

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

**Monday June 24th – 7:00 p.m.  
Council Chambers City Hall**

<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1. <b><u>CALL TO ORDER</u></b>	7:00 p.m. Call to Order	Call Meeting to Order at 7:00 p.m.
2. <b><u>ANNUAL REPORT</u></b>		
a) Corporate Officer's Report- Annual Report	2012 Annual Report, consideration of report and submissions and questions from the public	Council receives the 2012 Annual Report, and considers questions and submissions from the public.
3. <b><u>REGULAR MEETING AGENDA</u></b>		
	June 24th, 2013 Agenda	Adopt Agenda
4. <b><u>MINUTES</u></b>		
- June 10th, 2013	Regular Meeting Minutes	Adopt Minutes
- June 10 <sup>th</sup> 2013	COTW Meeting Minutes	Adopt Minutes
5. <b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
None		
6. <b><u>UNFINISHED BUSINESS:</u></b>		
7. <b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u></b>		
a) Corporate Officer's Report	Members of Council may ask questions, seek clarification and report on issues	Issues seeking information on operations be referred to the Chief Administrative Officer prior to the meeting.
8. <b><u>REPORT FROM THE COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u></b>		
a) Corporate Officer's Report	The City's Representative to the Regional District of Kootenay Boundary will report to Council on actions of the RDKB.	Receive the Report.

9.

**RECOMMENDATIONS FROM STAFF  
FOR DECISIONS:**

a) Volunteer Appreciation Night

Staff requests for Council to receive the information on the Call for Nominations - Policy #204.

Staff recommends Council provide notice to the public calling for nominations from the public for exceptional volunteer service in the City of Grand Forks in accordance with Council Policy.

b) Royal Canadian Legion Branch #59

Staff requests for Council to receive the information from the Royal Canadian Legion to add a New Outdoor Patio

Staff recommends Council supports the Royal Canadian Legions application to the Liquor Control and Licensing Branch for a permanent change to their Liquor License for the premises located at 7353 – 6<sup>th</sup> Street, as outlined in the application, and further adopts the following resolution to be sent to the Liquor Control and Licensing Branch in order for the application to be finalized.

**“WHERE AS the Royal Canadian Legion holds a valid Liquor License for the organization, located at 7353 – 6<sup>th</sup> Street, permitting the sale of liquor;”**  
**“AND WHEREAS the Royal Canadian Legion has applied to the Liquor Control and Licensing Branch to permanently amend their permit to include a 3,200 square foot fenced outdoor area for the seating capacity of no more than 185 seats;”**  
**“AND WHEREAS the City of Grand Forks has notified the surrounding property owners by written correspondence , of the Royal Canadian Legion’s application to change their permanent Liquor License to include a 3,200 square foot fenced outdoor patio area to accommodate a total of 185 seats for their patrons and that said property owners were invited to heard by Council and to address any concerns or comments at the Regular Meeting of Council on June 24<sup>th</sup>, 2013;”**  
**“BE IT RESOLVED THAT Council advises the Liquor**

**Control and Licensing Branch that (after hearing from any members of the public) determines that any negative impact and potential for noise to the surrounding businesses would be considered standard for this area of the City and that the application made by the Royal Canadian Legion be approved as applied for.**

c) Chief Financial Officer

Request for approval to write off uncollectible taxes for folio 210-71382.61, Mobile Home Registration #34383, #6 6491 Highway 3 East, Mayflower Mobile Home Park (Folio 210-01382.000)

Staff recommends Council resolve to request that the Minister of Community, Sport and Cultural Development be requested to issue an order pursuant to Section 315.3 of the of the Local Government Act, to provide authority to the Council of the City of Grand Forks for the write-off of property taxes receivable for the property folio 210-71382.061 which is deemed uncollectable.

10. **REQUESTS ARISING FROM CORRESPONDENCE:**

11. **INFORMATION ITEMS**

- Summary of Informational Items      Information Items 11(a) to 11(n)

Receive the items and direct staff to act upon as recommended

**BYLAWS**

12.

a) Manager of Environmental & Building Services - Traffic Regulations Bylaw No. 1956

To introduce a new Traffic Regulations Bylaw

Staff recommends Council rescind Bylaw No. 1004 and the amendment Bylaw No. 1028 and 1029 associated with Bylaw No. 1004 and further rescind Bylaw No. 1810 known as the Overweight Restrictions Bylaw and the amendments thereto numbered Bylaw 1818 and receive the new Traffic Regulations Bylaw No. 1956 be given the first three readings.

b) Manager of Environmental & Building Services - Municipal Ticketing Bylaw No. 1957

To introduce a new Municipal Ticketing Information Bylaw

Staff recommends Council rescind Bylaw No. 1378 and all the amendment Bylaws numbered 1431 and 1432 thereto, and further request, that the new Municipal Ticketing Information Bylaw No. 1957 be

given the first three readings.

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|--|--|--|
| c) Manager of Environmental & Building Services - Park Access Bylaw No. 1959           | To introduce a new Park Access Bylaw   | Staff recommends Council rescind Bylaw No. 1605 and all the amendments thereto numbered as Bylaw No. 1355, and further request, that the new Park Access Bylaw No. 1959 be given the first three readings.                                     |
| d) Manager of Environmental & Building Services - Unsightly Premises Bylaw No. 1962    | To adopt a new Unsightly Premises Bylaw  | Staff recommends Council rescind Bylaw No. 1680 and all amendments thereto numbered as 1025 and 1036 associated with Bylaw No. 1680, and further to request, that the new Unsightly Premises Bylaw No. 1962 be given the first three readings. |
| e) Manager of Environmental & Building Services - Noise Control Bylaw No. 1963         | To adopt a new Noise Control Bylaw   | Staff recommends Council rescind Bylaw No. 1681 and further, that the new Noise Control Bylaw No. 1963 be given the first three readings.  |
| f) Manager of Environmental & Building Services - Building and Plumbing Bylaw No. 1964 | To adopt a new Building and Plumbing Bylaw   | Staff recommends Council rescind Bylaw No. 1737 and the Minimum Maintenance Standards Bylaw No. 999, and further, that the new Building and Plumbing Bylaw No. 1964 be given the first three readings.   |
| g) Manager of Environmental & Building Services – Fire and Safety Bylaw No. 1965       | To adopt a new Fire and Life Safety Bylaw  | Staff recommends Council rescind Bylaw No. 1320, and the amendment Bylaw's No. 1369 and 1376 and 1566 and further, that the new Fire and Life Safety Bylaw No. 1965 be given the first three readings.   |
| h) Chief Financial Officer – Bylaw No. 1971 – A bylaw to Amend Bylaw No. 1955          | Amendment to the City of Grand Forks Bylaw 1955 to Establish and Impose a Flat Tax on Northwest 79 <sup>th</sup> Avenue Road and Electrical Local Area Service | Staff recommends that Council gives first, second and third reading to Bylaw No. 1971 – a Bylaw to amend Bylaw No. 1955  |

### **LATE ITEMS**

13.

14.

### **QUESTIONS FROM THE PUBLIC AND THE MEDIA**

### **ADJOURNMENT**



# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

**DATE** : June 17, 2013  
**TOPIC** : Annual Report 2012  
**PROPOSAL** : Receive Annual Report and Consider Questions & Submissions from the Public  
**PROPOSED BY** : City Staff

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### **SUMMARY:**

Section 98 of the Community Charter sets out the requirements for the Annual Municipal Report. Before June 30<sup>th</sup> in each year, a Council must: a) Prepare an Annual Report, b) Make the report available for public inspection, and c) Have the report available for public inspection at the Annual Meeting. Section 99 of the Community Charter requires that Council must annually consider, at a Council meeting or other public meeting, a) the Annual Report prepared under Section 98 of the Community Charter, and b) submissions and questions from the public.

### **STAFF RECOMMENDATIONS:**

**Option 1:** Council receive the Annual Report for 2012 and consider any submissions and questions from the public.

### **OPTIONS AND ALTERNATIVES:**

**As this is a statutory requirement of the Community Charter there are no options other than those provided in the Community Charter.**

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

The main benefit of the Annual Report is that it gives the public access to a great deal of information on the municipality from the 2012 year, as well as important information from the Strategic Plan on Council's objectives and priorities for 2012. There are no disadvantages or negative impacts from this approach.

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

All items in the Audited Financial Statements have cost, budget and revenue generation impacts. Most of the items in the Strategic Plan have cost, budget and revenue generation impacts.

**STRATEGIC PLAN IMPLICATIONS:** Copies of the Strategic Plan are included with the Annual Report to give the public as much information as possible on Council's direction for the years 2012 through 2014.

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

Sections 98 and 99 of the Community Charter contain the requirements for the Annual Report.

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Department Head or Corporate Officer or  
Chief Administrative Officer

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Reviewed by Chief Administrative Officer



# CITY OF GRAND FORKS

## 2012 ANNUAL REPORT



[www.GrandForks.ca](http://www.GrandForks.ca)

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# An Open Letter to the Citizens of Grand Forks

## From Mayor Brian Taylor and Council

On behalf of the Council of 2012-2014, I am pleased to report on the municipal services and operations for the year ending December 31<sup>st</sup> 2012. The 2012 Annual Report gives a synopsis in a financial format including statistics and taxation information on a comparative basis.

In February 2012, Council undertook a Strategic Planning exercise to determine their focus areas for the 2012 – 2014 Council term. The Corporate Priorities included regional services integration, succession planning for the City, Economic Stimulation, Infrastructure Replacement Strategy, Deer Issues and the development of a Water Metering Plan for a Sustainability Action. Operational Priorities included Asset Management, Fibre Optic Cable Network finalization, Cemetery Rehabilitation project, Lift Station Landscaping Project, West & East Side Entrance Signs, Airport Lighting, and Carbon Neutrality.

In April of 2012, an evaluation of Regional District cost implications for all proposed new and re-negotiated services were reviewed, which resulted in a new Fire Contract with the City and the improvement district within Area D. The City entered into a new waste management contract with the Regional District and a Pilot Project for Kitchen Waste Management was developed for the Val-Mar area to determine its viability. In the fall of 2012, the Kitchen Waste Program extended to



all residents of the City thus extending the life of our Regional Landfill.

2012 was a year for Staff retirements that included: the replacement of our Chief Administrative Officer, Chief Financial Officer, Senior Accountant, the Electrical Coordinator and an Electrical Lineman. In early 2012, a database was developed that outlined potential employee retirements, and in fall of 2012, a succession plan was developed for the organization.

From an Economic Stimulation standpoint, 2012 saw the City, in conjunction with the Economic Development Advisory Committee commencing the Branding process, for a fresh look at the City's identity. As part of the process, a survey was offered to the community for their input. The finalization of the branding process was presented and adopted by Council in April 2013. Additionally an action plan was completed for the downtown rejuvenation late in 2012, which

was included in the budgeting process for the 2012-2013 Financial Plan, and is currently underway in 2013.

In 2012, Operational Priorities such as Asset Management continued to be an ongoing priority where professional engineers developed a priority list of future planned multi-utility projects, and additionally, the Fibre Optic Network project agreement was finalized with School District 51. The Cemetery Rehabilitation project completed its first of three phases in 2012. The Lift station Project saw its surroundings irrigated and landscaped in the Spring-Summer of 2012.

Council has integrated three Committees of Council: 1) the Environment Committee that has a mandate of three initiatives: a. air quality b. carbon neutrality and c. water. This committee meets every two months to discuss environmental issues and is comprised of members of local industries, health authorities, lung association, local business persons and is chaired and co-chaired by members of Council; 2) the Economic Development Advisory Committee which is chaired and co-chaired by members of Council, has its members apply for a position on this committee for a defined period of time. This committee meets once a month with regard to Economic issues and initiatives of the City; and 3) the Deer

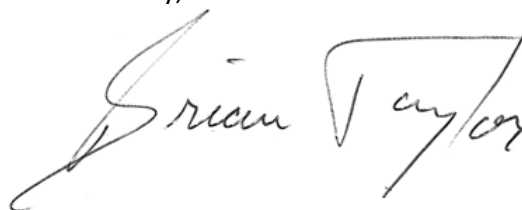
Committee which is chaired by Council and is apprised of members of the community. This committee meets on an as needed basis to discuss Deer Management for the area and the community.

Roxul Inc. and Interfor, the two major industrial employers, continue to operate on a more regular basis. Citizens continually remind us, through numerous public meetings and by one on one contacts with elected officials, to address priorities in municipal services and to keep taxation reasonable. Council strives to focus on the priorities

Council, along with experienced staff has worked with the community to achieve the direction we have set through our strategic plan during this term.

We appreciate the support of and the engagement from the community and look forward to great 2013 to continue to see the community grow and become more vibrant.

Yours truly,

A handwritten signature in black ink, appearing to read "Brian Taylor". The signature is fluid and cursive, with a large, stylized "B" and "T".

MAYOR





## City Council 2013



From left to right: Michael Wirschagin, Cher Wyers, Brian Taylor, Bob Kendel, and Neil Krog  
Patrick O'Doherty and Gary Smith

## Council Liaison's

Committee	Liaison	Chair	Co-Chair
Phoenix Foundation	Councillor Smith		
Economic Development Advisory Committee		Councillor Kendel	Councillor Smith
Restorative Justice Committee	Councillor Wyers		
Grand Forks Public Library	Councillor Wyers		
Gallery 2	Councillor Krog		
Boundary District Arts Council	Councillor Krog		
Local Sports Events	Councillor O'Doherty		
Deer Committee	Councillor Smith	Councillor Smith (as appointed by Mayor Taylor)	
Environment Committee		Councillor Wyers	Councillor Smith
Grasslands Group	Councillor's Wyers/Smith		
Recreation Commission	Councillor Wirschagin		
Boundary Museum Society	Councillor Kendel		
Columbia Basin Alliance for Literacy Advisory Committee	Councillor Krog		
Grand Forks and Boundary Regional Agricultural Society	Mayor Taylor		
Citizens On Patrol	Councillor Wyers		
Boundary Country Regional Chamber of Commerce	Councillor Kendel		
Habitat for Humanity	Councillor Wirschagin		
Downtown Merchants	Councillor Smith		
GFI	Councillor Wirschagin		



## Declaration of Disqualifications:

None





## City Staff 2013



## Message from the Chief Administrative Officer



In light of the Election in November 2011, 2012 began with a change in leadership as our Council was complimented with four new members. Staff was busy in the first month, developing the Strategic Plan (2012-2014) session which was held the end of January and was adopted by Council in February, which would determine Council's and Staff's direction for the next three years.

The year began with staff changes and the need for a succession plan was apparent, becoming one of the highlights of Council's newly formed Strategic Plan. With the retirement of our Fire Chief and Director of Operations, Blair McGregor, the City hired a new Manager of Operations, Hal Wright, who started his career with the City on January 2<sup>nd</sup>, 2012. In March, Dale Heriot, became the official Fire Chief for the City and in true Grand Forks Tradition, experienced a major fire event of a local hotel; the City experienced the loss of the Grand Forks Hotel and attempted loss of the Winnipeg Hotel in the same night and very shortly after Dale's appointment. We hope to not see this trend carry on!

As a carryover from 2011, Staff was busy working on the 2012-2016 Financial Plan and budget process which included presentations to Council and Public, and was adopted on April 16th. Additionally, at that same meeting, the Loan Authorization Bylaws for Infrastructure Projects (from the consent of the Electors at the 2011 Elections) were adopted. The City continued with the development of their Asset Management Plan for 2012 (which was determined a planning year for infrastructure projects.)

In June, the Chief Financial Officer, Cecile Arnott, advised that she was leaving the City, and in August, Roxanne Shepherd was hired to take on the role. Additionally Bill Harp, a 31 year employee, retired from his Electrical Lineman position, and Rod Zielenski took over his position in August.

September witnessed a momentous occasion with the Opening of the Time Capsule. This Time Capsule had rested in the basement of City Hall since 1987. The capsule was created as part of Grand Forks' 90<sup>th</sup> birthday celebration, and carried instructions that it be opened 25 years later. It was opened at the Regular Meeting of Council on September 4<sup>th</sup>, with several members of the public and media in attendance. Council Chambers travelled back in time as they reviewed old photographs, newspapers, school yearbooks and early computer floppy disks to name a few. City Hall created a display by the front counter for a couple of months for the public to enjoy and the Capsule is now in the care of the Boundary Museums Archives – back in the basement at City Hall!



October saw the Volunteer Appreciation Evening which was held at Gallery 2 where it was well attended and many well deserved volunteers received recognition for the most honoured efforts throughout the past year.

A major part of succession planning for City Staff was occurring in the background since spring which was the retirement announcement of the City's existing Chief Administrative Officer and 25 year City employee, Lynne Burch. Her last day with the City was November 2<sup>nd</sup>, ending with a very tasteful goodbye held at Gallery 2 where Council, past and present attended, as well as numerous colleagues and friends.

Interviews for Lynne's replacement were conducted in midsummer. On October 9<sup>th</sup>, I, was hired as the new Chief Administrative Officer, and have inherited a great team! A Corporate review was completed and several changes have been implemented for 2013 to enhance our current structure. We have maintained a great relationship with our local CUPE Union and look forward to continue to foster our relationship.

December saw more changes to Staff with the retirement of the City's Senior Accountant, Leslie Heit, and the City welcomed Patricia McKenzie as the new Accountant/Comptroller. Also, December witnessed the retirement of another long time employee, Gary Onions, the City's Electrical Coordinator.

As the City moves forward in 2013, the future visions of community wellbeing and economic prospects will align themselves to Council's strategic plan.

In the final months of 2012 the Council along with Staff positioned the community for a great 2013. On behalf of the organization we thank our customers for their feedback and look forward to outstanding and productive 2013 for the City of Grand Forks!



Doug Allin  
Chief Administrative Officer





# **City of Grand Forks**

**Grand Forks, British Columbia**

**Strategic Planning Workshop January 25<sup>th</sup> and 26<sup>th</sup>, 2012**

**Facilitated by Rick Beauchamp**

**R. A. Beauchamp & Associates**

## **Corporate Strategic Plan 2012 - 2014**

**Adopted by Council February, 2012**

### **PARTICIPANTS**

<b>Brian Taylor</b>	<b>Lynne Burch</b>	<b>Bev Porter</b>	<b>Alex Love</b>
<b>Bob Kendel</b>	<b>Cecile Arnott</b>	<b>David Reid</b>	<b>Dale Heriot</b>
<b>Neil Krog</b>	<b>Diane Heinrich</b>	<b>Mike Noseworthy</b>	
<b>Patrick O'Doherty</b>	<b>Hal Wright</b>	<b>Dean Chapman</b>	
<b>Gary Smith</b>	<b>Sasha Bird</b>	<b>Steve Howard, (Day One only)</b>	
<b>Cher Wyers</b>	<b>Wayne Kopan</b>	<b>James Traynor, (Day Two only)</b>	

## What is Strategic Planning?

Strategic Planning is a system to lead, manage, and change an organization in a conscious, well planned out, integrated fashion, based on corporate priorities and a well-defined vision.

Strategic planning is essentially a process of determining a local government's long term vision, current goals, and developing an action plan to achieve those goals. It also provides an opportunity for the City Council and senior staff to communicate strategic priorities to line staff and citizens, thereby providing direction for internal operating departments to align their service delivery activities with the corporate priorities.

The Corporate Strategic Plan for the City of Grand Forks is the basis for determining the City's Vision, Mission, Values, Goals and Actions to be accomplished, within the next three-year mandate of the City Council. This plan is based on a collaborative process, in which members of Council, Management Staff and employees participated. It represents an effort by Council in reaching consensus on important issues in the municipality setting some specific goals for 2012 – 2014.

The Plan demonstrates the City Council's commitment in working with staff to build a safe, sustainable and complete community that will provide diverse employment opportunities and continued high quality of life for the residents of Grand Forks. While the Council realizes that priorities will change with time, it is the City Council's plan to provide for this process of strategic thinking with the firm belief that the Grand Forks residents will benefit from this on-going exercise.

To assist with the development of a corporate vision, mission and values a SWOT analysis was used to identify the key internal and external factors that are important to achieving stated objectives. This analysis examined community and organization strengths, weaknesses, opportunities and threats. The results were used to identify a "baseline" to establish the corporate vision for the future of Grand Forks.

**VISION:** *“A Garden City Growing Opportunities within the Boundary Country.”*

**MISSION:** *“The City of Grand Forks is committed to providing quality governance and excellent services that enhance and advance the quality of life for our community.”*

**CORPORATE VALUES:** **GARDEN CITY**

- 1) **G** - Growing responsibly
- 2) **A** - Accountability
- 3) **R** - Resilience
- 4) **D** - Diversity
- 5) **E** - Efficiency
- 6) **N** - Natural Beauty
  
- 7) **C** - Collaboration with Integrity
- 8) **I** - Innovation
- 9) **T** - Transparency
- 10) **Y** - Young at Heart



# CORPORATE PRIORITIES 2012-2014:

## 1) Regional Services Integration – CAO / Director of Finance

- Fire contract with improvement district within Area D
- Regional Fire Service Opportunities
- Parks and playground
- Ski Hill
- Capital replacement for all services
- Cats Management
- Airport
- Waste Management
- Cultural Services (museum, art gallery)
- Economic Development
- Emergency Planning
- Treatment plant sludge dumping

### Actions

- 1) Staff evaluate cost implications for all proposed new and re-negotiated services with the RDKB – **April, 2012**
- 2) Develop a strategy for regional service integration – **June, 2012**

## 2) Succession Planning - Council / CAO

- CAO and 3 Operations staff retiring

### Actions

- 1) Council to develop Action Plan to replace CAO – **March, 2012**
- 2) CAO to develop Action Plan to replace electrical lineman – **February, 2012**
- 3) Staff develop database of potential employee retirements – **February, 2012**
- 4) Staff develop a succession plan for the organization – **September, 2012**

### **3) Economic Stimulation – Council / CAO / Staff**

- Encouraging development which will increase tax base
- Community identity and tourism promotion
- Downtown revitalization incentives
- Enhancing Open Market
- Economic Strategy
- Marketing airport and foreign investment

#### **Actions**

- 1) Develop a community identity theme – Council, **March 31, 2012**
- 2) Staff evaluate tax incentive bylaws in other municipalities for fit for the City and report back to Council – CAO, **June, 2012**.
- 3) Develop an action plan for downtown rejuvenation – Council and CAO, **December, 2012**
- 4) Determine the usability of City lands through an inventory – Tech Services, **June, 2012**
- 5) Refer the sub-regional economic development strategy to the Economic Development Advisory Committee for review and recommendations – CAO - **July, 2012**
- 6) Develop a marketing strategy following feedback from the Economic Development Committee – **2013**

### **4) Infrastructure Replacement Strategy**

#### **Actions**

- 1) Implement fire flow protection back-up generation PW– **2012 – 2013**
- 2) Investigate suitable location for new water well / nitration PW– **2012 – 2013**
- 3) Explore alternate river crossing for water PW – **2012**
- 4) Prioritize multi-utility projects PW – **2012 – 2014**
- 5) Building structure assessment for replacement PW – **2013 -2014**
- 6) Parks assessment Recreation – **2014**

### **5) Deer Issue – Council / CAO**

#### **Action**

- 1) Develop an Action Plan for dealing with the deer issue (Deer Committee feedback) – **December – 2012**



## 6) Sustainability Actions – Public Works

### Actions

- 1) Water meters – staff prepare report including data and costing for Council decision to move forward on water meter installation – **September, 2012**
- 2) Develop a water meter implementation plan explaining consequences and costs for public – **2013 – 2014**

## **OPERATIONAL PRIORITIES 2012-2014:**

- **Asset Management** – Emergency Water Supply for Fire Protection. Need to proceed with plan including time-lines to install back-up generators on all wells. Need to do study on location of new well. **2012**
- **Asset Management** – Determine Priority for Multi-Utility Project. With Assistance from Professional Engineers, develop a priority list of Multi-Utility Projects. **2012**
- **Asset Management** – Acquire Engineering needed for the first priority on the Multi-Utility Project list and tender the project. **2013**
- **Asset Management** – Construct the first priority project on the Multi-Utility Project list. **2014**
- **Fibre Optic Cable Network** – Joint Project with School District 51. Need to finalize agreement with the School District. Potential for Revenue Generation, but need someone to develop business case on how this would work. Also need to ensure that the City has trained linemen in fibre installation and maintenance. **2012**
- **Cemetery Rehabilitation Project** – Includes the leveling of cemetery gravesites and re-landscaping. Project further includes the surveying of future grave spaces. To be completed in three phases: **First Phase in 2012, Second Phase in 2013, and Third Phase in 2014.**
- **Lift Station Landscaping Project** – Includes the asphalt and/or concrete work on the west side of 4<sup>th</sup> Street, the construction and planting of the amphitheatre berm, the installation of irrigation on the east side of City Park from 5<sup>th</sup> Street east to 4<sup>th</sup> Street as well as the irrigation in the City Park Campground, and the plantings required. **2012.**
- **West and East side Entrance Signs**
- **Airport Lighting**
- **Carbon Neutrality**

# ADVOCACY PRIORITIES 2012-2014:

- **Policing Costs**
- **Low Cost Housing**
- **Auditor General Audit Commission**

## Summary of Goals and Actions In Date Order

- CAO to develop Action Plan to replace electrical lineman – **February, 2012**
- Staff develop database of potential employee retirements – **February, 2012**
- Council to develop Action Plan to replace CAO – **March, 2012**
- Develop a community identity theme – Council, **March 31, 2012**
- Staff evaluate cost implications for all proposed new and re-negotiated services with the RDKB – **April, 2012**
- Develop a strategy for regional service integration – **June, 2012**
- Staff to evaluate tax incentive bylaws in other municipalities for fit for the City and report back to Council – CAO, **June, 2012**.
- Determine the usability of City lands through an inventory – Tech Services, **June, 2012**
- Refer the sub-regional economic development strategy to the Economic Development Advisory Committee for review and recommendations – CAO - **July, 2012**
- Staff develop a succession plan for the organization – **September, 2012**
- Water meters – staff prepare report including data and costing for Council decision to move forward on water meter installation – **September, 2012**
- Develop an Action Plan for dealing with the deer issue (Deer Committee feedback) – **December – 2012**
- Develop an action plan for downtown rejuvenation – Council and CAO, **December, 2012**

## Summary of Goals and Actions By Years

- Develop a marketing strategy following feedback from the Economic Development Committee – **2013**
- Implement fire flow protection back-up generation PW– **2012 – 2013**
- Investigate suitable location for new water well / nitration PW– **2012 – 2013**
- Explore alternate river crossing for water PW – **2012**
- Prioritize multi-utility projects PW – **2012 – 2014**
- Building structure assessment for replacement PW – **2013 -2014**
- Parks assessment Recreation – **2014**
- Develop a water meter implementation plan explaining consequences and costs for public – **2013 – 2014**

City of Grand Forks  
2012-2014 Corporate Strategic Plan  
Summary Update

Regional Services Integration			
ACTIONS	RESULTS ACHIEVED IN 2012	COMMENTS	COMPLETION
1. Staff to evaluate cost implications for all proposed new and re-negotiated services with the RKDB – <b>April, 2012</b>	a) Draft Staff Report circulated in April, 2012 b) Fire Department Service Agreement with RDKB		April 2012
2. Develop a Strategy for Regional Service Integration – <b>June, 2012</b>	Building Inspector Services to be managed by City in July 2013		July 2013
Succession Planning			
1. Council to Develop an Action Plan to Replace the CAO – <b>March, 2012</b>	New CAO hired in October 2012		October 2012
2. CAO to Develop Action Plan to replace Electrical Lineman – <b>February, 2012</b>	Staff Report presented to Council in early March, 2012	Plan developed to hire Electrical Lineman who was hired in August 2012	August 2012
3. Staff to Develop database of potential employee retirements – <b>February, 2012</b>	Staff Report presented to Council in early March, 2012	Data base developed	March 2012
4. Staff to Develop a succession plan for the organization – <b>September, 2012</b>	Succession plan was developed with the new CAO and Council in December 2012	a) Plan developed for replacement of Union Employees through a casual pool internal and external b) Management restructured to allow for better balance in departments to ensure the organization will be ready for succession c) education planning in place to better grow with current employees	December 2012  December 2012  December 2012-ongoing

City of Grand Forks  
2012-2014 Corporate Strategic Plan  
Summary Update

Economic Stimulation			
ACTIONS / RESPONSIBILITIES	RESULTS ACHIEVED IN 2012	COMMENTS	COMPLETION
1. Develop a Community Identity Theme – <b>March, 2012</b>	New City logo and theme for Community developed. Public consultation played a large role in the outcome	The Economic Development Advisory Committee began the Branding Process in September 2012	February 2013
2. Staff to evaluate tax incentive bylaws in other municipalities for fit for the City and Report back to Council – <b>June, 2012</b>	a) report provided to Council in June 2012 b) Relationship established with Downtown Merchants group for feedback		June 2012  December 2012 - ongoing
3. Develop Action Plan for Downtown Rejuvenation – <b>December, 2012</b>	Public engagement session was held to identify the priorities of the public and downtown merchants	Action Plan developed and implementation to be complete July 30 <sup>th</sup> 2013	December 2012
4. Determine the usability of City lands through an inventory – <b>June, 2012</b>	Report presented to Council Identifying Usability of City lands in June 2012	in progress	June 2012
5. Refer the sub- regional economic development strategy to the Economic Development Advisory Committee for Review and Recommendation – <b>July, 2012</b>	In progress	a) The relationship between the City's Economic Development Advisory Committee and the Regional Boundary Economic Development Committee is established and defined b) Strategic Plan developed by the City's Economic Development Advisory Committee	March 2013 -ongoing  December 2012
6. Develop a marketing strategy following feedback from the Economic Development Committee – <b>2013</b>	In progress	Referred to the City's Economic Development Advisory Committee (EDAC) to develop	September 2013

City of Grand Forks  
2012-2014 Corporate Strategic Plan  
Summary Update

Infrastructure Replacement Strategy			
ACTIONS / RESPONSIBILITIES	RESULTS ACHIEVED IN 2012	COMMENTS	COMPLETION
1. Implement fire flow protection back-up generation – <b>2012-2013</b>	Design work commenced and put on hold due to new information received from the Groundwater Wells Report	Work has re-commenced	September 2013
2. Investigate suitable location for new water well / nitrification – <b>2012-2013</b>	Location has been identified	Based on identified water conservation priorities it may be determined that a new well is not necessary – USL developing overall water strategy which will determine the need and costs	
3. Explore alternative River Crossing for Water – <b>2012</b>	Two alternative crossings were chosen – route dependant on how much Risk Council is prepared to take	This initiative not budgeted for in 2012	
4. Prioritize multi-utility projects – <b>2012-2014</b>		Three projects have been identified but are not “shelf-ready” at this time	
5. Building structure assessment for replacement – <b>2013-2014</b>			
6. Parks Assessment Recreation – <b>2014</b>			

City of Grand Forks  
2012-2014 Corporate Strategic Plan  
Summary Update

<b>Deer</b>			
<b>ACTIONS / RESPONSIBILITIES</b>	<b>RESULTS ACHIEVED IN 2012</b>	<b>COMMENTS</b>	<b>COMPLETION</b>
1. Develop an Action Plan for Dealing with the Deer Issue (Deer Committee Feedback) – <b>December, 2012</b>	Deer Management Plan developed by the Deer Committee	Staff is currently reviewing information received from the Deer Committee	December 2012
<b>Sustainability Action</b>			
1. Water meters – Staff to prepare a report including data and costing for Council decision to move forward on water meter installation, <b>September, 2012</b>	a) Report to Council complete and next steps identified b) An application for funding under the Gas Tax Agreement's General Strategic Priorities Fund was submitted – Whereas the City did not receive funds	Cost evaluation to take place in 2013	September 2012  May 2012
2. Develop a water meter implementation plan explaining consequences and costs for public – <b>2013-</b>	Water metering and conservation communications will begin in 2013	The City is planning to begin tendering for meters in early 2014	December 2012

## Corporate and Administrative Services



From left to right: Diane Heinrich, Doug Allin and Sarah Winton

Doug Allin is the City's Chief Administrative Officer. He oversees all of the City's departments and is regarded as the sole employee of Council.

Corporate Services provides administrative support to the CAO when required.

Corporate Services is comprised of two employees, Sarah Winton – Deputy Corporate Secretary/Community Services; and Diane Heinrich – Corporate Officer, Manager of Community Services and Manager of Human Resources.

Corporate Services prepares the agendas and takes the minutes for Council Meetings and for Committees of Council. This department is also responsible for Record Keeping for the City and Freedom of Information requests. Corporate Services' responsibilities are mainly derived from the statutory requirements as outlined in the Community Charter.

The Community Services part is a new service as of 2013, when the City hired a Deputy Corporate Secretary. This role sees the City taking on a proactive and supportive role regarding event requests that the City receives throughout the year from sports teams and organizations that require the use of City owned property and equipment.

The Human Resources area is also brand new for 2013. The department is involved with the hiring and the retirement of employees, keeps the personnel records and ensures that the Employee Conduct Code Rules and Regulations are enforced.

### **Highlights:**

In 2012, this department comprised of one individual where the main focuses were:

- Provided agendas and minutes for over 50 Meetings of Council
- Management of the City's website
- Writing of reports, policies and bylaws for Council approval
- Compiled Weekly Summaries for Council
- Most of the City's correspondence requirements
- Managing Bylaws and Policies
- Provided Conference & Travel Packages for Council when required
- Implemented the Metal Hanging Art Prototype Project
- Improve process for Park use through a collaborative approach with community groups and the RDKB.
- Ongoing Training of the Deputy Corporate Secretary
- To commence the implementation of a professional Records Management System that includes the ease of access for electronic versions of Contracts, Bylaws and Policies
- Provide Report Writing workshops to assist City Staff
- Update/upgrade the City's website to include the new City brand, community profile, and event requests and to create a user friendly site
- Promote and enhance the City's relationship through public engagement
- Establish a communications strategy for the City
- Streamline Committees of Council Procedures

### **Goals for 2013:**

- To fully develop the events requirements for Community Services





## Development & Engineering



From left to right: Kathy Labossiere, Sasha Bird and Dolores Sheets

The Development and Engineering department's primary planning and technical functions are dealing and assisting with all types of land issues such as subdivision, development, building, zoning and sustainable community plan enforcement, preparing bylaws, ROW's, road closures, dedications, business license approvals, managing capital/special projects, providing long term capital planning, capital budgeting/cost estimating, reviewing technical engineering reports, tendering projects and preparing RRP's, RFQ's,

administering contracts, providing construction inspection and liaising with various ministries, consultants, developers, contractors, customers, residents and internal departments.

### Highlights from 2012:

- Kettle River Estates development
- Silver Kettle Development
- Asset Management
- Road Condition Assessment Study
- Alternative River Crossing Determination
- City Park Lift Station Landscaping
- Selkirk Parking Lot Upgrade
- Water Wells Management Plan
- WWTP Energy Audit
- Design for the Hwy 3 Crossing at the TCT
- Established Surveyed GPS Cadastral Points
- Updated the City of Grand Forks Cadastre
- Upgraded 82<sup>nd</sup> Ave. Water main

### Goals for 2013:

- Building and Zoning Bylaw review and re-development
- Subdivision and Development Bylaw review and re-development
- Fees and Charges Bylaw review and re-development
- Westside Fire Protection project

- Source Water Protection Plan (mandated by IHA through our Operating Permit)
- Downtown Beautification Upgrades
- Implementing a Fiber Optic Cable Network Plan
- Implementing a monitoring program for the slag piles
- Boundary Drive Culvert Replacement project
- City of Grand Forks Welcome Signage
- Asset Management projects (Water, Sewer, Sludge and Facility Assessments)
- City Park Road Closure and Consolidation
- Evergreen Cemetery Road Closure
- Winnipeg Hotel Demolition and Development

These functions are currently supported by a regular staff compliment. For significantly large projects, contract planners are utilized for some of the initial Master Development Agreements, Comprehensive Development Bylaws, etc.



City Park Lift Station Landscaping/ Selkirk Parking Lot Upgrade



Silver Kettle Estates Development

## Environmental & Building Construction Services



Wayne Kopan

The office of Environmental & Building Construction Services is responsible for the Annual Dyke Inspections and reporting to the Province, the tracking and reporting on the City's Carbon Neutral and Solar Initiatives. This also includes managing the IT department, phone systems, cell phones, computers and servers, printers and backup up and data storage systems. This office also oversees the City's fleet and insurance requirements, the management of the Airport, including Building Maintenance requirements of the City owned facilities.

This department functions with one manager, one contracted IT person Daniel Drexler and a partnership with the School District # 51 IT support staff.



Daniel Drexler

### Highlights from 2012:

- The upgrade and installation of the new (VOIP) Voice over IP phone system
- The migration of the servers from City Hall to the new Data Center
- Computer licensing audit
- Completed the connections of all the City's infrastructure to the Fiber Network
- Installation of Weather Web Cam on observation Mountain
- Buildings Energy Audit
- The launch of the Green Bin Food Waste and Composting Program
- Complaint responses and the final cleanup of 7140 3<sup>rd</sup> Street
- Complete the basement renovation in City Hall to accommodate the Museum archiving and storage area





#### Goals for 2013:

- Upgrade of the heating systems at the Fire Hall and Public works
- Upgrade of the City Hall and Public Works lighting systems to improve our carbon footprint
- To take on the role as the City's Bylaw Enforcement Officer
- Improve and update the City's bylaws including a new (MTI)
- Municipal Ticking Information Bylaw
- Bring the Building Inspections Office in house in July of 2013
- Complete training to obtain a Level 1 Building Inspector Certification.
- Connect the (EOC) Emergency Operations Center with a Fiber connection



## Fire Department / Emergency Services



Grand Forks Fire Department

The Emergency Services department provides fire and emergency protective services to the City of Grand Forks, and the Grand Forks Rural Fire Protection District under contract.

The Chief and Assistant Chief supervise a group of 40 volunteers who provide firefighting, medical and hazardous material response, and road, high-angle rope, confined space, and swiftwater rescue services to the citizens of Grand Forks.

### Highlights from 2012:

- Researched benefits program for the volunteers to aid in recruitment and retention.
- Began the process to replace the 1992 ladder truck.
- Responded to 298 calls – 174 fire, 41 rescue, and 83 first responder.
- Auto extrication training for volunteers (on-site).
- Filled Deputy Chief position.





Windstorm Event July 20.



- Purchase recommendation to Rural FPD Board for new water tender.
- EOC Training with RDK

### Goals for 2013:

- Launch benefits program for volunteers.
- Exterior painting of downtown fire hall
- Increase frequency of commercial and institutional fire inspections
- Continue work with RDKB on development of Grand Forks EOC
- Open the firefighters' Training Ground at the airport
- First Responder, Swiftwater, High Angle, Confined Space training for volunteers
- Spec and issue RFP for platform truck to replace 1992 ladder truck.

Fires at Grand Forks Hotel and Winnipeg Hotel



Grand Forks Art Gallery



## Public Works

Public Works is comprised of 5 separate departments providing quality services to the City in the areas of road, sidewalk and trail maintenance, electrical distribution and maintenance, sanitary and storm sewer collection services, parks, playing fields, campground and beach maintenance, as well building maintenance on all City owned structures. Public Works is also responsible for equipment procurement and maintenance services on all City owned equipment as well as the Fire Department's inventory of vehicles and equipment.

Public works is operated by 1 Management and 19 Union staff members. Public Work's Union staff can increase to 27 in peak season with the addition of summer students and casual employees.



Public Works Crew

### 2012 Highlights:

- Cemetery grave restoration 1<sup>st</sup> year of 3 year program completed
- Main water line replacement on 82 avenue at Riverside Drive
- Raised walls at the sewage Contact Chamber
- Supplied new water service to Contact Chamber
- East side alley repairs
- City Park beach repairs
- City Park Campground upgrades
- July wind storm emergency and cleanup
- Airport beacon radio system upgrades (night flight)
- Re-Routed water and sewer services to Barbara Ann Park Washrooms
- Sidewalk and paving repairs
- Storm water drainage repairs

Contact Chamber Wall Extension



### Goals for 2013:

- Cemetery grave restoration 2<sup>nd</sup> year of 3 year program
- Hanging Basket program
- Downtown Beautification
- West side alley repairs
- Temporary infield at JD Ball Park
- New levelled grass infield at JD Ball Park
- City Park Tot Lot equipment upgrade
- Road crack filling operations
- Sidewalk and paving repairs
- Storm water drainage repairs

City Park Beach Project





## Finance

The Finance Department has seven staff members that include the Chief Financial Officer, an Accountant/Comptroller, a Payroll/Accounts Payable Clerk, a Revenue Clerk, an Accounting Clerk II and two Administrative Assistants.

The City maintains a system of internal controls for the purpose of financial statement reliability and protection of City assets. Internal controls include ensuring accurate and full accounting of all financial transactions, safekeeping of City funds, receiving monies paid to the municipality, investing in authorized investments and expending funds as authorized by Council.

The Finance department also provides support to the external auditors and provides internal reports for other City departments.



Back Row: Nina Decaire, Daphne Popoff, Charlene Euerby, Arlene Mitri  
Front Row: Patricia McKenzie, Roxanne Shepherd, Bev Porter

## Highlights:

- A new Chief Financial Officer started in September
- The Senior Accountant resigned and an Accountant/Comptroller started in November
- Updated information in financial section of website
- Implemented new Asset Disposal Policy
- Annual Surplus for 2012 is \$395,773
- Operating Fund Equity increased from \$1,387,863 at year end 2011 to \$1,835,528 at year end 2012
- Net financial assets increased from \$3,109,620 at year end 2011 to \$4,173,146 at year end 2012
- Reserve funds increased from \$2,956,239 at year end 2011 to \$3,405,187 at year end 2012
- Operating expenditures include \$1,128,733 in general government services and public real estate, \$472,304 in protective services, \$1,225,906 in transportation services, and \$330,893 in environmental health, public health and environmental services. Utility operations expenditures (including the electrical utility) total \$4,778,819.

- Long term debt issued and outstanding as of December 31, 2012 was \$765,495. In 2011, this balance was \$914,274.

## Goals for 2013:

- Incorporating new budget process to include the public at Committee of the Whole budget discussions
- Create a Tangible Capital Asset Policy
- Thorough review financial aspect of inventory system
- Create a Fees & Charges Bylaw to replace finance fees in all other applicable bylaws
- Housekeeping of all finance bylaws
- Review and consolidate Chart of Accounts
- Update all procedures for Finance Department
- Switch back to the PST/GST from the HST
- Implementing a new Purchasing Policy
- Implement Risk Management Policies
- Continue succession planning for Finance department



## Statement of Property Tax Exemptions

In accordance with Section 224 of the Community Charter, the following properties in the City of Grand Forks were provided permissive property tax exemptions by Council in **2012**.

Legal Description	Civic Address	Organization	Value of Permissive Exemption
Lot 1, D.L. 380, S.D.Y.D., Plan KAP54909	7230-21 <sup>st</sup> Street	Grand Forks Curling Club	\$7,344.16
Lot 5, Block 10, D.L. 108, S.D.Y.D., Plan 23	366 Market Avenue	Grand Forks Masonic Building	\$454.25
Lot A, D.L. 108, S.D.Y.D., Plan 38294	978 72 <sup>nd</sup> Avenue	Sunshine Valley Little Peoples Centre	\$1,243.82
Lot 8, Block 25, Plan 23, DL 108 S.D.Y.D.	686 72 Ave	Slavonic Senior Citizen's Centre	\$600.00
Lot A, DL 108 S.D.Y.D. Plan 6691	7239 2 <sup>nd</sup> St	Hospital Auxiliary Thrift Shop	\$1,752.54
Lots 23, 24, 25, 26 Block 29, DL 108 S.D.Y.D. 121	7353 6 <sup>th</sup> St	Royal Canadian Legion	\$3,342.67
Lots 10 and 17 – 20, Block 18, D.L. 108, S.D.Y.D., Plan 86	565 71 <sup>st</sup> Avenue (City Park)	Grand Forks Senior Citizens, Branch No. 68	\$2,948.47
Lot 1, D.L. 585, S.D.Y.D., Plan 27903	7850-2 <sup>nd</sup> Street	Grand Forks Wildlife Association Hall	\$2,670.06
Parcel B, Block 45, D.L. 108, Plan 72	876-72 <sup>nd</sup> Avenue	Abbeyfield Centennial House Society	\$2,199.90
Parcel F and Parcel G, Block 35, District Lot 108, Plan 72	Parcels F & G, 72 <sup>nd</sup> Avenue	Habitat for Humanity Boundary Society	\$826.48
Lot A, Plan 29781, District	7130-9 <sup>th</sup> Street	Boundary Lodge	\$3,193.90



Lot 108, Land District 54			
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In accordance with Section 226 of the Community Charter, the following properties in the City of Grand Forks were provided property tax exemptions in **2012**.

Legal Description	Civic Address	Organization	Expiry Date	Value of Tax Exemption
Lot 1 Plan KAP91480	570 - 68 Ave	Interfor	2015	\$115,578.84



## Capital Projects 2012

### The Corporation of the City of Grand Forks Schedule of Capital Projects Undertaken For the year ended December 31, 2012

OFFICE AND TECHNICAL EQUIPMENT	\$ 28,654
PUBLIC WORKS EQUIPMENT	\$ 2,895
JAMES DONALDSON GRANDSTAND GFI SOUND SYSTEM	\$ 6,000
FIBRE OPTICS PROJECT - IN PROGRESS	\$ 66,626
CORPORATE COMMUNICATIONS-CISCO PHONE	\$ 25,523
SOURCE WATER PROTECTION PLAN	\$ 40,972
VOLTAGE CONVERSION	\$ 24,766
METERS & RECLOSER CONTROLS	\$ 51,937
HEAT EXCHANGE	\$ 6,100
GREEN BINS ORGANIC PROGRAM	\$ 49,314
GYRO PARK ELECTRICAL KIOSK	\$ 6,525
UPGRADE CITY PARK RUGBY FIELD	\$ 3,000
SCADA SYSTEM	\$ 11,278
FIRE FIGHTING APPARATUS	\$ 6,879
FIREPRO SOFTWARE	\$ 6,156
EMERGENCY WATER SUPPLY FOR WESTSIDE FIREFLOW PROTECTION	\$ 17,505
AIRPORT SAFETY BEACON LIGHTING	\$ 65,466
CITY PARK LIFT STATION & HEAT EXCHANGE TRANSFER SYSTEM	\$ 289,866
	<hr/>
	\$ 709,461

#### FUNDED BY:

BORROWING AUTHORIZATION	\$ 219,494
SURPLUS	\$ 489,967
	<hr/>
	\$ 709,461



## Financial Statements



*Financial Statements of*  
**THE CORPORATION OF THE CITY OF GRAND FORKS**

*December 31, 2012*

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**Index to Financial Statements**  
**December 31, 2012**

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**May 10, 2013**

**Grand Forks, B.C.**

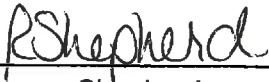


### **Responsibility For Financial Reporting**

Management is responsible for the preparation of the accompanying consolidated financial statements. The financial statements have been prepared in accordance with the accounting principles disclosed in note 1 to the consolidated financial statements and include amounts that are based on estimates and judgments. Management believes that the financial statements fairly present The Corporation of the City of Grand Forks consolidated financial position and results of operations. The integrity of the information presented in the financial statements, including estimates and judgments relating to matters not concluded by fiscal year-end, is the responsibility of management. The financial statements have been approved by Council.

Management has established and maintained appropriate systems of internal control including policies and procedures, which are designed to provide reasonable assurance that The Corporation of the City of Grand Forks assets are safeguarded and that reliable financial records are maintained to form a proper basis for preparation of the financial statements.

The independent external auditors, Berg Lehmann, Chartered Accountants, have been appointed by Council to express an opinion as to whether the consolidated financial statements present fairly, in all material respects, The Corporation of the City of Grand Forks financial position, results of operations, and changes in financial position in conformity with the accounting principles disclosed in note 1 to the consolidated financial statements. The report of Berg Lehmann, Chartered Accountants, follows and outlines the scope of their examination and their opinion on the consolidated financial statements.



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Roxanne Shepherd  
Chief Financial Officer

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## INDEPENDENT AUDITORS' REPORT

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To the Mayor and Council  
The Corporation of the City of Grand Forks

We have audited the accompanying consolidated financial statements of The Corporation of the City of Grand Forks, which comprise the consolidated statement of financial position as at December 31, 2012, and the consolidated statement of operations, consolidated statement of changes in net financial assets and consolidated statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

.../2

Berg  
Lehmann

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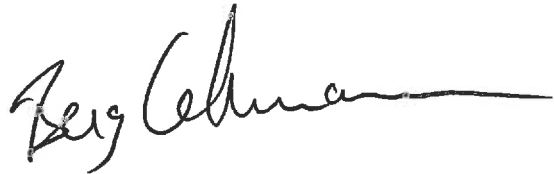
## INDEPENDENT AUDITORS' REPORT (continued)

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To the Mayor and Council  
The Corporation of the City of Grand Forks

### Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the City of Grand Forks as at December 31, 2012, and its financial performance and its cash flows for the year then ended in accordance with Canadian Public Sector accounting standards.



**Chartered Accountants**

May 10, 2013

Nelson, B.C.

Chartered Accountants  
& Business Advisors

513 Victoria Street  
Nelson BC  
V1L 4K7

phone 250.352.3165  
fax 250.352.7166  
advice@BergLehmann.ca  
www.BergLehmann.ca

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**As At December 31, 2012**

	2012	2011
<b>FINANCIAL ASSETS</b>		
Cash (note 2)	\$ 8,484,269	\$ 7,340,891
Accounts receivable	1,722,076	1,653,464
MFA deposit (note 3)	9,801	9,513
Inventories for resale	49,310	26,811
Lease receivable (note 4)	192,017	209,285
	<b>10,457,473</b>	<b>9,239,964</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	1,255,863	1,142,032
Employee future benefits (note 5)	646,802	820,299
Deferred gas tax grants (note 11)	1,238,599	1,011,546
Deferred revenues - grants and other (note 8)	82,439	89,253
Deferred revenues - prepaid taxes	271,324	237,709
Temporary loan (note 9)	1,537,426	1,537,426
Development cost charges (note 10)	486,379	377,805
Long-term debt (note 6)	765,495	914,274
	<b>6,284,327</b>	<b>6,130,344</b>
<b>NET FINANCIAL ASSETS</b>	<b>4,173,146</b>	<b>3,109,620</b>
<b>NON-FINANCIAL ASSETS</b>		
Prepaid expenses	48,946	38,446
Inventory of supplies	253,127	281,762
Tangible capital assets (note 7)	26,063,779	26,713,397
	<b>26,365,852</b>	<b>27,033,605</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 30,538,998</b>	<b>\$ 30,143,225</b>
Represented by:		
Operating funds equity (note 12)	\$ 1,835,528	\$ 1,387,863
Reserve funds (note 13)	3,405,187	2,956,239
Equity in tangible capital assets (note 14)	25,298,283	25,799,123
	<b>\$ 30,538,998</b>	<b>\$ 30,143,225</b>
<b>COMMITMENTS AND CONTINGENT LIABILITIES (note 21)</b>		

  
 Chief Financial Officer

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
For the Year Ended December 31, 2012

	2012 Budget	2012 Actual	2011 Actual
<b>REVENUE</b>			
Taxes	\$ 2,835,100	\$ 2,828,294	\$ 2,619,503
Sales of goods and services (note 16)	6,272,800	6,245,184	5,855,689
Other revenues	323,000	581,582	508,388
Senior government grants - operating	545,000	721,201	738,769
Senior government grants - capital	-	33,998	280,837
Interest income	21,000	102,187	97,748
Investment income on sinking fund	-	8,542	6,157
	<b>9,996,900</b>	<b>10,520,988</b>	<b>10,107,091</b>
<b>EXPENDITURES</b>			
General government	957,600	853,061	928,814
Public real estate	302,600	275,672	348,006
Protective service	483,700	472,304	428,665
Transportation services	1,330,100	1,225,906	1,069,466
Environmental health services	172,400	178,277	165,149
Public health and welfare	121,500	89,658	105,494
Environmental development	329,000	241,235	256,489
Recreation and cultural services	717,700	601,411	631,273
Utility services			
Electrical	3,404,500	3,399,709	3,246,720
Water	810,400	694,067	659,989
Sewer	745,100	685,043	648,198
Debt interest	91,800	35,110	37,432
Amortization	1,345,400	1,373,762	1,258,734
Gain on disposition	-	-	( 305,994)
	<b>10,811,800</b>	<b>10,125,215</b>	<b>9,478,435</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>( 814,900)</b>	<b>395,773</b>	<b>628,656</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>30,143,225</b>	<b>30,143,225</b>	<b>29,514,569</b>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 29,328,325</b>	<b>\$ 30,538,998</b>	<b>\$ 30,143,225</b>
<b>RECONCILIATION TO BUDGET (note 20)</b>			

  
Chief Financial Officer

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
For the Year Ended December 31, 2012

	2012	2011
<b>ANNUAL SURPLUS</b>	<b>\$ 395,773</b>	<b>\$ 628,656</b>
Acquisition of tangible capital assets	( 709,460)	( 998,475)
Amortization of tangible capital assets	1,373,762	1,258,734
Gain on sale of capital assets	-	( 305,994)
Proceeds from sale of capital assets	-	322,743
Net change in prepaid expenses and supplies inventory	18,135	( 13,284)
PST adjustment on assets under capital lease	( 14,684)	-
<b>INCREASE IN NET DEBT</b>	<b>1,063,526</b>	<b>892,380</b>
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>3,109,620</b>	<b>2,217,240</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>\$ 4,173,146</b>	<b>\$ 3,109,620</b>

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

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
For the Year Ended December 31, 2012

	2012	2011
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 395,773	\$ 628,656
Non-cash items		
Amortization	1,373,762	1,258,734
Gain on sale of tangible capital assets	-	( 305,994)
PST adjustment on assets under capital lease	( 14,684)	-
Change in prepaid expenses and supplies inventory	18,135	( 13,284)
Change in Net Financial Assets/Liabilities		
Change in accounts receivable	( 68,612)	655,390
Change in MFA debt deposits	( 288)	( 314)
Change in inventories for resale	( 22,499)	19,899
Change in loan receivable	17,268	16,501
Change in accounts payable and accrued liabilities	113,831	( 192,300)
Change in due to trust	( 173,497)	( 1,677)
Change in deferred revenues	220,239	208,871
Change in development cost charges	108,574	42,826
Change in restricted revenues	33,615	( 99,165)
<b>Cash Provided by Operating Transactions</b>	<b>2,001,617</b>	<b>2,218,143</b>
<b>CAPITAL TRANSACTIONS</b>		
Purchase of tangible capital assets	( 709,460)	( 998,475)
Proceeds from sale of tangible capital assets	-	322,743
<b>Cash Applied to Capital Transactions</b>	<b>( 709,460)</b>	<b>( 675,732)</b>
<b>FINANCING TRANSACTIONS</b>		
Debt issued	14,683	46,556
Repayment of long-term debt	( 154,919)	( 192,806)
Actuarial adjustment	( 8,543)	( 15,960)
<b>Cash Received from Financing Transactions</b>	<b>( 148,779)</b>	<b>( 162,210)</b>
<b>INCREASE IN CASH</b>	<b>1,143,378</b>	<b>1,380,201</b>
<b>CASH, BEGINNING OF YEAR</b>	<b>7,340,891</b>	<b>5,960,690</b>
<b>CASH, END OF YEAR</b>	<b>\$ 8,484,269</b>	<b>\$ 7,340,891</b>

  
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Chief Financial Officer

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**As At December 31, 2012**

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**1. SIGNIFICANT ACCOUNTING POLICIES**

The following is a summary of the significant accounting policies of The Corporation of the City of Grand Forks:

**Basis of Presentation**

The Consolidated Financial Statements of the City, which are the representation of management, are prepared in accordance with Canadian generally accepted accounting principles for governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. The Consolidate Financial Statements reflect the combined results and activities of the reporting entity which is comprised of the Operating, Capital and Reserve funds. Inter-fund transactions have been eliminated on consolidation.

- i) **Operating Funds:** These funds include the General, Electrical, Water and Sewer operations of the City. They are used to record the operating costs of the services provided by the City.
- ii) **Capital Funds:** These funds include the General, Electrical, Water and Sewer Capital funds. They are used to record the acquisition and disposal of property and equipment and their related financing.
- iii) **Reserve Funds:** Under the Community Charter, City Council may, by bylaw, establish reserve funds for specified purposes. Money in a reserve fund, and interest earned thereon, must be expended by bylaw only for the purpose for which the fund was established. If the amount in a reserve fund is greater than required, City Council may, by bylaw, transfer all or part of the balance to another reserve fund.

**Basis of Accounting**

The City's consolidated financial statements are prepared using the accrual basis of accounting.

**Revenue Recognition**

The City records revenue on the accrual basis and includes revenue in the period in which the transactions or events that give rise to the revenues occur. Taxation revenues are recognized at the time of the issuing of the property tax notices for the fiscal year. Sale of services and utility fee revenues are recognized when the service or product is rendered by the City.

Grant revenues are recorded when the funding becomes receivable. Unearned revenue in the current period is recorded as deferred revenue.

**Deferred Revenue**

Deferred revenue relates to restricted grants received but not yet spent.



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful life commencing in the year the asset is put into service. Donated tangible capital assets are reported at the fair value at the time of donation. The estimated useful lives are as follows:

Building	40 - 75 years
Building improvements	10 - 40 years
Fixtures, furniture, equipment and vehicles	5 - 20 years
IT infrastructure	4 - 10 years
Parks infrastructure	15 - 50 years
Paving and roads	10 - 100 years
Sewer infrastructure	10 - 100 years
Water infrastructure	10 - 100 years

**Restricted Revenues**

Receipts which are restricted by the legislation of senior governments or by agreements with external parties are deferred and reported as restricted revenues. When qualifying expenditures are incurred restricted revenues are brought into revenue at equal amounts.

**Financial Instruments**

The City's financial instruments consist of cash, temporary investments, accounts receivable, accounts payable, capital lease obligations and long-term debt. It is management's opinion that the City is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values.

**Budget Figures**

The budgeted figures are based on the adopted Five-Year Financial Plan for the year 2012 approved by council under bylaw 1928 on April 16, 2012 and are not subject to audit.

**Use of Estimates**

The preparation of financial statements in accordance with generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Significant areas requiring estimates include the useful lives of tangible capital assets for amortization, the determination of payroll and employee future benefit accruals and the provision for contingencies. Actual results could differ from management's best estimates as additional information becomes available in the future.

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Government Transfers**

Government transfers are recognized as revenue in the period that the transfer is authorized, eligibility criteria, if any, have been met, and a reasonable estimate of the amount to be received can be made.

**2. CASH**

	2012	2011
Restricted cash		
Statutory Reserves	\$ 3,227,077	\$ 2,871,602
Deferred Gas Tax Grant funds	1,238,599	1,011,546
Deferred development cost funds	<u>486,379</u>	<u>375,857</u>
	4,952,055	4,259,005
Unrestricted cash and investments	<u>3,532,214</u>	<u>3,081,886</u>
	<u><b>\$ 8,484,269</b></u>	<u><b>\$ 7,340,891</b></u>

**3. DEBT RESERVE FUNDS - MUNICIPAL FINANCE AUTHORITY**

The Municipal Finance Authority of British Columbia provides capital financing for regional districts and their member municipalities. The Authority is required to establish a Debt Reserve Fund. Each regional district through its member municipalities who share in the proceeds of the debt issue is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The interest earned by the Fund less administrative expenses becomes an obligation to the regional districts. If at any time a regional district has insufficient funds to meet payments on its obligations, it must then use the monies to its credit within the Debt Reserve Fund. Upon maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged to the Municipality. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, 2012 the total of the Debt Reserve Fund was:

	Demand Notes	Cash Deposits	Balance
Sewer fund	\$ 6,433	\$ 3,508	\$ 9,941
General fund	<u>28,501</u>	<u>6,293</u>	<u>34,794</u>
	<u><b>\$ 34,934</b></u>	<u><b>\$ 9,801</b></u>	<u><b>\$ 44,735</b></u>

Only the cash portion of MFA deposits is included as a financial asset.

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**4. LEASE RECEIVABLE**

The City has entered into a long-term capital lease agreement with the Regional District of Kootenay Boundary for the lease of a building and lands. The term of the agreement is 12 years commencing August 1, 2010. Annual payments are \$27,000 including interest at 4.65%. Interest of \$9,731 (2011 - \$10,499) was received during the year.

**5. EMPLOYEE FUTURE BENEFITS**

The City provides a benefit to its unionized employees upon retirement. Those eligible employees who retire from service shall receive an amount equal to one and one half of their accumulated sick leave credits, up to, but not exceeding, 150 days. Employees absent for medical reasons have wages charged against, and deducted from the sick leave accumulated. Upon retirement, any employee having accumulated sick leave is eligible to receive a cash gratuity payment. The payment amount is a percentage of accumulated sick leave based on years of service. The City has committed to fully funding this future benefit over the years of the employees' current service. As at December 31, 2012, \$480,315 (2011 - \$488,516) has been accrued by the City to cover this obligation.

Contracts between the City and members of its management team establish a sick leave bank of 1086 days for managers which provides full pay for any management employee from onset of illness until coverage commences under long term disability insurance. As at December 31, 2012, \$166,487 (2011 - \$331,783) has been accrued by the City to cover this obligation.

**6. LONG-TERM DEBT AND CAPITAL LEASE OBLIGATIONS**

	Balance, beginning of year	Additions	Payment of Principal	Actuarial Adjustment	Balance, end of year
General #1863	\$ 414,310	\$ -	\$( 41,645)	\$( 3,824)	\$ 368,841
General #1887	66,471	-	( 3,496)	( 140)	62,835
Sewer #1556	98,732	-	( 6,495)	( 4,579)	87,658
Total MFA debt	579,513	-	( 51,636)	( 8,543)	519,334
General capital lease obligations	334,761	14,683	( 103,283)	-	246,161
Total long-term debt	<u>\$ 914,274</u>	<u>\$ 14,683</u>	<u>\$( 154,919)</u>	<u>\$( 8,543)</u>	<u>\$ 765,495</u>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**6. LONG-TERM DEBT AND CAPITAL LEASE OBLIGATIONS (continued)**

The requirements for future repayments of principal on existing MFA debt for the next five years are estimated as follows:

	General Capital	Sewer Capital	Total Capital
2013	\$ 45,140	\$ 6,495	\$ 51,635
2014	\$ 45,140	\$ 6,495	\$ 51,635
2015	\$ 45,140	\$ 6,495	\$ 51,635
2016	\$ 45,140	\$ 6,495	\$ 51,635
2017	\$ 45,140	\$ 6,495	\$ 51,635

The requirements for future repayments of principal on existing capital lease obligations for the next five years are estimated as follows:

2013	\$ 105,226
2014	94,291
2015	50,263
2016	<u>2,549</u>
Total minimum lease payments	252,329
Less amount representing interest	<u>6,168</u>
	<u>\$ 246,161</u>

**7. TANGIBLE CAPITAL ASSETS**

	2012			2011 Net Book Value
	Cost	Accumulated Amortization	Net Book Value	
<b>General Capital Fund</b>				
Land	\$ 1,571,759	\$ -	\$ 1,571,759	\$ 1,552,254
Buildings	5,884,456	2,351,587	3,532,869	3,617,233
Engineering structures	18,700,365	9,012,004	9,688,361	10,749,039
Machinery and equipment	1,973,719	1,003,885	969,834	540,853
Equipment fleet - emergency	1,081,066	597,008	484,058	529,268
Equipment fleet - public works	<u>3,437,961</u>	<u>2,023,711</u>	<u>1,414,250</u>	<u>1,592,154</u>
	32,649,326	14,988,195	17,661,131	18,580,801
<b>Waterworks Utility Capital Fund</b>	7,085,793	3,911,598	3,174,195	3,222,895
<b>Electrical Utility Capital Fund</b>	2,309,657	1,518,530	791,127	736,642
<b>Sewer Utility Capital Fund</b>	<u>7,698,999</u>	<u>3,261,673</u>	<u>4,437,326</u>	<u>4,173,059</u>
<b>Total tangible capital assets</b>	<u>\$ 49,743,775</u>	<u>\$ 23,679,996</u>	<u>\$ 26,063,779</u>	<u>\$ 26,713,397</u>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**8. DEFERRED REVENUE - GRANTS AND OTHER**

These funds are externally restricted for the purposes for which they were collected.

	Balance, Beginning of Year	Contributions Received	Eligible Expenditures	Balance, End of Year
Library maintenance contract	\$ 53,252	\$ 15,000	\$ 6,831	\$ 61,421
Miscellaneous revenue	1,464	7,541	1,464	7,541
Victim assistance	10,355	35,560	32,698	13,217
Miscellaneous deposits	24,182	60	23,982	260
	<u>\$ 89,253</u>	<u>\$ 58,161</u>	<u>\$ 64,975</u>	<u>\$ 82,439</u>

**9. TEMPORARY LOAN**

Bylaw 1931 authorizes the City to temporary borrowing of an amount or amounts not exceeding the sum of \$2,000,000 as required. The temporary loan bears daily interest at 1.73% with interest only payments paid monthly.

**10. DEVELOPMENT COST CHARGES**

Development cost charges represent funds received from developers for capital costs in accordance with Bylaw 1425. Development cost charges are deferred and recognized as revenues when the related costs are incurred.

	2012	2011
Development cost charges - water	\$ 171,630	\$ 117,280
Development cost charges - sewer	312,425	258,232
Development cost charges - parkland reserve	2,324	2,293
	<u>\$ 486,379</u>	<u>\$ 377,805</u>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**11. FEDERAL GAS TAX GRANT**

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the City and the Union of British Columbia Municipalities. Gas Tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

	2012	2011
Opening balance	\$ 1,011,546	\$ 799,719
Amount received in the year	212,698	212,698
Interest earned	14,355	11,237
Less amount spent on eligible projects	<u>-</u>	<u>( 12,108)</u>
Closing balance of unspent funds	<u>\$ 1,238,599</u>	<u>\$ 1,011,546</u>

**12. OPERATING FUND EQUITY**

	2012	2011
General operating fund	\$ 1,174,465	\$ 550,175
Electrical utility operating fund	1,087,167	850,312
Sewer utility operating fund	( 756,166)	( 422,224)
Water utility operating fund	<u>330,062</u>	<u>409,600</u>
Operating fund equity at year end	<u>\$ 1,835,528</u>	<u>\$ 1,387,863</u>

**13. RESERVE FUND CONTINUITY**

	Balance Beginning of Year	Transfers (to) from Other Funds	Sales	Interest Earned	Balance End of Year
Capital reserve	\$ 282,512	\$ -	\$ -	\$ 3,872	\$ 286,384
Equipment replacement	559,817	148,784	-	7,580	716,181
Land sale	719,538	-	-	9,678	729,216
Tax sale land	60,047	-	-	823	60,870
Cash in lieu of parking	16,668	-	-	229	16,897
Slag sale	1,317,657	-	258,585	19,397	1,595,639
	<u>\$ 2,956,239</u>	<u>\$ 148,784</u>	<u>\$ 258,585</u>	<u>\$ 41,579</u>	<u>\$ 3,405,187</u>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**14. EQUITY IN TANGIBLE CAPITAL ASSETS**

Equity in Tangible Capital Assets (TCA) represents the net book value of total capital assets less long-term obligations assumed to acquire those assets. The change in consolidated equity in tangible capital assets is as follows:

	2012	2011
Equity in TCA, beginning of year	\$ 25,799,123	\$ 25,913,921
Add:		
Capital acquisitions	709,460	998,475
Debt principal repayments	154,919	192,806
Actuarial adjustment	8,543	15,960
Less:		
Disposition of Capital Asset at NBV	-	( 16,749)
Assets purchased funded by debt	-	( 46,556)
Amortization	<u>( 1,373,762)</u>	<u>( 1,258,734)</u>
Equity in TCA, end of year	<u>\$ 25,298,283</u>	<u>\$ 25,799,123</u>
Represented by:		
General capital fund	\$ 16,983,294	\$ 17,765,259
Electrical utility capital fund	791,127	736,642
Sewer utility capital fund	4,349,667	4,074,327
Water utility capital fund	<u>3,174,195</u>	<u>3,222,895</u>
Capital fund equity at year end	<u>\$ 25,298,283</u>	<u>\$ 25,799,123</u>

**15. MUNICIPAL PENSION PLAN**

The City and its employees contribute to the Municipal Pension Plan (the plan), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 173,000 active members and approximately 63,000 retired members. Active members include approximately 35,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2009 indicated an unfunded liability of \$1,024 million for basic pension benefits. The next valuation was as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the plan as the plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, plan assets and cost to individual entities participating in the plan.

The City's employer contributions to the plan in the fiscal year were \$266,919 (2011 - \$243,909).

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**16. SALE OF SERVICES**

	2012	2011
Garbage collection and RDKB landfill contract	\$ 176,332	\$ 168,227
Cemetery	33,585	37,903
Airport (net of cost of fuel sold)	21,619	19,837
Transportation custom work orders	79,483	39,764
Environmental development	10,981	11,654
Campground	34,558	29,737
Sundry	5,013	2,224
Slag	258,585	269,940
Electrical utility user and connection fees	4,130,107	3,834,378
Sewer utility user and connection fees	734,860	719,424
Waterworks utility user and connection fees	760,061	722,601
	<u>\$ 6,245,184</u>	<u>\$ 5,855,689</u>

**17. EXPENDITURES BY OBJECT**

	2012	2011
Goods and services	\$ 5,447,087	\$ 5,211,618
Interest and finance charges	35,110	37,432
Salaries, wages and benefits	3,269,256	3,276,645
Amortization	1,373,762	1,258,734
Gain on disposal	-	( 305,994)
	<u>\$ 10,125,215</u>	<u>\$ 9,478,435</u>

**18. COLLECTION FOR OTHER GOVERNMENTS**

The City collected and remitted the following taxes on behalf of other Governments. These are not included in the City's financial statements.

	2012	2011
Provincial Government - School Taxes	\$ 1,589,318	\$ 1,561,547
Provincial Government - Police Tax Levy	191,737	189,760
British Columbia Assessment Authority	47,595	46,666
Regional Hospital Districts	149,764	170,542
Municipal Finance Authority	120	124
Regional District of Kootenay Boundary	1,318,019	1,251,856
	<u>\$ 3,296,553</u>	<u>\$ 3,220,495</u>



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**19. TRUST FUNDS**

Funds held in trust and administered by the City are as follows:

	2012	2011
<b>Assets</b>		
Cash	\$ 146,069	\$ 140,682
Due from (to) the General Operating Fund	<u>445</u>	<u>( 405)</u>
	<u>\$ 146,514</u>	<u>\$ 140,277</u>
<b>Trust Fund Balances</b>		
Cemetery care	\$ 135,562	\$ 130,595
Employee assistance program	<u>10,952</u>	<u>9,682</u>
	<u>\$ 146,514</u>	<u>\$ 140,277</u>

Trust funds are not included in the City's financial statements.

**20. RECONCILIATION TO BUDGET**

The following reconciles the budgeted surplus as shown on the consolidated statement of operations to the budget as presented in bylaw 1928 adopted on April 16, 2012.

	2012	2011
Annual budgeted surplus per consolidated statement of operations	\$( 814,900)	\$( 1,351,350)
Debt principal repayments	( 236,200)	( 251,900)
Purchase of tangible capital assets other than by debt	( 2,958,000)	( 2,653,500)
Budgeted transfer from (to) reserve/accumulated surplus	962,700	1,286,750
Non-cash item - amortization	1,345,400	1,500,000
Debt proceeds	<u>1,701,000</u>	<u>1,470,000</u>
	<u>\$ -</u>	<u>\$ -</u>

**21. COMMITMENTS AND CONTINGENT LIABILITIES**

**Contingent Liabilities**

The City, as a member of the Regional District of Kootenay Boundary, is jointly and severally liable for the future capital liabilities of the Regional District.

The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet its payments and obligations, it shall make payments from the debt reserve fund which is in turn established by a similar debt reserve fund of the City and all other borrowing participants. If the debt reserve fund is deficient, the Authority's obligations become a liability of the Regional District, and may become a liability of the participating municipalities.

**22. COMMITMENTS AND CONTINGENT LIABILITIES (continued)**

**Reciprocal Insurance Exchange Agreement**

The City is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the City is assessed a premium and specific deductible for its claims based on population. The obligation of the City with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, not joint and several. The City irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

**Contractual Obligations**

The City has contracted with the Regional District of Kootenay Boundary to provide Building and Plumbing Inspection services. Under the contract the City is obliged to pay the Regional District a requisition based on various components calculated annually and the Regional District is obliged to remit all fees collected on behalf of the City.

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**23. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform with the current year's presentation.

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**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**SCHEDULE - SEGMENTED INFORMATION**  
**For the Year Ended December 31, 2012**

	General and Reserve	Electrical Utility	Water Utility	Sewer Utility	Total 2012	Total 2011
<b>REVENUE</b>						
Property taxes	\$ 2,822,253	\$ -	\$ -	\$ 6,041	\$ 2,828,294	\$ 2,619,503
User fees and charges	-	4,130,107	760,061	734,860	5,625,028	5,276,403
Other revenue	1,307,786	-	-	4,681	1,312,467	1,191,579
Grants - operating	721,201	-	-	-	721,201	738,769
Grants - capital	33,998	-	-	-	33,998	280,837
	<b>4,885,238</b>	<b>4,130,107</b>	<b>760,061</b>	<b>745,582</b>	<b>10,520,988</b>	<b>10,107,091</b>
<b>EXPENSES</b>						
Salaries and benefits	1,952,564	470,145	433,796	412,751	3,269,256	3,276,645
Goods and services	1,968,930	107,753	269,821	278,772	2,625,276	2,473,979
Purchased services	-	2,821,811	-	-	2,821,811	2,737,639
Debt interest	28,938	-	-	6,172	35,110	37,432
Amortization	1,048,438	34,157	184,681	106,486	1,373,762	1,258,734
Gain on disposal	-	-	-	-	-	( 305,994)
Interfund transfers	( 404,900)	404,900	-	-	-	-
	<b>4,593,970</b>	<b>3,838,766</b>	<b>888,298</b>	<b>804,181</b>	<b>10,125,215</b>	<b>9,478,435</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$ 291,268</b>	<b>\$ 291,341</b>	<b>\$ ( 128,237)</b>	<b>\$ ( 58,599)</b>	<b>\$ 395,773</b>	<b>\$ 628,656</b>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**As At December 31, 2012**

Historical Cost:	Infrastructure							2012	2011
	Land	Buildings	Machinery and Equipment	Engineering Structures	Electrical Utility	Waterworks Utility	Sewer Utility		
Opening balance	\$ 1,552,254	\$ 5,824,633	\$ 5,970,426	\$ 19,178,716	\$ 2,221,015	\$ 6,949,812	\$ 7,337,812	\$ 49,034,668	\$ 48,245,125
Additions	19,505	65,293	522,320	(478,351)	88,642	135,981	370,753	724,144	998,474
Disposals and write downs		(5,470)					(9,566)	(15,036)	(208,931)
Closing balance, Dec. 31	\$ 1,571,759	\$ 5,884,456	\$ 6,492,747	\$ 18,700,366	\$ 2,309,657	\$ 7,085,793	\$ 7,698,999	\$ 49,743,776	\$ 49,034,668
<b>Accumulated Amortization:</b>									
Opening balance	\$ -	\$ 2,207,400	\$ 3,308,151	\$ 8,429,678	\$ 1,484,373	\$ 3,726,917	\$ 3,164,753	\$ 22,321,271	\$ 21,254,720
Amortization Expense	-	149,657	316,454	582,327	34,157	184,681	106,486	1,373,762	1,260,167
Effect of disposals and write downs	-	(5,470)							
Closing balance, Dec. 31	\$ -	\$ 2,351,587	\$ 3,624,605	\$ 9,012,004	\$ 1,518,530	\$ 3,911,598	\$ 3,261,673	\$ 23,679,998	\$ 22,321,271
<b>Net Book Value for Year Ended December 31, 2012</b>	<b>\$ 1,571,759</b>	<b>\$ 3,532,869</b>	<b>\$ 2,868,142</b>	<b>\$ 9,688,361</b>	<b>\$ 791,127</b>	<b>\$ 3,174,195</b>	<b>\$ 4,437,325</b>	<b>\$ 26,063,779</b>	<b>\$ 26,713,397</b>

THE CORPORATION OF THE CITY OF GRAND FORKS

**REGULAR MEETING OF COUNCIL**  
**MONDAY, JUNE 10<sup>TH</sup>, 2013**

**PRESENT:**

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

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
MANAGER OF DEVELOPMENT &  
ENGINEERING

D. Allin  
D. Heinrich  
R. Shepherd  
S. Bird

GALLERY

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**CALL TO ORDER:**

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

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**ADOPTION OF AGENDA:**

Amendments to the Agenda:

The Mayor advised that two items will be added to the agenda as a late item:

12 (a) A Development Permit for Shaw Cable systems Ltd.

12 (b) Council's referral from the June 10<sup>th</sup> Committee of the Whole for the Boundary Country Regional Chamber of Commerce's request for funding to the Regular Evening meeting

MOTION: SMITH / WIRISCHAGIN

**RESOLVED THAT** THE AGENDA OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, JUNE 10<sup>TH</sup>, 2013, BE ADOPTED AS AMENDED.

CARRIED.

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**MINUTES:**

MOTION: KENDEL / O'DOHERTY

**RESOLVED THAT** THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON TUESDAY, MAY 21<sup>ST</sup>, 2013, BE ADOPTED AS CIRCULATED.

CARRIED.

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**DELEGATION:**

None

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**UNFINISHED BUSINESS**

None

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

**Councillor Smith:**

Councillor Smith reported on the following items:

- He reported on his attendance at an Economic Development Advisory Committee meeting on May 22nd along with Councillor Kendel
- He reported on his attendance at a Downtown Merchant Meeting on May 22nd and advised that the group had a discussion on ways that they can raise their profile in the community
- On May 28<sup>th</sup>, he reported meeting with Jenny Coleshill regarding a Wildlife Awareness program

MOTION: SMITH / O'DOHERTY

**RESOLVED THAT** COUNCIL AUTHORIZES COUNCILLORS SMITH AND KENDEL TO ATTEND THE ECONOMIC DEVELOPMENT ASSOCIATION OF BC CONFERENCE FROM JUNE 23<sup>RD</sup> TO 26<sup>TH</sup>, 2013, IN VANCOUVER.

CARRIED.

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MOTION: SMITH / KENDEL

**RESOLVED THAT** COUNCIL ALLOW FUNDING IN THE AMOUNT OF \$500 TO BE USED FOR PROMOTIONAL ITEMS INTENDED TO PROMOTE THE CITY OF GRAND FORKS THAT COUNCILLORS KENDEL AND SMITH WOULD BE TAKING WITH THEM TO THE ECONOMIC DEVELOPMENT ASSOCIATION OF BC CONFERENCE IN VANCOUVER FROM JUNE 23<sup>RD</sup> TO 26<sup>TH</sup>, 2013.

CARRIED.



**Councillor Kendel:**

Councillor Kendel reported on the following items:

- He reported on his attendance at a May 22<sup>nd</sup> monthly Economic Development Advisory Committee meeting and advised that the committee is moving towards an in-depth marketing strategy and further, how the Branding initiative will be implemented.
  - He reported on his attendance at a May 29<sup>th</sup> – Boundary Country Regional Chamber of Commerce meeting in Greenwood and advised that the Chamber is working well together as a group. He further advised that he is looking forward to the Biz on Biz Social coming up the next couple of weeks.
  - He advised that the Boundary Museum Society has signed an agreement with the Heritage Society in order to take on a partnership with them to promote the Flour Mill for the upcoming season as a tourist attraction
  - Councillor Kendel commended both inside and outside staff for the tremendous work which was done in the last couple of months.
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**Councillor Wyers:**

Councillor Wyers reported on the following items:

- She spoke with regard to the May 23<sup>rd</sup> Public Open House that the City hosted at well number 3, and congratulated Hal Wright and his crew on a job well done
  - She spoke with regard to the Bike to Work Week from May 27 to June 2, and advised that the Trails Society took the forefront in this initiative.
  - On May 23<sup>rd</sup>, she reported on her attendance at an Innovative Solutions for Community workshop. She spoke with regard to the discussions which ensued at the workshop and especially that of the Rural BC Project.
  - She advised that she submitted an editorial with regard to Council's attendance at the FCM and spoke with regard to the very informative sessions. She advised that FCM represents all the local governments within Canada.
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**Councillor O'Doherty:**

Councillor O'Doherty reported on the following items:

- He reported on his attendance at the FCM Conference in Vancouver and spoke with regard to the informative sessions. He advised that he spoke with Minister Lavalle for a few minutes, and further commented on the sessions that he attended while at the conference.
- He reported on his attendance on May 23<sup>rd</sup> at the City Well Station open house as part of Water Week.
- He reported on his involvement with Music in the Park this year and advised that the performances were scheduled to start very soon

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**Councillor Wirischagin:**

Councillor Wirischagin reported on the following items:

- He reported on his attendance at the FCM held in Vancouver and advised that it was very informative. He spoke with regard to a session that focused on ways to engage people under 35 to become interested in politics and commented that he really appreciated the information

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**Mayor Taylor:**

The Mayor reported on the following items:

- The Mayor advised of his attendance at the Boundary Economic Development Committee meeting which was held this afternoon at the RDKB office.
- He advised that he is planning to meet with the Forestry Group later on this month. He further commented that he hopes to see some draft documentation with regard to forestry initiatives which are being developed that the group intends to present to the Province.

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MOTION: O'DOHERTY / SMITH

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

CARRIED.

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

- The Mayor advised that the Regional District Animal Control service is currently down but that the Regional District is accommodating emergency responses.
- The Mayor advised that the Regional District's Audited Statements were included in the agenda and asked if Council had any comments or questions

MOTION: SMITH / O'DOHERTY

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

CARRIED.

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**RECOMMENDATIONS FROM STAFF FOR DECISIONS:**

- a) Corporate Officer's Report – Lease extension of City owned property located in City Park – Senior Citizens Branch #68

Staff proposal for ratification of the Lease Renewal Agreement between the City of Grand Forks and the Grand Forks Seniors Branch #68

MOTION: O'DOHERTY / WYERS

**RESOLVED THAT** COUNCIL DETERMINES TO PROVIDE CORRESPONDENCE TO THE GRAND FORKS SENIOR BRANCH 68 ADVISING THEM OF THE CITY'S INTENT TO EXTEND THEIR LEASE FOR AN ADDITIONAL 10 YEARS COMMENCING JANUARY 1, 2014, AND FURTHER AUTHORIZES STAFF TO PROCEED WITH THE LEASE RENEWAL BETWEEN THE CITY OF GRAND FORKS AND THE GRAND FORKS SENIORS BRANCH 68 AT THE END OF THIS YEAR.

CARRIED.

- b) Chief Financial Officer's Report – Convert Temporary Borrowing to Long Term Debt

Municipal Security Issuing Resolution

MOTION: WIRISCHAGIN / SMITH

**RESOLVED THAT** COUNCIL FOR THE CITY OF GRAND FORKS APPROVES BORROWING FROM THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA, AS PART OF THEIR 2013 FALL ISSUE, IN THE AMOUNT OF \$1,756,920.09 AS AUTHORIZED THROUGH LOAN AUTHORIZATION BYLAW NO. 1873, "2009 SEWER UTILITY IMPROVEMENTS LOAN AUTHORIZATION", AND THAT THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY BE REQUESTED TO CONSENT TO THE CITY'S BORROWING OVER A TWENTY YEAR TERM AND INCLUDE THE BORROWING IN THEIR REGIONAL DISTRICT SECURITY ISSUING BYLAW.

CARRIED.

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**REQUESTS ARISING FROM CORRESPONDENCE:**

None

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**INFORMATION ITEMS:**

MOTION: O'DOHERTY / SMITH

**RESOLVED THAT** INFORMATION ITEMS NUMBERED 10(a) TO 10(f) BE RECEIVED AND ACTED UPON AS RECOMMENDED AND/OR AS AMENDED. CARRIED.

- 
- a) Seniors Branch 68 - Request for Letter of Support - **Council determines to provide a letter of support to the Grand Forks Seniors Branch 68 for their New**

**Horizons Capital Assistance Funding Grant application for upgrades to the Seniors Hall heating system and exterior of the older section of the building.**

MOTION: WYERS / WIRISCHAGIN

**RESOLVED THAT** COUNCIL DETERMINES TO PROVIDE A LETTER SUPPORT TO THE GRAND FORKS SENIORS BRANCH 68 FOR THEIR NEW HORIZONS CAPITAL ASSISTANCE FUNDING GRANT APPLICATION FOR UPGRADES TO THE SENIORS HALL HEATING SYSTEM AND EXTERIOR OF THE OLDER SECTION OF THE BUILDING.

CARRIED.

- .....
- b) Rural BC Project – RDKB - Request for Letter of Support.  
**Council determines to provide a letter of support in principle to the initiatives of the Rural BC Project to improve the sustainability of our rural communities.**

MOTION: O'DOHERTY / WYERS

**RESOLVED THAT** COUNCIL DETERMINES TO PROVIDE A LETTER OF SUPPORT, IN PRINCIPLE, TO THE INITIATIVE OF THE RURAL BC PROJECT INTENDING TO IMPROVE THE SUSTAINABILITY OF OUR RURAL COMMUNITIES.

CARRIED.

- .....
- c) Grand Forks Flying Association COPA Flight 62 - Request for Insurance Coverage for the Grand Forks Flying Association –Airport Appreciation Day, Fly In Event on August 25<sup>th</sup>, 2013 at the Grand Forks Municipal Airport  
**Council agrees to officially sponsor the Airport Appreciation Day Fly-in.**

MOTION: WYERS / O'DOHERTY

**RESOLVED THAT** COUNCIL AGREES TO OFFICIALLY SPONSOR AN AIRPORT APPRECIATION DAY FLY IN EVENT ON AUGUST 25<sup>TH</sup>, 2013, AS OUTLINED IN THE ATTACHED EVENT REQUEST FROM THE GRAND FORKS FLYING ASSOCIATION COPA (CANADIAN OWNERS AND PILOTS ASSOCIATION) FLIGHT 62, AT THE GRAND FORKS MUNICIPAL AIRPORT.

CARRIED.

- .....
- d) Interfor - Response regarding City Visit on noise concerns from the public.  
**Recommend to receive for information.**
- e) Perley Elementary - Thank You Card. **Recommend to receive for information.**
- f) Canada Post - Notice of intent to review and reduce the retail counters and services at existing Canada Post Outlets. **Recommend to receive for discussion.**
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**BYLAWS:**

- a) Chief Financial Officer – Bylaw No. 1952, a bylaw to amend the “City of Grand Forks Sewer Regulations and Rates Bylaw No. 1500”

MOTION: O'DOHERTY / KENDEL

**RESOLVED THAT** BYLAW NO. 1952, CITED AS THE “City of Grand Forks Sewer Regulations and Rates Amendment Bylaw No. 1952, 2013”, BE GIVEN FINAL READING.  
CARRIED.

Councillor Wirischagin voted against the motion.  
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- b) Chief Financial Officer – Bylaw No. 1953, a bylaw to amend the “City of Grand Forks Water Regulations and Rates Bylaw No. 1501”

MOTION: KENDEL / SMITH

**RESOLVED THAT** BYLAW NO. 1953, CITED AS THE “City of Grand Forks Water Regulations and Rates Amendment Bylaw No. 1953, 2015”, BE GIVEN FINAL READING.  
CARRIED.

Councillor Wirischagin voted against the motion.

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**LATE ITEMS:**

12(a) Application for Development Permit to attach a non-illuminated sign and change the color of the existing awning at 7474-19<sup>th</sup> Street

MOTION: O'DOHERTY / WIRISCHAGIN

**RESOLVED THAT** COUNCIL RECEIVES THE RECOMMENDATION FROM STAFF AND APPROVES THE DEVELOPMENT PERMIT APPLICATION MADE BY PRIORITY PERMITS, AGENTS FOR THE PROPERTY OWNER, SHAW CABLE SYSTEMS LTD., FOR PROPERTY LEGALLY DESCRIBED AS LOT 1, DL 380, SDYD, PLAN KAP54160 LOCATED AT 7474 – 19<sup>TH</sup> STREET, SUBJECT TO COMPLIANCE WITH CITY BYLAWS, THE MINISTRY OF TRANSPORTATION'S REQUIREMENTS AND IN SUBSTANTIAL COMPLIANCE WITH THE PLANS PRESENTED WITH THE APPLICATION.

CARRIED.

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12(b) At the Committee of the Whole Meeting on June 10<sup>th</sup>, 2013, the Boundary Regional Chamber of Commerce made a presentation to Council requesting \$10,000 in funding for their services. Council resolved to refer the issue to the Regular Meeting in the evening.

MOTION: O'DOHERTY / WYERS

**RESOLVED THAT** COUNCIL DETERMINES TO PROVIDE FUNDING IN THE AMOUNT OF \$10,000 AS REQUESTED BY THE BOUNDARY COUNTRY REGIONAL CHAMBER OF COMMERCE AT THE COMMITTEE OF THE WHOLE MEETING ON JUNE 10<sup>TH</sup>, 2013, AND FURTHER THAT COUNCIL APPROVES THE BUDGET AMENDMENT OF THE 2013-2017 FINANCIAL PLAN TO INCLUDE THE FUNDING AMOUNT TO BE FUNDED FROM GENERAL SURPLUS.

CARRIED.

Council advised that they had spoke at the Committee of the Whole Meeting with regard to a request for quarterly reports from the BCRCC, and was advised by Staff that the City will work with the organization in order to supply periodic reports to Council, and in addition to working with the group with regard to a modified Volunteer Evening as also discussed at the COTW in the morning.

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**QUESTIONS FROM THE PUBLIC:**

KATE RENNET & DORIS FEISHINER – The ladies spoke with regard to their horse and buggy rides proposal for the area and asked if Council would approve of their initiative and further if there are some approved “pick up” areas. Council advised that they thought it was a great idea and offered their support. Staff advised that they would work with the group to provide suitable pick up and drop off areas.

ROY RONAGHAN – He asked when the Grand Forks Entrance Signs were going to be installed and was advised that the installation was expected around the end of July. He further asked how the public would be informed with regard to the changes in the Bylaws that were presented at the COTW this morning. He was advised that there will be a public process prior to their adoption.

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**ADJOURNMENT:**

MOTION: O'DOHERTY

**RESOLVED THAT** THIS REGULAR MEETING OF COUNCIL BE ADJOURNED AT 8:05 P.M.

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR BRIAN TAYLOR

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



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

**COMMITTEE OF THE WHOLE MEETING OF COUNCIL**  
**MONDAY JUNE 10TH, 2013**

**PRESENT:**

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

CHIEF ADMINISTRATIVE OFFICER	D. Allin
CORPORATE OFFICER	D. Heinrich
CHIEF FINANCIAL OFFICER	R. Shepherd
DEPUTY CORPORATE OFFICER	S. Winton
MANAGER OF OPERATIONS	H. Wright
MANAGER OF DEVELOPMENT & ENGINEERING SERVICES	S. Bird
MANAGER OF ENVIRONMENTAL & BUILDING SERVICES	W. Kopan

GALLERY

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The Mayor called the meeting to order at 9:00 a.m.

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**ADOPTION OF THE AGENDA:**

MOTION: WYERS

**RESOLVED THAT** THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF COUNCIL HELD MONDAY JUNE 10TH, 2013, BE ADOPTED AS CIRCULATED.

CARRIED.

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**DELEGATIONS:**

a) Boundary Country Regional Chamber of Commerce

James Wilson and Chuck Bennett representatives of the Boundary Country Regional Chamber of Commerce presented a request to Council for a \$10,000 financial contribution for Fee for Service to the City of Grand Forks.

The representatives from the Chamber spoke with regard to:

- Developing a Fee for Service arrangement with the City where the Chamber would establish an integrated Boundary wide events calendar, provide support and

resources and grow the relationship with the Downtown Business group as well as work in partnership with the Thompson Okanagan Tourism Association to update the Boundary Country Tourism Website and develop the community ambassador program

- The Chamber will be having a visioning session June 10<sup>th</sup>, 2013 to determine the future strategic priorities of the organization
- The Chamber is hosting a Business after Business event on Monday June 17<sup>th</sup> at the old Gazette building and extended an invitation to Council.
- Grand Forks is the regional business center and the Chamber will focus on strengthening the business's in the City and then spend more time with regional businesses

The Chief Administrative Officer spoke with regard to past funding of the Chamber and advised that future funding has not been set aside in the budget and it would need to be determined where it could be pulled from.

Mayor Taylor spoke with regard to his support for the Chamber.

Councillor Wyers advised she also supports the Chamber and that it is an important strategic networking tool.

The Chief Administrative Officer advised that if Council supports the request that would be reasonable for Council to ask the Chamber to present a quarterly report that includes measurable outcomes on the initiatives being undertaken.

The Chief Administrative Officer advised that the Chief Financial Officer will prepare a recommendation for the June 10<sup>th</sup> Regular Council meeting.

MOTION: WYERS

**RESOLVED THAT** THE COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL RECEIVE THE PRESENTATION FROM JAMES WILSON AND CHUCK BENNETT OF THE BOUNDARY COUNTRY REGIONAL CHAMBER OF COMMERCE AND REFER ANY ISSUES TO THE JUNE 10<sup>TH</sup> REGULAR COUNCIL MEETING.

CARRIED.

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b) Grand Forks and Boundary Regional Agricultural Society

Sheila Dobie and Jan Westland representatives of the Grand Forks and Boundary Regional Agricultural Society presented a request to Council for the Environment Committee to take on a role of continued support regarding food security issues.

Ms Dobie advised that:

- A proposal was submitted to the Interior Health Association along with the City's letter of support
- The Agricultural Society is requesting the City's support for the implementation of the food charter through work with the Environment Committee and the BEDC

There was discussion regarding the Boundary Economic Development Committee and Economic Development Advisory Committee and the relationship between the 2 groups and agriculture. Mayor Taylor advised that the request from the Agricultural Society fits

within the Boundary Regional Agricultural Plan parameters and would be a better fit with the Boundary Economic Development Committee.

Councillor Wyers advised that the Environment Committee has a mandate that they operate within, and a partnership would be welcomed, however the request does not fit within the scope of the identified issues of Air Quality, Water sustainability and Carbon Neutrality.

The Chief Administrative Officer spoke with regard to Council's strategic priorities for the next three years and further to the letter of support that the City provided to the Agricultural Society and advised that there are legal implications for the City if Council adopts the food charter.

Sheila advised that Area D will eventually be approached regarding the food charter.

Mayor Taylor advised that the Boundary Economic Development Committee would be the group that would take some direction from the Agricultural Society and he will bring it forward at the Boundary Economic Development Committee table at the Monday June 10<sup>th</sup> meeting.

MOTION: KENDEL

**RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL RECEIVE THE PRESENTATION MADE BY THE GRAND FORKS AND BOUNDARY REGIONAL AGRICULTURAL SOCIETY.**

CARRIED.

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**PRESENTATIONS BY STAFF:**

None

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**REPORTS AND DISCUSSION:**

a) Volunteer Appreciation

Information provided on the Call for Nominations

Council discussed the report and determined that:

- Information on the Call for Nominations needs to be communicated to the public better and further that the criteria around who is eligible to make the recommendation and receive an award is clear.
- The cost is high to host the event
- There is potential for this to be a partnership event with the Chamber of Commerce

The Chief Administrative Officer advised that there is another option which is to host a breakfast for all volunteers.

MOTION: WIRISCHAGIN

**RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE INFORMATION WITH REGARD TO THE PROPOSED 2013 VOLUNTEER APPRECIATION EVENING AND REFERS THE CALL FOR**

NOMINATIONS TO THE JUNE 24<sup>TH</sup> REGULAR MEETING WITH DIRECTION TO STAFF TO ENGAGE THE BOUNDARY COUNTRY REGIONAL CHAMBER OF COMMERCE TO WORK IN PARTNERSHIP FOR THE EVENT.

CARRIED.

.....

b) Options to Grant in Aid Funding

Staff provided a report with several options for Council consideration regarding the Grant In Aid policy.

Corporate Officer, Diane Heinrich reviewed the report with Council.

Council discussed the report and determined that:

- The information provided is considerable and Council needs more time to consider the options presented. The Chief Administrative Officer advised that this discussion can be referred to the July 22<sup>nd</sup>, 2013 Committee of the Whole meeting for further discussion.
- The Regional Directors also need to be engaged in a Grant In Aid discussion and Council requested that Staff submit this document to the RDKB for the Regional table
- The Grant In Aid discussions came up at the AKBLG strategic planning session where working collaboratively on a regional level is important particularly in this regard

MOTION: O'DOHERTY

**RESOLVED THAT** THE COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL CONSIDER OPTIONS AS PRESENTED WITH REGARD TO GRANT IN AID AND REFER TO THE COTW MEETING ON JULY 22<sup>ND</sup>, 2013.

CARRIED.

The Mayor recessed the meeting at 10:11 am

The Mayor reconvened the meeting at 10:24am

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c) Chief Administrative Officer – Monthly Highlight Reports from Department Managers

The Chief Administrative Officer provided an overview of Staff Activities for the month.

Council requested that Staff provide information on the Dyking System and reporting requirements for the Provincial Government.

MOTION: O'DOHERTY

**RESOLVED THAT** THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE MONTHLY ACTIVITY REPORTS AS PRESENTED.

CARRIED.

**PROPOSED BYLAWS FOR DISCUSSION:**

- a) Manager of Environmental & Building Services – Traffic Regulations Bylaw No. 1956 – To introduce a new Traffic Regulations Bylaw No. 1956.

Council discussed the importance of the Bylaw including a section on heavy vehicle use on City roads. The Manager of Environmental & Building Services advised that included in the Bylaw is a weight restriction piece that speaks to this issue. Council recommended that staff revisit section 1.26 around large recreational vehicle parking in town.

MOTION: O'DOHERTY

**RESOLVED THAT** THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REPORT TO INTRODUCE THE NEW TRAFFIC REGULATIONS BYLAW AND TO FURTHER REQUEST THAT THE NEW TRAFFIC REGULATIONS BYLAW NO. 1956 BE REFERRED TO THE JUNE 24<sup>TH</sup>, 2013 REGULAR MEETING FOR CONSIDERATION OF THE FIRST THREE READINGS IN ADDITION TO RESCINDING BYLAW NO. 1004 AND BYLAW NO. 1810 AND THE AMENDMENTS THERETO.

CARRIED.

- .....
- b) Manager of Environmental & Building Services – Municipal Ticketing Bylaw no. 1957 – an introduction to Municipal Ticketing Bylaw no. 1957.

The Manager of Environmental & Building Services advised that in accordance with this Bylaw, fines will be added to property taxes. A Bylaw adjudication process is being considered for 2014. The Chief Administrative Officer advised that this Bylaw will constantly evolve.

MOTION: O'DOHERTY

**RESOLVED THAT** THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REPORT AND REFER THE ISSUE TO THE JUNE 24<sup>TH</sup>, 2013 REGULAR COUNCIL MEETING TO RESCIND BYLAW NO. 1378 AND ALL THE AMENDMENTS THERETO AND FURTHER THAT THE NEW MUNICIPAL TICKETING INFORMATION BYLAW NO. 1957 BE CONSIDERED FOR THE FIRST THREE READINGS.

CARRIED.

- .....
- c) Manager of Environmental & Building Services – Park and Access Bylaw No. 1959 – An introduction to the new Park and Access Bylaw No. 1959

MOTION: WIRISCHAGIN

**RESOLVED THAT** THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REPORT AND REFER THE ISSUE TO THE JUNE 24<sup>TH</sup>, 2013 REGULAR COUNCIL MEETING TO RESCIND BYLAW NO. 1355 AND ALL THE

AMENDMENTS THERETO, AND FURTHER TO REQUEST THAT THE NEW PARK ACCESS BYLAW NO. 1959 BE CONSIDERED FOR THE FIRST THREE READINGS.  
CARRIED.

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d) Manager of Environmental & Building Services – Unsightly Premises Bylaw No. 1962 – An introduction to a new Unsightly Premises Bylaw No. 1962

The Chief Administrative Officer advised that in 2014, the Zoning Bylaw will be reviewed to address containers and storage on properties.

MOTION: O'DOHERTY

**RESOLVED THAT** THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REPORT AND REFER THE ISSUE TO THE JUNE 24<sup>TH</sup>, 2013 REGULAR COUNCIL MEETING TO RESCIND BYLAW NO. 1680 AND ALL AMENDMENTS THERETO, AND FURTHER TO REQUEST THAT THE NEW UNSIGHTLY PREMISES BYLAW NO. 1962 BE CONSIDERED FOR THE FIRST THREE READINGS.

CARRIED.

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e) Manager of Environmental & Building Services – Noise Control Bylaw No. 1963 – An introduction to a new Noise Control Bylaw No. 1963

MOTION: SMITH

**RESOLVED THAT** THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REPORT AND REFER THE ISSUE TO THE JUNE 24<sup>TH</sup>, 2013 REGULAR COUNCIL MEETING TO RESCIND BYLAW NO. 1681 AND ALL AMENDMENTS THERETO, AND FURTHER TO REQUEST THAT THE NEW NOISE CONTROL BYLAW NO. 1963 BE CONSIDERED FOR THE FIRST THREE READINGS.

CARRIED.

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f) Manager of Environmental & Building Services – Building and Plumbing Bylaw No. 1964 – An introduction to a new Building and Plumbing Bylaw No. 1964

MOTION: SMITH

**RESOLVED THAT** THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REPORT AND REFER THE ISSUE TO THE JUNE 24<sup>TH</sup>, 2013 REGULAR COUNCIL MEETING TO RESCIND BYLAW NO. 1743 AND THE MINIMUM MAINTENANCE STANDARDS BYLAW NO. 999 AND ALL AMENDMENTS THERETO, AND FURTHER TO REQUEST THAT THE NEW BUILDING AND PLUMBING BYLAW NO. 1964 BE CONSIDERED FOR THE FIRST THREE READINGS.

CARRIED.

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g) Manager of Environmental & Building Services – Fire and Life Safety Bylaw No. 1965 – An introduction to a new Fire and Safety Bylaw No. 1965

MOTION: WIRISCHAGIN

**RESOLVED THAT** THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REPORT AND REFER THE ISSUE TO THE JUNE 24<sup>TH</sup>, 2013 REGULAR COUNCIL MEETING TO RESCIND BYLAW NO. 1320 AND ALL AMENDMENTS THERETO, AND FURTHER TO REQUEST THAT THE NEW FIRE AND LIFE SAFETY BYLAW NO. 1965 BE CONSIDERED FOR THE FIRST THREE READINGS.

CARRIED.

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**INFORMATION ITEMS:**

None

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**LATE ITEMS:**

Councillor Smith brought forward a recommendation from the Deer Committee regarding a wildlife management plan and a request for \$15,000 to fund this program.

Councillor Wyers pointed out that this program is an example of the Provincial Government down loading costs to municipalities. She spoke with regard to the municipalities not accepting this and that it is a discussion at the UBCM and AKBLG tables.

Councillor Smith advised that it is important to move forward with the education program. The Chief Administrative Officer advised that the City staff will be looking at granting opportunities to support this program.

MOTION: SMITH

**RESOLVED THAT** THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO BRING THE RECOMMENDATION FROM THE DEER COMMITTEE THAT COUNCIL PROVIDE \$15,000 IN FUNDS TO SUPPORT THE WILD LIFE AWARENESS EDUCATION PROGRAM TO THE JUNE 10<sup>TH</sup> REGULAR COUNCIL MEETING.

During discussions regarding the issue, Council determined to defer the issue so the Chair of the Deer Committee can provide further information.

MOTION: WYERS

**RESOLVED THAT** COUNCIL DEFER TO THE JUNE 24<sup>TH</sup> REGULAR MEETING, THE RECOMMENDATION FROM THE DEER COMMITTEE FOR COUNCIL TO APPROVE \$15,000 IN FUNDS TO SUPPORT THE WILD LIFE AWARENESS EDUCATION PROGRAM IN ORDER FOR MORE INFORMATION TO BE PROVIDED TO COUNCIL ON THE MATTER.

CARRIED.

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

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**QUESTION PERIOD FROM THE PUBLIC:**

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

**ADJOURNMENT:**

**MOTION: O'DOHERTY**

**RESOLVED THAT THIS COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 11:43PM.**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR BRIAN TAYLOR

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DEPUTY CORPORATE SECRETARY –  
SARAH WINTON



# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

**DATE** : June 25th, 2013  
**TOPIC** : Reports, Questions and Inquiries from the Members of Council  
**PROPOSAL** : Members of Council May Ask Questions, Seek Clarification and Report on Issues  
**PROPOSED BY** : Procedure Bylaw / Chief Administrative Officer

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### **SUMMARY:**

Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the members of Council to report to the Community on issues, bring community issues for discussion and initiate action through motions of Council, ask questions on matters pertaining to the City Operations and inquire on any issues and reports.

### **STAFF SUGGESTION FOR HANDLING QUESTIONS AND INQUIRIES: (no motion is required for this)**

**Option 2:** Issues which seek information on City Operations or have been brought to the attention of the Members of Council prior to the meeting of Council should be referred to the Chief Administrative Officer so that Staff can provide background and any additional information in support of the issues and the member can report at the meeting on the issue including the information provided by Staff. Further the member may make motions on issues that require actions. It is in the interest of fiscal responsibility members may wish to avoid committing funding without receiving a report on its impact on the operations and property taxation.

### **OPTIONS AND ALTERNATIVES:**

**Option 1: Submit a motion for Approval:** Under this option, a member might wish to submit an immediate motion for expediency to resolve an issue or problem brought forward by a constituent. This approach might catch other members by surprise, result in conflict and might not resolve the problem.

**Option 2: Issues, Questions and Inquiries** should be made with the intent to resolve problems, seek clarification and take actions on behalf of constituents. Everyone is well served when research has been carried out on the issue and all relevant information has been made available prior to the meeting. It is recognized that at times this may not be possible and the request may have to be referred to another meeting of Council.

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

**Option 1:** The main advantage of using this approach is to bring the matter before Council on behalf of constituents. Immediate action might result in inordinate amount of resource inadvertently directed without specific approval in the financial plan.

**Option 2:** The main advantage is that there is a genuine interest to resolve issues and seek clarifications without spending too much resources of the City. The disadvantage is that there may be issues brought forward which have no direct municipal jurisdiction, however, due to the motion of Council arising from the issue, resources are directed and priorities are altered without due process.

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

Both options could result in expenditures being incurred as a result of a motion on an issue without supporting documentation and report on its implications.

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

The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.



Department Head or Corporate Officer  
Or Chief Administrative Officer



Reviewed by Chief Administrative  
Officer

# THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

**DATE** : June 25th, 2013  
**TOPIC** : Report - from the Council's Representative to the Regional District of Kootenay Boundary  
**PROPOSAL** : Regional District of Kootenay Director representing Council Will report on actions and issues being dealt with by the Regional District of Kootenay Boundary  
**PROPOSED BY** : Procedure Bylaw / Council

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## **SUMMARY:**

Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the City's representative to the Regional District of Kootenay to report to Council and the Community on issues, and actions of the Regional District of Kootenay Boundary.

## **STAFF RECOMMENDATION:**

**Option 1:** Receive the Report.

## **OPTIONS AND ALTERNATIVES:**

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

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

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

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

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

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

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

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

The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.



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



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

# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

DATE : June 11, 2013

TOPIC : Volunteer Appreciation Night

PROPOSAL : Call for Nominations – Policy #204

PROPOSED BY : City Staff

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### SUMMARY:

In August, 2009, Council adopted a policy outlining procedures, for the giving of recognition to a volunteer or a group of volunteers for service above and beyond of those generally performed in the Community. A copy of the policy is attached for reference. The policy outlines that prior to giving any recognition of volunteers; the City must call for nominations publicly in a Regular Meeting of Council and through the City's newsletter. There are no time frames attached to the policy. Staff is proposing that the Volunteer Appreciation Night be held on Thursday, October 24<sup>th</sup>, 2013. In this regard, it is being proposed that the Call for Nominations be announced publicly at the June 24, 2012 Regular Meeting. Nomination forms will be available at the City Hall reception desk and on the City's website. Completed nominations must be submitted to City Hall either in person or electronically, by Friday, August 29th, 2013. The venue for this event will be at Gallery 2 in the Heritage Courthouse building.

### STAFF RECOMMENDATIONS:

**Option 1:** Council provides notice to the public calling for nominations from the public for exceptional volunteer service in the City of Grand Forks in accordance with Council Policy #204.

### OPTIONS AND ALTERNATIVES:

**Option 1: Council calls for nominations from the public for exceptional volunteer service in accordance with Council Policy #204.** This option will ensure that the public is notified that Council will receive nominations of individuals for volunteer recognition, in accordance with Council's policy.

**Option 2: Council declines to proceed with the proposed call for nominations.** In declining to proceed with the call for nominations for exceptional volunteer service, Council will effectively be contravening their own policy.

### BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

**Option 1:** Proceeding with the public call for nominations, signals to the public that Council will publicly recognize individuals or groups of individuals who have gone above and beyond in serving our community as a volunteer. A further benefit to this option is the fact that Council is seen as acting on Council policy. There is no disadvantage to this option.


**Option 2:** Declining to call for nominations for volunteer recognition will contravene City Policy. Council may choose an alternative date if it is determined that the proposed date is not convenient for the majority of the Members of Council.

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

There are costs to hosting a Volunteer Appreciation night, which are normally budgeted for on an annual basis. Costs for this evening in the past number of years have averaged around \$1,000.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council Policy outlines the procedure for the recognition of special volunteers.

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

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

## CITY OF GRAND FORKS

**POLICY TITLE:** Volunteer of the City

**POLICY NO:** 204

**EFFECTIVE DATE:** August 17, 2009    **SUPERSEDES:**

**APPROVAL:**

Council

**PAGE:**

1 of 1

### **POLICY:**

Council may give recognition to a volunteer or a group of volunteers for service above and beyond of those generally performed in the Community.

### **PROCEDURE:**

When Council is giving consideration to the recognition to an individual or group, it shall make its deliberations “in camera” and when a decision to give recognition has been made, it shall then be announced by the Mayor at the Annual Community Volunteer Recognition Evening.

Further, when giving consideration to recognizing a special volunteer, Council may consider the following criteria:

- the individual or group should be honoured for its volunteer work in the City of Grand Forks or for volunteer work that has had an impact on the City of Grand Forks
- the individual or group should not have been paid or received any form of financial remuneration for the work or activity for which the volunteer is being considered
- The individual or group should have made a significant commitment to the community to be considered for the recognition.
- There is substantial support from the Community through letters of recommendations outlining the volunteerism history and the impact on the community.
- A special volunteer recognition may be given after the passing of the individual.
- Prior to giving any recognition of volunteer of the year, the City must call for nominations publicly in a Regular Council meeting and through the City's Newsletter.

**CITY OF GRAND FORKS**

**EXCEPTIONAL VOLUNTEER SERVICE**

**NOMINATION FORM**

PERSON /OR GROUP BEING NOMINATED

(Please print clearly with **correct spelling**)

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SHORT BIOGRAPHY OF THEIR VOLUNTEER SERVICES (which will be read that evening):

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ARE THEY, HE, SHE ABLE TO ATTEND THE VOLUNTEER EVENING? \_\_\_\_\_

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YOUR NAME OR GROUP: \_\_\_\_\_

PLEASE PROVIDE A PHONE NUMBER OR EMAIL ADDRESS THAT WE MAY CONTACT IN EVENT  
THAT YOUR NOMINATION IS ACCEPTED AS ONE OF THE AWARDS FOR THIS YEAR: \_\_\_\_\_

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**All Nominations need to be submitted to City Hall by August 29<sup>th</sup>, 2013**

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

**DATE** : June 6, 2013

**TOPIC** : Royal Canadian Legion to add New Outdoor Patio

**PROPOSAL** : Required Support Resolution for an Application to add New Outdoor Patio

**PROPOSED BY** : Royal Canadian Legion Branch #59

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### **SUMMARY:**

Attached is a copy of an application filed by the Royal Canadian Legion Branch #59 requesting a change to their Liquor License by adding a 3,200 square foot fenced in, outdoor area, to accommodate the existing capacity of the Legion's patrons. Currently, the Royal Canadian Legion has an indoor seating capacity of 185 seats for their patrons. The fenced outdoor area is planned to be located at the north and west side of the property, adjacent to the Legion building.

The Liquor Control and Licensing Branch require that the City will solicit the neighbouring property owners around the Royal Canadian Legion, similar to the process of a Development Variance Permit. The City has submitted written correspondence (as per the attached sample) to the neighbouring property owners advising them of the Royal Canadian Legion's application and inviting them to attend the Regular Meeting of Council on June 24, 2013, should they have any concerns or wish to comment on the application prior to Council's decision.

Prior to considering the application for a change to the permit, the Liquor Control and Licensing Branch require a Council resolution commenting on the application, but more specifically requiring that the resolution outline the following points:

- Council's comments on the potential for noise if the application is approved;
- Council's comments on the impact on the community if the application is approved;
- The views of residents and the methods used to gather the views of the residents, if the licence amendment may affect nearby residents and business owners;
- Recommendation with respect to whether the amendment should be approved.

## **STAFF RECOMMENDATIONS:**

**Option 1: Council supports the Royal Canadian Legion application to the Liquor Control and Licensing Branch for a permanent change to their Liquor Licence for the premises located at 7353-6th Street, as outlined in the application, and further adopts the following resolution to be sent to the Liquor Control and Licensing Branch in order for the application to be finalized.**

**“WHEREAS** the Royal Canadian Legion holds a valid Liquor Licence for the organization, located at 7353-6<sup>th</sup> Street, permitting the sale of liquor”;

**“AND WHEREAS** the Royal Canadian Legion has applied to the Liquor Control and Licensing Branch to permanently amend their permit to include a 3,200 square foot fenced outdoor area for the seating capacity of no more than 185 seats;”

**“AND WHEREAS** the City of Grand Forks has notified the surrounding property owners by written correspondence, of the Royal Canadian Legion’s application to change their permanent Liquor License to include a 3,200 square foot fenced outdoor patio area to accommodate a total of 185 seats for their patrons and that said property owners were invited to be heard by Council and to address any concerns or comments at the Regular Meeting of Council on June 24, 2013”;

**BE IT RESOLVED THAT** Council advises the Liquor Control and Licensing Branch that (after hearing from any members of the public) determines that any negative impact and potential for noise to the surrounding businesses would be considered standard for this area of the City and that the application made by the Royal Canadian Legion be approved as applied for.

## **OPTIONS AND ALTERNATIVES:**

**Option 1: Council approves the recommended resolution supporting the Royal Canadian Legion’s application for a permanent change to their liquor licence.** This option will allow Staff to forward a more detailed resolution in accordance with the request of the Liquor Control and Licensing Branch.

**Option 2: Council declines to amend the supporting resolution as presented.** This option will direct Staff to advise the Liquor Control and Licensing Branch accordingly.



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

**Option 1: Council approves the request as presented:** The advantage to this option is that Council will be supporting a local business. The City has performed due diligence by notifying the surrounding property owners and inviting them to be heard at a Regular Meeting of Council.


**Option 2: Should Council choose option 2, Staff will advise the Liquor Control and Licensing Branch accordingly.** The disadvantage to this option is that Council may be seen as non-supportive of the applicants.

### **COSTS AND BUDGET IMPACT - REVENUE GENERATION:**

There is no direct financial impact to the taxpayers in adopting the requested resolution on the application for a change in this Liquor service permit.

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

Legislation allows Council to comment on any permanent change to a Liquor Licence. Council has, in the past, supported changes of a similar nature, to the other Liquor License holders within the City.



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



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



BRITISH  
COLUMBIA

# Liquor Primary and Liquor Primary Club

Structural Change Application

Liquor Control and Licensing Form LCLB 012a

## INSTRUCTIONS:

Complete all applicable fields then submit with payment as outlined in Part 8 of this application form. You may complete this form online, then print.

- If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111
- LCLB forms and supporting materials referred to in this document can be found at: [www.pssg.gov.bc.ca/lclb](http://www.pssg.gov.bc.ca/lclb)

## Licensee Information

Licence # affected: 022532.

Licensee name [as shown on licence]: R.C.L. #59.

Establishment name [as shown on licence]: Royal Canadian Legion Branch No 5.

Establishment Location address: 7353 6th Street Grand Forks BC V0H-1H0  
(as shown on licence) Street City Province Postal Code

Business Tel with area code: 250-442-8400 Business Fax with area code: 250-442-8459.

Business e-mail:

Business Mailing address: PO Box 943 Grand Forks BC V0H-1H0.  
(if different from above) Street City Province Postal Code

Contact Name: Pearman, Cindy Contact number: 442-0370.  
last / first / middle

## Type of Change Requested

Please check ☒ appropriate box(es) below:

Sub- Job Number  
Office Use ONLY

1.	<input checked="" type="checkbox"/> New Outdoor Patio: see Part 1	Outdoor Patio (C3-LIC) _____
2.	<div style="border: 1px solid black; padding: 2px;">This section is for golf courses only.</div> <input type="checkbox"/> A Kiosk <input type="checkbox"/> Take-out Window <input type="checkbox"/> Beverage Cart Service (one cart permitted per 9 holes) <input type="checkbox"/> Playing Area of the golf course to allow liquor service from the interior LP liquor service bar.	Structural - no capacity change (Golf Kiosk/take-out) (C4-LIC) _____  Structural - no capacity change (Golf Cart) (C6-LIC) _____
3.	<input type="checkbox"/> Structural Alterations/Renovations or Addition of New Licensed Area or Removal of an Existing Licensed Area: see Part 3	Structural - capacity change (C3-LIC) _____  Structural - no capacity change (C4-LIC) _____

## PART 1: Addition of New Outdoor Patio

Fee: \$440

C3 - LIC

The addition of a licensed outdoor patio must be approved by the Liquor Control and Licensing Branch. Floor plans must have sufficient detail to be acceptable to the branch. Please be advised that the applicant is responsible for complying with any local bylaws related to the licensed establishment patios. **The application requires a local government/First Nation resolution.**

### Provide the following:

- ☐ One 11" x 17" and one 8.5" x 11" floor plan detailing furniture layout of the entire establishment and the proposed patio area(s). The occupant load of the establishment and proposed patio area(s) must be marked/stamped ON the plans by fire or building authorities. An alternate qualified architect or design professional may be used in locations where fire and building authorities do not have jurisdiction to provide an occupant load. Written confirmation must be provided by local government/First Nations.
- ☐ Occupant load of patio(s) from above plans, if provided separately and not included in calculation of main interior occupant load.  
Patio #1: \_\_\_\_\_ Patio #2: \_\_\_\_\_
- ☐ Provide evidence of valid interest in the patio property if the patio is on different property than the licensed establishment, such as a patio located on a public sidewalk adjacent to the licensed interior. Evidence of valid interest may be in the form of a lease, letter of authorization or other agreement document.

1. Describe the patio perimeter that is designed to control patron entry/exit. (i.e., railing, fencing, planters, hedging, etc.)

5 foot +, CONTINUOUS FENCING

2. Will your servers have to carry liquor through unlicensed areas to get to the patio? ☐ Yes ☒ No If Yes, please explain:

3. Is the patio located immediately adjacent or contiguous to the interior licensed area? ☒ Yes ☐ No If No, please explain:

4. Describe how your staff will manage and control the patio from the interior licensed area

1 - SERVER FOR PATIO

1 - SERVER FOR INTERIOR ∴ CONSTANT SUPERVISION

☐ Attach a photo if the patio is already built.

**IMPORTANT:** You must request a local government/First Nation resolution commenting on the application. Local government must complete **Part 5** of this form. For further information on local government resolutions, read Part 4.

...Also complete Parts 7 and 8



## PART 4: Local Government/First Nation Resolutions: Information for the Applicant

A resolution from your local government or First Nation commenting on the application is required for the following change types:

- Part 1: Addition of a new patio
- Part 3: Any alteration/addition, when the change increases the physical size of the establishment and the occupant load calculation.

### Licensee responsibilities:

- Fill out applicable sections of this form.
- **Request your local government/First Nation to sign and date Part 5 of the original form.**
- Provide a photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office.
- Send the original form and application fees to the branch.
- The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution stating this decision and this resolution must be submitted directly to the Liquor Control and Licensing Branch.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb/> under "Publications, Legislation & Resources".

## PART 5: Local Government/First Nation Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office in relation to Parts 1 and 3. Applies to Liquor Primary and Liquor Primary Club licences.

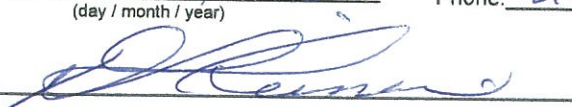
Local government/First Nation (name): CITY OF GRAND FORKS

Name of Official: DIANE HEINRICH  
(last / first / middle)

Title/Position: CORPORATE OFFICER

Date of receipt of application: 04/JUNE/2013  
(day / month / year)

Phone: 250-442-8266

Signature of Official: 

This application serves as notice from the Liquor Control and Licensing Branch that an application for a permanent change to a liquor licence is being made within your community. The Liquor Control and Licensing Branch (LCLB) requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt. If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution indicating this decision must be provided to the branch.

All of the items outlined below in points (a) through (d) must be addressed in the resolution in order for the resolution to comply with section 53 of the Liquor Control and Licensing Regulation. Any report presented by an advisory body or sub-committee to the council or board may be referenced in and attached to the resolution.

- (a) The potential for noise if the application is approved (provide comments).
- (b) The impact on the community if the application is approved (provide comments).
- (c) If the amendment may affect nearby residents, the local government or first nation must gather the views of residents in accordance with 11.3(2)(c) of the Act.

- If the local government or first nation gathered the views of residents, they must provide:

- (i) the views of the residents
- (ii) the method used to gather the views of the residents, and
- (iii) its comments and recommendations respecting the views of the residents.

(Residents includes residents and business owners)

- If the views of residents were not gathered, provide reasons.

- (d) Its recommendation with respect to whether the amendment should be approved.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb/> under "Publications, Legislation & Resources".

## PART 6: Floor Plan Guidelines

A floor plan is a view of each floor as seen if you were to remove the roof or ceiling and all construction above. Floor plans must show acceptable levels of detail to the Liquor Control and Licensing Branch for your application to be processed.

Floor plans should meet the following requirements:

- Must be clear, legible and of sufficient size and detail
- OCCUPANT LOAD(S) MUST BE CLEARLY MARKED/STAMPED ON THE PLANS by provincial (or designate) fire or building authorities. An alternate qualified professional may be used in locations where fire and building authorities are not available to provide an occupant load, if accompanied by local government/First Nation written consent.
- Dimensions of rooms, partial height walls, planters, location of doors and windows, stairs showing direction of travel, etc.
- Clearly mark the washrooms, kitchen, bars, patio(s), furniture layout of tables, chairs and barstools, entrances and exits, as applicable.



## PART 7: Declaration of Signing Authority Including Valid Interest

My signature, as Applicant, indicates that, with respect to the establishment:

- I am the owner of the business to be carried on at the establishment or the portion of the establishment to be licensed.
- I am the owner or lessee of the establishment or portion of the establishment to be licensed. If I have an option/offer to lease the establishment, or portion of the establishment to be licensed, prior to a licence being issued, I will obtain a completed lease that will not expire for a minimum of 12 months after the date the licence is issued.
- I understand that the general manager has the right to request the following documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request:
  - If the applicant owns the property, a Certificate of Title in the applicant's name.
  - If the applicant is renting or leasing, a fully executed lease or assignment/offer of lease which does not expire for at least 12 months from the date the licence is issued. An offer for rent/lease must show rent paid, have a term and an expiry date and be signed by both the applicant and the property owner.
  - If the applicant is buying the land and the building(s), a copy of the offer or option to purchase the property and building(s). An offer must show price paid, have a term and expiry date, and be signed by both the applicant and the property owner.
- I understand that loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand that I must advise the branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand that the name(s) on documentation demonstrating valid interest must be identical to the applicant names(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand that a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.

**I solemnly declare that the statements in this declaration are true.**

(Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below):

**Note:** An agent, lawyer, resident manager or third party operator **may not** sign the declaration on behalf of the applicant.

Name of Official: Joe S. Tatangelo Position: President Date: MAY 16 2013  
(last / first / middle) (Day/Month/Year)

Signature: [Signature]

Name of Official: RALPH WHITE Position: TREASURER Date: MAY 16 2013  
(last / first / middle) (Day/Month/Year)

Signature: [Signature]

Name of Official: GINDY PEARMAN Position: SECRETARY Date: MAY 16 2013  
(last / first / middle) (Day/Month/Year)

Signature: [Signature]

Name of Official: H. B. GRESLEY-JONES Position: VICE-PRESIDENT Date: 17 MAY 2013  
(last / first / middle) (Day/Month/Year)

Signature: [Signature]

Section 15(2) of the Liquor Control and Licensing Act states: "A person applying for the issue, renewal, transfer, or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application commits an offence".

**False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.**

## PART 8: Application Fees - Payment Options

Fees may be paid by cheque, money order, debit or credit card and are non-refundable. Debit transactions can only be made in person at the Victoria Head Office. Submit the payment with the application form. Do not mail cash.

Fee: (non-refundable):

TOTAL FEE Submitted: \$

Payment is by (check (X) one):

- ☐ cheque, payable to Minister of Finance (if cheque is returned, non-sufficient funds, a \$20 fee will be charged)  
☐ money order, payable to Minister of Finance  
☐ VISA      ☐ MasterCard      ☐ AMEX

If paying by credit card, please provide credit card details below...

Credit card Number:

Expiry Date:

Name of cardholder (as it appears on card):

Signature of cardholder:

Or you may send in the application without credit card information, but you must telephone LCLB Head Office directly to provide the credit card number details. If so, please confirm by checking the box below:

- ☐ I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 to provide credit card information and understand that no action can proceed with my application until the application fee is paid in full.

### Contact Information

Ministry of Public Safety and Solicitor General  
Liquor Control and Licensing Branch

Location: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

For Mail Only: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

Phone: 250 952-5787 Web: [www.pssg.gov.bc.ca/lclb](http://www.pssg.gov.bc.ca/lclb) E-mail: [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca)

**Note: To ensure legibility, this application and supporting material cannot be faxed to the branch.**

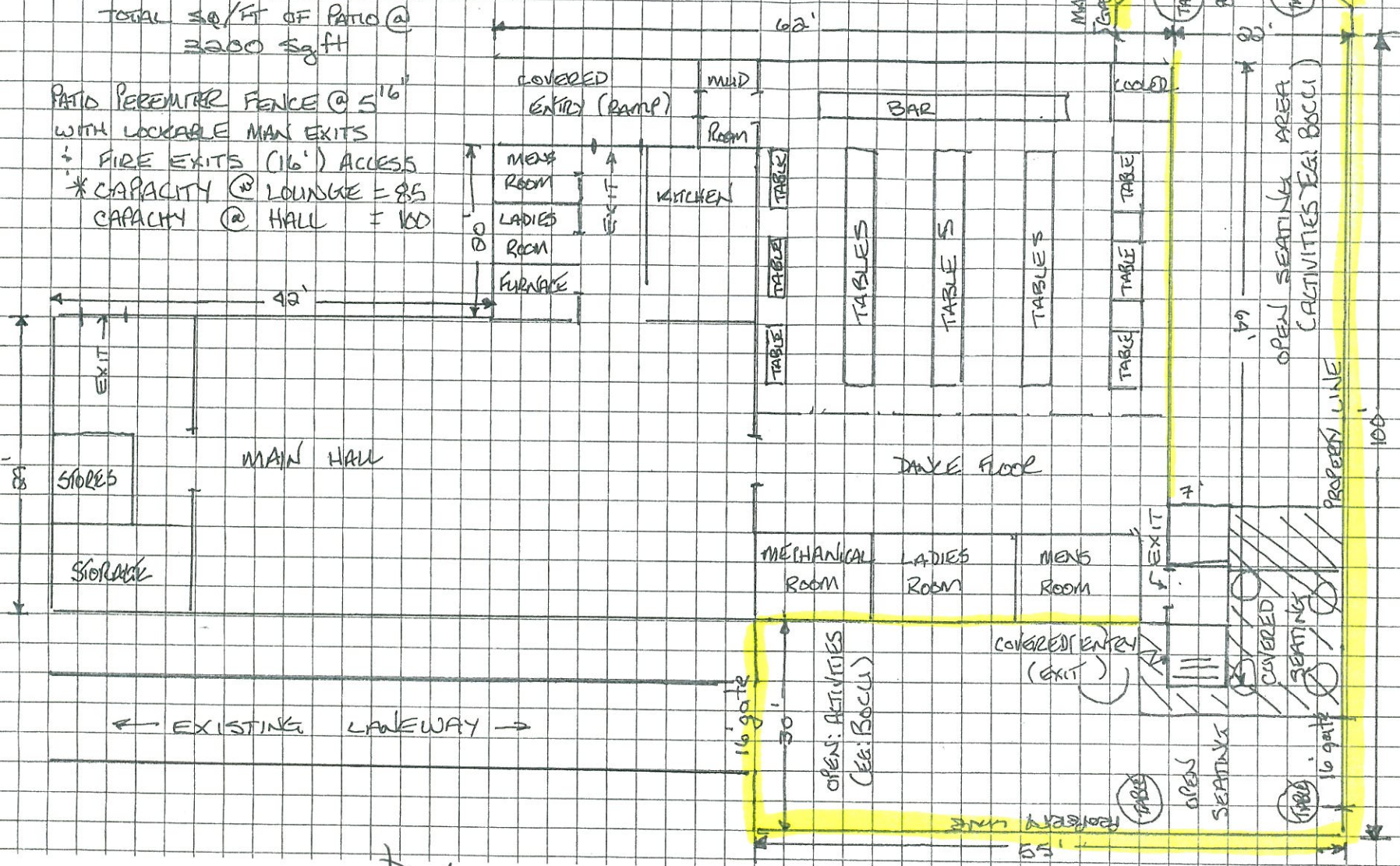
Freedom of Information and Privacy Act - The information requested on this form is collected for the purpose of obtaining or making changes to a liquor licence application. All personal information is collected under the authority of Section 15 of the Liquor Control and Licensing Act (RSBC 1996, c.267). Questions should be directed to: Liquor Control and Licensing Branch, Freedom of Information Officer, PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8. Ph: In Victoria, 250 952-5787 Outside Victoria, 1 866 209-2111. Fax: 250 952-7066

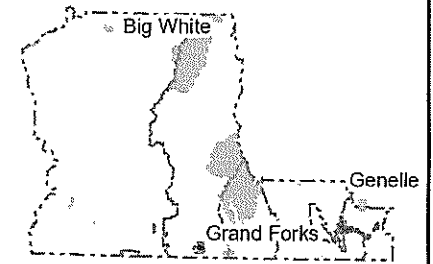


# EXISTING MAIN FLOOR PLAN (PROPOSED PATIO)

TOTAL SQ/FT OF PATIO @  
3200 SQ FT

PATIO PERIMETER FENCE @ 5' 16"  
WITH LOCKABLE MAIN EXITS  
FIRE EXITS (16') ACCESS  
\* CAPACITY @ LOUNGE = 85  
CAPACITY @ HALL = 100





**Legend**

- Admin
- Parcels
- Provincial Park
- Lakes
- Rivers
- Streets
- Orthophoto 2005
- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3

Scale: 1: 1,623

1 cm represents 16.23 m



0 50 100 m

Datum: NAD 1983 Projection: UTM Zone 11N

Printed on 06-Jun-2013

**Notes:**

This map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified.





KMA12348

42

PLAN

1  
2 3 12 52

1

8

9

20

PL A  
669

17

25

18

73RD

KAS1359  
PLAN

KAP56470  
1

AVENUE

KAS1663

13

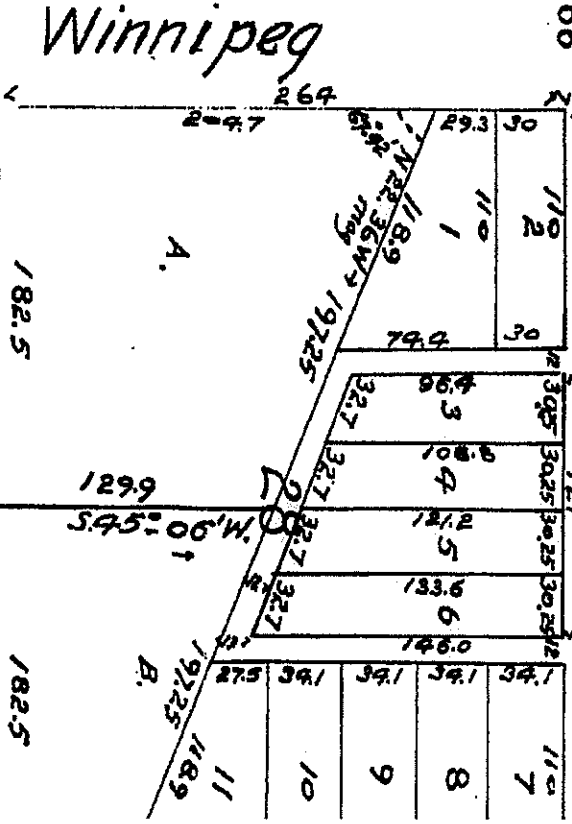
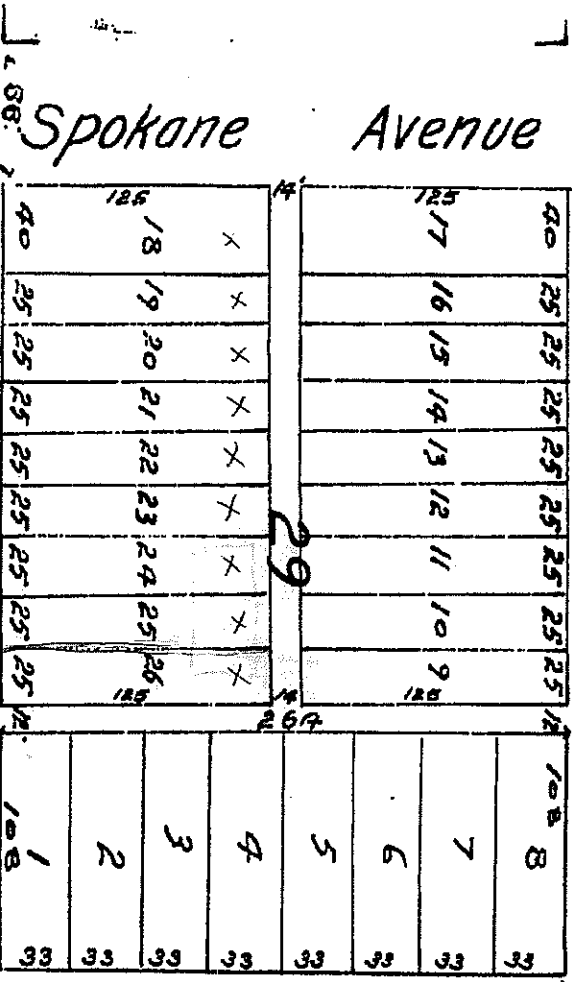
1

2

3

4

2



LOT'S 1 & 2 BLK 29  
 REGISTERED UNDER  
 PLAN 72  
 CORRECTED BY *Shawish*  
 DATE 10/13/19  
 DEPUTY REGISTRAR  
 Plan showing Subdivision of

5th

N. 44° 54' W. M.

# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

**DATE** : June 12, 2013

**TOPIC** : Uncollectible Taxes

**PROPOSAL** : Request for approval to write off uncollectible taxes for folio 210-71382.061, Mobile Home Registration# 34383, #6, 6491 Highway 3 East, Mayflower Mobile Home Park (Folio 210-01382.000)

**PROPOSED BY** : Chief Financial Officer

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### **SUMMARY:**

In 2011 it was brought to the City's attention by the manager of Mayflower Mobile Home Park, that the above mobile home no longer existed in the Mayflower Mobile Home Park. Several efforts were made to contact the owner, through various means, with no success. In June 2011 BC Assessment was contacted to advise them that this mobile home no longer existed and to request that they confirm this on their next visit to Grand Forks. On the revised 2012 Assessment Roll, this property had been removed from the roll. Therefore, no taxes have been assessed on this property since 2011. The amount of the uncollectible taxes is \$595.40 with a daily interest calculation of 0.10 per day.

### **STAFF RECOMMENDATIONS:**

**Option 1:** Council pass a resolution to request that The Minister of Community, Sport and Cultural Development be requested to issue an order pursuant to Section 315.3 of the Local Government Act, to provide authority to the Council of The City of Grand Forks for the write-off of property taxes receivable for the property folio 210-71382.061 which is deemed uncollectible.

### **OPTIONS AND ALTERNATIVES:**

**Option 1: Council resolves to approve the request as proposed by the Chief Financial Officer:** A resolution approving the request by The Minister of Community, Sport and Cultural Development to provide authority to the Council of The City of Grand Forks would allow for the write-off of property taxes deemed uncollectable on a mobile home that no longer exists.

**Option 2: Council receives this Report for Information.** This option would see the status quo remain and the deemed uncollectable delinquent taxes remain on the taxes receivable.

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

**Option 1:** The benefit of this option is it would provide Council with the authority to write-off the delinquent taxes on a mobile home that no longer exists and is no longer on the BC Assessment Roll.

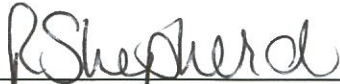
**Option 2:** The disadvantage to this option would be that the taxes would remain on the taxes receivable indefinitely.


### **COSTS AND BUDGET IMPACTS:**

The cost could be the \$595.40 + interest that would not be collected.

## LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Under Section 315.3 The Minister may confer on a local government further powers to manage and dispose of assets, including taxation revenue, that the Minister considers necessary or advisable.

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

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



## THE CORPORATION OF THE CITY OF GRAND FORKS

### COUNCIL INFORMATION SUMMARY FOR June 24th, 2013

Date: June 17th, 2013  
 Agenda: June 24th, 2013  
 Proposal: To Receive the Items Summarized for Information  
 Proposal By: Staff

**Staff Recommendation:**

That Information Items numbered 11(a) to 11(n) be received and acted upon as recommended.

	ITEM	SUBJECT MATTER	RECOMMENDATION
<b>CORRESPONDENCE TO/FROM MAYOR AND COUNCIL</b>			
11(a)	Park In the Park	Invitation for Mayor Taylor and City regarding judging the cars in the "Show'n Shine" event and purchasing the trophy for \$100 on Sunday August 18 <sup>th</sup> , 2013.	That Council resolve to appoint a representative from Council to attend and judge cars at the Show'n Shine event and further that the City provide \$100 towards purchasing the trophy for the event.
11(b)	Canada Day parade Committee	Request for Council to Participate in the Canada day parade on July 1 <sup>st</sup> at 9:30 am at the Grand Forks recreation Centre	Receive for discussion
<b>CORRESPONDENCE TO/FROM STAFF</b>			
11(c)	Canada Day Concert	Request to obtain a Special Occasion Liquor License in order to operate the Beer Garden at Grand Forks City park for June 29 <sup>th</sup> , 2013 from 6pm-11pm to be operated by the Border Bruins.	That Council resolve to approve the issuing of a Special Occasion Liquor License to the Border Bruins for a beer garden on June 29 <sup>th</sup> , 2013 from 6pm to 11pm for Canada day at City Park, subject to the Border Bruins obtaining 3 <sup>rd</sup> Party Liability insurance, naming the City of Grand Forks as an additional insured on that policy for the event, all liquor providers to hold a Serving It Right certificate and ICBC Drinking and Driving warning posters be displayed.
11(d)	Manager of Development and Engineering	Memorandum regarding the Slag Pile Status	Receive for information
11(e)	Manager of Development and Engineering	Memorandum regarding 2013 Dike Inspection Report	Receive for information
11(f)	Manager of Development and Engineering	Report regarding the Wildlife Aware Program	Receive for discussion
11(g)	Chief Financial Officer – Statement of Financial Information (SOFI)	Request for approval of the statements and schedules included in the Statement	Council to receive the Chief Financial Officer's Report. Council further approves the statements and







## THE CORPORATION OF THE CITY OF GRAND FORKS


### COUNCIL INFORMATION SUMMARY FOR June 24th, 2013

		of Financial Information (SOFI) produced under the Financial Information Act	schedules included in the Statement of Financial Information for the City of Grand Forks as at December 31 <sup>st</sup> , 2012, as attached.
11(h)	Manager of Operations	Non- Budgeted Expenditure of Airport Beacon Site back-Up Batteries at a cost of \$9,674.	Council resolves to amend the 2013 budget to include \$9,674.00 in order to purchase the Airport Beacon Site back-up batteries.
11(i)	Manager of Operations	Non – Budgeted Expenditure for the purchase of a Sewage Pump at the Boundary Lift Station at the cost of \$8,200 plus freight	Council resolves to amend the 2013 budget to include \$8,200 plus freight in order to purchase a Sewage Pump at the Boundary Lift Station.
11(j)	Manager of Operations	Non- Budgeted Expenditure for the purchase of a water pump at well #3 in the amount of \$14,955.	Council resolves to amend the 2013 budget to include \$14,955 in order to purchase a new water pump for well#3
<b>GENERAL INFORMATION</b>			
11(k)	District of Logan Lake	Request to share information regarding urban deer management and the City's initiatives in this regard; specifically around conducting a deer count.	To refer correspondence to the Deer Committee for feed back to staff for response to the District of Logan Lake regarding the deer count.
11(l)	Grand Forks and District Fall Fair	Invitation to Mayor Taylor and Council to attend the opening ceremonies on Saturday August 24 <sup>th</sup> , 2013 at 12pm on the Main Stage at Dick Bartlett Park.	Council to advise staff if intending to participate in the Grand Forks and District Fall Fair opening ceremonies.
11(m)	Boundary Country Regional Chamber of Commerce	Report of Activities from January to June 2013.	Receive for Information
<b>FEDERAL AND PROVINCIAL GOVERNMENT</b>			
11(n)	UBCM	Call for Nominations for UBCM Executive	Receive for Information
<b>INFORMATION FROM UBCM/FCM/AKBLG</b>			
<b>MINUTES FROM OTHER ORGANIZATIONS</b>			

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From:  Lawrence Morgan <beaumont69454@hotmail.com> 12/06/2013 ... 

Subject: Park in the Park 2013

To:  Sarah Winton

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Hi Sarah

Lawrence and I are wondering whether the mayor would like to be a judge of the cars in the park on Sunday August 18 2013. He would be choosing the car he likes best with the cost of the trophy being paid for by either himself or the City of Grand Forks for approximately \$100.00. This would be a trophy with sponsored by City of Grand Forks with the words "Mayor's Choice" on it. We are looking for sponsors from different business in town sponsoring each individual trophy. At the present time we have 6 business willing to donate for the price of the trophy. We are currently waiting for a price from Listowel for the cost of the trophies.

Looking forward to your response.

Lawrence and Melodie Morgan



## YOU ARE INVITED TO JOIN IN

Who any business, group or organization  
 What Canada Day Parade  
 Theme **Youth In The Community**  
 When July 1, 2013  
 Where **start location NEW NEW NEW  
 Grand Forks Recreation (pool/hockey  
 arena) Parking Lot  
 9:30 AM Sharp**

Bud Alcock Logistics, Beverly coordinator, Chris-Anne coordinator  
 gfparades@gmail.com

250-442-3307 fax or drop off completed forms to

Yaletown Acupuncture 235-72 Ave

Your Dollar Store With More 222-72 Ave

### **Entry form for parade**

- **No fee** is required for entering the parade, however an entry form must be filled out to participate deadline to enter is June 22, 2013
- **PRIZE RIBBONS AWARDED FOR 1<sup>ST</sup> 2<sup>ND</sup> AND 3<sup>RD</sup>**
  - o remember the theme
  - o **Be creative**
  - o Have fun

Please check all that applies:

☐ Walking group or individual

☐ Float

☐ Mounted and/or Horse Drawn; (must have Pooper scooper)

☐ With music ☐ recorded ☐ live

Name of firm/Organization/Individual:

Mailing address:

Contact person:

Email:

Phone:

Date:                      Signature



**Canada Day Concert ( Event Coordinator, Susan Harris)**

**June 12, 2013**

**Attention: Sarah Winton**

**Dear Grand Forks City Councilors;**

**It is our intention to operate a Beer Garden at the City Park during the concert that is part of the Canada Day celebrations in Grand Forks. This activity has a goal of attracting more attendees to the performance and to fundraise for the cost and benefit of the Border Bruins, who have planned to run a concession and Beer Garden. The concert is heavily sponsored by Community Futures Boundary.**

**We respectfully request permission to obtain a Special Occasion Liquor License in order to operate the Beer Garden at Grand Forks City Park for June 29, 2013 from the hours of 6pm until 11pm. Your approval is necessary for this event.**

**We will provide certificate of insurance for the event if it is necessary. There will be appropriate fencing and security as required for the license as well.**

**Please direct correspondence for this event c/o Susan Harris at CIBC – 7310 2<sup>nd</sup> Street, Grand Forks (mailing address PO Box 670, Grand Forks, BC V0H 1H0).**

**Thank you,**

**(Susan Harris 250-442-2181 xt 222 or cell 250-584-4626)**

- d) From FCM regarding Lift Station Heat Exchange System - Advising of remittance of final payment in regard to the Green Municipal Fund Study Grant Agreement. **Recommend to receive for information.**
- e) Canada Day Parade Information - Invitations to various businesses to participate. **Recommend to receive for information – Deadline to enter was June 20th.**
- f) Canada Day Committee Request - For Council participation in opening ceremonies at 11:00 and cutting of the cake at 12:30. **Council to advise who will be attending. The Mayor is emceeing the event. Councillors O'Doherty and Smith will cut the cake.**
- g) Correspondence from Derrald Thompson regarding Riverside Park (his old swimming hole) - Regarding his offer to cover the costs of supplying & placing two benches and memorabilia. **Recommend to refer to Staff to write a report and bring to Council for consideration.**
- h) Statement of Financial Information (SOFI) – Request for Council approval of the Statements and Schedules included in the Statement of Financial Information produced under the Financial Information Act. **Recommend that Council receive and further approves of the Statement and Schedules included in the SOFI report.**

**MOTION:** SMITH / O'DOHERTY

**RESOLVED THAT COUNCIL RECEIVE THE CHIEF FINANCIAL OFFICER'S REPORT AND FURTHER APPROVES THE STATEMENTS AND SCHEDULES INCLUDED IN THE STATEMENT OF FINANCIAL INFORMATION (SOFI) FOR THE CITY OF GRAND FORKS AS AT DECEMBER 31ST, 2011, AS ATTACHED. CARRIED.**

.....

- i) Correspondence from Phoenix Mountain Alpine Ski Society - Requesting permission to operate a Beer Garden at James Donaldson Park for July 1<sup>st</sup> Canada Day Event. Recommend that Council grant permission to the organization to operate a Beer Garden in conjunction with Canada Day.

**MOTION:** WIRISCHAGIN / KENDEL

**RESOLVED THAT COUNCIL APPROVES THE ISSUING OF A SPECIAL OCCASION LIQUOR LICENSE TO THE PHOENIX MOUNTAIN ALPINE SKI SOCIETY FOR A BEER GARDEN ON JULY 1<sup>ST</sup>, 2012 FROM 6:00 PM TO 11PM FOR CANADA DAY AT JAMES DONALDSON PARK, SUBJECT TO THE PHOENIX MOUNTAIN ALPINE SKI SOCIETY OBTAINING 3<sup>RD</sup> PARTY (PARTY ALCOHOL) LIABILITY INSURANCE, NAMING THE CITY OF GRAND FORKS AS AN ADDITIONAL INSURED ON THAT POLICY FOR THE EVENT; ALL LIQUOR PROVIDERS TO HOLD A SERVE-IT-RIGHT LICENSE CERTIFICATE; AND ICBC "DRINKING AND DRIVING" WARNING POSTERS TO BE DISPLAYED. CARRIED.**

.....



Settle down.

THE CORPORATION OF THE CITY OF GRAND FORKS

**MEMORANDUM**

**TO:** Mayor and Council

**FROM:** Sasha J. Bird, Manager of Development and Engineering

**DATE:** June 13, 2013

**cc:** Diane Heinrich, Corporate Officer

**SUBJECT:** Slag Pile Status

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A series of survey monitoring gauges were installed at the surface of the ladle slag stockpile within the area of observed cracks. Originally, the survey monitoring occurred on a weekly basis. Then in mid April, the survey monitoring was scaled back to bi-weekly. To date, there have been no indications that the stockpile is moving. The survey monitoring is a critical method to continue to observe the ladle slag stockpile for potential movement. Survey will continue once per month during the flow of Overton Creek, transitioning to every two to three months thereafter for the next year or two.

A handwritten signature in black ink, appearing to read "SJB", is positioned above the printed name and title of the signatory.

Sasha J. Bird, ASCT  
Manager of Development and Engineering

STA	NORTH	EAST	ELEV	4-Mar-13 Z	13-Mar-13 Z	21-Mar-13 Z	28-Mar-13 Z	5-Apr-13 Z	19-Apr-13 Z	3-May-13 Z	17-May-13 Z	31-May-13 Z
P1	5433263.33	395005.84	544.476	0.000	0.000	0.001	0.000	-0.001	0.000	-0.002	-0.002	-0.002
P2	5433253.40	394976.03	543.882	-0.001	-0.001	0.001	-0.002	-0.003	-0.001	-0.002	-0.002	-0.002
P3	5433244.21	394956.86	543.401	-0.001	-0.001	0.002	-0.001	-0.002	0.000	-0.002	-0.001	-0.001
P4	5433282.01	394941.58	543.965	-0.001	-0.001	0.002	-0.002	-0.003	-0.003	-0.002	-0.004	-0.003
P5	5433214.97	394999.16	543.555	-0.001	-0.001	0.001	-0.001	-0.002	-0.001	-0.003	-0.001	-0.002
P6	5433215.83	395022.63	544.382	0.000	0.000	0.001	0.001	-0.002	0.001	-0.002	0.000	0.000
P7	5433188.70	395032.84	544.020	0.000	0.000	0.000	0.000	-0.001	0.001	-0.002	-0.001	-0.001
P8	5433186.15	395064.25	545.071	0.001	0.001	-0.001	0.000	0.000	0.001	-0.001	0.001	0.000
P9	5433219.24	395046.03	545.205	0.000	0.000	0.000	0.000	-0.001	0.001	-0.001	0.000	-0.001



Settle down.

THE CORPORATION OF THE CITY OF GRAND FORKS

**MEMORANDUM**

**TO:** Mayor and Council

**FROM:** Sasha J. Bird, Manager of Development and Engineering

**DATE:** June 13, 2013

**cc:** Diane Heinrich, Corporate Officer

**SUBJECT:** 2013 Dike Inspection Report

---

As per Council's request at the June 10, 2013 Committee of the Whole Meeting for staff to provide information on the diking system and reporting requirements for the Provincial Government, please find attached the report submitted for 2013.

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

Sasha J. Bird, ASCT  
Manager of Development and Engineering

**Please mail or e-mail this form to the Inspector of Dikes  
by May 31, 2013**

**CONFIRMATION OF ANNUAL DIKE INSPECTION 2013**

**TO:**

Office of Inspector of Dikes  
Ministry of Forests, Lands and  
Natural Resource Operations  
200 - 10428 - 153 Street  
Surrey, BC V3R 1E1  
**TEL:** 604 586-4400  
**FAX:** 604 586-2900  
**E-MAIL:** [Diana.Ha@gov.bc.ca](mailto:Diana.Ha@gov.bc.ca)

**FROM:**

City of Grand Forks  
Mr. Wayne Kopan  
Box 220  
7217 - 4<sup>th</sup> St  
Grand Forks, BC  
**TEL:** 250-442-8266  
**FAX:** 250-442-8000  
**CELL:**  
**E-MAIL:** [wkopan@grandforks.ca](mailto:wkopan@grandforks.ca)

1. Is your Annual (2013) Dike Inspection Complete? YES ☒ NO ☐

If NO, please indicate expected completion date: \_\_\_\_\_

If YES, please provide date of inspection: YY 2013 MM 04 DD 30

YY 2013 MM 05 DD 02

YY 2013 MM 05 DD 03

Please fill out and submit this form by e-mail to: [Diana.Ha@gov.bc.ca](mailto:Diana.Ha@gov.bc.ca) in PDF format by **May 31, 2013**. Enclose PDF copies of the Dike Inspection Check List and your comprehensive inspection report, if completed. If you have not completed the report, please forward it to this office no later than **October 31, 2013**.

If you are using mail, please send two hard copies of the confirmation form, the checklist and the inspection report to the attention of Diana Ha.

2. According to the Provincial Flood Protection Works Database, you are the diking authority contact person. Is all the information on the above label correct? YES ☐ NO ☒

If NO, please provide updated details below - (this information also assists provincial agencies in case of flood emergencies):

Sasha Bird	PH: 250-442-8266
Manager of Development & Engineering Services	Fax: 250-442-8263
PO Box 220, 130 Industrial Drive	Cell: 250-443-4172
Grand Forks, BC V0H 1H0	

3. Is all the dike information for your dike(s) in the provincial database correct? (review green sheet(s) enclosed with mail out, or see the Dike Safety web page). YES ☒ NO ☐

If NO, please provide updated details below:

\_\_\_\_\_

4. If you have any additional comments or suggestions please indicate them below:

\_\_\_\_\_

Submitted by: Sasha Bird

Date: May 15, 2013

## 2013 DIKE INSPECTION CHECK LIST

Dike Name (From database)	Grand Forks	GPS No. (database)	72
Water Courses	Granby River Kettle River	Dike Section Inspected	All sections
Date Inspected	April 30, 2013 & May 3, 2013	Signed	Dolores Sheets

Please also refer to "Flood Protection Works Inspection Guide" from March 2000 for a detailed guide to dike inspection and reporting, available at:

[http://www.env.gov.bc.ca/wsd/public\\_safety/flood/pdfs\\_word/fld\\_prot\\_insp\\_gd.pdf](http://www.env.gov.bc.ca/wsd/public_safety/flood/pdfs_word/fld_prot_insp_gd.pdf)

	YES	NO	N/A
<b>1. Is there any obstruction, deterioration or damage to dike access? (access routes, ramps, and gates)</b>		X	
<p>Location(s):</p>  <p>Summary of Issues:</p>  <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			

☐ Supplemental Photos & Descriptions Attached – Section 1

	YES	NO	N/A
<b>2. Is there any deterioration or damage to the following?</b>		X	
<ul style="list-style-type: none"> <li>Dike Crest and slopes (ruts, loss of surfacing material, obstructions, slumping, cracking)</li> </ul> <p>Location(s):</p>  <p>Summary of Issues:</p>  <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			

## 2013 DIKE INSPECTION CHECK LIST

	YES	NO	N/A
<ul style="list-style-type: none"> <li>Bank Protection (loss of rock, settlement, slumping)</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p> <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Flood Boxes/Pump stations (inlet/outlet channels, gate operation, trash racks, debris, erosion, corrosion, structure, mechanical components)</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p> <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Culverts/Discharge Pipes (breaks, holes, cracks, corrosion, deterioration)</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p> <p>When will Recommendations be Completed:</p>			

☐ Supplemental Photos & Descriptions Attached – Section 2



## 2013 DIKE INSPECTION CHECK LIST

3. Were any of the following serious problems observed? (if yes, please attach a photo or a sketch)

	YES	NO	N/A
<ul style="list-style-type: none"> <li>Seepage (and/or evidence of piping)</li> </ul>		X	
<p>Location(s):</p>  <p>Summary of Issues:</p>  <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Erosion</li> </ul>		X	
<p>Location(s):</p>  <p>Summary of Issues:</p>  <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Slumping, cracking, sink holes</li> </ul>		X	
<p>Location(s):</p>  <p>Summary of Issues:</p>  <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			

## 2013 DIKE INSPECTION CHECK LIST

	YES	NO	N/A
<ul style="list-style-type: none"> <li>Animal Damage (beavers, animal burrows, cattle, etc.)</li> </ul>		X	
<p>Location(s):</p>  <p>Summary of Issues:</p>   <p>Maintenance Recommendations:</p>     <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Unauthorized construction (excavations, utilities, structures)</li> </ul>		X	
<p>Location(s):</p>  <p>Summary of Issues:</p>   <p>Maintenance Recommendations:</p>     <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Channel infilling and aggregation</li> </ul>		X	
<p>Location(s):</p>  <p>Summary of Issues:</p>   <p>Maintenance Recommendations:</p>     <p>When will Recommendations be Completed:</p>			

## 2013 DIKE INSPECTION CHECK LIST

	YES	NO	N/A
<ul style="list-style-type: none"> <li>Significant flood levels (within free board) within the last 12 months</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			

☐ Supplemental Photos & Descriptions Attached – Section 3

### 4. Vegetation Management

<ul style="list-style-type: none"> <li>Hampers or prevents access?</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Reduces visibility to each toe?</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			

## 2013 DIKE INSPECTION CHECK LIST

	YES	NO	N/A
• Trees in or near dike (within 2m from toe) with potential for uprooting?	X		
<p>Location(s): Various locations along the length of the dike.</p> <p>Summary of Issues: Old growth and younger trees are growing in or near dike.</p> <p>Maintenance Recommendations: Monitor the trees yearly and perform maintenance as necessary. It is felt that removal of these trees and the associated root systems would cause more damage to the dike than dealing with individual issues if they arise.</p> <p>When will Recommendations be Completed: Ongoing.</p>			
• Multi-year vegetation management plan in place?	X		
<p>If not, please discuss how one will be put into place:</p>			

☒ Supplemental Photos & Descriptions Attached – Section 4

**Maintenance in the last twelve months:** Regular mowing where access allows.

**Maintenance in the next twelve months:** Regular mowing and leveling of the Community Pathway.

**Notes on using this Check List:**

1. This check list can be used as an outline for your comprehensive report.
2. Use the dike names and GPS Numbers on the provincial database (on web page or as shown on green sheet enclosed with mail out).
3. When referring to specific locations use:
  - Chainages from the O&M manual drawings,
  - Major landmarks (roads, bridges, etc.),
  - And if possible, GPS coordinates.
  - **Please do not use local property names.**

## 2013 DIKE INSPECTION CHECK LIST

Dike Name (From database)	Grand Forks	GPS No. (database)	73
Water Courses	Kettle River Granby River	Dike Section Inspected	All sections
Date Inspected	April 30, 2013 & May 3, 2013	Signed	Dolores Sheets

Please also refer to "Flood Protection Works Inspection Guide" from March 2000 for a detailed guide to dike inspection and reporting, available at:

[http://www.env.gov.bc.ca/wsd/public\\_safety/flood/pdfs\\_word/fld\\_prot\\_insp\\_gd.pdf](http://www.env.gov.bc.ca/wsd/public_safety/flood/pdfs_word/fld_prot_insp_gd.pdf)

	YES	NO	N/A
<b>1. Is there any obstruction, deterioration or damage to dike access? (access routes, ramps, and gates)</b>		X	
Location(s):   Summary of Issues:   Maintenance Recommendations:     When will Recommendations be Completed:			

☐ Supplemental Photos & Descriptions Attached – Section 1

	YES	NO	N/A
<b>2. Is there any deterioration or damage to the following?</b>		X	
<ul style="list-style-type: none"> <li>Dike Crest and slopes (ruts, loss of surfacing material, obstructions, slumping, cracking)</li> </ul> Location(s):   Summary of Issues:   Maintenance Recommendations:     When will Recommendations be Completed:			

## 2013 DIKE INSPECTION CHECK LIST

	YES	NO	N/A
<ul style="list-style-type: none"> <li>Bank Protection (loss of rock, settlement, slumping)</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p> <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Flood Boxes/Pump stations (inlet/outlet channels, gate operation, trash racks, debris, erosion, corrosion, structure, mechanical components)</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p> <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Culverts/Discharge Pipes (breaks, holes, cracks, corrosion, deterioration)</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p> <p>When will Recommendations be Completed:</p>			

☐ Supplemental Photos & Descriptions Attached – Section 2

## 2013 DIKE INSPECTION CHECK LIST

3. Were any of the following serious problems observed? (if yes, please attach a photo or a sketch)	YES	NO	N/A
<ul style="list-style-type: none"> <li>Seepage (and/or evidence of piping)</li> </ul>		X	
<p>Location(s):</p>  <p>Summary of Issues:</p>  <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Erosion</li> </ul>		X	
<p>Location(s):</p>  <p>Summary of Issues:</p>  <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Slumping, cracking, sink holes</li> </ul>		X	
<p>Location(s):</p>  <p>Summary of Issues:</p>  <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			

## 2013 DIKE INSPECTION CHECK LIST

	YES	NO	N/A
<ul style="list-style-type: none"> <li>Animal Damage (beavers, animal burrows, cattle, etc.)</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p> <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Unauthorized construction (excavations, utilities, structures)</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p> <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Channel infilling and aggregation</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p> <p>When will Recommendations be Completed:</p>			



## 2013 DIKE INSPECTION CHECK LIST

	YES	NO	N/A
<ul style="list-style-type: none"> <li>Significant flood levels (within free board) within the last 12 months</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			

☐ Supplemental Photos & Descriptions Attached – Section 3

### 4. Vegetation Management

<ul style="list-style-type: none"> <li>Hampers or prevents access?</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			
<ul style="list-style-type: none"> <li>Reduces visibility to each toe?</li> </ul>		X	
<p>Location(s):</p> <p>Summary of Issues:</p> <p>Maintenance Recommendations:</p>  <p>When will Recommendations be Completed:</p>			

## 2013 DIKE INSPECTION CHECK LIST

	YES	NO	N/A
• Trees in or near dike (within 2m from toe) with potential for uprooting?	X		
<p>Location(s): Various locations along the length of the dike.</p> <p>Summary of Issues: Old growth and younger trees are growing in or near the dike. Most of the dike and the trees are on private property and therefore the City of Grand Forks has limited access. One homeowner has gone so far as to plant trees and shrubs on the portion of the dike on his property (see photos in Section 4).</p> <p>Maintenance Recommendations: Monitor the trees yearly.</p> <p>When will Recommendations be Completed: Ongoing</p>			
• Multi-year vegetation management plan in place?	X		
<p>If not, please discuss how one will be put into place:</p>    			

☒ Supplemental Photos & Descriptions Attached – Section 4

**Maintenance in the last twelve months:** Regular mowing where access allows.

**Maintenance in the next twelve months:** Regular mowing where access allows.

**Notes on using this Check List:**

1. This check list can be used as an outline for your comprehensive report.
2. Use the dike names and GPS Numbers on the provincial database (on web page or as shown on green sheet enclosed with mail out).
3. When referring to specific locations use:
  - Chainages from the O&M manual drawings,
  - Major landmarks (roads, bridges, etc.),
  - And if possible, GPS coordinates.
  - **Please do not use local property names.**





Compiled by: Dolores Sheets

Engineering Technologist

City of Grand Forks

Date: May 15, 2013

## **Section 4. Supplemental Photos & Descriptions**

# **City of Grand Forks, B.C. Dike Inspection Report**

# **2013**



## Granby River @ Grand Forks: GPS #72

From Highway #3 North to the tennis courts and Barbara Ann Park at the West end of 82nd Ave.

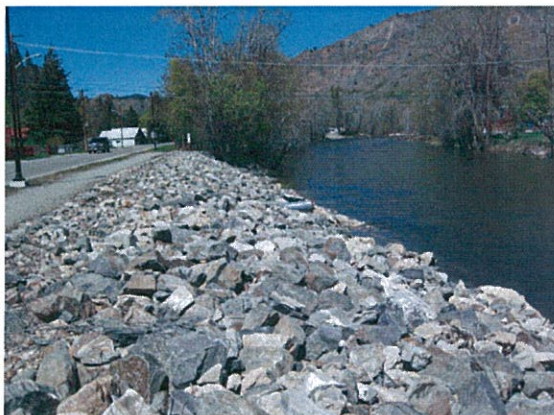


Above left and centre: The start of the dike and community trail at Highway #3 (bridge going over the Granby River) and Riverside Drive.

Above right: Looking North along Riverside Drive toward 75th Avenue along dike and community trail.

Below left and centre: Looking North at community trail and riprap (note culvert with flood gate (#1) in centre of photo) along Riverside Drive to where the trail leaves the dike.

Below right: Culvert with flood gate (#2) between trail and dike.





## Granby River @ Grand Forks: GPS #72

From Highway #3 North to the tennis courts and Barbara Ann Park at the West end of 82nd Ave.

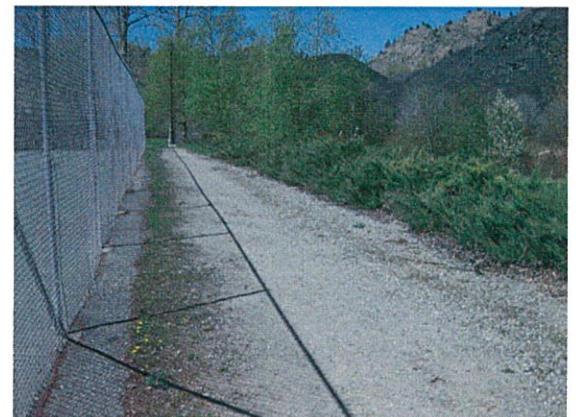


Above left: Another culvert with flood gate (#3) between the dike and the community trail.

Above centre and right: Community trail coming back up to dike level and riprap bank.

Below left: Another culvert with floodgate (#4) .

Below center and right: Final section of dike looking North and then between the tennis courts and natural streambank of the river.



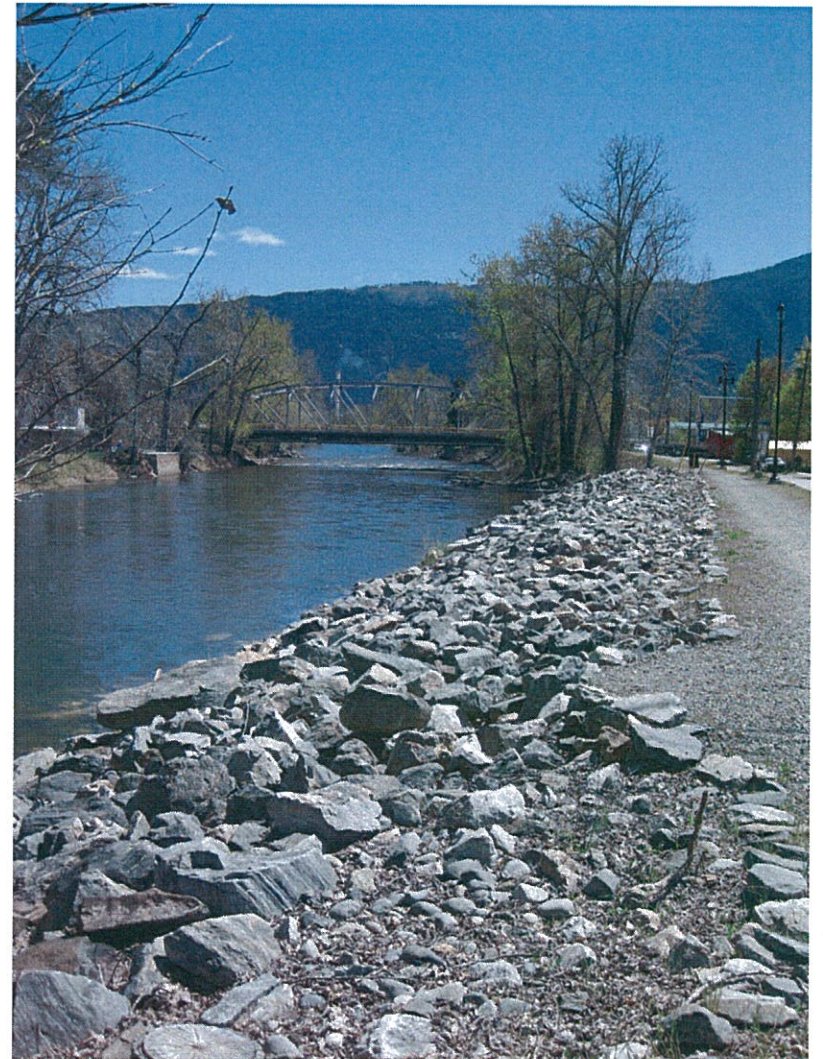


## Granby River @ Grand Forks: GPS #72

From Highway #3 North to the tennis courts and Barbara Ann Park at the West end of 82nd Ave.



Above: Trees growing on the riverside slope of the dike.



Above: Riprap bank looking south to Highway #3 bridge. Community trail and Riverside Drive on the right.

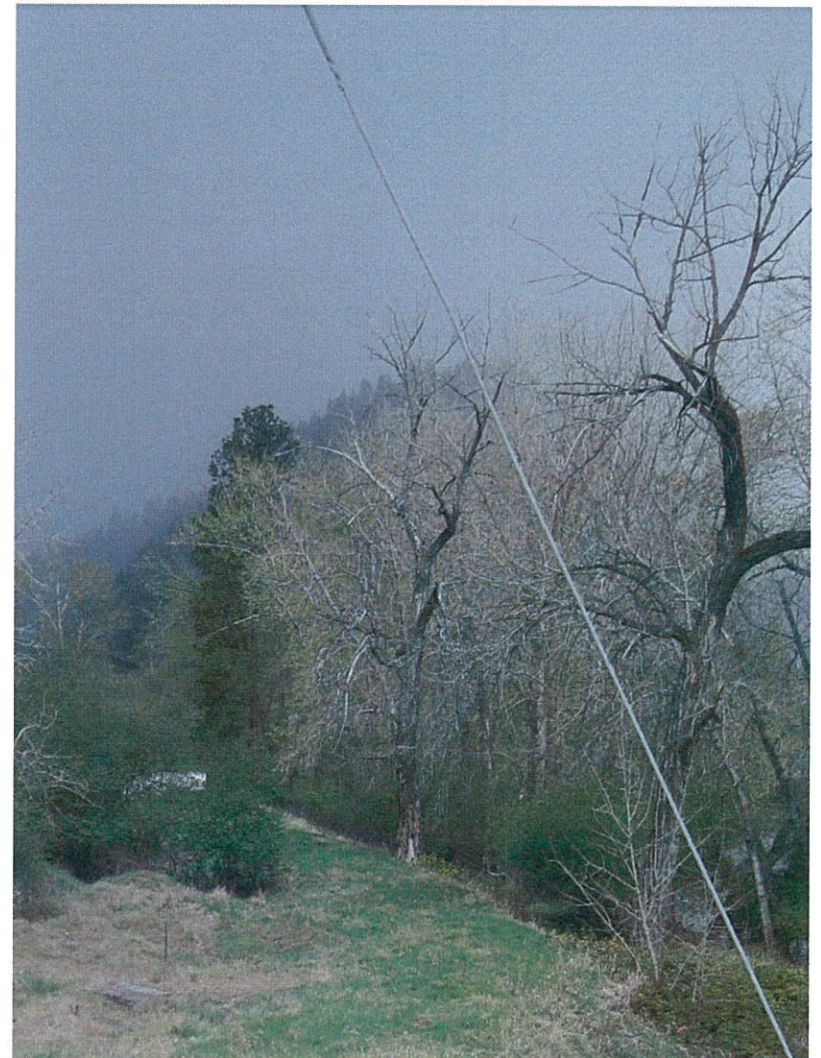


## Kettle River @ Grand Forks: GPS #73

North from 68th Avenue where it crosses the Kettle River to a fence erected by land owners.



Above: Trees growing on the riverside slope of the dike. This section of the dike to 2nd Street is privately owned.

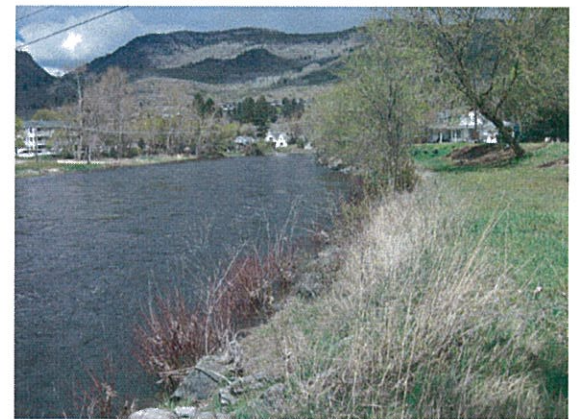


Above: Closer view of trees growing on the riverside slope of the dike.



## Kettle River @ Grand Forks: GPS #73

The dike on the South bank of the Kettle River. East from 5th Street to 1st Street.

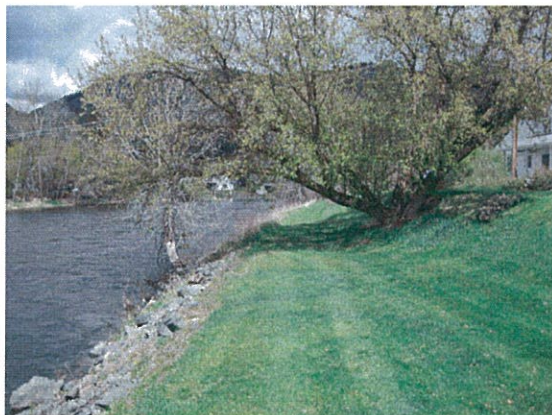
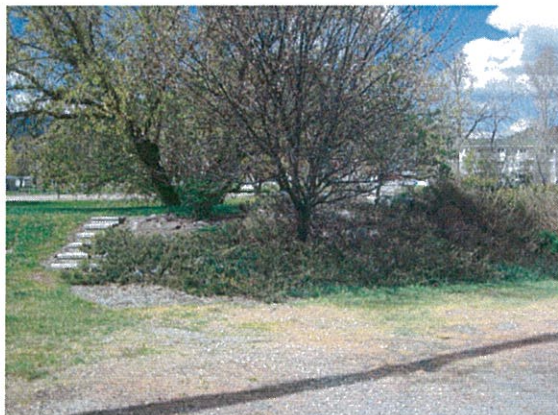


Above left: North of 69th Avenue at the end of 5th Street where it meets the Kettle River. Shed on private property that is on the North side of the dike. A portion of the house sits on top of the dike. Emergency access to this portion of the dike would have to be from the West which is Interfor property.

Above centre and right: Looking North East from 5th Street along the dike. The leaning tree in the centre picture is on private property.

Below left: Looking North from the end of 4th Street. Homeowner has planted vegetation on the South bank of the dike.

Below centre and right: Looking North East from 4th Street. The tree in the left and centre photos is on the North face of the dike and seems healthy and unlikely to uproot.





## Kettle River @ Grand Forks: GPS #73

The dike on the South bank of the Kettle River. East from 5th Street to 1st Street.



Above left: Looking North West from 4th Street. Home owner has planted trees and shrubs on the riverside slope of the dike. This is private property.

Above centre and right: Looking North East from the end of 3rd Street and looking South West from the end of 3rd Street respectively..

Below left and centre: Looking South West from 2nd Street and looking North West from 2nd Street. Access is blocked both ways by fencing.

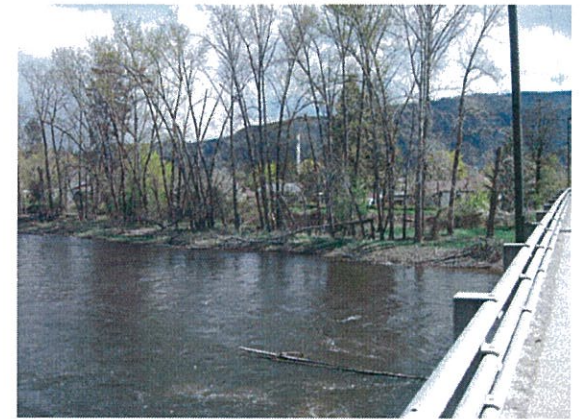
Below right: Looking North West from the end of 1st Street, South of the Kettle River.





## Kettle River @ Grand Forks: GPS #73

The dike on the South bank of the Kettle River. East from 5th Street to 1st Street.

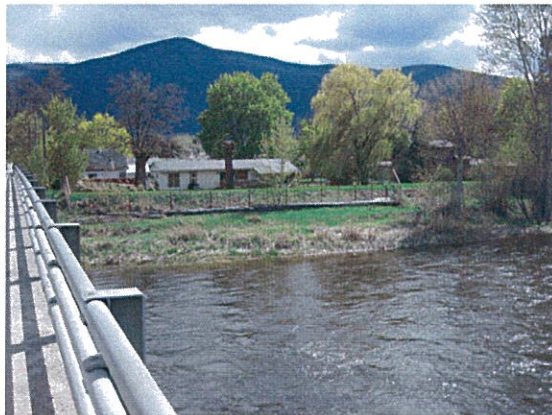
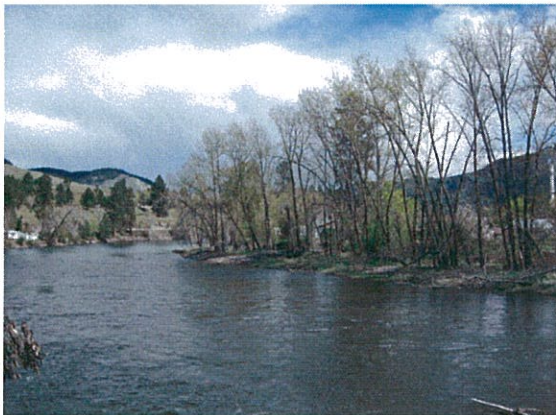


Above left and centre: Looking South West from 1st Street and looking North West from 1st Street. There is a fence just out of site along the dike in the above left picture. Note the fence in the above centre picture as well. These properties are privately owned.

Above right: Looking South East from the 2nd Street bridge.

Below left: Looking South East from the 2nd Street bridge.

Below centre and right: Looking South and South West from the 2nd Street bridge respectively.







Settle down.

THE CORPORATION OF THE CITY OF GRAND FORKS

**MEMORANDUM**

**TO:** Mayor and Council

**FROM:** Sasha J. Bird, Manager of Development and Engineering

**DATE:** June 12, 2013

**cc:** Diane Heinrich, Corporate Officer

**SUBJECT:** Wildlife Aware Program

---

At the June 10, 2013 Committee of the Whole Meeting, Councillor Smith spoke with regard to a late item regarding the Deer Committee's request to Council for \$15,000 to fund the "Wildlife Aware" program. Council deferred this item to the June 24<sup>th</sup> Council Meeting; whereas Council requested more information with regard to this program.

Every year hundreds, and some years well over a thousand, bears and other wildlife are destroyed as a result of conflicts between people and wildlife. In rare instances, people are also injured or even killed as a result of these conflicts. Most of these problems begin when people allow wildlife to access non-natural food sources such as garbage.

Historically, in June of 2006, the Council at that time received a presentation made by Michelle Burton representing the BC Conservation Foundation Bear Aware Program. Council was in full support of the program but requested, in writing, that the Ministry of Environment fully support the program financially. The Ministry responded back to the City advising that they supported the program by contributing funding to the program for education. Funding opportunities are available through BC Conservation Corps through their website at <http://www.bearaware.bc.ca/index.htm>. Please see attached resolution and accompanying correspondence.

WildsafeBC is a program that is designed to reduce human-wildlife conflicts throughout BC. Their motto of "keeping wildlife wild – and communities safe" underscores their belief that if they can keep wildlife living in the wild they can, in turn, make our communities safer for us and at the same time keep wildlife from coming to harm.



Settle down.

## THE CORPORATION OF THE CITY OF GRAND FORKS

### **MEMORANDUM**

The WildsafeBC (WSBC) Community Coordinator program was developed by the BC Conservation Foundation (BCFF) and is a direct descendant of the immensely popular and very successful "Bear Aware Program" that has run since 1999. They learned from that program that if they can educate communities as to how to live responsibly with wildlife they can drastically reduce the conflicts and can reduce the number of bears that have to be destroyed because of the conflict. Over the life of the program they saw the annual number of bears being destroyed drop from approximately 1,000 a year to about 500 a year.

Not only does WildsafeBC now look at all types of wildlife that come into conflict with humans they are also expanding their scope to address the four areas of our lives that bring us most often into contact with wildlife. You will see their theme of "Live, Work, Play, Grow" repeated throughout their website. How they behave as they pursue each of these different activities requires a slightly different approach to ensure that we reduce our contribution to human-wildlife conflicts. Naturally, these actions will also be modified depending upon what type of wildlife we are apt to come into contact with.

A community coordinator is a local resident that is hired, trained and supervised by the BCCF. Their job is to provide both community outreach on conflict reduction strategies and to act as a resource for residents that have specific issues with wildlife.

Normally these WSBC Community coordinator positions are supported by a grant from the provincial government, but since the funding for this program has expired for 2013, a community wanting to put a coordinator in place would need to self-fund. With a grant they normally provide a base wage of \$14/hour for 560 hours and the community then pays a wage top-up and the operating expenses – a minimum of \$2,500.

It has been suggested that with a \$2/hour top up and \$2,400 in money for expenses (vehicle allowance, signage, phone, brochures, etc.) a very efficient program could be run in Grand Forks to address the deer, bear and other wildlife issues that our community faces. The total cost for the program inclusive of wage costs, and a 13% administration fee would be \$15,000.

**Note 1:** The BCCF is a not-for-profit organization that is supported by its administration fee that it charges on all projects that they deliver. All monies provided by a community are held in an account earmarked for that community and all standard accounting practices are followed in terms of the tracking and disbursement of funds.



Settle down.

THE CORPORATION OF THE CITY OF GRAND FORKS

**MEMORANDUM**

**Note 2:** If Grand Forks were to support a community coordinator position in 2013, we would be able to apply for a grant in 2014 (provided they have funding again from the government). Grants are provided based on a decision making matrix that allows us to weigh the support by the community along with the need of the community for the program. The City's support of a program in 2013 would factor positively into that decision making process.

**Note 3:** Hiring for the position would be done through a panel comprised of our Regional Manager, the Provincial program Coordinator, and a representative from the partner community.

A handwritten signature in black ink, appearing to read "SJB", is positioned above the printed name.

Sasha J. Bird, AScT  
Manager of Development and Engineering

**June 5 Regular Meeting**

**MOTION:** SHKRABUIK / HINTER

**RESOLVED THAT** THE CITY OF GRAND FORKS SEND A LETTER TO THE PROVINCIAL GOVERNMENT REQUESTING THAT THEY FULLY SUPPORT THE BC CONSERVATION FOUNDATION BEAR AWARE PROGRAM BY FUNDING THE PROGRAM IN IT'S ENTIRETY.

CARRIED.

**MOTION:** SHKRABUIK / ROBERT

**RESOLVED THAT** THE PRESENTATION MADE BY MICHELLE BURTON REPRESENTING THE BC CONSERVATION FOUNDATION BEAR AWARE PROGRAM REQUESTING FINANCIAL SUPPORT FOR THE PROGRAM, BE RECEIVED.

**MOTION:** SHKRABUIK / GORDON

**RESOLVED THAT** THE CITY CLERK'S REPORT, DATED MAY 31, 2006, REGARDING A REQUEST FOR FINANCIAL SUPPORT FOR THE FESTIVAL OF FREEDOM, BE RECEIVED;

**BE IT FURTHER RESOLVED THAT** THE CITY OF GRAND FORKS CONTINUES TO ENCOURAGE THE FESTIVAL OF FREEDOM EVENT BY PROVIDING PAID EMPLOYEE SUPPORTED SERVICES TO THE FESTIVAL.

CARRIED.

**MOTION:** O'DOHERTY / SHKRABUIK

**RESOLVED THAT** THE CITY MANAGER'S REPORT, ON THE REQUEST FOR THE NOMINATION OF A CITY REPRESENTATIVE TO THE COLUMBIA-KOOTENAY REGIONAL ADVISORY COMMITTEE, BE RECEIVED;

**BE IT FURTHER RESOLVED THAT** COUNCIL NOMINATE MAYOR NEIL KROG AS THE CITY'S NOMINEE TO THE COLUMBIA-KOOTENAY REGIONAL ADVISORY COMMITTEE.

CARRIED.

**MOTION:** O'DOHERTY / SHKRABUIK

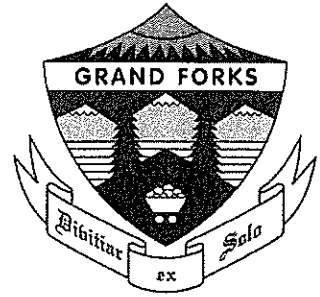
**RESOLVED THAT** THE CITY MANAGER'S REPORT ON MUNICIPAL INDUSTRIAL TAXATION POLICY AND THE PROPOSED LETTER TO THE PROVINCE OF BC OUTLINING COUNCIL'S POSITION ON THE MATTER, DATED MAY 30, 2006, BE RECEIVED;

(cont'd next page)



# THE CORPORATION OF THE CITY OF GRAND FORKS

BOX 220 - GRAND FORKS, B.C. V0H 1H0 - FAX (250) 442-8000 - TELEPHONE (250) 442-8266



June 7, 2006

Ministry of Environment  
Conservation Officer Service  
PO Box 9339 Stn Prov Govt  
Victoria, B. C.  
V8W 9M1

Dear Sirs:

At their Regular Meeting held on Monday, June 5, 2006, Council for the City of Grand Forks received a delegation from the BC Conservation Foundation Bear Aware Program. Council is most supportive of this program as it intends to educate the public on reducing the potential for conflict between bears and the general public.

Council requests that your ministry fully support financially, the Bear Aware Program. Wildlife is a provincial responsibility. The Bear Aware Program is under funded at this time. It is requested that the province take the steps necessary to fully fund the program.

Your consideration of Council's request to fund the Bear Aware Program is most sincerely appreciated.

Yours truly,

A handwritten signature in cursive script, reading "Lynne Burch".

Lynne Burch, CMC  
CITY CLERK



July 13, 2006

RECEIVED

JUL 21 2006

Lynne Burch, CMC  
City Clerk  
The Corporation of the City of Grand Forks  
Box 220  
Grand Forks BC V0H 1H0

COMMUNICATIONS SECTION  
CITY OF GRAND FORKS  
PER. 1000

Dear Lynne Burch:

Thank you for your letter of June 7, 2006, to the Conservation Officer Service regarding the Bear Aware Program. Your letter has been forwarded to me for response on behalf of the Ministry of Environment.

Please refer to the ministry correspondence that was addressed to Mayor Jack Raven and Councillors dated May 12, 2005, in response to an April 6, 2005 letter to the Minister.

Bear conflicts are an issue shared by everyone in BC. It is true the provincial government retains the responsibility for managing bears, however; municipalities, community businesses and individual citizens are responsible for community planning and management of attractants that lead to many of the conflict situations. The Ministry of Environment is interested in partnering with local governments and community groups in reducing these conflicts, but the provincial government cannot resolve this on its own. A commitment from the community toward bear conflict prevention is absolutely necessary.

For our part, the ministry supports the provincial Bear Aware Program administered by the BC Conservation Foundation (BCCF). Bear Aware is an educational program designed to prevent and reduce conflicts between people and bears in our communities. The Bear Aware mission is to reduce the incidents of bear-human conflict through education, innovation and cooperation. Between 2000 and 2006, MOE has contributed over \$545,000 to Bear Aware education throughout the province. The ministry has also funded 30 BC Conservation Corps positions that are active in 26 BC communities delivering Bear Aware education. This funding is available to communities on a cost-share basis and I would encourage you to contact the BCCF through their website at <http://www.bearaware.bc.ca/index.htm> for more information.

FILE CODE

MIS - CONSERVATION OFFICER SERVICE  
RESPONSE TO COUNCIL'S  
POSITION ON BEAR AWARE  
PROGRAM

Ministry of  
Environment

Conservation  
Officer  
Service

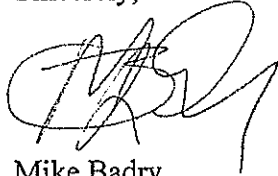
Telephone: (250) 387-6041  
Facsimile: (250) 356-5240

Mailing Address  
PO Box 9376 Stn Prov Gov't  
Victoria BC V8W 9M5

This ministry has also developed the "Bear Smart" Communities Program. "Bear Smart" is a proactive conservation strategy that encourages efforts by communities, businesses and individuals to reduce bear-human conflicts. This program is based on a series of criteria that communities must achieve in order to be designated as "Bear Smart". It is a co-operative program and entirely voluntary on the part of communities. "Bear Smart" focuses on planning, education, waste management, and by-laws when necessary to reduce bear-human conflicts. The ministry has made over \$300,000 in funding available over the last three years through the Habitat Conservation Trust Fund, for communities pursuing "Bear Smart" status and 45 separate grants have been awarded. Information on "Bear Smart" Community funding can be found on the website at: <http://www.env.gov.bc.ca/wld/bearsmart/bearsmintro.html>

I cannot stress strongly enough the importance of local government and community support in the success of these initiatives and I encourage you to be involved in their implementation. If you would like more information or to discuss this issue further, please contact me at (250) 387-9793 or by email at [mike.badry@gov.bc.ca](mailto:mike.badry@gov.bc.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Badry', with a stylized flourish at the end.

Mike Badry  
Wildlife Conflicts Prevention Coordinator



# Be a "Bear Smart" Community

"Bear Smart" Criteria Inside





# The Problem.

During bear season, Conservation Officers (COs) in British Columbia respond to thousands of calls and complaints about bears. Most of these problems begin when people allow bears to access non-natural food sources. Unfortunately, because there are few alternative control methods once bears have learned to access human food, Conservation Officers often have no choice but to kill "problem" bears.

**Each year in British Columbia approximately 950 black bears and 50 grizzly bears are destroyed as a result of conflicts between people and bears.**



## Sources of Bear "Problems"

### Access to Human Food

If bears are allowed to access human food and garbage, they quickly learn to associate it with people and become what is called food-conditioned. These bears lose their fear of humans and become habituated to people.

As people continue to encroach on bear habitat the potential for this conflict only increases.

Food-conditioned bears learn to expect human food and are more likely to approach people than wild bears. These bears can damage your property and they are a potential risk to you and the safety of your family. In most cases, however, when a bear comes into conflict with people, it's the bear that loses.

### Human Development

Both bears and humans like to settle in valley bottoms and along streams. More development is occurring in these areas, meaning that bears will be living in closer proximity to people. Bears that live near human settlements can become "problem" bears if they are allowed to access non-natural foods.

### "Problem" Bear Costs

Problem bears cost British Columbia taxpayers big money. The British Columbia Conservation Officer Service spends more than \$1 million every year responding to bear complaints and relocating or destroying bears. Property damage, which is not included in this figure, is estimated to be in the hundreds of thousands of dollars a year. Bears damage household items, fruit trees, apiaries, livestock and vehicles.

Once bears learn to access human food, management options, besides destruction of the bear, are limited.

### Bears in dump at Whistler 1993.

© Photo courtesy of Dan LeGrandeur





## Management Options

The "Bear Smart" Community program is a proactive conservation strategy that encourages efforts by communities, businesses and individuals to reduce bear/human conflicts. The goal of the program is to focus efforts on addressing the root causes of bear/human conflicts, reduce the number of conflicts and, ultimately, reduce the number of bears that have to be destroyed due to conflicts.

This program will be based on a series of criteria that communities must achieve in order to be designated as "Bear Smart". It is a co-operative venture and entirely voluntary on the part of communities. The responsibility to manage bear/human conflicts rests with everyone and it will require participation from the provincial government, municipal governments, and local citizens to successfully implement this program.

# What is "Bear Smart"?

### Translocation

Translocation is one management option available. Bears are trapped, moved and released into the wild. Translocation, however, is rarely successful as often these bears return to their original home territory, or they become "problem" bears in other communities. In addition, translocated bears often fail to adapt to their new habitat - they likely starve to death or are killed by bears that already occupy the territory.

### Aversive Conditioning

"Bear Smart" Communities will have more management options to deal with bear conflicts such as hazing or aversive conditioning. This involves using deterrents to teach the bear to associate humans or human food with a scary or negative experience. Bear deterrents include: rubber bullets, plastic slugs, anti-riot batons, foul-tasting chemicals, electric shock, acoustic devices and trained bear dogs.

Hazing and aversive conditioning are most effective when they are used to prevent bears from becoming conditioned to human food. They are not considered effective once bears have already learned to associate food and people. Within "Bear Smart" Communities, however, fewer bears will be coming into conflict and those that do will not be receiving a readily accessible food reward. Therefore, hazing and aversive conditioning of bears will only be considered as options in communities that are designated as "Bear Smart".

## Criteria for Communities to Achieve "Bear Smart" Status

1. Prepare a bear hazard assessment of the community and surrounding area.
2. Prepare a bear/human conflict management plan that is designed to address the bear hazards and land-use conflicts identified in the previous step.
3. Revise planning and decision-making documents to be consistent with the bear/human conflict management plan.
4. Implement a continuing education program directed at all sectors of the community.
5. Develop and maintain a bear-proof municipal solid waste management system.
6. Implement "Bear Smart" bylaws prohibiting the provision of food to bears as a result of intent, neglect, or irresponsible management of attractants.



# Criteria for Communities to be Designated "Bear Smart"

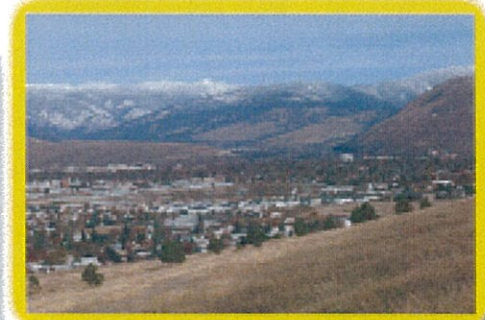
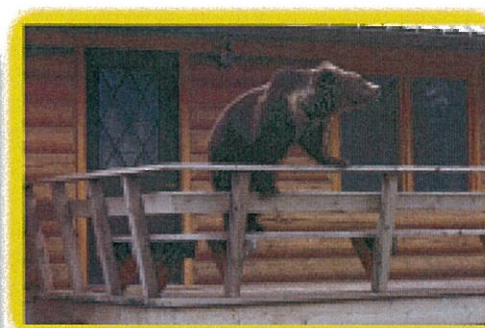
## 1. Prepare a bear hazard assessment of the community and surrounding area.

Identify high-use bear habitat by species (grizzly or black) in the community and surrounding area (travel corridors, natural food sources such as berry patches and salmon streams, breeding areas, denning areas, etc.)

Map non-natural attractants within the community and surrounding area that attract and/or are accessible to bears such as landfills, transfer stations, park and highway pull-out litter barrels, orchards, residential garbage collection routes, downtown dumpsters, etc.

Review and map patterns of historic bear/human conflicts based on complaint records to assist with the identification of bear hazards.

Map human-use areas that may conflict with bear habitat such as school yards and residential areas located adjacent to heavy bush, walking trails that pass through berry patches, etc.



**Using all the above information, identify and map existing and potential bear hazards. The hazards should be mapped with a ranking scheme (e.g., high/moderate/low)**



## **2. Prepare a bear/human conflict management plan that is designed to address the bear hazards and land-use conflicts identified in the previous step.**

Develop strategies to resolve bear hazards and potential bear/human conflict areas.

Identify preferred wildlife movement corridors around the community and any work required to restore natural corridors that may have been interrupted by human activity/development (e.g., this may require moving existing facilities to other, less intrusive areas).

Direct the removal of cover by brushing vegetation to reduce hazards (e.g., removing brush around portions of parks, school yards, golf courses and in areas adjacent to residences in high-risk attraction areas).

Develop a community landscape plan that avoids the use of fruit trees and other plants that may act as attractants and calls for the removal of existing fruit trees that are causing problems. Include specific strategies to address bear management associated with any landfill closures or electric fence installations.

Assess the costs of the various bear management strategies and make recommendations on a budget cycle to finance implementation of the plan.

Implement a process for overseeing the implementation of the bear/human conflict management plan (e.g., establish a bear/human conflicts committee).

## **3. Revise planning and decision-making documents to be consistent with the bear/human conflict management plan.**

Include consideration of important bear habitat/use areas in all land-use decisions documents.

Avoid development in prime bear habitat so as to reduce/eliminate the potential for bear/human conflicts.

Revise the Official Community Plan to reflect the bear/human conflict management plan.

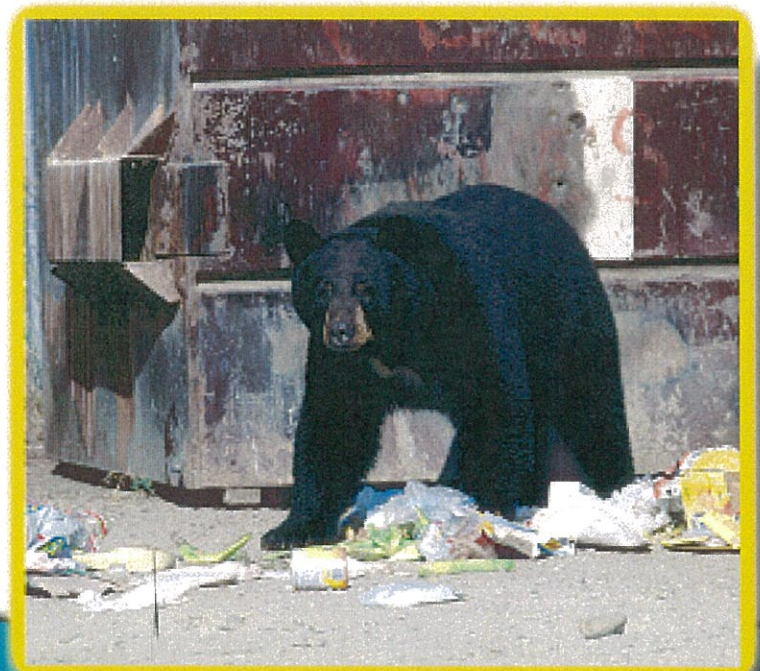
Implement restrictive covenants consistent with the revised OCP.

Revise land zoning consistent with the revised OCP.

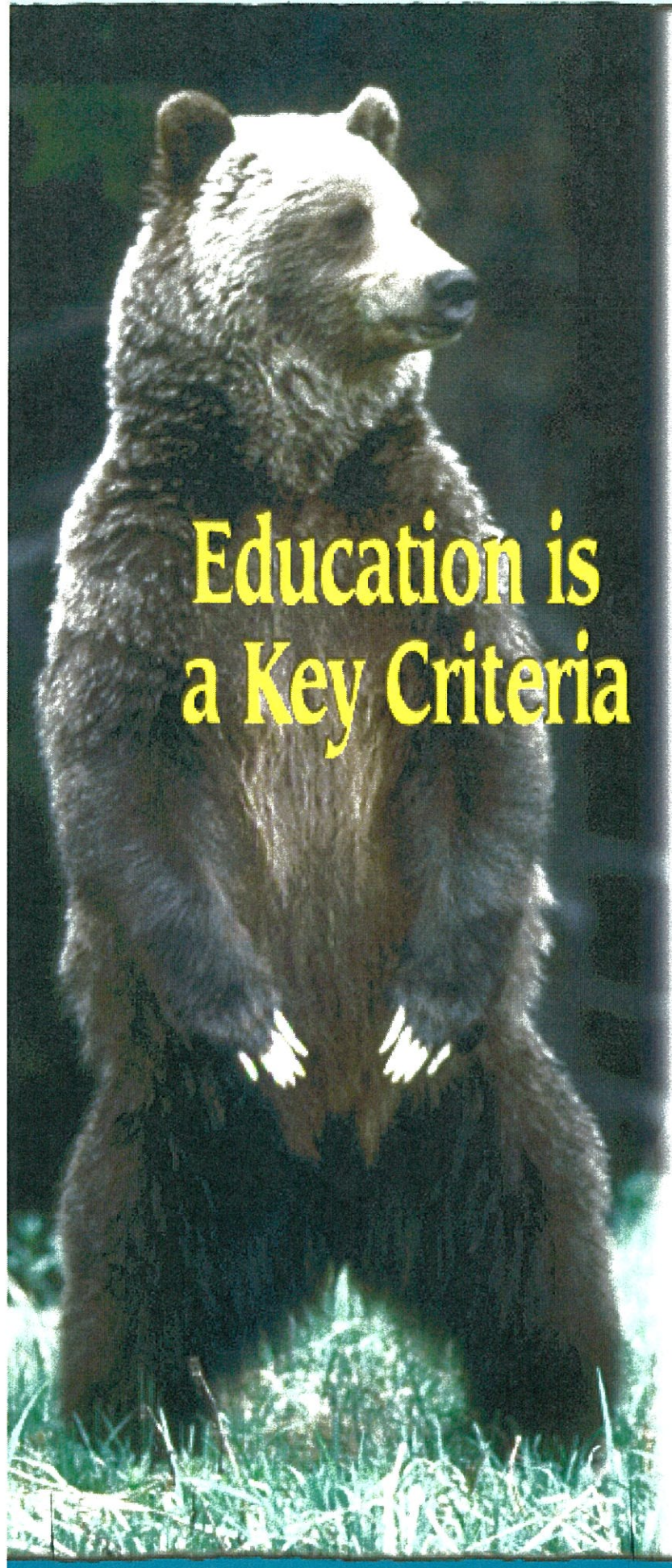
Revise components of the Regional Solid Waste Management Plan pertaining to the community (in cooperation with the regional district) to be consistent with the bear/human conflict management plan.

Revise any other planning and decision-making documents that may have an impact on bear/human conflicts to be consistent with the bear/human conflict management plan.

# **Bear/Human Conflict Management**







# Education is a Key Criteria

## 4. Implement a continuing education program (i.e. Bear Aware), directed at all sectors of the community focusing on:

Bear biology and behaviour

Residential, commercial, agricultural and industrial practices to manage non-natural attractants including: garbage storage, barbecues; human and pet foods, compost; birdfeeders; orchards, vineyards, apiaries, grain growing, vegetable growing, home grown fruit; etc

Proper behaviour in bear habitat and during a bear encounter in the community.

Establishing a level of tolerance towards the presence of and natural behaviour of bears in reasonable numbers in or near the community.

A program for communicating current bear activity to the public and responding to requests for advice in minimizing bear attractants.

**Bear Aware** is an initiative to reduce bear-human conflicts in residential areas through community-based education programs throughout British Columbia.

Guided by the British Columbia Conservation Foundation, with funding and support from various levels of Government and private organizations, the Bear Aware program promotes practices that improve public safety and respect for wild bears.

For more information or to establish a local program for your area call 250/828-2551. Or, visit the website: [www.bearaware.bc.ca](http://www.bearaware.bc.ca)





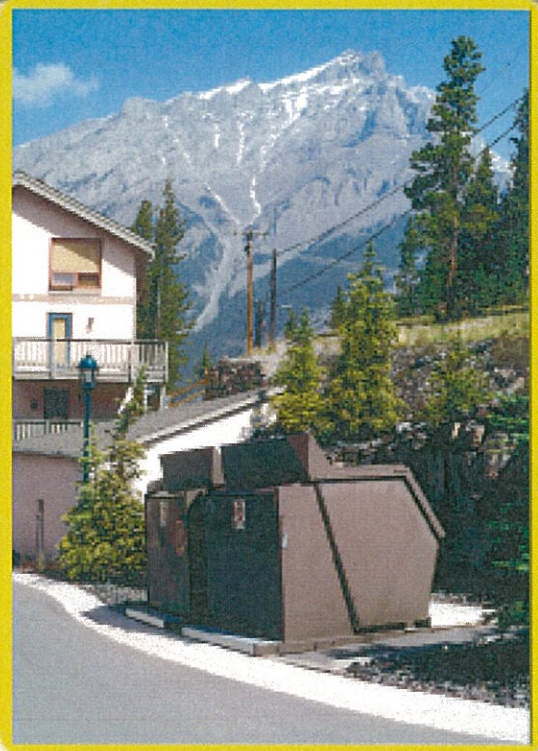
# Solid Waste Management

## 5. Develop and maintain a bear-proof municipal solid waste (MSW) management system.

Ensure that any and all municipally-owned and operated components of putrescible MSW collection, transfer, disposal, recycling and composting in areas that are accessible to, or are frequented by, bears are bear-proof.

Implement a by-law to ensure that the same is true of any and all private sector components of putrescible MSW collection, transfer, disposal, recycling and composting (see criteria #7).

Implement a compliance strategy for the municipal solid waste management bylaws to ensure compliance.



### *Examples of some "how to" approaches for bear-proofing MSW systems:*

Collection shall include use of bear-proof litter barrels on downtown streets which bears may be attracted to and at all municipal park facilities (campsites, ball parks, soccer fields, etc.)

Commercial/industrial collection routes in bear areas shall use bear-proof dumpsters.

Disposal shall consist of one of the following: landfilling inside a properly designed, constructed and operated electric fence; incineration using a complete-combustion incinerator properly sized to the population; or a bear-proof transfer station that ships the refuse outside of the area to a bear-proof disposal facility.

Backyard composting may need to be restricted in residential areas adjacent to high-use bear habitat or otherwise required, by bylaw, to be conducted in a bear-proof manner (e.g., use of electric fencing in backyards, or use of bear-proof composting containers such as steel drums).

Community composting of putrescible matter in bear areas shall be conducted inside an electric fence.

## Legislation

There is legislation in effect that can help prevent the creation of "problem" bears and provide public safety. Under the *Wildlife Act*, it is an offense for people in British Columbia to feed dangerous wildlife (bears, cougars, coyotes and wolves) or disobey orders to remove and clean up food, food waste or other substances that can attract dangerous wildlife to their premises.

Conservation Officers may issue a written dangerous wildlife protection order, which requires "the removal or containment of compost, food, food waste or domestic garbage." If people fail to comply with the order they could face a penalty of up to \$50,000 and/or six months in jail.



6. Implement "Bear Smart" bylaws prohibiting the provision of food to bears as a result of intent, neglect, or irresponsible management of attractants. Implement a compliance strategy for these bylaws to ensure that there is full compliance with them. Bylaws may:

Make it an offence to discard or store waste, food, or other attractants in non-bear proof containers, either intentionally or unintentionally,

Require that garbage be stored in a bear proof container and/or location and that curbside placement before the morning of pick-up not occur,

Include community composting requirements in high-risk attraction areas of the community.

# Bylaws to Promote "Bear Smart" Actions

The primary goal of the "Bear Smart" program is to diminish the rate and intensity of human-bear conflicts, which will thereby increase public safety and reduce the number of bears that are killed. Using proactive management, communities can reduce conflicts between humans and bears by identifying and eliminating the root causes of the conflicts. The "Bear Smart" Community Program provides communities with options for addressing their own unique situation and helps them reach the objectives of the program.

The Ministry of Water, Land and Air Protection will provide technical advice to communities that are seeking to obtain "Bear Smart" status. Several British Columbia communities have been proactive in reducing bear conflicts and have already met one or more of the criteria required to be "Bear Smart". A background report providing detailed information on each of the criteria and including examples of their successful application has been prepared and is available to communities that are interested in pursuing this initiative. The Report entitled the "Bear Smart" Community Program: Background Report can be found on the Internet at [http://wlapwww.gov.bc.ca/wld/documents/bearsmart\\_bkgdr.pdf](http://wlapwww.gov.bc.ca/wld/documents/bearsmart_bkgdr.pdf).

For further information on the "Bear Smart" Communities program please contact your local office of the Ministry of Water, Land and Air Protection.







## HUMAN-BEAR CONFLICTS

- Bears account for approximately 20,000 calls to the Conservation Officer Service reporting line every year.
- Garbage is the number one bear attractant cited when reporting a call.
- Relocation seldom works with bears. Individuals often return to their original home territory or become "problem" animals in other communities. In addition, translocated wildlife often fail to adapt to their new habitat and, as a result, may starve to death or be killed by those animals that already occupy the area.
- Bears that become highly food-conditioned and habituated to humans are often destroyed because of concerns for human safety.
- Early reporting of a bear in a neighbourhood helps us address the underlying issues before it becomes a problem.



British Columbia Conservation Foundation



To report wildlife in conflict please contact the Conservation Officer Service reporting line at **1.877.952.7277**

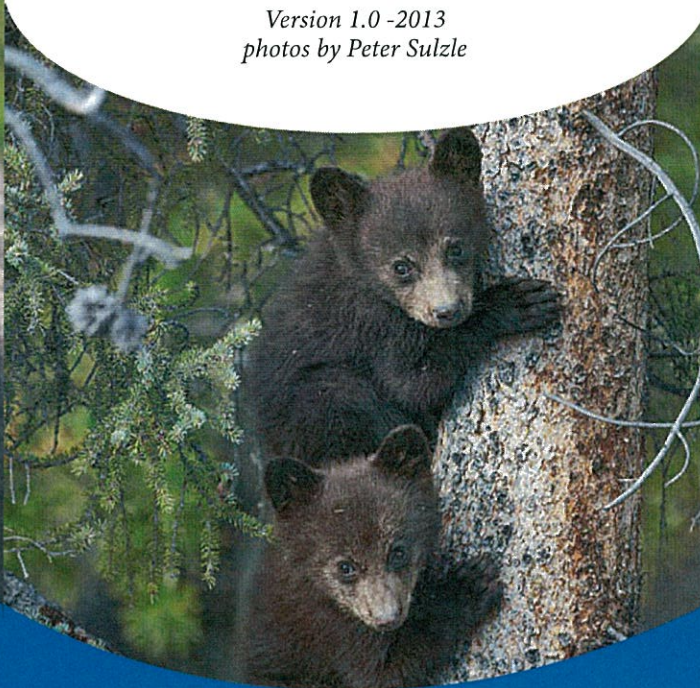
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**[www.wildsafebc.com](http://www.wildsafebc.com)**

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British Columbia Conservation Foundation



**Black bear**

*Ursus americanus*



## **MANAGE YOUR ATTRACTANTS**

If you manage the bear attractants around your house, worksite or campsite you can keep your family safe and keep bears from being destroyed. There are a number of things you can do:

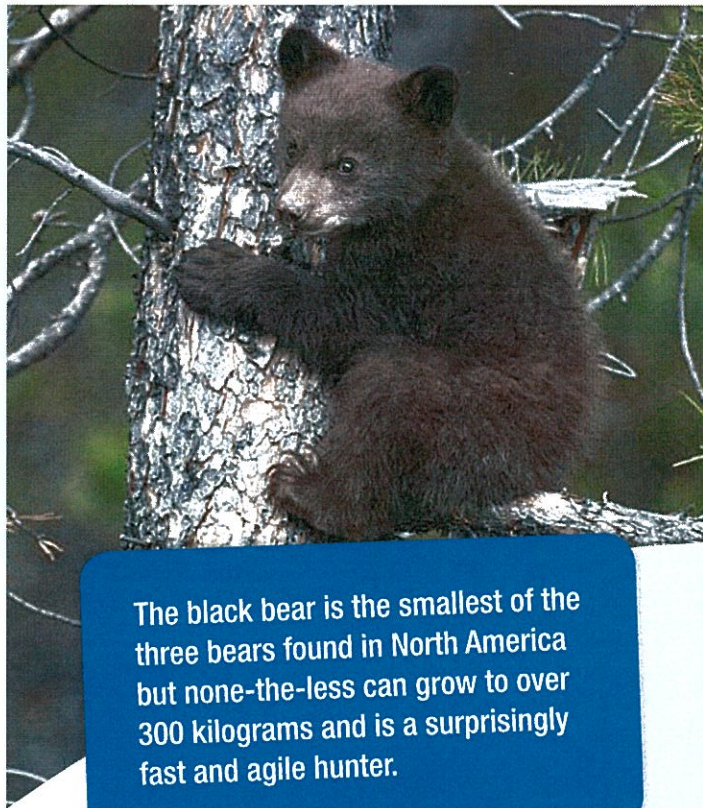
1. **Keep all garbage securely stored** until collection day. Placing garbage at the curb before collection day is poor behaviour and often illegal if your community has garbage bylaws in place.
2. **Manage your fruit trees and berry bushes** responsibly. Pick all fruit as it ripens and ensure that windfalls do not accumulate.
3. **Bird feeders often become bear-feeders**, so please - only feed birds during the winter months.
4. **Feed pets indoors**, or if fed out of doors, take in any feed that is not immediately eaten.
5. **Keep your barbecue clean** and free from odours. Burn off the grill everytime after use and clean out the grease traps.
6. **Manage your compost properly**. Composts should have equal amounts of brown and green materials added to reduce odours.
7. **If you keep chickens, bees or small livestock use a properly installed and maintained electric fence**. Store all your feed in a secure location and ensure feeding areas are clean and free of attractants.

## **BEAR SAFETY TIPS**

When hiking, travel in groups of two or more and keep talking (talk out loud to yourself if you are on your own). Bears recognize the human voice and will avoid you in most instances.

Carry bear spray with you when hiking in bear country. If you encounter a bear, do not yell, scream, or run as this may trigger an attack. If the bear sees you, speak in a low voice to let the bear know that you are a human and move away slowly.

If you have a bear in your yard, slowly retreat into the house and ensure that the home is secure. Call the Conservation Officer Service reporting line (1-877-952-7277) to report the bear. After the bear has left ensure that whatever attracted the bear is removed.



The black bear is the smallest of the three bears found in North America but none-the-less can grow to over 300 kilograms and is a surprisingly fast and agile hunter.

While called a black bear these animals come in a variety of colours – everything from the white Kermode bear through to their namesake black and most shades of brown in between.

Bears are **omnivorous animals** with vegetation making up about 80% of their diet and the remainder coming from things like small rodents, fish, insects, carrion (dead animals) and sometimes young deer, elk or moose. Bears have a **sense of smell far greater than that of dogs** and it is this sense of smell that helps them locate food at great distances. Bears are solitary animals that only congregate when there is an abundance of food. Female bears tend to their young for almost two years and can give birth to as many as five young although twins are more the norm.

Bears inhabit most ecosystems throughout BC and you should consider **the entire province to be “bear country.”** While bear attacks are rare - they can be fatal. Carry bear spray with you, especially if hiking alone and take a course on bear safety.

## **WHERE'S THE BEAR?**

Visit our website at [www.wildsafebc.com](http://www.wildsafebc.com) to find a map that shows where bears have been sighted in your community along with information about what has attracted them into the area. By knowing where the bears are and what is bringing them in, we can all do our part to keep our wildlife wild and our communities safe.

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

## **BLACK BEAR FACTS:**

- Adult males measure between 60-90 cm at shoulder height and weigh anywhere from 80-300 kilograms.
- Bears go into a deep sleep or denning period, usually from November through to April.
- Bears lose approximately 30% of their weight over the winter.
- Because bears need such great stores of fat to make it through the winter they are voracious eaters and can consume over 20,000 calories a day.
- Bears have an extremely good sense of smell and can smell food from over a kilometer away.
- Bears have eyesight and hearing as good as or better than that of humans.
- Bears are extremely fast and can run equally as well uphill or down.
- Bears mate in late June and embryos do not implant until the fall and only if the female has sufficient stores of fat to support the young through the nursing period in the den.



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## HUMAN-COYOTE CONFLICTS

- Coyotes account for approximately 500 calls to the Conservation Officer Service reporting line every year.
- Pet and livestock attacks are the primary cause for calls with regards to coyotes.
- Only one human has been killed by coyotes in Canada and that was in Nova Scotia in 2009.
- Some people feed coyotes under the mistaken idea that this helps them. Food-conditioned and human habituated coyotes become bolder around people and these animals often have to be destroyed because of concerns for human safety.
- While coyotes have the potential to carry rabies, there have been no cases of rabies found in coyotes in B.C.



British Columbia Conservation Foundation



To report wildlife in conflict please contact  
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British Columbia Conservation Foundation



**Coyote**  
*Canis latrans*





## MANAGE YOUR ATTRACTANTS

There are a number of things you can do to keep coyotes away from your neighbourhood, your pets, and your livestock:

1. **Keep all garbage securely stored** until the day of collection. Placing garbage at the curb before collection day is poor behaviour and often illegal if your community has garbage bylaws in place.
2. **Keep your pets indoors, especially at night.** Cats and small dogs that are left to free-range, hunt small birds and rodents and in turn become prey themselves.
3. **Bird feeders can attract coyotes.** If spillage from the feeders is not picked up, seeds can accumulate and can attract rodents, which in turn can attract coyotes and other predators, that feed on the rodents.
4. **Feed pets indoors,** or if fed outdoors, take in any feed that is not immediately eaten.
5. **Manage your compost properly.** Composts that aren't working well can attract rodents which in turn can attract coyotes.
6. **If you keep chickens or small livestock use a properly installed and maintained electric fence.** Store all your feed in a secure location and ensure feeding areas are clean and free of attractants. The feed can attract rodents which can, in turn, attract coyotes.



## COYOTE SAFETY TIPS

Urban coyotes have become very comfortable around humans and have at times attacked pets on leashes within meters of their owners.

Fatal attacks by coyotes are extremely rare, due mainly to the small size of a coyote.

If you encounter a coyote that is aggressive towards you do not run as this may trigger an attack. Back away slowly and speak to it in a loud firm voice. If you have a walking stick use that to protect yourself, and/or deliver a series of hard kicks to the coyote's ribs and stomach and that should be enough to dissuade the animal.

Call the Conservation Officer Service, reporting line (1-877-952-7277) to report the incident.



The coyote is a member of the dog family and is closely related to both the wolf and the domestic dog. Unlike other animals, the coyote's range has increased because of European expansion across the continent.

An adult male coyote will weigh on average 15 kilograms. Because of the coyote's long and fluffy coat, they often appear much heavier than they are.

Doglike in appearance they are distinguished by their large tail, two toned coat (light brown on top and lighter underbelly) and almost straight profile from forehead to the tip of the nose.

Coyotes are efficient hunters and the bulk of their diet comes from small mammals but they will eat birds, snakes, insects and berries when the opportunity presents itself.

They are scavengers as well as predators and perform a valuable clean-up role in the ecosystem. With the spread of humans across their traditional territories the coyote has adapted and expanded their range and are well known for their ability to live in urban settings. Urban coyotes have learned to effectively hunt small pets and livestock and will make use of any garbage that is left unsecured - all habits which make them an undesirable visitor to many home owners.

Coyotes mate in February and March and give birth to about five pups in April or May. Both males and females tend to the young and the group will stay together until the pups have learned to hunt and fend for themselves.



## WHERE'S THE COYOTE?

Visit our website at [www.wildsafebc.com](http://www.wildsafebc.com) to find a map that shows where wildlife has been sighted in your community along with information about what has attracted them into the area. By knowing where coyotes are and what is bringing them in, we can all do our part to keep our wildlife wild and our communities safe.

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



## COYOTE FACTS:

- Adult males are about 140 cm in length (including a 30 cm tail) and weigh between 9 to 23 kilograms.
- Coyotes have extremely good hearing and a keen sense of smell.
- Coyotes are efficient mousers and many farmers have come to appreciate the rodent control that a coyote family can provide.
- Coyotes have expanded their range since the advance of European settlers across North America.
- Coyotes will eat berries, crab apples and other fruit when the opportunity presents itself.
- Coyotes communicate through howls, barks and a series of yips.
- Coyotes are primarily nocturnal but can be seen at almost any time of the day depending upon the circumstances.
- Coyotes will prey on young ungulates if the opportunity presents itself.
- One of the coyote's natural predators is the wolf.



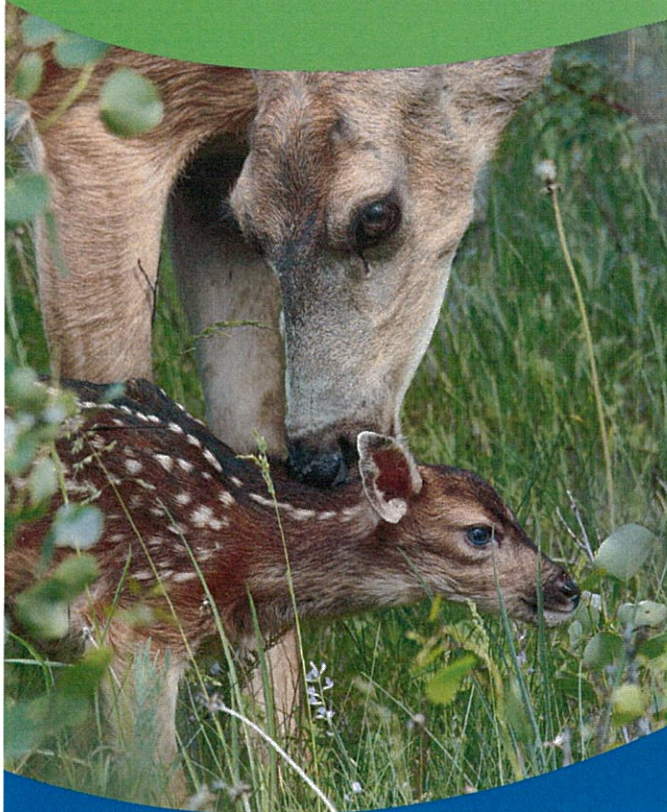
[www.wildsafebc.com](http://www.wildsafebc.com)





## HUMAN-DEER CONFLICTS

- Deer account for approximately 4,000 calls to the Conservation Officer Service reporting line every year.
- Deer feed on a wide variety of plants: evergreen shrubs, rose bushes, flowers, budding fruit trees, etc.
- Attacks by deer on humans are rare but do occur and, despite their appearance, deer can inflict serious injuries.
- Pets have been attacked and killed by deer. Usually these attacks are a defensive response to a small dog or cat approaching the deer's young.
- If you see a deer acting aggressively or causing property damage, call the Conservation Officer reporting line at 1.877.952.7277.



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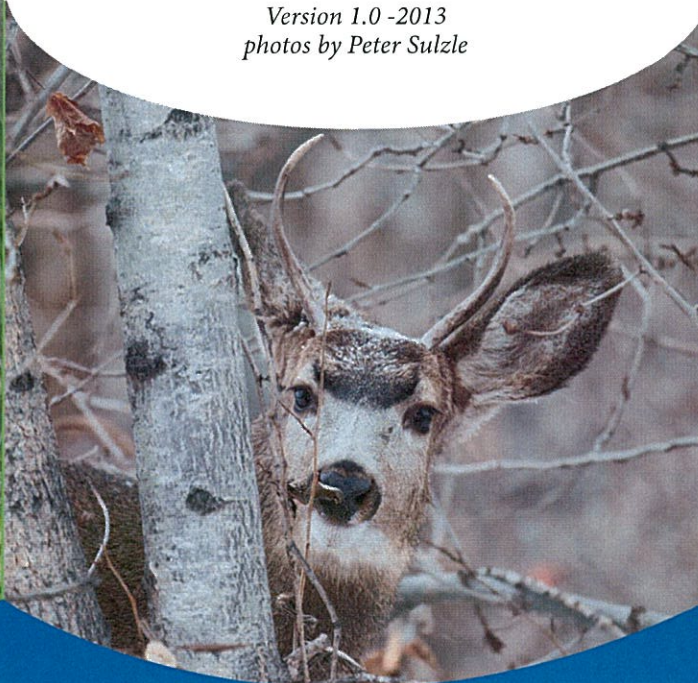


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photos by Peter Sulzle*



British Columbia Conservation Foundation



**Deer**





## MANAGE YOUR ATTRACTANTS

Deer are especially hard to remove from a neighbourhood once they have established themselves, so it is important to ensure that the deer do not become comfortable in your yard.

1. **Do not feed deer**, you are not helping them out in the long run. Deer have plenty of natural foods in the wilds and keeping them there will prevent the need to deal with a deer 'problem' in your neighbourhood at some later date.
2. **Take away the welcome mat**. Make your yard unattractive to deer by trimming back any cover that they might use while travelling or bedding.
3. **Motion activated lights and sprinklers**, if used randomly, help to dissuade deer from using your yard.
4. **Orchards or crops**, should be fenced to exclude deer and other wildlife. Usually this requires both a high and an electrified fence. Visit our website for more information on fence building.
5. **Chase deer from your property** whenever they appear and they will learn that your property is not worth the effort. But remember that it is illegal for you or your dog to injure a deer.

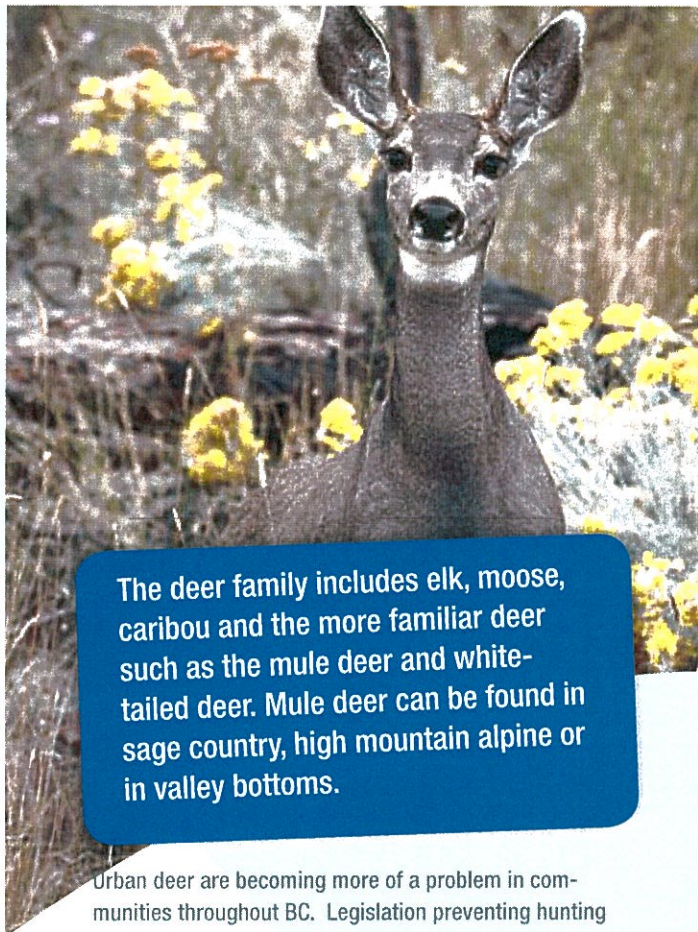


### DEER SAFETY TIPS

Deer are normally timid animals but if they become habituated to humans they can become a danger.

- Never approach a deer, especially if it has young with it.
- If a deer does attack you - try to stay upright as they inflict injury by striking at their opponent with their sharp hooves. Cover your head with your arms and back off to some form of shelter.
- Deer may signal an impending attack by laying their ears back and lowering their head.

Call the Conservation Officer Service reporting line (1-877-952-7277) to report any deer acting aggressively.



The deer family includes elk, moose, caribou and the more familiar deer such as the mule deer and white-tailed deer. Mule deer can be found in sage country, high mountain alpine or in valley bottoms.

Urban deer are becoming more of a problem in communities throughout BC. Legislation preventing hunting and leash laws within municipalities have helped make urban areas more attractive to deer. Highly adaptable, the deer have learned how to survive and thrive in urban environments.

Deer are herd animals for the winter months and become more solitary when they have and raise their young (mid May through til October). Breeding season, known as the rut, is in November and bucks may become more unpredictable as they compete for the right to breed.

Deer are herbivores and have many natural predators and as such have developed keen senses to ensure their survival. A deer's hearing is acute and their ability to articulate their ears allows them to pinpoint the sounds of any approaching predator.

More information on deer can be found on our website under our species accounts pages.



### WHERE'RE THE DEER?

Visit our website at [www.wildsafebc.com](http://www.wildsafebc.com) to find a map that shows where deer have been sighted in your community along with information about what has attracted them into the area. By knowing where the deer are and what is bringing them in, we can all do our part to keep our wildlife wild and our communities safe.

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



### DEER FACTS:

- There are three deer native to BC: mule deer, white-tailed deer and the coastal black-tailed deer.
- Mule deer are the more numerous of the deer species in BC and are found in most habitats.
- Deer are both browsers (eating shrubs and woody plants) and grazers (eating grasses).
- Male deer, called bucks, grow antlers that are shed every year - usually by late December but some may retain theirs much later.
- Bucks use their antlers for both display and fighting in order to assert dominance and to secure breeding privileges with the does.
- Female deer, called does, usually give birth to one or two fawns.
- Fawns are spotted when new-born to help camouflage them while they are left unattended by the doe as she goes off to feed.
- Deer carry a wide variety of ticks and wherever deer have over-wintered you should be on the look-out for ticks in the spring.



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





## HUMAN-COUGAR CONFLICTS

- Cougars account for approximately 2,500 calls to the Conservation Officer Service reporting line every year.
- Many reported cougar sightings turn out to be animals other than cougars.
- Cougars in conflict are usually young cougars that have not yet learned how to hunt efficiently or, are older cougars that can no longer hunt in the wilds.
- Cougars are most active during the period from dusk until dawn and this period requires extra vigilance by hikers while in cougar country.
- A properly installed and maintained electric fence can help prevent your chickens or small livestock from becoming a meal for a cougar.



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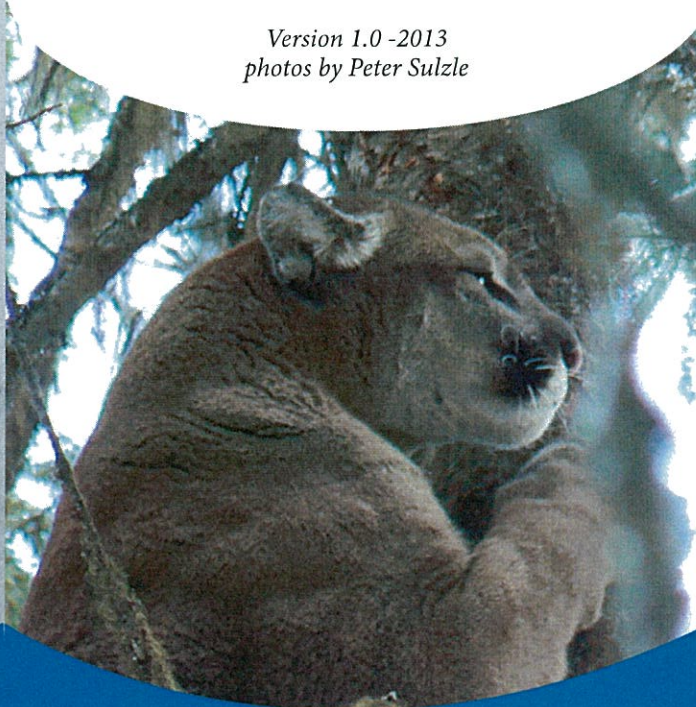


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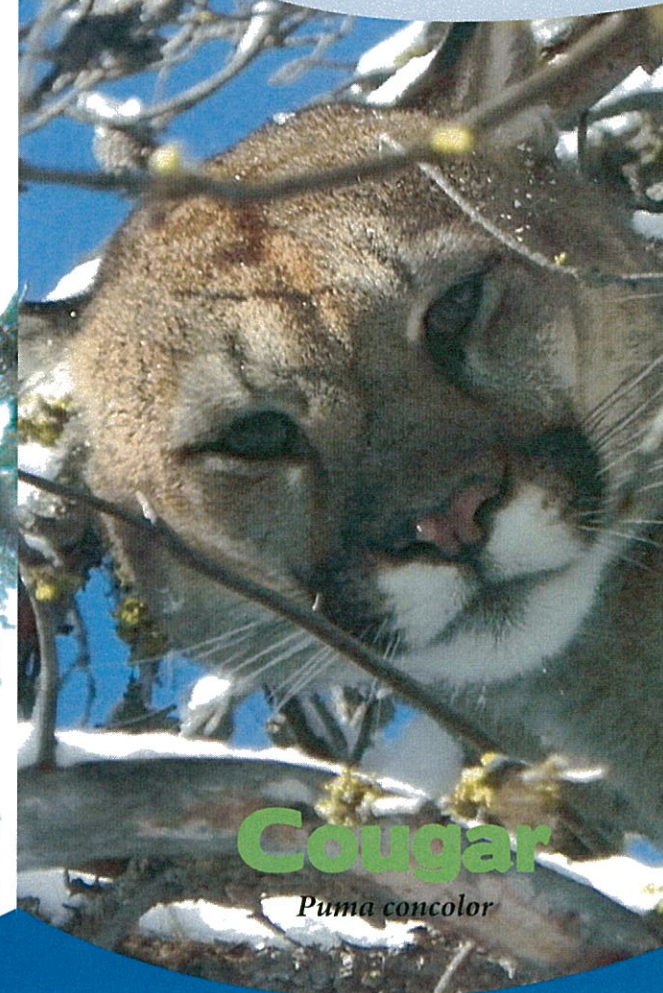
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British Columbia Conservation Foundation



**Cougar**  
*Puma concolor*





## MANAGE YOUR ATTRACTANTS

Cougars are wide ranging animals and may show up in urban settings from time to time. If they are passing through it is important they do not find food that may encourage them to stay.

1. **Feed pets indoors**, or if fed outdoors, bring in any uneaten food as pet food may attract cougars.
2. **Keep your pets indoors, especially at night**. Cats and small dogs that are left to free-range, hunt small birds and rodents and, in turn, become prey themselves.
3. **Bird feeders can attract cougars**. If the ground below the feeder is not kept clear, seeds can accumulate, attracting rodents and, in turn, attracting cougars and other predators that feed on the rodents.
4. **If you keep chickens or small livestock** use a properly installed and maintained electric fence. Store all your feed in a secure location and ensure feeding areas are clean and free of attractants (again, if the feed attracts rodents then the rodents, in turn, can attract cougars).
5. **Never feed deer or other possible prey species** for cougars. While deer may be pleasant to watch, they can attract large predators such as cougars into residential neighbourhoods. As well, urban deer present their own set of problems to you and your neighbours.

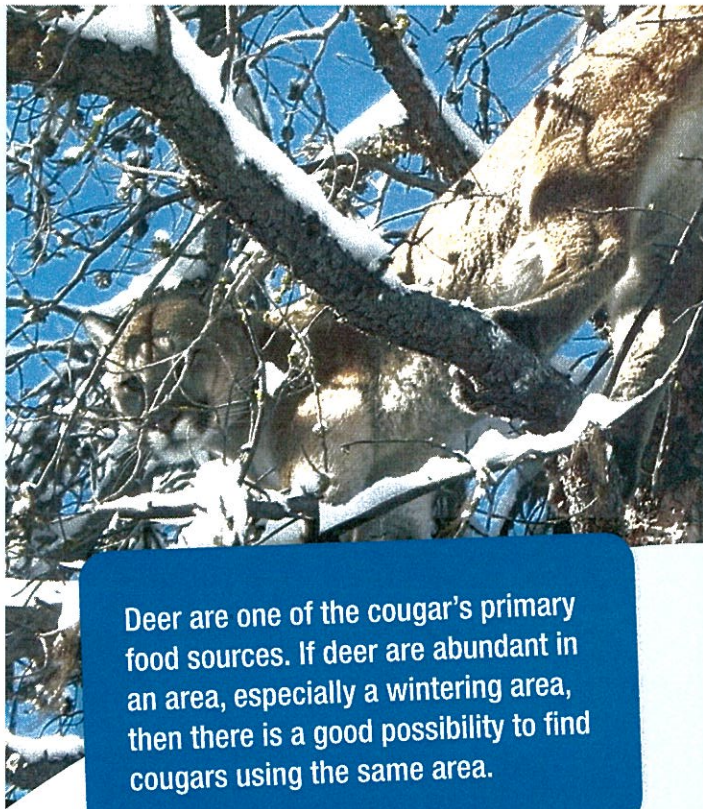


## COUGAR SAFETY TIPS

Attacks by cougar are rare but can be fatal, especially if young children are involved. In all cases you must fight back as cougar attacks are always predatory and the cougar sees you as a meal. Use rocks, sticks or whatever you have at hand to protect yourself.

If you see a cougar that is watching you, maintain eye contact with the cougar and speak to it in a loud firm voice. Reinforce the fact that you are a human and not an easy target. Back out of the area and seek assistance or shelter.

Call the Conservation Officer Service reporting line (1-877-952-7277) to report the incident.



Deer are one of the cougar's primary food sources. If deer are abundant in an area, especially a wintering area, then there is a good possibility to find cougars using the same area.

The cougar is the largest of the three wild cats in Canada and is a **formidable hunter**. A large male cougar can weigh over 100 kg but more likely to be in the 60-80 kg range. Typically females are about 25% smaller than males. Cougars are strictly carnivorous and usually hunt deer, but **will take young moose, elk or bighorn sheep**. Cougars will also prey on rabbits, squirrels, beavers or other small animals when the opportunity presents itself.

The cat is light brown in colour and is quickly identified by its compact head and large heavy tail tipped at the end in black. Cougar tracks are large padded prints with no claws showing. Like domestic cats, cougars keep their claws retracted until needed for attacking their prey or for climbing trees.

Contrary to popular belief, cougars do not pounce on their prey from overhanging rocks or trees but employ a stalk of an animal and then an explosive series of bounds to leap on their prey. Using both their razor sharp claws and powerful jaws they can quickly kill most any prey they choose to attack.

Large prey takes a number of days to eat and the cougar will pull debris over the carcass to keep off scavengers. The cougar will stay near to a kill site until the prey is totally consumed.



## WHERE'S THE COUGAR?

Visit our website at [www.wildsafebc.com](http://www.wildsafebc.com) to find a map that shows where wildlife has been sighted in your community along with information about what has attracted it into the area. By knowing where wildlife is and what is bringing it in, we can all do our part to keep our wildlife wild and our communities safe.

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



## COUGAR FACTS:

- Cougars are "spot and stalk" hunters and have extremely good vision.
- Cougars have large home ranges and males have been recorded as having travelled over 50 kilometers in one day.
- Young cougars stay with their mother for up to two years at which time she forces them off to fend for themselves.
- Many urban incidents occur with young cougars that have not yet learned how to hunt effectively or older animals that can no longer hunt in the wilds.
- Cougars are secretive animals and are seldom seen by hikers.
- Cougars also go by the name mountain lion, puma, and panther.
- Cougars have one of the widest distributions of mammals in the Americas and can be found all the way from Patagonia to the Yukon border.



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



**Financial Information Act**  
**Financial Information Regulation (FIR), Schedule 1**

**Statement of Financial Information (SOFI)**  
**Index to FIR Schedule 1 and the Checklist**

**Page 1: Corporation Information**

**Ministry Information**

**General: Section One**

- 1(1)(a) Statement of assets and liabilities
- 1(1)(b) Operational statement
- 1(1)(c) Schedule of debts
- 1(1)(d) Schedule of guarantee and indemnity agreements
- 1(1)(e) Schedule of employee remuneration and expenses
- 1(1)(f) Schedule of suppliers of goods and services
- 1(2) [Explanatory information for reference]
- 1(3) Statements prepared on a consolidated basis or for each fund
- 1(4) & (5) Notes to the statements and schedules in section 1(1)

**Page 2: Statement of Assets & Liabilities: Section Two**

- 2 Balance sheet
- Changes in equity and surplus or deficit

**Operational Statement: Section Three**

- 3(1) Statement of Income / Statement of Revenue and Expenditures
- Statement of Changes in Financial Position
- 3(2) & (3) Omission of Statement of Changes in Financial Position, with explanation
- 3(4) Requirement for community colleges, school districts and municipalities

**Statement of Debts: Section Four**

- 4(1)(a) & 4(2) List and detail the schedule of long-term debts
- 4(1)(b) Identify debts covered by sinking funds / reserves
- 4(3) & (4) Omission of schedule, with explanation

**Page 3: Schedule of Guarantee and Indemnity Agreements: Section Five**

- 5(1) List agreements under the Guarantees and Indemnities Regulation
- 5(2) State the entities and amounts involved
- 5(3) & (4) Omission of schedule, with explanation

**Page 3 & 4: Schedule of Remuneration and Expenses: Section Six**

- 6(1) [Definitions for reference]
- 6(2)(a) List remuneration / expenses for each elected official, member of board, Cabinet appointees
- 6(2)(b) List each employee with remuneration exceeding \$75,000, plus expenses
- 6(2)(c) Consolidated total for all employees with remuneration of \$75,000 or less
- 6(2)(d) Reconcile difference in total remuneration above with operational statement
- 6(3) Exclude personal information other than as required

**Page 3 & 4: Schedule of Remuneration and Expenses: Section Six (continued)**

- 6(4) & (5) [Explanatory information for reference]
- 6(6) Report employer portion of EI and CPP as a supplier payment
- 6(7)(a) & (b) Statement of severance agreements
- 6(8) Explain an omission of statement of severance agreements
- 6(9) [Statement of severance agreements to minister – not required unless requested]

**Page 4: Schedule of Suppliers of Goods or Services: Section Seven**

- 7(1)(a) List suppliers receiving payments exceeding \$25,000
- 7(1)(b) Consolidated total of all payments of \$25,000 or less
- 7(1)(c) Reconcile difference in total above with operational statement
- 7(2)(a) [Explanatory information for reference]
- 7(2)(b) Statement of payments of grants or contributions
- 7(2)(c) [Explanatory information for reference]

**Page 5: Inactive Corporations: Section Eight**

- 8(1) Ministry to report for inactive corporations
- 8(2)(a) Contents of report – statements and schedules under section 1(1) to extent possible
- 8(2)(b) Contents of report – operational status of corporation

**Approval of Financial Information: Section Nine**

- 9(1) Approval of SOFI for corporations (other than municipalities)
- 9(2) Approval of SOFI for municipalities
- 9(3) Management report
- 9(4) Management report must explain roles and responsibilities
- 9(5) Signature approval is for all contents of the SOFI

**Access to the Financial Information: Section Ten**

- 10(1) to (3) [Explanatory information for reference]

# Financial Information Regulation, Schedule 1

## Checklist – Statement of Financial Information (SOFI)

### For the Corporation:

Corporate Name: Corporation of The City of Grand Forks Contact Name: Roxanne Shepherd, BBA, CGA  
 Fiscal Year End: December 31, 2012 Phone Number: (250) 442-8266  
 Date Submitted: June 25, 2013 E-mail: rshepherd@grandforks.ca

### For the Ministry:

Ministry Name: Reviewer:  
 Date Received: Deficiencies: Yes ☐ No ☐  
 Date Reviewed: Deficiencies Addressed: Yes ☐ No ☐  
 Approved (SFO): Further Action Taken:

Distribution: Legislative Library ☐ Ministry Retention ☐

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>General</b>					
1 (1) (a)	Statement of assets and liabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audited Financial Statements
1 (1) (b)	Operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audited Financial Statements
1 (1) (c)	Schedule of debts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (d)	Schedule of guarantee and indemnity agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1 (1) (e)	Schedule of employee remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (f)	Schedule of suppliers of goods and services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audited Financial Statements
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audited Financial Statements



FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Statement of Assets &amp; Liabilities</b>					
2	<ul style="list-style-type: none"> <li>A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and</li> <li>Show changes in equity and surplus or deficit due to operations</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audited Financial Statements
<b>Operational Statement</b>					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> <li>a Statement of Income or Statement of Revenue and Expenditures, and</li> <li>a Statement of Changes in Financial Position</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audited Financial Statements
3 (2) 3 (3)	<ul style="list-style-type: none"> <li>The Statement of Changes in Financial Position may be omitted if it provides no additional information</li> <li>The omission must be explained in the notes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Schedule of Debts</b>					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audited Financial Statements
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audited Financial Statements
4 (3) 4 (4)	<ul style="list-style-type: none"> <li>The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information</li> <li>The omission must be explained in a note to the schedule</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Guarantee and Indemnity Agreements</b>					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 (2)	State the entities involved, and the specific amount involved if known	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 (3) 5 (4)	<ul style="list-style-type: none"> <li>The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information</li> <li>The omission must be explained in a note to the schedule</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> <li>the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and</li> <li>the range of equivalent months' compensation for them</li> </ul> (see Guidance Package for suggested format)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There were no severance agreements under which payments were made in the year between the City of Grand Forks and any employee.
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Schedule of Suppliers of Goods or Services</b> (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Inactive Corporations</b>					
8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Approval of Financial Information</b>					
9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at <a href="http://www.gov.bc.ca/cas/popt/">http://www.gov.bc.ca/cas/popt/</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audited Financial Statements
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



*Financial Statements of*  
**THE CORPORATION OF THE CITY OF GRAND FORKS**  
*December 31, 2012*

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**Index to Financial Statements**  
**December 31, 2012**

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<b>Responsibility for Financial Reporting</b>	<b>- Page 1</b>
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Consolidated Statement of Change in Net Financial Assets	- Page 6
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Schedule - Consolidated Schedule of Tangible Capital Assets	- Page 20

**May 10, 2013**

**Grand Forks, B.C.**

### **Responsibility For Financial Reporting**

Management is responsible for the preparation of the accompanying consolidated financial statements. The financial statements have been prepared in accordance with the accounting principles disclosed in note 1 to the consolidated financial statements and include amounts that are based on estimates and judgments. Management believes that the financial statements fairly present The Corporation of the City of Grand Forks consolidated financial position and results of operations. The integrity of the information presented in the financial statements, including estimates and judgments relating to matters not concluded by fiscal year-end, is the responsibility of management. The financial statements have been approved by Council.

Management has established and maintained appropriate systems of internal control including policies and procedures, which are designed to provide reasonable assurance that The Corporation of the City of Grand Forks assets are safeguarded and that reliable financial records are maintained to form a proper basis for preparation of the financial statements.

The independent external auditors, Berg Lehmann, Chartered Accountants, have been appointed by Council to express an opinion as to whether the consolidated financial statements present fairly, in all material respects, The Corporation of the City of Grand Forks financial position, results of operations, and changes in financial position in conformity with the accounting principles disclosed in note 1 to the consolidated financial statements. The report of Berg Lehmann, Chartered Accountants, follows and outlines the scope of their examination and their opinion on the consolidated financial statements.

  
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Roxanne Shepherd  
Chief Financial Officer

## INDEPENDENT AUDITORS' REPORT

To the Mayor and Council  
The Corporation of the City of Grand Forks

We have audited the accompanying consolidated financial statements of The Corporation of the City of Grand Forks, which comprise the consolidated statement of financial position as at December 31, 2012, and the consolidated statement of operations, consolidated statement of changes in net financial assets and consolidated statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Bern  
Lemmon

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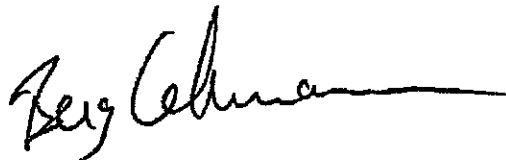
## INDEPENDENT AUDITORS' REPORT (continued)

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To the Mayor and Council  
The Corporation of the City of Grand Forks

### Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the City of Grand Forks as at December 31, 2012, and its financial performance and its cash flows for the year then ended in accordance with Canadian Public Sector accounting standards.



Chartered Accountants

May 10, 2013

Nelson, B.C.

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
As At December 31, 2012

	2012	2011
<b>FINANCIAL ASSETS</b>		
Cash (note 2)	\$ 8,484,269	\$ 7,340,891
Accounts receivable	1,722,076	1,653,464
MFA deposit (note 3)	9,801	9,513
Inventories for resale	49,310	26,811
Lease receivable (note 4)	192,017	209,285
	<u>10,457,473</u>	<u>9,239,964</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	1,255,863	1,142,032
Employee future benefits (note 5)	646,802	820,299
Deferred gas tax grants (note 11)	1,238,599	1,011,546
Deferred revenues - grants and other (note 8)	82,439	89,253
Deferred revenues - prepaid taxes	271,324	237,709
Temporary loan (note 9)	1,537,426	1,537,426
Development cost charges (note 10)	486,379	377,805
Long-term debt (note 6)	765,495	914,274
	<u>6,284,327</u>	<u>6,130,344</u>
<b>NET FINANCIAL ASSETS</b>	<u>4,173,146</u>	<u>3,109,620</u>
<b>NON-FINANCIAL ASSETS</b>		
Prepaid expenses	48,946	38,446
Inventory of supplies	253,127	281,762
Tangible capital assets (note 7)	26,063,779	26,713,397
	<u>26,365,852</u>	<u>27,033,605</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 30,538,998</u>	<u>\$ 30,143,225</u>
Represented by:		
Operating funds equity (note 12)	\$ 1,835,528	\$ 1,387,863
Reserve funds (note 13)	3,405,187	2,956,239
Equity in tangible capital assets (note 14)	25,298,283	25,799,123
	<u>\$ 30,538,998</u>	<u>\$ 30,143,225</u>
<b>COMMITMENTS AND CONTINGENT LIABILITIES (note 21)</b>		

  
Chief Financial Officer

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
For the Year Ended December 31, 2012

	2012 Budget	2012 Actual	2011 Actual
<b>REVENUE</b>			
Taxes	\$ 2,835,100	\$ 2,828,294	\$ 2,619,503
Sales of goods and services (note 16)	6,272,800	6,245,184	5,855,689
Other revenues	323,000	581,582	508,388
Senior government grants - operating	545,000	721,201	738,769
Senior government grants - capital	-	33,998	280,837
Interest income	21,000	102,187	97,748
Investment income on sinking fund	-	8,542	6,157
	<u>9,996,900</u>	<u>10,520,988</u>	<u>10,107,091</u>
<b>EXPENDITURES</b>			
General government	957,600	853,061	928,814
Public real estate	302,600	275,672	348,006
Protective service	483,700	472,304	428,665
Transportation services	1,330,100	1,225,906	1,069,466
Environmental health services	172,400	178,277	165,149
Public health and welfare	121,500	89,858	105,494
Environmental development	329,000	241,235	256,489
Recreation and cultural services	717,700	601,411	631,273
Utility services			
Electrical	3,404,500	3,399,709	3,246,720
Water	810,400	694,067	659,989
Sewer	745,100	686,043	648,198
Debt interest	91,800	35,110	37,432
Amortization	1,345,400	1,373,762	1,258,734
Gain on disposition	-	-	( 305,994)
	<u>10,811,800</u>	<u>10,125,215</u>	<u>9,478,435</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	( 814,900)	395,773	628,656
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>30,143,225</u>	<u>30,143,225</u>	<u>29,514,569</u>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<u>\$ 29,328,325</u>	<u>\$ 30,538,998</u>	<u>\$ 30,143,225</u>
<b>RECONCILIATION TO BUDGET (note 20)</b>			

  
Chief Financial Officer

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
For the Year Ended December 31, 2012

	2012	2011
<b>ANNUAL SURPLUS</b>	<b>\$ 395,773</b>	<b>\$ 628,656</b>
Acquisition of tangible capital assets	( 709,460)	( 998,475)
Amortization of tangible capital assets	1,373,762	1,258,734
Gain on sale of capital assets	-	( 305,994)
Proceeds from sale of capital assets	-	322,743
Net change in prepaid expenses and supplies inventory	18,135	( 13,284)
PST adjustment on assets under capital lease	( 14,684)	-
<b>INCREASE IN NET DEBT</b>	<b>1,063,526</b>	<b>892,380</b>
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>3,109,620</b>	<b>2,217,240</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>\$ 4,173,146</b>	<b>\$ 3,109,620</b>

R. Shepherd  
Chief Financial Officer



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
For the Year Ended December 31, 2012

	2012	2011
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 395,773	\$ 628,656
Non-cash items		
Amortization	1,373,762	1,258,734
Gain on sale of tangible capital assets	-	( 305,994)
PST adjustment on assets under capital lease	( 14,684)	-
Change in prepaid expenses and supplies inventory	18,135	( 13,284)
Change in Net Financial Assets/Liabilities		
Change in accounts receivable	( 68,612)	655,390
Change in MFA debt deposits	( 288)	( 314)
Change in inventories for resale	( 22,499)	19,889
Change in loan receivable	17,268	16,501
Change in accounts payable and accrued liabilities	113,831	( 192,300)
Change in due to trust	( 173,497)	( 1,677)
Change in deferred revenues	220,239	208,871
Change in development cost charges	108,574	42,826
Change in restricted revenues	33,615	( 99,165)
<b>Cash Provided by Operating Transactions</b>	<b>2,001,617</b>	<b>2,218,143</b>
<b>CAPITAL TRANSACTIONS</b>		
Purchase of tangible capital assets	( 709,460)	( 998,475)
Proceeds from sale of tangible capital assets	-	322,743
<b>Cash Applied to Capital Transactions</b>	<b>( 709,460)</b>	<b>( 675,732)</b>
<b>FINANCING TRANSACTIONS</b>		
Debt issued	14,683	46,556
Repayment of long-term debt	( 154,919)	( 192,806)
Actuarial adjustment	( 8,543)	( 15,980)
<b>Cash Received from Financing Transactions</b>	<b>( 148,779)</b>	<b>( 162,210)</b>
<b>INCREASE IN CASH</b>	<b>1,143,378</b>	<b>1,380,201</b>
<b>CASH, BEGINNING OF YEAR</b>	<b>7,340,891</b>	<b>5,960,690</b>
<b>CASH, END OF YEAR</b>	<b>\$ 8,484,269</b>	<b>\$ 7,340,891</b>

  
Chief Financial Officer

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**As At December 31, 2012**

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**1. SIGNIFICANT ACCOUNTING POLICIES**

The following is a summary of the significant accounting policies of The Corporation of the City of Grand Forks:

**Basis of Presentation**

The Consolidated Financial Statements of the City, which are the representation of management, are prepared in accordance with Canadian generally accepted accounting principles for governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. The Consolidate Financial Statements reflect the combined results and activities of the reporting entity which is comprised of the Operating, Capital and Reserve funds. Inter-fund transactions have been eliminated on consolidation.

- i) **Operating Funds:** These funds include the General, Electrical, Water and Sewer operations of the City. They are used to record the operating costs of the services provided by the City.
- ii) **Capital Funds:** These funds include the General, Electrical, Water and Sewer Capital funds. They are used to record the acquisition and disposal of property and equipment and their related financing.
- iii) **Reserve Funds:** Under the Community Charter, City Council may, by bylaw, establish reserve funds for specified purposes. Money in a reserve fund, and interest earned thereon, must be expended by bylaw only for the purpose for which the fund was established. If the amount in a reserve fund is greater than required, City Council may, by bylaw, transfer all or part of the balance to another reserve fund.

**Basis of Accounting**

The City's consolidated financial statements are prepared using the accrual basis of accounting.

**Revenue Recognition**

The City records revenue on the accrual basis and includes revenue in the period in which the transactions or events that give rise to the revenues occur. Taxation revenues are recognized at the time of the issuing of the property tax notices for the fiscal year. Sale of services and utility fee revenues are recognized when the service or product is rendered by the City.

Grant revenues are recorded when the funding becomes receivable. Unearned revenue in the current period is recorded as deferred revenue.

**Deferred Revenue**

Deferred revenue relates to restricted grants received but not yet spent.

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful life commencing in the year the asset is put into service. Donated tangible capital assets are reported at the fair value at the time of donation. The estimated useful lives are as follows:

Building	40 - 75 years
Building improvements	10 - 40 years
Fixtures, furniture, equipment and vehicles	5 - 20 years
IT infrastructure	4 - 10 years
Parks infrastructure	15 - 50 years
Paving and roads	10 - 100 years
Sewer infrastructure	10 - 100 years
Water infrastructure	10 - 100 years

**Restricted Revenues**

Receipts which are restricted by the legislation of senior governments or by agreements with external parties are deferred and reported as restricted revenues. When qualifying expenditures are incurred restricted revenues are brought into revenue at equal amounts.

**Financial Instruments**

The City's financial instruments consist of cash, temporary investments, accounts receivable, accounts payable, capital lease obligations and long-term debt. It is management's opinion that the City is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values.

**Budget Figures**

The budgeted figures are based on the adopted Five-Year Financial Plan for the year 2012 approved by council under bylaw 1928 on April 16, 2012 and are not subject to audit.

**Use of Estimates**

The preparation of financial statements in accordance with generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Significant areas requiring estimates include the useful lives of tangible capital assets for amortization, the determination of payroll and employee future benefit accruals and the provision for contingencies. Actual results could differ from management's best estimates as additional information becomes available in the future.

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**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Government Transfers**

Government transfers are recognized as revenue in the period that the transfer is authorized, eligibility criteria, if any, have been met, and a reasonable estimate of the amount to be received can be made.

**2. CASH**

	2012	2011
Restricted cash		
Statutory Reserves	\$ 3,227,077	\$ 2,871,802
Deferred Gas Tax Grant funds	1,238,599	1,011,546
Deferred development cost funds	<u>486,379</u>	<u>375,857</u>
	4,952,055	4,259,005
Unrestricted cash and investments	<u>3,532,214</u>	<u>3,081,886</u>
	<u>\$ 8,484,269</u>	<u>\$ 7,340,891</u>

**3. DEBT RESERVE FUNDS - MUNICIPAL FINANCE AUTHORITY**

The Municipal Finance Authority of British Columbia provides capital financing for regional districts and their member municipalities. The Authority is required to establish a Debt Reserve Fund. Each regional district through its member municipalities who share in the proceeds of the debt issue is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The interest earned by the Fund less administrative expenses becomes an obligation to the regional districts. If at any time a regional district has insufficient funds to meet payments on its obligations, it must then use the monies to its credit within the Debt Reserve Fund. Upon maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged to the Municipality. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, 2012 the total of the Debt Reserve Fund was:

	Demand Notes	Cash Deposits	Balance
Sewer fund	\$ 6,433	\$ 3,508	\$ 9,941
General fund	<u>28,501</u>	<u>6,293</u>	<u>34,794</u>
	<u>\$ 34,934</u>	<u>\$ 9,801</u>	<u>\$ 44,735</u>

Only the cash portion of MFA deposits is included as a financial asset.



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**4. LEASE RECEIVABLE**

The City has entered into a long-term capital lease agreement with the Regional District of Kootenay Boundary for the lease of a building and lands. The term of the agreement is 12 years commencing August 1, 2010. Annual payments are \$27,000 including interest at 4.65%. Interest of \$9,731 (2011 - \$10,499) was received during the year.

**5. EMPLOYEE FUTURE BENEFITS**

The City provides a benefit to its unionized employees upon retirement. Those eligible employees who retire from service shall receive an amount equal to one and one half of their accumulated sick leave credits, up to, but not exceeding, 150 days. Employees absent for medical reasons have wages charged against, and deducted from the sick leave accumulated. Upon retirement, any employee having accumulated sick leave is eligible to receive a cash gratuity payment. The payment amount is a percentage of accumulated sick leave based on years of service. The City has committed to fully funding this future benefit over the years of the employees' current service. As at December 31, 2012, \$480,315 (2011 - \$488,516) has been accrued by the City to cover this obligation.

Contracts between the City and members of its management team establish a sick leave bank of 1086 days for managers which provides full pay for any management employee from onset of illness until coverage commences under long term disability insurance. As at December 31, 2012, \$166,487 (2011 - \$331,783) has been accrued by the City to cover this obligation.

**6. LONG-TERM DEBT AND CAPITAL LEASE OBLIGATIONS**

	Balance, beginning of year	Additions	Payment of Principal	Actuarial Adjustment	Balance, end of year
General #1863	\$ 414,310	\$ -	\$( 41,645)	\$( 3,824)	\$ 368,841
General #1887	66,471	-	( 3,496)	( 140)	62,836
Sewer #1556	98,732	-	( 6,495)	( 4,579)	87,658
Total MFA debt	579,513	-	( 51,636)	( 8,543)	519,334
General capital lease obligations	334,761	14,683	( 103,283)	-	246,161
Total long-term debt	\$ 914,274	\$ 14,683	\$( 154,919)	\$( 8,543)	\$ 765,495

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**6. LONG-TERM DEBT AND CAPITAL LEASE OBLIGATIONS (continued)**

The requirements for future repayments of principal on existing MFA debt for the next five years are estimated as follows:

	General Capital	Sewer Capital	Total Capital
2013	\$ 45,140	\$ 6,495	\$ 51,635
2014	\$ 45,140	\$ 6,495	\$ 51,635
2015	\$ 45,140	\$ 6,495	\$ 51,635
2016	\$ 45,140	\$ 6,495	\$ 51,635
2017	\$ 45,140	\$ 6,495	\$ 51,635

The requirements for future repayments of principal on existing capital lease obligations for the next five years are estimated as follows:

2013	\$ 105,226
2014	94,291
2015	50,263
2016	2,549
	<hr/>
Total minimum lease payments	252,329
Less amount representing interest	6,168
	<hr/>
	\$ 246,161

**7. TANGIBLE CAPITAL ASSETS**

	2012			2011 Net Book Value
	Cost	Accumulated Amortization	Net Book Value	
<b>General Capital Fund</b>				
Land	\$ 1,571,759	\$ -	\$ 1,571,759	\$ 1,552,254
Buildings	5,884,456	2,351,587	3,532,869	3,617,233
Engineering structures	18,700,365	9,012,004	9,688,361	10,749,039
Machinery and equipment	1,973,719	1,003,885	969,834	540,853
Equipment fleet - emergency	1,081,066	597,008	484,058	529,268
Equipment fleet - public works	3,437,961	2,023,711	1,414,250	1,592,154
	<hr/>	<hr/>	<hr/>	<hr/>
	32,649,326	14,988,195	17,661,131	18,580,801
<b>Waterworks Utility Capital Fund</b>	7,085,793	3,911,598	3,174,195	3,222,895
<b>Electrical Utility Capital Fund</b>	2,309,657	1,518,530	791,127	736,642
<b>Sewer Utility Capital Fund</b>	7,698,999	3,261,673	4,437,326	4,173,059
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total tangible capital assets</b>	\$ 49,743,775	\$ 23,679,996	\$ 26,063,779	\$ 26,713,397

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**8. DEFERRED REVENUE - GRANTS AND OTHER**

These funds are externally restricted for the purposes for which they were collected.

	Balance, Beginning of Year	Contributions Received	Eligible Expenditures	Balance, End of Year
Library maintenance contract	\$ 53,252	\$ 15,000	\$ 6,831	\$ 61,421
Miscellaneous revenue	1,464	7,541	1,464	7,541
Victim assistance	10,355	35,560	32,698	13,217
Miscellaneous deposits	24,182	60	23,982	260
	<u>\$ 89,253</u>	<u>\$ 58,161</u>	<u>\$ 64,975</u>	<u>\$ 82,439</u>

**9. TEMPORARY LOAN**

Bylaw 1931 authorizes the City to temporary borrowing of an amount or amounts not exceeding the sum of \$2,000,000 as required. The temporary loan bears daily interest at 1.73% with interest only payments paid monthly.

**10. DEVELOPMENT COST CHARGES**

Development cost charges represent funds received from developers for capital costs in accordance with Bylaw 1425. Development cost charges are deferred and recognized as revenues when the related costs are incurred.

	2012	2011
Development cost charges - water	\$ 171,630	\$ 117,280
Development cost charges - sewer	312,425	258,232
Development cost charges - parkland reserve	2,324	2,293
	<u>\$ 486,379</u>	<u>\$ 377,805</u>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**11. FEDERAL GAS TAX GRANT**

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the City and the Union of British Columbia Municipalities. Gas Tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

	2012	2011
Opening balance	\$ 1,011,546	\$ 799,719
Amount received in the year	212,698	212,698
Interest earned	14,355	11,237
Less amount spent on eligible projects	<u>-</u>	<u>( 12,108)</u>
Closing balance of unspent funds	<u>\$ 1,238,599</u>	<u>\$ 1,011,546</u>

**12. OPERATING FUND EQUITY**

	2012	2011
General operating fund	\$ 1,174,465	\$ 550,175
Electrical utility operating fund	1,087,167	850,312
Sewer utility operating fund	( 756,166)	( 422,224)
Water utility operating fund	<u>330,062</u>	<u>409,600</u>
Operating fund equity at year end	<u>\$ 1,835,528</u>	<u>\$ 1,387,863</u>

**13. RESERVE FUND CONTINUITY**

	Balance Beginning of Year	Transfers (to) from Other Funds	Sales	Interest Earned	Balance End of Year
Capital reserve	\$ 282,512	\$ -	\$ -	\$ 3,872	\$ 286,384
Equipment replacement	559,817	148,784	-	7,580	716,181
Land sale	719,538	-	-	9,678	729,216
Tax sale land	60,047	-	-	823	60,870
Cash in lieu of parking	16,668	-	-	229	16,897
Slag sale	1,317,657	-	258,585	19,397	1,595,639
	<u>\$ 2,956,239</u>	<u>\$ 148,784</u>	<u>\$ 258,585</u>	<u>\$ 41,579</u>	<u>\$ 3,405,187</u>



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**14. EQUITY IN TANGIBLE CAPITAL ASSETS**

Equity in Tangible Capital Assets (TCA) represents the net book value of total capital assets less long-term obligations assumed to acquire those assets. The change in consolidated equity in tangible capital assets is as follows:

	2012	2011
Equity in TCA, beginning of year	\$ 25,799,123	\$ 25,913,921
Add:		
Capital acquisitions	709,460	998,475
Debt principal repayments	164,919	192,806
Actuarial adjustment	8,543	15,960
Less:		
Disposition of Capital Asset at NBV	-	( 16,749)
Assets purchased funded by debt	-	( 46,556)
Amortization	( 1,373,762)	( 1,258,734)
Equity in TCA, end of year	<u>\$ 25,298,283</u>	<u>\$ 25,799,123</u>
Represented by:		
General capital fund	\$ 16,983,294	\$ 17,765,259
Electrical utility capital fund	791,127	736,642
Sewer utility capital fund	4,349,667	4,074,327
Water utility capital fund	<u>3,174,195</u>	<u>3,222,895</u>
Capital fund equity at year end	<u>\$ 25,298,283</u>	<u>\$ 25,799,123</u>

**15. MUNICIPAL PENSION PLAN**

The City and its employees contribute to the Municipal Pension Plan (the plan), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 173,000 active members and approximately 63,000 retired members. Active members include approximately 35,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2009 indicated an unfunded liability of \$1,024 million for basic pension benefits. The next valuation was as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the plan as the plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, plan assets and cost to individual entities participating in the plan.

The City's employer contributions to the plan in the fiscal year were \$266,919 (2011 - \$243,909).

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**16. SALE OF SERVICES**

	2012	2011
Garbage collection and RDKB landfill contract	\$ 176,332	\$ 168,227
Cemetery	33,585	37,903
Airport (net of cost of fuel sold)	21,619	19,837
Transportation custom work orders	79,483	39,764
Environmental development	10,981	11,654
Campground	34,558	29,737
Sundry	5,013	2,224
Slag	258,585	269,940
Electrical utility user and connection fees	4,130,107	3,834,378
Sewer utility user and connection fees	734,860	719,424
Waterworks utility user and connection fees	760,061	722,601
	<u>\$ 6,245,184</u>	<u>\$ 5,855,689</u>

**17. EXPENDITURES BY OBJECT**

	2012	2011
Goods and services	\$ 5,447,087	\$ 5,211,618
Interest and finance charges	35,110	37,432
Salaries, wages and benefits	3,269,256	3,276,645
Amortization	1,373,762	1,258,734
Gain on disposal	-	( 305,994)
	<u>\$ 10,125,215</u>	<u>\$ 9,478,435</u>

**18. COLLECTION FOR OTHER GOVERNMENTS**

The City collected and remitted the following taxes on behalf of other Governments. These are not included in the City's financial statements.

	2012	2011
Provincial Government - School Taxes	\$ 1,589,318	\$ 1,561,547
Provincial Government - Police Tax Levy	191,737	169,760
British Columbia Assessment Authority	47,595	46,666
Regional Hospital Districts	149,764	170,542
Municipal Finance Authority	120	124
Regional District of Kootenay Boundary	1,318,019	1,251,856
	<u>\$ 3,296,553</u>	<u>\$ 3,220,495</u>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

**19. TRUST FUNDS**

Funds held in trust and administered by the City are as follows:

	2012	2011
<b>Assets</b>		
Cash	\$ 146,069	\$ 140,682
Due from (to) the General Operating Fund	<u>445</u>	<u>( 405)</u>
	<u>\$ 146,514</u>	<u>\$ 140,277</u>
<b>Trust Fund Balances</b>		
Cemetery care	\$ 135,562	\$ 130,595
Employee assistance program	<u>10,952</u>	<u>9,682</u>
	<u>\$ 146,514</u>	<u>\$ 140,277</u>

Trust funds are not included in the City's financial statements.

**20. RECONCILIATION TO BUDGET**

The following reconciles the budgeted surplus as shown on the consolidated statement of operations to the budget as presented in bylaw 1928 adopted on April 16, 2012.

	2012	2011
Annual budgeted surplus per consolidated statement of operations	\$( 814,900)	\$( 1,351,350)
Debt principal repayments	( 236,200)	( 251,900)
Purchase of tangible capital assets other than by debt	( 2,958,000)	( 2,653,500)
Budgeted transfer from (to) reserve/accumulated surplus	962,700	1,286,750
Non-cash item - amortization	1,345,400	1,500,000
Debt proceeds	<u>1,701,000</u>	<u>1,470,000</u>
	<u>\$ -</u>	<u>\$ -</u>

**21. COMMITMENTS AND CONTINGENT LIABILITIES**

**Contingent Liabilities**

The City, as a member of the Regional District of Kootenay Boundary, is jointly and severally liable for the future capital liabilities of the Regional District.

The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet its payments and obligations, it shall make payments from the debt reserve fund which is in turn established by a similar debt reserve fund of the City and all other borrowing participants. If the debt reserve fund is deficient, the Authority's obligations become a liability of the Regional District, and may become a liability of the participating municipalities.

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2012**

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**22. COMMITMENTS AND CONTINGENT LIABILITIES (continued)**

**Reciprocal Insurance Exchange Agreement**

The City is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the City is assessed a premium and specific deductible for its claims based on population. The obligation of the City with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, not joint and several. The City irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

**Contractual Obligations**

The City has contracted with the Regional District of Kootenay Boundary to provide Building and Plumbing Inspection services. Under the contract the City is obliged to pay the Regional District a requisition based on various components calculated annually and the Regional District is obliged to remit all fees collected on behalf of the City.

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**23. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform with the current year's presentation.

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**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**SCHEDULE - SEGMENTED INFORMATION**  
For the Year Ended December 31, 2012

	General and Reserve	Electrical Utility	Water Utility	Sewer Utility	Total 2012	Total 2011
<b>REVENUE</b>						
Property taxes	\$ 2,822,253	\$ -	\$ -	\$ 6,041	\$ 2,828,294	\$ 2,619,503
User fees and charges	-	4,130,107	760,061	734,860	5,625,028	5,276,403
Other revenue	1,307,786	-	-	4,681	1,312,467	1,191,579
Grants - operating	721,201	-	-	-	721,201	738,769
Grants - capital	33,998	-	-	-	33,998	280,837
	<b>4,885,238</b>	<b>4,130,107</b>	<b>760,061</b>	<b>745,582</b>	<b>10,520,988</b>	<b>10,107,091</b>
<b>EXPENSES</b>						
Salaries and benefits	1,952,564	470,145	433,796	412,751	3,269,256	3,276,645
Goods and services	1,968,930	107,753	269,821	278,772	2,625,276	2,473,979
Purchased services	-	2,821,811	-	-	2,821,811	2,737,639
Debt interest	28,938	-	-	6,172	35,110	37,432
Amortization	1,048,438	34,157	184,681	106,486	1,373,762	1,258,734
Gain on disposal	-	-	-	-	-	( 305,994)
Interfund transfers	( 404,900)	404,900	-	-	-	-
	<b>4,593,970</b>	<b>3,838,766</b>	<b>888,298</b>	<b>804,181</b>	<b>10,125,215</b>	<b>9,478,435</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$ 291,268</b>	<b>\$ 291,341</b>	<b>\$ ( 128,237)</b>	<b>\$ ( 58,599)</b>	<b>\$ 395,773</b>	<b>\$ 628,656</b>

THE CORPORATION OF THE CITY OF GRAND FORKS  
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
As At December 31, 2012

	Land	Buildings	Machinery and Equipment	Engineering Structures	Electrical Utility	Infrastructure Waterworks Utility	Sewer Utility	2012	2011
<b>Historical Cost:</b>									
Opening balance	\$ 1,552,254	\$ 5,824,633	\$ 5,970,426	\$ 18,178,716	\$ 2,221,015	\$ 6,949,812	\$ 7,337,812	\$ 49,034,868	\$ 45,245,125
Additions	19,505	65,293	522,320	(478,351)	88,642	135,981	370,753	724,144	999,474
Disposals and write downs		(5,470)					(9,566)	(15,035)	(208,931)
Closing balance, Dec. 31	\$ 1,571,759	\$ 5,884,456	\$ 6,492,747	\$ 18,700,366	\$ 2,309,657	\$ 7,085,793	\$ 7,698,998	\$ 49,743,776	\$ 49,034,868
<b>Accumulated Amortization:</b>									
Opening balance	\$ -	\$ 2,207,400	\$ 3,308,151	\$ 8,429,676	\$ 1,484,373	\$ 3,728,917	\$ 3,184,753	\$ 22,321,271	\$ 21,254,720
Amortization Expenses	-	149,657	318,454	582,327	34,157	184,881	106,486	1,373,782	1,260,167
Effect of disposals and write downs	-	(5,470)					(8,566)	(15,036)	(183,616)
Closing balance, Dec. 31	\$ -	\$ 2,351,587	\$ 3,626,605	\$ 9,012,004	\$ 1,518,530	\$ 3,911,598	\$ 3,281,673	\$ 23,679,998	\$ 22,321,271
Net Book Value for Year Ended December 31, 2012	\$ 1,571,759	\$ 3,532,869	\$ 2,866,142	\$ 9,688,361	\$ 791,127	\$ 3,174,195	\$ 4,417,325	\$ 26,063,778	\$ 26,713,597

**The Corporation of the City of Grand Forks**  
**Long Term Debt**  
**for the year ended December 31, 2012**

**A. DEBENTURES**

<u>Date of Issue</u>	<u>Bylaw</u>	<u>Purpose</u>	<u>Maturity Dates</u>	<u>Original Debt Debt</u>	<u>Debt Outstanding end of 2011</u>	<u>Debt Advanced during 2012</u>	<u>Interest paid in 2012</u>	<u>Principal Retirements 2012</u>	<u>Actuarial Adjustments 2012</u>	<u>Long Term Debt December 31, 2012</u>	<u>Interest Rates</u>
October 13, 2009	1863	Road System Improvements	2009 - 2019	\$ 500,000	\$ 414,310	\$ -	\$ 20,650	\$ 41,645	\$ 3,824	\$ 368,841	4.13%
June 28, 2010	1887	Subdivision	2010 - 2025	70,000	66,471	-	2,611	3,496	140	62,835	3.73%
March 24, 1999	1556	Ruckle Sewer Extension	1999 - 2019	195,944	98,731	-	6,172	6,495	4,579	87,657	4.53%
<b>Total Debt</b>				<b>765,944</b>	<b>579,512</b>	<b>-</b>	<b>29,433</b>	<b>51,637</b>	<b>8,543</b>	<b>519,332</b>	

**B. CAPITAL LEASES AND CONDITIONAL SALES AGREEMENT TO FUND EQUIPMENT ACQUISITIONS****General Capital Fund**

October 2, 2009	n/a	OM Photocopiers	2009 - 2014	26,349	15,367	603	261	5,178	(603)	10,791	1.25%
June 9, 2009	n/a	IBM DS3300 Storage Array Dual	2009 - 2014	23,983	12,368	433	205	4,746	(433)	8,055	1.25%
October 1, 2009	n/a	544K Loader	2009 - 2014	178,145	100,773	3,861	1,700	35,073	(3,861)	69,561	1.25%
April 19, 2007	n/a	CanCADD Plotter/Printer/Copier	2007 - 2012	29,975	762	-	2	762	-	0	5.25%
May 19, 2007	n/a	2007 Sterling with Elgin Sweeper	2007 - 2012	186,715	7,937	-	22	7,937	-	0	5.00%
September 19, 2007	n/a	Pitney Bowes Folder Inserter	2007 - 2012	18,775	1,894	-	10	1,894	-	(0)	5.25%
November 25, 2010	n/a	2011 HR42 Terex Electrical Line Truck	2010 - 2015	196,775	155,733	7,726	2,770	38,619	(7,726)	124,840	2.00%
February 24, 2011	n/a	2010 Dodge Caravan	2011 - 2016	21,200	17,815	910	319	4,140	(910)	14,586	2.00%
April 28, 2011	n/a	IBM APPV Server	2011 - 2016	15,346	13,383	696	231	2,987	-	11,092	2.00%
April 28, 2011	n/a	IBM Backup Server	2011 - 2016	10,010	8,729	454	157	1,948	-	7,235	2.00%
<b>Total Capital Lease and Conditional Sales Agreement Debt</b>				<b>707,273</b>	<b>334,761</b>	<b>14,683</b>	<b>5,677</b>	<b>103,283</b>	<b>(13,533)</b>	<b>246,161</b>	
<b>Total Long Term Debt</b>				<b>\$ 1,473,217</b>	<b>\$ 914,273</b>	<b>\$ 14,683</b>	<b>\$ 35,110</b>	<b>\$ 154,920</b>	<b>\$ (4,990)</b>	<b>\$ 765,494</b>	

**The Corporation of the City of Grand Forks**  
**Schedule showing the remuneration and expenses paid to or on behalf of each employee**  
**for the year ended December 31, 2012**  
**Financial Information Regulation (Sections 1(1)e, 6(2)a to 6((6))**

**1. Elected Officials**

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>	<u>Total</u>
KENDEL, ROBERT	Councillor	16,408	2,901	19,309
KROG, NEIL D.	Councillor	16,146	-	16,146
ODOHERTY, P.	Councillor	16,146	4,156	20,302
SMITH, GARY	Councillor	16,146	5,151	21,297
TAYLOR, BRIAN	Mayor	21,528	6,666	28,194
WIRISCHAGIN, MICHAEL	Councillor	16,146	4,004	20,150
WYERS, CHERYLE	Councillor	16,146	4,008	20,154
<b>Total: Elected Officials</b>		<b>118,668</b>	<b>26,886</b>	<b>145,553</b>

**2. Other Employees**

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>	<u>Total</u>
ARNOTT, C.	Chief Financial Officer	123,247	3,271	126,518
BIRD, S.	Mgr Technical Services	92,094	2,791	94,886
BURCH, L.	Chief Administrative Officer	135,369	3,733	139,102
CHAPMAN, J.D.	Water & Sewer Co-ordinator	81,441	1,238	82,680
FEDERICO, L.	Utilities Operator	82,205	912	83,118
HARP, W.	Electrical Lineman	132,464	-	132,464
HEINRICH, D.	Corporate Officer	79,384	4,062	83,446
HERIOT, D.	Fire Chief	91,309	2,578	93,887
KOPAN, W.	Mgr Environmental Services	92,283	1,252	93,535
MAKORTOFF, K.	Utilities Operator	82,839	2,431	85,270
ONIONS, G.	Power Distribution Co-ordinator	102,380	179	102,558
REID, D.	Roads & Equip Co-ordinators	76,912	1,241	78,153
SALAMANDYK, E.	Operator/Airport	76,237	265	76,502
WEBER, R.	Lineman	98,335	591	98,926
WRIGHT, H.	Manager of Operations	86,017	2,500	88,517
Other 37 employees (Under \$75,000)		1,424,509	31,292	1,455,801
<b>Total: Other Employees</b>		<b>2,857,025</b>	<b>58,337</b>	<b>2,915,362</b>
<b>Subtotal: All Remuneration</b>		<b>2,975,693</b>		

**3 Reconciliation**

Total Remuneration		2,975,693	
Reconciling Items: (Employer paid benefits and timing of accruals)		293,563	9%
Wages and employee benefits - Note 17 Financial Statements	3,269,256		
Wages and employee benefits - Capital			
<b>Total Remuneration</b>	<b>3,269,256</b>	<b>3,269,256</b>	
Variance due in large part to employer paid benefits			



**The Corporation of the City of Grand Forks**  
**Schedule of suppliers of goods and services**  
**for the year ended December 31, 2012**  
**Financial Information Regulation (Section 1 (1) f & 7)**

---

**1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000**

Supplier name

As Attached

\$9,030,804 (A)

**2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less**

1,343,162 (B)

**3. Payments to suppliers for grants and contributions exceeding \$25,000**

202,500 (C)

**Subtotal: All payments for goods, services, grants and contributions**

10,576,466

Reconciling items

- 451,251

**Net payments for goods, services, grants and contributions**

10,125,215

**Total per Statement of Revenue and Expenditure**

10,125,215

Variance

\$ 0

Variance due in large part to:

collections for other Governments  
 GST & HST included in payments to suppliers  
 acquisition of capital assets  
 non cash expenses such as amortization  
 changes in accruals

**The Corporation of the City of Grand Forks**  
**Alphabetical list of suppliers who received aggregate payments exceeding \$25,000**  
**for the year ended December 31, 2012**  
**Financial Information Regulation (Section 1 (1) f & 7)**

---

ARGOSY CONSTRUCTION GROUP INC.	284,985
ASSOCIATED ENGINEERING (B.C.) LTD.	35,878
B.C. ASSESSMENT AUTHORITY	47,670
BRITISH COLUMBIA LIFE & CASUALTY COMPANY	38,630
BERG NAQVI LEHMANN	35,280
CARTEL COM	73,322
CITY OF NELSON	74,905
COOPER POWER SYSTEMS - CA	27,983
CU CREDIT c/o CUETS	61,217
CUPE LOCAL 4728	32,191
DAVE DALE INSURANCE LTD.	86,323
DREXLER COMPUTER SYSTEMS LTD.	59,811
FORTIS BC	3,173,507
FORTIS BC INC	126,720
FORTIS BC-NATURAL GAS	28,560
G & D LINEMARKING	40,902
GRAND FORKS JANITORIAL SERVICES	44,369
GRAND FORKS VOLUNTEER FIREFIGHTERS ASSOCIATION	64,550
INSURANCE CORP. OF B.C.	39,155
REVENUE SERVICES OF BRITISH COLUMBIA	42,584
MINISTRY OF FINANCE REAL PROPERTY TAXATION BRANCH	399,356
MUNICIPAL FINANCE AUTH.	122,586
MUNICIPAL INSURANCE	28,266
MUNICIPAL PENSION PLAN	473,146
PACIFIC BLUE CROSS	128,498
PICA ENGINEERING	67,376
PITEAU ASSOCIATES	45,099
POWER PAVING LTD.	81,305
RECEIVER GENERAL CANADA	801,557
RECEIVER GENERAL (GST)	56,008
REDI ELECTRIC	41,901
REG.DIST. KOOTENAY BOUNDARY	1,678,610
SCHNEIDER ELECTRIC CANADA INC.	30,186
SCHOOL DISTRICT #51 (BOUNDARY)	37,505
SEQUOIA FUELS	37,780
SPRING FUEL DISTRIBUTORS INC	120,508
STRATEGIC INFRASTRUCTURE MANAGEMENT INC.	74,274
TE BURNS ENGINEERING	48,188
TELUS COMMUNICATIONS (B.C) INC.	31,286
URBAN SYSTEMS LTD.	91,433
VADIM COMPUTER MANAGEMENT GROUP LTD.	32,303
WEST KOOTENAY BOUNDARY REGIONAL HOSPITAL	144,398
WORKERS COMPENSATION BOARD	40,691
TOTAL SUPPLIERS EQUAL AND OVER \$25,000	<u>9,030,804</u>

**The Corporation of the City of Grand Forks**  
**Consolidated Statement of Changes in Capital Fund Balances**  
**for the year ended December 31, 2012**  
**Financial Information Regulation (Section 3 (4))**

	<u>Actual 2012</u>	<u>Actual 2011</u>
<b>Revenue</b>		
Donations from groups and individuals	\$ -	\$ -
Senior government grants - Capital	33,998	277,638
	<u>33,998</u>	<u>277,638</u>
Transfer from Development Cost Charges	-	-
Transfer from Other Restricted Revenues	<u>-</u>	<u>-</u>
	<u>33,998</u>	<u>277,638</u>
<b>Expenditures</b>		
General government	128,767	963,337
Utility services	595,376	35,136
	<u>724,143</u>	<u>998,473</u>
<b>Change in Financial Assets</b>	(690,145)	(720,835)
Capital Funding from Reserves	<u>-</u>	<u>58,486</u>
<b>Expenditures funded by Debt or Operating Surplus</b>	(690,145)	(662,349)
Capital loan debt incurred	14,683	21,200
Transfers from (to) Surplus	675,462	641,149
<b>Increase (Decrease) in Capital Fund Balances</b>	<u>-</u>	<u>0</u>
<b>Capital Fund Balances - Beginning of Year</b>	<u>0</u>	<u>-</u>
<b>Capital Fund Balances (Due to Operating Funds) - End of Year</b>	<u>\$ 0</u>	<u>\$ 0</u>

## **The Corporation of the City of Grand Forks**

### **Statement of Severance Agreements**

There were **no** severance agreements made between The Corporation of the City of Grand Forks and its non-unionized employees during the fiscal year 2012.

*\* Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)*





## **CITY OF GRAND FORKS MEMORANDUM**

11(h)

Settle down.

**DATE:** June 17, 2013

**TO:** Mayor and Council

**FROM:** Hal Wright, Manager of Operations

**SUBJECT:** Non Budgeted Expenditure (Airport Beacon Site Back-Up Batteries) (\$9,674.00)

---

**Background:**

Starting in late winter our Airport Beacon Site power backup systems started to fail. Originally thought to be accumulated snow on our solar panels it was later discovered that after 16 years of service the battery backup and storage units were no longer serviceable.

Where not feasible to supply normal power to the Airport Beacon Sites, solar panels are installed. Power from these panels is then stored in a series of batteries. These battery packs then power the beacons and recently upgraded communication equipment. Without these batteries night emergency flights would not be possible. Batteries have been purchased and installed at all of our sites. (\$9,674.00)

As part of the process we will be required to bring forward a budget amendment to include this within the 2013 financial plan. This will be completed in November as part of all of the unplanned budget amendments

**Key Issues:**

1. Consistent repairs to recharge existing failing batteries
2. The consistent need for staff time to repair
3. Difficulty in accessing remote sites (ATV rentals required)
4. Extreme risk to Emergency Flights in and out at night time
5. The need for a permanent repair rather than consistent patching the problem

A blue ink signature of Hal Wright, written in a cursive style, is positioned above a horizontal line.

Hal Wright, Manager of Operations



Settle down.

## **CITY OF GRAND FORKS MEMORANDUM**

11(i)

**DATE:** June 17, 2013

**TO:** Mayor and Council

**FROM:** Hal Wright, Manager of Operations

**SUBJECT:** Non Budgeted Expenditure (Sewage Pump at Boundary Lift Station) (\$8,200 plus freight)

---

### **Background:**

For an extended period of time Staff has responded to numerous calls (sometimes as frequent as every three days) to unplug the sewage pump at our Boundary Lift Station, located just north of the High School tennis courts on Boundary Drive. A good percentage of the calls for service on this pump have been after hours including on Sundays. To rectify the immediate concern of sewage rapidly backing up two staff members must operate equipment to pull the pump from the Lift Station. They then must remove the blockage and then re-install the pump. Even though our staff had become proficient at this procedure, two hours was needed each time. Continuing to put a strain financially on the City of Grand Forks and time-wise on the demands of our staff, we have ordered a new upgraded pump and impeller to be installed (\$8,205.00 plus freight).

As part of the process we will be required to bring forward a budget amendment to include this within the 2013 financial plan. This will be completed in November as part of all of the unplanned budget amendments

### **Key Issues:**

1. Consistent plugging and backing-up of sewage
2. The consistent need for staff time to repair (during or after hours)
3. Costly overtime calls
4. One facility monopolizing valuable staff time for repetitive repairs
5. Staff overtime often banked for subsequent time away from work, adding to annual time away from the tools
6. The need for a permanent repair rather than consistent patching the problem

  
Hal Wright, Manager of Operations



Settle down.

## CITY OF GRAND FORKS MEMORANDUM

11(j)

**DATE:** June 17, 2013

**TO:** Mayor and Council

**FROM:** Hal Wright, Manager of Operations

**SUBJECT:** Non Budgeted Expenditure (Water Pump at Well #3)  
(\$14,955)

---

**Background:**

Our submersible pump motor at Well #3 ceased to operate. As we are heading into our peak water-demand season this pump required immediate replacement. The installation of the new pump took place in late May/early June at a cost of \$14,955.

As part of the process we will be required to bring forward a budget amendment to include this within the 2013 financial plan. This will be completed in November as part of all of the unplanned budget amendments

**Key Issues:**

1. One of 5 pumps required to assist in the supply of water to our City
2. No indication that pump was nearing end of service
3. Already at peak watering season
4. All pumps required to ensure required Fire-Flow in the event of an emergency

Hal Wright, Manager of Operations

RECEIVED

JUN 14 2013

THE CORPORATION OF  
THE CITY OF GRAND FORKS

11(k)

PO Box 190, #1 Opal Drive  
Logan Lake, BC V0K 1W0  
P: 250.523.6225 F: 250.523.6678  
www.loganlake.ca

June 12, 2013

File: 5280.09

Ms. Diane Heinrich  
Chief Corporate Officer  
City of Grand Forks  
Box 220  
Grand Forks, BC V0H 1H0

Dear Ms. Heinrich:

Council at the June 4, 2013 Regular meeting received a presentation from the Ministry of Forests, Land and Natural Resource Operations, regarding urban deer management and your initiatives in this regard; and following their presentation, Council passed the following resolution:

*"THAT staff contact the City of Grand Forks and request information on the process of conducting a deer count."*

Any information that you would be willing to share regarding the process of urban deer management, would be greatly appreciated.

Thanking you in advance.

Yours truly,



Gwen Mason  
Corporate Officer

GEM/sv

**FILE CODE**

*District of Logan  
WES, L1 - Lake - Request for  
Info. on Urban Deer Mgmt.*





11(l)

RECEIVED

JUN 11 2013

THE CORPORATION OF  
THE CITY OF GRAND FORKS

# Grand Forks and District Fall Fair

Box 704 Grand Forks, BC V0H 1H0

June 10<sup>th</sup>, 2013

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

Attention: Mr. B. Taylor

Dear Mr. Taylor:

## Grand Forks & District Fall Fair Society

On behalf of myself and the Committee for the Grand Forks & District Fall Fair Society, we would like to invite you and Council to attend our Opening Ceremonies which will be held on Saturday, August 24<sup>th</sup>, 2013 at Noon on the Main Stage at Dick Bartlett Park.

We would be honored if you would consider saying a few words at the Ceremony with me.

Thank you for considering attending this year's fair, and I look forward to your response in a timely manner.

Regards,

Jason McIver

President

**FILE CODE**

WE 67 - Opening Ceremonies  
I4 Invite - Aug. 24



**To the Mayor and council:**

**Boundary Country Regional Chamber of Commerce report for January to June 2013:**

- Biz after Biz events
  - Midway on May 7th 2013
  - Grand Forks on June 17<sup>th</sup> 2013
- Starting of the Ambassador Program
- Community Calendar
- Social Media presence
- PST workshop
  - Midway March 13<sup>th</sup> 2013
  - Grand Forks March 14<sup>th</sup> 2013
- All Candidates Forum
  - Grand Forks April 23<sup>rd</sup> 2013
  - Midway April 24<sup>th</sup> 2013
- Monthly Newsletter
- Partnership with the Downtown Business merchants society
- BCRCC working in conjunction with TOTA to update the BC Country tourism website
- Partnership with Canada Day committee
- Worked with Terri Macdonald (RDI) in completing the Community Profiles for Grand Forks

Best regards,

James Wilson  
Executive Director  
Boundary Country Regional Chamber of Commerce

Nominations are now open for positions on the UBCM Executive.

The nomination rules along with the form will be posted by the end of the day, on the UBCM website at [www.ubcm.ca/convention/nominations & elections](http://www.ubcm.ca/convention/nominations%20&%20elections)

The deadline is July 31<sup>st</sup>,2013.

If members have any questions that they cannot find an answer to on the website, please contact Heath Slee at either of the following two numbers, 250 887-3483 or 406 270-9029.

Thank you  
Arlene Parkinson  
AKBLG Secretary Treasurer



June 11, 2013

TO: UBCM Members  
**ATTN: ELECTED OFFICIALS**

FROM: Director Heath Slee  
Chair, Nominating Committee

RE: **Call for Nominations for UBCM Executive**

---

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to the UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Wednesday July 31, 2013**.

### 1. Positions Open to Nominations

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

### 2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

### 3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government, using the attached nomination and consent form (Appendix A).



The Nominating Committee reviews the qualifications of each candidate. The members of the 2013 Nominating Committee are:

- Director Heath Slee, Immediate Past President, UBCM, Chair
- Councillor Bruce Christensen, North Central Local Government Association
- Councillor Harry Kroeker, Southern Interior Local Government Association
- Mayor Christina Benty, Association of Kootenay & Boundary Local Governments
- Councillor Barbara Steele, Lower Mainland Local Government Association
- Chair Joe Stanhope, Association of Vancouver Island & Coastal Communities

#### **4. Advance Nominations & Nominating Committee Report**

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Wednesday July 31, 2012**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

#### **5. Nominations Off the Floor**

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Report on Nominations or the Convention Program for these times.

As with advance nominations, the candidate must be nominated by two elected officials from a UBCM member local government.

#### **6. Further Information**

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

All other inquiries should be directed to:

Director Heath Slee	Chair email: <a href="mailto:slee@flexibb.com">slee@flexibb.com</a>
Chair, Nominating Committee	Chair tel: 406.270.9029
UBCM	250-887-3483
60-10551 Shellbridge Way	
Richmond BC V6X 2W9	

#### **UBCM Contact:**

Marie Crawford	Email: <a href="mailto:mcrawford@ubcm.ca">mcrawford@ubcm.ca</a>
Associate Executive Director	Tel: 604-270-8226 ext. 104

# **<sup>1</sup>NOMINATIONS FOR THE 2013/2014 UBCM EXECUTIVE**

We are qualified under the UBCM Bylaws to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Position (Mayor/Chair/Councillor/Director): \_\_\_\_\_

Local government: \_\_\_\_\_

Nominated for: \_\_\_\_\_

## **NOMINATED BY:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## **CONSENT FORM**

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws<sup>2</sup>. I will also forward by **July 31, 2013** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph\* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information\*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

\* Photo and bio will be published in the Report on Nominations.

## **CANDIDATE:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Local government: \_\_\_\_\_

Nominated for: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca).

**Submission Deadline: July 31, 2013**

<sup>1</sup> Nominations require two elected officials of members of the Union [Bylaw 4(b)].

<sup>2</sup> All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].  
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

## BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

### 1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

*The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.*

### 2. UBCM EXECUTIVE STRUCTURE

President  
First Vice-President  
Second Vice-President  
Third Vice-President  
Director at Large (5 positions)  
Small Community Representative  
Electoral Area Representative  
Vancouver Representative  
GVRD (Metro Vancouver) Representative  
Immediate Past President  
Area Association Rep. (5 positions)  
Vancouver Metro Area Rep. (2 positions)

#### Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Healthy Communities
- First Nations Relations
- Community Economic Development

Each Executive member generally serves on two committees.

### 3. EXECUTIVE MEETINGS

The full Executive meets six times a year, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- Second or third week November
- Second or third week of January
- Second or third week of April (except if held in conjunction with an Area Association meeting)
- Third full week of July
- Sunday preceding the Annual Convention (half day)

Executive meetings, other than those in conjunction with the Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Some Committees' activities require attendance at meetings or conferences throughout the year. This is usually a two or three day added commitment except for Committee Chairs or Table Officers who may be called on for more regular representation.

Travel expenses and a per diem for meals and incidentals are provided for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

## UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

### UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

#### 13 Elected Positions

President  
 First Vice-President  
 Second Vice-President  
 Third Vice-President  
 Director at Large (5 positions)  
 Small Community Representative  
 Electoral Area Representative  
 Vancouver Metro Area Representative (2 positions)

#### 8 Appointed Positions

Immediate Past President  
 Vancouver Representative  
 GVRD (Metro Vancouver) Representative  
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

### NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

### NOMINATION PROCESS

#### May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

#### July 31, 2013

Advance nominations close – all candidates must have their documentation submitted.

Following the July 31 advance nomination deadline, the Nominating Committee will review nominees' qualifications and prepare the Report on Nominations. It is not the role of the



Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure nominations are complete and in accordance with policies and procedures.

### **Mid-August**

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

### **On-Site at Convention**

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

## **ELECTION PROCESS**

### **Step 1 – Election of Table Officers**

#### **WEDNESDAY, SEPTEMBER 18**

- 9:20 a.m. Nominating Committee presents the list of advance nominees for positions of President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 a.m. Nominations from the floor for Table Officer positions.
- 2:15 p.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for Table Officer positions (as necessary).

#### **THURSDAY, SEPTEMBER 19**

- 8:00-9:00 a.m. Elections continue for Table Officer positions (as necessary).

### **Step 2 – Election of Remaining Executive Positions**

#### **THURSDAY, SEPTEMBER 19**

- 8:30 a.m. Nominating Committee presents the list of advance nominees for Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:25 a.m. Nominations from the floor for the above positions.
- 11:30 a.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for remaining Executive positions (as necessary).

#### **FRIDAY, SEPTEMBER 20**

- 7:30-8:30 a.m. Elections continue for remaining Executive positions (as necessary).

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.

**EXTRACT FROM THE UBCM BYLAWS:  
EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS**

**UBCM BYLAWS SECTIONS 2 TO 5**

**2. OFFICERS:**

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

**3. EXECUTIVE:**

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives ("Vancouver Metro Area Representatives") who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

- (b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).
- (c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
  - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
  - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

#### **4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:**

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
  - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
  - accept qualified nominees nominated by two elected officials of members of the Union;
  - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GRVD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
  - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:
- that sufficient nominations are received;
  - that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.
- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:
- Small Community Representative;
  - Electoral Area Representative;
  - for the five positions of Director at Large; and
  - the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area



Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

## 5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any

ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

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

**DATE** : June 20<sup>th</sup>, 2013

**TOPIC** : Bylaws 1979 through 1986 – Bylaws Intending to Repeal (Rescind) Redundant Bylaws

**PROPOSAL** : First, Second and Third Readings for all Repealing Bylaws

**PROPOSED BY** : Corporate Officer

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## **SUMMARY:**

At the Committee of the Whole Meeting on June 10<sup>th</sup>, 2013, Council was presented with proposed changes to 1) Traffic Regulations Bylaw; 2) Municipal Ticketing Information Bylaw; 3) Park Access Bylaw; 4) Unsightly Premises Bylaw; 5) Noise Control Bylaw; 6) Building & Plumbing Bylaw; 7) Minimum Maintenance Standards Bylaw; and 8) Fire and Line Safety Bylaw. At tonight's meeting, Council is presented with new Bylaws that intend to replace these redundant Bylaws.

In order for the new Bylaws to be considered for the first three readings, Council must first rescind each of the old Bylaws by granting three readings to the Repealing Bylaws as presented.

## **STAFF RECOMMENDATIONS:**

1. Council gives first, second and third reading to Bylaw No. 1979, a bylaw to repeal Bylaw No. 1004 and all amendments thereto.
2. Council gives first, second and third reading to Bylaw No. 1980, a bylaw to repeal Bylaw No. 1378 and all amendments thereto.
3. Council gives first, second and third reading to Bylaw No. 1981, a bylaw to repeal Bylaw No. 1355 and all amendments thereto.
4. Council gives first, second and third reading to Bylaw No. 1982, a bylaw to repeal Bylaw No. 1680 and all amendments thereto.
5. Council gives first, second and third reading to Bylaw No. 1983, a bylaw to repeal Bylaw No. 1681 and all amendments thereto.

6. Council gives first, second and third reading to Bylaw No. 1984, a bylaw to repeal Bylaw No. 1737.
7. Council gives first, second and third reading to Bylaw No. 1985, a bylaw to repeal Bylaw No. 999.
8. Council gives first, second and third reading to Bylaw No. 1986, a bylaw to repeal Bylaw No. 1320 and all amendments thereto.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The Community Charter provides the authority for Council, to repeal and establish new bylaws.

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

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



THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1979

**A Bylaw to Repeal Bylaw No. 1004 and all Amendments Thereto**

=====

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1004 in its entirety;

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

1. That Bylaw No. 1004, cited for all purposes as the "The City of Grand Forks Traffic Regulations Bylaw, No. 1004, 1977" and any amendments thereto, be hereby repealed.
2. This Bylaw may be cited as the "**The City of Grand Forks Traffic Regulations Repeal Bylaw No. 1979, 2013**".

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 \_\_\_\_\_ day of July, 2013.

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

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

## **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1979 as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of July, 2013.

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Clerk of the Municipal Council of the  
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1980

**A Bylaw to Repeal Bylaw No. 1378 and all Amendments Thereto**

=====

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1378 in its entirety;

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

1. That Bylaw No. 1378, cited for all purposes as the "The City of Grand Municipal Ticket Information Bylaw No. 1378, 1993" and any amendments thereto, be hereby repealed.
2. This Bylaw may be cited as the "**The City of Grand Forks Municipal Ticket Information Repeal Bylaw No. 1980, 2013**".

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 \_\_\_\_\_ day of July, 2013.

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

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

## **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1980 as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of July, 2013.

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks



THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1981

**A Bylaw to Repeal Bylaw No. 1355 and all Amendments Thereto**

=====

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1355 in its entirety;

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

1. That Bylaw No. 1355, cited for all purposes as the "Park Access Bylaw No. 1355, 1992" and any amendments thereto, be hereby repealed.
2. This Bylaw may be cited as the "**The City of Grand Forks Park Access Repeal Bylaw No. 1981, 2013**".

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 \_\_\_\_\_ day of July, 2013.

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

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

## **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1981 as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of July, 2013.

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1982

**A Bylaw to Repeal Bylaw No. 1680 and all Amendments Thereto**

=====

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1680 in its entirety;

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

1. That Bylaw No. 1680, cited for all purposes as the "Unsightly Premises Bylaw No. 1680, 2001" and any amendments thereto, be hereby repealed.
2. This Bylaw may be cited as the "**The City of Grand Forks Unsightly Premises Repeal Bylaw No. 1982, 2013**".

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 \_\_\_\_\_ day of July, 2013.

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

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

## **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1982 as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of July, 2013.

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks



THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1983

A Bylaw to Repeal Bylaw No. 1681

=====

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1681 in its entirety;

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

1. That Bylaw No. 1681, cited for all purposes as the "Grand Forks Noise Control Bylaw No. 1681, 2001", be hereby repealed.
2. This Bylaw may be cited as the "**The City of Grand Forks Noise Control Repeal Bylaw No. 1983, 2013**".

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 \_\_\_\_\_ day of July, 2013.

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

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

## **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1983 as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of July, 2013.

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Clerk of the Municipal Council of the  
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1984

A Bylaw to Repeal Bylaw No. 1737

=====

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1737 in its entirety;

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

1. That Bylaw No. 1737, cited for all purposes as the "City of Grand Forks Building & Plumbing Bylaw No. 1737, 2003", be hereby repealed.
2. This Bylaw may be cited as the "**The City of Grand Forks Building & Plumbing Repeal Bylaw No. 1984, 2013**".

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 \_\_\_\_\_ day of July, 2013.

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

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

## **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1984 as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of July, 2013.

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Clerk of the Municipal Council of the  
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1985

A Bylaw to Repeal Bylaw No. 999

=====

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 999 in its entirety;

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

1. That Bylaw No. 999, cited for all purposes as the "The City of Grand Forks Minimum Maintenance Standards Bylaw No. 999, 1976", be hereby repealed.
2. This Bylaw may be cited as the "**The City of Grand Forks Minimum Maintenance Standards Repeal Bylaw No. 1985, 2013**".

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 \_\_\_\_\_ day of July, 2013.

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

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



**CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1985 as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of July, 2013.

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1986

A Bylaw to Repeal Bylaw No. 1320 and all Amendments Thereto

=====

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1320 in its entirety;

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

1. That Bylaw No. 1320, cited for all purposes as the "City of Grand Forks Fire and Life Safety Bylaw" and any amendments thereto, be hereby repealed.
2. This Bylaw may be cited as the "**The City of Grand Forks Fire and Life Safety Repeal Bylaw No. 1986, 2013**".

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 \_\_\_\_\_ day of July, 2013.

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

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

## **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1986 as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of July, 2013.

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Clerk of the Municipal Council of the  
City of Grand Forks

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

**DATE** : **June 12, 2013**

**TOPIC** : **Traffic Regulations Bylaw No. 1956**

**PROPOSAL** : **To Adopt a New Traffic Regulations Bylaw**

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

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## **SUMMARY:**

The City's Traffic Regulations Bylaw 1004 was adopted in 1977 and is very out dated. The proposal is to have City Council adopt a new Traffic Regulations Bylaw 1956 which is similar to the bylaws recently adopted in other municipalities in the Province. This bylaw, along with the Municipal Ticketing Bylaw (MTI), will authorize City staff and the RCMP when required to maintain better control of bylaw compliance. This will also allow for the issuing of tickets if required to ensure compliance with the new bylaws. The objective is to rescind Bylaw 1004 and the amendment Bylaws numbered 1028 and 1029 associated with Bylaw 1004 and also rescind Bylaw 1810 known as Over Weight Restrictions Bylaw and the amendment thereto numbered Bylaw 1818. These bylaws are now addressed in the new Traffic Regulations Bylaw 1956. In doing this the City would remove two Bylaws and three amendments and have all the relevant information in one Traffic Regulations Bylaw.

## **STAFF RECOMMENDATIONS:**

**Option 1:** Council rescind Bylaw 1004 and the amendment Bylaw numbered as 1028 and 1029 associated with Bylaw 1004 and also rescind Bylaw 1810 known as Over Weight Restrictions Bylaw and the amendment thereto numbered Bylaw 1818.  
Council gives first, second and third reading to Bylaw 1956 "City of Grand Forks Traffic Regulations Bylaw".

## **OPTIONS AND ALTERNATIVES:**

### **Option 1: Council adopts a resolution to adopt the New Traffic Regulations Bylaw.**

Council rescind Bylaw 1004 and the amendment Bylaw numbered as 1028 and 1029 associated with Bylaw 1004 and also rescind Bylaw 1810 known as Over Weight Restrictions Bylaw and the amendment thereto numbered Bylaw 1818.

Council gives first, second and third reading to Bylaw 1956 "City of Grand Forks Traffic Regulations Bylaw".

**Option 2: Council declines to adopt the new Bylaw.** This option simply makes it difficult to enforce and apply tickets against violations that may occur with regards to the old Traffic Regulations Bylaw.

**BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

**Option 1:** The new Traffic Regulations Bylaw 1956 will ensure that violations against the bylaw can be enforced. This will also assist City staff in the removal of derelict vehicles that currently litter many of the City's boulevards. This will also assist City staff and the R.C.M.P. as required to have better control of bylaw violations.

**Option 2:** The disadvantage of not bringing the new Traffic Regulations Bylaw forward is that several areas within the new bylaw are not currently covered in the existing Traffic Regulations Bylaw 1004.

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

None

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council's authority to regulate traffic on city streets comes from the Community Charter.

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

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



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

**BYLAW NUMBER 1956**

**A BYLAW TO REGULATE TRAFFIC WITHIN  
THE CORPORATION OF THE CITY OF GRAND FORKS**

---

A bylaw to Regulate Traffic within the Corporate Limits of the City of Grand Forks.

**WHEREAS** pursuant to the Motor Vehicle Act, the Local Government Act and the Community Charter, the Council is authorized to regulate traffic and use of highways within the municipality;

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

**DIVISION ONE – DEFINITIONS**

In this bylaw, and in any regulations or resolution passed pursuant to this bylaw, unless the context otherwise requires, words or phrases defined in the Motor Vehicle Act have the same meaning in this bylaw, unless otherwise defined in this bylaw or in the Local Government Act or the Community Charter.

- 1.01 **"Angle Parking"** means parking a vehicle other than parallel to a curb, or lateral boundary of a roadway.
- 1.02 **"Building Bylaw"** means the City of Grand Forks Building Bylaw.
- 1.03 **"Bus Zone"** means a space on a highway marked by a sign or signs designating it as an area for buses to stop for the purposes of loading or unloading passengers.
- 1.04 **"Bylaw"** means this bylaw and includes resolutions passed pursuant thereto.
- 1.05 **"Bylaw Enforcement Officer"** means the person appointed as such by Council and any person appointed or designated to assist him or her in the enforcing municipal laws and regulations as set out in this bylaw
- 1.06 **"Boulevard"** means the area other than a sidewalk between the curb lines of a highway of the lateral lines of a highway of the shoulder thereof and the adjacent property lines.
- 1.07 **"Corporate Officer"** means the person appointed by the Council as the officer assigned the responsibility of corporate administration.

City of Grand Forks Traffic Regulations Bylaw No. 1956

- 1.08 **"Council"** means the Municipal Council of the City of Grand Forks.
- 1.09 **"Manager of Operations"** means the person appointed by Council to this position.
- 1.10 **"Disabled Person"** is a disabled person as that term is defined in the Regulations.
- 1.11 **"Disabled Persons Parking Permit"** means a Disabled Persons Parking Permit issued pursuant to the Regulations.
- 1.12 **"Disabled Zone"** means that part of a highway or public place identified by the disabled parking sign specified in the Regulations.
- 1.13 **"City"** means the City of Grand Forks, or the area within the boundaries of the Corporation of the City of Grand Forks.
- 1.13.1 **"Extraordinary Traffic"** means the carriage of more than 145,000 kilograms of goods in one day.
- 1.13.2 **"Farm Vehicle"** means a tractor or combine operating on a highway in connection with a farming operation.
- 1.14 **"Fire Chief"** means the person appointed by Council as the Fire Chief for the City of Grand Forks.
- 1.15 **"Fire Lane"** means areas including driveways and other traffic circulation areas where Fire Exit signs are displayed.
- 1.16 **"Fire Zone"** means that portion of a highway contained within the projected extension of the lateral boundaries of every parcel of land upon which a fire hall or fire station is constructed.
- 1.16.1 **"GVW"** means the gross vehicle weight of a vehicle as indicated on the exterior of the vehicle or if not shown on the exterior, then on the licensing papers for that vehicle.
- 1.17 **"Highway"** means and includes a public street, path, walkway, trail, lane, bridge, road, thoroughfare, and any other public way which does not include an arterial highway as defined by the Transportation Act.
- 1.18 **"Lane"** means a public thoroughfare not exceeding 8 meters in width separating the rear property lines of parcels fronting on highways more or less parallel to and on each side of that thoroughfare.

- 1.19 **"Loading Zone"** means a space on a highway marked by a sign or signs pursuant to this bylaw as an area for the purposes of loading or unloading vehicles.
- 1.20 **"Municipal Vehicle"** means any vehicle owned or leased by the City of Grand Forks and includes vehicles operated on behalf of the City.
- 1.21.1 **"Overload Permit"** means a permit issued under section 11.05.
- 1.21.2 **"Oversize Permit"** means a permit issued under section 11.11.
- 1.23 **"Pedestrian"** means a person afoot, a child in a carriage, or an invalid in a non-motorized and/or motorized wheel chair.
- 1.24 **"Private Road"** means every way or place in private ownership and used for vehicles travel by the owner and those having permission from the owner.
- 1.25 **"Procession"** means any gathering of more than twenty (20) pedestrians or more than ten (10) vehicles (except funeral processions) upon a highway.
- 1.26 **"Recreational Vehicle"** means a chassis mounted camper, motor home, holiday trailer or boat trailer intended for the exclusively for recreational use.
- 1.27 **"Regulations"** means all regulations enacted pursuant to the *Motor Vehicle Act*.
- 1.28 **"Residential Dwelling Units"** means a housekeeping unit designed, occupied, or intended for occupancy, as separate living quarters, with cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of a family maintaining a household.
- 1.29 **"Road Right-of-way"** means that portion legally dedicated as highway between adjacent property boundaries, and includes the boulevard, roadway, sidewalk and cycle path.
- 1.30 **"Traffic Officer"** means any official or employee of the City of Grand Forks whose designated duties include the regulation or control of traffic or parking within the City of Grand Forks, and Peace Officers employed by any agency.
- 1.31 **"Trailer"** means a vehicle including a recreational vehicle that is at any time drawn upon a highway by a motor vehicle.
- 1.32 **"Truck"** means a vehicle licensed for a GVW of 4,600 kilograms or greater.
- 1.33 **"Truck Route"** means those highways listed in Schedule "C", and those highways may be changed and future highways added from time to time by a resolution or bylaw of Council, and identified as a truck route by signage.

- 1.34 **“Vehicle Projections Permit”** means a permit issued under sections 11.17 and 11.18.
- 1.35 **“Vehicle”** includes any means of conveyance in, upon, or by which any person or property is or may be transport or drawn upon a highway irrespective of the motive of power.

## **DIVISION TWO – ADMINISTRATION**

- 2.01 No person shall obstruct or interfere with the free flow of traffic or control or detour traffic on any highway or lane, whether by use of signs or flagmen or barricades or other physical obstruction, on the highway, provided this section shall not apply to:
- a) a Peace Officer acting in the course of his duty;
  - b) a School Patrol acting under the authority of the School Act;
  - c) emergency vehicles, public utility or municipal vehicles while making repairs or improvements to or on a highway or lane; and
  - d) vehicles while obeying the instructions of a traffic control device or peace officer.
- 2.02 Where traffic control devices are erected or placed on or adjacent to any highway, no person shall act contrary to the traffic control device, except where directed to do so by a Traffic Officer or appointed personnel.
- 2.03 The Manager of Operations or the Fire Chief may erect temporary traffic control devices:
- a) in the interest of public safety; or
  - b) to facilitate the fighting of a fire; or
  - c) to enable work to be done on a highway, such as clearing of snow, cleaning, repairing, excavating, or decorating; or
  - d) to prohibit operation of vehicles which are not equipped with chains or winter tires.
- 2.04 The Manager of Operations shall:
- a) have traffic control devices and signs erected, where necessary or desirable, to give notice of a regulation made pursuant to this bylaw; or
  - b) replace or alter traffic control devices to give effect to the provisions of the Motor Vehicle Act and/or this bylaw; or
  - c) prohibit the use of vehicles not equipped with chains, snow tires, or sanding devices.
- 2.05 The provisions to this bylaw prohibiting the stopping, standing or parking of vehicles shall not apply to:
- a) emergency vehicles;

- b) municipal vehicles or public utility vehicles while engaged in highway or public utility construction or maintenance work, under or over the surface of a highway;
- c) tow trucks while such vehicles are engaged in work requiring them to be stopped in a manner contrary to this bylaw, provided this exemption shall not relieve the operations of such vehicles from taking precautions to indicate the presence of such vehicle on the street while so parked or stopped; or
- d) any vehicle stopped on the highway where the vehicle is stopped on the highway by reason of an emergency, provided this shall not relieve the operators of such vehicles from taking sufficient precautions to indicate the presence of the vehicle on the highway to other vehicles on the highway.

### **DIVISION THREE – APPLICATION**

- 3.01 This bylaw shall not apply to an arterial highway as defined in the Transportation Act unless application has been approved by the Ministry of Transportation and Infrastructure.
- 3.02 Unless the context otherwise requires:
- a) provisions of this bylaw relating to pedestrians and operation of vehicles, refer to pedestrians and operation of vehicles upon a highway within the boundaries of the City of Grand Forks; and
  - b) a person riding an animal, or driving an animal-drawn vehicle, upon a highway has all the rights and is subject to all the duties that a driver of a vehicle has under this bylaw.
- 3.03 No part of Division Eleven of this bylaw, except sections 11.01 and 11.09, applies to farm vehicles operating on a highway.
- 3.04 Every provision of this bylaw that refers to a vehicle applies equally to a combination of vehicles.

### **DIVISION FOUR – GENERAL PARKING RESTRICTIONS**

- 4.01 Except when necessary to avoid conflict with traffic or to comply with direction of a Peace Officer or traffic control device, no person shall stop, stand, or park a vehicle:
- a) upon or within six (6) meters of any intersecting highway or crosswalk, unless permitted by a traffic control device; or
  - b) in a bus zone; or
  - c) within five (5) meters of a fire hydrant measured from a point on the curb or edge of the roadway that is closest to the fire hydrant; or



- d) alongside a curb painted yellow or a yellow line painted on the side of the roadway where no curb is present, which shall designate restricted parking; or
- e) in a place in contravention of a traffic control device that gives notice that stopping, standing or parking there is prohibited or restricted; or
- f) on any portion of a highway where lines, markings, or other signs are placed indicating the manner in which vehicles shall be parked, except in conformance with such lines, markings and/or signs; or
- g) upon or in any lane unless the vehicle is being continuously and expeditiously loaded or unloaded for a maximum time of fifteen (15) minutes; or
- h) on the paved portion of a highway where the pavement is six (6) meters or less in width; or
- i) on a sidewalk or boulevard; or
- j) on a highway in such a manner as to obstruct or impede the normal flow of traffic; or
- k) with the right hand side of a vehicle and wheels no further than thirty (30) centimeters from the face of the curb except where authorized by a sign authorizing an angled parking space; or
- l) on the left hand side of a highway in the opposite direction of the normal flow of traffic; or
- m) in front of or within one (1) meter of a driveway access, private road; or
- n) having a length in excess of six (6) meters including a load or trailer upon a portion of a highway reserved for angle parking; or
- o) offering commodities and/or displaying the vehicle for sale; or
- p) within two (2) meters of any intersecting lane;
- q) at any angle to the street line except where authorized to do so by sign establishing an angled parking space pursuant to this bylaw; or
- r) at any angle to the street line except where authorized to do so by sign establishing an angled parking space pursuant to this bylaw; or
- s) for consecutive periods longer than seventy-two (72) hours; or
- t) in a fire zone; or
- u) in any loading zone unless actually engaged in loading or unloading of goods or passengers; or
- v) upon a bridge except as permitted by any applicable traffic control device; or
- w) on a walkway or crosswalk; or
- x) in a disabled zone, unless that vehicle has a permit that is suspended from the rear-view mirror inside the vehicle so it is on plain view of any person looking through the windshield from a point adjacent to the vehicle;
- y) no person shall park a vehicle, recreational vehicle or trailer on a highway or boulevard without a valid licence plate and insurances as required under the Motor Vehicle Act to operate on public roadways.

- z) no recreational vehicles, campers, commercial vehicles and/or trailers whether attached or not to a vehicle, shall park on a highway, boulevard or any City owned land overnight, except as deemed permissible by the Bylaw Officer or appointed City designate.
- 4.02 No person shall park or leave unattended, a vehicle or loaded or unloaded trailer used for conveyance of hazardous materials. Temporary parking is permitted when making deliveries only.
- 4.03 No person shall park a vehicle in a parking space designated for use by disabled persons, unless such vehicle displays a valid identification sticker.
- 4.04 No person shall double-park a vehicle on a highway.
- 4.05 Where in locations traffic devices listed in Schedule "C", attached to and forming part of this bylaw, are displayed, indicating the time allowed for parking is limited, no person who has parked a vehicle shall allow such vehicle to remain parked for any further period of time.

#### **DIVISION FIVE – MANAGER OF OPERATIONS POWERS**

- 5.01 The Manager of Operations is authorized to order the placing or erection of traffic control devices at such locations as he deems appropriate for regulation of the following traffic matters, and by those orders to exercise the following powers of the City of Grand Forks under this bylaw:
  - a) regulation, control, prohibition of pedestrian traffic, animal traffic, vehicular traffic, and cycle traffic on sidewalks, walkways, boulevards, lanes at intersections of lanes or walkways;
  - b) regulation, control, or prohibition of stopping, standing or parking of vehicles;
  - c) setting apart and allotting portions of highways adjacent to federal, provincial or City buildings for the exclusive use of officials and officers engaged therein for the parking of vehicles, and regulations of such parking;
  - d) providing for establishment and use of loading, commercial and passenger zones and for designation of such zones;
  - e) on a highway where construction, reconstruction, widening, repair, marking or other work is being carried out, providing an indication that crews or equipment are working;
  - f) regulating or prohibiting pedestrian traffic on highways other than at crosswalks;
  - g) establishing school crossings and regulating and controlling pedestrian and vehicular traffic with respect to such crossings;

- h) regulating traffic passing by or in the vicinity of schools through the use of traffic patrols, and vesting in school children or other persons employed in traffic patrols power to require vehicles to stop at school crossings or other designated places on a highway;
- i) providing for the establishment and use of taxi stands and their designation; and
- j) providing for the establishment and use of bus zones and their designation.

## **DIVISION SIX – TRAFFIC CONTROL DEVICES**

- 6.01 Traffic control devices shall have the same meaning as the corresponding device in the regulations, and where a device is not included in the Motor Vehicle Act and the regulations, it shall have the meaning ascribed to it in the latest edition of the "Manual of Uniform Traffic Control Devices of Canada", as the manual may be amended from time to time.
- 6.02 Traffic control devices may, from time to time, may be placed by a Traffic Officer, Fire Chief or by the Manager of Operations, in the interest of public safety, to facilitate the fighting of a fire, to prohibit operation of vehicles which are not equipped with chains or winter tires, or to regulate or prohibit traffic in the vicinity of work as required by a highway where construction, reconstruction, widening, repair, marking, or other work is being carried out.
- 6.03 The Manager of Operations may rescind, revoke, amend, or vary an order made under this Division.
- 6.05 The Manager of Operations may place or erect, or cause to be placed or erected, traffic control devices to give effect to any provision of this bylaw.

## **DIVISION SEVEN – SPEED LIMIT**

- 7.01 No person shall drive or operate a vehicle or other means of conveyance on a highway at a speed greater than fifty (50) kilometres per hour, except as otherwise posted on a traffic control sign.
- 7.02 Notwithstanding Section 7.01, no person shall drive or operate a vehicle or other means of conveyance upon any lane or in school or playground zones or other locations posted, at a speed greater than thirty (30) kilometres per hour.

## **DIVISION EIGHT – DISABLED ZONES**

- 8.01 The Manger of Operations may:
- a) make orders for the designation and specification of disabled zones; and
  - b) rescind, revoke, amend, and vary an order under subsection (a).

8.02 Council designates the Social Planning and Research Council of British Columbia as the organization responsible for issuing and cancelling Disabled Persons Parking Permit pursuant to their regulations.

8.03 An application for a permit shall be made by or on behalf of a disabled person to the Social Planning and Research Council of British Columbia.

## **DIVISION NINE – CONTROL OF TRAFFIC**

9.01 Temporary highway closure permits may be issued to persons requiring partial or complete closure of a highway for the purpose of construction on or adjacent to a highway:

- a) as a condition of issuance of a permit a fee in the amount set out in Schedule "B", attached to and forming part of this bylaw, shall be submitted with every application; and
- b) the permit issued by the Manager of Operations under this section shall be in the form contained in Schedule "A", attached to and forming part of this bylaw.

9.02 Except as authorized in writing by the Manager of Operations, no person shall:

- a) build, construct, place, or maintain, or cause to be built, constructed, placed, or maintained in, upon, or over any highway or lane, any structure, sign, building fence or thing, or plant any tree, shrub or plant other than grass upon any boulevard;
- b) break, tear up, remove or otherwise interfere with any sidewalk, curb or surfacing of any highway, walkway or lane, or excavate in any highway, walkway, or lane, or under any highway, walkway, or lane, or remove trees or timber growing on a highway;
- c) construct a boulevard crossing;
- d) change the level of a highway whatsoever, or stop the flow of water through any drain, sewer or culvert on or under a highway; or
- e) open up, construct or develop any highway, or improve any highway, or do works of any kind on any highway or lane allowance dedicated for public use by any plan, bylaw of the City of Grand Forks, or notice in the Gazette and over which the City has right of possession.

No person shall interfere in any way with any barrier, lamp, sign or other device placed under the authority of the City of Grand Forks upon any highway at or near any excavation or other work being performed under the authority of the City.

## **DIVISION TEN – PARADES, PROCESSIONS, ASSEMBLIES AND SOLICITATIONS**

10.01 No person, or group of persons, shall be present on a highway in such a manner as to obstruct free passage of pedestrian or vehicles, except with written permission of the Manager of Operations under this section in the form contained in Schedule "A", attached to and forming part of this bylaw.

10.02 No person shall:

- a) engage in any sport, amusement, exercise, or occupation on the traveled portion of any highway; or
- b) unnecessarily delay the passenger vehicle; or
- c) cause any obstruction or encumbrance whatsoever on any highway; or
- d) coast, slide or use roller-skates, skateboards, sleighs, ice skates, skis, or other similar means of conveyance on any highway or sidewalk.

10.03 Notwithstanding Section 10.01 and 10.02 of this bylaw, Council may, by resolution, close any highway or part thereof for the purpose of permitting the use of roller-skates, skateboards, sleighs, ice skates, skis or other similar means of conveyance thereon Council may, for the purpose of protecting persons using a closed portion of highway, cause such traffic control devices as it or the Manager of Operations deems necessary to be erected, placed or marked thereon.

10.04 No person shall be a member of, or take part in, a procession unless:

- a) such procession is under direction or control by one person as Marshall, or organizer; and
- b) a written permit for such procession has been issued by Council to such Marshall or organizer.

10.05 Application for a permit for a procession shall be made, in writing, to the Manager of Operations prior to the date of the procession specifying the nature of the procession, date and hour which the procession is to be held, place of formation, route to be taken and point of disbandment.

10.06 Division Ten, Sections 10.01 through 10.04, do not apply to funeral processions.

10.07 Where a procession is lawfully in progress, or a funeral procession is in progress, no pedestrian or vehicle shall cross or interfere with the procession.

10.08 The Manger of Operations may grant to any organization the privilege of using any highway, or highways or portions thereof, on certain specified dates.



## **DIVISION ELEVEN – VEHICLE DIMENSIONS AND LOADS**

### **Truck Routes**

11.01 No person shall operate a truck on any highway other than on a truck route, except a person may operate a truck on a highway that is not a truck route for the purpose of moving the truck by the most direct route between a truck route and either:

- (a) the location where the truck is loaded or unloaded;
- (b) the construction or maintenance site where the truck is engaged;
- (c) the location where the truck is stored.

For certainty, the restriction in this section 11.01 applies even if the operator is in compliance with the other parts of this Division Eleven, or even if an overload permit, oversize permit or vehicle projections permit has been issued under this bylaw.

### **Limit on Vehicle Weights**

11.02 Unless an overload permit has been issued pursuant to section 11.05, no person may operate on a highway, a vehicle that is not designed to carry a load the actual weight which exceeds the GVW of that vehicle.

### **Limit on Loads**

11.03 Unless an overload permit has been issued pursuant to section 11.05, no person may operate on a highway, a vehicle designed to carry a load if the actual weight of the vehicle, with load, is greater than:

- (a) 70% of the legal axle loading at times that signage to this effect is posted; and
- (b) the GVW of that vehicle at other times

11.04 The Manager of Operations is authorized to post signage pursuant to section 11.03(a) of this bylaw at times when the Manager of Operations considers that temperatures or excess water in the road base, or other road conditions warrant this restriction.

### **Overload Permits**

11.05 On application by the owner or operator of a vehicle which exceeds the weight limit in either section 11.02 or section 11.03, the Manger of Operations may issue an overload permit in substantially the form attached as Schedule "D", and upon paying the fee stipulated in Schedule "B".

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- 11.06 No Overload Permit may be issued for longer than one month and no more than three Overload Permits may be issued in respect of the same vehicle within one calendar year.
- 11.07 No Overload Permit may be issued which would cause the vehicle to exceed the Gross Vehicle Weight Rating (GVWR) for that vehicle.
- 11.08 No Overload Permit may be issued unless the owner or operator of the vehicle provides to the City of Grand Forks security in the form of a bond, cash deposit, or irrevocable letter of credit, in the amount of \$1,000.00, for potential highway damage that may be caused by that overloaded vehicle.

### **Carrying of Loads**

- 11.09 No person shall use or have present on a highway a vehicle unless it is so constructed or loaded as to prevent any of its load from dropping, shifting, leaking or otherwise escaping.

### **Limit on Sizes**

- 11.10 Unless an oversize permit has been issued pursuant to section 11.11, no person may operate a vehicle on a highway, with or without a load, of a size larger than permitted for that vehicle and, if applicable, vehicle with load under the Commercial Transport Regulations.

### **Oversize Permits**

- 11.11 On application by the owner or operator of a vehicle, with or without a load, which exceeds the size permitted under the Commercial Transport Regulations, the Manager of Operations may issue an oversize permit in substantially the form attached as Schedule "D", and upon paying the fee stipulated in Schedule "B".
- 11.12 No oversize permit may be issued for longer than one month and no more than three oversize permits may be issued in respect of the same vehicle within one calendar year.
- 11.13 No oversize permit may be issued which would cause the vehicle and/or its load to exceed the dimensions authorized by a provincial oversize permit under the Commercial Transport Regulations.

### **Extraordinary Traffic**

- 11.14 Notwithstanding the issuance of an overload permit, oversize permit or other permission by the Manger of Operations, no owner, operator, or other person in charge of a vehicle, or person owning the goods carried by a vehicle, shall use a Designated Route for extraordinary traffic.

- 11.15 If a person enters into an extraordinary traffic agreement with the City of Grand Forks pursuant to Section 42 of the Community Charter, agreeing to pay reasonable compensation to the City for the damage to any municipal roadway caused or the resulting expense to the City that may be caused by the person's use of any municipal roadway, then for so long as the person is in compliance with the agreement, the person is not subject to section 11.14 of this bylaw.

### **Vehicles with Spikes, Cleats**

- 11.16 No person shall drive any vehicle having wheels, tires or tracks constructed or equipped with projecting spikes, cleats, ribs, clamps, flanges, lugs or other attachments or projections engaging the roadway unless a vehicle projections permit has been issued under section 11.18.

### **Vehicle Projections Permit**

- 11.17 On application by an owner or operator of a vehicle having wheels, tires or tracks constructed or equipped with projecting spikes, cleats, ribs, clamps, flanges, lugs or other attachments or projections engaging the roadway, the Manager of Operations may issue a vehicle projections permit in substantially the form attached as Schedule "A", and upon paying the fees in Schedule "B".
- 11.18 No vehicle projections permit may be issued for longer than one month and no more than three vehicle projections permits may be issued in respect of the same vehicle within one calendar year.

## **DIVISION TWELVE – PEDESTRIAN TRAFFIC**

- 12.01 Where a traffic device is provided to facilitate crossing a highway, no pedestrian shall, within a distance of one hundred (100) meters from that device, cross the highway at any place other than at that traffic control device.
- 12.02 Upon being approached by an emergency vehicle displaying flashing lights or sounding a siren or other audible signal, a pedestrian on a highway shall immediately move off the traveled portion of a highway until such vehicle has passed the pedestrian or stopped.
- 12.03 When water, mud, snow, or slush is on any highway, the driver of a vehicle shall reduce the speed of the vehicle so as to avoid splashing any pedestrian.

## **DIVISION THIRTEEN – BICYCLES**

- 13.01 No person shall leave a bicycle in a reclining position on a highway, walkway, or any public place.

13.02 Where stands are provided for use by bicycles, no person shall leave a bicycle on any highway or public place except in an upright position in the bicycle stand.

13.03 No person shall ride a bicycle on a walkway, unless authorized to do so by a traffic control device.

#### **DIVISION FOURTEEN – INTERFERENCE WITH TRAFFIC AND SIGNS**

14.01 No person shall establish, place, maintain, or display in, upon, or in view of a highway, any sign, signal, or other device that purports to be, or is in imitation of, or in any way resembles any traffic sign or traffic control device, except as authorized by this bylaw.

14.02 No person shall obliterate, deface, damage, injure, move, obstruct, or otherwise interfere with any traffic control device erected, placed, or maintained pursuant to this bylaw.

14.03 Any person having driven a vehicle involved in an accident and which vehicle has been wrecked or damaged as a result thereof, shall be responsible for the removal of any glass or other injurious substances deposited upon the highway surface as the result of the accident or the removal of the vehicle.

14.04 Except as authorized in writing by the Manager of Operations, no person shall deposit, or permit to be deposited, any oil, gasoline, or similar substance on any highway.

14.05 No person shall place, throw, or cause to be placed, deposited, or to flow upon a highway or walkway, any noxious, offensive or filthy water or substance or any empty bottle, glass container, or any other article, whether broken or intact, or any earth, refuse, debris, derelict motor vehicle, or any other thing.

14.06 No person owning or occupying a parcel abutting on or contiguous to a highway or walkway, shall allow or permit earth, rock, stone, logs, stumps, or other substances or materials to cave in, fall, crumble, slide, accumulate or be otherwise deposited from the parcel onto the highway or walkways, or having been so deposited, to remain on the highway or walkway.

14.07 No owner or occupier of a parcel shall permit any flow of water on or over any highway or walkway from the parcel.

14.08 No person shall construct or maintain a ditch, sewer, or drain, the effluent from which causes damage, fouling, nuisance, or injury to any portion of a highway or walkway.

- 14.09 Every owner or occupier of a parcel shall remove all ice and snow from all sidewalks adjacent to that parcel so that the sidewalks are not covered by snow or ice between the hours of 8:00 a.m. and 8:00 p.m.
- 14.10 Every owner or occupier of land contiguous to a road right-of-way will maintain and keep the said road right-of-way or boulevard in a tidy and sightly condition.
- 14.11 No person will throw, leave or deposit, or allow any accumulation of dirt, debris or rubbish on any road right-of-way or boulevard.
- 14.12 No person will throw, leave or deposit, or allow any accumulation of snow or ice from their driveway or sidewalk on any highway or lane.

## **DIVISION FIFTEEN – ACCESS TO HIGHWAYS**

### **15.01 Prohibitions**

No person shall, without the written consent of the Manger of Operations:

- a) construct, install, or replace any access culvert or ditch enclosure in or upon any drainage ditch or boulevard on a highway; or
- b) construct any drainage ditch on a highway; or
- c) deposit material of any kind into any drainage ditch or upon any boulevard on a highway.

### **15.02 Removal at Owner's Cost**

Any access culvert or ditch enclosure constructed or installed in violation of this bylaw may be removed by the City of Grand Forks at the expense of the owner of the parcel fronting the access culvert or ditch enclosure.

Material of any kind which is deposited in any drainage ditch or facility may be removed by the City of Grand Forks at the expense of the owner of the parcel fronting the location where the material was removed.

### **15.03 Procedure for Obtaining Access Culvert**

#### **a) Application**

A person may apply to the Manger of Operations for installation by the City of Grand Forks of an access culvert to a parcel.



b) Cost

The cost of installing an access culvert by the City of Grand Forks shall be as indicated in Schedule "B", attached to and forming part of this bylaw, such payment to be made to the City prior to the commencement of the installation.

15.04 Procedure for Obtaining Ditch Enclosure or Ditch Construction

a) Application

A person may apply to the Manager of Operations for construction of a ditch enclosure or excavation of a drainage ditch by the City of Grand Forks.

b) Cost

The cost of the City of Grand Forks installing a ditch enclosure for constructing a drainage ditch shall be as indicated in Schedule "B", attached to and forming part of this, such payment to be made to the City prior to commencement of the construction or excavation.

**DIVISION SIXTEEN – IMPOUNDING PROVISIONS**

16.01 When any vehicle, recreational vehicle, trailer or other chattel or obstruction is unlawfully occupying a portion of a highway, public place or boulevard:

- a) in violation of a provision of this bylaw; or
- b) in a position that interferes with removal of snow, ice, or sand from a highway; or
- c) in a position that interferes with fire fighting; or
- d) in a position that interferes with construction, marking, repair, or maintenance of a highway; or
- e) without license plates displayed as required by the Motor Vehicle Act;

the Manager of Operations, Bylaw Enforcement Officer, or a Peace Officer, may take such vehicle, chattel, or obstruction into custody and cause it to be removed, detained, or impounded.

16.02 The City of Grand Forks may recover its fees, costs and expenses for such removal, detention, or impounding and storage, either from the owner, or by sale at public auction.

16.03 The fees of the City of Grand Forks for such storage, in addition to any other costs or expenses which might be incurred for removal and storage are as set out in Schedule "B", attached to and forming part of this bylaw.

- 16.04 Before offering a vehicle, recreational vehicle, trailer for sale, pursuant to this bylaw's Impounding Provisions, a demand for payment within thirty (30) days shall be sent by registered mail to the address of the owner as shown on the records of the Superintendent of Motor Vehicles of the province or state in which the vehicle was licensed.

## **DIVISION SEVENTEEN – OFFENCE**

- 17.01 Any person who breaches any provision of this bylaw commits an offence and is liable, on summary conviction, to a fine not exceeding Two Thousand Dollars (\$2,000.00) or to imprisonment to not more than six (6) months, or to both, plus the cost of prosecution.
- 17.01.1 When notice of an offence is issued pursuant to this bylaw, fines for that offence are as set out in the City of Grand Forks Municipal Ticket Information Bylaw 1957, where applicable.
- 17.02 Any vehicle, recreational vehicle, trailer or chattel unlawfully occupying any portion of a highway or public place may be removed or impounded by order of the Manager of Operations or Bylaw Enforcement Officer. A removal fee in the amount invoiced by the towing company and an impoundment fee of the greater of \$17.00 per day of actual invoice from storage company for each day, or part of a day, during which the vehicle recreational vehicle, trailer is impounded shall be paid by the owner of the vehicle recreational vehicle, trailer or chattel before release of the vehicle, recreational vehicle, trailer or chattel. The City of Grand Forks may recover all removal and impoundment fees imposed under this bylaw on a vehicle or chattel by sale of the vehicles, recreational vehicle, trailer or chattel by public auction sale, not less than thirty (30) days after the date of impoundment of the vehicle or chattel or by auction in a Court of competent jurisdiction.
- 17.03 Any sign, advertisement, or guide post placed or maintained in contravention of this bylaw may be altered, repainted, torn down, or removed by the Manager of Operations, or a traffic officer, without compensation to any person.
- 17.04 In addition to any other penalty which may be incurred, anyone failing to comply with the provisions of this bylaw within the time limited therefore, or within a reasonable time upon notice to that effect by the City of Grand Forks, shall be subject to the City carrying out any such work at the expense of the offender, and any charges or costs incurred by the City in this regard shall be recoverable.

17.05 Owner of a vehicle, recreational vehicle and trailer shall incur the penalties provided for any offence of this bylaw with respect to any vehicle owned by them unless at the time of such offence, the vehicle, recreational vehicle, trailer was in possession of another person without the owner's consent. The onus of establishing that the vehicle, recreational vehicle and trailer were in possession of some person other than the owner rests with the owner.

Nothing in this section shall relieve the operator of a vehicle, recreational vehicle, trailer not being the owner, from incurring penalties provided for such offence.

17.06 The Bylaw Enforcement Officer or Peace Officer or any person duly authorized may:

- a) issue offence notices for violation of this bylaw; or
- b) impound any vehicle, recreational vehicle or trailer or cycle that is in violation of this bylaw; or
- c) require the driver of any vehicle to weigh same at any weigh scale forthwith.

#### **DIVISION EIGHTEEN – GENERAL**

18.01 Schedules "A", "B", "C" and "D" are attached hereto and form part of this bylaw.

18.02 Schedule "6" forms part of the Municipal Ticketing Information Bylaw No. 1957.

18.03 This bylaw may be cited for all purposes as "Traffic Regulation Bylaw No. 1956, 2013".

**DIVISION NINETEEN– REPEAL**

19.01 The City of Grand Forks Traffic Regulations Bylaw No. 1004 and all amendments thereto are hereby repealed.

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_, 2013.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2013.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2013.

**RECONSIDERED AND FINALLY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1956 as passed by the Municipal Council of the City of Grand Forks on the \_\_\_\_day of \_\_\_\_\_, 2013.

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

Dated this \_\_\_\_\_

**SCHEDULE "A"**

**PERMIT APPLICATION FORM**

Applicant's Name \_\_\_\_\_

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

Location of Proposed Activity  
Date/Time

Start Date/Time

Completion

Have affected neighbouring property owners been notified?

[ ] Yes [ ] No

Is a street closure required?

[ ] Yes [ ] No

Will re-routing buses and emergency traffic be required?

[ ] Yes [ ] No

Will utilities be shut off?

[ ] Yes [ ] No

**EXCAVATION:**

Size (length)\_\_\_\_\_ (Width)\_\_\_\_\_ (Depth)\_\_\_\_\_

Distance to pavement edge \_\_\_\_\_

Purpose \_\_\_\_\_

**OVERSIZE VEHICLES:**

Length\_\_\_\_\_ Width\_\_\_\_\_ Axle Load\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**VEHICLE EQUIPPED WITH:**

Projecting spikes\_\_\_\_\_ Cleats\_\_\_\_\_ Ribs\_\_\_\_\_ Clamps\_\_\_\_\_

Flanges \_\_\_\_\_ Lugs \_\_\_\_\_ Other Attachments \_\_\_\_\_

**SPECIAL EVENT:**

Pedestrians \_\_\_\_\_

Vehicles \_\_\_\_\_

Route (Attach Map)



**FOR OFFICE USE ONLY**

Permission is granted for \_\_\_\_\_ subject to the conditions listed:

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Insurance	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Amount of Deposit	<hr/>			
Receipt No.	<hr/>			
Inspected By	<hr/>			
Amount of Refund	<hr/>			

\_\_\_\_\_  
Manger of Operations

**SCHEDULE "B"**

**FEES AND CHARGES**

1. The fees for an Overload permit and an Oversize Permit and a Vehicle Projections Permit are:  
Fee for one day or less - \$100.00  
Fee for greater than one day up to one week - \$200.00  

---

Fee for greater than one week up to one month - \$1000.00
2. The temporary Highway Closure Permit fee is: \$100.00 per day, or part thereof
3. Removal fees: Actual cost of invoice from towing company
4. Impoundment fees: Greater of \$17.00 per day or actual invoice from towing/storage company.

**SCHEDULE “C”**

**List of Truck Routes**

Route 1	Granby Road	from highway # 3 to the City boundary north of the RDKB landfill
Route 2	68 <sup>th</sup> Avenue	from Highway # 3 to 2 <sup>nd</sup> Street and on to the Interfor Sawmill
Route 3	2 <sup>nd</sup> Street	from 68 <sup>th</sup> Avenue south to the Industrial Park and Airport
Route 4	Donaldson Dr.	from Highway # 3 to Northfork Road including 19 <sup>th</sup> Street from Highway # 3 to the intersection of 75 <sup>th</sup> Avenue and Donaldson Drive.
Route 5	68 <sup>th</sup> Avenue	from Spraggett Road to 27 <sup>th</sup> Street
Route 6	27 <sup>th</sup> Street	from Highway # 3 to 68 <sup>th</sup> Avenue

**SCHEDULE "D"**

**Permit**

Name \_\_\_\_\_

Address \_\_\_\_\_

Permission is granted for \_\_\_\_\_ to  
conduct the

following activity on \_\_\_\_\_ / or from \_\_\_\_\_ to \_\_\_\_\_ :  
date date date

Overload Hauling ☐ Other \_\_\_\_\_

Oversize Hauling ☐

Conditions (include time restrictions, route restrictions, dates, and any other  
restrictions):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Insurance Yes ☐ No ☐

Amount of Deposit \_\_\_\_\_

Fee Payable \_\_\_\_\_

Approved ☐ or Denied ☐ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Manger of Operations or Designate

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

**DATE** : **June 12, 2013**

**TOPIC** : **Municipal Ticketing Information Bylaw No. 1957**

**PROPOSAL** : **To Adopt a New Municipal Ticketing Information Bylaw**

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

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## **SUMMARY:**

The City's Municipal Ticketing Information Bylaw 1378 was adopted in 1993 and has undergone some major changes. The proposal is to have City Council adopt a new Municipal Ticketing Information Bylaw 1957 which is similar to the bylaws recently adopted in other municipalities in the Province. The Municipal Ticketing Bylaw (MTI) will authorize City staff and the RCMP as required to maintain better control of Bylaw compliance. This will also allow for the issuing of tickets if required to ensure compliance with the new bylaws. The objective is to rescind Bylaw 1378 and the amendment bylaws numbered 1431 and 1432 associated with bylaw 1378.

## **STAFF RECOMMENDATIONS:**

**Option 1:** Council rescind Bylaw 1378 and the amendment bylaws numbered 1431 and 1432 associated with bylaw 1378.

Council gives first second and third reading to Bylaw No. 1957 "City of Grand Forks Municipal Ticketing Information Bylaw".

## **OPTIONS AND ALTERNATIVES:**

**Option 1: Council adopts a resolution to adopt the Municipal Ticketing Information Bylaw.** Council rescinds Bylaw 1378 and the amendment bylaws numbered 1431 and 1432 associated with bylaw 1378.

Council gives first second and third reading to Bylaw No. 1957 "City of Grand Forks Municipal Ticketing Information Bylaw".

**Option 2: Council declines to adopt the new Bylaw.** This option simply makes it difficult to enforce and apply tickets against violations that may occur with regards to the old Municipal Ticketing Information.

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

**Option 1:** The new Municipal Ticketing Information Bylaw 1957 will ensure that violations against the bylaw can be enforced. This will also assist City staff and the R.C.M.P. as required to have better control of bylaw violations.



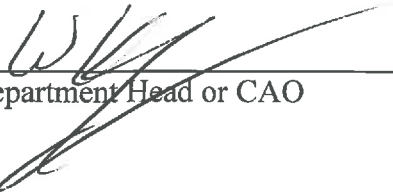
**Option 2:** The disadvantage of not bringing the new Municipal Ticketing Information Bylaw 1957 forward is that there are several new sections within the new bylaw, and the current bylaw is difficult to enforce and does not allow for the ticketing.

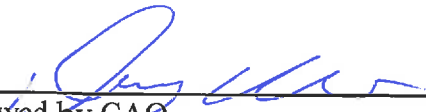
**COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

None

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council's authority to regulate traffic on city streets comes from the Community Charter.

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

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

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**MUNICIPAL TICKETING INFORMATION BYLAW NO. 1957**

**A Bylaw to Implement a Municipal Ticket Information Program  
for the Enforcement of Designated Bylaws**

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**WHEREAS** under the provisions of Local Government Act, Council may, by bylaw, provide for the enforcement of certain bylaws by means of a ticket, designate persons as Bylaw Enforcement Officers for the purpose of enforcing bylaws by means of a ticket, designate an offence against a bylaw by means of a word or expression on a ticket, and in consultation with the Chief Judge of the Provincial Court, set fines, not exceeding \$500.00 for contravention of such designated bylaws;

**AND WHEREAS** Council desires to designate those bylaws that may be enforced by means of a ticket, designate offences against those bylaws by means of a word or expression, designate those persons who as Bylaw Enforcement Officers may enforce the bylaws, and set fines for contravention of the bylaws;

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

1. Each bylaw listed in Column 1 of Schedule 1 to this bylaw may be enforced by means of a ticket in the form prescribed for the purpose of the Local Government Act.
2. The persons appointed to the job positions or titles listed in Column 2 of Schedule 1 of this bylaw are hereby designated as Bylaw Enforcement Officers for the purpose of enforcing the bylaws listed in Column 1 of Schedule 1 opposite the respective job positions.
3. The words or expressions listed in Column 1 of the Schedules of this bylaw designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
4. The amounts appearing in Column 3 of the Schedules of this bylaw are the fines set for the corresponding offences designated in Column 1.
5. This bylaw may be cited as "**City of Grand Forks Municipal Ticket Information Bylaw No. 1957, 2013**".
6. If any portion of this bylaw is for any reason held to be invalid by a Court of Competent Jurisdiction, the invalid portion shall be severed and the portion that is invalid shall not affect the validity of the remainder of this bylaw.

**INTRODUCED** this \_\_\_\_ day of \_\_\_\_\_, 2013.

Read a **FIRST** time this \_\_\_\_ day of \_\_\_\_\_, 2013.

Read a **SECOND** time this \_\_\_\_ day of \_\_\_\_\_, 2013.

Read a **THIRD** time this \_\_\_\_ day of \_\_\_\_\_, 2013.

Fines approved by the Chief Judge of the Provincial Court this \_\_\_\_ day of \_\_\_\_\_, 2013.

**RECONSIDERED, PASSED AND FINALLY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

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

I hereby certify the foregoing to be a true copy of the Municipal Ticket Information Bylaw  
No. 1957, 2013.

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

Dated this \_\_\_\_ of \_\_\_\_\_, 2013.

## SCHEDULE 1

### COLUMN 1

#### BYLAW NO.

Bylaw No. 1963  
"Noise Control Bylaw"

Bylaw No. 1965  
"Grand Forks Fire and Safety Bylaw"

Bylaw No. 1962  
"Grand Forks Unsightly Premises Bylaw"

Bylaw No. 1959  
"Park Access Bylaw"

Bylaw No. 1956  
"City of Grand Forks Traffic Regulations"

Bylaw No. 1964  
"Grand Forks Building and Plumbing Bylaw"

Bylaw No 1957  
"Grand Forks Municipal Ticketing Information Bylaw"

### COLUMN 2

#### DESIGNATED BYLAW ENFORCEMENT OFFICER

Bylaw Enforcement Officer  
R.C.M.Police

Fire Chief  
Deputy Fire Chief  
R.C.M.Police

Building Inspector  
Bylaw Enforcement Officer

Bylaw Enforcement Officer  
R.C.M.Police

R.C.M.Police  
Bylaw Enforcement Officer

Building Inspector  
Bylaw Enforcement Officer

Bylaw Enforcement Officer  
R.C.M.Police

## **SCHEDULE 2**

### **Bylaw No. 1681 "Noise Control Bylaw"**

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



### **SCHEDULE 3**

#### **Bylaw No. 1320 "Grand Forks Fire & Life Safety Bylaw"**

COLUMN 1	COLUMN 2	COLUMN 3
Offence	Section	Fine
Failure to remove fire hazard	6.2	\$100.00
Failure to remove threat to life safety	6.2	\$100.00
Unauthorized disposal of dangerous material	6.3	\$150.00
Failure to report discharge of dangerous goods	6.4	\$150.00
Failure to clean vacant building	6.7	\$200.00
Failure to secure vacant building	6.7	\$200.00
Failure to remove debris from fire damaged building	6.8	\$100.00
Failure to secure fire damaged building	6.8	\$200.00
Unsafe fire doors/shutters	6.9	\$100.00
Unsafe elevator shaft	6.10	\$100.00
Improper use of ventilating shaft	6.11	\$100.00
Failure to maintain safe chimney	6.12	\$100.00
Unsafe deposit of combustible material	6.13	\$100.00
Unsafe storage of combustible material	6.13	\$100.00
Unsafe deposit of ashes	6.14	\$100.00
Failure to maintain hydrant/private property	6.16(1)	\$100.00
Unsafe transport of dangerous goods	6.20(1)	\$150.00
Unsafe storage of hazardous materials	6.20(2)	\$150.00
Unsafe handling of hazardous material	6.20(2)	\$150.00

**SCHEDULE 3** (continued)

**Bylaw No. 1320 "Grand Forks Fire & Life Safety Bylaw"**

COLUMN 1	COLUMN 2	COLUMN 3
Offence	Section	Fine
Obstructing fire personnel	7.4	\$150.00
Parked obstructing access	7.4(1)	\$100.00
Parked obstructing exit	7.4(2)	\$100.00
Parked within 6m of hydrant	7.4(3)	\$100.00
Driving over equipment	7.4(4)	\$100.00
Burning without permit	8.1	\$200.00
Discharge of fireworks without permit	9.1(1)	\$100.00
Sale of fireworks	9.1(2)	\$100.00
Discharge of fireworks on street	9.3(3)	\$100.00

## **SCHEDULE 4**

### **Bylaw No. 1962" Grand Forks Unsightly Premises Bylaw"**

COLUMN 1	COLUMN 2	COLUMN 3
Offence	Section	Fine
Accumulation of building Materials	2.1(a)	\$100.00
Unlicensed Vehicles	2.1(b)	\$100.00
Parts of a vehicle	2.1(b)	\$100.00
Deposit or accumulation of rubbish	2.1(d)	\$100.00
Unsightly premises	5	\$100.00
Place graffiti	2.1(e)	\$100.00
Failure to remove garbage	2.1(f)	\$100.00

## **SCHEDULE 5**

### **Bylaw No. 1959 "Park Access Bylaw to Regulate the use of Parks, Trails, Beaches and Boulevards"**

COLUMN 1	COLUMN 2	COLUMN 3
Offence	Section	Fine
- In park between 11:00 p.m. and 5:00 a.m.	3	\$ 50.00
- Camping in park	4	\$ 50.00
- Use of bow and arrow/sling-shot/boomerang/ weapon in park	5	\$ 100.00
- Unauthorized removal of gravel/sand/soil	6	\$ 100.00
- Littering	7	\$ 50.00
- Unauthorized fire on beach	8	\$ 50.00
- Vandalism	11	\$ 100.00
- Vandalism of sign	12	\$ 100.00
- Vandalism of tree	13	\$ 100.00
- Unauthorized playing golf in park	14	\$ 100.00
- Animal on beach	15	\$50.00
- Vehicle in park	18	\$ 50.00
-Possession or consumption of alcohol in a park or public area	20	\$50.00

## **SCHEDULE 6**

### **Bylaw No. 1956 "City of Grand Forks Traffic Regulation Bylaw"**

<b>COLUMN 1 Offence</b>	<b>COLUMN 2 Section</b>	<b>COLUMN 3 Fine</b>
- Parking within six meters of crosswalk	4.01(a)	\$ 50.00
- Parking within a bus zone	4.01(b)	\$ 50.00
- Parking within 5m of a fire hydrant	4.01(c)	\$ 50.00
- Parking along yellow painted curb/roadway with yellow painted lines	4.01(d)	\$ 50.00
- Parking in contravention of a traffic control device	4.01(e)	\$ 50.00
- Parking in contravention of highway lines/markings/signs	4.01(f)	\$ 50.00
- Parking in a lane in excess of 15 minutes	4.01(g)	\$ 50.00
- Parking on highway where pavement is 6m or less in width	4.01(h)	\$ 50.00
- Parking on sidewalk/boulevard	4.01(i)	\$ 50.00
- Parking obstructing/impeding traffic on highway	4.01(j)	\$ 50.00
- Parking vehicle with right side more than 30cm from face of curb	4.01(k)	\$ 50.00
- Parking on left side of highway opposite direction of normal traffic	4.01(l)	\$ 50.00
- Parking in front of/within 1m of driveway/private road	4.01(m)	\$ 50.00
- Parking vehicle including trailer in excess of 6m in angle parking	4.01(n)	\$ 50.00
- Parking to offer commodities/display vehicle for sale	4.01(o)	\$ 50.00
- Parking within 2m of intersecting lane	4.01(p)	\$ 50.00



SCHEDULE 6 continued

COLUMN 1 Offence	COLUMN 2 Section	COLUMN 3 Fine
- Parking at angle to street lines	4.01(q)	\$ 50.00
- Parking 72 consecutive hours	4.01(s)	\$ 50.00
- Parking in a Fire zone	4.01(t)	\$50.00
- Parking in Loading zone	4.01(u)	\$ 50.00
- Parking on a bridge	4.01(v)	\$ 50.00
- Parking on walkway/crosswalk	4.01(w)	\$ 50.00
- Parking in Disabled zone without permit	4.01(x)	\$ 50.00
-Parking an unlicensed vehicle, recreational vehicle or trailer on Municipal property, Boulevard or Road-right-of-way	4.01(y)	\$ 50.00
- Parking overnight in a Municipal Park other than the Municipal Campground– recreational vehicles, campers, commercial vehicles and trailers whether or not attached to a vehicle	4.01(z)	\$50.00
- Overtime parking	4.05	\$ 50.00
- Truck off truck routes	9.03	\$100.00
- Truck parking on residential streets	9.05	\$ 50.00
- Prohibited construction on road allowance	9.07(a)	\$100.00
- Engaging in sport/amusement/exercise/ occupation on highway	10.02(a)	\$ 50.00
- Unnecessarily delay vehicle	10.02(b)	\$ 50.00
- Cause obstruction on highway	10.02(c)	\$ 50.00

SCHEDULE 6 continued

COLUMN 1 Offence	COLUMN 2 Section	COLUMN 3 Fine
- Coast/slide/rollerskate/skateboard/sleight/skate/ ski on highway	10.02(d)	\$ 50.00
- Vandalism of traffic control device	14.02	\$100.00
- Littering on a highway	14.05	\$ 50.00
- Debris from property on road	14.06	\$100.00
- Prohibited water on highway	14.07	\$ 50.00
- Damaging a highway	14.08	\$100.00
- Failure to remove snow/ice from sidewalk	14.09	\$ 50.00
-Depositing snow/ice on a highway or lane	14.12	\$ 50.00

# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

**DATE** : June 12, 2013

**TOPIC** : Park Access Bylaw No. 1959

**PROPOSAL** : To Adopt a New Park Access Bylaw

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

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### SUMMARY:

The current Park Access Bylaw only addressed hours that a person could attend a Municipal Park. The proposal is to have City Council adopt a new Park Access Bylaw 1959 in which it will address issues such as vandalism, alcohol consumption and limit the hours that any person may attend a Municipal Park. This Bylaw along with the Municipal Ticketing Bylaw (MTI) will authorize City staff and the RCMP to maintain better control of bylaw compliance. This will also allow for the issuing of tickets if required to ensure compliance with the new bylaws. The objective is to rescind Bylaw 1355 and the amendment bylaw 1605 associated with bylaw 1355

### STAFF RECOMMENDATIONS:

**Option 1:** Council rescinds bylaw 1605 cited as the "City of Grand Forks Park Access Bylaw" and the amendment bylaw thereto numbered as Bylaw 1355.

Council gives first second and third reading to Bylaw No. 1959 "City of Grand Forks Park Access Bylaw".

### OPTIONS AND ALTERNATIVES:

**Option 1: Council adopts a resolution to adopt the New Park Access Bylaw.** Council rescinds bylaw 1605 cited as the "City of Grand Forks Park Access Bylaw" and the amendment bylaw thereto numbered as Bylaw 1355.

Council gives first second and third reading to Bylaw No. 1959 "City of Grand Forks Park Access Bylaw".

**Option 2: Council declines to adopt the new Park Access Bylaw.** This option simply makes it difficult to enforce and apply tickets against violations that may occur with regards to the old Park Access Bylaw.

### BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

**Option 1:** The new Park Access Bylaw 1959 will ensure that violations against the bylaw can be enforced. This will also assist City staff and the R.C.M.P. when required to have better control of bylaw violations.

**Option 2:** The disadvantage is that the existing Park Access Bylaw 1355 only addressed the hours in which a municipal parks could be occupied.

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

None

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council's authority to regulate Park Access this comes from the Community Charter.

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

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

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**PARK ACCESS BYLAW NO. 1959**

**THE PARK ACCESS BYLAW OF THE CORPORATION OF THE CITY OF  
GRAND FORKS TO REGULATE THE USE OF PARKS, TRAILS, BEACHES AND  
BOULEVARDS**

---

**WHEREAS** the Municipal Council of the Corporation of the City of Grand Forks, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. This bylaw may be cited as **"The City of Grand Forks Parks Access Bylaw No. 1959, 2013"**.
2. In this bylaw, unless the context otherwise requires:

**Definitions**

- (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 Council of the City of Grand Forks;
- (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) **"Park"** includes all dedicated Public Parks, Municipal Hall grounds, or other lands used for Public Parks, or any public trail, beach or boulevard within the corporate limits of the City of Grand Forks
- (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) **"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;
  - (j) **"Public Place"** means streets, highways, parks, public squares, beaches, foreshore and all other land and building that not private premises.
3. No person shall enter or be upon or within any park between the hours of 11:00 p.m. and 6:00 a.m., provided, however, that nothing in this section shall prevent any officers or employees of City of Grand Forks from entering or being upon or within any park in the exercise of their duties.
  4. No person shall set up or occupy any camper, trailer, or other form of temporary shelter, on or within any park.
  5. No person shall use any bow and arrow, sling-shot, boomerang or other weapon within a park, school ground or other public ground under the jurisdiction of the City of Grand Forks.
  6. No person shall take away any gravel, sand, or earth from any part of any park.
  7. No person shall throw, dump, deposit or leave any glass, bottles, cans, litter, or other materials whether likely to injure any person, animal, vehicle or not, in any park, or water adjacent to such parks.
  8. No person shall light up any fire on any public beach or park within the corporate limits of the City of Grand Forks, except in a fireplace or area provided for that purpose.
  9. No person shall be on the roof of any building in any park unless that person is an employee or agent of the City of Grand Forks carrying out his or her regular duties.
  10. No person shall be in any building, swimming pool, tennis court, or other enclosure or structure in any park except during the hours the said building, swimming pool, tennis court, or other structure is authorized to be used or to be open by the Council. This section does not apply to any employee or agent of the City of Grand Forks, carrying out his or her regular duties.

11. No person shall break, injure or damage the locks, gates, bolts, fences, seats, benches, buildings, structures, or other property placed in the public squares, on boulevards, or in parks or grounds.
12. No person shall wilfully destroy, mutilate, efface, deface, or remove any sign posted within a park under this or any other bylaw.
13. No person shall climb, bark, break, peel, cut, deface, remove, injure, root up or otherwise destroy or damage the trees shrubs, flowers, roots, or grass planted and/or growing on boulevards, or in parks or grounds.
14. No person shall play or practice the game of golf or similar games played with golf clubs and balls in any park, except in areas of a public park that have been designated for the playing and practicing of golf or similar games by the Council.
15. No person shall cause, allow, or permit pets or other animals to be on any beach or park within the corporate limits of the City of Grand Forks, except pets on leashes.
16. No person shall ride or drive any horse, in, upon, or through the public squares, parks, or grounds, where specifically prohibited to do so.
17. No owner or keeper of any horse, cattle or swine shall suffer the same to go at large or to feed upon the public squares or parks and any horse, cattle, or swine found at large therein shall be impounded.
18. No person shall ride, drive or lead any animal, or any carriage, wagon, bicycle, motorcycle, scooter, automobile, sleigh, snowmobile or other vehicle or conveyance in or upon any of the public squares, parks or boulevards within the boundaries of the City of Grand Forks, except in areas specifically provided for such purpose; provided, however, that nothing in this section contained shall prevent any bicyclist, having first dismounted from his bicycle, from taking the same upon the turf or sward, or upon or along any sidewalk, pathway or footpath in any park. This section does not apply to any employee or agent of the Municipality carrying out his or her regular duties.
19. No person shall break, injure, dig or destroy any trees lawfully planted, or the sod grass of any boulevard, or any box, stake or guard which is placed around any tree for the protection of the same.

20. No person shall possess or consume alcohol in a public park or municipal space with the exception of special events which include a approved liquor license permit.
21. Community Associations/Groups or members of the public may approach the Council of the City of Grand Forks for relaxation of the rules and regulations as listed in this bylaw for a special event. This relaxation is for the specific event only and, should such event re-occur, permission by Council must be requested again.
22. Any person contravening or committing any breach of the provisions of this bylaw is liable, upon summary conviction, to a fine of not less than Fifty Dollars (\$50.00), and not more than Five Hundred Dollars (\$2000.00), or to a term of imprisonment not exceeding one (1) month.
23. Schedule "5" forms part of the Municipal Ticketing Information Bylaw No. 1957.
24. **The City of Grand Forks Parks Access Bylaw No. 1065 and all amendments thereto are hereby repealed.**

**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 RECONSIDERED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

### **CERFIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1959, cited as "City of Grand Forks Park Access Bylaw 1959, 2013".

\_\_\_\_\_  
Corporate Officer

**SCHEDULE 5**

<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>
Offence	Section	Fine
- In park between 11:00 p.m. and 5:00 a.m.	3	\$ 50.00
- Camping in park	4	\$ 50.00
- Use of bow and arrow/sling-shot/boomerang/ weapon in park	5	\$ 100.00
- Unauthorized removal of gravel/sand/soil	6	\$ 100.00
- Littering	7	\$ 50.00
- Unauthorized fire on beach	8	\$ 50.00
- Vandalism	11	\$ 100.00
- Vandalism of sign	12	\$ 100.00
- Vandalism of tree	13	\$ 100.00
- Unauthorized playing golf in park	14	\$ 100.00
- Animal on beach	15	\$50.00
- Vehicle in park	18	\$ 50.00
-Possession or consumption of alcohol in a park or public area	20	\$50.00

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

**DATE** : **June 12, 2013**

**TOPIC** : **Unsightly Premises Bylaw No. 1962**

**PROPOSAL** : **To Adopt a New Unsightly Premises Bylaw**

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

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## **SUMMARY:**

The City's Unsightly Premises Bylaw 1680 was adopted in 2001 and requires new vision. The proposal is to have City Council adopt a new Unsightly Premises Bylaw 1962 which is similar to the bylaws recently adopted in other municipalities in the Province. This Bylaw along with the Municipal Ticketing Bylaw (MTI) will authorize City staff and the RCMP to maintain better control of bylaw compliance. This will also allow for the issuing of tickets if required, to ensure compliance with the new bylaws. The objective is to rescind Bylaw 1680, and amendments of Bylaws numbered 1025 and 1036 associated with Bylaw 1680.

## **STAFF RECOMMENDATIONS:**

**Option 1:** Council rescinds bylaw 1680 cited as the "City of Grand Forks Unsightly Premises Bylaw" and all the amendment bylaws thereto numbered as 1025 and 1036 associated with bylaw 1680. Council gives first second and third reading to Bylaw No. 1962 "City of Grand Forks Unsightly Premises Bylaw".

## **OPTIONS AND ALTERNATIVES:**

**Option 1: Council adopts a resolution to adopt the New Unsightly Premises Bylaw.** Council rescinds bylaw 1680 cited as the "City of Grand Forks Unsightly Premises Bylaw" and all the amendment bylaws thereto numbered as 1025 and 1036 associated with bylaw 1680.

**Option 2: Council declines to adopt the new Bylaw.** This option simply makes it difficult to enforce and apply tickets against violations that may occur with regards to the old Unsightly Premises Bylaw 1680.

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

**Option 1:** The new Unsightly Premises Bylaw 1962 will ensure that violations against the bylaw can be enforced. This will also assist City staff and the R.C.M.P. when required to have better control of bylaw violations.

**Option 2:** The disadvantage of not bringing the new Unsightly Premises Bylaw 1962 forward is that several there are several areas within the new bylaw are not currently covered in the existing Unsightly Premises Bylaw.



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

None

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council's authority to regulate traffic on city streets comes from the Community Charter.

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

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

THE CORPORATION OF THE CITY OF GRAND FORKS

**UNSIGHTLY PREMISES BYLAW NO. 1962**

**A Bylaw to Control Unsightly Premises**

---

**WHEREAS** the Local Government Act allows Council, by bylaw, to prohibit persons from causing or permitting unsightliness on real property;

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

**1. Title**

- 1.1 This bylaw may be cited for all purposes as the **“Unsightly Premises Bylaw No. 1962, 2013”**.

**2. Interpretation**

2.1 In this bylaw:

- (a) **“Bylaw Enforcement Officer”** means every person designated by Council as a Bylaw Enforcement Officer for the City, and every Peace Officer;
- (b) **“City”** means the Corporation of the City of Grand Forks;
- (c) **“Council”** means the Municipal Council of the City;
- (d) **“Municipality”** means the area within the municipal boundaries of the City.
- (e) **“Owner”** means an owner or occupier of a parcel of land, or both.

**3. Unsightly Premises**

- 3.1 No owner shall cause, allow or permit a parcel to become or to remain unsightly, and, specifically:
- (a) No owner of a parcel shall cause, allow or permit the accumulation of building material on the parcel unless;
    - (i) The owner or occupier of the parcel is in possession of a valid building permit in respect of the accumulation; or

## Unightly Premises Bylaw No. 1962

- (ii) The accumulation is stored in a closed building or structure such that the accumulation is not visible from another parcel or highway
- (b) No owner of a parcel shall cause, allow or permit the storage or accumulation, on the parcel, of all or part of a vehicle, as defined in the Motor Vehicle Act, which is not:
  - (i) validly registered or licensed in accordance with the Motor Vehicle Act for a period of 12 months and which is not housed in a garage or carport or
  - (ii) capable of movement under its own power;unless it is stored in a closed building or structure such that the vehicle, or any portion of a vehicle, is not visible from another parcel or a highway;
- (c) No owner of a parcel shall cause, allow or permit the accumulation on the parcel of filth, discarded materials, unwholesome matter, or rubbish of any kind, whether or not for commercial purposes or as part of a trade or calling, including but not limited to dead animals, paper products, crockery, glass, metal, plastics, plastic containers, wire, ropes, machinery, tires, appliances, and any other scrap or salvage;
- (d) No owner of a parcel shall cause, allow or permit a building or structure, or part of a building or structure, which is missing all or a portion of its surface, covering, or coating materials to be on the parcel unless the owner is in possession of a valid building permit in respect of the building or structure;
- (e) No owner of a parcel shall cause, allow or permit the presence of graffiti, whether in the form of pictures or words, on the parcel or on the surface of a structure on the parcel;
- (f) No owner of a parcel shall cause, allow or permit the accumulation on the parcel of garbage not contained in a covered receptacle.

3.2 Owners of a parcel shall remove or cause to be removed from the parcel any accumulations of filth, discarded material, or rubbish of any kind.

## 4. Inspection

4.1 A Bylaw Enforcement Officer may enter on parcel at all reasonable times to ascertain whether this bylaw is being observed, to gather evidence on any violation, or to serve any notice related to any violation of this bylaw.

## Unightly Premises Bylaw No. 1962

- 4.2 No person shall obstruct a Bylaw Enforcement Officer from entering a parcel in accordance with Section 3.1.

### **5. Notice**

- 5.1 Where a Bylaw Enforcement Officer observes that a parcel is or has become unsightly, the Bylaw Enforcement Officer may deliver written notice to the owner requiring the removal of any thing or things, including a class of things that render the parcel unsightly.

- 5.2 Where a Bylaw Enforcement Officer provides written notice under Section 4.1, of this bylaw, the owner must remove from the parcel anything that, as stated in the notice, renders the parcel unsightly within 10 days of delivery of the notice.

### **5.0 Default**

- 5.1 In the event the owner fails within ten days of delivery of a written notice under Section 4.1 to comply with the notice, the City may deliver a second notice to the owner stating that:

- (a) the owner is in default of this bylaw;
- (b) the owner may appear before Council to be heard on a date specified in the second notice, being not less than ten days after delivery of the second notice; and
- (c) after the date specified in the second notice the City, by its officers, employees, contractors, or agents may, at the expense of the owner, enter on the parcel and remove any thing or things that render the parcel unsightly.

- 5.2 Unless Council directs otherwise, after the date specified in the second notice under Section 5.1(b), the City may deliver to the owner a third notice stating that the City will enter the affected parcel and remove any thing or things that render the parcel unsightly on a specified date between the hours of 8:00 a.m. and 8:00 p.m.

- 5.3 Where a third notice is delivered to the owner under Section 5.2, on the date specified in the third notice, the City, by its officers, employees, contractors, or agents may enter on the parcel and remove anything or things specified in the first notice that render the parcel unsightly.

- 5.4 The owner shall owe to the City, as a debt, the cost of removing anything or things from the affected parcel under Section 5.3.

## Unightly Premises Bylaw No. 1962

- 5.5 If the cost under Section 5.4 remains unpaid on December 31 in the year of the removal, the cost will be added to and form part of the taxes on the parcel affected as taxes in arrears.

### **6.0 Offence**

- 6.1 Every person who violates a provision of this bylaw, or who suffers or permits any act or thing to be done in contravention of or in violation of any provision of this bylaw, or who neglects to or refrains from doing anything required to be done by any provision of this bylaw, is guilty of an offence against this bylaw and is liable to the penalties imposed under this bylaw.
- 6.2 Each day that a violation continues to exist *after the second notice* is considered a separate offence against this bylaw as per Schedule 4 of the Municipal Ticketing Information bylaw.
- 6.3. If at any time, an offence against this bylaw occurs, it may be at the discretion of the Bylaw Enforcement Officer and/or Acting Official, to determine, if an extension is required.

### **7.0 Penalty**

- 7.1 Every person who commits an offence against this bylaw is liable on summary conviction, to a penalty of not more than \$10,000.00.

### **8.0 Severability**

- 8.1 If at any time, any provision of this bylaw is declared or held to be illegal, invalid, or ultra vires, in whole or in part, then the provision shall not apply and the remainder of this bylaw shall continue in full force and effect and be construed as if it had been enacted without the illegal, invalid, or ultra vires provision.
- 8.2 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.



Unsightly Premises Bylaw No. 1962

**9. Repeal**

- 9.1 Bylaw No. 1680, 2001, cited as the "City of Grand Forks Unsightly Premises Bylaw" and all amendments thereto are hereby repealed.

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_, 2013.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2013.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2013.

**RECONSIDERED AND FINALLY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

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

I hereby certify the foregoing to be a true copy of the Unsightly Premises Bylaw No. 1962 as passed by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

Date Signed: \_\_\_\_\_

**SCHEDULE 4**

**Bylaw No. 1962" Grand Forks Unsightly Premises Bylaw"**

COLUMN 1	COLUMN 2	COLUMN 3
Offence	Section	Fine
Accumulation of building Materials	2.1(a)	\$100.00
Unlicensed Vehicles	2.1(b)	\$100.00
Parts of a vehicle	2.1(b)	\$100.00
Deposit or accumulation of rubbish	2.1(d)	\$100.00
Unsightly premises	5	\$100.00
Place graffiti	2.1(e)	\$100.00
Failure to remove garbage	2.1(f)	\$100.00

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

**DATE** : **June 12, 2013**

**TOPIC** : **Noise Control Bylaw No. 1963**

**PROPOSAL** : **To Adopt a New Noise Control Bylaw**

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

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## **SUMMARY:**

The City's Noise Control Bylaw 1681 has required several revisions. The proposal is to have City Council adopt a new Noise Control Bylaw No. 1963 which is similar to the bylaws recently adopted in other municipalities in the Province. This Bylaw along with the Municipal Ticketing Bylaw (MTI) will authorize City staff and the RCMP when required to maintain better control of bylaw compliance. This will also allow for the issuing of tickets if required, to ensure compliance with the new bylaws. The objective is to rescind Bylaw 1681

## **STAFF RECOMMENDATIONS:**

**Option 1:** Council rescinds Bylaw 1681 cited as the "City of Grand Forks Noise Control Bylaw". Council gives first second and third reading to Bylaw No. 1963 "City of Grand Forks Noise Control Bylaw".

## **OPTIONS AND ALTERNATIVES:**

**Option 1:** Council rescinds Bylaw 1681 cited as the "City of Grand Forks Noise Control Bylaw". Council gives first second and third reading to Bylaw No. 1963 "City of Grand Forks Noise Control Bylaw".

**Option 2: Council declines to adopt the new Bylaw.** This option simply makes it difficult to enforce and apply tickets against violations that may occur with regards to the old Noise Control Bylaw.

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

**Option 1:** The new Noise Control Bylaw 1963 will ensure that violations against the bylaw can be enforced. This will also assist City staff in the removal of derelict vehicles that currently litter many of the City's boulevards. With the assistance of the R.C.M.P. when required the City will have better control of Bylaw violations.

**Option 2:** The disadvantage of not bringing the new Noise Control Bylaw 1963 forward is that several areas within the new bylaw are not currently covered in the existing Noise Control Bylaw 1681.

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

None

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council's authority to regulate traffic on city streets comes from the Community Charter.

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

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

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**PARK ACCESS BYLAW NO. 1959**

**THE PARK ACCESS BYLAW OF THE CORPORATION OF THE CITY OF  
GRAND FORKS TO REGULATE THE USE OF PARKS, TRAILS, BEACHES AND  
BOULEVARDS**

---

**WHEREAS** the Municipal Council of the Corporation of the City of Grand Forks, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. This bylaw may be cited as **"The City of Grand Forks Parks Access Bylaw No. 1959, 2013"**.
2. In this bylaw, unless the context otherwise requires:

**Definitions**

- (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 Council of the City of Grand Forks;
- (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) **"Park"** includes all dedicated Public Parks, Municipal Hall grounds, or other lands used for Public Parks, or any public trail, beach or boulevard within the corporate limits of the City of Grand Forks
- (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) **“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;
  - (j) **“Public Place”** means streets, highways, parks, public squares, beaches, foreshore and all other land and building that not private premises.
3. No person shall enter or be upon or within any park between the hours of 11:00 p.m. and 6:00 a.m., provided, however, that nothing in this section shall prevent any officers or employees of City of Grand Forks from entering or being upon or within any park in the exercise of their duties.
  4. No person shall set up or occupy any camper, trailer, or other form of temporary shelter, on or within any park.
  5. No person shall use any bow and arrow, sling-shot, boomerang or other weapon within a park, school ground or other public ground under the jurisdiction of the City of Grand Forks.
  6. No person shall take away any gravel, sand, or earth from any part of any park.
  7. No person shall throw, dump, deposit or leave any glass, bottles, cans, litter, or other materials whether likely to injure any person, animal, vehicle or not, in any park, or water adjacent to such parks.
  8. No person shall light up any fire on any public beach or park within the corporate limits of the City of Grand Forks, except in a fireplace or area provided for that purpose.
  9. No person shall be on the roof of any building in any park unless that person is an employee or agent of the City of Grand Forks carrying out his or her regular duties.
  10. No person shall be in any building, swimming pool, tennis court, or other enclosure or structure in any park except during the hours the said building, swimming pool, tennis court, or other structure is authorized to be used or to be open by the Council. This section does not apply to any employee or agent of the City of Grand Forks, carrying out his or her regular duties.

## Park Access Bylaw No. 1959

11. No person shall break, injure or damage the locks, gates, bolts, fences, seats, benches, buildings, structures, or other property placed in the public squares, on boulevards, or in parks or grounds.
12. No person shall wilfully destroy, mutilate, efface, deface, or remove any sign posted within a park under this or any other bylaw.
13. No person shall climb, bark, break, peel, cut, deface, remove, injure, root up or otherwise destroy or damage the trees shrubs, flowers, roots, or grass planted and/or growing on boulevards, or in parks or grounds.
14. No person shall play or practice the game of golf or similar games played with golf clubs and balls in any park, except in areas of a public park that have been designated for the playing and practicing of golf or similar games by the Council.
15. No person shall cause, allow, or permit pets or other animals to be on any beach or park within the corporate limits of the City of Grand Forks, except pets on leashes.
16. No person shall ride or drive any horse, in, upon, or through the public squares, parks, or grounds, where specifically prohibited to do so.
17. No owner or keeper of any horse, cattle or swine shall suffer the same to go at large or to feed upon the public squares or parks and any horse, cattle, or swine found at large therein shall be impounded.
18. No person shall ride, drive or lead any animal, or any carriage, wagon, bicycle, motorcycle, scooter, automobile, sleigh, snowmobile or other vehicle or conveyance in or upon any of the public squares, parks or boulevards within the boundaries of the City of Grand Forks, except in areas specifically provided for such purpose; provided, however, that nothing in this section contained shall prevent any bicyclist, having first dismounted from his bicycle, from taking the same upon the turf or sward, or upon or along any sidewalk, pathway or footpath in any park. This section does not apply to any employee or agent of the Municipality carrying out his or her regular duties.
19. No person shall break, injure, dig or destroy any trees lawfully planted, or the sod grass of any boulevard, or any box, stake or guard which is placed around any tree for the protection of the same.

Park Access Bylaw No. 1959

20. No person shall possess or consume alcohol in a public park or municipal space with the exception of special events which include a approved liquor license permit.
21. Community Associations/Groups or members of the public may approach the Council of the City of Grand Forks for relaxation of the rules and regulations as listed in this bylaw for a special event. This relaxation is for the specific event only and, should such event re-occur, permission by Council must be requested again.
22. Any person contravening or committing any breach of the provisions of this bylaw is liable, upon summary conviction, to a fine of not less than Fifty Dollars (\$50.00), and not more than Five Hundred Dollars (\$2000.00), or to a term of imprisonment not exceeding one (1) month.
23. Schedule "5" forms part of the Municipal Ticketing Information Bylaw No. 1957.
24. **The City of Grand Forks Parks Access Bylaw No. 1065 and all amendments thereto are hereby repealed.**

**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 RECONSIDERED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**CERFIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1959, cited as "City of Grand Forks Park Access Bylaw 1959, 2013".

\_\_\_\_\_  
Corporate Officer

**SCHEDULE 5**

<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>
Offence	Section	Fine
- In park between 11:00 p.m. and 6:00 a.m.	3	\$ 50.00
- Camping in park	4	\$ 50.00
- Use of bow and arrow/sling-shot/boomerang/ weapon in park	5	\$ 100.00
- Unauthorized removal of gravel/sand/soil	6	\$ 100.00
- Littering	7	\$ 50.00
- Unauthorized fire on beach	8	\$ 50.00
- Vandalism	11	\$ 100.00
- Vandalism of sign	12	\$ 100.00
- Vandalism of tree	13	\$ 100.00
- Unauthorized playing golf in park	14	\$ 100.00
- Animal on beach	15	\$50.00
- Vehicle in park	18	\$ 50.00
-Possession or consumption of alcohol in a park or public area	20	\$50.00

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

**DATE** : **June 12, 2013**

**TOPIC** : **Building & Plumbing Bylaw No. 1964**

**PROPOSAL** : **To Adopt a New Building & Plumbing Bylaw**

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

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## **SUMMARY:**

The City's Building & Plumbing Bylaw 1737 was adopted in 2003 and has currently being revised. The proposal is to have City Council adopt a new Building & Plumbing Bylaw 1964 which is similar to the bylaws recently adopted in other municipalities in the Province. This Bylaw along with the new Building Inspection Services will see the City streamline the development and inspection process within our municipality and maintain better control of bylaw compliance. The objective is to rescind the Building & Plumbing Bylaw 1737 and the Minimum Maintenance Standards Bylaw 999. Both of these bylaws are now addressed in the Building & Plumbing Bylaw 1964

## **STAFF RECOMMENDATIONS:**

**Option 1:** Council rescind bylaw 1737 and the Minimum Maintenance Standards Bylaw 999, and further to the request that the new Building & Plumbing Bylaw 1964.

Council gives first, second and third reading to Bylaw 1964,"City of Grand Forks Building & Plumbing Bylaw".

## **OPTIONS AND ALTERNATIVES:**

**Option 1: Council adopts a resolution to adopt the New Building & Plumbing Bylaw.**

Council rescind bylaw 1737 and the Minimum Maintenance Standards Bylaw 999, and further to the request that the new Building & Plumbing Bylaw 1964.

Council gives first, second and third reading to Bylaw 1964"City of Grand Forks Building & Plumbing Bylaw".

**Option 2: Council declines to adopt the new Bylaw.** This option simply makes it difficult to enforce and apply tickets against offences that may occur with regards to the existing Building & Plumbing Bylaw.

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

**Option 1: The new Building & Plumbing Bylaw 1964** will ensure that offence against the bylaw can be enforced, and will see the City streamline the development and inspection process within our municipality and maintain better control of bylaw compliance.

**Option 2:** The disadvantage of not bringing the new Building & Plumbing Bylaw 1964 forward is that several areas within the new bylaw are not currently covered in the existing Building & Plumbing Bylaw 1737 and the Minimum Maintenance Standards Bylaw 999.

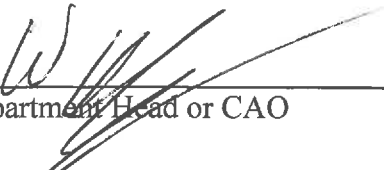


**COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

None

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council's authority to regulate traffic on city streets comes from the Community Charter.

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

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

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BUILDING & PLUMBING BYLAW NO. 1964**

### **A Bylaw to Provide for the Administration of the Building and Plumbing Codes**

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**WHEREAS** the Local Government Act authorizes the Council for the Corporation of the City of Grand Forks, for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw;

**AND WHEREAS** the Province of British Columbia has adopted a building code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the Province;

**AND WHEREAS** it is deemed necessary to provide for the administration of the Building Code;

**NOW THEREFORE THE COUNCIL** 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 “**City of Grand Forks Building and Plumbing Bylaw No. 1964, 2013.**”

#### **2. DEFINITIONS**

- 2.1 In this bylaw:

The following words and terms have the meanings set out in the British Columbia Building Code, 2012, assembly occupancy, building height, business and personal services occupancy, care or detention occupancy, constructor, coordinating registered professional, designer, field review, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, mercantile occupancy, medium hazard industrial occupancy, occupancy, owner, registered professional, and residential occupancy.

2.1“**ACCESSORY**” means customarily incidental to the permitted use of land, buildings or structures, located on the same lot.

**“AGENT”** includes a person, firm or corporation representing the owner, by designation or contract; and including a hired tradesman and contractor who may be granted permits for work within the limitation of his licence.

**“A.C.N.B.C.”** means the Associate Committee on the National Building Code.

**“AUTHORITY HAVING JURISDICTION”** means the City of Grand Forks and the employees or contractors authorized by the City that have the authority over the subject that is regulated.

**“BUILDING”** means any structure used or intended for supporting or sheltering any use or occupancy.

**“BUILDING CODE”** means the British Columbia Building Code 2012, as adopted by the Minister pursuant to the Local Government Act, as amended or re-enacted from time to time.

**“BUILDING OFFICIAL”** means Building Inspectors, Plan Checkers and Plumbing Inspectors designated by City Council.

**“CONSTRUCT”** means erect, repair, alter, add, demolish, remove, excavate and shore.

**“CONSTRUCTION”** means erection, repair, alteration, enlargement, addition, demolition, removal and excavation.

**“CITY”** means the Corporation of the City of Grand Forks.

**“COMPLEX BUILDING”** means:

- (a) all building used for major occupancies classified as
  - i. assembly occupancies
  - ii. care or detention occupancies
  - iii. high hazard industrial occupancies
- (b) all building exceeding 600 square meters in building area or exceeding three storeys in building height used for major occupancies classified as:
  - i. residential occupancies
  - ii. business and personal services occupancies
  - iii. mercantile occupancies, or
  - iv. medium and low hazard industrial occupancies.

**“LAND TITLE OFFICE”** means the Land Title Office situated in Kamloops, Province of British Columbia.

**“MEDICAL HEALTH OFFICER”** means the Medical Health Officer appointed pursuant to the Health Act;

**“NATURAL BOUNDARY”** means the visible high-water mark of any lake, river, or stream, or other body of water, where the presence and action of the water are so common and usual, and so long continued, in all ordinary years, as to mark upon the soil of the bed of the lake, river, stream or other body of water a character distinct from that of the banks thereof, in respect to the vegetation, as well as, the nature of the soil itself.

**“OWNER”** means any person, firm or corporation controlling the property under consideration.

**“PERGOLA”** means a structure consisting of posts supporting an open roof in the form of a trellis.

**“PERSON”** means and includes any individual, corporation, partnership, firm, association, society or party.

**“STANDARD BUILDING”** means a building of three storeys or less in building height, having a building area not exceeding 600 square meters and used for major occupancies classified as:

- a) residential occupancies
- b) business and personal services occupancies
- c) mercantile occupancies, or
- d) medium and low hazard industrial occupancies.

**“STRUCTURE”** means a construction or portion thereof of any kind, whether fixed to supported by or sunk into land or water, but specifically excludes landscaping, fences, paving and retaining structures less than 1.2 meters in height.

### **3. PURPOSE OF BYLAW**

- 3.1 This bylaw shall, notwithstanding any other provisions herein, be interpreted in accordance with this Section.
- 3.2 This bylaw is enacted and retained for the purpose of regulating construction, demolition or additions, within the City of Grand Forks in the general public interest.

The activities undertaken by or on behalf of the City of Grand Forks pursuant to this bylaw are for the sole purpose of providing a limited spot check for health, safety and protection of persons and property.

- (a) to the protection of owners, owner/builders or constructors from economic loss;
- (b) to the assumption by the City of Grand Forks or any Building Official of any responsibility for ensuring the compliance by any owners, his or her representatives or any employees, constructors, or designers retained by him or her, with the Building Code, the requirements of this bylaw or other applicable enactments respecting safety;
- (c) to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under this bylaw.

3.2.4(d) to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the City of Grand Forks is free from latent or any defects.

#### **4. PERMIT CONDITIONS**

- 4.1 A permit is required whenever work regulated under this bylaw is to be undertaken.
- 4.2 Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the City of Grand Forks shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in strict accordance with the Building Code, this bylaw and/or other enactments respecting safety.
- 4.3 It shall be the full and sole responsibility of the owner (and where the owner is acting through a representative, the representative) to carry out the work in respect of which the permit was issued in compliance with the Building Code, this bylaw and/or other enactments respecting safety.
- 4.4 Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the City of Grand Forks constitute in any way a representation, warranty, assurance or statement that the Building Code, this bylaw and/or other enactments respecting safety have been complied with.

- 4.5 No person shall rely upon any permit as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms. The person to whom the building permit is issued and his or her representatives are responsible for making such determination.

## **5. SCOPE AND EXEMPTIONS**

- 5.1 This bylaw applies to the design, construction, installation and occupancy of new buildings, structures and plumbing systems and the alteration, reconstruction, demolition, removal, repair, relocation and occupancy of existing buildings and structures.

- 5.2 (a) This bylaw **does not apply** to:

- (i) one storey buildings less than 46 square meters intended for agriculture;
- (ii) non-structural repairs valued at less than ten thousand dollars (\$10,000.00), including roofing, flooring, windows, siding, provided that the electrical and plumbing codes have been complied with;
- (iii) when repairing or replacing fixtures or faucets;
- (iv) storage sheds less than 10 square meters, one storey, the height of which does not exceed 3 meters;
- (v) buildings and structures exempted under Part 1 of the Building Code;
- (vi) signs less than 1.2 meters high or non-electrified signs less than 3 square meters in area;
- (vii) pergola less than 3 meters high and a maximum of 10 square meters in area.

## **6. GENERAL PROVISIONS**

- 6.1 The use, siting and size of all buildings shall conform to the Grand Forks Zoning bylaw.
- 6.2 Notwithstanding all provisions included in this bylaw, all construction must adhere to the provisions included in the Grand Forks Zoning bylaw and the City of Grand Forks Floodplain bylaw.



**7. SEVERABILITY**

- 7.1 If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

**8. APPLICATION**

- 8.1 This bylaw shall apply to the area located within the boundaries of the City of Grand Forks.

**9. PROHIBITION**

- 9.1 No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation or change the occupancy of any building or structure, unless a Building Official has issued a valid and subsisting permit for the work.
- 9.2 No person shall occupy or use any building or structure unless a valid and subsisting occupancy permit or final inspection report has been issued by a Building Official for the building or structure, or contrary to the terms of any permit issued or any notice given by a Building Official.
- 9.3 No person shall knowingly submit false or misleading information to a Building Official in relation to any permit application or construction undertaken pursuant to this bylaw.
- 9.4 No person shall, unless authorized in writing by a Building Official, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit, certificate posted upon or affixed to a building or structure pursuant to this bylaw.
- 9.5 No person shall do any work that is substantially at variance with the accepted design or plans of a building, structure or other works for which a permit has been issued, unless that variance has been accepted in writing of this bylaw.
- 9.6 No person shall obstruct the entry of a Building Official or other authorized official of the City of Grand Forks on property in the administration of this bylaw.

**10. DUTIES**

- 10.1 The authority having jurisdiction may:
- (a) administer this bylaw;

- (b) keep records of permit applications, permits, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this bylaw or microfilm copies of such documents;
- (c) establish, if requested to do so, whether the methods or types of construction and types of materials used in the construction of a building or structure for which a permit is sought under this bylaw substantially conform to the requirements of the Building Code.
- (d) issue occupancy permits as set out in Appendix B or issue final inspection report in lieu of when the Building Official is satisfied construction is in substantial compliance with the bylaw.

## **11. POWERS**

### **11.1 The authority having jurisdiction may:**

- (a) ensure that employees or persons charged with administration of this bylaw carry proper identification;
- (b) may enter any land, building, structure, or premises at any reasonable time for the purpose of ascertaining that the terms of this bylaw are being observed;
- (c) where any residence is occupied, shall obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry;
- (d) direct that tests of materials, devices, construction methods, structural assemblies or foundation conditions to be made, or sufficient evidence or proof is necessary to determine whether the material, devices, construction or foundation substantially meet the requirements of this bylaw. The records of such tests shall be kept available for inspection during the construction of the building.
- (e) direct written notice, or by attaching a placard to the premises, the correction of any condition, where in the opinion of the authority having jurisdiction, such condition contravenes the provisions of this bylaw, order the cessation of work that is proceeding in contravention of this bylaw.

## **12. PERMITS**

12.1 Every person shall apply for and obtain:

- (a) a building permit before constructing, repairing, moving, installing or altering a building, structure, sign, change in occupancy or plumbing system;
- (b) a demolition permit before demolishing a building or structure.

12.2 Applications for the permits noted in 12.1 shall be made in the form prescribed from time to time by the City of Grand Forks.

12.3 All plans submitted with permit applications shall bear the name and address of the designer of the building or structure.

12.4 Each building or structure to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the value of that building or structure as determined in accordance with Schedule "A" attached to this bylaw.

12.5 Every person, making application for a building permit in the City of Grand Forks must also make application for an "access permit" to allow for access to a City street or road.

12.6 Applications for the permits noted in 12.5 shall be made in the form prescribed from time to time by the City of Grand Forks.

## **13. APPLICATIONS FOR COMPLEX BUILDINGS**

13.1 An application for a building permit with respect to a complex building shall;

13.1.1(a) be made in the form prescribed from time to time by the City of Grand Forks, signed by the owner, or a signing officer if the owner is a corporation, and the co-coordinating registered professional; and

be accompanied by the owner's acknowledgement of responsibility and undertakings made in the form prescribed from time to time by the City of Grand Forks, signed by the owner, or a signing officer if the owner is a corporation.

13.1.2(b) floor plans showing dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size

and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions.

13.1.3(c) a site plan prepared by a British Columbia Land Surveyor showing:

- (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
  - (ii) the legal description and civic address of the parcel;
  - (iii) the location and dimensions of all statutory rights-of-way, easements and setback requirements;
  - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
  - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the City of Grand Forks land use regulations establish siting requirements related to flooding;
  - (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the City of Grand Forks land use regulations establish siting requirements related to minimum floor elevation; and
  - (vii) the location, dimension and gradient of parking and driveway access;
  - (viii) the Building Official may waive the requirements for a site plan, in whole or in part, where the permit is sought for the repair or alteration of an existing building or structure.
- (d) a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- (e) elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;
- (f) cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code;

- (g) copies of approval required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and/or municipal access permits Ministry of Health Approval;
- (h) a letter of assurance in the form of Schedule A as referred to in Section 2.6 of Part 2 of the Building Code, signed by the owner, or a signing officer of the owner if the owner is a corporation, and the coordinating registered professional;
- (i) letters of assurance in the form of Schedules B-1 and B-2,–B, as referred to in Section 2.6 of Part 2 of the Building Code, each signed by such registered professionals as the Building Official or Building Code may require to prepare the design for and conduct field reviews of the construction of the building or structure;
- (j) two sets of drawings at a suitable scale of the design prepared by each registered professional and including the information set out in Sections 13.1.5 – 13.1.8 of this bylaw;

13.2 In addition to the requirements of Section 13.1, the following may be required by a Building Official to be submitted with a building permit application for the construction of a complex building where the complexity of the proposed building or structure or siting circumstances warrant;

- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional, in accordance with the City of Grand Forks Subdivision bylaw;
- (b) a section through the site showing grades, buildings, structures, parking areas and driveways;
- (c) any other information required by the Building Official or the Building Code to establish substantial compliance with this bylaw, the Building Code and other bylaws and enactments relating to the building or structure.

#### **14. APPLICATIONS FOR STANDARD BUILDINGS**

14.1 An application for a building permit with respect to a standard building shall;

- (a) be made in the form prescribed from time to time by the City of Grand Forks, signed by the owner, or a signing officer if the owner is a corporation;

- (b) be accompanied by the owner's acknowledgement of responsibility and undertakings made in the form prescribed from time to time by the City of Grand Forks, signed by the owner, or a signing officer if the owner is a corporation;
- (c) a site plan showing:
  - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
  - (ii) the legal description and civic address of the parcel;
  - (iii) the location and dimensions of all statutory rights-of-way, easements and setback requirements;
  - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
  - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse where the City of Grand Forks land use regulations establish citing requirements related to the Floodplain bylaw;
  - (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the City of Grand Forks land use regulations establish citing regulations related to minimum floor elevation; and the location, dimension and gradient of parking and driveway access;
  - (vii) the Building Official may waive the requirements for a site plan, in whole or in part, where the permit is sought for the repair or alteration of an existing building or structure.
- (d) floor plans showing the dimensions and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions.
- (e) a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;



- 14.1.6(f) elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;
  - 14.1.7(g) cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code;
  - 14.1.8(h) copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health Approval;
  - 14.1.9(i) two sets of drawings at a suitable scale of the design including the information set out in Sections 14.1.5 – 14.1.8.
- 14.2 In addition to the requirements of Section 14.1, the following may be required by a Building Official to be submitted with a building permit application for the construction of a standard building where the project involves two or more buildings, which in the aggregate total more than 1,000 square meters, or two or more buildings that will contain four or more dwelling units, or otherwise where the complexity of the proposed building or structure or siting circumstances warrant:
- 14.2.1(a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional, in accordance with the City of Grand Fork Subdivision bylaw.
  - (b) a section through the site showing grades, buildings, structures, parking areas and driveways;
  - (c) a roof plan and roof height calculations;
  - 14.2.4(d) structural, electrical, mechanical or fire suppression drawings prepared and sealed by a registered professional;
  - 14.2.5(e) letters of assurance in the form of Schedules B-1 and B-2 B, as referred to in Section 2.6 of Part 2 of the Building Code, signed by the registered professional;
  - 14.2.6(f) a foundation design prepared by a registered professional in accordance with Section 4.2 and Part 4 of the Building Code, accompanied by letters of assurance in the form of Schedules B-1 and B-2 B as referred to in section 2.6 of Part 2 of the Building Code, signed by the registered professional.

14.2.7(g) the requirements of Section 14.2.6, may be waived by a Building Official in circumstances where the Building Official has required a professional engineer's report pursuant to the Local Government Act, the building permit is issued in accordance with the Local Government Act;

14.2.8(h) the requirements of section 14.2.7 may be waived by a Building Official if documentation, prepared and sealed by a registered professional, is provided assuring that the foundation design substantially complies with Section 9.4.4 of Part 9 of the Building Code and the foundation excavation substantially complies with Section 9.12 of Part 9 of the Building Code;

(i) any other information required by the Building Official or the Building Code to establish substantial compliance with this bylaw, the Building Code and other bylaws and enactments relating to the building or structure.

## **15. PROFESSIONAL PLAN CERTIFICATION**

15.1 The letters of assurance in the form of Schedules B-1 and B-2 B, referred in Section 2.6 of Part 2 of the Building Code and provided pursuant to Sections 13.1.9, 14.2.5, and 15.1 of this bylaw are relied upon by the City of Grand Forks and its Building Official's as certification that the design and plans to which the letters of assurance relate, comply with the Building Code and other applicable enactments relating to safety.

15.2 A building permit issued for the construction of a complex building, or for a standard building for which a Building Official required professional design pursuant to Section 13.2 and letter of assurance pursuant to Section 13.1.9 of this bylaw shall be in the form prescribed from time to time by the City of Grand Forks.

15.3 A building permit issued pursuant to Section 15.2 of this bylaw shall be deemed to include a notice to the owner that the building permit is issued in reliance upon the certification of the registered professionals that the design and plans submitted in support of the application for the building permit comply with the Building Code and other applicable enactments relating to safety.

15.4 When a building permit is issued in accordance with Section 15.2 of this bylaw the permit fee shall be reduced by 10% of the fees payable pursuant to this bylaw, up to a maximum reduction of \$5,000 (five thousand dollars).

## **16. FEES AND CHARGES**

- 16.1 In addition to applicable fees and charges required under other bylaws, a permit fee calculated in accordance with this bylaw shall be paid in full prior to the issuance of any permit under this bylaw.
- 16.2 An application made for a building permit shall be accompanied by the appropriate plan –processing fee as determined in accordance with Section 12.4 of this bylaw.
- (a) The plan-processing fee is non-refundable and shall be credited against the building permit fee when the permit is issued.
  - (b) An application shall be cancelled and the plan-processing fee forfeited, if the building permit has not been issued and the permit fee paid within 180 days of the date of written notification to the owner that the permit is ready to be issued.
  - (c) When an application is cancelled the plans and related documents submitted with the application may be destroyed.
- 16.3 The owner may obtain a refund of the permit fees set out in this Bylaw when a permit is surrendered and cancelled before any construction begins, provided:
- (a) the refund shall not include the plan processing fee paid pursuant to Section 16.2 of this bylaw; and
  - (b) no refund shall be made where construction has begun or an inspection has been made.
- 16.4 Where, due to non-compliance with this bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge as set out in Schedule “A” attached to this bylaw shall be paid prior to additional inspections being performed.
- 16.5 For a required permit inspection requested to be done after hours during which the offices of the Building Officials are normally open, an inspection charge shall be payable based on the time actually spent in making such inspection, including travel time, as set out in Schedule “A” to this bylaw.
- 16.6 An inspection charge, as set out in this bylaw, shall be payable in advance for a voluntary inspection to establish compliance of or obtain a report on the status of an existing building or structure for which a permit is sought under this bylaw.

## 17. **BUILDING PERMITS**

### 17.1 When:

- (a) a completed application including all required supporting documentation has been submitted;
- (b) the proposed work set out in the application substantially conforms with the Building Code, this bylaw and all other applicable bylaws and enactments;
- (c) the owner or his or her representative has paid all applicable fees set out in Section 12.4 of this bylaw;
- (d) the owners or his or her representative has paid all charges and met all requirements imposed by any other enactment or bylaw;
- (e) no enactment, covenant, agreement, or regulation in favor of, or regulation of, the City of Grand Forks authorizes the permit to be withheld;

a Building Official shall issue the permit for which the application is made.

### 17.2 When the application is in respect of a building that includes, or will include, a residential occupancy, the building permit must not be issued unless the owner provides evidence pursuant to the Homeowner Protection Act that the proposed building:

- (a) is covered by home warranty insurance, and
- (b) the constructor is a licensed residential builder.

### 17.3 Section 17.2 of this bylaw does not apply if the owner is not required to be licensed and to obtain home warrant insurance in accordance with the Homeowner Protection Act.

### 17.4 Every permit is issued upon the condition that:

- (a) the work is to be started within six months from the date of issuing the permit;
- (b) the work is not to be discontinued or suspended for a period of more than one year;
- (c) the permit shall lapse in the event that either of the conditions in (a) or (b) above is not met;

- (d) all permits expire after 36 months from the date of issuance, unless the permit has previously expired or the permit has been renewed in accordance with Section 17.5.

17.5 Provision for renewal of permits shall be as follows:

- (a) every application for permit renewal shall be considered on the basis of the building regulations in effect on the date of the application for renewal;
- (b) application for renewal must be made prior to expiry of the original permit.
- (c) the permit renewal shall be for the same period as the original permit;
- (d) no permit shall be renewed more than once;
- (e) an additional fee as set out in this bylaw shall be paid for renewal of a permit under the provisions of this section;
  - (i) notwithstanding 17.5(c), when a permit for a one or two-family dwelling is about to expire under the provisions of 17.4(d) and the exterior finish of the structure has been completed, the applicant may be granted a renewal at no additional cost.

17.6 An incomplete building permit shall expire 6 months after the date of application.

17.7 When a site has been excavated and a building permit is not subsequently issued or a subsisting building permit has expired in accordance with the requirements of Section 17.4, but without the construction of the building or structure for which the building permit was issued having commenced, the owner shall fill in the excavation to restore the original gradients of the site within 60 days of being served notice by the City of Grand Forks to do so.

**18. DISCLAIMER OR WARRANTY OR REPRESENTATION**

18.1 Without in any way limiting the generality of the foregoing or the following, neither the issuance of a permit under this bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the Building Code or the bylaw have been complied with or

the building or structure meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the Building Code or this bylaw or any standard of construction.

## **19. PROFESSIONAL DESIGN AND FIELD REVIEW**

- 19.1 When a Building Official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a registered professional provide design and plan certification and field reviews by means of letters of assurance in the form of Schedules B-1 and B-2 B and C-B, referred to in Section 2.6 of Part 2 of the Building Code.
- 19.2 Prior to issuance of an occupancy permit for a complex building, or standard building in circumstances where letters of assurance have been required in accordance with Sections 13.1.9, 14.2.5 or 19.1 of this bylaw, the owner shall provide the City of Grand Forks with letters of assurance in the form of Schedules C-A or C-B, as is appropriate, referred to in Section 2.6 of Part 2 of the Building Code.
- 19.3 When a registered professional provides letters of assurance in accordance with 13.1.9, 14.2.5, 19.1 or 19.2 of this bylaw, he or she shall also provide proof of professional liability insurance to the Building Official in the form prescribed from time to time.

## **20. RESPONSIBILITIES OF THE OWNER**

- 20.1 Every owner shall ensure that all construction complies with the Building Code, this bylaw and other applicable enactments respecting safety.
- 20.2 Every owner to whom a permit is issued shall be responsible for the cost of repair of any damage to municipal works that occurs in the course of the work authorized by the permit.
- 20.3 Every owner to whom a permit is issued shall, during construction:
  - (a) post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
  - (b) keep a copy of the accepted designs, plans and specifications on the property; and
  - (c) post the civic address on the property in a location visible from any adjoining streets



## **21. INSPECTIONS**

- 21.1 When a registered professional provides letters of assurance in accordance with Sections 13.1.9, 14.2.5, 19.1 and 19.2 of this bylaw, the City of Grand Forks will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to Section 19.2 of this bylaw as assurance that the construction substantially complies with the Building Code, this bylaw and other applicable enactments respecting safety.
- 21.2 Notwithstanding Section 21.1 of this bylaw, a Building Official may attend the site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the registered professionals.
- 21.3 A Building Official may attend periodically at the site of the construction of standard buildings or structures to ascertain whether the health and safety aspects of the work are being carried out in substantial conformance with those portions of the Building Code, this bylaw and any other applicable enactment concerning safety.
- 21.4 The owner or his or her representative shall give at least 24 hours notice to the Building Official when requesting an inspection and shall obtain an inspection and receive a Building Official's acceptance of the following aspects of the work, prior to concealing it:
- (a) when the forms for footings and/or foundation walls are complete, but prior to placing any concrete therein;
  - (b) installing perimeter drain tiles and damp proofing, prior to backfilling
    - (i) first inspection is drain tile and damp proofing, prior to backfilling (no footing inspection is required);
    - (ii) no plumbing inspection is required.
  - (c) the preparation of ground, including ground cover, when required, prior to the placing of a concrete slab;
  - (d) the framing and sheathing;
  - (e) when the plumbing system has been installed but prior to any other interior or exterior work being undertaken that would conceal the plumbing system;

- (f) rough in of factory built chimneys and fireplaces and solid fuel burning appliances (for new construction only);
- (g) insulation and vapor barrier;
- (h) when the building or structure is substantially complete and ready for occupancy, but before occupancy takes place, of the whole or part of the building or structure.

21.6 The requirements of Section 21.4 of this Bylaw do not apply to any aspect of the work that is the subject of a registered professional's letter of assurance provided in accordance with Sections 13.1.9, 14.2.5, 19.1 or 19.2 of this bylaw.

## **22. OCCUPANCY PERMITS**

22.1 No person shall occupy a building or structure or part of a building or structure until an occupancy permit or final inspection report has been issued in the form prescribed from time to time.

22.2 An occupancy permit or final inspection report shall not be issued unless:

- (a) all letters of assurance have been submitted when required in accordance with Sections 13.1.9, 14.2.5, 19.1 and 19.2 of this bylaw.
- (b) all aspects of the work requiring inspection and acceptance pursuant to Section 21.4 of this bylaw have both been inspected and accepted or the inspections and acceptance are not required in accordance with Section 21.5 of this bylaw.

22.3 A Building Official may issue an occupancy permit or final inspection report for part of a building or structure when the part of the building or structure is self-contained, provided with essential services and the requirements set out in Section 22.2 of this bylaw have been met with respect to it.

## **23. RETAINING STRUCTURES**

23.1 A registered professional shall undertake the design and conduct field reviews of the construction of a retaining structure greater than 1.2 meters in height. Sealed copies of the design plan and field review reports prepared by the registered professional for all retaining structures greater than 1.2 meters in height shall be submitted to a Building Official prior to acceptance of the works.

## **24. PENALTIES AND ENFORCEMENT**

- 24.1 Every person who contravenes any provision of this bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 (Ten Thousand Dollars) or to imprisonment for not more than six months.
- 24.2 Every person who fails to comply with any order or notice issued by a Building Official, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 24.3 A Building Official may order the cessation of any work that is proceeding in contravention of the Building Code or this bylaw by posting a "Stop Work" notice in the form prescribed from time to time by the City of Grand Forks.
- 24.4 The owner of property on which a "Stop Work" notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this bylaw have been substantially complied with and the "Stop Work" notice has been rescinded in writing by a Building Official.
- 24.5 Where a person occupies a building or structure or part of a building or structure in contravention of Section 9.4 of this bylaw, a Building Official may post a "Stop Work" notice in the form prescribed from time to time.
- 24.6 The owner of property on which a "Stop Work" notice has been posted, and every person shall cease occupancy of the building or structure immediately and shall refrain from further occupancy until all applicable provisions of the Building Code and this bylaw have been substantially complied with and the "Stop Work" notice has been rescinded in writing by a Building Official.
- 24.7 Every person who commences work requiring a building permit without first obtaining such a permit, shall, if a "Stop Work" notice is issued and remains outstanding for 30 days, pay double the building permit fee prescribed from time to time prior to obtaining the required building permit, provided however that the maximum additional fee shall not exceed \$1,000.00.

## **25. FORMS AND SCHEDULES**

- 25.1 The following Schedule, attached to this bylaw, forms part of the bylaw.

- Schedule "A" – Building Permit Fee Schedule

- Schedule "B" – "Certificate of Occupancy"

**26. REPEAL OF EXISTING BYLAW**

26.1 City of Grand Forks Building & Plumbing Bylaw No. 1737 and all amendments thereto are hereby repealed upon the adoption of this 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.

**RECONSIDERED AND FINALLY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**CERTIFICATE**

I hereby certify the foregoing to be a true copy of "City of Grand Forks Building and Plumbing Bylaw No. 1964, 2013"

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

## **SCHEDULE "A"**

### **BUILDING PERMIT FEE SCHEDULE – City of Grand Forks**

#### **A. BUILDING PERMIT FEES**

The schedule of fees to be charged for the issuance of a permit under this bylaw is as follows:

##### **Declared or Assessed Value**

The permit fee for the construction, reconstruction, addition, extension, alteration and repair of any buildings or any other work requiring a permit and not specifically listed here;

Minimum fee: \$40.00

- \$8.00 per \$1,000.00 or portion thereof.

The fee for each plumbing fixture, which includes all traps and hot water tanks, shall be:

- \$10.00 per fixture when issued in conjunction with a building permit, or
- \$10.00 per fixture plus \$75.00 flat rate when issued separately from a building permit.

#### **B. NON-REFUNDABLE APPLICATION FEE**

Every permit application shall include a non-refundable application fee:

Actual Permit Fee up to \$10,000.00 of construction cost;

- \$50.00 for each application \$10,000.00 to \$50,000.00
- \$150.00 for each application valued over \$50,000.00.
- This fee will be applied against the cost of the permit.

#### **C. RELATED BUILDING PERMIT FEES**

Renewal of a building permit:

- Construction Value up to \$50,000.00 \$50.00
- Construction Value in excess of \$50,000.00 \$2.00/\$1,000

**Additional related permit fees:**

- |   |           |
|---|-----------|
| • Re-inspection Fee                     | \$75.00   |
| • Demolition Fee                        | \$50.00   |
| • Moving Permit                         | \$75.00   |
| • Temporary Building Permit             | \$75.00** |
| • Mobile Home or Modular Home Placement | \$75.00** |
| • Minimum Inspection Fee                | \$50.00   |

**After Hours Building Inspection Fee**

- based on time actually spent making the inspection, including travel time.

**\*\*Plus construction values of new work on-site such as foundations, basements, additions and plumbing.**

**D. BUILDING PERMIT REFUNDS**

Where a Permit has been issued pursuant to this Bylaw and construction has not commenced:

- 75% of the permit fee may be refunded upon application for the cancellation of the permit;
- No refund in the amount of less than \$50.00 shall be made.
- Applications for refunds must be received within 12 months of permit issuance.

**E. REDUCED PERMIT FEE**

When a building permit is issued in accordance to Section 15.2 where a professional design is required, Section 15.4 applies. The permit fee shall be reduced by 10% to a maximum reduction of \$5,000.00 (five thousand dollars).

**F. NOTICE ON TITLE**

Administrative Charge to Remove	\$200.00
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**SCHEDULE "B"**

**CERTIFICATE OF OCCUPANCY OF A BUILDING**

**ISSUED PURSUANT TO THE CITY OF GRAND FORKS BUILDING  
& PLUMBING BYLAW NO. 1964, 2013.**

APPLICANT/OWNER: \_\_\_\_\_

ADDRESS OF BUILDING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

APPROVED OCCUPANCY DATE: \_\_\_\_\_

THE BUILDING CONSTRUCTED AND UNDER AUTHORITY OF THE  
BUILDING & PLUMBING BYLAW NO. 1964 MAY NOW BE OCCUPIED. IT IS  
UNLAWFUL TO CHANGE THE CLASS OF OCCUPANCY OF ANY BUILDING  
OR PART THEREOF WITHOUT FIRST OBTAINING AN OCCUPANCY PERMIT  
FROM THE BUILDING OFFICIAL.

THIS PERMIT BE AFFIXED TO A CONSPICUOUS AND PERMANENT PLACE  
IN THE SAID BUILDING AND SHALL NOT BE REMOVED.

\_\_\_\_\_  
BUILDING OFFICIAL

NAME: \_\_\_\_\_  
(please print)

DATE: \_\_\_\_\_

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

**DATE** : **June 12, 2013**

**TOPIC** : **Fire & Life Safety Bylaw No. 1965**

**PROPOSAL** : **To Adopt a New Fire & Life Safety Bylaw**

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

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## **SUMMARY:**

The City's Fire & Safety Bylaw 1320 has currently being revised. The proposal is to have City Council adopt a new Fire & Life Safety Bylaw 1965 which is similar to the bylaws recently adopted in other municipalities in the Province. This Bylaw along with the Municipal Ticketing Bylaw (MTI) will authorize City staff and the RCMP to maintain better control of bylaw compliance. This will also allow for the issuing of tickets if required to ensure compliance with the new bylaws. The objective is to rescind Bylaw 1320 and the amendment bylaws numbered 1369, 1376 and 1566 associated with Bylaw 1320.

## **STAFF RECOMMENDATIONS:**

**Option 1:** Council rescind bylaw 1320, and the amendment bylaws numbered 1369, 1376 and 1566 associated with Bylaw 1320.

Council gives first, second and third reading to Bylaw 1965, "City of Grand Forks Fire & Life Safety Bylaw"

## **OPTIONS AND ALTERNATIVES:**

**Option 1:** Council rescind bylaw 1320, and the amendment bylaws numbered 1369, 1376 and 1566 associated with Bylaw 1320.

Council gives first, second and third reading to Bylaw 1965, "City of Grand Forks Fire & Life Safety Bylaw"

**Option 2: Council declines to adopt the new Bylaw.** This option simply makes it difficult to enforce and apply tickets against offences that may occur with regards to the existing Fire & Life Safety Bylaw 1320.

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

**Option 1:** The new Fire & Life Safety Bylaw 1965 will ensure that offence against the bylaw can be enforced. This will also assist City staff and the R.C.M.P. when required to have better control of bylaw violations.

**Option 2:** The disadvantage of not bringing the new Fire & Safety Bylaw 1965 forward is that several areas within the new bylaw are not currently covered in the existing Fire & Life Safety Bylaw 1320.

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

None

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council's authority to regulate traffic on city streets comes from the Community Charter.

  
\_\_\_\_\_  
Department Head or CAO  
\_\_\_\_\_  
Reviewed by CAO

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

**GRAND FORKS FIRE AND LIFE SAFETY BYLAW NO. 1965**

**A BYLAW TO PROVIDE FOR THE ESTABLISHMENT AND REGULATIONS OF THE GRAND FORKS FIRE DEPARTMENT AND TO PROVIDE REGULATIONS FOR THE PREVENTION AND SPREAD OF FIRE AND THE PRESERVATION OF LIFE**

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**WHEREAS** it is deemed desirable and expedient to provide for the establishment and regulations of the Grand Forks Fire Department, and

**WHEREAS** it is deemed desirable and expedient to provide regulations for the prevention and spread of fire and for the preservation of life within the Corporation of the City of Grand Forks,

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

**PART 1 – TITLE and INDEX**

1.1 This bylaw may be cited for all purposes as the “**City of Grand Forks Fire and Life Safety Bylaw, 1965, 2013**”.

1.2 The index to this bylaw is as follows:

	Page
Part 1 Title and Index	1
Part 2 Administration	2
Part 3 Definitions	2
Part 4 Fire Department	4
Part 5 Permits	7
Part 6 Fire Protection and Life Safety	10
Part 7 Inspection of Premises	16
Part 8 Outside Burning	17
Part 9 Fireworks	19
Part 10 Enforcement	19
Part 11 Penalties	20
Part 12 Repeal	20
Schedule “A” Fire Permit	
Schedule “B” Fireworks Discharge Permit	
Schedule “C” Special Outside Burning Permit	
Schedule “D” Fees & Charges	

**PART 2 – ADMINISTRATION**

2.1 The British Columbia Fire Code Regulations, as amended from time to time, are hereby adopted and made applicable within the Municipality.

### **PART 3 – DEFINITIONS**

- 3.1 **Apparatus** means any vehicle provided with machinery, devices, equipment or materials for fire fighting as well as vehicles used to transport fire fighters or supplies.
- 3.2 **Appointee** where used in this bylaw, means an active member of the Grand Forks Volunteer Fire Department or the Manager of Operations.
- 3.3 **Approval** means acceptance as satisfactory to the Fire Chief.
- 3.4 **Authority Having Jurisdiction** shall mean the Fire Chief, a local assistant to the Fire Commissioner.
- 3.5 **B.C. Building Code** means the regulations made pursuant to the Local Government Act.
- 3.6 **B.C. Fire Code Regulations** means the regulations made pursuant to the Fire Services Act and amendments thereto and includes British Columbia Regulation 15/87.
- 3.7 **Bulk Plants** means that portion of a property where flammable or combustible liquids are received in bulk quantities and are stored or handled for the purpose of distributing such liquids by pipeline, tank, vessel, tank vehicle or other container.
- 3.8 **Council** means the Municipal Council of the Corporation of the City of Grand Forks.
- 3.9 **Dangerous Goods** means any product, substance or organism which is of a highly combustible, flammable or explosive nature, as defined in the Transportation of Dangerous Goods Act and the amendments thereto and includes the following clauses:
- Class 1 Explosives, including explosives as defined in the Explosives Act and amendments thereto.
- Class 2 Gases, including compressed gases, liquefied petroleum and liquefied natural gas, liquefied or dissolved gases, under pressure.
- Class 3 Flammable liquids and combustible liquids.
- Class 4 Flammable solids, substances liable to spontaneous combustion; substances that on contact with water emit flammable gasses.
- Class 5 Oxidizing substances; organic peroxides, chlorates, nitrates.
- Class 6 Poisonous (toxic) and infested substances.

Class 7    Radioactive materials and prescribed substances as defined in the Atomic Energy Control Act and all amendments thereto.

Class 8    Corrosive.

Class 9    Miscellaneous dangerous goods or organisms not included in any of the above classes.

- 3.10    **Equipment** means any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.
- 3.11    **Explosion** means a rapid release of energy that may or may not be preceded or followed by a fire, which produces a pressure wave or shock wave in air and is usually accompanied by a loud noise.
- 3.12    **Fire Department** means the Fire Department of the Municipality.
- 3.13    **Fire Chief** means the member appointed by Council, as head of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in the Local Government Act.
- 3.14    **Fire Protection** means all aspects of fire safety including, but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising.
- 3.15    **Fire Services Act** means Chapter 133, R.S.B.C. 1979 and amendments thereto and regulations made thereunder.
- 3.16    **Fireworks** has the same meaning as the Fireworks Act, namely includes cannon crackers, fireballs, fire crackers, mines, roman candles, sky rockets, squibs, torpedoes and any other explosive designated as a fireworks by regulation pursuant to the Fireworks Act.
- 3.17    **Incident** means a fire or a situation where a fire or explosion is imminent.
- 3.18    **Incinerator** means a furnace or other apparatus for burning garbage, trash, etc. to ashes.
- 3.19    **Inspector** means any Fire Services personnel authorized in writing by the Fire Chief to act in such capacity.
- 3.20    **Local Government Act** means the Local Government Act and all amendments thereto.
- 3.21    **Manager of Operations** means a person appointed from time to time to that position by the Council of the Municipality.



- 3.22 **Member** means any person or officer that is a member of the Fire Department.
- 3.23 **Municipality** shall mean the Corporation of the City of Grand Forks or area included therein as the context may require.
- 3.24 **Occupier** includes tenant, lessee, agent and any other person who has the right of access to and control of a building or premises to which this Bylaw applies.
- 3.25 **Officer in Command** means the senior Fire Department member present.
- 3.26 **Order** includes an approval, a decision, a determination, a permit and the exercise of a discretion made under the Fire Services Act, the B.C. Fire Code Regulations or this bylaw.
- 3.27 **Permit** means a document issued pursuant to this Bylaw, authorizing a person to carry on a procedure or undertaking, or to use, store or transport materials, under certain and specific conditions.
- 3.28 **Private Fire Hydrant** means any fire hydrant located on private property.

#### **PART 4 – FIRE DEPARTMENT**

- 4.1 The Municipal Fire Department is hereby established and will be known as the Fire Department.
- 4.2 The Fire Chief shall be appointed by a resolution of Council.
- 4.3 Other officers and members, as the Fire Chief deems necessary, may be appointed by Council.
- 4.4 The Fire Chief may appoint other officers of the Fire Department to act as Fire Chief on his behalf.
- 4.5 The limits of the jurisdiction of the Fire Chief and the officers and members of the Fire Department will extend to the area and boundaries of the Municipality and no part of the fire apparatus shall be used beyond the limits of the Municipality without:
1. the express authorization of a written contract or agreement providing for the supply of fire fighting or rescue services outside the Municipal boundaries, or
  2. the approval of Council.
- 4.6 The Fire Chief has complete responsibility and authority over the Fire Department subject to the direction and control of the Council to which he shall be responsible and in particular, he shall be required to carry out all fire

protection activities and such other activities as Council directs, including but not limited to:

1. rescue,
  2. other incidents,
  3. pre-fire planning,
  4. disaster planning,
  5. preventive patrols.
- 4.7 The Fire Chief, subject to ratification by the Council, shall establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Department, including but not limited to:
1. use, care and protection of Fire Department property,
  2. the conduct and discipline of officers and member of the Fire Department, and
  3. efficient operations of the Fire Department.
- 4.8 The Fire Chief, or in his absence, the senior ranking member present, shall have control, direction and management of all Fire Department apparatus, equipment or manpower assigned to an incident and, where a member is in charge, he shall continue to act until relieved by a senior officer.
- 4.9 The Fire Chief shall take responsibility for all fire protection matters including the enforcement of the Fire Services Act and regulations thereunder and shall assume the responsibilities of the Local Assistant to the Fire Commissioner.
- 4.10 Officers and members of the Fire Department shall carry out the duties and responsibilities assigned to the Fire Department by the Council and the Fire Chief shall report to the Council on the operations of the Fire Department or on any other matter in the manner designated by Council.
- 4.11 The Fire Chief, or his authorized designate, may at any reasonable time enter any premise for the purpose of fire prevention inspections.
- 4.12 The Fire Chief, or any other member in charge at a fire is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or things.
- 4.13 The Fire Chief, or any other member in charge at an incident is empowered to enter premises or property where the incident occurred and to cause any member, apparatus or equipment of the Fire Department to enter, as he deems necessary, in order to combat, control or deal with the incident.
- 4.14 The Fire Chief, or any other member in charge, at an incident is empowered to enter, pass through or over buildings or property adjacent to an incident and to cause members of the Fire Department and the apparatus and equipment of the

Fire Department to enter or pass through or over buildings or property, where he deems it necessary to gain access to the incident or to protect any person or property.

- 4.15 The Fire Chief, or the member in charge at an incident may at his discretion, establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him.
- 4.16 No person shall enter the boundaries or limits of an area prescribed in accordance with Section 16 unless he has been authorized to enter by the Fire Chief or member in charge.
- 4.17 The Fire Chief, or the member in charge, at an incident may request peace officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 16.
- 4.18 The Fire Chief may obtain assistance from other officials of the Municipality, as he deems necessary in order to discharge his duties and responsibilities under this bylaw.
- 4.19 No person at an incident shall impede, obstruct or hinder a member of the Fire Department or other person assisting or acting under the direction of the Fire Chief or the member in charge.
- 4.20 No person shall damage or destroy Fire Department apparatus or equipment.
- 4.21 No person at an incident shall drive a vehicle over any equipment without permission of the Fire Chief or the member in charge.
- 4.22 No person shall falsely represent themselves as a Fire Department member.
- 4.23 No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire incident, fire hydrant, cistern or body of water designated for fire fighting purposes.
- 4.24 The Fire Chief or the member in charge of an incident may request persons who are not members to assist in removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing same and in demolishing a building or structure at or near the fire or other incident.
- 4.25 The Fire Chief or the member in charge of an incident is empowered to commandeer privately owned equipment, which he considers necessary to deal with an incident. Remuneration rates shall be set out annually by the Council.
- 4.26 The Council shall determine the remuneration of all members of the Fire Department.

## **PART 5 – PERMITS**

- 5.1 A permit, when issued, shall constitute permission to maintain, store or handle materials, or to conduct processes which may produce conditions hazardous to life or property, or to install equipment used in connection with such activities.
- 5.2 A permit does not take place of any licence required by law.
- 5.3 A permit shall not be transferable and any change in occupancy or use of a building or premises shall require a new permit.
- 5.4 Before a permit may be issued, the Fire Chief may inspect and approve the receptacles, vehicles, buildings, property, or storage places to be used.
- 5.5 In cases where laws or regulations, including bylaws enforceable by departments other than the Fire Department, are applicable, approval shall be obtained from all departments concerned.
- 5.6 A permit shall be required:
1. In conformance with the "Flammable and Combustible Liquids" section of the British Columbia Fire Code Regulations.
  2. In conformance with the "Outside Burning" restrictions as set out in Part 8 of this bylaw.
  4. In conformance with the "Fire Works" restrictions as set out in Part 9 of this bylaw.

### **5.7 Permit Application**

The application for a permit shall be made in the form prescribed by the Fire Chief and satisfy at least the following requirements:

1. the signature of the applicant;
2. a statement of the intended use and occupancy showing:
  - (a) the dimensions of the building and its location;
  - (b) the proposed use of each room or floor area;
  - (c) fire protection installations, including portable extinguishers, fire alarms and detectors;
  - (d) means of egress;
  - (e) a plot plan showing the location of all flammable liquid tanks and pumps in relation to buildings and property lines;
  - (f) a plot plan showing the location of public fire works display including adjacent properties that may be effected.

5.8 Permit Fees

For any installation of gasoline tanks, oil tanks, diesel tanks and dispensing pumps refer to Schedule D, Section 5.8.

5.9 Issuing and Posting of Permits

1. The Fire Chief may issue a permit where:
  - (a) an application is made in the form prescribed;
  - (b) the proposed use or occupancy conforms with applicable bylaws, codes and regulations; and
  - (c) the permit fee had been paid.
2. The Fire Chief may revoke a permit where there is a violation of:
  - (a) any condition of the bylaw, codes or regulations; or
  - (b) any requirement of this bylaw, codes or regulations.
3. This bylaw shall not be construed to hold the Municipality responsible for any damage to persons or property by reason of:
  - (a) inspections authorized by this bylaw;
  - (b) the failure to carry out an inspection;
  - (c) a permit issued as herein provided; or
  - (d) the approval or disapproval of any equipment authorized by this bylaw.
4. Permits and licences shall be posted upon the building or premises described therein and made available for inspection by the Fire Chief.

**PART 6 – FIRE PROTECTION AND LIFE SAFETY**

6.1 Evacuation

If an emergency arises from a fire, fire hazard, toxic chemical spill or from a risk of explosion, causes the Officer in Command to be apprehensive of imminent and serious danger to life or property, he may, immediately take the steps he thinks necessary or advisable to remove the hazard or risk and he may order the evacuation of a building or area and may call upon the police to assist him and provide security to the evacuated area.

6.2 Removal of Fire Hazards

Whenever, in or upon any building or premises, there exists any material of a flammable, combustible or explosive nature, or any dangerous or unnecessary accumulation of waste materials or litter or vegetation of a nature which constitutes a fire hazard, and any such material is so situated in the opinion of

the Fire Chief as to endanger life or property or to obstruct ingress or egress from the building or premises in case of fire, or which in the opinion of the Fire Chief, constitutes a fire hazard or a threat to life safety, the owner or occupant of the building or premises shall forthwith, upon the order of the Fire Chief, have the material removed, disposed of or otherwise dealt with in accordance with the order.

6.3 Disposal of Material

No person may, within the Municipality, dispose of any dangerous goods without first having obtained from the Fire Chief, written permission setting out the conditions and location, if any, for such disposal.

6.4 Explosion or Potential Explosion

It is the duty of the owner or occupier of any building, premises, motor vehicle, vessel, railway rolling stock or other property, to report immediately to the Fire Chief, any explosion, discharge, emission, escape or spill of dangerous goods in respect thereof which occurs or where the potential for such an occurrence exists by reason of abnormal or unusual circumstances.

6.5 Reimbursement

In addition to the penalties which may be imposed under Part 11 of this bylaw, any person who breaches Part 6, Section 3 of this bylaw and thereby causes the Municipality any direct or indirect expenses to remedy the breach shall, on demand by the Municipality, reimburse the Municipality for such expense. The Fire Chief shall certify the expense actually and necessarily incurred to the Chief Financial Officer of the Municipality who shall pay the expense out of ordinary revenue, and when so paid, such expense forms a special lien within Section 438 of the Local Government Act on the lands and improvements in favour of the Municipality and shall, for all purposes, be delinquent taxes on the land and improvements under the *Local Government Act*, from the date of payment thereof and shall be recoverable pursuant to the provisions of the Local Government Act.

6.6 Forests

Where, in the opinion of the Fire Chief, the safety of life or property in any area within the Municipality is endangered through the hazardous condition of the forest cover or the occurrence or spread of fire in any forest or woodland, the Fire Chief may, by order in writing signed by him, declare that area a closed area for such period or periods of time as the Fire Chief may determine and may further declare that no unauthorized person may enter or be therein and no operations of any class specified in the order may be carried out within the closed area.



6.7 Vacant Buildings

The owner of any vacant building shall at all times ensure that the premises are free from debris and flammable substances and shall keep all openings in such building securely closed and fastened so as to prevent the entry of unauthorized persons.

If the owner fails to ensure that such premises are free from debris and flammable substances, or that the premises are guarded or that all openings are securely closed and fastened so as to prevent the entry of unauthorized persons, then the Fire Chief may cause the same to be done at the expense of the owner and the costs thereof shall be recoverable by the Municipality in the same manner as that contained in Part 6, Section 5 of this bylaw.

6.8 Fire Damaged Buildings

The owner or occupier of any fire damaged building shall ensure that the premises are free from debris and flammable substances and that the premises are guarded, or that all openings in the building are kept securely closed and fastened so as to prevent the entry of unauthorized persons.

If the owner fails to ensure that such premises are free from debris and flammable substances, or that the premises are guarded or that all openings are securely closed and fastened so as to prevent the entry of unauthorized persons, then the Fire Chief may cause the same to be done at the expense of the owner and costs thereof shall be recoverable by the Municipality in the same manner as that contained in Part 6, Section 5 of this bylaw.

6.9 Fire Doors and Shutters

Where doors or shutters are installed in a building to prevent the spread of fire, those doors or shutters, inclusive of hardware, shall at all times be kept and maintained in good repair and working order and shall not be blocked or wedged open.

6.10 Elevator Shafts

No person shall store, place, keep, maintain or permit to be stored, placed, kept or maintained in any part of an elevator shaft in a building, any dangerous goods.

The well of an elevator shaft shall, at all time, be kept clean and free from rubbish and litter and flammable substances.

6.11 Ventilating Shafts

No person shall use a ventilating shaft for a purpose other than ventilation.

6.12 Chimneys, Flues and Vents

The owner or occupier of a building or premises shall cause every chimney flue and chimney connector to be cleaned of all accumulation of debris as often as may be necessary to keep the chimney and chimney connector free from danger of fire.

A chimney, flue or stack and any metal extension thereof, shall be maintained in a safe condition.

6.13 Disposition of Combustible Material

No person shall deposit or permit to be deposited any greasy or oily rags or other things liable to spontaneous heating, within 1.52 meters of a combustible wall, partition, fence, floor or sidewalk or within 1.52 meters of lumber, shavings, rubbish, fuel or other combustible or flammable materials, unless those rags or other things are deposited in a non-combustible receptacle.

An occupant of a building or premises who makes, stores or uses shaving, excelsior, rubbish, sacks, bags, litter, hay, straw, wastepaper or other combustible or flammable material shall, at the close of each day, store such material in a fire-safe manner or store it in non-combustible receptacles.

6.14 Disposal of Ashes

No person shall deposit, or allow or cause to be deposited, ashes from a fire box or ash pit, within 1.52 meters of a combustible wall, partition, fence, floor or sidewalk or within 1.52 meters of lumber, hay, shavings, rubbish fuel or combustible material.

All ashes shall be deposited in a non-combustible receptacle.

No person shall deposit or allow or cause to be deposited, paper, straw, hay, shavings or other combustible or flammable matter in or among ashes or other matter taken from a stove, furnace or fireplace.

6.15 Hydrant and Water Supply Systems on Private and Public Property

- (1) All water supply systems on private property shall conform to municipal specifications and be installed to be capable of providing adequate water for fire fighting purposes as determined by the latest issue of "Water Supply for Public Fire Protection" published by the Public Fire Protection Survey Services and the Insurance Bureau of Canada or as otherwise approved in writing by the Fire Chief.

- (2) All new water supply systems on private property shall conform to flow and pressure requirements for fire fighting purposes according to municipal specification or as otherwise approved in writing by the Fire Chief.
- (3) Prior to proceeding with construction of any new water supply system or extension to an existing system, the applicant shall submit plans or proposed fire hydrant locations and all components of the water distribution system to the Fire Chief for approval.
- (4) The owner or occupier of a building under construction shall:
  - (a) provide roads finished to a minimum of good compacted gravel for adequate access for Fire Department apparatus, approved by the Fire Chief;
  - (b) provide a water supply system for fire protection as soon as practical as may be determined by the Fire Chief and the Manager of Operations; and
  - (c) notify the Fire Department of all newly installed fire hydrants.
- (5) All installations of fire hydrants on private property or private water systems shall be designed and supervised by a Professional Engineer and built to municipal specifications.
- (6) During construction, servicing or repairs within a subdivision, the owner or occupier shall immediately notify the Fire Department of all fire hydrant conditions, which may affect fire safety, including fire hydrants, which are temporarily out of service or low water volumes and low water pressures.
- (7) Bulk plants shall be provided with fire hydrants and a water supply with pressure and quantity adequate to meet the probable fire demands as determined by the Fire Chief.

6.16 Hydrant and Water Supply Systems Maintenance – Private Properties

- (1) Hydrants shall be maintained in operating condition.
- (2) Hydrants shall be inspected and maintained in accordance with the B.C. Fire Code Regulations.
- (3) Records of maintenance shall be forwarded annually to the office of the Fire Chief.
- (4) Fire hydrants shall be painted in compliance with the National Fire Protection Association publication "Marking of Hydrants".

6.17 Buildings

- (1) Fire protection equipment is required for the protection of any building or occupancy and shall meet the standards of the Fire Services Act, B.C. Building Code, B.C. Fire Code Regulations and any other code or bylaw adopted by the Municipality and shall be installed in accordance with good engineering practices and be located to the satisfaction of the Fire Chief.
- (2) Any regulation not included in the Fire Services Act, B.C. Building Code Regulations and the National Fire Protection Association, International.
- (3) Notwithstanding the absence of specific regulations, codes or Bylaws, good engineering practices shall be observed in the development and maintenance of buildings, water supply systems, fire protection systems and means of access for Fire Department apparatus to the satisfaction of the Fire Chief.

6.18 Standards of Work

The Fire Chief may require that work shall be done in conformity with higher standards than specified in these regulation if, at his discretion, he deems that such higher standards are reasonably necessary in the interest of safety.

6.19 Rejection of Work

The Fire Chief may, after the examination of any work, issue a written rejection, which shall have the same force and effect as an order issued under Part 10.

6.20 Dangerous Goods

- (1) All dangerous goods shall be moved in compliance with the Transportation of Dangerous Goods Act, and all amendments thereto.
- (2) The storage and handling of all hazardous materials shall be done in compliance with the British Columbia Fire Code Regulations.
- (3) Where, in the opinion of the Fire Chief, a discharge, emission or escape of dangerous goods has occurred and immediate action is necessary for the protection of the public, he may require that any action be taken by any person he considers qualified to do so, or take action himself to eliminate or contain the danger.
- (4) The Municipality may recover any costs and expenses incurred by taking action pursuant to Subsection (3) of this Section from any person or persons who had charge, management or control of the dangerous goods at the time the action was taken and such costs and expenses shall be recoverable in the manner provided by Part 6, Section 5 of this bylaw.

## **PART 7 – INSPECTION OF PREMISES**

### **7.1 Review of Plans**

The Fire Chief shall review the plans and inspect the construction of all new buildings and structures in the Municipality, other than single-family dwellings, in order to establish that the fire protection facilities and equipment are in compliance with all applicable regulations, codes and standards.

### **7.2 Right to Inspect**

The Fire Chief, or his authorized designate, may at all reasonable hours, enter into and upon any lands, premises, yards or buildings for inspection purposes to ascertain whether or not:

- (1) the state of disrepair, fire starting therein might spread so rapidly as to endanger life or other buildings or property;
- (2) the use or occupation is such that fire starting therein would endanger life or property;
- (3) combustible or explosive material is so kept or such other inflammable conditions exist therein to endanger life or property;
- (4) any fire hazard exists therein;
- (5) the requirements of the bylaw are being carried out.

### **7.3 Assistance in Inspection**

The owner or occupier of a building or property or any other person having knowledge of the building or property shall, upon request, give to a Fire Inspector who is carrying out an inspection of the building or property, such assistance as he may require in carrying out the inspection.

### **7.4 Entry for Inspection**

No person shall obstruct, hinder or prevent any Fire Services Personnel from entering into or upon any lands or premises at any reasonable time for inspection purposes.

In addition:

- (1) vehicles shall not be parked so as to obstruct access by Fire Department vehicles and signs (indicating "Tow-a-Way Zone") shall be posted prohibiting such parking;

- (2) vehicles shall not be parked so as to obstruct egress from a recognized fire exit and signs (indicating "Tow-a-Way Zone") shall be posted prohibiting such parking;
- (3) vehicles shall not be parked within six (6) meters of a Fire Hydrant, sprinkler or standpipe connection;
- (4) vehicles shall not drive over charged fire hose;
- (5) violations will result in vehicle impoundment at the owners' expense and/or a fine recoverable in favour of the City as indicated in Part 6, Section 5.

## **PART 8 – OUTSIDE BURNING**

### **8.1 Burning Permits Required**

- (1) "No person shall light, ignite or start, or allow, or cause to be lighted, ignited, or started, a fire of any kind whatsoever in the open air without first obtaining a written "Special Permit" to do so from the Fire Chief of his appointee.
- (2) A person to whom a permit has been so issued under Subsection (1) shall place and keep a competent adult person at all time, in charge of the fire while it is burning or smoldering and shall provide that person with sufficient appliances and equipment in order to prevent the fire from burning out of control or causing damage or becoming dangerous.
- (3) 3) A Service Charge per hour for equipment and men will be levied if violations result in the attendance of the Fire Department apparatus to control or extinguish a fire which has become out of control or dangerous. As per Schedule D Section 8.1(3)
- (4) A Service Charge per hour for equipment and men will be levied for extinguishing any fire that is deemed to be in contravention of any part of bylaw. As per Schedule D Section 8.1(4)
- (5) The operation of a permanent outdoor barbecue or campfire in an enclosure approved by the Fire Chief in the form identified as Schedule "A" and attaché to the bylaw and which is intended for personal warmth or used solely for the preparation of food, is permitted. This permit is to be renewed annually.
- (6) The operation of a portable outdoor barbecue intended for, and used solely for the preparation of food is permitted.
- (7) Outside incinerators shall be prohibited within the City of Grand Forks. Barbecues fueled by other than gas, briquettes or wood are deemed to be incinerators.



- (8) Necessary burning by the Municipality, which shall include open air burning for fire training exercise, and other public purposes, is permitted.
- (9) The Fire Chief or his appointee may, by Special Permit, allow a property owner outdoor burning for the purpose of removing diseased foliage that cannot be removed from the property or any other purpose deemed appropriate by the Fire Chief or his appointee.
- (10) The Fire Chief or his appointee may, by Special Permit, allow a responsible adult person an outdoor fire for a public display, provided letters of approval are submitted from the property owner on which the burning will take place.

## 8.2 Restrictions

- (1) It is expressly prohibited to burn garden waste, including but not limited to, grass, hedge clippings, leaves, prunings, pine needles, etc., within the City boundaries.
- (2) It is expressly prohibited to burn rubber tires, or oil, tar, asphalt shingles, battery boxes, plastic compositions, insulated wire or any like substance which produces heavy black smoke on or in the boundaries of the Municipality.
- (3) The Fire Chief may refuse to issue or may cancel a "Special Permit" if the use of which, in his opinion, would likely be hazardous or create a nuisance.
- (4) The Municipality may recover from the owner or occupier, the costs and expenses of, and incidental to, the taking of any measures, if the Fire Chief is satisfied on reasonable and probable grounds that the provisions of this bylaw have not been complied with in the same manner as that contained in Bylaw No.1957 of the Municipal Ticketing Information bylaw.

## **PART 9 – FIREWORKS**

### 9.1 Restrictions

- (1) No person shall manufacture, discharge, explode, fire or set off fireworks in the Municipality.
- (2) Within the Municipality, no person shall sell, dispose of or give fireworks to any person.

### 9.2 Special Permit

- (1) Council, along with the Fire Chief, may issue a Special Permit to discharge "Low Hazard" fireworks as defined in the "Fireworks Manual", to an individual or organization for a specific event or occasion.

9.3 Conditions

- (1) An organization, in order to discharge fireworks, must first appoint a fireworks supervisor who would have complete authority over and be responsible for all safety features at the fireworks display.
- (2) Written permission must be obtained from the owner or occupier of the land on which the fireworks will be prepared or set off, as well as all neighboring lands upon which debris may reasonably be expected to fall and such written permission shall be filed with the Fire Chief.
- (3) No person shall discharge any fireworks on any street in the Municipality.

**PART 10 – ENFORCEMENT**

10.1 Issuance of Order

- (1) If an Inspector finds that any provision of this Bylaw has been contravened or has not been complied with, or has been complied with improperly or only in part, or that conditions exist in or upon a building or property to which the bylaw applies and which, in his opinion, constitutes a fire hazard or otherwise constitutes a hazard to life or property, he may make such order to ensure full and proper compliance with this Bylaw and in particular, but without limiting the generality of the foregoing, he may:
  - (a) require the owner or occupier of such building or property to take such action as might, in the opinion of the Inspector, be necessary to remedy the contravention of this Bylaw or to ensure compliance with this Bylaw or to remove the hazard, or
  - (b) make such orders as are, in his opinion, necessary with respect to any matter referred to in this Bylaw.

10.2 Service of Order

An order made under the bylaw shall be served by:

- (1) delivering it or causing it to be delivered to the person to whom it is directed, or
- (2) mailing the order by return registered mail to the address of the owner as shown on the records of the Land Title Office in Kamloops, British Columbia.

**PART 11 – PENALTY**

11.1 Every person who:

- (a) contravenes any provision of this bylaw;
- (b) suffers or permits any act or thing to be done in contravention of any provision of this bylaw;
- (c) neglects or refuses to do or refrains from doing anything required to be done by any provision of this bylaw;
- (d) omits to do any act or thing required by this bylaw;

shall be liable on conviction to a penalty of not more than \$2,000.00 and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence as outlined in the Municipal Ticketing Information bylaw.”

**PART 12 –TITLE**

12.1 This bylaw may be cited for all purposes as the “**Grand Forks Fire and Life Safety Bylaw No. 1965, 2013.**”

**INTRODUCED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**READ A FIRST TIME** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**READ SECOND TIME** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**READ A THIRD TIME** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**RECONSIDERED AND FINALLY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1965 as passed by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

Dated this \_\_\_\_\_ of \_\_\_\_\_, 2013



**SCHEDULE "A"**

**The Corporation of the City of Grand Forks  
Box 220 – Grand Forks, B.C. – V0H 1H0**

**Dale Heriot  
Fire Chief**

**Fire Hall  
7214-2<sup>nd</sup> Street 442-3612**

**Administration Office  
7217-4<sup>th</sup> Street – 442-8266**

**FIRE PERMIT**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**BURN ADDRESS:** \_\_\_\_\_ **PURPOSE OF BURN:** \_\_\_\_\_

\_\_\_\_\_ **CONTROLLED BURN DATE(S) FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**REGULATIONS**

1. The permittee is responsible for this authorized burn and for all damage to the property of others resulting from this burn.
2. A service charge of \$175.00 per hour or portion thereof for Fire Dept. apparatus and manpower can be levied against permittee if the Fire Department attendance is required to control or extinguish any fire which has become uncontrollable or becomes dangerous.

**CONDITIONS**

1. The permittee shall ensure that sufficient manpower is available at all times to effectively control the fire.
2. Burning shall take place only during daylight hours.
3. Sufficient equipment for effective fire control is on site.
4. No burning shall take place when the wind is strong enough to carry sparks and/or burning materials away.
5. Fire breaks between properties must be in place prior to ignition.
6. Incinerator burning is expressly prohibited.

**I have read and understand the above conditions.**

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Fire Chief or Agent



**PERMIT**

**TO DISCHARGE FIREWORKS**

Permit Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Name: \_\_\_\_\_

Organization represented: \_\_\_\_\_

Civic Address: \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_

Location of Proposed Display: \_\_\_\_\_

Property Owner/Occupier Authorization: \_\_\_\_\_

Fireworks Supervisor: \_\_\_\_\_

**NOTE:**

Pursuant to the City of Grand Forks Fire and Life Safety Bylaw, Part 9, Council, along with the Fire Chief, may issue a Special Permit to discharge "Low Hazard" fireworks as defined in the "Fireworks Manual" to an individual or organization for a specific event or occasion.

The Special Permit is issued under the authority of Bylaw No. 1965, 2013.

The undersigned agrees to and acknowledges the terms and conditions specified under Bylaw No. 1965, 2013.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Fire Chief for the City of Grand Forks



**SCHEDULE "C"**

**The Corporation of the City of Grand Forks  
Fire and Life Safety  
SPECIAL OUTSIDE BURNING PERMIT**

Bylaw No. 1965 prohibits outside burning of any kind unless by written approval of the Fire Chief or appointed official. \$200.00/hr service charge applies for contravention of the bylaw.

DATE:

NAME:

MAILING ADDRESS:

CIVIC ADDRESS OF BURN:

DURATION OF PERMIT:

**PURPOSE OF BURN**

Cooking Purposes only:

Outdoor Fire: for Cooking Only:

Other (specify)

**RESTRICTIONS**

- It is expressly prohibited to burn garden waste, including but not limited to, grass, hedge clippings, leaves, prunings, pine needles, etc., within the City boundaries.
- It is expressly prohibited to burn rubber tires, oil, tar, asphalt shingles, battery boxes, plastic compositions, insulated wire or any like substance which produces heavy black smoke on or in the boundaries of the City.
- The Fire Chief may refuse to issue or may cancel a Special Permit if the use of which, in his opinion, would likely be hazardous or create a nuisance.

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Fire Chief or Appointee



**SCHEDULE "D"**

**The Corporation of the City of Grand Forks  
"Grand Forks Fire & Life Safety Bylaw"  
FEES & CHARGES**

## **Bylaw No. 1965 "Grand Forks Fire & Life Safety Bylaw"**

### **5.8 Permit Fees**

The fees hereinafter specified shall be paid to the Municipality by all applicants for any permit required by this Bylaw, or under the Code adapted by this Bylaw, or by the regulations passed pursuant to the provisions of the Fire Services Act, as amended from time to time, and for inspection of any work or thing for which the said permit is required.

1. for any installation of gasoline tanks, oil tanks, diesel tanks and dispensing pumps:

- 2,300 L (	- 500 I.G.)	\$ 15.00
2,301 - 4,600 L (	501 - 1,000 I.G.)	\$ 20.00
4,601 - 23,000 L (	1,001 - 5,000 I.G.)	\$ 30.00
23,001 - 46,000 L (	5,001 - 10,000 I.G.)	\$ 40.00
46,001 - 115,000 L (	10,001 - 25,000 I.G.)	\$ 60.00
115,001 - 230,000 L (	25,001 - 50,000 I.G.)	\$100.00
230,001 - 460,000 L (	50,001 - 100,000 I.G.)	\$150.00
460,001 - 920,000 L (	100,001 - 200,000 I.G.)	\$200.00
920,001 - 2,300,00 L (	200,001 - 500,000 I.G.)	\$250.00

Each dispensing pump	\$ 10.00
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2. for each "Outside Burning" permit \$ nil
3. for each "Fireworks Display" permit \$ 10.00

### **8.1 Burning Permits Required**

- (3) A Service Charge of \$200.00 per hour for equipment and men will be levied if violations result in the attendance of the Fire Department apparatus to control or extinguish a fire which has become out of control or dangerous.
- (4) A Service Charge of \$200.00 per hour for equipment and men will be levied for extinguishing any fire that is deemed to be in contravention of any part of bylaw.

# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

**DATE** : June 13, 2013  
**TOPIC** : Amendment to the City of Grand Forks Bylaw 1955 to Establish and Impose a Flat Tax on Northwest 79<sup>th</sup> Avenue Road and Electrical Local Area Service

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

**PROPOSED BY** : Chief Financial Officer

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### SUMMARY:

At the May 21<sup>st</sup>, 2013 regular meeting, Council passed Bylaw No. 1955 to impose a parcel tax on land or real property included in the Northwest 79<sup>th</sup> Avenue Local Area Service. The parcel tax is to provide funding for the related debt payments for the seventy thousand (\$70,000) originally borrowed. On May 24<sup>th</sup>, 2013 at the Parcel Tax Review Panel, Mr. Enns voiced concern over the lane development costs.

After discussion at the Parcel Tax Review Panel and with the City Administrator, it has been recommended to remove the amount for the lane development from the amount owing. Bylaw No. 1971 is to adjust the total amount to be repaid to be sixty six thousand, seven hundred and eighty dollars (\$66,780). This adjustment accounts for the removal of CWO 292D "Road Grading and Shouldering" in the amount of three thousand, two hundred and twenty dollars (\$3220.00).

Bylaw No. 1971 will allow for the imposition of the flat tax as well as direct the establishment of the Northwest 79<sup>th</sup> Avenue Local Area Service Parcel Tax Roll.

### STAFF RECOMMENDATIONS:

That Council gives first, second and third reading to Bylaw No. 1971.

### OPTIONS AND ALTERNATIVES:

No specific options are given due to the fact that the owners of the four properties in the Local Area Service have agreed to repay the cost of the service on a flat tax basis.

### BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

The benefit for the City is the recovery of \$66,780 of the \$70,000 debt incurred for the capital improvements of the Local Area Service.

### LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Community Charter S.200 (2) and (3) and S.202 (2) address imposing a parcel tax or local area service tax.

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

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

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO.1971**

**Being a Bylaw to amend Bylaw No. 1955 “A Bylaw to Establish and Impose a Parcel Tax on a Local Area Service for the Owners of Real Property in the Northwest 79<sup>th</sup> Avenue Local Area Service”**

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

**AND WHEREAS** the City has, by Northwest 79<sup>th</sup> Avenue Local Area Service Establishment Bylaw 1883, 2009 authorized the construction of local improvements under Part 7 of the Community Charter and has provided that the debt related to the local improvements be paid by way of parcel tax levied as a single amount per parcel. Parcels imposed with the tax are identified in the Northwest 79<sup>th</sup> Avenue Local Area Service Parcel Tax Roll

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

1. A parcel tax shall be and is hereby imposed upon the owners of land or real property included in the Northwest 79<sup>th</sup> Avenue Local Area Service parcel tax roll to provide the funding for the related debt payments
2. The parcel tax shall be levied in each year from 2013 to 2027 on each parcel included in the Northwest 79<sup>th</sup> Avenue Local Area Service parcel tax roll.
3. The amount of the annual parcel tax shall be \$1456.49 per parcel
4. This Bylaw may be cited for all purposes as the “**City of Grand Forks Northwest 79<sup>th</sup> Avenue Local Area Service Parcel Tax Amendment Bylaw No. 1971, 2013**”.

Read a **FIRST** time this 24 th day of June, 2013.

Read a **SECOND** time this 24 th day of June, 2013.

Read a **THIRD** time this 24<sup>th</sup> day of June, 2013.

FINALLY ADOPTED this <sup>st</sup> 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. 1971, the **“City of Grand Forks Northwest 79<sup>th</sup> Avenue Local Area Service Parcel Tax Amendment Bylaw No. 1971, 2013”** as passed by the Municipal Council of the Corporation of the City of Grand Forks on the st day of , 2013.

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