manager of Development and Engineering Services for information regarding the definition of metal shipping containers and an outline of how other municipalities are dealing with metal shipping containers, with regards to what zones they are being allowed in.

In this package to the Committee of the Whole, Staff has included some pictures of current areas and zones within the City of Grand Forks, where these "metal shipping containers" are being used.

In consultation with some colleagues and under detailed review of the City's Zoning Bylaw and Sustainable Community Plan, the conclusion is that if the Zoning Bylaw is silent, with regard to "metal shipping containers" then they are NOT permitted.

In the case of the City's current Zoning Bylaw, the following Sections apply:

- Section 26(1)(f) – Permitted Use Exceptions – temporary structures or storage of materials required for approved construction projects, to be removed within 30 days of the completion of the construction,
- Section 45(1)(c) – I-2 General Industrial Zone – permitted use – storage, warehousing, cartage, express and freight facilities – although it does not specify "metal shipping containers" as a permitted use.

At present, the City has the ability to enforce the City of Grand Forks Zoning Bylaw No. 1606 and can ask for the removal of all metal shipping containers from properties that are in contravention of the Zoning Bylaw.

MOVING FORWARD:

1. Items for Council to consider:

- Although we already have the legal authority to have the metal shipping containers removed, in the Zoning Bylaw, what would that process be?
- Is the Zoning Bylaw clear? Do we need stronger language regarding the metal shipping container issue?

2. If Council is going to allow metal shipping containers, under what conditions?

eg:

- adhere to the definition of accessory structures and building standards;
- ability to enforce the finished appearance of the container;
- maximum number per lot in corresponding zones;
- allow stacking of containers, or not;
- specific zones.

3. Council may choose to hold an open house, for public consultation for input and comments.

There are a few options for Council to consider:

Option 1 – Council direct Staff to amend the current Zoning Bylaw to include a definition of “Metal Shipping Container”, and to include them as a permitted use in all zones, with certain criteria.

If Council decides to amend the current Zoning Bylaw, by including a new definition of “Metal Shipping Container”, the verbiage could read as follows:

METAL SHIPPING CONTAINER means a container, being a prefabricated metal, wood or plastic container or box, specifically constructed for the storage of goods and may be privately owned or commercially rented, to the public. Metal shipping containers for personal use shall be located at the rear of a parcel of land. In certain areas, the container shall be painted and roofed, to match the colour of the principal building and look like an accessory building and not a metal shipping container.

This option would clarify the definition of what metal shipping containers are and where the containers may be located and requirements for finishing, so at the end of the day, they look like an accessory building and not a metal shipping container.

Option 2 – Council amends the current Zoning Bylaw to include a definition of “Metal Shipping Container” and allow the containers to be in certain zones, only, such as Industrial and/or Rural zones. This option would only allow metal shipping containers in certain zones, excluding Residential and Commercial zones.

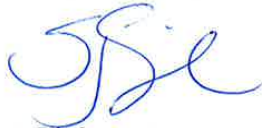
Option 3 – Council leaves the current Zoning Bylaw as it is now and directs Staff to enforce the bylaw, to the best of their abilities. This option would leave the matter as status quo.

Council also has the option to disallow metal shipping containers, as defined by industry standards and from time to time, by the City of Grand Forks.

CONCLUSION:

Staff request that Council choose an option that they wish to proceed with in order to enable Staff to have better control over the locations and finishing of the shipping containers, in their corresponding zones and that Council directs Staff to prepare a Request for Decision, based on the option chosen, for the January 13, 2014 Regular Council meeting.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'SJB', is positioned above the printed name of the signatory.

Sasha J. Bird, ASCT
Manager of Development and Engineering Services

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

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

SECTION 26 **PERMITTED USE EXCEPTIONS**

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

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

Bylaw 1906

Bylaw 1679

SECTION 3 **DEFINITIONS** (cont'd)

ACCESSORY or ACCESSORY USE means a use, building or structure that is incidental or subordinate to, and exclusively devoted to and located on the same parcel as a principal use, building or structure;

AISLE means an area used by registered motor vehicles for access to and from off-street parking spaces onto a highway and shall not be less than 7 metres (23 ft) in width;

ANIMAL HOSPITAL means a building or part thereof provided for the prevention, cure and alleviation of disease and injury to animals and includes shelter for animals within the building or on the grounds, during their period of treatment and recovery;

BED AND BREAKFAST means a home occupation that offers a maximum of 3 bedrooms, for rent to the travelling public by the registered owner of the dwelling. The primary use of the dwelling is for the principal residence of the owner;

CAMPGROUND means an area of land, managed as a unit, which provides short term accommodation for tents, tent trailers, travel trailers, recreational vehicles and campers;

COMMERCIAL RECREATION FACILITY means a building or structure, designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities;

COMMUNITY EVENTS CENTRE means the use of land, buildings or facilities to include but not limited to the following:

Bylaw 1869

- (a) *passive or active recreational activities;*
- (b) *educational activities;*
- (c) *arts and culture activities and events;*
- (d) *convention, conference, meeting and business events;*
- (e) *society and group gatherings and events.*

COMMUNITY GARDEN means a site operated on a not-for-profit basis by volunteers where:

Bylaw 1906

- (a) *a parcel of land is used for the production of edible and ornamental plants and trees for the personal use of its member though allotments of garden space or shared plots;*
- (b) *demonstration gardening or other instructional programming may be offered; and*
- (c) *the use of plots, greenhouses, storage sheds, accessory buildings and the provision of services such as water, tilling and shared tools may be provided to members in exchange for a fee.*

SECTION 45

I-2 (General Industrial) Zone

Permitted Uses

1. The following uses and no others are permitted in an I-2 zone:

- (a) manufacturing facilities and storage areas for raw materials;
- (b) auction market, including the sales of animals;
- (c) storage, warehousing, cartage, express and freight facilities;
- (d) salvage yards and recycling depots;
- (e) gravel extraction activities such as processing and screening;
- (f) machine, welding and woodworking shops, and the retail sale of these items;
- (g) kennels;
- (h) automotive repair shops;
- (i) watchman's quarters.
- (j)* **bulk fuel sales**

Bylaw 1717

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

- (k) accessory buildings for any of the above.

Regulations

2. On a parcel located in an I-2 zone:

Minimum Parcel Size for Subdivision purposes

- (a) There is no minimum parcel size;

Number and type of Dwelling Units allowed

Bylaw 1679

- (b) A maximum of one single family detached dwelling or one mobile home is permitted, as a watchmen's quarters, but not all **two**;

Height

- (c) No building or structure shall exceed 12 metres (40 ft) in height;

Setbacks

Bylaw 1679

- (d) Except as otherwise specifically permitted in this bylaw, **no building, structure or illuminated sign, shall be located within 4.6 meters (15 ft) of a lot in a Residential zone;**

Metal Shipping Containers



City's current Zoning Bylaw does not specifically address shipping containers:

Section 26(1)(f): Permitted Use Exemptions – temporary structures or storage of materials required for approved construction projects, to be removed within 30 days of the completion of the construction.

Section 45(1)(c): I-2 General Industrial Zone – permitted use – storage, warehousing, cartage, express and freight facilities. ** see memo*

Existing containers in Grand Forks

General Industrial Zone (I-2)



General Industrial Zone (I-2)



Existing containers in Grand Forks

Highway Commercial Zone (HC)



**Neighbourhood Commercial
Zone (NC)**



Existing containers in Grand Forks

Commercial Core Zone (CC)



Commercial Core Zone (CC)



Existing containers in Grand Forks

Rural Residential Zone (R-4)



Rural Residential Zone (R-4)



Existing containers in Grand Forks

Residential Zone (R-1)



Residential Zone (R-1)





Thinking Outside the Box

Alternative Uses for Shipping Containers

Uses – Residential



Uses – Multi-family Residential



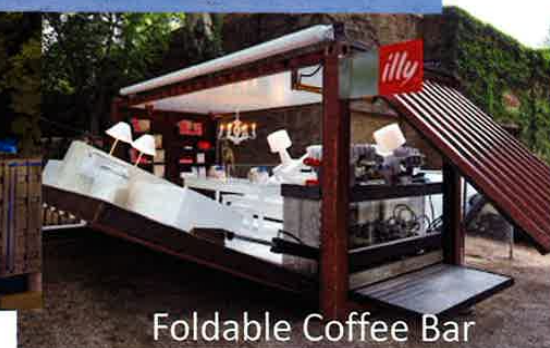
Uses – Accessory Buildings



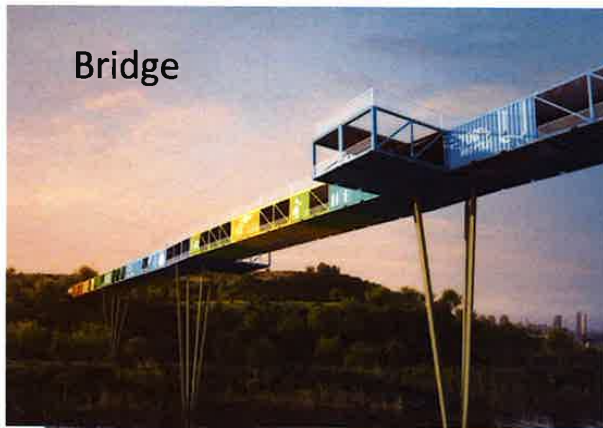
Uses – Accessory Buildings



Uses – Commercial



Uses – Other



Arctic Research Centre



SUMMARY

- Shipping container use and interest is growing in Grand Forks and all over the world.
 - Staff requires direction from Council on how to move forward on the matter of shipping container use in the City.
 - Staff is requesting that Council provide decisive direction with regard to how they would like to proceed with shipping container use, within the City of Grand Forks.
-

OPTIONS

- Amend current Zoning Bylaw to include a definition of “Metal Shipping Container” and include them as a permitted use in all zones, with certain criteria.
 - Amend the current Zoning Bylaw to include a definition of “Metal Shipping Containers” and all containers to be in certain zones, only, such as Industrial and/or Rural Zones.
 - Leave the current Zoning Bylaw as it is now and direct Staff to enforce the bylaw, to the best of their abilities.
-

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-